



Segregated Estimator Program

Getting Started

December 2002



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Introduction

Overview

The Segregated Estimator is a detailed replacement cost estimating program in Marshall & Swift's SwiftEstimator suite of online programs. You can access Segregated Estimator through the Internet using Microsoft Internet Explorer 5.5 or later.

Segregated Estimator is based on the Segregated Cost Method in the *Marshall Valuation Service*, which has been published by Marshall & Swift for over 70 years. You can use it to determine up-to-date replacement costs for over 220 commercial, industrial, institutional, residential and agricultural building types found throughout the United States and Canada.

This *Getting Started* manual has two main sections:

- **Quick Start:** A brief outline of the steps required to create, enter, calculate, print, edit and delete an estimate. Read this section if you are familiar with the use of computers and the Internet.
- **Tutorial:** Detailed instructions that lead you through the steps required to create, enter, calculate, print, edit and delete an estimate. The examples in this section also explain the various ways to use the help system. Use this to be guided through the basics of Segregated Estimator.

Before using either of these sections, you should be familiar with Segregated Cost Method (page 5) and how to navigate within Segregated Estimator's data entry screens (page 7).

Obtaining Technical Support

If you encounter a problem when using SwiftEstimator or Segregated Estimator, first refer to this *User Guide* or the help system for a solution. If the problem cannot be resolved in this way, or you have questions not answered in this *User Guide*, please call us at one of the following technical support numbers:

1-800-421-8042 ext. 2762, or

1-213-683-9000 ext. 2762

Fax: 1-213-683-9043

Support Hours: Monday - Friday, 7 a.m. until 4 p.m. Pacific Time

When calling technical support, please have the following information available:

- Browser type, version (e.g., Internet Explorer, Version 5.50.4807.2300) and update versions (e.g., SP2; Q323759). You can usually find the browser and update versions by selecting Help, then About, when using the browser.
- Internet Connection Method (DSL, Cable Modem, Dialup Modem including connection speed, etc.).
- Operating system (Windows® 98, Windows® NT, Windows® XP, etc.).
- Printer make and model number if you are having printing problems.
- An exact description of your question or problem, including what you were doing when the problem occurred.
- The exact text of any error messages.

Outline of the Segregated Cost Method

The Segregated Cost Method allows you to give separate consideration to each of the major construction components of a building (foundation, floor structure, floor cover, etc.) with a minimum of time-consuming counting and measuring.

To use the Segregated Cost Method, you must do the following:

1. Determine the occupancy or occupancies of the building.
2. Determine the overall quality (cost rank) of the building. Segregated Estimator automatically applies this quality to all building components in the estimate (unless you set a specific quality for individual components).
3. Determine the class or classes of construction for the building.
4. Determine how to set the combined physical and functional depreciation for the building.
5. Specify the individual construction components that make up the building in a number of different construction systems (foundation, exterior walls, roof structure, roof cover, etc.). See the following page for an illustration of these construction systems.

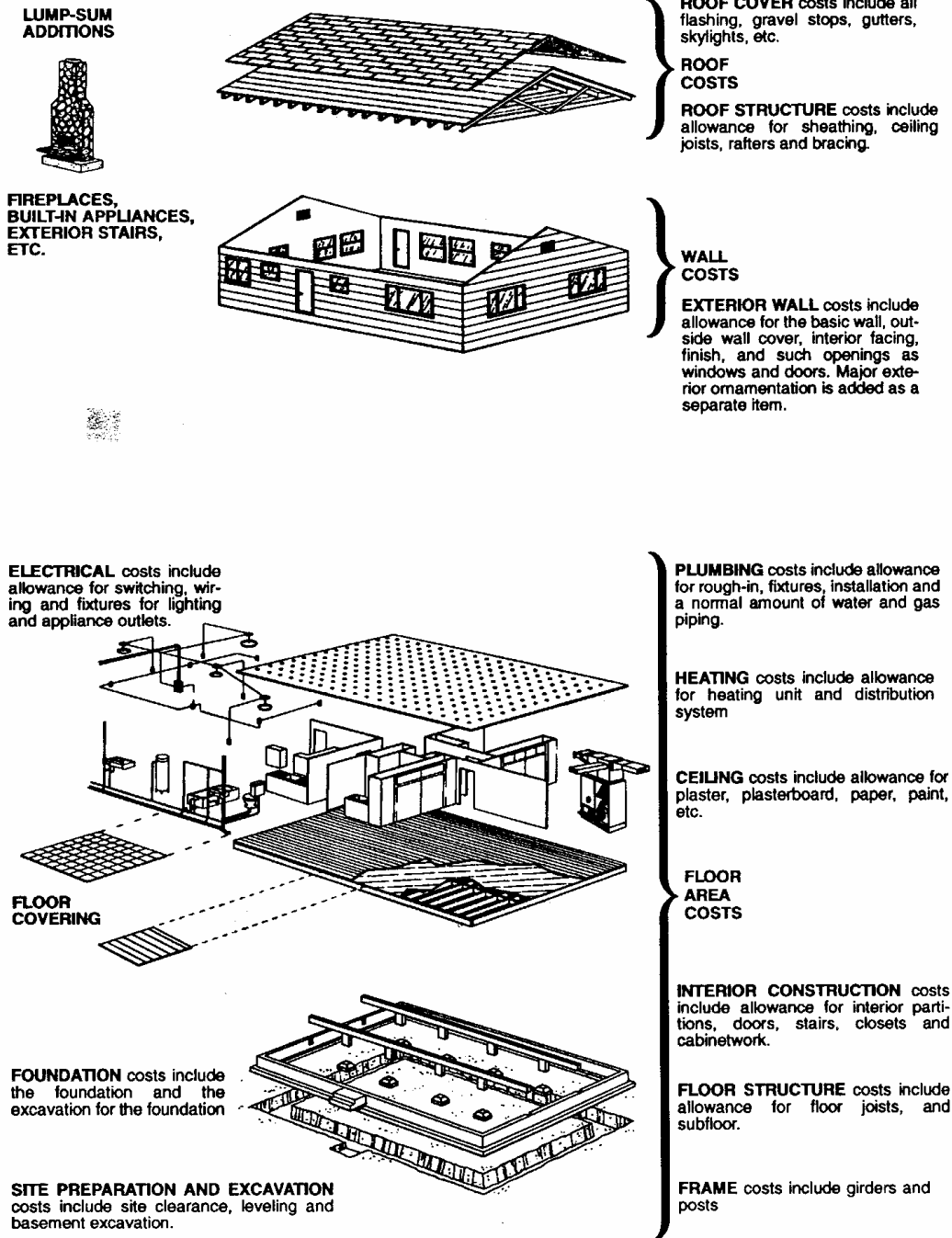
The Segregated Cost Method, and thus Segregated Estimator, differs from the simpler Square Foot Method available in the Commercial Estimator (also part of SwiftEstimator) in the following major ways:

1. Segregated Estimator requires a greater degree of understanding of the overall cost relationships between occupancies, classes and quality levels than Commercial Estimator.
2. Segregated Estimator requires a greater degree of understanding of building construction techniques than Commercial Estimator. With Segregated Estimator, you have to enter every construction component in the building. If you leave a component out of the estimate, the calculated cost does not include that item.

Commercial Estimator begins with an average square foot cost for a typical building and refines this cost for such items as exterior walls and heating/cooling. If you do not specify the exterior walls for an estimate, Commercial Estimator automatically includes a typical exterior wall for the occupancy, class and quality of the building.

Construction Systems

The following graphically illustrates how construction components are segregated into the major construction systems for a single-family residence.



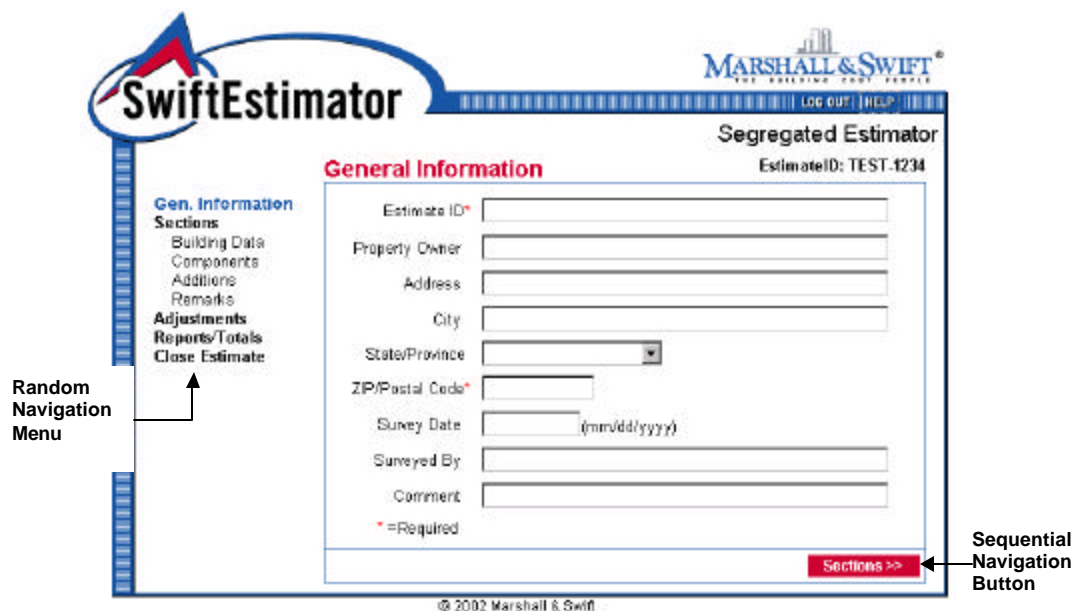
Navigating in Segregated Estimator

The **Estimate Data** screens in Segregated Estimator follow the Segregated Estimator Worksheet. You can use the Worksheet to collect the data needed by the program, or you can enter the data directly into the **Estimate Data** screens.

When entering or editing an estimate, you can move from screen to screen using either of the following methods:

- **Sequential Navigation Buttons:** These buttons take you to the previous screen or to the next screen, and are located in the lower right area of the screen.
- **Random Navigation Menu:** This menu, on the left side of the screen, allows you to move directly to any of the screens listed, and to save and close the estimate.

These are located as follows:



There are three types of links in the **Random Navigation Menu**:

- **Data Screens:** Displays one of the data screens (**General Information**, **Sections**, etc.).
- **Reports/Totals:** Allows you to calculate the costs and display or print any of the available reports (Data Entry, Summary and Detailed).

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- **Close Estimate:** Closes the current estimate, returning to the **Existing Segregated Estimates** screen.

Note: Segregated Estimator automatically saves the data you have entered or changed whenever you move from screen to screen, either using the links in the Random Navigation Menu or using the Sequential Navigation Buttons. However, nothing is saved if you use the **Back** or **Forward** buttons in your browser. Because of this, you should not use the browser buttons to move from screen to screen.

Quick Start

This section briefly outlines the steps you need to follow to create, enter, calculate, print, edit and delete an estimate. Read this if you are familiar with using computers and using the Internet. Go directly to the Tutorial on page 1-12 for more detailed instructions on using Segregated Estimator.

In order to understand how to use Segregated Estimator, it is important that you understand the Segregated Cost Method (page 1-5) and the major construction systems in the Segregated Cost Method (page 1-6).

Starting Segregated Estimator

1. Go to www.swiftestimator.com/segbeta in your Web browser.
2. When the **Login** screen displays, type your User Name and Password, then click the **Login** button. The **Existing Segregated Estimates** screen displays.

Creating, Entering, Calculating and Printing an Estimate

1. Enter all the building data on the Segregated Estimator Worksheet.
2. Start SwiftEstimator using the steps above.
3. Click the **New Estimate** link on the left side of the screen.
4. Enter the General Information from the Worksheet, then click the **Sections >>** button at the bottom of the screen.
5. Enter the Occupancy Code at the bottom of the **Select Occupancy** screen, then click the **Add** button.
6. When the **Building Data** screen displays, enter the remaining information from the Worksheet, then click the **Components >>** button to move to the **Components** screen.
7. Type the Code for the first component, press **Tab**, enter the percentage of total floor area or the quantity indicated and any other component data from the Worksheet, then click the **Add** button. Enter all components in this manner.
8. If there are no additions, remarks or cost adjustments, click the **Reports/Totals** link on the left of the **Components** screen to move to the reports screen (and go to step 12). Otherwise, click the **Additions >>** button to move to the **Additions** screen.

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9. If the Worksheet has additions, move to the **Additions** screen. Click the **Add Addition** button, enter the addition data, then click the **Save and Add Another** Button. On the last addition, click the **Save and Finish** button to return to the **Additions** screen.
10. If the Worksheet has remarks or notes, move to the **Remarks** screen, then enter the remarks and/or notes directly in the input areas on this screen.
11. If the Worksheet has cost adjustments, move to the **Adjustments** screen then enter the adjustments. All items on this screen are optional; if you do not make an entry for an item on this screen, Segregated Estimator automatically uses the “default” value listed on the right side of the Worksheet.
12. Move to the **Reports/Totals** screen (either by clicking the **Reports/Totals** link on the left of any screen, or by clicking the **Reports/Totals** button on the **Adjustments** screen). Click the **Calculate** button to calculate the costs.
13. Select one of the Report Types on the **Reports/Totals** screen. Segregated Estimator displays the report directly on the screen. Click the **Print** button to print the report.
14. Click **Close Estimate** in the Random Navigation Menu on the left to close the estimate.

Editing an Estimate

To edit an estimate:

1. On the **New Estimates/Search** screen, select a Search Type and if required Search Text, then click the **Search** button.
2. Click **Edit** in the Options column of the estimate you want to edit.
3. Use the Random Navigation Menu on the left of the screen or the Sequential Navigation Buttons at the bottom of the screen to move to the appropriate screen, then make the changes.
4. Click **Close Estimate** in the Random Navigation Menu on the left of the screen to close the estimate.

Deleting an Estimate

To delete an estimate:

1. On the **New Estimates/Search** screen, select a Search Type and if required Search Text, then click the **Search** button.
2. Click **Delete** in the Options column of the estimate you want to delete
3. Click **OK** when the message "Are you sure you want to delete the estimate" displays.

Tutorial

In this tutorial, you learn how to:

- Create a new estimate.
- Enter the basic information about a building.
- Display help for occupancies and components.
- Display help for individual data fields and for screens.
- Use the help Table of Contents and Index.
- Calculate estimate costs.
- Print cost reports.
- Close an estimate.
- Edit an estimate.
- Delete an estimate
- Log Out from Segregated Estimator

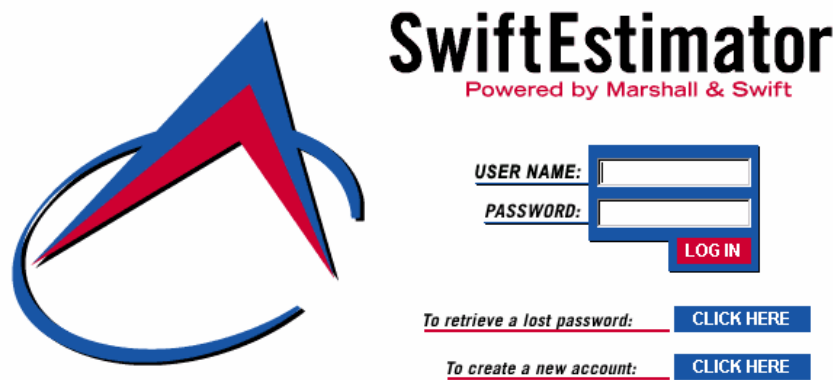
The steps for this tutorial begin on the following page.

In order to understand how to use Segregated Estimator, it is important that you understand the Segregated Cost Method (page 1-5) and the major construction systems in the Segregated Cost Method (page 1-6).

Start Segregated Estimator

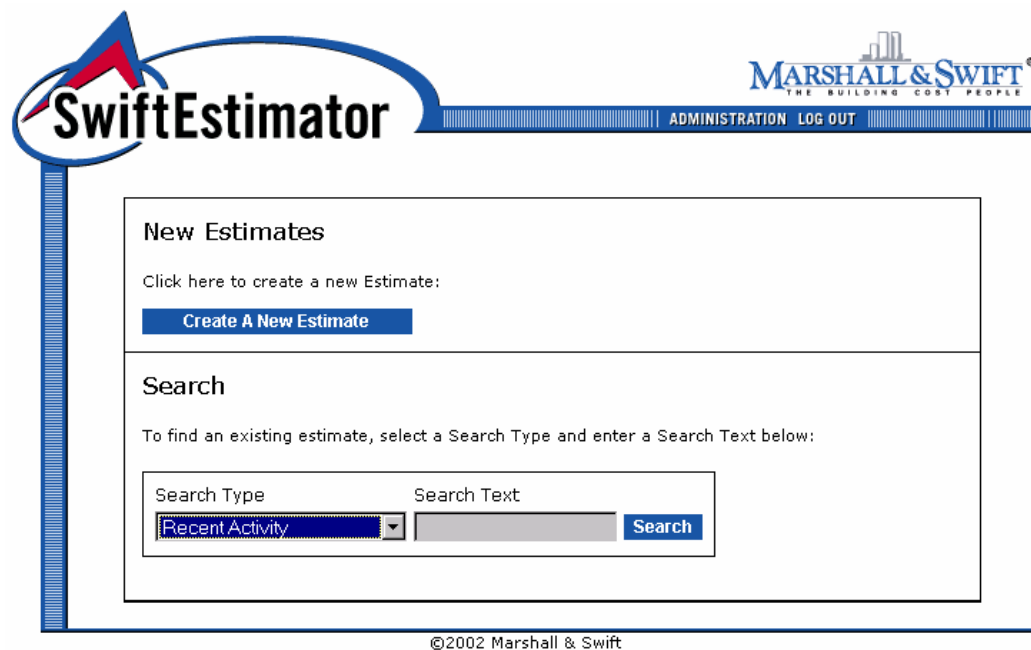
Before using the tutorials, you need to start SwiftEstimator as follows:

1. Go to www.swiftestimator.com in your Web browser.
2. When the **Welcome** screen displays, click the **Current Users Login Here** button.
3. When the **Login** screen displays, type your User Name and Password, then click the **Login** button:



The image shows the SwiftEstimator login interface. On the left is a stylized logo consisting of a blue and red arrow pointing upwards and to the right, with a blue swoosh underneath. To the right of the logo, the text "SwiftEstimator" is displayed in a large, bold, black font. Below this, in a smaller red font, it says "Powered by Marshall & Swift". The login form consists of two input fields: "USER NAME:" and "PASSWORD:". Below these fields is a red "LOG IN" button. At the bottom of the form, there are two links: "To retrieve a lost password:" with a "CLICK HERE" button, and "To create a new account:" with a "CLICK HERE" button.

4. SwiftEstimator displays the **New Estimates/Search** screen:

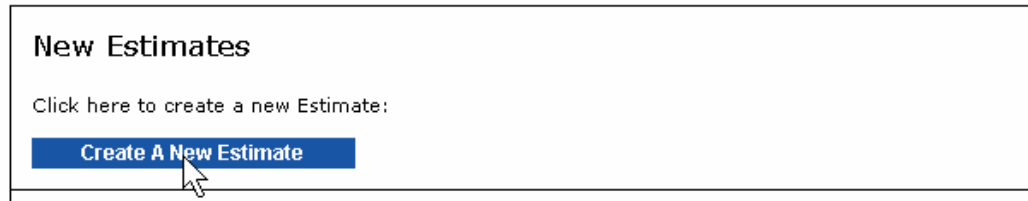


The image shows the SwiftEstimator "New Estimates/Search" screen. The page has a blue header with the SwiftEstimator logo on the left and the Marshall & Swift logo on the right. The Marshall & Swift logo includes the text "MARSHALL & SWIFT" and "THE BUILDING COST PEOPLE". In the header, there are links for "ADMINISTRATION" and "LOG OUT". The main content area is divided into two sections: "New Estimates" and "Search". Under "New Estimates", there is a link "Click here to create a new Estimate:" and a blue "Create A New Estimate" button. Under "Search", there is a link "To find an existing estimate, select a Search Type and enter a Search Text below:". Below this link is a search form with a "Search Type" dropdown menu (set to "Recent Activity"), a "Search Text" input field, and a "Search" button. At the bottom of the page, there is a copyright notice: "©2002 Marshall & Swift".

Create a New Estimate

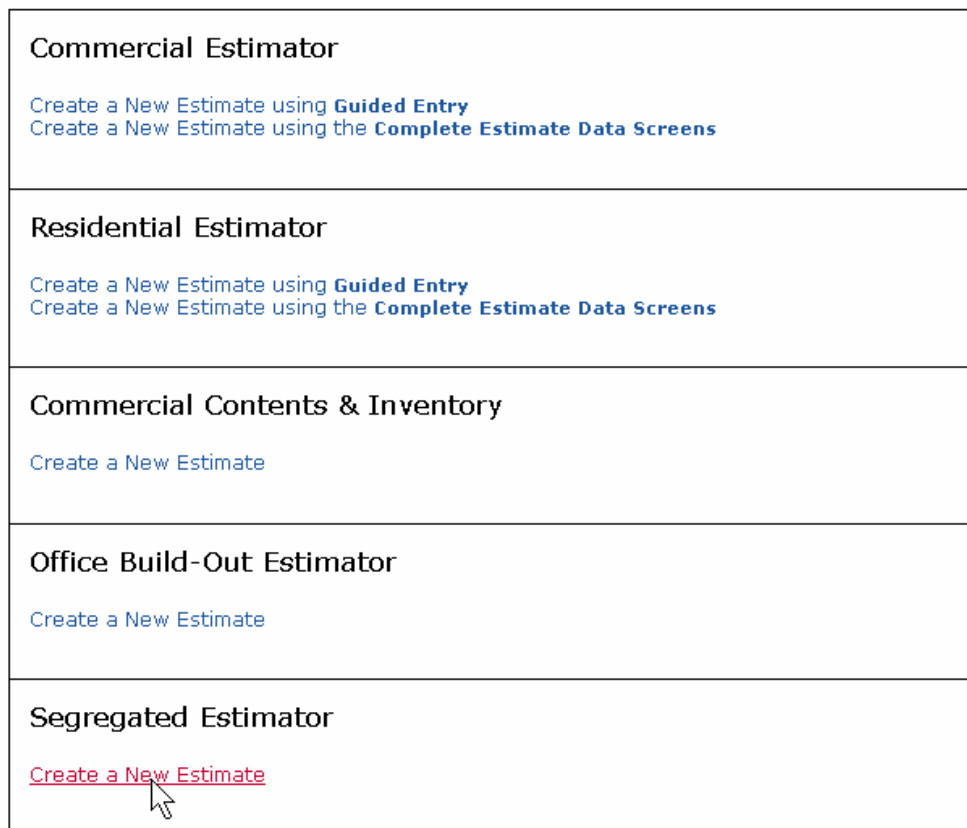
Begin creating a new estimate as follows:

1. Click the **Create a New Estimate** button on the **New Estimates/Search** screen:



2. When the **New Estimate** screen displays, click “Create a New Estimate” under Segregated Estimator:

To create a new estimate, select one of the following options:



Enter General Information Data

The first Estimate Data screen, **General Information**, allows you to enter general information about an estimate. Some or all of this general information prints at the top of the main report. Use the **Tab** key to move from field to field on this screen.

In this tutorial, we will enter the following information from the Worksheet:

General Information

Estimate ID	<i>Test-1234</i>
Property Owner	<i>David Grant</i>
Address	<i>123 Hill Street</i>
City	<i>Los Angeles</i>
State/Province	<i>California</i>
ZIP/Postal Code	<i>90017</i>
Survey Date	<i>9/21/2002</i>
Surveyed By	
Comment	

Do the following:

1. When you create a new estimate, Segregated Estimator starts out in the **Estimate ID** field on the **General Information** screen. You can tell this by the blinking vertical line (called the “cursor”) at the beginning of this field.

Estimate ID*

This is also a required field, as indicated by the red asterisk following the Estimate ID name.

Type **TEST-1234** in this field.

2. Press the **Tab** key to move to **Property Owner** type **David Grant**.

Getting Started

3. Continue entering information in this manner until you have entered all the General Information from the Worksheet. The screen appears as:

General Information EstimateID:

Estimate ID*	<input type="text" value="TEST-1234"/>
Property Owner	<input type="text" value="David Grant"/>
Address	<input type="text" value="123 Hill Street"/>
City	<input type="text" value="Los Angeles"/>
State/Province	<input type="text" value="California"/>
ZIP/Postal Code*	<input type="text" value="90017"/>
Survey Date	<input type="text" value="12/19/2002"/> (mm/dd/yyyy)
Surveyed By	<input type="text"/>
Comment	<input type="text"/>

* =Required

Sections >>

Note: Both Estimate ID and ZIP/Postal Code are required fields (as indicated by the red asterisk to the right of the field names). You must make an entry in these fields. Segregated Estimator uses the ZIP/Postal Code to determine the region and default climate for the building, and to localize the costs.

4. Click the **Sections >>** button at the bottom of the screen.

Sections

The Segregated Estimator allows an estimate to have more than one “section.” You can use sections for the following:

- **Horizontal Sectioning:** When a building has setbacks (some floors are significantly larger than other floors), you can use one section for the lower floors and another Section for the upper floors.
- **Vertical Sectioning:** When a building has wings with a different number of stories, you can use one Section for the main part of the building and other Sections for the other portions of the building.
- **Multiple Buildings:** When you want a single report for two or more buildings, you can use a Section for each building.

Segregated Estimator requires that each estimate have a minimum of one section. You will only be entering one section in this tutorial.

Enter the Occupancy

For a new estimate, Segregated Estimator displays the **Occupancy Search** screen when you click the **Sections >>** button on the **General Information** screen. You must enter an occupancy for the section.

Do the following:

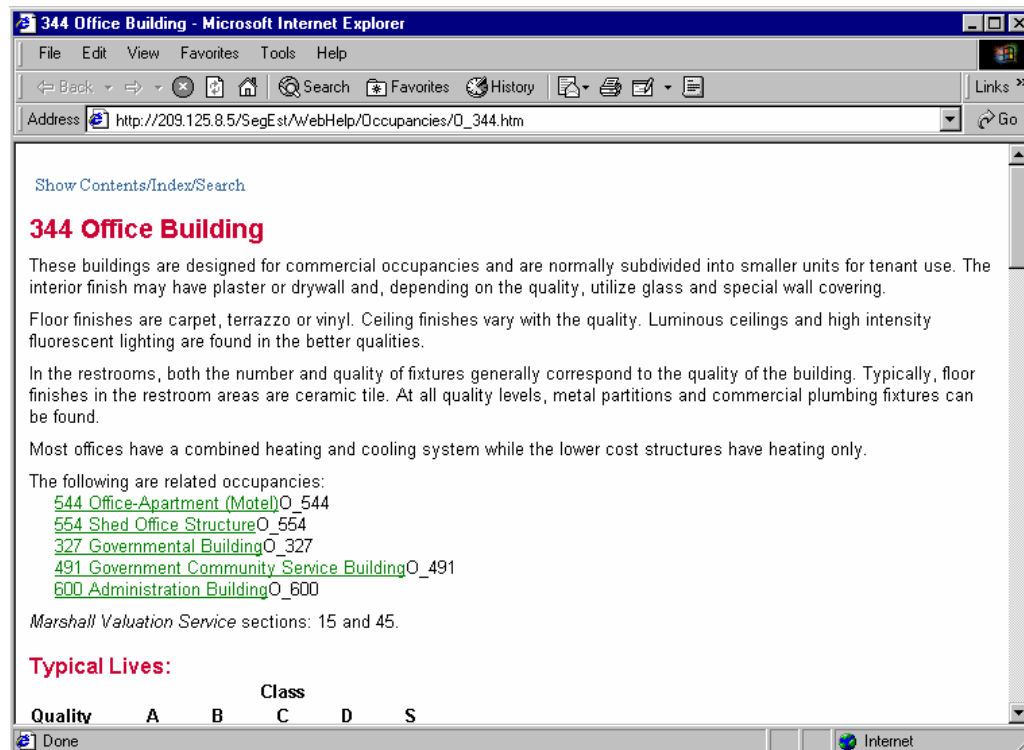
1. Type 344 in the Occupancy Code field:

Occupancy Code **Add** **Help** **Find** **Cancel**

2. Click the **Help** button:

Occupancy Code **Add** **Help** **Find** **Cancel**

3. Segregated Estimator displays the help for occupancy 344, Office Building, in a separate **Help** window.



When finished reading the help, close the help by clicking the **[X]** close button in the

upper right-hand corner of the help window:



4. Click the **Add** button on the **Occupancy Search** screen:



Segregated Estimator displays the **Building Data** screen with the selected occupancy:

Building Data EstimateID: TEST-1234

<i>Select Section:</i> <input type="text" value="Section 1"/>	
Section Title*	<input type="text" value="Section 1"/>
Occupancy *	<input type="text" value="Office Building"/> Change Occupancy
Construction Class	<input type="text" value="Fireproof Structural Steel Frame"/>

Enter the Building Data

Do the following:


1. Click the  button for Construction Class, then select Class C, Masonry:

Construction Class	Fireproof Structural Steel Frame
Total Floor Area	Fireproof Structural Steel Frame
No. of Stories	Reinforced Concrete Frame
Avg. Story Height	Masonry Bearing Walls
	Wood or Steel Framed Exterior Walls
	Metal Frame and Walls

2. Press the **Tab** key to move to **Total Floor Area** field and type **20363**:

Total Floor Area * Square Feet

Whenever entering numbers greater than 999 in Segregated Estimator, do not enter commas (i.e., enter 20363, not 20,363).

3. Enter the Number of Stories as **2** and the Average Story Height as **12.5**.
4. Click the  in the **Quality** field, then select “Average/Good.”
5. Leave the Physical and Functional Depreciation Type as “Marshall & Swift Tables.”
With this option, Segregated Estimator automatically calculates the Combined Physical and Functional Depreciation Percentage based on the section’s occupancy, class, quality and effective age.
6. Enter the Effective Age as **10**, but do not enter a Typical Life. Segregated Estimator automatically uses a Typical Life based on the section’s occupancy, class and quality if you do not enter Typical Life.

You have now finished entering the **Building Data** for the section, which appears as follows:

Building Data
EstimateID: TEST-1234

Select Section:

Section Title*

Occupancy*

Construction Class

Change Occupancy

Total Floor Area*

No. of Stories*

Avg. Story Height*

Quality (Rank)

Condition

Square Feet

Depreciation

Marshall & Swift Tables

Separate Physical %

And Functional %

Combined Phys.&Func. %

Age/Life (Straight Line)

Addl. Funct. Depreciation %

External Depreciation %

Effective Age Years

Typical Life Years

* =Required

<< Sections

Components >>

Use the Help

Segregated Estimator has three levels of help:

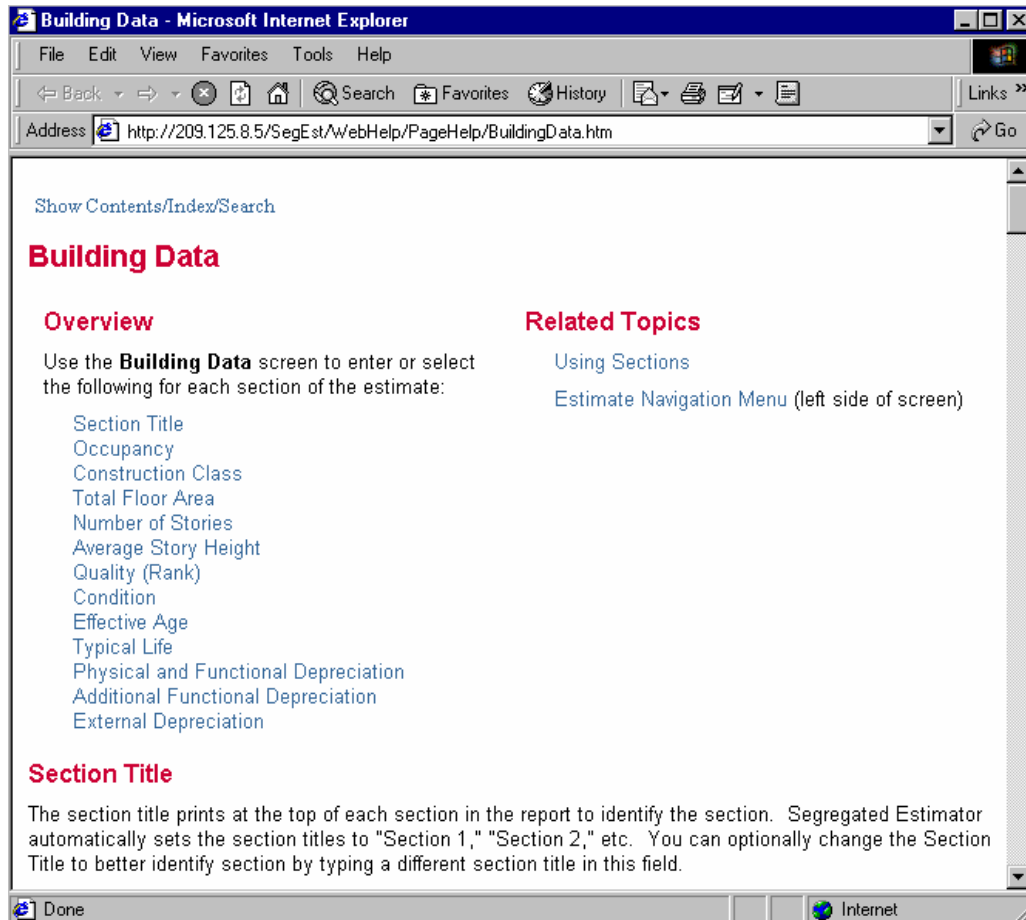
- Screen Help: Help for all fields on a screen.
- Individual Field Help: Help for each individual field on a screen.
- Table of Contents and Index: Complete help for the Segregated Cost Program using a Table of Contents and an Index.

Do the following:

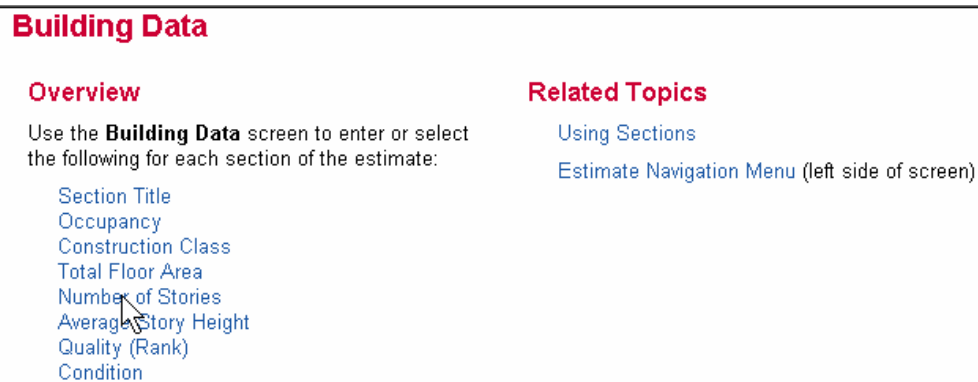
1. Click the **Help** button in the upper right side of the screen:



Segregated Estimator displays the help for all the fields on the entire Building Data screen:

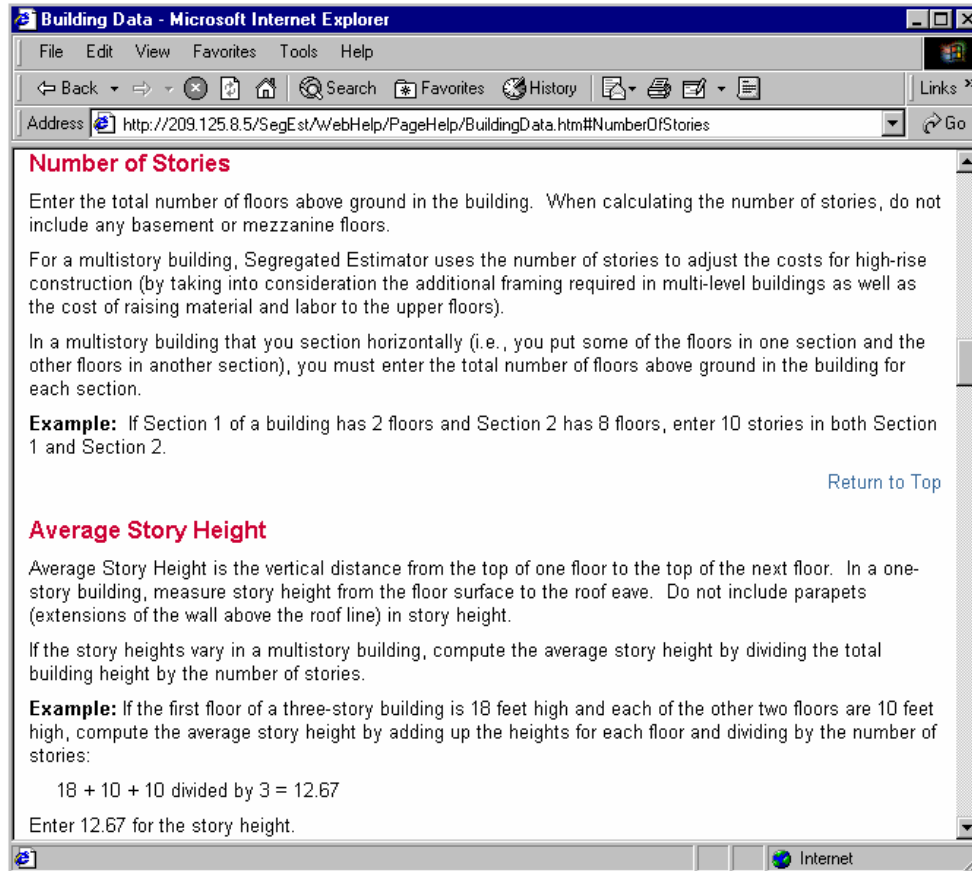


2. Click the link “Number of Stories”:

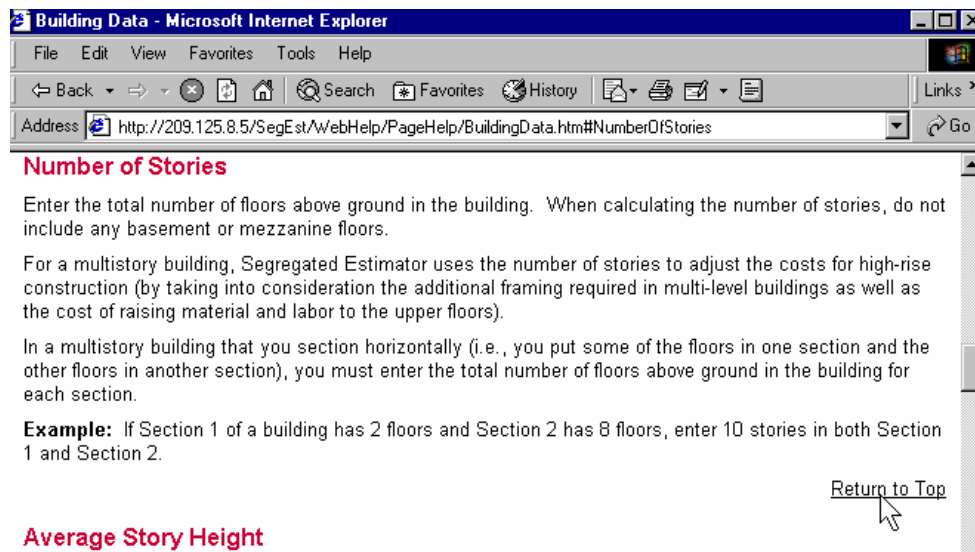


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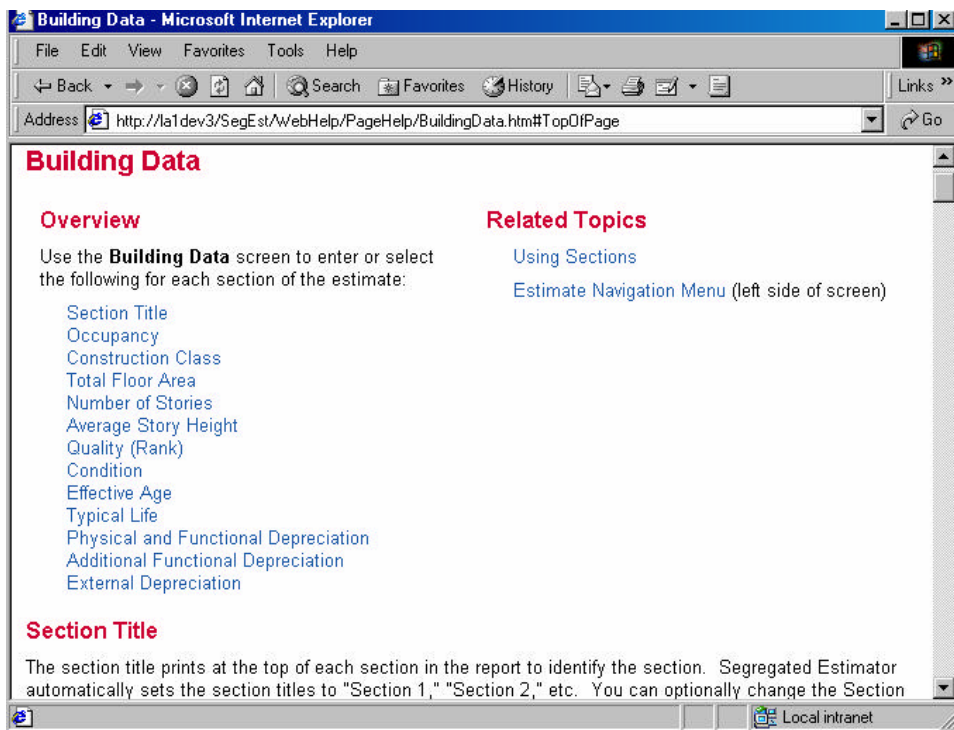
Segregated Estimator moves to the help for Number of Stories within the Building Data help window:



3. Click the "Return to Top" link at the end of the Number of Stories help:

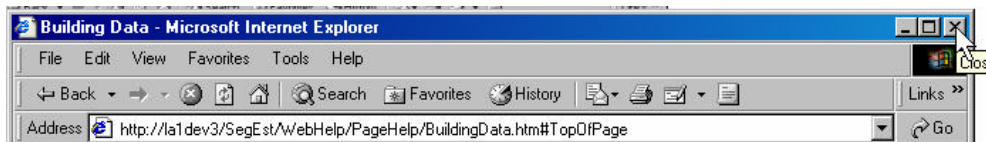


Segregated Estimator returns to the top of the Building Data help:



You can now move to any of the other fields on this screen using the list on the left.

4. Click the close button in the upper right corner of the help window to close the help:



Segregated Estimator returns to the **Building Data** screen.

Getting Started

5. Click the field name “Avg. Story Height” on the **Building Data** screen:

Building Data EstimateID: TEST-1234

Select Section:

Section Title*

Occupancy* Change Occupancy

Construction Class

Total Floor Area* Square Feet

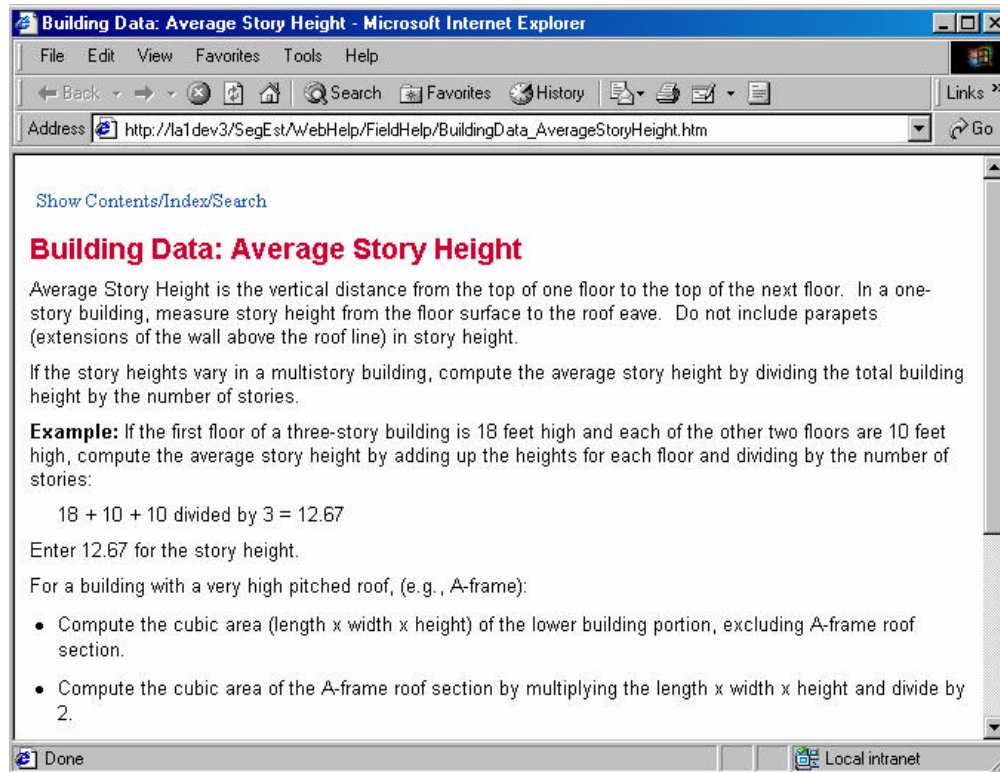
No. of Stories*

Avg. Story Height*

Quality (Rank)

Condition

Segregated Estimator displays the help for this field in a separate help window:

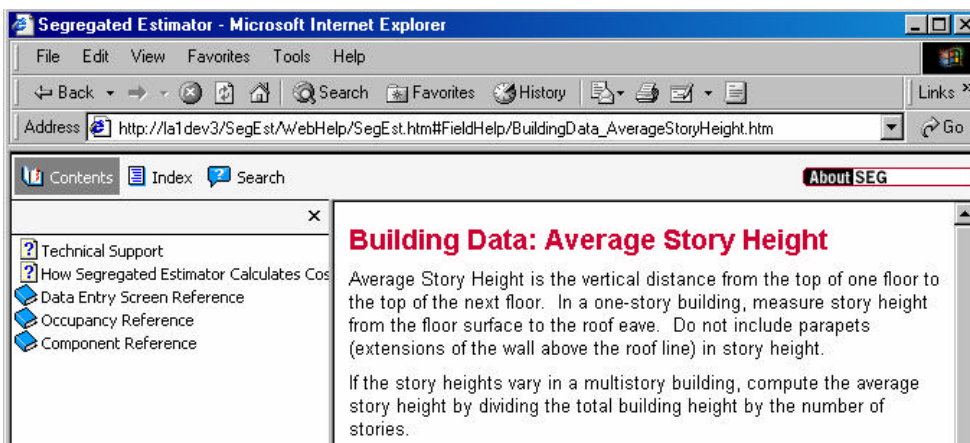


Clicking on a field name displays the help for only that field, not all fields on the screen (as with the **Help** button).

6. Click “Show Contents/Index/Search” at the top of the Average Story Height help:

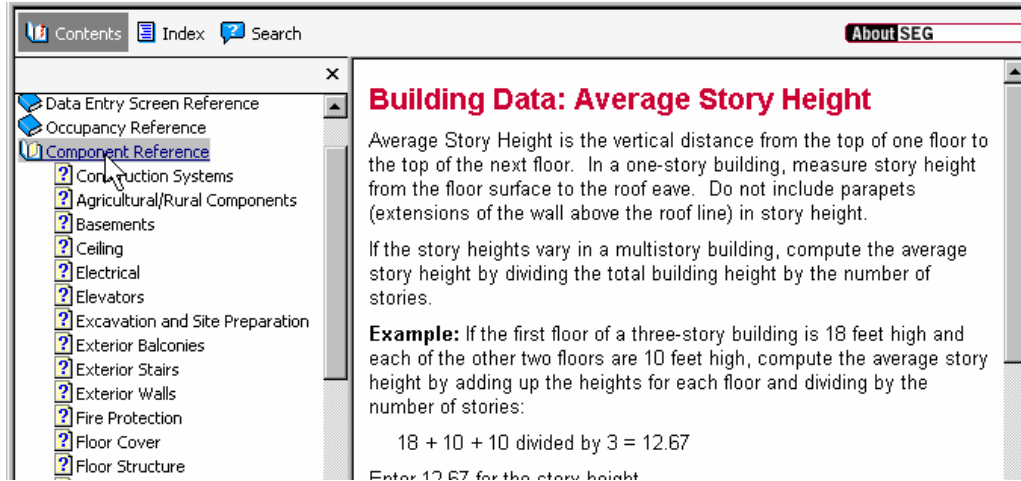


Segregated Estimator displays the Table of Contents on the left side of the screen (together with buttons that display the Index and Search):

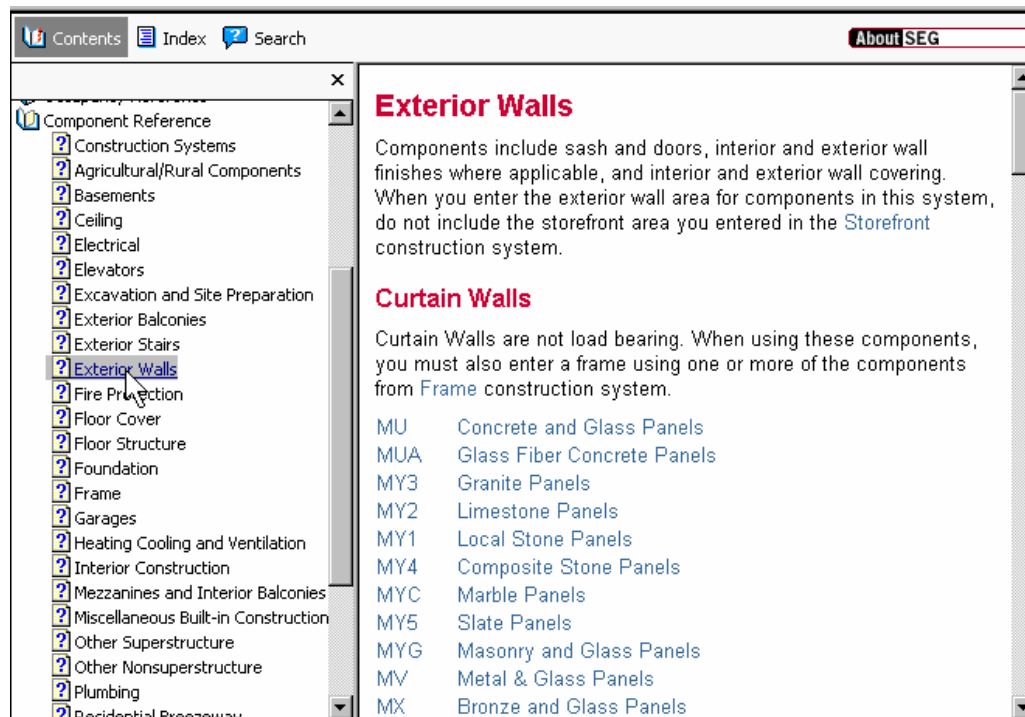


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Click “Component Reference” in the Table of Contents. Segregated Estimator displays the topics in this “book”:

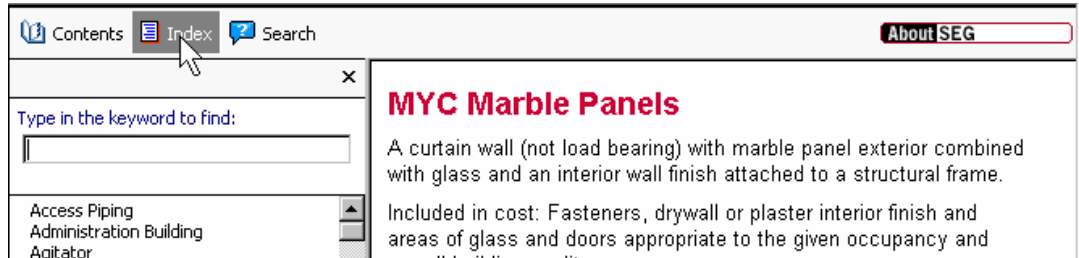


Click the topic “Exterior Walls.” Segregated Estimator displays a list of all available Exterior Wall components:

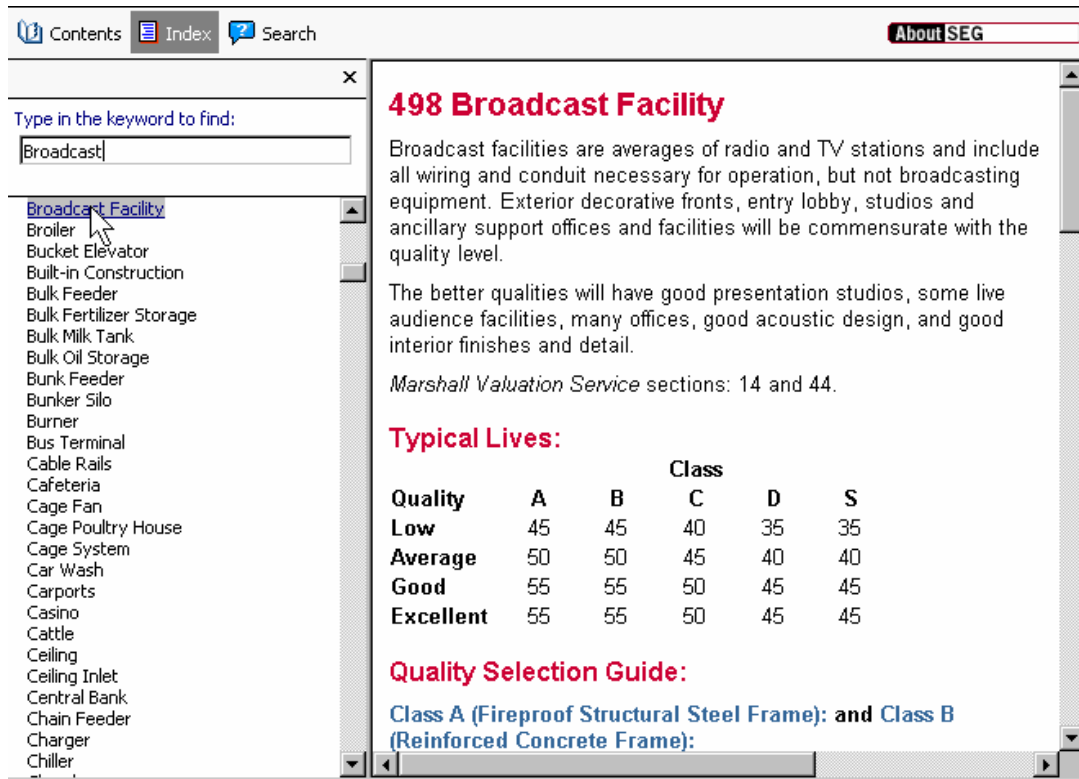


Click “MYC Marble Panels” to display the help for Marble Panel Exterior Walls. You can use the Table of Contents to display help for any data entry screen or the components in any construction system within Segregated Estimator.

- Click the Index button in the upper left side of the help window. Segregated Estimator displays the index:



Type “broadcast” in the keyword field on the left side of the screen, then click “Broadcast Facility” in the index list. Segregated Estimator displays the help for the Broadcast Facility occupancy:



You can use the Index to find the help for any item available in Segregated Estimator.

Click the Close (X) button in the upper right corner of the help window to close the window and return to the **Building Data** screen.

- Click the **Components >>** button at the bottom of the **Building Data** screen to move to the **Components** screen.

Enter Components From the Worksheet

The **Components** screen allows you to specify the construction components in the building (section). You must enter a component for each construction item found in the building. In this tutorial, you will enter the following four components as an illustration of how to enter components from the Worksheet:

Code	System*	%	Quantity	Size 1	Size 2	Quality	Dep %	Age	Life
<i>FR</i>		<i>35</i>							
<i>FE</i>		<i>65</i>				<i>2</i>		<i>2</i>	<i>10</i>
<i>MBV</i>			<i>1200</i>						
<i>MH</i>			<i>4000</i>	<i>8</i>					

Do the following:

1. Type **FR** in the “Component Code” field

Components EstimateID: TEST-1234

Add Component Select Section: Section 1

Enter Component Code then press Tab (or use Component Search)

Component Code* Component Search

Press the **Tab** key. Segregated Estimator displays the component’s name (Marble) and expands the Quantity area of the screen:

Components EstimateID: TEST-1234

Add Component Select Section: Section 1

Enter Component Code then press Tab (or use Component Search)

Component Code* **Marble** Component Search

Quantity: * Enter either % Floor Area or SF Floor Area but NOT BOTH.

% of Floor Area Enter 1-100

Floor Area (SF) Enter 0 - 99999999

- For many components, such as this one, you can enter either the % of the Total Floor Area covered or served by the component, or the Floor Area itself in square feet. Type **35** for “% of Floor Area” to indicate that the marble covers 35% of the floor area, then click the **Add** button. Segregated Estimator displays the component in the Selected Components section at the bottom of the screen, and clears the Add Component section for another component:

EstimateID: TEST-1234

Components

Add Component *Select Section:*

Enter Component Code then press Tab (or use Component Search)

Component Code* Component Search

Quantity: *

Optional Items:

Quality (Rank) 1=Low 2=Average 3=Good 4=Excellent

Depreciation % Or Effective Age Years

And Typical Life Years

Change Const. System

Add Cancel

Selected Components

Code	System	Description	% Units	Options
FR	Floor Cover	Marble	35.0%	edit delete

<< Building Data Additions >>

Note: The items in the lower portion of the Add Component section of the screen are optional. Since you did not enter a quality for this component, Segregated Estimator will automatically use the quality you entered on the **Building Data** screen. Also, Segregated Estimator automatically depreciates any “Building” Component that you do not individually depreciate using the depreciation set on the **Building Data** screen. Building Components are those in all construction systems except Yard Improvements, Site Improvements and the Agricultural Construction Systems.

Getting Started

- Type **FE** in the “Component Code” field, then press the **Tab** key, then enter **65** in the “% of Floor Area” field to indicate 65% of the floor area has carpet. In addition, enter **2** in the Quality field, **1** in the Effective Age field and **10** in the Typical Life field, then click the **Add** button:

Components EstimateID: TEST-1234

Add Component Select Section: Section 1

Enter Component Code then press Tab (or use Component Search)

Component Code* **Carpet and Pad** **Component Search**

Quantity: * Enter either % Floor Area or SF Floor Area but NOT BOTH.

% of Floor Area Enter 1-100

Floor Area (SF) Enter 0 - 99999999

Optional Items:

Quality (Rank) 1=Low 2=Average 3=Good 4=Excellent

Depreciation % Or Effective Age Years

And Typical Life Years

Change Const. System **Add** **Cancel**

You can individually depreciate a component either of two ways:

- Enter a Depreciation Percentage for the component.
 - Enter an Effective Age and a Typical Life for the component. Segregated Estimator calculates the Depreciation Percentage using straight line depreciation by dividing the Effective Age by the Typical Life. In this example, the component would be depreciated by 10% (1 divided by 10).
- Type **MBV** in the “Component Code” field, then press the **Tab** key. Segregated Estimator displays the following:

Components EstimateID: TEST-1234

Add Component Select Section: Section 1

Enter Component Code then press Tab (or use Component Search)

Component Code* **Glass Block Wall** **Component Search**

Quantity:

Wall Area (SF) * Enter 0 - 99999999

For many components, Segregated Estimator requires a quantity. For this component, Segregated Estimator requires the Wall Area in Square Feet. Enter **1200** square feet, then click the **Add** button.

5. Type **MH** in the “Component Code” field, then press the **Tab** key. Segregated Estimator displays the following:

Components EstimateID: TEST-1234

Add Component Select Section:

Enter Component Code then press Tab (or use Component Search)

Component Code* **Tilt-Up Concrete** Component Search

Quantity/Size:

Wall Area (SF) * Enter 0 - 99999999

Thickness (Inches) * Enter 4 - 16

For some components, Segregated Estimator requires a size (or two sizes) in addition to the quantity. In this example, Segregated Estimator requires the Wall Area (in Square Feet) and Thickness of the Wall (in Inches). Enter **4000** square feet for the Wall Area and **10** inches for the Thickness, then click the **Add** button. The Components screen should now appear as follows:

Components

EstimateID: TEST-1234

Add Component *Select Section:*

Enter Component Code then press Tab (or use Component Search)

Component Code* **Component Search**

Quantity: *

Optional Items:

Quality (Rank) 1=Low 2=Average 3=Good 4=Excellent

Depreciation % Or Effective Age Years

And Typical Life Years

Change Const. System

Add **Cancel**

Selected Components

Code	System	Description	% Units	Options
FE	Floor Cover	Carpet and Pad	65.0%	edit delete
FR	Floor Cover	Marble	35.0%	edit delete
MH	Exterior Walls	Tilt-Up Concrete	4,000	edit delete
MBV	Exterior Walls	Glass Block Wall	1,200	edit delete

<< Building Data **Additions >>**

- Click the **Additions >>** button to move to the **Additions** screen:

Components

EstimateID: TEST-1234

Add Component Select Section:

Enter Component Code* **Search**

Construction System

Quantity: *

Optional Items:

Quality (Rank) 1=Low 2=Average 3=Good 4=Excellent

Depreciation % Or Effective Age Years

And Typical Life Years

*=Required **Add** **Cancel**

Selected Components

Code	System	Description	% Units	Options
FE	Floor Cover	Carpet and Pad	65.0%	edit delete
FR	Floor Cover	Marble	35.0%	edit delete
MH	Exterior Walls	Tilt-Up Concrete	4,000	edit delete
MBV	Exterior Walls	Glass Block Wall	1,200	edit delete

<< Building Data **Additions >>**

Enter Additions

The **Additions** screen allows you to enter costs for items that are not available in Segregated Estimator. You can get the costs for these items from the *Marshall Valuation Service* or *Commercial Cost Explorer*, or from your own local sources.

Do the following:

1. Click the **Add Addition** button:

Additions EstimateID: TEST-1234

Select Section: Section 1

Add Addition

System	Description	Units	Cost	Options
No Additions Have Been Defined For This Section....				

2. Select Interior Construction as the System, type **Interior Fountains** as the description, enter **2** for the Number of Units and **5500** as the Cost, then click the **Save & Finish** button:

Addition Details EstimateID: TEST-1234

System: Interior Construction

Description*: Interior Fountains

Number of Units: 2

Cost\$: 5500

Depreciation: (optional)

Depreciation: %

Or Effective Age: years

And Typical life: years

Apply Local Multiplier:

Base Date:

Trend Cost From Base Date:

* =Required **Save & Add Another** **Save & Finish** **Cancel**

3. Segregated Estimator returns to the **Additions** screen and displays the addition you just entered. Since we are skipping the **Remarks/Notes** screen and **Cost Adjustments** screens in this tutorial, click the **Reports/Totals** in the Random Navigation Menu on the left to display the **Reports/Totals** screen:

Additions EstimateID: TEST-1234

Select Section:

Add Addition

System	Description	Units	Cost	Options
Interior Construction	Interior Fountains	2	\$5,500.00	edit delete

<< Components
Remarks / Notes >>

Calculate the Costs and Print Reports

The **Reports** screens allow you to calculate the costs, print a report and download a report to your computer.

Do the following:

1. Click the **Calculate** button on the **Reports/Totals** screen to calculate the costs:

Reports/Totals EstimateID: TEST-1234

Report Type:

This Estimate has no Calculation Results.

2. The following displays to indicate how much you will be charged for the calculation.

SwiftEstimator Cart - Microsoft Internet Explorer

Item	Item Price	Quantity	Price
Charges for this calculation:			
SwiftEstimator - Segregated Estimator	\$15.00	1	\$15.00
New Total:			\$15.00

Enter a Promotional Code if applicable:

If you have a promotional code, enter it here and click **Apply** to validate this code. Then, click **Continue** to perform the calculation.

3. Segregated Estimator displays the total costs for the estimate:

Reports/Totals EstimateID: TEST-1234

Report Type: **Calculate**

Estimate Totals	Cost New	Depreciation	Depreciated Cost
	455,642	21,291	434,351

Section Totals	Cost New	Depreciation	Depreciated Cost
Section 1	455,642	21,291	434,351

4. Select Detailed Report as the Report type:

Reports/Totals EstimateID: TEST-1234

Report Type: **Download** **Print** **Calculate**

Select One

Detailed Report

Data Entry Report

Summary Report

Estimate Total	Cost New	Depreciation	Depreciated Cost
	455,642	21,291	434,351

Getting Started

Segregated Estimator displays the Detailed Report, one of three report types available in the program. The following illustrates the lower portion of this report, which contains the detailed costs for each component and the addition:

SUMMARY	Cost New	Depreciation	Depreciated Cost
Section 1: Office Building	455,642	21,291	434,351
TOTAL COST	455,642	21,291	434,351

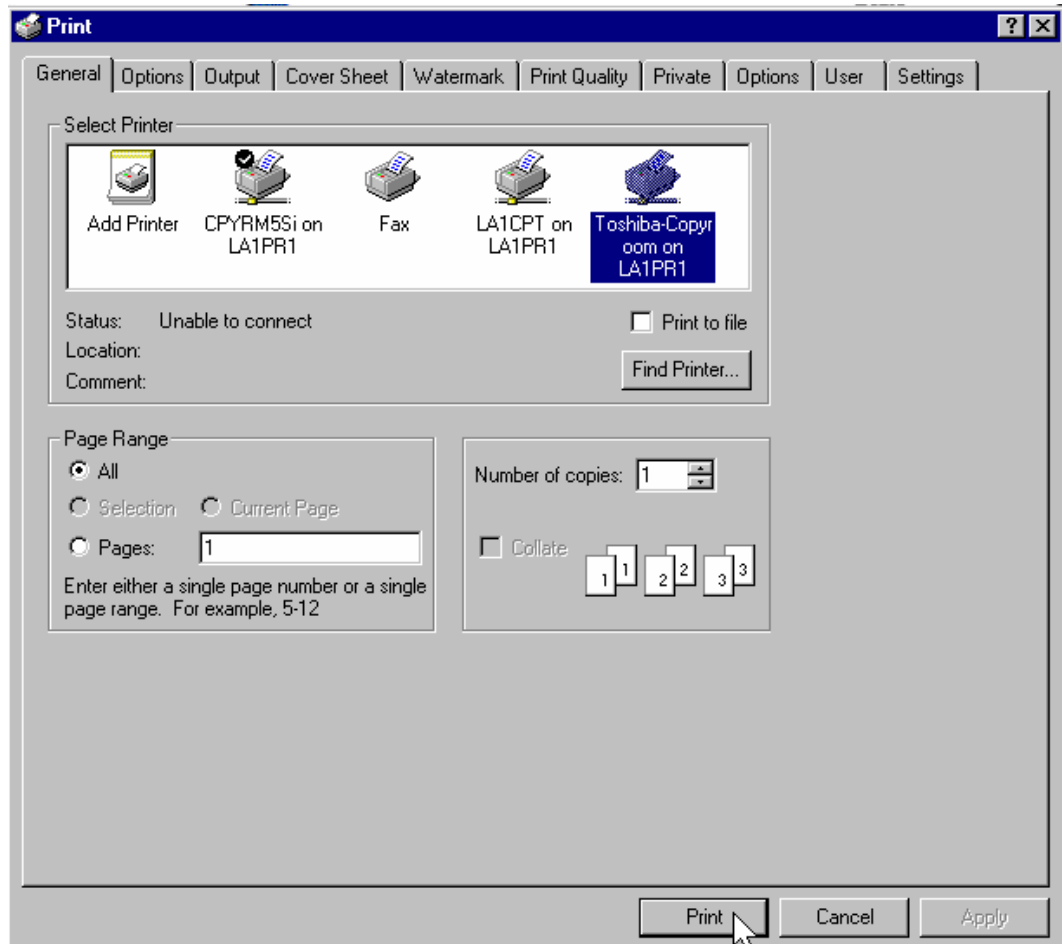
Section 1					
Occupancy: Office Building					
Class: A - Fireproof Structural Steel Frame					
Quality: 2.5 - Average/Good					
Condition: 3 - Average					
Number of Stories: 2					
Average Story Height: 12.5					
Floor Area: 20363			Effective Age: 10 years		
Component	Units	Cost	Cost New	Depr	Depr Cost
Floor cover:					
Carpet and Pad	13,236	3.86	51,091	5,109	45,982
Marble	7,127	35.41	252,367	10,095	242,272
Subtotal			303,458	15,204	288,254

5. Click the **Print** button:

Reports/Totals EstimateID: TEST-1234

Report Type: <input type="text" value="Detailed Report"/>	Download	Print	Calculate
--	-----------------	--------------	------------------

6. When the **Print** screen displays, click the **Print** button at the bottom of this screen:



Close the Estimate

Use the **Close Estimate** link in the Random Navigation Menu on the left side of the screen to close the estimate.

Do the following:

1. Click the **Close Estimate** link on the left side of the screen:

Gen. Information
Sections
Building Data
Components
Additions
Remarks
Adjustments
Reports/Totals
Close Estimate

Reports/Totals EstimateID: TEST-1234

Report Type:

Estimate Totals	Cost New	Depreciation	Depreciated Cost
	455,642	21,291	434,351

Section Totals	Cost New	Depreciation	Depreciated Cost
Section 1	455,642	21,291	434,351

2. Segregated Estimator displays the **New Estimates/Search** screen including the estimate you just created:

New Estimates

Click here to create a new Estimate:

Search

To find an existing estimate, select a Search Type and enter a Search Text below:

Search Type: Search Text:

Edit and Delete Estimate

As you move from screen to screen using either the Random Navigation Menu or the Sequential Navigation Buttons, Segregated Estimator automatically saves any data you have entered on the screen you are leaving. When you close the estimate, all data you have entered has been saved. At any time you can use the edit option to change, recalculate or print reports for the estimate.

Do the following:

1. Click the **Search** button with the Search Type as “Recent Activity.” Commercial Estimator displays the most recently changed estimates:

Search

To find an existing estimate, select a Search Type and enter a Search Text below:

The screenshot shows a search form with a dropdown menu for 'Search Type' currently set to 'Recent Activity', an empty text input field for 'Search Text', and a blue 'Search' button. A mouse cursor is pointing at the 'Search' button.

Your search returned 12 estimates.

Application	Estimate ID / Project Name	Property Owner	Updated Options
SEG	TEST-1234	David Grant	12/23/2002 Edit Delete
RE	ABC-123	Jane Doe	12/23/2002 Edit Delete
CE	JSM-1001	Charles Smith	9/5/2002 Edit Delete

2. Click **Edit** for the first estimate in this list (Estimate ID=TEST-1234 and Property Owner=David Grant)::

Application	Estimate ID / Project Name	Property Owner	Updated Options
SEG	TEST-1234	David Grant	12/23/2002 Edit Delete
RE	ABC-123	Jane Doe	12/23/2002 Edit Delete
CE	JSM-1001	Charles Smith	9/5/2002

3. Segregated Estimator displays the **General Information** screen with the data you previously entered:

SwiftEstimator MARSHALL & SWIFT®

LOG OUT HELP

Segregated Estimator

EstimateID: TEST-1234

General Information

Estimate ID*	TEST-1234
Property Owner	David Grant
Address	123 Hill Street
City	Los Angeles
State/Province	California
ZIP/Postal Code*	90017
Survey Date	12/19/2002 (mm/dd/yyyy)
Surveyed By	
Comment	

* =Required

[Sections >>](#)

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You can now change any of the estimate date, or go to the **Reports/Totals** screen to recalculate the cost or print reports.

- When finished with the estimate, click the Close Estimate link in the Random Navigation Menu to close the estimate:

SwiftEstimator MARSHALL & SWIFT®

LOG OUT HELP

Segregated Estimator

EstimateID: TEST-1234

General Information

Estimate ID*	TEST-1234
Property Owner	David Grant
Address	123 Hill Street
City	Los Angeles
State/Province	California
ZIP/Postal Code*	90017

* =Required

[Sections >>](#)

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Delete the Estimate

You can delete an estimate when you are finished with it.

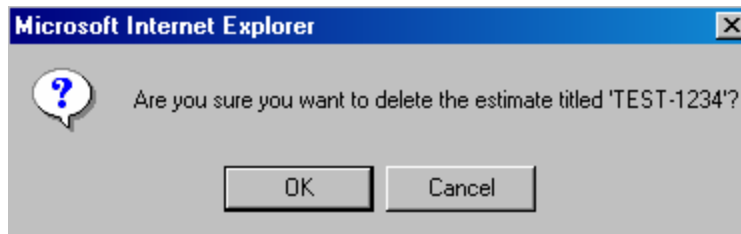
Do the following:

1. Click delete in the Options column of the Existing Segregated Estimates list:

Your search returned 12 estimates.

Application	Estimate ID / Project Name	Property Owner	Updated Options
SEG	TEST-1234	David Grant	12/23/2002 Edit Delete
RE	ABC-123	Jane Doe	12/23/2002 Edit Delete
CE	JSM-1001	Charles Smith	9/5/2002 Edit Delete

2. When the following displays, click OK:



Congratulations. You have now learned how to create, enter, calculate, print, close, edit and delete an estimate. You can now exit Segregated Estimator by clicking the **Log Out** button in the upper right portion of the screen:

