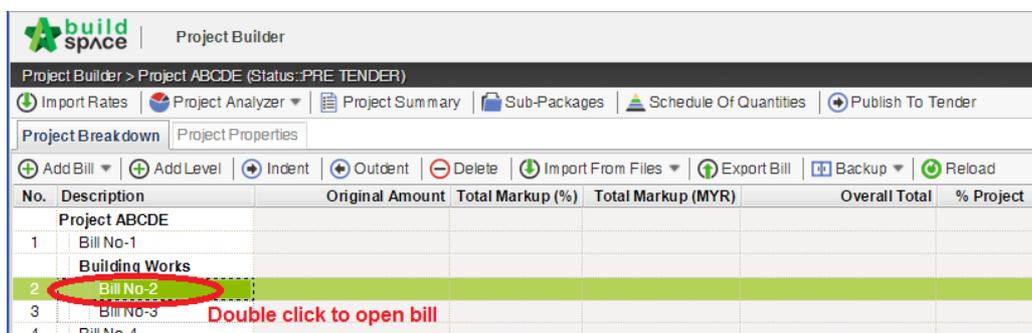


## How to open a bill, key in elements & items

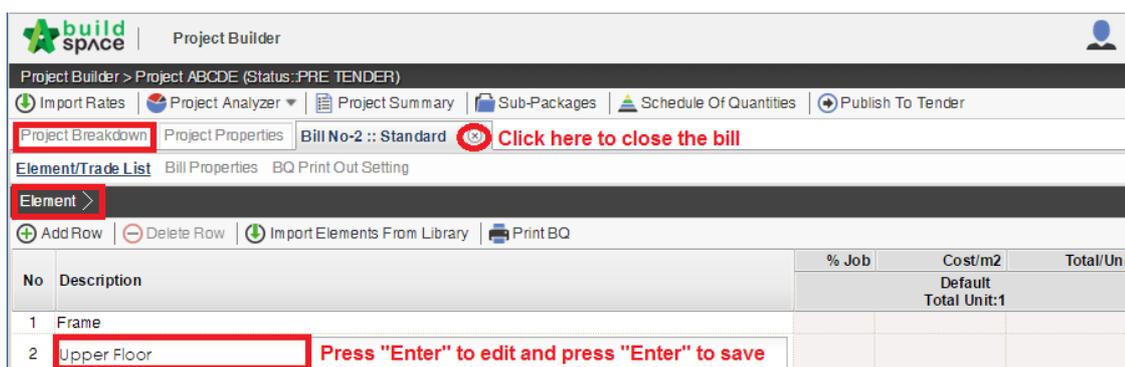
1. Double click at a bill.



| No.            | Description | Original Amount | Total Markup (%) | Total Markup (MYR) | Overall Total | % Project |
|----------------|-------------|-----------------|------------------|--------------------|---------------|-----------|
| Project ABCDE  |             |                 |                  |                    |               |           |
| 1              | Bill No-1   |                 |                  |                    |               |           |
| Building Works |             |                 |                  |                    |               |           |
| 2              | Bill No-2   |                 |                  |                    |               |           |
| 3              | Bill No-3   |                 |                  |                    |               |           |
| 4              | Bill No-4   |                 |                  |                    |               |           |

2. Press “Enter” to key in element name and press “Enter” to save. Click at “Project Breakdown” to open other bills. Double click at element name to go to item level.

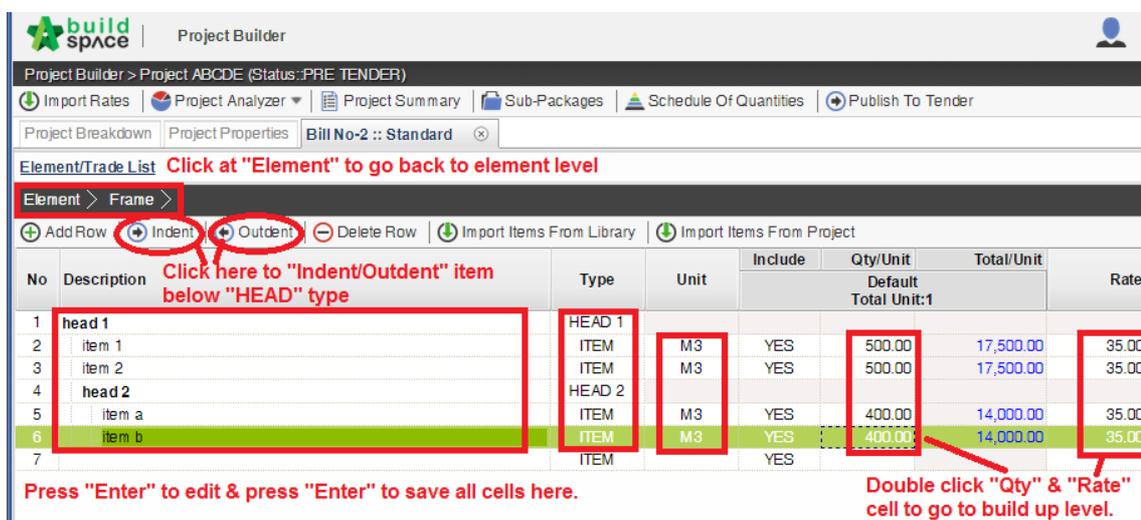
*Note: You can use your keyboard's arrow key to move to other cell like Excel.*



| No                   | Description | % Job | Cost/m2 | Total/Unit |
|----------------------|-------------|-------|---------|------------|
| Default Total Unit:1 |             |       |         |            |
| 1                    | Frame       |       |         |            |
| 2                    | Upper Floor |       |         |            |

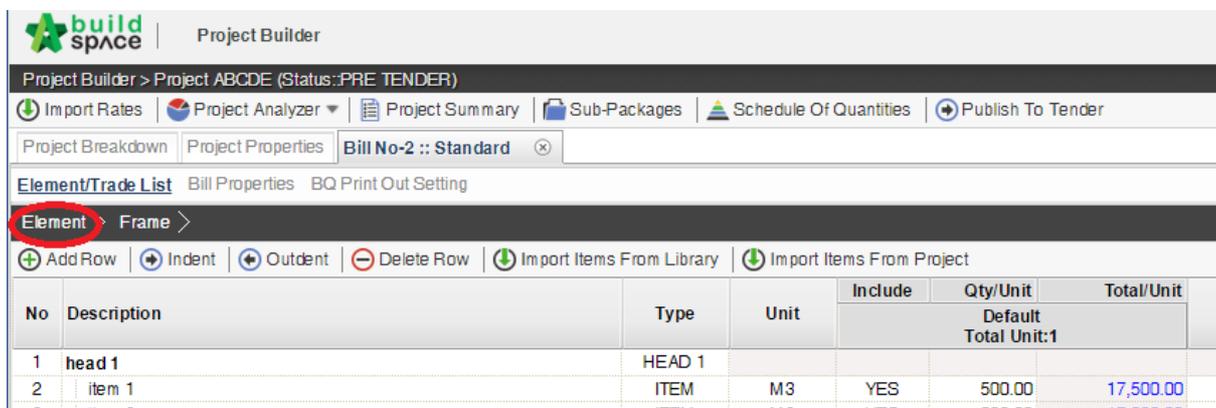
3. At item level, press “Enter” at all cells to edit and press “Enter” again to save.

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

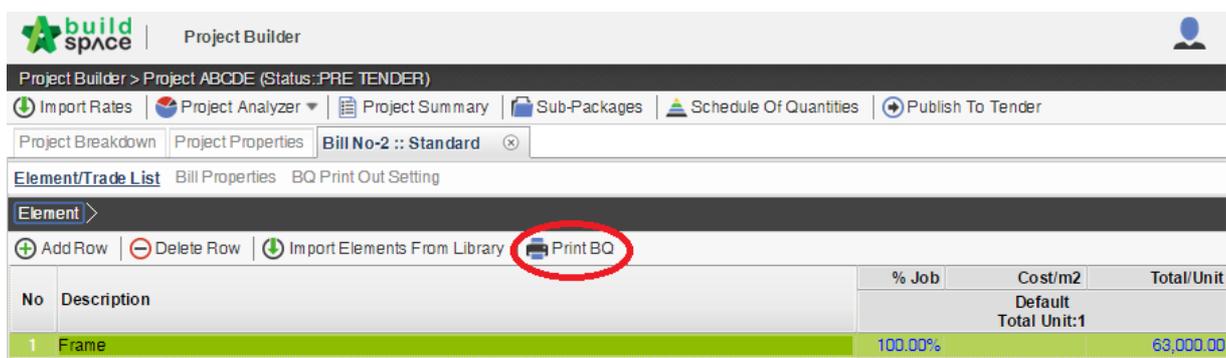


| No                   | Description | Type   | Unit | Include | Qty/Unit | Total/Unit | Rate  |
|----------------------|-------------|--------|------|---------|----------|------------|-------|
| Default Total Unit:1 |             |        |      |         |          |            |       |
| 1                    | head 1      | HEAD 1 |      |         |          |            |       |
| 2                    | item 1      | ITEM   | M3   | YES     | 500.00   | 17,500.00  | 35.00 |
| 3                    | item 2      | ITEM   | M3   | YES     | 500.00   | 17,500.00  | 35.00 |
| 4                    | head 2      | HEAD 2 |      |         |          |            |       |
| 5                    | item a      | ITEM   | M3   | YES     | 400.00   | 14,000.00  | 35.00 |
| 6                    | item b      | ITEM   | M3   | YES     | 400.00   | 14,000.00  | 35.00 |
| 7                    |             | ITEM   |      | YES     |          |            |       |

- Click at “Element” to go back to element level to print BQ.



- Click at “Print BQ”.



- You have option to print by elements or print all.



**Note:** Please make sure your item descriptions in proper “**hierarchy**” (indent/outdent). It will affect the auto printing of continuous **HEADING** at next page.