



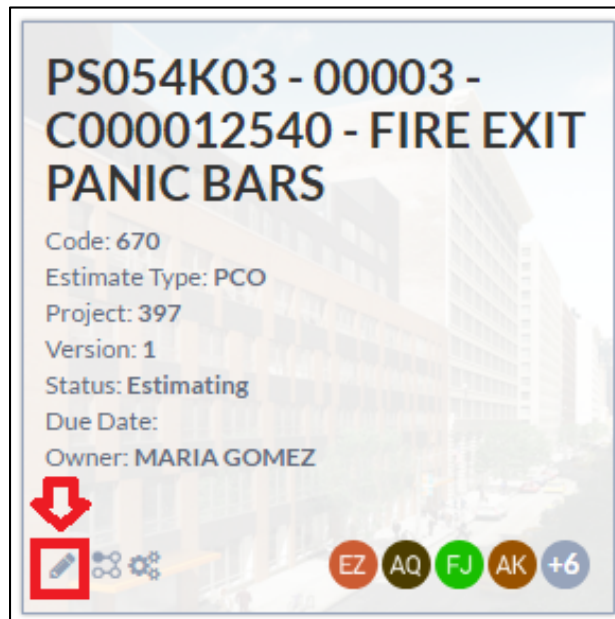
Inviting GC Assist Estimators to an Estimate

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

1.1. Type in the Project Name in the Search field  located in the upper-right hand corner of screen to find the Estimate.

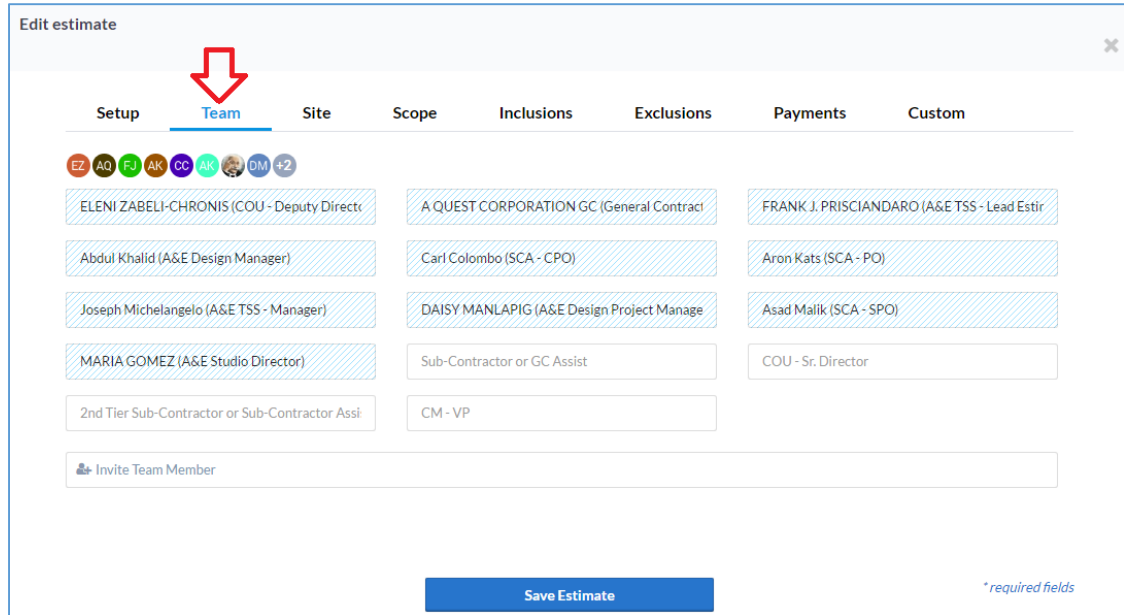
Note: Search can be used with the Project Name, LLW, NOD Number, Contract Number, Estimate Description, etc.

1.2 Click on the pencil icon  located inside the Estimate Tile of the Estimate.



Cost Estimating System: How to invite GC Assist Estimators to an Estimate [for General Contractor]

1.3 In the **Edit estimate** popup, click on the **Team** tab.



Edit estimate

Setup **Team** Site Scope Inclusions Exclusions Payments Custom

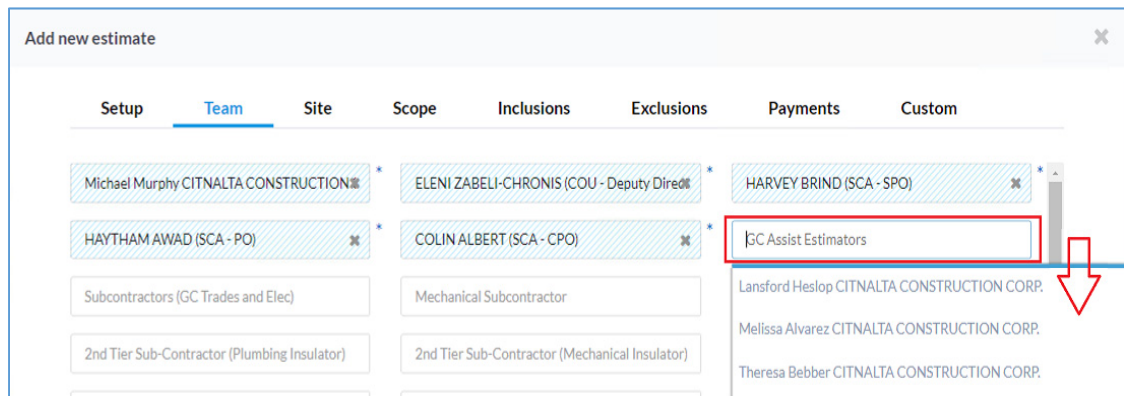
EZ AQ FJ AK CC AK DM +2

ELENI ZABELI-CHRONIS (COU - Deputy Directr	A QUEST CORPORATION GC (General Contract	FRANK J. PRISCIANDARO (A&E TSS - Lead Estir
Abdul Khalid (A&E Design Manager)	Carl Colombo (SCA - CPO)	Aron Kats (SCA - PO)
Joseph Michelangelo (A&E TSS - Manager)	DAISY MANLAPIG (A&E Design Project Manage	Asad Malik (SCA - SPO)
MARIA GOMEZ (A&E Studio Director)	Sub-Contractor or GC Assist	COU - Sr. Director
2nd Tier Sub-Contractor or Sub-Contractor Assi	CM - VP	

Invite Team Member

Save Estimate * required fields

1.4 Find the field labeled **GC Assist Estimator** and double-click to get drop down.



Add new estimate

Setup **Team** Site Scope Inclusions Exclusions Payments Custom

Michael Murphy CITNALTA CONSTRUCTION	ELENI ZABELI-CHRONIS (COU - Deputy Dire	HARVEY BRIND (SCA - SPO)
HAYTHAM AWAD (SCA - PO)	COLIN ALBERT (SCA - CPO)	GC Assist Estimators
Subcontractors (GC Trades and Elec)	Mechanical Subcontractor	Lansford Heslop CITNALTA CONSTRUCTION CORP.
2nd Tier Sub-Contractor (Plumbing Insulator)	2nd Tier Sub-Contractor (Mechanical Insulator)	Melissa Alvarez CITNALTA CONSTRUCTION CORP.
		Theresa Bebbler CITNALTA CONSTRUCTION CORP.



Cost Estimating System: How to invite GC Assist Estimators to an Estimate [for General Contractor]

1.5 Select the **GC Assist Estimator** that you want added to the Estimate. That person will now show as part of the Team.

The screenshot shows the 'Add new estimate' interface with the 'Team' tab selected. The interface is organized into columns: Setup, Team, Site, Scope, Inclusions, Exclusions, Payments, and Custom. Under the 'Team' column, several roles are listed, each with a corresponding user selection box. The user 'Eddie Garcia CITNALTA CONSTRUCTION CORP.' is highlighted with a red box. Other users include Michael Murphy, Antonio Gentile, Eleni Zabeli-Chronis, Colin Albert, Harvey Brind, Barbara McIntyre, and Margaret Manolis. Roles include Subcontractors (GC Trades and Elec), Mechanical Subcontractor, Plumbing Subcontractor, 2nd Tier Sub-Contractor (Plumbing Insulator), 2nd Tier Sub-Contractor (Mechanical Insulator), 2nd Tier Sub-Contractor (Controls), 2nd Tier Sub-Contractor (Sheet Metal), CM - VP, 2nd Tier Sub-Contractor (Others), Sub-Contractor Assist, and GC Assist Estimators.

1.6 Repeat steps 1.4 thru 1.5 to add any additional **GC Assist Estimators** to the Estimate.

The screenshot shows the 'Add new estimate' interface with the 'Team' tab selected. The interface is organized into columns: Setup, Team, Site, Scope, Inclusions, Exclusions, Payments, and Custom. Under the 'Team' column, several roles are listed, each with a corresponding user selection box. The user 'Lansford Heslop CITNALTA CONSTRUCTION CORP.' is highlighted with a red box. The role 'GC Assist Estimators' is also highlighted with a red box, and a red arrow points to its dropdown menu. Other users include Michael Murphy, Antonio Gentile, Eleni Zabeli-Chronis, Colin Albert, Harvey Brind, Barbara McIntyre, and Margaret Manolis. Roles include Subcontractors (GC Trades and Elec), Mechanical Subcontractor, Plumbing Subcontractor, 2nd Tier Sub-Contractor (Plumbing Insulator), 2nd Tier Sub-Contractor (Mechanical Insulator), 2nd Tier Sub-Contractor (Controls), 2nd Tier Sub-Contractor (Sheet Metal), CM - VP, 2nd Tier Sub-Contractor (Others), Sub-Contractor Assist, and GC Assist Estimators. The dropdown menu for 'GC Assist Estimators' shows two options: 'Melissa Alvarez CITNALTA CONSTRUCTION CORP.' with email 'melissaa@citnalta.com' and 'Theresa Bebbler CITNALTA CONSTRUCTION CORP.' with email 'theresab@citnalta.com'.



Cost Estimating System: How to invite GC Assist Estimators to an Estimate [for General Contractor]

- 1.7 Once all the **GC Assist Estimators** have been added to the **Team Tab**, click on the **Save Estimate** button.

The screenshot shows the 'Add new estimate' interface with the 'Team' tab selected. The interface is divided into columns: Setup, Team, Site, Scope, Inclusions, Exclusions, Payments, and Custom. The 'Team' column contains several roles and names, with 'Eddie Garcia CITNALTA CONSTRUCTION COR' highlighted in a red box. Below the 'Team' column, there are several sub-contractor roles, with 'Lansford Heslop CITNALTA CONSTRUCTION' highlighted in a red box. A red arrow points from the highlighted 'Lansford Heslop' box to the 'Save Estimate' button at the bottom. The 'Save Estimate' button is also highlighted in a red box. A small note '* required fields' is visible in the bottom right corner.

Assigning GC Assist Estimators to line items in an Estimate

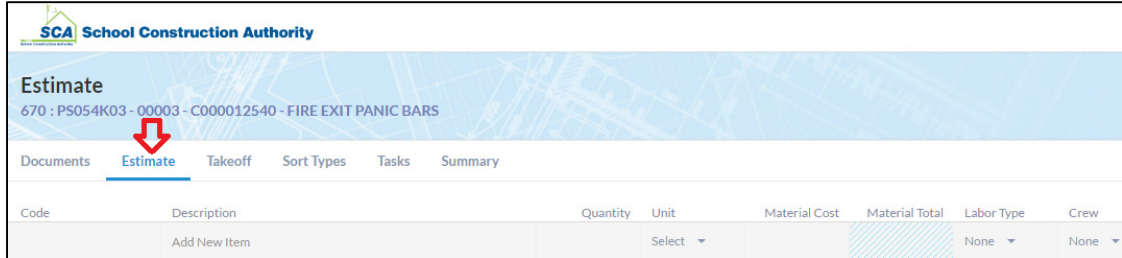
- 2.1 From the Estimate Center, locate the Estimate and click anywhere inside the Estimate Tile.



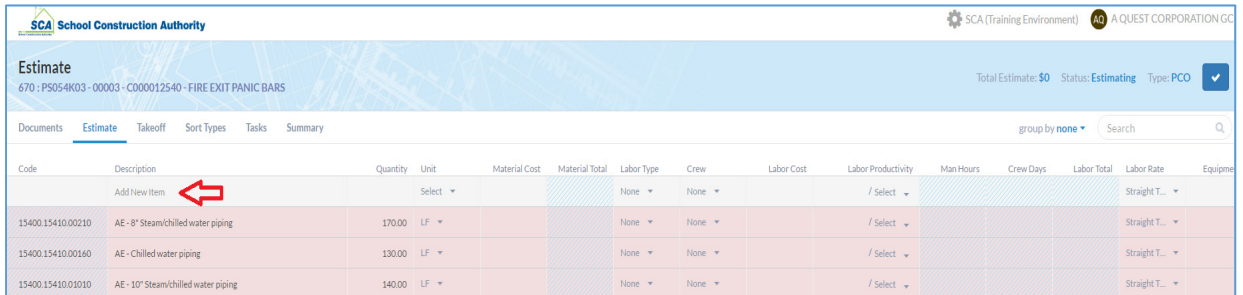


Cost Estimating System: How to invite GC Assist Estimators to an Estimate [for General Contractor]

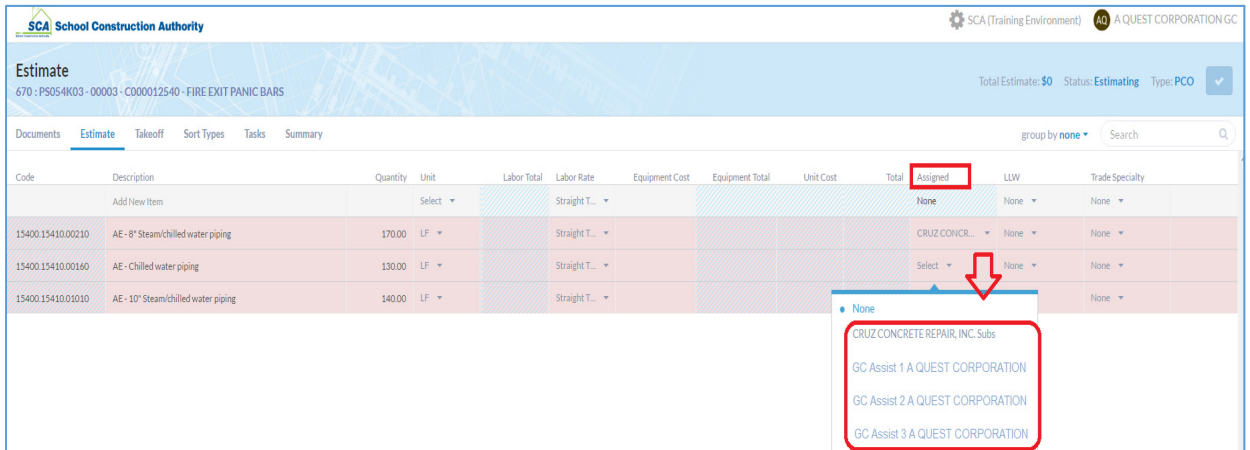
2.2 Click on the **Estimate** tab.



2.3 Click in **Add New item** to start adding line items to the Estimate.

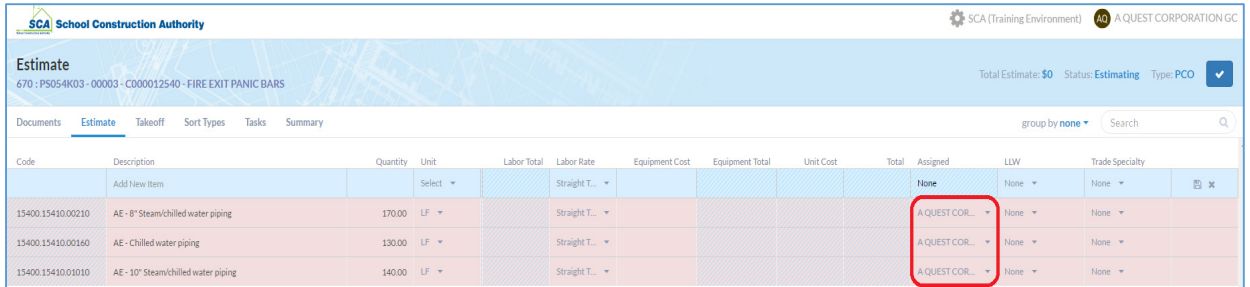


2.4 In the **Assigned** column, click on the drop-down to see list of GC Assist Estimators.



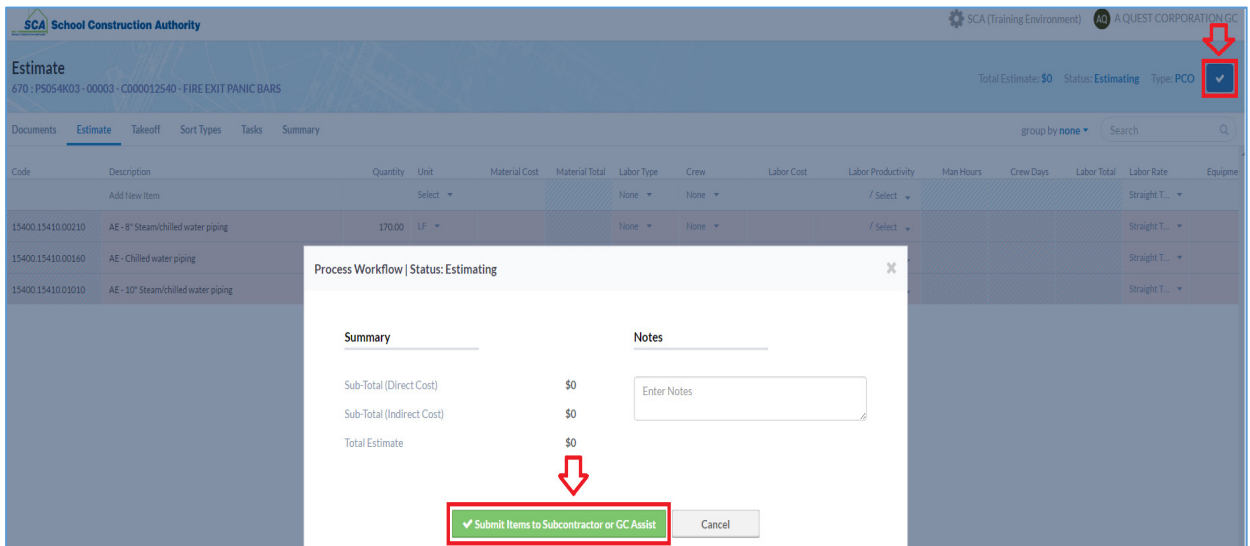
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2.5 Select a GC Assist Estimator for each line item.



Code	Description	Quantity	Unit	Labor Total	Labor Rate	Equipment Cost	Equipment Total	Unit Cost	Total	Assigned	LLW	Trade Specialty
	Add New Item		Select		Straight T...					None	None	None
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF		Straight T...					A QUEST COR...	None	None
15400.15410.00160	AE - Chilled water piping	130.00	LF		Straight T...					A QUEST COR...	None	None
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF		Straight T...					A QUEST COR...	None	None

2.6 Once finished, click on the **Process Button** and select **Submit Items to Subcontractor or GC Assist** button.



Process Workflow | Status: Estimating

Summary	Notes
Sub-Total (Direct Cost)	\$0
Sub-Total (Indirect Cost)	\$0
Total Estimate	\$0

Enter Notes