

Summary of Quantities Training

Every project will need to have an SQS excel sheet (even projects without plans) due to the new AASHTO Project Preconstruction System Contract Administration Division will be using.

Navigating to the SQS sheets

In order to give everyone access to the most up to date Summary of Quantities sheets, a locked version has been placed on the server to be copied locally for each project.

You can find them under:

RWDDATA

Groups

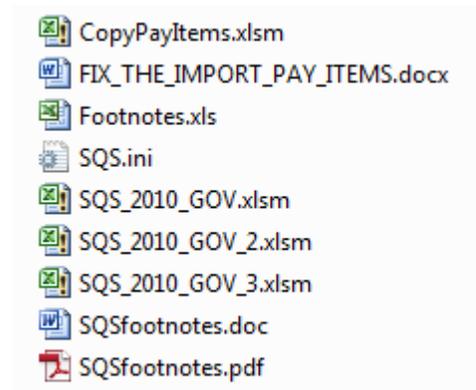
SQS

For people who do not have the Roadway Design workspace, you can navigate to the GOMDOT website and download the Summary of Quantities files.

[SQS GoMDOT Link](#)

Type	Name
	CopyPayItems NEW
	FIX_THE_IMPORT_PAY_ITEMS NEW
	Footnotes NEW
	SQS NEW
	SQS_2010_GOV NEW
	SQS_2010_GOV_2 NEW
	SQS_2010_GOV_3 NEW
	SQSfootnotes NEW
	SQSfootnotes NEW

In the SQS folder, you will see several files associated with summary of Quantities:



SQS_2010_GOV

- should be used if your alignment is only in one county

SQS_2010_GOV_2

- is if your alignment crosses into two counties

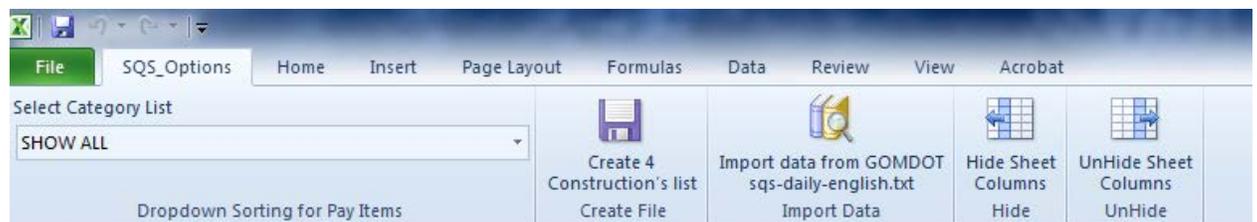
SQS_2010_GOV_3

- is used if your alignment crosses three counties

SQS EXCEL FEATURES

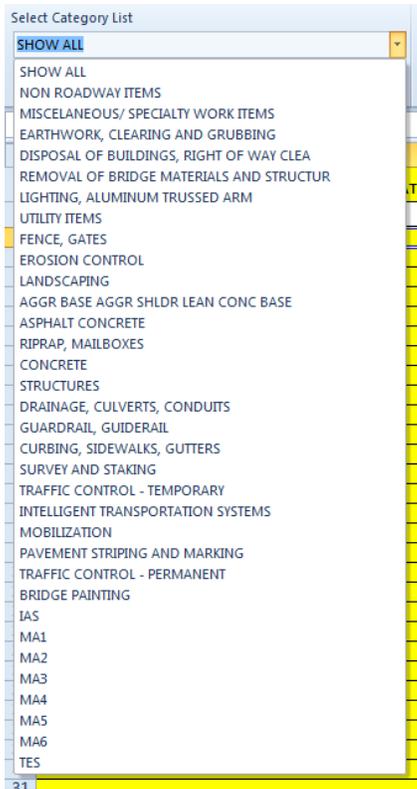
Because of the data and macros embedded in the SQS file, there are some extra features available that are not present in a normal excel spreadsheet.

-under the SQS_Options tab, there is a drop down menu and four buttons. These will aid you in the creation of your summary of quantities for your project.

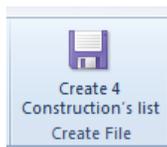


- The pull down menu

- Allows you to narrow down the pay items by category. This feature keeps you from having to navigate through the entire list.



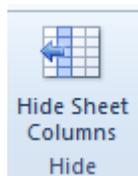
- Create 4 Construction's list
 - After inputting everything on the SQS sheet, you would press this button which builds a sheet that allows construction to input their quantities.



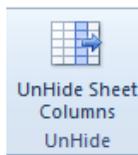
- Import data from GOMDOT
 - This updates the pay item list by comparing it to the most up to date pay item list online. It will also remove items from the list that are no long being used. When this happens and you have an old pay item already added to your sheet, it will turn the item red.
 - The import button updates the "Master List" worksheet. **DO NOT** manually modify this worksheet.



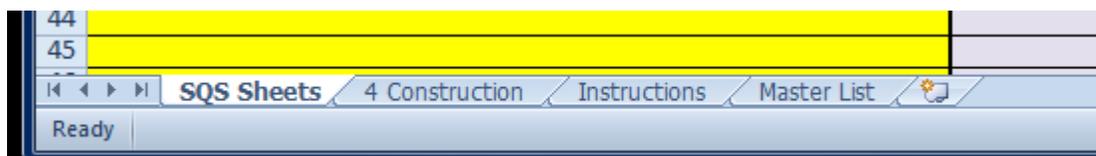
- Hide Sheet Columns
 - This button allows you to see the pay item list and preliminary columns only. This is a helpful feature because it allows you to build your summary of quantities sheet while zoomed in enough to see and not have to scroll left and right to input data.



- Unhide Sheet Columns
 - Returns the sheet to its normal layout after pressing the Hide Sheet button.



There are also 4 tabs at the bottom of the sheet called worksheets



- SQS Sheets
 - This is the worksheet you will use to build your quantities sheets. It opens by default and is the only worksheet that can use the Hide/ Unhide Sheet buttons.
- 4 Construction

- This is the worksheet that is built based on the data you input on the SQS Sheet when you press the Create 4 Construction's List button.

	A	B	C	D	E
1	cn	ilino	ialt	eiitem	isupdes
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

- Instructions

- This worksheet has brief and detailed instructions on working with SQS sheets. This is convenient because it allows you to review a particular step that you may have forgotten.

	A	B
1		SQS_2010_GOV.XLSM - SUMMARY OF QUANTITIES (1 COLUMN)
2		
3		GENERAL INFORMATION (DATE: 02-21-13)
4	1	This excel spreadsheet is used to create a Summary of Quantities data file for Construction Divis
5	2	Enter a Project Number the excel file is associated with. This is located near the top of Column A
6	3	All quantity data needs to be entered in this spreadsheet, NO quantity data should physically ent
7	5	Retain this excel spreadsheet with its corresponding Microstation design file. This will maintain t
8	6	This spreadsheet allows the distribution of preliminary project quantities without having to acce
9	7	The most up-to-date Master data source pay items are kept up-to date at the following web addr
10	8	http://sp.mdot.ms.gov/RoadwayDesign/Pay%20Items/sqs-daily-english.txt
11	9	For all users - to update the pay items list in this spreadsheet, use the "Import Data from GOMDI
12	10	The Import button updates the "Master List" worksheet. DO NOT manually modify this workshee
13	11	To generate a data file for Construction Division worksheet, use the "Create Constructions List" o
14	12	NEVER manually create your own pay item or modify a pay item description. Please contact your
15		
16		Column Widths: A,B, & C can be changed, all others should not be changed. D=16 E=110
17		Row Heights: Row heights should not be changed. Row(1)=21 Row(2)=15.75 Black Shaded f
18		Each Sheet has 55 Rows (not including the heading rows 1 and 2) for pay item entry. Do not add o
19		
20		Hiding/Unhiding Columns: There are two macros available to hide and unhide columns.
21		The purpose is to hide/unhide the sheet columns (excluding the Preliminary columns) to help m
22		You can run these macros with the buttons on the Ribbon Bar under the SQS Options tab.
23		
24		Cell Protection: All uneditable cells have been locked. If you wish to edit them you must unprote
25		
26		
27		DETAILED INSTRUCTIONS
28		
29		HOW TO ENTER DATA
30	1	Select the "SQS Sheets" worksheet tab and to make it active.
31	2	Update the "Master List" of pay items. Use "SQS_Options > Import data from... button on the ribb
32		Info: The Pav Item list in the excel file is static. It has to be updated manually with the Import but

- Master List
 - This worksheet contains a complete list of the pay items. This list should never be edited and it should only be used as a reference.

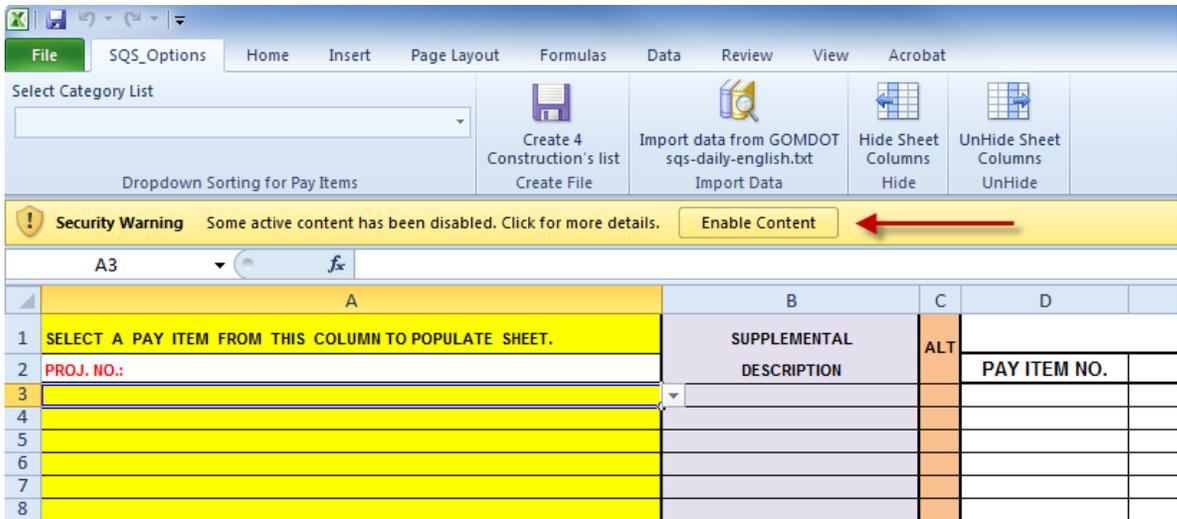
Dropdown Sorting for Pay Items		Create File	Import Data
E1	907-906001	TRAINEES	HRS
1	907-906001	TRAINEES	HRS
2	1000-A001	DESIGN BUILD	LS
3	104-A001	MINOR ALTERATIONS TO THE CONTRACT	LS
4	1500-A001	CONSTRUCTION OF	LS
5	1510-A001	RENOVATE	LS
6	1520-A001	INSTALLATION OF	LS
7	1530-A001	REPLACE	LS
8	1540-A001	ALTERATIONS	LS
9	1550-A001	UPGRADE	LS
10	1560-A001	REPAIR OF	LS
11	1560-A002	REPAIR OF	EA
12	201-A001	CLEARING AND GRUBBING	LS
13	201-B001	CLEARING AND GRUBBING	ACRE
14	907-201-C001	RANDOM CLEARING AND GRUBBING	STA
15	201-C001	RANDOM CLEARING AND GRUBBING	ACRE
16	201-D001	RANDOM CLEARING	STA
17	201-D002	RANDOM CLEARING	ACRE
18	202-A001	REMOVAL OF OBSTRUCTIONS	LS
19	907-202-B001	REMOVAL AND TRANSPORT GARBAGE DEBRIS TO CI	
20	202-B001	REMOVAL OF ASPHALT CURB	LF
21	907-202-B002	REMOVAL AND TRANSPORT GARBAGE DEBRIS TO CI	
22	202-B002	REMOVAL OF ASPHALT DRIVEWAYS, ALL DEPTHS	
23	907-202-B003	REMOVAL OF BRIDGE COMPONENTS	LS
24	202-B003	REMOVAL OF ASPHALT PAVED DITCH, ALL DEPTHS	
25	907-202-B004	REMOVAL OF BRIDGE DECK, HYDRODEMOLITION	
26	202-B004	REMOVAL OF ASPHALT PAVED SHOULDERS, ALL DEP	
27	202-B005	REMOVAL OF ASPHALT PAVEMENT, ALL DEPTHS	
28	202-B006	REMOVAL OF ASPHALT PAVEMENT, FAILED AREAS	
29	202-B007	REMOVAL OF BOX BRIDGE	EA
30	202-B008	REMOVAL OF BOX CULVERT	EA
31	202-B009	REMOVAL OF BRIDGE	EA
32	202-B010	REMOVAL OF BRIDGE END PAVEMENT	SY

Entering Data to a SQS Spreadsheet

The first thing you should do is copy the SQS sheet you need and paste it in the project folder you are working in.

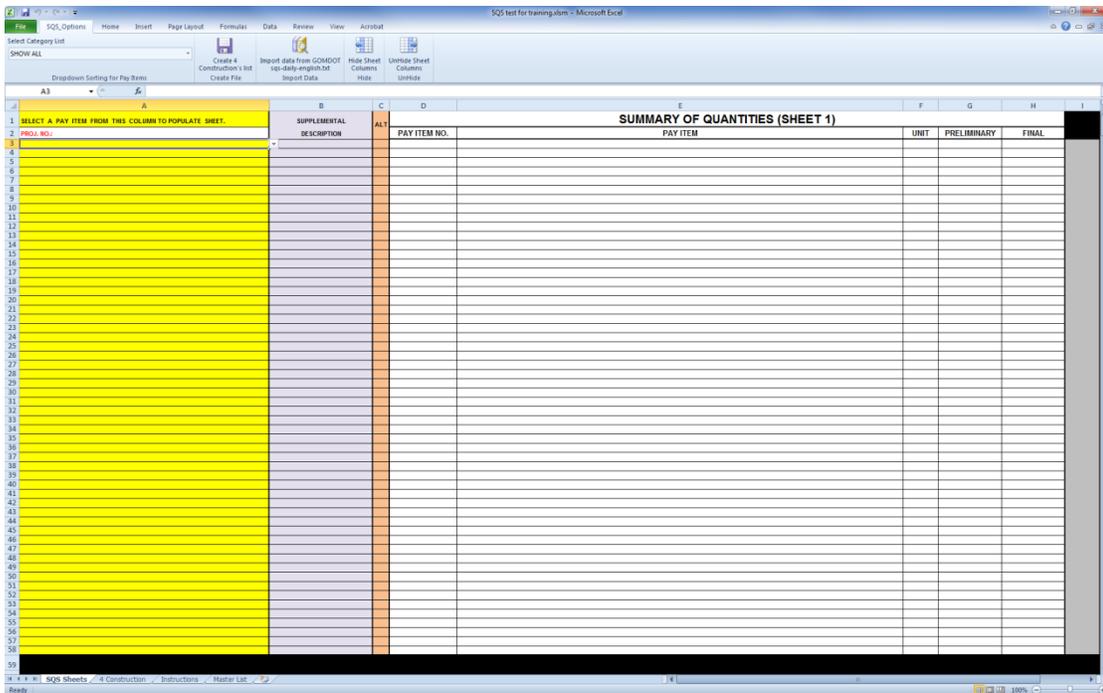
(The SQS excel file's icon will look different on newer versions of windows. This is a non-issue; the exclamation mark lets the user know that there are macros embedded in the file)

Rename the file then open it with MicroStation



(When the excel file opens you might see an error message. If you do, click the enable content button)

- Now your spreadsheet should look similar to the image below. If it doesn't you may need to expand the window



After opening the document, the first thing you should always do is

Update the pay item list

- This is done by pressing the Import data from GOMDOT button on the ribbon bar.

- This needs to be done because the Pay Item list in the excel file is static and must updated manually.
- Roadway design automatically updates the source file daily and distributes it to the web site server folder.

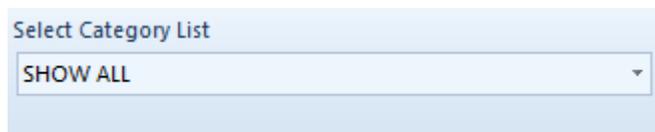
Enter a Project Number the excel file is associated with. This is located near the top of Column A just above the first pay item selection cell.

Optional

Input Data

- On the left in the yellow-shaded column labeled "SELECT A PAY ITEM FROM THIS COLUMN TO POPULATE SHEETS"
- Select the "LIST" arrow at the right end of the cell. Scroll to the desired pay item and select it.

*It helps to narrow the list using the category filter on the ribbon bar. The Pay Item List is very large which can make it time-consuming to scroll through. The filter is used to make it easier to find specific types of pay items.



- The "Sheet" table next to your row selection is automatically populated with the pay item number, description, and unit.

*If the pay item requires a supplemental description, enter it in the purple-shaded column to the right of the yellow column.

*If there are alternate pay items in your list, these need to have an "Alternate Code" entered in the orange column labeled ALT.

Tip: Use AA1 for the first set of pay items and enter AA2 for the alternate set of pay items. If other alternates are required use AB, AC, AD, etc.

Continue by selecting additional pay items to fill-in the remainder of the sheets.

Because all of the pay items need to be in numerical order, you will have to anticipate how many blank lines to leave in order to accommodate these.

*The "SQS Sheets" worksheet contains ten (10) blank SQS sheets for entering data.

*Each of the SQS Sheet tables is numbered and each single sheet is designed to fit inside a Roadway Design Plan Sheet Cell.

Calculate all Quantities and manually enter the amounts in the PRELIMINARY Column for each pay item.

*Make sure to remember that if you move a pay item to a different line you must also move the quantity associated with it in the PRELIMINARY column.

*You **CANNOT** insert or delete a column or row to the spreadsheet on the SQS_SHEETS tab.

*You CAN copy pay items or descriptions in the first 3 columns (A, B, & C shaded cells) and paste them to other cells in the same column.

*You CAN delete an item in columns A, B or C by selecting the cell and pressing the DELETE key on the keyboard.

After adding all of the pay items, look down column I and make sure there are only Green boxes.

This column contains conditional formatting macros that check result and display different colors based on the situation.

- **Yellow** means there is no preliminary quantity on that row
- **Red** means there is no pay item but a quantity has been added
- **Green** means that a pay item and a quantity have been entered; however, it does not mean the data entered is correct.

SELECT A PAY ITEM FROM THIS COLUMN TO POPULATE SHEET.		SUPPLEMENTAL	ALT	SUMMARY OF QUANTITIES (SHEET 3)			
DESCRIPTION			PAY ITEM NO.	PAY ITEM	UNIT	PRELIMINARY	FINAL
019-A1002	TEMPORARY TRAFFIC STRIPE, CONTINUOUS WHITE	M	019-A1002	TEMPORARY TRAFFIC STRIPE, CONTINUOUS WHITE	M	45	
019-A2002	TEMPORARY TRAFFIC STRIPE, CONTINUOUS YELLOW	M	019-A2002	TEMPORARY TRAFFIC STRIPE, CONTINUOUS YELLOW	M	46	
019-A3006	TEMPORARY TRAFFIC STRIPE, STOP WHITE	M	019-A3006	TEMPORARY TRAFFIC STRIPE, STOP WHITE	M	17	
019-A5002	TEMPORARY TRAFFIC STRIPE, DETAIL PAINT	LF	019-A5002	TEMPORARY TRAFFIC STRIPE, DETAIL PAINT	LF	3045	
019-A6002	TEMPORARY TRAFFIC STRIPE, LEGEND PAINT	LF	019-A6002	TEMPORARY TRAFFIC STRIPE, LEGEND PAINT	LF		
019-C8001	RED-CLEAR REFLECTIVE HIGH PERFORMANCE RAISED MARKER	EA	019-C8001	RED-CLEAR REFLECTIVE HIGH PERFORMANCE RAISED MARKER	EA	2254	
019-C7001	TWO WAY YELLOW REFLECTIVE HIGH PERFORMANCE RAISED MARKER	EA	019-C7001	TWO WAY YELLOW REFLECTIVE HIGH PERFORMANCE RAISED MARKER	EA	118	
019-D1001	STANDARD ROADSIDE CONSTRUCTION SIGNS, LESS THAN 10 SQUARE FEET	SF	019-D1001	STANDARD ROADSIDE CONSTRUCTION SIGNS, LESS THAN 10 SQUARE FEET	SF		
						719	
019-F1001	CONCRETE MEDIAN BARRIER, PRECAST	LF	019-F1001	CONCRETE MEDIAN BARRIER, PRECAST	LF	3700	
019-F2001	REMOVE AND RESET CONCRETE MEDIAN BARRIER, PRECAST	LF	019-F2001	REMOVE AND RESET CONCRETE MEDIAN BARRIER, PRECAST	LF		
019-G4001	BARBICADES, TYPE B, SINGLE FACED	LF	019-G4001	BARBICADES, TYPE B, SINGLE FACED	LF	65	
						72	
						100	
019-G7001	WARNING LIGHTS, TYPE "B"	EA	019-G7001	WARNING LIGHTS, TYPE "B"	EA	10	
019-J1003	IMPACT ATTENUATOR, 60 MPH	UNIT	019-J1003	IMPACT ATTENUATOR, 60 MPH	UNIT	3	
019-J1004	IMPACT ATTENUATOR, 60 MPH, HIGH ENERGY PACKAGE	UNIT	019-J1004	IMPACT ATTENUATOR, 60 MPH, HIGH ENERGY PACKAGE	UNIT	1	

HOW TO LINK THE SPREADSHEET INTO Microstation

Start by creating a DGN file named SQS

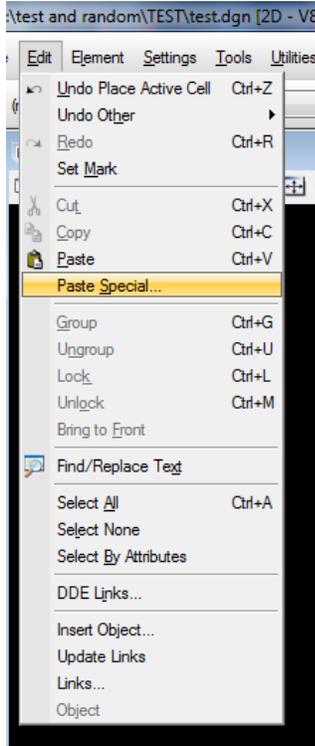
Place a Plan Cell for every SQS worksheet you filled out in Excel

Highlight the first sheet (from D1 to H58) in excel, right click and select copy

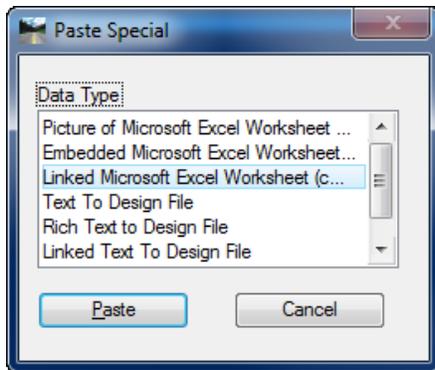
*Each sheet must be pasted into MicroStation one at a time

SUMMARY OF QUANTITIES (SHEET 1)				
PAY ITEM NO.	PAY ITEM	UNIT	PRELIMINARY	FINAL
201-D001	RANDOM CLEARING	STA	408	
202-B005	REMOVAL OF ASPHALT PAVEMENT, ALL DEPTHS	SY	7,769	
202-B021	REMOVAL OF CONCRETE LUG ANCHOR	EA	6	
202-B022	REMOVAL OF CONCRETE MEDIAN BARRIER	LF	3,758	
202-B025	REMOVAL OF CONCRETE PAVED DITCH	SY	26	
202-B030	REMOVAL OF CONCRETE PAVEMENT, ALL DEPTHS	SY	11,350	
202-B041	REMOVAL OF FENCE, ALL TYPES	LF	622	
202-B064	REMOVAL OF PIPE, 8" AND ABOVE	LF	1,000	
202-B069	REMOVAL OF SIGN	EA	4	
202-B076	REMOVAL OF TRAFFIC STRIPE	LF	4,920	
202-B087	REMOVAL OF GUARD RAIL, INCLUDING RAILS, POSTS AND TERMINAL ENDS	LF	3,038	
203-EX040	BORROW EXCAVATION, AH, LYM, CLASS B9-6	CY	5,925	
203-G003	EXCESS EXCAVATION, FM, AH	CY	24,039	
204-A003	GEOGRID, TYPE II, BIAXIAL	SY	16,000	
209-A004	GEOTEXTILE STABILIZATION, TYPE V, NON-WOVEN	SY	3,091	
209-A007	GEOTEXTILE STABILIZATION, TYPE VII, NON-WOVEN	SY	22,245	
213-C001	SUPERPHOSPHATE	TON	2	
220-A001	INSECT PEST CONTROL	ACRE	2	
221-A001	PORTLAND CEMENT CONCRETE PAVED DITCH	CY	8	
223-A001	MOVING	ACRE	4	
907-225-A001	GRASSING	ACRE	4	
907-225-B001	AGRICULTURAL LIMESTONE	TON	12	
907-225-C001	MULCH, VEGETATIVE MULCH	TON	8	
907-226-A001	TEMPORARY GRASSING	ACRE	4	
234-A001	TEMPORARY SILT FENCE	LF	1,337	
907-237-A003	WATTLES, 20"	LF	4,000	
907-245-A001	TRIANGULAR SILT DIKE	LF	945	
907-246-A001	SANDBAGS	LF	945	
907-249-A001	RIPRAP FOR EROSION CONTROL	TON	189	
907-304-B005	GRANULAR MATERIAL, CLASS 9, GROUP C	TON	484	
907-304-B007	GRANULAR MATERIAL, CLASS 5, GROUP E	TON	22,649	
907-304-F002	SIZE #10 CRUSHED STONE BASE	TON	26,132	
907-304-F003	3/4" AND DOWN CRUSHED STONE BASE	TON	26,132	
907-304-F004	SIZE #25B CRUSHED STONE BASE	TON	26,132	
907-403-B007	HOT MIX ASPHALT, ST, 12.5-MM MIXTURE, LEVELING	TON	5,898	
907-403-N002	WARM MIX ASPHALT, ST, 12.5-MM MIXTURE, LEVELING	TON	5,898	
907-403-E001	HOT MIX ASPHALT, HT, 12.5-MM MIXTURE, POLYMER MODIFIED, LEVELING	TON	18,333	
907-403-Q002	WARM MIX ASPHALT, HT, 12.5-MM MIXTURE, POLYMER MODIFIED, LEVELING	TON	18,333	

From within Microstation, under Edit, select Paste Special



From this dialog box, change the selection to “Linked Microsoft Excel Worksheet” and select paste



By selecting Linked, Microstation can update the information in the DGN file without having to recopy and paste the excel sheet.

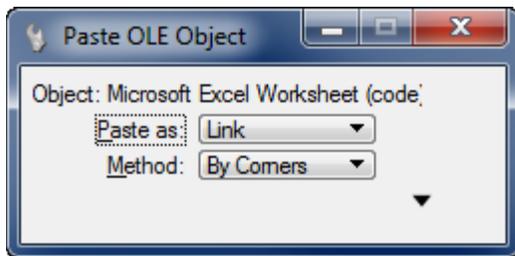
*If your Excel file does not reflect the changes made, it was not pasted as a link and must be recopied and pasted correctly

In the "Paste As:" field, select "LINK"

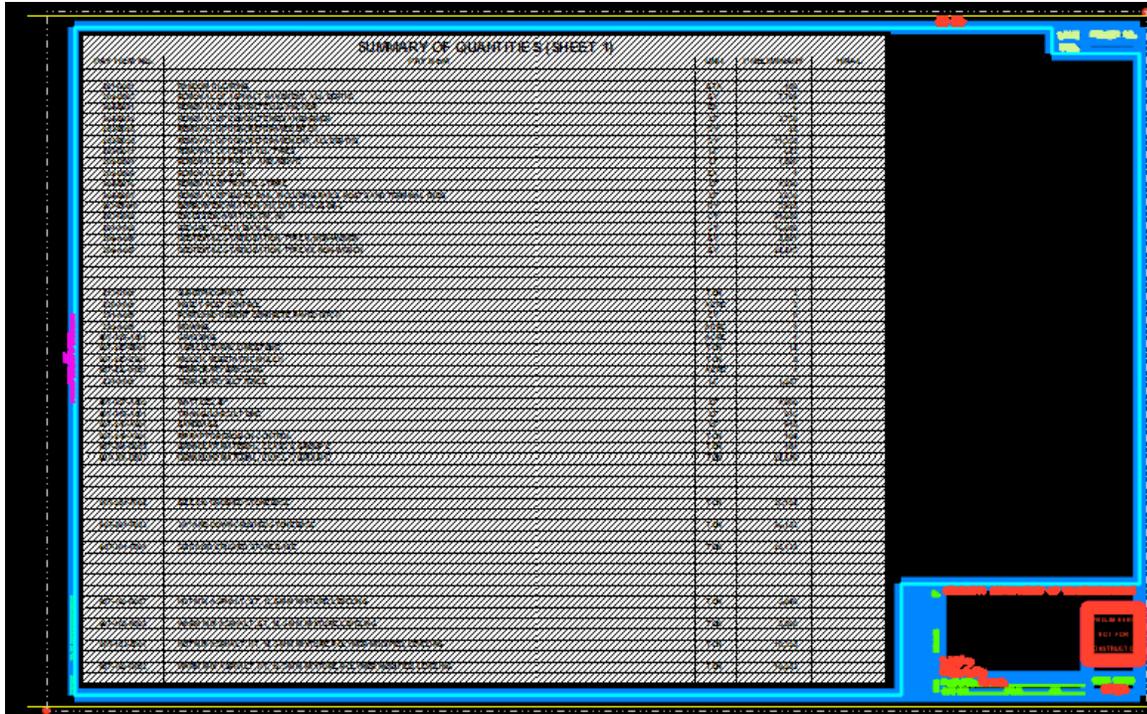
DO NOT use Picture or Embedded options. These two options will cause problems maintaining a link to this excel file.

In the "Method:" field, select "BY CORNERS"

By Corners allows you to drag the excel spreadsheet to a desired size while maintain its height to width ratio.



If you pasted your spreadsheet as a link correctly, it should look like the image below.



The pasted sheet will remain hatched as long as the linked excel file is still open.

Continue to copy and paste all of the other sheets that you have entered data into on the spreadsheet.

Drawing on the spreadsheet

All modifications to the data on the spreadsheet needs to be done in Excel then saved and updated in MicroStation. But there are a few elements that should be drawn in MicroStation on top of the spreadsheet.

- Alternate Pay Items
 - This group of pay items needs a heading and should have a red line to separate it from the other pay items on the sheet.
 - Use the level: SHEET_QUANTITY_RECAP_BKLS_BORDERS

Description	Line
Level	SHEET_QUANTITY_RECAP_BKLS_BORDERS
Color	1
Line Style	0
Weight	8
Class	Primary
Template	None
Transparency	0
Priority	10

All of the alternate pay items need to be separated by an **OR**.

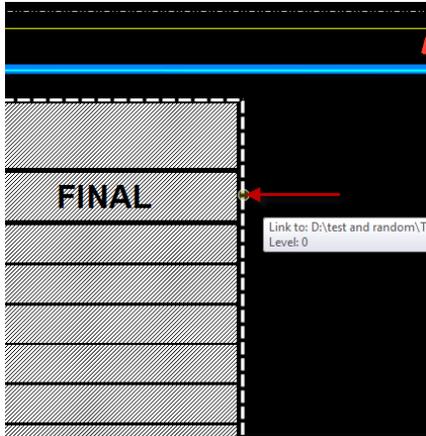
- This text also has its own level: SHEET_NOTE_TX

Description	Text: OR
Level	SHEET_NOTE_TX
Color	■ 1
Weight	<input type="checkbox"/> 0
Class	Primary
Template	None
Transparency	0
Priority	10

**** PAVEMENT ITEMS ****		
**** ALTERNATE PAY ITEMS ****		
907-403-B007	HOT MIX ASPHALT, ST, 12.5-MM MIXTURE, LEVELING OR	TON
907-403-N002	WARM MIX ASPHALT, ST, 12.5-MM MIXTURE, LEVELING	TON
907-403-E001	HOT MIX ASPHALT, HT, 12.5-MM MIXTURE, POLYMER MODIFIED, LEVELING OR	TON
907-403-Q002	WARM MIX ASPHALT, HT, 12.5-MM MIXTURE, POLYMER MODIFIED, LEVELING	TON
907-403-E002	HOT MIX ASPHALT, HT, 19-MM MIXTURE, POLYMER MODIFIED, LEVELING OR	TON
907-403-Q003	WARM MIX ASPHALT, HT, 19-MM MIXTURE, POLYMER MODIFIED, LEVELING	TON
907-403-A011	HOT MIX ASPHALT, ST, 12.5-MM MIXTURE OR	TON
907-403-M003	WARM MIX ASPHALT, ST, 12.5-MM MIXTURE	TON
907-403-A012	HOT MIX ASPHALT, ST, 19-MM MIXTURE OR	TON
907-403-M004	WARM MIX ASPHALT, ST, 19-MM MIXTURE	TON
907-403-A015	HOT MIX ASPHALT, ST, 9.5-MM MIXTURE OR	TON
907-403-M001	WARM MIX ASPHALT, ST, 9.5-MM MIXTURE	TON
907-403-D004	HOT MIX ASPHALT, HT, 9.5-MM MIXTURE, POLYMER MODIFIED OR	TON
907-403-P001	WARM MIX ASPHALT, HT, 9.5-MM MIXTURE, POLYMER MODIFIED	TON
907-403-D001	HOT MIX ASPHALT, HT, 12.5-MM MIXTURE, POLYMER MODIFIED OR	TON
907-403-P002	WARM MIX ASPHALT, HT, 12.5-MM MIXTURE, POLYMER MODIFIED	TON
406-A003	COLD MILLING OF BITUMINOUS PAVEMENT, ALL DEPTHS	TON

Editing a Linked Excel spreadsheet

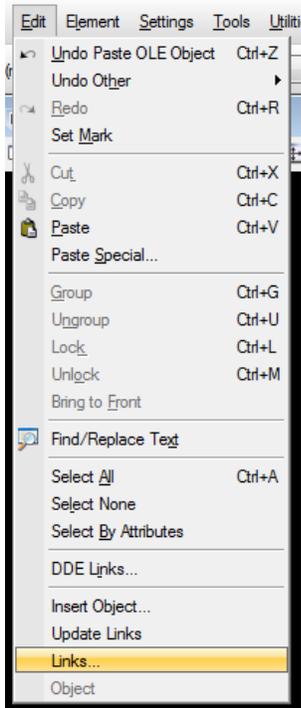
All edits to your SQS sheet needs to be made in Excel. You can open the Excel file to make your changes to the sheet by either navigate to the project folder where you saved the excel file or by double clicking on the pasted sheets edge.



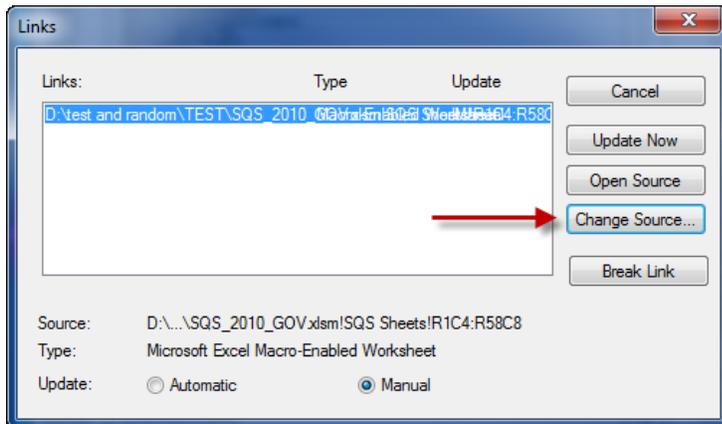
To reflect the changes made to the SQS sheets in MicroStation, two things need to happen:

- After making your changes, Save the excel file
- From MicroStation's Edit tab, select Update Links

If the location of the file is moved or the link is no longer reflecting the changes, the link can be edited by going to Edit and selecting Links at the bottom.



From this dialog box you can select Change Source and navigate to the correct location of the excel file that is pasted in MicroStation.



GENERAL INFORMATION

This excel spreadsheet is used to create a Summary of Quantities data file for Construction Division and link to Microstation for plotting.

Enter a Project Number the excel file is associated with. This is located near the top of Column A just above the first pay item selection cell.

All quantity data needs to be entered in this spreadsheet, NO quantity data should physically entered in the Microstation Design files.

Retain this excel spreadsheet with its corresponding Microstation design file. This will maintain the link and give the ability to revise items.

This spreadsheet allows the distribution of preliminary project quantities without having to access Microstation.

The most up-to-date Master data source pay items are kept up-to date at the following web address server location:

<http://sp.mdot.ms.gov/RoadwayDesign/Pay%20Items/sqs-daily-english.txt>

For all users -- to update the pay items list in this spreadsheet, use the "Import Data from GOMDOT..." button under "SQS_Options" tab on the Ribbon.

The import button updates the "Master List" worksheet. DO NOT manually modify this worksheet.

To generate a data file for Construction Division worksheet, use the "Create Constructions List" option" under "SQS_Options" on the Ribbon.

NEVER manually create your own pay item or modify a pay item description. Please contact your supervisor or construction division if a new item is needed.

Column Widths: A, B, & C can be changed; all others should not be changed. D=16 E=110 F=8
G & H=15

Row Heights: Row heights should not be changed. Row(1)=21 Row(2)=15.75 Black Shaded
Rows=20 All Other Rows=12

Each Sheet has 55 Rows (not including the heading rows 1 and 2) for pay item entry. Do not add or remove any rows, they should remain at 55 rows + 2 for the headings.

Hiding/Unhiding Columns: There are two macros available to hide and unhide columns.

The purpose is to hide/unhide the sheet columns (excluding the Preliminary columns) to help make it easier to move pay items and quantities together.

You can run these macros with the buttons on the Ribbon Bar under the SQS Options tab.

Cell Protection: All uneditable cells have been locked. If you wish to edit them you must unprotect the SQS Sheets worksheet with REVIEW > UNPROTECT SHEET

MAINTAINING THE LINK

DO NOT delete the excel file this file must exist to provide a way to update the linked sheets in Microstation.

In Microstation you can locate and open the excel source by one of the following methods:

A. (Recommended) Use the Selection tool to double-click on the excel sheet object and the excel sheet will automatically open in the excel application.

B. Select the EDIT > LINKS commands. In the dialog, select from the list of links the item you want to open and press the OPEN SOURCE button.

If Excel is opened to a spreadsheet before opening a design file and you double-click on a linked sheet to open the source, you may get an error message until you close the open excel sheet.

After making a revision to a sheet in an Excel file, SAVE it before updating it in Microstation.

To update Microstation to match a revised Excel sheet, you can use one of the following methods:

A. (Recommended) Select the EDIT > UPDATE LINKS options. This will automatically update all revisions made in the linked excel sheets.

B. Select EDIT > LINKS, then select the items in the list and press the UPDATE NOW button.

C: Save and Close the saved Excel Sheet.

D: Select the Update Link option on the DZine SQS menu

CONSTRUCTION DATA FILE

To create a data file in a format usable by Construction Division, there is a worksheet tab located in this Excel file called "4 CONSTRUCTION".

By default this worksheet is empty. To populate the SQS Sheet data into this worksheet, you need to run a macro that has been provided within this file.

On the ribbon, locate the "SQS_Options > Create Construction's List" option and press the icon. This will populate the "4 Construction" worksheet based on the data on the SHEETS.

This formatted data on this worksheet can then be exported by Construction. Supply this entire excel file to Construction Division.

PLOTTING THE MICROSTATION DESIGN FILE

You may need to exit or close the excel sheet before you plot the objects. When the excel data sheet is open, Microstation may display a diagonal hatching object over the spreadsheet.

Info: This hatching WILL plot as a shaded object. Closing out the excel file will eliminate this side-effect.

Using the "By-Corner" method of placing the link will create the linked object with a text size that falls within the normal range of standard text sizes.

SUMMARY OF QUANTITIES FOOTNOTES

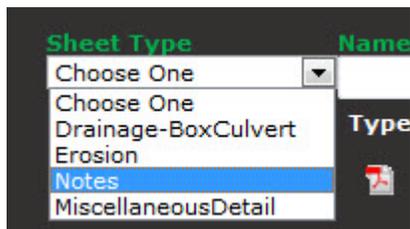
An office document is available to assist you in placing Summary of Quantities footnotes on a sheet.

We recommend that you copy this document from the locations described below, make the text edits in the copied file and then use it to copy and paste into the Microstation design file. Instructions on some methods to copy and paste from the document to Microstation are located in the document itself.

Quality Control section maintains these notes. MDOT users can find the latest version of this file on the MDOT Web Link Shown below:

<http://sp.mdot.ms.gov/RoadwayDesign/Pages/Special-Design-Sheets.aspx>

Navigate to the Item by either selecting NOTES in the Sheet Type Field to filter the items:



-OR Navigate to the line item-

NOTES > FOOTNOTES > SUMMARY OF QUANTITIES FOOTNOTE > XLS > SQFN-1

Right-Click on “FOOTNOTES” and Select SAVE AS to save a copy to your project folder.