Getting Started with CUBIT
the natural estimator
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Creating Projects and Jobs

In Cubit, the first thing you will need to do is create a **Project** and a **Job**. A Project is the first step in creating a specific Job. It is the section that holds all related Jobs together.

**Example:** You have a **Project** of the construction of 6 homes given to you by the same client. This Project will hold all of your related Jobs in the one section so they are easily accessible.

A **Job** in Cubit is an individual worksheet that resides inside a Project. You are able to open a Job and insert Plans, do your take offs and your estimates.

**To create a Project:**

1. Go to the Job Manager window. This is the section that you are greeted with when you first open the application.

2. Click the **New Project** tool in the **List** group on the **Home** tab of the ribbon. *Tip: this is in the top left hand corner of the window.*
Creating a Job is much like creating a Project.

To create a Job:

1. Select the Project you want to add a Job to.

2. Click the New Job tool located in the List group on the Home tab of the ribbon.
The Estimate Toolbar is located above the description in the Estimate sheet. This toolbar holds 6 different tools that can be used on your Estimate’s headings and rows.

These tools are as follows from left to right:

1. **Heading**: make the selected row(s) a Heading
2. **Item**: make the selected row(s) an Item
3. **Unindent**: unindent the selected row(s)
4. **Indent**: indent the selected row(s)
5. **Insert new**: insert a new item before the current row
6. **Add new**: add a new item to the end of the current heading
Creating Headings and items

The Estimate sheet is located inside your newly created Job. It’s the sheet on the left pane which holds all of your data such as measurements, quantities and costs from your take off.

A Heading in the estimate sheet is much like a Project is in the Job manager. It is the title that holds all of your relevant items.

*Example:* A Carpentry Heading will hold all of your Carpentry related items, a Concreting Heading will hold all of your Concreting items and a Preliminary Heading will hold your Preliminary items.

To create a new Heading:

2. Click the **Heading** tool in the Estimate toolbar to convert this row to a Heading.

Once you have a Heading you will notice a new item will be created underneath. You are able to turn any items underneath into Headings by clicking the **Heading** tool.
You can also use the **Indent** and **Unindent** tools to indent the rows or remove the indents, which will in turn adjust the items place in the hierarchy.

By default, the newly created rows underneath the Headings will be made as an item. You can create more items under a Heading by using the **Add new** tool.

You can turn a new row into your next heading by selecting **Heading** and then using **Unindent** as needed.
Plans

Should I use Vector or Raster Plans?

When inserting your Plan into Cubit you have the option to insert as a Vector or Raster Plan. Choosing which option to insert as depends on a couple of things, such as the size of the file and the way it was created. We recommend inserting as a Vector wherever possible, but there are some instances where you will be better off choosing Raster. You may find that the text is hard to read or the Plan seems too big. If you are unhappy with the way your Plan looks as a Vector you can insert it as a Raster.

Inserting your Plan as a Vector will allow your takeoff to snap to points in the Plan and use the Pick Lines functionality. This is due to the fact that a Vector file contains information about how to draw your Plan as a series of points, lines and other defined entities. Often this allows the software to display groups of entities as different layers with the ability to turn them off and on.

A Raster file is essentially a snapshot of your Plan. It will insert your Plan into Cubit as you see it in a PDF viewer. This option can be used for Plans that are too large or have too much information to be inserted as a Vector and also for Plans where the text is unreadable due to an error in the creation of the Plan. A Raster will not be able to use functions such as snap to points or Pick Lines.
Inserting a Plan

Inserting a Plan into the Viewport in Cubit will allow you to take off your Plans and use them in your estimate.

To insert a Plan:

1. Click on Insert in the Plan group located on the right hand side of the ribbon.

2. From the Open window browse through your files and locate the file you wish to insert. Once you’ve found your Plan, select it and click Open.

3. If your Plan is a PDF file, you are able to select which pages you would like to import into your Job in the Select PDF pages window. Once you’ve made your selection, check that you are inserting the correct type (Vector/Raster) and click Import.
Take Off

Assigning a type of Result

By assigning a **Result** type to an item, you are telling the application how you want to measure each specific item in a trade. The importance of this is so the application knows what it is measuring. You will not be able to draw on your Plan without setting a Result.

**To assign a Result to an item in your Estimate:**

1. Click in the Result cell next to the description.
2. Choose a Result to use from the list.
**Example:** You would set a result of **Volume** for a **Concrete Slab** to tell Cubit when you measure this item that you want the results displayed as a volume.

In Cubit you are able to change the result type without having to take off again. Change the **Result** as you did when first selecting the Result type in the beginning and it will use your drawing to update the quantities.
The most common reasons why you are unable to draw on your plan

From time to time you may realise that you cannot draw on your Plan. There are 3 main reasons new users sometimes run into this problem.

1. Result type not set

   You will be unable to draw on your Plan without first setting a result type for the item you wish to take off. (See Result Types)

2. Heading selected instead of an item

   So you’ve selected carpentry and now you want to draw on your Plan for your walls. However, you will notice that you cannot. To draw on your Plan, you must have a line item under a heading selected, such as “external walls”, rather than the heading itself.

3. Drawing mode not selected

   Ok, so you’ve got the above two sorted out but you still cannot draw on your Plan. Why not? Have you selected a drawing option for the software to use. Most people will use the polyline mode to takeoff from their Plans. Please ensure this is selected in the ribbon at the top of the main window.

   Other modes can overwrite the current drawing mode. Ensure that none of the Viewport toolbar tools are active. If you are trying to draw with the Polyline tool then the cursor when the mouse is placed over the Viewport will display as a crosshair. If any other cursor is shown, for example a selection box, another mode is active.