7.5 Import Estimate

This window is for Importing an Estimate in the following format; from a Spread sheet, Delimited Tabs or Comma Separated Values (CSV).

Select the 'Estimate Destination' from the Spread sheet Import Window and click on 'DDE Import' or 'Import CSV or Delimited Tab'. When prompted select the file from the 'Select Import File' window. The import will proceed and the number of imported records will be calculated at the conclusion of the import. Click 'OK' to continue.

To verify that the import procedure has been successful, go to the Estimate Input screen and check that the file has been imported.

The program allows information to be imported from Estimates compiled on a Spread sheet. The information contained in the spread sheets must be saved in the form of Delimited Commas and be in the order shown in the diagram displayed below, with the exception of the titles. Titles should be removed during the import procedure as they will be imported and when viewed in the **"Est – Input"** screens they could be displaying "?" marks.

The "?" mark means that the numeric fields have alphanumeric corruption, should this occur just delete the offending line.

Note: The spreadsheet should have all other cell information removed, as this will also corrupt the imported information.

```
1,,Cable Telephone Outdoor 30 Pair GB,,80,7.29,40,349.92,0.03,2.4,,,,
1,,Cable Telephone Outdoor 30 Pair GC,,70,7.29,40,306.18,0.03,2.1,,,,
1,,Cable Telephone Outdoor 30 Pair GD,,100,7.29,40,437.4,0.03,3,,,,
1,,Cable Telephone Outdoor 30 Pair GE,,100,7.29,40,437.4,0.03,3,,,,
1,,Cable Telephone Outdoor 30 Pair GF,,70,7.29,40,306.18,0.03,2.1,,,,
```

The order that the fields must be in from right to left:

A = Section Number, B = Catalogue Number, C = Description, D = Unit, E = Quantity, F = Price \$, G = Discount %, H = Ext Price \$, I = Labour Rate, J = Material CC, K = Labour CC, L = Labour Classification and M = Area.

Notes