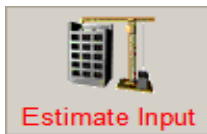


Section 7

7.3.1 Estimate Input – Sections



This window is comprised of 4 screens, **Estimate Description**, **Section Description**, **Estimate Input Sections** and **Master List Headings**. Information can be entered into an estimate by two methods.

Firstly, manually type in non-standard items (not contained in a Master List). **Secondly**, double click items displayed in a Master List. This transfers the information from the Master List to the input fields of the selected estimate and estimate section.

Estimate Input Window

Est No	Estimate Description	Closing Date	Sect No	Alt No	Section Description	Unit
152	First Estimate	1 OCT 2010	1		Kitchen	
151	House Rewiring	31 MAR 2010	2		Lounge room	
150	Demo Estimate - Re wire city of Atlantis	25 DEC 2002	3		Main bedroom	
			10		Switch Boards	lot

Estimate Input - Sections

Sect	Catalogue Number	Description	Unit	Quantity	Price \$	Dis%	Ext Price \$	Lab Rt	Ext Lab Rt	Mat
3	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	20.00	0.60		12.00	0.300	6.00	
3	SURE-GPHM20B	~Glands GPHM20B Series	ea	20.00	8.00		160.00	0.200	4.00	
3	SURE-LN20	~Brass Lock Nuts 20mm	ea	20.00	1.85		37.00	0.012	0.24	
3	SURE-SHR-1B	~Gland Acc Black Shrouds Size 1	ea	20.00	3.80		76.00	0.012	0.24	
3	CABL-CAL2.5-5	~Cu Lug 2.5mm ² Cable 5mm Stud	ea	60.00	0.97		58.20	0.200	12.00	
3		= bedding sand(6m ² .8m*300m)	m3	144.00	35.00		5,040.00	0.250	36.00	
3		* Cable Tray								
3	EZYS-CT300G	Cable Tray Std G Cable Tray 300mm	M	550.00	15.97		8,783.50	0.276	151.80	
3	EZYS-CTER300	Cable Tray Std G External Riser	ea	10.00	33.17		331.70	0.264	2.64	
3	EZYS-CTB1300	Cable Tray Std G Flat Bend	ea	15.00	33.17		497.55	0.264	3.96	
3		* Cable Tray 300MM Brackets	ea	164.00	6.00		1,104.00	0.300	55.20	
3		* Cable								
3	OLEX-BDBP26AA001CXNA	Cable XLP 1X240 PC XLPPVC	M	2400.00	14.47		34,728.00	0.200	480.00	
3		* Termination 1C 240mm ²		2.00						
3	SURE-LN40	~Brass Lock Nuts 40mm	ea	4.00	3.71		14.84	0.024	0.10	
3	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	4.00	0.34		1.36	0.100	0.40	
3	SURE-SHR-4B	~Gland Acc Black Shrouds Size 4	ea	4.00	3.30		13.20	0.012	0.05	
3	SURE-GPHM40	~Glands GPHM40 Series	ea	4.00	26.30		105.20	0.300	1.20	

Section Totals Material \$ 64,224.65 Lab Hrs 1,152.74

Master List A

Catalogue No	Description	Unit	Price \$	Dis %	Lab Rt	Mat.CC	Lab.CC	Lab.CI	Wek
CABL-CT250BK	Cable Tie 250*4.8mm(10')Bk	ea	0.21					3.0	
CABL-CT365BK-HD	Cable Tie 365*7.8mm(14')Bk	ea	0.42						
CABL-CT365NT-HD	Cable Tie 365*7.8mm(14')Nat	ea	0.39						
CABL-CT430BK	Cable Tie 430*4.8mm Black	ea	0.33						
CABL-CT500BK-UHD	Cable Tie 500*12.5mm(20')Bk	ea	1.31						
UTIL-H31823/100	Cable Ties NV UTI-TIE 200MM X 4.8MM BLACK	Pk	0.15						
UTIL-H31822/100	Cable Ties NV UTI-TIES 140MM X 3.6MM BLACK	Pk	0.11						
UTIL-H31826/100	Cable Ties NV UTI-TIES 370MM x 4.8MM BLACK	Pk	0.34						
THBE-TYS28	Record DeletedSTAINLESS STEEL CABLE TIES - ORIGINAL L		2.98	0.096					

Please Note:


- When creating a new entry right clicking in the boxes labelled **Mat CC**, **Lab CC**, **Lab CI**, or **Alt CC** will also produce additional menus. Refer to section 7.2 below.
- Area** (Area Code) simply requires you to enter G = General, O = Offsite, S = Subcontract or P = Plant or leave it blank.
- Right clicking inside the main tables will access additional menus. Refer to sections 7.3 to 7.4 below.

Operation

- Select from the active list of estimates in the **"Estimate Description"** box. The list will automatically extend once the mouse is placed over the box and will compress when the mouse is removed from the area.

- Select the required estimate, click once to highlight, and the “**Section Description**” screen is activated.
- Select the required section, click once to highlight.

The “**Estimate Input – Sections**” screen is now activated, ready for initial input of labour and materials or alterations and additions to existing estimates.

 To display the whole list, click on the down facing arrow. Once you have selected the item heading the list will retract back to normal, clicking on the arrow again will have the same result.

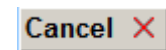


Click “**New**” button, the cursor will start flashing in the entry field “**Description**”. Insert information in the respective fields by typing the information in or select from the Master List. Click “**OK**” to write the entry to the hard disc. Click “**New**” to add each entry.

Note: Fields do not have to contain all information at this time, the “**Edit**” function can be performed at a later stage. For example: The main switchboard description can be entered, and after receipt of the best price from specialised suppliers, the “**Edit**” function is used to input the price.



Click the item to be changed, click “**Edit**”, the record is now ready to be changed. Use the “**TAB**” key to move across the fields or click into the field to be change. When changes are complete, click “**OK**”. Note by double clicking on a record in the list this will automatically send the program into the edit mode with that record.



Highlight the incorrect input field then click “**Cancel**” to remove.



The next and previous records are available using these buttons. Click on the arrow to move one line, or the arrow with the bar to move to the top or bottom of the table.

Master list  and 

There are two master lists providing two locations to store estimating prices and labour rates. For multi system users this allows a standard Master List in “A” and the estimators work focus list in “B”. For example: The company may have 3 estimators working on commercial and industrial projects, in which case all three (3) would have the standard “A” list and one (1) would have an instrumentation oriented “B” list.

Entry using a Master List

- Click “**A**” or “**B**” button to select the required **Master List**.
- Scroll the list of headings and highlight the required item to bring up a list of materials available under that heading.

- Highlight the required material, click “**New**” button and it will be placed in “**Estimate Input**” fields. Use the “**Tab**” key or mouse to move to the next field. If the pre-entered price, discount, tax and labour rates are acceptable, click “**OK**”.

The entry is written to the hard disc and the record will appear at the top or bottom of the list dependent on the preferences. If, however, the pre-loaded information is not acceptable, overwrite using the “**Edit**” function.



Delete

To delete multiple records in **consecutive order**, select a record in the list, click and drag with the mouse. Once the desired items are selected release the mouse and press “**Delete**” button, the selected items will be deleted. The **Delete** button also has an undo function this is instigated by right mouse and is only good for one shot. Note information deleted is not placed back in the same order, and is added at the end of the list.

Note: The new lines copied are placed at the bottom of the list until a redraw of the list takes place. This occurs when the number in the preferences is reached, or a **re-selection** in the combo box is double clicked. The program then sorts lines in the list into their respective section order.



Comment Screen

By highlighting an item in the Estimate and clicking on this button the following screen will appear.



Complete Estimate information

This button opens a window that allows the user to see the entire estimate and allows special reports to be generated.

Item	Catalogue Number	Description	Unit	Quantity	Price \$	Disc%	Est Price\$	Lab Rate	Ext Lab	MatCC	LabCC	Area Cd	AreaCd
S		Test of copy section by section	ea	0.00	100.00	0.00	0.00	0.00	0.00	1	0	0.00	0

The Complete Estimate Information screen allows the user to view the complete estimate and allows each column to be sorted via the headed list.

This allows the user to do a variety of reports in A3 format. For example if user was to sort on currency the window remembers the last sorted column and a report can be generated and when the currency unit changes then totals are produced.

Any column can be sorted on and any report can be generated, some reports may be useless in some situations.



A normal click prints the whole lot of the current Estimate sorted in Sections order.
A Right mouse click prints the selected lines and sorts in Section order.



Calculate the totals of the selected lines by clicking on this button. Qty = Quantity, Extended Material = \$, Extended Labour Hours = Hrs, Weight = Kilograms and Surface Area = m2



This prints the Estimate in the last sorted order and gives a Subtotal when the column sorted on changes in value. See above example.



Help - Click the Question Mark - “**Help Button**” and a description bar will appear when any other button is activated describing the function of that particular button.



Copy - This copies non-consecutive selected records and places duplicates of those records at the bottom of list.



Insert - Click one of lines in estimating table, then click this button, this allow you to insert a line above the line you just select.



Replace

Use this function when it becomes necessary to replace an existing item, **but maintain the order of entry**. For example, an addendum is received increasing a 100mm conduit to 150mm. Click on the record to be replaced to highlight the record. It will appear in the current record box above at the top of the input screen. The “**Replace**” button will be greyed allowing the user to click.

Select from a Master List the replacement item and click. The current selected record will then be changed to the replacement record. To accept the replacement record click “**OK**”. This ensures the order of entry remains unchanged and does not place the item at the bottom of the list.

If you do not accept use the “Cancel” button. This function can be used only with records containing Catalogue Numbers from a Master List.

It is desirable to keep the order of entry intact and this function is provided for that purpose. For example, a tender is laid out based on a 150mm conduit containing a specified number of cables and an additional cable is added. The new cable can be included without altering the order of entry.

This function takes some time to execute depending on the size of the section and position in the Estimate, **so use cautiously**.




Calculation

Select a line then click this button, this button shows you the total of the selected line.



Reorganise

This function cuts the selected lines from table of the displayed section, and holds the lines in memory. The icon will change to double arrows,  this allows the user to select an insertion point in the table. Click on the button and the lines will be inserted into the new position order and will be written to the data file. Right click on the button to cancel the operation.

Note: If any sorts have been done previously in the section, this is the order that will be written to the data file and there is no undo facility.

Other Functions

- Find by Cat No Ctrl+F

When a catalogue number is known and the item is in the “**Master List**”, pull down the menu to the appropriate line and release. The cursor starts to flash in the “**Catalogue Number**” area on the screen, enter the Catalogue Number and “**OK**”.

If the item is available, the full description, prices, discounts and labour rates will appear. Tab across and enter the quantity or cancel. Should there be more than one item matching the catalogue number the program will walk through the next steps.

- Adding Quantities Together

To add quantities, e.g. the figure of 1159 is in the Quantity field and 233 is to be added without the use of a calculator.

Highlight the item, click “**Edit**”, enter the new figure of 233 in place of 1159, hold the “**Shift**” key down and “**Tab**” to the previous field. The values will be added. “**Tab**” to the next field, or use the “**enter**” key.

- Negative Value

A negative value can be entered by placing a minus sign in front of the value. This value will be subtracted from the total.

- Calculations

The description field is also capable of doing simple maths calculation and can be put into use in the following way. For example if the user wanted to calculate and display in the estimate how you came up with sand in trench enter the following.

Place the “=” as the very first character in the description field.

Example “ = **Fill Sand(.6Wide*.3Deep*180mLong)** ” when the field is tab out of the program will do an assessment of the calculation and if correct place the resultant in the quantity field.

- Quantity Record Referencing

The quantities in a record in an Estimate Section can be made to reference another record.

For example, you may have ‘Distribution Boards’ in various sections of your Estimate with fuses and the quantity may have to be confirmed. You can set a Master Record at the very beginning of the “description field” using square brackets [10]. The Slave Record can then be set with the same reference number using curly brackets {10}.

These may appear in numerous sections or numerous locations within a section. Once the quantity is known and entered into the Master Record the quantities in all the other records that have been referenced will also change automatically.

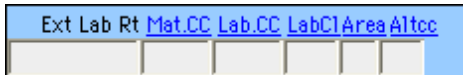
Est Input - Sections					Est Input - See All					Est Input - Price Book					Est Input - Count					Est Input -				
Sect	Catalogue Number	Description	Unit	Quantity																				
1	NHP1-NES 63	{10} FUSE 63A Fuse Links BS type	EA	12.0																				
1	CLIP-4C17FDWE	[10] 17 Module Consumer Switchboard	ea	12.0																				
1	CLIP-4S3W380	Isolating Switch 80Amp 3 Pole	ea	12.0																				
1	CLIP-4CB110	Circuit Breaker 8kA 10 Amp Clipsal	ea	36.0																				
1	CLIP-4CB116	Circuit Breaker 8kA 16 Amp Clipsal	ea	48.0																				
1	CLIP-4CB132	Circuit Breaker 8kA 32 Amp Clipsal	ea	72.0																				
1	NHP1-NES 40	FUSE 40A Fuse Links BS type	EA	36.0																				
1	NHP1-NES 63	{10} FUSE 63A Fuse Links BS type	EA	12.0																				

Subcontractors

When preparing an estimate, you can determine the total value of subcontractors in the estimate by placing a “#” in the first part of the description. A subcontract value will be displayed on the first line of the Front Sheet.

7.3.1- 1 Cost Centres Menus

When creating a new entry you can access the Cost Centre Menus by right clicking in the allocated cells.



There’s no right click menu available for Area Code, you simply need to enter G = General, O = Offsite, S = Subcontract or P = Plant or leave it blank.

- Mat CC** - Material Cost Centre
- Lab CC** - Labour Cost Centre
- LabCl** - Labour Class Cost Centre
- Area** - Area Code
- Alt CC** - Alternative Cost Centre

7.3.1 - 2 Cost Centres

To view the Cost Centres window, right mouse click in the Cost Centre cell. This will open a window displaying the Cost Centres. Once displayed click on the Cost Centre required, this will change the Cost Centre.

7.3.1 - 3 Description Window Menu

To find following menu, Right click in the main description window:



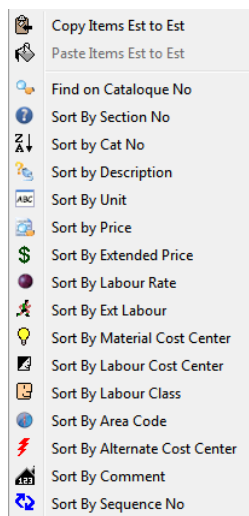
Copy Items Est to Est

To copy from an existing estimate to another, highlight the section in the estimate to be copied. Right click the mouse button to bring up the menu, click **“Copy Items Est to Est”**, select the estimate section to receive the copy, right click description field to bring up menu, click **“Paste Items Est to Est”**.



Paste Items Est to Est

Once you have copied, select the appropriate section and paste the contents by releasing on this menu.



To **“Sort”** your estimate by various column categories click on any of the above sort functions.

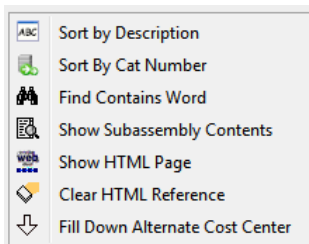


Find on Catalogue No

If you want to find an item with the catalogue number, this function will help you to find the item. Click the button and enter the catalogue number in full.

7.3.1 - 4 Master List Sort and Find

Right click in the Master List description field for the menu, click the **“Sort”** required.



Sort by Description

This will sort the Master List in description order.



Sort by Cat Number

This will sort the Master List in Catalogue Number order.



Find Contains Word

This instigates an input panel and by typing a word, for example, **“Outlet”** and clicking the **“OK”** button, a word search is activated on the description field in the current Master List. Any matches found are then displayed in the Master List table.



Contains Catalogue No

You can find an item from master list by catalogue number. Right click in the master list description field for the menu and select find contains Catalogue No. Then it will ask you to enter the catalogue number you want to find. After you enter the number, press 'OK' or simply press enter.



Show Subassembly Contents

Double click on any record in "PINK" and it will display the subassemblies attached to that record. Click on any record in "GREEN" and it will highlight the Subassembly list. Then by clicking "New" or double clicking, highlight a record, then right click and select "Show Subassembly Contents" a screen will appear showing the contents of the Subassembly.



Show HTML Page

Double click on any record. By right clicking and selecting "Show HTML Page" information attached to that record will be displayed in an internet browser. Details on how to attach this information to any Master List record in the Master List Screen can be found in Section 8.2 of the Manual.

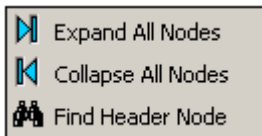


Fill Down Alternate Cost Centre

The sixth function is Fill down Alternate Cost Centre. This function allows you to fill the Alternate Cost Centre fields of all the records highlighted so that they match the first record.

Nodes List

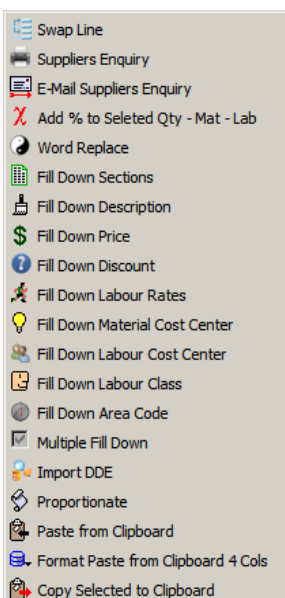
This function can be found by right clicking in the table in the window.



The first function is Expand all Nodes. This function allows you to expand all the nodes in the left hand table so that all nodes are displayed without clicking individually.

The second function is Collapse all Nodes. This function allows you to collapse all the nodes so that only the Nodes so that only the headings are showing.

The third function is Find Header Node. This function allows you to find a specific Node by using its header.



7.3.1 - 5 Access Menu

Right mouse click in "BLUE" area of the window to access menu.



Swap Line

To reverse the position of two lines, select the lines and use this function to swap them about.



Suppliers Enquiry

Select the required items in the list field. You can select individual items, blocks of items or by using Ctrl Key and clicking on various

lines. Click on **“Suppliers Enquiry”**, a **“Report Destination”** screen will appear, select destination of the report, include “date required by”.

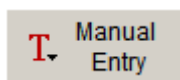


E-Mail Suppliers Enquiry

Select the required lines of information. These can be E-mailed directly from Fast Track using the inbuilt E-mail browser.

Click on **“E-Mail Suppliers Enquiry”**, a box appears **“E-mail Selected Lines”** click **“YES”**. After clicking this function the following screen will appear.

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.



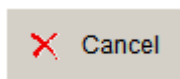
If the recipient is not included in the Address Book you can manually type in the E-mail address by clicking the Manual Entry button.



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



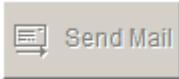
This clears all recipients from the Main, CC and BCC lists.



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



This allows you to attach other files and documents to your E-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.

You can view the details of your E-mails under the 'Maintenance Menu' heading. (See Section 8.10 – Mail Log).



Add % to Selected Qty – Mat – Lab

Available in “**Est Input - Sections**” and “**See All**” screens only.

You can apply a percentage increase to selected lines in an estimate. The percentage can be applied to Labour Hours, Price or Quantities. For example, a section of work has a greater degree of difficulty because of a height factor, a 20% increase to the hourly rate is required to adjust that section to realistic hours making the estimate more accurate.

Highlight the required items, access the menu by a right click in “**BLUE**” section and select “**Add % to Selected Items**”. A new window will appear on the screen asking for a figure to be placed in the field, e.g. 20 represents 20% (the maximum value is 100 and minimum is 2 decimal places.)

Labour, Material or Price can then be selected (labour is the default). Click “**OK**” and a 20% increase will be applied to the selected records.



Word Replace

Highlight selected item, access menu and click “**Word Replace**”. A new window “**Replace Word with Another**” appears. Type in change required, click “**OK**” to complete.



Fill Down Sections

Available in “**Est Input - Sections**” and “**See All**” screens only. The Fill Down facility can be used to fill down the values selected in the first line to non-consecutive or consecutive selected lines.

For example, if you have a section that had to be changed, change the top most required line, highlight this record and all other lines required, right mouse click in blue area and select “**Fill Down Sections**”. This applies to the rest of the “Fill Down” commands.



Fill Down Description

Available in “**Est Input - Sections**” and “**See All**” screens only. Follow “**Fill Down Sections**” procedure.



Fill Down Price

Available in “**Est Input - Sections**” and “**See All**” screens only. Follow “**Fill Down Sections**” procedure.

Fill Down Discount

Available in “**Est Input - Sections**” and “**See All**” screens only. Follow “**Fill Down Sections**” procedure.

Fill Down Labour Rates

Available in “**Est Input - Sections**” and “**See All**” screens only. Follow “**Fill Down Sections**” procedure.

Fill Down Material Cost Centre

Available in “**Est Input - Sections**” and “**See All**” screens only. Follow “**Fill Down Sections**” procedure.

Fill Down Labour Cost Centre

Select required line and click the “**Edit**” button. Tab across to the Labour Cost Centre field and type in Labour Cost Centre number then follow the “**Fill Down Sections**” procedure. Available in “**See All**” section only.

Fill Down Labour Class

Available in “**Est Input - Sections**” and “**See All**” screens only. Follow “**Fill Down Sections**” procedure.

Fill Down Area Code

Available in “**Est Input - Sections**” and “**See All**” screens only. Follow “**Fill Down Sections**” procedure.

Multiple Fill Down




Section
 Catalogue Number
 Description
 Unit
 Quantity
 Price
 Discount
 Labour Rate
 Material Cost Center
 Labour Cost Center
 Labour Classification
 Work Area
 Alternate Cost Center
 Comment
 Weight Unit
 Weight
 Surface Area Unit
 Surface Area

Available in “**Est Input - Sections**” and “**See All**” screens only. Select required line and right click outside of the table, then the following screen will show up. You can select multiple columns to be fill down. It will fill down every item you checked.



Import DDE

	A	B	C	D	E	F	G	H
1								
2	Catalogue No	Description	Unit	Quantity	Price \$	Dis%	Tax%	Labour Rate
3	HPM -1900CXW	Outlet TV White Base	ea	12	28.62	20		0.3
4	6450 1 025-60	Patch Panel 24 Port RJ45 Cat 5	ea	333	261.6	5		0.5
5		* Cable Term 2C+E PVC PVC 16mm2		2	0	0		1
6	CABL-CAL16-6	~Termination 16mm2 cu CRIMP LUG	ea	8	1.22	30		2
7	CABL-CAL6-6	~Termination 6mm2 cu CRIMP LUG	ea	4	0.67	30		1.5
8	CRIT-0704	~Cable Marking Strip 10 Digit Critchey	ea	4	3.42	35		0.005

The system has a DDE (Dynamic Data Exchange) function. This means information can be imported into the current section of an estimate from an Excel spreadsheet called "Target.xls".

You must have an Microsoft Excel spreadsheet open along with the Excel file "Target.xls", and the columns lined up in the following order:-

Catalogue Number, Description, Unit, Quantity, Price, Discount, Tax, and Labour Rate. Spreadsheets can be used for evaluation of light fitting prices or to access information received in spreadsheet format. The information can be organised into an area to act as a gateway for exchange. When this feature is used, the information is entered into the currently displayed section. The procedure is designed to obtain information from the 3rd line downward in a spreadsheet until a blank description (line) is found, then it will terminate.

Note: Numeric fields in Excel must be displayed without "\$" signs, as the system see these as Alpha fields and the information is not imported.



Proportionate

This function alters a selection of quantities by a related proportion. Highlight a selection of items, the first being the one controlling the proportion of change. Access menu, select "**Proportionate**", the procedure will alter the rest of the selected line based on the change of proportion of first line selected.

For example, by changing 10 to 20 the selected quantities are changed proportionately.

Sect	Catalogue Number	Description	Unit	Quantity
10		* Cable Term 4C+E PVC PVC 10mm2		10.0
10		* Cable Term 4C+E PVC PVC 10mm2		10.0
10	SURE-LN25	~Brass Lock Nuts 25mm	ea	20.0
10	SURE-SHR-3B	~Gland Acc Black Shrouds Size 3	ea	20.0
10	SURE-GPHM25	~Glands GPHM25 Series	ea	20.0
10	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	20.0
10	CABL-CAL4-5	~Cu Lug 4mm2 Cable 5mm Stud	ea	20.0
10	CABL-CAL10-6	~Cu Lug 10mm2 Cable 6mm Stud	ea	80.0

Right click Menu
Change value in top
record and "OK", all
other selected values are
changed proportionately



Sect	Catalogue Number	Description	Unit	Quantity
10		* Cable Term 4C+E PVC PVC 10mm2		20.0
10		* Cable Term 4C+E PVC PVC 10mm2		20.0
10	SURE-LN25	~Brass Lock Nuts 25mm	ea	40.0
10	SURE-SHR-3B	~Gland Acc Black Shrouds Size 3	ea	40.0
10	SURE-GPHM25	~Glands GPHM25 Series	ea	40.0
10	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	40.0
10	CABL-CAL4-5	~Cu Lug 4mm2 Cable 5mm Stud	ea	40.0
10	CABL-CAL10-6	~Cu Lug 10mm2 Cable 6mm Stud	ea	160.0

 **Paste from Clipboard**

Any information that can be copied, for example, an Excel spreadsheet can be copied by highlighting and pasting directly into the description field of your selected estimate and section.

 **Format Paste from Clipboard 4 Cols**

You can copy items from clipboard and paste it to your estimating as using this button. This only applies from description to labour rate column.

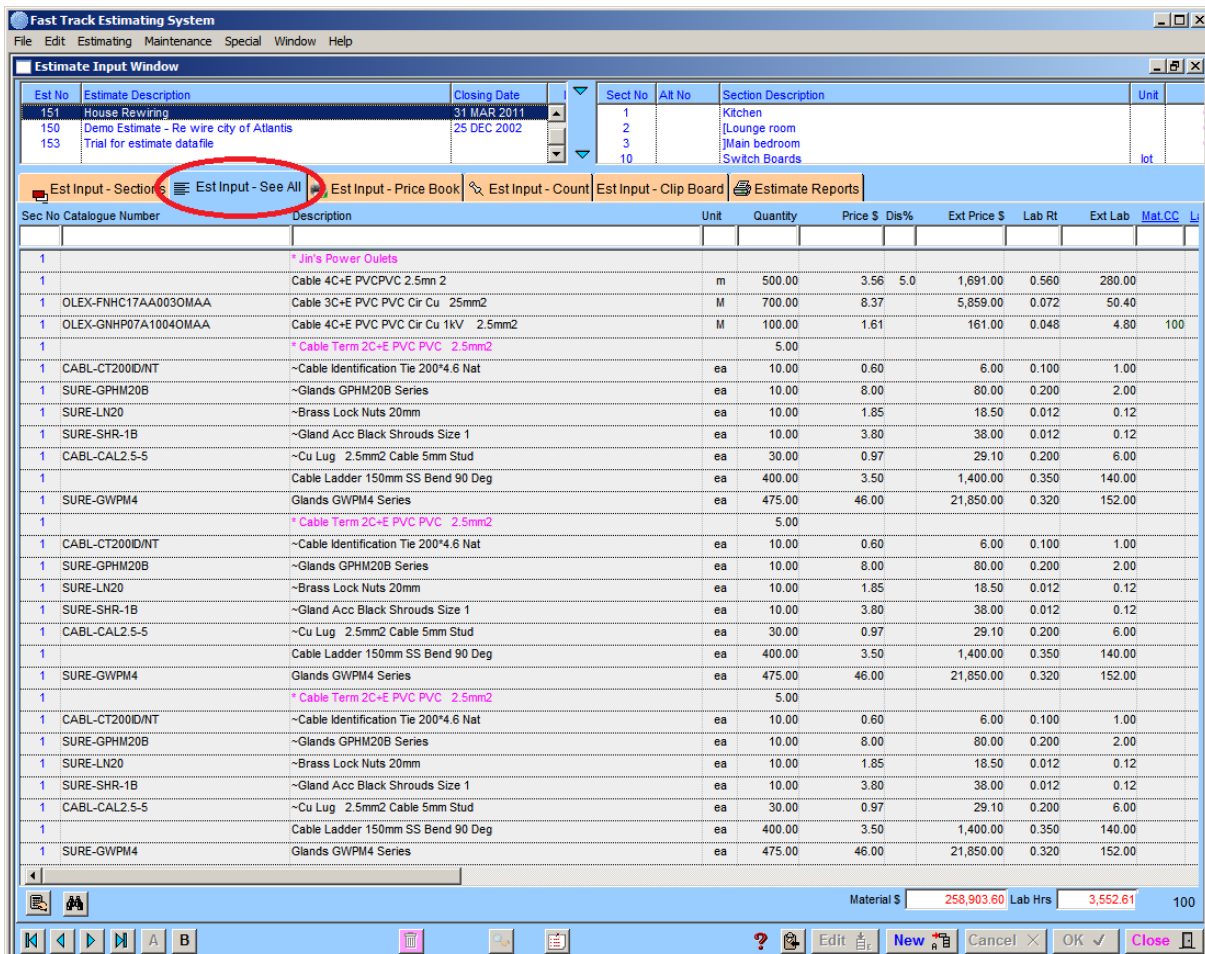
 **Copy Selected to Clipboard**

You can copy any of selected items in the list to the clipboard with this function. This is useful to copy into none windows spread sheet. This does not copy formulas in this procedure.

You can edit information while in this screen, such as the Description, Unit, Quantity, Price, Discount, Weights and Area, this will be reflected in the Estimate. This feature can be used in both the “Est-Input Sections” and “Est-Input See All” screens.

7.3.2 Estimate Input - See All

The “Estimate Input – See All” window displays the complete Estimate in section order. Alterations and additions to the estimate can be made as described in “Estimate Input > Sections”.



Est No	Estimate Description	Closing Date	Sect No	Alt No	Section Description	Unit
151	House Rewiring	31 MAR 2011	1		Kitchen	
150	Demo Estimate - Re wire city of Atlantis	25 DEC 2002	2		[Lounge room	
153	Trial for estimate datafile		3		Main bedroom	
			10		Switch Boards	lot

Sec No	Catalogue Number	Description	Unit	Quantity	Price \$	Dis%	Ext Price \$	Lab Rt	Ext Lab	Mat.CC
1		* Jin's Power Outlets								
1		Cable 4C+E PVCPVC 2.5mm 2	m	500.00	3.56	5.0	1,691.00	0.560	280.00	
1	OLEX-FNHC17AA0030MAA	Cable 3C+E PVC PVC Cir Cu 25mm2	M	700.00	8.37		5,859.00	0.072	50.40	
1	OLEX-GNHP07A10040MAA	Cable 4C+E PVC PVC Cir Cu 1kV 2.5mm2	M	100.00	1.61		161.00	0.048	4.80	100
1		* Cable Term 2C+E PVC PVC 2.5mm2		5.00						
1	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	10.00	0.60		6.00	0.100	1.00	
1	SURE-GPHM20B	~Glands GPHM20B Series	ea	10.00	8.00		80.00	0.200	2.00	
1	SURE-LN20	~Brass Lock Nuts 20mm	ea	10.00	1.85		18.50	0.012	0.12	
1	SURE-SHR-1B	~Gland Acc Black Shrouds Size 1	ea	10.00	3.80		38.00	0.012	0.12	
1	CABL-CAL2.5-5	~Cu Lug 2.5mm2 Cable 5mm Stud	ea	30.00	0.97		29.10	0.200	6.00	
1		Cable Ladder 150mm SS Bend 90 Deg	ea	400.00	3.50		1,400.00	0.350	140.00	
1	SURE-GWPM4	Glands GWPM4 Series	ea	475.00	46.00		21,850.00	0.320	152.00	
1		* Cable Term 2C+E PVC PVC 2.5mm2		5.00						
1	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	10.00	0.60		6.00	0.100	1.00	
1	SURE-GPHM20B	~Glands GPHM20B Series	ea	10.00	8.00		80.00	0.200	2.00	
1	SURE-LN20	~Brass Lock Nuts 20mm	ea	10.00	1.85		18.50	0.012	0.12	
1	SURE-SHR-1B	~Gland Acc Black Shrouds Size 1	ea	10.00	3.80		38.00	0.012	0.12	
1	CABL-CAL2.5-5	~Cu Lug 2.5mm2 Cable 5mm Stud	ea	30.00	0.97		29.10	0.200	6.00	
1		Cable Ladder 150mm SS Bend 90 Deg	ea	400.00	3.50		1,400.00	0.350	140.00	
1	SURE-GWPM4	Glands GWPM4 Series	ea	475.00	46.00		21,850.00	0.320	152.00	
1		* Cable Term 2C+E PVC PVC 2.5mm2		5.00						
1	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	10.00	0.60		6.00	0.100	1.00	
1	SURE-GPHM20B	~Glands GPHM20B Series	ea	10.00	8.00		80.00	0.200	2.00	
1	SURE-LN20	~Brass Lock Nuts 20mm	ea	10.00	1.85		18.50	0.012	0.12	
1	SURE-SHR-1B	~Gland Acc Black Shrouds Size 1	ea	10.00	3.80		38.00	0.012	0.12	
1	CABL-CAL2.5-5	~Cu Lug 2.5mm2 Cable 5mm Stud	ea	30.00	0.97		29.10	0.200	6.00	
1		Cable Ladder 150mm SS Bend 90 Deg	ea	400.00	3.50		1,400.00	0.350	140.00	
1	SURE-GWPM4	Glands GWPM4 Series	ea	475.00	46.00		21,850.00	0.320	152.00	

Material \$ 258,903.60 Lab Hrs 3,552.61 100

Note: All buttons operate as in “Estimate Input > Sections”.

Other Functions

See “**Estimate Input > Sections**” for menu commands.



Total Selected lines

Highlight selected lines, click “**calculator**” button to bring up totals of labour and materials in the selected area.



Find

Click this button, then it will ask you to enter the word you wish to search on in the description field to find.

7.3.3 Estimate Input - Price Book

Information stored in the “**Price Book**”, can be entered directly into the active Estimate from the display list. Items are entered into the Estimate mostly in units of 1, except where stated in the unit field.


The screenshot shows the 'Fast Track Estimating System' interface. The main window is titled 'Estimate Input Window' and contains a table with the following columns: Est No, Estimate Description, Closing Date, Sect No, Alt No, Section Description, and Unit. The table lists several items, including 'House Rewiring', 'Demo Estimate - Re wire city of Atlantis', and 'Trial for estimate datafile'. Below the table, there are several buttons: 'Est Input - Sections', 'Est Input - See All', 'Est Input - Price Book' (circled in red), 'Est Input - Count', 'Est Input - Clip Board', and 'Estimate Reports'. Below these buttons are three drop-down menus: 'Manufacturers', 'Index', and 'Vendors (Double Click)'. The 'Index' menu is currently open, showing a list of items with columns: Index, Description, Unit, Trade Price\$, Pkg, Bulk Price\$, Ret Price\$, Dis%, Date, WUnit, Wgt, and Com. The 'Add to Estimate' button is also visible. At the bottom of the window, there are several checkboxes for search criteria: 'Catalogue No Exact Match', 'Catalogue No Near Match', 'Description Contains', 'Vendor + Cat No Near Match', and 'Vendor + Description Contains'. The 'Catalogue No Near Match' checkbox is checked. The bottom of the window also has a status bar with the number '151' and a toolbar with buttons for 'Edit', 'New', 'Cancel', 'OK', and 'Close'.

Items can be found via the three drop down lists, “**Manufactures**”, “**Index**” and “**Vendors**”, or by using the “**Search Type**” function. The type of search can be specified in the drop down list.

By clicking on the Headed Lists (Catalogue No, Description, Price etc) you can sort in ascending or descending order in the various columns.

Search Type

- Catalogue No Exact Match
- Catalogue No Near Match
- Description Contains
- Vendor + Cat No Near Match
- Vendor + Description Contains

To find by catalogue number, select one of **Search Types** and  click to find.

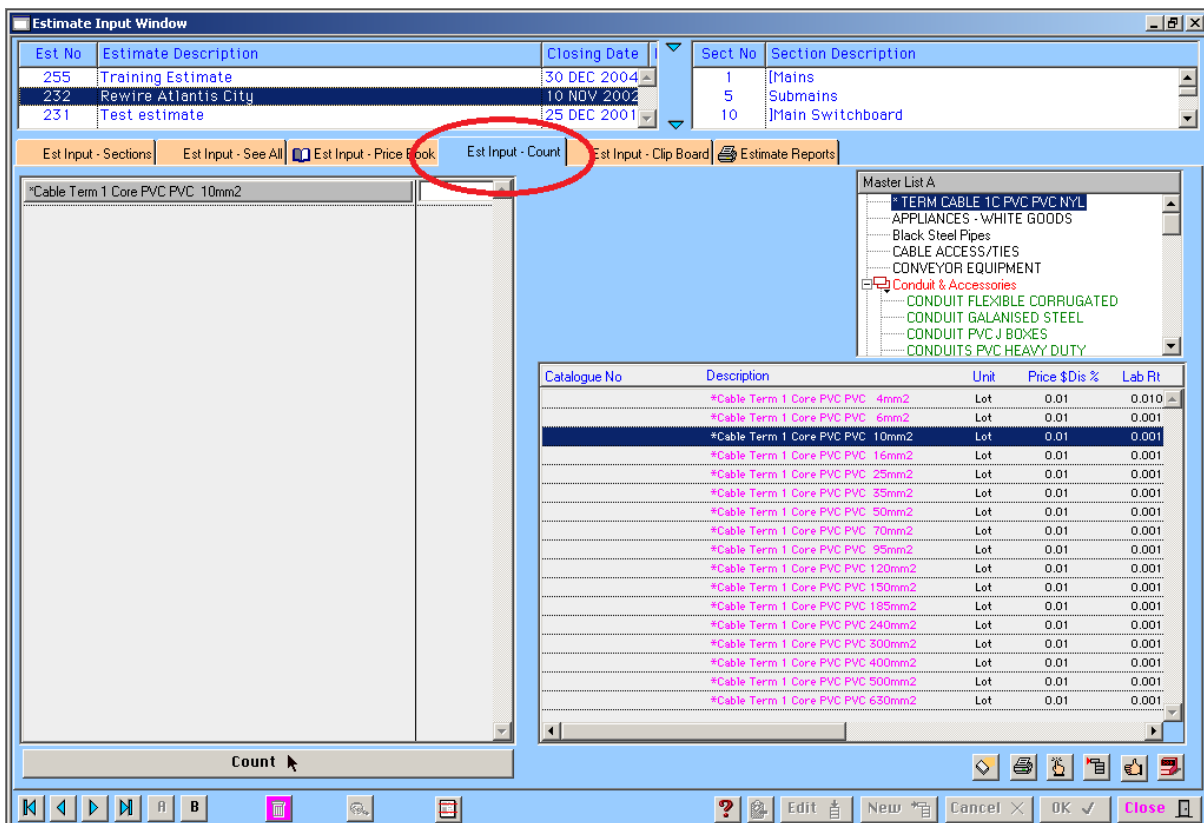
The procedure finds the closest match and redraws the window. The find is not always an exact match; the find function may locate an item with a similar catalogue number in another product line.

Add to Estimate 

Once a record is found, select by clicking on the line, then the button **“Add To Estimate”**. The item will be included in the Active Estimate and Section, once quantities have been added, press **“OK”**.

Note: All buttons operate as in **“Estimate Input – Sections”**.

7.3.4 Estimate Input - Count



Clears the count list of its contents or dragging the unwanted line over the Clear button will also delete individual lines.



Prints the count list to printer or screen etc.



For insertion of a non-Master List item into the count screen list.



Provides direct entry into the list for items, e.g. cable, where it is not practical to use the count button.



Click to turn the sound On and Off.

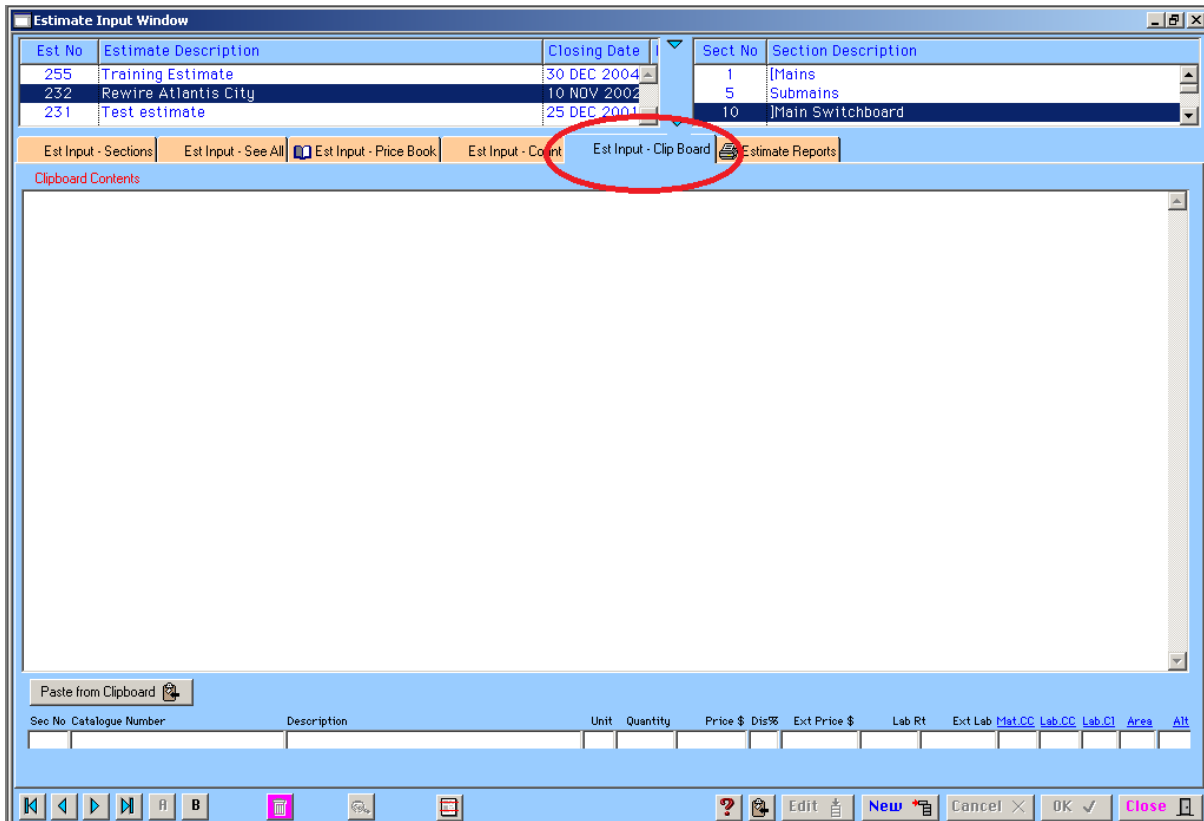


Sends the contents of the count screen list to the Active Estimate and Section.

Note: All buttons operate as in “[Estimate Input – Sections](#)”.

The information contained in this window is “**memory only**”, and could be lost by a power failure until transferred to the estimate.

7.3.5 Estimate Input – Clipboard



This function allows input of information into an Estimate via the Clipboard, e.g. from a spreadsheet, word document, internet, or generated from a scanner etc.

Copy information into the Clipboard, click “**Paste from Clipboard**”, and the contents are copied into the large field.

Set the Estimate Number and Section Number by clicking “**New**” and entering the new information.

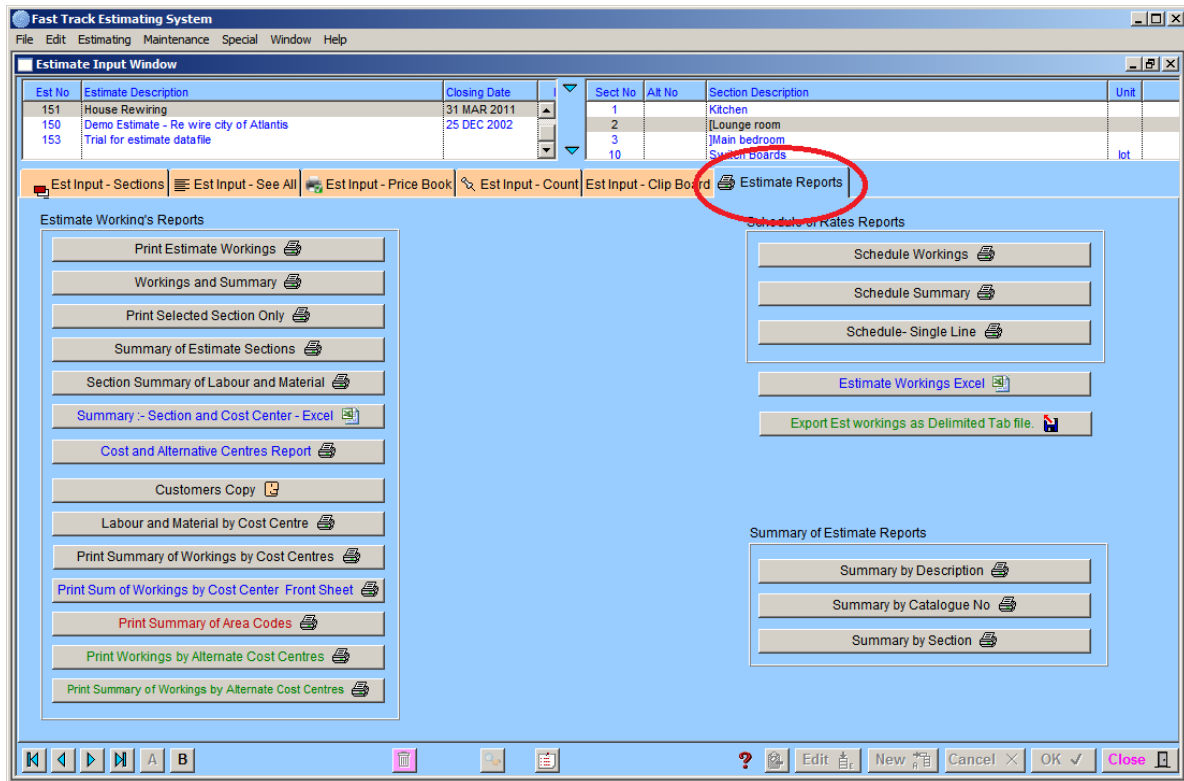
Highlight the text or figures by pressing the mouse button and dragging the hand along the text from Right to Left etc. Once highlighted, drag and drop the information into the appropriate field by pressing the mouse button on the highlighted text and holding.

The cursor can be dragged over the entry fields releasing the copy into a field. Complete by entering quantities or other information.

Click the “**OK**” button and the information is inserted in the estimate.

Note: All buttons operate as in “[Estimate Input – Sections](#)”.

7.3.6 Estimate Input – Reports




The Estimate Report screen provides report options grouped under 3 headings. **“Estimate Workings Reports”**- **“Schedule of Rates Reports”** - **“Summary of Estimate Reports”**.

Highlight the estimate required, click type of report required. A **“Destination Report”** screen will appear for selection of destination.


- Estimate Workings

- | | |
|---|---|
| <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;"> Print Estimate Workings </div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;"> Workings and Summary </div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;"> Print Selected Section Only </div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;"> Summary of Estimate Sections </div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;"> Section Summary of Labour and Material </div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;"> Summary :- Section and Cost Center - Excel </div> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-bottom: 10px; text-align: center;"> Cost and Alternative Centres Report </div> | <p>This prints out the estimate workings including the labour and material but does not include the catalogue number.</p> <p>This report joins the labour & Materials and the summary of sections together.</p> <p>This will prints the selected section of the Estimate. A right mouse click will do the same report in Excel Report.</p> <p>The button produces a summary of the Materials by Catalogue Number for each section on a separate page.</p> <p>This report gives the dollar value of Labour and Material As separate \$ values. With right mouse click, this will produce the same report in Microsoft Excel.</p> <p>The Summary button opens Microsoft Excel and produces a report, by section, with each section being broken down into Cost Centres. Labour hours are produced per Cost Centre along with selling prices being produced using the gang rate found in the section description. Selling prices are shown GST inclusive and GST exclusive.</p> <p>This report will also produce subtotals by placing a “#” at the beginning of the field in the section description.</p> <p>This report gives the dollar value for Material and Hours broken into Cost Centre and further split into Alternative Cost</p> |
|---|---|


Centres.

Customers Copy 

This report can be presented to a Customer as a sectional break up. The report displays no Material Mark up or Labour rates. Report available in Microsoft Ecel with right click.

Labour and Material by Cost Centre 

This report prints out the labour and Material workings based on the Cost Centres.

Print Summary of Workings by Cost Centres 


This report prints out a summary of the working by cost centres.

Print Sum of Workings by Cost Center Front Sheet 

This button will provide a Summary of Workings by CC Including Front Sheet.

Print Summary of Area Codes 

This button will provide a report on the break up of Area Codes used in the Estimate.


Print Workings by Alternate Cost Centres 

The button produces a report of workings by the Alternative Cost Centres


Print Summary of Workings by Alternate Cost Centres 

The button produces a Summary of Workings by Alternative Cost Centres.


- Schedule of Rates Reports

Schedule Workings 

This produces a schedule of rates showing all workings and a total for each section. And a grand total.

Schedule Summary 


This produces a summary of the items in schedule and no workings. This report can also be produced in an Excel format by doing a right click.

Schedule- Single Line 

This produces a single line schedule of rates, where every line in an estimate is priced using the Labour rate and Material markup.


Estimate Workings Excel 

The report can be generated into a Microsoft 'Excel' file already preformatted and page setups automatically done. Do not modify any cells whilst data is being transported to Excel.


Export Est workings as Delimited Tab file. 

The Export button produces an Export file of the current Estimate, with all sections, to a nominated destination when prompted and named for the purpose of exporting the Estimate workings to a formatted Delimited Tab (.prn) file. This may assist the Project Manager on site. By doing a right mouse click on the button a report will be generated directly into an Excel Spreadsheet.


- Summary of Estimate Reports

Summary by Description 

This prints a report based on a description summary. For example if you have 'Conduit in Slab' and 'Conduit Surface' they produce summary.

Summary by Catalogue No 

This prints a report based on a catalogue number.

Summary by Section 

This prints a report based on one page per section, summarised on description. Right click to add the Cost Centre to Description.

Notes

Notes