Session Details

Introduction

The Valuations course aims to provide a solid understanding of the concepts, set-up and use of valuations within ConQuest, together with useful reporting features on the Valuation module.

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 and have access to the training documents

Attendance

This following people should be present during this session:

The nominated ConQuest users up to 6 Delegates (min 2)

Access Group: Software Trainer Consultant

Timings

This module duration is 0.5 Day 09:30 to 12:30 pm or 1:30 pm to 4:30 pm

Learning Outcomes of Session

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

Understanding of Valuation concepts

Using the Project Register

Creating new Valuation

Understanding job resources

Understanding Job Coding

Entering Valuations

Running Valuation Reports



Topics Covered

The Trainer will lead the session, which will cover how to:

Understanding the Project Register

Understanding the Project Register

Option Settings

Exporting and Importing Projects

Setting up the Valuation

Valuing External against Internal Valuation Internal
and External Valuations

Checking the Job is Correct Contract Sum

Creating the First Valuation

Window Layout Controls

Valuing an Item

Using the Range % Facility

Bills & Rates

Creating a Variation Bill

Inserting Variation items

Valuing Variations

Copying Item Buildups

Altering an Existing Buildup

Altering Rates

Adjustments

Creating Variations

Adding or Inserting a Variation Item



Printing & Reporting

Printing Internal Valuations

Printing Bills of Quantities from Internal Bill

Printing Variations

Exporting to Excel

Valuation Code report

Using Project Coding

Adding Valuation Codes

Adding Codes

Valuing by Valuation Code

Valuing the External Valuation

Materials on Site 87

Printing External and Internal Valuations

Printing External Valuations

