Accubid Activity #1 – Getting Started with Accubid Pro

Setting Up Accubid and Creating a New Job

1. Start the program Accubid Pro 12 [Start, All Programs, Trimble, Classic 12, Accubid Pro 12

8

The opening window is the called the [Schedule] screen.

The [Schedule] screen is used to help you to keep track of your estimates and bids. Information about pending bids and closed jobs can be recorded in the [Schedule] screen.

		12 - [Sch View	<u>D</u> atabase	Settings	Win	dow	Help										- ¢
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	6	e X						- 49- I	re C	01-default style		- 🛃					
	Туре Ј	ob Name					Job #				Date Saved	Bid Price	Status	Spread %	Next Price	Notes	Windo
					F	Pending											
						First											
						Second											
						Third											
-																	
						Other											
						Total											
_																	
Heli	p, press	F1									No data	base selected					Labor Column

Figure 1

2. From the Menu Bar click on: Settings, Job Folders...

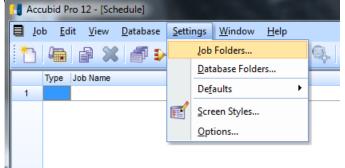


Figure 2

When Accubid Pro v12 is first installed the default location for saving all jobs (Job Folder) is automatically setup for saving them to the location, C:\ProgramData\Accubid\JOBDATA.

Job Folders	
Choose folders to use in program:	
C:\ProgramData\Accubid\JOBDATA	ОК
C:\Program Files\Accubid\JOBDATA	Cancel
	Add
	Remove
	Edit
	Move Up
	Move Down
	Select All
	Clear All
	.H.

Figure 3

From the Job Folders window you can Add, Remove, Edit, Select All, and Clear All the folders to use in the program to save your Jobs to.

- 3. Choose the location C:\Program Files\Accubid\JOBDATA by clicking the box next to it to place a check in it. Uncheck any other locations.
- 4. To close the Job Folders window and save any changes, Click OK

Note: The ProgramData folder is a protected folder in Windows and requires changing the security settings for users to have full control. In the CMGT computer lab the folder C:\Program Files\Accubid\JOBDATA was added and will be used as the default location for saving all jobs.

5. From the Menu Bar click on: Settings, <u>Database Folders...</u>

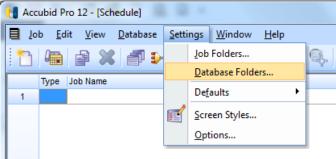


Figure 4

The default folder that all Databases are saved in is: C:\ProgramData\Accubid\Databases

Database Folders	
C:\ProgramData\Accubid\Databases	OK Cancel
	Add
	Remove
	Edit
	Move Up
	Move Down
	Select All
	Clear All

From the Database Folders window you can Add, Remove, Edit, Select All, or Clear All the folders used in the program to select Databases from.

- Choose the location
 C:\Program Files\Accubid\Database by
 clicking the box next to it to place a check
 in it. Uncheck any other locations.
- 7. To close the Database Folders window and save any changes, Click OK

Figure 5

- 8. Right Click on the Start button and select Open Windows Explorer.
- 9. From the Explorer window click Computer OS (C:) Program Files, Accubid, JOBDATA

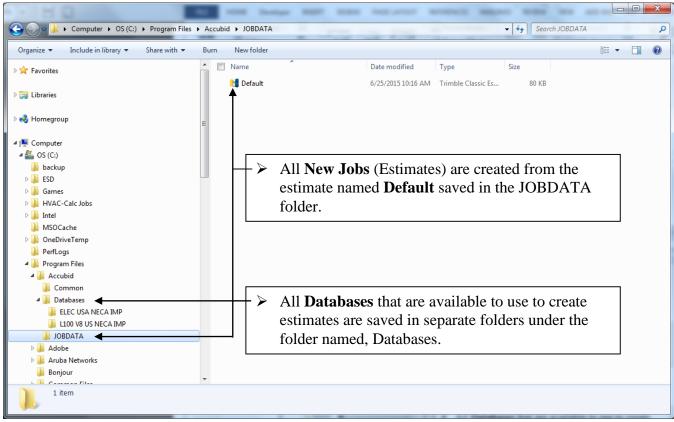


Figure 6

From the screen shot in Figure 6 we can see that the only file saved in the JOBDATA folder is the file named Default. Once you start creating new estimates they will be saved in this folder automatically. To save your estimates to your own USB drive you can use Windows Explorer to perform the copying task.

- 10. Close Windows Explorer.
- 11. To begin a new Job (estimate), click on the Job menu and click New...

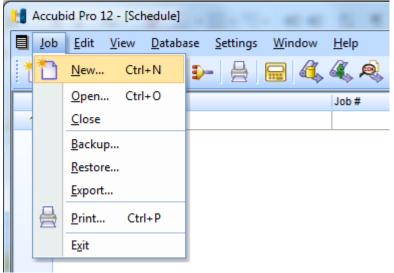


Figure 7

The New Database dialog box appears:

New Data	abase
1	Do you want to create a new database for this job?
	Yes No Cancel

Figure 8

12. Click the check box, Do not ask me again and then click on the No button.

The New Job dialog box appears. To create a new job you must enter a job name and job number. You can also select the database to use and the folder to save the job to.

Enter the new job name:	
Select the database:	
Select the job path:	
C:\Program Files\Accubid\UOBDATA	

Figure 9

13. Enter "Accubid Office Building" for the job name and "Accubid Office Building – *First Name Last Name*" for the job number. Use your own name!

New Job	
Enter the new job name: Accubid Office Building	ОК
Enter the new job number: Accubid Office Building - Lori Brown	Cancel
Select the database:	
C:\Program Files\Accubid\Databases\ELEC USA NECA IMP C:\Program Files\Accubid\Databases\L100 V8 US NECA IMP	•
C:\Program Files\Accubid\JOBDATA	•

You must also select a material database and job path for the new job:

- 14. Click the drop down list arrow for Select the database: and click on
 - C:\Program Files\Accubid\Databases\ L100V8 US NECA IMP
- 15. Select the default location for saving your estimate from the job path drop down list arrow.

16. Click on the OK button

The first screen to open in a newly cre	eated job is the Job Into Screen:	
Accubid Pro 12 - [Accubid Office Building - Lori Brown]	and and a little and AdH and and and and	
Dob Edit View Bid Summary Database Settings Window	Help	_ 8 ×
🗔 🛐 炉 🗿 🛱 💥 🗹 🌆 🌆 🔘 🛇 Next 😡	◎ ♬ ▷- 1: ; ; ;	
Default		
01-default style		
Job Name: Accubid Office Building	Job Path: C:\Program Files\Accubid\JOBDATA	
Job Number: Accubid Office Building - Lori Brown	Job Category:	
Bid Due: 6/25/2015 💽 💌 8:09 AM 🚔	Estimator	
Job Address Client Address	Estimator:	
Number:	Telephone:	
Site Name:	Cell phone:	
Address 1:	Fax:	
Address 2:	E-mail:	
City:	Dates and duration	
State:	Starting date:	
Country:	Completion date: O	
Zip:	Duration: Months	
Telephone: Cell phone:		
Fax:	Apply Overhead and Markup on tax	
Contact:		
E-mail:		
Add Link Add Folder Add URL Remove Link Open Link		
Job Info Notes Takeoff Extension DirLb IncLb Lbf	Fac LbEsc IndLb Subs GenExp Eqpmt QtMat FnPrc KeyInd Brkdn Grapi	
	c:\program files\accubid\databases\100 v8 us neca imp Co	11 Labor _;;

Figure 10

Accubid has 18 different screen tabs to work in:

Job Info	Subs
Notes	GenExp
Takeoff	Eqpmt
Extension	QtMat
DirLb	FnPrc
IncLB	KeyInd
LbFac	Brkdn
LbEsc	Graph
IndLb	QPad

Setting Up the Estimate

R Accubid Pro 12 - [Accubid Office Building - Lori Brown]	100 million	62 N.S	100	0-1				0	1		
Job Edit View Bid Summary Database Settings Window	<u>H</u> elp										- 8 ×
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Default 🔹 🔂											
01-default style											
Job Name: Accubid Office Building	Job Path:	C:\Program File	s\Accubid\JC	BDATA							
Job Number: Accubid Office Building - Lori Brown	Job Category:	Commercial Of	fice Building								
Bid Due: 12/7/2015 4:00 PM	- Estimator										
Job Address Client Address	Estimator:	Your Name									
Number:	Telephone:										
Site Name: Accubid Office Building	Cell phone:	Your Cell									
Address 1: 1010 Marauder Street	Fax:										
Address 2:	E-mail:	your-email@ma	ail.edu								
City: Chico	Dates and dura	tion									
State: CA	Starting date:	0		(A (Y							
Country: US	Completion date	: 0									
Zip: 95973	Duration:	•	Months	-							
Telephone:											
Cell phone: 530.519.1147	Apply Overhe	and and Madeuro	an tay								
Fax:	M Apply Overne	sau anu maikup (JII LOA								
Contact: Lori Brown											
E-mail: labrown2@csuchico.edu											
Add Link Add Folder Add URL Remove Link Open Link											
https://www.google.com/maps/place/1010+Marauder+St,+Chico,+CA+9597	3/@39.8012795,-	121.8536289,16z	/data=!4m2!3	n1!1s0x80)82d9a5df	9c6ba7:0x8c8	39f6aaa15b3	DFO			
Job Info Notes Takeoff Extension DirLb IncLb LbF	ac LbEsc	IndLb	Subs Ge	enExp	Eqpmt	QtMat	FnPrc	KeyInd	Brkdn	Graph	QPad
For Help, press F1			c:\proc	<u> </u>	<u> </u>	\databases\l	100 v8 us pe	eca imn	~	Col1La	
Figure 11			criptoq		(accubit	(496000363(1	200 10 03 110	comp.		00110	,;;

17. In the Job Info screen add the following information:

Figure 11

18. Click on the **Takeoff** tab to select the Takeoff screen.

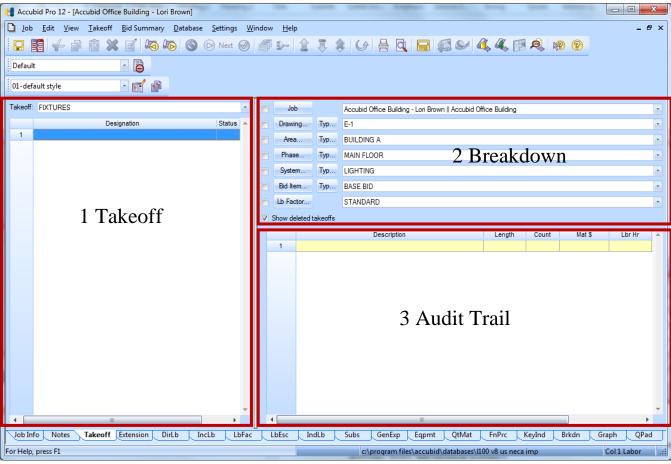


Figure 12

The Takeoff screen is divided into three different areas:

1 Takeoff

What do you want to Takeoff?

2 Breakdown

Where do you want it Taken Off?

3 Audit Trail

What did you Takeoff?

The first step in preparing a new estimate in the Takeoff screen is to setup the **Breakdown**.

There are seven different Breakdown Labels: Job Drawing... Area... Phase... System... Bid Item... Lb Factor...

When you first start a new estimate the **Breakdown** fields are completed automatically using the **Default** estimate file.

Job	ACCUBID OFFICE BUILDING – Lori Brown (Current open job)
Drawing	E-1
Area	BUILDING A
Phase	MAIN FLOOR
System	LIGHTING
Bid Item	BASE BID
Lb Factor	STANDARD

	Job		Accubid Office Building - Lori Brown Accubid Office Building	-
	Drawing	Тур	E-1	•
	Area	Тур	BUILDING A	•
	Phase	Тур	MAIN FLOOR	•
	System	Тур	LIGHTING	•
	Bid Item	Тур	BASE BID	•
	Lb Factor		STANDARD	•
▼ :	Show deleted t	akeoffs		

Figure 13

- > The fields contained in each of the Takeoff Breakdown Labels are user definable.
- Takeoff Breakdowns are logical and/or physical areas that are created for the estimate, such as drawings, floors, and electrical systems.
- > Each item or assembly that is taken off is assigned to the selected takeoff **Breakdown**.
- Breakdown allows the estimate to be sorted and analyzed by any combination of the Takeoff Breakdown Fields selected.

BREAKDOWN IS THE MOST CRUCIAL STEP IN TAKING OFF MATERIAL FOR AN ESTIMATE!

Creating or Modifying Takeoff Breakdown Fields

19. Click on the Breakdown20. In the Drawing Modify dialog box select Line 1 E-1

	Dra	awing Descript	ion	Brkdn Fct %	Code	Area	
1							
2							

Figure 14

- 21. Press the Caps Lock key. Change the label E-1 to E0.1 ELECTRICAL SYMBOLS LEGEND
- 22. Press Enter to move to the next line. Continue adding the names of the Accubid Office Building plans to the list as shown in Figure 15. When finished click the Close button.

	Drawing Description	Brkdn Fct %	Code	An
1	E0.1 ELECTRICAL SYMBOLS LEGEND			
2	E1.1 ELECTRICAL SITE PLAN - POWER/LIGHTING			
3	E1.2 ENLARGED SITE PLAN - POWER			
4	E2.0 BASEMENT FLOOR PLAN - LIGHTING			
5	E2.1 FIRST FLOOR PLAN - LIGHTING			
6	E2.2 TYPICAL FLOOR PLAN (2ND TO 4TH) - LIGHTING			
7	E3.0 BASEMENT FLOOR PLAN - POWER			
8	E3.1 FIRST FLOOR PLAN - POWER			
9	E3.2 TYPICAL FLOOR PLAN (2ND TO 4TH) - POWER			
10	E3.3 ROOF PLAN POWER			
11	E4.0 BASEMENT FLOOR PLAN - FIRE ALARM SYSTEM			
12	E4.1 FIRST FLOOR PLAN - FIRE ALARM SYSTEM			
13	E4.2 TYPICAL FLOOR PLAN (2ND TO 3RD) - FIRE ALARM SYSTEM			
14	E4.3 FOURTH FLOOR PLAN - FIRE ALARM SYSTEM			
15	E4.4 FIRE ALARM RISER DIAGRAM			
16	E5.1 ELECTRICAL ONE-LINE DIAGRAM			
17	E6.1 ELECTRICAL - LIGHT FIXTURE SCHEDULE			
18	E6.2 ELECTRICAL - DETAILS			
19	E6.3 ELECTRICAL DETAILS - SECTIONS			
20	E7.0 ELECTRICAL PANEL SCHEDULES			
21	E7.1 ELECTRICAL PANEL SCHEDULES			
22				
				F

Figure 15

23. Click on the Breakdown

24. In the Area Modify dialog box change the label from BUILDING A to MAIN BUILDING

		Area Descri	iption	Brkdn Fct %	Code	Area	-
1	MAIN BUILDING						
2							
4							•
4							

Figure 16

25. Click the Close button.

26. Click on the Breakdown Phase...

27. In the Phase Modify dialog box make the following changes:

	Phase Description	Brkdn Fct %	Code	Area
1	SITE			
2	BASEMENT			
3	FIRST FLOOR			
4	SECOND FLOOR			
5	THIRD FLOOR			
6	FOURTH FLOOR			
7	ROOF			
8	RISER			
9				
				4

Figure 17

28. Click the Close button.

29. Click on the Breakdown

The System Descriptions shown in Figure 17 are from the **Default** job.

tem N	lodify				
	System Description	Brkdn Fct %	Code	Area	
1	LIGHTING				
2	DISTRIBUTION				
3	FEEDERS				
4	BRANCH WIRING				
5	WIRING DEVICES				
6	FIRE ALARM				
7	CONTROLS				
8	DUCTS & TRAYS				
9	GROUNDING				
10	MISCELLANEOUS				
11	ELECTRIC HEATING				
12	SOUND & P/A				
13	DIMMING				
14	TELEVISION				
15	CLOCK				
16	SECURITY ALARM				
17	GAS DETECTION				
18	SIGNALING EQUIPMENT				
19	PHONE & COMPUTER				
20	NURSE CALL				
21					
(Þ
Move	e Up Move Down Insert Delete Print			Clos	e



30. Select Line 1 LIGHTING and change it to: 01 SWITCHGEAR

31. Select Line 2 and press and hold down the SHIFT Key. Press the arrow down key until you have selected Line 2 through Line 20.

	System Description	Brkdn Fct %	Code	Area
1	01 SWITCHGEAR			
2	DISTRIBUTION			
3	FEEDERS			
4	BRANCH WIRING			
5	WIRING DEVICES			
6	FIRE ALARM			
7	CONTROLS			
8	DUCTS & TRAYS			
9	GROUNDING			
10	MISCELLANEOUS			
11	ELECTRIC HEATING			
12	SOUND & P/A			
13	DIMMING			
14	TELEVISION			
15	сгоск			
16	SECURITY ALARM			
17	GAS DETECTION			
18	SIGNALING EQUIPMENT			
19	PHONE & COMPUTER			
20	NURSE CALL			
21				
				Þ
Mov	e Up Move Down Insert Delete	Print		Close

- 32. Click on the Delete button in the System Modify window.
- 33. Click Yes in the "Are you sure you want to delete these systems?" dialog box.

34. Add the following fields to the System Breakdown Label:01 SWITCHGEAR02 BUS DUCT/BUS PLUGS03 EM. GEN/TR. SW./MG

03 EM. GEN/TR. SW./MG
04 FEEDERS
05 MOTOR BR. BRANCH/EQUIP CONNECT
06 FIXTURES
07 LIGHTING BRANCH
08 DEVICES - LIGHTING
09 MC CABLE LIGHTING BRANCH
10 MC DEVICES - LIGHTING
11 LIGHTING SOFT WIRE
12 POWER BRANCH
13 DEVICES - POWER
14 MC CABLE POWER BRANCH
15 MC DEVICES - POWER
16 CABLE TRAY
17 WIREMOLD (SURFACE RACEWAY)
18 RAISED FLOOR POWER DISTRIBUTION

19 TELEPHONE/DATA CONDUIT 20 TELEPHONE/DATA CABLE **21 FIRE ALARM SYSTEM** 22 PUBLIC ADDRESS SYSTEM 23 DR. SECURITY/CARD READER 24 DR. MONITORING.INTRUSION **25 INTERCOM SYSTEM** 26 CCTV **27 MATV 28 CLOCK SYSTEM 29 NURSE CALL SYSTEM 30 GAS DETECTION SYSTEM 31 TEMPERATURE CONTROL SYSTEM 32 ENERGY MANAGEMENT SYSTEM 33 PROCESS CONTROL SYSTEM 34 KITCHEN EQUIPMENT 35 MEDICAL EQUIPMENT 36 HALON SYSTEM 37 LEAK DETECTION 38 GROUNDING 39 LIGHTING CONTROL/DIMMING 40 LIGHTNING PROTECTION 41 CATHODIC PROTECTION 42 SITE WORK 43 SITE LIGHTING** 44 INCOMING SERVICE - POWER **45 INCOMING SERVICE - TELEPHONE 46 DUCT BANKS AND MANHOLES** 47 TRAFFIC SIGNAL AND STREET LIGHTING **48 REWORK EXISTING 49 DEMOLITION 50 TEMPORARY POWER 51 WALKER DUCT 70 PV MODULES** 71 DC WIRING **72 COMBINER BOXES 73 DC DISCONNECTS** 74 INVERTERS **75 AC SWITCHGEAR** 76 AC WIRING 77 MODULE RACKING 98 OTHER 99 DIRECT JOB COSTS

H Accu	bid Pro 12 - [Acc	cubid Office Building -	Lori Brown	1			-			-	_	x
D Job	<u>E</u> dit <u>V</u> iew	<u>T</u> akeoff <u>B</u> id Summa	ary <u>D</u> ata	base <u>S</u> ettings <u>W</u> indow <u>H</u> e	lp						-	đΧ
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Defaul	t	- 6										
01-def	ault style		System N	lodify								
Takeoff:	FIXTURES			System D	escription	Brkdn Fct %	Code	Area	•			-
		Designation	1	01 SWITCHGEAR								
1			2	02 BUS DUCT/BUS PLUGS								
			3	03 EM. GEN/TR. SW./MG								-
			4	04 FEEDERS					≡			Ψ.
			5	05 MOTOR BR. BRANCH/EQUIP CO	DNNECT							-
			6	06 FIXTURES								
			7	07 LIGHTING BRANCH								-
			8	08 DEVICES - LIGHTING								-
			9	09 MC CABLE LIGHTING BRANCH								
			10	10 MC DEVICES - LIGHTING								
			11	11 LIGHTING SOFT WIRE						Mat \$	Lbr Hr	
			12	12 POWER BRANCH								
			13	13 DEVICES - POWER								
			14	14 MC CABLE POWER BRANCH								
			15	15 MC DEVICES - POWER								
			16	16 CABLE TRAY								
			17	17 WIREMOLD (SURFACE RACEW								
			18	18 RAISED FLOOR POWER DISTR	BUTION							
			19	19 TELEPHONE/DATA CONDUIT								
			20	20 TELEPHONE/DATA CABLE								
			21	21 FIRE ALARM SYSTEM					-			
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Job In	fo Notes	Takeoff Extension	DirLb	IncLb LbFac LbEsc	IndLb Subs	GenExp Eqpmt	QtMat	FnPrc KeyIn	d Br	kdn Gi	raph QPa	ad
For Help,	, press F1				c:\	program files\accubic	d\databases\l100	v8 us neca imp			Col 1 Labor	
.	20											

Figure 20

35. Click the Close button.

36. Save your estimate:



From the Toolbar click the Save icon

From the Job Menu select Save

Using the keyboard press Ctrl + s



Notice that the icon changes color when the file has been saved

37. Click the Job menu and click on Exit to Close Accubid.

38. Right Click on the Start button and select Open Windows Explorer.

Organize 👻 Include in library 👻 Share with 👻	Burn	New folder					:==	•	1
🔆 Favorites			Date modified	Туре	Size				
词 Libraries		🚼 Accubid Office Building - Lori Brown 🚼 Default	6/25/2015 9:03 AM 6/25/2015 5:05 AM	Trimble Classic Es Trimble Classic Es		85 KB 74 KB			
💐 Homegroup	=								
톶 Computer									
4 🚢 OS (C:)									
🌗 backup									
🖻 퉲 ESD									
🛛 퉲 Games									
HVAC-Calc Jobs									
🖻 퉲 Intel									
퉬 MSOCache									
🖻 퉬 OneDriveTemp									
🌗 PerfLogs									
🖉 🌗 Program Files									
4 퉬 Accubid									
🐌 Common									
🛛 📙 Databases									
🌗 JOBDATA									
🛛 퉬 Adobe									
🛛 🌆 Aruba Networks									
퉬 Bonjour									
> 🕌 Common Files									
🛛 퉲 DVD Maker									
N Carda	•								
2 items									

39. From the Explorer window click Computer OS (C:) Program Files, Accubid, JOBDATA

The job you created has been saved to the local computer's hard drive in the default folder.

40. Copy the Job to your own USB drive:

Right click on the file and select Copy

Scroll down to find your USB drive and right click on your USB drive and select Paste.

Organize 🔻 Share with 🔻 New	v folder							0
 Western Digital Windows Defender Windows Journal Windows Kaie Windows Maii Windows Media Player Windows NT Windows Photo Viewer Windows Sidebar ZinioReader4 Program Files (x86) Program Data SWSETUP SWSETUP SWSETUP Users Windows HP_RECOVERY (D:) CMGT 352 (F:) Removable Disk (G:) 	S	New	folder	Ctrl+Z	This folder is empty.	Date modified	Туре	
n office-pc			•					

Figure 22

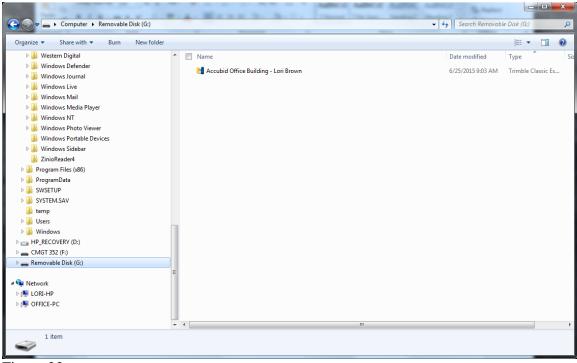
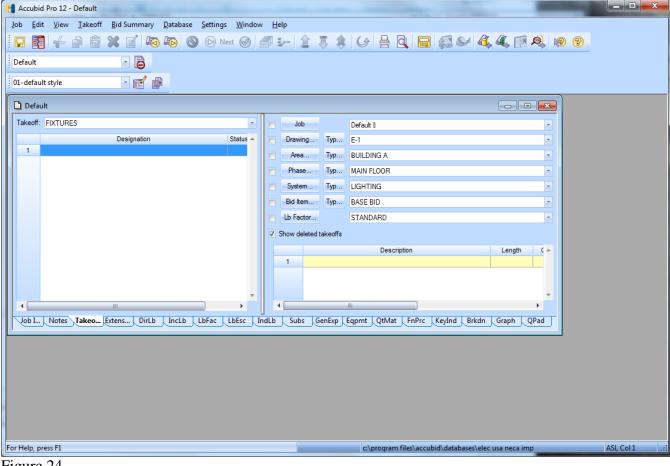


Figure 23

Editing the Default File

41. In Windows Explorer scroll back to: Computer OS (C:) Program Files, Accubid, JOBDATA 42. Double Click on the file Default to Open it in Accubid





43. If the Default window is not maximized as shown in Figure 24, click the Maximize button in the Default window to maximize the window.

Accubid Pro 12 - [Default]			-	e. restyl 8	in the second	1 1.00		-			x
Job Edit View Takeoff Bid Summary Database Settings Wir										-	đΧ
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Default 💌 🖨											
01-default style											
Takeoff: FIXTURES		Job		Default							-
Designation Status 🔺		rawing	Тур	E-1							-
1		Area	Тур	BUILDING A							
		hase	Тур	MAIN FLOOR							*
		ystem	Typ	LIGHTING							-
		d Item Factor	Тур	BASE BID STANDARD							
		w deleted t	əkooffa	STANDARD							
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▼ ▼											-
Job Info Notes Takeoff Extension DirLb IncLb LbFac	LbE	ic In	dLb	Subs GenExp	Eqpmt	QtMat	FnPrc	KeyInd	Brkdn	Graph QP	ad
For Help, press F1	<u></u>			c:\program file	~	<u> </u>				ASL Col 1	
								-			

Figure 25

44. From the Job menu select Open

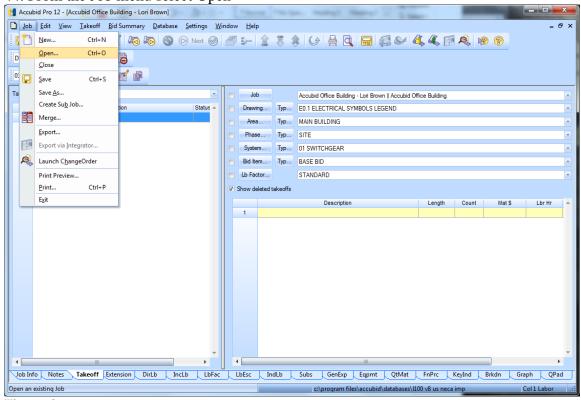


Figure 26

🚹 Open Job				×
Look in:) JOBDATA	•	G 👂 🖻 🛄 -	
æ	Name	*	Date modified	Туре
2	🔽 🚼 Accubid	Office Building - Lori Brown	6/25/2015 9:53 AM	Trimble C
Recent Places	惧 Default		6/25/2015 9:49 AM	Trimble C
Desktop				
Libraries				
Computer				
Network	•	III		Þ
INELWOIK	File name:	Accubid Office Building - Lori Brown	•	Open
	Files of type:	Estimating 12 Files	•	Cancel

45. Click on the Job Accubid Office Building – Your Name and click Open.

Figure 27

46. Click on the System Breakdown Label

47. In the System Modify window select Line 1 through Line 61

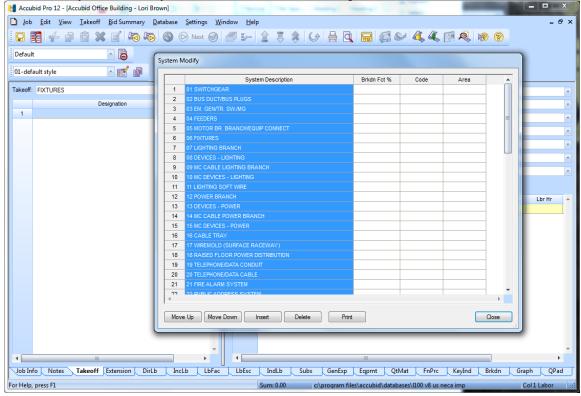


Figure 28

48. Press and hold down the Ctrl key and then press C to copy the System Descriptions to the Clipboard.

49. Click the Close button.

50. From the Window menu select Default to switch back to the Default file.

Accubid Pro 12 - [Accubid Office Building - Lori Brown]										x
Job Edit View Takeoff Bid Summary Database Settings	<u>W</u> indo	w <u>H</u> elp							- é	×
🗔 🛐 🋫 🖨 🛱 🗶 🗹 🌆 🍋 🕲 🕞 Next (ascade				L 4 []	R	0 1		
Default		ile •								
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01-default style	_	Default Accubid Office	Building	a - Lori Brown						
Takeoff: FIXTURES		Job	Danani		- Lori Brown Accubid Offi	ice Building				*
Designation Status	E	Drawing	Тур	E0.1 ELECTRICAL SY	MBOLS LEGEND					•
1	E	Area	Тур	MAIN BUILDING						
	E	Phase	Тур	SITE						•
	E	System	Тур	01 SWITCHGEAR						•
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Figure 29

51. Click the System Breakdown Label

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	6 FIRE ALARM	
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Figure 30

52. Select Line 1

53. Press and hold dov	the Ctrl key and	press v to paste over	r the System Desci	riptions.
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	57 75 AC SWITCHGEAR			
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Figure 31

54. Click Close



55. Save the changes by clicking on the Save Job icon in the Toolbar 56. From the Job menu select the Close command to close the Default File.

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Figure 32

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Figure 33

57. In the Accubid Pro window click Yes to Save Changes to the Default.es12 file.

58. Close the Accubid Office Building – Your Name file and click No to Save Changes to the file. 59. Exit Accubid (Close the Program)

All new jobs from this point on will automatically have the fields entered in the System Breakdown Label that are used by North State Electric i.e. 01 SWITCHGEAR

- 60. Start the program Accubid Pro 12 [Start, All Programs, Trimble, Classic 12, Accubid Pro 12
- 61. From the [Schedule] screen create a new job use the job name "Atlantic Food Company" and job number "Atlantic Food Company Your Name"
- 62. Click the Takeoff tab to select the Takeoff screen
- 63. Verify that the System Breakdown Label has the correct fields.
- 64. Exit Accubid
- 65. Select Yes to Save Changes.