Esti-mate Training Course – Subcontractor/Supplier Enquiries

Introduction

This one day course is designed to provide the user with a broad overview and a basic understanding of the core functions on the use of the latest Esti-mate Estimating system together with specific training on the use of the Subcontractor/Supplier Enquiry and Comparison Module

The course is equally suited to those who have no prior experience of computer estimating and those who have previous experience of using other systems

The course will show the user how to:

- Prepare a project
- Take off quantities
- Price work Items
- Price using subcontractors and lump sums
- Backup and Restore Estimates

Participation will equip users with the skills to prepare and complete an Estimate swiftly and accurately.

Intended for:

- Estimators, Quantity Surveyors and any other person that has a responsibility for estimating/costing for construction projects

Pre-requirements:

- Basic working knowledge and understanding of computers including basic keyboard and mouse skills
- Assumes working knowledge of Microsoft Windows.
- A good working knowledge of the principals of estimating is essential.

The following Schedule is to be used as a Guide Only. During the course it may be necessary to deviate from the order shown to add relevance to the content of the course.

The data used throughout this training course may differ from the data installed on your own systems.

During each day there will be Morning, Lunch and Afternoon breaks. These will be taken to suit the timing of the section or exercise being worked on. As an indication we will aim for the following times.

10:00	**Start**
11:15 – 11:30	**Morning Break**
13:00 – 13:30	**Lunch Break**
15:00 – 15:15	**Afternoon Break**
16:30	**Finish**

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Copying and Deleting, Items
    Copying Items
    Moving Items
    Deleting Items

Working with Marked/Flagged Items
    Copying Items
    Moving Items
    Deleting Items
    Flags
    Attaching/linking drawings & documents

Exercise 2 - Garage Take Off

Measurement
    Dimensions
    Global Dimensions
    On Screen Take-Off
    Copying Dimensions
    Deleting Dimensions

Priced Library Items
    Rate Build-up
    Constant
    Output
    Rate
    Value
    Item Quantity
    Item Value
    Waste
    Multiplier/Factor
    Substitute Resources
    Copy/Paste Rate Build Up

Resources
    Resource Groups
    Adding Resources to a Build-up
    Creating a New Resource
    ScratchPad Resources
    Non-Standard Resources
    Deleting a Resource

Backup and Restore
    Backup Estimates
    Restore Estimates

Other Item Types
    Composite Items
    Prime Cost Sums, Provisional Sums and Dayworks

Exercise 3 - Creating a Labour Only Subcontract Package

Review

Questions and Answers

End