

## 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

Surface:	BL	Slope_Stake_Cut_L	Slope_Stake_Cut_R
Station:	0+00.000		
Offset:		37.028	27.857
Elevation:		5137.852	5133.919
Slope:		0.079	-0.079
Station:	0+50.000		
Offset:		-44.056	26.896
Elevation:		5167.059	5132.346
Slope:		0.216	-0.216
Station:	1+00.000		
Offset:		28.760	29.567
Elevation:		5160.274	5132.482
Slope:		0.464	-0.464

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

2. Right click on the report in 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 or there are no values

Station	Named Boundary Name	Material	Count	Length	Top 5
	600 Plan 1				
	Turf Establishment:				
	Cut:				
	Forelayer:				
	DNC:				
	Shoulder Layer 1:				
	Fill:				
	Pavement Layer 1:				
	Pavement Layer 2:				
	Shoulder Layer 4:				
	Pavement Layer 4:				
	Volumes_Fill:				
	Volumes_Cut:				
	CR1 Baseline:				612.418
	Volumes_Topsoil Stripping Limits:				832.562
	Centerline 1:				612.413
	Centerline 2:				612.413
	Centerline 4:				612.413
	Prop Clearing:				797.79
	DNC:				4236.993
	Ditch:				1911.624
	Edge of Widen 1:				1224.827
	Edge of Widen 4:				1224.827
	Edge of Part 1:				2449.903
	Edge of Part 2:				1224.827
	Edge of Part 4:				1224.827
	Edge of SHD 1:				1224.827
	Edge of SHD 2:				1224.827
	Edge of SHD 4:				1224.827
	Centerline 2x14:				612.414
	Cut:				681.832
	Fill:				50.308

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		
	4693.44	6597.43	52906.88	1.21
	Seeding		Total	Total
	Seeding in Cut	Seeding in Fill	SGFT	ACRE
	XS TC Cut:	XS TC Fill:	Total Seeding	Total Seeding
00+00.00				
07+25.00	28945.00	5386.153	34431.22	0.79
14+00.00	16456.38	11.28	16469.66	0.38
15+00.00	1000.00	1000	2000.00	0.05

  

Page Beginning Row Number	Automatic calculation reset for last row	Rows from Seeding	Station	To Station	Clearing	Clearing
7		8	0	725	0.79	34811
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-DPIT\Excel\PayItems14.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 ([http://www.cfhd.gov/resources/design/ee/eprog/documents/EE\\_Guidance\\_Manual.pdf](http://www.cfhd.gov/resources/design/ee/eprog/documents/EE_Guidance_Manual.pdf)), determine the correct rounding % and round up values for each item.

<b>012 - Driveways, Drive Pads, and Paved Medians</b>	Round plan quantities up to the nearest 50 or 100 sqyd
<b>617 - Guardrail</b>	Round plan quantities up about 3% to the nearest 25 ft
<b>619 - Fences,</b>	Gates and Cattleguards: Plan and hid 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.**