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 0.5 Day 09:30 to 12:30 pm or 13:30 to 16:30

Expected Learning Outcomes of Session

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

Users can create and amend a ConQuest Project using Project Register

Users can amend ConQuest Workspace

Use ConQuest Resourcing Tools

Copy Bill Items between projects

Be able to use Project Splitting & Merging

Users can add and amend Bill Information

Effectively use Composite Items

Topics Covered

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

Useful Options & Project Register

Filtering the Register

Copying Projects

Deleting Projects

Exporting & Importing Projects

Live Project Totals

Creating the Project Totals

Resource Library

Resourcing directly from the Library

Using Clones

Library Match

Composite Items

Storing & Loading items

Copying Resources to multiple bills

Using Flags & Search Items

Attaching Flags

Searching using Flags

Search using Criteria

Bill Splitting & Merging

Copying Bills to another Project

Copying Bilk Structure to Another Project

Merging Bill Information

Marking up the Bill with Range and Search

* Resourcing Multiple Bills items

