

4Clicks Chatter



SWEET 16!

We are geared up and ready for a productive and amazing 2017! This April marks our 16th year of being in business. Each new year brings its own challenges and rewards. We are rewarded every day when we hear our customers say how happy they are with the software, or after a great training class when we receive your feedback! Our goal is to never stop striving to make our software, support and training top notch!



One of the things I am hearing from new contractors is how do we bid on a contract that requires a coefficient? How can I review a unit price book that has tens of thousands of line items and know what type of work I am going to perform?

I can start off with letting you know, bidding on contracts is not easy and if it was, anyone could do it, and competition would grow even more than you see now. During the bidding stage, understanding the contract requirements, keeping up with all the questions, answers, changes, and submitting the winning proposal is more than a handful. The development of the coefficient is very important, as that is what the team will use for the term of the contract.

I wish we had the perfect answer; the "Bidding on Federal Contracts" cheat sheet. Enough have asked, and each year we have new contractors that are ready to start bidding but need a little bit more knowledge and experiences. Great news! We are going to address this in the next few months and develop a white paper. We will let everyone know through the website and social media, as well as in the next 4Clicks Chatter newsletter. We will focus on the opportunities, the process, and many of the things you need to consider when you are responding to an opportunity. There are hundreds of new opportunities released each month in the private, city, state, healthcare, education, Co-Op and Federal government arena.

If you have questions for us, no matter how big or small they seem, don't hesitate to contact us and we will do our best to help you get the most out of your e4Clicks Project Estimator, so you can be the most comfortable using the software and ultimately, win more bids!

Michael

Michael Brown

By an Estimator, For an Estimator

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Quote of the month

"In the end, all business operations can be reduced to three words: people, product and profits. Unless you've got a good team, you can't do much with the other two."
-Lee Iacocca

Welcome New 4Clicks Clients!

Access General Contracting
Aircool Tech
Atlantic NICC
Blundall Associates
Brown & Root
Burton Construction
City of Jacksonville
CostPro
Dailey Electric
David Baca Studio
Delta GS
Department of Housing and
Urban Development
Harbor Enterprises

Indian Health Service
Insul-Nation
Leroy Newton Construction
Lowes Home Improvement
Marksmen
NYS Department of
Environmental Conservation
P. H. Waszink Construction
Consultant
PEC Nevada
Ras Construction
Regional Concrete Services



Robert G. Campbell &
Associates
Sabree
Shermco Industries
TBell Assessments
Terraink
Titan Engineering
W4-DMS JV

e4Clicks Updates

Q1 CCI

Make sure you get your 1st 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.)

Customer Spotlight

Niagara Falls Air Reserve Station – New York



We are spotlighting the wonderful customers at Niagara Falls Air Reserve Station. They have been teamed up with 4Clicks since 2011. The Air Force Reserve is a combat-ready force, composed of approximately 71,000 proud Reservists, stationed locally throughout the United States, serving globally for every Combatant Command. We provide our nation with operational capability, strategic depth and the capacity to surge quickly when America needs us. We are an integrated Total Force partner in every Air Force core mission:

- Air and space superiority
- Global strike
- Rapid global mobility
- Intelligence, surveillance, and reconnaissance (ISR)
- Command and control



The majority of our Citizen Airmen serve part time, making us a highly efficient force with effective capability. In times of crisis, we can call upon an additional 790,000 Airmen from the Individual Ready Reserve, Standby Reserve, Retired Reserve and Retired Active Duty. Over the last two decades, we've supported sustained combat and humanitarian operations

throughout the world, including in Bosnia, Kosovo, Afghanistan, Iraq, Libya, Japan, Mali and the Horn of Africa. When natural disasters strike here at home, the Air Force Reserve delivers capability and



expertise, providing relief to our fellow Americans. Domestically or globally, America's Citizen Airmen are always ready to answer our nation's call—anytime, anywhere.

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

4Clicks Technical Support: Tips & How To

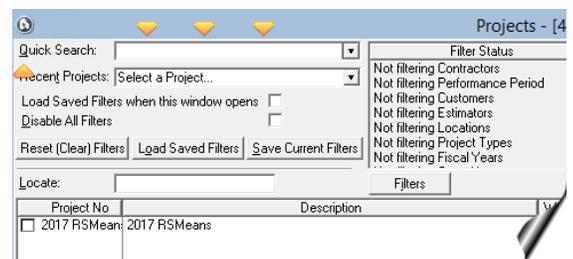
Keyboard Hot Keys

If you prefer to use keyboard hot keys (instead of clicking on menu items and/or buttons) then these tips may help you if you're new to the software and want to learn the software's hot keys.

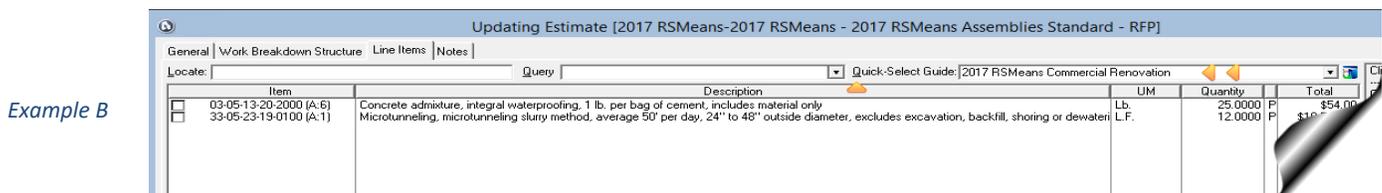
1. If you see an underlined letter on a button or as part of the labeling/name of a field, then that indicates that there is a hot key for that button or field. Using the hot key will activate that button OR move your cursor to that field. The underlined letter indicates what key to use on the keyboard. With this type of hot key, you must use the **Alt** button (and not the **Ctrl** button).

A. Example A: On the **Projects** window if your cursor focus is on the list of projects and you want to move your cursor quickly to the **Quick Search** field, then use **Alt+Q**.

B. Example B: On the **Line Items** tab, if your focus is on the list of line items and you want to move your cursor quickly to the **Quick Select Guide** field, then use **Alt+Q** two times. The first time you'll move to the **Query** field. The second time you'll move to the **Quick Select Guide** field.



Example A



Example B

2. Hot keys for features will typically open a window that relates to that feature. In order to access a feature (one that would be listed on a menu) using a hot key, you need to use the **Ctrl** key + the related hot key on the keyboard. In some cases, you must use the **Shift** key + the hot key. Ultimately there are a lot of hot keys and [here is the link!](#) The following information might also help you as you learn:

A. Hitting the **Enter** key on your keyboard is the same as double clicking.

B. Hot key concepts are repeated for similar actions (on different windows). Example: Pressing the **Insert** key on the **Projects** window tells the software you want to insert a new project. If you do that inside a project (on the **Update Project** window's **Estimates** tab), then you're telling the software that you want to insert a new estimate. On the **Contacts** database, pressing the **Insert** means you want to add a new user/contact.

The hot key for most functions is listed next to the name of the feature on the menu. So as you start out using the menus to access a feature, look to the right of the feature's name too and you'll eventually start remembering what the hot key is for that feature.

4Clicks Training News

Spring has sprung and that means it is no better time to get some training in. Do you have new estimators? Does your whole team need some training? Virtual training is a great option. No travel is involved, and we can train your whole team up, even if you have multiple offices in multiple states! We can provide 1-3 days of Virtual Training.

Upcoming Training Dates

2017 TRAINING DATES		
e4Clicks Getting Started		7 March
e4Clicks Hybrid Training Course		8-9 March
e4Clicks Hybrid Training Course	Regional Training Las Vegas, NV	13-14 March
e4Clicks Getting Started		10 April
e4Clicks Introductory to Advanced Training – Day 1 <i>Basics of e4Clicks and Estimating</i>		11 April
e4Clicks Introductory to Advanced Training – Day 2 <i>Estimating Tools and Basics of eTakeoff</i>		12 April
e4Clicks Introductory to Advanced Training – Day 3 <i>e4Clicks Advanced Tools</i>		13 April
e4Clicks Getting Started		9 May
e4Clicks Hybrid Training Course		10-11 May
e4Clicks Getting Started		12 June
e4Clicks Introductory to Advanced Training – Day 1 Basics of e4Clicks and Estimating		13 June
e4Clicks Introductory to Advanced Training – Day 2 Estimating Tools and Basics of eTakeoff		14 June
e4Clicks Introductory to Advanced Training – Day 3 e4Clicks Advanced Tools		15 June

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.



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.](#)

Meet the Trainers!



Hi, I'm Bruce Sarty, Director of Sales & Training at 4Clicks Solutions. Training is our top priority for our customers!

I've been in the Construction Management field and line item estimating for about 25 years. Within our small company, we have over 80 years of combined line item estimating experience.

We understand your business, we get year-end, and we know SABER/JOC/IDIQ construction. We presently are used at almost 90% of all Air Force Bases. 4Clicks was designed "By Estimators for Estimators™." Catchy phrase? It's not just a phrase – it's our way, it's what we do, it's how 4Clicks was developed.

We strive every day to make, not only our software better, but also our Training Program. In the early days, we only offered Onsite and Regional classes. Clients wanted Virtual classes; now we offer numerous Virtual classes. You, our client, can attend a training class from your office or maybe even your home. Clients want "real" estimating classes. We now offer Introduction to Architectural Estimating and Introduction to Electrical Estimating. These classes are taught using e4Clicks. The classes consist of lecture followed by hands-on exercises. The exercises reinforce the process, which helps retain the information.

"One word: outstanding. The six-hour training course covered a lot of information, but you finish knowing enough to get though an estimate with confidence and are left wanting to learn more."

- USAF, Engineering Instructor

If you are an Owner, Contractor, or AE, our training classes are perfect for you. Some clients just need a "jump start," and our Virtual Getting Started class is perfect for them. Our 2-Day Introduction to 4Clicks is a fast paced course that is for the estimator that may be new to 4Clicks but wants the most from the software. We also teach a 2-Day Advanced course; this course is geared towards administrators, but is also perfect for an estimator that wants to be familiar with the "front-end" of the software.



My name is Jesse and I so enjoy helping our customers learn the ins and outs of our product! Simply put: when you leave our training class, you will be able to estimate. My goal for attendees is to estimate more efficiently. Way back when I was a Contractor and new to 4Clicks (a couple of years ago...right!), I only used a portion of the software – maybe 20% - and I thought I was fast. I used it for years until a trainer introduced me to "hotkeys." I've never looked back since!

"Nothing is more satisfying than when the light comes on."

- Bruce Sarty

"My favorite part of the class was our instructor Bruce – he was awesome! The most helpful tool was learning the hot keys. It was a great course and we learned a lot!"

- Contractor, Fort Hood, TX

4Clicks Accepts Visa and MasterCard Online

Whether you want to order books, pay your software subscription invoice online, or order our world class training, we've got you covered! We've teamed with [gotoBilling](#), and we now accept VISA or MASTERCARD for any of our products and services:

To order RSMeans books at 20% off, visit:

<https://www.4clicks.com/products-services/rsmeans-cost-books/>

To pay your software subscription invoice online, visit:

<https://www.4clicks.com/clients/paymyinvoice/>

To see our upcoming training classes and register online, visit:

<https://www.4clicks.com/training/upcoming-training-dates/>



Q & A Corner

Q: Okay, so we let you do a Data Backup, a Maintenance Backup (MBU), and a Contract Backup (CBU). Which backup do I do when?

A: **A Data Backup** is the most important backup you can do! This one includes your projects, estimates, and line items. It backs up everything in your data folder. Please do not assume someone else is doing this! Sometimes your IT folks set up automatic backups on the server, but that is not always the case. If you are on a stand-alone machine, it is even less likely anyone else is backing up your data. How much you are using e4Clicks determines how often you would want to back up. You may want to keep your last several backups before you begin overwriting them.

A Maintenance Backup is basically a backup of your licensing information. This simply lets us verify your license information and then update it as necessary. These are most commonly run at the beginning of the year when you renew your license. These are shared with us, so we can extend your license. **A Contract Backup** only includes your contract

information. This includes your totaling components, contractors, contracts, and the like.

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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!](#)



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