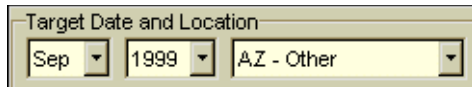


D4COST

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A dialog box titled "Target Date and Location" with three dropdown menus. The first dropdown is set to "Sep", the second to "1999", and the third to "A.Z - Other".

Target Date and Location		
Sep	1999	A.Z - Other

5. Rebase the project to take it from its historical location and date to adjust the figures to your projected location and date. (Note, algorithms are being applied to the data as steps 3 and 4 are performed. The indices applied are found in the Lookups (Cost Escalators and Regional Modifiers).
6. Examine the data in each subdivision and make changes, adjustments, and or additions as necessary and applicable to the project you are costing. To add subdivisions under a major division (template division) click the plus sign and begin to enter data. You will enter a name for the subdivision and then you have a choice as to whether you are entering a single element with a known cost, or a unit that needs to be calculated. To add a single element you simply name the element, insert its cost (or percent of cost, or square cost), enter any subdivision notes and click OK, or NEXT to enter the current item and go to the next item you want to enter in this subdivision.
7. Select the Sources tab and enter your personal information (your firm and the firm for whom you are making the estimate).
8. Add any project notes and/or information on the appropriate tabs.
9. Print estimate.

Using SQL Statements

Select A Cost Model

By refining SQL searches you can quickly zoom in on the three or four projects that most likely fit the description of the project you are modeling.

From your short list, however general, you are able to scan the project list and view them onscreen to make a visual decision as to the appropriateness of the project for a cost model. From the Tool Bar, click the eye and the project views screen will come up. On the left of your project screen is a list of images associated with this project. (You can add or delete images by clicking the “+” or “-”). Click an image to investigate the project. You will have a typical exterior shot, and in most instances there is a floor plan. Many projects have site plans and interior shots as well as exterior photography.

The All Projects List Window Tabs

The All Project Window is divided into four tab sections. Query Views opens with all projects selected, unless an SQL (Search Query Language) setting has been selected in either the **Query Settings**, **Sort Order** or **Quick Search Tab**.



1. **Query Views**
 - a. The Query Views Screen reflects the current active SQL query, or all projects in the database.
2. **Query Settings – SQL Wizard**
 - a. Allows you to select specific queries, or view all the projects at the Query Views Tab.
 - b. Writes complex SQL statements in seconds.
3. **Sort Order**
 - a. Allows you to sort the database by specific criteria.
4. **Quick Search**
 - a. Search tool providing pre-defined and custom lookup capabilities.

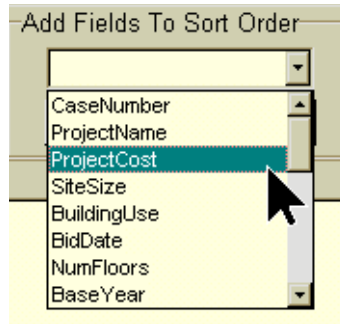
The Query Settings Tab

The Query Settings (SQL Wizard) screen allows you to sort by specific fields in the database and then to apply certain criteria to these fields to achieve the desired results.

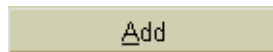
Fields available for sorting are:

Case Number	Projected Location
Project Name	Building Size
Project Cost	Number of Building
Site Size	Project Height
Building Use	First Floor Height
Bid Date	First Floor Size
Number of Floors	Foundation
Base Month	Exterior Walls
Base Year	Interior Walls
Base Location	Roof Type
Projected Month	Floor Type

1. Click the down arrow on the Add Fields To Sort Order selector.
2. Highlight the field you want to sort on.



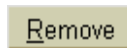
3. Click Add.



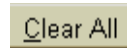
4. To change sort order you may highlight and use the up finger or down finger to move an item's location.



5. Click remove to delete a criteria selector.



6. Click clear to set a new sort order or to return to the default sort order (by case number).



Examples of how to use Sort Order are:

Building Use

Changes the sort order of the database to the use of the building.

Building Use

Bid Date

Changes the sort order of the database to the building use and bid date.

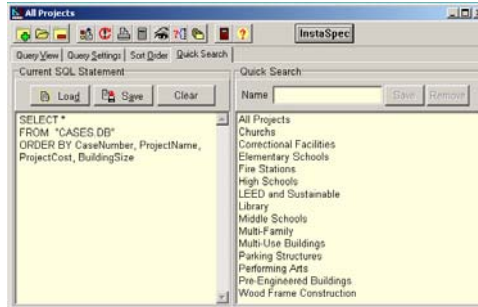
Building Use

Project Cost

Changes the sort order of the database to building use and project cost.

Quick Search

The Quick Search Tab tool is designed to give the user a fast way to lookup project types. Quick Search comes pre-loaded with 15 defined lookups you can start using immediately. You can also build and save your own defined quick searches to access project lookups most suited to your needs.



To user Quick Search:

1. Select the **Quick Search Tab**.
2. Select or highlight one of the Quick Search categories (you will see the sql statement appear in the current sql statement window).
3. Click the Query View Tab to load your project search.

Create your own SQL statement:

1. Select the Query Setting Tab to write a search statement. Be sure to click on the Add and Do It button to verify your statement generates the results you need before going to Quick Search and saving the statement.
2. After you have created your search click the Quick Search Tab. You will see your SQL statement written on the left side of the window. Type in a description of your search (try not to exceed three words) then click Save.

The Quick Search is now archived for use anytime you use your D4COST software.

3. SQL statements can be saved and retrieved by using the Save & Load feature. You should always save your SQL statements as a backup in case you change computers or want to share your search statement with others.

Expanded Sorting Capabilities

The Main Project Listing screen of D4COST can be sorted and arranged to the user's requirements.

To change from the default Project Listing go to the All Projects Tool Bar and click Select Columns.



On the Configure Visible Columns menu select the fields that you want to see displayed. By clicking the > fields can be selected one by one, or by clicking >> all can be selected. To unselect, click the < for single selection, or << to deselect all.

To restore to the Default Setting, click on the Reset To Default button.

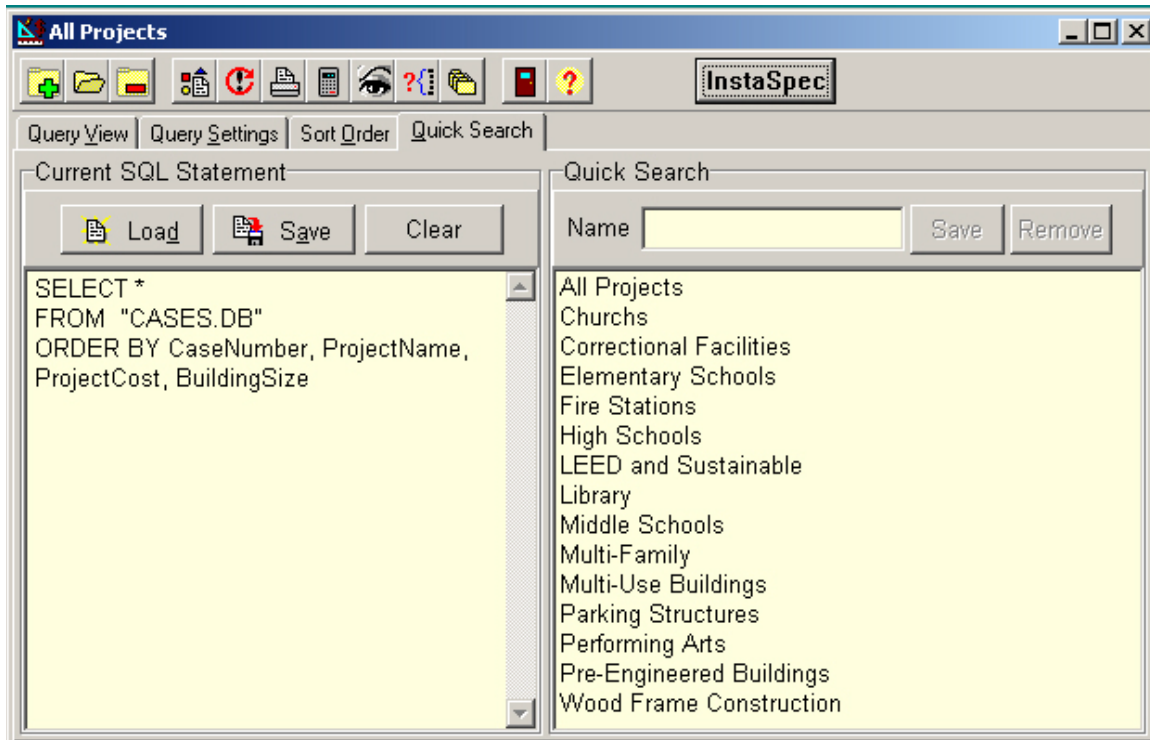
Quick Search Tool

The Project Listing Screen – Quick Search Tab is for those who use the “Query Settings Tab” for searching projects and want to save those searches for future lookups.

This tool helps you load and save SQL statements created by the Query Settings tool.

The Quick Search tool comes pre-loaded with several already defined searches for your convenience. Other customized searches can be saved for quick access any time you need them. See How to Use Quick Search for instruction on how to use this tool.

Note: This activity helps in learning SQL search statements.



Import Utility

D4COST Import Utility: This handy import utility will allow you to import from .xls and .csv files. All you need to do is put your data in one of these formats, assign the division number, subdivision description and subdivision cost, and your data will import seamlessly into D4COST.

Special Note: When compiling your data into the 3-column format, be sure there is data in each field to be imported. If any data is missing the import will stop at that point. Each subdivision must have a division number to be able to identify where to place the data, a description can not exceed 250 characters, and a cost associated with it, if no cost exists then be sure there is a "0" in that field.

The Import Utility will accept your data in two formats: XLS (Excel) and CSV (Comma Delimited):

Both formats will import the first three columns of the import file.

Example View: XLS format

A	B	C
0	Bidding Requirements	18432
0	General Conditions	18432
1	General Requirements	16748.48
1	Change Order #1	636.48
1	Change Order #2	2393
1	Change Order #3	10510
1	Change Order #4	-610
1	Change Order #5	1156
1	Change Order #6	2055
1	Change Order #7	386
1	Change Order #8	424
1	Change Order #9	-202
2	Site Work	101239
2	Excavation	86494
2	Asphalt Paving	14745
3	Concrete	258127
3	Reinforcing	17448
3	Wood & Ornamental Metal Fences	5987
3	Concrete Work	208174
3	Precast Planks	28518

Example View: CSV format

```

0,"Bidding Requirements",18432
0,"General Conditions",18432
1,"General Requirements",16748.48
1,"Change Order #1",636.48
1,"Change Order #2",2393
1,"Change Order #3",10510
1,"Change Order #4",-610
1,"Change Order #5",1156
1,"Change Order #6",2055
1,"Change Order #7",386
1,"Change Order #8",424
1,"Change Order #9",-202
2,"Site Work",101239
2,"Excavation",86494
2,"Asphalt Paving",14745
3,"Concrete",258127
3,"Reinforcing",17448
3,"Wood & Ornamental Metal Fences",5987
3,"Concrete Work",208174
3,"Precast Planks",28518

```

The import utility is designed to accept the data in a three-column format. Your import data will need to be in a three-column format to be imported successfully (see example).

- The first column is for the division number
- The second column is for the description
- The third column is for the costs

Note: The Import Utility will only import your cost data. Additional information will have to be added manually to each project that has been created.

See User Guide page 78 for instructions.

STEP 9

- Adjust data on the Information Tab. (This information is project detail and is used in searching for projects with similar construction.)
- **Enter pertinent data to your project in the General Data & Construction Classifications sections.**
- **Currency section is ONLY used to convert US currency to other currency. (Must have the correct exchange rate for this function.)**

Enter Base (US Dollars), Projected new currency (Yen), Exchange Rate.

General Data

- Number of Buildings
- Number of Floors
- Bid Date
- Building Height
- 1st Floor Height
- 1st Floor Size

Construction Classifications

- Building Use
- Foundation
- Exterior Walls
- Roof Type
- Interior Walls
- Project Type

Helpful Tip:

The Currency tool can add a percentage to your project that will apply to the total dollars across the board. Commonly used when needing to add a markup you do not want to show as a line item (does not appear anywhere in the reporting).

Type the percentage in the the Exchg. Rate box. See examples below:

- | | | |
|------------|------------|------------|
| 1.10 = 10% | 1.30 = 30% | 1.40 = 40% |
| 1.20 = 20% | 1.35 = 35% | 1.55 = 55% |

Please note: Using the exchange rate box projects costs the same as changing the month, year, or location. Rebased the project after changing the exchange rate will bring project to the new adjusted cost removing any notation of the exchange rate being used. If you what to keep the exchange rate notation in the box **DO NOT** rebase the project or make a notation on your comments tab what percentage you applied.

STEP 10

- Customize the report by adding your contact information.
- Customize the report by adding your client contact information.

Enter your company's contact information name, address, etc. *This information will show up on the final report that is generated.*

The screenshot shows a software window titled "000001-Sample Project" with a menu bar containing "Divisions", "Information", "Sources", "Comments", and "User Defined". Below the menu bar are two sections for contact information. The "Prepared By" section includes fields for Contact, Firm (DC&D Technologies, Inc.), Street (8402 N 40th Street), City (Tampa), State (FL), Zip (33604), Phone (800-533-5680), and Fax (888-533-5680). The "Prepared For" section includes fields for Contact (Client), Firm (Company), Street (Address), City (City), State, Zip, Phone, and Fax. At the bottom of the window is a cost summary table:

Total Site Cost	958,674	100.00	0.00	958,674
Total Project Cost	8,194,415			8,194,415

Enter your client contact information name, address, etc. *This information will show up on the final report that is generated.*

STEP 11

- On the Comments Tab you can enter any specific notes and conditions about your project.

The screenshot shows the same software window as in Step 10, but with the "Comments" tab selected. The main area is a large yellow text box labeled "Special Notes & Comments". The cost summary table at the bottom is identical to the one in Step 10.

Enter as much information as needed to complete your project.

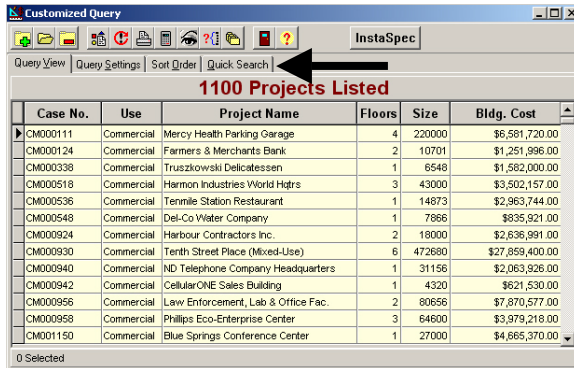
Quick Search

The Quick Search tool comes pre-loaded with several already defined searches for your convenience and is also a handy tool to save searches for those who use the “Query Settings Tab” for searching projects and want to save those searches for future lookups.

Customized searches can be saved for quick access any time you need them.

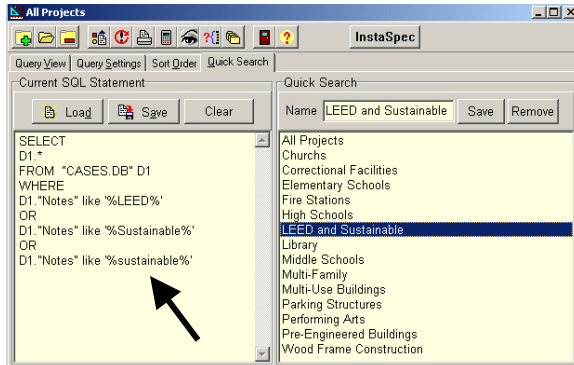
STEP 1

- Select the Quick Search Tab.



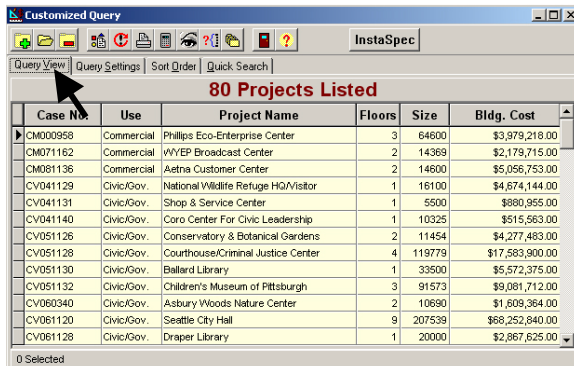
STEP 2

- Select or highlight one of the Quick Search categories (you will see the sql statement appear in the current sql statement window).



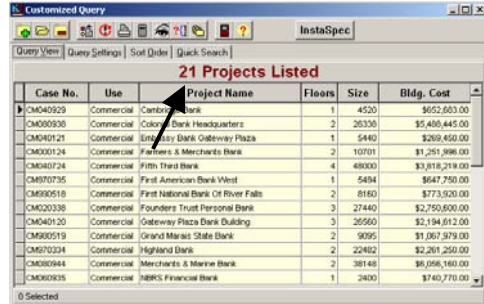
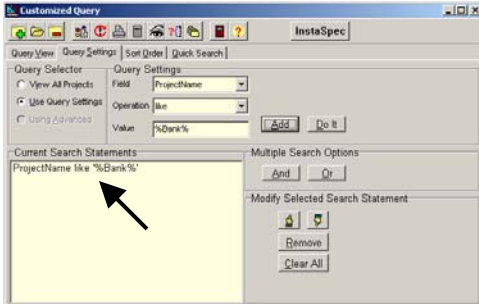
STEP 2

- Click the Query View Tab to load your project search.



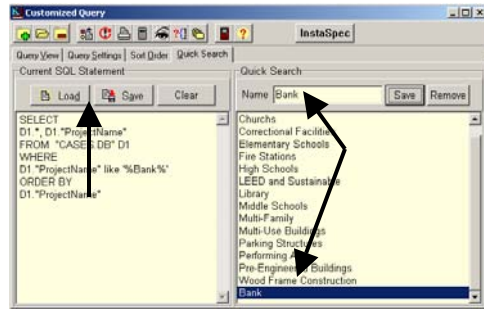
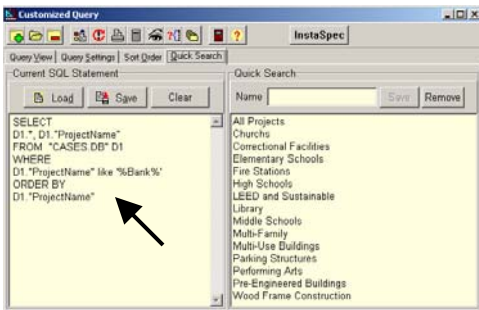
STEP 3

- Select the Query Setting Tab to write a search statement. Be sure to click on the Add and Do It button to verify your statement generates the results you need before going to Quick Search and saving the statement.



STEP 4

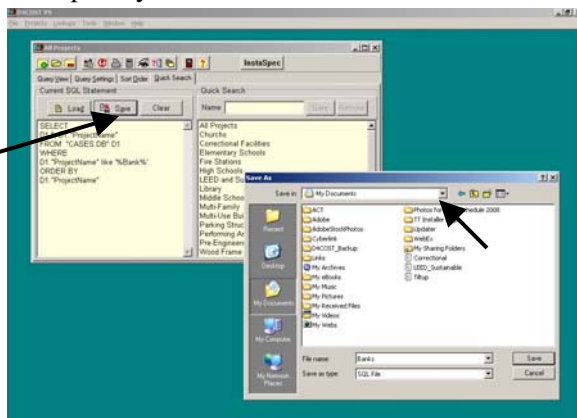
- After you have created your search click the Quick Search Tab. You will see your SQL statement written on the left side of the window. Type in a description of your search (try not to exceed three words) then click Save.
- The Quick Search is now archived for use anytime you use your D4COST software.



STEP 5

- To save an SQL statement, click the Save button just above the “Current SQL Statement” window.
- Name the SQL Statement and be sure to save the file where you can locate it quickly later.

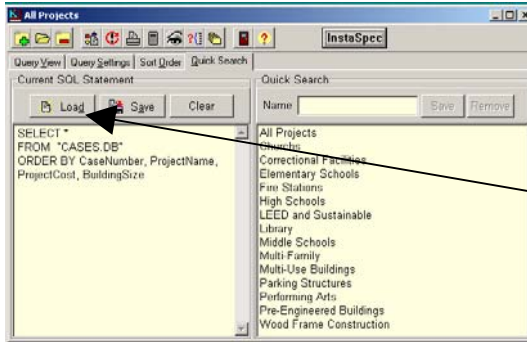
Click on Save and the Save As window will appear.



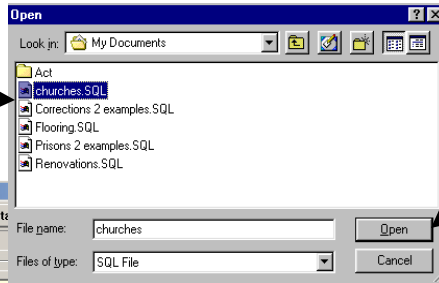
Important: Saved “Quick Search SQL statements” can be overwritten causing a permanent loss of the information. The original SQL statements are located on your installation CD-ROM and can be reloaded individually. **Your** search statements cannot be retrieved unless you have saved the SQL statement.

STEP 6

- To select or re-load a saved Quick Search/SQL Statement.
- **Click on Load, you will be prompted to save the current statement. Click No.**
- Go to the location of the saved statement (*the original SQL statements for the default Quick Search list are located on your installation CD-ROM*), select it, and click open.

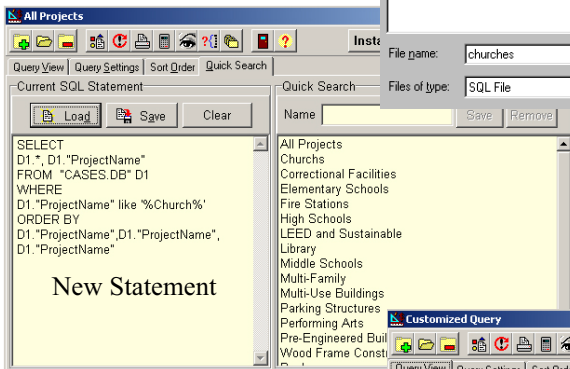


Click Load



Select the SQL you want to use

Click Open



New Statement

Case No.	Use	Project Name	Floors	Size	Bldg. Cost
RL010106	Religious	Addition To Immanuel Lutheran Church	1	2794	\$128,889.00
RL020752	Religious	Advent Lutheran Church	1	18700	\$2,022,747.00
RL011136	Religious	Apostolic Christian Church	2	35000	\$2,693,800.00
RL030946E4	Religious	Ascension Catholic Church	1	15057	\$2,300,487.00
RL030946	Religious	Ascension Catholic Church	1	15057	\$2,300,487.00
RC070940	Recreational	Baptist Church Activity Center	2	18636	\$1,301,171.00
RL000946	Religious	Bellevue Community Church	3	36111	\$4,602,575.00
RL010528	Religious	Bethany Baptist Church	2	52472	\$6,589,532.00
RL080738	Religious	Chapin Presbyterian Church	2	19900	\$2,651,654.00
RL000550	Religious	Christus Victor Lutheran Church	1	9124	\$906,875.00
RC080336	Recreational	Church Family Life Center	2	31509	\$4,658,812.00
RL970520	Religious	Church of Resurrection Social Hall	1	21974	\$1,560,356.00
RL970114	Religious	Church of St. Timothy	2	21967	\$2,089,260.00

Your search will be generated quickly.

This example pulled up 56 Church Projects.

Special Note: After loading a saved SQL statement you can click the “Query View Tab” to show the results or use “Quick Search” by typing your search description (one-three words) and saving it to your Quick Search Key. **Remember not to override an active Quick Search label unless your sure you want to or your correcting a previous overwrite.**

Section 10:
***Customize The Project
Listed Screen***