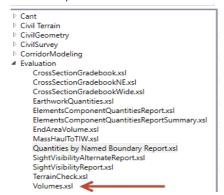
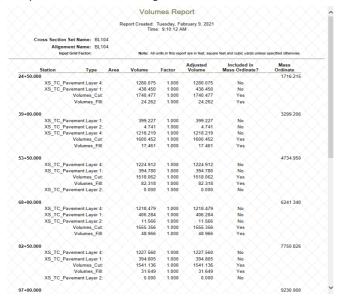
Instructions:

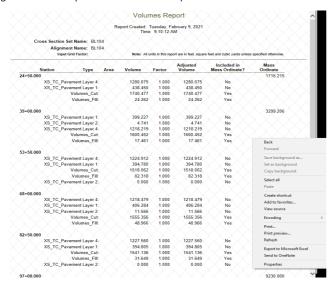
- 1. Add cut and fill volumes to the corridor
- 2. Run Quantities by Named boundary report and save file in excel format.
- 3. Select the volumes report



4. The report should be in the following format:



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.



- 10. Input layer thickness and types, existing pavement thickness, and whether cutbacks or emulsion are being used. [EDIT all yellow cells in the Manual Input Tab.]
- 11. For major secondary roads use the secondary report tabs.