


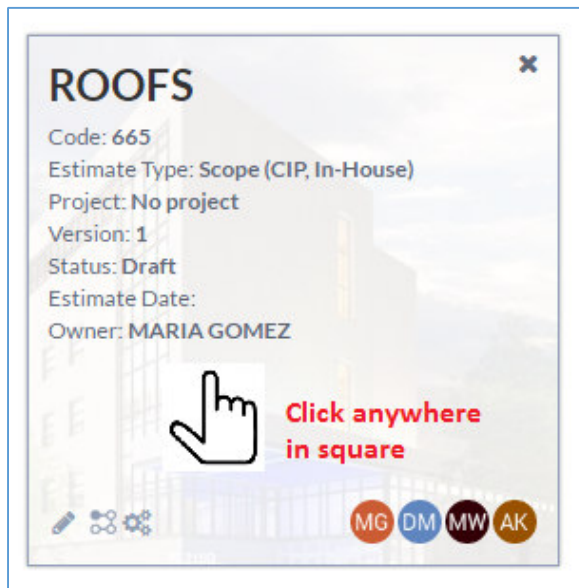
Add and/or modify unit cost in line items

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

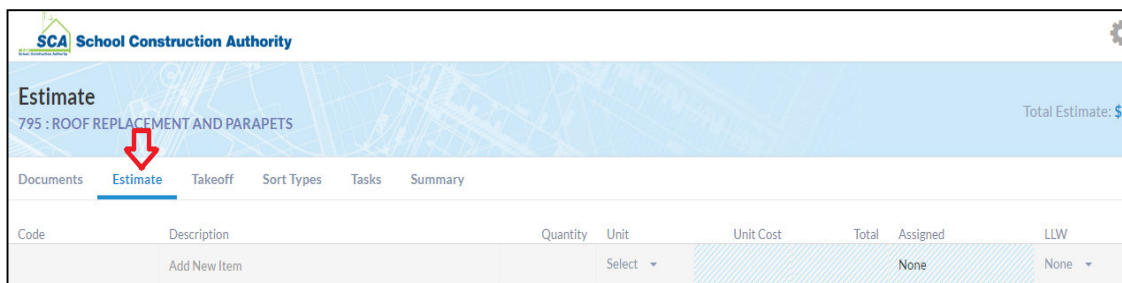
1.1. Type in the Design Number in the Search field  located in the upper-right hand corner of screen to find the Estimate that will be merged.

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 add and/or modify unit cost in line items

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

Estimate									
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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 Add quantity to the line items by entering a number in the **Quantity** Field.

Estimate				
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Documents Estimate Takeoff Sort Types Tasks Summary				
Code	Description	Quantity	Unit	
	Add New Item		Select	
03000.03005.00000	New line item #1	10.00	Select	
03000.03005.00000	New Line Item #2	15.00	Select	
03000.03005.00000	New Line Item #2	20.00	Select	
03000.03005.00000	New Line Item #4	25.00	Select	

- 1.6 Click on the **Unit** Field drop down and select a unit of measure.



Estimate				
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Documents Estimate Takeoff Sort Types Tasks Summary				
Code	Description	Quantity	Unit	Unit Cost
	Add New Item		Select	
03000.03005.00000	New line item #1	10.00	LF	
03000.03005.00000	New Line Item #2	15.00	LB	
03000.03005.00000	New Line Item #2	20.00	LF	
03000.03005.00000	New Line Item #4	25.00	LOC	

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1.7 Click on the **Pencil**  icon to edit the **Unit Cost**.

Estimate
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Documents Estimate Takeoff Sort Types Tasks Summary

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	
	Add New Item		Select ▾			None	None ▾	
03000.03005.00000 ▾	New Line Item #1	10.00	LF ▾			Marion Washington	None ▾	
03000.03005.00000 ▾	New Line Item #2	15.00	SF ▾			Marion Washington	None ▾	
03000.03005.00000 ▾	New Line Item #2	20.00	EA ▾			Marion Washington	None ▾	
03000.03005.00000 ▾	New Line Item #4	25.00	CY ▾			Marion Washington	None ▾	



1.8 Enter the **Material, Labor** and/or **Equipment** cost.


Code: 03000.03005.00000

Description: New line item #1

Quantity: 10.00 Unit: LF

▼ Cost

Description	Cost	Total	Unit Cost
Material	100.00 	1,000.00	100.00
Labor	250.00 	2,500.00	250.00
SubContractor			
Equipment			


1.9 Once finished, click on the  to close the **Edit screen**.

Estimate
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Documents Estimate Takeoff Sort Types Tasks Summary

group by none Search

Total Estimate: \$5,862 Status: Estimating Type: Scope (CIP, In-House)

Edit Item 

Code: 03000.03005.00000

Description: New line item #1

Quantity: 10.00 Unit: LF Formula:

▼ Cost

Description	Cost	Total	Unit Cost	Accounting	Labor Type	Productivity	Labor Hours	Man Days	Crew Days
Material	100.00	1,000.00	100.00	None ▾					
Labor	250.00	2,500.00	250.00	None ▾	None ▾	/ Select ▾			



Cost Estimating System: How to add and/or modify unit cost in line items

1.10 Repeat **Steps 1.7 thru 1.9** to edit additional Unit Cost.