

Workflow Tutorial For Setting up Sheets Using Resurfacing Workspace/Workset (ORD 23)

Purpose:

- Demonstrate steps to create project using workspace/workset
- Show how to populate sheet info using the sheet index tool
- Note - this tutorial doesn't give information about setting up workspace and workset, only how to use it to apply sheet index tools

Prerequisites

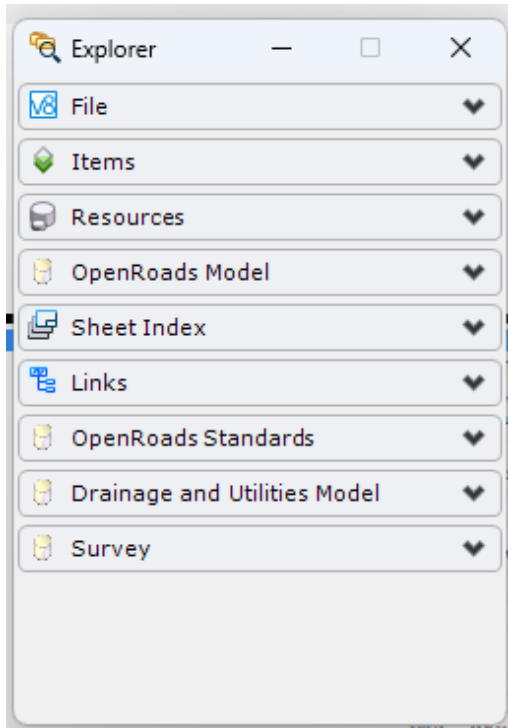
- TDOT Resurfacing seed files
 - Proper workspace and workset applied to PW folder
 - PIN/Project Specific Information
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Step 1 – Locate PW folder

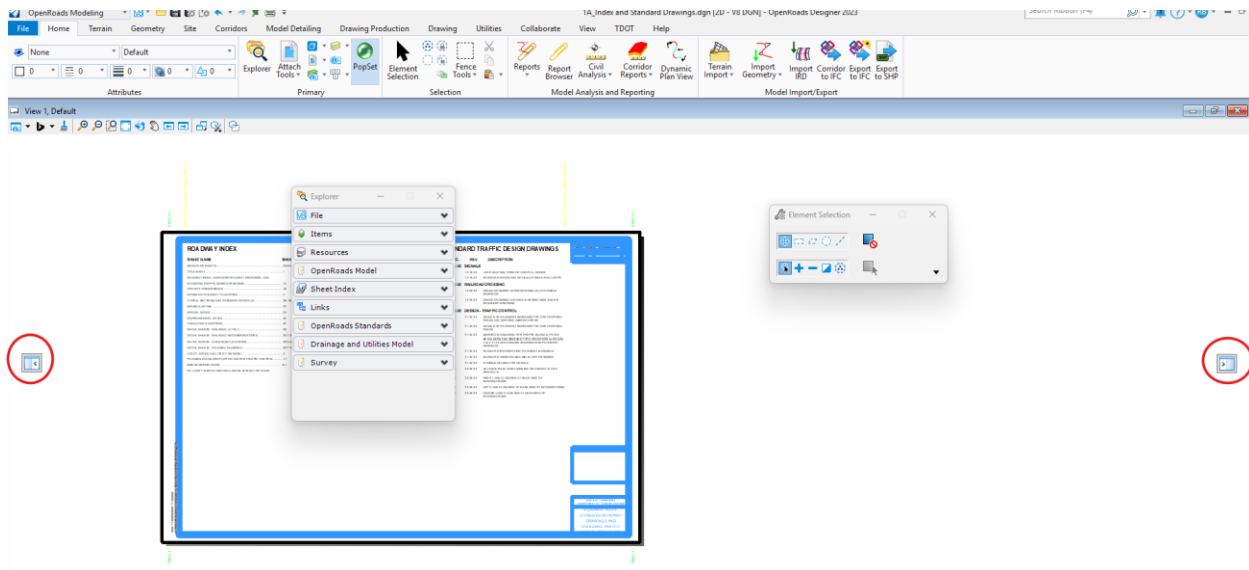
- Go to PW folder based on project PIN #
 - Locate each TDOT seed file needed for project creation in your DGN/files folder
 - Open one of the files and move onto next step
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Step 2 – Utilizing the Explorer Tool

- Once the file is open, we need to pin the Explorer tool
- This can be found in the ribbon interface. It can be found either by clicking Home>Primary>Explorer or Drawing>Primary>Explorer.
- Click the Explorer tool and the tool should look like this



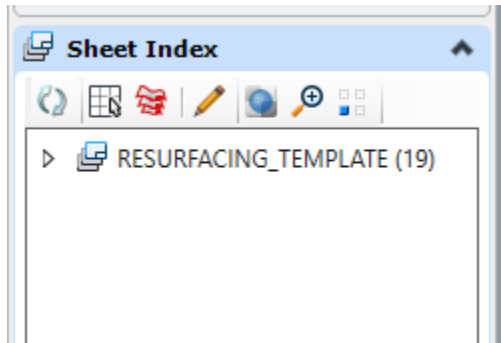
- Pinning this tool makes using it much easier. For this click and hold where it says “Explorer” and drag to anywhere in your view. See image below:



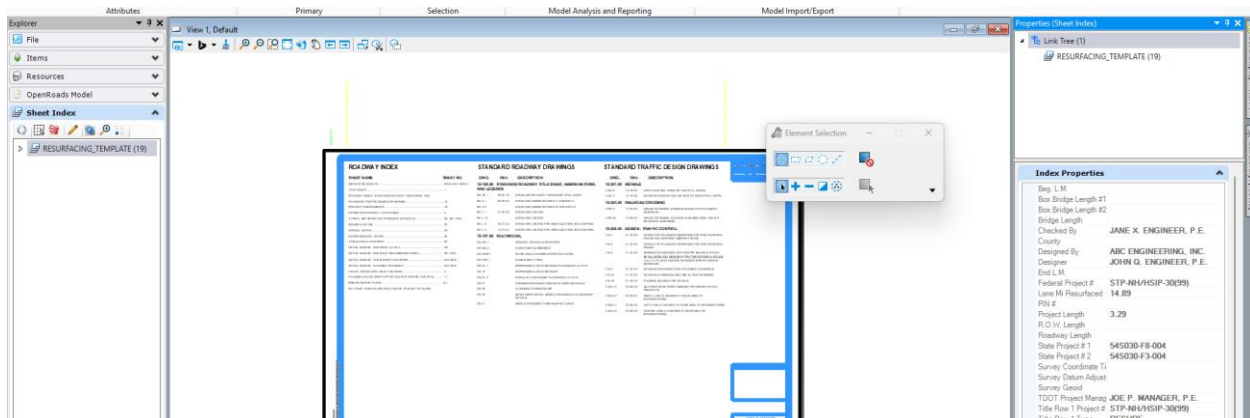
- Now that the tool is pinned, we will only really be concerned about using the “Sheet Index” dropdown within the tool.

Step 3 – Utilizing the Sheet Index for Populating Information

- Click the dropdown for the Sheet Index, and you should see the workset name and some icons above it, like the picture below:

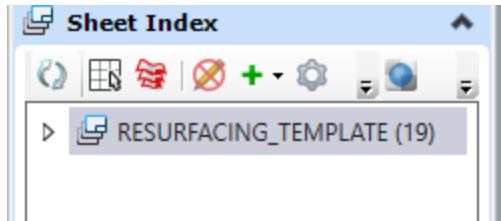


- Before opening anything else, pin the properties tool on the other side of the screen so you can have both this view and the properties view open while doing this.
- You can open the properties tool from Home>Primary>Properties
 - You can also search for these tools if you have trouble locating them in the search ribbon.
- Pin this on the other side of the screen and make sure to have that open too. I would recommend having your view presenting this:

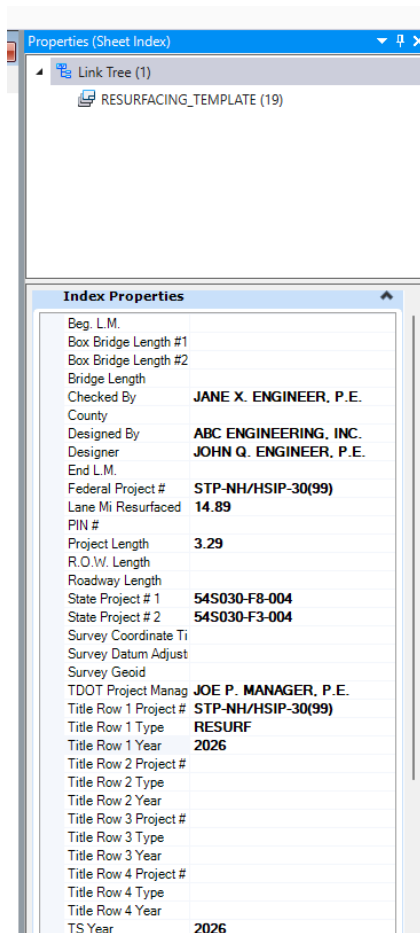


Step 4 – Editing Full Plan Set

- Based on the Sheet Index Image above, you should see a pencil icon above the “RESURFACING_TEMPLATE”
- You’ll want to click this icon, which ensures you can make your edits. Once you’ve clicked the icon, it should look like this:



- Now if you have clicked the pencil icon and highlighted over that template name, you will now be able to make changes to any sheet within your plan set
- Go to your properties box on the other side of the screen and look for the “index properties” dropdown.
- Click this and read through your options. It should look like this:



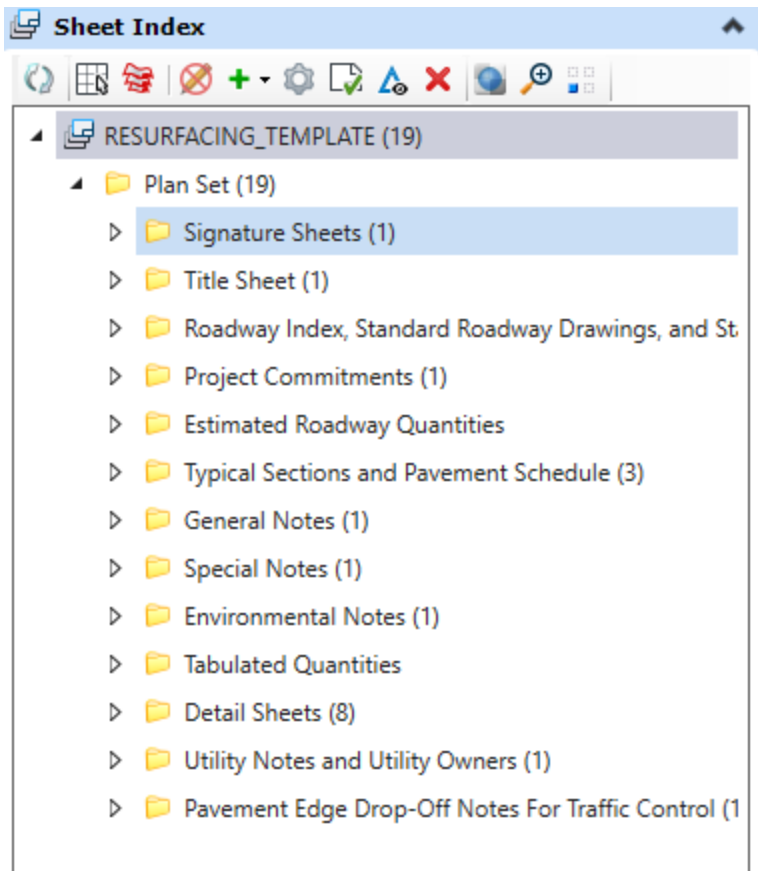
- Pay attention to the “Title Row 1/2/3/4 Project #/Type/Year”
- Make edits in these boxes based on your project information. Each of these correspond to the following shown in the image below:

TYPE	YEAR	PROJECT NO.	SHEET NO.
RESURF	2026	STP-NH/HSIP-30(99)	1A

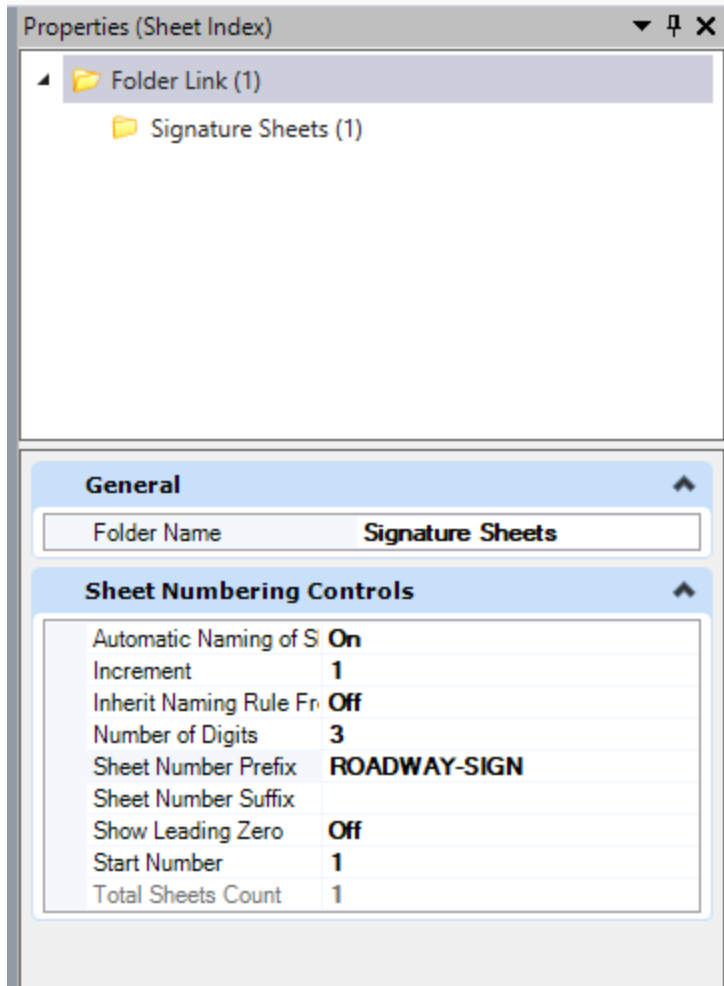
- Note - there are different steps for the “Sheet No.” - see next steps

Step 5 – Setting up Sheet Numbering

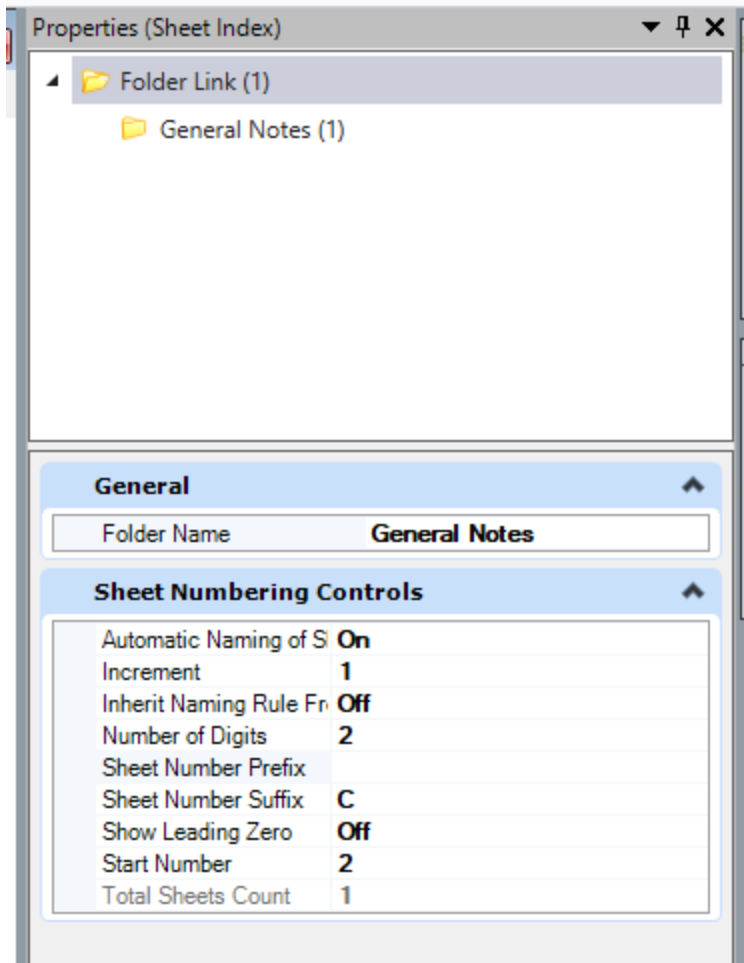
- Navigate back to the Sheet Index within the explorer tool
- Click the dropdown for the RESURFACING_TEMPLATE and then the dropdown for the Plan Set and you will see the various folders:



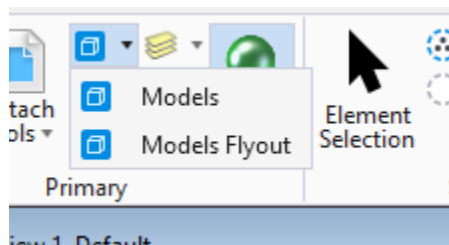
- You will need to click on each folder to dictate your sheet numbering.
- Starting with the Signature Sheets, click on this folder and review the image below for numbering controls:



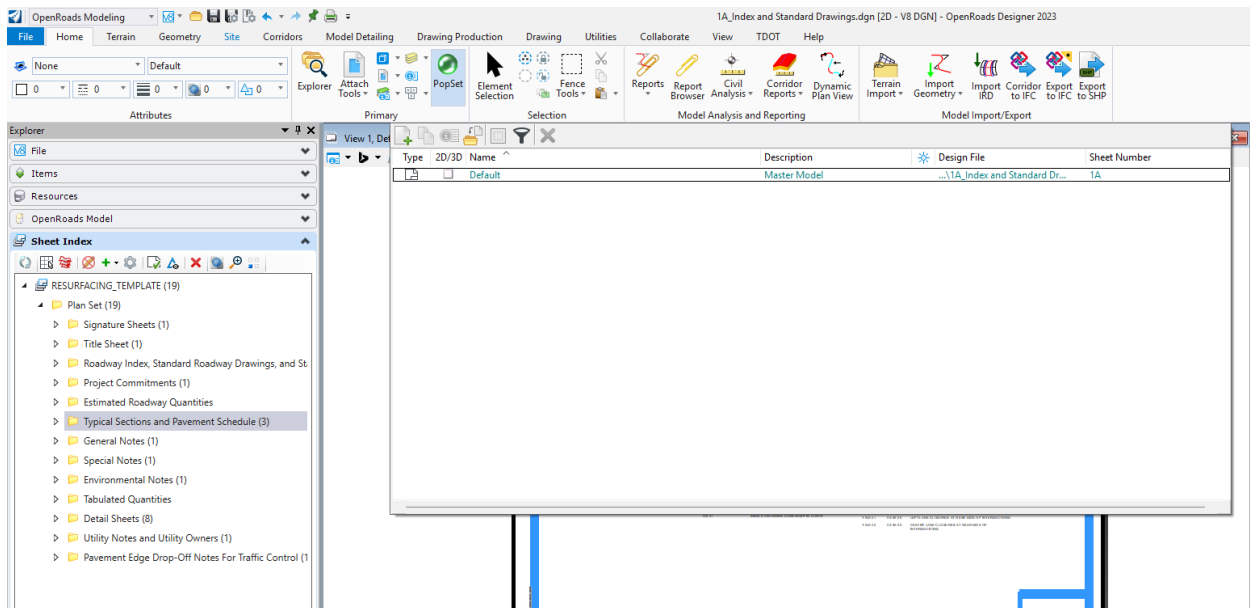
- If you were to have an individual sheet in a sheet series (in this case, we'll use 2C as an example) see the image below for how to number:



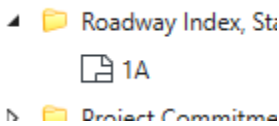
- We will now want to drag the appropriate models into folders for each one of our files.
- To do this, with our file open, we need to locate the model flyout
 - You can find this from Home>Primary>Models Flyout:



- When the models flyout box opens, it will look like this:



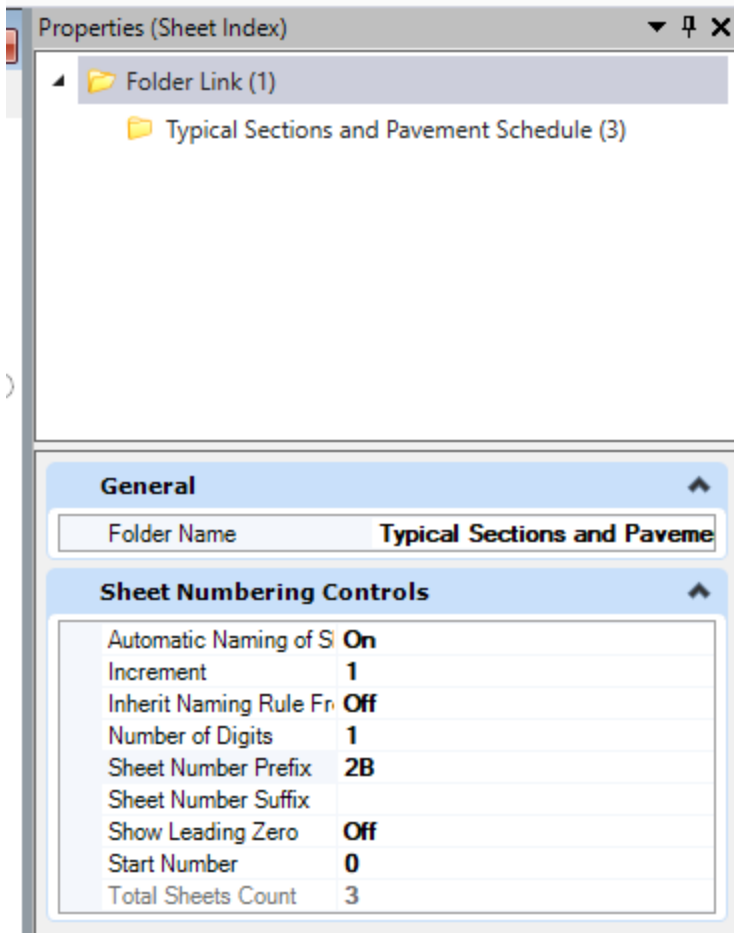
- In this example, I am in sheet 1A, I will simply go to where my model is in the flyout (Default), click and drag this into the Roadway Index folder under my Sheet Index.
- When this is done, it will show a number in parentheses next to the folder and indicate that it is associated with that folder.



- If we had multiple sheets in a series (like 2B or 2G series), we would have to do that following steps.

Step 6 – Sheet Numbering Control for multiple sheets within a series

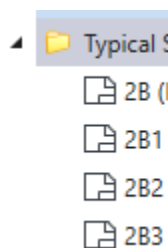
- We can use the typical sections (2B series) to help with this example
- Click on the Typical Sections folder and highlight the folder itself in the sheet index
- Review your properties - it should like the image below:



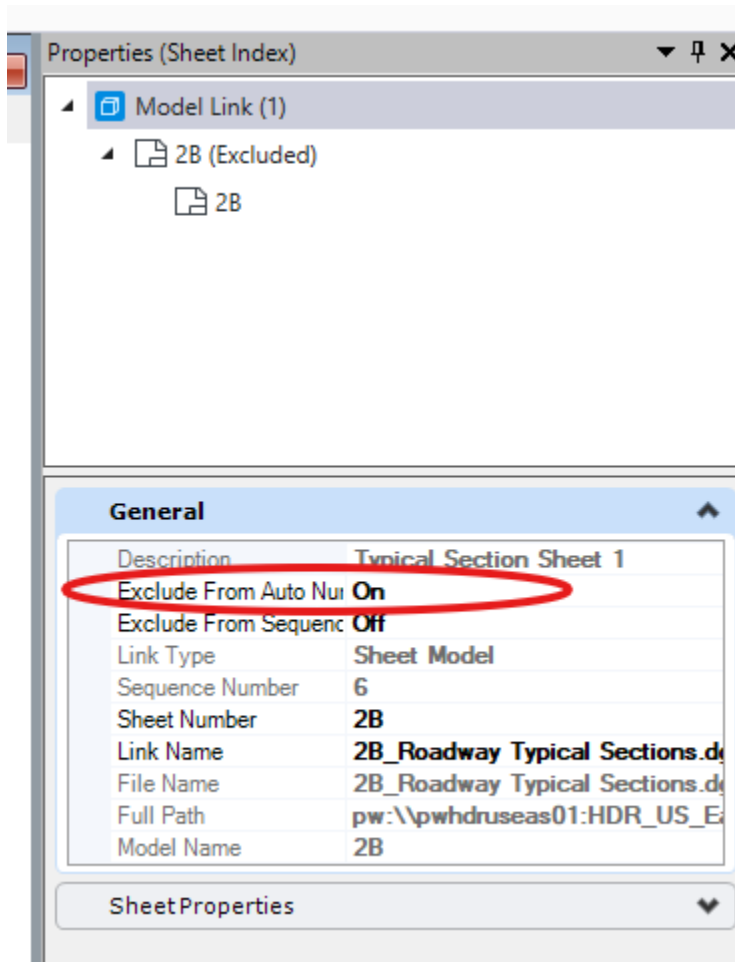
- When you have multiple sheets like the 2B series here, you must exclude the first sheet from the numbering set, otherwise it will populate 2B0 instead of 2B.

Step 7 – How to handle numbering multiple sheets

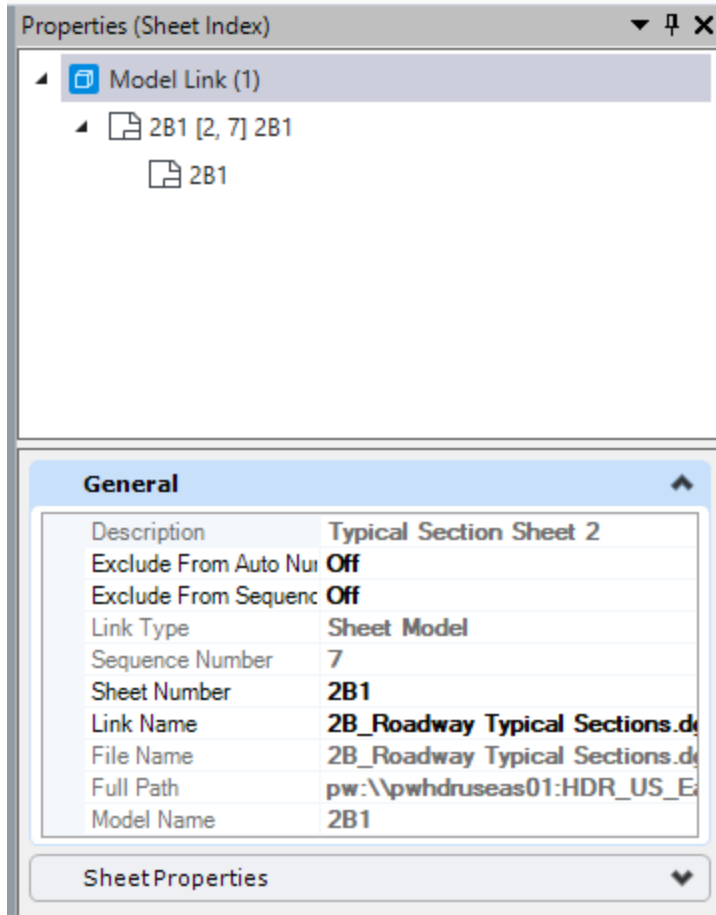
- For this example, we'll use the 2B series (Typical Sections)
- After you drag and drop the 2B series models into your folder using the steps from earlier, locate them under the folder in the sheet index



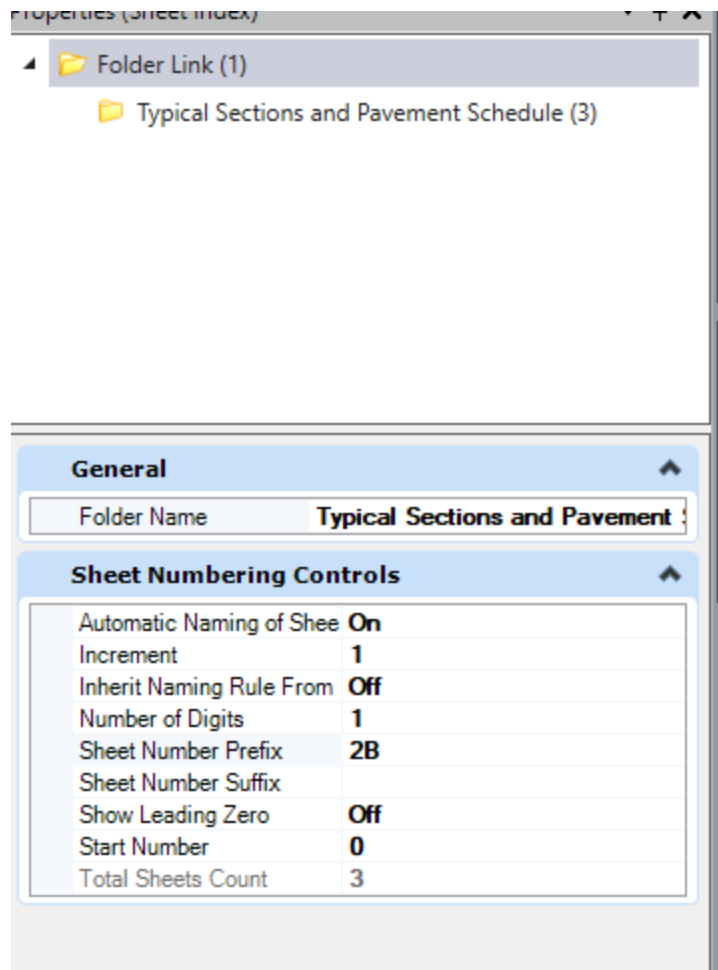
- Click on the first model under the folder (this will be your 2B1)
- When you click on this, navigate over to your properties and you will see this dialog:



- Based on the image, you will want to click on for the “Exclude From Auto Numbering” box
- You will then want to manually type “2B” for the “Sheet Number” box below
 - Note - when you choose on for the exclude box, you should see “Default” appear under sheet number. You just need to change this to 2B
- This is just the case for the first sheet in the series
- For the next sheet, click the following model under the folder in the sheet index and navigate to your properties box.
- You will no longer use “on” for the exclude from auto numbering. This will be “off” instead:



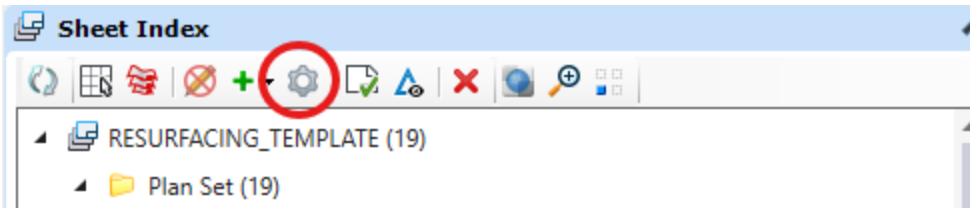
- All the following sheets will be “off” too.
- Follow this sheet numbering controls for the parent folder in the sheet index for your typical sections:



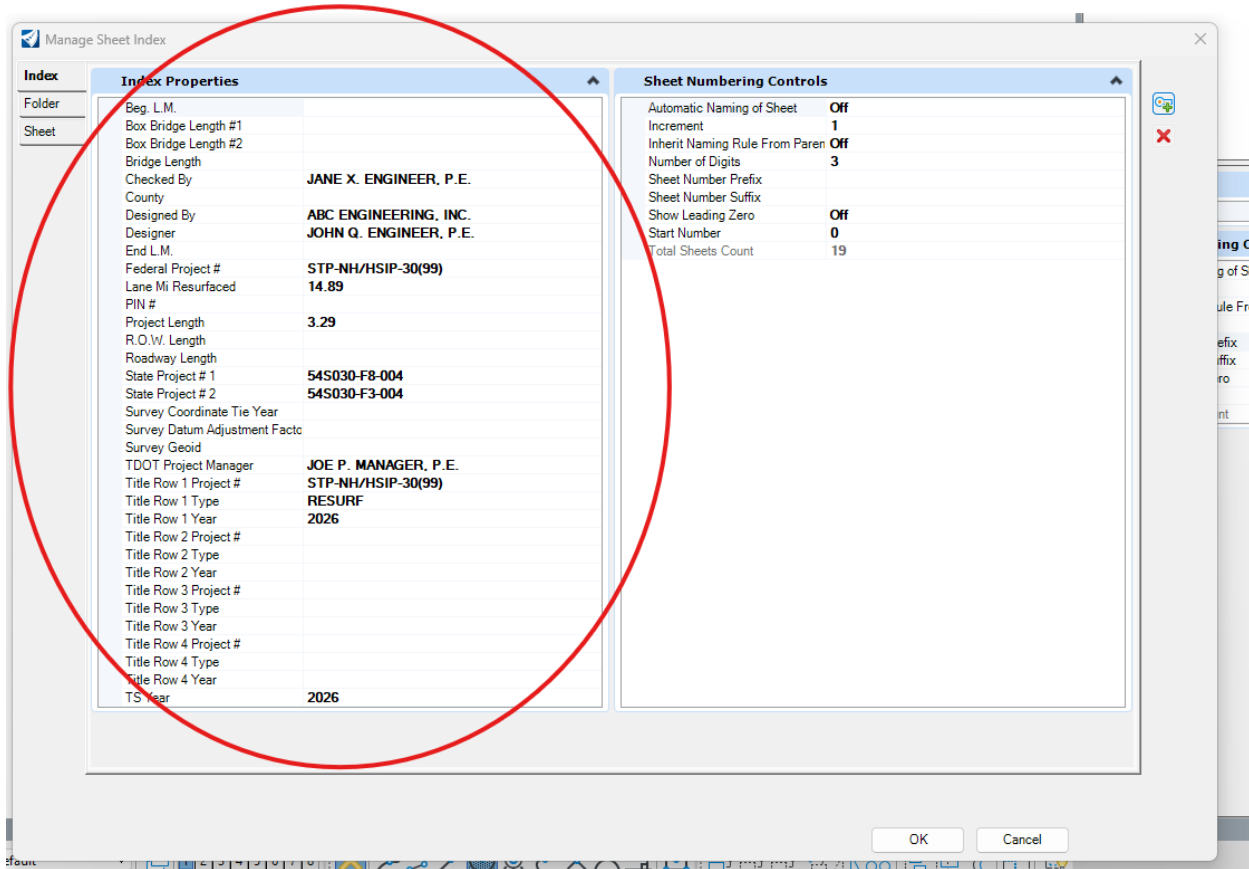
- Note - you can understand why we need to take this step. The “Sheet Numbering controls” will not except a blank for the “Start Number”. You must put a number in, but you will not start with 2B0.
 - You can repeat these steps for any folder with multiple sheets in a series.
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Step 8 – Setting Up Title Sheet (1)

- For populating information on your title sheet, locate the title sheet folder on the sheet index
- Click the settings icon above RESURFACING_TEMPLATE



- This will open a dialog box that should look like this:



- You can now populate information within the title sheet using the circled information (what's specific to your project)