



# Bid Tabs Pro Overview

## Bid Tabs Professional

The Bid Tabs Pro program consists of several tools to aid in the cost estimation of a project. There are tools that allow the user to look up average cost prices, price history, current pay items, etc. This manual will demonstrate many of these tools including how to create a project cost estimate.

To start > Click the BidTabs Professional Icon to start Bid Tabs Pro.

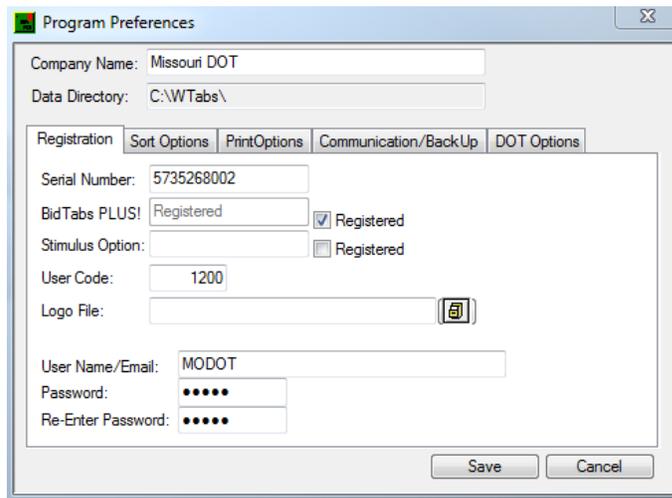
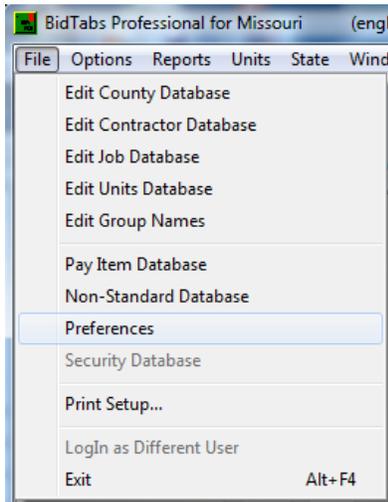


The program will automatically update any new items or even update the program to the latest version. This feature keeps all users on the same release using the same data in all locations.

## Preferences

Setting up the Bid Tabs Professional preferences is key to gaining program, tab and item updates.

To Open Preferences click the File Pull-down and select Preferences.



In the Program Preferences, Several Tabs are available to make program changes. The main dialog show a Company Name: Missouri DOT and Data Directory: C:\WTabs\ This is correct for MoDOT. The C:\WTabs\ directory is where the program is located on the computer.

- Registration Tab

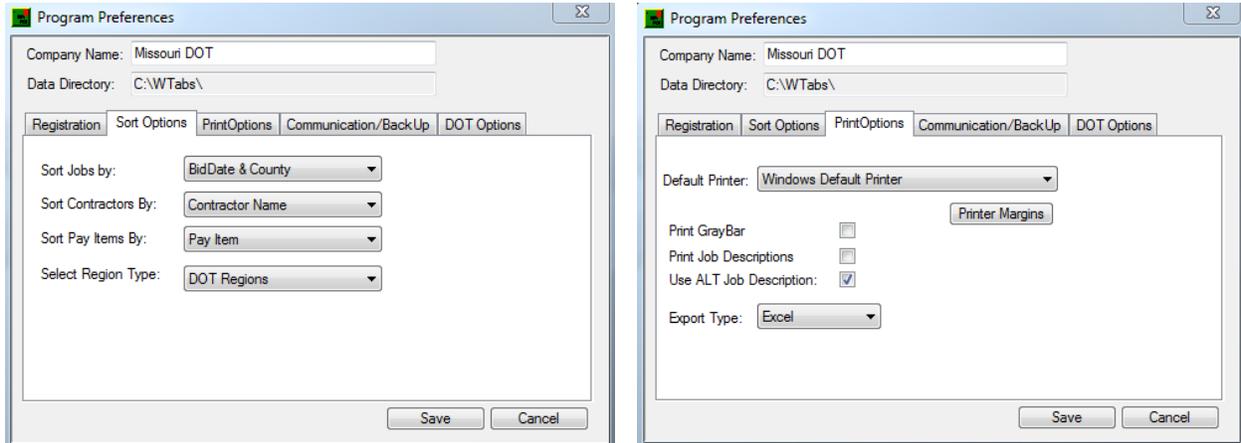
This Tab should already be set up correctly. If not, please call the Computer Liaison for support (573)751-2786. This should be handled in the installation of the program. The most common difference on this first tab is the User Name and Password. User Name is MODOT Password is MODOT.

- Sort Options

This Tab simply allows the user to select how everything in a Bid Tabs Professional dialog box should be sorted. Options are available for sorting of Jobs, Contractors, Pay Items or Regions.

- Print Options

This Tab allows the user to setup a print location, print margins and what to include on the print. There is also an Export option to create a file. Print 'GrayBar' will place a gray line underneath every other pay item in the print out.



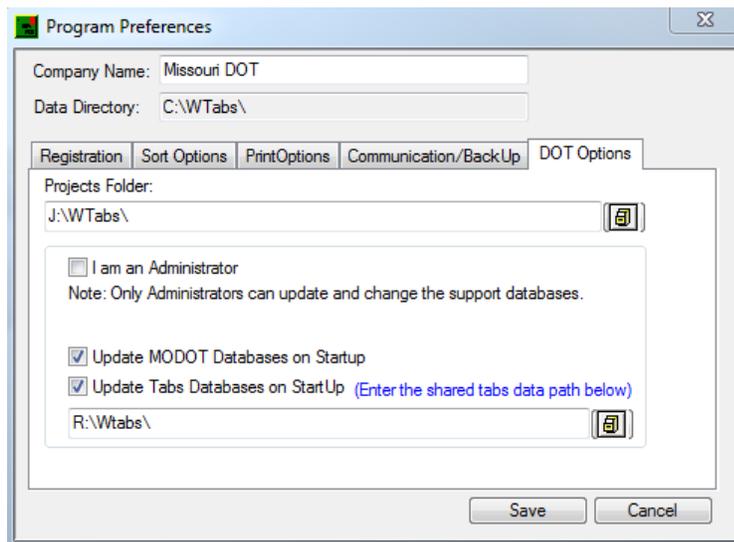
- Communication/BackUp

This Tab is generally not currently used by MoDOT, since our files are being placed on a network drive and are backed up every evening, and we are not using an FTP site to download any data.

- DOT Options

This Tab is critical for updating information in Bid Tabs Professional. If the settings for this tab are incorrect, the program will not update, nor will the user receive new pay items or tab data.

Projects Folder: J:\Wtabs\ this location is selected so that anyone in a district may have access to any given estimate file. This location is fine for any project, there are other locations within BTPP that can lock down estimates so that no one can open them.



I am an Administrator: This checkbox is used by Program Administrators mainly for updating and testing program data.

Update MODOT Databases on Startup: This box should be checked in order to get the latest data that is located on the server. If it is not checked, you could be using old data.

Update Tabs Databases on Startup: This box should be checked in order to get the latest tabs data that is located on the server. If it is not checked, you could be using old tabs data.

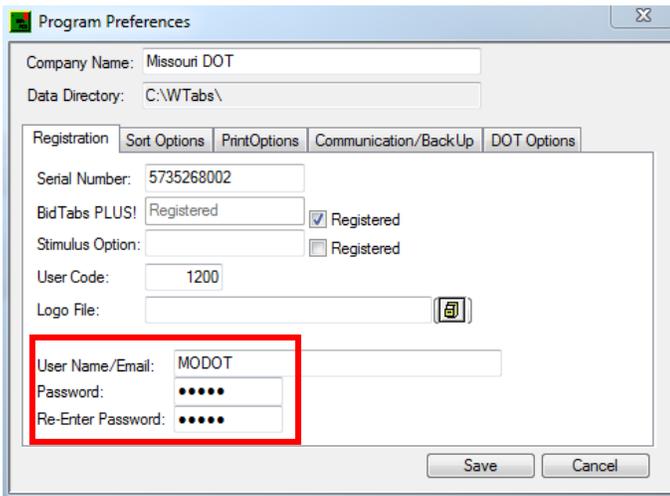
R:\Wtabs\ is the location on the server where all updated data is located. This should be the location the program looks

in order to get all of the latest data and program updates. This assumes that the R drive is mapped to either [\\qhdata02\deapps\](#) or [\\scdata02\deapps\](#). This may also be used instead of R:\ in this fields. **Save** this preference dialog box. This will stay the same from this point on.  
Class Exercise 2.1

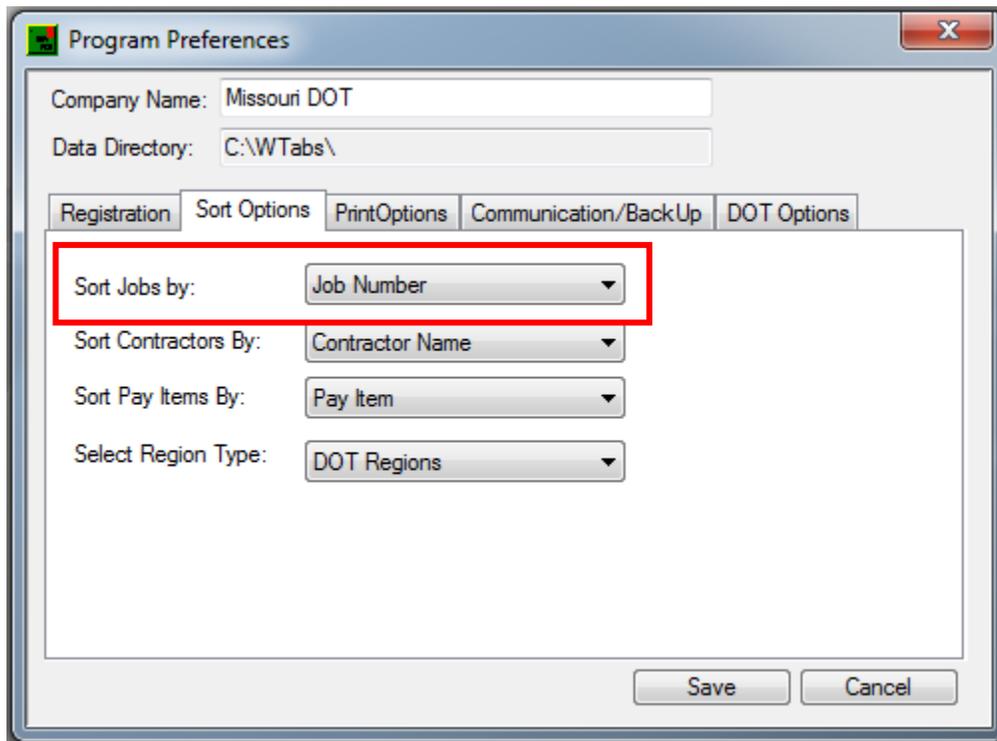
1. Open Bid Tabs Professional



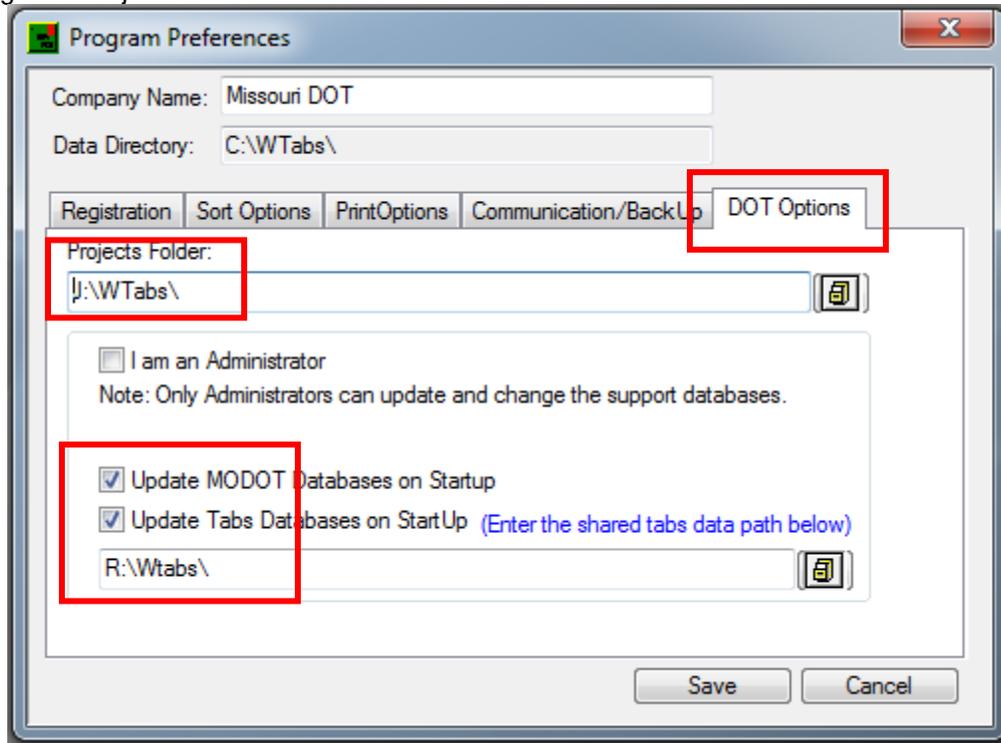
2. Set the User Name and Password to MODOT on the Registration Screen



3. Change all Jobs to Sort by Job Number on the Sort Options Tab



4. Change the Project Location to J:\WTabs\



5. Make sure the program is updating on Startup

### Class Quiz 2.1

1. Why do we set the path on the bottom of the DOT Options to the R:\WTabs\ location?

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2. Give 2 reasons why J:\WTabs\ is being used as the Projects Path on the DOT Options tab.

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3. What two boxes need to be checked in the Preferences in order to have BTPP download the most current information when the program is launched?

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