

Microsoft Excel Cost Estimate Export and Import to AASHTOWare Project User Guide

This guide provides the steps to properly export and import an excel project cost estimate into AASHTOWare project. Additional information regarding the development of a project and cost estimate using the Project Entry Template can be found on our website. Please follow the steps and instructions below:

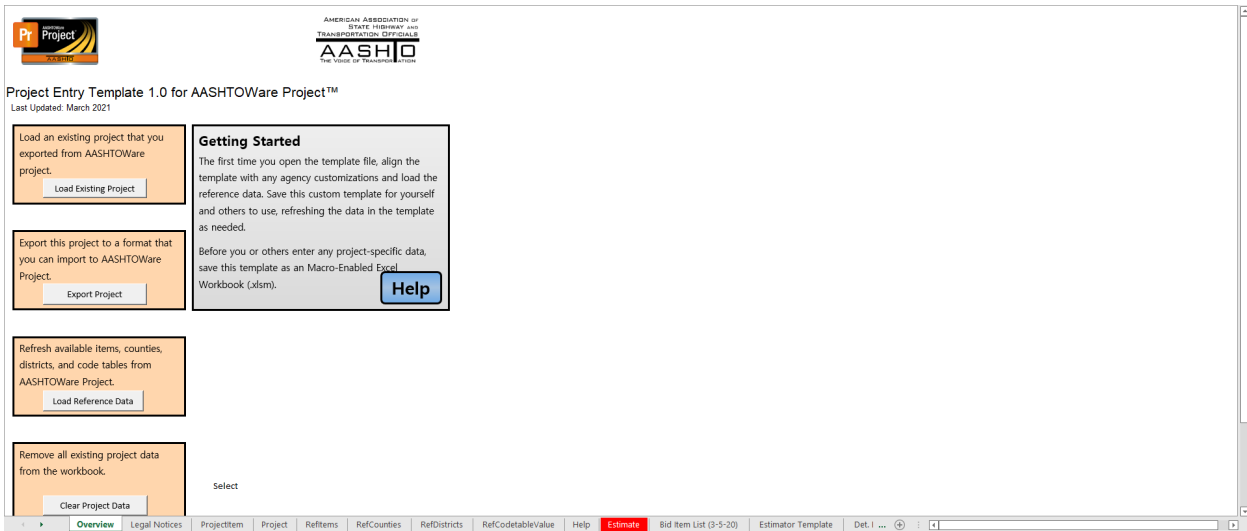
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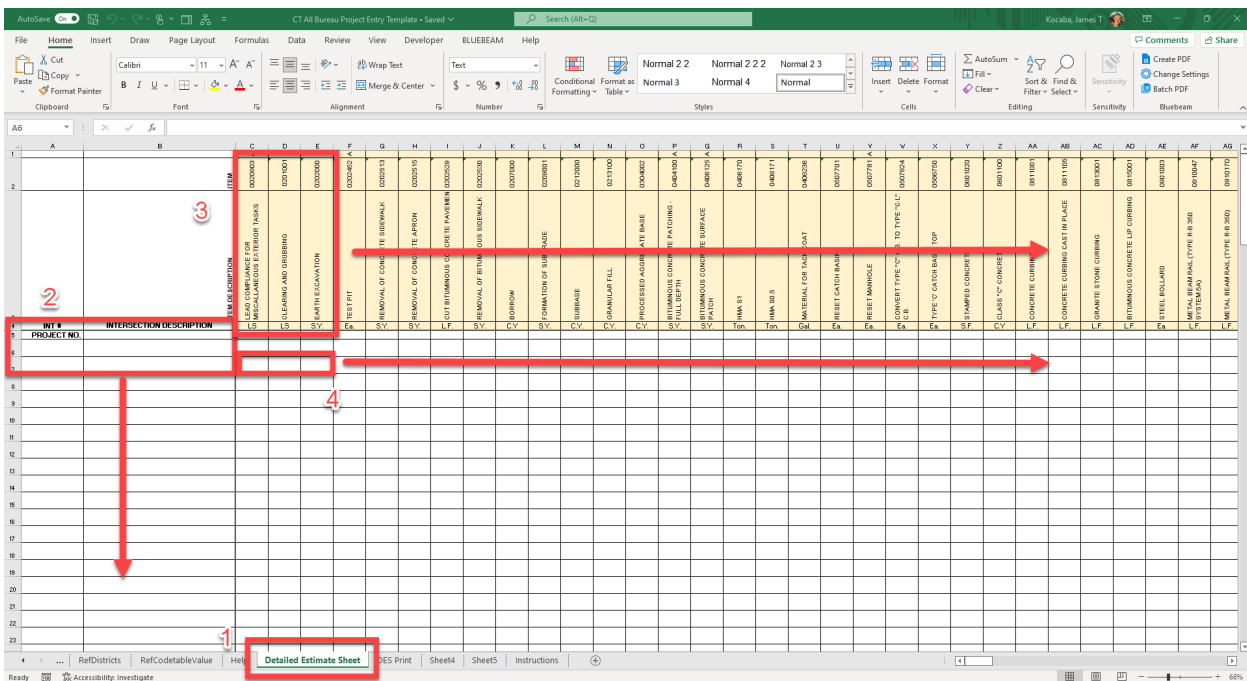
Excel Cost Estimate Data Entry

The expectation is that the cost estimate data entry operation in excel is completed only once. After the excel export and import process is complete the estimate will be modified entirely in AASHTOWare Project. Any modifications to the excel cost estimate must be completed manually.

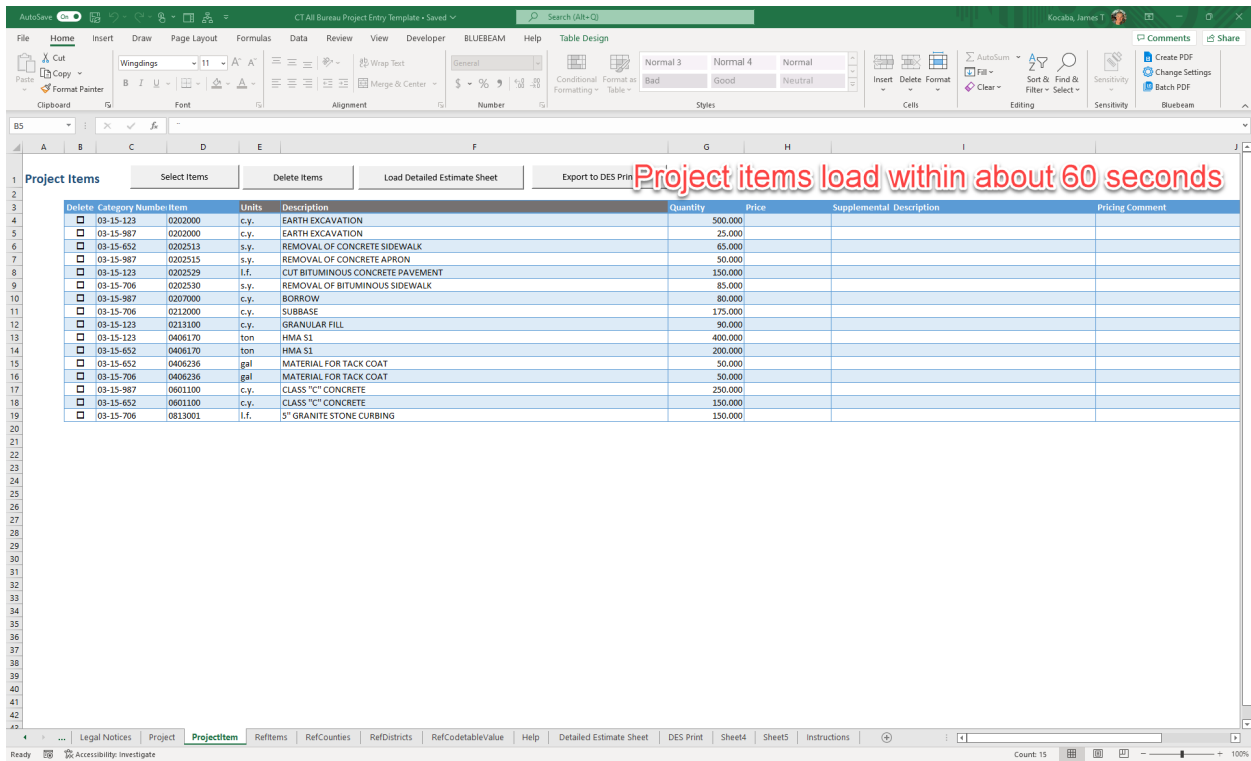
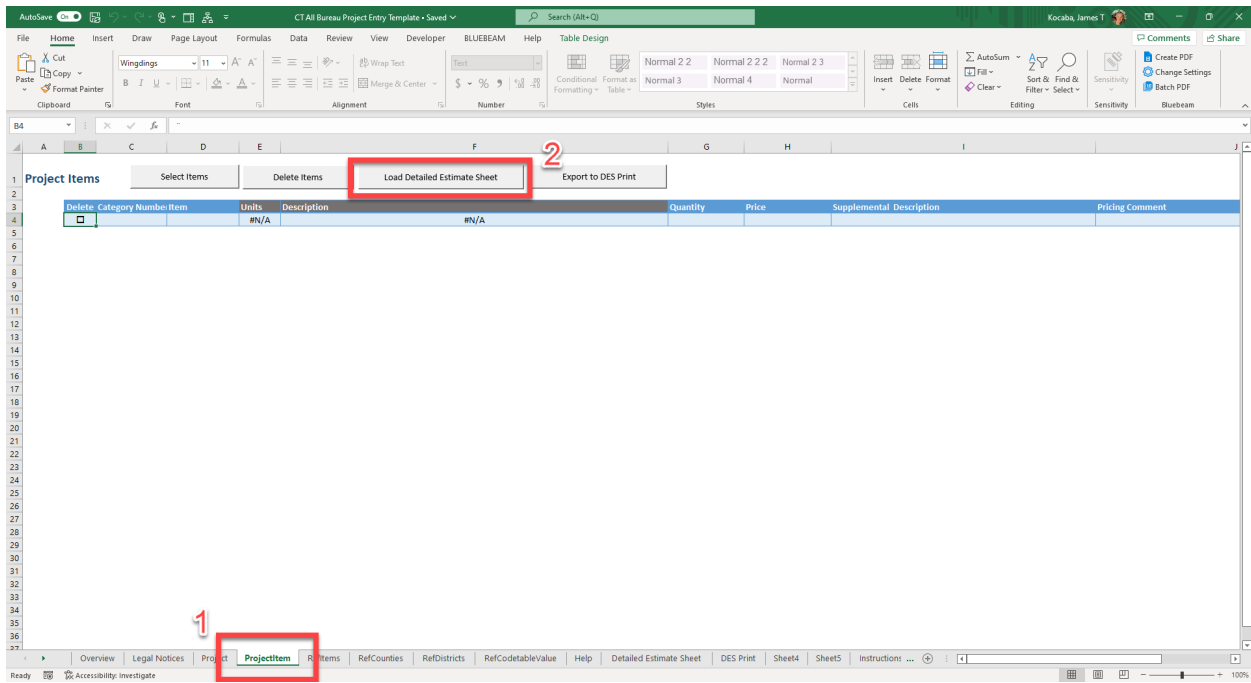
1. Download CT_All Bureau Project Entry Template. The file is located at the following location:
 - a. <https://portal.ct.gov/DOT/Engineering-Applications/Post-Design---Contract-Management>



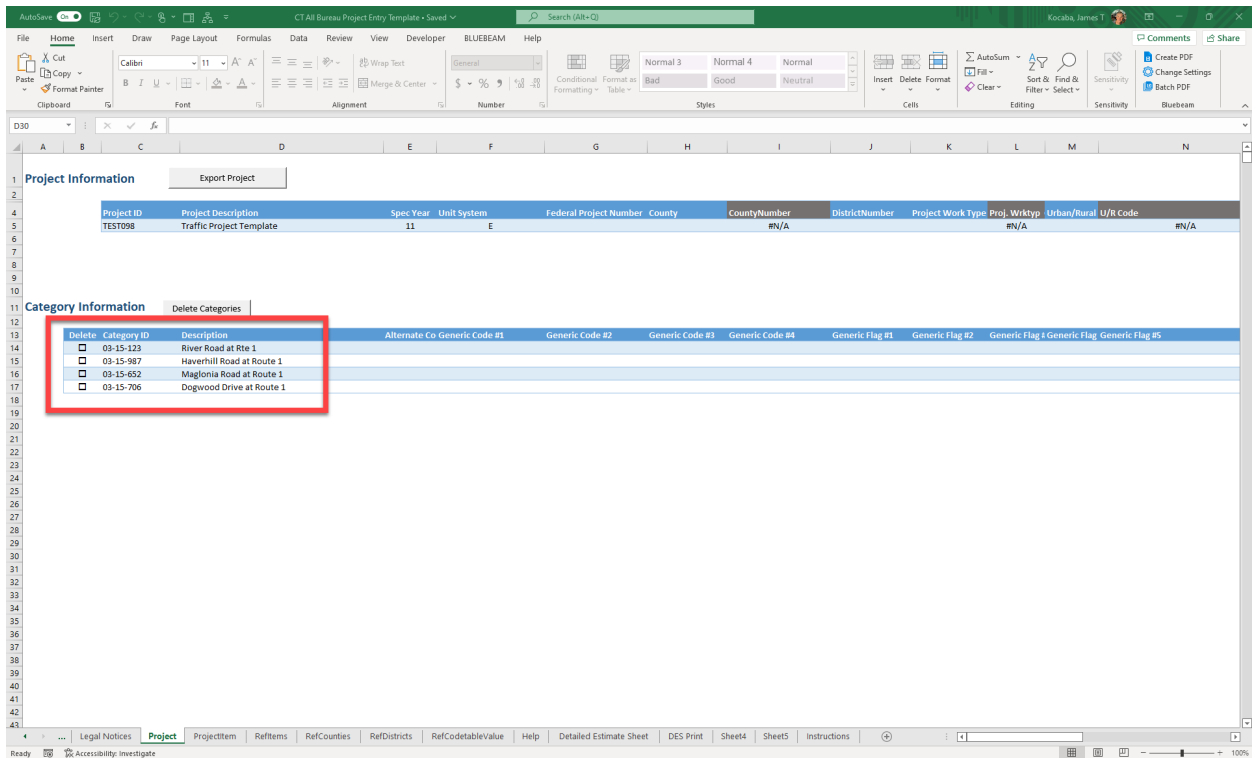
2. Navigate to the Detailed Estimate Sheet (1)
3. Enter Asset ID with proper prefix and description (2)
4. Modify item number, description, special provision indicator information to match project items (3)
5. Enter item quantity data based upon asset location (4)



6. Navigate to the ProjectItem tab (1)
7. Select Load Detailed Estimate Sheet button (2). This process can take up to several minutes to complete. The calculating thread display (bottom right of the excel sheet) can be used to monitor behind the scenes calculation progress.

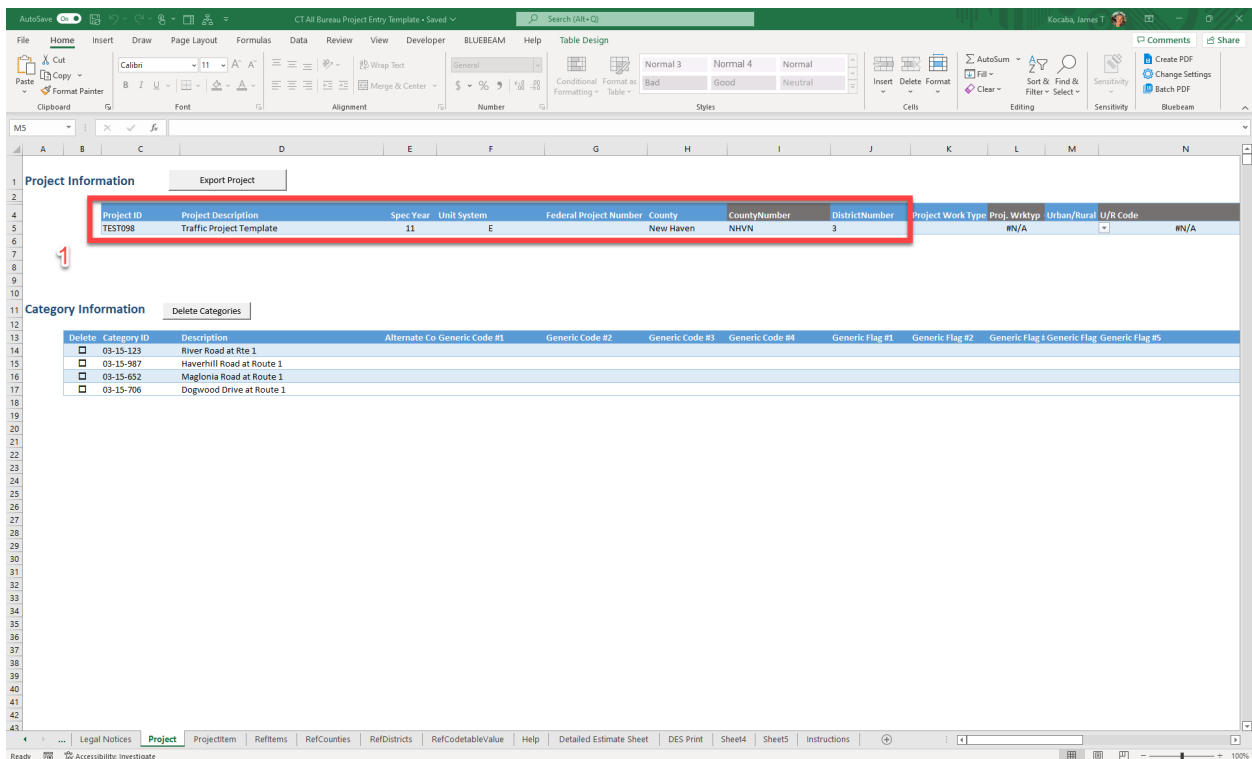


8. Asset categories automatically load with ProjectItems.



9. Ensure that the following Project Information is entered (1):

- a. Project ID
- b. Project Description
- c. Spec Year – Use “11” as default
- d. Unit System – “E” English
- e. County
- f. District



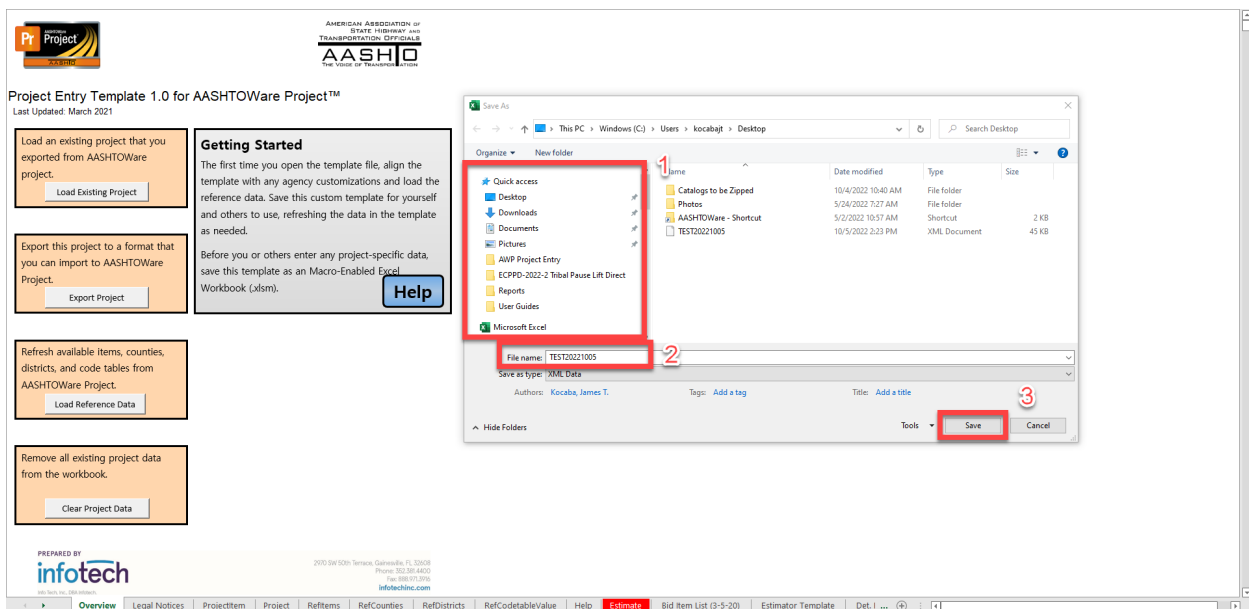
11. Verify that all estimate information is correct

Export Cost Estimate

1. Begin XML project export process
2. Navigate to the “Overview” tab (1)
3. Select “Export Project” (2)
4. If notified, correct all validation errors before proceeding



5. Select XML file download location (1)
6. File name will be the Project ID. It is recommended that this name is remains unchanged (2)
7. Click “Save” (3)



Import Cost Estimate

1. Open AASHTOWare Project and log in with credentials



For assistance with Connecticut Department of Transportation's AASHTOWare Project™ system, please contact:
Agency and Non-Agency Construction users: DOT.AWP-Support@ct.gov
Agency PreConstruction users: James.Kocaba@ct.gov

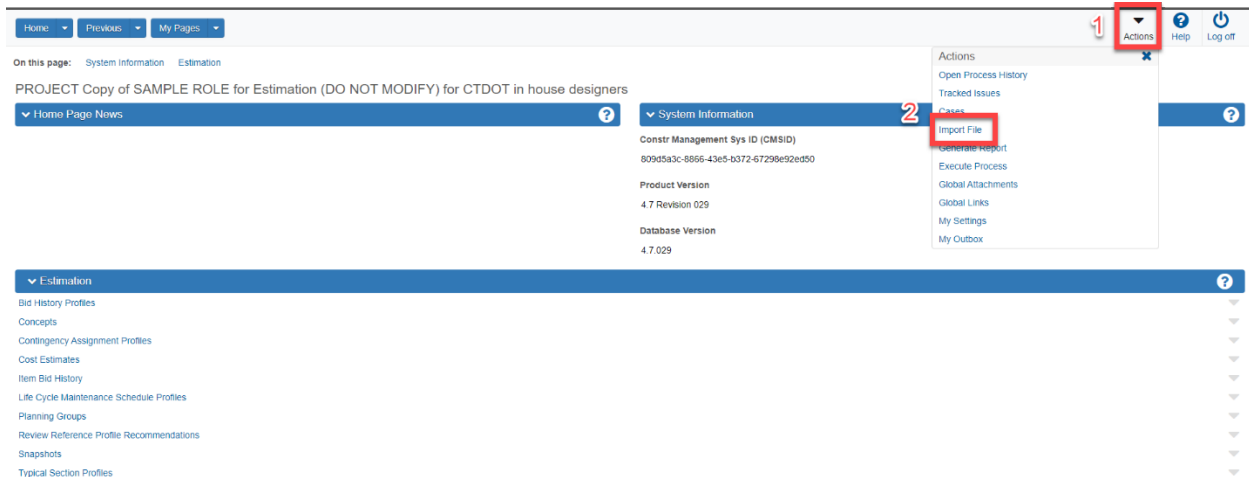
Forgot or need to change your password? Please click here – [Reset Password](#)

Version 4.7 Revision 029
Data imported from Prod on 6/03/2022

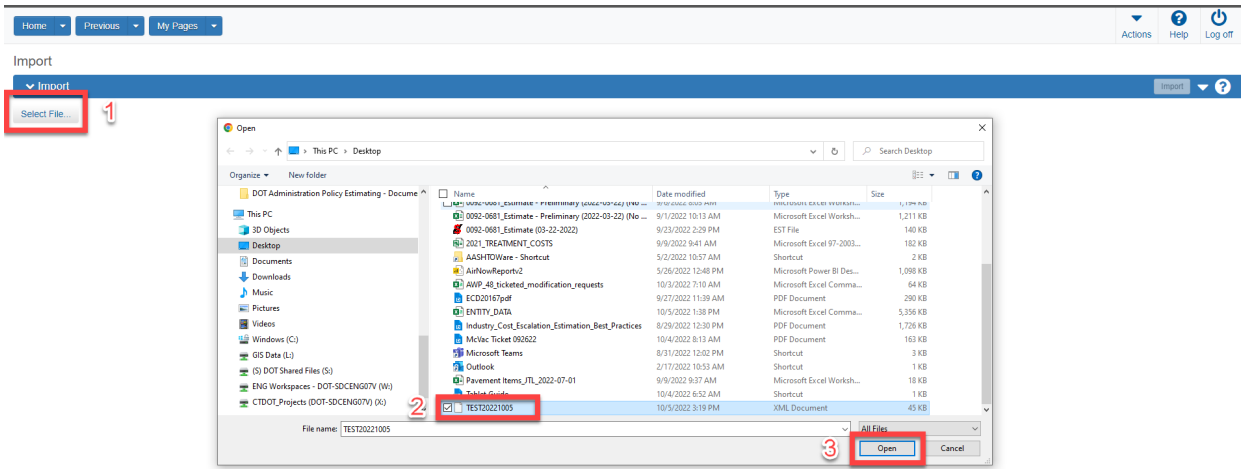
Updated on 04/14/2022

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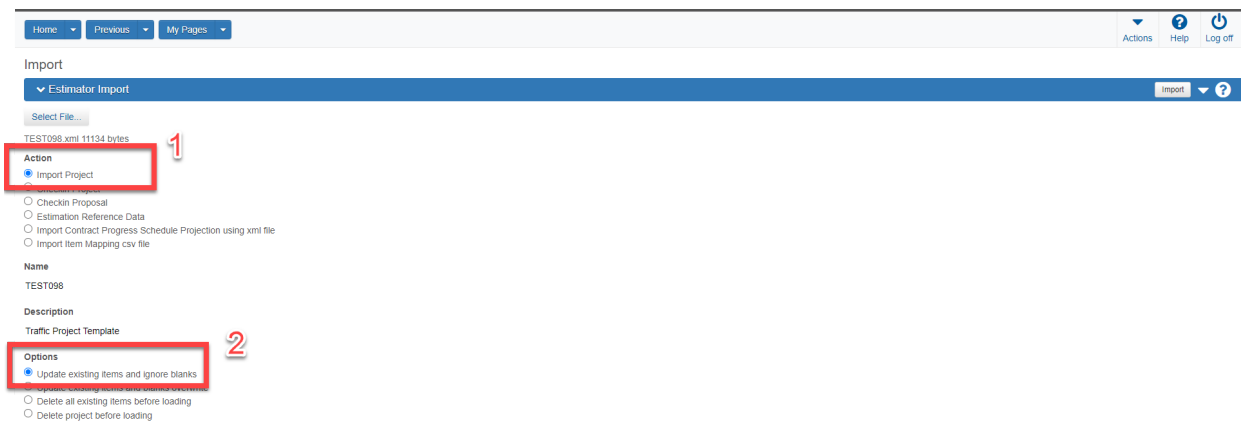
2. Select the global action drop down arrow (1)
3. Select Import File (2)



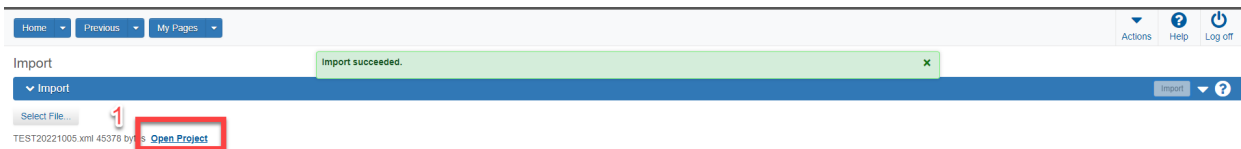
4. Select "Select File" (1)
5. Locate and select proper XML file (2)
6. Select "Open" (3)



7. Select "Import Project" under Action (1)
8. Select "Update existing items and ignore blanks" under Options (2)
9. Select "Import" (3)



10. A successful import is shown below
11. Select "Open Project" to view project details (1)



10. Enter any missing project details including Counties, Districts, Points, Road Segments and Bridge Segments and Workflows. More information regarding project and cost estimate modifications can be found in the AASHTOWare Project Cost Estimate Creation User guide at the following location: <https://portal.ct.gov/DOT/Engineering-Applications/Post-Design---Contract-Management>

Project Summary

Project: 0149-0088 - Slope stabilization on Route 45 at Lake Waramaug Brook Save ?

Proposal:

- General
- Counties
- Districts
- Points
- Road Segments
- Bridge Segments
- Workflow

Project Number
0149-0088

Project Description *
Slope stabilization on Route 45 at Lake Waramaug Brook

Spec Book (Item List 11 = Engl, 10 = Metric) *
11

Unit System *
English

Federal Project Number
0045 (133)

Project Work Type
GENC - GENERAL CONSTRUCTION

Project Item Total
648,587.35

State Project Number
0149-0088

Project Engineer
White - William.Hogan@ct.gov

Designed By
09 - State Highway Design

Incidentals and Contingences

Highway Type
04 - Minor Arterial

Urban/Rural
RUR - Rural

Historical Inc and Cont-LEAVE BLANK

Primary Project County
LTFD - Litchfield

Primary Project District ID
4 - Thomaston

Town 1 *
0149 - WARREN

Town 2

Town 3

Town 4