

Table of Contents

Preface	vii
About This Manual	vii
<i>Chapter 1</i>	
Introduction To BSD CostLink/AE	1
BSD CostLink/AE Overview.....	2
About the RS Means Cost Data	3
The Development of Cost Data.....	4
Factors Affecting Costs	5
Final Checklist	7
Assemblies Estimating	8
What Is Assemblies or Systems Estimating?.....	8
Systems Estimates vs. Unit Price Estimates	8
When Systems or Assemblies Estimating Is Appropriate	9
Gathering Information For a Systems Estimate.....	10
<i>Chapter 2</i>	
Tutorial	11
Creating an Estimate Using a Model.....	12
Create the Model Project File.....	12
Creating the Model Estimate	15
Model Additives	15
Applying Cost Markups and Adjustments	16
Creating an Estimate Without Using a Cost Model	18
Create the Sample Project File	18
Adding Project Notes	19
Adding Folders	20
Adding Costs	22
Reviewing Adding Folders and Copying Assemblies.....	27
Adding User-Defined Costs.....	28
Adding Line Items From the Unit Prices Resource Window.....	29
Copying Costs From One Project To Another	30
Selecting and Printing Reports.....	33

Chapter 3

About the CostLink/AE Display 37

- Configuring Panels and Windows..... 38
 - Configuring Multiple Windows 38
- Choosing Single or Multiple Tabs..... 39
- Icons On the Tree and Sheet Panels 40
 - Tree Panel Icons..... 40
 - Sheet Panel Icons 41
- Working with the Tree Panel 41
 - Expanding and Collapsing the Tree 41
- Working With the Sheet Panel 42
- Online Help 44
 - Contents Tab 44
 - Index Tab 45
 - RS Means Abbreviations and Symbols 46
 - Search Tab 46

Chapter 4

Projects, Models, Tasks, & Markups 47

- Working with Projects 48
 - Opening a Project..... 48
 - Opening a Recently Used Project..... 48
 - Creating a New Project 49
- Summary Info Dialog Box..... 50
 - General Tab..... 50
 - Cost Summary Tab..... 52
 - Project Notes Tab 52
 - Cost Models Tab 53
 - Model Additives Tab..... 55
- Folder Item Form..... 56
- Task Item Form..... 58
 - Buttons on the Task Item Form..... 61
- Adding Direct Costs to the Estimate 61
 - About the Supplied Assemblies and Line Items..... 61
 - Working With Resource Windows 62
 - About Assemblies 64

About Line Items	66
Cost Adjustments and Markups	67
Using the Cost Summary Tab	67
About the Cost Summary Tab	68
<i>Chapter 5</i>	
Reports	71
Reports Overview	72
Reports Dialog box	72
Select Reports Tab	73
Preferences Tab	75
Custom Reports	77
Report Preview	78
Displaying the Window	78
Actions	79
Report Descriptions	80
Project Summary	80
Detailed Estimate Report	80
Inserting Your Company Logo	81
Creating Electronic Copies of Reports	81
<i>Chapter 6</i>	
Tools and Techniques	83
Using Find	84
Find Dialog Box	84
Working with Notes and Pictures	86
Attaching Notes or Pictures to a Folder or Task	86
Supported Graphics File Types	87
Viewing Notes and Pictures on Tasks or Folders	87
Printing Notes with Reports	87
Techniques for Copying and Moving	88
Using the Standard Cut, Copy, and Paste Commands	88
Shift-Click and Ctrl-Click	88
Dragging and Dropping	89
Deleting Empty Folders	90
Copying a Project	90

Compacting a Database.....	92
Saving and Loading Compressed Files	93
Customizing the Toolbars	94
Customizing the Tools Menu	96
Example	98
About Updating to the Current RS Means Database	98
Updating Options.....	99
 <i>Chapter 7</i>	
Linking.....	101
Quantity Options.....	102
Linking to the Parent Quantity	103
Example	103
Linking Estimates to Excel Workbooks	104
One-Time Set Up In Excel	105
About Parameter Workbooks in Excel.....	110
About aecLinkMan.....	111
Excel Features Used in Linking.....	111
Directions for Linking to Excel	112
Tips For Linking	113
Commands For Linking	113
 Appendix A.....	117
Toolbar and Menu Reference.....	117
BSD CostLink/AE Toolbar	118
Menus	120
 Appendix B.....	129
 Index	141