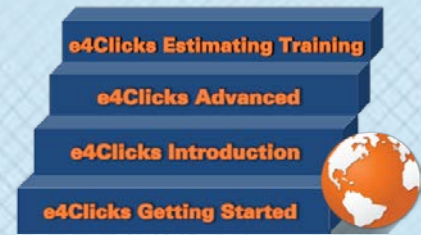


e4Clicks Introductory Training

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



www.4Clicks.com/training

Owners, Contractors, and AE's:

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: this class is 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 estimating tools. We will even take a quick glance at eTakeoff®, our electronic takeoff partner.

You will learn how to:

- Easily 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

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!

Thank you and please let me know if you need any additional information on the class.

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

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

"The most helpful tool was the Instructor. I wish it was the four day offering. It was really great!"
- USAF, Program Manager

"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

"The class was hot diggity – Instructor was lively and great class interaction. Thank you. Very useful tool..."
- USAF, Program Manager

"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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Introductory 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
8:15 AM	8:50 AM	Introduction to e4Clicks	History, Feedback, e4Clicks Overview, Benefits, Versions, Starting, Usernames, Tour, Database Organization, Maneuvering Lesson, Help
9:00 AM	9:40 AM	Project Management Basics	Contacts, City Cost Indexes, Crews, References
9:40 AM	10:00 AM	Class Exercise #1 – Group, Program Basics (Page B-4)	Create New Contact
10:10 AM	11:00 AM	Quick Start	Creating a Project, Creating an Estimate, Opening a Guide, Searching a Cost Data Guide, Entering Line Items, Printing Estimate
11:10 AM	12:00 PM	Class Exercise #2 – Project (Page B-5)	New Project, Search the Guide, Add Line Items, Print Estimate
12:00 PM	12:30 PM	Lunch	Provided at Hotel
12:30 PM	1:00 PM	Project and Estimate Highlights	Project Window, Menu Options, Update Project Window and Tabs, Estimates Tab, Menu Options, Updating Estimate Window and Tabs
1:00 PM	1:20 PM	Class Exercise #3 – Projects/Estimates (Page B-6)	New Projects, Rename Estimate, New Estimates
1:20 PM	1:30 PM	Class Exercise – Solution	Class Exercise – Solution
1:40 PM	2:30 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, Menu Options, Search Utilities
2:40 PM	3:10 PM	Class Exercise #4 – Project (Page B-7)	New Project, Search the Guide, Add Line Items, Print Estimate
3:10 PM	3:30 PM	Class Exercise – Solution	Class Exercise – Solution

Day 2: Estimating Tools and Basics of eTakeoff

Start Time	End Time	Topic	Outline
8:00 AM	8:50 AM	Printing Estimates Reports / Import/Export	Selecting Estimates, Reports Menu Options, Different Reports, Options, Output, Legends and Details, Customized Reports, Import, Export, Print and Export
9:00 AM	9:30 AM	Class Exercise #5 – Project (Page B-8)	New Project, Search the Guide, Add Line Items, Custom Line Item, Print Estimate, Export Estimate
9:30 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	11:40 AM	Class Exercise #6 – Technical Evaluation (Page B-9)	Import Estimate, Technical Evaluation, Technical Evaluation Report
11:40 AM	12:00 PM	Class Exercise – Solution	Class Exercise – Solution
12:00 PM	12:30 PM	Lunch	Provided at Hotel
12:30 PM	1:00 PM	Clipboard	Estimate Clipboard, Copy Estimate, Line Item Clipboard, Copy Line Item
1:00 PM	1:20 PM	Class Exercise #7 – Estimate Efficiency (Page B-11)	Copy/Paste Estimates, Apply Takeoff
1:20 PM	1:30 PM	Class Exercise – Solution	Class Exercise – Solution
1:40 PM	2:30 PM	eTakeoff – Basics and Integration with e4Clicks	eTakeoff, Quantity Field, Batch Modify, Return with Quantity, Load Most Recent eTakeoff Quantity, Clear Values
2:40 PM	3:30 PM	Q&A and Review	Q&A, Review, What's New, Preview of Cool Tools, Good-byes