Session Details

Introduction

The ConQuest Library is the most important part of the system, being the main database of resources, descriptions and subsequently priced items within the system. A well-developed and maintained library will save hours in estimating, avoiding building up rates from first principles all the time. Well-developed descriptions representing the work your company does will greatly reduce editing in taking off.

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:

up to 6 nominated delegates (min 2) who are ConQuest users

Access Group: Software Trainer Consultant plus

Timings

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

Learning Outcomes of Session

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

Backing up existing Library

Creating new library items

Library Maintenance

System Security

Library Group Structures

Using Item Build Ups

Understanding UTD in the Library



Using Measurements in Estimating

Topics Covered

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

The ConQuest Pricing Library (ROCK)

Backing Up the Library

Zipping the Library

Restoring the Library

System Security

Library Structure

Library Resources

Library Resource Structure

The Construction of the ConQuest Pricing Library

Resources

Resource Searching

User Defined Resources

Adding Price Lists in Resources

Importing Resources

Reformatting Resources in Excel

Amending Resources

No Deleting Resources

Materials

Material Titles

Material Descriptions

Material Calculator

Cost Code Headings

Group Management

UTD lines

Item Build-Ups within Group Structure

