Instructions - Clearing

- 1. Draw cross section name boundaries for area that needs reported.
 2. Run the cross section report from: OpenRoads Modeling>Home>Model Analysis and Reporting>Civil Analysis>Cross Section Report Select the cross section named boundary
 Change Which Features to Selection
 Select the 3D cutfill lines; make sure to get all of them
 3. In the report window select Evaluation>CrossSectionGradebookfromCLxsl
 Right click on the report and select export to excel

| | Input Grid Factor: | Note: All units | in this report are in feet unless specified otherwis |
|-----------|--------------------|-------------------|--|
| Surface: | BL | | |
| Station: | 0+00.000 | | |
| Feature | | Slope_Stake_Cut_L | Slope_Stake_Cut_R |
| Offset | | -37.028 | 27.857 |
| Elevation | | 5137.042 | 6131,919 |
| Slope | | 0.079 | -0.079 |
| Station: | 0+50,000 | | |
| Feature | | Slope Stake Cut L | Slope Stake Fill R |
| Offset | | -44.086 | 26.896 |
| Elevation | | 5147.699 | 5132.345 |
| Slope | | 0.216 | -0.216 |
| Station: | 1+00.000 | | |
| Feature | | Slope Stake Cut L | Slope Stake Fill R |
| Offset | | -38.760 | 29.967 |
| Elevation | | 5160.274 | 5132.480 |
| Slope | | 0.494 | -0.40 |

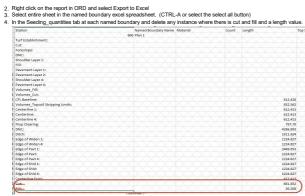
- Select entire sheet in the cross section excel spreadsheet. (CTRL-A or select the select all button)
 The select data in the Clearing Cross Section Report tab in the clearing summary spreadsheet.
 So to the "Manual Inputs" page and click on the "Click Here to Farmal Worksheet" button. Add any additional clearing here



Instructions - Seeding

Run Quantities by Named boundary





- Go to the "Manual Inputs" page and click on the "Click Here to Format Worksheet" button. Add any additional seeding here. Enter extra distance ONLY if the seeding component (turf establishment) is not included in the template.
 Use the rows to create the table at the right. Cut and paste or reference these to the Summary tab



ADDING PAY ITEMS

- 1. On the Summary Tab, click the "Browse for Pay Item" button, hit the "Browse for Pay Item File" in the dialog box and browse to N\CFL-DPI\(\text{ExcelPayItems24.csv}\) and select "Open" or if you downloaded the file off the network browse to the location to where it was saved Click the "Return to Excel" button.

2. On the Summary Tab, click the "Add/Remove Pay Items" button.
Pay items are broken out by pay Item categories. Choose the desired pay item category.
Select the desired pay item and select "Add Item." Repeat for all required pay Items.
To remove pay items click the "Delete a pay Item already placed in sheet" button and select the desired pay Item and click the "delete item" button. Click the "Close" button to close the dislog box.
When all desired pay Items have been added click the "Close" button.

- Add station ranges and quantities. Add and remove schedules to tables using the buttons at the top of the Summary tab. Hide and unhide rows to tables using the buttons at the top of the Summary tab. Merge and center title over the entire table width.
- 4. Using the Engineer's Estimate Manual (https://highways.dot.gov/federal-lands/estimates/cfl-estimate-manual), determine the correct rounding % and round up values for each item.

| Drive Pads, and Paved Medians | Round plan quantities up to the nearest 50 or 100 sqyd |
|----------------------------------|---|
| 617 – Guardrail | Round plan quantities up about 3% to the nearest 25 ft |
| 619 - Fences, | Gates and Cattlequards: Plan and bid quantities are usually the same. |

The Bid schedule and allowance quantities will be automatically calculated at the bottom but should not be included in tabulation sheets.

5. DO NOT MANUALLY ADD ANY COLUMNS TO THE SPREADSHEET.