



How To:

Use Cost Estimates on the PC

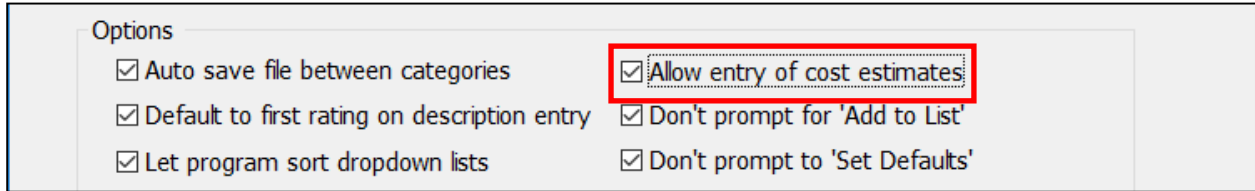
This step by step How To article explains how to use cost estimates on the PC

For a complete list of available How To documents visit the Support section of our website: www.palm-tech.com/support/

How To: Use Cost Estimates On The PC

In Palm-Tech you are able to add cost estimates into your report on the PC.

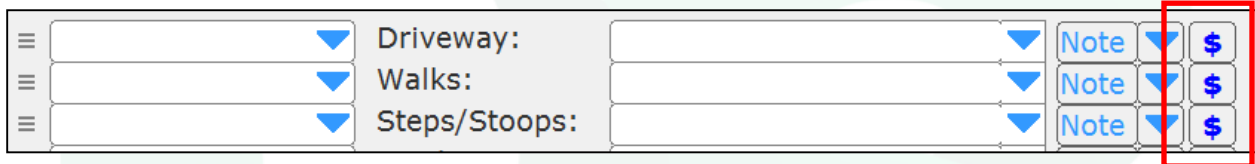
1. In order to use cost estimates in Palm-Tech on your PC, you will first need to have the option for cost estimates turned on. To do this, go into Program Settings and check the box that says 'Allow entry of cost estimates' and click OK.



Options

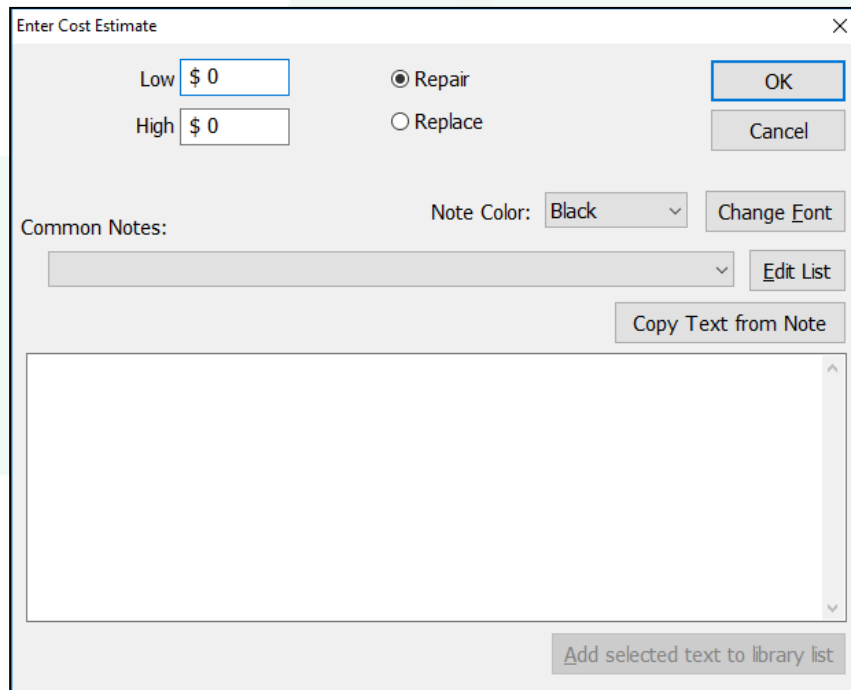
- Auto save file between categories
- Allow entry of cost estimates
- Default to first rating on description entry
- Don't prompt for 'Add to List'
- Let program sort dropdown lists
- Don't prompt to 'Set Defaults'

2. You will now notice a button with a dollar sign (\$) at the end of each line.



☰	▼	Driveway:	▼	Note	▼	\$
☰	▼	Walks:	▼	Note	▼	\$
☰	▼	Steps/Stoops:	▼	Note	▼	\$

3. To enter a cost estimate for a line item, click on the cost estimate button with the dollar sign. This will pull up the Cost Estimate window.



Enter Cost Estimate

Low: \$ 0 Repair OK

High: \$ 0 Replace Cancel

Common Notes: Note Color: Black Change Font

▼ Edit List

Copy Text from Note

Add selected text to library list

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4. Here you can choose whether you are giving a cost estimate to repair or replace the item. Select either option by clicking the circle next to 'Repair' or 'Replace'.

Repair
 Replace

5. Next, you can enter a low cost and a high cost to provide an approximate amount for the repair.

Low \$ 50
High \$ 150

6. In the note box, you are able to add a note about the cost estimate. Or you can tap 'Copy text from Note' and the note that you already added to the line will be entered here.

Common Notes: Note Color: Black Change Font

Edit List

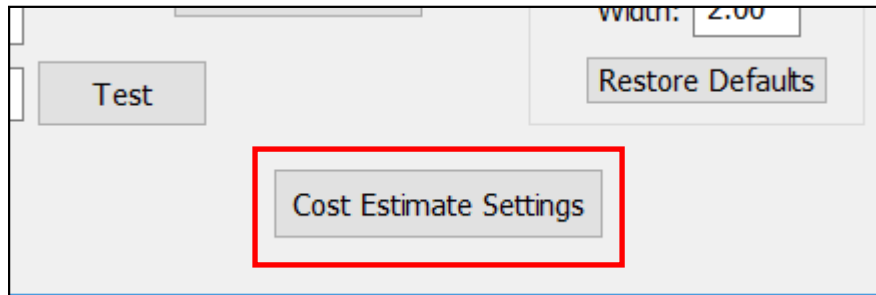
Copy Text from Note

Cracks noted. Heaving at walk at rear 3 season storm door

Add selected text to library list

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7. You are able to edit your cost estimates by going into Program Settings and clicking on the button at the bottom of the box for 'Cost Estimate Settings'.



8. Here you can change the classification from 'Repair' and 'Replace' to something different. You can also change the cost type from 'Range' to 'Categories' and use 'Materials' and 'Labor' for example instead of 'Low' and 'High'.

