#### **Find Bid Data**

# **AASHTOWare Project Role User Guide**

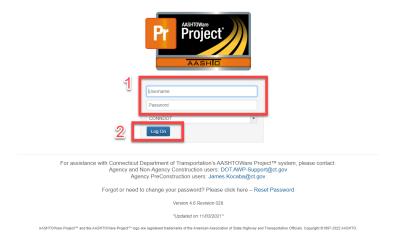
The **Find Bid Data** screen enables the user to gather bid data from proposals stored in the system and determine an average bid price based upon selected parameters. The average bid price is calculated as the sum of all bid prices divided by the number of bidders. Find historical data for different items by entering a new value in the **Bid Item** field or search criteria in the **Main** quick find search box. The Bid item field provides specific search results, while the main search field provides general results based upon the entered criteria. The Drop down filter function can also be to narrow search further by time, quantity and work type.

### Table of Contents

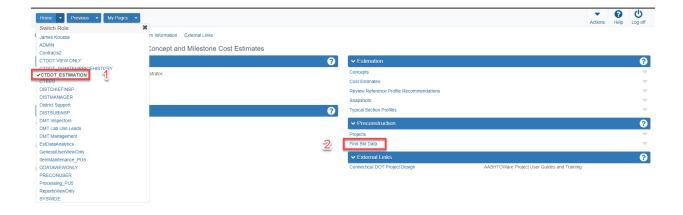
Log into AASHTOWare Project	1
,	
Find Bid Data – Bid Item Search	2
Find Rid Data — Global Search	/

## Log into AASHTOWare Project

- 1. Login to AASHTOWare Project (AWP)
- 2. Enter username/password (1) and click "Log On" (2)
  - a. Click "Reset Password" if you forgot your password
  - b. If you're locked out or require a new account send an email to <a href="mailto:james.kocaba@ct.gov">james.kocaba@ct.gov</a>

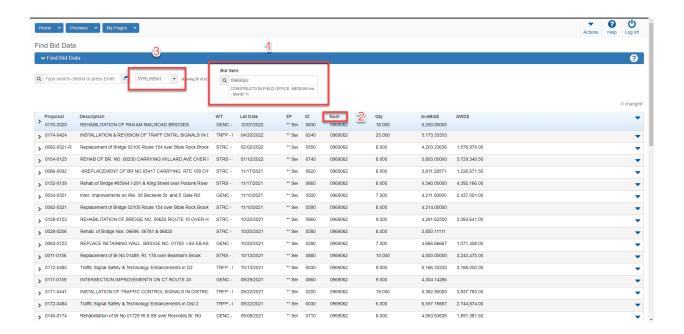


- 3. Select CTDOT\_ESTIMATION role (1)
- 4. Select Find Bid Data (2)

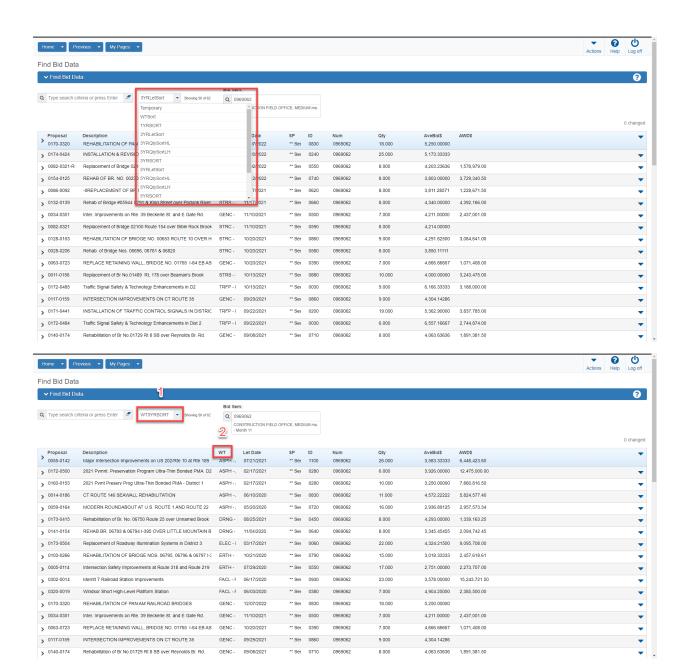


# Find Bid Data – Bid Item Search

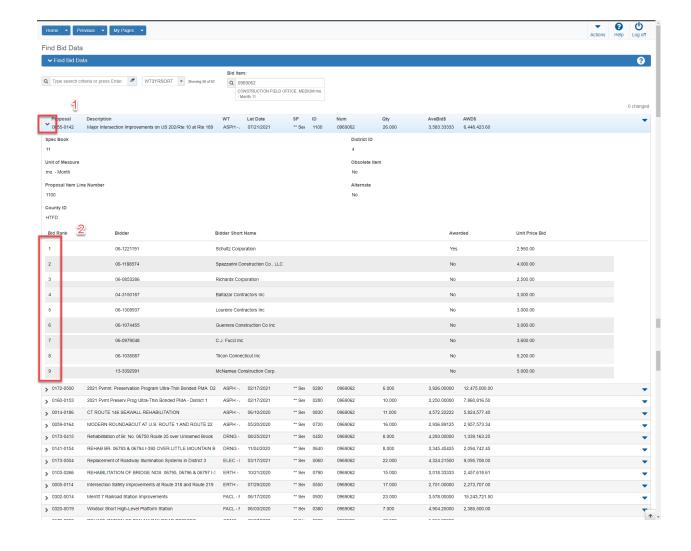
- 1. Enter Bid Item Number or portion of description (1)
- 2. Be sure to select the appropriate English (Spec Book 11) Item
- 3. Bid History results displayed for the selected item number (2)
- 4. Default filter and sort is bid lettings in the last three years (3)



- 5. Various other filter and sorting options are available
- 6. For example: Work Type (1, 2)

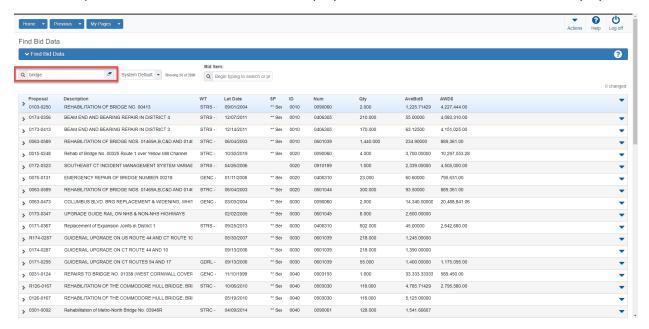


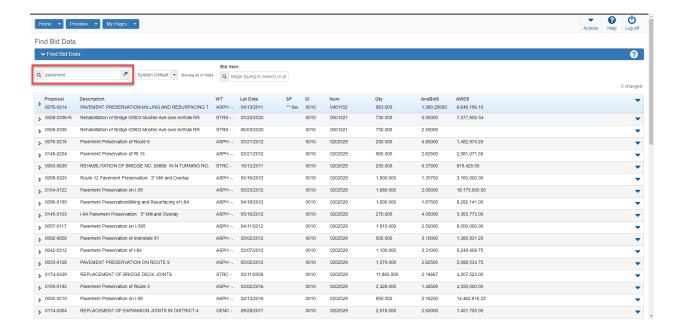
- 7. Select drop down arrow adjacent to the project number (1)
- 8. View bid rankings (2)



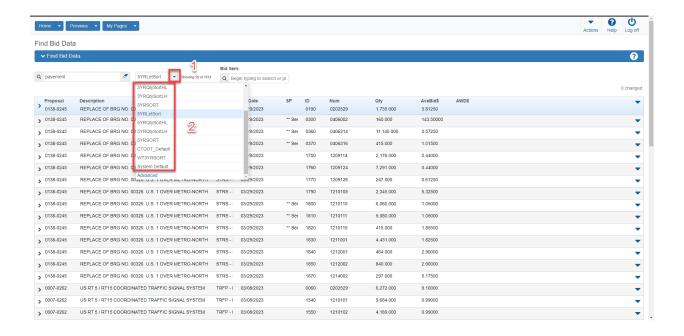
#### Find Bid Data – Global Search

1. The global search bar allows the user to search any desired criteria. For example, enter "bridge" or "pavement" into the search bar and all proposals and items with these terms are displayed.





- **2.** Or enter Bid Item number or description in main search box and press enter. Same results are generated.
- 3. Narrow results by selecting dropdown arrow (1) and sort type (2)



- 4. Select drop down arrow adjacent to the project number (1)
- 5. View bid rankings (2)

