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## Adding or Removing Plan Items in iPDWeb

Project and Program Delivery Manual  
Chapter 5

Cost Estimating

Originally Issued: 11-07-24

Revised: 09-03-25

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Plan items can be added to an estimate in several different ways. The preferred method of adding standard plan items to an estimate is by using the Refresh MWLive tool. This allows for items to easily be added from Masterworks and requires updating Masterworks following the steps outlined in chapter (5.2.1.3 Add Or Delete Plan Items). The other methods are copying from an existing estimate, using a template, or by adding items individually in situations where Masterworks data is not available or when using specialty bid items.



**NOTE:** Items that are added in iPDWeb will not transmit to the Plan Items dashboard in Masterworks. For this reason, it is strongly encouraged to only add Specialty Plan Items that are not intended for final plans in iPDWeb.

### Refresh MWLive

Refresh MWLive allows for plan items and quantities from Masterworks to easily be added to the estimate without having to manually add or remove items in iPDWeb. Refer to chapter (5.2.2.2 Estimate Items MW Connection) for instructions on how to use this feature.

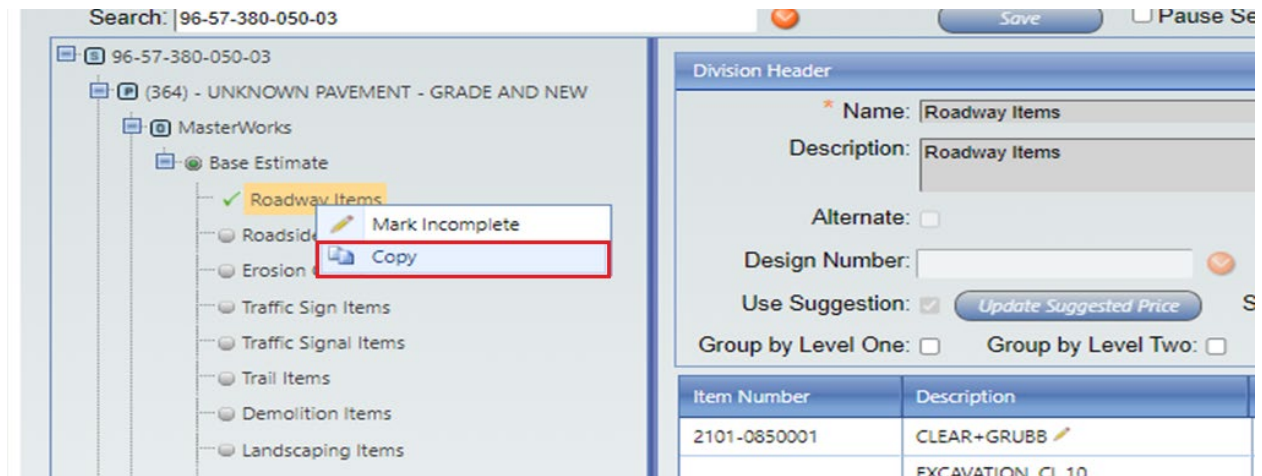
### Copying From An Existing Estimate

New estimates can easily be created by copying from existing estimates. This is especially useful when a previously completed estimate should be archived.

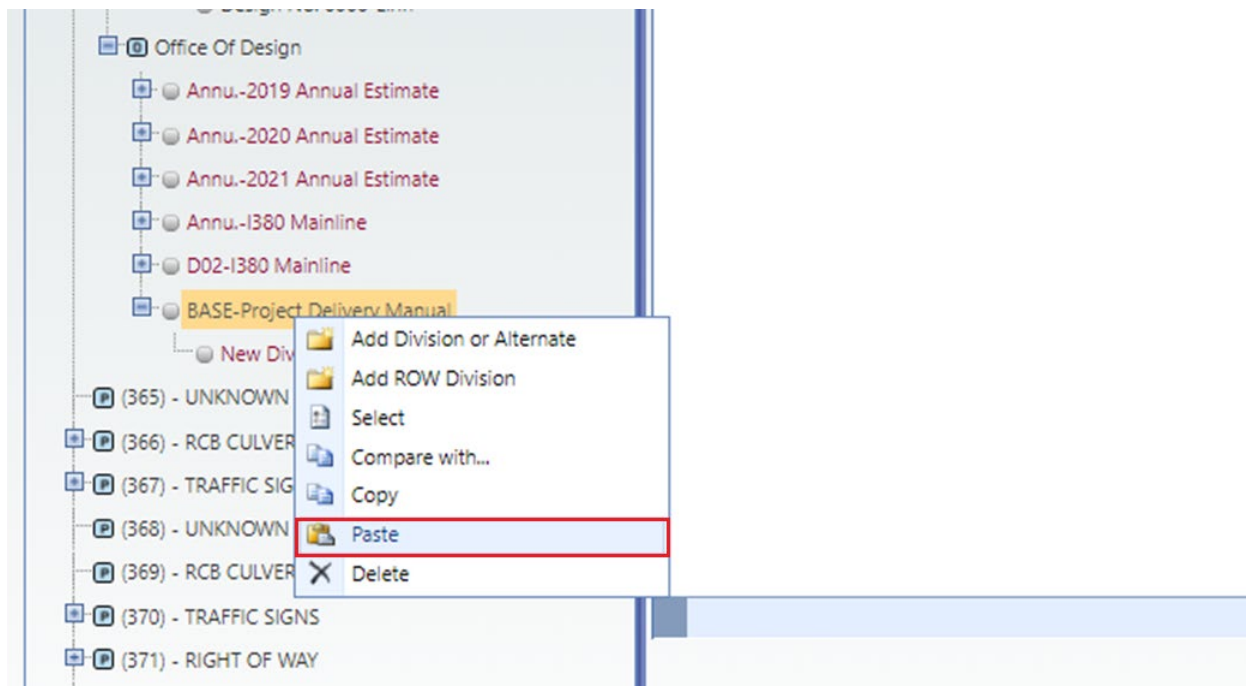


**NOTE:** Existing estimates cannot be copied to the Masterworks folder in iPDWeb. To copy an existing estimate, follow these steps.

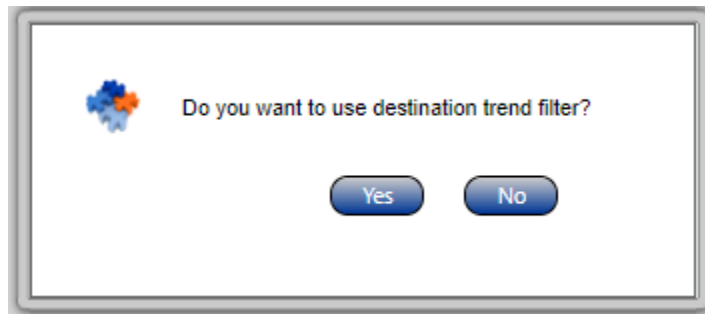
Select the container you would like to use. Right click on that container and then choose “Copy”.



Select the estimate where you would like to copy the information, right click and choose “Paste”.



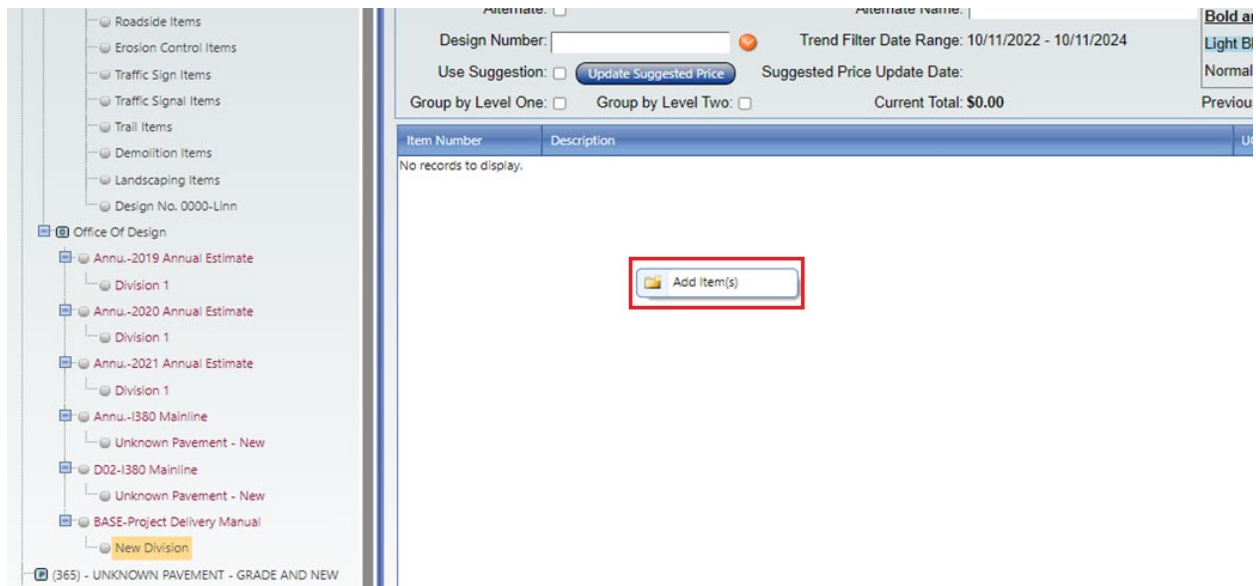
A window will appear asking “Do you want to use the destination trend filter?” Choosing “Yes” will update all of the plan item filters to match the estimate trend filter at the target location. Choosing “No” will keep the filters the same as the source estimate from which they were copied.



## Adding Items Individually

Items can also be added to an existing estimate. This is the only way to add in Specialty Bid Items since they cannot be added in Masterworks.

Select the container you would like to use. Right click in the bid item display and select “Add Item(s)”.



The Items Load window will appear. Plan items can then be searched by either Item Number or Description. Click on “Add” to include the item in the estimate.

Items Load

Select Item(s): unqua

Add Item(s)

| Item Number | UOM          | Description  |
|-------------|--------------|--------------|
| PCT-999     | % of Project | UNQUANTIFIED |

Add

OK Cancel



**NOTE:** When performing a search based on Item Description the abbreviated plan item description is used. Examples of common abbreviations:

ROADWAY = RDWY, SHOULDER = SHLD, PAVEMENT = PAV'T,  
OVERHEAD = O'HD, SEWER = SWR, AGGREGATE = AGG, ASPHALT =  
ASPH, SURFACING = SURF, CONCRETE = CONC

Any items added inadvertently can be cleared by clicking on "Remove". Once all plan items have been added, click on "OK". This will populate the plan items into the container.

**Items Load**

Select Item(s):  

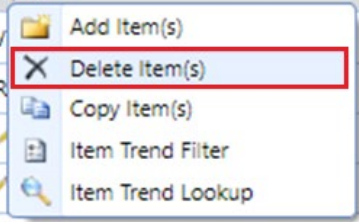
| Item Number     | UOM          | Description                 |                        |
|-----------------|--------------|-----------------------------|------------------------|
| PCT-000-000     | % of Project | MOBILIZATION (000-000)      | <a href="#">Remove</a> |
| PCT-000-010-010 | % of Project | SCHEDULING (000-010-010)    | <a href="#">Remove</a> |
| PCT-000-020-000 | % of Project | MITIGATION (000-020-000)    | <a href="#">Remove</a> |
| PCT-000-040-000 | % of Project | INCENTIVES (000-040-000)    | <a href="#">Remove</a> |
| PCT-090-000-040 | % of Project | MISCELLANEOUS (090-000-040) | <a href="#">Remove</a> |
| PCT-999         | % of Project | UNQUANTIFIED                | <a href="#">Remove</a> |

## Removing Items

Plan items can easily be removed from an estimate. First, select the item by left clicking on the item (hold CTRL or SHIFT to select multiple items). The selected items will now be highlighted grey. Then, right click on one of the selected items and select "Delete Item(s)".

| Item Number  | Description                                                                                                        |
|--------------|--------------------------------------------------------------------------------------------------------------------|
| 2101-0850001 | CLEAR+GRUBB                     |
| 2102-2710070 | EXCAVATION, CL 10, RDWY+BORROW  |
| 2105-8425020 | TOPSOIL, STRIP+STKP             |
| 2111-8174100 | GRANULAR SUBBASE                |
| 2122-5190012 | PAVED SHLD, PCC, 12"            |
| 2301-1004120 | STD/S-F PCC PAV                 |
| 2414-6424038 | CONC BARRIER R                  |
| 2510-6745850 | RMVL OF PAV'T                   |
| 2512-1859000 | CURB, SPECIAL                   |
| 2516-8725000 | PCC RETAINING WALL              |
| 2599-9999009 | MAJOR DRAINAGE CROSSINGS        |



-  Add Item(s)
-  Delete Item(s)
-  Copy Item(s)
-  Item Trend Filter
-  Item Trend Lookup

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## Chronology of Changes to Manual Section:

### 5.2.2.1 Adding Or Removing Plan Items in iPDWeb

|            |                                                    |
|------------|----------------------------------------------------|
| 11/07/2024 | NEW                                                |
| 07/28/2025 | Removed broken hyperlinks.                         |
| 09/03/2025 | Removed Header on pages.<br>Checked Accessibility. |