



MONTANA

Department of Transportation

**JANUARY
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MDT EXCEL MANAGER

STARTUP GUIDE

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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.

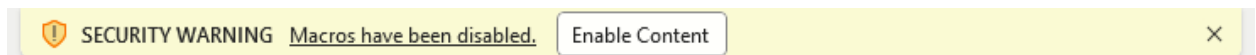
COMPANION DOCUMENTATION

[Summary Sheets in Autodesk](#)

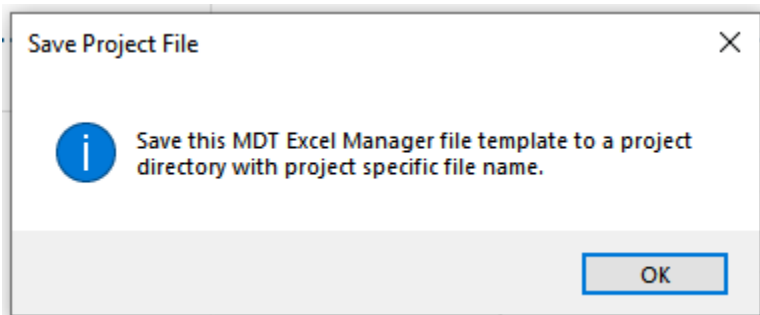
USING THE EMG

FILE SETUP

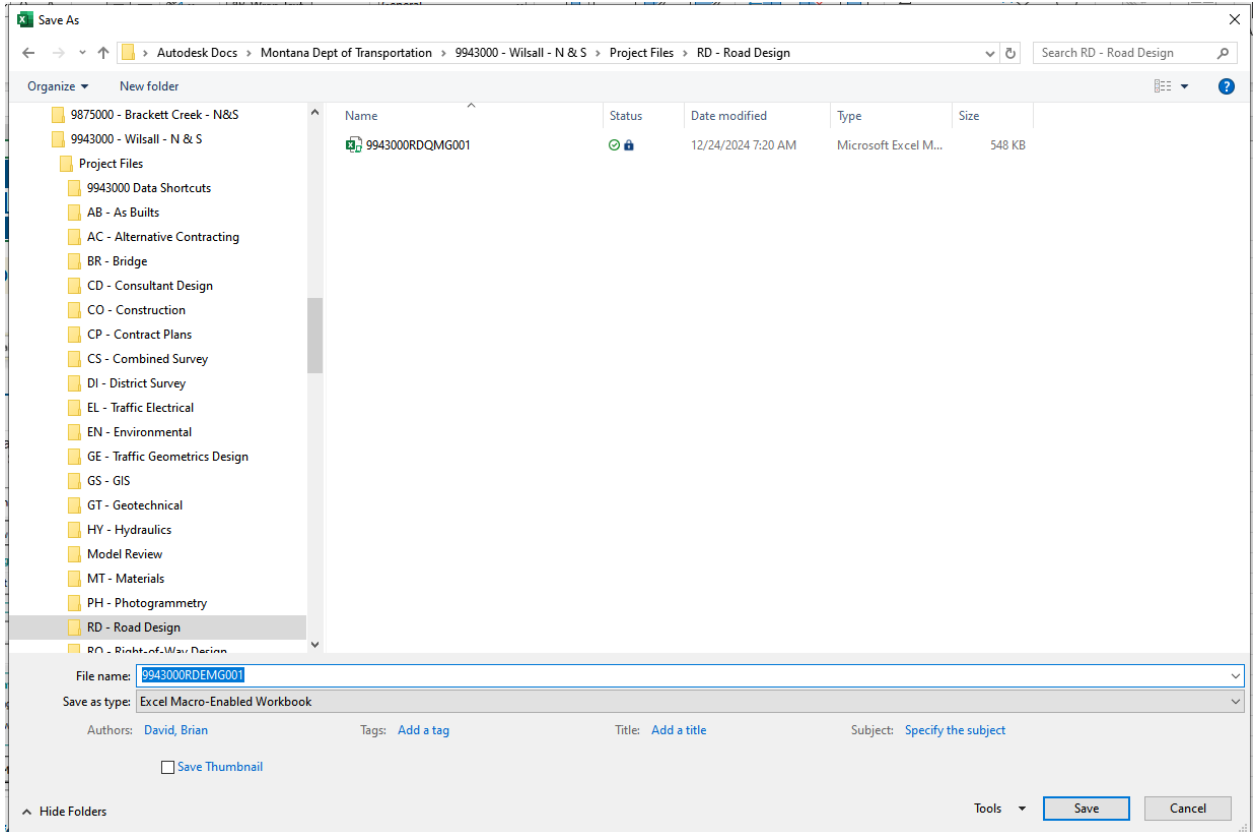
1. Select Enable Content.



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



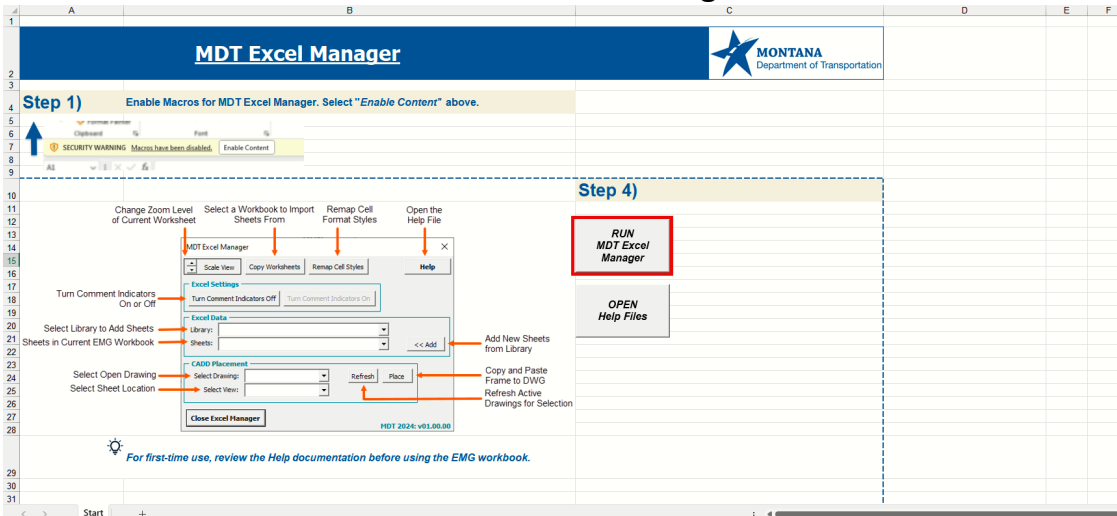
3. Save the EMG to the appropriate project folder in Autodesk Docs via the Windows File Explorer with the following format: **0000000XXEMG001**



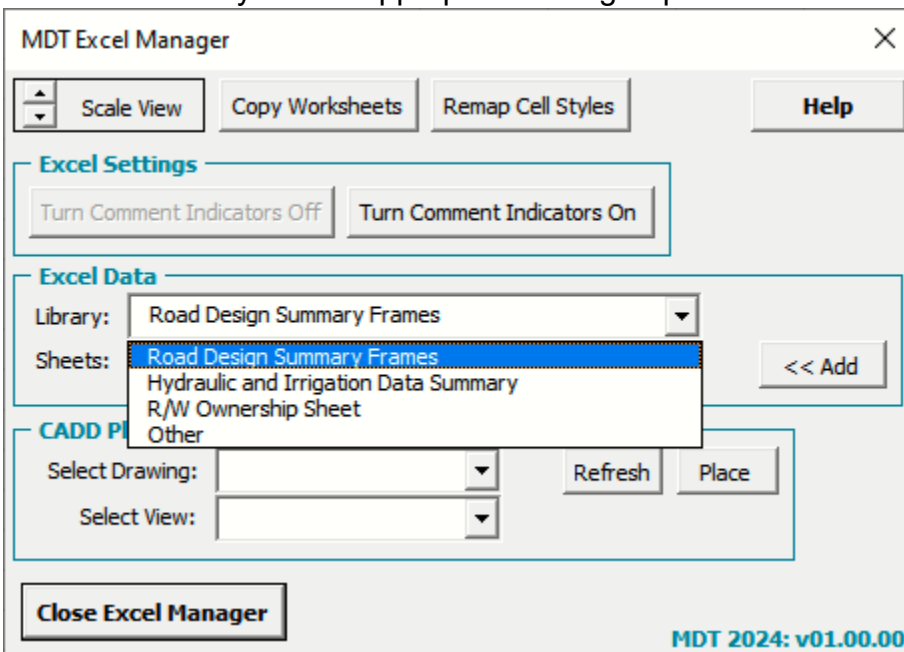
SUMMARY FRAME CREATION

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

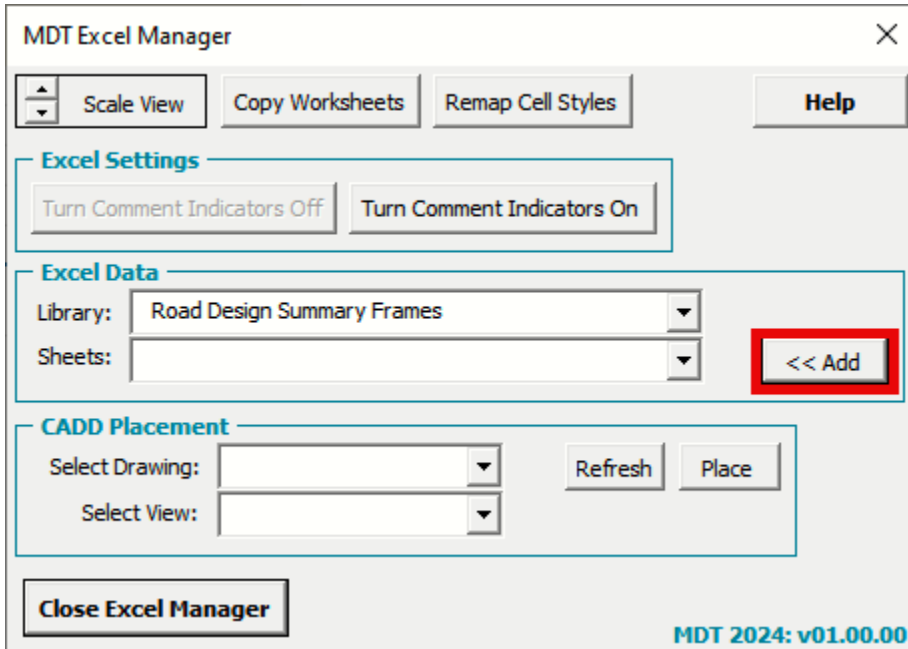
1. On the start sheet, select **RUN MDT Excel Manager**.



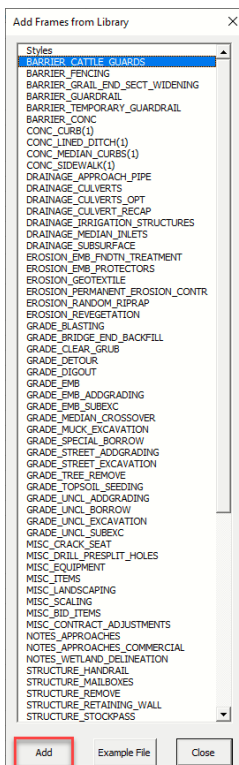
2. Select the Library for the appropriate workgroup.



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



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.



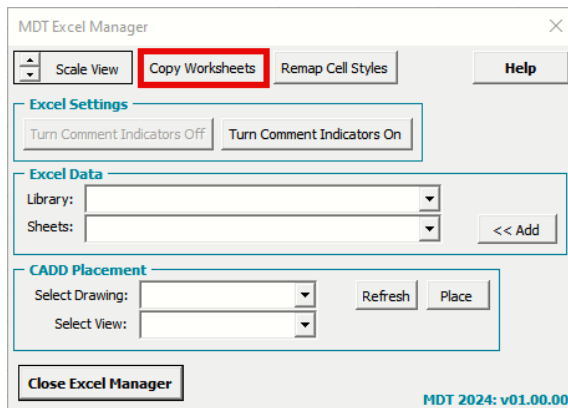
5. This step can be repeated multiple times to add more forms. Select **Close** when finished.

COPY FRAMES FROM PREVIOUS FILE

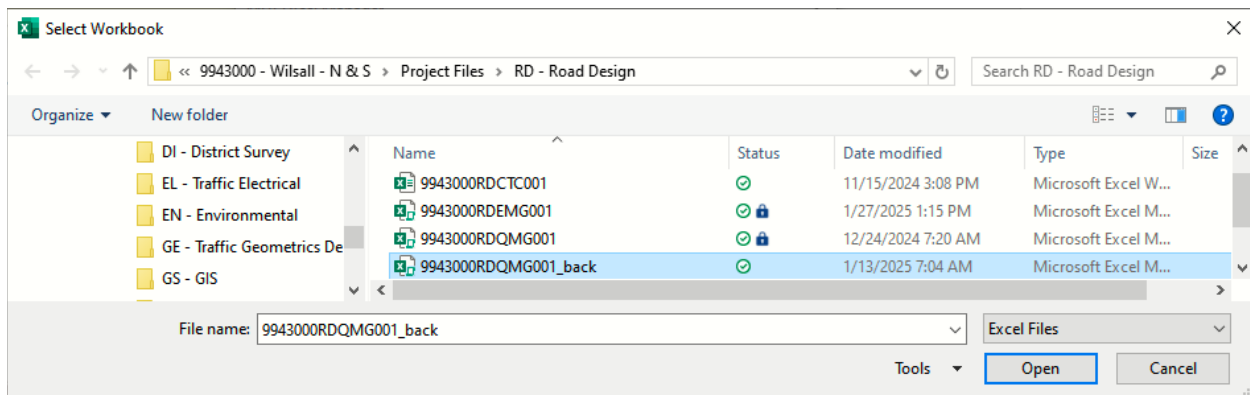
Known issues this will fix: These updates will eliminate (most) broken links to example PDF files, fix PDF opening errors for Example Files and Help Files, and fix broken links to the source frame file due to undesired file paths (i.e. w:\ or \\MDTCADDSTDSRV\) and the change from the MDTHQ to STATE network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

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

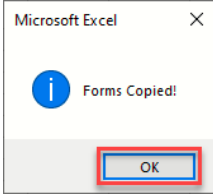
1. Download your current MDT Excel Quantity Manager (QMG) file and modify the name, i.e. XXXXXXXXXRDQMG001.XLSM would be renamed as XXXXXXXXXRDQMG001_back.XLSM.
2. In the newly created EMG workbook, Select **Copy Worksheets**



3. Use the file dialog box to find the XXXXXXXXXRDQMG001_back.XLSM renamed earlier then click “Open.”
 - a. Browse to folder
 - b. Select File (for example, XXXXXXXXXRDQMG001_back.XLSM)
 - c. Choose **Open**



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: [Summary Sheets in Autodesk](#). Refer to the *Add Summary Frames to Speed Sheet File* procedure.