

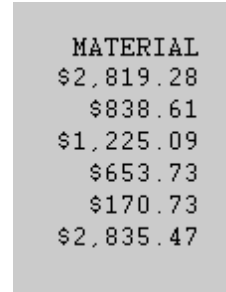
DATA ENTRY

GENERAL

Screens are divided into four (4) cell types listed below.

1. FIXED CELLS (No entry allowed)

The fixed cells have black letters on a gray background. You may not enter data in a fixed cell. If you try, you will get an error message "protected cell".



MATERIAL
\$2,819.28
\$838.61
\$1,225.09
\$653.73
\$170.73
\$2,835.47

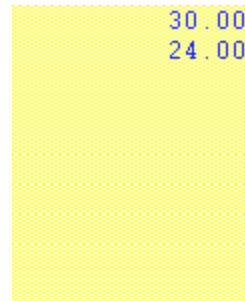


2. AUTOMATIC CELLS (Double click to toggle)

The automatic cells have red letters on a green background. Simply double click on the cell to toggle the "X" on or off.

3. ENTRY CELLS (Input numbers or letters)

The entry cells have blue letters on a yellow background. With the mouse, activate the cell and from the keyboard type in the numbers or letters.



30.00
24.00



LIGHTING
POWER
QUOTE #1
QUOTE #2
QUOTE #3
QUOTE #4
QUOTE #5
QUOTE #6
QUOTE #7
QUOTE #8

4. HOT CELLS (Double click to select item)

The hot cells have red letters on a gray background. Simply double click on the cell to select an item.

RECAP SHEET

Enter estimator's name

Enter the name of the project

Enter estimate number

Enter date

C:\EST\SAMPLE BWB		RECAP SHEET	VERSION 1.0A
JOB NAME	SAMPLE	DATE	9-15-98
EST BY:	PAUL	EST#	123
SHEET		MATERIAL	LABOR HRS.
A1	X ASSEMBLIES #1-50	\$2,819.28	212.13
A2	X ASSEMBLIES #50-100	\$838.61	104.04
1	X BRANCH CIRCUIT POWER	\$1,225.09	144.73
2	X BRANCH CIRCUIT LIGHTING	\$653.73	85.53
3	X BRANCH CIRCUIT SITE LIGHTING	\$170.73	17.50
4	X FEDDER CONDUITS	\$2,835.47	41.48
5		NOT USED	
6		NOT USED	
7		NOT USED	
8		NOT USED	
9		NOT USED	
10		NOT USED	
11		NOT USED	
12		NOT USED	
13		NOT USED	
14		NOT USED	
15		NOT USED	
16		NOT USED	
17		NOT USED	
18		NOT USED	
	MISC. MATERIAL & LABOR	\$300.00	24.00
	PRICING SHEET MATERIAL TOTALS	\$8,842.89	
QUOTATIONS			
LIGHTING	LIGHTING QUOTATION SUMMARY	\$1,328.70	30.00
POWER	POWER	\$1,075.00	24.00
QUOTE #1			
QUOTE #2			
QUOTE #3			
QUOTE #4			
QUOTE #5			
QUOTE #6			
QUOTE #7			
QUOTE #8			
	QUOTED MATERIAL COST	\$2,403.70	
OVERHEAD SUMMARY			
LABOR % 15	\$4,805.55		
MATERIAL % 15	\$1,326.43		
QUOTES % 8	\$192.30		
JOB COST % 10	\$233.50		
OVERHEAD	\$5,878.24		
PROFIT SUMMARY			
LABOR % 15	\$4,805.55		
MATERIAL % 10	\$884.29		
QUOTES % 5	\$120.19		
JOB COST % 5	\$116.75		
PROFIT	\$5,589.68		
SALES TAX SUMMARY			
LABOR %			
MATERIAL % 6	\$530.57		
QUOTES % 6	\$144.22		
JOB COST %			
SALES TAX	\$674.80		
TOTAL LABOR HOURS		683.40	
LABOR RATE		\$38.33	
SUBTOTAL LABOR COST		\$26,196.86	
5 % OF LOST TIME		\$1,309.84	
LABOR COST		\$27,506.70	
MATERIAL COST		\$8,842.89	
QUOTES		\$2,403.70	
JOB COST		\$2,335.00	
PRIME COST		\$41,088.29	
OVERHEAD		\$5,878.24	
NET COST		\$46,966.53	
PROFIT		\$5,247.23	
SALES TAX		\$674.80	
SUBTOTAL		\$52,888.55	
BOND		\$1,432.77	
SELLING PRICE		\$54,321.32	

Double click to toggle on and off "X"
If you want the assembly or pricing sheet totals forwarded to recap cell must have "X"

Enter misc. material cost

Enter misc. labor

Typical hot cells

Enter quote labor if necessary

Enter % overhead

Enter % lost time

Enter % profit

Enter description of items

Enter % sales tax

Enter cost of items

ASSEMBLY PRICE SHEET

Assembly descriptions forwarded from makeup sheets

Material costs forwarded from makeup sheets

Labor units forwarded from makeup sheets

RECAP		ASSEMBLY PRICE SHEET #1		DATE	9-15-98	
JOB NAME		SAMPLE		EST #	123	
ASSEMBLIES 1-70				EST. BY	PAUL	
#	ITEM	QTY	M/PRICE	M/EXT	L/UNIT	L/EXT
1	SW 1G 1-1P	1	\$9.50 E	\$9.50	1.33 E	1.33
2	SW 1G 1-3W	2	\$12.28 E	\$24.57	1.56 E	3.12
3	SW 1G 1-4W	3	\$22.72 E	\$68.15	1.69 E	5.08
4			E		E	
5	SW 2G 2-1P	4	\$13.56 E	\$54.26	1.76 E	7.03
6	SW 2G 1-1P 1-3W	5	\$16.40 E	\$82.02	2.01 E	10.05
7	SW 2G 1-1P 1-4W	6	\$26.89 E	\$161.35	2.17 E	13.03
8	SW 2G 2-3W	7	\$18.24 E	\$127.67	2.14 E	15.01
9	SW 2G 1-3W 1-4W	8	\$32.26 E	\$258.05	2.43 E	19.40
10			E		E	
11	SW 3G 3-1P	9	\$29.18 E	\$262.65	2.08 E	18.73
12	SW 3G 2-1P 1-3W	10	\$32.02 E	\$320.24	2.33 E	23.33
13	SW 3G 1-1P 2-3W	11	\$38.14 E	\$419.54	2.65 E	29.16
14	SW 3G 2-1P 1-4W	12	\$42.51 E	\$510.14	2.50 E	29.94
15	SW 3G 3-3W	13	\$40.09 E	\$521.13	2.84 E	36.91
16			E		E	
17			E		E	
18			E		E	
19			E		E	
20			E		E	
21			E		E	
22			E		E	
23			E		E	
24			E		E	
25			E		E	
26			E		E	
27			E		E	
28			E		E	
29			E		E	
30			E		E	
31			E		E	
32			E		E	
33			E		E	
34			E		E	
35			E		E	
36			E		E	
37			E		E	
38			E		E	
39			E		E	
40			E		E	
41			E		E	
42			E		E	
43			E		E	
44			E		E	
45			E		E	
46			E		E	
47			E		E	
48			E		E	
49			E		E	
50			E		E	
SHEET TOTALS FORWARDED TO RECAP			\$2,819.28	Totals forwarded to recap		212.13

Typical hot cells

Enter quantity of assemblies

Totals forwarded to recap

ASSEMBLY MAKEUP SHEET

The screenshot shows an 'ASSEMBLY MAKEUP SHEET #1' with the following data:

#	DESCRIPTION	QTY	M/PRICE	M/EXT	L/UNIT	L/EXT
1	ENT 1/2"	17	\$23.77 C	\$4.04	2.92 C	0.50
2	ENT COUP SS DC 1/2"	1	\$22.63 C	\$0.23	4.50 C	0.04
3	ENT CONN SS DC 1/2"	2	\$21.30 C	\$0.43	4.50 C	0.09
4	ENT AP 1H 1/2"	3	\$12.90 C	\$0.39	4.50 C	0.14
5	ENT D 1/2" KO	1	\$103.97 C	\$1.04	22.50 C	0.23
6	ENT RING 1G RAISE 1/2"	1	\$60.17 C	\$0.60	4.50 C	0.04
7	SW 1P 20A IV CS120-2I	1	\$162.96 C	\$1.63	18.00 C	0.18
8	PLATE SWITCH 1G IV	1	\$20.04 C	\$0.20	2.70 C	0.03
9	THHN CU SOLID #12	20	\$47.43 M	\$0.95	4.50 M	0.09
10-19						
20						

Summary Table:

SUBTOTAL	\$9.50	1.33
MULTIPLIER (DEFAULT=1)	X 1.00	X 1.00
ASSEMBLY TOTAL	\$9.50	1.33

Callouts in the image:

- Enter description of assembly (points to the DESCRIPTION column)
- Material prices automatically imported from database. (points to the M/PRICE column)
- Labor units automatically imported from database. (points to the L/UNIT column)
- Activate the cell you wish to import into and select material from pulldown menu. (points to the ITEM column)
- Typical hot cells (points to the ITEM column)
- Enter quantity (points to the QTY column)
- Totals forwarded assembly sheets (points to the summary table)

If you wish, you may manually enter items on the makeup sheet. Type in the description, arrow one cell right and enter quantity, arrow one cell right and enter the price, arrow one cell right and enter multiplier (E, C or M), arrow two cells right and enter the labor unit, and arrow one cell right and enter multiplier (E, C or M).

PRICING SHEET

Activate the cell you wish to import into and select material from pulldown menu.

Material prices automatically imported from database.

Labor units automatically imported from database.

RECAP		PRICING SHEET #1			DATE	9-15-98	
JOB NAME		SAMPLE			EST #	123	
DESCRIPTION		BRANCH CIRCUIT POWER			EST. BY	PAUL	
#	ITEM	QTY	M/PRICE	M/EXT	L/UNTT	L/EXT	
1	ENT 1/2"	1,200	\$23.77 C	\$285.26	2.92 C	35.10	
2	ENT 3/4"	450	\$40.37 C	\$181.68	3.15 C	14.18	
3	ENT 1"	130	\$68.96 C	\$89.65	3.60 C	4.68	
4	ENT COUP SS DC 1/2"	140	\$22.63 C	\$31.68	4.50 C	6.30	
5	ENT COUP SS DC 3/4"	52	\$36.65 C	\$19.06	5.40 C	2.81	
6	ENT COUP SS DC 1"	16	\$59.89 C	\$9.58	7.20 C	1.15	
7	ENT CONN SS DC 1/2"	46	\$21.30 C	\$9.79	4.50 C	2.07	
8	ENT CONN SS DC 3/4"	20	\$33.69 C	\$6.74	5.40 C	1.08	
9	ENT CONN SS DC 1"	8	\$55.48 C	\$4.44	6.30 C	0.50	
10	ENT STRAP 1H 1/2"	260	\$12.90 C	\$33.54	4.50 C	11.70	
11	ENT STRAP 1H 3/4"	113	\$16.97 C	\$19.18	5.40 C	6.10	
12	ENT STRAP 1H 1"	26	\$28.84 C	\$7.29	7.20 C	1.87	
13	SQ4 1.5D COMBO	60	\$65.40	\$65.40	22.50 C	13.50	
14	SQ411 2.1D 1" KO	4	\$11.11	\$11.11	22.50 C	0.90	
15	SQ4 COVER BLANK	10	\$40.54 C	\$4.05	4.50 C	0.45	
16	SQ411 COVER BLANK	4	\$72.34 C	\$2.89	5.40 C	0.22	
17	SQ4-RING 1G RAISE 1/2"	50	\$60.17 C	\$30.09	4.50 C	2.25	
18	DUPLEX 15A IV 5242-I	50	\$328.44 C	\$164.22	22.50 C	11.25	
19	PLATE DUPLEX 1G IV	50	\$20.04 C	\$10.02	2.70 C	1.35	
20	THHN CU SOLID #12	4,800	\$47.43 M	\$227.66	4.50 M	21.60	
21	WIRENUT RED	210	\$5.59 C	\$11.73	2.70 C	5.67	
22			E		E		
23			E		E		
24			E		E		
25			E		E		
26			E		E		
27			E		E		
28			E		E		
29			E		E		
30			E		E		
31			E		E		
32			E		E		
33			E		E		
34			E		E		
35			E		E		
36			E		E		
37			E		E		
38			E		E		
39			E		E		
40			E		E		
41			E		E		
42			E		E		
43			E		E		
44			E		E		
SUBTOTAL				\$1,225.09		144.73	
MULTIPLIER (DEFAULT=1)				X 1.00		X 1.00	
SHEET TOTALS FORWARDED TO >>> RECAP				\$1,225.09		144.73	

Enter quantity

Typical hot cells

Totals forwarded to recap

If you wish, you may manually enter items on the pricing sheet. Type in the description, arrow one cell right and enter quantity, arrow one cell right and enter the price, arrow one cell right and enter multiplier (E, C or M), arrow two cells right and enter the labor unit, and arrow one cell right and enter multiplier (E, C or M).

LIGHTING QUOTATION SUMMARY

LIGHTING QUOTATION SUMMARY		JOB NAME	SAMPLE
RECAP			
	VENDOR NAME		PRICE
VENDOR #1	ABC SUPPLY		\$1,378.22
VENDOR #2	LOW BID SUPPLY		\$1,328.70
VENDOR #3			
VENDOR #4			
VENDOR #5			
VENDOR #6			
LOWEST PRICE FORWARDED TO RECAP			\$1,328.70

Annotations:

- Typical hot cells (points to VENDOR #4)
- Totals forwarded from lighting fixture quotations (points to VENDOR #2 price)
- Total forwarded to recap (points to the final total price)

LIGHTING FIXTURE QUOTATION

LIGHTING FIXTURE QUOTATION FROM - VENDOR #2				JOB NAME	SAMPLE		
VENDOR	LOW BID SUPPLY			TIME	11:30AM		
CONTACT	TEX			DATE	9-4-98		
PHONE	986-5656			FAX	986-5551		
TYPE	QTY.	PRICE EA.	EXT.	TYPE	QTY.	PRICE EA.	EXT.
1 A	10	\$44.10	\$441.00	19			
2 B	2	\$91.25	\$182.50	20			
3 C	1	\$26.00	\$26.00	21			
4 D	6	\$78.30	\$469.80	22			
5 E	3	\$69.80	\$209.40	23			
6				24			
7				25			
8				26			
9				27			
10				28			
11				29			
12				30			
13				31			
15				32			
15				33			
16				34			
17				35			
18				36			
VENDOR TOTAL FORWARDED TO LIGHTING QUOTATION >>>				SUMMARY			\$1,328.70

Annotations:

- Enter vendor name, contact, and phone (points to VENDOR/CONTACT/PHONE)
- Enter time, date and fax (points to TIME/DATE/FAX)
- Enter price each (points to PRICE EA. column)
- Enter quantity (points to QTY. column)
- Enter fixture type (points to TYPE column)
- Typical hot cells (points to VENDOR #2)
- Total forwarded to lighting summary (points to the final total price)

POWER OR MISC. QUOTATION

Enter description of quote

POWER QUOTATIONS	JOB NAME	SAMPLE		
VENDOR	CONTACT	PHONE	DATE/TIME	PRICE
ABC SUPPLY	TED	988-6265	9-1-98 11AM	\$1,256.00
WEST COAST POWER	PAUL	981-2563	9-2-98 1PM	\$1,075.00
LOWEST QUOTE FORWARDED TO RECAP				\$1,075.00

Enter vendor name Enter contact name Enter phone number Enter date time Enter price quoted

Total forwarded to recap

Typical hot cells

LABOR RATE WORKSHEET

Enter calendar days, work days, and work hours

LABOR RATE WORKSHEET	JOB NAME	SAMPLE	
ENTER PROJECT DURATION IN CALENDAR DAYS			40
ENTER NUMBER OF WORK DAYS PER WEEK			5
ENTER NUMBER OF WORK HOURS PER WORK DAY			8
MANHOURS FORWARDED FROM RECAP		683.40	
WORK DAYS PROJECT DURATION		28.57	
TOTAL MANDAYS		85.42	
AVERAGE CREW SIZE REQUIRED		2.99	

Enter # of men

NUMBER	DESCRIPTION	Enter employee description	RATE	EXTENSION
1	JOURNEYMAN		\$40.00	\$40.00
1	FOREMAN		\$50.00	\$50.00
1	HELPER		\$25.00	\$25.00
3	MAN CREW			

Enter rate per hour

Total forwarded to recap

Typical hot cells

Crew size should be close

AVERAGE LABOR RATE FORWARDED TO >> RECAP \$38.33

JOB COST WORKSHEET

JOB COST WORKSHEET	JOB NAME	SAMPLE
RECAP		
FIELD OFFICE EXPENSE	Enter cost	Enter cost
TRAILER		Enter description
PHONE		
FAX		
CELL PHONE		
PAGER		
COMPUTER		
PRINTER		Enter cost
COPY MACHINE		
Enter description		
TOILET		
TEMP POWER	\$400.00	
		PROJECT MANAGEMENT EXPENSE
		PROJECT MANAGER
		\$1,100.00
		SUPERINTENDENT
		GENERAL FOREMAN
		FOREMAN
		MATERIAL HANDLER
	Typical hot cells	ESTIMATOR
		ENGINEER
		DRAFTSMAN
		SECRETARY
		PERMIT FEE
		\$450.00
FIELD STORAGE & TOOLS	Enter cost	OTHER EXPENSE
STORAGE TRAILER	\$150.00	Enter description
GANG BOXES		
CHAINS & LOCKS		Enter cost
DUMPSTER		
SIGN		
SCAFFOLDS		
WELDER		
GENERATOR		
TRENCHER	\$150.00	
Enter description		
LADDERS	\$85.00	
		Total forwarded to recap
SUBTOTAL #1	\$785.00	SUBTOTAL #2
		\$1,550.00
TOTAL FORWARDED TO >>> RECAP		\$2,335.00

PERMIT COST WORKSHEET

DESCRIPTION	QTY.	COST/EACH	EXTENSION
LOT PRICE	1	\$450.00	\$450.00
PERMIT TOTAL FORWARDED TO >>> JOB COST			\$450.00

PERMIT COST CALCULATION
JOB NAME SAMPLE
JOB COST
DESCRIPTION
LOT PRICE

Enter description

Enter quantity

Enter cost each

Typical hot cells

Total forwarded to job cost worksheet

BONDING COST WORKSHEET

There are two methods of using this worksheet.

Tiered Method - Enter ascending dollar values for 1st, 2nd, 3rd and 4th tiers. Then enter descending percentage values for bonding rates.

BONDING COST WORKSHEET		JOB NAME	SAMPLE	
RECAP				\$52,888.55
	Enter ascending dollar values		Enter descending percentage values	
	BREAK POINT	AMOUNT	RATE	
1ST TIER	\$25,000.00	\$25,000.00	3.00 %	\$750.00
2ND TIER	\$50,000.00	\$25,000.00	2.50 %	\$625.00
3RD TIER	\$75,000.00	\$2,888.55	2.00 %	\$57.77
4TH TIER	\$100,000.00			
5TH TIER	-----			
		Typical hot cells		Total forwarded to recap
		BONDING COST FORWARDED TO >> RECAP		\$1,432.77

Standard Method - Enter percentage value for bonding rate at 5th tier. Do not enter ascending dollar values for 1st, 2nd, 3rd and 4th tiers. Do not enter any percentage values for bonding rates at 1st, 2nd, 3rd, or 4th tiers.

BONDING COST WORKSHEET		JOB NAME	SAMPLE	
RECAP				\$52,888.55
	Typical hot cells			
	No entry or zero		No entry or zero	
	BREAK POINT		RATE	
1ST TIER				
2ND TIER				
3RD TIER				
4TH TIER				
5TH TIER	-----	\$52,888.55	4.00 %	\$2,115.54
				TOTAL FROM RECAP
		BONDING COST FORWARDED TO >> RECAP		\$2,115.54

GENERAL PROJECT INFORMATION (Non-Linked Worksheet)

Enter general project information

Enter information regarding documents

Enter date of documents

GENERAL PROJECT INFORMATION	JOB NAME	SAMPLE	
RECAP			
PROJECT NAME		BID	DATED
ADDRESS		DOCUMENTS	
CITY/STATE			
BID DUE DATE/TIME			
ARCHITECT			
CONTACT			
ADDRESS			
CITY/STATE			
TELEPHONE			
FAX			
ELECTRICAL ENGINEER			
CONTACT			
ADDRESS			
CITY/STATE			
TELEPHONE			
FAX			

OUTGOING BIDS (Non-Linked Worksheet)

OUTGOING BIDS	JOB NAME	SAMPLE		
RECAP	NAME/CONTACT	PHONE/FAX	DATE/TIME	PRICE
BID #1				
BID #2				
BID #				
BID #4				
BID #5				
BID #6				
BID #7				
BID #8				
BID #9				
BID #10				
BID #11				
BID #12				
BID #13				
BID #14				
BID #15				
BID #16				
RECAP				

Enter contact name

Enter phone number

Enter date time

Enter price quoted

Typical hot cells

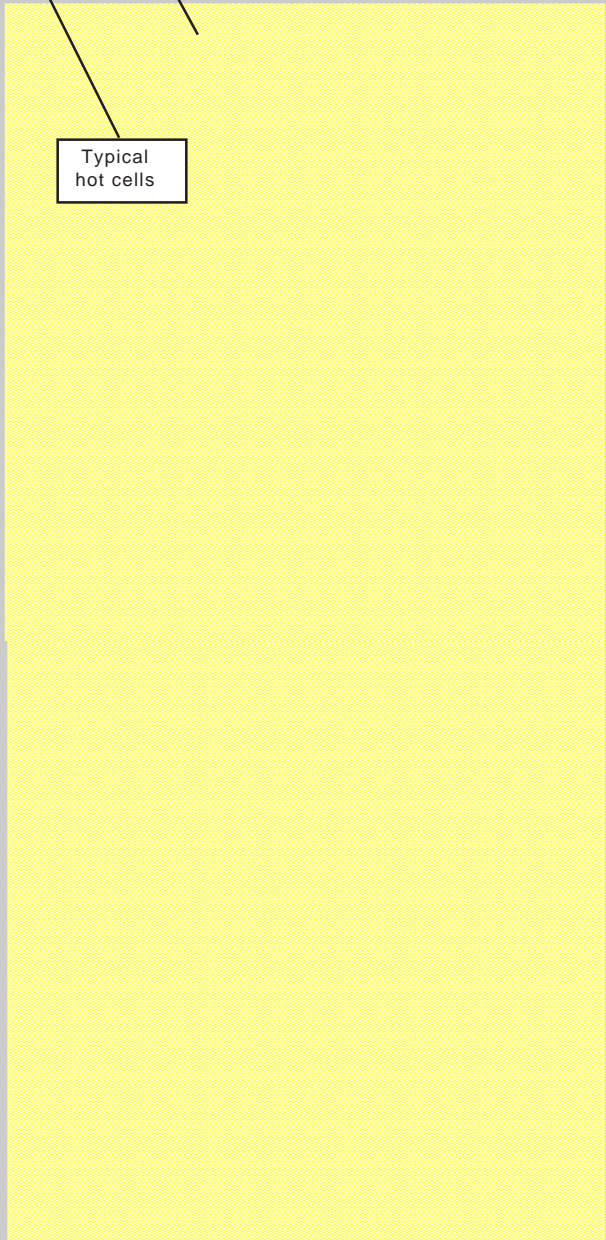
EXCLUSIONS, SCOPE, TITLE, and PROPOSAL FORMS (Non-Linked Worksheets)

Enter information

EXCLUSIONS
RECAP

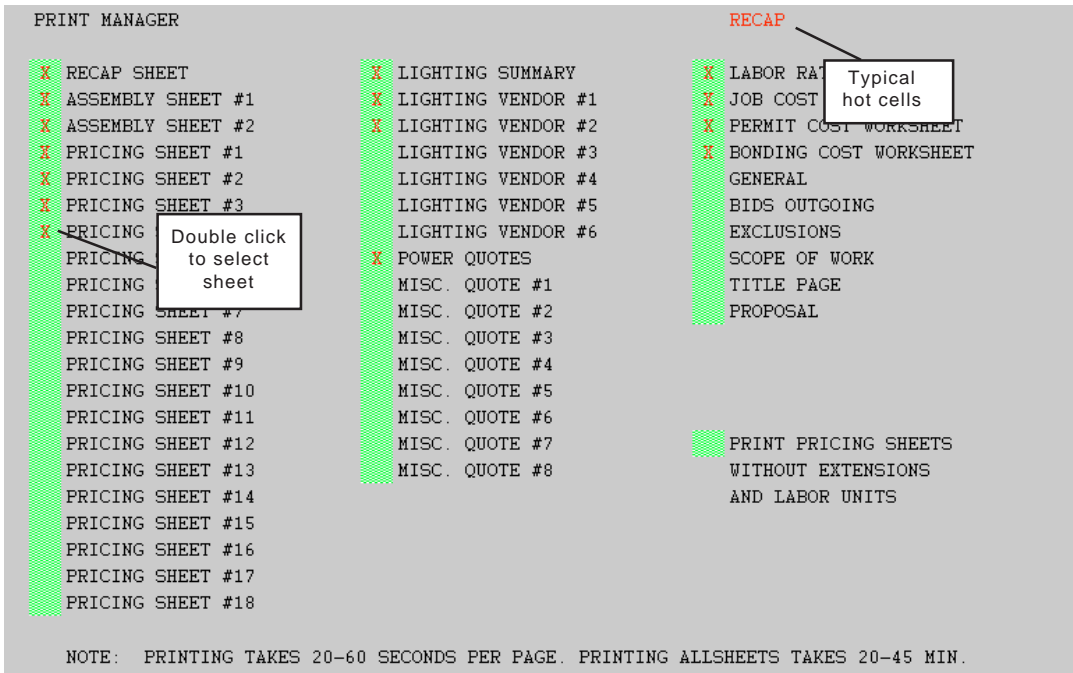
JOP NAME SAMPLE
DATE 9-15-98

Typical
hot cells

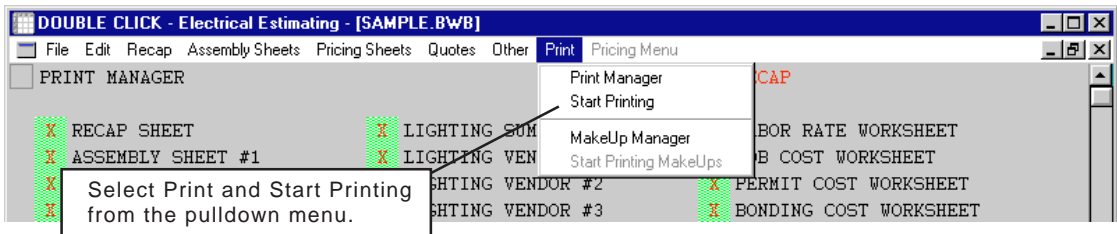


PRINT MANAGER (Non-Linked Worksheets)

The print manager is used to select the worksheets you wish to print. Simply double click on the automatic cells to select the sheets you wish to print.



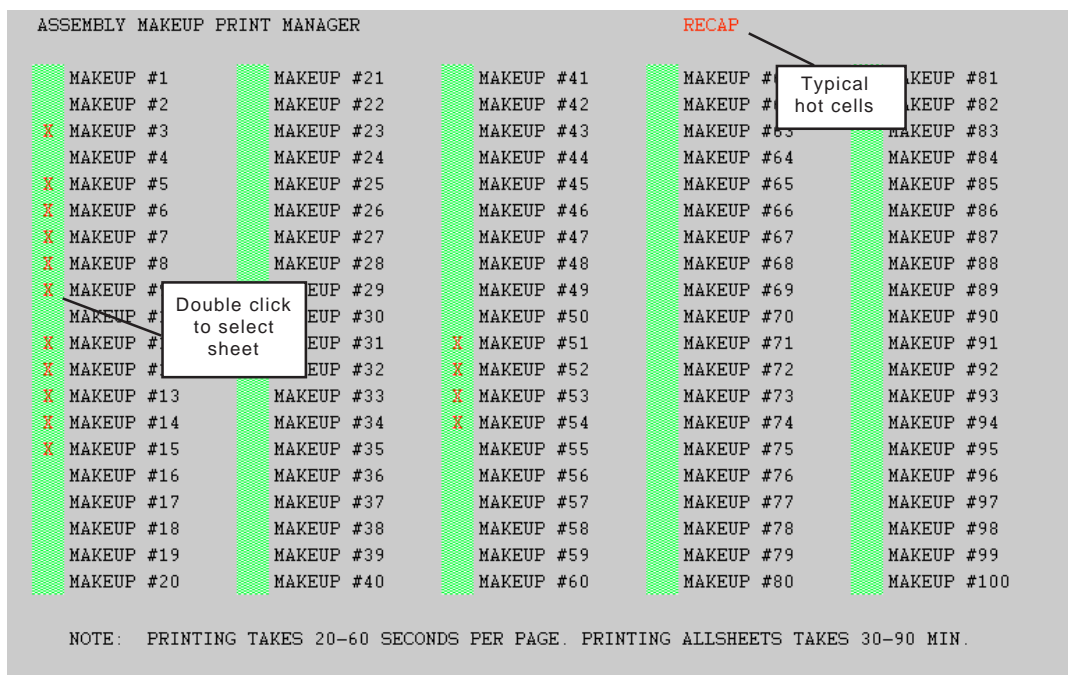
After selecting worksheets, goto the pulldown menu and select Start Printing.



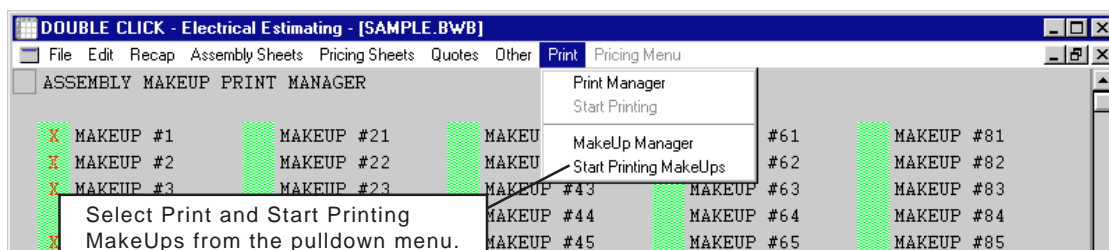
NOTE: Printing takes 20-60 seconds per page and printing all sheets can take 20-45 minutes.

MAKEUP MANAGER (Non-Linked Worksheets)

The makeup manager is used to select the makeup sheets you wish to print. Simply double click on the automatic cells to select the sheets you wish to print.



After selecting worksheets, goto the pulldown menu and select Start Printing MakeUps.



NOTE: Printing takes 20-60 seconds per page and printing all sheets can take 30-90 minutes.

DATA IMPORT SCREEN (Linked To Database)

Use this screen to select items to import.

Single Item - Double click on the description (Hot Cell) to import one single item.

Multi Item - Double click on the (Automatic Cells) to select multiple items and then double click on Import Tagged Items (Hot Cell) to import tagged items.

IMPORT TAGGED ITEMS

MATERIAL	TRADE PRICE	P	ADJUST %	ADJUSTED PRICE	USER PRICE
GALVANIZED RIGID CONDUIT					
TAG	ITEM			ACTIVE	
X	GRC 1 1/2"	\$151.56	C -40	\$90.94	
X	GRC 3/4"	193.88	C -40	116.33	
X	GRC 1"	291.35	C -40	174.81	
	GRC 1 1/4"	377.44	C -40	226.46	
	GRC 1 1/2"	458.81	C -40	275.29	
	GRC 2"	615.18	C -40	369.11	
	GRC 2 1/2"	1,001.77	C -25	751.33	
	GRC 3"	1,284.60	C -25	963.45	
	GRC 3 1/2"	1,562.07	C -25	1,171.55	
	GRC 4"	1,825.06	C -25	1,368.79	
	GRC 5"	3,629.89	C -25	2,722.42	
	GRC 6"	5,072.45	C -25	3,804.34	

TRADE PRICES ARE ALLIED 3/30/98

TAG ALL ITEMS SPECIAL TAGS RETURN

CLEAR ALL TAGS ABOUT SPECIAL TAGS

To view labor units used the pagedown key.

LABOR	STANDARD LABOR UNIT	P	ADJUST %	ADJUSTED LABOR UNIT	USER LABOR UNIT
GALVANIZED RIGID CONDUIT					
				ACTIVE	
GRC 1 1/2"	4.00	C	-10	3.60	
GRC 3/4"	4.50	C	-10	4.05	
GRC 1"	5.00	C	-10	4.50	
GRC 1 1/4"	7.00	C	-10	6.30	
GRC 1 1/2"	8.00	C	-10	7.20	
GRC 2"	10.00	C	-10	9.00	
GRC 2 1/2"	12.00	C	-10	10.80	
GRC 3"	14.00	C	-10	12.60	
GRC 3 1/2"	16.00	C	-10	14.40	
GRC 4"	18.00	C	-10	16.20	
GRC 5"	25.00	C	-10	22.50	
GRC 6"	30.00	C	-10	27.00	

LABOR UNITS ARE DURAND & ASSOCIATES 2/1/98

MENUBARS, MENUS and COMMANDS

Double Click has a feature called Smart Menus. The program automatically displays a different menubar when working with various sheets.

MAIN MENUBAR



The Pricing Menu command is grayed out and is only active when working with a pricing or makeup sheet.

FILE MENU



- Open - Opens a file stored on your hard disk
- Close - Closes current file
- Save - Saves current file
- SaveAs - Saves current file with a new name
- Template Save - Saves a template file
- Template Read - Reads a template file
- Template Blank - Reads a blank template file
- Export MAT Files - Exports files to Material List Module
- Printer Setup - Allows you to select a printer
- Exit - Exits Double Click returns to Windows

EDIT MENU



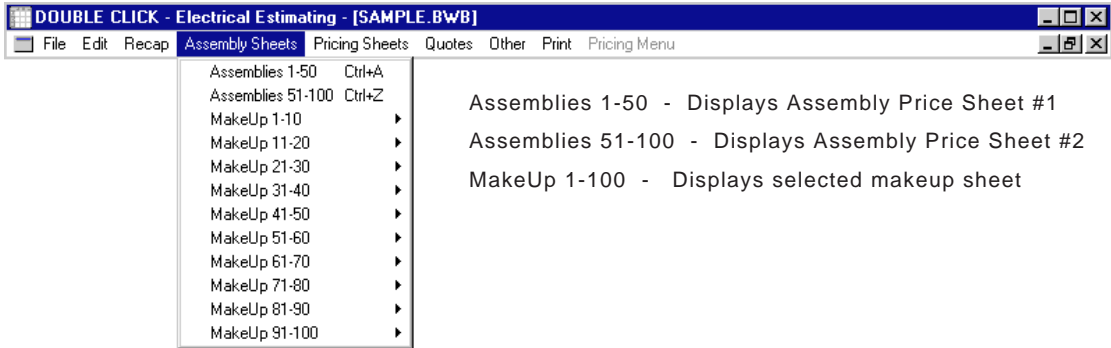
- Clear Active Worksheet - Clears active sheet
- Copy Active Worksheet - Non-Active grayed out
- Paste Clipboard Worksheet - Non-Active grayed out
- Arrange Active Worksheet - Non-Active grayed out

RECAP MENU

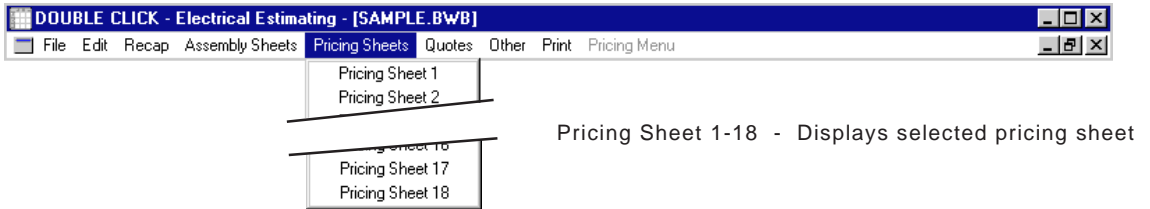


- Recap Top - Displays top portion of recap sheet
- Recap Middle - Displays middle portion of recap sheet
- Recap Bottom - Displays bottom portion of recap sheet

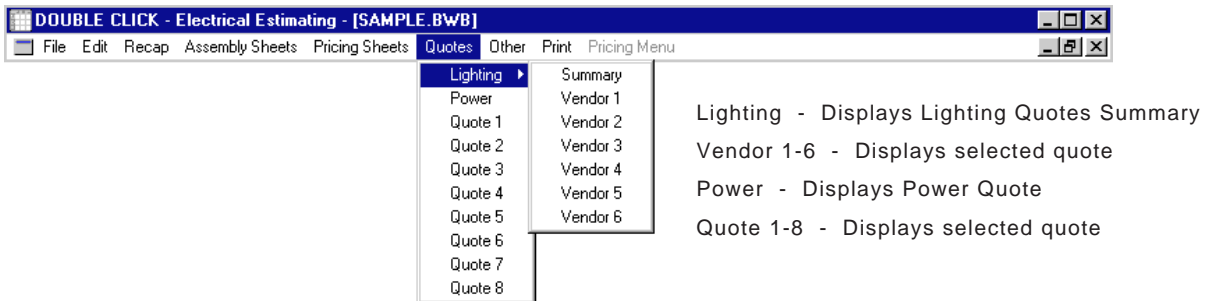
ASSEMBLY MENU



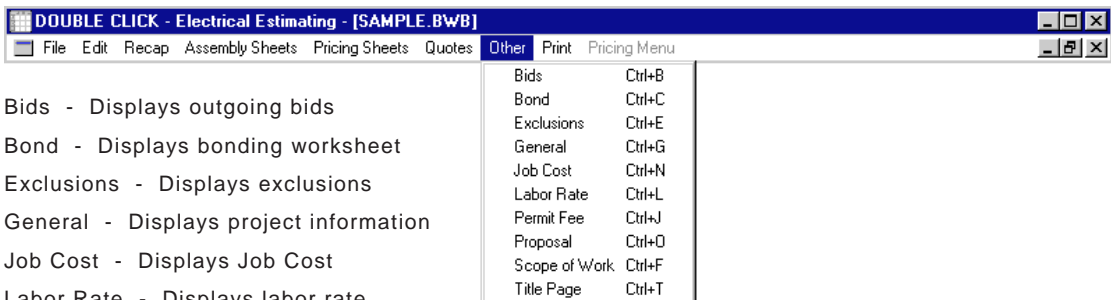
PRICING SHEET MENU



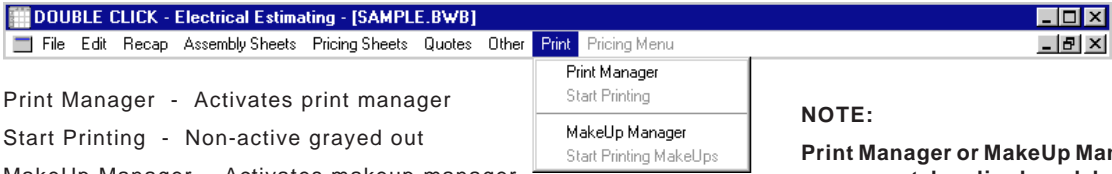
QUOTES MENU



OTHER MENU



PRINT MENU



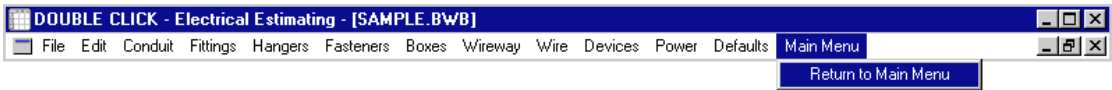
- Print Manager - Activates print manager
- Start Printing - Non-active grayed out
- MakeUp Manager - Activates makeup manager
- Start Printing MakeUps - Non-active grayed out

NOTE:

Print Manager or MakeUp Manager must be displayed before print commands will work.

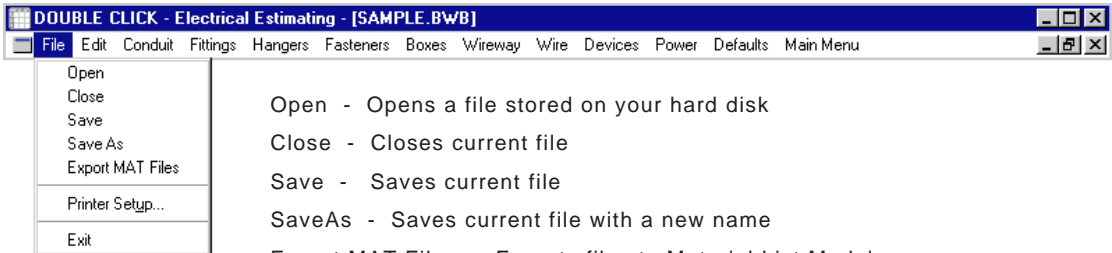
PRICING MENU BAR

The pricing menu bar activates anytime you display a pricing or makeup sheet.



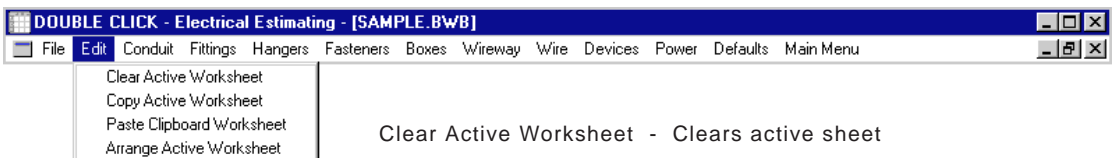
To return to main menu use the Main Menu command.

FILE MENU



- Open - Opens a file stored on your hard disk
- Close - Closes current file
- Save - Saves current file
- SaveAs - Saves current file with a new name
- Export MAT Files - Exports files to Material List Module
- Printer Setup - Allows you to select a printer
- Exit - Exits Double Click returns to Windows

EDIT MENU



- Clear Active Worksheet - Clears active sheet
- Copy Active Worksheet - Copy active sheet to clipboard
- Paste Clipboard Worksheet - Paste clipboard to active sheet
- Arrange Active Worksheet - Delete items with zero quantities

DATABASE MENU

DATABASE MENU

Using the database menus, you may select any material item in the database.

NOTE:
To use a database menu the active cell must be in the item column on the pricing or makeup sheet.

ACTIVE CELL IN ITEM COLUMN

RECAP PRICING SHEET #1
JOB NAME SAMPLE
DESCRIPTION BRANCH CIRCUIT

#	ITEM	QTY	M/PRICE
1			
2			
3			
4			
5			
6			
7			

Active cell must be in item column

DATABASE SCREEN

Once you have selected an item, the following screen will appear.

IMPORT TAGGED ITEMS

MATERIAL	TRADE PRICE	P	ADJUST %	ADJUSTED PRICE	USER PRICE
GALVANIZED RIGID CONDUIT					
TAG	ITEM			ACTIVE	
X	GRC 1 1/2"	\$151.56	C -40	\$90.94	
X	GRC 3/4"	193.88	C -40	116.33	
X	GRC 1"	291.35	C -40	174.81	
	GRC 1 1/4"	377.44	C -40	226.46	
	GRC 1 1/2"	458.81	C -40	275.29	
	GRC 2"	615.18	C -40	369.11	
	GRC 2 1/2"	1,001.77	C -25	751.33	
	GRC 3"	1,284.60	C -25	963.45	
	GRC 3 1/2"	1,562.07	C -25	1,171.55	
	GRC 4"	1,825.06	C -25	1,368.79	
	GRC 5"	3,629.89	C -25	2,722.42	
	GRC 6"	5,072.45	C -25	3,804.34	

TRADE PRICES ARE ALLIED 3/30/98

TAG ALL ITEMS SPECIAL TAGS RETURN

CLEAR ALL TAGS ABOUT SPECIAL TAGS

DATABASE MENUBAR

Once the database screen displays, the Database Menubar appears.



IMPORT MENU



Import Tagged Items - Any items marked with tags will be transferred to the pricing or makeup sheet.

TAG MENU



You may tag single items, tag all items, or clear all tags from the pulldown menu.

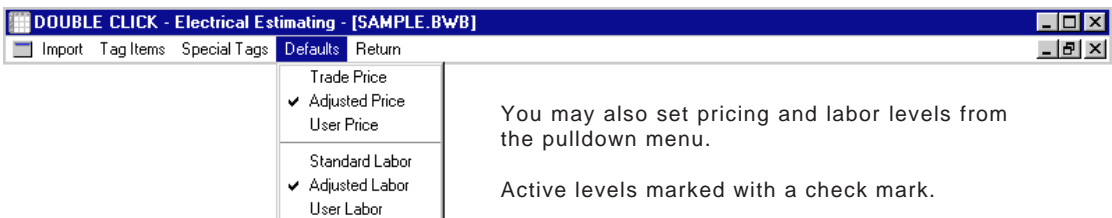
SPECIAL TAGS MENU



You may tag the first three items in a material group by using the Tag 1st Three Items command. This can be very helpful when taking off branch circuit wiring.

EXAMPLE: 1/2", 3/4" and 1" items are used on branch circuit wiring and may be tagged with one action of the mouse.

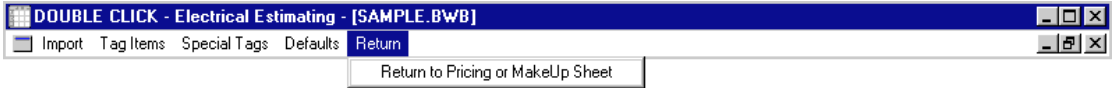
DEFAULTS MENU



You may also set pricing and labor levels from the pulldown menu.

Active levels marked with a check mark.

RETURN MENU



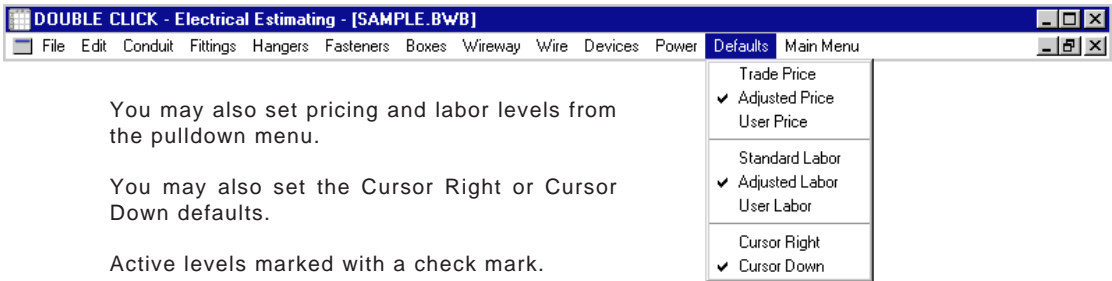
Return - Return to main menu without importing items.

PRICING MENUBAR (continued)

After returning from the database screen the pricing menubar will reappear.



DEFAULTS MENU



You may also set pricing and labor levels from the pulldown menu.

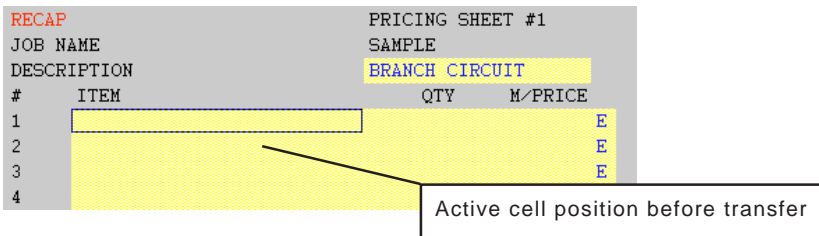
You may also set the Cursor Right or Cursor Down defaults.

Active levels marked with a check mark.

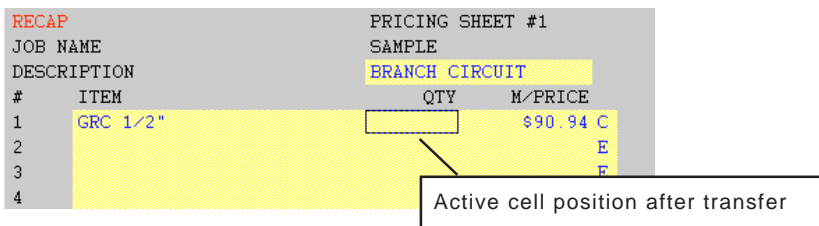
CURSOR RIGHT

If you set the cursor right default, the active cell will move one cell right after material has been transferred from database.

Before Transfer



After Transfer



The cursor right default is ideal if you select one item at a time and wish to input the quantity after transferring data from the database.

If you plan to transfer more than one material item or you do not plan to input quantities after transferring data, you should use the cursor down default.

CURSOR DOWN

Before Transfer

RECAP		PRICING SHEET #1	
JOB NAME		SAMPLE	
DESCRIPTION		BRANCH CIRCUIT	
#	ITEM	QTY	M/PRICE
1			E
2			E
3			E
4			

Active cell position before transfer

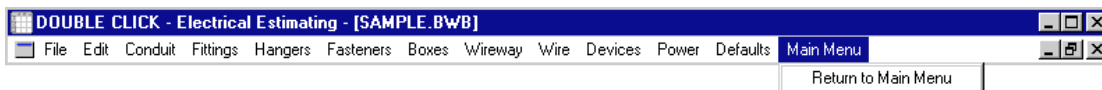
After Transfer

RECAP		PRICING SHEET #1	
JOB NAME		SAMPLE	
DESCRIPTION		BRANCH CIRCUIT	
#	ITEM	QTY	M/PRICE
1	GRC 1/2"		\$90.94 C
2			E
3			E
4			

Active cell position after transfer

The cursor down position leaves the active cell in the item column so you can access the database menu without repositioning the cursor.

RETURN to MAIN MENU



Main Menu - Return to main menu

RETURN to PRICING MENU



Price Menu - Return to price menu