

## Trainer's Corner

### Job Spec: Assembly Groups

Many times during assembly takeoff you have the opportunity to select different types of device plates, such as plastic, painted metal, stainless steel or brass. For example, in the same assembly, you may be able to select the depth of a plaster ring, the type of EMT fittings and an optional equipment grounding conductor.

What's the purpose for all these selections? Wouldn't it be faster to have these things already built into the assembly? Yes and no. The assembly would be faster to take off if you didn't need to make the selections, but it would require 512 different assemblies to replace this one assembly. The additional time to navigate to the correct assembly would more than make up any time difference.

However, you don't need to make the selections every time you take something off, although you may still have the opportunity to if you like. The **Assembly Group** feature in **Job Spec** is designed for this purpose. Let's use EMT fittings as an example and say you are going to use Steel Setscrew couplings and connectors on this job.

1. On the Access bar, click on **Job Spec**, and then on the **Assembly Group** icon.
2. On the Assembly Group screen, click the Master Group Assemblies dropdown arrow and scroll to and click on **EMT CONNECTORS 1"**. The assembly items display in the grid below.
3. Click on the **Add** button to add the group into this job.
4. In the Job Group Assemblies grid, select the **EMT STEEL SS CONNECTOR** by clicking in the checkmark box in the Select column. This means the 1" EMT Steel Setscrew connectors will be selected automatically in Takeoff.

The screenshot shows the 'Assembly Group' window. At the top, there's a 'Job Assembly Group Phase Selection' section with a 'Phase' icon and four dropdown menus for 'Phase', 'Sub-Phase', 'Level 1', and 'Level 2'. Below these are radio buttons for 'All Phases' and 'Selected Phase'. The main area is divided into 'Master Group Assemblies' and 'Job Group Assemblies'. The 'Master Group Assemblies' dropdown is set to 'EMT CONNECTORS 1"'. The 'Job Group Assemblies' dropdown is also set to 'EMT CONNECTORS 1"'. Between the two grids are 'Add ->' and '<- Remove' buttons. The 'Job Group Assemblies' grid has a 'Select' column with checkboxes. The first row in both grids is selected.

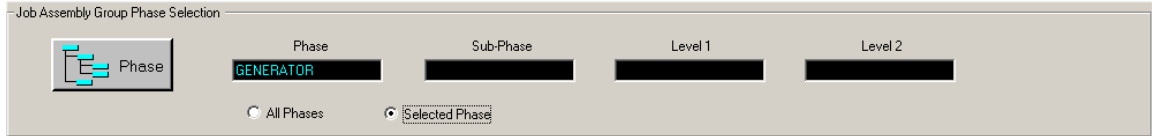
Size	Description
1	EMT DI-CAST-SS CONNECTOR
1	EMT DI-CAST-SS INS-THROAT CONNECTOR
1	EMT DI-CAST-COMP CONNECTOR
1	EMT DC COMP INS-THROAT CONNECTOR
1	EMT STEEL SS CONNECTOR
1	EMT STEEL SS INS-THROAT CONNECTOR
1	EMT STEEL COMP CONNECTOR
1	EMT STEEL COMP IN-THROAT CONNECTOR

Select	Size	Description
<input checked="" type="checkbox"/>	1	EMT DI-CAST-SS CONNECTOR
<input type="checkbox"/>	1	EMT DI-CAST-SS INS-THROAT CONNECTOR
<input type="checkbox"/>	1	EMT DI-CAST-COMP CONNECTOR
<input type="checkbox"/>	1	EMT DC COMP INS-THROAT CONNECTOR
<input type="checkbox"/>	1	EMT STEEL SS CONNECTOR
<input type="checkbox"/>	1	EMT STEEL SS INS-THROAT CONNECTOR
<input type="checkbox"/>	1	EMT STEEL COMP CONNECTOR
<input type="checkbox"/>	1	EMT STEEL COMP IN-THROAT CONNECTOR

Buttons: Save and Close, Help

Update All New Jobs

5. Great, but what about connectors installed outdoors? IntelliBid can handle this as well. Click in the **Selected Phase** radio button. This opens the Phase Tree. Highlight **Generator** and then click the **Select Phase** button at the bottom.



6. Under Job Group Assemblies, remove the checkmark from Steel Setscrew and check Steel Compression instead.
7. With the Generator phase still selected, click the Master Group Assemblies dropdown arrow, highlight **EMT COUPLINGS 1"**, add them into the job and select the Steel Compression coupling.
8. Reset the phase choice by clicking in the **All Phases** radio button.
9. Add the couplings again and select Steel SS this time. This tells IntelliBid to select the Steel Setscrew fitting for EMT couplings and connectors unless the phase is Generator and then IntelliBid will select Steel Compression connectors and couplings.
10. Click on the **Save and Close** button.
11. Now we will take off an assembly that includes the 1" EMT connectors and couplings. Return to Takeoff. Click on **Preferences** in the Menu bar and be sure there is a checkmark next to **Display Assembly Group Takeoff**. This preference means IntelliBid will display the Assembly Group screen even if you have pre-selected items.
12. Select the FEEDERS Item Library. Click on the FEEDER ASMY BY AMPS and then choose a 60A feeder in any column.
13. Click on 60A EMT CU 3P4W+G B-JOIST. The Assembly Groups screen displays the assembly because we selected the preference to always show this screen. This shows the choices for Steel Setscrew fittings has been selected for you. Setting this preference lets you modify any pre-selected items during takeoff. Now we want to demonstrate how automatic the pre-selection makes your takeoff. Click in the radio button **Display this screen when groups are pre-selected** to clear it. This resets the preference setting in step 11 above and IntelliBid will skip this screen for pre-selected groups. **Close** the screen and return to the Catalog window.
14. Select 60A EMT CU 3P4W+G B-JOIST again. Notice this time you go directly to the Quantity Dialog screen. Enter values for the prompts and return to the Takeoff screen. Note the EMT connectors in the Audit Trail are Steel Setscrew.
15. Now let's take off the same assembly in the Generator phase. Remember we chose Steel Compression conductors and couplings for the Generator phase. Change the phase to **Generator** and the select the Item Library FEEDERS again.
16. Select the FEEDER ASMY BY AMPS, choose a 60A feeder in any column and then click on 60A EMT CU 3P4W+G B-JOIST. IntelliBid automatically selects the connector and coupling fittings and displays the Quantity Dialog screen. Enter quantities for the prompts and return to the Takeoff screen.
17. This time the takeoff includes the Steel Compression connectors and couplings as you pre-selected in Group Assembly.

That's three out of four ways to deal with these assembly groups. One, make the selections each time you take the assembly off. Two, make the selections ahead of time for a given job. Three, make the selections ahead of time for a given phase. There is a fourth way.

Let's return to Job Spec, then Assembly Group. If your company uses Steel Setscrew EMT fittings on most jobs, you can make the selections ahead of time just as we did earlier, then put a checkmark in the box labeled **Update All New Jobs**. Finally, click on **Save and Close**. Every new job you register will have these choices automatically selected. This doesn't prevent you from changing the selections for any given job, or any given phase, or even for any given takeoff. It just means each new job starts out with the company standard already applied.

With a little practice you'll soon be taking off assemblies much faster. For more information and instructions on selecting assembly groups, refer to the IntelliBid Online Help Index under Job Spec, then Group Assembly settings or contact our Training Department at 1-800-662-7687x319.