# QUICK GUIDE – QUANTITY TRACKING



### LAUNCH QUANTITY TRACKING

- 2. Select **Plan** from the slide out menu.
- 3. Select **Quantity Tracking** from the menu.



### MOVE A COLUMN

- 1. In the **Standard Grid** view of the Quantity Tracking module, click on and hold a **column header**.
- 2. Drag and drop the column in a new location.

Assembly		Туре	Discipline / Commod	<b>C</b> =	WBS	-
	+ wbs	Material	Pipe			
Contract Sub		Assembly				
		Activity	Electrical	Inst	1054	
		Activity	Electrical	Inst	1054	
		A	Flootrical	Inot	1054	

## SORT A COLUMN

- 1. In the Standard Grid view of the Components page, click on any **column header** to sort the column in ascending order.
- 2. Click on a **column header** again (a second time) and the column will filter in descending order.





### FILTER A COLUMN

1. Enter filter terms directly in the box under the column name, then press the **Enter** key.

Name			
Module 15	×	Т	Ŷ
Module 15 - F22: Cross Brace As	sembly		
Module 15 - E24: Beam Assemb	ly		
Module 15 - E23: Cross Brace As	sembly		
Module 15 - E22: Horizontal Bra	ce Asser	nbly	
Module 15 - D23: Cross Brace A	ssembly		
Module 15 - C24: Cross Brace A	ssembly		

- 2. Click the **Filter** icon to change the operator.
- 3. Click the **Clear** icon to remove your filter.

Name				Clain	ning
Module 15	×	Ŧ	Ŷ		T
Module 15 - F22: Cross Brace As	sembly	ls eq	ual to		1
Module 15 - E24: Beam Assembly	y	ls no	t equal t	to	
Module 15 - E23: Cross Brace As	sembly	Cont	s with		
Module 15 - E22: Horizontal Brac	e Assen	Does	not cor	ntain	
Module 15 - D23: Cross Brace As	sembly	Ends	with		
Module 15 - C24: Cross Brace As	sembly	ls nu	II		-
Module 15 - C23: Cross Brace As	sembly	ls no	t null	_	•

# **QUICK GUIDE – QUANTITY TRACKING GENERAL NAVIGATION**



### ADDING/REMOVING COLUMNS

1. In the Standard Grid view, select the Column Chooser icon



- 2. **Available columns** appear in the list on the left. Columns currently displayed in the Standard Grid view appear in the **Selected columns** list on the right.
- 3. Select a column. Use the right arrow to move the column to the Selected columns list and add it to the register. Use the left arrow to move the column to the **Available columns** list and remove it from the register.

Available columns				Selecte	ed columns	
Searc	ch C	λ		Searc	ch Q	
	Column Name				Column Name	*
	Activity name		•		Name	1
	Actual Length		÷		Туре	¥
	Actual Quantity				Discipline / Commodity	
	AG/UG				Claiming scheme	

Click Save 4

### CREATING A QUERY

- Click the **Ouerv** icon. 1
- 2 Click the **Add** icon.
- Select a column and operator from the drop-down lists. 3.
- Enter a value that you want to filter the column for. 4.
- Optionally, click the **Add** icon to add more conditions. 5. and then click **And** or **Or** to change how the conditions are grouped.



- Click **Apply** to update results immediately. 6.
- Click **Save guery** to add the guery to your saved gueries. 7.

#### **CREATE A VIEWSET**

1. Select the **View** drop-down arrow.



- 2. Select **Save current viewset as** from the viewset drop-down list.
- In the resulting window, name your preferred view. 3.
- Click Save. 4.

### SEND A VIEWSET

- Select the **View** drop-down arrow. 1.
- 2. Select Send current view.
- 3. Select the users and/or projects to send the view to.
- 4 Click Send

NOT

Projects		•
Search for a project		
end to		
Users		
InEight.Admin@ineight.com		Θ
Projects		
106000 (Road & Bridge Project)		Θ
Remove all		
Share view as global template.	Cancel	Send

-	Each viewset is user specific.					
E	However, viewsets do not carry over					
	from the Standard Grid view to the					
	Data Block view. You have to create					
	your viewsets for both the Standard					
	Grid and Data Block views.					

over