BUILDSPACE

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For Consultant/Contractor

Setting Up Cost Library

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(BuildSpace Version 3.1)

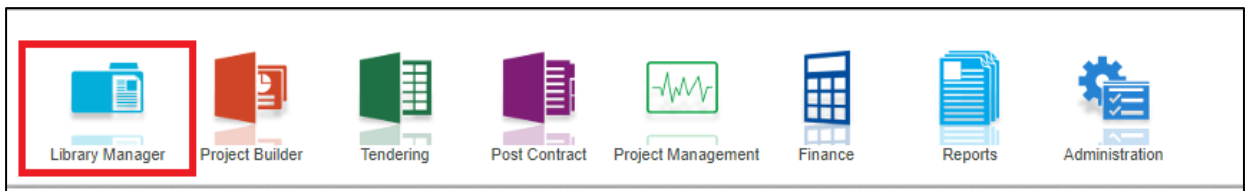**Last updated: 21/8/2020**

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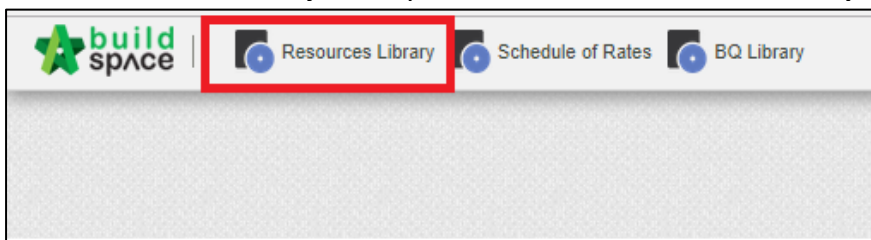# Library Manager

Resource Library
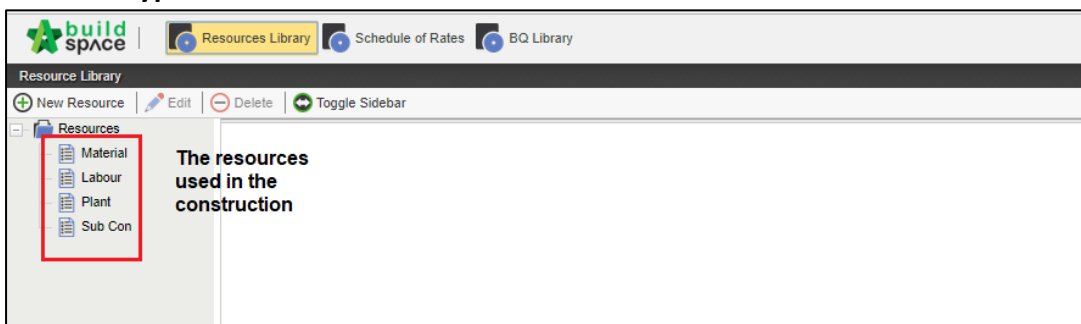
1. Click the **Buildspace** logo.

2. Select "**Library Manager**" to edit/record all costing for BQ preparation.
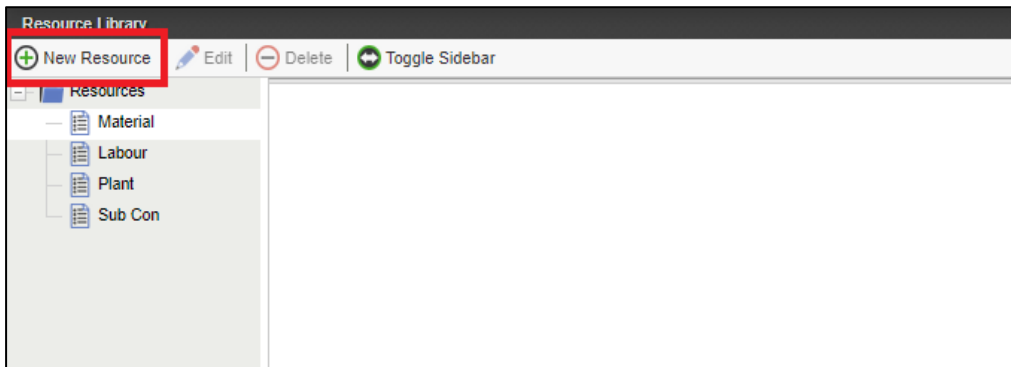

3. Click "**Resources Library**" to key in the **rate** for **material, labour, plant and total sub**.

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

5. You can click "**New Resource"** to add the new resources.

6. After new resource is added, **click edit** to rename the resources and **click delete** to delete the resources. Or **right click to edit and delete** the resources.
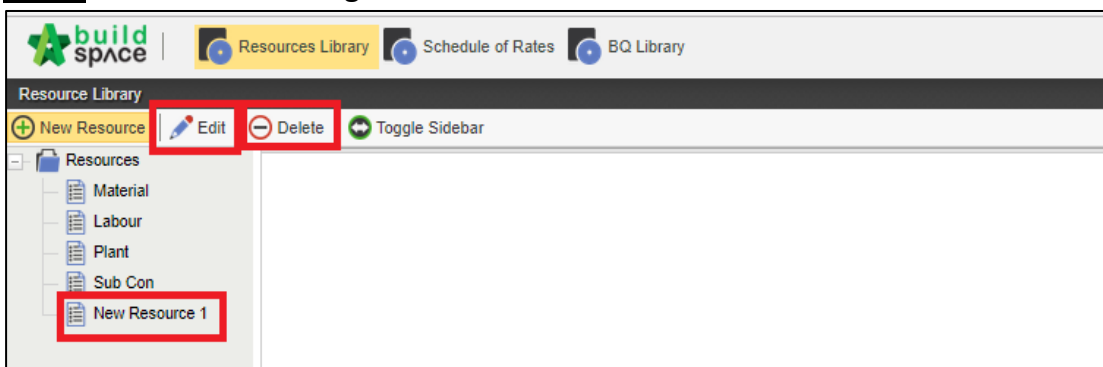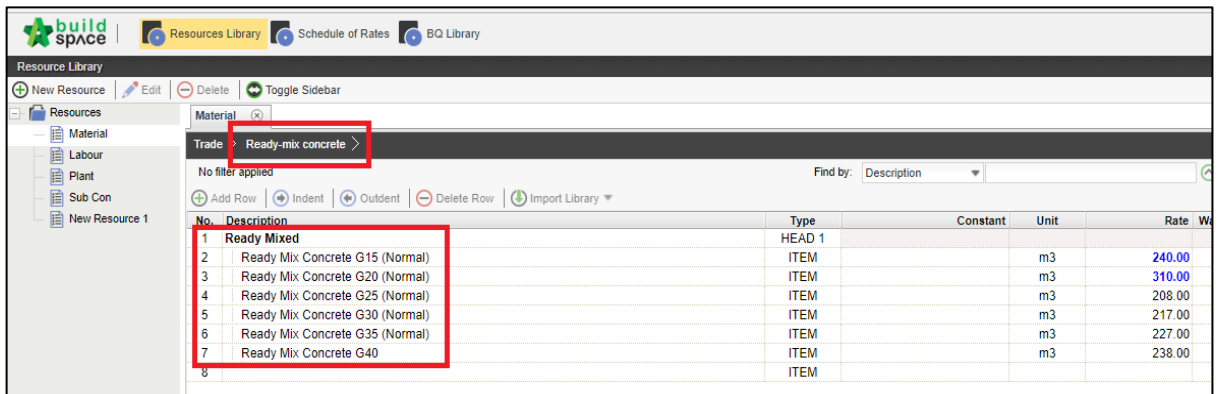

7. Double click material, labour, plant and total sub to view the different of trade. (You can group your material type at this level. For example, Ready Mix Concrete, Sand, Rebar, etc)
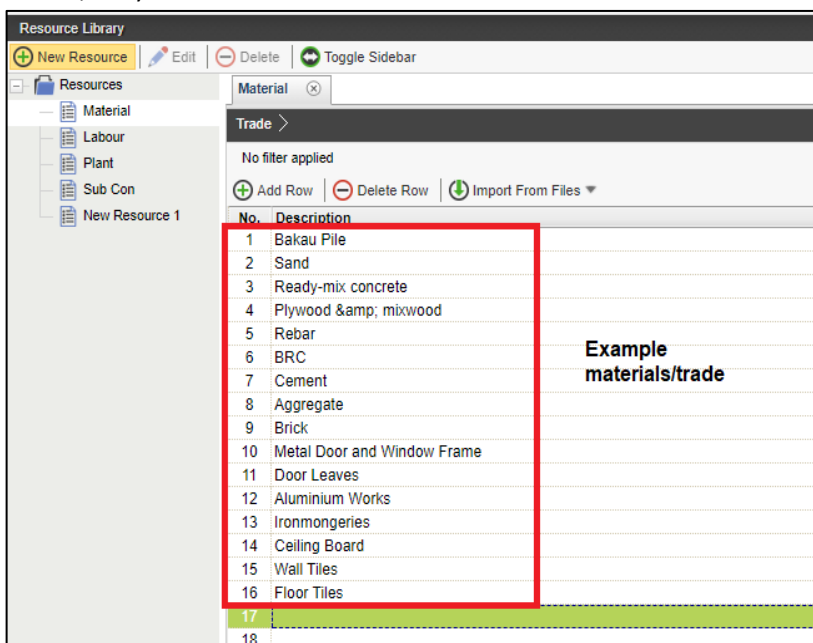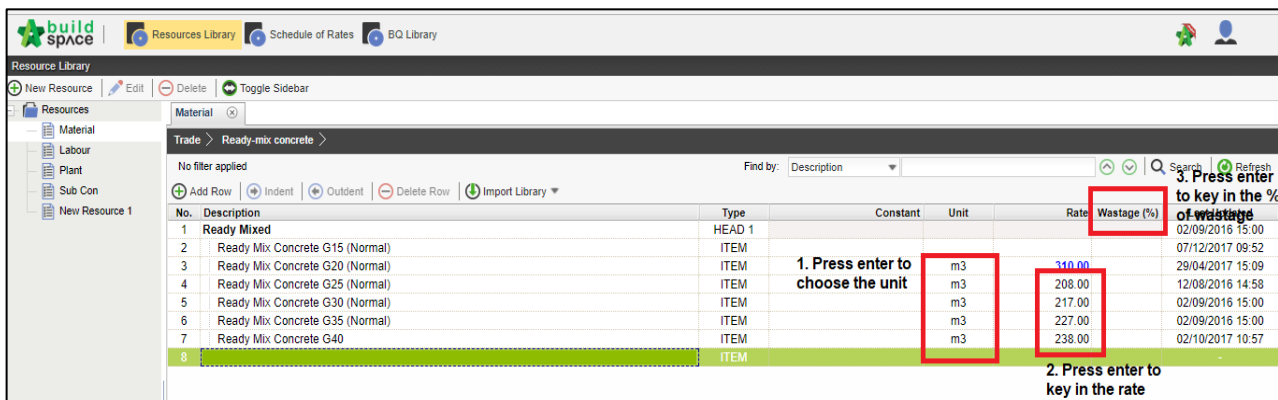
8. Click "**Add Row"** to add new row. **Press enter** to key in the new trade and **press enter again to save.**
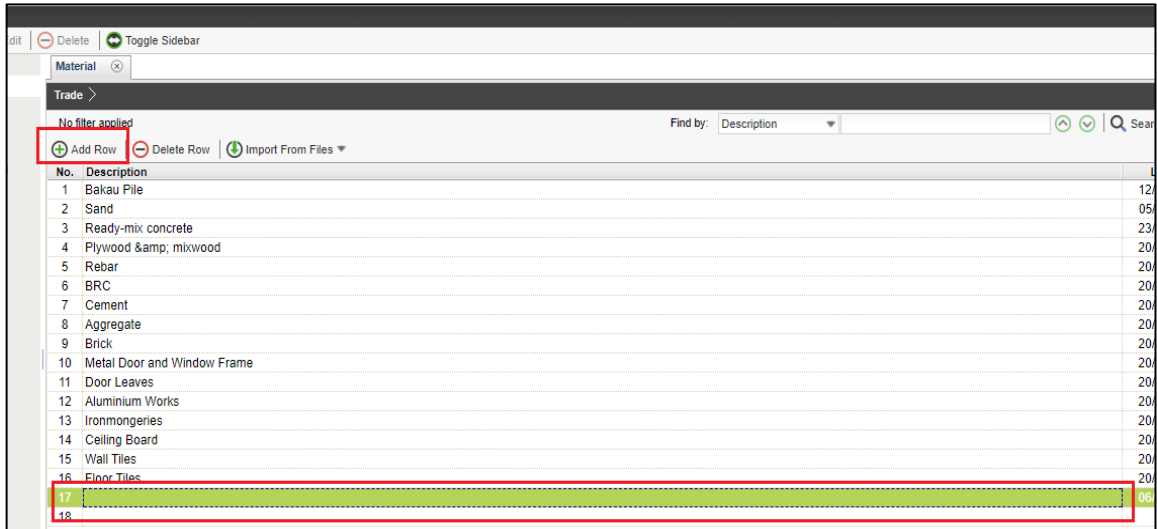
9. For example, **double click** the trade and user can see different type of ready-mix concrete. Click **"Add "Row"** to add new type. Just **press enter to key in** and **press enter again to save.**
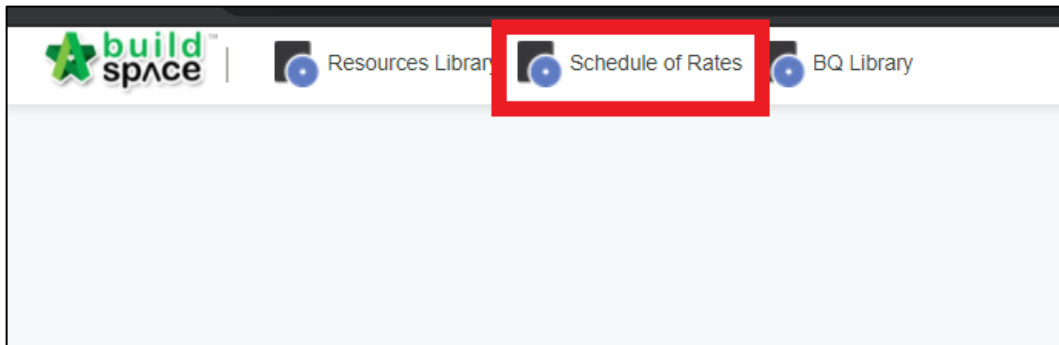

10. **Press enter** to insert or edit the description, and then **press enter** again to save.
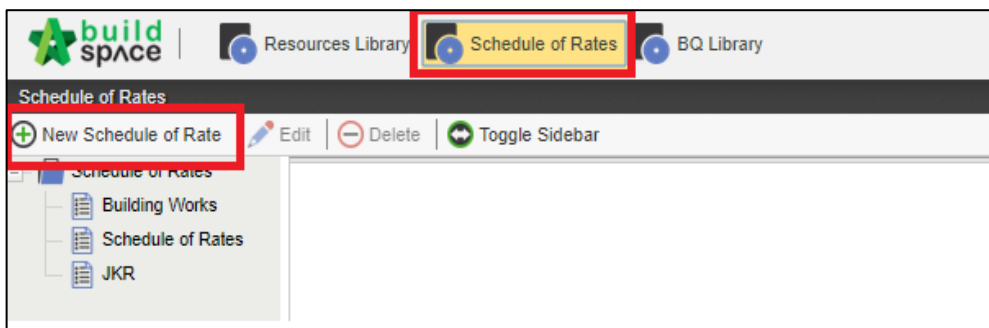

Notes: The step used for **Material** can be applied for **Labour, Plant and Total Sub**
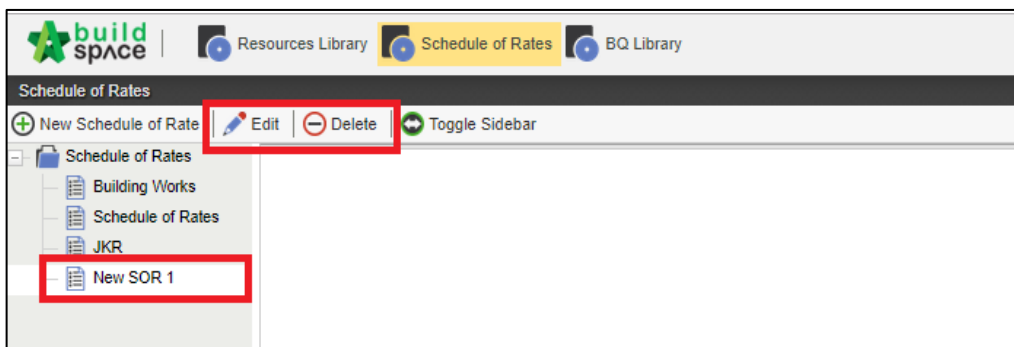
Schedule of Rates (Build-up Rate)

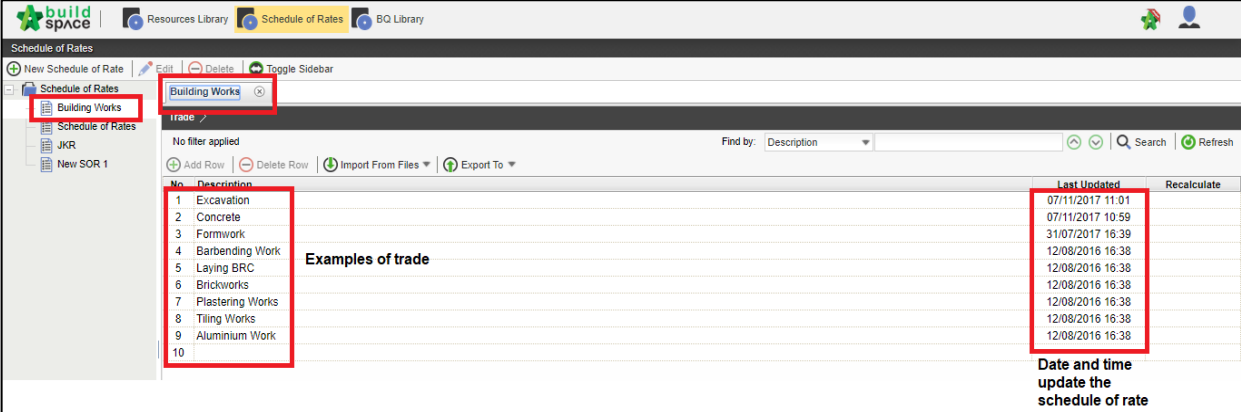1. Click **"Schedule of Rate"** to prepare the **Build-up Rate (BUR).**

2. Click **"New Schedule of Rate"** to **add** the **new schedule of rate.**

3. Click **"Edit" to rename** the schedule of rate. Click **"Delete"** to delete the schedule of rate.

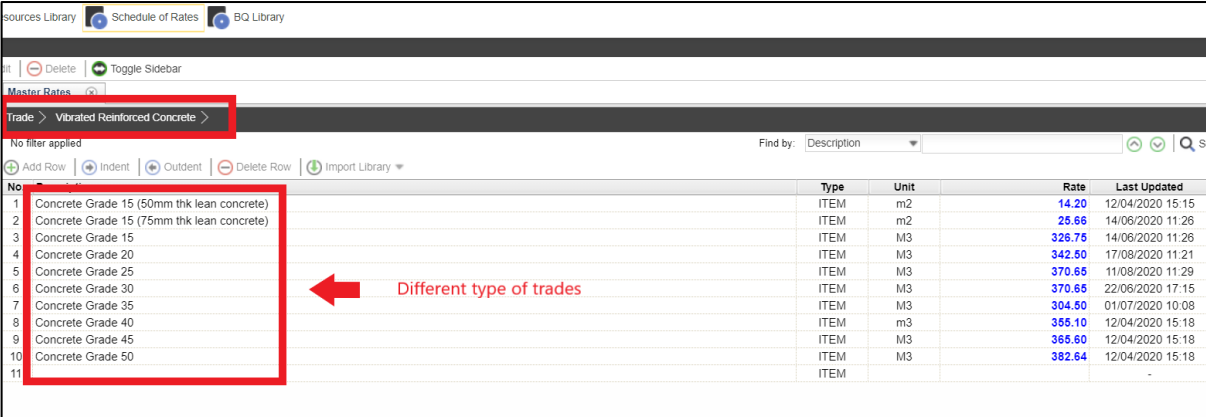4. **Double click schedule of rate** and user can view the **different type** of trade.

5. **Double click the trade** and can view the **different types of trades.**
   Examples: Concrete, **double click** the **concrete** and can view the different type of concrete.
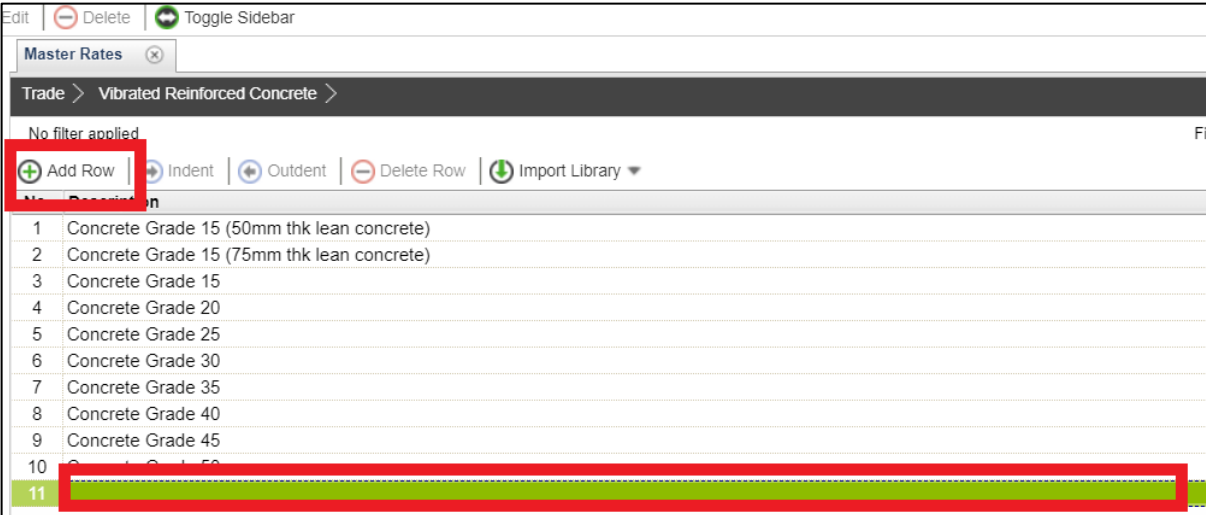
6. Single click at the **blank row** and click **"Add Row"** to **add the new types.**

7. **Single click** at the "**Unit Column**" and press enter to **choose the unit.**

8. **Double click** at the **"Rate Column"** to **prepare the Build Up Rate.**

9. Click **"+Resources Category"** to add resources category.
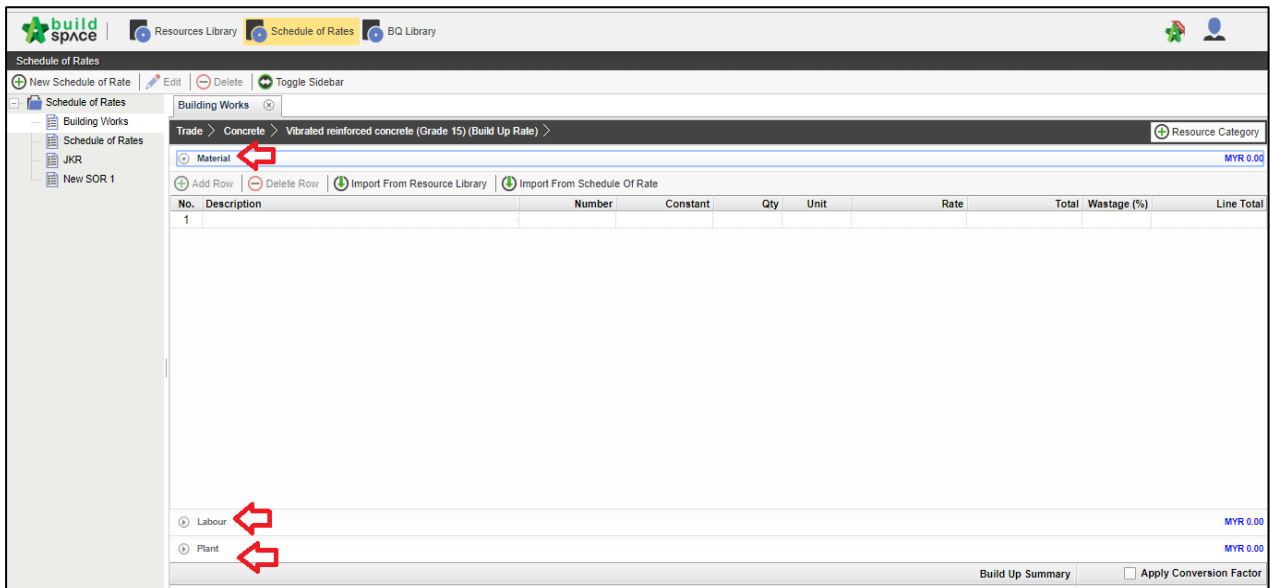
10. Click **"Add"** to which resources to be added in the Build-up Rate. Then click **"Close".**
For example, click to add Material, Labour and Plant.

No.	Name	Action
1	Materials	Add
2	Labour	Add
3	Plant	Add
4	Total Sub	Add
5	Labour & Machine	Add
6	Others	Add
7	Material IBS	Add
8	Labour IBS	Add
9	Plant IBS	Add
10	New Resource 1	Add

Resource Category
❌ Close

11. The following are the example of resources category used in the BUR of the selected item:
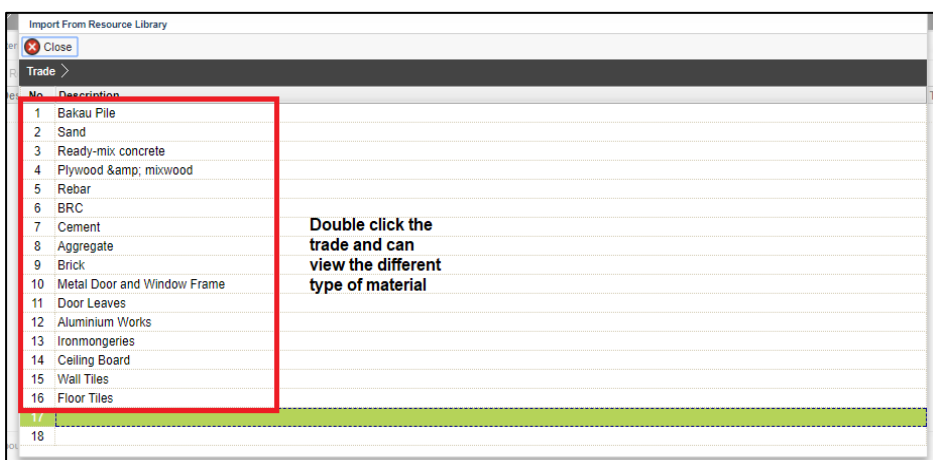
12. Resources will be categorized into different panels.

13. Click **"Import from Resources Library"**.
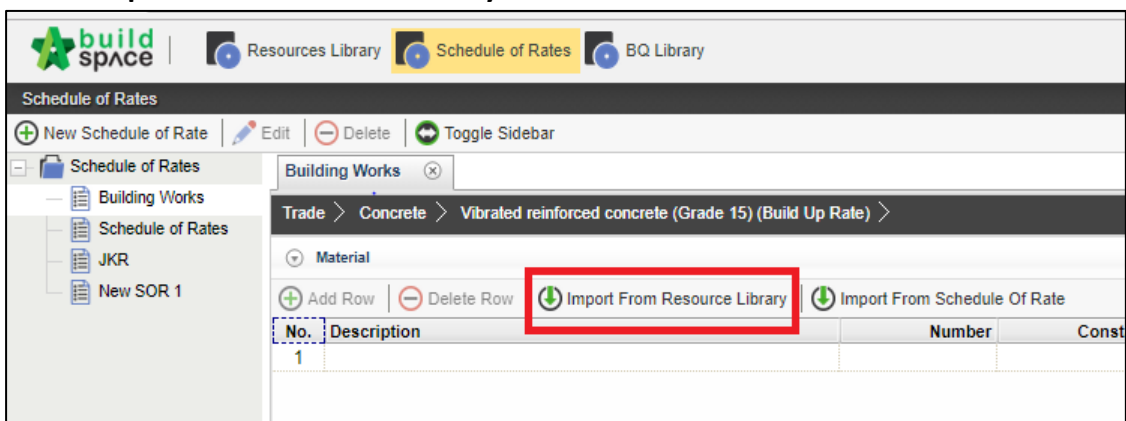
14. Choose type of trades which linked to resource library.

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.

15. Select the material by **tick at the check boxes** on the left.

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

Notes: The step can be applied for labour, plant and total sub.