



4Clicks Quarterly

February 2010

Volume 4, Number 1

*The Best Project
Estimating and
Management
Software
Available*

*Happy New
Year!*

We wish you a great and productive 2010! We are doing our part with our new version 2.605 and 2010 RSMeans data. Both are available and many of you are already putting them to good use. If you don't have yours yet, please contact us.

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Dump the Dash!

New Website Address

At long last ... we've got it! We have a brand new website: www.4Clicks.com. It finally became available, and we are putting it to good use. You can now "dump the dash" in ALL of your 4Clicks information.

New Website Design

Along with the brand new website address, we are providing a brand new look to go with it. We have totally revamped the look and feel of our website. We like it and would love some feed back from you. Let us know what you think!

New Website Tools

We are also adding functionality to our website. 4Clicks now has a **Twitter™** account: twitter.com/e4clicks. We have put a link on our new website; so you can easily follow the latest and greatest news about 4Clicks.



We also have a new **4Clicks Blog** on our website: blog.4clicks.com. Follow this blog for architectural, engineering, and construction industry information – in addition to information about 4Clicks.

Are you looking for the perfect company? Or maybe the perfect employee? We are blessed to work with some of the best companies and employees throughout the country. It also works out nicely that the needs and skill sets marry up well. So we have added one more tool that we hope helps our clients. We have a brand new **4Clicks Job Board** to connect employees and companies. Find it directly on our Home page.



Another really cool tool that we are testing out is **Live Customer Support** chat accessible from our website. If the button says "Online Now!" and you have a question, click there and try it out!



New Email Addresses

All of our email addresses now end in "@4Click.com." Here is an example of some of the more common ones, and any others you may have end this same way now. Please update your contacts for future correspondence.

mbrown@4Clicks.com

support@4Clicks.com

tcassidy@4Clicks.com

sales@4Clicks.com

*Army
Accreditation!*

*It's finally official!
e4Clicks Project
Estimator V2.6 has
received its
Certification of
Networthiness (CoN)
from the US Army.
The Certification
Number is 200906611
and was signed on
January 7, 2010.
Please let us know if
you would like a
copy of it.*

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Version 2.605

We keep pushing the envelop on our end. Some of you may not have even updated to V2.604, and we are already putting out V2.605. Many of you are getting this update with your new 2010 RSMMeans data. The main update in this version is the updating of our **Tool Bar** icons. You've been asking for them for some time now, and we've gotten them in there. We have plans to make them even better and more user-friendly in future versions. See the new **Read Me** for details.

Let's take a look at some examples here, and you can check them out for yourself in the program. Our training material is being updated to include this – and all of our version updates. So look for those in the near future.

Each window can have different tool bar icons for your use. Some icons are available on most windows, while some are only available on very specific windows.

You can hover over each of the icons to see the name of the command they activate. Notice that holding the **Ctrl** key down while clicking on some of the commands changes how those commands work. See the **Insert** command for an example of this.

Default Tool Bar

The **Default Tool Bar** gives you access to many of your Project Estimator internal databases, including: **Contacts, Contractors, Contracts**, and more.



Projects Window Tool Bar

The **Projects Window Tool Bar** gives you access to many of the most popular commands available on the **Projects** window, including **Insert, Document Management, Project Milestones**, and more.



Check out these additional tool bars: **Estimates Tab Tool Bar, Line Items Tab Tool Bar**, and **Pricing Guide Window Tool Bar**.

Licensing

We want to remind you that we have totally updated how e4Clicks treats licensing. The new **License Service** handles all of our licensing needs: e4Clicks, RSMMeans, and eTakeoff.

Please pay special attention to your update instructions and carefully follow them. In order to update your licenses, you need to turn off the License Service, and then you must refresh your licenses after the update. The instructions you receive will clearly walk you through these steps. So it might be a good idea to read through them this time – not that anyone would not normally do that.



Did You Know?

1. **e4Clicks can automatically export to various standard and user-defined spreadsheet. The AF Form 3052, 3064, and 3065 can save you a tremendous amount of time and energy! Contact Technical Support for more information.**
2. **You can apply an RSMeans City Cost Index in a number of ways. You can include it directly in line item costs or use CCI totalling components. Just don't do both, or you will be double-dipping!**
3. **You now have two options for apply a CCI as a totalling component – as a Percentage type or the brand new RSMeans City Cost Index type. Check out the new User's Manual for more information.**

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Development Domain

We are working on the most exciting development that we have ever done. This is easily one the most exciting times we've had here at 4Clicks. We can't give you too much information yet, but we will keep you in the loop as much as we can.

One piece of development we can share with you concerns the RSMeans Facility Maintenance and Repair (FMR) Cost Data. We are continually adding as many pricing guides as we can; so you can have all of the tools necessary to accomplish your work. The FMR cost data seemed to be the most commonly requested; so we are adding it next.



Hotkey Corner

Hotkeys simply allow you to execute certain process more quickly than using menu options.

You know how we love our hotkeys here at 4Clicks. We think we might have just created some competition for them here with this latest update. Your tool bar icons needed some serious upgrading, and we think they turned out really nice.

We think you just might like your new tool bar icons enough to keep one hand on the mouse. The new icons are bright, colorful, and give you quick access to your time saving processes. Let's take a look at some of the most popular commands in the program and see how we can now use a tool bar icon to start the process with only one click.

Print Estimates	A blue and white icon of a printer with a document being printed, labeled "ESTIMATE".	Ctrl+R
Open Guide to Currently Selected Line Item	A blue and green icon of a book or guide with a green arrow pointing to it, labeled "GUIDE".	Ctrl+O
Index	A blue and white icon of a document with a large letter 'A' at the top and 'B' at the bottom.	Ctrl+I



Questions and Answers

Please feel free to take full advantage of our incredible Technical Support. We are always happy and ready to answer your questions.

Q: [Can we use eTakeoff yet?](#)

A: YES! eTakeoff is available, and you can get a free trial to see if it will be a good tool for you. Just contact us, and we will get you started. eTakeoff has recently upgraded their product too. They are doing some exciting things to revolutionize how estimating is done. Find them at www.eTakeoff.com.

Q: [Are you going to take e4Clicks online?](#)

A: We think that the greatest way to stay competitive and serve all of you the best that we possibly can is to go online. That development stuff that we aren't telling you about at the top of the page deals largely with this topic.