BESTBID

ELECTRICAL ESTIMATING SOFTWARE

QUICK START HELP

We are not just better, We are the best!

Let us teach you to estimate or estimate better

www.bestbidestimating.com

Call: 800-941-7028

I know you want to quickly get started testing the

"Best Bid Hybrid Pro"

But if you will spend a little time watching the work flow of the software first it will greatly help.

Don't get frustrated. If you can't figure something out or can't find it in a video just send us an email and we will help you. info@1CEES.com

Rule #1

This is the basic structure of the software.

Each assembly works on (5) steps.

- *Select the **"Button"***
- *Select **"New"***
- *Enter **"Quantities"***
- *Select **"Save"***
- *Select **"Assembly Details"** to see the results*

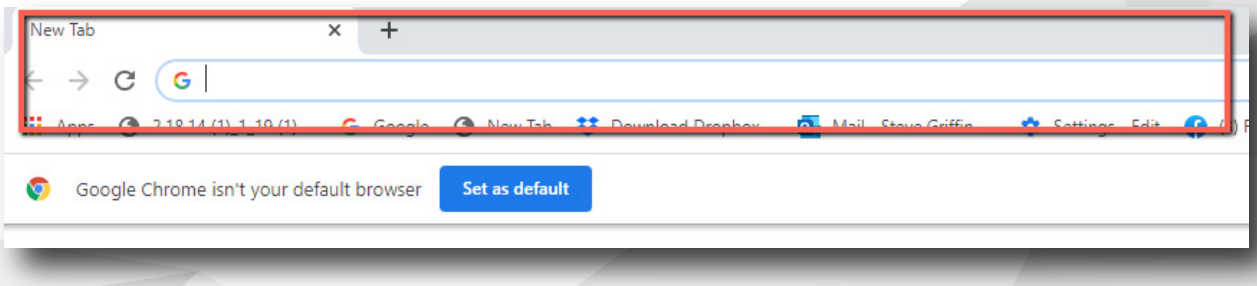
Below are more help files.

Watch videos:

This is the estimating side of the software.
Select now to watch video.

This is the takeoff side of the software.
Select now to watch video.

NOTE: ***If these links don't open when you select them please copy and paste them into your browser and they will work.***



Best Bid Help Library

These are getting started videos
Select now to watch video.

These are more advanced videos.
Select now to watch video.

Please view this video about the Best Bid Hybrid Pro
Select now to watch video.

You may also be interested in the Accura Cadd PDF Draw
Select now to watch video.

Connect to the future today with the Best Bid Hybrid Pro

Below are the Quick Start Instructions for the

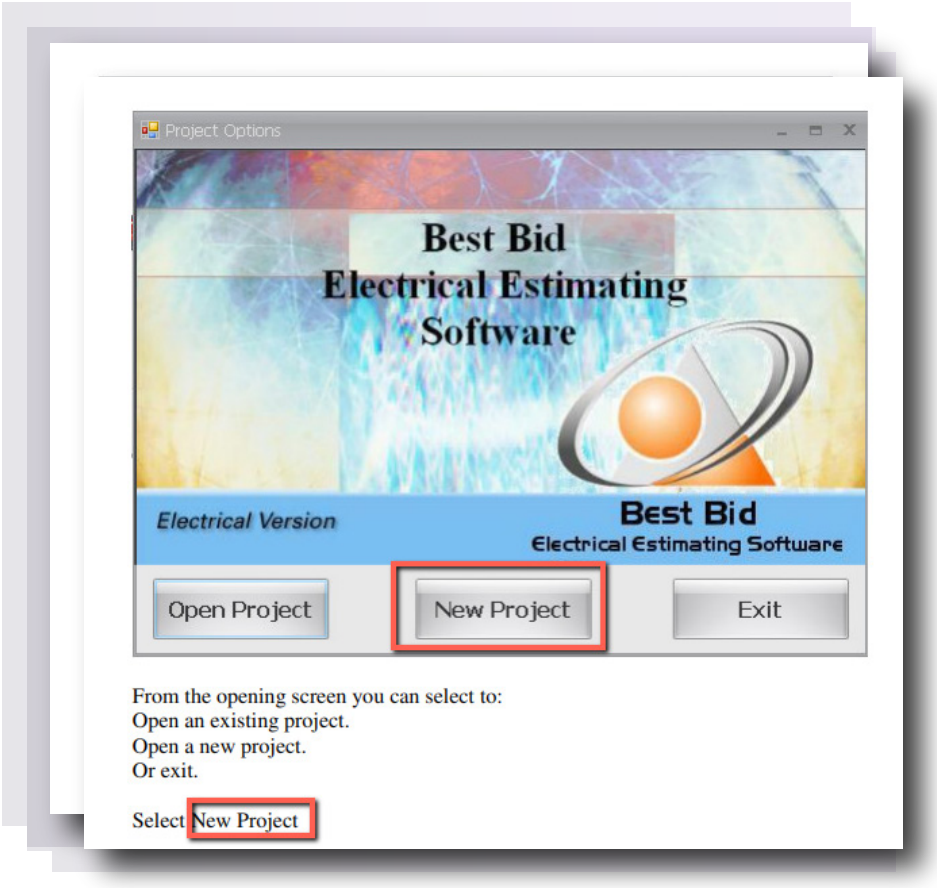
"Best Bid Hybrid Pro"

BESTBID

ELECTRICAL ESTIMATING SOFTWARE

Quick Start instructions for the Best Bid Hybrid Electrical Estimating/Takeoff Software.

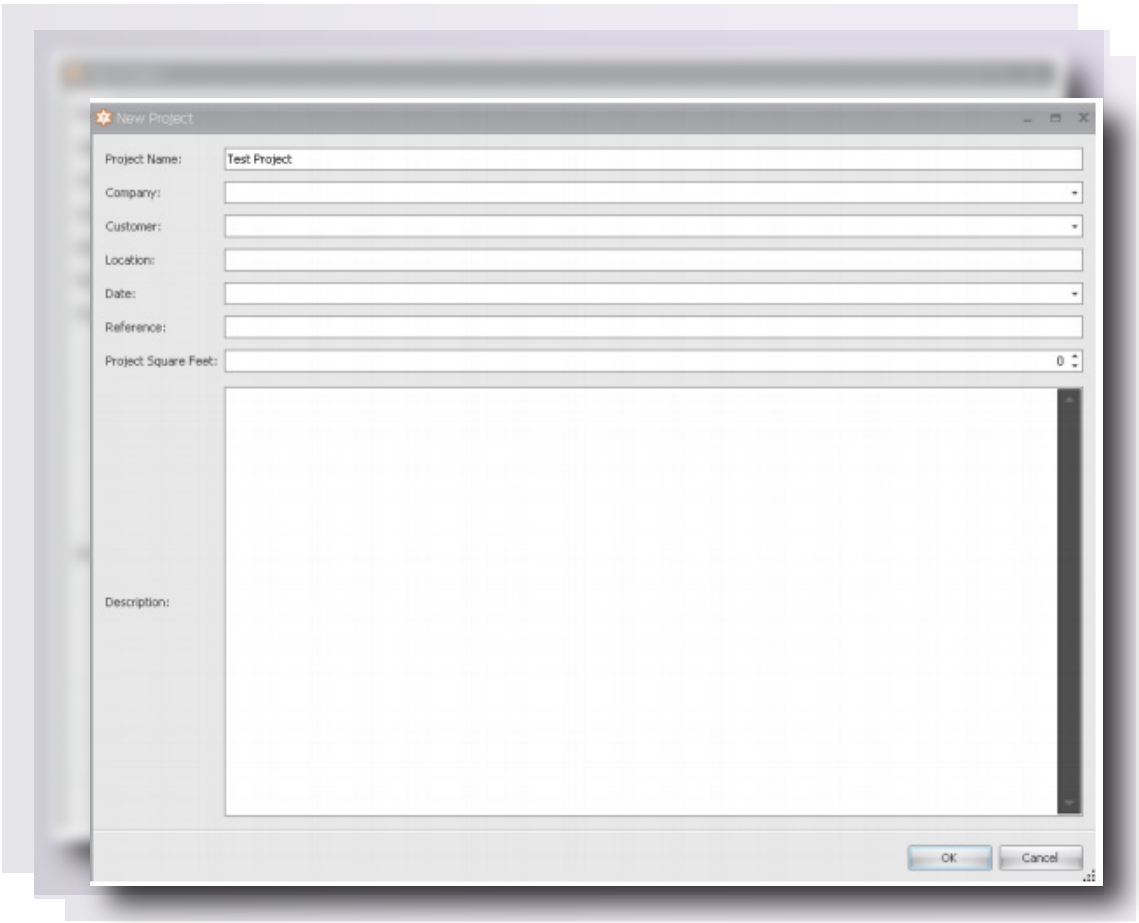
Click on the Icon. 



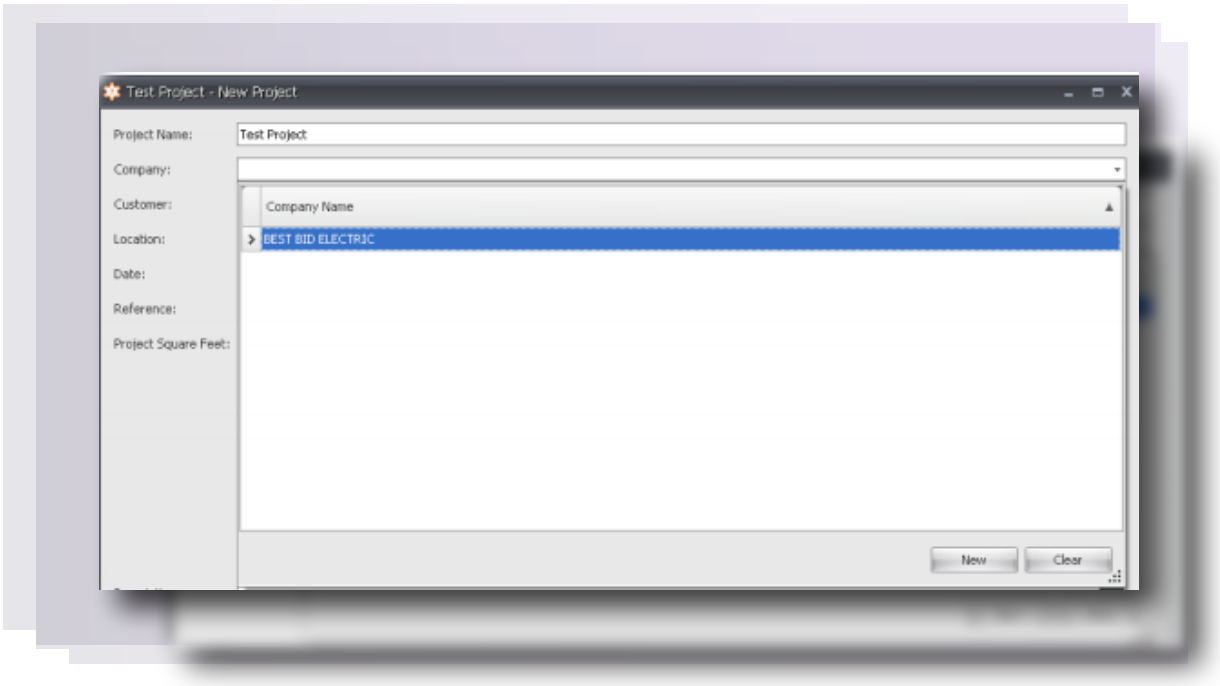
From the opening screen you can select to:
Open an existing project.
Open a new project.
Or exit.

Select New Project

Enter a Project Name



Walk into the future with Best Bid



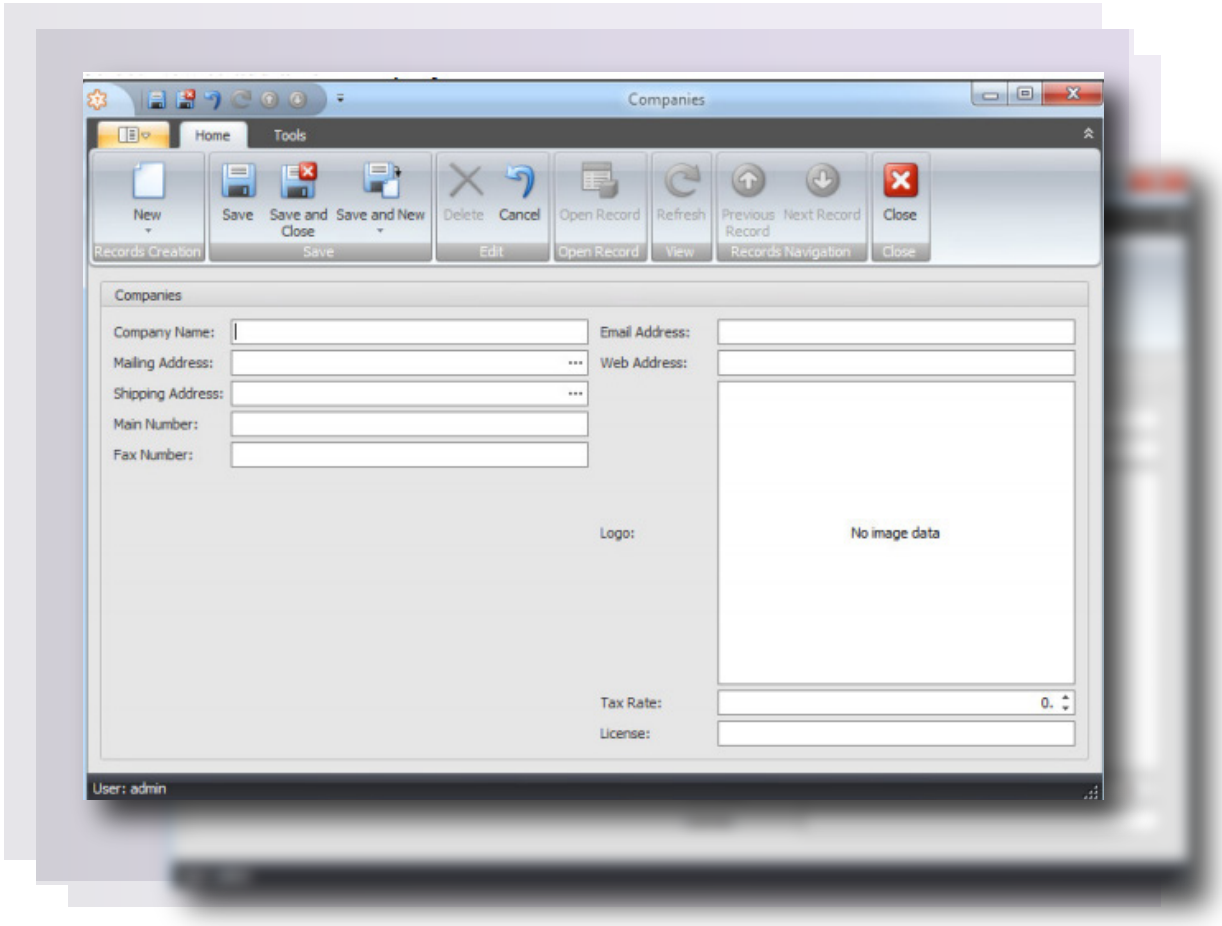
Select your company name from the dropdown menu.
You may use the same company name for every estimate or you may estimate for more than one company. You can store as many companies a you like.

Just to get started select Best Bid as the company.
You can add your company at a later date.

Let's get started

If you want to enter your company information now this is how to proceed.

Select "New"

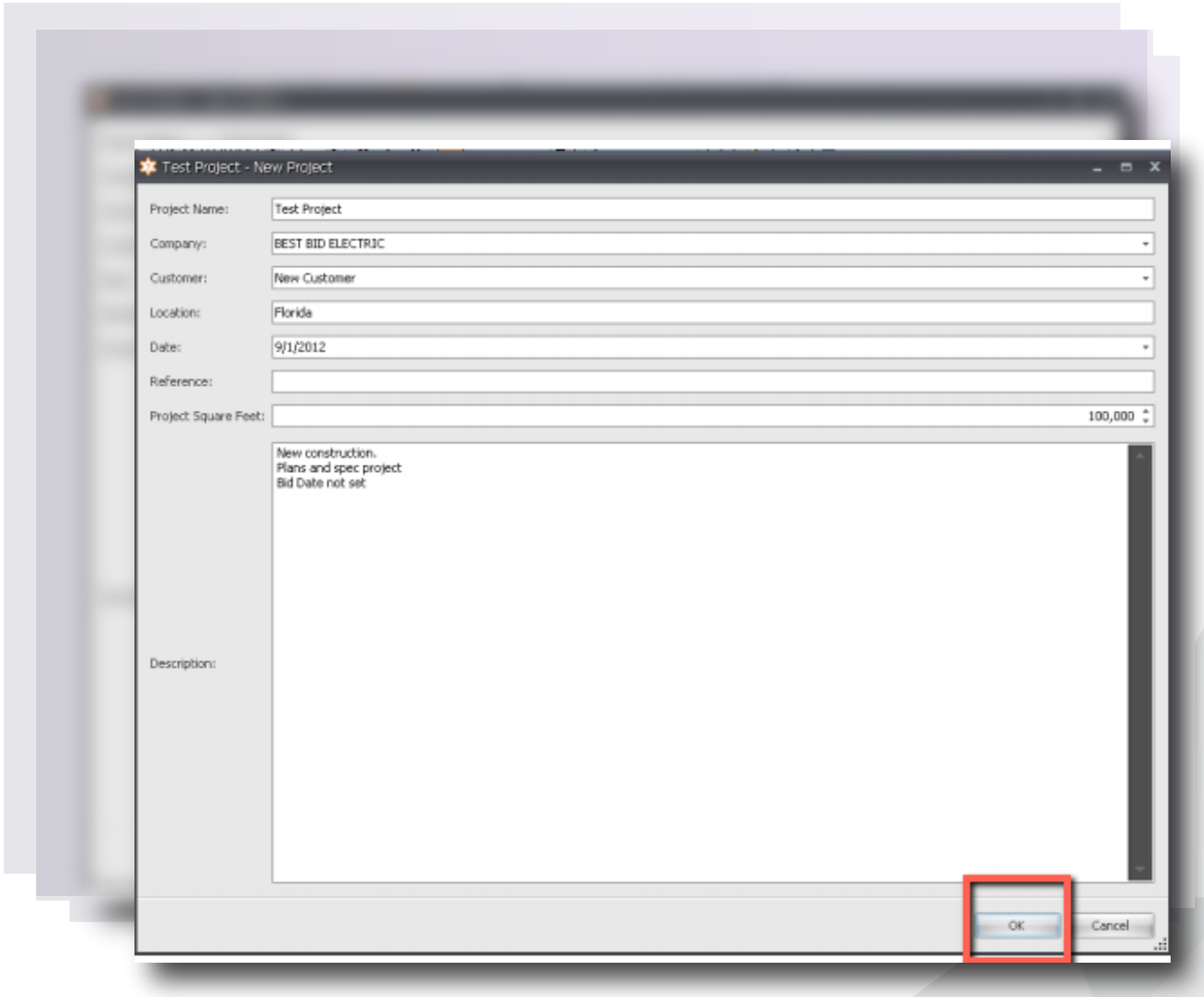


Fill in your company profile.

- Company Name
- Mailing Address
- Main Number
- Fax Number
- Email Number
- Web Address
- Add your Logo

Add your local Tax Rate and your Electrical License number.
Note: When entering your tax rate it is entered as a decimal. 9%=.09

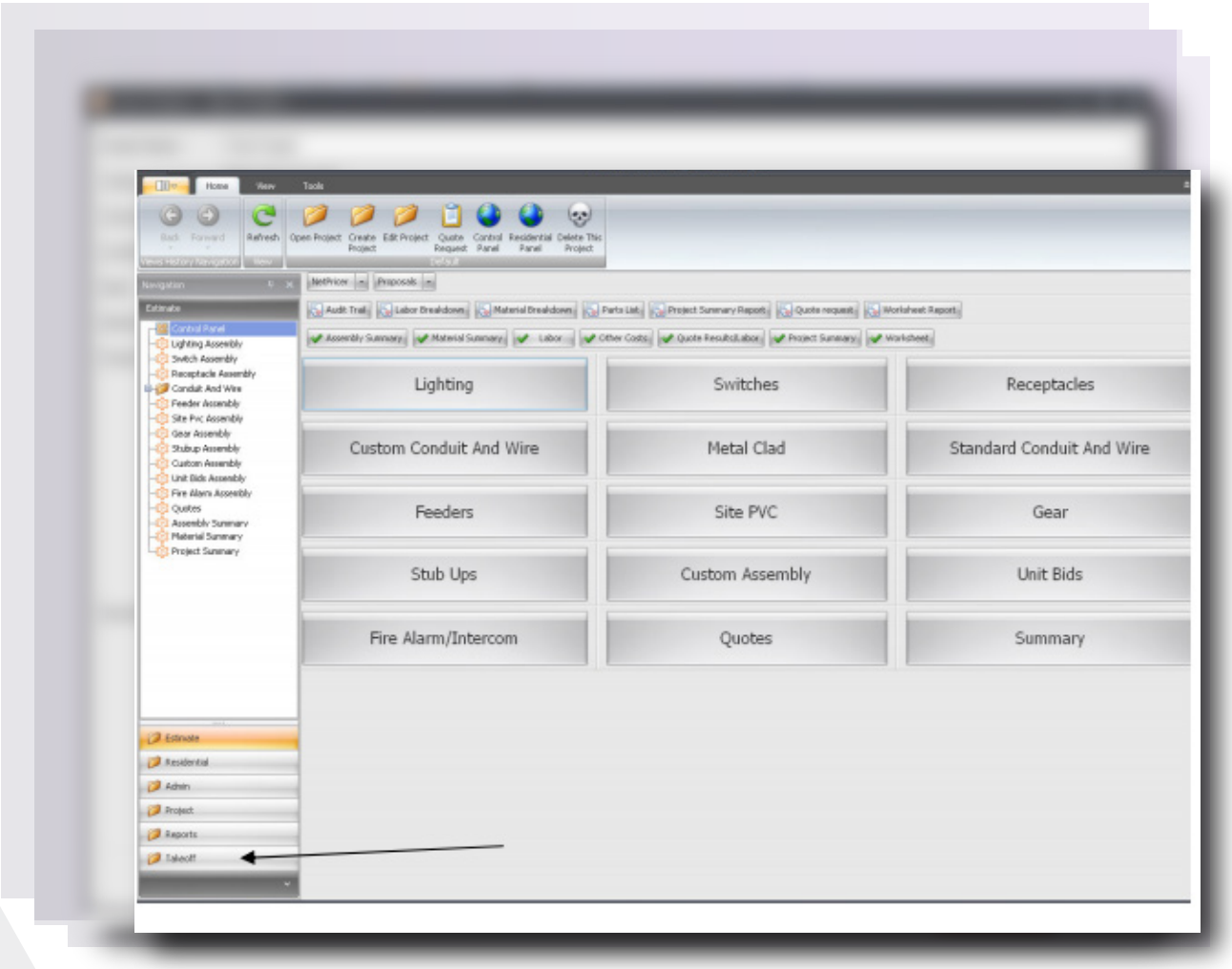
- Add the customer's name
- Location
- Date
- Sq. Ft of Project
- Add project notes.



- ***Select OK***

This will be your first screen that you see. This is called the:

“Control Panel”



The control Panel is positioned like most plans. Lighting, Switches, Receptacles etc.

To start the takeoff select the Takeoff tab located in the bottom left.

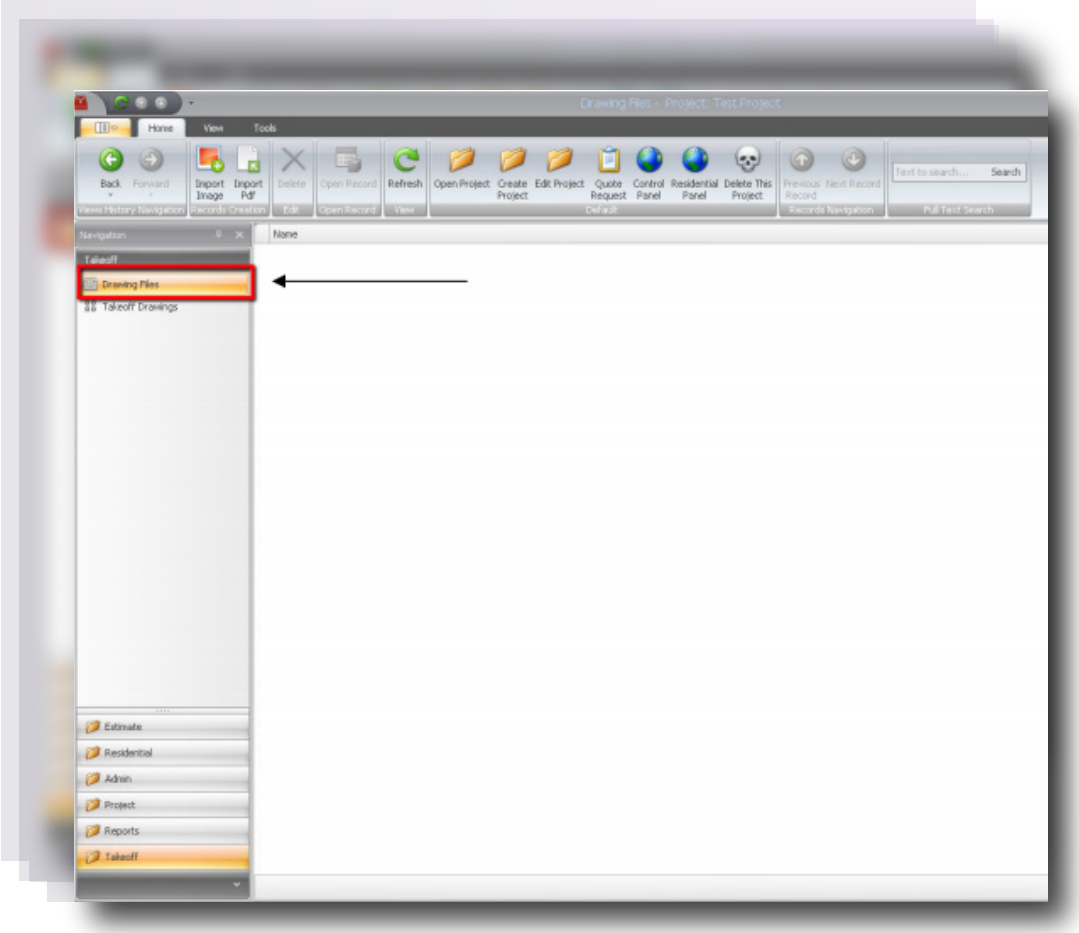
From the Control Panel you can either start Estimating or start your Takeoff.
To move to the On-Screen Takeoff select “Takeoff” as shown above.

If you have already performed a Takeoff by hand or know your quantities you can just start the estimate:

You can always move back to the Control Panel view by selecting the Control Panel icon as shown below.

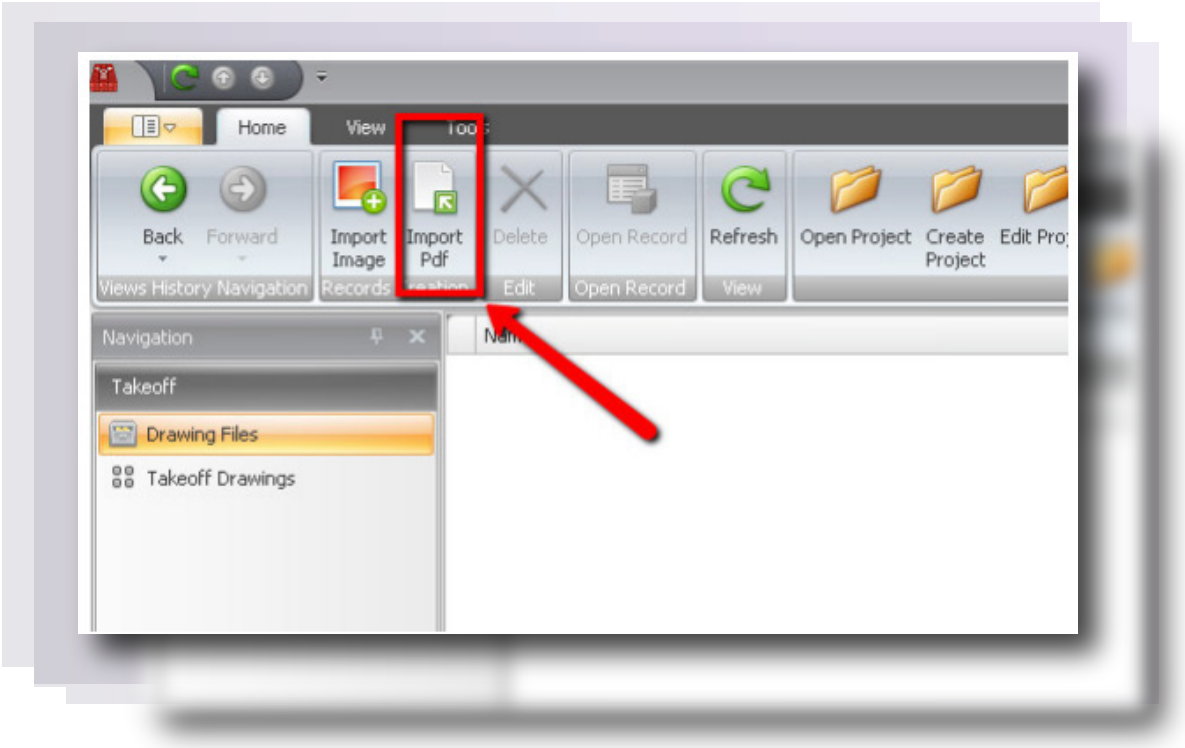
NOTE

To start the On-Screen Takeoff
Import your drawings by following the steps below.

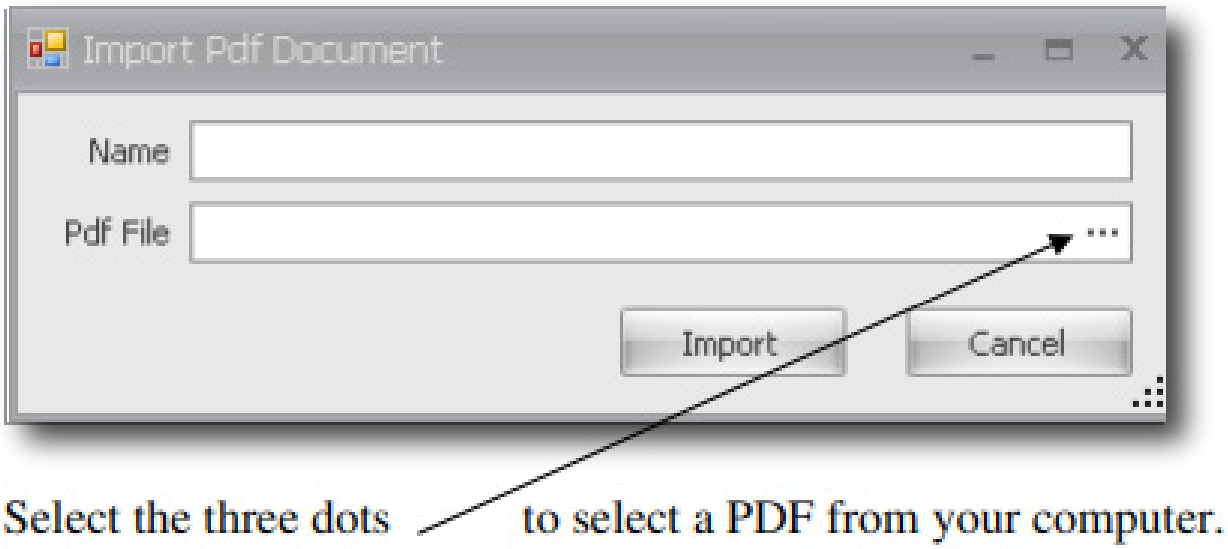


- The 1st thing you do is import your PDF drawing.
- Select Drawing Files.
- Select import PDF as shown below.
- NOTE; I f your drawing file is not in the PDF format select import imagine just to the left of the import PDF

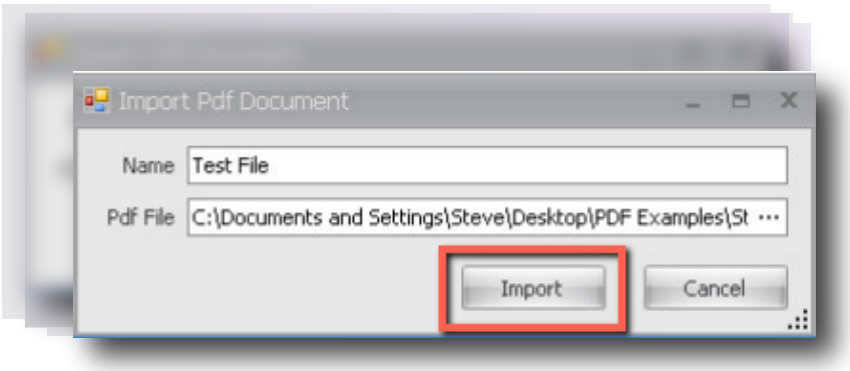
Import PDF

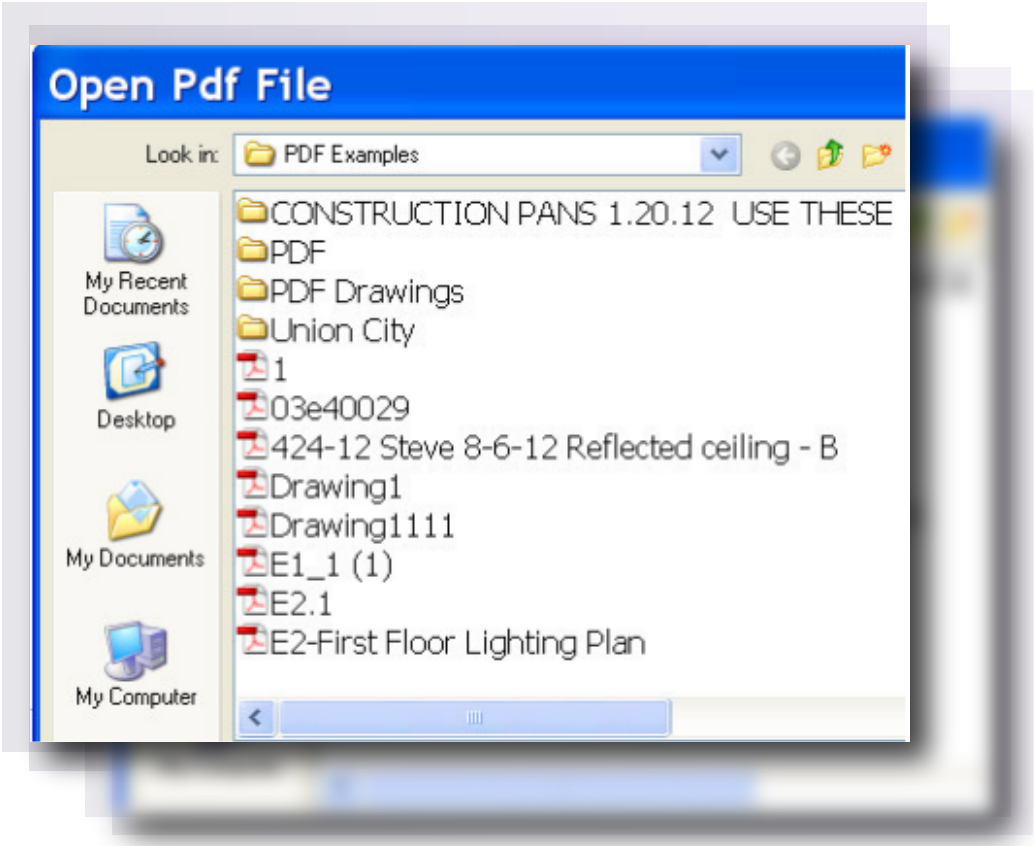


From the Import PDF Doc give the takeoff a name

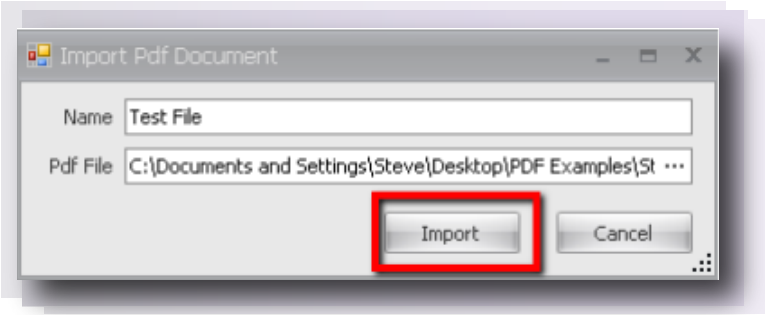


- Name is inserted and file is chosen.





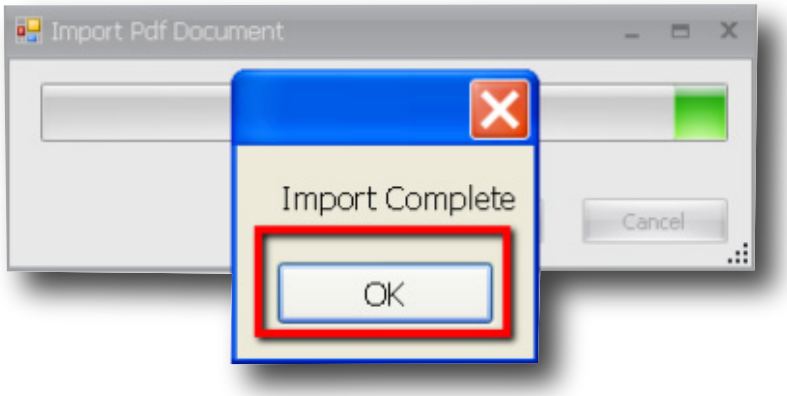
- Choose a file to start your Takeoff.
- Next select Import



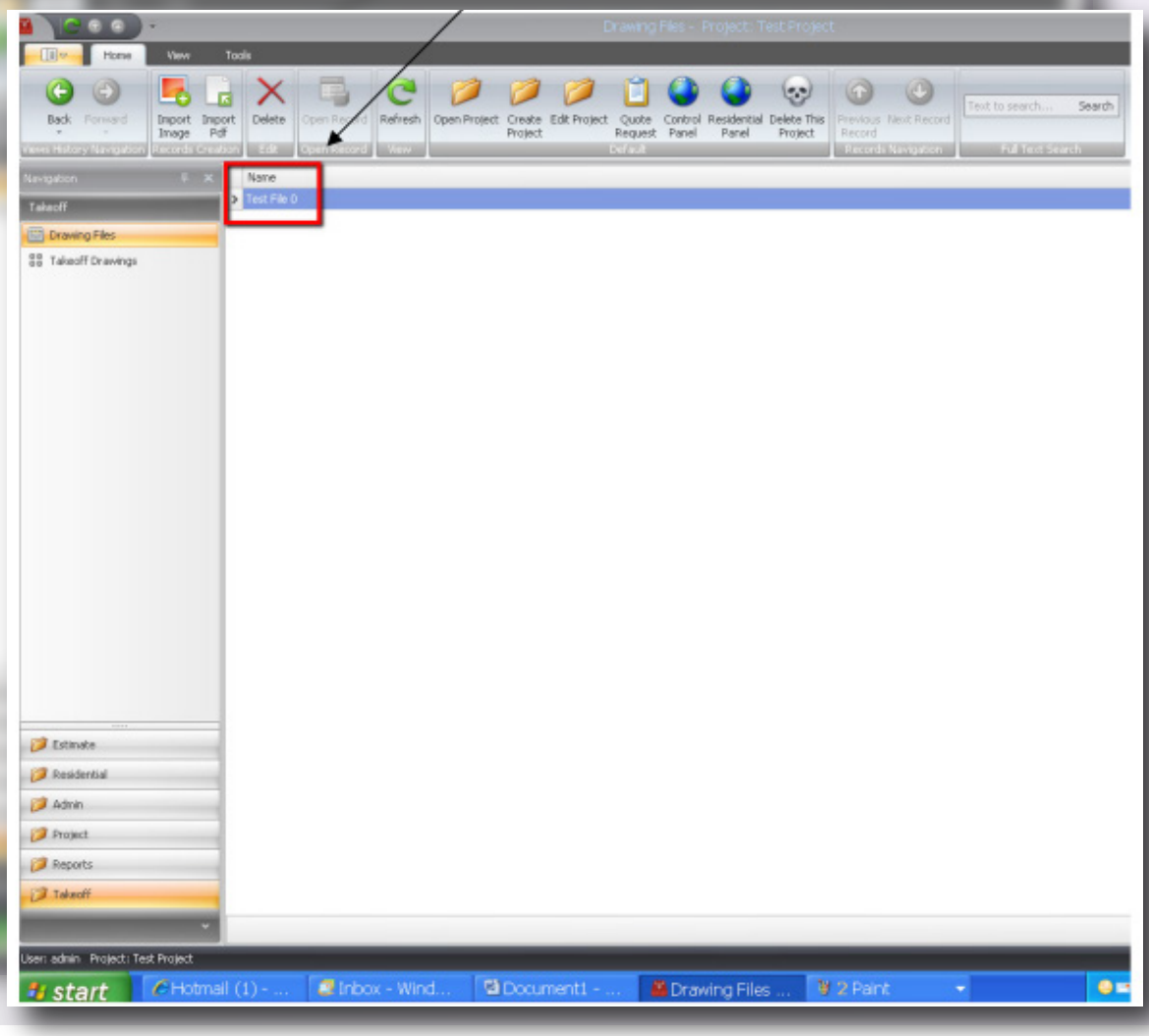
As the PDF is imported you will get a promt Import Complete.

NOTE

The bar in the background will continue to show movement but you are finished when you see the prompt below.



The file will be shown under Name

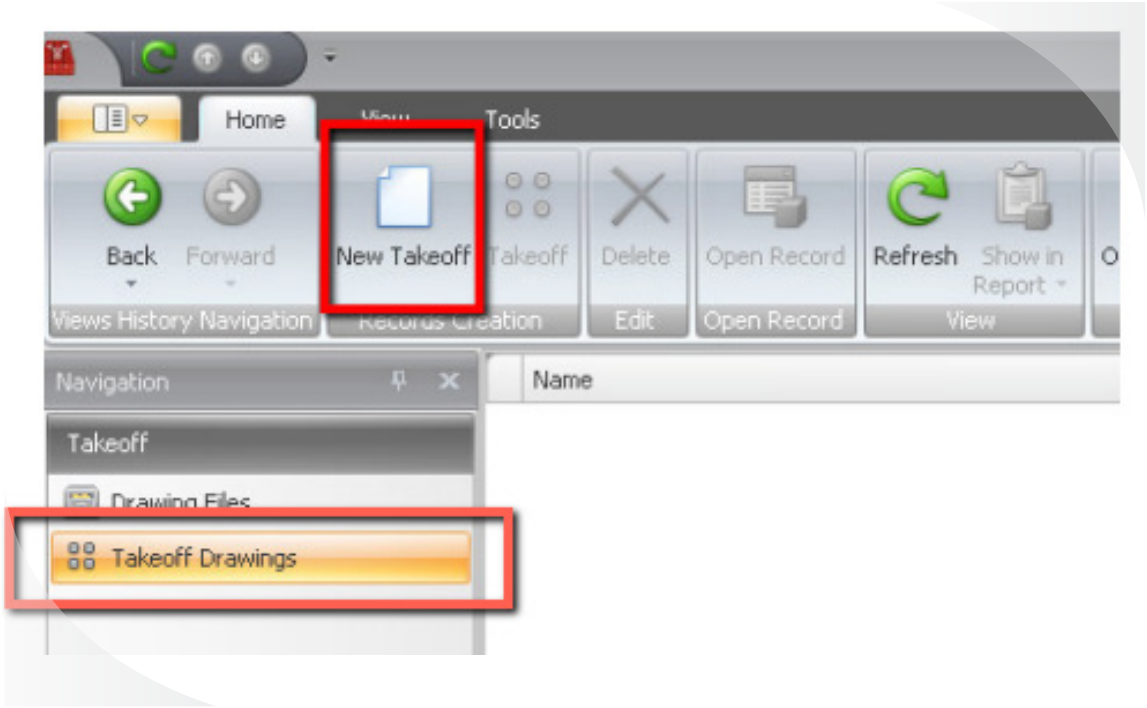


Now you are ready to start the Takeoff.

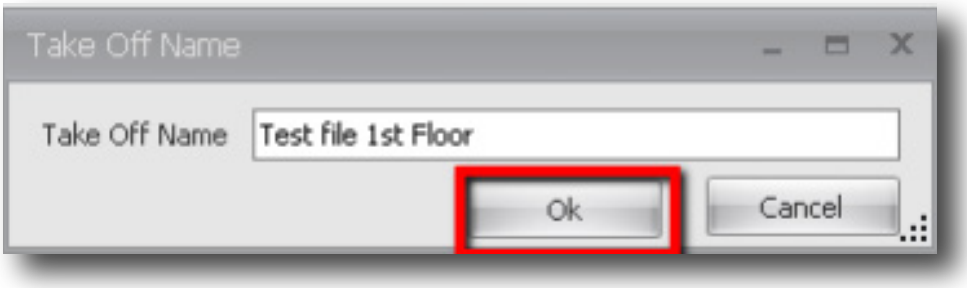
Select Takeoff Drawings as shown below.

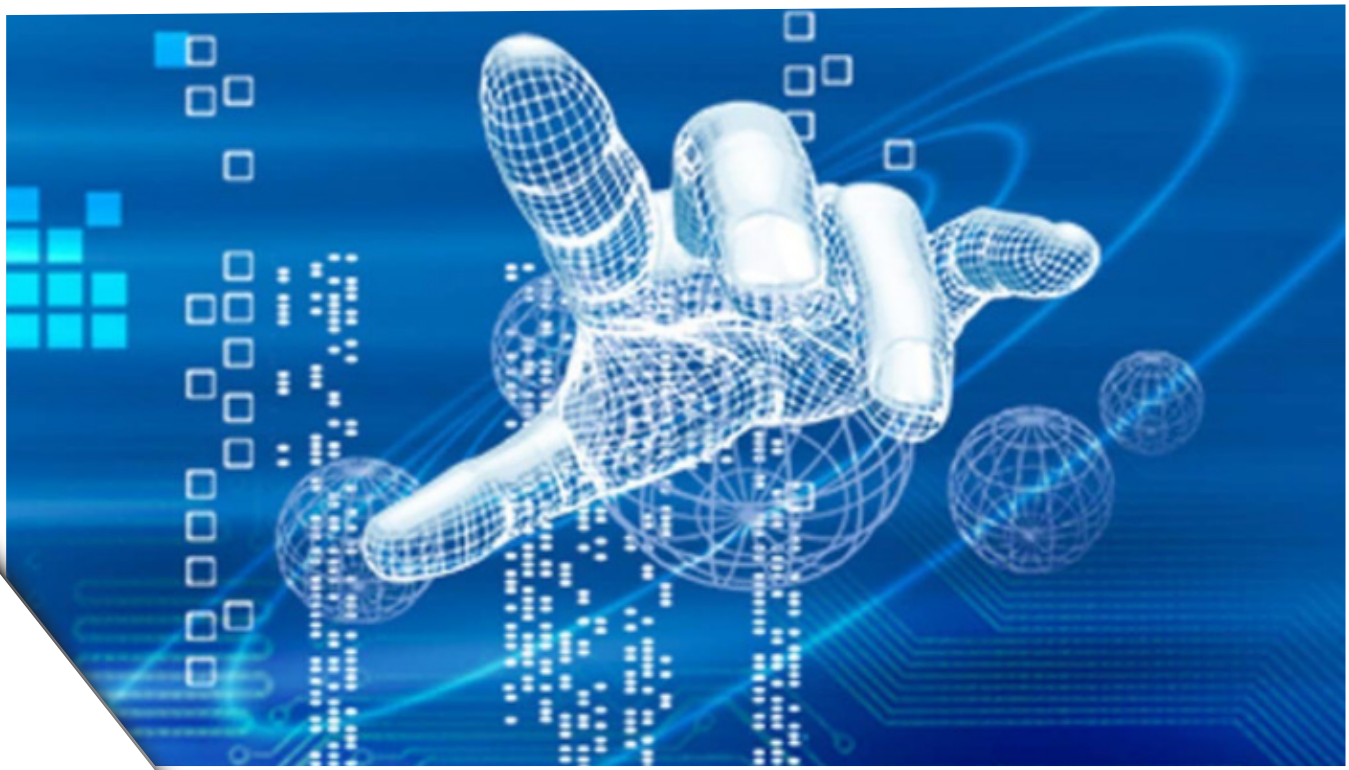
As always to start a new record select “New”. This is the paper Icon located in the top of the toolbar.

It will be labeled ***"New Takeoff"*** as shown below.



Enter the Takeoff Name and select OK.



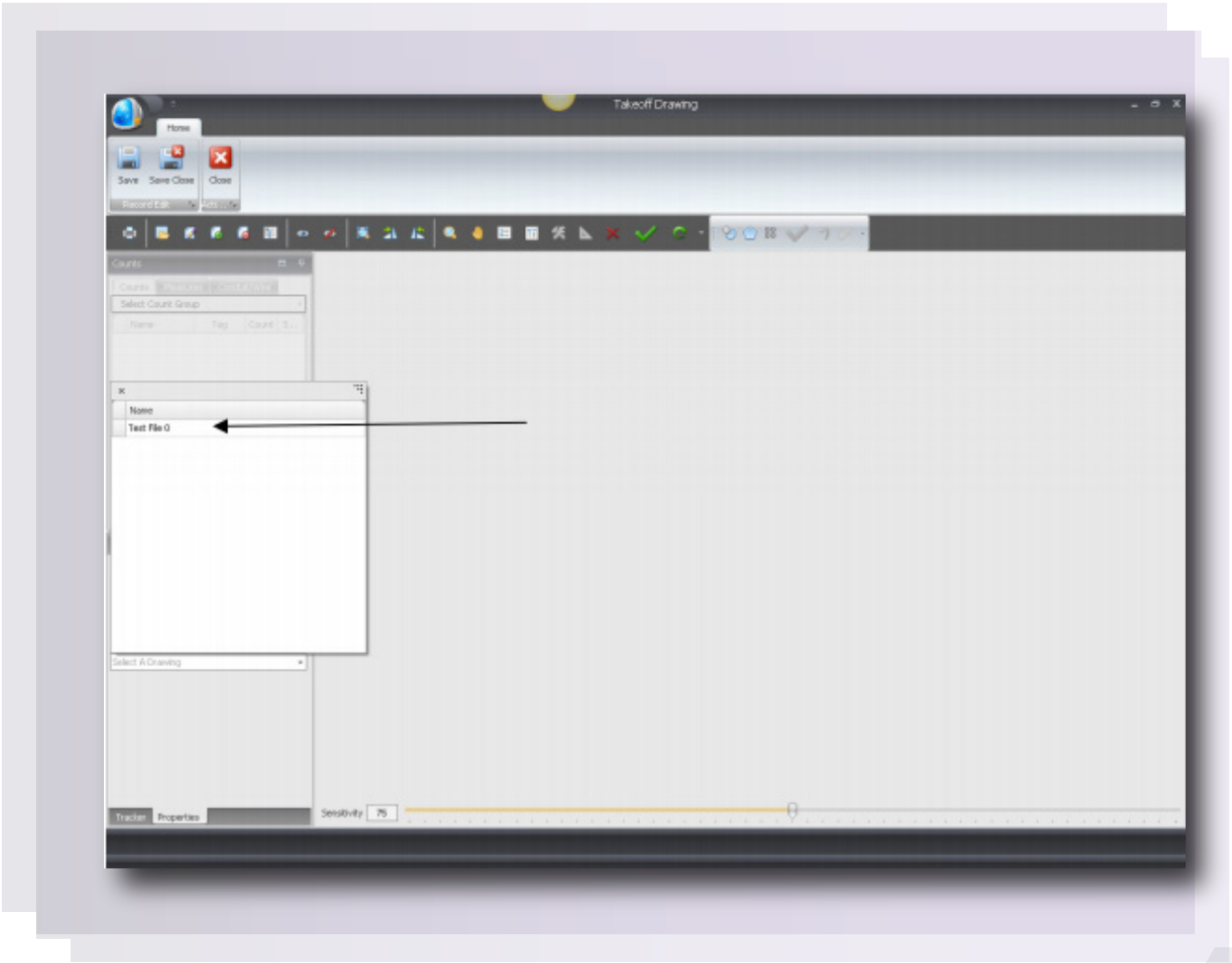


Make the selections as shown below.

The name of the ***Takeoff*** will show up under Name.

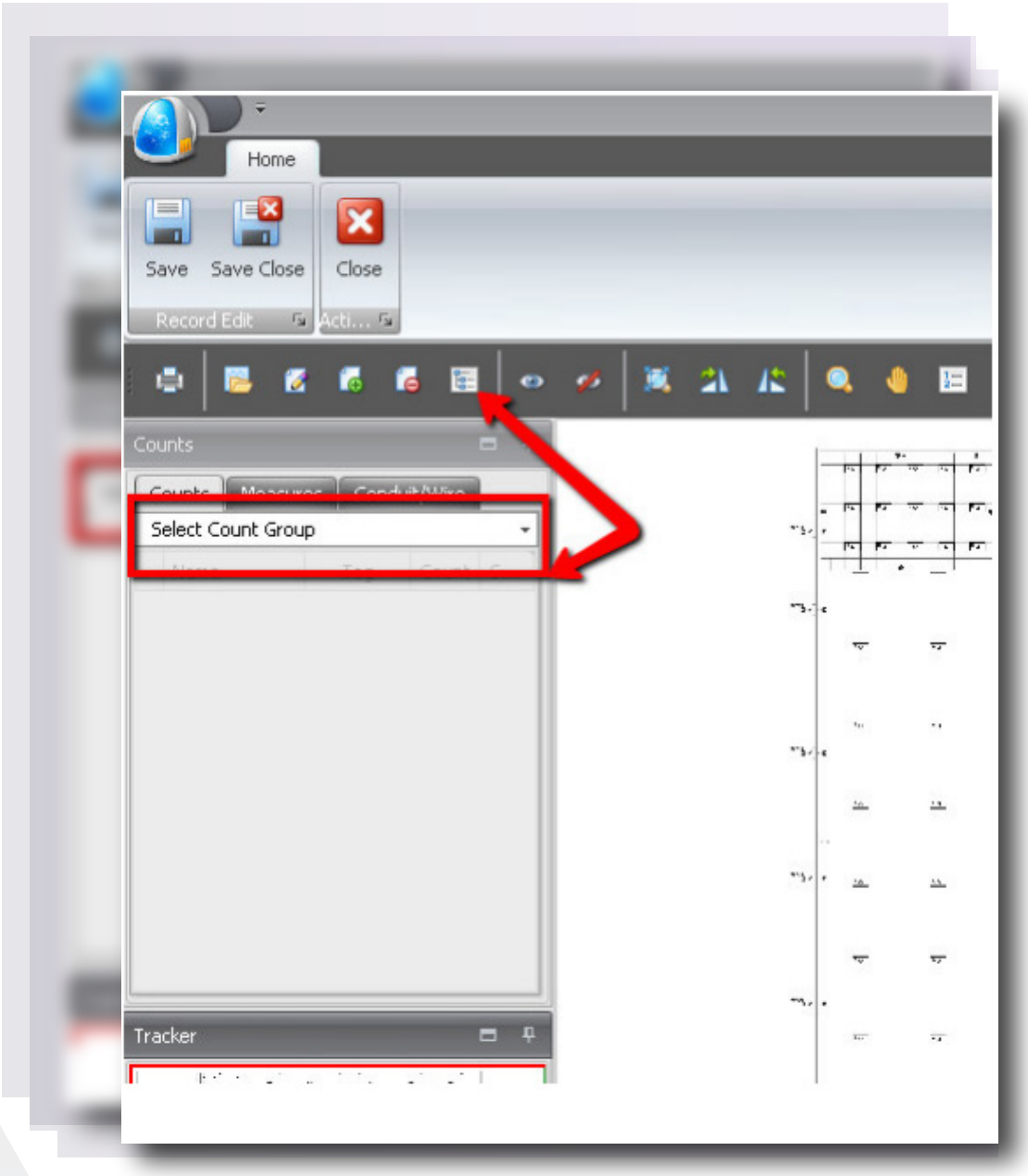
The next step is to select a drawing to perform your Takeoff. Select the arrow that is located under File as shown above for a list of loaded drawing

Choose file from the dropdown menu as shown below.



When the dropdown opens up you will see a list of drawings that have been imported to choose from. Select the drawing that you want to work on first.

Choose file from the dropdown menu as shown below.



Select the New Assembly/Group Icon as pointed to in the top tool bar...

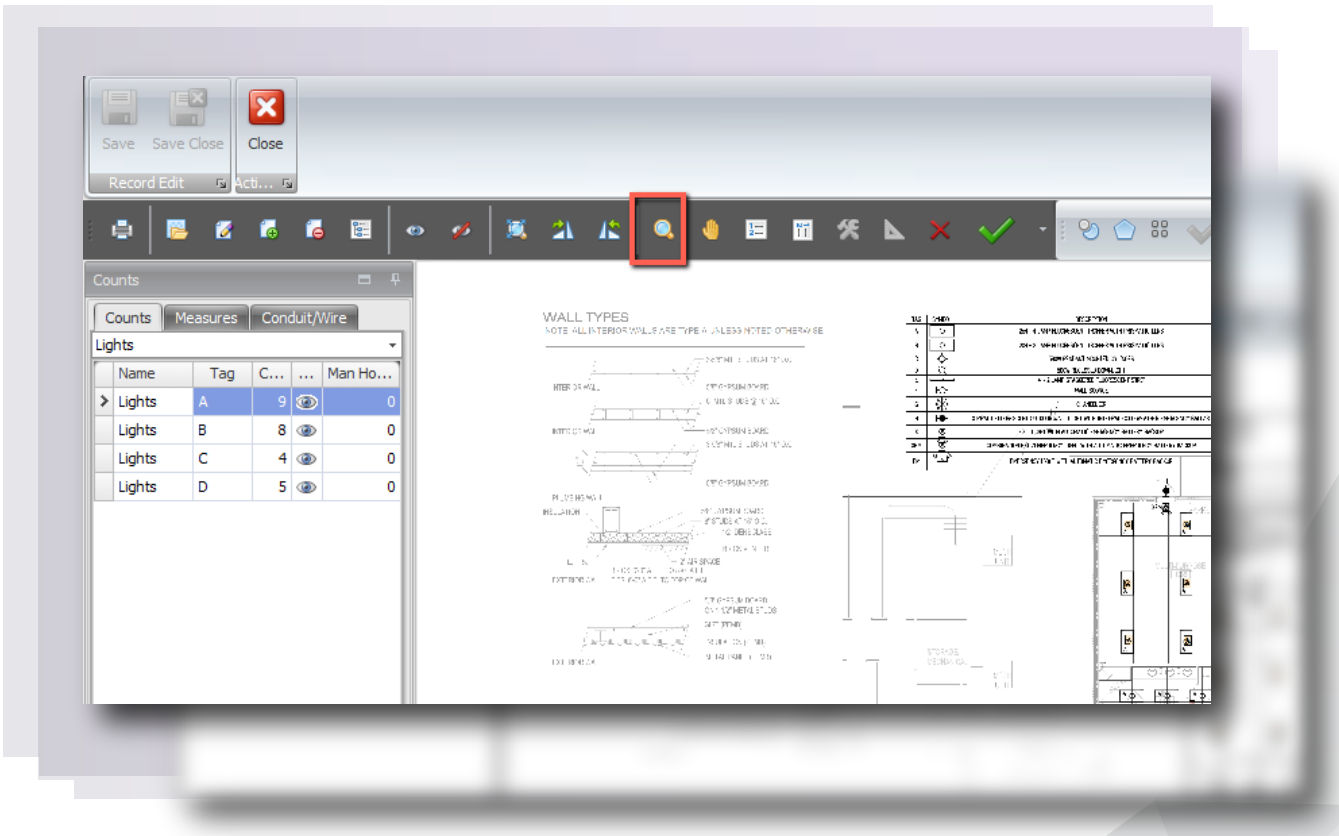
The first thing you want to do is to select a group.
From the dropdown menu select the group that you want to work in.
If the group name is not shown select Custom and enter it manually.

The drawing that was selected will now be seen in the viewing screen to the right.
At this point it may be too small to work with.
We will address this shortly.

Start by Selecting Lighting as a Group Name.

Select Lights and then OK.

To enlarge the view, select the magnifying glass icon or Zoom.
After selecting the Zoom icon when you right click on the drawing it will get larger and when you left click on the drawing it will get smaller.



Once you get a comfortable view you are ready to create your 1st count.

Congratulations, the hard part is over. You are ready to start your Takeoff.

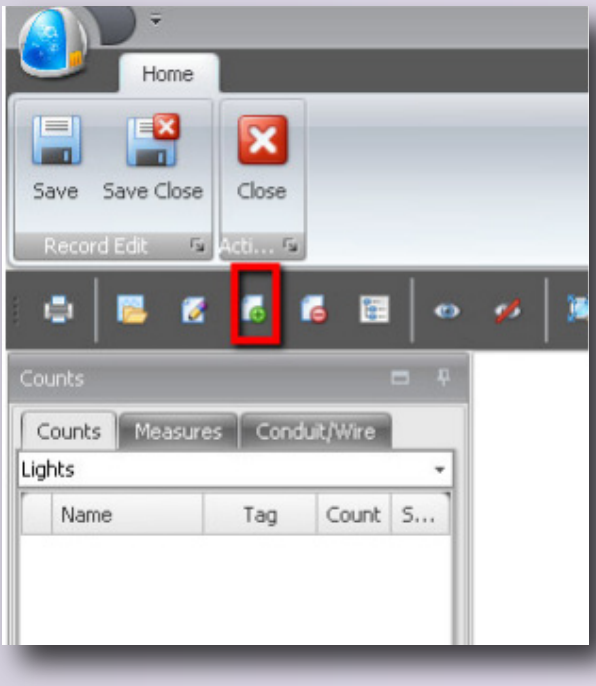
So far you have:

- [ ] Imported your drawings
- [ ] Named the Takeoff
- [ ] Selected a page of the drawings
- [ ] Selected a Group to work in.
- [ ] You are in Lighting and we are going to count your lights.

This is a great time to take a break, stretch your legs, get something to drink etc.

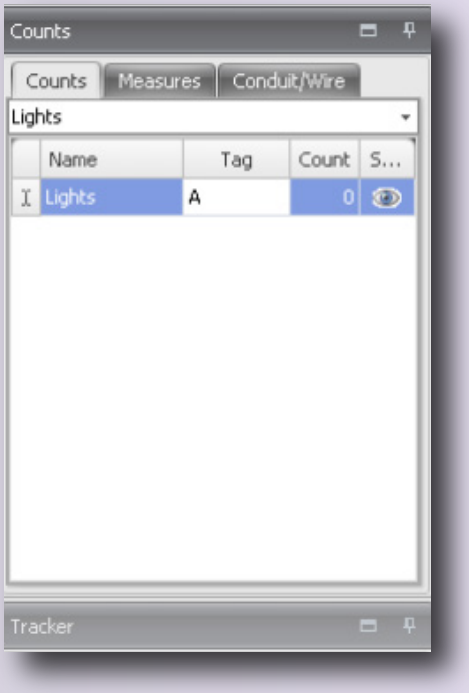
Starting your Takeoff

Now that you are ready to count select **"NEW"** to create a Tag.
The **"New Icon"** will be the White Paper Icon with the Green Plus as shown below.



Each time you select the "**New Icon**" it will create a new line to enter another Tag.

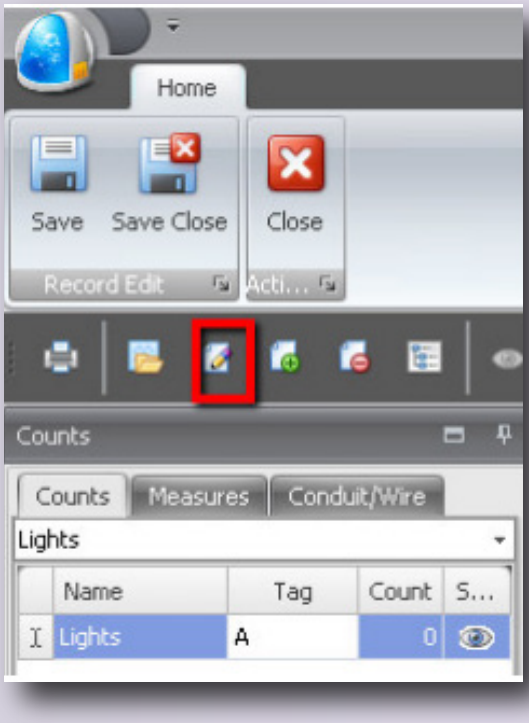
- Select the **“New Icon”** once and enter A for the Tag.
- Your results will look like the example below.



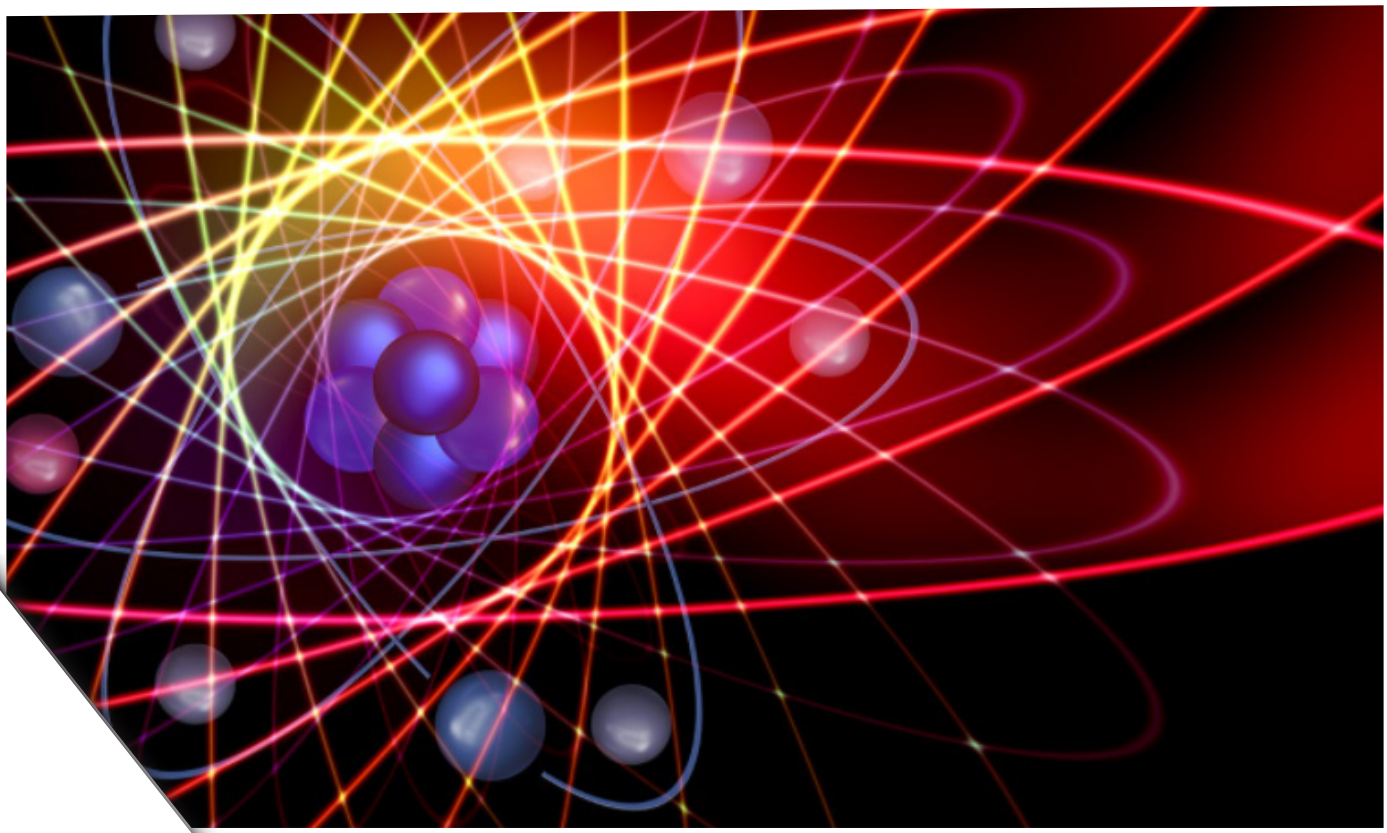
- What I like to do is find the Lighting Schedule and enter all of the lighting Tags at one time.
- Above we have created a Tag for an A light fixture.
- When it is blue as shown above it is ACTIVE.
- Whichever Tag is ACTIVE is where the counts will go when you start counting.

This step is Optional.

To assign attributes to a Tag select the **"Edit Icon"** as shown below.

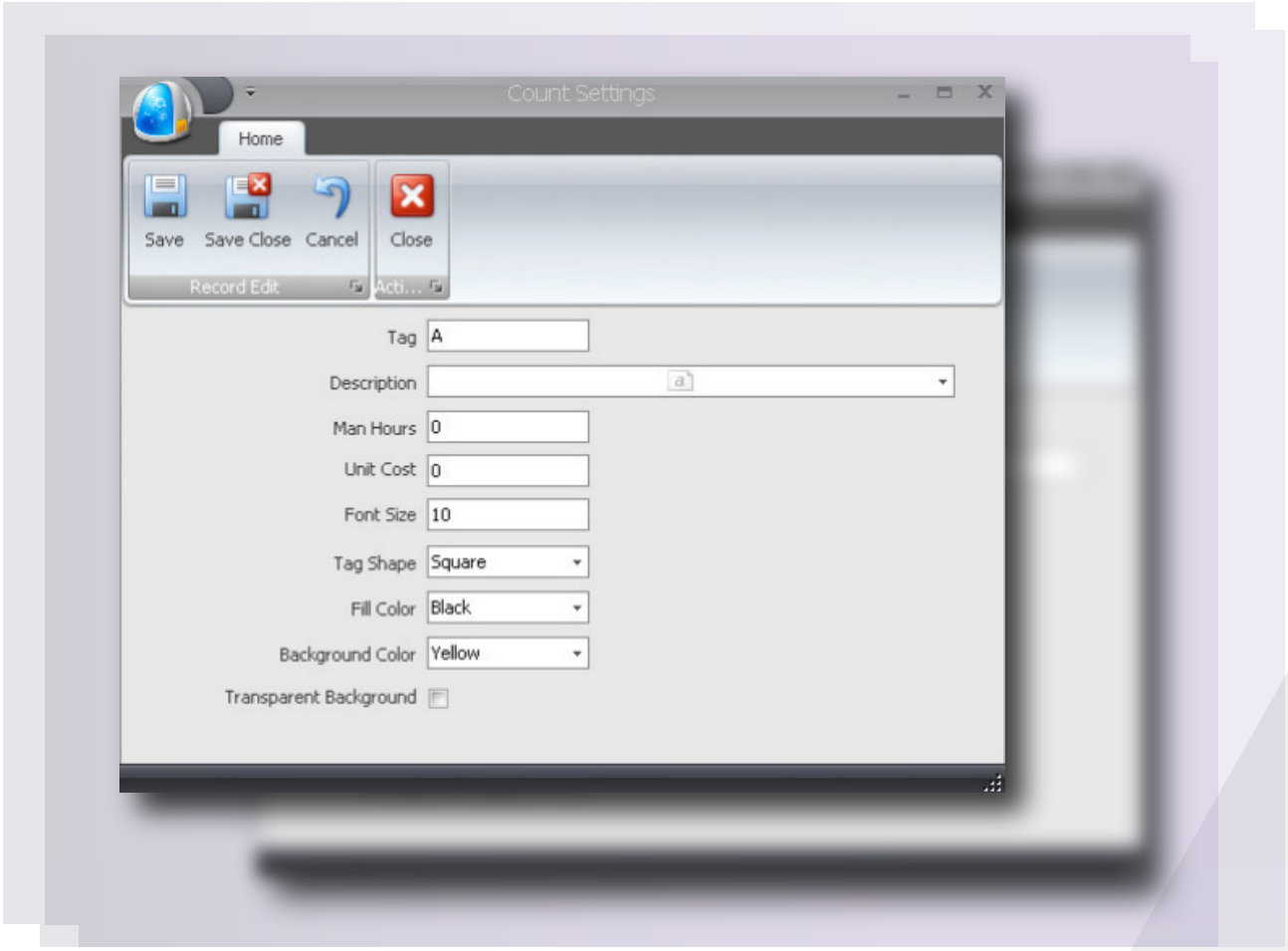


All the information that you have entered is working in the background.



NOTE

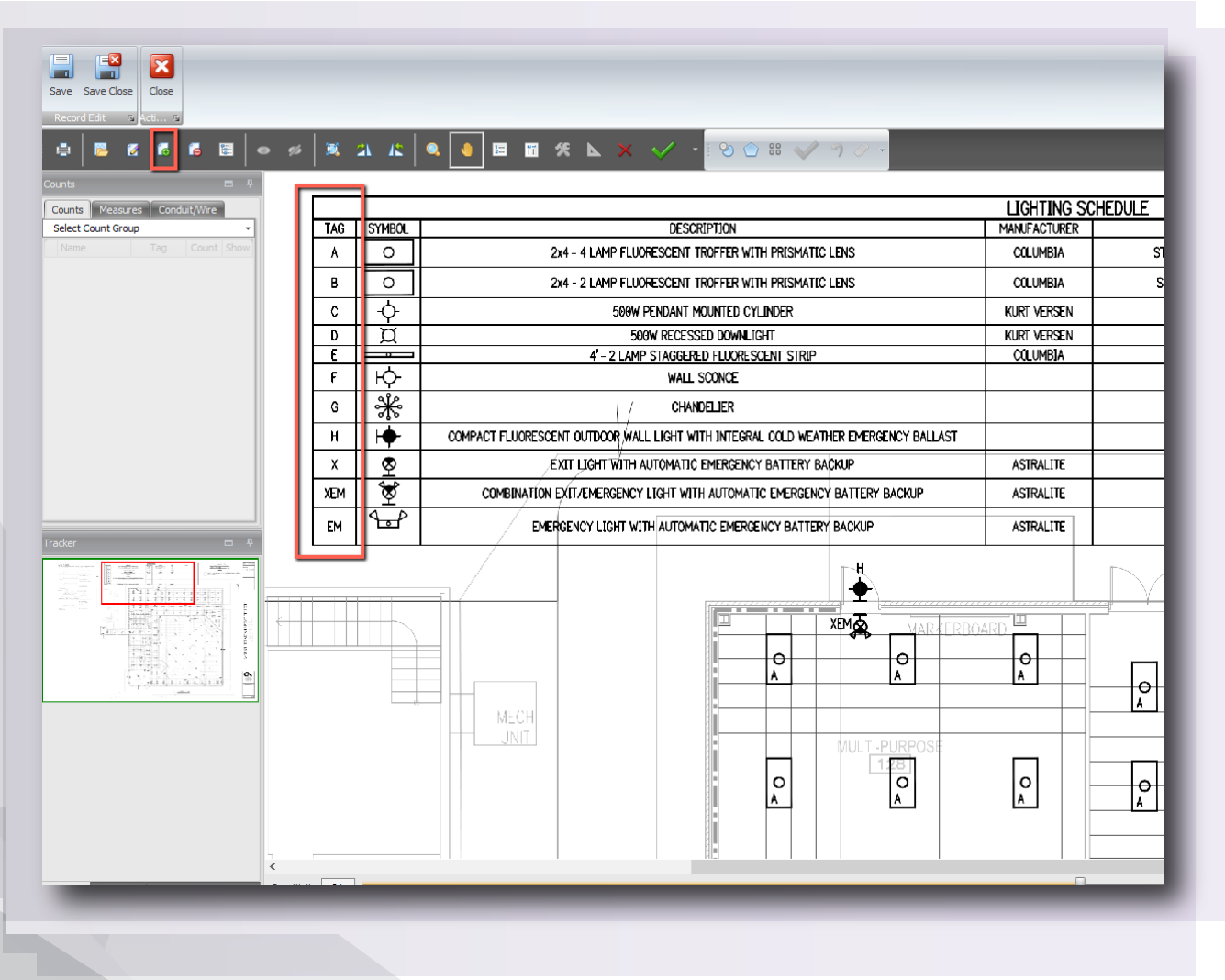
You can make the Tag more or less opaque in the Admin Panel.
You can change the color of the mark and by changing the Font Size you will make the mark larger or smaller. You can make the mark round or square as well.
Select Save and Close when you are finished with your changes.



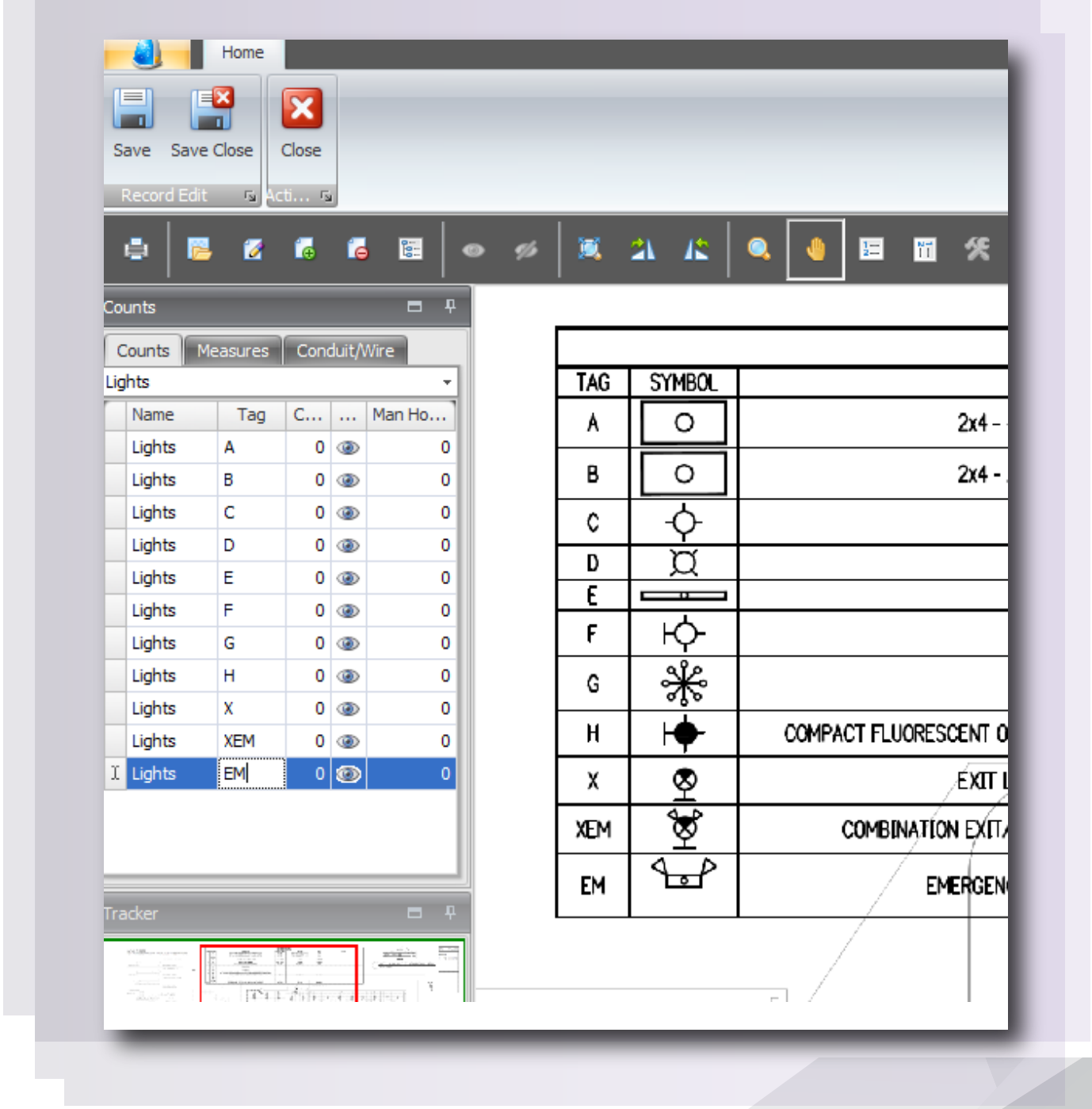
Counting

Suggestion:

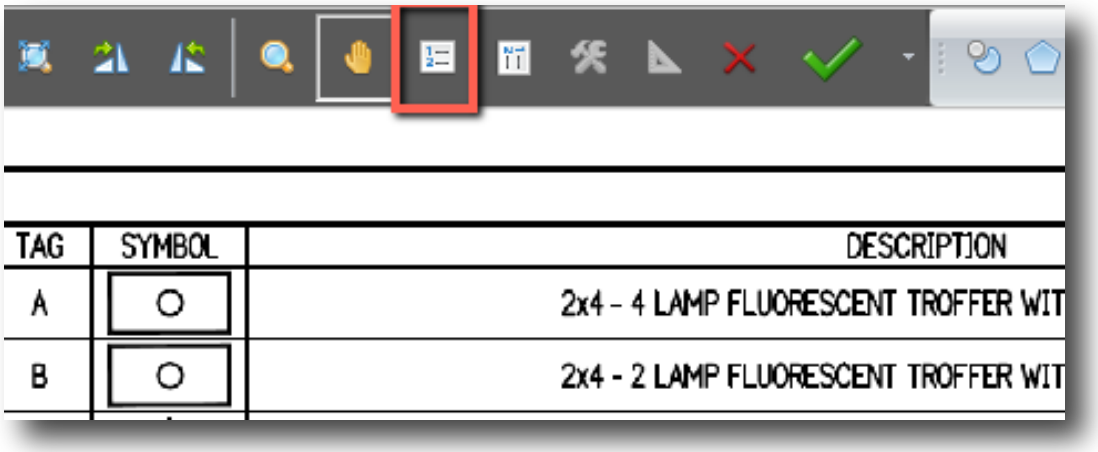
- [ ] Locate the Lighting Schedule
- [ ] Count how many different Lighting Tags will be on the project.
- [ ] Select the New Icon that many times and then enter your Tags
- [ ] In this example select the New Icon (11) times.



Your screen should match the screen below.



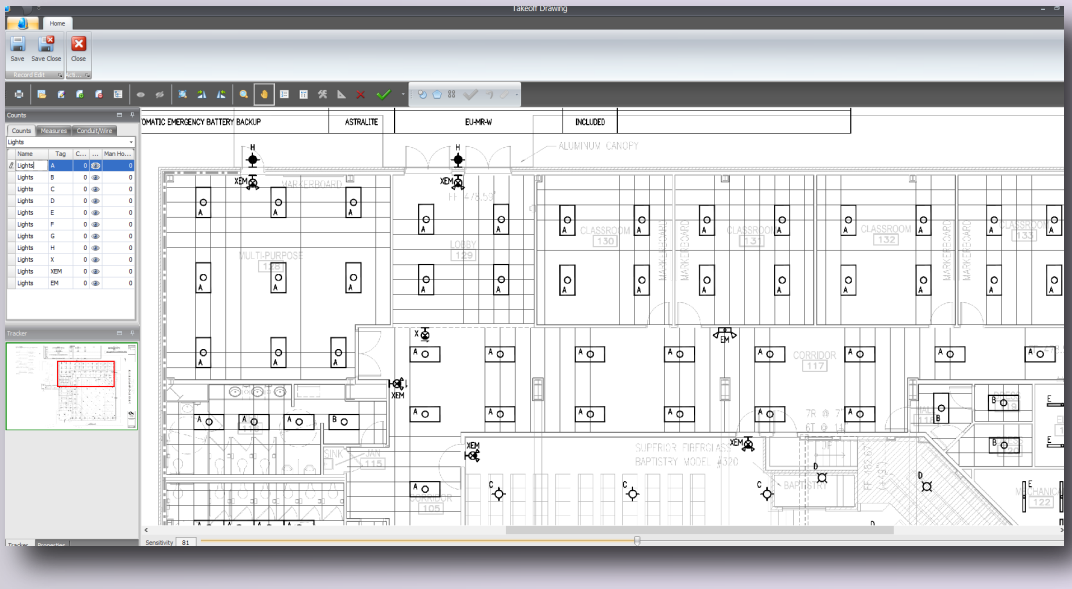
Next select the Count Icon



TAG	SYMBOL	DESCRIPTION
A		2x4 - 4 LAMP FLUORESCENT TROFFER WIT
B		2x4 - 2 LAMP FLUORESCENT TROFFER WIT

You are ready to start counting.

- Select the Tag to count and when active it will be blue.
- Each time you left click the mouse on a light it will leave a mark.
- Activate the A Tag and count on a few A fixtures so you get the feel of how this works.
- Note: By right clicking you will rotate the mark.
- Enlarge the plan so you have a comfortable view as shown below

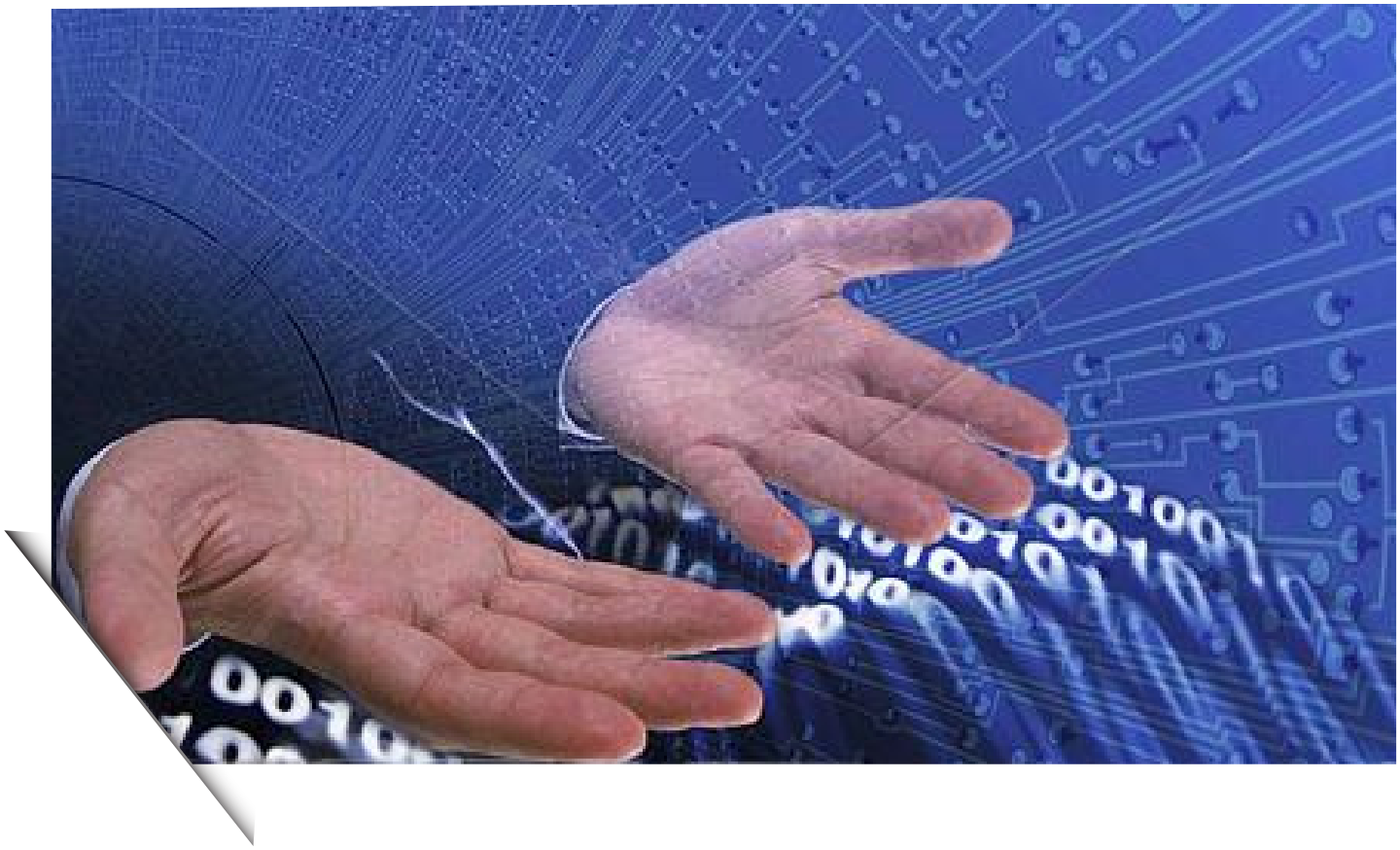


Count all of the A fixtures in your view as shown below.

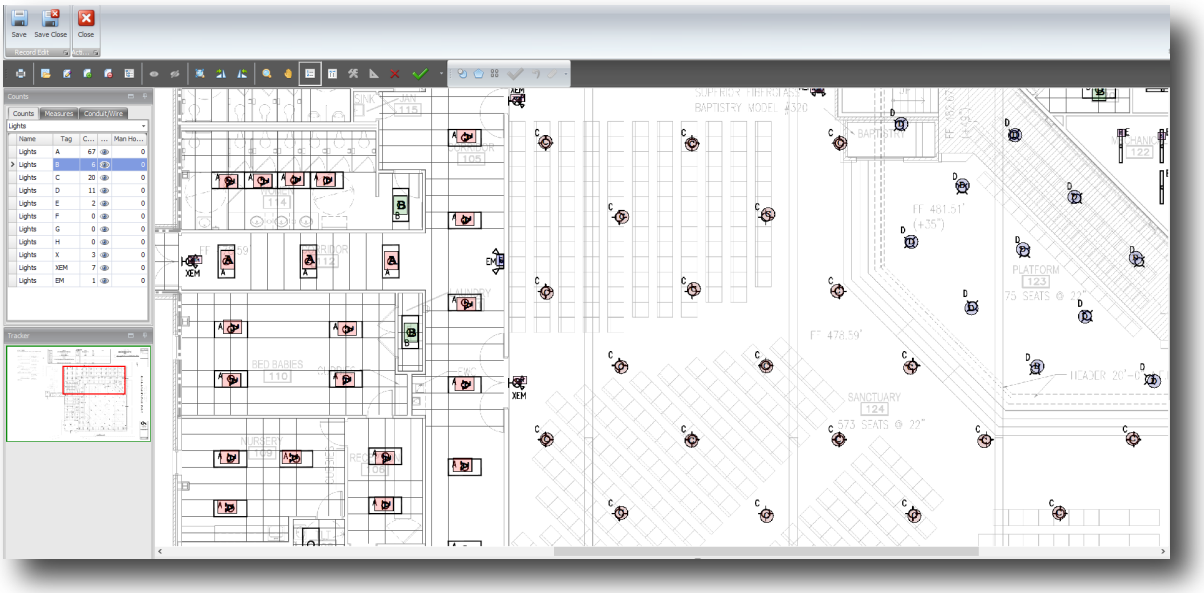
- Next count the rest of the fixtures in this view.
- Select B and count the B fixtures then C etc.
- When finished move to the next view.

Keep moving from Top left of the drawing down until all fixtures have been counted.

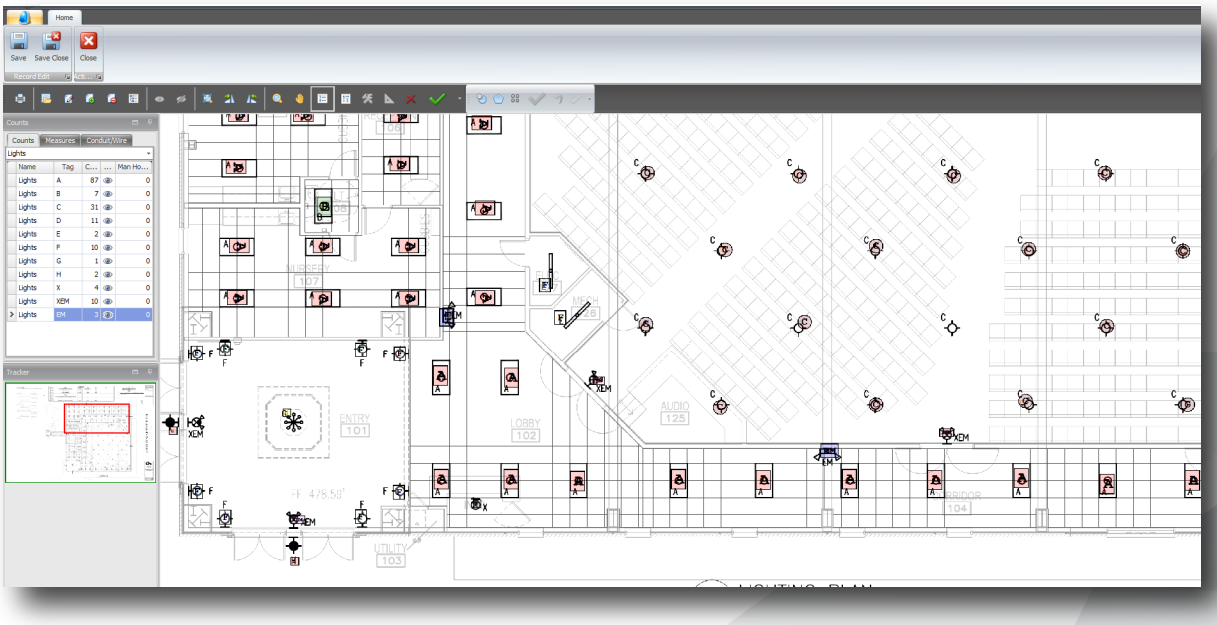
No more writing endless list of material. Let the software do the work for you.

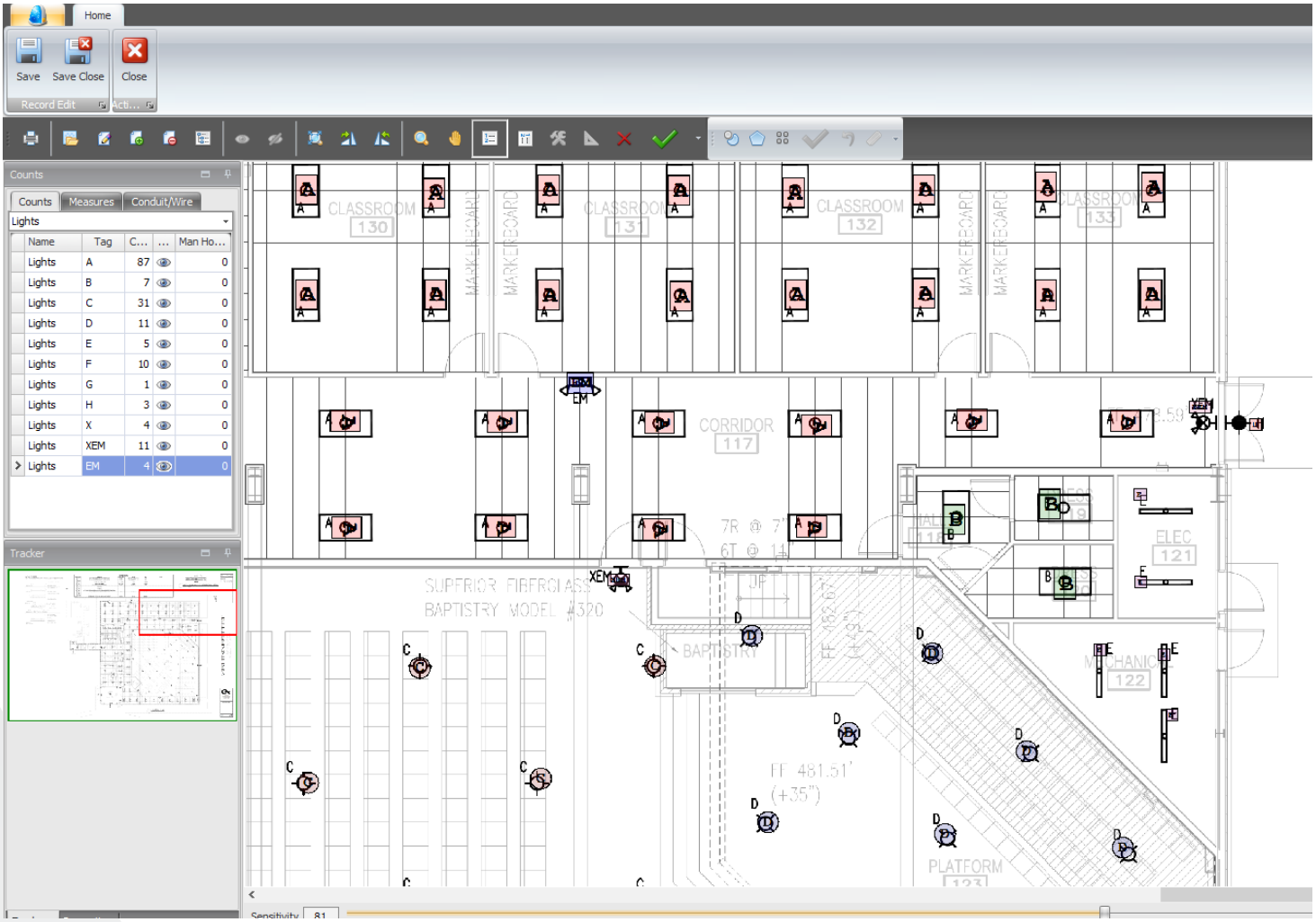


Second view



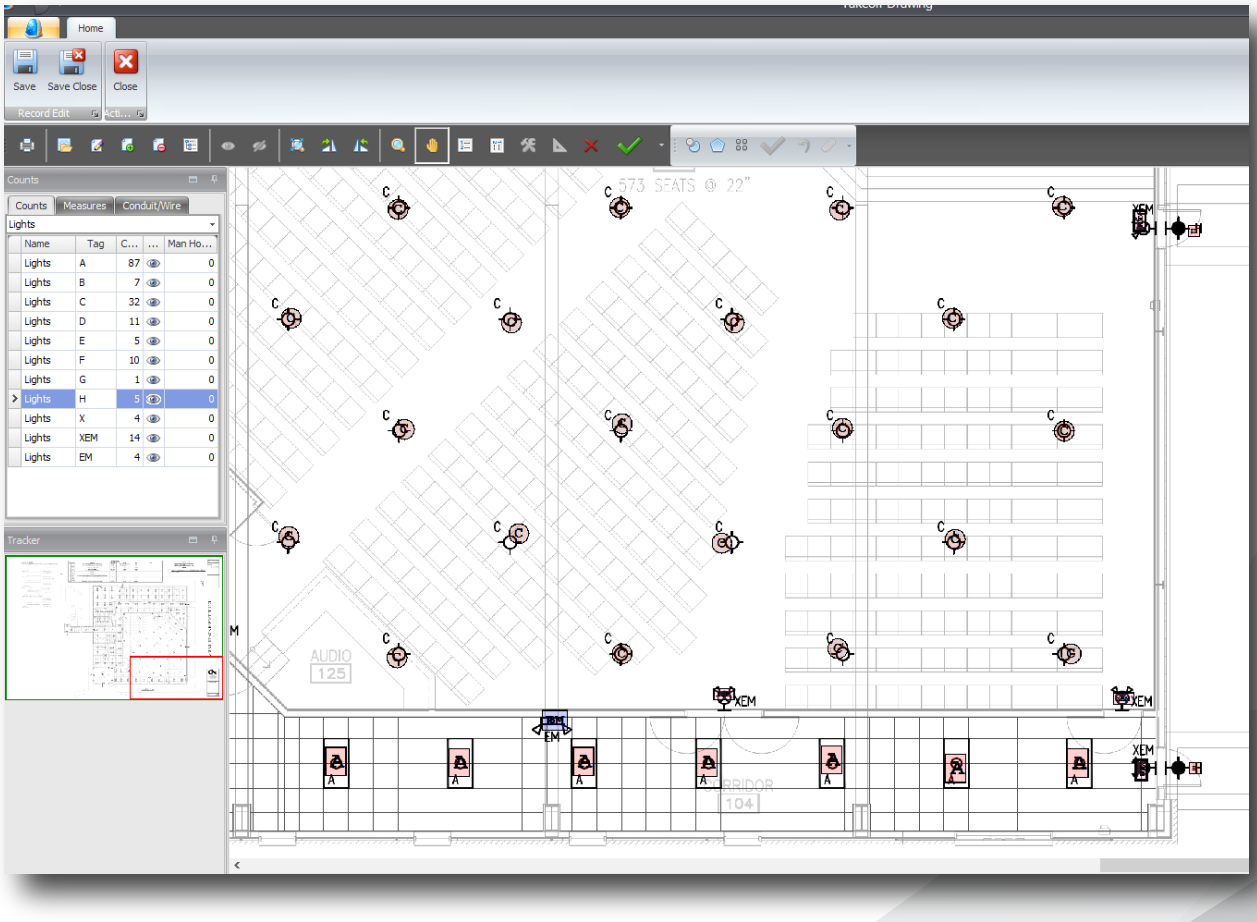
This is the 3rd and last view. Now move your view to the right.





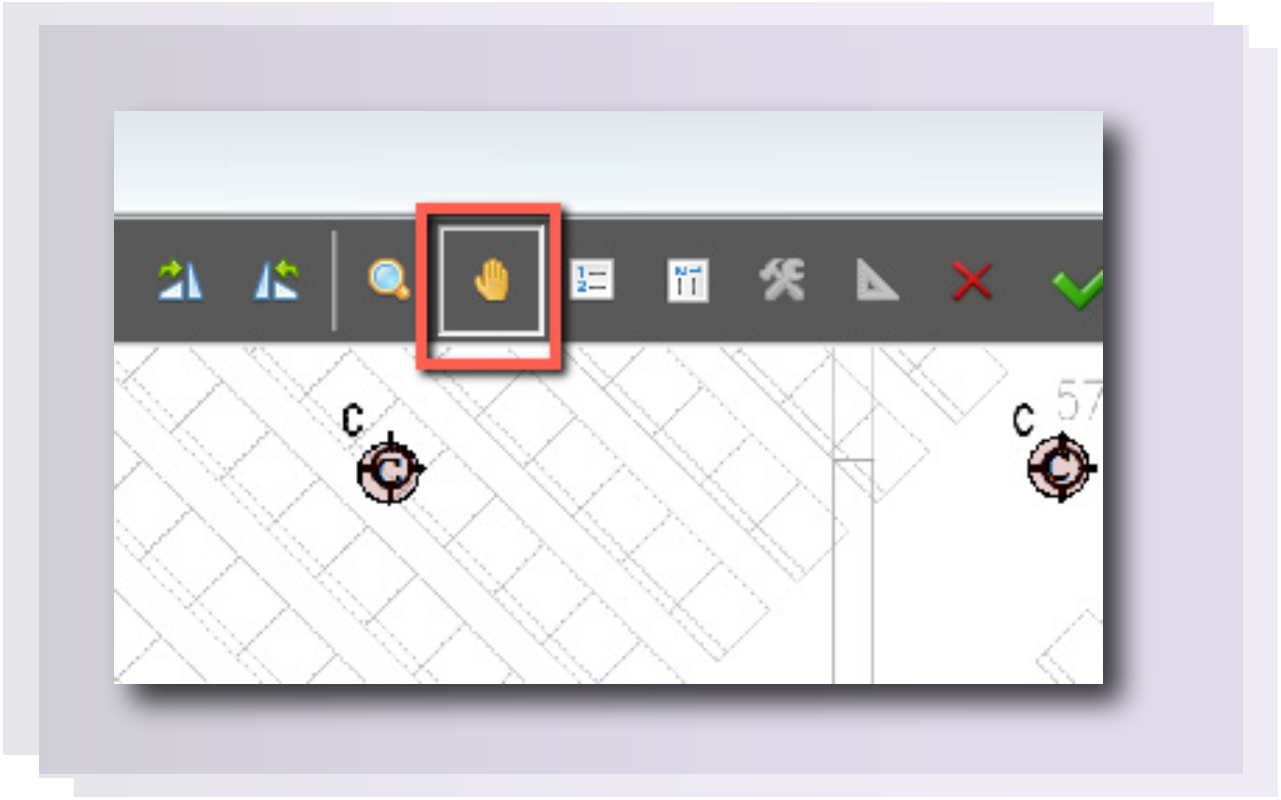
Select the working view that looks good to you.

Now move down to the next view

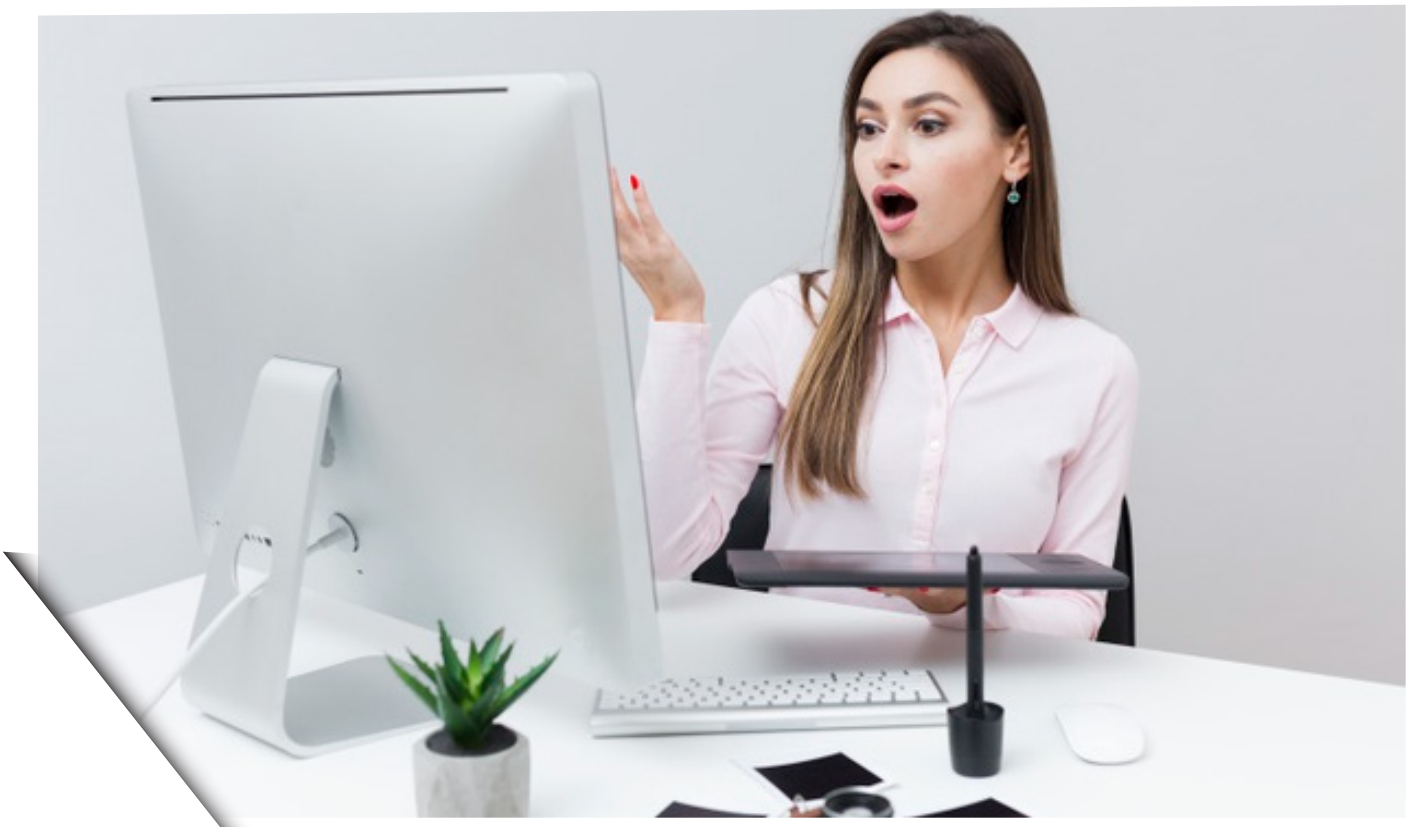


All of the lights have been counted. You may use different views, font sizes or colors.
The idea is to count all of the light fixtures.

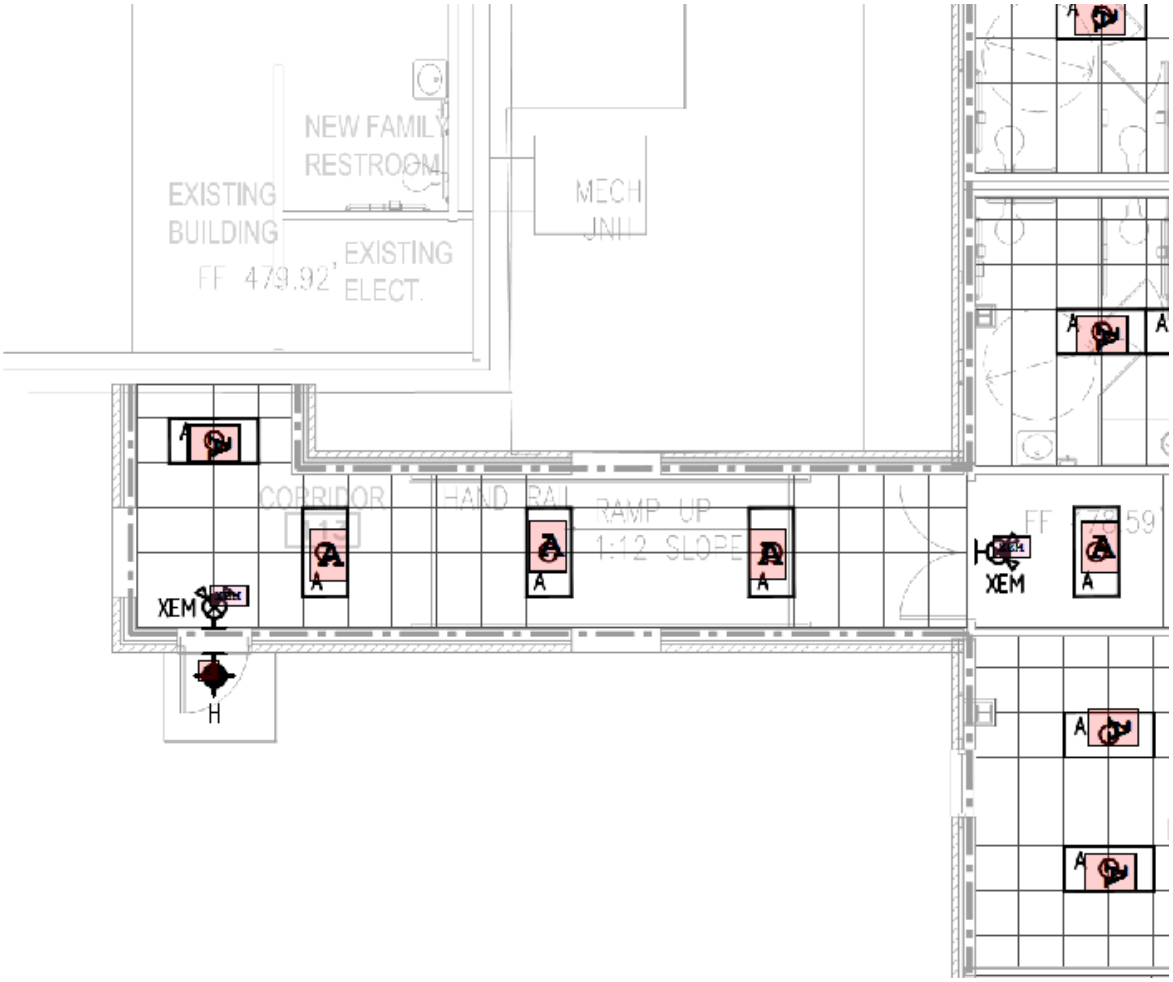
Select the Hand (Pan) and move around the drawing to make sure everything is counted.



I see you get just how easy it is once you grasp it.



As I was panning I noticed that I had not counted this part of the drawings



The beauty of On-Screen counting is - It is easy to see if it is counted or not.

If it is colored it is counted. Distractions are no longer disastrous.

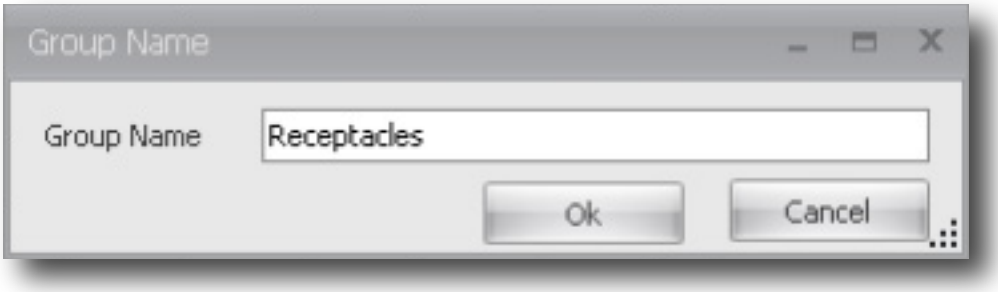
These steps will become easier and easier each time you open the software.

- Note: I count lighting controls just as if they were lights because they will be priced in the lighting package,

- You would normally move to New Assembly Group and select Receptacles, create your Tags, and count your Receptacles in the same way.

- To move from Lights to Receptacles select the New Assembly / Group icon

- From the drop down select Receptacles

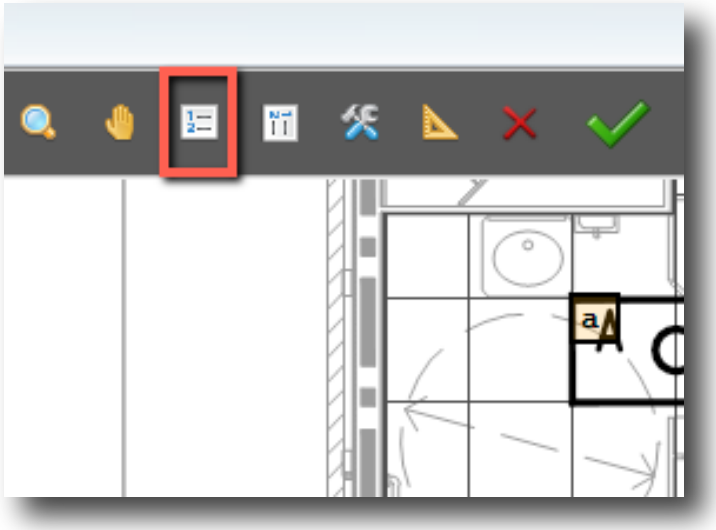


- Enter Receptacles in the Group Name and select OK
- To start counting Receptacles as always select New as shown below

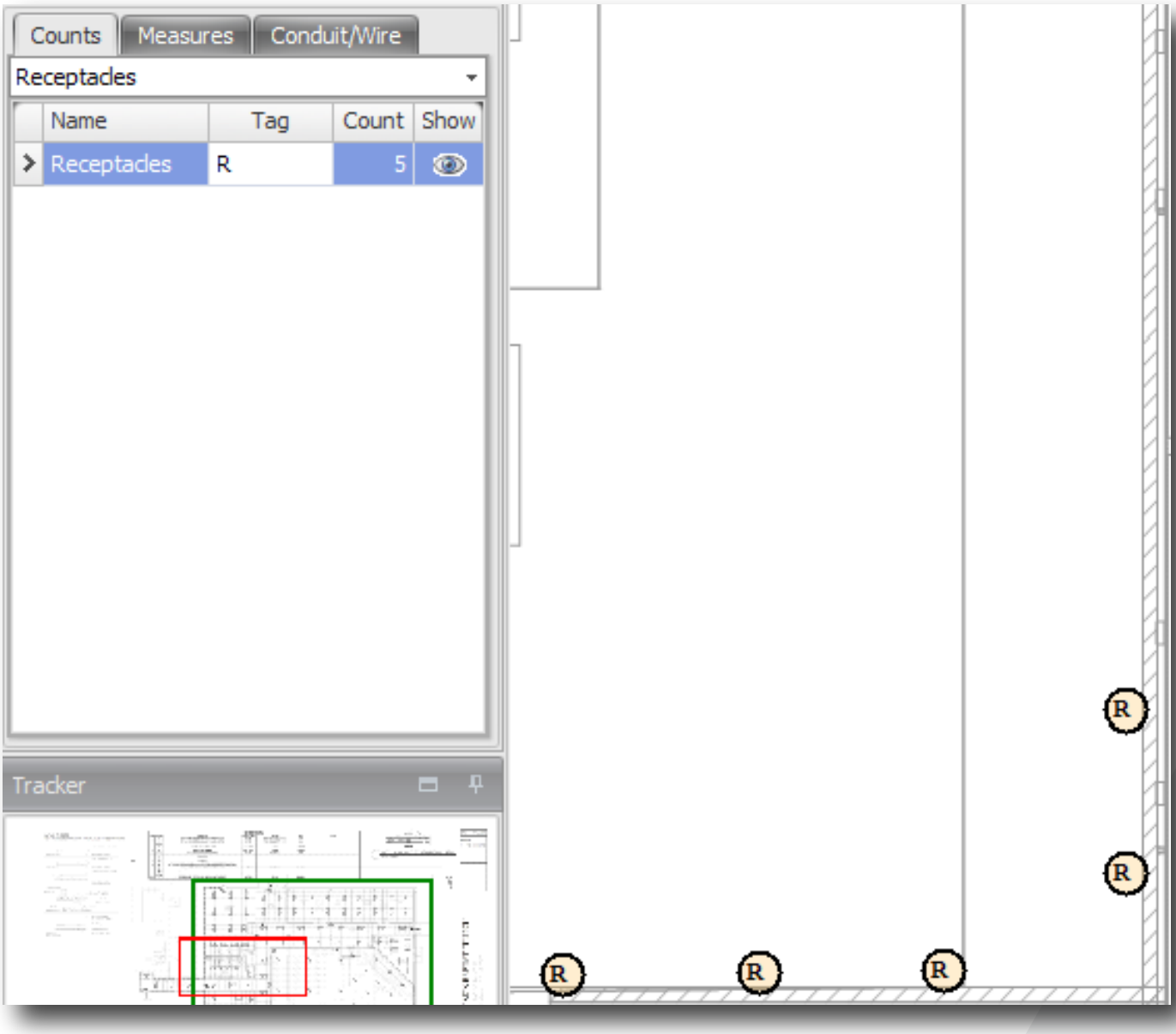
Just like with the lights each time you select “New” a new line will appear to add new Tags.

- Add Tag description. In the example below we have used R.

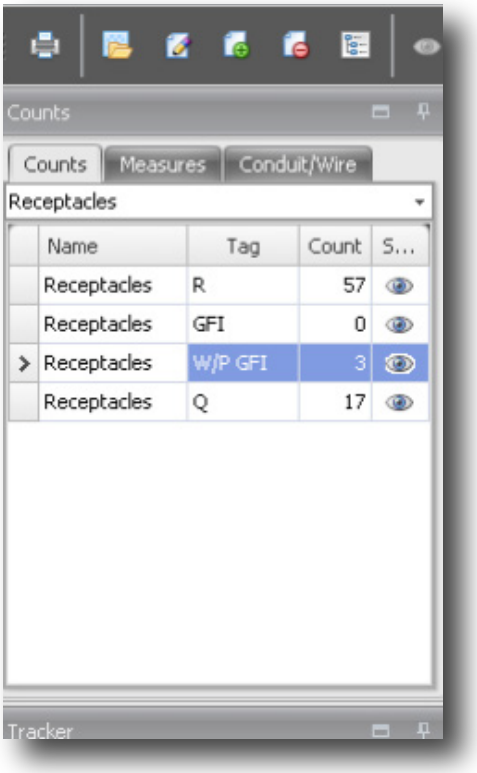
- Start manually counting your receptacles by selecting the “Count Icon 1-2 “



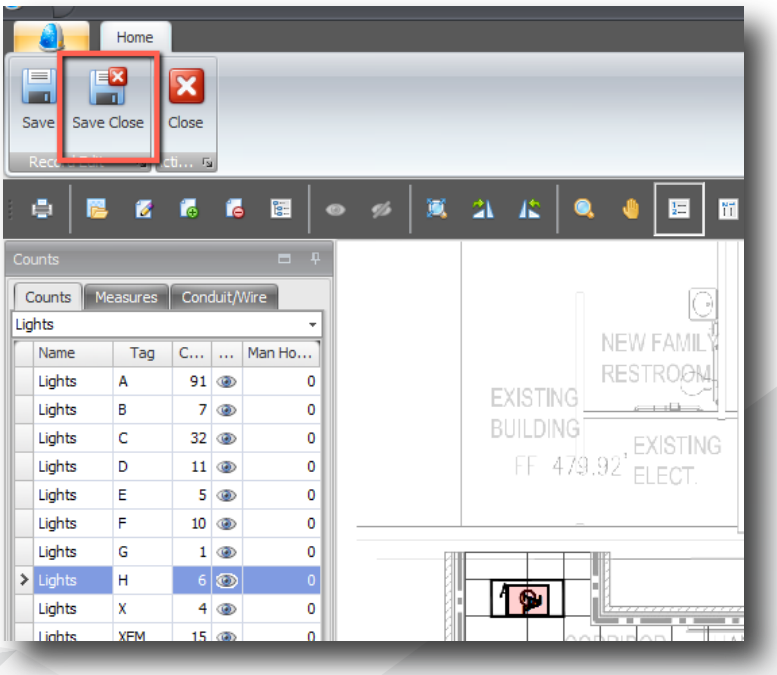
- With the R selected each time you click on the drawing it will leave a R .


Counts
Measures
Conduit/Wire
Receptacles
Name
Tag
Count
Show
Receptacles
R
5
Tracker
R
R
R
R
R

- Shown below are sample counts for the R-GFI-WP/GFI-and Q receptacles.



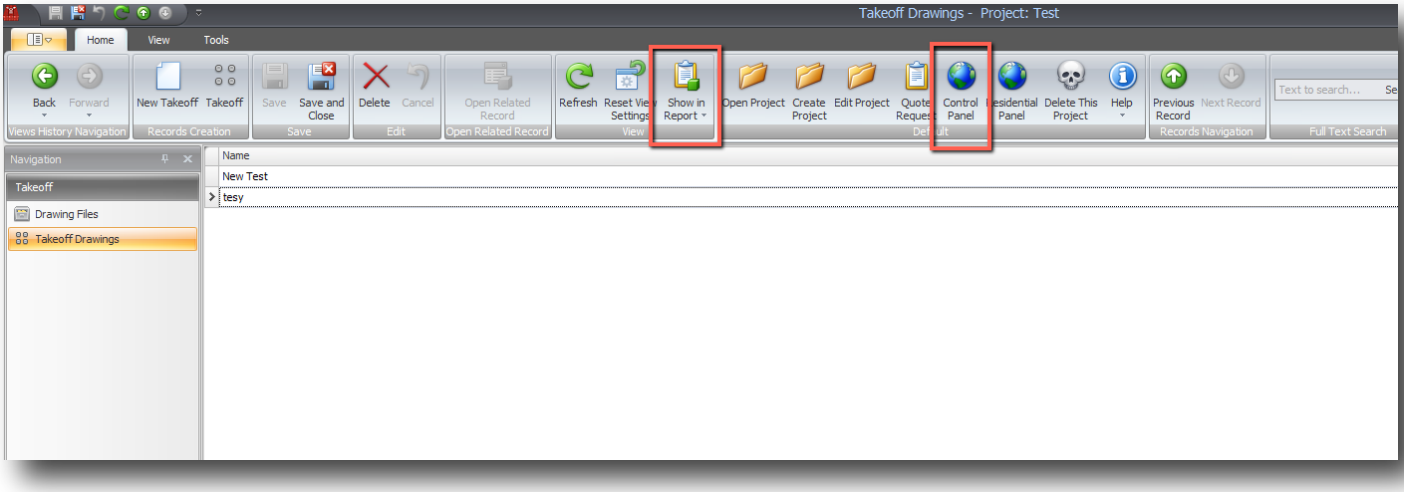
- Continue to create new groups as needed.
- Count all of the items that you choose to count.
- When you are finished counting select **"Save and Close"**



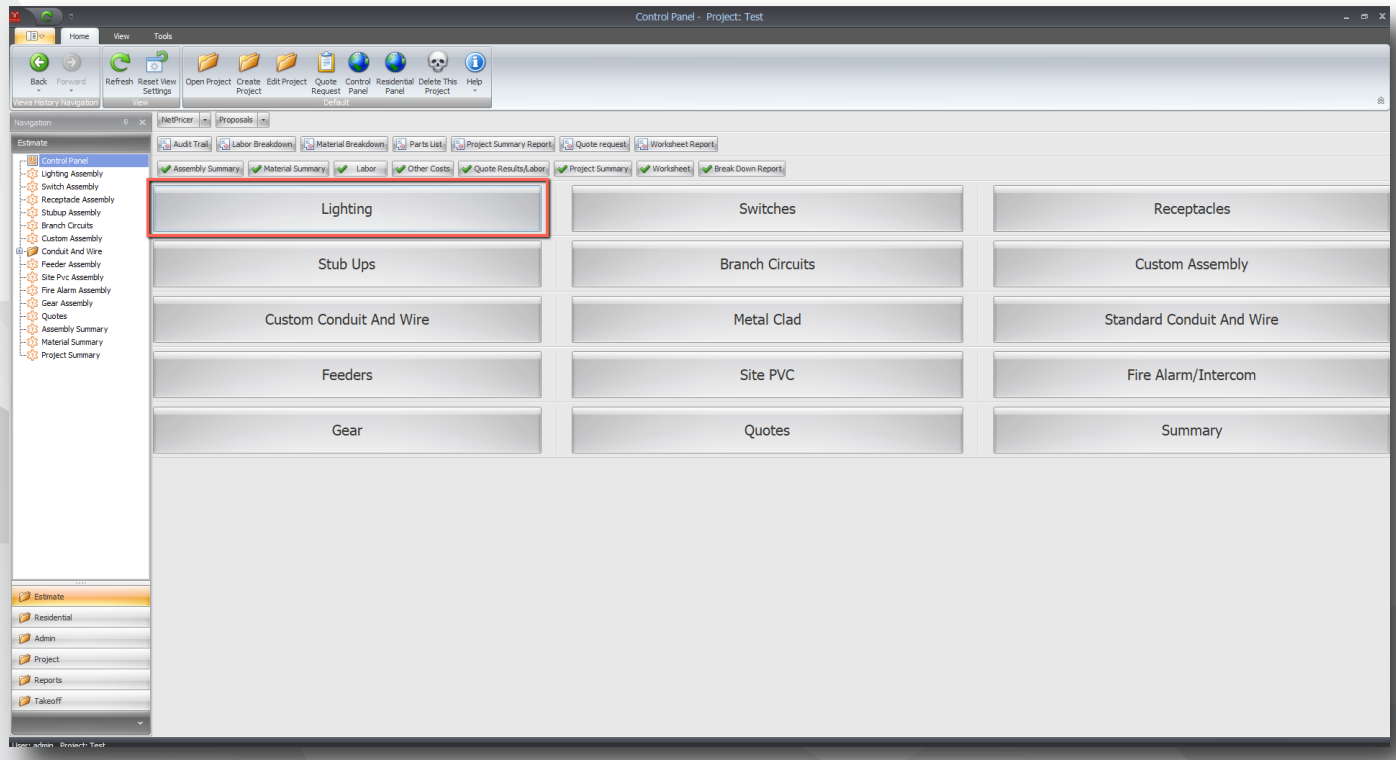
You have now reached your second mild stone.

- It is time to turn your Takeoff into an Estimate.

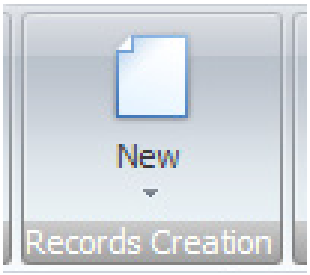
- After you select Save and Close you can review your Counts and Measurements by selecting “Show in Reports” or select the “Control Panel” to continue



- Once back to the **“Control Panel”** select **“Lighting”**



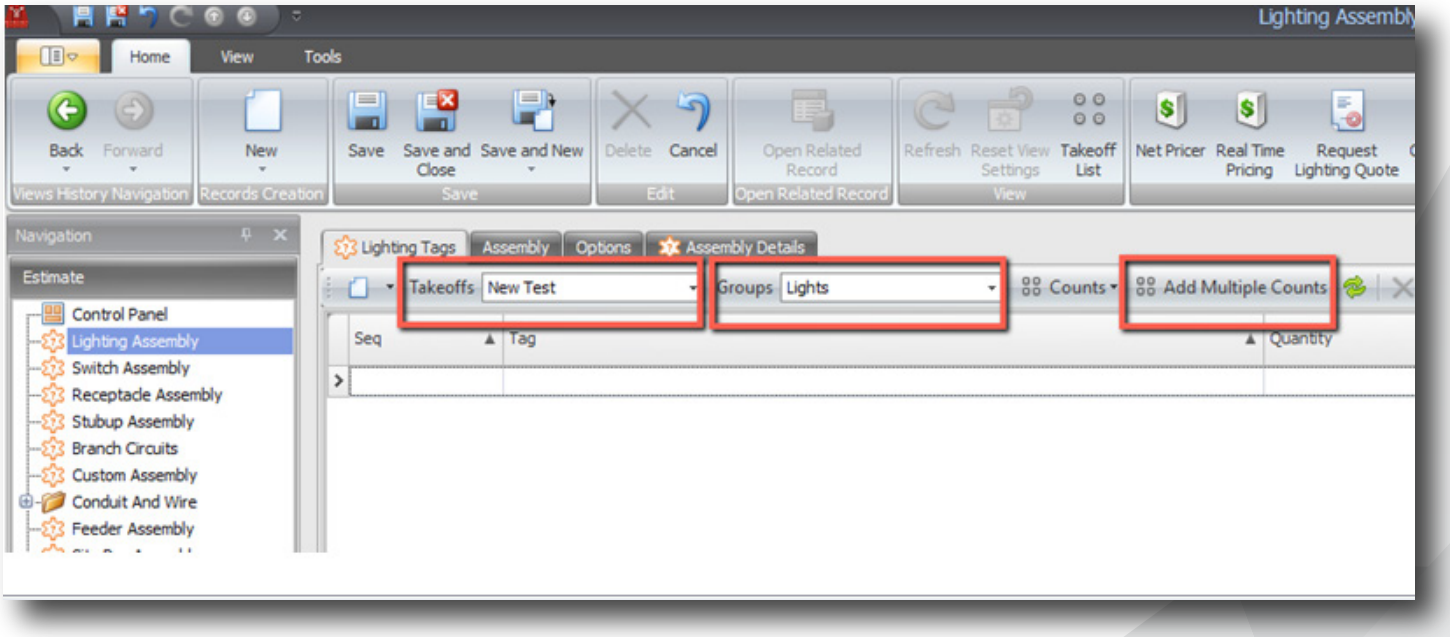
Select "New"



- Below you will see the Takeoff name, the Group name, and add multiple counts.

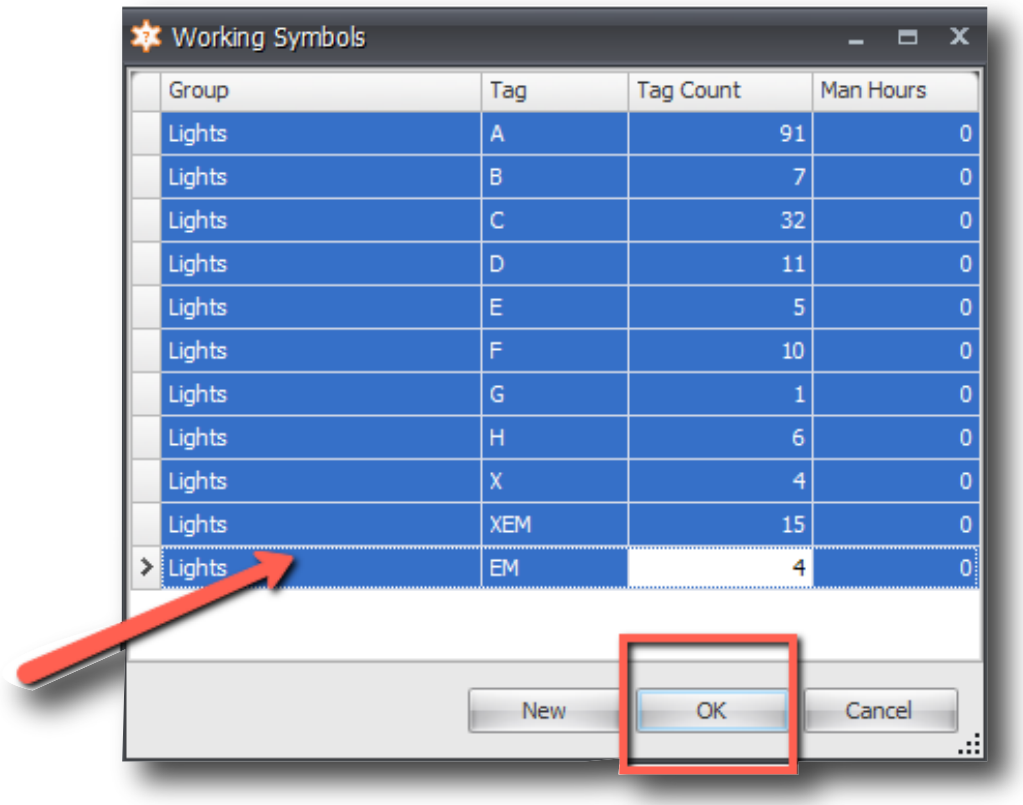
- We want to enter our lights so the Group name will stay Lights. If we wanted to see Receptacles we would change the Group name.

- Select Add "Multiple Counts"

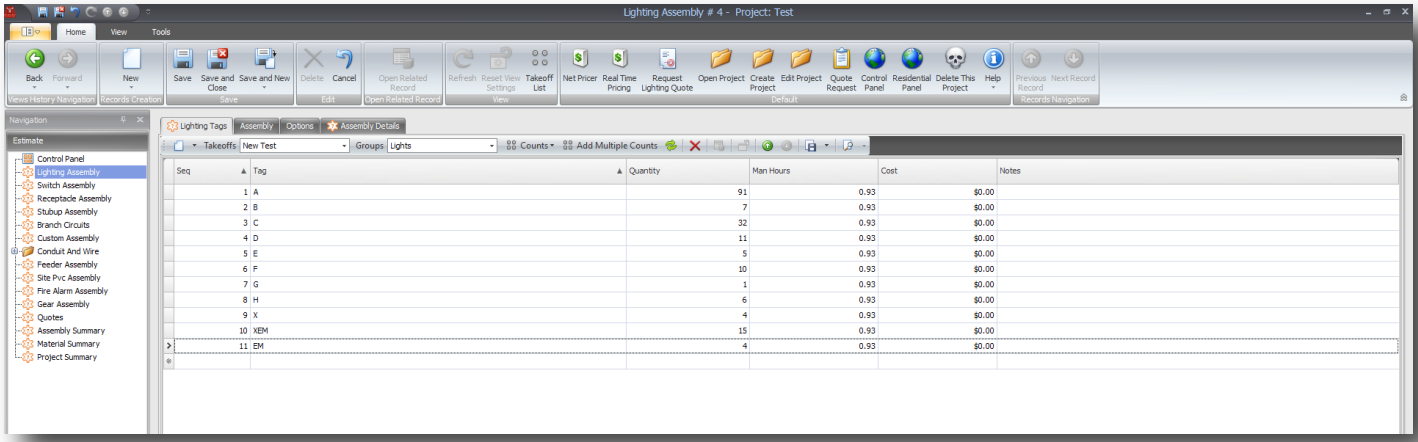


Add multiple counts at one time.

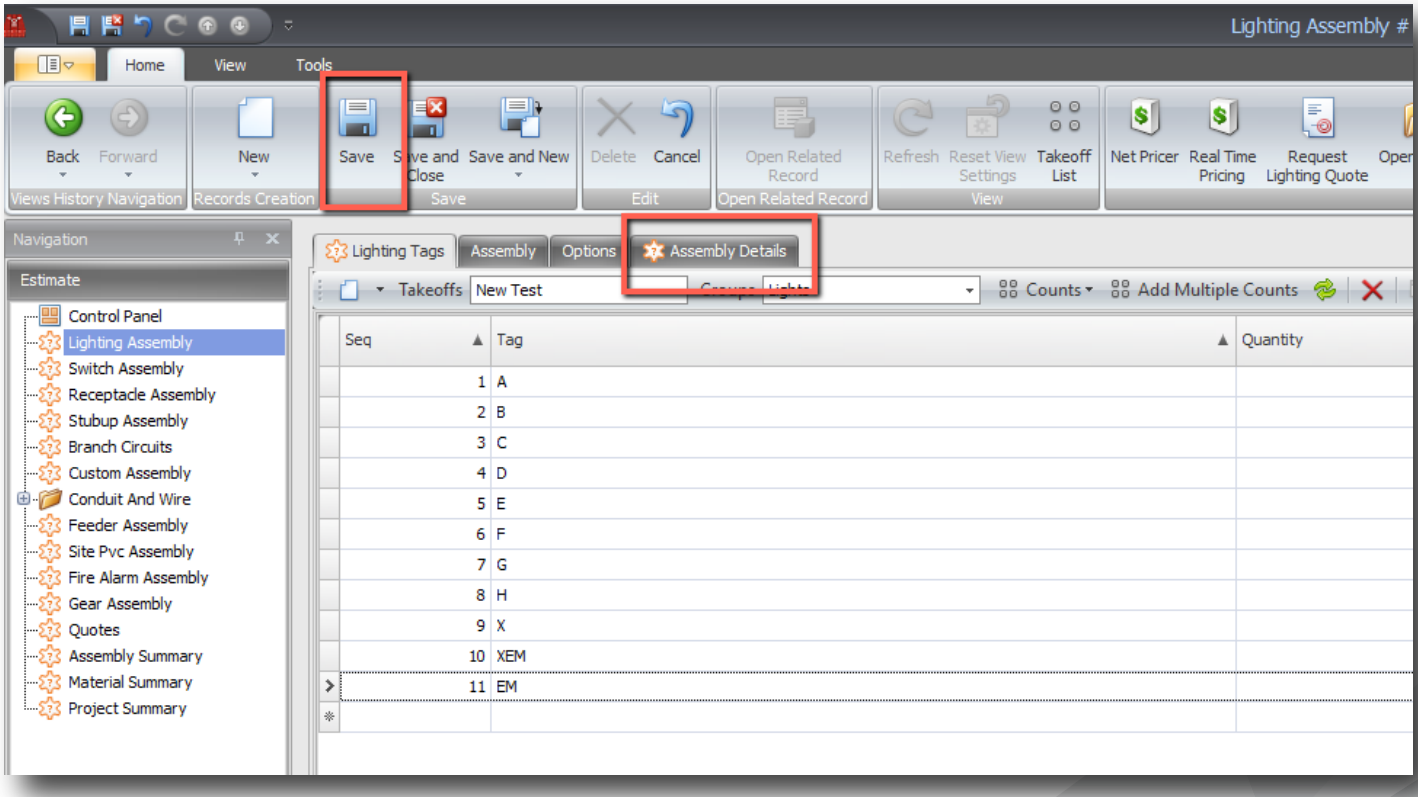
- Hold down the shift key and select the last line.
- This will highlight the entire list and they will turn blue as shown below.
- Select OK



You have entered all of your lights.



Now select “Save” then “Assembly Details” to see the results

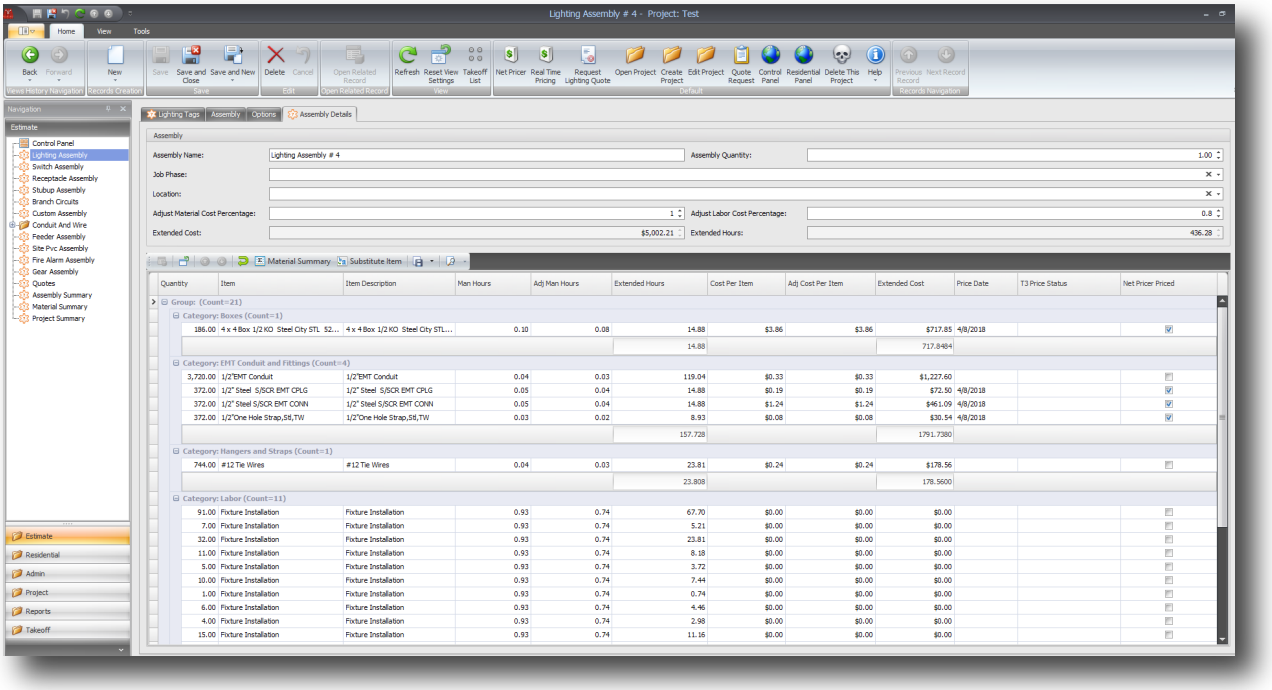


See the results below.

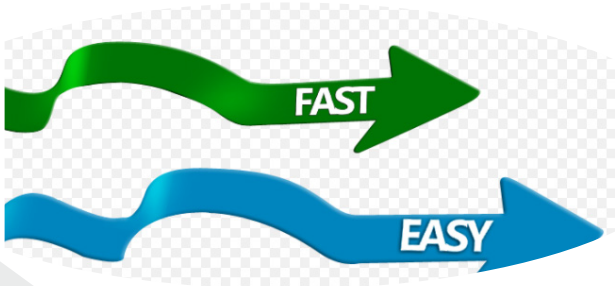
You have just finished entering your Lights.

Everything is included.

- Labor to install the lights
- Boxes
- Covers
- Raceways
- Couplings
- Connectors
- Straps
- Conductors
- Seismic ties
- Even screws



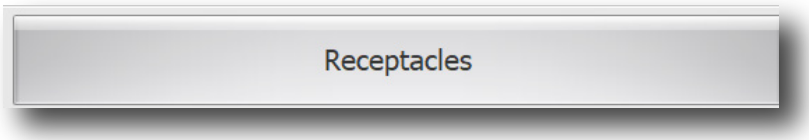
Nothing is easier and faster.



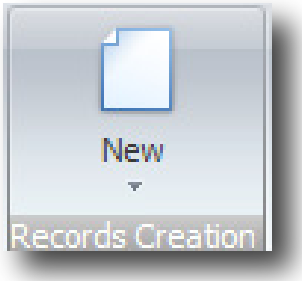
Everything works with the same steps.

Move to Receptacles.

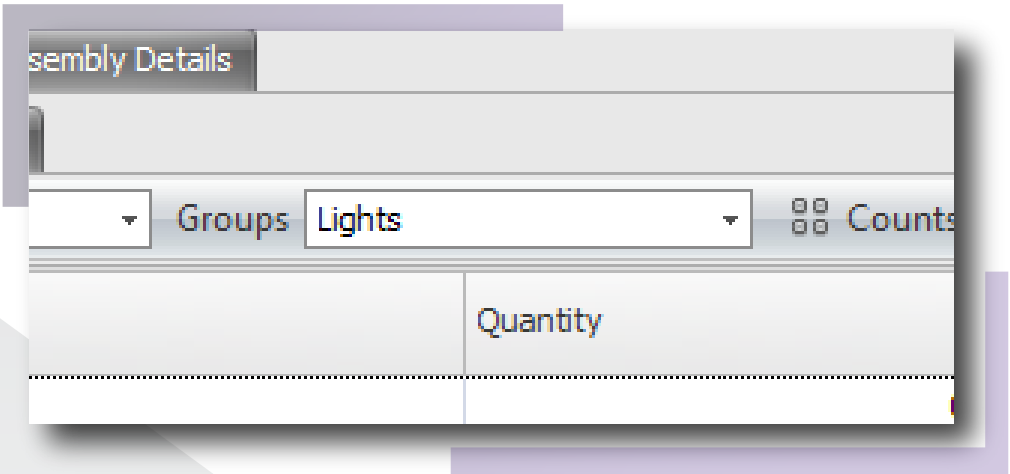
Select the “**Receptacle**” button



Select **“New”**

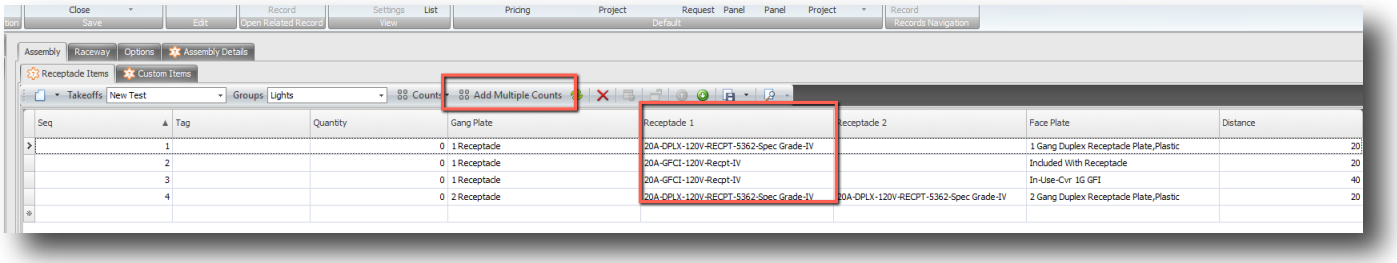


Change the Group name from Lights to Receptacles.

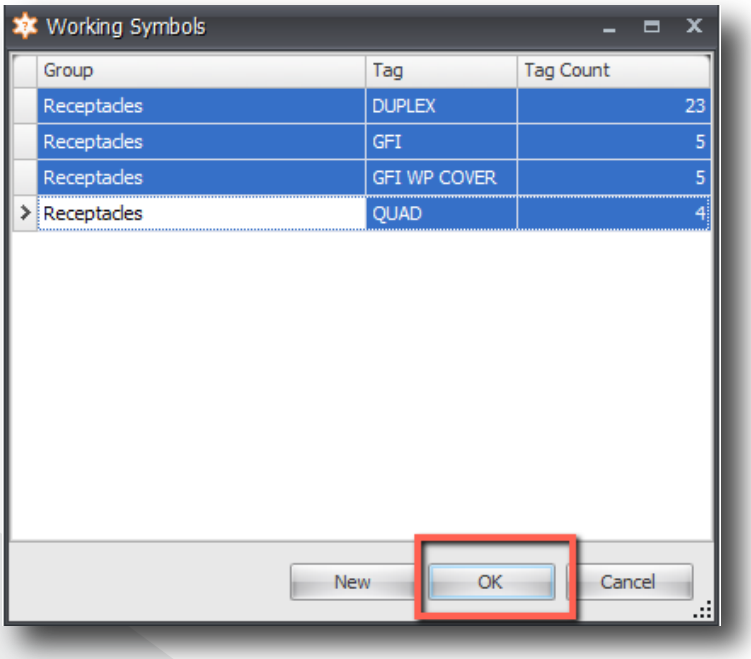


If you have created your Tags in the same order as the receptacles in the estimate

then you can enter them in the same manner as you did the Lights.
Select **"Add Multiple counts"**



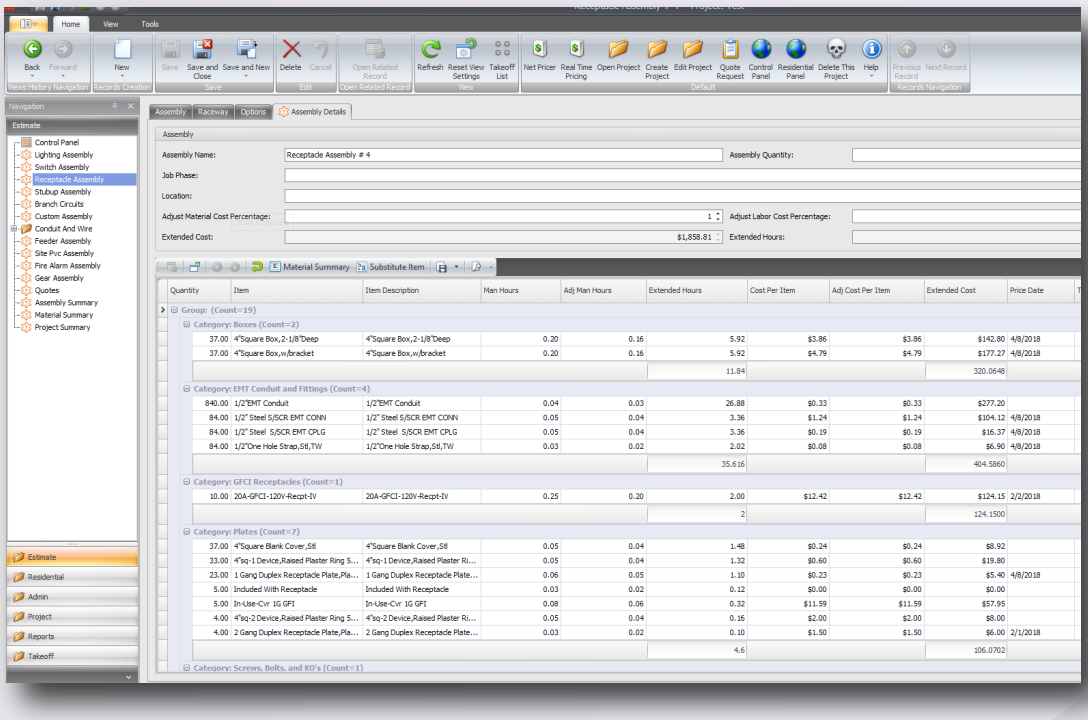
- Highlight all of your Receptacles and select OK.
- You have now entered your Receptacles.
- Be sure you have entered them in the correct spot.
- You may elect to add more Receptacles in your default selections just takeoff the devices in the same order as listed to use this method.



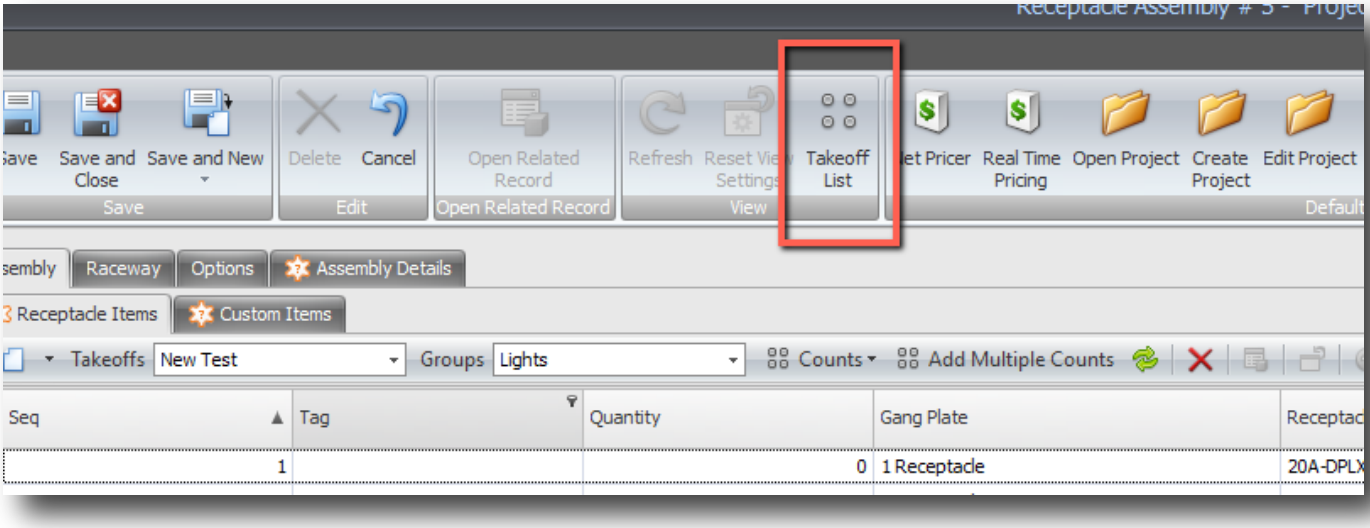
Select OK>Save>Assembly Details to see your results.

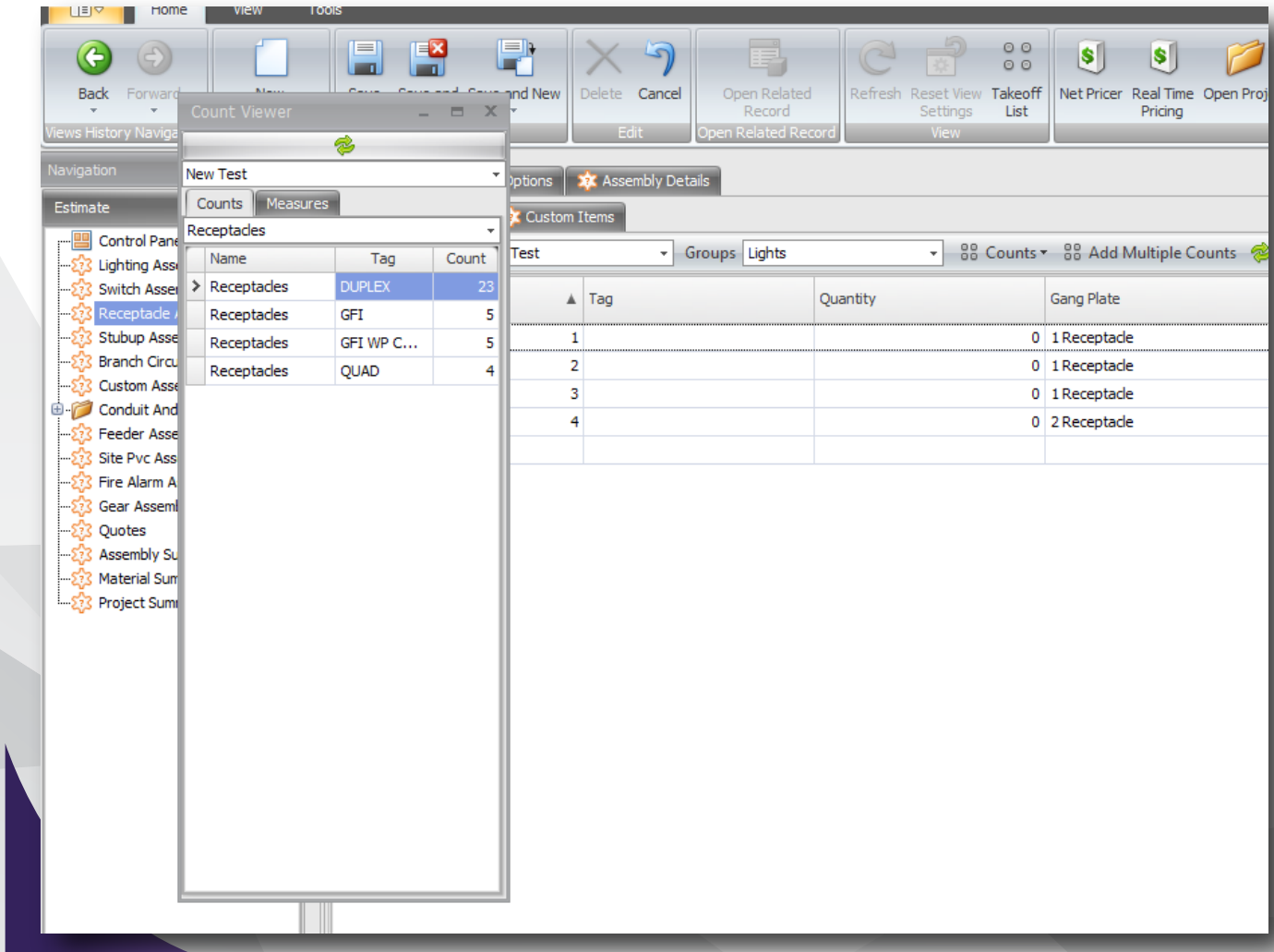
This gives you:

- Device
- Plate
- Box/Bracket
- Box/Cover
- Wirenuts
- Grounding Stinger
- Plaster Ring
- Raceways
- Couplings
- Connectors
- Straps
- Conductors



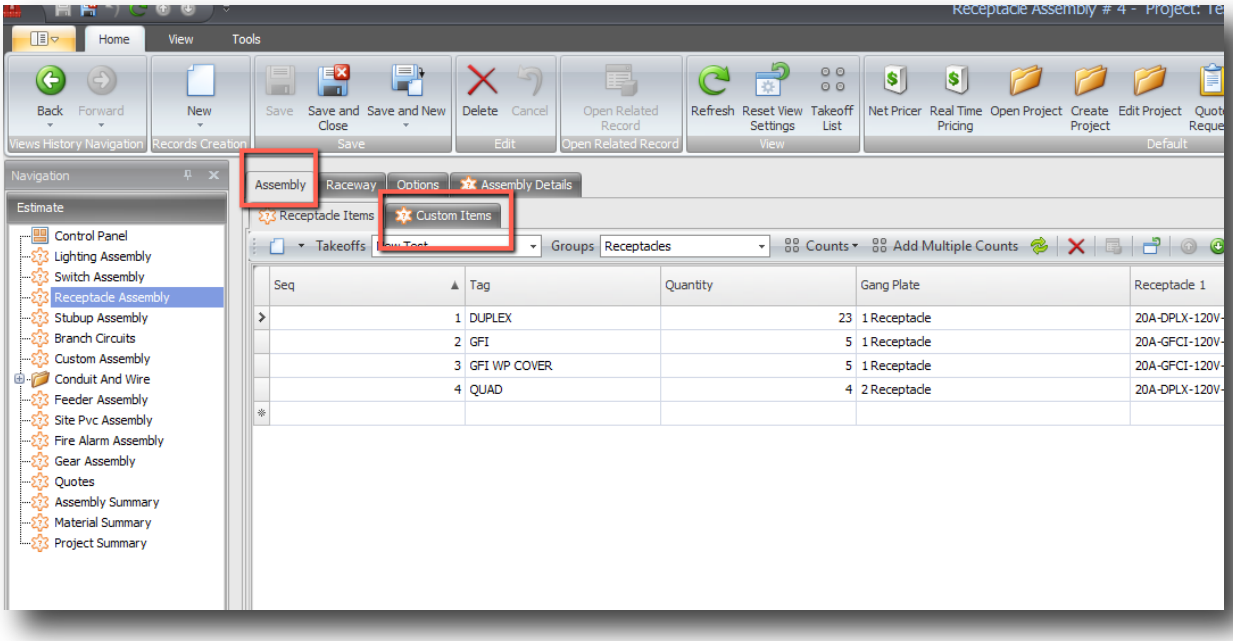
Note: You may also open the Takeoff List to Manually Enter your results.



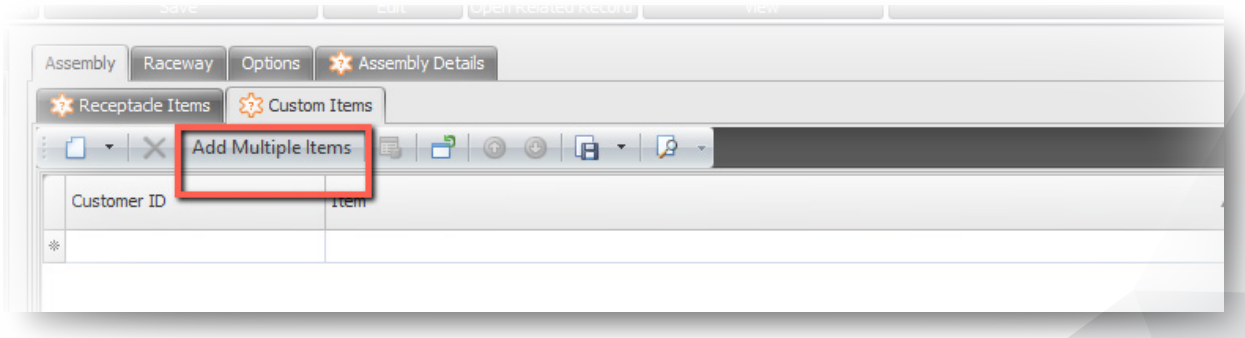


You can always open up the Database to bring in extra items.

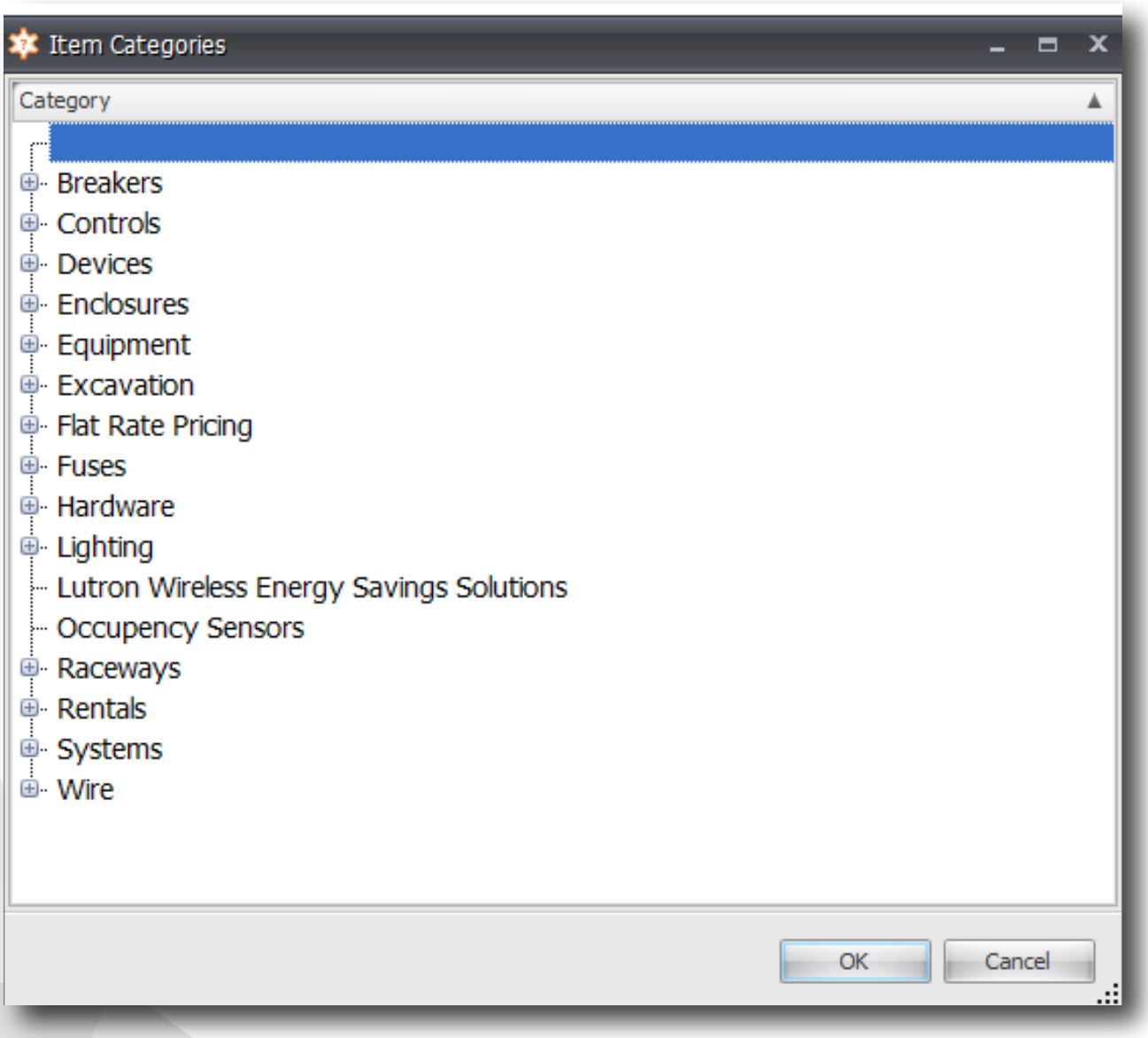
From the "**Assembly**" you can select **"Custom Items"**



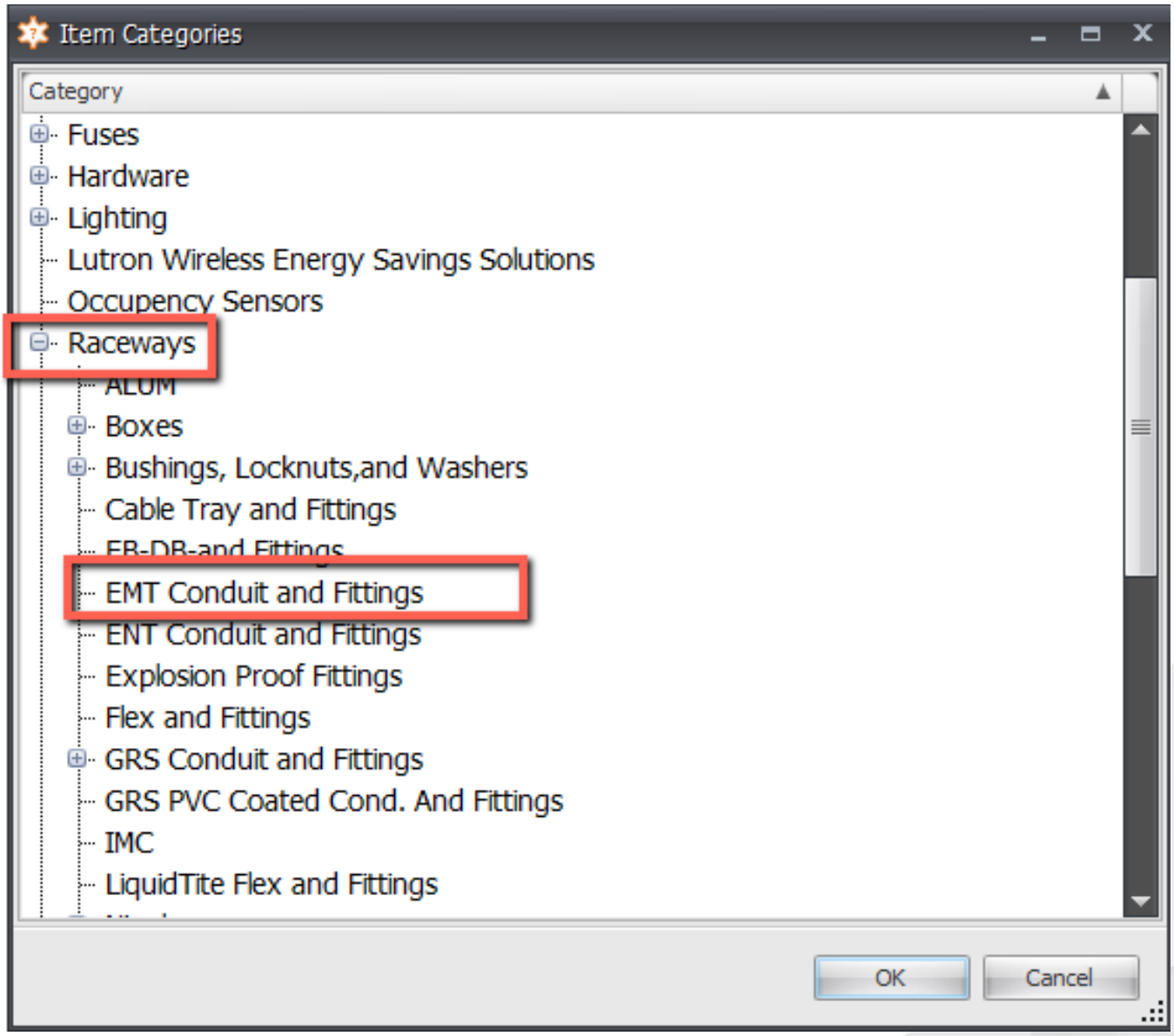
From the Custom Items Select Add Multiple Items
This will open up the Database to select from



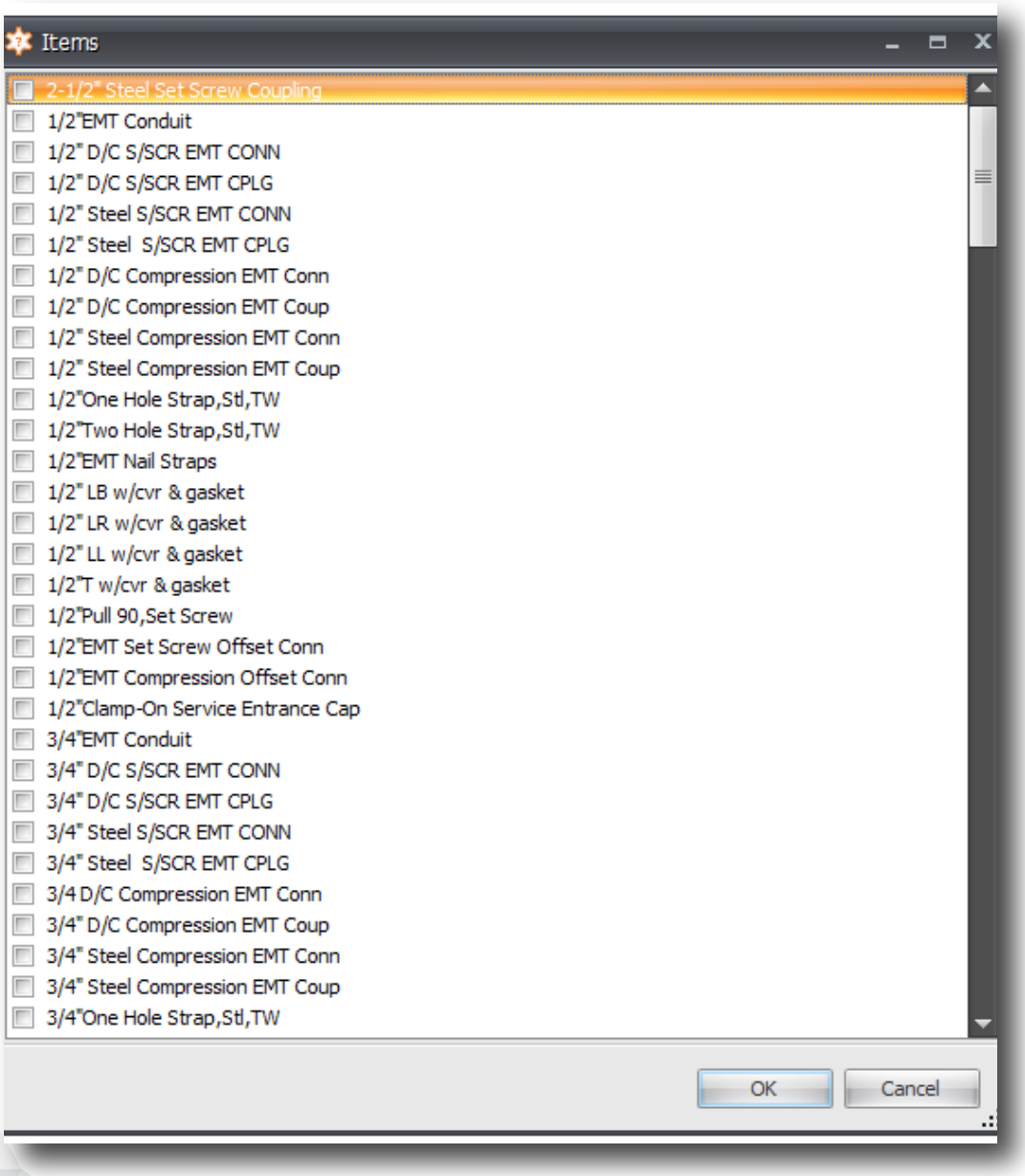
This opens up the Database



Select Raceways>EMT Conduit and Fittings then OK



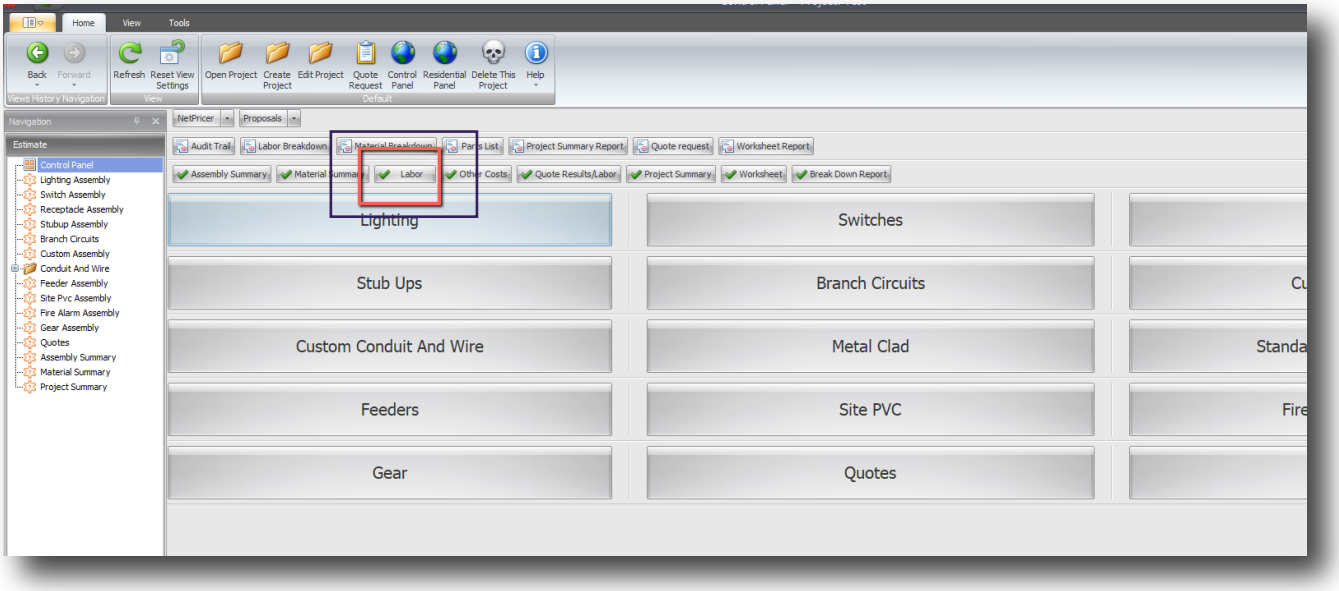
Choose the items you want to bring into the estimate. This can be done on any sheet. Select OK when the choices have been made.



You should now have a good idea of how to Count and transfer items into the estimate. Just remember that these are the default settings and everything can be changed. You are just learning the process at this time.

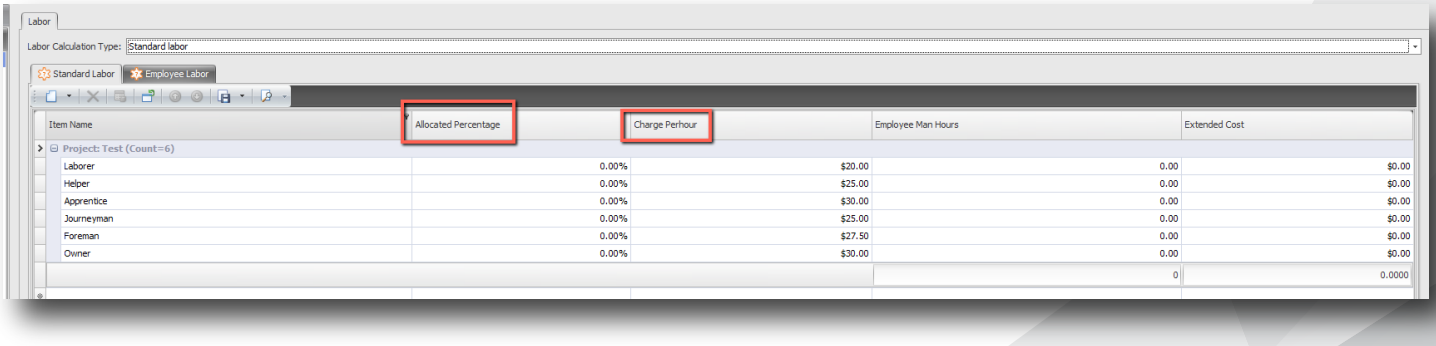
Adding Labor Rate

From the control panel select Labor.

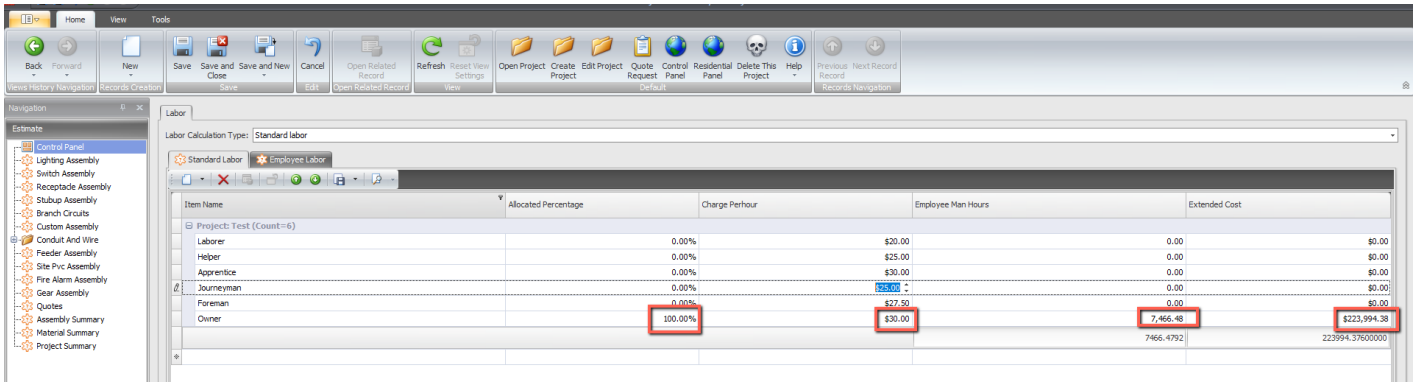


From the Labor screen you can select the percentage allocated and the labor rate that you charge. This should include all burdens etc.

Note: *Most people us (1) composite rate of pay and charge all man hours to one rate. You can select as many rates as you like as long as the percentage equals 100.*

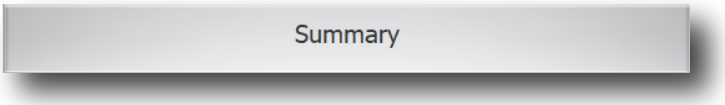


- In this example we have used 100% of the man hours at $30.00 per hour.
- All of this can be changed to it your company.



Once satisfied select
"Save and Close"

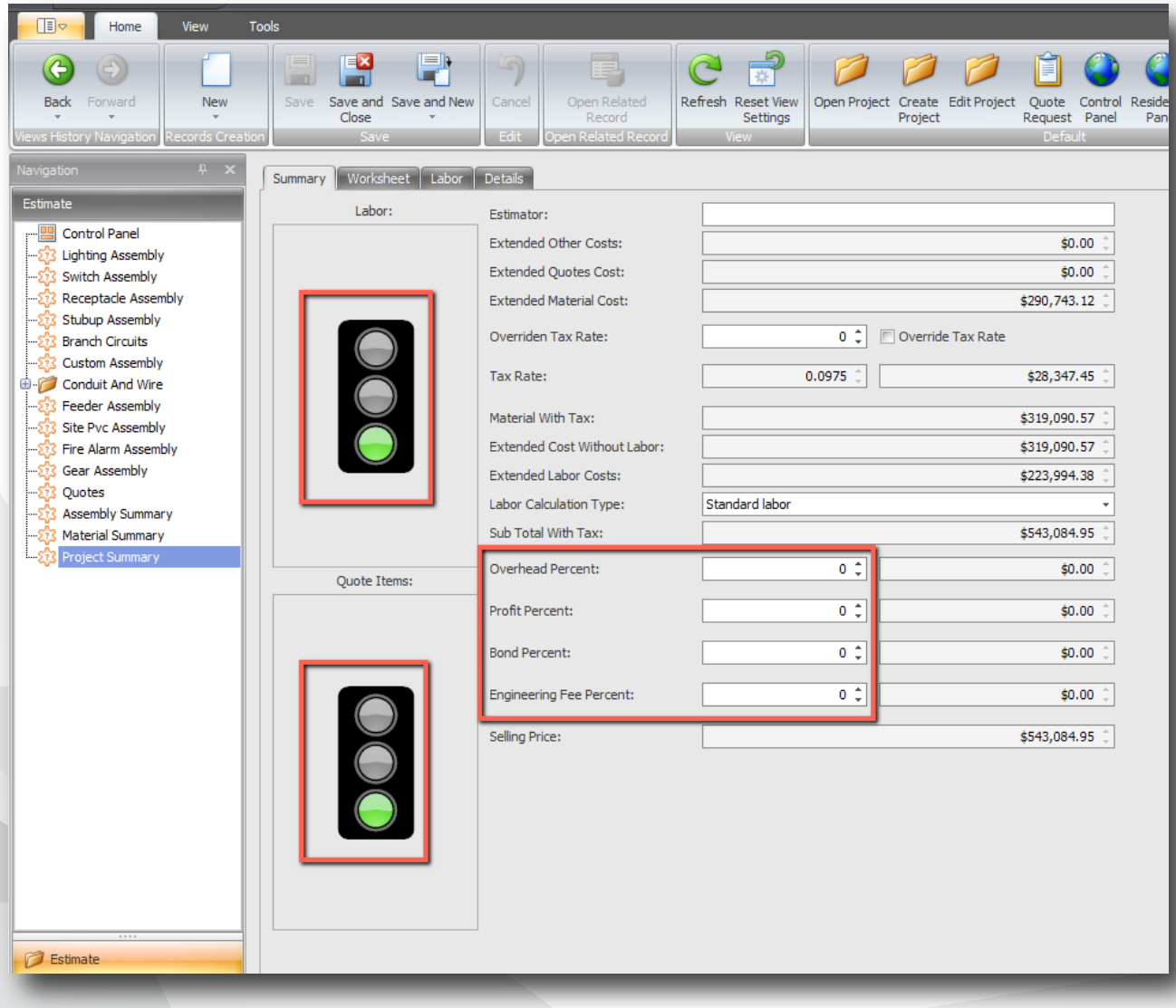
- Select “Summary”



- From the Summary page if the lights are Green then the Labor was entered right.
- If not go back and check your percentage and if you saved and closed your choices.

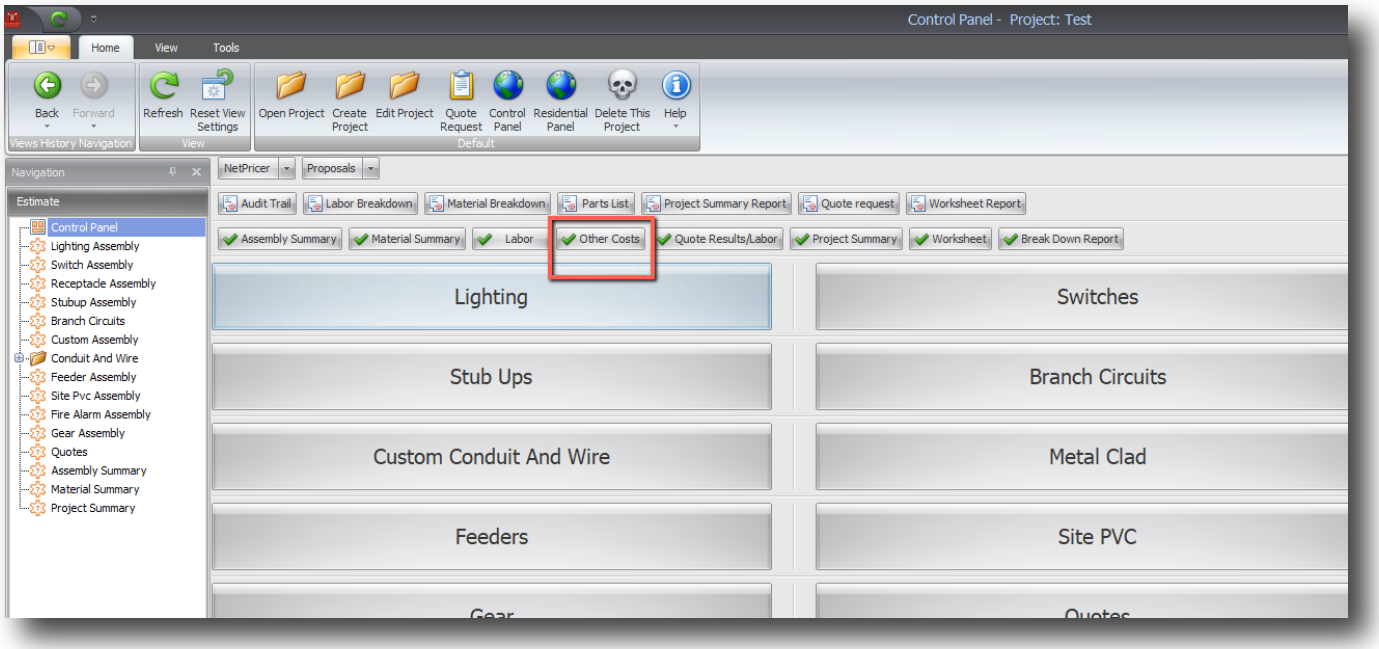
- Add your overhead, profit, bond, and any other fees needed.

- On this page you will have your selling price.



To enter your Direct Cost

From the Control Panel select Other Cost

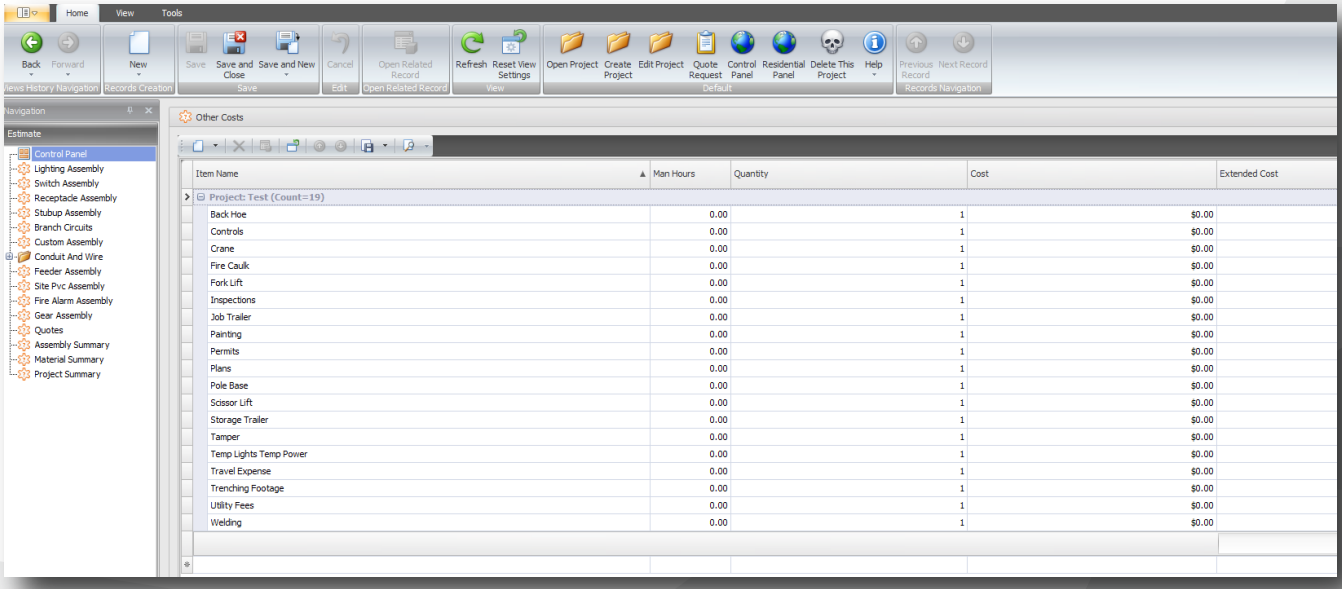


You can modify this page to suit your company.

Enter items like:

- Permits
- Temp power
- Fuel

- ***Note:*** *Some people choose to enter these on a Custom Sheet and save it.*



Select Save and Close when your choices have been entered.

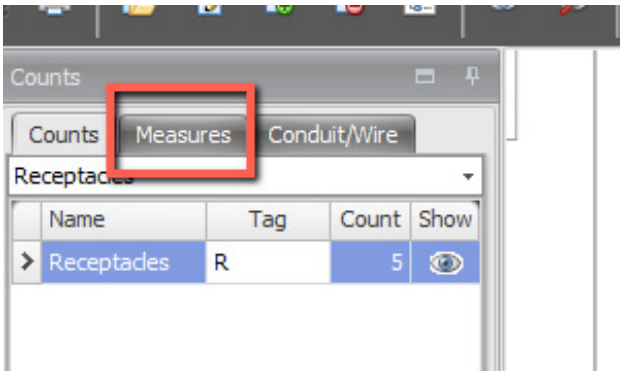
Measuring

It is your personal choice to either measure everything, average the branch and only measure the home runs. With the Best Bid Hybrid Pro the choice is yours. You may view the following video on averaging VS scaling.

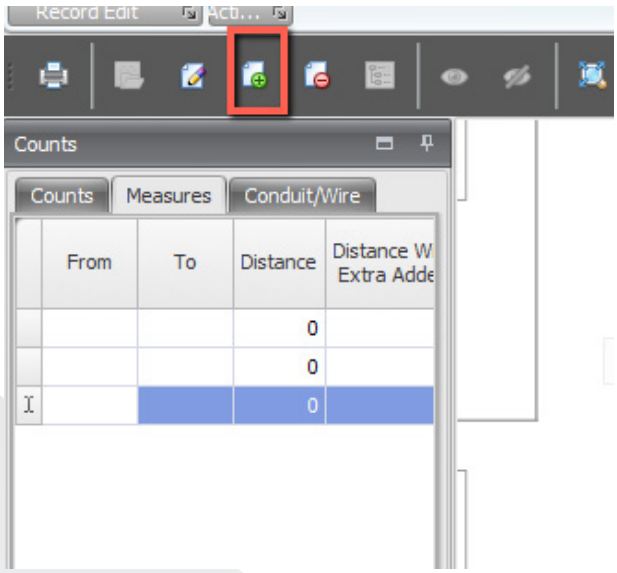
Click to watch video now

When it is time to switch to measuring, select the "Measure" or "Conduit and Wire" tabs.

Select ***"Measure"***

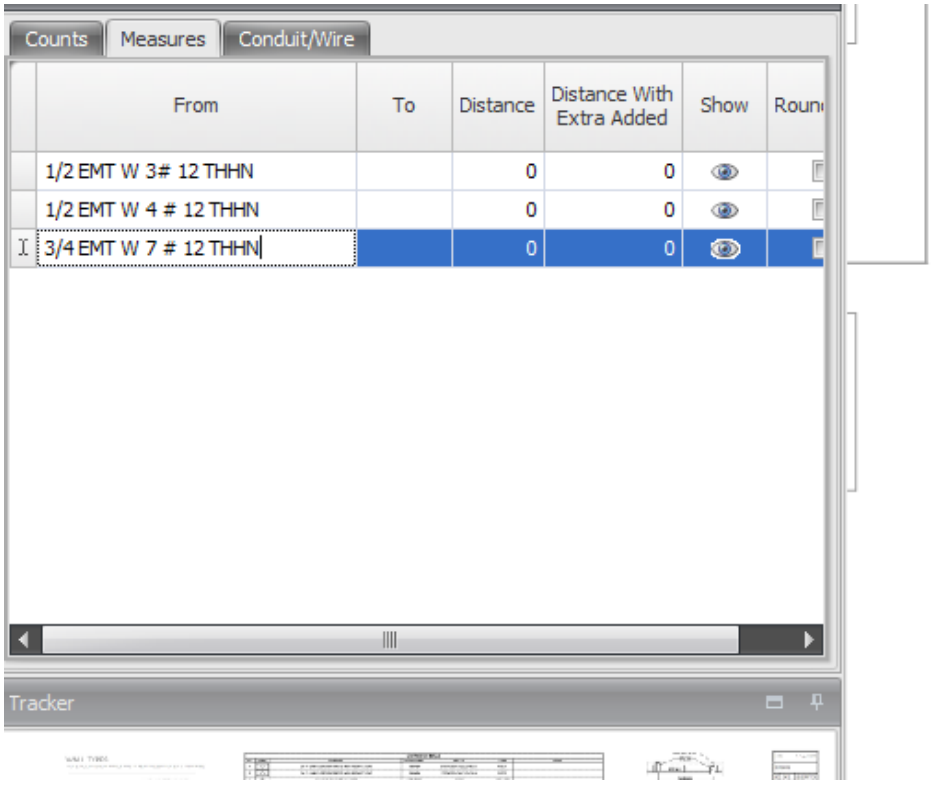


Select New (3) times for this example. You will see (3) New lines appear.



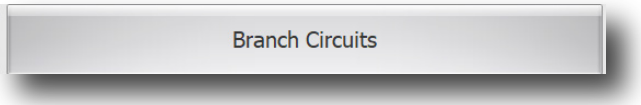
The way that I suggest measuring for Branch Circuits is as follows:

Write out the conduit and wire that you want to measure as the example below.



Quick note:

When you start estimating for real I suggest that you enter the conduit and wire choices as you have in the Branch Circuit Assembly.



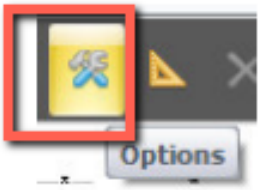
"New"

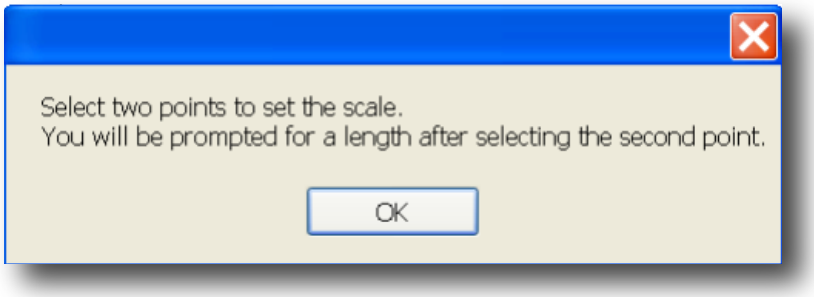
Branch Circuit Tag	Quantity	Raceway Type	Raceway Size	Connector Type	Length
1/2" EMT With 3# 12THHN	1	EMT	1/2	Steel Set Screw	0
1/2" EMT With 4# 12THHN	1	EMT	1/2	Steel Set Screw	0
1/2" EMT With 5# 12THHN	1	EMT	1/2	Steel Set Screw	0
3/4" EMT With 6# 12THHN	1	EMT	3/4	Steel Set Screw	0
3/4" EMT With 7# 12THHN	1	EMT	3/4	Steel Set Screw	0

This will make entering the lengths easy.

Now you are ready to set the scale.

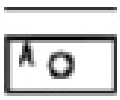
Click on the option icon



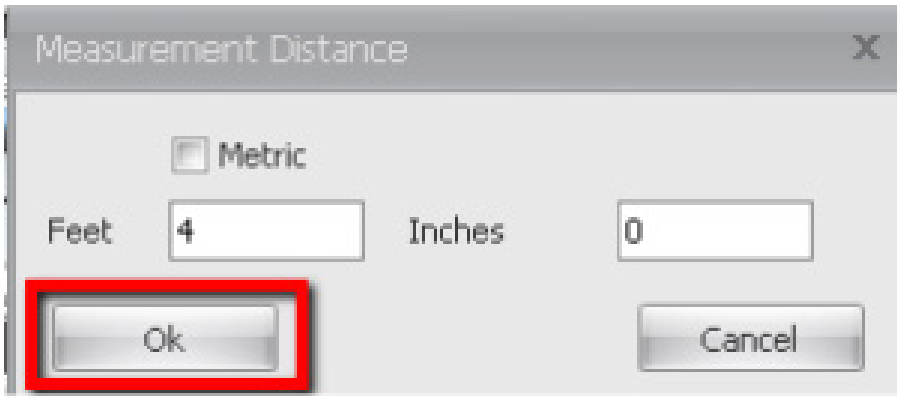


Find a known measurement on the drawing. It can be a dimension line, door way, ceiling grid, light, etc. Click a point, hold the mouse and move it to another. We know the light fixture below is 4’ so we can make a line from one side to the other.

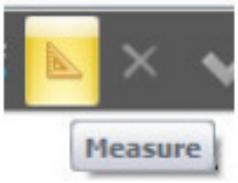
We know the light fixture below is 4’ so we can make a line from one side to the other



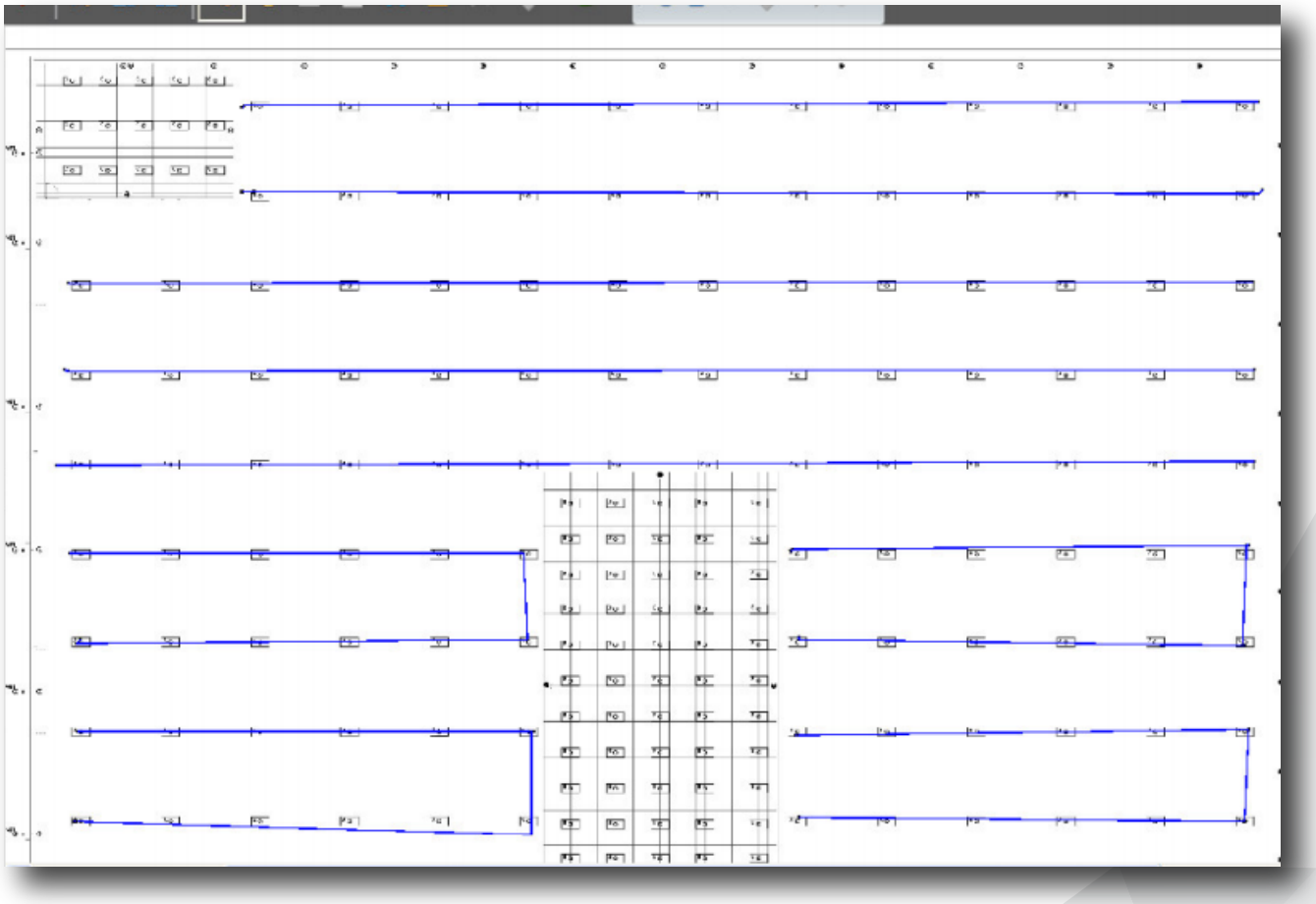
Enter 4’



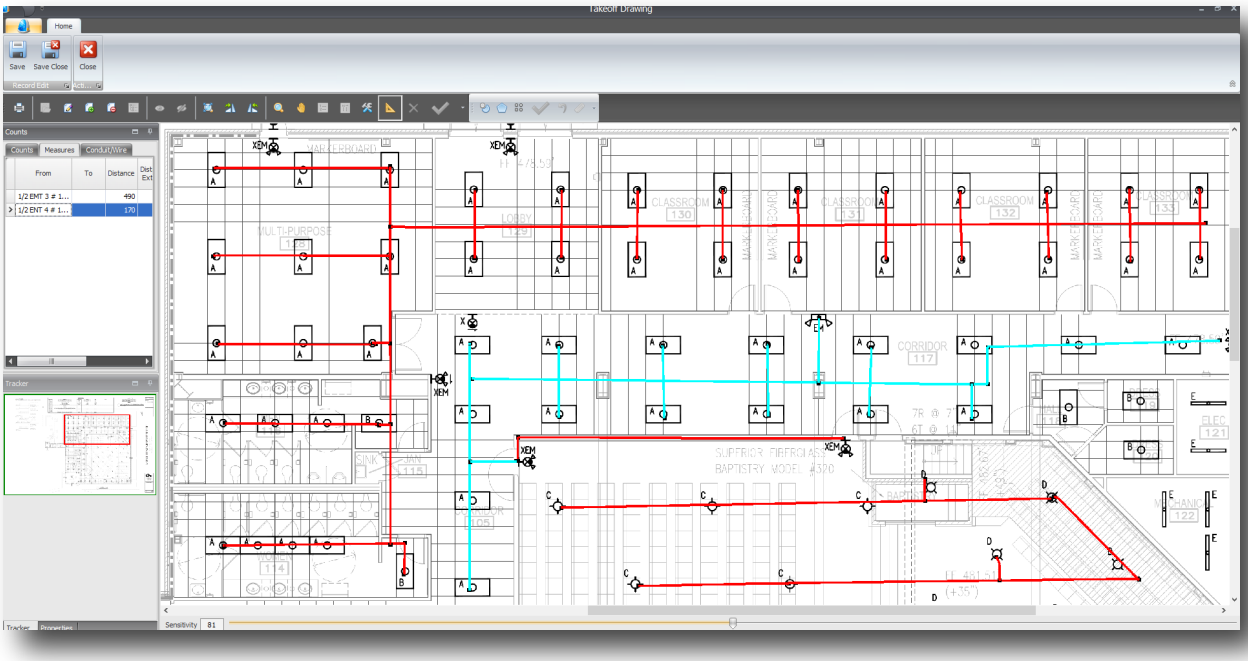
Select OK
Now to measure select the ***measure Icon***



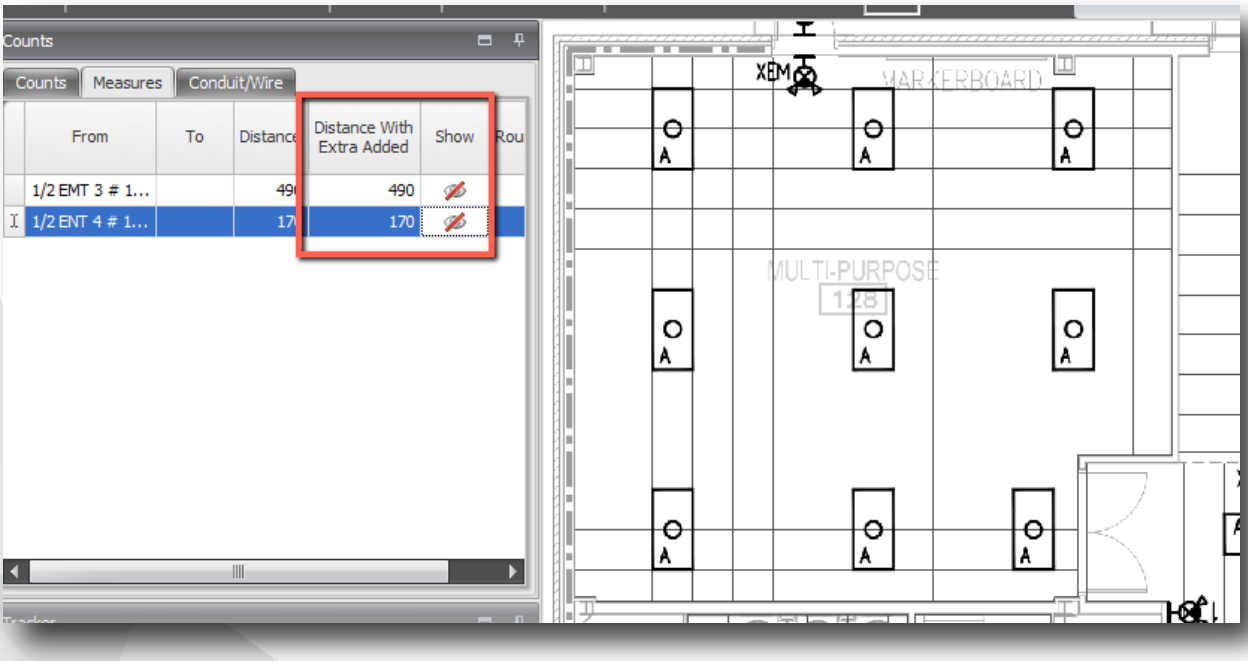
Click point A to start then just move the mouse and click again to stop.
Right click to end measurement.



You can run your lines in the same way as you would install your raceways.



As you complete the Branch Wiring before you leave the page freeze off the lines.



Note: At first you may elect to enter your Branch with L for lighting and P for power.

L-1/2 EMT W 3# 12 THHN

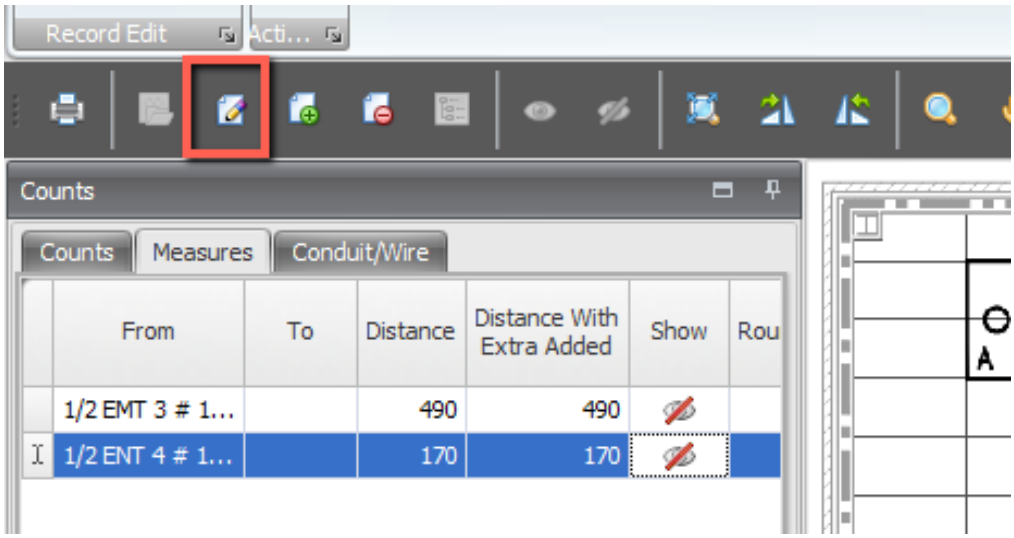
P-1/2 EMT W 3 # 12 THHN.

Also when you start entering Home Runs you may elect to use the To and From.

From Panel A to RTU-1 for example.

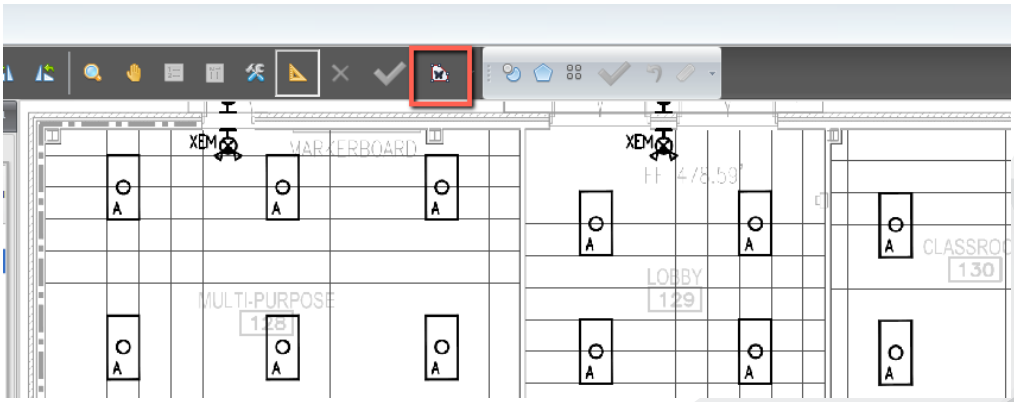
Adding for up and down measurements

Go to Edit**.**



The distance entered is the distance added to your measurement when needed. We have set this to 10'.

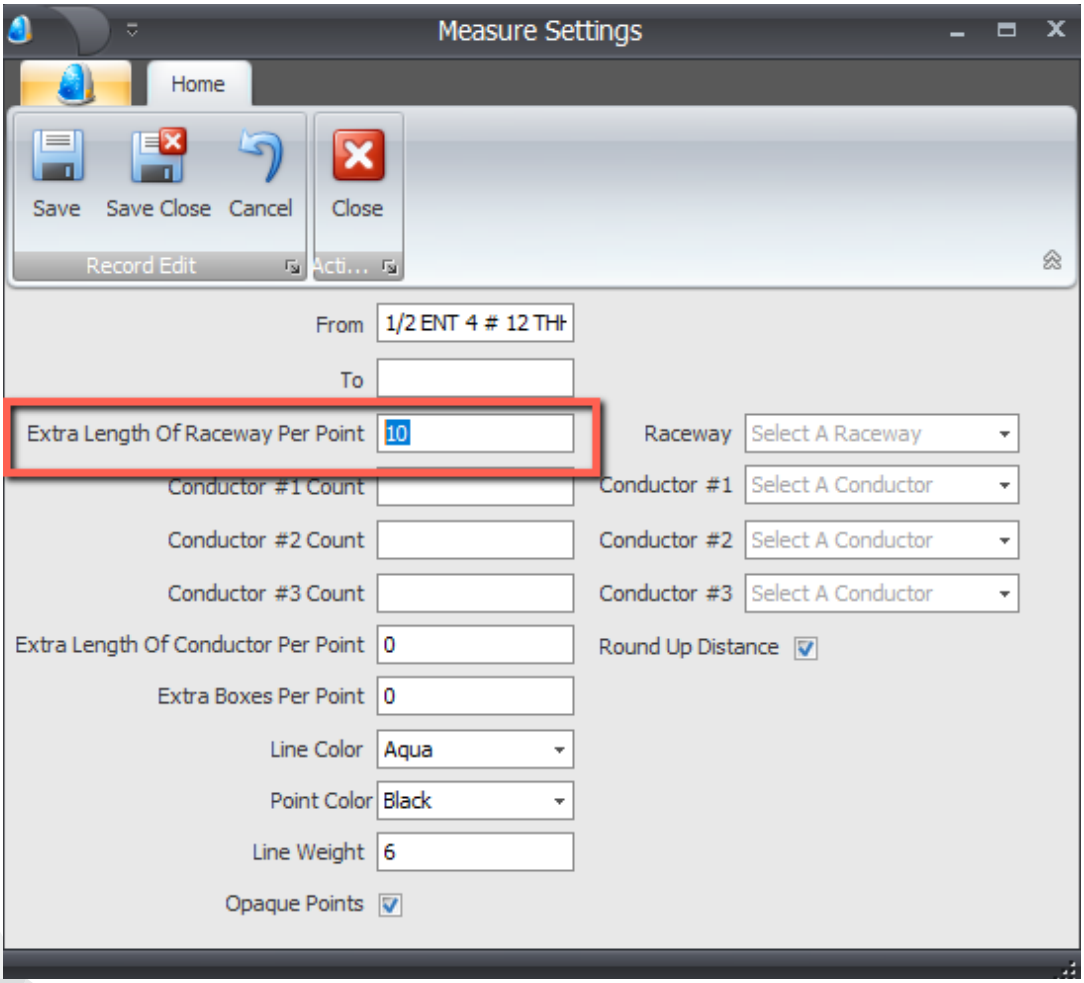
To activate this feature select the CTRL key on your Keyboard.



This icon will appear. When you click the mouse to start a point with the icon showing by clicking the mouse again will add the extra length. By selecting the CRTL Key again the icon will go away and this feature will no longer be activated.

NOTE

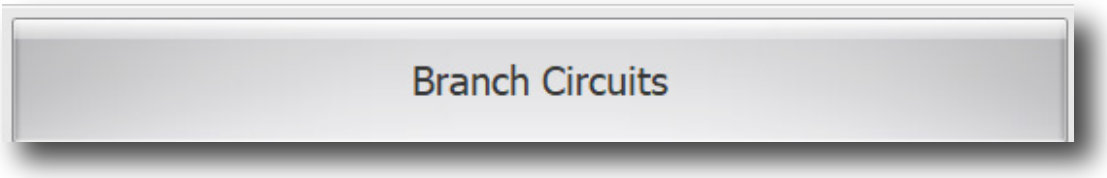
The way that I use this feature is I want apply it every time that it is needed. As I mark over receptacles or switches that will need this extra length I count. When I finish the line I will then activate the icon and click the mouse the number that I counted. For example 5 or 10 in lieu of doing this function 5 or 10 times I do it once.



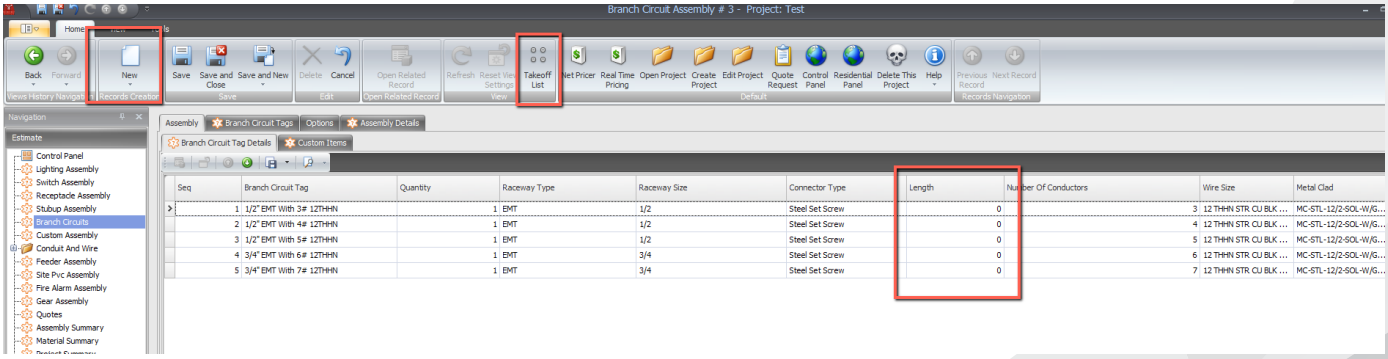
When you are finished measuring select Save and Close

Go back to the Control Panel

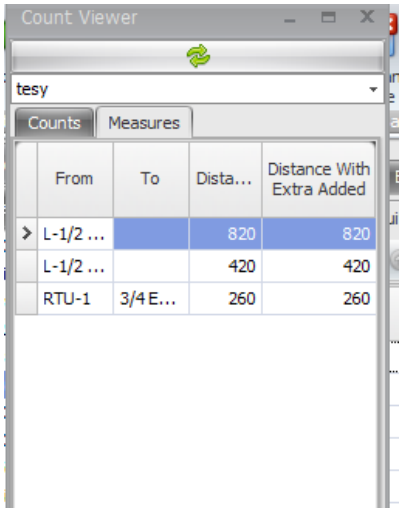
This is one way to enter your information.
Select Branch Circuits



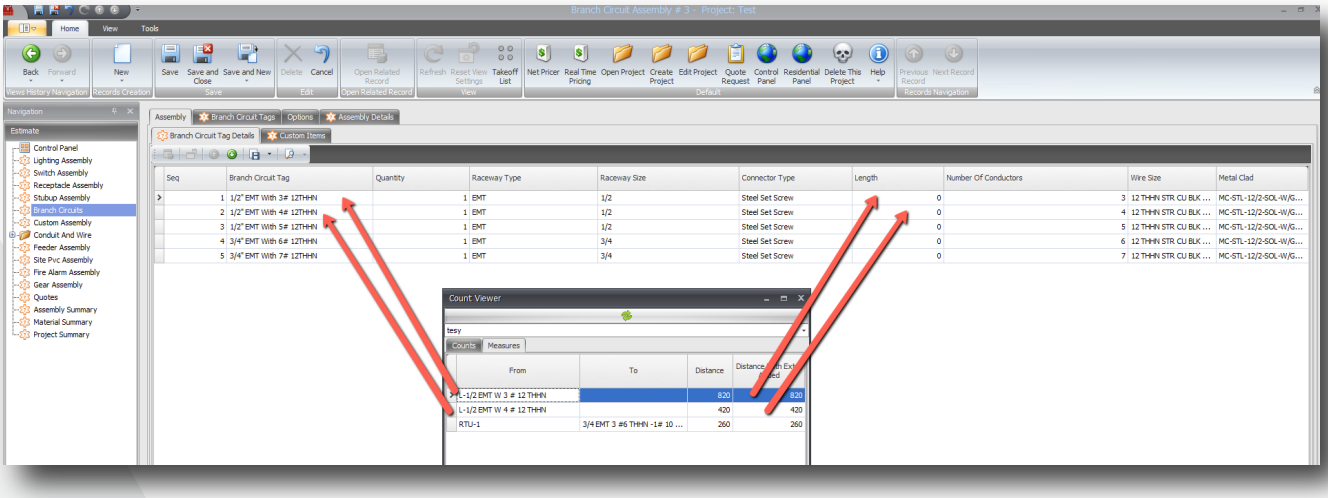
ThSelect **“New”**
Select **“Takeoff List”**



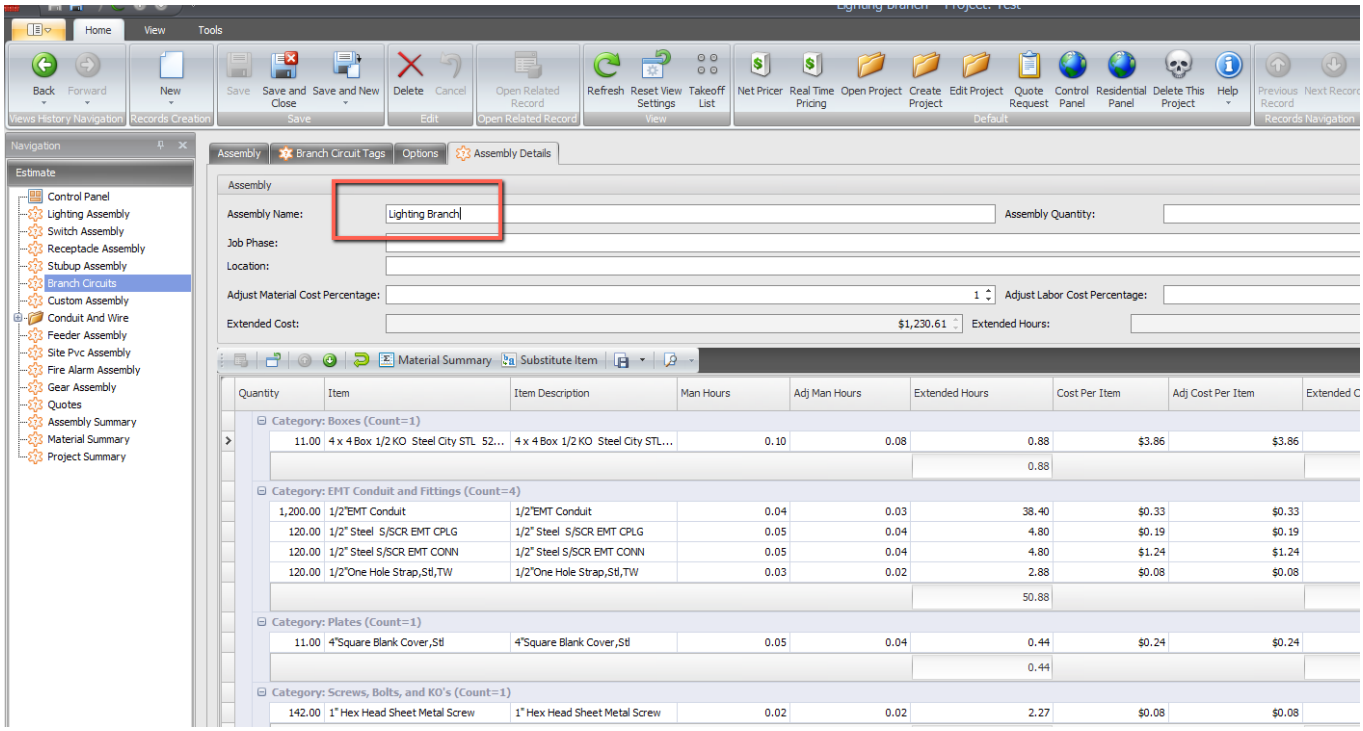
Select **“Measure”** and set the screen so you can see the information that you have captured.



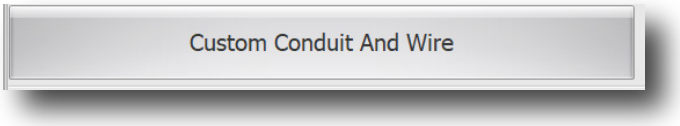
Enter the lengths>Select Save>Assembly Details to see the results.



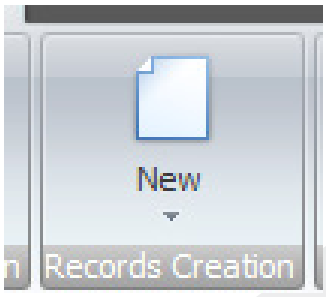
If you choose you can rename the Assembly.
We will call this Assembly Lighting Branch.



To enter the RTU-1 that we have measured go to ***"Custom Conduit and Wire"***



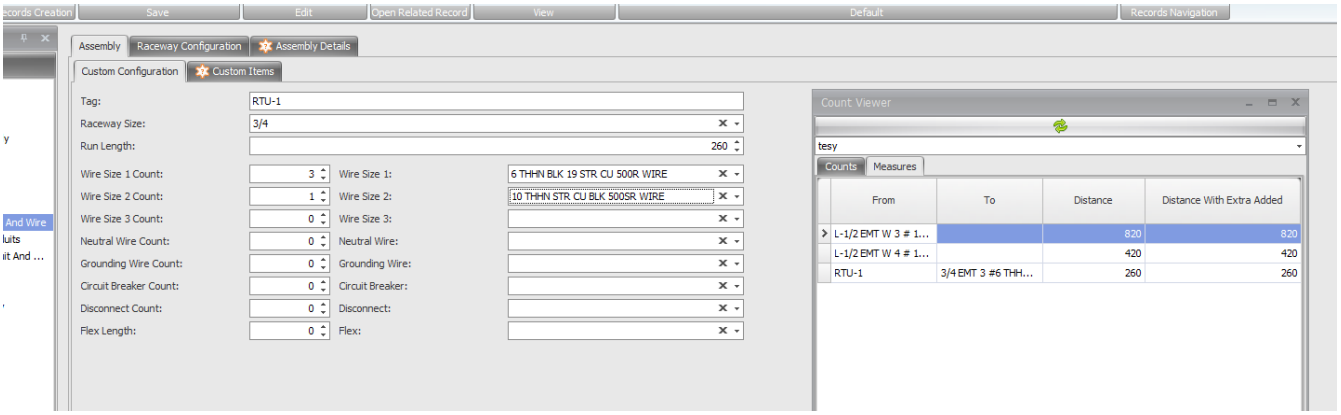
Select "New"



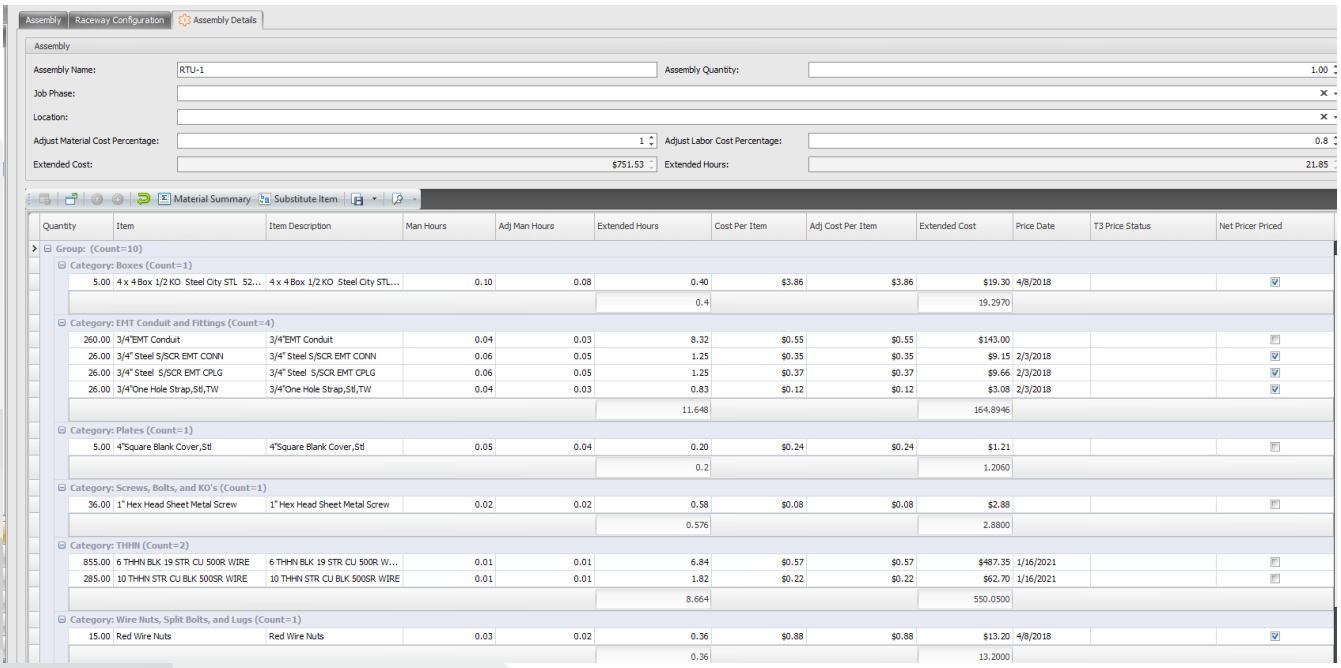
Just transfer the information.

- RTU-1
- 260’-3/4 EMT
- 3-# 6 THHN
- 1-# 10 THHN

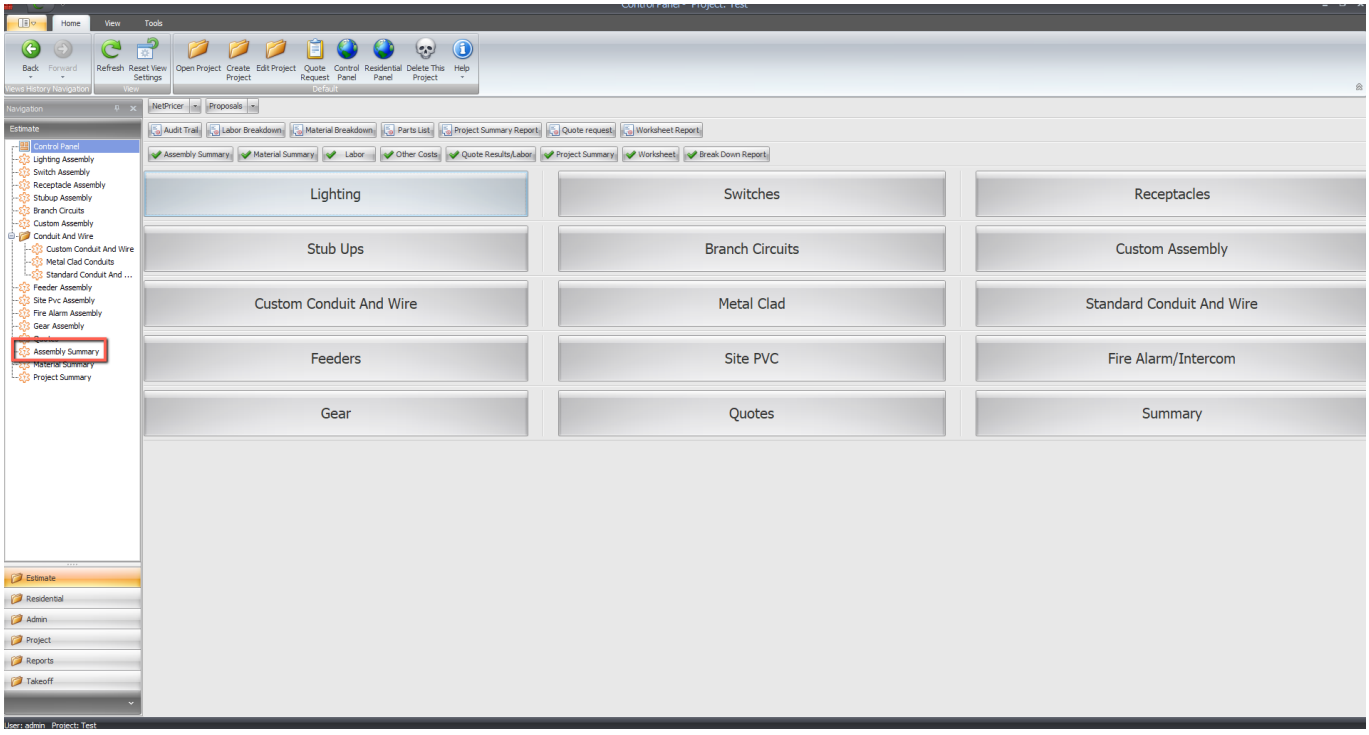
When finished select Save>Assembly Details to see the results.



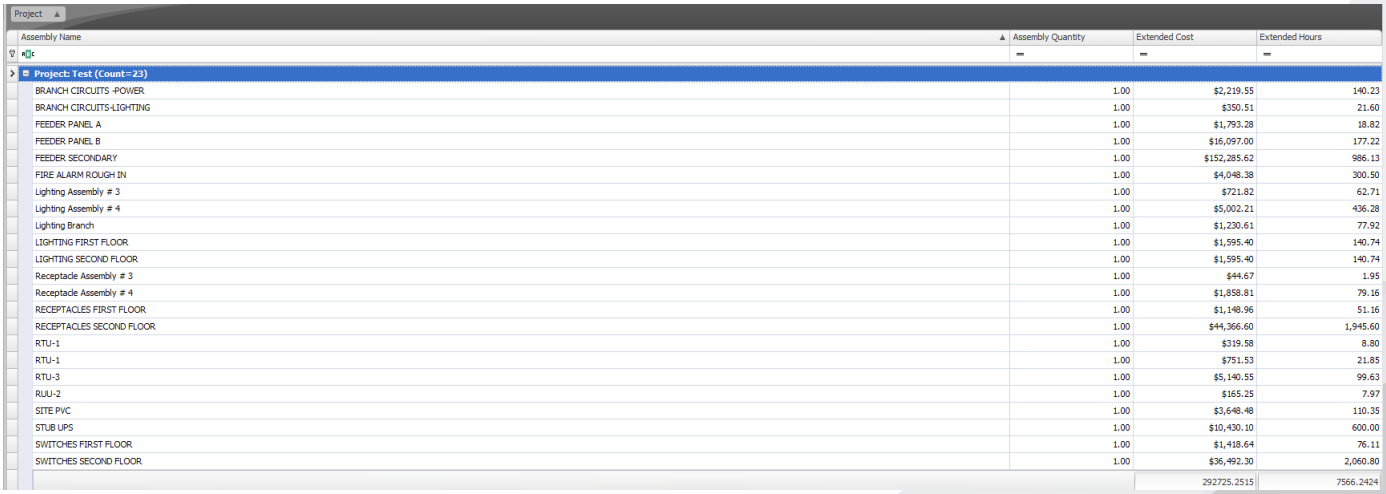
Assembly Details will show you the results of your entries.



Move back to the Control Panel
Select Assembly Details



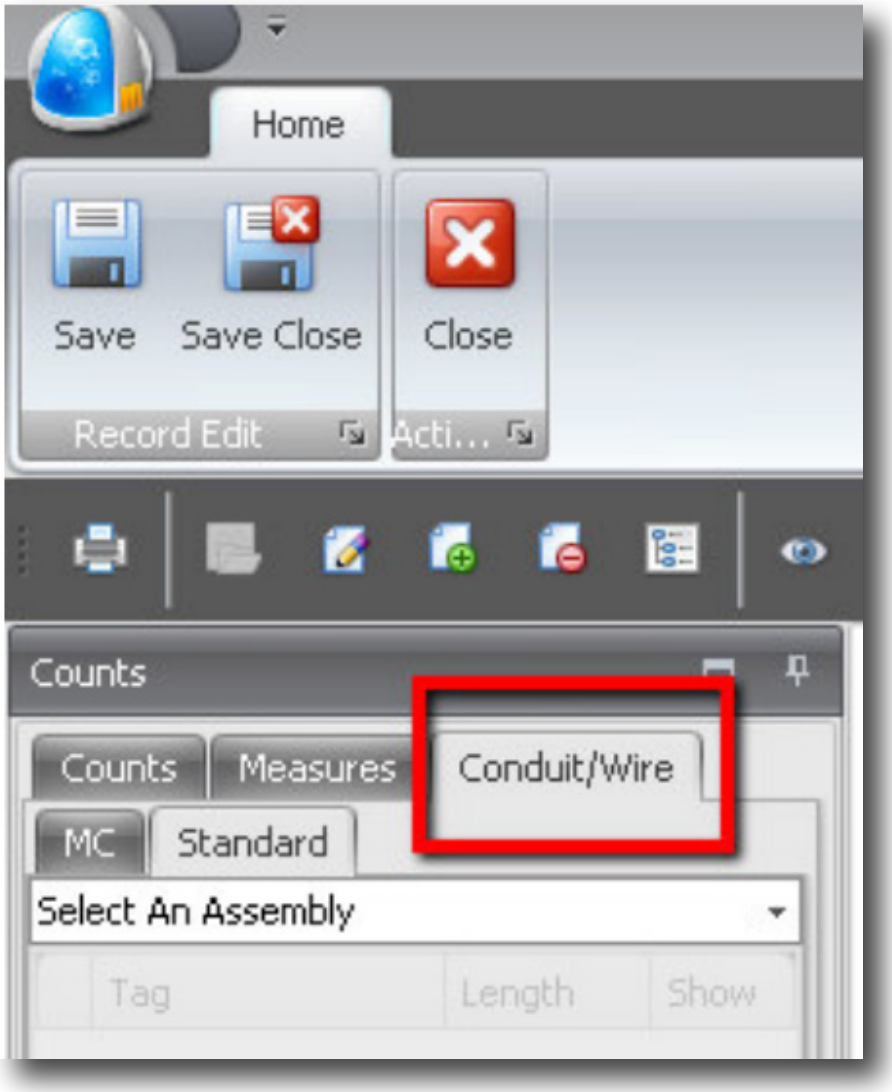
This will show you a quick snap shot of the project and be great to create your Schedule of Values.



Project

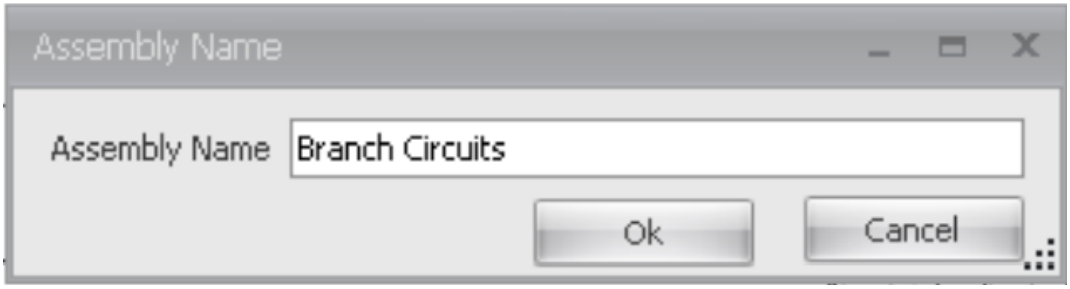
Assembly Name	Assembly Quantity	Extended Cost	Extended Hours
Project: Test (Count=23)			
BRANCH CIRCUITS -POWER	1.00	$2,219.55	140.23
BRANCH CIRCUITS-LIGHTING	1.00	$350.51	21.60
FEEDER PANEL A	1.00	$1,793.28	18.82
FEEDER PANEL B	1.00	$16,097.00	177.22
FEEDER SECONDARY	1.00	$152,285.62	986.13
FIRE ALARM ROUGH IN	1.00	$4,048.38	300.50
Lighting Assembly # 3	1.00	$721.82	62.71
Lighting Assembly # 4	1.00	$5,002.21	436.28
Lighting Branch	1.00	$1,230.61	77.92
LIGHTING FIRST FLOOR	1.00	$1,595.40	140.74
LIGHTING SECOND FLOOR	1.00	$1,595.40	140.74
Receptacle Assembly # 3	1.00	$44.67	1.95
Receptacle Assembly # 4	1.00	$1,858.81	79.16
RECEPTACLES FIRST FLOOR	1.00	$1,148.96	51.16
RECEPTACLES SECOND FLOOR	1.00	$44,366.60	1,945.60
RTU-1	1.00	$319.58	8.80
RTU-1	1.00	$751.53	21.85
RTU-3	1.00	$5,140.55	99.63
RUU-2	1.00	$165.25	7.97
SITE PVC	1.00	$3,648.48	110.35
STUB UPS	1.00	$10,430.10	600.00
SWITCHES FIRST FLOOR	1.00	$1,418.64	76.11
SWITCHES SECOND FLOOR	1.00	$36,492.30	2,060.80
		292725.2515	7566.2424

Another way to enter Conduit and Wire is to select Conduit/Wire/



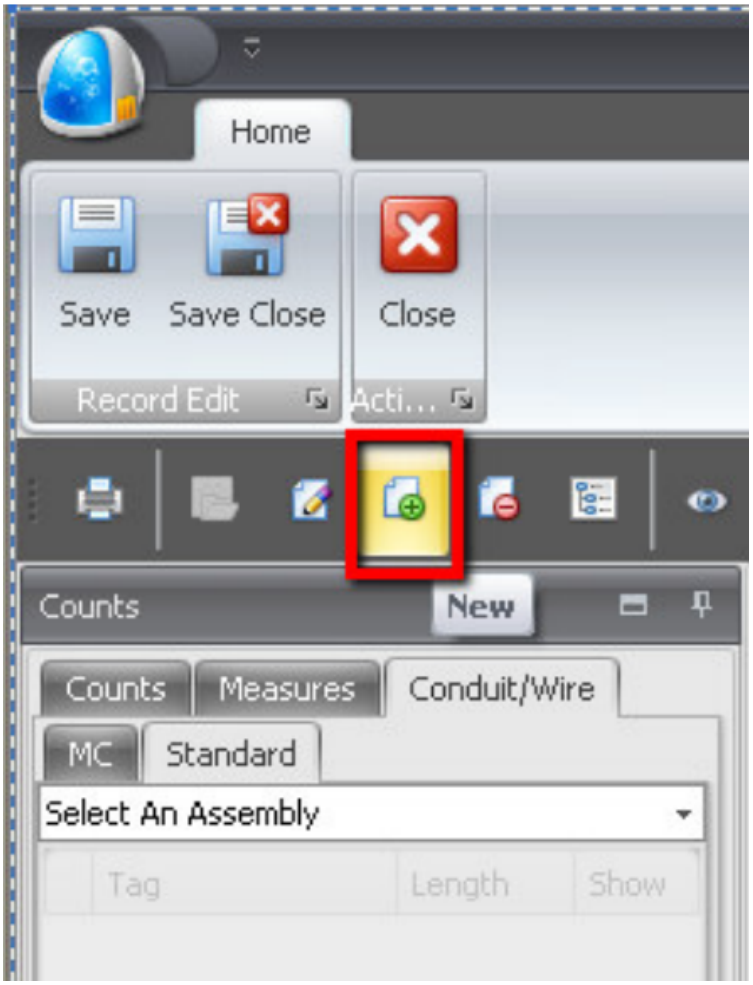
Select an Assembly

Enter the Name of the Assembly or Group

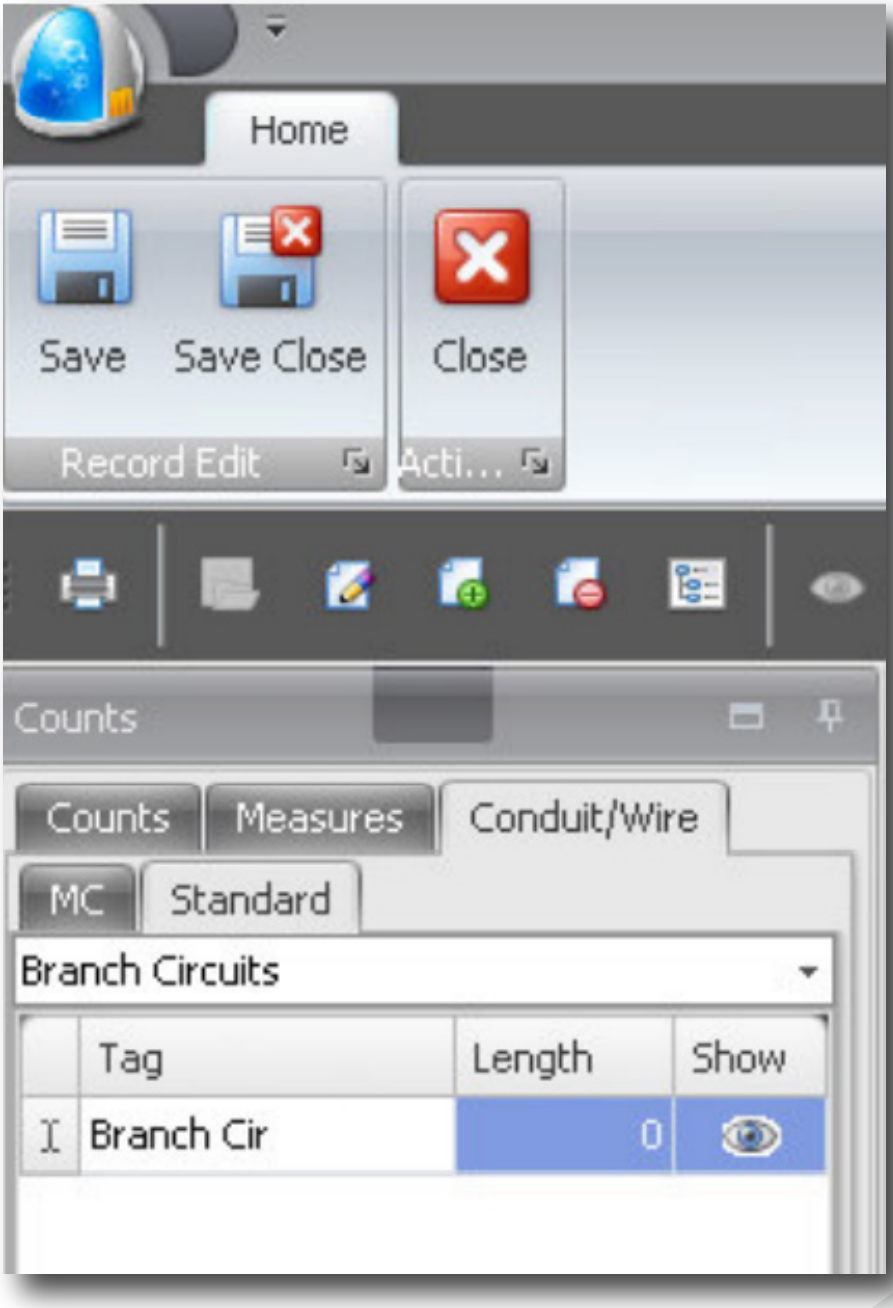


In this example we will measure the branch circuits for the lightening.
We will select 1/2 EMT with Hot Neutral and a Ground

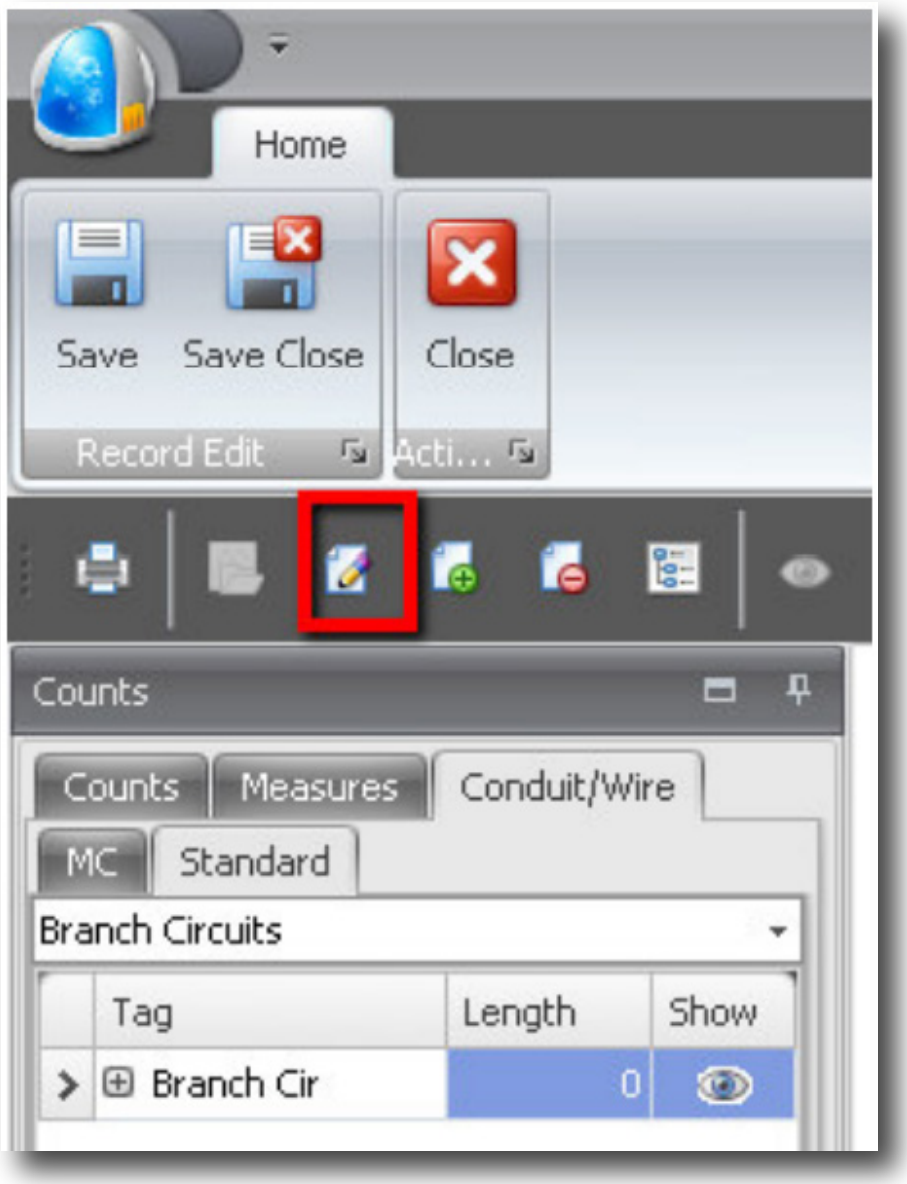
Start by selecting NEW



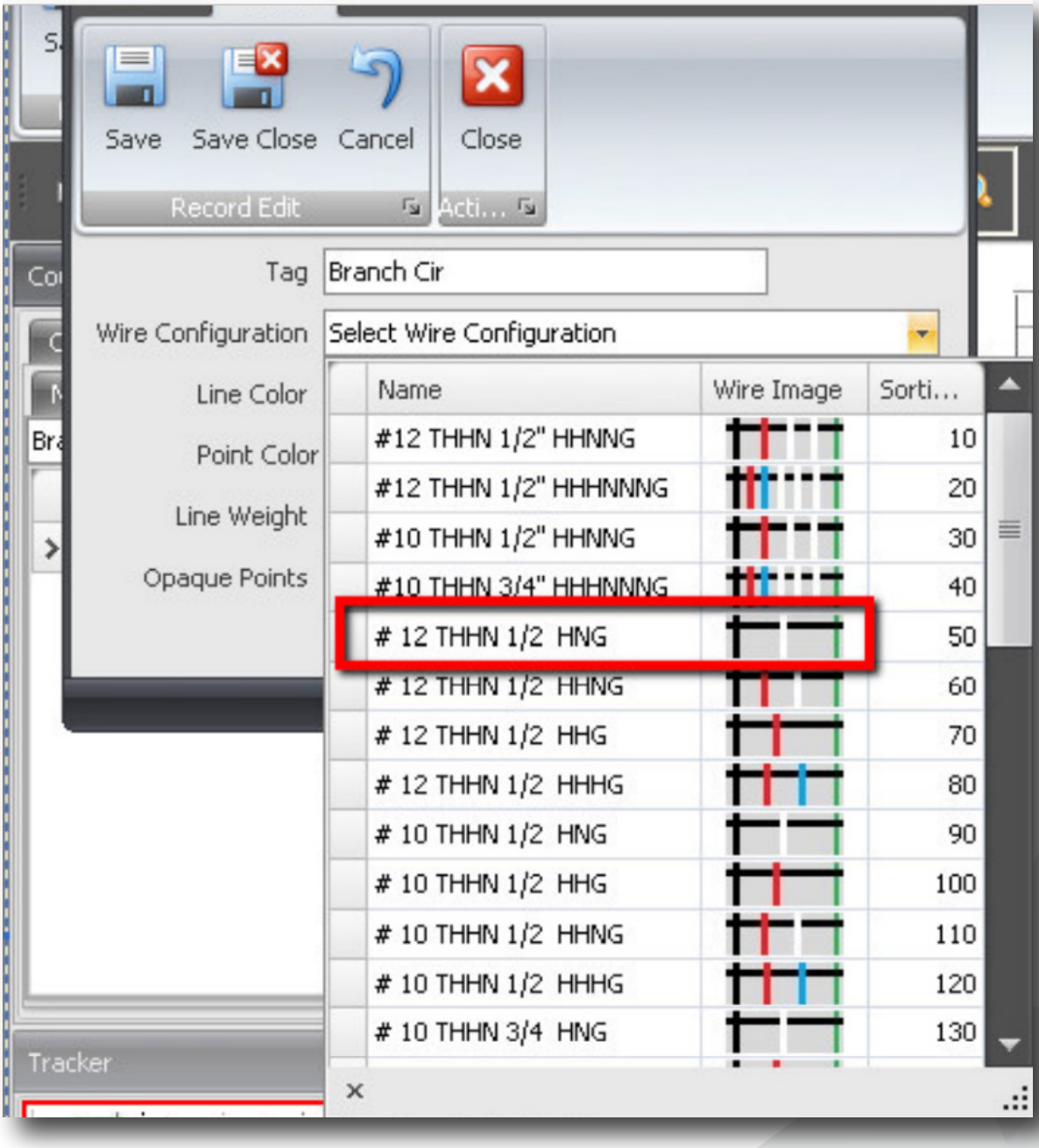
Next enter a name or Tag


Home
Save
Save Close
Close
Record Edit
Acti...
Counts
Counts
Measures
Conduit/Wire
MC
Standard
Branch Circuits
Tag
Length
Show
Branch Cir
0

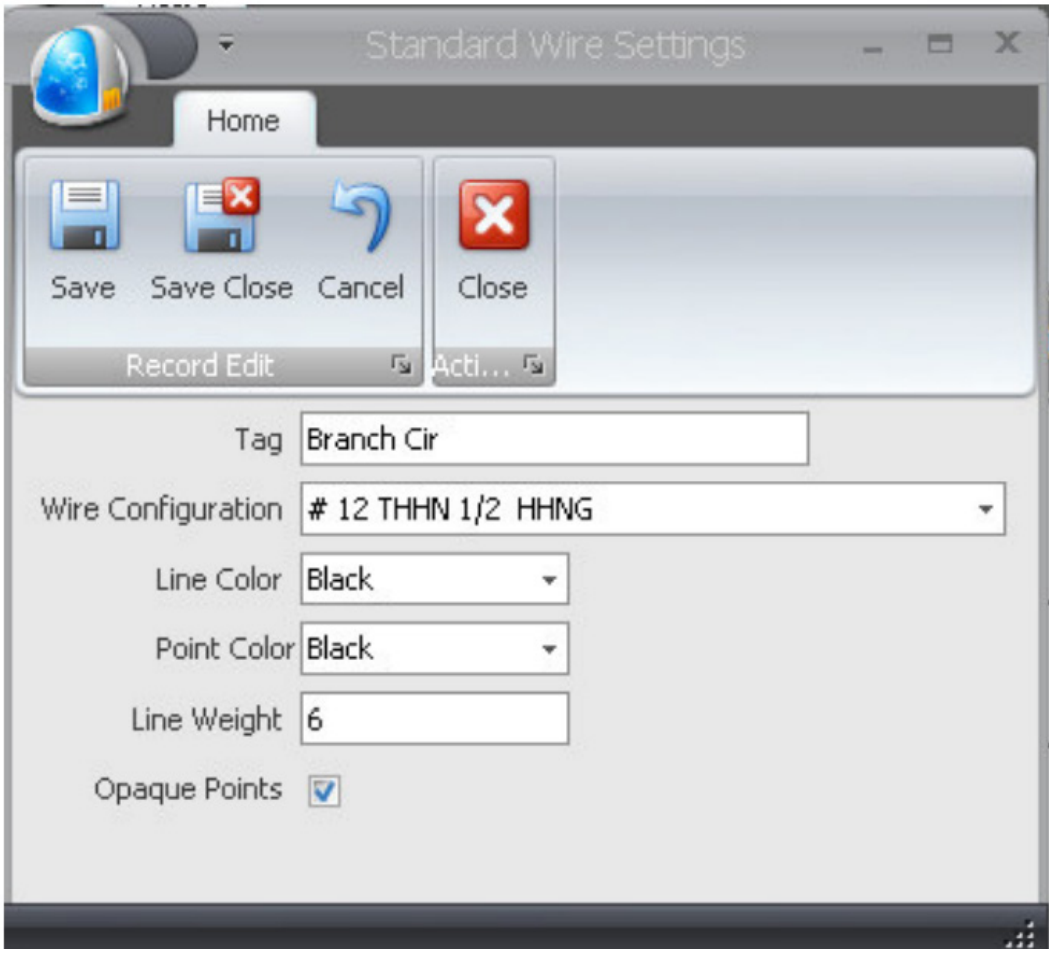
Next select **“Edit”** to apply attributes to the Tag.



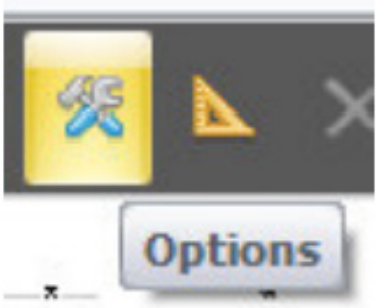
This will open up a screen that has preselected conduit and wire choices. Choose the one that applies.

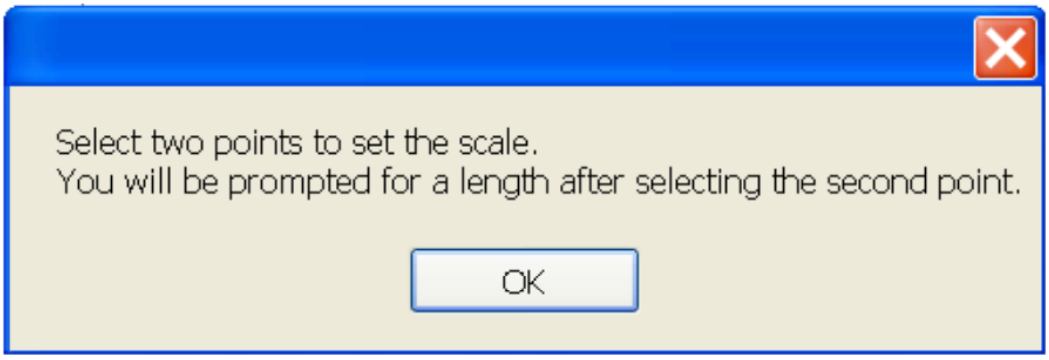


Make your selection.



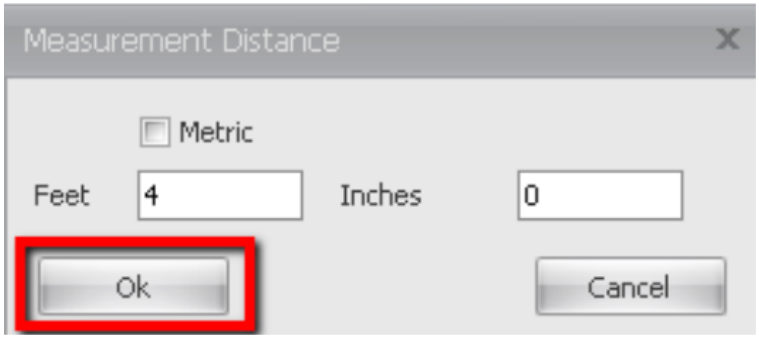
Now you are ready to set the scale.
Click on the **Option Icon**
Perform the same steps as we performed before.





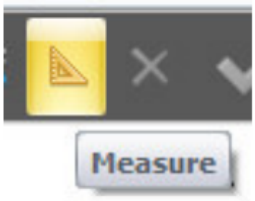
Find a know measurement on the drawing. It can be a dimension line, door way, ceiling grid etc.
Click a point, hold the mouse and move it to another.

Enter 4’

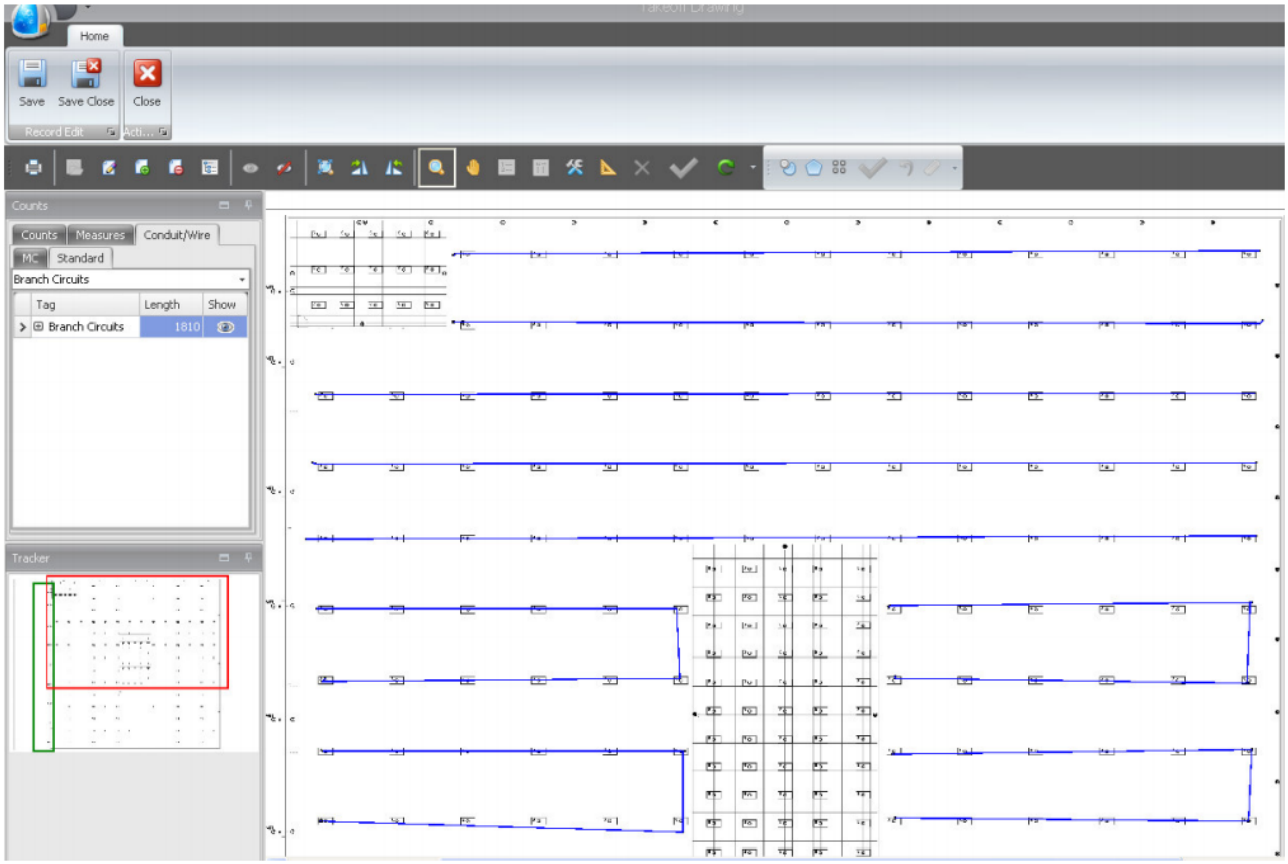


Select OK

Now to measure select the measure Icon

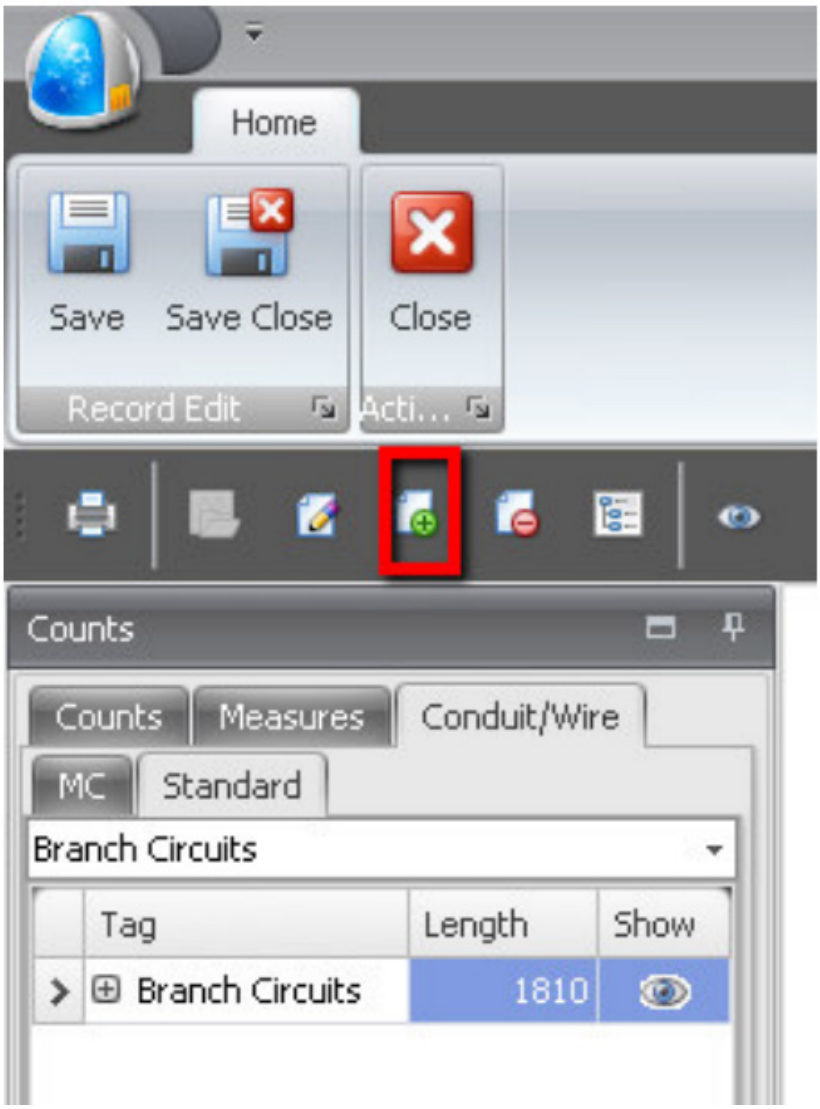


Click **point A then point B**.
Right click to end line.

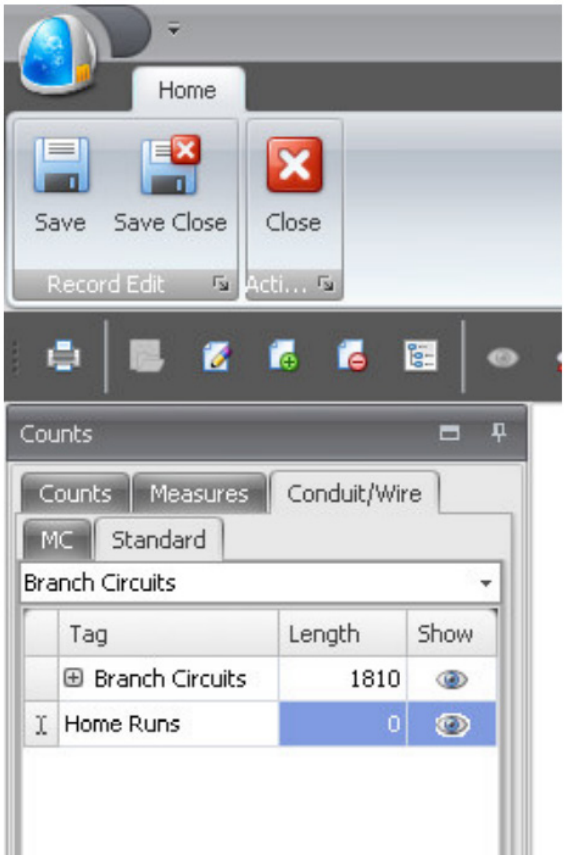


As shown above we have measured each row of lights. Each row was a circuit.
We have now recorded the ½" EMT with Hot, Neautral, and Ground.

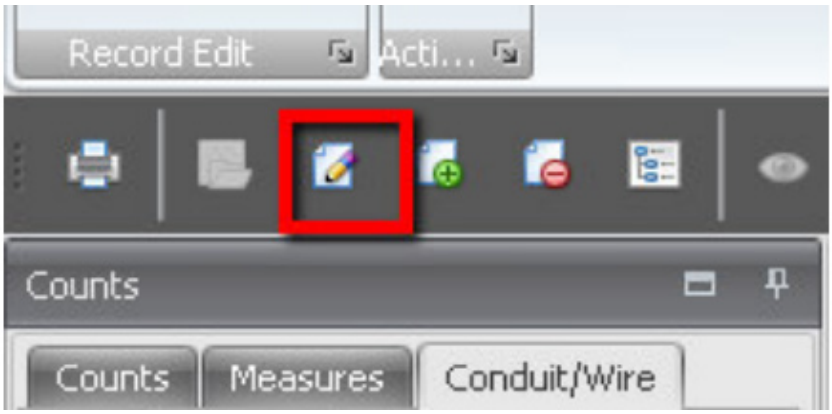
To Add the Home Run raceway and conductors select ***"NEW"***



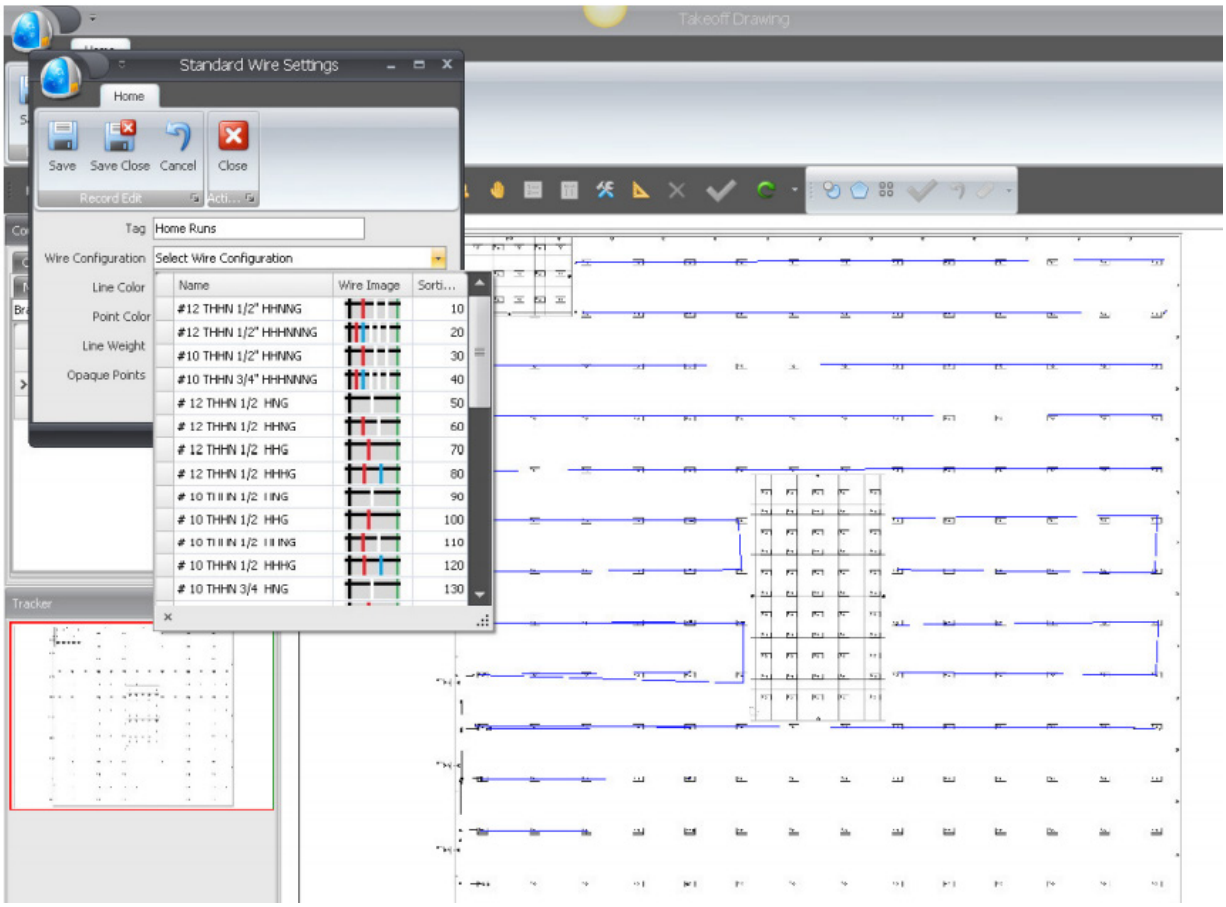
Add a name



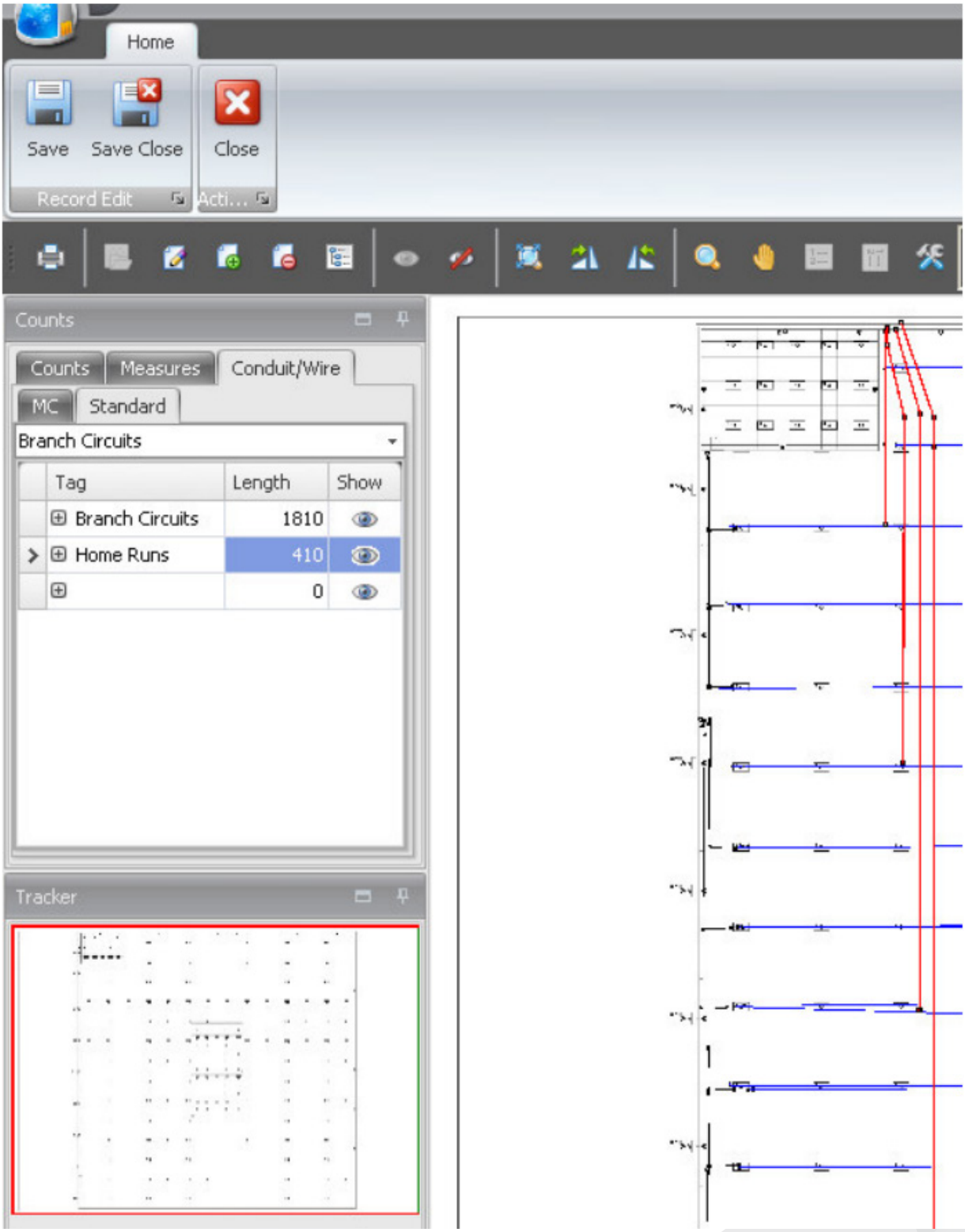
Select Edit to assign attributes to the Tag



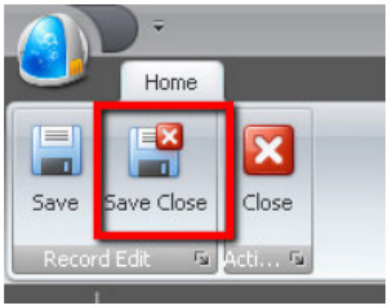
We will select ½” EMT with H-H-H N-N-N-G We will catch 3 rows of lights with each Home Run Make selection and select OK



Click a starting point and an ending point. The measurement will be recorded in the window on the left.


Home
Save
Save Close
Close
Record Edit
Acti...
Counts
Counts
Measures
Conduit/Wire
MC
Standard
Branch Circuits
Tag
Length
Show
Branch Circuits
1810
Home Runs
410
0
Tracker

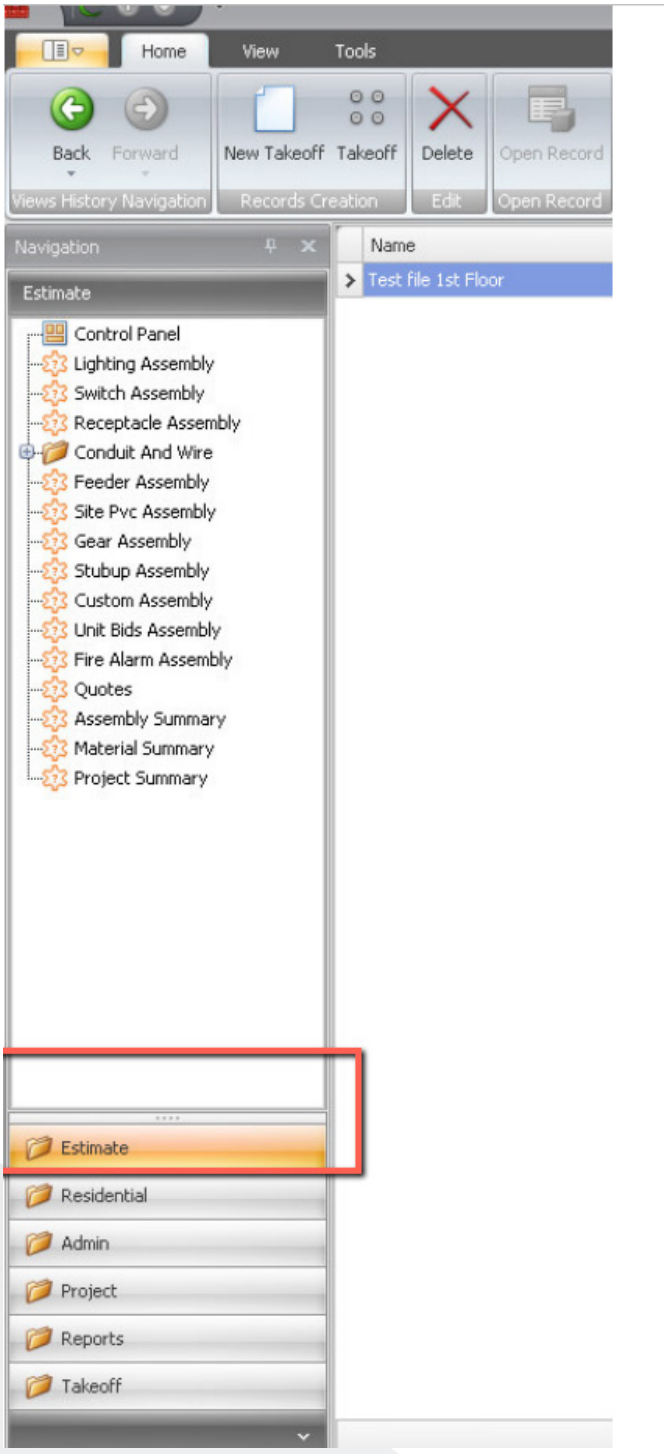
When all of the counts and measurements have been made select **“SAVE CLOSE”.**



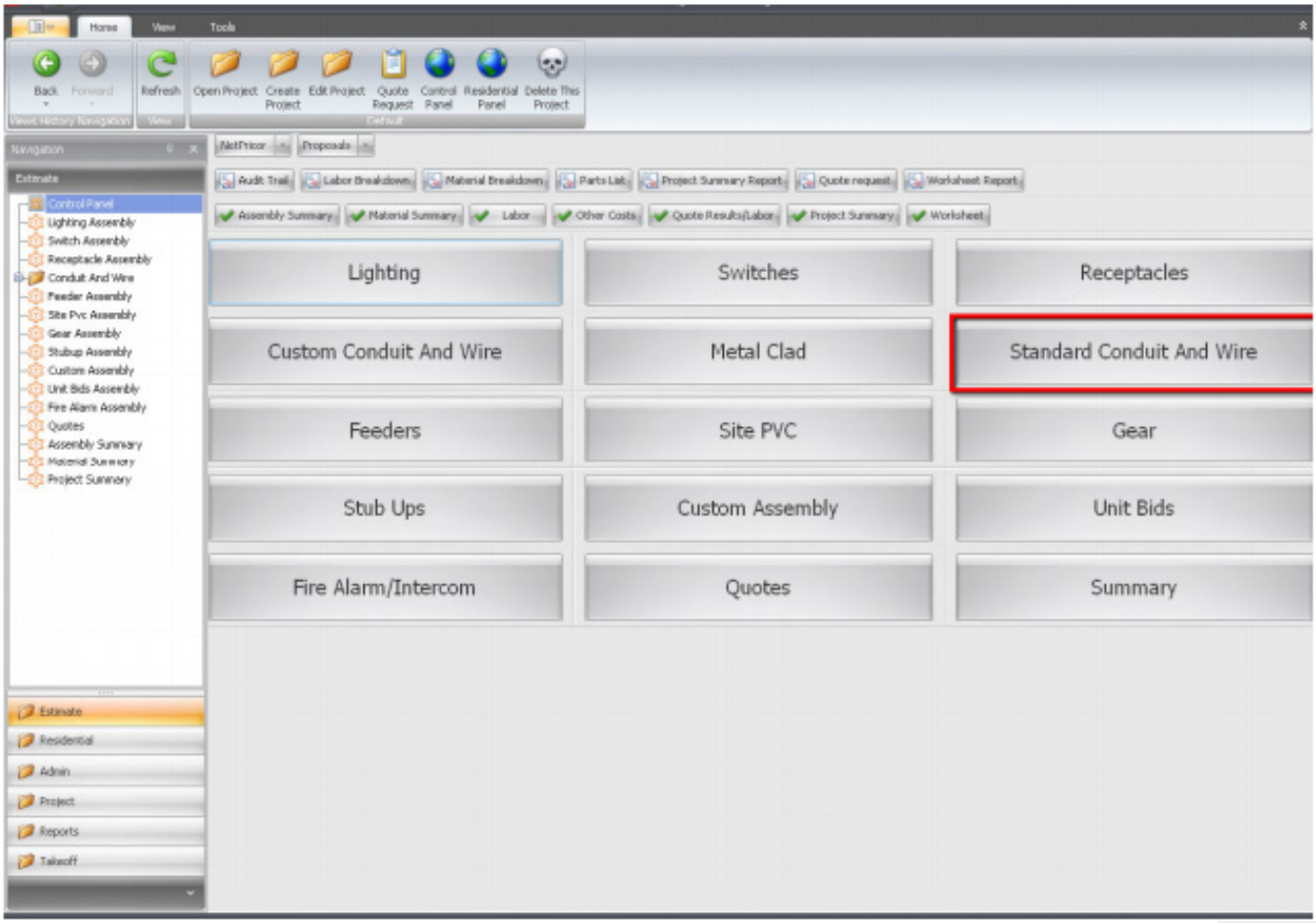
To start the estimating portion select ESTIMATE from the side toolbar as shown below.

You may choose to open the Control Panel by selecting the Control Panel Icon

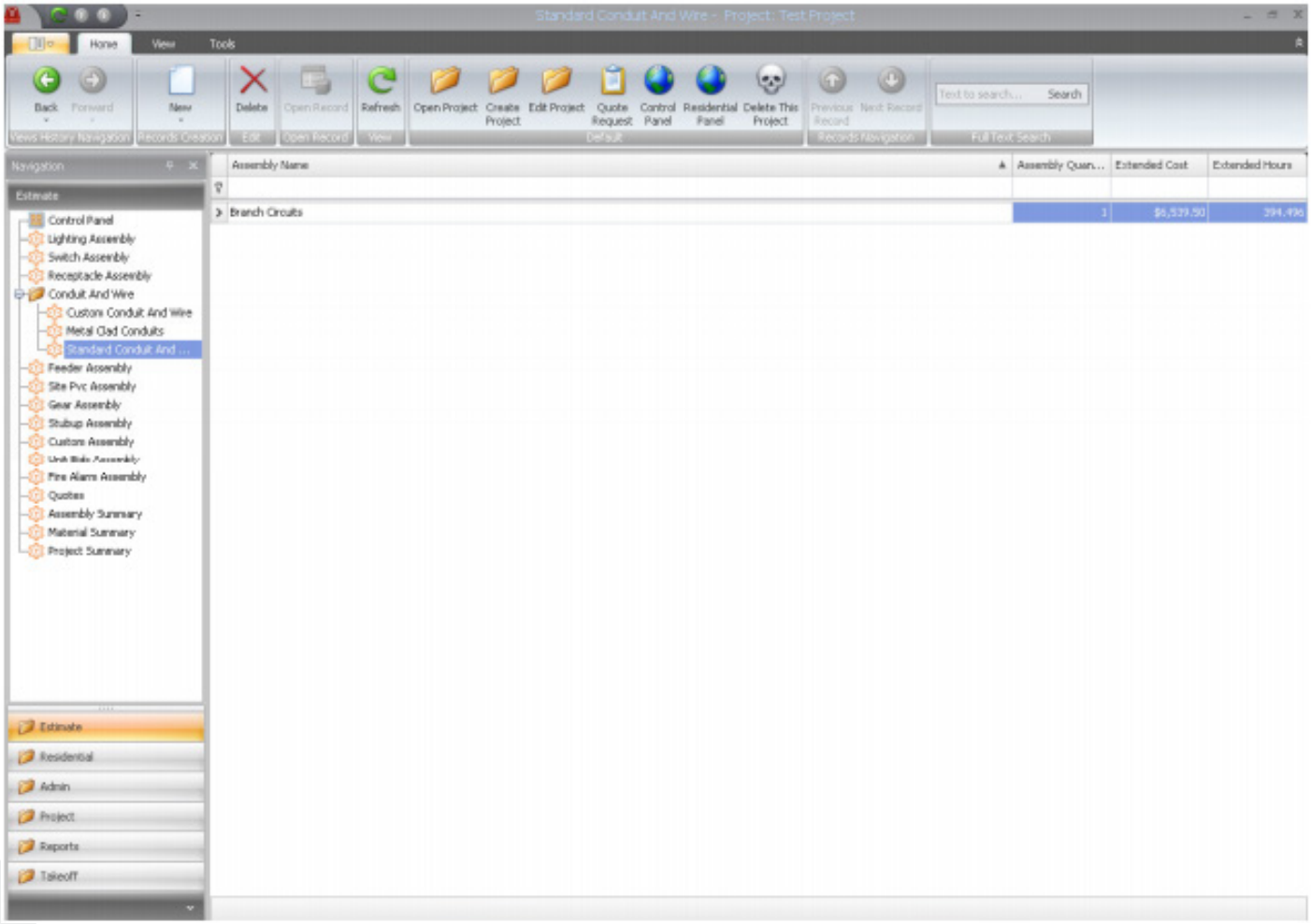
Or you can work from the left side Navigation as shown below.



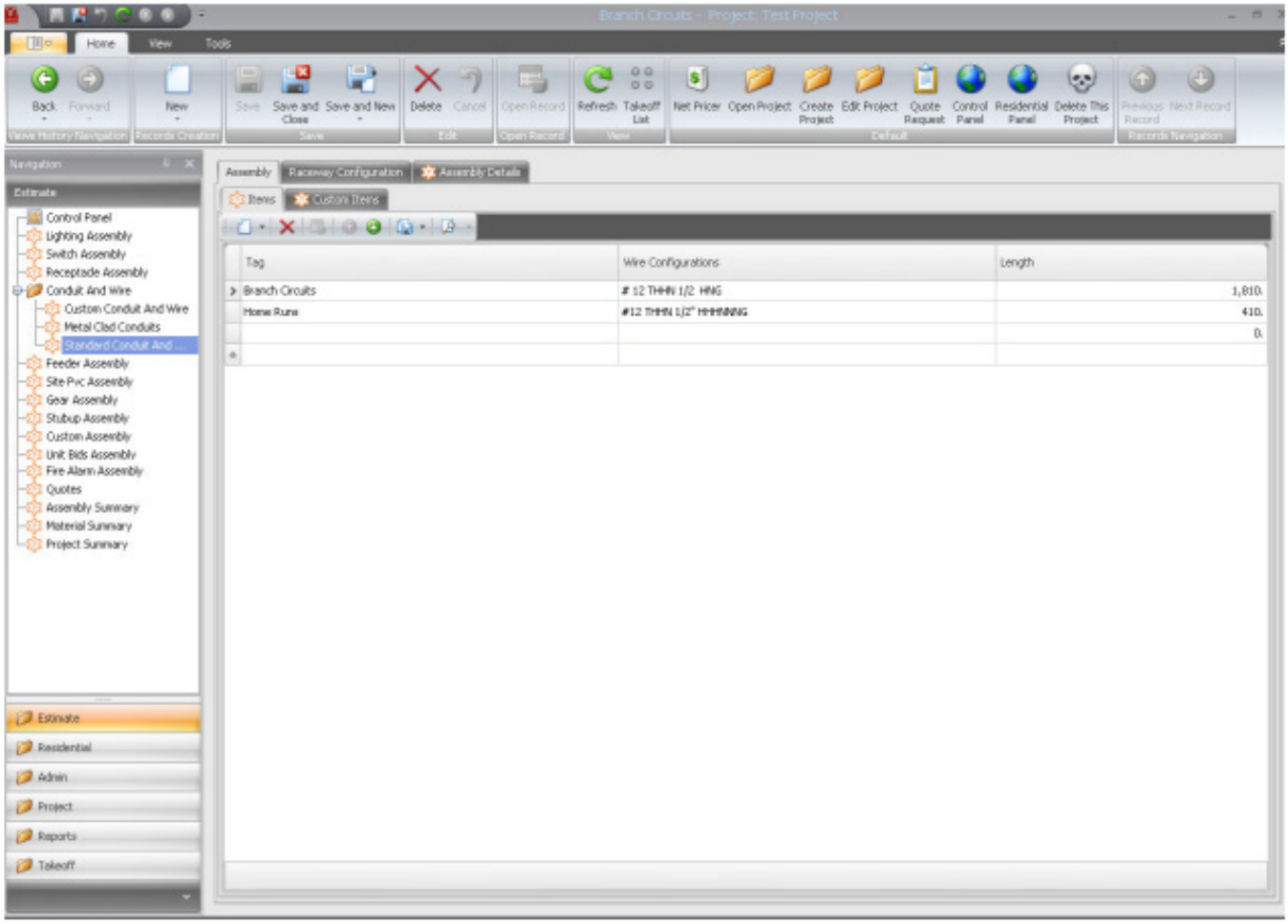
To review the Branch and Home Run raceways and wire that we measured select Standard Conduit and Wire.



The runs will automatically be listed under **“Assembly Name”.**
Click on the name to open.



Shown below are the two runs of raceway and wire.



To review:

Select the Tag and then **"Assembly Details"**.

Note: *This same process works for Metal Clad as well.*

- This has given you some basic steps to follow and practice. These are just a small sample of what the software will do for you.
- Below are a few extra features that you may want to explore.
- It is best to stay simple and learn a little at a time.

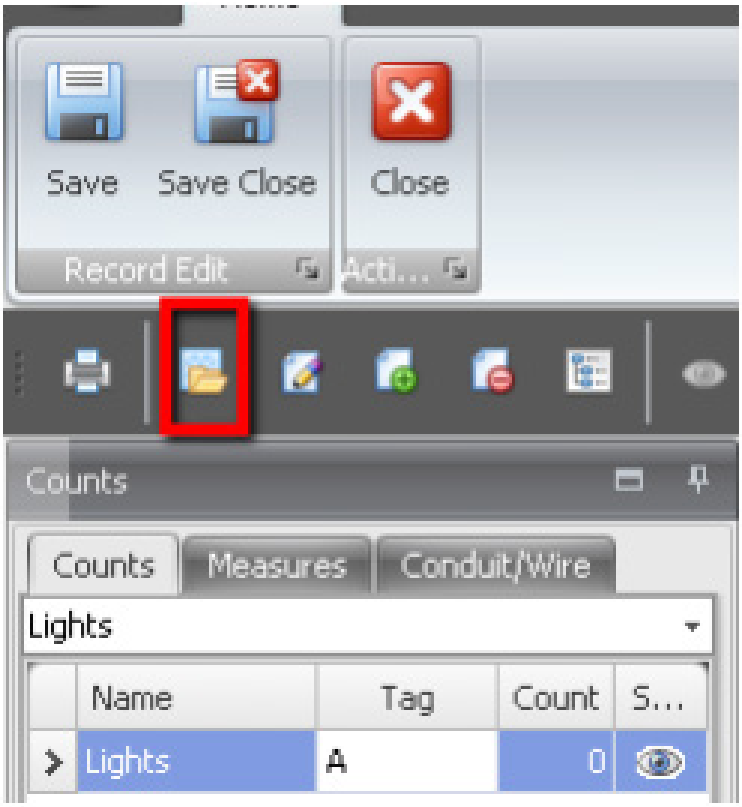
If you need help please look at the Help Library located on the website or send us an email.

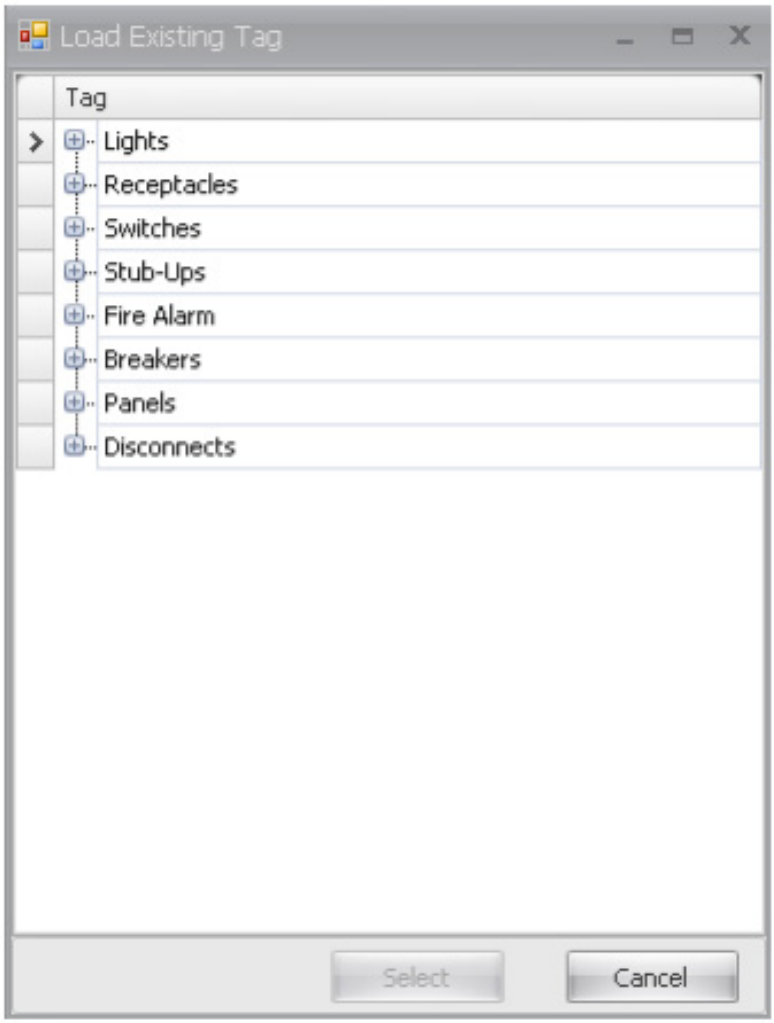
info@1CEES.com

“Manually Counting by using the Library of Tags”

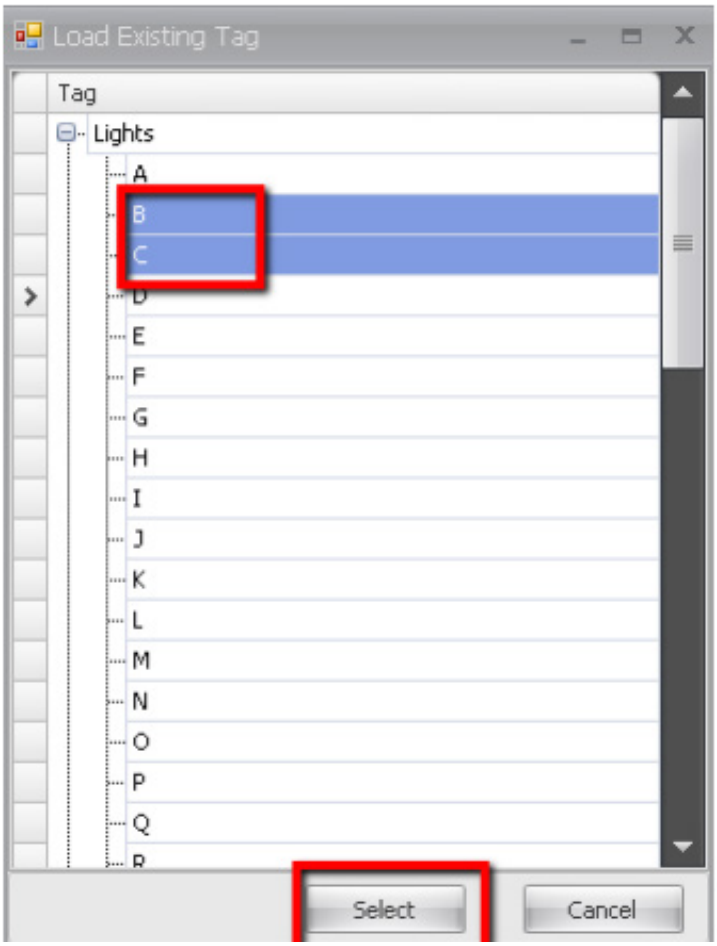
Most people don’t use this next feature but it can save a lot of time. To get the most out of the Tag library you must go in to the Admin and set your tags to match the Tags in your estimate. This is not hard but more than you want to do on day one.

You can enter the Tags manually or use the Tag Library. To open the tag library select the folder icon. It will say Load. See below





You can import Tags from the library or create your own.



Open the tree, choose your tags, and then select the Select button. The tags will show up in left side window as shown below.

Lighting is not a good example unless you have complete control of your lights but this can be helpful for Receptacles if you set your Tags to match the estimate.

AUTO COUNT

Please watch this video to see how it works

Click here to see the Auto Count in action

Note: These are my personal thoughts and don't represent Best Bid.

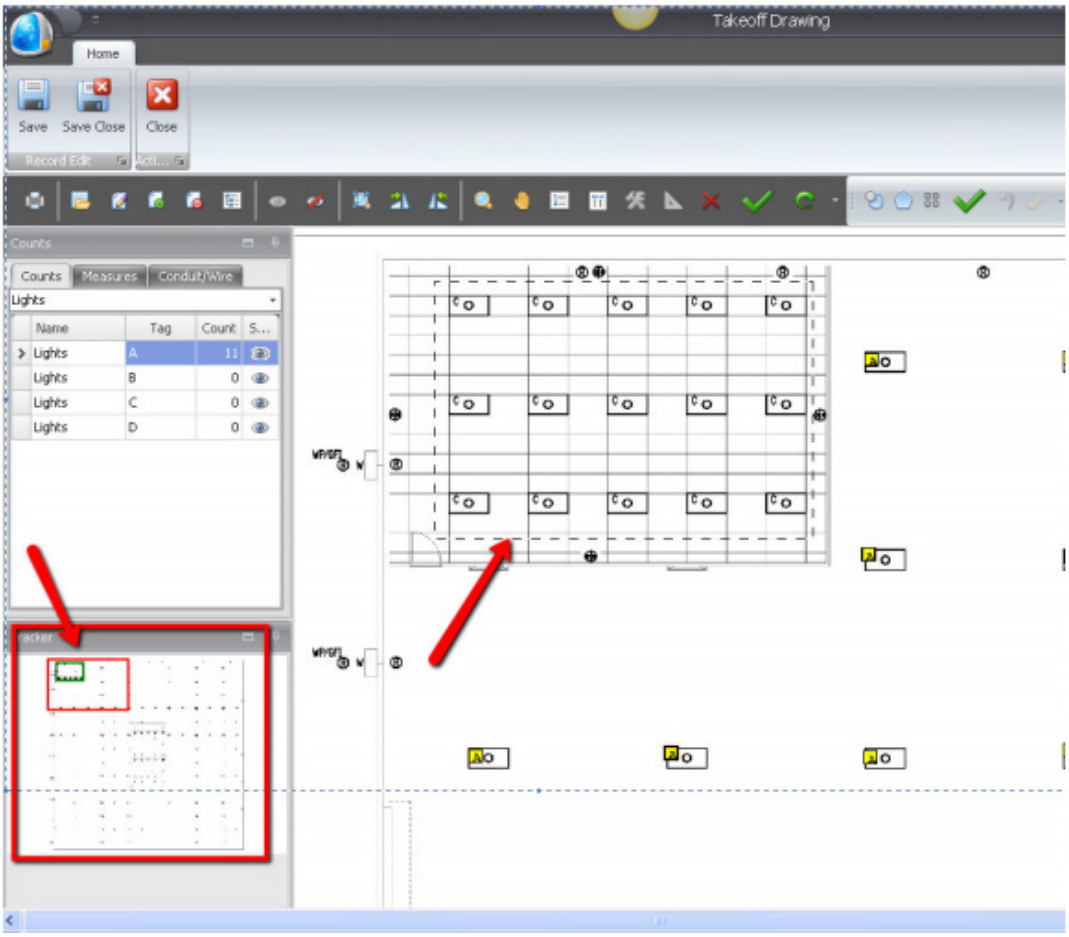
Do not purchase any software based on the Auto Count feature!
You will never use it as much as you think you will and it is not because this feature does not work it actually works perfectly. It is because most plans are drawn so poorly that it isn't advantageous to use it. I can actually count manually as fast and I know 100% I am accurate. I use a touch screen and that makes it even faster.

I also suggest skipping the Auto Count until you learn to count manually.

Using the auto Count feature.

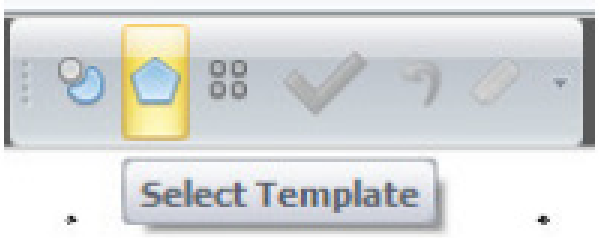
- Select a search area.
- Click on the set search area icon which is shown below.
- Draw a block around the area.

It is recommended to select the entire plan



In this example we have chosen to draw a search area around the room with C type light fixtures. In the tracker block located on the left under the counts view you will see the area of the plans that are in the view in red and in green you will see the search area. NOTE: The hatched line will disappear after selected.

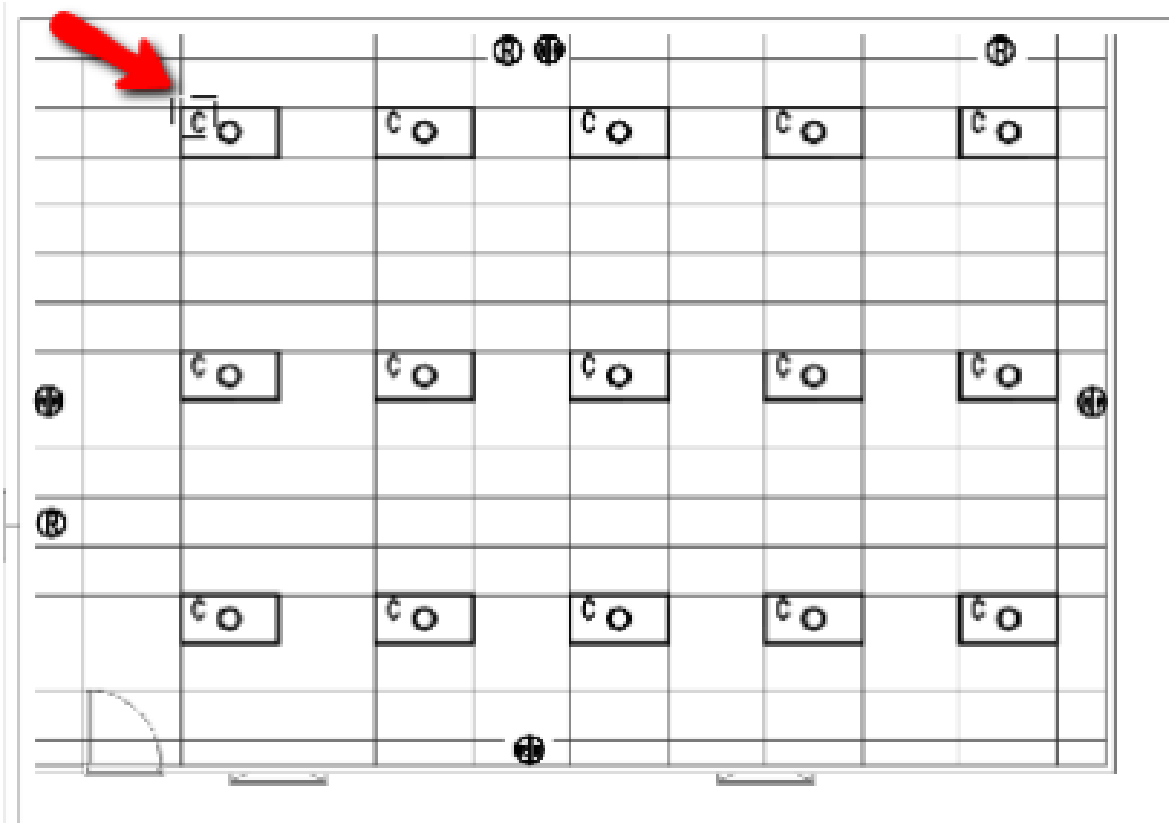
Next select a template to search for.



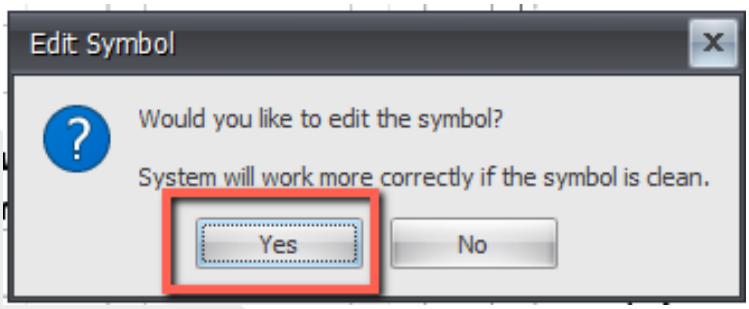
Select the search template icon.
Select the template.

One of the keys is learning how to search. The auto count is extremely accurate although some PDF drawings are not. The better you get at selecting the unique portion of an item the better results you will have. Also it may be faster to manually count items with low quantities. It is also better to count lower quantities first as we are in the example below. In the example below all of the C lights are facing the same way. If some were placed vertical along with the horizontal it may require 2 searches to get all of them counted. This is normal. If your selection for example is the letter C it will count it no matter of its orientation.

Next
Select the template.

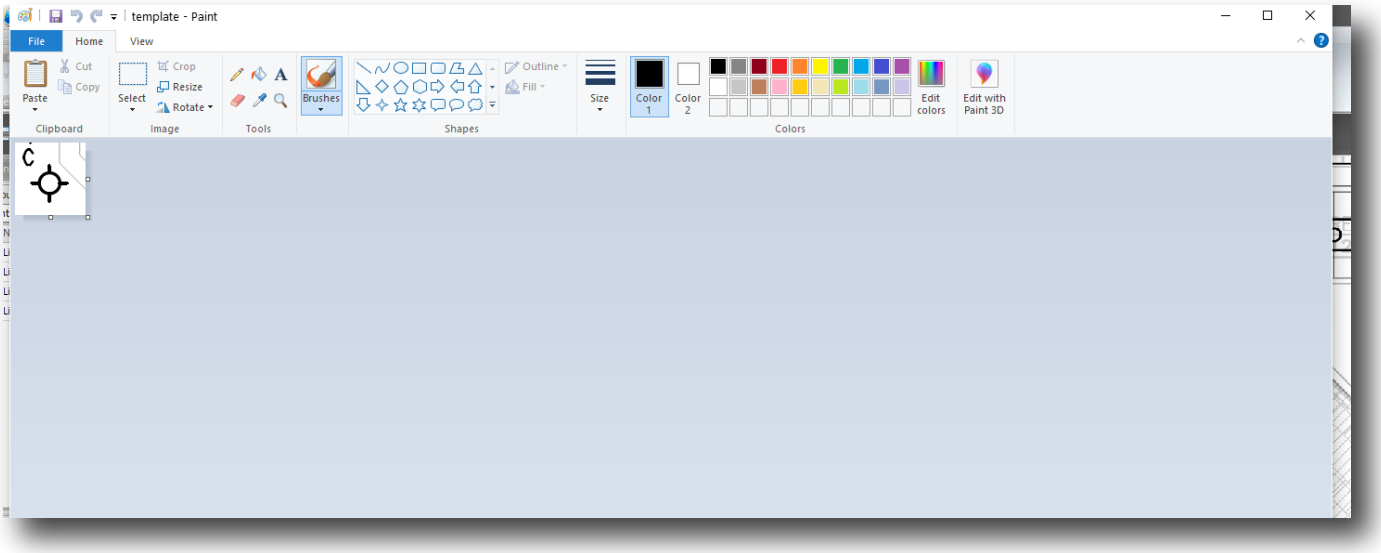


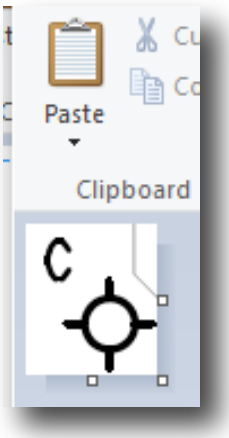
Once the template is selected it will open this screen



Select Yes

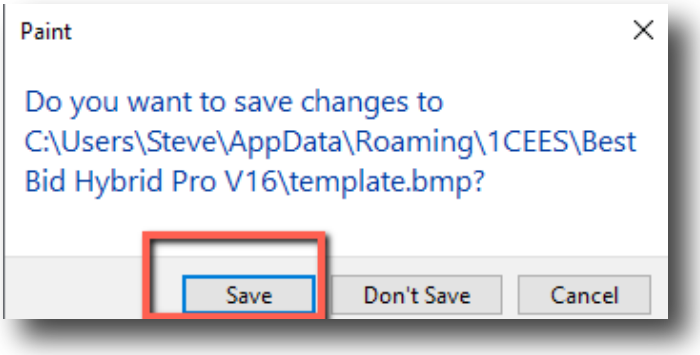
From this view you can tighten up the template.



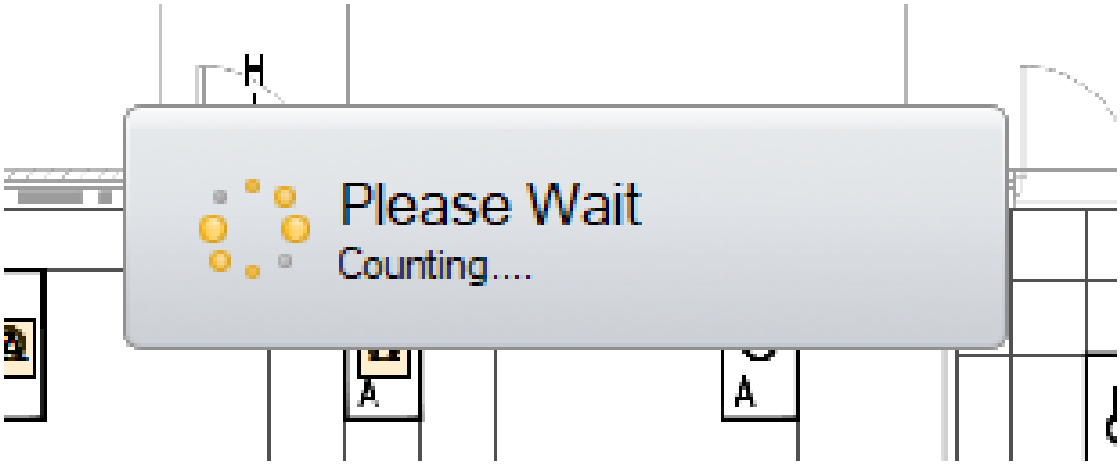


When finished just close paint.

Select Save Changes



Select **"Auto Count"** *as shown below*

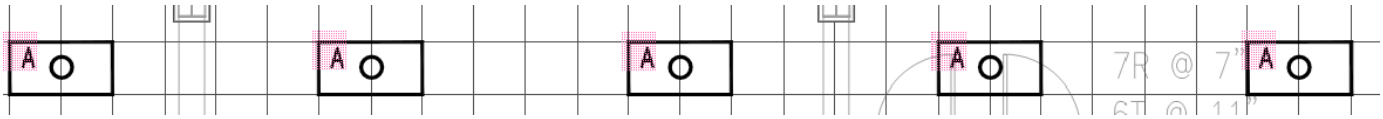


This is a two-step process. Once the search is complete you will get the following prompt.

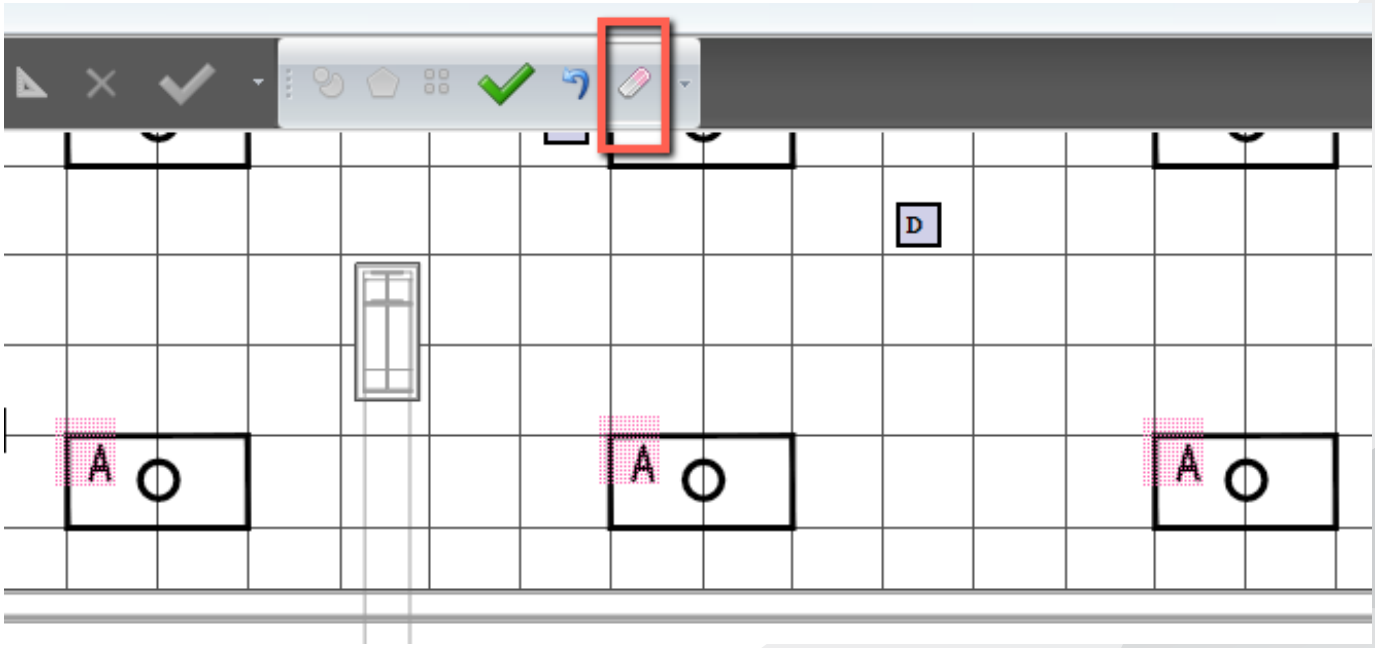
Count Complete.

Select OK

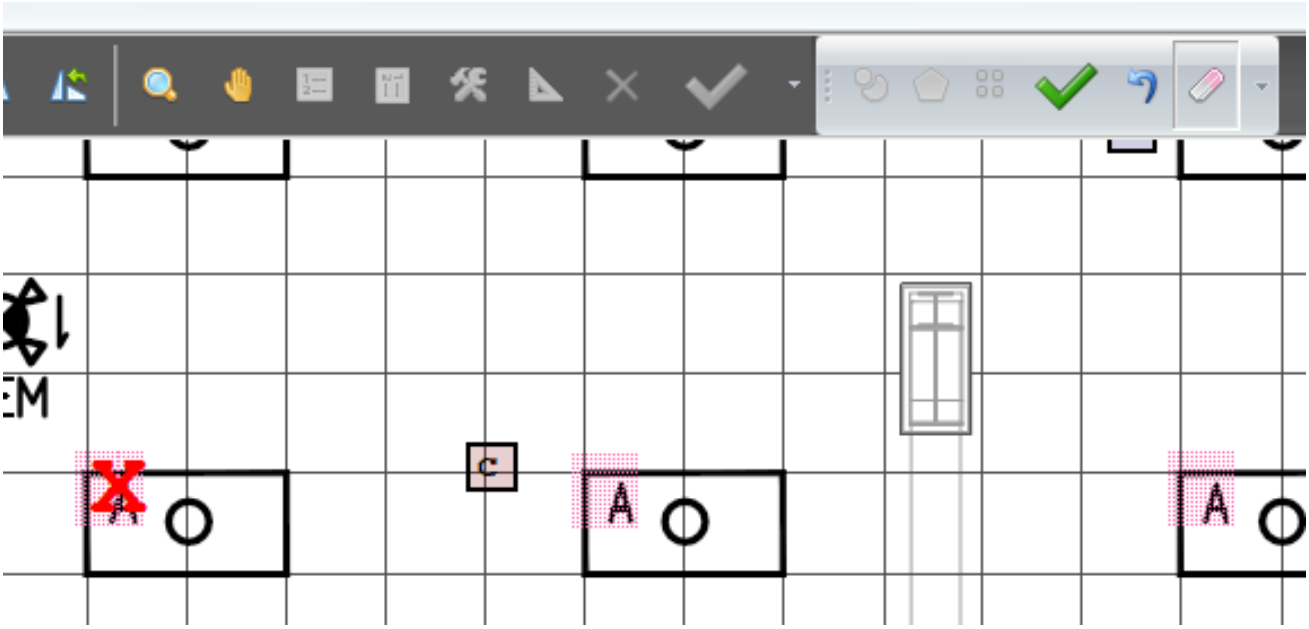
The items that were counted will show a red hatch as shown below.



In the rare case the software counted an item wrong select the eraser icon as shown below.

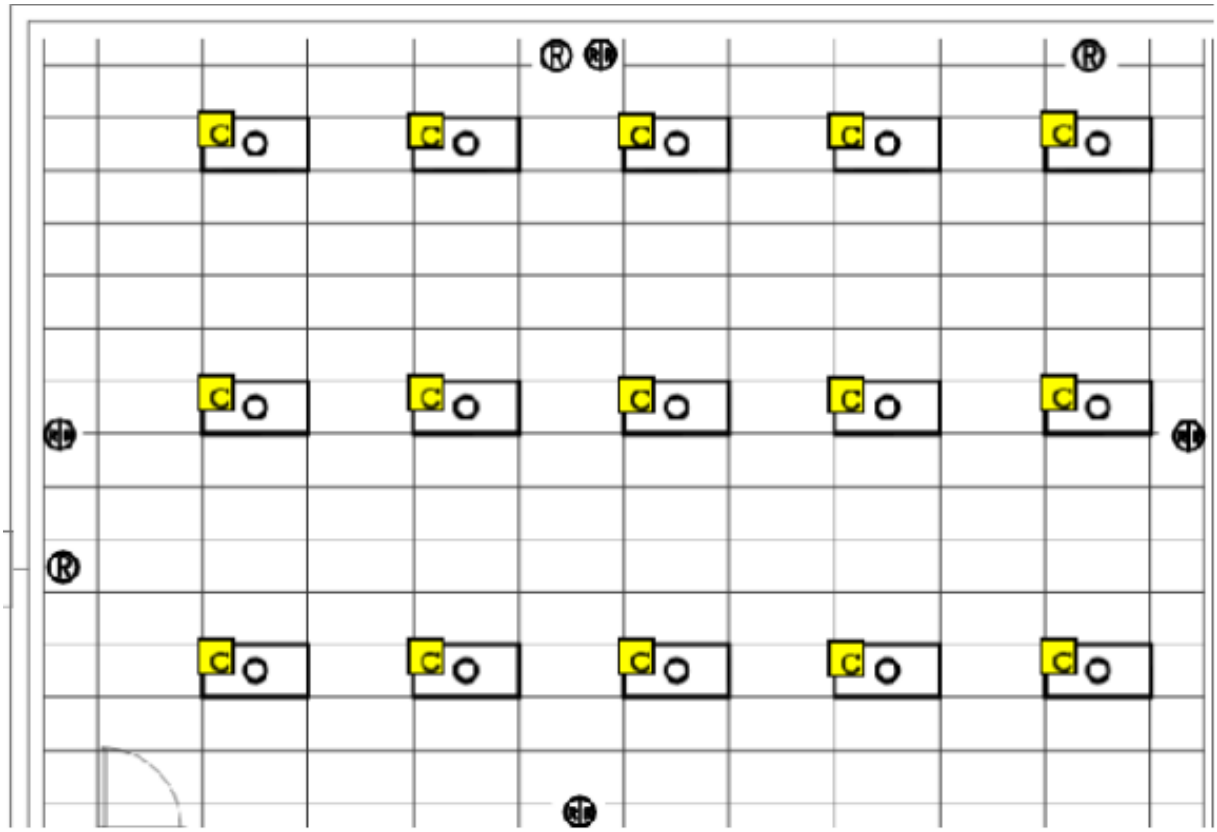


Click on the wrong count and there will be a red X left on the item.

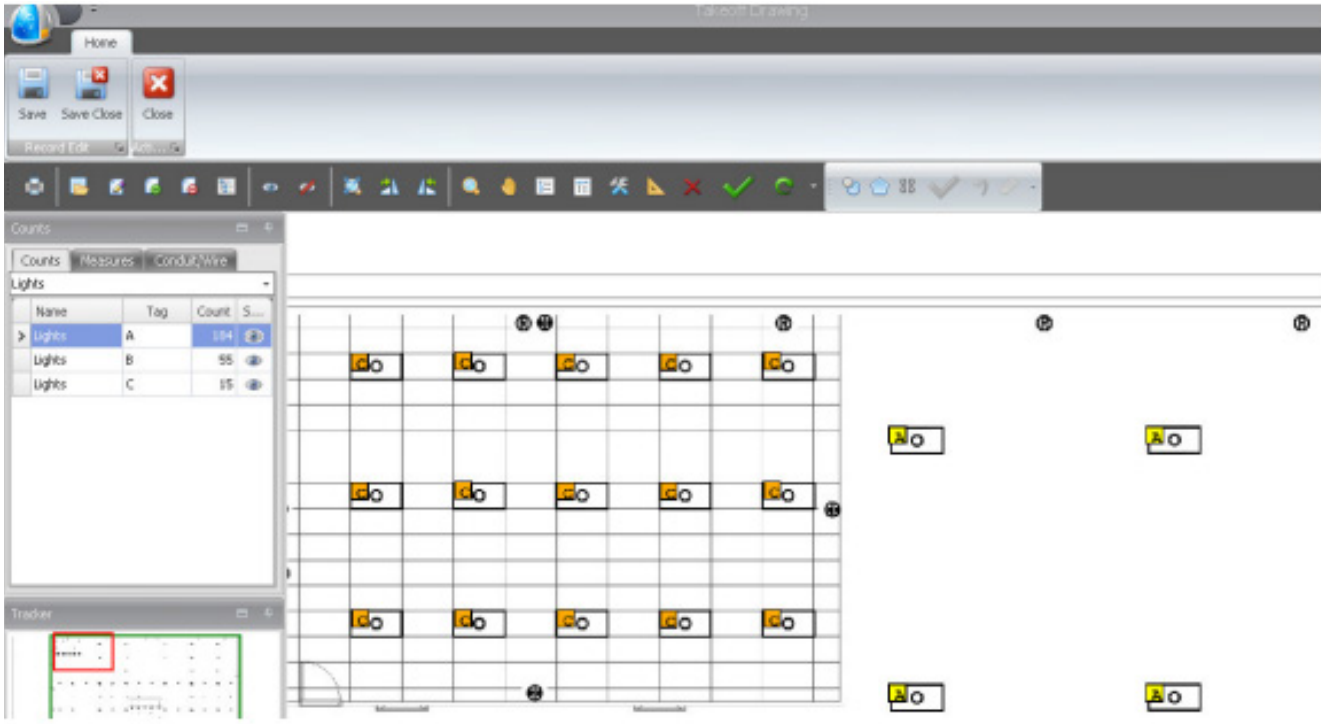


When you select the green check to finalize your counts the items with the red X will not be counted.

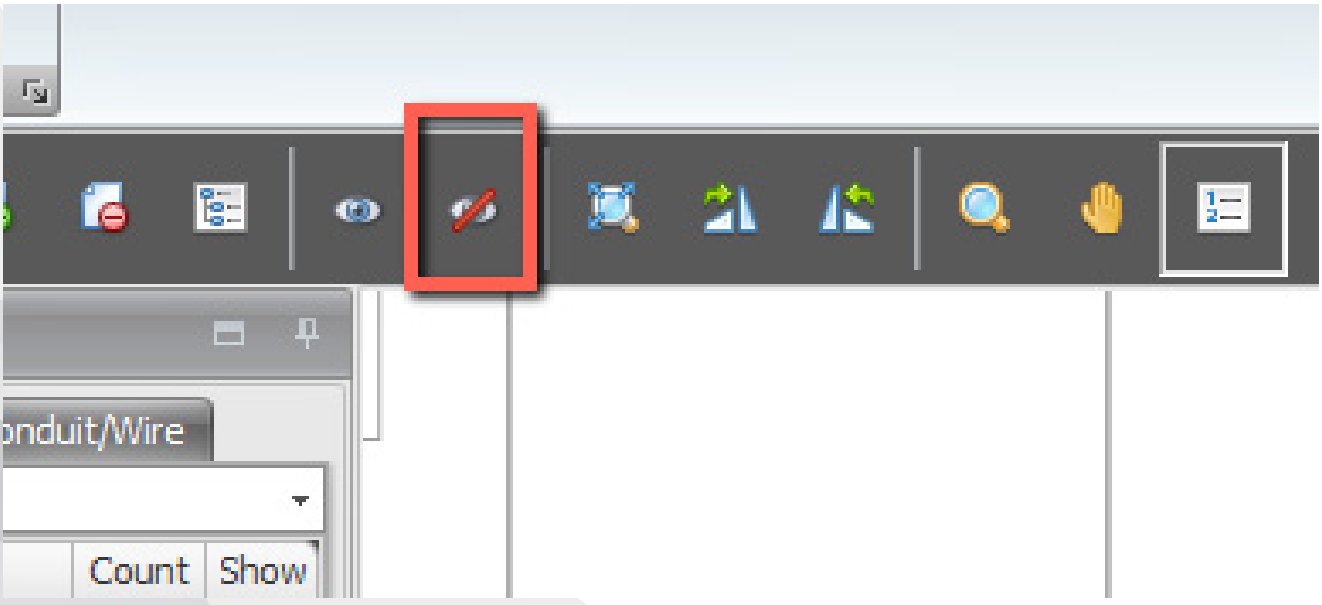
The Tags will color in permanent.

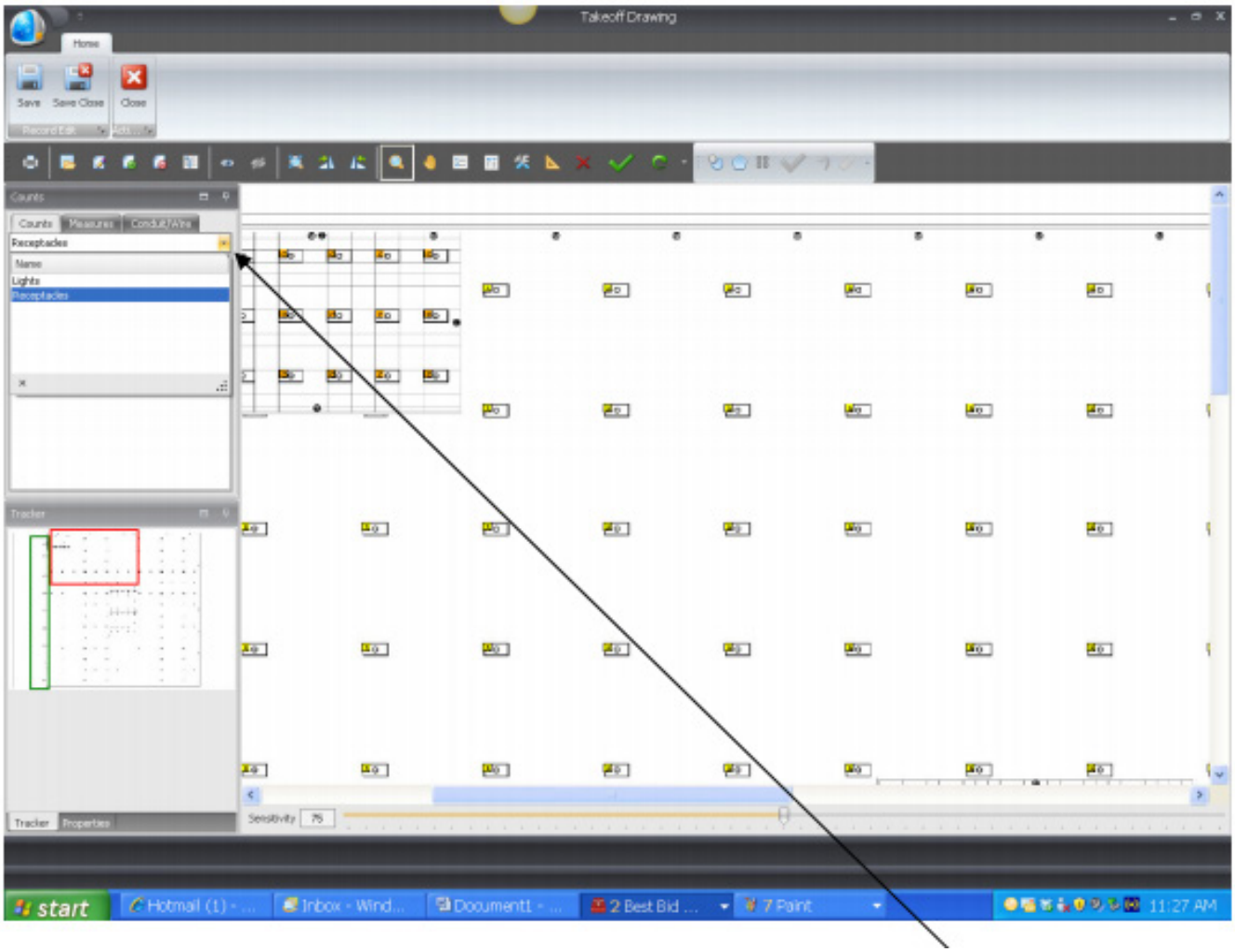


In the example below we have counted the A-B- and C fixtures.



Note: When changing sheets or moving from one group to another FREEZE off the counts or measurements by selecting the eye with the line through it as shown below.





You can revisit the groups that you have created from the drop down. Continue to count anything that needs to be counted and create as many groups as you need.

We hope that you have been able to work through the Software enough to see the many advantages it offers.

Please let us know if you have any questions.

Every time you use the software you become more familiar with the flow and the features.

There is so much that the Best Bid Hybrid Pro can do that it would be impossible to show even a fraction of the features in the Quick Start Guide.

We want to show you enough that you get the feel and can follow along.

Please feel free to ask for help when needed.

We are here to help

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