



## Import of a BOQ into ProjectVIEW

This section describes how a user can modify any BOQ file in Excel format in order for it to be imported into ProjectVIEW. Some minor changes to the source file and the addition of a number of annotations are required.

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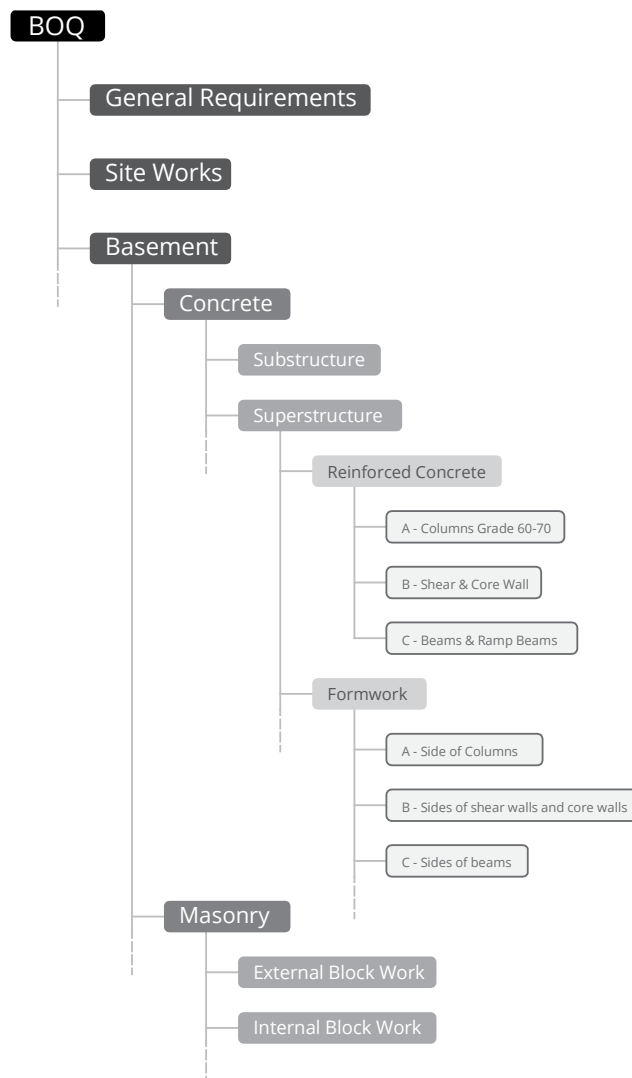
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# 1 Introduction

ProjectVIEW has the ability to read an Excel file and parse its contents to create an editable BOQ which can be used by ProjectVIEW's modules. In order however for ProjectVIEW to be able to correctly parse the Excel file, the following steps need to be taken:

1. Break down of the Excel file into multiple worksheets.
2. Proper Setup of the columns in each of the Excel worksheets.
3. Markup of the file using annotation

The final BOQ created in ProjectVIEW follows a tree-like structure as shown in the image below:



## 2 Step 1: Break down of the Excel file into multiple worksheets

An Excel file with a single worksheet containing multiple bills (e.g. General Requirements, Site Works and Basement) cannot be successfully imported into ProjectVIEW. Therefore, the first step would be to breakdown the existing worksheet into several new ones.

Each worksheet should have a worksheet name using the following format:

01|General Requirements

02|Site Works

03|Basement

155							
156	N	N	Fire sealant (Qty as per Block work Length)	m	5,052.00	93.00	
157							
158	**		Lintels				
159							
160	P	P	100mm wide	m	193.00	97.50	
161							
162	Q	Q	150mm wide	m	0.00	127.50	
163							
164	R	R	200mm wide	m	3,526.00	165.00	
165							
166	S	S	250mm wide	m	0.00	180.00	
167							

01|General 02|Site Works 03|Basement 04|Office Tower 05|Apartment Tower 06|Hotel Tower 07|MEP Works

READY

### Note

- ✓ The worksheet names will be used by ProjectVIEW to create the 2nd level of the BOQ as shown in Figure 1.

### 3 Step 2: Excel column setup

Following the breakdown of the excel file into multiple worksheets, the user must add an additional column at the start of each sheet. This new column (which should now be column A of each worksheet) will be subsequently be populated with the custom annotations necessary prior to importing the excel file into ProjectVIEW.

Column B should contain the “SI No”. The next columns should have the “Item Description” (usually column C), the “Unit” (usually column D) and the “Quantity”. The rest of the columns in each of the worksheets have no effect on this process.

	A	B	C	D	E	F	G	H	I
		<u>SI No</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>QTY</u>	<u>Sell Rate</u>			
1									
2									
3									
4									
5			DIVISION 3 - CONCRETE						
6									
7			DIVISION 3 - CONCRETE						
8									
9			SUPERSTRUCTURE						
10									
11			Reinforced concrete using Ordinary Portland Cement (Concrete Grade mentioned are cube strength)						
12									
13		A	Columns - Grade 60-70	m3	3,062.00	553.50	442.80	#####	#####
14									
15		B	Shear walls and core Wall - Grade 60-70	m3	2,815.00	553.50	442.80	#####	#####
16									
17		C	Beams - Grade C50	m3	1,914.00	460.50	368.40	#####	#####
18									

#### Note

- ✓ The column containing the “Item Description” can be either before or after the one containing the “Unit”. Also, the “Item Description” could be in both columns C and D but it must always precede the columns containing the “Unit” and the “Quantity”.

## 4 Step 3: Insert Annotations

The previously created column A must now be populated with a number of symbols which will be used by the system during the import process. The symbols that can be used are as follows:

Annotation	Usage
*	Used to denote the 1 <sup>st</sup> Level in a worksheet
**	Used to denote the 2 <sup>nd</sup> level in a worksheet
***	Used to denote the 3 <sup>rd</sup> level in a worksheet
****	Used to denote the 4 <sup>th</sup> level in a worksheet
\c	Used to add this line to the directly previous level (* through ****)
A...Z	Used to denote list items inside a level

### Example of “\c” usage

Consider the following case:

A	B	C
Annotation	Sl No.	Description
**		Water tank Waterproofing
\c		4 mm thick GRP lining

The row will be inserted in ProjectVIEW will have the following description:

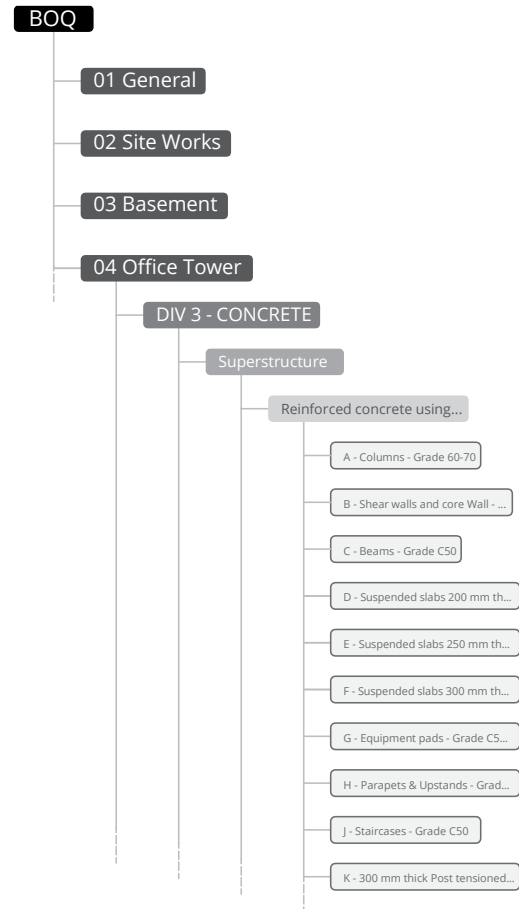
“Water tank Waterproofing 4 mm thick GRP lining”

Figure 4 shows how an Excel file using the aforementioned annotation can be represented with a tree structure like the one created in ProjectVIEW.

## Note

- ✓ A row with a "\*" annotation denotes that the row is the 1st level INSIDE A WORKSHEET. Therefore, the actual level number of that specific will be 3. The worksheet the row belongs to will be level No. 2 and the BOQ will be level No. 1.
- ✓ The "\c" annotation does NOT add a line to a list item (A through Z).
- ✓ Every row without an annotation will NOT be inserted into ProjectVIEW.

	A	B	C	D	E
		SI No	ITEM DESCRIPTION	UNIT	QTY
3					
4			<b>BILL NO. 04 - TOWER 1 - OFFICE TOWER</b>		
5	*		<b>DIVISION 3 - CONCRETE</b>		
6			<b>DIVISION 3 - CONCRETE</b>		
7			<b>03300 : CAST-IN PLACE CONCRETE</b>		
8					
9					
10					
11	**		<b>SUPERSTRUCTURE</b>		
12					
13	***		<b>Reinforced concrete using Ordinary Portland Cement (Concrete Grade</b>		
14					
15	A	A	Columns - Grade 60-70	m3	1,026.00
16	B	B	Shear walls and core Wall - Grade 60-70	m3	1,536.00
17	C	C	Beams - Grade C50	m3	863.00
18					
19	D	D	Suspended slabs 200 mm thick - Grade C50	m3	8.00
20	E	E	Suspended slabs 250 mm thick - Grade C50	m3	576.00
21	F	F	Suspended slabs 300 mm thick - Grade C50	m3	2,875.00
22					
23	G	G	Equipment pads - Grade C50	m3	31.00
24					
25	H	H	Parapets & Upstands - Grade C50	m3	275.00
26					
27	J	J	Staircases - Grade C50	m3	121.00
28					
29	K	K	300 mm thick Post tensioned slabs - Grade	m3	3,614.00
30					
31			<b>Carried to Collection</b>		
32					
33					
34					
35					





In case of any queries or support issues, please  
contact us:

**DANAOS Projects Software Solutions**

Tamani Head Office - Office 1923

Business Bay

Dubai - UAE, P.O. Box 24051

Email: [support@danaos-projects.com](mailto:support@danaos-projects.com)

Tel: +971 4 8714149