



CAIS Help Desk Common Topics

CAS/CAIS USER GROUP MEETING

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Estimating Module



- ▶ Many questions this year came from how to use the Estimating Module in CAIS
- ▶ The questions were mostly from CAIS Administrators. We have several new Admins
- ▶ To access the Estimating Module, go to Tools and then Estimating
- ▶ This is where you will begin to build your estimate
- ▶ You can also access the Estimating Module from the link on the Welcome screen

Allow Estimating Module access

How to allow access for a Read-Only user:

- ▶ Go to Administration and open the User List
- ▶ Find the user with Read-Only access and load their profile
- ▶ Under Module Access on the right side, select the box for “Allow Access to Estimate Module”

Grant Access to Estimate Folders

- ▶ This process is for Administrators
- ▶ In the Estimating Module select the folder you want to give someone access to
- ▶ Click the “Modify Folder” button at the bottom
- ▶ Place a checkmark beside the user’s name in the list
- ▶ Click the “Modify Estimate Folder” button at the bottom

Link Estimate to FIMS Property ID

- ▶ You can use CAIS to generate your FIMS OSF and Building RPVs
- ▶ Click the “New” button at the bottom of the Estimating Module to create a new estimate
- ▶ Choose “Line Item” or “Custom Model”
- ▶ In the New Estimate window make sure to choose the correct Area and then select a Property ID.
- ▶ **If you don't select a Property ID here then your estimate cannot be used for a FIMS RPV** The estimate will just be a stand alone estimate if you don't select a Property ID
- ▶ If you select a Property ID then your estimate will become the new FIMS RPV for that asset
- ▶ Enter an Estimate Name and Description and click “Save/Build Estimate”

Unlink Estimate from FIMS RPV

- ▶ Send the FIMS RPUID and linked CAIS estimate ID to the Help Desk
- ▶ We can unlink the estimate from the FIMS RPV
- ▶ This can be done in a batch. Make sure to send us a spreadsheet with the complete list of FIMS RPUIDs and their linked CAIS estimate IDs.
- ▶ This process is not very common but it can be done on request

Line Number Search is very easy

- ▶ If you want to search the RS Means data without getting into the Estimating Module or Condition Assessment side of CAIS
- ▶ Just use the Line Number search on the asset menu (upper left)
- ▶ This is a quick and easy way to search the RS Means catalog

Mobile IU on your cell phone

- ▶ Try using the CAIS Mobile IU system to enter the IU basics from your cell phone
- ▶ The Mobile IU screen was designed for handheld devices
- ▶ This can be used to quickly note deficiencies one by one
- ▶ You can come back later and cost them out
- ▶ Enter an IU and Save it. Then press the Clear button at the bottom to move on to the next one
- ▶ You can try using this instead of writing on a notepad when doing CAS inspections
- ▶ The advantage is your IUs will already be set up when you get back to the office

Contact the FIMS Help Desk

- ▶ Email: FIMS_CAIS_Help@hq.doe.gov
- ▶ Email is the preferred way to contact the Help Desk
- ▶ Telephone hotline: (202) 287-1397

