

ESTIMATE

Main Menu Choices

[Alt+F]	<u>F</u> ile		
N	<u>N</u> ew	Load Copy of Master Estimate	
O(F3)	<u>O</u> pen	Load Existing Estimate	
S(F4)	<u>S</u> ave	Save Estimate to Same Name	
A	Save <u>A</u> s	Save Estimate to New Name	
P	Estimate Print Routines		
R	Printer Setup		
X or [Esc]	<u>E</u> xit	Prompt to Save Estimate & Exit	

[Alt+O] Options

S	<u>S</u> ound - Beeps and Groans
H	<u>H</u> ints - Hints as mouse goes over
U	Use Phase Labor Factors
C	Completed Pages part of estimate
B	<u>B</u> ackup Timer - Sets Back up interval
O	<u>O</u> wner Setup - Owner Name, Addr., etc...
S	ReStore Program Label Defaults
F	Set Font

[Alt+G] Goto

[Ctrl+1]	Title Page
[Ctrl+2]	Recap Page
[Ctrl+3]	Worksheet Pages
[Ctrl+4]	Job Factor Page
[Ctrl+5]	Labor Distribution Page
[Ctrl+6]	Job Expense Page
[Ctrl+7]	Summary Page
[Ctrl+8]	Job Detail Page
[Ctrl+9]	Images Page
[F6]	Goto Worksheet Page

[Alt+E] Edit

U	<u>U</u> ppdate Pricing/Labor/Phase
M	<u>M</u> erge in Another Estimate
A	Select All
T (Ctrl+X)	<u>C</u> ut (Worksheets Only)
C (Ctrl+C)	<u>C</u> opy (Worksheets Only)
P (Ctrl+V)	<u>P</u> aste (Worksheets Only)
Paste Special	Only on Worksheets
F (Ctrl+F)	<u>F</u> ind Item on Worksheet
F (Ctrl+L)	<u>F</u> ind Next on Worksheet
R (Ctrl+R)	Find Item and <u>R</u> eplace
S	Show Worksheet Popup

[Alt+D] Database

Pick Material, Assembly, Phase, Customer, History, Type of Construction, Unit of Issue, Part Cross Reference, or TM History.

[Alt+H] Help

[F1]	Context Sensitive Help
S	Search the Help File
H	Windows <u>H</u> ow to use Help
A	<u>A</u> bout BHS Estimator for Windows

Recap Page

Use the buttons across the bottom for various functions or click the right mouse button on the recap list. The available functions on the recap page are:

Add Page [Alt+A] or [Ctrl+Ins] - Adds Page to End
Insert Page [Ins] - Inserts Page before Highlighted Page
Delete Page [Alt+L] or [Ctrl+Del]
Edit Page [Alt+I] or Double Click or [F6] - Goto Page
Default Pages [Alt+T] - DELETES ALL PAGES
Unit Pricing [Alt+U] or [F9] - Displays Unit Pricing Numbers
Merge [Alt+M] or [F2] - Merges in another Estimate
Inactivate [Ctrl+I] or [N] - Toggles a Page Inactive/Active
Activate All [Ctrl+A] or [Alt+C] - Activates All Pages
Change Page Options [Ctrl+N]

Job/Labor/Expense/Summary Pages

Use the buttons across the bottom for various functions or click the right mouse button on the list. The available functions on these pages are:

Add Category [Alt+A] Adds Category to End
Delete [Alt+L]
Edit [Alt+I]
Zero All [Alt+Z] - Resets all Categories to 0%
Default [Alt+T] - Restores BHS Default Categories
Unlock All [Alt+U] - Lets amounts float with estimate changes
Lock/Unlock [Alt+K] - Fixes an amount no matter how estimate changes. This is particularly dangerous in an estimate with inactive pages looking at Unit Pricing because this value is spread only over active pages.

Job Detail

Use the buttons across the bottom to:

Read Data from Customer Database
Clear Current Customer Info
Clear Current Job Detail
Clear Memo Field
Get/Set Construction Type
Get Customer from Database
Write current data to Customer Database
Clear All Fields

Images

Click the File Folder to look at media files stored on your computer, zip drives, CDROM, or floppies. Media files can be movie, sound or picture files JPG, BMP, TIF). A list of files you have looked at is stored with the estimate for later reference. Clear the list by clicking the Clear Media File List button. Use the Media Player buttons to Play, Stop, Pause, etc.

Estimate Worksheets

To add data: type in an Index Number or Description Code (preface with a * for Assemblies), or Special Code Line character: (F-All;M-Material;L-Labor;Q-Quotes;C-Comment). You can also use the Line Type Speed Buttons at the bottom.

Right Click on the Worksheet to access these functions:
Chaining Enabled - Brings up the next logical item as defined in the database automatically.

Prompt for each item in Chain - Allows you to set quantities as chained items are added. You can also skip items.

Close Window after one chain - After one chain is added the Database List Window will close.

Set Phase [Alt+P] - Change phase of Construction for a line

Get Next Item [F8] - Gets next numeric item from database

Get Previous Item [F7] - Gets previous numeric item

Insert Blank Line [Ctrl+Ins], **Delete line** [Ctrl+Del]

Write Line to Database [Ctrl+W] - On Special Code Lines

View Assembly [Ctrl+A] - Show all parts in an Assembly

Fudge Factors - [Shift+Ctrl+F6] Hidden Markups

Wordwrap Descriptions - Wordwraps Highlighted cells

Worksheet Options - Defaults and preferences

Scalex Functions - Read Length or Count from probe

Click the **Page Options Button** to set: Page Type, Page Phase, Page Inactive/Active, Page Material and Labor Markups and Page Multiplier.

Click on the **R,Q,C,I,W** Buttons to set page to Regular Worksheet, Quote/Subcontract Page, Comment Page, Active/Inactive Page or Work Completed respectively.

DATABASES

The following functions are available in the databases.

Range Adjustment - Sets various components for a range of material. Range can be by Index Number, Desc. Code, Phase, or Stock ID (UPC). Only active in Material Item Database.

Search - Look for an Item

Edit - Set various fields of the highlighted item

Sort - Sort by Index, Desc, Stock ID or Phase

Goto - Goto Index Number, Desc, Stock ID or Phase

Insert - Insert Blank New Item into database

Copy - Inserts Copy of highlighted item

Delete - Deletes Highlighted Item

Exit - Close Database Window and returns to estimate

Material Update - Selected from the Edit Menu Choice. Updates Material Pricing from BHS or other sources.

Database Utilities - Destroy/Import from/Export to - See your manual for more information on these functions.

ITEM CODES**(LABOR ONLY)****QUOTED ITEMS**

BFA BUS DUCT/FDR-AL
 BFC BUS DUCT/FDR-CU
 BPA BUS DUCT/PLG-AL
 BPC BUS DUCT/PLG-CU
 BDB BUS DUCT/BREAKERS
 BDS BUS DUCT/SWITCH
 CBT CABLE TRAY
 COR CORE DRILLING
 FIQ FIXTURES/QUOTED
 GEN GENERATOR SETS
 INS INSULINER SLEEVES
 LAB LABOR ONLY
 MCC MOTOR CONTROL
 MTR MOTOR SETTING
 MVA MED VOLTAGE/AL
 MVC MED VOLTAGE/CU
 MVS MED VLTG/SPLCES
 MVT MED VLTG/TRMTNS
 PAN PANELBOARD
 QUO QUOTED ITEMS
 SWG SWITCHGEAR
 TER WIRE TERMINATNS
 UFD UNDERFLOOR DUCT

RACEWAY (Conduit/Fittings)

AL- AL CONDUIT/ELLS
 DU- LAY-IN DUCTS
 EM- EMT CONDUIT
 EN- ENT CONDUIT
 FL- FLEXIBLE STEEL
 GR- GRC CONDUIT
 IM- IMC CONDUIT
 PB- KOR CAP
 & PVC COATED RIGID
 PV- PVC CONDUIT
 SE- SEALTITE FITTINGS
 WH- WHIPS
 WM- WIREMOLD

ALL BOXES/CONDULETS

BE- BELL BOXES
 CO- CONDULETS
 ER- ERICSSON
 EX- EXPLOSION PROOF
 BOXES & FITTINGS
 FS- FS BOXES
 JB- JUNCTION BOXES
 KO- KNOCKOUT CLSRS
 NI- NIPPLES
 OT- OUTLET BOXES
 OTC CONCRETE

DEVICES

DE- MISC. DEVICES
 DE1 15 AMP DEVICES
 DE2 20 AMP DEVICES
 DE3 30 AMP DEVICES
 DE5 50 AMP DEVICES
 DE6 60 AMP DEVICES
 DI- DIMMERS
 PL- PLATES

FIXTURES/LAMPS

FIE FIXTURES/EMERGENCY
 FIF FIXTURES/FLOURESENT
 FIH FIXTURES/HANGERS
 FII FIXTURES/INCAND.
 FIT FIXTURES/TRACK
 FIS STREET LIGHTING
 FIV FIXTURES/HID
 FIX FIXTURES/PARTS
 LAF LAMPS/FLOURESCENT
 LAI LAMPS/INDCANDESCENT
 LAQ LAMPS/QUARTZ
 LAV LAMPS/HID

WIRE/CABLE

KEL KELLEM STRAIN RELIEF
 MC- MC CABLE
 RO- ROMEX
 SIG SIGNAL CABLE
 WA- WIRE (ALUMINUM)
 WC- WIRE (COPPER)

ITEM CODES (continued)**DISTRIBUTION**

CAP CAPACITORS
 CON CONTROL STATION
 DIS DISTRIB TO 4000AMP
 FU2 FUSES 250V
 FU6 FUSES 600V
 ME- METERING EQUIPMENT
 PB2 PANELBDS 208V B/O
 PB6 PANELBDS 480V B/O
 PBF PANELBDS/FUSIBLE
 PBI PANELBOARDS/I-LINE
 PCB CIRCUIT BREAKERS
 PP2 LOAD CENTERS 240V
 ST- STARTERS/CNTR
 SW- DISC SWITCHES
 TR- TRANSFORMERS

MISCELLANEOUS

AN- ANCHORS
 BL- B-LINE SUPPORTS
 BU- BUSHINGS
 CAD CADWELDS
 DEM DEMOLITION
 ED- L.V. SIGNAL EQUIP
 EH- ELEC. HEAT 7 CNTRL
 EX- EXPLOSION PROOF
 FA- NUTS/BOLTS/WSHRS
 FIR FIRE SEALANTS
 FN- FANS & CONTROLS
 GD- GROUNDING MATRLS
 HA- CONDUIT/BX SUPPORT
 LI- LINE EQUIPMENT
 LO- LOCKNUTS
 LU- LUGS & STA-KONS
 LV- LV LIGHTING CNTRLS
 PC- PHOTOCELLS
 RB- REDUCING BUSHINGS
 RW- REDUCING WASHERS
 SC- SCOLKS/SPL-KITS
 SP- SPLIT-BOLT CONTROL
 TC- TIME CLOCKS
 TOP POWER COND/ACC
 TY- TY-WRAPPS

SYSTEMS

FIB FIBER OPTIC
 LV- SOUND SYS, CLOCK SYS
 PA SYS, NURSE'S
 CALL
 TRA TRAFFIC SYSTEMS

UNDERGROUND

UNG CONCRETE, TRENCH &
 BACKFILL, GRAVEL,
 SAND, SEED, SOD,
 DUCT BANK

ASSEMBLY CODES

*CAP CAPACITORS
 *DE1 15 AMP DEVICES
 *DE2 20 AMP DEVICES
 *DE3 30 AMP DEVICES
 *DE5 50 AMP DEVICES
 *DE6 60 AMP DEVICES
 *DUC DUCT BANK
 *EM- EMT CONDUIT/FITTINGS
 *FEE FEEDERS
 *FIE FIXTURES/EMERGENCY
 *FIF FIXTURE/FLOURESCENT
 *FII FIXTURE/INCANDESCENT
 *FIV FIXTURE/HID
 *GR- GRC CONDUIT and
 FITTINGS
 *HGR HANGER ASSEMBLIES
 *MAN MANHOLES
 *MTR MOTOR CONNECTIONS
 *OT- OUTLET BOXES
 *PB2 PNLBDS 208V B/O
 *PB6 PNLBDS 480V B/O
 *PP2 LOAD CENTERS 240V
 *PV- PVC CONDUIT/FITTINGS
 *TPZ TRAPEZE ASSEMBLIES
 *SQ- SQAURE-FOOT CALCS
 *UNG UNDERGROUND
 *WC- WIRE/COPPER



Quick Reference Card Version 6

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