


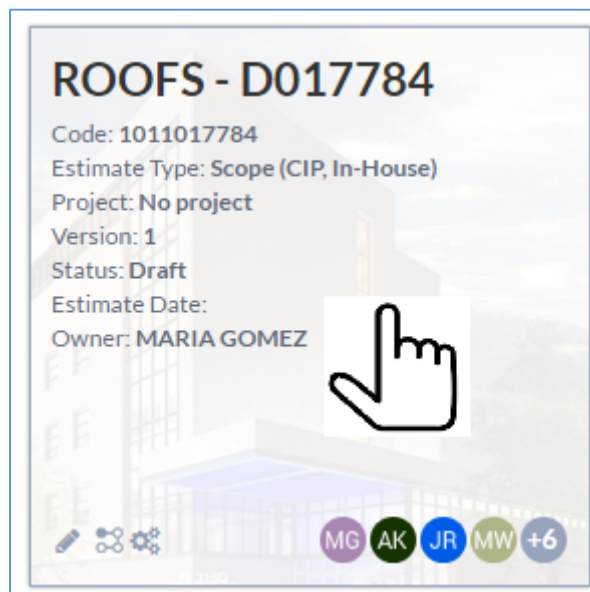
### How to run a Scope or Design Estimate Report

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

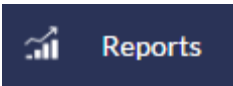
1.1. Type in the Design Number in the Search field  located in the upper-right hand corner of screen to find the Estimate that will be printed.

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

1.2 Click on the Estimate Tile of the Estimate.



**NOTE: Estimate Code is a unique identifier number**

1.3 Click on the **Reports**  Icon (located on left hand side of application)



## Cost Estimating System: How to print a Scope or Design Estimate Report

The screenshot shows the SCA School Construction Authority interface. The left sidebar contains navigation options: Home, Estimate Center, Relationships, Database, Tasks, and Reports. The 'Reports' option is highlighted with a red box and a red arrow pointing to it. The main content area displays the 'Estimate' tab for project '775 : ROOF REPLACEMENT AND PARAPETS'. Below the tabs (Documents, Estimate, Takeoff, Sort Types, Tasks, Summary), there is a table with the following data:

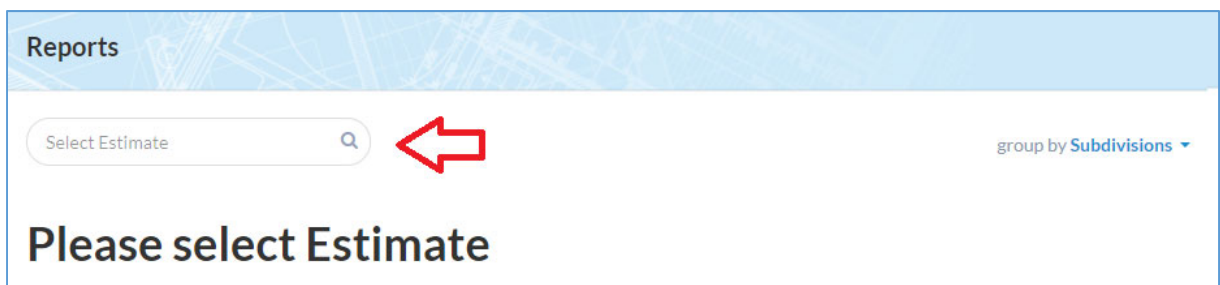
Code	Description
	Add New Item
02000.02860.00210	AE - Arch roof
02000.02070.00210	AE - Brick parapet

- 1.4 In the **Custom Tab** (located on right hand side), click on either the **Scope** or **Design Estimate Report** Icon.

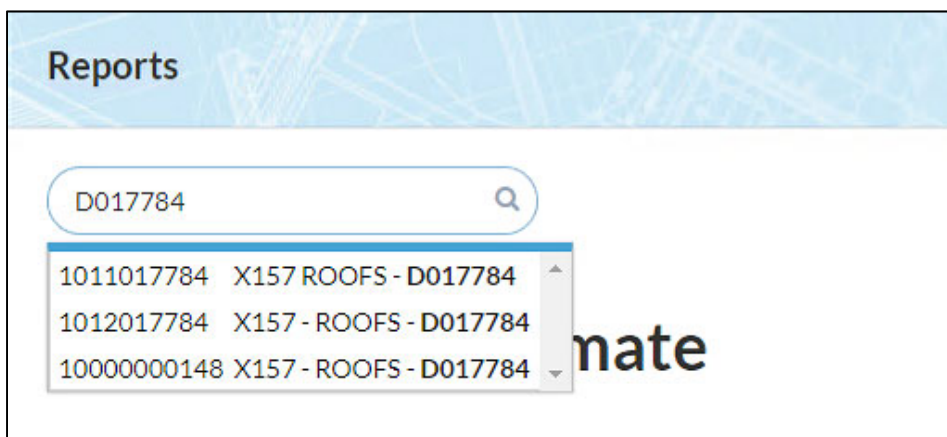
The screenshot shows the 'Reports' section of the SCA Cost Estimating System. The top bar includes 'Reports' on the left and 'Print' and 'Email' on the right. The main area is divided into two sections: 'Databases' and 'Custom'. Under the 'Custom' database, there is a list of report types: Design Estimate, Design Estimate Log, Design Summary, Design Variance, and Estimate Comparison. The 'Design Estimate' report type is highlighted with a red arrow.

## Cost Estimating System: How to print a Scope or Design Estimate Report

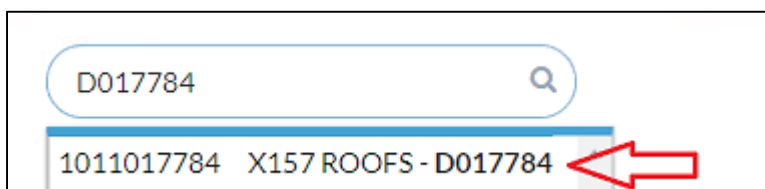
1.5 Scroll up to get the **Select Estimate** search field.



1.6 Type in the Estimate Code (**refer to Step 1.2**), Design Number, Building ID or LLW (for Capacity) in the Search Estimate field.



1.7 Select the Estimate that you want to run.





# Cost Estimating System: How to print a Scope or Design Estimate Report

Reports

Select Estimate  Q group by Subdivisions ▾

**ProEst**<sup>®</sup>

PS157X X157 ROOFS - D017784

Status: Final  
Date: August 10, 2021 5:37 PM

**Scope Estimate**

*CONFIDENTIAL*  
not valid after 4 months

To: JOSE RICARDO  
From: In-House

Description: X157 ROOFS - D017784  
LLW: 107922

1.8 After the Report shows on the screen (Left hand side), click on the **Print** link (located on Upper Right Hand corner).

SCA School Construction Authority SCA (Production Environment) CES Admin

Reports Print Excel Email

Select Estimate  Q group by Subdivisions ▾

**SCA School Construction Authority**

PS004M M004 - GYMNASIUM FLOOR - D018638

Status: Review  
Date: September 26, 2018 4:24 PM

Scope Estimate

- Overview
- Sales
- Pricing
- Scope



# Cost Estimating System: How to print a Scope or Design Estimate Report



Status: Review  
Date: September 26, 2018 4:27 PM

PS004M M004 - GYMNASIUM FLOOR - D018638



**Scope Estimate**  
*CONFIDENTIAL*  
not valid after 4 months

To: ASHRAF ELIAS  
From: PAGNAMENTA TORRIANI ARCHS, PLNRS.

Description: M004 - GYMNASIUM FLOOR - D018638  
LLW: 112127  
Design: D018638  
School Name: P.S. 4 - MANHATTAN  
School Code: PS004M  
Borough: MANHATTAN  
Estimate Date:  
Estimate Type: Scope (CIP Draft, Design Consultant)

1.9 Click on the **Print**  **Icon (Upper Right Hand Corner)** to get a print preview of the report.

1 / 7



Status: Review  
Date: September 26, 2018 4:27 PM

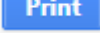
PS004M M004 - GYMNASIUM FLOOR - D018638

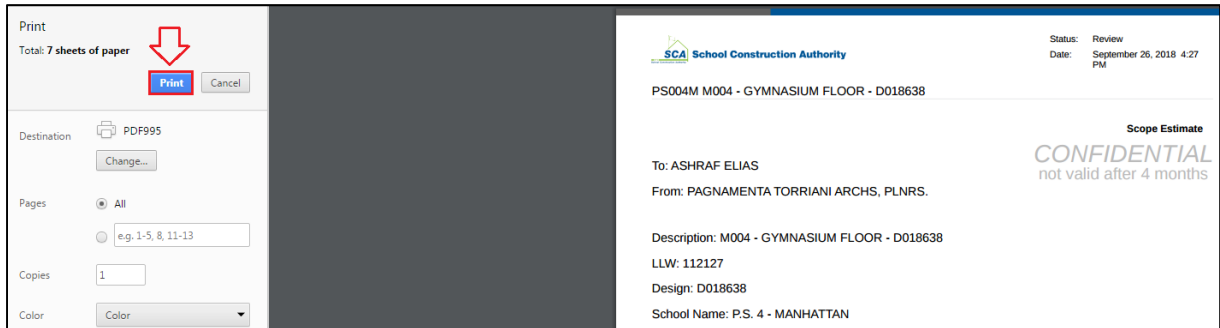
**Scope Estimate**  
*CONFIDENTIAL*  
not valid after 4 months

To: ASHRAF ELIAS  
From: PAGNAMENTA TORRIANI ARCHS, PLNRS.

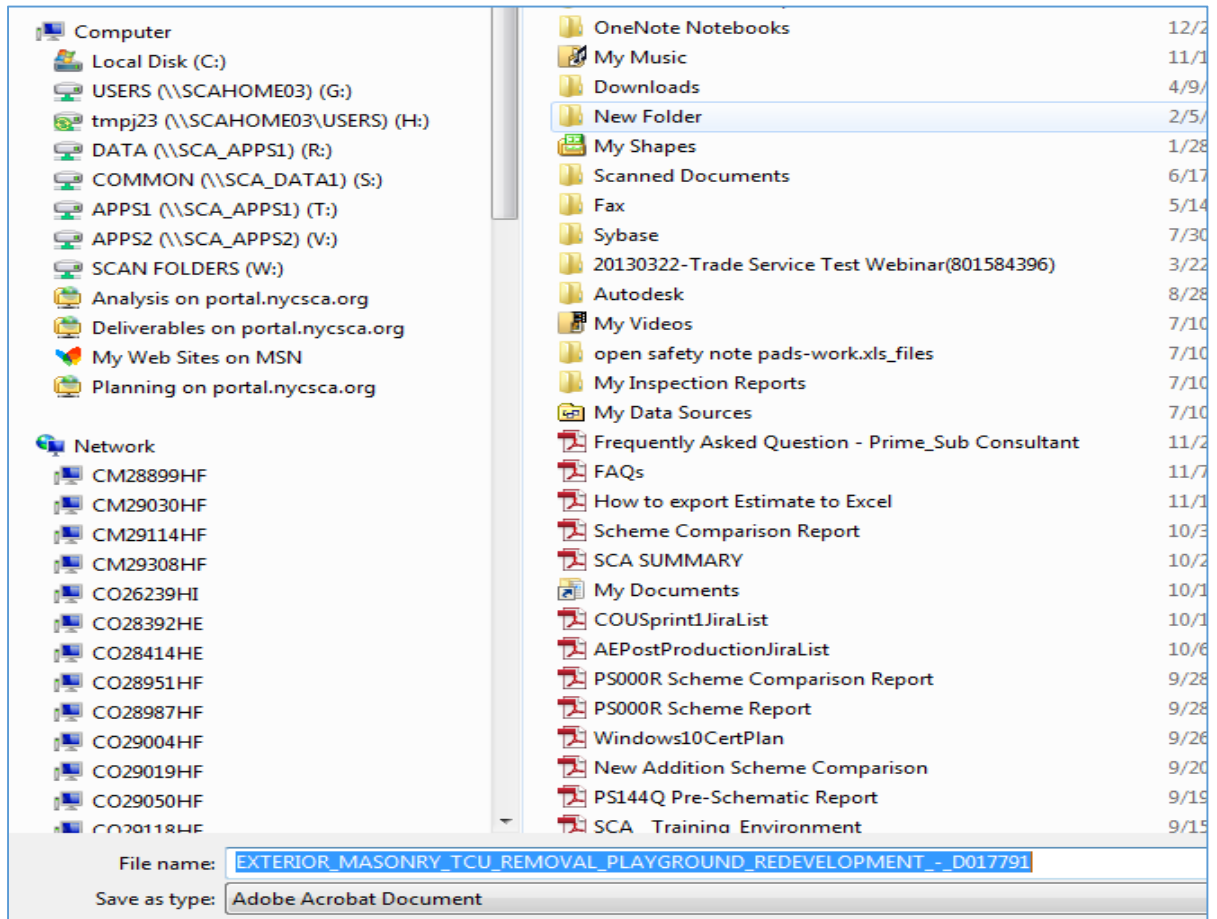
Description: M004 - GYMNASIUM FLOOR - D018638  
LLW: 112127  
Design: D018638  
School Name: P.S. 4 - MANHATTAN  
School Code: PS004M  
Borough: MANHATTAN

## Cost Estimating System: How to print a Scope or Design Estimate Report

1.10 Click on the  icon to print the Report.



1.11 Click on the Download  Icon to download report to computer.



File Name	Date Modified
OneNote Notebooks	12/2
My Music	11/1
Downloads	4/9/
New Folder	2/5/
My Shapes	1/28
Scanned Documents	6/17
Fax	5/14
Sybase	7/30
20130322-Trade Service Test Webinar(801584396)	3/22
Autodesk	8/28
My Videos	7/10
open safety note pads-work.xls_files	7/10
My Inspection Reports	7/10
My Data Sources	7/10
Frequently Asked Question - Prime_Sub Consultant	11/2
FAQs	11/7
How to export Estimate to Excel	11/1
Scheme Comparison Report	10/3
SCA SUMMARY	10/2
My Documents	10/1
COUSprintJiraList	10/1
AEPPostProductionJiraList	10/6
PS000R Scheme Comparison Report	9/28
PS000R Scheme Report	9/28
Windows10CertPlan	9/26
New Addition Scheme Comparison	9/20
PS144Q Pre-Schematic Report	9/19
SCA Trainina Environment	9/15

File name: EXTERIOR\_MASONRY\_TCU\_REMOVAL\_PLAYGROUND\_REDEVELOPMENT\_-\_D017791  
Save as type: Adobe Acrobat Document