

## McCormick In the News

McCormick's recent release of a new enhancement allowing take-offs on PDAs attracted a record number of public notice, including an item in the Oct. 28 print edition of *Engineering News-Record*, the construction industry's weekly "bible." Our take-off PDA product was first introduced in early October, at the NECA Show. The item won notice on a number of top Web sites, including EOnline.com, AECcafe.com, and Cable-install.com. Further, Joe Salimando, the industry freelance writer who also edits this newsletter, included notes on NECA Convention session—"The Electronic Electrical Contractor," featuring McCormick CAD Estimating user Steve Schrader—in a column found here: [www.tedmag.com/default.asp?pagenumber=312](http://www.tedmag.com/default.asp?pagenumber=312). ✕




*McCormick's Holiday Gift to you can be found on page 2 of this newsletter.*

## See Us In Orlando— At The BICSI Show!

McCormick Systems remains dedicated to helping contractors advance in the voice-data-video market, which is why we're exhibiting at the winter BICSI conference in Orlando from **Jan. 12-16**. Info on registering for the entire event is available at [www.bicsi.org](http://www.bicsi.org). Exhibits are open each evening from Sunday through Wednesday, plus two mornings. You can purchase a one-day exhibits-only ticket for \$25, which includes a show floor reception. See you there! ✕



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# Our Holiday Gift to You—Tips!

At McCormick Systems, not only have we been in the contractor software support business a long time, we consider making it easier for you to do business the heart of what we do. Recently, we gathered together Tips from our support people—on key issues that contractors often call about. Here is some of the best “short” advice we have for you! **x**

## Jobs Screen

1. Perform a quick search throughout your jobs database by using the row along the bottom of the job screen. Just type in the first few letters of the job name/estimator/etc.
2. Do a quick sort of any information listed here by using the column headings at the top. Just click on a button *again* -- the sort will reverse.
3. The first four field names -- Job Name, Bid Date, Contractor Name, and Contractor's Telephone -- cannot be edited.

## Bid Summary

4. You may create additional cost screens and customize them to meet your needs. To do this, go to the Bid Summary pull-down menu and select “Other Costs.”
5. Remember that the cost screen names are common to all bid summaries. If you change the names in one bid summary, you will change it for all of the others!
6. Although the “Bid Summary” window always opens on the Top Sheet, you may want to fill out the other cost screens or check the reminder boxes before completing the Top Sheet.

## Graphs

7. To copy a graph into Microsoft Word, use the Edit - Copy pull-down menu from graphs and the Edit - Paste Special menu in Word.
8. Edit graph data with the Edit - Data pull-down menu. Values modified will only be changed in the graph. Bid Summary values will remain the same.

## Schedule

9. You can send a schedule created with the schedule feature of our software directly to Microsoft Project with the File - Export pull-down menu.

## Extension Label

10. Take-off does not require an elaborate label structure. This is especially true with smaller jobs. However, the bigger the job, the more helpful take-off labels can be.
11. The names of labels can be changed at any time during a job.
12. If you use the same label structure on similar jobs, you do not need to create new labels -- simply paste them from another job.

## Power Probes

13. To launch Power Probes when a take-off window opens. Check “Launch Power Probes when going into Takeoff” box on the Options screen.
14. You may toggle between One-line and Two-line modes of Power Probes by hitting your keyboard's Page Up/Page Down Keys.
15. All standard mathematical operations (+ = / -) can be applied to current count or length.

## Assemblies

16. Build assemblies with items from other assemblies. Save time in starting a new Assembly by copying a similar Assembly and then editing it to meet your needs.

## Miscellaneous

17. Set up custom specifications and update prices from multiple suppliers. McCormick tech support can assist you with this.
18. Import items from one McCormick parts database to another -- use the parts maintenance utility.

*Did this section have value to you? Please let us know one way or the other—by sending an e-mail to [Lmccormick@McCormickSys.com](mailto:Lmccormick@McCormickSys.com)—and you may well see more of these quick-hitting tips in future issues.*



## The Takeoff Window—Tabs

- ✓ McCormick 3/6/8/12000 systems allow direct take-off from the Takeoff (Windows) Lists. Any of the Takeoff Lists can be used to take off "Permanent Items," "Permanent Assemblies," "Job (Temporary) Items," and "Job (Temporary) Assemblies." Takeoff Lists may be changed from Items to Assemblies just by clicking on the **Item Tab** or **Assembly Tab** at the bottom. The **"Perm/Job" (P/J) Tab** may be used to toggle from a Permanent to Job (Temporary) Takeoff List.
- ✓ **The Menu Tab** is usually the *easiest* way to find Items or Assemblies. The search uses industry terminology—and finds the Items/Assemblies in the window with focus (blue at the top). The hierarchy is from right to left; the farthest right entry clicked on, is the one found. Usually the menu will mark a header in the list and the user must scroll down.
- ✓ The **Review Tab** is used to open the Review side of the Takeoff List. This shows the specifications in Items and is a toggle between the Specifications and By Products List in Assemblies. Modifying the parts and prices in these specifications will be in a future article.
- ✓ The **Exchange Tab** is used to exchange the sort of the Item or Material list from sorted by Item/Assembly Number to sorted by Item/Assembly Name. The Exchange Tab toggles between the two sorts. A good use for this Tab is to find "3 EMT" and then use the Exchange Tab to find the "3 EMT" parts.
- ✓ The **Find/Sort Tab** is used to bring up the Find/Sort window allowing the search for Items or Assemblies. The Searched for entry is entered in the "What" area, the type of Search is entered in the "Where" area, and the "Find" button is then pressed.
  - An "\*" may be entered before the Item/Assembly name to replace spaces or other parts of the name. The "\*" acts like a wild card. The Find/Sort window is for the Item/Assembly List focused (blue at the top) on.
  - "Name by Item/Assembly #" finds the Item/Assembly and sorts the database by Number.
  - "Name by Item/Assembly Name" finds the Item/Assembly and sorts the database by that Name.
  - "Item/Assembly #" finds the Item or Assembly by Number. Job Item/Assembly numbers begin at 60001. The Item or Assembly numbers will change if Items or Assemblies are added in front of them in the list.
  - "DCI Code by DCI Code" is a good search for discontinued Items. When the Database is updated Using Tra-Ser™, the DCI Code is replaced by "00 0000 00000". Searching for "00 0000 00000" and marking "DCI Code by DCI Code" will give a list of the discontinued items.
  - "DCI Code by Item #" is a way to search the Database for Items where the DCI (UPC) Code is known. A typical use would be finding the Item in Tra-Ser™, and then looking it up using the DCI Code. Don't forget that the DCI Code is entered ## ##### #####. (Tra-Ser™ is a trademark of I2.) ✕

Next month: "Modifying the Database."

### Plan Now for McCormick's 2003 User's Conference

McCormick Systems will hold its annual User's Conference, an opportunity to enhance your estimating savvy, in the first week of April. Here's a preliminary schedule. More information will appear here next month. For a report on last year's event, see our May 2002 newsletter (download it at [www.mccormicksys.com](http://www.mccormicksys.com)). ✕

**March 31**—two-day pre-conference standard training class begins.

**April 2**—annual golf tournament, morning; opening reception, evening.

**April 3 & 4**—full conference sessions, including our lab open during the entire event.

**April 5**—Lab available Saturday morning.

# A Year-End Word From Todd McCormick



It's been quite a year for McCormick Systems, and it ended with a bang. First, our T&M work order PDA estimating product—picked by contactors as a top product (a “ShowStopper”) at the NECA Show in 2001—was featured in the January 2002 *Electrical Contractor*.

At mid-year, we experimented with East Coast training, in the Baltimore, MD, area. Judging by response, many contractors needed this option.

Things happened fast in the fall. Our roll-out of a second PDA product in early October (again, for NECA's show) was written up in the weekly “bible” of the construction industry, *Engineering News-Record*. And at the NECA Convention, Steve Shrader—who uses our CAD Estimating add-on—spoke at a standing-room-only workshop session titled, “The Electronic Electrical Contractor.”

And we have hopes that, when the January 2003 issue of *Electrical Contractor* mails, it will include our second PDA product as a 2002 “ShowStopper!”

Through it all, part of my work has been to maintain our focus. We want to be the solution for your electrical estimating problems—whatever they might be—today and on into the future. Our job, as Jack outlined to me so many times, is to help make the electrical contractors using our software even more *profitable*.

We remain dedicated to that idea. I hope you've seen plenty of evidence of that this year and will see even more in 2003. If there's some way we can help your company to greater success in 2003, don't hesitate to e-mail me at [tmccormick@mccormicksys.com](mailto:tmccormick@mccormicksys.com) or call me at 800-444-4890.

Thank you for having us as part of your team in 2002.

—Todd McCormick

## Get Windows Training Now!

### **Standard Estimating**

The class is structured to take you from “Job Startup” through “ Bid Summary”. It provides in-depth instruction, including good manual experience and “brush-up” exposure for those who want to get more out of the product.

### **Advanced Management**

Designed for the database manager or chief estimator, this class drills down into the bottom of the program. You will learn how to build specification formulas, write reports and reports formulas, and more. Before taking the class, you should be proficient in all takeoff phases of the product and understand your company's needs.

### **Upcoming Schedule**

Unless specified, all classes are at the training center in our office in Chandler, AZ. Classes start at 7 a.m. and wind up about 4 p.m. daily. We make hotel reservations using information from the registration forms sent in from participants. We must receive your registration form in order to reserve a space in our class. To obtain a registration form, call 800-444-4890. ✕

*December 11-13*  
Standard Estimating

*January 8-10*  
Standard Estimating

*January 22-24*  
Advanced Estimating

*January 29-31*  
Standard Estimating

*March 31-April 1*  
Standard Estimating --- **before**  
User's Conference

*Watch these pages for more info!*



Did You Know ... The databases are grouped by material type. These groups are identified by “headers”, noted in lower case letters. The actual Items/Assemblies within each group are identified by upper case letters. The User should maintain this procedure when creating their own database entries (this may not apply if it is a converted database).