



# RAPID ESTIMATOR

## HOME TECH EDITION

### *Transferring Estimates From One Computer To Another*

This tutorial will show you the process of sharing an estimate with another Rapid Estimator HomeTech User

#### Sender:

- The user who currently has the estimate, should open their email, choose to compose a new email and select to 'Add Attachment'
- Select 'Browse' to locate the .xml file you wish to share.
- Follow these steps to retrieve the xml file. Windows (C:) / Users / Public / HTAdvantageData / EstimateDocs.
- From the 'EstimateDocs' folder, double click on the xml file of the estimate you wish to send. Your estimate will then upload into your email.
- Once the upload is finished, press 'Send'

#### Receiver:

- Open the email containing the estimate
- Choose to 'Save As'
- Select 'Browse' to the location in which the estimate needs to be saved. Follow the path in the next step
- Windows (C:) / Users / Public / HTAdvantageData / EstimateDocs.
- Once you select the 'EstimateDocs' folder, click 'ok' to save it there
- Open your Rapid Estimator HomeTech program and log in
- From the 'Estimate' tab, select 'Import'
- Click 'Browse' and direct it to the same path as above
- Once you click 'EstimateDocs', select 'ok'
- Locate and click the estimate you want to import
- Select 'Import'.
- Close the window and select 'Open' to open your estimate

NOTE: Any changes made will not reflect the first users estimate. The newly changed estimate will need to be sent back to the original owner for their estimate to be updated.