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 is an half day module . Timings are 09:30 am to 12:30 pm or 13:30pm to : 16:30 pm

Expected Learning Outcomes of Session

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

Be able to navigate effectively around ConQuest Estimating Module

Users can add and amend Bill Information

Effectively use the Resource Library

Use and understand the Build Up Box

Create job specific resources

Resource and select multiple bill items

Search using multiple criteria within the project

Amend Rate Information

Use Item & Global Adjustments

View and understand pricing information

Create and export reports using pricing and resource information



Topics Covered

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

Introduction to Resource Library

Resourcing directly from the Library

Project Navigation

Navigating around the System

Find an Item

Explore Items

Moving from Bill to Bill Consecutively

Resourcing BIlls

Adding Resources using Bill Summary

Adding Bill items

Using the Build Up Box

Library Match

Clone items Resources that are not in the Library (Cloning)

Changing Rate Information

Marking up the Bill

* Resourcing Multiple Bills items

Search Items

Search using Criteria

Flags



Pricing & Rates Adjustments

Rate Adjustments

Item Adjustments

Global Adjustments

Viewing Gross & Nett Pricing Information

Printing and Reports

Printing Resources

Exporting Reports to Excel

Printing Bills of Quantities