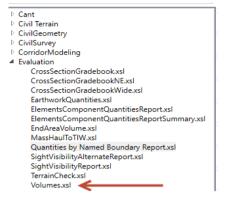
## Instructions:

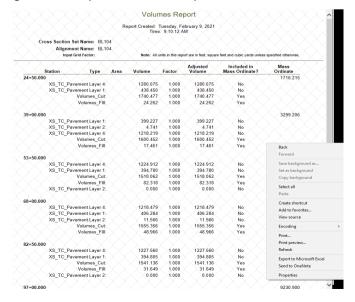
- 1. Add cut and fill volumes to the corridor
- 2. Run Quantities by Named boundary report and save file in excel format.
- 3. Select the volumes report



4. The report should be in the following format:

		R	eport Created: Time	Tuesday, Fe : 9:10:12 A				
Cross Section Set Name: BL104 Alignment Name: BL104 Input Grid Fector:		Note: All units in this report are in fest, square feet and cubic yards unless specified otherwise.						
Station	Туре	Area	Volume	Factor	Adjusted Volume	Included in Mass Ordinate?	Mass Ordinate	
24+50.000							1716.215	
XS_TC_Pavement Layer 4:			1280.075	1.000	1280.075	No		
XS_TC_Pavement Layer 1:		438.450	1.000	438.450	No			
Volumes_Cut:		1740.477	1.000	1740.477	Yes			
	Volumes_Fill:		24.262	1.000	24.262	Yes		
39+00.000							3299.206	
XS_TC_Pavement Layer 1:			399.227	1.000	399.227	No		
XS_TC_Pavement Layer 2:			4.741	1.000	4.741	No		
XS_TC_Pavement Layer 4:			1218.219	1.000	1218.219	No.		
Volumes_Cut:			1600.452	1.000	1600.452	Yes		
	Volumes_Fill:		17,461	1.000	17.461	Yes		
53+50.000							4734.950	
XS_TC_Pavement Layer 4:			1224.912	1.000	1224.912	No		
XS_TC_Pavement Layer 1:			394.780	1.000	394.780	No		
Volumes_Cut:			1518.062	1.000	1518.062	Yes		
Volumes_Fill:			82,318	1.000	82.318	Yes		
XS_TC_Pav	ement Layer 2:		0.000	1.000	0.000	No		
68+00.000						6241.340		
XS_TC_Pavement Layer 4:		1218.479	1.000	1218.479	No			
	ement Layer 1:		406.284	1.000	406.284	No		
XS_TC_Pav	ement Layer 2:		11.566	1.000	11.566	No		
	Volumes_Cut:		1555.356	1.000	1555.356	Yes		
	Volumes_Fill:		48.966	1.000	48.966	Yes		
82+50.000							7750.826	
XS_TC_Pavement Layer 4:		1227.560	1.000	1227.560	No			
XS_TC_Pav	ement Layer 1:		394.805	1.000	394.805	No		
	Volumes_Cut:		1541.136	1.000	1541.136	Yes		
	Volumes_Fill:		31.649	1.000	31.649	Yes		
	ement Laver 2:		0.000	1 000	0.000	No		

5. Right click on the report in ORD and select Export to Excel



- 6. Select entire sheet in the volumes excel spreadsheet. (CTRL-A or select the select all button)
- 7. Paste data in the quantities report tab in the grading summary spreadsheet.
- 8. Select the rows that contain the whole project totals and cut and paste to the Totals QA\_QC tab.
- 9. Go to the "Manual Inputs" page and click on the "Click Here to Format Worksheet" button.



- $9. \ \ Determine if it is an excavation or embankment job and fill out the appropriate table.$
- 10. For major secondary roads use the secondary report tabs.