BUILDSPACE

PRO

Consultants & Contractors

Print BQ

Contents

Print BQ

BQ Printout Setting

1. Double click at the desired **Bill.**
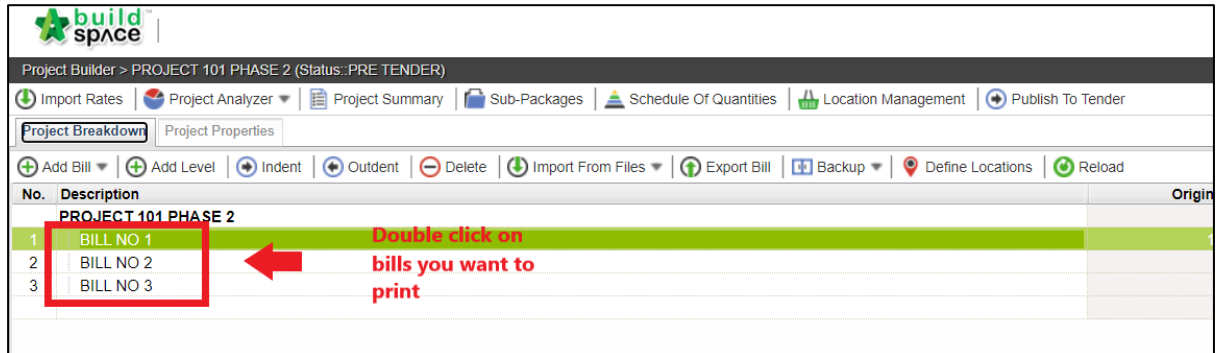
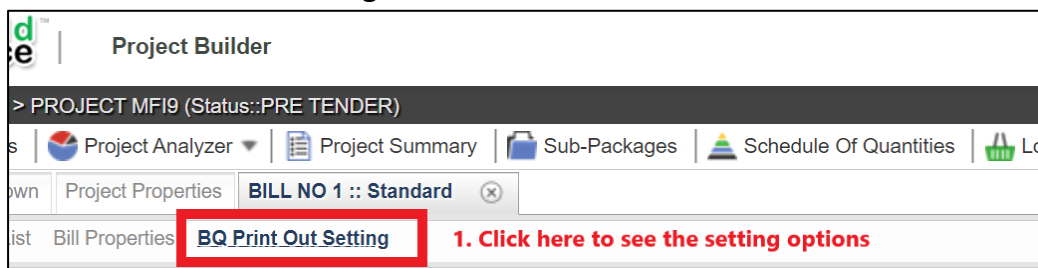2. Click at **"BQ Printout Settings".**

I.   Head Styling

II. Font & Number Format

III. Page Format

IV. Standard Phrases

V. Header & Footer

Print BQ by Bills

1. Double click at the desired **Bill.**
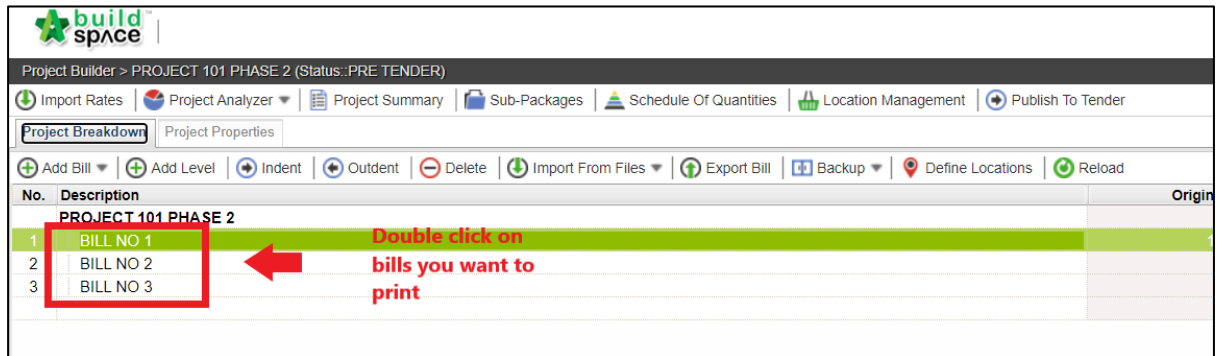
2. Click **"Print BQ".**
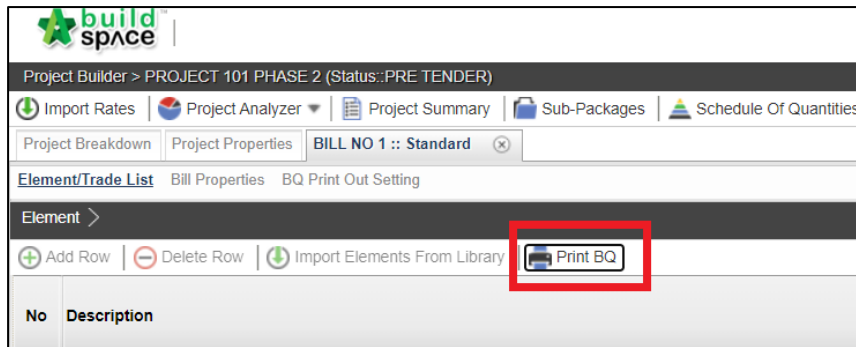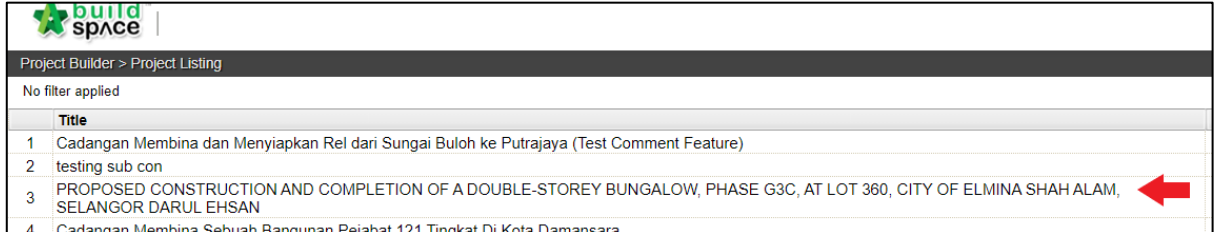
3. User can either choose to print the whole Bill by simply click at **"Print All".** To print by Element, click **"Print"** at the action column.
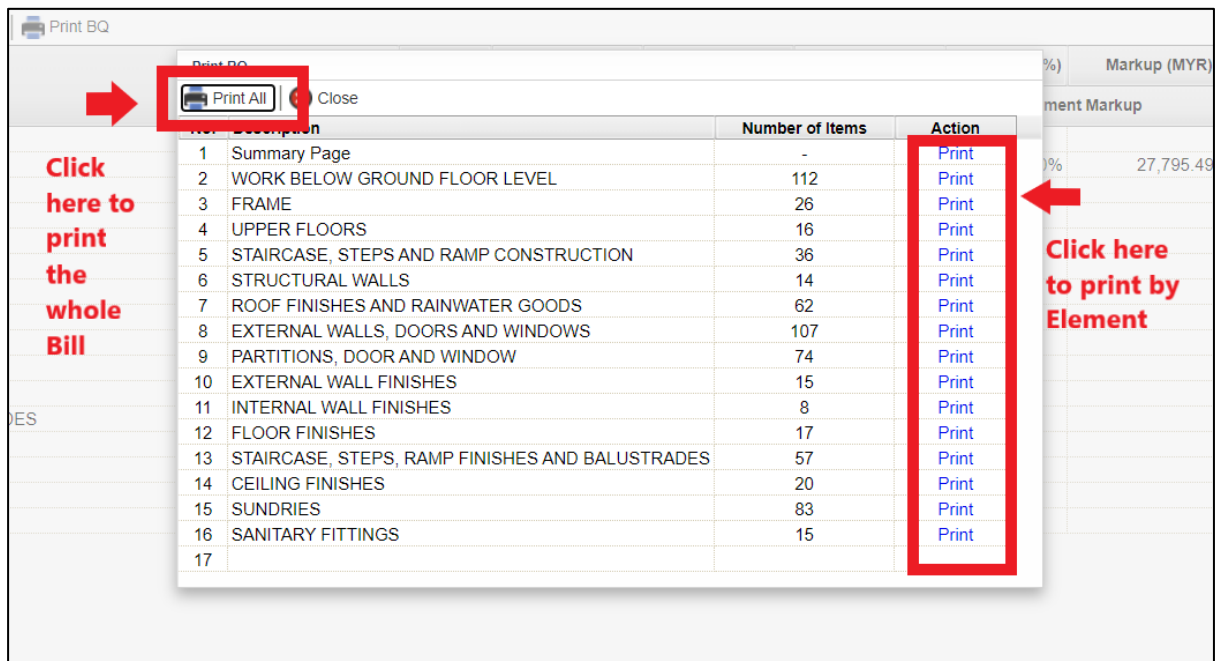
Export Bills (Excel Format)
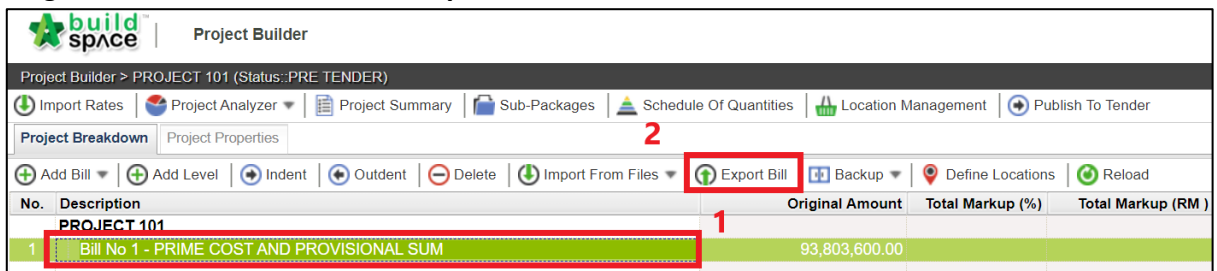
Notes: The purpose of Export Bill is similar with Backup. Export Bill is in excel format however Backup is in the EBQ format.

1. **Double click** at the particular project title to open the project.
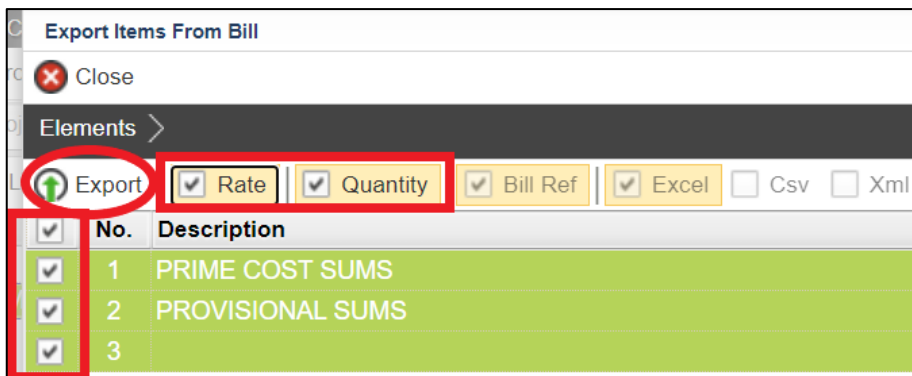
2. Single click at the bill and click **"Export Bill"**.

3. **Tick at the check box** on the left to select elements to be exported. Also, user may tick whether to export along with the Rate and Quantity by ticking at the check box respectively. Once done, click **"Export"**.

4. User may confirm the file beforehand and click **"Download"**. The file will be exported in Excel file format. Then, click **"Close"**.

5. The exported file will look something like the following;

Item	Description	Unit	Qty	Rate	Amount
	PRIME COST SUMS				
	PRIME COST SUMS				
	Various sections of the Works are included in the Contract as Prime Cost Sums and will be executed by Nominated Sub-Contractors.		0	0.00	0.00
	The Contractor's insertions for profit and establishment charges for Nominated Sub-Contractors will be corrected pro-rata to the Prime Cost Sums adjusted, and the Contract Sum adjusted accordingly by a Variation arising from the Architect's/Superintending Officer's Instructions.		0	0.00	0.00
	Where the Contractor in the ordinary course of his business directly carries out works for which Prime Cost Sums are included and the Architect/Superintending Officer is prepared to receive Tenders from the Contractor for such items, then the Contractor will be permitted to tender for the same or any of them but without prejudice to the Employer's right to reject the lowest or any Tender.		0	0.00	0.00
	Should the Contractor be successful in tendering for any work included in any such Prime Cost Sum, he will		0	0.00	

Bill No 1 - PRIME COST AND PROVISIONAL SUM

Element 1   Element 2   ⊕
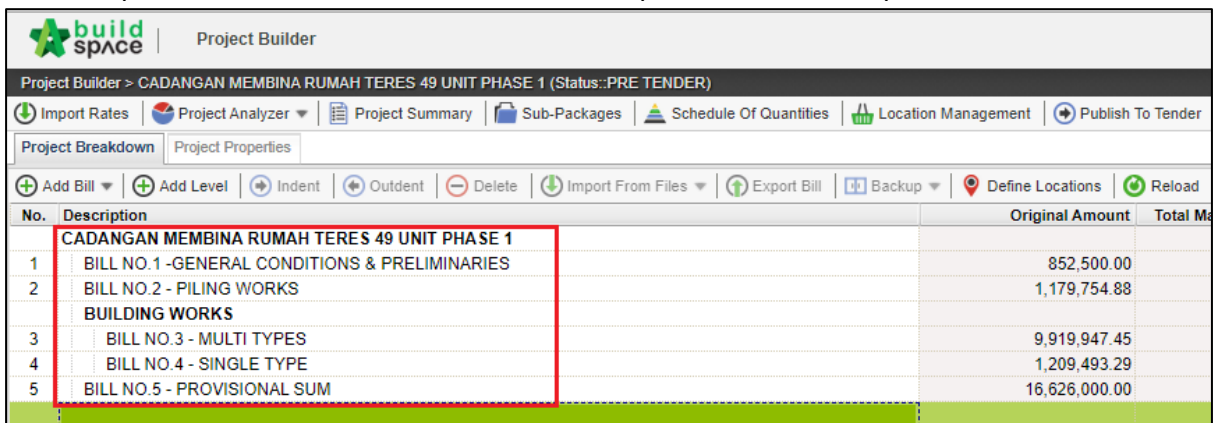
Import/Export as Backup file

I. Import Backup

1. Single click at the **project title** and then click **"Backup"** and choose "**Import Backup".**

2. To import other bill using **"Import Backup"** function, (1) **single click** at the **latest bill** and then click (2) "**Backup".** Then, choose (3) **"Import Backup"** to import another backup file.

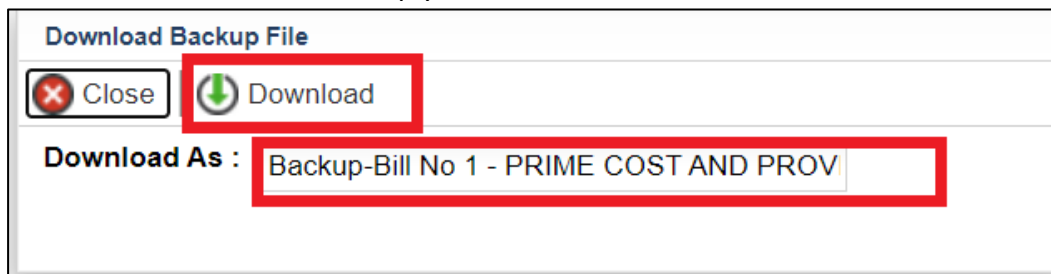3. The sample below shows bills that have been imported from Backup file;

II. Export Backup

Notes: The purpose of Export Backup is similar with export bill. Export backup is in EBQ format while Export Bill is in excel format.

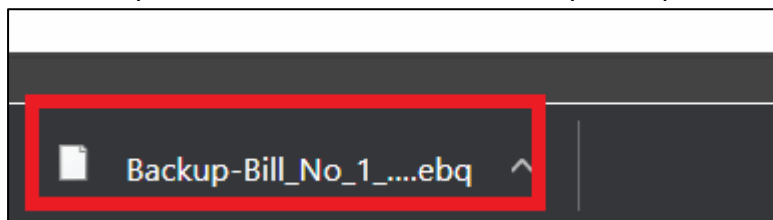1. Single click at any bill. Then click at **"Backup"** and choose **"Export Backup".**
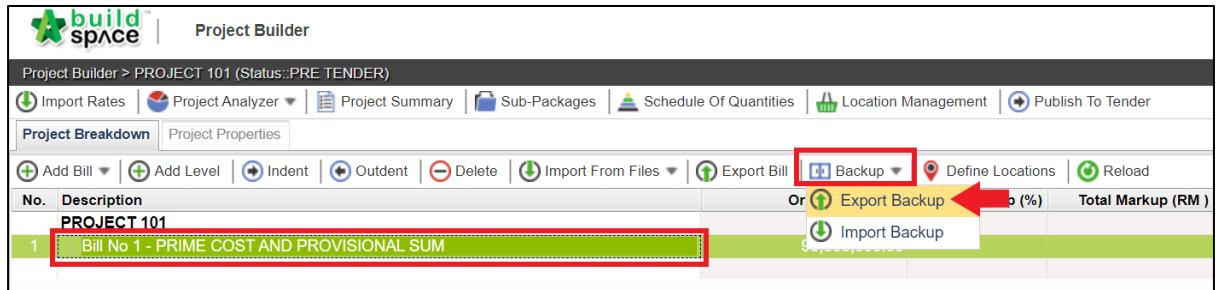
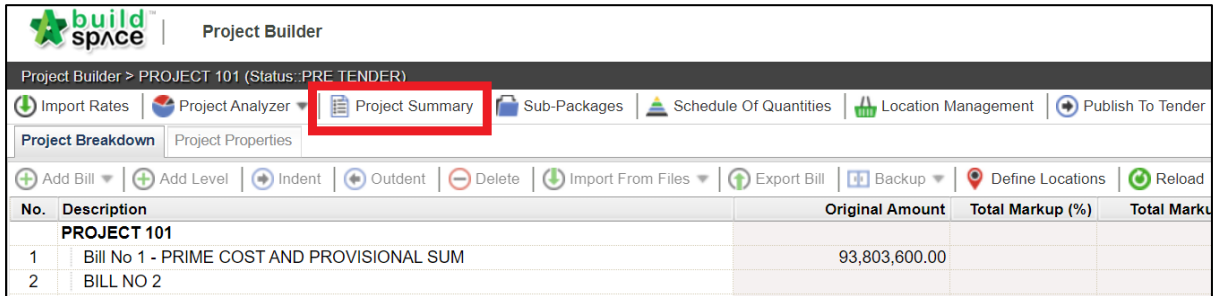2. Confirm the file name and simply click **"Download".**

3. The downloaded file will be in **ebq file format**.

   Notes: Any file with EBQ file format can only be imported by **BuildSpace** user

Print Project/Tender Summary

1. Click **"Project Summary"**.

2. Before printing the project summary, user can do some editing like changing the font styling at the **"Summary View"**. Simply tick on the check box on the left to select then choose the styling for the project summary. At the bottom level, simply key in the **completion period**.

3. To edit the text for the footer, click at the **"Footer Text"** at the menu bar and user can start to edit where necessary. Once done, click **"Save".**
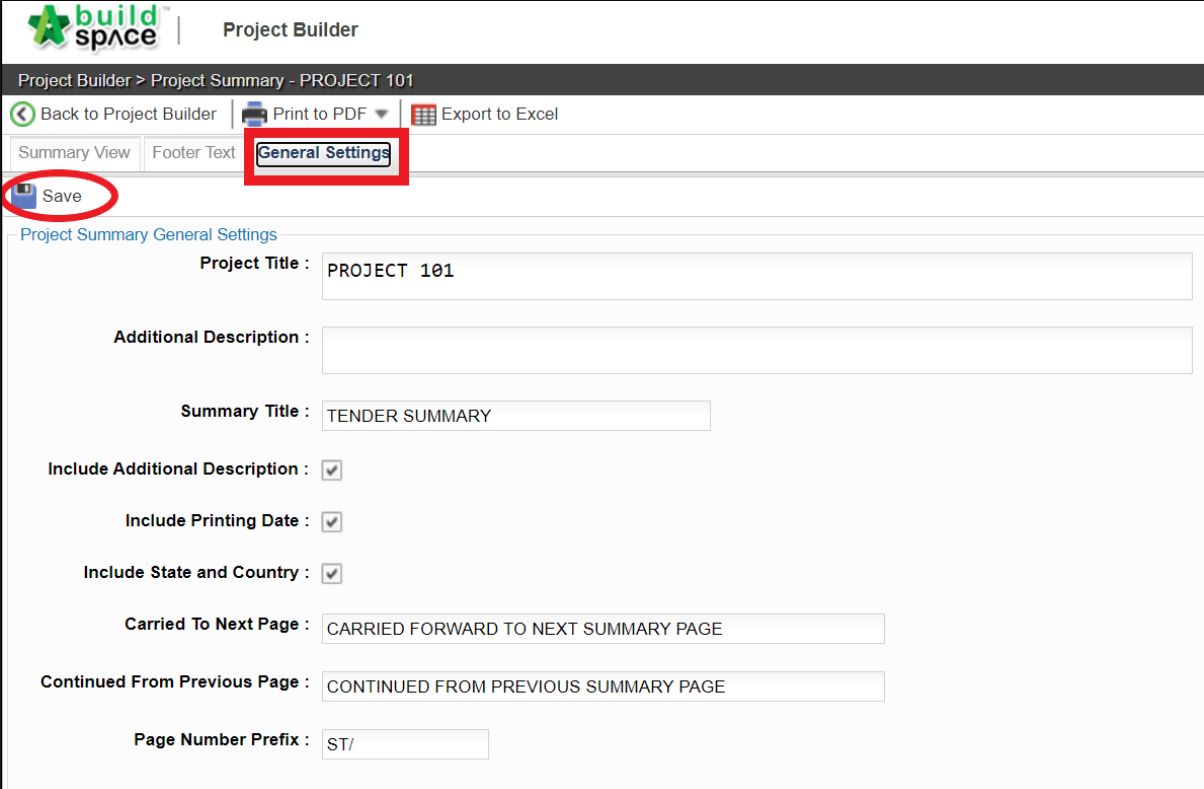
4. Click at "General Setting" at the menu bar to edit the project summary information. Then, click **"Save".**
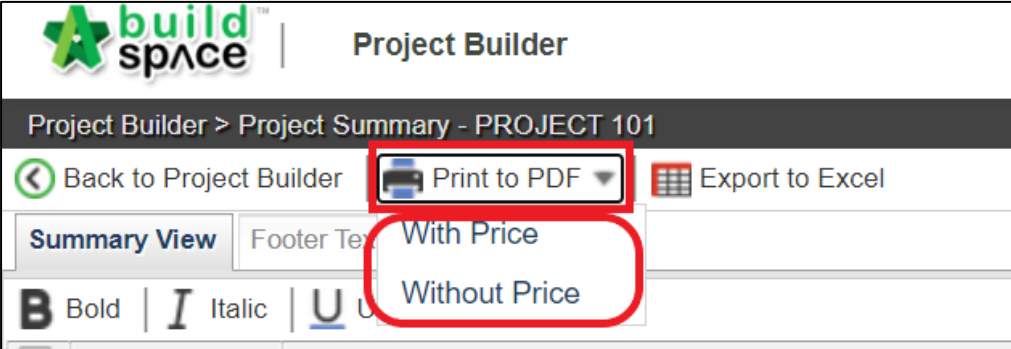
5. To print the project summary in pdf file, click at **"Print to PDF"** and choose whether to print it out **"With Price"** or **"Without Price".**

6. User can also export the project summary into Excel File by clicking **"Export to Excel"**.
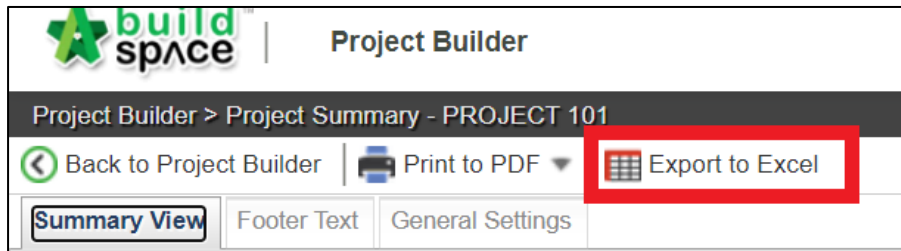
7. Finalized the file name then simply click **"Export".**