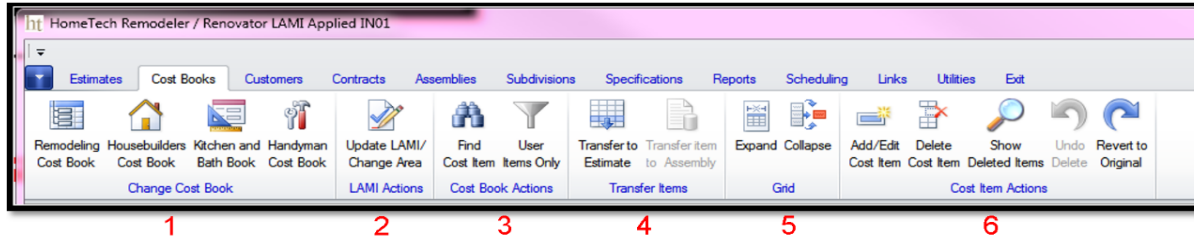


## GETTING TO KNOW THE COST BOOKS TAB

Hi and welcome to this tutorial on getting to know the Cost Books tab. Learn their functions and their meanings.

The Cost Book tab is divided into six sections. Each section contains functions to help with creating a professional looking estimate.



### 1. 'Change Cost Book'

This is where you will find the four cost book databases, located from left to right Remodeling (HTR), 'HouseBuilders' (HTH), 'Kitchen and Bath' (BTH), and Handyman: (HND). Some cost books hold more cost items than others. Be sure to select which cost book you will be working with.

### 2. 'LAMI Actions'

This is where you update your LAMI after you have installed the LAMI update, which can be found quarterly at [www.HomeTechAdvantage.com](http://www.HomeTechAdvantage.com)

### 3. 'Cost Book Actions'

This is where you can click the 'Find Cost Item' allowing you to search all four cost books at once for an item you are having trouble locating. Or you have the option to search 'User Items Only' which when selected will show you only items you edited or created.

### 4. 'Transfer Items'

This is where you have the option to transfer cost items you have selected to either an open estimate or to an assembly.

### 5. 'Grid'

Here you can expand the grid to get a view of divisions, subdivisions, and all the cost items located in subdivision. Or you can collapse the grid to only see the divisions, and subdivisions.

### 6. 'Cost Item Actions'

Add/Edit Cost Item allows you to create your own cost item or edit any item in the database. Delete Cost Item will delete any item and Show Deleted Item will give you a list of all deleted items. Revert to original will undo any changes to a cost item as long as you have not closed the program since making the changes.