


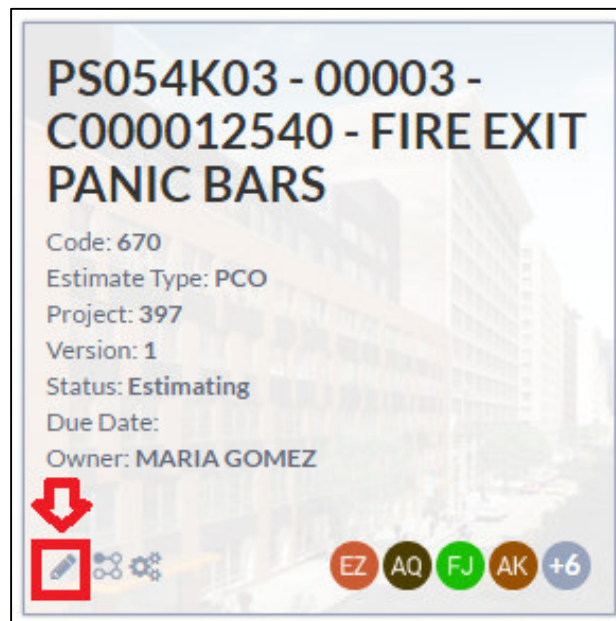
Using the Productivity columns on a line item in an Estimate

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

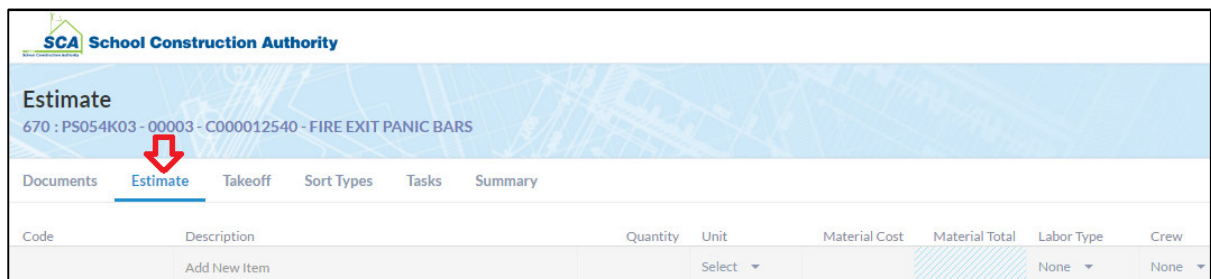
1.1. Type in the Project Name in the Search field  located in the upper-right hand corner of screen to find the Estimate.

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

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



1.3 Click on the **Estimate** tab.



Code	Description	Quantity	Unit	Material Cost	Material Total	Labor Type	Crew
	Add New Item		Select ▾			None ▾	None ▾



Cost Estimating System: How to use the Productivity columns on a line item in an Estimate

1.4 In the **Labor Type** column, select the Tradesman (i.e. Carpenter, Electrician, etc.)

Estimate										Total Estimate: \$123,600
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS										
Documents Estimate Takeoff Sort Types Tasks Summary										
Code	Description	Quantity	Unit	Material Cost	Material Total	Labor Type	Crew	Labor Cost	Labor Productivity	Man
	Add New Item		Select			None	None		/ Select	
	No Sort Type				123,600.00	Select	Select			
15400.15410.00160	AE - Chilled water piping	130.00	LF	370.00	48,100.00	None	None		/ Select	
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF			None	None		/ Select	
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF			None	None		/ Select	

1.5 When selected, the Labor Cost column gets populated.

Estimate										Total Estimate: \$
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS										
Documents Estimate Takeoff Sort Types Tasks Summary										
Code	Description	Quantity	Unit	Material Cost	Material Total	Labor Type	Crew	Labor Cost	Labor Productivity	Man
	Add New Item		Select			None	None		/ Select	
	No Sort Type				123,600.00	Select	Select			
15400.15410.00160	AE - Chilled water piping	130.00	LF	370.00	48,100.00	Plumber F...	None		/ Select	
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF	230.00	39,100.00	None	None		/ Select	
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF	260.00	36,400.00	None	None		/ Select	

Note: When grouping by Trade Specialty, if you want to set the entire trade to a specific Wage Rate (Labor Type), select the respective **Labor Type** from the drop-down menu. All line items in that trade will populate with the Rate.

Estimate										Total Estimate: \$1
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS										
Documents Estimate Takeoff Sort Types Tasks Summary										
Code	Description	Quantity	Unit	Material Cost	Material Total	Labor Type	Crew	Labor Cost	Labor Productivity	Man
	Add New Item		Select			None	None		/ Select	
	No Sort Type				123,600.00	Plumber F...	None			
15400.15410.00160	AE - Chilled water piping	130.00	LF	370.00	48,100.00	Plumber F...	None		/ Select	
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF	230.00	39,100.00	Plumber F...	None		/ Select	
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF	260.00	36,400.00	Plumber F...	None		/ Select	

Note: This functionality can be applied to the **Wage Rate (Labor Type), Crews, Labor Rate, Assigned, LLW & Trade Specialty** columns.



Cost Estimating System: How to use the Productivity columns on a line item in an Estimate

1.6 Scroll to the right to see the Productivity columns. (Labor Productivity, Man Hours, Crew Days, etc.).

Estimate										Total Estimate: \$123,600
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS										
Documents <u>Estimate</u> Takeoff Sort Types Tasks Summary										
Code	Description	Quantity	Unit	Material Total	Labor Type	Crew	Labor Cost	Labor Productivity	Man Hours	Crew
	Add New Item		Select		None	None		/ Select		
No Sort Type				123,600.00	Plumber F...	Select			0.00	
15400.15410.00160	AE - Chilled water piping	130.00	LF	48,100.00	Plumber F...	None		/ Select		
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF	39,100.00	Plumber F...	None		/ Select		
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF	36,400.00	Plumber F...	None		/ Select		

1.7 In the Labor Productivity column, enter the Quantity (Labor Hour or Units), Multiplication or Division sign (* or /) and the Per Hour (HR) or Per Day (DY).

Estimate										Total Estimate: \$123,600
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS										
Documents <u>Estimate</u> Takeoff Sort Types Tasks Summary										
Code	Description	Quantity	Unit	Material Total	Labor Type	Crew	Labor Cost	Labor Productivity	Man Hours	Crew
	Add New Item		Select		None	None		/ Select		
No Sort Type				123,600.00	Plumber F...	Select			0.00	
15400.15410.00160	AE - Chilled water piping	130.00	LF	48,100.00	Plumber F...	None		3.00 * HR		
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF	39,100.00	Plumber F...	None		25.0 / HR		
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF	36,400.00	Plumber F...	None		70.0 / HR		

Note:
3 * HR (means 3 hours Each)
25 / HR (means 1 man can install 25 per Hour)
70 / DY (means 1 man can install 70 per Day)

Estimate										Total Estimate: \$123,600
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS										
Documents <u>Estimate</u> Takeoff Sort Types Tasks Summary										
Code	Description	Quantity	Unit	Material Total	Labor Type	Crew	Labor Cost	Labor Productivity	Man Hours	Crew
	Add New Item		Select		None	None		/ Select		
No Sort Type				123,600.00	Plumber F...	Select			0.00	
15400.15410.00160	AE - Chilled water piping	130.00	LF	48,100.00	Plumber F...	None		3.00 * HR		
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF	39,100.00	Plumber F...	None		25.00 / HR		
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF	36,400.00	Plumber F...	None		70.00 / DY		



Cost Estimating System: How to use the Productivity columns on a line item in an Estimate

1.8 In the **Labor Rate** column, select the Rate (i.e. Straight Time, Overtime, etc.).

Estimate
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS
Total Estimate: \$123,600 Status: Estimating

Documents Estimate Takeoff Sort Types Tasks Summary group by trade sp

Code	Description	Quantity	Unit	ew	Labor Cost	Labor Productivity	Man Hours	Crew Days	Labor Total	Labor Rate	Equipment Cost
	Add New Item		Select ▾	ne ▾		/ Select ▾				Straight T... ▾	
	No Sort Type			ect ▾			0.00	0.00		Select ▾	
15400.15410.00160	AE - Chilled water piping	130.00	LF ▾	ne ▾		3.00 * HR ▾				Straight T... ▾	
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF ▾	ne ▾		25.00 / HR ▾				Straight Time	
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF ▾	ne ▾		70.00 / DY ▾				Wkday/Sat OT	

Note: When grouping by Trade Specialty, if you want to set the entire trade to a specific Labor Rate, select the respective **Labor Rate** from the drop-down menu. All line items in that trade will populate with the Rate.

Estimate
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS
Total Estimate: \$123,600 Status: Estimating

Documents Estimate Takeoff Sort Types Tasks Summary group by trade sp

Code	Description	Quantity	Unit	ew	Labor Cost	Labor Productivity	Man Hours	Crew Days	Labor Total	Labor Rate	Equipment Cost
	Add New Item		Select ▾	none ▾		/ Select ▾				Straight T... ▾	
	No Sort Type			elect ▾			0.00	0.00		Wkday/Sa... ▾	
15400.15410.00160	AE - Chilled water piping	130.00	LF ▾	none ▾		3.00 * HR ▾				Wkday/Sa... ▾	
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF ▾	none ▾		25.00 / HR ▾				Wkday/Sa... ▾	
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF ▾	none ▾		70.00 / DY ▾				Wkday/Sa... ▾	

1.9 In the **Equipment Cost** column, enter the equipment cost amount.

Estimate
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS
Total Estimate: \$143,100 Status: Estimating Typ

Documents Estimate Takeoff Sort Types Tasks Summary group by trade special

Code	Description	Quantity	Unit	ew	Labor Cost	Labor Productivity	Man Hours	Crew Days	Labor Total	Labor Rate	Equipment Cost	Equipment Total
	Add New Item		Select ▾			/ Select ▾				Straight T... ▾		
	No Sort Type						0.00	0.00		Wkday/Sa... ▾		19,500.00
15400.15410.00160	AE - Chilled water piping	130.00	LF ▾			3.00 * HR ▾				Wkday/Sa... ▾	150.00	19,500.00
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF ▾			25.00 / HR ▾				Wkday/Sa... ▾		
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF ▾			70.00 / DY ▾				Wkday/Sa... ▾		



Cost Estimating System: How to use the Productivity columns on a line item in an Estimate

1.10 In the **Assigned** column, select the person responsible for that line item.

Estimate
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS
Total Estimate: \$143,100 Status: Estimating Type: PCO

Documents Estimate Takeoff Sort Types Tasks Summary group by trade specialty Search

Code	Description	Quantity	Unit	Activity	Man Hours	Crew Days	Labor Total	Labor Rate	Equipment Cost	Equipment Total	Unit Cost	Total	Assigned	Trade Specialty
	Add New Item		Select					Straight T...					None	None
	No Sort Type				0.00	0.00		Wkday/Sa...		19,500.00		143,100.00	CRUZ CONCRE...	Select
15400.15410.00160	AE - Chilled water piping	130.00	LF					Wkday/S...	150.00	19,500.00	520.00	67,600.00	CRUZ CONCR...	None
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF					Wkday/S...			230.00			None
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF					Wkday/S...			260.00			None

Note: When grouping by Trade Specialty, if you want to set the entire trade to a specific assigned person, select the respective **Assigned** person from the drop-down menu. All line items in that trade will be assigned to that person.

Estimate
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS
Total Estimate: \$143,100 Status: Estimating Type: PCO

Documents Estimate Takeoff Sort Types Tasks Summary group by trade specialty Search

Code	Description	Quantity	Unit	Activity	Man Hours	Crew Days	Labor Total	Labor Rate	Equipment Cost	Equipment Total	Unit Cost	Total	Assigned	Trade Specialty
	Add New Item		Select					Straight T...					None	None
	No Sort Type				0.00	0.00		Wkday/Sa...		19,500.00		143,100.00	CRUZ CONCRE...	CRUZ CONCRE...
15400.15410.00160	AE - Chilled water piping	130.00	LF					Wkday/S...	150.00	19,500.00	520.00	67,600.00	CRUZ CONCR...	None
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF					Wkday/S...			230.00	39,100.00	CRUZ CONCR...	None
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF					Wkday/S...			260.00	36,400.00	CRUZ CONCR...	None

1.11 In the **LLW** column, select the LLW that pertains to that line item in the drop-down menu.

Estimate
842 : PS054K03 - 00003 - C000012540 - FIRE EXIT PANIC BARS
Total Estimate: \$143,100 Status: Estimating Type: PCO

Documents Estimate Takeoff Sort Types Tasks Summary group by trade specialty Search

Code	Description	Quantity	Unit	Labor Total	Labor Rate	Equipment Cost	Equipment Total	Unit Cost	Total	Assigned	Trade Specialty	LLW
	Add New Item		Select		Straight T...					None	None	None
	No Sort Type				Wkday/Sa...		19,500.00		143,100.00	CRUZ CONCRE...	None	Select
15400.15410.00160	AE - Chilled water piping	130.00	LF		Wkday/S...	150.00	19,500.00	520.00	67,600.00	CRUZ CONCR...	None	072874 FIRE ALARM
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF		Wkday/S...			230.00	39,100.00	CRUZ CONCR...	None	None
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF		Wkday/S...			260.00	36,400.00	CRUZ CONCR...	None	084220 LIGHTING REPLACEMENT (CO)



Cost Estimating System: How to use the Productivity columns on a line item in an Estimate

Note: When grouping by Trade Specialty, if you want to assign the entire trade a specific LLW, select the respective **LLW** from the drop-down menu. All line items in that trade will be assigned to that LLW.

Code	Description	Quantity	Unit	Labor Total	Labor Rate	Equipment Cost	Equipment Total	Unit Cost	Total	Assigned	Trade Specialty	LLW
	Add New Item		Select		Straight T...				None	None	None	None
	No Sort Type				Wkday/Sa...		19,900.00		143,100.00	CRUZ CONCR...	None	072874 FIRE A...
15400.15410.00160	AE - Chilled water piping	130.00	LF		Wkday/Sa...	150.00	19,900.00	520.00	67,600.00	CRUZ CONCR...	None	072874 FIRE A...
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF		Wkday/Sa...			230.00	39,100.00	CRUZ CONCR...	None	072874 FIRE A...
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF		Wkday/Sa...			260.00	36,400.00	CRUZ CONCR...	None	072874 FIRE A...

1.12 In the **Trade Specialty** column, select the Specialty Trade for the line item in the drop-down menu.

Code	Description	Quantity	Unit	Labor Total	Labor Rate	Equipment Cost	Equipment Total	Unit Cost	Total	Assigned	Trade Specialty	LLW
	Add New Item		Select		Straight T...				None	None	None	None
	No Sort Type				Wkday/Sa...		19,900.00		143,100.00	CRUZ CONCR...	None	072874 FIRE A...
15400.15410.00160	AE - Chilled water piping	130.00	LF		Wkday/Sa...	150.00	19,900.00	520.00	67,600.00	CRUZ CONCR...	None	072874 FIRE A...
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF		Wkday/Sa...			230.00	39,100.00	CRUZ CONCR...	None	072874 FIRE A...
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF		Wkday/Sa...			260.00	36,400.00	CRUZ CONCR...	None	072874 FIRE A...

Note: When grouping by Trade Specialty, if you want to assign the entire trade a specific trade specialty, select the respective **Trade Specialty** from the drop-down menu. All line items in that trade will be assigned to that trade specialty

Code	Description	Quantity	Unit	Labor Total	Labor Rate	Equipment Cost	Equipment Total	Unit Cost	Total	Assigned	Trade Specialty	LLW
	Add New Item		Select		Straight T...				None	None	None	None
	No Sort Type				Wkday/Sa...		19,900.00		143,100.00	CRUZ CONCR...	Asbestos SubC...	072874 FIRE A...
15400.15410.00160	AE - Chilled water piping	130.00	LF		Wkday/Sa...	150.00	19,900.00	520.00	67,600.00	CRUZ CONCR...	Asbestos SubC...	072874 FIRE A...
15400.15410.00210	AE - 8" Steam/chilled water piping	170.00	LF		Wkday/Sa...			230.00	39,100.00	CRUZ CONCR...	Asbestos SubC...	072874 FIRE A...
15400.15410.01010	AE - 10" Steam/chilled water piping	140.00	LF		Wkday/Sa...			260.00	36,400.00	CRUZ CONCR...	Asbestos SubC...	072874 FIRE A...