4Clicks
By Estimators For Estimators

4Clicks CHATTER

The Premier

Cost Estimating & Project

Management Solution

In Today's Issue:

Coming up in 2014

Spring is right around the corner! This is the perfect time to ensure that you and your team have everything you need to complete as many projects as possible – on-time and on-budget. We have been busy developing and improving tools to do just this. Here are some of the great tools available to you and your team.

Virtual Training Courses: If you haven't heard about our new virtual training courses, they are the perfect solution to bring new folks up to speed on either RSMeans Estimating or e4Clicks Project Estimator. 4Clicks Introduction to RSMeans Estimating is perfect for anyone new to RSMeans line item estimating. The class is designed to provide an overview of construction cost estimating, from conceptual to detailed. We also cover important related topics such as estimate format and organization, useful tips to ensure complete estimates, and more. Our e4Clicks Getting Started is the fasted way for new staff to begin learning Project Estimator. While it doesn't replace our two-day Introductory Regional Class, it's just enough to enable new estimators to "get started." Both courses are six hours long, and you attend these courses from the convenience of your own desk!

4Clicks Introduction to Architectural Estimating: Inside this Chatter issue, you will learn more about this new estimating course. It is for every user and is designed to guide you through the process of Architectural Estimating using e4Clicks Project Estimator.

FMR Data: Last but far from least, I'd like to remind you that RSMeans Facility Maintenance and Repair Data is now available in e4Clicks. Plus, it is FREE for any Owners that purchase 2014 Facilities Cost Data. With more than 1,600 maintenance and repair assemblies covering many facility components, along with costs for general maintenance such as lawn mowing, shrub and tree care, and general cleaning, FMR cost data is valuable for proactive building maintenance planning and budgeting.

We hope these tools provide much value to you and your team. And as always, support is just an email or a phone call away.

Michael

Michael Brown
By an Estimator for Estimators

Quote of the month

"We are what we repeatedly do. Excellence, therefore, is not an act but a habit."

—Aristotle

Do you Use RSMeans O&P Pricing? You have a New and IMPORTANT Option!

Most of us use Bare pricing from RSMeans. This allows us to control our markups better and use multiple RSMeans books easier. (Some RSMeans books use different Overhead & Profit [O&P] pricing: the Facilities and Master Composite, for example.)

But some of us use the O&P pricing for our contracts, or we use it to incorporate subcontractor markups within our line items.

Legacy MLE Totalling Option

We wanted to make sure you were aware of an important option we made available to you last year in Version 2.615 of your Project Estimator. We also want to ensure you understand it! The option is called **Legacy MLE Totalling** and affects how your O&P values are incorporated into your bare material, labor, and equipment (MLE) values.

In the RSMeans hardcopy books, only the Bare MLE values are printed. The O&P pricing is shown as a total only.

So before Version 2.615, we did not calculate the MLE values represented by the difference between the Bare and O&P pricing in the RSMeans books. Because it was not specifically published, we did not calculate and provide those values. We simply provided what was in the book. Therefore the difference between these values was represented on the **Cover Page** of your reports as **Other** costs in the **Material, Labor, and Equipment Totals (No Totalling Components)** section (in the bottom left corner).

Material, Labor, and Equipment Totals (No Totalling Components)	
Material:	$1,887.00
Labor:	$1,240.00
Equipment:	$581.00
Other:	$917.00
Laborhours:	35.60
Green Line Items: 0	$0.00

We heard from many of you that you would like to see those costs calculated and not lumped into **Other**. So we worked with RSMeans to calculate these values and present them to you correctly. The values are calculated by increasing the material costs by 10%, increasing the equipment costs by 10%, and everything else gets added to the labor costs.

Now, by default we distribute these prices into those MLE values. If you run an **Estimate Details** report (for example) that shows the MLE values for each line item, you will now see that the O&P pricing is distributed into the MLE. So now they will no longer match the Bare values in the book because the O&P difference is calculated and included to correctly represent the O&P values. These values are also included in the MLE values on the **Cover Page** – removing them from the **Other** value. This makes it much nicer to see where your costs really are!

Material, Labor, and Equipment Totals (No Totalling Components)	
Material:	$2,076.00
Labor:	$1,910.00
Equipment:	$639.00
Other:	$0.00
Laborhours:	35.60
Green Line Items: 0	$0.00

OK, How Does it Look in a Report?

The following table summarizes what the line items would look like in a report. In this example, we are using the 2013 RSMeans Facility line item 09-66-33-13-2200, conductive epoxy-resin terrazzo, epoxy terrazzo, 1/4" thick, conductive, maximum.

Type of Line Item and Legacy Option	QTY	Material Unit Cost	Labor Unit Cost	Equip Unit Cost	Other Unit Cost	Total Unit Cost	Total Extended Cost	Extra Line Item Info on Report
Bare (Both Options)	100	10.20	6.70	3.14	0.00	20.04	2,004.00	RSM13FAC B
O&P Legacy MLE	100	10.20	6.70	3.14	4.96	25.00	2,500.00	RSM13FAC O&P
O&P Normal MLE	100	11.22	10.33	3.45	0.00	25.00	2,500.00	RSM13FAC O&P

Hopefully this table better illustrates our explanation so far. Enabling Legacy MLE Totalling will place all of the O&P value into Other costs. Disabling Legacy MLE Totalling will distribute the O&P values into MLE.

- Bare values will be the same regardless of your option because this only affects O&P values.
- If you would like to calculate your O&P line items like you did before we released Version 2.615, then you would enable Legacy MLE Totalling.
- If you would like to use our new recommended calculations, you would disable Legacy MLE Totalling.

Am I using Normal or Legacy MLE Totalling?

So how do you know if you are using Legacy MLE Totalling or not? By default we turn the Legacy MLE Totalling off. So by default, the O&P will be calculated and included in the MLE costs. If it is turned on, the main program bar will include "**[Legacy MLE Totalling]**" in the window title.

Only 4Clicks can change this setting. If you'd like it changed, please just let us know!

Which Way Should I be Using?

Most people do not use Legacy MLE Totalling. However, there may be reasons when it might be desired.

If you are using O&P pricing, it may be very important how this information is provided to you. If you are on a unit price book (UPB) contract that specifies O&P pricing, you may want **Legacy MLE Totalling** enabled. This might allow you to examine the Bare MLE values to ensure your UPB pricing has not been altered. Of course, since you're using Project Estimator, we already do that for you. On specific reports if a line item is not printed in the **Alternates** section, you can be ensured it is from your UPB.

Are you tired of seeing values attributed to **Other** costs? Then you would want to ensure that **Legacy MLE Totalling** is disabled.

If you use the scheduling or other spreadsheet exporting tools to examine your costs more finitely, you may want those O&P values distributed correctly as well.

We have clients using both options. So based on your needs, just let us know if you need help changing the setting.

Bonus – City Cost Index (CCI) Info

We should mention one more thing here. From your RSMeans guides, you have the ability to integrate CCI values directly into your line items. When you do this, Project Estimator calculates the proper adjustments and includes these in the MLE values.

This is *always* done – regardless of the **Legacy MLE Totalling** setting. Your MLE values will always include CCI adjustments if you integrate your CCI into your line items.

If you use a totalling component to implement your CCI, then your line items would *not* be adjusted by the CCI value.

Which Backup Do I Do When?

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

The 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 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. If you are working extensively in it every day, you may want to back up every day. **It is also extremely important to back up your data to a different location (computer, disc, thumb-drive, etc.) than where e4Clicks is located.** You may want to keep your last several backups before you begin overwriting them. This backup is primarily for you, but we can certainly assist you in getting the information you need from it.

IMPORTANT: If you are getting a new machine (or your old one is getting reimaged), please run a Data Backup before you relinquish your old machine. If you can copy the entire **e4Clicks** folder over to the new computer first, that is even better. We may have to update your license, but your data would be intact.

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 totalling components, contractors, contracts, and the like. These are most commonly run when you are adding a new contract to your list of contracts – along with associated totalling components and other information. These are shared with us; so we can help you add this information. (You can add this information on your own, but we are here to help if you need us!)

4Clicks Attends the 2014 NFMT Conference – Get your FREE All-Access Pass

4Clicks is hosting an exhibit at the 2014 National Facilities Management & Technology (NFMT) Conference March 4-6 in Baltimore, MD. NFMT is a trade show and educational conference for facility professionals responsible for the management, operations, maintenance, renovation, and construction of non-residential buildings. With over 600 booths, this is a great opportunity for education and networking.

Visit our website to download your FREE all-access complimentary pass valued at $1,195! Register quickly as quantities are limited. If you plan on attending, we would love to see you! Visit us at Booth #2328, and get the first glimpse of CEASEL, our new cloud cost estimating platform.
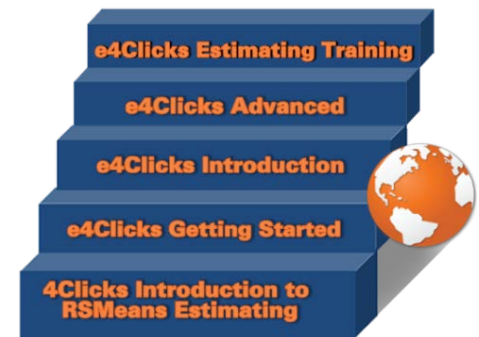
New Section: Industry Updates

We received some feedback regarding our newsletter, and we are listening to you! One reader told us that he wanted more industry information. We want to ensure that our newsletter is useful and provides you with the most up to date industry news, tools, and tips. That's why we started this new section, Industry Updates. Let us know what you want more information about, and we will try our best to incorporate it into our newsletter.

We came across a cool little tool, the Ceiling Material Estimator by Armstrong Commercial Ceilings & Walls. This tool guides you through a quick and easy 7 step process to get you an accurate estimate of the materials you will need for a new ceiling. The estimator includes a multitude of ceiling types including: tiles, planks, drop panels, metallaire, and stylestix. This tool allows you to draw your own ceilings and insert your wall dimensions, and then supplies you with a list of material quantities, places to shop for the needed materials, and instructions on how to install your new ceiling. Check this tool out at Armstrong. Let us know what you want to hear about next!

New Training: Introduction to Architectural Estimating

Check out our latest addition to our estimating classes – Introduction to Architectural Estimating using e4Clicks. This training is for every e4Clicks user. Take advantage of this opportunity to hone and perfect your estimating skills. This two-day course guides you through the process of Architectural Estimating using e4Clicks Project Estimator. You will walk away from this class more confident in your estimating skills!

In previous training classes, we focused on learning e4Clicks. Now we want to give you the other half of the equation and expand your estimating knowledge.   This class explores the details of the major architectural components you will commonly need to estimate. We will reinforce lessons with hands-on exercises. The best way to learn it, is to do it!

In this course, attendees will:

- Gain deeper understanding of building systems and construction
- Generate "punch-list" and auditable estimates that are correct and complete
- Produce accurate estimates without waiting for subcontractors' quotes
- Create template estimates for quick and accurate estimating in the future
- Organize templates by division

The following divisions will be discussed in this course:

- 01 – General Requirements
- 02 – Existing Conditions
- 03 – Concrete
- 05 – Metals
- 06 – Wood, Plastics, and Composites

- 07 – Thermal and Moisture Protection
- 08 – Openings
- 09 – Finishes
- 10 – Specialties
- 12 – Furnishings

View the training chart on the following page for upcoming dates. You won't want to miss this training!

Remember that 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 Trainings

2014 SPRING TRAINING DATES		
4Clicks Introduction to RSMeans Estimating	Virtual Training	19 March
e4Clicks Getting Started	Virtual Training	20 March
e4Clicks 2-Day Introductory	Las Vegas, NV	8-9 April
4Clicks Introduction to Architectural Estimating	Las Vegas, NV	10-11 April
4Clicks Introduction to RSMeans Estimating	Virtual Training	16 April
e4Clicks Getting Started	Virtual Training	17 April
e4Clicks 2-Day Introductory	San Antonio, TX	12-13 May
4Clicks Introduction to Architectural Estimating	San Antonio, TX	14-15 May
4Clicks Introduction to RSMeans Estimating	Virtual Training	21 May
e4Clicks Getting Started	Virtual Training	22 May

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: When do the CCI updates come out again?

A: If you've been to a training class, you may remember us saying, "1, 2, 5, 8, and 11." The books come out with an initial CCI in January, and then quarterly updates are made from there. You can expect to see the CCI updates by or around the 15th of the following months:

Q1 = February
Q2 = May
Q3 = August
Q4 = November

Q: We lost our e4Clicks. Can you get it back for us?

A: This is a loaded question for sure, and the answer isn't always good news here. Each build is individualized and built from scratch. We do a lot of work to set up each one of you. So there may be a rebuild charge to set you back up. And we can only return you to the state when we originally set up your build (or update) – unless you have any data backups. See the previous article **Which Backup Do I Do When?**

We are totally dependent upon your backups to get any of your data back. Now, if you have a recent data backup, this can reduce our time and your data loss.

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 You Tube Channel

Here's a great way to learn a new feature within e4Clicks Project Estimator 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!

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.

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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