

Update your RSMeans CCI database

The first step is to have someone download and run the RSMeans CCI update.

OPTIONAL: If the update fails for any reason, the CCI file can also be updated manually by anyone with write access to e4Clicks. Simply download the actual CCI file using this link: www.4-clicks.com/dl/rsmCCI.tps. Then save the file into the **e4Clicks/guides** folder. This will overwrite the existing CCI file with the new one.

How to update your default totalling components

Then a system administrator needs to update the default totalling components. These are used when you create a new project. Updating your defaults will not affect your existing project estimates.

1. Click the **File** menu item, select **File Maintenance, System Administrator, Totalling** then **Totalling Components**. The **Totalling Components** window opens.
2. Locate the **City Cost Index** totalling components you wish to change and double click, click the **Yes** button when the Warning window appears to continue.
3. There are two possible options ways you may be applying your RSMeans CCI to your projects: through a **Percentage** type totalling component and the new **RSMeans City Cost Index** type totalling component.
 - a. **Percentage Type Totalling Component.** The **Update Totalling Component Definition** window opens. Right click in the **Percentage** field, choose **Select City Cost Index**. Remember to set the **CCI** field at the top left of the window to the correct year and quarter. After you have made your selection, click the **Select City** button to update your **RSMeans Weight Average** or **Select Range** if you are updating an **RSMeans Division Range**. Check your CCI percentage again to make sure it is correct then click the **OK** button to save your changes. Complete the same process for any other RSMeans City Cost Indexes in your totalling components.
 - b. **RSMeans Type Totalling Component.** If you have set your totalling component to update **Manually** in the **CCI Period Update Setting**, simply **double-click** in the **Period** field, and use the appropriate one. If you are using any of the other settings in the **CCI Period Update Setting**, your component will be updated automatically, and you don't need to do anything.

This process will update your default totalling components. These are used when you create a new project, the new estimates in the project will use your updated totalling as the defaults. The next step is to locate projects that need to be updated and change each one of those accordingly.

How to update your project totalling components

Projects are not automatically updated each time you update your defaults totalling components. Let's review the process for updating your individual project totalling components.

1. From the **Projects** window, locate the project you wish to update, click the **Projects** button, and select **Change**. The **Update Project** window will open to the **Estimate** tab.
2. There are two possible options ways you may be applying your RSMeans CCI to your projects: through a **Percentage** type totalling component and the new **RSMeans City Cost Index** type totalling component.
 - a. **Percentage Type Totalling Component.** Any changes made to this component will affect all the estimates within this project.
 - i. Click the **General tab** on the **Update Project** window and find the totalling component listed in the **Totalling Components** panel on the right side of the window. **Double-click** on that item.

- ii. The **Update Project Totalling Component Definition** window opens.
 - iii. Right click in the **Percentage** field, choose **Select City Cost Index**. Remember to set the **CCI** field at the top left of the window to the correct year and quarter. After you have made your selection, click the **Select City** button to update your **RSMeans Weight Average** or **Select Range** if you are updating an **RSMeans Division Range**. Check your CCI percentage again to make sure it is correct then click the **OK** button to save your changes. The totalling component and the **Estimated Total** will be updated with these changes
- b. **RSMeans Type Totalling Component**. This totalling component type allows us to apply different RSMeans CCI percentages to different estimates within our project. A great example when this flexibility is particularly helpful is in the execution of modifications to a project. You might award a project in one quarter and then want to award a modification in another. This would need to be done with an additional totalling component using the Percentage type. Using the **RSMeans City Cost Index** type, this one totalling component can be used and managed at each estimate.
- i. RSMeans City Cost Index type totalling components can be updated manually or automatically based on a time period. The component can also be defined at the project level or at the estimate level.
 1. If your RSMeans CCI component is updated **Manual**, it can be updated using the process in paragraph ii. below.
 2. If your RSMeans City Cost Index is using an automatic **CCI Period Update Setting**, your estimates will be updated automatically based on the setting. If you do not want your CCI's updated automatically, then use the **Manual** setting.
 - a. If you select **Annually**, your estimate CCI's will be updated on January 1st.
 - b. If you select **Quarterly**, your estimate CCI's will be updated on February 15th, May 15th, August 15th, and November 15th based on the most recent quarter.
 - c. If you select **Most Recent**, your estimate CCI's will be updated immediately when new CCI's become available.
 - ii. There are three ways to update your estimates: changing all estimates at once, processing tagged estimates, or changing one at a time.
 1. Update RSMeans CCI definition for the project. This affects all estimates in the project if the component is defined at the project level.
 - a. Click the **General tab** on the **Update Project** window and find the totalling component listed in the **Totalling Components** panel on the right side of the window. **Double-click** on that item. The **Update Project Totalling Component Definition** window opens.
 - b. Update the settings based on your need, and then click the **OK** button. The **Period** field is the most common update.
 2. Batch Modification of Tagged Estimates.
 - a. Tag the estimates you would like to update.
 - b. **Right-click**, select **Process Tagged Estimates**, and select **Batch Modify tagged estimates**. This opens the **Batch Modify Estimates** tab.
 - c. Click on the **RSMeans City Cost Index** tab.
 - d. Update the settings based on your need, and then click the **Process** button. The **Period** field is the most common update.
 3. One Estimate at a Time.
 - a. From the **Estimates** tab on the **Update Project** window, you can **double-click** on the estimate you would like to change. This opens the **Line Items** tab of the **Updating Estimate** window.
 - b. Click on the **General** tab. Our estimate totalling components will be displayed in the **Totalling Components** panel at the bottom of the window.
 - c. Find the RSMeans CCI totalling component in the list. **Double-click** on it to bring up the **Update Totalling Component Definition** window.
 - d. Update the settings in the **RSMeans City Cost Index Settings** section of the window in the bottom right corner based on your need. The **Period** field is the most common update.