



Quick Start Guide

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Langley, British Columbia, Canada

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About the Quick Start Guide

This Quick Start Guide is task-based, and is designed to help new **TopView** users create basic roof estimating projects quickly and easily. It walks you through a sample job—step-by-step—giving you the basics needed to start using **TopView** to generate roofs and create estimates for your own projects. Note that **TopView 9.9** is an amalgamation of TopView ME for metal roofing and TopView LE for tiles, shingles and other roofing materials that estimate by coverage

Information in this chapter includes:

- using this guide
- getting help with your projects
- getting product information
- an overview of the sample job you will create
- a table of keyboard shortcuts for entering coordinates

Using the Quick Start Guide

This guide presents information in a consistent way to help you quickly find what you need. Simply follow the steps as they are set out for you.

Throughout the guide, you will notice **Tips!** in the left hand margin. These tips suggest shortcuts, and act as hints to help you use **TopView** as efficiently as possible.

Getting help

There are two ways for you to get the help you need:

- online help
- technical support

Online help

For more detailed information on **TopView** features and optional settings see the online help.

The online help works in two ways:

- you can get help for a particular menu option, toolbar button, or window by pressing F1 when your mouse is positioned in one of these areas
- you can search the help file using the **Table of Contents**

To view the online help

- Press F1, or
- On the Help menu, click **Table of Contents**

Technical support

If you cannot find what you need in this guide or in the online help, our Technical Support Department is happy to assist you.

In Canada

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Toll free: 1-800-818-2051 Phone: 604-539-0122 Fax: 604-539-1334 E-mail: support@asrsoft.com Web: www.asrsoft.com

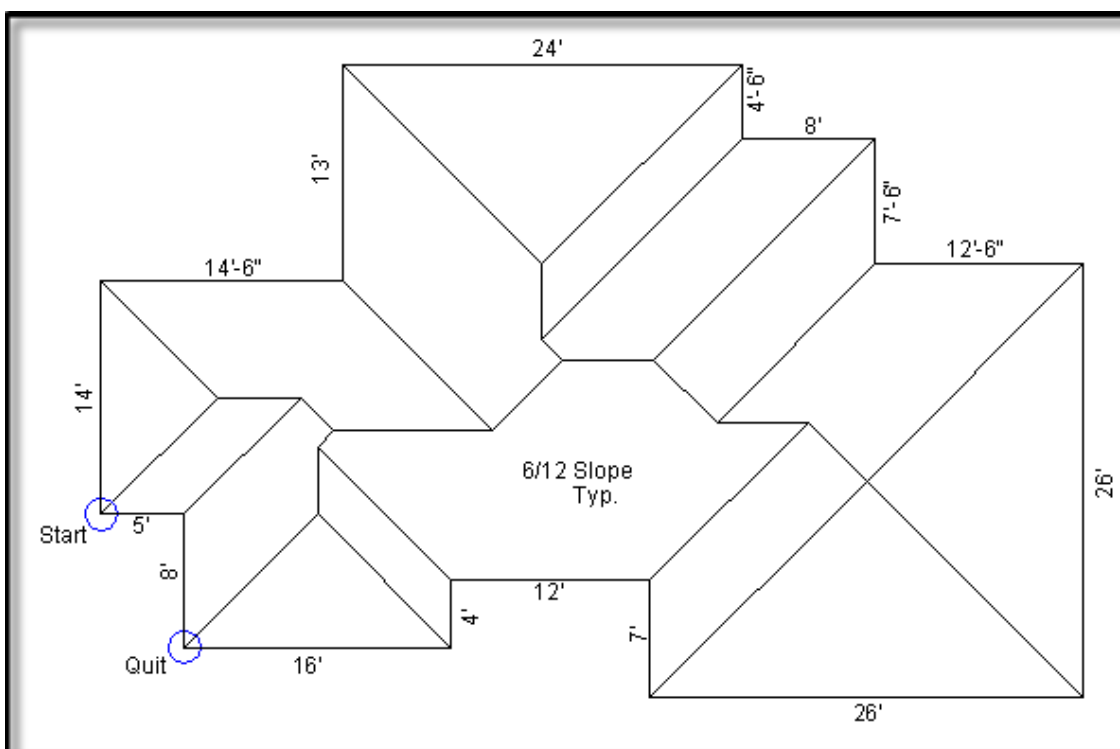
About the sample job

The sample job teaches the **BASIC** functions of TopView, it does not introduce advanced features of the application. The job you create using this guide is by no means indicative of the limits of the software. It is simply the best way to introduce you to the interface.

For a more complete description of TopView's many advanced features, press F1 at anytime to view the online help.

Here is the layout of the sample job you will work on.

You will want to print this page to refer to while working on the sample job.



The instructions set out in this sample job use the keyboard entry method.

For information on entering roof coordinates using your mouse, press F1 to view online help for TopView.

The following table contains all of the keyboard entry shortcuts you will need while working on the sample job.

Direction shortcut keys

U = up	V = vertical
D = down	S = sloped
R = right	A = angled
L = left	B = back up a step (undo)
H = horizontal	M = change coordinate display
Q = quit section (closes section automatically)	

Lesson 1: Drawing a roof

The first lesson in this sample project walks you through creating a project.

Included in this section:

- opening a new project
- adding a roof
- zooming into a roof
- changing drawing options and viewing project estimates
- generating reports
- printing a roof plan

Opening your project

To open a new project

1. On the File menu, click Open Project.

The Open Project window appears as in Figure 1-1.

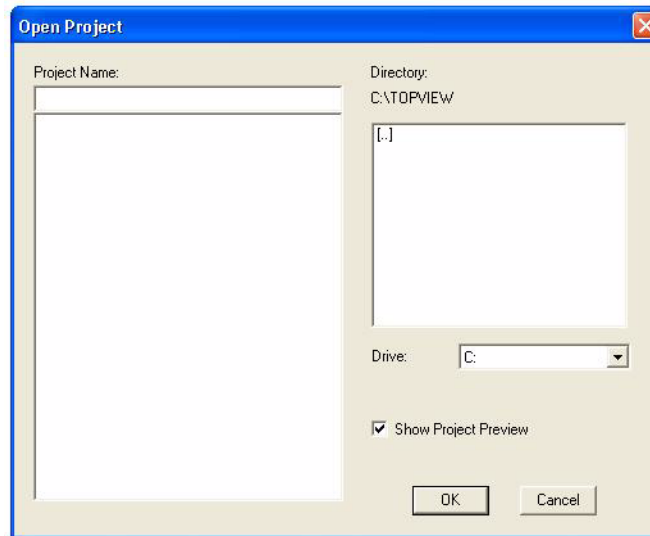


Figure 1-1 The Open Project window

2. In the text entry box, type the name of your project. Call this job “Sample 1”.
3. Click OK.

Tip!

This is where you can specify your scale if using a digitizer. Set the scale to the same scale as the drawing.

The Project Title window appears, as in Figure 1-2.

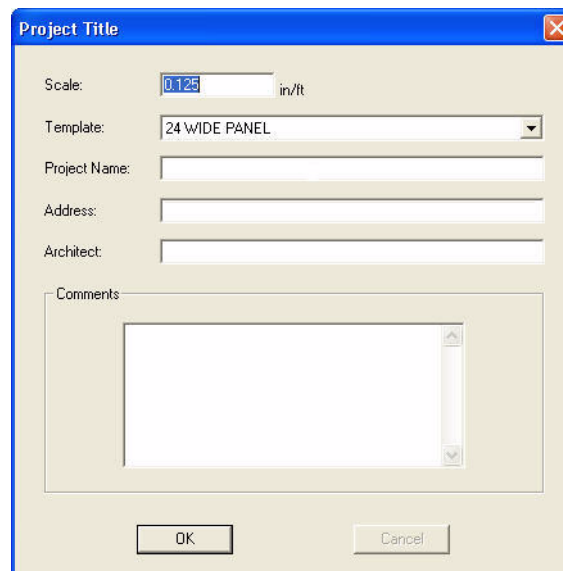


Figure 1-2 The Project Title window

4. From the Template drop down menu, select “24 WIDE PANEL”, and click OK.

Tip!

The Section Defaults window is where you change settings for flashing materials, accessories, panel offsets etc.

The **Section Defaults** window appears, as in *Figure 1–3*.

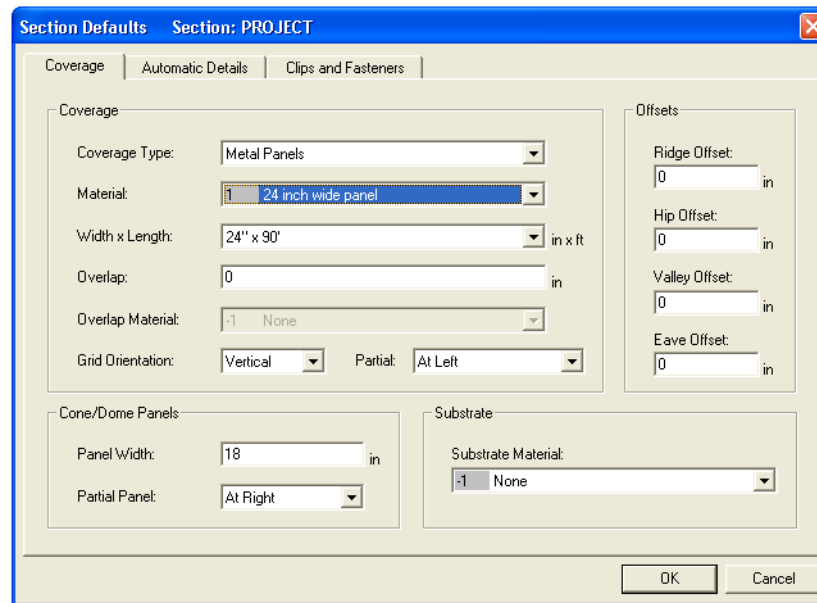


Figure 1–3 The Section Defaults window

5. Click OK to accept all of the settings belonging to the “**24 WIDE PANELS**” template that we chose in step 4.

The **Section Default** window closes, and you are returned to your drawing area. Note that if you had chosen a template for shingles or another material where the estimate is based on coverage the window would look quite different.

The Quick Menu

You can right-click your mouse in the drawing area at any time to view a menu of common tasks. This menu is called the **Quick Menu**, similar to *Figure 1–4*, and can be customized to display only the tasks you use most often. For information on customizing the **Quick Menu**, see the online help.

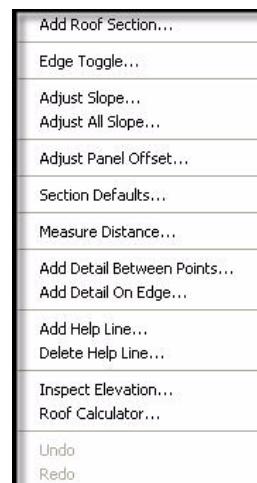



Figure 1–4 The Quick Menu

Adding a roof

A roof section can be an entire roof, or any part of a complete roof. In this project we will add an entire roof.

You can name your roof sections, for example “garage roof”, by typing the name in the **Roof Section Name** text box. By default, roof sections are given letter names, such as A, B, C and so on.

To add a roof

1. On the main menu, click **Add**, then click **Roof Section**, or click the **Add Roof** icon, .

The **Add Roof Section** window appears as in *Figure 1-5*.

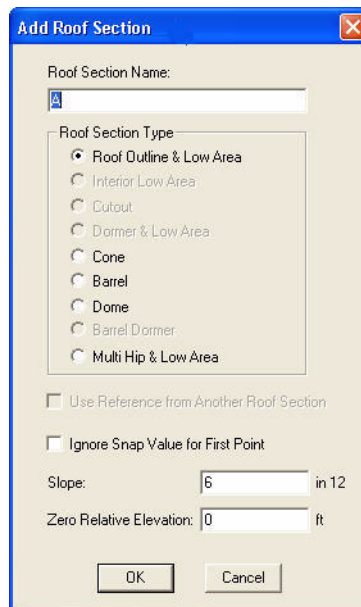


Figure 1-5 The Add Roof Section window

Tip!

You can use your keyboard or mouse to enter coordinates. For information on using the mouse, click F1 to view online help.

2. In the **Roof Section** type box, click the radio button beside **Roof Outline & Low Area**.
3. In the **Slope** text box, type **6**, and click **OK**. This will set your slope to **6 in 12**. The **Add Roof Section** window closes, and you can enter the coordinates of your roof.
4. Click anywhere on your drawing area. This will set the first point, marked **Start** in *Figure 1-7*.
5. Type **U** for up.
6. A text box opens in the task bar on the bottom left corner of your screen, as in *Figure 1-6*.



Figure 1-6 The Coordinate Entry box

7. Type **14** in the text box, and hit **Enter**.
8. Type **R** to go right, and type **14'6** in the text box. Hit **Enter**.

You can also use decimals to enter feet and inches. For example, to enter a length of 14 feet and 6 inches, type 14.5.

Tip!

If you make a mistake at any time, simply type B to back up a step or several steps.

9. Continue entering the coordinates in a clockwise direction, as in *Figure 1-7*, until you reach the point marked Quit.

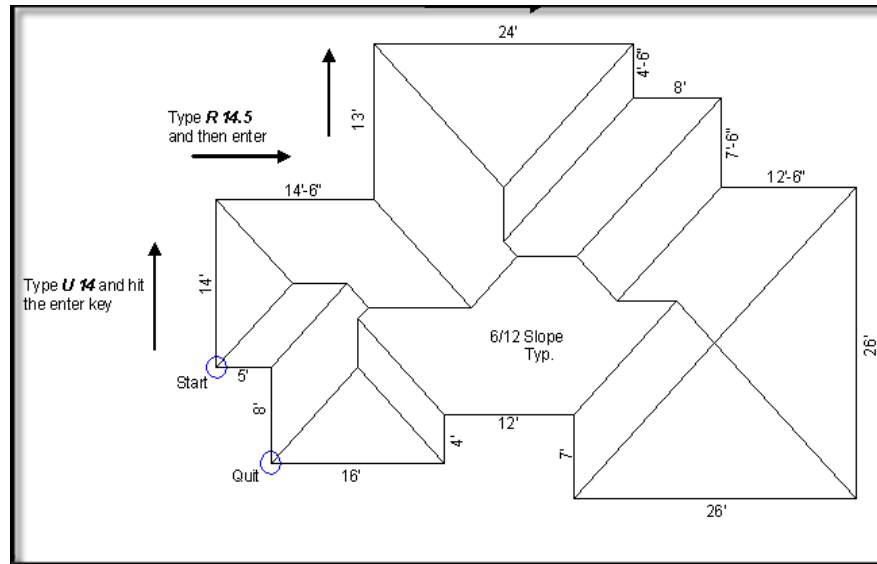


Figure 1-7 Roof coordinate instructions

10. Type Q to quit drawing the section.

Five options appear on the task bar at the bottom left of your screen, as in *Figure 1-8*.



Figure 1-8 The Close options

11. Click **Right Angle**, or type R to close the outline of your roof at a 90 degree angle. NOTE: the **Right Angle** option only appears on the task bar when a right angle close is possible.

Your roof outline should look like *Figure 1-9*.

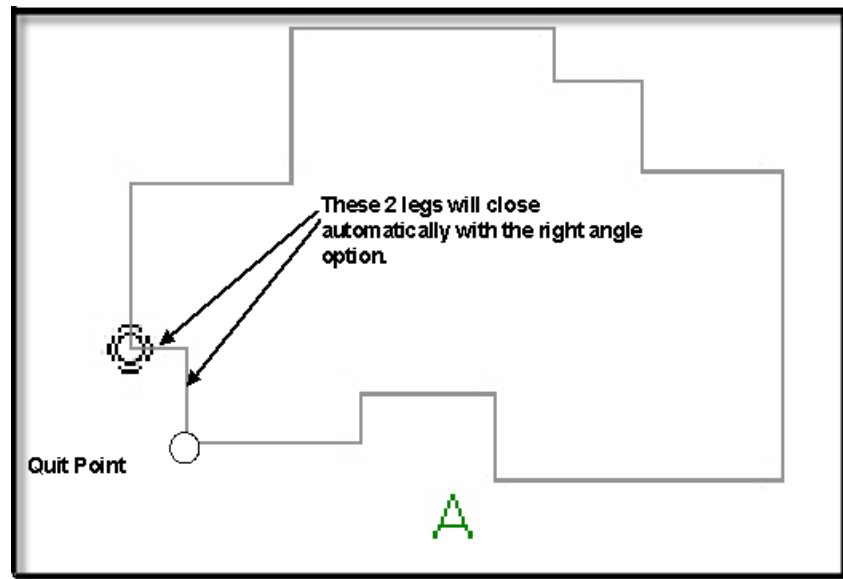


Figure 1-9 The Roof Outline

Zooming into the roof

There are a number of ways to zoom in and out of the drawing area. The easiest is to zoom into the current roof section. Depending on your settings, this may be done automatically when you add a roof section.

To zoom into the roof section

- Click the Zoom Current icon, .

Changing drawing options

The drawing options determine what information is displayed on the roof plan.

To change drawing options

- Click the Draw icon, .

The Drawing Options window appears, as in Figure 1-10.

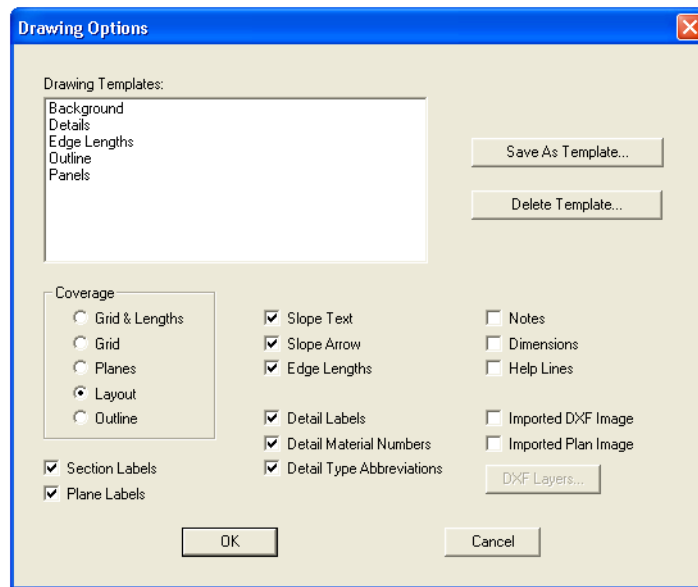


Figure 1-10 The Drawing Options window

- In the **Metal Panels** section, click the radio button beside **Layout**. Leave all other settings as they appear, and click **OK**.

Your roof outline should look like Figure 1-11.

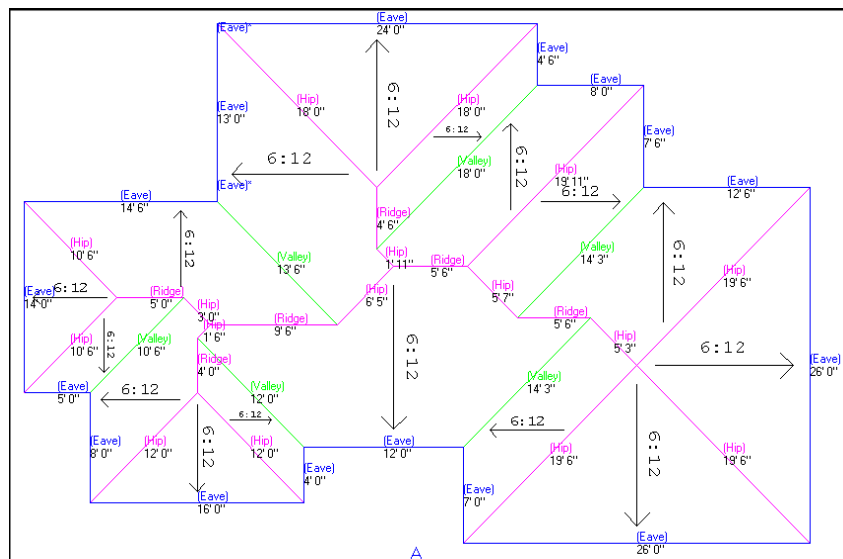



Figure 1-11 The Roof outline

Notice the new information on your completed drawing: **slopes, trim lengths, and trim identification**. You can customize these items in the **Drawing Options** window.

- Click the **Estimate** icon,  on the main toolbar.

Your drawing is displayed with estimates, as in Figure 1-12.

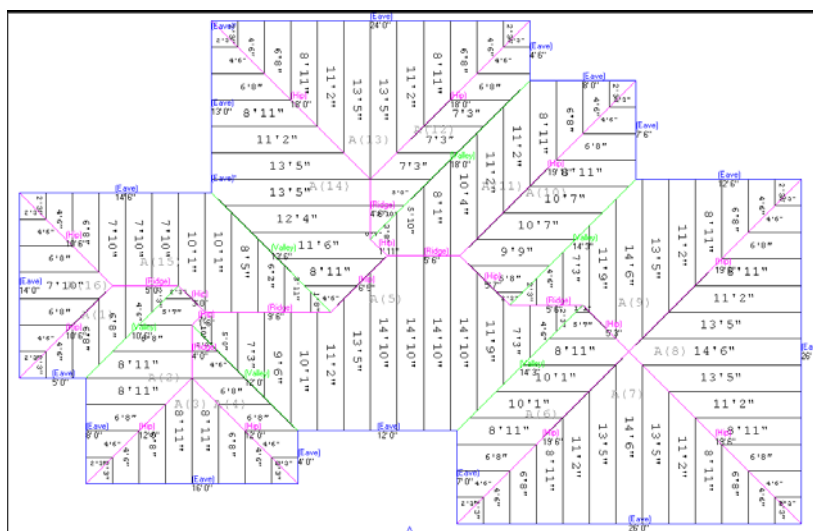


Figure 1-12 A roof estimate

4. To view your roof in 3D, click the 3D View icon, .

Your 3D view should look like Figure 1-13.

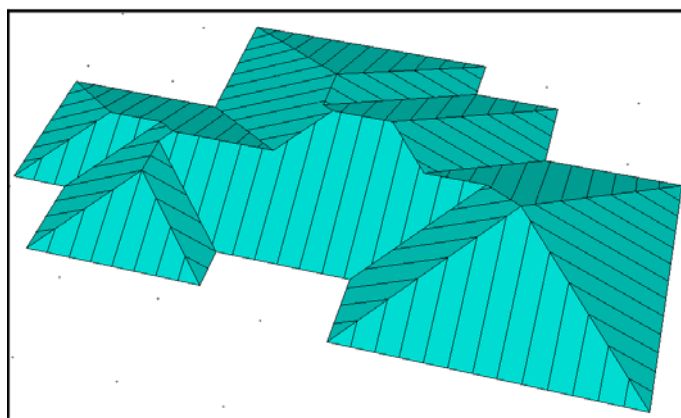


Figure 1-13 The 3D view of your project

5. Hold the right or left mouse button down and move your mouse around to zoom and rotate the roof.
6. Click Done to exit the 3D view and return to your project.

Generating reports

You have several choices of reports from which to choose. For this sample job, you will create a Price report.

For more information on generating reports and other topics, click F1 to view our online help.

To generate a report

1. On the main menu, click **Output**, then click **Reports**.

The View Reports window appears, as in Figure 1-14.

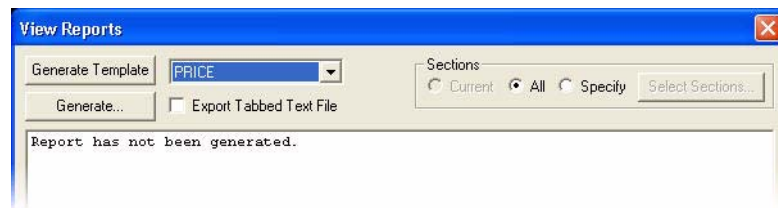


Figure 1-14 Top of the View Reports window

2. Select **Price**, then click **Generate**.

The **Generate Report** window appears, as in Figure 1-15.

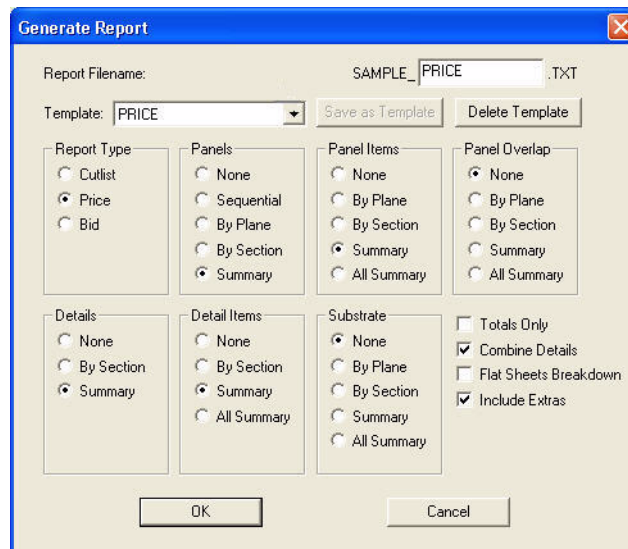


Figure 1-15 The Generate Report window

3. Select **PRICE** from the **Template** drop-down menu, and make sure that your settings match those in Figure 1-15.
4. Click **OK**.

The resulting report provides a summary of the cost and sell of each item. It will look like Figure 1-16.

View Reports - SAMPLE 1_PRICE.TXT

Generate Template: PRICE Sections: Current All Specify Select Sections...

Generate... ☒ Export Tabbed Text File

Anytown Roofing 2006/07/18 09:51.23

PRICE REPORT

PROJECT: PROJECT FILENAME: SAMPLE 1
ADDRESS: ARCHITECT:
SECTIONS: ALL

Metal Panels Summary

90.00' X 24.00" 24" Wide Panel

LINEAR FEET	QUANTITY	% WASTE	UNIT QTY	UNIT OF MEASURE	COST PER UM	COST	BID
14'10"	4	2.5	59.3	LN FT	@ 1.00 =	59.33	59.33
14'7"	3	5.3	43.8	LN FT	@ 1.00 =	43.75	43.75
13'5"	10	7.7	134.2	LN FT	@ 1.00 =	134.17	134.17
12'4"	1	9.1	12.3	LN FT	@ 1.00 =	12.33	12.33
11'9"	2	19.0	23.5	LN FT	@ 1.00 =	23.50	23.50
11'6"	1	16.7	11.5	LN FT	@ 1.00 =	11.50	11.50
11'3"	11	11.5	123.8	LN FT	@ 1.00 =	123.75	123.75
10'8"	2	21.0	21.3	LN FT	@ 1.00 =	21.33	21.33
10'5"	1	14.9	10.4	LN FT	@ 1.00 =	10.42	10.42
10'1"	5	12.5	50.4	LN FT	@ 1.00 =	50.42	50.42
9'10"	1	17.4	9.8	LN FT	@ 1.00 =	9.83	9.83
9'6"	1	11.8	9.5	LN FT	@ 1.00 =	9.50	9.50
9'0"	17	13.7	153.0	LN FT	@ 1.00 =	153.00	153.00
8'5"	1	13.3	8.4	LN FT	@ 1.00 =	8.42	8.42
8'2"	1	13.7	8.2	LN FT	@ 1.00 =	8.17	8.17
7'10"	4	2.7	31.3	LN FT	@ 1.00 =	31.33	31.33
7'4"	5	25.1	44.0	LN FT	@ 1.00 =	44.00	44.00

Figure 1-16 A Price report

You may want to go back to the **Generate Report** window to check out the other report options available to you.

Printing your roof plan

When you have completed drawing your roof plan, you can generate a roof plan image to send directly to your printer.

Tip!

For information on saving images to be viewed and modified in other CAD programs--.dxf files-- or popular graphic programs--.tif files, please see our online help.

To Print a Roof Plan

1. On the **Output** menu, click **Print/Plot/Export**.

The **Plot Preview** window appears with a copy of the project in the center of the page, as in Figure 1-17.

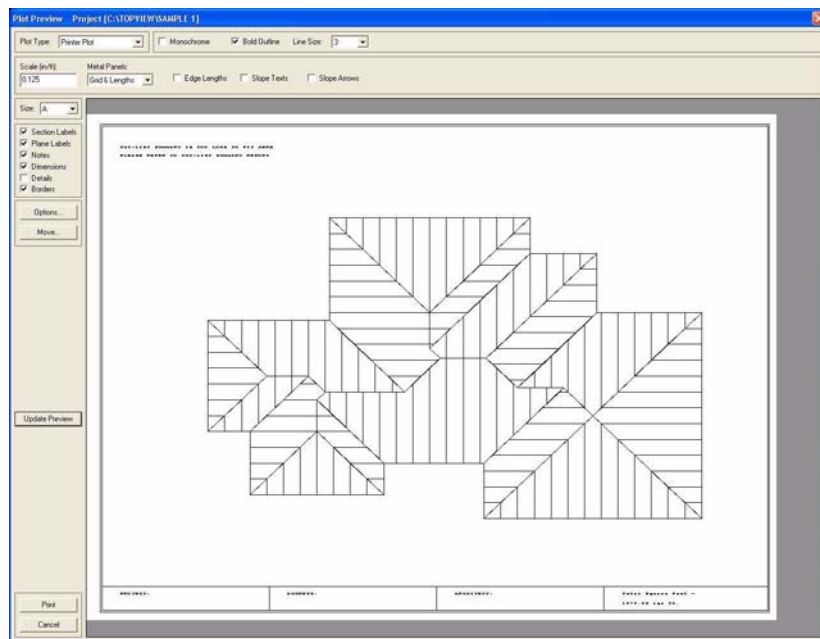


Figure 1-17 The Plot Preview window

Tip!

Check our online help for information on using the Options and Move buttons to alter your plan preview.

2. In the **Plot Type** box, choose **Printer Plot**.
3. Select **Bold Outline**. NOTE: You can print in black and white by selecting **Monochrome**.
4. In the **Metal Panels** box, select **Grid & Lengths**.
5. In the **Size** box, select **A**. [A is 8 1/2 by 11]
6. Select all of the settings you want to see on your printed roof--section and plane labels, notes, dimensions, details, and borders.
7. Click **Update Preview**.
Your roof plan appears with the current settings.
8. If you cannot see your entire roof on the screen (as in Figure 1-17), click **Move**, then click **Auto Center** to move your roof to the center of your screen.

Caution!

Cancel closes the Plot Preview without saving any changes you made to your roof image.

9. Click **Print**.
A dialog box appears, asking you if it is OK to print, as in Figure 1-18.



Figure 1-18 The Print dialog box

10. Click **Yes** to print your roof plan, or click **No** to close the dialog box and return to the preview pane without sending your roof plan to the printer.

Lesson 2: Modifying a roof plan

The second lesson in this sample project walks you through modifying the roof plan you created in **Lesson 1**, and introduces you to the **Dormer Wizard**.

Included in this section:

- changing a hip to a gable
- adding a dormer

Changing a hip to a gable

You can change a hip edge into a gable by simply “toggling” (switching between) edge types. When you toggle an edge—an eave in this project—you tell the program that the edge you selected is no longer a low edge. In other words, the roof will not slope in that direction, thus creating a gable.

Tip!

You can also perform this task by right-clicking to view the Quick Menu, and selecting Edge Toggle.

To change a hip to a gable

1. On the main menu, click **Change**, then **Low Area**, then **Edge Toggle**.
Your mouse pointer turns into a box.
2. Select the eave line indicated in *Figure 2-1*.

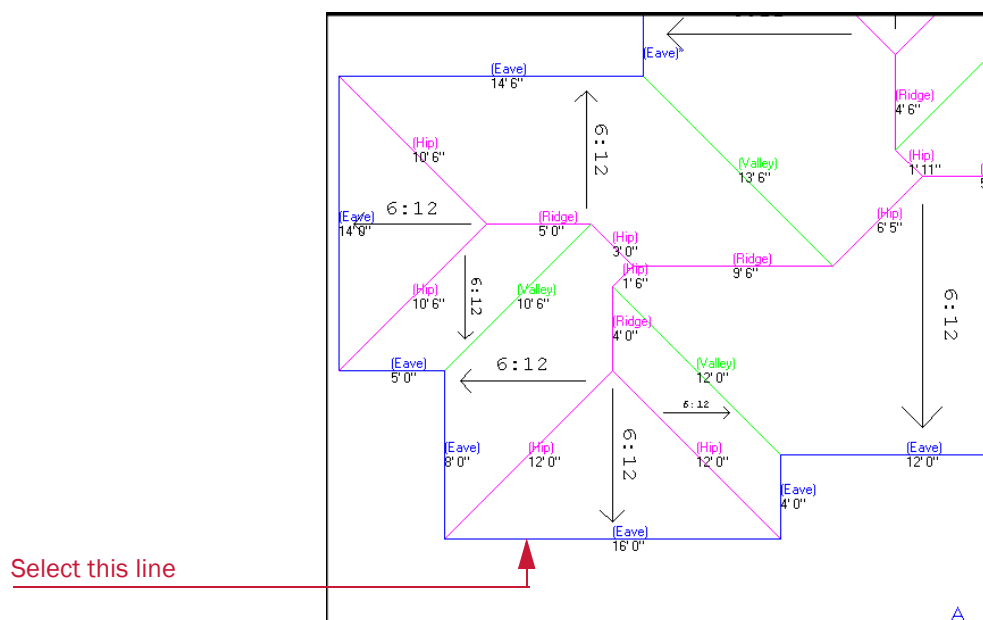


Figure 2-1 Select the eave line

The eave you selected is now a gable edge, as in *Figure 2-2*.

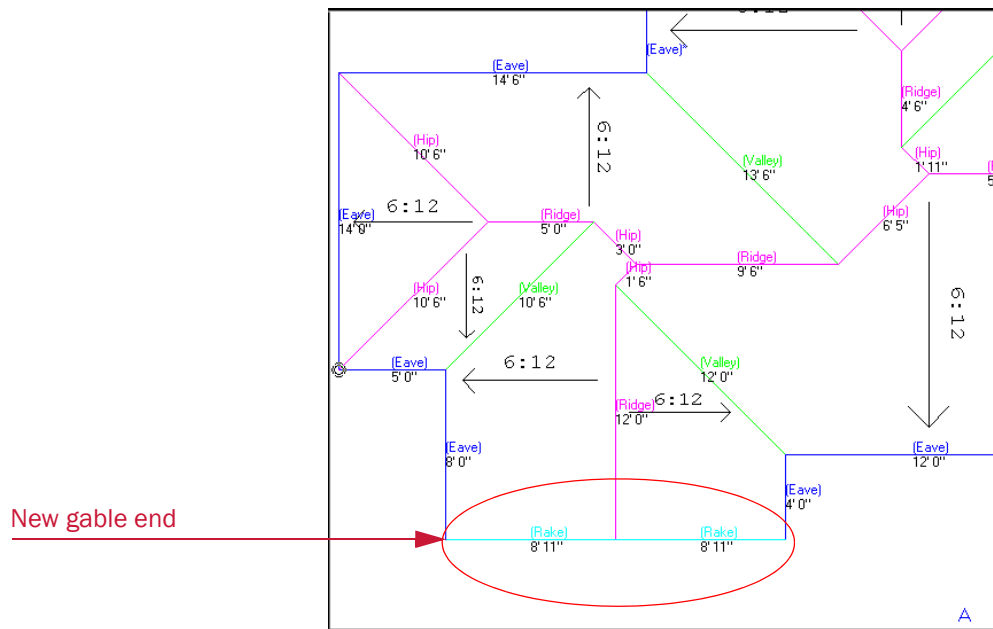


Figure 2-2 A gable end

3. Right-click or hit **Esc** to exit the toggle command. **NOTE:** When you are in **Toggle Mode**, the task bar on the bottom left of your screen displays the command **Select Edge**.

Adding a dormer

Adding dormers to your roof plan is easy using the **Dormer Wizard**.

To add a dormer

1. On the main menu, click **Add**, then click **Dormer Wizard**.

The **Create Dormer** window appears, as in *Figure 2-3*.

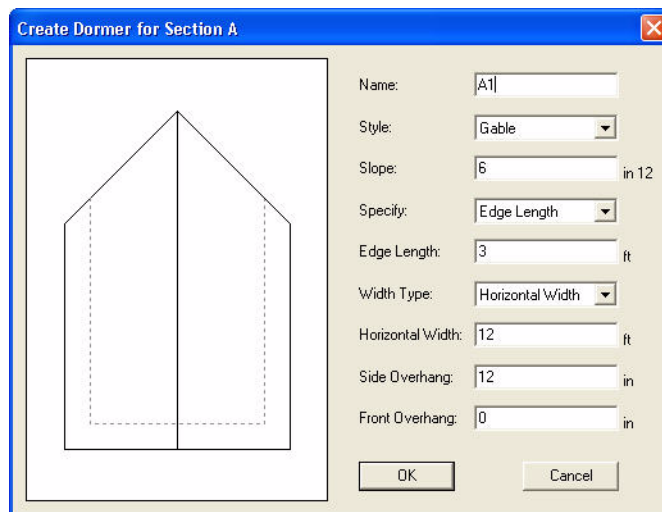


Figure 2-3 The Dormer Wizard

2. Fill the text boxes on your screen to match the options selected in *Figure 2-3*, and click **OK**.

The **Create Dormer** window closes, and your mouse cursor appears as a box.

3. Select the eave line indicated in *Figure 2-4*. This is where you will place the new dormer.

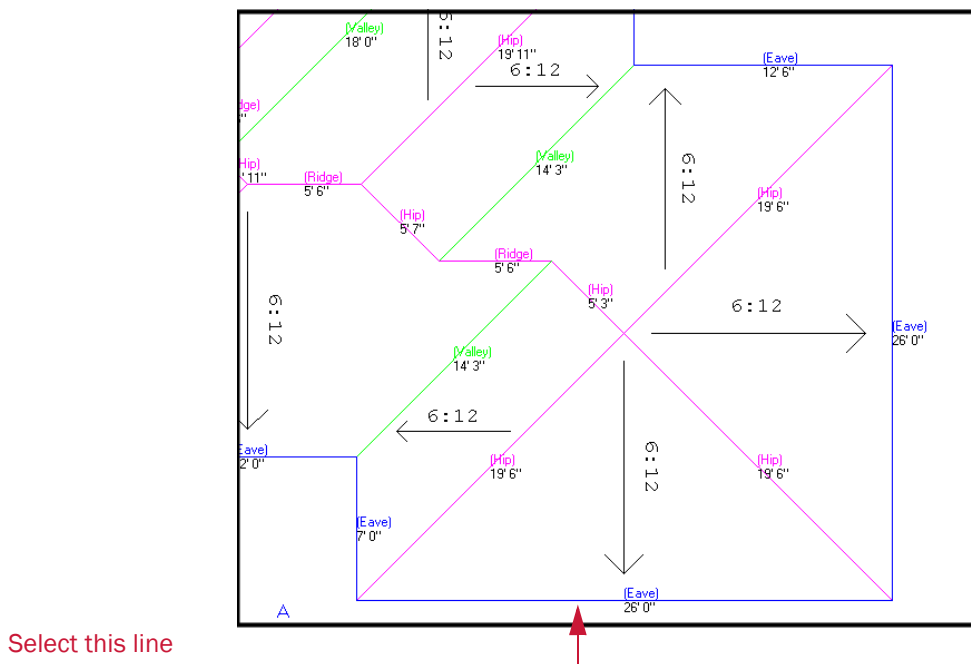


Figure 2-4 The Place Dormer dialog box

The **Place Dormer** dialog box appears on the task bar at the bottom left of your screen.

You have four options for placing the dormer:

A. adjusts the dormer across and up on the roof (on the flat dimension, as in blueprints)

O. adjusts the dormer across and up along the slope of the roof (on the sloped dimension, as in field dimensions)

R. the reference point from which you adjust


T. toggles between corners and wall corners of the dormer selected

4. With your mouse, move the dormer towards the middle of the edge and up away from the eave.
5. Type A to adjust.

The **Placement** dialog box appears on the task bar at the bottom left of your screen, as in *Figure 2-5*.



Figure 2-5 The placement dialog box

6. Type **7.0** in the **Across** box, and **3.0** in the **Away From Eave** box.
7. Hit Enter to place the dormer, then press **Esc** to exit the dormer wizard.
8. Click the  icon, to view your roof plan in 3D.

Your roof plan should look like *Figure 2-6*.

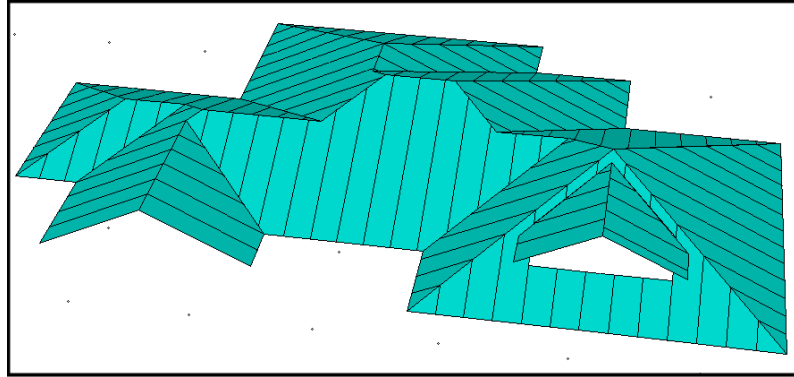


Figure 2-6 A 3D View of your roof

Lesson 3: Dutch gables and eave extensions

The third lesson in this sample project introduces you to the **Dutch Gable** and **Eave Extension Wizards**. You will continue to modify the roof plan you worked on in the previous two lessons.

Included in this section:

- adding a dutch gable
- adding an eave extension

Adding dutch gables

The **Dutch Gable Wizard** makes adding dutch gables quick and seamless.

There are three ways to specify a dutch gable: **Width**, **Up**, and **Up On Slope**. This lesson details specifying by width only. For information on the remaining two ways of specifying, see the online help.

To add a dutch gable

1. On the main menu, click **Add**, then **Dutch Gable Wizard**.

The **Create a Dutch Gable** window appears, as in *Figure 3–1*.

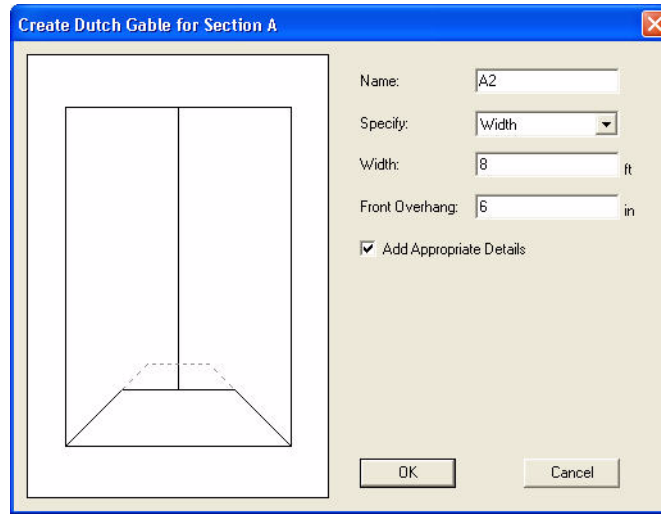


Figure 3–1 The Create Dutch Gable for Section A window

2. Set the **Name**, **Specify**, **Width**, and **Front Overhang** boxes to match those in *Figure 3–1*, and ensure that the **Add Appropriate Detail** check box is selected.
3. Click **OK**.

The **Create Dutch Gable** window closes, and your mouse pointer becomes a box.

4. Select the eave line that the dutch gable will face, as in *Figure 3–2*.

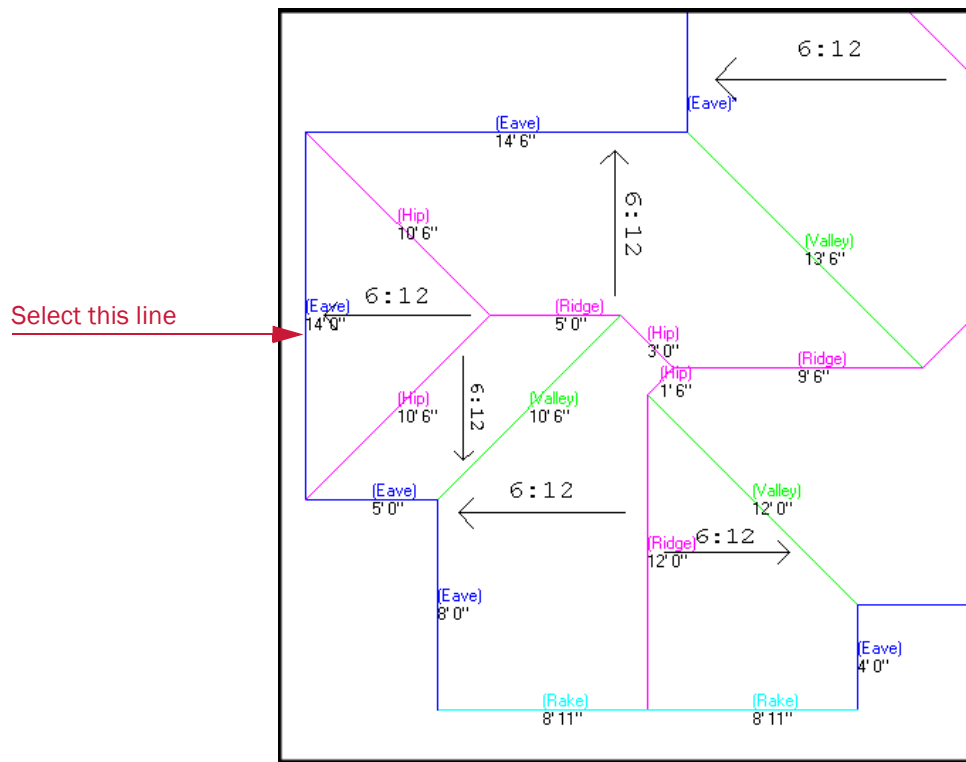


Figure 3-2 Select the eave line

5. Click **Cancel** to stop adding dutch gables.

The dutch gable is added, and your roof plan should look like Figure 3-3.

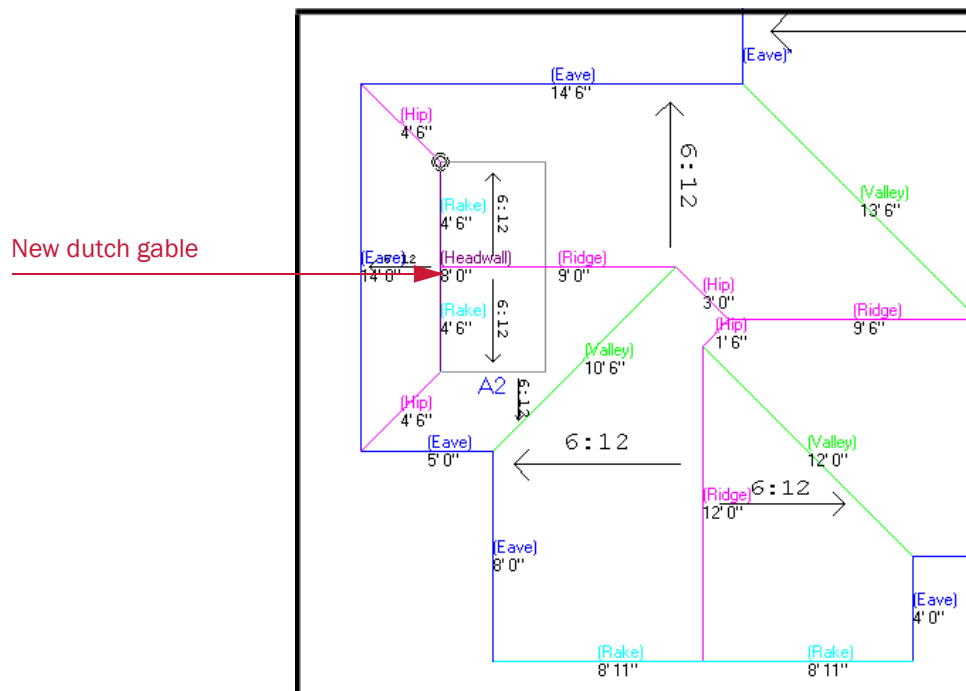



Figure 3-3 Your project with the new dutch gable

6. Click the  icon to view your roof plan in 3D.
Your plan should look like Figure 3-4.

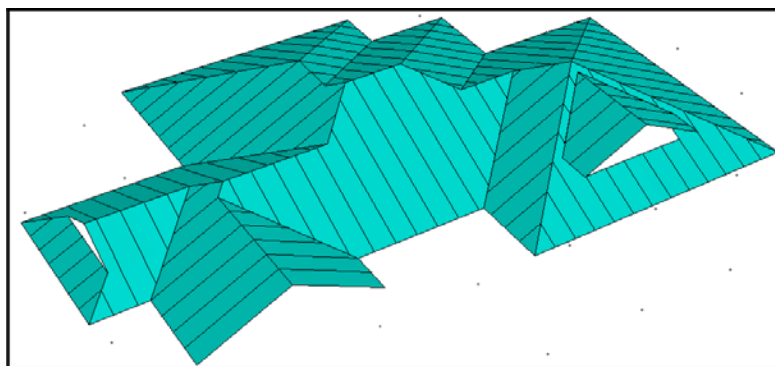


Figure 3-4 A 3D view of your roof plan

Adding an eave extension

An **eave extension** is any section of an eave that extends below the rest of the eave. This extension can be either at the same pitch—a true eave extension—or at a different pitch, creating a pitch transition.

There are two ways to specify an eave extension: **Length**, and **Length on Slope**. This lesson details specifying by **Length** only. For information on specifying **Length on Slope**, see our online help.

To add an eave extension

1. On the main menu, click **Add**, then click **Eave Extension Wizard**.

The **Create Eave Extension** window appears, as in Figure 3-5.

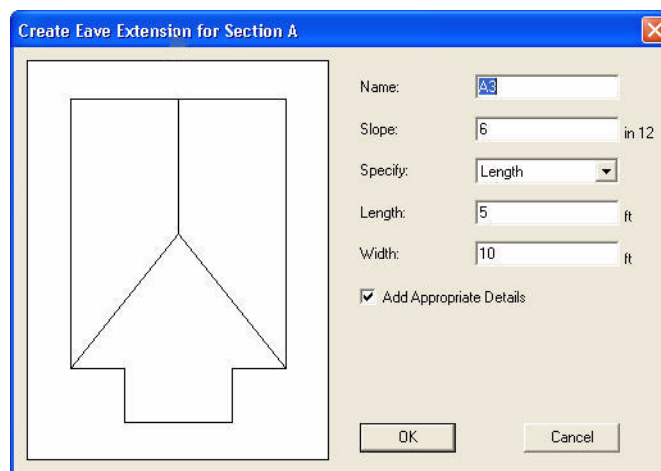


Figure 3-5 The Create Eave Extension window

2. Set the **Name**, **Slope**, **Specify**, **Length**, and **Width** options to match those in Figure 3-5, and ensure that the **Add Appropriate Details** check box is selected.
3. Click **OK**.

The **Create Eave Extension** window closes and your cursor appears as a small box.

4. Select the eave line as indicated in Figure 3-6.

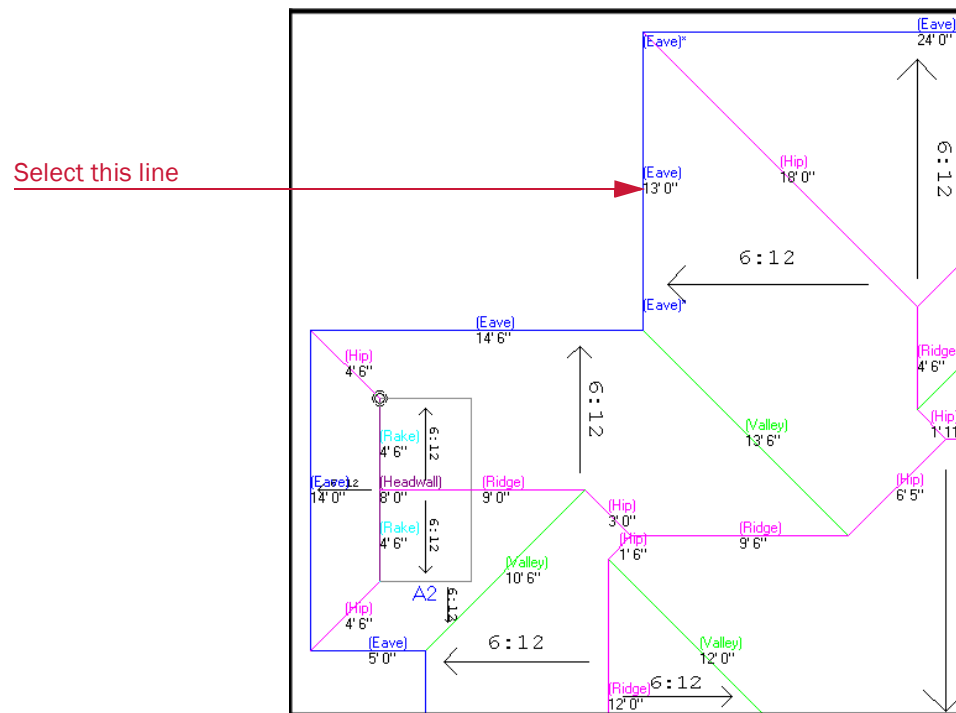


Figure 3-6 Select the eave line

5. With your mouse pointer, move the eave extension up, and type **A** to specify the position of the eave extension.
6. Type **1.5**, and press **Enter** to place the eave extension in the middle of the edge.

Note: If the eave extension causes the elevation to be negative, an error message will appear. Simply click **OK**.

- Click **Cancel** to stop adding eave extensions.

The eave extension is added. Your roof plan should look like *Figure 3-7*.

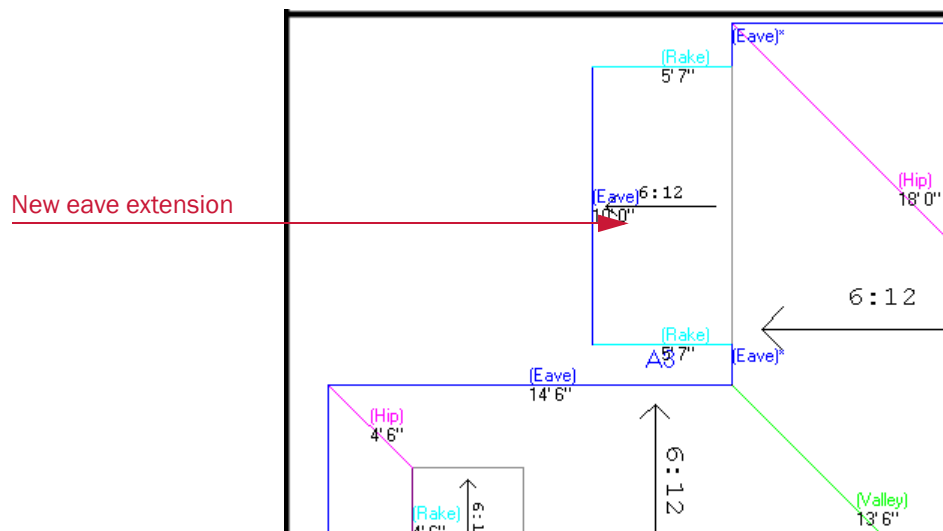



Figure 3-7 The new eave extension

8. Click the  icon to view your roof in 3D. Your plan should look like Figure 3-8.

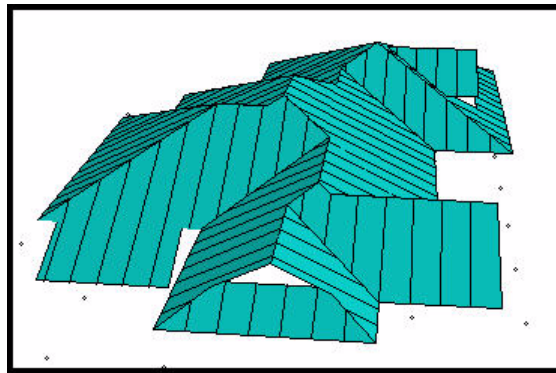


Figure 3-8 3D view of roof with eave extension

Lesson 4: The Materials Database

The final lesson in this sample project introduces you to the **Materials Database**.

Included in this section:

- accessing the materials database
- creating the metal panel database
- associating a panel with a supplier
- specifying metal panel data
- creating the roofing material database
- selecting detail types
- creating details
- creating an items database
- associating an item with a detail
- adding extra information to the database
- adding extra information to your project

Accessing the Materials Database

The **TOP VIEW** database is designed to provide total flexibility in specifying a roof system. Initially, you have some work to do to customize the database according to your requirements; however, doing so will save you time when you are estimating jobs and ordering materials.

Tip!

Check out Default Project Templates under the Setup menu to automate your work for commonly used roof systems.

To setup the Materials Database

1. On the **Setup** menu, click **Materials Database**.

The **Setup Materials Database** window appears as in *Figure 4–1*.

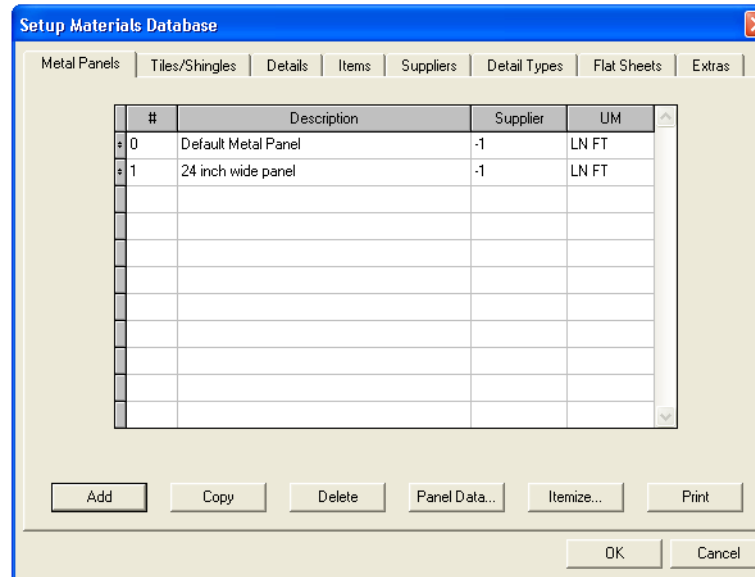


Figure 4–1 The Materials Database window

Tip!

In the Materials Database, you can right-click on any cell to see a list of all options available. If no options are available, you are free to enter your own text or values.

Each of the tabs across the top of the **Setup Materials Database** window—**Metal Panels**, **Tiles/Shingles**, **Details**, **Items**, **Suppliers**, **Detail Types**, **Flat Sheets**, and **Extras**—represents a database. You can customize these databases, create cross-references between them, and fill them with detailed information about the materials required for your report.

Note: If you do not install the sample auxiliary file when installing **TopView**, a single entry (**#0**) is created in each database (except in the **Extras** database).

The Metal Panels tab

Column title	Indicates...
#	a unique, computer-generated number for each metal panel (0-999)
Description	a description of the metal panel
Supplier	the index number of the supplier of the metal panel. If the supplier number displayed is -1 , the value has not been specified
UM	the units of measurement by which the metal panels are priced. Options are PANEL , LN FT (linear feet), SQR FT (square feet) or SQUARE (100 sq.ft)

Creating a metal panels database

You can create additional panels, or rename existing panels as your requirements grow or change.

Tip!

When the supplier is already in the database, simply click the Suppliers tab to find the number.

To add a metal panel to the database

1. On the **Metal Panels** tab, click **Add**.
The program assigns a unique number to the new panel.
2. Tab to the **Description** column, and enter the name of the metal panel you want to add. Name it "**Prestige Panel**".
3. Tab to **UM**. Right-click to access a list of options, select **SQR FT**, and click **OK**. This sets how the metal panels are priced.

Since you are using a new supplier, the next step is to add a new supplier to the database.

To add a supplier to the database

1. Click **Supplier**, then click **Add**.
A new supplier number is generated.
2. Tab to the **Company Name** column and enter the name **ABC Roofing**.
3. Tab through the rest of the columns, entering the **Address**, **Phone Number** and **Fax Number** information for the new supplier. When you have finished, click **OK** to save your new supplier to the database.

Associating a panel with a supplier

You can index and link the many materials suppliers for your project to individual metal panels and other items. This will assist you when ordering materials and estimating costs. For more information on associating a panel with a supplier, see our online help.

Specifying panel data

You can specify the dimensions and costs of the metal panels you use in your projects.

The **Panel Data** tab has the following columns:

Panel Data columns

Column title	What is it?
Width	the width of the panel (in inches)
Length	where you enter the length of the panel (in feet)
Eff Width	the effective width of the unfolded metal panel, and should be set to the same distance as the panel's width
Min Length	the minimum panel length (in feet) for which the panel can be produced. All panels under the minimum length are cut from a panel of this size.

Panel Data columns

Column title	What is it?
Min Action	indicator of whether a panel below the minimum length is set to DISCARD (the panel is ignored), ACCCUM (all panels under the minimum length are collected and cut from a minimum length panel), or STRETCH (any panel below the minimum length is treated as a minimum length panel)
Horz Step	the step size (in feet) for a panel that is aligned horizontally
Step Action	the stepping style for a panel that is aligned horizontally. If set to ALTERNATE , the panel is shortened if the edge is within the step distance of the preceding row. If set to STAIRCASE , each panel is shortened to create a staircase look.
Tile Interval	the interval (in inches) for panel surface details such as simulated tiling. Set this to zero if there are no surface details
Round Up	indicator of whether or not the tile interval will "round up" to the nearest whole tile interval when a short piece of tile is required at the end of the panel. The column requires you to select YES or NO .
Start Offset	the amount of space (in inches) that is left at the eave line before starting to place metal panels with simulated tiling
Cost	the price in dollars of a panel, per unit of measure
Markup	the markup expressed as a decimal
Order Info	the metal panels number, or any other useful information

To add panel data

1. On the **Metal Panels** tab, select **Prestige Panel**, and click **Panel Data**.

The **Panel Data** window appears, as in *Figure 4-2*.

Figure 4-2 Prestige Panel data window

Tip!

When working in the Materials Database, right-click a field to see the options available. If no options are listed, you can type any text into the field.

2. Click **Add Panel**.
The application assigns a unique number to the panel.
3. Tab across the row, entering information for the new panel. Don't forget to scroll all the way to the right to the columns you can't see!
Your new panel will look something *Figure 4-3*, only with your own values.

Figure 4-3 Prestige panel data

- ## Creating a Tile/Shingle Database

When the supplier is already in the database, simply click the Suppliers tab to find the number.

- Tab to **Width**. The table below describes the purpose of each column. .

Tile/Shingle Data

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Tile/Shingle Data

Column Title	What is it?
Cost	the price of the tile/shingle material per unit of measure
Markup	the markup percentage expressed as a decimal value
Supplier	an index to the supplier that provides the particular tile/shingle material. If the supplier number displayed is -1, no supplier has been specified. See Setup-Suppliers or review the steps to add a supplier under the section titled Creating a metal panel database.
Order info	the tile/shingle material's catalogue number or any other useful information.

Selecting detail types

Details—for example, ridges, hips, and eaves—are trim pieces that are used with metal panels, tiles, shingle and other roofing materials. Editing the detail types data and associating detail types with details, enables you to distinguish between different types of details more readily when you insert or delete them from your project.

The **Detail Types** tab looks like *Figure 4-4*.

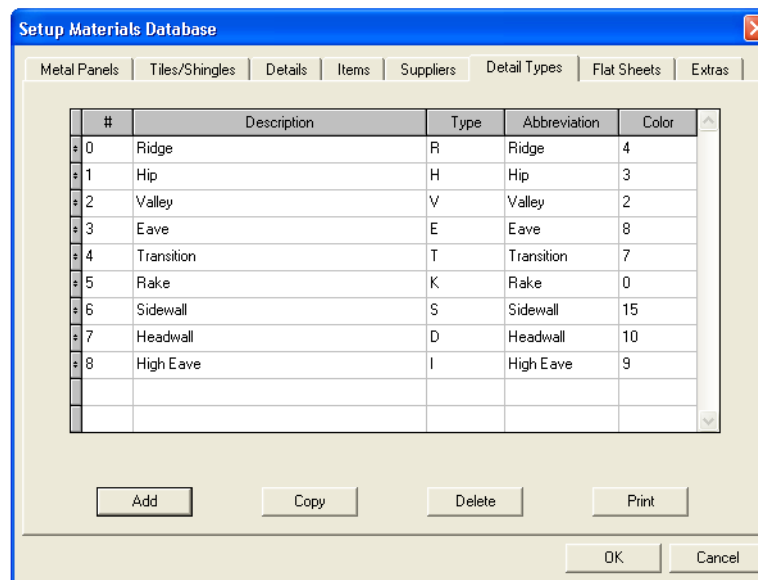


Figure 4-4 The Detail Types tab

Detail Types columns

Column title	What is it?
#	a unique, computer-generated number between 0 and 999
Description	a description of the detail type
Type	the fixed detail type. Many different detail types can be defined but most of these different detail types belong to a particular fixed detail type that can be specified here. Note that the fixed detail type is used to limit the details that are displayed in the Add Detail between Points, Add Detail on Edge, Change Detail Material , Section Defaults, Section Summary andn Setup Project Templates options. Note that the fixed detail type is used when computing the angle of the appropriate non-automatic detail.
Abbreviation	used to identify the detail type.
Color	an indication of how the detail type will appear on your monitor. The color codes are: 0 Black 4 Red 8 Blue 12 Cyan 1 White 5 Dk Red 9 Dk Blue 13 Dk Cyan 2 Lt Gray 6 Green 10 Magenta 14 Yellow 3 Dk Gray 7 Dk Green 11 Dk Magenta 15 Brown

Tip!

In the Materials Database, you can right-click on any cell to see a list of options available. If no options are available, you are free to enter your own text or values.

To create a new detail type

1. On the **Detail Types** tab, click **Add**.
The program assigns a unique number for the new detail type.
2. Name the detail type "**Vented Ridge**".
3. Right-click in the **Type** column.
4. In the **Fixed Detail Type** box, select **Ridge**, and click **OK**.
5. Give it the abbreviation "**VR**", and an on-screen color of **5** (dark red).

From now on, whenever you select a vented ridge detail, it will be appear on-screen as dark red.

Creating details

The **Details** tab has the following columns:

Details columns

Column title	What is it?
#	a unique, computer-generated number for each detail from 0 to 999
Description	a description of the particular detail
Type	an index to the detail type. See setup Detail Type in online help
Width	the width of the detail (in inches)
Length	the maximum length of the detail (in feet)
Overlap	the overlap (in inches) between successive details
UM	the units of measure by which the details are priced. They could be by PIECE , LN FT (linear feet), SQR FT (square feet), or SQUARE (100 sq. feet)
Reuse Extra	indicator of whether or not leftover pieces of details are reused
Reuse Length	the minimum length in feet a leftover piece of detail must be before it can be reused

Details columns

Column title	What is it?
Cost	the price of the detail, per unit of measure. It is important to note that the detail cost output on reports is the total of the cost specified by both details as well as flat sheets. This means that details and flat sheets can be priced using three different methods. The first method is to specify that the total cost of the details and flat sheets is only the detail costs and therefore the flat sheet costs should be set to \$0.00. The second method is to specify that the total cost of the details and flat sheets is only the flat sheet costs and therefore the detail costs should be set to \$0.00. The third method (which allows the most pricing flexibility) is to specify a base price in the flat sheet costs but then to specify the extra costs associated with details (accounting for number of bends, etc) in the detail costs. See Setup Flat Sheets in the online help.
Markup	the markup expressed as a decimal
Supplier	the index number of the detail supplier. A list of Suppliers is found under the Suppliers tab. If the number displayed is -1, the supplier has not been specified yet
Order Info	the detail's catalogue number, or any other useful information

Tip!

Group like details together by leaving a row between kinds of details. Doing so facilitates finding details quickly.

To create a detail

1. On the **Details** tab, click **Add**.

The program assigns a unique number for the detail. The **Details** database tab looks like *Figure 4-5*.

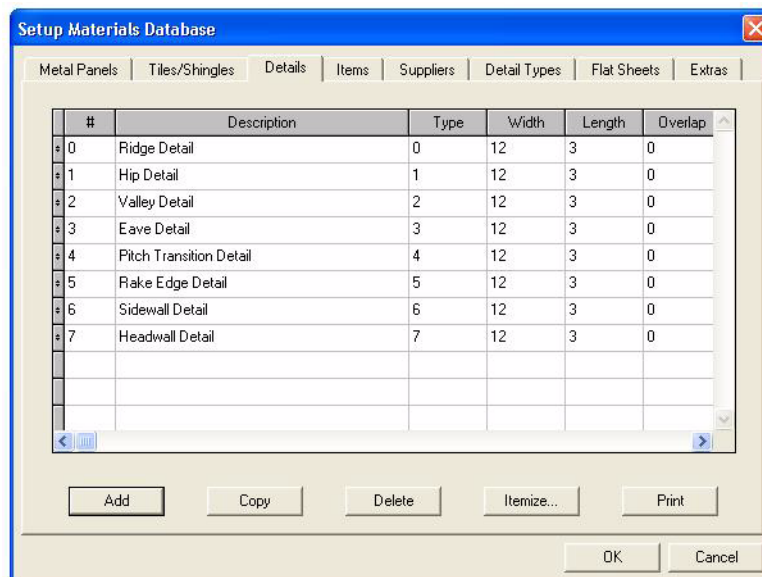


Figure 4-5 The Details database

2. Tab to the **Description** column, and enter the name of the detail you want to add.
3. Tab to each consecutive column, adding information pertaining to the new detail. **NOTE:** If you are entering more than one detail, you do not need to click **OK** at this point, simply repeat steps 1 through 3 until all of the details you want to add are entered, then click **OK** to save your new details.

Creating an items database

You can create a database of items that you can associate with specific roofing materials and details. Although items such as screws, rivets, and sealant are small and inexpensive, they are integral to your project and cannot be ignored.

For accuracy in generating price reports, you need to know how the units are purchased—boxes of screws, tubes of caulk, and so on—the cost of each unit, and the markup percentage.

In the Items tab, you see **#**, **Description**, **Report Units**, **Type**, **Unit Cost**, and **Markup** columns, and you can scroll right to view the **Supplier** and **Order Info** columns. You should be familiar with most of these items, with the exceptions noted below.

The Items columns

Column title	What is it?
Report Units	lists how the units are reported (by the piece, tube and so on)
Type	indicator of whether an item is Discrete (screws, clips) or Continuous (tape, sealant). DISCRETE items are rounded up on a per panel basis. CONT items are not.
Unit Cost	the cost per report unit

To add an item to the database

1. Click the **Items** tab, then click **Add**.

The program assigns a unique number for the item. The **Item** database tab is set up like the one shown in *Figure 4-6*. Note that specific items are listed as examples and your screen will look different

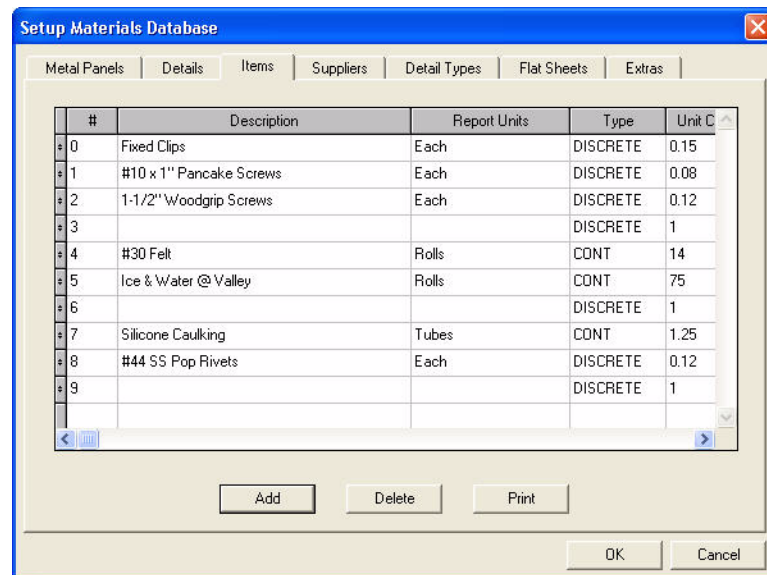


Figure 4-6 The Details database

Tip!

Group like items together by leaving a row between kinds of items. Doing so facilitates finding what you are looking for in a hurry.

2. Tab to the **Description** column, and enter the name of the item you wish to add.
3. Tab to each consecutive column, adding information pertaining to the new item. NOTE: If you are entering more than one item, you do not need to click **OK** at this point, simply repeat steps 1 through 3 until all of the items you want to add are entered. Then click **OK** to save your new items.

Associating an item with a detail

Each detail can have a list of items with which it is associated. This list re-populates automatically when you add a detail. Creating an association between items and a detail assists you in ordering materials and estimating costs of your projects.

Tip!

In the Materials Database, you can right-click on any cell to see a list of all options available. If no options are available, you are free to enter your own text or values.

To associate items to a detail

1. Click **Details**, then select a detail that you want to itemize. For this lesson, select **Eave Detail**, as in Figure 4–7.

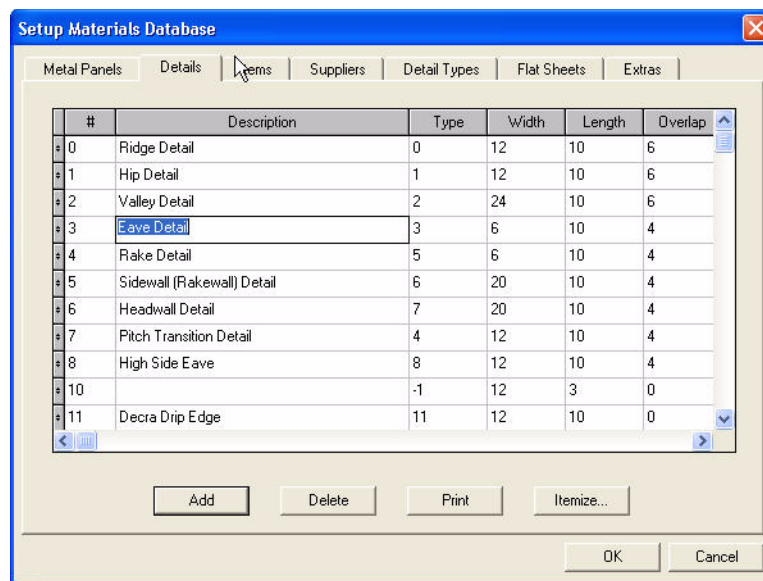


Figure 4–7 The Details database

2. Click **Itemize**, then click **Insert Items**.

A window appears, listing all items in the **Items** database, as in Figure 4–8.

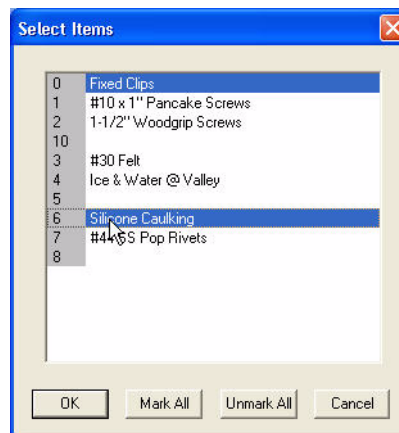


Figure 4-8 The Select Items window

3. Select (highlight) the items you want to associate with the eave detail you selected in step 1. NOTE: You do not need to click **OK** after selecting each item, simply select all of the items you want to associate with the eave detail, then click **OK** to save your selections.
4. Tab to the # of column, enter the number of items required, then tab to the **UM** column and right-click to see a list of units of measurement. Select the appropriate unit of measurement.
5. Repeat step 4 for each of the items you associated to the eave detail. When you have finished with all items, click **OK** to save your selections.

Your results should look similar to *Figure 4-9*.

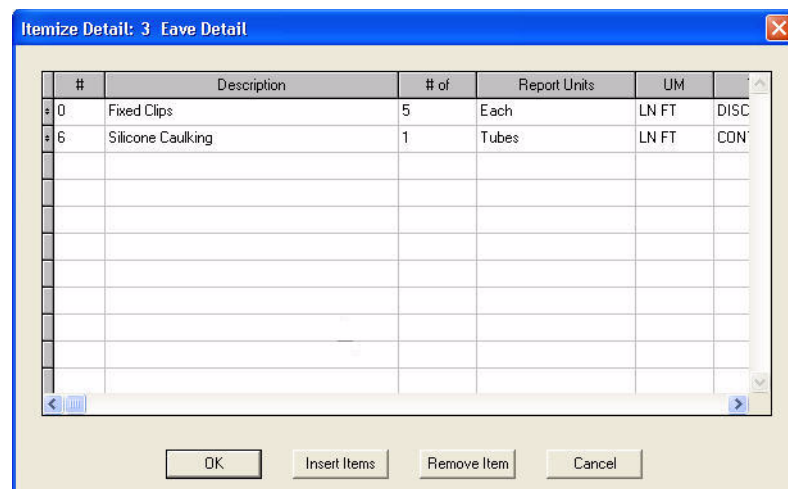


Figure 4-9 Linking items to details

- Click **OK** to return to the **Details** tab.

Adding extra information to the database

The **Extras** option allows you to add miscellaneous information to the database—for example, labor and shipping costs, roof skylights and so on—that is not

recorded elsewhere. You can include this extra information in projects and print it on reports, without associating it with any particular roofing material or detail.

The Extras columns

Column title	What is it?
Description	a description of the extra
UM	the unit of measure by which the extra is priced
Cost per UM	the cost of a single unit of measure of the extra
Markup	the markup expressed as a decimal

To add an extra to the database

1. Select the **Extras** tab.
The **Extras** database opens.
2. Click **Add** to add a new extra to the database.
3. Type “Shipping Fees” in the **Description** tab.
4. Tab to the **Unit of Measure** column, right-click to view your options for this setting, select “Miles”, and click **OK**.
5. Tab to the **Cost per UM** tab, and enter “2.1”.

The **Extras** database should look similar to *Figure 4-10*.

Tip!

Clicking Add after you enter an extra allows you to add another extra before saving. When you have finished entering extras, be sure to click OK to save your extras.

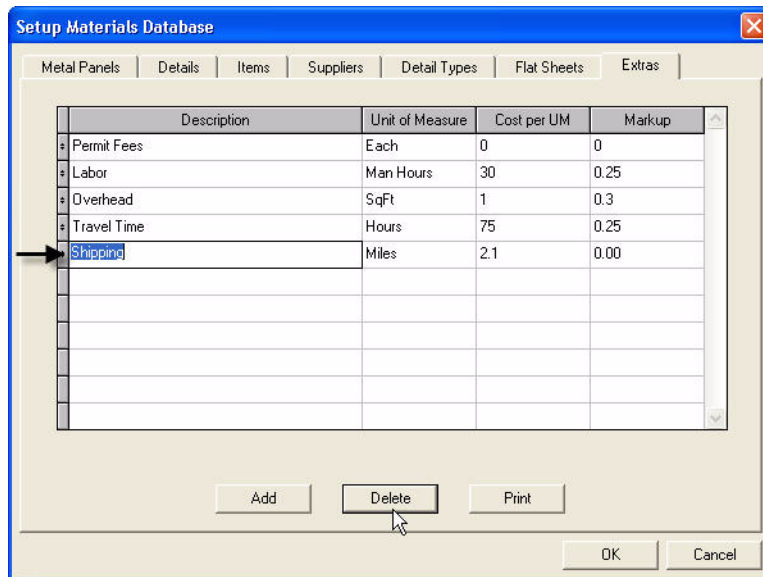


Figure 4-10 Adding an extra

6. Click **OK** to save all of the information in the materials database.

Adding extra information to your project

The extra information you entered in the database can now be added to an individual project, and later printed out on a report.

To add extra information to your project

1. On the **Project** menu, select **Extras**.

The **Extras** window opens listing the extra costs associated to the project.

You can add an extra to the project in the same way that you added it into the database, or select **Add from List** to add items from entries that are already in the **Materials Database**.

2. Click **Add From List**.

Tip

You can also choose to add any other materials from the database as an extra.

The **Add Extras from List** window appears, as in *Figure 4-11*.

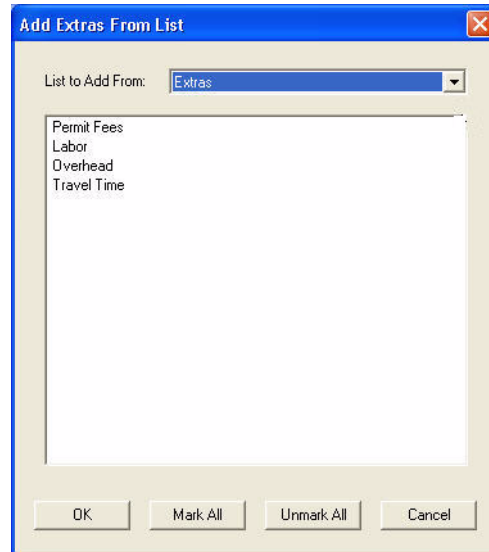


Figure 4-11 The Add Extras from List window

3. Select **Permit Fees, Labor, and Travel Time**, then click **OK**.

The **Add Extras from List** window closes, and the **Extras** database should look like *Figure 4-12*.

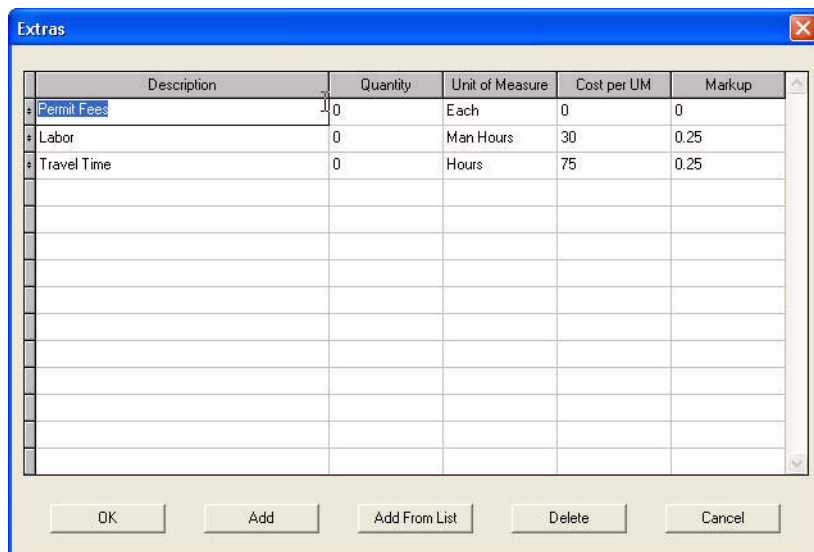


Figure 4-12 The Extras database

- For each of the extras you added, tab to the quantity column and enter the amount of the extra you require. [Choose these numbers for yourself.]
- When you have added quantities for each extra listed, click **OK**.

Congratulations! You have completed the final lesson of the TopView Quick Start Guide.