

How to search for specific Line Items in the CES Database (For Change Orders)

To find an Item in the Database; Type the name of the Main Component (ie: EMT, Paint, Pipe etc.) that you're looking for. If too many results appear or to narrow the number of results, just type another word that further describes it. The wording does not have to be in order. ie:

- 1) COU Copper Pipe or Pipe Copper COU
- 2) COU Pendant Fixture or Fixture COU Pendant
- 3) COU #12 Wire
- 4) COU Surface Mounted Fixture
- 5) CM-UP #12

The CES search will find and list the results in the Dropdown Menu below the Description Column. The line items containing the words typed in the Description Column will appear in the Dropdown. Select the line item from the Dropdown Menu by Clicking on a line item (You can scroll to find in the dropdown); The line item selected will then appear in the description column immediately below the word Description and once Enter is pressed, it will be added to the body of the estimate.

As the CES Database also contains line items for the A&E Scope & Design estimates, the line items for use with Change Orders are appended with COU or CM-UP (COU= Change order Unit & CM-UP= Construction Management Unit Price) at the start of each line item's description.

Search Glossary Category Lists

Specific Search Categories (and Search Category Lists) have been developed to even further isolate line items to certain types of work. At least 99% of line items in the Database have been appended with a prefix such as "COUPAINT", "COUEMT", "CM-UPDUCTWORK" etc.. Once typed in the search bar, only the items that are appended with "COUPAINT" will appear in the Dropdown Menu. When these categories are typed in, no spaces should be placed between the words of the category; Such as "COU WOOD FLRG". When COUPAINT appears, continue to add other words that describe what you're looking for.

If you still don't find what you're looking for:

- 1) Choose a line item from the Database (Select by Clicking on a line item from the dropdown) closest to the exact description you're looking for and alter the wording to suit.

A Number of the line items (More commonly used items) in the Database have also been populated with Material Costs and Labor Units (For SCA & Design Consultant personnel only.); the pricing will appear when the line item is selected.