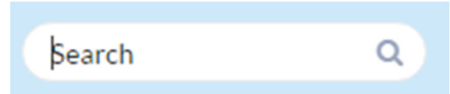


Cost Estimating System: How to insert a line item to a specific location in an Estimate.

How to insert a line item to a specific location in an Estimate

1. Click on the **Estimate Center**  icon.

1.1. Type in the Design Number in the Search field



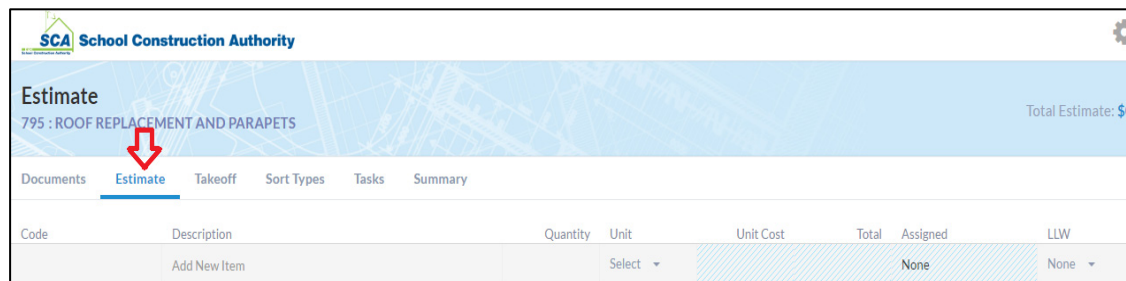
located in the upper-right hand corner of screen to find the Estimate that will be merged.

Note: Search can be used with the Design Number, LLW, School Code, Building ID, Estimate Description, etc.


1.2 From the Estimate Center, locate the Estimate and click anywhere inside the Estimate Tile.

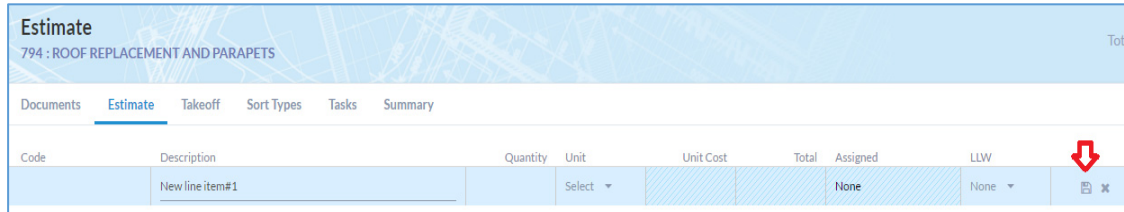


1.3 Click on the **Estimate** tab.



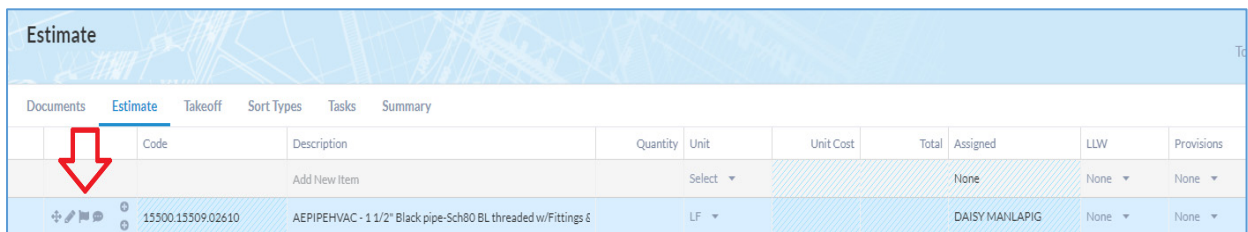
Cost Estimating System: How to insert a line item to a specific location in an Estimate.

- 1.4 In the **Add New Item** field, type in your Description and when finished, click on **Enter** or the **Save**  icon (located right hand side).






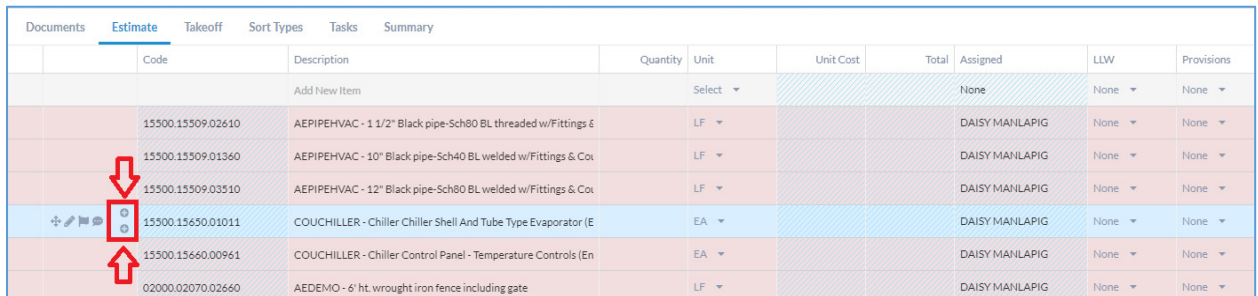
Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
	New line item#1		Select			None	None

- 1.5 Once the line item is saved, look at the icons located at Left hand side of line item.



Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions
	Add New Item		Select			None	None	None
15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings &		LF			DAISY MANLAPIG	None	None

- 1.6 The  icons are the insert options for a line item. The Upper  icon will insert a new line item above the existing line item. The Lower  icon will insert a new line item below the existing line item.



Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions
	Add New Item		Select			None	None	None
15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings &		LF			DAISY MANLAPIG	None	None
15500.15509.01360	AEPIPEHVAC - 10" Black pipe-Sch40 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15509.03510	AEPIPEHVAC - 12" Black pipe-Sch80 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (E		EA			DAISY MANLAPIG	None	None
15500.15660.00961	COUCHILLER - Chiller Control Panel - Temperature Controls (En		EA			DAISY MANLAPIG	None	None
02000.02070.02660	AEDEMO - 6' ht. wrought iron fence including gate		LF			DAISY MANLAPIG	None	None



Cost Estimating System: How to insert a line item to a specific location in an Estimate.


1.7 The Upper  icon will insert a new line item above the existing line item.

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions
	Add New Item		Select			None	None	None
15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15509.01360	AEPIPEHVAC - 10" Black pipe-Sch40 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15509.03510	AEPIPEHVAC - 12" Black pipe-Sch80 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (E		EA			DAISY MANLAPIG	None	None
15500.15660.00961	COUCHILLER - Chiller Control Panel - Temperature Controls (En		EA			DAISY MANLAPIG	None	None
02000.02070.02660	AEDEMO - 6' ht. wrought iron fence including gate		LF			DAISY MANLAPIG	None	None




1.8 A new line item will appear above the existing line item.

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions
	Add New Item		Select			None	None	None
15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15509.01360	AEPIPEHVAC - 10" Black pipe-Sch40 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15509.03510	AEPIPEHVAC - 12" Black pipe-Sch80 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
	Add New Item		Select			None	None	None
15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (E		EA			DAISY MANLAPIG	None	None
15500.15660.00961	COUCHILLER - Chiller Control Panel - Temperature Controls (En		EA			DAISY MANLAPIG	None	None
02000.02070.02660	AEDEMO - 6' ht. wrought iron fence including gate		LF			DAISY MANLAPIG	None	None

1.9 Just like the **Add New Item** line located on top of Estimate, type in your

Description, select an item and when finished, click on **Save**  icon (located on the right hand side).

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions
	Add New Item		Select			None	None	None
15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15509.01360	AEPIPEHVAC - 10" Black pipe-Sch40 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15509.03510	AEPIPEHVAC - 12" Black pipe-Sch80 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None
15500.15660.00761	COUCHILLER		EA			None	None	None
15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (E		EA			DAISY MANLAPIG	None	None
15500.15660.00961	COUCHILLER - Chiller Control Panel - Temperature Controls (En		EA			DAISY MANLAPIG	None	None
02000.02070.02660	AEDEMO - 6' ht. wrought iron fence including gate		LF			DAISY MANLAPIG	None	None

Type	Code	Description	Unit	Unit cost
	15500.15650.00861	COUCHILLER - Chiller Charging Valves (Enter Size)	EA	
	15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (Enter Spec)	EA	
	15500.15660.01161	COUCHILLER - Chiller Commissioning	EA	




Cost Estimating System: How to insert a line item to a specific location in an Estimate.

1.10 The Lower  icon will insert a new line item below the existing line item.

Documents	Estimate	Takeoff	Sort Types	Tasks	Summary						
	Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions		
		Add New Item		Select			None	None	None		
	15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15509.01360	AEPIPEHVAC - 10" Black pipe-Sch40 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15509.03510	AEPIPEHVAC - 12" Black pipe-Sch80 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15660.00061	COUCHILLER - Chiller Outdoor Packaged Modular Outdoor (Ent		EA			DAISY MANLAPIG	None	None		
	15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (E		EA			DAISY MANLAPIG	None	None		
	15500.15660.00961	COUCHILLER - Chiller Control Panel - Temperature Controls (En		EA			DAISY MANLAPIG	None	None		
	02000.02070.02660	AEDEMO - 6' ht. wrought iron fence including gate		LF			DAISY MANLAPIG	None	None		

1.11 A new line item will appear below the existing line item.

Documents	Estimate	Takeoff	Sort Types	Tasks	Summary						
	Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions		
		Add New Item		Select			None	None	None		
	15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15509.01360	AEPIPEHVAC - 10" Black pipe-Sch40 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15509.03510	AEPIPEHVAC - 12" Black pipe-Sch80 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15660.00061	COUCHILLER - Chiller Outdoor Packaged Modular Outdoor (Ent		EA			DAISY MANLAPIG	None	None		
	15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (E		EA			DAISY MANLAPIG	None	None		
		Add New Item		Select			None	None	None		
	15500.15660.00961	COUCHILLER - Chiller Control Panel - Temperature Controls (En		EA			DAISY MANLAPIG	None	None		
	02000.02070.02660	AEDEMO - 6' ht. wrought iron fence including gate		LF			DAISY MANLAPIG	None	None		

1.12 Just like the **Add New Item** line located on top of Estimate, type in your Description, select an item and when finished, click on **Save**  icon (located on the right hand side).

Documents	Estimate	Takeoff	Sort Types	Tasks	Summary						
	Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	Provisions		
		Add New Item		Select			None	None	None		
	15500.15509.02610	AEPIPEHVAC - 1 1/2" Black pipe-Sch80 BL threaded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15509.01360	AEPIPEHVAC - 10" Black pipe-Sch40 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15509.03510	AEPIPEHVAC - 12" Black pipe-Sch80 BL welded w/Fittings & Co		LF			DAISY MANLAPIG	None	None		
	15500.15660.00061	COUCHILLER - Chiller Outdoor Packaged Modular Outdoor (Ent		EA			DAISY MANLAPIG	None	None		
	15500.15650.01011	COUCHILLER - Chiller Chiller Shell And Tube Type Evaporator (E		EA			DAISY MANLAPIG	None	None		
	15500.15509.01462	AEPIPEHVAC - 16" Black pipe-Sch40 BL welded w/Fittings & Co		LF	517.36		None	None	None		
	15500.15660.00961	COUCHILLER - Chiller Control Panel - Temperature Controls (En		EA			DAISY MANLAPIG	None	None		
	02000.02070.02660	AEDEMO - 6' ht. wrought iron fence including gate		LF			DAISY MANLAPIG	None	None		

1.13 Repeat Steps 1.6 thru 1.12 to insert additional line items above and/or below specific line items.