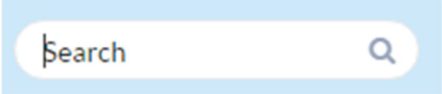



Cost Estimating System: How to invite and assign Sub-consultant Assist Estimators to an Estimate

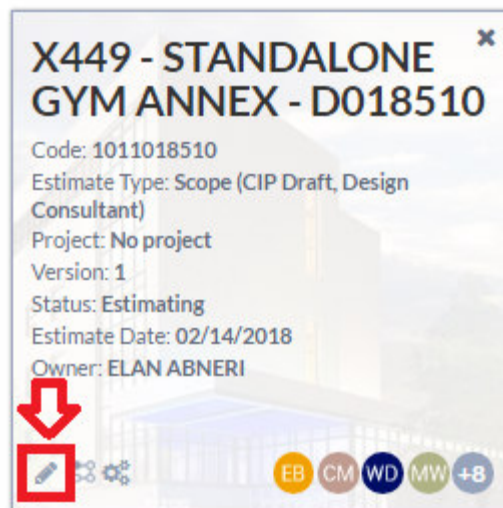
Inviting Sub-consultant Assist Estimators to an Estimate

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.

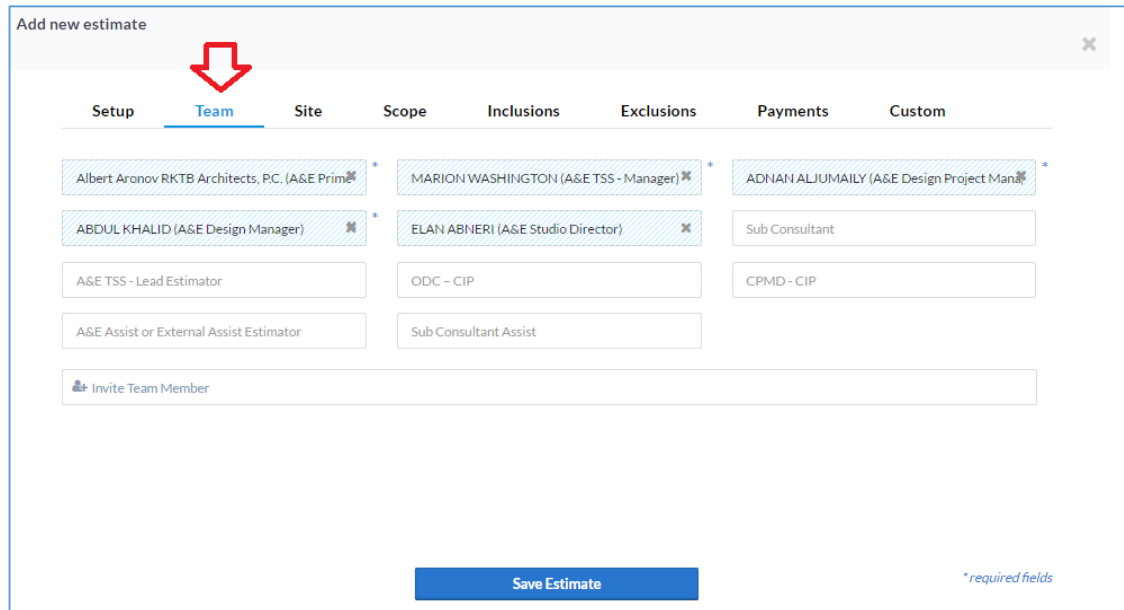
Note: Search can be used with the Design Number, LLW, School Code, Building ID, Estimate Description, etc.

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



Cost Estimating System: How to invite and assign Sub-consultant Assist Estimators to an Estimate

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



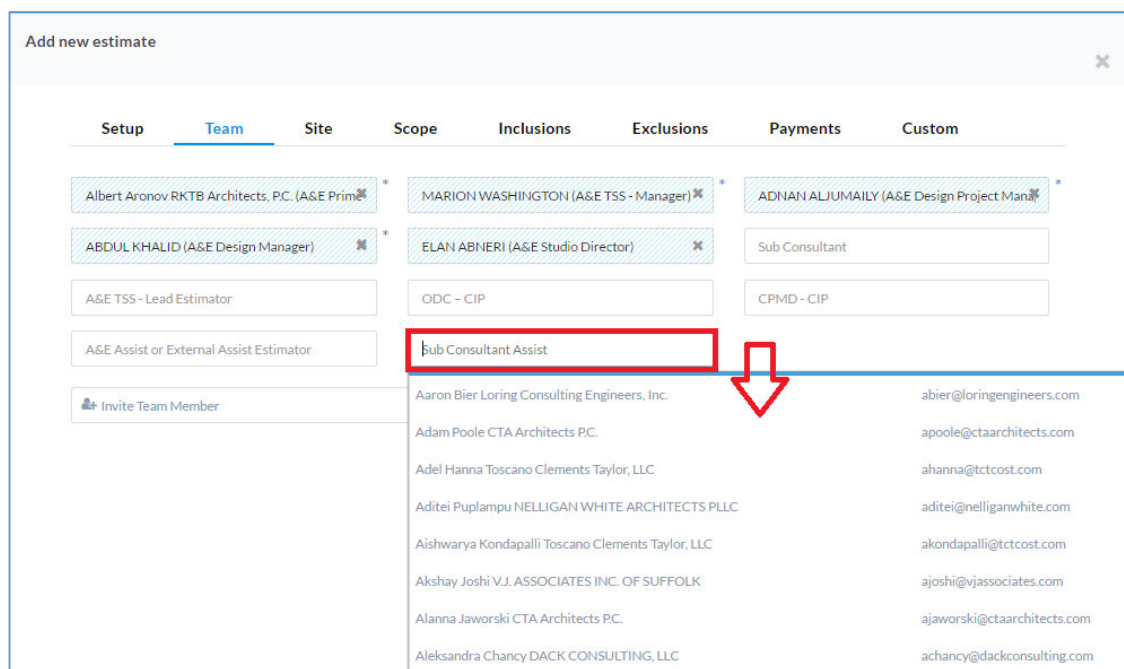
Add new estimate

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

Albert Aronov RKTB Architects, P.C. (A&E Prim*) * MARION WASHINGTON (A&E TSS - Manager) * * ADNAN ALJUMAILY (A&E Design Project Man*) *
 ABDUL KHALID (A&E Design Manager) * * ELAN ABNERI (A&E Studio Director) * * Sub Consultant
 A&E TSS - Lead Estimator ODC - CIP CPMD - CIP
 A&E Assist or External Assist Estimator Sub Consultant Assist
 Invite Team Member

Save Estimate * required fields

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



Add new estimate

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

Albert Aronov RKTB Architects, P.C. (A&E Prim*) * MARION WASHINGTON (A&E TSS - Manager) * * ADNAN ALJUMAILY (A&E Design Project Man*) *
 ABDUL KHALID (A&E Design Manager) * * ELAN ABNERI (A&E Studio Director) * * Sub Consultant
 A&E TSS - Lead Estimator ODC - CIP CPMD - CIP
 A&E Assist or External Assist Estimator Sub Consultant Assist
 Invite Team Member

Aaron Bier Loring Consulting Engineers, Inc. abier@loringengineers.com
 Adam Poole CTA Architects PC. apool@ctaarchitects.com
 Adel Hanna Toscano Clements Taylor, LLC ahanna@tctcost.com
 Aditei Pupilampu NELLIGAN WHITE ARCHITECTS PLLC aditei@nelliganwhite.com
 Aishwarya Kondapalli Toscano Clements Taylor, LLC akondapalli@tctcost.com
 Akshay Joshi V.J. ASSOCIATES INC. OF SUFFOLK ajoshi@vassociates.com
 Alanna Jaworski CTA Architects PC. ajaworski@ctaarchitects.com
 Aleksandra Chancy DACK CONSULTING, LLC achancy@dackconsulting.com



Cost Estimating System: How to invite and assign Sub-consultant Assist Estimators to an Estimate

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

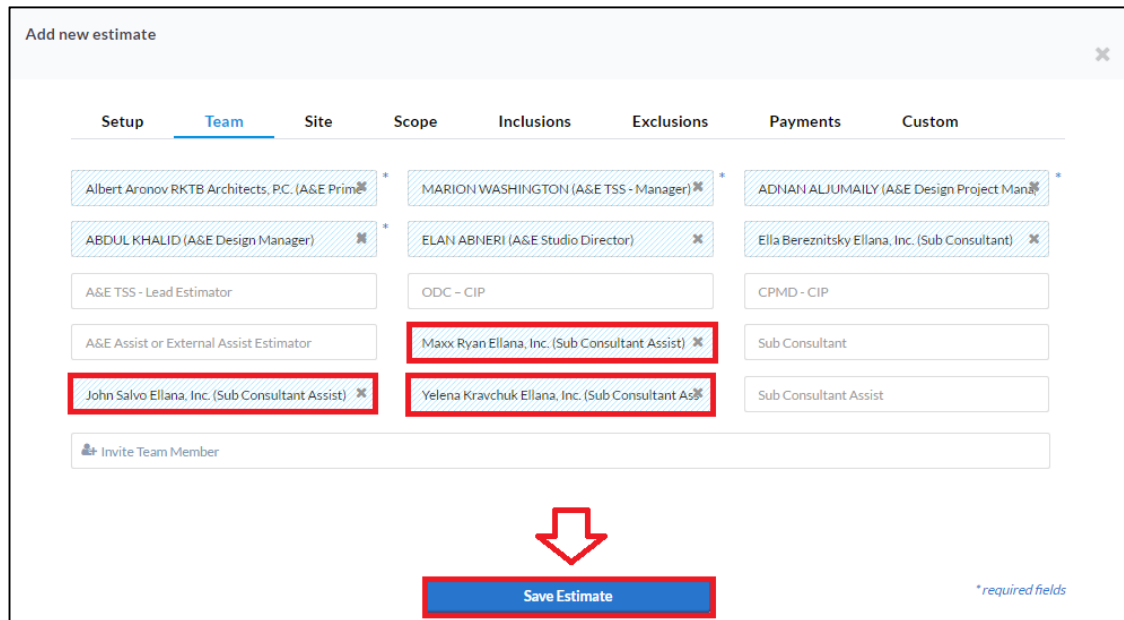
The screenshot shows the 'Add new estimate' form with the 'Team' tab selected. The 'Sub Consultant Assist' dropdown menu is highlighted with a red box, showing the selection 'Maxx Ryan Ellana, Inc. (Sub Consultant Assist)'. Other team members listed include Albert Aronov RKTB Architects, P.C. (A&E Prim), ABDUL KHALID (A&E Design Manager), MARION WASHINGTON (A&E TSS - Manager), ELAN ABNERI (A&E Studio Director), and ADNAN ALJUMAILY (A&E Design Project Man).

1.6 Repeat steps 1.4 thru 1.5 to add any additional Sub-Consultant Assist Estimators to the Estimate.

The screenshot shows the 'Add new estimate' form with the 'Team' tab selected. The 'Sub Consultant Assist' dropdown menu is highlighted with a red box, showing the selection 'John Salvo Ellana, Inc. (Sub Consultant Assist)'. A search dropdown is open below it, showing a list of names and email addresses, with 'ellana' in the search field and a red arrow pointing to the list. The list includes names like Alfred Martinez Ellana, Inc., Amir Assarpour Ellana, Inc., Andrew Denyer Ellana, Inc., Katerina Jarmusik Ellana, Inc., Michael Vatis Ellana, Inc., Mikhail Medovoy Ellana, Inc., and Rigo Hernandez Ellana, Inc.

Cost Estimating System: How to invite and assign Sub-consultant Assist Estimators to an Estimate

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



The screenshot shows the 'Add new estimate' form with the 'Team' tab selected. The form contains several fields for team members, including names and roles. The 'Save Estimate' button is highlighted with a red box and a red arrow pointing to it.

Setup	Team	Site	Scope	Inclusions	Exclusions	Payments	Custom
Albert Aronov RKTB Architects, PC. (A&E Prim	MARION WASHINGTON (A&E TSS - Manager)	ADNAN ALJUMAILY (A&E Design Project Man					
ABDUL KHALID (A&E Design Manager)	ELAN ABNERI (A&E Studio Director)	Ella Berezniitsky Ellana, Inc. (Sub Consultant)					
A&E TSS - Lead Estimator	ODC - CIP	CPMD - CIP					
A&E Assist or External Assist Estimator	Maxx Ryan Ellana, Inc. (Sub Consultant Assist)	Sub Consultant					
John Salvo Ellana, Inc. (Sub Consultant Assist)	Yelena Kravchuk Ellana, Inc. (Sub Consultant As	Sub Consultant Assist					

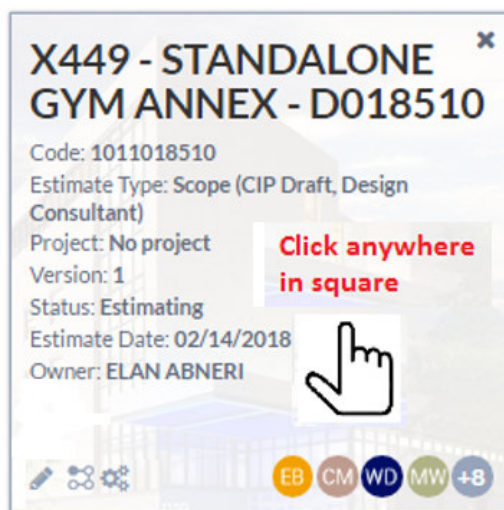
Invite Team Member

Save Estimate

* required fields

Assigning Sub-consultant Assist Estimators to line items in an Estimate

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



The screenshot shows an Estimate Tile for 'X449 - STANDALONE GYM ANNEX - D018510'. The tile contains details such as Code, Estimate Type, Project, Version, Status, Estimate Date, and Owner. A red box highlights the text 'Click anywhere in square' with a hand icon pointing to the tile.

X449 - STANDALONE GYM ANNEX - D018510

Code: 1011018510
 Estimate Type: Scope (CIP Draft, Design Consultant)
 Project: No project
 Version: 1
 Status: Estimating
 Estimate Date: 02/14/2018
 Owner: ELAN ABNERI

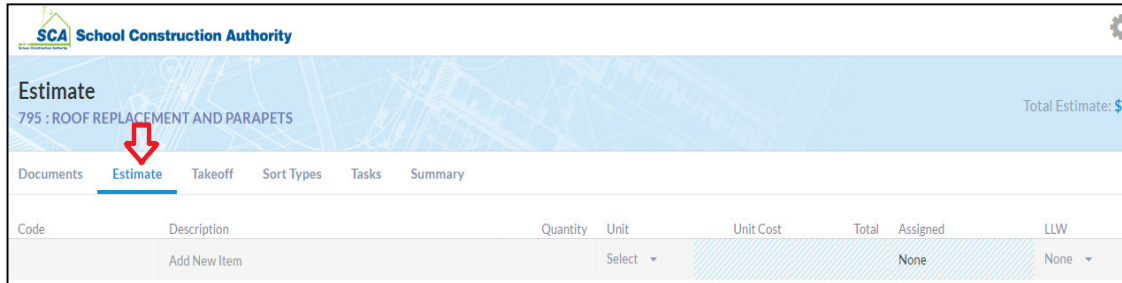
Click anywhere in square

EB CM WD MW +8

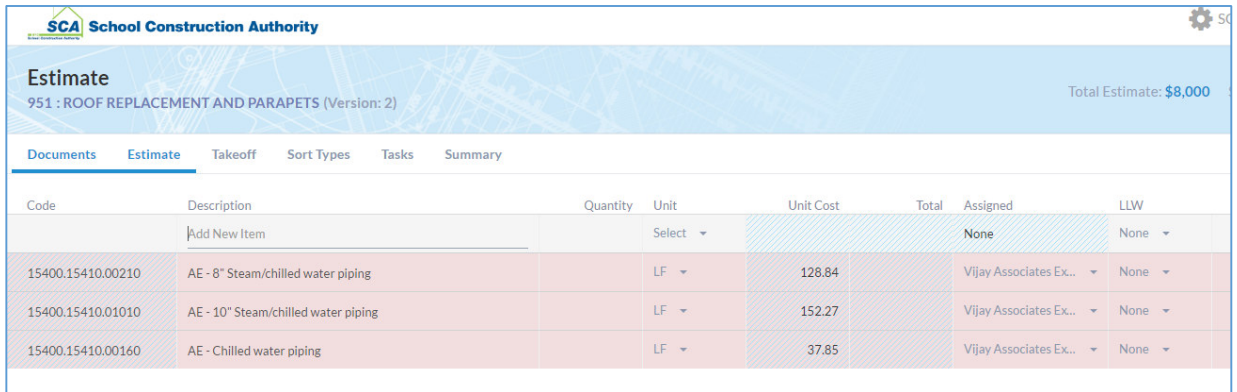


Cost Estimating System: How to invite and assign Sub-consultant Assist Estimators to an Estimate

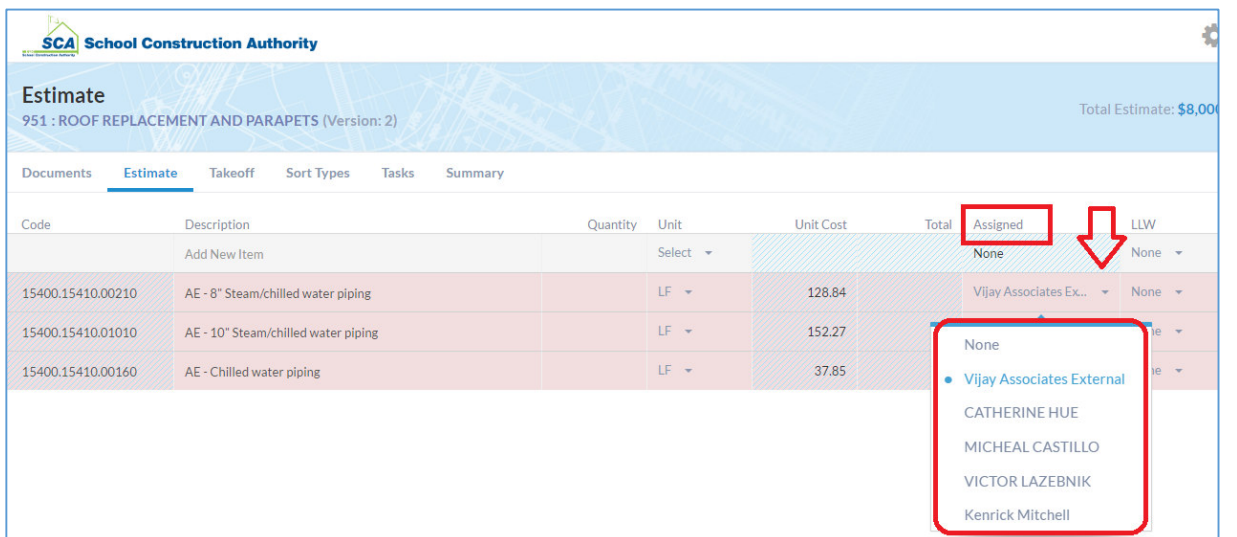
2.2 Click on the **Estimate** tab.



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 Sub-consultant Assist Estimators.





Cost Estimating System: How to invite and assign Sub-consultant Assist Estimators to an Estimate

2.5 Select a Sub-consultant Assist Estimator for each line item.

Estimate								Total Estimate: \$8,000
951 : ROOF REPLACEMENT AND PARAPETS (Version: 2)								
Documents	Estimate	Takeoff	Sort Types	Tasks	Summary			
Code	Description	Quantity	Unit	Unit Cost	Total	Assigned	LLW	
	Add New Item		Select ▾			None	None ▾	
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 CASTILL... ▾	None ▾	
15400.15410.00160	AE - Chilled water piping		LF ▾	37.85		VICTOR LAZEBNIK ▾	None ▾	



2.6 Once finished, click on the Process Button and select Submit Items to Sub-consultant Assist Estimator button.

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
	Add New Item		Select ▾			None	None ▾
15400.15410.00210	AE - 8" Steam						
15400.15410.01010	AE - 10" Stea						
15400.15410.00160	AE - Chilled						

Process Workflow | Status: Estimating

Summary

Sub-Total (Direct Cost) \$0

Sub-Total (Indirect Cost) \$0

Total Estimate \$8,000.00

Notes

Enter Notes

Submit Items to Assist Estimator