

Training Guide

1. Introduction

Trainers –

2. System Settings

Measurement, Directory and Image Material Layout, Room Drawing, Room Drawing, Fonts and Colors, User Setting, Sales and Tax

3. Product Database

Folders, subfolders and add a new item

4. Project Product Setup

Add from database, or create from scratch for project specific items,

Save and load product list templates

6. Plan Import

a.) PDF, batch import, cropping

b.) Scale setup and verification (by plan scale or two points)

c.) Add floor layers

7. Take Offs

a.) Room takeoff drawing, floor divide

b.) Embed room, takeout, holes, etc.

c.) Room borders/wall design, room/wall profile

9. Product Assignment

a) Assign Materials

b) Adding Doors & Windows, Internal Wall, Divide Floor

- c) Wall Materials, Border Materials
- d) Show 3D View, Creating Tile Patterns
- e) Setting Layout Directions, Set pattern
- f) Multiple examples, embed room, take out material

10. Estimate Project

- a) Estimate Per Layer
- b) Set Duplicated Copies

11. Seam Manipulation

- a) Add T-Seams
- b) Even Amount of T-Seams
- c) Manually Moving Seams
- d) Deleting Seams

12. Print Option

- a.) Estimate Summary
- b.) Cut List & Cut Sheets
- c.) Floor Plan
- d.) 3D View

13. Worksheet

- a) Export to Excel
- b) Column Settings
- c) Adding Items

Class to do take off of real project with questions and answers.

1. Plan Import (Tip: zoom in/out/pan to find scale in preview window) , find PDF file associated with this document. or download from this link:

cave_creek_medical_center.PDF
2. Set up Scale (Tip: verify scale setup by door, counter top, etc.)
3. Customer and Jobsite Information
4. Product tab
5. Create Materials (use Add New Item with Details, set on waste ratio for add-ons to 0, Save as Template when done)
 - a. CAR – Queen / Jargon 12' Goods Repeat 6"x6"
 - b. CT – Dal Tile / Semi Gloss 3"x6" Bath Walls to 5'
 - c. SV – Johnsonite / Acczent Wood 6'6" with integral base at baths and rubber base at all other rooms.
 - d. RB – Johnsonite Rubber Base 4" (associated with SV)
 - e. Heat Weld LF (must be associated with SV to calculate seam length)
 - f. Self Cove LF (used to track self cove LF length)
 - g. Bullnose LF
 - h. SC - Sealed Concrete
6. Take off – Trace rooms and assign materials

Room Takeoff

- Takeoff individual rooms on sides
- Takeoff middle open area
- Takeoff middle internal rooms, embed internal rooms
- Takeoff doors (ignore door option, transition)

Restroom Self Cove and Wall Takeoff

- Set flash coving for a restroom
- Assign Self Cove (LF) item to a restroom
- Work on wall design of the restroom (add wall layer, set layer height 4'6", assign wall tile CT, assign horizontal trim bullnose LF)
- Verify restroom assignment with 3D view
- Copy room profile, and apply to two other restrooms

Base Takeoff

- Assign base to room perimeter or wall segment
- Takeoff internal wall (for base application)
- Takeoff external wall base using segment tools (assign base to segments)

7. Layout Estimating

- Change layout direction as whole floor
- Change seam locations
- Room seam adjustment (switch seam side, direction, add seams, remove seams)
- Cut sheet manipulation (shift cuts, drag cut line, etc.)
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8. Print Option – Print to PDF or Print from printer

9. Worksheet – Export to Excel

Product Setup and Reference Estimated Quantities of Take off

Product ID/Style/SKU	Type	Unit	Width/Sizes	Rooms/Product Spec	Estimated Qty (for reference)
CAR Queen Jargon	Carpet	SY	12' with 6"x6" pattern		70 SF

CT – Dal Tile Semi Gloss	Tile	SF	3"x6" (bath walls to 5')	Bath rooms, ball walls to 5'	330 SF
SV – Johnsonite Acczent Wood	Vinyl	SY	6'6	integral base at baths, rubber base at all rooms	427 SY (horizontal layout)
RB – Johnsonite Rubber Base	Base	LF	4"		1037 LF
Heat Weld	Weldin g	LF		To be associated with SV	418 LF (horizontal)
Self Cove	Add-on	LF			50LF
Bull Nose	Add-on	LF			75 LF
SC Sealed Concrete	Add-on	SF			96SF