MBElite Pricing Training Syllabus (2 Day Course)
Day 1

An Introduction to Masterbill Elite
    Product Overview

First Steps
    Logging In
    Introducing the Project Manager
    Creating a New Division

Creating a Bill for Pricing
    Creating a Project
    The Project Structure
    Basic Measurement
    Creating a new Bill

Basic Pricing
    An Introduction to Pricing in Masterbill Elite
    Setting up Tenders
    Basic Pricing (Direct input)
    Finding Prices
    Matching Prices
    Tender Comparison
    Cost Analysis

Detailed Pricing
    Pricing Using Resources
        Adding a Resource from Scratch
        Adding a Resource from the Resource Library
        Copying Individual Resources from Elsewhere
        Copying All/Selected Resources from Elsewhere
        Using Sub Resources
        Find Resourced Prices
        Match Resourced Prices

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Day 2

Sub Contract Packaging
- Adding Packages to the Project Structure
- Allocating Bill Items to Sub Contract Packages
  - Allocating Individual & Multiple Items
  - Allocating Grouped Items
  - Allocating by Matching to a Previous Project
- Removing Bill Items from Sub Contract Packages
  - Removing Single Items
  - Removing Multiple Items
- Working with Package Bills
  - Setting up Tender Categories
  - Setting up Sub Contractor Tenders
  - Assigning Tenderers to Sub Contract Packages
  - Printing & Exporting Sub Contract Bills
- Pricing a Sub Contract Package Bill
  - Using Single & Multiple Tender Views
  - Using Sub Contract Package Summary
  - Transferring Sub Contract Prices to the Master Tender Document
  - Sub Contract Package Comparison Summary
  - Incorporating a Last Minute Tender
  - Incorporating a 'Labour Only' Sub Contract Tender

Reports
- Printing a Priced Bill
- Resource Report Summary
- Detailed Resourced Report
- Resource Breakdown Totals

Adjustments
- Change a Resource Rate
- Change a Resource Waste
- Change Resource Price Adjustment
- Change Resource Quantities
- Price Only Adjustment
- Global Allowances/Adjustments
- Allocating Allowances/Adjustments

Editing the Library
- Amending an existing Resource
- Adding a New Item to the Resource Library