

# RAPID ESTIMATOR

## HOME EDITION

### Creating a Subdivision

A subdivision is a section within a division and in the programs 'Cost Books' is identified with **blue** text and is located under a **division**. The program gives you the option to create your own subdivisions in any of our divisions. To create a subdivision, follow the steps below.

- To create a subdivision, click on the 'Subdivision' tab
- The box on the far left is the 'Division Description'. Select the Division by double clicking on it to indicate the division you want your newly created subdivision to be placed.
- Once you have selected your division, click the 'Add Subdivision' option from the top menu bar.
- Next, you will need to choose the numbered location for your subdivision. The middle column is a list of all subdivisions within your chosen division. Notice the 'SubDiv' number is separated by 50 between each subdivision giving you room to organize the database. For example, If you want to place your subdivision between 8950 'Kitchen Fixtures & Appliances' and 9000 'Kitchen Accessories'. In order to do that you would have to pick a number between 8950 & 9000.
- Once you have selected your number, enter it in the box provided.
- For the final step, give your subdivision a description, and click 'Save'
- Your subdivision will show in the second column.

NOTE: Do not be alarmed when your subdivision does not show in the 'cost Books' tab. For a subdivision to show up in the 'cost Books' it has to contain a cost item. To learn how to create a user cost item please see tutorial on 'Creating user cost items'