

## INSTRUCTIONS FOR COMPLETING A TAKEOFF

- **SOFTWARE PROJECT:**

Thousands of formulas integrated into the software keep in memory the possibility of carrying out a multitude of projects. Initially, no products are displayed in the project, but are displayed as the project progresses. According to the activated options, the software adds, modifies or cancels by default the products of all the purchase orders of the project.

- **FOUNDATION MEASUREMENTS**

Open the "**FOUNDATION**" step and enter the exact area and perimeter of the foundations. All base products are installed by default to the foundations, floors and basement walls of the project. Navigating through the options section of this step will allow you to adjust the products and complete the foundations of the project. By default, this step distributes its measures to all the floors of the project.

- **MEASURES FROM FOUNDATIONS:**

All selected stages of the project receive the foundation measurements by default and insert the floor, ceiling and exterior wall base products into the purchase orders for each of the floors in the project. If the dimensions are not similar to the story below, activate the "**NEW DIMENSIONS**" cell of each non-similar story and complete according to the instructions. Navigating through the options section of these steps will allow you to complete the project.

- **GARAGE :**

Open the "**GARAGE**" step and enter the exact area and perimeter of the garage foundations. The software will take into account all the basic products of the foundation, floor, ceiling and exterior walls of the garage and transfer them to the project purchase orders. Navigating through the section options in this step allows you to adjust and complete the project.

- **CONCRETE BALCONIES:**

Open the "**CONCRETE BALCONY**" step and enter the exact surface and perimeter of the concrete slab of the balcony. Navigating through the section options of this step allows you to adjust and complete the products of foundations, steps, railings, balcony columns and will transfer them by default to the project purchase orders.

- **BASEMENT TERRACES:**

Open the step "**BASEMENT TERRACE**" and enter exactly the surface and the perimeter of the terrace. The software will complete foundations, steps, ramps and columns by default. Navigating through the section options in this step allows you to adjust and complete the foundations, steps, ramps and columns and will transfer them to the project purchase orders.

- **INTERIOR ROOMS:**

Open the "**INTERIOR ROOMS**" step and enter the exact area and perimeter of this room. The software will by default complete the basic floor, ceiling and wall products for this room and transfer them to the project purchase orders. Navigating through the section options in this step contains items to add, remove, or edit products to complete this piece. (**Ex: Stairs, Cabinets, Floor and others.**)

- **ROOF PANELS:**

Open the "**IDENTICAL PANELS**" step and choose a panel model. Open the "**PANEL SIZE**" section and complete. The sections in this step contain the options to add, remove, or modify the products to complete the roof. (Ex: **Cornice, Gable, Soffit** and others.)