

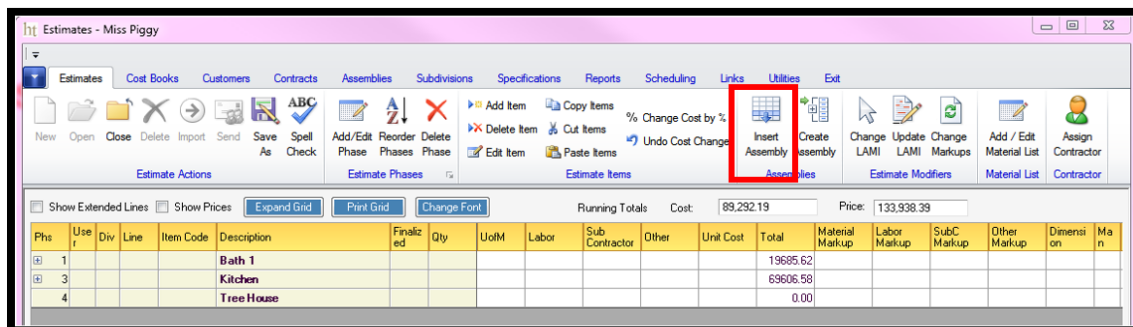
USING ASSEMBLIES

What is an 'Assembly'?

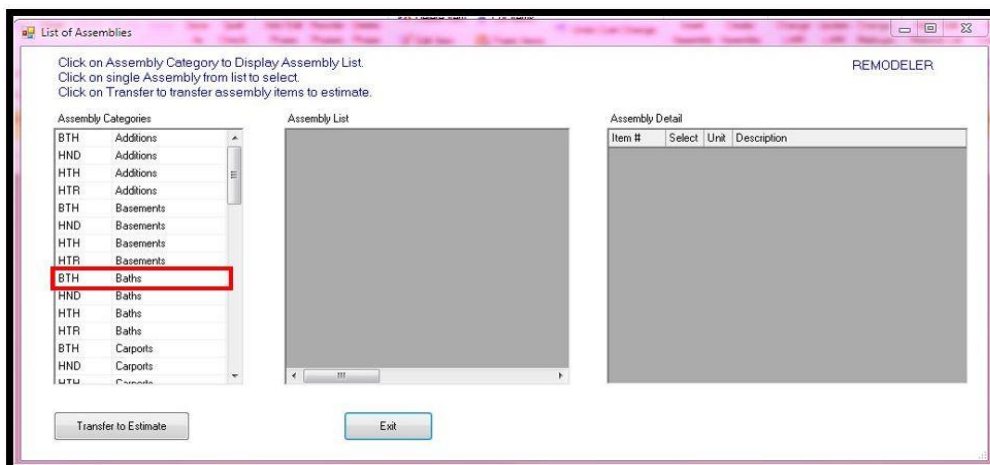
An assembly is a pre-made group of cost book items that can be transferred at once to an estimate. The purpose of using an assembly is to speed up the process of adding cost items to an estimate. The assemblies are cost book specific. There are different assemblies available to select from per each cost book. The cost books are identified with three initials. Remodeling and Renovation (HTR), HouseBuilder (HTH), Kitchen and Bath (BTH), and Handyman (HND).

This tutorial will show you how to use an assembly in an estimate. If you need help with starting an Estimate please visit HomeTechAdvantage.com for the tutorial. You can also create your own assembly and use it in an estimate. Tutorial can be found on our website under 'Video'.

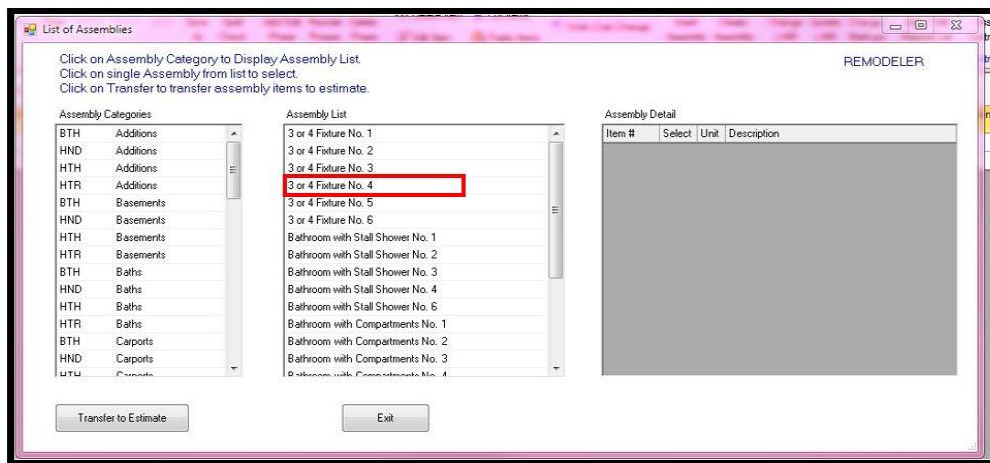
Once you have an Estimate started and you have created a phase, you are now ready to enter an assembly. While in the 'Estimate' tab select the option for 'Insert Assembly'.



A 'List of Assemblies' box will appear. Choose the category your assembly is going to relate to. The phase I created is for a 'Bath' the phase category that best relates to my phase would be 'Bath' and I will use the Kitchen and Bath book (BTH)



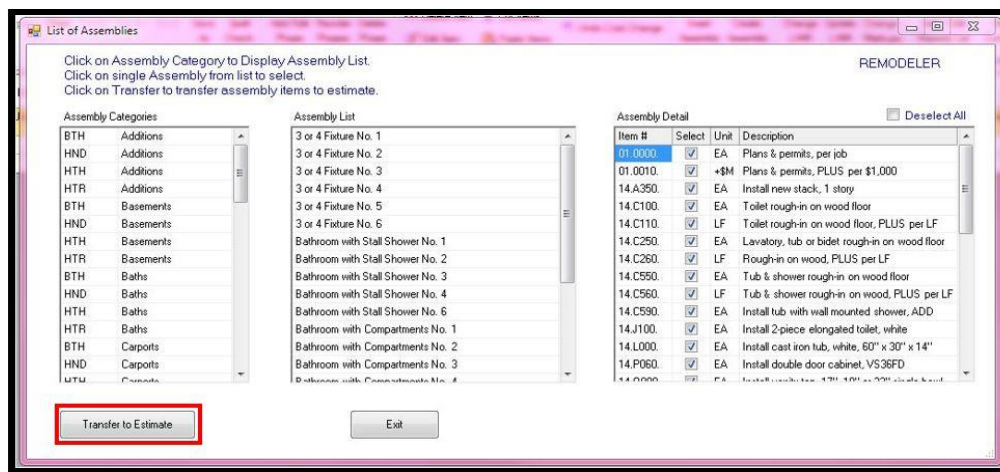
Next, choose from the 'Assembly List' the job you are working on. See example below



In the 'Assembly Detail' box is a list of all items the program is assuming you will need to perform your job. You may uncheck any items you don't think you will need in your estimate. You can also wait until you transfer to your estimate and delete any of the items without effecting the assembly

NOTE: Unchecking items before transferring will NOT alter the assembly permanently

Once you are satisfied select 'Transfer to Estimate'



To create your own assembly please see tutorial on creating and assembly
www.hometechadvantage.com