

AASHTOWare Project Estimation

Snapshots

Printable Companion Handout



What are Snapshots?

Snapshots are read-only copies of a cost estimate which can be used to document the variations in an estimate throughout project development.

Working with Snapshots

To find, view, or create **snapshots** in AASHTOWare Project Estimation, navigate to the **Cost Estimate Summary** page for your specific project. Snapshots store read-only audit trails of your cost data (including quantities, unit prices, and estimates) across different milestones and design phases.

System-Generated Snapshots

Snapshots will be automatically captured when an “Estimate Stage” phase is changed to any phase name that includes “End”. These will automatically appear in your snapshot history when a major event (such as a milestone phase transition) takes place.

A screenshot of a software interface showing a dropdown menu for "Estimate Stage". The menu is open, displaying a list of stages. The current selected stage is "STG1 - Design Stage 1 In Progress". Other visible stages include "SCPE - Scoping End", "STG2 - Design Stage 2 In Progress", "STG3 - Design Stage 3 In Progress", "FT - Final Tracing In Progress", and "RFC - Ready for Contracts In Progress". Several stages are highlighted in yellow, indicating they are "End" states: "STG1E - Design Stage 1 End (30% Complete)", "STG2E - Design Stage 2 End (60% Complete)", "STG3E - Design Stage 3 End (90% Complete)", "FTE - Final Tracing End", and "RFCE - Ready for Contracts End". The word "End" in these highlighted items is underlined.

Tip: Be sure to hit “Save” after changing the estimate stage

Indiana Department of Transportation

Home | Previous | My Pages | Current Role: INDC | There are unsaved changes.

Overview | Contingency Assignment | Funding: Assign to Items | Fund Package Overview | Life Cycle Costs | Typical Sections | Item Pricing Worksheet

Cost Estimate Summary

▼ Cost Estimate: 2002071Reg - Save ?

Project: MCB BBR

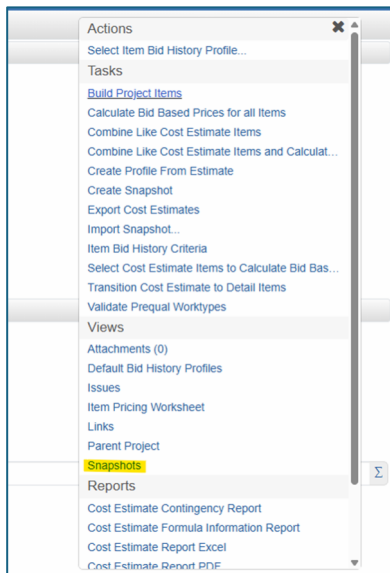
General
Cost Summary
Categories
Cost Estimate Items
Variables
Adhoc Pricing
Non-Construction Costs
Markups
Annualization

Parent Attributes
Associated Type
Project
Entity
MCB BBR
Entity Description
MCB Test
Spec Book
10
Estimate Information
Cost Estimate Name
2002071Reg
Cost Estimate Descr

Estimate Stage
STG1E - Design Stage 1 End (30% Complete)
Design Build
☐
Profile
No
Lanemiles

Estimate Type

To check your Snapshots, navigate to the Cost Estimate Summary, then click on the Component Actions Menu. The drop-down menu will feature a “Snapshots” option, shown below:



Tip: The snapshot may take a few seconds to populate. If you’re looking at the Cost Estimate Snapshot overview and don’t see a new snapshot, try refreshing the screen.

Cost Estimate

Cost Estimate Snapshot Overview

▼ Cost Estimate Snapshot Overview Save ?

Type search criteria or press Enter Advanced Showing 1 of 1

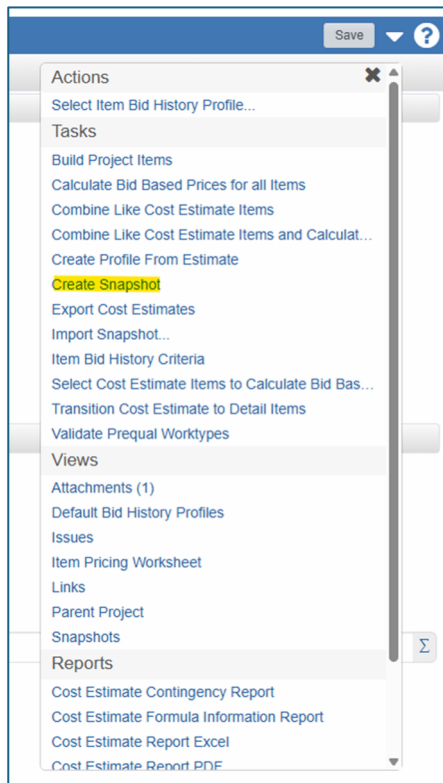
0 marked for deletion | 0 changed

Sequence	Estimate Stage	Cost Estimate Total	Description	Snapshot Type	Created	Created Dt
001	STG1E - Design Stage 1 End (30% Complete)	11,500.00	Create snapshot and notification to Estim	Manual	CreateCostEstimateSnap	06/25/2026 9:18:07 AM

Manually-Generated Snapshots

If you want to create your own snapshot (i.e., after an entire price refresh or before making "what-if" parameter changes), follow the instructions below:

1. Open the active cost estimate.
2. Open the Component Actions Menu (white carrot in top right corner of the screen).



3. Select **Create Snapshot**.
4. Enter a description for the snapshot, including the reason (i.e. "STG2 Design Milestone") and the date.

A screenshot of the 'Add Cost Estimate Snapshot' form in the Indiana Department of Transportation software. The form is titled 'Add Cost Estimate Snapshot' and includes a 'Save' button. The form has several fields: 'Entity', 'Cost Estimate Name' (with value 'Est_2200655'), 'Snapshot Type' (with value 'Manual'), and 'Snapshot Reason' (a dropdown menu). The 'Description' field is highlighted in red and contains the text 'STG2 Design Milestone; 7/21/2025'. There is also a 'Remarks' section with a 'Type' dropdown and a 'Remark' text area.

5. Select a Snapshot Reason from the dropdown menu on the right.

Indiana Department of Transportation

Current Role: INDOT_DESIGN

Cost Estimate

Add Cost Estimate Snapshot

▼ Add Cost Estimate Snapshot

Entity

Cost Estimate Name

Est_2200655

Description

STG2 Design Milestone, 7/21/2025

Snapshot Type

Manual

Snapshot Reason

Test - Test

Remarks

Type

Remark

- If desired, you can attach a remark to the Snapshot. Attach a remark by selecting a Type from the dropdown menu on the left, and typing in a remark on the right.

Indiana Department of Transportation

Current Role: INDOT_DESIGN

Cost Estimate

Add Cost Estimate Snapshot

▼ Add Cost Estimate Snapshot

Entity

Cost Estimate Name

Est_2200655

Description

STG2 Design Milestone, 7/21/2025

Snapshot Type

Manual

Snapshot Reason

Test - Test

Remarks

Type

Comments - Designer Comments

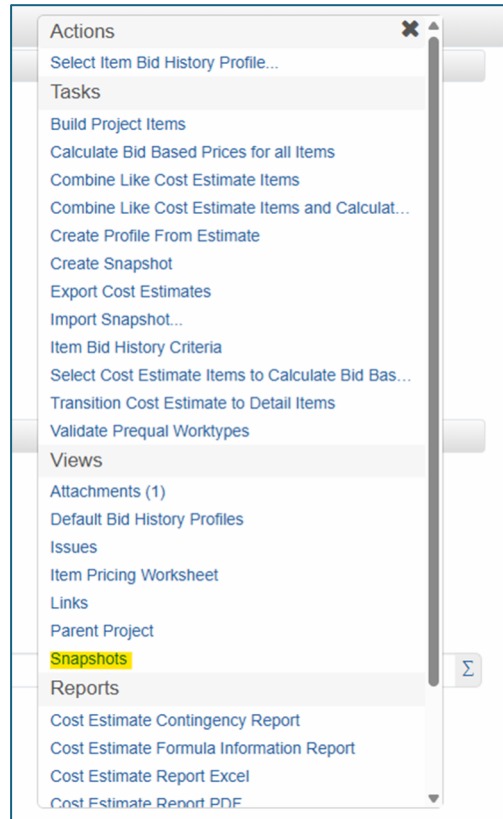
Remark

Alternative MOT route.

You can find and manage Snapshots using the steps below:

How to Find & View Existing Snapshots

- Search and select your desired cost estimate from the Cost Estimates Overview or Concept screen.
- Open the Component Actions Menu (white carrot in top right corner of the screen).



3. Click “Snapshots”
4. Click on the snapshot you want to view. This will open a read-only historical version of your estimate.