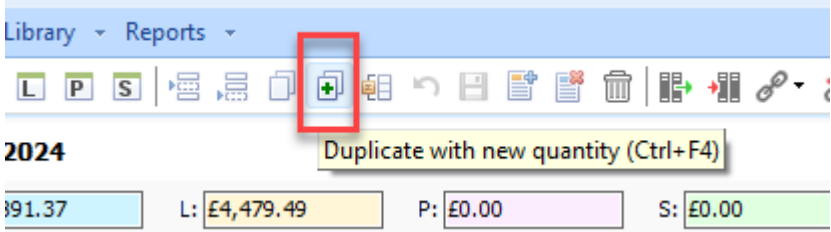
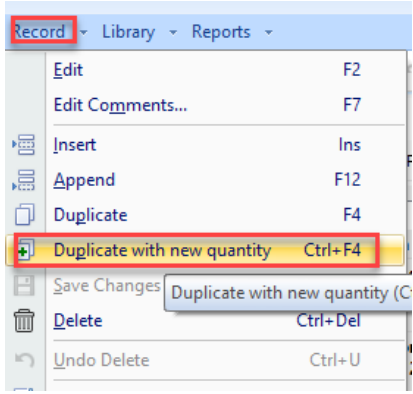


Overview	To take an Item in your schedule and apply it to One or Many selected Items in your schedule Or to Append or Insert the selected item to create a new Item with a different quantity
We advise that you have some test sessions with some old or duplicated Jobs before trying this function.	
Procedure	Select an Item and using CTRL+F4 or the other options duplicated below, duplicate the built-up item into other Items with the correct resourcing. You also have additional options to add to the existing records or change Source and Destination information such as descriptions and units.
Controls	
Keyboard Shortcut	CTRL +F4
Toolbar icon	
Menu	
Clarification of existing function	This is different to the existing function F4 or the menu Icon to Duplicate an Item. F4 simply duplicates the current Item. CTRL+F4 allows you to duplicate with a different quantity and all the component resources are increased or decreased relatively to the new quantity. The F4 function (as opposed to the CTRL+F4 function) also has similar toolbar icon and menu shortcuts

Detailed Procedure

Select Source

The source is the built-up item that you are going to use to duplicate into (merge) other selected Items in your job. You will also be given an option of Insert or Append.

New Merge Feature sample

Resource Totals M: £4,338.04 L: £1,009.86 P: £0.00 S: £0.00 All: £5,347.90

Code	Description	Quantity	Unit	Rate	Total	Man Days
20	Walls					
21	Retaining Wall 1 - Lower Terrace					
21.01	Reinforced concrete foundation.	24.38	m³	£219.36	£5,348.00	3.83
21.02	Reinforced concrete retaining wall. 256mm Stepoc. 300-1650mm high.	106.22	m²	£0.00	£0.00	
21.03	Brick facing to match house.	74.35	m²	£0.00	£0.00	
21.04	Waterproofing and drainage to rear.	106.22	m²	£0.00	£0.00	
21.05	Stone coping to match paving. 350mm wide.	68.75	m	£0.00	£0.00	
22	Retaining Wall 2 - Middle Terrace					
22.01	Reinforced concrete foundation.	3.05	m³	£0.00	£0.00	
22.02	Reinforced concrete retaining wall. 200mm Stepoc. 600mm high.	6.96	m²	£0.00	£0.00	
22.03	Brick facing to match house.	2.78	m²	£0.00	£0.00	
22.04	Waterproofing and drainage to rear.	6.96	m²	£0.00	£0.00	
22.05	Stone coping to match paving. 500mm wide.	4.20	m	£0.00	£0.00	
23	Retaining Wall 3 - Upper Terrace					
23.01	Reinforced concrete foundation.	9.26	m³	£0.00	£0.00	
23.02	Reinforced concrete retaining wall. 200mm Stepoc. 300-1200mm high.	32.31	m²	£0.00	£0.00	
23.03	Brick facing to match house.	16.16	m²	£0.00	£0.00	
23.04	Waterproofing and drainage to rear.	32.31	m²	£0.00	£0.00	
23.05	Stone coping to match paving. 350mm wide.	21.70	m	£0.00	£0.00	
24	Steps 1 - Lawn to Middle Terrace					
24.01	Reinforced concrete base.	1.54	m³	£0.00	£0.00	
24.02	Bullnosed stone treads to match paving. 10 nr. 400mm. 1500mm wide.	6.00	m²	£0.00	£0.00	

The above view shows the **Source** item selected and the **Destination** Items identified that you intend to merge into.

Just to clarify you are only selecting the Source Item. The Destination is selected in the next step

Start the procedure

Now Click CTRL+F4 on your keyboard or one of the other options shown above. Click Next

Choose how to duplicate the selected Item

The options are:

☐ Append it after all the existing items.

☐ Insert it above the currently selected item.

☒ Merge it into one or more items.

☐ Include codes.

< Back Next > Cancel

Select the destination Items

Select job items to duplicate

Select Items from the job to merge to [Click on the Source Item Description to see it in full](#)

Source Item 21.01 Reinforced concrete foundation. 24.38 m³

Code	Description	Unit	Quantity	New Quantity
☐ 20	Walls			
☐ 21	Retaining Wall 1 - Lower Terrace			
☐ 21.02	Reinforced concrete retaining wall. 256mm Stepoc. 300-1650mm high.	m²	106.22	106.22
☐ 21.03	Brick facing to match house.	m²	74.35	74.35
☐ 21.04	Waterproofing and drainage to rear.	m²	106.22	106.22
☐ 21.05	Stone coping to match paving. 350mm wide.	m	68.75	68.75
☐ 22	Retaining Wall 2 - Middle Terrace			
→ ☒ 22.01	Reinforced concrete foundation.	m³	3.05	3.05
☐ 22.02	Reinforced concrete retaining wall. 200mm Stepoc. 600mm high.	m²	6.96	6.96
☐ 22.03	Brick facing to match house.	m²	2.78	2.78
☐ 22.04	Waterproofing and drainage to rear.	m²	6.96	6.96
☐ 22.05	Stone coping to match paving. 500mm wide.	m	4.20	4.20
☐ 23	Retaining Wall 3 - Upper Terrace			
→ ☒ 23.01	Reinforced concrete foundation.	m³	9.26	9.26
☐ 23.02	Reinforced concrete retaining wall. 200mm Stepoc. 300-1200mm high.	m²	32.31	32.31
☐ 23.03	Brick facing to match house.	m²	16.16	16.16
☐ 23.04	Waterproofing and drainage to rear.	m²	32.31	32.31
☐ 23.05	Stone coping to match paving. 350mm wide.	m	21.70	21.70
☐ 24	Steps 1 - Lawn to Middle Terrace			
→ ☒ 24.01	Reinforced concrete base.	m³	1.54	1.54
☐ 24.02	Bullnosed stone treads to match paving. 10 nr. 400mm. 1500mm wide.	m²	6.00	6.00
☐ 24.03	Stone risers to match paving. 10nr. 100mm. 1500mm wide.	m²	1.50	1.50
☐ 24.04	Handrail.	m	3.15	3.15
☐ 25	Steps 2 - Middle to Upper Terrace			

Select the destination Items via the tick boxes on the Left-hand side

Click Finish on the bottom corner

After a short delay, depending on how many items you have selected as Destinations the Source will be resourced into the Destinations.

Cont'd....

If the
Destination
Items already
contain
resources

You will receive this warning to let you know.

	Code	Description	Unit	Quantity	New Quantit	Delete resources
☐	20	Walls				
☐	21	Retaining Wall 1 - Lower Terrace				
☐	21.02	Reinforced concrete retaining wall. 256mm	m ²	106.22	106.22	No resources
☐	21.03	Brick facing to match house.	m ²	74.35	74.35	No resources
☐	21.04	Waterproofing and drainage to rear.	m ²	106.22	106.22	No resources
☐	21.05	Stone coping to match paving. 350mm wid	m	68.75	68.75	No resources
☐	22	Retaining Wall 2 - Middle Terrace				
☒	22.01	Reinforced concrete foundation.	m ³	3.05	3.05	No resources
☐	22.02	Reinforced concrete retaining wall. 200mm	m ²	6.96	6.96	No resources
☐	22.03	Brick facing to match house.	m ²	2.78	2.78	No resources
☐	22.04	Waterproofing and drainage to rear.	m ²	6.96	6.96	No resources
☐	22.05	Stone coping to match paving. 500mm wid	m	4.20	4.20	No resources
☐	23	Retaining Wall 3 - Upper Terrace				
☒	23.01	Reinforced concrete foundation.	m ³	9.26	9.26	No resources
☐	23.02	Reinforced concrete retaining wall. 200mm	m ²	32.31	32.31	No resources
☐	23.03	Brick facing to match house.	m ²	16.16	16.16	No resources
☐	23.04	Waterproofing and drainage to rear.	m ²	32.31	32.31	No resources
☐	23.05	Stone coping to match paving. 350mm wid	m	21.70	21.70	No resources
☐	24	Steps 1 - Lawn to Middle Terrace				
☒	24.01	Reinforced concrete base.	m ²	1.54	1.54	☒ Do not de ☐ Delete
☐	24.02	Bullnosed stone treads to match paving. 10	m ²	6.00	6.00	No resources
☐	24.03	Stone risers to match paving. 10nr. 100mm.	m ²	1.50	1.50	No resources
☐	24.04	Handrail.	m	3.15	3.15	No resources

You can then choose whether you wish to delete the existing resources as shown above in 24.01 or if you wish to add to them.

Options

If you choose one of the non-standard options you will get colour coded warnings.

Delete resources	Use Description from	Use Unit from
☒ Do not de ☒ Delete	☐ Destination ☒ Source ☐ Combine	☐ Destination ☒ Source
No resources	☒ Destination ☐ Source ☐ Combine	☒ Destination ☐ Source

Quantity and
Unit

You can also vary the quantity and Unit – so for example if you are resourcing a m3 rate into a m2 area.

Description	Unit	Quantity	New Quantity
Retaining Wall 2 - Middle Terrace			
Reinforced concrete foundation.	m ³	3.05	3.05
Reinforced concrete retaining wall. 200mm	m ²	6.96	6.96