

## Category List Box (Estimate Table Editor Window)

Displays the categories (row items) shown in the list box in Flexi's *Estimation Worksheet's* Item field. To edit a category, choose it in this list box; the items for the selected category are displayed in the Item selection list that appears. The following categories are available:

**Material Area** Stores the cost and charges for all materials by area (for example, square feet). Items in this category should be media, such as high performance vinyl or rubylith; most items will have only one type. When a row in this category is inserted in Flexi's *Estimation Worksheet*, the Quan field is calculated by assigning colors to the row.

**Substrate** Stores the cost and charges for all substrates by area (for example, square feet). Items in this category should be a substrate material, such as plastic, stone, or wood; types should be different varieties, grades, or weights of the material. When a row in this category is inserted in Flexi's *Estimation Worksheet*, the size of the drawing area is automatically entered in the Quan field.

**Services** Stores the cost and charges for all services except special services such as Charge by Distance and Text Size. Items in this category should be a class of services, such as sign preparation or travel; types for each item should be different services connected with the item. When a row in this category is inserted in Flexi's *Estimation Worksheet*, the desired quantity must be entered by hand in the Quan field.

**Built In** Stores your costs and charges for the following special services: Charge by Character, Charge by distance, and Transfer Tape. You cannot add, delete, or rename items or types for this category; however, you can edit the default values of the types using the Cost, Markup, Minimum, and Tax entry boxes. When you insert one of these rows in the *Estimation Worksheet* in Flexi, the Quan is calculated automatically according to the type of service selected.

**Text Size** Stores your costs and charges for the Charge by text size category. Items in this category can be grades of vinyl or other media; types for each item are the different text sizes for which you want to create individual charges. When you insert a Charge by Text Size row in the *Estimation Worksheet* in Flexi, the charges for each character in your sign are calculated based on the charge for the next largest size stored in the estimate table for the selected media.

### See Also

### Help

[Contents](#)

[Item list box](#)

### Manual

Chapter 18, *Managing Jobs*

## Contents

The Estimate Table Editor is a separate application that allows you to edit the data stored in the estimate table (used by Flexi's *Estimation Worksheet*). The options available in the Estimate Table Editor allow you to adjust markup, unit cost, materials, and other items to correspond to your normal charges and supplies. The changes you enter in the Estimate Table Editor are applied to any new rows or forms you create in the *Estimation Worksheet* in Flexi; changes do not appear in worksheets you have already created. Click on any item in the Estimation Table Editor Window shown below for a short description of its function; for more complete information, refer to any of the following topics:

[Buttons](#)

[Category List Box](#)

[File Menu Commands](#)

[Item List Box](#)

[Password Protection](#)

[Type List Box](#)

[Contacting Product Support](#)

Click on any item in the window below for more information.

The screenshot shows the 'Estimation Editor' window with a menu bar containing 'File' and 'Help'. The main area is divided into two columns: 'Item' and 'Type'. The 'Item' list includes 'Drawing Paper', 'Economy', 'Fluorescent', 'High Intensity Reflective', 'High Performance', and 'Intermediate'. The 'Type' list includes 'All Colors'. Below these lists are input fields for 'Drawing Paper' and 'All Colors'. A row of buttons includes 'New Item', 'Delete Item', 'New Type', and 'Delete Type'. Below these are fields for 'Cost' (0.05), 'Markup %' (15.00), 'Minimum' (0.00), 'Tax %' (0.00), and 'Units' (CUSTOM). An 'Apply All:' section has a dropdown set to 'Cost', an equals sign, another dropdown, and a value of '0.00', followed by an 'Apply' button. At the bottom, there is a 'Password Protection' checkbox and buttons for 'Export', 'Print', 'Save', and 'Quit'.

## File Menu Commands

The File menu has the following four commands:

**Save:** Saves any changes made to the estimate table data in the Estimate Table Editor.

**Export:** Allows you to save the information stored in the estimate table as a text file. Selecting this command displays the *File Save As* dialog box. Enter the desired file name using a **.exp** extension, and click OK.

**Print:** Prints all of the data in the estimate table to the default printer.

**Exit:** Exits the Estimate Table Editor. If you have made any changes, you are prompted to save.

### See Also

**Help**

[Contents](#)

**Manual**

Chapter 18, *Managing Jobs*

## **Contacting Product Support**

If you have any questions about how to use the Estimate Table Editor that you cannot answer by referring to this help or the manual, call our product support line. To answer questions about your computer or cutter, please contact your hardware dealer. Our product support personnel cannot answer questions concerning your hardware.

Before calling for help, look at the appropriate sections of the manual to try to solve the problem. If you still cannot find the answer you need, write down the following information before you call:

- User number found on the key
- Name and version of Flexi product
- Version of Windows system software
- Version of ATM (if applicable)
- Number of fonts installed (ATM and TrueType)
- Brand, model, and type of PC
- Amount of RAM installed
- Amount of free space on hard drive
- Type of video card
- Virtual memory setting
- Cutter/plotter model
- Scanner brand and model
- Any memory-resident programs (TSRs) you may be using
- Other applications installed on your computer

Once you have gathered this information, call:

**Amiable Product Support**  
**Monday-Friday, 10 AM to 7 PM EST**  
Continental U.S.           (800) 229-9088  
Outside the U.S.         (610) 521-6300  
Fax                         (610) 521-0111

## Password Protection (Estimate Table Editor Window)

Determines whether or not the [Estimate Table Editor](#) is protected with a password.

To keep unauthorized users from seeing or changing your standard charges, check the Password Protection checkbox. Enter the new password in the dialog box which is displayed, click OK, enter the same password again to verify it, and click OK. Make sure to save your changes before you exit the Estimate Table Editor. (To save changes, click the [Save](#) button or choose Save from the [File menu](#).) The next time you open the Estimate Table Editor, it will require a password.

To change your password, click in the Password Protection checkbox to deselect it. Then click again to turn password protection back on, enter the changed password in the dialog box that is displayed, click OK, enter the same password again to verify it, and click OK. Make sure to save your changes before you exit the Estimate Table Editor. (To save changes, click the [Save](#) button or choose Save from the [File menu](#).) The next time you open the Estimate Table Editor, it will require the new password.

To turn off password protection, click in the Password Protection checkbox to deselect it. Make sure to save your changes before you exit the Estimate Table Editor. (To save changes, click the [Save](#) button or choose Save from the [File menu](#).)

### See Also

#### Help

[Contents](#)

[File menu](#)

#### Manual

Chapter 18, *Managing Jobs*

## Buttons (Estimate Table Editor Window)

The buttons in the [Estimate Table Editor Window](#) allow you to create and delete [types](#) and [items](#), to save, print, and export the current estimation data, and to quit the Estimate Table Editor.

**New Item**

---

Allows you to create a new [item](#) for the current category; to create an item, click this button and enter a name in the [Item entry box](#). You must create at least one [type](#) for each item you create.

**Delete Item**

Deletes the item(s) currently selected in the [Item list box](#).

**New Type**

---

Allows you to create a new [type](#) for the currently selected [item](#). To create a type, click this button and enter a name in the [Type entry box](#).

**Delete Type**

Deletes the type(s) currently selected in the [Type list box](#).

**Apply**

---

Applies the options displayed in the Apply All area to all selected [types](#).

**Export**

---

Allows you to save the information stored in the [estimate table](#) as a text file. Selecting this command displays the *File Save As* dialog box. Enter the desired file name (use a **.exp** extension) and click OK.

**Print**

Prints all of the data in the [estimate table](#) to the default printer.

**Save**

Saves the changes to the [estimate table](#) data displayed in the Estimate Table Editor.

**Quit**

Exits the Estimate Table Editor.

---

### See Also

#### Help

[Contents](#)

[Item list box](#)

[Type list box](#)

#### Manual

Chapter 18, *Managing Jobs*

## Type List Box (Estimate Table Editor Window)

Displays the Type list shown in the *Estimation Data* dialog box for the item selected in the Item list box. For example, the types for the Wood item in the Substrate category include different varieties and thickness of wood substrate.

- To edit the name of a type, click on it in the Type list box and edit it in the Type entry box just below the list box.
- To edit the cost and charges for a type, enter the desired values for the cost, markup, minimum charge, and tax percentage in the appropriate entry boxes. (If you do not wish to include a minimum charge, enter 0.00 in this entry box.) To change the unit of measure, choose one from the Units list box.
- To change the cost, markup, minimum charge, or tax percentage for several types at once, select the types in the Type list box. (To select a continuous list, click the first type, hold down the Shift key, and click the last type; to select several separate types, hold down the Ctrl key while clicking each one.) Choose the field to be changed from the Apply All list box, choose the operator (=, +, -, \*) from the next list box, and the value in the Amount entry box. Click Apply to see the results before saving.
- To create a new type, click the New Type button and enter a name in the Type entry box just below the list box. Enter the cost, markup, minimum charge, and tax percentage in the appropriate entry boxes. (If you do not wish to include a minimum charge, enter 0.00 in this entry box.) To change the unit of measure, choose one from the Units list box.
- To delete a type, click on its name in the Type list box and click the Delete Type button.

### See Also

#### Help

[Contents](#)

[Item list box](#)

#### Manual

Chapter 18, *Managing Jobs*

## Item List Box (Estimate Table Editor Window)

Displays the Item list shown in the *Estimation Data* dialog box for the selected category.

- To select an item, click on its name in the Item list box. To edit its name, enter the desired name in the Item entry box just below the list box.
- When an item is selected in the Item list box, all of the types for the item are displayed in the Type list box to the right. To edit the cost, markup, minimum charge, and tax percentage for a type of the current item, select the type and enter the desired values in the appropriate entry boxes. (If you do not wish to include a minimum charge, enter 0.00 in this entry box.) To change the unit of measure, choose one from the Units list box.
- To change the cost, markup, minimum charge, or tax percentage for all of the types in several items at once, select the items in the Item list box. (To select a continuous list, click the first type, hold down the Shift key, and click the last type; to select several separate types, hold down the Ctrl key while clicking each one.) Choose the field to be changed from the Apply All list box, choose the operator (=, +, -, \*) from the next list box, and enter the desired value in the Amount entry box. Click Apply to see the results before saving.
- To create a new item, click the New Item button and enter a name in the Item entry box just below the list box. Then create the type(s) for the item using the entry boxes and buttons below the Type list box.
- To delete an item, click on its name in the Item list box and click the Delete Item button.

### See Also

#### Help

Contents

Type list box

#### Manual

Chapter 18, *Managing Jobs*

The **Category list box** displays the categories (row items) shown in the *Estimation Worksheet's* Item field. To edit the items or types in a category, choose the desired category from this list box.

The **Item list box** displays the Item list shown in the *Estimation Data* dialog box for the selected category. To edit an item, click on its name in this list box; to select multiple items, hold down the Ctrl key while clicking on each one.

The **Type list box** displays the Type list shown in the *Estimation Data* dialog box for the selected item. To edit a single type, click on its name in this list box; to edit multiple types, hold down the Ctrl key while clicking on each one.

The **Item entry box** displays the name of the item currently selected in the Item list box. To change the name of an item, enter a new name in this entry box.

The **Type entry box** displays the name of the type currently selected in the Type list box. To change the name of a type, enter a new name in this entry box.

The **New Item button** creates a new item for the current category.

The **Delete Item button** deletes the item(s) currently selected in the Item list box.

The **New Type button** creates a new type for the current item.

The **Delete Type button** deletes the type(s) currently selected in the Type list box.

The **Cost entry box** displays the selected type's cost (to you) per unit; to change the cost, enter a new value in this entry box.

The **Markup entry box** displays the markup percentage for the currently selected type. To change the markup on the selected type, enter a new value in this entry box.

The **Minimum entry box** displays the minimum amount you wish to charge for the type currently selected in the Type list box. To change the minimum charge for the selected type, enter a new value in this entry box. If you do not wish to charge a minimum amount, enter 0.00.

The **Tax entry box** displays the sales tax percentage for the type currently selected in the Type list box. To change the sales tax percentage for the selected type, enter a new value in this entry box. (For example, entering 6 would change the tax to 6% for the selected type.) If no value is entered, this field defaults to 0.

The **Units list box** lists the unit of measurement (for example, hour or square foot) you can choose to charge for the type(s) currently selected in the Type list box. To change the units, select the desired unit of measurement from this list box.

The **Units entry box** displays the unit of measurement (for example, hour or square foot) used to charge for the type currently selected in the Type list box. To change the units, choose a different unit from the Units list box or item directly in the Units entry box.

When multiple types or items are selected, the **Apply All list box** allows you to choose which field you want to edit for the selected items. Choices include Cost, Markup, Minimum, and Tax.

When multiple types or items are selected, the **Operator list box** allows you to choose how you wish to calculate the changes to the field displayed in the Apply All list box at the left. Choices include equals (=), plus (+), minus (-), and times (\*).

When multiple types or items are selected, the **Amount entry box** allows you to enter the new value or amount of the change for the selected items.

A **category** is a kind of material or service used in preparing a job; each category has several items. There are five categories in the estimate table: Material Area, Substrate, Services, Built In, and Text Size. Categories cannot be added or deleted.

The **Apply button** applies the options displayed in the Apply All area to all selected items.

The **Password Protection checkbox** allows you to protect the Estimate Table Editor with a password. To keep unauthorized users from seeing or changing your standard charges, check this box and enter the desired password in the dialog box which is displayed.

The **Export button** allows you to save the information stored in the estimate table as a text file.

The **Print button** prints all of the data in the estimate table to the default printer.

The **Save button** saves any changes you have made to the estimate table.

The **Quit button** exits the Estimate Table Editor. If you have made changes to the estimate table data, you are prompted to save them.

A **type** is a specific variety of material or service; types are organized into items. You can create or change default charges for selected type(s) using the Estimate Table Editor. Each type can be inserted as a row in Flexi's *Estimation Worksheet*.

An **item** is an option in a category. For example, items in the Material Area category are a kind of media such as vinyl or rubylith; items in the Services category are different kinds of services, such as Sign Preparation or Travel. Each item contains one or more types.

The **estimate table** stores the defaults used by the *Estimation Worksheet* in Flexi; you can add types and items as well as edit the values for each type using the Estimate Table Editor.



