

# website version step by step

## MY OWN ESTIMATES

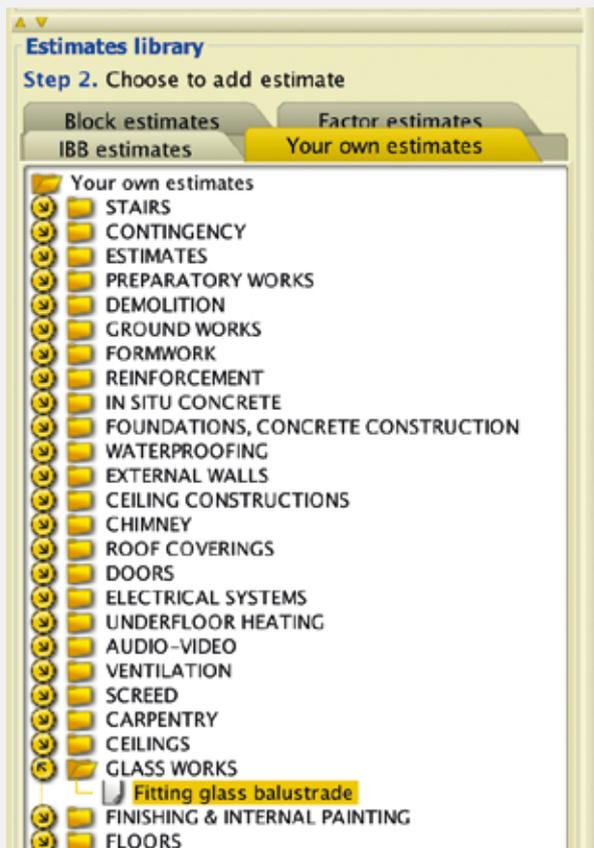
How to create your **Own library** and work with **My own estimates**

This option allows the user to add own estimates based on IBB database or own input data. It is an option where you can create a database of your own estimates so you have access to your own library at any-time. This option allows you to:

- Use and change data in IBB estimates and save as your own
- Create your own estimates

Log in to your account at [www.ibbconstruction.co.uk](http://www.ibbconstruction.co.uk)

1. Click on icon **Estimates** and then click **New**
2. Step 1 in the left panel enables to personalise the estimate by adding title – click icon **Add title**
3. Step 2 in the left panel enables to choose **Your own estimates** option from the **Estimate libraries**



In the first step choose the category of estimations that you are interested in, for instance finishing and internal painting.

When you select the first estimation position, on screen you will see the notice to set the price.



Press icon **Your own** to set your price level or choose icon **IBB** if you would like to base your estimation on IBB data.

If you select **Your own** on screen you will be able to work on rates, profits and additional costs that you have set up on your own in **My own estimates** or during the calculation. Your data is highlighted in yellow.

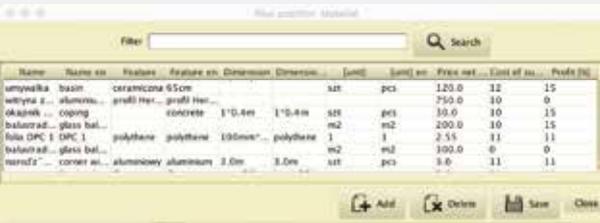
In both **IBB** and **Your own** options you can manage data during the calculation. You are able to change the data in icons by double click- for instance you can alter the price by double clicking on price or labour wage icon. In another option you can click **Add** icon to add any details of labour, material and plant & tools to your calculation. You will be asked to accept the change- click **Yes** and your estimation will be updated.



Another option available in **My own estimates** is the possibility to add your own positions and data to the library. Click icon **My own estimates** in the left top panel.



You are now allowed to add any own data of Labour, Materials or Plant & Tools. This data can be used in your estimation. Initially you will have an empty folder, but when you fill your data you will be able to work on them. You are able to add any new details by clicking icon **Add** and input your data. Remember to **Save** your details.



To change the price or any other details double click on icon, amend it and click **Save**.



**IMPORTANT!** Do not forget to set overhead and profit.

Same amendments can be done with all options - Labour, Materials, Plant & Tools.

If you would like to build your own estimate position choose icon **Your own estimates** and click **Estimate** in the left top panel.



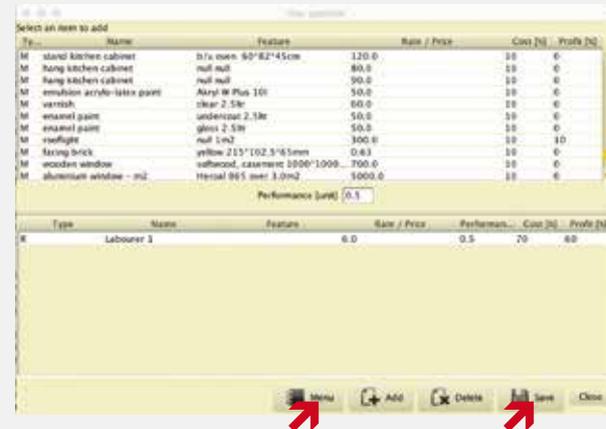
Add estimate position by inputting name and units.



**IMPORTANT!** Set the proper unit of estimate.

To manage properly your estimate it is required to **Save** each step. Now you are able to **Manage your item cost calculations** - press the icon.

You can add all required data LMP&T to your estimate position from your own library. Set the performance unit accordingly.



Click **Menu** button to add or edit a catalogue/sub-catalogue or to assign to position estimate. Click **Save** button to upload details to your estimate position.

After you click **Menu** button, in next step you are able to create your own catalogue or choose one of existing **IBB** catalogues by clicking **Assign** button.



**Important!** Click **SAVE** button and **REFRESH** to load your amendments.

Click **Save** and **Refresh** button.