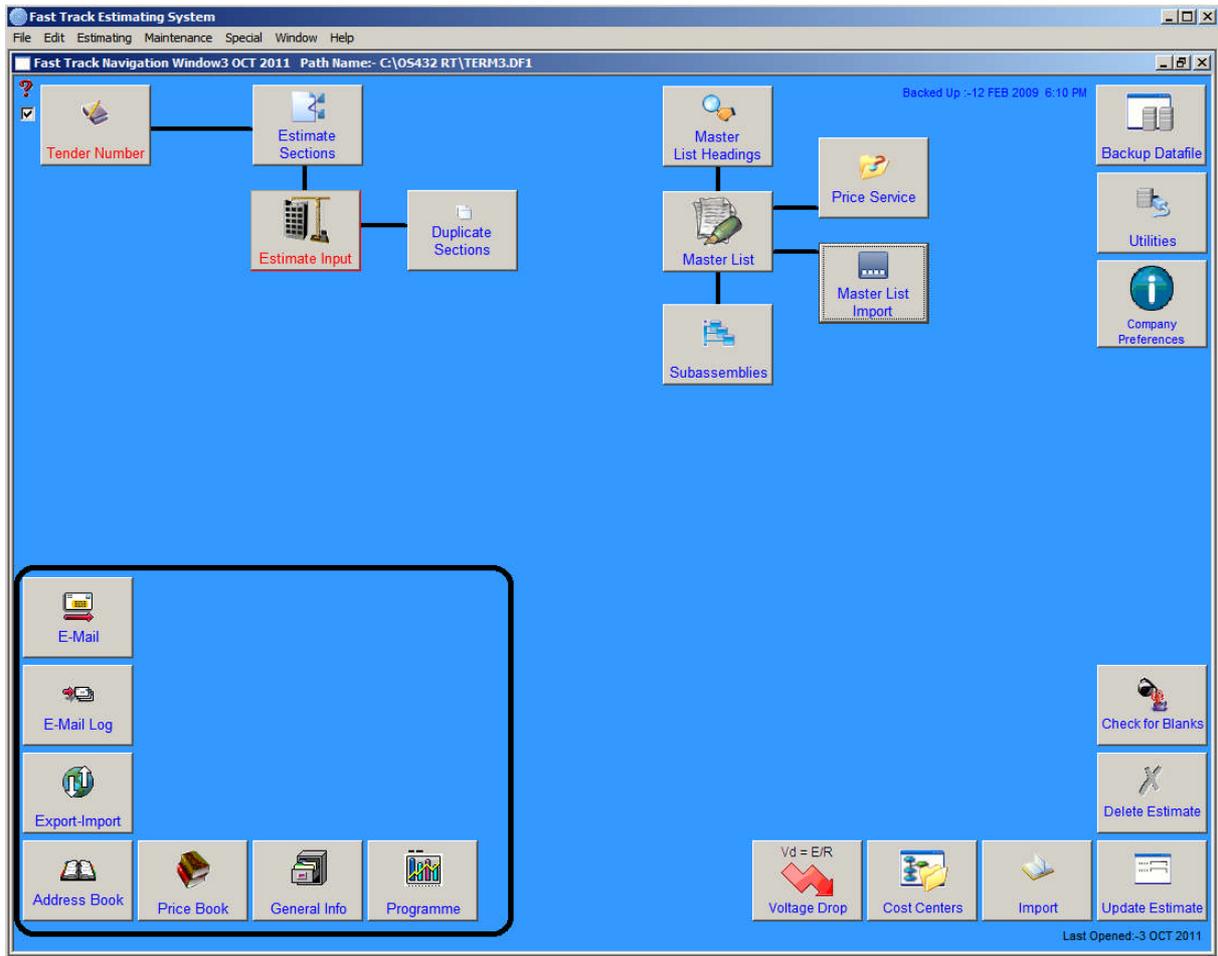
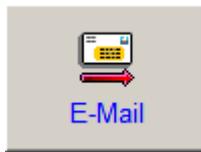


Section 9

Auxiliaries:

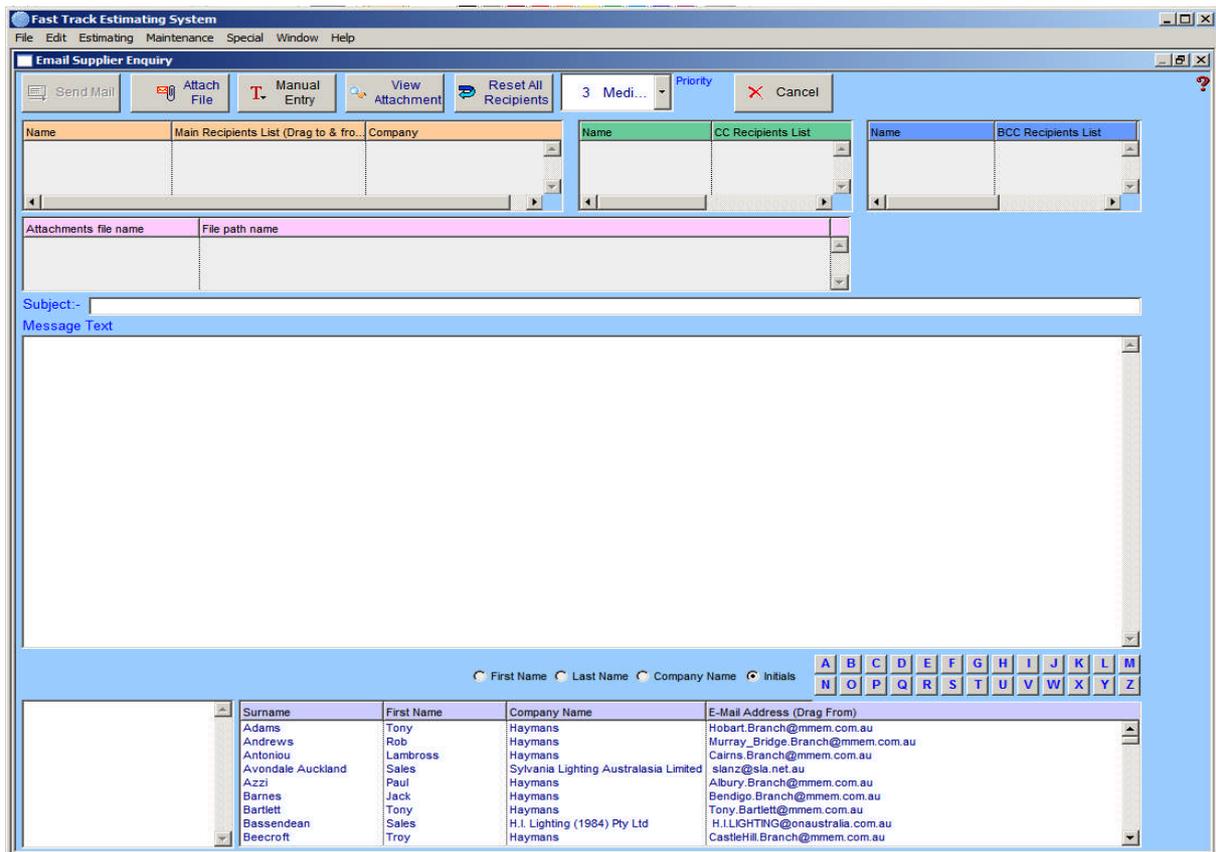


9.1 E - Mail



This button provides the function for sending email. This function related some of other buttons in the system so that user can send inquiries directly from the Fast Track or get the recipient lists or address list from the system. This is done via two methods either directly with Outlook or Simple Mail Transfer Protocol (SMTP). This can be set in company preferences.

The main screen of the E-mail is as follow;



You can narrow the 'Address List' by clicking on the lettered tabs. You can now drag the address book recipients into the Main Recipient List, Carbon Copy or Blind Carbon Copy list shown above. You can drag recipients between each of the recipient lists.

Attachments List (1.)

This window is used to attach files and documents to your e-mail. To populate this list, drag the selected file from the bottom table over to the Attachments List (1.) and drop. Double click to delete a file no longer required.



Text - This button is used for inserting a short message. The message can be up to 1500 characters long.

Recipients List (2.)

Recipients List is where you drop the recipients' addresses. These addresses can be dragged from the Address Book below or entered manually.

 **To** (Primary Recipients) - This button opens the window (if it is not already open) for dragging the recipients' addresses from the Address Book.

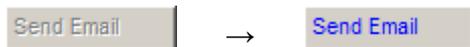
 **Carbon Copy** – Click this button to drag an address into Carbon Copy. This is used to e-mail attachments to secondary recipients.

 **Blind Carbon Copy** – Click this button to drag an address into Blind Carbon Copy. This is used to send the same e-mail to recipients whose addresses are not to be revealed to others.

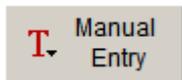
 **Add Address Manually** – This button is for inserting an email address manually. If you want to put the person's name as part of the address, the address and the name has to be separated by comma, e.g. ataddata@bigpond.net.au, Chris Hughes.

Address Book (3.)

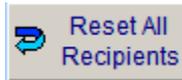
You can narrow the 'Address List' by clicking on the letters. Select and drag the address into the Recipients list (2.), which is located directly above the Address Book (3.).



Once you have added the recipient into the Recipients List (2.), the Send Email button will be automatically activated. Click this button to proceed with sending the message. Once sent, go to the E-Mail Log window, to view a confirmation that the E-mail was sent successfully.

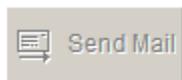
 **Manual Entry** If the recipient is not included in the Address Book you can manually type in the E-mail address by clicking the Manual Entry button.

 **View Attachment** This allows you to view the attachments with .html file extensions.

 **Reset All Recipients** This clears all recipients from the Main, CC and BCC lists.

 **Cancel** This cancels the E-mail and closes the window returning to the Estimating Input Screen.

 **Attach File** This allows you to attach other files and documents to your E-mail.

 **Send Mail** Once you have added the text to your E-mail message press the TAB key to activate the send button allowing you to send the E-mail. Once sent you will receive a confirmation that the E-mail was sent successfully and an option to print the E-mail if you require a hard copy. The window will automatically close returning you to the Estimating Input window.

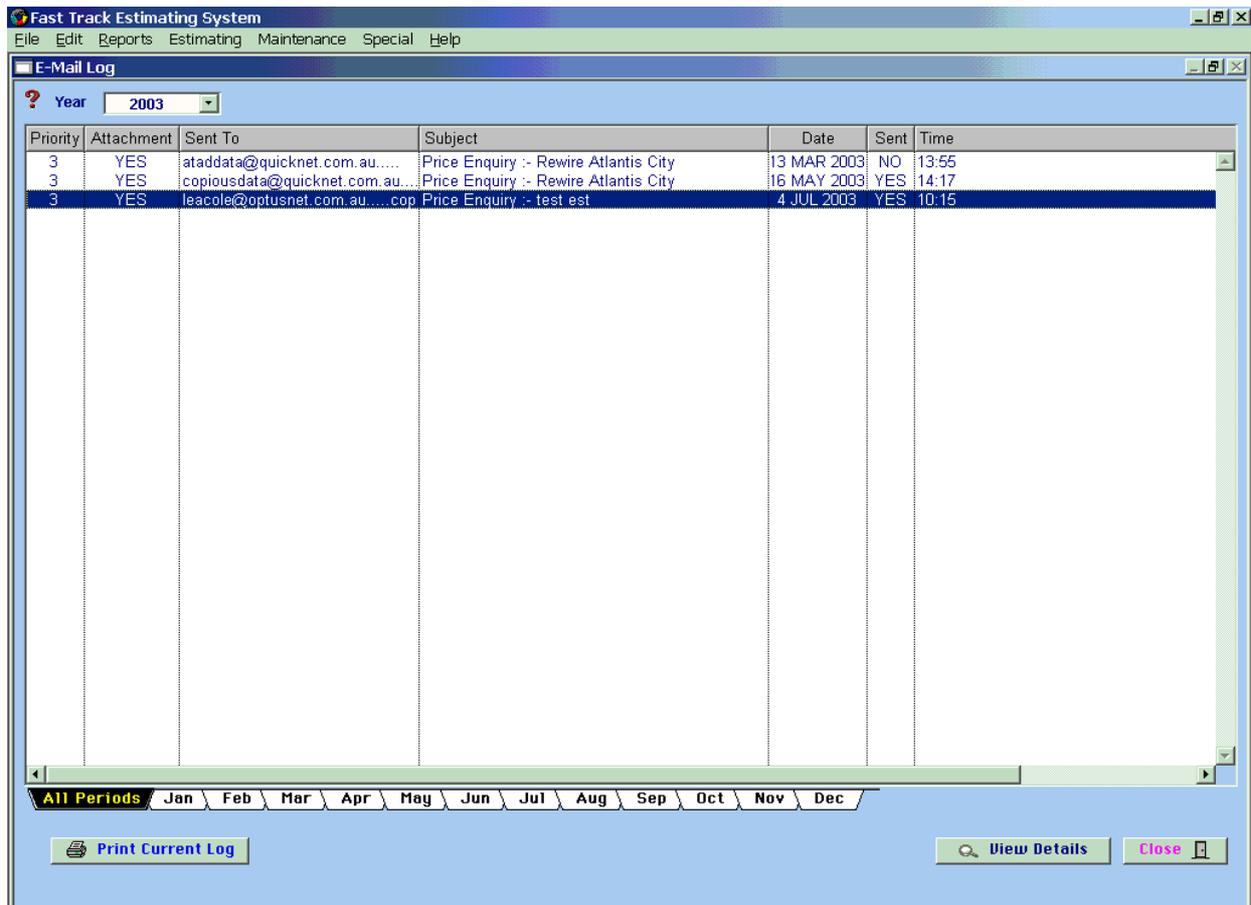
The recipient can view the E-Mail in any HTML browser, such as Internet Explorer. This document can also be opened in Microsoft Word or Microsoft Excel, or any other program that can open an HTML document. The document can then be edited by the recipient and emailed as an attachment back to the sender.

9.2 E - Mail Log



This function will help you to manage your mail log via Fast Track.

The main screen of the function is as follow;



View supplier enquiry emails sent through the 'Estimate – Input' window. Minimize the search by clicking on the appropriate month the email was sent.



Prints the information in the Mail Log list. You will be given an option to choose your print destination.



This allows you to view the selected email and will open the following window.

Fast Track Estimating System

File Edit Reports Estimating Maintenance Special Help

Email Log - Details

Sent to Name	E-Mail Address	Name	Carbon Copy	Name	Blind Car
leacole@optusnet.com.au					
copiousdata@quicknet.com					

Email Subject
Price Enquiry - test est

File Attachments

File Name	File Path
Est253_SerNo-0307041009.htm	C:\Program Files\OS31 RT\Email Enclosures\Est253_SerNo-0307041009.htm
Calendar Planner 2003.xls	C:\Every Day\Leas Stuff\Letters\Calendar Planner 2003.xls

Message Text

This is a test. Please supply prices by close of business today 4th July 2003.

Lea Cole
Atad Data
ABN - 16 095 785 621
Phone - 07 3208 6347
Fax - 07 3208 9347

This e-mail may contain confidential or privileged information. If you have received it in error, please notify the sender immediately via return e-mail and then delete the original e-mail.

Message Sent :- YES
Priority :- 3
Date Sent :- 4 JUL 2003
Time Sent :- 10:15
Error Code :- 0

ReSend Message View Html Enclosed File Print Close

ReSend Message >

View Html Enclosed File 

In this screen you have the option of resending the message and also the option of viewing the Html file which is attached to the email. Attachments with other file extensions cannot be viewed in this window.

Click on the Master List headings to select list “**A**” or “**B**”. Click on the required item to highlight, the contents will appear in the description field below. The Master List works off a 3 level tree function. Some headings have a compressed subheading list. These headings are easily identifiable in **red** and have a little ‘+’ next to them. Click on the ‘+’ or double click on the heading to expand the list, then click on the required item and the contents will be displayed in the description field. To collapse the subheading list simply click once on the ‘-’ or double click on the heading.

9.3 Export and Import Fast Track



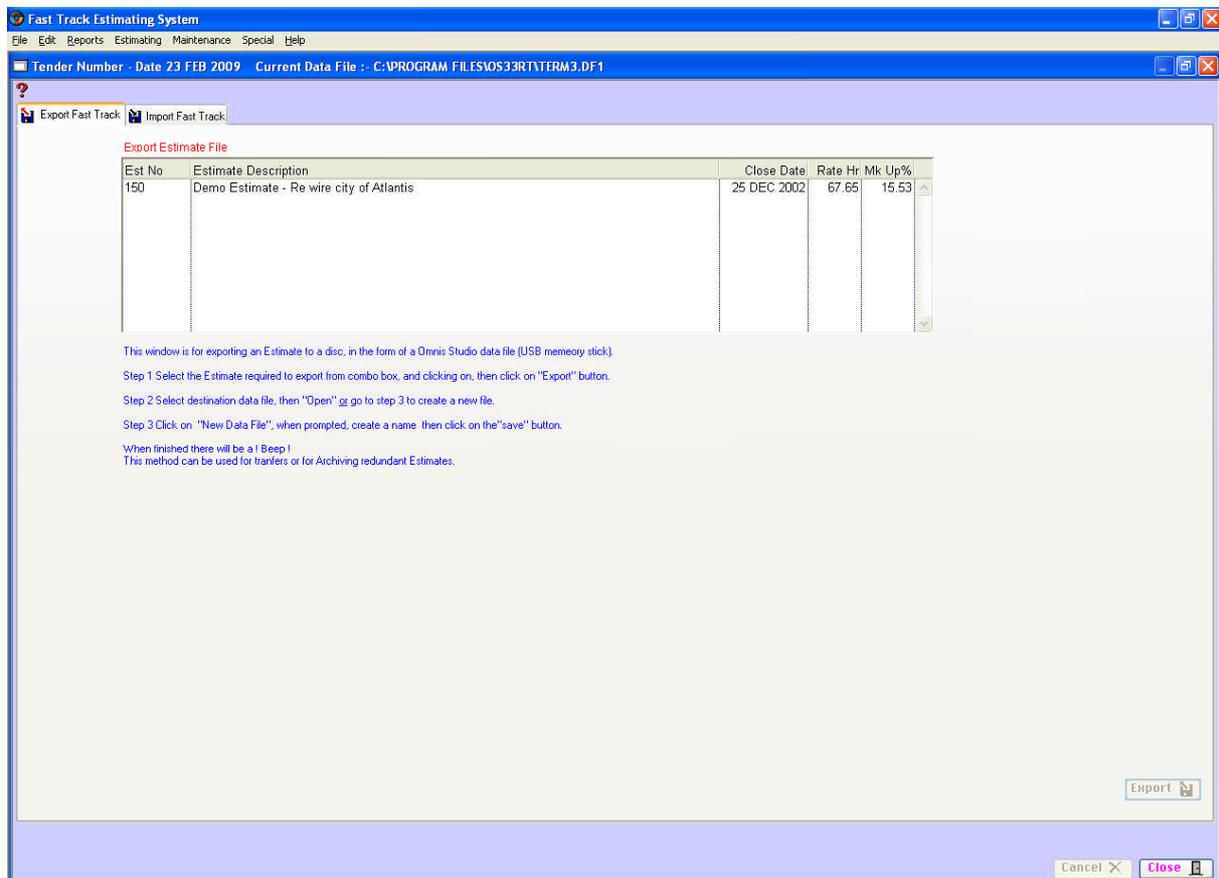
This function provides the ability to export and import estimates. If you set your system on the server, you sometimes may have the need to export your estimates to other parties. Also you may have the need to import your estimates into your system for review and safe keeping.

Operation

Select “**Export**” or “**Import**”, and follow the steps set out below:

Export Fast Track Tab

From this window you can Export (copy) an Estimate onto a Disc, CD or onto the Server.



Step 1

Select the Estimate to Export, from the drop down box “Export Estimate File”. Click on “EXPORT” icon at the bottom right of screen.

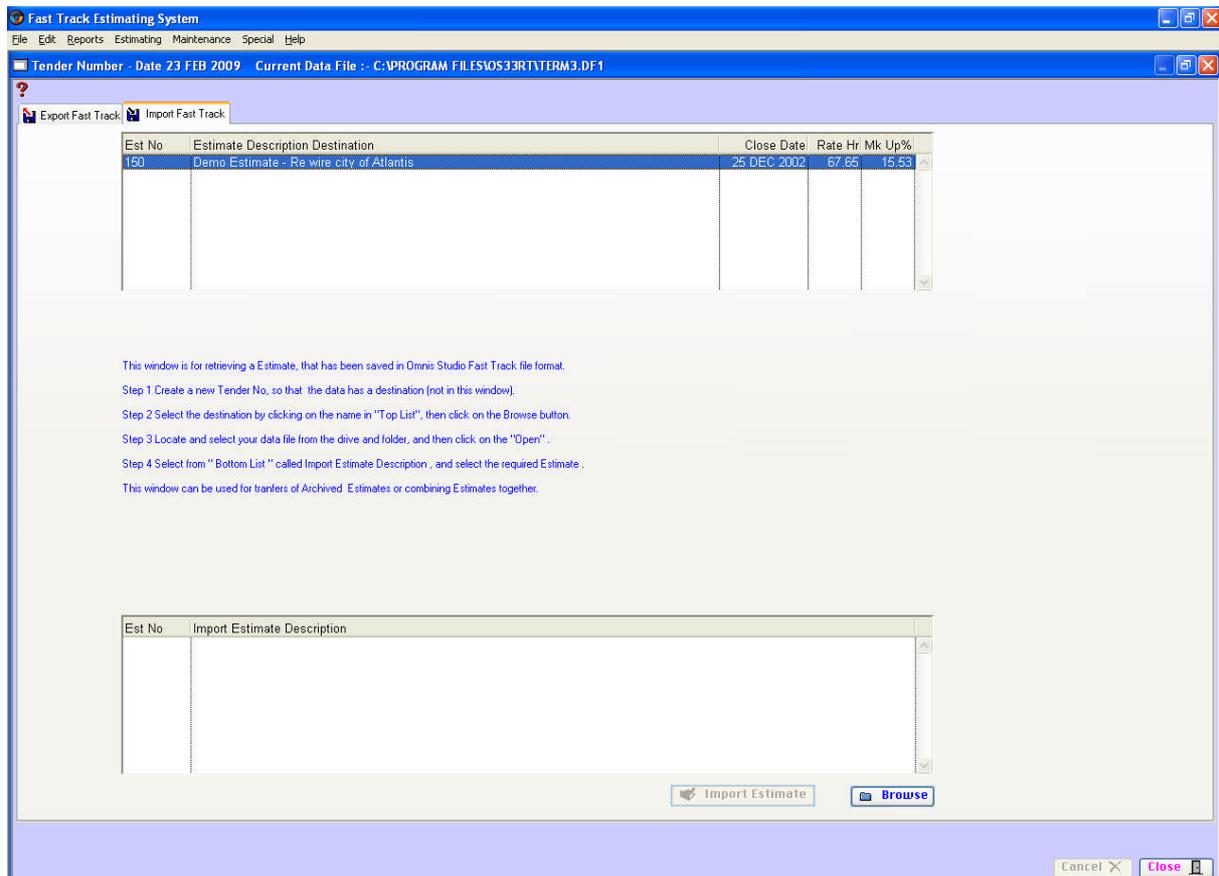
Step 2

A window will appear. Select the backup file required or type in the new name of the file to be exported.

At the bottom of the window in ‘RED’ it will indicate that the file has been exported – “File Exported”.

Import Fast Track Tab

From this window you can Import the copied Estimate from a Disc, CD or from the Server.



Step 1

Create a New Tender as the information must have a destination. (Estimating Menu – Tender Number : Refer Section 7.10).

Step 2

Select the New Estimate (information to be imported into) from the drop down box "Estimate Destination". Click on "IMPORT" icon at the bottom right of screen.

Step 3

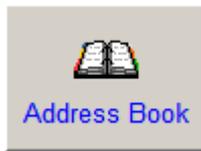
A window will appear. Locate and select your data file from the Disk, CD, or Server and Click 'Open' or OK'.

Step 4

Select the Original Estimate from the drop down box "Import Estimate File".

At the bottom of the window in 'RED' it will indicate that the file has been imported – "File Imported".

9.4 Address Book



Address Book Data File Location :- C:\PROGRAM FILES\OS33RT\ESTIMATE.DF1

Name & Company Details
 Personal / Home Details & Attributes Search
 Comment & Picture
 Post Codes

Title First Name Last Middle Name
 Combined Nick Name E-Mail Address
 Company ASC No Work Phone No Work Fax No
 Business Address Details Category
 Suburb State Post Code Work Web Page
 Office Location Job Title Department Country

First Name
 Last Name
 Company Name
 Initials

First Name	Last Name	Company Name	Work Ph No	Work Fax No	Home Ph No	Mobile Ph No	E-Mail Address
Heinick	Manouver	Medicinal Inc	1800 518246				

Rebuild Home Envelope Business Envelope Export Import Business Card Edit New

The address book has two functions. It acts as an Email Address Book and; can be used as an Engineering Directory for storing information of various vendor products.

For companies having multi users a common address book can be stored on a central system for all users, or each user can store an address book on their own hard drive with individual information. The address book has fields aligned with most email address books.

There are three tab fields for storing relevant information – Name & Company Details, Personal / Home Details & Attributes Search and Comments & Picture.

Name & Company Details

For all work related information.

Personal / Home Details & Attributes Search

For all personal information and attributes to be entered.

Comment & Picture

For comments and photos to be added.



Attributes Search

By adding a key word into this field associated with the addressee you can perform a quick search by clicking the “**Attributes Search**” button and typing in the key word. This will locate all entries in the address book with the same attribute.

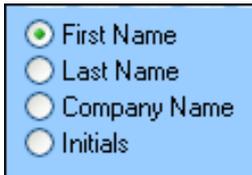


Build Key Words

Once a list of Key Attribute Words has been created you can display the list and select a key word to perform an Attribute search.



This array of alphabet buttons allows you to search the address book entries by Surnames, displaying only those starting with that particular letter.



These radio buttons allow the user to sort through the address book entries by First Name, Last Name, Company Name, or Initials. Simply check your selection on the radio button then choose a letter (as shown above) to find the entry or name you're looking for.

Post Codes

(Sub Window)

The Post Code information window gives you the ability to search for post codes within each State.

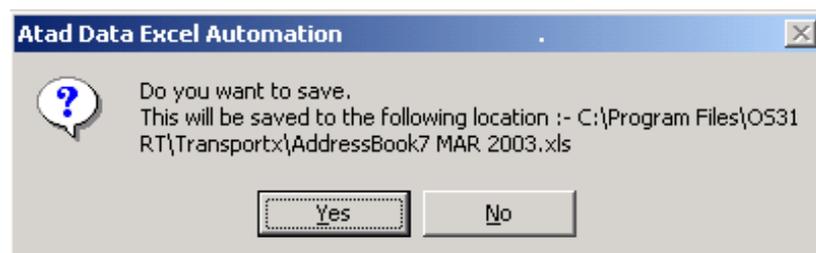
As the information is stored on the same file, when entering the address information in the main address window, the suburb name is recognised and the postcode is entered automatically into the postcode field.

The table containing the address list is a headed list allowing you to sort by each of the columns by clicking on the heading. This simplifies finding an entry.



Export Address Book

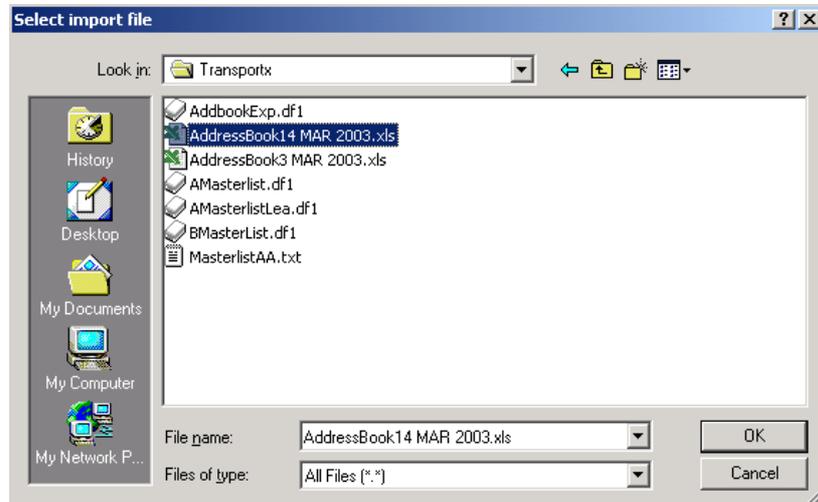
By clicking on this button you will export the entire Address Book into a Microsoft Excel spread sheet. Once it exported you will have the option of closing the spread sheet or keeping it open. If you choose not to close the spread sheet it will remain open until you close or save it. If you choose to close the spread sheet you will be given a message similar to the following graphic telling you the location the Excel Address Book will be saved into.





Import Address Book

By clicking this button you can import an Address Book previously exported either from the Fast Track Estimating Systems address book or from another email address book. After clicking the button you will need to locate the previously saved file and then click “OK”.



Will copy the selected email address to the clipboard. This can be pasted into any word document or excel spreadsheet etc.



Prints the selected information, including Name, Phone Numbers and Email Address.



Allows you to export the Address Book into a Fast Track Estimating Style address book. The file will be created in the folder “Transportx” found in your Omnis folder. The file will be named AddBookExp.df1.



Allows you to import a Fast Track Estimating style address book.



This will refresh the list of names in the address book after a search has been carried out.



This takes you to the previous record in the list.



This takes you to the next record in the list.



This takes you to the first record in the list.



This takes you to the last record in the list.



Perform a search, by entering a name and clicking “OK” you will display the next record starting with that name.



Prints your envelopes with the Name and “Home Address” of the person selected.



Prints your envelopes with the Name and “**Business Address**” of the person selected.



Allows you to import an Electronic Business Card into the address book.



Delete - Deletes the selected record.



Edit - Allows you to edit the selected record.



New - Allows you to enter a new contact into the address book.



OK - Allows you to accept a new record, any changes made while in the edit mode and any search functions performed.

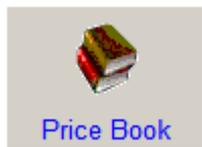


Cancel - Cancels a new record, any changes made while in the edit mode and any search functions performed.



Close - Closes out of the address book window.

9.5 Price Book



This gives the user the added convenience to switch to the ‘**Price Book**’ for maintenance purposes. The Price Book program is called “**Smart Price**”. The file or library name is called “Copious.lbs” and must be in the same location as “Fast Track” otherwise this short cut will not work.



The Smart Price program has its own manual and its purpose is to look after the “Price Book” information. When seen in “Fast Track” the information is only accessing and reading from the data file called “Copdata.df1”. That file must also be in the same location as “Fast Track”.

9.6 General Information



General and graphical type information such as tables can be stored in this window. These tables can be created in programs such as Excel and pasted into the graphics screen, and all you have to do is use “Insert” method and add a heading so you can find them again. Then use the paste function as follows:-

Macintosh you can use the Copy and Paste function.

Use the “Paste from File” function found under the ”Edit” menu, there are three variations TEXT, BITMAP and METAFILE.

So create a graphic in another program, save it in a previous mention format, and paste it in to graphics screen through this method.

Nominal Area mm2	Nominal Size of Conduit (mm)															
	16	20	20	25	25	32	32	40	40	50	50	63	63	65	80	
	LD	LD	HD	LD	HD	HD	HD									
1	7	11	10	20	17	34	31	56	51	90	84	148	137	~	~	
1.5	5	9	8	15	13	27	24	43	40	69	65	114	106	~	~	
2.5	4	7	6	12	10	20	19	33	30	52	49	86	80	~	~	
4	2	4	4	7	6	13	11	20	19	33	30	54	50	76	106	
6	1	3	3	6	5	10	9	17	15	27	25	44	41	62	87	
10	1	2	2	4	4	7	7	12	11	19	18	31	29	44	61	
16	1	1	1	3	3	5	5	9	8	14	13	23	22	33	46	
25	~	1	1	1	1	3	3	5	5	9	8	14	13	20	28	
35	~	1	1	1	1	2	2	4	4	7	6	11	11	16	23	
50	~	~	~	1	1	1	1	3	3	5	5	9	8	12	17	
70	~	~	~	1	1	1	1	2	2	4	4	7	6	9	13	
95	~	~	~	~	~	1	1	1	1	3	3	5	5	7	10	
120	~	~	~	~	~	1	1	1	1	2	2	4	4	6	8	
150	~	~	~	~	~	~	1	~	1	1	1	3	3	5	6	
185	~	~	~	~	~	~	~	1	1	1	1	2	2	4	5	
240	~	~	~	~	~	~	~	~	1	1	1	1	1	2	4	
300	~	~	~	~	~	~	~	~	~	1	1	1	1	2	3	
400	~	~	~	~	~	~	~	~	~	1	~	1	1	1	2	
500	~	~	~	~	~	~	~	~	~	~	~	1	1	1	1	
630	~	~	~	~	~	~	~	~	~	~	~	1	1	1	1	

9.7 Program



Programme

The program produces simple bar graphs. The Graphs produced are 'Bar Chart', 'Manning Levels' and "Cash Flow". The Graphs are suitable for approximately 30 activities before it becomes unreadable.

The program is attached to a Tender Number and must be active before you can produce the data displayed in the following window.

Tender No	Tender Description	Closing Date	Mat MkUp%	Lab Rate \$
246	Spare Estimate please reuse	30 MAR 2003	50.00	10.00
242	Testing Estimate for front sheet fault.	25 NOV 2002	0.00	10.00
241	Screw Factory Redevelopment	10 NOV 2002	60.00	0.00
232	Rewire Atlantis City	10 NOV 2002	91.99	15.00

Activity No	Activity Description	Date Start	Date Finish	Materials \$	Man Hours
2.0	Start	1 JUN 2002	1 JUN 2002		
4.0	Mat- Mains			2500.00	
6.0	Lab- Mains	15 JUN 2002	2 JUL 2002		150.00
8.0	Mat- Submains			3600.00	
10.0	Lab- Submains	1 JUL 2002	15 OCT 2002		5000.00
12.0	Mat- Main Switchboard	1 AUG 2002	7 AUG 2002	1950.00	
14.0	Lab- Main Switchboard	8 AUG 2002	24 AUG 2002		2500.00
16.0	Mat- Distribution boards			2400.00	
18.0	Lab- Distribution boards				2500.00
20.0	Mat- Power				
22.0	Lab- Power				
24.0	Mat- Lighting			5000.00	
26.0	Lab- Lighting	15 DEC 2002	25 DEC 2002		2500.00
28.0	Mat- Comms			3000.00	
30.0	Lab- Comms				2500.00
32.0	Finish	30 DEC 2002	30 DEC 2002		

Should your intended program resemble the tender description breakup, then the program can be produced within minutes.

How it Works

Step 1

Ensure that the Start and Finish dates have been entered in the "Tender Number" window. "Estimating Menu > Tender Number".

Step 2

Select "Special" menu and then select "Programme". Highlight the tender and click on the 'Build Program' button. You will be given the option of renumbering the "Activities" in increments of 1 to 5, then the option of having Material + Labour loads on one line, where as the other option loads on separate lines.

Build Programme 

By clicking on the required line, a set of values can be placed in the Materials or Man Hours field, these values are recalculated from the latest tender values, it must be remembered that there is no automatic updating once the values have been entered in this window.

Step 3

Enter the Start and Finish dates into the task lines by using the “**Edit**” function. Once all the values have been entered, you can view the bar chart.

Step 4

Click on the appropriate graph button to display the graph. The graph can be reviewed and the dates further “Edited” to flatten the ‘Manning levels’ should they have unrealistic and unobtainable peaks.

  Graph - Bar Chart  Graph - Manning Levels  Graph - Cash Flow

Step 5

Print out the charts once you have settled on the dates and number of activities. Click on the “Print” button, this eliminates the colour from the graphs as most offices only have Photocopying machines, Laser Printers and Fax Machines that are in black and white. When printing the program Bar Chart, if there are more than 20 activities the system will default to another report that prints over two (2) A4 sheets.

It is suggested that you allow for intervals in the numbering system so other activities can be added if required. As an example, if cable ladder was delivered to the site, and the client would pay for the goods once on site, the cash flow chart would need to reflect this. The user can add a new line, and by dissecting the value of Cable Ladder and Accessories from the existing line, and entering the values and the approximate week of delivery into the new line. Remember to take the values off the existing installation activity line.

Notes