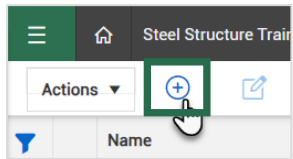
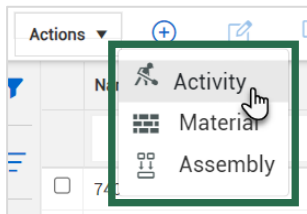


## CREATE A COMPONENT FROM SCRATCH

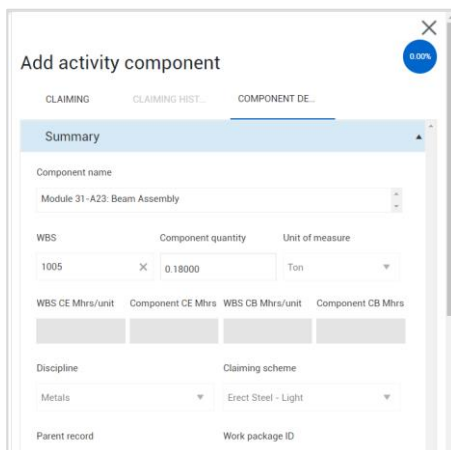
1. Click the **Add** icon on the left toolbar.



2. Select the type of component.



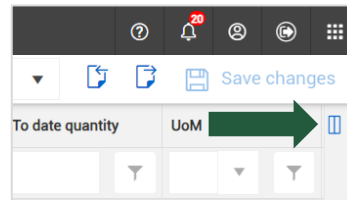
3. Fill in the component details in the slide-out panel.



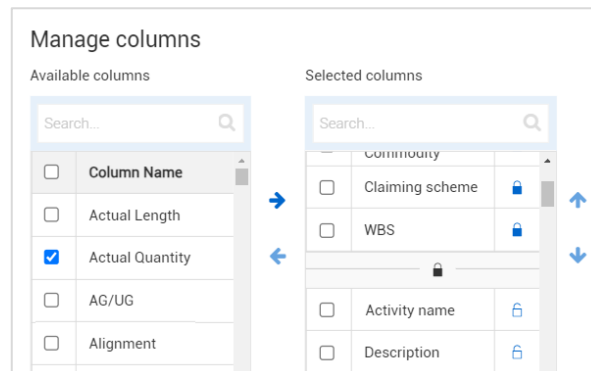
4. Click **Save**.

## COMPONENT CREATION FROM IMPORT

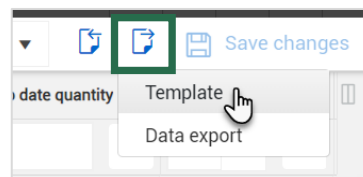
1. In the Standard View, set up the columns for your import template. Select the **Column Chooser** icon to add, remove, or reorder columns.



2. Select the **checkbox** to modify columns. Columns under **Selected columns** appear in the register. Columns with a **locked indicator** appear on the left side of the register.



4. Click **Export**, then select **Template**.



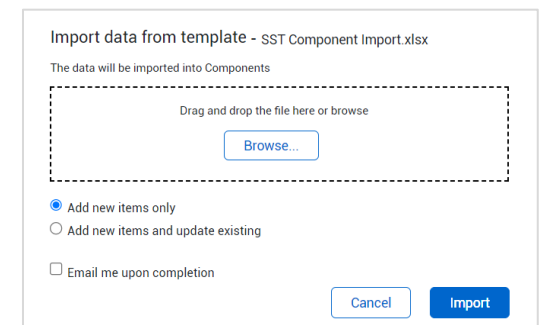
5. Open the **downloaded Excel file** and enable editing.
6. Input the component details and save.

	A	B	C
1	English	User Selected Language	
2	<b>REQUIRED</b>	Field is required for import	
3	<b>OPTIONAL</b>	Field is optional for import	
4	<b>VALIDATED</b>	Field must match master data available in application	
5	<b>IGNORED</b>	Field not to be populated	
6	<b>DISCS</b>	Discipline/Commodity specific fields	
Note:			
1. If the Project configuration allows associating Claiming scheme to WBS, then specifying Discipline/Commodity is not. Commodity will be identified based on Type			
2. Columns with data type Text should be formatted as Text to see trailing zeros after decimal.			
8	Component id	Name	Type
9	Numeric	Text	Text
10	200	10	100
11		Module 31-A23: Beam Assembly	Assembly
12			Metals
13			

7. Click the **Import** icon.



8. Use the **Browse** button to locate and add your file, or drag and drop the file into the import window.



9. Click **Import**.
10. Click **Close**.

## CLAIM QUANTITIES—STANDARD GRID VIEW

1. Select a component.

<input type="checkbox"/>	Module 27 - E23: Cross Brace Assembly	Activity
<input checked="" type="checkbox"/>	Module 27 - E22: Horizontal Brace Assembly	Activity
<input type="checkbox"/>	Module 27 - D23: Cross Brace Assembly	Activity

2. Click the **Edit icon**.

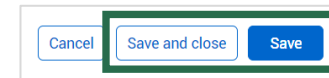
Actions				
Name				
<input type="checkbox"/>	Module 27 - E23: Cross Brace Assembly			
<input checked="" type="checkbox"/>	Module 27 - E22: Horizontal Brace Assembly			

3. Claim a new quantity from the Claiming tab of the **Edit activity component** slide-out panel.

- To claim the **full quantity**, click the **Complete checkbox** next to the claiming scheme step.
- To claim a **partial quantity**, enter the quantity manually under **This period qty**.

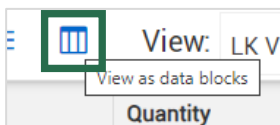
Step	% Cl...	Com...	Date	Quantity	This period qty	U
Shakeout/T...	15	<input checked="" type="checkbox"/>	0.10000	0.10000		T
Erect/Bolt Up	45	<input type="checkbox"/>	05...	0.10000	0.05000	T

4. Click **Save** in the bottom right of the slide-out panel.



## CLAIM QUANTITIES—DATA BLOCK VIEW

1. Click the **View as icon** to switch between the Standard Grid view and the Data Block view.



2. Use the right scroll bar to find the appropriate claiming scheme step.

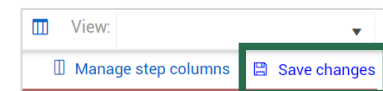
Step name	Step %	Complete	Quantity	Installed qty	This period qty	UoM
Erect/Bolt Up	45	<input checked="" type="checkbox"/>	0.10000	0.10000	0.10000	Ton
Erect/Bolt Up	45	<input type="checkbox"/>	0.13000	0.05000	0.05000	Ton
Erect/Bolt Up	45	<input type="checkbox"/>	0.14000	0.00000	0.00000	Ton

3. Claim a new quantity from the component row.

- To claim the **full quantity**, click the **Complete checkbox** next to the claiming scheme step.
- To claim a partial quantity, enter the quantity manually under **This period qty**.

Step name	Step %	Complete	Quantity	Installed qty	This period qty	UoM
Erect/Bolt Up	45	<input checked="" type="checkbox"/>	0.10000	0.10000	0.10000	Ton
Erect/Bolt Up	45	<input type="checkbox"/>	0.13000	0.05000	0.05000	Ton
Erect/Bolt Up	45	<input type="checkbox"/>	0.14000	0.00000	0.00000	Ton

4. Click **Save changes** in the top right toolbar.



## NEED SOME MORE HELP?



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