

806 - Ownership Sheet

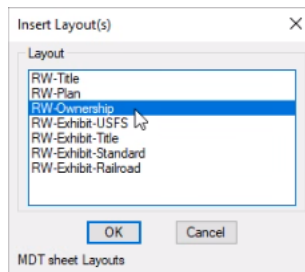
Thursday, April 14, 2022 11:53 AM

Creating the Ownership Sheet

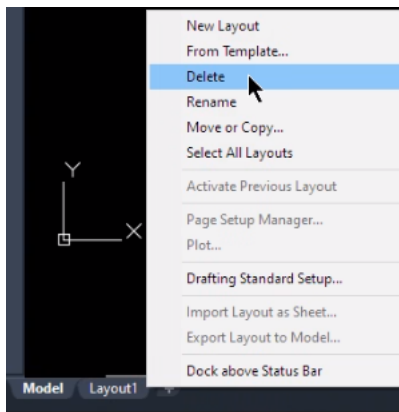
The ownership sheet will be its own file.

For smaller projects with ownership tables shown at the top of the plan sheet(s) the process is the similar to what is shown below.

Create a new file, select template design-start.dwt open and save as XXXXXXROOWN001.dwg in the RO folder under the project. Under Tool Palettes – All Palettes click on the MDT Sheets tab, select Right of Way Layouts and then select RW-Ownership.



Delete the Layout tabs at the bottom left corner of the screen that are not needed. To delete unneeded tabs right click on the tab and select delete.

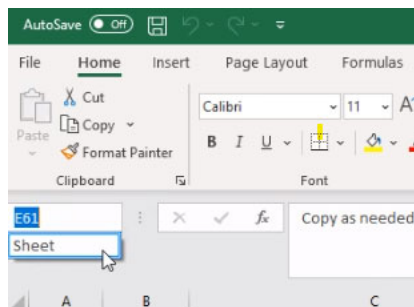


For multiple ownership sheets repeat the process above. Rename the tabs to RW-Ownership 1, RW-Ownership 2, etc.

The Excel template for the ownership sheet is named XXXXXXROOWN001.xlsx and is located on the r/w share drive under \\state\mdt\prd\Helena\ROW\All_Staff\CIVIL3D. Copy the spreadsheet to the RO folder within the project on Autodesk Docs on your computer and rename with the project number. **The spreadsheet must be in the RO folder within the project on Autodesk Docs before attaching to the drawing. Do not open the spreadsheet from BIM 360 browser, it will not allow the link to be pasted.** After the spreadsheet is attached to the ownership sheet drawing, the spreadsheet will automatically be uploaded to BIM 360. (Amanda - Information - Spreadsheets - Autodesk Software General Comments - Working on the method for delivery these - Possibly being placed in the StateKit - **TRELLO-CARD Created**)

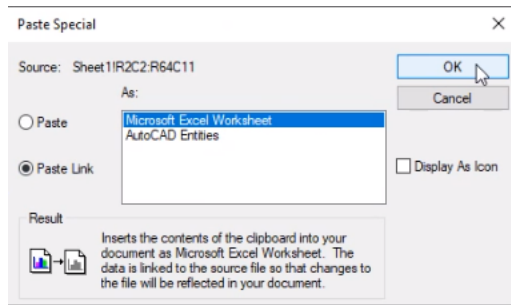
Attaching the ownership spreadsheet

Open the ownership spreadsheet from Autodesk Docs on your computer. The ownership Excel spreadsheet will be placed in paperspace on the RW-Ownership tab. From within the Excel spreadsheet, select the ownership table area by going to Name Box, selecting Sheet and copying (control C).

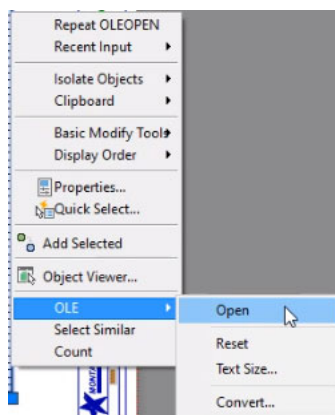


For small projects with ownership shown at the top of the plan sheet select only the cells that are needed. Make sure extra rows have been deleted so the bottom border shows correctly.

If an error comes up that says "the picture is too large and will be truncated" hit OK or close the error box. From within the ownership sheet drawing file go to the Home tab, Clipboard ribbon, select Paste and Paste Special. Click on the circle next to Paste Link, select Microsoft Excel Worksheet and hit OK.



Place the spreadsheet on the ownership sheet paper space tab. Use the move command to snap to the top left corner of the spreadsheet and move it to the top left sheet border. Make all changes to the ownership sheet by selecting the ownership spreadsheet on the paper space tab, right clicking, selecting OLE and Open or by double clicking within the ownership sheet spreadsheet area (not near the border).



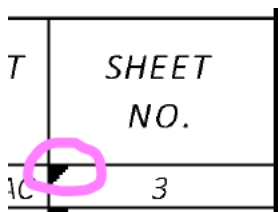
After you save the excel file and click into Autodesk it will automatically update. If it does not update you may need to close the Autodesk file and reopen it. Each paper space ownership tab can only hold 60 lines. Add additional ownership tabs as needed, do not insert additional lines beyond row 60.

Ownership sheet notes can be added as text in the paper space.

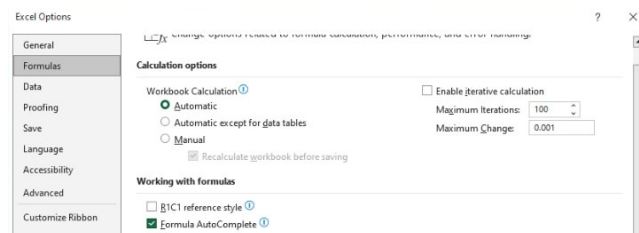
The ownership spreadsheet contains three columns to the right of the ownership table. In the future, the ownership sheet parcels and names will be directly imported into ROWA if the Acquisition Type, Owner Type, and County are entered. Until this process is available there is no need to fill out these columns.

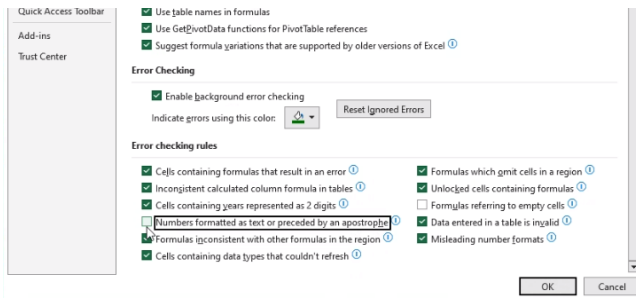
Formatting Errors in Excel -

Formatting errors in Excel will show on the pdf.



To turn the error indicators off in Excel click the File tab, Under Help click Options. In the Excel Options dialog box, click the Formulas category. Under Error checking rules, clear the Numbers formatted as text or preceded by an apostrophe check box. Click OK.





Adding Symbols to the Ownership Spreadsheet in Excel -

Click on the cell, right click and select Format Cells. On the Number tab under Custom type an apostrophe ('), the symbol, add another apostrophe (') and a space. For example, to place the hash tag in front of 0.13 AC type '# ' at the beginning of the line under Type.

