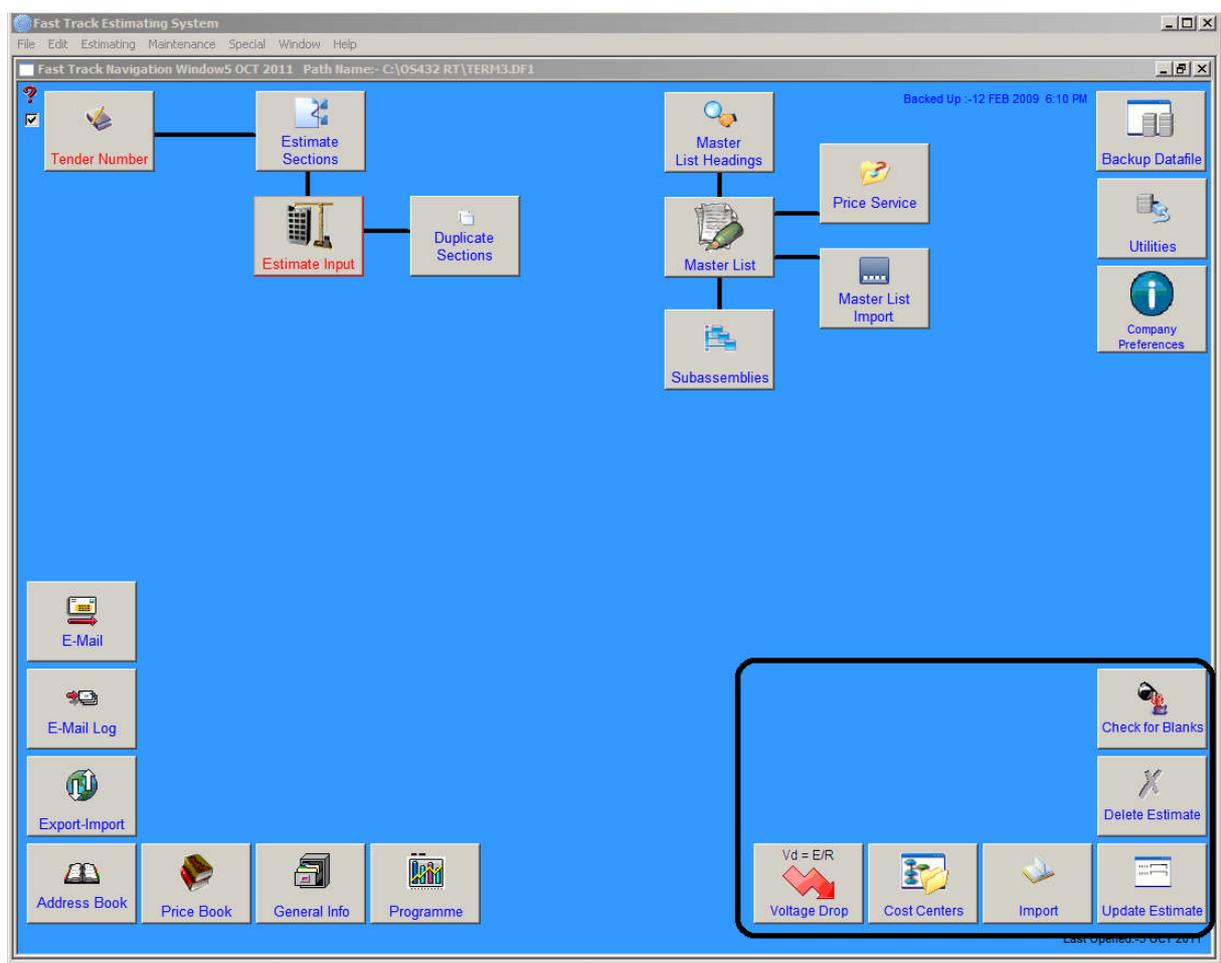
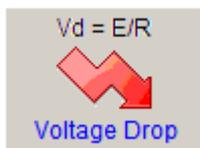


Section 10

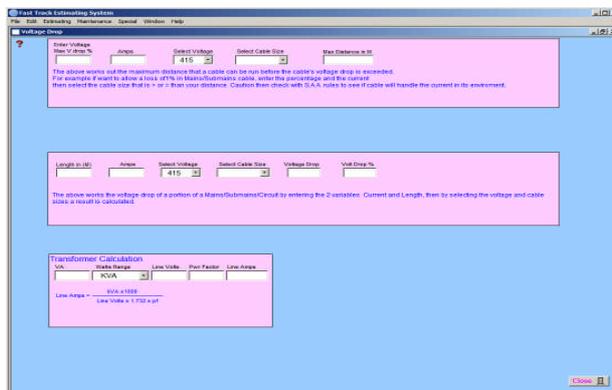
Auxiliaries 2



10.1 Voltage Drop



Based on the sample figures contained in the SAA 3000 1986 Edition - Appendix G - Wiring Rules. These should only be used as guide.

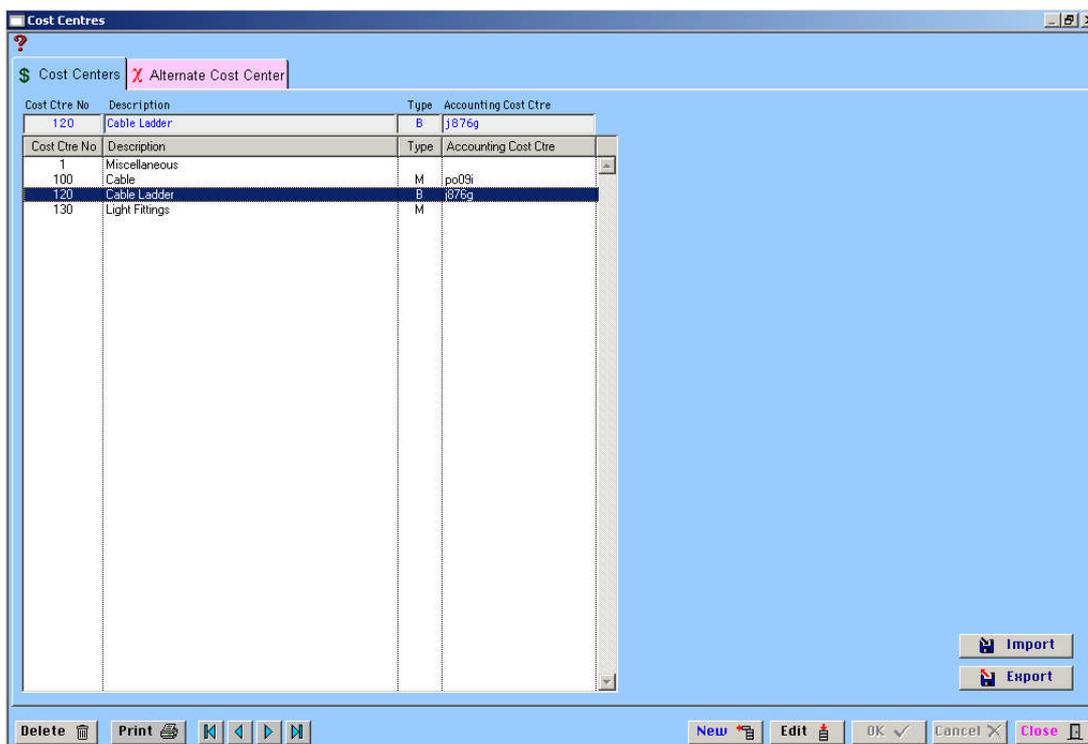


Note: This is a memory function only.

10.2 Cost Centre



Cost Centres are provided to give the user an alternative to the section price break up. Some companies require break ups when they are successful on projects, and other companies have this requirement at tendering time for material group break ups. The groups could be cable and lighting fittings as an example.



The Cost Centre window when opened for the first time runs a procedure and creates the first Cost Centre number, being Number 1 and calls it "**Miscellaneous**".

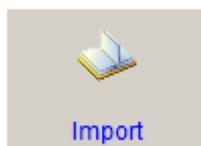
The Number 1 Cost Centre is a default, if there is no Cost Centre entered against an item in the Master List, or a special item is added, it is put into Cost Centre Number 1. Cost Centres are a constant unlike the Section Descriptions that follow the estimate.

Note: Cost Centres are contained on the terminal and are not stored in a network file. Cost Centre Number 1 cannot be deleted.

The Cost Centres are not rigidly controlled. If you create temporary Cost Centres for a particular project and delete them after without assigning new numbers, it can cause problems later on. For example, when printing a report it may not balance with the normal work sheet print out, however this can be rectified in the '**Est - See All**' window.

The Cost Centre window has a standard range of buttons to carry out the normal functions such as "**New**", "**Edit**" and "**Delete**".

10.3 Import External Estimate



This window is for Importing an Estimate in the following format; from a Spread sheet, Delimited Tabs or Comma Separated Values (CSV).

Import Estimate

Spread Sheet Import Window

Est No	Estimate Description	Closing Date	Mat MKUp%	Lab Rate \$
255	Training Estimate	30 DEC 2004	75.00	10.00
232	Rewire Atlantis City	10 NOV 2002	93.41	15.00
231	Test estimate	25 DEC 2001	0.00	55.47

This window is for Importing an Estimate from a Spreadsheet, or from a Delimited Tabs or Comma Separated Values (CSV).
Specify the Estimate destination, then click on "type of import" button.
When prompted select the file from the file source, then the import will proceed, the number of imported records will appear on an "OK" button.
To verify that the import procedure has been successful, go to your Estimate Input screen and check.

Sec No	Catalogue Number	Description	Unit	Quantity	Price \$	Dis%	Ext Price \$	Lab Rt	Ext Lab	Mst.CC	Lab.CC	Lab.Cl	Area	Alt

Delimited tabs
 Comma Separated Values (CSV)

Select the 'Estimate Destination' from the Spread sheet Import Window and click on 'DDE Import' or 'Import CSV or Delimited Tab'. When prompted select the file from the 'Select Import File' window. The import will proceed and the number of imported records will be calculated at the conclusion of the import. Click 'OK' to continue.

To verify that the import procedure has been successful, go to the Estimate Input screen and check that the file has been imported.

Import CSV or Delimited tab

The program allows information to be imported from Estimates compiled on a Spread sheet. The information contained in the spread sheets must be saved in the form of Delimited Commas and be in the order shown in the diagram displayed below, with the exception of the titles. Titles should be removed during the import procedure as they will be imported and when viewed in the "**Est – Input**" screens they could be displaying "?" marks.

The "?" mark means that the numeric fields have alphanumeric corruption, should this occur just delete the offending line.

Note: The spreadsheet should have all other cell information removed, as this will also corrupt the imported information.

```
1,,Cable Telephone Outdoor 30 Pair GB,,80,7.29,40,349.92,0.03,2.4,,,,,
1,,Cable Telephone Outdoor 30 Pair GC,,70,7.29,40,306.18,0.03,2.1,,,,,
1,,Cable Telephone Outdoor 30 Pair GD,,100,7.29,40,437.4,0.03,3,,,,,
1,,Cable Telephone Outdoor 30 Pair GE,,100,7.29,40,437.4,0.03,3,,,,,
1,,Cable Telephone Outdoor 30 Pair GF,,70,7.29,40,306.18,0.03,2.1,,,,,
1,,Cable Telephone Outdoor 6 Pair GG,,65,2,40,78,0.02,1.3,,,,,
1,,Cable Telephone Outdoor 6 Pair GH,,80,2,40,96,0.02,1.6,,,,,
```

The order that the fields must be in from right to left:

A = Section Number, B = Catalogue Number, C = Description, D = Unit, E = Quantity, F = Price \$, G = Discount %, H = Ext Price \$, I = Labour Rate, J = Material CC, K = Labour CC, L = Labour Classification and M = Area.

How to Use

Select an Estimate for the import, a window will open prompting you to select the file to be imported.

The program reads the first line into the display fields and asks the question "**Has this lined up right**", if correct, click "**Yes**" to continue. If "**No**", the operation will abort. If you continue and the information is not correct, the information will appear in the destination Estimate in a muddled format.

The file from the spreadsheet should be prepared in the following manner:

It must be in the order shown in the diagram displayed above, and have an entry in all fields at least for the first few lines even if they are zero (0). All other information must be removed. The procedure will read each field, then when information is no longer on that line, the procedure will jump to the next line. Should blank lines be imported they will appear in the database as blank lines, they can be quickly eliminated by using the "Edit" or "Delete" keys.

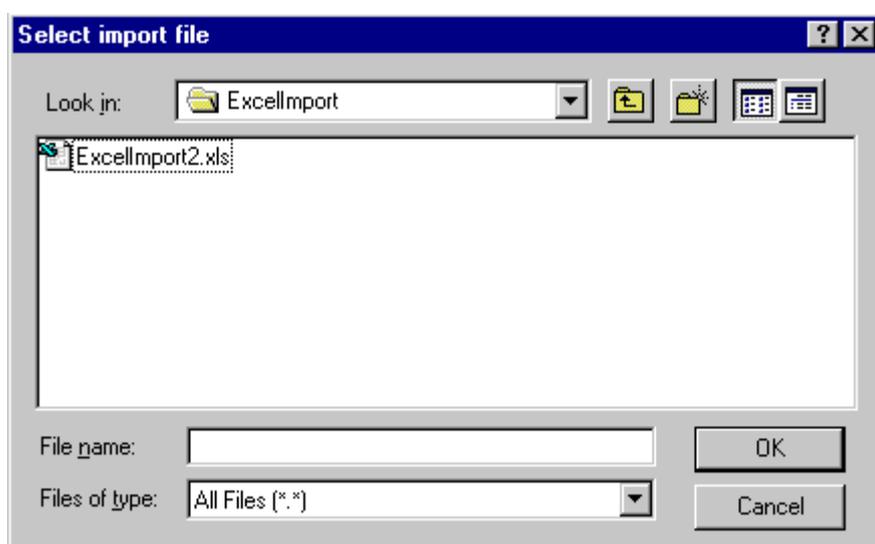
DDE Import

	A	B	C	D	E	F	G	H	I	J	K	L
1			Starts on 3rd Line	When Blank Stops Reading					Can be Blank		Can be Blank	
2	RSN	Sect	Catalogue Number	Description	Unit	Qty	Price \$	Dis	Ext Price \$	Labour Rt	Ext Lab	Cost C
3		1		* Space Only								1
4		1		Pre-Construction Consultancy (25%)		1	12720			0.001		1

Fast Track is capable of importing an Estimate from an excel spreadsheet. Microsoft Excel must be running with the intended spreadsheet open that is to be imported. The spreadsheet must be in "Worksheet 1" and the layout as per the above graphic. Now the "DDE Import" button can be activated.

How to Use

A "Select Import File" dialogue box will open.

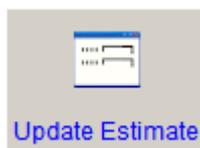


Locate the Excel file and click "OK". The system will set up a communication channel between Excel and import the information starting from the 3rd line and continue until a blank description is encountered.

Information can be viewed in the "Estimate See-All" section. When Importing (DDE) the section number is checked and verified with every record, if not found then a new section is created and called "To Be Named". This can be edited at a later stage.

Note: Numerical fields in the spread sheet must not have \$ signs.

10.4 Update Estimate



selectable.

The Update Estimate window provides the user with an updating facility by looking at the Catalogue Numbers and finding in the Master List a corresponding catalogue number. The procedure reads the Master List price and if greater or less than the Estimates Price, the procedure will update to the new price, depending on an Auto/Manual option that is

Est No	Estimate Description	Closing Date	Lab Rate \$	Mat MkUp%
152	First Estimate	1 OCT 2011	93.45	12.33
151	House Rewiring	31 MAR 2011	63.74	10.23
150	Demo Estimate - Re wire city of Atlantis	25 DEC 2002	67.65	15.53
153	Trial for estimate datafile		60.00	12.00

Manual Check
 Automatic Check

Sec No	Catalogue Number	Description	Unit	Quantity	Price \$	Dis%	Ext Price \$	Lab Rt	Ext Lab	Mat CC
		Master List A								

Update Using A
 Update Using B
 Start Update
 Cancel OK Close

How to Use

Select the Estimate required, the user has the option of going through the estimate in **“Manual”** or **“Automatic”** mode, click the radio buttons to make a selection.

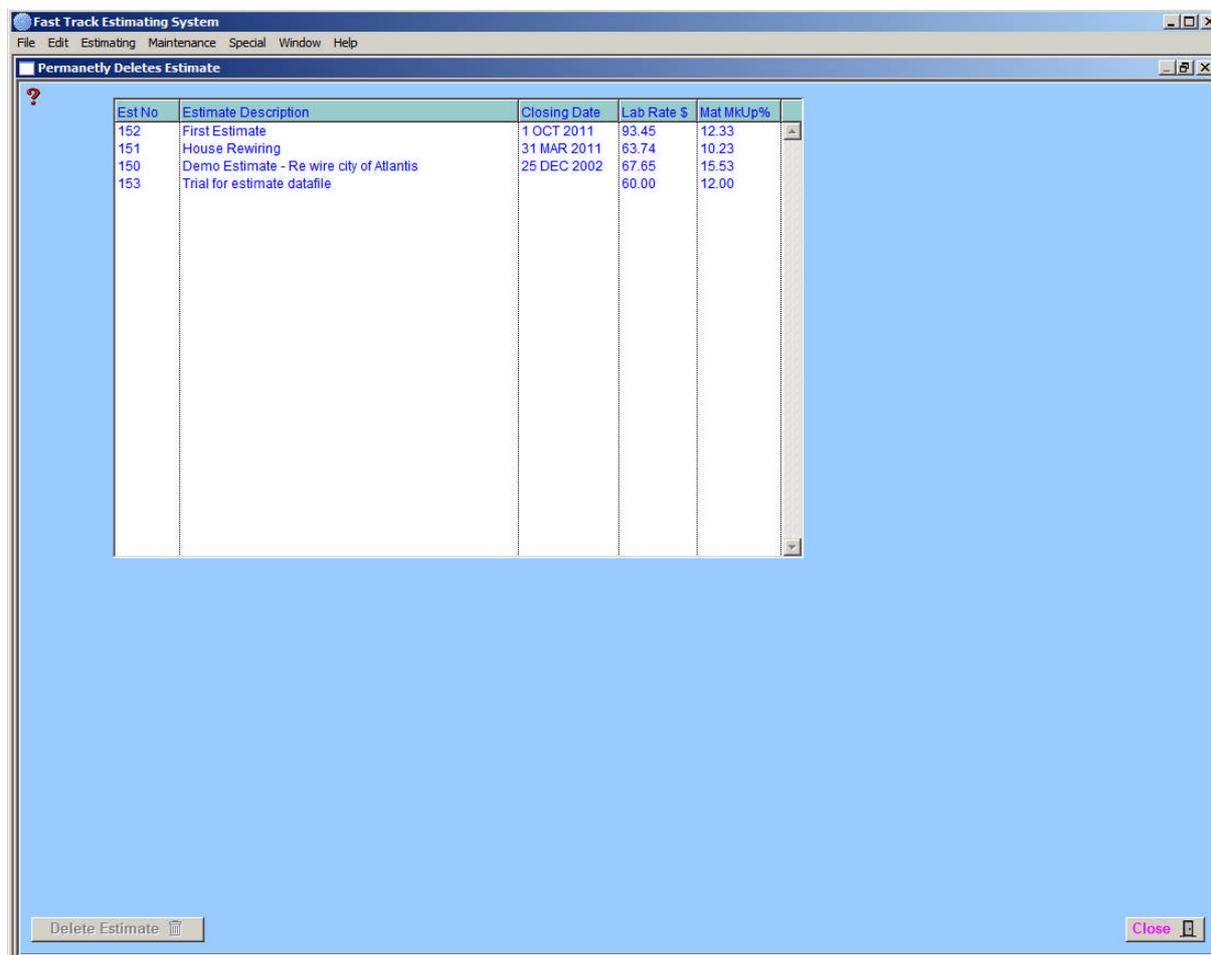
Select to update from Master List A or B. Click **“Start”** button, and if the user has selected the ‘Manual’ mode the procedure will stop at the first price encountered for possible updating, if no update is required click on the **“Esc or Cancel”** button and the next record will be found.

The ‘Manual’ option merely allows the operator more control over the procedure. The ‘Auto’ option will run and inform the operator when the procedure has finished.

10.5 Delete Estimate



This window provides a means to permanently “**Delete**” an estimate and all of its section descriptions and workings. The program asks if you are sure you want to delete, so be careful when you carry out this task. Select the Estimate from the table and delete.

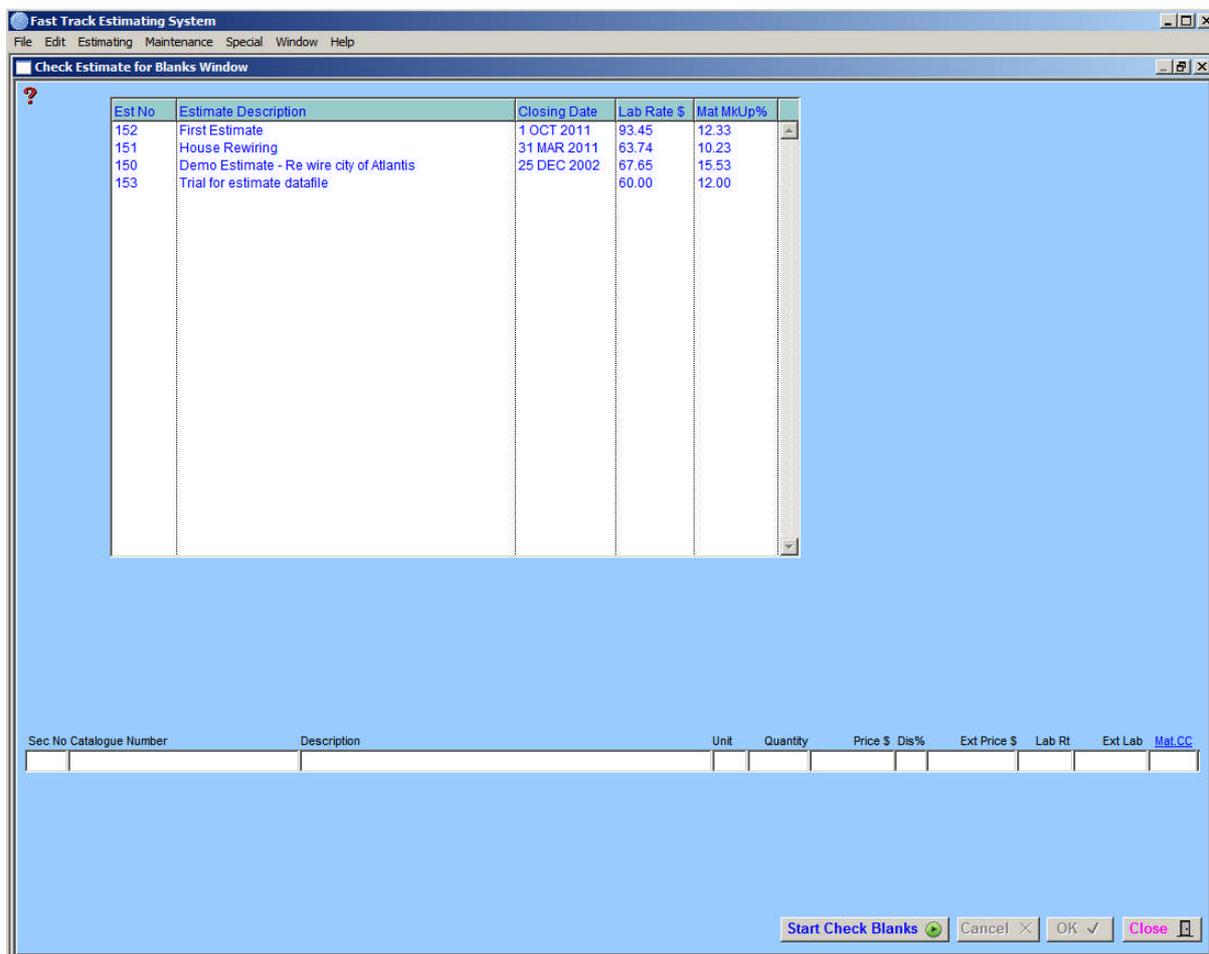


The “Delete Estimate” does not remove the Tender Number from the Tender Number window. You can reactivate the Tender Number by selecting the ‘deleted estimate number’ and clicking on the “EDIT” button. You are then able to reuse this Tender Number.

10.6 Check for Blanks



This window is for checking the Estimate for blank entries in the fields, the procedure checks through the “Quantities” the “Prices \$” and the “Labour Rates”.



If the procedure encounters a blank entry the process stops and prompts for an entry to be made. Enter a value then press “**OK**”, for the Estimate to be updated.

Notes