MBElite BQ Production 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 New Project
> Project Properties
> Selecting a Library
> The Library Model
> The Project Structure

Basic Measurement
> Screen Layout
> Your first Dimsheets
> Basic Measurement facilities

Viewing the Draft BQ
> The Screen Layout

Advanced Measurement
> An Introduction to Key Dims
> Creating Key Dims
> Using Key Dims
> Amending Key Dims
> When to use Key Dims
> PC and Provisional Sums
> Information or 'Note' Items
> Using the Task List
> Unit Check facility

Dim Management
> An Overview
> Key Dims and Dim Management

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Day 2

Producing YOUR Bills of Quantities
    Creating a New Bill
    Bill Properties
        Bill Sequence
        Selecting Parts, Elements and Workgroups
        Reference Types
        Continued Text
        Bill Notes
    Bill Layouts
    Navigating around your Bill
        The Page Buttons
        The Search Facility
        The Project Manager Tree
        Using the Bill to View Your Abstract and Navigate to your Dimsheets
        Using your Dimsheets to Navigate to your Bill
    Editing/Amending the items in your Bill
        Items with a Single Dimsheet
        Items with Multiple Dimsheets

Pricing
    An Introduction to Pricing in Masterbill Elite
    Setting a Tender
    Basic Pricing
    Detailed Pricing – An Introduction
    Finding Prices
    Matching Prices
    Global Adjustments

Cost Analysis
    Tender Comparison
    Cost Analysis
    Tender Analysis

Freeform Bills

Advanced Features

Measurement Exercise