



**4Clicks**  
By Estimators For Estimators

4Clicks  
**CHATTER**



## We Thank You All

Michael Brown

May 27, 2013 was our Nation's day of remembrance for all who have served and those who serve today. First and foremost, please allow us to offer our thanks to all men and women, current and past, who have helped to enable the very existence of our country. Thank you, one and all, for what you do.

As we continue into 2013 from a business perspective, we understand that you, our valued clients, and our company are faced with both major challenges and amazing opportunities.

The sequester continues to negatively impact operating budgets. At the same time, the ability to better optimize the use of existing resources has never been greater. At 4Clicks, we have been listening to your requests and have been hard at work adding new cost estimating features and cost data. One of these features, the ability to redact an estimate, is introduced in this edition of 4Clicks Chatter. Our technology and services continue to help Owners, AEs, and Contractors to improve productivity, accuracy, and transparency.

We also understand that training is more important now than ever. We've added new training classes, such as our 4Clicks' Estimating with RSMMeans. And we continue to get incredible feedback from all you. While training traditionally takes a back seat when budgets shrink, please assure your team has all the right tools to make the most of available resources. Good training is always a great investment.

By an Estimator for Estimators

The Premier  
Cost Estimating & Project  
Management Solution

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### Quote of the Month

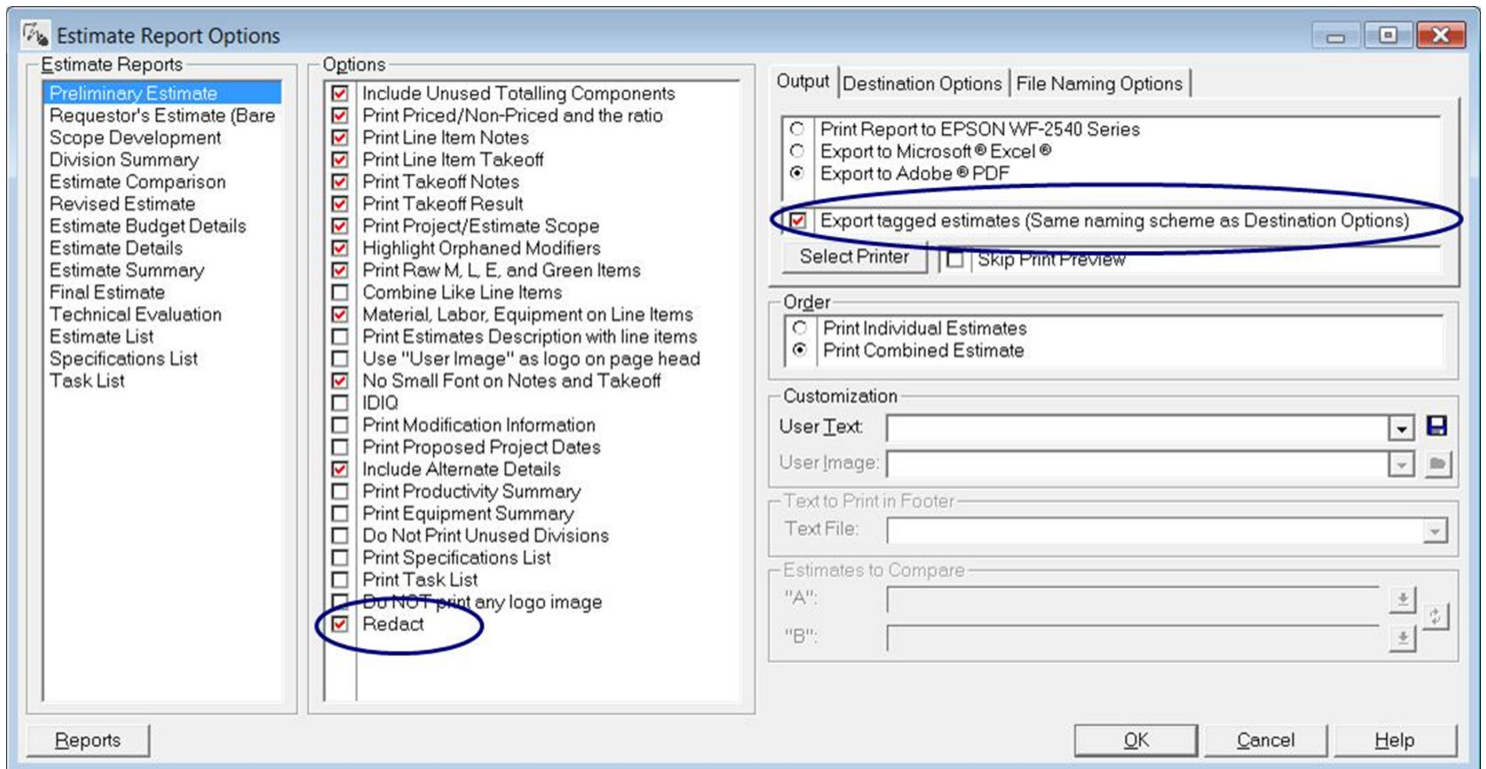
*"The legacy of heroes is the memory of a great name and the inheritance of a great example."*

– Benjamin Disraeli

## Redact Your Estimates

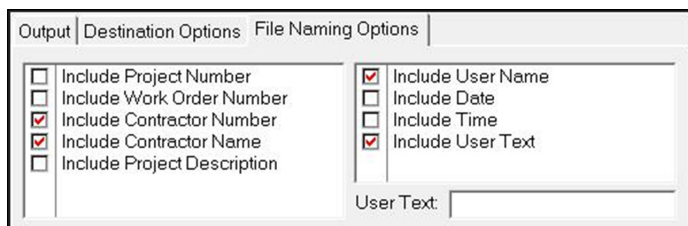
We have received requests for a redacted estimate report for contractor proposals. Do you think your team could benefit from this? One of our awesome Contracting teams helped us design and implement this. We fast-tracked a new version release to provide this option. If you need it, please let us know you need version 2.617. To verify your version, click on **Help** and **About e4Clicks**.

You now have a brand new **Option** on the **Estimate Report Options** window. The **Redact** option is available for three of your reports: **Preliminary Report**, **Revised Estimate**, and **Final Estimate**. When you select this option, the identifying fields of the estimates are redacted. This basically creates an “anonymous” report. The information that would identify the contractor/organization providing the estimate is redacted. The report still includes the line item quantity and pricing information, but the totalling is removed. The line items can be fully evaluated without knowing who provided them or what totalling (coefficients) have been applied to them.

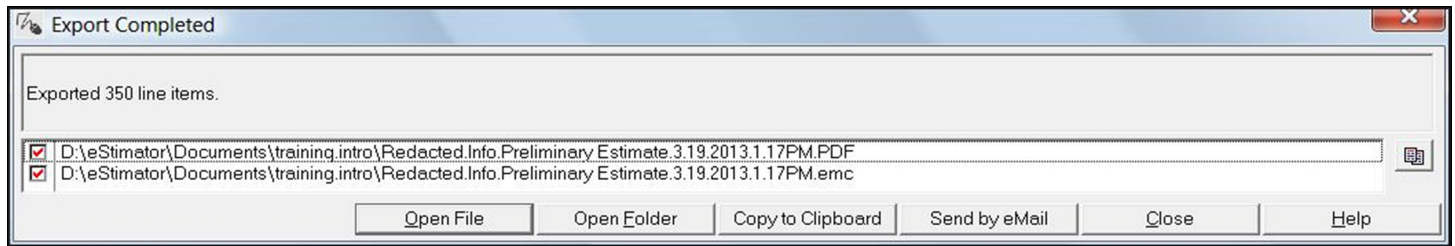


Using the **Export Tagged Estimates** option also exports the estimates with the identifying fields redacted. The estimate export **must** be created at the same time as the estimate report from this window to redact the information on the export. (The **Export Estimates** window will open but no options can be changed to ensure the data is correctly redacted.)

Users need to avoid identifying themselves in the naming of the files. The **File Naming Options** tab allows users to **Include Contractor Number**, **Include Contractor Name**, and **Include User Name**. These should not be used. (They are tagged in the picture for ease of identification, but they should be untagged when running the report). In addition if users **Include User Text**, no identifying information should be included.



The resultant files (a report pdf and an e4Clicks export file) can be opened or imported normally. No special steps are required on the receiving end. The **Send by eMail** button can be very handy here. (Email obviously identifies the sender.)



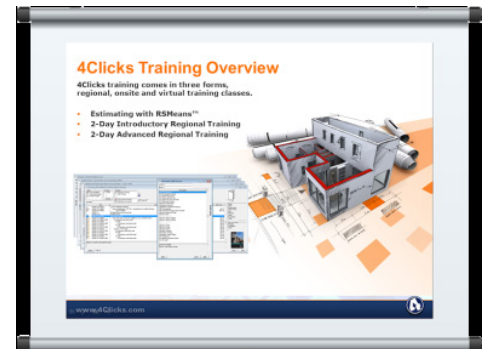
We hope you enjoy our new **Redacted Report** feature! Let us know how it works for you and if you see any areas for improvement.

## 4Clicks' Estimating with RSMeans

**4Clicks' Estimating with RSMeans** is a full day session focused on cost estimating. For our last 2013 scheduled e4Clicks Introductory Regional Class in Las Vegas, come a day early for this new offering – June 18th, 2013. Email us to learn more or visit our website to register today!

Here's a brief outline out of the class.

- The Evolution of Construction Cost Estimating
- Types of Estimating: From Detailed to Square Foot
- Data Structures: UniFormat and MasterFormat
- Business Opportunities
- Site Visits
- Statement of Work
- Introduction to RSMeans™ Cost Data and Detailed Line Item Estimating
- Quantity Takeoff – Manual and Electronic
- Class Exercises
- **Seven (7) hours of CEU Credits available!**



Can't make this 4Clicks' Estimating with RSMeans class? We'd love to know which of the following locations and/or formats might be better for you. Please send us a quick email.

- |   |  |
|---|--|
| <input type="checkbox"/> Arlington, VA      | <input type="checkbox"/> Denver, CO        |
| <input type="checkbox"/> San Diego, CA      | <input type="checkbox"/> San Francisco, CA |
| <input type="checkbox"/> Seattle, WA        | <input type="checkbox"/> Toronto, CA       |
| <input type="checkbox"/> Warner Robbins, GA | <input type="checkbox"/> On-line Class     |

- Architectural Estimating  
 MEP Estimating  
 Other \_\_\_\_\_



## 4Clicks' Regional, On-Site, and Virtual Training

4Clicks training comes in three forms, **regional**, **onsite** and **virtual** training classes. Anyone who has attended our training classes knows they are FUN, and PACKED with information! But don't take our word for it!

***Awesome course! Great teacher and presenter. I wish we could spend more days learning it.***

– USAF, Project Manager

***My overall experience was beyond exceptional. Both instructors were very detailed oriented and knew the product very well. Bruce had a strong presence and it came through in his teaching. His real life experiences definitely helped the overall class. My favorite part of the class was the real life scenarios and actual implementation of the product in today's market. I will definitely be at the advance class when its offered in my area.***

– Project Manager

## REGIONAL TRAINING SCHEDULE 2013

Keep an eye on the 4Clicks Training site for future offers of these and more advanced estimating classes. As always, let us know if you'd like to suggest dates and locations you think would be good!

2013 TRAINING DATES		
4Clicks' Estimating with RSMeans	Milwaukee, WI	4 June
4Clicks' Estimating with RSMeans	Las Vegas, NV	18 June
2-Day Introductory	Las Vegas, NV	19 -20 June

And please remember that 4Clicks is an Approved Education Provider through AACE International. In addition to having some fun and learning new skills, you will earn **Continuing Education Credits for your attendance!** Regional classes are first come, first serve; so reserve your seat before we're sold out! [Register Now](#)

**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. This training is designed for existing e4Clicks customers who need 1-2 hours of professional training services.

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

## YOUTUBE TRAINING VIDEOS



Don't forget to visit our Training Playlist on YouTube. You can get there from the YouTube button at the top right of our homepage, or you can simply click on this link: [YouTube 4Clicks](#)

Sample Titles:

Training 101 - Creating a Project

Training 106 - Searching RSMeans with the Search

Training 102 - Creating an Estimate

Training 107 - Searching RSMeans with the Navigation Tree

Training 103 - Opening Your Pricing Guides

Training 108 - Searching RSMeans with Select Group

Training 104 - Searching RSMeans with the Index

Training 110 - Adding Line Items

Training 105 - Searching RSMeans with the Favorites

Training 111 - Advanced Paste Feature



## Q & A Corner

**Q:** I'm importing an estimate from a different organization, and the imported CCI isn't working. It states that the CCI isn't set up yet or the value isn't available. What's wrong, and how do I fix it?

**A:** This is a really great question!

RSMeans produces their City Cost Index (CCI) values five times a year: January, February, May, August, and November.

Your CCI totalling component allows you to use any of these – either manually or automatically.

If you are importing an estimate using a more current value than you have in your system, you will get this error. The totalling component is trying to look up the value from your CCI file. If yours isn't updated, the totalling component won't be able to find the value.

To fix the problem, you simply need to run the CCI update on your system. You can get with Technical Support if you need help updating your system!

## Purchase your 2013 RSMeans Cost Books

Just a reminder that you can purchase printed RSMeans Cost Books from us directly.



**Free shipping, plus a 20% discount on RSMeans hardcopy Cost Books!**

All of your popular RSMeans cost books are on [our GSA Schedule](#). Write up your software and book needs all on one purchase order!



## Partnering with Education



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

## Use Our FedEx #

Use our [FedEx corporate agreement account number](#) to receive a discount to create, print, and deliver documents nationwide, at over 1,800 FedEx Office locations.

## Feedback

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!](#)



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