Instruction Guide

for using the

Culvert Asset Management Plan Template



Michigan Transportation Asset Management Council





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© 2025 Center for Technology & Training. Second printing. All rights reserved. Prepared on behalf of the Michigan Transportation Asset Management Council. This document provides instruction for creating a customized asset management plan template for your specific agency by using the "CulvertAMP _v####.xlsm" tool and accompanying folders and files (including "CulvertAMDoc_v####.docm", "CulvertAMP_v####.docm", and "MichiganAgencyCulverts.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.

Culvert asset data for your agency will need to be entered into the Microsoft Excel tool. Your agency's culvert data can be exported from Roadsoft or the database of your choice; data should be saved in .csv format.

Another portion of the culvert asset data for the customized Microsoft Word template relies on your agency's answers to asset management questions in the tool. The tool 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 culvert 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 culvert 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 "culvertamp_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 "CulvertAMP-2025". *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 "culvertamp v#### tools" folder consist of (see figure below):

- the .xlsm file, "CulvertAMP v####.xlsm", housed in the main folder
- two subfolders
 - the "backgroundprocesses" subfolder that contains the generic Word templates "CulvertAMDoc V####.docm" and "CulvertAMP V####.docm"
 - the "csvCulvertData" subfolder that contains a generic dataset
 "MichiganAgencyCulverts.csv" and that serves as a repository for your agency's actual data in .csv format.

Do not rename these files or folders.

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

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Obtaining your culvert data exports

Exporting culvert data from Roadsoft

To create a customized culvert asset management plan template, you will need an export of your culvert inventory and condition rating data.

To export culvert asset data from Roadsoft:

Coming soon (May/June 2025)!

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

Exporting culvert data from other database

NOTE: Your agency can use culvert data stored in a database other than Roadsoft. The exported data must be saved in .csv file format. Data needed to build a customized culvert AMP template includes culvert identification number, material, asset owner, shape, width and width unit, span and span unit, rise and rise unit, length and length unit, height or diameter and height/diameter unit, PR number, PR name, number of culverts, milepoint, intersection/between roads, culvert barrel rating, and vicinity and appurtenant structure rating.

- 1. Export data from the database following the instructions given by the database developer.
- 2. Save your export as a .csv file.

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

Saving your culvert data exports

Find your culvert data export(s). Copy or cut the export file(s) and paste the file(s) in your *culvertamp_v####_tools* folder *csvCulvertData* subfolder.

Entering data into the CulvertAMP_v###.xlsm tool and producing a customized template

The CulvertAMP_v###.xlsm tool is an Excel workbook that allows you to enter and process your agency's culvert data and will subsequently populate a Word template, which you can further personalize for your agency's culvert 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 culvert asset management plan.

NOTE: Several worksheets in the CulvertAMP_v###.xlsm tool 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 Tool 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.

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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.

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2. Select **Options**.

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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...
- \Rightarrow The *Trust Center* window will appear.
- 5. Select **Trusted Locations** in the *Trust Center* window menu.

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- 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.

 \Rightarrow Your selected folder has now been set as a trusted location.

Instructions Worksheet

NOTE: When you open the CulvertAMP_v####.xlsm tool, 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).

⇒ The Culvert TOC sheet and the Select 'Let's Get Started' to begin dialogue box will display (see figure below).



Culvert TOC Worksheet

1. In the Select 'Let's Get Started' to begin dialogue box, select OK (see figure below).

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2. Select LET'S GET STARTED to continue (see figure below).

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- ⇒ The *Would you like to skip to the culvert dashboard* dialogue box will display (see figure below).
- 3. Select **Yes** or **No** in the *Would you like to skip to the culvert dashboard?* Dialogue box to continue (see figure below).

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- \Rightarrow If you selected Yes:
 - a. Select **View** next to *Culvert Dashboard* in the table of contents to view and export the culvert dashboard as a graphic (see...). CHANGE PIC

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- ⇒ If you selected No: The *Would you like to generate*... dialogue box will display (see figure below).
 - b. In the *Would you like to generate*... dialogue box,
 ...select Yes if you would like to generate a standalone culvert asset management plan (see figure below).

OR

... select **No** if you would like to generate a culvert asset management plan insert for the PA 325 compliance plan (see figure below).

NOTE: The PA 325 compliance plan's chapter on culvert assets accounts for failed culverts. This accounting uses an obsolete system of inventory and condition data collection that was used in the 2018 Michigan culvert pilot. In the process of generating an insert, data on 'failed' culverts is collected for the compliance plan chapter on culvert assets and the insert itself accounts for the difference in data collection systems to back up the data presented in the chapter.



- ⇒ This selection will make the appropriate Generate... button will display. The Import data from Roadsoft or other data set dialogue box will also display (see figure below).
- i. In the *Import data from Roadsoft or other data set* dialogue box, ...select **Yes** if your data is in Roadsoft exports (see figure below).

OR

... select No if your data is in another database export (see figure below).



- ⇒ If you selected Yes, the Please use the file dialog box to find and select your culvert INVENTORY data file dialogue box will display (see figure below).
 - a. Select **OK** in the *Please use the file dialog box to find and select your culvert INVENTORY data file* dialogue box (see figure below).



- ⇒ The *Please select your culvert INVENTORY data file [.csv OR .jsp]* dialogue box will display (see figure below).
- b. Select the file CulvertExport.csv file and select **Open** (see figure below).

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⇒ The *Please select your culvert CONDITION data file [.csv OR .jsp]* dialogue box will display (see figure below).

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- c. Select the file CulvertInspLast.csv file and select **Open** (see figure below).
- ⇒ The *CulvertData* worksheet will display (see figure below).

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CulvertData Worksheets

NOTE: The *CulvertData* and *CulvertData2* worksheets require a Roadsoft export dataset. By selecting **Let's Get Started** on the *CulvertTOC* worksheet, you will be guided through the importing of your data. If this process fails, you may unhide the *CulvertData* and *CulvertData2* worksheets, unprotect the worksheets, copy the data in the CulvertExport.csv file into the appropriate columns in the *CulvertData* worksheet, and copy the data in the CulvertInspLast.csv file into the appropriate columns in the *CulvertData2* worksheet. The steps for manually importing your data are detailed in a note after Step 3.

- 1. Review the data in the CulvertData worksheet.
- 2. Select the **Done** button at the top of the Culvert Inventory Data worksheet (see figure below).

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NOTE: If you need to edit any of the imported culvert data, select **Edit Data**. You will be given the choice to select a new data set to import or simply to edit the data set that is already placed. When done, select **Edit Data** again, and select **Done** (see figures below).

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3. Select the **Done** button at the top of the Culvert Condition Rating Data worksheet (see figure below).

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8 14 10/19/2011 Rtg Convers Converted Severe Sev	vere	12601 1.34	2 Lavender Rd	Lavender	Scarlet Rd and Salmon Rd	Steel Corrugated Metal
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- ⇒ The *Identify marker* dialogue boxes will display (see figure below). The defaults will be 'Good', 'Fair', 'Poor', and 'Severe', OR 'GOOD', 'FAIR', 'POOR', and 'SEVERE' as found in the culvert barrel condition rating column; if some other marker was used to identify these conditions, enter that marker when prompted.
- 4. For each of the *Identify marker* dialogue boxes, select **OK** (see figure below).

⇒ The Culvert AMP First Year of Work Plan dialogue box will display (see figure below).

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- 5. In the *Culvert AMP First Year of Work Plan* dialogue box, enter the year/first year reflected in this culvert asset management plan (see figure below).
- 6. Select **OK** (see figure below).

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⇒ The *cInputsMaintenance* worksheet will display.

clnputsFailed Worksheet (For Compliance Plan Culvert Insert Only)

NOTE: The *cInputsFailed* worksheet requires your selection of the severe culverts, which are compiled into this list, that could be considered failed. *This worksheet is for the compliance plan culvert insert only.* The PA 325 compliance plan's chapter on culvert assets accounts for failed culverts. This accounting uses an obsolete system of inventory and condition data collection that was used in the 2018 Michigan culvert pilot. The insert itself accounts for the difference in data collection systems to back up the data presented in the compliance plan chapter.

1. Select any culvert that could be considered failed by check marking the culvert in column A (see figure below).

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2. Select Done.

⇒ You will be directed to the *cInputsMaintenance* worksheet.

cInputsMaintenance Worksheet

NOTE: The *cInputsMaintenance* worksheet requires your selection of the rated culverts, which are compiled into this list, that have maintenance work programmed and funded, have maintenance work planned with funding applied for, and need maintenance work but are neither programmed nor planned.

1. Select any culvert that has or should have maintenance performed on it by check marking the culvert in column A (see figure below).

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11		19	Poor	Poor	Brown Rd	1.586	Neon Green Dr & Uranium Blue Rd and Teal Rd	Red Twp	Steel Corrugated Metal Pip	19				
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- ⇒ The *Likelihood of Failure* column will automatically populate (see figure above).
- 2. Select the Consequence of Failure using the dropdown list (see figure below).

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 \Rightarrow The *Priority* column will automatically populate (see figure above).

NOTE: The *Priority* ranking is determined using the Criticality Matrix. To learn more about the Criticality Matrix, select any instance of a blue question mark ² to be taken to the *CulvertFAQs* sheet (see figure below). Select **Done** on the *CulvertFAQs* sheet to return to the previous sheet.

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3. Select Work Type from the dropdown list.

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9	1	16	5 Severe	Severe	Orchid Rd	Severe	3 - Serious	High (12)	Emergency	Replacement	This culvert will need re	eplacement			
10	~	17	7 Severe	Severe	Orchid Rd	Severe	4 - Catastrophic	High (16)	Emergency	Replacement	Must replace this culve	rt			
11	1	19	9 Poor	Poor	Brown Rd	Poor	1 - Minor	Medium (3)	Planned	Rehabilitation	Can rehab this culvert				
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4. Select *Primary Work Activity* from the dropdown list (see figure below).

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11	~	19	Poor	Poor	Brown Rd	Poor	1 - Minor	Medium (3)	Planned	Rehabilitation	Can rehab this culvert			
12		19	Good	Good	Unknown									
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- 5. Fill in the work details in the *Work Details* column (see figure above).
- 6. Fill in the estimated cost in the *Estimated Cost* column (see figure below).

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9	~	16	Severe	Severe	Orchid Rd	Severe	3 - Serious	High (12)	Emergency	Replacement	This culvert will need replacement	\$200,000	
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7. Select the year from the dropdown list in the *Work Scheduled – Year* column that represents when the programmed and funded maintenance work or the planned with funding-applied-for maintenance work is scheduled (see figure below).

NOTE: In most cases, the current year should be selected. If an agency programs (with funding) or plans (with funding applied for) culvert maintenance projects more than a year in advance, a subsequent year may be selected. If a culvert maintenance project is necessary but has not been programmed or planned, then "GAP" should be selected.

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13		2	5 Fair	Fair	Teal Rd							1		
14		21	3 Good	Good	Navy Teal Rd									
15	~	3	Poor	Poor	Navy Teal Rd	9	\$75,000	GAP						
16	1	3	Poor	Poor	Navy Teal Rd	6	\$99.000		*					
17		34	Good	Good	Navy Teal Rd			2025	*****					
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8. Select the quarter from the dropdown list in the *Work Scheduled – Quarter* column that represents the quarter in which the maintenance work is scheduled (see figure below).

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4		4	Fair	Fair	Uranium Blue Rd											
5		5	Good	Good	Uranium Blue Rd											
6		8	5 Fair	Fair	Uranium Blue Rd											
7		11	Good	Good	Uranium Blue Rd											
8	~	14	Severe	Severe	Lavender Rd		\$350,000	2025	Q1							
9	~	16	Severe	Severe	Orchid Rd		\$200,000	2025	Q3							
10	~	17	Severe	Severe	Orchid Rd		\$500,000	GAP								
11	~	19	Poor	Poor	Brown Rd		\$150,000	2025	Q4	-						
12		19	Good	Good	Unknown				Q1	45						
13		25	Fair	Fair	Teal Rd				Q2							
14		28	Good	Good	Navy Teal Rd				Q3							
15	\checkmark	31	Poor	Poor	Navy Teal Rd		\$75,000	GAP	Q4							
16	~	33	Poor	Poor	Navy Teal Rd		\$99,000	2026								
17		34	Good	Good	Navy Teal Rd											
18		35	Poor	Poor	Navy Teal Rd											
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9. Select whether the work is in-house and/or contracted from the dropdown list in the *In-House OR Contracted* column (see figure below).

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4		4 F	air	Fair	Uranium Blue Rd											
5		5 0	Good	Good	Uranium Blue Rd					1						
6		8 F	air	Fair	Uranium Blue Rd											
7		11 0	Good	Good	Uranium Blue Rd											
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9	1	16 S	evere	Severe	Orchid Rd		\$200,00	2025	Q3	contracted						
10	~	17 S	ievere	Severe	Orchid Rd		\$500,00	GAP		both in-house cr	ew and contract	ted				
11	1	19 P	Poor	Poor	Brown Rd		\$150,00	2025	Q4	in-house crew						
12		19 0	Good	Good	Unknown											
13		25 F	air	Fair	Teal Rd											
14		28 0	Good	Good	Navy Teal Rd											
15	1	31 P	oor	Poor	Navy Teal Rd		\$75,00	GAP		contracted						
16	1	33 P	oor	Poor	Navy Teal Rd		\$99,00	2026	Q2		*					
17		34 0	Good	Good	Navy Teal Rd					in-house crew						
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10. Select whether the maintenance work has funding awarded, funding applied for, or is a gap project from the dropdown list in the *Funding Award, App, or Gap* column (see figure below).

NOTE: If a year has been selected in the *Work Scheduled – Year* column, the dropdown list will have the options "Awarded" and "Applied" (see figure below). However, if "GAP" has been selected in

the *Work Scheduled – Year* column, then the dropdown list will have the option "GAP" (see figure below).

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4			Fair	Fair	Uranium Blue Rd							ļ		
5		5	Good	Good	Uranium Blue Rd									
6		8	Fair	Fair	Uranium Blue Rd									
7		11	Good	Good	Uranium Blue Rd									
8	~	14	Severe	Severe	Lavender Rd		\$350,000	2025	01	in-house crew	Awarded			
9	~	16	Severe	Severe	Orchid Rd		\$200,000	2025	Q3	contracted	Applied			
10	×	1.	Severe	Severe	Orchid Rd		\$500,000	GAP	~	both in-house c	r GAP			
12	v	1	Poor	Poor	Brown Kd		\$150,000	2025	<u>U</u> 4	In-nouse crew	Awarded			
13		24	Eair	Fair	Teal Rd									
14		25	Good	Good	Navy Teal Rd						+			
15	1	31	Poor	Poor	Navy Teal Rd		\$75.000	GAP		contracted	GAP			
16	1	33	Poor	Poor	Navy Teal Rd		\$99.000	2026	02	both in-house c	new and contract	-		
17		34	Good	Good	Navy Teal Rd						Awarded	1		
18		35	Poor	Poor	Navy Teal Rd						Applied	<u>م</u>		
10			Good	Good	Calman Dd	1		1		1			1	
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- 11. Fill in the *Funding Type* column (see figure below).
- 12. Fill in the Funding Source Name column (see figure below).

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	2	Fair	Fair	Uranium Blue Rd]				
	4	Fair	Fair	Uranium Blue Rd									
	5	Good	Good	Uranium Blue Rd									
	8	Fair	Fair	Uranium Blue Rd									
	11	Good	Good	Uranium Blue Rd									
1	14	Severe	Severe	Lavender Rd	\$350,000	2025	Q1	in-house crew	Awarded	grant	FHWA		
~	16	Severe	Severe	Orchid Rd	\$200,000	2025	Q3	contracted	Applied	grant	MDOT		
~	17	Severe	Severe	Orchid Rd	\$500,000	GAP		both in-house of	GAP	budget	agency savings		
~	19	Poor	Poor	Brown Rd	\$150,000	2025	Q4	in-house crew	Awarded	contribution	townships		
	19	Good	Good	Unknown									
	25	Fair	Fair	Teal Rd									
	28	Good	Good	Navy Teal Rd									
1	31	Poor	Poor	Navy Teal Rd	\$75,000	GAP		contracted	GAP	grant	MDOT		
~	33	Poor	Poor	Navy Teal Rd	\$99,000	2026	Q2	both in-house o	r Applied	grant	FHWA T		
	34	Good	Good	Navy Teal Rd							*		
	35	Poor	Poor	Navy Teal Rd									
	37	Good	Good	Salmon Rd									
	39	Poor	Poor	Uranium Blue Rd									
	40	Poor	Poor	Uranium Blue Rd									
	42	Poor	Poor	Uranium Blue Rd									
	48	Good	Good	Neon Green Dr					ļ				
	51	Good	Good	Neon Green Dr									

13. Select Done.

 \Rightarrow You will be directed to the *cInputs1* worksheet.

cInputs1 Worksheet

NOTE: The *cInputs1* worksheet contains fields for the information that will display on the culvert dashboard.

1. Fill in your preferred target percentage of culverts to be rated good and fair in *Box A* (see figure below).

NOTE: The default target is set at 95%.



- 2. Verify that *Box B* is the same value as *Box 1.1*. If the values are different, select **Update Box B** (see figure above).
- 3. Fill in *Box 1.5* with the number of culverts no inventoried and/or unknown (see figure below).

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4 5 6 Update your Dashboard using Table 1.	Table 1			
7 8 To update your dashboard, two fields need to be 9 completed (Box A and B). These cells are green.	Gauge Needle Calculator Dynamic drog-down Box 1.1 Box 8 Update Box 8			1
10 11 12 13 13 13 14 15 16 17 18 19 19 10 11 11 12 13 14 14 17 18 18 19 19 10 10 10 11 12 13 14 14 15%	Scotle 71 71 Needle 1 Inventoried Balance 126 Inventoried 100 100 100			
(2) ENTER the same SCORE that appears in Box 1.1 into the highlighted dynamic drop-down field in Box B. (Type the score or select from the drop down once you enter the pelly	Evaluated by Condition Box 1.2 Good 24 45			
20 control 21 22 Congratulations, your Dashboard is now updated. 23 24 24 25 26 27 29 20 20 20 20 20 20 20 20 20 20	Fair 8 Poor 10 Severe 3 Not Inventoried/Unknown is thin number estimated or actual? All by 45 40 C			
22 22 23 24 23 20 24 20 20 20 20 20 20 20 20 20 20 20 20 20	Box A Inventoried/ Target % 95 Not Condition Faulated S55			I
31	Total ALL Culverts 140			
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4. Select "estimated" or "actual" from the dropdown list in *Box 1.5b* (see figure above).

NOTE: You can select **Culvert Types** (refer to figure after Step 1) to see a list of the quantities of different culvert types present in the agency's inventory (see figure below).

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- 5. Select Done.
- \Rightarrow You will be directed to the *cInputs2* worksheet.

cInputs2 Worksheet

NOTE: The *cInputs2* worksheet contains fields that will be used to customize your culvert AMP template.

1. Fill the requested information for Box A through Box F.

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2 3 Update your asset management plan template	Table 2		
4 using Table 2.	Box A. Agency Name		
5 6 To update your asset management plan template	My County Road Commission		
/ (Microsoft Word file), six fields need to be completed	Box B. Agency Abbreviation		
9 (Boxes A-F). These cells are green. 10	My CRC		
11 (1) ENTER your full agency name in Box A.	Box C. Culvert Contact Name (First Last)		
 (2) ENTER the abbreviated name for your agency in Box B. 	John Smith		
(3) ENTER the contact name from your agency for culvert (at a into Box C.	Box D. Culvert Contact Mailing Address Street Address City MiCity City Nicity		
 (4) ENTER the mailing address for your agency contact on culvert data into Box D. 	Zip Code 49000		
22 23 (5) ENTER the phone number for your agency contact on 24 culvert data into Box E.	Box E. Culvert Contact Phone 906-000-0000	This culvert asset management plan will be published in 2025 (Enter year)	
26	Box F. Culvert Contact Email	This culvert asset management plan	
27 (b) ENTER the email address for your agency contact on culvert data into Box F.	jsmith@	will be updated every three years.	
31 32 33 34 35		This culvert asset management plan can be found on our website, here: ctt.mtu.eu(Inter webpage)	
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NOTE: The publication year box should be prefilled with a year that was entered when completing the CulvertData worksheets (see step 6).

- 2. Select a number-of-years cycle from the dropdown list in the *The culvert asset management plan will be updated every*... box (see figure above).
- 3. Fill in a website in the *The culvert asset management plan can be found on our website, here...* box. (see figure above).
- 4. Select Done.
- ⇒ You will be directed to the *cInputs3* worksheet.

cInputs3 Worksheet

NOTE: The *cInputs3* worksheet contains fields that will be used to customize your culvert AMP template.

1. Select the condition of your agency's culverts from the dropdown list in Box A (see figure below).

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4			Box A. The condition of My CRC's culverts has		I
5		(1) SELECT the condition of your agency's culverts from the		▼ ret from the dropdown list	1
6		aropaown list in Box A .	pat changed		1
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9		(2) WRITE a description of factors impacting your asset management activities in Box B .		(Describe any factors that impacted your asset management activities	1
10 11				Danaing, weather, act of and, ameng	1
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12		(3) SELECT your agency's intentions with regard to	Box C. My CRC plans to condition monitoring actions.		
13		condition monitoring actions from the dropdown list in		Select the word to fill in the blank from the drapdown list	
14 15		Box C.			1
			Box D. With the funding available for culvert projects,		1
16		(4) SELECT whether your agency will achieve its culvert	My CRC will meet of its culvert asset goals.		1
17		asset management goals from the dropdown list in Box D .		Select the word to fill in the blank from the dropdown list	U
18				1	
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2. Fill in a description of factors impacting your asset management activities in Box B (see figure below).

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1		Done 🛛 🕄 🚺			
2		Update your asset management plan template	Table 3		
		using Table 3.			H
4		(1) SELECT the condition of your agency's culverts from the	Box A. The condition of My CRC's culverts has		J
6		dropdown list in Box A .	not changed	Select from the dropdown list	J
/			Box B. This steady status in condition ratings have been		J
8			due to		I
9 10 11		(2) WRITE a description of factors impacting your asset management activities in Box B.	more work being done	(Describe any factors that impacted your asset management activities [funding, weather, act of God, ather]]	I
					J
12		(3) SELECT your agency's intentions with regard to	Box C. My CRC plans to condition monitoring actions.	* et the word to fill in the blank from the dropdown list	J
14		condition monitoring actions from the dropdown list in Box C.			J
15			increase continue		J
16		(A) SELECT whether your agency will achieve its culvert	decrease		J
17		asset management goals from the dropdown list in Box D .		Select the word to fill in the blank from the dropdown list	
18					
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3. Select your agency's intentions with regard to condition monitoring actions from the dropdown list in Box C (see figure above).

4. Select whether your agency will achieve its asset management goals from the dropdown list in Box D (see figure below).



- 5. Select **Done**. (see figure above).
- ⇒ You will be directed to the *CulvertDashboard* worksheet.

CulvertDashboard Worksheet

NOTE: The *CulvertDashboard* worksheet produces an image that will be used to customize your culvert AMP template. You can also export the image independently of producing a customized culvert AMP template.

1. Review the information presented in the culvert dashboard for accuracy(see figure below).



NOTE: Any changes that are needed for the data presented in the culvert dashboard must be made in the CulvertData worksheets and the cInputs1 worksheet.

- 2. Select **Done**. (see figure above).
- ⇒ You will be directed to the *CulvertCharts* worksheet.

CulvertCharts Worksheet

NOTE: The *CulvertCharts* worksheet produces charts that will be used to customize your culvert AMP template.

1. Review charts for accuracy (see figure below).



- 2. OPTIONAL: Modify charts:
 - a. Select Edit Data (see figure above).
 - b. Change colors, label positions, fonts, etc. as desired.
- 3. Select **Done**. (see figure above).
- ⇒ You will be directed to the *CulvertTOC* worksheet.

CulvertTOC Worksheet

NOTE: The *CulvertTOC* worksheet serves as an access point to the various worksheets in your workbook, and becomes available for viewing once finished with the Instructions worksheet. Where options exist, check boxes will indicate selections made by the user; these selections can be changed here. The CulvertTOC worksheet also serves as the location from which you can build your customized culvert asset management plan templates (see figure below).

Build a Standalone Culvert Asset Management Plan

1. Select Generate standalone Culvert AMP Word template on the *CulvertTOC* worksheet (see figure below).


⇒ The *Do you have any open instances of Word*... dialogue box will display (see figure below).

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5		Culvert Maintenance List	View Hide		- II
6		Inputs	View Hide		- II
7		Culvert Charts	View Hide		- II
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- 2. Select **Yes** or **No** (see figure above).
- ⇒ If YES: The process will end, and you will now be able to save and close any open instances of Microsoft Word.
- ⇒ If NO: The *PLEASE NOTE: This process takes 3 to 5 minutes* ... dialogue box will display (see figure below).

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3. Select **OK** (see figure above).

⇒ The process will continue until the Your culvert dashboard JPG image has been created dialogue box displays (see figure below).



NOTE: If this is not your first time generating a culvert AMP using the tool, you may receive the prompt "A file named 'C:\Users\...\culvertap-csvdata.csv' already exists in this location. Do you want to replace it?". Select **Yes** if you have updated your data since the last time you generated a culvert AMP or if you initially built a compliance plan culvert insert and are now building a standalone culvert AMP template (see figure below).

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4. Select **OK** in the *Your culvert dashboard JPG image has been created* dialogue box (see figure in step result above).

⇒ The process continues to its conclusion when the *Your customized template is ready to read and modify* dialogue box will display (see figure below).

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- 5. Select OK.
- At this point, you will have a standalone culvert AMP customized template "CulvertAMDoc_v####_[AgencyName]_customizedtemplate.docx" in the culvert tool folder (see figure below). Proceed to the section *Reviewing and modifying the customized Word template* in this instruction guide.

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Build a Compliance Plan Culvert Insert

1. Select Generate standalone Culvert AMP Word template on the *CulvertTOC* worksheet (see figure below).

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⇒ The *Do you have any open instances of Word*... dialogue box will display (see figure below).

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- 2. Select **Yes** or **No** (see figure above).
- ⇒ If YES: The process will end, and you will now be able to save and close any open instances of Microsoft Word.

⇒ If NO: The *PLEASE NOTE: This process takes 3 to 5 minutes* ... dialogue box will display (see figure below).

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- 3. Select **OK** (see figure above).
- ⇒ The process will continue until the Your culvert dashboard JPG image has been created dialogue box displays (see figure below).



NOTE: If this is not your first time generating a culvert AMP using the tool, you may receive the prompt "A file named 'C:\Users\...\culvertap-csvdata.csv' already exists in this location. Do you want to replace it?". Select **Yes** if you have updated your data since the last time you generated a

culvert AMP or if you initially built a compliance plan culvert insert and are now building a standalone culvert AMP template (see figure below).

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- 4. Select OK in the *Your culvert dashboard JPG image has been created* dialogue box (see figure in step result above).
- ⇒ The process continues to its conclusion when the Your customized template is ready to read and modify dialogue box will display (see figure below).

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5. Select **OK**.

 At this point, you will have a standalone culvert AMP customized template "CulvertAMP_v####_[AgencyName]_customizedtemplate.docx" in the culvert tool folder (see figure below). Proceed to the section *Reviewing and modifying the customized Word template* in this instruction guide.

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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).

A.	From a file Browse files on your computer or local network	Browse >
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4. Navigate to your desired image using the *Insert Picture* window; select the image and then select **Insert** (see figure below).

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

Formatting images

NOTE: A number of images are placed in the customized Word template during the generation process. Images should be formatted with **Body** style in the *Styles* group (see figure below). To delete an image, select the image and press the **Del** key on your keyboard.

In some cases, images will require image text wrapping. To apply text wrapping:

1. Find and select the image that needs text wrapping (see table below for locations of images in the Word templates).



2. In the *Layout* ribbon, select **Wrap Text** in the *Arrange* group and select **Top and Bottom** from the dropdown list (see figure below).

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- ⇒ Text wrapping will be applied, but the placement of the image may not be as desired (see figure above).
- 3. Select the text-wrapped image (see figure below).

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4. Move the image up or down to the desired position by selecting the image, holding down the left mouse button, and dragging the image (see figure below).



NOTE: In some versions of Word, green guidelines will help guide image placement with regard to alignment (left/right justified and/or centered) (see figure above).

5. When the image is in the desired position, release the left mouse button (see figure below).

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and br	ridge network in an efficient and effective manner. This asset management plan is intended to report w My CRC is meeting its obligations to maintain the culverts for which it is responsible.	
Anasa CRC', cleara by urg suma suma	set management strategy is critical for effective culvent monitoring. Over the reporting period, My s prioritization and monitoring have improved the visibility of culvent management. The progress is and easy to track. My CRC's detailed plan outlines the necessary work and prioritizes culvent assets gency. Implementation of the plan will conting. Work progresses and best practices are applied. A any of the condition of My CRC's culvent assets is illuvert Assets Management Dashboard will 140 to detail the figure below.	
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Page 5 of 21 2676 words 🛛 Text Predictions: On 📧 🛠 A	Accessibility: Investigate	[b] Focus

 \Rightarrow The image now has text wrapping and is placed as desired (see figure above).

Formatting tables

NOTE: A number of tables are placed in the customized Word template during the generation process. Tables will generally have **Normal** style in the *Styles* group. In some cases, tables will need additional formatting.

To add table/cell borders:

1. Locate the top left corner of the table and scroll over the table (see figure below).

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⇒ The table handle (tiny square containing a four-pointed/cross arrow) will display in the top left corner of the table (see figure above).

NOTE: The table handle can be used to select the entire table or to access additional editing features.

2. Right-click on the table handle (see figure below).

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- \Rightarrow A dropdown list of options will display (see figure above).
- 3. Select **Table Properties...** from the dropdown list (see figure above).
- ⇒ The *Table Properties* window will display (see figure below).
- 4. On the *Table Properties* window *Table* tab, select **Borders and Shading...** to access borders and shading options (see figure below).

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- ⇒ The *Borders and Shading* window will display (see figure below).
- 5. Select the **Borders** tab.
- 6. Select borders and/or shading attributes (see figure below):

To change line style (e.g., solid thin line, solid thick line, dotted line), use the Style selection box.

To change line color, use the *Color* selection box.

To change line width, use the *Width* box.

To apply line style, color, and width selections, turn off the desired border in the *Preview* box using the border identification buttons along the left and bottom of the preview; then, turn on the desire border.

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- \Rightarrow Selections should display in the *Preview* area (see figure above).
- 7. Select **OK** in the *Borders and Shading* window (see figure above).
- \Rightarrow Changes will be applied (see figure above).
- 8. Select **OK** in the *Table Properties* window.

To adjust column widths:

1. Scroll over the desired column border until the double-sided arrow displays (see figure below).

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NOTE: No particular cell should be selected. If a cell is selected, only the column border of that cell will be affected.

- 2. Left click on the column border while the double-sided arrow is still displayed (see figure above).
- 3. Drag the border to the left or right (see figure above).
- 4. When the border is in the desired position, release the mouse button (see figure above).

To adjust a table when the border is beyond the page width:

1. Follow *To add table/cell borders* step 1 through step 3, above.

NOTE: When an entire table is selected, there will be a tiny square containing a four-pointed arrow in the top left corner of the table (see figure below).

2. On the *Table Properties* window *Table* tab, check **Preferred width** and set the number as any number less than 7 (see figure below).



- ⇒ Text wrapping will be applied, but the placement of the image may not be as desired (see figure above).
- 3. Select the Column tab.
- 4. On the *Table Properties* window *Column* tab, check **Preferred width** and set the number as any number less than 7 (see figure below).

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Page 7 of 9 1	412 words 🛛 Text Predictions: On 🐻 🛣 Accessibility: Investigate	(b) Focus	[

5. Set the column width as desired.

NOTE: Some of the tables may extend beyond the width of the page. The following settings can be used:

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- 6. Select Next Column.
- \Rightarrow The selected column will advance.
- 7. Repeat until all columns have been addressed.

To distribute table columns evenly:

1. Select two entire columns.

NOTE: When an entire table is selected, there will be a tiny square containing a four-pointed arrow in the top left corner of the table (see figure below).

- 2. Right-click on the highlighted column.
- ⇒ A dropdown options list will display (see figure below).

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3. Select distribute columns evenly (see figure above).

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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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1. 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.

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



Creating A Map of Culvert Assets in Roadsoft

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

- 1. Select **Culvert** 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× μ
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✓ Bridge	4
✓ 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:	O Range Values:
None Good Fair Poor	Auto Add Ranges 10 Minimum Value: Maximum Value: e(s)

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

Items:	lt	em Properties:		Preview:
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Good/Fair/Poor Rating = Good		Color	4	
Good/Fair/Poor Rating = Fair		Pattern	Solid	
Good/Fair/Poor Rating = Poor		Size	8	
		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.

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- 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
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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.

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

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- 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)

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⇒ 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.

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Crea	ite		Start Mail Me	erge		Writ	e & Insert Fields			F F	Preview Result	ts	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		?	\times
Enter percent of bridges	that your agency h	opes to h	ave in
[##]	ini 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 Summary	
Introduction1	
Bridge Primer	
Bridge Types	
Bridge Treatments 3	
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	iii
Executive Summary	iv
Introduction	1
Bridge Primer	2
<u>Bridge Types</u> Bridge Condition	
Bridge Treatments	
1. Bridge Assets	8
Inventory	9
Types	9

- \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).

Update Table
CONTENTS
Table of Figures
Table of Tables
Executive Summaryiv
Introduction
Bridge Assets
Inventory
Goals
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.