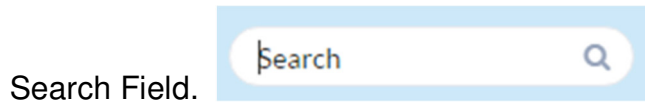


## Running the Project Comparison Report

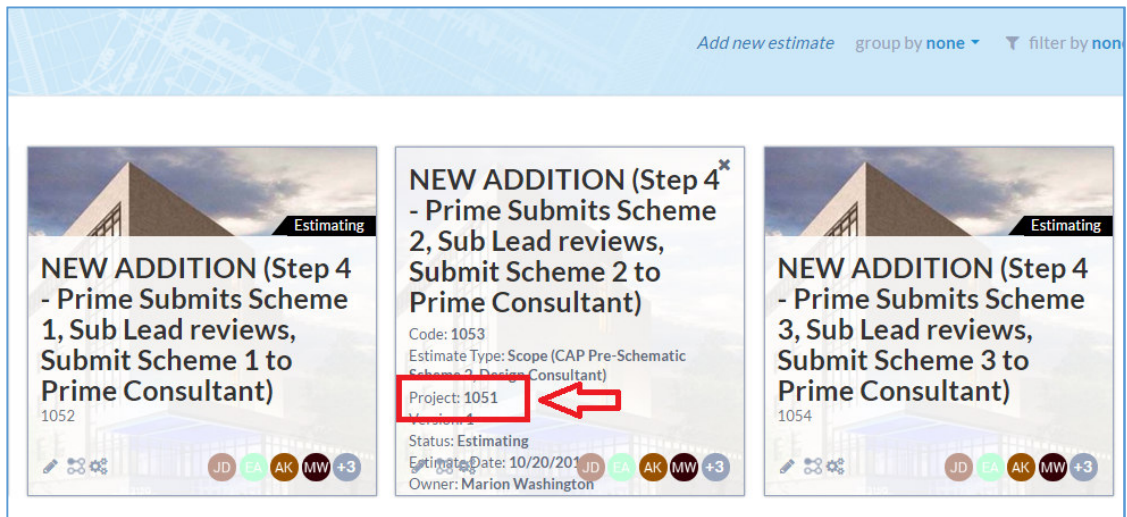
1. Click on the Estimate Center  icon.

1.1. Find the Capacity Schemes that will appear on the Project Comparison Report in the Estimate Center.

1.2. Type in the LLW, School Code, Building ID, Estimate Description, etc. in the



1.3. Hover over on one of the Scheme Tiles to locate the Project code.



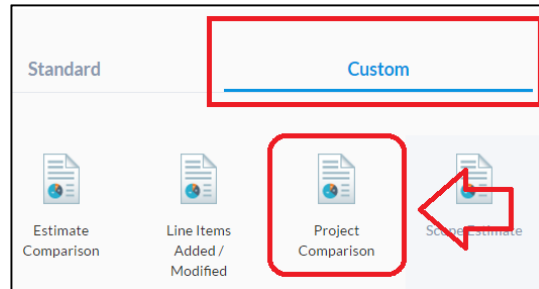
1.4 Click on the Reports icon.



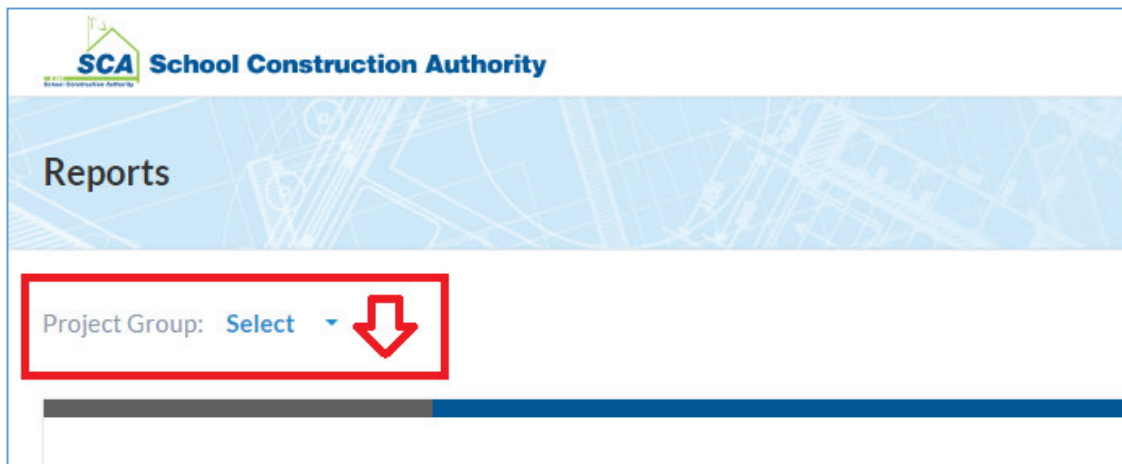


## Cost Estimating System: How to run the Project Comparison Report

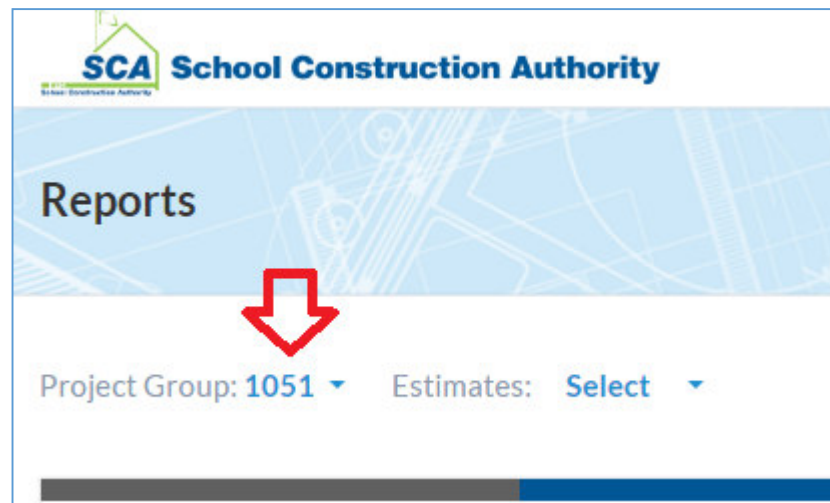
- 1.5 In the Custom Tab (located on right hand side), click on the Project Tab and select the Project Comparison Report.



- 1.6 In the Reports section, click on the Project Group drop-down.

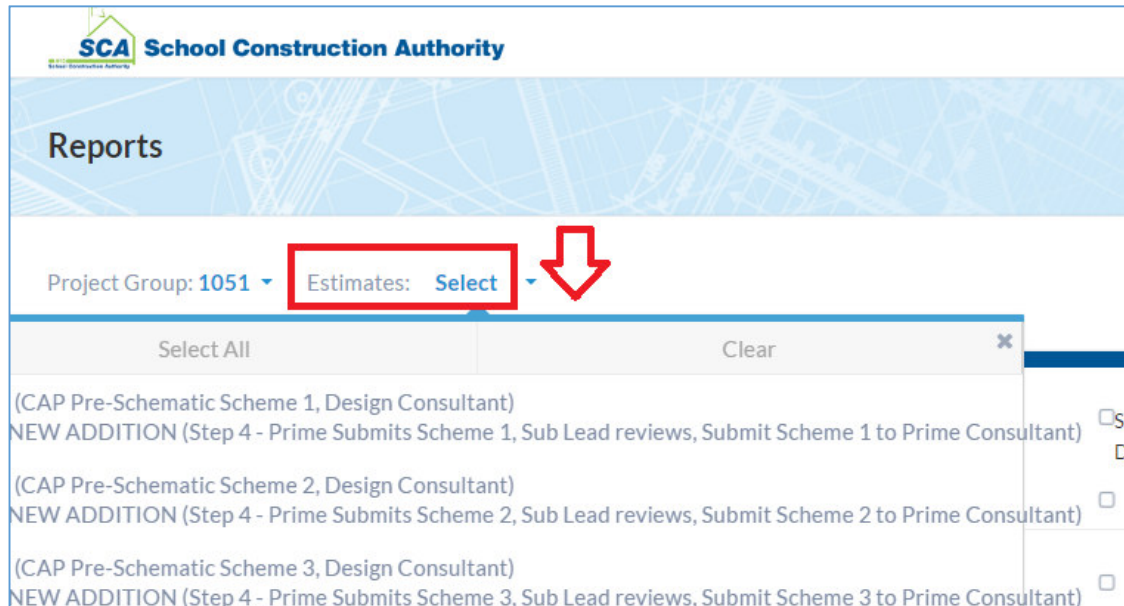


- 1.7 Enter the Project Group Code.



## Cost Estimating System: How to run the Project Comparison Report

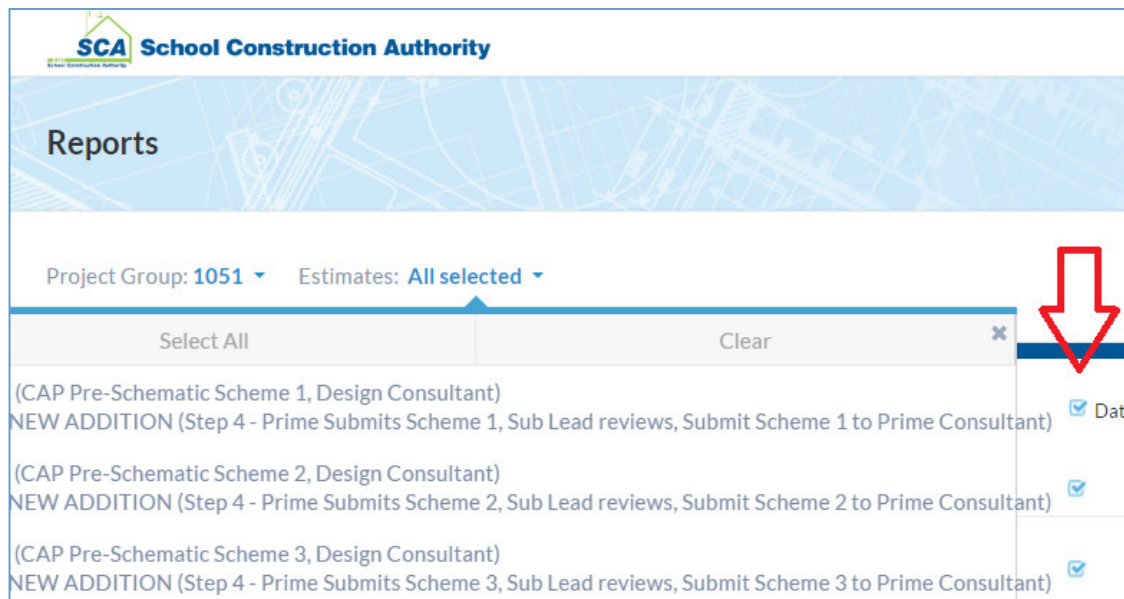
- 1.8 Click on the Estimates drop-down.



The screenshot shows the SCA Reports page. At the top, there is a header with the SCA logo and the text "School Construction Authority". Below the header, the word "Reports" is displayed. Underneath, there are two dropdown menus: "Project Group: 1051" and "Estimates: Select". A red box highlights the "Estimates: Select" dropdown, and a red arrow points down from it. Below the dropdowns, there is a table with columns "Select All" and "Clear". The table contains three rows of data, each with a checkbox on the right side. The first row is checked, while the second and third rows are not.

Select All	Clear
(CAP Pre-Schematic Scheme 1, Design Consultant) NEW ADDITION (Step 4 - Prime Submits Scheme 1, Sub Lead reviews, Submit Scheme 1 to Prime Consultant)	<input checked="" type="checkbox"/>
(CAP Pre-Schematic Scheme 2, Design Consultant) NEW ADDITION (Step 4 - Prime Submits Scheme 2, Sub Lead reviews, Submit Scheme 2 to Prime Consultant)	<input type="checkbox"/>
(CAP Pre-Schematic Scheme 3, Design Consultant) NEW ADDITION (Step 4 - Prime Submits Scheme 3, Sub Lead reviews, Submit Scheme 3 to Prime Consultant)	<input type="checkbox"/>

- 1.9 Check off the Estimates (Schemes) that will appear on the report.

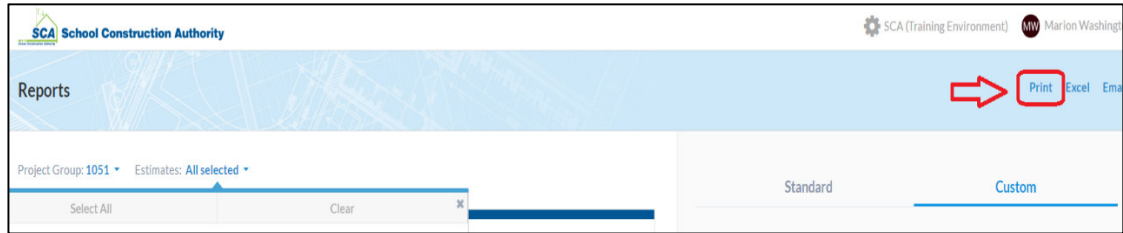



The screenshot shows the SCA Reports page. At the top, there is a header with the SCA logo and the text "School Construction Authority". Below the header, the word "Reports" is displayed. Underneath, there are two dropdown menus: "Project Group: 1051" and "Estimates: All selected". A red arrow points down from the "Estimates: All selected" dropdown. Below the dropdowns, there is a table with columns "Select All" and "Clear". The table contains three rows of data, each with a checkbox on the right side. All three checkboxes are checked.

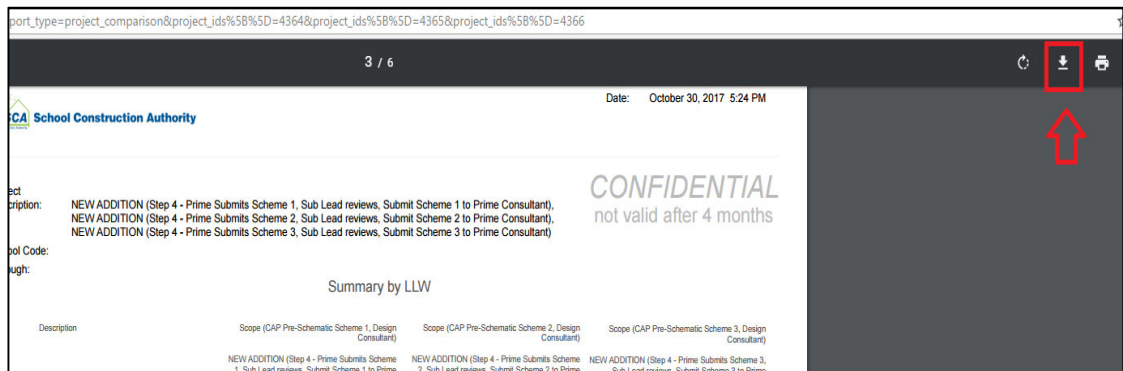
Select All	Clear
(CAP Pre-Schematic Scheme 1, Design Consultant) NEW ADDITION (Step 4 - Prime Submits Scheme 1, Sub Lead reviews, Submit Scheme 1 to Prime Consultant)	<input checked="" type="checkbox"/>
(CAP Pre-Schematic Scheme 2, Design Consultant) NEW ADDITION (Step 4 - Prime Submits Scheme 2, Sub Lead reviews, Submit Scheme 2 to Prime Consultant)	<input checked="" type="checkbox"/>
(CAP Pre-Schematic Scheme 3, Design Consultant) NEW ADDITION (Step 4 - Prime Submits Scheme 3, Sub Lead reviews, Submit Scheme 3 to Prime Consultant)	<input checked="" type="checkbox"/>

# Cost Estimating System: How to run the Project Comparison Report

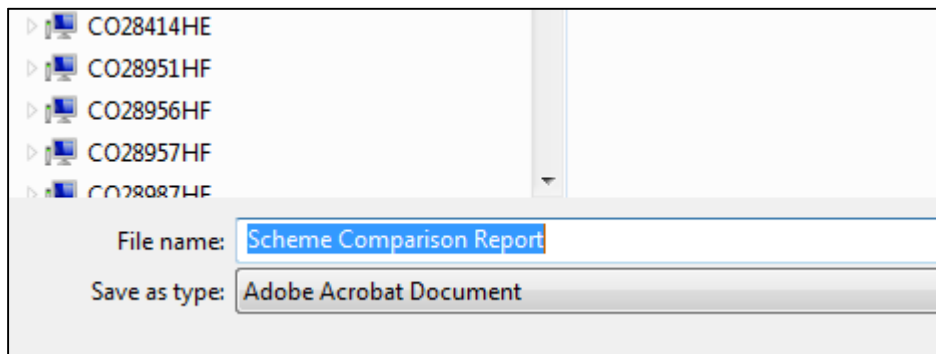
1.10 Click on the Print link.



1.11 The report will be in Print Preview mode. Click on the download  icon.



1.12 Save the Report to a folder/desktop.



1.13 Upload the Report to the Schemes and submit to the DPM.

