# SMM Coding
# User Manual

# Contents

Standard Method of Measurement Libraries ..... 4
SMM BILL LAYOUT ..... 4
Creating the SMM Ordered Bill ..... 5

## Standard Method of Measurement Libraries

To begin the process you must first have a Standard Method of Measurement Library installed as a job in Candy.

CCS has four Libraries available :-

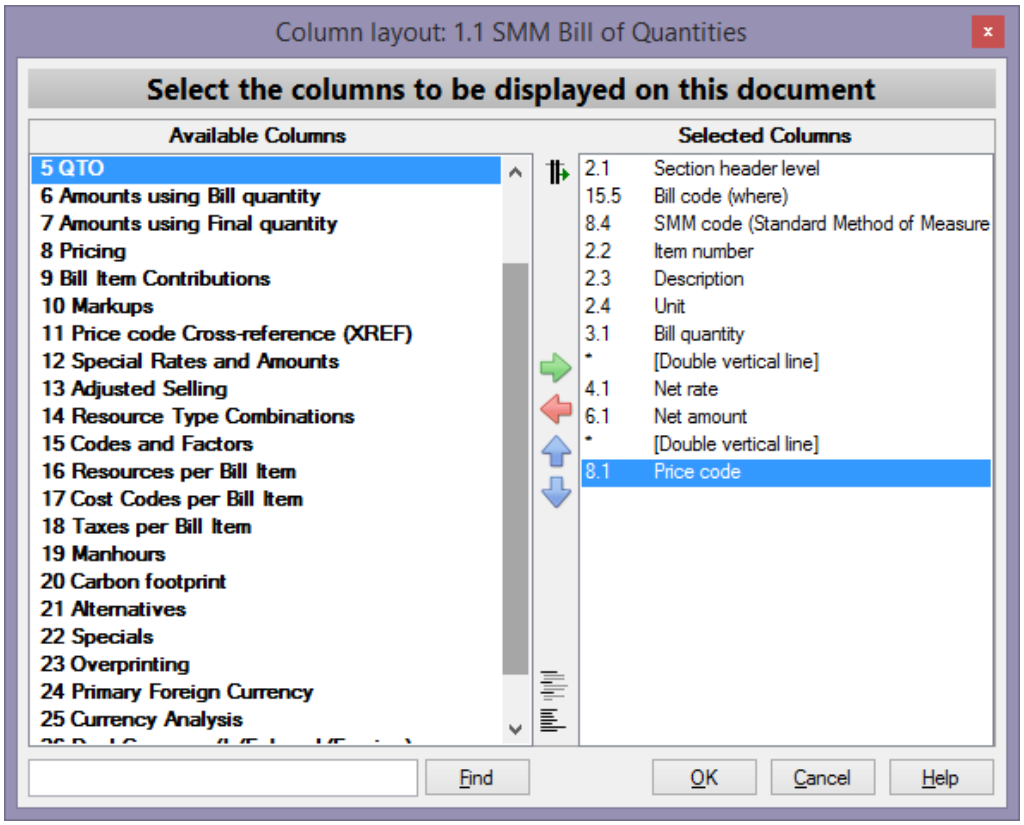
1) UK - Civil Engineering Standard Method of Measurement 4
2) UK - Railway Method of Measurement 2
3) UK - Standard Method of Measurement for Highway Works
4) RSA – ASAQS bill format

Contact your supervisor or CCS to obtain the current version of these Libraries or alternatively you can compile your own library.

## SMM BILL LAYOUT

It is preferrable to create a SMM Bill layout if you are regularly going to create Bills of Quantities.

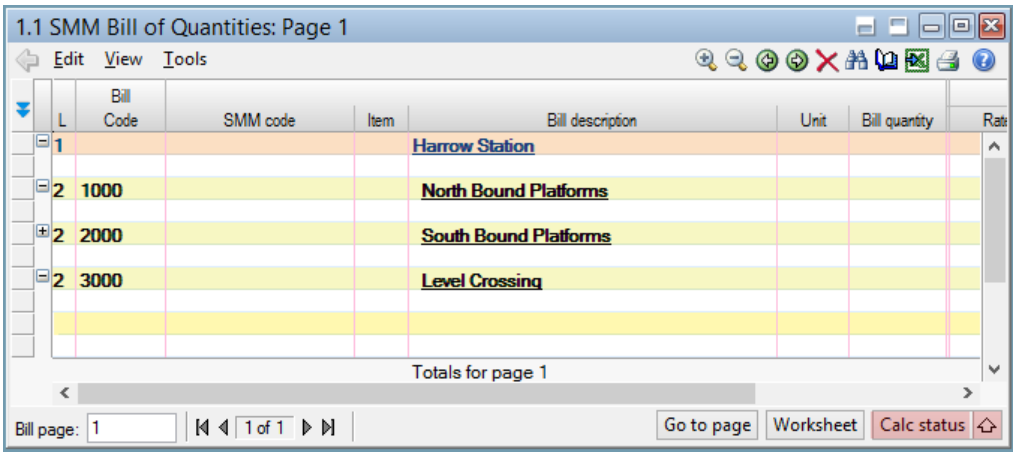
To do this, go to the Estimating tab and click on the Blue book (Document Manager) on the toolbar and set up a new document containing the columns as specified below.



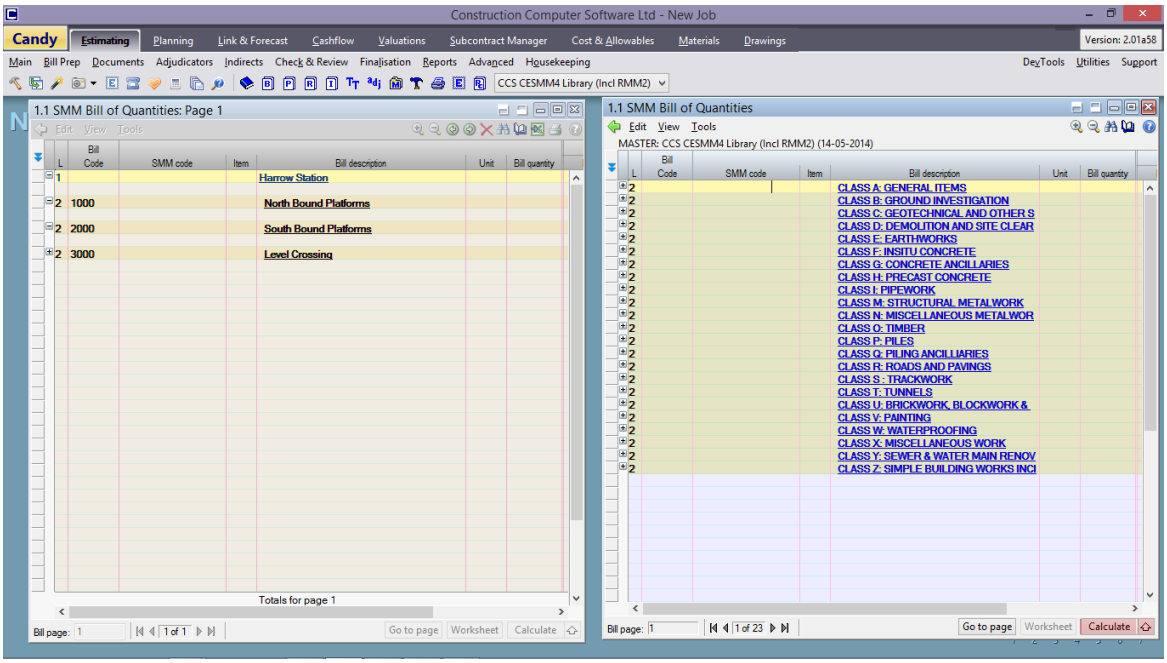
# Creating the SMM Ordered Bill

Follow these steps to create a Bill where items are to be ordered strictly in accordance with the Method of Measurement:

1) Create a new job and set its master to be one of the Libraries referred above.
2) In the new job, create a structure of headings with the appropriate levels. The lowest level of the heading **must** have a Bill code attached to it, otherwise the subsequent steps will not work.

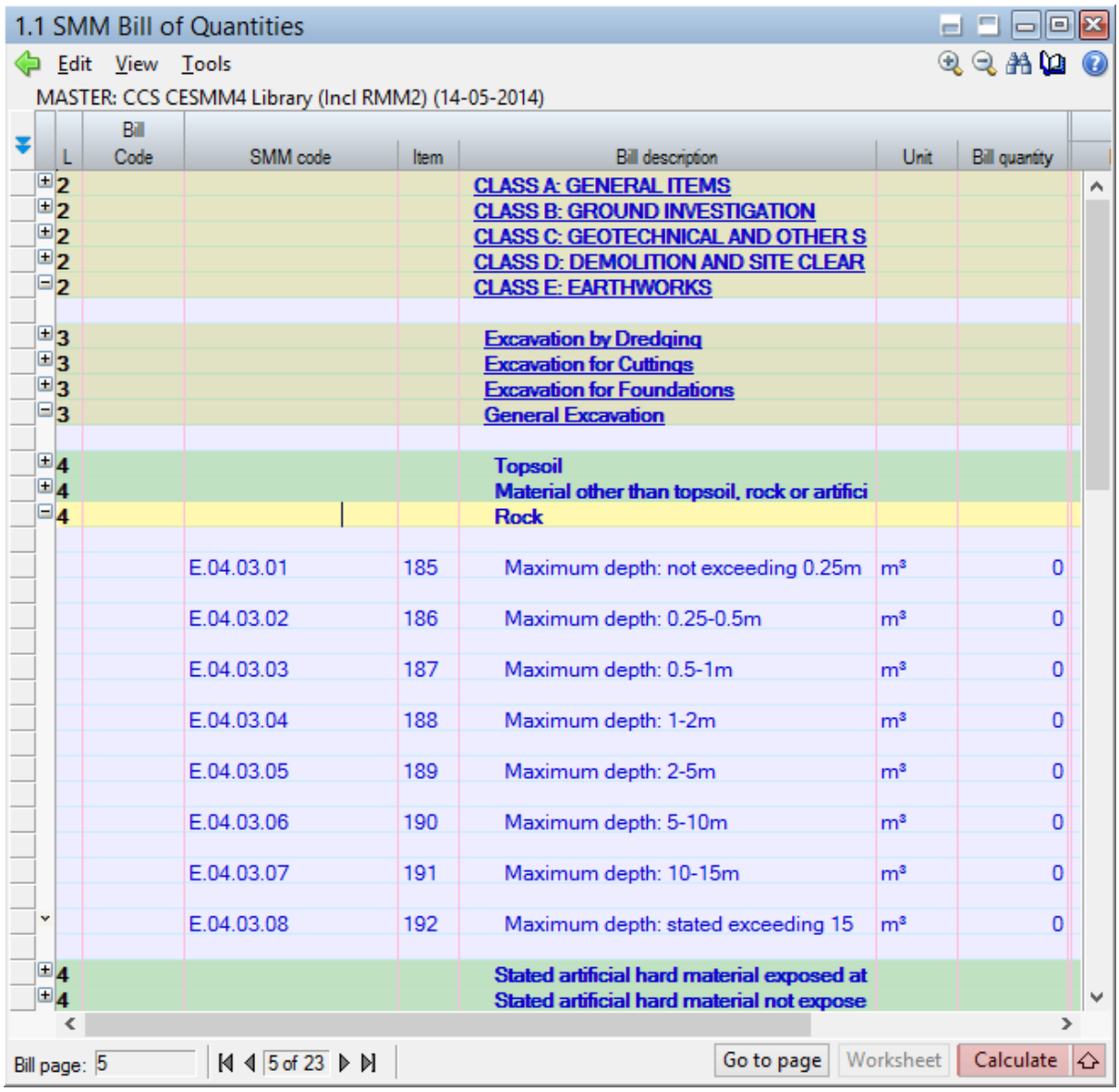



3) Open the master Bill of Quantities. It is easier to open the master with the same layout as the Bill being created. Do this by holding the shift key and clicking on the SMM layout you created in the Blue Book (Document Manager).
4) Depending on the screen size, the Candy desktop can be set up as follows:




The document on the right shows the MM library condensed to the lowest level of display. Do this by holding the Shift +Ctrl key together and hitting the space bar.

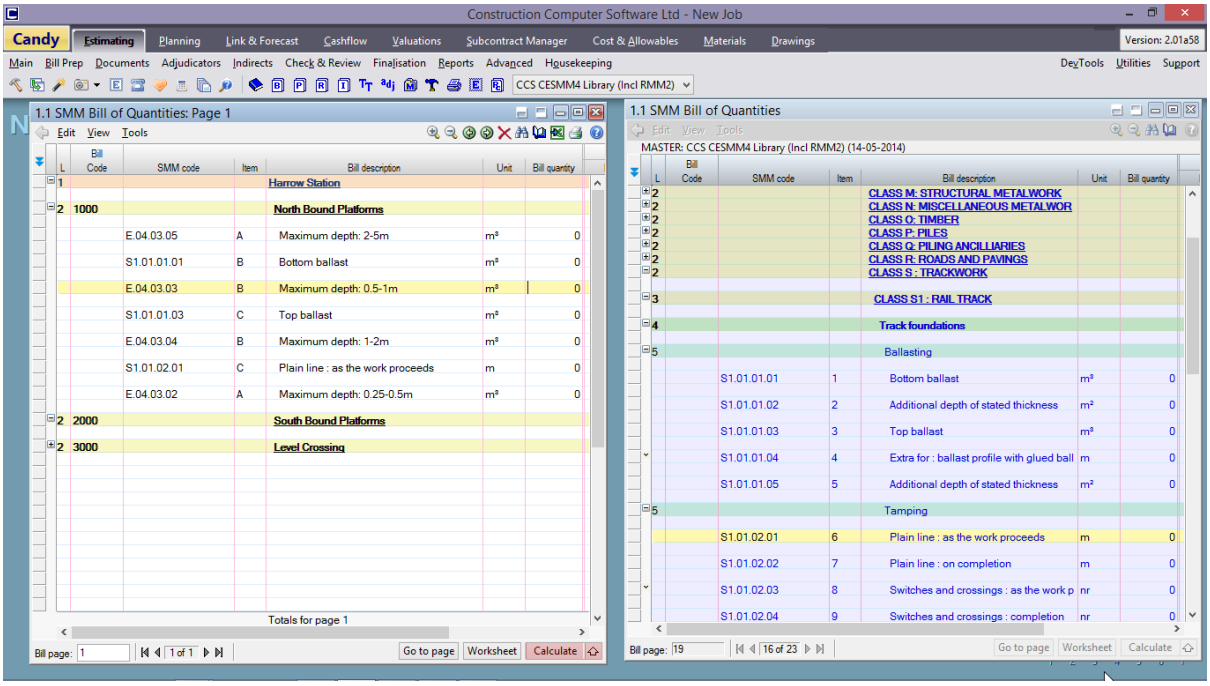
5) Open one of the sections until the required Bill items are displayed.



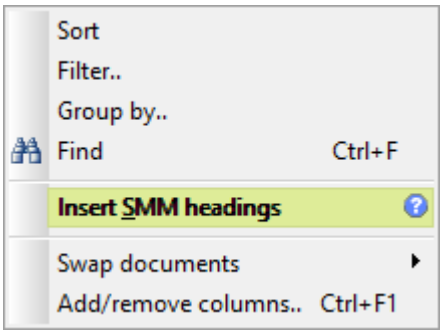

6) Drag and drop items from the Library to the job Bill in the usual Candy manner. It does not matter which order they are dropped in the relevant section of your new Bill as all the items will be re-ordered once all the items have been added.

   Note in the illustration below the items are in no particular order. Not only are there items from section S and E but they are out of sequence for section E as well.

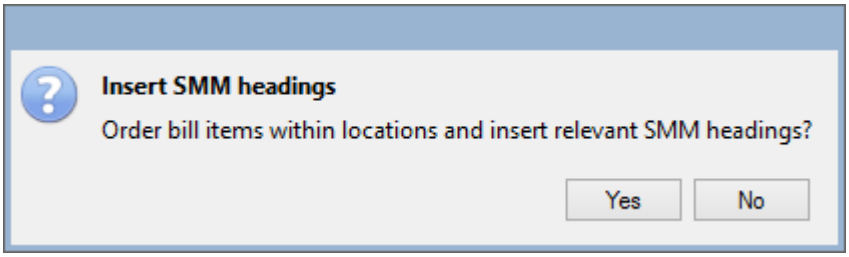
   Also note none of the Method of Measurement headings have been added at this point.



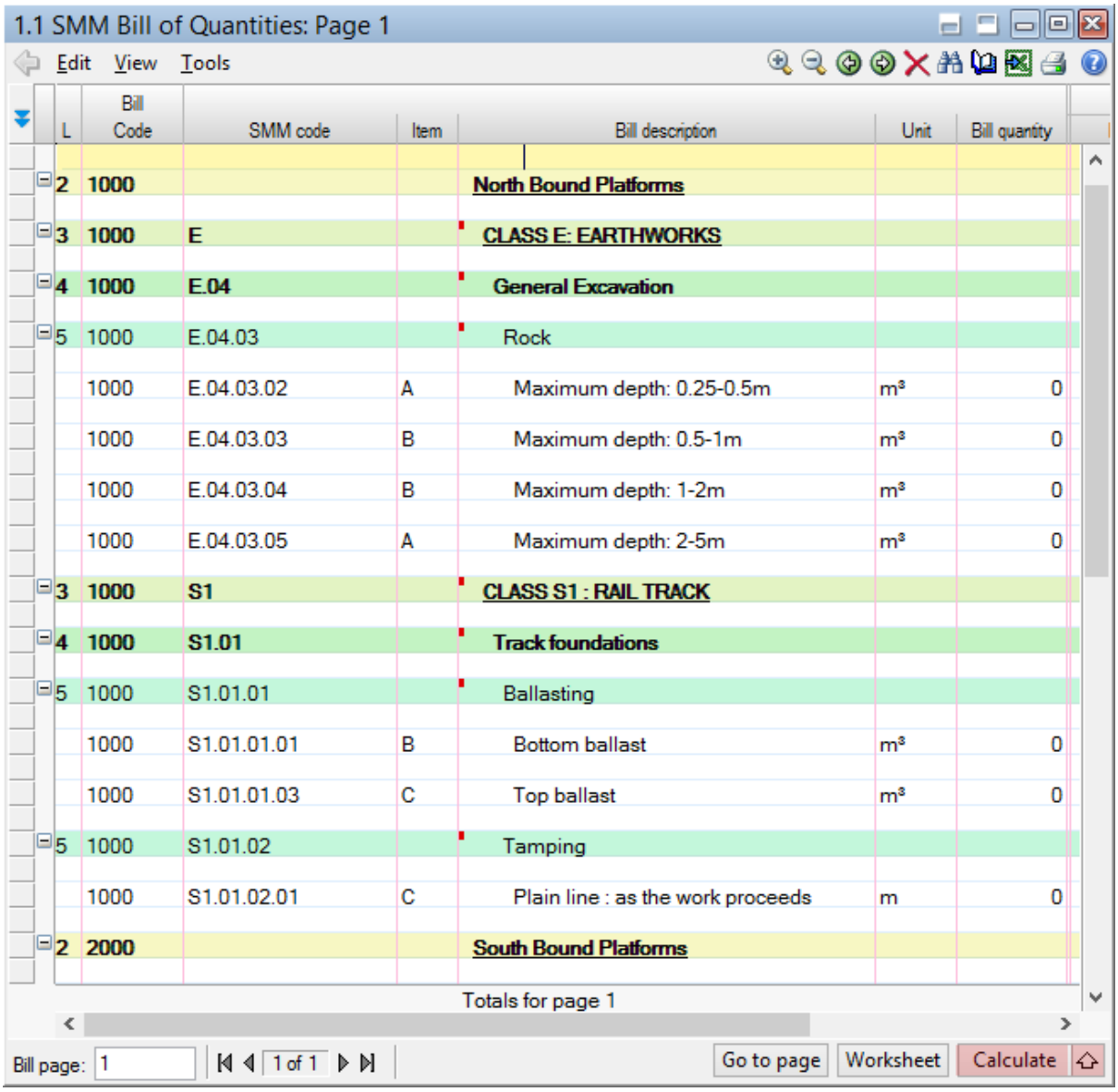

7) To order the Bill in accordance with the MM and to import the MM headings, right click at the top of the SMM Code column and choose the insert SMM Headings item.




This brings up the dialogue box for you to confirm your instruction.




8) Choose “Yes” and your Bill will be re-ordered with the headings inserted in the correct position.




9) This process can be repeated as often as necessary, new items can be added to the new Bill and re-ordered at any time. If the MM library is priced the Library pricing codes will be added to the new job and depending on your settings will be immediately priced or auto-priced when required.