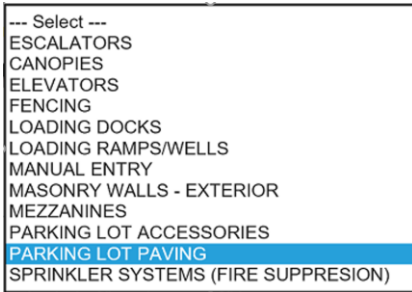



Step 4 - Add Extra Features

A Building may have Extra Features such as Elevators, a Paved Parking Lot or Sprinklers. The Add Extra Features section allows those items to be added to the building value and be depreciated.



Note: If you want to add an Extra Feature that is not in the list, select MANUAL ENTRY and enter its Description and Cost.

1. Complete the **Add Extra Features** form:
 - Enter the details requested on the form.
 - Click 

Version 1.2.12.17.147

Add Extra Feature

← Extra Features List Save

Type: * PARKING LOT PAVIN

Description: * Asphalt, 6" paving over 6" base

SqFt: * 100

Please select the right Description for the Type.

* Indicates required field.
Hover over field label to see more info.
Note: Not all field labels have description.

Building Navigation

JEFAW Properties - 2018 Building List

Section - 2018 Section List

Level - 2018 Level List

Extra Features: Add Extra Feature

Information

Status: Unpaid

Date Paid: Unavailable

Remaining Days: Unavailable

Sample RCN PDF

Sample Cost Approach PDF

** Calculation and Depreciation PDFs **
** for Paid Buildings only **

+ Add to Cart

2. The **Extra Features List** will show the information entered. Note that everything required for calculations has now been collected.

The screenshot shows the 'Extra Features List' application interface. At the top left is the logo and title 'Extra Features List'. At the top right is the version number 'Version 1.2.12.17.147'. Below the title are two buttons: 'Building Details' and 'Add Extra Feature'. The main area contains a table with the following data:

Id	Description	Count	Details	Actions
57	PARKING LOT PAVING: Asphalt, 6" paving over 6" base	100 SqFt		View Edit Remove

On the right side, there is a 'Building Navigation' sidebar with links for 'Building List', 'Section List', and 'Level List'. Below this is a dropdown menu for 'Level - 2018' and a link for 'Extra Features: List'. Further down, there is an 'Information' section with 'Status: Unpaid', 'Date Paid: Unavailable', and 'Remaining Days: Unavailable'. Below the information are two buttons: 'Sample RCN PDF' and 'Sample Cost Approach PDF'. A note below these buttons reads: '** Calculation and Depreciation PDFs **' and '** for Paid Buildings only **'. At the bottom right of the sidebar is a yellow '+Add to Cart' button.

3. To view the RCN (Replacement Cost New) Report for the building entered, click **+Add to Cart** at the bottom of the Building Navigation pane on the right. You may continue adding buildings or go to View Cart to pay for the reports. Once payment is received, the RCN Report can be downloaded and Depreciation can be entered for the Cost Approach Report.

4. **Next Step:** **+Add to Cart**