Quick Start Guide

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Metre2 – WorkWinner Lite

Cost Planning and Bill Production Preparation software

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Metre2 – WorkWinner Lite

WorkWinnerLite A MS SQL Compact single user demonstration version

The following documentation will explain how to use the program in single user mode.

Begin by loading the software from the desktop icon which has been placed on your desktop during the Installation/download process.
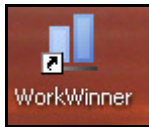
Initial activation will prompt for the creation of a system user. Complete the form as required creating your own user name and password

select to open the software.

Subsequent use of the software will prompt for your user details in the form of a login screen:

Your software is valid for seven days from installation. You may access the software as often as you need during this period.

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N.B. You can activate the *Remember my Credentials* to avoid the having to re-enter the user name each time.

To purchase the software at anytime during the trial period please contact Metre2 Via sales@Metre2.co.uk or call us direct on 01827 51233

System Requirements

WorkWinner is compatible with all MS-Windows operating systems from XP and above utilising the latest **Microsoft SQL Server** the relational model database server produced by Microsoft. In its Compact, Express and Full database versions.

Work Winner requires .NET Framework Version 4 to be present on your system before commencing installation

The .NET Framework is included with Windows Server 2008, Windows Vista and Windows 7. The current version of the framework can also be installed on Windows XP and the Windows Server 2003 family of operating systems. Since there are many versions of .NET Framework it is advisable to confirm which version of .NET Framework is installed on your computer.

The simplest way of checking the version of Microsoft .NET Framework installed on your computer is through Add or Remove Programs from the **Control Panel.**
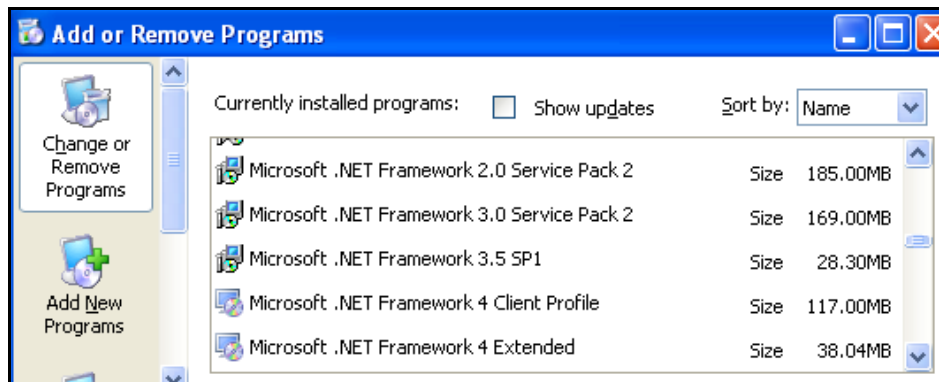
Your .Net Framework version can be upgraded via Microsoft's own website.

The Microsoft Download centre can be found by searching for:

and following the instructions.

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Hardware Specifications

### Work Winner Lite (SQL Server Compact)

1 GHz Processor
512 MB RAM
850 MB Disk space (min) (32-bit)
2 GB Disk space (min) (64-bit)
Windows XP/Vista/7/Server 2003/Server 2008

Work Winner Pro (Multi User SQL Server 2008 R2 Express)

1 GHz Processor (min)
2 GHz Processor (recommended)
256 MB RAM (min)
1 GB RAM (recommended)
Windows XP/Vista/7/Server 2003/Server 2008

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The limiting nature of a demonstration version has resulted in a number of WorkWinner functions related to multiuser operation being absent.
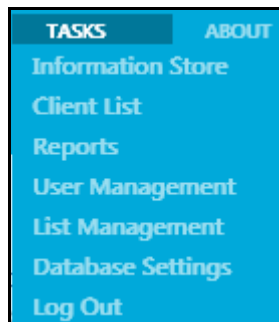
For further information regarding:

- Multiuser operation & user management
- Local operation when remote from network
- Integrated information store and data preview
- A variety of industry standard description libraries

And WorkWinner PRO on-site demonstrations and trial installations are all available by contacting us direct at:

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Project Icons

Individual Hover Help descriptions are associated with each icon in the software.

A brief description of each icon follows:

Create a new project

Rename the currently highlighted project

Delete the current project

Copy the current project and all its detail into a new project

Open the current project

Assign project tags; both system default tags and user defined tags

Reposition highlighted project

Create a new project and Import proprietary data

Export current project as Excel or CITE file

Refresh the current project tree list

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WorkWinner Operational Icons

The operational icons figure prominently in the following guide. Individual Hover Help descriptions are associated with each icon in the software during use and further detail of each function is available within the full user manual.

Controlling the Project View

The user has a number of ways to control the project screen

The Zoom Bar   (Ctrl + Mouse Wheel) allows the user to increase or decrease overall font sizes.

Hide or display project columns

Pre set columns for Bill Production preparation

Level	Description	Nett Qty	Unit	Nett Rate	Nett Total

Pre set columns for Cost Planning

Level	Description	Nett Qty	Unit	Nett Rate	Nett Total	Cost\m2	Level Total	Budget Value	Budget Variance

Return to system default column settings

Project nodes may be added, deleted, renamed and repositioned as required.

Adding and amending Items

Ctrl –N append a new item to the current list of items add text as required

Insert a new row immediately above item cursor.

Ctrl-R Repeat currently highlighted item complete with item dimension and rates.

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Deleted currently highlighted item(s)

Merge descriptions of all highlighted items into first highlighted item

Copy and paste items to other parts of the current project.

Ctrl-D can be used to copy the description only from the item immediately above the cursor.

Ctrl-C and Ctrl-V are available copying and pasting selective parts of item text between items via a right mouse menu.

Display item library for selection of descriptions;sample project data provided may be used as libraries; **WorkWinnerPro** is available with a variety of standard description libraries.

Search for matching text within the current node only

Repositioning items

Reposition items and all subordinate levels vertically

Change item level and all associated subordinate levels

Tagging Items

Create and define a tag to selected items

Remove ALL Tags from selected items

Add, amend and delete tags to an individual item

Quantifying Items

Activate dimension screen and enter dimensions against current item

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 Update live-links between item quantities

Budget Columns

Populate the budget column with the current cost plan values, budget variance will be calculated as the difference between Current and Budget Totals.

Project Units of Measure

Adapt systems units to suit project specific requirements

Draft Print

A simple draft print of the whole project, used to check layout, collection and summaries etc.

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Creating / Accessing Projects

a. To create a new projects

Select the create new project Icon
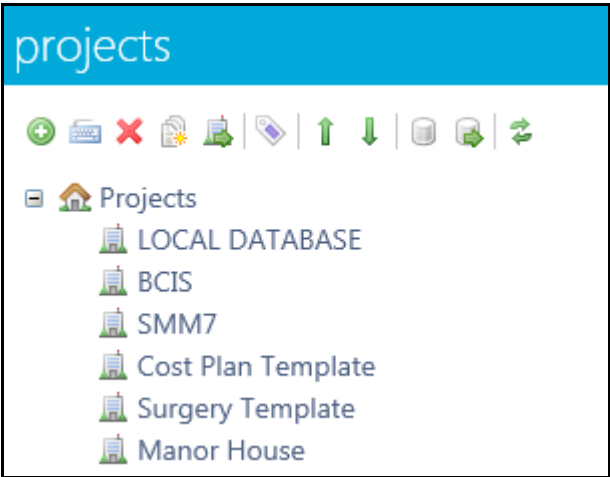
Select ⊕ to create a new project. New projects are appended to the project list

Selecting the newly created project the first time will display the project levels selection screen. You may allocate up to six levels for each project to define the structure of the collection and summaries produced when generating reports.
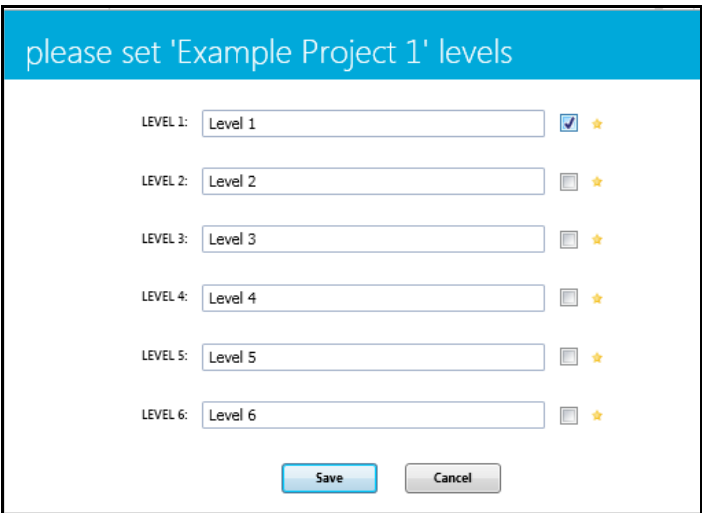
Each level may have many nodes assigned, the final node will display as a series of tabs ready to receive the measured items.

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Once the project structure has been defined, project nodes are managed from the Job Browser icon within the editor screen. Here nodes are added, deleted, renamed and repositioned as required. The project name and active node is displayed at the top of the screen

workwinner - RSPCA Newbrook Farm 3 \ Cattery and Kennels

Add or Edit Descriptions

Creating and editing project data is carried out through the Project Screen

Level	Description		Nett Qty	Unit	Nett Rate	Nett Total
1	New Item					

There are a number of ways to create items in a WorkWinner project

Direct text entry – Type directly into the description cell.
Additional rows of text can be added as required

Use Add item Ctrl-N; to append a new row at the end of the current items; Use Insert Item, to create a new row immediately above the cursor position; Ctrl-R will repeat current item and its contents immediately below the current row ; Ctrl-D will copy down description text from the cell immediately above the active description.

Select from library

Use to display library picker and choose the library Library required, any existing project may be used as a library including the current active project.

Search existing project database

Every description entered into WorkWinner is assigned a unique tag enabling it to be recalled for use in the current project.

Enter a key word or phrase into the search box; use Enter or action button to find like items

Kalzip

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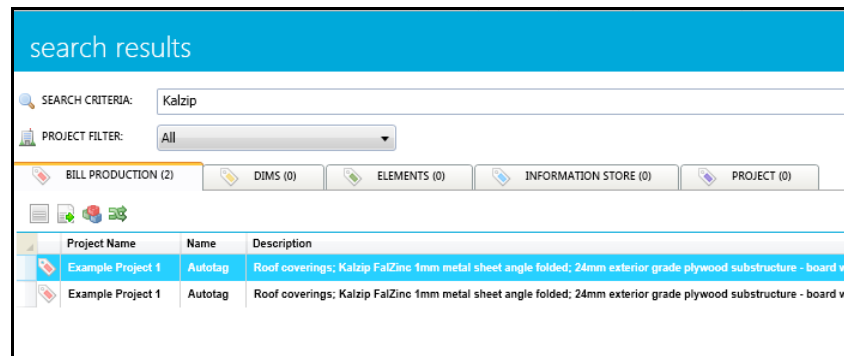
A number of options are now available to preview or incorporate the chosen item or description into the current project.

Preview the existing item in context with associated headers

Navigate directly to the item insitu

Append the selected description to the current description

Insert the selected item and all its attributes on a new row immediately

Import Excel

Conforming Excel documents may be imported directly into the current tab using the right mouse menu from the current tab
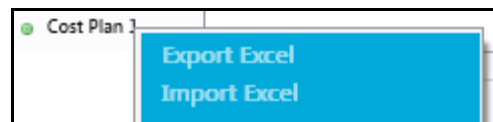
Each Excel file should be formatted as follows in the first worksheet

Level	Description	Unit	Nett Qty	Nett Rate

The Level column is used to set the description hierarchy. Alternatively users may choose on import to set all levels to a common level and use Work Winner functions to create the hierarchy.

Tagging

WorkWinner uses tags to allocate attributes to any project or item for future reference; allowing easy compilation of To Take Lists; Query Lists; simple memorandums etc.

Select the Tag icon and assign new tags as required

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Tags can be recalled at any time using the search engine available from all major screens; the search will attempt a match via both the Tag Name and Description attributes.

The GIFA Tag is an essential part of generating a cost plan report. Select the

Project tags item and choose the Standard tags option enter a value in the GIFA which is to be used for calculating and reporting the project cost/m2.

Entering Dimensions

Dimensions are added to WorkWinner via the dimension editor. Activated from

the menu icon or "right-mouse" on the quantity cell.

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The dimension input follows a traditional dimension sheet methodology. The number of dimensions for each item is controlled from the units of measure library.

N.B. The WorkWinner search engine may be used as an ad-hoc numeric calculator.

N.B. Dimension annotation is assigned an automatic search tag enabling users to search dimension annotation for matches similar to descriptions described above.

Units of Measure

Type the required unit of measure into the unit column, a matching unit will inherit measurement attributes from the default list.

The default Units of Measure are applied to each new project from a list maintained under List Management within the Task Menu. n the units of measure list and may be amended to suit a particular project via the project units icon

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Project specific changes to units of measure may be made via the Project Units icon.

New Units not matching the default list will activate the prompt **Unit not found**

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Existing Unit displays the unit picker for selection of existing unit, to maintain consistent units of measure, WorkWinner differentiates between upper and lower case and will not allow a mixture of cases, M2 or m2 is allowed M2 and m2 are not allowed in the same project.

Add Unit displays a new unit editor allowing the user to edit the attributes of the unit to match the created description

A pause may be experienced after saving the changes to a unit of measure attribute as the changes are made throughout the current project.

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Pricing

Each item may be allocated a price in one of three ways:

> Entering a Nett Rate:
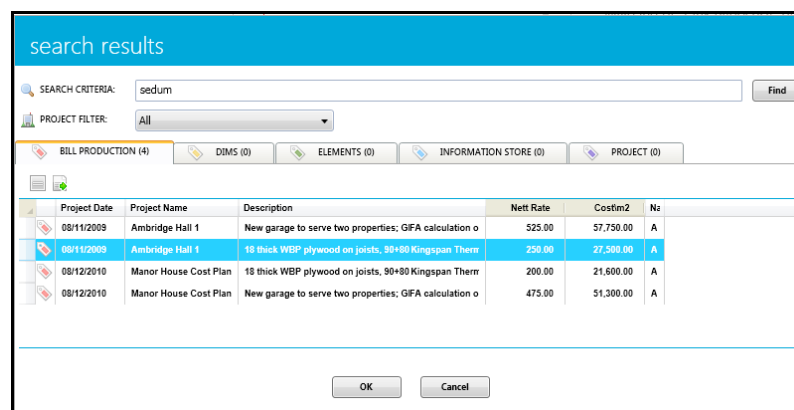
$$\text{Quantity} \times \text{Rate} = \text{Total}$$

> Entering a Nett Total

$$\text{Total} \div \text{Quantity} = \text{Rate}$$

> Entering a rate per GIFA

> Rate*GIFA (from project attributes) = Total

N.B. Use the integrated search engine to find comparative rates from other projects in the database. Enter a key word or phrase to display all matches then use the project filter to narrow the options.
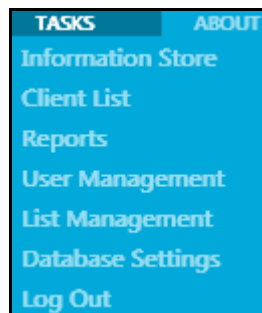

Type the required rate directly into the net rate column or £/m2 column as previously described to complete the item price.

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Reporting

A simple draft report is available from the Project screen using the 🖨 print icon.

A selection of specific cost plan and bill of quantity reports are available from the reports option of the Tasks Menu.
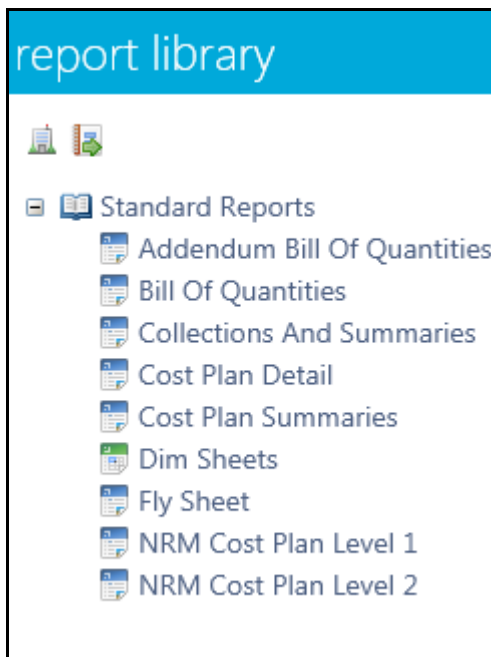
TASKS	ABOUT
Information Store	
Client List	
Reports	
User Management	
List Management	
Database Settings	
Log Out	

Initially the user will be offered a list of available projects, select the project and the project name will be displayed

report view - Newbray House Cost Plan 1.

Then select from the menu the required report.

Then select from the menu the required report to preview

report library

⊟ 📖 Standard Reports
    📄 Addendum Bill Of Quantities
    📄 Bill Of Quantities
    📄 Collections And Summaries
    📄 Cost Plan Detail
    📄 Cost Plan Summaries
    📄 Dim Sheets
    📄 Fly Sheet
    📄 NRM Cost Plan Level 1
    📄 NRM Cost Plan Level 2

📄 Addendum Bill Of Quantities   Available in WorkWinner Pro only.

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Reporting - continued

Bill Of Quantities A full BQ document.
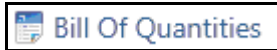
Collections And Summaries Preview and edit collections and summaries

Cost Plan Detail Full item level £/m2 report

Cost Plan Summaries Collection and Summary only including £/m2

Dim Sheets Export all item dimensions to spreadsheet MS-Excel Version 2007 upwards
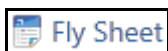
Fly Sheet Create individual flysheets for incorporating

NRM Cost Plan Level 1 RICS new rules of measurement Level 1 summary; Sample project template supplied; Full NRM cost plan library available with WorkWinnerPro

NRM Cost Plan Level 2 RICS new rules of measurement Level 2 summary; Sample project template supplied; Full NRM cost plan library available with WorkWinnerPro

Once the preview has been generated use the print icon to generate the report to available media as required.

2. Exporting Project data

To export WorkWinner project data use the export icon from the opening screen to options are available

CITE A CITE formatted bill of quantities, including options for setting Bill number and Page number starts to ensure accurate match with bill of quantity reports

Excel A full export of all project data, useful for incorporating into other MS-office documents.

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Quick start steps – Simple Cost Plan

Step 1: Launch Software

Step 2: Login: New Password: User

Step 3: Create New Project: enter project name as it should
      appear on reports

Step 4: Open project tags assign project GIFA value using standard
project tags option

Step 4: Select project name from list and activate Level 1

Step 5: Select default Cost Plan columns

Step 6: Select BCIS Library:

Step 7: Allocate library items to the cost plan, edit descriptions as required, copy,
repeat, and merge descriptions as required

Step 8: Apply dimensions; or right mouse on the qty cell

Step 9: Enter rates into the net Rate column

Step 10: Return to the opening menu select reports from the **Tasks Menu,** select

project and accept report defaults to generate

report preview then print report to any available device

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Quick start steps - Copy and Pasting Dimensions

Where dimensions are to be copied between items without creating a dynamic link.

1. Select item containing dimensions to be copied

2. Highlight required dimension row(s) using the cursor keys. **N.B.** Use top left hand corner of dimension sheet to select all dimensions

3. Select copy dimensions icon

4. Select target dimension sheet and dimension, new dimensions will be inserted immediately below currently highlighted target dimension

5. Select copy dimensions icon

6. Select target dimension requirements. Dimensions may be reconfigured during the copy process, eg copying excavation dimensions L x W x D may be reconfigured to provide dimensions for earthwork support by transferring depth as width and ignoring the final dimension.

7. Confirm copy of dimensions

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Quick start steps – Forming dynamic links between item dimensions

Used where dimensions are considered directly related to each other, e.g Area of Floor screed and Floor finish. Quick step assumes original source item has been created.

1. Create new item and open dimension sheet

2. Select target dimension cell to receive linked dimension

3. Select to display the add dim sheet link screen

4. Select item and **Add Link**

5. Change sign and/or confirm link

6. A new dimension entry added to the target cell with link symbol and associated annotation.

7. Once created linked **must be kept synchronised** using the update links option located on the Project Editor screen.

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