

# Saving Changes Entered Into a Materials List

---

Reference Number: **KB-00603**

Last Modified: **September 12, 2023**

---

The information in this article applies to:



## QUESTION

How do I save changes I have entered into a materials list for later use?

## ANSWER

In Chief Architect, you can create materials lists that calculate the materials for part or all of your plan. Once created, you can make changes to line items and save the materials list for future use. In addition, you can add this information to the Master List so that it is available in all plan files.

In X15 and newer versions, live materials lists are dynamically linked to the plan and update as changes are made. In prior versions, materials lists do not update as the plan is changed, so each materials list you generate serves as a snapshot of the plan at the moment it was created.


## To create, edit, and save a materials list

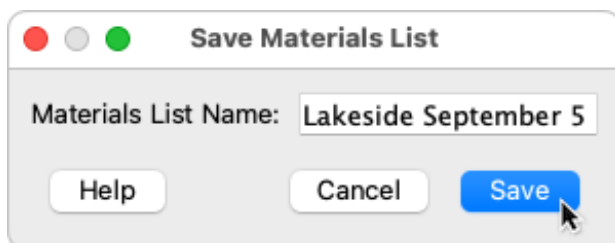
1. Select **Tools> Materials List> Calculate Materials for All Floors**  from the menu to create a materials list.

**Note:** There are additional tools to create materials lists of more specific areas of your plan. If you want to learn more, see [Video 251: Materials List Overview \(https://www.chiefarchitect.com/videos/watch/251/materials-list-overview.html\)](https://www.chiefarchitect.com/videos/watch/251/materials-list-overview.html).

2. Make changes as needed to information in the materials list by double-clicking in the cell you would like to change, then typing in it.


**Note:** Live materials lists do not support direct input in the Count, Extra, or Total Cost columns for some categories, because formulas must be entered there. If needed, you may select **Tools> Materials List> Generate a Report** from the menu to generate a report that allows direct input in those columns.

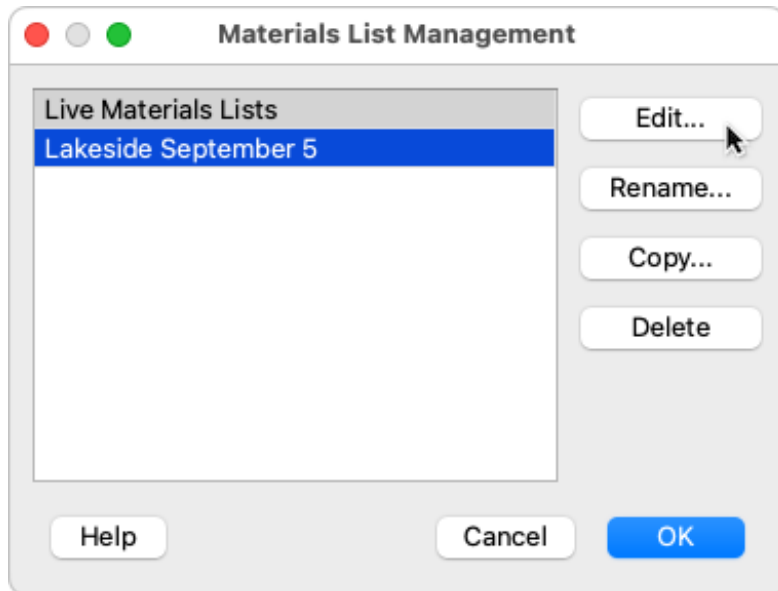
3. When you have made necessary changes to your materials list, navigate to **Tools> Active View> Save Active View** .
4. In the **Save Materials List** dialog that appears, type a meaningful name for the materials list, then click **Save**.



Your saved materials list is now available to access whenever this plan file is open.

## To access a saved materials list

1. Select **Tools> Materials List> Materials List Management**  from the menu to open the list of saved materials lists associated with the current plan.
2. In the **Materials Lists Management** dialog, click on the materials list that you would like to open, then click the **Edit** button.








3. The selected materials list will open, and can be edited, printed, or exported for use in a spreadsheet program.

**Note:** Materials lists can also be opened from the Project Browser. To learn more, please see the "Using the Project Browser" resource in the [Related Articles](#) section below.

## To save information to the Master List


1. Open a materials list that contains information you would like to make available in all plans.
2. Browse to a line item that you have customized and would like to add to the Master


List, then click once on the row number in the far left column to select the entire row.


3. Select **Tools> Materials List> Update to Master List**  from the menu, or select the **Update to Master List**  toolbar button.
4. To confirm that the information has been updated to the Master List, select **Tools> Materials List> Master List**  from the menu and browse to the line item that you updated.
5. To use information in the Master List, select the row in your materials list you would like to update by clicking once on the number in the far left column, then select **Tools> Materials List> Update from Master List**  or select the **Update from Master List**  toolbar button.

---

#### Related Articles

 [Adjusting How Objects are Reported to the Materials List \(/support/article/KB-00098/adjusting-how-objects-are-reported-to-the-materials-list.html\)](/support/article/KB-00098/adjusting-how-objects-are-reported-to-the-materials-list.html)

 [Controlling the Information that's Displayed in a Materials List \(/support/article/KB-00510/controlling-the-information-that-s-displayed-in-a-materials-list.html\)](/support/article/KB-00510/controlling-the-information-that-s-displayed-in-a-materials-list.html)

 [Creating a Cut or Buy List of Framing Materials \(/support/article/KB-00095/creating-a-cut-or-buy-list-of-framing-materials.html\)](/support/article/KB-00095/creating-a-cut-or-buy-list-of-framing-materials.html)

 [Using the Project Browser \(/support/article/KB-03003/using-the-project-browser.html\)](/support/article/KB-03003/using-the-project-browser.html)



[\(https://chieftalk.chiefarchitect.com/\)](https://chieftalk.chiefarchitect.com/)

 [\(/blog/\)](/blog/)



[\(https://www.facebook.com/ChiefArchitect\)](https://www.facebook.com/ChiefArchitect)



[\(<https://www.youtube.com/user/ChiefArchitectInc>\)](https://www.youtube.com/user/ChiefArchitectInc)



[\(<https://www.instagram.com/chiefarchitect/>\)](https://www.instagram.com/chiefarchitect/)



[\(<https://www.houzz.com/pro/chiefarchitect/>\)](https://www.houzz.com/pro/chiefarchitect/)



[\(<https://www.pinterest.com/chiefarchitect/>\)](https://www.pinterest.com/chiefarchitect/)

[208-292-3400 \(tel:+1-208-292-3400\)](tel:+1-208-292-3400)

© 2000–2023 Chief Architect, Inc.

[Terms of Use \(/company/terms.html\)](/company/terms.html)

[Privacy Policy \(/company/privacy.html\)](/company/privacy.html)