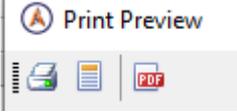
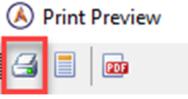
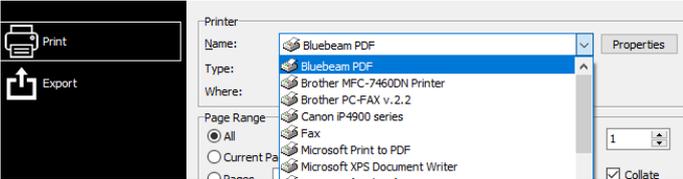
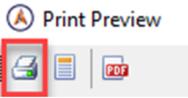
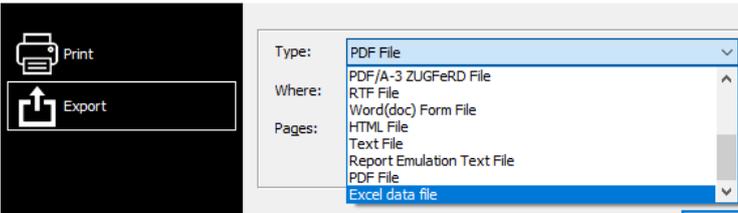


<p>Overview</p>	<ul style="list-style-type: none"> • The recommended format is Excel or PDF • You can generate different reports and combine them together in Excel. This enables you to edit the presentation of your document or work with the data. • The following steps will show you how to export your data. We assume that you have some knowledge of the software system you are exporting to.
<p>Important</p>	<p>When you Export to file the totals of a report will not be calculated totals. There are no formulae in a report sent to a file. You should reset the formulae to verify the correct totals of columns and dependants.</p>
<p>Limitations</p>	<p>Export to file is not a perfect report export. Some of the data will be transposed to other columns or rows in a spreadsheet. You will have to move some of the data around to get a perfect report in this format. You will also have to set column widths and text wraps in Excel (It is still easier than retyping a whole report into a spreadsheet.)</p>
<p>Method</p>	<p>Select Reports The Reports dialogue will appear with these options.</p> 
<p>Printer icon</p> 	<p>Selects the printer you will print to. Drop open the Printer Name box to select your desired printer.</p> 
<p>Export</p> 	<p>All reports Use Export to Export your reports to Excel Use Export in conjunction with the PDF icon shown above to combine documents to your Bill of Quantities Report so that you can Export one combined document. For example- Your cover letter, Your BoQ, your T&C's and Drawings.</p> 

Combining pdf documents

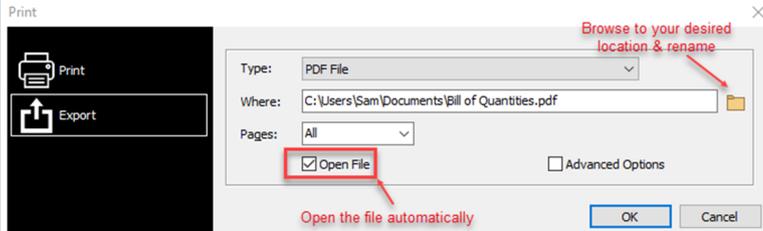
Print Preview



Bill of Quantities report only

Use the pdf icon to select which documents you wish to attach to your BoQ. You can select pages Before and After

Then use EXPORT to print to your desired location



Add a logo

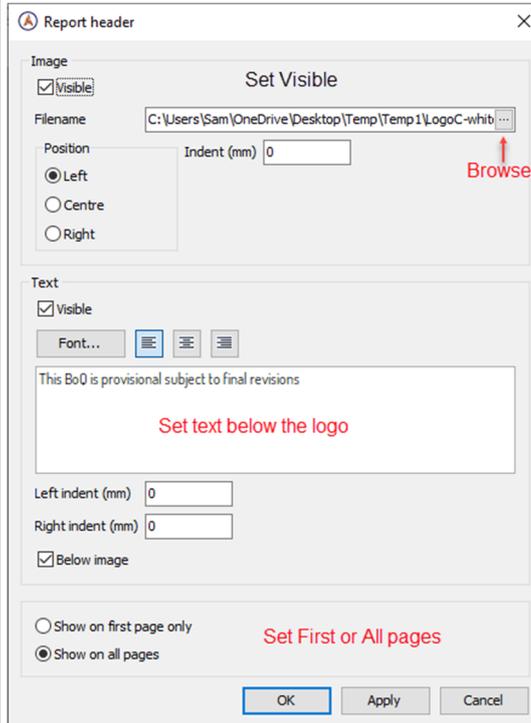
Print Preview



Bill of Quantities Report only

- Pre-format your logo as an image file to a maximum recommended size of 320 x 72 pixels
- Browse and select your Logo
- Select its position
- Select Visible

Options



Bill of Quantities
Domestic Sample - Hand and Soft landscape

Code	Description	Quantity	Unit	Rate	Total
New Driveway					
1a	Excavate 250 mm deep, arisange offsite.	50.00	m3	109.0097	5,450.48
1b	Base Type 1 150mm thick - 3 tonne machine + 3 tonne bumper. Spread rate / hr show	4.4444	m2	4,444.44	19,777.78
1c	lay brick on edge Brick edge - Brick on edge; 215 x 102.5 x 60 mm header course	56.50	m	32.2312	1,821.06
1d	Lay block paving on 50 mm sharp sand; herringbone pattern; edge resistant precast separately; all with 50mm sand compacted with plate	143.50	m2	60.8048	8,696.79
Turf areas					
2a	Cultivate surface of turfing areas; remove stones by hand; prepare for turfing	450.00	m2	4.7729	2,147.80
2b	Supply and lay Turf	450.00	m2	9.3514	4,208.13
Planting areas					
3a	Offroad trees by hand; move to position; planting not included	6.00	stem	757.5023	4,545.01
3b	Preparation and planting; 3 litre plants at 6m3; occasional specimens at 1/15 m2 (labour only)	180.00	m2	6.0985	1,097.73
3c	Plant only; 3 litre plants; including raking and watering (1 man 125 plants per day) (labour only)	1,080.00	hr	2.1725	2,346.30
3d	Plant only; 9 cm - 3 litre plants	1,000.00	hr	1.8920	1,892.00
3e	Plant only; 10 litre plants; including raking and watering	50.00	hr	10.8554	542.77
TOTAL					32,548.864
Value of VAT at 20%					6,509.4171
Grand Total:					39,057.7825

Close and return to Export or Print as above