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Current Version at ODOT: Estimator 2.14a

To confirm your current version of Estimator:

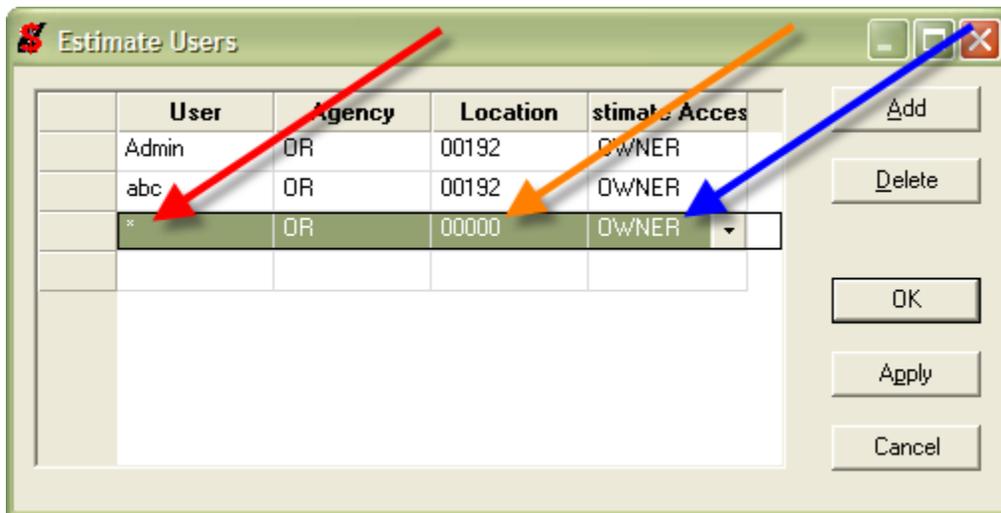
1. Open Estimator
2. Hit “Help” > “About Estimator ...”
3. The “About Estimator” window has the installed version of Estimator.
 - a. ODOT agency installations: all should be Estimator v2.14a
 - i. If you have earlier version, contact ODOT Help Desk to have latest version installed.
 - b. Non-agency installations:
 - i. Estimator versions 2.10a and after are compatible with receiving ODOT systems.
 - ii. If you current installation is older than Estimator v2.10a, it needs to be updated, so contact your Estimator representative for an update.
4. Hit “OK” to close window.

Issue: Cannot open Estimator project file

This error is eliminated when you upgrade to the current version of Estimator!

You do not have permission to view the Estimator file. Contact an “owner” of the file, usually the file’s creator, and have them update the user list. The “owner” needs to:

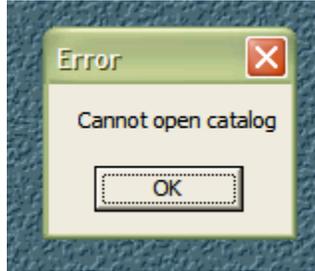
1. Open the Estimator file
2. "Edit" > "Estimate Users" > "Add"
3. In “User” column, enter “*”
4. In “Location” column, enter “00000”
5. In “Estimate Access” column, change to "Owner" > "OK" > "Save"
6. Send file back to requesting user.



Issue: “Cannot open catalog”

Any newly issued catalog causes “Cannot open catalog” error

When a new catalog is issued, the first time you open any project that used an older catalog, you will see the “Cannot open catalog” error:



This error means you need to link your project to the current catalog.

1. Hit “OK” to close the error window.
2. In Estimator, and make sure all project windows are closed.
3. Confirm your Estimator is looking in the right catalog directory
 - a. "Tools" > "Global Options" > "URLs"
 - b. For ODOT users
 - i. In "Catalog Path" confirm it says "\\wpdotapp1126\EstShare\Cat\"
 - ii. If not, paste in "\\wpdotapp1126\EstShare\Cat\" > "OK"
 - iii. **Never use a locally saved, e.g. c:\ or f:\ drive, catalog.**
 - c. For non-ODOT users, contact your Estimator system administrator for the correct path.
4. Select a catalog
 - a. "Tools" > "Open Catalog" (or "Switch Catalog")
 - i. **Never use "New Catalog"**
 1. **This can corrupt, or “blank-out”, an existing catalog for you and everyone else!**
 - b. Highlight a current catalog > "OK"
5. Re-point your project to the new current catalog
 - a. Open a project
 - b. Edit > Estimate Options > Catalog > highlight the current catalog > "OK"
 - c. Edit > Update Price Information > Restart (3rd selection) > "OK"
 - d. Save project to lock in this catalog.

“Cannot open catalog” error

This is typically an ODOT users only error! (Non-ODOT users may experience the same issue, but the network paths will be unique to your specific configuration.)

This ODOT error occurs because your system hasn't yet been pointed to the correct catalog path, or is pointing to a now obsolete catalog, just hit "OK" to close the “Cannot open catalog” error window.

1. In Estimator, make sure all projects are closed.
2. Confirm your Estimator is looking in the right catalog directory
 - a. "Tools" > "Global Options" > "URLs"
 - b. In "Catalog Path" confirm it says "\\wpdotappl126\EstShare\Cat\"
 - c. If not, paste in "\\wpdotappl126\EstShare\Cat" > "OK"
 - ii. **Never use a locally saved, e.g. c:\ or f:\ drive, catalog.**
3. Select a catalog
 - a. "Tools" > "Open Catalog" (or "Switch Catalog")
 - iii. **Never use "New Catalog"**
 1. **This can corrupt, or “blank-out”, an existing catalog for you and everyone else!**
 - b. Highlight a current catalog > "OK"
4. Re-point your project to the new current catalog
 - a. Open a project
 - b. Edit > Estimate Options > Catalog > highlight a current catalog > "OK"
 - c. Edit > Update Price Information > Restart (3rd selection) > "OK"
 - d. Save project to lock in catalog

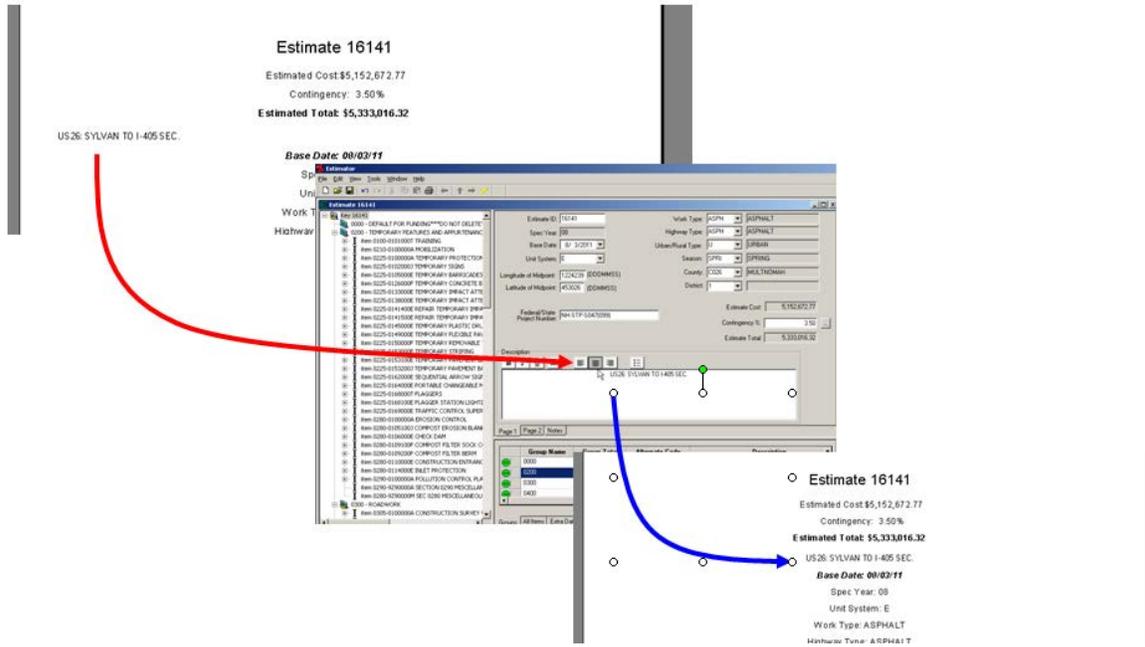
Issue: use current catalog

To improve your estimate accuracy, Estimator catalogs will be updated on a *regular* interval when there is new bid item data. To always have access to the latest catalog follow these steps. (You only have to do this once to your ODOT installed system.):

1. Open Estimator, and make sure all project windows are closed.
2. Confirm your Estimator is looking in the right catalog directory
 - a. "Tools" > "Global Options" > "URLs"
 - b. For ODOT users
 - iv. In "Catalog Path" confirm it says "\\wpdotappl126\EstShare\Cat\"
 - v. If not, paste in "\\wpdotappl126\EstShare\Cat\" > "OK"
 - vi. **Never use a locally saved, e.g. c:\ or f:\ drive, catalog.**
 - c. For non-ODOT users, contact your Estimator system administrator for the correct path.
3. Select a catalog
 - a. "Tools" > "Open Catalog" (or "Switch Catalog")
 - vii. **Never use "New Catalog"**
 1. **This can corrupt, or "blank-out", an existing catalog for you and everyone else!**
 - b. Highlight a current catalog > "OK"
4. Re-point your project to the new current catalog
 - a. Open a project
 - b. Edit > Estimate Options > Catalog > highlight a current catalog > "OK"
 - c. Edit > Update Price Information > Restart (3rd selection) > "OK"
 - d. Save project to lock in catalog

Issue: project name off-center on title page

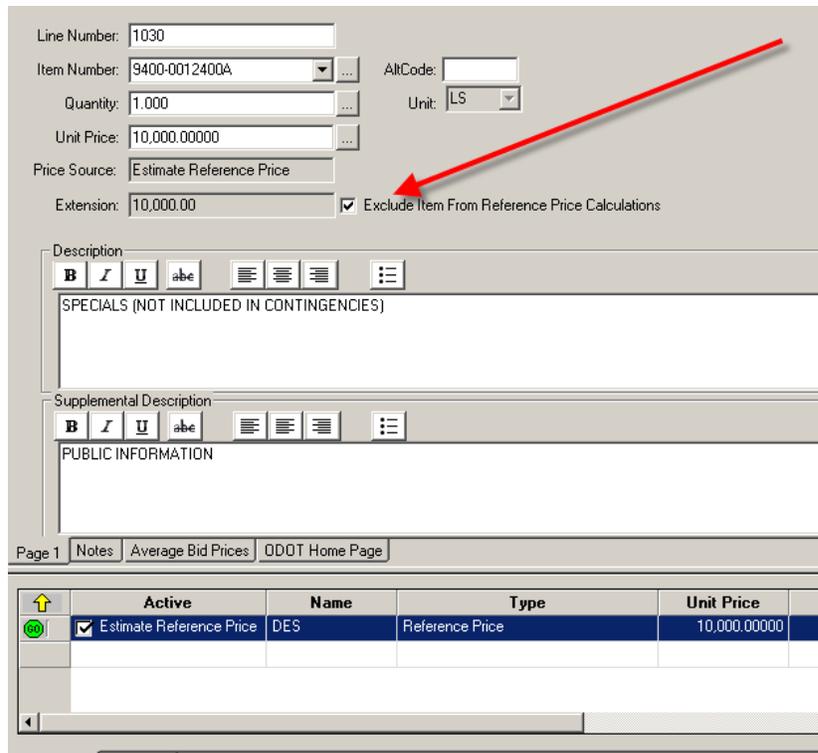
1. Highlight the project name in *Description* text box
2. Select center formatting button



Common Error: Failure to set “Exclude Item from Reference Price Calculations”

A common error that overstates PS&E estimates by up to 3% is user’s failure to set “Exclude Item from Reference Price Calculations”. Users must check this box on all Anticipated Items and Engineering.

1. For Anticipated Items, or any item with a fixed unit price, just check the box:



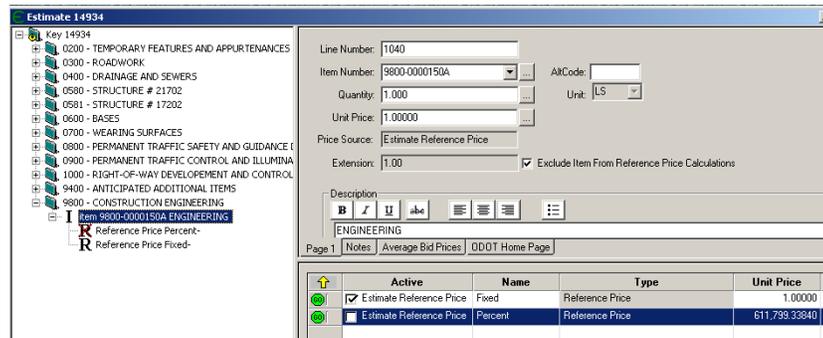
The screenshot shows a software interface for estimating costs. The top section contains input fields for Line Number (1030), Item Number (9400-0012400A), Quantity (1.000), Unit Price (10,000.00000), and Unit (LS). The Price Source is set to 'Estimate Reference Price' and the Extension is 10,000.00. A checkbox labeled 'Exclude Item From Reference Price Calculations' is checked, with a red arrow pointing to it. Below the input fields are two text areas: 'Description' containing 'SPECIALS (NOT INCLUDED IN CONTINGENCIES)' and 'Supplemental Description' containing 'PUBLIC INFORMATION'. At the bottom, there is a table with columns for Active, Name, Type, and Unit Price. The table contains one row with a checked 'Estimate Reference Price' entry, Name 'DES', Type 'Reference Price', and Unit Price '10,000.00000'.

Active	Name	Type	Unit Price	
<input checked="" type="checkbox"/>	Estimate Reference Price	DES	Reference Price	10,000.00000

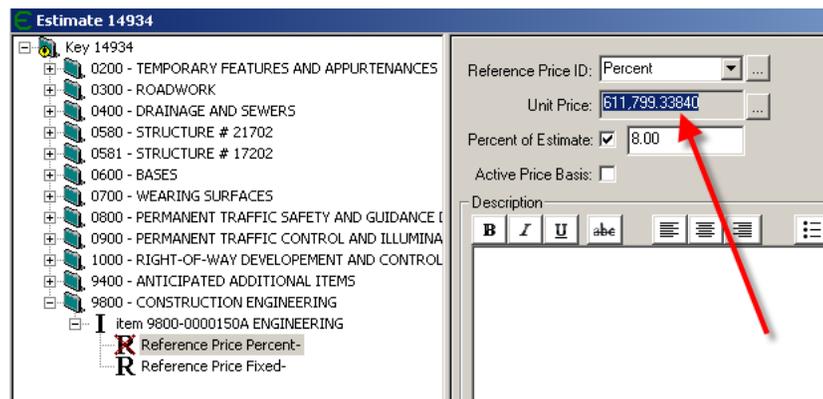
2. For item 9800-0000150A, ENGINEERING, or any item with a “Percent of Estimate” price, the process is a bit more complicated because of the iterative nature of the estimating.
 - a. For the ENGINEERING item, check the “Exclude Item from Reference Price Calculations” box.
 - b. Add **two** Reference Price entries under ENGINEERING, e.g. Fixed and Percent
 - i. Percent uses the “Percent of Estimate” estimate method
 1. Set to 8%, unless you have more precise data
 2. Deactivate this price.
 - ii. Fixed used a set unit price estimate method
 1. Set to any *reasonable* value.

Estimator Frequently Asked Questions

- a. A reasonable value will provide a good estimate with only one pass.
 - b. You can even enter \$1, but will need to repeat steps c & d, below, to converge on an answer.
2. Activate this price

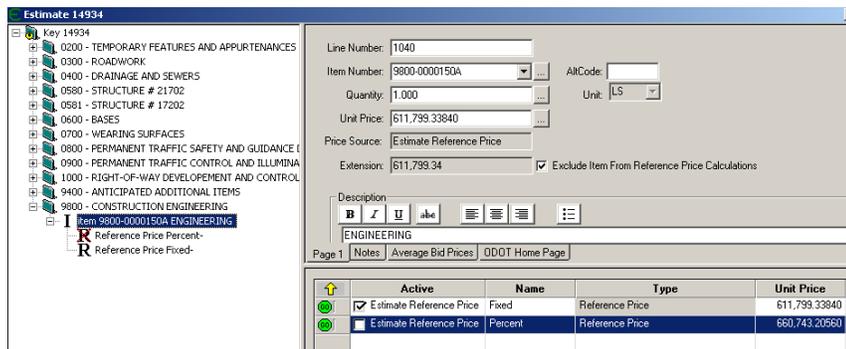
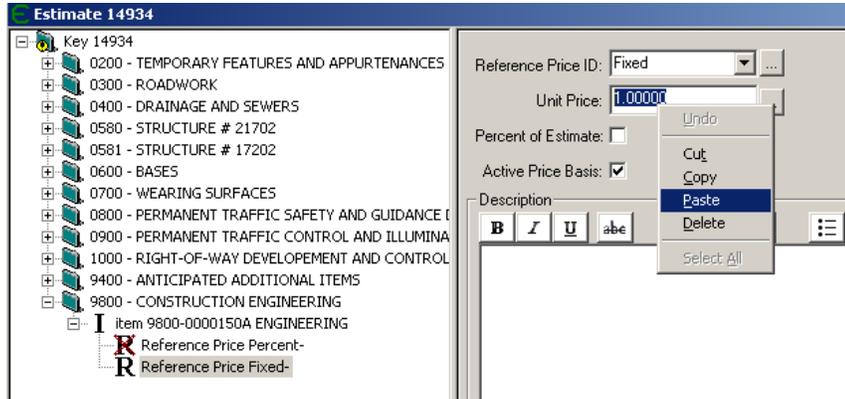


- c. Copy the Percent Reference Unit Price into Fixed
- i. Open the Percent based price
 - ii. Highlight the Unit Price
 - iii. Copy it, (right click > Copy)



Estimator Frequently Asked Questions

- d. Paste the value into the Fixed Reference Unit Price
 - i. Open the Fixed based price
 - ii. Highlight the Unit Price, red arrow
 - iii. Paste it, (right click > Paste)



- iv. If the two values, blue and red arrows, below, are close, you are done.
 - 1. If your initial guess was too far off, e.g. \$1, repeat steps c & d to converge on a closer estimate.

