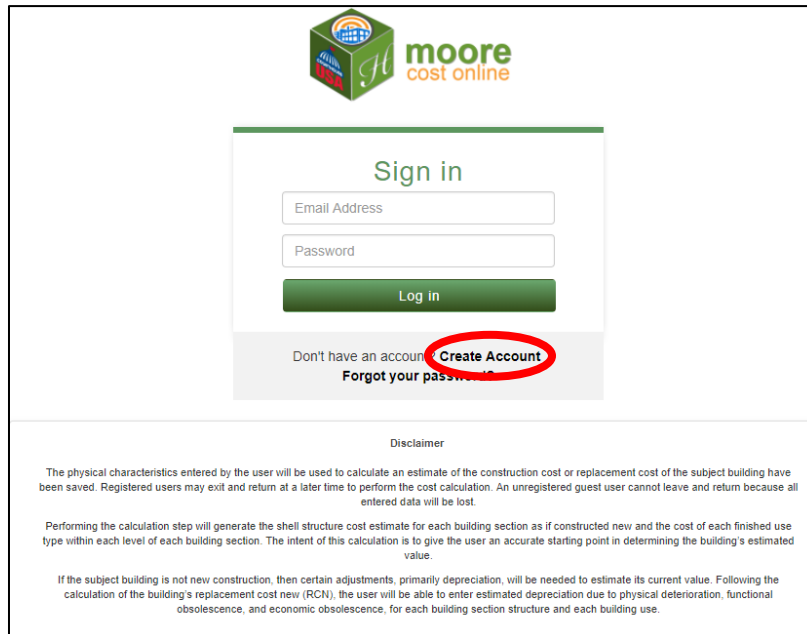


MOORE ONLINE COST – The Cost Approach to Value Quick Start Guide

This guide does not include all the attributes of this online costing program but is intended to assist in getting you started quickly in costing your first building.

Registration

1. **Login or Register.** Once on the MCO website, click on the Red Login or Register button. If you are a new user, you will need to register to use the program which will be verified via an email sent to the email address used to Register. Click on **the Create Account** to get started.

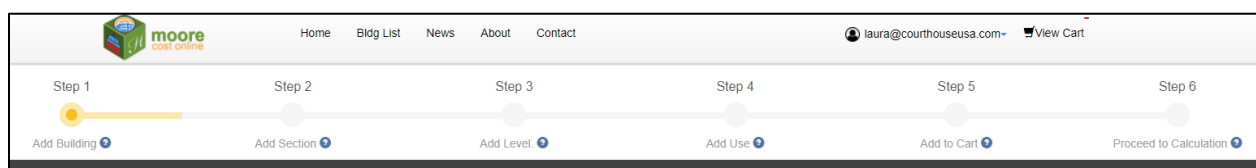


The physical characteristics entered by the user will be used to calculate an estimate of the construction cost or replacement cost of the subject building have been saved. Registered users may exit and return at a later time to perform the cost calculation. An unregistered guest user cannot leave and return because all entered data will be lost.

Performing the calculation step will generate the shell structure cost estimate for each building section as if constructed new and the cost of each finished use type within each level of each building section. The intent of this calculation is to give the user an accurate starting point in determining the building's estimated value.

If the subject building is not new construction, then certain adjustments, primarily depreciation, will be needed to estimate its current value. Following the calculation of the building's replacement cost new (RCN), the user will be able to enter estimated depreciation due to physical deterioration, functional obsolescence, and economic obsolescence, for each building section structure and each building use.

- a. On the Registration Form page enter your Email Address and Password, confirm Password, and click on Next.
 - b. Review the Terms and Conditions, check the I Agree box and click Continue.
 - c. A Confirmation will be sent to your email box and you will need to go to that email and confirm your account. You will receive a conformation and be prompted to Log in to the MCO program. Log into the program.
2. **Progress Bar.** At the top of the next screen, Add a Building, you will see a slider bar that will show progress as you enter the data for the building. This also shows the steps to get to the final RCN and RCNLD.



3. **Required Data Entry** fields and information on data entry fields. A red asterisk indicates each required field. By hovering over the data entry field, it will display a description of that field.



The screenshot shows a web form titled "Add Building". It contains several input fields with labels and red asterisks indicating they are required:

- Building Name: *** (text input)
- Street Address: *** (text input) with a tooltip that says "(Street Number and Name)".
- Street Address Line 2:** (text input) with a tooltip that says "(ex: New York City)".
- State: *** (text input) with a tooltip that says "State" and "Enter the standard 2 letter abbreviation for the state".

Below the State field, there is a small example: "(ex: KS or Kansas)".

Adding a Building

1. **Add Building.**
 - a. Add Section. Click on Add Section, enter data and Save. You also have other options indicated by the buttons.
 - b. Add Levels. Click on Add Levels, enter data and Save.
 - c. Enter Use. Click on Add Use, enter data and Save. (You will notice on this page before saving (Level: Main), that the Uses Total is in red and indicates that there is a square foot discrepancy, just an alert, which will be corrected once you have entered all the Uses for this Level of the building.)
 - d. Uses List will be displayed for each Use on this Level. The Uses Total square feet will be displayed as confirmation that you have accounted for all uses within this Level. You have the option to Add Use or go to Level Details. Level Details is a recap of what was entered.
 - e. At this point if the building has multiple Levels go to the Building Navigation panel and click on Add Section to enter data for the next Section of the building i.e. second floor, repeat steps for entering the next Section.
 - f. Add Extra Features. Click on Add Extra Features in the Building Navigation Panel.
2. **Building Navigation panel.** This displays what you have entered for Sections, Levels, Uses and displays the Wall Segments as well as the Extra Features.
 - a. Quick navigation to any part of the data entry process can be achieved here. Just click on the part you want to go to. At that point you can View, Edit, or Remove.
 - b. You can Add Sections, Add Levels and Extra Features from this panel.
 - c. Status indicator. Through the process it will show a Status as Incomplete until all the required data entry is complete. At any time, you can click on Status: Incomplete to see what needs completed.

Calculate RCN and Enter Depreciation

1. **Add to Cart.** To calculate the RCN and Enter Depreciation you must first Add the building to the Cart. Click on Add to Cart. Once Cart is displayed click on Proceed to Checkout. At this point you will have the option to Add a Code for a free report or add your billing information. Complete requested information and click on Checkout. You will receive confirmation that the Checkout is Complete. Click on Building Details to return to the building so you can Calculate RCN and Enter Depreciation.
2. Calculate RCN. On-screen report of the building with RCN. Click on Create RCN PDF. The RCN report will open in Adobe Acrobat Reader.
3. Enter Depreciation. Click on Building Details > Enter Depreciation option from the Navigation Panel. Enter Depreciation, Method of applying depreciation and Rounding option. Click on Calculate Results. You will have the option to change entries if needed.
4. On-screen report showing applied depreciation. You can go back to the Depreciation Entry or Create RCNLD PDF. RCNLD Report will open in Adobe Acrobat Reader.