

Amazing Non-Template
Estimator Cloud
Start Estimating Today

High-Speed 1-Screen Estimating Specialists since 1995

Welcome to Estimator Cloud... The Future of Estimating

Below find your login information to our Beta test site. This will allow you to comprehend the ease and simplicity of the fastest and most accurate Estimating program ever invented...

After proving to yourself that Estimator Cloud is the future of estimating... and you wish to use Hi-Q with your presses and bindery pricing... Follow these few simple steps...

To receive your own personal login you must register at our site under FREE TRIAL and we will send back the login and password.

If you are currently a registered user all of the below information applies except for your own personal dedicated site and passwords. Advanced user features begin on Page 14

PLEASE READ THE FOLLOWING CAREFULLY:

If you are on the Beta site, it is shared with other Beta users... SO... We suggest that you start a new estimate and put your company name in the job title. You may look at the original existing estimates numbered 1 through 7, and change them to become acquainted with the system, however be aware that this site is shared with many others. We hope that all testers will build their own estimates with their identifying name and all other testers will respect those estimates of others. You may at any time go back and change your own estimates or add new ones.

If you have any questions please call Mark @ 203-682-6436, or Gary @ 519-633-8640

Beta User Log-on information

Go to: beta.estimatorhiq.com

Enter Login: **You're Approved E-Mail Address Here**

Password: **betauser**



Click on the Login Button and wait for the opening Screen:
See Operating Information on the following pages...

After logging in you will see the **Directory** ...At the top and the bottom are all choices where can either add to or edit. The **Users** on the left will not be visible to Beta Testers; however once you have your own site you will be able to assign as many users as you wish each with their own Login and password. These will only be available to your assigned administrator and not available to any other entity including Estimator Cloud.



To begin Select Estimates and the Estimate window will open.

Estimates

Search Estimates Search Search by Customer, Job Name, or Part 1 Job Description
 Lookup Estimate No. Lookup Estimate No.
 All Filter Filter by Department
 Find Active Jobs by Customer Find Find Active Jobs by Customer

Date	Customer	Est. No.	Job Name	Part 1 Job Description	Price	Dept.	Due	Add New Estimate <input type="button" value="Offset"/> <input type="button" value="Envelope"/> <input type="button" value="Wide Format"/>			
2016-03-19	In House Estimate	55		44 Pages Text, 4/4, 5.5 X 8.5 on 80# White Gloss Text, Trim, Folded, Stitch	\$3,814	Estimate		Edit	View	Copy/Add	Delete
2016-03-19	In House Estimate	54		20 Pages Text, 4/4, 5.5 X 8.5 on 80# White Gloss Text, Trim	\$1,933	Estimate		Edit	View	Copy/Add	Delete
2016-03-19	In House Estimate	53		White 9 X 12 Booklet Envelope, 4/0	\$448	Estimate		Edit	View	Copy/Add	Delete
2016-03-19	In House Estimate	52		20 Pages Text, 4/4, 5.5 X 8.5 on 80# White Gloss Text, Trim, Folded, Stitch	\$7,091	Estimate		Edit	View	Copy/Add	Delete
2016-03-19	In House Estimate	51		1 Flyers, 4/4, 8.5 X 11.0 on 80# White Gloss Text, Trim	\$1,685	Estimate		Edit	View	Copy/Add	Delete
2016-03-19	In House Estimate	50		1 Flyers, 4/4, 8.5 X 11.0 on 80# White Gloss Text, Trim	\$1,685	Estimate		Edit	View	Copy/Add	Delete
2016-03-19	In House Estimate	49		44 Text Pages, 4/4, 8.5 X 11.0 on 80# White Gloss Text, Trim	\$7,928	Estimate		Edit	View	Copy/Add	Delete

This and subsequent pages show all estimates created, which are easily recovered by the **Search** function in the upper left. To ADD a NEW Offset Estimate Select and Click the **Offset** Button in the upper right.

Starting a new Estimate

Editing Estimate Estimate no: 55 Job rating: 0.0

Select Customer: **Job Name:** **Accept Job:**

In House Estimate

Contact: Mark Myers 203-682-6436 Company rep: Mark Myers

→ **Show: Summary** | **Part 1** | **Part 2** | **Part 3** | **Part 4**

View/Print Quote

View/Print Job Ticket

View/Print Detail Report

View/Print Stock PO Report

View/Print Delivery Ticket

View/Print Invoice

View/Print Job Status

Estimator III-Q

Select Quantity to the Right

	Quantity 1	Quantity 2	Quantity 3	Quantity 4	Quantity 5	Quantity 6
	1000	2500	5000	0	0	0
	1,000	2,500	5,000	0	0	0
Parts Total (1 2)	\$2,613	\$3,064	\$3,814	\$0	\$0	\$0
+/- %	0.0	0.0	0.0	0.0	0.0	0.0

1. In the **JOB NAME** enter your identifying name for this beta test
2. Notice that **PART 1** is checked, you must check each part that you want active and when the part is open **check** the box next to the **Part #** to activate that part.
3. There will be a default **Quantity** ... You may change the opening Quantity and add as many as 5 more of your choice.
4. **Before you leave this screen** click the **Update** button below
5. Notice that in the upper left and right of the **PART 1** estimate, all parts of any estimate up to 4 different, if active, are shown with the press used and the price of that part.
6. Each Estimate has up to **6 quantities** and **4 parts** with each part being independent as to the Press and function you want to create.

- All Estimates are pre-populated with defaults, as set in the press settings, and may be changed by the Administrator at any time.

Creating a new Estimate from the Default Settings

Part 1: \$3,150 29" Heidelberg
Part 2: \$664 29" Heidelberg

Part 1

Part 3: \$0.00 29" Heidelberg
Part 4: \$0.00 29" Heidelberg

A

Press: 29" Heidelberg

Units / Book Description: Pages Text

Select Units: 1 | Select Book: 44

Page Width: 5.5 X | Page Length: 8.5

Colors Side 1: 4 | Colors Side 2: 4

Ink Coverage: Avg | # / Washups: 0

Stock Color: White

Stock Catalog: House Coated Text | 0.625

B

Stock Category: Text | Basis Wt: 80

Stock Finish: Gloss

Running Sheet Size: 23.0 x 29.0

Stock S / M: 0.0 | Activate S / M: \$0.00

Parent Sheet Size: 25.0 X 38.0

Use Parent: | # Out PS: 1

Sheetwise: | No Bleed:

Stock +/-: 0 | Stock S / #: 0.0

C

Cut: | Cut Parent:

Fold Units Only:

Unit Only - Fold To: X

Fold to Book Only: | Stitching: | Oblong Book:

Add Pre-Press: Pre-Press Items in Job Desc \$0

Add Services: Service Items in Job Desc \$0

Add Description:

Job Description: 44 Pages Text, 4/4, 5.5 X 8.5 on 80# White Gloss Text, Trim, Folded, Stitch

Selected Quantity: 5,000

Selected Part 1 Price: \$3,150

SW Forms: 1 | # Out / Sheet: 24 | Press Max: 24 | Std Layout | # Plates: 16 | Packing?: \$28.08

Mtpl 1: 12 Pages 2 Out | Price Adjustment +/-: 0.0 | +/- Plates: 0

Mtpl 2: 8 Pages 3 Out | Del Fm 2: | Units +/-: 0 | Sheets Req: 7,000 | Paper S/M: \$100.00

- It is best to select the **Book** or **Units** function when starting a new estimate
- Next select **Press** above the line in the 2nd column
- Enter the **# of pages** if Book mode or **#of Units** Used for all other items including posters Flyers ETC of any size or construction.
- Note: Estimator-Cloud when in Book will automatically calculate the best # out on the selected sheet size and also at the bottom under the line show you the **Press Max** which can be attained by increasing the paper size to the **press max** or by turning on the **No-Bleed** if not required.
- Select a different **Running Sheet Size** if desired
- Then in tabbing order keep or change, **Colors Side 1 & 2, Stock, Stock Type and Finish**

7. A variety of **Proofs** may be selected and after selection needs to be updated upon returning to the estimate
8. Unlimited **Services** are also available and you may add as many as you like. It is easy to **Add a New Service** to be explained later
9. Make sure you **UPDATE** before you leave the estimating screen to add functions.

Creating a new Estimate Part 2 from the Default Settings

Part 1: \$3,150 29" Heidelberg
Part 2: \$664 29" Heidelberg

Part 2

Part 3: \$0.00 29" Heidelberg
Part 4: \$0.00 29" Heidelberg

A

Press: 29" Heidelberg

Units / Book Description: Plus Cover

Select Units: 1 Select Book: 4

Page Width: 5.5 X Page Length: 8.5

Colors Side 1: 4 Colors Side 2: 4

Ink Coverage: Avg # / Washups: 0

Stock Color: White

Stock Catalog: House Coated Text | 0.625

B

Stock Category: Cover Basis Wt: 80

Stock Finish: Gloss

Running Sheet Size: 19.0 x 25.0

Stock \$ / M: 0.0 Activate \$ / M: \$0.00

Parent Sheet Size: 25.0 X 38.0

Use Parent: # Out PS: 2

Sheetwise: No Bleed:

Stock +/-: 0 Stock \$ / #: 0.0

C

Cut: Cut Parent:

Fold Units Only:

Unit Only - Fold To: X

Fold to Book Only:

Stitching:

Oblong Book:

 Pre-Press Items in Job Desc: \$0

 Service Items in Job Desc: \$0

Add Description:

Job Description: 4 Plus Cover, 4/4, 5.5 X 8.5 on 80# White Gloss Cover, Trim, Folded, Stitch

Selected Quantity: 5,000

Selected Part 2 Price: \$664

SW Forms: 0 # Out / Sheet: 16 Press Max: 24 Std Layout # Plates: 4 Packing?: \$0.00

Mtpl 1: 4 Pages 4 Out Price Adjustment +/-: 0.0 +/- Plates: 0

Mtpl 2: 0 Pages 0 Out Del Fm 2: Units +/-: 0 Sheets Req: 550 Paper \$/M: \$91.50

1. After opening Part 2 by checking the box be sure to Check the **Part 2** box at the top of part 2 and then **Update** to activate the pricing of the defaults
2. Follow the same steps as indicated in **Part 1** and **Update** before leaving screen to add **Proofs** or **Services**
3. The same steps may be used to add **Parts 3 & 4**

Adding a New Service

Services									
Sort Order	Service	\$ per M	\$ per M Sheets	Setup	Markup	Env?	WF?	Add New Service	
1	Number 1 Place	10.0	0.0	15.0	0.0	No	No	Edit	Delete
1	Perfect Bind 48 Page book	250.0	0.0	75.0	0.0	No	No	Edit	Delete
1	Personalize Envelopes	250.0	0.0	75.0	0.0	Yes	No	Edit	Delete
1	Plastic Cards 2.5 x 3	69.0	0.0	0.0	40.0	No	No	Edit	Delete
10	Delivery	0.0	0.0	50.0	0.0	No	No	Edit	Delete

Select services at the top of the window and select **Add New Service...**

Creating the New Service

Service	
Enter New Service Name here	
Sell m	Setup
19	25
Markup %	Sort order
30	99
Env?	WF?
<input type="checkbox"/>	<input type="checkbox"/>
Add/Update Service	

[Presses](#) | [Estimates](#) | [Customers](#) | [Services](#) | [Proofs](#) | [Print Screen](#) |
[Stock](#) | [Stock Size](#) | [Basis Weight](#) | [Finish](#) | [Change Email/Password](#)

1. When the window opens In the **Service** box enter the new service name
2. Tab to **Sell m** and enter the per m piece price
3. If there is a setup charge for the service you can enter it in the **Setup** box

4. If it is an outside service you may enter the markup in the **Markup %** box
5. The **Sort Order** places the new services anywhere in the list you choose. It is recommended that you group similar services with either the same # or one below or just above the one you want to pair.
6. The 2 check Boxes at the bottom (**Env?** Or **WF?**) Will separate the specific service in either the Envelope or the Wide Format drop list on the estimate.
7. After completing the form Click the **Add/Update Service** button to set the service
8. You will then be returned to the **Add New Service** window
9. You may then go to the top select **Estimates** and in the selected estimate add your new service by following the previous directions on the Estimate form
10. You may at any time Add as many services as you wish or Delete any service, or change and update any or all existing services

There are several other buttons at the top or the Directory location which are accessed and added to or amended using the same procedure illustrated above including...

- Proofs
- Stock
- Stock Size
- Basis Weight
- Finish

Viewing the Estimate and the Job Ticket

Updated estimate information successfully.

Editing Estimate **Estimate no: 308** **Job rating: 0.0**

Select Customer:	Job Name:	<input type="checkbox"/> Edit Job:
In House Estimate	12 Page Self Cover Catalog 4/4	<input type="checkbox"/>
Contact: Mark Myers 203-682-6436	Company rep: Howard Cornett	<input type="checkbox"/> Locked:
	Commission: \$147.88	

Show: Summary | **Part 1** | **Part 2** | **Part 3** | **Part 4**

View/Print Quote	View/Print Job Ticket	View/Print Detail Report
View/Print Stock PO Report	View/Print Delivery Ticket	View/Print Invoice
View/Print Job Status		

[Return to Top](#)

12 Page Self Cover Catalog 4/4		
Part 1: \$1,479 40" Heidelberg 6C Part 2: \$0 Heidelberg 20X28 4C	<input checked="" type="checkbox"/> Part 1 <input type="button" value="Update"/>	Part 3: \$0.00 Konica Minolta 13X19 4C Part 4: \$0.00 Heidelberg 14 x 20 4C

1. On the upper right side you may check the box EDIT JOB this allow you to add information to the job ticket for all four departments and to the invoice before accepting the job.
2. LOCKED is just below the EDIT JOB checkbox and this allows you to easily preserve the pricing from changes made in the press rates or services functions when reopening the estimate.
3. Just to the left you will now see the assigned sales commission below the selected sales representatives' name. This is set in the users tab at the top of the screen by the Admin and there are several options including a % of the sales price with a setting to have the salesperson share in any discounts, and the other option of a % of the profit as shown in the DETAIL REPORT at the bottom right.
4. At the bottom of the above picture one can view the JOB NAME entered at the top allowing you to easily view from each of the 4 parts the basic job makeup.
5. To view the Customer Estimate click the **View/Print this Quote** button
6. You will then be connected to your list of printers.

7. It is recommended that you install a PDF printer so you may save the estimate as a PDF and E-Mail it directly from your computer in 1 simple step.
8. The Web **Print** function allows for a variety of configurations similar to your current selection of layout sizes etc.
9. You may **View/Print this Job Ticket** without accepting the job
10. When Checking the box next to the Accept Job: button at the top, the following dialog will open and you may set the due dates from the 4 listed departments with the adjacent drop down calendars, and enter as much information in each of the 4 department direction boxes.

Editing the Job Ticket

Editing Estimate Estimate no: 308 Job rating: 0.0

Select Customer: In House Estimate **Job Name:** 12 Page Self Cover Catalog 4/4

Contact: Mark Myers 203-682-6436 Company rep: Howard Cornett Commission: \$147.88

Edit Job: Locked:

Art & Prepress	Press	Bindery	Shipping
Due: mm/dd/yyyy Done: <input type="checkbox"/>	Due: mm/dd/yyyy Done: <input type="checkbox"/>	Due: mm/dd/yyyy Done: <input type="checkbox"/>	Due: mm/dd/yyyy Done: <input type="checkbox"/>

Update Job Ticket Info/Invoice to Proceed

Invoice Data

Freight 0.0	Sales tax rate 0.0625	Aas 0.0	Charge for overs? <input checked="" type="checkbox"/> 0
PO Number 	Carton contents 	Aas description 	Accept Job: <input type="checkbox"/>

Show: Summary | Part 1 | Part 2 | Part 3 | Part 4

1. After checking the **EDIT JOB:** box in the upper right the dialog box will open below and allow you to copy and paste or type in as much information in the available boxes for each department to put your instructions on the Job Ticket.
2. Below each of the Department names in the **Due:** Box there is a built in calendars which allows you to click on the dates due from each department. This information will be used to create a production schedule.

3. You will notice the boxes just below **INVOICE DATA** e where you may enter any Freight charges or change the TAX rate which can be preset in the defaults and include AA's changes and charges as well as select **CHARGE FOR OVERS** by clicking the check box to the left and entering the number of over you wish to charge.
4. You may enter a description in the **CARTON CONTENTS** which will appear on the delivery ticket and on the shipping labels.
5. You may also enter **AA's** (Authors Alterations) or customer changes charges and if you wish also enter along with the description the \$ value of those changes. The total entered above in **AA's** will then appear on the invoice along with the complete description as entered.
6. **NOTE: it is important that before moving on to any other function you click the Update Job Ticket info to Proceed button, or the entered information will not be saved.**
7. When finished with editing the job ticket you may uncheck the box to close the window.

Setting the Defaults:

IMPORTANT: You may NOT have any blank settings but a "0" is allowed.

The default section is accessed at the top left (*accessible only to ADMIN users*)

In this section you may preset all 4 parts plus the Envelope and the Wide Format Section with different presses papers materials and starting values. In order to use these valuable sections you must have at least 1 press activated in each you wish to use.

The screenshot displays two sections of a software interface for setting defaults. Red arrows point to specific fields in both sections.

Part 1

Customer name		Quantity			
In House Estimate		3rd Qty			
Qty 1	Qty 2	Qty 3	Qty 4	Qty 5	Qty 6
1000	2500	5000	0	0	0
1,000	2,500	5,000	0	0	0

Part 1 Settings:

- Press: Xerox iGen4
- Running Sheet Size: 14.0 x 22.5
- Units: 1
- Pages: 16
- Colors side 1: 4
- Colors side 2: 4
- Page width: 8.5
- Page length: 11.0
- Stock color: White
- Stock Catalog: House Coated Text
- Stock category: Text
- Finish: Gloss
- Washups: 0
- Cutting:

Part 2

Part 2 Settings:

- Press: 40" Heidelberg
- Running Sheet Size: 25.0 x 38.0
- Units: 1
- Pages: 4
- Colors side 1: 4
- Colors side 2: 4
- Page width: 8.5
- Page length: 11.0
- Stock color: White
- Stock Catalog: House Coated Text
- Stock category: Cover
- Finish: Gloss
- Washups: 0
- Cutting:

- At the top of the default settings you can select up to 6 starting quantities (It is recommended that you only use 1 unless you are going to do a lot of grids)

- After entering more than 1 quantity you may also select which quantity you would like the opening estimate to show.
- Notice that you may select from the wide variety of choices so your starting estimates are close to your normal job. I know that most will say that we do such a wide variety of work we have no normal however it is important that you have at least a starting selection for each part as experience has taught it is much faster to change a few items than start from scratch each time.
- Below are the windows for the Envelopes and the Wide-Format, and even if you do not have an Envelope Press you will want to setup one of your regular small duplicators or copy machines to do envelopes, as this section makes it so easy to perform those functions.

Envelope Defaults

Customer name In House Estimate			Quantity 1st Qty		
Qty 1	Qty 2	Qty 3	Qty 4	Qty 5	Qty 6
1000	2500	5000	0	0	0
1,000	2,500	5,000	0	0	0

Press Chief Envelope	Colors side 1 4	Colors side 2 0
Stock color White	Starting Cost/M 0.0	Washups 0
Stock Catalog #10 Envelope 4 1/8 X 9 1/2		

Wide Format Defaults

Customer name In House Estimate			Quantity 1st Qty		
Qty 1	Qty 2	Qty 3	Qty 4	Qty 5	Qty 6
1	10	0	0	0	0
1	10	0	0	0	0

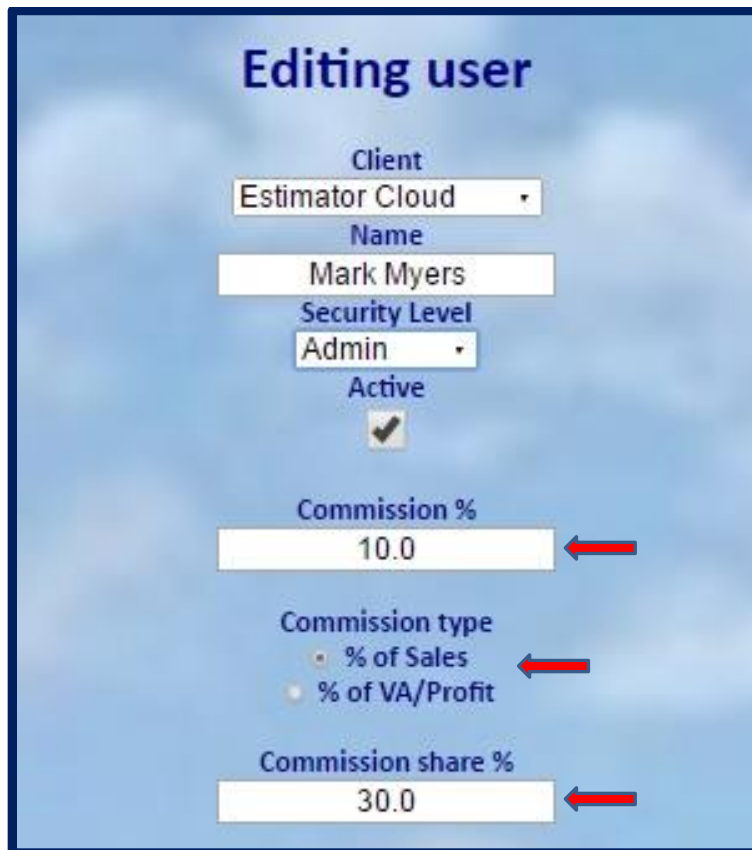
Press Roland 36"	Colors side 1 4	Colors side 2 0
Page width 24.0	Page length 36.0	Stock color White
Stock Catalog 6 Mil White Vinyl 60" Roll	Cost/Ft ² 0.25	

The above instruction should be sufficient information for you to get started on your own. If you need help please feel free to call 203-682-6436 / 519 633 8640
Or E-Mail us at: EstimatorCloud@aol.com

Remember when ready to test-drive on our Beta Site... Register at FREE TRIAL on the home page, and at no charge we will send you the password and login info for the Beta site, and also the information for your own site and pricing. Just complete both the RFQ you will for the 2 presses of your choice and the attached Authorization Form.

NOTE: Advanced Instructions Pages 14+

Setting the Sales Commissions



The screenshot shows a web form titled "Editing user" with a light blue background. The form contains the following fields and options:

- Client:** A dropdown menu with "Estimator Cloud" selected.
- Name:** A text input field containing "Mark Myers".
- Security Level:** A dropdown menu with "Admin" selected.
- Active:** A checkbox that is checked.
- Commission %:** A text input field containing "10.0", with a red arrow pointing to it from the right.
- Commission type:** Two radio button options: "% of Sales" (selected) and "% of VA/Profit". A red arrow points to the "% of Sales" option from the right.
- Commission share %:** A text input field containing "30.0", with a red arrow pointing to it from the right.

On the control bar at the top select **Change Email/Password** to open Editing user

1. In the center select Commission Type:
2. % of Sales has a special feature allowing you to have the Sales Person share a % of any discount given the client. **COMMISSION SHARE %** at the bottom is where you may enter the % of the discount that the Sales Person will lose from his commission as a result of any standard Customer discount. IE: a \$10,000 job with 10% commission=\$1000. The same job discounted to \$9000 instead of earning \$900 with commission share his 30% of the \$1000 discount = \$300 and that is deducted from the \$900 leaving the net commission of \$600.
3. Selecting the **% of VA/Profit** produces a commission based on the Value Added as shown on the **Details Report**
4. When adding a user as above enter the commission % and them select commission type.
5. The **Commission Share %** only works with the **% of Sales** option

Understanding Stock Pricing and usage

Part 1: \$3,150 29" Heidelberg
Part 2: \$664 29" Heidelberg

Part 1

Part 3: \$0.00 29" Heidelberg
Part 4: \$0.00 29" Heidelberg

A

Press: 29" Heidelberg

Units / Book Description: Pages Text

Select Units: 1 | Select Book: 44

Page Width: 5.5 X Page Length: 8.5

Colors Side 1: 4 | Colors Side 2: 4

Ink Coverage: Avg | # / Washups: 0

Stock Color: White

Stock Catalog: House Coated Text | 0.625

B

Stock Category: Text | Basis Wt: 80

Stock Finish: Gloss

Running Sheet Size: 23.0 x 29.0

Stock \$ / M: 0.0 | Activate \$ / M: \$0.00

Parent Sheet Size: 25.0 X 38.0

Use Parent: | # Out PS: 1

Sheetwise: | No Bleed:

Stock +/-: 0 | Stock \$ / #: 0.0

C

Cut: | Cut Parent:

Fold Units Only:

Unit Only - Fold To: [] X []

Fold to Book Only: | Stitching: | Oblong Book:

Add Description: []

Job Description: 44 Pages Text, 4/4, 5.5 X 8.5 on 80# White Gloss Text, Trim, Folded, Stitch

Selected Quantity: 5,000

Selected Part 1 Price: \$3,150

Add Pre-Press: Pre-Press Items in Job Desc \$0

Add Services: Service Items in Job Desc \$0

SW Forms: 1 | # Out / Sheet: 24 | Press Max: 24 | Std Layout | # Plates: 16 | Packing?: \$28.08

Mtpl 1: 12 Pages 2 Out | Price Adjustment +/-: 0.0 | +/- Plates: 0

Mtpl 2: 8 Pages 3 Out | Del Fm 2: | Units +/-: 0 | Sheets Req: 7,000 | Paper \$/M: \$100.00

1. Regardless of what is selected the base price for stock is always calculated on the Press Sheet running size. As illustrated above with the press sheet of 23x29"
2. The parent sheet when filled in will show how many you can get of the press sheet from the parent sheet and as you can see from the illustration above it is only 1
3. Notice under **STOCK CATALOG** above that the \$/# is .625 so with the **USE PARENT SHEET** selected that price shown in the **PAPER\$/M** at the bottom reflects the cost of then waste as you can only get 1 out of the parent sheet so the job is charged with the cost of the waste.
4. Unless you select and enter a price / # in the **STOCK \$/#** above the price will be that shown in the **STOCK CATALOG** as shown above of **0.626/#**
5. In the center of column B there is a place to enter the cost /M sheets in the **STOCK \$/M** and when you activate the check box **ACTIVATE \$/M** it will then show the price for stock on a per # basis or 1/100 of the CWT price usually provided by the paper supplier.