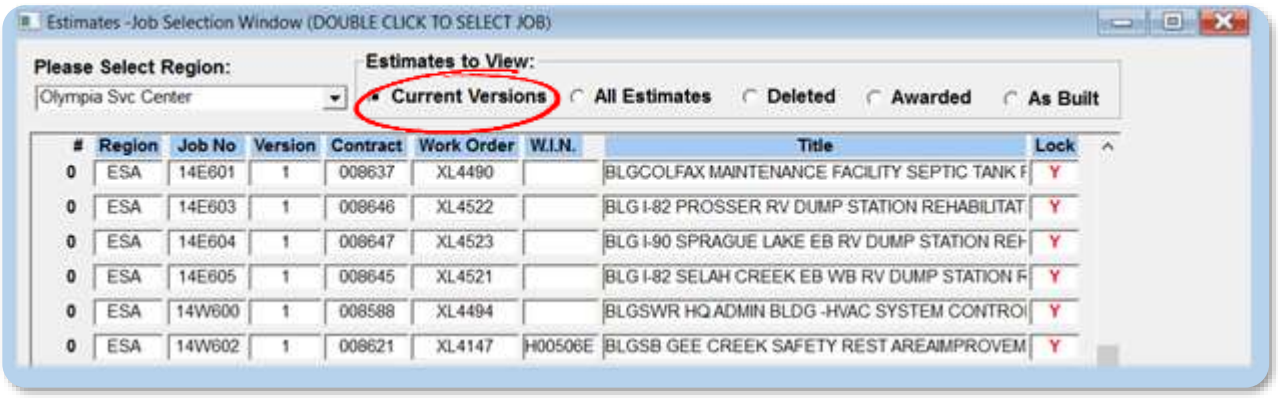
ebase

Managing Estimate Access

WSDOT Policy states:

The Engineer's Estimate will remain confidential information though Bid Opening.

Considering the fact that Project Development Teams and support offices have the responsibility to maintain the confidentiality of the project estimate, access control for the Current Version working estimates has been given to the Design Team estimators.



All other estimate folders are available for viewing by EBASE users with any level of access.

Folders viewable by all users include:

- All Estimates – all previous versions of the engineer's estimate.

- Deleted – Estimates placed in this folder will be removed from the EBASE database upon request from the estimate owner. (*Please contact your Region Plans Review to request permanent deletion)*
  This folder also serves as the Estimate archive for the Final Engineer's Estimate, and contains historical estimates from 1998 to present.

- Awarded – (also known as version 99 estimates) these are copies of the estimate with the "Awarded Bidder's" bid prices entered.

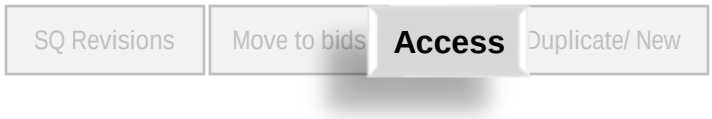
- As Built – These are copies of the estimate that enable revision of the estimated quantities to final "As-Built" quantities. These versions are created from the "Awarded" or Low Bid estimate by advancing the version, to version 100

Managing Access to Your Estimate

At the time you create a new EBASE estimate either from scratch, or generate a duplicate from another EBASE estimate, you become the Owner of *that* estimate.

As the Owner, you are responsible for the confidentiality of the estimate and you control access for users who may make modifications to the estimate.
The Owner will:

- Add users who may View/Modify
- Add Co-Owners of the Estimate
- Transfer ownership
- Remove users from access
- Delete the estimate
- Lock an estimate so that no additional modifications may be made



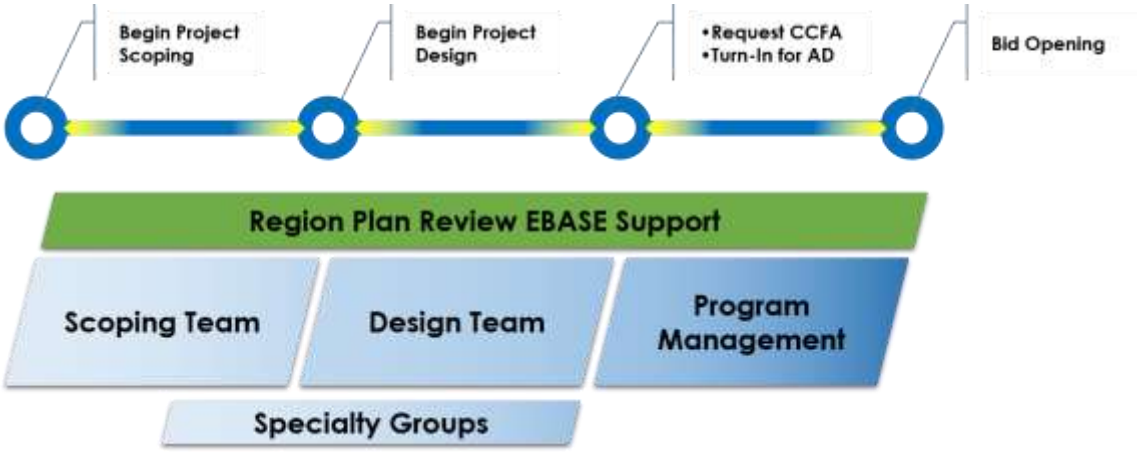
Adding Estimate Users

When you create an Estimate use the ACCESS button on the General Info screen to ADD all the members of your team that will need to view or modify it.
Users to consider are:

1. Design Team members
2. Specialty Groups
3. Plan Review
4. Program Management

Timing

Users who need access to the project, need to be added when they are expected to work on or review the estimate.



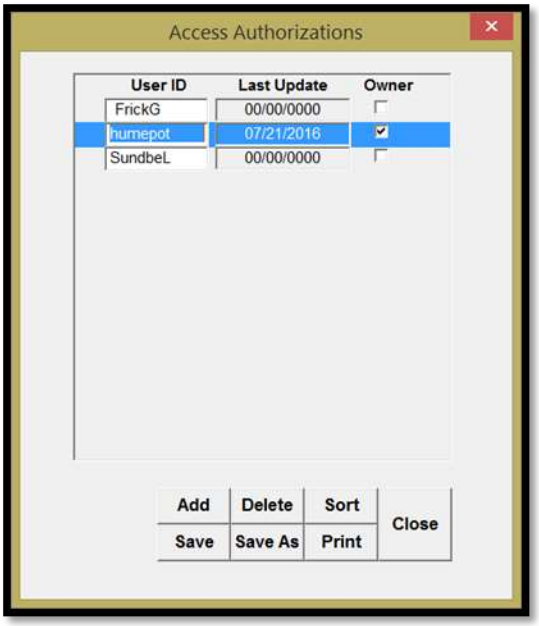
Setup a schedule to:

+ Add the Design Team members at the end of Project Scoping

+ Add specialty Group members → when they need to work on the estimate and to remove them from access when their work in complete.

+ Add Program Management when the CCFA authorization is requested.

User's may be added or deleted for the time period they need access to the estimate, but *at least* one additional Design Team member needs to be listed until the project is turned in for Advertisement.



Adding View/Modify users

Click the ADD button to insert a blank In the Access Authorization area,

Enter the users WSDOT system ID, (This is usually the first part of someone's email, e.g. humepot@wsdot.wa.gov)

After you have entered the "User ID"

Click SAVE, ➔ *Click* CLOSE

This gives the user Basic access, allowing the them to perform necessary revisions to the estimate and print reports.

Adding Estimate Owners

Begin by using the same procedure as outlined above. To Allow the user to have full control to the estimate, place a Checkmark in the Owner box before saving and closing the access authorization screen.

The New User will need to re-start EBASE for authorization to be activated.