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Introduction

Overview

Residential Estimator is an easy-to-use program that provides an accurate, quick and flexible method of determining up-to-date replacement costs for residential structures found throughout the United States and Canada. Part of the SwiftEstimator suite of programs available through the Internet, it is based on the square foot method in Section A of the Residential Cost Handbook (which has been published by Marshall & Swift for over 40 years).

This is the latest step in the evolution of Residential Estimator, first introduced by Marshall & Swift in 1984. This section of the User Guide presents the basic steps you need to start using Residential Estimator. This includes the following two tutorials that you can use to learn the program basics.

- **Tutorial 1:** Basic steps for using the help system and for entering, calculating and printing estimates.
- **Tutorial 2:** Saving, editing and deleting estimates, and entering garages and basements as separate sections.

The remaining sections in this User Guide are reference sections for the following items:

- **Program Reference,** which contains complete instructions for all of the features in Residential Estimator, grouped by type of feature.

- **Worksheet Reference,** which contains complete definitions of each of the data items you can input into Residential Estimator, relating them to the paper Worksheet you can use in the field to collect data for your estimates.

You should read this Getting Started section in the order it is written. The tutorials introduce the basics of program usage, then build on these basics. As tutorials, they do not cover all possible options in the programs. You can use the two reference sections in a random order when you need more information about a particular topic.

Obtaining Technical Support

If you encounter a problem with the installation or operation of Residential 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:

1-800-526-2756 or
1-213-683-9000
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 and version (e.g., Internet Explorer 5, Version 5.00.3103.1000). You can usually find the browser version in 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.

**Starting SwiftEstimator**

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


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:

4. SwiftEstimator displays the **New Estimates/Search** screen:
Tutorial 1: Entering Calculating and Printing an Estimate

This tutorial covers the steps required to enter a new estimate, calculate the costs and print a report. Specifically, in this tutorial you learn how to:

- Enter the basic information about a residence.
- Display help for an individual field on a screen.
- Use the help Table of Contents and Index.
- Calculate estimate costs.
- Preview and print cost reports.
- Close an estimate.

The steps for the tutorial begin on the following page.

Before beginning this tutorial, start SwiftEstimator using the steps on page 3.

Create a New Estimate

Within Residential Estimator, 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 below the data area on each screen.

Random Navigation Menu: This menu allows you to move directly to any of the screens listed on the left.

These are located as follows:
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 Residential Estimator:
Enter the General Information

The first 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 reports. Use the **Tab** key to move from field to field on this screen.

1. Residential Estimator starts out in the **Estimate ID** field on the **General Information** screen. You can tell this by the blinking vertical line at the beginning of this field (called the “cursor”).

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

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

3. Continue entering information in this manner until your screen appears as follows:

   **General Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate ID*</td>
<td>TEST-1234</td>
</tr>
<tr>
<td>Property Owner</td>
<td>David Grant</td>
</tr>
<tr>
<td>Address</td>
<td>123 Hill Street</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State/Province</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP/Postal Code*</td>
<td>90017</td>
</tr>
<tr>
<td>Construction Type*</td>
<td>Site Built</td>
</tr>
<tr>
<td>Survey Date</td>
<td>10/10/2003</td>
</tr>
<tr>
<td>Surveyed By</td>
<td>Zachary Hopkins</td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
<tr>
<td>Appraisal For</td>
<td></td>
</tr>
<tr>
<td>*=Required</td>
<td></td>
</tr>
</tbody>
</table>

   **Note:** **Estimate ID**, **Construction Type** and **ZIP/Postal Code** are required fields, i.e., you must make entries in these fields.
Enter the Building Data

The next data entry screen is for Building Data, which includes the type, style, size, quality, condition and depreciation information for the residence.

1. Click the Building Data >> button at the bottom of the General Information screen to display the Building Data screen.

2. Click on the name Style to the left of the style field:

<table>
<thead>
<tr>
<th>Residence Type</th>
<th>Single-family Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Style</td>
<td>One Story % 100</td>
</tr>
<tr>
<td>Second Style</td>
<td></td>
</tr>
</tbody>
</table>

Residential Estimator displays the help for this field:

You can display the help for an individual field by clicking on the field name. Click the Close (x) button in the upper right corner of the screen to close the help window.
3. Click the button for Style. When the list of available styles displays, click “Split Level”:

<table>
<thead>
<tr>
<th>Building Data</th>
<th>Estimate ID: TEST-1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Type</td>
<td>Single-family Residence</td>
</tr>
<tr>
<td>Style</td>
<td>Split Level</td>
</tr>
<tr>
<td>Second Style</td>
<td></td>
</tr>
<tr>
<td>Total Floor Area</td>
<td>Split Level 100 - 25000</td>
</tr>
<tr>
<td>Number of Units</td>
<td></td>
</tr>
<tr>
<td>Quality</td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td></td>
</tr>
<tr>
<td>* - Required</td>
<td></td>
</tr>
</tbody>
</table>

“Split Level” displays as the selected style:

- Style: Split Level

4. Press the Tab key several times to move to Total Floor Area, type 2258.

5. Press the Tab key again to move the cursor to the quality field. Press the F1 key to display the help for quality:
You can display help for an individual field by placing the cursor in that field, then pressing the F1 key. Click the Close (×) button in the upper right corner of the screen to close the help window.

6. Select the quality Average/Good in the quality drop-down list:

The Building Data screen now appears as follows:
Enter the Depreciation

The **Depreciation** screen allows you to specify how to handle depreciation for the estimate, and to enter the buildings effective age and typical life.

1. Click the **Depreciation >>** button at the bottom of the **Building Data** screen to move to the **Depreciation** screen.

2. Select Combined Physical & Functional:

   - Combined Physical & Functional
   - Separate Physical

   Then enter **15** for Combined Physical and Functional Depreciation and **10** for the Effective Age. The **Depreciation** screen now appears as follows:
### Enter the Components

The **Components** screen allows you to specify the construction components for the residence (exterior walls, roofing, floor covering, etc.).

1. Since we are skipping the **Sections** screen in this tutorial, click the **Components** link on the left side of the screen to move to the **Components** screen:

   ![Components Screen]

2. Residential Estimator displays the **Assumptions** screen:
This shows the components that Residential Estimator will automatically load. Do the following:

- Change the first Exterior Wall type from “Frame, Hardboard Sheets” to “Frame, Siding, Vinyl,” then type 75 for the percentage.
- Change the second Exterior Wall type to “Veneer, Brick,” then type 25 for its percentage.
- Select “Composition Shingle” for the Roofing type.
- Select “Warmed and Cooled Air” for the Heating/Cooling type.
- Type 12 for the number of Plumbing Fixtures.
- Type 75 for the Raised Subfloor percentage. Residential Estimator automatically sets the Slab on Grade percentage to 25%.
- Click the box to the right of “Automatic Floor Cover Allowance” to remove the check.

The screen now appears as follows:
3. Click the **OK (Use Assumptions)** button on the **Assumptions** screen. Residential Estimator automatically loads the components indicated on the **Assumptions** screen, displaying them in the Selected Component table at the bottom of the **Components** screen:
Note: If you click the Cancel (Skip Assumptions) button on the Assumptions screen, there will be no components displayed on this screen. You must enter components using the steps on the following page. If you don’t, the Assumptions screen will display again the next time you move to the Components screen.

3. Click on “Floor Cover” in the Systems list to display all floor cover components:
4. Scroll down the Component List and click on “Carpet and Pad,” then click the **Select** button. Residential Estimator copies this to the Add area and places the cursor in the **Units** column:

5. Press the **Tab** key to move to the **Percent** column, type 65, then click **Add**:

   Residential Estimator copies this component to the Selected Components list below the Add area. If you do not know the component numbers, you can find components using these search steps.

6. Click in the Code field in the Add area, type **412** and press the **Tab** key. Residential Estimator automatically displays the component’s name (Ceramic Tile), **Units (SF or %)** and **System (Floor Cover)** in the second column:
7. Press Tab again to move to the percentage field, type 20, then click Add to add the component to the Selected Components list. If you know the component numbers (such as when you are using the Worksheet), you can quickly enter them directly using these steps.

8. Use either of these methods to add the following floor coverings:
   a. 413 Hardwood, 10%
   b. 435 Marble, 5%

   The floor cover components you just added now appear in the Selected Components area as follows:

9. Add the following for Land Value and Site Improvements, entering the dollar amounts for these items in the Units column:
   a. 691 Land Value, 85000
   b. 694 Site Improvements (Undepreciated), 6750

   These components now appear in the Selected Components list as follows:

10. Change the Land value to 95000 by clicking in the Units column for the component you just added, then typing 95000. The Land Value now appears as follows:
Use Additional Help System Features

In addition to displaying help for individual fields on the screen, you can also get help for any component on the Components page, and can access the full help system through the Table of Contents and Index.

1. Click on “Floor Cover” in the Systems list to display all floor cover components, scroll down the Component List and click on “Carpet and Pad,” then click the Definition button:

<table>
<thead>
<tr>
<th>System</th>
<th>Component (double click to select)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Walls</td>
<td>429: Brick, Common (SF or %)</td>
</tr>
<tr>
<td>Roofing</td>
<td>411: Carpet and Pad (SF or %)</td>
</tr>
<tr>
<td>Heating/Cooling</td>
<td>430: Carpet, Custom High-Value (SF or %)</td>
</tr>
<tr>
<td>Floor Cover</td>
<td>431: Carpet, Indoor/Outdoor (SF or %)</td>
</tr>
<tr>
<td>Appliances</td>
<td>412: Ceramic Tile (SF or %)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>434: Ceramic Tile, Custom, High Value</td>
</tr>
</tbody>
</table>

   Code | System/Component | Units | Percent | Quality | Dep % | Age | Life

Residential Estimator displays the help for Carpet and Pad:

2. Click On “Show Contents/Index/Search” in the upper left of the help screen:

3. A Table of Contents, Index and Search area display on the left of the help screen, with the Table of Contents visible. Click on “Building Component Reference” in the Table of Contents. Residential Estimator displays the topics in the Building Component Reference under the “Building Component Reference” name:
4. Click the topic “Heating and Cooling.” Residential Estimator displays a list of all available Heating and Cooling components:

5. Click on any of these heating types to display the help for that type. You can use the Table of Contents to display help for any data entry screen or the components in any construction system within Residential Estimator.

6. Click on “Index” in the upper left side of the help window. Residential Estimator displays the index:
7. Type “flag” in the keyword field on the left side of the screen, then click “Flagstone” in the index list. Residential Estimator displays the help for Flagstone:

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

8. Click the Close (x) button in the upper right corner of the help window to close the Help window.
Calculate and Print the Estimate

We are skipping the **Additions, Remarks/Notes** and **Adjustments** screens here, since they are optional, and you enter data on it in the same manner as the screens we have already covered. See the second tutorial for examples of these screens.

The **Reports** screen allows you to calculate and print the estimate you have entered.

1. Click **Reports/Calc** in the left-side navigation menu to display the **Reports** screen:

   ![Reports Screen]

   The report displayed here is the Data Entry Report, the only report available before you have calculated the costs.

2. Click the **Calculate** button on the **Reports** screen to calculate and display the costs. The following displays to indicate what you will be charged for the calculation:

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Price</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges for this calculation:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SwiftEstimator - Residential Estimator</td>
<td>$6.00</td>
<td>1</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

   New Total: $6.00

   Enter a Promotional Code if applicable: [ ]

   [Apply]

   [Continue] [Cancel]

   If you do not want to incur this charge, click **Cancel**, read the rest of this section, then close the estimate using the steps on page 27. Otherwise, click **Continue** to calculate the costs (and be charged the amount indicated), then complete the rest of this section.

3. When Residential Estimator has calculated the costs, it displays the following Short Report:
4. Use the Report Type drop-down list to select the Depreciation Report:

The Depreciation Report displays:
5. Click the **Print** button on the **Reports** screen:

6. When a **Print** screen such as the following displays, select the printer to use (if necessary) then click the **Print** button:
Close the Estimate

Since we are now finished with this estimate, click on the “Close” link on the left side of the screen:
Congratulations! You have now learned how to create, enter, change, calculate, preview, print and close an estimate using Guided Entry. You can now exit SwiftEstimator by clicking the **Log Out** button in the upper right portion of the screen, or continue with Tutorial 2.
Tutorial 2: Additional Data Entry, Saving, Editing and Deleting Estimates

In this tutorial, you learn how to:

- Enter a garage (or basement) as a separate section.
- Enter additions.
- Enter remarks and notes.
- Enter cost adjustments.
- Save estimates.
- Open and change existing estimates.
- Delete saved estimates.

The steps for this tutorial begin on the following page.

If you are not currently using SwiftEstimator, start it using the steps on page 3.

Search For and Edit An Estimate

Residential Estimator automatically saved your estimate when you closed it in the first tutorial.

Use the Search section of the New Estimates/Search screen to list saved estimates, then edit or delete them. Residential Estimator provides a flexible search mechanism that allows you to locate estimates based on key data fields, including Estimate ID, Property Owner Name, Address, City, ZIP/Postal Code and Comment:

1. In the Search section in the middle of the New Estimate/Search screen, select “Recent Activity” as the Search type, then click the Search button:

   Search

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

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Search Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recent Activity</td>
<td></td>
</tr>
</tbody>
</table>

2. When Residential Estimator displays the estimates you have changed most recently, click Edit in the Options column of the estimate you created in the first tutorial (TEST-1234):
Create a Garage Section

Residential Estimator has two methods for entering garages and basements (and tagalongs for manufactured housing): Separate Sections and Complete Components. The Separate Section method allows you to define the exact construction of the garage or basement by defining a separate section as follows:

- Use the **Sections** screen to add a garage or basement section.
- Use the **Components** screen to specify the construction characteristics of the garage or basement.

The Separate Sections method is a more accurate method than the complete component method because you describe the garage or basement exactly as it is built. This method also allows you to set a different quality and/or depreciation for the garage or basement than for the main residence.

1. Click the **Sections** link on the left side of the screen:
2. In the Type drop-down, select “Attached Garage,” press Tab twice to move to Size and type 560, then click Add:

Add A Section
To add a section, select the Type, enter the size and optional information, then click Add.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Size (sq ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached Garage</td>
<td>Attached Garage</td>
<td>560</td>
</tr>
</tbody>
</table>

Quality (3) Depreciation % Effective Age Typical Life

3. Residential Estimator adds an Attached Garage section to the Existing Sections list:

Existing Sections
Use these fields to change a section, or click delete to delete a section (including all of its components)

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Size (sq ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached Garage</td>
<td>Attached Garage</td>
<td>560</td>
</tr>
</tbody>
</table>

4. Move to the components screen, then select the Attached Garage in the Components For drop-down:

Components For: 1. Main
Add A Component: 2. Attached Garage

5. Add the following components:
- Exterior Walls: 107 Frame, Siding, Vinyl 60%
- Exterior Walls: 131 Veneer, Brick 40%
- Roofing: 208 Composition Shingle 100%
- Garage: 766 Garage Finish, Attached 560 square feet

The Existing Components section now appears as follows:
Enter Additions

Additions allow you to enter costs for items that are not available in Residential Estimator.

1. Move to the **Additions** screen.

2. The Type indicates where the addition will print in the report. Select “Extra” as the type in the Add an Addition area of the screen:

### Add An Addition

To add an addition, select the Type, enter the other information, then click Add.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Units</th>
<th>Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extra</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depreciation %</th>
<th>Age</th>
<th>Life</th>
<th>LM</th>
<th>Trend</th>
<th>Base Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Enter the following items in the remaining fields of the Add an Addition area:

- Description: Interior Fountains
- Units: 2
- Cost: 3500

Also, remove the checks from LM and Trend. The Add an Addition area now appears as follows:

### Add An Addition

To add an addition, select the Type, enter the other information, then click Add.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Units</th>
<th>Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extra</strong></td>
<td>Interior Fountains</td>
<td>2</td>
<td>3500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depreciation %</th>
<th>Age</th>
<th>Life</th>
<th>LM</th>
<th>Trend</th>
<th>Base Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Click the **Add** button. Residential Estimator adds the addition to the Existing Additions area of the screen:
Tutorial 2: Additional Data Entry, Saving, Editing and Deleting Estimates

Existing Additions
Use these fields to change an addition, or click del to delete the addition.

<table>
<thead>
<tr>
<th>Type Desc</th>
<th>Units</th>
<th>Cost*</th>
<th>Dep %</th>
<th>Age</th>
<th>Life</th>
<th>LM</th>
<th>Trend</th>
<th>Base Date</th>
<th>del</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Fours</td>
<td></td>
<td>9500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. You can use additions to enter costs from the *Residential Cost Handbook* (or *Marshall Valuation Service*). When you do this, you must complete the following additional fields in the Add an Addition area:

- **LM**: Check this to indicate that you want to apply the Local Multiplier to the cost (since the costs in the books are national average costs)

- **Trend**: Check this to indicate that you want to trend the cost from the Base Date (entered in the next field) to the Report Date (since the

The cost for a good quality, deluxe built-in safe on page B-23 of the *Residential Cost Handbook* (page dated 6/2003) is $3,190. Enter the following into the Add an Addition area, then click Add:

Add An Addition
To add an addition, select the Type, enter the other information, then click Add.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Units</th>
<th>Cost*</th>
<th>Dep %</th>
<th>Age</th>
<th>Life</th>
<th>LM</th>
<th>Trend</th>
<th>Base Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>Deluxe Built-In Safe</td>
<td>1</td>
<td>3190</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Existing Additions area now appears as follows:

Existing Additions
Use these fields to change an addition, or click del to delete the addition.

<table>
<thead>
<tr>
<th>Type Desc</th>
<th>Units</th>
<th>Cost*</th>
<th>Dep %</th>
<th>Age</th>
<th>Life</th>
<th>LM</th>
<th>Trend</th>
<th>Base Date</th>
<th>del</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior Fours</td>
<td></td>
<td>9500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Basic</td>
<td>Deluxe Built-In Safe</td>
<td>1</td>
<td>3190</td>
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</tr>
</tbody>
</table>

Enter Remarks and Notes
Remarks and notes allow you to enter comments about a property. Remarks print in all reports, while notes only print in the Data Entry Report.

1. Click the Remarks/Notes link at the bottom of the Additions screen to display the Remarks screen.

2. Type the following remark and note:
Cost Adjustments

The Cost Adjustments screen contains optional fields that adjust the calculated costs or add additional items to the report. Except for Base Date, everything on this screen is optional. If you do not enter anything for an item, Residential Estimator will automatically use the value displayed on the right of the screen for that item.

1. Click the Adjustments link at the bottom of the Remarks/Notes screen to display the Adjustments screen.

2. Enter the following on this screen:
   
   - Rounding Value: 1000 (which prints an additional line in the report with the total cost rounded to the nearest $1,000).
   
   - Report Date: 07/2001 (which tells Residential Estimator to calculate the costs as of July 2001 instead of the current month and year).

3. The top part of the Adjustments screen now appears as follows:
Save the Changes to the Estimate

Use the **Save** option to update the data automatically saved in the first tutorial with the changes you have made in this tutorial.

1. Click the Save option at the bottom of the left side navigation menu:

   - Residential Estimator permanently saves the changes to the estimate, including both your input data and the calculation results.
Save the Estimate as a Separate Estimate

Use the Save As option to save the estimate as a new estimate, leaving the estimate you saved in the previous step unchanged.

1. Change the following on the General Information screen:
   - Property Owner: Charles Tuna
   - Property Address: 987 Dale Street

2. Select Save As:

   ![General Information Screen]

3. The following displays:

   ![Save As... Screen]

   Change the Estimate ID to TEST-9876:

   ![Save As... Screen]

4. Residential Estimator saves the estimate as a new estimate, leaving the estimate you saved in the previous step unchanged.
Close the Estimate

When you close an estimate that contains changes that you have not saved, Residential Estimator asks you if you want to save the changes.

1. Change the City on the General Information screen to New York and the ZIP/Postal Code to 10010.

2. Click Close in the left-side navigation menu:

3. Residential Estimator prompts if you want to save the data you just changed:

Click Save Changes, then Close to save the changes and close the estimate.
Deleting Estimates

1. Select Estimate ID as the search type, enter TEST as the Search Text, then click the Search button:

Search

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

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Search Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate ID/Project Name</td>
<td>test</td>
</tr>
</tbody>
</table>

2. When SwiftEstimator displays all estimates with “TEST” as part of their Estimate ID, click the Delete link for the estimate you created in this tutorial (TEST-9876):

Your search returned 2 estimates.

<table>
<thead>
<tr>
<th>Application</th>
<th>Estimate ID / Project Name</th>
<th>Property Owner</th>
<th>Updated Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>RE</td>
<td>TEST-9876</td>
<td>Charles Tuna</td>
<td>10/13/2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Edit Delete</td>
</tr>
<tr>
<td>RE</td>
<td>TEST-1234</td>
<td>David Grant</td>
<td>10/13/2003</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

3. When the following displays, click OK:

![Microsoft Internet Explorer dialog](image)

Are you sure you want to delete the RES estimate titled ’TEST-9876’?

OK Cancel

4. Delete the estimate you created in the first tutorial (TEST-1234) in the same way.

You have now learned how to search for and edit estimates, enter a garage or basement as a separate section, enter additions, enter remarks and notes, enter cost adjustments, save changes to estimates and delete saved estimates.

You have completed the tutorials and can exit SwiftEstimator by clicking the Log Out button at the top of the screen:
For further details on the use of the Residential Estimator, refer to the help system or the remaining sections in this *User Manual*:

- **Program Reference**, which contains complete instructions for all of the features in Residential Estimator, grouped by type of feature.

- **Worksheet Reference**, which contains complete definitions of each of the data items you can input into Residential Estimator, relating them to the paper worksheet you can use in the field to collect data for your estimates.