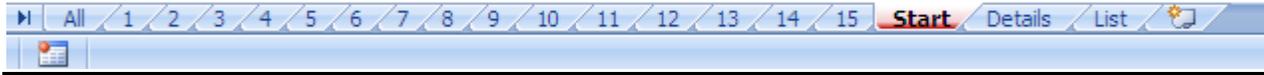**Using the Excel file "Multiple Des Template, Regular" (Revised 6/22/2012)**

Part 1: Entering Data

The template has sheets for up to 15 Des Numbers. Starting from left:

Sheet Number-Title	Sheet Content	Editable?
All	The first sheet that combines pay items from all Des numbers. This is the sheet to be imported into Oman to get unit prices for the whole contract	**No**
1 - 15	Fifteen sheets for 15 Des numbers. Users can enter the Item Numbers, The Supplements and the Quantities. The rest are linked.	Only in columns with green headings.
Start	The sheet where the project descriptions can be entered. The data entered is linked to all other sheets	Only in green cells.
Details	Shows in details the quantities of all items and how they are distributed per each Des. The data is linked, but can be filtered.	**No**
List	The official Pay Item List in CES that is updated once a month by INDOT.	**No**

1) Open the Excel file, and make sure to **enable macros** if you get this message on the top.

2) Enter the project data in the "**Start**" sheet. You can fill green cells only and the data is linked to other sheets:

3) Now, open sheet #1 to enter the data for first Des number. **Only Columns with green headings** can be edited, the rest are linked and protected.

A	B	C	D	E	F	G
[Trim Item Numbers]	[Sort Item No.]	Contract: 30222 , Des. #: 1111221	[Print Preview]		[Reset Data]	[Reset Format]
Comments	Item Number	Item Description	[Link Description and Unit to Current PI List]	Supplemental Description	Enter Quantity	Unit	Warning? (Formulas, Protected)

The item numbers must be on this format ###-#####, for example: 726-92406. The "-" in the middle must be typed and no space between, before or after the item number cell. The following buttons are on the top:

- **Trim Item Numbers**: Click on it to clean any extra spaces in the item number.
- **Sort Item No.**: To sort the item number column numerically.
- **Link Description and Unit to Current PI List**: By default, all item numbers are linked to the current pay item list. However, you could overwrite the links when you paste the data from another file or when you manually type. By clicking on the button, all links are back.
- **Reset Data**: This will clear all data in the green columns including the links in the Item Description and Unit. However, links can be returned using the button above.
- **Reset Format**: This will return the original format in case of changes in font, color, lines..etc.

The last column is for any warning. Type of warnings that might appear in each sheet:

- **Item # Not Found**: The message will appear if the item number is not part of the latest Pay Item list published by INDOT which is part of this file and gets updated every few weeks. CES will only import item numbers that are part of the latest PI list.
- **Fix Item # Format**: if the item number is not typed correctly, missing a digit or has extra spaces.
- **Supp. Req**: when the item requires supplemental description, otherwise it will not be imported into CES.
- **Duplicate**: when an item number is used more than once in the same Des. It is ok if they have different supplemental description.
- **Total does not match. Identical Items, Same Des:** when an item number is used more than once in the same Des, but with same item description and supplemental description. They should be combined as one item, or add supplemental description to each. This warning can only be seen in the "**Details**" sheet.

Important Notes to Avoid Errors:

- If you are copying Item Numbers, Descriptions or Quantities from different files, then make sure to past the data using: **Paste Values**.
- It is strongly recommended that you **only enter the item number**, and let the Description and Unit columns to be linked. Otherwise, it would cause errors if items with same numbers are not completely identical in the description and the Unit columns. For example, Excel would use L.F.T as different from LFT.
- If the item number is not recognized and you get the message (*Item # Not Found*), then you can manually write the description and the unit until the item is approved by INDOT.
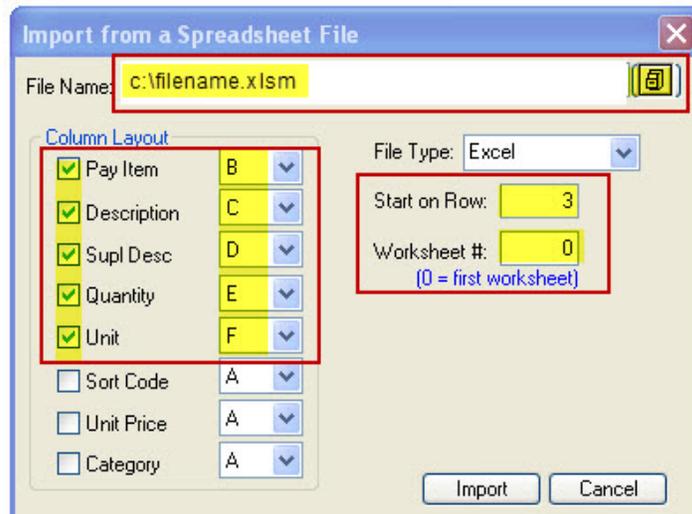
4) After entering the data for all des numbers, open the sheet "**All**" and click on "**Refresh Data**"

A	B	C	D	E	F	G	H
178	By: John Smith	I-65 Project from I-865 to SR 32	Contract: 30222 , Dist.: C	4 Des., Letting: 12/2/2012		Refresh Data	Print Preview
Lir	Item	Description	Supplemental Description	Total Quantity	Unit	# of Occuran	Warning?
1	105-06845	CONSTRUCTION ENGINEERING		1	LS	3	
2	110-01001	MOBILIZATION AND DEMOBILIZATION		1	LS	3	
3	201-52370	CLEARING RIGHT OF WAY		1	LS	1	
4	202-02240	PAVEMENT REMOVAL		10050	SYS	1	
5	202-5132	PRESENT STRUCTURE, REMOVE PORTIONS		1	LS	1	

This is the sheet that will be imported to Oman. It is the first sheet, or sheet 0

5) Save the file, and keep it with *xlsm* extension. Otherwise all macros became disabled.

6) Now, import into Oman the data using the following layout:

Import from a Spreadsheet File

File Name: c:\filename.xlsm

Column Layout
- ☑ Pay Item — B
- ☑ Description — C
- ☑ Supl Desc — D
- ☑ Quantity — E
- ☑ Unit — F
- ☐ Sort Code — A
- ☐ Unit Price — A
- ☐ Category — A

File Type: Excel

Start on Row: 3

Worksheet #: 0
(0 = first worksheet)

Import   Cancel

7) You can also click on the sheet "**Details**" which shows all items and how they were distributed in each Des. It also has a warning column like the other sheets, but with an extra warning in this sheet:
Total does not match. Identical Items, Same Des: when an item number is used more than once in the same Des, but with same item description and supplemental description. They should be combined as one item, or add supplemental description to each.
.

Item	Description	Total Quantity	Unit	Warning?	Des. 1	Des. 2	Des. 3	Des. 4
724-51925	STRUCTURAL EXPANSION JOINT, SS	198	LFT		100	98		
726-92406	BEARING ASSEMBLY, ELASTOMERIC	16	EACH		12	4		
801-08401	TEMPORARY TRAFFIC BARRIER, TYPE 2	9500	LFT	Total does not match. Identical Items, Same Des			8800	
808-06716	LINE, REMOVE	9800	LFT				9800	

Notice that total for the above item is 9500, but it shows 8800 in Des 3. This is because the same identical item was repeated more than once, and only the first one was linked.