

Candy Manual

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Section 1 - Candy Basics

This section introduces you to various Candy definitions.

A new job can be set up using :

- A company standard set of definitions.
- Definitions from any other job which is present on the computer.
- No definitions at all.

This section of the Candy manual contains the following topics:


- Setting up a new job - Sheet 1.01 to 1.02
- Candy local control settings - Sheet 1.02 to 1.04
- Candy global control settings - Sheet 1.04 to 1.05
- Candy definitions - Sheet 1.05 to 1.10




Setting up a new job

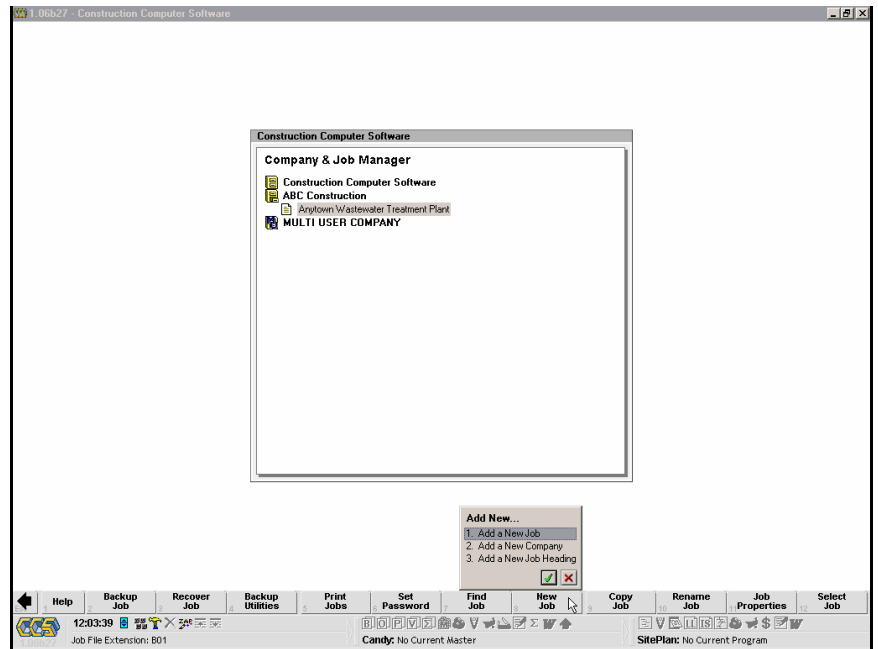
This is the Company and Job Manager, which may be displayed by using the  button from the **Main Menu**.

Up to 99 jobs can be created within each company.

Open the required company and use the  softkey.

Select the option **Add a new job** and use the  button. Edit the job title as required and use Enter.

Double Click or use Enter on the new job to display the **Main Menu**.



Accessing Candy for the First Time


So far the computer has been told that there is a job called :

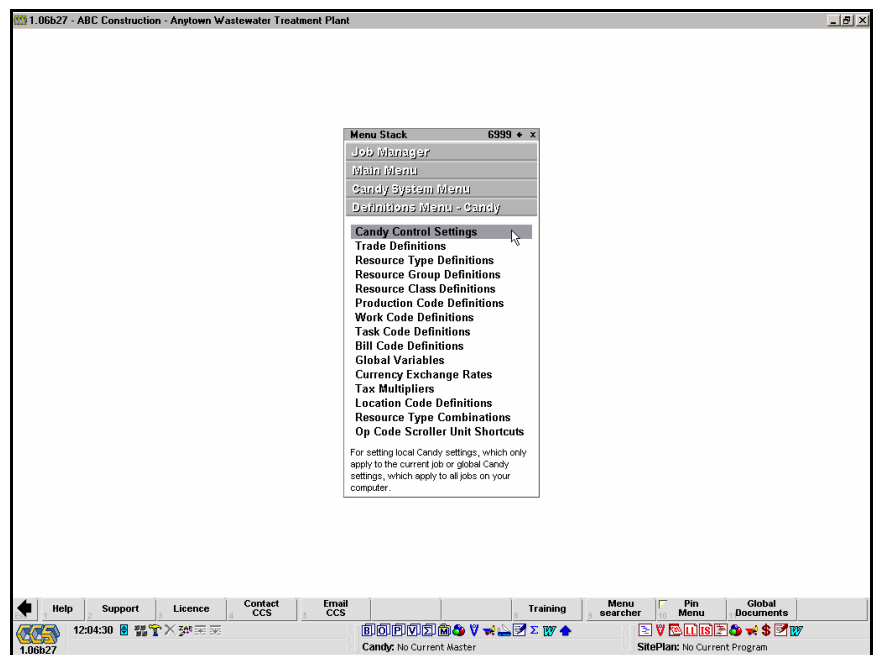
Anytown Wastewater Treatment Plant

but there are no definitions established for this job yet.

The title bar at the top of the CCS System window always displays the current Company Name and the current Job Name.

From the **CCS Menu** follow the path **Candy System** to **Definitions** and select **Candy Control Settings**.

Note: This can also be accessed by using the  button.



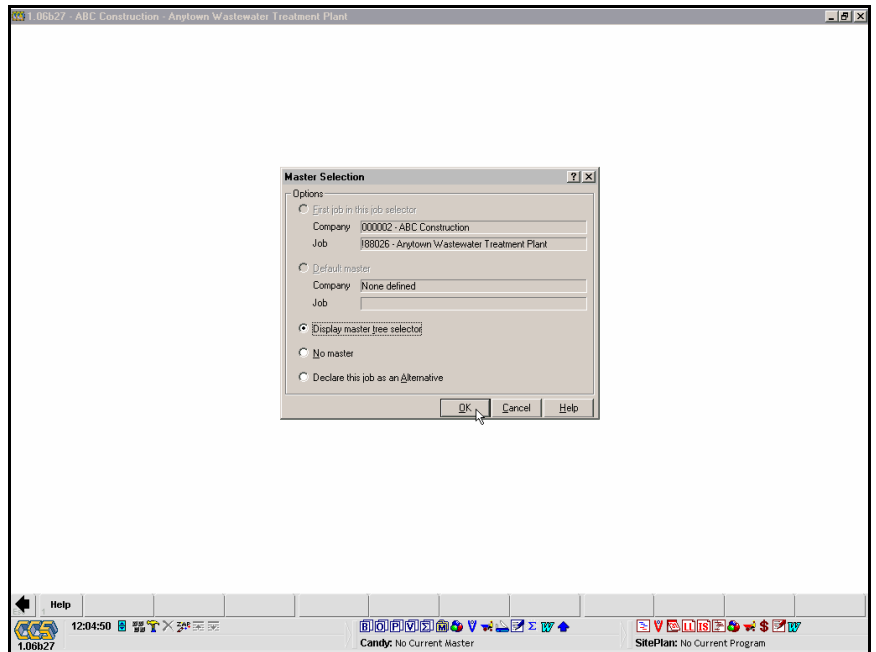
Master Selection

When you first attempt to select any Candy document, the **Master Selection** document is displayed, which has the following options:

- **First job in this job selector** - Uses the **Top Job** in the current company.
- **Default master** - Uses a previously defined system default master.
- **Display master tree selector** - Allows you to choose any job that you have access to on your computer or the network masters area.
- **No master** - Sets up the new job with no definitions at all.
- **Declare this job as an alternative** - Sets up the new job as an alternative tender. Refer to **Candy Manual Section 19 - Alternative Tenders**.

Select the required option and use the

button.



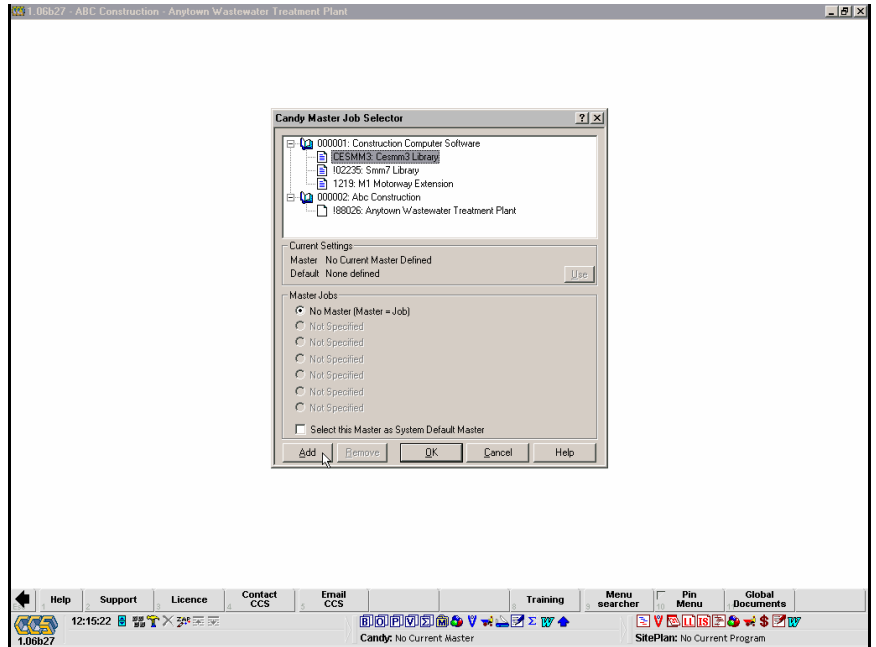
Candy Master Job Selector Document

If the option **Display master tree selector** is selected then the Candy Master Job Selector Document is displayed.

On this document a tree structure represents all the companies and the jobs within those companies which are present on the computer, and in the Network Masters area if applicable.

The "books" represent **Companies** and the "sheets of paper" represent **Jobs**.

Select the required setup job and use the **Add** button to add it to the list of master jobs in the lower part of the document.

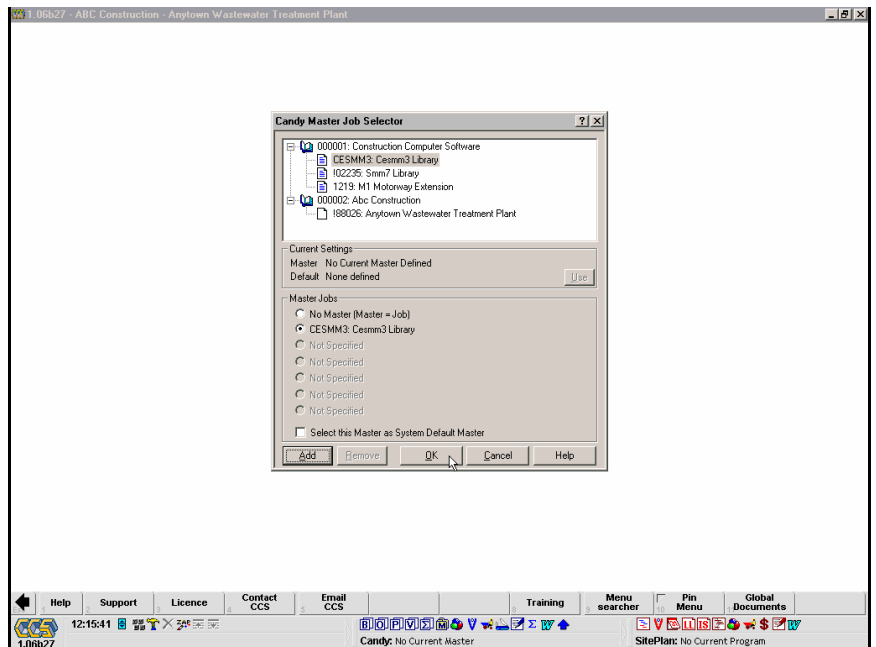


Up to six master jobs may be listed; however, there can only be one **Current Master**. If the job is required to be setup with no definitions, then **No Master** should be selected.

Use the **OK** button to set up the new job using the selected **Master Job**.

Note: A job that exists, but has no Candy job files is shown as a blank sheet of paper, and cannot be used as a set up job.

*Any selected master job may be set as the **System Default Master** by selecting this option at the foot of this document.*



Candy Local Control Settings

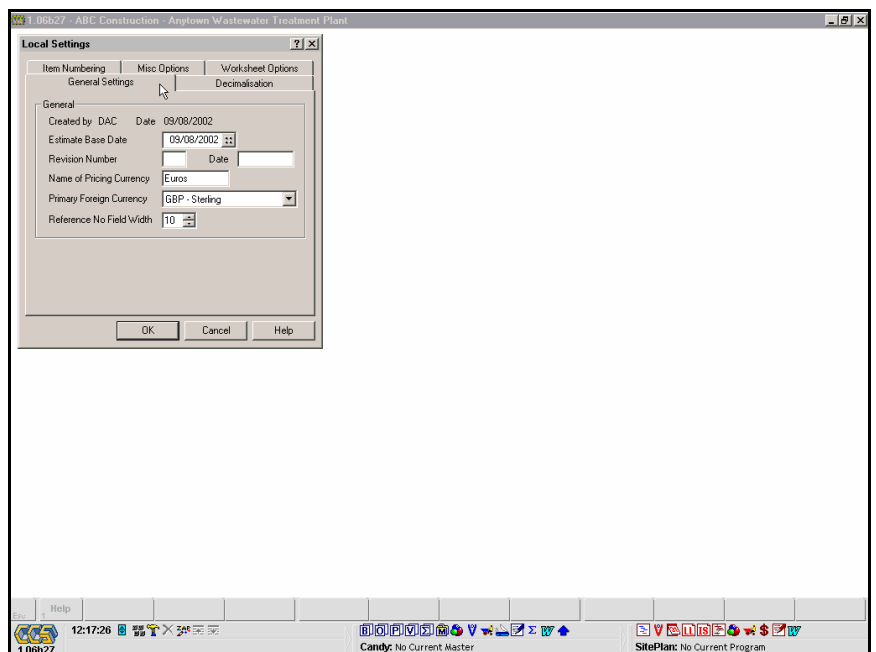
The **Candy Local Control Settings** document is automatically displayed when a new job is set up. Various options are available, arranged in a series of sheets which are accessed by selecting the appropriate tab. Options can now be altered to suit the new job.

General Settings -

Creator's initials are taken from user login details.


Set up and revision dates come from the computer's internal clock, but can be changed, together with the Revision Number, if required.

The Pricing Currency and Primary Foreign

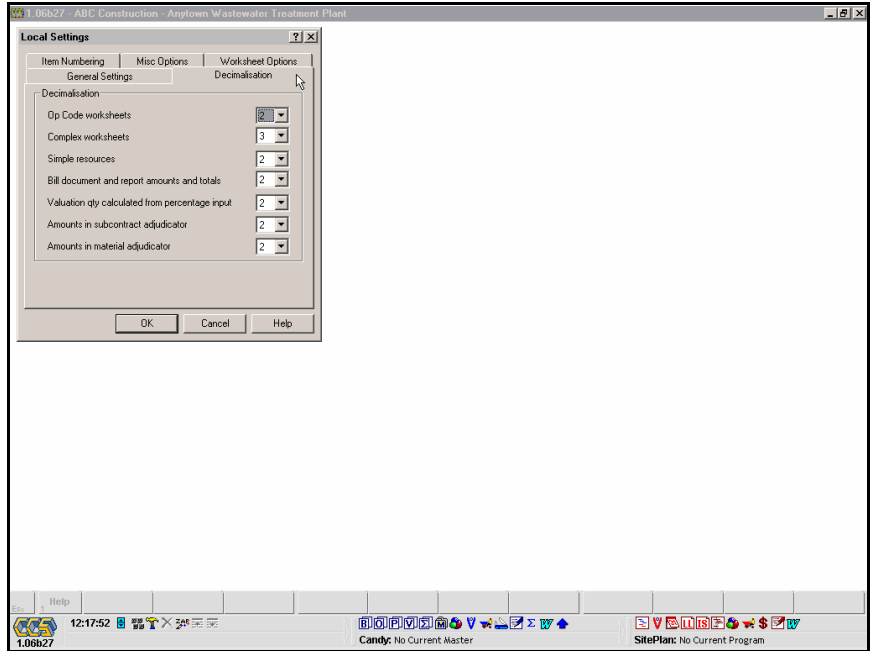


Currency can be named for inclusion on printed reports.

Numeric Decimals -

The decimalisation can be set for the following areas of the system by using the  button.

- **Op Code worksheets** - See section 8 Pricing.
- **Complex worksheets** - See section 6 - Resources.
- **Simple resources** - See section 6 - Resources.
- **Bill totals and amounts** - See section 7 - Scrollers and section 16 - Reporting.
- **Valuation quantities** - See section 25 - Valuations.
- **Subcontract adjudicator** - See section 9 - Subcontract Adjudicator.
- **Material adjudicator** - See section 11 - Material Adjudicator.

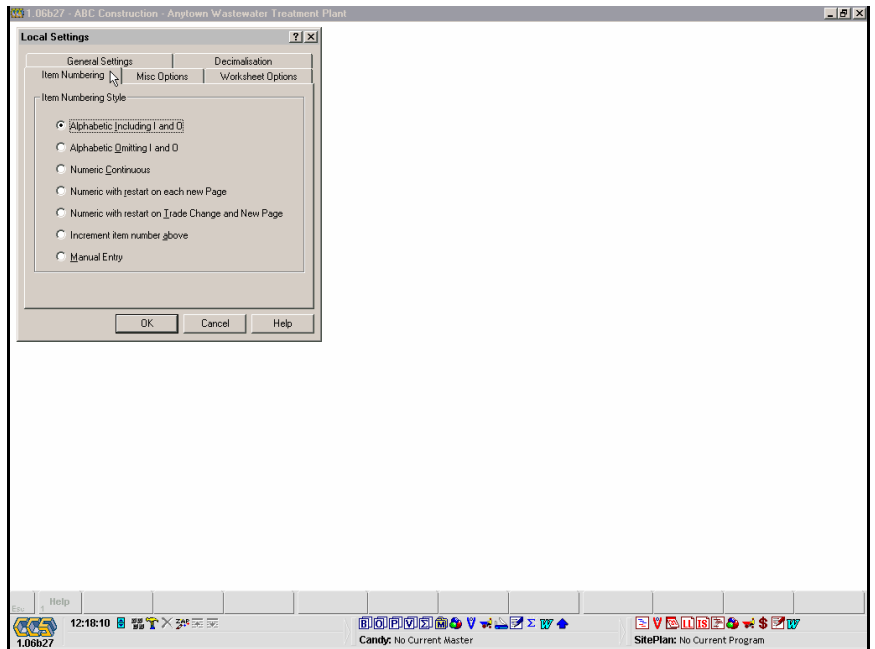


Item Numbering -

The appropriate bill item numbering system can be selected here.

All the usual client bill item numbering systems are catered for.

Note: The selection here only affects the automatic generation of the item reference. The item field is a free format field and may be overtyped with any keyboard characters as required.



Miscellaneous Options -

Scroller Options

Lock the Bill Quantities and Client Descriptions / units.

Specify the number of characters for the automatic generation of Op Codes.

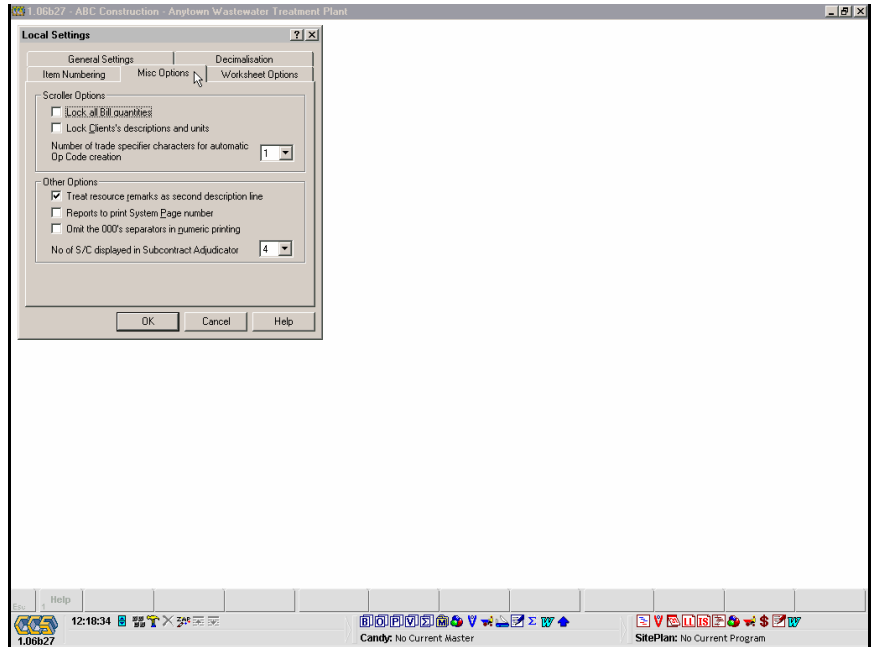
Other Options

Print resource remarks as a second line of the description on any resource report.

Print System Page Number (CCS Page) on reports.

Omit the 1000's separators on reports.


Set the number of subcontract columns to be displayed on the subcontract adjudicator.

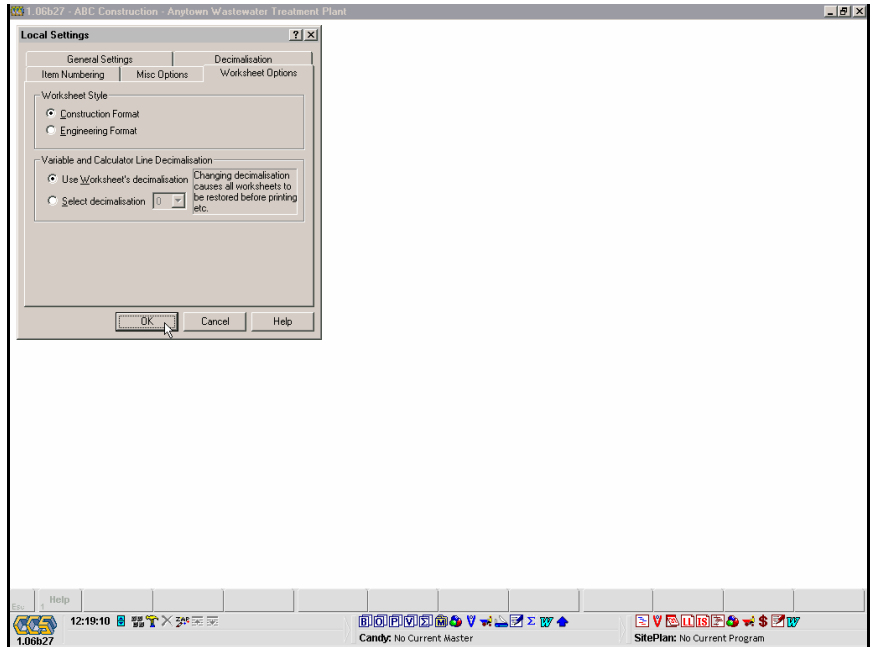


Worksheet Options -

The default worksheet type can be set for **Construction** (Free Format) or **Engineering** (M & E Format).

The decimalisation may be set for worksheet variables and calculation lines.


Use the  button when the required options have been selected.




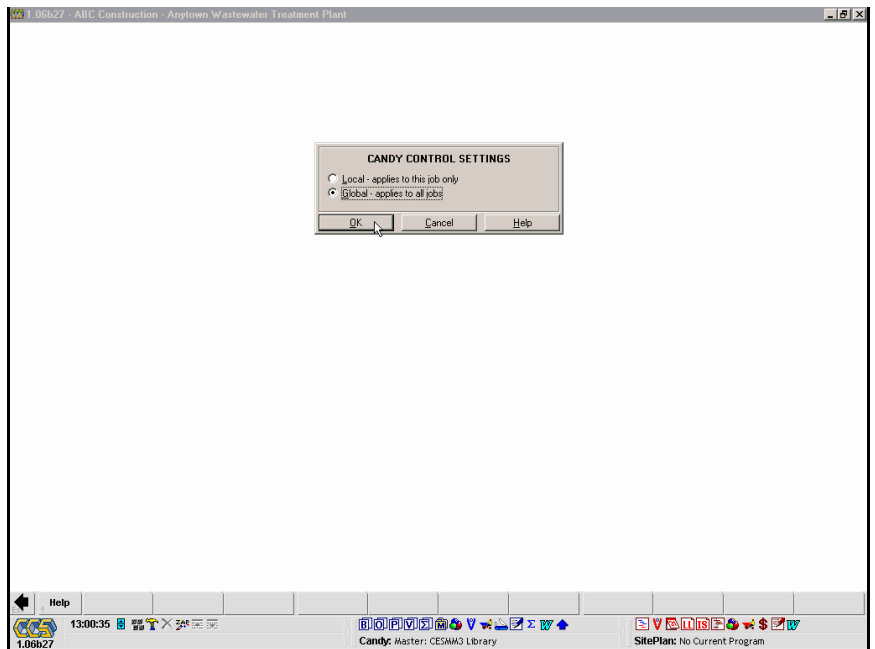
Candy Global Control Settings

The **Candy Global Control Settings** document controls Candy settings, which apply to all jobs on your computer.

From **Definitions** select **Candy Control Settings**.

On the selector select the option **Global - applies to all jobs** and use the  button.

Note: This can also be accessed by using the  button Shifted.



Miscellaneous Options –

Scroller Options

Default new layout for Bill to be Single Page or Multiple Page.

Omit the ! mark from the automatic generation of Op Codes.

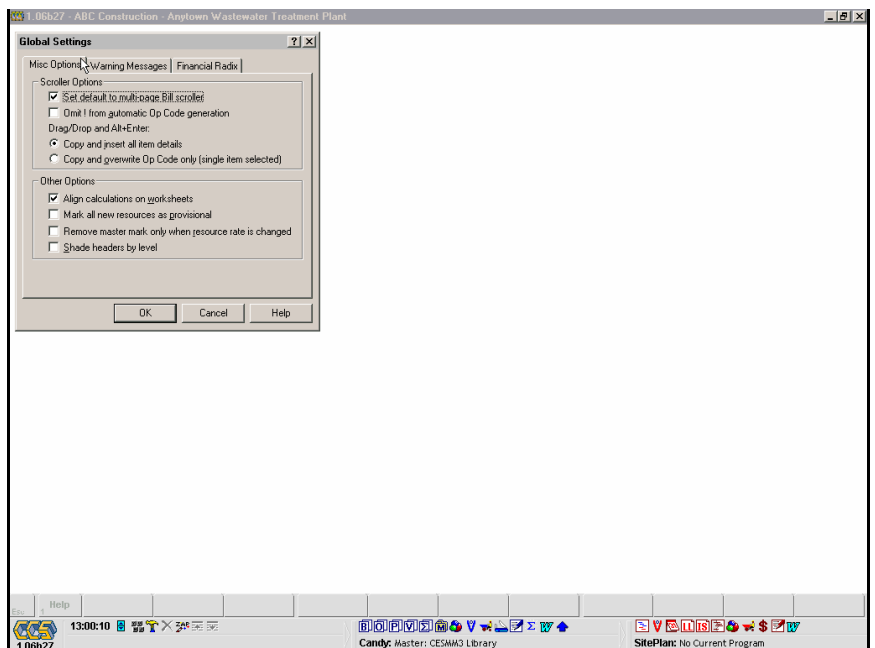
Specify drag and drop / Alt+Enter to either insert new entries or overwrite existing entries.

Other Options

Align Calculation can be selected which aligns any calculation data that is entered onto a worksheet.

Mark new resources as provisional.

Remove master mark only when the resource rate is changed.



Shade bill and resource headers by level.

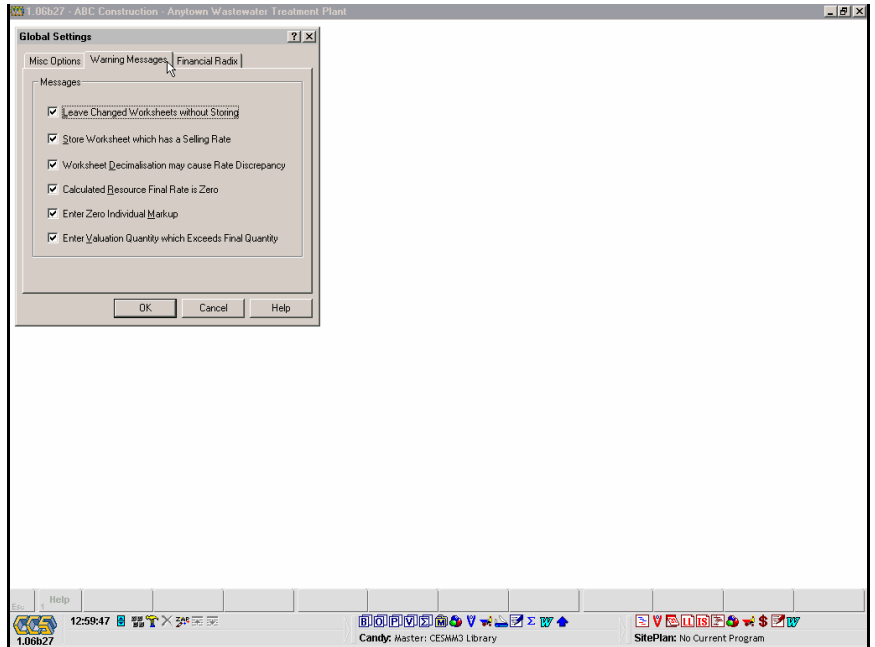
Warning Messages -

Various warning messages are displayed in Candy.

For experienced users, this can sometimes be tedious and can waste time.

This option allows the user to disable selected warning messages.


Note: It is advisable for new users of the Candy system to leave all the warning messages selected.

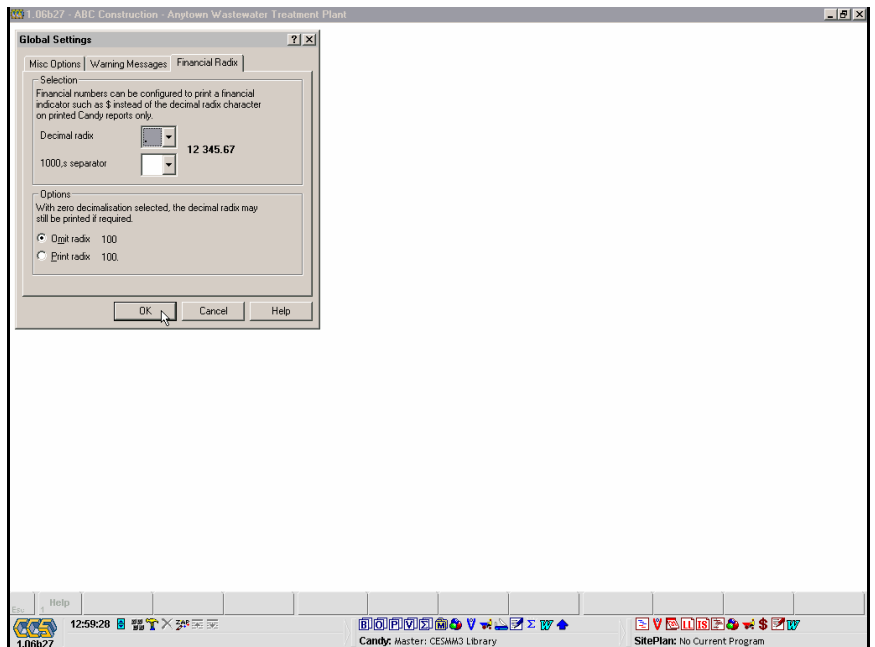


Financial Radix -

This sheet controls the decimal point and the 1000's separator characters for printed reports.

A further option is available to either omit or print the decimal point, even though you may be displaying numbers with zero decimalisation.


Use the  button when the required options have been selected.



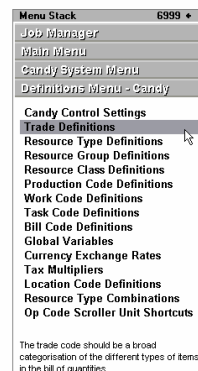
Candy Definitions Menu

From the **CCS Menu** follow the path **Candy System to Definitions**.

The Definitions Menu contains all the parameters and definitions documents, some of which are required before the user can commence pricing in Candy.

Note: The Candy definitions menu may be called up by using the  button on the Candy toolbar.

From **Definitions** select **Trade Definitions**.



Op Codes and Trade Definitions

In setting up this new job using another job as a master, all the definitions from the master job are copied into the various definitions documents.

Most of the definitions are optional. The setting up of **Trade Definitions** and **Resource Types** are compulsory before commencing work in Candy.



The first basic rule in the Candy System is that every bill item has to have something called an **Op Code (Operation Code)**. It is the Op Code that contains any pricing information.

The second basic rule is that every Op Code must begin with a previously defined **Trade Character**. The trade characters are defined on the trade definitions document.

The first digit of the Op Code must be a valid trade character. The balance of the code, used against the bill item, can be any alphanumeric combination to create a code no more than a maximum of eight digits in total.

An exception to the rule is where an Op Code begins with an asterisk (*). This is a **Section Heading**, which is described in **Section 2 - Bill Creation**. A further exception is where the Op Code begins with a number. This is a **Macro Op Code**, which is described in **Section 8 - Pricing**.

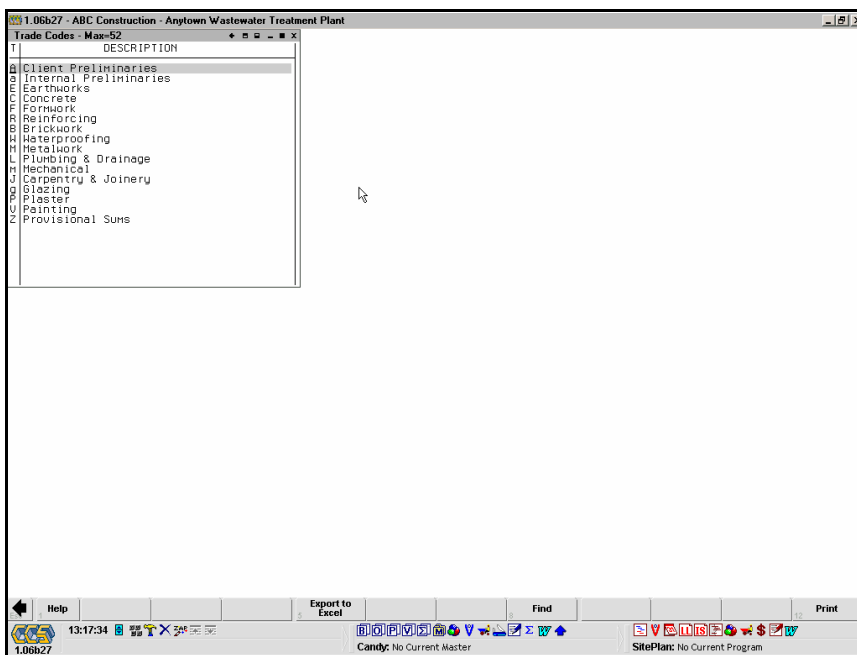
On the Trade Definitions Document a **Trade** is defined by entering a letter in the first field and a description in the second field.

The order of the defined trades on this document can be changed by using the  button to move a line up or by using the  button to move a line down.

The same can be achieved by using Ctrl+Right/Left-arrow keys.

The order of the Trade List dictates the order used in trade related reports.

You can define up to 52 **Trades**, using 26 **UPPERCASE LETTERS** and 26 **lower case letters**.



Resource Type Definitions

If any split of the rate is required, then **Resource Types** must be defined.

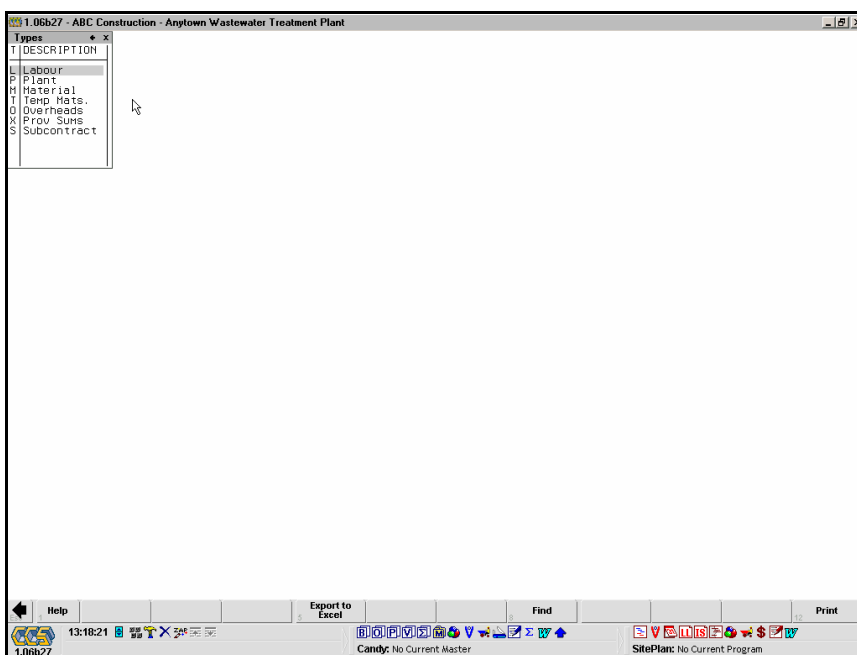
From **Definitions** select **Resource Type Definitions**.

On the Resource Types Definition Document a **Resource Type** is defined by entering a letter in the first field and a description in the second field.

The code letter is case sensitive. You can define up to 9 resource types.

The order of the resource types on this document can be changed in the same manner as described for trade definitions above.

The order that the resource types are set from top to bottom on this document dictates the order from left to right of the split columns on any screen presentation or printout that



displays resource type columns.

In **Candy Manual Section 6 - Resources**, which describes the setting up of **Resources**, these resource type definitions are used as an essential part of the resource, which broadly categorises the list of resources into Labour, Plant, Material etc.

Global Variables

Up to 50 Global Variables may be defined for later use on worksheets.

Any numeric parameter that affects the job as a whole, such as the project duration, can be defined as a global variable. This can then be used in the pricing of worksheets.

From **Definitions** select **Global Variables**.

Each alphanumeric code can be up to eight digits long and can have a numeric value associated with it.

The numeric value can be calculated from a formula if required.

Description and Unit columns are available to describe what the global variable is.

CODE	DESCRIPTION	UNIT	VALUE	FORMULA
CONTRACT	Total Concrete on Project	M3	3000	2250 (B111 2) + 750 (B111 3)
LABOUR	Total Labour Value	Sum	5198300	
RATE	On-site Batch or 1-Ready Mix	Switch	1975000	
TIME	Duration of Concrete Activity	Months	0	
WORK	Working Hours per Day	Hours	9	

An example of how a global variable might be used is where, in pricing provision of concrete in the bill of quantities, the estimator is unlikely to know at the start of the pricing exercise how much concrete the batching plant is required to provide.

However, the total output from the batching plant would effect the rate for the provision of concrete because there are certain fixed costs that are independent of the total amount of concrete which is produced.

In this case a global variable can be defined for the total concrete produced by the batch plant with a "guessed" value, in this case 3000m3. The code for the variable can then be used on worksheets as an integral part of the rate build up.

When the final amount of concrete has been calculated, the value against the global variable can then be adjusted and the new value is then used to calculate the rates.

Secondary Bill Item Codes

The following codes are optional and can be allocated to Op Codes or bill items for the purpose of sieving, grouping or summarising the information that is produced from a bill type report.

Work Codes, Task Codes and Bill Codes may be defined on their respective definitions document before use.

From **Definitions** select **Work Code Definitions**.

On this document you can define **Work Codes**.

These are eight digit alphanumeric codes that are allocated to Op Codes.

The implication of this is that any multiple use of the same Op Code against several bill items automatically dictates that those bill items have the same work code.

CODE	DESCRIPTION
0101	Clear Site
0102	Excavation
0103	Filling
1001	Blinding
1010	Foundation Concrete
1020	Hall Concrete
1030	Beam Concrete
2010	Foundation Formwork
2020	Hall Formwork
2030	Beam Formwork
3001	Mesh Reinforcement
3002	Bar Reinforcement
4001	Metalwork
4002	Joints
4003	Grout
5001	Drainage Pipes
5002	Manholes
5003	Rainwater Goods
6001	Install Plant
6002	Maintain Plant
7001	Superstructure Brickwork
7010	Foundation Brickwork
8001	Paintwork
9001	Ceilings & Partitions
9002	Floor Coverings
9001	Preliminaries





Version - 2002

CANDY BASICS

SHEET 1.07

From **Definitions** select **Task Code Definitions**.

On this document you can define **Task Codes**.

These are eight digit alphanumeric codes that are allocated to Op Codes.

The implication of this is that any multiple use of the same Op Code against several bill items automatically dictates that those bill items have the same task code.

An Op Code may only have one Task code allocated regardless how many times the Op Code has been used in the job. The Task code summarises quantity and value.

Note: It is recommended that Task codes are used to collect bill items into functions or "What" work is being carried out.

PROJECT CODE	DESCRIPTION	UNIT	PROJ FACTR
00	PRELIMINARIES		
001	Client Preliminaries	Sum	
002	Internal Preliminaries	Sum	
101	EARTHWORKS	H3	1
0100	Clear Site	H2	0.01
0110	Excavation	H3	1
0120	Filling	H3	
11	CONCRETE, FORMWORK & REINFORCING		
1100	CONCRETE	H3	1
2100	FORMWORK	H2	1
2102	Vertical Formwork - Foundations	H2	1
2103	Vertical Formwork - Walls	H2	1
2105	Vertical Formwork - Beams	H2	1
2	REINFORCING	Tonne	
3101	Mesh	H2	0.004
3102	High Tensile Bars	Tonne	
14000	FINISHING TRADES	Sum	1
4100	Miscellaneous Metalwork	kg	
4200	Joints	lh	
4300	Grouting	dm3	
15000	STORMWATER DRAINAGE	lh	1
5100	Stormwater Drainage	lh	1
5200	Manholes	No	
5300	Rainwater Goods	lh	
16100	VENTILATION SYSTEM	Sum	1
6101	Supply and Install	Sum	
6201	Maintenance	Sum	
17100	BRICKWORK	H2	1
7101	Foundation Brickwork	H2	1
7201	Superstructure Brickwork	H2	1
18100	PAINTWORK	H2	1
8101	Paintwork	H2	1
19000	PROVISIONAL SUMS	Sum	1
9101	Ceilings & Partitions	Sum	
9201	Vinyl Flooring	Sum	

From **Definitions** select **Bill Code Definitions**.

On this document you can define **Bill Codes**.

These are eight digit alphanumeric codes that are allocated to bill items.

Any bill items that are priced with the same Op Code can have different bill codes allocated to them.

Note: When allocating an undefined code a prompt is given which allows you to add it as a new code on the definitions document. The code is named "No Description", which may be later edited as required.

It is recommended that Bill codes are used to collect bill items into locations or "Where" work is being carried out.

CODE	DESCRIPTION	UNIT
1000	Preliminaries	Sum
2000	Ventilation Shaft	Sum
3000	Sub Station and Yard	Sum

Secondary Resource Codes

The following codes are optional and can be allocated to Resources on the basis of one code per resource.

These codes are then used to group or summarise the information produced by a resource analysis. They can also be used in the setting up of the Cost Reconciliation Documents in Valuations.

Both **Resource Group** and **Resource Class** Codes may be defined on their respective definitions document before use.

From **Definitions** select **Resource Group Definitions**.

On this document you can define **Resource Group Codes**.

CODE	DESCRIPTION	UNIT
STAFF	Staff	SUM
TRAVEL	Travel Allowance	SUM
EST	Site Establishment	SUM
OFFICES	Offices	SUM
USKL	Unskilled Labour	Day
SSKL	Semi-Skilled Labour	Day
SKL	Skilled Labour	Day
F&J	F&J Plant	Day
HALL	Hall Plant	Day
CONC	Concrete Materials	M3
PIPE	Pipework Materials	M
FORM	Formwork Materials	M2
FUEL	Fuel	Ltr
BWK	Brickwork Materials	Thou
HANH	Hanhole Materials	SUM
RBAR	Reinforcement Materials	Tonne
WATER	Waterproofing Materials	SUM
SCON	Subcontracts	SUM
SUHS	Miscellaneous Sums	SUM

These are eight digit alphanumeric codes that summarise resources into cost codes or supplier codes.

From **Definitions** select **Resource Class Definitions**.

On this document you can define **Resource Class Codes**.

These codes have the same function as resource group codes.

Note: When allocating an undefined code a prompt is given which allows you to add it as a new code on the definitions document. The code is named "No Description", which may be later edited as required.

It is recommended that Group and Class codes are used to collect resources into cost codes or supplier codes or "With" what work is being carried out.

CODE	DESCRIPTION	UNIT
100	Site Establishment	SUM
101	Temporary Service Connections	SUM
102	Bonds & Insurance	SUM
103	Small Tools	SUM
104	Head Office Overheads	SUM
105	Heather	SUM
106	Travel	SUM
107	Surveying Equipment	SUM
108	Communications	SUM
200	Salaries	SUM
201	General Labour	SUM
300	Compressors	Day
301	Mixers	Day
302	Cranes	Day
303	Dumpers	Day
304	Concrete Plant Hire	Day
305	Earthworks Plant Hire	Day
306	Transport	SUM
307	Cars	SUM
308	Pumps	Week
400	Fuel	Ltr
500	Sand	M3
501	Stone	M3
502	Cement	Bag
503	Ready Mix Concrete	M3
504	Grout	M3
505	Formwork	SUM
506	Reinforcing	Tonne
507	Joints	SUM
508	Metalwork	SUM
509	Mesh	M2
510	Pipework	lm
511	Mechanical Fittings	SUM
512	Drainage & Manhole Materials	SUM
513	Bricks	Thou
514	Sundry Materials	SUM
800	Provisional Sums	SUM
900	Subcontractors	SUM

Production Code Definitions

Production rates or outputs can be obtained for user defined categories of resources, for either Bill Items or for Task Codes.

From **Definitions** select **Production Code Definitions**.

On this document you can define Production Codes. The code is a 1-digit letter, and there are 52 available, 26 **UPPER CASE** and 26 **lower case letters**.

There are fields for a description and a unit for each code.

Note: See section 24 - Production Rates for information about production codes.

CODE	DESCRIPTION	UNIT
C		
B	Skilled Man Hours	Hours
B	Haulage Plant Days	Days
C	Earthmoving Plant Hours	Hours
D	Operator Hours	Hours

Currency Exchange Rates and Tax Multipliers

The estimator who is pricing a job that involves using resources from different countries, can define currency exchange rates and tax multipliers.

This enables him to maintain the resources in their quoted currency.

From **Definitions** select **Currency Exchange Rates**.

On this document you can define up to 16 foreign currency exchange rates.

1.06b27 - ABC Construction - Anytown Wastewater Treatment Plant

Currency Codes - Max:16

CDE	NAME	EXCH RATE	1/X	FACTOR	REMARKS
GBP	Sterling	0.61	1/X	1.6393442	
USD	US Dollars	1.1299435		1.1299435	

Foreign Currency x Factor = Euros
 Primary foreign currency = Sterling

Help Set Primary Export to Excel Find Reciprocal Print

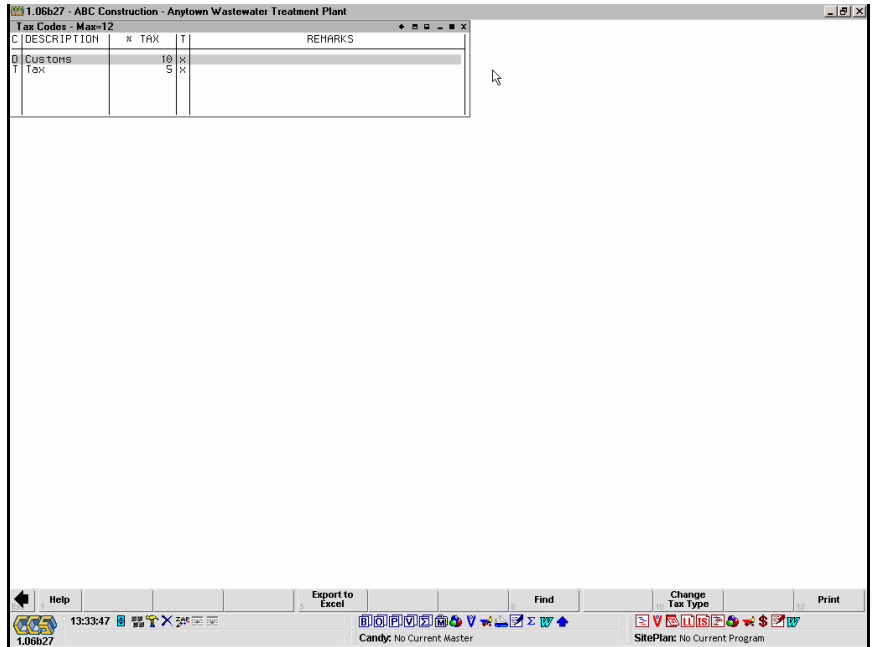
13:33:26 Candy: No Current Master SitePlan: No Current Program

From **Definitions** select **Tax Multipliers**.

On this document you can define up to twelve tax multipliers.

These factors apply a conversion to the base rate resources which produces an overall tender sum in the pricing currency which can be defined on the Candy Control Settings document.

Refer to **Candy Manual Section 23 - International Utilities** for more information about multiple currency pricing.



Resource Type Combinations

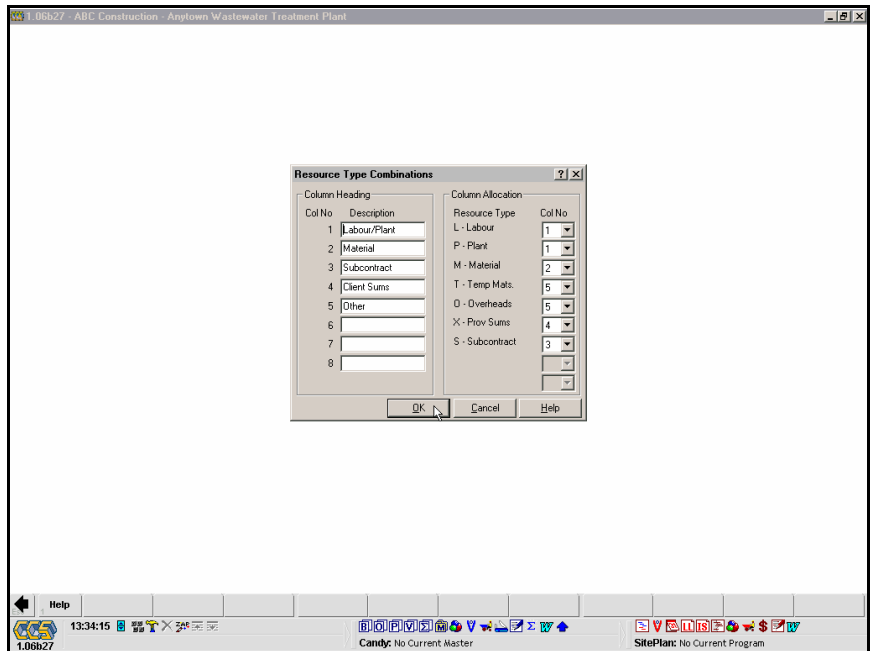
Different resource types may be grouped together for reporting purposes.

From **Definitions** select **Resource Type Combinations**.

This selector consists of two lists. The left-hand list, entitled column heading, allows you to create up to eight user defined split column headings, with numbers 1 to 8.

The right hand list displays the defined resource types in the current job to each of which you can allocate one of the user defined column numbers.

*Note: The option to print using resource type combinations is only available when printing the bill of quantities report, using the **Spreadsheet Format** option or by selecting the appropriate combination columns in a Candy report writer report.*



Op Code Scroller Unit Shortcuts

The unit shortcut list allows you to define Op Code units so that by using a numeric key in the first character position of the unit field on any scroller prints the appropriate unit and tabs to the next column.

From **Definitions** select **Op Code Scroller Unit Shortcuts**.

Enter the required unit text against each of the number fields 0 to 9.

Note: This document may be called up by Double Clicking in the Op Code unit column.

