Synchronizing the Quick Bid® & CERTAINTEED CEILINGS Databases

Items to Review Before Synchronizing the Databases
It is required to follow the procedures below to ensure proper synchronization.

**BACKUP ALL PERSONAL DATABASES (THIS STEP IS THE MOST IMPORTANT)**

1. Update Divisions/Sections table in the CERTAINTEED CEILINGS database to match the format in the Quick Bid database Divisions/Sections table
2. Review payroll settings: within the CERTAINTEED CEILINGS database, update the Wage Type “Union” to match the database

**NOTE:** Users are responsible for reviewing the information below to determine if adjustment is needed based upon standard bidding practices:
- Material Cost Codes assigned to Items
- Material Pricing
- Chained Items

Codes or descriptions from the “Source Database” master tables will overwrite any matching codes or descriptions in the “Destination Database” master tables.

All non-matching codes or descriptions will be added to the “Destination Database” master tables. The database does not contain any labor items, labor cost codes, other cost code equipment cost codes, payroll classes, or accessories.

**How to Synchronize the Databases**

Use the following parameters when synchronizing:
1. Select the current Quick Bid database as the “Source Database”
2. Select the CERTAINTEED CEILINGS database as the “Destination Database”
3. Rename the CERTAINTEED CEILINGS database after completion & use this database

**Moving Forward**

Refer to the Quick Bid FAQ for details on renaming the database. When synchronizing databases, please verify:
1. All items are copied from the “Source Database” to the “Destination Database”
2. Current bids are not copied from the “Sources Database” to the “Destination Database”
3. Refer to the Quick Bid FAQ for details on copying bids from one database to another

For assistance with the synchronization process, contact On Center Software Support at 1.866.591.6500 or visit www.oncenter.com/support.