Session Details

Introduction

The purpose of this session is to use Online Enquires to create send outs using ITT letters, bill creation, tailored packaged documents, and manage the responses using reporting and tracking tools. The Comparisons module allows the estimator to compare like for like quotes from subcontractors.

Prerequisites

This session has the following prerequisites:

ConQuest software has been installed and configured

Relevant User accounts have been setup on ConQuest

Delegates are set up to receive remote training

Attendance

This following people should be present during this session:

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

Timings

This session duration is half a day

09:30 am to 12:30 pm : or 13:30 pm to 16:30 pm

Expected Learning Outcomes of Session

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

Creating a Comparison

Understanding Own Rate

Importing Bill Data

Using Plugs

Search Items

Using Modifiers

Using Additions

Applying Adjustments

Updating from Comparison module to Estimating

Useful Reports

Topics Covered

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

Comparisons Overview

Appropriate Resources

Creating Comparisons

Entering Data

Using Functions

Importing ConQuest Excel bills

Manual Entry & Adding Another Company Including Own Rate & Understanding Own Rate Options

Using the Search

Search using Deviant Rates, Resources, and Flags

Plugging Rates

Plugging a Column, Range & Many

Recalculating & Clearing Plugs

Using Tagging & Tagged Items

Notes in Comparisons

Types of Notes

A picture containing background pattern

Description automatically generatedExporting Notes

Modifiers, Additions & Adjustments

Lump Sums, Rate % Change

Discount & Additions

Adjustments & Attendances

Updating the Job

Understanding Update Options

Reporting using Comparisons

Exporting the Comparison View

Summary / Job Summary Exports

Tender Adjudication Sheet