

## Export EBASE Item Report to an Excel Worksheet

### LINKS

[EBASE  
Project Development  
Estimating](#)

[Bid Tabs Pro](#)

### Using the Web tool

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

#### View Download Instructions

Detailed instructions for using the tool.

#### Open Down Load Web [Tool](#)

Go directly to the tool.

#### BTP UpLoad Instructions

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

### General Questions Contact

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# 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 any EBASE Estimate

OPEN:

[The web page](#)

From the EBASE web Page,  
Under the TOOLS area,

SELECT:

**“EXPORT  
EBASE ITEM  
REPORT”**

This will take you to the [Cost Analysis Web Page](#). Estimate items may be exported to Excel by either of Two methods.

- Item Category (grouped by section header)
- Item Description.

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

**CLICK:**

**Item Description**

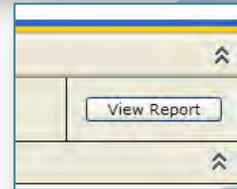
This will open the estimate selection Window. Type in the EBASE Job Number and enter the estimate Version Number.



On far right of the same bar as "job\_number" is a Button, **View Report**.

**CLICK:**

this button to generate a report based on the information entered.



Item Number	Standard Item Number	Item Description				
1	0001	MOBILIZATION				000
2	0025	CLEARING AND GRUBBING				600
3	0050	REMOVAL OF STRUCTURE AND OBSTRUCTION	20000.00	L.S.	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:**

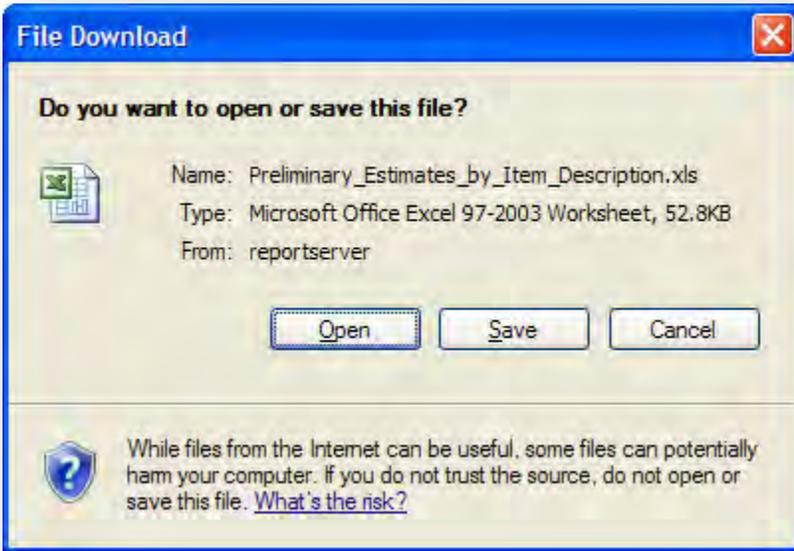
the "Select Format" pull-down menu

**SELECT:**

Excel

**CLICK:**

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



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.

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.

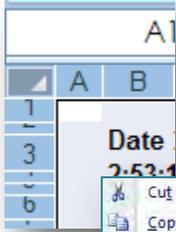
The current version of Excel defaults to a .xlsx type.

Item	Standard	Item Description	QUANTITY	Unit of	Unit Price	Total
1	0001	MOBILIZATION	710000	L.S.	1	\$710,000.
2	0025	CLEARING AND GRUBBING	3.1	ACRE	6000	\$18,600.
3	0050	REMOVAL OF STRUCTURE AND OBSTRUCTION	20000	L.S.	1	\$20,000.
4	0254	REMOVING SOLDIER PILE SHAFT	326000	EST.	1	\$326,000.
5	0258	REMOVING SIGN STRUCTURE SHAFT	15000	EST.	1	\$15,000.
6	0140	REMOVING ASPHALT CONC. CURB	1820	L.F.	6	\$10,920.
7	0145	REMOVING CONC. BARRIER	370	L.F.	15.25	\$5,642.5
8	0170	REMOVING GUARDRAIL	2150	L.F.	7	\$15,050.
9	0182	REMOVING GUARDRAIL ANCHOR	1	EACH	350	\$350.
10	0185	REMOVING GUIDE POST	80	EACH	15	\$1,200.
11	0187	REMOVING PAINT LINE	9640	L.F.	0.35	\$3,374.
12	0200	REMOVING PLASTIC TRAFFIC MARKING	2	EACH	60	\$120.
13	0208	REMOVING RAISED PAVEMENT MARKER	5	HUND	100	\$500.
122	7083	CHAIN LINK FENCE TYPE 3	2260	L.F.	15	\$33,900.
123	7084	CHAIN LINK FENCE TYPE 4	1640	L.F.	25	\$41,000.
124	7097	END, GATE, CORNER, AND PULL POST FOR	22	EACH	250	\$5,500.
125	7132	GLARE SCREEN TYPE 1 DESIGN B	1540	L.F.	15.3	\$23,562.
126	9605	CONNECTION TO DRAINAGE STRUCTURE	13	EACH	650	\$8,450.
127	3100	ADJUST CATCH BASIN	2	EACH	300	\$600.
128	3110	LOCKING SOLID METAL COVER AND FRAME	3	EACH	500	\$1,500.
129	7480	ROADSIDE CLEANUP	1250	EST.	1	\$1,250.
130	7725	REIMBURSEMENT FOR THIRD PARTY DAMAGE	5	EST.	1	\$5.
131	7728	MINOR CHANGE	-1	CALC	1	-\$1.
132	7736	SPCC PLAN	2500	L.S.	1	\$2,500.
133	7530	CONSTRUCTION GEOTEXTILE FOR	2700	S.Y.	2.5	\$6,750.
134	7550	CONSTRUCTION GEOTEXTILE FOR	1031	S.Y.	2.5	\$2,577.5
135	7569	NO TRESPASSING SIGN	40	EACH	75	\$3,000.
136	7570	HEALTH AND SAFETY PLAN	2500	L.S.	1	\$2,500.
137	7571	FA-SITE CLEANUP OF BIO. AND PHYSICAL	3500	EST.	1	\$3,500.

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

MAIN

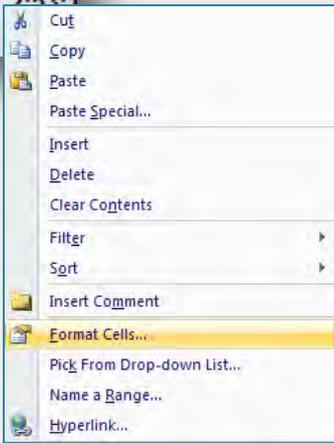
The exported file contains a heading area and merged cells. It may be imported into Bid Tabs Pro without removing the merged cells and blank columns, but it is easier to insure that the data is aligning correctly if they are removed.



Right - Click the box before A1

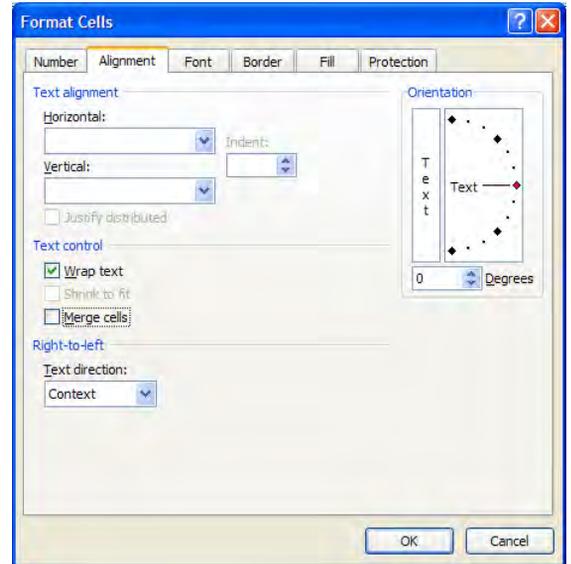
**SELECT:**

Format Cells



From the "Alignment Tab" Remove the checkmark from the "Merge Cells" Box.

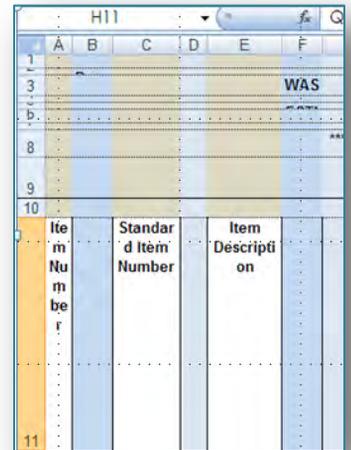
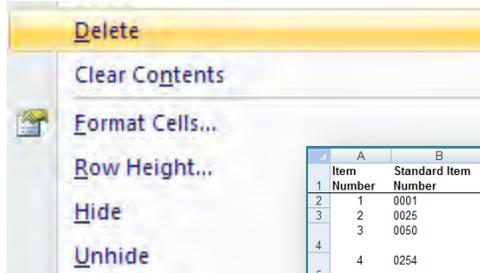
**CLICK:**  
OK



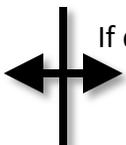
With the Merged Cells unmerged, Delete all of the extra Rows and Columns.

**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 Selected area and **SELECT:**



If desired, Format remaining Column widths To display field contents.



	A	B	C	D	E	F
1	Item Number	Standard Item Number	Item Description	QUANTITY	Unit of Measure	Unit Price
2	1	0001	MOBILIZATION	710000	L.S.	1
3	2	0025	CLEARING AND GRUBBING	3.1	ACRE	6000
4	3	0050	REMOVAL OF STRUCTURE AND OBSTRUCTION	20000	L.S.	1
5	4	0254	REMOVING SOLDIER PILE SHAFT OBSTRUCTIONS	326000	EST.	1
6	5	0258	REMOVING SIGN STRUCTURE SHAFT OBSTRUCTIONS	15000	EST.	1
7	6	0140	REMOVING ASPHALT CONC. CURB	1820	L.F.	6
8	7	0145	REMOVING CONC. BARRIER	370	L.F.	15.25
9	8	0170	REMOVING GUARDRAIL	2150	L.F.	7
10	9	0182	REMOVING GUARDRAIL ANCHOR	1	EACH	350
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	80
14	13	0208	REMOVING RAISED PAVEMENT MARKER	5	HUND	10
15	14	0220	REMOVING CHAIN LINK FENCE	3800	L.F.	3
16	15	0240	ROADWAY ELEVATION MEASUREMENT	1550	DAY	1