



4Clicks
By Estimators For Estimators

4Clicks
CHATTER



The Premier
Cost Estimating & Project
Management Solution

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Looking to 2014

Before we look forward to 2014, we certainly want to take a moment to convey our sincerest appreciation for all of you. We know many of you were adversely impacted by the sequestration and other budgetary effects. We hope you still have much to be thankful for this year, and the 4Clicks Team definitely wishes you the happiest of Thanksgivings, the merriest of Christmases, and the greatest of New Year's – as well as an amazing 2014.

Moving into 2014 we all continue to recognize that “doing more with less” is the world we in which we operate. The consistent application of robust business practices is as important now as it has ever been in the past. That's why our focus for 2014 is upon *Training, Technology, and Support*. We sincerely believe that our efforts in these areas will help you, our valued clients and friends, perform work as efficiently as possible.

Training – Much of our December Chatter is focused upon training. We know that there is nothing that we can do that will help our clients more than information sharing, specifically to how to create, reuse, update, and compare accurate, transparent construction cost estimates. It's equally important to learn how to develop and manage associated contracts and projects, from concept thru warranty. Thus we have developed several new training programs in these areas for 2014, and many will be available via the Internet. Courses range from 4Clicks Introduction to RSMeans Estimating, to e4Clicks Getting Started, to Introduction to Architectural Estimating, and more.

Technology – Embedding business processes within technology is important to enable cost effective, consistent, and auditable project estimating, management, and close out. This is why we continuously improve e4Clicks Project Estimator, even though it already stands head and shoulders above any other software application.

Support – Please remember that support is just an email or phone call away! Whether you are setting up a new contract, updating an older estimate, or using a “new” feature in e4Clicks, our dedicated team is here to help you.

Michael Brown
By an Estimator for Estimators

Quote of the month

“If the road is easy, you're likely going the wrong way.”

—Terry Goodkind

Is e4Clicks Missing Line Items?

Have you ever looked in the hardcopy RSMMeans guide and seen line items that you don't see in the software?

This is a great question that we've gotten a few times here lately! Let's see if they're actually missing or not!

Usually the line items that we hear are missing turn out to be modifiers. A modifier is a line item in RSMMeans that applies to one or more other line items. These line items usually show up at the beginning or end of a section in the hardcopy guide. The modifier represents an increase or decrease (often a percentage) in the material, labor, or equipment costs of the base line item. So instead of making you create a custom line item, find the base line item pricing, and calculate the price of the modifier yourself, we go ahead and create all of the modifier line items for you.

This significantly increases your estimating accuracy and efficiency. In the notes of the modifier line item, we reference the line item number in the hardcopy guide. So you can quickly find the line item to ensure its validity. The item number we use for the modifier is the parent (main) line item plus an additional four digits from the end of the modifier line item.

Browsing 2013 RSMMeans Facilities (297311 Records)

View: Show Modifiers, Standard Display, Proper Display

Scheme: Contract

Settings: Bare Cost Pricing, O&P Pricing, Show Paste Window, Add items as Custom

Use CCI:

Item	Description	UM	Bare Cost
22-41-16-10	Lavatories		
22-41-16-10-0010	LAVATORIES, With trim, white unless noted otherwise		
22-41-16-10-0500	Vanity top, porcelain enamel on cast iron		
22-41-16-10-0600	20" x 18"	Ea.	\$451.00
22-41-16-10-0600-0860	For color, add	Ea.	\$81.25
22-41-16-10-0600-3100	Add per floor for floors 3 thru 19	Ea.	\$2.52
22-41-16-10-0600-3140	Add per floor for floors 20 and up	Ea.	\$5.04
22-41-16-10-0600-3580	Rough-in, supply, waste and vent for all above lavatories	Ea.	\$750.00
22-41-16-10-0600-5100	Cramped shaft	Ea.	\$44.10
22-41-16-10-0600-5140	Congested area	Ea.	\$18.90
22-41-16-10-0600-5180	Excessive heat or cold	Ea.	\$37.80
22-41-16-10-0640	33" x 19" oval	Ea.	\$806.00
22-41-16-10-0640-0860	For color, add	Ea.	\$170.00
22-41-16-10-0640-3100	Add per floor for floors 3 thru 19	Ea.	\$2.52
22-41-16-10-0640-3140	Add per floor for floors 20 and up	Ea.	\$5.04
22-41-16-10-0640-3580	Rough-in, supply, waste and vent for all above lavatories	Ea.	\$750.00
22-41-16-10-0640-5100	Cramped shaft	Ea.	\$44.10
22-41-16-10-0640-5140	Congested area	Ea.	\$18.90

22-41-16-10-0600-3580 Lavatories, rough-in, supply, waste and vent for all above lavatories (Modified using 22-41-16-10-3580)

Page: Q-01
Crew: 2.300
Daily Output: 6.957
Labor Hours: Ea.
Unit: \$400.00
Material: \$350.00
Labor: \$750.00
Equipment: Total:
Total: \$750.00

City Cost Index: _____
Material: _____
Installation: _____
Total: _____

Guide Tags: 0

Close Help

Many of these line items include the word "add" or "deduct" in the line item description. Sometimes, however, they aren't quite as obvious that they are modifiers; these are the ones that cause most of the confusion.

So instead of missing, these line items probably show more than once – as a modifier!

Enhanced RSMeans Cost Data

Let's take closer look at this enhancement. Let's take the RSMeans Facilities book as an example. In 2013 there were approximately 58,000 line items in the RSMeans Facilities Book. Within e4Clicks you have access to approximately 297,000 line items. How is this possible?

The reason why e4Clicks has so many more line items is that we have built out modifiers at the item level. We take all those "add" and "deduct" items and create a line item with a full description. This results in a "parent" or "main" line item and its associated modifier line items.

RSMeans Guide	Standard	4Clicks
Assemblies	11,518	12,072
Facilities	57,753	297,311
Master Composite	72,375	389,651
Commercial Renovation	23,471	65,129
Building Construction	30,814	83,419
Concrete & Masonry	10,732	20,475
Electrical	15,745	45,100
Green Building	12,321	21,618
Heavy Construction	18,811	57,483
Interior	19,988	30,463
Mechanical	22,766	271,223
Site Work	24,662	62,196
Plumbing	19,490	203,095



Number of Line Item available in the standard RSMeans electronic data vs. 4Clicks' enhanced RSMeans data

As an example, if you are using the RSMeans Facilities book, a modifier is displayed like this in the middle of a section:

22-41-16-10-3580 Rough-in, supply, waste and vent for all above lavatories

It becomes your responsibility to know which line items these apply to and how much to add/deduct for the modifier.

Within e4Clicks, the modifier is displayed directly below the parent line item – along with all other applicable modifiers.

22-41-16-10-0600 Lavatories, including trim, white, vanity top, porcelain enamel on cast iron, 20" x 18"

22-41-16-10-0600-3580 Lavatories, rough-in, supply, waste and vent for all above lavatories (Modified using 22-41-16-10-3580)

The same modifier is also built out for several other line items, including:

22-41-16-10-0640-3580
 22-41-16-10-0680-3580
 22-41-16-10-0720-3580
 22-41-16-10-0760-3580

These are all different sized lavatories with different line item numbers. So the same modifier is listed with each parent item and numbered with the parent's number plus the last four digits of the original modifier.

Repricing to 2014

It's almost that time! 2014 is right around the corner. If you're like most 4Clickers, you'll be updating some of your pricing soon. Maybe you're repricing existing estimates, or maybe you're copying and pasting.

We're only going to touch on the highlights here. More information can be obtained in the User's Manual, Training Guide, or Tech Support. You can also get some live practice with us in our Advanced Training Class.

There's several ways to update pricing. The most popular way is to update multiple estimates within a project. This is the way we'll tackle here. So let's jump into an estimate, tag the estimates we want to update, and right-click! We want to change the line items in all of the estimates; so we are going to choose **Processed Tagged Estimates** and then **Batch Modify Line Items**.

Update Project [080089] [Renovate Bathrooms] [NTP]

General Estimates Trees Work Breakdown Structures Contacts and Locations Customers Contractors Notes

Estimate Categories

- WAG - Wise Articulate Guesstimate
- RFP - Request for Proposal
- RFPn - Request For Proposal Negotiated
- NTP - Notice to Proceed
- MOD - Modification
- MODn - Modification Negotiated
- COE - Change Order Estimate

Requested: Received: Submitted: Negotiated: Accepted:

Estimate Clipboard: Empty

Totalling: Scope: Notes: Estimate Update Status: Created: Lee Greenwood - June 1, 2011 - 3:48PM Updated: Lee Greenwood - November 1, 2013 - 3:19PM

Estimate	Status	Estimator	Customer	Contractor	Group	Total
<input checked="" type="checkbox"/> 01 General Conditions	NTP					\$3,123.52
<input checked="" type="checkbox"/> 02 Mens bathroom demolition	NTP					\$4,784.55
<input checked="" type="checkbox"/> 02 Women bathroom demolition	NTP					\$6,100.35
Insert Estimate after Selecting Totalling Components						Ctrl+INS
Insert Estimate (With the 2006 SABER Standard Hours Totalling Schema)						INS
Change						
Delete						
Estimate Clipboard						
Import/Export estimates						
Process Tagged Estimates						
Estimate Tools						
Tagging						

by Estimate by Status by Estimator by Total by Customer by Contractor by Group

Estimate Reports

Project Estimated Total: \$134,270.68 Tags: 7

Copy tagged estimates to the clipboard Ctrl+C

Batch Modify tagged estimates Ctrl+M

Delete tagged estimates Ctrl+DEL

Merge tagged estimates Ctrl+G

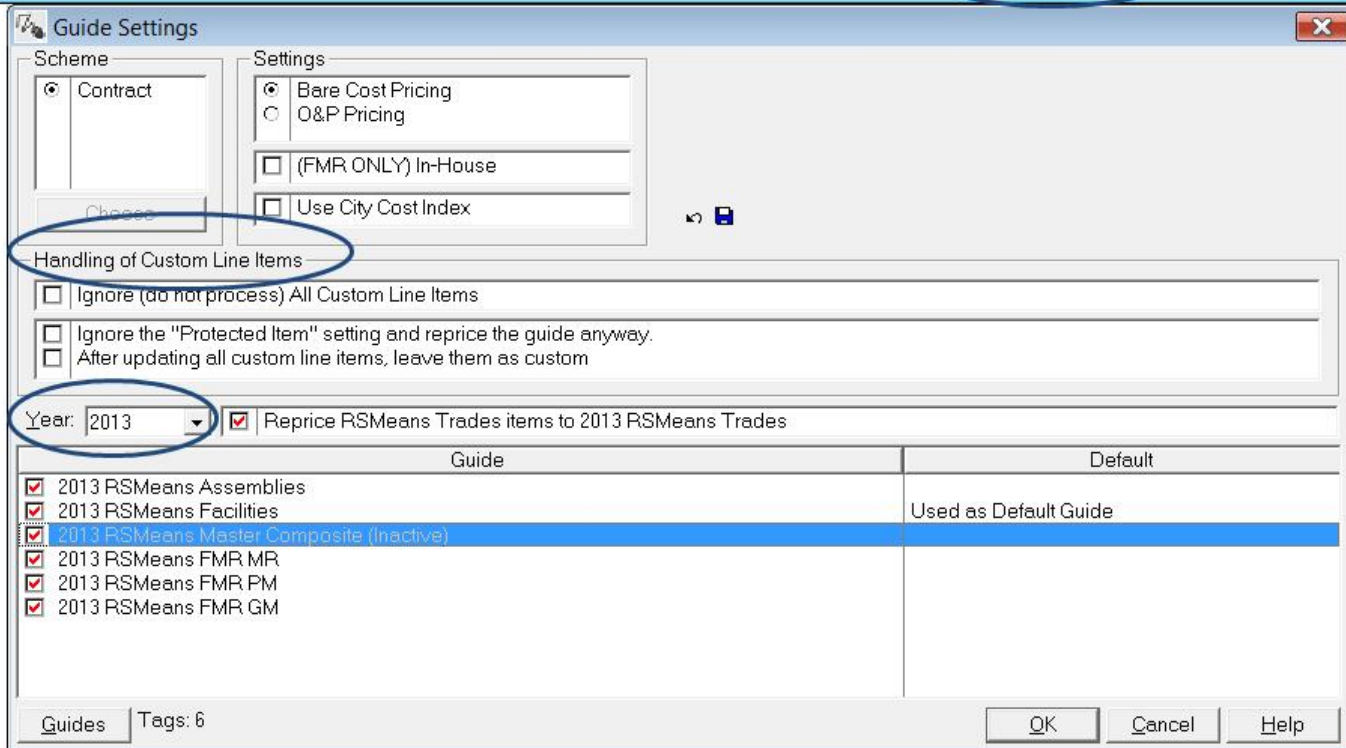
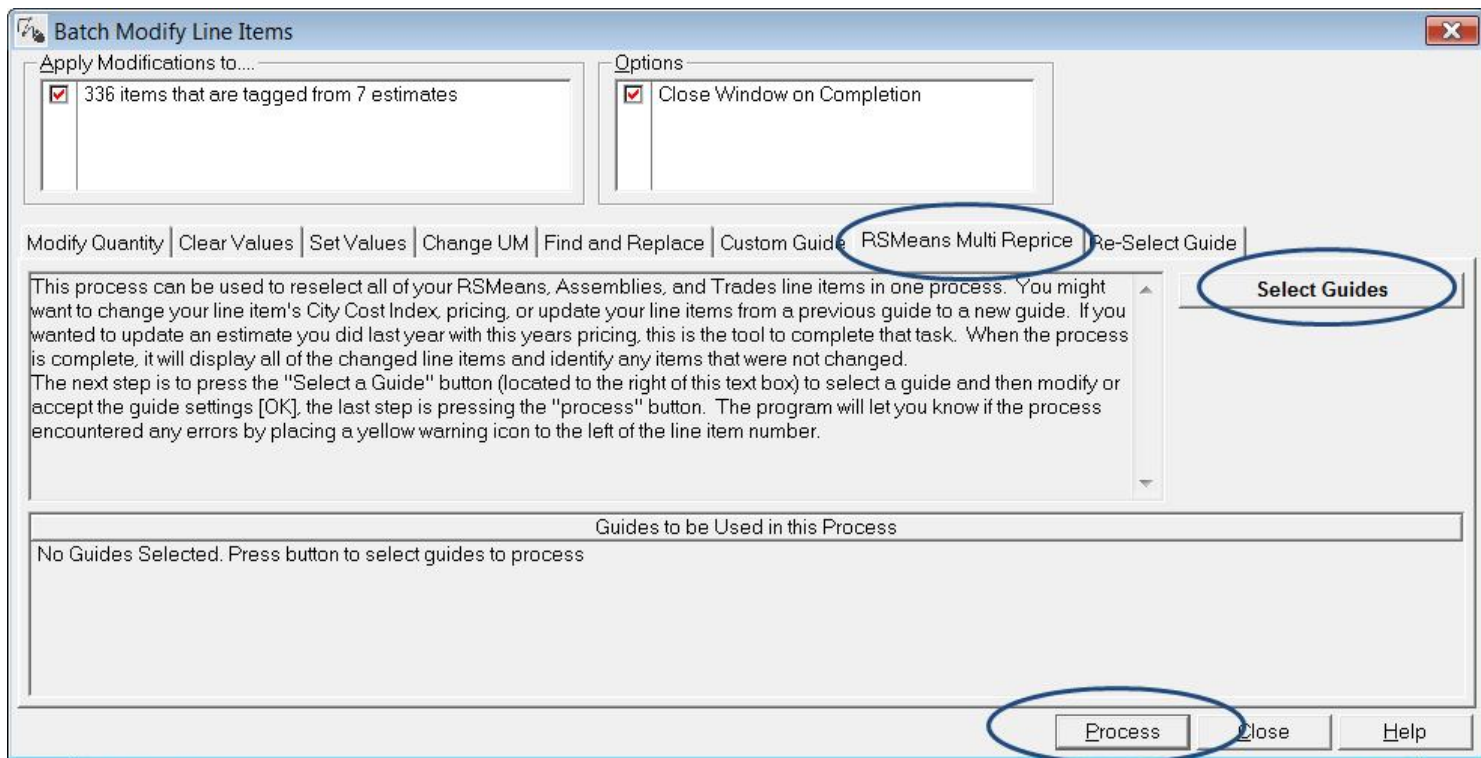
Batch Modify Line Items Ctrl+Alt+M

Attach totalling components to tagged estimates

Multiple Estimate Comparison Ctrl+Shift+C

This command will open the **Batch Modify Line Items** window. We'll click on the **RSMeans Multi Reprice** tab. (If we're doing an IDIQ or other non-RSMeans guide reprice, we can use the **Re-Select Guide** tab.)

Now we can click on the **Select Guide** tab to open the **Guide Settings** window. Here we can decide all of our pricing settings: year, Bare/O&P/In-House, use of a CCI, handling of custom line items, and guides to use (including Trades). Once we've chosen our options, we can click the **OK** button to return to the **Batch Modify Line Items** window. Clicking the **Process** button will update the pricing.



After all of the line items are repriced, the **Multiple Guide Replacement Results** window will open summarizing the changes. Any line items that couldn't be updated will be shown at the top of the list. These line items can be manually updated as needed. If we want to keep the results, we can export these with the **Save As** button on the bottom left of the window.

2014 Training Program

We're excited about Training for 2014! We will be visiting cities throughout the country with our e4Clicks Introduction and Advanced courses. We also have something new this year; we are coming out with **e4Clicks Estimating Training** courses! These courses will range from **Architectural** to **Electrical** and everything in between. Classes will be one or two days in length. The Architectural class will roll out first, followed shortly by the Electrical one. Let us know what you would like next! We are considering Introduction to **Fire Suppression**.

Did you know 4Clicks is providing an **e4Clicks Getting Started Online Training Class**? We are now providing training at your desk –resulting in no travel costs! In six hours of online training, we “get you started” with e4Clicks. This might be perfect for your new estimators, and it can even be a great refresher on the basics if that's needed. This class will get you going until you can attend our two day Introduction Class. Sign up today and kick off the new year with new knowledge!

The following graphic gives you a quick overview of our awesome training options, which are all designed to make your job easier.

Many of you already know that we also added 4Clicks Introduction to RSMMeans Estimating – VIRTUAL class in 2013.

While we all recognize the importance of face-to-face hands-on instruction, sometimes there just isn't enough time in the day to travel to one of our regional classes.

That's why we developed our VIRTUAL/ONLINE options.



Here's a first look at our 2014 first quarter training schedule. Plan ahead now!

2014 TRAINING DATES – Q1		
e4Clicks 2-Day Introductory	San Antonio, TX	4-5 February
4Clicks Estimating Training – Architectural	San Antonio, TX	6-7 February
4Clicks Introduction to RSMMeans Estimating	Virtual	19 February
e4Clicks Getting Started	Virtual	20 February
e4Clicks 2-Day Introductory	Las Vegas, NV	11-12 March
4Clicks Estimating Training - Architectural	Las Vegas, NV	13-14 March
4Clicks Introduction to RSMMeans Estimating	Virtual	19 March
e4Clicks Getting Started	Virtual	20 March
e4Clicks 2-Day Introductory	Destin, FL	8-9 April
4Clicks Estimating Training - Architectural	Destin, FL	10-11 April
4Clicks Introduction to RSMMeans Estimating	Virtual	16 April
e4Clicks Getting Started	Virtual	17 April



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. 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: I'm printing out my estimates, but I don't need custom line items to print out at the end of the report in the Alternates section. How do I fix this?

A: If you are not estimating for a Unit Price Book (UPB) type contract (SABER, JOC, IDIQ), you probably don't need your custom items to print out in a special section. Try running the **Estimate List** report instead of the **Preliminary Estimate**. This report is near the bottom of the **Estimate Reports** list on the left column of the **Estimate Report Options** window. This report will place all line items in alpha-numeric order according to the first two digits. If the line item number begins with "03," the line will be put in the "03 Concrete" section. (You may also want to turn on the **Print Division Headers/Footers** option if you'd like them.)

Q: When an estimator leaves our organization, should we delete them from the software?

A: While you can if you want, we actually suggest keeping the person in the database. Making them **Inactive** instead allows you to keep the history of that person's work. The user's account is changed on the **Contacts** window. On the **Update Contact** window, you can simply uncheck the **Active** and **Is an Estimator** options on the **General** tab as well as the **User Name** field on the **Security** tab.

Purchase your 2014 RSMeans Cost Books

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



Get 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.

Visit Our YouTube Channel

Here's a great way to learn a new feature within e4Clicks Project Estimator feature or just "brush up" on an old favorite.

[YouTube link.](#)



Partnering with Education

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



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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!](#)



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