

Comprotex Software, Inc. Support Manuals for 2 Program Package

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Note: Both programs are templates for Microsoft Excel Only

UB2 Construction by Design

Welcome to the UB2 Estimating Budget Program. This program is designed to meet the needs of today's Homebuilders with its many auto calculating features and suggestion prompts. To get started, you need to decide if you want to run through a new budget for practice, using the pre-input pricing, which is without a doubt inaccurate for your local and type of construction or to go through the entire budget input by input, entering the setup pricing in the MAIN section. We recommend that you first leave the pricing as programmed and run through a sample budget or two, just to get familiar with the UB2 Estimating Program. Once you feel comfortable with UB2, then start entering all your pricing (including sales tax) in the MAIN section. When all inputs are complete, you need to type the new file name in the upper left corner of the BUDGET page just to the right of FILE NAME: We recommend leaving it as BASEUB2. Now click FILE and SAVE AS and name the file.

NOTE: ALL BLUE CELLS CAN BE CHANGED. ALL OTHER CELLS ARE PROTECTED!

NOTE: Always start using the base file, but always use SAVE AS for the new file so not to override the original base file!!!

SPECIAL NOTE: The bottom section Tabs are an excellent feature of UB2. Familiarize yourself with the Tabs. They will save you an enormous amount of time. When you track your mouse pointer over certain cells with a RED TRIANGLE, a comment display will show clarifying the cell.

PRINTING:

To print a section of this program... simply highlight that area (highlighting is accomplished by placing your mouse pointer at the left most upper section of what you want to print, holding down on the left mouse button and dragging to the most lower right section of what you want to print, then releasing the left mouse button) and open file, select print, select print selection and press OK. Always make sure that your printer setup is correct!!

SETUP:

First Step

Click on tab marked **STEP 1 SETUP** to go to the SETUP. This section is the first area to setup data pertaining to a new budget. Simply fill-in the data required, then continue with the other sections that will effect this particular budget. Now spread out your blue print and take all of your dimensions and enter accordingly in the appropriate codes in the **MAIN** tab section.

Second Step

Click on the **Main** tab. This is the core of the overall budget estimate. Familiarize yourself with all of the areas that need to be bid. Make a list of what needs a bid and then send out those items out for bid. Once you have the bids, enter them in the **MAIN** tab code areas.

Click the bottom tab **NOTES** to make notes about this home. The first cell in each row contains all the text for that line.

The **TRACKING** section is linked directly with the BUDGET section; therefore all budgeted items agree with each other. You will find that most parts of this page explain themselves. In each cost code you have room for 3 checks and their numbers. As you progress through the building cycle and enter various checks it will show a budget analysis and a cost to complete figure, plus it will show a projected profit. If you want the variation to activate, then type 1 in the item number under variation.

The summary page is an analysis of all cost per foot data relating to air-conditioned and overall total square footages per line item. This data should help in securing a loan to build.

UB2 Troubleshooting Guide online

Go to: <http://www.comprotexusa.com/faqUB2.html>

Scheduler E

Now Lets Get Started! First thing to do is make sure that your Excel program has the right Add-Ins. Go to the top menu of Excel and click on "Tools" and then click on "Add-Ins". A display will appear showing the add-ins installed. Make sure that the "Analysis ToolPak" is checked. If it is not checked, then check the "Analysis ToolPak" box and click "OK". It is recommended that you close all programs, including Excel and reboot or restart your computer to assure this Pak is installed properly. Ref: [Microsoft Article](#)

The scheduler E is designed to be used with the Microsoft Excel program. This template program is designed specifically for scheduling New Homes. It works with assigning task dates that only fall on workdays Monday through Friday, excludes all (5) holidays! It can be mastered within minutes. The actual program template is located on the "Scheduler E" tab at the bottom of this program. All data in blue can be changed. Changing any other data on the "SCHEDULE" while protection is disabled can damage the program! It is strongly recommended that you copy this file to another folder on your hard drive for backup prior to building your first schedule.

Lets get started! The instructions below will used on the 2nd tab of this program called Scheduler E.

The first thing to do is enter the critical data about the home to be built at the upper right corner; Job number, Name, Address, subdivision and Lot & Block.

In Task item under "Start" enter the date over the existing blue date (3/10/11) you want to actually start the construction proceedings for the new home. **THIS DATE MUST BE A WORKDAY (MONDAY -FRIDAY, NOT A HOLIDAY)!!** The program will then automatically adjust all the scheduled dates.

Now in the "WkDays" column assign the workdays needed for each Task "Item". Things that don't require actual construction time, like ordering, should be assigned "0" time. The schedule will automatically readjust all dates. Now enter the date from "Actual Construction Complete" in the "Proposed Complete". It is imperative to do this if you want the "Over/Under" to function before entering any updated "Actual Dates".

After completing the assignment of workdays for all "WkDays", it's time to save your file. Click on "File" at the top of the Excel program and then click on the "Save As". In the display select the folder you want to save this file in, enter the name for the file (like job23476.xls or .xslm) and click 'OK'

Well, that was pretty easy!

The program has a print button "Print" in the upper left of the program. By clicking on this button, it will automatically start printing the 3 page schedule for your construction superintendent.

It is recommended that the your construction superintendent use these 3 printed pages for 1 week, writing in the actual completion dates in either the comment area or next to the "N". At the end of that week, he or she can then hand in the marked-up schedule for processing to update.

Now take the marked-up schedule and then open the appropriate file and replace the "N's" in the "Actual Date" column that match the actual completion dates on the superintendent's marked-up copy. DO NOT REPLACE "N's" THAT HAVE "0" ASSIGNED WORKDAYS! The program will automatically readjust all dates proceeding that task. If you accidentally overwrite a formula do to protection being disabled, stop and click on "Edit" at the top of the Excel program and click "Undo". Note: Comment section may contain a maximum of 23 characters.

Once you have completed the updates, click the "print" button for a new copy to distribute to your superintendent for the next week.

Now save the update file. That's it. It is recommended that you repeat this process each week until the home is completed.

Scheduler E Troubleshooting Guide online

Go to: <http://www.comprotexusa.com/faqUB2.html>

TECHNICAL SUPPORT

Comprotex Software Inc.
Tel: 888-334-9573 or 972-681-4104

Hours: 9:00 am to 5:00 pm CST
Monday through Friday

1. When calling for technical support always have your registration number ready.
2. Technical support is free for 90 days from date of purchase. After that period support is available at the rate of \$47.50 * per half hour, minimum charge is \$47.50 * via credit card.
3. Technical support is also available via email at: support@comprotexsoftware.com

* Hourly rates for support are subject to change without notice.

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