

Instruction Guide
for using the
*Culvert Asset Management Plan
Template*



Michigan
Transportation Asset
Management Council



Center for
Technology & Training



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This document provides instruction for creating a customized asset management plan template for your specific agency by using the “CulvertAMP_v#####.xslm” 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

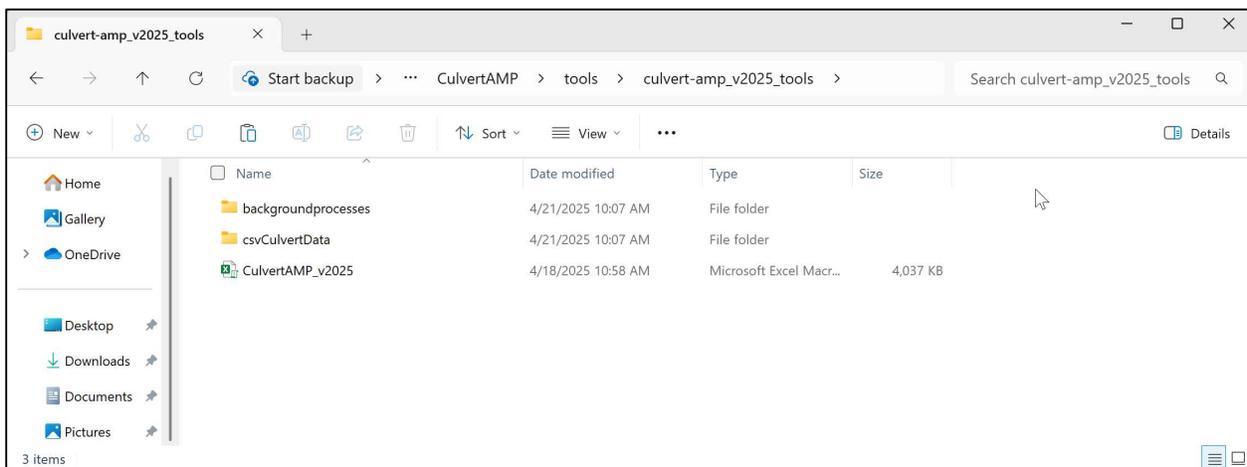
The tools for creating a customized culvert asset management plan template can be downloaded as a zipped file from ctt.mtu.edu/asset-management-resources. After unzipping the tools folder, it is recommended that the “culvertamp_v#####_tools” folder be saved in your Documents or My Documents folder or 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 .xslm file, “CulvertAMP_v#####.xslm”, 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.



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

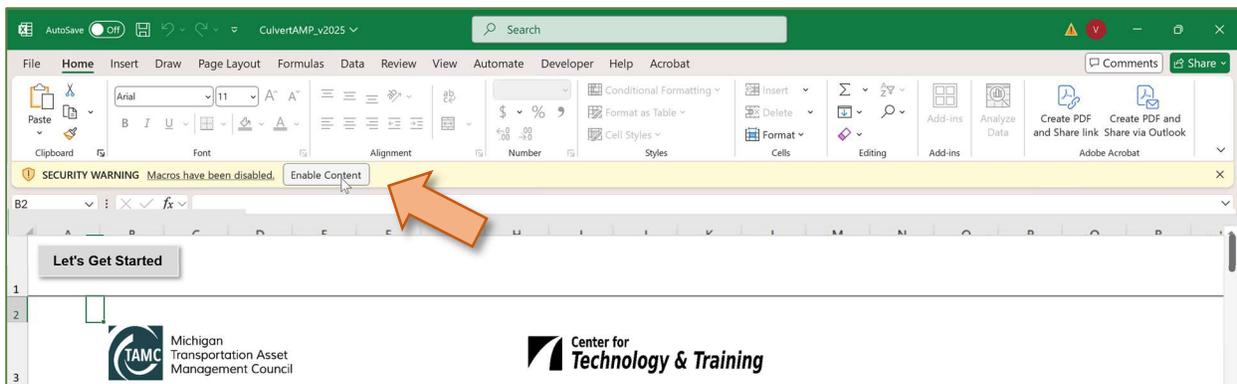
The CulvertAMP_v####.xlsm tool is an Excel workbook that allows you to enter and process your agency's culvert data and will subsequently populate a Word template, which you can further personalize for your agency's culvert asset management plan. This tool runs calculations in the background so that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

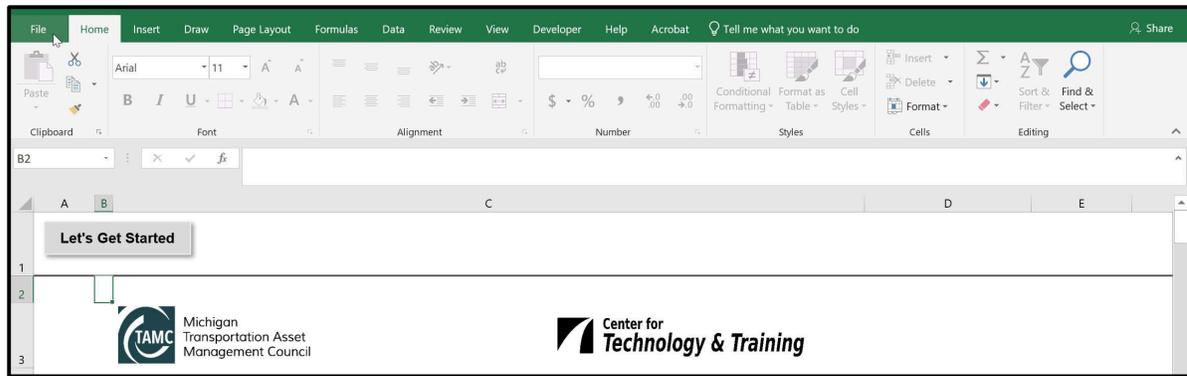
NOTE: You must enable macros for this workbook to function.



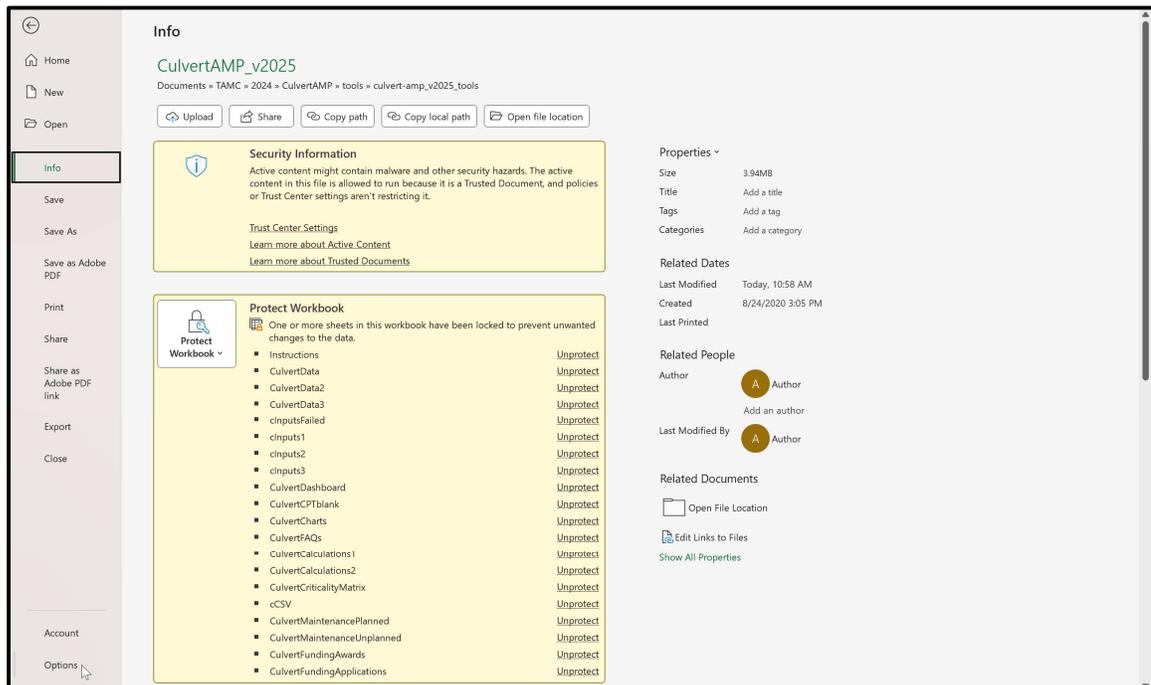
You will also need to set the folder containing your bridge asset management plan tools as a trusted location.

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

1. Select **File**.

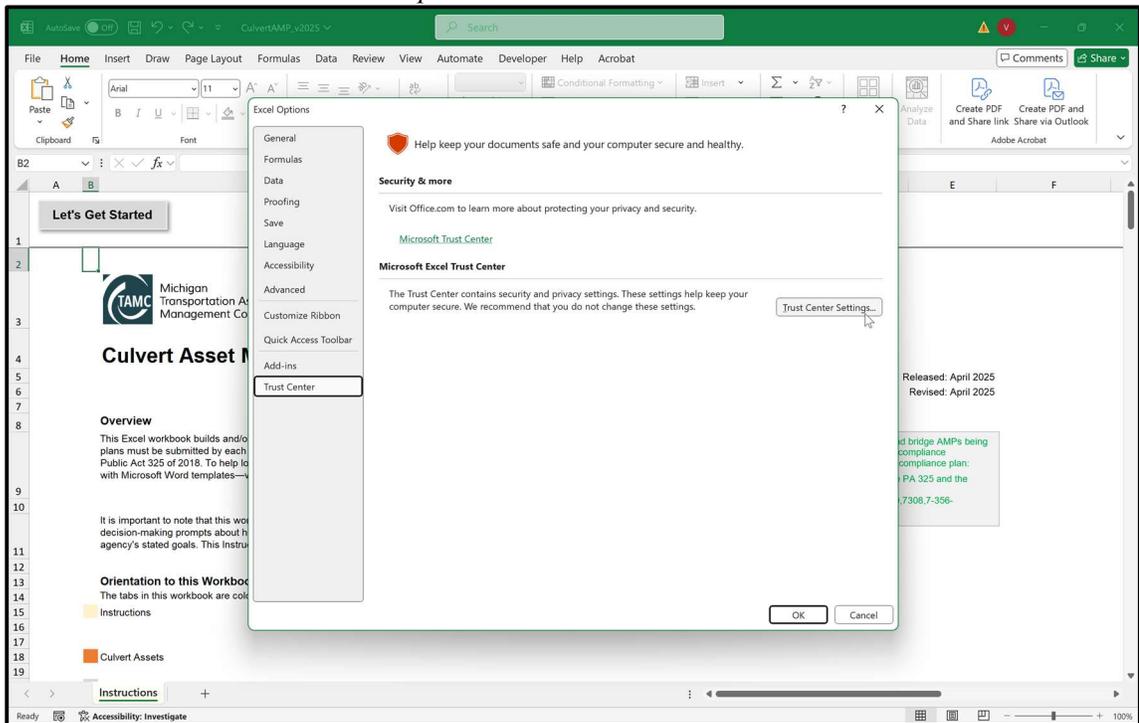


2. Select Options.



⇒ The *Word Options* window will appear.

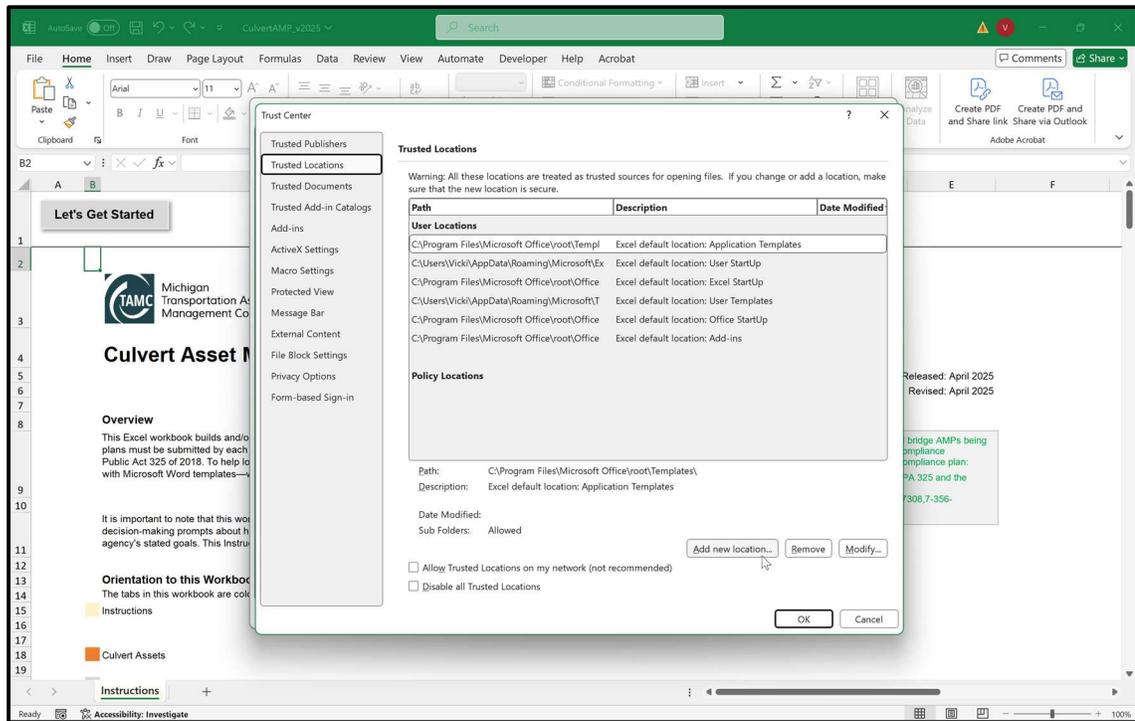
3. Select **Trust Center** in the *Word Options* menu.



4. Select **Trust Center Settings...**

⇒ The *Trust Center* window will appear.

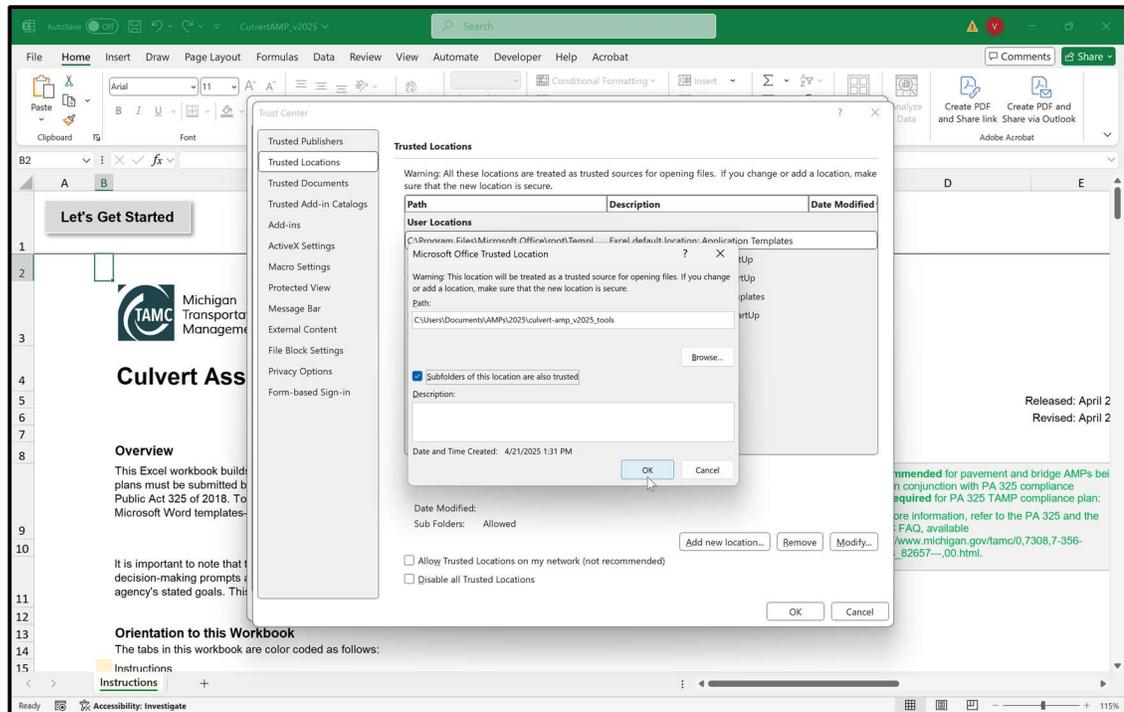
5. Select **Trusted Locations** in the *Trust Center* window menu.



6. Select **Add new location...**

⇒ The *Microsoft Office Trusted Locations* window will appear.

7. Select **Browse**.

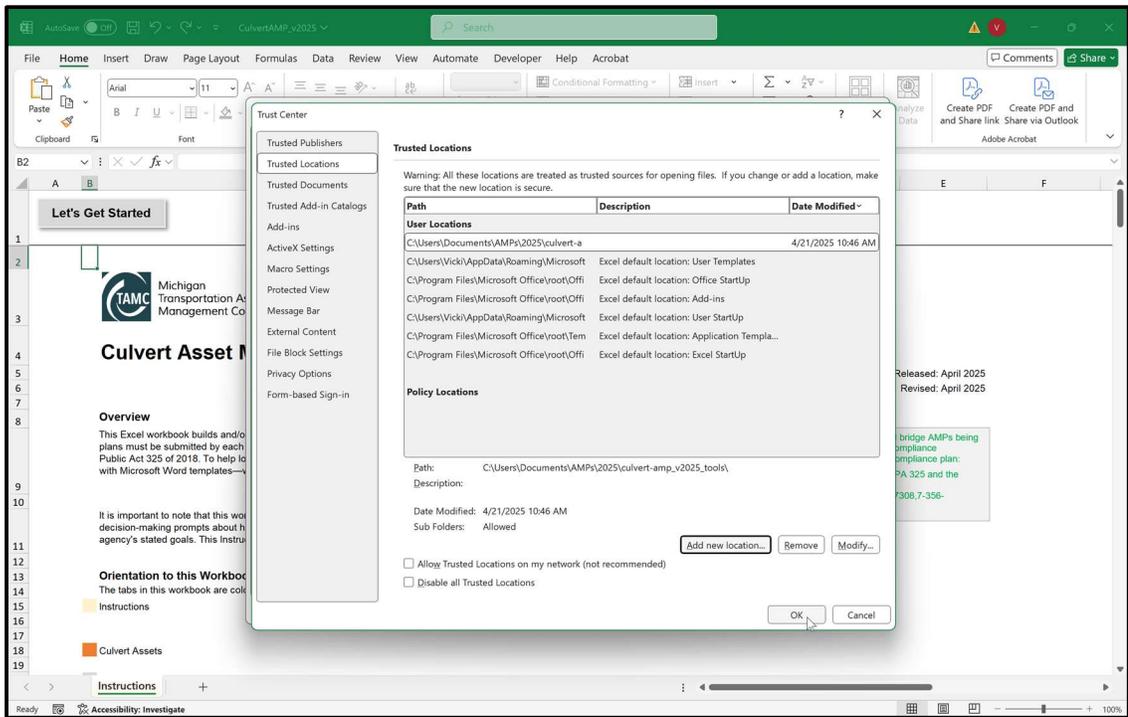


⇒ The *Browse* window will appear.

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**.



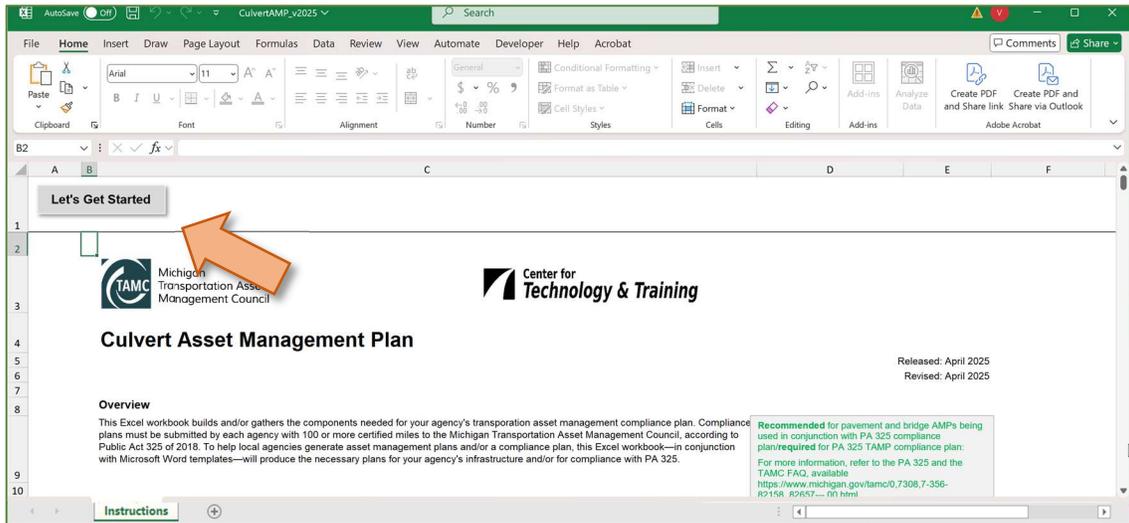
10. In the *Trust Center* window, select **OK**.

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

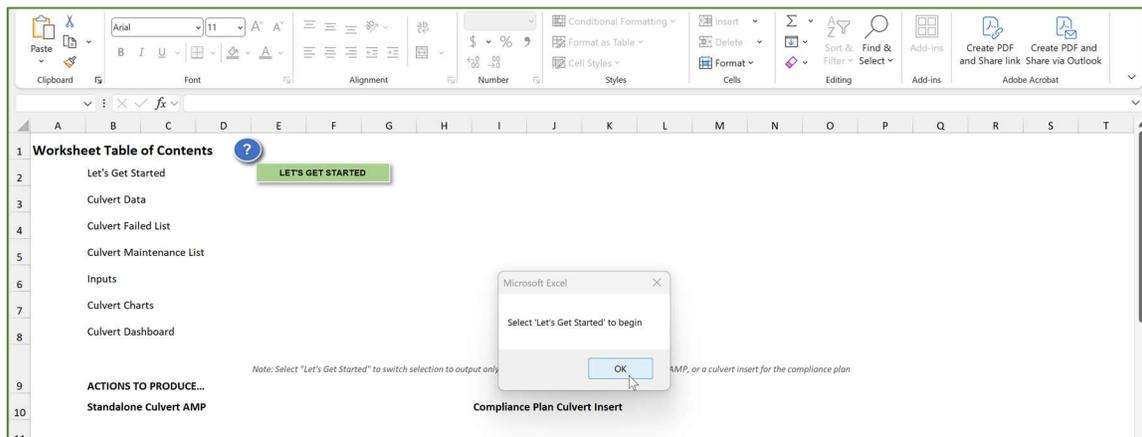
Instructions Worksheet

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).

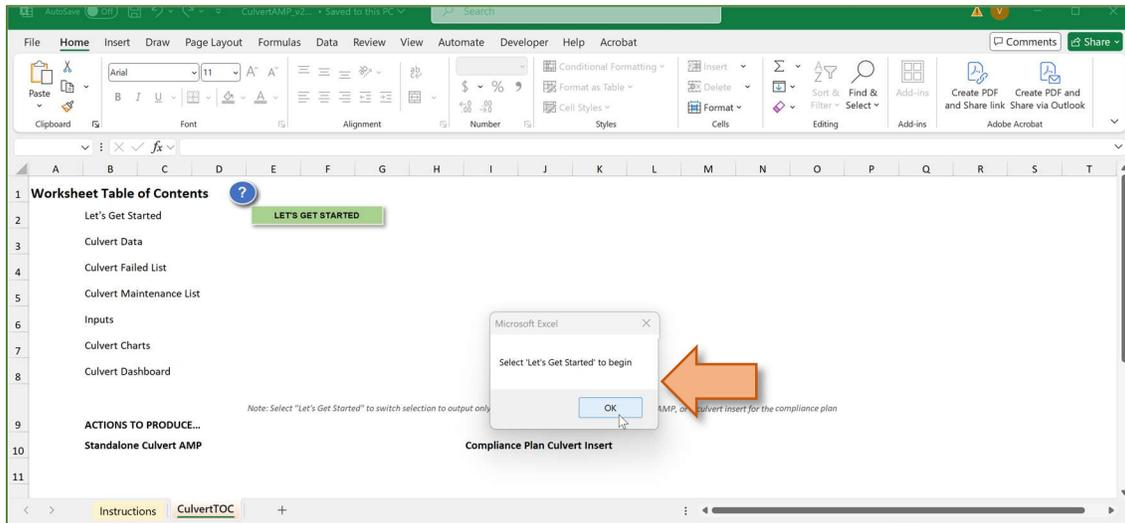


- ⇒ The *Culvert TOC* sheet and the *Select 'Let's Get Started' to begin* dialogue box will display (see figure below).

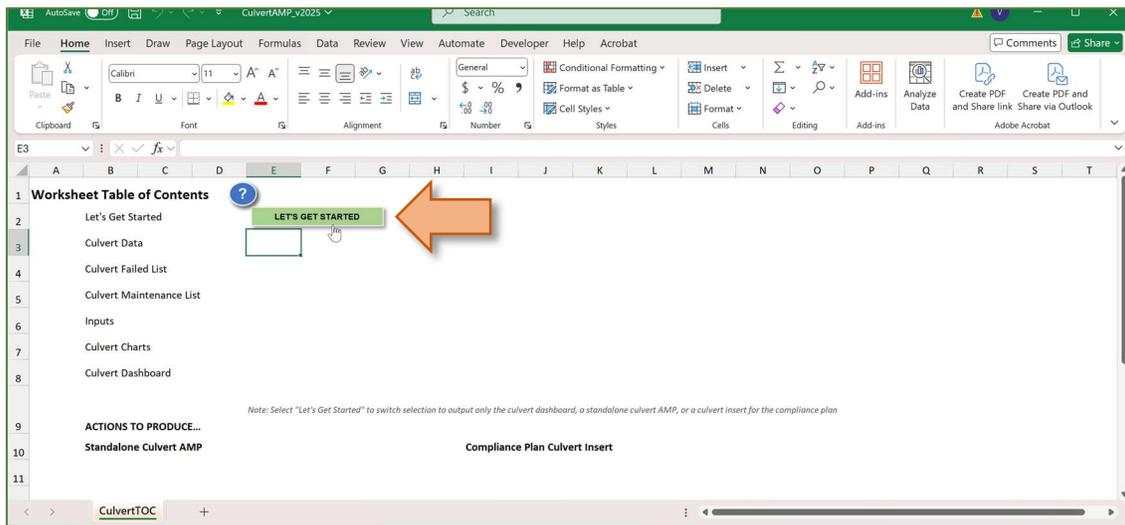


Culvert TOC Worksheet

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

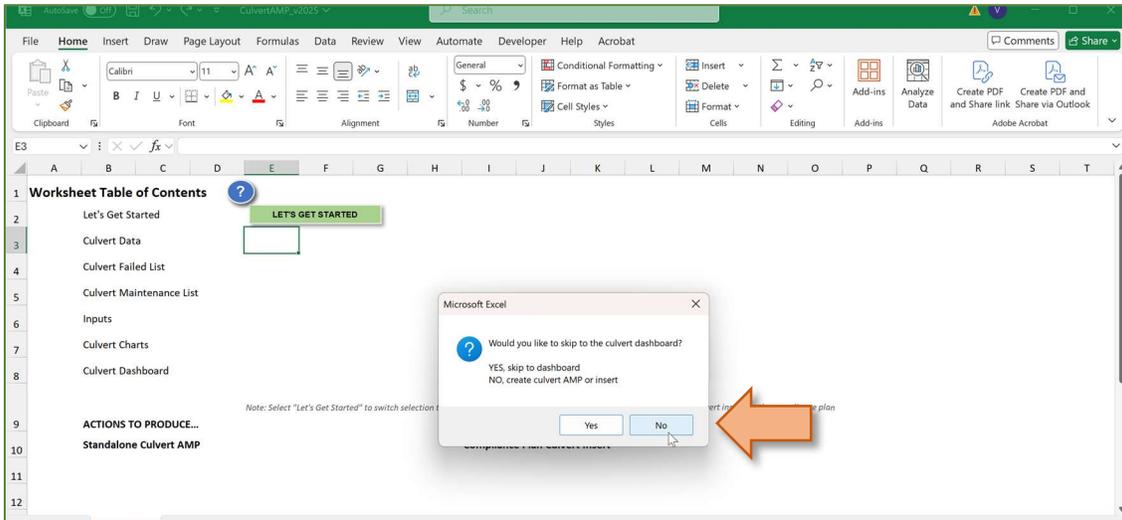


2. Select **LET'S GET STARTED** to continue (see figure below).



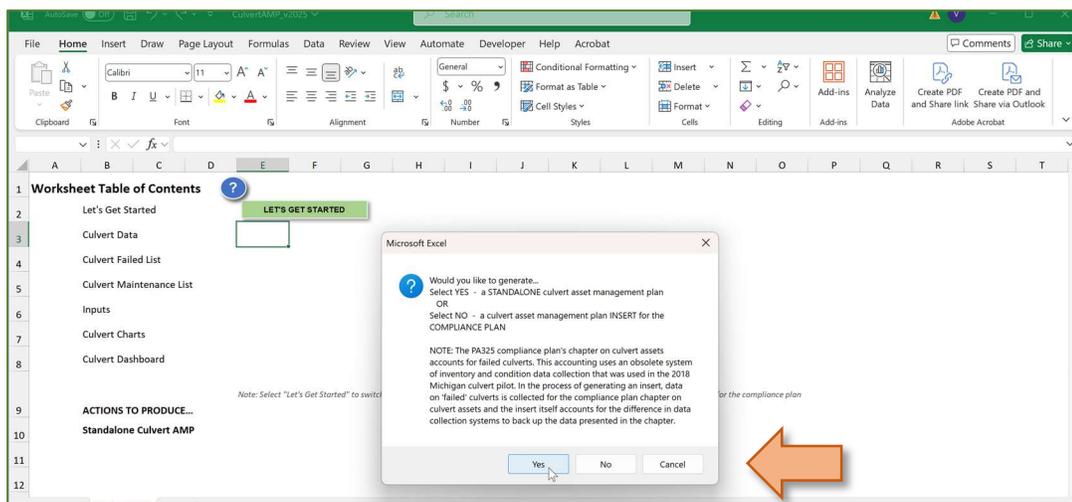
⇒ The *Would you like to skip to the culvert dashboard* dialogue box will display (see figure below).

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



⇒ 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**



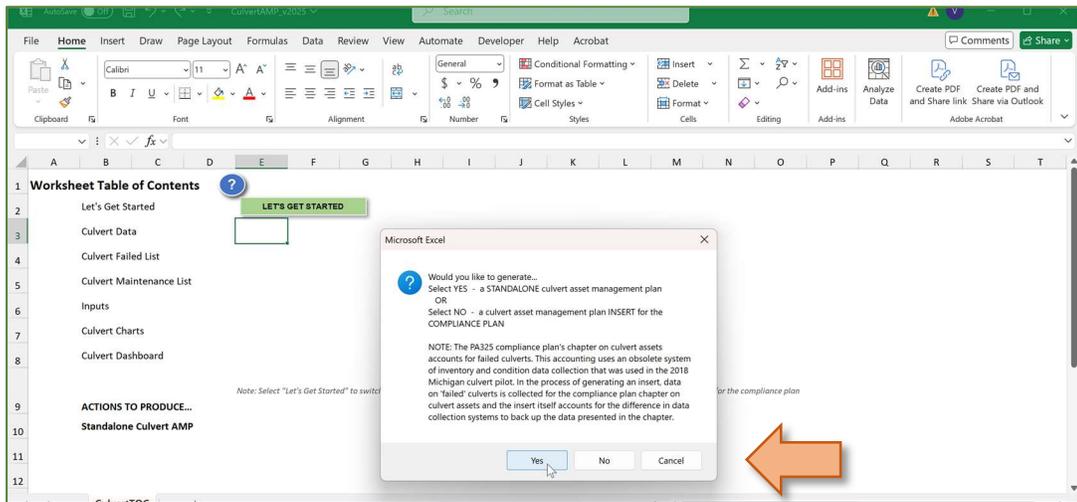
⇒ If you selected No: The *Would you like to generate...* dialogue box will display (see figure below).

- 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.

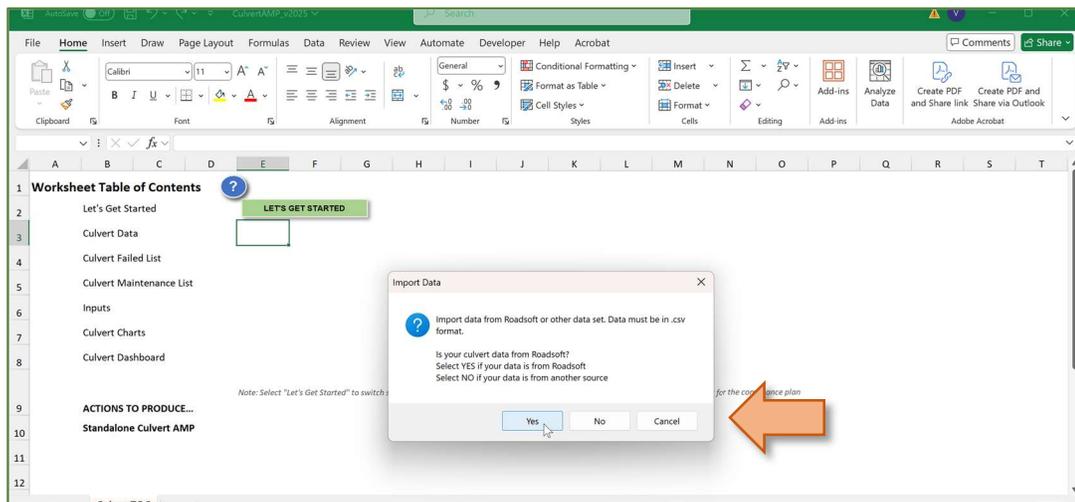


⇒ This selection will make the appropriate Generate... button will display. The *Import data from Roadsoft or other data set* dialogue box will also display (see figure below).

- 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).

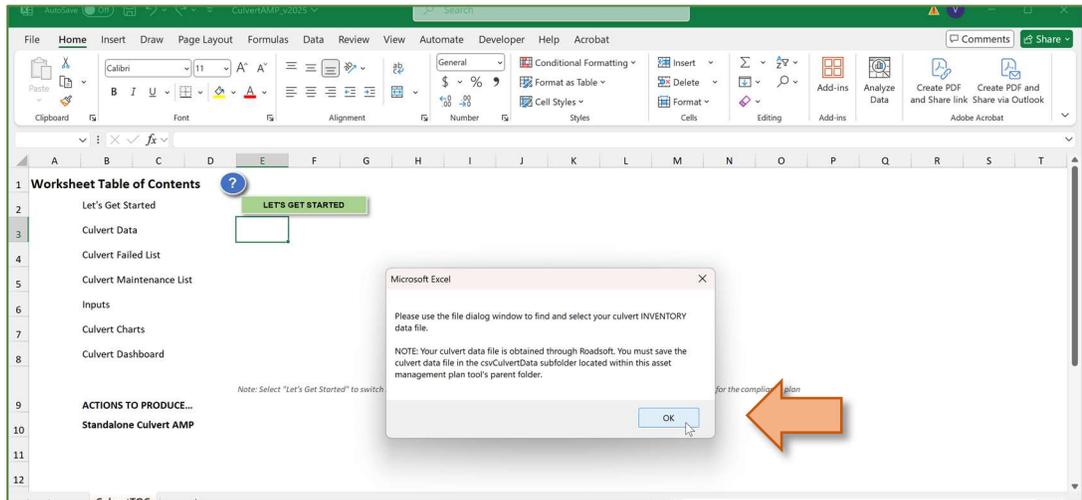
OR

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



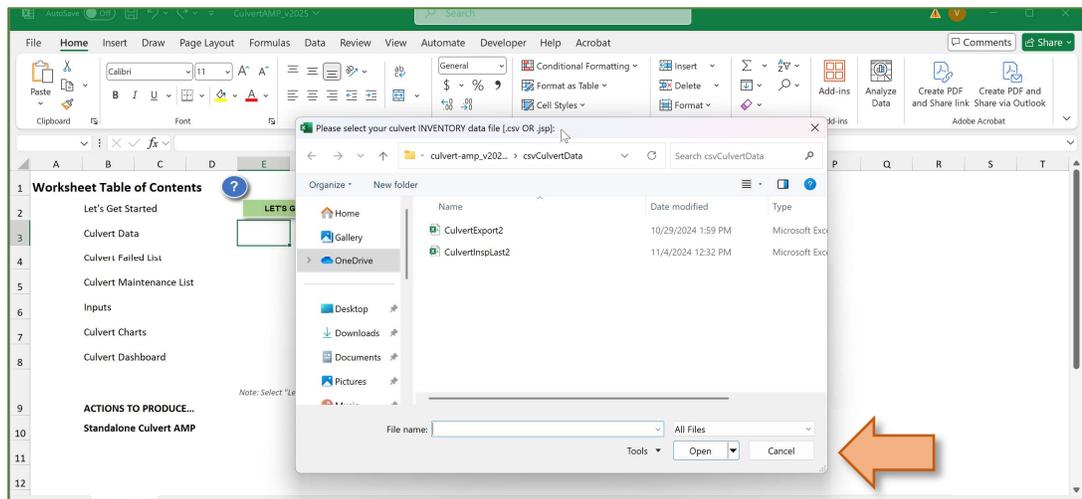
⇒ If you selected Yes, the *Please use the file dialog box to find and select your culvert INVENTORY data file* dialogue box will display (see figure below).

- 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).

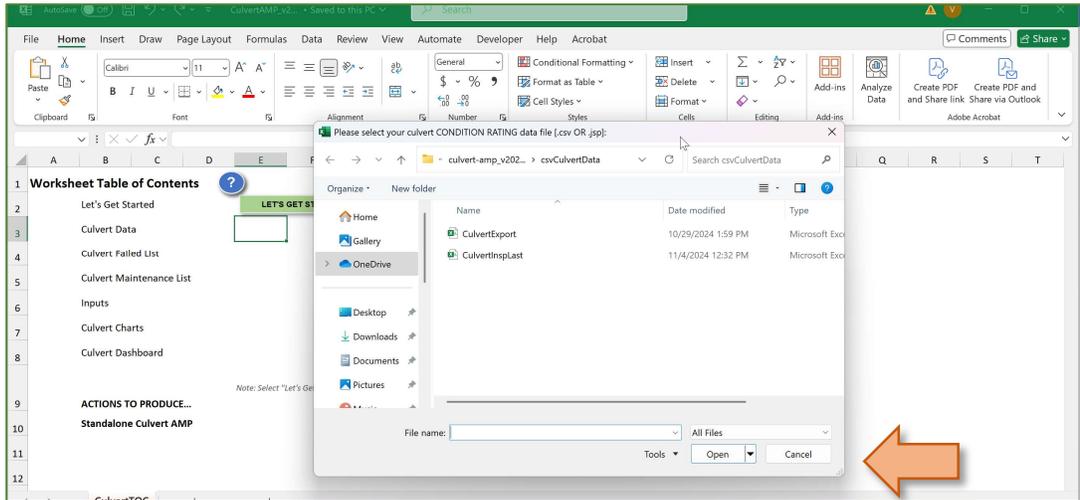


⇒ The *Please select your culvert INVENTORY data file [.csv OR .jsp]* dialogue box will display (see figure below).

- b. Select the file CulvertExport.csv file and select **Open** (see figure below).



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



c. Select the file *CulvertInspLast.csv* file and select **Open** (see figure below).

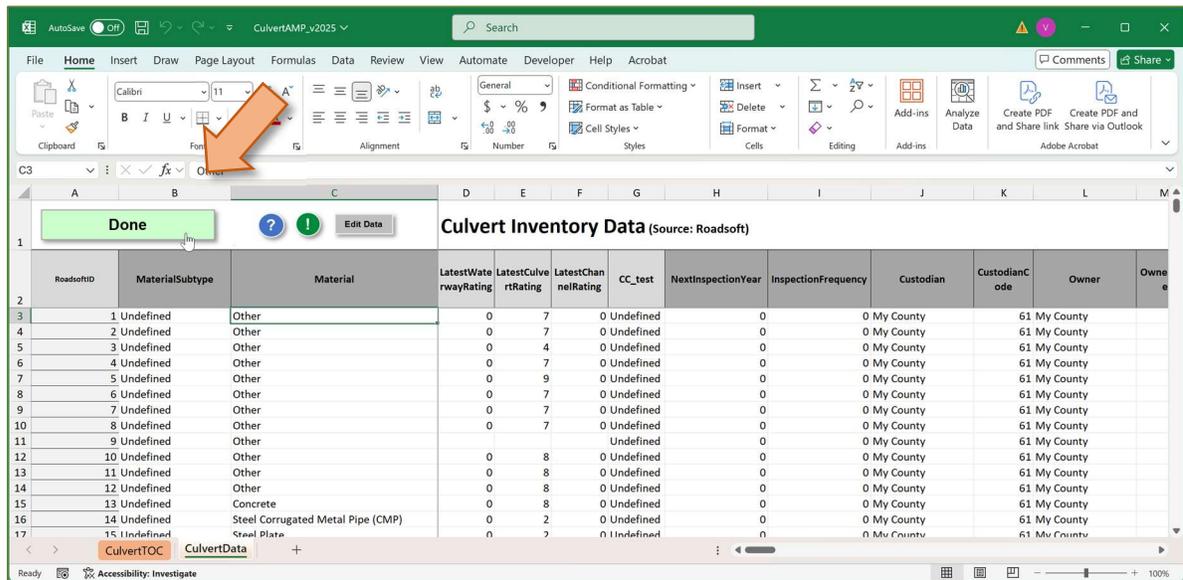
⇒ The *CulvertData* worksheet will display (see figure below).

RoadID	MaterialSubtype	Material	LatestWaterwayRating	LatestCulvertRating	LatestChannelRating	CC_test	NextInspectionYear	InspectionFrequency	Custodian	CustodianCode	Owner	OwnerCode
1	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
2	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
3	Undefined	Other	0	4	0	Undefined	0	0	My County	61	My County	
4	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
5	Undefined	Other	0	9	0	Undefined	0	0	My County	61	My County	
6	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
7	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
8	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
9	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
10	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
11	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
12	Undefined	Other	0	8	0	Undefined	0	0	My County	61	My County	
13	Undefined	Other	0	8	0	Undefined	0	0	My County	61	My County	
14	Undefined	Other	0	8	0	Undefined	0	0	My County	61	My County	
15	Undefined	Concrete	0	8	0	Undefined	0	0	My County	61	My County	
16	Undefined	Steel Corrugated Metal Pipe (CMP)	0	2	0	Undefined	0	0	My County	61	My County	
17	Undefined	Steel Plate	n	>	n	Undefined	n	n	My County	61	My County	

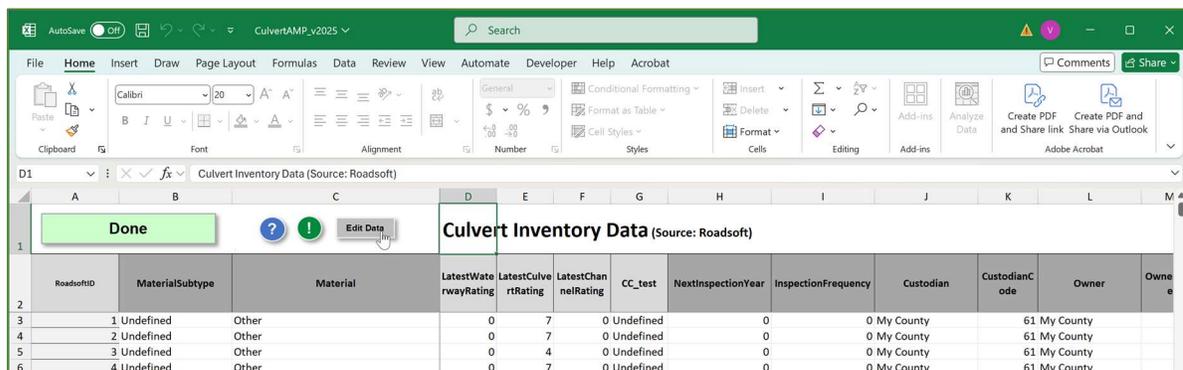
CulvertData Worksheets

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).



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).



Microsoft Excel - CulvertAMP_v2025

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data Create PDF and Share link via Outlook Adobe Acrobat

Culvert Inventory Data (Source: Roadsoft)

RoadsoftID	MaterialSubtype	Material	LatestWaterwayRating	LatestCulvertRating	LatestChannelRating	CC_test	NextInspectionYear	InspectionFrequency	Custodian	CustodianCode	Owner	OwnerCode
1	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
2	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
3	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
4	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
5	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
6	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
7	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
8	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
9	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
10	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
11	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
12	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
13	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
14	Undefined	Other	0	8	0	Undefined	0	0	My County	61	My County	
15	Undefined	Concrete	0	8	0	Undefined	0	0	My County	61	My County	
16	Undefined	Steel Corrugated Metal Pipe (CMP)	0	2	0	Undefined	0	0	My County	61	My County	
17	Undefined	Steel Plate	0	7	0	Undefined	0	0	My County	61	My County	

Microsoft Excel dialog: Do you need to reimport data? Select YES if you need to reimport a data set. Select NO if you just need to edit data on this sheet. [Yes] [No]

Microsoft Excel - CulvertAMP_v2025

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help Acrobat

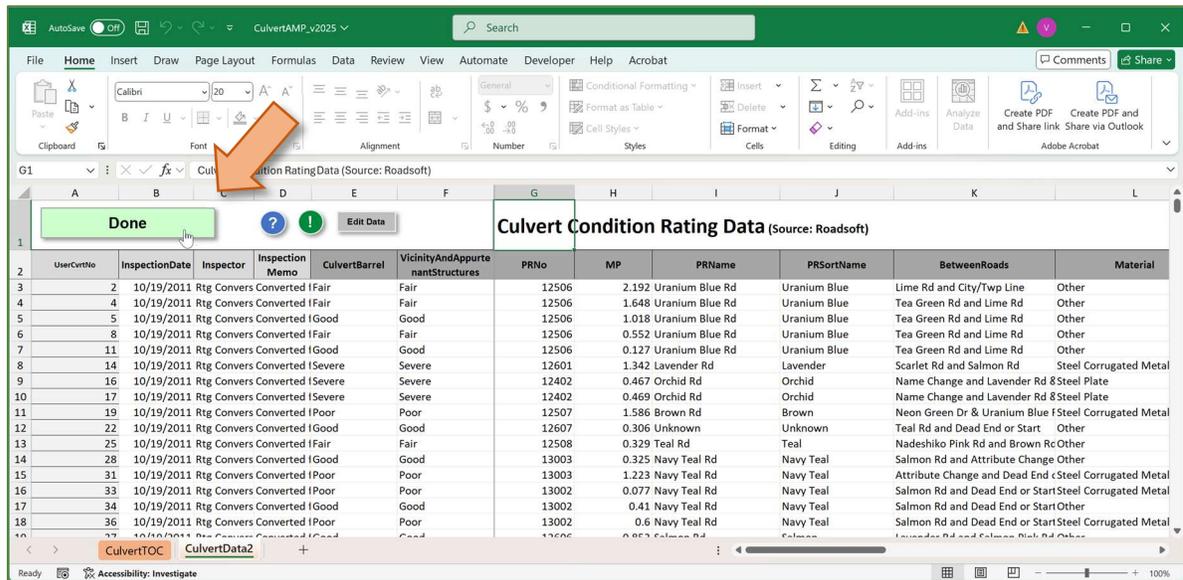
Clipboard Font Alignment Number Styles Cells Editing Add-ins Analyze Data Create PDF and Share link via Outlook Adobe Acrobat

Culvert Inventory Data (Source: Roadsoft)

RoadsoftID	MaterialSubtype	Material	LatestWaterwayRating	LatestCulvertRating	LatestChannelRating	CC_test	NextInspectionYear	InspectionFrequency	Custodian	CustodianCode	Owner	OwnerCode
1	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
2	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
3	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
4	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
5	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
6	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
7	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
8	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
9	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
10	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
11	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
12	Undefined	Other	0	7	0	Undefined	0	0	My County	61	My County	
13	Undefined	Other	0	8	0	Undefined	0	0	My County	61	My County	
14	Undefined	Other	0	8	0	Undefined	0	0	My County	61	My County	
15	Undefined	Concrete	0	8	0	Undefined	0	0	My County	61	My County	
16	Undefined	Steel Corrugated Metal Pipe (CMP)	0	2	0	Undefined	0	0	My County	61	My County	
17	Undefined	Steel Plate	0	7	0	Undefined	0	0	My County	61	My County	

Microsoft Excel dialog: This sheet is ready to edit. Select 'Edit Data' again to lock this sheet. [OK]

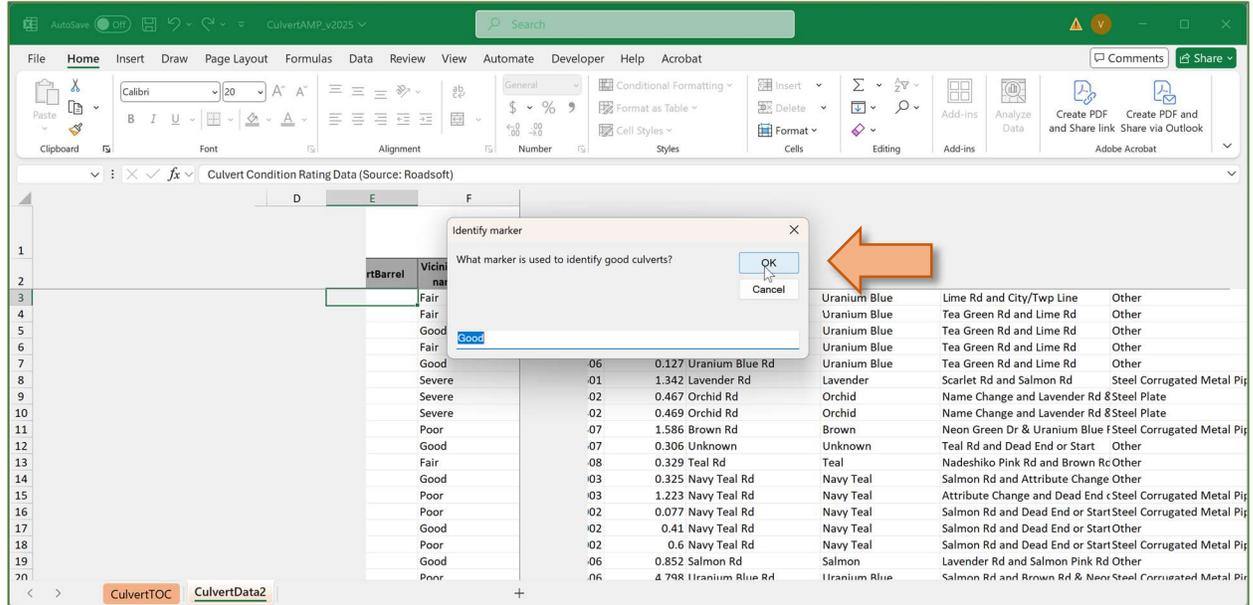
3. Select the **Done** button at the top of the Culvert Condition Rating Data worksheet (see figure below).



⇒ 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.

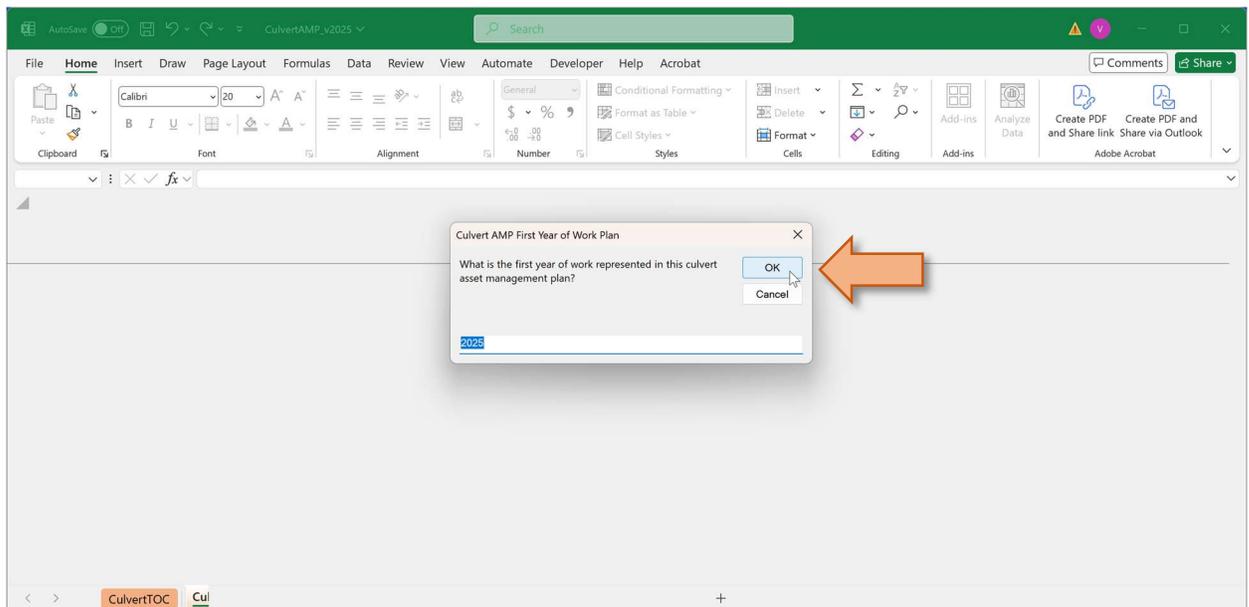
4. For each of the *Identify marker* dialogue boxes, select **OK** (see figure below).

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



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).



⇒ The *InputsMaintenance* worksheet will display.

Inputs Maintenance Worksheet

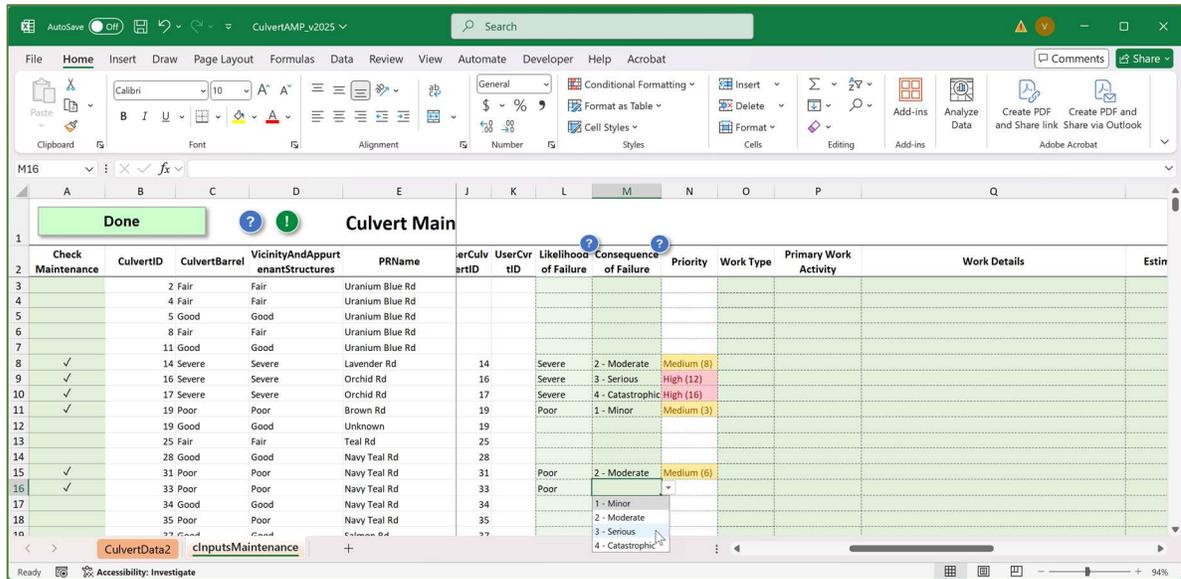
NOTE: The *Inputs Maintenance* worksheet requires your selection of the rated culverts, which are compiled into this list, that have maintenance work programmed and funded, have maintenance work planned with funding applied for, and need maintenance work but are neither programmed nor planned.

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	
	Check Maintenance	CulvertID	CulvertBarrel	VicinityAndAppurtenantStructures	PRName	Milepoint	BetweenRoads	Ownership	Material	UserCulvertID	UserCvrtID	Likelihood of Failure	Consequence of Failure	Price																							
		2	Fair	Fair	Uranium Blue Rd	2.192	Lime Rd and City/Twp Line		Other																												
		4	Fair	Fair	Uranium Blue Rd	1.648	Tea Green Rd and Lime Rd		Other																												
		5	Good	Good	Uranium Blue Rd	1.018	Tea Green Rd and Lime Rd		Other																												
		8	Fair	Fair	Uranium Blue Rd	0.552	Tea Green Rd and Lime Rd		Other																												
		11	Good	Good	Uranium Blue Rd	0.127	Tea Green Rd and Lime Rd		Other																												
	✓	14	Severe	Severe	Lavender Rd	1.342	Scarlet Rd and Salmon Rd	Red Twp	Steel Corrugated Metal Pip		14	Severe																									
		16	Severe	Severe	Orchid Rd	0.457	Name Change and Lavender Rd & Uranium Blue F Orange Twp		Steel Plate		16																										
		17	Severe	Severe	Orchid Rd	0.469	Name Change and Lavender Rd & Uranium Blue F Orange Twp		Steel Plate		17																										
		19	Poor	Poor	Brown Rd	1.586	Neon Green Dr & Uranium Blue Rd and Teal Rd	Red Twp	Steel Corrugated Metal Pip		19																										
		19	Good	Good	Unknown	0.306	Teal Rd and Dead End or Start	Red Twp	Other		19																										
		25	Fair	Fair	Teal Rd	0.329	Nadeshiko Pink Rd and Brown Rd	Red Twp	Other		25																										
		28	Good	Good	Navy Teal Rd	0.325	Salmon Rd and Attribute Change	Red Twp	Other		28																										
		31	Poor	Poor	Navy Teal Rd	1.223	Attribute Change and Dead End or Start	Red Twp	Steel Corrugated Metal Pip		31																										
		33	Poor	Poor	Navy Teal Rd	0.077	Salmon Rd and Dead End or Start	Red Twp	Steel Corrugated Metal Pip		33																										
		34	Good	Good	Navy Teal Rd	0.41	Salmon Rd and Dead End or Start	Red Twp	Other		34																										
		35	Poor	Poor	Navy Teal Rd	0.6	Salmon Rd and Dead End or Start	Red Twp	Steel Corrugated Metal Pip		35																										
		37	Good	Good	Salmon Rd	0.873	Neon Green Dr and Salmon Pink Rd	Red Twp	Other		37																										

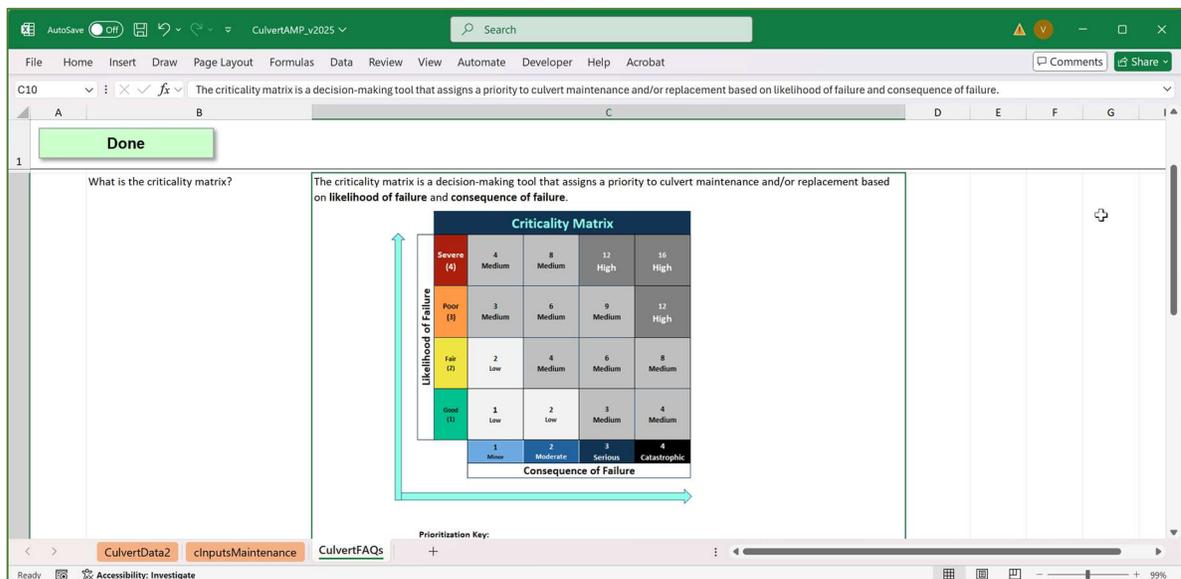
⇒ The *Likelihood of Failure* column will automatically populate (see figure above).

2. Select the Consequence of Failure using the dropdown list (see figure below).

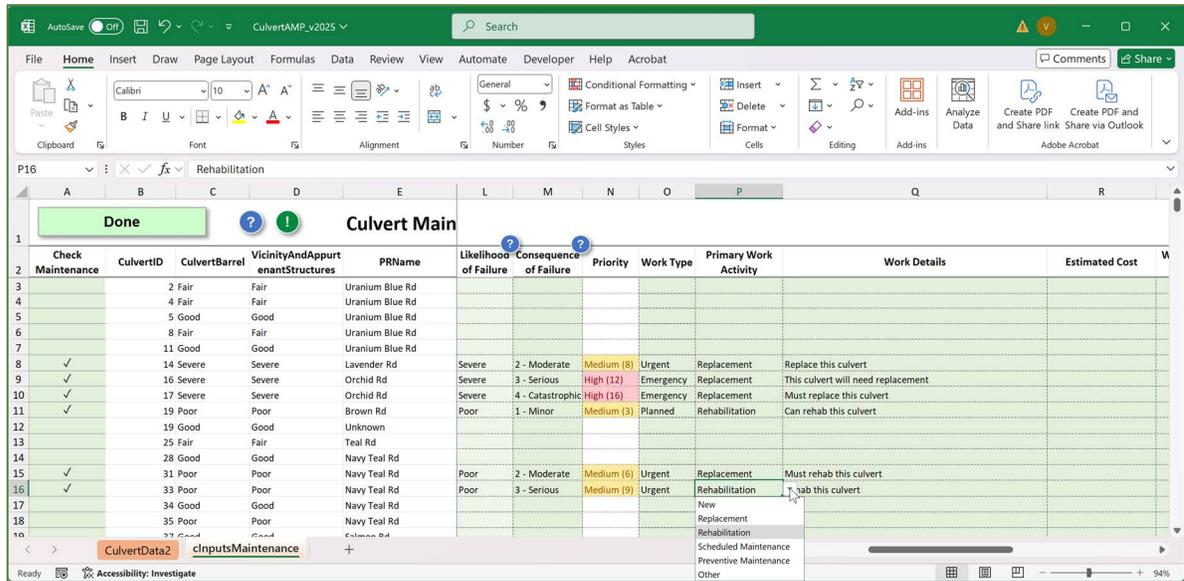


⇒ The *Priority* column will automatically populate (see figure above).

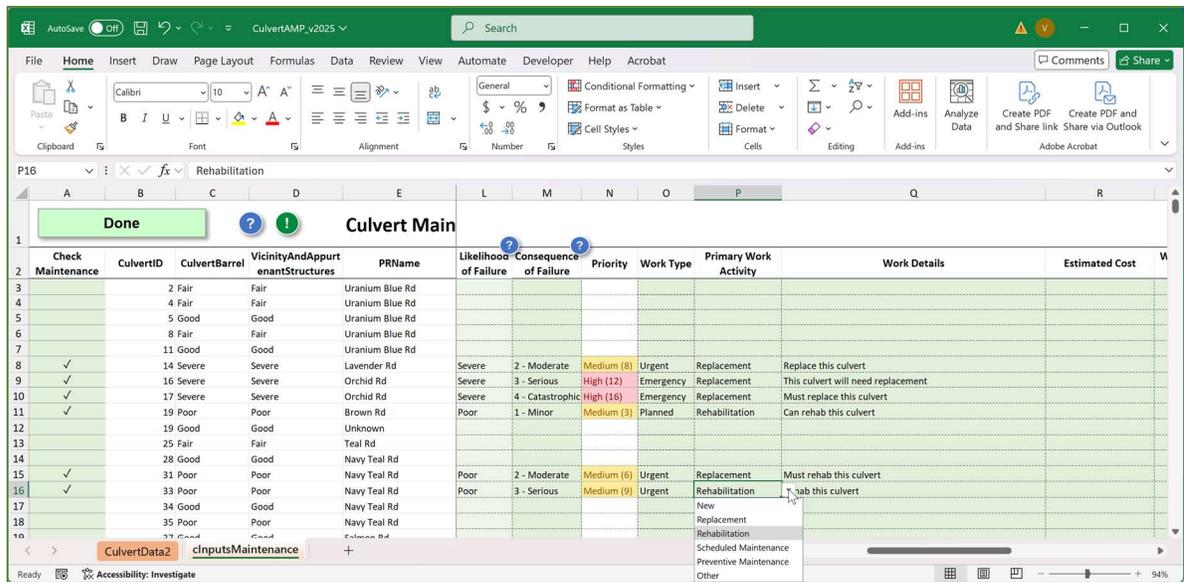
NOTE: The *Priority* ranking is determined using the Criticality Matrix. To learn more about the Criticality Matrix, select any instance of a blue question mark  to be taken to the *CulvertFAQs* sheet (see figure below). Select **Done** on the *CulvertFAQs* sheet to return to the previous sheet.



3. Select Work Type from the dropdown list.



4. Select *Primary Work Activity* from the dropdown list (see figure below).



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).

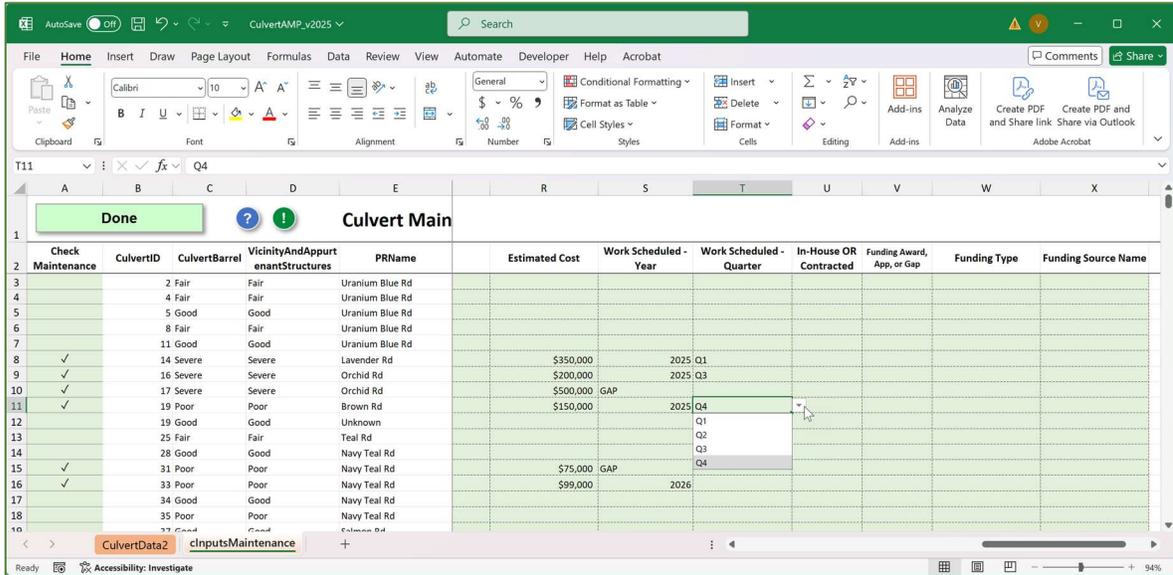
Check Maintenance	CulvertID	CulvertBarrel	VicinityAndAppurtenantStructures	PRName	Likelihood of Failure	Consequence of Failure	Priority	Work Type	Primary Work Activity	Work Details	Estimated Cost
	2	Fair	Fair	Uranium Blue Rd							
	4	Fair	Fair	Uranium Blue Rd							
	5	Good	Good	Uranium Blue Rd							
	8	Fair	Fair	Uranium Blue Rd							
	11	Good	Good	Uranium Blue Rd							
✓	14	Severe	Severe	Lavender Rd	Severe	2 - Moderate	Medium (8)	Urgent	Replacement	Replace this culvert	\$350,000
✓	16	Severe	Severe	Orchid Rd	Severe	3 - Serious	High (12)	Emergency	Replacement	This culvert will need replacement	\$200,000
✓	17	Severe	Severe	Orchid Rd	Severe	4 - Catastrophic	High (16)	Emergency	Replacement	Must replace this culvert	\$500,000
✓	19	Poor	Poor	Brown Rd	Poor	1 - Minor	Medium (3)	Planned	Rehabilitation	Can rehab this culvert	\$150,000
	19	Good	Good	Unknown							
	25	Fair	Fair	Teal Rd							
	28	Good	Good	Navy Teal Rd							
✓	31	Poor	Poor	Navy Teal Rd	Poor	2 - Moderate	Medium (6)	Urgent	Replacement	Must rehab this culvert	\$75,000
✓	33	Poor	Poor	Navy Teal Rd	Poor	3 - Serious	Medium (9)	Urgent	Rehabilitation	Rehab this culvert	\$99,000
	34	Good	Good	Navy Teal Rd							
	35	Poor	Poor	Navy Teal Rd							

- 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).

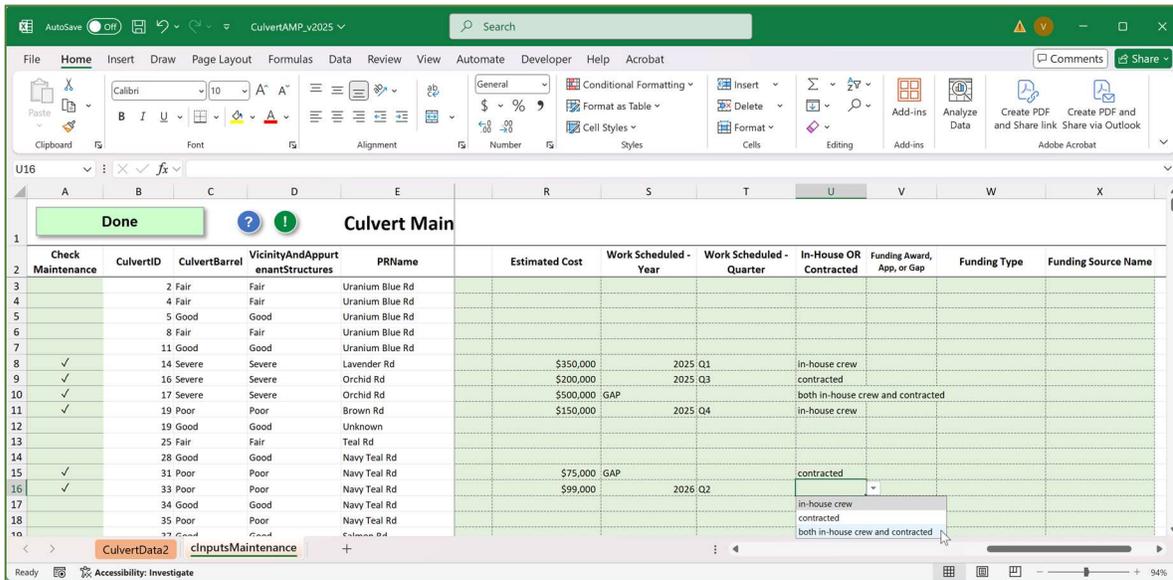
NOTE: In most cases, the current year should be selected. If an agency programs (with funding) or plans (with funding applied for) culvert maintenance projects more than a year in advance, a subsequent year may be selected. If a culvert maintenance project is necessary but has not been programmed or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

Check Maintenance	CulvertID	CulvertBarrel	VicinityAndAppurtenantStructures	PRName	Estimated Cost	Work Scheduled - Year	Work Scheduled - Quarter	In-House OR Contracted	Funding Award, App, or Gap	Funding Type	Funding Source Name
	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							
✓	14	Severe	Severe	Lavender Rd	\$350,000	2025					
✓	16	Severe	Severe	Orchid Rd	\$200,000	2025					
✓	17	Severe	Severe	Orchid Rd	\$500,000	GAP					
✓	19	Poor	Poor	Brown Rd	\$150,000	2025					
	19	Good	Good	Unknown							
	25	Fair	Fair	Teal Rd							
	28	Good	Good	Navy Teal Rd							
✓	31	Poor	Poor	Navy Teal Rd	\$75,000	GAP					
✓	33	Poor	Poor	Navy Teal Rd	\$99,000	2025					
	34	Good	Good	Navy Teal Rd							
	35	Poor	Poor	Navy Teal Rd							

- 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).



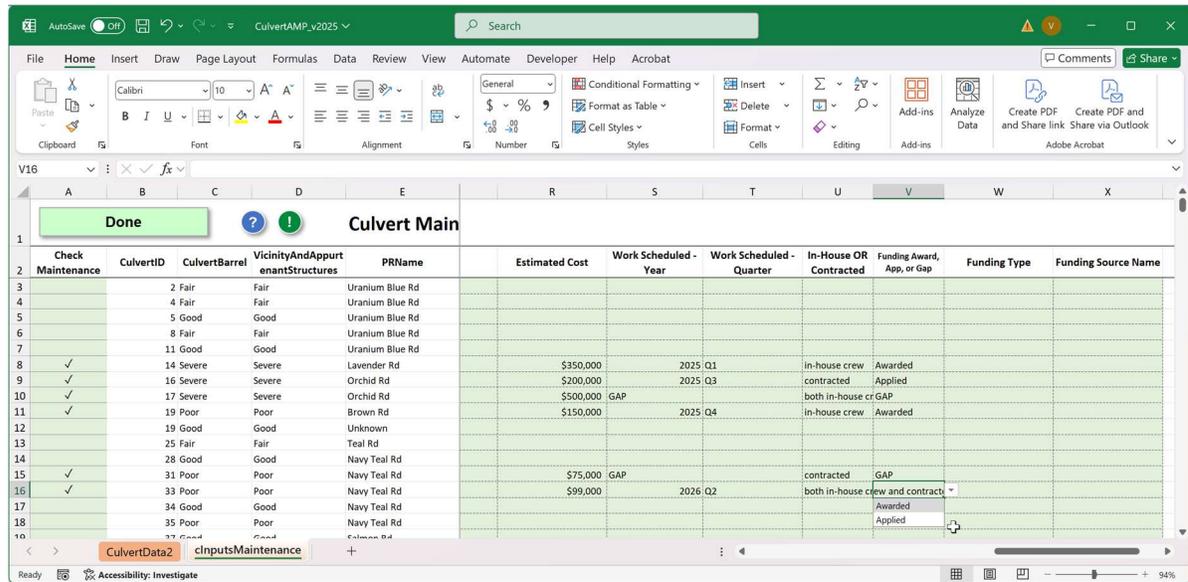
- Select whether the work is in-house and/or contracted from the dropdown list in the *In-House OR Contracted* column (see figure below).



- 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).

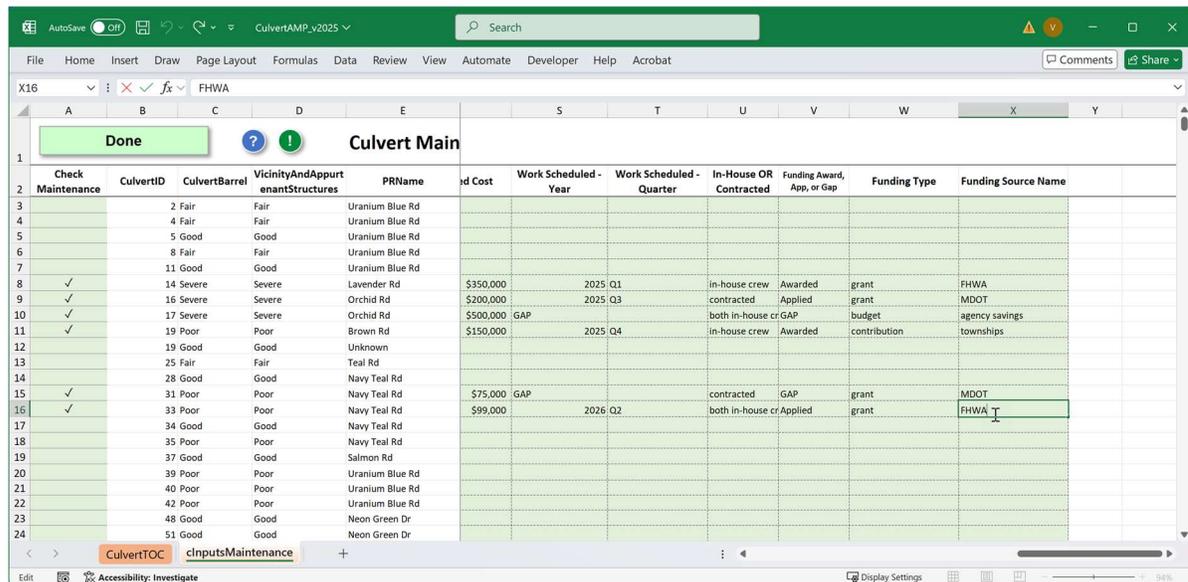
NOTE: If a year has been selected in the *Work Scheduled – Year* column, the dropdown list will have the options “Awarded” and “Applied” (see figure below). However, if “GAP” has been selected in

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



11. Fill in the *Funding Type* column (see figure below).

12. Fill in the *Funding Source Name* column (see figure below).



13. Select **Done**.

⇒ You will be directed to the *cInputs1* worksheet.

Inputs1 Worksheet

NOTE: The *Inputs1* 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%.

The screenshot shows an Excel spreadsheet with the following content:

Update your Dashboard using Table 1.
To update your dashboard, two fields need to be completed (Box A and B). These cells are green.

(1) ENTER your preferred target percentage of culverts to be rated GOOD and FAIR in Box A. The default target is set at 95%.

(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 cell).

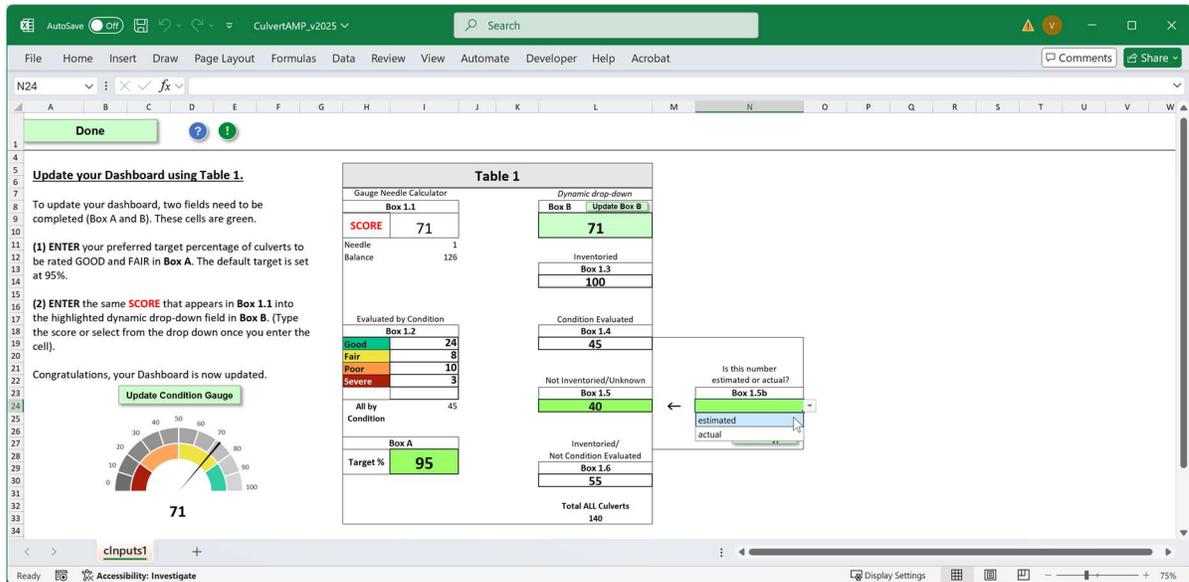
Congratulations, your Dashboard is now updated.

Table 1

Gauge Needle Calculator		Dynamic drop-down	
Box 1.1	SCORE 71	Box B	Update Box B 71
Needle	1	Inventoried	Box 1.3 100
Balance	126	Not Inventoried/Unknown	Box 1.5
Evaluated by Condition		Condition Evaluated	
Box 1.2		Box 1.4	
Good	24	45	
Fair	8		
Poor	10		
Severe	3		
All by Condition	45	Is this number estimated or actual? Box 1.5b Select from the drop-down list Culvert Types	
Box A		Inventoried/Not Condition Evaluated	
Target %	95	Box 1.6 55	
		Total ALL Culverts 100	

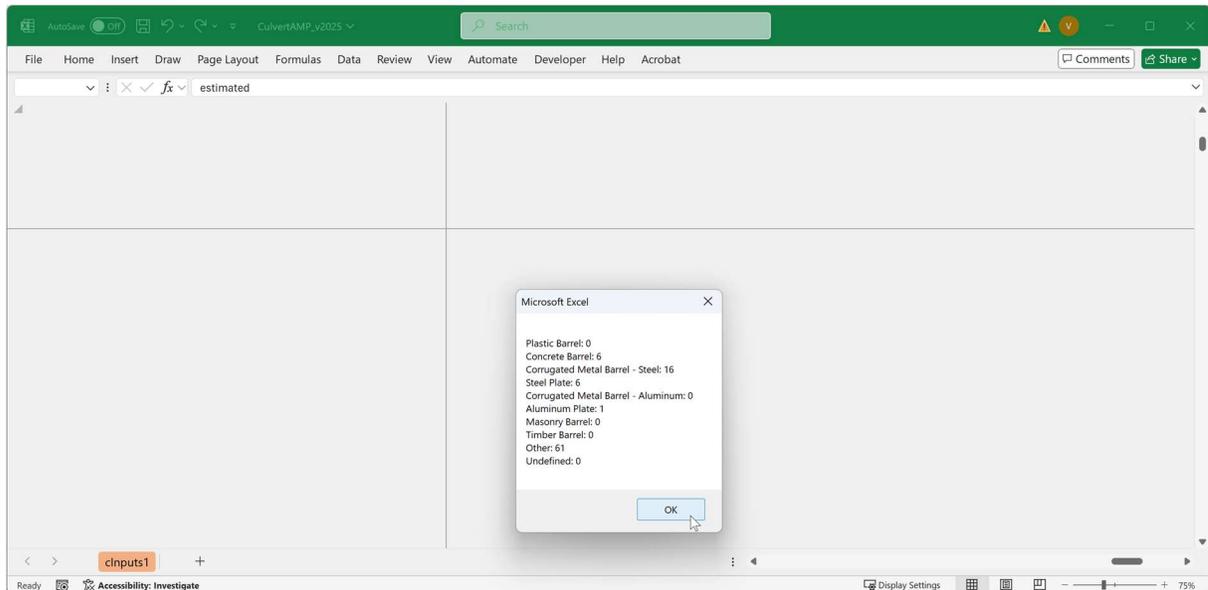
The spreadsheet also shows a gauge with a needle pointing to 71 and a 'Done' button at the top left.

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).



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).



5. Select **Done**.

⇒ 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.

Table 2	
Box A. Agency Name	My County Road Commission
Box B. Agency Abbreviation	My CRC
Box C. Culvert Contact Name (First Last)	John Smith
Box D. Culvert Contact Mailing Address	Street Address: 1000 Main Street City: MiCity State: MI Zip Code: 49000
Box E. Culvert Contact Phone	906-000-0000
Box F. Culvert Contact Email	jsmith@

This culvert asset management plan will be published in... 2025 (Enter year)

This culvert asset management plan will be updated every... three years.

This culvert asset management plan can be found on our website, here: ctt.mtu.eu (Enter webpage)

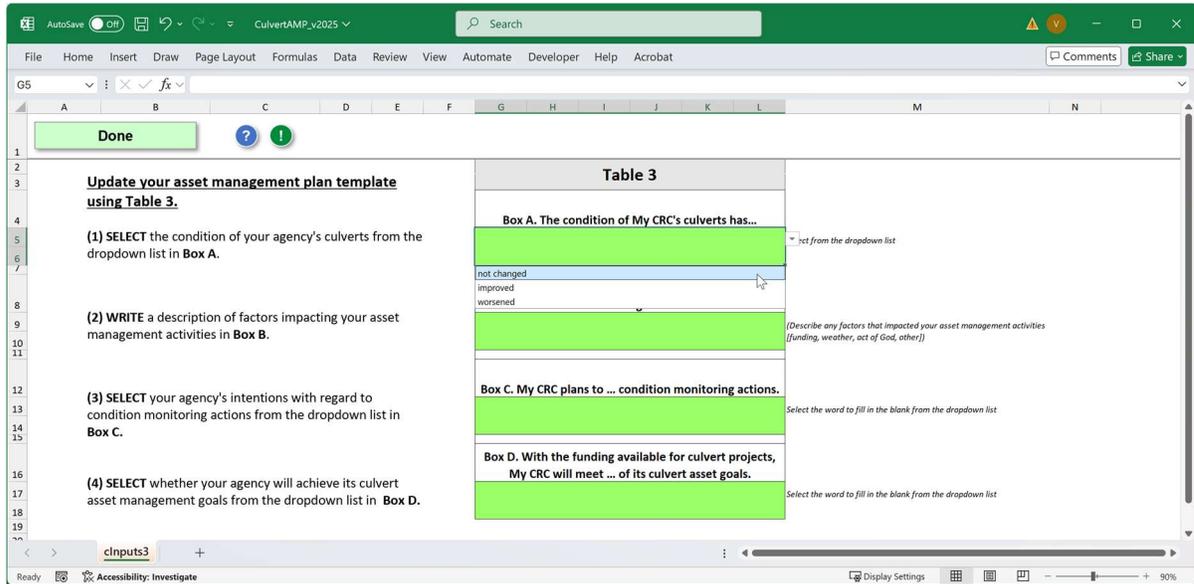
NOTE: The publication year box should be prefilled with a year that was entered when completing the CulvertData worksheets (see step 6).

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.

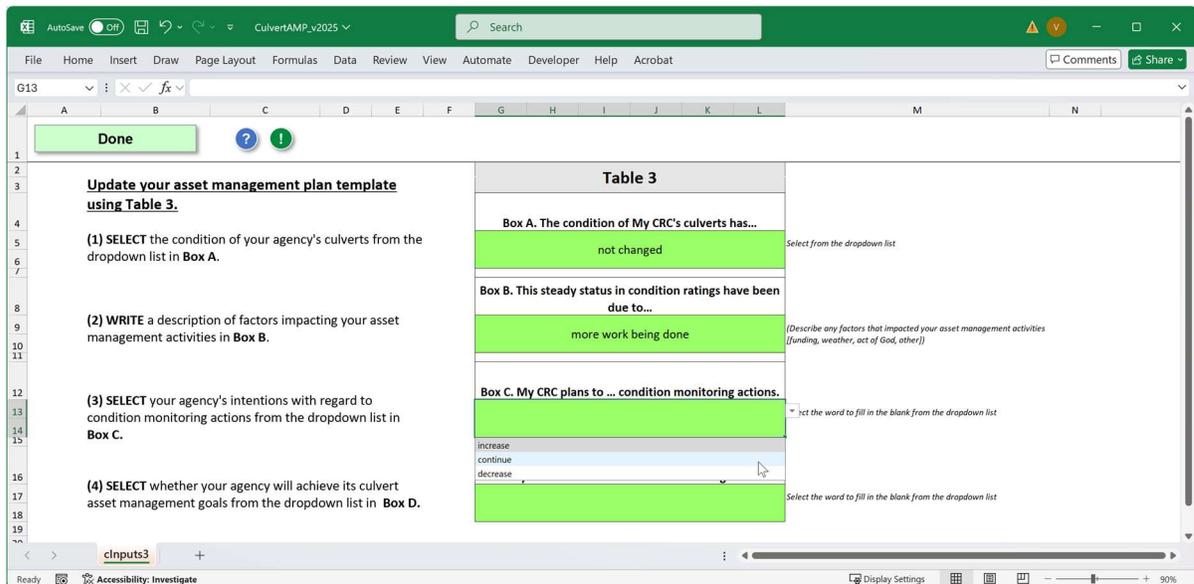
clnputs3 Worksheet

NOTE: The *clnputs3* 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).

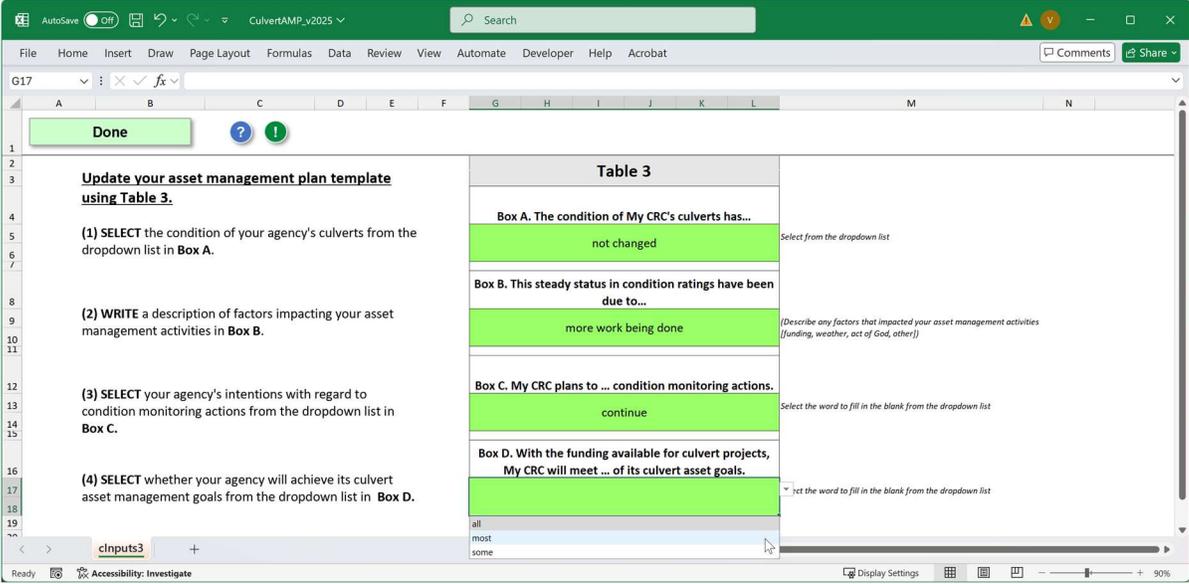


2. Fill in a description of factors impacting your asset management activities in Box B (see figure below).



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).



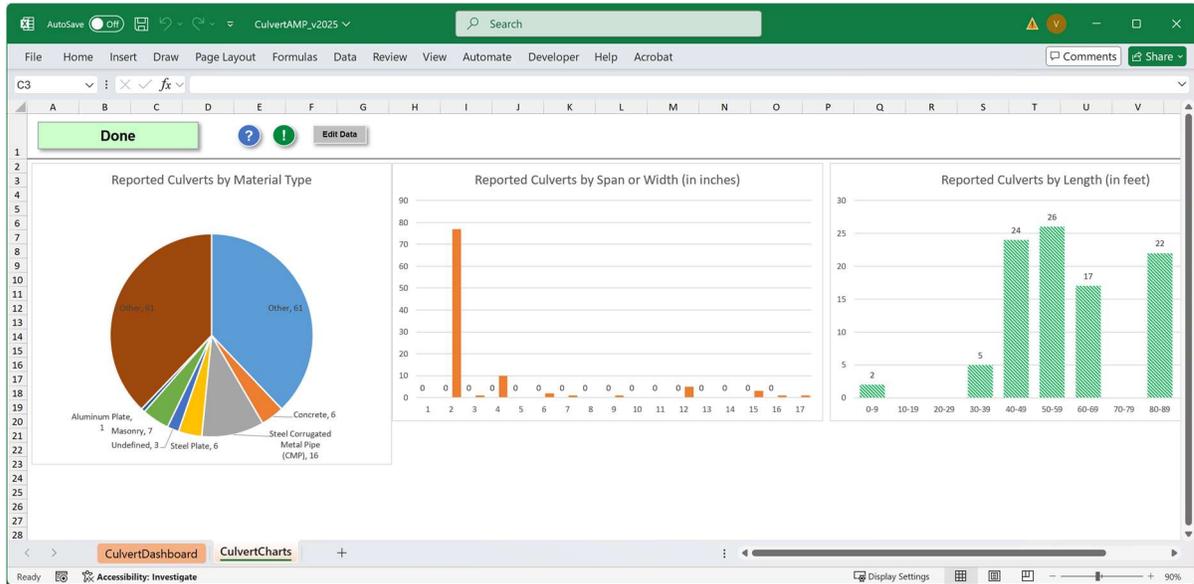
NOTE: Any changes that are needed for the data presented in the culvert dashboard must be made in the *CulvertData* worksheets and the *Inputs1* worksheet.

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).

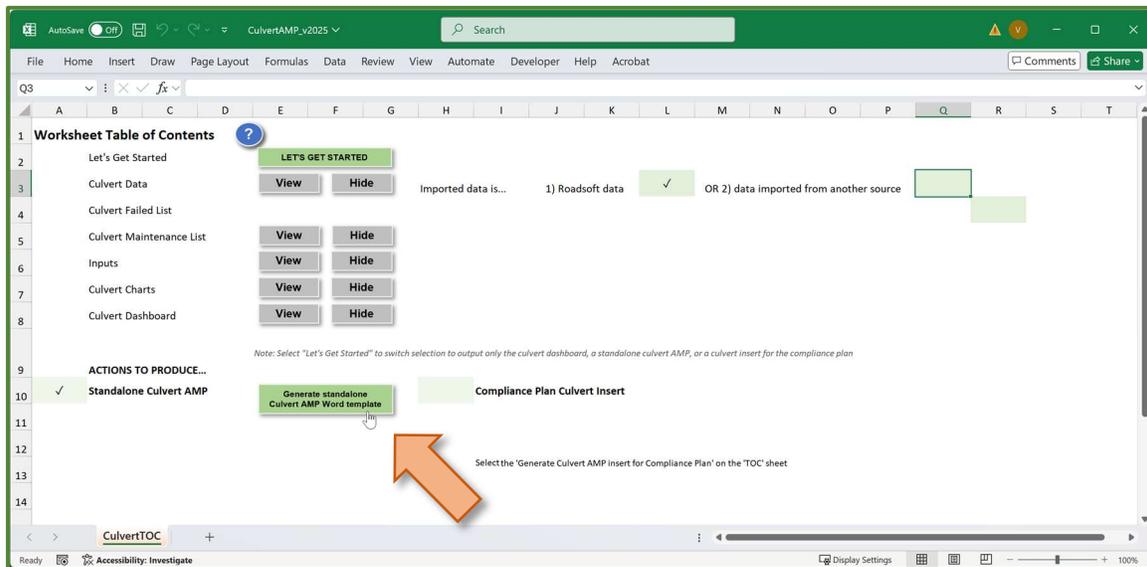
⇒ You will be directed to the *CulvertTOC* worksheet.

CulvertTOC Worksheet

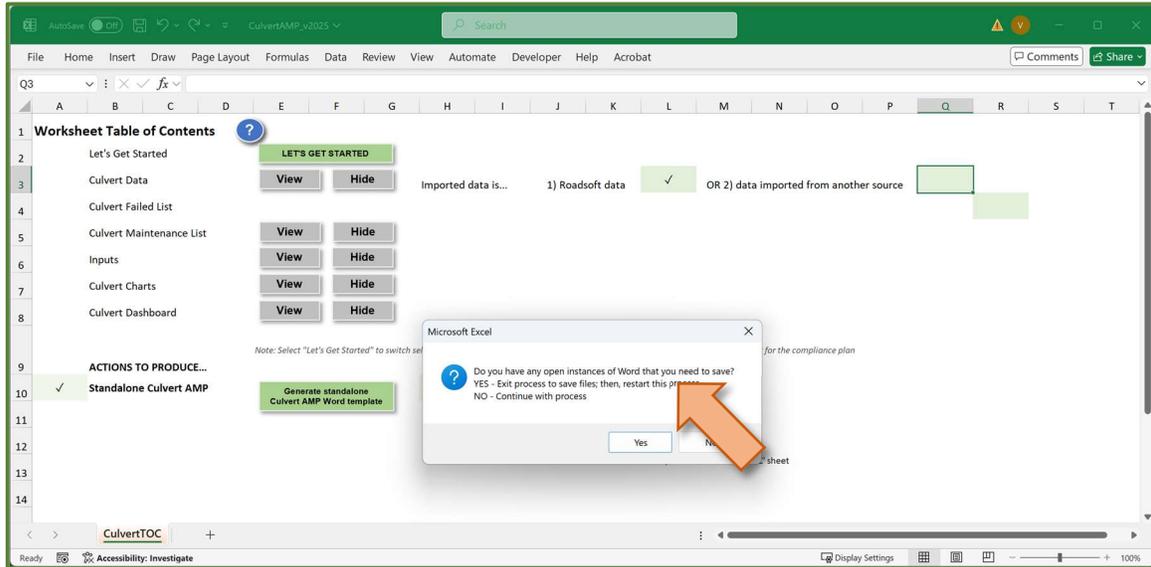
NOTE: The *CulvertTOC* worksheet serves as an access point to the various worksheets in your workbook, and becomes available for viewing once finished with the Instructions worksheet. Where options exist, check boxes will indicate selections made by the user; these selections can be changed here. The 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).



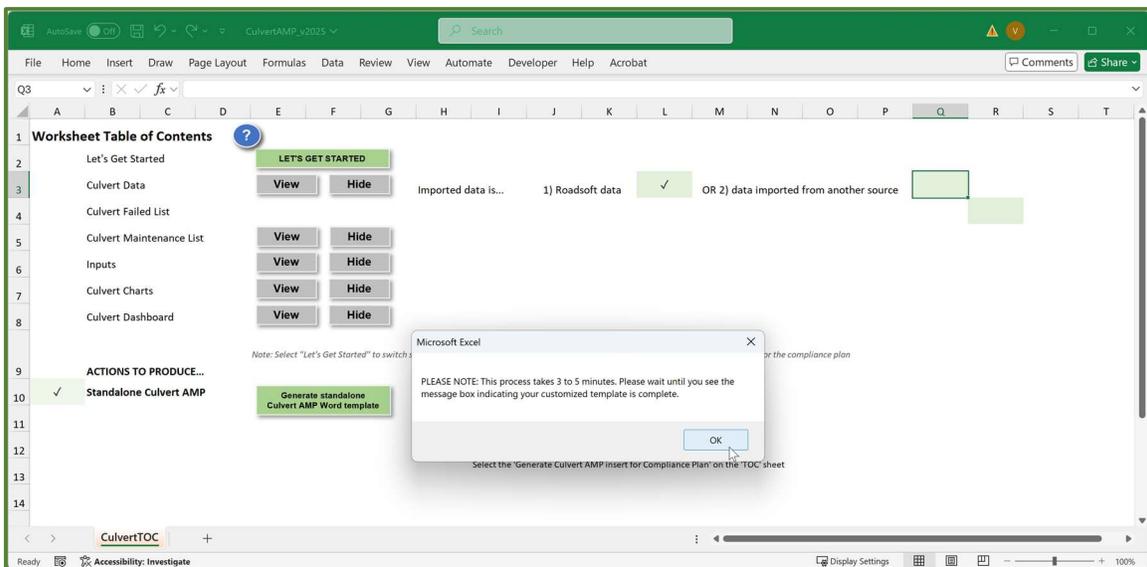
⇒ The *Do you have any open instances of Word...* dialogue box will display (see figure below).



2. Select **Yes** or **No** (see figure above).

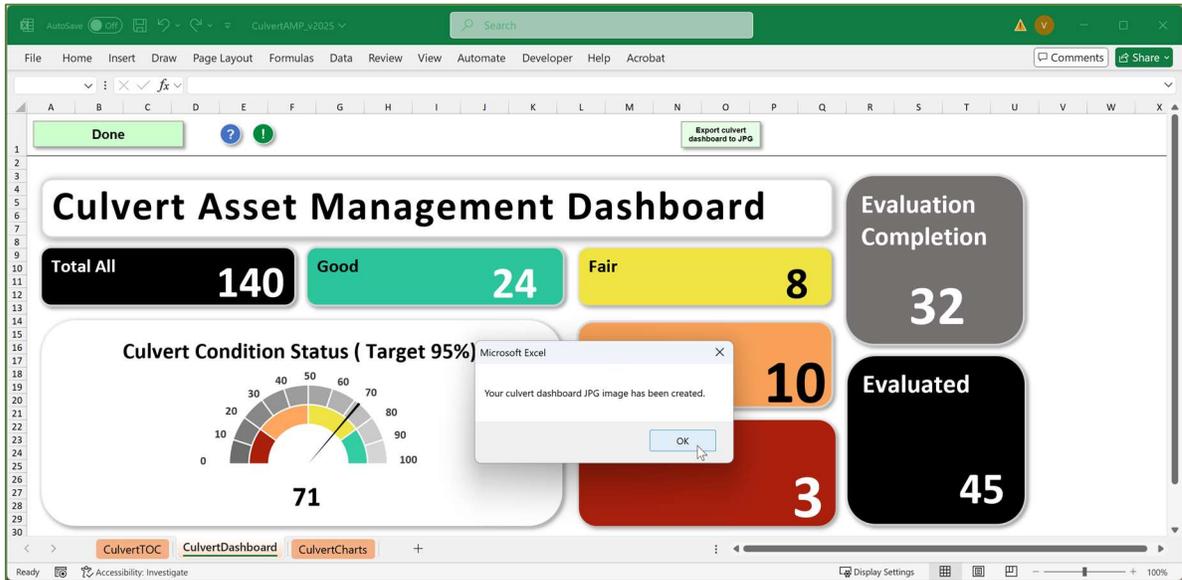
⇒ If **YES**: The process will end, and you will now be able to save and close any open instances of Microsoft Word.

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

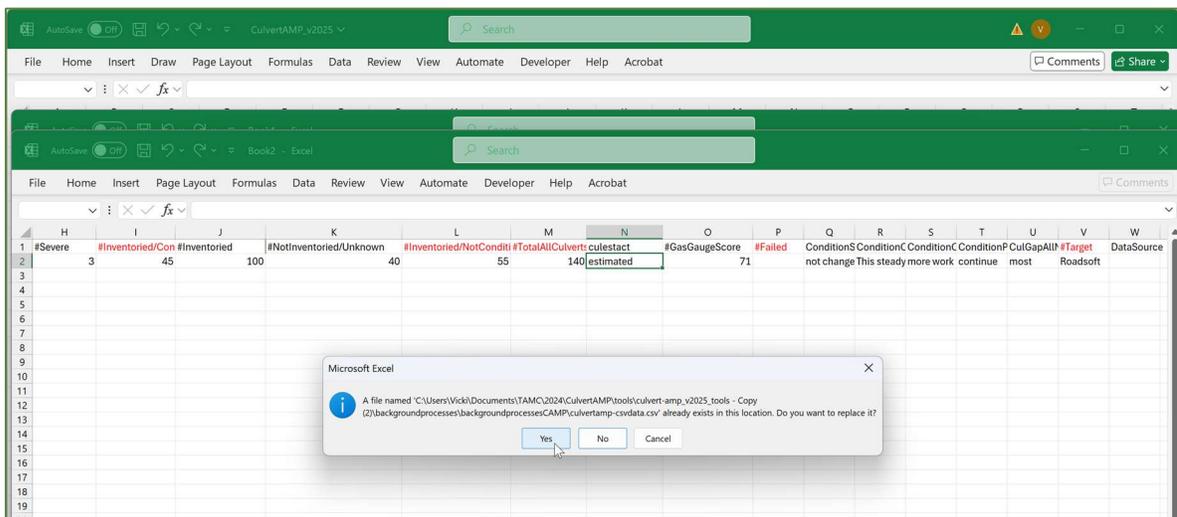


3. Select **OK** (see figure above).

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

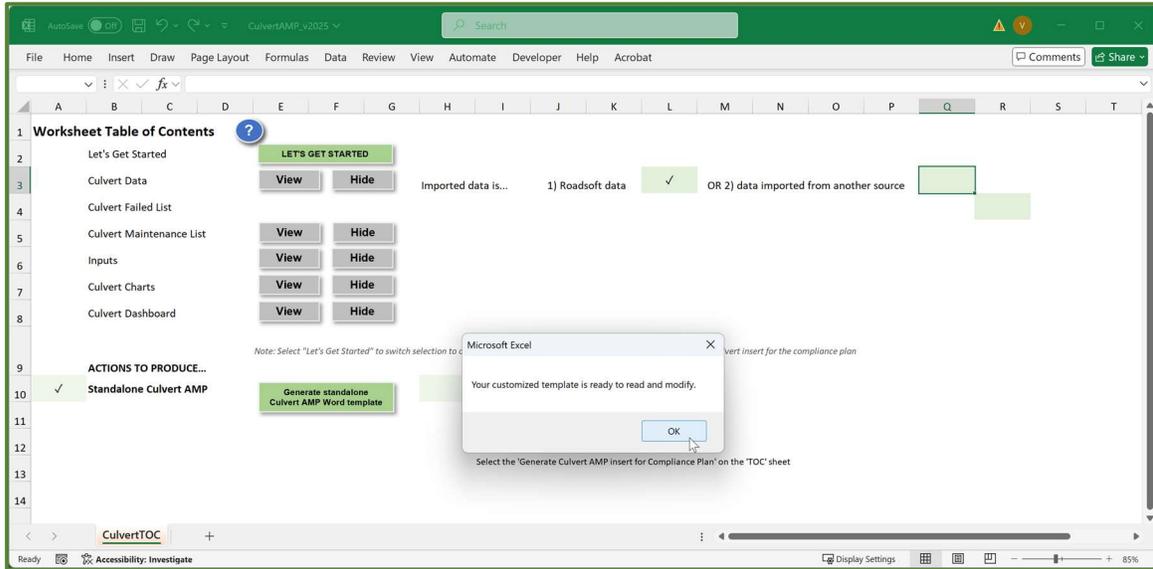


NOTE: If this is not your first time generating a culvert AMP using the tool, you may receive the prompt “A file named ‘C:\Users\...\culvertamp-csvdata.csv’ already exists in this location. Do you want to replace it?”. Select **Yes** if you have updated your data since the last time you generated a culvert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



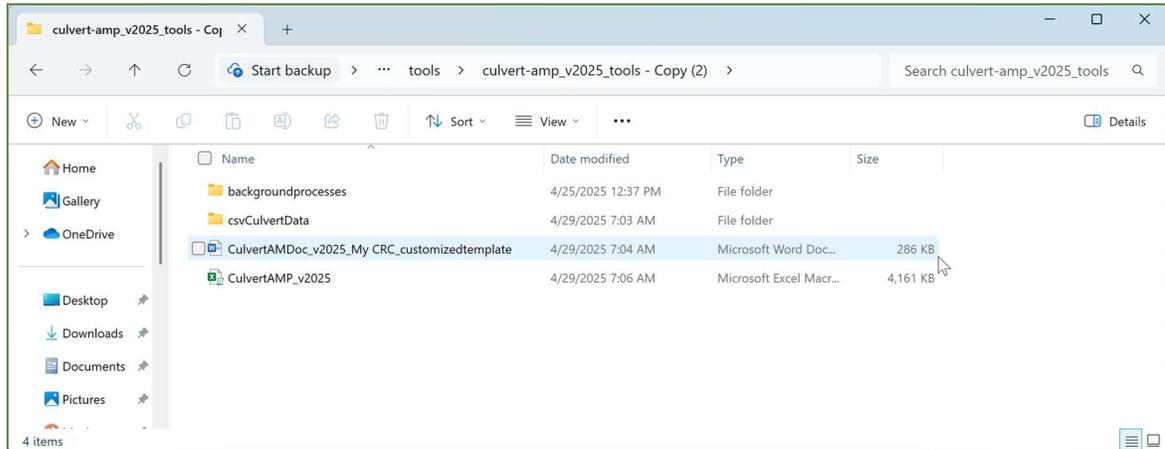
4. Select **OK** in the *Your culvert dashboard JPG image has been created* dialogue box (see figure in step result above).

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



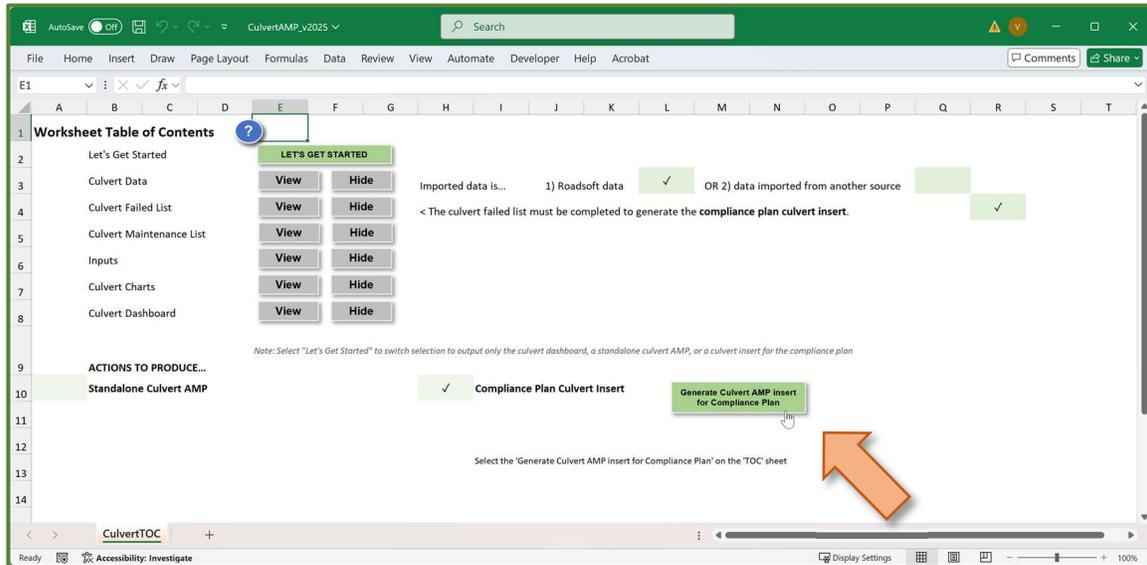
5. Select **OK**.

⇒ 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.

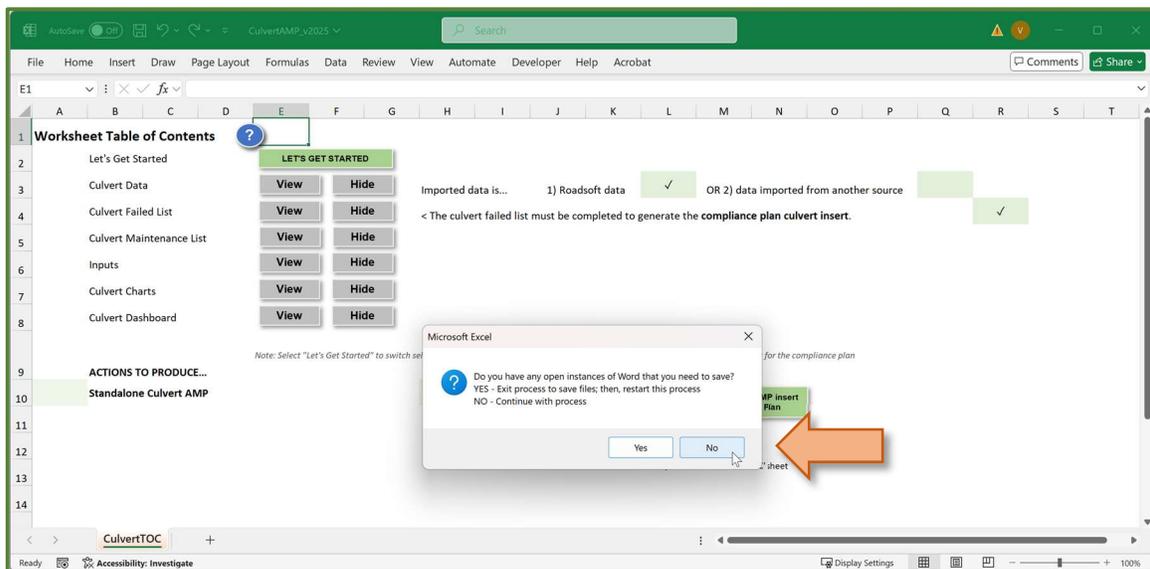


Build a Compliance Plan Culvert Insert

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



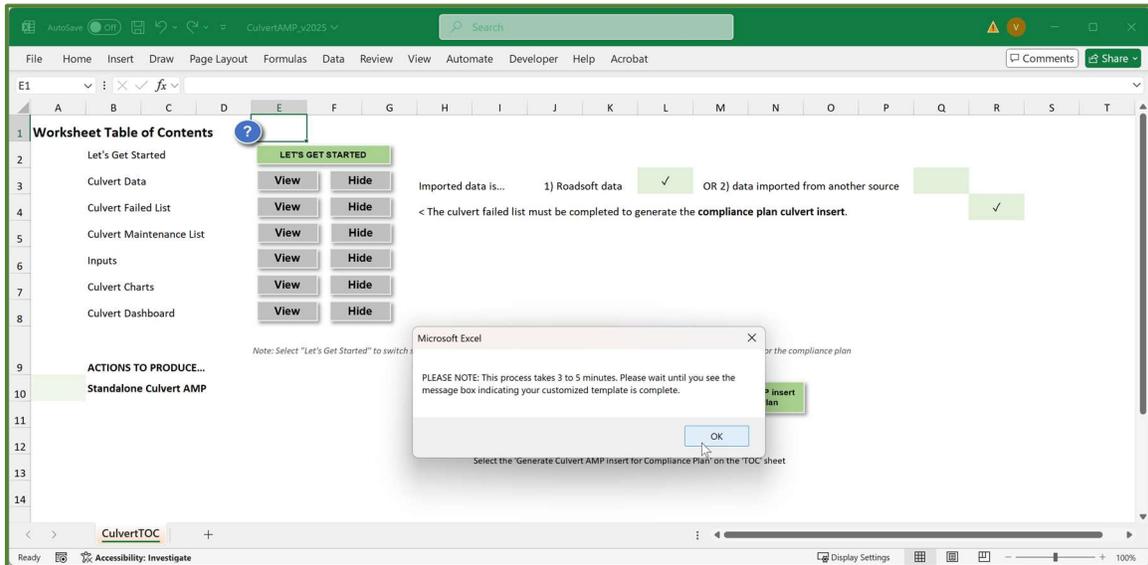
- ⇒ The *Do you have any open instances of Word...* dialogue box will display (see figure below).



2. Select **Yes** or **No** (see figure above).

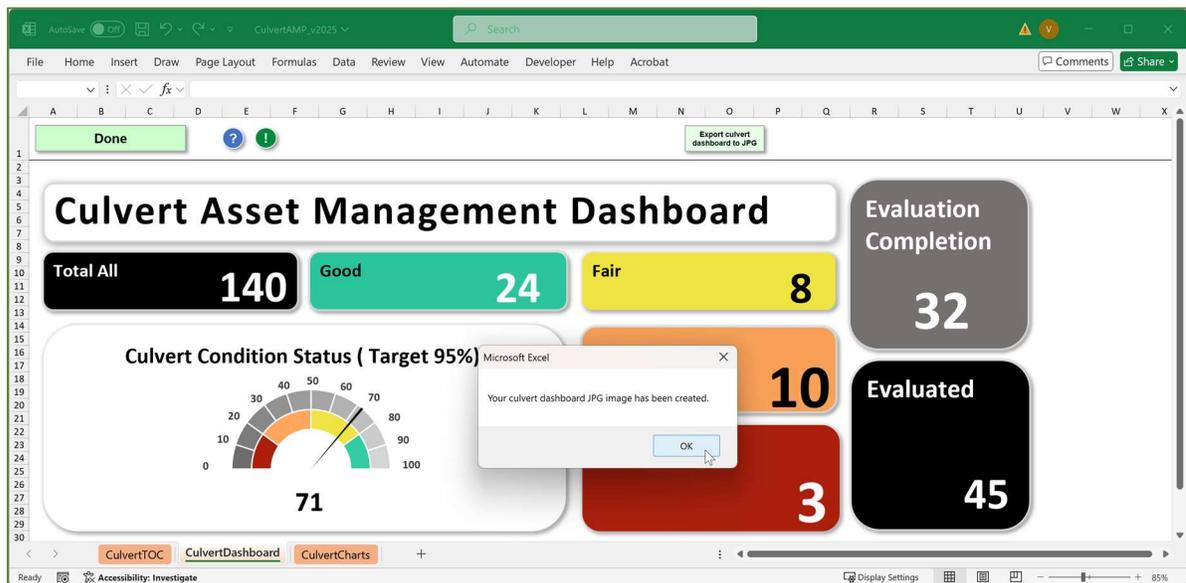
- ⇒ If **YES**: The process will end, and you will now be able to save and close any open instances of Microsoft Word.

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



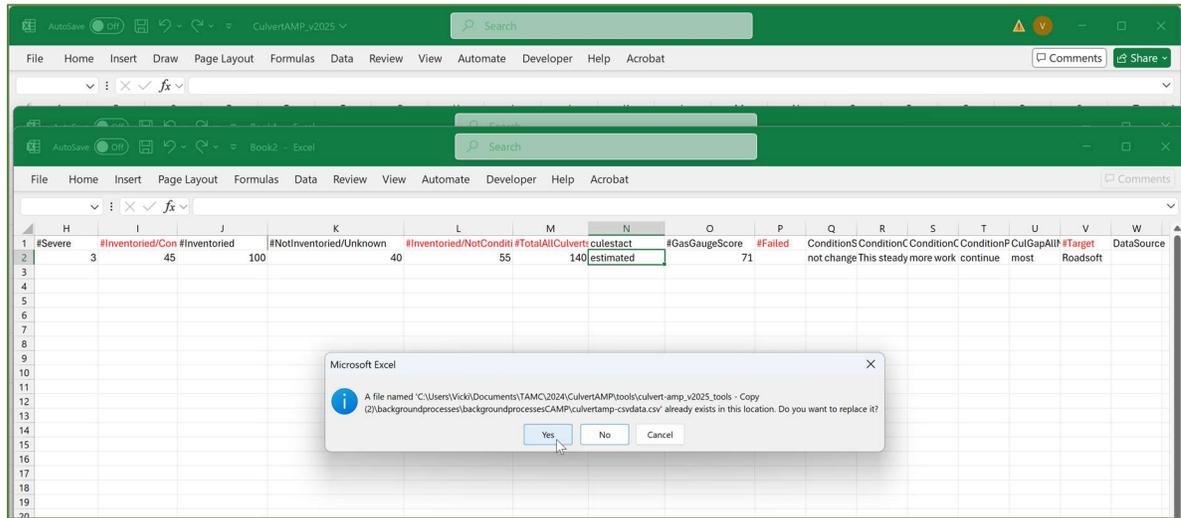
3. Select **OK** (see figure above).

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



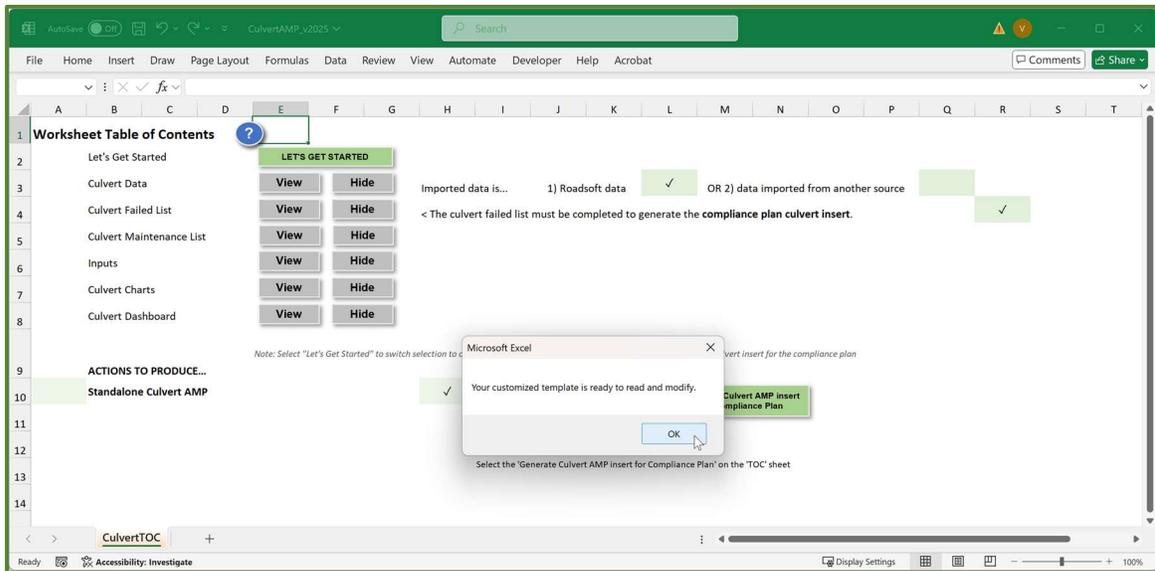
NOTE: If this is not your first time generating a culvert AMP using the tool, you may receive the prompt “A file named ‘C:\Users\...\culvertap-csvdata.csv’ already exists in this location. Do you want to replace it?”. Select **Yes** if you have updated your data since the last time you generated a

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



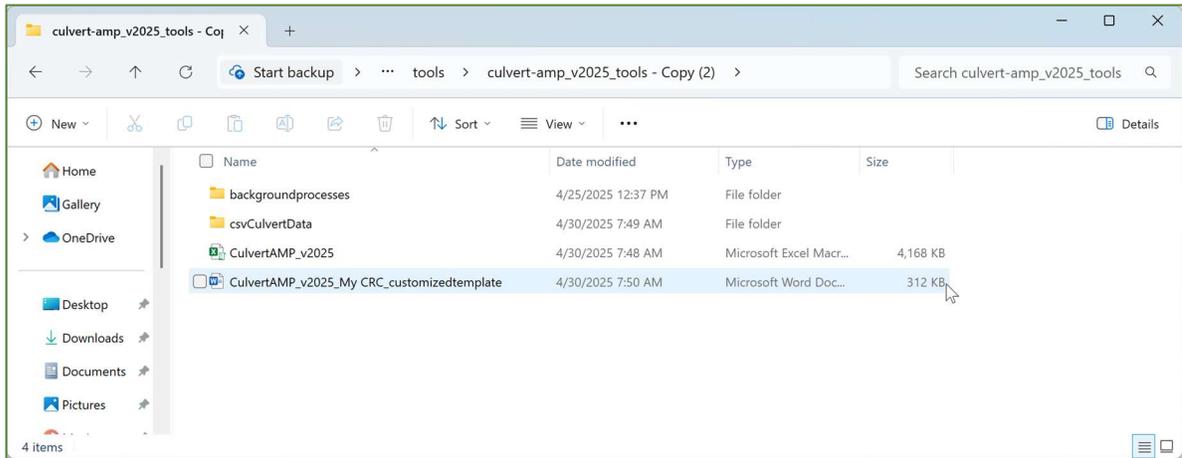
4. Select OK in the *Your culvert dashboard JPG image has been created* dialogue box (see figure in step result above).

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



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.



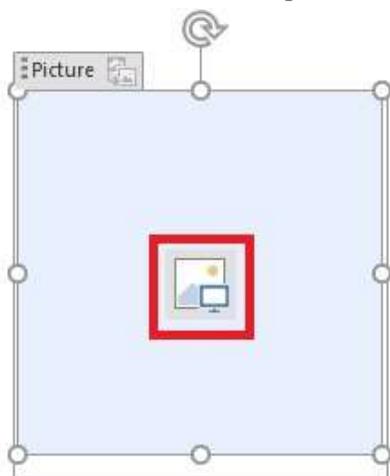
Reviewing and modifying the customized Word template

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.

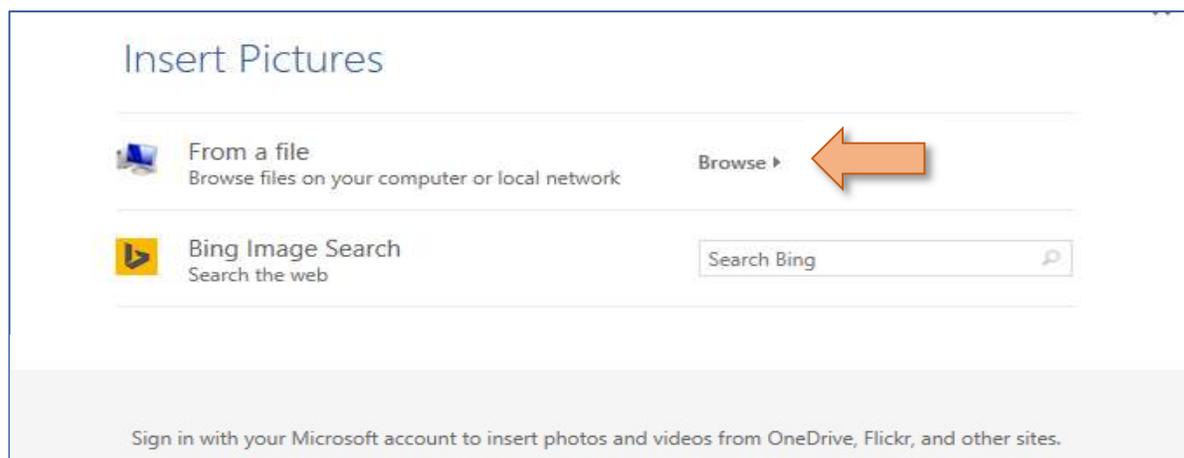
To insert the logo into a Picture placeholder:

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.

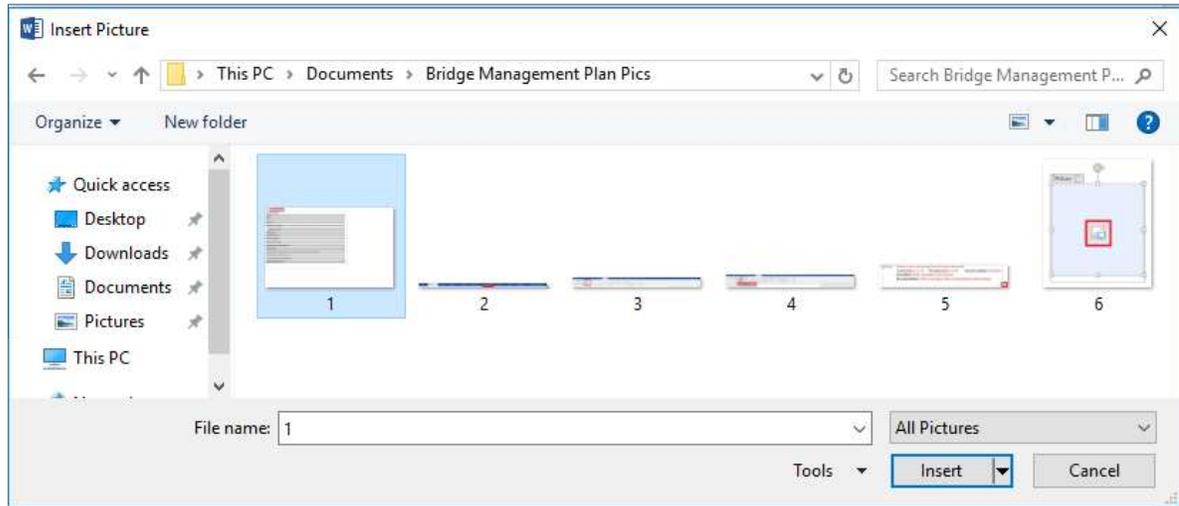


⇒ The *Insert Pictures* dialogue box will display (see figure below).

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



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



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

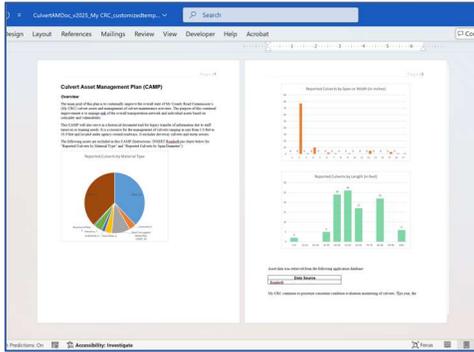
Formatting images

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.

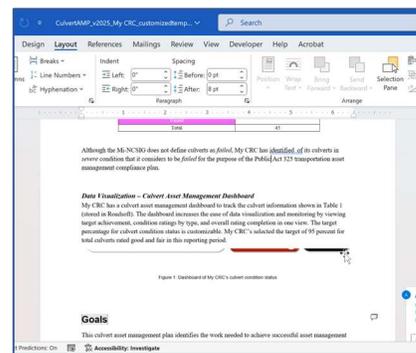
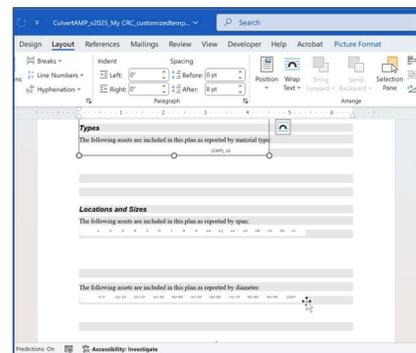
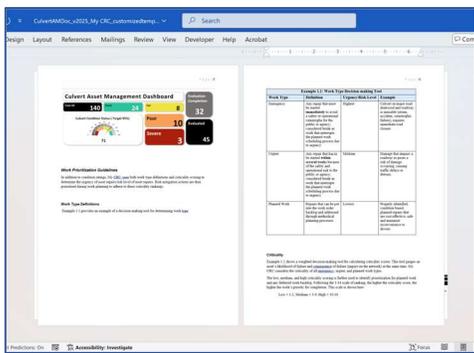
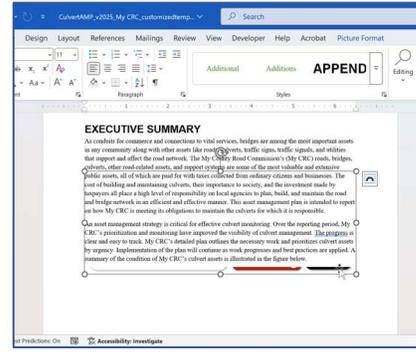
In some cases, images will require image text wrapping. To apply text wrapping:

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

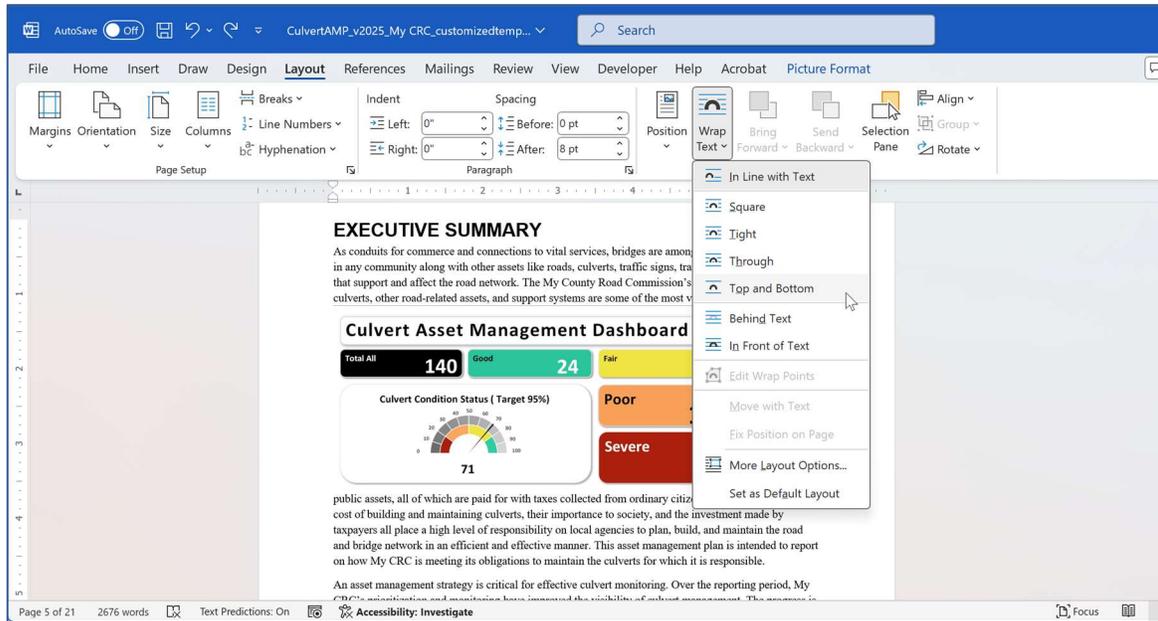
Standalone Culvert AMP



Compliance Plan Culvert Insert

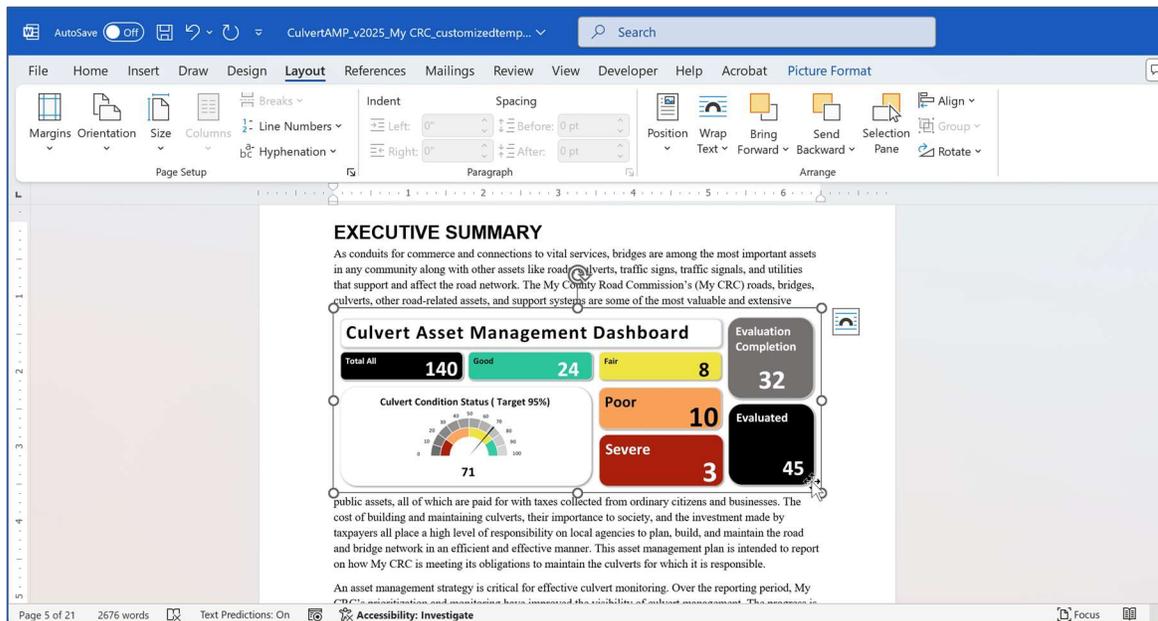


- In the *Layout* ribbon, select **Wrap Text** in the *Arrange* group and select **Top and Bottom** from the dropdown list (see figure below).

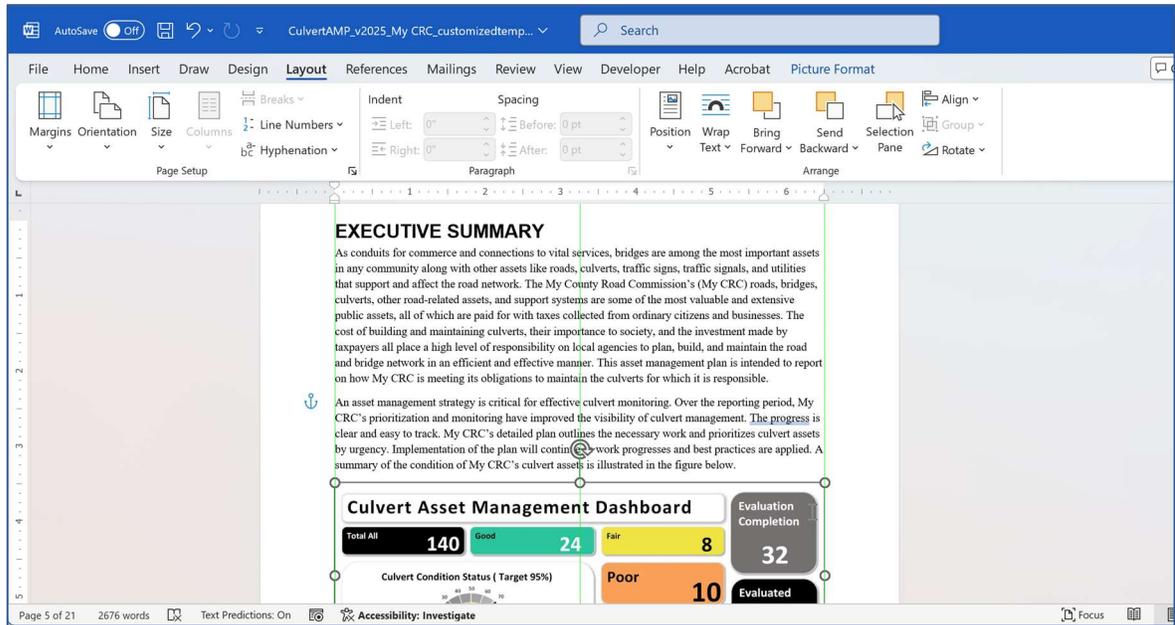


⇒ Text wrapping will be applied, but the placement of the image may not be as desired (see figure above).

3. Select the text-wrapped image (see figure below).

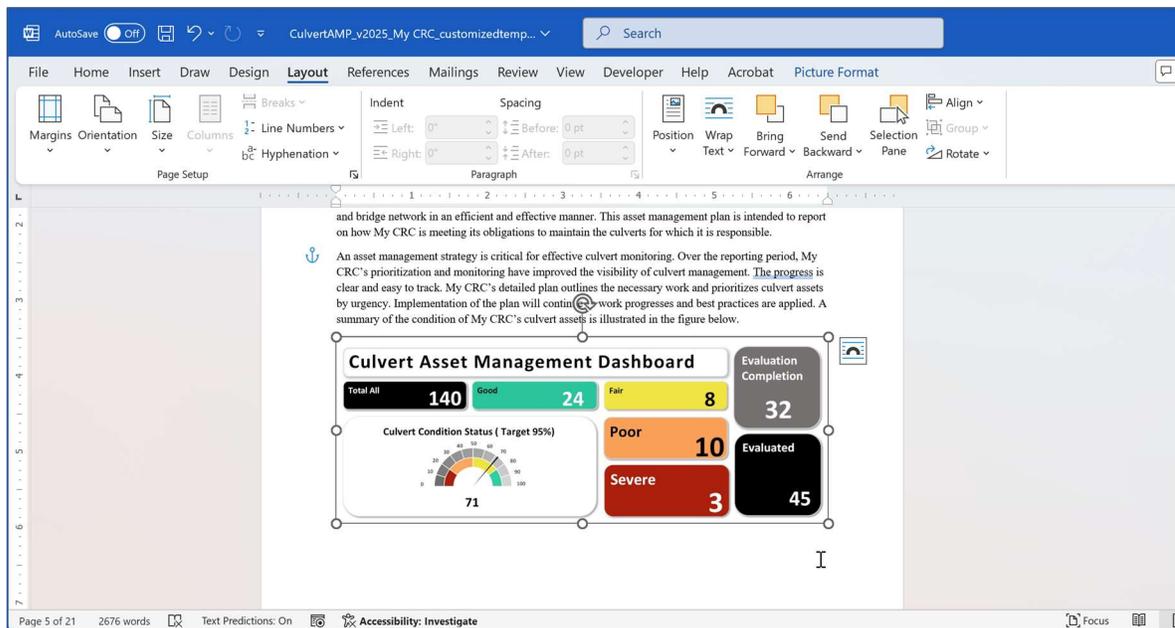


4. Move the image up or down to the desired position by selecting the image, holding down the left mouse button, and dragging the image (see figure below).



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).

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



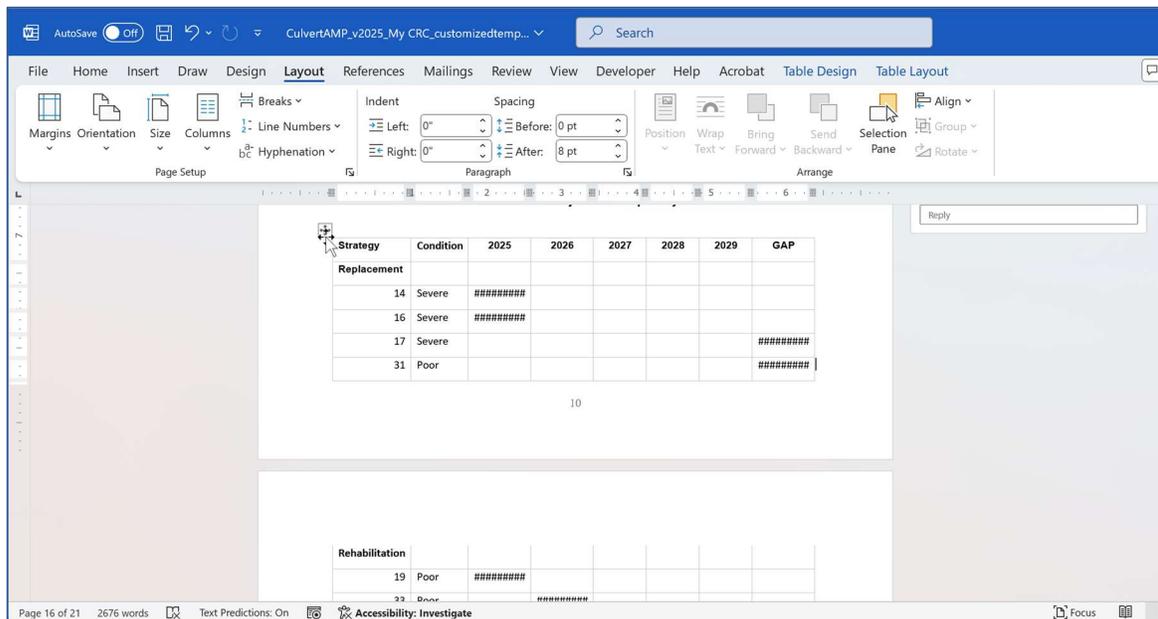
⇒ The image now has text wrapping and is placed as desired (see figure above).

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:

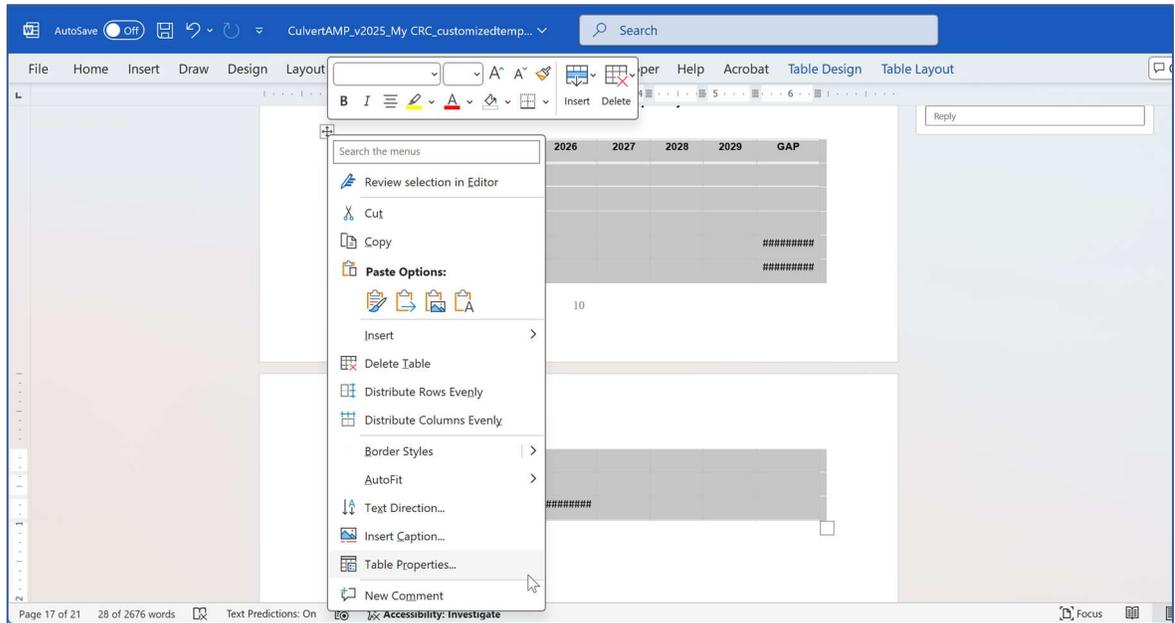
1. Locate the top left corner of the table and scroll over the table (see figure below).



- ⇒ 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).

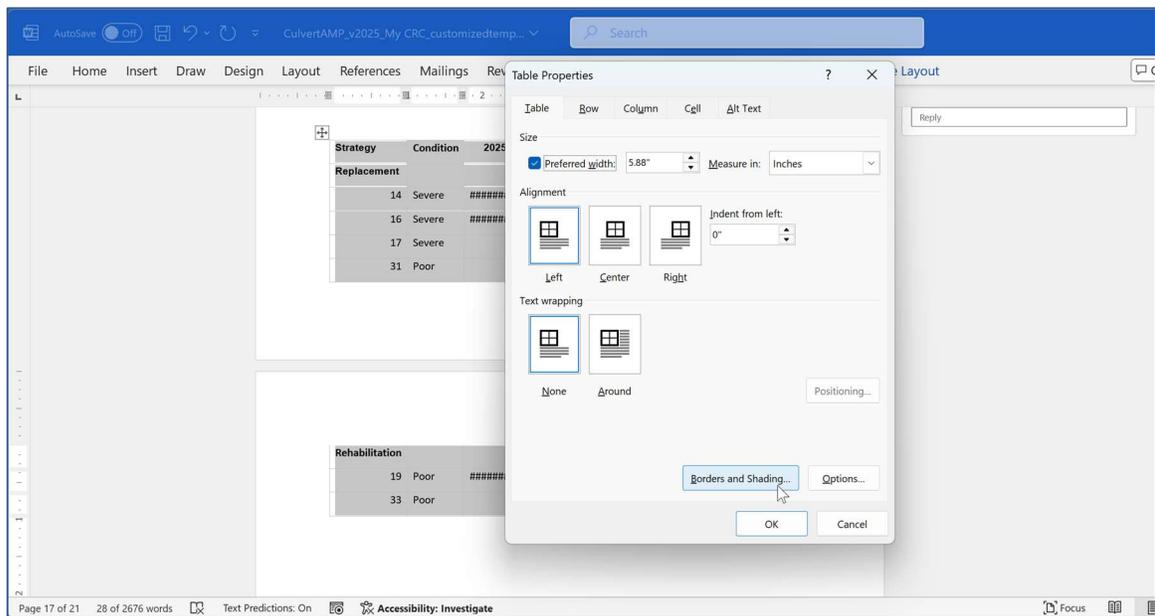


⇒ A dropdown list of options will display (see figure above).

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).



⇒ The *Borders and Shading* window will display (see figure below).

5. Select the **Borders** tab.

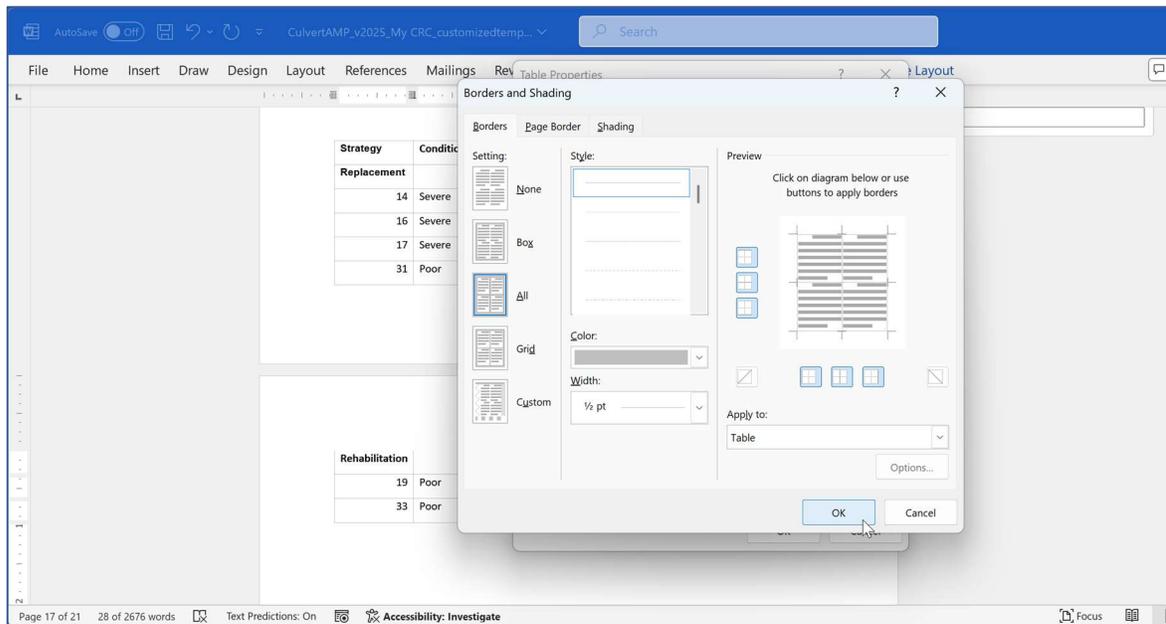
6. Select borders and/or shading attributes (see figure below):

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 desired border.



⇒ Selections should display in the *Preview* area (see figure above).

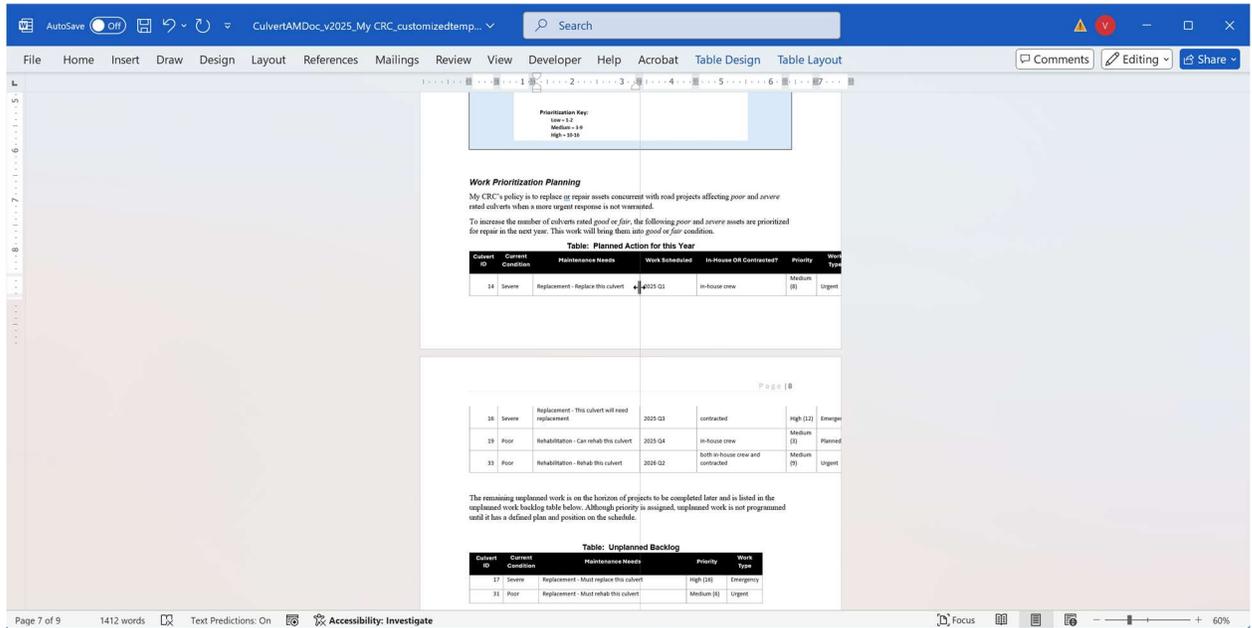
7. Select **OK** in the *Borders and Shading* window (see figure above).

⇒ 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).



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

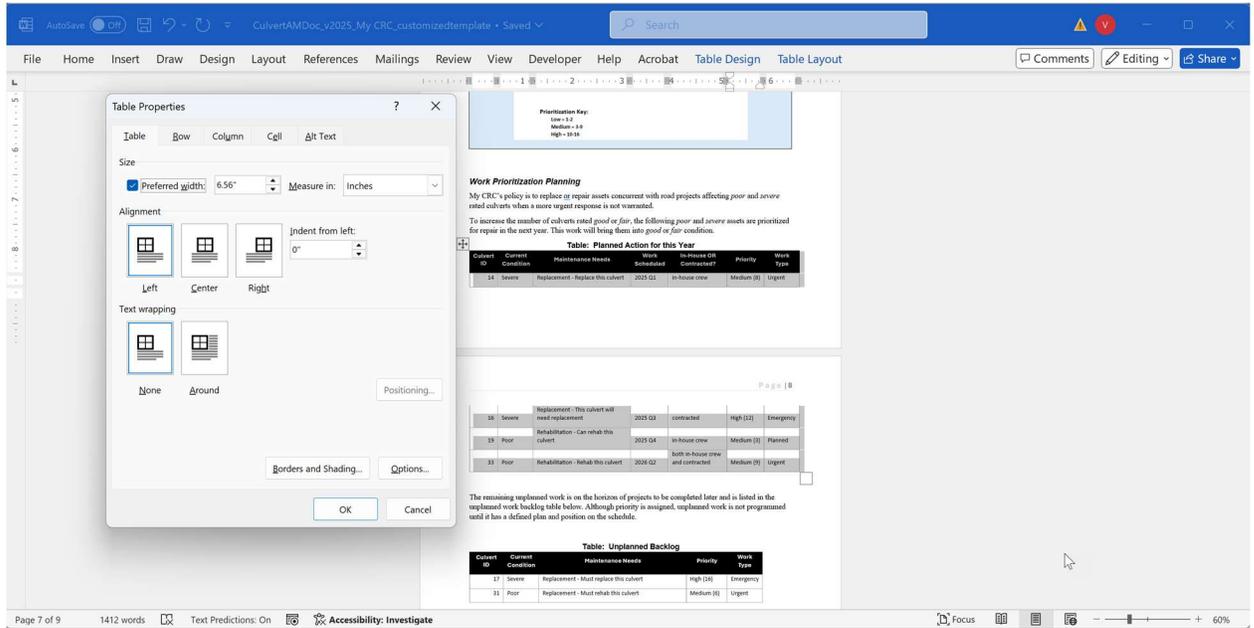
2. Left click on the column border while the double-sided arrow is still displayed (see figure above).
3. Drag the border to the left or right (see figure above).
4. When the border is in the desired position, release the mouse button (see figure above).

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.

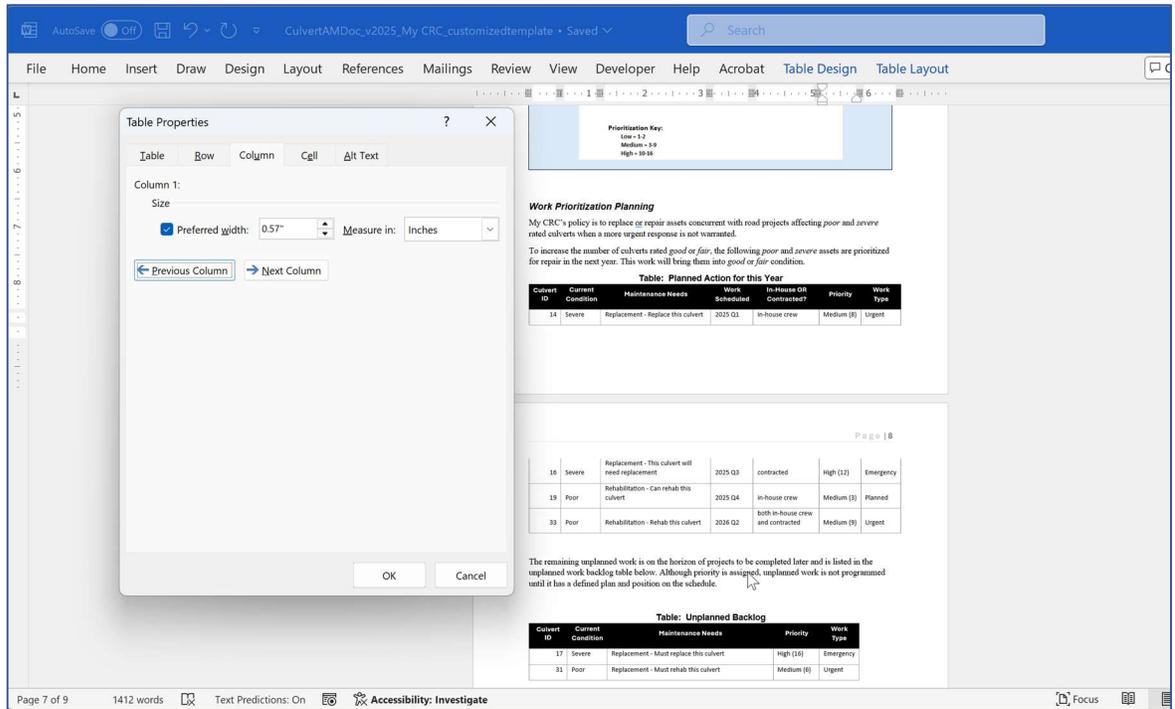
NOTE: When an entire table is selected, there will be a tiny square containing a four-pointed arrow in the top left corner of the table (see figure below).

- 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).

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

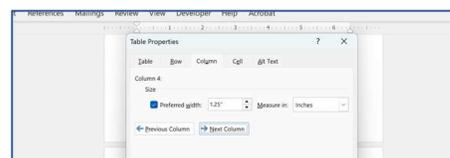
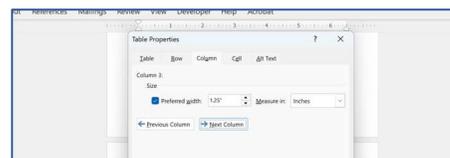
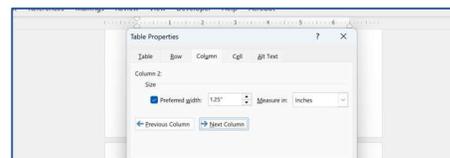
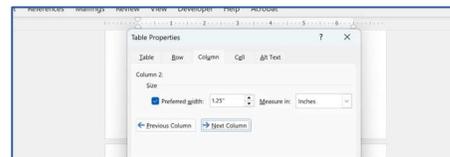
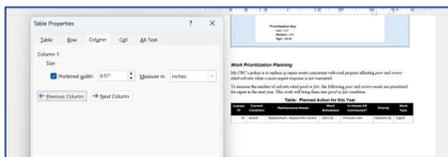
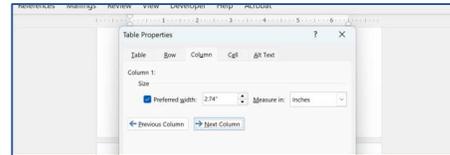
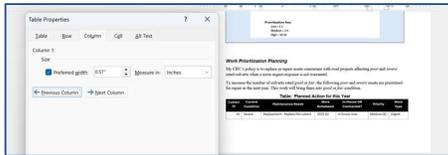
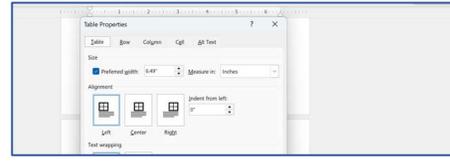
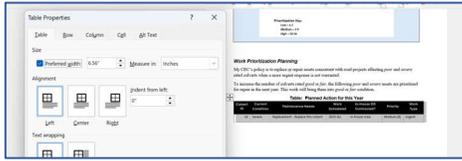


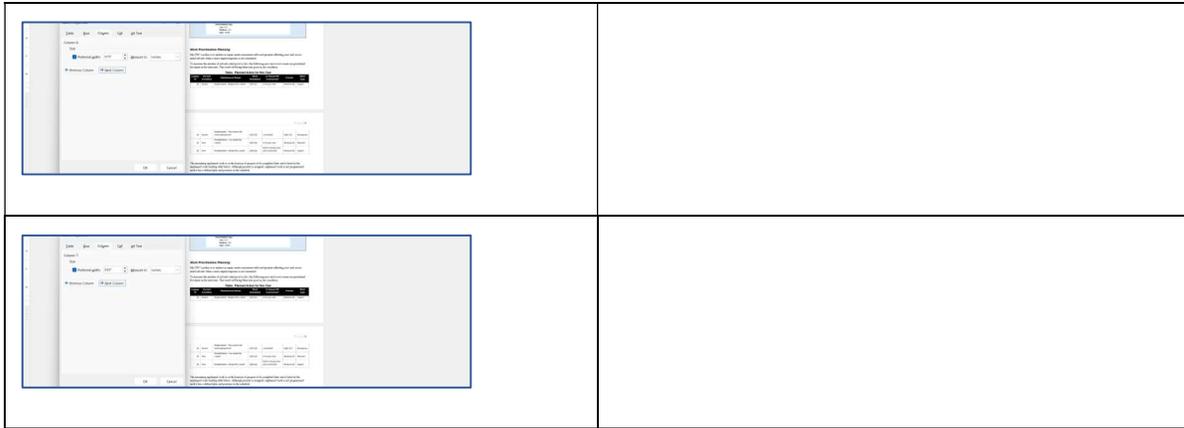
5. Set the column width as desired.

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

Table: Planned Action for This Year

Table: Unplanned Backlog





6. Select Next Column.

⇒ The selected column will advance.

7. Repeat until all columns have been addressed.

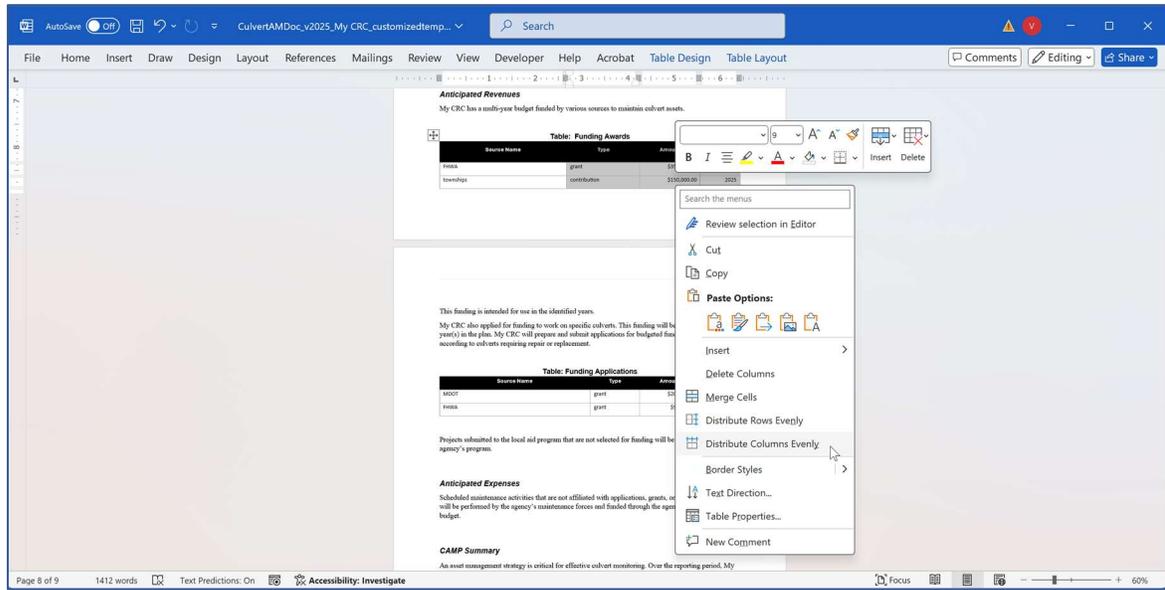
To distribute table columns evenly:

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).



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

BridgeAMP_v2021_CTT_customizedtemplate0.docx - Word

File Home Insert Design Layout References Mailings Review View Developer ACROBAT Design Layout Tell n Sign in Share

Clipboard Font Paragraph Styles

Planned Projects

CTT identifies additional priority projects that remain unfunded. These are identified according to high, medium, and low priority in Table 4.

Table 4: Cost Projection Table

PasteCPTable

Strategy	2020	2021	2022	2023	2024	GAP
New						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Replacement						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Rehabilitation						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Scheduled Maintenance						
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0
Preventive Maintenance						
1001			\$206,000			
Subtotal	\$0	\$0	\$206,000	\$0	\$0	\$0
Other						
1005				\$262,000		
Subtotal	\$0	\$0	\$0	\$262,000	\$0	\$0

Gap Analysis

Author Recommended for pavement and bridge AM used in conjunction with PA 325 compliance

Page 27 of 36 61 of 7735 words 90%

BridgeAMP_v2021_CTT_customizedtemplate0.docx - Word

File Home Insert Design Layout References Mailings Review View Developer ACROBAT Design Layout Tell n Sign in Share

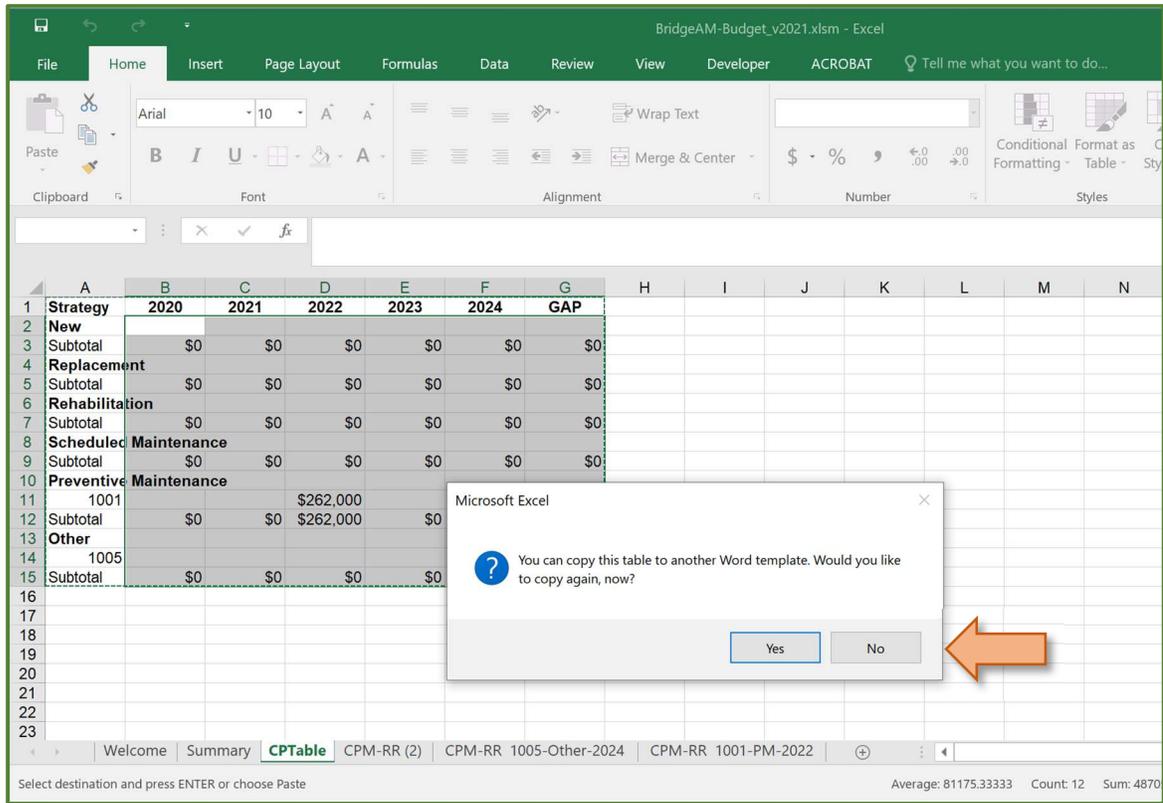
Planned Projects

CTT identifies additional priority projects that remain unfunded. These are identified according to high,

Insert Delete

	2022	2023	2024	GAP
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$206,000			
	\$206,000	\$0	\$0	\$0

⇒ 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).



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).

Bridge-AM-Plan.docx - Word

File Home Insert Design Layout References Mailings Review View Developer EndNote X7 ACROBAT Tell me... Sign in Share

Times New Roman 11

Clipboard Font Paragraph Styles Editing

Priority Metric, Detour-% There are several components within each factor that are used to arrive at its score. Each project under consideration is scored, and its total score is then compared with other proposed project to establish a priority order.

FIVE-YEAR ANNUAL COST PROJECTION

Strategy		2018	2019	2020	2021	2022
Reconstruction						
1007	\$149,000					
1008						\$117,000
1002						\$2,332,000
Replacement						
1005			\$399,000			
1000				\$102,000		
1007				\$262,000		
Rehabilitation						
1002		\$128,000				
1004		\$308,000				
Capital Preventive Maintenance						
Scheduled Maintenance						
1000	\$182,000					
1004		\$109,558				
1008		\$126,742				

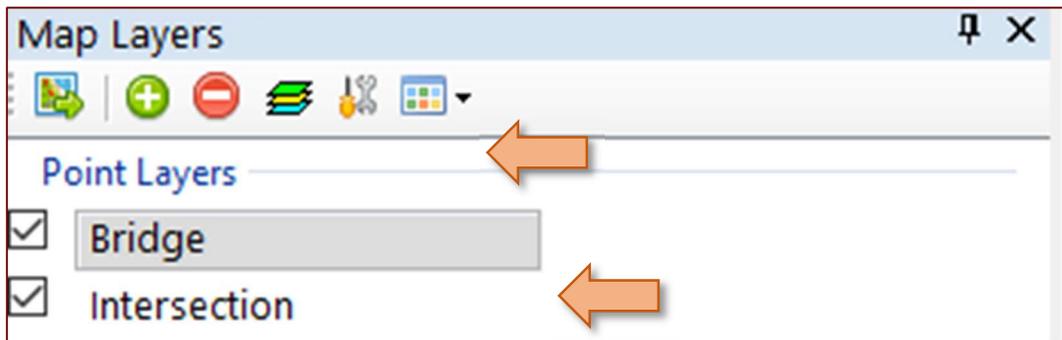
1005			\$88,000			
1003			\$307,000			
Preventive Maintenance						
1001				\$439,450		
1003					\$29,700	

Page 12 of 15 3035 words 62%

Creating A Map of Culvert Assets in Roadsoft

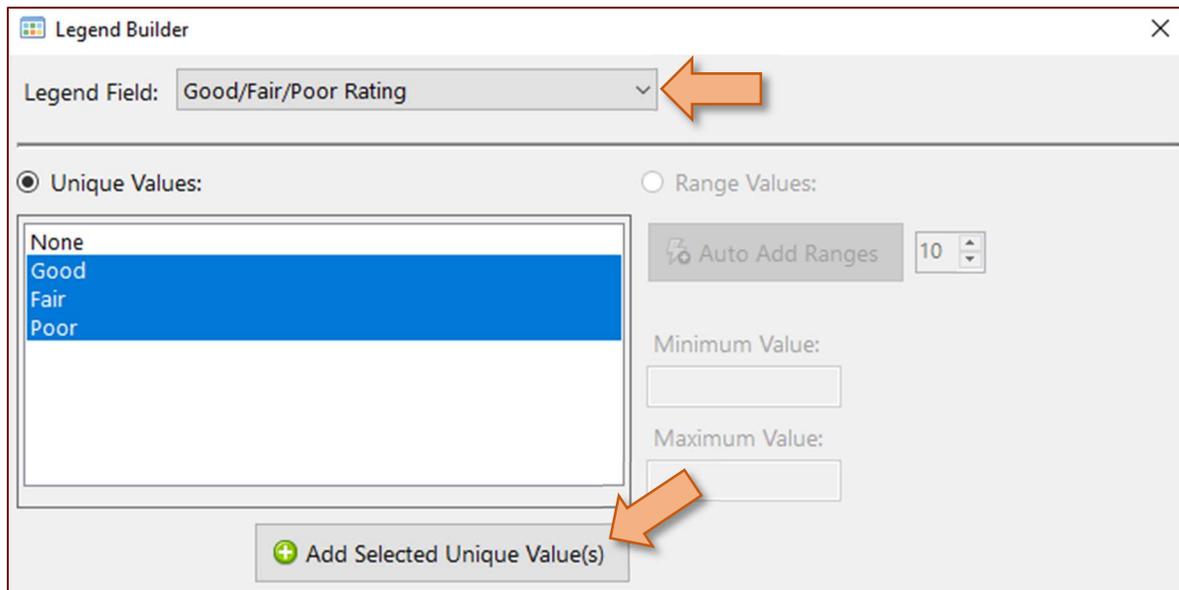
The culvert asset management plan should contain a map of your county's culverts and their condition assessments. In Roadsoft:

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 be important. To re-import bridge data, right-click on the **Bridges** category and select **Re-Import Bridge Data**.
2. Select the **Legend Builder** icon.

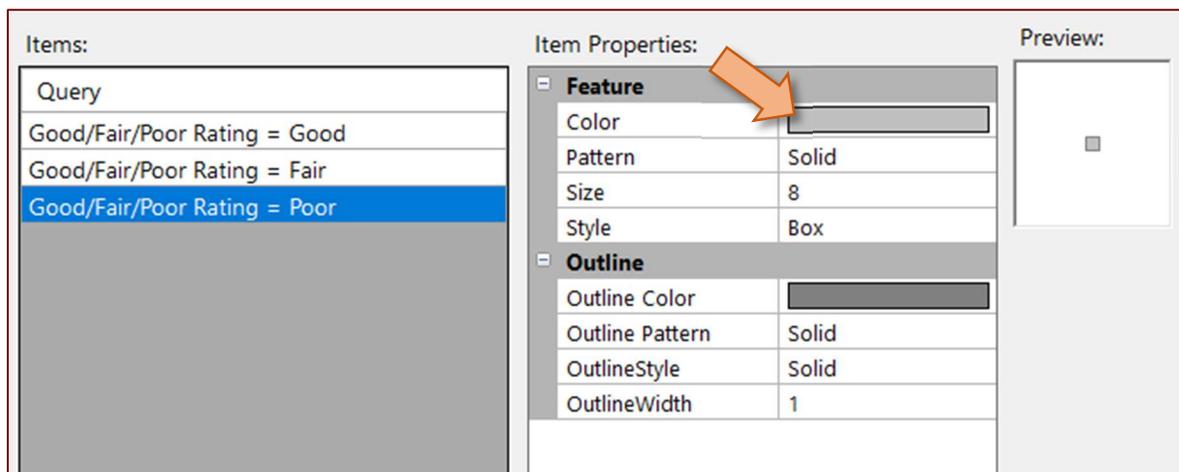


- ⇒ The *Legend Builder* window will display.
3. Select **Good/Fair/Poor Rating** from the dropdown list in the *Legend Builder* window (see figure below).
 4. Select the **Good, Fair, and Poor** values so that they are highlighted blue (see figure below).

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

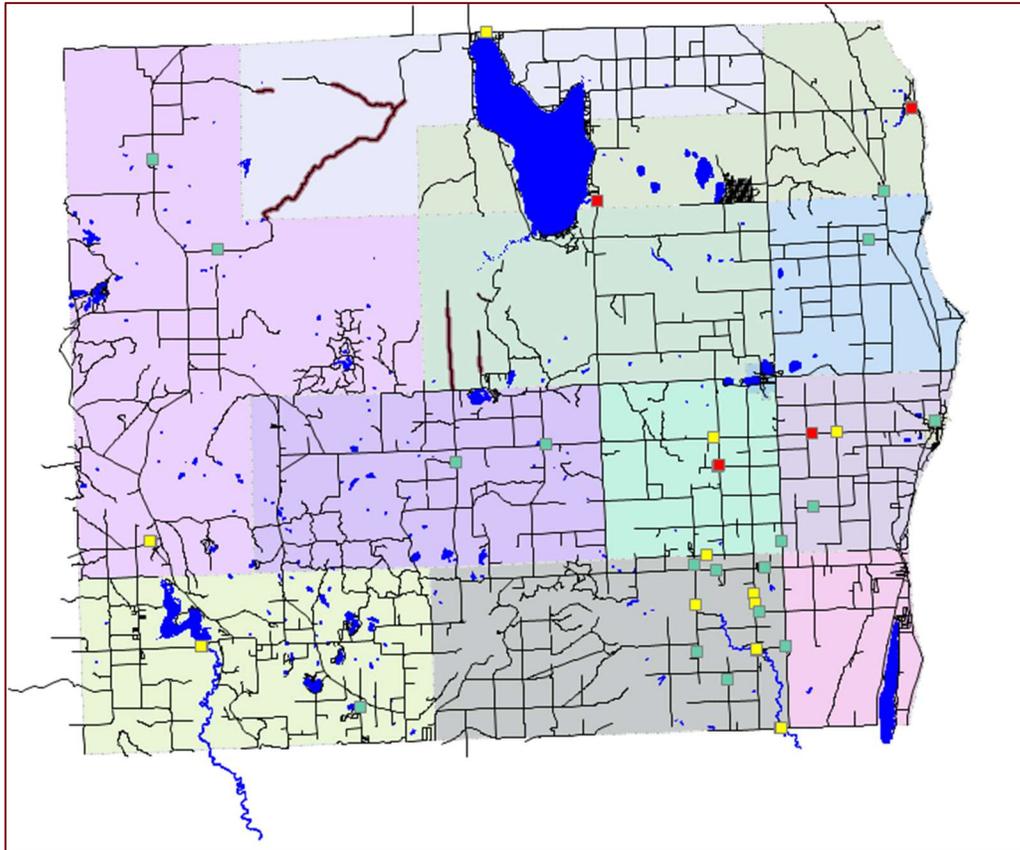


6. Change the color of the bridges based on their condition under *Item Properties*: (see figure below).

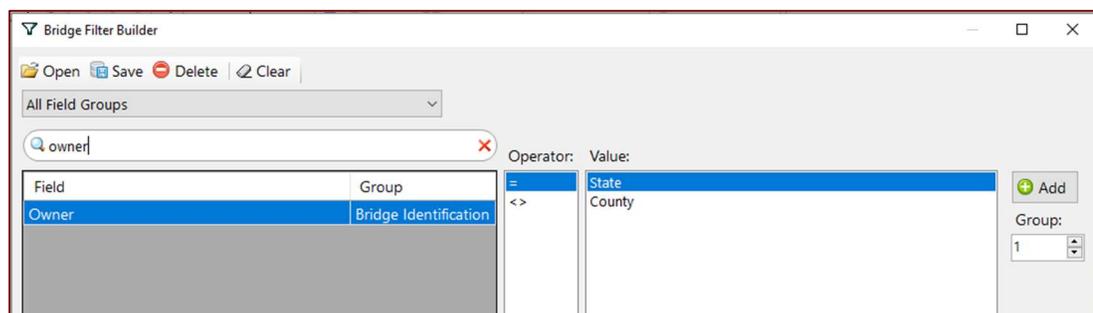


7. Select **Apply**.

⇒ 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.



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

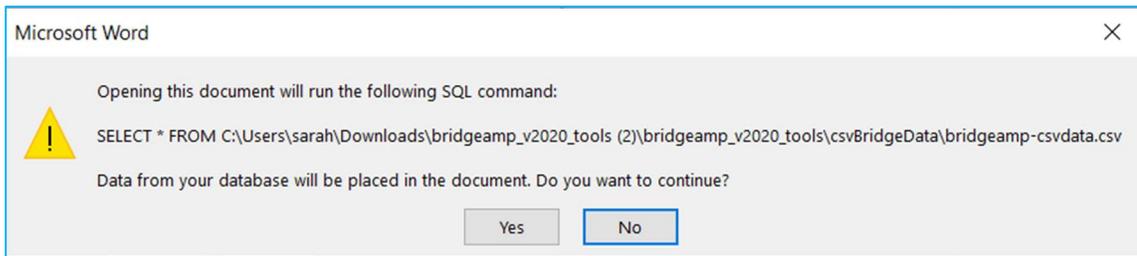
Appendix

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:

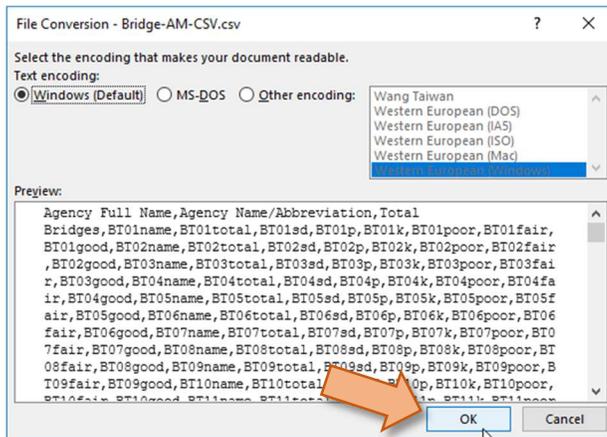
1. Open the BridgeAMP.docx Word template.

⇒ 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.

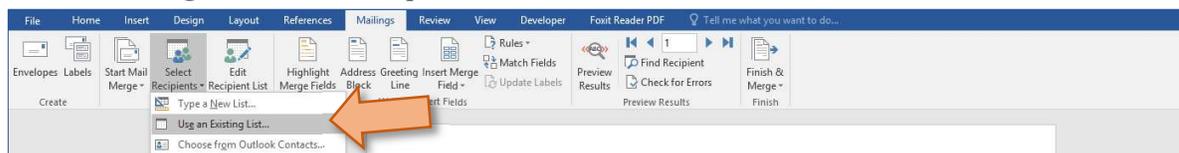
Manually linking the Excel spreadsheet data to the Word template

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:

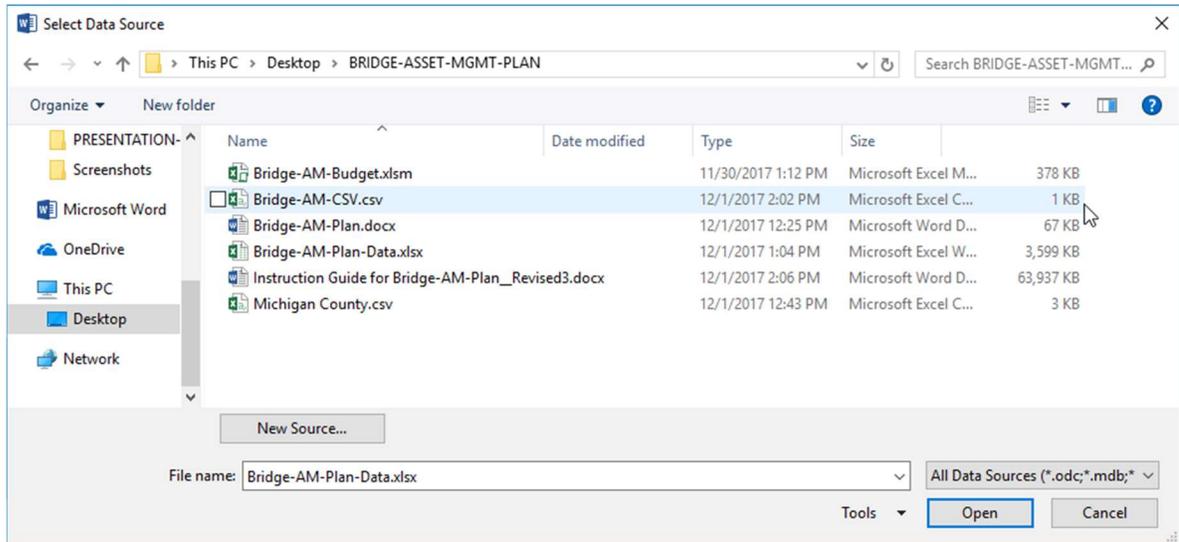
1. Open the BridgeAMP.docx Word template.
2. Select the **Mailings** ribbon.



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.

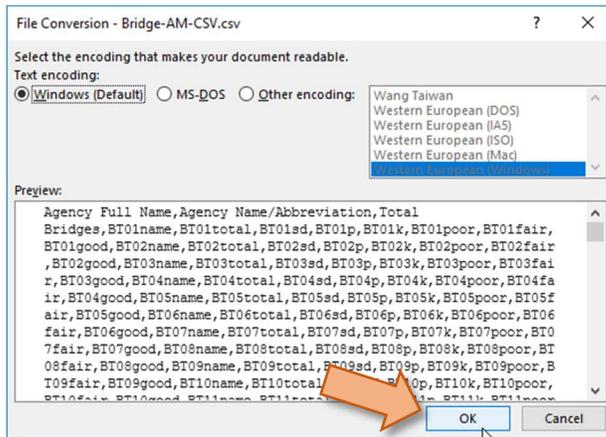


- ⇒ The *Select Data Source* dialogue box will display.



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)

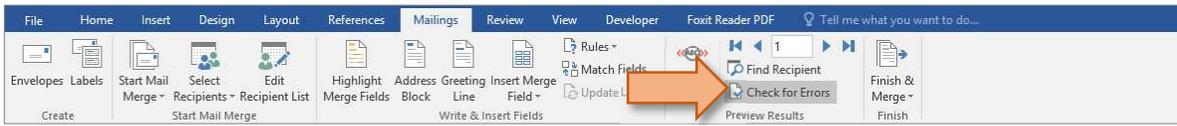


- ⇒ Scroll through the document: Text fields previously enclosed with double-right and double-left carets (e.g.: «Agency_NameAbbreviation») should now be replaced with the appropriate data from the Excel spreadsheet.

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.



- ⇒ 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.



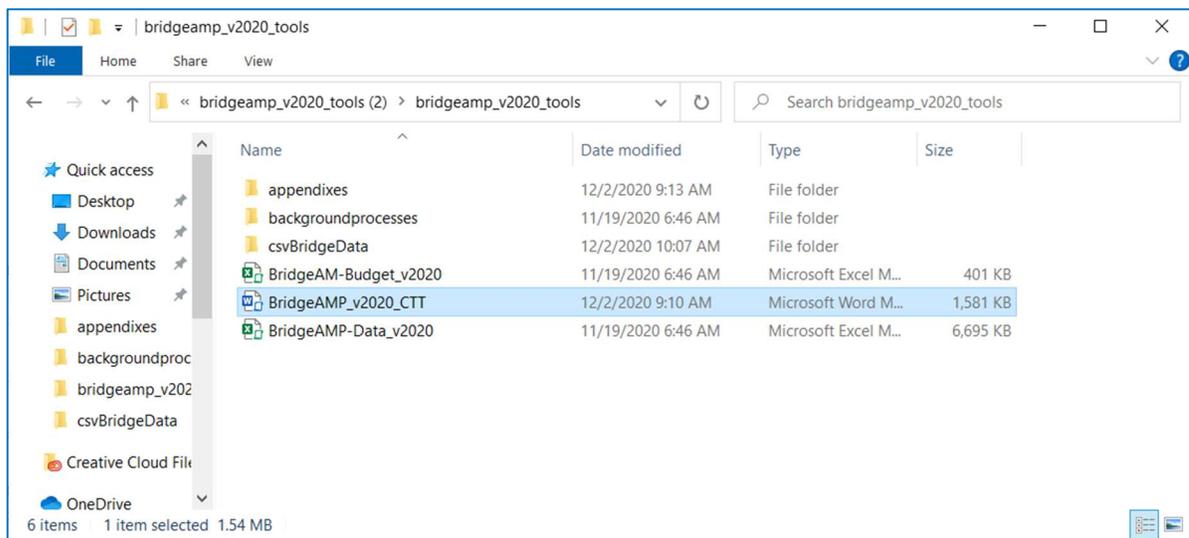
3. Enter in the requested information in the *Microsoft Word* information prompt window, and select **OK**.
 4. Repeat step 3 until there are no more *Microsoft Word* information prompt windows remaining.
- ⇒ Microsoft Word will generate a new file, named **Letters 01.docx**, of your final asset management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

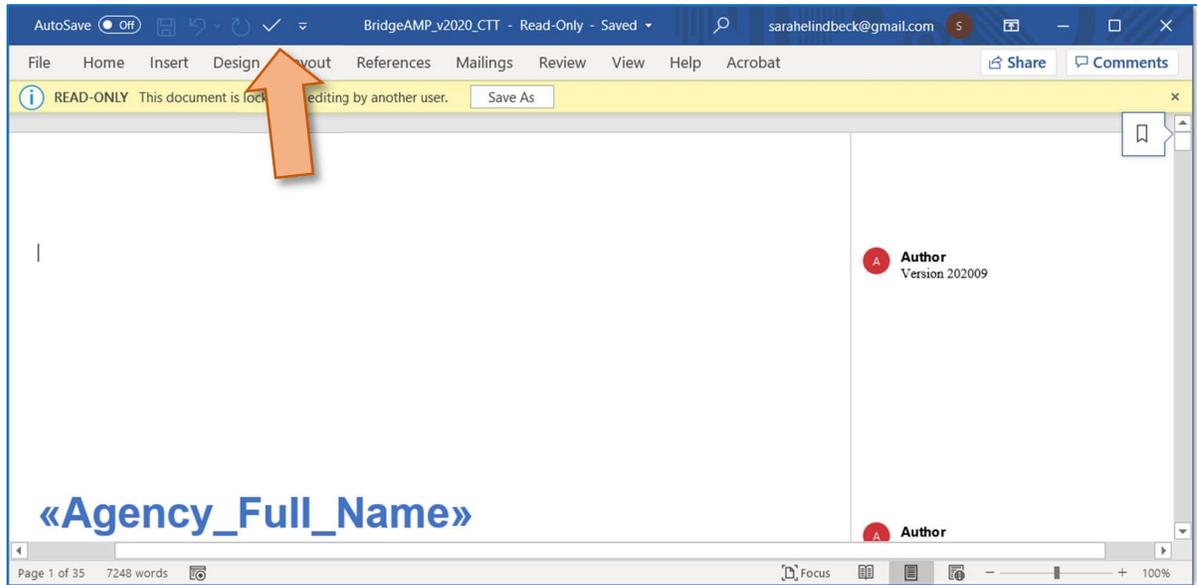
Finalizing the template

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	ii
Table of Tables	iii
Executive Summary	iv
Introduction	1
Bridge Primer	2
Bridge Types	2
Bridge Condition	3
Bridge Treatments	3
1. Bridge Assets	8
Inventory	9

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

3. Select the three dots.

CONTENTS	
Table of Figures	ii
Table of Tables	iii
Executive Summary	iv
Introduction	1
Bridge Primer	2
Bridge Types	2
Bridge Condition	3
Bridge Treatments	3
I. Bridge Assets	8
Inventory	9
Types	9

⇒ 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.

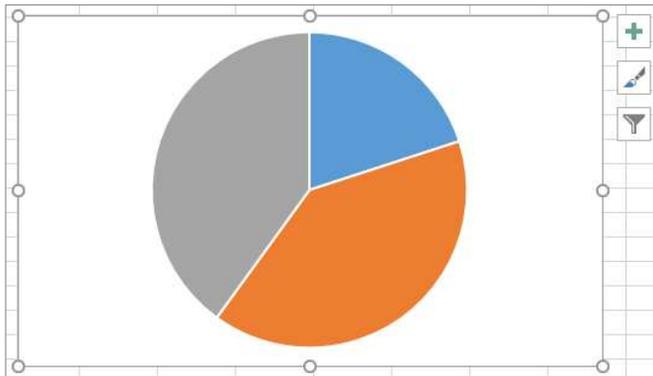
⇒ A new and updated Contents will replace the old one on page two of the Word document (see figure below).

CONTENTS	
Table of Figures	ii
Table of Tables	iii
Executive Summary	iv
Introduction	1
Bridge Primer	2
1. Bridge Assets	8
Inventory	9
Goals	12
Prioritization, Programmed/Funded Projects, and Planned Projects	12
Gap Analysis	18
2. Financial Resources	19
Anticipated Revenues	19

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).

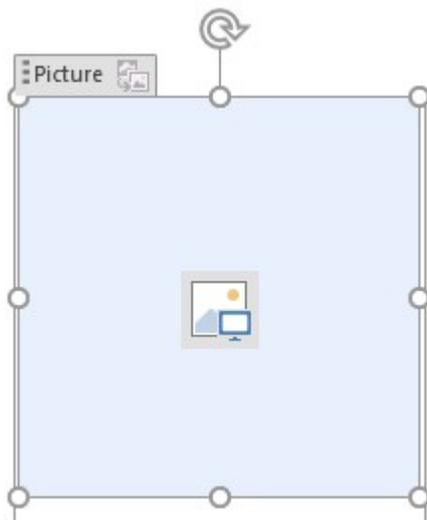


2. In the *Home* ribbon, select **Copy** from the *Clipboard* group to copy the chart/graph to the Windows clipboard.

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

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

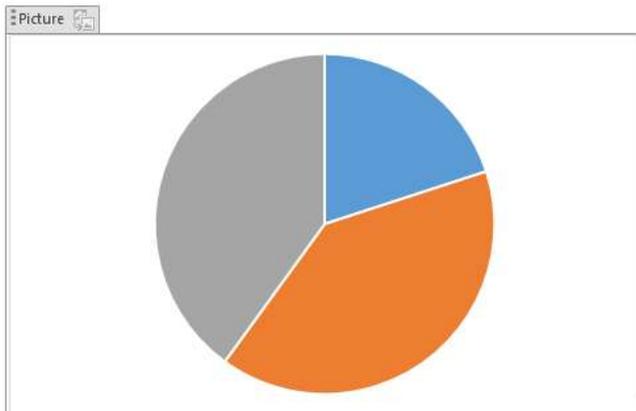
3. In the BridgeAMP.docx Word template, select the *Picture* placeholder (shown below) and press the **Delete** key on your keyboard.



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.



⇒ The copied chart/graph will display in the Picture placeholder.