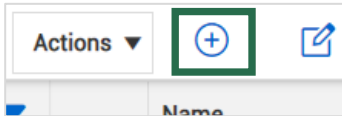
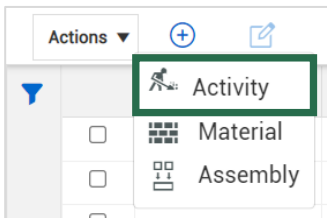


CREATE A COMPONENT FROM SCRATCH

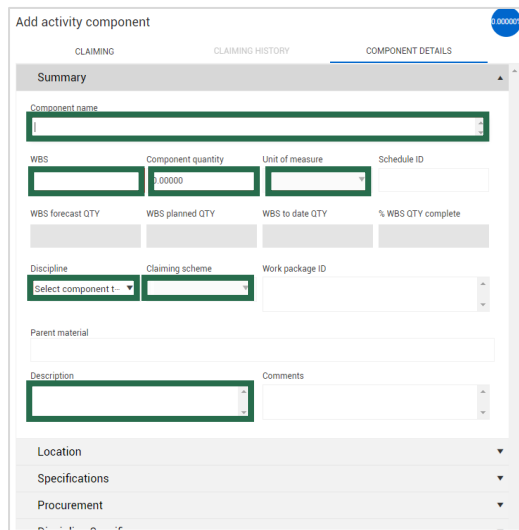
1. Select the **Add** icon on the left toolbar.



2. Select **Activity**.



3. Complete the **Add activity component** information slide out.



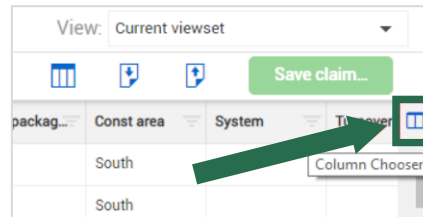
The form includes the following fields:

- Component name
- WBS, Component quantity (0.00000), Unit of measure, Schedule ID
- WBS forecast QTY, WBS planned QTY, WBS to date QTY, % WBS QTY complete
- Discipline, Claiming scheme, Work package ID
- Parent material
- Description, Comments
- Location, Specifications, Procurement

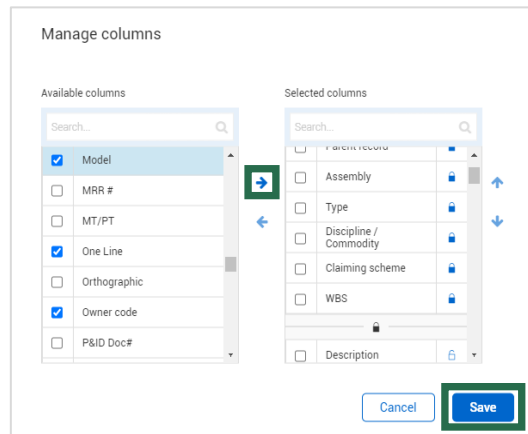
4. Click **Save**.

COMPONENT CREATION FROM IMPORT

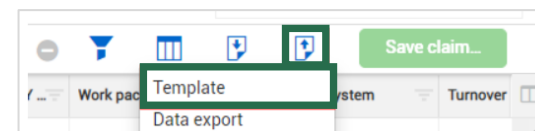
1. In Standard View, select the **Column Chooser**.



2. Select columns from the **Available columns** list and move them into the **Selected columns** list.
3. Click **Save**.



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



5. Select **Open** to open the downloaded Excel file.
6. Enter the component name and data in the **Name** column. Save to desktop.

8	Name	Parent record
9	Text	Text
10	200	200
11	Module XXX - A6: Column Assembly	

7. Click **Import**.

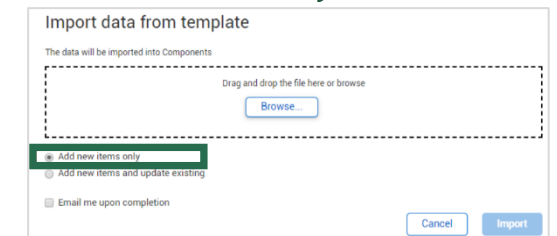


8. Click **Import**.

9. Select **Browse**.

10. Locate and select your file, and then select **Open**.

11. Select **Add new items only**.

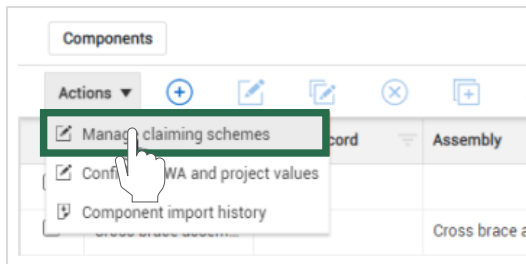


12. Click **Import**.

13. Click **Close**.

ASSIGN CLAIMING SCHEMES

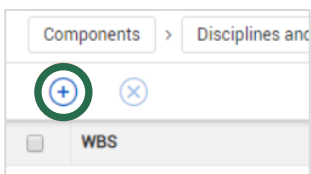
1. Select the **Actions** menu and choose **Manage claiming schemes**.



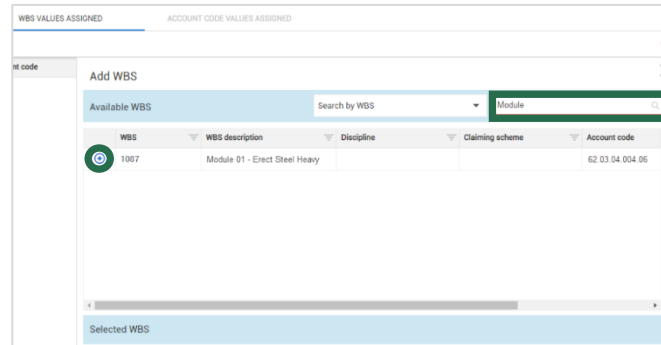
2. Click on **Assign now** for the claiming scheme you select.

Metals	Assign now
Bolted Connections	WBS Assigned
Erect Steel - Light	WBS Assigned
XXX Erect Steel - Heavy	Assign now
Mining	Assign now

3. Click the **Add** icon.



4. When the WBS appears, click on the **Add** icon on the left.



5. Click **Done**.

EDIT CLAIMING SCHEMES

1. Repeat Step 1 from the **Assign Claiming Schemes**.
2. Click in the **check box** to the left of the claiming scheme you want.
3. Click on the **Edit** icon.

Discipline/claiming scheme	WBS assignment
<input type="checkbox"/> Metals	Assign now
<input type="checkbox"/> Bolted Connections	WBS Assigned
<input type="checkbox"/> Erect Steel - Light	WBS Assigned
<input checked="" type="checkbox"/> XXX Erect Steel - Heavy	WBS Assigned
<input type="checkbox"/> Mining	Assign now

4. Click **Add steps**.

Step name	Rule type
Shakeout/Transport	Constructi...
<input checked="" type="checkbox"/> Erect/Bolt Up	Constructi...
<input checked="" type="checkbox"/> Final Torque	Constructi...
+ Add step	

5. Make a change in your existing steps.
NOTE: Percentages must equal to 100%.

Step name	Rule type	% claiming
Shakeout / Transp...	Construction Step	15
<input checked="" type="checkbox"/> Erect / Bolt Up	Construction Step	45
<input checked="" type="checkbox"/> Final Torque	Construction Step	30
<input checked="" type="checkbox"/> Quantity Verification	Quality Step	10
+ Add step		Total: 100%

6. Click **Save**.

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