


## Cost Estimating System: How to invite additional Team Members (Reviewers) to an Estimate

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### Inviting additional Team Members to 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.

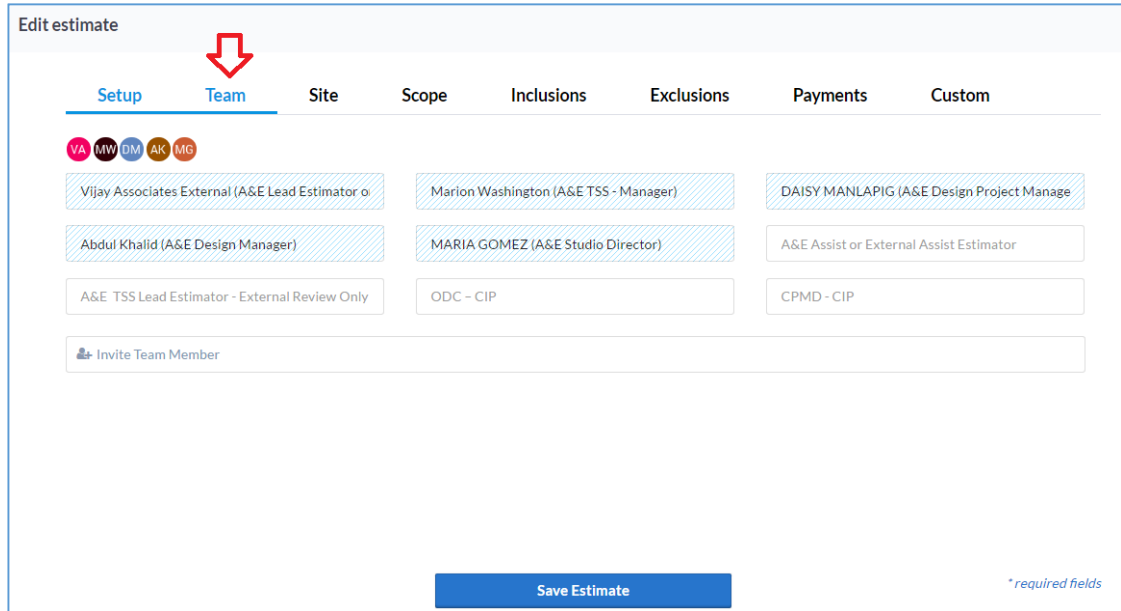
**Note:** Search can be used with the Design Number, LLW, School Code, Building ID, Estimate Description, etc.

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

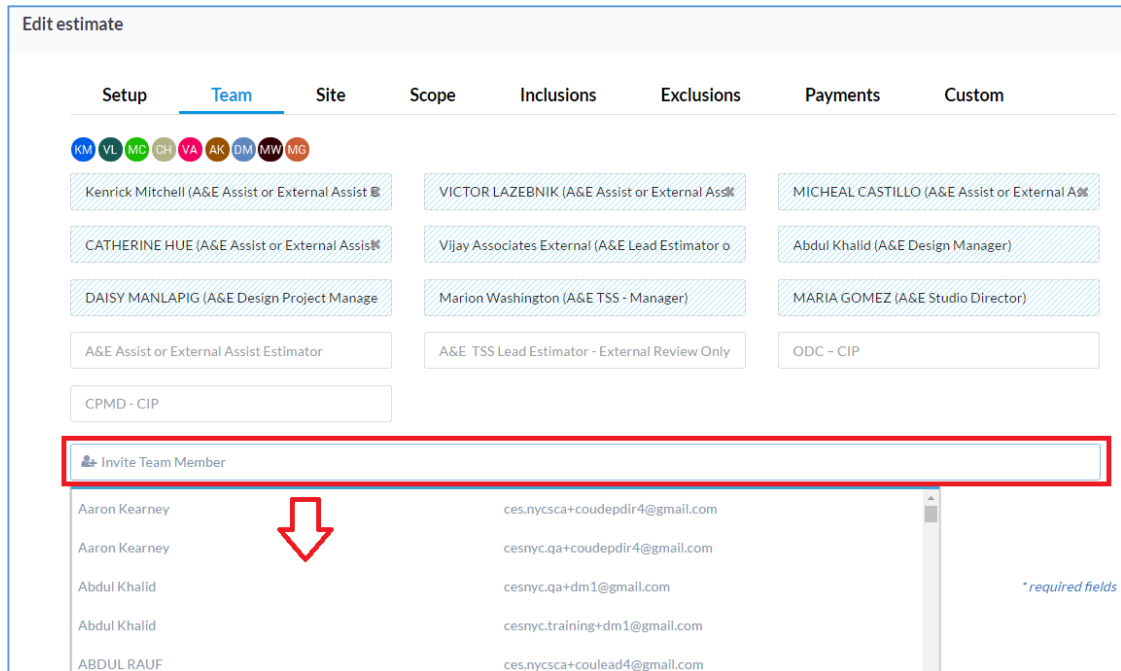


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1.3 In the **Edit estimate** popup, click on the **Team** tab.



1.4 Find the field labeled **Invite Team Member** and double-click to get drop down.





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- 1.5 Select the Team Member (Reviewer) that you want added to the Estimate. That person will now show as part of the Team.

The screenshot shows the 'Edit estimate' interface with the 'Team' tab selected. The interface displays a grid of team members. A red box highlights the entry for 'AMIT PATEL' in the bottom-left cell of the grid.

Setup	Team	Site	Scope	Inclusions	Exclusions	Payments	Custom
	NINA KUBOTA (CPMD - CIP)			MITCHELL REDELICK (CPMD - CIP)			MARK FAIRCHILD (CPMD - CIP)
	MARC CASSEL (ODC - CIP)			DORA STEINER (ODC - CIP)			ANDREA METZ (CPMD - CIP)
	MARION WASHINGTON (A&E TSS - Manager) *			STEVEN SAMILJAN (A&E Design Project Manag) *			LAWRENCE OSBORN (A&E Design Manager) *
	MARIA GOMEZ (A&E Studio Director)			A&E Lead Estimator or External Consultant			A&E Assist or External Assist Estimator
	A&E TSS Lead Estimator - External Review Onl			ODC - CIP			CPMD - CIP
	AMIT PATEL *						

- 1.6 Repeat steps 1.4 thru 1.5 to add any additional Team Members (Reviewers) to the Estimate.

The screenshot shows the 'Edit estimate' interface with the 'Team' tab selected. Three team members are highlighted with red boxes: 'AMIT PATEL', 'ERICK OBAMA', and 'ALTON SMITH'. Below the team member list, a search bar shows 'gi' and a dropdown menu displays contact information for 'GIOCONDA SIMMONDS'. A red arrow points to the email address 'gsimmonds@nycsca.org'.

Setup	Team	Site	Scope	Inclusions	Exclusions	Payments	Custom
	NINA KUBOTA (CPMD - CIP)			MITCHELL REDELICK (CPMD - CIP)			MARK FAIRCHILD (CPMD - CIP)
	MARC CASSEL (ODC - CIP)			DORA STEINER (ODC - CIP)			ANDREA METZ (CPMD - CIP)
	MARION WASHINGTON (A&E TSS - Manager) *			STEVEN SAMILJAN (A&E Design Project Manag) *			LAWRENCE OSBORN (A&E Design Manager) *
	MARIA GOMEZ (A&E Studio Director)			A&E Lead Estimator or External Consultant			A&E Assist or External Assist Estimator
	A&E TSS Lead Estimator - External Review Onl			ODC - CIP			CPMD - CIP
	AMIT PATEL *						
	ERICK OBAMA *						
	ALTON SMITH *						

gi

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GIOCONDA SIMMONDS	gsimmonds@nycsca.org



## Cost Estimating System: How to invite additional Team Members (Reviewers) to an Estimate

- 1.7 Once all the Team Members (Reviewers) have been added to the Team Tab, click on the **Save Estimate** button.

Edit estimate

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

VA MW DM AK MG

Vijay Associates External (A&E Lead Estimator o  
 Abdul Khalid (A&E Design Manager)  
 A&E TSS Lead Estimator - External Review Only  
 MICHEAL CASTILLO (A&E Assist or External A&E)

Marion Washington (A&E TSS - Manager)  
 MARIA GOMEZ (A&E Studio Director)  
 ODC - CIP  
 VICTOR LAZEBNIK (A&E Assist or External Assis...)

DAISY MANLAPIG (A&E Design Project Manage  
 CATHERINE HUE (A&E Assist or External Assis...  
 CPMD - CIP  
 A&E Assist or External Assist Estimator

Invite Team Member

Save Estimate \* required fields

- 1.8 Once the **Save Estimate** button is selected, an email notification will go out to the additional Team members.



- 1.9 Those team members can login to the Cost Estimating System, access the estimate, flag items, make comments, etc.

SCA School Construction Authority

Estimate  
 951 : ROOF REPLACEMENT AND PARAPETS (Version: 2) Total Estimate: \$8,000 Status: Estimating Type: Scope (CIP, In-House)

Documents **Estimate** Takeoff Sort Types Tasks Summary group by none Search

Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW
Read Only							
15400.15410.00210	AE - 8" Steam/chilled water piping		LF	128.84		CATHERINE HUE	None
15400.15410.01010	AE - 10" Steam/chilled water piping		LF	152.27		MICHEAL CASTILLO	None
15400.15410.00160	AE - Chilled water piping		LF	37.85		VICTOR LAZEBNIK	None