

# Add Edit Delete Containers

Project and Program Delivery Manual  
Chapter 5.2  
Setting up a new estimate  
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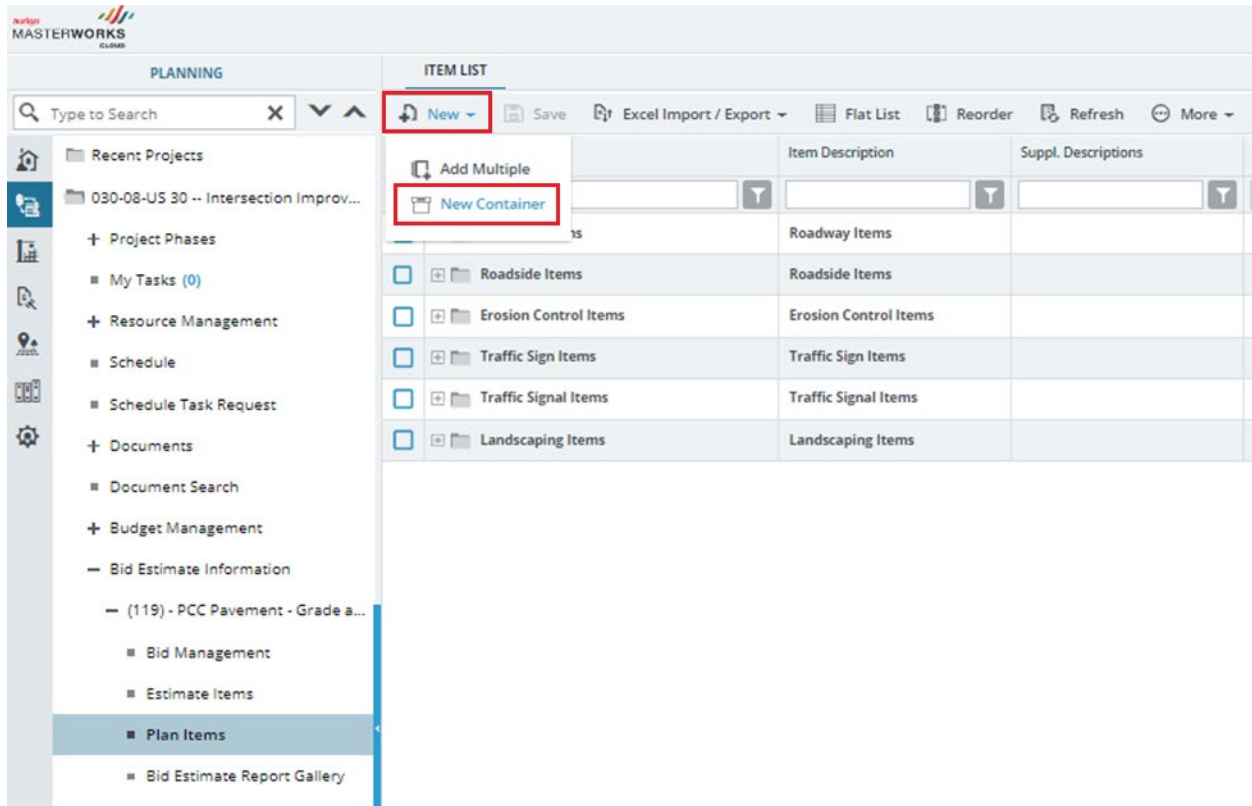
Below shows the default containers that will be available once a Bid Estimate has been created.

The screenshot shows the Masterworks Cloud interface. On the left is a navigation sidebar with categories like 'Recent Projects', 'Project Phases', 'My Tasks (0)', 'Resource Management', 'Documents', 'Budget Management', and 'Bid Estimate Information'. The main area is titled 'ITEM LIST' and contains a table of containers. A red box highlights the following items:

Name	Item Description	Suppl. Descripti
<input type="checkbox"/> [Name Input Field]	[Description Input Field]	[Suppl. Description Input Field]
<input type="checkbox"/> Roadway Items	Roadway Items	
<input type="checkbox"/> Roadside Items	Roadside Items	
<input type="checkbox"/> Erosion Control Items	Erosion Control Items	
<input type="checkbox"/> Traffic Sign Items	Traffic Sign Items	
<input type="checkbox"/> Traffic Signal Items	Traffic Signal Items	
<input type="checkbox"/> Trail Items	Trail Items	
<input type="checkbox"/> Landscaping Items	Landscaping Items	

## Add A Container

To add a container, click the “New” button at the top of the screen and select “New Container” from the dropdown list.



## Add A Container (cont.)

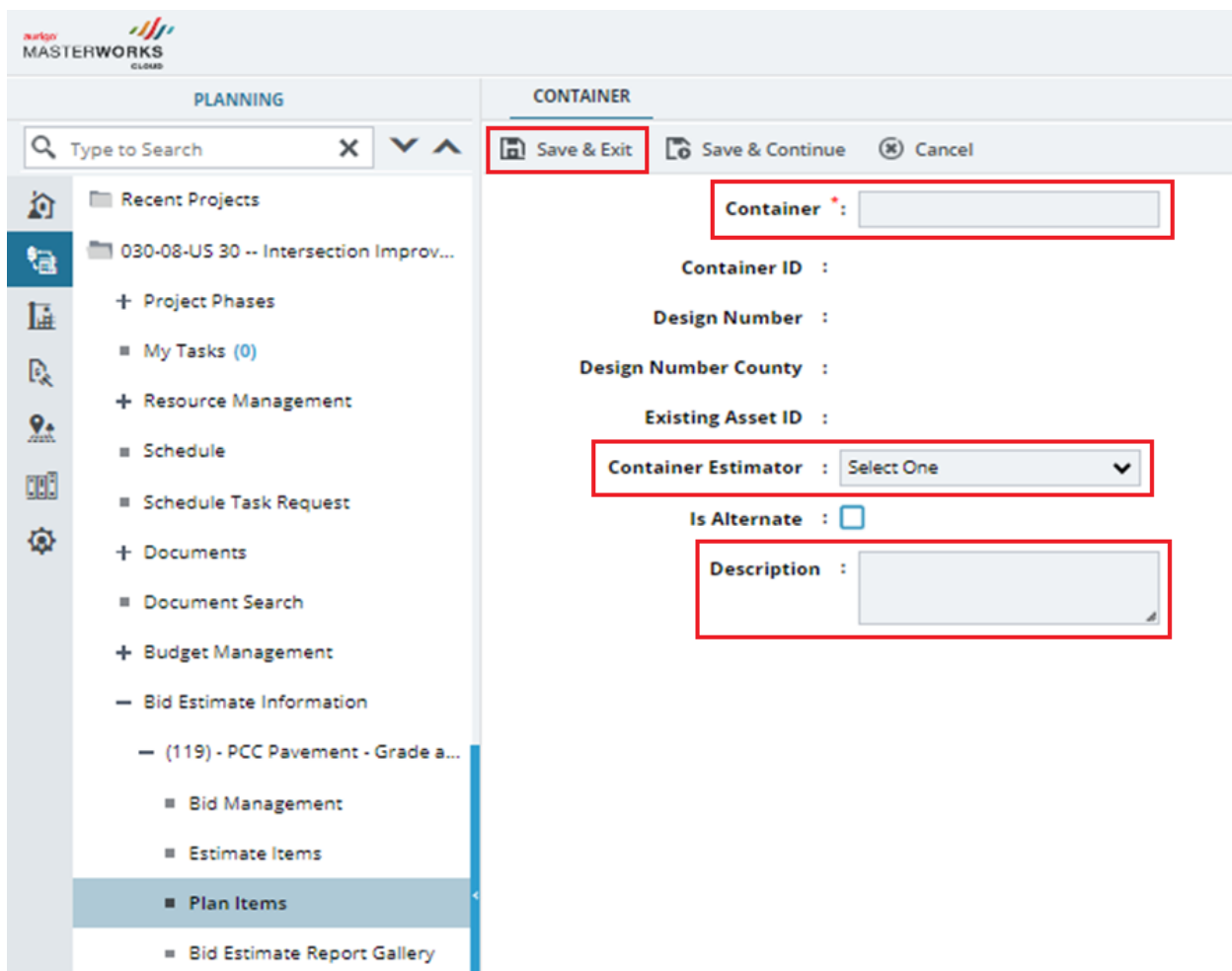
Once the Container screen appears, note several fields highlighted below that should be filled out.

**Container** (required): Enter a name for the new container in this field. \*\*Note that this is a required field (“\*”) and necessary to be filled out.

**Container Estimator** (optional): A dropdown list of available names who have been assigned to this project. This is an optional field that can be filled in with the user who should be developing the estimate for this container.

**Description** (optional): “City Division” is an example of what could be placed in this field to denote that this container will be composed of the items to be paid for by a city.

Once the user has completed this form, click the Save & Exit at the top of the screen to create the container.



The screenshot displays the Masterworks Cloud interface. On the left is a 'PLANNING' sidebar with a search bar and a list of project-related items. The main area is titled 'CONTAINER' and contains a form with the following fields:

- Save & Exit**: A button at the top left of the form, highlighted with a red box.
- Container \***: A text input field, highlighted with a red box.
- Container ID**: A label with a colon, followed by an empty input field.
- Design Number**: A label with a colon, followed by an empty input field.
- Design Number County**: A label with a colon, followed by an empty input field.
- Existing Asset ID**: A label with a colon, followed by an empty input field.
- Container Estimator**: A dropdown menu currently showing 'Select One', highlighted with a red box.
- Is Alternate**: A checkbox, currently unchecked.
- Description**: A text area for entering a description, highlighted with a red box.

The new container should now be available in the Plan Items area.

The screenshot displays the Masterworks software interface. On the left is a 'PLANNING' sidebar with a search bar and a navigation menu. The main area is titled 'ITEM LIST' and contains a table with columns for Name, Item Description, and Suppl. Des. The 'Demonstration' container is highlighted with a red border.

<input type="checkbox"/>	Name	Item Description	Suppl. Des
<input type="checkbox"/>			
<input type="checkbox"/>	➤ Roadway Items	Roadway Items	
<input type="checkbox"/>	➤ Roadside Items	Roadside Items	
<input type="checkbox"/>	➤ Erosion Control Items	Erosion Control Items	
<input type="checkbox"/>	➤ Traffic Sign Items	Traffic Sign Items	
<input type="checkbox"/>	➤ Traffic Signal Items	Traffic Signal Items	
<input type="checkbox"/>	➤ Landscaping Items	Landscaping Items	
<input type="checkbox"/>	➤ <b>Demonstration</b>		

## Edit A Container

To edit a container, mark the checkbox next to the container to be edited and click “Edit” on the top of the screen.

The screenshot displays the Masterworks software interface. On the left is a navigation sidebar with a search bar and a list of project-related options. The main area is titled 'ITEM LIST' and contains a table with columns for 'Name', 'Item Description', and 'Suppl. Descriptions'. The 'Demonstration' container is selected, indicated by a checked checkbox and a blue highlight. The 'Edit' button in the top toolbar is also highlighted with a red box.

PLANNING		ITEM LIST						
Type to Search		New	Save	Edit	View	Delete	Association	More
Name	Item Description	Suppl. Descriptions						
<input type="checkbox"/>								
<input type="checkbox"/>	Roadway Items	Roadway Items						
<input type="checkbox"/>	Roadside Items	Roadside Items						
<input type="checkbox"/>	Erosion Control Items	Erosion Control Items						
<input type="checkbox"/>	Traffic Sign Items	Traffic Sign Items						
<input type="checkbox"/>	Traffic Signal Items	Traffic Signal Items						
<input type="checkbox"/>	Landscaping Items	Landscaping Items						
<input checked="" type="checkbox"/>	Demonstration							

Once the Edit Container form appears, edit any of the allowable information in the form. Click “Save & Exit” when editing is finished.

The screenshot displays the 'EDIT CONTAINER' form in the Masterworks Cloud application. The interface is split into two main sections: 'PLANNING' on the left and 'EDIT CONTAINER' on the right. The 'PLANNING' section features a search bar and a navigation menu with various project management options. The 'EDIT CONTAINER' section contains the following fields:

- Container \***: Text input field containing 'Demonstration'.
- Container ID**: Text input field containing '8'.
- Design Number**: Text input field.
- Design Number County**: Text input field.
- Existing Asset ID**: Text input field.
- Container Estimator**: Dropdown menu with 'Select One' selected.
- Is Alternate**: Checkable checkbox, currently unchecked.
- Description**: Text area for entering a description.

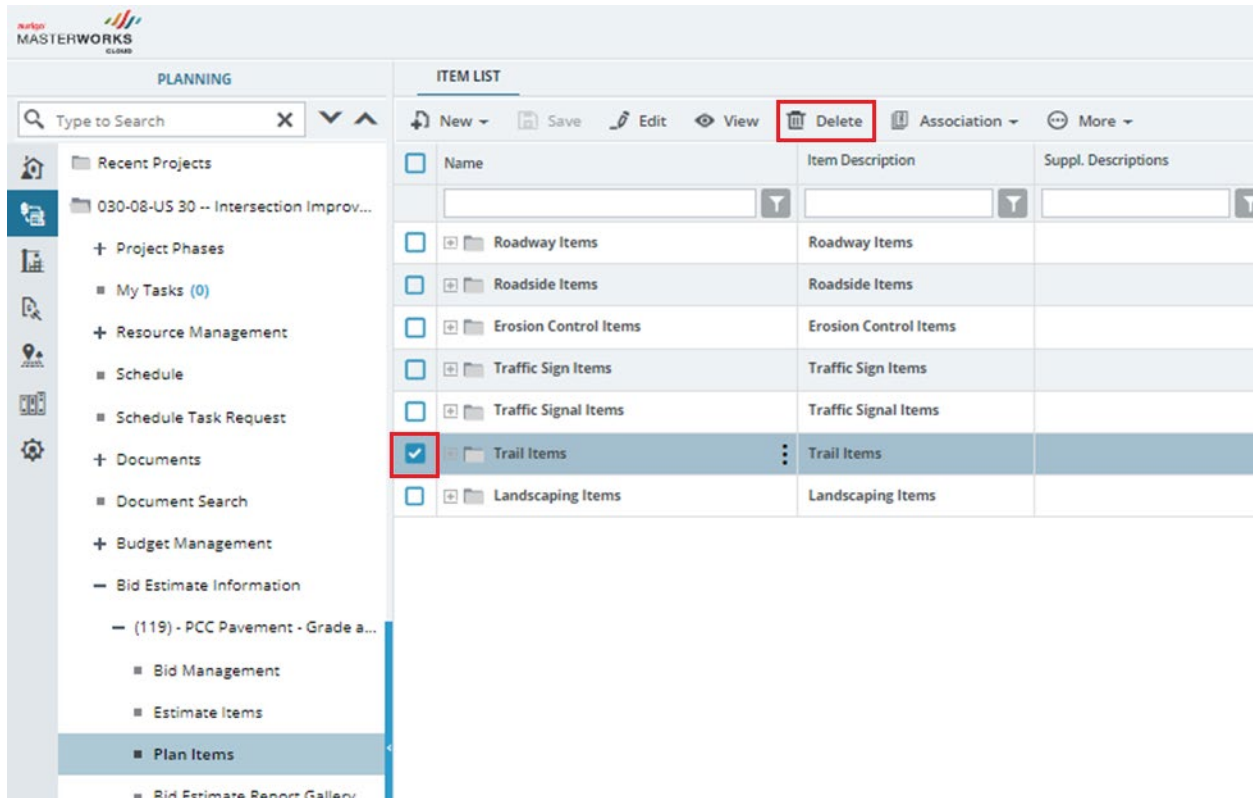
At the top of the 'EDIT CONTAINER' section, there are three buttons: 'Save & Exit' (highlighted with a red box), 'Save & Continue', and 'Cancel'.



**NOTE:** Container edits will be reflected in iPDWeb after clicking “Refresh MWLive”. (Refer to chapter [5.2.2.2 Estimate Items MW Connection](#) for additional information.)

## Delete A Container

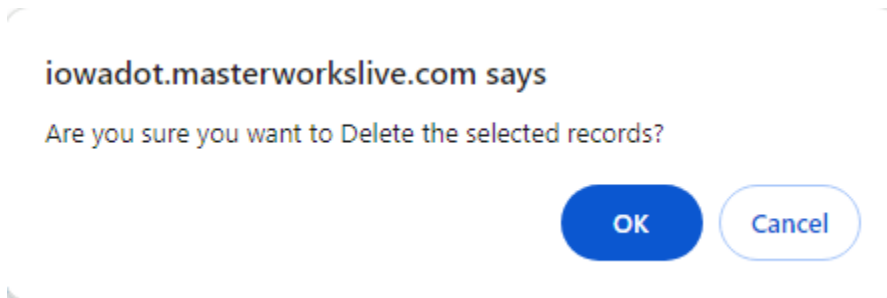
To delete a container, click the checkbox next to the container that is to be deleted. Click “Delete” at the top of the screen.



The screenshot shows the Masterworks software interface. On the left is a navigation menu with categories like 'Recent Projects', 'Project Phases', 'Resource Management', 'Documents', 'Budget Management', and 'Bid Estimate Information'. The 'Plan Items' category is expanded. The main area is titled 'ITEM LIST' and contains a table with columns for 'Name', 'Item Description', and 'Suppl. Descriptions'. The table lists several container types: Roadway Items, Roadside Items, Erosion Control Items, Traffic Sign Items, Trail Items, and Landscaping Items. The 'Trail Items' row is selected, and its checkbox is checked. A red box highlights the 'Delete' button in the top toolbar.

Name	Item Description	Suppl. Descriptions
<input type="checkbox"/>	Roadway Items	Roadway Items
<input type="checkbox"/>	Roadside Items	Roadside Items
<input type="checkbox"/>	Erosion Control Items	Erosion Control Items
<input type="checkbox"/>	Traffic Sign Items	Traffic Sign Items
<input checked="" type="checkbox"/>	Trail Items	Trail Items
<input type="checkbox"/>	Landscaping Items	Landscaping Items

A window will appear asking if you want to delete the selected record. Clicking “OK” will delete the container. Clicking “Cancel” will exit out of the process.



**NOTE:** After a container is deleted from Masterworks, the container and its estimate will also be deleted in iPDWeb when the user clicks “Refresh MWLive”.  
(Refer to chapter [5.2.2.2 Estimate Items MW Connection](#) for additional information.)

## Chronology of Changes to Manual Section:

### 5.2.1.2 Add Edit Delete Containers

11/07/2024    NEW