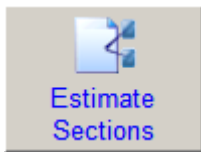# Section 7

7.1 Estimate – Sections

New Sections allow the Estimate to be broken down into various Numbered Sections with Descriptions. When an Estimate number is taken out, the program automatically enters a Section Number 1 and gives it the description of **"UnNamed",** as all estimates must have at least 1 section. The program allows for up to 999 sections. The entry window allows for the optional input of schedule of rates quantities, so a schedule of rates can be produced if required (See **"Estimate Reports"** section for more details).

Operation

From the list of active estimates displayed, click the selected estimate and the sections will appear in the lower screen. To enter a section number and description, click **"New"** and enter a section number. The program checks to see if that number is unique, if not, the cursor remains on the field and alerts the operator. **"Tab"** to the **"Description"** field, type description into the field, then click **"OK"**. The record is then written to the hard disc and displayed in the list below.

Note: The hourly rate and material mark up % are added automatically if no entry is made.
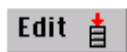
 Alter Existing Record

Modifications and additions can be made to the selected Estimate sections. To change existing section numbers, description and rates, highlight the item, click **"Edit"**, then **"Tab"** to the field required. Click **"OK",** and the changed details will be recorded. Double clicking on the record will also activate the edit mode.

 To Move Up and Down

The next and previous lines are available by clicking on the arrow to move one line or the barred arrow to move to the top or bottom of the field.

 Print

Click **"Print"** to obtain a printout of the Estimate sections on the screen. If no record is selected the **"Print"** button will be shown as disabled.

 Delete

Highlight the lines to be deleted and click **"Delete"** button.

This button allows for information to be imported from excel into Fast Track section break up.

|	A	B	C	D	E	F
1	Left Hand Screw Driver Factory					
2	SectionNo	Description	Unit	Qty	Av Hrly Rate	Mat MarkUp %
3	150	Mains	M	10	56.50	10
4	160	Submains All Building	Lot	1	73.50	10
5	170	Switch Boards	Lot	1	48.50	10
6	180	Distribution Boards	Lot	1	85.20	10
7	105	Lights	Lot	1	95.20	10
8	111	Power	Lot	1	75.20	10
9	125	Communications	Lot	1	75.20	10
10						

In this situation, the information to be used, could come in excel or word table format. Before the import can be done, the excel spreadsheet must be formatted as per the above diagram.

Once the information is in a spreadsheet, bearing in mind that fast track begins to read in row two, and ensuring that all figures in the section number column are numbers. The procedure will terminate when an empty space is encountered in the section number column. So it is important that you have no empty spaces.
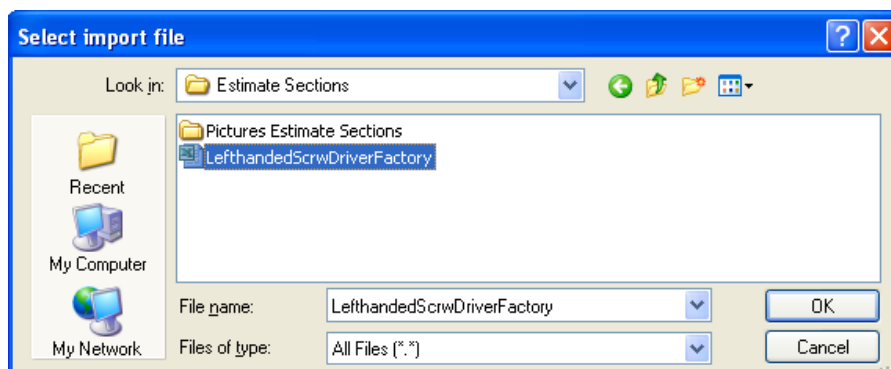
When the **DDE Import** button is clicked, the **Select Import File** menu will appear. This is where you select the Excel file that is to be imported into the Fast Track system. The file should now be linked and with an "OK" the program will run.

The information should now be imported.
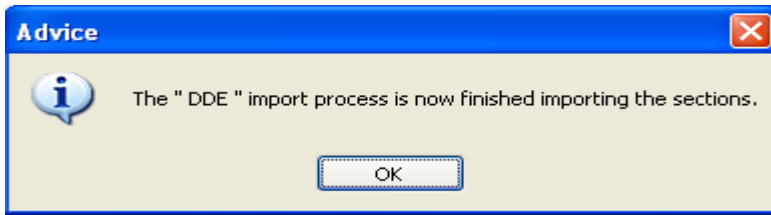
By pressing the ok button the information should appear in the table on the Fast Track screen. If all the information has been entered correctly into the data source, all fields will be completed and a message will come up telling you that the program has finished importing the data.
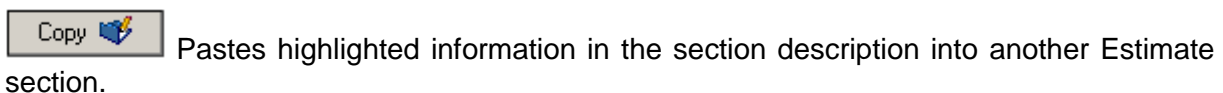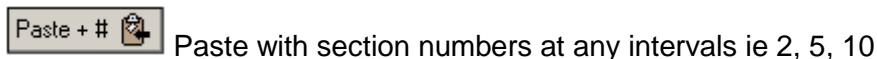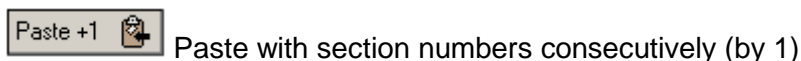
Section No	Description	Unit	Quantity	Av Hrly Rt $	Mat Mk%
1	Un Named				
105	Lights	Lot	1	95.20	10.00
111	Power	Lot	1	75.20	10.00
125	Communications	Lot	1	75.20	10.00
150	Mains	M	10	56.50	10.00
160	Submains All Building	Lot	1	73.50	10.00
170	Switch Boards	Lot	1	48.50	10.00
180	Distribution Boards	Lot	1	85.20	10.00

The information will be listed in numerical order by the section number column.

Cancel

Highlight the incorrect input field, click **"Cancel"** to remove.

To eliminate time in entering section descriptions the following functions are included. Anything with carriage returns or line feeds can be copied and pasted with the following variations.

Paste +0 Paste without section numbers

Paste +1 Paste with section numbers consecutively (by 1)

Paste + # Paste with section numbers at any intervals ie 2, 5, 10

Copy Pastes highlighted information in the section description into another Estimate section.

[   ]   The square brackets feature is to allow sub totalling in the estimate. Should you wish only Sections 3 through Section 6 be sub totalled place a ' ['at the beginning of Section 3 and a '] ' at the beginning of Section 6 and these Sections will be sub totalled separately.

To remove the square brackets right click on the ' [' or '] '.

Features

An hourly rate is entered into the first section when the tender number is taken out and will be entered as a default into the respective fields. Existing entries may be altered at any time if not acceptable.
Sections can have different rates, as this may be a requirement of the tenders costing structure. The tender price break up report will reflect the variances.

Note: See **"Tender Number"** Section for all rate changes.
This feature is also available in **"Estimate Input - See All"** screen

Notes