



4Clicks
By Estimators For Estimators



4Clicks
CHATTER



Fallout & Remembering September

Fallout is approaching and we know you are busy! Contracts are being awarded and money is being spent. Facility owners and contractors are starting to walk jobs and prepare for this. Make sure you and your team are preparing now. If you are blessed to have a current delivery order contract, you should meet with your owners to identify what you can be working on. Walk the jobs, build your estimates, negotiate the final price and put them on the shelves ready for funding. Do what you can today to make sure you have the best fallout possible!

Ensure your cost estimating software is current, your RSMeans City Cost indexes are up to date, and your staff is trained and ready to go! Please take a moment and read in this issue, about the recent update sent out to all customers to correct some data issues. We want you to have the best estimate with the most accurate information!

If you need last minute additional training, take advantage of our virtual classes and get the most out of your software by advancing your knowledge and skills of what the software can do for you!

Did you know...the first Labor Day holiday was celebrated on Tuesday, September 5, 1882, in New York City, in accordance with the plans of the Central Labor Union? The Central Labor Union held its second Labor Day holiday just a year later, on September 5, 1883. This holiday is dedicated to the social and economic achievements of American workers. It constitutes a yearly national tribute to the contributions workers have made to the strength, prosperity, and well-being of our country.

As we take a moment to celebrate all of our hard working men and women on this Labor Day weekend, we also want to never forget, and always remember the events that took place on September 11, 2001. It has been 15 years now, and we pay homage to the victims, their families, the responders, and all those who were affected by the tragic events that happened to our great nation, on that horrific day.

Michael Brown

By an Estimator, For an Estimator

**The Premier
Cost Estimating & Project
Management Solution**

In Today's Issue:

- Fallout & Remembering September 1
- Visit us on Social Media 2
- Welcome New 4Clicks Clients 2
- Industry News 2
- Customer Spotlight: National Parks Service 3
- 4Clicks Technical Support: Tips & How To 3
- e4Clicks Updates 4
- Training News 5
- Training Dates 6
- Q&A, Books & More 7

**Quote of
the month**

"To succeed, you need to find something to hold on to, something that motivates you, and something to inspire you."

– Tony Dorsett

Visit Us On Social Media!



Like us on Facebook. Follow us on Twitter! View our videos on YouTube and check out our company profile on Linked In and Google +. You will find all of the latest information, news, training dates and testimonials. We are spreading the word about #4Clicks

Welcome New 4Clicks Clients!

AtLam
Butler-Cohen
Calray Electric
CARCON Industries
Center Stone Services
CNI Advantage
DownRange Logistics

Elemental Designs
Flowers Construction
Impact Electric Services
La Joya ISD
Progress Electric
RGON Corporation
Sanders Engineering



Scarborough
The Renew Group
TKL Construction
White Sands Missile Range

Industry News:

4Clicks New YouTube Videos

Hopefully our YouTube videos have been helpful to you and your team. If you haven't checked them out yet, take a peek and let us know what you like – and what we could add.

<https://www.youtube.com/user/4ClicksSolutions>

Training Playlist

We have several different playlists you can check out. The Training Playlist might be the most popular. We are looking at adding new videos and refreshing some of the existing ones. Let us know what you'd like to see!

<https://www.youtube.com/playlist?list=PLCiY9-bygonf6o63Uxg86trx-fMQLZUTP>

Technical Evaluation Video

We've also created a brand new video covering the technical evaluation process. Because this feature is not available for all markets, we have not published it to our public YouTube site. If you'd like access to this video, please contact us at support@4Clicks.com. We will send you a link to access it. We hope these videos and our other tools are helping you. Please let us know if you have other ideas of how we can better serve you!

Contractors Who Want to Do Business with the DoD

Getting Started:

This is the "how-to" section of working with the Department of Defense. Information includes guides on marketing to the DoD, government contracting basics and subcontracting fundamentals.

- [Guide to Marketing to the DoD](#)
- [Government Contracting: The Basics](#) [PDF]
- [DoD Subcontracting Program: The Basics](#) [PDF]
- [Marketing to the Department of Defense: The Basics](#) [PDF]
- [OSBP Guidebook to Facilitating Teaming Arrangements](#) [PDF]

More information can be found at: <http://www.acq.osd.mil/osbp/sb/dod.shtml>

Customer Spotlight

Happy 100th Birthday National Park Service!

Since 1916, the National Park Service has been entrusted with the care of our national parks. With the help of volunteers and partners, they safeguard these special places and share their stories with more than 275 million visitors every year. We are so honored to have the National Park Service (NPS) as a 4Clicks customer since 2009!



The NPS lends their help to Tribes, local governments, nonprofit organizations, businesses, and individual citizens in revitalizing their communities, preserving local history, celebrating local heritage, and creating close to home opportunities for kids and families to get outside, be active, and have fun.

The National Park Service preserves unimpaired, the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration of this and future generations. The Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

The NPS employs more than 20,000, and the uncommon men and women of the National Park Service share a common trait: a passion for caring for the nation's special places and sharing their stories.



The National Park Service arrowhead was authorized as the official emblem in 1951. The components of the arrowhead may have been inspired by key attributes of the National Park System, with the sequoia tree and bison representing vegetation and wildlife, the mountains and water representing scenic and recreational values, and the arrowhead itself representing historical and archeological values.

The National Park Service is a bureau of the U.S. Department of the Interior and is led by a Director nominated by the President and confirmed by the U.S. Senate. The Director is supported by senior executives who manage national programs, policy, and budget in the Washington, DC, headquarters and seven regional directors responsible for national park management and program implementation.

Today, roughly 60% of the 397 park areas administered by the National Park Service have been set aside as symbols and evidence of our history and prehistory. Many of the natural parks contain historic places that represent important aspects of that history. Collectively, these places present an American history textbook, a textbook that educates us about the people, events, buildings, objects, landscapes, and artifacts of the American past and about the aspirations and actions that produced those tangible survivors. The National Park Service's history web site represents varying aspects of this history. It emphasizes the educational value of historic places and the importance of the stories that connect us to them. Their goal is to offer a window into the historical richness of the National Park System and the opportunities it presents for understanding who we are, where we have been, and how we as a society, might approach the future.

Courtesy of: <https://www.nps.gov/>

4Clicks Technical Support: Tips & How To

How Do I Remove the Contract Name and Contract Number from My Report Header?

This refers to a report option that is only available with version 2.630 and higher.

1. Open your project and begin on the **Update Project** window's **Estimates** tab. There, tag the estimates that you want to include in your report.

2. Click on the **Reports** button and choose **Print Estimates**.
3. On the **Estimate Report Options** window:
 - A. Choose (highlight) a report to run in the **Estimate Reports** panel (all reports are supported so pick any).
 - B. In the **Options** panel, look at the bottom of the list for the option called **Hide Contract Details** and put a check mark next to it.
 - C. Choose an output method (like PDF) in the **Output** panel.
 - D. Choose whether you want to combine your estimates into one or keep them separated in the **Order** panel.
 - E. Click on the OK button on the **Estimate Report Options** window
4. Your report will be generated. On the cover sheet in the top, right, corner where the contract name and contract number normally display, it will be blank. Your project name, project number and contractor name are not affected by this optional setting and will still display when this option is chosen.

e4Clicks Updates

Data Update

We recently sent out an RSMeans data update. Make sure you download it to ensure you have the latest and greatest! (If you are not signed up to get email notifications, you can sign up on our homepage on the bottom right.)

UM's

Two line items in our guides did not have a unit of measure; this issue is fixed.

06-11-10-01-0020-M

23-05-02-10-0020-M



Cable Support Pricing

One of you sharp-eyed estimators found an issue in the data. RSMeans added a new section in their guide, 27-05-29-10, Cable Support, and the pricing looked off. RSMeans has fixed the information, and this update will fix the pricing guides. If you'd like the PDFs provided by RSMeans, please let us know. (They're also in the download zip.)

Q3 CCI

And speaking of updates, make sure you get your 3rd Quarter RSMeans City Cost Index update. (If you're not signed up to get email notifications, you can sign up on our homepage on the bottom right.)



A Note about Updates

4Clicks wants to make sure that your software is ready when you need it, and also up-to-date with the most current pricing information for your subscription, and we work hard to make sure that happens for you. We need your help as well. When you receive an update for the software, please make sure that it is taken care of in a timely matter.

Running your updates when they are released will:

- Ensure your license is current the next time you log in.
- Ensure you have access to the most up to date pricing information for your subscription, so that you can quickly submit your estimate, with confidence that it is current and accurate.

Please **take the time** to run your update(s) whether you need your software tomorrow, or not until next month. That way it will be ready for you, with no down time.

Please note: Generic vs. Custom Updates

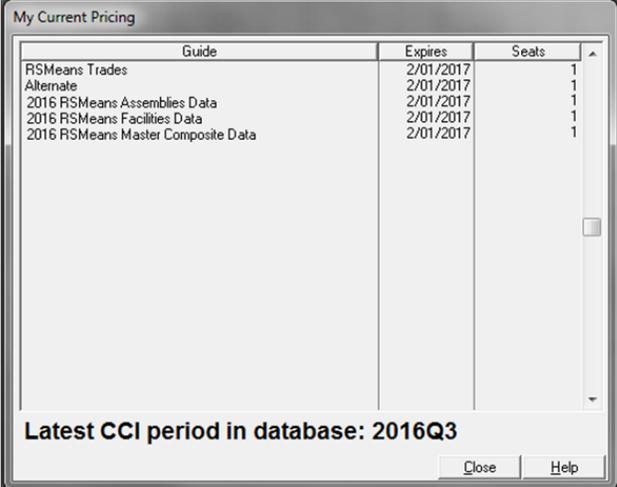
Generic: A limited number of our updates are **generic** (meaning that anyone with the software can run it), like the RSMeans City Cost Index update. Generic updates are pretty much always available and we can get it to you easily if you missed it.

Custom: However, **most of our updates are customized.** Your subscription update, your license update, etc., these types of updates take time to prepare for you because they are built specifically based on your subscription and installation.

We typically charge a fee for rebuilds of a custom update (priced at the current rate at that time). Please help us to avoid charging that fee to your account by running your updates in a timely manner when they are sent to you. Thank you!

Check your Current Status on the My Current Pricing window

The **My Current Pricing** window (inside the software) allows you to quickly see what pricing guide data is available to you. Also you can use it to verify what the most current RSMeans City Cost Index is in your CCI your database. To access this window, go to the main menu in e4Clicks and click on **Browse → My Current Pricing.**



Guide	Expires	Seats
RSMeans Trades	2/01/2017	1
Alternate	2/01/2017	1
2016 RSMeans Assemblies Data	2/01/2017	1
2016 RSMeans Facilities Data	2/01/2017	1
2016 RSMeans Master Composite Data	2/01/2017	1

Latest CCI period in database: 2016Q3

4Clicks Training News



Year-end is here! I remember those days; work, eat, sleep and repeat! Good luck!

You can sharpen your estimating skills, learn how to better use RSMeans Cost Data, even take a quick look at eTakeoff – an industry leading visual estimating and QTO tool. We have awesome Training Classes, see what our clients are saying [about us](#). Anyone who has attended our training classes know they are FUN and PACKED with information!

Have you checked our virtual line-up? We not only have our [Getting Started](#) 6-hour class, but we also have [2-day Introductory Classes and our 1-day Advanced Class](#). Three days of training, all virtual, from the comfort of your office or home office. If you are looking for just two days of training, we have our [Hybrid Course](#); one day intro and one day advanced.

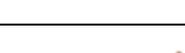
4Clicks can provide online customized virtual training for small groups or owners. Small group training allows two attendees to share one login connection for two or four hour sessions. Owner training allows twenty attendees to share multiple connections for two or six hour sessions. Get the specific training your team needs! These training sessions and our printed training guide give students detailed information they can use and take home with them. For a current schedule and registration, please visit - www.4Clicks.com/training.

e4Clicks Project Estimating Introduction and Advanced Onsite Training delivers training at your location for up to twelve (12) students, including e4Clicks printed training guides. One, two, or three day sessions can be scheduled. Additional instructors are available for larger groups. For additional information, please see our [commercial](#) price list.



4Clicks is an Approved Education Provider through AACE International. In addition to having some fun and learning new skills, you can earn **Continuing Education Credits for your attendance** in most of our training courses. Classes can fill up quickly; so reserve your seat before we're sold out! [Register Now.](#)

Upcoming Training Dates

2016 TRAINING DATES		
e4Clicks Getting Started	 Virtual Training	13 September
e4Clicks Hybrid Training Course	 Virtual Training	14-15 September
e4Clicks Getting Started	 Virtual Training	17 October
e4Clicks Introductory to Advanced Training – Day 1 Basics of e4Clicks and Estimating	 Virtual Training	18 October
e4Clicks Introductory to Advanced Training – Day 2 Estimating Tools and Basics of eTakeoff	 Virtual Training	19 October
e4Clicks Introductory to Advanced Training – Day 3 e4Clicks Advanced Tools	 Virtual Training	20 October
e4Clicks Getting Started	 Virtual Training	08 November
e4Clicks Hybrid Training Course	 Virtual Training	09-10 November

Regional Training

4Clicks training gives your team valuable hands-on training designed to get the most out of your investment. Our students gain incredible understanding and great retention. Our training manuals give students very thorough information they use and take home with them.

Onsite Training

Are you interested in our trainers traveling to you? This saves you time and money – not to mention the convenience and benefits of customizing the class to fit your specific needs.

Virtual Training

Experience the benefits of training without ever leaving your office. Choose from 2, 4, or 6 hour sessions dedicated specifically to your team's needs.

Custom Training

We can provide your team a Custom e4Clicks Getting Started Class. This class is perfect for a new user or a user that wants to get trained-up on the basics. This is a six-hour class – online, with no travel costs! This class allows for a single group with twenty attendees over multiple connections. So you are able to bring your team together online!

[Contact us](#) to discuss your specific needs and for more information on class syllabuses.

Q & A Corner

Q: All of the line items in my estimate are Custom. How did this happen?

A: There is a setting in each of your guides to Add items as Custom. This can be handy at times, but many times you want your line items to be reported directly from your pricing guide. If this option is checked, all of the line items will come into your estimate as custom. (This option is in the Settings panel. This panel is on the Settings tab in the Alternate and Trades guide.)

Q: How do I fix this in my estimate & make sure it does not happen again?

A: The quickest way to fix this is to reprice your line items. Tag all of your line items, then right-click, select Process Tagged Line Items, and then select the Batch Modify Line Items command. For RSMeans line items, use the RSMeans Multi Reprice tab. For other line items, use the Re-Select Guide Tab.

Your guides will remember the last settings you used. If you use the Add items as Custom option, you will definitely want

to check this setting carefully to ensure you get your desired result. When you close your guide, you may want to ensure this option is unchecked.

Purchase your 2016 RSMeans Cost Books

Remember you can purchase your printed RSMeans Cost Books directly from us.



Get free shipping plus a 20% discount on RSMeans hardcopy Cost Books!

20% SAVINGS

Partners in Education

4Clicks is pleased to support College and University students and professors with our cost estimating software. This is a no cost service. [Sign up today!](#)



Client Survey

We can't say it enough – our success is based on great clients and partners. [Please tell us](#) what we are doing right or what we are doing wrong, and send us information for our newsletter!

Pay Online

Pay your invoices for software and training online! We accept VISA or MasterCard. [Click here](#) to pay online.

Give Us a Review on Capterra!

Do you love our software features? Let others know by giving e4Clicks Project Estimator a review [here!](#)



4Clicks
By Estimators For Estimators™



4Clicks Solutions, LLC
P.O. Box 20635
Cheyenne, WY 82003

Technical Support:
719.574.7724
866.742.5425
support@4Clicks.com

Sales:
719.574.7721
866.438.4254
sales@4Clicks.com

[Click here to go to our homepage & signup to receive these newsletters directly.](#)