

How to import Multi Columns BQ from Excel

Note: - You can import all sheets at the same time

- 1. If you use to prepare BQ in Excel format, you still can do that and you **no need** to prepare the following at your Excel BQ;
 - a) Bill reference number
 - b) Page total
 - c) Collection page

Clip	board 🖻	Font	G		Alignme	ent	G	Number
	L1	• (•	f_{x}					
		A			В	С	D	E
-		NT NO.1 - WORK B	ELOW GROU	ND_		Type A	Type B	Type C
	FLOOR		-			Quy	Quy	Qty
2	FIISUR	ow is element nam				differe	nt type's	s Qty
3	Excavat level	te oversite, commend	cing from platto	<u>rm</u>				
4	Make s	sure have blank ro	w between d	ifferer	nt item (descriptio	on	
5	Not exc	eeding 250mm, to re	duce level.		m³	125	130	132
6								
7	Excavat	te, commencing from	reduce level.					
8	No nee	ed split description	n into multiple	e row	s, you c	an use "	Wrap Te	ct"
9	Maximu footings	m depth not exceedir	ng 2.00m deep,	for	m³	188	198	200
10								
11	Maximu exceedi	m depth not exceedir ng 4.00 deep, for foot	ng 2.00m but no tings.	ot	m³	554	556	558
12	Diffe	erent element at di	fferent sheet					
14 4	→ El	ement 1 / Element 2 /	/ Element 3 🦼 😤]/		1	ı I	
Rea	dy							

2. Open a project at "Project Builder" and double click to open a bill.

-	space Project Builder					
Proj	ect Builder > Sample Project (Status::PRE TENDEF	R)				
(I) Ir	mport Rates 🛛 🥗 Project Analyzer 🔻 🛛 🧮 Project	Summary 🔓 Sub-Packag	es 🛛 📥 Schedule (Of Quantities 🛛 📀 Publish To	o Tender	
Pro	ect Breakdown Project Properties					
(A	Add Bill 🔻 🕀 Add Level 📀 Indent 💽 Outde	ent 🛛 😑 Delete 🛛 🕘 Import	From Files 💌 👔	Export Bill 🛛 🔝 Backup 💌 🛛	🕑 Reload	
No.	Description	Original Amount	Total Markup (%)	Overall Total	% Project	
	Sample Project					
1	BILL NO. 1 - GENERAL CONDITIONS AND PRELIMINARIES					
2	Bill No-2					
	Building Works					
3	Bill No-3 Double click to open	a bill 1,429,185.44			1,429,185.44	100.00%
4	Bill No-4					

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3. Click at "Bill Properties".

project Builder	
Project Builder > Sample Project (Status::PRE TENDER)	
🚯 Import Rates 🛛 📽 Project Analyzer 🔻 🛛 🛗 Project Summary 🛛 🔓 Sub-Packages 🛛 🛓 Schedule Of Quantitie	es 🛛 🔿 Publish To Tender
Project Breakdown Project Properties Bill No-4 :: Standard 🛞	
Element/Trade List Bill Properties BQ Print Out Setting	
Element >	
🕀 Add Row 🛛 \ominus Delete Row 🛛 🕙 Import Elements From Library 🛛 🚔 Print BQ	
	% Job
No Description	
1	
No Description 1	% Job

4. Click "Add Type" to add more types. After that, please make sure to click "Save" icon for each type that had added.

ill Ini BS	formation (Once finish, o	click "Elemen	nt/Trade Lis	st"											
		*Title	: Bill No-4							Descr	ription :					
	*Rate Ro	unding Options	: Return Exact A	mount (2 decin	nal)		*	*(⊋ty R	ounding O	ptions :	Round	Up			-
		Unit Type	: Metric							Bill	I Type :	Standar	rd			
arku	up Settings															
No.	Name				En	nable	Action Hounding Options									.
1	ElementM	arkup			N	NO	Options									lion
2	ltem Markı	JD			N	NO		He	iturn E	-xact Amou	int (2 deci	imal)			0	
olun Đ A	n Settings dd Type	Click here t	o add more t	ypes										Click here to	edit o	r sav
		T-1-11-11	Eachte Ota (D)	Here Office	line of a	(0)				Gr	oss Floo	r Area				
NO.	Name	Total Unit	Enable Qty (2)	Use Qty	Use Qty ((2)	m2			ft2	Show	/ m2 🖇	Show ft2	Show Estimation	Action	Dele
1	Default	1	NO			0) <u>0.0</u>	<u>)0</u>	0	0.00	v	•	×	NO		Θ
2	Туре В	5				C) 0)	۲	0	C)	۲			Θ
		1														

5. Can see the added types and click "**x**" to close the bill.

space Project Builder							
Project Builder > Sample Project (Status::PRE TENDER)							
😃 Import Rates 🛛 🚭 Project Analyzer 🔻 📋 Project Summary 🛛 🔓 Sub-Packages 🗎 🛓 Schedu	le Of Quantities	🔿 Publish To Te	nder				
Project Breakdown Project Properties Bill No-4 :: Standard 🛞 Click here to close b	ill						
Element/Trade List Bill Properties BQ Print Out Setting							
Element >							
🕀 Add Row 🛛 😑 Delete Row 🛛 🕙 Import Elements From Library 🛛 🚔 Print BQ							
	% Job	Cost/m2	Total/Unit	% Job	Cost/ft2	Total/Unit	% Job
No Description		Type A Total Unit:3			Type B Total Unit:5		
1							

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6. Click at the bill that you want to import BQ into it. Then click at "**Import From Files**" icon and select "**Import From Excel**".



7. Click at "Select File".

Import From Excel	6
S Close	
Import File Select File	

8. Select excel file and click at "Open".



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9. Then the system will process and the following table will pop up. **Match the columns** with Excel file by click at drop down arrow. Then click "**Import**".

Import File					
🗴 Close 🕕 Import					
Specify Import Column					
Bill References :					
*Description :	А	•	То	А	Ŧ
Unit :	В				
Type A Quantity:	С				
Type B Quantity:	D				
Type C Quantity:	E	•			
Rate :					
Amount :					

10. Then you can **tick** which **elements** you want to import or tick all and select "**Rate**" and/or "**Quantity**" if you want to import with Rate or Quantity. After that click at "**Import**".



11. Then double click that bill and you can see the imported elements.

	space Project Builder
Proje	ttBuilder > Sample Project (Status: PRE TENDER)
🕒 Im	xort Rales 🥸 Project Analyzer 🔻 🖹 Project Summary 🕋 Sub-Packages 🛓 Schedule Of Quantities 📀 Publish To Tender
Proje	t Breakdown Project Properties Bill No-4 :: Standard 🛞
Eleme	nt/Trade List Bill Properties BQ Print Out Setting
Elem	nt >
(+) Ac	d Row 🕞 Delete Row 🚯 Import Elements From Library 🚔 Print BO
	% Job Cost/m2 Total/Unit % Job Cost/ft2 Total/Unit
No	Type A Type B Total Unit:3 Total Unit:5
1	ELEMENT NO.1 - WORK BELOW GROUND FLOOR LEVEL
2	ELEMENT NO.2 - FRAME
3	ELEMENT NO.3 - UPPER FLOORS
4	

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12. Double click at element to see the **item level**.

space Project Builder								
Project Builder > Sample Project (Status-PRE TENDER) ① Import Rates ● Project Analyzer ▼ ● Project Summary ● Sub-Packages ▲ Sched Project Breakdown Project Properties Bill No-4 :: Standard ● Element/Trade List Bill Properties BO Print Out Setting Element > ELEMENT NO 1 - WORK BELOW GROUND FLOOR LEVEL > ④ Add Bow, ● Indent ● Outdent ● Delete Bow ● Import Library, ④ Indent	ule Of Quantitie	es ⊕ P	ublish To Tender					
No Description	Туре	Unit	Include	Qty/Unit Type A Total Unit:3	Total/Unit	Include	Qty/Unit Type B Total Unit:5	Total/Unit
Excavate oversite, commencing from platform level Not exceeding 250mm, to reduce level. Excavate, commencing from reduce level. Mainum deta plat programmed from reduce level. Mainum deta plat plat programmed for fortiging	HEAD 1 ITEM HEAD 2	M3	YES Press "Ente	125.00 r" to select "I	No'' if the i	YES tem not	130.00 applicable for	this type
Waximum depth not exceeding 2.00m deep, for idonings. Maximum depth not exceeding 2.00m but not exceeding 4.00 deep, for footings. Maximum depth not exceeding 1.00m deep, for ground beams		M3 M3 M3	YES	554.00 469.00		YES	556.00 450.00	
7 Maximum depth not exceeding 1.00m deep, for trenches.	HEAD ITEM-HE ITEM-P ITEM-PC ITEM-RO ITEM-LS ITEM-LS% ITEM-LSX NOID	МЗ	YES YES	33.00		YES	35.00	

- 13. After imported into BuildSpace;
 - a) You need to change the ITEM type in BuildSpace by go to item level and press "Enter" at "Type" cell, then click at drop down arrow to select the type and press "Enter" again to save.
 - b) You also need to double check the "heading" by Indent or Outdent the headings.
 - c) If the item is not applicable to one of type, you can press "Enter" at "Include" cell to select "No".

Note: You can use your keyboard's arrow key to move to other cell like Excel.