



CostLink/CM[®]'s Alternate Hierarchies *- sort your data to suit your needs*

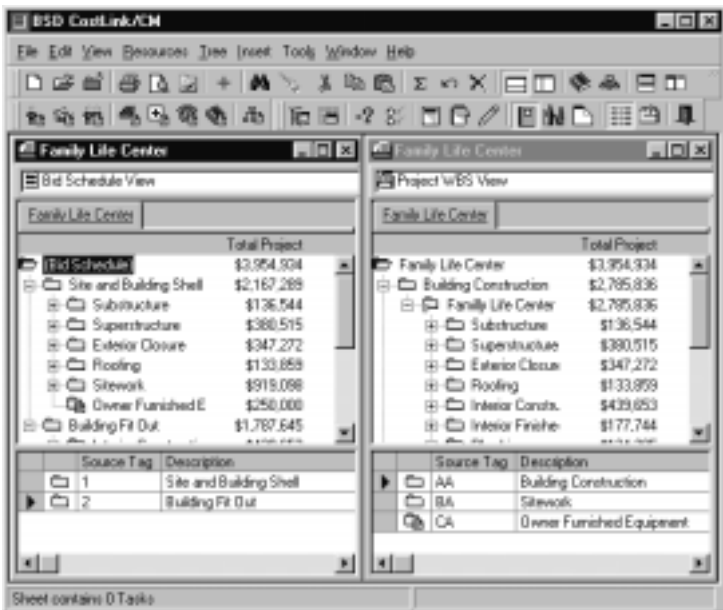
One of the most powerful tools in BSD CostLink/CM, BSD's premiere cost engineering tool, is its support of multiple hierarchies (Work Breakdown Structures or WBS's) within the same project. You typically build your estimate using the default Project WBS View. The Project WBS can be user defined or selected from a template, and this view generally reflects overall project organization for estimating purposes. CostLink/CM then allows you to create any number of additional hierarchies within your estimate into which you can then reorganize your costs.

For a typical building construction project, the Project WBS hierarchy might be by building number and then

by Uniformat system (Substructure, Superstructure, Exterior, etc.). For environmental projects, the WBS might be by site or location, and then by type of remediation. Any hierarchy can include hundreds, or even thousands of 'folders' or summary elements for reporting, tiered to as many as 80 levels. CM supports up to six levels in standard reports. Custom reports can be created to add additional levels of reporting.

In addition to the standard Project WBS View, CostLink/CM also provides a Bid Schedule View and a Project CSI View as alternate standard views. This powerful feature allows you to easily build and maintain multiple cost summary structures simultaneously. As

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You can look at your project in different views by tiling them side by side.

BSD Support Staff *the crew that keeps you working*



Whose voice is it on the other end of the line when you have a pressing problem? Most likely it's Beth, Laurie, or Rick, members of the BSD Support and Training group. This fine group has an in-depth knowledge of all BSD commercial and government products and how they are used in our customers' businesses. They can explain not only the nuts and bolts of how the software works but also the finer points that can make you more efficient.

“quick response times and dependability have been invaluable”

All new users have two coupons included in their initial software pack. The first coupon is for a 30-minute introduction to their new software product. Just call technical support and schedule a time that is convenient for both of you. Try to pick a time when you have 30 quiet, uninterrupted minutes so you can really concentrate on the new things you

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you build your estimate in the Project WBS View, the tasks you add to your estimate are automatically added to all other views. Until the tasks are assigned to folders in the other hierarchies, they will be located in an 'Unassigned' folder at the foot of the hierarchy tree. However, every task is always represented and totaled in each hierarchy so that all hierarchies total to the same project cost.

Example

You may need to organize your project by a Systems breakdown for a certain client, but that same client would also like to see the costs broken down by CSI divisions. The easiest way to do this would be to start your estimate using the supplied Unifomat template. After copying tasks from the CostBook into the appropriate folders in the Project WBS View in your project, you would then use the Assign Tasks to CSI function to automatically assign the tasks to the appropriate folder in the Project CSI View. The software will automatically place each task in the appropriate folder in the Project CSI View based on the CSI tag used by the source CostBook.

The default CSI hierarchy provides Division-level folders at level one, but if you would like further breakdown, you can simply add the next level of CSI folders to your template. The 'Assign to CSI' command will then sort the tasks into the level 2 CSI folders again using the CostBook tag to identify the related folder. You can choose which hierarchy to use for a given set of reports. You can switch between reported hierarchies in the Report Setup dialog and easily run a new set of reports at any time.

User-Defined Hierarchies

In addition to providing multiple standard hierarchies that you can modify and expand, CM also lets you create, copy and modify your own user-defined hierarchies. If your accounting department needs to see the costs broken down by specific accounting codes, you can easily create a separate accounting code hierarchy and cross-reference all or any part of your estimate

to the code of accounts. Or maybe you want to relate the estimate to the construction schedule, or reorganize to match a historical cost analysis system, or identify cost elements for take-off using a hierarchical list of project drawings. All of these are candidates for use of user-defined hierarchies.

To create a new hierarchy, you simply click on the Insert menu and choose Hierarchy. Once you provide a hierarchy name, you can add folders in a number of ways. Hierarchy folders (representing accounts in our example) can be added individually or easily copied from another project or hierarchy template using drag and drop, or copy-paste. Once the folder structure is in place, the easiest way to assign the tasks to the appropriate folder in this hierarchy is to open a new window in the same project and drag and drop folders and/or tasks from the Project WBS View into the new hierarchy. You can also drag items from the unassigned folder. Moving items is as simple as dragging from one folder to another. The unique technology makes it impossible to accidentally duplicate items or leave items out entirely. Items will always appear in the Unassigned folder if nowhere else

Again, you can print reports using your new user-defined hierarchy. Your reports can also be exported into an Excel spreadsheet, or any of more than a dozen other formats, one of which may be preferred by your accounting department (or other customer) than another paper report!

Q&A

BSD CostLink/CM (M32)

Q Does CostLink/CM handle negative numbers? What about Metric units?

A Of course. To enter a negative number, just type the negative sign directly preceding the number entry. You can add cost items to your project either by dragging from a database or by direct entry, and the Units of Measure can be either English or Metric or a combination of both.

Q Is there an easy way to compare estimated costs and actual costs?

A One nice feature of CostLink/CM is its ability to export estimate costs to an Excel spreadsheet. Make a copy of your estimate and enter in the final project costs. Then export both project reports to Excel; this is typically done at a meaningful folder level. Once the costs are in Excel you can use its full capabilities to analyze your data.

! **Warning:** Some people who have recently loaded the latest edition of Primavera Expedition have temporarily disabled CM. If this happens to

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Year 2000 Tradeshow Schedule

AIA Expo	Philadelphia, PA	May 4 - 6
A/E/C Systems	Washington, DC	June 6 - 8
CSI Expo	Atlanta, GA	June 22 - 24
AACE Annual Meeting	Calgary, Canada	June 25 - 27

About your SpecLink Update

BSD SpecLink Statistics:

725 sections total
425 non-proprietary sections
300 proprietary sections (**15 new sections**)
1191 external documents referenced
165 standards developing organizations
2155 building product manufacturer listings

New Sections:

07315 - Slate Shingles
(Echeguren Slate from around the world)
08450 - All-Glass Entrances and Storefronts
(DORMA Glas, swinging, sliding, and folding)
08635 - High-Performance Translucent Skylights
(Skywall Advanced Translucent System)
08713 - Door Closers
(LCN, standard and combination closer/holders)
08746 - Low-Energy Door Operators
(LCN, pneumatic and electric)
09227 - Exposed Aggregate Pool Finish
(SGM, Diamond Brite, River Rok, and Durrazzo)
09900 - Paints and Coatings (Martin Senour Paint)
09900 - Paints and Coatings (Pratt & Lambert Paint)
09982 - Cementitious Coatings
(SGM Southcrete Spray Deck textured coating)
10610 - Folding Gates
(Acorn Wire and Iron; pantographic action gates)
11476 - Revolving Darkroom Doors
(Regal Photo, steel and ABS)
11483 - Swimsuit Water Extractors (Suitmate)
15062 - Non-Penetrating Portable Rooftop Supports and Walkways (Portable Pipe Hanger, Inc.)
15705 - Mini-Duct HVAC System (Unico, 2-inch diameter duct system, air handler, duct heaters and coils)
15751 - Dehumidifiers (Air Technology Systems, silica gel desiccant dehumidifiers)

Contributor Rewards:

As of this update, we are instituting a program to reward subscribers who contribute sections that are added to the SpecLink database. Any subscriber firm may offer sections they have created for consideration as new sections. If we accept a subscriber's contribution and add it to the database, the subscriber will receive a full 3-month extension on their subscription. One submission at a time will be considered, with a maximum of one accepted section per quarter. Submissions of other than whole sections, such as substantial additions or improvements to SpecLink sections, will also be considered on a case-by-case basis. All topics not currently included in the database are candidates. We also consider how likely it is that other users will benefit from the added sections. Contributed sections will be added to our regular updating workload. For more information and a list of sections people have asked for, please email Susan McClendon at smcclendon@bsdsoftlink.com.

!!..Export to RTF Now Includes Headers and Footers..!!

This update includes two long-awaited improvements to the Export to RTF function – **header/footer export** and **individual file export**.

Individual File Export: When exporting, you have the option to export a single section, a whole Division, or the whole project. In order to accommodate headers and footers, the software has been changed to automatically create individual files for each section no matter how many sections are being exported. The section files are named using the 5-digit section number plus the acronym, with the extension .rtf. Because every project can have sections with the same file names, it is important to export each project to a separate directory. After you select the sections to export, you will be asked for a path – a drive and directory. If the directory where you want all the exported files to be saved does not yet exist, just type the full path and the software will create it. It is no longer possible to export the whole project to a single file. If you need to store a project as a single file, such as for archive purposes, you can use compression software such as PKZip or WinZip to compress all the sections into a single file, which has the added advantage of being a much smaller file.

Headers and Footers: Exported sections now contain the same headers and footers as sections printed from SpecLink. All the keywords can be used as well as three lines of text in each of three sections – left, right, and center. There has been no change in how headers and footers are set up – just go to the Format menu and select Header and Footer, or select Page Setup from the File menu or Print dialog box. After you have defined the contents of the header/footer it is a good idea to preview or print a section to confirm the layout. Then you should do a test export and open the exported file in your word processor to confirm that the word processor interprets the RTF codes correctly. The following describes some header/footer layout considerations in SpecLink and in exported files.

Long Project Names and Section Titles: In SpecLink printed sections, text in the left/right/center sections can overlap if it's too long. That often happens when using the keywords for the project name or section title. If you are using these keywords, the only solution is to stagger the information on different lines so that the text doesn't actually overlap. For instance, if you wanted to print the section title in the center section, you could avoid overlapping by putting the section title on the first line and the text or keywords of the left and right sections on the second line. To prevent a long project name from overlapping you can use typed text instead of the keyword. That allows you to control the point at which the name breaks to a new line – just type what fits on the first line, enter a carriage return

(press Enter) and type the remainder on the next line. All this about long names is even more important when exporting because there is no word wrap within the header/footer sections in RTF files. The exported files use a center tab to center the text in the middle section and a right tab to right justify the right-hand section – if there isn't enough room the right-hand section will be bumped to the next line.

New Tools for Adding Your Own Sections:

As anyone who has tried to import whole sections into SpecLink can tell you, the process is fast but the result may be less than spectacular if the import file contains unnecessary codes or is not properly indented. In addition, the most common method of indenting paragraphs in Microsoft Word is not recognized by SpecLink's Import from Clipboard function. Now we have available a set of macros that help get **Word97** files properly formatted, reducing the amount of cleanup required after importing. What the macros will do:

- add tabs to properly indent files using styles assigned to each paragraph (some files, including those formatted like AIA Masterspec® files, already have styles assigned to each paragraph, which makes this process much easier).
- remove notes to the editor that have a style assigned.
- remove either I-P or metric units if they are properly color-coded.

The instructions accompanying the macros explain the other formatting operations you will still have to do manually, including:

- Assign the appropriate default style to each paragraph.
- Check for paragraphs missing paragraph marks, correct, and assign the correct style.
- Remove text paragraph numbers.
- Remove bullets.
- Scan the file for special characters and symbols and change them.
- Remove embedded (“bracketed”) choices within paragraphs.
- Review the resultant file for inconsistencies and correct.
- Add embedded choices to the imported text.

These macros are for Microsoft Word97 and are not compatible with earlier versions of Word. To obtain the macros and instructions, just email Support at support@bsdsoftlink.com.

WordPerfect: Since WordPerfect indent codes and tabs are correctly recognized by the SpecLink Import from Clipboard function, it is unlikely that this procedure would be necessary for WordPerfect files. If you have WordPerfect 5.1 for DOS files, you will need a Windows version of WordPerfect to take advantage of the Import from Clipboard function. (Although Word97 will convert WordPerfect 5.1 files, it will convert them the Word way, making it necessary to do the reformatting that the above macro procedure describes.)

Importing From Clipboard:

When you've finished formatting the Word97 file, you will import it into a user-added section created in SpecLink. The following is our suggested procedure for importing a complete section:

1. Create a new section in your SpecLink project using the New Section procedure; give it the Section number 00998 (or any other unique number).
2. Delete PARTS 1, 2, and 3 from the new section. (Demote PART 2 and PART 3 below PART 1, and then delete PART 1.)
3. Close the section – this is your “Blank Section” for importing purposes.
4. Copy the Blank Section to the desired section number for the imported section.
5. Open Word at the same time and open the section to be imported.
6. In the Word file, block the entire text from PART 1 to just above End of Section.
7. Press the Copy button or Ctrl-C.
8. Switch to SpecLink.
9. Place your cursor on END OF SECTION in the new section.
10. Press the Import from Clipboard button on the toolbar or select Tools/Import From Clipboard.

The whole text that you blocked in Word will be inserted between the Title of the section and End of Section, with one paragraph to a cell. Check the hierarchy levels (left of the status boxes). If the levels are 1, 2, 3, 4, etc., the preparation for import was correct. If the levels are all level 1, there were no tabs at the beginning of paragraphs. Unless the section is very short, it will be less time-consuming to start over, rather than demote all the paragraphs.

Specifier's Basic Library:

Both experienced and novice specifiers are likely to find something useful in BSD's Specifier's Basic Library document. It describes the principal sources of information on specification writing practices, standard contract forms, design-build specifying, metric practice, building product information, and reference standards. Addresses, phone numbers, and prices are included. To obtain the current copy, just email Support at support@bsdsoftlink.com

Notice of Subscription Price Change: Effective May 1, 2000, all multi-user subscription renewals will be invoiced on the basis of the actual number of concurrent users installed, instead of at a fixed price. To receive a quotation or to adjust your firm's number of concurrent users, please contact your sales representative at 1-888-BSD-SOFT.

*Support
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are about to learn. Then try to use your new skills on a project as soon as possible to reinforce those lessons. After you have had a chance to try things on your own you will probably come up with a list of further questions. Use your second coupon to get these answered and learn some other software tips.

Sometimes you may want more in-depth instruction or you don't feel comfortable learning things on your own. Then you will be spending time with either Rick or Susan, trainers for cost estimating and specifications products. BSD offers monthly training classes in our facility in Atlanta, or we can come on-site. All of our classes are hands on and you get the chance to create a sample cost estimate or project specification with all the required elements start

to finish. Please refer to the training schedule on the back page of this newsletter, or get the most up-to-date training information on our website at www.bsdssoftlink.com.

You have also probably spoken with one of our sales/customer service representatives. While you may cringe when you hear that there is a sales person on the line, you must also realize that our sales people are an important resource to you for finding solutions to your automation problems. All of our sales people go through our regular training classes right along with new customers. They get to hear what it is that customers want to get out of the software, and also unique problems that customers are trying



BSD Support and Training: Beth Newman, Rick Crider, Laurie Newman, and Susan McClendon



Sales and Customer Service: (back) Jay Wendland, Karen Stewart, Lee Altman, (front) Marjorie Boyd, and David Rogers

to solve. Being immersed in the customer training like this makes our sales people sensitive to your needs and able to suggest solutions, so treat them nicely when they call!

And you don't have to take our word for it when it comes to how great our employees are. Listen to these comments. "(She) has been an absolute pleasure to work with. Her knowledge of SpecLink, positive attitude, quick response times, and dependability have been invaluable. She has consistently helped me to meet my deadlines on time and on budget." "(He) was very good, easy to follow, handles people well." "The hands-on was an excellent way to get started using this software."

*Q&A
continued from page 2*

you just call technical support (see article in this newsletter about how nice and smart BSD's tech support department is) and they will tell you the simple fix to get up and running again.

BSD CostLink (MFW)

Q I am having problems getting my alternate cost titles to work correctly. It seems to be putting my base bid and alternates in the wrong order.

A We were not able to figure out what was going wrong over the phone, so we had the user email the project to us. After we were able to look at the project we could see that a space (spacebar) was used as the first character in the Level 1 title ID, i.e. _1, _2, _3, etc. The problem is that the software does not read the space and sorted the titles in the wrong order. It is best to fill in all the characters in an ID using a zero to fill in the preceding space if necessary. So in the above example the ID would be 01, 02, 03...

Q How do I convert my project from English to Metric?

A Before you do any estimate conversions, it is always recommended that you make a copy first. Then open your project and open the Summary Information panel (the icon that looks like a calculator). Click on the Calculation tab and you will see three buttons labeled Original Units, U.S. Units, and Metric Units. Click on Metric Units and then press the OK button. You will be prompted to confirm that you want your project updated to the new units. The software will go through each line item and convert the quantity and cost based on its own internal conversion table. An alternate to permanently changing the units of a project is to select Metric Units before a report is printed. The calculation is the same but it is not stored in the project.

BSD SpecLink/+(beta)

Q We have created an office master that is the base for all our projects.

See Q&A, page 6

When the new version of SpecLink is implemented, will we be able to have our present office master integrate into the new format without having to do a lot?

A Never fear, when we roll out the new version of SpecLink it will include a translator that will update all existing projects, including office master projects, to the new format.

! **Remember:** Test projects created using the beta software may not be compatible with the final production release.

BSD SpecLink

Q I would like to add some key requirements to several sections and have them print out on the requirements report. Can I do that?

A You can add requirements that will show up on the requirements report, you just can't add them to the project screen so that they show as buttons. To see the available requirements and their 2 character ID's, look at the buttons on the project screen. You will see requirements such as PD – Product Data and SD - Shop Drawings. Now go back into your section and add a paragraph regarding the new requirement. From the View menu select Status Columns and then Tag Column. This will open up a column of Tag ID's, most of them N/A. Enter the 2 character ID of the requirement in the Tag column next to that paragraph.

Q How do I get the Division number and name into my section heading along with the Section name and number?

A When you set up your project's headers and footers from the Page Setup screen, you are making selections for the whole project. If you simply add a division description like "Division 8: Doors and Windows" to the header, it will print on every section, regardless of the actual division. There are several ways around this. If this is a one-time requirement, you might add

the division name as described above and simply print one division at a time, changing the division numbers for each group. This would take a little time and a few steps but it works. If you want the Division numbers to print on every project you do, then you can add them to each section in your office master. Highlight the Part 1 paragraph and insert a new paragraph. Type in the Division number and description. You will probably want to add another paragraph and add the Section number and description also.

Q We are really sold on SpecLink, but we have hundreds of existing spec sections contained in numerous word processing programs. Cutting and pasting into the master is going to take forever.

A We are glad you are sold on SpecLink and we are sure that you will be happy with your purchase. When starting out, it is important to remember that your office master is like an overlay with the SpecLink master data underneath. In order to take full advantage of SpecLink's unique updating capability it is best to first look for existing SpecLink master sections which closely resemble your own sections. Selections, fill-ins, and additions can be made to edit your office master to match your current word processing sections. This way, every time you get your quarterly update, these sections will be automatically updated without changing any of your selections or deleting any of your additions. If you have a very specialized or unique spec section and you have determined that there are no SpecLink master sections that match it, then you can import that section in its entirety. This is much faster than cutting and pasting individual paragraphs.

! **HINT** – many problems are caused by having insufficient disk space. Sometimes this will manifest in difficulty making choices or adding text, and sometimes it's problems with printing. Your computer uses free disk space for many internal functions so it is important not to run too low. Your Windows User Manual can give you information about how much free disk space you need.

Training Schedule

BSD SpecLink

1-1/2 day \$395
February 28 - 29
March 27 - 28
April 24 - 25
May 22 - 23
June 19 - 20
July 17 - 18
August 28 - 29
September 18 - 19
October 23 - 24
November 13 - 14
December 11 - 12

***Class attendees earn 12 AIA Learning Unit Hours, all of which qualify for HSW hours.**

BSD CostLink/CM (M32)*

3-1/2 days \$1095
***please note that this is changed**
March 21 - 24
April 11 - 14
May 9 - 12
June 13 - 16
July 11 - 14
August 22 - 25
September 12 - 15
October 17 - 20
November 7 - 10
December 5 - 8

***Many states allow related training courses to meet Continuing Professional Competency requirements. Please check with your state licensing board for specific requirements.**

***Government Contractors earn Mcaces Certification.**

BSD CostLink (MFW)

-this class is no longer offered on a regular basis. Please call if you have a need.

You can now look for BSD class schedules on our internet site. Just go to www.bssoftlink.com and go to the training page. You will find schedules, maps,

hotel information, and information about Atlanta.

