MONTANA
Department of Transportation

August 2026

MDT EXCEL MANAGER

STARTUP GUIDE

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OVERVIEW

This is a startup guide for using the MDT Excel Manager (EMG) for all workgroups. It covers creating the EMG file and other useful tools within the RUN MDT Excel Manager dialog box.

COMPANION DOCUMENTATION

Project Development and Delivery Resources Library - Excel Manager

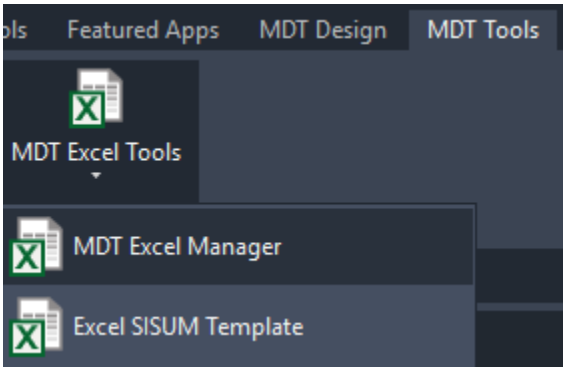
Update Excel Manager Base File

EMG CREATION

ACCESS MDT EXCEL MANAGER

The EMG template is accessed from within Civil 3D on the MDT Tools ribbon while using the MDT State Kit.

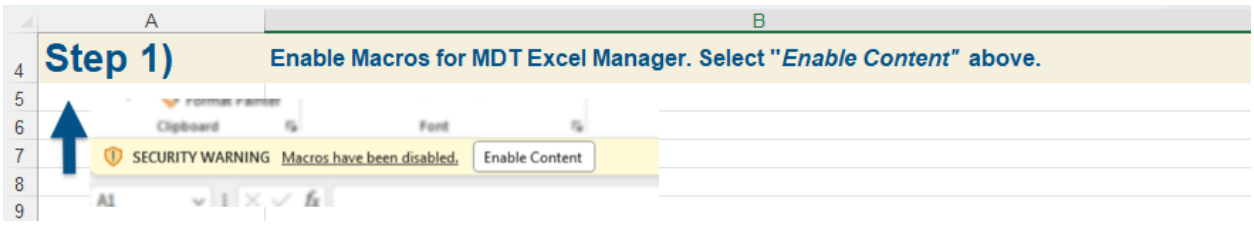
1. Activate the MDT Tools ribbon.
2. From the MDT Excel group, choose the MDT Excel Tools pulldown menu then MDT Excel Manager.



USING THE EMG

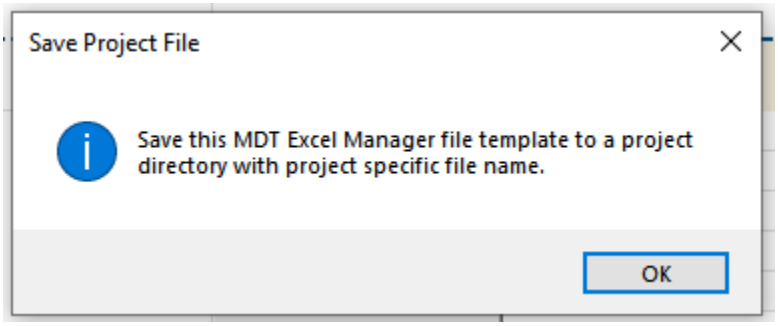
ENABLE CONTENT

A security warning will block macro actions. Content will need to be enabled for full functionality of the MDT Excel Manager as indicated under Step 1.



1. Select Enable Content.

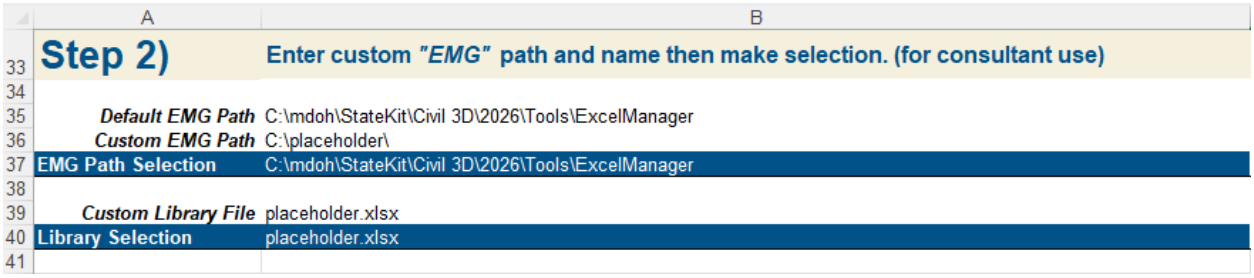
2. When enabling content, a prompt will ask for the file to be saved when opening the template. Select **OK**.

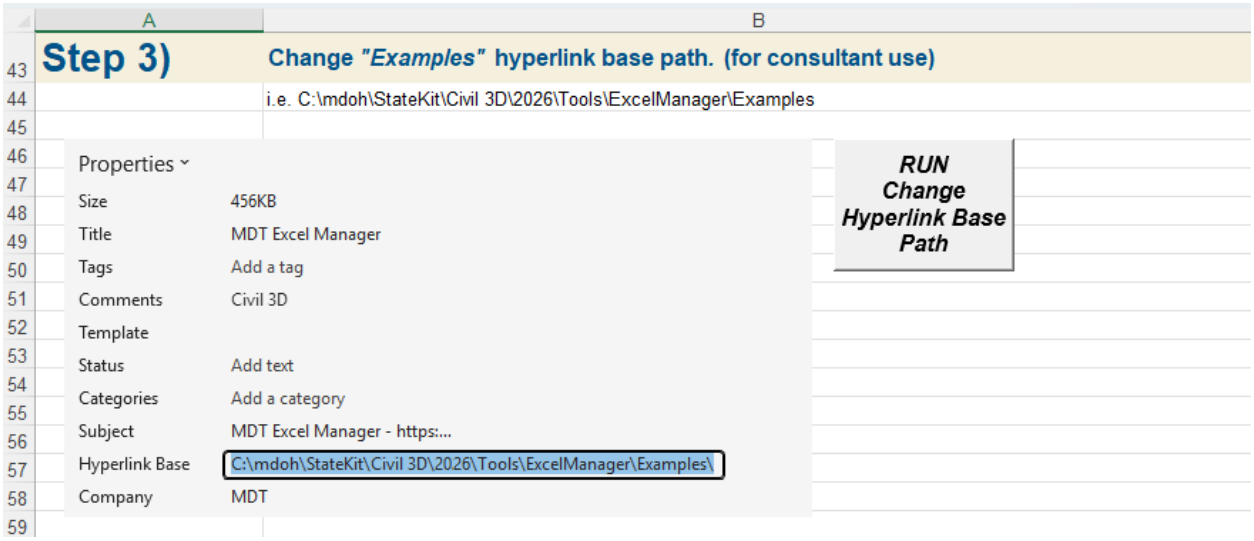


3. Save the EMG to the appropriate management repository folder for the project, e.g. Autodesk Forma: C:\Users\u####\DC\ACCDocs\Montana Dept of Transportation\...

CUSTOMIZATIONS

The MDT State Kit Excel Manager toolset is delivered at C:\mdoh\StateKit\Civil 3D\XXXX\Tools\ExcelManager. It may be relocated to an alternate directory with entry of a Custom EMG Path. Custom library files may also be used with entry of a Custom Library File. Both customizations are addressed under Steps 2 and 3.





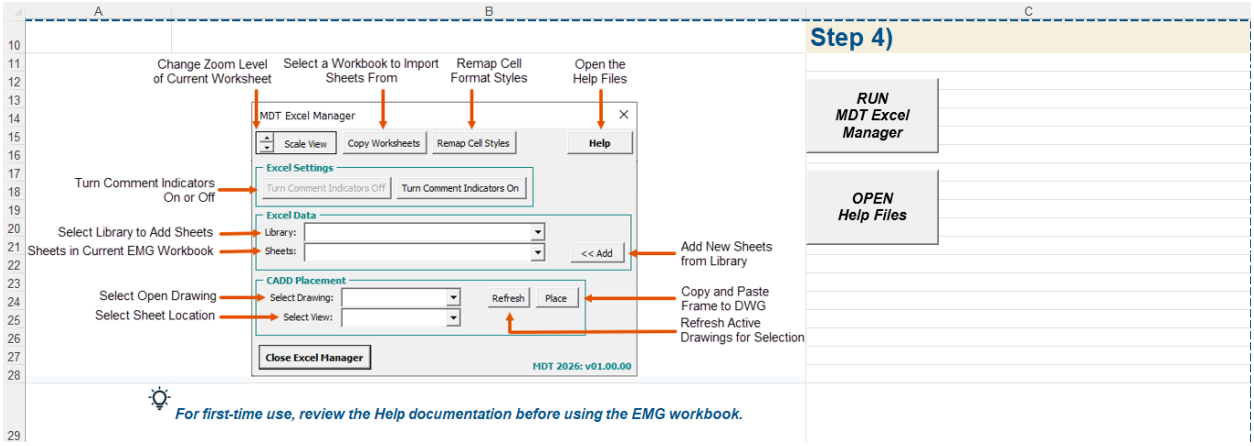
1. Enter the **Custom EMG Path** for the relocated ExcelManager folder and/or enter the **Custom Library File**. Ensure Examples and Libraries folders are within the relocated Excel Manager folder for full functionality.

2. Use the EMG Path Selection and/or Library Selection **dropdown menu** from column B to select the alternate custom entries.

3. Edit the hyperlink base path to the new file path for the Examples folder. Use the **RUN Change Hyperlink Base Path** button (also under File > Info > Show All Properties: Hyperlink Base).

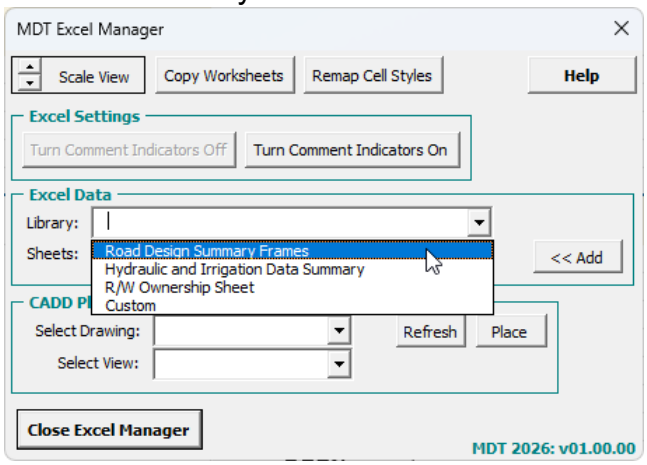
RUN MDT EXCEL MANAGER

Using the Run MDT Excel Manager button will open the interface for interacting with the MDT Excel Manager toolset.

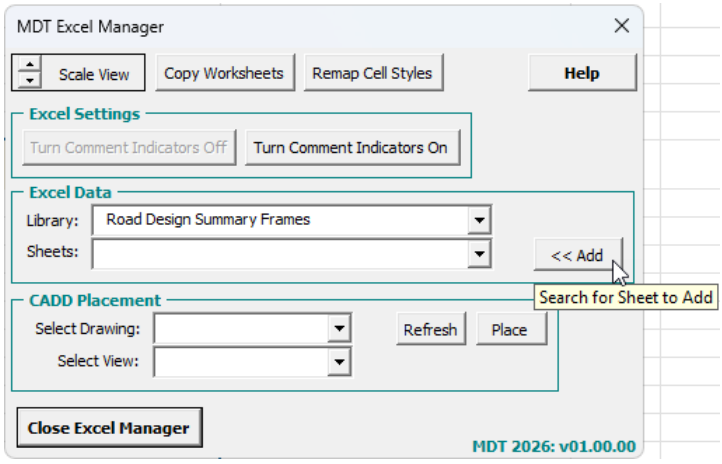


1. On the start worksheet, select ***RUN MDT Excel Manager*.**

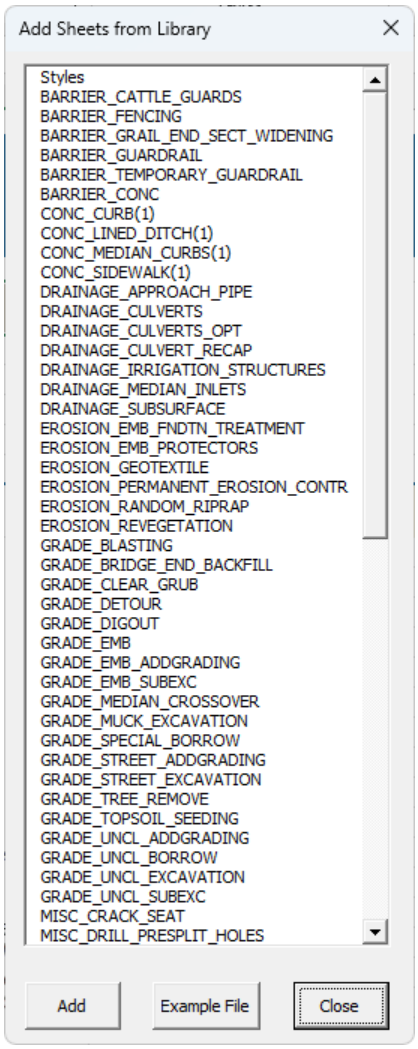
2. Select the Library for the intended work.



3. Select **<< *Add*** within Excel Data to add a sheet to the EMG file.



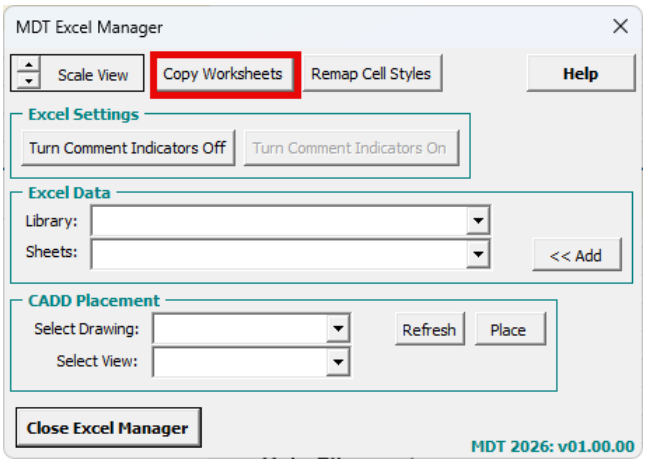
4. Select a Sheet from the list then select ***Add*** at the bottom of the dialog box. This will add the form to the EMG file.



5. This step can be repeated multiple times to add more sheets. Select ***Close*** when finished.

COPY WORKSHEETS

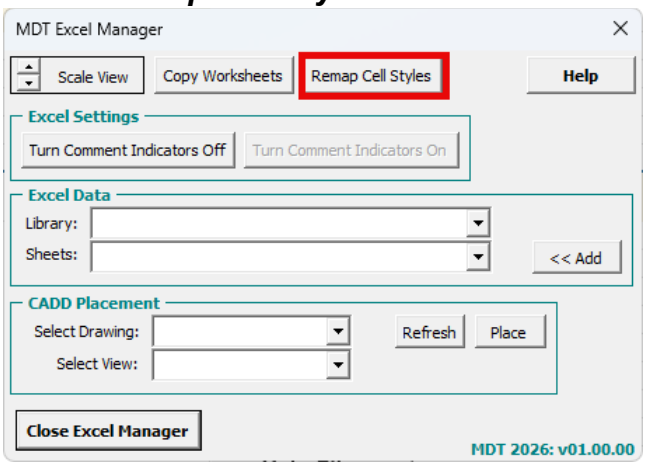
Worksheets may be copied from another Excel workbook file using the Copy Worksheets button. This will copy all worksheets except worksheet named “Start” and “Readme Guide”. This is especially useful for updating the base file when updates and fixes are released. Further instruction may be found in the support guide Update Excel Manager Base File.



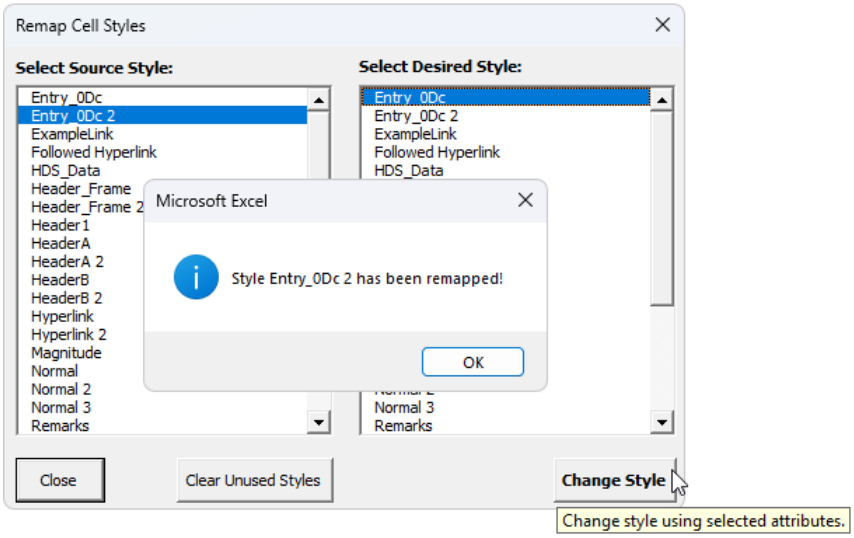
REMAP CELL STYLES

Cell styles may sometimes enumerate (i.e. Normal 2, Normal 2 2, Hyperlink 2) and cleaning them up may be desired. Use the following procedure to re-assign and remove unused cell style formats. It is recommended to save a copy of the current workbook to refer to.

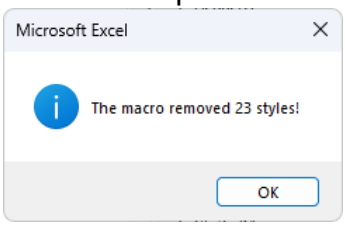
1. Select ***Remap Cell Styles***



2. Select a ***Source Style*** and a ***Desired Style*** from the input boxes, choose ***Change Style***, then ***OK*** to close the process. This may need to be repeated for other similar styles.



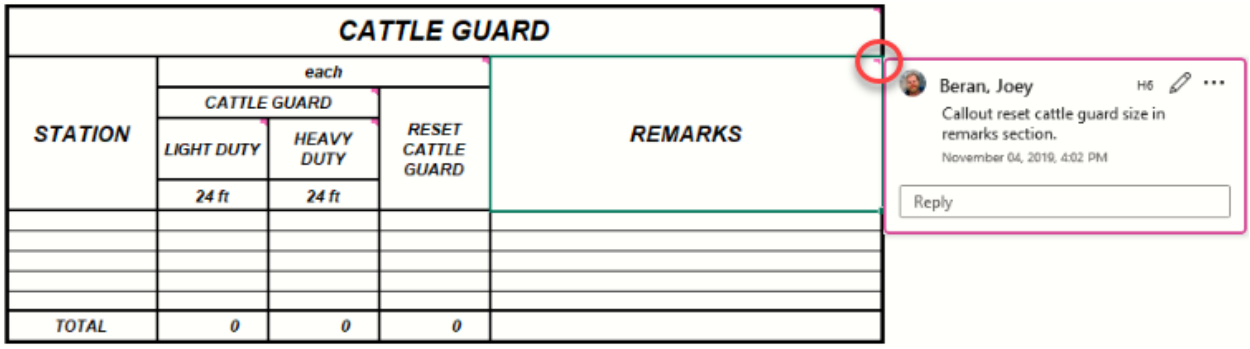
3. Select ***Clear Unused Styles*** after remapping a single style or all styles. Click ***OK*** to close the process.



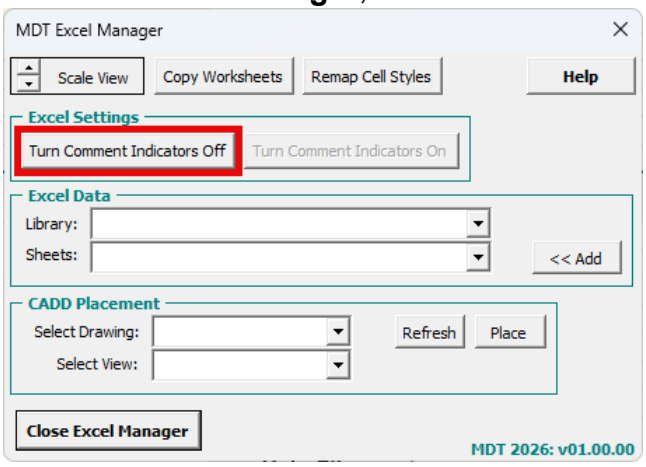
TURN COMMENT INDICATORS ON OR OFF

Comment indicators are intended to provide additional guidance for summary frame inputs. When creating the EMG file for the first time, they are turned on by default.

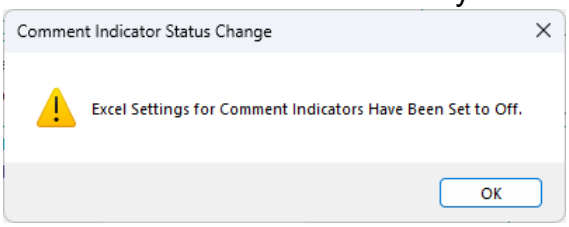
1. Hovering over the cell with the comment indicator will show the guidance comment.



2. When linking the Summary Frame as an OLE to a Civil 3D drawing, and choosing to print, the OLE objects will print the comment indicators if left on. In the **MDT Excel Manager**, select ***Turn Comment Indicators Off*** for printing.

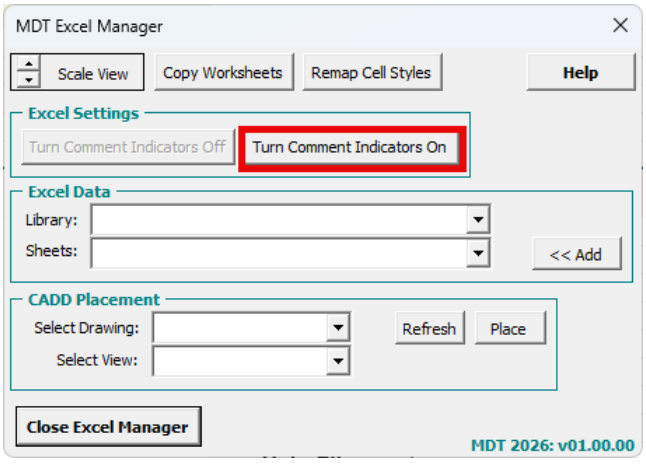


3. The settings for comment indicators will be set to off. This will hide the comment indicators until turned back on by the user. Click ***OK.***



4. Save The EMG File.

5. If it is desired to turn the comment indicators back on, the ***Turn Comment Indicators On*** button can be utilized.



CADD PLACEMENT

SELECT DRAWING

Civil 3D allows for multiple drawings to be open at the same time. The Select Drawing dropdown will populate a list for selection of which open drawing will be used for placement of the OLE object. If the Select Drawing options don't match the open drawings, choose Refresh then reselect the drawing.

SELECT VIEW

MDT State Kit speed sheet templates have 25 drawing view frames aligned horizontally in the model. The current view, all of the preset sheet view frame areas, or any one may be chosen for preset zoom extents before placing the object.

PLACE

Using the Place button will make the Civil 3D session active using the drawing and view options selected. The Paste Special prompt will display allowing for manual selection of paste options.

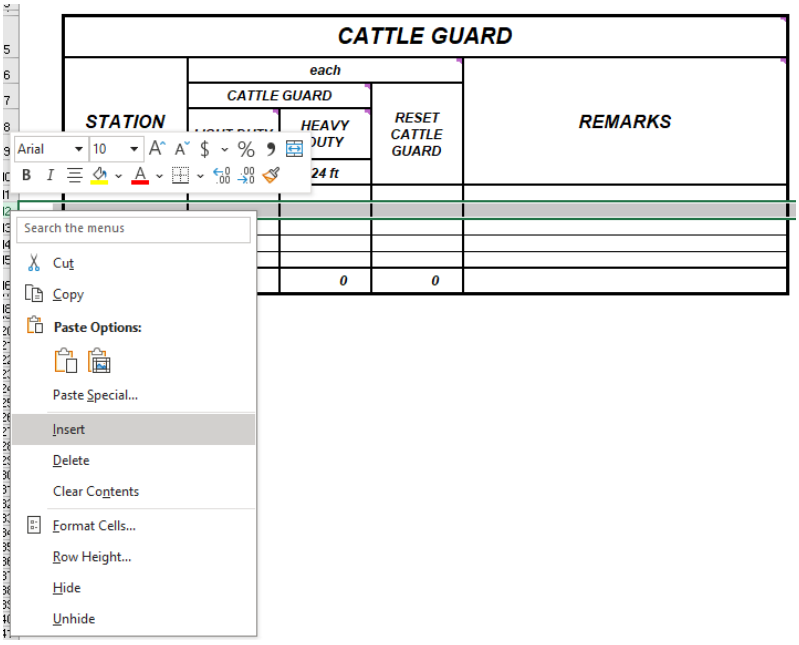
See Project Development and Delivery Resources Library - Excel Manager procedures and tips for proper selection of paste options.

EDITING SHEETS

Sheets may need to be edited to add or remove rows and columns. Some sheets are intended to be edited while others are developed to fit a standard sheet with blank lines remaining. Refer to Project Development and Delivery Resources Library - Excel Manager procedures and tips as well as examples for editing guidance.

ADDING ROWS & COLUMNS TO FORMS

1. Select the entire Row below the row you want to add a new row to.
2. Right click on the row heading and select ***Insert***. This inserts a new row above the row that was selected.



3. Select the entire column to the right of the column you want to add the new column to.
4. Right click on the column heading and select ***Insert***. This inserts a new column to the left of the column that was selected.

