

## **CLICK ON ERROR CODE YOU NEED AND IT WILL TAKE YOU TO THE APPROPRIATE SOLUTION.**

**DELETE (Delete Client Information From The Program)**

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DELETE (Delete Client Information From The Program)

PROBLEM: User wants to permanently delete client information from the HomeTech Advantage Cost Estimator program.

SOLUTION: To permanently delete client information from the client list complete the following steps:

Open the HomeTech Advantage Cost Estimator. Do not open an estimate.

Choose EDIT pull-down menu.

Choose EDIT CLIENT INFORMATION.

Choose the CLIENT INFORMATION tab.

Choose/Highlight the client you want to delete from the white, client list box on the right-side of the window.

Choose DELETE CLIENT.

Choose OK to accept, ESC to cancel.

NOTE: You cannot delete a client's information if you have estimates that use that particular client's data. You will first need to either permanently delete the estimate from your computer, or change the client information of the estimate that uses the client information you are trying to delete.

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DELETE (Delete An Estimate From The Program)

PROBLEM: User wants to permanently delete an estimate from the HomeTech Advantage Cost Estimator program.

SOLUTION: To permanently delete an estimate from the HomeTech Advantage Cost

Estimator program, complete the following steps:

Open the HomeTech Advantage Cost Estimator. Do not open an estimate.

Choose FILE pull-down menu.

Choose DELETE.

An estimate list window will open. Choose/Highlight the estimate you want to delete.

Choose OK.

A confirmation window will appear.

Choose OK to delete the estimate.

Choose CANCEL to cancel deletion.

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#### FILE REPLACEMENT (REPLACING DEFAULT COVER PAGE)

NOTE: Should a customer's cover page become corrupt, email them as an attached file DEFAULT COVER PAGE.hed.

This file is located in:

C:\Program Files\HomeTech4\Estimates\DefaultCoverPage.hed

1. Download the attached file (Default Cover Page) to your computer (ex. My Documents), or simply download the file to the above address and skip to the last step in this list.
  2. Open WINDOWS EXPLORER (Position cursor over START button and RIGHT click. Choose EXPLORE.).
  3. Find the DEFAULT COVER PAGE file you have downloaded.
  4. Click on the words "DEFAULT COVER PAGE" to highlight.
  5. With your cursor over the highlighted area, RIGHT CLICK.
  6. Choose COPY.
  7. Work on the left side of Windows Explorer. Find your main drive (C:\), Under C:\ find PROGRAM FILES, under Program Files find HOMETECH4, under Hometech4 find the ESTIMATES folder.
  8. Click on the word ESTIMATES to highlight.
  9. With your cursor over the highlighted area, RIGHT CLICK.
  10. Choose PASTE.
  11. You will probably get a message saying the file already exists do you want to overwrite?, choose YES/OK to overwrite.
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#### PHASE NAMES (Add Or Delete Phase Names To Phase List)

PROBLEM: User wants to permanently add or delete a Phase Name(s) to the phase list.

SOLUTION: To permanently add or delete a Phase Name(s) to the phase name list complete the following steps:

- \* Open the Hometech Advantage program, but do not open an estimate.
  - \* Choose the EDIT pull-down menu.
  - \* Choose ADD PHASE NAMES.
  - \* A Phase Master window will appear. Choose the ADD button to add a new phase name to the list. Enter your new phase name in the space provided. Do not use any punctuation or 'weird characters' in the phase title ( , . / < > ? : ; ' " = + - \_ ) ( \* & ^ % \$ # @ etc). Use only alphabetical text or numbers in the phase title.
  - \* To delete a phase name from the list, highlight the phase name you want to delete. Choose the DELETE button. A Phase Delete window will appear. To confirm the phase deletion, choose YES. To cancel the deletion, choose NO.
  - \* To print the current phase list, choose the PRINT button in the Phase Master window.
  - \* To arrange the phase names alphabetically, choose the SORT NOW button.
  - \* When you are finished modifying the phase list, choose the EXIT button.
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#### FILE REPLACEMENT (Replacing Htrpct.FIL)

PROBLEM: Should percentage line items not calculate properly, user should download the file HTRPCT.FIL for replacement.

SOLUTION: Should percentage line items not calculate properly, user should download the file HTRPCT.FIL for replacement. This file is located in the following location on your computer assuming that the HomeTech Advantage Cost Estimator program was installed to the default location during the installation process:

C:\Program Files\HomeTech4\Estimates\Htrpct.FIL

1. Download the attached file (Htrpct.FIL) to the above location on your computer (Save in the ESTIMATES folder).
  2. If done correctly, you will probably get a message saying AThe file already exists do you want to overwrite?@, choose YES/OK to overwrite.
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#### DELETE (Delete Contracts From The Program)

PROBLEM: User wants to permanently delete a contract from the HomeTech Advantage Cost Estimator program.

SOLUTION: To permanently delete a contract from the Contract Writer, complete the following steps:

1. Open the HomeTech Advantage Cost Estimator.
2. Choose the DATABASES pull-down menu.
3. Choose CONTRACT WRITER.

4. Choose/Highlight the contract you want to delete. Choose the contract from the Contract List box in the upper right of the window.
5. Choose FILE pull-down menu.
6. Choose DELETE CONTRACT.
7. Choose YES to "Warning: You are about to delete CONTRACT TITLE.HED. Are you sure?" if you want to permanently delete the contract from the program. Choose NO to cancel the delete.

NOTE: You can only delete user created contracts. You can not delete the default HomeTech contracts that are loaded into the program during installation.

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#### PHASE DIMENSIONS (Internal vs. External Offsets)

SEE ALSO: PHASE DIMENSIONS - Create And Dimension An Offset

PROBLEM: When choosing internal offset in the dimensioning table, the floor square footage does not change.

SOLUTION: Internal offsets are based on the assumption that the offset is a continuation of the same floor of the room (Example. A closet inside a room), and therefore overall floor square footage of the phase does not change when internal offset is chosen. External offsets could be considered as a "bump out" to a room and therefore increases the overall floor square footage of that phase.