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OVERVIEW

This is a startup guide for using the EMG for all workgroups. It covers how to create the EMG file and other useful tools within the RUN MDT Excel Manager dialog box.

COMPANION DOCUMENTATION

Summary Sheets in Autodesk

USING THE EMG

FILE SETUP

1. Select Enable Content.

U SECURITY WARNING Macros have been disabled. Enable Content

2. When enabling content, the following will pop up when first creating the file. Select **OK**.

×



3. Save the EMG to the appropriate project folder in Autodesk Docs via the Windows File Explorer with the following format: **0000000XXEMG001**



SUMMARY FRAME CREATION

Use the following procedure for Adding Summary Frames to EMG files.

1. On the start sheet, select **RUN MDT Excel Manager.**

A	8	C	U	E
2	MDT Excel Manager	MONTANA Department of Transportation		
Step 1) Enable Ma	acros for MDT Excel Manager. Select "Enable Content" above.			
A1 VIIX V 6		Stop ()		
Change Zoom I Change Zoom I of Current Work d	Level Select a Workbook to Import Remap Cell Open the Help File Sheets From Format Styles X V V V V V V V V V V V V V V V V V V	RUN MDT Excel Manager		
Turn Comment Indicators On or Off Select Library to Add Sheets — Sheets in Current EMG Workbook —	Cool Data Cool Data	OPEN Help Files		
Select Open Drawing Select Sheet Location	Select Vere Laten Place Frame to DVIS Select Vere Heater Laten Place Frame to DVIS Select Vere Drawings for Select Laten Laten Heater H0T 2026; v01.00.00	on		
For first-th	me use, review the Help documentation before using the EMG workbook.			

2. Select the Library for the appropriate workgroup.

MDT Excel Manager	×
Scale View Copy Worksheets Remap Cell Styles	elp
Excel Settings Turn Comment Indicators Off Turn Comment Indicators On	
Excel Data Library: Road Design Summary Frames	
Sheets: Road Design Summary Frames Hydraulic and Irrigation Data Summary R/W Ownership Sheet Other	Add
Select Drawing: Refresh Place	
Close Excel Manager MDT 2024: v0)1.00.00

3. Select << Add within Excel Data to add a Frame to the EMG file.

MDT Excel Manager	×
Scale View Copy Worksheets Remap Cell Styles	Help
Excel Settings Turn Comment Indicators Off Turn Comment Indicators On	
Excel Data	
Library: Road Design Summary Frames 💌	
Sheets:	<< Add
CADD Placement	
Select Drawing: Refresh Place	e
Select View:	
Close Excel Manager MDT 2	2024: v01.00.00

4. Select a Frame from the list then select *Add* at the bottom of the dialog box. This will add the form to the EMG file.



5. This step can be repeated multiple times to add more forms. Select *Close* when finished.

ADDING ROWS & COLUMNS TO FRAMES

- 1. Select the entire row below the row you want to add a new row to.
- 2. Right click on the row heading and select *Insert*. This inserts a new row above the row that was selected.

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	Cut					
li fra d	Copy		0	0		
	Paste Options:					
	Qelete Clear Co <u>n</u> tents Format Cells Bow Height Hide					

- 3. Select the entire column to the right of the column you want to add the new column to.
- 4. Right click on the column heading and select *Insert*. This inserts a new column to the left of the column that was selected.



COPY FRAMES FROM PREVIOUS FILE

Known issues this will fix: These updates will eliminate (most) broken links to example PDF files, fix PDF opening errors for Example Files and Help Files, and fix broken links to the source frame file due to undesired file paths (i.e. w:\ or \\MDTCADDSTDSRV\) and the change from the MDTHQ to STATE network path.

End Product: The process will copy all worksheets from the original workbook except the "Start" and "Readme Guide."

- Download your current MDT Excel Quantiy Manager (QMG) file and modify the name, i.e. XXXXXXRDQMG001.XLSM would be renamed as XXXXXXXRDQMG001_back.XLSM.
- 2. In the newly created EMG workbook, Select Copy Worksheets

MDT Excel Manager	×
Scale View Copy Worksheets Remap Cell Styles	Help
Excel Settings Turn Comment Indicators Off Turn Comment Indicators Off	ı
Excel Data	▼ ▼ << Add
CADD Placement Select Drawing: Select View:	sh Place
Close Excel Manager	MDT 2024: v01.00.00

- 3. Use the file dialog box to find the XXXXXXRDQMG001_back.XLSM renamed earlier then click "Open."
 - a. Browse to folder
 - b. Select File (for example, XXXXXXRDQMG001_back.XLSM)
 - c. Choose Open

Select Workbook					×
				rch RD - Road Design	Q
Organize 🔻 New folder				=== -	•
DI - District Survey	Name	Status	Date modified	Туре	Size ^
EL - Traffic Electrical	9943000RDCTC001	\odot	11/15/2024 3:08 PM	Microsoft Excel W	
EN - Environmental	9943000RDEMG001	Ø 🛍	1/27/2025 1:15 PM	Microsoft Excel M	
GE - Traffic Geometrics De	9943000RDQMG001	Ø 🛍	12/24/2024 7:20 AM	Microsoft Excel M	
GS - GIS	9943000RDQMG001_back	Ø	1/13/2025 7:04 AM	Microsoft Excel M	~
	<				>
File name: 9943000RDQMG001_back V Excel Files			\sim		
			Tools 🔻	Open Cano	el .

4. Allow The process to complete, then click the **OK** in the message box.



5. Save the spreadsheet as 0000000XXEMG001.XLSM.

ADD TO SPEED SHEET

See the following guidance document for linking the summary frames into the Summary Sheets in Civil 3D: <u>Summary Sheets in Autodesk</u>. Refer to the *Add Summary Frames to Speed Sheet File* procedure.