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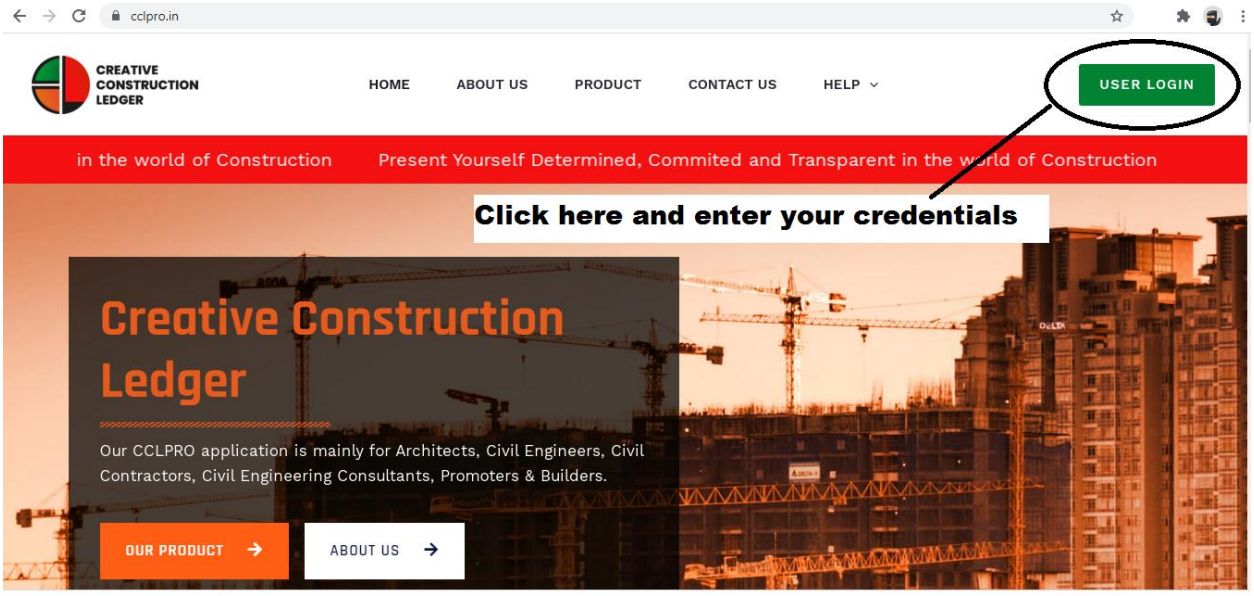
Website – www.cclpro.in

USER MANUAL FOR CCLPRO SOFTWARE APPLICATION

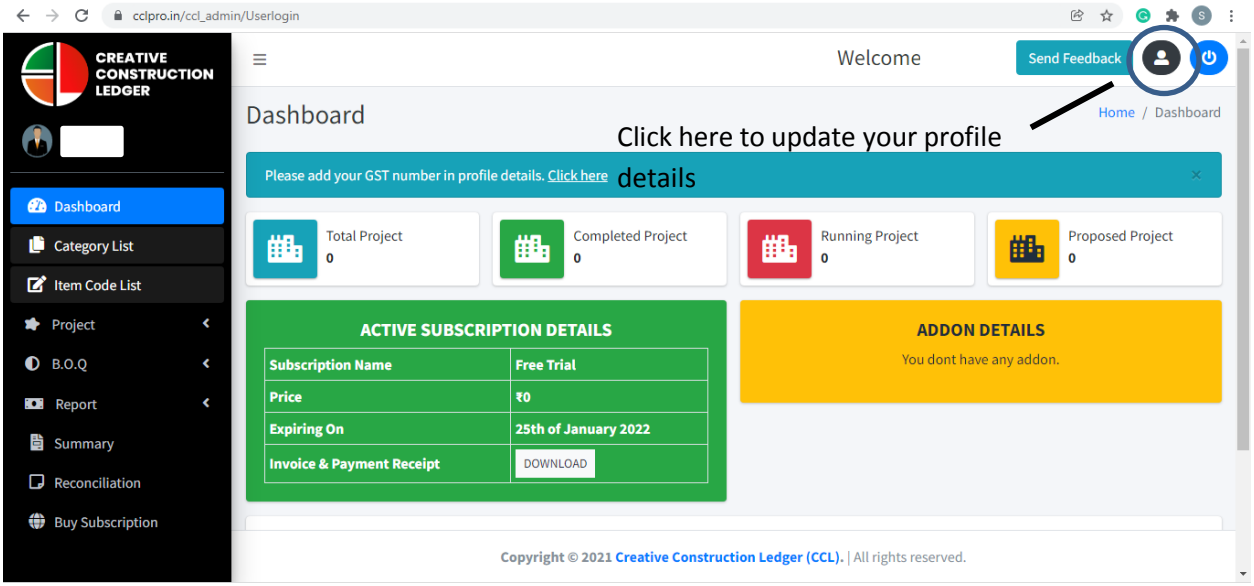
The following steps will help you understand our software and its use

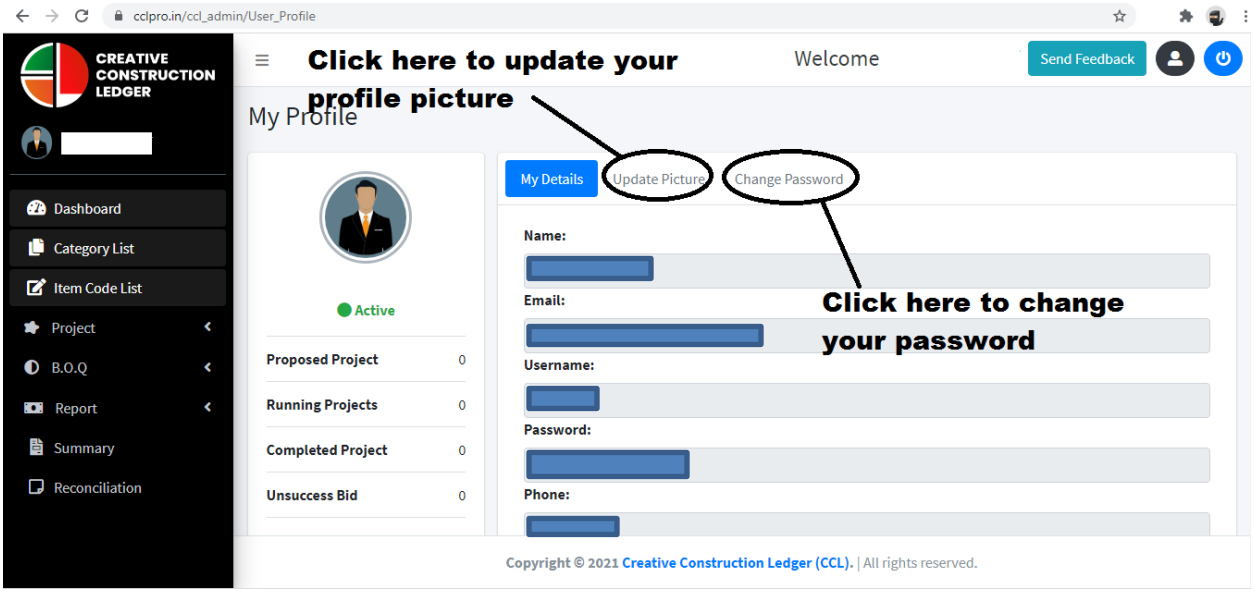
1. **Logging in to our cloud based software**
   Enter www.cclpro.in in your browser and click "User login" and enter your username and password. This will redirect to your Dashboard.



2. Edit profile details

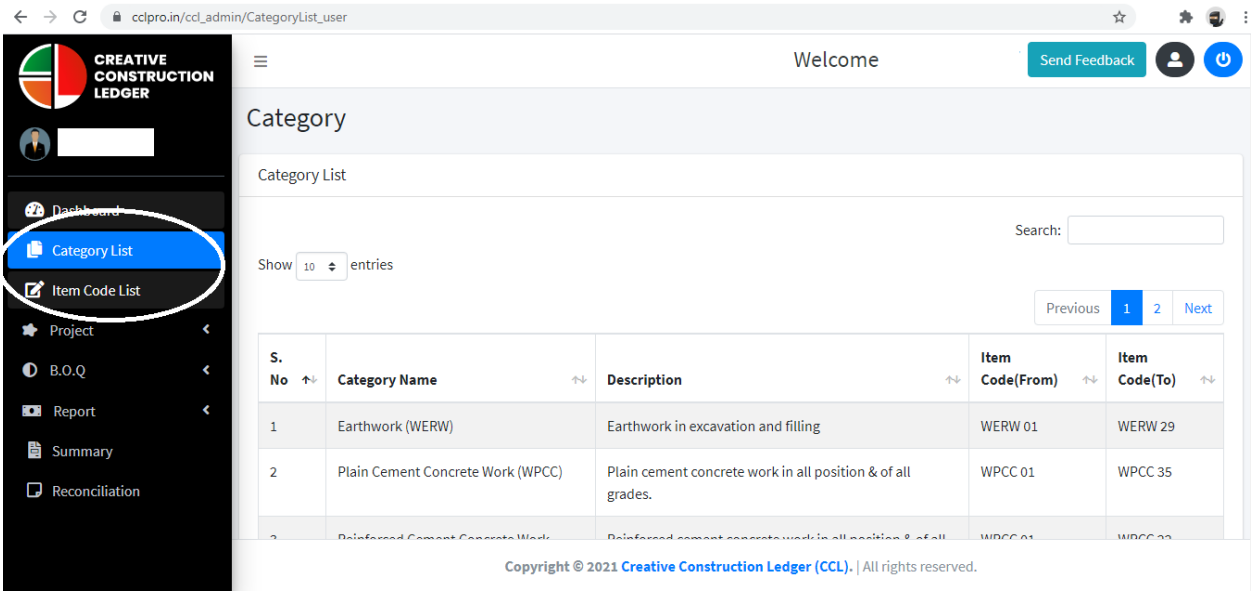
If a user desires to change their password and/or other profile details, and/or upload a profile picture, click on Profile tab at top right corner of the page and edit the details.





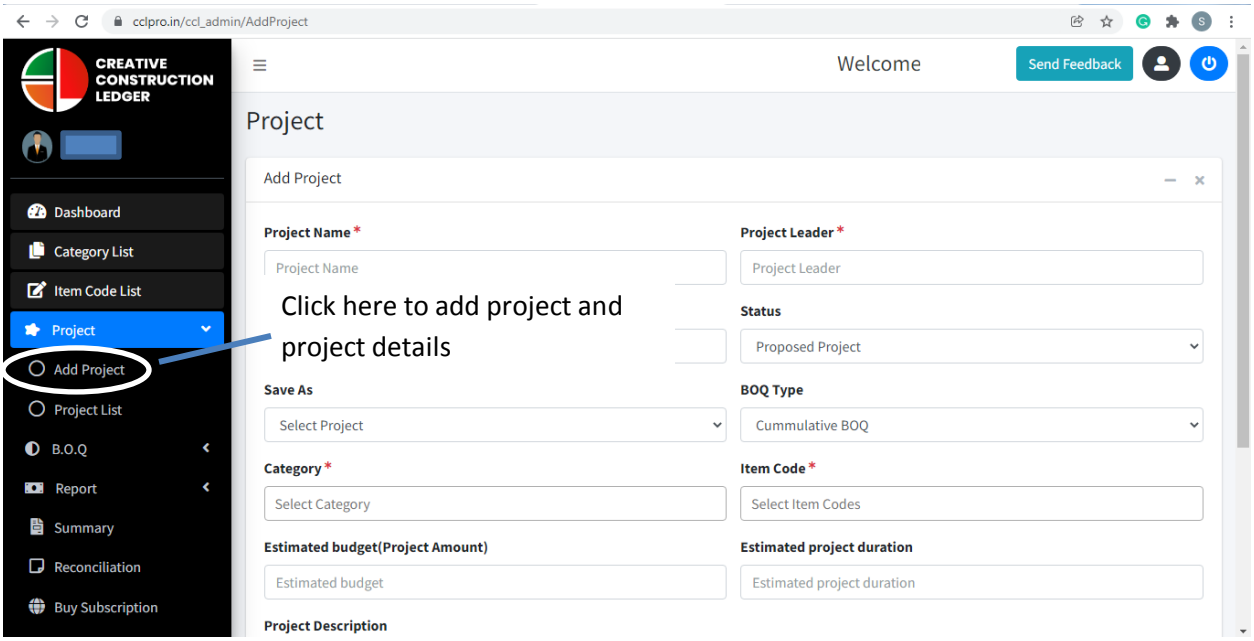
3. Category and Item description

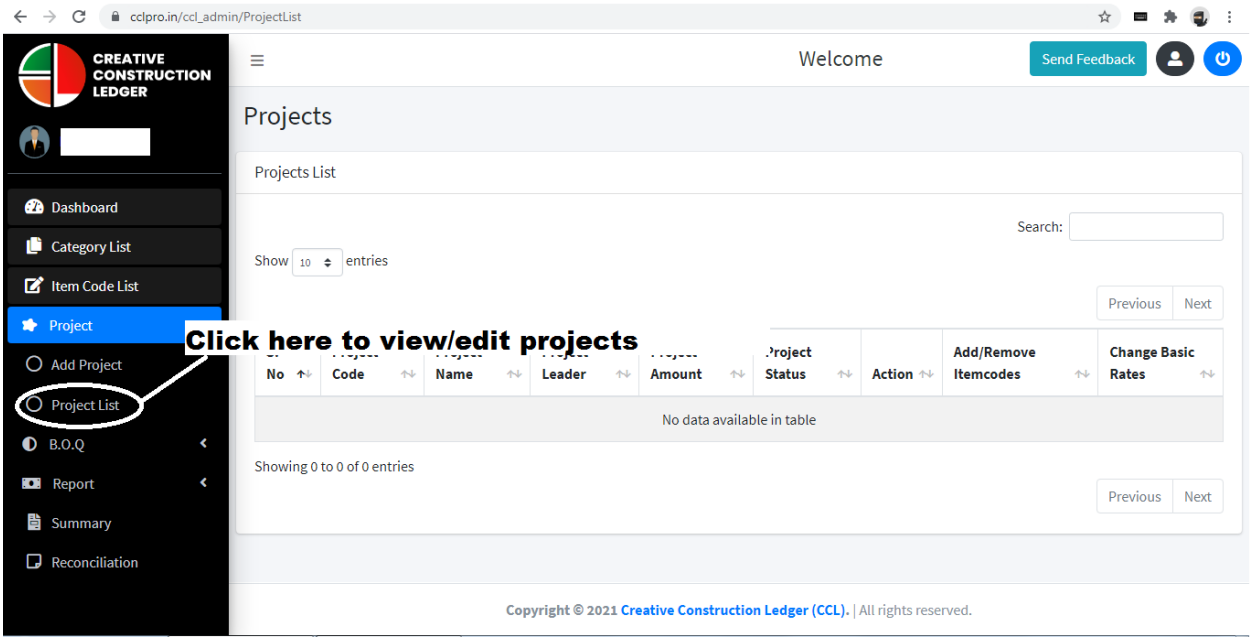
If the user wishes to view the Category description and Item description, visit *"Category list"* and *"Item code list"* in the menu bar at left.



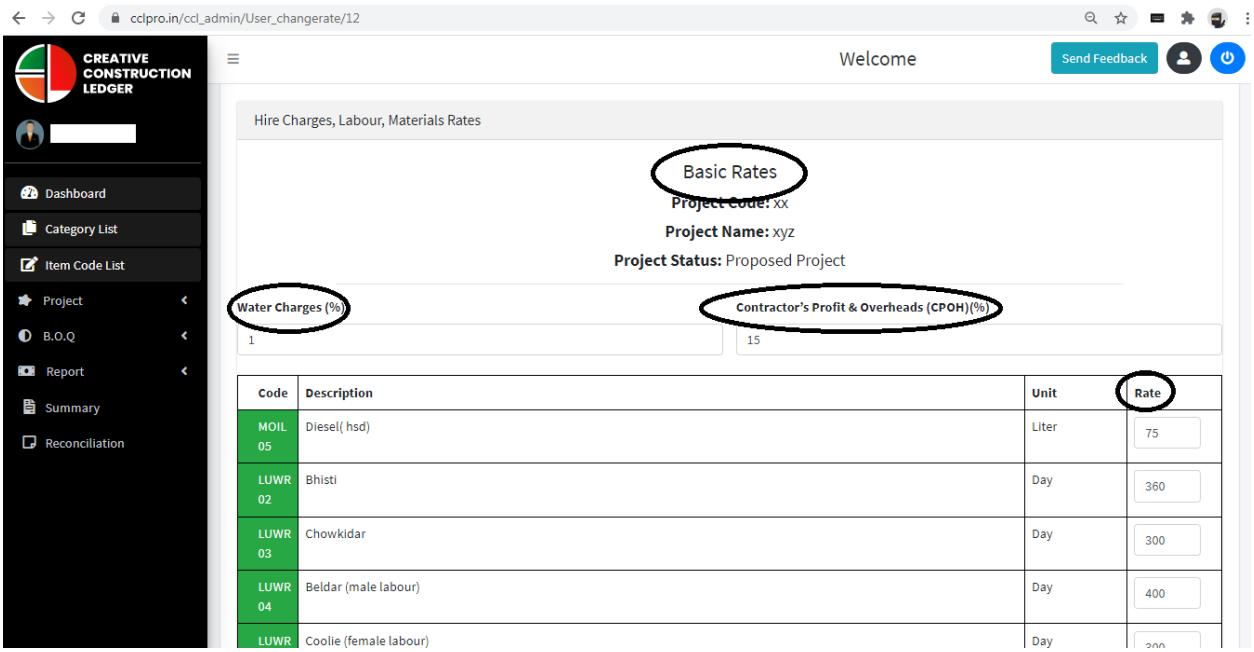
4. Project Menu

- Click on Projects in the menu bar at left, it will display *"Add Project"* and *"Project list"*. Click on *"Add Project"* to add a new project and click on *"Project List"* to view/edit saved project data.



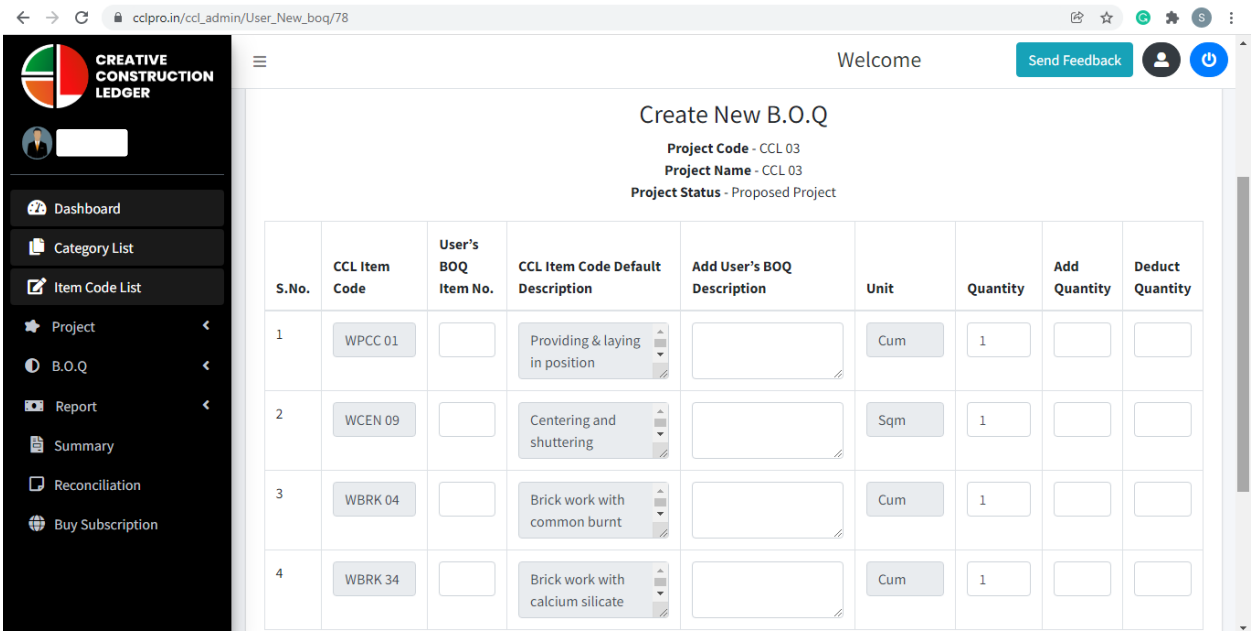


- Whenever users click on *"Add Project"*, the user will be able to add details like Project Name, Project Leader/Project Manager, Project Code (user defined), Project Status, , Save as, BOQ type, Estimated Project Cost/ Duration.
- The user will have to select Category of items for example earthwork, plain cement concrete, wood work, etc. The user can select multiple items as per the project requirement.
- Once the user selects category, the user will be able to select Items with respect to the category list which the user have selected (equivalent to users BOQ Items) of selected categories displayed. By putting cursor on displayed default item codes, the software displays item code description in pop-up for the ease of user.
- Once the user have saved first project, the user can then use the template of the first project by saving the further project in the "Save as" column. User can use the template and do the changes as required.
- There is also an option of selecting type of BOQ. Normal or Cumulative (when user wants to add projects phase wise, then the user can use cumulative BOQ)
- After selecting the category and item codes, the user will have to save the project by clicking on the SAVE button. The software will redirect to the BASIC RATES TABLE page.
- Basic rates table provides you with the list of required raw materials, category wise labor and hiring of machineries with their default unit rates (item codes with green background are default rates) for the Project. The users have to edit default rates as per his/her own analysis/discretion/market survey and also have to edit percentage for water charges and CPOH(Contractor's Profit and Overhead). By saving this, the software redirects to CREATE BOQ TABLE.



5. BOQ Menu

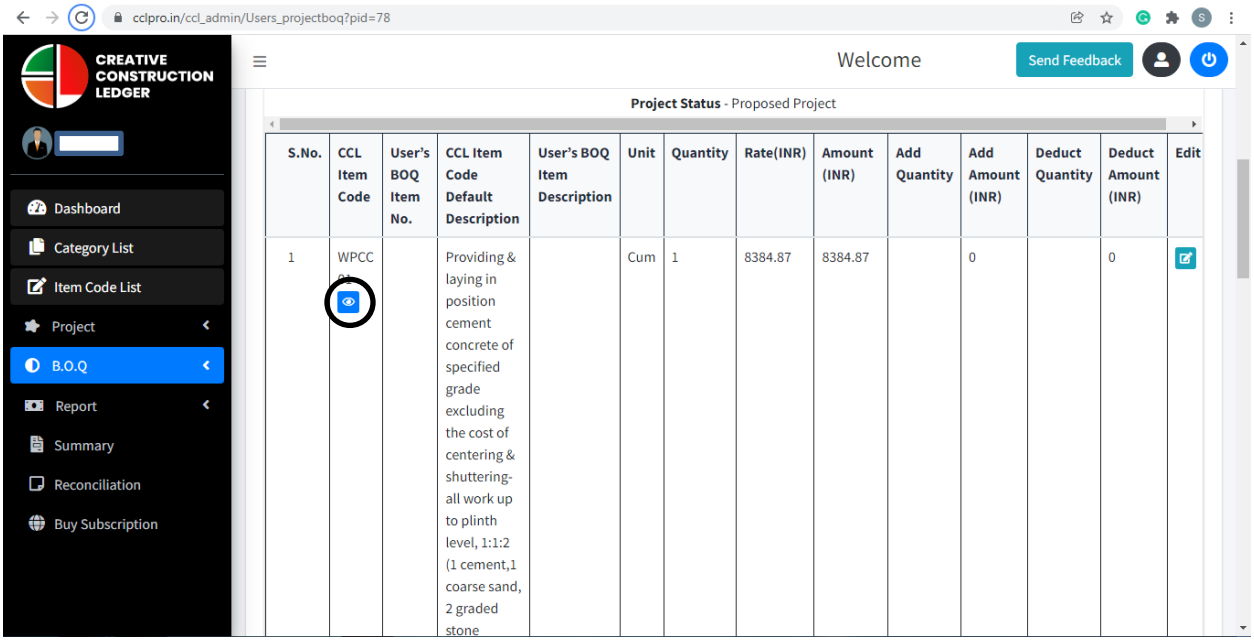
- The CREATE BOQ TABLE will display all selected items with their default description. The user has to edit item code quantity as per his/her project BOQ. User may also add here his/her BOQ description of equivalent item codes. Once the user saves CREATE BOQ TABLE after editing, the software will redirect to PROJECT BOQ TABLE.
- The user also has an option of adding or deducting the quantity from the BOQ which can be very useful during the project execution phase.



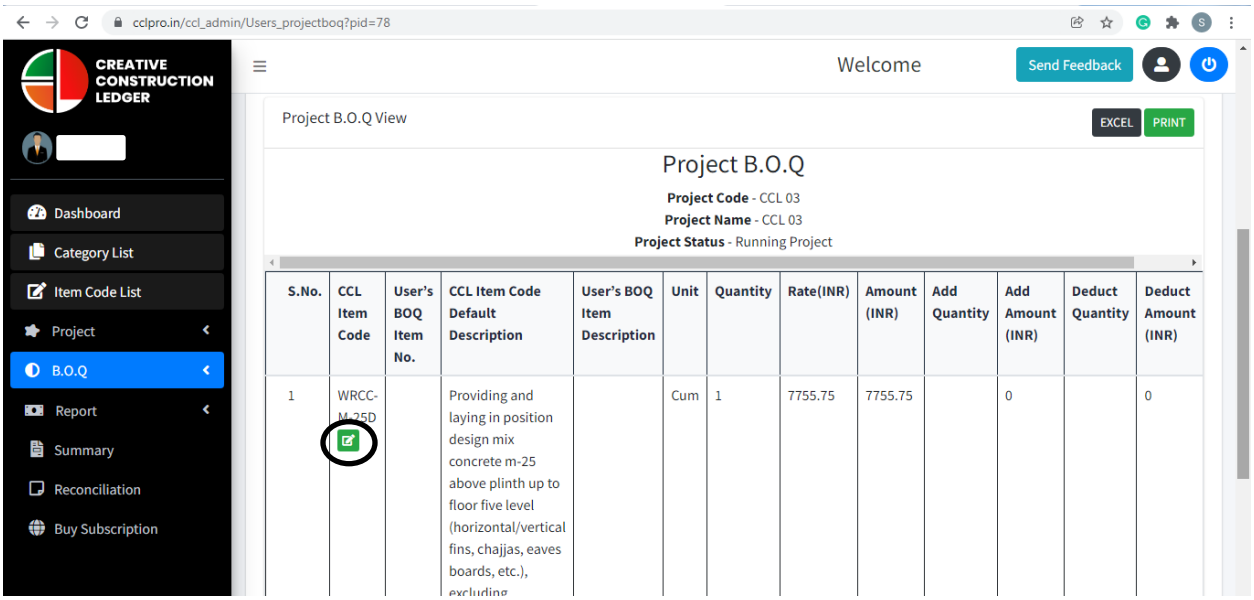
- PROJECT BOQ TABLE will display the TOTAL PROJECT COST calculated as per user's input. The software will calculate the rates of each item code for the unit of measurement of

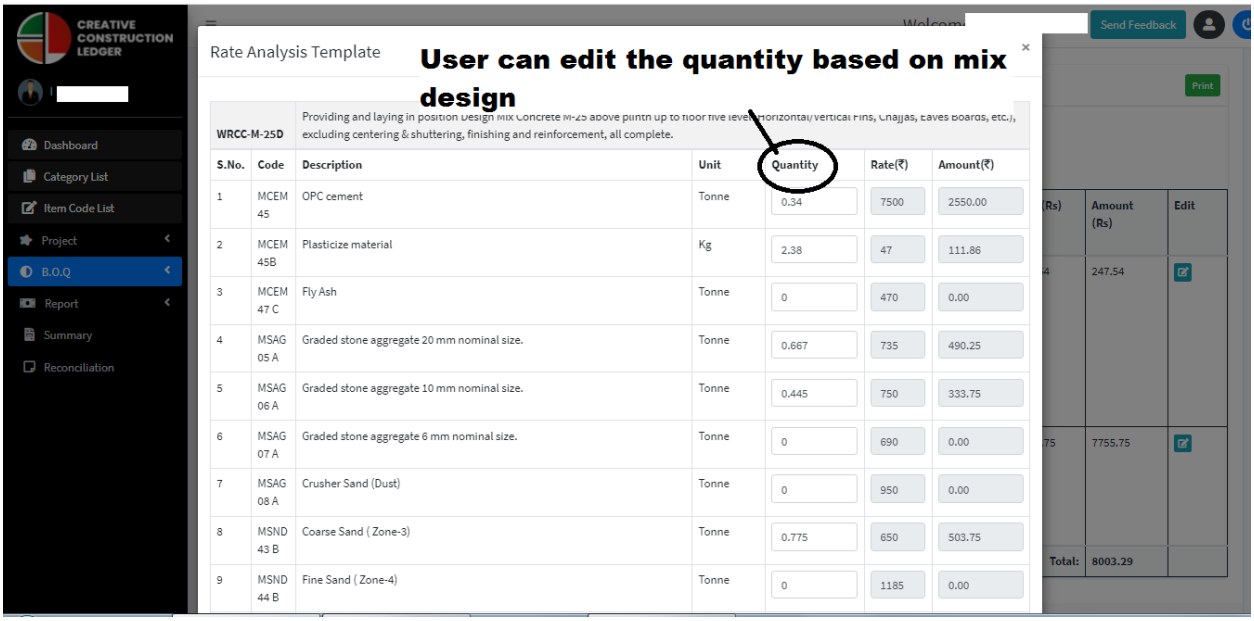
the item code (For eg. The user will be able to calculate the rate of earthwork item **per cum**). If the user wants to change item quantity, the user will be able to edit the quantity by clicking the edit icon on the right side of the amount column. The user can also change the BOQ description as per his requirement.

- The user can view the rate analysis of any/each item by clicking on the view icon in CCL Item Code Column.

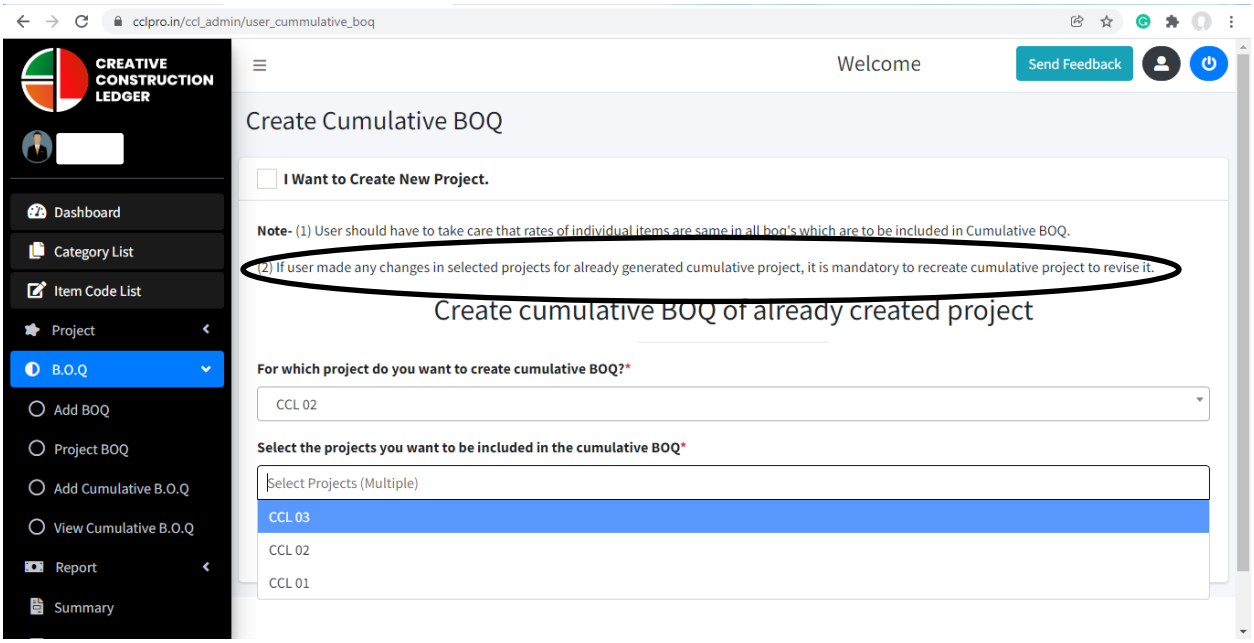


Note: The User can edit Rate Analysis Templates for DESIGN MIX CONCRETE (Editable) as per their lab reports here by clicking on edit icon in CCL Item Code column. Once the user saves the changes, the rate will automatically update in the Project BOQ.



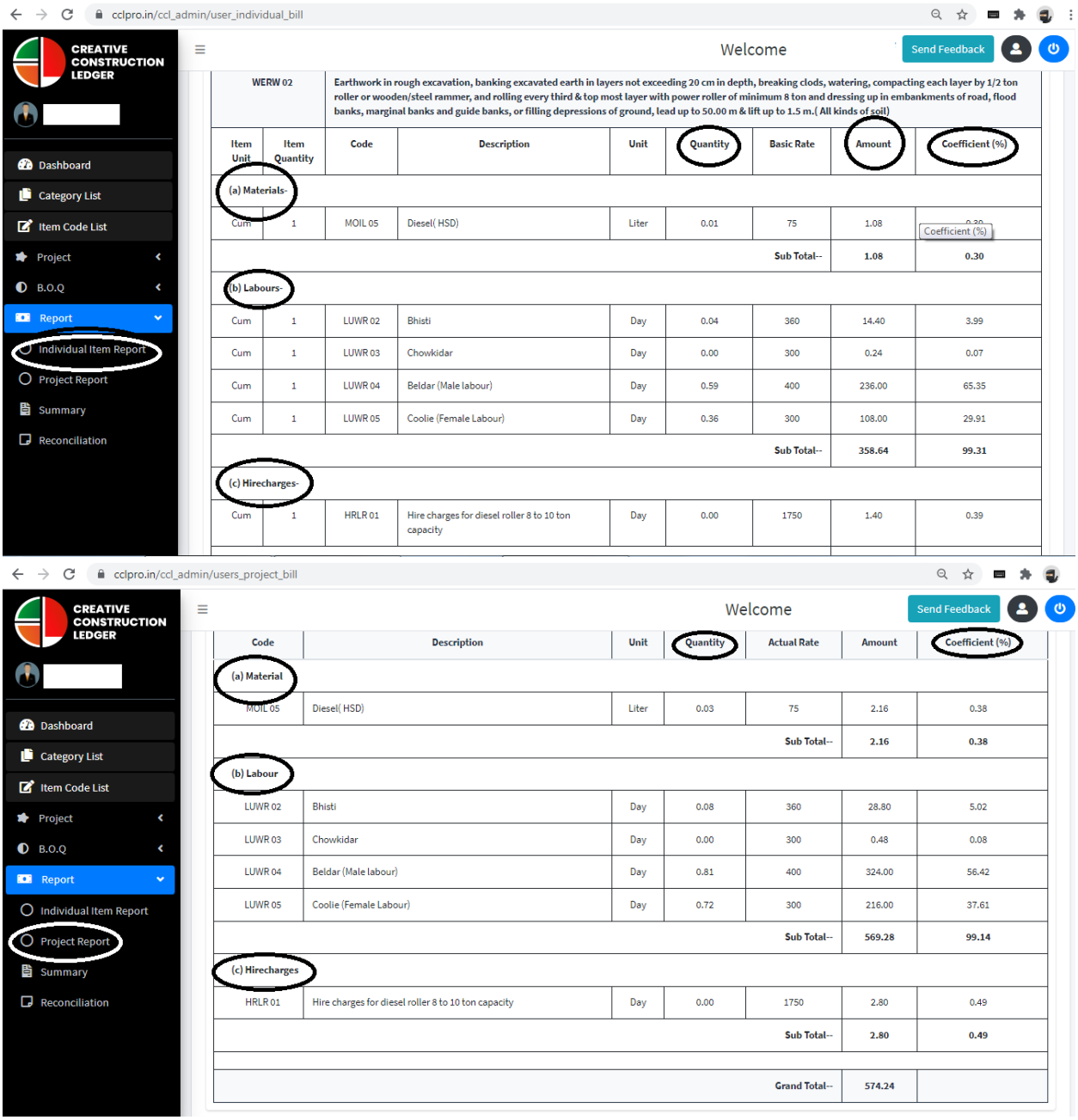


- The user can create cumulative BOQ by selecting multiple projects already added by the user. This will help user when the user have different phases of projects starting at different time. User can then be able to add up the BOQ from different projects and analyze the same rather than creating a master BOQ.



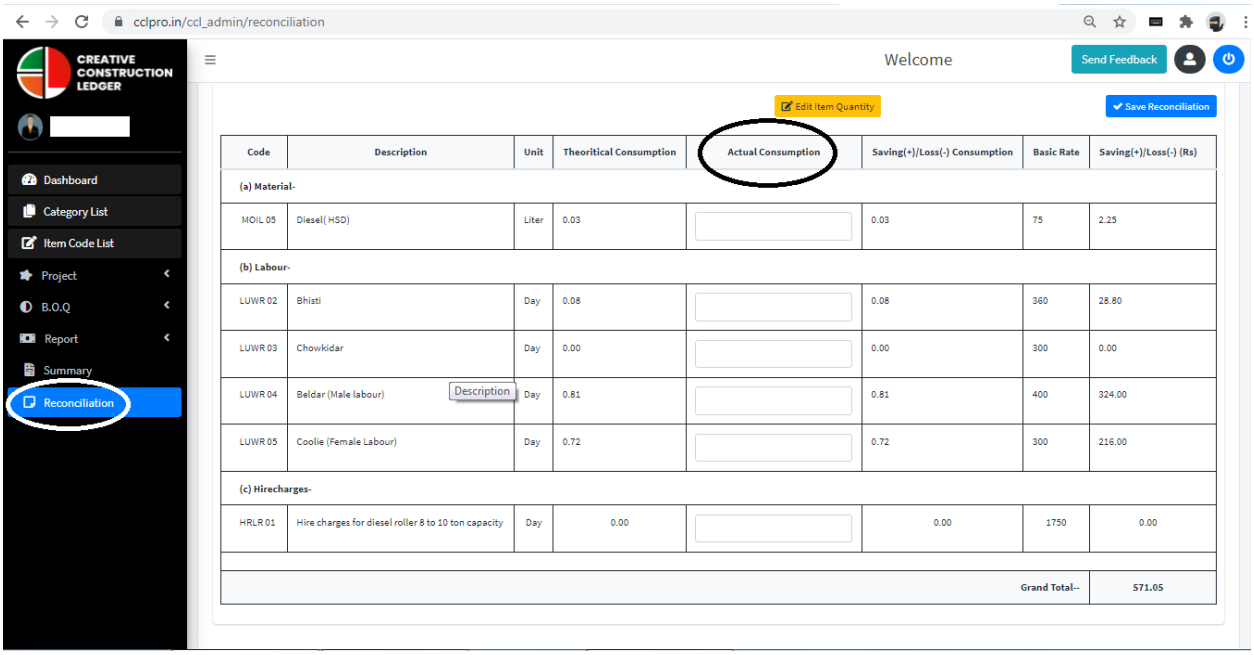
6. Report Menu

After all the inputs and selection of items, the user can check total quantity/ cost of required material, labour and duration for required tools/plants/machineries (considering 8 hours of working in a day) for the Project as well as for individual Items, by clicking on *"Report"* in Menu Bar.



7. Reconciliation

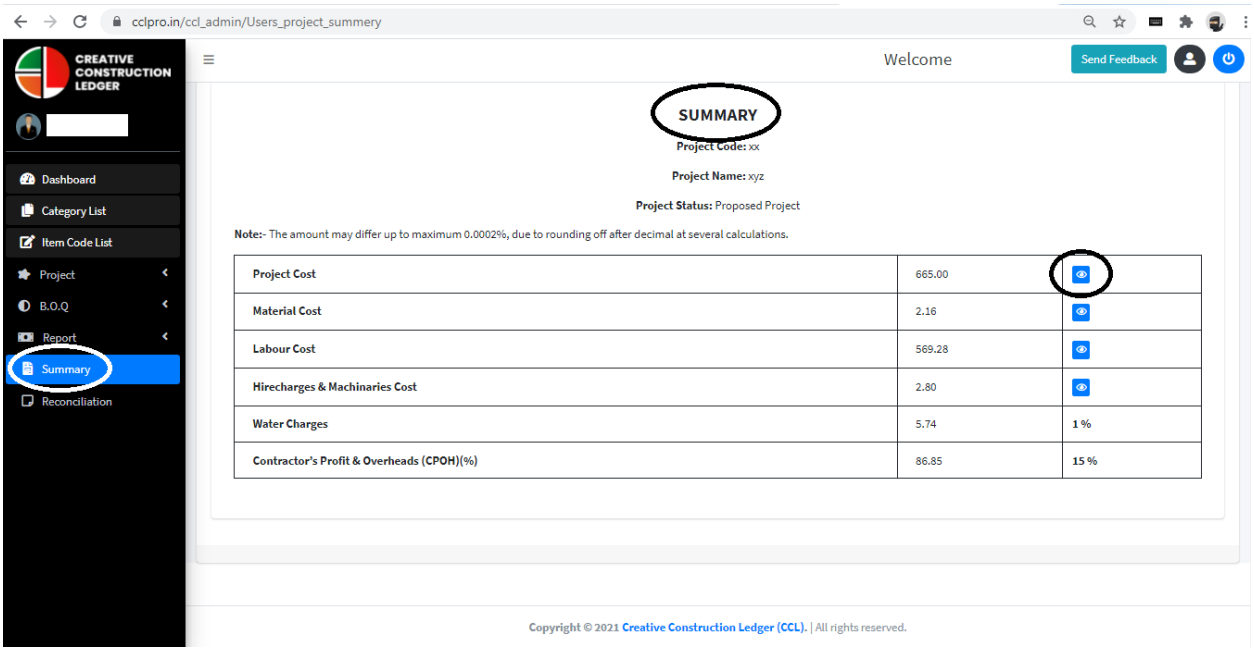
Now the user may reconcile the project by entering the actual quantity of item codes up to date, software will display theoretical consumption of the resources. The user has to input actual consumption of the resources up to date. The reconciliation can be done for the project at any stage by clicking on reconciliation.



Note: To revise/change, go to Project List, and repeat the process.

8. Summary Menu

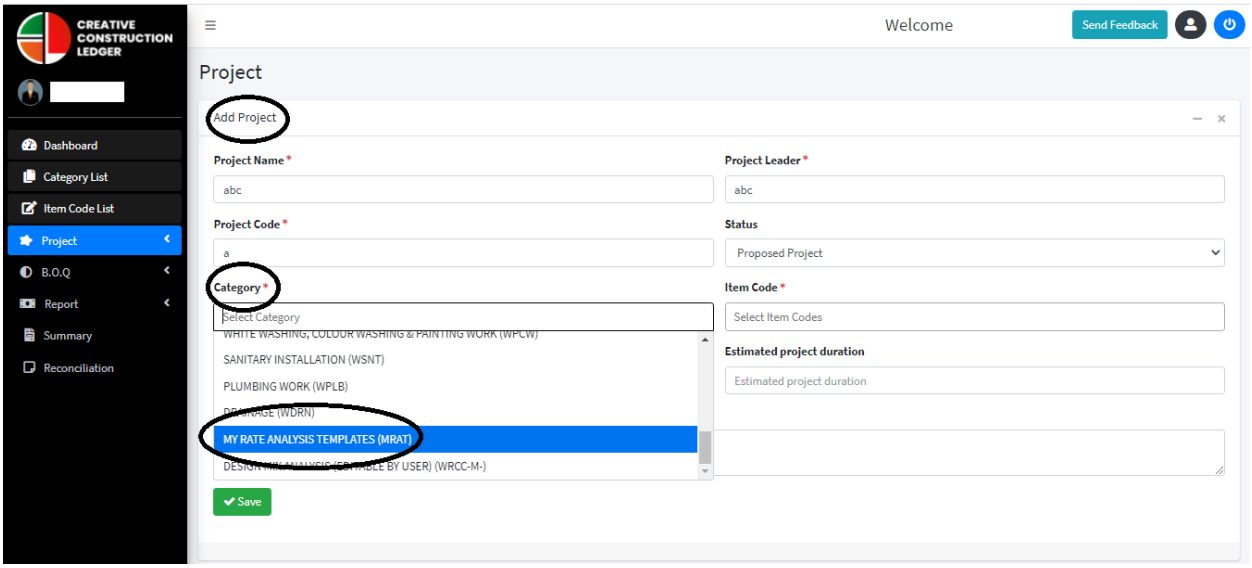
By clicking on Summary in the menu bar, the user will get total cost of required raw materials, manpower, hiring cost of machineries, cost for Water Charges and CPOH and Total Project Cost for the selected project.



9. User templates

If the user is unable to find desired item code in the list, the user can email us the item details the user is looking for and we can add it to your login. Once the new item is generated by us, the user can select “My rate analysis” from the category list.

Note: the new item generated by us shall be visible only to the user for whom it is generated.



10. Project Status

There are project status as Proposed, Running, Unsuccessful Bid and Completed. The functions changes with the project status as follows:

- **Proposed Project / Running project –** The user can edit/change percentage for Water Charges/CPOH, basic rates for revised calculations, can add/remove/change item codes, can change item code quantity, can change their BOQ item number/description, can use reconciliation report, etc.
- **Unsuccessful Bid/ Completed Project –** By selecting this options from *“Project list”* under *“Project”* Menu tab, the software will freeze all the data and functionality for the project. These data will be used as a referral for the upcoming projects.