

Getting Started Class Schedule

Day 1: Basics of e4Clicks and Estimating

Start Time	End Time	Topic	Outline
8:00 AM	8:10 AM	Conference Introduction	Welcome, Introductions, Schedule, Objectives
8:10 AM	9:20 AM	Quick Start	Creating a Project, Creating an Estimate, Opening a Guide, Searching an RSMeans Guide, Entering Line Items, Printing Estimate
9:20 AM	9:50 AM	Project Management Basics	Contacts, City Cost Indexes, Crews, References
9:50 AM	10:00 AM	Q&A and Review	Q&A and Review
Required for Certification		Class Exercise #2 – Project (Page B-5)	New Project, Search the Guide, Add Line Items, Print Estimate

Day 2: Navigating 4Clicks

Start Time	End Time	Topic	Outline
8:00 AM	8:40 AM	Project and Estimate Highlights	Project Window, Menu Options, Update Project Window and Tabs, Estimates Tab, Menu Options, Updating Estimate Window and Tabs
8:40 AM	9:50 AM	Line Item and Pricing Guide Highlights	Line Items Tab, Menu Options, Update Line Item Details Window, Custom Line Items, Quick-Select Guide, Pricing Guides, RSMMeans, Menu Options, Search Utilities
9:50 AM	10:00 AM	Q&A and Review	Q&A and Review
Required for Certification		Class Exercise #3 – Projects/Estimates (Page B-6)	New Projects, Rename Estimate, New Estimates
		Class Exercise #4 – Project (Page B-7)	New Project, Search the Guide, Add Line Items, Print Estimate

Day 3: Printing Reports and Clipboards

Start Time	End Time	Topic	Outline
8:00 AM	9:00 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	Clipboard	Estimate Clipboard, Copy Estimate, Line Item Clipboard, Copy Line Item
9:30 AM	10:00 AM	Q&A and Review	Q&A and Review
Required for Certification		Class Exercise #7 – Estimate Efficiency (Page B-11)	Copy/Paste Estimates, Apply Takeoff