

# Online Planroom Tips & Tidbits

## ESTIMATING USING ON-SCREEN TAKEOFF (OST)

OST offers many tools to help you put together a bid working entirely from the Online Planroom. For tips on getting started with OST, contact VCE and we'll send you other OST-related "Tips & Tidbits" fliers.

There are several zoom-related buttons ("Z" above them below). The most useful, identifies itself as just "Zoom", allows you to select the area to zoom into.

Default scale is 1/8" = 1' but you can change that using the drop down arrow. Scale of a plan is NOT detected by OST.

Results for measured areas/lines are cumulative. For measured areas, clicking the down arrow will show you the below for how to see the stats for indiv. areas &

For measured lines, clicking the down arrow will show you the below for how to see the stats for indiv. areas &

"Units" defaults to "feet". It rounds to the nearest foot so if measurements need to be precise, change to inches and manually convert the totals to feet.

The screenshot displays the OST software interface. At the top, there are tabs for "Bids", "Image", "Takeoff", "Worksheet", and "Print". Below the tabs is a toolbar with various icons, including a "Select" tool highlighted with a yellow box. The main workspace shows a floor plan with a red-shaded area labeled "SCIENCE CLASSROOM". A tooltip for this area displays the following data:

OSK Condition	1,272 SF
	143 LF
	0 EA
	Unassigned

At the bottom left, there is a file list with the following items:

- 006\_A1.1.tif
- 007\_A1.2.tif
- 008\_A1.3.tif
- 009\_A2.1.tif
- 010\_A2.2.tif
- 011\_A2.3.tif
- 012\_A3.1.tif
- 013\_A3.2.tif
- 014\_A3.3.tif
- 015\_A3.4.tif
- 016\_A3.5.tif
- 017\_A3.6.tif
- 018\_A4.1.tif

Measuring Tools: "Line", "Area", "Count"

The "Pan Window" lets you see where you are on a plan when you're zoomed in. If you left click/hold while on the black box, you can move around on the page.

If you've measured multiple areas or lines & want to see the individual stats for each, click the "Select" tool on the toolbar & click on the area of line. A small box will appear showing stats for just that area or line.

**MEASURING NOTES:** \*\* You can't use the 3 measuring tools at the same time. \*\* For a line, left click & then drag and release at the end. \*\* For an area, left click at each point & click back at the starting point to complete the area. \*\* To stop the 'snap to grid' that sometimes affects where you can click, hold down the "Shift" key on the keyboard.

This is a lot of info and there's much more. Contact VCE and schedule a demo, either at one of our Planrooms or we can come to you. Learn how to make the most of your Online Planroom account.