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GLOBAL PCK SOLUTIONS SDN BHD (973124-T)
3-2 Jalan SU 1E, Persiaran Sering Ukay 1
Sering Ukay, 68000 Ampang, Selangor, Malaysia
Tel :+603-41623698   Fax :+603-41622698
Email: info@pck.com.my
Website: www.BuildSpace.my

Update Prime Cost Sum

For Normal Users

(BuildSpace Version 3.5)

Last updated: 17/11/2021

Update Prime Cost Sum

1. Double click **"Prime Cost Sum"** to go sub level

2. Click **"NSC Columns"** to add additional column for NSC

3. **Press enter** to type and **press enter again** to save

4. **Single click** at the row and click **"Delete"** to delete the column

5. Click **"Breakdown"** to go **first level** for **Prime Cost Sum**

6. Click **"Show/Hide Rows"** to show/hide the description

7. **Tick to display** and **untick to hide** the description and then click **save**

8. To key in **"Approved Cost Plan Amount"**, **single click** at the row and **press enter** to type the amount and **press enter again** to save

9. To tag awarded sum from contract BQ, **double click** to display the **project (Amount from BQ)**

10. Double click until **item level (BQ),** tick which item related and click save

11. Note: the amount with black colour is manual key in by user. The amount with green colour is tagged from contract BQ item.

12. The amount from upper level will display in blue colour, if amount is tagged from contract BQ.

13. Click **"Overall Project Costing"** to go front page to check the total