MONTANA
Department of Transportation

Project Development & Delivery - Digital Design and Modeling Services

AS-BUILT DRAWINGS STARTUP PROCEDURE

Contents

CONTENTS **1**
OVERVIEW **2**
REFERENCES **2**
REVISIONS **2**
PREFACE **2**
IN-HOUSE DESIGN PROJECTS **3**
Project and File Access 3
Autodesk Desktop Connector 3
XXXXX00X Project Access 3
AB_XXXXX00X Project Access 3
Copy Files from Design Project to AB_Project 3
Change File Paths for Data Shortcuts, Data References and External References 4
Open Data Shortcuts Editor 4
Validate Data Shortcuts 4
Validate External References 5
CONSULTANT PROJECTS **5**
Project and File Access 5
Downloading Files From PCMS 5
HELPFUL AS-BUILT TOOLS **6**
Updating Reference Templates 6
Adding As-Built Note 7
Adding As-Built Multileader 7

Overview

This document covers migrating let design data to a separate As-Built project folder through setup for plans production of As-Built construction plans.

Process Guide

Application/Tool(s):	AutoCAD / Civil 3D
Version(s):	138.1704.0 Civil 3D 2026.2.1
Environment:	MDT State Kit 2026.1.0
Released/Revised:	7/31/2026



SUPPORT
Open a Case

References

Field As-Built Redline Procedure

MDT CADD Support Case

Revisions

7/31/2026	New Process Document.

Preface

This document will guide personnel through the electronic portion of the as-built process from beginning to end including retrieving and renaming files through uploading a completed set of as-builts to the MDT As-Built System.

In-House Design Projects

Project and File Access

The As-Built Autodesk Forma project is created at the same time as the Preliminary Engineering Autodesk Forma Project. Project access is granted and confirmed by email. The email states that you have been added to both the original project and the new AB project. If you do not have project access submit a CADD support case for access here: MDT CADD Support Case.

Autodesk Desktop Connector

Access Autodesk Desktop Connector from your computer.

Click "Select Projects" and select both the original and new AB project located under the Montana Department of Transportation tab and hit save.

XXXXX00X Project Access

Verify on Autodesk Forma in browser that you have read permission to all workgroup folders for the Autodesk Forma project. Add the design project to the Desktop Connector. To gain access to read only on the design project, contact the PM of the project.

AB_XXXXX00X Project Access

Open Autodesk Forma from a browser to find the AB_XXXXXXXX project. If the project does not exist, or you do not have write permissions to the AB_ Project, contact the ESS CADD group to create the AB_ project, or get write privileges to the project.

Copy Files from Design Project to AB_Project

Open File Explorer and copy all folders from the original project to the new AB project. Copy time varies depending on the size of the project. This process may take several hours.

Change File Paths for Data Shortcuts, Data References and External References

Open Data Shortcuts Editor

Open the Data Shortcuts Editor under the "Start" tab on your computer.

In the Data Shortcuts Editor under the "File" tab select "Open data shortcuts folder". Navigate to the AB project under Autodesk Docs>Montana Department of Transportation.

Select the Data Shortcuts folder or the folder with the UPN number and select OK.

Under the "edit" tab, select Find and Replace

Copy the information found under the "path" for example:

C:\Users\UXXXX\DC\ACCDocs\Montana Dept of Transportation\10386000 - 1st Avenue South - Lewistown\Project Files\RD - Road Design to the Find:

And replace it with C:\Users\UYYYY\DC\ACCDocs\Montana Dept of Transportation\AB_10386000 - 1st Avenue South - Lewistown\Project Files - Note: the U# will be yours and add AB_ and only go to Project Files in the path. Also, you may need to add DC if it is not already there.

Select Replace all.

Make sure all the paths have changed. You may need to do this more than once especially if there are different U#'s under the paths.

Validate Data Shortcuts

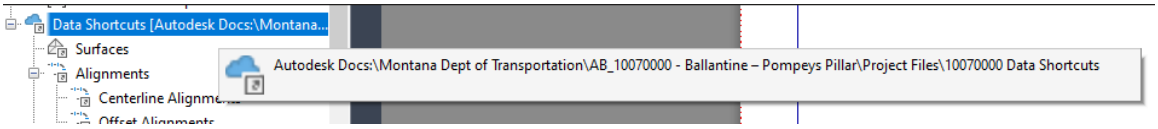
Open the Prospector tab under the "Toolspace" tab.

Navigate to the Data Shortcuts and right click

Select "set working folder"

Navigate to the "Project Files" folder and click "select folder"

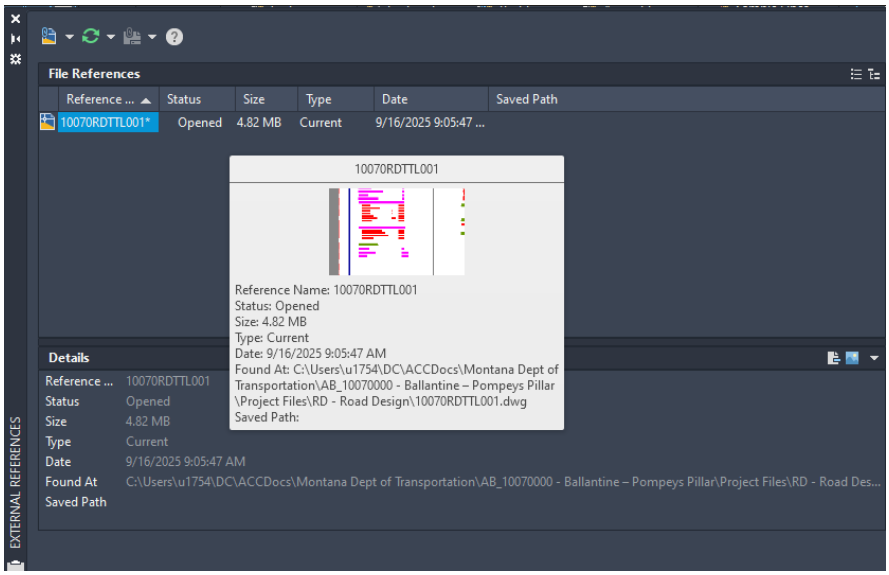
Note: The Data Shortcuts should now show the path to the AB project location. If not, change the path to the \XXXXX00X Data Shortcuts' folder.



Validate External References

In the command box type "xref" or under the Palettes tab click the "clipboard".

Validate under the "Found At" it is going to your AB project with your U#.



Consultant Projects

Project and File Access

Downloading Files From PCMS

Download/view the appropriate project files from PCMS to your dgn. There may be additional files that are in the CDBVault on the MDTShares drive that will need to be copied to your dgn.

AB PCMS Project Access

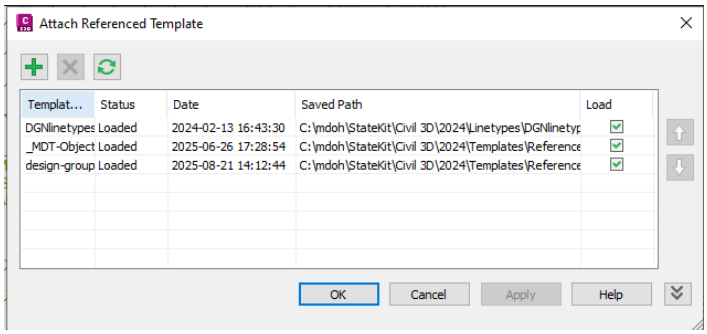
Get files from PCMS, put on DGN, Complete process, Zip and put back on PCMS.

Helpful As-Built Tools

Updating Reference Templates

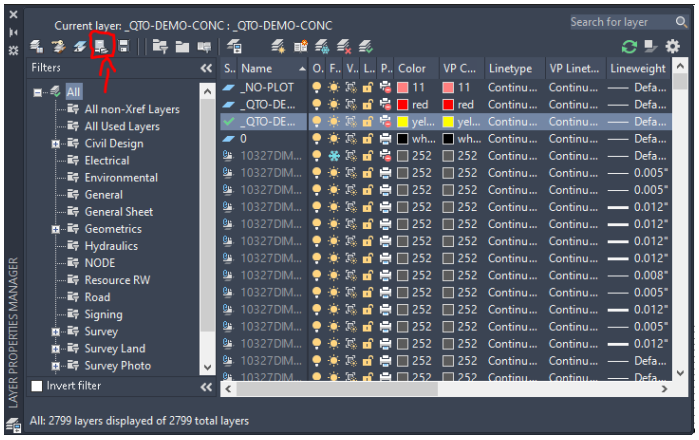
Under Manage tab on ribbon select Reference.

Double click in each listing and change from 2022 to 2024. Once text is edited hit enter on each one to save changes.



Once all are updated select OK.

Under home tab - Layer Properties, select Load Filter Groups.

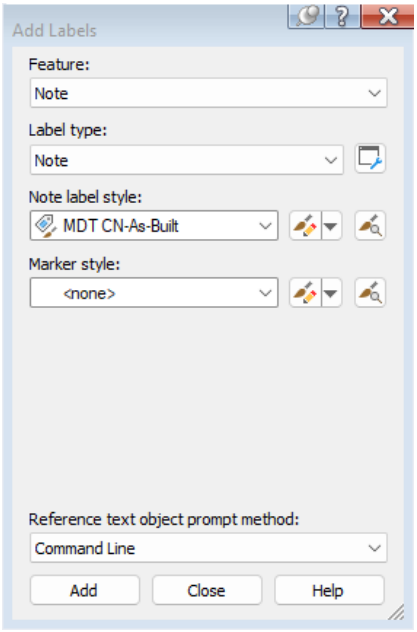


Select Yes on the dialog window pop-up to confirm choices.

Make sure MDT-LayerFilters.lft file is selected and then Open. There will now be a Construction layer group listed on the left containing the CN-ASBT layer. Use this layer for all changes made during as-built process.

Adding As-Built Note

To add a note to the as-builts, select the active layer to CN-ASBT. Then on the Annotate Tab, select Add Labels. Set the Feature to 'Note', the Label Type to 'None' and the Note Label Style to 'MDT CN-As-Built'. Select Add at the bottom of the dialog window, place the note box accordingly in PAPER space and add the necessary text.



Adding As-Built Multileader

As part of the MDT State Kit, the *_MDT STD-Arial Italic .06 - Color* Style has been created for as-built use to plot in color. To use this multileader style set the active layer to CN-ASBT, then on the Annotate ribbon, select the style, click where the leader location should start and click to where it should end, then add the desired text into the text box.