Term	Definition
Adjustment	Minor modification to a utility facility to ensure it remains functional and compliant with the new construction, without needing to be fully relocated, e.g., adjusting a casting/rim to finished grade. Adjustments are documented in Attachment 5A.
Administrative Code Trans 220	Wisconsin Administrative Code governing utility facility work on state trunk highway improvement projects. Trans 220 establishes the regulatory framework for the coordination, scheduling, and reimbursement process that the Utility Worksheet is designed to support.
Anticipated Conflict	A potential physical or operational interference identified during the design phase of a project by the Utility Coordinator or Project Engineer and sent to the OWNER for evaluation and disposition.
Conflicts	A specific point where the proposed highway construction, physically or operationally, overlaps with a utility facility. Each conflict is represented as an individual row in the Anticipated Conflicts table and tracked through the Attachment 5 workflow.
Discontinued Utility Facility	Utility infrastructure that is no longer in active use and is abandoned-in-place. The owner acknowledges ownership and ongoing responsibility for it. Previously discontinued facilities are addressed in Attachment 3; facilities being discontinued as part of this project are addressed in Attachment 5D.
Existing Utility Facility	Any active, inactive, or abandoned underground, overhead, or surface-mounted utility infrastructure that is already present on the project site before new construction begins.
Form Control	Interactive elements embedded within the Excel workbook used to capture user selections and trigger macro-driven actions, such as a radio button, checkbox, dropdown list, or command button.
Highway Contract	A legally binding agreement between a project sponsor (usually a state Department of Transportation or local municipality) and a contractor for the construction, maintenance, or repair of a public roadway.
Highway Plan	The set of technical engineering drawings and specifications that define the physical construction of a roadway. The highway plan is transmitted to each owner and serves as the basis for identifying anticipated conflicts.
Identified Conflicts	A confirmed point of interference where a specific existing utility facility physically obstructs the construction of the highway plan. An anticipated conflict becomes an identified conflict when the Owner dispositions it as YES, YES-COMBINED, or NEW in the Anticipated Conflicts table.
Impacts	The physical, financial, or schedule-based effects a highway project has on an existing utility facility, that require evaluation, coordination, or action to resolve. Impacts are documented through the Utility Worksheet and summarized on Utility Impact Sheets for inclusion in the PS&E.
Inclusions	A specific piece of utility work that is physically incorporated into the main highway contract rather than being performed separately by the utility company. Inclusions are flagged in the Utility Worksheet on the Main Form and require coordination with the utility coordinator on bid items, specification and cost estimates.

Mobilization	The initial deployment of personnel, equipment, materials, and supplies to the project site to perform work. When utility work requires more than one mobilization e.g., discontinuation in one stage, removal in another, each mobilization should be represented as a separate row in the Anticipated Conflicts table to preserve schedule clarity.
Participant	In the context of shared utility spaces, the entity whose facilities occupy infrastructure owned by another utility (the Provider). The Participant coordinates sequencing with the Provider and documents this coordination in Attachment 7PT. See also: Provider.
Project Plan	The comprehensive "roadmap" that outlines how the Highway Plan will be executed, monitored, and controlled, focusing on the schedule, communication, risk management, and resource allocation. See also: Highway Plan.
Project Sponsor	The primary entity (typically a government agency or public authority) that provides the funding and holds the ultimate legal authority for a project.
Provider	In the context of shared utility spaces, the entity that owns and controls the shared infrastructure e.g., pole line, conduit package, vault. The Provider coordinates with Participants whose facilities occupy the shared space and documents this coordination in in Attachment 7PR. In general usage, a utility provider is the entity that supplies utility service to end-users.
Rearrangement	Shifting or reconfiguring an existing facility in place to avoid an identified conflict and make room for new construction without replacing or relocating the facility. Rearrangements are documented in Attachment 5R.
Reconstruction	Rebuilding or replacing an existing utility facility or structure in the same location, e.g., removing and replacing a manhole cone or an adjustment beyond the addition or subtraction of adjustment rings, typically greater than one foot vertical change. Reconstructions are documented in Attachment 5R.
Relocation	Installing a new utility facility in a different location to replace the existing one in conflict. Relocations are documented in attachment 5R.
Resolution	The formal agreement or physical action that eliminates a conflict between a utility facility and the highway plan. Resolutions are documented through the Attachment 5 workflow (adjustment, discontinuance, protection, relocation/reconstruction, or temporary measures) and summarized in the work plan.
Service Work	The specific tasks required to maintain, relocate, disconnect, or reconnect utility services to individual customers that are impacted by a larger project. Service work for existing services is documented in Attachment 6E; new service connections are documented in Attachment 6N.
Shared Utility Space	A specific area or corridor designated to house facilities from multiple utility owners such as a utility pole line or conduit package. When work in a shared utility space affects other owners, coordination is documented in Attachment 7PR (Provider) or Attachment 7PT (Participant).
Timelines	Distinct periods during which utility work is performed, distinguished by separate mobilizations or construction stages. When utility work occurs across multiple timelines, e.g., discontinuation in stage 1 and removal in Stage 4, each timeline requires a separate row in the Anticipated Conflicts table.
Utility Facility Owner	The entity – whether public, private, or cooperative – that owns, operates, and maintains a utility facility. Referred to as "OWNER" throughout the Utility Worksheet and this guidance.

	Each OWNER receives a separate Utility Worksheet for its facilities and is responsible for competing and returning the work plan.
Utility Work	Any physical activity required to install, relocate, adjust, protect, reconstruct, rearrange, discontinue, or remove utility facilities in response to the highway project. The specific type of utility work determines which Attachment 5 is required.
Utility Worksheet	The standardized form used to identify, track, and resolve utility conflicts for a single utility OWNER. One worksheet is generated per OWNER and, once completed with all required attachments, serves as the OWNER's work plan.
Watchdog	Onsite inspector, certified staff, or spotter responsible for monitoring construction operations in close proximity to the existing utility facility.
Workbook	An Excel Document containing multiple Worksheets.
Work Plan	The completed Utility Worksheet and all required attachments, submitted by the OWNER to the utility coordinator that outlines exactly how and when the OWNER will address each identified conflict between its facilities and the highway plan, including schedules, coordination requirements, approvals, and supporting documentation.
Worksheet	In the context of the A single tab within an Excel workbook.

2.1 PURPOSE OF THIS JOB AID

The purpose is to provide guidance to Utility Coordinators in using the Utility Worksheet Admin Tool (.xlsm) to create, manage and publish utility impacts for highway improvement projects. This document provides guidance across three areas: a step-by-step guide, a content guide, and a functionality guide. This document is to be used in conjunction with the Utility Worksheet (.xlsm).

2.2 UPDATES TO THIS JOB AID

This job aid will be revised periodically with updated information. To ensure you are using the current version of this job aid it's recommended to always access this document from the WisDOT Utility Coordination Tools webpage.

2.3 GETTING STARTED

It is assumed that the user of this job aid is a Utility Coordinator or member of the project design team responsible for managing utility coordination on a high improvement project. The coordinator will use the Admin Tool to create Utility Worksheets pre-populated with anticipated conflicts, distribute them to the Utility Facility Owners (OWNERs), collect completed work plans, import the retuned data, and generate a master conflict table, utility plan sheets and Gantt Chart style schedules for the PS&E.

The Admin Tool is a macro enabled (.xlsm) spreadsheet, some organizations have specific firewalls and rules regarding the accessing of macro enabled content through email. If the Admin Tool cannot be opened or macros do not function, work with the Project Sponsor to resolve access. *Note: If a Utility Owner is unable to access the utility worksheet, they are instructed in the Worksheet Guidance to request a zip file with the worksheet contained within from the Utility Coordinator.* Once the file is accessible, there are certain steps that will likely need to be taken in order to successfully use the utility worksheet.

Before opening the macro-enabled Admin Tool (.xlsm), save the Tool in a dedicated folder and add the folder to your trusted locations. It is NOT recommended to add your Downloads folder as a trusted location to your machine. To do this, you'll need to configure Microsoft Office Trust Center by going to: File → Options → Trust Center → Trust Center Settings → Trusted Locations → Add new location. If you have the spreadsheet open, you will need to close and reopen the file, then Enable Content.

Throughout the spreadsheet there are two different colors used to denote information. A tan color denotes that text is required within the cell. This color is present throughout the form for textboxes embedded within the questions. Text will need to be entered here to complete the form. The other color present is gray. It is used strictly within the tables. It denotes that information is either not required or prohibited from being entered into the cell.

2.4 DASHBOARD

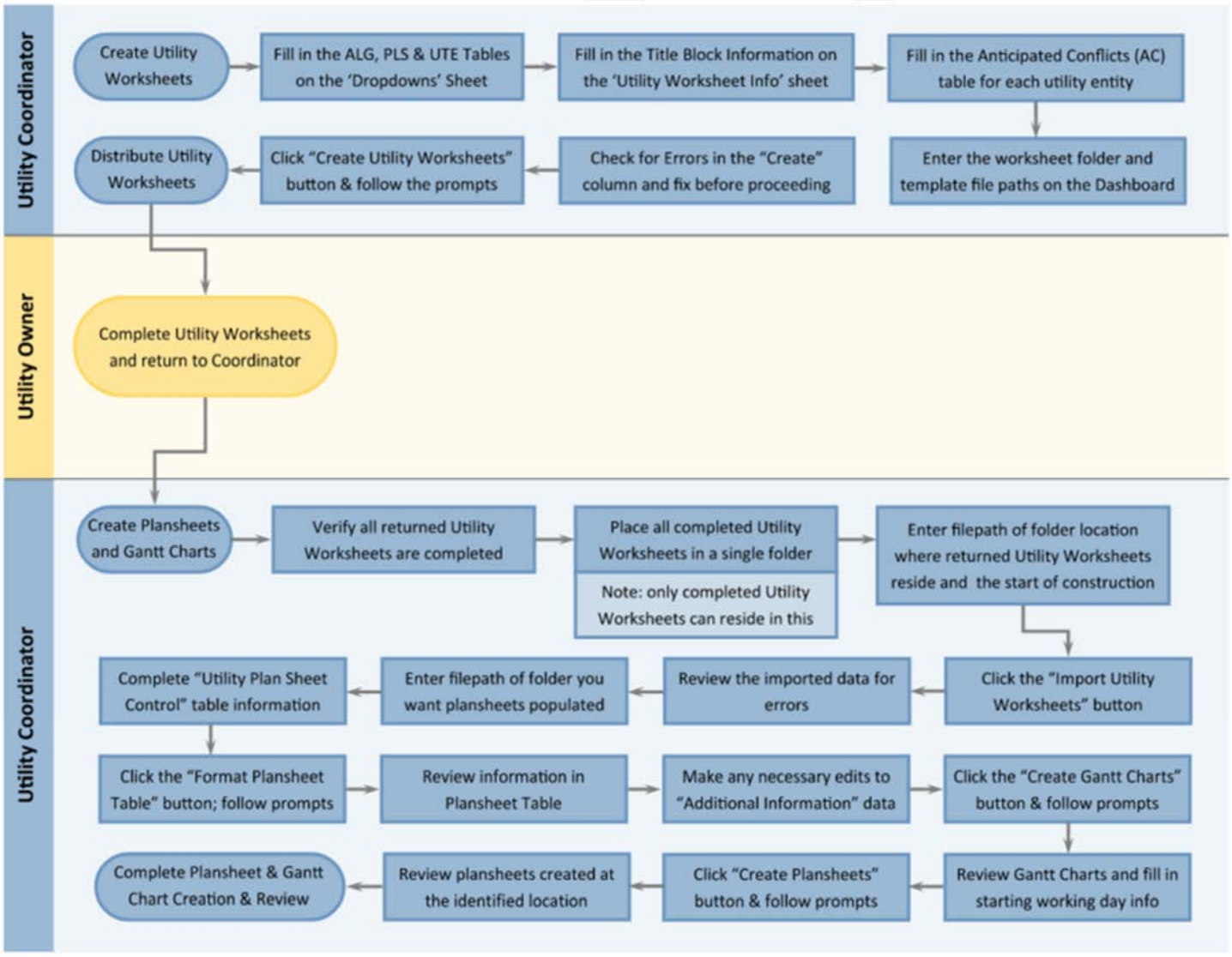
The Dashboard tab is where the three primary functions of the Admin tool are managed; Creation, Import, and Plansheets. The dashboard contains a passive Check For Errors, which will inform the user of any shortcomings in the data prior to executing the macros.

2.5 STATUS

The Status tab is completely optional and does not tie into any other data from the Admin Tool other than generic project information, which is pulled from the Utility Worksheet Info tab. The Status tab is provided for optional use in managing and coordinating the status of work plans for each Utility Facility Owner (OWNER).

3.1 GENERAL

The general workflow for the Admin Tool is shown in the flowchart below. The coordinator will create the Utility Worksheets for every utility entity, disseminate them and work with the utilities to develop their work plans. Once the OWNERs return their work plans to the coordinator, they will compile them in a folder, evaluate their completeness, and import the data into the Admin Tool. From the data that was imported the coordinator will then generate plansheets that are to be included in the final PS&E for the highway improvement project.



3.2 CREATION

The Admin Tool generates Utility Worksheets for distribution to each Utility Entity (UTE) pre-populated with their anticipated conflicts for the project. The creation workflow assists the Utility Coordinator with filling out the required dropdown tables, project information, and anticipated conflicts, then setting file paths where the tool saves the Worksheets.

Step-By-Step Guidance	Content Guidance	Functionality Guidance
1. Navigate to the Dashboard tab.	1. The Dashboard is the central control point for all Admin Tool operations.	1. All operations are initiated from the Dashboard tab.
2. Navigate to the Dropdowns tab. 2.1. Fill out the ALG table. Ensure it contains at least one alignment with name, minimum station, and maximum station. 2.2. Enter the project stages into the PRS table. 2.3. In the UTE table, add one row per utility entity with Utility Name, Utility Facility Type, Utility Entities display name, and Utility Abbreviation. 2.4. Review remaining dropdown tables and add project-specific values if needed.	2. Ensure all three tan colored tables are filled out: The Alignment (ALG) table, Project Stage (PRS) table, and Utility Entity (UTE) table. 2.1. The ALG table defines valid station boundaries. The PRS values allow utilities to select the timing of their work as it relates to the project. The tool creates one Utility Worksheet for each UTE table entry. 2.2. The Utility Abbreviation should be short and unique (e.g., "ABC-CL"). It becomes part of the filename and Conflict IDs.	2. Values added to the tan colored dropdown tables will pre-populate drop down lists for the utilities to select from when filling out their generated worksheets. 2.1. The UTE table must have at least one row for creation to proceed. 2.2. The tool uses the abbreviation to generate the filenames and conflict ID numbers (3.4 Import Workflow) 2.3. All dropdown tables feed validation lists on the generated forms.
3. Navigate to the Utility Worksheet Info tab. 3.1. Fill in Project Description: Title, Limits, Highway, and County. 3.2. Fill in Project IDs: Design, Construction, Right of Way, and UTL Number. 3.3. Fill in Coordinator Information: Name, Address, Phone, and Email. 3.4. Fill in Dates and Version: Transmittal, Work Plan Due, UCM, and Plan Version.	3. The Utility Information added here will be auto-populated for each generated Utility Worksheet. 3.1. The Construction ID and Utility Abbreviation form the filename. 3.2. Coordinator info appears in the "Return Work Plan To" section of each form.	3. The tool writes the entered information to each generated form. 3.1. Blank fields result in blank cells on the generated forms.
4. Add each Anticipated Conflict (AC) to the table as its own individual row. 4.1. For each conflict row add the Utility Entity, Alignment, and enter Start/End Station, Offset Distance, and Offset Location.	4. Each row represents one conflict between the highway project and a utility facility at a specific location. 4.1. YES and YES-COMBINED = standard conflict, included on the form. 4.2. NEW INSTALL = new facility, included on the form.	4. Additional rows are automatically added to the table when a cell in the next row is populated. 4.1. Station values are validated against ALG table boundaries. 4.2. The checkmark character is required in attachment columns.

4.2. Select OH/UG, Facility Size, Facility Component, and Facility Material.
4.3. Select the "In Potential Conflict With" reason.
4.4. Set the conflict status: YES, YES-COMBINED, NEW INSTALL, NO-DISCONTINUE, or NO.
4.5. Place checkmarks in the applicable Attachment columns (5A, 5D, 5P, 5R, 5T).
4.6. Repeat for every anticipated conflict across all utility entities.

5. Click PICK FILEPATHS.
   5.1. Select the output folder where generated Utility Worksheets will be saved.
   5.2. Select the blank Utility Worksheet template file (.xlsm).
   5.3. If the output folder does not exist, create it in File Explorer before selecting.

6. Return to the Dashboard tab.
   6.1. Review the CHECK FOR ERRORS panel under the CREATE section.
   6.2. If any item shows a red indicator, return to the indicated tab and correct the issue.

7. Click CREATE UTILITY WORKSHEETS.
   7.1. Navigate to the output folder and verify one file exists per utility entity.
   7.2. Open each file and confirm project data, coordinator info, and anticipated conflicts populated correctly.
   7.3. If data is incorrect, correct the source data. Move or rename existing files before re-running CREATE.
   7.4. If no files are created: confirm at least one utility entity exists in the UTE table, confirm both file paths were selected, and

4.3. NO-DISCONTINUE = not in conflict but being discontinued, included with 5D automatically flagged.
4.4. NO = not in conflict, skipped during creation.
4.5. Attachment checkmarks: 5A = Adjustment, 5D = Discontinuing, 5P = Protection, 5R = Relocation, 5T = Temporary.

5. The output folder is where generated files will be saved. The template is a clean, unmodified Utility Worksheet template.
   5.1. The tool populates the template and saves as a new file. The original template is not modified.

6. The Check for Errors panel validates dropdowns, project information, anticipated conflicts, and file paths before creation.

7. Each generated file name includes the Construction ID and Utility Abbreviation.
   7.1. The tool does not overwrite existing files. Move or rename existing files before re-running CREATE.

8. Each utility entity completes their form outside the Admin Tool.
   8.1. If a utility entity has questions, refer them to the Utility Worksheet Guidance document.

5. PICK FILEPATHS opens two dialogs sequentially: one for the folder, one for the template.
   5.1. Paths are stored in cells D7 (creation folder) and D10 (template).
   5.2. Paths can also be typed or pasted directly into the cells.

6. The Check for Errors panel updates automatically as data is entered.
   6.1. A green indicator means the item is complete. A red indicator means it requires attention.

7. Excel may appear unresponsive during file generation. Do not close Excel, wait for the process to finish.

8. Generated forms are self-contained workbooks with their own buttons and Check for Errors function.
   8.1. The optional Status tab can be used for tracking distribution and return status.

confirm all Check for Errors indicators show green. 7.5. Do not click RESET unless you intend to clear all data and start over. RESET permanently deletes your input data, not just output files. This action cannot be undone. 8. Send each generated Utility Worksheet to its respective utility entity contact. 8.1. Retain copies in the creation folder for reference. 8.2. When completed worksheets are returned, proceed to Import workflow (Section 3.4).		

3.3 IMPORT

The import workflow reads completed Utility Worksheets returned from the utility entities and brings the returned data into the Admin Tool. The coordinator prepares the returned files, sets the import folder and construction date, runs the import, and reviews the imported data.

Step-By-Step Guidance	**Content Guidance**	**Functionality Guidance**
1. Collect all completed Utility Worksheets returned from the utility entities. 1.1. Save all returned files in a single folder. 1.2. Verify the folder contains only completed Utility Worksheet files (.xlsm). Remove any other files. 1.3. Open each returned file and verify it passes its own Check for Errors before Importing. 1.4. Close all files before proceeding.	1. The import reads every .xlsm file in the selected folder. 1.1. Non-Utility Worksheet files may cause errors.	1. All returned files must be closed in Excel before import. 1.1. Files open in another window will cause the import to fail or skip the file. 1.2. Incomplete forms will still import but with incomplete data.
2. Navigate to the Dashboard tab. 2.1. Enter the folder path in cell D18 or click PICK FILEPATH to select the folder. 2.2. Enter the Construction Begins date in cell H20.	2. The import folder path is separate from the creation folder (D7). 2.1. The Construction Begins date drives Gantt chart positioning and determines how conflicts are classified as “Prior to Construction” or “During Construction.”	2. The folder path is stored in cell D18. The Construction Begins date is entered in cell H20. 2.1. Paths can be typed or pasted directly into the cell.

3. Review the CHECK FOR ERRORS panel under the IMPORT section.
   3.1. Verify "Folder Location Filled In" and "Construction Begins Filled In" both show green indicators.
   3.2. If either shows a red indicator, correct the issue before proceeding.

4. Click IMPORT UTILITY WORKSHEETS.
   4.1. Allow the process to complete without interrupting. Excel may appear unresponsive — do not close Excel while the tool is running.
   4.2. If a file count mismatch warning appears, verify all completed forms are in the folder and no extra files are present. Click YES to cancel the import or NO to continue importing despite the mismatch.
   4.3. If an error occurs during import: confirm all files are closed, the folder contains only Utility Worksheets, and all files use the current template version.

5. Review the imported data.
   5.1. Navigate to the Main Form tab and verify question responses for each utility entity.
   5.2. Navigate to the A-5 tab and verify conflict data, proposed locations, and schedule information.
   5.3. Navigate to remaining attachment tabs (A-3, A-5Q, A-6E, A-6N, A-7PR, A-7PT) and verify their data.
   5.4. If data appears missing, compare against the original returned file.

6. Proceed to the Plansheets workflow (Section 3.5)

   2.2. Use the date from the Notice to Proceed or contract documents.

3. Both items must pass before import can proceed.

4. The tool opens each file, extracts the returned data, and writes it to the Admin Tool.
   4.1. Do not run Import more than once for the same files. Running Import twice will create duplicate rows. If this happens, use RESET (import only) to clear imported data, then re-run the import once.
   4.2. A file count mismatch may indicate missing returns or extra files in the folder. Verify before proceeding.

5. Each tab in the Admin Tool corresponds to a section of the Utility Worksheet.
   5.1. Pay particular attention to anticipated start dates and working days, as these drive the Gantt charts.
   5.2. Errors at this stage carry through to the plansheets.

6. All imported data serves as the basis for plansheet generation. Do not proceed until all import data has been reviewed and verified.

3. The Check for Errors panel under IMPORT validates the folder location and construction date.

4. The tool reads all responses, selections, and entered data from each file.
   4.1. Imported data is written to: Main Form, A-3, A-5, A-5Q, A-6E, A-6N, A-7PR, A-7PT, A-8, A-9, and A-10.
   4.2. The tool compares the file count in the folder against the number of utility entities and warns if they do not match.

5. The Main Form tab shows one row per utility entity. The A-5 tab shows one row per imported conflict.
   5.1. Row counts should equal the sum of data rows across all imported forms.

6. No additional actions are required before proceeding to plansheets.

3.4 PLANSHEETS & GANTT CHARTS

The plansheets workflow generates plansheets and Gantt charts from the imported data. The coordinator defines plansheet page boundaries, formats the data, creates Gantt charts, generates the final plansheet file, and reviews the output for inclusion in the PS&E.

Step-By-Step Guidance

1. Navigate to the Dashboard tab.
   1.1. Enter the plansheet output folder path in cell D26. There is no PICK FILEPATH button.

2. Navigate to the Plansheet Info tab.
   2.1. In the Utility Plan Sheet Control table, add one row per plansheet page.
   2.2. For each row, enter Utility Plan Sheet number, Alignment, Matchline Start Station, and Matchline End Station.
      2.2.1. Tables must have continuous rows and matchlines must fall within provided station ranges for plansheet and gantt chart output to poplate correctly

3. Return to the Dashboard tab.
   3.1. Review the CHECK FOR ERRORS panel under the PLANSHEETS section.
   3.2. Correct any items showing a red indicator.

4. Click FORMAT PLANSHEET TABLE.
   4.1. Navigate to the Plansheet Table tab and review the populated data.
   4.2. Make any necessary edits to the “Additional Information” column.

Content Guidance

1. The plansheet folder is separate from the creation folder (D7) and import folder (D18).

2. The Plansheet Info table defines how data is divided across plansheet pages.
   2.1. Each row represents one page. Matchline stations determine page boundaries.
   2.2. If matchlines are not defined, all data may render on a single sheet.

3. The PLANSHEETS section validates folder location and Plansheet Info table completeness.

4. Format Plansheet Table organizes the imported conflict data for the plansheets.
   4.1. Only “During Construction” conflicts appear on the plansheets. “Prior to Construction” conflicts appear only in the Gantt charts.
   4.2. The Additional Information column allows supplemental notes on the final plansheets.

5. Two Gantt charts are generated: Prior to Construction and During Construction.

Functionality Guidance

1. The folder path is stored in cell D26.
   1.1. If file path is left blank, the tool will prompt for a location when clicking CREATE PLANSHEETS.

2. The table columns are: Utility Plan Sheet, Alignment, Matchline Start Station, and Matchline End Station.

3. The Check for Errors panel under PLANSHEETS validates folder path and table completeness.

4. Running FORMAT PLANSHEET TABLE a second time will create duplicate rows. Clear the Plansheet Table before re-running.
   4.1. The Plansheet Table is editable. Changes are reflected in the generated plansheets.

5. The three buttons must be run in order: FORMAT PLANSHEET TABLE first, then CREATE GANTT CHARTS, then CREATE PLANSHEETS. Each step depends on the previous one.

6. Gantt bars are calculated from the schedule data entered during import.
   6.1. Bar length corresponds to Working Days to Perform.

7. Do not unhide or modify the Plansheet Template tab.

4.3. Do not run FORMAT PLANSHEET TABLE more than once unless you have cleared the Plansheet Table first. Running it again will create duplicate rows.

5. Return to the Dashboard tab.
   5.1. Click CREATE GANTT CHARTS.
   5.2. Navigate to the Gantt_PC tab and review the Prior to Construction Gantt chart.
   5.3. Navigate to the Gantt_DC tab and review the During Construction Gantt chart.
   5.4. Enter staging schedule and starting working day information on the Gantt_DC tab. These fields are not filled in automatically and must be entered by hand.

6. Return to the Dashboard tab.

7. Click CREATE PLANSHEETS.
   7.1. Navigate to the output folder (cell D26) and open Plansheets.xlsx.
   7.2. Review each page for correct conflict data, station ranges, and formatting.
   7.3. Verify all “During Construction” conflicts appear in the correct station ranges.
   5.1. Timeline bars represent anticipated start dates and working days to perform.
   5.2. Staging schedule fields on Gantt_DC are not filled in automatically and must be entered by hand.

6. Create Gantt Charts must be completed before Create Plansheets.

7. The output consolidates all utility entities into a single file (Plansheets.xlsx) organized by station.
   7.1. Each page spans one matchline segment.
   7.2. Pages exceeding maximum printable height are automatically split.

8. If no Plansheets.xlsx file is created: confirm the output folder path is correct, confirm FORMAT PLANSHEET TABLE was completed, and confirm CREATE GANTT CHARTS was completed.

4.1 GENERAL

A. What do we do if a Utility Company submits a revised workplan?

Navigate back to the Dashboard and hit the Reset button to clear the data from the Admin Tool. Save their revised workplan to your Returned Folder at the location set in the tool and run the tool again. Be sure to remove the initial workplan from the folder before running the tool.

B. How do I fix form controls that appear out of position?

Adjust your zoom level. This refreshes the display so that form controls appear in their correct positions.

C. Why don't the buttons do anything when I click them? [3.2]

Click 'Enable Content' on the yellow security bar at the top of the workbook. If the security bar reappears each time you open the file, add the file location to Trusted Locations: File > Options > Trust Center > Trust Center Settings > Trusted Locations > Add new location. All buttons in the Admin Tool require macros to function.

D. What are the three folder paths on the Dashboard? [3.3, 3.4, 3.5]

The Admin Tool uses three separate folder paths: D7 (Creation Folder) where newly generated Utility Worksheets are saved. D18 (Import Folder) where completed Utility Worksheets returned from the utility entities are stored for import. D26 (Plansheet Folder) where the final Plansheets.xlsx file is saved. Each path should point to a different folder.

E. What does the RESET button do? [3.3, 3.4, 3.5]

RESET permanently deletes data based on your selection: Reset Creation deletes all dropdown table data, all project and coordinator information, and all anticipated conflicts. Files already saved to the output folder are not affected. Reset Import deletes all imported data across all tabs and clears the import folder path and Construction Begins date. Reset Plansheets deletes all plansheet table data and both Gantt charts. This action cannot be undone. Save a backup copy of the Admin Tool before using RESET.

4.2 CREATION

A. Nothing happened when I clicked CREATE. What did I miss? [3.3]

Check the following: Confirm at least one utility entity exists in the UTE table on the Dropdowns tab. Confirm both file paths were selected (creation folder and template). Confirm the Check for Errors panel shows all green indicators. If all items pass and the tool still does not respond, macros may not be enabled (see FAQ 4.1.B).

B. What format should I use for station values? [3.3]

Enter stations as plain numbers only. Do not use the "+" symbol. For example, station 1+50.00 should be entered as 150. Station 12+75.00 should be entered as 1275. The tool formats the display automatically. This applies to the ALG table on the Dropdowns tab and the Anticipated Conflicts table.

C. What value goes in the Utility Entity column of the Anticipated Conflicts table? [3.3]

Enter the Utility Abbreviation from the UTE table on the Dropdowns tab, not the full utility name. For example, enter "ABC-CL" not "ABC Communications - Communication Line." The abbreviation must match exactly. If it does not match, the anticipated conflicts will not appear on the generated worksheet for that entity.

D. Why are some conflicts missing from the generated worksheets? [3.3]

Common causes: Conflicts marked "NO" are skipped during creation. The Utility Entity value in the Anticipated Conflicts table does not match the Utility Abbreviation in the UTE table. Station values fall outside the alignment boundaries defined in the ALG table.

E. How do I select an additional attachment if NO-DISCONTINUE is selected? [3.3]

If a facility is not in conflict and is only being discontinued, no additional attachment is needed. If you selected NO-DISCONTINUE in error, change the selection in the "In Conflict" column to YES. You will then be able to select other attachment types.

4.3 IMPORT

A. How do I select an additional attachment if NO-DISCONTINUE selected [2.5]

If the facility is not in conflict and is only being discontinued, no other attachment would be needed. If you selected NO-DISCONTINUE in error, change the selection in the IN CONFLICT column to YES and you will then be able to select other attachments.

B. Why did import fail or produce an error? [3.4]

Check the following: Confirm all Utility Worksheet files in the folder are closed. Confirm the folder contains only completed Utility Worksheet files (.xlsm). Remove any PDFs, emails, or other file types. Confirm the Construction Begins date is entered in cell H20 on the Dashboard. Confirm all returned files were created from the current template version.

C. Where do I enter the Construction Begins date and what format should it use? [3.4]

Enter the date in the Construction Begins field on the Dashboard (cell H20). The date must be a valid Excel date — use MM/DD/YYYY format or select from the date picker. Do not enter text like "March 2026" or "TBD." This date drives the Gantt chart timeline and determines how conflicts are classified as Prior to Construction or During Construction.

D. What does the file count mismatch warning mean? [3.4]

The tool compares the number of files in the import folder against the number of utility entities. If they do not match, you will see a warning. Common causes: Extra files in the folder (PDFs, emails, temporary files). A utility entity has not yet returned their completed worksheet. The folder contains files from a different project. Note: The warning asks "Cancel Import?" — clicking YES cancels the import. Click NO to continue importing despite the mismatch.

E. What if I import the same files twice? [3.4]

The tool adds imported data below existing data. Importing the same files twice creates duplicate rows across all tabs. If this happens, use RESET (import only) to clear all imported data, then re-run the import once.

F. What does "NEEDS ATTENTION" mean on the A-5 tab? [3.4]

When a work item's timeline extends past the Construction Begins date, the tool automatically splits it into two rows: one for the prior-to-construction portion and one for the during-construction portion. The during-construction row is marked "NEEDS

ATTENTION" in the Conflict ID column. Review these rows, verify the date split is correct, and assign a Conflict ID before proceeding to plansheets.

4.4 PLANSHEETS & GANTT CHARTS

A. How do I select an additional attachment if NO-DISCONTINUE selected [2.5]

If the facility is not in conflict and is only being discontinued, no other attachment would be needed. If you selected NO-DISCONTINUE in error, change the selection in the IN CONFLICT

B. What are matchlines and how do I fill in the Plansheet Info table? [3.5]

Matchlines define where one plan sheet page ends and the next begins, based on station values along an alignment. Each row in the Plansheet Info table represents one plan sheet page. Enter: Utility Plan Sheet — Sequential page number (1, 2, 3, etc.). Alignment — The alignment name (must match an entry in the ALG table). Matchline Start Station — Starting station for that page (plain number). Matchline End Station — Ending station for that page (plain number). Station ranges should cover the full project extent with no gaps. Conflicts outside any matchline range will not appear on any plan sheet.

C. Why was no Plansheets.xlsx file created? [3.5]

Check the following: Confirm the output folder path in cell D26 is correct. Confirm FORMAT PLANSHEET TABLE was completed before CREATE GANTT CHARTS. Confirm CREATE GANTT CHARTS was completed before CREATE PLANSHEETS. The three operations must be run in order.

D. Why are some conflicts missing from the plansheets? [3.5]

Only During Construction conflicts appear on the plansheets. Prior to Construction conflicts appear only in the Gantt charts. If a During Construction conflict is missing, verify its station value falls within a matchline range defined on the Plansheet Info tab.

E. I clicked CREATE GANTT CHARTS and lost my staging schedule edits. [3.5]

CREATE GANTT CHARTS rebuilds all Gantt data from scratch every time it runs. Manual edits to the staging schedule on Gantt_DC are lost. Complete all data corrections before creating Gantt charts, and only run it once. If you must re-run, re-enter the staging schedule data.