

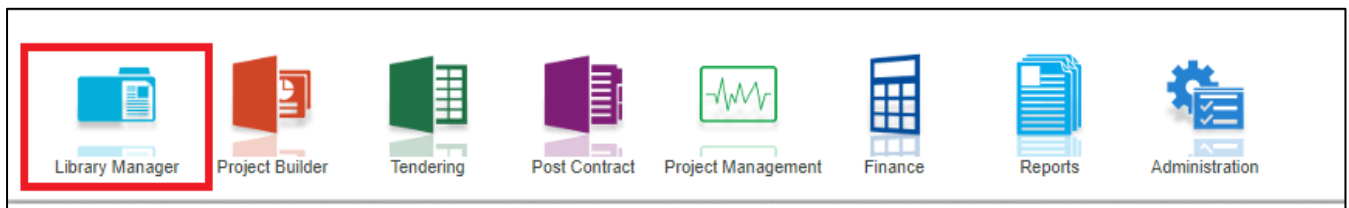
Library Manager

Resource Library

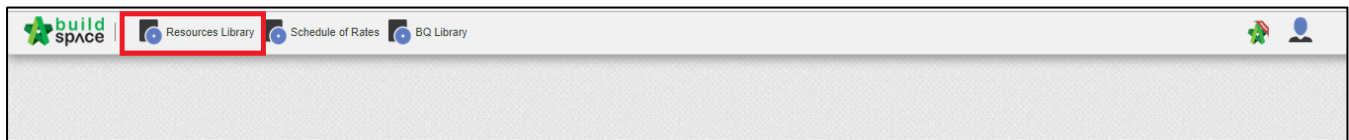
1. Click the “Buildspace logo” in **BuildSpace Pro**.



2. Select “Library Manager” to edit/record all costing for BQ preparation.



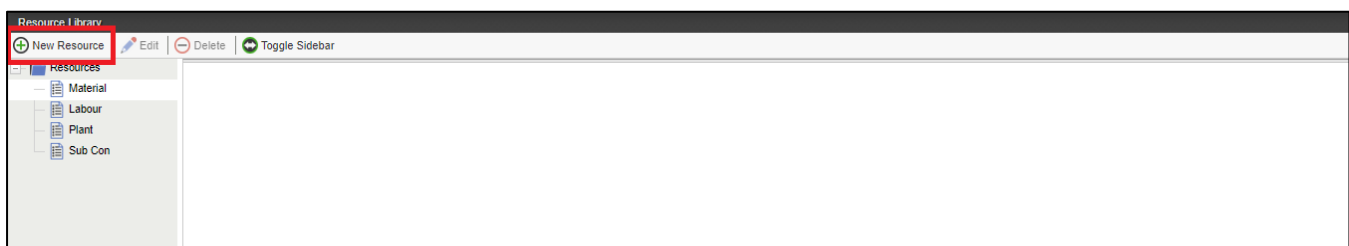
3. Click the “Resources Library” to key in the rate for **material, labour, plant and total sub**.



4. Double click the “Resources” (material, labour, plant & total sub) and can view the **different type** of resources.



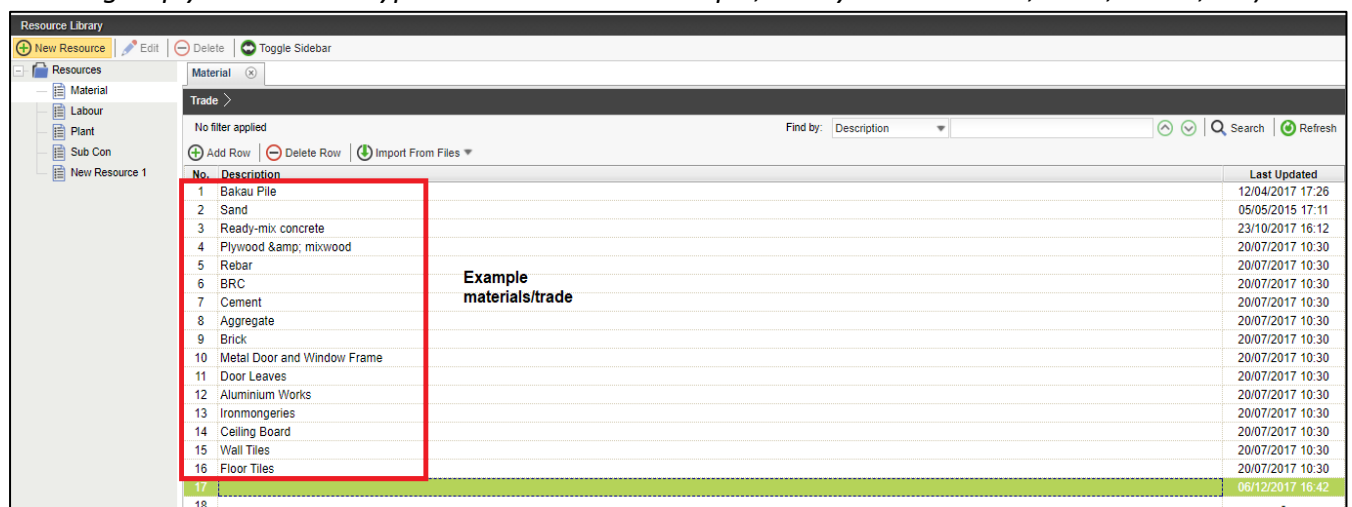
5. You can click the “New Resources” to add the new resources.



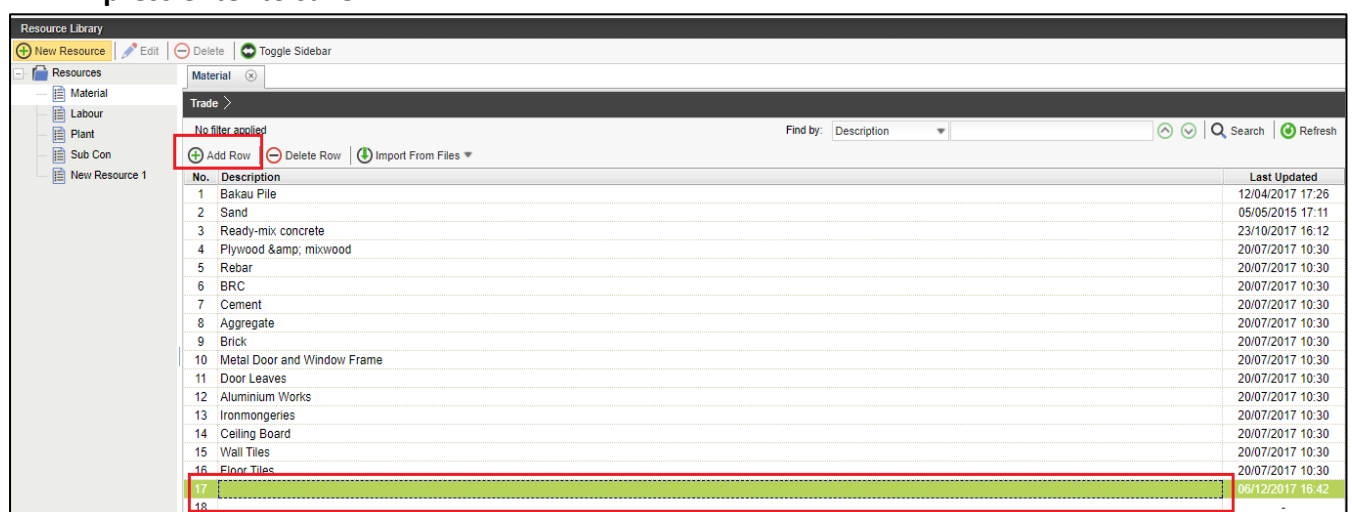
6. After added new resources, click the **“Edit”** to rename the resources and click **“Delete”** to delete the resources. Or **right click to edit and delete** the resources.



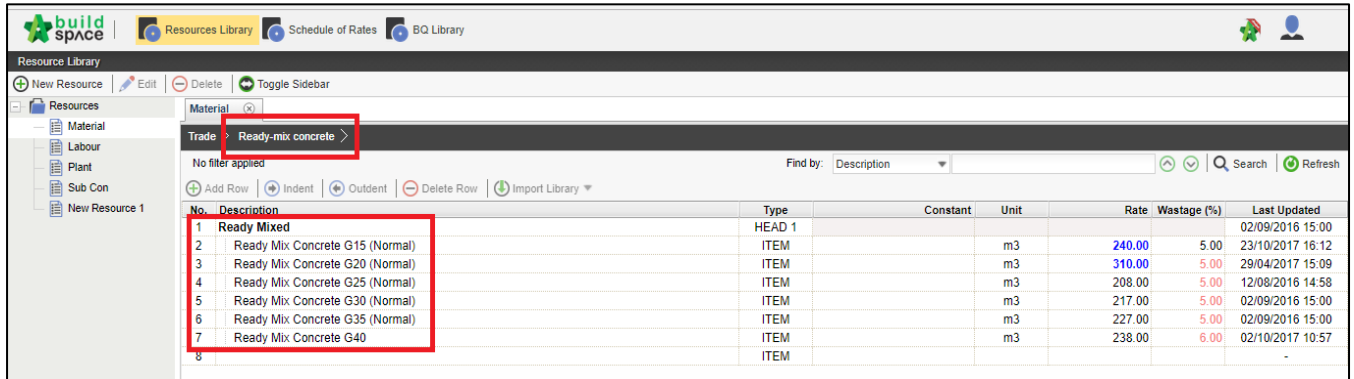
7. Double click material, labour, plant and total sub to view the different of trade. (You can group your material type at this level. For example, Ready Mix Concrete, Sand, Rebar, etc)



8. Click the **“Add Row”** to add the new row and **press enter** to key in the new trade and then **press enter to save**.

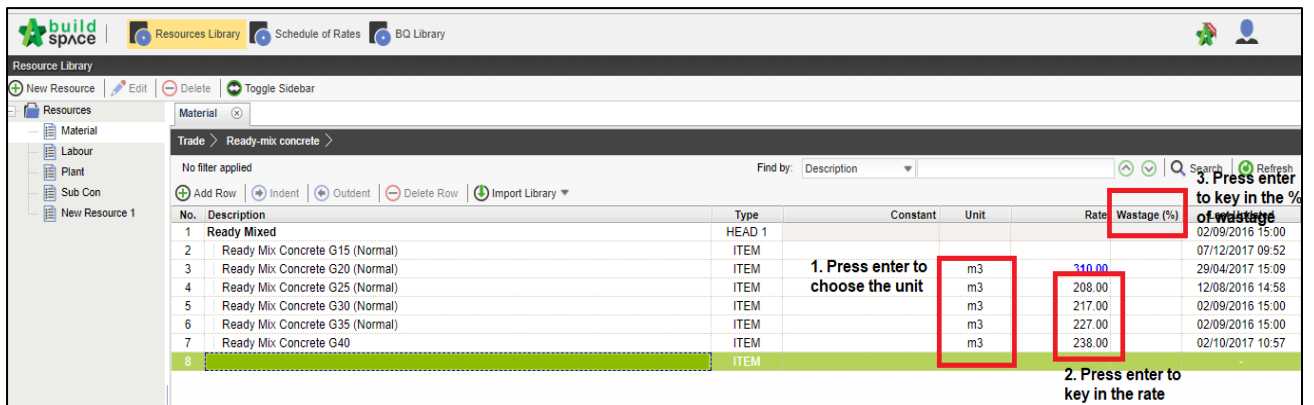


9. For example, double click the trade and can see the different type of ready-mix concrete.
Click **"Add Row"** to add the new type, just **press enter to key in** and **press enter to save**.



No.	Description	Type	Constant	Unit	Rate	Wastage (%)	Last Updated
1	Ready Mixed	HEAD 1					02/09/2016 15:00
2	Ready Mix Concrete G15 (Normal)	ITEM		m3	240.00	5.00	23/10/2017 16:12
3	Ready Mix Concrete G20 (Normal)	ITEM		m3	310.00	5.00	29/04/2017 15:09
4	Ready Mix Concrete G25 (Normal)	ITEM		m3	208.00	5.00	12/08/2016 14:58
5	Ready Mix Concrete G30 (Normal)	ITEM		m3	217.00	5.00	02/09/2016 15:00
6	Ready Mix Concrete G35 (Normal)	ITEM		m3	227.00	5.00	02/09/2016 15:00
7	Ready Mix Concrete G40	ITEM		m3	238.00	6.00	02/10/2017 10:57
8		ITEM					

10. Press enter to insert or edit the description, and then press enter again to save.



No.	Description	Type	Constant	Unit	Rate	Wastage (%)	Last Updated
1	Ready Mixed	HEAD 1					02/09/2016 15:00
2	Ready Mix Concrete G15 (Normal)	ITEM		m3	240.00	5.00	23/10/2017 16:12
3	Ready Mix Concrete G20 (Normal)	ITEM		m3	310.00	5.00	29/04/2017 15:09
4	Ready Mix Concrete G25 (Normal)	ITEM		m3	208.00	5.00	12/08/2016 14:58
5	Ready Mix Concrete G30 (Normal)	ITEM		m3	217.00	5.00	02/09/2016 15:00
6	Ready Mix Concrete G35 (Normal)	ITEM		m3	227.00	5.00	02/09/2016 15:00
7	Ready Mix Concrete G40	ITEM		m3	238.00	6.00	02/10/2017 10:57
8		ITEM					

***NOTES:** Steps used for materials can be applied for labour, plant and total-sub

Schedule of Rates (Build-up Rate)

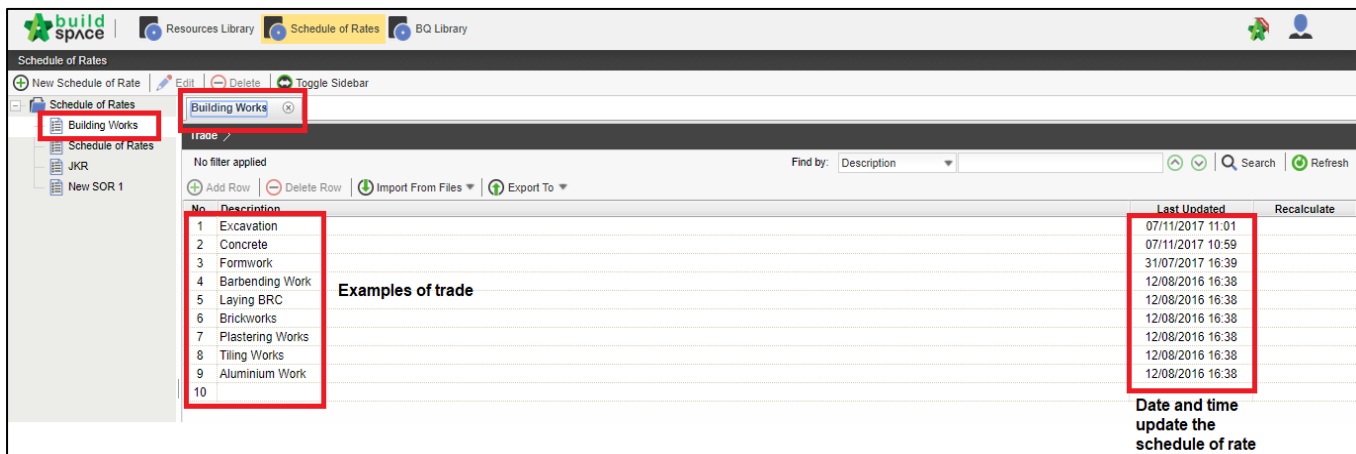
1. Click the **“Schedule of Rate”** to prepare the **build-up rate (BUR)**.
2. Click the **“New Schedule of Rate”** to add the new schedule of rate.



3. Click **“Edit”** to rename the schedule of rate and can click **“Delete”** to delete the schedule of rate.

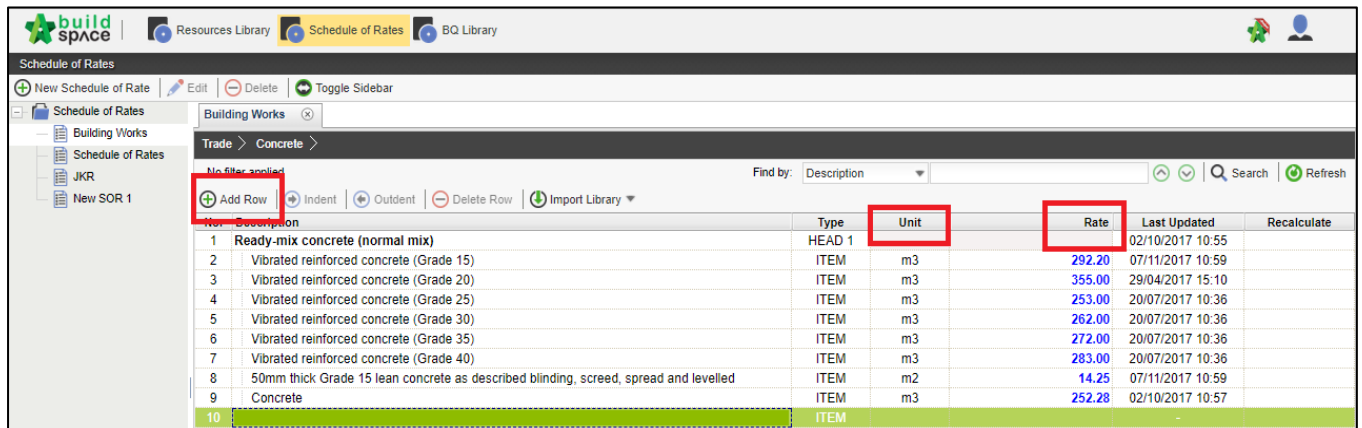


4. Double click the **“Schedule of Rate”** and can view the **different type** of trade.



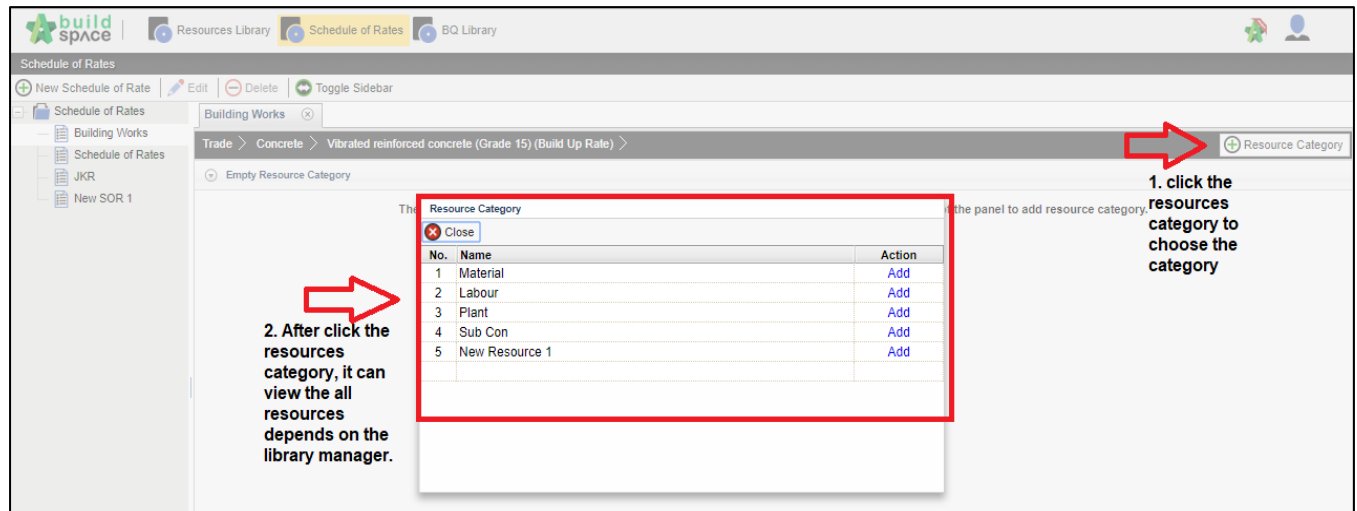
5. **Double click the trade** and can view the **different types of trades**.
6. For example; Concrete, **double click the “Concrete”** and can view the different type of concrete.
7. Click **“Add Row”** to add the new types
8. **Double click** the at the **unit column** to **choose the unit**

9. Double click at the rate column to prepare the Build Up Rate.



No.	Description	Type	Unit	Rate	Last Updated	Recalculate
1	Ready-mix concrete (normal mix)	HEAD 1			02/10/2017 10:55	
2	Vibrated reinforced concrete (Grade 15)	ITEM	m3	292.20	07/11/2017 10:59	
3	Vibrated reinforced concrete (Grade 20)	ITEM	m3	355.00	29/04/2017 15:10	
4	Vibrated reinforced concrete (Grade 25)	ITEM	m3	253.00	20/07/2017 10:36	
5	Vibrated reinforced concrete (Grade 30)	ITEM	m3	262.00	20/07/2017 10:36	
6	Vibrated reinforced concrete (Grade 35)	ITEM	m3	272.00	20/07/2017 10:36	
7	Vibrated reinforced concrete (Grade 40)	ITEM	m3	283.00	20/07/2017 10:36	
8	50mm thick Grade 15 lean concrete as described blinding, screed, spread and levelled	ITEM	m2	14.25	07/11/2017 10:59	
9	Concrete	ITEM	m3	252.28	02/10/2017 10:57	
10		ITEM				

10. Click "Add" to select the resources category.

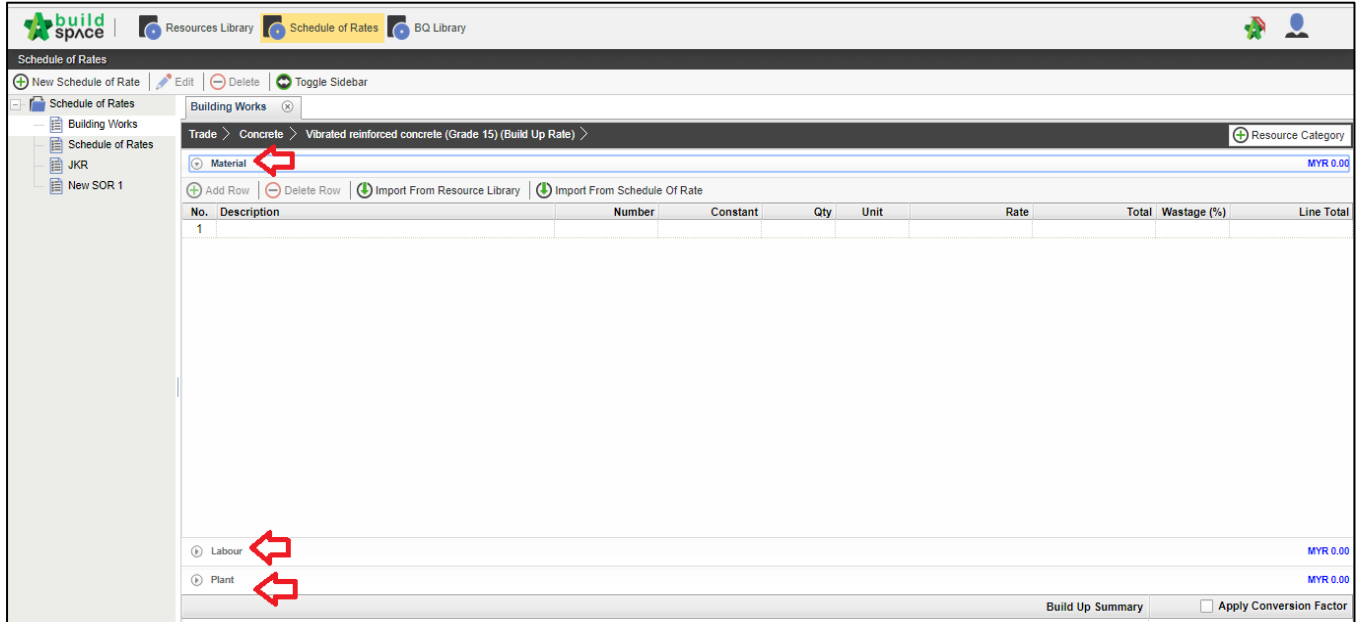


1. click the resources category to choose the category

2. After click the resources category, it can view the all resources depends on the library manager.

No.	Name	Action
1	Material	Add
2	Labour	Add
3	Plant	Add
4	Sub Con	Add
5	New Resource 1	Add

11. Resources will be categorized into different panels.



Trade > Concrete > Vibrated reinforced concrete (Grade 15) (Build Up Rate) > Resource Category

Material MYR 0.00

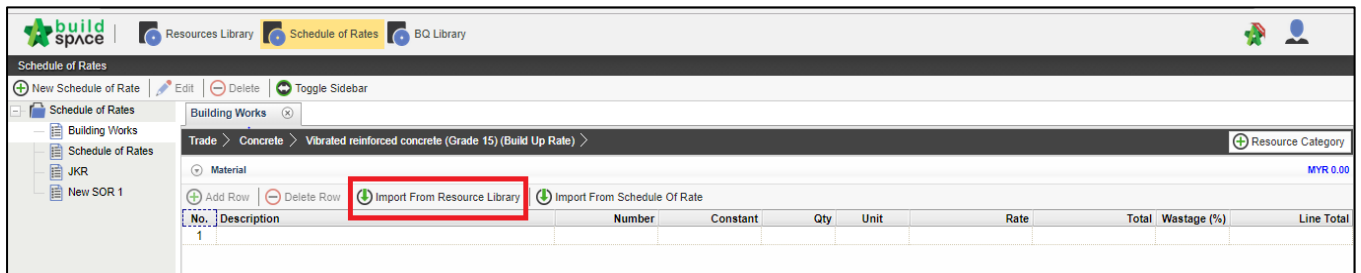
Labour MYR 0.00

Plant MYR 0.00

No.	Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Total
1									

Build Up Summary ☐ Apply Conversion Factor

12. Click "Import from Resources Library"



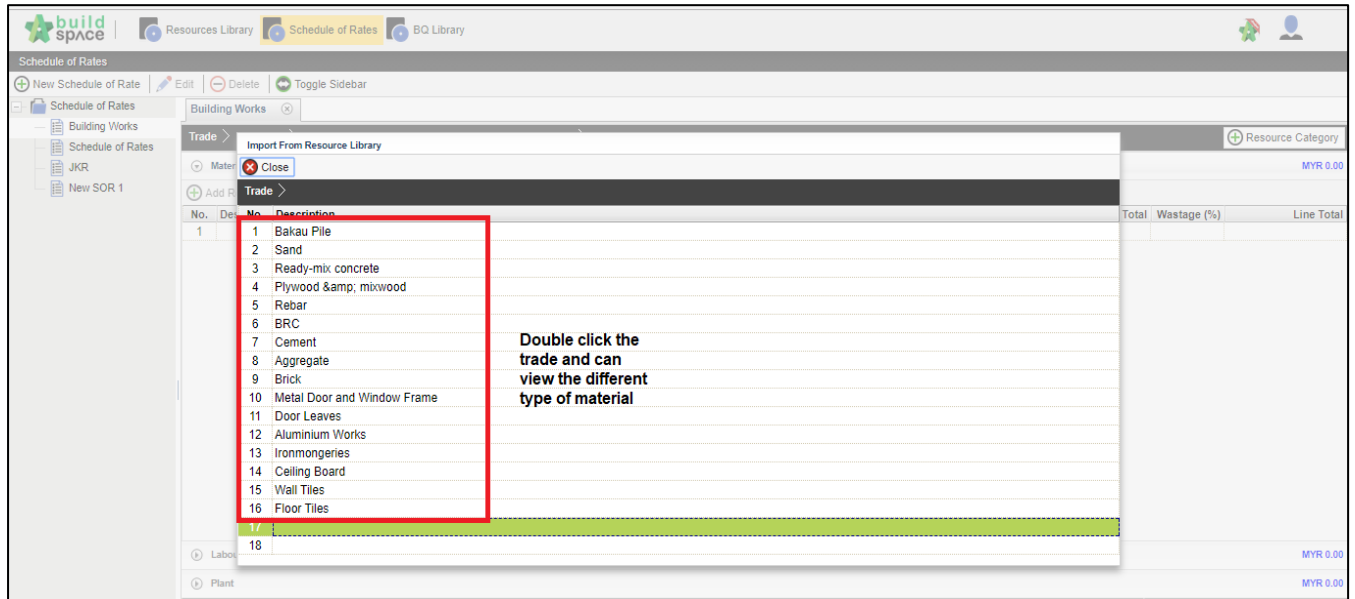
Trade > Concrete > Vibrated reinforced concrete (Grade 15) (Build Up Rate) > Resource Category

Material MYR 0.00

Import From Resource Library

No.	Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Total
1									

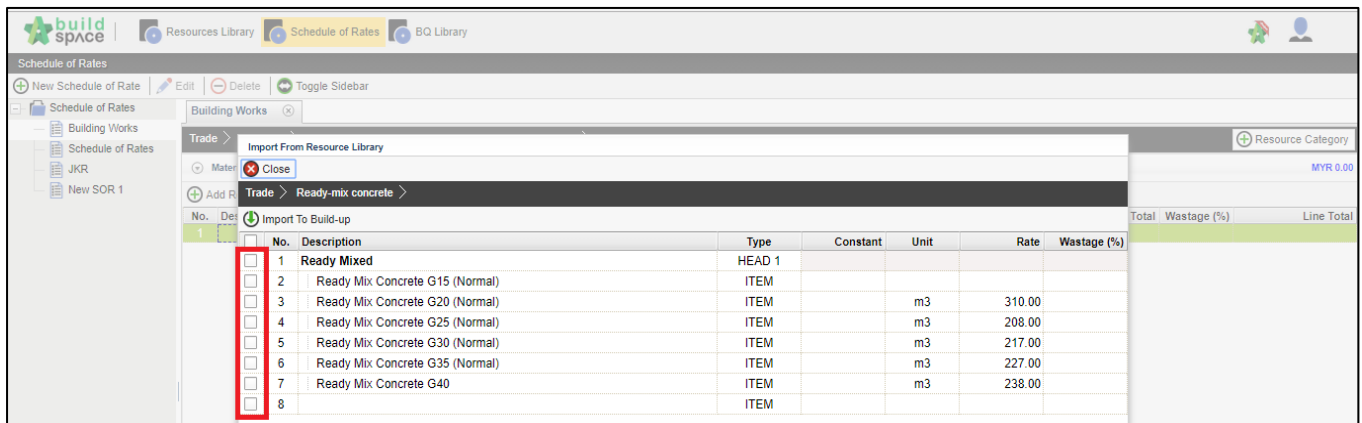
13. Choose type of trades which linked to resource library.



Double click the trade and can view the different type of material

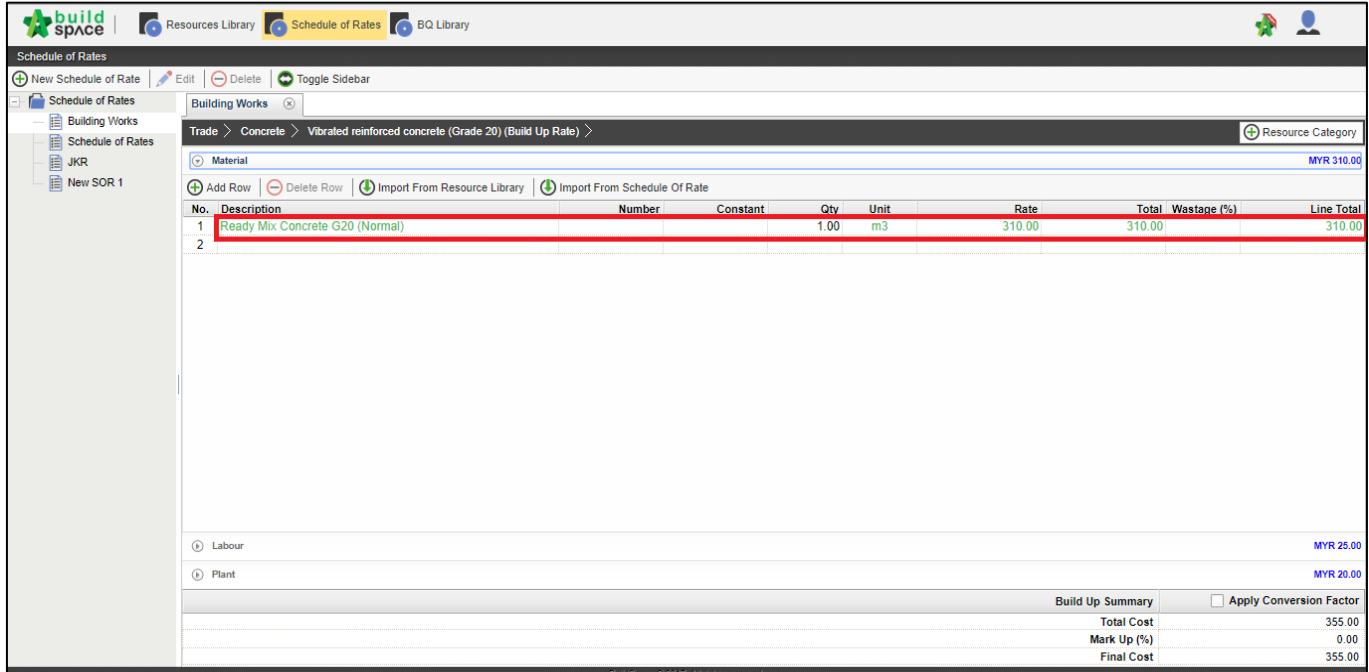
***Notes:** The list of the trade is categorized based on resources category, for examples if import material rate from resource library, all resources with material rate will only listed from resource library.

14. Select the material by tick at the small check boxes.



No.	Description	Type	Constant	Unit	Rate	Wastage (%)
1	Ready Mixed	HEAD 1				
2	Ready Mix Concrete G15 (Normal)	ITEM				
3	Ready Mix Concrete G20 (Normal)	ITEM		m3	310.00	
4	Ready Mix Concrete G25 (Normal)	ITEM		m3	208.00	
5	Ready Mix Concrete G30 (Normal)	ITEM		m3	217.00	
6	Ready Mix Concrete G35 (Normal)	ITEM		m3	227.00	
7	Ready Mix Concrete G40	ITEM		m3	238.00	
8		ITEM				

15. Insert quantity based on each item. Total cost of the item will be calculated automatically once quantity and rate are inserted.



No.	Description	Number	Constant	Qty	Unit	Rate	Total	Wastage (%)	Line Total
1	Ready Mix Concrete G20 (Normal)	1.00		1.00	m3	310.00	310.00		310.00
2									

Labour	MYR 25.00
Plant	MYR 20.00

Build Up Summary		<input type="checkbox"/> Apply Conversion Factor
Total Cost	355.00	
Mark Up (%)	0.00	
Final Cost	355.00	

***NOTES: Steps used for material can be applied for labour, plant and total sub.**