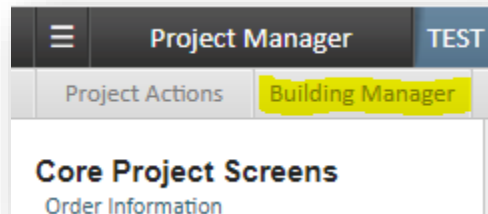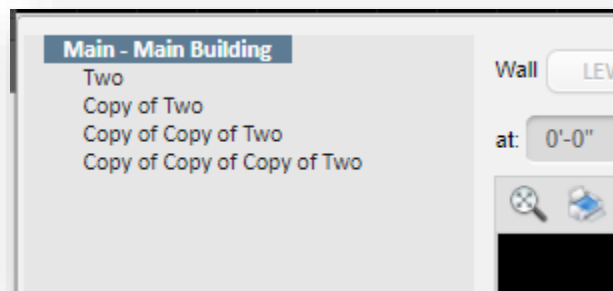*June 2021*

Working with Multiple Buildings in the Building Manager in eQuote

When you have multiple buildings on your project, you will want to be familiar with the Building Manager in eQuote. In the Building Manager you can: set the building attachment locations, delete buildings, copy buildings, and change the building order in eQuote and on the proposal.
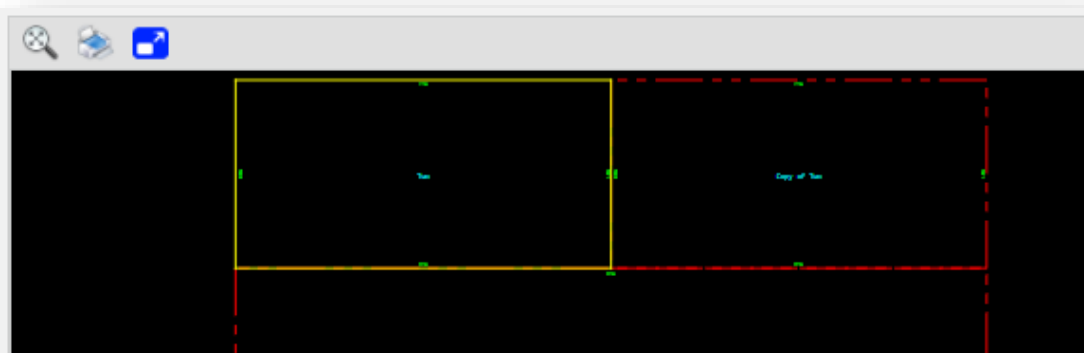
1. Access the Building Manager near the top left corner of the screen. Click the highlighted button. You can also access this via the "Launch Building Manager" button on the bottom of the Building Description screen of any building other than the main building.

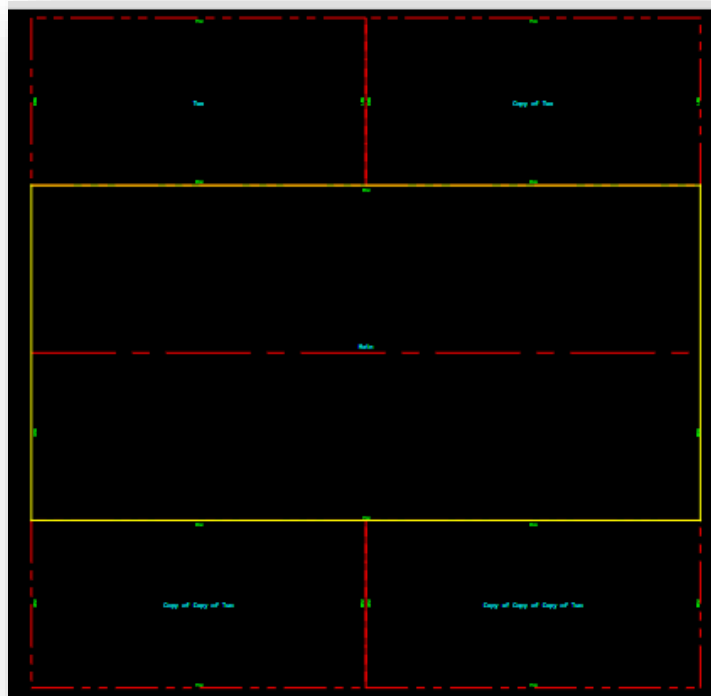2. Once the Building Manager opens, select the building you want to adjust/copy/delete.

3. The building you select is yellow, while the other buildings are red.

4. Set the attachment location and click the "Apply Changes" button. You will see the updates you make reflected in the sketch below.

| Wall | BSW ▼ | of this building attaches to wall: | BSW ▼ | of building | Main ▼ |

at: `100'-0"` from left steel line of wall being attached to.　　**APPLY CHANGES**

5. If you have several buildings to enter (especially if they are similar buildings) you may opt to copy a building, locate the new building, and then adjust the building name and size later after adding required buildings.

6. If you accidently add an extra building or decide to combine two buildings, you can simply delete the unnecessary building. eQuote will ask for a confirmation. Be careful! If you have buildings attached to the building being deleted, they will be deleted, as well!

CONFIRM DELETE BUILDING

Are you sure you want to Delete Building: Two? Warning: This will delete the 1 attached buildings.

DELETE BUILDING　**CANCEL**

7. Perhaps after adding several buildings, you decide to make the third building the "main" building rather than the first one you entered. You can make that adjustment in the Building Manager by simply selecting a building and clicking the "Make Main Building" button. Remember to adjust the building attachments as needed.

8. Finally, you may want to keep the building order and attachments, but simply list the buildings in a different order in eQuote and on the proposal. You can simply click the "Change Proposal Order" and move the buildings accordingly and the new order will be reflected.

Change the order that buildings will be listed on the project contract:

- Copy of Copy of Two
- Main
- Copy of Two
- Copy of Copy of Copy of Two
- Two

SAVE   CANCEL

Core Project Screens
Order Information
Code / Load Requirements

Two ▼   ADD

Copy of Copy of Two
Main
Copy of Two
Copy of Copy of Copy of Two
Two

SIDEWALL AND ENDWALL SPACING	
Building Name	**Sidewall Bay Spacing (From LEW)**
Copy of Copy of Two	4@25'-0"
Main	8@25'-0"
Copy of Two	4@25'-0"
Copy of Copy of Copy of Two	4@25'-0"
Two	4@25'-0"