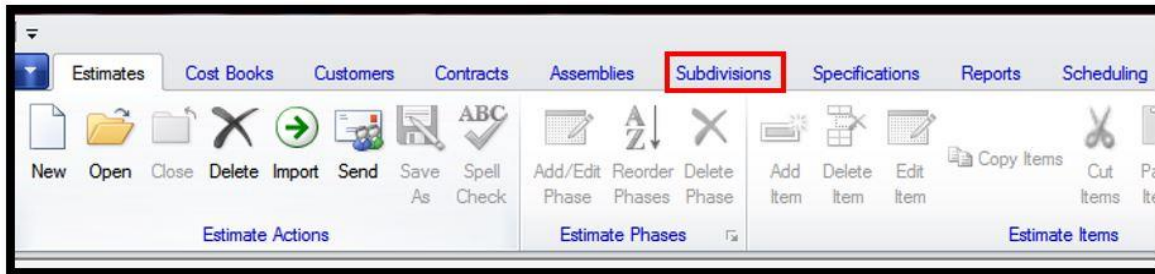


HOW TO CREATE A SUBDIVISION

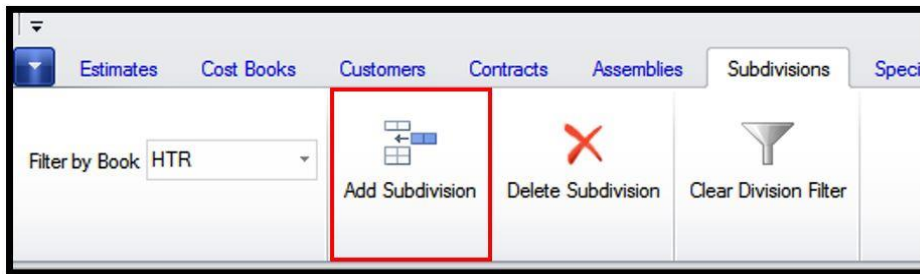
To create a subdivision click on the 'Subdivision' tab



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. I have chosen Div. 21 'Kitchen Cabinets'

Div #	Division Description
01	Plans and Permits
02	Site Preparation
03	Excavation
04	Concrete
05	Masonry
06	Floor Framing
07	Wall Framing
08	Roof Framing
09	Roofing, Flashing
10	Exterior Trim, Decks
11	Sidings
12	Doors and Trim
13	Windows and Trim
14	Plumbing
15	Heating and Cooling
16	Electrical
17	Insulation
18	Interior Walls
19	Ceiling Covering
20	Millwork, Trim
21	Kitchen Cabinets
22	Specialties
23	Floor Covering
24	Painting
25	Clean-up
26	User division 26
27	User division 27
28	User division 28
29	User division 29
30	User division 30
S1	Speedy Reckoner
S2	Speedy Reckoner
S3	Speedy Reckoner

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...I would like to place my division in between 8950 'Kitchen Fixtures & Appliances' and 9000 'Kitchen Accessories'. In order to do that I would have to pick a number between 8950 & 9000. I'm going to choose 8975

Div #	SubDiv	Book	SubDivision Description
21	8750	HTR	Kitchen Cabinets, Economy
21	8800	HTR	Kitchen Cabinets, Builder
21	8850	HTR	Kitchen Cabinets, Premium
21	8900	HTR	Kitchen Cabinets, Top Quality
21	8950	HTR	Kitchen Fixtures & Appliances
21	9000	HTR	Kitchen Accessories

Once you have selected your number, enter it in the box provided in the far right column. See the Example below

Division:	<input type="text" value="21"/>
SubDivision:	<input type="text" value="8975"/>
Book:	<input type="text" value="HTR"/>
Description:	<input type="text"/>

For the final step, give your subdivision a description. I have chosen to name my subdivision 'Kitchen Fixtures Test One. See Example below



Division: 21

SubDivision: 8975

Book: HTR

Description: Kitchen Fixtures Test One

Click 'Save' when you are finished. Your newly created subdivision will now show in the second column between 8950 and 9000

Div #	SubDiv	Book	SubDivision Description
21	8750	HTR	Kitchen Cabinets, Economy
21	8800	HTR	Kitchen Cabinets, Builder
21	8850	HTR	Kitchen Cabinets, Premium
21	8900	HTR	Kitchen Cabinets, Top Quality
21	8950	HTR	Kitchen Fixtures & Appliances
21	8975	HTR	Kitchen Fixtures Test One
21	9000	HTR	Kitchen Accessories

Now that you have created your subdivision click on the 'Cost Books' tab
Click the division that you had chosen at the beginning. I had chose '21 Kitchen Cabinets'
Don't be alarmed when you don't see your subdivision. A newly created subdivision will not show until a cost item has been created for that subdivision. Please see PDF Tutorial on 'How to create a user cost item'.
Hope this PDF Tutorial was helpful