# QUICK GUIDE – QUANTITY TRACKING CREATE AND MANAGE COMPONENTS



### CREATE A COMPONENT FROM SCRATCH

1. Click the **Add** icon on the left toolbar.



2. Select the type of component.



3. Fill in the component details in the slide-out panel.

	CON	ponem				-
CLAIMING		MING HIST	COMPONENT DE			
Summary			2			
Component name						
Module 31-A23: Be	am Ass	embly			4 7	
WBS Compo		Component qu	mponent quantity Unit of measure		f measure	
1005	×	0.18000		Ton	v	
WBS CE Mhrs/unit	Comp	onent CE Mhrs	WBS CB Mh	s/unit	Component CB Mhrs	
Discipline			Claiming scl	neme		
Metals *		v	Erect Steel - Light		v	

4. Click Save.

#### COMPONENT CREATION FROM IMPORT

1. In the Standard View, set up the columns for your import template. Select the **Column Chooser** icon to add, remove, or reorder columns.



2. Select the **checkbox** to modify columns. Columns under **Selected columns** appear in the register. Columns with a **locked indicator** appear on the left side of the register.



4. Click **Export**, then select **Template**.



- 5. Open the **downloaded Excel file** and enable editing.
- 6. Input the component details and save.



7. Click the Import icon.



8. Use the **Browse button** to locate and add your file, or drag and drop the file into the import window.

The data will be in	nported into Components
	Drag and drop the file here or browse Browse
Add new item	ns only
Add new item Add new item	is and update existing
<ul> <li>Add new item</li> <li>Add new item</li> <li>Email me upo</li> </ul>	is only is and update existing in completion

- 9. Click Import.
- 10. Click Close.

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### CLAIM QUANTITIES-STANDARD GRID VIEW

1. Select a component.

	Module 27 - E23: Cross Brace Assembly	Activity
ф	Module 27 - E22: Horizontal Brace Assembly	Activity
	Module 27 - D23: Cross Brace Assembly	Activity

2. Click the Edit icon.

ctions	•	(+)			$\otimes$	Ē
	Nam	e				
	Mod	ule 27 - E	23: Cross B	race Asse	mbly	
	Mod	ule 27 - E	22: Horizon	tal Brace	Assembly	

- 3. Claim a new quantity from the Claiming tab of the **Edit activity component** slide-out panel.
  - To claim the **full quantity**, click the **Complete checkbox** next to the claiming scheme step.
  - To claim a **partial quantity**, enter the quantity manually under **This period qty**.



4. Click **Save** in the bottom right of the slide-out panel.

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4. Click **Save changes** in the top right toolbar.

	View:	•
α	Manage step columns	🖺 Save changes

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### CLAIM QUANTITIES-DATA BLOCK VIEW

1. Click the **View as icon** to switch between the Standard Grid view and the Data Block view.



2. Use the right scroll bar to find the appropriate claiming scheme step.

his period qty UoN	Step name	01	inte	Quantity	Installed atu		
		-		quantity	installed qty	This period qty	UoM
	т	Т	7	т	T		Т
0.00000 Ton	Erect/Bolt Up	45		0.15000	0.00000	0.00000	Ton
0.00000 Ton	Erect/Bolt Up	45		0.24000	0.00000	0.00000	Ton

- 3. Claim a new quantity from the component row.
  - To claim the **full quantity**, click the **Complete checkbox** next to the claiming scheme step.
  - To claim a **partial quantity**, enter the quantity manually under **This period qty**.

Step 2 🕀 Apply installed quantity to all 🔻							
Step name	Step %	Complete	Quantity	Installed qty	This period qty	UoM	
T	T	T	T	T		Т	
Erect/Bolt Up	45		0	0.10000	0.10000 🔵	Ton	
Erect/Bolt Up	45		0.13000	0.05000 🗨	0.05000 🔵	Ton	
Erect/Bolt Up	45		0.14000	0.00000	0.00000	Ton	

