



The General Items bin may be used as an alternative to draw actual shapes in a diagram. It can also hold items that do not relate to a specific room, but that apply to the overall estimate. General Items may be added to every type of diagram (floorplan, roof plan and exterior plan) and may be added more than once to each plan.

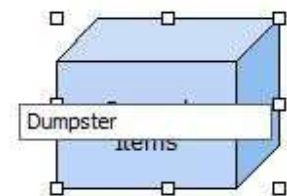
NOTE: Items added to a General Items bin will appear at the bottom of the items list on the Estimate Page. They will be grouped with the diagram where the General Items bin was drawn.

## ADDING A GENERAL ITEMS BIN TO A DIAGRAM

From the Home ribbon, click on the General Items icon.

Click on the diagram canvas to add a new General Items bin to the diagram.

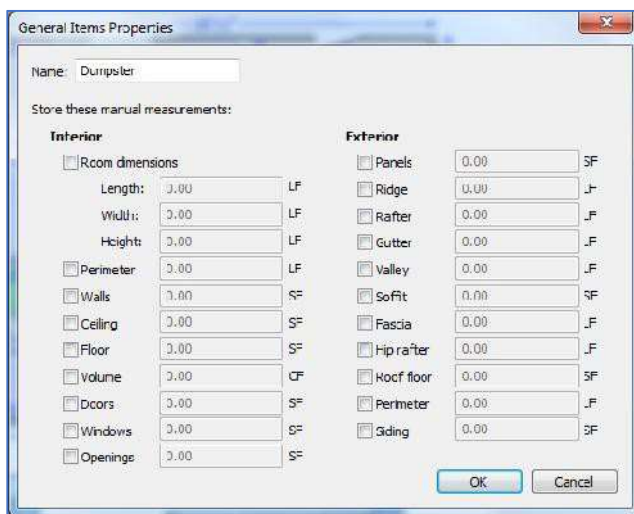
The bin can be resized using the handles; however, the size of the bin has no effect on the quantity of items placed in it. Once drawn, the bin may be renamed to better describe its contents (e.g., demolition, permits, etc.)



## ADDING ITEMS TO A GENERAL ITEMS BIN

Applying items from the database to a General Items bin is very similar to applying items to a room; it is a drag and drop process.

General Items bins do not have specific dimensions when they are first created. All items applied to the General Items bin will use a default quantity of 1. Quantities can be redefined under the General Items Properties.



## ADJUSTING GENERAL ITEMS BIN PROPERTIES

Right click the General Items bin you have added to your canvas.

Select Properties from the drop-down menu.

You can adjust interior and exterior measurements from the Properties window. The dimensions set within the General Items Properties will affect the quantity and total of the items applied to the bin. If these properties are specified, item quantities will be automatically calculated according to the specifications you have entered.