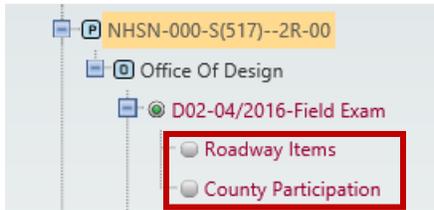


# Divisions

**iPDWeb Cost Estimating Manual**  
**Chapter 3**  
**Divisions**  
Originally Issued: 08-16-2019  
Revised: xx-xx-xx

## Purpose of Divisions

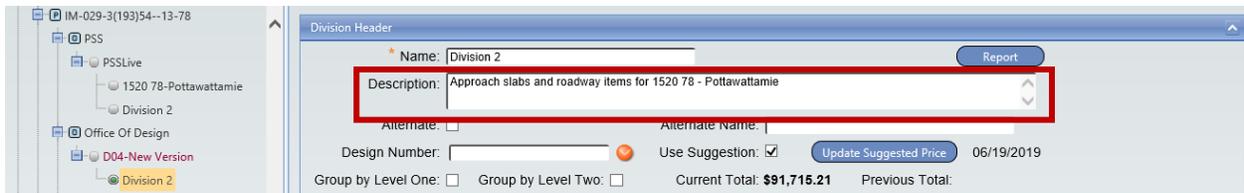
Divisions contain all of the bid items for the estimate. The purpose of divisions is to organize different groups of contract bid items. These groups can be from different offices, funding sources, design types, or construction types. Properly created divisions allow for pricing to easily be identified and broken out as the design continues.



In the example to the left, the bid items have been broken out into the Roadway Items division and the County Participation division. This allows for the total price for division to easily be tracked. If all bid items were only in the Roadway Items division then tracking the County Participation would take additional time and resources to quantify or break out.

## Naming of Divisions

When divisions are first created in PSS they should be properly named. The name for the division should describe the group of bid items for which the work pertains. Possible names could be the design number, the type of work the bid items pertain to, the type of funding source. The goal is to make it easy to distinguish the type of work that is in the division.



If divisions are created in PSS without a detail name then it will be necessary to add a detailed description of the bid items for the division in iPDWeb in order to easily identify the work. Since iPDWeb does not send data to PSS this description will need to be updated each time the division is imported from PSSLive. It is best to leave the iPDWeb name as the same as the PSS name of the division so it can easily be married up later.



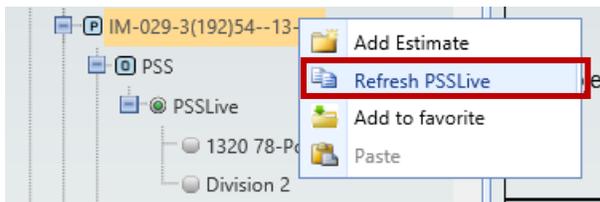
**NOTE:** iPDWeb does not send data to PSS. Renaming divisions in iPDWeb will have no effect on PSS and can cause confusion when trying to track divisions. In this scenario use the description field to describe the division.

## Importing divisions from PSS

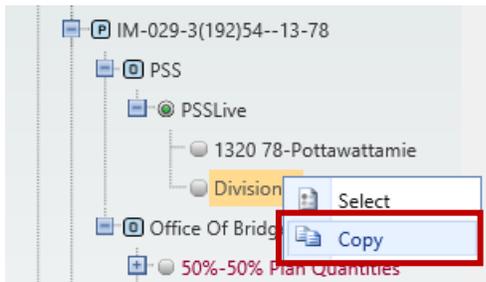
Division should first created in PSS. Each division should contain the appropriate contract bid items and quantities when created. Once finished, this information will be updated in the PSSLive event under the project in iPDWeb.



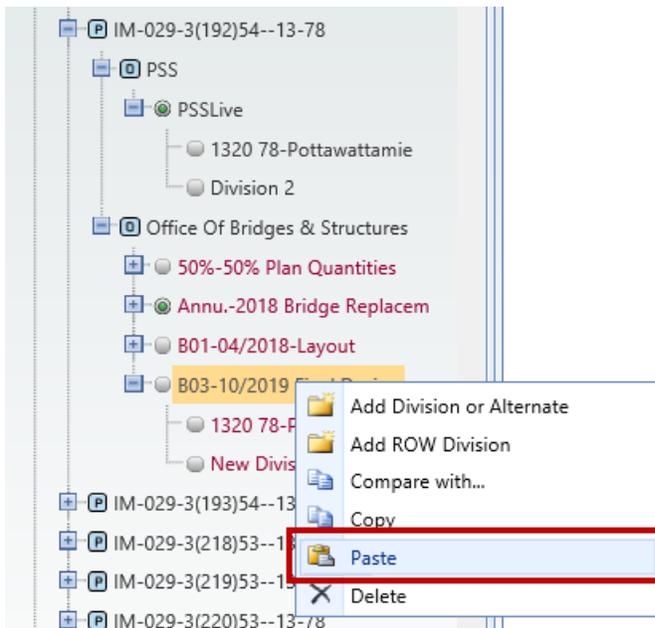
To access this division, open iPDWeb and go to the project number. Beneath the project number is the PSS Office Folder that contains the PSSLive event. Expanding the event will display all the divisions that were created in PSS.



These divisions can now be copied to other Offices and Events. First right click on the project number and choose “Refresh PSSLive” to make sure the data is the most current.



Then right click on the division and select “Copy”.



Afterwards, simply right click on the desired division where you would like to place the division and click on “Paste”.

## Chronology of Changes to iPDWeb Manual Section:

### 3A-1 Divisions

DATE 08-16-2019

New.

DATE Revised

Description