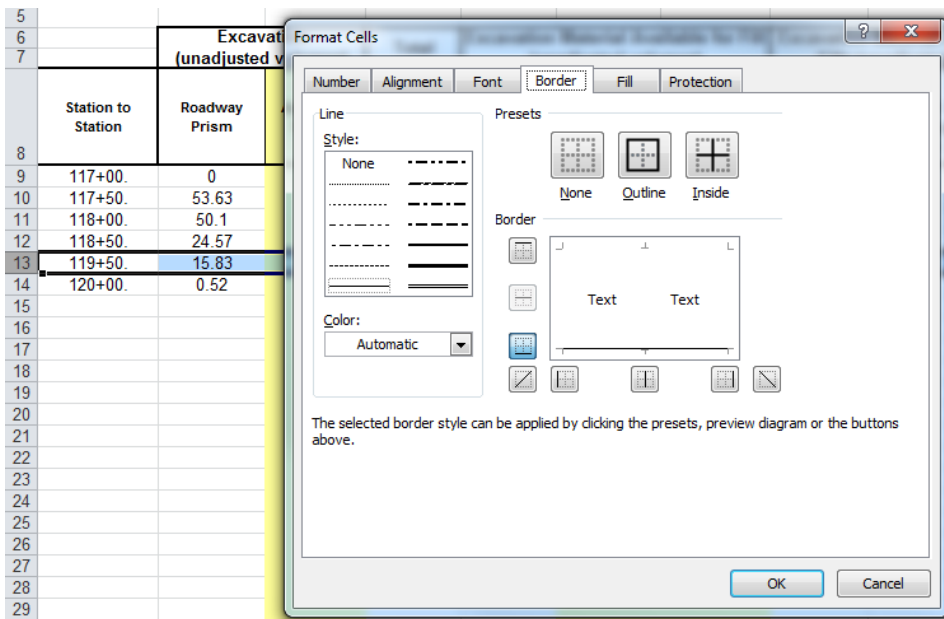


## Workflow 8: Formatting the Grading Summary Worksheet

1. Click on the "XSData" worksheet tab to open the main data sheet. Underline the end station row for each Grading Summary calculation row. This helps to delineate the row numbers. Select the row number>Right Click>Format Cell, choose the "Border" tab and click the bottom of the cell box to underline. Click OK.



**Fig. 12.8-1: Underline data cells for the specified station range.**

2. Click on the "Grading Summary" tab and input the "XSData" worksheet row number of the beginning of each station range in the yellow column. The end station will be automatically calculated except for the end station of the project. Overwrite the formula in the end station cell with project's end row number.

Station to Station
50+00 - 60+00
60+00 - 70+00

**Fig. 12.8-2: Calculation row number input**

3. *Verify the project totals for each column in the summary worksheet using the calc worksheet and the "XSData" worksheet. Totals in the "XSData" worksheet are shown just above the column heading so there is no need to scroll to the bottom of the sheet.*

4. *Hide columns that will not be used on the project. DO NOT DELETE UNUSED COLUMNS. Highlight the column>Right Click>Hide.*

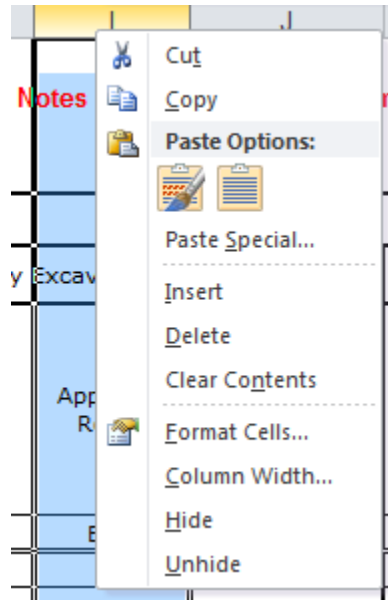


Fig. 12.8-3: Hide unused columns

5. *Typical notes are provided below the Grading Summary. Adjust these notes to fit project specific data.*

NOTE:

1. Available material includes [FILL IN PROJECT SPECIFIC INFORMATION]. See Miscellaneous Summaries.
2. Unavailable material includes [FILL IN PROJECT SPECIFIC INFORMATION]. See Miscellaneous Summaries.
3. Various backfill material generated onsite includes [FILL IN PROJECT SPECIFIC INFORMATION]. See Miscellaneous Summaries.
4. Waste [OR BORROW] quantity calculated using volumes adjusted for shrink/swell. Refer to the Geotech Report for estimated shrink/swell factors.
5. The quantities shown herein are approximations. Payment will be made for the actual quantities of work performed.
6. BCY = Bank cubic yard - one cubic yard of material as it lies in the natural state.  
CCY = Compacted cubic yard - one cubic yard of material after it has been compacted to specification density.

Fig. 12.8-4: Update Notes to Fit Project