

## MDOT – Project Quantity Sheet Sorting

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### General Information

This document is intended to provide guidance and useful tips on operating/navigating the Project Quantity Sheet (PQS) in Microsoft Excel. The PQS is organized where the Project Qty tab contains all the project level data including Breakdown ID's, Pay Items, Funding Codes, Quantities, and specific table information for drainage and driveway tables. The Summary | Qty tab is used as a user-friendly tab for viewing quantities for each Breakdown ID and Funding Category combination.

### Project Qty Tab Column Definition

- **Funding Code** – Designates the Job Number and Category associated with the Pay item
- **DGN Name** – Designates the Breakdown ID (Station Range) for the Pay Item
- **Work Item** – Used by the Designer to track quantities for major items of work
- **Table – Type** - Used by the Designer for defining the type of table the quantity will be shown in
- **Table – Name** - Used by the Designer to track quantities for building driveway or drainage tables
- **Item No.** – The MDOT Item Number for the Pay Item name
- **Pay Item** – The Pay Item description, if item number is a 7000 number it will have “Unique” in the name
- **Supplementary Description** – Supplemental descriptions for unique Pay Items or items that need additional information
- **Quantity** – The total Pay Item quantity for that item for the Station Range defined in the DGN Name
- **Units** – The units of the Pay Item

### Sorting Using the Project Qty Tab

The Project Qty tab is where all the project information is stored and builds the Summary | Qty tab. Each tab shows the same information but has a different means of navigating.

In Microsoft Excel the dropdown arrows in the top row of a table allow the user to Sort, Filter, and search by Text.

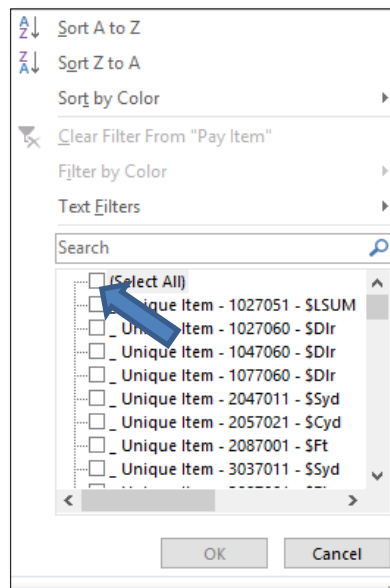


Below is an example of how to filter and get every instance of Drainage Structure, Rem available on a project. This process will take place on the Project Qty tab of the PQS. This process can be repeated for any Breakdown ID (station range) by using the DGN Name column or by Funding Code using the Funding Code column.

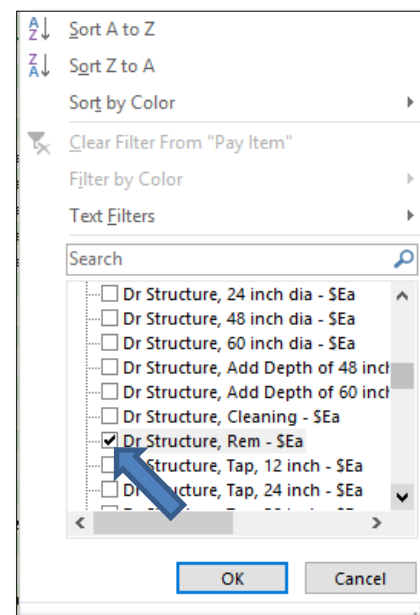
1. Under the Pay Item column, select the dropdown arrow in the cell



2. A drop down will appear. Select the checkbox by Select All, it will clear all the checkboxes.

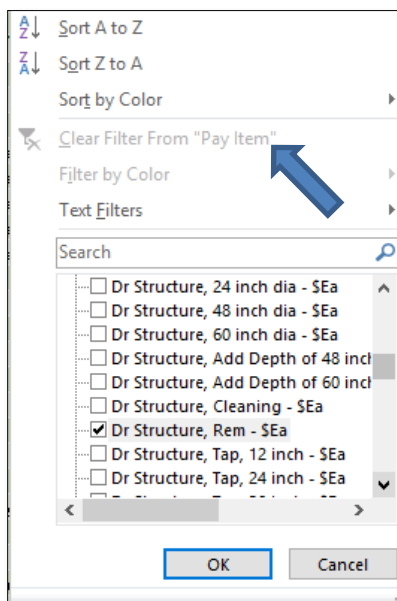


3. Using the scroll bar on the side of the window scroll until you see Dr Structure, Rem - \$Ea and select the checkbox next to it and then select OK. This will select that item and filter the sheet by it.





- To clear the filter, select Clear Filter from “Pay Item”

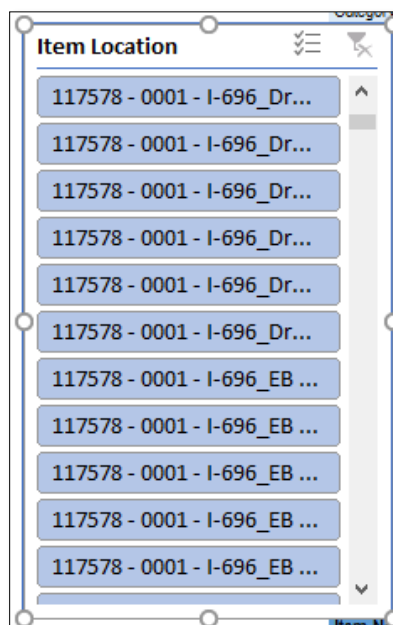


### Sorting Using the Summary | Qnty Tab

The Summary | Qnty tab is where the project information is shown in a user-friendly manner. It only shows the Pay Item and Quantity for each Breakdown ID (station range). You can select from the Item Location box to select the desired Funding Category / Breakdown ID combination.

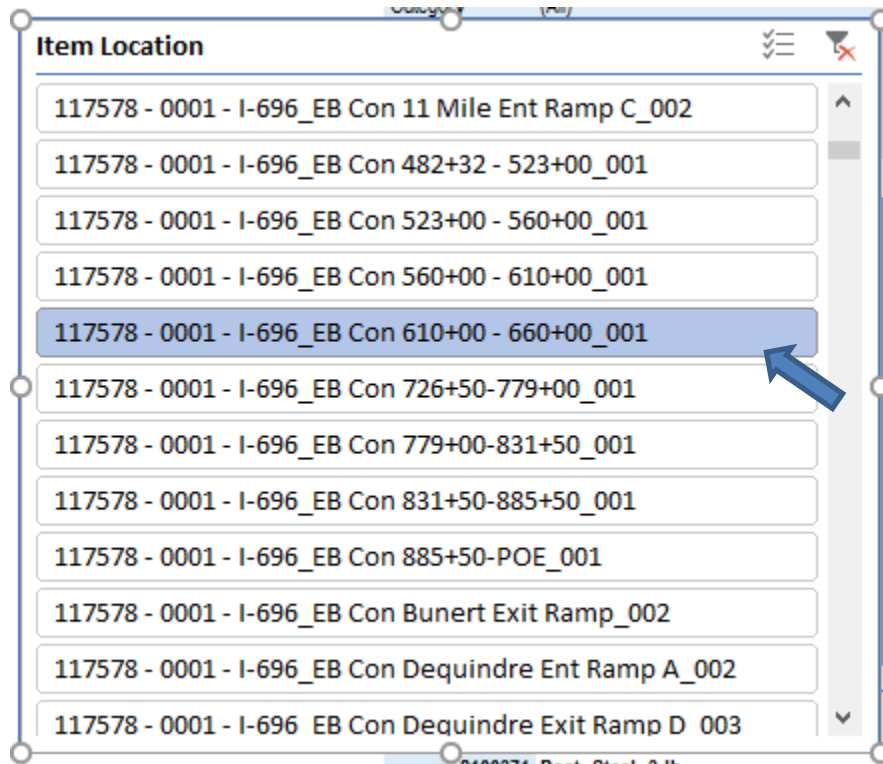
Below is an example of how to filter and get the construction quantities associated with Job Number 117578 Category 001 for East Bound I-696 from station 610+00 – 660+00. This process will take place on the Summary | Qnty tab of the PQS. This process can be repeated any Breakdown ID (station range) by changing the selection in the Item Location box.

- Adjust the size of the Item Location box by selecting the edge of the box and clicking one of the 8 white circles that appear. This will allow you to increase or decrease the size of the box.

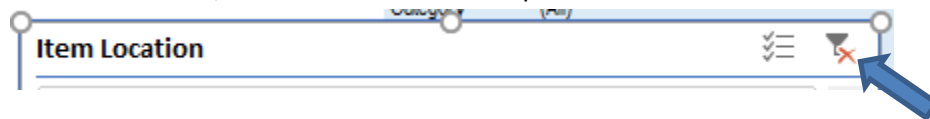




- Using the scroll bar on the side of the window scroll until you find 117578 – 0001 – I-696\_EB Con 610+00 – 660+00



- This will filter the page showing only the pay items associated with this Funding Category/Breakdown ID combination.
- To clear the filter, select the red X at the top.





## **Technical Support**

Please email any questions, issues or problems associated with this document to:

[MDOT-EngineeringSupportTraining@Michigan.gov](mailto:MDOT-EngineeringSupportTraining@Michigan.gov)

Additional Design Services Help and Support can also be obtained through the following email resources:

[MDOT-BridgeDesignSupport@Michigan.gov](mailto:MDOT-BridgeDesignSupport@Michigan.gov) – For help with bridge design software, cells, levels, and workspace tools.

[MDOT-Drainage-Utility@Michigan.gov](mailto:MDOT-Drainage-Utility@Michigan.gov) – For help with GEOPAK Drainage, drainage cells and other subsurface utility modeling tools.

[MDOT-CaddSupport@Michigan.gov](mailto:MDOT-CaddSupport@Michigan.gov) – For help with cells, levels, line styles, dimensions, and other CADD and workspace tools.

[MDOT-RoadwayModelingSupport@Michigan.gov](mailto:MDOT-RoadwayModelingSupport@Michigan.gov) – For help with roadway modeling, modeling templates, civil cells and workspace tools.

[MDOT-Survey\\_Support@Michigan.gov](mailto:MDOT-Survey_Support@Michigan.gov) – For help with survey data, workflows and processes.