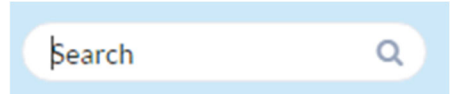


Cost Estimating System: How to move a line item to a specific location in an Estimate.

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

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

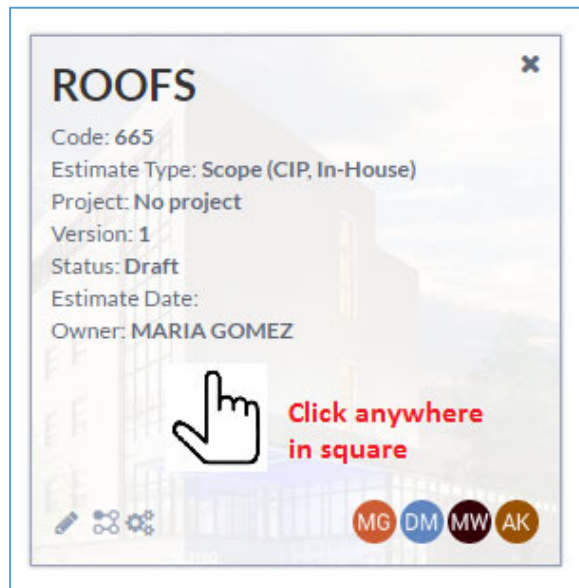
1.1. Type in the Design Number in the Search field



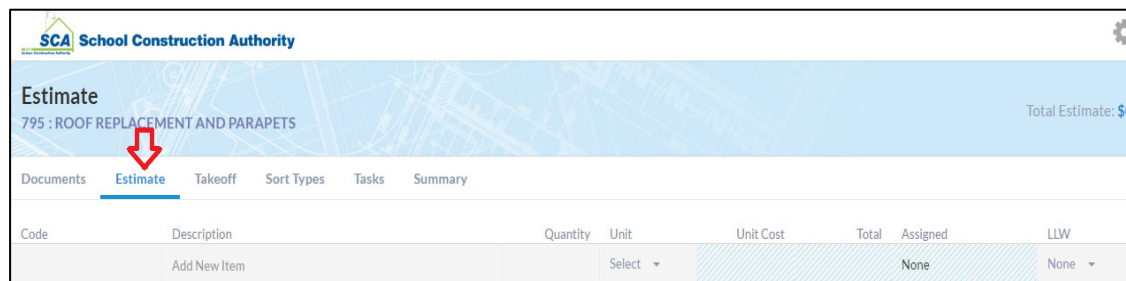
located in the upper-right hand corner of screen to find the Estimate that will be merged.

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 move 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).


Estimate							
794 : ROOF REPLACEMENT AND PARAPETS							
Documents Estimate Takeoff Sort Types Tasks Summary							
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.

	01000.01011.01361	John Shorel Grand Mecl	2nd Tier Sub (Controls)	B1 COUEXTENDEDGENCOND - Trailer Rental (Contractor Trailer
  	16000.16130.01161	John Shorel Grand Mecl	2nd Tier Sub (Controls)	A3 COURIGIDCOND - 3/4" Rigid Conduit Composite Unit/Cost RC

- 1.6 The  Icon is the move option for a line item. By clicking on the move  icon and dragging either up or down, it will move the line item above or below where the line item was originally.


	16000.16130.51161	John Shorel Grand Mecl	2nd Tier Sub (Controls)	A2 COUDEVICEBOX - Outlet Box Steel Square 4" 2-1/8" Deep
	01000.01011.01361	John Shorel Grand Mecl	2nd Tier Sub (Controls)	B1 COUEXTENDEDGENCOND - Trailer Rental (Contractor Trailer
  	16000.16130.01161	John Shorel Grand Mecl	2nd Tier Sub (Controls)	A3 COURIGIDCOND - 3/4" Rigid Conduit Composite Unit/Cost RC
	15500.15970.05411	John Shorel Grand Mecl	2nd Tier Sub (Controls)	A1 COUHVACDEVICES - 7 Day Programmable Thermostat "Premi

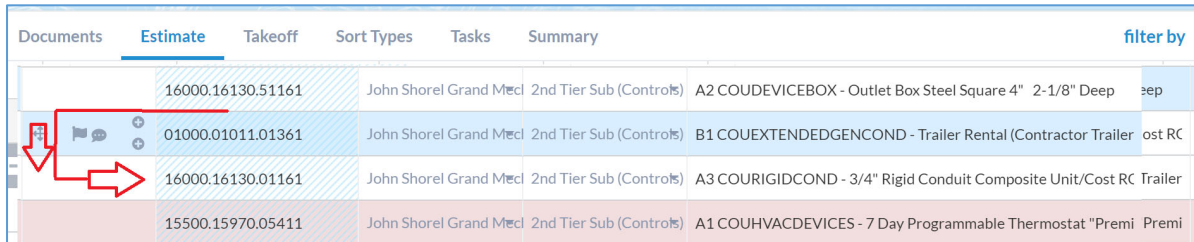
- 1.7 If you click on the  icon and drag up, the line item will be placed on the location where you place your mouse and release the mouse button.

Documents Estimate Takeoff Sort Types Tasks Summary						filter by
  	16000.16130.51161	John Shorel Grand Mecl	2nd Tier Sub (Controls)	A2 COUDEVICEBOX - Outlet Box Steel Square 4" 2-1/8" Deep		
	16000.16130.01161	John Shorel Grand Mecl	2nd Tier Sub (Controls)	A3 COURIGIDCOND - 3/4" Rigid Conduit Composite Unit/Cost RC		
	01000.01011.01361	John Shorel Grand Mecl	2nd Tier Sub (Controls)	B1 COUEXTENDEDGENCOND - Trailer Rental (Contractor Trailer		
	15500.15970.05411	John Shorel Grand Mecl	2nd Tier Sub (Controls)	A1 COUHVACDEVICES - 7 Day Programmable Thermostat "Premi		



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

- 1.8 If you click on the  icon down and drag down, the line item will be placed on the location you place your mouse and release the mouse button.



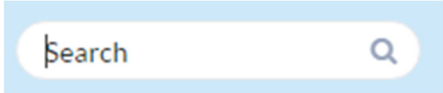
Documents	Estimate	Takeoff	Sort Types	Tasks	Summary	filter by
	16000.16130.51161				John Shorel Grand Mecl 2nd Tier Sub (Controls) A2 COUDEVICEBOX - Outlet Box Steel Square 4" 2-1/8" Deep	ep
	01000.01011.01361				John Shorel Grand Mecl 2nd Tier Sub (Controls) B1 COUEXTENDEDGENCOND - Trailer Rental (Contractor Trailer	ost RC
	16000.16130.01161				John Shorel Grand Mecl 2nd Tier Sub (Controls) A3 COURIGIDCOND - 3/4" Rigid Conduit Composite Unit/Cost RC	Trailer
	15500.15970.05411				John Shorel Grand Mecl 2nd Tier Sub (Controls) A1 COUHVACDEVICES - 7 Day Programmable Thermostat "Premi	Premi

- 1.9 Repeat Steps **1.6 thru 1.8** to move line items above and/or below specific locations in the Estimate.

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

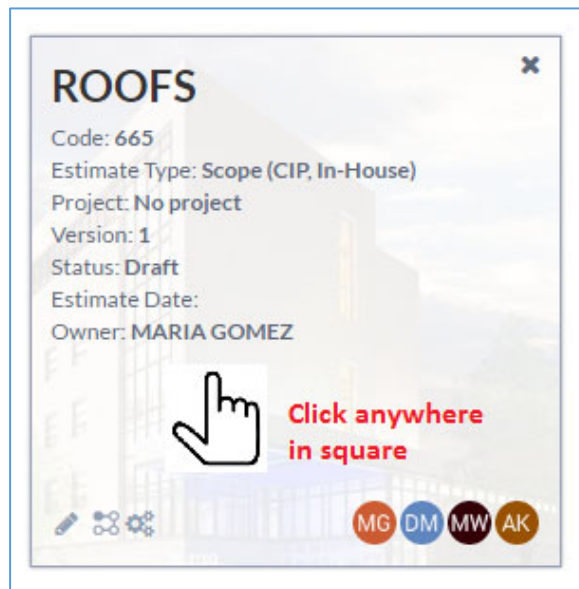
How to move multiple line items to a specific location in an Estimate

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

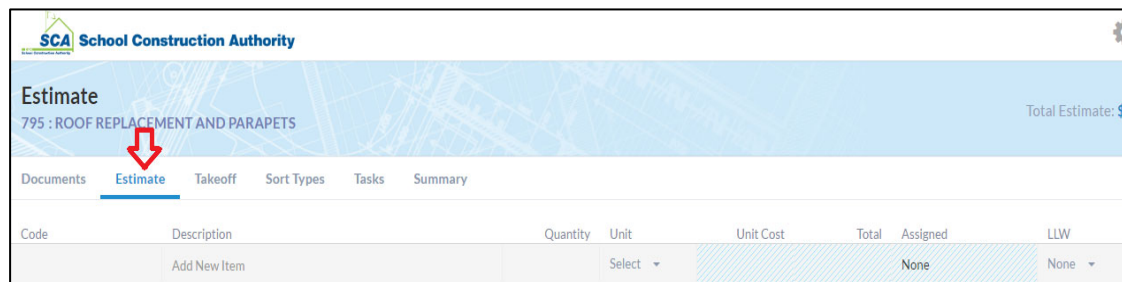
2.1. Type in the Design Number in the Search field  located in the upper-right hand corner of screen to find the Estimate that will be merged.

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

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



2.3 Click on the **Estimate** tab.



SCA School Construction Authority


Estimate
795 : ROOF REPLACEMENT AND PARAPETS

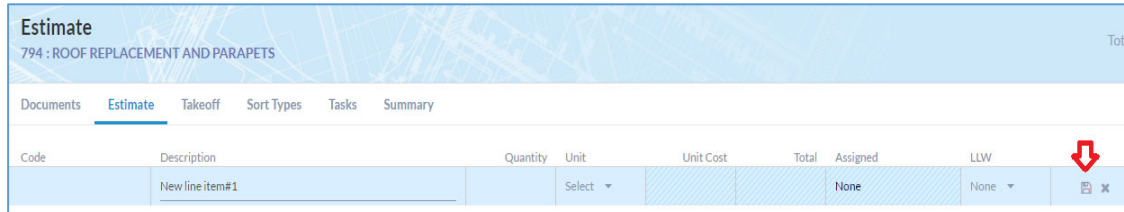
Documents **Estimate** Takeoff Sort Types Tasks Summary

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
	Add New Item		Select			None	None

Total Estimate: \$

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

- 2.4 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

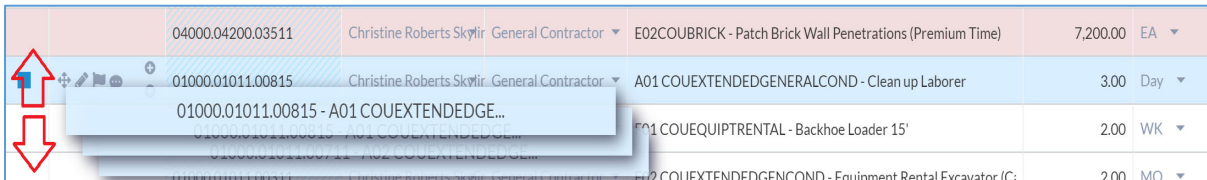
- 2.5 Repeat Steps **2.3 thru 2.4** to add additional line items in the Estimate.
- 2.6 Once the line items are saved, if you want to move multiple line items to a specific location in the estimate, you need to click on the box located at the end of Left hand side of line item. Boxes that are Blue will be all moved at same time).




		Christine Roberts Skylir	General Contractor	General Contractor		
	01000.01011.00815	Christine Roberts Skylir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Shift Ti	1.00	H
	01000.01011.01361	Christine Roberts Skylir	General Contractor	A03 COUEXTENDEDGENCOND - Trailer Rental (Contractor Traile	6.00	N
	01000.01500.01911	Christine Roberts Skylir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer	3.00	D
	01000.01500.01911	Christine Roberts Skylir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Prei	2.00	D
	01000.01500.01911	Christine Roberts Skylir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Shif	1.00	H
	01000.01013.00011	Christine Roberts Skylir	General Contractor	C02 COUGENERALCOND - On Site Project Superintendent (FOR	40.00	H
	01000.01015.00011	Christine Roberts Skylir	General Contractor	C03 COUGENERALCOND - Custodian Permit (FOR GC ONLY!)	40.00	H
	04000.04200.03511	Christine Roberts Skylir	General Contractor	E01 COUBRICK - Patch Brick Wall Penetrations and Openings	14,450.00	E
	04000.04200.03511	Christine Roberts Skylir	General Contractor	E02COUBRICK - Patch Brick Wall Penetrations (Premium Time)	7,200.00	E
	01000.01500.14961	Christine Roberts Skylir	General Contractor	F01 COUEQUIPTRENTAL - Backhoe Loader 15'	2.00	V
	01000.01011.00311	Christine Roberts Skylir	General Contractor	F02 COUEXTENDEDGENCOND - Equipment Rental Excavator (C:	2.00	N
	01000.01011.00815	Christine Roberts Skylir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer	3.00	D
	01000.01011.00815	Christine Roberts Skylir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Premiu	1.00	H
	01000.01011.00711	Christine Roberts Skylir	General Contractor	A02 COUEXTENDEDGENCOND - Project Manager	20.00	H

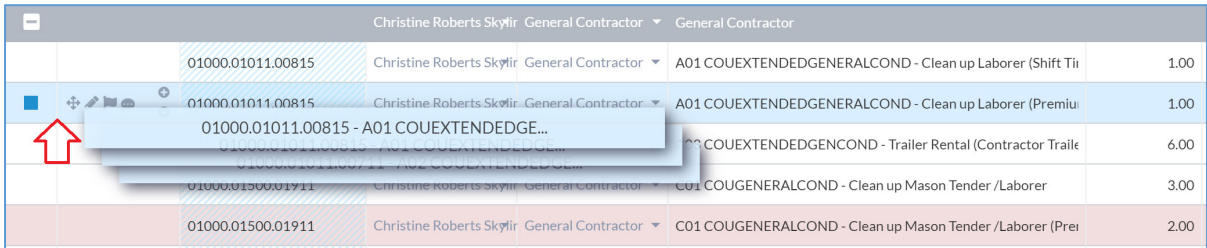
Cost Estimating System: How to move a line item to a specific location in an Estimate.

2.7 The  icon is the move option for a line item. By clicking on the move  icon and dragging either up or down, it will move the line items above or below where the line item was originally.



	04000.04200.03511	Christine Roberts Skyfir General Contractor	E02COUBRICK - Patch Brick Wall Penetrations (Premium Time)	7,200.00	EA
	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer	3.00	Day
	01000.01011.00815 - A01 COUEXTENDEDGE...		A01 COUEQUIPTRENTAL - Backhoe Loader 15'	2.00	WK
	01000.01011.00815 - A01 COUEXTENDEDGE...		A02 COUEXTENDEDGENERALCOND - Equipment Rental Excavator (C...	2.00	MO


2.8 If you click on the  icon and drag up, the line items will be moved to the location where you place your mouse and release the mouse button.

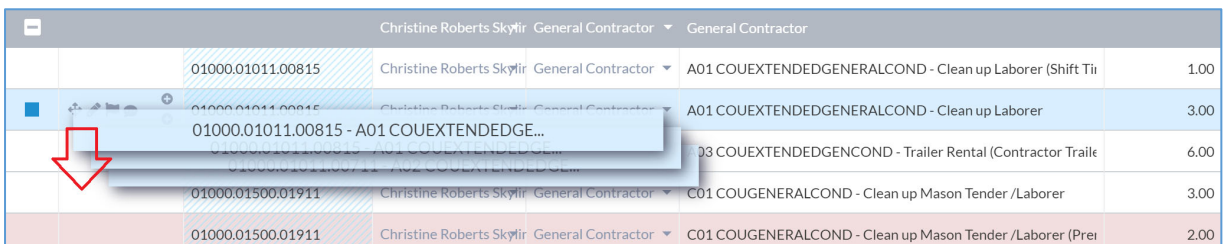


	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Shift Ti	1.00	
	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Premiu	1.00	
	01000.01011.00815 - A01 COUEXTENDEDGE...		A02 COUEXTENDEDGENCOND - Trailer Rental (Contractor Traile	6.00	
	01000.01500.01911	Christine Roberts Skyfir General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer	3.00	
	01000.01500.01911	Christine Roberts Skyfir General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Prei	2.00	



	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Shift Ti	1.00	
	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer	1.00	
	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Premiu	6.00	
	01000.01011.00711	Christine Roberts Skyfir General Contractor	A02 COUEXTENDEDGENCOND - Project Manager	3.00	
	01000.01011.01361	Christine Roberts Skyfir General Contractor	A03 COUEXTENDEDGENCOND - Trailer Rental (Contractor Traile	2.00	

2.9 If you click on the  icon down and drag down, the line items will be moved to the location you place your mouse and release the mouse button.



	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Shift Ti	1.00	
	01000.01011.00815	Christine Roberts Skyfir General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer	3.00	
	01000.01011.00815 - A01 COUEXTENDEDGE...		A03 COUEXTENDEDGENCOND - Trailer Rental (Contractor Traile	6.00	
	01000.01500.01911	Christine Roberts Skyfir General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer	3.00	
	01000.01500.01911	Christine Roberts Skyfir General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Prei	2.00	



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

Christine Roberts Skyfir General Contractor General Contractor							
	01000.01011.00815	Christine Roberts Skyfir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Shift Ti	1.00	HR	
	01000.01011.01361	Christine Roberts Skyfir	General Contractor	A03 COUEXTENDEDGENCOND - Trailer Rental (Contractor Traile	6.00	MO	
	01000.01500.01911	Christine Roberts Skyfir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer	3.00	Day	
	01000.01500.01911	Christine Roberts Skyfir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Prei	2.00	Day	
	01000.01500.01911	Christine Roberts Skyfir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Shif	1.00	HR	
	01000.01011.00815	Christine Roberts Skyfir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Premiu	1.00	HR	
	01000.01011.00815 - A01 COUEXTENDEDGE...			C02 COUGENERALCOND - On Site Project Superintendent (FOR	40.00	HR	
				C03 COUGENERALCOND - Custodian Permit (FOR GC ONLY!)	40.00	HR	

Christine Roberts Skyfir General Contractor General Contractor							
	01000.01011.00815	Christine Roberts Skyfir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Shift Ti	1.00	HR	
	01000.01011.01361	Christine Roberts Skyfir	General Contractor	A03 COUEXTENDEDGENCOND - Trailer Rental (Contractor Traile	6.00	MO	
	01000.01500.01911	Christine Roberts Skyfir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer	3.00	Day	
	01000.01500.01911	Christine Roberts Skyfir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Prei	2.00	Day	
	01000.01500.01911	Christine Roberts Skyfir	General Contractor	C01 COUGENERALCOND - Clean up Mason Tender /Laborer (Shif	1.00	HR	
	01000.01011.00815	Christine Roberts Skyfir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer	1.00	HR	
	01000.01011.00815	Christine Roberts Skyfir	General Contractor	A01 COUEXTENDEDGENERALCOND - Clean up Laborer (Premiu	40.00	HR	
	01000.01011.00711	Christine Roberts Skyfir	General Contractor	A02 COUEXTENDEDGENCOND - Project Manager	40.00	HR	
	01000.01013.00011	Christine Roberts Skyfir	General Contractor	C02 COUGENERALCOND - On Site Project Superintendent (FOR	14,450.00	EA	

2.10 Repeat Steps 2.6 thru 12.9 to move multiple line items above and/or below to specific locations in the Estimate.