RAPID ESTIMATOR
HOME EDITION

How to Create a User Cost Item

Rapid Home allows you to create as many cost items to the cost books as you need. You can add a cost item to any division/subdivision. Or you can add a cost item to your own division using divisions 26 through 30.

- To create a user cost item, click on the ‘Cost Books’ tab and select one of the four cost books in which you want to create your item.
- From the left column, choose a division for your cost item
- In the right column under the red division title are light blue subdivision titles. Select the subdivision by clicking the plus sign located to the left of the subdivision.
- Right click to choose any cost item regardless of what it is. Select the option to ‘Add/Edit Cost Item’
- When the 'Cost Book Maintenance' window appears select 'Add Cost Item' located at the top of the box.
- When prompted select ‘Yes’ to build from the selected cost item
- By selecting ‘Yes” you will be given a new item with a new item code. You can change anything in the item needed to create your cost item.
- Once you are finished, select ‘Save Changes’ from the top of the open box
- You will get a confirmation prompt letting you know the item has been added. NOTE: If you get a message stating that your item has been updated, you have changed or altered the item you originally chose, and your cost item was never created.
- Click ‘Close’ when saving is done, your cost item will appear at the top of the cost book grid.

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