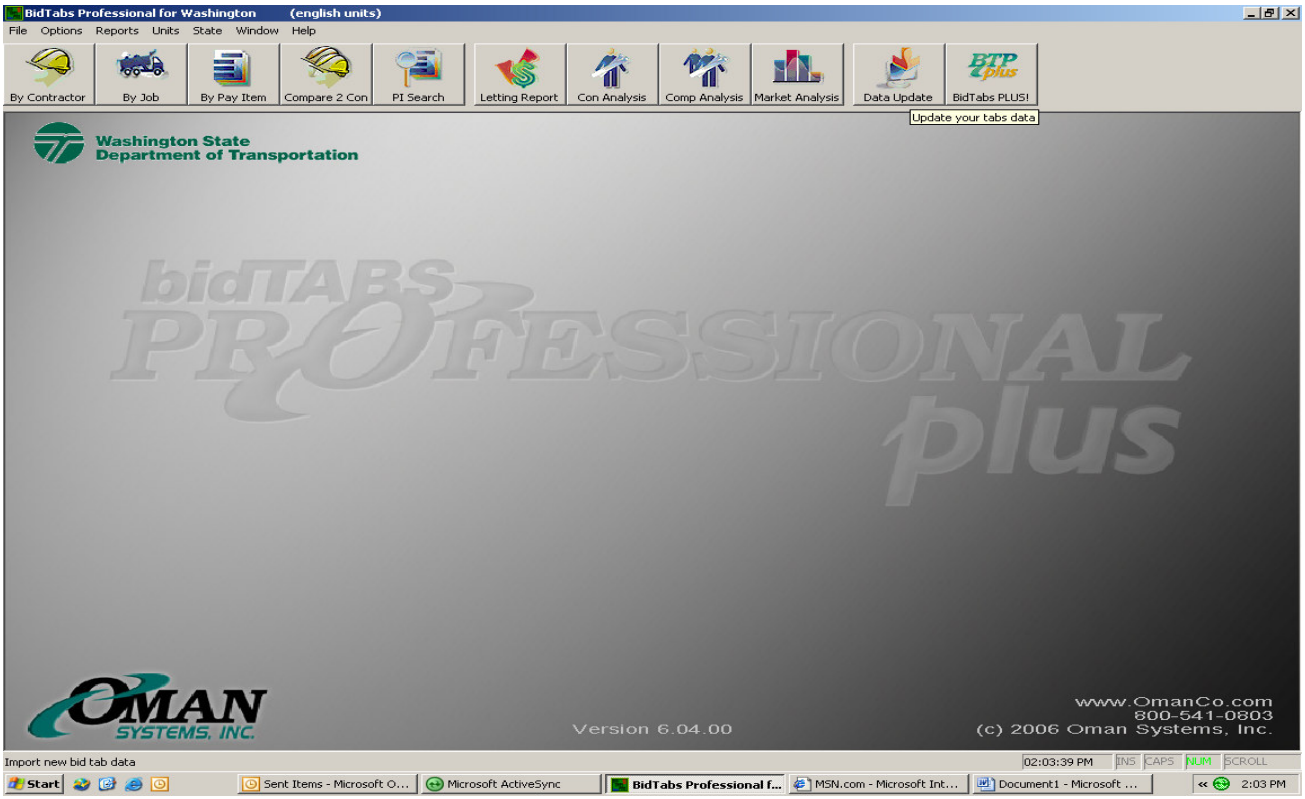
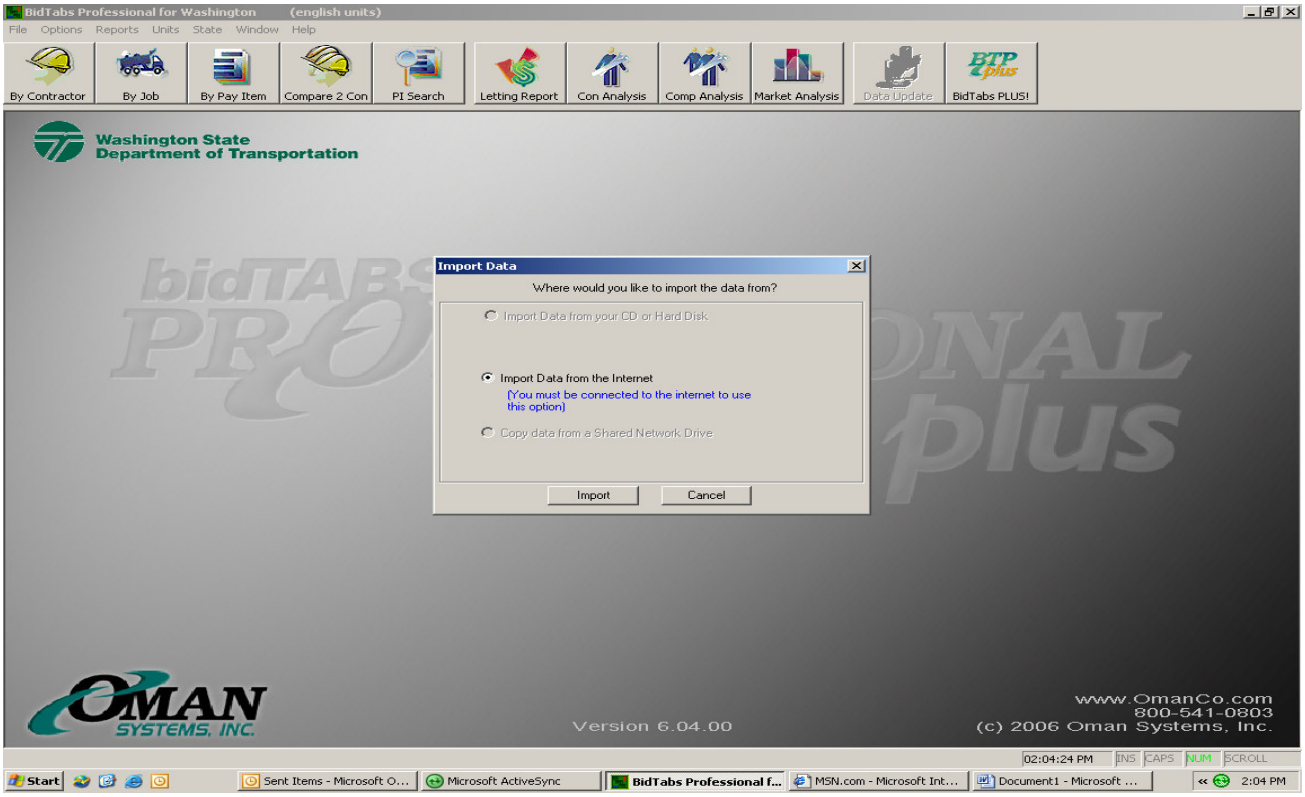
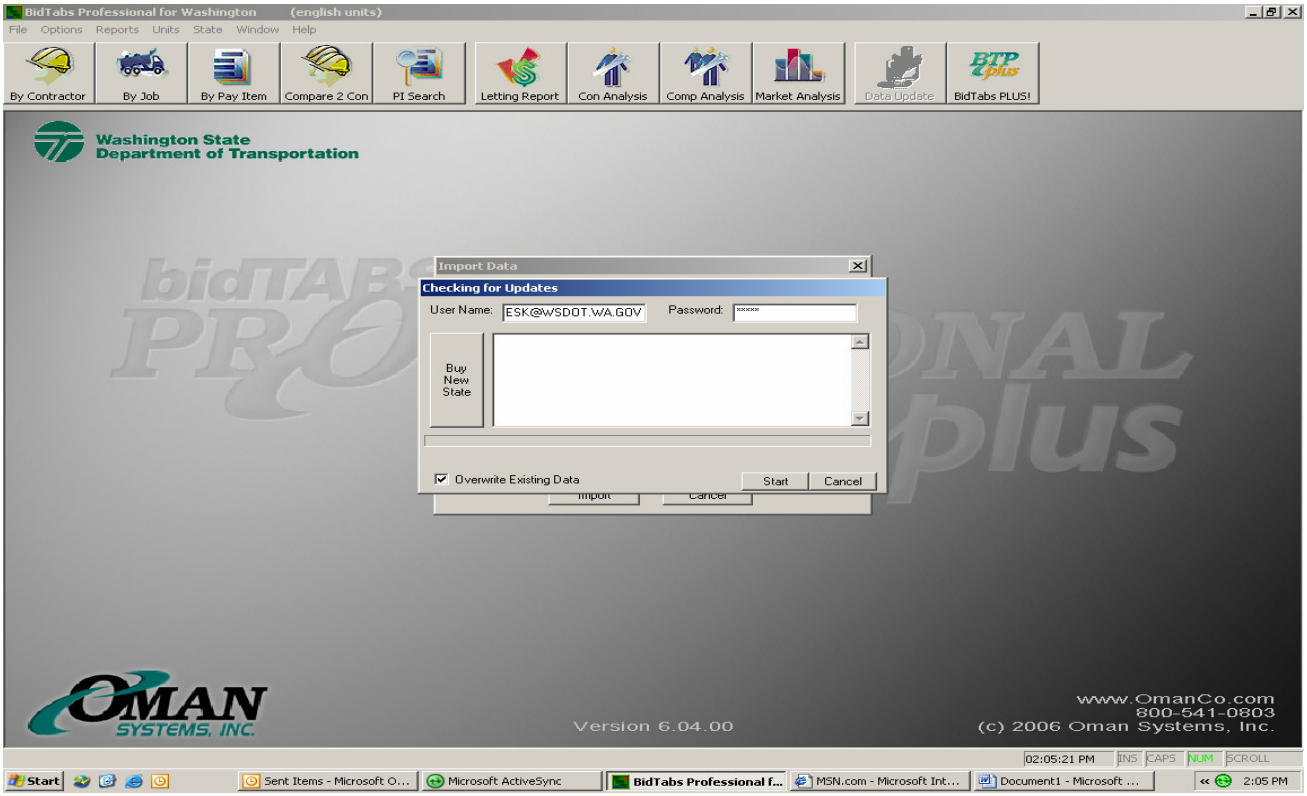
Updating WSDOT's new bidTabs Pro software program is quick and easy, this database is updated weekly with the most current bid information from that weeks bid openings. This procedure is explained on page 62 of the on-line manual it describes the process for downloading the bid info from the internet. All you have to do is open the bidTabs program then in the upper right hand corner of the screen find the button **"DATA UPDATE"** click on it and it will bring up the next screen.



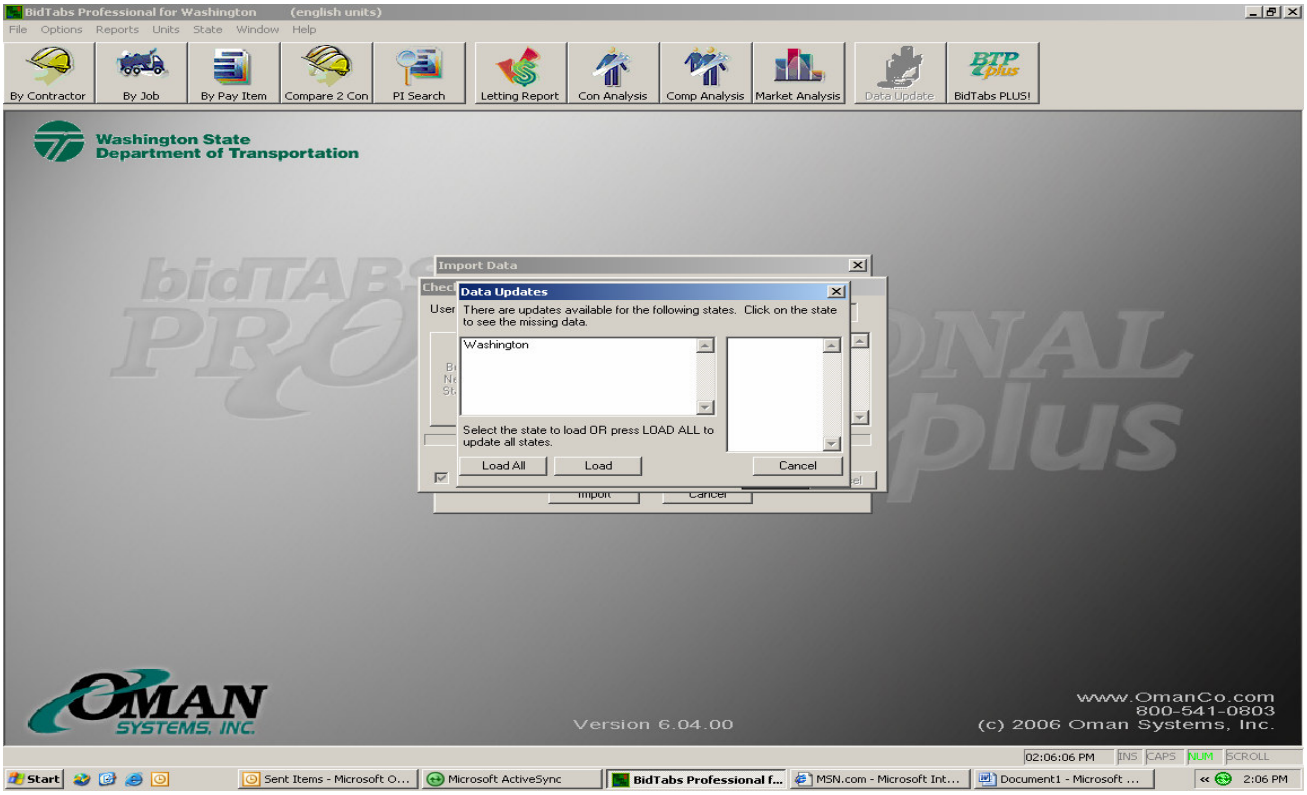
This screen will ask you where you want to import data from, check the middle button **"Import data from the internet"** then click on the **"Import"** button at the bottom of the box.



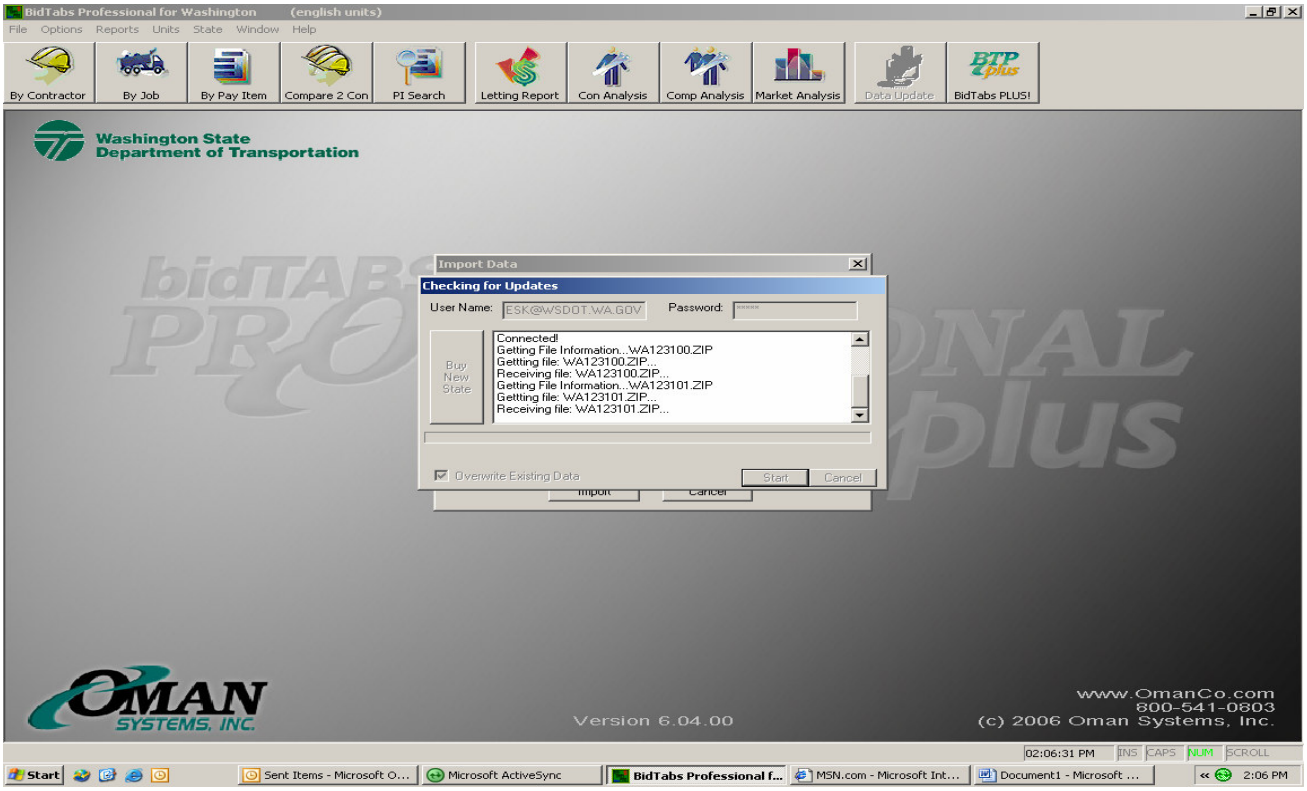
This will bring up a panel stating **'Checking for Updates'** check the box in the lower left corner for **<u>"Overwrite Existing Data"</u>** then click **<u>"Start"</u>** button.

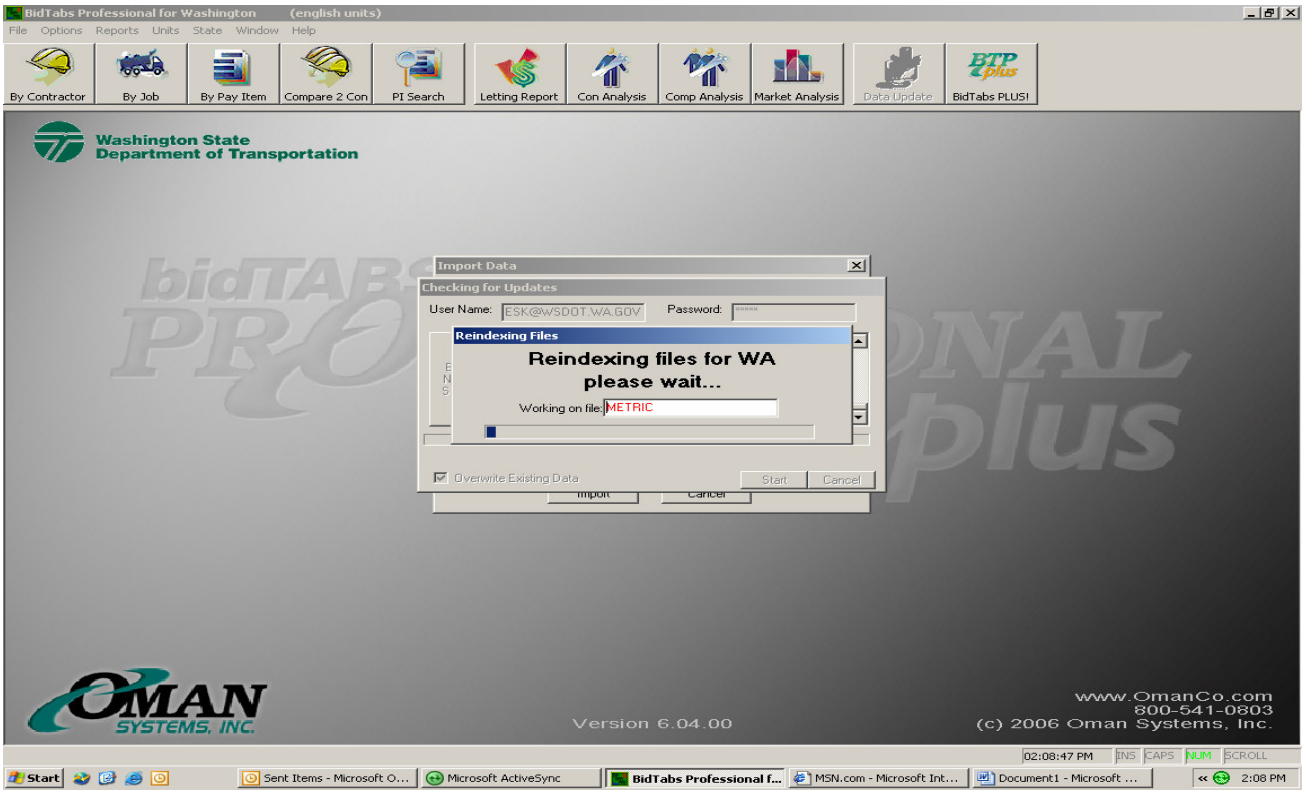


On this panel check **"Load All"** button and wait. The program will now automatically load all current projects into the databases.

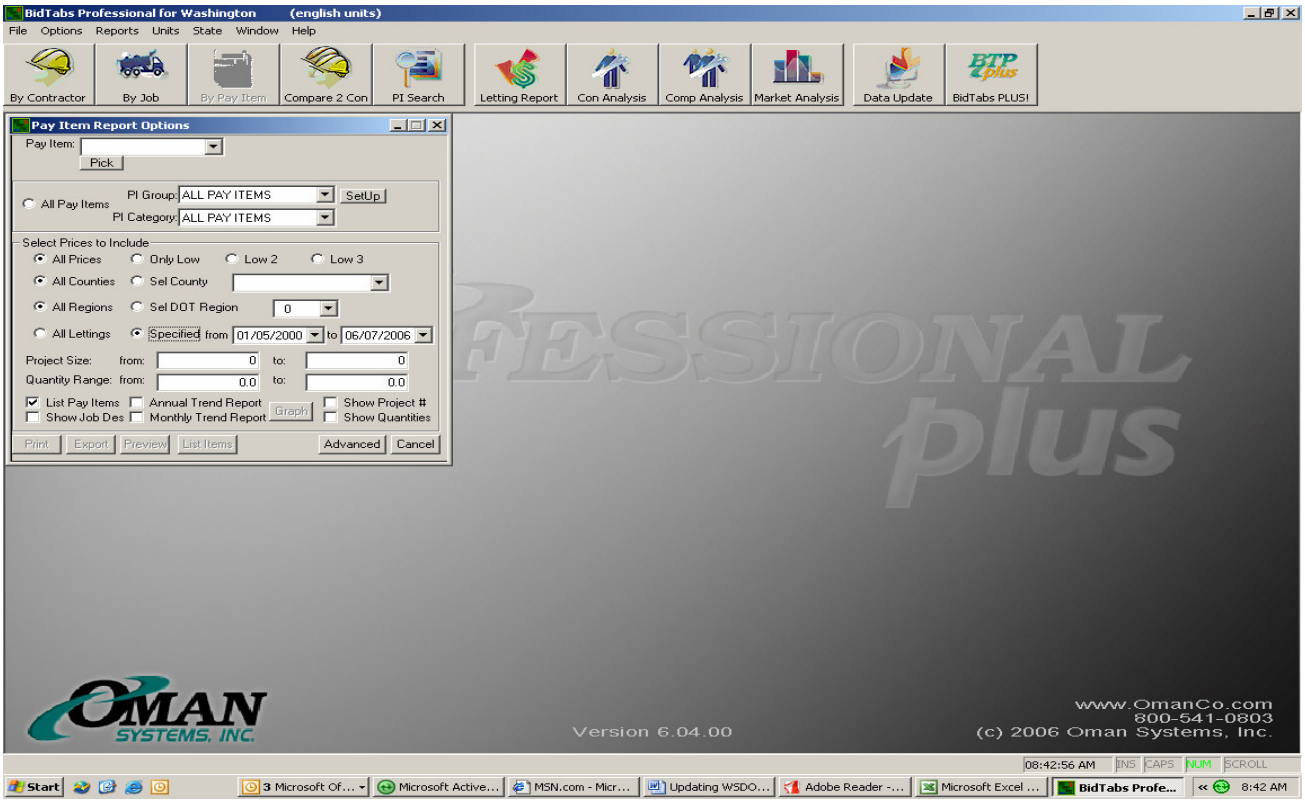


The next two screens will pop up and then disappear if there are no problems with the down load.





When the download is complete you should have the most current bid information available. If you don't or if you have any additional questions please give us a call at 705 7464 or 705 7456.



To verify that you have the most current information available click on the "**By Pay Item**" button, then in the area of All Lettings click on **Specified** and the available date ranges will be shown in the two boxes.