

How to open a bill, key in elements & items

1. **Double click** at a bill.

-	space	Project Build	er				
Proje	ect Builder > Proj	ect ABCDE (Sta	atus::PRE TENDER)				
🕒 In	n port Rates 🛛 🍧	Project Analyz	er 🔻 🛛 📄 Project Summar	y 🛛 🚰 Sub-Packag	jes 🛛 📥 Schedule Of (Quantities 🛛 📀 Publish To Te	ender
Proj	ect Breakdown	Project Prope	rties				
🕀 Add Bill 🔻 🕀 Add Level 💿 Indent 💿 Outdent 🕞 Delete 🚯 Import From Files 💌 🎧 Export Bill 🔢 Backup 💌 🙆 Reload							
No.	Description		Original Amount	Total Markup (%)	Total Markup (MYR)	Overall Total	% Project
	Project ABCDE						
1	Bill No-1						
	Building Wo	rks					
2	Bill No-2						
3	Bill NO-3	Double	e click to open bill				
4	Bill No-4						

 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.

	SpACE Project Builder							
Proje	ect Builder > Project ABCDE (Status::F	PRE TENDER)						
(1) In	n port Rates 🛛 🔮 Project Analyzer 🔻	📔 Project Summary 🛛 🚰 Sub-Packages 🗧 📥 Schedule Of Quantities	🛛 🔿 Publish To	o Tender				
Proje	Project Breakdown Project Properties Bill No-2 :: Standard 🛞 Click here to close the bill							
Elem	Element/Trade List Bill Properties BQ Print Out Setting							
Elen	nent >							
⊕A	🕀 Add Row 😑 Delete Row 🚯 Import Elements From Library 📑 Print BQ							
			% Job	Cost/m2	Total/Uni			
No	Description			Default Total Unit:1				
1	Frame							
2	Upper Floor	Press "Enter" to edit and press "Enter" to save						

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.

7	SpACE Project Builder						_
Proj	ect Builder > Project ABCDE (Status::PRE TENDER)						
🔱 Import Rates 🔮 Project Analyzer 🔻 🖹 Project Summary 🕋 Sub-Packages 🛓 Schedule Of Quantities 📀 Publish To Tender							
Proj	ect Breakdown Project Properties Bill No-2 :: Standard ⑧						
Elen	ent/Trade List Click at "Element" to go back to eleme	nt level					
Eler	nent > Frame >						
🕀 Add Row 🕢 Indent) 🕤 Outdent) 🔿 Delete Row 🛛 🚯 Import Items From Library 🛛 🚯 Import Items From Project							
	Oliver to "IndentiOutdent" item			Include	Qty/Unit	Total/Unit	
No	Description Click here to "Indent/Outdent" item below "HEAD" type	Туре	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit	Rat
N o 1	Description Click here to "Indent/Outdent" item below "HEAD" type	Type HEAD 1	Unit	Include	Qty/Unit Default Total Unit:1	Total/Unit	Rat
No 1 2	Description Click here to "Indent/Outdent" item below "HEAD" type head 1 item 1	Type HEAD 1 ITEM	Unit M3	YES	Qty/Unit Default Total Unit:1 500.00	Total/Unit 17,500.00	Rat 35.0
No 1 2 3	Description Click here to "Indent/Outdent" item below "HEAD" type head 1 item 1 item 2	Type HEAD 1 ITEM ITEM	Unit M3 M3	Include YES YES	Qty/Unit Default Total Unit:1 500.00 500.00	Total/Unit 17,500.00 17,500.00	Rat 35.0 35.0
No 1 2 3 4	Description Click here to "Indent/Outdent" item below "HEAD" type head 1 item 1 item 2 head 2	Type HEAD 1 ITEM ITEM HEAD 2	Unit M3 M3	YES	Qty/Unit Default Total Unit:1 500.00 500.00	Total/Unit 17,500.00 17,500.00	Rat 35.0 35.0
No 1 2 3 4 5	Description Click here to "Indent/Outdent" item below "HEAD" type head 1 item 1 item 2 head 2 item a	Type HEAD 1 ITEM ITEM HEAD 2 ITEM	Unit M3 M3 M3	Include YES YES YES	Qty/Unit Default Total Unit:1 500.00 500.00 400.00	Total/Unit 17,500.00 17,500.00 14,000.00	Rat 35.0 35.0 35.0
No 1 2 3 4 5 6	Description Click here to "Indent/Outdent" item below "HEAD" type head 1 item 1 item 2 head 2 item a item b	Type HEAD 1 ITEM ITEM HEAD 2 ITEM ITEM	Unit M3 M3 M3 M3 M3	Include YES YES YES YES	Qty/Unit Default Total Unit:1 500.00 500.00 400.00 400.00	Total/Unit 17,500.00 17,500.00 14,000.00 14,000.00	Rat 35.0 35.0 35.0 35.0
No 1 2 3 4 5 6 7	Description Click here to "Indent/Outdent" item below "HEAD" type head 1 item 1 item 2 head 2 item a item b	Type HEAD 1 ITEM ITEM HEAD 2 ITEM ITEM	Unit M3 M3 M3 M3 M3	Include YES YES YES YES YES YES	Qty/Unit Default Total Unit:1 500.00 500.00 400.00 400.00	Total/Unit 17,500.00 17,500.00 14,000.00 14,000.00	Ra 35.0 35.0 35.0

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4. Click at "Element" to go back to element level to print BQ.

	space Project Builder							
Project Builder > Project ABCDE (Status::PRE TENDER)								
😃 Import Rates 🔮 Project Analyzer 🔻 🚊 Project Summary 🕋 Sub-Packages 🛓 Schedule Of Quantities 📀 Publish To Tender								
Proje	Project Breakdown Project Properties Bill No-2 :: Standard 🛞							
Element/Trade List Bill Properties BQ Print Out Setting								
Element > Frame >								
🕣 Add Row 🛛 🕤 Indent 🛛 🕤 Outdent 🛛 🕞 Delete Row 🛛 🕒 Import Items From Library 🛛 🕀 Import Items From Project								
				Include	Qty/Unit	Total/Unit		
No	No Description		Unit	Default Total Unit:1				
1	head 1	HEAD 1						
2	item 1	ITEM	M3	YES	500.00	17,500.00		
0	itom 0	ITEM	MO	VEQ	500.00	17 500 00		

5. Click at "Print BQ".

space Project Builder			
Project Builder > Project ABCDE (Status::PRE TENDER)			
🕘 Import Rates 🛛 🗳 Project Analyzer 🔻 📄 Project Summary 🛛 🕋 Sub-Packages 🛛 🛓 Schedule Of Quantitie	s 🛛 📀 Publish 1	To Tender	
Project Breakdown Project Properties Bill No-2 :: Standard 🛞			
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
No Description		Default Total Unit:1	
1 Frame	100.00%		63,000.00

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

Print BQ								
(OF	Print All S Close							
No.	Description	Number of Items						
1	Summary Page	-	Print					
2	Frame	6	Print					
3	Upper Floor	0	Print					
4								

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