



RAPID ESTIMATOR

HOME EDITION

How To Create An Assembly

Creating and using assemblies can make cost estimating easier and a much faster process when applied. An assembly can consist of a single phase or an entire estimate.

The purpose of creating an assembly is to quicken the amount of time it takes to do an estimate and to keep from duplicating and estimate you already did because you are now doing another job just like it. There are two ways to creating assemblies

EXISTING ESTIMATE:

- Either with an existing estimate open or one you are in the process of creating, select the first item you want to be in your assembly by clicking on it then while pressing and holding the 'Ctrl' key on your keyboard choose any additional items you would like included. If you would like to use an entire phase or estimate, click on the first cost item and scroll to the last cost item you want included. Press and hold the 'shift' key and click the last item. Everything in between will then be highlighted and ready to create an assembly with.
- Right click your mouse and select 'Create Assembly'
- Give your assembly a name, and select a description from the list and select 'Create'
- Your assembly is now ready for use

FROM ASSEMBLY TAB:

- Creating an assembly can also be done from scratch using the 'Assemblies' tab.
- Click on the 'Assemblies' tab and select a category from the 'Assembly Categories' list. (first column), or you can create a new category by clicking "Add Category" from the top menu bar.
- Select 'Create Assembly' from the options located across the top of the 'Assemblies' tab
- Give your assembly a title in the box provided, and click 'Add Assembly'
- Locate and click the assembly you just named from the middle column.
- From the options across the top click on 'Add Items to Assembly'
- You will be directed to the 'Costs Book' tab where you can choose any cost item you want to add to your assembly.
- Tag the items and from the top of the page select 'Transfer to Assembly'
- To delete items from your assembly, simply click the item and select 'Delete Selected Component'