

Traffic & Cameras F	jects Business	usiness Environment Maps & Da
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## **Export EBASE Item Report to an Excel Worksheet**

LINKS

EBASE Project Development Estimating

## Using the Web tool

This Web tool allows you to extract any Item report from EBASE and save it as an EXCEL worksheet. General Questions Contact

 <u>Thomasa W. Hume</u> Support Systems Engineer 360.705.7456

View Download Instructions

Detailed instructions for using the tool.

Open Down Load Web <u>Tool</u>

Go directly to the tool.

**Bid Tabs Pro** 

BTP UpLoad Instructions

Instructions for Bid Tabs Pro + user's in formatting the extracted Excel worksheet For upload into Bid Tabs Pro +.



## Export EBASE Estimate Items to an Excel Workbook

MAIN

EBASE estimate bid items may be exported to an Excel workbook using an application included as part of the tools on the EBASE Web page. http://www.wsdot.wa.gov/Design/ProjectDev/EngineeringApplications/

To lookup your estimate you will need: The PS&E job number (i.e. 10A001) The version number of the estimate you will be exporting.

				These	will be at	the top of	of any EB	ASE Estima	ate		
		PS&E JOB NO: TR CONTRACT NO: 00 WORK ORDER : XL		ESTIMATES	TE DEPARTMENT OF 5 AND BIDS ANALYS INARY ESTIMATE - 1	IS SYSTEM		DATE: 08/15/2007 FIME: 14:00 DOT-RGG100	VER: 1		
		PI 1 0001 M	PS&E JOB NO: CONTRACT NO: WORK ORDER :	TRAIN9 000000 XL1234	TIME:	: 08/15/2 : 14:00		AGE: 1 VER: 1	PRE- QUAL A1 D6		
		3 R G 4 0310 R	MENT REPAIR EXCAVATION INC			8GG100			04 J6 J6		
			MENI REPAIR EXCAVATION INC ACING	CL. HAUL	S.Y.	9.00	505.00	4,545.00	J6		
			HED SURFACING BASE COURSE INT CONCRETE PAVEMENT		TON	18.00	2,269.00	40,842.00	F6		
_			LAND CEMENT CONC. COMPLIAN	NCE ADJUSTMENT	CALC			39,505.00	co		
OPEN:		8 5625 CEME	INT CONC. PAVEMENT		с.у.	165.00	4,170.00	688,050.00	CO		
			Y-COATED DOWEL BARS		EACH	10.00	10,200.00	102,000.00	CO		
The web page			PCCP TRANSVERSE JOINT MIX ASPHALT	L.F.	30.00	405.00	12,150.00	CO			
			FOR PAVEMENT REPAIR CL. 1/	/2 IN. PG 70-28	TON	120.00	175.00	21,000.00	A4		
			ITUDINAL JOINT SEAL		L.F.	5.00	536.00	2,680.00	A4		
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#EVDODT	Tools		(FORARY TRAFFIC CONT	TROL	L.S.			150,000.00	W3		
<b>"EXPORT</b>	TOOIS		NN SIGNS CLASS A		S.F.	20.00	2,261.00	45,220.00	W3		
EBASE ITEM	Export EDAC	E Itom	. TRAFFIC ISLAND		S.Y.	35.00	743.00	26,005.00	СВ		
	Export EBAS	E Item						20,00000			
<b>REPORT</b> <sup>"</sup>	Rpt										
	· TRAINING E>	<u>(ercise</u>									
	<ul> <li>Find A Contr</li> </ul>	ol Sectior	] Thi	s will take y	(0) + 0 + 1	an Cort	Analyci				
	TAX Rates		This will take you to the <u>Cost Analysis</u> Web Page.								
			Esti	ted to E	to Excel by either of						
	<u>Trends in ma</u>	aterials	Two methods.								
	cost			<ul> <li>Item Category (grouped by section header)</li> </ul>							
	<ul> <li>Starter Estin</li> </ul>	nates	• It								
	• Estimation G	⊆ • It	Item Description.								
			Contents	SQL Server Re <u>Home</u> > <u>Projec</u> CostAnalys	t > <u>Constru</u>						
tem Description i	is the suggest	d avnor		designed and							
	is the suggeste	u expoi									

Preliminary Estimates by Item Category

Preliminary Estimates by Item Description

method. It contains Standard Item Numbers as well as Item names, and is better Formatted for Importing into Bid Tabs Pro.

					SQL Server Report	ting Services						
	CLICK:	<b>D</b>		Home > Project > Construction > CostAnalysis > Preliminary Estimates by Item Description								
		Description	laation	View Properties History Subscriptions								
		l open the estimate se v. Type in the EBASE Jo		New Subscription								
	and ent											
			version 1									
On far right of the same bar as												
		umber" is a Button, Vie										
	CLICK:						*					
	this but	ton to generate a repo	ort based on t	he infor	mation		View Report					
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14 4	1 of 6 🕨	100%	Find   Next Select a	a format	EXP	ORT 🔮 🆪						
	2/2/2011	WASHINGTON STATE DEP	ARTMENT OF TRANSP	PORTATION	PAGE 1		Print or Export					
2:53:	17 PM	ESTIMATES AND										
		*** PRELIMINARY ES	Excel Select a form	-+		*						
			XML file with		ata							
			CSV (comma TIFF file	delimite	d)							
ltem Number	Standard Item	Item Description	Acrobat (PDF	) file								
4	Number		Web archive Excel			.000						
1	0001		HTML with Of		Components							
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3	0050	REMOVAL OF STRUCTURE AND OBSTRUCTION	20000.00		1.0000	\$20,000						
4	0254	REMOVING SOLDIER PILE SHAFT OBSTRUCTIONS	326000.00	) EST.	1.0000	\$326,000						

The resulting report may be printed or exported to Excel.

To Export the report to Excel:

CLICK:

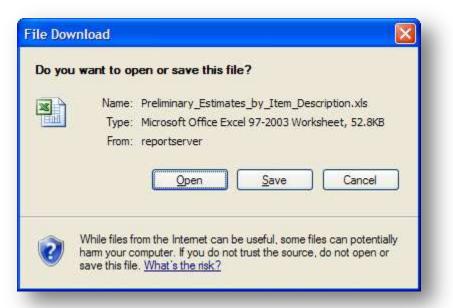
the "Select Format" pull-down menu

SELECT:

Excel

CLICK:

the word **EXPORT** directly to the right of the selection menu.



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The "File Download" dialog box will be displayed: CLICK: Open

This will open the report in EXCEL. Once excel is open with the estimate items displayed, the data may be sorted, analyzed and edited just like any Excel workbook.

Preliminary\_Estimates\_by\_item\_Description[1].xls [Compatibility Mode] - Micr

Once you have Verified this is the data you needed.

#### SAVE:

To a folder.

Please note that if this worksheet data will later be used in Bid Tabs Pro, it needs to be saved as an Excel - .**xls** type.

The current version of Excel defaults to a .xlsx type.

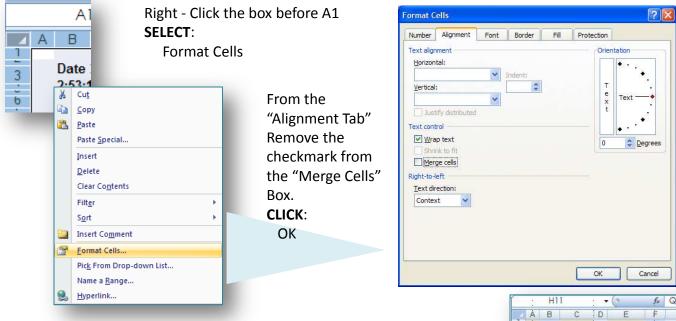
U143 B Date 22 2:53:17 tem 1 0 2 0 3 0 4 0 5 0	Anat Painter	MOBILIZATION CLEARING AN REMOVING SC	ASHINGTON ST ESTIMAT *** PRELIM	G ATE DEPARTMEN ES AND BIDS AN NARY ESTIMATE	H IT OF TRANSPO	Center +	Number Number KLMN PAGE 1 VER 1 Unit Price	Conditional I Formatting * a: Formatting * a: State     O P Q     Total     S710,000. S18.600
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3 0 4 0 5 0	050 254	REMOVAL OF	STRUCTURE AI		21	ACRE	6000	\$18 COO
4 0 5 0	254	REMOVING SC						
5 0				ID OBSTRUCTION		L.S.	1	\$20,000
	258				326000	EST.	1	\$326,000.
			GN STRUCTURE		15000	EST.	1	\$15,000.
	140		PHALT CONC.	CURB	1820	L.F.	6	\$10,920.
1998 5	145	REMOVING CO			370	L.F.	15.25	\$5,642.5
	170	REMOVING GL			2150	L.F.	7	\$15,050.
9 0	182	REMOVING GL	JARDRAIL ANCH	IOR	1	EACH	350	\$350.
	185	REMOVING GU			80	EACH	15	\$1,200.
	187	REMOVING PA			9640	L.F.	0.35	\$3,374.
12 0	200	<b>REMOVING PL</b>	ASTIC TRAFFIC	MARKING	2	EACH	60	\$120.
13 0	208	REMOVING RA	ISED PAVEME	VT MARKER	5	HUND	100	\$500.
122 7	083	CHAIN LINK FE	NCE TYPE 3		2260	L.F.	15	\$33,900.
123 7	084	CHAIN LINK FE	NCE TYPE 4		1640	L.F.	25	\$41,000.
124 7	097	END, GATE, C	ORNER, AND P	JLL POST FOR	22	EACH	250	\$5,500.
125 7	132	GLARE SCREE	N TYPE 1 DES	GN B	1540	L.F.	15.3	\$23,562.
126 9	605	CONNECTION	TO DRAINAGE	STRUCTURE	13	EACH	650	\$8,450
127 3	100	ADJUST CATC	H BASIN		2	EACH	300	\$600.
128 3	110	LOCKING SOL	D METAL COVE	R AND FRAME	3	EACH	500	\$1,500.
129 7	480	ROADSIDE CLI	EANUP		1250 EST.		1	\$1,250.
130 7	725	REIMBURSEM	ENT FOR THIRD	PARTY DAMAGE	5	EST.	1	\$5.
131 7	728	MINOR CHANG	E		-1	CALC	1	-\$1.
132 7	736	SPCC PLAN			2500	L.S.	1	\$2,500.
133 7	530	CONSTRUCTIO	N GEOTEXTILE	FOR	2700	S.Y.	2.5	\$6,750.
134 7	550	CONSTRUCTIO	N GEOTEXTILE	FOR	1031	S.Y.	2.5	\$2,577.5
135 7	569	NO TRESPASS	SING SIGN		40	EACH	75	\$3,000
	570	HEALTH AND	SAFETY PLAN		2500	L.S.	1	\$2,500.
				ND PHYSICAL	3500	EST.	1	\$3,500.
111111111111	12         0           13         0           22         7           23         7           24         7           25         7           26         9           27         3           28         3           29         7           30         7           31         7           32         7           33         7           34         7           35         7           36         7	12         0200           13         0208           22         7083           23         7084           24         7097           25         7132           26         9605           27         3100           28         3110           29         7480           30         7725           31         7728           32         7530           34         7550           35         7569	12         0200         REMOVING PL           13         0208         REMOVING RA           22         7083         CHAIN LINK FE           23         7084         CHAIN LINK FE           24         7097         END, GATE, CI           25         7132         GLARE SCREE           26         9605         CONNECTION           27         3100         ADJUST CATCI           29         7480         ROADSIDE CLI           30         7725         REIMBURSEMI           31         7726         REIMBURSEMI           32         7736         SPCC PLAN           33         7530         CONSTRUCTIO           34         7550         NO TRESPASS           36         7570         HEALTH AND	12         0200         REMOVING PLASTIC TRAFFIC           13         0208         REMOVING RAISED PAVEMEI           14         0208         CHAIN LINK FENCE TYPE 4           15         7084         CHAIN LINK FENCE TYPE 4           16         7097         END, GATE, CORNER, AND PI           16         9605         CONNECTION TO DRAINAGES           17         3100         ADJUST CATCH BASIN           28         3110         LOCKING SOLID METAL COVE           29         7480         ROADSIDE CLEANUP           30         7725         REIMBURSEMENT FOR THIRD           31         7726         MINOR CHANGE           32         7530         CONSTRUCTION GEOTEXTILE           33         7530         CONSTRUCTION GEOTEXTILE           35         7560         NO TRESPASSING SIGN           36         7570         HEALTH AND SAFETY PLAN	12         0200         REMOVING PLASTIC TRAFFIC MARKING           13         0208         REMOVING RAISED PAVEMENT MARKER           14         0208         CHAIN LINK FENCE TYPE 4           15         7084         CHAIN LINK FENCE TYPE 4           16         7097         END, GATE, CORNER, AND PULL POST FOR           16         9605         CONNECTION TO DRAINAGE STRUCTURE           17         3100         ADJUST CATCH BASIN           18         3110         LOCKING SOLID METAL COVER AND FRAME           17         ROADSIDE CLEANUP           10         7725         REIMBURSEMENT FOR THIRD PARTY DAMAGE           17         T728         MINOR CHANGE           12         7730         CONSTRUCTION GEOTEXTILE FOR           13         7530         CONSTRUCTION GEOTEXTILE FOR           14         7550         CONSTRUCTION GEOTEXTILE FOR           15         7569         NO TRESPASSING SIGN           16         7570         HEALTH AND SAFETY PLAN	12         0200         REMOVING PLASTIC TRAFFIC MARKING         2           13         0208         REMOVING RAISED PAVEMENT MARKER         5           14         0208         CHAIN LINK FENCE TYPE 3         2260           15         7084         CHAIN LINK FENCE TYPE 3         2260           16         24         7097         END, GATE, CORNER, AND PULL POST FOR         22           17         1707         END, GATE, CORNER, AND PULL POST FOR         22           17         3100         GLARE SCREEN TYPE 1 DESIGN B         1540           16         9605         CONNECTION TO DRAINAGE STRUCTURE         13           17         3100         ADJUST CATCH BASIN         2           28         3110         LOCKING SOLID METAL COVER AND FRAME         3           29         7480         ROADSIDE CLEANUP         1250           30         7725         REIMBURSEMENT FOR THIRD PARTY DAMAGE         5           31         7726         MINOR CHANGE         4           32         7530         CONSTRUCTION GEOTEXTILE FOR         2700           33         7530         CONSTRUCTION GEOTEXTILE FOR         1031           35         7569         NO TRESPASING SIGN         40	12         0200         REMOVING PLASTIC TRAFFIC MARKING         2         EACH           13         0208         REMOVING RAISED PAVEMENT MARKER         5         HUND           22         7083         CHAIN LINK FENCE TYPE 3         2260         L.F.           23         7084         CHAIN LINK FENCE TYPE 4         1640         L.F.           24         7097         END, GATE, CORNER, AND PULL POST FOR         22         EACH           25         7132         GLARE SCREEN TYPE 1 DESIGN B         1560         L.F.           26         9605         CONNECTION TO DRAINAGE STRUCTURE         13         EACH           27         3100         ADJUST CATCH BASIN         2         EACH           28         7140         ROADSIDE CLEANUP         1250         EST.           30         7725         REIMBURSEMENT FOR THIRD PARTY DAMAGE         5         EST.           31         7726         MINOR CHANGE         -1         CALS           32         7736         SPCC PLAN         2500         L.S.           33         7530         CONSTRUCTION GEOTEXTILE FOR         2700         S.Y.           34         7550         CONSTRUCTION GEOTEXTILE FOR         1031         S.Y.	12         0200         REMOVING PLASTIC TRAFFIC MARKING         2         EACH         60           13         0208         REMOVING RAISED PAVEMENT MARKER         5         HUND         100           22         7083         CHAIN LINK FENCE TYPE 3         2260         L.F.         15           23         7084         CHAIN LINK FENCE TYPE 4         1640         L.F.         25           24         7097         END, GATE, CORNER, AND PULL POST FOR         22         EACH         250           25         7132         GLARE SCREEN TYPE 1 DESIGN B         1540         L.F.         15.3           26         9605         CONNECTION TO DRAINAGE STRUCTURE         13         EACH         660           27         3100         ADJUST CATCH BASIN         2         EACH         300           28         3110         LOCKING SOLID METAL COVER AND FRAME         3         EACH         500           29         7480         ROADSIDE CLEANUP         1250         EST.         1           30         7725         REIMBURSEMENT FOR THIRD PARTY DAMAGE         5         EST.         1           31         7726         SPCC PLAN         2500         L.S.         1           33<



# **Format an Excel Workbook** To Upload data to Bid Tabs Pro

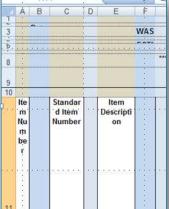
### MAIN

The exported file contains a heading area and merged cells. It may be imported into Bid Tabs Pro without removing the merged cells and blank columns, but it is easier to Insure that the data is aligning correctly if they are removed.



With the Merged Cells unmerged, Delete all of the extra Rows and Columns.

**Rows** 1 - 10 should be deleted leaving the Bold Column headers on Row 2. **Columns** B, D, F, G, J, K, M – T (Optionally A, if you don't need the sort code) Are the columns deleted. Check your individual setting to verify.



With either Rows or Columns selected, Right – Click anywhere within the Delete

Selected area and SELECT:

		Clear Co <u>n</u> tents				11			
	<b>P</b>	<u>F</u> ormat Cells							
		<u>R</u> ow Height		А	В	С	D	E	F
				ltem Number	Standard Item Number	Item Description	QUANTITY	Unit of Measure	Unit Price
			2	1	0001	MOBILIZATION	710000	L.S.	1
		Hide	3	2	0025	CLEARING AND GRUBBING	3.1	ACRE	6000
				3	0050	REMOVAL OF STRUCTURE AND	20000	L.S.	1
		Line la Calla	4			OBSTRUCTION			
		<u>U</u> nhide		4	0254	REMOVING SOLDIER PILE SHAFT	326000	EST.	1
			5			OBSTRUCTIONS			
				5	0258	REMOVING SIGN STRUCTURE SHAFT OBSTRUCTIONS	15000	EST.	1
			7	6	0140	REMOVING ASPHALT CONC. CURB	1820	L.F.	6
If desired, Format remaining Column widths		8	ž	0145	REMOVING CONC. BARRIER	370	L.F.	15.25	
		8 9	8	0170	REMOVING GUARDRAIL	2150	L.F.	7	
Te	-l:	lass field a subsubs	10	9	0182	REMOVING GUARDRAIL ANCHOR	1	EACH	350
10	aisp	play field contents.	11	10	0185	REMOVING GUIDE POST	80	EACH	15
	•	,	12	11	0187	REMOVING PAINT LINE	9640	L.F.	0.35
			13	12	0200	REMOVING PLASTIC TRAFFIC MARKING	2	EACH	60
			14	13	0208	REMOVING RAISED PAVEMENT MARKER	5	HUND	/ 121
			15	14	0220	REMOVING CHAIN LINK FENCE	3800	L.F.	3