

# BOQ USER INSTRUCTIONS

<https://bel3c.com/BOQ.php>

1. If you have no registration Click **1.1 User Registration**
- 1.1 In Registration must fill Last Name (maximum 10 Character), email and password (maximum 6 character). After filling click "**Submit**" button
  - 1.1.1 Remember your user id and password. Click **User Menu** for user folder
- 1.2 For BOQ Entry Click **User Folder**
  - 1.2.1 For New BOQ Entry Click **1.2.1 BOQ Entry**
    - 1.2.1.1 Click on Code to see Schedule Items
    - 1.2.1.2 Tick at right side of item (s) you want to add, go bottom and press submit
    - 1.2.1.3 Edit **SL** and **Quantity** if you need. Remember SL must be two digit numerical like 01, 02 not repeated/ duplicated number. Click **submit**
    - 1.2.1.4 For add more item in BOQ press **More Item Entry**. If no need then Edit Rate if you need. Press Submit to next Menu
    - 1.2.1.5 If you need Change Unit Price **Say**. Go bottom and press **submit**
    - 1.2.1.6 Change Quantity if You need. Click **Print**
    - 1.2.1.7 For View Costing Click **Print Cost**
  - 1.2.2 For Edit quantity Click **1.2.2 Edit**
    - 1.2.2.1.1 For Edit Project name, overhead, profit, VAT. IT click **Project**
    - 1.2.2.1.2 For quantity Edit click **BOQ Quantity**
    - 1.2.2.1.3 If you need edit quantity and Press **print**
    - 1.2.2.2 For Rate Edit Click **Rate**
    - 1.2.2.3 If you need edit rate and press **submit**
    - 1.2.2.4 If you need to change unit price and press **submit**
    - 1.2.2.5 Again if you need change BOQ Quantity and Press **Print BOQ**
- 1.3 For Delete your BOQ Click **1.2.3 Delete** and follow the steps as per instructions
- 1.4 For Your BOQ is saved in database and you want to print then you Click **1.2.4 Reports** and follow the steps as per instruction