Instruction Guide

for using the

Bridge Asset Management Plan Template



Michigan Transportation Asset Management Council





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This document provides instruction for creating a customized asset management plan template for your specific agency by using the "BridgeAMP-Data_v####.xlsm" and "BridgeAM-Budget_v####.xlsm" tools and accompanying folders and files (including "BridgeAMP_v####.docm", "appendixes1-2.docx", and "Michigan County.csv"), distributed to you by the Center for Technology & Training (CTT) in collaboration with the Transportation Asset Management Council and the Michigan Department of Transportation.

Bridge asset data for your agency will need to be entered into the Microsoft Excel workbook. A portion of this data is a custom MiBRIDGE output, available by download from MiBRIDGE. For this Instruction Guide, the custom MiBRIDGE data will be referred to as [Your Agency].csv/.jsp.

Another portion of the bridge asset data for the customized Microsoft Word template relies on your agency's answers to asset management questions. The workbook will parse the data for the Microsoft Word template. This Instruction Guide will detail how to enter data into the Excel workbooks and, subsequently, generate a customized bridge asset management plan template in Word.

For more information

Select this symbol to learn more information about the tool.

Select this symbol to discover where related requirements and/or recommendations can be found.

Saving the tools on your computer

The tools for creating a customized bridge asset management plan template can be downloaded as a zipped file from ctt.mtu.edu/asset-management-resources. After unzipping the tools folder, it is recommended that the "bridgeamp_v####_tools" folder be saved in your Documents or My Documents folder or on your desktop; if it is desired to rename this (sub)folder, use a unique name such as "BridgeAMP-2021". *Please note: DO NOT RENAME the included folders or files at any time. Also, if your computer system backs up your files to an online cloud service, you will need to save the asset management plan tools to a USB drive and work with the files on the USB drive.*

The tools within the "bridgeamp v#### tools" folder consist of (see figure below):

- the two .xlsm files, "BridgeAMP-Data_v####.xlsm" and "BridgeAM-Budget_v####.xlsm", housed in the main folder
- three subfolders
 - the "backgroundprocesses" subfolder that contains the generic Word template "BridgeAMP_V####.docm"
 - the "csvBridgeData" subfolder that contains a generic dataset "Michigan County.csv" and that serves as a repository for your custom MiBRIDGE data .csv or .jsp file (i.e., [Your Agency].csv/.jsp)
 - the "appendixes" subfolder that contains "appendixes1-2.docx" and that serves as a repository for printouts of Appendixes 3, 4, and 5.

Do not rename these files or folders.

It is also recommended that any other content needed for your bridge asset management plan—such as logos and images—be kept in this folder, as well.

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Obtaining your custom MiBRIDGE export

To create a customized bridge asset management plan, you will need a custom MiBRIDGE export of your bridge data. To download this export:

- Log in to MiBRIDGE (see <u>https://www.michigan.gov/mdot/-</u> /media/Project/Websites/MDOT/Programs/Bridges-and-Structures/MiBRIDGE/Help-Access-<u>MiBRIDGE.pdf</u> for instructions).
- 2. Select the **Reports** menu.
- 3. Select Network Summary Report from the Reports drop-down menu.
- ⇒ The *Network Summary Report* page will display.
- 4. Select Export Asset Management Report at the bottom of the Network Summary Report page.
- ⇒ Your custom MiBRIDGE export will download in .jsp format.

NOTE: If you need your data in .csv format, open Excel, select **File** > **Open**, navigate to the .jsp file and select **Open**, and then save the file as a .csv file ("CSV (Comma delineated)").

NOTE: If you do not see the Export Asset Management Report option, you will need to contact <u>MDOT-Bridge-Data-Request@michigan.gov</u> for assistance in obtaining your custom MiBRIDGE export.

5. Find the custom MiBRIDGE export from the download location, cut the file and paste it in your *"bridgeamp_v####_tools"* folder *"csvBridgeData"* subfolder.

Entering data into the BridgeAMP-Data.xlsm tool

The BridgeAMP-Data.xlsm tool is an Excel workbook that allows you to enter and process your agency's bridge data and will subsequently populate the Word template, which you will personalize for your agency's bridge asset management plan. This tool runs calculations in the background so that the data you enter will be parsed into the appropriate formats for the bridge asset management plan.

NOTE: Several worksheets in the BridgeAMP-Data.xlsm workbook are protected to prevent inadvertent changes. A number of those protected worksheets require a password to unprotect the sheet. If a worksheet is password protected and you wish to modify it, the password is "password".

Using the XLSM File for the First Time and Setting a Trusted Location

You will see a security warning when you open a macro-enabled Microsoft Office file for the first time. If this file is from a trusted source, select **Enable Content**.



NOTE: You must enable macros for this workbook to function.

You will also need to set the folder containing your bridge asset management plan tools as a trusted location.

NOTE: This set of directions will work for setting trusted locations through either Microsoft Word or Excel.

1. Select File.

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- \Rightarrow The Word Options window will appear.
- 3. Select **Trust Center** in the *Word Options* menu.

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- 4. Select Trust Center Settings...
- ⇒ The *Trust Center* window will appear.

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5. Select **Trusted Locations** in the *Trust Center* window menu.

- 6. Select Add new location....
- ⇒ The *Microsoft Office Trusted Locations* window will appear.
- 7. Select Browse.

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- \Rightarrow The *Browse* window will appear.
- 8. Browse to the folder you wish to set as a trusted location and select that folder in the main pane of the window; select **OK**.
- ⇒ The selected folder's path should appear in the *Microsoft Office Trusted Locations* window.
- 9. Select Subfolders of this location are also trusted; then, select OK.

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10. In the Trust Center window, select OK.

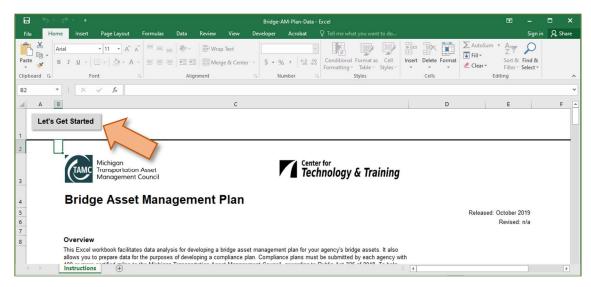
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Instructions Worksheet

NOTE: When you open the BridgeAMP-Data.xlsm file, you will be greeted with a welcome message in the *Instructions* worksheet. Please read the entire sheet before beginning. Then:

1. Select Let's Get Started.(see figure below).



1-MiBRIDGEreport Worksheet

NOTE: The *1-MiBRIDGEreport* worksheet requires a customized MiBRIDGE dataset; this dataset will be provided to you during the workshop on the USB drive. By selecting **Let's Get Started** on the *Instructions* worksheet, you will be guided through the importing of your data. If this process fails, you may unhide the *1-MiBRIDGEreport* worksheet, unprotect the worksheet, copy the data in the [Your Agency].csv/.jsp file, and paste it in the appropriate columns in the *1-MiBRIDGEreport* worksheet. The steps for manually importing your data are detailed in a note after Step 3.

⇒ The *Please use the file dialog window…* message box will display when you automatically progress to the *1-MiBRIDGEreport* worksheet (see figure below).

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- 1. Select **OK** in the message box.
- ⇒ The *Please select your custom MiBridge data file* dialogue box will display (see figure below).

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- 2. Navigate to the *csvBridgeData* folder and select the [Your Agency].csv/.jsp data file that you in the dialogue box, and select **Open**.
- ⇒ Excel will automatically import your MiBRIDGE data. It may take a few minutes to process all the data.
- 3. Review the imported data, select **Save** in order to save your work before continuing, and select **Done** (see figures below).

NOTE: It is recommended that you *save your work* before selecting **Done** since the MiBRIDGE import takes a while. If you encounter any errors in using the Excel workbook, you can resume your work from this save point (see figure below).

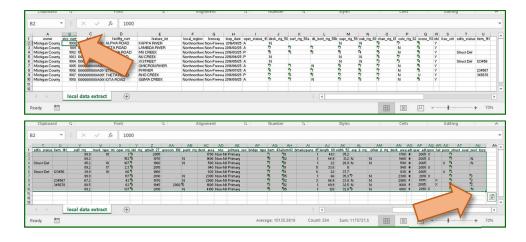
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Total Partnerse Sector Secto				10000001000A006	IOTA ROAD	SIGMA CREEK	Northnorthwest	Non-Freeway	9/25/2016	A	7	7	N	7	7 8		
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TOC 1-MIBRIDGEreport	3T11 3T06 3T04 3T08 3T15 3T15 3T15 3T01 3T04 3T07 3T13	Prestressel concrete – Box beam/gird Concrete – Slab Prestressel concrete – Multistringer Timber – Slab Aluminum – Culvert Concrete – Slab Prestressel concrete – Culvert Timber – Culvert Timber – Culvert	1009 1 1010 1 1011 1 1012 1 1013 1 1014 1 1015 1 1016 1 1017 1	1000001000A013 1000001000A014 1000001000A015 10000001000A016 10000001000A017 10000001000A018 10000001000A019	RHO ROAD PI ROAD NU ROAD LAMBDA ROAD KAPPA AVENUE LAMBDA ROAD MU STREET NU BOULEVARD	ETA ROAD PI RIVER NU CREEK EPSILON ROAD OMEGA ROAD PSI ROAD CHI AVENUE PHI STREET	Northnorthwest Northnorthwest Northnorthwest Northnorthwest Northnorthwest Northnorthwest Northnorthwest	Non-Freeway Non-Freeway Non-Freeway Non-Freeway Non-Freeway Non-Freeway Non-Freeway	2/25/2016 3/25/2016 3/25/2016 4/25/2016 1/25/2016 2/25/2016 3/25/2016 4/25/2016	A	5 5 N N 7 5 N	i 5 i 5	5	N N N	5 4 5 4 N N 7 7 5 4 N		
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NOTE: If you need to edit any of the imported MiBRIDGE data, select Edit Data. Then select Done.

NOTE: If necessary, you can manually import the data using the following steps:

- a. Open the [Your Agency].csv/.jsp file.
- b. Copy data in the [Your Agency].csv/.jsp file.
 - i. Highlight the cells from the first column, first row of data—*excluding* "owner" data *and excluding* the headings—through the last column, last row of data.

NOTE: The data most likely begin in cell B2. It will end in column AU; the last row depends upon the number of bridges in your agency's inventory.





c. Copy data from [Your Agency].csv/.jsp's *local data extract* worksheet: In the *Home* ribbon, select **Copy** from the *Clipboard* group.

OR: Right-click on the highlighted cells; select **Copy** from the dropdown menu.

OR: Use the **Ctrl** + **C** keyboard shortcut.

- d. Return to or open the BridgeAMP-Data.xlsm file.
- e. Select the **1-MiBRIDGEreport** tab to access the *1-MiBRIDGEreport* worksheet (see figure below).

Ready												B
< F	1-MiBRIDGEreport	2-Questionnaire	3-MaintenancePlan	4-Inspectio	nFollowup A	ppendix A-1	Appendix A	-2 A	pp	+ :	4	
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f. Set cursor in cell C2 (see figure below).

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1	BTCode	Bridge Type	Structure Number	Bridge ID	Facility Carried	Features Intersected	Region	Freeway	Inspection	Operatio nal Status (Item 41)	Rating	Surface Rating (Item 58A)	Deck Bottom Rating (Item XX)	SuperStr Rating (Item 59)	Substr Rating (Item 60)
2				1											
3 4 5 6															
4				\mathbf{N}											
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7															

g. Paste data into the *1-MiBRIDGEreport* worksheet: In the *Home* ribbon, select **Paste** from the *Clipboard* group.

OR: Right-click in cell C2; select **Paste** from the dropdown menu.

OR: Use the Ctrl + V keyboard shortcut.

NOTE: Microsoft Excel will take a while to process all of the formulas that depend on the data that you just pasted into the Excel workbook.



h. Remember to select Save in order to save your work before continuing.

2-Questionnaire Worksheet

NOTE: The 2-Questionnaire worksheet requires your response to several questions that will help tailor your asset management plan content. By selecting **Done** on the 1-MiBRIDGEreport worksheet, you will automatically progress to the questionnaire. If this process fails at any point, you may visit the *TOC* worksheet and unhide the 2-Questionnaire worksheet (see figure below).

NOTE: The 2-Questionnaire worksheet and several of the following worksheets are protected in order to provide guidance in modifying only the necessary cells. Throughout the Excel template, heading rows should not be altered; altering heading rows will prevent data from transferring into the Word template.

1. Answer the questions on the questionnaire (see figure below).

NOTE: If you have previously completed the 2019/2020 versions of the bridge asset management tools, you can import your fill-in data into the 2021 and newer versions of the tool:

- BridgeAMP-Data v2021 vism Excel A Shar C3 Α 1 Done Import Data from Previous Version Questions 1 AMP/CF Answers Agency-specific Information 2 What is the full name of your agency? 3 What is the abbreviation of your agency name? ion for you e.g. CTT, My CRC 4 NOTE: Format as YYY What is the year of publication of this bridge asset management plan? 5 How often will your bridge asset management plan be updated? (in years) 6 Who at your agency should be contacted for a copy of this NOTE: Format as Firstname Lastname bridge asset management plan or for questions about it? 7 Please provide the address for this contact person: 8 : Include "and/or" between phone n at phone number as (###) ###-#### 306)-000-0111 and/or nobody@an Please provide the phone number and/or e-mail address for this contact person 9 Enter the web page where your agency posts AMPs (if g. ctt.mtu.edu/amp applicable): 10 Instructions TOC 2-Questionnaire (+) 用 回 円 ---+ 100% - 1-
- a) Select Import Data from Previous Version (see figure below).

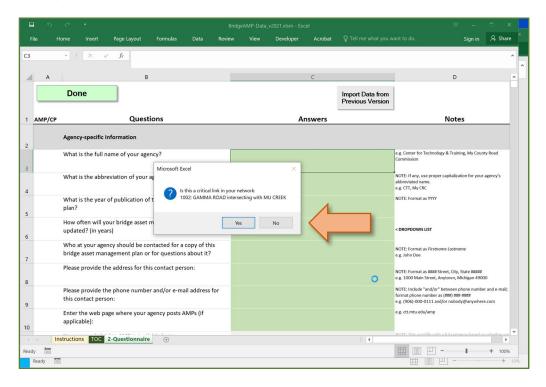
⇒ The You will need to locate... window will display (see figure below).

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1 /	AMP/CP		Qu	estions				Ar	swers			Notes	
2		Agency-specifi	c Information										
		What is the fu	I name of your	agency?							e.g. Center for Technology Commission	& Training, My Coun	ty Road
3		What is the ab		You will need to				xour window			NOTE: If any, use proper c abbreviated name. e.g. CTT, My CRC NOTE: Format as YYYY	apitalization for your	agency's
5		What is the ye plan?	ar of publicatio	n bhage ann baa			, see enouse	ouni inicom			Note. Pointat as Titt		
6		How often wil updated? (in y	your bridge as ears)	5e				ОК	1		< DROPDOWN LIST		
7				e contacted for a n or for question:							NOTE: Format as Firstname e.g. John Doe	e Lastname	
8		Please provide	the address fo	^{this} contact per	son:						NOTE: Format as #### Stre e.g. 1000 Main Street, Any		00
9		Please provide this contact pe		nber and/or e-ma	ail address fo	or					NOTE: Include "and/or" be format phone number as (e.g. (906)-000-0111 and/o	nun) unu-nunu	
10		Enter the web applicable):	page where yo	ur agency posts A	AMPs (if						e.g. ctt.mtu.edu/amp		
4	lns	structions TOC	2-Questionn	aire 🕀						1	NOTE: This autofills with a	ful centence hased o	n whather was
Ready	***										▦ ▣ ◰ -	- I	+ 100%

- b) Select **OK** in the You will need to locate... window.
- ⇒ The Please choose your previous BridgeAMP-Data_v###.xlsm to open window will display (see figure below).

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3 3D Objects Desktop Documents File name: BridgeAMP-Data_v20210.xlsm	Tools 👻	Excel Files *.xls Open	* (*.xls*) ~ Cancel			NOTE: If any, use proper capitalization for your agency's abbreviated name, e.g. CIT, My CRC NOTE: Format as YYYY < DROPDOWN LIST
bridge asset management plan or for questions				-		NOTE: Format as Firstname Lastname e.g. John Doe
Please provide the address for this contact pers	ion:					NOTE: Format as #### Street, City, State ##### e.g. 1000 Main Street, Anytown, Michigan 49000
Please provide the phone number and/or e-ma this contact person:	il address for					NOTE: Include "and/or" between phone number and e-mail; format phone number as (###) ###-#### e.g. (906)-000-0111 and/or nobody@anywhere.com
	MDc /if					e.g. ctt.mtu.edu/amp
Enter the web page where your agency posts A applicable):	IVIES (II					
applicable):	IVIES (II				: 4	NOTE: This autofile with a ful centence based on whether we

- c) Select the file in the *Please choose your previous BridgeAMP-Data_v###.xlsm to open* window, and select **Open** (see figure above).
- ⇒ The prompts to identify posted/close bridges that are critical links will display (see figure below).



d) Select Yes to identify posted/closed bridges that are critical links.

OR

Select No to identify posted/closed bridges that are not critical links.

⇒ After the last posted/closed bridge has been reached, the import process will continue until all of the data has been transferred into the current tool. The current data will appear on the 2-Questionnaire worksheet once the process is completed (see figure below).

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Fil		w View Developer Acrobat Q Tell me what you w	ant to do Sign in 🔉 Share
C3	- : × ✓ fr My County Road Commission		^
	AB	C	D
	Done	Import Data from Previous Version	
1	AMP/CP Questions	Answers	Notes
2	Agency-specific Information		
3	What is the full name of your agency?	My County Road Commission	e.g. Center for Technology & Training, My County Road Commission
4	What is the abbreviation of your agency name?	MCRC	NOTE: If any, use proper capitalization for your agency's abbreviated name. e.g. CTT, My CRC
5	What is the year of publication of this bridge asset management plan?	2021	NOTE: Format as YYYY
6	How often will your bridge asset management plan be updated? (in years)	three	< DROPDOWN LIST
7	Who at your agency should be contacted for a copy of this . bridge asset management plan or for questions about it?	John Doe	NOTE: Format as Firstname Lastname e.g. John Doe
8	Please provide the address for this contact person:	1000 Main Street, Anytown, Michigan 49000	NOTE: Format as #### Street, City, State ##### e.g. 1000 Main Street, Anytown, Michigan 49000
9	Please provide the phone number and/or e-mail address for this contact person:	(906)-000-0111 and/or nobody@anywhere.com	NOTE: Include "and/or" between phone number and e-mail; format phone number as (###) ###-#### e.g. (906)-000-0111 and/or nobody@anywhere.com
10	Enter the web page where your agency posts AMPs (if applicable):	ctt.mtu.edu/amp	e.g. ctt.mtu.edu/amp
4	Instructions TOC 1-MiBRIDGEreport 2-Questionnaire	* C +L +1 L	MOTE: This autofills with a full contense based on whether uni
Ready			Ⅲ □ □ + 100%

NOTE: You are only able to type in green or red cells in Column C. Column B (white cells) contains the questions, Column D (white cells) contains answer prompts and/or examples to make sure you format responses correctly, and Column F (white cells) contains preview text that will update to illustrate how the answer will be reflected within the context of the asset management plan (see figure below).

8 5	· c· ·		Bridge-AM-Plan-Data - Excel		19. – <i>1</i> 7. ×
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1 AMP/CP		Answers	Notes	Preview Pane	
2	Agency-specific Information				
2 3 4 5 6 7	What is the full name of your agency?		e.g. Center for Technology & Training, My County Road Commission	The 0 (0) has adopted an 'asset management' business process to overcome the challenges presented by having limited financial, staffing, and other resources while needing to meet road users' expectations.	
4	What is the abbreviation of your agency name?		NOTE: If any, use proper capitalization for your agency's abbreviated name. e.g. CTT, My CRC	our speciality.	
5	What is the year of publication of this bridge asset management plan?		NOTE: Format as YYYY	This 0 plan outlines how 0 determines its strategy to maintain and upgrade bridge asset condition given agency soals, priorities of its bridge users, and resources provided.	
6	How often will your bridge asset management plan be updated?		< DROPDOWN LIST	An updated plan is to be released approximately every 0 years to reflect changes in road conditions, finances, and priorities.	
7	Who at your agency should be contacted for a copy of this bridge asset management plan or for questions about it?		NOTE: Format as Firstname Lastname e.g. John Doe	Questions regarding the use or content of this plan should be directed to 0.	
	Please provide the address for this contact person:		NOTE: Format as #### Street, City, State ##### e.g. 1000 Main Street, Anytown, Michigan 49000		
9	Please provide the phone number and/or e-mil address for this contact person:		NOTE: include "and/or" between phone number and e- mail; format phone number as (###) ### #### e.g. (906)-000-0111 and/or nobody@anywhere.com		
10	Enter the web page where your agency posts AMPs (if applicable):		e.g. ctt.mtu.edu/amp		
11	Your agency's bridge AMP is available here:		NOTE: This autofills with a full sentence based on whether you have a pavement AMP available online.		
	Long-range Goals	Note: Use whole numbers and omit the "%" sign.			
12	What percentage of your bridges do you hope to have in good/fair condition as part of your long-range goal? Currently, your agency has 71% of its bridges in good/fair condition.		NOTE: Format as ##	The three-fold goal of 0's asset management program is the preservation and safety of our bridge network, the increase of our bridge asset's useful service life by extending the time that bridges remain in good and fair condition, and the reduction of future maintenancee costs.	
14	To what do you hope to reduce the maximum percentage of bridges remaining in structurally deficient condition as part of your long-range goal? Currently, your agency has 29% of its bridges in structurally deficient condition.		NOTE: Format as ##	To quantify this goal, Q specifically uses to have to determine the number of its bridges that would not as fair to good conditions not to determine the number of its bridges that would remain classified as structurally deficient over the next a yet-to-be-determined time frame.	
4 . (F)	Instructions TOC 2-Questionnaire (+)			((* •
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NOTE: Some green cells are dropdown lists. If none of the listed answers appropriately reflects your agency's situation, select the blank entry in the dropdown list, and then type your answer into the green cell; note that in some cases this is discouraged.

NOTE: The sentences for the 2. Financial Resources section of the bridge asset management plan are created either in the BridgeAMP-Data.xlsm tool or the BridgeAMP-Budget.xlsm tool (with the latter being possibly easier to compile). To create the financial resources sentences in the BridgeAMP-Data.xlsm tool, complete the 2-Questionnaire worksheet's Identify Funding Sources section (see figure below). The tool will look for blanks in this section to determine if you are creating your financial resources sentences here or electing to create your financial resources sentences in the BridgeAMP-Budget.xlsm tool.

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2. Review your responses, select **Save** in order to save your work before continuing, and select **Done** (see figures below).

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What is the abbreviation of your agency name?		NOTE: If any, use proper capitalization for your agency's abbreviated name. e.g. CTT, My CRC				
What is the year of publication of this bridge asset management plan?		NOTE: Format as YYYY	This 0 plan outlines how 0 determines its strategy to given agency goals, priorities of its bridge users, and			
How often will your bridge asset management plan be updated?		< DROPDOWN LIST	An updated plan is to be released approximately eve conditions, finances, and priorities.	ry 0 years to reflect changes in road		
Who at your agency should be contacted for a copy of this bridge asset management plan or for questions about it?		NOTE: Format as Firstname Lostname e.g. John Doe	Questions regarding the use or content of this plan s	hould be directed to 0.		
Please provide the address for this contact person:		NOTE: Format as #### Street, City, State ##### e.g. 1000 Main Street, Anytown, Michigan 49000				

⇒ You will be directed to the *3-MaintenancePlan* and *4-InspectionFollowup* worksheets.

3-MaintenancePlan and 4-InspectionFollowup Worksheets

1. Begin indicating your agency's plan for maintenance and inspection follow-up by inserting a lowercase "x" (alternatively, you may choose to use "h", "m", "l" for high, medium, and low priority items to correspond with your agency's prioritization metric, which can be optionally indicated in the BridgeAM-Budget.xlsm workbook) in its corresponding replacement, rehabilitation, proposed preventive maintenance, and/or proposed scheduled maintenance item—in *3-MaintenancePlan*'s columns E through AQ—and in its corresponding inspection follow-up item—in *4-InspectionFollowup*'s columns E through M (see figure below).

NOTE: You can toggle between the *3-MaintenancePlan* and *4-InspectionFollowup* worksheets using the **Go to...** button or the worksheet tabs, indicated by the green arrows in the figure below.

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2. Review your responses, select **Save** in order to save your work before continuing, and select **Done** (see figures below).

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- ⇒ You will be asked to confirm whether you completed both the 3-MaintenancePlan worksheet and the 4-InspectionFollowup worksheet (see figure above).
- 3. Select **Yes** if you have completed both worksheets, and proceed to step 3 step result.

OR

Select No if you still need to complete one of the worksheets, and return to step 1.

⇒ A *Print appendixes?* window will display (see figure below).

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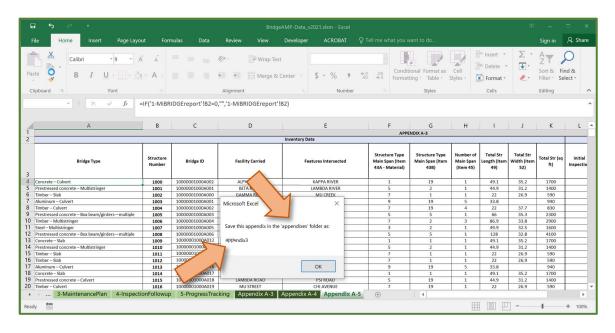
4. Select Yes to print appendixes (see figure above), and proceed to step 4 step result.

OR

Select **No** to skip printing appendixes (see figure above), and proceed to this instruction guide's section on the *5-ProgressTracking* sheet.

 \Rightarrow The Save this appendix in.../as... dialogue box will display (see figure below).

NOTE: Pay special attention to the specified folder and the save-as name. It is critical that all of these PDFs are stored in the appendixes subfolder and named "appendix3", "appendix4", and "appendix5" respectively for automation in future steps to function correctly.



- 5. Select **OK** in the the *Save this appendix in.../as...* dialogue box (see figure above).
- \Rightarrow The Save PDF File As file dialogue box will display (see figure below).

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- 6. Navigate to the appendixes subfolder, located within the bridge asset management tools folder, in the Save PDF File As file dialogue box, and enter the file name that displayed in the Save this appendix in.../as... dialogue box—the first time "appendix3", the second time "appendix4", or the third time "appendix5"— in the File name field (see figure above).
- 7. Select Save.
- ⇒ The appendix will print to a PDf, and Acrobat Reader (or your default PDF reader) will open and display the PDF file (see figure below).

NOTE: You may need to close the Acrobat Reader (or your default PDF reader) in order to see the next dialogue box.

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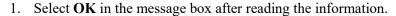
8. Repead steps 5 through 7 two more times for appendix 4 and appendix 5 respectively.

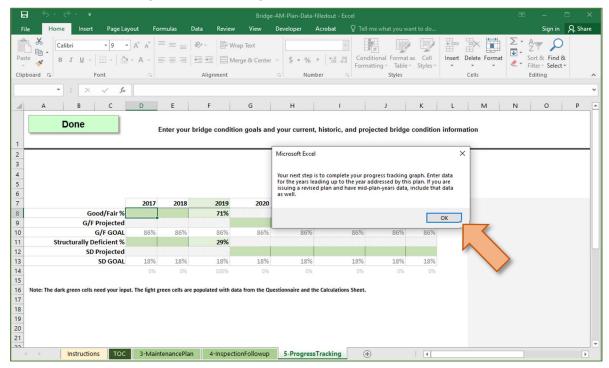
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⇒ You will be directed to the *5-ProgressTracking* sheet.

#### 5-ProgressTracking Worksheets

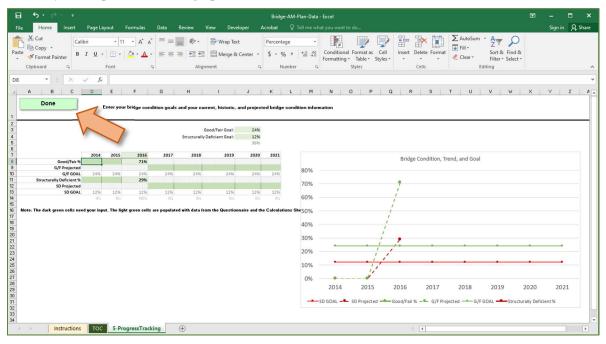




2. Fill in the green fields of the chart with bridge condition goals and your historic (Columns D and E), current (Column F), and projected bridge condition (Columns G through K) information. The graph to the right of the table will update automatically as data is entered into the chart.

**NOTE:** The Goal/Fair Goal (J3), the Structurally Deficient Goal (J4), and the year (F8) data come from your answers to the goals section of the *2-Questionnaire* worksheet (cells B13, B14, and B23, respectively). If you wish to change these goals or the years reflected in the graph, you will need to make the change on the *2-Questionnaire* worksheet.

3. Review your responses and the graphs, and select **Done**.

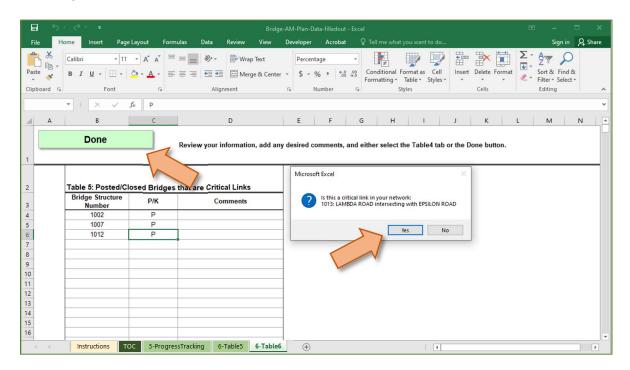


A message box will display to notify you that you are proceeding to the next step of the creating tables for scour critical bridges and posted/closed bridges. You will then automatically proceed to the *6-Table5* worksheet.

#### 6-Table5 and 6-Table6 Worksheets

**NOTE:** Table 5 in the bridge asset management plan identifies scour critical bridges. This data will be pulled from your MiBRIDGE data, so you will automatically proceed past Table 5 to Table 6, which lists posted/closed bridges in your jurisdiction and requires you to identify them as critical links.

1. Select **Yes** or **No** in the dialogue box depending upon whether the specified bridge is a critical link (see figure below).



⇒ All the critical links will be displayed in *Posted/Closed Bridges that are Critical Links*. The *You may enter any comments*... dialogue box will display (see figure below).

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2. **OPTIONAL:** Add comments about the critical-link posted/closed bridges in the *6-Table6* worksheet Column D (see figure below).

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3. Review both *6-Table5* and *6-Table6* worksheets, using the tabs to toggle between them (see figure below).

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4. Select **Save** in order to save your work before continuing, and select **Done** (see figure below).



⇒ You will advance to the TOC worksheet, and the Your have now completed all your data entry... dialogue box will display (see figure below).

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5. Select OK.

#### **TOC Worksheet**

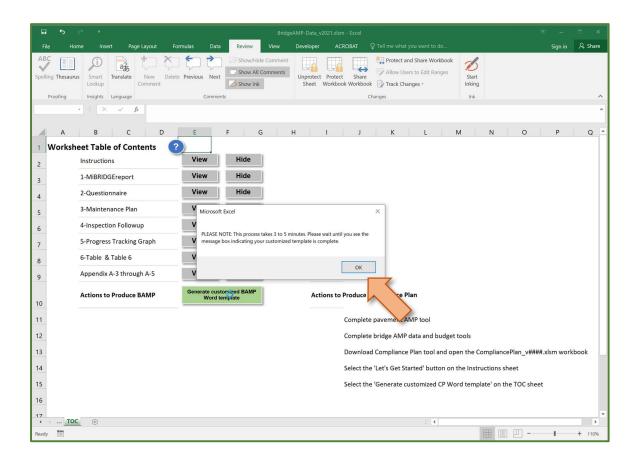
**NOTE:** The *TOC* worksheet serves as an access point to the various worksheets in your workbook, and becomes available for viewing once finished with the Instructions worksheet. The TOC worksheet also serves as the location from which you can build your Bridge Asset Management Plan (see figure below).

#### Build a Bridge Asset Management Plan

1. Select **Generate customized BAMP Word template** on the *TOC* worksheet's contents item Actions to Produce BAMP (see figure below).

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⇒ The *PLEASE NOTE: This process takes 3 to 5 minutes*... dialogue box will display (see figure below).



#### 2. Select OK.

**NOTE:** The process to generate the customized bridge asset management plan Word template takes about three to five minutes. During this time, just allow Microsoft Office to run the generation process. You will see Microsoft Word automatically open and close; this is part of the process (see figure below). No user input is necessary during this process.

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		7 5-Progress Tracking Graph		
		6-Table & Table 6		
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⇒ Once the customized bridge asset management plan Word template has been generated, the You will need to complete... dialogue box will display (see figure below).

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#### 3. Select OK.

**NOTE:** At this point, you will have either a temporary template or a finalized template (see figures below). If you have a temporary template, you must complete steps to create financial resources content (i.e.g, funding source sentences) in the BridgeAM-Budget.xlsm tool; this will replace the temporary template and generate a finalized template. The temporary template is for preview purposes only (refer to the section Opening the Word template in this instruction guide for more information on opening the template); *do not make any changes to the temporary template that you want to see reflected in your final document*. If you have a finalized template, you can skip the steps for creating funding source sentences in the BridgeAM-Budget.xlsm tool. Both the temporary template and the finalized template require a cost projection table (generated in the BridgeAM-Budget.xlsm tool) and completion of Appendix 1 and Appendix 2. Proceed to the section *Generating annual cost projection/gap analysis data from the budget template* in this instruction guide.

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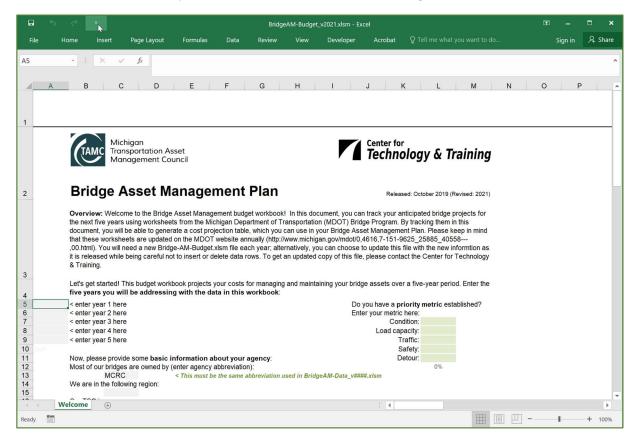
**NOTE ABOUT BRIDGEAMP-DATA.XLSM:** There are two additional worksheets built into the BridgeAMP-Data.xlsm file—the Agency-Data-Summary worksheet and the CalculationsSheet worksheet. These two worksheets are hidden and protected. They are embedded with formulas to parse the data from the Websource spreadsheet into a format that is usable by the asset management plan's Word template. If it is necessary to access these worksheets, unhide and unprotect them; be aware that unhiding and unprotecting them leaves them vulnerable to inadvertent changes that will render the Excel file useless for inserting data into the Word template.

# Generating financial resources content and cost projection/gap analysis table from the budget tool

The BridgeAM-Budget_v####.xlsm Excel file is a comprehensive budgeting tool that allows you to plan your bridge maintenance budget allocations by organizing various types of bridge maintenance projects and their associated costs. It also helps to identify gaps in funding.

#### Welcome Worksheet

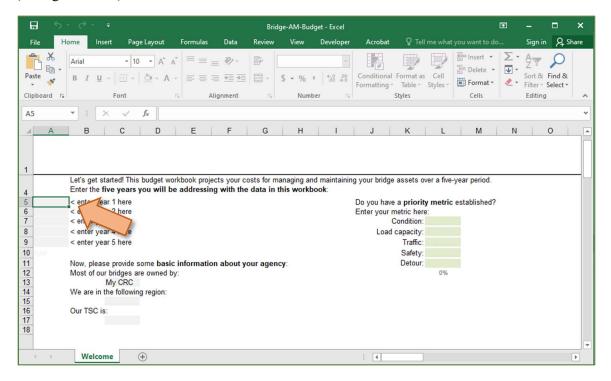
**NOTE:** On startup, the BridgeAMP-Budget_v####.xlsm tool will automatically open, copy, and paste the agency abbreviation from the BridgeAMP-Data_v####.xlsm into cell C13 (see figure below). *The agency abbreviation must be exactly the same in both the data and the budget tools*.



**NOTE:** When you open the BridgeAM-Budget.xlsm file, you will be greeted with a welcome message in the Welcome worksheet (see figure below). If you see the security warning, refer to *Using the XLSM File for the First Time* in this Instruction Guide.

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1. In cell **A5**, enter the first year of the five-year range that your asset management plan will address (see figure below).



 $\Rightarrow$  The four subsequent years will automatically populate (see below).

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2. Enter your agency's region and TSC using the dropdown lists; if necessary, update your agency's abbreviated name (see figure below).

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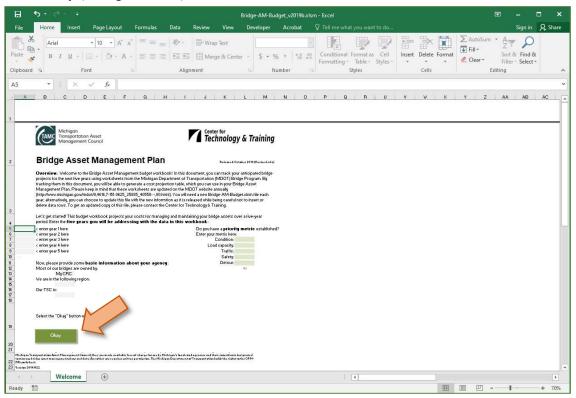
**NOTE:** The agency abbreviated name *must be the same as* the agency abbreviated name entered in BridgeAMP-Data_v####.xlsm on the 2-Questionnaire worksheet in cell C4.

3. **OPTIONAL:** Enter your priority metrics (see figure below).

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NOTE: The total will display at the bottom to ensure the metric equals 100%.

4. Select Okay (see figure below).



- ⇒ You will automatically proceed to the MiBRIDGEdata worksheet and the *Please select your custom MiBridge data file* dialogue box will display (see figure below).
- 5. Select [Your Agency].csv/.jsp file from the location that it is stored on your computer (see figure

Please select your custom	MiBridge data file:						2	<							
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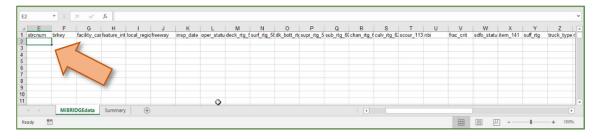
below).

- 6. Select **Open** (see figure above).
- ⇒ Excel will automatically import your MiBRIDGE data, and you will be directed to the Summary worksheet.
- 7. Select **Save** to save your work before continuing (see figure below).

**NOTE:** It is recommended that you *save your work* at this point in order to avoiding having to reimport your MiBRIDGE data.



**NOTE:** If necessary, you can manually import the data by unhiding the MiBRIDGE worksheet, select the E2 cell, and following the steps at the end of the BridgeAMP-Data.xlsm's 1-MiBRIDGEreport procedure (see figure below). *Remember to hide the MiBRIDGE worksheet in your BridgeAM-Budget.xlsm before continuing.* 



#### **Summary Worksheet**

The initial worksheet is the blank *Summary* sheet. This sheet will summarize worksheet names, project types, project dates, bridge identification numbers, and total project costs as you add data to the workbook (see figure below).

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#### Adding Bridge Cost Estimates

**NOTE:** The *Bridge Cost Estimate Worksheet* itemizes key cost information for each of your bridge projects. The information will be added to the summary worksheet for transformation into a cost projection and gap analysis table that can be easily inserted into the asset management plan.

**NOTE:** All dark green and dark blue fields in the main header section of the *Bridge Cost Estimate Worksheet* must be completed. Dark green fields to the right of the main header section (i.e., financial information and priority metric scores) are optional.

1. Create a new *Bridge Cost Estimate Worksheet* by selecting Add Cost Estimate Worksheet on the *Summary* worksheet (see figure below).

A	B	С	D	E	F	
1	Worksheet Name	Project Type	Project Date	Structure ID	Total Project Cost	Fina
2						
3						
4						
5	4					
7	~					
8						
8 9 10 11						
10						
11						
2						
3						
3 4 5 6						
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⇒ The new *Bridge Cost Estimate Worksheet*, by default labelled as "CPM-RR (2)", will become the active worksheet.

**NOTE:** Information from the Welcome worksheet will automatically transfer to the *Cost Estimate* worksheet's *REGION* and *TSC* fields (see figure below). The *FISCAL YEAR* dropdown list options are also set based on your input on the Welcome worksheet (see figure below).

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2019 OWNER:	WORK ACTIVITY	Add Data to LAP BRII TSC: Crystal FISCAL YEAR: DATE (YEAR)	D Summary Sheet	ATE WORKSHEET EPLACE - IGTH Loout) curb)			Financial Information Status of funding Funding source For fixed year* Application year	Priori Loa	f <b>ty Metric</b> Score Condition: ad capacity: Traffic: Safety:	T U

2. Fill in the mandatory fields, highlighted in dark blue, by following the bright blue highlight for field information that must precede other field entries (see figure below).

**NOTE:** All dark-blue highlighted fields must be completed; the *STRUCTURE ID*, *PRIMARY WORK ACTIVITY*, and *FISCAL YEAR* fields determine the *UNIQUE ID* field, which will become the name assigned to this specific worksheet. The other fields are present for bookkeeping and have no effect on any other part of the workbook.

**NOTE:** The bright blue highlight begins on the *STRUCTURE ID* field and progresses to the *WORK ACTIVITY* field. After the *WORK ACTIVITY* field has been completed, the dark-blue highlighted *PRIMARY WORK ACTIVITY* field and *FISCAL YEAR* field must be completed.

- a. For the *STRUCTURE ID* field, select a bridge structure number from the dropdown list (see figure below).
- ⇒ Information about the structure will automatically populate many of the light blue fields after the Structure ID is chosen.

ST ESTIMATE WORI	KSHEET	REV. 2/2	2019		
REHAB, REPLACE -			Financial Inform Status of funding		Priorit
LENGTH:		UNIQUE ID:	Funding source:		Load
WIDTH (out-to-out):		STRUCTURE ID:	For fiscal year:*		
WIDTH (curb-to-curb):		BRIDGE ID:	ation year:		
DECK AREA:	SFT	STR. TYPE:		(if applicable)	
DECK DIM:				* Fiscal year pulls in from G6	
OLIANITIT			<u>a</u> /		

- b. For the *PRIMARY WORK ACTIVITY* field:
  - i. Begin by selecting a *WORK ACTIVITY* from the drop-down list associated with the *WORK ACTIVITY (select first)* (see figure below).
  - ⇒ The dropdown list associated with *PRIMARY WORK ACTIVITY* is populated based on your selection for *WORK ACTIVITY (select first)*.
  - ii. Select the *PRIMARY WORK ACTIVITY* from the dropdown list associated with the PRIMARY *WORK ACTIVITY* (see figure below).

1	A B	С	D	E F	G	н	1	J	K L	MN	0
				Add	Data to Sun	nmary Sheet Re					
1				-							
2		2019		LAP	BRIDGE	COST ESTIMATE	WORKS	HEET		REV. 2/2019	
3 4	OWNER:		6		- CI	PM, REHAB, REPL	ACE -				Financial II Status of fun
	REGION:	Superior	6	TSC:	Ishpeming	LENGTH:	44.9		UNIQUE ID:	1001	Funding so
6	ENGINEER:			FISCAL YEAR:		WIDTH (out-to-out):	31.2		STRUCTURE ID:	1001 -	For fiscal y
7	LOCATION:	Beta Road & Lambda River		DITE (YEAR):		WIDTH (curb-to-curb):			BRIDGE ID:	1000001000A001	Application
8	PRIMARY W	ORK ACTIVITY:	-	PR:		DECK AREA:	1,400	SFT	STR. TYPE:	tressed concrete – Multistringer	
9	WORK ACT	IVITY (select first):		MP:		DECK DIM:	44.9   x 31.2 w	(			
10		W	ORK ACTIVITY				QUANTITY	UNIT	UNIT COST	TOTAL	

c. For the *FISCAL YEAR* field, select a year from the dropdown list (see figure below).



3. Fill in the optional fields (see figure below): 1) engineer, location, date, PR, MP, length, width, deck area, and deck DM; 2) financial information; 3) priority metric.

**NOTE:** The Financial Information section is *required* if you plan to generate the funding sources sentences using the BridgeAMP-Budget.xlsm tool. Status of funding and funding source information *must be* selected from the dropdown menus.



4. Enter quantity in the *Quantity* column for each item needed for the project in the *New Bridge, New Superstructure, Widening, New Deck, Demolition, Deck Repair/Treatment, Superstructure Repair, Substructure Repair, Miscellaneous, Road Work, and Traffic Control* sections; if necessary, update the unit cost (note that you will need to unprotect the worksheet to update unit costs) (see figures above and below).

NOTE: The *Total* cost will automatically update (see figure below).

**NOTE:** Some line items are calculated as lump sums (i.e., "LSUM"). They will have blank or \$0 *Total* cost unless both *Quantity* and *Unit Cost* columns are completed (figure below).

**NOTE:** Any amounts entered into the *Quantity* column will, by default, only display up to one decimal point. This setting can be changed with the **Increase Decimal** and **Decrease Decimal** buttons in the *Number* group of the *Home* ribbon (see figure below).

14	A B C D E			J	K L	М
0	Abutment repair	(measured x 2)	87.0	C	\$26000 /CFT	\$23,055
1	Temporary Supports for Substructure Repa		6.0	EA		\$10,800
2	Slope Protection repairs			SYD	\$140.00	
3	Other		V			1
4 5 N	/ISCELLANEOUS			<u> </u>		
6	Expansion or Construction Joints	(includes removal)	1	FT	\$550.00 /FT	
7	Bridge Railing, remove and replace	(\$250 Type 4, \$305 Aesthetic Parapet)		FT	\$280.00 /FT	
8	Thrie Beam Railing retrofit	(***** · ) **** · (******* ****		FT	\$40.00 /FT	
9	Articulating Concrete Block System (ACB)			SYD	\$120.00 /SYD	
0	Scour Countermeasures		5.0	LSUM	\$6.00 LSUM	\$30
1	Other					
3		STRU		ISTRU	CTION BUDGET	\$97,294
1005	ROAD WORK					
6	Approach Pavement, 12" RC	(add C & G, GR, Slope, Shldr.) 40' ea. end	45.0	SFT	\$16.00 /SFT	\$720
7	Approach Curb & Gutter	(18' ea. guad.)		FT	\$50.00 /FT	
8	Guardrail Anchorage to Bridge	(<40')		quads	\$1,600.00 /quad	
9	Guardrail, Type B or T	(beyond GR anchorage to bridge, <200')	65.0	FT	\$22.00 /FT	\$1,430
0	Guardrail Ending	(end section)	5.0	FΔ	\$1,750.00 /EA	\$8,750
1	Roadway Approach work	(beyond approach pavement)		LSUM	\$56.00 LSUM	
2	Utilities		3.0	LSUM	LSUM	\$0
13	Other					
15 T	RAFFIC CONTROL Unit Cost to be	determined by Region or TSC Traffic & Safety				
16	Part Width Construction			LSUM	LSUM	
7	Crossovers		1.0	EA	\$300,000.00 EA	\$300,000
8	Temporary Traffic Signals		20	set	\$25,000,00 /set	\$50,000
19	RR Flagging		5.0	LSUM	LSUM	\$0
10	Detour		4.0	LSUM	\$4.00 LSUM	\$16
1	Other					

**NOTE:** Any numbers greater than six digits entered in the *Quantity* column will appear as hash tags. Increase the column width to view the entire number (see figure below).

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35	Concrete Surface Coating	(concrete fascia beams)		*SYD	\$16.00 /SYD	
36	Other	(concrete fascia bearits)		510	\$10.0075TD	
17	Other					
	STRUCTURE					
39	Patching Concrete, C-L	(substructure patching)		CYD	\$700.00 /CYD	
10	Patch Forming	(vertical & overhead surfaces)	35.4		\$30.00 /SFT	\$1.06
1	Concrete Surface Coating	(vertical surfaces)	00.4	*SYD	\$16.00 /SYD	\$1,00
2	Substructure Horizontal Surface Sealer	(horizontal surfaces)		*SYD	\$40.00 /SYD	
13	Water Repellent Treatment, Penetrating	(nonzontal sanaces)	15.0		\$20.00 /SYD	\$300
14	Other		10.0	0.0	020.007070	0000
15						
	OLITION					
17	Hand Chipping, Shallow	(~3" deep)			\$110.00 /SYD	
18	Hand Chipping, Deep	(~6" deep min)		D	\$210.00 /SYD	
19	Hand Chipping, Other Than Deck	(vertical & overhead surfaces)		FT	\$80.00 /CFT	
50	Structures, Rehabilitation, Rem Portions	(slope protection removal)		SYD	\$250.00 /CYD	
1	Structures, Rehabilitation, Rem Portions	(drain casting removal)		*EA	\$500.00 /EA	
2	False Decking		##########	# SFT	\$1.00 /SFT	\$1,234,56
53	Other		070.510.2	CYD	\$3.00	\$2,629,630

5. OPTIONAL: Enter unique work items in the *Other* line item, inputting *Quantity*, *Unit*, and *Unit Cost* accordingly (see figure below).

**NOTE:** Do not attempt to create new work items by adding or deleting rows from the worksheet. All cells need to maintain their exact cell references for the worksheet to function properly. If there is a need for additional other items, input line item information over an unused work item.

12	WORK ITEM		QUANTITY	UNIT	UNIT COST	TOTAL
13 DECK						
14	Patching Concrete, C-L	(deck or barrier rail patching)	5.0	CYD	\$700.00 /CYD	\$3,500
15	Penetrating Healer/Sealer, Bridge Deck			SYD	\$22.00 /SYD	
16	Crack Sealer			FT	\$5.00 /FT	
17	Water Repellant Treatment, Penetrating	(deck surface)		SYD	\$20.00 /SYD	
18	Concrete Surface Coating	(concrete barrier rail, deck slab fascia)		*SYD	\$16.00 /SYD	
19	Resealing Bridge Construction Joints	(hot poured rubber)	567.0	FT	\$18.00 /FT	\$10,206
20	End Header Replacement			FT	\$65.00 /FT	
21	Concrete, Grade D		3.8	CYD	\$700.00 /CYD	\$2,660
22	Reinforcement, Steel, Epoxy Coated			LBS	\$1.40 /LB	
23	Adhesive Anchoring of Horiz. Bars"		35.0	EA	\$25.00 /EA	\$875
24	Drain Casting, Type 1			EA	\$500.00 /EA	
25	Drain Castin Jembly			EA	\$1,000.00 /EA	
26	Deck Drain ension			EA	\$500.00 /EA	
27	Downs eplacement			EA	\$2,000.00 /EA	
28	Embedd Svanic Anode			EA	\$12.00 /EA	
29	Other					

6. Adjust the percentage as necessary for *Contingency*, *Mobilization*, and *Inflation* sections (see figure below).

ROAD WORK		101 11			and the second second	
Approach pavement, 12" RC	(incl. removal; add curb, gutter, guardrail) 20' ea. End		SYD	\$175.00	/SYD	
Approach curb & gutter	(incl. removal) 20' ea. Quadrant		FT	\$54.00	/FT	
Guardrail anchorage to bridge	(each quadrant)		EA	\$1,500.00	EA	
Guardrail	(incl. removal) < 200 ft beyond reference line)		FT	\$22.00	/FT	
Guardrail terminal	(each quadrant)		EA	\$2,200.00	EA	
Roadway approach work	(beyond approach pavement)		LSUM		LSUM	
Utilities			LSUM		LSUM	
Other						
	Cost to be determined by Region or TSC Traffic & Safety					
Part width construction			LSUM		LSUM	
Crossovers			EA	\$300,000.00	EA	
Temporary traffic signals			set	\$25,000.00	/set	
RR flagging			LSUM		LSUM	
1 Detour			LSUM		LSUM	
2 Other						
4	RELATED RO	AD/TRAFFIC C	ONSTR		GET	\$0
	- 20%) (use higher contingency for small projects)	10	%	\$0.00		\$0
		10	%	\$0.00		\$0
	me 3% per year, beginning in 2020)					\$0
	nate at 10%) me 3% per vear beginning in 2020)	10	%	\$0.00		

7. When satisfied with worksheet data inputs, select the **Add Data to Summary Sheet** button (see figure below).

		Add Data to Summary Sheet		1				
			-	-				
	D WORK							
7	Approach pavement, 12" RC	amoval; add curb, gutter, guardrail) 20' ea. End		SYD	\$175.00	/SYD		
в	Approach curb & gutter	mcl. removal) 20' ea. Quadrant		FT	\$54.00	/FT		
9	Guardrail anchorage to bridge	(each quadrant)		EA	\$1,500.00	EA		
0	Guardrail	(incl. removal) < 200 ft beyond reference line)		FT	\$22.00	/FT		
1	Guardrail terminal	(each quadrant)		EA	\$2,200.00	EA		
2	Roadway approach work	(beyond approach pavement)		LSUM		LSUM		
3	Utilities			LSUM		LSUM		
4	Other							
6 TRA	FFIC CONTROL Unit Co	ost to be determined by Region or TSC Traffic & Safety						
7	Part width construction	si to be determined by Region or 15C franc & Salety		LSUM		LSUM		
8	Crossovers			EA	\$300,000.00			
9	Temporary traffic signals			set	\$25,000.00			
00	RR flagging			LSUM		LSUM		
01	Detour			LSUM		LSUM		
	Other			LOUM		LOOM		
32	Other							
04		RELATED RC	AD/TRAFFIC C	ONSTR	UCTION BUI	DGET	\$0	
	TINGENCY (10% -	000/) (and higher configuration for small conicate)	10	0/	\$0.00		60	
		20%) (use higher contingency for small projects)	10	%			\$0 \$0	
		te at 10%) e 3% per year, beginning in 2020)	10	%	\$0.00		\$0	
			0	%	\$0.00		\$0	

⇒ The Summary worksheet will become the active worksheet; the project worksheet will be assigned its unique worksheet name (seen on the worksheets tab and listed in Worksheet Name column on the Summary worksheet); and the project summary for the completed worksheet will be added to the list on the Summary worksheet (see figure below). Select the worksheet tab (at the bottom of the Excel window) that corresponds to a specific project's Worksheet Name to re-access project details.

**NOTE:** Any changes to the budgetary information in an already-added project worksheet will automatically update the information in the Summary worksheet.

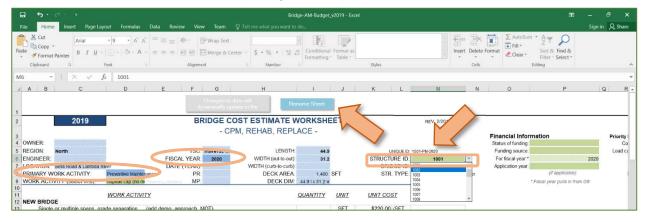
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To rename a Bridge Cost Estimate Worksheet after it has been added to the Summary worksheet:

- 1. Select the worksheet tab (at the bottom of the Excel window) that corresponds to a specific project's *Worksheet Name* listed on the *Summary* worksheet in order to re-access project details.
- $\Rightarrow$  The project's worksheet will become the active worksheet.
- 2. Adjust the *STRUCTURE ID*, *PRIMARY WORK ACTIVITY*, and/or *FISCAL YEAR* field(s) as necessary (see figure below).

NOTE: Verify the revised name in the UNIQUE ID field (see figure below).

3. Select the **Rename Worksheet** button (see figure below).

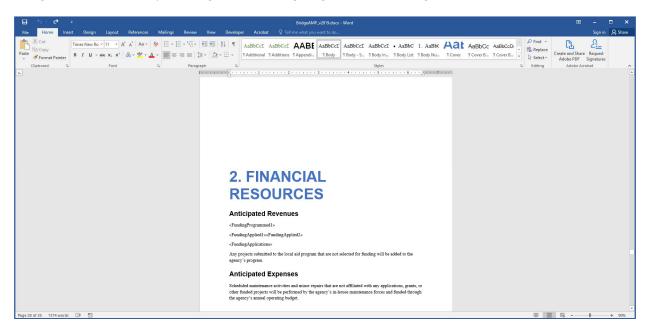


- ⇒ The new worksheet name (i.e., UNIQUE ID) will be applied to the worksheet's tab and will be updated in the *Summary* worksheet's *Worksheet Name* column.
- 4. Select the **Summary** worksheet tab at the bottom of the Excel window to return to the *Summary* worksheet.

#### **Creating Financial Resources Content**

**NOTE:** *This step is only performed if you generated a temporary template*; refer to this instruction guide's *Entering data into the BridgeAMP-Data.xlsm tool* section 2-*Questionnaire Worksheet* subsection step 1 and *TOC Worksheet* subsection step 3 note. To perform this step, ensure that 1) the BridgeAMP-Data_v####.xlsm 2-Questionnaire worksheet's Identify Funding Sources section was left blank and 2) the BridgeAMP-Budget_v####.xlsm cost estimate worksheets' Financial Information section have been completed (refer to this instruction guide's *Generating financial resources content and cost projection/gap table from the budget tool* section *Adding Bridge Cost Estimates* subsection step 3.

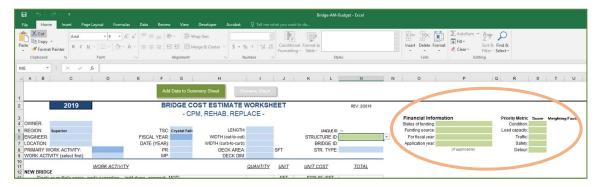
A bridge asset management plan should overview anticipated revenues and expenses that have the potential to affect the management of bridge assets. In the BridgeAMP.docx template, anticipated revenues and expenses are detailed in the 2. Financial Resources section (see figure below). This content can be generated in the BridgeAMP-Data.xlsm file, the BridgeAM-Budget.xlsm file, or in the BridgeAMP.docx file (by deleting the mail merge tags and free writing the content).



#### Developing Financial Resources Content in the Bridge AMP Budget Workbook

To develop the financial resources content in the BridgeAM-Budget.xlsm file:

1. Fill in optional *Financial Information* fields on *each Bridge Cost Estimate Worksheet* (see figure below).



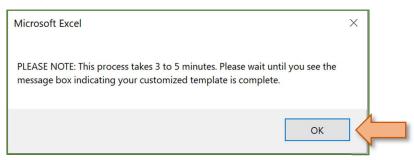
2. Select the **Summary** worksheet (see figure below).

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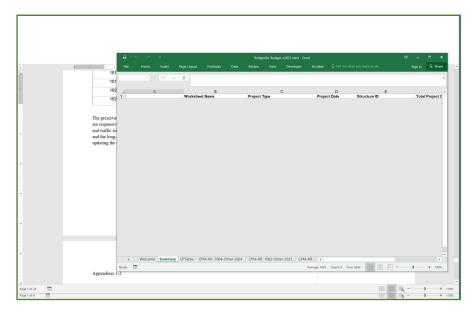
3. Select Create Funding Sources Sentences on the *Summary* worksheet (see figure below).

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⇒ The *PLEASE NOTE: This process takes 3 to 5 minutes*... dialogue box will display (see figure below).



- 4. Select **OK** (see figure above).
- ⇒ The Financial Resources sentences will be automatically generated and placed in the temporary .csv file that is linked to the temporary bridge asset management plan Word template. The Word template will then be formatted. During this time, a number of application windows will open and close (see figure below). If your cost projection table has not been created and/or placed, the *Your cost-projection table has not been placed*... dialogue box will display (see figure below); otherwise, proceed to Step 5 step result.

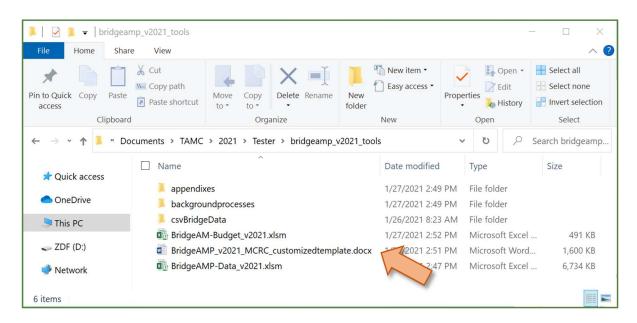


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- 5. Select **OK** (see figure above).
- ⇒ The *Your customized Word template is ready to read and modify*... dialogue box will display (see figure below).

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- 6. Select **OK** (see figure above).
- ⇒ The custom Word template will be finalized. Your finalized custom Word template is ready to review and modify; it can be found in the "bridgeamp_v####_tools" folder (see figure below). You may create and insert a cost projection/gap analysis table into this finalized custom Word template.



# Alternate Method: Developing Financial Resources Content in the Bridge AMP Data Workbook

To develop the financial resources content in the BridgeAMP-Data.xlsm file:

1. Answer 2-Questionnaire worksheet questions in the *Identify Funding Sources* section (rows 52 to 73) (see figure below).

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52	Identify Funding Sources	the information in this section - CRT-you can compose them in the Bridge-AN-Bridget workbook by tagging your cost scoping worksheets with funding data and auto-generating the semences from the curs		Preview:	
53	Programmed and/or Funded Projects				-
52 53 54 55 56	Funding type:		< DROPDOWN LIST		
55	For these primary work types:		< DROPDOWN LIST		
56	Bridges (i.e., list bridge numbers, separated by commas, WITH a comma before the final 'and' in your list):				
	For this/these funding year(s):				
57	Applications Already Submitted				
58	Funding type:		< DROPDOWN LIST		
59					
	Application year(s):				
60					
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**NOTE:** The 2-Questionnaire worksheet Identify Funding Sources section requires you to select funding sources and to list bridge structure numbers, funding years, and/or application years. This information can be tagged with each Bridge Cost Estimate Worksheet in the BridgeAM-Budget.xlsm workbook, and the sentences can be automatically generated from that tagging (see directions above). A highlighted yellow cell in row 52 of the BridgeAMP-Data.xlsm's 2-Questionnaire worksheet will remind you of this option (see figure above).

#### Creating a Cost Projection/Gap Analysis Table

The cost projection/gap analysis table will present your data in a format that can be more easily transferred into the BridgeAMP.docx Word document's *Prioritization, Programmed/Funded Projects, and Planned Projects* section's *Planned Projects* subsection.

- 1. Ensure that the *Summary* worksheet is the active worksheet.
- 2. Select the Create Project Cost Projection/Gap Table button (see figure below).

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**NOTE:** If a cost projection table has already been created, the You already have a CP table... dialogue box will display. Select Yes to delete the current cost projection table and continue with creating a new one, OR select No to exit the process (see figure below).

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⇒ The *CPTable* worksheet will automatically generate, and cells A1 through the last column and last row will automatically be selected and copied to the Windows clipboard; the *You can copy this table into either*... message box will display with directions for the next step (see figure below).

**NOTE:** The *CPTable* worksheet orders all projects, first, by project type (in this order: Reconstruction, Replacement, Rehabilitation, Capital Preventive Maintenance, Scheduled Maintenance, and Other) and, then, by date/gap.

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3. Select **Yes** to insert the cost-projection/gap table into your bridge asset management plan template (or your compliance plan template). Proceed to the step 3 step result.

OR

Select **No** to skip inserting the cost-projection/gap table into your bridge asset management plan template (or your compliance plan template). Proceed to *Creating Financial Resources Content* section of this instruction guide or to *Reviewing and modifying the customized Word template* section of this guide.

⇒ The *Please use the file dialogue window*... message box will display.

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#### 4. Select **OK**.

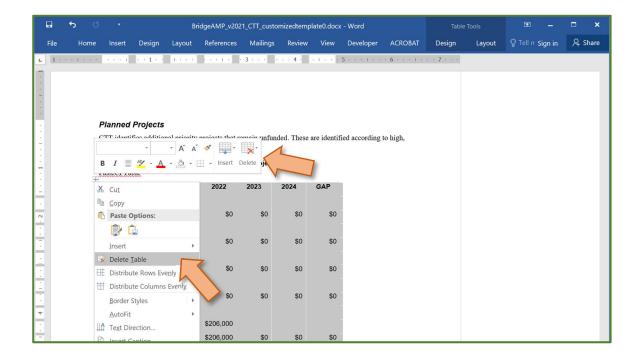
 $\Rightarrow$  A file explorer dialogue box will display (see figure below).

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5. In the file explorer dialogue box, select the **BridgeAMP_v####_[youragencyabbr]_TEMP.docm** (or compliance plan template) file found in the tools parent folder, and select **Open** (see figure below).

**NOTE**: If the table has been placed in the Word template previously, you will need to delete the table and replace the table with the following text: PasteCPTable. This text should be formatted with **Body** style in the *Styles* group (see figure below). To delete table, select the table and right-click on the box with the four-directional arrow that displays at the top left corner of the selected table; then, select **Delete Table** from the dropdown menu (see figures below).

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⇒ The cost projection/gap table will be placed in the selected Word template. The *You can copy this table to another Word template...* message box will display (see figure below).

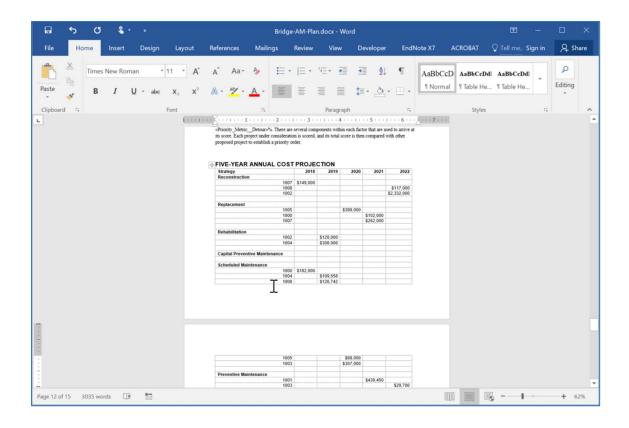
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7	Subtotal	alion	\$0	\$0	\$0	\$0	\$0	\$0							
3	Schedule	Main			φυ	ψυ	ψŪ	ψυ							
9	Subtotal	- mann	\$0	\$0	\$0	\$0	\$0	\$0							
0	Preventiv	e Main											_		
1	100				\$262,000		Microsoft E	xcel					×		
2	Subtotal		\$0	\$0	\$262,000	\$0	1								
3	Other														
4	100	5					<b>2</b> Ye	ou can copy t	his table to an	other Word tem	plate. Would	you like			
5	Subtotal	_	\$0	\$0	\$0	\$0	to	copy again,	now?						
6															
7											1.00		1		
8										Ye	s	No			
9 0	-										-				
0 1															
1															
4															
3										-RR 1001-PM-					

6. Select **Yes** to insert the cost-projection/gap table into your compliance plan template (or bridge asset management plan template). Repeat steps 3, 4, and 5; and proceed to step 7.

#### OR

Select **No** to skip inserting the cost-projection/gap table into your compliance plan template (or bridge asset management plan template). Proceed to *Creating Financial Resources Content* section of this instruction guide.

7. Open the Word template and format table as desired (see figure below).



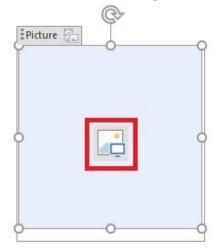
## Reviewing and modifying the customized Word template

#### **Inserting logos**

The bridge asset management plan should incorporate your agency's logo on the title page. A picture placeholder indicates where the logo should be inserted.

To insert the logo into a Picture placeholder:

- 1. Select the *Picture* placeholder (see figure below) where you plan to insert a logo or graphic (not a chart).
- 2. Select the icon in the center of the placeholder.



- ⇒ The *Insert Pictures* dialogue box will display (see figure below).
- 3. Select **Browse** > in the *From a file* option row in the *Insert Pictures* dialogue box (see figure below).

	From a file Browse files on your computer or local network	Browse >
5	Bing Image Search Search the web	Search Bing 👂

4. Navigate to your desired image using the *Insert Picture* window; select the image and then select **Insert** (see figure below).

· -> -> 🛧 📙	This PC	<ul> <li>Documents</li> </ul>	Bridge Manager	ment Plan Pics	ٽ ~	Search Bridge Mar	nagement P	۶.
Drganize 💌 Ne	w folder						•	(
Downloads Documents		1	2	3	4	5	6	0
	File name:	1			~	All Pictures		2

 $\Rightarrow$  The *Picture* placeholder will be replaced with the selected logo or graphic.

#### Working with list items

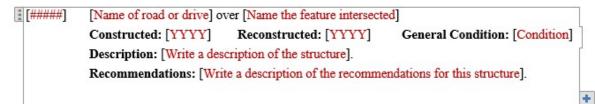
Some sections of the template and the appendix1-2.docx template enable you or require you to create lists:

OBJECTIVES (Note: This section's list is not necessary to extend, but may be extended if desired.)

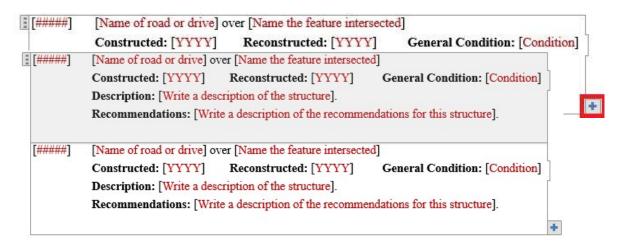
**NOTE:** As long as the list *always has* one placeholder list item (which appears boxed and, in the Bridge Inspection Report sections, contains the [red text field] placeholders) in it, selecting the + button will generate a new list item template. You will want to generate additional list items before replacing red text fields; see the *Working with red text fields* section below.

To generate additional items in a required list:

- 1. Find a list item.
- 2. Place cursor anywhere inside in the list item.
- $\Rightarrow$  The list item will appear boxed when the cursor is placed inside it (see figure shown below).



- 3. Select the + button on the lower right corner of the list item *before* filling in any of the text fields.
- A new, blank list item will be generated below the previous list item and will contain the text fields that need to be completed.
- 4. Repeat this process as necessary to obtain the appropriate number of list items.



To delete items in a required list:

- 1. Select the list item with the right mouse button.
- $\Rightarrow$  A drop-down menu will display (see figure below).
- 2. Select **Delete Item** from the drop-down menu (see figure below).

I [#####]	[Name of road or drive] over [Name the feature intersected]: [Write a sumn inspection recommendations].			-
[#####]		Ж	Cut	
[#####]	[Name of road or drive] over [Name the feature intersected]: [Write a summ inspection recommendations].		Copy Paste Options:	
			Insert Item Before	
			Delete Item Remove Content Control	

#### Working with red text fields

[Red text fields] are placeholders for user-entered data. They can be found in the following sections:

• FIVE-YEAR ANNUAL COST PROJECTION

- «AGENCY_FULL_NAME» [YYYY] BRIDGE INSPECTION REPORT SUMMARY OF ADDITIONAL INSPECTION RECOMMENDATIONS
- «AGENCY_FULL_NAME» [YYYY] BRIDGE INSPECTION REPORT EXECUTIVE SUMMARY

To replace red text field placeholders—Each of these placeholders has a different prompt depending on the type of information to be inputted.

- 1. Find and highlight a red text field by either:
  - a. placing your cursor at the beginning of the Word document and then selecting F11.

OR

- b. directly selecting an instance and highlighting the text field including the black brackets around it.
- $\Rightarrow$  The red text field will be highlighted in a dark grey color.

[% of locally-owned bridges]

2. Replace the text field by typing the information for which the red text is prompting.

# Creating A Map of Bridge Assets in Roadsoft

The bridge asset management plan should contain a map of your county's bridges and their condition assessments. In Roadsoft:

- 1. Select **Bridges** from the layer window on the left side of the screen (see figure below).
- A prompt will display if the bridge data needs to be imported; the data will important. To re-import bridge data, right-click on the Bridges category and select Re-Import Bridge Data.
- 2. Select the Legend Builder icon.

Map Layers	τ×
🗏 🖸 🖨 🚑 🎹 -	
Point Layers	
✓ Bridge	
✓ Intersection	

- ⇒ The Legend Builder window will display.
- 3. Select **Good/Fair/Poor Rating** from the dropdown list in the *Legend Builder* window (see figure below).
- 4. Select the Good, Fair, and Poor values so that they are highlighted blue (see figure below).

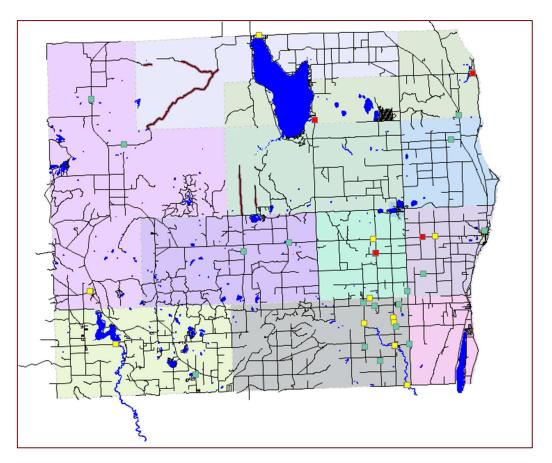
5. Select Add Selected Unique Value(s) (see figure below).

Egend Builder	×
Legend Field: Good/Fair/Poor Rating	
Unique Values:	○ Range Values:
None Good Fair Poor	Auto Add Ranges 10

6. Change the color of the bridges based on their condition under *Item Properties:* (see figure below).

Items:	Item Properties:	Preview:
Query	E Feature	
Good/Fair/Poor Rating = Good	Color 2	
Good/Fair/Poor Rating = Fair	Pattern Solid	
Good/Fair/Poor Rating = Poor	Size 8	
Coody any cor having a root	Style Box	
	Outline	
	Outline Color	
	Outline Pattern Solid	
	OutlineStyle Solid	
	OutlineWidth 1	

- 7. Select Apply.
- $\Rightarrow$  The bridges on the map will turn colors according to their respective condition.



- 8. Add a filter to display bridges based on ownership.
  - a. Select **Filter Builder** from the *Filter* tab located above the map.
  - b. Search for "owner" in the search bar of the Filter Builder window (see figure below).
  - c. Add the desired value option.

					×
💕 Open   In Save 🤤 Delete 🛛 🖉	Clear				
All Field Groups	~				
Qowner	×	Operator:	Value:		
Field	Group	=	State County	0,	Add
Owner	Bridge Identification	<>	County	Gro	up:
				1	•

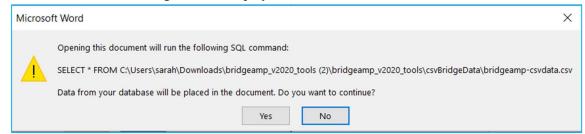
- d. Select Apply as Filter.
- e. Check to make sure only the bridges owned by the value chosen are displayed on the map.

## Appendix

#### **Opening the uncustomized Word template**

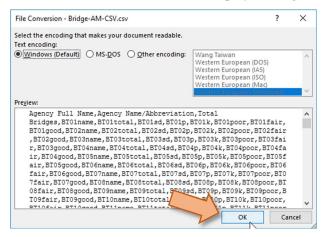
Opening the BridgeAMP.docx Word template will immediately cause Microsoft Word to confirm the mail-merge link between the Word template and the Excel spreadsheet data, which was established in the TOC Worksheet's Build a Bridge Asset Management Plan Step 8. To confirm this link:

- 1. Open the BridgeAMP.docx Word template.
- $\Rightarrow$  A Microsoft Word warning box will display.



#### 2. Select Yes.

⇒ The *File Conversion* window will display (see figure below).



- 3. Select **Windows (Default)** in the *File Conversion [yourcsv].csv* window, and select **OK** (see figure above).
- ⇒ The [yourcsv].csv file is now linked to the Word template and the data has been imported into the document.

4. In the *Mailings* ribbon, select **Preview Results** in the *Preview Results* group to preview the document with this auto-filled data (see figure below).



⇒ Scroll through the document: Text fields previously enclosed with double-right and double-left carets (e.g.: «Agency_NameAbbreviation») should now be replaced with the appropriate data from the Excel spreadsheet.

#### Manually linking the Excel spreadsheet data to the Word template

The Excel spreadsheet data can be linked manually to the Word template. To re-link the Excel spreadsheet data within the Word template and auto-fill corresponding text fields:

- 1. Open the BridgeAMP.docx Word template.
- 2. Select the Mailings ribbon.

File	Home	Insert	Design	Layout	References	Mailings	Review	View	Developer	Foxit Reader PDF
------	------	--------	--------	--------	------------	----------	--------	------	-----------	------------------

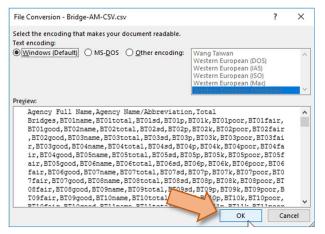
3. In the *Mailings* ribbon, select the **Select Recipients** from the *Start Mail Merge* group; then, select **Use an Existing List** from the dropdown menu.

File	Home	Insert	Design	Layout	References	Mailings	Review	View [	Developer	Foxit R	eader PDF	♀ Tell m	e what you w	nt to do			
Envelopes L Create		Merge *	Recipients * F		Highlight Merge Fields		ting Insert Mer		h Fields	Preview Results	Find Reci	r Errors	Finish & Merge * Finish				
Create			Contraction of the second	New List Existing List from Outlook		V	an rields				Preview Resu	115	FIUSH				

⇒ The *Select Data Source* dialogue box will display.

→ * ↑ □ > 1	his PC > Desktop > BRIDGE-ASSET-N	IGMT-PLAN		√ Č	Search BRID	DGE-ASSET-MGMT	
ganize 👻 New fold	ler						
PRESENTATION- ^	Name	Date modified	Туре	Size			
Screenshots	Bridge-AM-Budget.xlsm		11/30/2017 1:12 PM	Microsoft	Excel M	378 KB	
Microsoft Word	Bridge-AM-CSV.csv		12/1/2017 2:02 PM	Microsoft I	Excel C	1 KB 67 KB	
- merosore word	Bridge-AM-Plan.docx		12/1/2017 12:25 PM	Microsoft	Word D		
OneDrive	Bridge-AM-Plan-Data.xlsx		12/1/2017 1:04 PM	Microsoft Excel W		3,599 KB	
This PC	Instruction Guide for Bridge-AN	1-Plan_Revised3.docx	12/1/2017 2:06 PM	Microsoft	Word D	63,937 KB	
Desktop	🔊 Michigan County.csv		12/1/2017 12:43 PM	Microsoft	3 KB		
Network							
*	New Source						
File r	name: Bridge-AM-Plan-Data.xlsx			~	All Data So	ources (*.odc;*.mdl	

- 4. Navigate to the save location for your exported .csv file using the *Select Data Source* window; then, select the Excel file and select **Open**.
- ⇒ The *File Conversion* window will display (see figure below).



- 5. Select **Windows (Default)** in the *File Conversion [yourcsv].csv* window, and select **OK** (see figure above).
- ⇒ The [yourcsv].csv file is now linked to the Word template and the data has been imported into the document.
- 6. In the *Mailings* ribbon, select **Preview Results** in the *Preview Results* group to preview the document with this auto-filled data (see figure below)

File	Home	Insert	Design	Layout	References	Mailir	ngs	Review	View	Developer	Foxit R	leader PDF	2 Tell me		
Envelopes	Labels	Start Mail Merge *	Select Recipients *	Edit Recipient List	Highlight Merge Fields		Greeting Line	Insert Merg Field *	C? Ru	1	Preview Results	Find Rec	10.57 M	Finish & Merge <del>-</del>	
Crea	te		Start Mail Me	rge		1	Vrite & Ir	nsert Fields				Preview Resu	ilts	Finish	

Scroll through the document: Text fields previously enclosed with double-right and double-left carets (e.g.: «Agency_NameAbbreviation») should now be replaced with the appropriate data from the Excel spreadsheet.

#### Manually reviewing the template for errors and finalizing

Once the bridge asset management plan .csv file has been created, it will be automatically linked to the BridgeAMP.docx template. The template should then be checked for unfilled text fields that should have been replaced with required information. This check should be done to ensure that no text field is overlooked and forgotten. To check the template:

1. In the *Mailings* ribbon, select Check for Errors in the *Preview Results* group.

File	Home	Insert	Design	Layout	References	Mailings	Review	View	Developer	Foxit Re	eader PDF		
Envelopes	Labels	Start Mail Merge *	Select Recipients * 1	Edit Recipient List	Highlight Merge Fields	Address Greeti Block Line		qe 🔡 N	ules <del>+</del> latch fields pdate L		Find Reci	1	Finish & Merge →
Crea	ite	4	Start Mail Mer	ge		Write a	k Insert Fields				Preview Resul	lts	Finish

- ⇒ The *Checking and Reporting Errors* dialogue box will display.
- 2. Select Complete the merge, pausing to report each error as it occurs, and select OK.



⇒ Word will prompt you to complete any unfilled text fields using a *Microsoft Word* information prompt window, such as the one below.

Microsoft Word		?	×
Enter percent of bridges good/fair condition with		opes to h	nave in
	int to years		
[##]			
[##]			

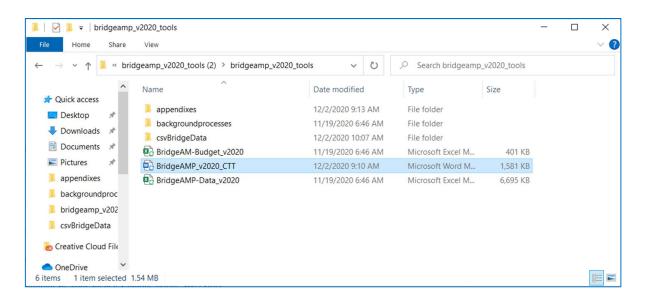
- 3. Enter in the requested information in the *Microsoft Word* information prompt window, and select **OK**.
- 4. Repeat step 3 until there are no more Microsoft Word information prompt windows remaining.
- ⇒ Microsoft Word will generate a new file, named *Letters 01.docx*, of your final asset management plan.

5. Save Letters 01.docx with a unique name—such as BridgeAMP-2020.docx—in the desired location on your computer (see recommended save location information on page 1).

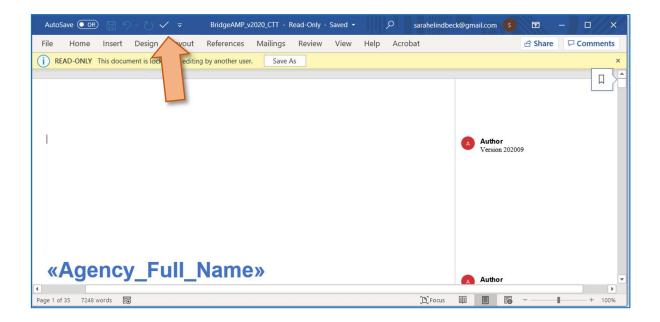
#### Finalizing the template

Once the BridgeAM-Data.xlsm and BridgeAM-Budget.xlsm processes are complete, you can access and finalize your customized bridge asset management plan Microsoft Word template. To finalize the template:

1. Open BridgeAMP v#### [youragency].docm located in the tools parent folder (see figure below).



2. Select the checkmark button at the top of the Word document window to finalize the plan (see figure below).



⇒ The tool will produce a finalized Word document, BridgeAMP_v###[youragency]_final.docx. You will need to customize this document to include the Roadsoft map of bridge assets and to communicate your agency's unique bridge asset story.

#### Manually updating Table of Contents

The Contents field will appear as a list of links after the mail merge (see figure below). To fix this, the table must be deleted and replaced.

CONTENTS	
Table of Figures	
Table of Tables	
Executive Summaryiv	
Introduction1	
Bridge Primer	
Bridge Types 2 Bridge Condition 3	
Bridge Treatments	
1. Bridge Assets	
Inventory	

- 1. Go to the Contents section on the second page of the document.
- 2. Select the *Contents* field.
- $\Rightarrow$  The Contents listing will appear boxed with buttons located in the upper left corner of the field.

#### 3. Select the three dots.

🗄 📑 Update Table	
CONTENTS	
Table of Figures	ii
Table of Tables	
Executive Summary	iv
Introduction	1
Bridge Primer	2
Bridge Types Bridge Condition	
Bridge Treatments	
1. Bridge Assets	
Inventory	9
<u>Types</u>	

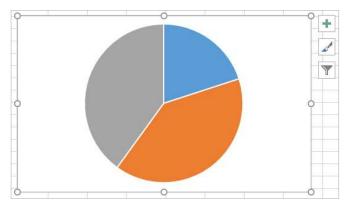
- $\Rightarrow$  The entire table of contents will become highlighted.
- 4. Press the **backspace** or **delete** key on your keyboard to delete the entire table of contents.
- 5. From the *References* ribbon, select **Table of Contents**, and then select **Automatic Table 1** from the dropdown list.
- A new and updated Contents will replace the old one on page two of the Word document (see figure below).

E Dpdate Table
CONTENTS
Table of Figures
Table of Tablesiii
Executive Summaryiv
Introduction1
Bridge Primer
1. Bridge Assets
I. Bridge Assets
66815
Prioritization, Programmed/Funded Projects, and Planned Projects
Gap Analysis
2. Financial Resources
Anticipated Revenues

6. Repeat these steps with the Table of Figures and the Table of Tables.

#### Manually inserting Microsoft Excel charts/graphs into Word

1. In an Excel spreadsheet, select a chart/graph (as shown below).

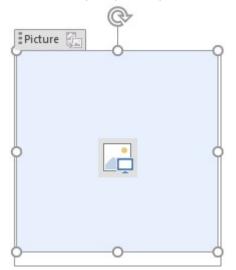


2. In the *Home* ribbon, select **Copy** from the *Clipboard* group to copy the chart/graph to the Windows clipboard.

OR: Right-click on the chart/graph; select **Copy** from the dropdown menu.

OR: Use the Ctrl + C keyboard shortcut.

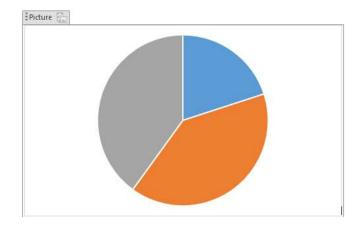
3. In the BridgeAMP.docx Word template, select the *Picture* placeholder (shown below) and press the **Delete** key on your keyboard.



4. In the *Home* ribbon, select **Paste** from the *Clipboard* group to paste the chart/graph that was copied to the Windows clipboard.

OR: Right-click on the placeholder; select **Paste** from the dropdown menu.

OR: Use the Ctrl + V keyboard shortcut.



 $\Rightarrow$  The copied chart/graph will display in the Picture placeholder.