

GENERAL FEATURES	LITE	FULL
Estimates are stored in a robust relational database	Yes	Yes
Automatically saves your data	Yes	Yes
Backup database function	Yes	Yes
User definable drop down menus	Yes	Yes
Install on a PC/laptop, LAN, Windows Terminal Server and Citrix	Yes	Yes
Full multi-user; you can even have a team working on the one estimate at the one time (requires multiple licenses)	Yes	Yes
Administration function so you can control functionality and default settings	Yes	Yes
Project Browser function which lists all your estimates in your database and allows you to easily search for and open previous Projects	Yes	Yes
Quickly view Tenders due today, this week, next two weeks or within the next month	Yes	Yes
Project and Resource Notes and text fields for Project Comments, Documentation, Deliverables and Scope	Yes	Yes
Check Out / Check In allows you to work remotely on an individual estimate or estimates if you cannot connect to your master database via your network	Yes	Yes
Ability to add links to documents (photos, specifications, drawings etc) within a Project and to Items in your Item Library		Yes
LIBRARIES	LITE	FULL
Control access to Libraries on a user by user basis	Yes	Yes
Resource Library stores your standard Labour, Plant, Material and Subcontract rates	Yes	Yes
Item Library stores the standard services you provide. An Item (also known as an activity or recipe) is made up of a collection of Resources	Yes	Yes
Section Library stores your standard Section headings (i.e. main headings/breakdown for a standard job you do)	Yes	Yes
Client Library stores your client's details	Yes	Yes
Subcontractor Library stores your subcontractor's and supplier's details	Yes	Yes
Conditions Library stores your standard and project specific conditions that can be used on your quotes	Yes	Yes
Estimator Library allows you to create user profiles including login code, password, contact details, system access permissions and quote authorisation levels	Yes	Yes
Takeoff Sheet Library stores your quantity takeoff templates, which can be used to work out quantities for Items in a project		Yes
Variable Library stores your common variables (parameters) that you wish to amend on a job by job basis (e.g Wastage for Pipe %, Wastage for Concrete %, Hours per Day)		Yes

ESTIMATING FEATURES	LITE	FULL
The ability to add Sections, Items and Resources from your libraries, and be able to edit this information within the estimate	Yes	Yes
The ability to add project specific Sections, Items and Resources to your estimate	Yes	Yes
The ability to load a Bill of Quantities (schedule of items) from a spreadsheet, and save your bid (submission) rates electronically into the original spreadsheet file	Yes	Yes
Allocate Resources from Item Library - gives you the ability to allocate one or many Items from your Item Library to a single Item in a Project	Yes	Yes
Section Production Rates to quickly and accurately change the production rate for all Items in a Section	Yes	Yes
Item Production Rates to quickly and accurately change the production rate of an Item	Yes	Yes
Resource Production Rates to quickly and accurately change the production rate for a user- definable group of Resources within an Item	Yes	Yes
Item and Resource Calculator function – calculate quantities of Items and Resources with Benchmark’s powerful calculator. The calculations you enter (which can include text strings) are saved with your estimate and can be printed out on your internal reports.	Yes	Yes
Resource Factor feature to specify a secondary factor for a Resource (for example if you purchase Steel at a per metre rate, you can specify a weight per metre – Benchmark can then calculate for you the total weight of Resources in your Project)	Yes	Yes
Plugged function allows you to see which Resources are “plugged” (or guessed) for a Project	Yes	Yes
Complete function so you can keep control over which Sections and/or Items you have finished estimating, and also so you can “lock” your estimated price	Yes	Yes
Ability to duplicate entire estimates, and set up standard project templates that can be duplicated and edited	Yes	Yes
Rate Only Items and Provisional Sum Items	Yes	Yes
Resource Level Sub Totals, Group Totals, Text and Bold Text lines. Item Text lines.	Yes	Yes
Cartage Calculator can automatically calculate the cost of Cartage for specific Resources based on a Cartage Rate, Cartage Distance, Flag Fall and Distance Included	Yes	Yes
Cost Check - updates previous estimates with current rates from the Resource Library	Yes	Yes
Add Variations to projects	Yes	Yes
Routines for pricing repetitive works by answering user definable questions. Routines can price an entire Project or individual Items within a Project.	Yes	Yes
Sub Items (composite resources) can be added to an Item as an individual Resource but can themselves be made up of many Resources. Ideal for crews, assemblies or breaking down your items of Plant into more detail (e.g. Fuel, Operator etc).		Yes

ESTIMATING FEATURES (CONTINUED)	LITE	FULL
Subcontractor Manager – issue requests for prices and import quotations from Subcontractors or Suppliers electronically. Compare quotes in a comparison screen and automatically update your estimate with your selected subcontractor/supplier.		Yes
Calculate Quantities of Items in your estimate using standard takeoff sheet templates. These templates are set up in a spreadsheet and the resultant takeoff calculation is stored seamlessly with your estimate		Yes
Auto Allocate bids schedules of items (or bills of quantities) with amazing speed and accuracy		Yes
Resource Rate Change allows you to view all resources used in your estimate in one screen and make project specific rate changes, without changing the default rate in the Resource Library. You can make changes by rate or %.		Yes
Variables allow you to edit key, user-definable parameters like a Density or Wastage %, and this will flow through to all appropriate calculations in your estimate automatically. You can also use it to designate depths, widths, heights, areas at several levels of an estimate. Your Variables can be used in your Item and Resource quantity calculations.		Yes
Power Routine for bidding annual and longer-term maintenance contracts	Optional add-on	Optional add-on
ALLOCATING PROFIT, OVERHEADS AND CONTINGENCIES	LITE	FULL
Extras screen for allocation of your project Markup, Overheads and Contingencies; these can be applied as %'s or lump sum amounts. You can apply different Markup % to your Labour, Materials, Plant and Subcontract components or break it down even further by Resource Group (Concrete, Steel etc).	Yes	Yes
Overhead Sections (ideal for Site Overheads and Project Management) which are spread across your direct cost (bill) items and not displayed on your Quote	Yes	Yes
The Spread function allows you to manipulate your submission rates on an item by item basis. You may wish to “front-load” your tender to increase cash flow early on in your Project for example.	Yes	Yes
REPORTING - GENERAL	LITE	FULL
Over 70 Direct Cost reports including a project summary, bill of quantities, list of materials, detailed resource listings per item, resource listings per group and cost code, and resource usage sorted by cost and quantity	Yes	Yes
Resources by Item with Options report with many user-defined options to enable you to produce a handover report for your contract manager in the format you want	Yes	Yes
My Reports menu to set up your most commonly used reports in the one easy to access menu	Yes	Yes
Reports can be viewed on screen prior to printing, saved to HTML and copied and pasted into Word or Excel	Yes	Yes
Compatible with external reporting systems including Crystal Reports and Cognos	Yes	Yes
Reports can be generated as a PDF document (excluding Word and Excel documents)		Yes

QUOTES, QUOTING AND FOLLOW UP	LITE	FULL
Quote Submission reports including Quotations, Rate Only Quotations, Schedule of Rates and a Tender Letter	Yes	Yes
Ability to include your company logo and standard and project specific conditions in your Quote reports	Yes	Yes
Quote with Options report with many user-defined options to quickly produce a quote in your required format	Yes	Yes
Microsoft Word® templates allow you to set up standard template(s) for your standard Quote submission formats. For a Project you simply select which format you wish to use and Benchmark populates the template automatically with the relevant details from the estimate		Yes
Quote Authorisation process flow to notify Managers when a quote needs their authorisation		Yes
Follow Up feature to remind your estimators which quotes need to be followed up on each day. Includes a Follow Up Summary report which gives information on the Follow Up performance of your Estimators		Yes
Email (as a PDF) your quotes directly from your Benchmark estimate to improve quote turnaround time and help you win more work		Yes
Email Log logs all emails issued from Benchmark and saves quotes and reports attached as PDFs; ideal for auditing and to quickly view quotes emailed to clients		Yes
MARKETING AND BUSINESS REPORTING	LITE	FULL
Business reporting including Items by Market Share, Projects by Estimator, Quote KPI per Estimator and Winner Not Registered	Yes	Yes
Update Marketing Data window so you can view and update Marketing data for all Projects from one single window		Yes
Marketing Analysis graphs (won/lost/pending, reason for loss, competitor comparison, forward order)		Yes
Export all marketing data direct to a spreadsheet for your own analysis		Yes
EXPORTS TO EXCEL	LITE	FULL
Resources by Cost Code for budgets, project management and integrating with other systems	Yes	Yes
Resources by Subcontractor/Supplier for ordering	Yes	Yes
Resources by Item with Used and Remaining and Project Total Resources by Group for job costing	Yes	Yes
Project Review/Analysis for job costing and what-if analysis by contract managers	Yes	Yes
Schedule of Items	Yes	Yes

INTERFACING WITH OTHER BUSINESS SYSTEMS	LITE	FULL
Exports to other business systems being Projection Scenario, Microsoft Dynamics (Navision), Timberline and JobPac	Yes	Yes
Open Database Connectivity (ODBC) Driver so other systems can access and extract data from your Benchmark data file(s)	Yes	Yes
Import (and export) facilities allow you to electronically import Resource rates (price lists), Clients and other data into your Benchmark data file	Yes	Yes
Standard MPX export to Microsoft Project, Suretrak and Primavera	Yes	Yes
Resource-based export to Microsoft Project for project scheduling, cash flow forecasting and resource planning (requires Microsoft Project 2003 onwards)	Optional add-on	Optional add-on
PROGRESS CLAIMS	LITE	FULL
Generate Progress Claims directly from your Benchmark project. Includes ability to do your claims by % or Quantity complete and Retentions. Five different Progress Claim reports including a one-page Summary (cover sheet), detailed reports by Item, a Claim Report with Options so you can customise the format of the report, and a report showing the data for the last four claims.	Optional add-on	Yes
SUPPORT AND DOCUMENTATION	LITE	FULL
12 months of upgrades to the software	Yes	Yes
12 months of 24/7 support from our helpful and experienced support team	Yes	Yes
Comprehensive hard copy full-colour User Manual	Yes	Yes
Online Help	Yes	Yes