

# MeansCostWorks.com

## Quick Start Guide



# Table of Contents

<b>Getting Started</b> .....	<b>3</b>
What is MeansCostWorks.com? .....	3
First Time User? .....	4
<b>Creating a New Estimate</b> .....	<b>4</b>
Estimate Header Information .....	4
Estimate Cost Data Preferences .....	5
Estimate Default Markups.....	5
<b>Search Cost Lines</b> .....	<b>6</b>
Search Bar .....	6
Search Tree.....	6
Adding & Removing Cost Lines.....	7
<b>Inserting Custom Cost Lines</b> .....	<b>8</b>
<b>How to Generate a Report</b> .....	<b>9</b>
<b>Support</b> .....	<b>9</b>

# Getting Started

## What is MeansCostWorks.com?

MeansCostWorks.com is a powerful and flexible web based construction estimating software. It is based on the RSMMeans Annual Cost Data Books and the RSMMeans CostWorks CD-ROM product.

MeansCostWorks.com is much more than an electronic reference containing RSMMeans construction cost information. Engineers, Contractors, and Architects will have the power to customize data, build estimates, and generate reports all through the same web portal. MeansCostWorks.com is comprised of 5 tabs, each with its own tools and options.



: The "My Home" Tab provides access to your existing folders and estimates. Upon signing on to the system, you'll be directed to your My Home Tab.



: The "My Estimate" Tab is where estimates are built. Immediately upon clicking the My Estimate Tab, you can begin entering data for a new estimate. Within the My Estimate Tab, you'll prepare detailed and accurate estimates for construction projects using RSMMeans construction cost data or any custom data your company has entered.



: The "My Cost Book" Tab is a reference guide. Use it when you simply need to research a cost line, but are not creating an estimate. Here, you can search RSMMeans construction cost information or any custom data your company has entered for various construction elements.



: The "My Account" Tab allows you to manage your preferences, profile, and password.



: The "My Company" Tab will only be seen by administrators. Here, those given administrator privileges will manage the company's user accounts. Administrators will also have the ability to build custom cost books based on the RSMMeans Annual Cost Data Books.

## First Time User?

After signing on to MeansCostWorks.com for the first time, we suggest you perform the following to make your user experience easy and simple from the beginning. **For more information on each, see the MeansCostWorks.com Help File.**

1. Change your Password. Your password has been system generated and will not be the easiest thing to remember. Changing it now to something you will remember will save you time and energy later. Click here to learn how to change your password. Your password information is stored in the My Account tab.
2. Set your Preferences. Setting your preferences now will enable you to start all of your new estimates with defaults that you have defined. Preferences are stored in the My Account tab.
3. Learn about the Data you'll be using. If you are new to RSMeans construction cost data, we highly suggest you read through the "How to Read the Data" references. You'll get a great overview and introduction of where the numbers in the system are coming from.

## Creating a New Estimate

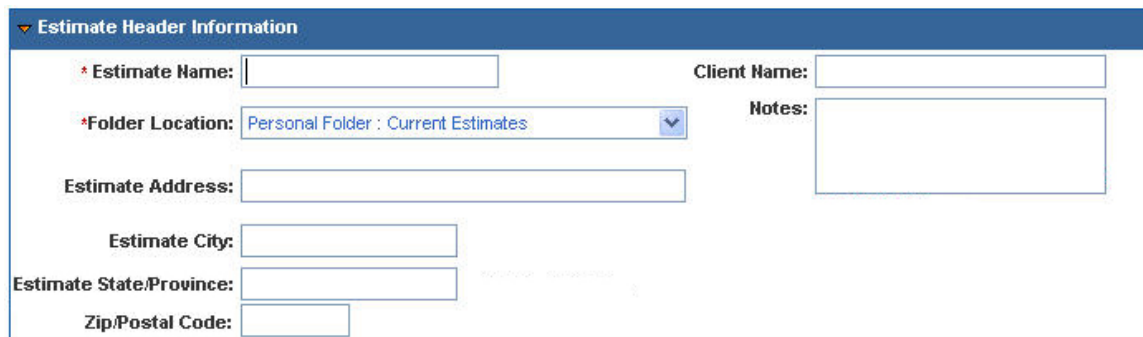
To create a new estimate, click on the **New Estimate** option from the My Home, My Estimate, or My Cost Book Tabs.

A new estimate worksheet form will open within the My Estimate Tab. The new estimate worksheet contains three sections:

1. Estimate Header Information
2. Estimate Cost Data Preferences
3. Estimate Default Markups

### Estimate Header Information:

Start by filling in the Estimate Header information. This section stores the name and location of the estimate within the application, as well as the name and the address of the client or project. Only the Estimate Name and Folder Location fields are required here.



The screenshot shows a form titled "Estimate Header Information" with a blue header bar. The form contains several input fields and a dropdown menu:

- \* Estimate Name:** A text input field.
- Client Name:** A text input field.
- \*Folder Location:** A dropdown menu with "Personal Folder : Current Estimates" selected.
- Notes:** A large text area for notes.
- Estimate Address:** A text input field.
- Estimate City:** A text input field.
- Estimate State/Province:** A text input field.
- Zip/Postal Code:** A text input field.

## Estimate Cost Data Preferences:

Next, fill in the Estimate Cost Data Preferences.

1. Select your Data Type, Unit Cost or Assembly.
2. Select your Measuring System, English or Metric.
3. Select your Cost Book. Here you'll choose between the RSMeans Cost Books, and any Custom Cost Books you have access to.
4. Select your Labor Type, Union vs. Open Shop. See the Help Topics "Labor Rates" for more information.
5. Select the MasterFormat with which you would like to view the data. (Only required when Unit Cost data type is selected.)
6. Select the desired Data Release.
7. Select the Localization. If National Average is selected, the Country, State, and City fields will be disabled.

The screenshot shows a form titled "Estimate Cost Data Preference" with the following fields and values:

* Data Type:	<input checked="" type="radio"/> Unit Cost <input type="radio"/> Assembly	* MasterFormat™:	<input checked="" type="radio"/> 2004 <input type="radio"/> 1995
* Measurement System:	<input checked="" type="radio"/> English <input type="radio"/> Metric	* Data Release:	Q3 2006
* Cost Book:	Commercial New Construction	* Localization:	National Average
* Labor Type:	Standard Union	* State/Region:	Select
		* City:	Select

Your default preferences can be set in the My Account tab under Preferences. Every field in this section is required.

## Estimate Default Markups:

Complete this section by filling in your desired mark-up percentages for each of the following fields:

1. General Contractor's Markup on Subs
2. General Conditions
3. General Contractor's Overhead & Profit

It is not necessary to enter the "%" symbol in the form fields. The graphic below displays 5% markups for all three categories.

The screenshot shows a form titled "Estimate Default Markup Percentage" with the following fields and values:

General Contractor's Markup on Subs:	5.00	%
General Conditions:	5.00	%
General Contractor's Overhead & Profit:	5.00	%

Click "Next" at the bottom of the form to continue to the Estimate View window, or click Cancel to return to the My Home Tab.



# Search Cost Lines

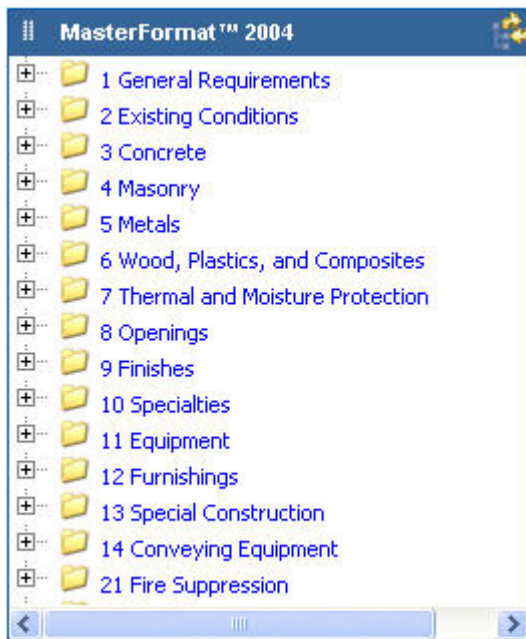
If you clicked the Next button after entering your project preferences, the Estimate View window will appear. From here, use the Search Bar to locate line items.

## Search Bar



If you know the CSI Line Number (full or partial), enter it in the "Line Number" field. Enter descriptive text in the Description field. Click the Search button when you have completed one or both fields. Click Reset to clear both fields. Your search results will appear in the Cost Data Book window.

## Search Tree



The Search Tree is located on the left margin of the Estimate View window.

The Search Tree is used for locating particular cost lines.

By clicking the plus-sign to the left of a category, that category's subcategories will be displayed. By "drilling down" through the subcategories in this manner, you'll be able to quickly locate specific subcategories.

Once you've reached the subcategory level where the plus-signs and minus-signs disappear, click on the subcategory and the data lines from that subcategory will appear in the Cost Data window.

## Adding & Removing Cost Lines

Once you have located the desired cost line within the Cost Book, select it by clicking in the box located on the left of the Cost Data Book window.

The example below shows the Cost Data Book (top window) and the Current Estimate (bottom window). The results from your search will appear in the Cost Data Book. Lines you have collected will appear in the Current Estimate.

In this example, Line Number "090105101100 Selective Demolition for Gypsum" on gypsum lath is selected. Clicking the "Add" button located between the Cost Data Book window and the Current Estimate window will add this line to the Current Estimate.

**9 Finishes - Cost Data Book -** Lines 1 - 50 of 2113

Line Number	Description	Unit	Crew	Daily Output
<input type="checkbox"/> 090100000000	Basic Material Finishes and Methods			
<input type="checkbox"/> 090105000000	Selective Demolition			
<input checked="" type="checkbox"/> 090105101100	Gypsum, on gypsum lath	S.F.	2 Cl...	720.00
<input type="checkbox"/> 090105101100	Gypsum, on gypsum lath	S.F.	2 Cl...	500.00

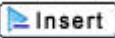
**Kingston Store #6 - Current Estimate -**

Quantity	Line Number	Description	Unit	Extended Total	Notes
<input type="checkbox"/>	125053113503300	Metal decking, steel, open type, ...	S.F.	\$ 346.25	
<input type="checkbox"/>	50053113503360	Metal decking, steel, open type, ...	S.F.	\$ 103.00	
<input type="checkbox"/>	175092116331200	Partition Wall, interior, standard,...	S.F.	\$ 491.75	
<input type="checkbox"/>	200092116331800	Partition Wall, interior, water res...	S.F.	\$ 554.00	
				<b>\$ 1,495.00</b>	

To remove a line from the Current Estimate, select it by clicking in the box located on the left margin of the Current Estimate window. Click the "Remove" button located between the Cost Data Book window and the Current Estimate window.

# Inserting Custom Cost Lines

From the Estimate View window, follow the steps below to insert a custom cost line into your current estimate.

1. Click the  button.
2. A blank cost line entry will be added to the bottom of the current estimate window as displayed below.
3. Enter a custom line item number (required) in the Line Number field.
4. At this point, right-click your mouse to access the screen below. Enter your desired data in each field, and then click OK.

Estimate Action :

Kingston Store #5						
<input type="checkbox"/>	Quantity	Line Number		Description	Unit	Extended Total
<input type="checkbox"/>	125	053113503300		Metal decking, steel, open type, wide rib,...	S.F.	\$ 346.25
<input type="checkbox"/>	50	053113503360		Metal decking, steel, open type, wide rib,...	S.F.	\$ 103.00
<input type="checkbox"/>	175	092116331200		Partition Wall, interior, standard, taped b...	S.F.	\$ 491.75
<input type="checkbox"/>	200	092116331800		Partition Wall, interior, water resistant, ta...	S.F.	\$ 554.00
						\$ 0.00
						\$ 1,495.00

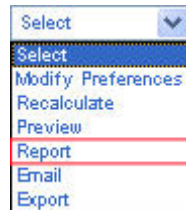
  


Quantity	<input type="text" value="0"/>	Line Number	<input type="text"/>
Description	<input type="text"/>		
Crew	<input type="text"/>	Unit	<input type="text"/>
Labor Hours	<input type="text"/>	Labor Type	<input type="text" value="USER"/>
Ext. Material	<input type="text" value="0"/>	Ext. Material O&P	<input type="text" value="0"/>
Ext. Labor	<input type="text" value="0"/>	Ext. Labor O&P	<input type="text" value="0"/>
Ext. Equipment	<input type="text" value="0"/>	Ext. Equipment O&P	<input type="text" value="0"/>
Extended Total	<input type="text" value="0"/>	Extended Total O&P	<input type="text" value="0"/>

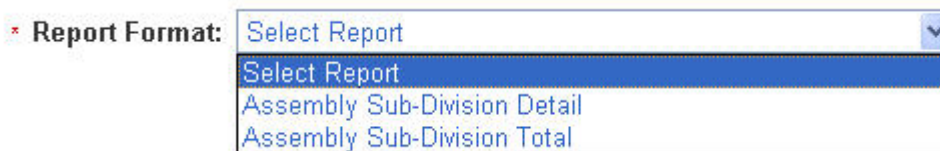
# How to Generate a Report

MeansCostWorks.com is equipped with a report generation tool. Follow the steps below to generate a report:

1. From the Estimate View window, choose "Report" from the drop down menu displayed below.



2. Then click the  button.
3. Choose a report format by using the drop down menu displayed below. Note: Each data type (Assembly, Unit Cost, etc) will present different report formats.



4. Click the  button to view the selected report.

## Support

The RSMMeans Software Support Department provides phone assistance to current MeansCostWorks.com customers.

Before calling Technical Support, try the following steps:

1. Read the relevant section or topic within the MeansCostWorks.com Help File that describes the procedure you are attempting to perform.
2. Describe the problem symptoms. Write down what you were doing when the problem occurred. Write down all the steps and procedures you followed so that you can explain it to the software support specialist.
3. If any error messages have occurred, write them down exactly.
4. To help provide quick and accurate assistance, please position yourself at a phone near your computer. This makes your hardware and software information immediately available.

Contact RSMMeans Software Support via Email:  
[softwaresupport@rsmmeans.com](mailto:softwaresupport@rsmmeans.com)

Contact RSMMeans Software Support via Phone:  
(800) 334-3509