How to open a bill, key in elements & items

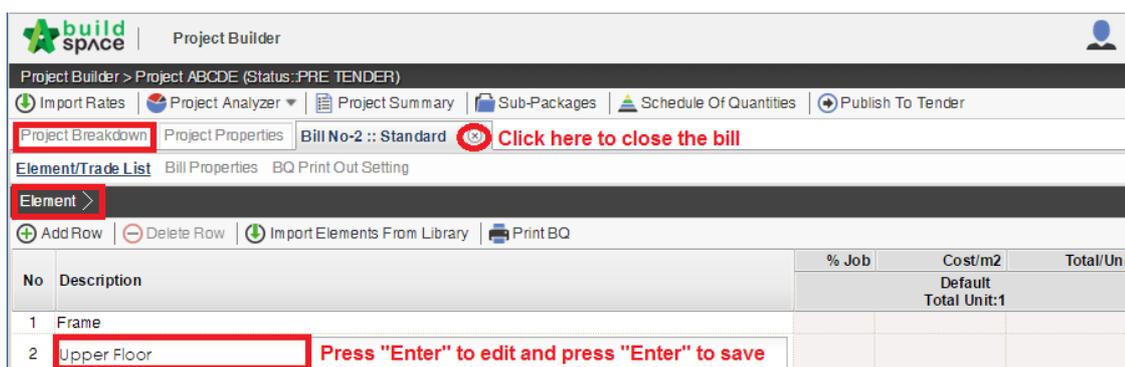1. **Double click** at a bill.

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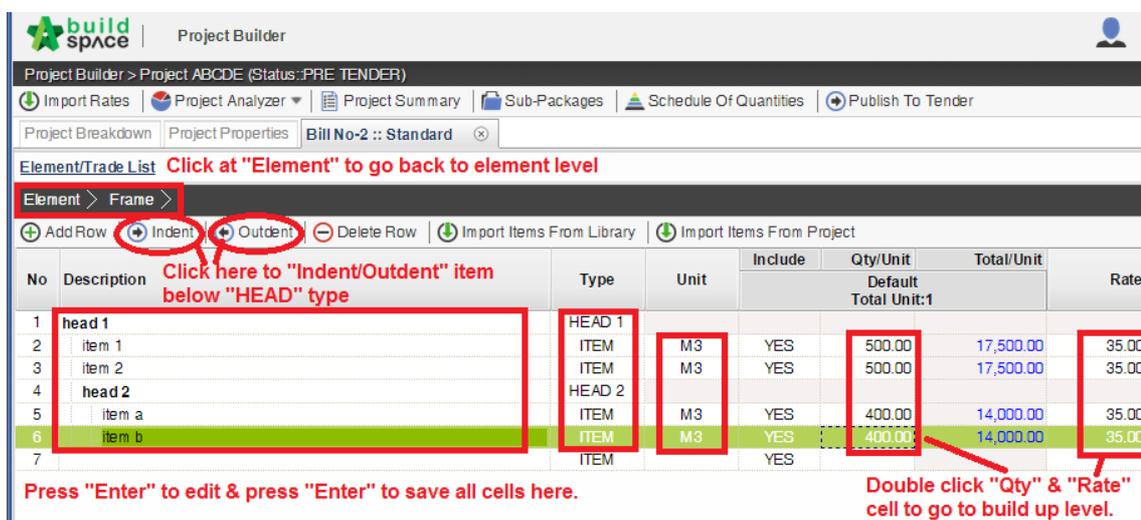
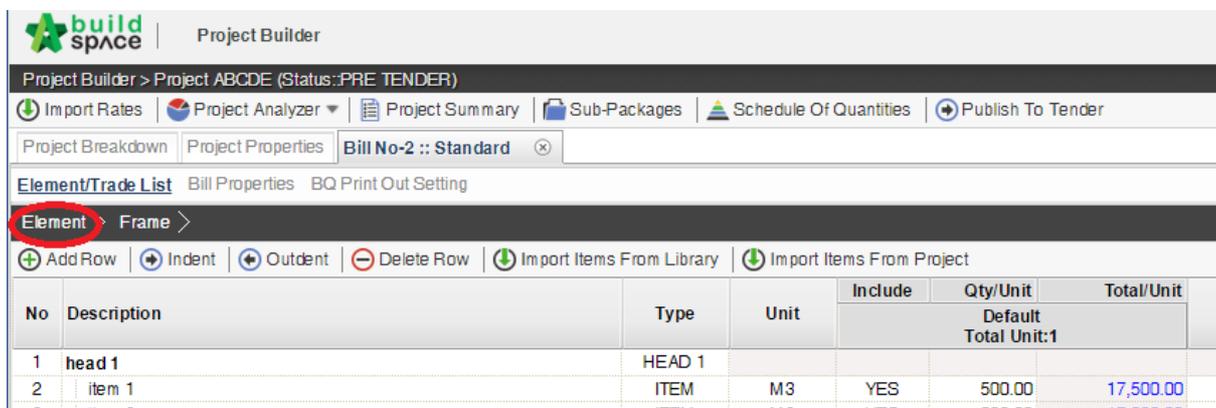   *Note: You can use your keyboard's arrow key to move to other cell like Excel.*

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

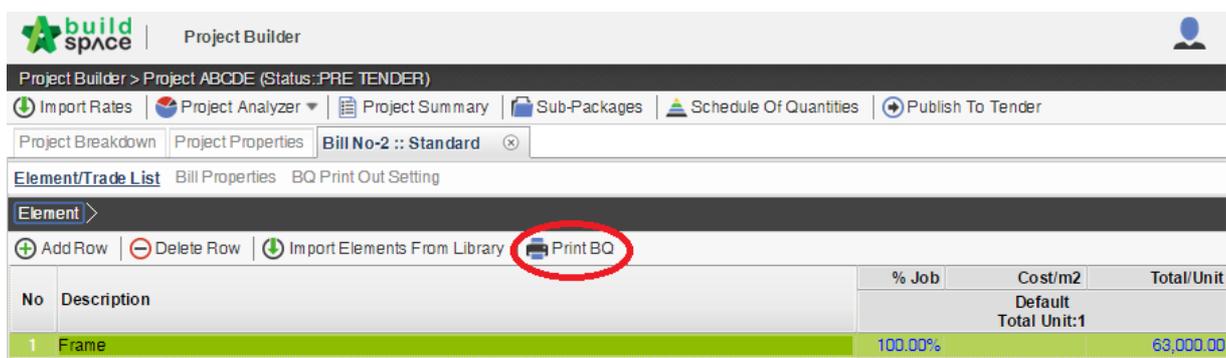   *Note: You can use your keyboard's arrow key to move to other cell like Excel.*

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

5. Click at "**Print BQ**".

6. 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.**