


### Flag & comment line items for review in an Estimate

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

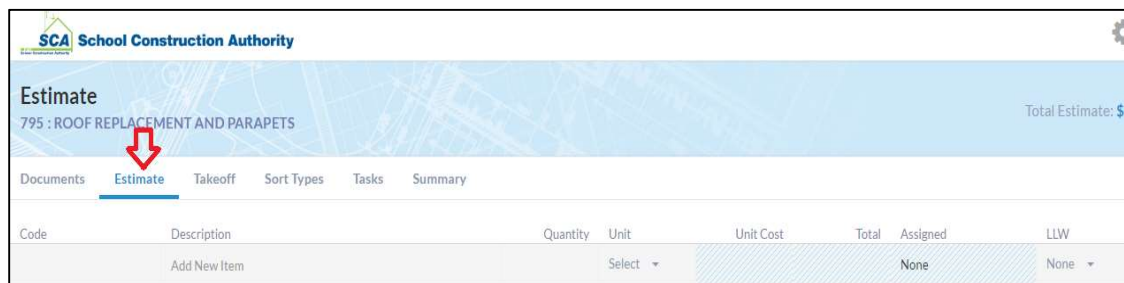
- 1.1. Type in the Design Number in the Search field  located in the upper-right hand corner of screen to find the Estimate that will be merged.

**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 flag line items and make comments (for review)

1.4 Review the line items in the Estimate. If a line item needs to be flagged, click


on the **flag**  icon.

SCA School Construction Authority							
Estimate							
775 : 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 ▾
02000.02860.00210	AE - Arch roof	50.00	EA ▾	600.00	30,000.00	Vijay Associates External	None ▾
02000.02070.00210	AE - Brick parapet	4.00	CF ▾	16.75	66.98	Vijay Associates External 1	None ▾
02000.02070.01410	AE - 12" Wide brick parapet 3'-6" height	5.00	LF ▾	43.74	218.72	CATHERINE HUE	None ▾
04000.04200.00010	AE - Parapet wall expansion joint per unit (4 LF assumed)	5.00	EA ▾	187.83	939.14	Vijay Associates External 1	None ▾

1.5 The line items rows will now be highlighted **yellow** and the flag with be **red**.

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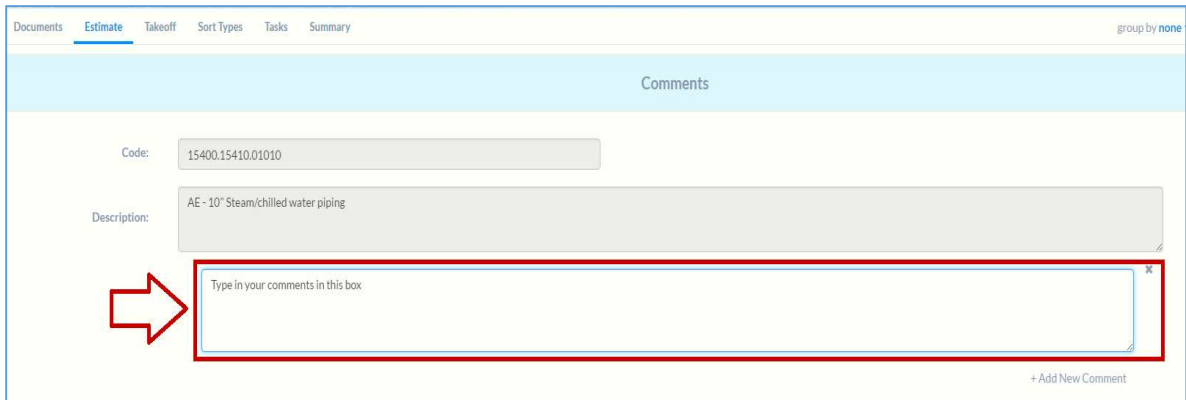
1.6 Repeat **Steps 1.4 thru 1.5** to flag additional line items.

1.7 To make a comment on a specific line item, click on the comments  icon.

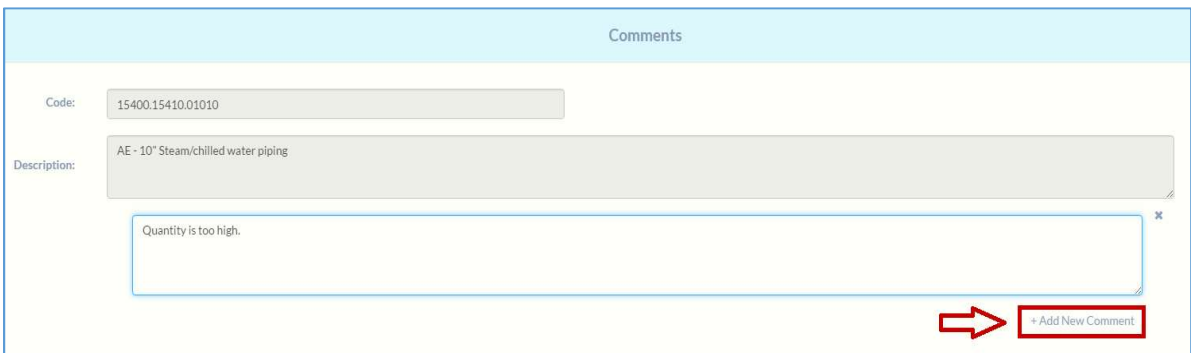
SCA School Construction Authority							
Estimate							
775 : ROOF REPLACEMENT AND PARAPETS							
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## Cost Estimating System: How to flag line items and make comments (for review)

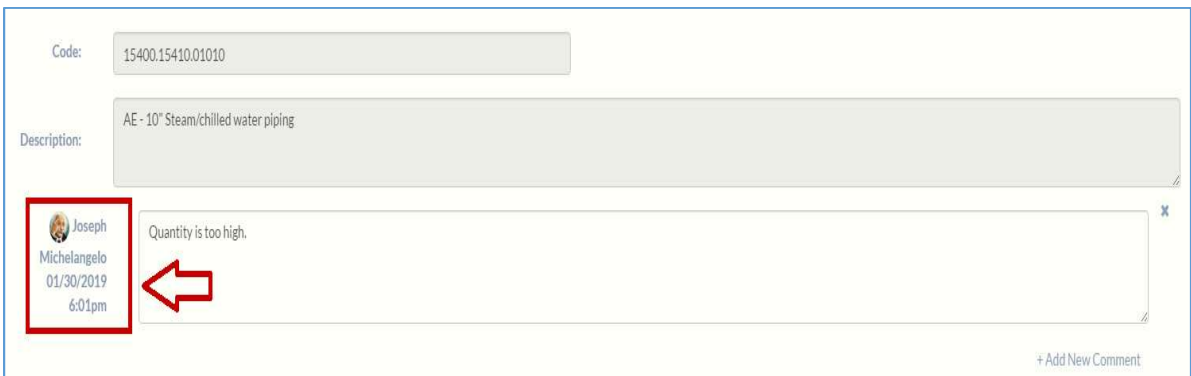
- 1.8 This will open the **Comments** section. Enter your comments in the box provided.




- 1.9 Click on the **+ Add New Comment** to save the text.

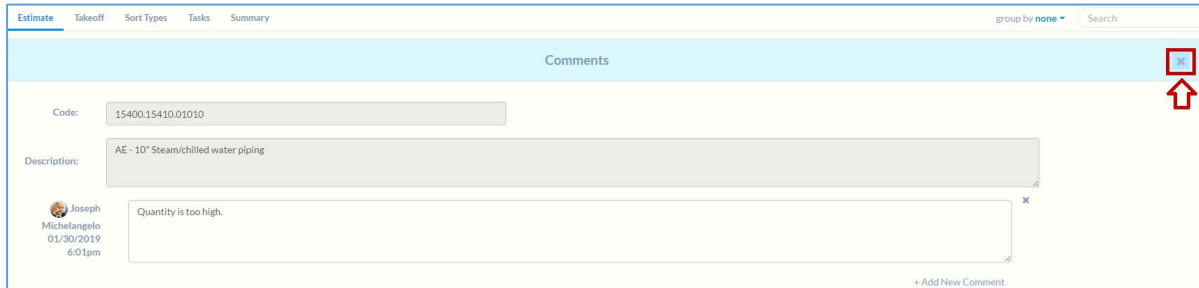


- 1.10 Your name, date and time stamp will appear next to the comment box.



## Cost Estimating System: How to flag line items and make comments (for review)

1.11 Click on the  in the Blue Comment header to close the Comments window.




1.12 The **comments** icon will be **red** and if you hover over icon, the comments will appear.



Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
02000.02860.00210	AE - Arch roof	50.00	EA	600.00	30,000.00	Vijay Associates External	None
02000.02070.00210	AE - Brick parapet	4.00	CF	16.75	66.98	Vijay Associates External 1	None
02000.02070.01410	AE - 12" Wide brick parapet 3'-6" height	5.00	LF	43.74	218.72	CATHERINE HUE	None

1.13 Repeat **Steps 1.7 thru 1.12** to make additional comments.

1.14 Click on the process  button to resubmit line items to Assist Estimator, Prime Consultant, Sub Consultant, etc.