Session Details

Introduction

The purpose of this session is to train users in setting up the basic project in ConQuest, and resourcing using Excel Data. There will also be a brief introduction to the system and its basic navigation.

This training session will be carried out remotely through the Microsoft Teams application

Prerequisites

This session has the following prerequisites:

ConQuest software has been installed and configured

Relevant User accounts have been setup on ConQuest

Users are set up to receive remote training

Attendance

This following people should be present during this session:

Click or tap here to enter text. The nominated ConQuest users

Access Group: Software Trainer Consultant plus up to 6 Delegates (min 2)

Timings

This session duration is 1/2 Day 09:30 to 12:30 AM or: 13:30 to 16:30 PM

Expected Learning Outcomes of Session

The expected **outcomes** of this session are:

Users can create and amend a ConQuest Project

Users can create and amend ConQuest Bill Information using Resource Library

Format bill information in Excel to correctly import it into ConQuest

Understand Bill Import Options

Be able to navigate effectively around ConQuest Estimating Module

Users can understand the Estimating Module Screen Set Up

Topics Covered

The Build Consultant will lead the session, which will cover how to:

Useful Settings & Project Register

Displaying the Register

Filtering the Register

Create New Project

Copying Projects

Deleting Projects

 Creating Bill Summary

Creating the Summary Manually

Structuring the Summary using Titles

Importing Summary from existing project

Introduction to Resource Library

* Resourcing directly from the Library

Importing Bills from Excel

Preparing the Excel Data for Import

Import Options

Importing the Bill Files

Project Navigation

Navigating around the System

Find an Item

Explore Items

Moving from Bill to Bill Consecutively

