

AASHTOWare Project Estimation

Adding and Removing Items in a Cost Estimate

Printable Companion Handout



[Navigating to Cost Estimates for a Project](#)

To begin, navigate to the Cost Estimates menu. See Navigation Essentials for more information on navigation.

1. Start at the Home menu.
2. Look for the Preconstruction section of the component. Under Preconstruction, click on “Projects”
3. There will be a search bar on the top left. Search for the relevant DES number for your project, then click on the DES number of the project you want to open.
4. Navigate to the Quick Links portion of your screen and click on “Cost Estimate”
5. Click on the “Cost Estimates” option on the left side of the screen.

Afterwards, you may create or navigate to any cost estimates. For a visual guide, see the “Navigation Essentials” tutorial video.

Navigating to the Item Pricing Worksheet

The Item Pricing Worksheet tab is the simplest way to view items, quantities, and unit prices in one table. Once you’re in a cost estimate, navigate to the Item Pricing Worksheet through the Item Pricing Worksheet Quick Link:

The screenshot shows the AASHTOWare Project Estimation software interface. At the top, there's a navigation bar with tabs like "Home", "Previous", "My Pages", and "Current Role: INDOT DESIGN". Below this is a "Cost Estimate Summary" section for Project: 1900051_07. The interface is divided into a left sidebar with a menu (General, Cost Summary, Categories, etc.) and a main content area. The main content area has a "Parent Attributes" section with fields for Associated Type, Project, Entity, Entity Description, Spec Book, and Unit System. Below this is an "Estimate Information" section with fields for Cost Estimate Name, Cost Estimate Descr, Estimate Stage, Estimated By, Design Build, Profile, Lanemiles, Estimate Type, and Vendor Access. The "Estimate Stage" is set to "STG3 - Design Stage 3 In Progress". The "Estimate Type" is set to "INDOT - INDOT Estimate". The "Vendor Access" is set to "00-0000600".

In a new cost estimate, there should not be any items in the Item Pricing Worksheet, shown below:

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Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Cost Estimate: Test 1900051_07 Save ?

Project: 1900051_07

Type search criteria or press Enter System Default

Total Cost Estimate Items

0.00

No rows found matching criteria.

0 added 0 marked for deletion 0 changed

New Select Items...

Showing 0 of 0

Adding Items to a Cost Estimate

Items may be added to a cost estimate manually by typing a pay item number or description. To learn about importing, see Importing Files.

1. Click on the “New” button in the component

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Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Cost Estimate: Test 1900051_07 Save ?

Project: 1900051_07

Type search criteria or press Enter System Default

Total Cost Estimate Items

0.00

0 added 0 marked for deletion 0 changed

New Select Items...

Showing 0 of 0

2. A new line should appear in the table. In the Item column, click twice then type a pay item number or description and press Enter.

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Item Pricing Worksheet

Cost Estimate: Test 1900051_07 Save ?

Project: 1900051_07

Type search criteria or press Enter System Default

Total Cost Estimate Items

0.00

1 added 0 marked for deletion 0 changed

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rqd	Comments	Active
												Yes

New Select Items...

Showing 0 of 0

3. Once you press enter, a list of pay items will appear as a drop-down menu. Select the pay item applicable to your project.

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Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Cost Estimate: Test 1900051_07 Save ?

Project: 1900051_07

Type search criteria or press Enter System Default

Total Cost Estimate Items: 0.00

1 added 0 marked for deletion 0 changed

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
		105-06845	CONSTRUCTION ENGINEERING	LS	1.000				No		105-06845	Yes

Showing 0 of 0

4. Press the “Save” button to save the typed pay item into your cost estimate.

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Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Cost Estimate: Test 1900051_07 Save ?

Project: 1900051_07

Type search criteria or press Enter System Default

Total Cost Estimate Items

1 added 0 marked for deletion 0 changed

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
		105-06845	CONSTRUCTION ENGINEERING	LS	1.000				No		105-06845	Yes

Showing 0 of 0

Adding Multiple Items to a Cost Estimate

1. To select and add multiple pay items at once, click the “Select Items” button at the bottom of the spreadsheet

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Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

Cost Estimate: Test 1900051_07 Save ?

Project: 1900051_07

Type search criteria or press Enter System Default Showing 3 of 3

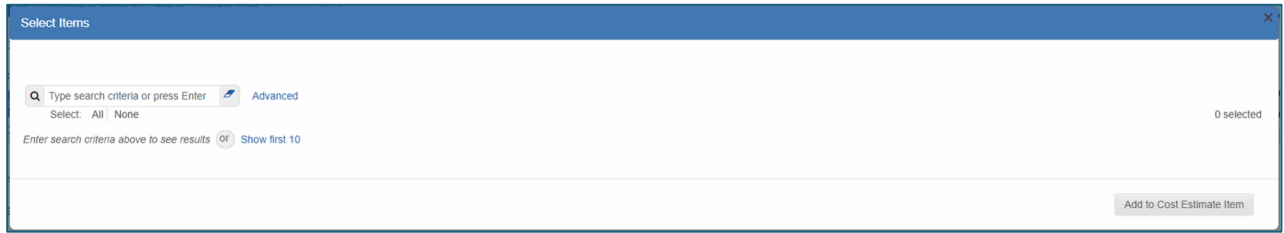
Total Cost Estimate Items: 0.00

0 added 0 marked for deletion 0 changed

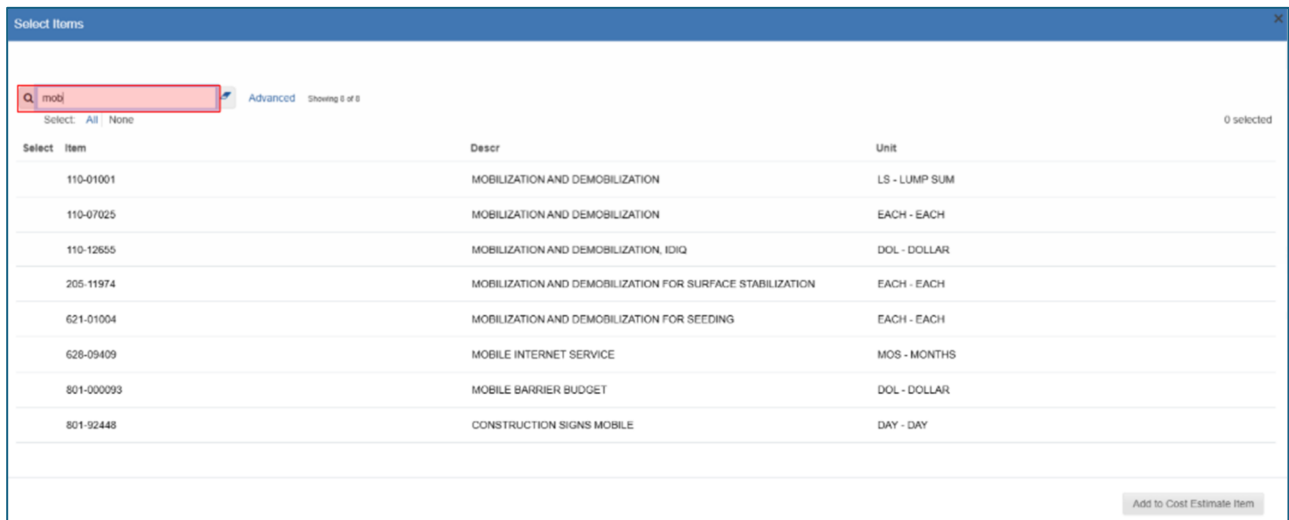
Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
	1	105-06845	CONSTRUCTION ENGINEERING	LS	1.000	0.00000	Reference	0.00	No			Yes
	2	381-12314	COMPACTED AGGREGATE, NO. 53	CYS	100.000				No			Yes
	3	214-12238	GEOTEXTILE FOR PAVEMENT, TYPE 2A	SYS	20.000				No		214-B-704	Yes

Showing 3 of 3

2. The Select Items pop-up window will appear

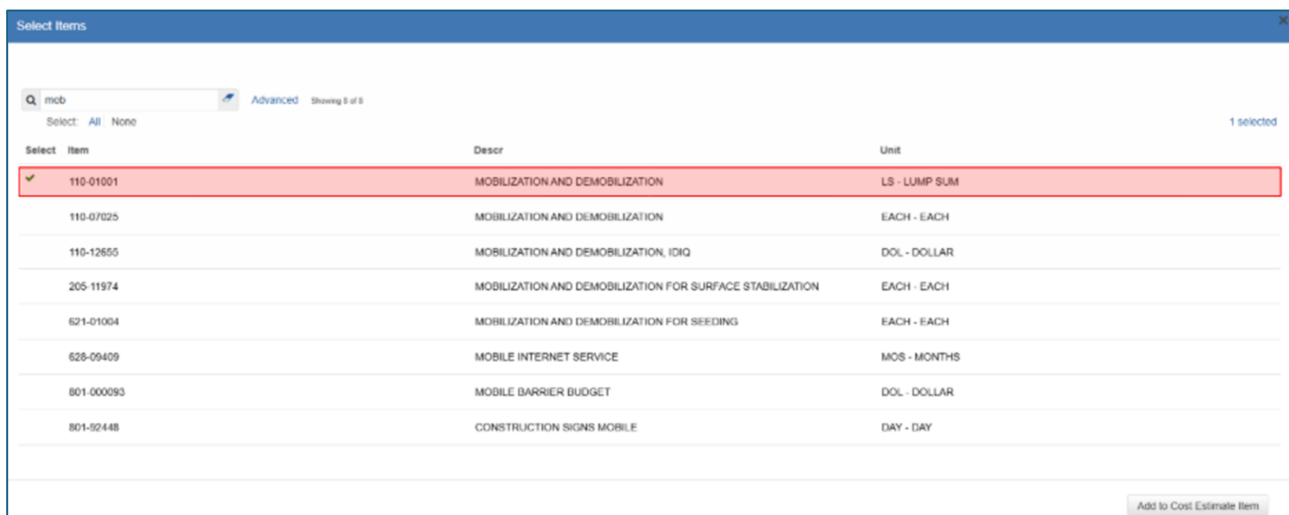


3. Use the search function on the top left to type in desired items. Items may be inserted as pay-item numbers or as descriptions. Press Enter after typing in your search.



Select	Item	Descr	Unit
	110-01001	MOBILIZATION AND DEMOBILIZATION	LS - LUMP SUM
	110-07025	MOBILIZATION AND DEMOBILIZATION	EACH - EACH
	110-12655	MOBILIZATION AND DEMOBILIZATION, IDIQ	DOL - DOLLAR
	205-11974	MOBILIZATION AND DEMOBILIZATION FOR SURFACE STABILIZATION	EACH - EACH
	621-01004	MOBILIZATION AND DEMOBILIZATION FOR SEEDING	EACH - EACH
	628-09409	MOBILE INTERNET SERVICE	MOS - MONTHS
	801-000093	MOBILE BARRIER BUDGET	DOL - DOLLAR
	801-92448	CONSTRUCTION SIGNS MOBILE	DAY - DAY

4. Select the pay item you want to add. Ensure there is a green checkmark to the left to confirm that the item is selected.



Select	Item	Descr	Unit
✓	110-01001	MOBILIZATION AND DEMOBILIZATION	LS - LUMP SUM
	110-07025	MOBILIZATION AND DEMOBILIZATION	EACH - EACH
	110-12655	MOBILIZATION AND DEMOBILIZATION, IDIQ	DOL - DOLLAR
	205-11974	MOBILIZATION AND DEMOBILIZATION FOR SURFACE STABILIZATION	EACH - EACH
	621-01004	MOBILIZATION AND DEMOBILIZATION FOR SEEDING	EACH - EACH
	628-09409	MOBILE INTERNET SERVICE	MOS - MONTHS
	801-000093	MOBILE BARRIER BUDGET	DOL - DOLLAR
	801-92448	CONSTRUCTION SIGNS MOBILE	DAY - DAY

5. To add another item, use the search function to pull up your desired pay item. The pay item you selected earlier will still be selected.

Select Items

Q

construction

Advanced

Showing 9 of 9

Select: All None

2 selected

Select	Item	Descr	Unit
☒	105-06845	CONSTRUCTION ENGINEERING	LS - LUMP SUM
☐	105-09645	CONSTRUCTION ENGINEERING AND INSPECTION UTILITY RELOCATION	LS - LUMP SUM
☐	105-11823	CONSTRUCTION ENGINEERING GPS ROVER	LS - LUMP SUM
☐	801-03290	CONSTRUCTION SIGN, TYPE C	EACH - EACH
☐	801-03291	CONSTRUCTION SIGN, TYPE D	EACH - EACH
☐	801-06640	CONSTRUCTION SIGN, TYPE A	EACH - EACH
☐	801-06645	CONSTRUCTION SIGN, TYPE B	EACH - EACH
☐	801-92448	CONSTRUCTION SIGNS MOBILE	DAY - DAY
☐	LAG-PARA	Example Parametric Item for Construction Signs	EACH - EACH

Add to Cost Estimate Item

6. To view your selected item, click on “[X] selected” on the top right corner

Select Items

Q

construction

Advanced

Showing 9 of 9

Select: All None

2 selected

Select	Item	Descr	Unit
☒	105-06845	CONSTRUCTION ENGINEERING	LS - LUMP SUM
☐	105-09645	CONSTRUCTION ENGINEERING AND INSPECTION UTILITY RELOCATION	LS - LUMP SUM
☐	105-11823	CONSTRUCTION ENGINEERING GPS ROVER	LS - LUMP SUM
☐	801-03290	CONSTRUCTION SIGN, TYPE C	EACH - EACH
☐	801-03291	CONSTRUCTION SIGN, TYPE D	EACH - EACH
☐	801-06640	CONSTRUCTION SIGN, TYPE A	EACH - EACH
☐	801-06645	CONSTRUCTION SIGN, TYPE B	EACH - EACH
☐	801-92448	CONSTRUCTION SIGNS MOBILE	DAY - DAY
☐	LAG-PARA	Example Parametric Item for Construction Signs	EACH - EACH

Add to Cost Estimate Item

Select Items

Q

Type search criteria or press Enter

Advanced

Select: All None

Remove selected filter

Select	Item	Descr	Unit
☒	110-01001	MOBILIZATION AND DEMOBILIZATION	LS - LUMP SUM
☒	105-06845	CONSTRUCTION ENGINEERING	LS - LUMP SUM

Add to Cost Estimate Item

7. Once your desired items are selected, click “Add to Cost Estimate Item” on the bottom right

Select Items

Q

Type search criteria or press Enter

Advanced

Select: All None

Remove selected filter

Select	Item	Descr	Unit
✓	105-06845	CONSTRUCTION ENGINEERING	LS - LUMP SUM
✓	110-01001	MOBILIZATION AND DEMOBILIZATION	LS - LUMP SUM
✓	201-52370	CLEARING RIGHT-OF-WAY	LS - LUMP SUM

Add to Cost Estimate Item

- The pay items should be added to the Item Pricing Worksheet. Enter relevant quantities to your new pay items, then click “Save” on the top right of your screen.

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Overview Cost Estimate Cost Estimate Items

Item Pricing Worksheet

There are unsaved changes.

Cost Estimate: Test 1900051_07

Save

Project: 1900051_07

Q

Type search criteria or press Enter

System Default

Showing 2 of 2

Total Cost Estimate Items

Delete

3 added 0 marked for deletion 0 changed

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
	1	381-12234	COMPACTED AGGREGATE, NO. 53	CYS	100.000					No		Yes
	2	214-12236	GEOTEXTILE FOR PAVEMENT TYPE 3A	SYS	20.000					No	214-R-734	Yes
		105-06845	CONSTRUCTION ENGINEERING	LS						No	105-06845	Yes
		110-01001	MOBILIZATION AND DEMOBILIZATION	LS						No	110-01001	Yes
		201-52370	CLEARING RIGHT-OF-WAY	LS						No	201-C-052	Yes

Now

Select Items...

Showing 2 of 2

Removing Items from a Cost Estimate

- Items may be removed from the Item Pricing Worksheet by using the Delete button. The Delete button should only appear once there are pay items in the Item Pricing Worksheet.

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Item Pricing Worksheet

Save Complete

Cost Estimate: Test 1900051_07 -

Save

Project: 1900051_07

Q

Type search criteria or press Enter

System Default

Showing 3 of 3

Total Cost Estimate Items

0.00

Delete

0 added 0 marked for deletion 0 changed

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
	1	105-06845	CONSTRUCTION ENGINEERING	LS	1.000					No		Yes
	2	110-01001	MOBILIZATION AND DEMOBILIZATION	LS	1.000	0.00000	Reference	0.00		No		Yes
	3	201-52370	CLEARING RIGHT-OF-WAY	LS	1.000					No	201-C-052	Yes

Now

Select Items...

Showing 3 of 3

- To delete specific pay items, click on the row of the desired pay item. To select all pay items or to select none of the pay items, click on “All” or “None” respectively.

Delete

Delete: All None Cancel

0 added 2 marked for deletion 0 changed

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
	1	105-06845	CONSTRUCTION ENGINEERING	LS	1.000					No		Yes
	2	110-01001	MOBILIZATION AND DEMOBILIZATION	LS	1.000	0.00000	Reference	0.00		No		Yes
	3	201-52370	CLEARING RIGHT-OF-WAY	LS	1.000					No	201-C-052	Yes

3. To confirm pay item deletion, press the Save button. The component should refresh without showing the deleted pay items.

The screenshot shows the 'Item Pricing Worksheet' for 'Cost Estimate: Test 1900051_07'. The 'Total Cost Estimate Items' is 0.00. A table with one item is displayed:

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
	1	105-06845	CONSTRUCTION ENGINEERING	LS	1.000					No		Yes

Buttons: Delete, New, Select Items... A 'Save' button is in the top right.

Pay items may also be deleted individually through an alternative method:

1. Navigate to the Item Pricing Worksheet
2. Find the item you want to delete, and locate the carrot on the right of the pay item's row

The screenshot shows the 'Item Pricing Worksheet' with five items. A red box highlights the delete icon (a small triangle) on the right side of the second item's row.

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
	1	261-12234	COMPACTED AGGREGATE, NO. 53	CYS	100.000					No		Yes
	2	214-12238	GEOTEXTILE FOR PAVEMENT, TYPE 2A	SYS	20.000					No	214-R-734	Yes
	3	105-06845	CONSTRUCTION ENGINEERING	LS	1.000					No		Yes
	4	110-01001	MOBILIZATION AND DEMOBILIZATION	LS	1.000	0.00000	Reference	0.00		No		Yes
	5	261-52379	CLEARING RIGHT-OF-WAY	LS	1.000					No	261-C-052	Yes

Buttons: Delete, New, Select Items... A 'Save' button is in the top right.

3. To mark the item for deletion, click on the trash can icon

The screenshot shows the 'Item Pricing Worksheet' with five items. A red box highlights the trash can icon on the right side of the second item's row.

Cat ID	Line	Item	Descr	Unit	Quantity	Unit Price	Price Source	Ext Amt	Supp Descr	Supp Rpt	Comments	Active
	1	261-12234	COMPACTED AGGREGATE, NO. 53	CYS	100.000					No		Yes
	2	214-12238	GEOTEXTILE FOR PAVEMENT, TYPE 2A	SYS	20.000					No	214-R-734	Yes
	3	105-06845	CONSTRUCTION ENGINEERING	LS	1.000					No		Yes
	4	110-01001	MOBILIZATION AND DEMOBILIZATION	LS	1.000	0.00000	Reference	0.00		No		Yes
	5	261-52379	CLEARING RIGHT-OF-WAY	LS	1.000					No	261-C-052	Yes

Buttons: Delete, New, Select Items... A 'Save' button is in the top right.

Note: If you mark an item for deletion and you change your mind, click the “Undo Delete” button on the right side of the item as shown:



Item Pricing Worksheet

Cost Estimate: 2300752JD_Est - SR 931 NB Bridge over Kokomo Creek, 02.55 miles N SR 44

Save ?

Project: 2300752JD

Type search criteria or press Enter

System Default

Showing 10 of 19

Total Cost Estimate Items

105.00

Delete

0 added | 1 marked for deletion | 0 changed

1 - BRIDGE RE...	1	105-00545	CONSTRUCTION ENGINEERING	LS	1.000							No	Yes
1 - BRIDGE RE...	2	110-01091	MOBILIZATION AND DEMOBILIZATION	LS	1.000	5.00000	Reference			5.00		No	Yes
1 - BRIDGE RE...	3	201-52379	CLEARING RIGHT-OF-WAY	LS	1.000	100.00000	Ad Hoc			100.00		No	201-C-052
1 - BRIDGE RE...	4	202-02240	PAVEMENT REMOVAL	SYS	410.000							No	Yes

4. Click the “Save” button on the top right

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Cost Estimate

Cost Estimate Items

Item Pricing Worksheet

Cost Estimate: Test 1900051_07

Save ?

Project: 1900051_07

Type search criteria or press Enter

System Default

Showing 5 of 5

Total Cost Estimate Items

0.00

Delete

0 added | 1 marked for deletion | 0 changed

1	301-12234	COMPACTED AGGREGATE, NO. 53	CYS	100.000								No	Yes
2	214-12238	GEOTEXTILE FOR PAVEMENT, TYPE 3A	SYS	20.000								No	214-B-754
3	105-00545	CONSTRUCTION ENGINEERING	LS	1.000								No	Yes
4	110-01091	MOBILIZATION AND DEMOBILIZATION	LS	1.000	0.00000	Reference			0.00			No	Yes
5	201-52379	CLEARING RIGHT-OF-WAY	LS	1.000								No	201-C-052

New

Select Items...

Showing 5 of 5