

REPORT AUTO GENERATOR TUTORIAL

Step 1. Go to data.udot.utah.gov

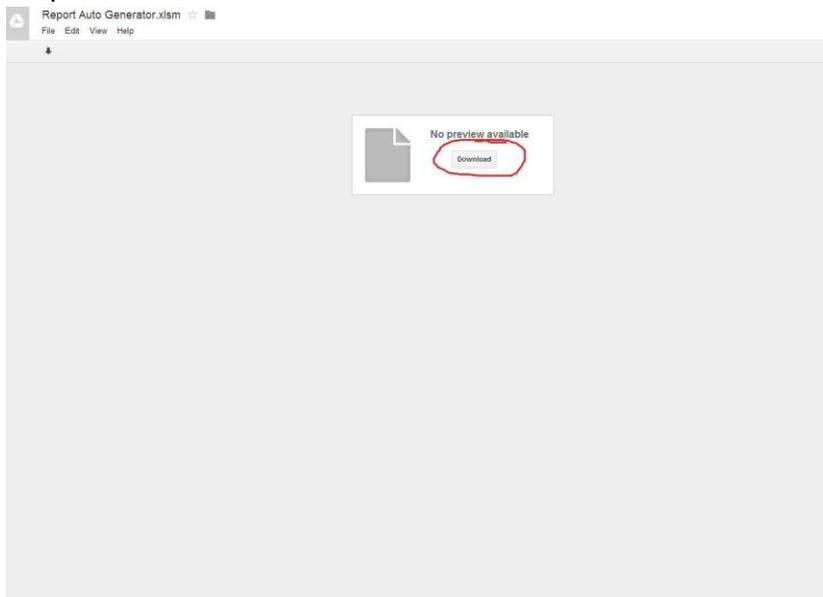
Step 2. Click on "FAQ"

The screenshot shows the UDOT Data Portal homepage. The top navigation bar includes "Utah.gov Services" and "Agencies". The main header features the UDOT logo and "DATA PORTAL". A left sidebar contains several menu items: "Search our Catalog", "Download Data", "Request a Layer", "FAQ" (circled in red), "Frequently Asked Questions", "Steering Committee", and "Sites of Interest". The main content area includes "Featured Applications" with links to "Highway Reference Online", "Linear Bench", and "UPLAN". Below this is a "UDOT Data News" section with sub-sections for "Data Guide", "Data Portal News", "Training", and "Awards". A "2013 State IT Recognition Awards FINALIST" banner is also present. At the bottom of the main content area, there are buttons for "Newest Data Layers" and "Popular Layers".

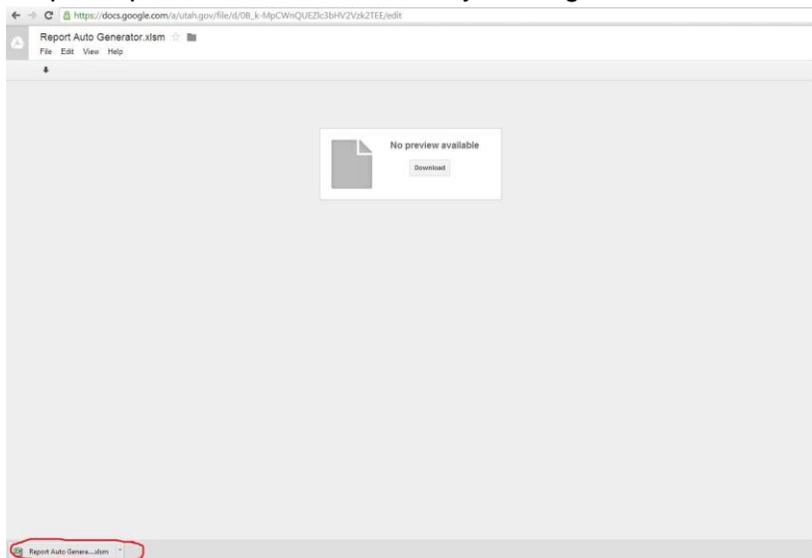
Step 3. Click on the "Report Auto Generator" link near the bottom of the page.

The screenshot shows the "FAQ - Frequently Asked Questions" page. It contains several questions and answers regarding UGate and UPlan. A video player is embedded, showing a video titled "Data Portal Overview" with a play button. Below the video, there is a question: "Where can I find Asset Managements program to auto populate quantity sheets, currently known as the Report Auto Generator? Please click link below. Please share your comments with John Guymon, john.guymon@utah.gov." The link "Report Auto Generator" is circled in red.

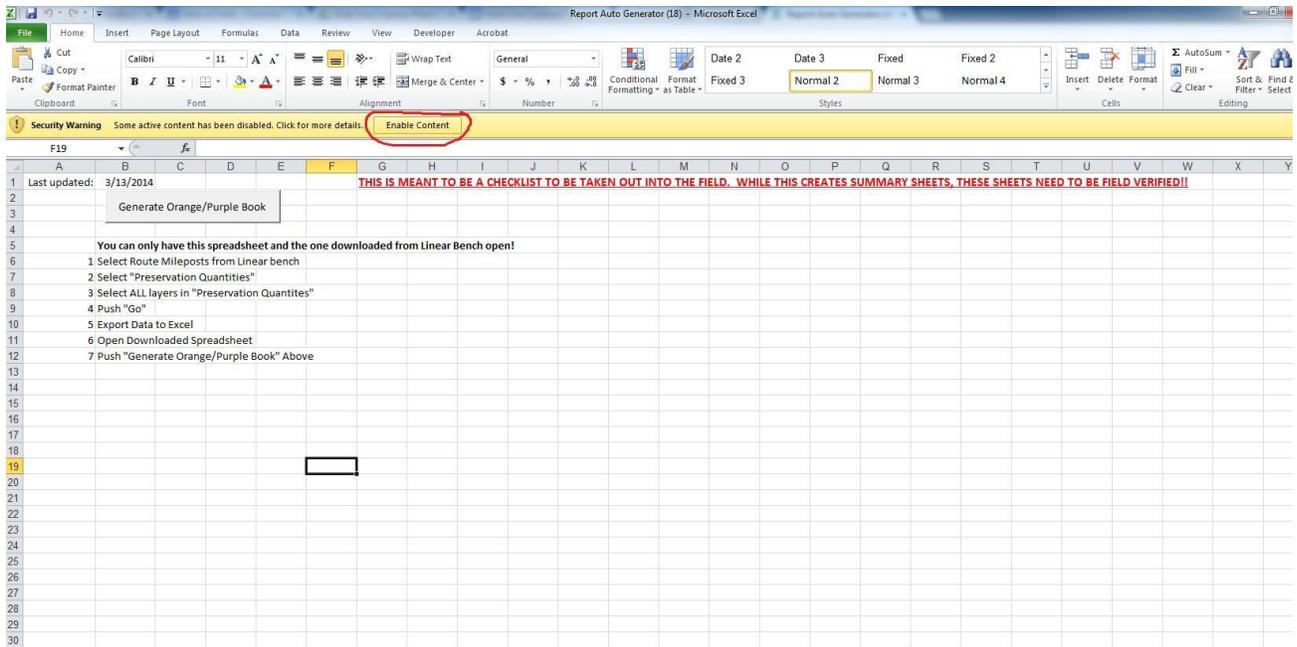
Step 4. Click “Download”



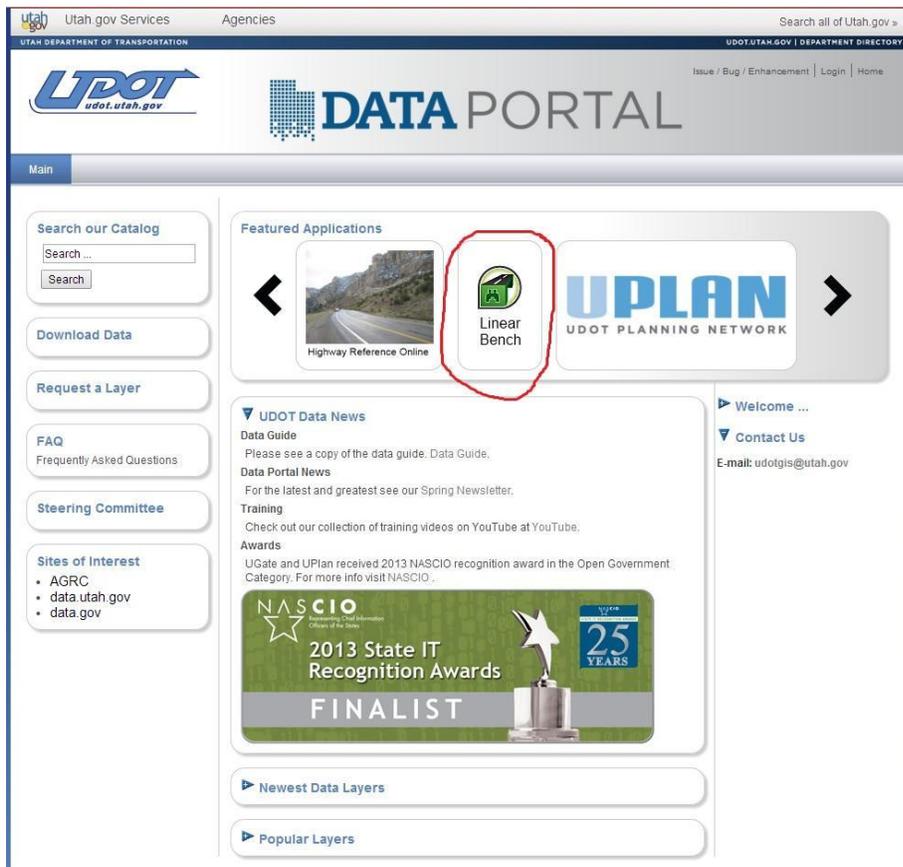
Step 5. Open the downloaded file by clicking on it at the bottom of the page.



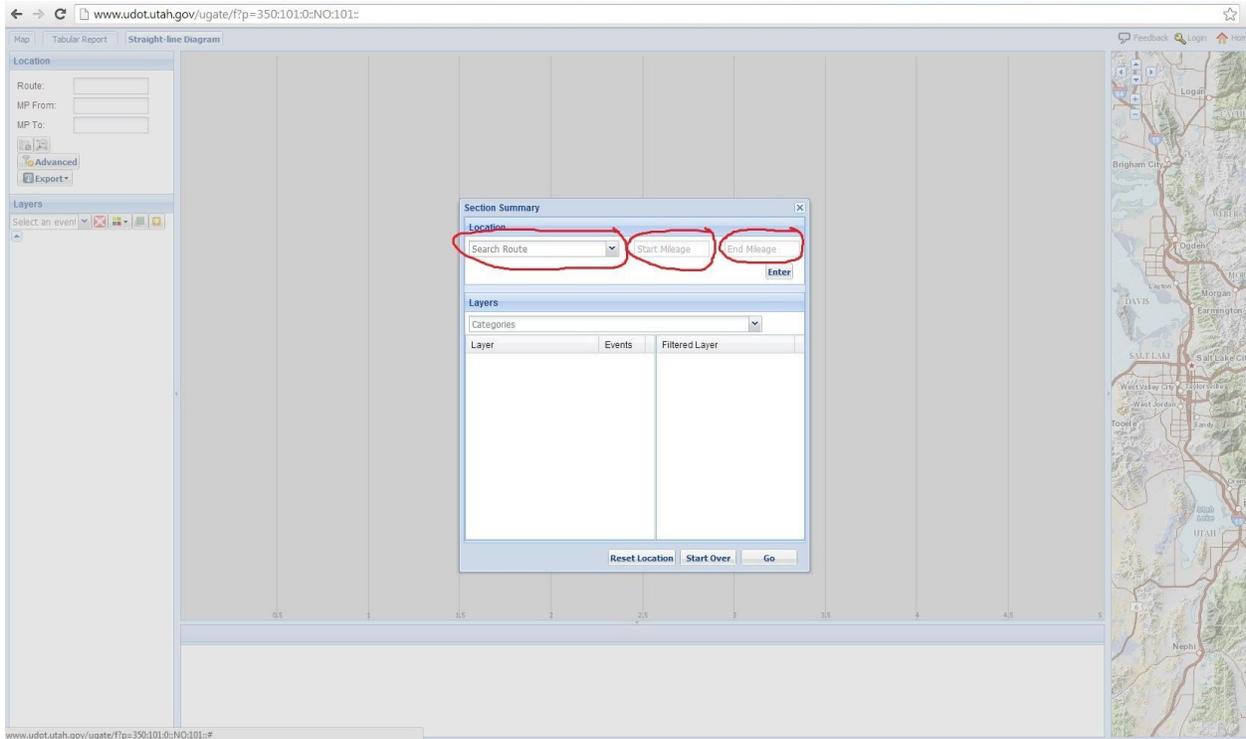
Step 6. Click “Enable Editing” and “Enable Content”



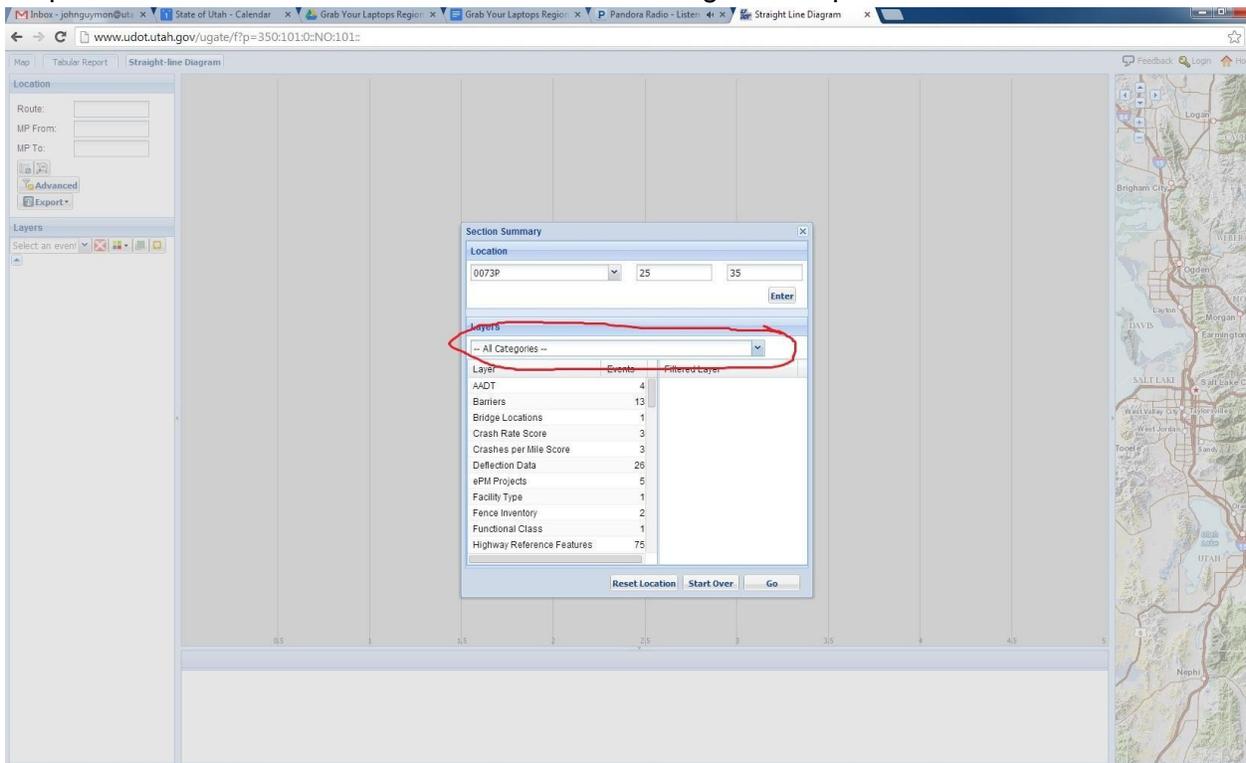
Step 7. Go back to data.udot.utah.gov
Click on "Linear Bench"



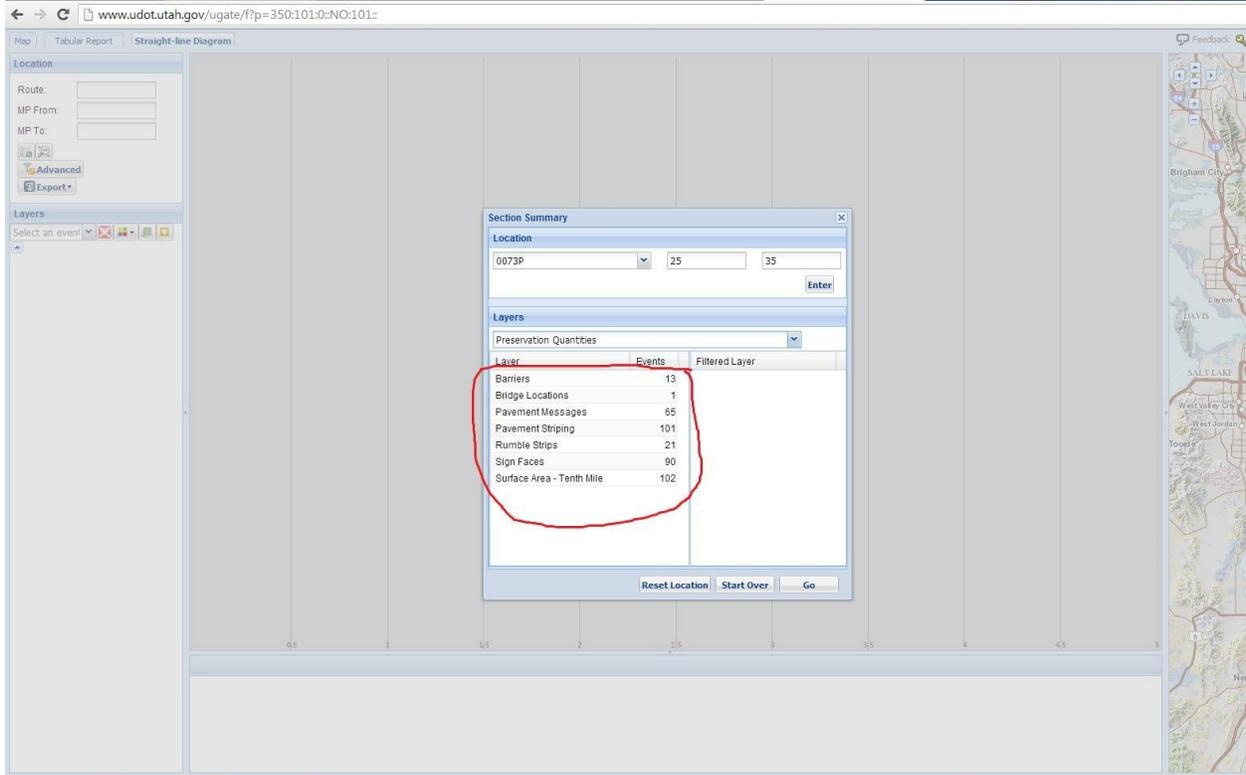
Step 8. Select a Route, Start Milepost, and End Milepost from the drop down boxes.



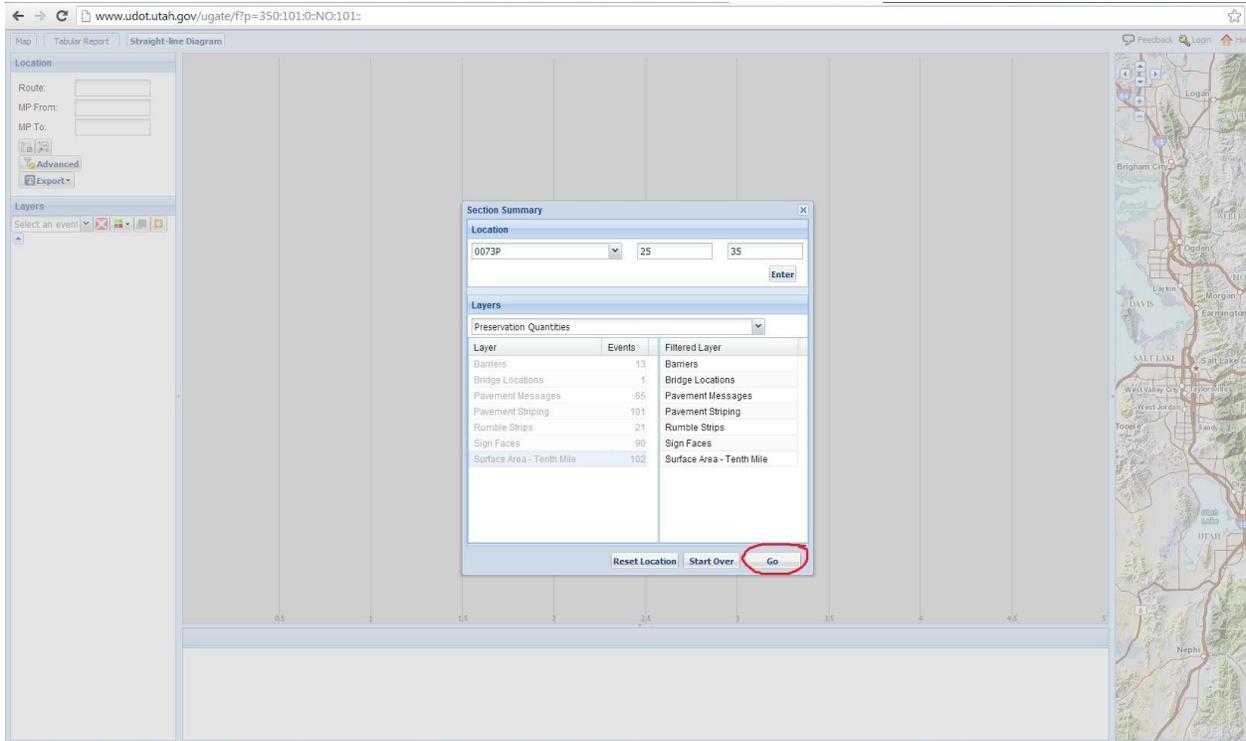
Step 9. Select "Preservation Quantities" from the Categories drop down box.



Step 10. Click on each of the 7 Layers to select them.



Step 11. All 7 Layers should now be in the Filtered Layer Column. Click "Go".



Step 12. Click on the "Export" drop down then select "Export to Excel".

RID	Object ID	Route Name	Route Dir ID	Start MP	End MP	Surface Area	Surface Type
57536648	34909	0073P	1372	33	33.1	0.65993	Asphalt
57536714	34771	0073P	1372	30.7	30.8	0.51216	Asphalt
57536815	35217	0073P	1372	30.3	30.4	0.33123	Asphalt
57536870	34031	0073P	1372	30	30.1	0.33123	Asphalt
			372	27.7	27.8	0.32437	Asphalt

Step 13. Click on “and all layers in the filter”. Click “Export”.

Step 14. Open the downloaded file by clicking on it at the bottom of the page.

Location: Route: 0073P, MP From: 25, MP To: 35

Layers: Barriers, Bridge Location, Pavement Mess, Pavement Strip, Rumble Strips, Sign Faces, Surface Area

RID	Object ID	Route Name	Route Dir ID	Start MP	End MP	Surface Area	Surface Type
57536648	34909	0073P	1372	33	33.1	0.65993	Asphalt
57536714	34771	0073P	1372	30.7	30.8	0.51216	Asphalt
57536815	35217	0073P	1372	30.3	30.4	0.33123	Asphalt
57536870	34031	0073P	1372	30	30.1	0.33123	Asphalt
57536941	33883	0073P	1372	27.7	27.8	0.32437	Asphalt

109113884F972F03C7...xls

Step 15. Click "Enable Editing"

109113884F972F03C7FD452786D20308_layer_data (1) [Protected View] - Microsoft Excel

Protected View: This file originated from an Internet location and might be unsafe. Click for more details. **Enable Editing**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Route	0073P																							
2	Start Accur	25																							
3	End Accur	35																							

Step 16. Activate the Report Auto Generator Spreadsheet. Click "Generate Orange/Purple Book"

The screenshot shows a Microsoft Excel spreadsheet titled "Report Auto Generator (18) - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Acrobat. The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Last updated:	7/15/2014																							
2																									
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Key elements in the spreadsheet:

- Cell B2: "Last updated: 7/15/2014"
- Cell B3: "Generate Orange/Purple Book" (circled in red)
- Cell E3: "THIS IS MEANT TO BE A CHECKLIST TO BE TAKEN OUT INTO THE FIELD. WHILE THIS CREATES SUMMARY SHEETS, THESE SHEETS NEED TO BE FIELD VERIFIED!!"
- Cell E5: "You can only have this spreadsheet and the one downloaded from Linear Bench open!"
- Cells E6-E12: A 7-step list of instructions for generating the report.
- Cell B19: A small empty rectangular box.