McCormick Standard Training Class for Windows

Standard Training Class: Our popular class has been expanded from once a month to twice a month. This class takes an Estimator through the 5 steps of Estimating from start to finish. Starting with small jobs to get the feel of the Estimating System, to taking off and finalizing the estimate of a larger Job using McCormick's computerized Estimating System's takeoff tools. Held over a three day period, in depth instruction is provided that will get a person with good manual experience to estimating with the computer, as well as provide "brush-up" exposure for those that are using the product but would like to get more out of it. Each student will receive a Standard Training Manual for the class that includes the class exercises.

 Included is:
- Setting up a job:
    o From basic job information to user assignment
- Setting up labels:
    o From concepts to practical application
- Taking off a job:
    o Moving around the database effectively and efficiently
    o Screen set-up with single and multiple windows
    o The different methods for accumulating quantities including "power probes" and the new "Design Estimating Pro" which allows takeoff without printing drawings.
    o How to review and edit the audit trail for maximum accuracy
- Extending a job:
    o Selecting the proper labels
    o Setting multipliers to simplify the takeoff process
    o Combining and separating the extension results
    o Review report setup/elements, report types and destinations
- Summarizing a job:
    o Analyzing the data from the extension report
    o Labor distribution
    o Examining /executing "other costs"
    o Establishing bond/tax tables
    o Assigning Profit/Overhead
    o Negotiating the final price

In addition, managing the program:
- General exposure to background program functions including:
    o Security
    o Labor Categories
- Basic application of database management tools including:
    o Block moves/copy
    o Range editing
    o Inserting blocks
    o Building Assemblies

Also included in the training is introduction to the newest additions to the McCormick Estimating Software package:
- Importing documents and photos into the program
- Creating graphic presentations using the extension and bid summary data
- A fully integrated scheduling program to assign and distribute the various job tasks over the course of the job
- The ability to create, maintain and produce any number of bid summary proposals using word and mail merge and the information from the Job details and Bid Summary