

How To: On-Screen Takeoff

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Activity will be billed at the end of the month.

Using On-Screen Takeoff

On-Screen Takeoff Plan Viewer is a program from On Center Software. The instructions below will guide you to the free, trial version of the software, which will allow you to use some of the tools in the program. If you would like to purchase the full program or have question about the use of the program itself, please contact On Center Software directly.

STEP 1: Download your free Version of On-Screen Takeoff Plan Viewer by:

- 1) Visit the A&E web site at www.aecomplex.com
- 2) Select **Online Services** and choose **Digital Vault DFS** from the dropdown menu
- 3) Locate the box titled **Quick Reference Guides for Digital Vault DFS** (left side of screen, mid-way down)
- 4) Select [Download Onscreen Take-Off Software](#)
- 5) Follow the provided instructions to install the software

Note: In addition to the software download and installation instructions, the On Center web site includes information and instructional videos on how to use the On-Screen Takeoff Plan Viewer (see link below).

STEP 2: Access a project as if you were going to place an order and click on the **Details** tab (just above the project folders).

STEP 3: Click on the **Create Takeoff** button.

STEP 4: Click **Open** in the window that pops up.

Note: If, after clicking this button, nothing happens, it is most likely because you have not installed the OSTO software. To verify, click on Create Takeoff again. If you don't see the OSTO icon (a green circle), the program is not installed.

STEP 5: You have now entered the On-Screen Takeoff Plan Viewer. Download the files that you would like use by right-clicking on the file (found in the folder structure shown in the bottom left of the screen) and selecting **Download**.

WARNING: Be careful not to select Download All, unless you want to download all of the drawings for the project. You will be charged (as outline above) for each document that is downloaded.

On Center Software Contact Information

Web Site: <http://www.oncenter.com>

Phone: 866-689-5687

Help Form: <http://www.oncenter.com/contact/>

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Northwest Houston: 10606 Hempstead Hwy. Downtown: 1000 Main (tunnel) Greenspoint: 361 Greens Rd.