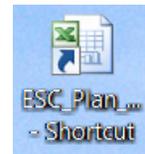


VDOT ESC Plan Template for Maintenance Projects

Quick Start Guide

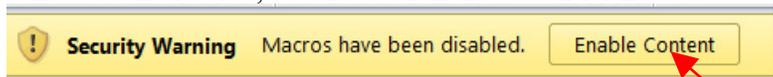
Installation Instructions:

- I. Using Windows Explorer, create a folder where you plan to save the ESC Plans created with this tool. This can be a location on your computer (My Documents, your Desktop, etc.) or a location on your internal office network (ask an IT Administrator for help with the network if needed).
- II. Save the Excel file *ESC_Plan_Template.xls* to this folder. The template file should be marked as read-only! (To check: right-click on the file, select *Properties* from the pop-up menu, and make sure *Read-only* has a check mark next to it, then hit OK)
- III. Navigate to the folder you just saved the template to and copy the template file (right-click on the file and choose *Copy* from the pop-up menu, or select the file and press *Ctrl+C*)
- IV. Right-click on an empty spot on your desktop and select *Paste Shortcut* from the pop-up menu. This will be the shortcut you use to open the ESC Plan Template.



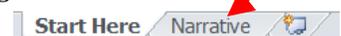
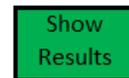
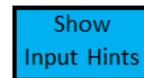
Launching the Template:

1. For new projects, double-click on the icon you created when you installed the template. It should be on your desktop and look like the image to the right.
 - a. If a security warning pops up saying Macros have been disabled, be sure to click the button for **Enable Content**. *The tool won't work w/o them!*
 - b. Enter at least a **Project Name** and the **ESC Plan Date** (if not the entire **Project Information** section) and press the **Save Plan As** button.
 - c. Skip to step 3 below
2. For existing projects, open the folder where you are storing your ESC Plans and double click on an existing plan.
 - a. Be sure to *enable macros* if the security warning pops up (see 1.a. above).
 - b. If you are continuing to work on the same project, skip to step 3 below.
 - c. If you are using an existing plan as a guide, change the **Project Name** and/or **ESC Plan Date** and click the green **Save Plan As** button.



Start Here Page:

3. On this page, you will enter basic information such as the project name, location, timeframe, etc. The program is set up for you to enter information in the yellow, blue, & gray colored boxes. The buttons at the top of each screen are used to perform additional tasks such as saving the file, resetting the forms, and printing the plan.
 - a. **Yellow Boxes**: These are required fields that are used to generate the narrative. ALL YELLOW FIELDS MUST BE FILLED OUT!
 - b. **Blue Boxes**: These are recommended fields that will help clarify items in the narrative, but can be left blank if they do not apply.
 - c. **Gray Boxes**: These are default fields that fill automatically based on your input, but can be changed as necessary.
 - d. If you're not sure of what to put in a box, refer to the Software Reference Guide or click on the blue **Show Input Hints** button.
4. Once you fill in ALL the yellow boxes, press the green **Show Results** button at the top of the page.
5. The results are highlighted in blue at the bottom of the screen. If instructed, **Proceed to the Narrative** by clicking on the green button beside the results, or left-click on the **Narrative** tab at the bottom of the screen. Otherwise, print the results of the start page by clicking on the green **Print this Page** button.
 - a. It is recommended that you press the green **Save Plan (As)** button periodically, and now would be a good time to do so.



VDOT ESC Plan Template for Maintenance Projects

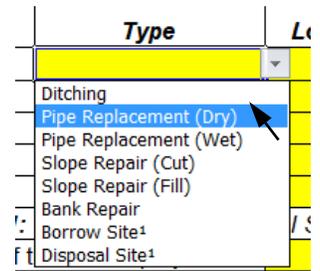
Quick Start Guide

Narrative Page:

6. The Narrative page is set up much like the Start page with buttons across the top and yellow, blue & gray boxes to fill out (see 3a-3d above). If you are working from a plan that was already started and the page does not show any yellow or blue boxes, press the blue **Show All Fields** button at the top of the page.

NOTE: Each Task on this page must be filled out from top to bottom!

7. Start with the **Maintenance Task List** by selecting the **Type** of maintenance for each task from the drop-down list (left click on the gray arrow to the right of the active box, then on one of the activity types). Type in the location of the task and as many of the blue fields as needed, then check that the location type is correct (Roadway = Linear Projects, Site = Non-Linear Projects).



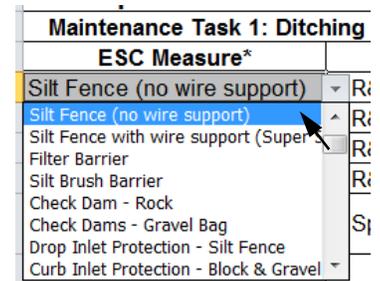
8. Proceed to the **Project Details** and fill out all yellow boxes (filling blue boxes is also recommended).

NOTE: Depending on your answers to these questions, some additional information may be required (instructions will appear beside the questions & required boxes will change from blue to yellow).

9. Most of the **Project Narrative** will be written automatically, but there is space for typing any details not automatically included under **Additional Project Information**. This area should be used to explain any special circumstances and must be used to explain all Critical or Sensitive Areas.

Hint: Press Alt & Enter at the same time to create paragraphs in this box.

10. Continue down the page to **Task Specific Erosion and Sediment Control Measures** to review and select ESC Measures to be used with each task. The most commonly used ESC Measures for each task will be selected automatically, but additions, subtractions, or substitutions can be made using the drop-down list (left click on the gray arrow to the right of the active box, then on one of the ESC Measures – a blank is all the way at the top of the list).



11. This is a good time to save the plan if you haven't recently done so.

12. Once all the ESC Measures have been selected, proceed to the Sketches by using the navigation buttons beside each task or left-clicking on each sketch tab (**T1-Ditching**, **T2-Dry Pipe Repl**, etc.) at the bottom.

Sketch Pages:



13. For each Sketch (T1 – T5 as applicable), review all of the gray boxes (drawing labels & project information) and Text Boxes (Location, Begin/End Work, and North Arrow) and adjust as necessary.

Drawing Labels should be used to match the ESC Measure with the way it is to be used on the sketch.

14. When finished adjusting the labels, press the blue **Show Only Used Measures** button, then proceed to the next sketch (by using the navigation buttons or clicking on the tabs at the bottom of the window). Once all sketches have been reviewed, press the green **Generate Plan** button to return to the Narrative page (in its printer-friendly view) & print the entire ESC Plan.

NOTE: Critical Areas require a separate, more detailed sketch.

Printing the ESC Plan:

15. If you are satisfied with the way the plan looks, press the green **Print Plan** button at the top (where the **Generate Plan** button was). Otherwise, press the blue **Show All Fields** button to return to the editing mode.

Other Buttons:

- The orange **Reset** buttons are used to reset the default entries for some or all white & gray boxes on each specific page. *This cannot be undone, so read the warning message carefully!*
- The red **Clear Forms** buttons will delete all entries and reset all boxes in the entire plan, essentially starting over from a blank template. *This cannot be undone, so read the warning message carefully!*