

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

EDITING (ACCESSING CELLS IN THE ESTIMATE WINDOW)

EDITING (RENAMING AN ESTIMATE TITLE)

EDITING (RENAME USER DIVISION TITLES)

PRINT FORMATS (Additional Formats)

PRINT FORMATS (CREATING CUSTOM PRINT REPORTS)

PRINT REPORTS (Printing Selected Items Only)

RTF FORMAT (SAVE IN RTF FORMAT)

EDITING (ACCESSING CELLS IN THE ESTIMATE WINDOW)

PROBLEM: User can not access cells in the estimate window to input new information or edit existing information.

SOLUTION: In the estimate window, the user can access the various cells to edit existing information already in the cell, or to input new information.

The user can edit/input numerical figures or alphabetical text within the cells (ex. Quantity, Short Specification, Markups, Costs, etc.).

The user can access cells in the estimate window by using one of the following methods:

SINGLE CLICK on the cell you want to edit and then press the SPACEBAR on your keyboard to get access to that cell.

Edit/Enter information as necessary.

DOUBLE CLICK on the cell you want to edit to get access to that cell.

Edit/Enter information as necessary.

EDITING (RENAMING AN ESTIMATE TITLE)

PROBLEM: User needs to rename an existing estimate title.

SOLUTION: To rename an existing estimate title complete the following steps:

pen the Hometech Advantage program, but do not open an estimate.

Choose the FILE pull-down menu.

Choose OPEN. An estimate list window will appear.

Click/Double-Click on the estimate name you wish to edit and position your cursor as necessary.

Edit the estimate name as required. Do not use any punctuation or 'weird characters' in the estimate title (, . / < > ? : ; ` " = + -() _ * & ^ % \$ # @ etc). Use only alphabetical text or numbers in the estimate title.

Choose OK.

Choose YES to save the correct title change.

PRINT FORMATS (Additional Formats)

PROBLEM: User does not find all available print formats from the BUILD OR....CUSTOMIZE REPORTS (Report Selections) screen.

SOLUTION: Not all available print formats are listed in the Report Selections window (Accessed through Build Or....Customize Reports).

The DIVISION SUMMARIES and PHASE SUMMARIES print report formats are not listed in the Report Selections window.

To access the DIVISION SUMMARIES and PHASE SUMMARIES print report formats, complete the following procedures:

Open the HomeTech Advantage Cost Estimator program.

Open the estimate you want to print (Choose FILE, choose OPEN, choose/highlight the estimate, choose OK).

Choose FILE pull-down menu.

Choose PRINT.

Choose the print format of choice and print the estimate.

PRINT FORMATS (CREATING CUSTOM PRINT REPORTS)

PROBLEM: User wants to modify existing HomeTech print formats or create new custom print formats.

SOLUTION: Go to the HomeTech Advantage Estimate Window and have an estimate open.

From the vertical menu on the left-side of the HomeTech window, choose BUILD OR CUSTOMIZE REPORTS.

Choose/Highlight a print format from the title box on the left-side of the window.

Choose COPY REPORT and enter your custom report title at the top of the window.

When finished press ENTER on your keyboard or highlight a different report format from the title box.

Your new print format title should appear in the title box.

Choose/Highlight your new print format title in the title box.

Make any necessary changes to the print format by CHECKING and UNCHECKING the appropriate fields (In both the Field Name box as well as the optional fields below the title/field name boxes).

Also, you can arrange the printing order of the fields in the Field Name box by changing the print position by accessing the POSITION cells/column.

When you are finished modifying the print format choose SAVE FORMAT CHANGES.

RTF FORMAT (SAVE IN RTF FORMAT)

PROBLEM: User wants to save an estimate created in the HomeTech Advantage Cost Estimator into a Rich Text Format (RTF) to allow greater editing capabilities, or to email the estimate.

SOLUTION: Estimates created in the HomeTech Advantage Cost Estimator can be saved into a Rich Text Format (RTF) to allow for greater editing capabilities, or to allow the user to email the estimate to their client.

The RTF version of the estimate can be opened using most word processors.

To save an estimate in RTF format complete the following steps:

Open the HomeTech Advantage Cost Estimator.

Open the estimate you wish to save in RTF format.

From the vertical menu on the left-side of the estimate window choose BUILD OR CUSTOMIZE REPORTS.

In the Report Selections window, choose/highlight the PRINT FORMAT from the title box on the left (Example: Total Price & Quantity).

This will be the format of the RTF file.

Choose SAVE REPORT AS RTF FILE.

Choose OK in the RTF Document Saved window.

EXIT out of the Report Selections window.

Open your word processor of choice, and locate the RTF file you just saved.

The RTF file will have the same name as your estimate. By default the RTF files are saved in the following location on your computer:

C:\Program Files\HomeTech4\Estimates\Email

EDITING (RENAME USER DIVISION TITLES)

PROBLEM: User needs to rename User Division title(s).

SOLUTION: To rename User Division titles complete the following steps:

- * Open the Hometech Advantage program, but do not open an estimate.
- * Choose the EDIT pull-down menu.
- * Choose RENAME USER DIVISIONS.

* A Division Maintenance window will appear. Double-Click on the User Division title you wish to edit. Edit the estimate name as required. Do not use any punctuation or 'weird characters' in the estimate title (, . / < > ? : ; ' " = + - _) (* & ^ % \$ # @ etc). Use only alphabetical text or numbers in the estimate title.

* Choose EXIT in the Division Maintenance window to accept the changes. ESC on your keyboard to cancel.

NOTE: User cannot rename the 25 HomeTech Divisions. User can only rename the User Division titles.

PRINT REPORTS (Printing Selected Items Only)

PROBLEM: User wants to print selected items only rather than printing the entire estimate. (Selected items refer to chosen/highlighted items from an estimate in the estimate window).

SOLUTION: Printing selected items in an estimate can be a useful feature when you have modified items or added items to the original estimate. Printing selected items allows you to print only the items you have changed or added. To print only selected items in an estimate, complete the following steps:

- * Open the HomeTech Advantage Cost Estimator program.
 - * Open the estimate you are working with.
 - * Expand the estimate grid to display the items you want to print.
 - * You now need to select/highlight the items in your estimate you want to print. You can highlight multiple items by holding down the Control Key (CTRL) on your keyboard while selecting items. You can highlight a range of items by holding down the Shift Key on your keyboard while selecting items.
 - * When you have finished selecting the items for print, you will need to RIGHT-CLICK somewhere on the highlighted area. This will display the Right-Click Menu.
 - * Choose your REPORT CATEGORY (Example: Print Cost Reports, Print Price Reports, or Print Custom Reports). This will display the available print formats for that particular category in the horizontal menu at the top of the estimate window (Above your estimate but below the pull-down menus).
 - * Choose your REPORT FORMAT (Example: Total Price and Quantity) from the horizontal menu.
 - * This will display the Cover Page Preview screen. When you have finished printing or saving the cover page, choose EXIT. This will take you to the Estimate Print Preview screen.
 - * In the Estimate Print Preview screen, choose PRINT to print your selected items.
 - * Exit (X) the preview screen when finished.
-

