CTDOT Estimator Catalog Download and Updates Instructions for Consultants

New Installations

Download the initial catalogs provided by CTDOT (English and metric) at:

[Creating New Estimator Catalogs](#)

Unzip the above files and save them locally.

New catalogs must be created on the estimator's workstation or a shared drive or server in the Catalog Path specified on the Estimator **Global Options URLs** tab. The default location is: **C:\ProgramData\Estimator\catalogs,** but it may vary depending on your Estimator installation. This process only needs to be done once, when first installing Estimator.

You will need to be an Estimator Administrator ("Super User") to do the following.

Note: The English 5 Year Catalog is available for reference only to investigate prices on English items that do not have a sufficient 3 year bid history. **Do <u>not</u> use this catalog to obtain prices for the entire estimate!**

- On your hard drive, if you have previous versions of Estimator catalogs move or delete the old catalogs ENG3YR, ENG5YR and MET5YR.
- Open Estimator, (you may get an error message saying that "Cannot Open Catalog"; click OK).
- Go to **Catalog Tools> New Catalog**
- Enter **ENG3YR** for the name.
- Enter Spec Year: **11**
- Enter Description: **English 3 year bid history catalog**
- Go to **File >Import** and browse to **ENG3YR.xml>Open>OK**.
- Select **Save**.
- Repeat the above steps for:
    - ENG5YR catalog
        - Enter Spec Year: **11**
        - Enter Description: **English 5 year bid history catalog – for reference only!**
    - MET5YR catalog
        - Enter Spec Year: **10**
        - Enter Description: **Metric 5 year bid history catalog**.

It is important that the catalogs be named correctly and be given the correct spec year and description or they will not function properly.

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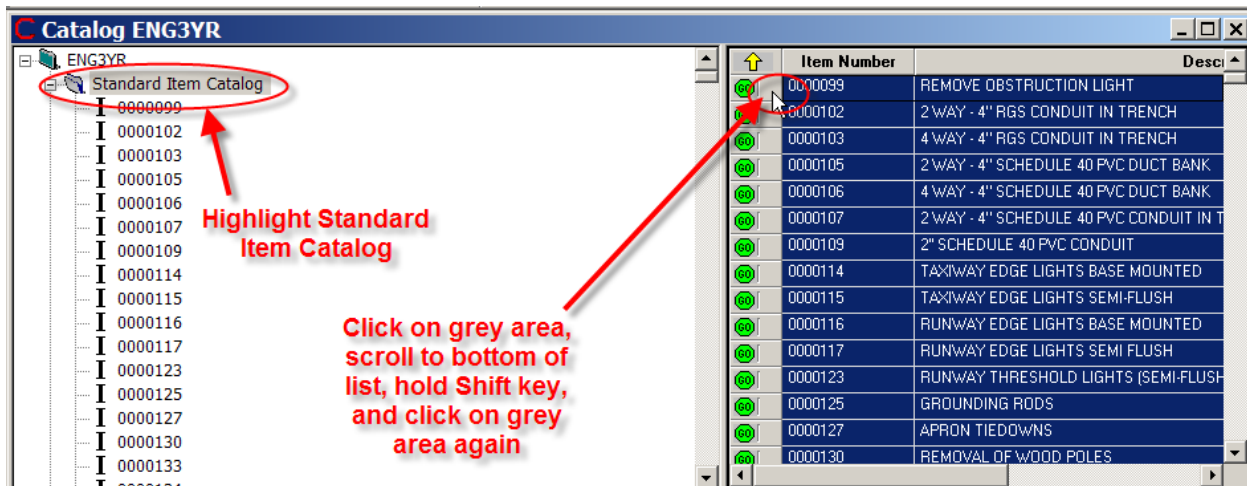
Monthly Updates

When there are monthly update files with a .zip extension available for download, these must then be imported and extracted in order to have current data in the catalogs.

Updates to the catalogs in the form of zipped .xml files will be provided on the **Estimator Page** website on or about the first Wednesday of every month (to sign up for e-alerts on when the catalogs are posted see instructions below). The updates will include any new or changed items added during the month, and updated bid histories. Items marked obsolete will not be in the updated catalog. Download and unzip all three catalogs to the local drive.

Before importing the update, the items must be deleted in the catalogs to ensure that items that have been marked obsolete in the current update are not carried over from the previous catalog.

Go to **Catalog Tools>Open Catalog** and select **ENG3YR**. Highlight **Standard Item Catalog**, highlight all of the items, go to **EDIT>Delete Items**.
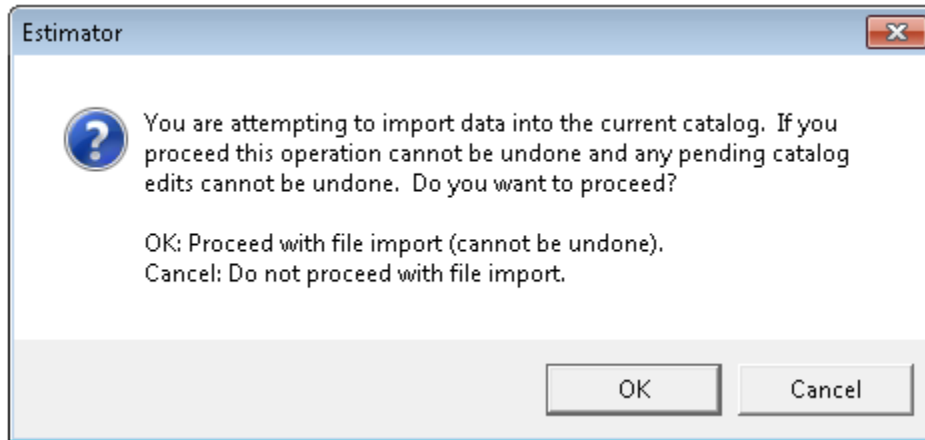
Note: To select all of the items at once, click in the gray area as shown, hold the shift key, scroll to bottom and click on the grey area again:

After items are deleted select **File>Save**. While the **Standard Item Catalog** is still highlighted, import the corresponding .xml update file by selecting **Import…** from the Estimator **File** menu. You will be presented with an **Import** box to locate the ENG3YR_upd.xml file to be imported. These steps must be completed for all three catalogs.

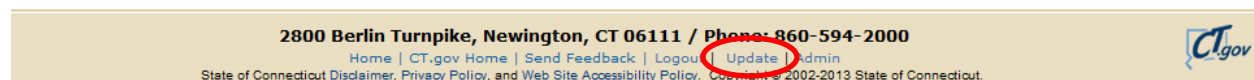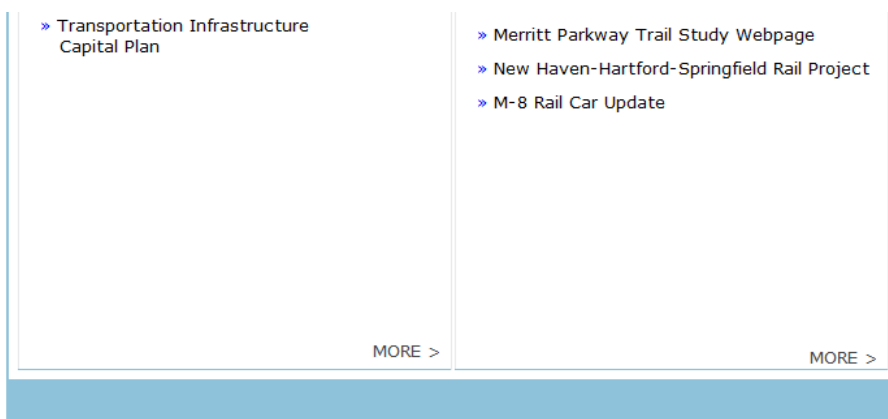# CTDOT Estimator Catalog Download and Updates Instructions for Consultants

After selecting the file to be imported you will see a warning box advising you about inability to undo the import you are about to do. Read and follow the instructions on this warning box before proceeding.

Sign up for E-Alerts

When you sign up for E-alerts an e-mail will be sent to you when the monthly catalog updates are completed.

To receive notifications as when catalog updates are available, got to the **CTDOT website** . If you do not have a CTDOT User/ID, select register at the bottom of the page and create an account. After logging in, select **Update** at the bottom of the page:

Select **You may also change your eAlert subscriptions here**

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Check Engineering Applications

and then select Subscribe.