



CATO Training

CATO

CADMeasure Part 1

This one day course is designed to provide basic training to enable productive use of CADMeasure. The course will introduce the basics of the CAD environment and how detailed accurate measurements can be achieved. Also how this data can be manipulated to suit cost plans, estimates or bills.

By the end of this course you will be able to use CADMeasure to aid in your taking off from either CAD or PDF drawing. You will also be able to export measurement data to other Causeway products such as Estimating & Cost Planning and also third party applications such as Excel.

Prerequisites None

Audience Quantity Surveyors, Engineers, Architects or anybody producing measurement from CAD or intending to measure from CAD based drawings.

Length 1 day

Course Content

Section 1: Introduction

- Overview of CAD Environment and Principles
- The AutoCAD Engine

Section 2: The Measurement Session

- The new session wizard – measurement from a CAD drawing.
- Attaching drawings into a measurement session.
- Setting measurement units.

Section 3: Navigating Around a Drawing

- Introduction of toolbars, command window & dashboard
- Using the zoom commands and how to navigate around the drawing

Section 4: Measurement Aids

- Introducing Object Snaps.
- Using notes for audit purposes.
- Add or deduct measurements.

Section 5: Measurements Explained

- Review of the different types of measurement and how to use them.
- Undo control.
- Measuring arcs.

Section 6: The Command Centre

- Manipulating measurement results.
- Grouping like measurements.

Section 7: Exporting Measurements

- Exporting data to other Causeway products
- Exporting data to Excel.

Section 8: Using a PDF in CADMeasure

- New session wizard with PDF attachment.
- Re-scaling and rotating with the use of 'Image Alignment'.

Section 9: Printing Measurements

- Using the in-built report writer for printing measurements and drawing details
- Manipulating Command Centre data to suit bespoke printouts.

Section 10: Revising Measurements

- Editing a measurement using grip points.
- Adding vertices and adjusting count measurements.

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CADMeasure Part 2

This one day course is designed to augment knowledge previously gained though attending the CADMeasure Part 1 course and to build on skills developed through regular use in the workplace.

This course gives a greater understanding as to the CAD environment and enables faster and more productive use of the software, by utilising more in-depth CAD related concepts.

Prerequisites Ideally delegates attending this course will have previously attended the CADMeasure Part 1 Course or as a minimum have extensive CAD knowledge and be comfortable using the basic functions in CADMeasure

Audience Quantity Surveyors, Engineers, Architects or anybody producing measurement from CAD or intending to measure from CAD based drawings.

Length 1 day

Course Content

Section 1: Setting up and Understanding Terminology

- Drawing & other File Extensions/Terminology
- Identifying Problems with Drawings
- Changing the CADMeasure Configuration
- Model/Layout Space Explained Further

Section 2: Adding to and Saving Information

- Using Mark-up
- Use of Drawing Stamp
- Saving the Drawing
- Automatically Saving Measurements

Section 3: Outputting

- CADMeasure Output Variations
- Drag Direct from Drawings

Section 4: Advanced Understanding of Drawings

- Understanding Attributes within Blocks
- Understanding X Refs
- Advanced Layer Use and Control
- Advanced Measurement

Section 5: Updating Measurements

- Manual Revision of Measurements
- Automatic Update/Revision of Measurements
- Re-use of Measurement Files on Revision
- Dynamic Measurement

Section 6: Utilities

- Scaling the Drawing/Measurements up/down
- Layer States Manager
- Templates

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CADMeasure V.15 Upgrade

This ½ day course is designed to facilitate the migration from V.14 to V.15 of CADMeasure by introducing the new environment and familiarising delegates with the new functionality within V.15.

By the end of this course, delegates will be aware of the new features and workflow in CADMeasure V.15 and be confident in the processes involved in contacting the Causeway Support Team.

Prerequisites Delegates should be familiar with CADMeasure V.14

Audience Existing users of CADMeasure

Length ½ day

Course Content

Section 1: CADMeasure V.15

- Navigating the New Interface
- Controlling Screen Areas
- Opening Files to be measured
- Importing V.14 Sessions
- Creating Measurements
 - By Dragging & Dropping
 - By Digitising
 - By right Mouse Clicking
- Multiple Drawing Environment
- Save Sessions
- Linking to Cost Planning
- Exporting to Spreadsheets/Dimsheets

Section 2: BIMMeasure Added Value

- Multiview/Sheet Import
- Contents Tree Navigation
- Scheduling Including Grouping
- Creating Measurements
 - From Schedules

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Cost Planning

This two day course is designed to provide extensive 'hands-on' training to enable productive use of Cost Planning by Quantity Surveyors/Estimators. The module can be used to create cost plans using information from Elemental Libraries saving valuable time and there is the ability to sort data, for example into 'work packages' as well as the ability to re-use Cost Plan data for future estimates using the history database. Extensive training will be given on the link to Causeway's CAD measurement program 'CADMeasure' as well as the wide range of tools and features available within this powerful piece of software. The Causeway Cost Planning report writer can be used to generate a range of report types from comparison reports to audit trail reports and also be used to export to PDF and Excel.

From a zero knowledge starting point, the course objective is to provide a clear understanding of the software and its powerful functions.

Prerequisites None

Audience Quantity Surveyors, Estimators, Technicians and anybody else that produces Cost Plans or Estimates.

Length 2 days

Course Content

Day 1

Section 1: Introduction

- Introducing CATO Enterprise Suite.
- Detailing the benefits of Causeway Cost Planning over other third party software.

Section 2: Getting Started/New Project

- Creating a new project in the Project Executive environment.
- Adding project details including BCIS indices and project participants.
- An introduction to Causeway Document Viewer.
- Creating a Cost Plan from the project.

Section 3: Overview of Causeway Cost Planning Interface

- Adding a 'Building' and defining the 'levels' system.
- Creating a simple Cost Plan manually.
- Navigating through the Cost Plan using the explorer tree.
- Adding Gross Floor Area details

Section 4: Element Libraries

- Adding an element library to a Cost Plan
- User defining element libraries to suit specific work types.
- Other library features such as indices and currencies

Section 5: Basic Data Entry Methods

- Manual entry of data.
- Using 'Dim Sheets' to build up quantities.
- Defining 'Dim Sheets', adding data, nilling, factoring.
- Using the basic 'Rate Builder' to build up rates.

Section 6: CADMeasure Link

- Launching CADMeasure from within a 'Dim Sheet'
- Automatic dimension population to 'Dim Sheet'

Section 6 Continued

- Linking a Cost Plan to a CADMeasure 'Measurement Session' from within CADMeasure.
- Updating measurements.
- Drag and drop measurements into 'Dim Sheets'
- Copying and pasting measurements to 'Dim Sheets'

Section 7: Data Entry Tools

- Selection and deletion, cutting and copying data.
- Adding titles, derivatives, sub-totals & group totals.
- Using 'Tree Search'.
- Importing data from Excel documents.
- Using 'Print Grid' and graphical output (charts).
- Spell checker.
- Use of 'Rounding'

Day 2**Section 1: User Properties**

- Defining Units of Measure and associated properties (tonnage).
- Introducing omission (partial reporting) and bookmarking columns.
- Max levels.
- Column configuration.
- Project status.

Section 2A: Advanced Data Entry – Parameters

- Introducing centralised key quantities (parameters) and the application to grid and 'dim sheets'
- Linking CADMeasure to 'parameters'.
- Administrative 'parameter' templates.

Section 2B: Advanced Data Entry – Measurement Scheduler (Spreadlets)

- Introducing measurement scheduler (spreadlets)
- Adding 'spreadlets' to library then to project.
- Applying 'spreadlets'

Section 2C: Advanced Data Entry – Super Notes

- Adding 'super notes' to the library
- Applying 'super notes'

Section 8: Versions/Revisions

- Concept of Versions/Revisions
- Creating new Versions/Revisions
- Factoring, removing quantities, renaming Versions/Revisions
- Project copy.
- Offline working

Section 9: 'Quick Reporting'

- Using the Report Set Assembler for pre-defined report templates.
- Exporting to PDF & Excel

Section 3: Data Manipulation.

- Splitting the project with other projects
- Introducing the ability to sort a Cost Plan (Sortation)
- Creating 'building sortation' and applying this.
- Creation of sortation groups.
- Administrative sortation templates.
- Preparing a packaged based project for Cost Management migration.
- Introducing 'Schemes' and 'Portfolios'
- Cross project data reporting.
- Adding a 'building' to the QuickEst history database.
- Exporting/importing CPX files.

Section 4: Reporting

- Designing report definitions
- Changing currencies
- Securities applied to reports.
- Charts
- Comparison Reports
- Audit Reports
- Generic Reports
- Contents Reports
- Functional unit Reports
- Sortation Reports

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Take Off & Bills Part 1

This one day course is designed to provide basic training to enable productive use of Take Off & Bills by Quantity Surveyors.

By the end of this course delegates will obtain all the knowledge required to use the software and produce a Bill of Quantities, which can be sent to a contractor in a variety of formats for pricing. In addition to this, the course covers how the software can be used to analyse this priced information and produce a priced Bill of Quantities.

Prerequisites None

Audience Quantity Surveyors, Contractors, Technicians and anybody else that is involved with measurement and BQ/Tender Documentation preparation.

Length 1 day

Course Content

Section 1: Creating a Project

- Create New Projects
- Create Dimfile/Descriptions

Section 2: Measurement Options

- Quantity Creation
- Measurement from CADMeasure *
- Using Variables to build Quantities and Amending them

Section 3: Descriptions

- Creation of Descriptions.
- Non Standard Items
- Understanding Take off Libraries

Section 4: Bill Production

- Creating Bills and Abstracts
- Creating Bill Report Formats

Section 5: Dimension Sheets

- Using Dimension sheets to build up Quantities – Link from these to CAD Measure *

Section 6: General Reports/Printing/Formats

- Printing Bills and Abstracts
- Exporting Data (C.I.T.E)
- Exporting a Bill into Microsoft Excel

Section 7: Pricing

- Inputting Rates/Priced bills
- Tender Comparison/Analysis

* Where applicable

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Take Off & Bills Part 2

This one day course builds on previously acquired knowledge and aims to develop further the skills required to create Bills of Quantities in a more timely fashion and manipulate and re-use the data contained within them.

This course looks at some of the more advanced features within the Take Off & Bills software, which through application should produce better results as well as speeding up the bill production process.

Prerequisites Anyone interested in this course should either have attended the Take Off & Bills Part 1 course or have used Take Off & Bills quite extensively before.

Audience Quantity Surveyors, Contractors, Technicians and anybody else that is involved with measurement and BQ/Tender Documentation preparation.

Length 1 day

Course Content

Section 1: Sortation

- Setting up Sort Types & Codes.
- Using sort codes within the dims sheet.
- Using sort codes retrospectively.
- The use of Primary Codes.
- Producing Sorted Bills

Section 2: Reports

- Creating & Modifying
- Setting a Standard Template

Section 3: Linking Take Off & Bills to other Modules

- Pushing priced data back into QuickEst
- Taking off dims from a CAD drawing through the use of CADMeasure.

Section 4: Re-use of Data

- Using Default Projects for bespoke descriptions.
- Copying descriptions from other projects.

Section 5: Sidecalc Variables

- Creating Sidecalc Variables
- Use of Sidecalc Variables

Section 6: Analysis

- Using priced bills to create cost analyses.
- Incorporate floor area for elemental costs per unit.

Section 7: Pricing

- Review of basic pricing techniques
- Adding percentage adjustments to rates
- Producing Divergence Analyses between tenderers.

Section 8: General Summaries

- Creating General Summaries
- Adding Cost Items to Priced General Summaries

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Cost Management

This one day course provides delegates with the knowledge required to use the Cost Management software and integrate this into their existing business.

This course gives an introduction to Cost Management and how this can be used to monitor post contract expenditure, from setting the initial budgets through to final expenditure.

Prerequisites Standalone use would require no prerequisite knowledge. If there is a requirement that this software is used in conjunction with Cost Planning, then a good working knowledge of this would be advantageous.

Audience Quantity Surveyors, Estimators, Technicians and anybody else that has responsibility for managing and controlling construction costs.

Length 1 day

Course Content

Section 1: Introduction

- Enterprise Software
- General Overview

Section 2: General Libraries

Section 3: Cost Management Interface

- Structure of Project
- Setup of Project
- Initial Setup Requirements

Section 4: User Interface

- Entering Information
- Reviewing Information
- Basic Reporting
- Link to Cost Planning *
- Valuation
- Reporting – Filters

* Where applicable

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Earthworks

This one day course is designed to provide basic training to enable productive use of CATO Earthworks by Quantity Surveyors.

By the end of this course you will be familiar with the environment and essential commands within the CATO Earthworks software. You will also be able to create triangle models representing both existing and proposed surfaces and be able to calculate earthworks cut/fill quantities.

Prerequisites None

Audience Quantity Surveyors, Engineers and others who need to understand and measure Earthworks volumes. Project Managers & Team Leaders would also gain by having a working knowledge of the strengths and capabilities of Earthworks.

Length 1 day

Course Content

Section 1: General Introduction

- The Purpose and Scope of the Course
- The User Interface

Section 2: Hands on Introduction

- General CAD Techniques
- Standard Keys
- Importing Survey Data

Section 3: Digital Modelling

- General Concept
- Formation and Basic Editing
- Contour Generation
- Profiles
- Generating Proposed Surfaces
- Volumetric Calculations – depth bands and output to other applications

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Whole Life Costing

This one day course provides users of the software with a good working knowledge of the Whole Life Costing module and aims to provide enough information to enable full use when back in the work environment.

From project inception through the full life of a building, delegates will learn how Whole Life Costing can be used to both predict and actively monitor the costs of a building, taking into account both the Life Cycle costs and also, if required, the Facilities Management costs.

Prerequisites None

Audience Quantity Surveyors, Cost Engineers and anyone else who produces Whole Life Costs.

Length 1 day

Course Content

Section 1: General Introduction

Section 2: Setting up Company Details

Section 3: Setting up the Project

- Creating and Editing Items
- What-if
- Copying from other Projects

Section 4: Facilities Management and Operation Costs

- Creating and Editing Items
- What-if
- Related Items

Section 5: Reporting

- Range and Type of Reports
- General Set-up
- Tailoring

Section 6: Benchmarking

- Selecting Project Information
- Reporting

Section 7: Administration