



Commercial Estimator Program

Getting Started

September 2002



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Overview

The Marshall & Swift Commercial Estimator is an easy-to-use program in the SwiftEstimator suite of programs accessible through the Internet. It provides an accurate, quick and flexible method of determining up-to-date replacement cost and actual cash value for over 200 commercial and agricultural building types found throughout the United States and Canada. It is based on the square foot (“Calculator”) method in the *Marshall Valuation Service*, which has been published by Marshall & Swift for over 65 years.

This section of the *User Guide* presents the basic steps you need to start using Commercial Estimator. This includes the following two tutorials that you can use to learn the program basics.

- ?? **Tutorial 1:** Entering an estimate using **Guided Entry**, together with calculating and printing estimates.
- ?? **Tutorial 2:** Entering an estimate using the complete **Estimate Data** screens, together with editing and deleting estimates.

The remaining sections in this *User Guide* are reference sections for the following items:

- ?? **Program Reference**, which contains complete instructions for all of the features in Commercial Estimator, grouped by type of feature.
- ?? **Worksheet Reference**, which contains complete definitions of each of the data items you can input into Commercial Estimator, relating them to the paper Worksheet you can use in the field to collect data for your estimates.
- ?? **Occupancy Reference**, which contains complete lists and definitions of all the occupancies (building uses) available within the program.

This *Getting Started* section is intended to be read in the order it is written. The tutorials introduce the basics of program usage, and then build on these basics. As tutorials, they do not cover all possible options in the programs. The reference sections are intended to be referenced in a random order when you need more information about a particular topic.

Preliminaries

Obtaining Technical Support

If you encounter a problem when using SwiftEstimator or Commercial Estimator, first refer to this *User Guide* or the help system for a solution. If the problem cannot be resolved in this way, or you have questions not answered in this *User Guide*, please call us at one of the following technical support numbers:

1-800-526-2756, or
1-213-683-9000

Fax: 1-213-683-9010

Support Hours: Monday - Friday, 7 a.m. until 4 p.m. Pacific Time

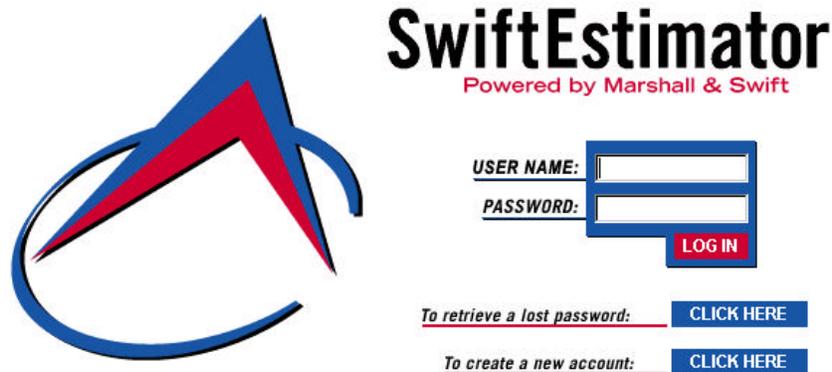
When calling technical support, please have the following information available:

- ?? Browser type and version (e.g., Internet Explorer 5, Version 5.00.3103.1000).
You can usually find the browser version in by selecting Help then About when using the browser.
- ?? Internet Connection Method (DSL, Cable Modem, Dialup Modem including connection speed, etc.).
- ?? Operating system (Windows® 98, Windows® NT, Windows® XP, etc.).
- ?? Printer make and model number if you are having printing problems.
- ?? An exact description of your question or problem, including what you were doing when the problem occurred.
- ?? The exact text of any error messages.

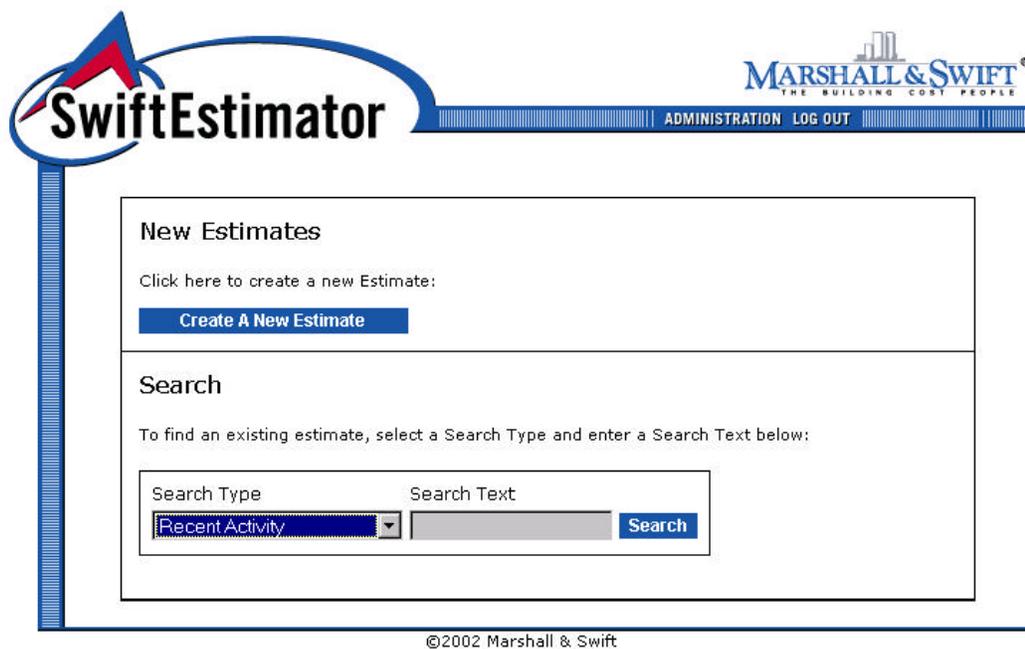
Starting SwiftEstimator

Before using either of the tutorials, you need to start SwiftEstimator as follows:

1. Go to www.swiftestimator.com in your Web browser.
2. When the **Welcome** screen displays, click the **Current Users Login Here** button.
3. When the **Login** screen displays, type your User Name and Password, then click the **Login** button:



4. SwiftEstimator displays the **New Estimates/Search** screen:



Tutorial 1: Entering an Estimate Using Guided Entry; Calculating and Printing an Estimate

This tutorial covers the steps required to enter a new estimate using **Guided Entry**, calculate the costs and print a report. Specifically, in this tutorial you learn how to:

?? Use **Guided Entry** to enter the basic information about a building.

?? Calculate estimate costs.

?? Preview and print cost reports.

?? Close an estimate.

The steps for the tutorial begin on the following page.

Before beginning this tutorial, start SwiftEstimator using the steps on page 1-3.

Create a New Estimate using Guided Entry

Commercial Estimator has two methods of entering data about a building:

?? **Guided Entry**, which helps you enter the most common information about the building using a series of simple screens.

?? **Complete Estimate Data**, which uses more detailed screens that allow you enter all data available in Commercial Estimator.

This tutorial teaches you how to use **Guided Entry** to enter an estimate, and the second tutorial covers using the **Complete Estimate Data** method.

With **Guided Entry**, you can move from screen to screen using either of the following methods:

?? **Sequential Navigation Buttons:** These buttons take you to the previous screen or to the next screen, and are located above the data area on each screen.

?? **Random Navigation Menu:** This menu allows you to move directly to any of the screens listed on the left.

These are located as follows:



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In this tutorial, we will mainly use the **Sequential Navigation Buttons** as follows:

?? **Next >:** Move forward to the next **Guided Entry** screen.

?? **< Previous:** Move back to the previous **Guided Entry** screen.

?? **Cancel:** Cancel the creation of the new estimate, returning to the **New Estimate/Search** screen. If you click **Cancel**, nothing that you entered is saved.

?? **Finish:** Close **Guided Entry** and move to the **Estimate Data** screens to continue data entry, calculate the costs or display reports. Commercial Estimator displays the **Reports** screen.

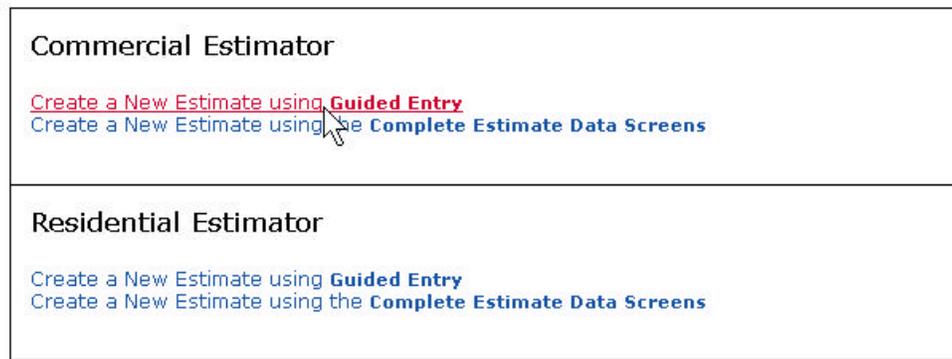
Begin creating a new estimate using **Guided Entry** as follows:

1. Click the Create a New Estimate button on the New Estimates/Search screen:



2. When the New Estimate screen displays, click "Create a New Estimate using **Guided Entry**" under Commercial Estimator:

To create a new estimate, select one of the following options:



Enter the General Information

The first **Guided Entry** screen, **Building Data**, allows you to enter some basic information about the building and estimate. Use the **Tab** key to move from field to field on this screen.

1. Commercial Estimator starts out in the **Estimate ID** field on the **Building Data** screen. You can tell this by the blinking vertical line at the beginning of this field (called the “cursor”).

Estimate ID*

Type **TEST-1234** in this field.

2. Press the **Tab** key to move to **ZIP/Postal Code**, then type **90017**.
3. Continue entering information in this manner until your screen appears as follows:

Guided Entry - Building Information

Guided Entry allows you to quickly create an estimate by entering the most common information for a single section. Click **Next** after filling in each screen to move to the next screen.

After completing the first page you can click **Finish** at any time to continue editing this estimate using the detailed screens.

Estimate Number*

Estimate ID*

Zip/Postal Code*

Stories In Building*

Total Building Area*

* = Required

Note: All fields on this screen are required, i.e., you must make entries in these fields.

4. Click the **Next >** button to move to the **Occupancies** screen.

Enter the Occupancy Data

Occupancy, or building use, identifies the use or uses of the building as it was originally designed. Do the following to enter the estimate's occupancies and related data:

1. Click the  button for the Occupancy Group drop-down list, then click "Offices, Medical, Public Building":

Occupancy Group*	<input type="text" value="Offices, Medical, Public Buildings"/>
Occupancy*	<input type="text" value="Offices, Medical, Public Buildings"/>
Code*	<input type="text" value=""/>
Percentage*	<input type="text" value=""/>

2. Select "Office Building" in the Occupancy drop-down list. Commercial Estimator displays the Occupancy Code, Occupancy Percentage, default Height, first available Construction Class and average Quality in the fields below the Occupancy drop-down list:

Occupancy Group*	<input type="text" value="Offices, Medical, Public Buildings"/>
Occupancy*	<input type="text" value="Office Building"/>
Code*	<input type="text" value="344"/>
Percentage*	<input type="text" value="100"/>
Height*	<input type="text" value="10"/>
Class*	<input type="text" value="Fireproof structural steel frame (A)"/>
Quality*	<input type="text" value="2.0 - Average"/>
	<input type="button" value="Add"/>

* = Required

- You can change any of the default values displayed for the occupancy. Change the Percentage to **40** and select Class C (Masonry bearing walls), then click the **Add** button:

Occupancy Group*

Occupancy*

Code*

Percentage*

Height*

Class*

Quality*

Add

*= Required

Commercial Estimator displays the occupancy data in the Selected Occupancies list at the top of the screen:

Code	Occupancy	Percentage	Height	Class	Quality	Delete
344	Office Building	40	10	C	2.0	
	Total	40				

- Click in the code field, type **304**, then press the **Tab** key. Commercial Estimator displays default values for this occupancy, including setting the percentage to 60%:

Occupancy Group*

Occupancy*

Code*

Percentage*

Height*

Class*

Quality*

Add

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Change the Class to C (Masonry bearing walls), then click the **Add** button. The Selected Occupancies list at the top of the screen now appears as follows:

Code	Occupancy	Percentage	Height	Class	Quality	Delete
344	Office Building	40	10	C	2.0	
304	Bank	60	18	C	2.0	
	Total	100				

5. Click the **Next >** button at the bottom of the screen to move to the **Exterior Walls** screen.

Enter the Exterior Walls

For exterior walls, you can use a typical exterior wall (based on the occupancies, classes and qualities on the previous screen), or enter your own exterior walls. Do the following to select Block with Stucco walls:

1. Select "Use Selected Exterior Wall":

Use Typical Exterior Wall
 Use Selected Exterior Wall:
 % Enter: 1 - 100

2. Select "Block with Stucco" as the wall type. The Exterior Walls screen now appears as follows:

Guided Entry - Exterior Walls

Select to use either the Typical Wall Type (which is based on occupancy, class and quality) or select one or more individual wall types.

Use Typical Exterior Wall
 Use Selected Exterior Wall:

Block with Stucco	100	%	Enter: 1 - 100
Select Exterior Wall		%	Enter: 1 - 100
Select Exterior Wall		%	Enter: 1 - 100
Select Exterior Wall		%	Enter: 1 - 100

Total 100%

3. Click the **Next >** button to move to the **Heating & Cooling** screen.

Enter the Heating and Cooling

As with Exterior Walls, you can use a typical heating/cooling type, or enter your own type. Do the following to select Warmed and Cooled Air heating and cooling:

1. Select “Use Typical Heating & Cooling”:

Use Typical Heating & Cooling
 Use Selected Heating & Cooling:
Select Heating & Cooling Type % Enter: 1 - 100

2. Select “Warmed and Cooled Air” as the heating type:

Guided Entry - Heating & Cooling

Select the type of heating & cooling for the building, or use the heating & cooling type based on occupancy, class and quality. If the building has more than one heating & cooling type, enter the percentage of each type.

Use Typical Heating & Cooling
 Use Selected Heating & Cooling:

Warmed and Cooled Air	<input type="text" value="100"/>	%	Enter: 1 - 100
Select Heating & Cooling Type	<input type="text"/>	%	Enter: 1 - 100
Select Heating & Cooling Type	<input type="text"/>	%	Enter: 1 - 100
Select Heating & Cooling Type	<input type="text"/>	%	Enter: 1 - 100

Total 100%

3. Click the **Next >** button to move to the **Occupancies** screen.

Enter the Elevators

Commercial Estimator has two methods for entering elevators:

?? **Elevators by Count**, for which you enter the number of elevators (and optionally the number of stops)

?? **Elevators by Area**, for which you enter the area served by the elevators in square feet (and which is only available for selected occupancies).

It is always better to price elevators by the Count Method when you know the type and number of elevators.

Do the following:

1. Enter **1** for the Number of Passenger Elevators and the Number of Freight Elevators with Power Doors.

The **Elevators** screen now appears as follows:

Guided Entry - Elevators

ELEVATORS BY COUNT

Enter the number of each type of elevator below. Optionally, enter the number of stops for each elevator. If you do not enter the number of stops, Commercial Estimator will automatically use the number of stories in the building.

	Number of Elevators	Number of Stops (Optional)
651 - Number of Passenger Elevators	<input type="text" value="1"/>	<input type="text"/>
652 - Number of Power Freight Elevators	<input type="text" value="1"/>	<input type="text"/>
653 - Number of Manual Freight Elevators	<input type="text" value="0"/>	<input type="text"/>

ELEVATORS BY AREA

For selected occupancies, typically high-rise buildings, you can enter the percentage of the building's Total Floor Area served by elevators (instead of using the count method above).

	% of Total Floor Area
650 - Square foot elevators (% of floor area)	<input type="text" value="0"/>

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Note: If you do not enter the number of stops, Commercial Estimator automatically uses the number of stories in the section as the number of stops. When you enter the number of stops, be sure to enter the number of stops per elevator, not the total number of stops in the building.

2. Click the **Next >** button to move to the **Sprinklers** screen.

Enter the Sprinklers

Do the following to indicate the entire floor area is covered by a wet sprinkler system:

1. Type **100** for 683 (Wet Sprinklers) to indicate that the building has a wet sprinkler system covering 100% of the Total Floor Area. The **Sprinklers** screen now appears as follows:

Guided Entry - Sprinklers

SPECIFIC SPRINKLER SYSTEM:

If you know the type of sprinkler system in the building, enter the percentage of the Total Floor Area served by the system:

	% of Total Floor Area
682 - Dry Sprinklers % of floor area covered	<input style="width: 50px;" type="text" value="0"/>
683 - Wet Sprinklers % of floor area covered	<input style="width: 50px;" type="text" value="100"/>

GENERIC SPRINKLER SYSTEM:

If you do not know whether the sprinkler system is a Wet or Dry System, enter the percentage of the Total Floor Area served by sprinklers.

	% of Total Floor Area
681 - Sprinklers % of floor area covered	<input style="width: 50px;" type="text" value="0"/>

2. Click the **Next >** button to move to the **Land & Site** screen.

Enter the Land Value and Site Improvements

Do the following to enter a land value and a cost for site improvements:

1. Enter **250000** for Land Value and **35000** for Site Improvements (Not Depreciated). The **Land & Site** screen now appears as follows:

Guided Entry - Land & Site

Enter the land value using either of the following fields, depending on the text you want to have print in the report ("Land Value" or "Site Value");

61 Land Value

64 Site Value

Enter the value of the site improvements: To print site improvements in the Miscellaneous section of the report (below the depreciation, enter a value for "Not Depreciated." To print site improvements in the Extras section of the report (above the depreciation section), enter a value for "Depreciated."

63 Site Improvements (Not Depreciated)

62 Site Improvements (Depreciated)

[Cancel](#) [< Previous](#) [Finish](#)

2. Click the **Finish** button to complete **Guided Entry**. Commercial Estimator displays the **Data Entry Report** screen:

Data Entry Report

[Calculate](#) [Print](#) [Download](#)

Marshall & Swift - SwiftEstimator Commercial Estimator - Data Entry Report

General Information

Estimate Number:	00000017	Estimate ID:	TEST-1234
Saved Until:	09-01-2003	Date Created:	09-01-2002
Property Owner:		Date Updated:	09-01-2002
Property Address:	90017	Date Calculated:	09-01-2002
		Cost Data As Of:	09-2002

General Information

Sections

- Building Data
- Occupancies
- Components
- Additions
- Remarks / Notes

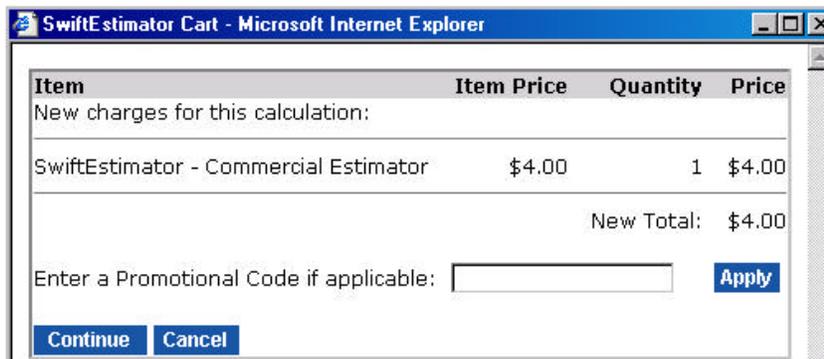
Reports

- Data Entry Report**
- Summary Report
- Detailed Report
- Close Estimate

Calculate the Costs and Print the Report

The **Reports** screens allow you to calculate the costs, print a report and download a report to your computer. Do the following:

1. Click the **Calculate** button on the **Reports** screen to calculate and display the Detailed Report. The following displays to indicate what you will be charged for the calculation:



Item	Item Price	Quantity	Price
New charges for this calculation:			
SwiftEstimator - Commercial Estimator	\$4.00	1	\$4.00
			New Total: \$4.00
Enter a Promotional Code if applicable: <input type="text"/>			<input type="button" value="Apply"/>
<input type="button" value="Continue"/>		<input type="button" value="Cancel"/>	

If you do not want to incur this charge, click **Cancel**, read the rest of this section, then close the estimate using the steps on page 1-20. Otherwise, click **Continue** to calculate the costs (and be charged the amount indicated), then complete the rest of this section.

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- Commercial Estimator calculates the costs then displays the Detailed Report. The bottom of this report has the calculated costs:

	Units	Cost	Total
Basic Structure			
Base Cost	20,363	81.25	1,654,494
Exterior Walls			
Block with Stucco	20,363	16.75	341,080
Heating & Cooling			
Warmed and Cooled Air	20,363	7.92	161,275
Elevators			
Passenger #	1	47,496.34	47,496
Freight Power #	1	55,816.42	55,816
Sprinklers			
Wet Sprinklers	20,363	2.21	45,002
Basic Structure Cost	20,363	113.20	2,305,163
Miscellaneous			
Land			
Land	250,000	1.00	250,000
Site Improvements			
Site Improvements (undepreciated)	35,000	1.00	35,000
Total Cost	20,363	127.20	2,590,163

Cost data provided by Marshall & Swift

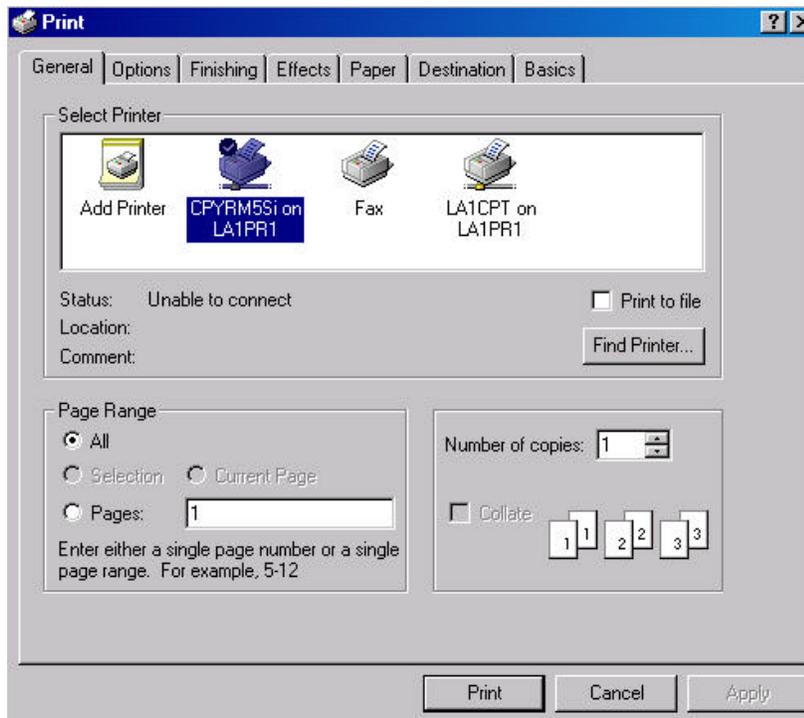
- Click the **Print** button at the top of the screen:

Detailed Report

[Calculate](#) [Print](#) [Download](#)

Marshall & Swift - SwiftEstimator
Commercial Estimator - Detailed Report

When the following displays, click the **Print** button to print the report:



Close the Estimate

Since we are now finished with this estimate, click on the Close Estimate link on the left side of the screen:

The screenshot shows the SwiftEstimator Commercial Estimator interface. The left sidebar contains a navigation menu with the following items: General Information, Sections (Building Data, Occupancies, Components, Additions, Remarks / Notes), Reports (Data Entry Report, Summary Report, Detailed Report, Close Estimate). The main content area is titled 'Detailed Report' and includes buttons for Calculate, Print, and Download. The report title is 'Marshall & Swift - SwiftEstimator Commercial Estimator - Detailed Report'. Under 'General Information', the following data is displayed:

Estimate Number:	00000017	Estimate ID:	TEST-1234
Saved Until:	09-30-2003	Date Created:	09-01-2002
Property Owner:		Date Updated:	09-01-2002
Property Address:	90017	Date Calculated:	09-02-2002
		Cost Data As Of:	09-2002

Below the general information, there is a table for 'Section 1':

Area	Overall Depreciation %
20363	Physical
Stories in 2	

Congratulations. You have now learned how to create, enter, calculate, print and close an estimate using **Guided Entry**. You can now exit SwiftEstimator by clicking the **Log Out** button in the upper right portion of the screen, or continue with Tutorial 2.

Tutorial 2: Using the Estimate Data Screens; Using Help; Editing and Deleting Estimates

In this tutorial, you learn how to:

?? Enter an estimate using the **Estimate Data Screens**.

?? Display help for occupancies and components.

?? Use the help Table of Contents and Index.

?? Edit an estimate.

?? Delete an estimate.

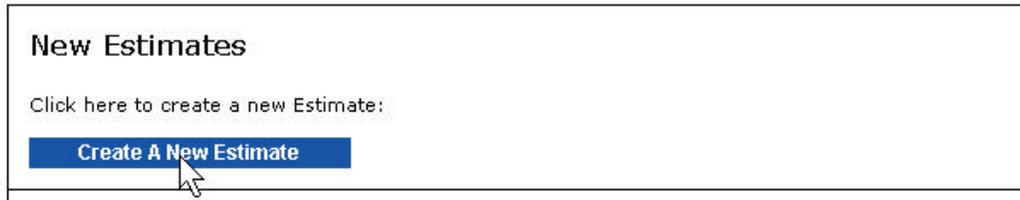
The steps for this tutorial begin on the following page.

If you are not currently using SwiftEstimator, start it using the steps on page 1-3

Create a New Estimate using the Estimate Data Screens

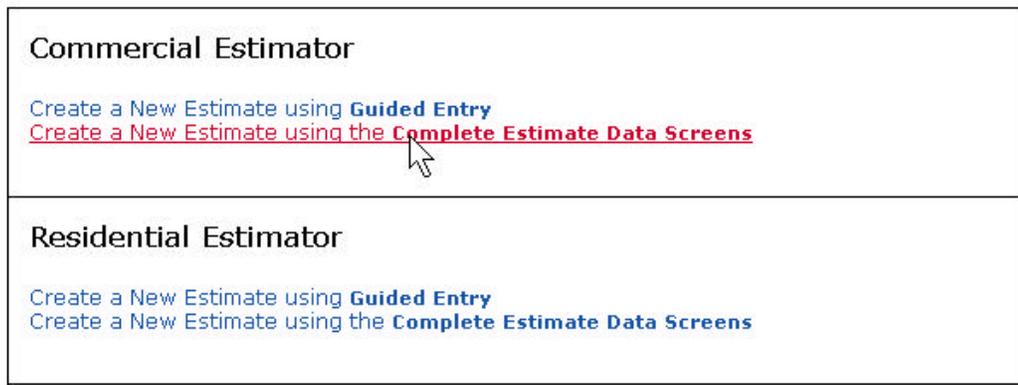
Begin creating a new estimate using the **Estimate Data** screens as follows:

1. Click the Create a New Estimate button on the New Estimates/Search screen:



2. When the **New Estimate** screen displays, click “Create a New Estimate using the Complete Estimate Data Screens” under Commercial Estimator:

To create a new estimate, select one of the following options:



Enter General Information Data

The first Estimate Data screen, **General Information**, allows you to enter general information about an estimate. Some or all of this general information prints at the top of the main report. Use the **Tab** key to move from field to field on this screen.

1. When you create a new estimate, Commercial Estimator starts out in the **Estimate ID** field on the **General Information** screen. You can tell this by the blinking vertical line at the beginning of this field (called the “cursor”).

Estimate ID*

This is also a required field, as indicated by the red asterisk following the Estimate ID name.

Type **TEST-1234** in this field.

2. Press the **Tab** key to move to **Property ZIP/Postal Code**, type **90017**.
3. Continue entering information in this manner until your screen appears as:

General Information

Estimate Number	00000016
Estimate ID*	TEST-1234
Property Zip/Postal Code*	90017
Property Owner	David Grant
Property Address	123 Hill Street
Property City	Los Angeles
Property State/Province	CA
Saved Until*	09-30-2002
Comment	

*= Required

Note: The **ZIP/Postal Code** is a required field, i.e., you must make an entry in this field. Commercial Estimator uses the ZIP/Postal Code to determine the region and default climate for the building, and to localize the costs.

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4. Click the **Building Data >>** button at the bottom of the screen to display the **Building Data** screen.

Enter the Section Building Data

You can use the top part of the **Building Data** screen (and the next four screens), to divide a building into one or more sections:



You can use sections in for the following:

- ?? **Horizontal Sectioning:** When a building has setbacks (some floors are significantly larger than other floors), you can use one section for the lower floors and another Section for the upper floors.
- ?? **Vertical Sectioning:** When a building has wings with different number of stories, you can use one Section for the main part of the building and other Sections for the other portions of the building.
- ?? **Multiple Buildings:** When you want a single report for two or more buildings, you can use a Section for each building.

See the *Worksheet Reference* for further details. In this tutorial, we only enter one section.

Do the following:

1. Press the **Tab** key to move to the **Area** field and type **20363**:

Area*

Whenever entering numbers greater than 999 in Commercial Estimator, do not enter commas (i.e., enter 20363, not 20,363).

2. Press the **Tab** key to move to **Stories in Section** and type **2**:

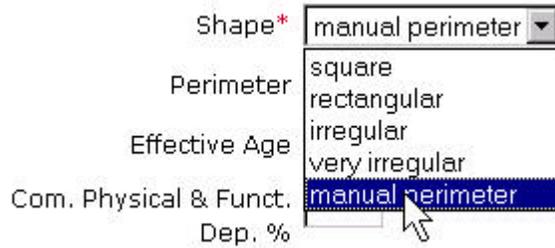
Stories in Section*

Stories in Building

You only need to enter a number of stories in the building field when it differs from the number of stories in the section field. This occurs when you divide a building horizontally into two sections, one with some of the floors and the other with the remaining floors. In this example, we leave the Stories in Building field blank.

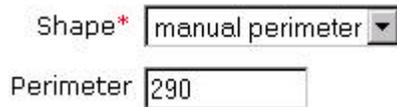
Getting Started

3. Click the  in the **Shape** field, then select “manual perimeter”:



Shape* manual perimeter ▾
Perimeter square
Effective Age rectangular
Com. Physical & Funct. irregular
Dep. % very irregular
manual perimeter

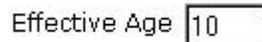
4. Press the **Tab** key to move to the Perimeter field, then type **290**. The Shape and Perimeter fields now appear as follows:



Shape* manual perimeter ▾
Perimeter 290

You cannot enter both a perimeter and a shape. If you enter a shape, Commercial Estimator calculates a perimeter based on the shape and the average floor area. We strongly suggest that you enter the actual perimeter (measured in linear feet) instead of the shape whenever possible.

5. Press **Tab** to move to the **Effective Age** field and type **10**:



Effective Age 10

You have now finished entering the **Building Data** for the section, which appears as follows:

Building Data

Select Section :

Section Title*

Area* must be at least 200

Stories in Section* must be at least 1

Stories in Building must be at least 1 or blank

Shape* Shape or Perimeter must be specified, but not both

Perimeter

Effective Age Effective age or Depreciation allowed, but not both.

Com. Physical & Funct. Dep. %

Physical Depreciation %

Functional Depreciation %

External Depreciation %

*= Required

6. Click the **Occupancies >>** button to move to the **Occupancies** screen.

Enter the Occupancy

Do the following:

1. Use the Search portion in the middle of the **Occupancies** screen to select occupancies. Type **Office** in the field below the Occupancy Group list, then click the **Find** button next to it. Commercial Estimator displays only those occupancies with “Office” in their name in the available occupancies list:

Occupancy Search

Occupancy Group	Available Occupancies
Apartments, Clubs, Hotels	544 Motel, Office-Apartment
Residential Multiples, Motels	597 Mixed Retail w/ Office Units
Stores, Commercials	329 Hangar, Maint & Office
Garages, Industrials, Lofts, Warehouses	346 Post Office (Obsolete)
Offices, Medical, Public Buildings	581 Post Office, Main
Churches, Theaters, Auditoriums	582 Post Office, Branch

Office **Find** [Click here for occupancy help.](#) **Help**

To list Occupancies, enter all or part of an

2. Scroll down the Available Occupancies list, click on **Office Building** in the to highlight it, then click the **Help** button:

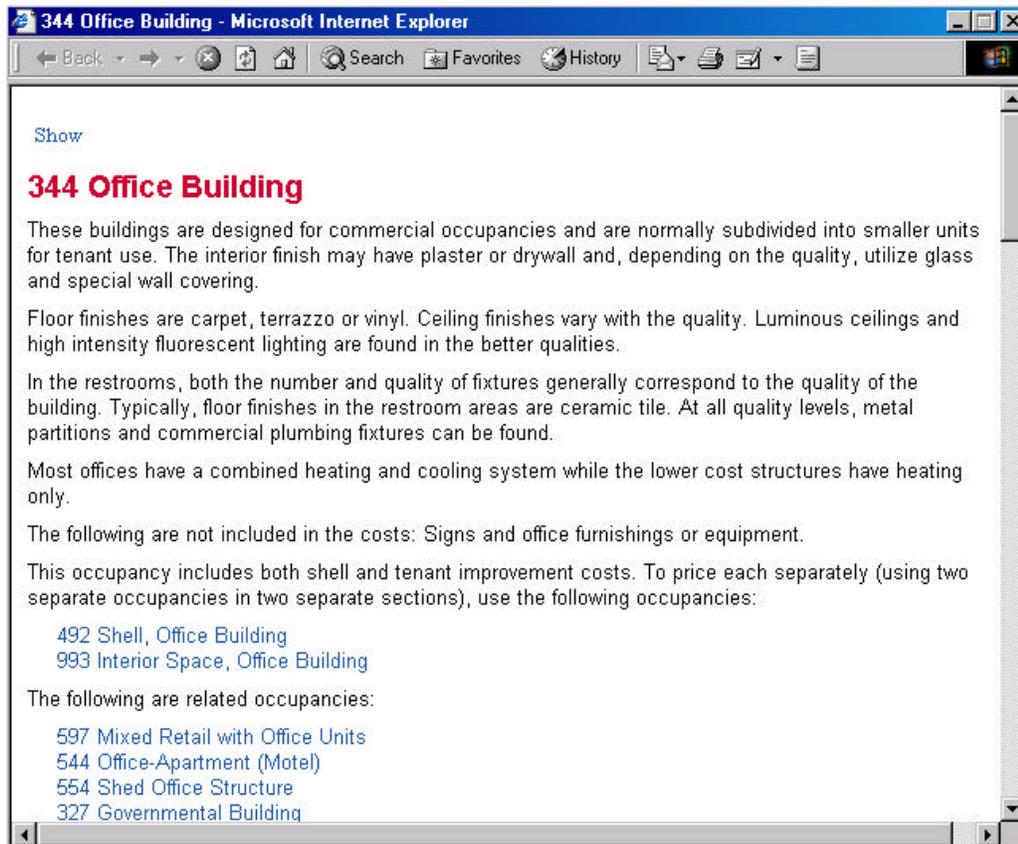
Occupancy Search

Occupancy Group	Available Occupancies
Apartments, Clubs, Hotels	582 Post Office, Branch
Residential Multiples, Motels	341 Medical Office
Stores, Commercials	344 Office Building
Garages, Industrials, Lofts, Warehouses	444 Dental Office/Clinic
Offices, Medical, Public Buildings	492 Shell, Office
Churches, Theaters, Auditoriums	993 Interior Space, Office

Office **Find** [Click here for occupancy help.](#) **Help**

To list Occupancies, enter all or part of an

Commercial Estimator displays the following help in a separate window:



3. When finished reading the help, close the help by clicking the **X** close button in the upper right-hand corner of the help window:



Getting Started

- Double click “Office Building” in the Available Occupancies list. Commercial Estimator adds the office building occupancy to the Selected Occupancies at the top of the screen, and displays “default” values for each of the fields associated with the occupancy:

Selected Occupancies

Code	Occupancy	Percent	Height	Class	Quality	Delete
344	Office Building	100	10	A	2.0	
Click Here to Add an Occupancy						

Edit the contents of the selected row above using the occupancy details below.

Occupancy Search

Occupancy Group	Available Occupancies
Apartments, Clubs, Hotels Residential Multiples, Motels Stores, Commercials Garages, Industrials, Lofts, Warehouses Offices, Medical, Public Buildings Churches, Theaters, Auditoriums	582 Post Office, Branch 341 Medical Office 344 Office Building 444 Dental Office/Clinic 492 Shell, Office 993 Interior Space, Office
<input type="text" value="Office"/> <input type="button" value="Find"/>	<input type="button" value="Click here for occupancy help."/> <input type="button" value="Help"/>
To list Occupancies, enter all or part of an occupancy and click find, or choose an Occupancy Group above.	Double-click an item in the Occupancy list above or Type the desired code in below.

Occupancy Detail

Code	<input type="text" value="344"/>	Office Building
Percentage	<input type="text" value="100"/>	Enter 1 - 100
Height	<input type="text" value="10"/>	Enter 6 - 120
Class	<input type="text" value="Fireproof structural steel frame (A)"/>	
Quality	<input type="text" value="2.0 - Average"/>	

- Change two of the fields in the Occupancy Detail as follows:

Click in the % field, then type **40**.

Click on the button on the right side of the Class field to display a list of available classes, then click on **C**:

Class	<input type="text" value="Masonry bearing walls (C)"/>	
Quality	<input type="text" value="Fireproof structural steel frame (A)"/> <input type="text" value="Reinforced concrete frame (B)"/> <input type="text" value="Masonry bearing walls (C)"/> <input type="text" value="Wood or steel frame exterior walls (D)"/> <input type="text" value="Pole frame (P)"/> <input type="text" value="Metal frame and walls (S)"/>	

The Occupancy Detail now appears as follows:

Occupancy Detail

Code Office Building

Percentage Enter 1 - 100

Height Enter 6 - 120

Class

Quality

6. Add a second occupancy, a bank, by first clicking “Click Here to Add an Occupancy” in the Selected Occupancies list:

Selected Occupancies

Code	Occupancy	Percent	Height	Class	Quality	Delete
344	Office Building	40	10	C	2.0	
Click Here to Add an Occupancy						

Now click on **Offices, Medical, Public Buildings** in the Occupancy Groups and double click on Bank in the Available Occupancies list:

Occupancy Search

Occupancy Group	Available Occupancies
Apartments, Clubs, Hotels	304 Bank
Residential Multiples, Motels	313 Convalescent Hospital
Stores, Commercials	320 Dispensary
Garages, Industrials, Lofts, Warehouses	322 Fire Station (Staff)
Offices, Medical, Public Buildings	327 Governmental Building
Churches, Theaters, Auditoriums	331 Hospital

Getting Started

When the occupancy displays in the Occupancy Detail at the bottom of the screen, change its class to C. The Occupancy screen now appears as follows:

Occupancies

Select Section : Section 1

Selected Occupancies

Code	Occupancy	Percent	Height	Class	Quality	Delete
304	Bank	100	18	C	2.0	
Click Here to Add an Occupancy						

Edit the contents of the selected row above using the occupancy details below.

Occupancy Search

Occupancy Group

- Apartments, Clubs, Hotels
- Residential Multiples, Motels
- Stores, Commercials
- Garages, Industrials, Lofts, Warehouses
- Offices, Medical, Public Buildings**
- Churches, Theaters, Auditoriums

Available Occupancies

- 304 | Bank**
- 313 | Convalescent Hospital
- 320 | Dispensary
- 322 | Fire Station (Staff)
- 327 | Governmental Building
- 331 | Hospital

Office **Find** [Click here for occupancy help.](#) **Help**

To list Occupancies, enter all or part of an occupancy and click find, or choose an Occupancy Group above. Double-click an item in the Occupancy list above or Type the desired code in below.

Occupancy Detail

Code Bank

Percentage Enter 1 - 100

Height Enter 6 - 120

Class

Quality

[<< Building Data](#) [Components >>](#)

There is no limit to the number of occupancies you can add to a section.

7. Click the **Components >>** button to display the **Components** screen.

Enter Components

The **Components** screen allows you to specify the construction components in the building (section), using the following construction systems:

- Exterior Walls
- Heating, Cooling and Ventilation (HVAC)
- Sprinklers
- Elevators
- Mezzanines
- Malls
- Miscellaneous Items (Fire Alarm Systems, Balconies)
- Land and Site (Land Value, Site Value, Site Improvements)

If you do not select any components for Exterior Walls or HVAC, Commercial automatically includes appropriate costs for these items, based on the occupancy, class and quality on the **Occupancy** Screen.

1. Click on the “Exterior Walls” Construction System. All available exterior walls display:

Component Search

Construction System	Component
Exterior Walls	804 Block with Stucco
HVAC (Heating)	851 Curtain-Steel Studs & Stucco
Elevators	871 PF - Stucco on Metal Panels
Sprinklers	885 Stud -EIFS (Synthetic Stucco)
Mezzanines	892 Stud -Stucco
Malls	921 Single -Stucco on Wood Frame

stucco [Find](#) [Click here for component help.](#) [Help](#)

To list Components, enter all or part of a component name and click find, or choose a Construction System above.

Double-click an item in the Component list above or Type the desired code in below.

Getting Started

2. Click on “Block with Stucco” in the Available Components list on the right to highlight it, then click the **Help** button:

Component Search

Construction System	Component
Exterior Walls	804 Block with Stucco
HVAC (Heating)	851 Curtain-Steel Studs & Stucco
Elevators	871 PF.- Stucco on Metal Panels
Sprinklers	885 Stud -EIFS (Synthetic Stucco)
Mezzanines	892 Stud -Stucco
Malls	921 Single -Stucco on Wood Frame

stucco **Find**

To list Components, enter all or part of a component name and click find, or choose a Construction System above.

Click here for component help. **Help**

Double-click an item in the Component list above or Type the desired code in below.

Commercial Estimator displays the help for Block with Stucco walls in a separate **Help** window:

Block with Stucco - Microsoft Internet Explorer

← Back → Forward × Stop Home Search Favorites History

Show

804 Block with Stucco

Solid masonry wall built typically with one or two rows of concrete block and mortar with stucco finish coat. The amount of reinforcing varies due to the structural requirements of the wall. Reinforcing is laid horizontally with various courses and vertically on the hollow core of the concrete block. Door and window jambs are typically metal.

Construction System: Exterior Walls

Enter the following for this component:

Percent of Wall Area: 1 - 100

3. Click the “Show” link in the upper left corner of the **Help** window:

Block with Stucco - Microsoft Internet Explorer

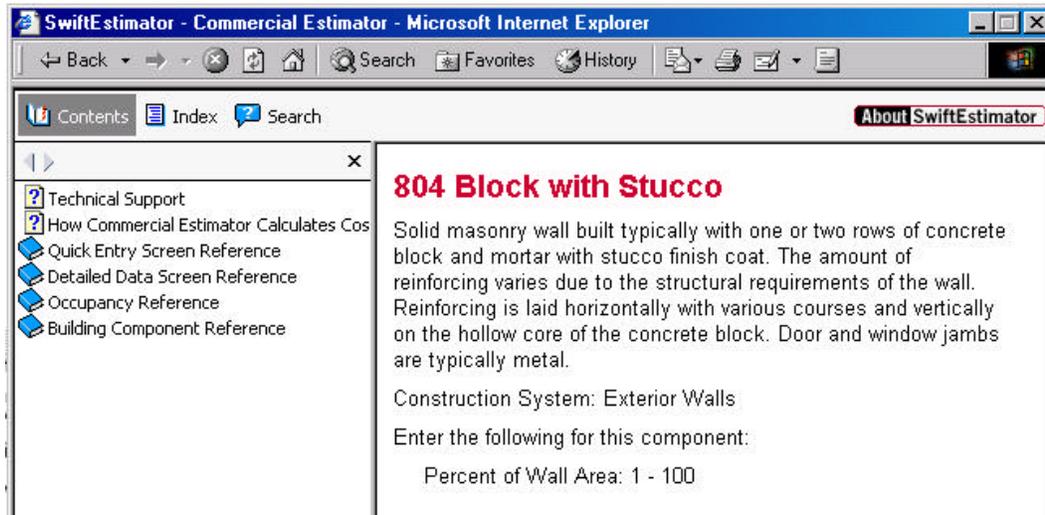
← Back → Forward × Stop Home Search Favorites History

Show

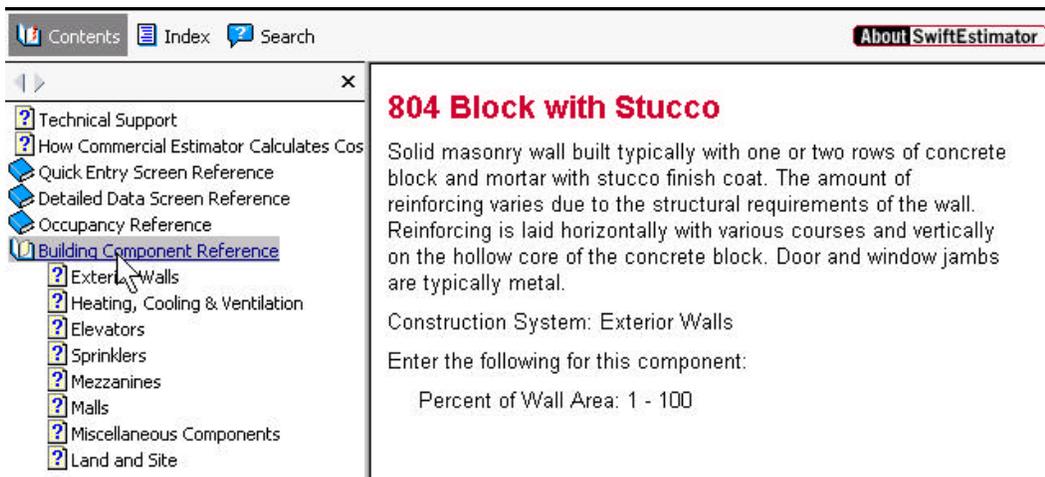
804 Block with Stucco

Solid masonry wall built typically with one or two rows of concrete block and mortar with stucco finish coat. The amount of reinforcing varies due to the structural requirements of the wall. Reinforcing is laid

Commercial Estimator displays a Table of Contents on the left side of the **Help** window (together with **Index** and **Search** buttons):

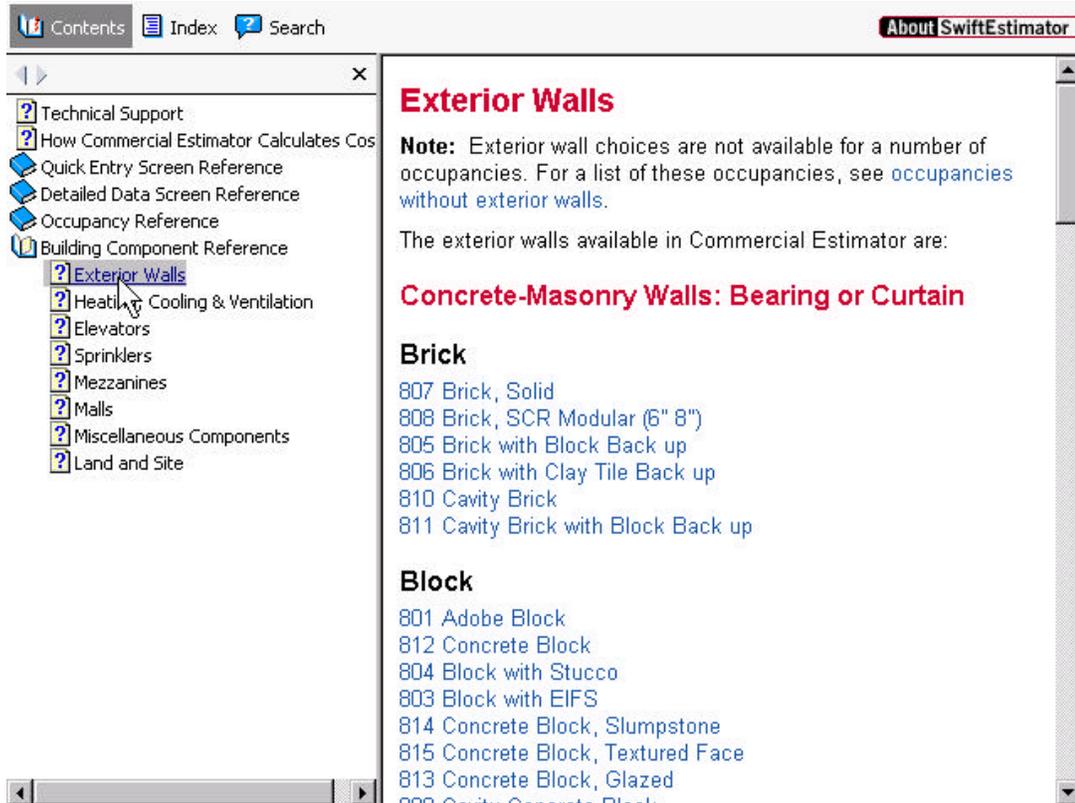


- Click “Building Component Reference” in the Table of Contents. Commercial Estimator displays the topics in this “book”:



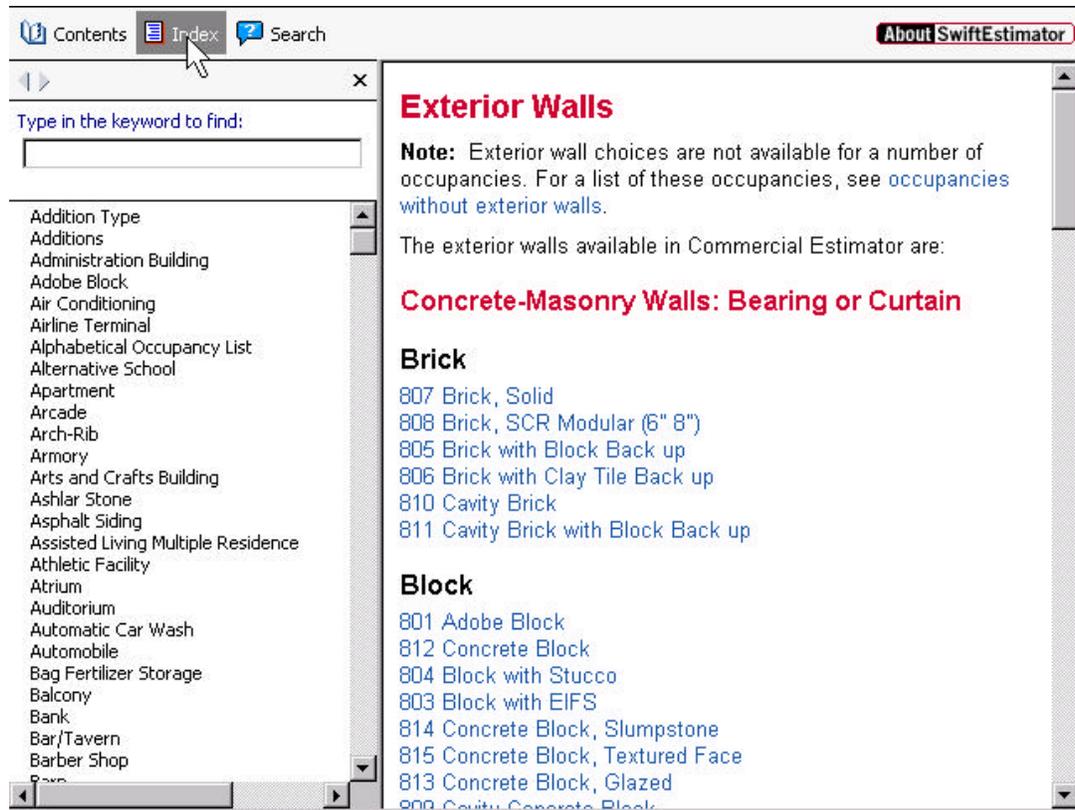
Getting Started

Click the topic “Exterior Walls.” Commercial Estimator displays a list of all available Exterior Wall components:

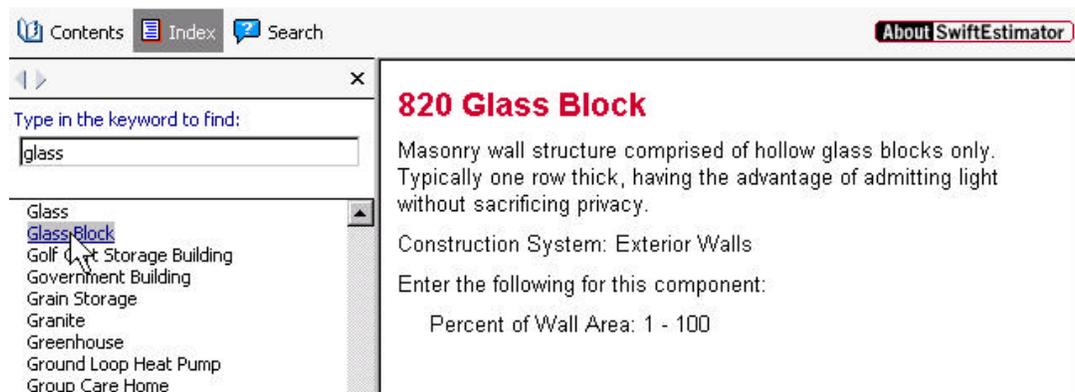


Click on any of these wall types to display the help for that type. You can use the Table of Contents to display help for any data entry screen or the components in any construction system within Commercial Estimator.

- Click the Index button in the upper left side of the help window. Commercial Estimator displays the index:



Type “glass” in the keyword field on the left side of the screen, then click “Glass Block” in the index list. Commercial Estimator displays the help for Glass Block walls:



You can use the Index to find the help for any item available in Commercial Estimator.

Getting Started

Click the Close (X) button in the upper right corner of the help window to close the window.



6. Double click "Block with Stucco" in the Available Components list. Commercial Estimator displays this component in the Component Detail at the bottom of the screen:

Component Search

Construction System	Component
Exterior Walls	804 Block with Stucco
HVAC (Heating)	851 Curtain-Steel Studs & Stucco
Elevators	871 PF.- Stucco on Metal Panels
Sprinklers	885 Stud -EIFS (Synthetic Stucco)
Mezzanines	892 Stud -Stucco
Malls	921 Single -Stucco on Wood Frame

stucco

To list Components, enter all or part of a component name and click find, or choose a Construction System above.

Click here for component help.

Double-click an item in the Component list above or Type the desired code in below.

Component Detail

Code	<input type="text" value="804"/>	Exterior Walls : Block with Stucco
% of Exterior Wall	<input type="text" value="100"/>	Required: Enter 1 - 100
Quality	<input type="text" value="Use Occupancy Quality"/>	
Depreciation	<input type="text"/>	0 to 100 or blank

- Click “Click Here to Add a Component” in the Selected Components list at the top of the screen:

Selected Components

Code	Component	Amount	Other	Size	Depr	Quality	Delete
804	Exterior Walls : Block with Stucco	100					
	Click Here to Add a Component						

Edit the contents of the selected row above by using the fields below.

Click “HVAC (Heating)” in the Construction System list, then scroll down the Available Components list until “Warmed and Cooled Air” is visible, then double click this heating/cooling type:

Component Search

Construction System	Component
<ul style="list-style-type: none"> Exterior Walls HVAC (Heating) Elevators Sprinklers Mezzanines Malls 	<ul style="list-style-type: none"> 611 Package Unit 612 Warmed and Cooled Air 613 Hot and Chilled Water 614 Heat Pump 615 Floor Furnace 616 Ind Thu-Wall Heat Pump

<input type="text" value="stucco"/> <input type="button" value="Find"/>	<input type="button" value="Help"/>
<p>To list Components, enter all or part of a component name and click find, or choose a Construction System above.</p>	<p>Click here for component help.</p> <p>Double-click an item in the Component list above or Type the desired code in below.</p>

Component Detail

Code	<input type="text" value="612"/>	HVAC (Heating) : Warmed and Cooled Air
% of Total Floor Area	<input type="text" value="100"/>	Required: Enter 1 - 100
Climate	<input type="text"/>	Optional: 1=Mild 2=Moderate 3=Extreme
Quality	<input type="text" value="Use Occupancy Quality"/>	
Depreciation	<input type="text"/>	0 to 100 or blank

Getting Started

- Click “Click Here to Add a Component” in the Selected Components list at the top of the screen, then type the **651** in the Code field of the Component Detail section. Commercial Estimator displays this component’s Construction System (Elevators) and Component Name (Passenger #). Type **1** for the Number of Elevators:

Component Detail

Code	<input type="text" value="651"/>	Elevators : Passenger #
Number of Elevators	<input type="text" value="1"/>	Required: Enter 1 - 200
Stops Per Elevator	<input type="text"/>	Optional: Enter 2-200
Quality	<input type="text" value="Use Occupancy Quality"/>	
Depreciation	<input type="text"/>	0 to 100 or blank

If you know the component codes (such as when you have collected the information about the building using the Worksheet), you can directly enter the codes instead of using the search.

Note: You can optionally enter the number of stops for the elevator. If you do not enter a number of stops, as in this example, the number of stops is automatically set to the number of stories you entered in the **Building Data** for the section.

- Enter the following additional components, either using the search method or by directly entering the compent codes:

?? 652 (Elevators, Freight Power #): 1

?? 683 (Sprinklers, Wet Sprinklers): 100 (for 100%)

?? 61 (Land and Site: Land Value): 250000

?? 64 (Land and Site: Site Improvements, Undepreciated): 35000

The Selected Components list at the top of the screen now appears as follows:

Selected Components

Code	Component	Amount	Other	Size	Depr	Quality	Delete
804	Exterior Walls : Block with Stucco	100					
612	HVAC (Heating) : Warmed and Cooled Air	100					
651	Elevators : Passenger #	1					
652	Elevators : Freight Power #	1					
683	Sprinklers : Wet Sprinklers	100					
61	Land and Site : Land	250000					
63	Land and Site : Site Improvements (undepreciated)	35000					
	Click Here to Add a Component						

Edit the contents of the selected row above by using the fields below.

10. We are skipping the **Additions, Remarks** and **Adjustments** screens here, since they are optional, and you enter data on it in the same manner as the screens we have already covered. See the *Worksheet Reference* for details on the fields on this screen.

Click the **Reports** link in the **Random Navigation Menu** to display the **Reports** screen. At this point, you can calculate the estimate's cost, print reports, etc., as covered in the first tutorial.

11. Click the **Close** link in the **Random Navigation Menu** to close the estimate.

Searching for, Editing and Deleting Estimates

Use the Search section of the **New Estimates/Search** screen to list saved estimates, then edit or delete them. Commercial Estimator provides a flexible search mechanism that allows you to locate estimates based on key data fields, including Estimate ID, Property Owner Name, Address, City, ZIP/Postal Code and Comment:

1. Click the **Search** button with the Search Type as “Recent Activity.” Commercial Estimator displays the most recently changed estimates:

Search

To find an existing estimate, select a Search Type and enter a Search Text below:

Search Type	Search Text	
Recent Activity		Search

Your search returned 5 estimates.

Application	Estimate ID	Property Owner	Updated Options
CE	TEST-1234	David Grant	9/2/2002 Edit Delete
CE	TEST-1234		9/2/2002 Edit Delete
RES	GLH-805	Lindsay Haas	9/2/2002 Edit Delete
CCI	JSM-316	Stuart Laurel	9/2/2002 Edit Delete
RES	DGM-221	Chuck Roast	9/2/2002 Edit Delete

2. Click **Edit** for the first estimate in this list (Estimate ID=TEST-1234 and Property Owner=David Grant):

Application	Estimate ID	Property Owner	Updated Options
CE	TEST-1234	David Grant	9/2/2002 Edit Delete
CE	TEST-1234		9/2/2002 Edit Delete
RES	GLH-805	Lindsay Haas	9/2/2002 Edit Delete

Commercial Estimator opens this estimate, displaying the **General Information** screen:

SwiftEstimator MARSHALL & SWIFT
THE BUILDING COST PEOPLE

LOG OUT HELP

Commercial Estimator

General Information

Estimate Number: 00000020

Estimate ID*: TEST-1234

Property Zip/Postal Code*: 90017

Property Owner: David Grant

Property Address: 123 Hill Street

Property City: Los Angeles

Property State/Province: CA

Saved Until*: 09-30-2002

Comment:

* = Required

Cancel << Estimates Building Data >>

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- You can now make any changes in the estimate, go to the **Reports** screen to calculate, print, preview or download reports, and/or save any changes. When finished, click the **Close Estimate** link in the **Random Navigation Menu** on the left side of the screen to close the estimate:

Reports

Data Entry Report

Summary Report

Detailed Report

Close Estimate

- Select Estimate ID as the search type, enter TEST as the Search Text, then click the **Search** button:

Search Type: Estimate ID

Search Text: TEST

Search

Getting Started

SwiftEstimator displays all estimates with “TEST” as part of their Estimate ID:

Your search returned 2 estimates.

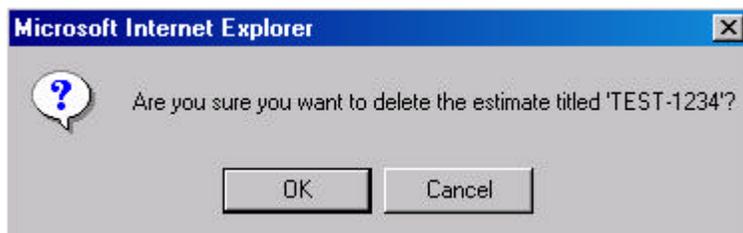
Application	Estimate ID	Property Owner	Updated Options
CE	TEST-1234	David Grant	9/2/2002 Edit Delete
CE	TEST-1234		9/2/2002 Edit Delete

5. Click the **Delete** link for the first estimate listed (TEST-9876):

Your search returned 2 estimates.

Application	Estimate ID	Property Owner	Updated Options
CE	TEST-1234	David Grant	9/2/2002 Edit Delete
CE	TEST-1234		9/2/2002 Edit Delete

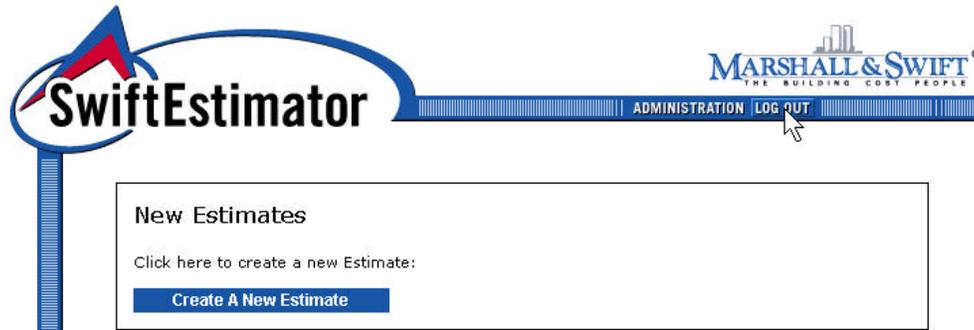
When the following displays, click **OK**:



6. Delete the other estimate (TEST-1234) in the same way.

You have now learned how to enter estimates using the **Estimate Data** screens, display individual field help, display help for occupancies and components, use the help system Table of Contents and Index, edit and delete saved estimates.

You have completed the tutorials and can exit SwiftEstimator by clicking the **Log Out** button at the top of the screen:



For further details on the use of the Commercial Estimator, refer to the help system or the remaining sections in this *User Manual*:

- ?? ***Program Reference***, which contains complete instructions for all of the features in Commercial Estimator, grouped by type of feature.
- ?? ***Worksheet Reference***, which contains complete definitions of each of the data items you can input into Commercial Estimator, relating them to the paper worksheet you can use in the field to collect data for your estimates.
- ?? ***Occupancy Reference***, which contains complete lists and definitions of all the occupancies (building uses) available within the program.