



4Clicks
By Estimators For Estimators

*Merry
Christmas*
& HAPPY NEW YEAR

4Clicks
CHATTER



Merry Christmas & Happy New Year!

Another fantastic year to appreciate our great customers, team and partners. This year we celebrated our 15th 4Clicks Birthday. We look forward to many more years of providing you with the best possible construction cost estimating and project management software for your facility repair, renovation, sustainability, and new construction projects. 4Clicks is here to support your cost estimating and training needs with technical support that is second to none!

We are so grateful for our partner relationships, the customers we serve, and of course, our valuable team. Our success is because of our e4Clicks Project Estimator and also because of wonderful customers like you! We now serve almost 90% of Air Forces Bases, Army, USACE, Navy and scores of other non-DOD, State, County, and City Real Property Owners and their supporting Contractors, Subcontractors and AEs. We will continue to listen to your comments, and suggestions!

4Clicks would like to especially thank all the men and women serving our country overseas and away from their families this Christmas season. Please remember them over the holidays!

We want to wish you, your family and all of our clients and partners, the very happiest of holiday wishes and a great 2017!!

Michael Brown

By an Estimator, For an Estimator

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Quote of the month



"Gratitude can transform common days into thanksgivings, turn routine jobs into joy and change ordinary opportunities into blessings."

-- William Arthur Ward

Welcome New 4Clicks Clients!

Aleut Management Services
Chemtek
Coastal Reconstruction Group
Comfort Systems USA
Encanto Facility Services
Fox Service

Global Power Group
Heineken Electric Company
Peck & Associates
Permon Contractors



Quad-Tex Construction
Walsh Construction

Awarded Contracts – Congrats!



Congratulations to you, our clients, for successfully awarding and winning many new JOC, SABER, IDIQ, MACC, SATOC & MATOC contracts. Owners can start scheduling new job walks. A lot of hard work and time went into putting together the proposals, reviewing them and making the final awards.

The awarded contractors had to stand out from the rest of the bidders; you should be excited that your hard work, past performance and proposals were selected as the best of the best.

We at 4Clicks wish to thank each of you for the confidence in working with our team during this process and look forward to supporting each of you during your contract execution!

Holiday Charities: Saying Thanks to Our Veterans

The 4Clicks team wanted to take a moment to say thank you to all of our veterans and their families for their service and all that they do for us. This time of year, is a great time to say thank you and give back.



Here are some great ideas:

- While sending out your families Christmas cards, send one to a recovering soldier to: c/o Walter Reed Army Medical Center, 6900 Georgia Avenue, NW Washington, DC 20307-5001
- Buy a veteran a cup of coffee
- Make a donation to [The Wounded Warrior Project](#)
- Invite a veteran and their family over to dinner to say thank you
- [Soldiers' Angels](#) offers programs for wounded or deployed families. There are ways to send cards, donate your time or send a financial gift
- Find a charity near and dear to your heart by visiting [Independent Charities of America](#)
- Make a donation to [Hire A Hero](#) and help a veteran or their spouse find a job.
- Call and Visit a local nursing home or VA Hospital or ask if they have any items you can donate.
- Send a letter or Christmas card to a soldier with [A Million Thanks](#).

e4Clicks Updates

Data Update

We are excited to get data prepared and loaded for 2017. We are getting invoices ready to send out for our subscription users. Remember to watch your inbox for an invoice in December, and watch for your 2017 configuration email in January!

Q4 CCI

Make sure you get your 4th 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

Joint Base San Antonio

We are excited to celebrate and spotlight our great clients at Joint Base San Antonio! We have been supporting the men and women of JBSA since 2005!



On Nov. 9, 2005, President George W. Bush endorsed the recommendations of the Base Realignment and Closure Commission (BRAC) and signed them into law. One of the recommendations called for the implementation of joint basing. Joint basing involved a single entity that managed the support functions of two or more adjacent Department of Defense installations. The commission felt that combined support functions eliminated duplicated efforts and created a single efficient organization. For San Antonio, the commission recommended joint basing for the three major installations around the city; Fort Sam Houston, Lackland AFB, and Randolph AFB, to form what is the largest joint base in the DOD. On Aug. 1, 2009, the Air Force activated the 502d ABW to perform the vital joint base support mission. Because of its central location in San Antonio and Bexar County, Texas, the Air Force activated the wing at JBSA-Fort Sam Houston.

The wing gradually built its staff over the next few months, while it coordinated with the support functions at Fort Sam Houston, Lackland AFB, and Randolph AFB, in anticipation of JBSA achieving Initial Operational Capability (IOC). When IOC occurred, the 502d ABW assumed responsibility for the installation support mission. On Jan. 31, 2010, the 502d ABW became the host unit at Lackland, and Randolph from the 37th Training Wing and 12th Flying Training Wing, respectively, and on April 30, 2010 the wing became the host unit at Fort Sam Houston and Camp Bullis in northwestern Bexar County. The U.S. Army Garrison at Fort Sam Houston remained active alongside the 502d MSG until JBSA achieved Full Operational Capability (FOC) Oct. 1, 2010. At FOC, the garrison inactivated.

The Air Force is the lead agency for Joint Base San Antonio, comprising three primary locations at JBSA-Fort Sam Houston, JBSA-Lackland and JBSA-Randolph plus 8 other operating locations and more than 200 mission partners.

The Air Force established the 502nd Air Base Wing to provide installation support across all JBSA locations and its Air Force commander also serves as the JBSA commander. There are 49 installation support functions to include security forces, civil engineering, manpower, personnel, services, morale/welfare/recreation, comptroller, communications, legal, equal opportunity, public affairs, chapel, logistics, contracting, & safety.

JBSA services more DOD students than any other installation, more active runways than any other installation, houses the DOD's largest hospital and only level one trauma center, supports more than 250,000 personnel, including 425 retired general officers, and interfaces with 1,000 civic leaders of San Antonio, 20 smaller communities, four counties and four Congressional Districts. Its total plant replacement value is about 10.3 billion with an annual budget of \$800 million. Despite its uniqueness in setup, the 80,000 members who belong to JBSA are making a difference, not only in San Antonio, but for the nation...accomplishing diverse training, flying, medical, cyber, intelligence and installation missions every day.

Courtesy of: <http://www.jbsa.mil/>

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

How Do I Alter the Unit Cost of an RSMeans® Line Item by a Percentage?

In e4Clicks™, RSMeans® line items must be turned into **custom line items** if you want to make changes to any of the values that ultimately make up the RSMeans® published unit cost (like the material, labor, equipment and any other cost).

NOTE: The exception to this is the CCI and the O&P pricing. If you apply either of these RSMeans® published and supported adjusting elements, then the line item will be able to stay as a standard line item.

The steps below will show you how to turn your chosen line items into custom line items and indicate the pricing changes (by percentage) that you want to make, all in one batch process.

1. Open your estimate (**Updating Estimate** window) so that you are on the **Line Items** tab.
2. Tag the line items that you want to change.
3. Access the batch modify process by using **Ctrl+M** on your keyboard (or **Right Click** on any line item and then choose **Process Tagged Line Items → Batch Modify Line Items**).
4. On the **Batch Modify Line Items** window, click on the **Custom Guide** tab to bring it forward.
5. On the **Custom Guide** tab: (See Figure 1)
 - A. First, locate and mark the check box next to **Change Guide Type to CUSTOM**.
 - B. Next find the fields **Material**, **Labor**, **Equipment**, **Total**. They each represent a type of cost that *may* be part of the unit cost for the line items that you have tagged. Each has an empty field next to it. Use only the fields that you need. Indicate how much you want to mark up or down a specific value (by percentage) for the tagged line items by inputting a number.
6. Click on the **Process** button on the **Batch Modify Line Items** window when you're ready to make the change.
7. Back on the **Line Items** tab (**Updating Estimate** window) the line items processed will now be custom line items. When you highlight one of them, the **Guide Details** panel (lower, right, corner) will tell you it's a custom line item. (See Figure 2)

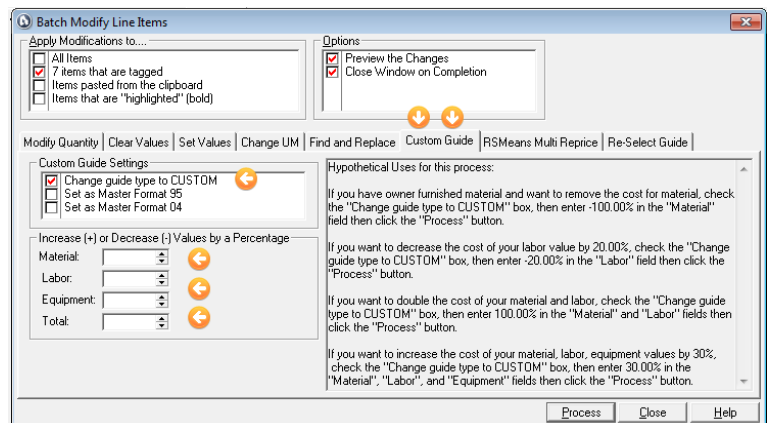


Figure 1

Tip

If you're concerned about your custom line items ending up being in their own section on the report, then try the **Estimate List** report. This report will line up **all line items** by their line item number.

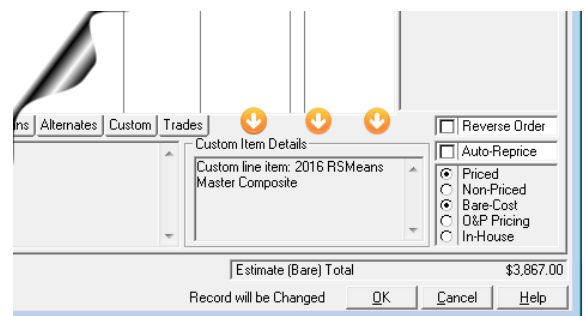


Figure 2

If you want to change a single line item (in your estimate) into a custom line item (instead of using the batch process) you can. Right click on that line item and then choose **Line Item Tools → Change to Custom Line Item**. You won't see anything happen. But now you can open that line item and it will be in custom mode. Everything on top (including the material, labor, equipment costs) will be unlocked so that you can make changes.

4Clicks Training News

It's hard to believe the Holidays are upon us! Another successful Training year is coming to a close. We couldn't have been successful without you! Thank you 4Clickers!

This time of the year, everything seems to slow down. Do you have new estimators? Does your 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 Q1		
e4Clicks Getting Started	 Virtual Training	6 February
e4Clicks Introductory to Advanced Training – Day 1 <i>Basics of e4Clicks and Estimating</i>	 Virtual Training	7 February
e4Clicks Introductory to Advanced Training – Day 2 <i>Estimating Tools and Basics of eTakeoff</i>	 Virtual Training	8 February
e4Clicks Introductory to Advanced Training – Day 3 <i>e4Clicks Advanced Tools</i>	 Virtual Training	9 February
e4Clicks Hybrid Training Course	Regional Training San Antonio, TX	6-7 February
Introduction to Electrical Estimating	Regional Training San Antonio, TX	8 February
Introduction to Architectural Estimating	Regional Training San Antonio, TX	9 February
e4Clicks Getting Started	 Virtual Training	7 March
e4Clicks Hybrid Training Course	 Virtual Training	8-9 March
e4Clicks Hybrid Training Course	Regional Training Las Vegas, NV	13-14 March
Introduction to Electrical Estimating	Regional Training Las Vegas, NV	15 March
Introduction to Architectural Estimating	Regional Training Las Vegas, NV	16 March

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.](#)

4Clicks Customer Testimonials

It is so rewarding and humbling when we receive feedback from our customers. Let us know how we are doing for you! Here are some of our customer testimonials about our training and support teams:

"I want to let you know that my Team was very pleased with our training over the past couple days. Jesse was great and we could not have asked for anyone any better to guide us through the steps. Our NEC is loading the software on the server as I type and I'm hoping by the end of today everyone will be able to access the software and start working with it. Like anything that's new we will have our challenges but Jesse gave me a real warm feeling that 4Clicks will always be there to help in those times of need. Again, please let Jesse know that we were very satisfied with his presentation and that he did a great job."

"Bruce was very informing and kept the group interested in the software for two full days. He helped the estimators needing extra assistance until everyone understood the lesson."

"My favorite part of the class was practical interaction with the instructor. Bruce is an excellent instructor and the course content is spot-on. Thank you!"

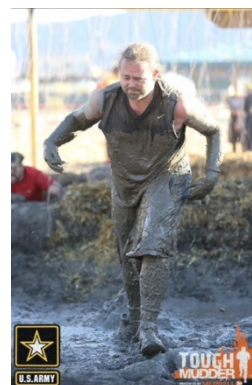
"Bruce was great at keeping the class moving and very interesting. His experiences at different positions within the government industry is a huge advantage."

"I am writing in regards to your excellent product and superior technical support services. Sharon and Amy have always done an outstanding job in helping me with any issue that may arise. Thank you!"

4Clicks Employee Fun

Tough Mudder

Our Sales Account Executive, Ryan Brown, participated in the Tough Mudder SoCal in Lake Elsinore, California this Fall. Tough Mudder is a 10-12 mile mud and obstacle course designed to drag you out of your comfort zone by testing your physical strength, stamina, and mental grit. With no podiums, winners, or clocks to race against, it's not about how fast you can cross the finish line. Rather, it's a challenge that emphasizes teamwork, camaraderie, and accomplishing something almost as tough as you are.



4Clicks Meetings



We always love getting together to plan and celebrate with our team. This Fall we had meetings in McKinney, TX and Colorado Springs, CO.



Eagle Scout Among Us

Tom & Amanda Cassidy's son, Thomas Cassidy (left center) recently earned the highly honorable Eagle Scout designation. Congrats to Thomas!

San Antonio & NFL Fun

4Clicks CEO, Michael Brown, along with his wife Belinda Brown, Marketing Communications Director, celebrated with family, including Jesse Smith, Training Executive, in San Antonio & also at a Dallas Cowboy game in Arlington, TX. (right)



4Clicks Employee News

We are so happy to announce some position changes within our 4Clicks family:

Katie Cassidy accepted the position of Director of Finance. Katie will assume all responsibilities related to Accounting, Budgeting, Forecasting and Recordkeeping.

Bruce Sarty has been named Director of Sales and Training. While Bruce leads up both teams, he will transfer more responsibility of training to Jesse Smith, 4Clicks Training Executive.

Sharon Clanton, formerly part time, has accepted a full-time Customer Support position and is also expecting a child in January!! Congratulations Clanton family!

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?

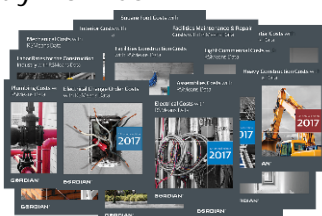
A: A **Data Backup** is the most important backup you can do! This one includes your projects, estimates, and line items. It backs up everything in your data folder. Please do not assume someone else is doing this! Sometimes your IT folks set up automatic backups on the server, but that is not always 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.

Purchase your 2017 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!

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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