

Bill of Materials / Cost Report Tool

User Guide

14th February 2020

1.0 Access to the Cost Report tool

After logging in to the Formula Student website, navigate to Document Submissions:

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MY QUESTIONS

KEYWORD SEARCH

APPLY FOR STUDENT

AFFILIATE MEMBERSHIP

SIGN OUT

HELP WITH MY ACCOUNT

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DOCUMENT SUBMISSIONS

If you cannot see any documents for upload or documents are missing for your powertrain type, Team Leaders or Faculty Advisors should check 'Team Details' and ensure correct 'Fuel Type' and 'Vehicle Type' has been selected (not blank).

Account Details:	Team Details	Contact Details:
Log in	Team Name: Team Email: Team Phone: Team Address:	Team Email: Team Phone: Team Address:

The documents you need to upload in certain formats are:

Documents to upload	Format	Status	Upload Details	Due Date	Final Date for Late Submissions	Penalty Info	Penalty Incurred
Cost Report	PDF						None

One of the documents shown will be the Cost Report:

Cost Report	PDF						None
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Please also note that the time to upload will vary depending on network connection speed and quality. Please be patient, especially when uploading large files (10MB and up)

Once the upload process is complete you will be taken back to "View My Files". Please check that the upload is the correct version, category and works!

Click the Cost Report hyperlink to take you to the Bill of Materials List page.

2.0 Bill of Materials List Page

Feel free to bookmark this page:

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BILL OF MATERIALS LIST PAGE

You don't have any current Bill of Materials. Click the New button to create one.

New

Upload Vehicle Image

Season	Revision	Last Modified Date	Last Modified By
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Creating a new Bill of Materials record

The first time you navigate to this page, your team will not have an existing Bill of Materials record set up. Click the New button to create one.

IN THIS SECTION ▾

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Welcome

0123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100101102103104105106107108109110111112113114115116117118119120121122123124125126127128129130131132133134135136137138139140141142143144145146147148149150151152153154155156157158159160161162163164165166167168169170171172173174175176177178179180181182183184185186187188189190191192193194195196197198199200201202203204205206207208209210211212213214215216217218219220221222223224225226227228229230231232233234235236237238239240241242243244245246247248249250251252253254255256257258259260261262263264265266267268269270271272273274275276277278279280281282283284285286287288289290291292293294295296297298299300301302303304305306307308309310311312313314315316317318319320321322323324325326327328329330331332333334335336337338339340341342343344345346347348349350351352353354355356357358359360361362363364365366367368369370371372373374375376377378379380381382383384385386387388389390391392393394395396397398399400401402403404405406407408409410411412413414415416417418419420421422423424425426427428429430431432433434435436437438439440441442443444445446447448449450451452453454455456457458459460461462463464465466467468469470471472473474475476477478479480481482483484485486487488489490491492493494495496497498499500501502503504505506507508509510511512513514515516517518519520521522523524525526527528529530531532533534535536537538539540541542543544545546547548549550551552553554555556557558559560561562563564565566567568569570571572573574575576577578579580581582583584585586587588589590591592593594595596597598599600601602603604605606607608609610611612613614615616617618619620621622623624625626627628629630631632633634635636637638639640641642643644645646647648649650651652653654655656657658659660661662663664665666667668669670671672673674675676677678679680681682683684685686687688689690691692693694695696697698699700701702703704705706707708709710711712713714715716717718719720721722723724725726727728729730731732733734735736737738739740741742743744745746747748749750751752753754755756757758759760761762763764765766767768769770771772773774775776777778779780781782783784785786787788789790791792793794795796797798799800801802803804805806807808809810811812813814815816817818819820821822823824825826827828829830831832833834835836837838839840841842843844845846847848849850851852853854855856857858859860861862863864865866867868869870871872873874875876877878879880881882883884885886887888889890891892893894895896897898899900901902903904905906907908909910911912913914915916917918919920921922923924925926927928929930931932933934935936937938939940941942943944945946947948949950951952953954955956957958959960961962963964965966967968969970971972973974975976977978979980981982983984985986987988989990991992993994995996997998999100010011002100310041005100610071008100910101011101210131014101510161017101810191020102110221023102410251026102710281029103010311032103310341035103610371038103910401041104210431044104510461047104810491050105110521053105410551056105710581059106010611062106310641065106610671068106910701071107210731074107510761077107810791080108110821083108410851086108710881089109010911092109310941095109610971098109911001101110211031104110511061107110811091110111111121113111411151116111711181119112011211122112311241125112611271128112911301131113211331134113511361137113811391140114111421143114411451146114711481149115011511152115311541155115611571158115911601161116211631164116511661167116811691170117111721173117411751176117711781179118011811182118311841185118611871188118911901191119211931194119511961197119811991200120112021203120412051206120712081209121012111212121312141215121612171218121912201221122212231224122512261227122812291230123112321233123412351236123712381239124012411242124312441245124612471248124912501251125212531254125512561257125812591260126112621263126412651266126712681269127012711272127312741275127612771278127912801281128212831284128512861287128812891290129112921293129412951296129712981299130013011302130313041305130613071308130913101311131213131314131513161317131813191320132113221323132413251326132713281329133013311332133313341335133613371338133913401341134213431344134513461347134813491350135113521353135413551356135713581359136013611362136313641365136613671368136913701371137213731374137513761377137813791380138113821383138413851386138713881389139013911392139313941395139613971398139914001401140214031404140514061407140814091410141114121413141414151416141714181419142014211422142314241425142614271428142914301431143214331434143514361437143814391440144114421443144414451446144714481449145014511452145314541455145614571458145914601461146214631464146514661467146814691470147114721473147414751476147714781479148014811482148314841485148614871488148914901491149214931494149514961497149814991500150115021503150415051506150715081509151015111512151315141515151615171518151915201521152215231524152515261527152815291530153115321533153415351536153715381539154015411542154315441545154615471548154915501551155215531554155515561557155815591560156115621563156415651566156715681569157015711572157315741575157615771578157915801581158215831584158515861587158815891590159115921593159415951596159715981599160016011602160316041605160616071608160916101611161216131614161516161617161816191620162116221623162416251626162716281629163016311632163316341635163616371638163916401641164216431644164516461647164816491650165116521653165416551656165716581659166016611662166316641665166616671668166916701671167216731674167516761677167816791680168116821683168416851686168716881689169016911692169316941695169616971698169917001701170217031704170517061707170817091710171117121713171417151716171717181719172017211722172317241725172617271728172917301731173217331734173517361737173817391740174117421743174417451746174717481749175017511752175317541755175617571758175917601761176217631764176517661767176817691770177117721773177417751776177717781779178017811782178317841785178617871788178917901791179217931794179517961797179817991800180118021803180418051806180718081809181018111812181318141815181618171818181918201821182218231824182518261827182818291830183118321833183418351836183718381839184018411842184318441845184618471848184918501851185218531854185518561857185818591860186118621863186418651866186718681869187018711872187318741875187618771878187918801881188218831884188518861887188818891890189118921893189418951896189718981899190019011902190319041905190619071908190919101911191219131914191519161917191819191920192119221923192419251926192719281929193019311932193319341935193619371938193919401941194219431944194519461947194819491950195119521953195419551956195719581959196019611962196319641965196619671968196919701971197219731974197519761977197819791980198119821983198419851986198719881989199019911992199319941995199619971998199920002001200220032004200520062007200820092010201120122013201420152016201720182019202020212022202320242025202620272028202920302031203220332034203520362037203820392040204120422043204420452046204720482049205020512052205320542055205620572058205920602061206220632064206520662067206820692070207120722073207420752076207720782079208020812082208320842085208620872088208920902091209220932094209520962097209820992100210121022103210421052106210721082109211021112112211321142115211621172118211921202121212221232124212521262127212821292130213121322133213421352136213721382139214021412142214321442145214621472148214921502151215221532154215521562157215821592160216121622163216421652166216721682169217021712172217321742175217621772178217921802181218221832184218521862187218821892190219121922193219421952196219721982199220022012202220322042205220622072208220922102211221222132214221522162217221822192220222122222223222422252226222722282229223022312232223322342235223622372238223922402241224222432244224522462247224822492250225122522253225422552256225722582259226022612262226322642265226622672268226922702271227222732274227522762277227822792280228122822283228422852286228722882289229022912292229322942295229622972298229923002301230223032304230523062307230823092310231123122313231423152316231723182319232023212322232323242325232623272328232923302331233223332334233523362337233823392340234123422343234423452346234723482349235023512352235323542355235623572358235923602361236223632364236523662367236823692370237123722373237423752376237723782379238023812382238323842385238623872388238923902391239223932394239523962397239823992400240124022403240424052406240724082409241024112412241324142415241624172418241924202421242224232424242524262427242824292430243124322433243424352436243724382439244024412442244324442445244624472448244924502451245224532454245524562457245824592460246124622463246424652466246724682469247024712472247324742475247624772478247924802481248224832484248524862487248824892490249124922493249424952496249724982499250025012502250325042505250625072508250925102511251225132514251525162517251825192520252125222523252425252526252725282529253025312532253325342535253625372538253925402541254225432544254525462547254825492550255125522553255425552556255725582559256025612562256325642565256625672568256925702571257225732574257525762577257825792580258125822583258425852586258725882589259025912592259325942595259625972598259926002601260226032604260526062607260826092610261126122613261426152616261726182619262026212622262326242625262626272628262926302631263226332634263526362637263826392640264126422643264426452646264726482649265026512652265326542655265626572658265926602661266226632664266526662667266826692670267126722673267426752676267726782679268026812682268326842685268626872688268926902691269226932694269526962697269826992700270127022703270427052706270727082709271027112712271327142715271627172718271927202721272227232724272527262727272827292730273127322733273427352736273727382739274027412742274327442745274627472748274927502751275227532754275527562757275827592760276127622763276427652766276727682769277027712772277327742775277627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Snapshot button

Clicking the Snapshot button opens a dialog that allows you to take a copy (or snapshot) of the corresponding Bill of Materials record. Each record can then be worked on independently without affecting the other. You may wish to do this when you are ready to submit your Cost Report. The dialog shows details of the existing Bill of Materials record you are taking a snapshot for. You can optionally enter a label for the new record. Click the Confirm button to create the snapshot:

Take Snapshot

You can use this dialog to create a snapshot of the existing Bill of Materials.
Creating a snapshot will create a new version of the Bill of Materials and leave the old one available for editing.
You can optionally specify a label for this version.

Existing Bill of Materials to create a snapshot for

Modified

Thu 13 Feb 2020 16:53

Revision

1

Label

My team's Bill of Materials First Draft

(New) Label

Optionally enter a label to easily identify this Bill of Materials

ConfirmClose

Upload Vehicle Image button

Clicking the Upload Vehicle Image button allows your team to upload a photo of your team's completed vehicle. The image will be shown in the exported PDF file and makes it easier for cost judges to associate your team's vehicle with the Bill of Materials record:

Upload Vehicle Image

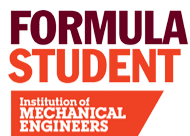
You can use this dialog to upload a photo of your team's vehicle.
You can upload a single image with a maximum file size of 2MB.
Uploading a new image will replace any existing image.
We suggest using an image size of 1920x1080 or 2560x1440 pixels.

Choose fileNo file chosen

Upload

Close

3.0 Bill of Materials Submission Page



Welcome [View My Bill of Materials](#)

BILL OF MATERIALS SUBMISSIONS PAGE

[Go to the Bill of Materials List](#)

Label	Last Modified Date	Last Modified By
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My team's Bill of Materials First Draft

[Refresh](#) [New Part](#) [P/M/F/T](#) [Export to PDF](#)

[Systems Filter](#)

No records to display.

This page is the main page where you fill out the cost report. At the top, it shows the label applied to this record. It also shows the last date and time when any change was made and the user that made the change. Changes include adding, editing or deleting parts as well as adding, editing and deleting P/M/F/T records.

The toolbar shows the following buttons:

[Refresh](#)

Click the fresh button to re-load the latest summary and detail data. This is used to obtain the changes that may have been applied by a fellow team member.

New Part

Clicking the New Part button displays a dialog for you to enter the details of a new part. Fields marked with an asterisk are mandatory. Click the Save button to save your changes:

Blank dialog

New Part

Part Name:*

System:*

Brakes

Assembly:*

Balance Bar

Action:*

Make

Buy

Comments

Quantity:*

1

Cost (per piece €):

Cost Comments:

Save

Close

Dialog showing validation errors

New Part

Part Name:*

Name is a required field

System:*

Brakes

Assembly:*

Action:*

Make

Buy

Action is a required field

P/M/F/T

Clicking the P/M/F/T button displays a dialog for you to enter the details of a new part sub-item. You must select the part to add the sub-item to before clicking the P/M/F/T button.

Fields marked with an asterisk are mandatory. Click the Save button to save your changes. The subtype list is filtered by the selection made in the Type field. If the subtype you want to add does not exist, you can select the item "--New--" and then enter the value in the Subtype value field:

New P/M/F/T

Type:

Material

Subtype:

Aluminium

Comments

Quantity:

1

Cost (per piece €):

Cost Comments:

Save

Close

New P/M/F/T

Type:

Tooling

Subtype:

--New--

Subtype value:

Comments

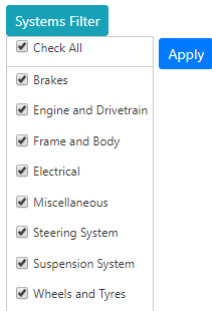
Export to PDF button

Clicking the Export to PDF button immediately exports the Bill of Materials record to a downloaded PDF file.

Systems Filter button

Clicking the Systems Filter button allows you to filter the items shown on the Bill of Materials to one or more systems. This may be useful for team members that only ever work on one system within the vehicle and don't need to see items for any other system.

To select a single system, click the "Check All" checkbox to quickly uncheck all systems, then single click on the system of choice and click the Apply button.



The image shows a 'Systems Filter' dialog box. It has a title bar with the text 'Systems Filter'. Below the title bar is a list of systems, each with a checkbox. The systems listed are: Check All, Brakes, Engine and Drivetrain, Frame and Body, Electrical, Miscellaneous, Steering System, Suspension System, and Wheels and Tyres. All checkboxes are currently checked. To the right of the list is a blue button labeled 'Apply'.

System	Checked
Check All	☒
Brakes	☒
Engine and Drivetrain	☒
Frame and Body	☒
Electrical	☒
Miscellaneous	☒
Steering System	☒
Suspension System	☒
Wheels and Tyres	☒