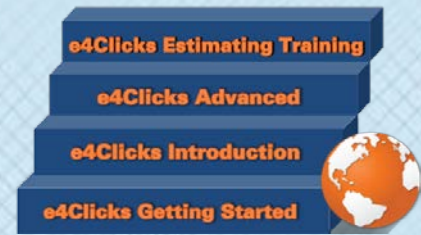


e4Clicks From Introductory to Advanced VIRTUAL Training

Begin employing the most powerful implementation of cost estimating technology available - from anywhere!



www.4Clicks.com/training

Owners, Contractors, and AE's:

We are now offering VIRTUAL e4Clicks training, from Introductory to Advanced training classes! Learn from your office chair or at home. Take advantage of an opportunity to bring your estimating skills – and overall SABER, JOC, SATOC, MATOC, IDIQ, MACC, POCA, and BOA project productivity – to the next level!

Owners looking to better manage your projects, Contractors looking to better serve your clients and win more jobs, and AE's hoping to enhance your estimating capabilities: these virtual classes are designed for you!

This class is perfect for the brand new user, those who want a great foundation in e4Clicks, as well as those interested in our advanced estimating tools. After getting a good understanding of the product basics, we will focus on increasing speed, efficiency, and effectiveness using e4Clicks. Students will also be introduced to eTakeoff®, our electronic takeoff partner.

In Days 1 and 2, you will learn how to:

- Organize your Projects, Estimates, Contacts, References, and so much more
- Effectively produce estimate reports and even share them through importing and exporting
- Evaluate estimates quickly and powerfully with side-by-side estimate comparisons, technical evaluations, and revised estimates
- Efficiently copy and paste line items or entire estimates for easy reuse

In Day 3, you will learn how to:

- Leverage hotkeys
- Learn the most powerful command in your arsenal: Batch Modify; projects, estimates, and line items
- Update pricing from one year to the next in seconds – even implementing new totaling if necessary
- Select Modifiers – What comes first? The estimate or the modifiers?

Jump right in and gain an incredible understanding and practical experience. You can choose 1-Day, 2-Days or 3-Days of virtual training, depending on your schedule and how much you want to learn!

The cost of attending a 1-Day course is \$400.00, 2-Days is \$640.00, and 3-Days is \$850.00 per attendee. Please remember you must have a computer to attend, but we will provide the software.

 **Register For Training**

Classes can fill up quickly. Visit our website or [click here](#) to register today!

Thank you and please let me know if you need any additional information on these classes.

Bruce Sarty
Director of Training
951.679.3887
info@4Clicks.com

But don't take our word for it ...

"The course content was excellent as an introduction to the software. Bruce did a great job keeping the class' attention, relating the work we do with the software's capabilities and functionality. It was a great class that I believe every attendee found of value."

- Brett Haddon-Cook, Project Time & Cost

"All around loved the class. Bruce had a great attitude with a great balance of interests from contractor to owner. Overall thanks so much for your help, I found GREAT value in the class and material covered. The binder is perfect for when I only pick up 4Clicks once a month or every day."

- USAF, Project Manager



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Virtual Training: Introductory to Advanced Class Schedule

Day 1: Basics of e4Clicks and Estimating

Start Time	End Time	Topic	Outline
8:00 AM	8:15 AM	Conference Introduction	Welcome, Introductions, Schedule, Objectives, Website, Sign up for Newsletter, Survey
8:15 AM	9:00 AM	Project Management Basics	Contacts, City Cost Indexes, Crews, References
9:10 AM	9:30 AM	Class Exercise #1 – Group, Program Basics (Page B-4)	Create New Contact
9:30 AM	10:10 AM	Quick Start	Creating a Project, Creating an Estimate, Opening a Guide, Searching a Cost Data Guide, Entering Line Items, Printing Estimate
10:20 AM	10:50 AM	Class Exercise #2 – Project (Page B-5)	New Project, Search the Guide, Add Line Items, Print Estimate
11:00 AM	11:30 AM	Project and Estimate Highlights	Project Window, Menu Options, Update Project Window and Tabs, Estimates Tab, Menu Options, Updating Estimate Window and Tabs
11:30 AM	11:50 AM	Class Exercise #3 – Projects/Estimates (Page B-6)	New Projects, Rename Estimate, New Estimates
11:50 AM	12:00 PM	Class Exercise – Solution	Class Exercise – Solution
12:10 PM	1:00 PM	Line Item and Pricing Guide Highlights	Line Items Tab, Menu Options, Update Line Item Details Window, Custom Line Items, Quick-Select Guide, Pricing Guides, Cost Data, Menu Options, Search Utilities
1:10 PM	1:30 PM	Class Exercise #4 – Project (Page B-7)	New Project, Search the Guide, Add Line Items, Print Estimate
1:30 PM	1:45 PM	Class Exercise – Solution	Class Exercise – Solution
1:45 PM	2:00 PM	Q&A and Review	Q&A, Review

Day 2: Estimating Tools and Basics of eTakeoff

Start Time	End Time	Topic	Outline
8:00 AM	8:15 AM	Conference Introduction	Welcome, Introductions, Schedule, Objectives, Website, Sign up for Newsletter, Survey
8:15 AM	8:50 AM	Printing Estimates Reports / Import/Export	Output, Legends and Details, Import, Export, Print and Export
9:00 AM	9:40 AM	Class Exercise #5 – Project (Page B-8)	New Project, Search the Guide, Add Line Items, Custom Line Item, Print Estimate, Export Estimate
9:40 AM	9:50 AM	Class Exercise – Solution	Class Exercise – Solution
10:00 AM	10:50 AM	Technical Evaluations / Revised Estimate	Technical Evaluation, Revised Estimate
11:00 AM	11:20 AM	Class Exercise #6a - Project	New Project, Search the Guide Using the Index, Add Line Items (Shopping Cart), Print Estimate
11:20 AM	11:30 AM	Class Exercise – Solution	Class Exercise – Solution
11:30 AM	12:00 PM	Clipboard	Estimate Clipboard, Copy Estimate, Line Item Clipboard, Project Explorer, Copy Line Item
12:10 PM	12:30 PM	Class Exercise #7 – Estimate Efficiency (Page B-11)	Copy/Paste Estimates, Apply Takeoff
12:30 PM	12:40 PM	Class Exercise – Solution	Class Exercise – Solution
12:40 PM	1:00 PM	Advanced Tool – Projects	Project Tools: Process Tagged Items, Batch Modify
1:10 PM	1:50 PM	eTakeoff – Basics and Integration with e4Clicks	eTakeoff, Quantity Field, Batch Modify, Return with Quantity, Load Most Recent eTakeoff Quantity, Clear Values
1:50 PM	2:00 PM	Q&A and Review	Q&A, Review

Day 3: e4Clicks Advanced Tools

Start Time	End Time	Topic	Outline
8:00 AM	8:15 AM	Conference Introduction	Welcome, Introductions, Schedule, Objectives, Website, Sign up for Newsletter, Survey
8:15 AM	9:00 AM	Advanced Tool – Estimates	Estimate Tools: Process Tagged Items, Batch Modify
9:10 AM	9:30 AM	Class Exercise #8 – Batch Modify Projects and Estimates (Page B-12)	Change Activity Status and Estimator
9:30 AM	9:40 AM	Class Exercise – Solution	Class Exercise – Solution
9:50 AM	10:30 AM	Advanced Tools – Line Items	Line Item Tools: Process Tagged Items, Batch Modify, Reselect Guide, Select Modifiers
10:30 AM	10:50 AM	Class Exercise #9 – Select Modifiers (Page B-13)	Select Modifiers – What comes first: the estimate or the modifiers?
10:50 AM	11:00 AM	Class Exercise – Solution	Class Exercise – Solution
11:10 AM	12:00 PM	Pricing Guides	Increasing Speed and Accuracy, Alternates Guide, Helpful Options
12:10 PM	12:40 PM	Class Exercise #10 – RSMMeans Tools (Page B-14)	Remove and Replace, Create Alternate, and more tools
12:40 PM	12:50 PM	Class Exercise – Solution	Class Exercise – Solution
1:00 PM	1:20 PM	Updating Pricing Guide Years	Update Estimate Pricing Year, Updating Project Totaling Schema, Updating Estimate Totaling Schemas
1:20 PM	1:40 PM	Class Exercise #11 – Update Pricing Guide Year (Page B-15)	Update Pricing Guide Year, Apply New Totaling Schemas
1:40 PM	1:50 PM	Class Exercise – Solution	Class Exercise – Solution
1:50 PM	2:00 PM	Q&A and Review	Q&A, Review