

Appendix 1 - Trns•port Estimator ®  
Data Entry Guideline

## ADDITIONS/REVISIONS TO ESTIMATOR CLASS

- The earlier problem related to Work In Process (WIP) items and renumbering those items is now solved. Please renumber ALL projects when submitting them at PS&E.
- The problem of removing prices to redistribute quantities for quality of the quantity data is now solved. It is no longer necessary to maintain one set of files with prices and one set of files without prices. Please use the following process on any file with prices to remove the prices:
  1. Save the active file with prices with another name – ADV#1NOPRICE
  2. Set the catalog under edit - estimate options to select “nobidhist” catalog and then also under tools – switch catalog to “nobidhist” catalog
  3. Select edit – update price information – then press the radio button under the third option called restart – then OK. Note this will strip out all prices so that you can distribute quantities to project teams without prices.
- Repricing with updated catalogs. When the quarterly updates for prices are sent out to you – you will want to update your prices to the most current available pricing. Be aware of two things – first – the updates are only logged onto the active priced items (those items you have checked on that are not “des” prices). Second: those prices are subject to bidder unbalance and are not accurate to at least half of your prices – you will want to revisit those prices for accuracy. To do this process – simply reset the catalogs under edit and tools – the select edit – update price information – select the first or second radio button then OK. Your active prices are now updated to current catalog prices.
- When inputting references prices from the designer – always type “Des” under the “Name” column – this will identify the source of the price and eliminate the error “Honda sign” that pops up when that field is left blank.
- Reminder – Hybrid Lump Sums will show the “A” at the end of the item number and a unit other than “LS” in the unit window. Always place the reference quantity into the quantity window for Hybrid Lump Sums.
- Standard Lump Sums will show an “A” in the item number and a “LS” in the unit window – always use 1 for quantities for these standard lump sums.