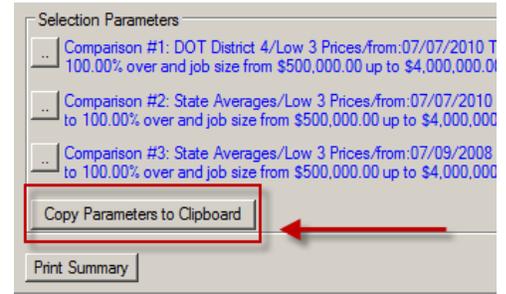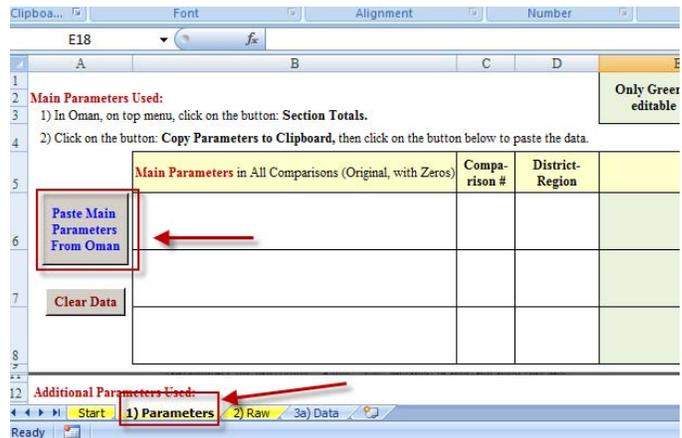# Using the Excel file "Estimate Analysis Template"

1) Copy Search/ Parameters Sets:
   Click on **Section Totals** button, then on the button:
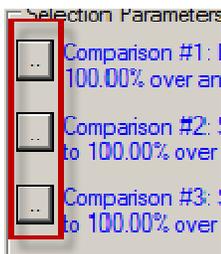   **"Copy Parameters to Clipboard".** You can paste the data in Excel or Word

Open the Excel template file and click on the button to paste the data in:
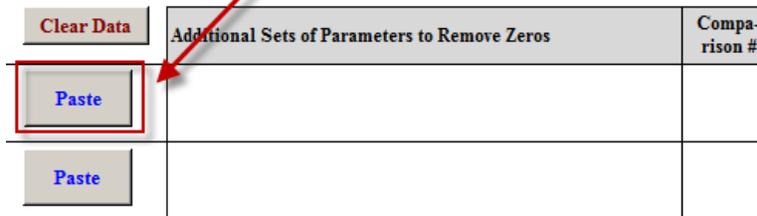 **"1) Parameters"** Sheet:

Important: Do the above step as soon as you fill the three comparisons.
To remove the remaining zeros:

> **Case 1**: If you use "**Load All State Average**" again, the new set of parameters would overwrite the existing**.** In this case, click on the button next to the Comparison that was changed to copy the data, then click on the button below to paste it in Excel.

> **Case 2**: If you use "**Load One PI – State Average**", then no changes will apply to the Selection Parameters text. In this case, it is a good idea to record what was done by filling the sort code and comments in Excel:
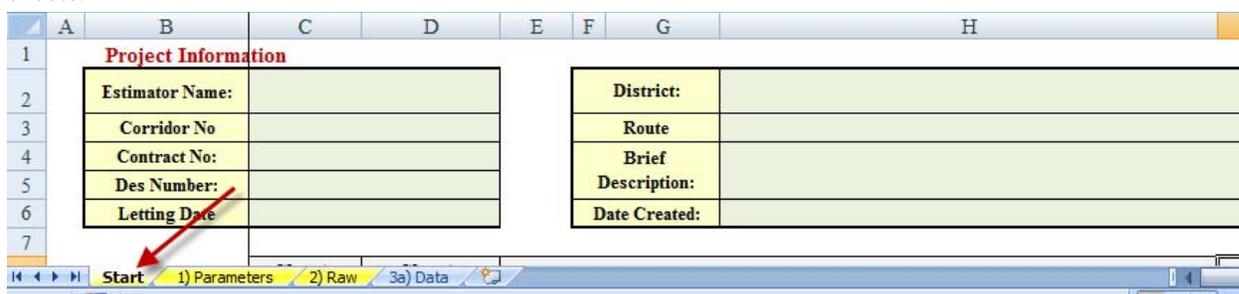
2) Make sure that you copy the selected Comparison prices to be the **Unit Price**. Click on any comparison column in Oman, then click on the right button of the mouse and select: **Copy Prices**.

Decide which Comparison to be the Unit Price which will be called the "**Selected Set**" in the Excel template.

3) In Oman, click on the corner of the page, then on **Crtl + C**, this would copy all data in the screen.

Back to the Excel template file and click on the button to paste the data in: "**2) Raw**" sheet

4) Click on Start sheet in the Excel template and fill the project information which will be linked to other sheets.

5) In the sheet, unhide what you need to do for your analysis.

	Sheet Number	Sheet Title	Sheet Content	Hide/Unhide Sheet	Editable?
Main Raw Data From Oman	1	**Parameters**	Sheet where to paste any set of Parameters used in each Comparison.	Always Visible	Yes, Some cells
	2	**Raw Data**	Sheet where to Paste the raw data from Oman	Always Visible	No, Just Paste Data From Oman
Main Data Linked	3a	**Data**	Contains links to all data imported from Oman: Formatted, filtered, ranked and other calculations.	Always Visible	(Select x) Column for Selected Set
	3b	*Zeros*	Contains items originally with zeros, and how they were replaced using the 3 steps method (**see below**).	*Hidden* Unhide Hide	No
Analyzing Top 20 Items In The Selected Set	4a	*Top 20*	Compared the top 20 items in the **Selected Set** to all comparisons for the same items.	*Hidden* Unhide Hide	No
	4b	*Graph*	The graph of the top 20 items in the Selected Set compared to the same items in other sets.	*Hidden* Unhide Hide	No
	4c	*Adjust*	Comparing all sets to the Selected Set graph, with the ability to adjust each set from -25% and up to 75%. Users can also overwrite the item prices.	*Hidden* Unhide Hide	Yes
	4d	*Adjusted*	Summary of what was changed, adjusted in all Item Prices in Sheet **4c**	*Hidden* Unhide Hide	No
Analyzing Top 20 Items In Each Comparison	5a	*Top All*	Shows the top 20 items in each set	*Hidden* Unhide Hide	No
	5b	*Graph*	Shows the graph of the top 10 items in each set	*Hidden* Unhide Hide	No
	5c	*Graph*	Shows the top 10 items in each set compared to the same items in the selected set	*Hidden* Unhide Hide	No
	6	*Sec.*	Shows the total $ amount per Main Section for each set. The section numbers are according to the Specification Book of 2012 edition.	*Hidden* Unhide Hide	No

Note: The main sheets to start with are:

- **Sheet 3a**: where data for all comparisons are shown. Each column can be filtered and the data gets updated to show the total for the filtered rows.
- **Sheet 4a**: Shows the top 20 items in the **Selected Set** compared to the other sets. The first column contains the ranks of each item and can be filtered; the data gets updated to show the total for the filtered rows.
- **Sheet 4b**: Show the data of Sheet 4a, but with a graph. Use the filter in the first column to show selected items.
- **Sheet 5a**: Shows the top 20 of each Comparison
- **Sheet 5b**: Shows the graph of the top 20 items of each set.