

COPYING DATA BETWEEN TWO JOBS

Title	Copying data between two jobs
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The following procedure should be followed in order to transfer one or more sections of a bill from one job to another. Assume for this purpose there is a job A and job B:

Aim:

- Create a copy of both jobs to prevent data loss in the event of an error.
- Copy items on page 20 of Job A into Job B.
- Copy items from Job A onto a blank page in Job B, say page 30.
- Add items to end of Page 30.

CREATE A BACKUP COPY OF BOTH JOBS

- Create a copy of both jobs to prevent data loss in the event of an error.
- Go to the Company & Job Manager.
- Select Job A.
- Click on the **Copy Job** SoftKey.
- Select Job B.
- Click on the **Copy Job** SoftKey.

CHECK TOTALS OF JOB A AND B:

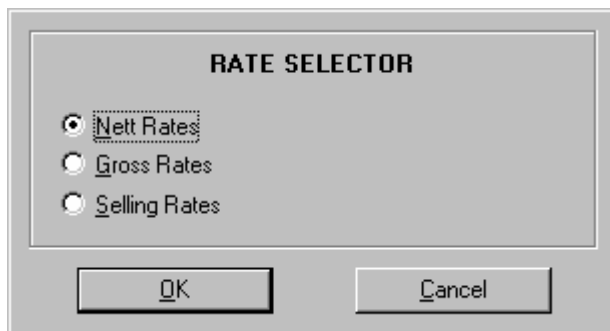
In order to check the combined bill totals, after importing and to ensure the Items have been correctly transferred between the jobs, the page totals of job A and B, should be printed.

In Job A, a page total report must be printed out as a nett, gross and selling rate page total.

This is done by selecting the:

- Candy System Menu
- Estimating Menu
- Reports Menu
- Housekeeping Reports Menu
- Page Totals Report

An option screen appears where the rate to be used (Nett, Selling or Gross) to calculate the page totals report, can be selected.



- Print each one of these reports.
- Follow the exact same procedure in job B in order to calculate job B's page totals.

SET JOB A AS THE MASTER OF JOB B

Access Job B and make Job A the master. This is done by selecting the:

Candy System Menu
 Master References Menu
 Change Master

If Job A is the first job on the Job Selector, the system will ask if it can use Express Setup, which automatically selects the first job on the Job Selector as the Master.

CHECK THE DEFINITIONS

Ensure that the trade definitions, resource type definitions and global variables of Job A and B are the same.

This can be done by selecting the:

Candy System Menu
 Candy Definitions

If Job A is the first job on the Job Selector and Express Setup is used, which automatically selects the first job on the Job Selector as the Master, all the necessary definitions will automatically be transferred to ensure compatibility between the job and the Master.

Compare the two jobs and make the necessary adjustments.

CHECKING FOR CONFLICTING OPCODES

Conflicting Opcodes, which may exist, must be re-coded. An example of a conflicting Opcode is:

Job A:	C100	=	20Mpa Concrete to foundations
Job B:	C100	=	25Mpa Concrete to foundations

I.e. the same Opcode with different properties in two jobs that are to be combined

To avoid unnecessary conflict it is recommended that the unused Opcodes be deleted first, as unused Opcodes could conflict with new Opcodes imported from the other job.

To delete unused Opcodes select Candy Utilities Menu from the Candy System Menu, followed by the Deletion Utilities menu from where Delete Unused Opcodes can be selected.

To check for conflicting Opcodes, enter Candy and select Master References Menu on the Candy System Menu followed by Master Opcode Conflicts. The system will now find any discrepancies between the Opcodes of Job B and the Master, Job A. Print an error report for reference.

RE-CODING CONFLICTING OPCODES

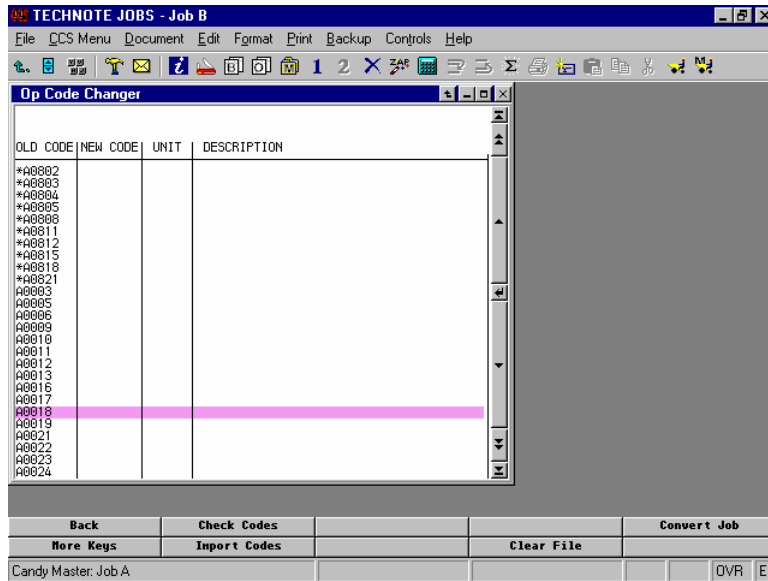
If Opcode conflicts exist, the conflicting Opcodes must be re-coded to avoid errors when Auto pricing.

To re-code the Opcodes select:

Candy System Menu

Candy Utilities Menu
 Candy Re-coder
 Re-code Opcodes.

If Opcodes appear (i.e. Opcodes have been re-coded previously) the file must first be cleared. This is done by hitting the More Keys SoftKey followed by the Clear File SoftKey. See Fig 2.



Now that the file is cleared, the Opcodes can be imported. This is done by hitting the **Import Codes** SoftKey. The imported codes then appear in the Old Code column. In the New Code column, new codes can be applied to the conflicting Opcodes.

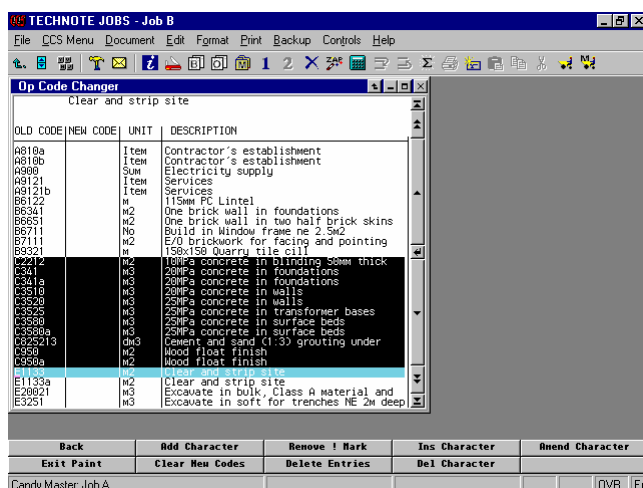
If many Opcodes need to be changed and they follow one beneath the other, the Paint option can be used to make quick and easy changes to the large group of Opcodes.

If the Paint function is to be used, place the cursor on the first Opcode that needs to be changed. Hit the **Paint** SoftKey, the cursor line should then change colour to black. By moving the cursor up or down using the arrow bar or the arrow keys, the lines below or above the first selected

Opcode are then also "painted" black. Paint those Opcodes that need to be changed.

On the last selected line, hit the **Paint End** SoftKey.

A new set of SoftKeys now appear, which apply to the painted section only. The painted Opcodes can be adjusted by adding, deleting, inserting or amending characters.



Now that the required changes have been made to the painted Opcodes, hit the Exit Paint SoftKey.

Hit the **Check Codes** SoftKey. This will recognise any remaining duplicate Opcodes within the job

Once all the necessary changes have been made, hit the **Check Codes** SoftKey again to ascertain that no further discrepancies exist.

If no discrepancies are detected hit the **Convert Job** SoftKey. This will transfer the new Opcodes into the job and replace the old Opcodes.

Recheck for conflicting Opcodes as described earlier.

CHECKING FOR CONFLICTING RESOURCE CODES.

Similarly to Opcode discrepancies, resource code conflicts can exist between the Master and the job.

To avoid unnecessary conflict it is recommended that the unused Resources be deleted first, as unused Resources could conflict with new Resources imported from the other job.

To delete unused Resources select:

- Candy System Menu
- Candy Utilities Menu
- Deletion Utilities menu
- Delete Unused Resources

An option will appear asking whether key resources should be deleted. For minimal discrepancies it is recommended that the key resources be deleted.

To check for conflicting Resource-codes go to:

- Candy System Menu
- Master References menu
- Master Resource Conflicts
- If any conflicts exist, print the report.

RE-CODING CONFLICTING RESOURCES

From the CCS Main Menu, select:

- Candy System Menu
- Candy Utilities Menu
- Candy Re-coder Menu
- Re-code Resource codes

If Resource codes appear, (i.e. Resource-codes have been re-coded previously) the file must first be cleared. This is done by hitting the **More Keys** SoftKey followed by the **Clear File** SoftKey.

Now that the file is cleared, the Resource-codes can be imported. This is done by hitting the **Import Codes** SoftKey. The imported codes then appear in the Old Code column. In the New Code column, new codes can be applied to the conflicting Resource-codes.

If many Resource-codes need to be changed and they follow one beneath the other, the Paint option can be used to make quick and easy changes to the large group of Resource-codes.

If the Paint function is to be used, place the cursor on the first Resource-code that needs to be changed. Hit the **Paint** SoftKey, the cursor line should then change colour to black. By moving the cursor up or down using the arrow bar or the arrow keys, the lines below or above the first selected Resource-code are then also "painted" black. Paint those Resource-codes that need to be changed.

On the last selected line, hit the **Paint End** SoftKey.

A new set of SoftKeys now appear, which apply to the painted section only. The painted Resource-codes can be adjusted by adding, deleting, inserting or amending characters

Now that the required changes have been made to the painted Resource codes, hit the Exit Paint SoftKey.

Hit the **Check Codes** SoftKey. The Check Codes SoftKey will recognise any remaining duplicate Resource-codes within the job

Once all the necessary changes have been made, hit the **Check Codes** SoftKey again to ascertain that no further discrepancies exist.

If no discrepancies are detected hit the **Convert Job** SoftKey. This will transfer the new resource-codes into the job and replace the old Resource-codes.

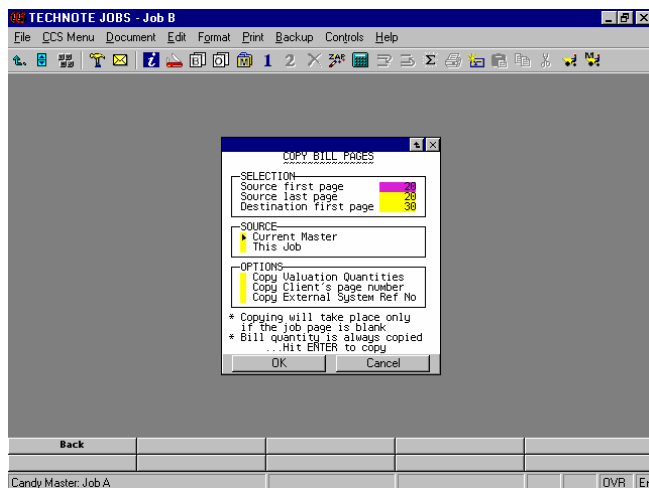
Recheck for conflicting resource-codes as described earlier.

COMBINING THE JOBS, WHERE THE PAGE IS BLANK:

Copy items from page 20 of Job A onto blank page 30 of job b. Go to:

Candy System Menu
Bill Preparation menu
Bill Page Copy

In the selector that appears the source of the first page that you wish to copy must be entered, i.e. page 20. The last page of the source must also be entered (also page 20), to determine the page range required to be copied, in this case one page from page 20 to page 20. The destination page must be the blank page you wish to copy to in Job B, i.e. page 30. The source must be selected as the Master, Job A. See Fig 4.



Now that the items have been copied to Job B, the quantities are copied directly from the Master. If the rates, worksheets and resources of the copied items of Job A are to be used in Job B, the CCS system provides a function called Auto pricing. Auto pricing allows for the nett and gross rates and there accompanying worksheets, to be transferred from the Master to the job.

To Auto price, enter the:

Candy System Menu
Candy Estimating Menu
Pricing Menu
Auto pricing

Note that only the nett rates with the worksheets and resources of the imported items have been copied. Gross rates will also be imported.

The Selling rates of the new items must now be copied separately. Enter:

Candy System Menu
Master References Menu
Master Update Menu
Copy Selling rates ex Master
Another method for copying the Selling rates is:
Candy System Menu
Candy Estimating Menu
Pricing Menu
Selling Rates

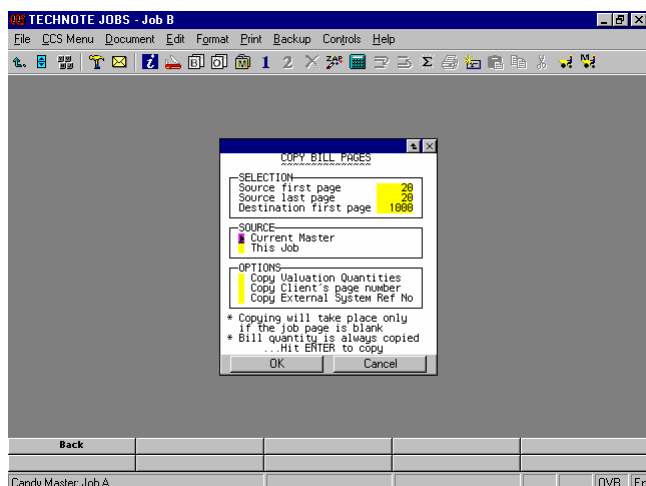
A bill will now appear with only the selling rates, hit the **Copy Master Rates** SoftKey to copy the selling rates from the Master.

COMBINING TWO JOBS WHERE THE PAGE COPIED TO IS NOT BLANK:

Copy items from job a, page 20, to page 30 of job b which contains items. Go to the:

Candy System Menu
Bill Preparation Menu
Bill page copy

On the Bill Page Copy selector that appears, the source of the first page that you wish to copy must be entered, i.e. page 20. The last page of the source must also be entered (also page 20), to determine the page range required to be copied, in this case one page from page 20 to page 20. The destination page, however, must be blank therefore, select a page that you know is blank, say page 1000 Fig 5.



The copied items that appear must now be auto priced, and the selling rates copied.

To Auto price, enter the:

- Candy System Menu
- Candy Estimating Menu
- Pricing Menu
- Auto pricing

The Selling rates of the new items must now be copied separately. Enter the:

- Candy System Menu
- Master References Menu
- Master Update Menu
- Copy Selling rates ex Master

Another method for copying the Selling rates is:

- Candy System Menu
- Candy Estimating Menu
- Pricing Menu
- Selling Rates

A bill will now appear with only the selling rates, hit the **Copy Master Rates** SoftKey to copy the selling rates from the Master.

Now that the new items have been imported onto a blank page, these items must now be copied to the required bill page, i.e. page 30, which contains items.

COPYING BILL ITEMS FROM A PAGE TO AN EXISTING PAGE OF THE SAME BILL-FROM PAGE 1000 TO PAGE 30

Go to the:

- Candy System Menu
- Candy Estimating Menu
- Bill of Quantities

The layout of the Bill of Quantity scroller must be in single page, i.e. a SoftKey must appear at the bottom of the page allowing an option for **Multi Page** Layout. If the bill is already in Multi Page layout, a SoftKey will appear showing **Single Page** Layout, which must be selected.

Go to page 30, which is not blank, and place your cursor at the end of the page, i.e. after the last bill item on page 30. See Fig 6.

ITEM	OP CODE	DESCRIPTION	UNIT	BILLED QUANTITY	NETT RATE	NETT AMOUNT
C	U5840	Steel sashes and frames with glazing	m2	180	11.00	1,980.00
D	U5820	Pressed steel doors, frames and linings	m2	230	9.00	2,254.00
E	U5893	Steel bearers for switchgear	m2	280	12.00	3,360.00
F	U5862	Galv sheet iron gutter and downpipes ex. 150mm and ne 380mm girth	m	410	4.00	1,668.00
	*Z	PROVISIONAL SUMS	LEVEL	3		
G	ZJ40	Supply and install Ceilings and Partitions	SUM	1	5,000.00	5,000.00
H	ZJ40a	Contractors attendance	%	0.025	5,000.00	125.00
I	Zf12	Flexible Vinyl Asbestos floor coverings	SUM	1	1,000.00	1,000.00
J	Zf12a	Contractors attendance	%	0.025	1,000.00	25.00
PAGE TOTAL						25,657.00

Hit the **More Keys** SoftKey followed by the **Copy Page** SoftKey.

A selector now appears where the source can be entered (i.e. page 1000) also select Insert bill items-Fig 7.

The priced items from page 1000 will now be added to the end of the page 30.

Checking that the Job has been correctly combined

To ensure that the jobs have been correctly combined a Page Total Report must be done.

In job B, the combined job, a page total report must be printed out as a nett, gross and selling rate page total. This is done by entering into:

- Candy System Menu
- Estimating Menu
- Reports Menu
- Housekeeping Reports Menu
- Page Totals Report

Once the page totals report has been selected an option screen appears where the rate to be used (nett, sell or gross) to calculate the page totals report, can be selected.

By adding the page total of page 20 copied from Job A, to the page totals of Job B (from the print outs created in point 1), a combined total can be calculated for job B. This total should correspond with the Grand total of all the pages of Job B, once the jobs have been combined.