



BOM

# **Summary**

Learn how to utilize SysQue BOM, or Bill of Materials.

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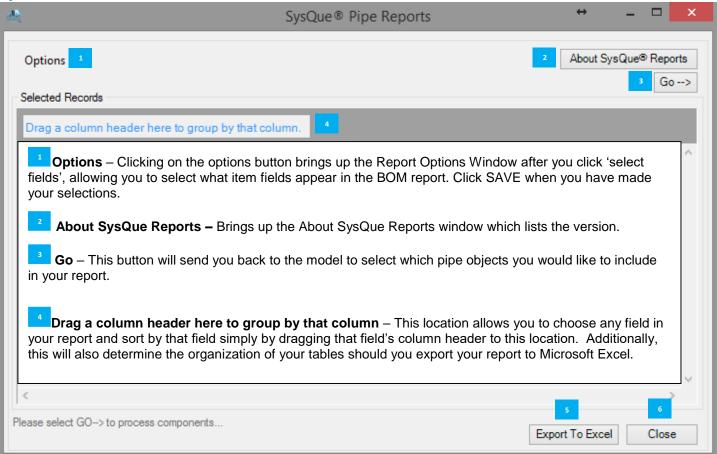
### Introduction

In this document, users will Llearn how to use SysQue BOM, the first panel on the SysQue ribbon.



Clicking on SysQue® BOM opens the SysQue® Reports window, wherein you can choose what fields you wish to report on, how you want that information organized, and export that information to Microsoft Excel.

# **SysQue BOM Menus**

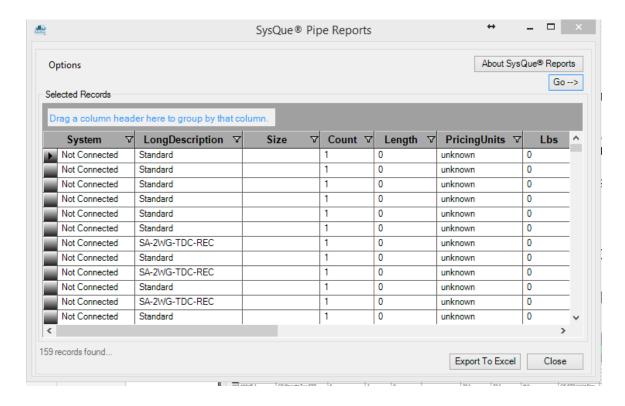


- Export to Excel Clicking this button will copy all the data currently appearing in the SysQue<sup>®</sup> Reports window to a new Excel spreadsheet. Additionally, any column header that has been dragged into the blue bar at the top of the SysQue™ Reports window will determine the organization of your spreadsheet's tables.
- **Close** Click here to close the SysQue™ Reports window.

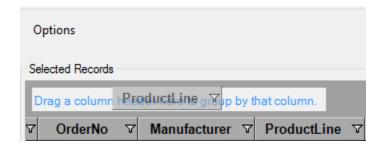


# **Using SysQue BOM**

- 1. Please ensure that you have SysQue components in your project before utilizing BOM. This does not work with Revit only functions.
- 2. When the SysQue® Reports window appears, click the GO button at the top right.
- 3. Back in your model, left-click drag a window around the objects you wish to include in your Bill of Materials report. Upon releasing the left mouse button, the objects highlighted will automatically be added to the report.



The SysQue® Reports window reopens, populated with the data from the objects chosen in Step 3. Click-and-drag a column header (such as Manufacturer in the example below) to the blue bar at the top that reads "Drag a column header here to group by that column" in order to sort by that column.



To view the rows under a particular manufacturer, click the plus sign (+) next to the name to expand the contents.

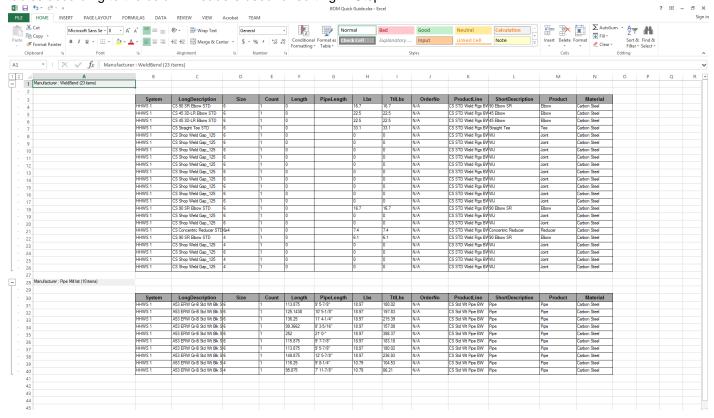
To export your report to an Excel spreadsheet, click on the EXPORT TO EXCEL button at the bottom right of the window.



The "Export All Records" window appears, asking you to choose a location and name for your .XLSX Excel spreadsheet.

When you return to the SysQue® Reports window, you will see, at bottom, a message informing you that the .XLSX file was successfully created. You can now close the SysQue® Reports window by clicking on the CLOSE button at the bottom.

Start Microsoft Excel and open the .XLSX file created in Step 7. The data has been imported and separated into tables according to the column headers used for sorting in Step 4.



You have successfully created your SysQue® BOM Report.

