Accubid Activity #1 – Getting Started with Accubid Pro

Setting Up Accubid and Creating a New Job

1. Start the program Accubid Pro 15 [Start, Trimble, Accubid Pro 15

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.

1				Trim	ole® Accubid	Classic Estimat	ing Pro 15 - [Schedule]					_ =	x
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Figure 1

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



When Accubid Pro v15 is first installed the **default** location for saving all jobs (Job Folders) is automatically setup for saving them to the location, **C:\ProgramData\Accubid\JOBDATA**

The C:\ProgramData folder is a protected folder in Windows and requires changing the security settings for users to have full control. You should make sure you have full access to this folder. It is recommended that you change the folder to a different location as shown below in Figure 4. Note: Before adding a new Job Folder location the folder must first be created in File Explorer.



Steps to Add a New Location for Saving Job Files

- 1. Choose a location for saving all your job files. Such as, the C: drive. It is recommended that you use an internal hard drive and not a portable drive.
- 2. Using File Explorer, create the folders: C:\Accubid\Jobdata
- 3. In the Job Folders window (Figure 3) use the Add button to select the folder location you choose.
- 4. Place a check in the box next to the folder location you added to use to save job files to.
- 5. Click OK

Figure 3.

In Figure 4. the default Job Folder was changed to an internal hard drive (D:) in the location D:\Accubid\JOBDATA.



3. From the Menu Bar click on: Settings, Database Folders...





When Accubid Pro v15 is first installed the default location for saving all Databases (Databases Folders) is automatically setup for saving them to the location, C:\ProgramData\Accubid\DATABASES

It is recommended that you change the folder to the same location as the [Your Location:]\Accubid\Jobdata folder you setup in Step 2. i.e. [Your Location:]\Accubid\Databases). Note: Before adding a new Database Folder location the folder must first be created in File Explorer.



Steps to Add a New Location for Database Folders

- 1. Choose a location for saving all your Database Folders. Such as, the C: drive. It is recommended that you use an internal hard drive and not a portable drive.
- 2. Using File Explorer, create the folders: C:\Accubid\Databases
- 3. In the Database Folders window (Figure 6) use the Add button to select the folder location you choose.
- 4. Place a check in the box next to the folder location you added to use to save Database folders to.
- 5. Click OK

Figure 6

In Figure 7., the default location for the Databases was changed to an internal hard drive (D:) in the location D:\Accubid\Databases



Figure 7

Important: Be sure to obtain the Database folder **L100 V8 US NECA IMP** and copy it to the location you setup in step 3. The electrical estimate will use the **L100 V8 US NECA IMP** database for creating the estimate. Do this before going to the next step.

The USB Drive provide has the **L100 V8 US NECA IMP** Database Folder that you need to copy to the location C:\Accubid\Databases (see Figure 8).

The L100 V8 US NECA IMP database

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	Move to - X Delete -	New folder	Properties	Select all Select none Invert selection
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> 📑 Videos	Changes.txt		4/30/2007 3:59 PM	Text Document
> 🚔 Windows (C:)	Dbase2.dat		11/26/2007 9:45 AM	DAT File
DATA (D:)	guididx.dat		6/18/2007 10:13 AM	DAT File
Accubid	labcond.dat		4/11/2007 9:52 AM	DAT File
	matcond.dat		4/11/2007 9:52 AM	DAT File
	price.upd		2/28/2007 2:18 PM	UPD File
	📄 sortcodes.bak		4/11/2007 9:52 AM	BAK File
LI00 MECH DAIABASE	sortcodes.dat		4/11/2007 9:52 AM	DAT File
L100 V8 US NECA IMP	subst.bak		8/24/2007 11:10 AM	BAK File
MECH USA	subst.dat		8/24/2007 11:10 AM	DAT File
VDV USA	subst1.bak		5/4/2004 1:00 PM	BAK File
JOBDATA	subst1.dat		5/4/2004 1:00 PM	DATFile
> asc67.org	substresync.log		8/24/2007 11:10 AM	lext Document
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V 4	(>
17 items				
Figure 8				







5. If the New Database for this job dialog box appears, Click the check box, Do not ask me again and then click on the No button.





The New Job dialog box appears.

1					Trimb	e® Accubid (lassic Estimati	ng Pro 15 -	[Schedule]				_ = X
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1													
		N	ew Job									×	
			Enter the n	ew job name:								OK	
												Cancel	
			Enter the n	ew job numbe	er:								
			Select the o	database:									
			D:\Accubi	d\DATABAS	ES/L100/V8	US NECA IMP					~		
			Select the j	ob path:									
			D: VACCUDI	d/JUBDATA							~		
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						Second							
						Third Other							
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							No d	atabase sele	cted				Labor Column

Figure 11

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

New Job	×
Enter the new job name:	OK
Accubid Office Building	Cancel
Enter the new job number:	
Accubid Office Building - Lori Brown	
Select the database:	
D:\Accubid\DATABASES\L100 V8 US NECA IMP V	
Select the job path:	
D:\Accubid\JOBDATA ~	

Figure 12

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

Click the drop-down list arrow for Select the database: and click on [Your Location:]\Accubid\Databases\ L100V8 US NECA IMP.

- 7. Select the default location for saving your estimate from the job path drop down list arrow.
- 8. Click on the OK button.

Trimble® Accubid Classic Estimating Pr	o 15 - [Accubid Office Building - Lori Brown.es15] 🛛 🗕 🗖 🗙
Dob Edit View Bid Summary Database Settings Window	Help _ & ×
01-default style	
Default -	Σ
Job Name: Accubid Office Building	Job Path: D:\Accubid\JOBDATA
Job Number: Accubid Office Building - Lori Brown Bid Due: Bid Due:	Job Category: Estimator Estimator: Telephone: Cell phone: Fax: E-mail: Dates and duration Starting date: 8/ 5/2021 v Apply Overhead and Markup on tax
Job I Notes Take Exten DirLb IncLb LbFac LbEs	د کر IndLb کر Subs کر GenE کے Eqpmt کے QtMat کر FnPrc کے KeyInd کے Brkdn کے Graph کے QPad کر Graph کے QPad ک
For Help, press F1	d:\accubid\databases\1100 v8 us neca imp Col 1 Labor NUM;

The first screen to open in a newly created job is the Job Info Screen:

Figure 13

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

	Trimble® Accubid Classic Estimating F	Pro 15 - [Accubid Office Building - Lori Brown.es15]	- • ×
□ Job <u>E</u> dit <u>V</u> iev	w <u>B</u> id Summary <u>D</u> atabase <u>S</u> ettings <u>W</u> indow <u>H</u> elp		_ 0 ×
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Job Name: A	ccubid Office Building	Job Path: D:\Accubid\JOBDATA	
Job Number: A	ccubid Office Building - Lori Brown	Job Category:	
Bid Due:	2/ 9/2021 	Estimator	
JOD Address C	lent Address		
Number: Site Name: Address 1:	Accubid Office Building 1010 Marauder Street	Cell phone: Your Cell Fax: F-mail: YourCSUC@mail.edu	
Address 2:			
City:	Chico	Dates and duration	
State:			
Country:	05072	Completion date: 0 8/26/2021	
Zip: Tolonhono:	83873	Duration: Months	
Cell phone:	530.519.1147	Apply Overhead and Markup on tax	
Contact:	Lori Brown		
E-mail:	labrown2@csuchico.edu		
Add Link	Add Folder Add URL Remove Link Open Link		
Job I Notes	$_{ m S}$ λ Take λ Exten λ DirLb λ IncLb λ LbFac λ LbF	$Esc \ IndLb \ Subs \ GenE \ Eqpmt \ QtMat \ FnPrc \ KeyInd \ Brkdn$	\langle Graph \rangle QPad $/$
Reload current scre	een information	d:\accubid\databases	\l100 v8 us neca in 🛒
Figure 14			

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

10. Click on the Takeoff tab to select the Takeoff screen.



Figure 15

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	NO DRAWING
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	No Drawing	-
Area	Тур	BUILDING A	-
Phase	Тур	MAIN FLOOR	•
System	Тур	LIGHTING	•
Bid Item	Тур	BASE BID	-
Lb Factor		STANDARD	•

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

11. Click on the Breakdown

12. In the Drawing Modify dialog box select Line 1 – No Drawing

	Drawing Description	Brkdn Fct %	Code	Area	
1 N	o Drawing				
2					
					Þ.



13. Press the Caps Lock Key. Change NO DRAWING to E0.1 ELECTRICAL SYMBOLS LEGEND

14. 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.

Dr	awing I	Modify			
I		Drawing Description	Brkda Ect %	Code	An
	1		Dikdiri Ct /6	Code	<u>AII</u> –
	2				
	3				
	4	E2.0 BASEMENT FLOOP PLAN - LIGHTING			
	5				
	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				
	•	1111			
[Move	e Up Move Down Insert Delete Print			Close

Figure 15

Area	
	Area

15. Click on the Breakdown

16. In the Area Modify dialog box change the label from BUILDING A TO MAIN BUILDING.

Area N	lodify			
	Area Description	Brkdn Fct %	Code	Area 🔺
1	MAIN BUILDING			
2				
				Ψ
<u> </u>				
Ma	us I have Davie a larget	Delete		Class
Mo	ve up iviove Down Insert	Delete Print		Close

Figure 16

17. Click the Close button

18. Click on the Breakdown Phase...

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

Phase N	odify				
	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				Þ	
,					
Mor	e Up Move Down Insert Delete Prir	t		Close	



20. Click the Close Button.



22. The System Descriptions shown in Figure 18 are from the Default job.

	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				-
4		1	ì		Þ
					P

Figure 18

- 23. Select Line 1 LIGHTING and change it to: 01 SWITCHGEAR
- 24. 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				
				1	•

25. Click on the Delete button in the System Modify window.

26. Click Yes in the "Are you sure you want to delete these systems?" dialog box.

27. Starting with Line 2 add the following fields in the order given to the System Breakdown Label:

02 BUS DUCT/BUS PLUGS	32 ENERGY MANAGEMENT SYSTEM
03 EM. GEN/TR. SW./MG	33 PROCESS CONTROL SYSTEM
04 FEEDERS	34 KITCHEN EQUIPMENT
05 MOTOR BR. BRANCH/EQUIP CONNECT	35 MEDICAL EQUIPMENT 36 HALON SYSTEM
06 FIXTURES	37 LEAK DETECTION
07 LIGHTING BRANCH	38 GROUNDING
08 DEVICES - LIGHTING	39 LIGHTING CONTROL/DIMMING
09 MC CABLE LIGHTING BRANCH	40 LIGHTNING PROTECTION
10 MC DEVICES - LIGHTING	41 CATHODIC PROTECTION
11 LIGHTING SOFT WIRE	42 SITE WORK
12 POWER BRANCH	43 SITE LIGHTING
13 DEVICES - POWER	44 INCOMING SERVICE - POWER
14 MC CABLE POWER BRANCH	45 INCOMING SERVICE - TELEPHONE
15 MC DEVICES - POWER	46 DUCT BANKS AND MANHOLES
16 CABLE TRAY	47 TRAFFIC SIGNAL AND STREET LIGHTING
17 WIREMOLD (SURFACE RACEWAY)	48 REWORK EXISTING
18 RAISED FLOOR POWER DISTRIBUTION	49 DEMOLITION
19 TELEPHONE/DATA CONDUIT	50 TEMPORARY POWER
20 TELEPHONE/DATA CABLE	51 WALKER DUCT
21 FIRE ALARM SYSTEM	70 PV MODULES
22 PUBLIC ADDRESS SYSTEM	71 DC WIRING
23 DR. SECURITY/CARD READER	72 COMBINER BOXES
24 DR. MONITORING.INTRUSION	73 DC DISCONNECTS
25 INTERCOM SYSTEM	74 INVERTERS
26 CCTV	75 AC SWITCHGEAR
27 MATV	76 AC WIRING
28 CLOCK SYSTEM	77 MODULE RACKING
29 NURSE CALL SYSTEM	98 OTHER
30 GAS DETECTION SYSTEM	99 DIRECT JOB COSTS
31 TEMPERATURE CONTROL SYSTEM	

	System Description	Brkdn Fct %	Code	Area	
1	01 SWITCHGEAR				
2	02 BUS DUCT/BUS PLUGS				
3	03 EM. GEN/TR. SW./MG				
4	04 FEEDERS				
5	05 MOTOR BR. BRANCH/EQUIP CONNECT				
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				
12	12 POWER BRANCH				
13	13 DEVICES - POWER				
	1	1		Þ	,

Figure 20

28. Click the Close button.

29. Save your estimate.

From the Toolbar click the Save icon



From the Job Menu select Save

			Trimble®	Accubic
<u>Job</u> Ed	lit <u>V</u> iew	<u>T</u> akeoff	<u>B</u> id Sum	mary <u>D</u>
	<u>N</u> ew	c	trl+N	D
1	<u>O</u> pen	C	trl+0	
0	<u>C</u> lose			
	<u>S</u> ave	C	Ctrl+S	
	Save <u>A</u> s			
Ta	Create Su	ı <u>b</u> Job		
<u> </u>	<u>M</u> erge			antity
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3	Launch (
	Print Prev	view		
	<u>P</u> rint	C	Ctrl+P	
	E <u>x</u> it			

Using the keyboard press Ctrl + s

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



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

Editing the Default File

Every new job is created from the default file. To make changes that all new jobs will have, such as SYSTEM BREAKDOWN labels, the default file must be edited. The only way to edit the default file is to open it from the File Explorer.

- 31. Right Click on the Start button and select the File Explorer.
- 32. Using File Explorer locate the [Your Location:]\Accubid\Jobdata folder.



33. In File Explorer Double Click on the Default.es15 or Default file to Open it in Accubid. (If the .es15 is not displaying that is just a view option and not necessary to view. If the Default window is not maximized as shown in Figure 22, click the Maximize button in the Default window to maximize the window.





34. From the Job menu select Open.

1			Trimb	le® Ac	cubid Classi	ic Estimati	ing Pro 15 - [Default.es15]		x
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	Save <u>A</u> s						_		
Та	Create Su <u>b</u> Job.		v		Job		Default		
أمام	Merge		antity 🔺		Drawing	Тур	No Drawing		
					Area	Тур	BUILDING A		
	Export				Phase	Тур	MAIN FLOOR		
5	Export via Integ	rator			System	Тур	LIGHTING		w
					Bid Item	Тур	BASE BID		w
G	Launch Change	Order			Lb Factor		STANDARD		w
				🔽 S	how deleted	takeoffs			
	Print Preview						Description	Length	Count 🔺
	Print	Ctrl+P		1					
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Open an exist	ing Job						c/programdata/accubid/databases/elec usa neca imp_ASL Col	1 NUM	
	22						in the second seco		

Figure 23

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

Trimble® Accubid Classi	ic Estimating Pro 15 - [Default.es15]	_ = X
Job Edit View Takeoff Bid Summary Database Settings	<u>W</u> indow <u>H</u> elp	_ 8 ×
		×
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Organize Vew folder	E== -	
Default OneDrive	^ Name	Date modified
Takeoff E This PC	🚹 Accubid Office Building - Lori Brown.es15	8/5/2021 11:24 A
3D Objects	t Default.es15	8/5/2021 11:40 A
1 Desktop		
Documents		
Downloads		
h Music		
Pictures		
Videos		
DATA (D-)		the Count of
MY LIFE (E:)		jin count -
16GB (F:)		
My Book (G:)		
USB Drive (H:)		
16GB (F:)	v <	>
File name: Accubid Office Building - Lo	ori Brown.es15 V Estimating 15 Files (*.	es15) ~
	Open	Cancel
×		····]
Index A Dide A D	sc) Indlin) Subs) ConE) Economia OtMat) E-D) Ka	Ind Pride Crash OP-1
For Help, press F1	c:\programdata\accubid\databases\elec usa neca imp	ASL Col 1 NUM

Figure 24

36. Click on the System Breakdown Label

37. In the Syste	m woaity window sei	lect Line 1 t	inrougn L	ine 61.		
	Trimble® Accubid Classic Estimating Pro 15 -	Accubid Office Buildin	g - Lori Brown.es15]			_ = X
Job Edit View Takeoff	Bid Summary Database Settings Wind	ow <u>H</u> elp				- 8 ×
	₫ 혐 ≠ ≤		Next (T 1	i ti
01-default style	System Modify					
Default	System Description	Brkdn Fct %	Code	Area	-	
Takeoff: FIXTURES Designation State 1	1 01 SWITCHGEAR 2 02 BUS DUCTAPUS PLUGS 3 03 EM. GEN/TR. SW./MG 4 04 FEDERS 5 05 MOTOR BR. BRANCH/EQUIP CONNECT 6 06 FIXTURES 7 07 LIGHTNG BRANCH 8 08 DEVICES - LIGHTNG 9 09 MC CABLE LIGHTING BRANCH 10 10 MC DEVICES - LIGHTING 11 11 LIGHTING SOFT WIRE 12 12 POWER BRANCH 13 13 DEVICES - POWER			•	The second secon	gth Count
4 Job I Notes Take Éx For Help, press F1	Move Up Move Down Insert	Delete Print		Close at _FnPrc _KeyIn v8 us neca imp_Co	d ∕ Brkdn ∕ I1 Labor	Graph \ QPad /

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

Figure 25

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

39. Click the Close button.

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

Trimble® Accubid Clas	ssic Estim	nating Pro 1	15 - [Acc	ubid Office Building - Lori Brown.es15]		- 1	×
Job Edit View Takeoff Bid Summary Datab	ase <u>S</u> et	ttings <u>W</u> i	indow	Help			- 8 ×
	<		<u>C</u> asca <u>T</u> ile <u>A</u> rran	de ge Icons	III Y		ţ
01-default style			<u>1</u> Defa	ult.es15			
		•	<u>2</u> Acc	ubid Office Building - Lori Brown.es15			
Default		×	Σ				
Takeoff: FIXTURES		Job		Accubid Office Building - Lori Brown Accubid Offic	e Building		
Designation Status Quantity -	Dra	awing 1	Тур	No Drawing			-
1		rea	Тур	MAIN BUILDING			-
	Ph	nase 1	Тур	MAIN FLOOR			-
	Sy	stem 1	m Typ 01 SWITCHGEAR				
	Bid	I Item	Typ BASE BID				
	Ш	Factor		STANDARD			
	Show	deleted tak	eoffs				
				Description		Length	Count 🔺
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Figure 26

41. Click the System Breakdown Label

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42. Select Line 1

43. Press and hold down the Ctrl key and press v to paste over the System Descriptions.

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44. Click Close

45. Save the changes by clicking on the Save Job icon in the Toolbar.

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46. From the Job menu select the Close command to close the Default File.

- Figure 29
- 47. Close the Accubid Office Building Your Name file and click No to Save Changes to the file.
- 48. 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

- 49. Start the program Accubid Pro 15
- 50. From the [Schedule] screen create a new job use the job name "Atlantic Food Company" and job number "Atlantic Food Company Your Name"

New Job	×
Enter the new job name:	OK
Atlantic Food Company	Cancel
Enter the new job number:	
Atlantic Food Company - Lori Brown	
Select the database:	
D:\Accubid\DATABASES\L100 V8 US NECA IMP V	
Select the job path:	
D:\Accubid\JOBDATA ~	

Figure 30

51. Click the Takeoff Tab to select the Takeoff Screen

52. ^v	Verify tl	hat t	he S	yster	n Bre	akdov	wn La	bel has	s th	e correct	t field	ls			
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Figure 31

53. Exit Accubid

54. Select Yes to Save Changes.



Figure 32