

Revu Tutorial: Custom Columns

Revu's Custom Columns feature allows you to apply various functions, including custom formulas, to the Markups list. This tutorial will show you how to create and manipulate these columns to accommodate your workflow needs.

Manage Columns

To add Custom Columns to the Markups list, click on the **Manage Columns** icon in the Markups list. Select the **User Defined** tab in the window and click **Add**. From here you can name your column and choose the type of function you would like your column to perform. You have the option of choosing one of the following column types:

Checkmark – Displays a box that can be checked or unchecked.

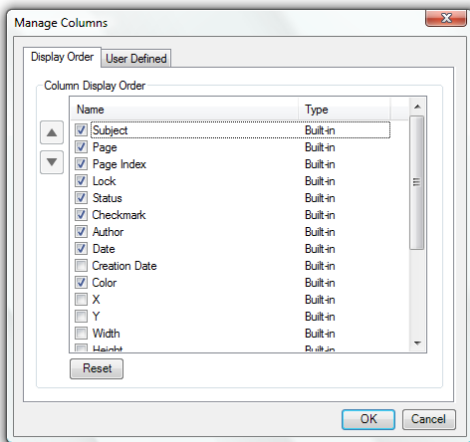
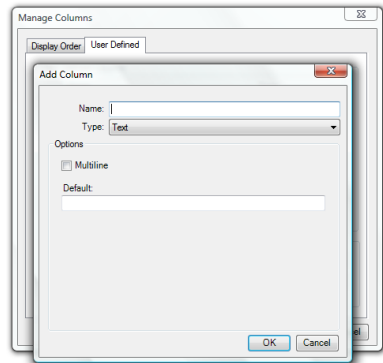
Choice – Add item names that can be chosen in a drop-down menu.

Date – Apply a calendar date variant.

Formula – Add a Format type (normal, currency or percentage), select a currency, and apply a column value.

Number – Apply a numeric value.

Text – Add text or comments.



From the Manage Columns window, you can rearrange the order in which your columns appear in the Markups list by clicking on the **Display Order** tab. To move the order of a column up or down in the Markups list, highlight the name of the column and use the up and down arrows on the left hand side of the window.

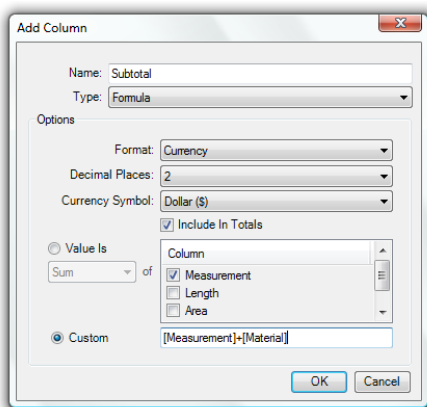
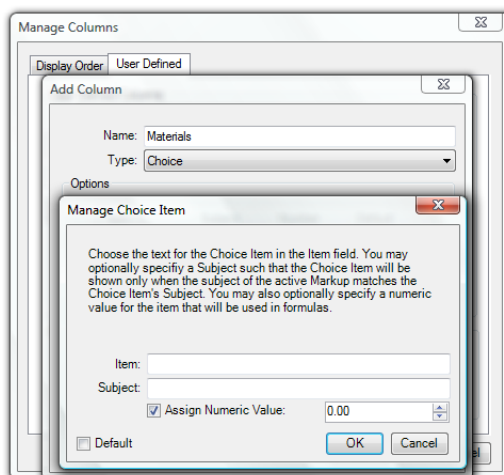
To add or remove a pre-existing column from the Markups list, check or un-check the box next to the column name.



Formula Columns

Formula columns work in conjunction with Revu's built-in measurement tools. To utilize formula columns, you must first create a custom Choice column. To add a Choice column to the Markups list, click on the **Manage Columns** icon like before, select the **User Defined** tab in the open window and click **Add**. From here, enter the **Name** of your column (e.g. Materials) and select **Choice** as the Type. Click **Add**.

Next, a **Manage Choice Item** window will appear. Enter the name of the Item. *Note: The Item name should correlate with the name of the new column you added (e.g. Column = Materials, Item = Carpet).* Add in the subject of the item (e.g. Flooring), and then check the box next to **Assign Numeric Value** to enter the cost of the item (e.g. cost per square foot).



After your Choice column has been created and numeric values have been assigned to various Items, you must create a User Defined Subtotal column. To create this column, follow the same steps as above, except this time, enter **Subtotal** in the Name field, and select **Formula** from the Type drop-down menu. Once Formula has been selected as the type of column, Options will appear.

In the Format drop-down, select the type of Subtotal you want displayed (**Normal**, **Currency**, **Percentage**), select the number of **Decimal Places** that should appear, select the **Currency Symbol**, and assign a **Value** for the column.

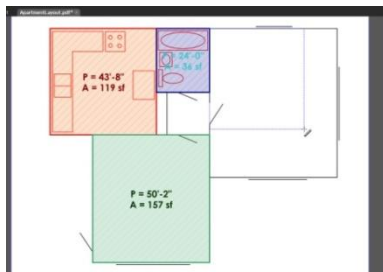
Once your Options have been selected, a built-in formula will display in the Custom field. You have the choice of using this built-in formula or customizing the formula further by clicking on the **Custom** radio button.

Note: Revu's built-in formulas are designed to mimic Excel formulas.



Applying Formulas

Now you are ready to calculate costs. Select the applicable measurement tool (Length, Area, Perimeter, etc.) and apply it to an area of the drawing that you wish to calculate (e.g. Kitchen flooring). As you define each area with a predefined measurement markup, the markups are automatically tracked in the Markups list.



After all of the measurement markups have been placed, open the Markups list and click **Subject** to sort by this column, which was defined when creating the Choice Type column. Next to the Subject column is your Item column that was also defined when creating your Choice Type column (e.g. Material). From the drop-down menu in this column, select the corresponding Item (e.g. Carpet). *Note: The Assigned Numeric Value is associated with the Item. It is important to select the appropriate Item to correctly utilize your formula and calculate costs.*

Subject	Material	Overage	Subtotal	Date	Page	Comments
Page 1 (4)		40%				
Flooring	Carpet	10%		1/13/2010 4:19:50 PM	Page 1	P = 50'-2" A = 157 sf
Flooring	Bamboo	10%		1/13/2010 4:19:50 PM	Page 1	P = 50'-0" A = 200 sf
Flooring	Tile	10%		1/13/2010 4:19:50 PM	Page 1	P = 43'-8" A = 119 sf
Flooring	Vinyl	10%		1/13/2010 4:19:50 PM	Page 1	P = 24'-0" A = 36 sf

As you select and define each Item from the drop-down menu in the Markups list, the Subtotal column will automatically calculate a value based on the formula that you defined when creating your custom Subtotal column.

Subject	Materials	Subtotal	Color	Page	Comments
Carpet		\$169.00			
Flooring	Carpet	1.29	\$80.00	Page 1	80 sf
Flooring	Carpet	1.29	\$89.00	Page 1	89 sf
Vinyl		\$172.00			
Flooring	Vinyl	1.99	\$112.00	Page 1	112 sf
Flooring	Vinyl	1.99	\$60.00	Page 1	60 sf
Wood		\$69.00			
Flooring	Wood	2.29	\$69.00	Page 1	69 sf

Note: The Summary option in the Markups list allows you to create a .CSV or .XML file summary of all Markups list data. These files may be opened in Microsoft Excel to perform further calculations.

