

Instructions - Clearing

1. Draw cross section named 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 cut/fill lines; make sure to get all of them
3. In the report window select Evaluation>CrossSectionGradebookfromCL.xsl
Right click on the report and select export to excel

Station	Feature	Offset	Elevation	Slope	Slope_Stake_Cut_L	Slope_Stake_Cut_R
0+00.000						
0+10.000						
0+20.000						

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



Instructions - Seeding

1. Run Quantities by Named boundary report

Material	Count	Length	Top Sloped Area	Volume
AS_12_1	1	100.00		
AS_12_2	1	100.00		
AS_12_3	1	100.00		

2. Right click on the report in the ORD and select Export to Excel
3. Select entire sheet in the named boundary excel spreadsheet. (CTRL-A or select the select all button)
4. In the Seeding_quantities tab at each named boundary and delete any instance where there is cut and fill and a length value.

Station	Named Boundary Name	Material	Count	Length	Top 5
600	Plan 1				
Turf Establishment:					
Cut:					
Forestage:					
DNC:					
Shoulder Layer 1:					
Fill:					
Pavement Layer 1:					
Pavement Layer 2:					
Shoulder Layer 4:					
Pavement Layer 4:					
Volumes_Fill:					
Volumes_Cut:					
CFL Baseline:					
Volumes_Topsoil Stripping Limits:					
Centerline 1:					
Centerline 2:					
Centerline 4:					
Edge of Pav 1:					
Edge of Pav 2:					
Edge of Pav 4:					
Edge of SH1 1:					
Edge of SH1 2:					
Edge of SH1 4:					
Centerline Cut:					
Cut:					
Fill:					

5. 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.
6. Use the rows to create the table at the right. Cut and paste or reference these to the Summary tab

Pay Column	Pay Column	Pay Column	Pay Column
46303.44	6597.43	32990.88	1.21
Seeding		Total	Total
Seeding in Cut	Seeding in Fill	SQFT	ACRE
XS_TC_Cut:	XS_TC_Fill:	Total Seeding	Total Seeding
00+00.00	28845.00	5586.152	24421.22
07+25.00	16458.38	11.28	16469.66
14+50.00	1000.00	1000	2000.00
15+00.00			0.05

Rows from Seeding	Station	to Station	ACRE	SQFT
7	8	0 - 725	0.79	34493
8	9	725 - 1450	0.38	16470
9	10	1450 - 1500	0.05	2000

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-DP\Excel\PayItems24.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 dialog box.
When all desired pay items have been added click the "Close" button.
3. 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.

610 - SKEWERS, 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 Cattleguards: Plan and hid quantities are usually the same.

5. The Bid schedule and allowance quantities will be automatically calculated at the bottom but should not be included in tabulation sheets.
DO NOT MANUALLY ADD ANY COLUMNS TO THE SPREADSHEET.