e4Clicks Advanced Training

Join the 4Clicks team to begin truly mastering the most powerful implementation of cost estimating technology available.

Owners, Contractors, and AE's:

Take your estimating skills to the pinnacle of the industry by exploring and mastering the full depth of your program management tool!

Increase your skills by enhancing your estimating and project management abilities, regardless of the contract you are managing – SABER, JOC, SATOC, MATOC, IDIQ, MACC, POCA, BOA, etc.

This class is geared for users with a strong foundation in the basics of the program. We will focus on increasing speed, efficiency, and effectiveness using e4Clicks. Students will also get hands on training with eTakeoff®, our electronic takeoff partner.

You will learn how to:

- Leverage hotkeys and the most powerful command in your arsenal: Batch Modify
- Manage Totalling Components and Schemas, Contracts, Document Management, and more
- Update pricing from one year to the next in seconds – even implementing new totalling if necessary
- Utilize the most powerful electronic takeoff tool available: eTakeoff

Join your peers, and gain incredible understanding and practical experience. Plus, you'll receive our training manual to take home for future reference.

The cost of attending our two-day course is $895.00 per attendee. Please remember you must have a computer to attend. Registrants without a laptop can rent one for $150.00 each.
(GSA Pricing Also Available)

Register For Training

Classes can fill up quickly. Visit our website or click here to register today!

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

But don't take our word for it …

"This class was a blast, and Tom and Jesse were some of the best instructors I have ever had. I have attended many training classes for tons of software and these two are the most professional and funny people that I have come across. Even after three days I still enjoyed the fourth day as much as the first. … GOOD JOB!!"
- Contractor

"I want to sincerely thank Tom and Bruce for their very informative and successful training seminar …. I learned more in the past four days than I ever could have from any tutorial or manual. They have a passion for the product that you rarely see in instructors and it rubs off on their students. … Thank you again!"
- USAF, Project Engineer

"As someone who generally has a strong dislike for training seminars, I can't say enough about the way 4Clicks guides you through the process. The best part is how interactive the seminar is. You're not sitting there listening to someone lecture for two days. You're allowed to work through estimates yourself and learn from your own mistakes, which in my opinion, is the best way to learn. Again, I can't say enough about the way 4Clicks and Bruce have put this seminar together."
- Project Manager

Receive CEU Credits -
4Clicks is a Certified AACEI
Education Partner

Advanced Class Schedule

Day 1: 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, Spotlights, Social Media, Survey
8:15 AM	9:00 AM	Advanced Tools – Projects and Estimates	Project Tools: Process Tagged Items, Batch Modify, Estimate Tools: Process Tagged Items, Batch Modify, Batch Modify Line Items
9:10 AM	9:30 AM	**Class Exercise #8** – Batch Modify Projects and Estimates (Page B-12)	Change Project Activity Status, Change Estimate Estimator and Status
9:30 AM	9:40 AM	Class Exercise – Solution	Class Exercise – Solution
9:50 AM	10:50 AM	Advanced Tools – Line Items	Line Item Tools: Process Tagged Items, Batch Modify, Reselect Guide, Select Modifiers
11:00 AM	11:40 AM	**Class Exercise #9** – Select Modifiers (Page B-13)	Select Modifiers – What comes first: the estimate or the modifiers?
11:40 AM	12:00 PM	Class Exercise – Solution	Class Exercise – Solution
12:00 PM	1:00 PM	Lunch	
1:00 PM	1:50 PM	Pricing Guides	Increasing Speed and Accuracy, Alternates Guide, Helpful Options
2:00 PM	2:30 PM	**Class Exercise #10** – Cost Data Tools (Page B-14)	Remove and Replace, Create Alternate
2:30 PM	2:50 PM	Class Exercise – Solution	Class Exercise – Solution
3:00 PM	3:20 PM	Updating Pricing Guide Years	Update Estimate Pricing Year, Updating Project Totalling Schema, Updating Estimate Totalling Schemas
3:20 PM	3:50 PM	**Class Exercise #11** – Update Pricing Guide Year (Page B-15)	Update Pricing Guide Year, Apply New Totalling Schemas
3:50 PM	4:00 PM	Class Exercise – Solution	Class Exercise – Solution

Day 2: Totalling and Project Management

Start Time	End Time	Topic	Outline
8:00 AM	8:50 AM	Totalling Components	Definitions, Global Totalling Components, Creating, Types, City Cost Index, Filtering, Project Totalling Components, Applying, Print Options
9:00 AM	9:30 AM	Totalling Schemas	Global Totalling Schemas, Creating, Project Totalling Schemas, Batch Modify, Contract Totalling Schemas
9:30 AM	9:50 AM	Contracts	Contracts
10:00 AM	10:30 AM	**Class Exercise #12** – Paste/Reprice (Page B-16)	Paste Estimates, Reprice during Paste, Use Contract Pricing, Update Totalling
10:30 AM	10:50 AM	Class Exercise – Solution	Class Exercise – Solution
11:00 AM	12:00 AM	Document Management	Project Documents Folder, Templates Folder, Documents Window, Using Mail Merge Tokens
12:00 PM	1:00 PM	Lunch	
1:00 PM	1:20 PM	Project Milestones	General Tab, Design Tab, Proposal Tab, Award Tab, Site Visits Tab
1:20 PM	1:50 PM	Customization and Other Tools	File Maintenance, Program Configuration, Explore, System Administrators
2:00 PM	2:40 PM	**Class Exercise #13** – Renovate Building (Page B-17)	Renovate Building
2:40 PM	3:00 PM	Class Exercise – Solution	Class Exercise – Solution
3:10 PM	3:40 PM	**eTakeoff** – Advanced	Extensions, Quantity Worksheet
3:40 PM	4:00 PM	**Class Exercise #14** – eTakeoff (Page B-18)	eTakeoff