


Step 4 - Add Use

1. Building may have multiple sections and multiple levels. Levels are assigned to Sections. Uses are assigned to Levels. Use Names are assigned by you and used in the reports.

Note: The Progress Bar will help you see where you are in the process of entering a building:



2. Complete the **Add Use** form:

- Enter the details requested on the form. Note: Selecting a **Main Category** will limit the information in the **Sub Category** list to items available in the **Main Category** chosen.
- Multiple Uses may apply. The total number of square feet of a **Level** must have a **Use** assigned.
- Click [Save](#) 

The screenshot shows the 'Level - 2018: Add Use' form. At the top right, it says 'Version 1.2.12.17.147'. The form has a header with a building icon and the title 'Level - 2018: Add Use'. Below the header, there are two buttons: 'Uses List' and 'Save'. The form is divided into two main sections. The left section contains fields for 'Main Category' (General Office & Banking Uses), 'Sub Category' (371 - Office, General), and 'Square Feet' (5526). The right section contains fields for 'Condition' (Good) and 'Quality' (Very Good Plus). Below these fields, there is a text box that reads: 'Very Good Plus quality interior finish has somewhat better workmanship and materials than Very Good, yet not with sufficient quality to be rated Excellent.' At the bottom left, there is a summary box that says: 'Uses Total: 0 Ft ** (-5,526 SqFt) **' and 'Level - 2018 Level: 5,526 SqFt'. At the bottom right, there is a 'Building Navigation' sidebar with links for 'Building List', 'Section List', and 'Level List'. Below these links, there is a section for 'Extra Features' with a link to 'Add Extra Feature'. At the bottom of the sidebar, there is a red button that says 'Building Is Incomplete' and a yellow button that says 'Diagnose'.

Level - 2018: Add Use

Version 1.2.12.17.147

Uses List Save

Main Category: * General Office & Banking Uses

Sub Category: * 371 - Office, General

Square Feet: * 5526

Condition: * Good

Quality: * Very Good Plus

Very Good Plus quality interior finish has somewhat better workmanship and materials than Very Good, yet not with sufficient quality to be rated Excellent.

Uses Total: 0 Ft ** (-5,526 SqFt) **

Level - 2018 Level: 5,526 SqFt

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

Building Navigation

JEFAW Properties - 2018

Section - 2018

Level - 2018

Extra Features: Add Extra Feature

Building Is Incomplete Diagnose

3. The Uses List will display.

If the **Building is Incomplete**, it's because additional information is needed for the calculations.

Click the **Diagnose** button to determine what is needed.

When the Building is complete, review the questions displayed.

Note that everything required for calculations has now been collected.

To review 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.

Level - 2018: Uses List

Version 1.2.12.17.147

Main Category	Sub Category	Quality	Square Feet	Action
General Office & Banking Uses	371 General Office	Very Good Plus	5,526	View Edit Remove

Uses Total: 5,526 SqFt
Level - 2018 Level: 5,526 SqFt

The Building is now complete.

Do you need to add another Section? [Add Section](#)
Do you need to add another Level? [Add Level](#)
Do you need to add Extra Features? [Add Extra Features](#)

If you answered NO to these questions, do the following:

1. Add this Building to the cart by clicking the yellow "Add to Cart" button in the Building Navigation pane on the right.
2. Click "View Cart" on the top right of the screen.
3. Click "Proceed to Payment" to pay for the Building.
4. After successful payment you will return to the Building Details view where you will be able to generate the reports.
5. Using the "Calculate RCN" button from the Building Navigation on the right you can create a RCN PDF.
6. Using the "Enter Depreciation" button from the Building Navigation on the right you can enter depreciation, then create a Cost Approach PDF.

Building Navigation

[Building List](#)
[Section List](#)
[Level List](#)

[Level - 2018](#)
[Uses: 1 List](#)
[Wall Segs: 1 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](#)

Note the Building Navigation on the right of this screen has changed. Highlight items indicate where you are currently.

4. **Next Step:** [Add Extra Feature](#), if needed

5. **Next Step:** [+Add to Cart](#)