

introductory express/genesis face-to-face training

about

- o 1 Day
- o Hands-on computer-based training, led by a Pronamics senior trainer
- o Learn the fundamentals of Expert Estimation, ensuring you have a solid base to grow your Expert Estimation skills

lesson 1: introduction

- o Basic navigation
- o Project maintenance
- o Renaming a project

lesson 2: create project

- o Importing a project into Expert Estimation
- o Creating a new blank project
- o Workflow window
- o Project properties
- o Details screen
- o Tax information

lesson 3: create resources

- o Base resources
- o The resource explorer
- o Creating resources manually
- o Importing resources from a spreadsheet
- o Copying resources
- o Resolving resource conflicts
- o Editing resources
- o Deleting resources

lesson 4: create schedule

- o The direct cost schedule window
- o Direct cost items
- o Creating items manually
- o Importing items from a spreadsheet
- o Editing schedule items
- o Inserting schedule items
- o Deleting schedule items
- o Copy schedule items

lesson 5: create cost estimate

- o The Cost Estimate Window
- o Items locked from the cost estimate window
- o Manually adding cost estimate information
- o Importing cost estimate information from a spreadsheet
- o Copying cost estimate information
- o Using resources in the cost estimate
- o Using basic formulae
- o Deleting cost estimate lines

lesson 6: updating schedule

- o Item state
- o Excluding items
- o Provisional sums
- o Using formulae
- o Subitems
- o Adding resources to items

lesson 7: create overhead schedule

- o The overhead cost schedule window

lesson 8: project summary

- o Project summary window
- o Editing the project summary
- o Adding basic margin to the project
- o Displaying the project's tax amount

lesson 9: spread results and project messages

- o The spread results window
- o Spread result notifications
- o Project messages

lesson 10: reports

- o Accessing reports
- o Formatting reports
- o Printing and emailing reports
- o Displaying a company logo on reports