

AVIATOR RAPTOR USER MANUAL

Estimating can be complicated and, in some cases, mind boggling. With Aviator Raptor software, you are able to price accurately, quickly and easily.



GET THE MOST OUT OF YOUR PROGRAM

We have provided you with this booklet to make sure you get the most out of your program and so you can get off to a good start. This is a relatively short booklet and contains screenshots of the program so you can easily see which parts of the program we are referring to.

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The information included in this pack should arm you with the knowledge that you will help you get the most out of Aviator Lite.

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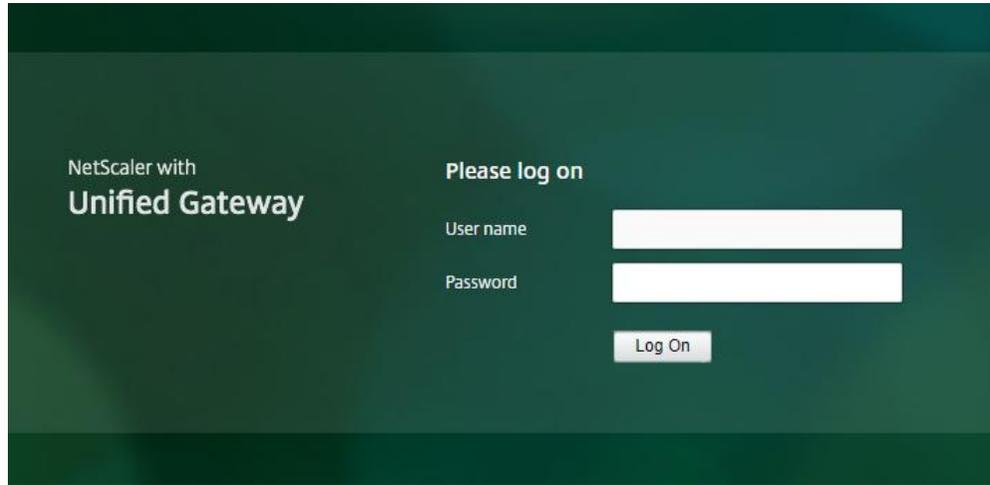
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Starting a New Quotation

To log onto the software, you will need to use the link that has been sent via email.



NetScaler with
Unified Gateway

Please log on

User name

Password

This will take you to NetScaler with Unified Gateway where you will need to enter the log in details provided.



To start a new quote, you will need to select 'Start New Quote'.

Starting a New Quotation

The Client and Job Details Page

Once the program loads, it will open the Client and Job Details page ready for you to enter in all the relevant details for your job:

To get started you only need to enter the Surname, Start Date, and Reference Number.

Enter your branch here and the prices will adjust so that they match up with the brand selected.

Once you have entered all of your details you just need to press the 'Start Quote' button.

Hint: Use the helpful 'i's and '?' to help you if you aren't sure what to fill in.

The Pricing Sheet

Getting Started

Once you have pressed save & start quote the program will load the Pricing Sheet, which is where you will enter the job information into the relevant boxes. Before you begin pricing, it's worth taking a look at the following information to help you.

Program Header



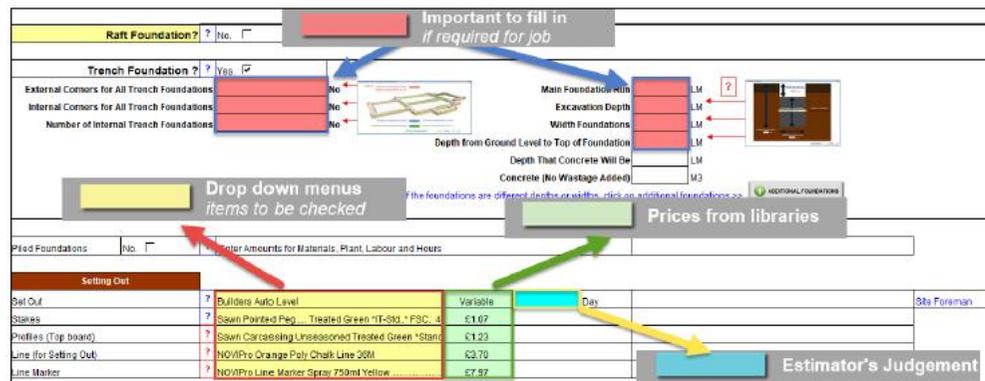
Pricing Sheet Key

Red boxes - are important to fill out and by filling these out, the program will start calculating information for you.

Blue boxes - are where the program requires you to enter the figure in and the program will make the rest of the calculations.

Yellow boxes - are where a default has been selected for you and you can check and change, if required.

Green boxes - hold the formulas and bring through the price information from the Merchant's Price File.



The Pricing Sheet

Yes/No Tick Boxes

You will notice yes/no tick boxes throughout the Pricing Sheet. Simply click on the box and it will reveal the pricing section, e.g. Site Setup or Raft Foundation, ready for you to enter in the required information.

This also means that you are able to close off sections that you do not need to use in order to keep your screen as neat as possible. When a section is closed and the tick box is unchecked, the program will not carry out any auto calculations on that section, and it won't include any of the items in the reports.

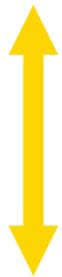
The screenshot displays a software interface for a pricing sheet. It features two main sections: 'Site Setup' and 'Foundations'. Each section has a red header bar with the section name and a small 'R' icon. Below the header, there is a question: 'Do You Require This Section of Works Open?' followed by 'No.' and an unchecked tick box. A blue arrow points to this tick box. To the right of the 'Foundations' section, there is a printer icon and the text 'Click the printer icon to print th section of works'. Below the 'Foundations' section, there is a field for 'Wastage allowance on materials for this section of works >>' with a value of '6.0%' displayed in a yellow box. Another blue arrow points to the 'No.' tick box in the 'Foundations' section.

The Pricing Sheet

Increasing Your Workspace

If you have a wide screen monitor, you may find that you do not have a lot of room to view the information on your Pricing Sheet.

The Pricing Sheet holds a lot of useful information and help, but with the header and toolbar open, this can restrict and reduce your working space. By minimising this section, you can increase the amount of space you have to work on.



Build Aviator Raptor
Pricing Sheet

Build Aviator Software

Important to fill in if required for job
Estimator's Judgement
Drop down menus items to be checked
Prices from libraries

Hide/Show Header Work Sections Find an Item Save as PDF Add General Notes

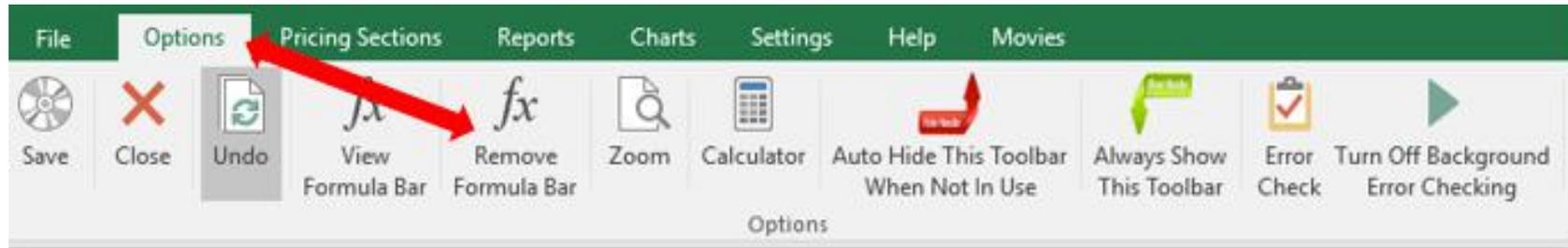
DESCRIPTION	UNIT COST	QTY No.	UNIT TYPE	PLANT	MATERIAL	HOURS	LABOUR	TOTALS	TRADE
-------------	-----------	---------	-----------	-------	----------	-------	--------	--------	-------

Please press 'Hide/Show Header' to increase your working space.

The Pricing Sheet

Increasing Your Workspace

To hide the formula bar, go to 'options' and choose 'remove formular bar'.



Click on the 'Hide/Show Header' and the arrow in the top right corner of the below screenshot below to get both the formula and header back.

Adjusting the Zoom Settings

It's important to make sure you can see all of your Pricing Sheet, due to different screen sizes you may find that some of your Pricing Sheet is 'cut off' on the right hand side. To amend this, adjust the zoom settings on your program by zooming in and out using the '+' and '-' buttons in the bottom right. You can also use the zoom option on the 'Options' tab on the toolbar.



The Pricing Sheet

Red and Blue Question Marks

Throughout the pricing sheet, you will notice there are red and blue question marks next to the work section lines. The **red** ones are interactive – they give you pictorial reference but you can also use these to enter details into your Pricing Sheet and the **blue** ones are 3D diagrams to help clarify what you need to enter into that line.

Site Setup	
Protection of Garden/Wall etc.	Ste
Polythene for Protection of Garden.	Ext
Dry Silo for Mortar Mix	? Cer
Office	? Por

Mortar Mix

Dry Silo
You can enter in this form the number of weeks you will require the dry silo for - this calculating the weekly cost, running costs, and setup costs/ delivery costs.
Note: this will note cost for the materials used at this stage. These costs for the material used from the Dry Silo will be calculated in the Ground Floor (walls) and the Wall section.
By entering a number in for Dry Silo, you will switch the programs calculations from sand and cement mortar mix to mortar from Dry Silo in the Ground Floor (walls) and the Wall section

Weekly Hire Cost £ 20.6
Weekly Running Cost £
Delivery and Setup Cost £ 350

Materials used will be calculated in the walls

Enter Details
Exit

Red Question Marks

This is an example of what the red question marks produce when clicked.

Site Setup	
Do You Require This Section of Works Open ? Yes	R
Site Clearance & Disposal	
Demolition, etc.	Der
Demolition, etc.	Ger
Cutter	? Ele
Cutting Discs	? Dia

Cutters

Masonry Cutter
Angle Grinder
Bench saw
Concrete plunge saw
Stone Splitter

Exit

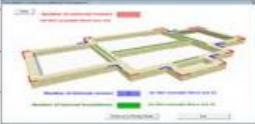
Blue Question Marks

This is an example of what the blue question marks produce when clicked.

The Pricing Sheet

Revolving Diagrams

In addition to the red and blue question marks, there are also revolving diagrams which you are able to view whenever you see the 'R' icon.

Foundations		R	
Pad Foundation ?	?	No. <input type="checkbox"/>	
Raft Foundation?	?	No. <input type="checkbox"/>	
Trench Foundation ?	?	Yes. <input checked="" type="checkbox"/>	
External Corners for All Trench Foundations			No 
Internal Corners for All Trench Foundations			No
Number of Internal Trench Foundations			No

You will need to have the correct software installed on your computer in order to view these. If you don't, you will receive a Run Time Error. The software can be downloaded by typing 'download O2C Player' into an online search engine.

Blue 'I' buttons

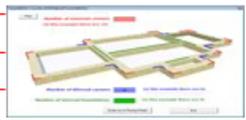
You will also be able to see the blue 'I' throughout the program which will give you text information and help



The Pricing Sheet

Calculations (Also known as formulas)

There are thousands of formulas throughout the Raptor program, these formulas look at the information you have entered and make hundreds of calculations for you. The Pricing Sheet contains the most formulas out of any of the other reports. The boxes in the Pricing Sheet that mainly contain the most formulas are the white boxes. You'll see when you have added information in the red and blue boxes that the calculations are worked out automatically.

Trench Foundation ? ? Yes. <input checked="" type="checkbox"/>									
External Corners for All Trench Foundations	10	No		Main Foundation Run	79.00	LM	?		
Internal Corners for All Trench Foundations	6	No		Excavation Depth	1.00	LM			
Number of Internal Trench Foundations	4	No		Width Foundations	0.30	LM			
				Depth from Ground Level to Top of Foundation	0.20	LM			
				Depth That Concrete Will Be	0.80	LM			
				Concrete (No Wastage Added)	18.96	M3			
<p>If the foundations are different depth or widths, click on additional foundations >> </p> <p>The total length of foundations is 79.0 LM</p>									
Piled Foundations	No. <input type="checkbox"/>	?	Enter Amounts for Materials, Plant, Labour and Hours						
Setting Out									
Set Out	?	Builders Auto Level	Variable		Day				
Stakes	?	Sawn Pointed Peg Treated Green *IT-Std.* FSC. 4	£1.43	85	Stakes		£121.55		£121.55
Profiles (Top board)	?	Sawn Carcassing Unseasoned Treated Green *Stand	£1.29	64	LM		£82.56		£82.56
Line (for Setting Out)	?	NOVIPro Orange Poly Chalk Line 36M	£4.06	5	EA		£20.30		£20.30
Line Marker	?	NOVIPro Line Marker Spray 750ml Yellow	£7.97	2	Cans		£20.30		£20.30

The Pricing Sheet

Calculations (Also known as formulas)

In most cases all the calculations we provide with the program will be required but as many things change from job to job, you may find on some occasions that you do not need the program to work out certain items or sections.

For example, when pricing the roof, the program will automatically work out how many roof tiles you need and how much they cost etc. However, your client may already have their own roof tiles, therefore you will not need to order any or charge for them. But, don't forget you will still need to work out the labour cost for fitting them! With the program, you can delete the material costs for the tiles and leave the labour hours and cost.

If you have deleted or overtyped any formulas by accident, press the 'undo' button straight away (You will also find this in 'Options' on the tool bar). It will bring the formula back in most cases. If this doesn't work, you will need to call us on 03333 321 518 so we can replace it for you.



The Pricing Sheet

The Pricing Sheet Layout

The Pricing Sheet is laid out from start to finish the same way you would price a job, starting with Site Set-Up right through to Finishes.

In order to navigate the Pricing Sheet, you can click on the 'Pricing Sections' tab at the top of the page. Here you can see every section that is included in the Pricing Sheet.



The screenshot shows the 'Aviator Raptor - Excel' software interface. The 'Pricing Sections' tab is selected and highlighted in yellow. Below the menu, a grid of pricing sections is displayed, each with a small tick box at the top left.

FILE	Options	Pricing Sections	Reports	Charts	Settings	Help	Movies	Aviator Raptor - Excel			
<input type="checkbox"/> Site Set Up	<input type="checkbox"/> Walls	<input type="checkbox"/> Glazing	<input type="checkbox"/> Roof Structure	<input type="checkbox"/> Flat Roof Covering	<input type="checkbox"/> 1st Fix Plumb..	<input type="checkbox"/> Plastering	<input type="checkbox"/> 2nd Fix Carp..	<input type="checkbox"/> Driveways	<input type="checkbox"/> Decorating	<input type="checkbox"/> Laying of Services	
<input type="checkbox"/> Foundations	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Lintels	<input type="checkbox"/> Roof Covering	<input type="checkbox"/> Guttering	<input type="checkbox"/> 1st Fix Elect..	<input type="checkbox"/> 2nd Fix Plumb..	<input type="checkbox"/> Drainage	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Finishes	<input type="checkbox"/> Professional Services	
<input type="checkbox"/> Ground Floor	<input type="checkbox"/> Windows/Doors	<input type="checkbox"/> Upper Floors	<input type="checkbox"/> Flat Roof	<input type="checkbox"/> 1st Fix Carp..	<input type="checkbox"/> Alterations	<input type="checkbox"/> 2nd Fix Elect..	<input type="checkbox"/> Pathways	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Services	<input type="checkbox"/> Other P.C Sums	

You do not have to complete every pricing section in the program, there are some sections that you may not require because the client has another trade to quote for the work e.g. electrician or plumber, or it is simply not required for the job. You are able to open/close some sections that you do not require using the tick boxes at the top of the section.

It is important to note that some pricing sections are linked together, so while you may not have entered any information directly into them, some items may have been worked out already from the information you have entered into different pricing sections. An example being within the Walls and Plastering sections - by entering in the dimensions into the Walls, some of the Plastering section will be worked out automatically for you, you are able to adjust if required.

This is to save you time and ensure that nothing is forgotten.

The Pricing Sheet

Work Sections

You can also use the 'Work Sections' button to help you navigate the sheet. This is found on the toolbar at the top of the pricing sheet.



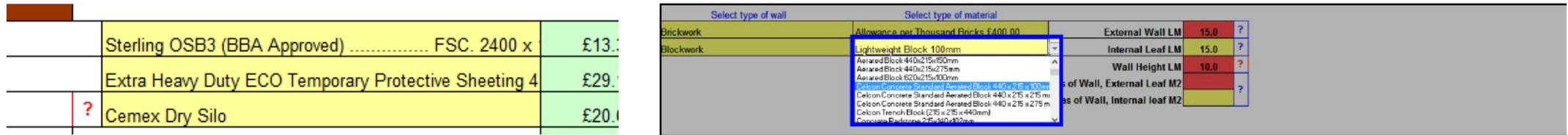
The Pricing Sheet is the most important part of the program as it is where you enter the information for the job you are pricing, it's where the bulk of the work is completed. There is help through out the program by way of diagrams and information icons. A learning curve will be involved when you first start using the program, it is a good idea to practice some 'dummy' quotes whilst you get used to the software – don't put pressure on yourself to get a quote out while you are still learning the software.

We are a phone call away if you need support!

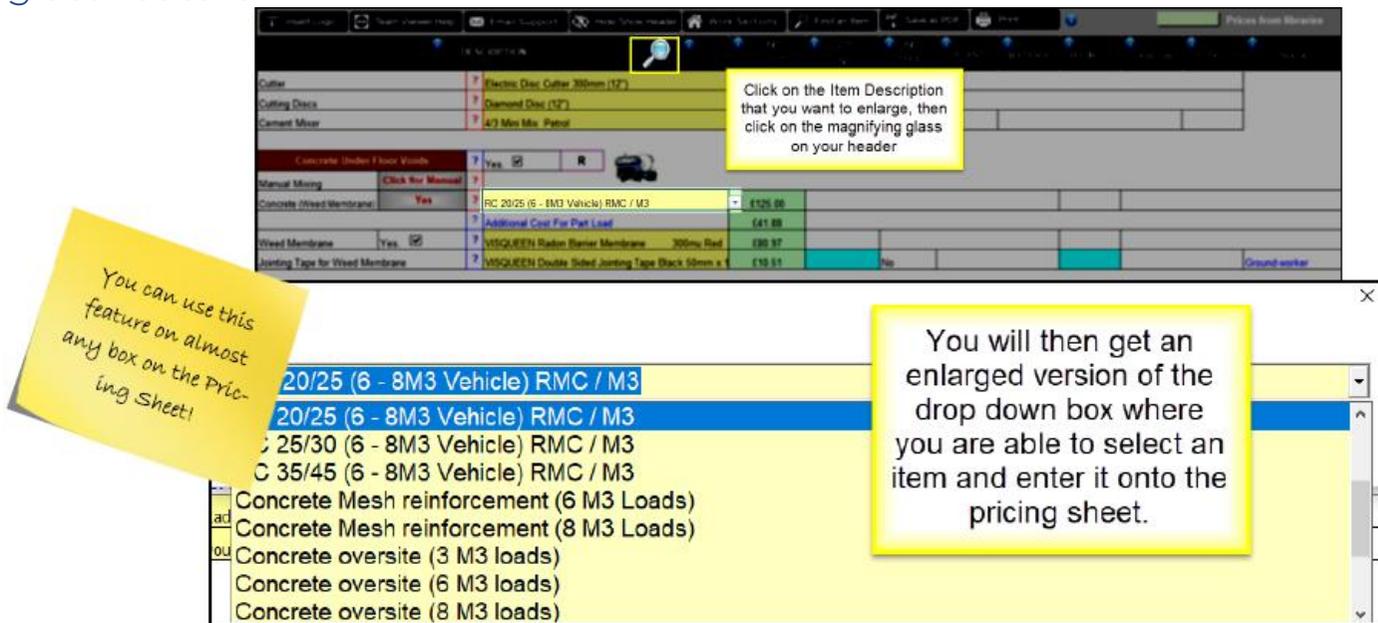
The Pricing Sheet

Magnifying Glass Feature

You may find as you go through your Pricing Sheet that some descriptions appear to be 'cut off', this is because the item description is too long to fit in the yellow dropdown box. In order to keep the Pricing Sheet compact, the item description boxes need to be a certain width.



In order to view the full description for the item to ensure the correct one has been selected, you can use the magnifying glass feature.



The Pricing Sheet

Adding Attic Trusses

To add an Attic Trusses into Raptor, go to the Roof Structure and change the 'Truss' or 'Rafter' button.

Main Roof Section

Truss or Rafter, Click to Change >>

Roof Type	Gable+Gable	
Type of Roof	Apex	
	Rafters	
Pitch °	45	
Span		LM
Height		LM
Soffit Width		LM

Put the Pitch and Span of the roof in, this will calculate the height for you. Next you will need to put the Soffit width and length in.

Pitch °	45	
Span		LM
Height		LM
Soffit Width		LM
Length		LM
	0.6	
Click to Change >>	Rafters	?
It is joining to >>	Existing roof	
Number of Roofs		1

You will now need to change the figure below (which is how large the Truss Centre is). Then fill in the Number of Roofs section.

Once you have filled the above figures in, you will be able to scroll down to the 'Main Roof Section Totals' where you can use the Trusses calculator to select the Attic Trusses.

Main Roof Section Totals

Gable+Gable - Apex Roof chosen

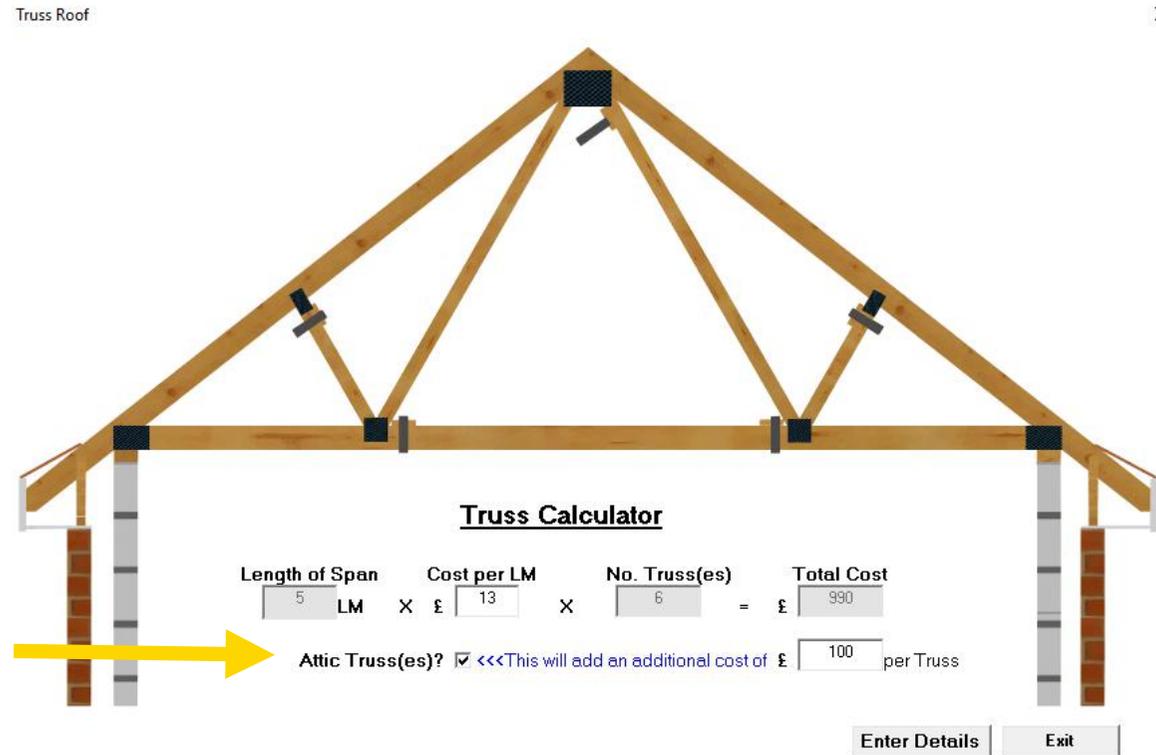
Trusses	Calculator>>	?	Trusses	QUOTE	6
---------	--------------	---	---------	-------	---

The Pricing Sheet

Adding Attic Trusses

You will need to select 'Attic Truss(es)?' to bring the Attic Trusses through. This will calculate the cost and amount of trusses needed.

Truss Roof ×



The diagram shows a cross-section of a truss roof. A yellow arrow points from the 'Attic Truss(es)?' checkbox in the calculator to the truss structure.

Truss Calculator

Length of Span	Cost per LM	No. Truss(es)	Total Cost
5 LM	£ 13	6	£ 990

Attic Truss(es)? <<<This will add an additional cost of £ 100 per Truss

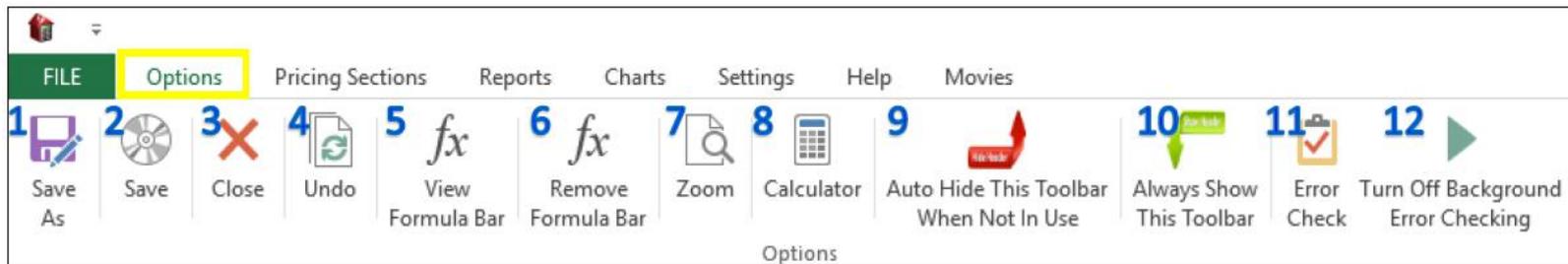
Enter details and a price will now appear in the green box (as shown below).

Main Roof Section Totals		Gable+Gable - Apex Roof chosen				
Trusses	Calculator>>	?	Trusses	£165.00	6	No

Using the Toolbar

The Toolbar (also called the ribbon bar) can be found at the top of the program. The Toolbar allows you to navigate around the program as well as giving you additional options in the program.

Options



1. Save As – Using the Save As option allows you to save your file to a location and name of your choice. The program defaults to save to the Clients folder so you are able to access it from the ‘Open Existing Estimate’ option on your Build Aviator menu. If you would like to save it somewhere else, press Save As and you will be able to save it to a location of your choice (e.g. My Documents).

2. Save – Using the Save option will save the work you have done through the whole program.

3. Close – This will close the program down, **please ensure you have saved your work before closing.**

4. Undo – Using the Undo button will undo the last action you completed. In some cases this is not always possible due to the complex nature of the program (The thousands of calculations and processes made sometimes cannot be undone). This is useful if you have accidentally overtyped a formula. The Undo button can only be used once at a time.

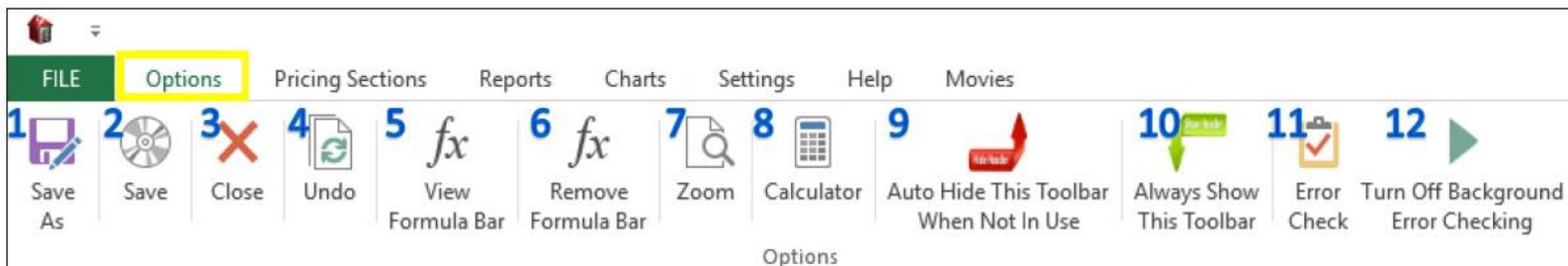
Using the Toolbar

5. View Formula Bar – Using the View Formula Bar will show the formula bar permanently when you are using the program. The Formula Bar is the bar you can see just below the Toolbar/Ribbon bar. This is where the program developers are able to view the formulas throughout the program. It can be useful to use when in the Written Quotate as you may prefer to write text in the bar rather than on the page.

6. Remove Formula Bar – Using the Remove Formula Bar will ‘hide’ the formula bar when you are using the program. You can ‘unhide’ the formula bar by using the bullet point above.

7. Zoom – Using the Zoom button allows you to increase or decrease the page that you are currently working on. The program has default pages that will suit the majority of users. If you are using a machine with a larger or smaller screen, you may want to adjust your settings so you can comfortably see the page of the program on your screen.

8. Calculator – Using the Calculator button will load your Windows calculator.



9. Auto Hide This Toolbar When Not In Use – Using this option will allow you to ‘hide’ the toolbar, this will give you more working space. The toolbar will minimise itself when you are not using it and expand when you are using it.

10. Always Show This Toolbar – Using this option means that your toolbar will always be displayed.

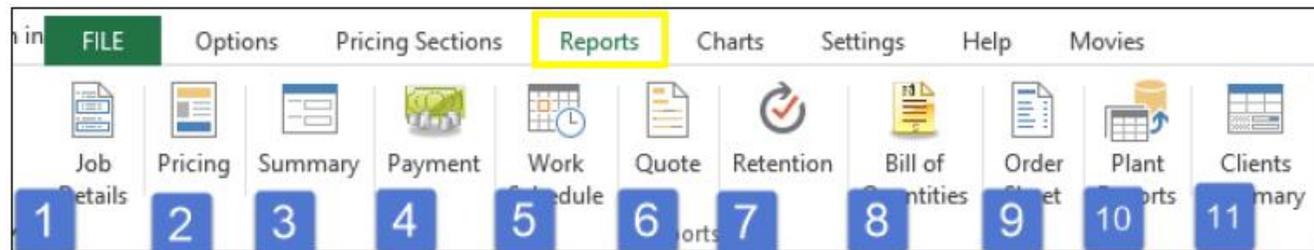
Using the Toolbar

11. Error Check – Using Error Check will scan the Pricing Sheet for any errors in your work e.g. if you have a minus figure in your estimate or common user errors such as #N/A or #VALUE, the program will bring you to the section it appears allowing you to adjust them accordingly.

12. Turn Off Background Error Check – You may notice the green triangles in the corner of some of the boxes in your Pricing Sheet. This is a feature of Excel to check calculations within the program. You can turn the triangles off by clicking this button.

Reports Tab

This tab will allow you to navigate through the series of reports that the program produces from the information you have entered into the Pricing Sheet.

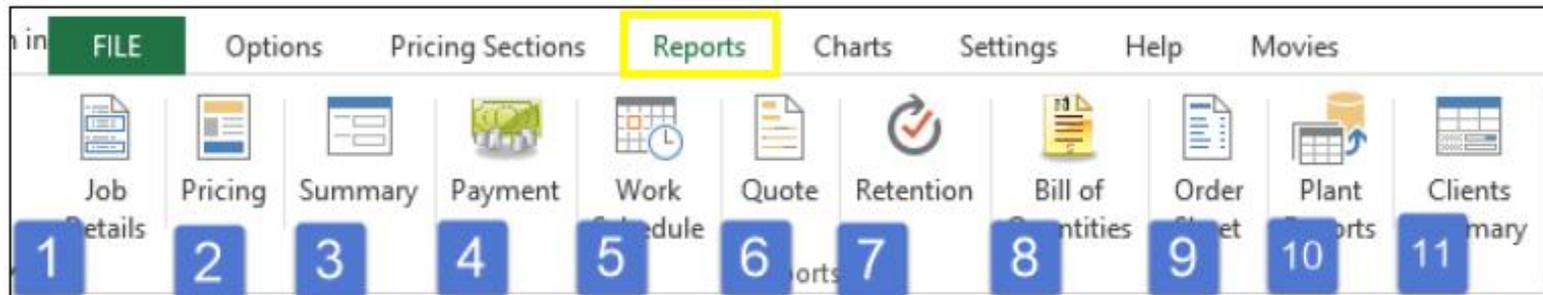


1. Job Details – This is where you enter the client and job details; you need to enter this information before pressing the ‘Save & Start Quote’ button.

2. Pricing – This is where you price the various work sections required for the job you are doing.

3. Summary – This is your own personal summary where you are able to adjust your mark-up margins and VAT.

Using the Toolbar



4. Payment – This is where you are able to edit the automated payment schedule for your client and add an initial payment.

5. Work Schedule – This will tell you when each job is due to start, how many days it will take and the completion date.

6. Quote – This report automatically generates a Written Quotation based on the information in your Pricing Sheet and Payment Schedule.

7. Retention – This is where you can add in Retention if required.

8. Bill of Quantities – This report looks through your Pricing Sheet and automatically generates a BOQ.

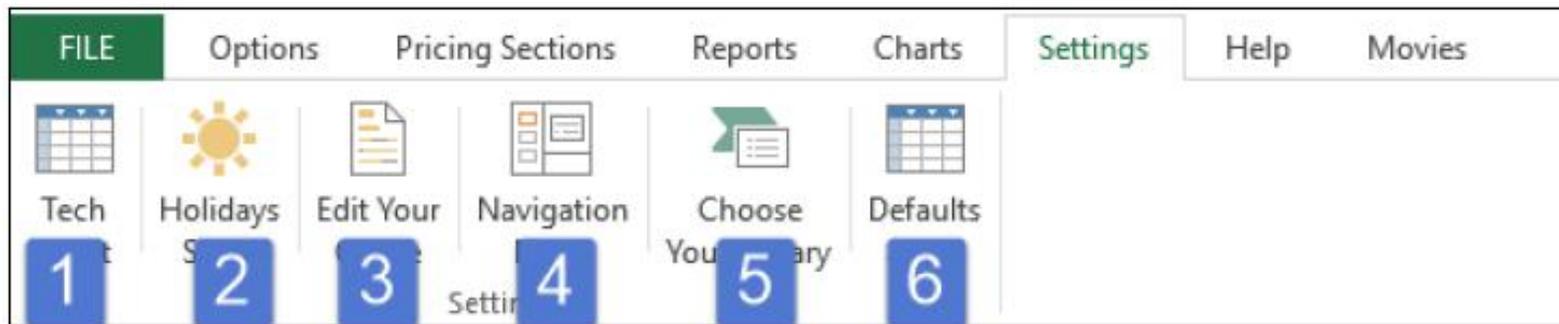
9. Order Sheet – This report looks through the Pricing Sheet and automatically generates a list of all required materials.

10. Plant Reports – This report looks through the Pricing Sheet and automatically generates a list of any required plant items.

Using the Toolbar

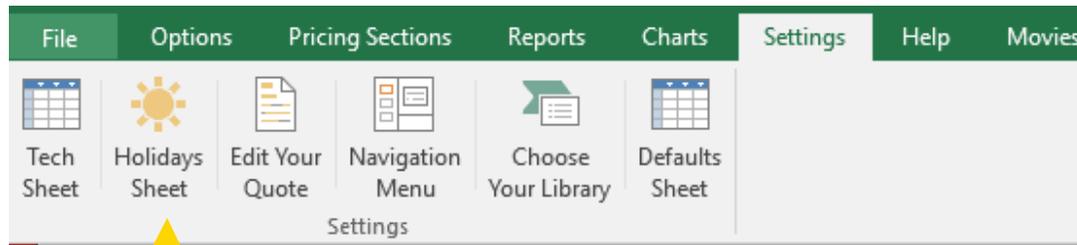
Settings Tab

- 1. Tech Sheet** – This is where you can change the default save location and other options within the program.
- 2. Holidays Sheet** – This is where you can put any holidays e.g. Christmas, so they are omitted from the work schedule.
- 3. Edit Your Quote** – This is where you can change the default wording in the Written Quotation.
- 4. Navigation Menu** – This allows you to navigate around the program rather than using the toolbar.
- 5. Choose Your Library** – This is where you can open your quote library.
- 6. Defaults Sheet** – This is where you can edit the defaults used in the Pricing Sheet.



Taking Holidays

There may be some days e.g. national holidays, that you may want to take out of the work schedule as you will not be completing any work that day. To do that, go to the Toolbar, choose 'Settings' and then 'Holidays Sheet'. You can then add any days that you do not want the work schedule to include - there will be some pre-filled days that you can remove if necessary:



Anything entered here will be omitted from your Work Schedule.

Enter in any other days in the blue area that you want to be omitted.

Holiday Title	Enter Dates of Holidays	Day Holiday Will Be On
Summer Bank Holiday	27-Aug-18	Monday
Christmas Day	25-Dec-18	Tuesday
Boxing Day	26-Dec-18	Wednesday
New Years Day	01-Jan-19	Tuesday
Good Friday	19-Apr-19	Friday
Easter Monday	22-Apr-19	Monday
May Bank Holiday	06-May-19	Monday
Spring Bank Holiday	27-May-19	Monday
Summer Bank Holiday	26-Aug-19	Monday
Christmas Day	25-Dec-19	Wednesday
Boxing Day	26-Dec-19	Thursday
New Years Day	01-Jan-20	Wednesday
Good Friday	10-Apr-20	Friday
Easter Monday	13-Apr-20	Monday
May Bank Holiday	04-May-20	Monday
Spring Bank Holiday	25-May-20	Monday
Summer Bank Holiday	31-Aug-20	Monday
Christmas Day	25-Dec-20	Friday
Boxing Day Substitute	28-Dec-20	Monday
New Years Day	01-Jan-21	Friday
Good Friday	02-Apr-21	Friday
Easter Monday	05-Apr-21	Monday
May Bank Holiday	03-May-21	Monday
Spring Bank Holiday	31-May-21	Monday
Summer Bank Holiday	30-Aug-21	Monday
Christmas Day Substitute	27-Dec-21	Monday
Boxing Day Substitute	28-Dec-21	Tuesday
New Years Day Substitute	03-Jan-22	Monday

The Summary

This section will go through each of the reports that the program generates from the information that you entered into your estimate. Therefore enabling you to utilise the reports and get the most out of your program.

The first report is the Summary Report, this is your 'go to' report as it shows you the overall total price of the job. It breaks down all of the work sections into plant, material and labour. Here you can also adjust your mark-ups to ensure you are making the correct profit margin.

The screenshot shows the 'SUMMARY PAGE' of the BuildAviator Software. At the top is a green menu bar with options: File, Options, Pricing Sections, Reports, Charts, Settings, Help, Movies. Below the menu is a spreadsheet-style interface with a cell reference 'A17' and a formula bar. A 'Watch Summary Sheet Movie >>' button with a film icon is visible. The 'BuildAviator Software' logo is in the top right. A 'Save as PDF' button is located below the menu. A red banner across the middle contains the text: 'Note: Profits and Overheads can be adjusted at the bottom of this sheet'. On the left, a yellow box contains the text: 'Key: P.C. Sums will show in this colour.' The main content area is divided into three sections: 'Site Setup', 'Foundations', and 'Ground Floor'. Each section has a 'VIEW' button, an 'Hours' input field (all set to 0), and a table of costs: Plant, Materials, Labour, and Total, all currently at £0.00.

Section	Hours	Plant	Materials	Labour	Total
Site Setup	0	£0.00	£0.00	£0.00	£0.00
Foundations	0	£0.00	£0.00	£0.00	£0.00
Ground Floor	0	£0.00	£0.00	£0.00	£0.00

The Summary

Adjusting your profit -

The following screenshot will show you how you can adjust your Mark-Ups:

Profit Chart

Over Heads £13,745.23
Clear Profit £19,033.89
Services and professional fees. £0.00
Labour Cost £50,815.96
Plant Co £5,859.6

You can use the grey sliders or you can over type the yellow boxes containing the percentages to adjust your Mark Ups for Plant, Material, Labour, PC Sums and Services and Professional fees.

15%	Plant Cost	£5,859.68
	Mark up Margin On Plant	£878.95
	Quotation For Plant	£6,738.63
20%	Materials Cost	£57,867.92
	Mark up Margin On Materials	£11,573.58
	Quotation For Materials	£69,441.50
40%	Labour Cost	£50,815.96
	Mark up Margin On Labour	£20,326.38
	Quotation For Labour	£71,142.34
10%	PC Sums	£0.00
	Mark up Margin On PC Sums	£0.00
	Quotation For PC Sums	£0.00
20%	Services and professional fees.	£0.00
	Mark up Margin On Services	£0.00
	Quotation For services and fees	£0.00

Profit Chart

Over Heads £9,312.64
Clear Profit £4,236.17
Plant Cost £2,922.71
Materials Cost £20,245.64
Labour Cost £22,568.55

Direct costs from your pricing sheet

How much money you will have from your mark up

The profit chart automatically generates from the information in the summary

The Total amount you will be charging for this section (e.g. materials)

20%	Plant Cost	£2,922.71
	Mark up Margin On Plant	£584.54
	Quotation For Plant	£3,507.25
15%	Materials Cost	£20,245.64
	Mark up Margin On Materials	£3,938.85
	Quotation For Materials	£30,182.49
40%	Labour Cost	£22,568.55
	Mark up Margin On Labour	£9,027.43
	Quotation For Labour	£31,595.99
10%	PC Sums	£0.00
	Mark up Margin On PC Sums	£0.00
	Quotation For PC Sums	£0.00

The Summary is a really useful tool that allows you to take control of your profit margin, overheads and VAT. Customise it to suit your business and the job - it will help you find out how much you can expect to earn from the job.

The Summary

In the same way that you edited the profit mark ups you can adjust the overheads by either overtyping the percentage or using the grey slider.

To change the VAT just overtype the percentage.

The screenshot shows a summary table with the following data:

Gross Percentage On Costs	0.00%	
Clear Profit Percentage On Costs	0.00%	
Clear Profit Percentage On Quotation Price	0.00%	
Over Heads	£0.00	
Clear Profit	£0.00	
Total Direct Costs	£0.00	
Total mark up on job, covering overheads & profit	£0.00	
Total Quotation Price	£0.00	
VAT	£0.00	
Total Price	£0.00	

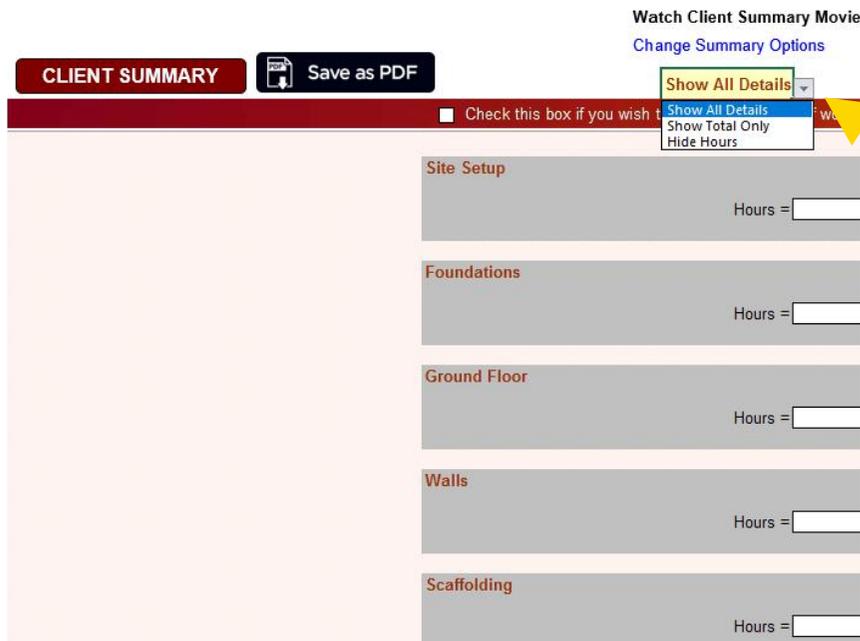
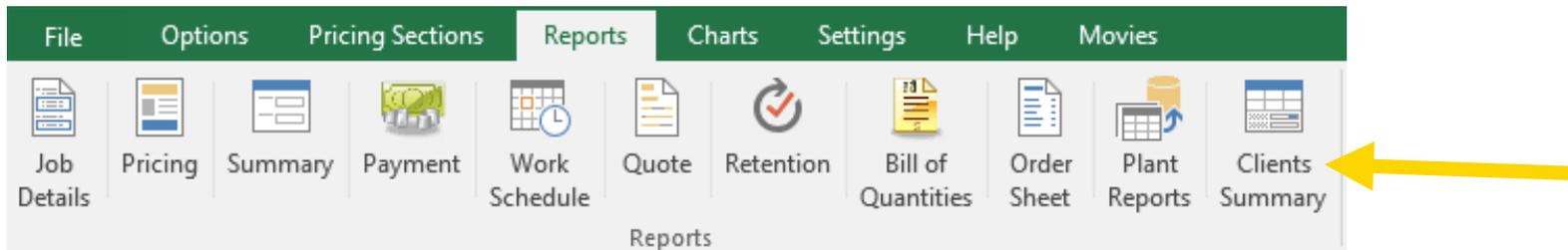
Additional interface elements include a grey slider set to 12% and a VAT field set to 20.0%. Information icons (i) are present on the right side of the table.

The clear profit is the amount of money you will make after all the direct costs and overheads have been paid.

Tip: Overheads are the costs that cannot be directly attributed to the job being priced but are costs to the company such as travel, insurance, office staff, marketing/advertising etc. The overhead percentage is taken out of the total mark ups you have added to the material, plant, labour and P.C. Sum costs.

The Client Summary

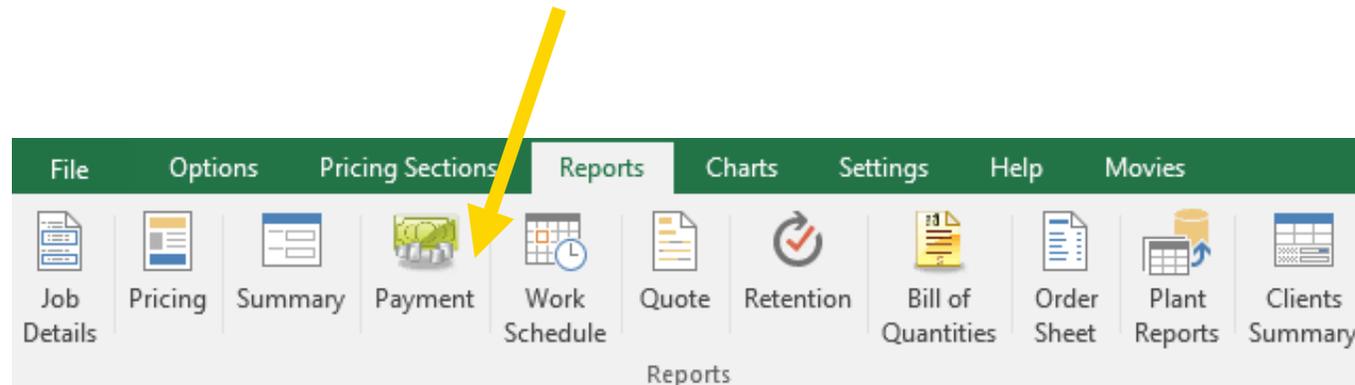
Similar to the Summary, this report shows you the breakdown in cost for each work section. However, you are able to give this report to your client as you can adjust how much is shown. It already includes all of your mark ups in the totals so the client will not know what percentages you are adding on.



Use this drop-down to adjust the level of display shown. You can show 'All Details' of the job which means the hours, plant, material and labour totals for each section will be visible or you can hide the hours or you can just show overall totals.

The Payment Schedule

The Payment Schedule is automatically generated for you based on the order that you would build the project. It takes logical payments for each section of works. This means that you are being paid for the work you are completing at that time. You are able to adjust the generated Payment Schedule if you wish, just follow the tips below:



The payment schedule default is currently set for you can change this by clicking here >>

PAYMENT SCHEDULE

Summary of Payments	
Payment No.	Stage Payment
1	Initial Payment
2	Completion of Oversight
3	Completion of Joists
4	Completion of Wall Plate
5	Completion of Roof
6	Completion of Plastering
	Completion of Contract

The program will automatically generate the payments for you depending on the information you enter into the pricing sheet. Depending on the type of job you are completing, you can change the way the payments are categorised with this button.

The Payment Schedule

The program will split your work sections into 6 payments and an initial payment. You can use less but you cannot add more.

% of Initial Payment	Stage Payment	Money Taken	General Info/ Warning
	Completion of Oversight		Payment remaining for this stage
	Completion of Joists		Payment remaining for this stage
	Completion of Wall Plate		Payment remaining for this stage
	Completion of Roof		Payment remaining for this stage
	Completion of Plastering		Payment remaining for this stage
	Completion of Contract		Payment remaining for this stage
	Total	?	
		Total Payable	
		VAT @ 20%	
		Total Inc. VAT	

If you require an initial payment, you enter the cost into the yellow area next to the payment section you wish to take it from.

Completion of Oversight		Payment 1	
% Taken	Stage Payment	% Remaining	Money Taken
100%	Site Setup		
100%	Foundations		
80%	Foul / Stormwater Drainage		
100%	Laying Of Services		
100%	Ground Floor		
		100.0%	
		100.0%	
100%	Other P.C. Sums		
		100.0%	
		100.0%	
	Markup/ Profit	40.0%	
	Total	?	
		Total Payable	

You can overtype the names of the payments here.

You can change the types of work and the percentage of costs taken.

The Payment Schedule

Tip: For all types of works that have had 100% taken will not appear in the dropdown box because the full amount has been taken for that section. If you were to adjust 100% to 80% for Site Setup, it would appear in the dropdown box (because you have a remaining 20% to take).

The Payment Schedule works in this way to make it easier for the user to see what is still left to add into the schedule. If you try to delete one of the works that has been allowed, you will then see this appear in the dropdown box.

Hint: Scroll right the way through the drop-down box as sometimes the types of work are not at the top of the list.

To change how much you are going to take from that job, simply overtype the percentage amount.

To change or add to the types of work, click on the yellow drop down box in the 'Stage Payment' column.

Completion of Oversight		Payment 1	
% Taken	Stage Payment	% Remaining	Money Taken
100%	Site Setup		
100%	Foundations		
80%	Foul / Stormwater Drainage		
100%	Laying Of Services		
100%	Ground Floor	100.0%	
		100.0%	
100%	Over P.C. Sums	100.0%	
		100.0%	
	Markup/ Profit	40.0%	
		Total	

All of this section of work has been taken
 All of this section of work has been taken
 All of this section of work has been taken
 All of this section of work has been taken
 All of this section of work has been taken
 remaining
 remaining
 All of this section of work has been taken
 remaining
 remaining
 Markup/ Profit remaining = 60.0%

Total Payable
 VAT @ 20%
 Total Inc. VAT

The Reports

The Payment Schedule

The % Taken is used because in most building projects there are many section of works that will not be done 'neatly' in each payment section. The walls, for example, will be done in stages along with scaffolding and drainage.

As you can see in the example on the right, the percentage for Foul/Stormwater Drainage has been changed from 80% to 70% and the program is showing that we still need to take a remaining 10% later on in the schedule.

By changing this percentage, the work item will now be available in the drop down list and it can be added to another payment section later on.

Completion of Oversight		Payment 1		?					
% Taken	?	Stage Payment	?	% Remaining	?	Money Taken	?	General Info/ Warning	?
100%		Site Setup						All of this section of work has been taken	
100%		Foundations						All of this section of work has been taken	
70%		Foul / Stormwater Drainage		10.0%				remaining	
100%		Laying Of Services						All of this section of work has been taken	
100%		Ground Floor						All of this section of work has been taken	
				100.0%				remaining	
				100.0%				remaining	
100%		Other P.C. Sums						All of this section of work has been taken	
				100.0%				remaining	
				100.0%				remaining	
		Markup/ Profit	?	40.0%				Markup/ Profit remaining = 60.0%	
				Total	?				
								Total Payable	?
								VAT @ 20%	
								Total Inc. VAT	

Completion of Oversight		Payment 1		?					
% Taken	?	Stage Payment	?	% Remaining	?	Money Taken	?	General Info/ Warning	?
100%		Site Setup						All of this section of work has been taken	
100%		Foundations						All of this section of work has been taken	
89%		Foul / Stormwater Drainage		-9.0%				Warning you have taken more than 100% of this section of works	
100%		Laying Of Services						All of this section of work has been taken	
100%		Ground Floor						All of this section of work has been taken	
				100.0%				remaining	
				100.0%				remaining	
100%		Other P.C. Sums						All of this section of work has been taken	
				100.0%				remaining	
				100.0%				remaining	
		Markup/ Profit	?	40.0%				Markup/ Profit remaining = 60.0%	
				Total	?				
								Total Payable	?
								VAT @ 20%	
								Total Inc. VAT	

If you make the percentage too high, the program will highlight this to tell you.

The Reports

The Payment Schedule

Another reason we provide you with the option of changing the percentages is because the Work Schedule uses the Payment Schedule to base what dates each section of works are going to be completed on. In the next example you will see that in one payment, walls are being taken twice but with other sections of works (e.g. Scaffolding, windows & doors etc.) in between.

Completion of Wall Plate		Payment 3		?	
% Taken	Stage Payment	% Remaining	Money Taken	General Info/ Warning	
20%	Walls		£14,524.31	All of this section of work has been taken	
20%	Scaffolding		£1,600.00	All of this section of work has been taken	
10%	Windows & Door Frames		£424.54	All of this section of work has been taken	
10%	Lintels		£38.13	All of this section of work has been taken	
20%	Scaffolding		£1,600.00	All of this section of work has been taken	
20%	Walls		£14,524.31	All of this section of work has been taken	
100%	Services			All of this section of work has been taken	
		100.0%		remaining	
		100.0%		remaining	
		100.0%		remaining	
	Markup/ Profit	20.0%	£6,555.78	Markup/ Profit remaining = 20.0%	
	Total	?	£39,267.08		

Total Payable £39,200.00 ?
 VAT @ 20% £7,840.00
 Total Inc. VAT £47,040.00

Adding Profit/ Mark - Up:

Completion of Wall Plate		Payment 3		?	
% Taken	Stage Payment	% Remaining	Money Taken	General Info/ Warning	
20%	Walls		£14,524.31	All of this section of work has been taken	
20%	Scaffolding		£1,600.00	All of this section of work has been taken	
10%	Windows & Door Frames		£424.54	All of this section of work has been taken	
10%	Lintels		£38.13	All of this section of work has been taken	
20%	Scaffolding		£1,600.00	All of this section of work has been taken	
20%	Walls		£14,524.31	All of this section of work has been taken	
100%	Services			All of this section of work has been taken	
		100.0%		remaining	
		100.0%		remaining	
		100.0%		remaining	
	Markup/ Profit	20.0%	£6,555.78	Markup/ Profit remaining = 20.0%	
	Total	?	£39,267.08		

Total Payable £39,200.00 ?
 VAT @ 20% £7,840.00
 Total Inc. VAT £47,040.00

By selecting the percentages of each section of works, this has brought through the actual costs but no profit. At the end of each payment you will be able to take a % of profit

The Reports

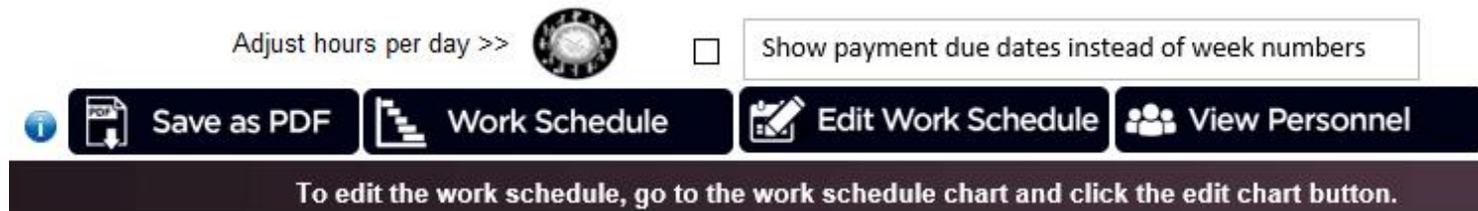
The Payment Schedule

If the job requires an initial payment, this can be taken by using the Initial Payment section (found at the top of the Payment Schedule page). Simply type the amount you wish to take from each stage payment (e.g. £1,000 from completion of Oversight, £500 from Completion of Joists and £1,000 from Completion of Plastering) in the money taken column. You will be able to see how much is remaining for each section in the General Info/Warning column.

Initial Payment		?	
% of Initial Payment	Stage Payment	Money Taken	General Info/ Warning
20%	Completion of Oversight	£1,000.00	Payment remaining for this stage £25,400.00
40%	Completion of Joists	£500.00	Payment remaining for this stage £46,800.00
	Completion of Wall Plate	£1,000.00	Payment remaining for this stage £38,200.00
	Completion of Roof		Payment remaining for this stage £22,100.00
	Completion of Plastering		Payment remaining for this stage £10,300.00
	Completion of Contract		Payment remaining for this stage £2,022.48
60%	Total	£2,500.00	?
		Total Payable	£2,500.00
		VAT @ 20%	£500.00
		Total Inc. VAT	£3,000.00

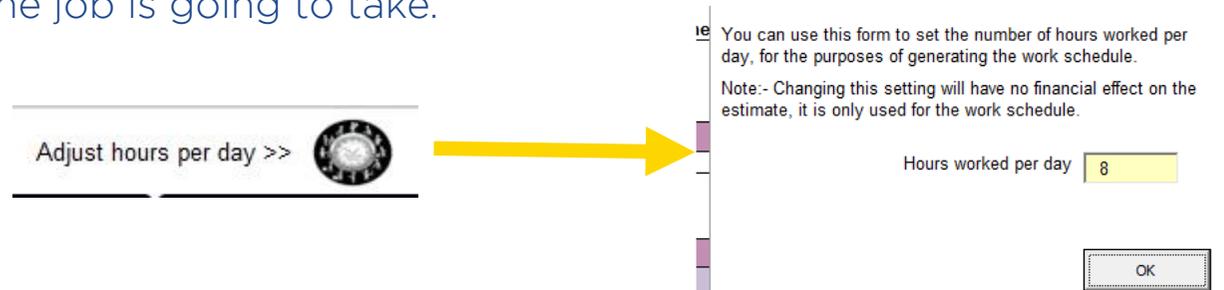
The Work Schedule

The program will create a Work Schedule which is based on the information in the Payment Schedule. It arranges itself in the order of whatever work sections you have asked for payment in the Completion of Oversight, Completion of Joists, Completion of Wall Plate and so on. It will give the start and finish dates based on the information from the Pricing Sheet and Summary.



The Toolbar

- 1. Adjust Hours** – This button allows you to adjust the hours worked per day, this is set to 8 hours per day as a default. If you put the hours up then your job will take less time overall.
- 2. Save As PDF** – Here you can save your work schedule as a PDF.
- 3. Work Schedule** – This will open the Work Schedule in a bar graph format.
- 4. Edit Work Schedule** – This will open a form that allows you to adjust the amount of people on a section as well as the start date.
- 5. View Personnel** – This will open a form that shows you the number of trades on each job and the total number of working days the job is going to take.



The Work Schedule

Below the Toolbar, you will see the Summary of the work schedule and the schedule itself. This shows you how long each section of the job is going to take based on what you have included in the Pricing Sheet.

Summary of Work Schedule

Total Days = 130 Days	Start Date: Week 1
Total Weeks = 26 Weeks	Completion Date: Week 27

Based on a 5 day week

Please note that bad weather or additional works are not allowed for.

📅 Adjust Start Date

Work Schedule Start & Completion Dates

No of Trades Working	No of Days for each Stage	Start Works	Finish Works
2	29 Days	Foundations	Week 1
3	18 Days	Walls	Week 6
2	9 Days	Scaffolding	Week 9
2	1 Days	Windows & Door Frames	Week 11
2	1 Days	Lintels	Week 12
3	5 Days	Walls	Week 12
3	10 Days	Walls	Week 13
1	7 Days	Scaffolding	Week 15
2	1 Days	Windows & Door Frames	Week 17
2	1 Days	Lintels	Week 17
2	4 Days	Scaffolding	Week 17
3	10 Days	Walls	Week 18
2	3 Days	Roof Structure	Week 20
3	4 Days	Walls	Week 21
2	2 Days	Scaffolding	Week 21
3	4 Days	Walls	Week 22
3	5 Days	Roof Tiling	Week 23
2	1 Days	Guttering	Week 24
2	1 Days	1st Fix Carpentry	Week 24
3	9 Days	Plastering	Week 24
2	1 Days	2nd Fix Carpentry	Week 26
2	4 Days	Decorating	Week 26

Here is the estimated time given to complete this job

Adjust your jobs start date here

Estimated time given to complete each work section along with start and finish weeks

Work Schedule

The Work Schedule

Editing the Work Schedule

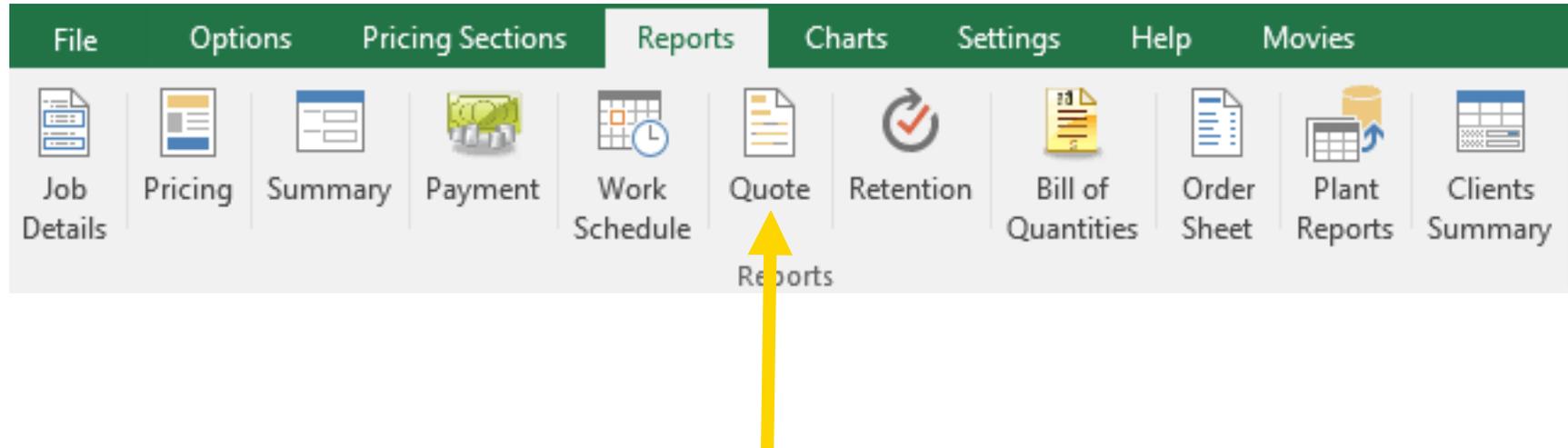
First select the work stage you wish to adjust, as you can see from the screenshot, this will just list the titles taken from the Payment Schedule. By selecting one of these titles you will then be asked to choose the work section from the work stage that you wish to adjust either the start date or the length of time the job takes.



To adjust the length of time given for a job simply click on adjust labour arrows (highlighted in blue on the screenshot on the left). By adding another person on the job, this will then cut down the amount of work days given. To adjust the start date of a job, you can click on the arrows to bring the date forwards or backwards (highlighted in orange on the screenshot)

The Written Quote

The Written Quote is the most important document that you can provide to your client. The program will produce a professional looking quote that will include all relevant details from the Pricing Sheet for your client to look over and base their decision on.



The Quote is designed for your client and therefore tries to use plain English rather than overload them with too many building terms that could confuse and delay them in making a decision, or worse, make them decide to go for someone else's quote.

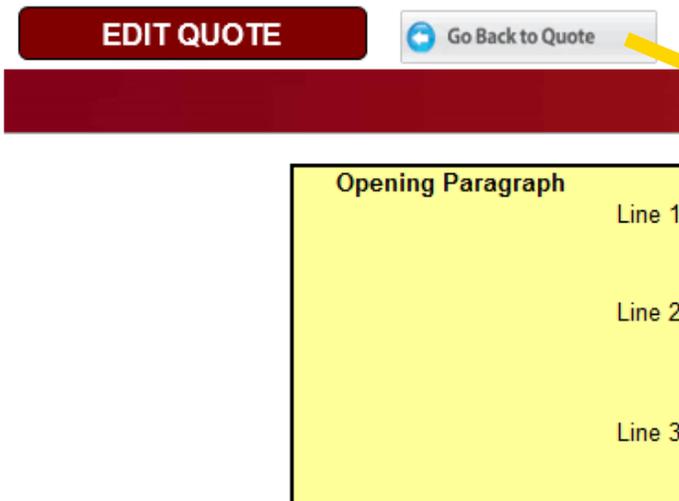
Due to the complex nature of bringing through all of the relevant information from the Pricing Sheet, we recommend that you take a look at the grammar before sending the quotation to your client.

The default written quotation brings through information from the Client & Job Details page (e.g. their name and address details), an introductory paragraph, information on the works that will be carried out with illustrations and information regarding the Payment Schedule (if necessary).

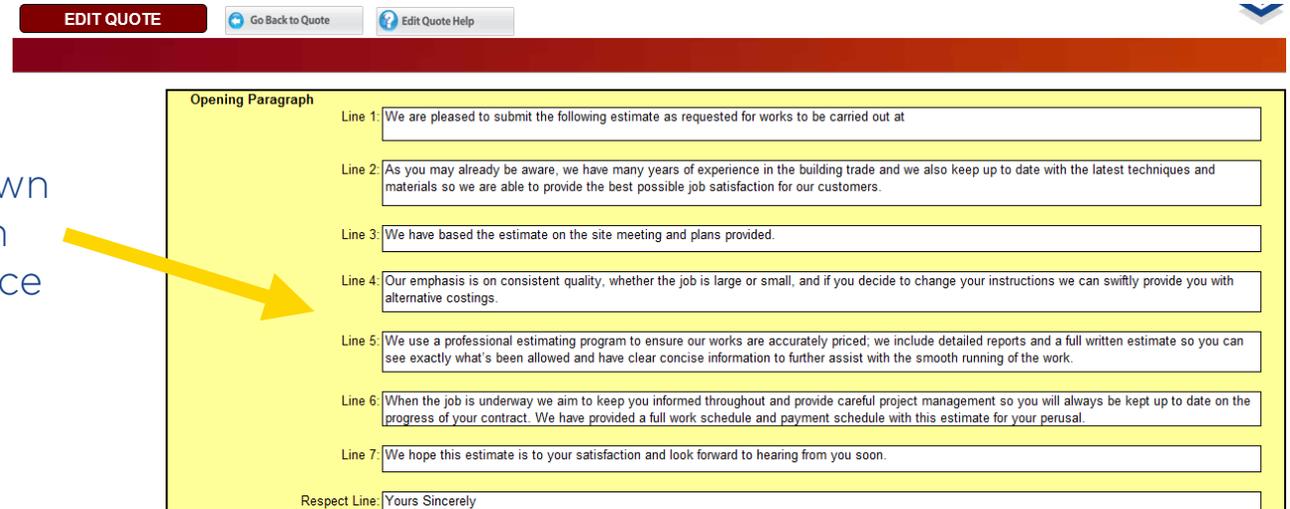
The Written Quote

Editing the Written Quote

This will enable you to see each line as shown in the quote. You can edit this by clicking in the relevant box and type your new sentence or edit the existing one.

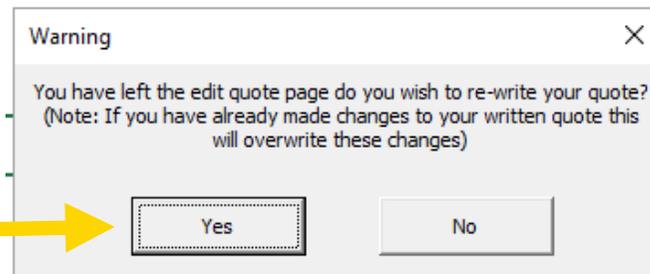


You will be prompted to re-write the quote in order for your changes to take effect, press 'Yes'.



The edit quote button allows you to edit the existing wording. However, because the quote is in Excel format you are unable to adjust the text font/size or layout. You can amend this by opening and saving the quote in MS Word.

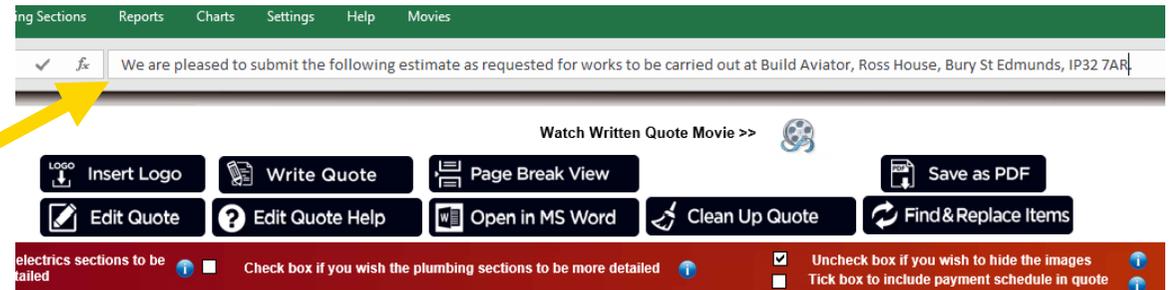
Once you have finished making the changes, to get back to your quote, just press 'back to quote'.



The Written Quote

View Formula Bar

Click on the text you want to change in the quote and it will appear in the Formula Bar - you can edit the text as you wish.



Miss Sam Miles
07 January 2019

Dear Miss Miles

We are pleased to submit the following estimate as requested for works to be carried out at Build Aviator, Ross House, Bury St Edmunds, IP32 7AR. As you may already be aware, we have many years of experience in the building trade and we also keep up to date with the latest techniques and best possible job satisfaction for our customers.

Exporting to Microsoft Word

Important: We recommend this option once you have fully completed your quotation (when you are ready to send it to the client). This is because Microsoft Word cannot re-write the quotation to include any amendments you have made through the program - you would need to re-write the quote and export it to Word again.

The Written Quote

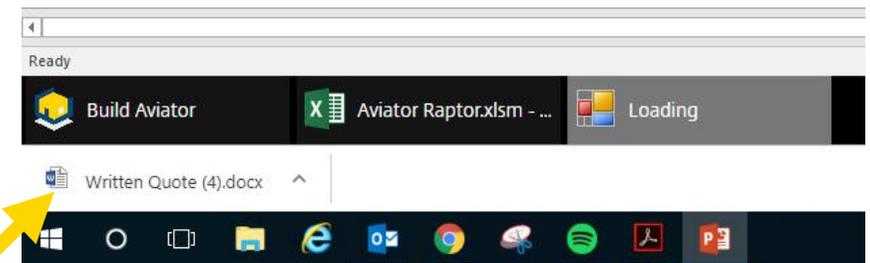
Exporting to Microsoft Word



Click the 'Open in MS Word' button and the document will begin to run.

Once it has finished running, you will be able to access the Word document from the bottom of your screen or from your Downloads folder in File Explorer.

Please note: When exporting a quote to Microsoft Word, unfortunately the images from the program (e.g. your logo or the illustrations) will not export with the text. This is because Word does not put the images in the correct place so all formatting would be lost. However, you are able to upload any logos or images you would require into Word as normal.



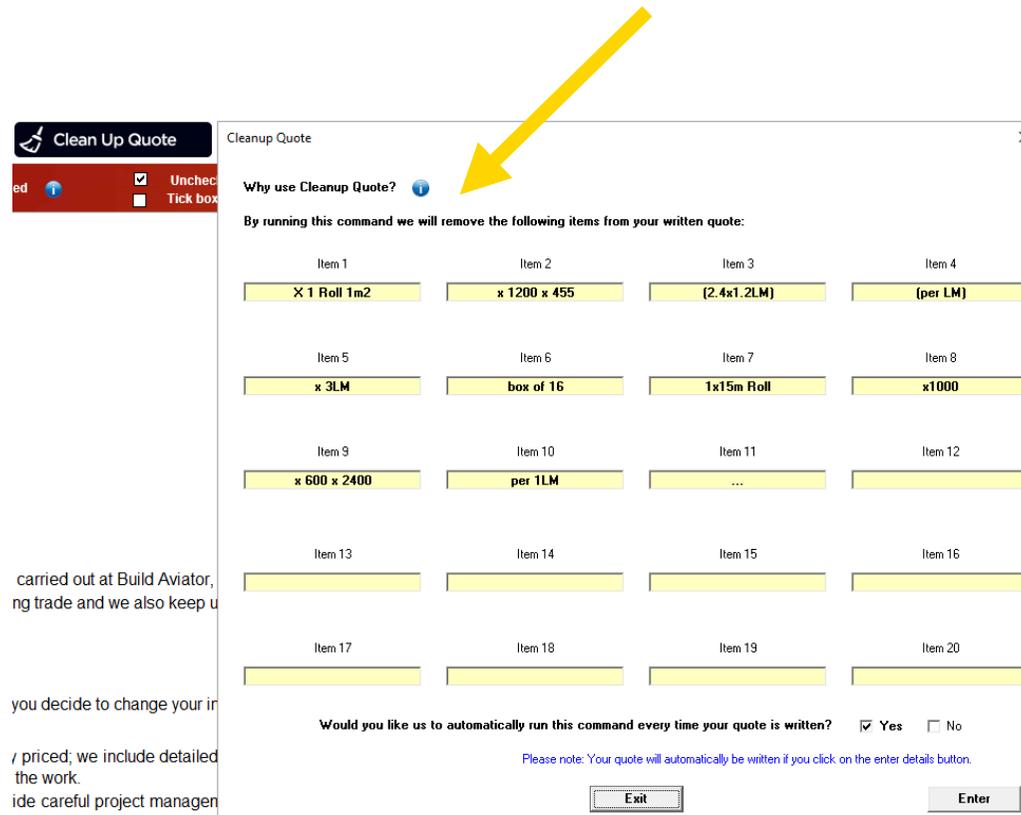
The Written Quote

Cleaning up

You will notice there is a button on the Quote page called 'Clean Up Quote', this feature allows you to quickly and easily remove certain words from the Written Quotation.

When you click this button it will load a form, simply enter the words you wish to remove and the program will sweep through the quote and remove them.

For more information on this form, you can click on the 'i' icon on the form when in the program.



The Written Quote

Find and Replace:

Similarly, there might be some words that you may wish to replace with alternative words. Rather than going through the quote manually and changing them individually, you can click on the Find and Replace Items button and you will see this form:

Why use Replace Quote? ⓘ

By running this command we will replace the following items with what you require:

Original Item	Replace With	Original Item	Replace With
decline [Decline [dpm	DPM
mr	Mr		
. we	. We		

Would you like us to automatically run this command every time your quote is written? Yes No

Please note: Your quote will automatically be written if you click on the enter details button.

Exit Enter

The Written Quote

Other Features on the Quote Report Page:

You might have noticed the options underneath the buttons on the Quote page. These are tick boxes giving you additional options e.g. giving you more details in the electrics and plumbing sections of the quote (it will list what have been allowed).

The screenshot shows a toolbar with the following buttons: QUOTE PAGE, Insert Logo, Write Quote, Page Break View, Save as PDF, Edit Quote, Edit Quote Help, Open in MS Word, Clean Up Quote, and Find & Replace Items. Below the buttons is a red bar with three options: Check box if you wish the electrics sections to be more detailed, Check box if you wish the plumbing sections to be more detailed, and Uncheck box if you wish to hide the images. There is also a Tick box to include payment schedule in quote.

You are also given the option to hide the images from the quote if you are saving the quote as a PDF.

The image shows two side-by-side panels for '3 Ground Floor'. The left panel includes 3D renderings of external walls, internal load bearing walls, and vegetation soils. The right panel is identical but lacks these images. A blue arrow points from the images in the left panel to the right panel, indicating the effect of the 'Uncheck box if you wish to hide the images' option.

3 Ground Floor:

External walls (walls up from foundations to DPC level)

Internal load bearing walls (walls up from foundations to DPC level)
Construct single internal load bearing walls with lightweight block 100mm blocks and allowance per thousand bricks £250.00 , bricks up to DPC level.
Construct double internal walls with lightweight block 100mm blocks and allowance per thousand bricks £250.00 , bricks up to DPC level.

Vegetation soils (top soil)
Remove all vegetation soil from oversite area. We have allowed up to 500mm of top soil to be removed from the oversite area.

DPC (damp proof course)
We have allowed for the installation of a DPC to the base of all ground floor walls to the minimum of 150mm above ground level.

3 Ground Floor:

External walls (walls up from foundations to DPC level)

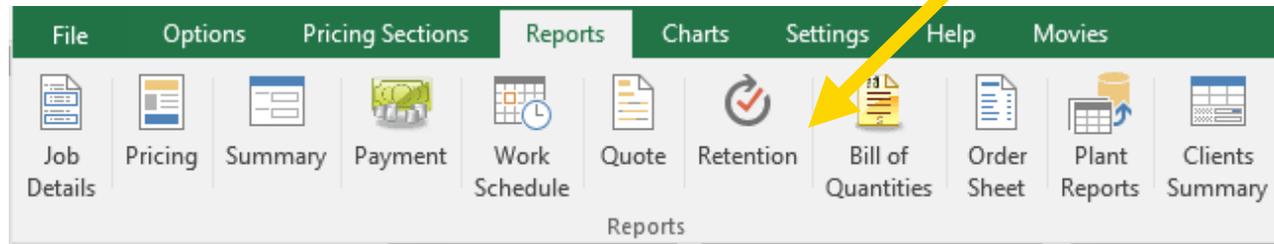
Internal load bearing walls (walls up from foundations to DPC level)
Construct single internal load bearing walls with lightweight block 100mm blocks and allowance per thousand bricks £250.00 , bricks up to DPC level.
Construct double internal walls with lightweight block 100mm blocks and allowance per thousand bricks £250.00 , bricks up to DPC level.

Vegetation soils (top soil)
Remove all vegetation soil from oversite area. We have allowed up to 500mm of top soil to be removed from the oversite area.

DPC (damp proof course)
We have allowed for the installation of a DPC to the base of all ground floor walls to the minimum of 150mm above ground level.

Retention

The Retention page is quite simple, it is where you can take a percentage of money from each stage payment for the client to 'hold back' until the snagging period is finished.



If you are unfamiliar with the term 'snagging period', it is often called a 'defects period' as well. Essentially it is a way to give your client extra peace of mind that you intend to do all the work to a satisfactory standard. A snagging period is the time after the job is finished where the client can observe the work that has been done and make any notes or points that they wish to be re-looked at. For example, part of the skirting may have cracked or a socket cover may not have been fitted. This can be noted by the client and you will need to make the relevant fixes before receiving the 'held back' money from the client.

If you have agreed to hold a retention, this can be deducted off each stage payment or the final payment

If deducting from each stage <small>This will deduct this percentage from each stage payment.</small>	<input type="text"/>	1 Stage Payment Deducted
		2 Stage Payment Deducted
		3 Stage Payment Deducted
		4 Stage Payment Deducted
		5 Stage Payment Deducted
		6 Stage Payment Deducted
If deducting from last payment (%) <small>This will deduct this percentage from the last payment.</small>	<input type="text"/>	Total Deducted

To deduct a percentage from all stage payments.

To deduct a percentage from the last payment only, enter the payment here.

Retention

The program will work out the retention amount for you based on the information you enter into the yellow boxes.

If you have agreed to hold a retention, this can be deducted off each stage payment or the final payment

If deducting from each stage <small>This will deduct this percentage from each stage payment.</small>	5.0%	1	Stage Payment Deducted	
		2	Stage Payment Deducted	£145.00
		3	Stage Payment Deducted	£70.00
		4	Stage Payment Deducted	£70.00
		5	Stage Payment Deducted	£1,110.00
		6	Stage Payment Deducted	£205.00
			Stage Payment Deducted	£45.82
If deducting from last payment (%) <small>This will deduct this percentage from the last payment.</small>			Total Deducted	£1,645.82

This information is brought through into the Written Quote, with the Payment Schedule.

If you have agreed to hold a retention, this can be deducted off each stage payment or the final payment

If deducting from each stage <small>This will deduct this percentage from each stage payment.</small>		1	Stage Payment Deducted	
		2	Stage Payment Deducted	
		3	Stage Payment Deducted	
		4	Stage Payment Deducted	
		5	Stage Payment Deducted	
		6	Stage Payment Deducted	£45.82
If deducting from last payment (%) <small>This will deduct this percentage from the last payment.</small>	5.0%		Total Deducted	£45.82

Payment schedule including retention

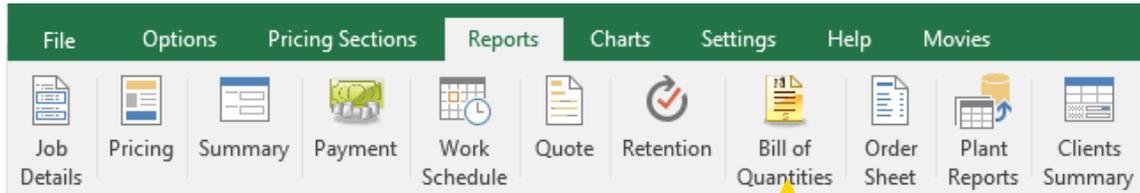
- 1st payment initial payment £0,000
- 2nd payment completion of oversite £9,100
- 3rd payment completion of joists £13,000
- 4th payment completion of wall plate £9,500
- 5th payment completion of roof £11,800
- 6th payment completion of plastering £12,000
- 7th payment completion of contract **£6,920.01**

Please note the above costings are exclusive of vat.
Retention held inc. vat £3,558.86
This is to be paid 6 months after completion of the contract.

Remember, you can amend the Written Quote. It's default is set to say 6 months after completion of the contract but you can amend that to whatever you have agreed with the client.

Bill of Quantities

The Bill of Quantities (BOQ) is automatically generated from the information in your Pricing Sheet and Summary. It will include information of everything you have included in your estimate such as quantities, prices of material and plant items as well as the labour hours and costs.

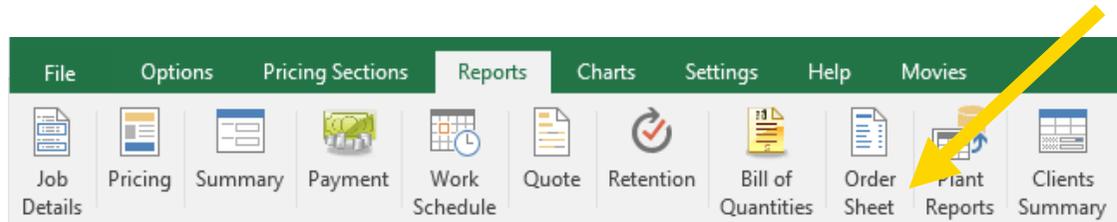


Similar to the 'export to word' option in the quote page, you can also export the BOQ report to an Excel Workbook. This allows you to make any changes that you may require. Once you export the file to Excel, it will appear in your downloads folder in File Explorer.



Material Order Sheet

The Order Sheet gives you a list of all the materials and quantities required for the job. This is useful for your own records as you can make sure you have all materials ready for each stage of works (avoiding delays) and you can also use it to see how much the materials will cost you from your local branch.



Group by Work Section

The program organises the Order Sheet by work section – set to default. This is the preferred option for helping you with the project management as it shows you what materials are needed for which stage of works. It also gives quantities so you can ensure you have enough space to hold the materials as and when required.



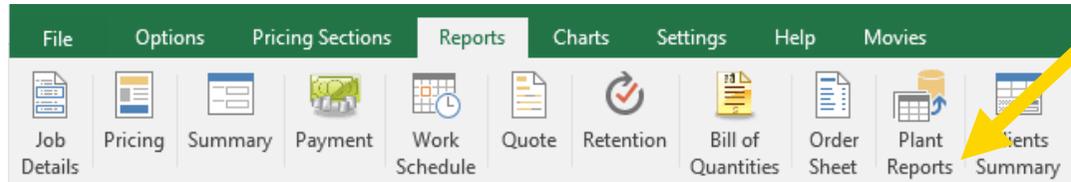
Group by Material Type

By selecting 'Group by Material Type' from the yellow dropdown box at the top of the Order Sheet, the program will automatically regenerate the report, grouping all material types together.

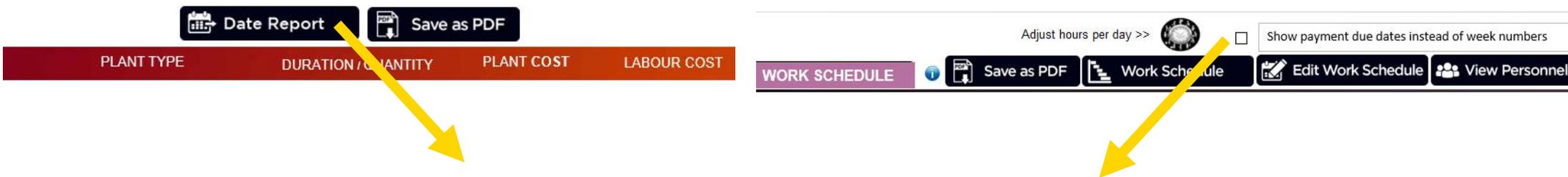


Plant Report

The Plant Report looks at the information from the Pricing Sheet and lists any plant equipment required and how long it is required for. Like the Order Sheet it is useful to have for project management as you can see exactly what is needed and it will ensure you hire the different equipment for the correct length of time.



This report breaks down the plant items required, the duration it is required for and the cost. It was also show the labour cost associated with them.



If you are looking to click on 'Date Report' on the Plant Report, you will need to go to the Work Schedule first and click on the tick box to 'show payment due dates instead of week numbers'. If you do not do this before you select 'Date Report' a Run Time Error will appear as it cannot work from weeks.

Plant Report

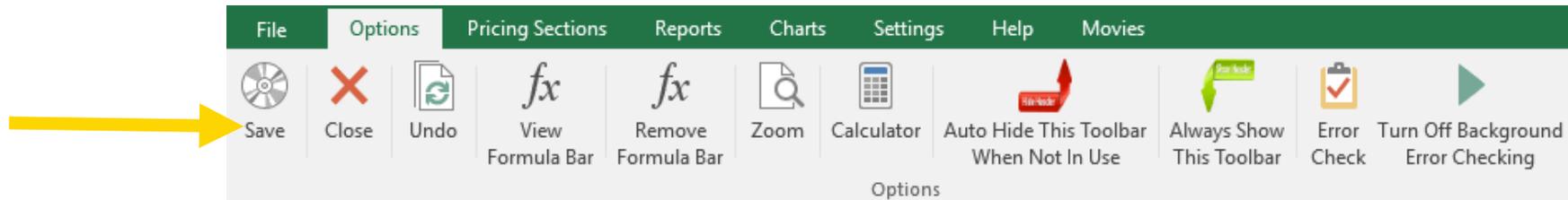
Tool Hire Report			
Plant Type	Duration / Quantity	Plant Cost	Labour Cost
Demolition Hammer 16kg	10 Days	£165.00	£187.50
4/3 Mini Mix Electric	13 Days	£126.25	
Builders Auto Level	10 Days	£203.50	£1,800.00
Generator 2.2kVA Petrol	10 Days	£187.50	£18.75
Free Standing	100 M2	£400.00	£1,200.00
Paslode PPN35i Cordless Positive Placement N	1 Days hire	£25.50	
Circular Saw 235mm	1 Days hire	£15.50	
Jigsaw 18v Cordless	1 Days hire	£18.50	
Demolition Hammer 16kg	10 Days	£165.00	£187.50
Dumpster Skip Loader	10 Days	£512.50	£1,800.00

Tip: If you notice that your totals are slightly different to the totals on the Summary page, this will be down to any P.C Sums that you have in the quote. The difference will be less noticeable if you do not have any profits or overheads included in the BOQ.

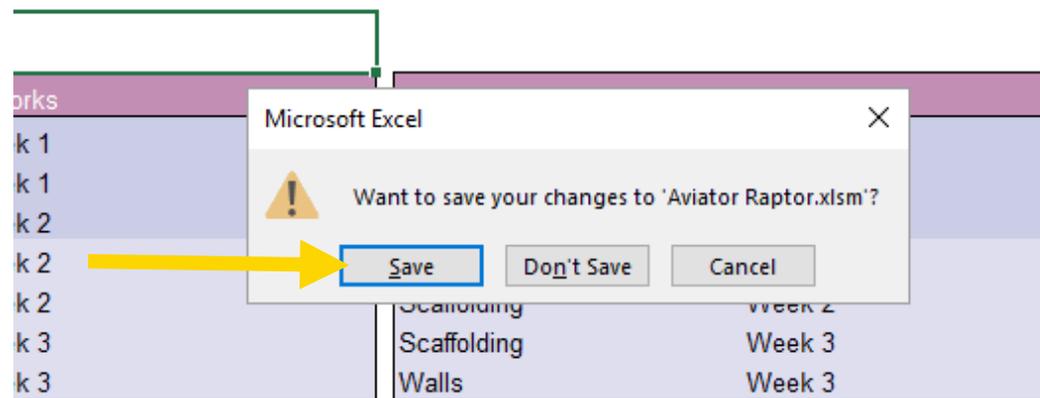
The reason for the difference when P.C Sums are involved is because P.C Sums are rounded up to the nearest £100. In some cases you may have added P.C Sums as just a total for a certain pricing section.

Saving a Quote

When you are working through your quote, it is recommended to save your work at regular intervals to ensure you do not lose any work (in case the worst happens - computer crashes etc).



When you close the program, you will be prompted to press save:

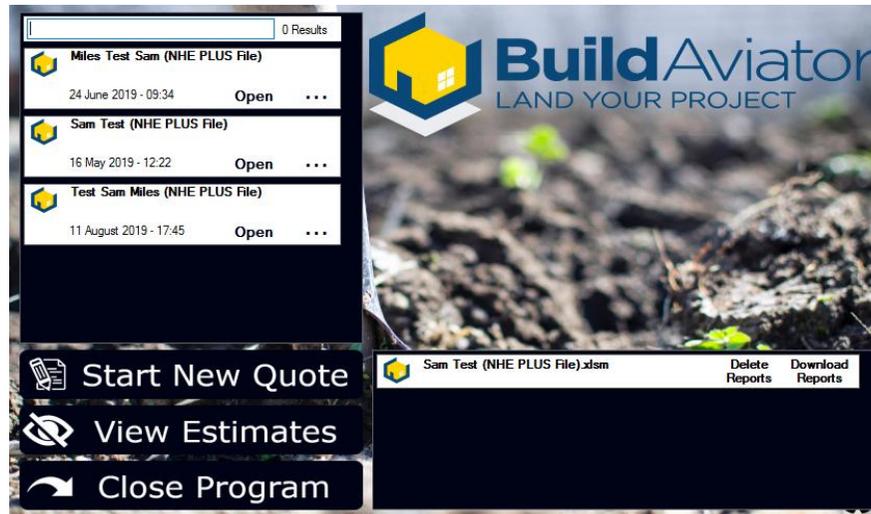


Finding Saved Quotes

In order to find your saved quotes, you will need to open the Aviator Raptor icon on the cloud and choose 'View Estimates'.

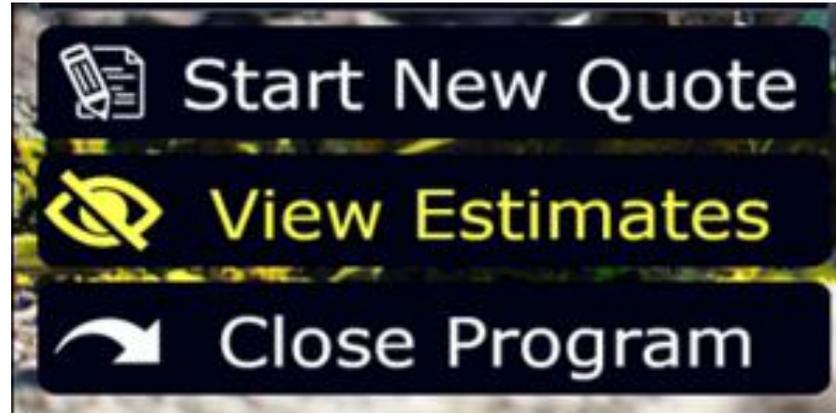


A new form will pop up showing all of the estimates you have completed. There is also a search option that you can type into that will direct you to the estimate. Click the 'Open' button and the quote will begin to open.



Running Your Reports

1. To run your reports on the cloud, you need to go to the main menu and select 'View Estimates'.

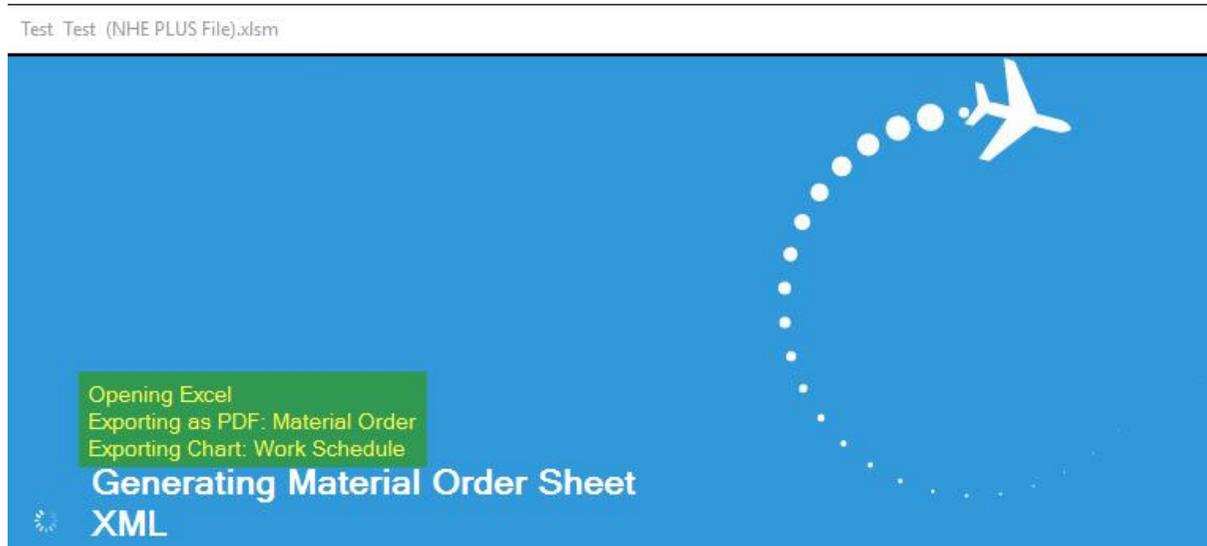


2. You are able to run the reports from the 3 dots beside each quote.



Running Your Reports

3. Once they have started running, it will pop up with the blue form. As you can see, the reports will keep you informed of each step the process is at.

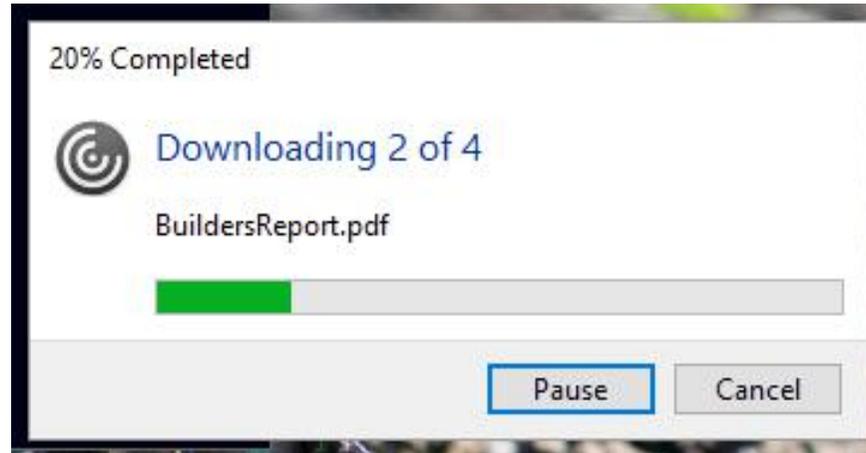


4. Once the reports have finished running (this may take up to 10 minutes), you will be able to access them from 'Download Reports'

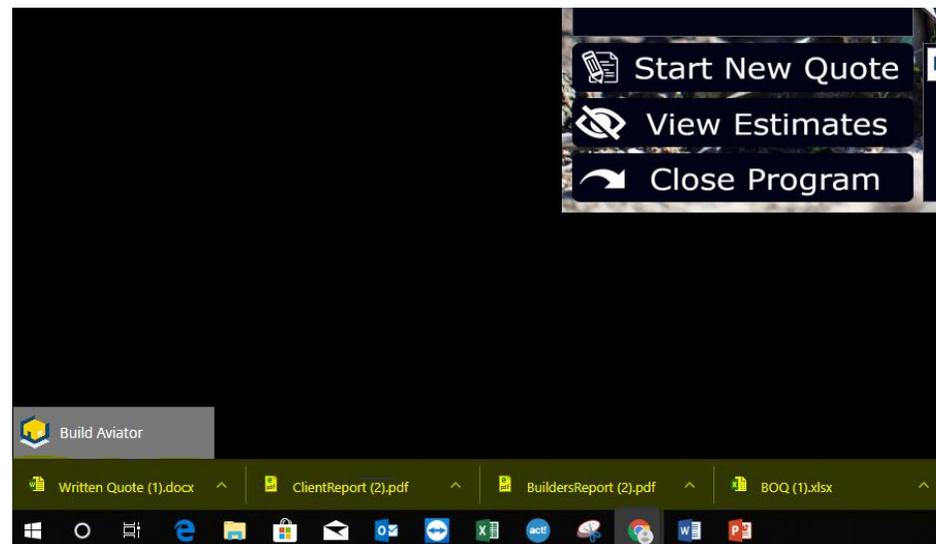


Running Your Reports

5. Once you have pressed download reports, a pop up box will appear showing you the progress of your download.



6. When the reports have downloaded, they will appear at the bottom of your screen. From there, you will be able to open them as normal and save them where you like.



Gang Rates

How are gang rates calculated?

In certain pricing sections you will notice gangs are used e.g. in the Walls and Roof Structure pricing sections. Our customers often question how we calculate the labour gang prices, below is an explanation:

The cost of building a wall is worked out by the rate allowed for bricks or blocks, **NOT** the number of people who are working on the wall. The hours allowed to build the wall look at the cost of the wall and then the rate of the chosen trade(s) from the price list.

A common misconception is 'if one person is to build the wall for £100, then surely it would be double the cost for two people to build the same wall – this is incorrect. The price of the wall stays the same, no matter how many people are working on it. Please see the below example:

Bricklayer's hourly rate = £18.75

Labourer's hourly rate = £12

The rate set for face brickwork is £450 per 1,000 bricks.

This equals 1.44 hours per M2 or £27 per M2.

With the above rates, the gang will not make any difference to the price of the wall.

We have established with the above rate, every M2 of brick labour will cost £27 per M2.

Gang Rates

How are gang rates calculated?

It doesn't matter how many trades you put on constructing the wall, it will still cost the same to build it.

If one bricklayer is to build the wall at their rate of £18.75, they will have 20.736 hours in which to do so ($20.736 \times £18.75 = £388.80$ - what it will cost to build the wall).

If two bricklayers are to build the wall at their rate of £18.75 each, they have a combined 20.736 hours in which to do so (10.368 hours each = a combined 20.736) then ($20.736 \times £18.75 = £388.80$).

The only thing that will change is if you have a trade at a different rate in the gang as this will allow for more or less hours, depending on the rate.

If you are using a gang of two bricklayers at their rate of £18.75 and one labourer at their rate of £12, you would all the costs together ($2 \times £18.75 + £12 = £49.50$ per gang).

Divide this by the number of trades in the gang to get the average rate (£49.50 divided by 3 = £16.50 per trade).

The cost of the wall is still £388.80.

Divide that by £16.50 = 23.56 hours.

This has increased the hours to build the wall by 2.83 hours due to the labourer in the gang being at a cheaper rate per hour.

Common User Errors

If you come across errors such as #VALUE!, #N/A (or reselect), #NUM (or Minus Figures), #DIV/0 or ####'s in your Pricing Sheet where it is supposed to have brought through a total or a number, please read through the below information.

#N/A (or reselect)

The screenshot shows a pricing sheet with a table of items. The 'New Strap' item is highlighted in yellow and has a 'reselect' error in the price column. The error message '#N/A' is displayed in the price column for this item. The table also shows other items with their respective prices and descriptions.

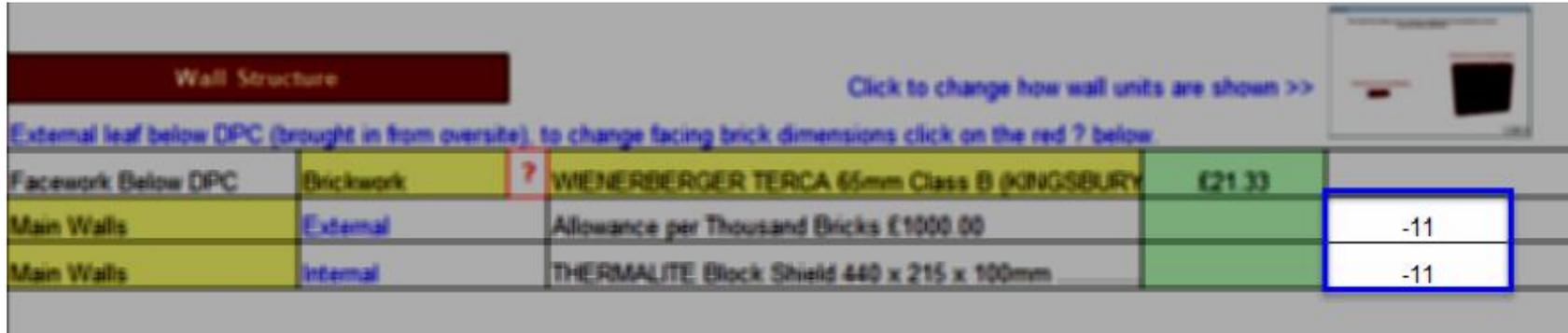
Item	Description	Price	Error
Restraint Straps	New Strap	reselect	#N/A
Restraint Straps Nuggers	With Strap 1/4" Regularized Joint Treated "Standard" F20	52.57	
Herringbone Weld	Build Nuggers	54.57	
Bulls including Hats	Top Square Luggage Bolt & Nut 3/8" Spec. 4.2oz. F140	53.28	
Washers	SMITH'S Square Plate Washer 3/8" x 3/8" x 1/4"	53.52	
Tender Connectors	Tender Connector Saturated W12 x 2.00 1/8" Dia	55.52	
Tender Joint Hangers	SMITH'S Joint Hanger with Adjustable Height Strap	52.56	#N/A

Cause: This happens when an item can not match up from the Quote Library to the Pricing Sheet. The program looks at the material/labour description in the program and matches it to the material/labour/plant description in the Quote Library in order to bring through the correct price. If the item description in the Pricing Sheet is even slightly different to the description in the Quote Library, the program is unable to match it and therefore cannot bring a price through - causing the not available (#N/A) error. This can happen if you have altered the material/library/plant description in the Pricing Sheet.

Solution: you need to 'reselect' the item from the yellow dropdown box in the Pricing Sheet and the price will be brought through.

Common User Errors

#NUM (or Minus Figures)



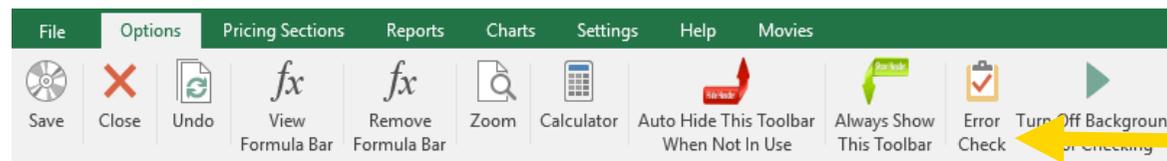
The screenshot shows a software interface with a table. The table has four columns. The first column contains 'Facework Below DPC', 'Main Walls', and 'Main Walls'. The second column contains 'Brickwork', 'External', and 'Internal'. The third column contains 'WIENERBERGER TERCA 65mm Class B (KINGSBURY)', 'Allowance per Thousand Bricks £1000.00', and 'THERMALITE Block Shield 440 x 215 x 100mm'. The fourth column contains '£21.33', an empty cell, and an empty cell. The fifth column contains '-11', '-11', and an empty cell. A blue box highlights the '-11' values in the fifth column. A red question mark is visible in the second column of the first row. A blue box highlights the '-11' values in the fifth column. A blue box highlights the '-11' values in the fifth column.

Wall Structure		Click to change how wall units are shown >>		
External leaf below DPC (brought in from oversite), to change facing brick dimensions click on the red ? below.				
Facework Below DPC	Brickwork	WIENERBERGER TERCA 65mm Class B (KINGSBURY)	£21.33	
Main Walls	External	Allowance per Thousand Bricks £1000.00		-11
Main Walls	Internal	THERMALITE Block Shield 440 x 215 x 100mm		-11

Cause: This is usually when a negative figure has been calculated, this can happen in areas of the program where a number has been entered incorrectly and the program makes deductions based on the figures entered (e.g. when you enter information into the Windows Section, it deducts sand, cement etc from the Walls section because they are no longer required). So if you have entered in too many windows for the length and height of walls, then you will see a minus figure.

Solution: It is best to go through and check these sections to make sure everything has been entered correctly or that you have not missed any required numbers.

Tip: If you want to make sure that none of these errors are present in your quotation, go to the options tabs and use the 'Error Check' feature.



Common User Errors

#DIV/0

Damp Proof Course (DPC)							
DPC External Walls	?			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DPC Internal Walls	?	VISQUEEN Brickgrip Polythene DPC Black Embossed	£3.70				
DPC Single External Walls	?	VISQUEEN Brickgrip Polythene DPC Black Embossed	£3.70				
DPC Plinth External Walls	?	VISQUEEN Brickgrip Polythene DPC Black Embossed	£3.70				

Cause: This can be caused by a complex calculation trying to divide itself by nothing (divide by 0 = #DIV/0), there will be an error where a 0 figure has been calculated where there should have been a number. It can also happen when you delete a material/plant/labour description which is what happened in the above example.

Solution: Check that you have not missed any required numbers or that the numbers you have entered are correct, or select a description from the material/plant/labour dropdown if one has been removed.

####'s

					Windows / Doors					
					Add Notes	VIEW SUMMARY OF THIS SECTION				
					Plant	Mat	Hrs	Labour		
Add Extra Row					TOTALS = #####	£26,008.40	1000028.0	#####	TOTAL=	£26,245,537.15

Cause: If you are getting hash figures where numbers or totals should be then it is because the number is too large to fit in the box. It is uncommon for a number not to fit in the box.

Solution: Check the information you have entered in that section to make sure you have not entered an unusually large quantity or measurement to cause such a large number in the totals section.

P.C Sums

Using P.C. Sums (Provisional Cost Sum) and Allowances

When pricing most building works, there will often be either a section of work where an allowance or P.C Sum has to be used or maybe just an individual item. This can be for many reasons such as: a specialist item has to be priced separately or the client has not decided exactly on the item they require (some typical works could be the exact specification for electrics, doors, kitchen, ceramic tiling or the type of brick and so on.)

The below will show you how the program can deal with P.C Sums and Allowances in 4 different ways:

- 1.** Adding a lump sum to a section of work, often used if unknown or a contractor has provided a price.
- 2.** Letting the program price up a section of works by entering basic numbers and turning this into a P.C Sum.
- 3.** Specialist items that may not fit into any existing Pricing Section and adding these items to the P.C Sum Pricing Sheet.
- 4.** Pricing the work based on an item but making it a P.C Sum or an Allowance in the Written Quotation.

P.C Sums

Using P.C. Sums (Provisional Cost Sum) and Allowances

Option 1: Adding lump sums in as a P.C. Sum

This option is best when it's difficult to even price a budget for the works, so just add a lump sum in for a P.C Sum. Go to the pricing section e.g. kitchen, and instead of filling out the required information you can 'tick' the P.C Sum box under the totals information.

A question commonly asked is 'Why do I need to enter hours in a P.C Sum when it is a budget? Surely I do not need to know the time allowance for this stage?'

We recommend that you allow a time for these works to be carried out because the information will be taken through into your Work Schedule. So, rather than having no time allowed for works that you know will be carried out, it is important to enter a time even though it might only be estimated at this stage.

Options for PC Sums
There are normally two main options for how a PC. Sum can be entered in the program >>

DESCRIPTION	UNIT COST	QTY	UNIT TYPE	PLANT	MATERIA	HOURS	LABOUR	TOTALS	TRADE
Additional Items	PC Sum	PC Sum Allowance	Price Cost	Per unit					Labour
				Plant	Mat	Hrs	Labour	P.C. SUM	
TOTALS =									<input checked="" type="checkbox"/> Is this a P.C. Sum?

We would recommend that you split the PC Sum costs into Plant, Materials and Labour including entering in hours. The reason for this is the hours will allow a time for these works to be carried out in the work schedule and some reports may need to look at how much is being spent on Plant, Materials and Labour. This is to make the reports more accurate.
Note:- You should not just type a total in the total column, the costs must be entered in at least one of the plant, material or labour columns.

PC Sums	£2,217.50
18% Mark up Margin On PC Sums	£482.50
Quotation For PC Sums	£2,700.00

The totals for all the PC Sums are shown on the summary sheet in the PC Sum box (as shown above). Here you can adjust your mark up margin on your PC Sums.
Your PC Sum will have the mark up margin added and then rounded up to the nearest £100. This is the figure that will be shown on your quotation and the Client's Summary sheet. To see further details to see how PC Sums are calculated, click on the Blue ? on the PC Sum box on the summary.

Click here for more information about PC Sums >>

	Plant	Mat	Hrs	Labour	P.C. SUM
TOTALS =					
					<input checked="" type="checkbox"/> Is this a P.C. Sum?

P.C Sums

Using P.C. Sums (Provisional Cost Sum) and Allowances Option 2 – Taking a section of work as a P.C. Sum

Go to a pricing section e.g. 1st Fix Electrics and enter information for the estimated items. The program will work out the costs associated with those items and can be made into a P.C. Sum by ticking the 'Is this a P.C. Sum?' box below the Totals section.

Not all pricing sections have this P.C. Sum option. Most pricing sections will have this option at the end of the section, but any that do not have the P.C. Sum option are pricing sections that would be unlikely to have a P.C. Sum applied e.g. foundations.

The screenshot shows a software interface for 'Electrics 1st Fix'. At the top, there is a 'PRINT 1ST FIX ELECTRICS' button and a 'Pricing Electrics 1st Fix?' section with a 'Yes' checkbox. Below this are several tables of items with quantities and checkboxes. A 'Materials have 6.8% waste added' label is visible. A 'Sockets & Lights' section contains a table of items like 'Double Steel Boxes' and 'Single Steel Boxes'. A 'P.C. Sum' dialog box is open, displaying a message: 'You have already completed some of the details in this section. The totals at the bottom will be transferred to the PC Sums section of the Summary sheet, where you will be able to add profits if you wish. The Clients Summary will include the selected profit and also round up the figure to the nearest £100'. At the bottom right, a '1st Fix Electrics' summary table shows totals for Part, Mat, Hrs, Labour, P.C. SUM, and a total of £793.78. A 'VIEW SUMMARY OF THIS SECTION' button is also present.

Item	Quantity	Unit	Price	Total
Double Steel Boxes	8	No	£0.36	£2.88
Single Steel Boxes	3	No	£0.33	£0.99
Double Dry Lining Boxes	2	No	£0.05	£0.10
Single Dry Lining Boxes	2	No	£0.54	£1.08
Clips for socket cable	254	No	£0.03	£7.62
Earth 1.5mm cable 100LM	2.5	Roll	£23.50	£58.75

Part	Mat	Hrs	Labour	P.C. SUM	Total
£18.10	0.3	£5.87			£21.97
£1.30					£1.30
£39.04	2.4	£51.18			£99.20
£52.84					£52.84
TOTAL £ =	£451.73	15.7	£342.06	P.C. SUM	£793.78

P.C Sums

Using P.C. Sums (Provisional Cost Sum) and Allowances Option 3 – Adding specialist items as a P.C. Sum

Specialist items that may not fit into any section of works can be added into the P.C. Sums section of works located at the bottom of the pricing sheet calls 'Other P.C. Sums'. This can be used for any other P.C. Sums that might be needed.

Other P.C. Sums		Click the printer icon to print this section of works								
Do You Require This Section of Works Open ? Yes. <input checked="" type="checkbox"/>										
This section is where you can enter other P.C. Sums for more unusual items that have not been specified above.										
It is useful to breakdown the costs for a P.C. Sum into plant, labour (including labour hours) and materials. The reason for this is so that the work schedule can allow time for these works to be carried out.										
Estimating Errors	0.0%	?	Click the ? to change the %		P.C. Sum Cost					
Removing Oak Tree					P.C. Sum Cost	£300.00		11.0	£300.00	£600.00
Enter P.C. Sum Description					P.C. Sum Cost					
Enter P.C. Sum Description					P.C. Sum Cost					
Enter P.C. Sum Description					P.C. Sum Cost					
Enter P.C. Sum Description					P.C. Sum Cost					
Enter P.C. Sum Description					P.C. Sum Cost					

Option 4 – Making an individual item a P.C. Sum or an allowance by simply manually typing it in the quotation

In options 1 and 2, you are shown how to turn pricing sections into P.C. Sums, however there may be times when you need to break the P.C. Sums down. An example of this would be if you want to take the cost of bricks as a P.C. Sum as the client has not decided on the type of brick, but everything else can be worked out e.g. blocks or timber framing for the internal size of the wall along with all the other items such as labour, sand, cement, insulation etc. So, rather than making a complete section for a P.C. Sum just for one element, you can add a P.C. Sum in for just the material cost of bricks.

P.C Sums

Using P.C. Sums (Provisional Cost Sum) and Allowances

What happens to a sum when it has been selected as a P.C. Sum?

When you go to the Summary page, you will see the section of work you have made a P.C. Sum highlighted in a different colour to other sections of works.

The Summary highlights the P.C. Sums orange. The example shows the 1st Fix Electrics which has been 'ticked' as a P.C. Sum in the Pricing Sheet.

With P.C. Sums, it would be unusual to have a figure that is in part (e.g. £793.79). The figure would normally be rounded up to the nearest 100.

Example:

Lets say the electrics estimated cost comes to £793.79 and your profit mark-ups on P.C. Sums (of say 10% = £79.38) this comes to 3873.17 in total. As mentioned, it would be very unusual to have a part figure like this, so the program will round this up to a full 100 = £900. Therefore giving you a £106.21 mark-up.

1st Fix Carpentry	VIEW 1ST FIX CARPENTRY	Hours = <input type="text" value="10"/>	Plant = £0.00 Materials = £2,229.97 Labour = £181.63 Total = £2,411.60
Plumbing 1st Fix	VIEW 1ST FIX PLUMBING	Hours = <input type="text" value="0"/>	Plant = £0.00 Materials = £0.00 Labour = £0.00 Total = £0.00
Electrics 1st Fix (This is a P.C. Sum)	VIEW 1ST FIX ELECTRICS	Hours = <input type="text" value="16"/>	Plant = £0.00 Materials = £451.73 Labour = £342.06 Total = £793.79
Alterations	VIEW ALTERATIONS	Hours = <input type="text" value="0"/>	Plant = £0.00 Materials = £0.00 Labour = £0.00 Total = £0.00

This is how P.C. Sums are calculated

Section of Works	Cost	Profit	Total	Roundup £
Scaffolding	£ 0	£ 0	£ 0.00	£ 0
Roof Tiling	£ 0	£ 0	£ 0.00	£ 0
Flat Roof Covering	£ 0	£ 0	£ 0.00	£ 0
Guttering	£ 0	£ 0	£ 0.00	£ 0
1st Fix Plumbing	£ 0	£ 0	£ 0.00	£ 0
1st Fix Electrics	£ 793.79	£ 79.38	£ 873.17	£ 900
Plastering	£ 933.14	£ 933.31	£ 1866.45	£ 1900
2nd Fix Plumbing	£ 0	£ 0	£ 0.00	£ 0
2nd Fix Electrics	£ 1200.00	£ 122.00	£ 1342.00	£ 1400
2nd Fix Carpentry	£ 0	£ 0	£ 0.00	£ 0
Drainage	£ 0	£ 0	£ 0.00	£ 0
Pathways	£ 0	£ 0	£ 0.00	£ 0
Driveway	£ 0	£ 0	£ 0.00	£ 0
Landscaping	£ 0	£ 0	£ 0.00	£ 0
Kitchen	£ 0	£ 0	£ 0.00	£ 0
Decorating	£ 0	£ 0	£ 0.00	£ 0
Finishes	£ 0	£ 0	£ 0.00	£ 0
Other P.C. Sums	£ 12032.73	£ 1203.27	£ 13236	£ 13000
Totals =	£ 695	£ 68.50	£ 753.50	£ 900
Total Profit = £ 1203.27		Total Profit with all Roundups = £ 1367.27		

Contact us.

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