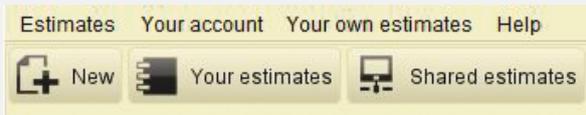


website version step by step

START TO ESTIMATE - BLOCK ESTIMATION

Create your first estimate with the following step by step guide. To start creating your document, **LOG IN** to your profile on www.ibbconstruction.co.uk



1. Click icon **NEW** in the left upper panel. On the screen you will be able to work on your new calculation.

2. **Step 1** in the left panel enables to personalise estimate by adding a title – click icon **ADD TITLE**

3. **Step 2** in the left panel enables to choose the appropriate for your needs option from estimates library.

4. For the fastest results choose **BLOCK ESTIMATES**
To start your block estimate choose the relevant option for your project. There is a list of categories to choose from.



5. In next step **SET UP YOUR PRICE LEVEL** - Choose whether you would like to base your estimation on **YOUR OWN** prices or IBB prices. Refer to the previous guide on how to create your Own library and work with Your own estimates plus to the guide on how to manage overheads, profits and rates.



6. If you press icon IBB you will get the selection of options, choose relevant for your project and add dimensions.

- In **step 1 SELECT BULLETS** according to your project.
- In **step 2** set dimensions - input your data into the box and press icon **NEXT** to continue

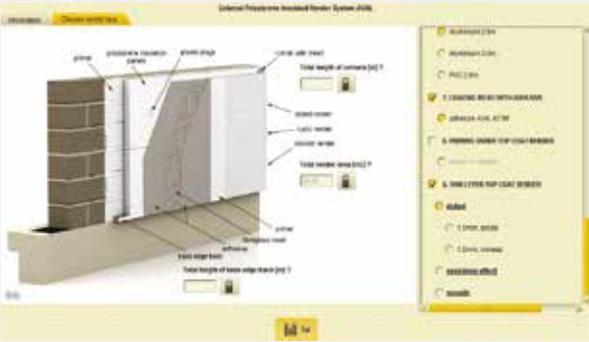


- Your block estimate will be added to your main panel and visible in **STEP 3** - Manage your estimate. In this section you are able to apply filter options and amend measurements if required. Press icon **ADD** to load the calculation to your estimation. If you would like to continue with estimation by calculating another type of work press icon **ADD**.



CUT HERE AND SAVE

- Again choose the relevant options and add dimensions. Click icon **SET** to load the calculation. In main panel in **STEP 3** check, manage and confirm your estimation. Click icon **ADD** to add another block estimate to your estimation.



- Continue with estimating by adding your chosen block estimations to your main panel. Choose from options available.
- In the main panel, in **STEP 3** manage your estimation – select what will be visible in your document – labour, materials, plant&tools, cost, additional costs etc. by highlighting appropriate filter boxes – green to include, red to hide.



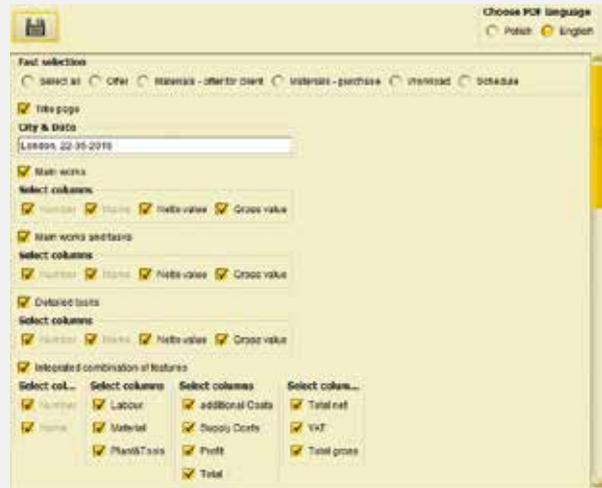
- Moreover you are able to change any measurements, price level, overheads and rates by clicking the relevant icon.
- If you would like to produce the schedule press **SCHEDULE** icon and add all details. You are able to save it as a PDF.



- Press icon **MATERIALS** to view, print, save as a PDF or buy materials required for your project as per estimation. You are able to select what details will be visible in your materials specification, for instance weight, price, costs, supply costs, profit and total. You can also amend the price level.



- To save your estimation as a PDF file or to print it click icon **SAVE as a FILE/ Print** in the upper panel. You will be able to choose the language of your PDF document and select what details to include. You can do selection manually by highlighting appropriate bullets or you can take an advantage of fast selection- select all, offer, materials- offer for client, materials- purchase, workload or schedule.
- Press icon **SAVE** to save your estimation. You can choose the destination where to upload your document.



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