## 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).

Import Estimate									
Spread Sheet and Text file Import Window									
Est N	o Estimate Description		Closing Date	Mat MkUp% Lab	Rate \$				
150	Demo Estimate - Re wire cit	y of Atlantis	25 DEC 2012	67.65	15.53				
155	Water Treatment Plant		25 DEC 2012 25 NOV 2012	153.47	23.71				
158	Testing Project			60.00	12.00				
					-				
	This window is for Importing an Estimate from a Soreadsheet, or from a Delimited Tabs or Comma Separated Values (CSV).								
Specify the Estimate destination, then click on type of import "outton. When prompted select the file from the file source, then the import will proceed the number of imported records will appear in the list									
	The list can be varified by making sure that columns line with headings. If UK then click on the Buttorn "Send Import List To Server" this writes the records to the data file and establishes Section numbers a well.								
EstN	o SecNo Catalogue Number	Description	Unit	Qty Prid	e Dis%	Ext Price Lab Rate	Ext Lab Rt MatC	C LabCC LabC	ils Area AltCC Co
									<u> </u>
•									
C Comma Seperated Values (CSV)									
Colorimited tabs Number of records- DDE Import 😒 Import CSV or Delimited tab Send Import List To Server									

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.

## Import CSV or Delimited tab 📘

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.

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## Notes