

## Section 4 - File Importing

This section describes how text files can be produced from other software applications for subsequent importation into the **Candy Bill Importer**.

This section of the Candy manual contains the following topics:

- Importing from a spreadsheet - Sheet 4.01 to 4.03
- Importing from a word processor - Sheet 4.04 to 4.08



## Bills of Quantities Created in Excel

Bills of Quantities that have been created in Excel tend to give the best results when creating an export file for subsequent importation into Candy.

This is an example of a Bill of Quantities, which has been created with **No Word Wrapping**.

In other words each line of a multiple line bill description has a unique row number in the spreadsheet.

Note: If the bill has been created in Lotus 123, it can be opened in Excel. From the **File** menu select **Open**, select the **File Type** as **Lotus 1-2-3 Files**, select the required **File Name** and use the **Open** button.

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
SECTION 2: VENTILATION SHAFT					
EARTHWORKS					
A	Clear and strip site	m2	3600		
B	Excavate in bulk, Class A material and dispose within 2km freehaul distance	m3	7200		
C	Excavation in foundations ne 2m deep	m3	750		
D	Excavate for working space in Class A material and backfill and compact to 95% mod. A.A.SHTO.	m2	440		
E	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	260		
F	Extra over all excavations in Class A material for Class B material	m3	210		
G	Filling under floors and around foundations in layers of 150mm, compacted to 95% mod	m3	7680		

From the **File** menu select **Save As**.

Firstly you need to decide where you are going to save the export file.


If the computer on which you are working with Excel also has the CCS System installed, you can save the file to the local drive.

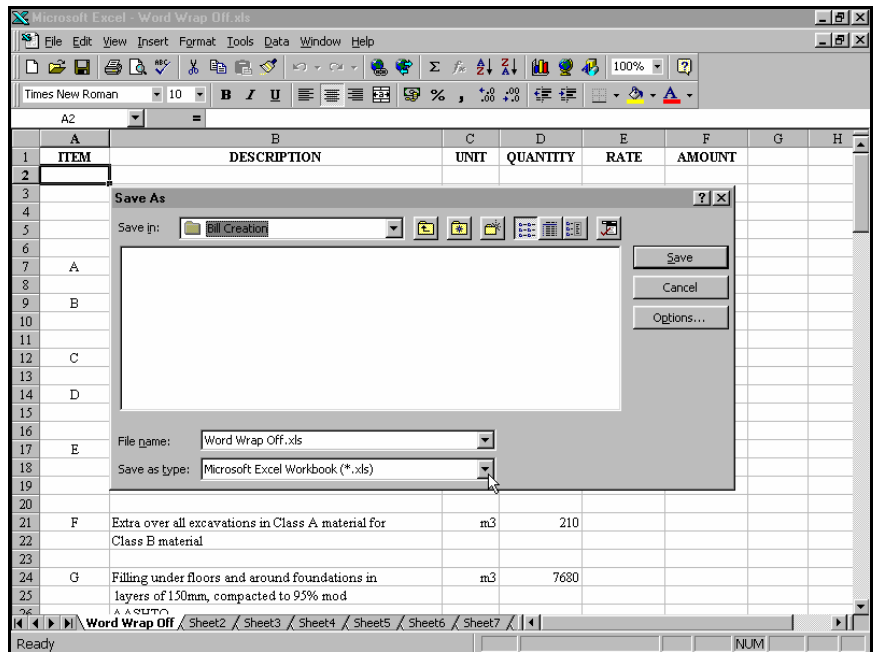
If that is not the case, you need to save the file to an external drive, floppy or network, for copying onto the computer which does have the CCS System installed.

Use the **▼** button in order to **Browse** the available drives.

Select the required **Drive** and **Folder**.

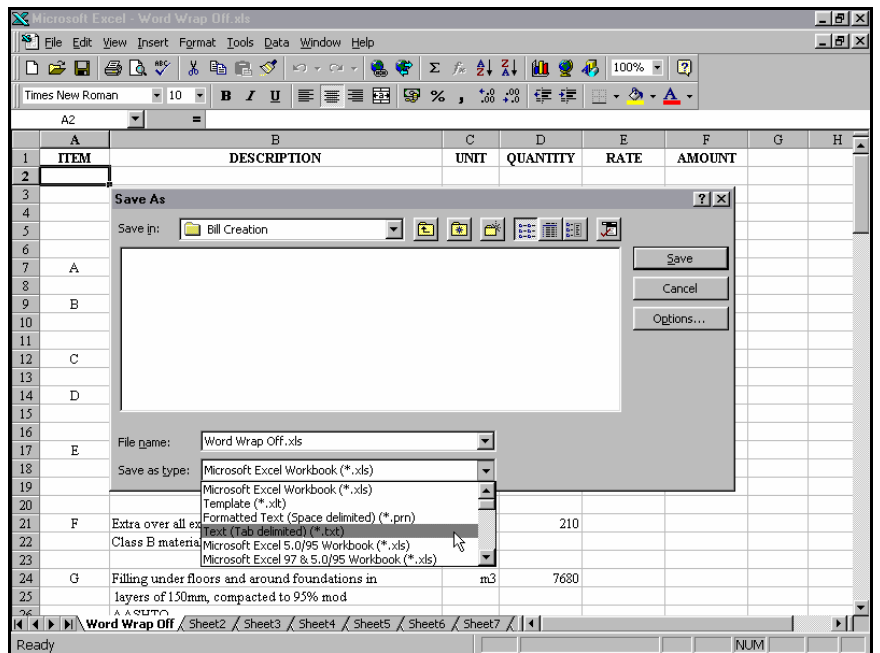
Having entered a file name in the **File Name** field, you now need to select the **File Type**.


Use the  button in order to **Browse** the available file types.

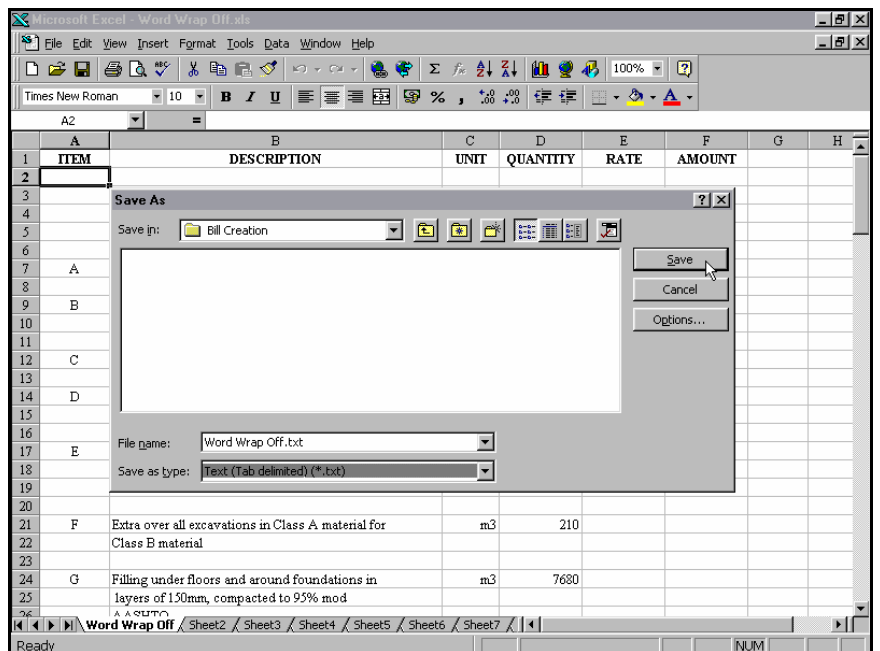


The file type that gives the best results is **Text (Tab Delimited)**.

Select this **File Type**.



Having selected the required file format, use the  button.



This is an example of a Bill of Quantities that has been created with **Word Wrapping**.

In other words each line of a multiple line bill description is contained within one row in the spreadsheet.

Save the file as a **Text (Tab Delimited)** file by following exactly the same steps as above.

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
SECTION 2: VENTILATION SHAFT					
EARTHWORKS					
A	Clear and strip site	m2	3600		
B	Excavate in bulk, Class A material and dispose within 2km freehaul distance	m3	7200		
C	Excavation in foundations ne 2m deep	m3	750		
D	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m2	440		
E	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	260		
F	Extra over all excavations in Class A material for Class B material	m3	210		
G	Filling under floors and around foundations in layers of 150mm, compacted to 95% mod	m3	7600		

### Candy Bill Importer

Refer to **Candy Manual Section 2 - Bill Creation** for full details about the bill importer.

On the **CCS File Importer**, use on the button next to the **File Format** field.

A pick list is displayed of the different file types that may be imported.

Select the option **Tab Delimited Text**.

Use the button to import the data that is contained in the file into the bill importer document.

*Note: If in doubt about the file type, select **Automatic Detection**.*

The data that is imported is arranged in the bill importer document in a very similar manner to the source data in Excel.

When the data is saved in Excel, any word wrapped descriptions are saved as one long text string.

The CCS file importer automatically detects and gives you the option to word wrap long descriptions into multiple line 40 character descriptions.

*Note: If the source data is another type of text file, automatic word wrapping may not be applied, and as there is a finite width to a bill importer document, this can cause potential problems.*

*The maximum width of the description field in the bill importer is 380 characters, i.e. 9-10*

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
SECTION 2: VENTILATION SHAFT					
EARTHWORKS					
A	Clear and strip site	H2	3600		
B	"Excavate in bulk, Class A material and dispose within 2km freehaul distance	m3	7200		
C	Excavation in foundations ne 2m deep	m3	750		
D	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m2	440		
E	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	260		
F	Extra over all excavations in Class A material for Class B material	m3	210		
G	Filling under floors and around foundations in layers of 150mm, compacted to 95% mod AASHTO	m3	7600		
H	Overhaul	m3.km	14400		

*lines at 40 characters per line, for a multiple line description.*


## Bills of Quantities Created in Word

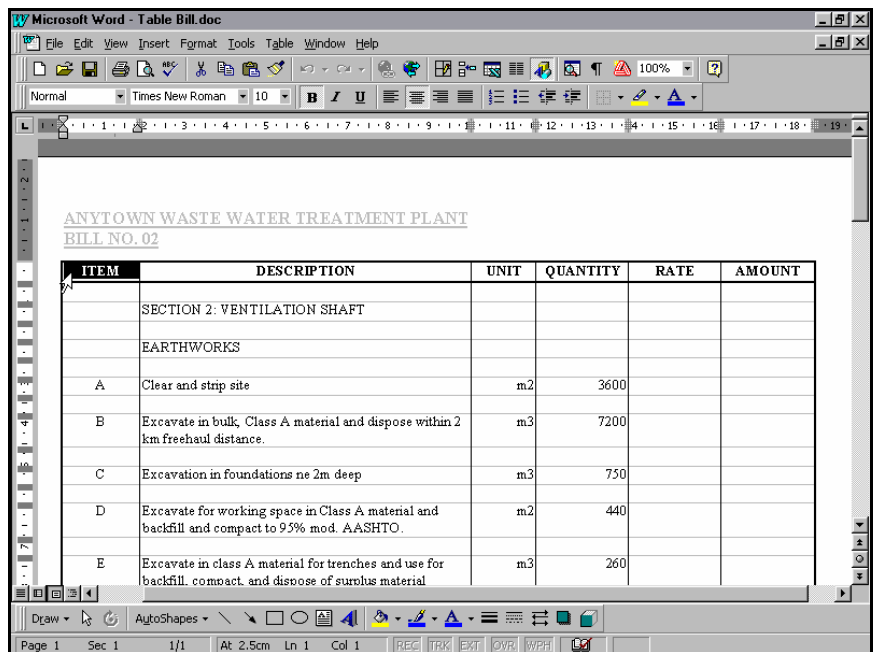
Bills of Quantities can be created in Word using several different methods.

In some cases an export file can be created directly from Word, in others, the data has to be first copied into Excel.

### Word - Table

This is an example of a Bill of Quantities, which has been created as a **Table**.

Note: If the bill has been created in Word Perfect, it can be opened in Word. From the **File** menu select **Open**, select the **File Type** as **Word Perfect 5.x (6.x)**, select the required **File Name** and use the  button.



ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	SECTION 2: VENTILATION SHAFT				
	EARTHWORKS				
A	Clear and strip site	m2	3600		
B	Excavate in bulk, Class A material and dispose within 2 km freehaul distance.	m3	7200		
C	Excavation in foundations ne 2m deep	m3	750		
D	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m2	440		
E	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	260		

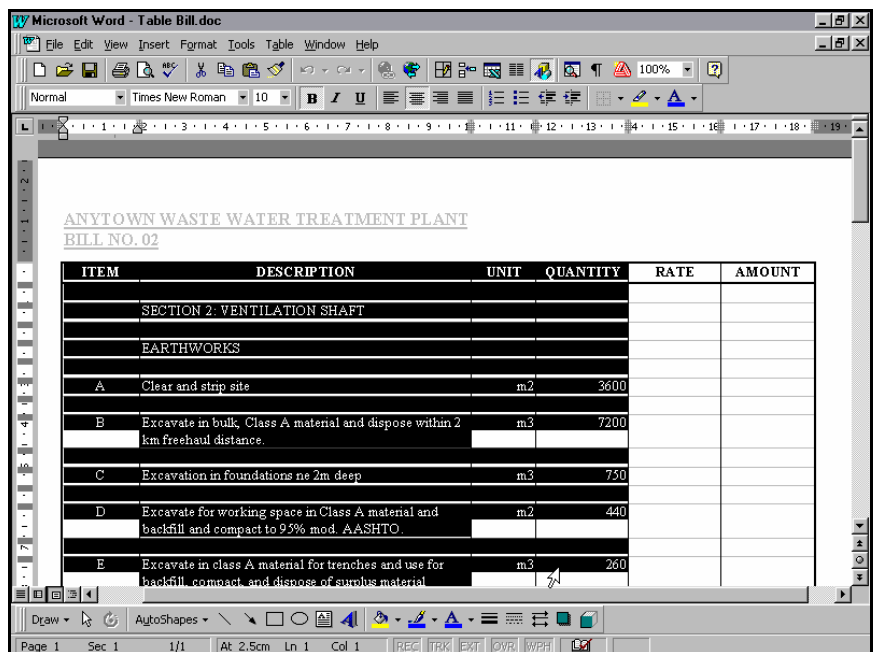
A Word **Table** must first be copied into Excel.

Left-click in the top left-hand cell of the bill.

Hold down the mouse button and drag the mouse to highlight the whole bill of quantities.


You should ensure that the highlighted area extends far enough to the right

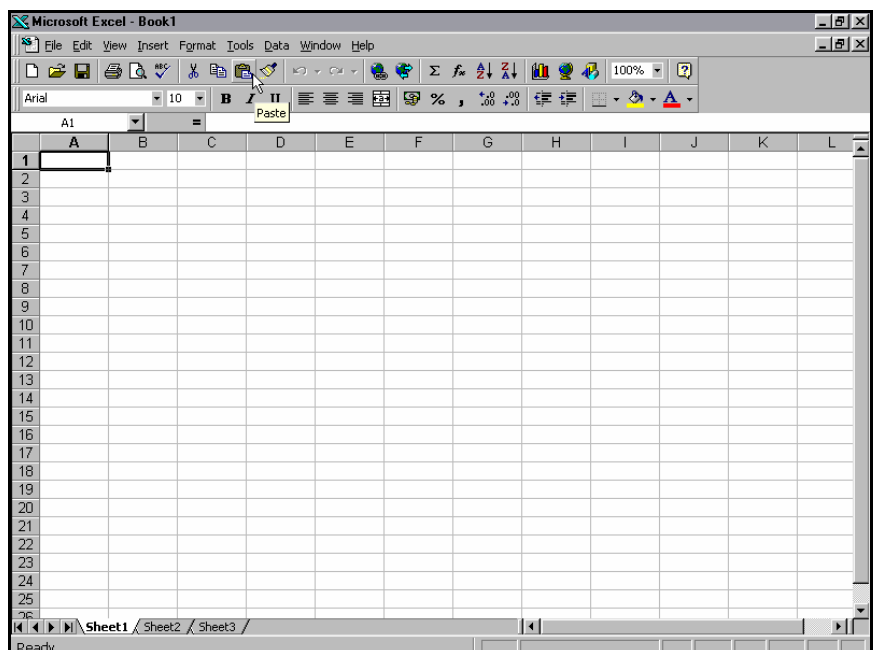
Use the  button.



ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	SECTION 2: VENTILATION SHAFT				
	EARTHWORKS				
A	Clear and strip site	m2	3600		
B	Excavate in bulk, Class A material and dispose within 2 km freehaul distance.	m3	7200		
C	Excavation in foundations ne 2m deep	m3	750		
D	Excavate for working space in Class A material and backfill and compact to 95% mod. AASHTO.	m2	440		
E	Excavate in class A material for trenches and use for backfill, compact, and dispose of surplus material	m3	260		

Go into Excel and start a new spreadsheet.

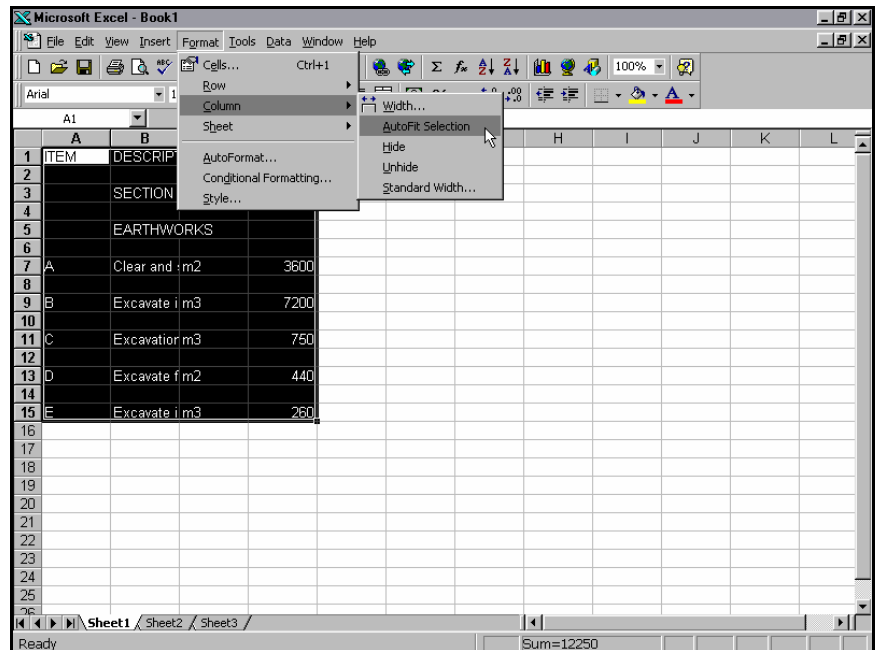
Position the cursor in the top left-hand cell and use the  button.



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
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The data, which was copied from the Word document, is pasted into the Excel spreadsheet.

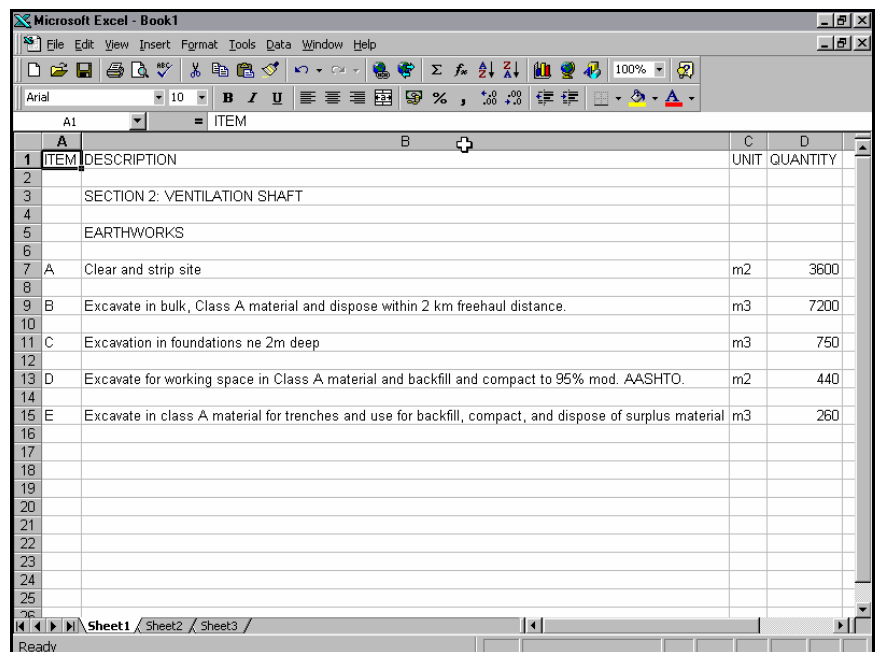
From the **Format** menu follow the path to **Column** and select **Autofit Selection**.



The data is now arranged with each field in a separate column.

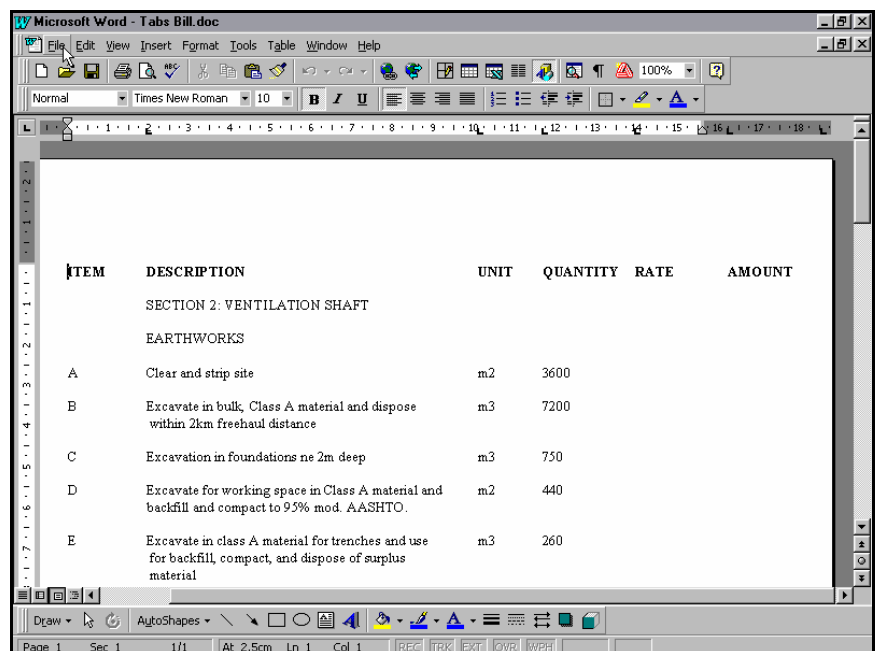
The multiple line descriptions in Word have been created as a single line of data.

Create the export file from Excel as previously described on sheets 4.01 to 4.03 of this section.

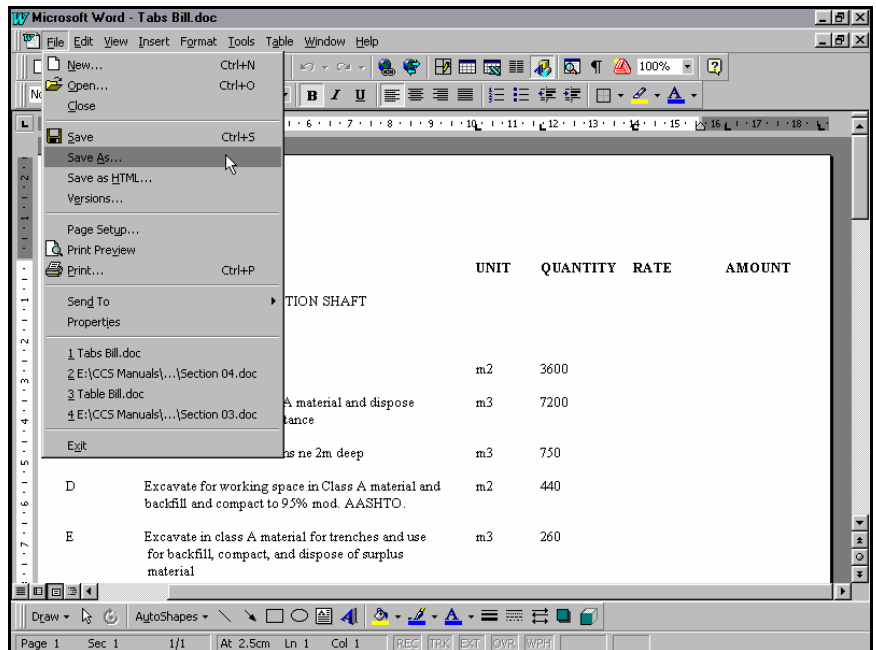


### Word - Tabs

This is an example of a Bill of Quantities that has been created using **Tabs**.




From the **File** menu select **Save As**.



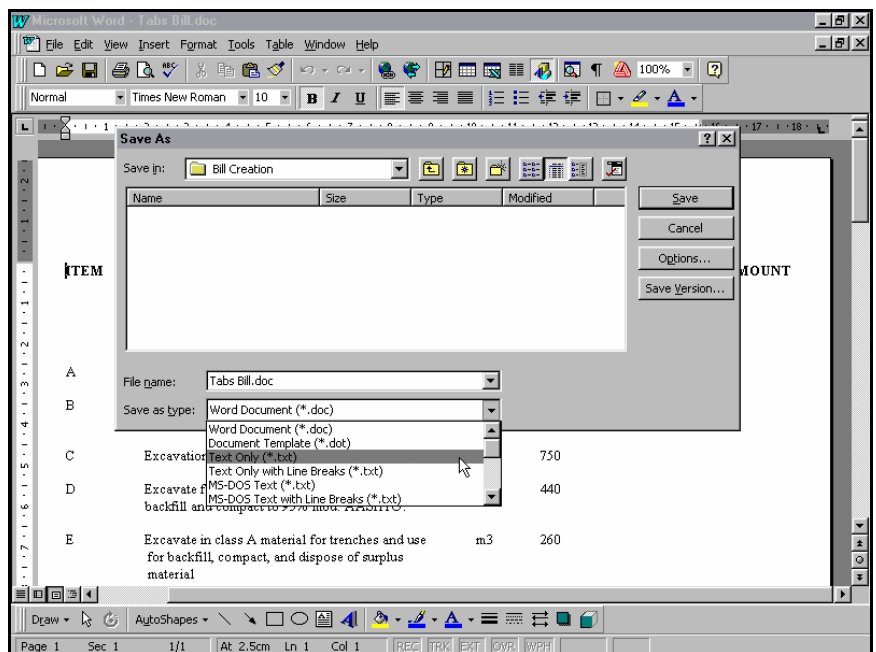
Select the required **Drive** and **Directory**, and enter a **File Name**.


You now need to select the **File Type**.

Use the  button in order to **Browse** the available file types.

The file type that gives the best results is **Text Only**.

Select this **File Type**.




Having selected the required file format, use the  button.

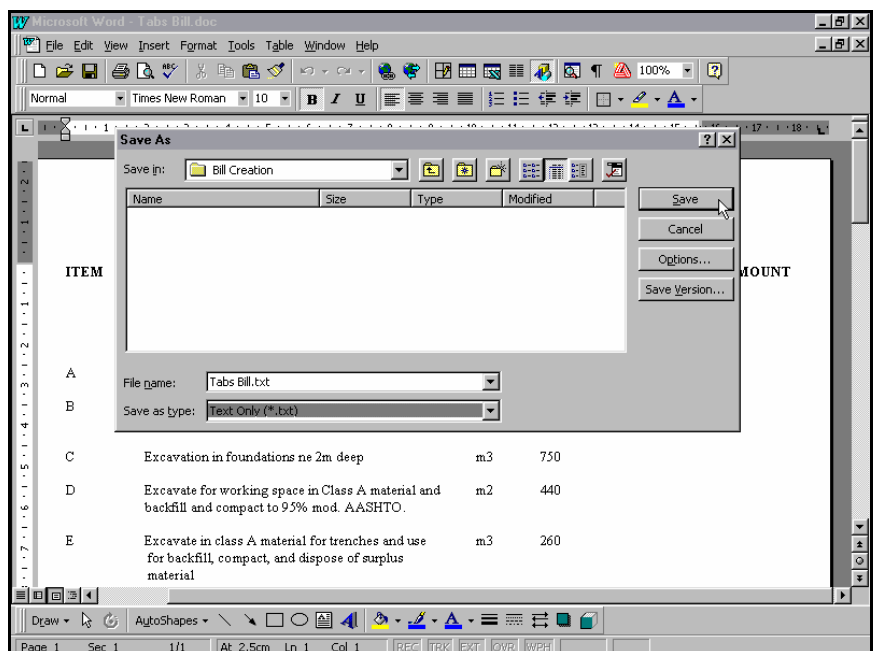
On the **CCS File Importer**, use on the  button next to the **File Format** field.

A pick list is displayed of the different file types that may be imported.

Select the option **Tab Delimited Text**.

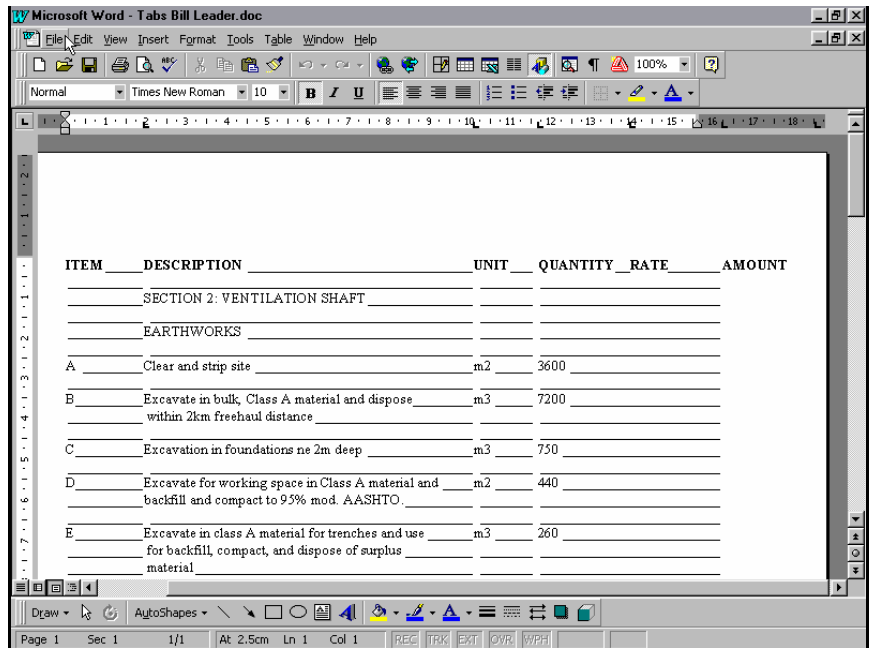
Use the  button to import the data that is contained in the file into the bill importer document.

*Note: If in doubt about the file type, select **Automatic Detection**. Refer to **Candy Manual Section 2 - Bill Creation** for full details about the bill importer.*

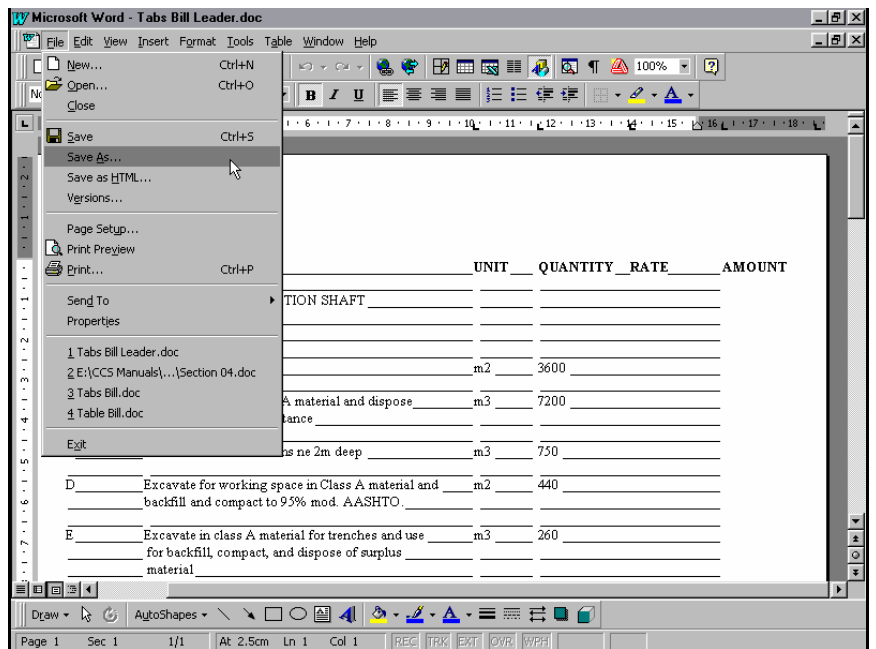


**Word - Leader Tabs**

This is an example of a Bill of Quantities that has been created using **Leader Tabs**.




From the **File** menu select **Save As**.



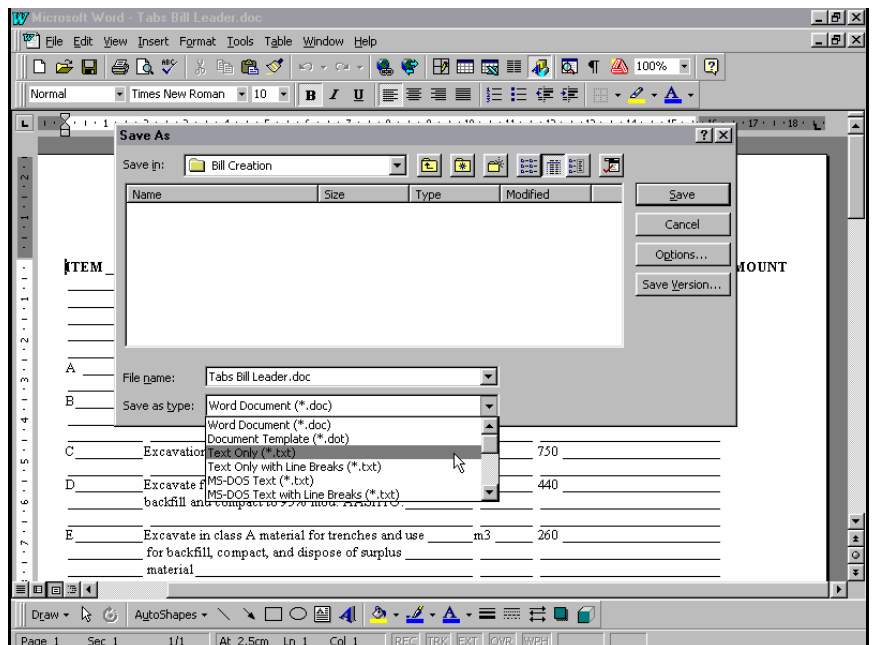
Select the required **Drive** and **Directory**, and enter a **File Name**.

You now need to select the **File Type**.

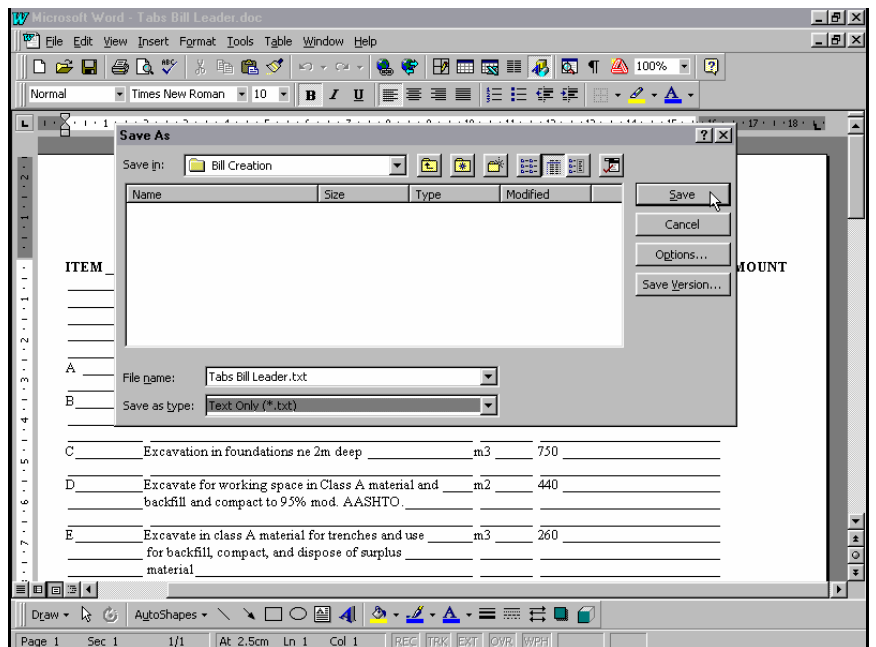
Use the  button in order to **Browse** the available file types.

The file type that gives the best results is **Text Only**.

Select this **File Type**.



Having selected the required file format, use the **Save** button.



### Candy Bill Importer

Refer to **Candy Manual Section 2 - Bill Creation** for full details about the bill importer.

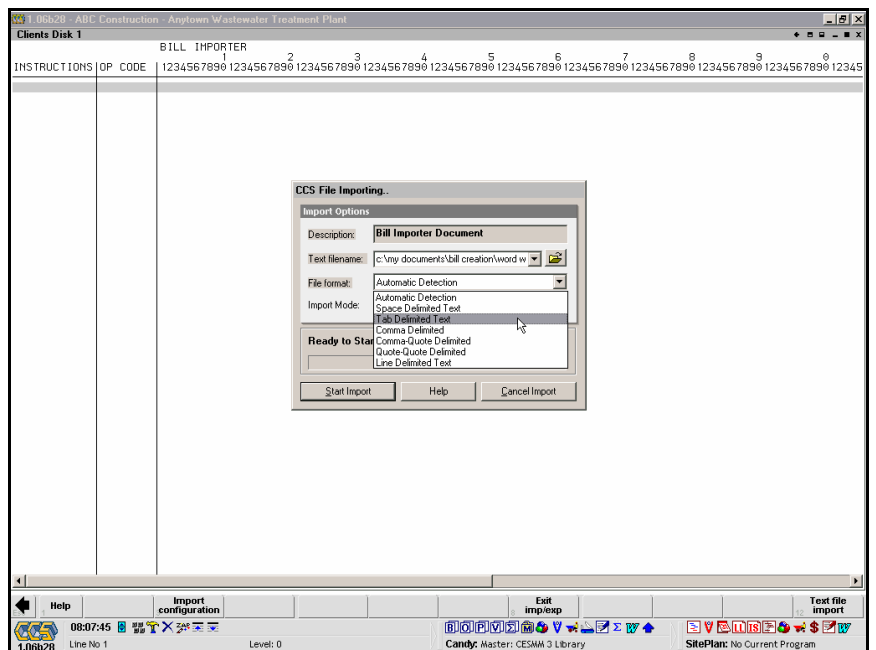
On the **CCS File Importer**, use on the **File Format** field.

A pick list is displayed of the different file types that may be imported.

Select the option **Tab Delimited Text**.

Use the **Start Import** button to import the data that is contained in the file into the bill importer document.

*Note: If in doubt about the file type, select **Automatic Detection**.*



The data that is imported is arranged in the bill importer document in a very similar manner to the source data in Word.

When the data is saved in Word, any word wrapped descriptions are saved as one long text string.

The CCS file importer automatically detects and gives you the option to word wrap long descriptions into multiple line 40 character descriptions.

*Note: Before you can import a file, which has been produced from another application on your computer, you need to close the file in the source application.*

