

## MDOT – Pay Item Updating

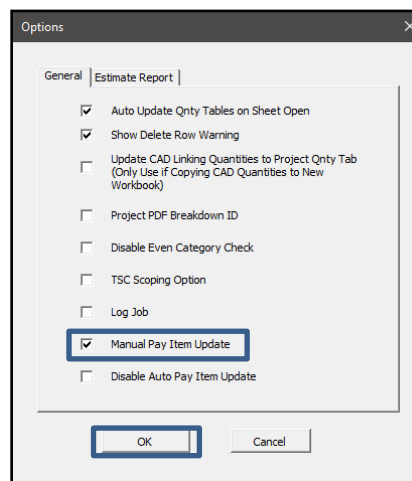
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### General Information

By default, the Project Quantity Spreadsheet (PQS) will automatically update its Pay Items from MDOT's website. If a user disables this feature this workflow will show how to update Pay Items manually or reenable the auto update feature

### Part 1: Update Pay Items Manually

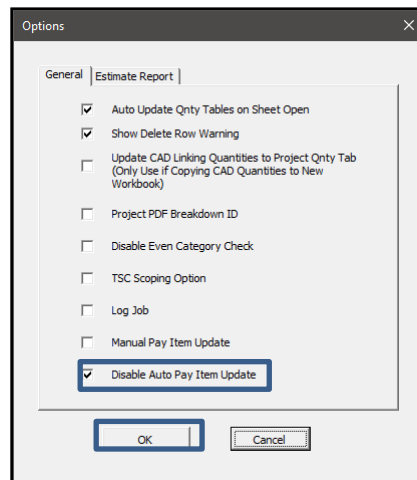
1. Download and save the most recent pay item spreadsheet from [MDOT's website](#).
2. In the MDOT tab in the ribbon select **Options**
3. Select the **Manual Pay Item Update** checkbox and select **OK**.



4. In the windows explorer box that appears navigate to the recently downloaded pay item spreadsheet and select **Open**.

### Part 2: Enable Automatic Pay Item Updating

1. In the MDOT tab in the ribbon select **Options**
2. Select the **Disable Auto Pay Item Update** checkbox and select **OK**.



3. Save close and reopen the PQS and the auto update feature will be enabled.

### **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.