# Florida Department of Transportation



**User Guide (Internal)**

**MOT Form 700-50-67/68**

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Document Control

| Version | Change | Made By | Date |
|---|---|---|---|
| 1.0 | LS/DB contract error added, Updated link to Forms and Procedures and Final Estimates Forms | Ashley Anderson | 10/24/2017 |
| 1.1 | Digital Signing with Excel 2013 | Ashley Anderson | 11/6/2017 |
| 1.2 | Digital Signing with Excel | Ashley Anderson | 11/30/2017 |
| 1.3 | Digital Signing with Excel 2013 and 2016 | Ashley Anderson | 12/18/2017 |
| 1.4 | Added tips and Updated Links/Screenshots | Ashley Anderson | 5/9/2018 |
| 1.5 | Instructions on Additional Pay Items | Ashley Anderson | 8/24/2018 |
| 1.6 | Added note regarding .xlsx format | Ashley Anderson | 10/22/2019 |
| 1.7 | PB contract error added | Olivia Townsend | 10/18/2024 |

## Table of Contents

## Introduction

Welcome to the **MOT Form 700-50-67/68**. The purpose of this document is provide guidance on how to properly use the Excel form.

This form is not required and it will not work for Lump Sum or Design Build contracts. Additionally, Push Button contract quantities must be entered manually. The error below will be generated if a Lump Sum, Design Build, or Push Button contract number is entered. For Push Button contracts or contractors wanting to utilize this form for their own quantity tracking, a blank form can be generated for another contract number and the project information can be removed.
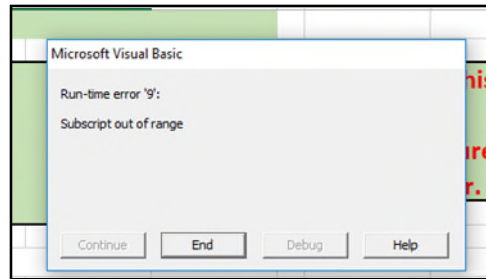


## Opening Form

**NOTE**: This form can be retrieved using two different paths:
- The first option is the Forms and Procedures website which provides a direct link to the Final Estimates Forms website (see below).
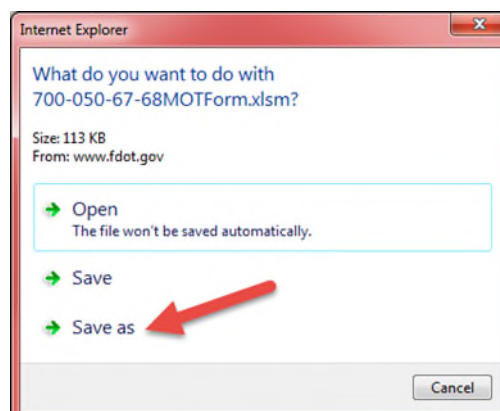


- The second option is directly from the Final Estimates Forms website (see below). Click on the form number to open the Excel file.



### Opening form (from the Construction Office website)

Before the form file will open, a window will appear prompting the user to: Open, Save, or Save As (see window below).

If *Open* is selected, the form will open from the website as an Excel file.

If *Save* is selected, the form will save to a default location determined by the user's computer and typically unknown to the user.  It is not recommended that this be selected.  If it is option chosen, please note where the computer saves it.

If *Save As* is selected, the form will be saved to a location specially chosen by the user.  **This is the preferred choice** and will be beneficial when the file is exported (as discussed later in the instructions).

Once the Excel file is opened, a prompt to enable editing and/or enable content may appear. In order to use this form editing and enable content must be enabled.  If asked to trust a process, choose "Yes".
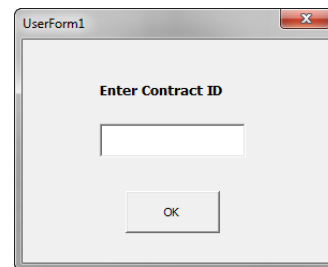
The security warning will look like this:
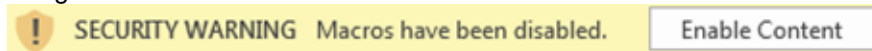


The form will check for an internet connection. If no connection is found, a notice to that effect will appear on the screen.
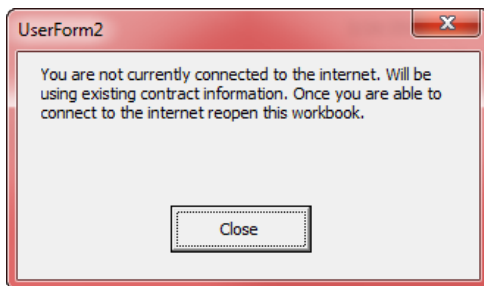
If connected to the internet, the form will prompt to provide a valid Contract ID, then the form will obtain contract and pay item data from the FDOT servers.



# Main Menu

The Main worksheet tab at the bottom of the form allows for adding new daily worksheets, updating the summary pages and exporting the worksheets prior to submitting to FDOT.

## Add New Daily Worksheet

Daily worksheets can be added as needed. However, it is recommended to only add one for each day.

## Daily Worksheets

Daily worksheets are used to record each day's quantities, location, and any special remarks concerning each pay item.

**IMPORTANT!**   **DO NOT** rename these worksheet tabs.
Doing so will break the code and the form will no longer work.

**NOTE**: Any changes to these daily worksheets will not show up on the summary page until they have been updated from the main menu.

Add New Daily Worksheet

1. Add a new daily by selecting the "Add New Daily Worksheet" button.

2. A list of pay items by Project ID will appear.
    a. First select the Project ID from the pull down tab.
    b. Select all the items to be reported on this Daily worksheet. You may use the "Select All" button if you need all items.
        **Tip**: You may select all items every time and just record 0 for the unused quantities.
    c. Select "Create New Daily".

    **NOTE**: <u>DO NOT</u> add additional pay items. The form is designed to pull the contract pay items from SiteManager. If the form is missing a pay item on your contract, contact the System Section.

## Add Quantities to Daily Worksheet

1. Select the appropriate daily worksheet tab at the bottom of the form.
    a. **NOTE**: Each daily will be named as follows:
        i. **Project ID Number** underscore **Daily** Sequence Number
            Example: 2100035201_Daily1
                **IMPORTANT!** **DO NOT** rename these worksheets.
                Doing so will break the code and the form will no longer work.
2. Enter the Date: Cell P5.
3. Enter the Certification Number: Cell C5
4. Enter the name of the person certifying the quantities: Cell N7
5. Enter quantities in Column J starting on Row 12 for each reported item
6. Enter Location in Column L starting on Row 12 for each reported item
    a. Location is Required
7. Enter Remarks in Column N starting on Row 12 for each reported item
    a. Remarks are not required.

## Remove Quantities from Daily Worksheet

There are two options for removing quantities from the daily worksheet.

Option One
1. Select the row of the item to be removed and delete that row.

Option Two
1. Set the quantity for the item to zero.
    a. This item will be filtered out on the summary page.

## Remove or Delete Daily Worksheet

A daily worksheet may be deleted at any time. Doing so will not update the summary worksheet. The summary pages must be updated manually on the main tab if any of the daily worksheets are deleted or modified.

Right click on the daily worksheet tab to be removed or deleted, then select Delete.
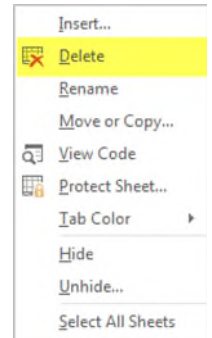
## Update Summary Worksheets

To update the summary worksheet, the quantities from the dailies for each project are collected and summed. This process must be done each time you make a change to one of the dailies.

1. On the 'Main' tab, select the "Update Summary Worksheets" button.
   Once the process is complete. A status message will be displayed:

**Done Updating Summaries**

## Export Sheets and Close

Selecting the "Export Sheets and Close" button on the 'Main' tab will export all summary and daily worksheets to another worksheet. This step is important in order to remove the program code and to make the file smaller for submittal to FDOT.

**NOTE:** It is important to save the spreadsheet prior to exporting. The exported worksheet will be saved in the same location as the original Excel spreadsheet (as discussed on Page 2); therefore it is crucial to note where the spreadsheet is saved prior to exporting. The opportunity to change the location of the saved file will not be allowed during the export process.
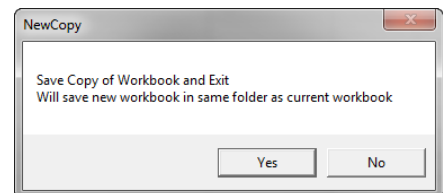
Signature blocks must be added to the form prior to exporting (see Digital Signature section below). However, the signature blocks do not need to be digitally signed until after the worksheet has been exported. The form will not export if it is digitally signed.

1. On the Main tab, select the "Export Sheets and Close" button
2. A window will appear asking for confirmation of the exporting action.
3. Select "**Yes**" to proceed or "**No**" to cancel.
4. Provide the name of the new workbook and select "OK".
5. The currently opened workbook will close and the new workbook will be saved in the same folder where the original one is located.
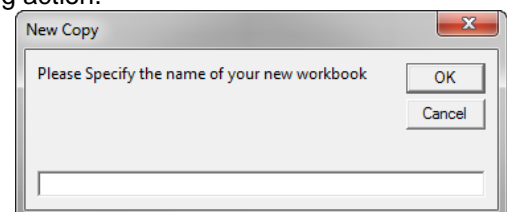
This Workbook shall be signed and submitted to the Department or uploaded to the collaboration site (i.e., Project Solve) as an Excel file.

**NOTE:** Ensure the file extension is **.xlsx** and not .xls or .xlsm. The *Save as type:* drop down option should be "**Excel Workboo**k", not "Excel 97-2003 Workbook."

**IMPORTANT!** Follow all current procedures related to EDMS.
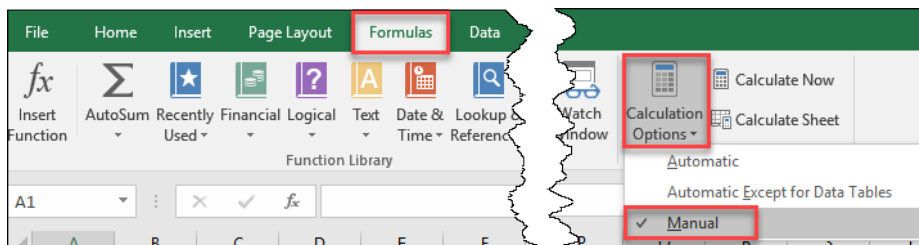
## Digital Signature

The use of digital signatures is supported by selecting the check box in the upper right corner of the Main Menu. To insert digital signature blocks on the Summary page, select the Digital Signature check box and "Update Summary Worksheets". (Unchecking this check box will remove the digital signatures blocks and insert the standard signature block.)

**NOTE**: Digital signatures are **required** for use on projects let July 2016 and after. The digitally signed Excel file shall be submitted to FDOT. Do not print a digitally signed file and submit as a PDF.



## Digital Signing with Excel

To produce a valid digital signature, prior to applying your digital signature in Excel, ensure the calculation options are set to Manual.
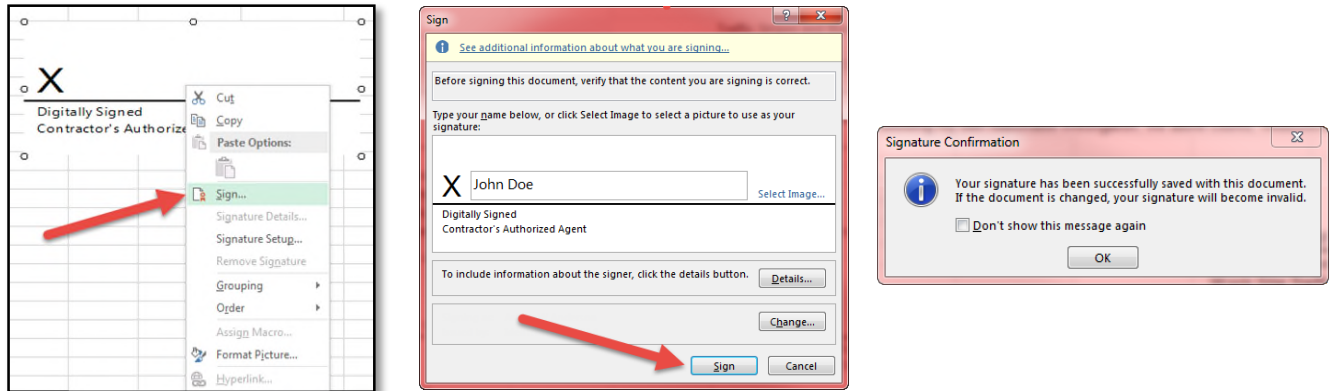


Then click Calculate Now on the Formulas tab.
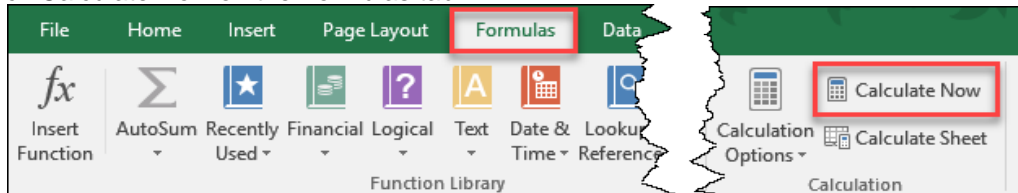


### Excel 2013

1. Open the file to be digitally signed.
2. On the last sheet, right-click on the "Digital Signature" box and select "Sign"

3. Enter your name in the text box and select "Sign". Accept the Signature Confirmation prompt by selecting "OK".
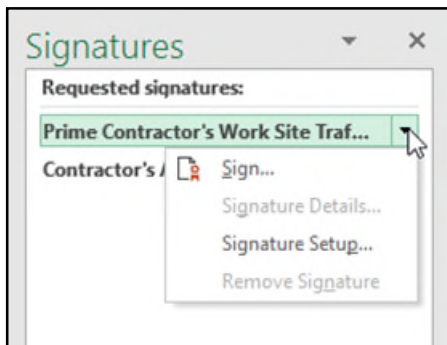


## Excel 2016

1. Open the file to be digitally signed.
2. On the last sheet, click View Signatures in the yellow ribbon.
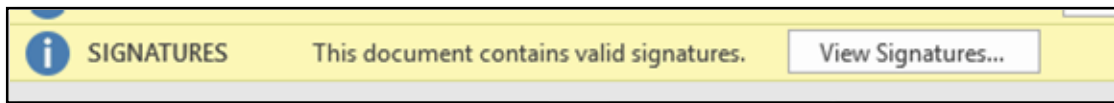


3. Select the down arrow next to the field to sign, then select Sign.



4. Enter your name in the text box and select "Sign". Accept the Signature Confirmation prompt by selecting "OK".

## Saving a Signed File from Email

To obtain multiple signatures on the form, it is likely the form will be emailed from user to user. Right- click on the attachment and select "Save As" or "Save All Attachments". See tips below.
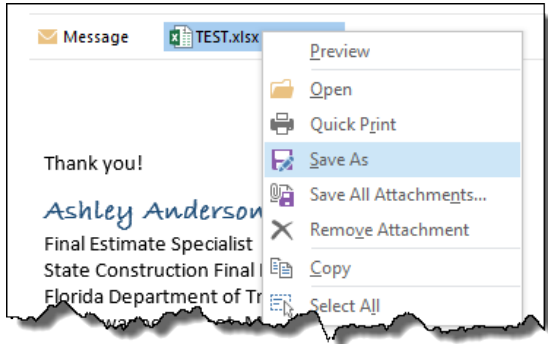
**NOTE**: Do not double click to open and save the file. The digital signatures will be removed.
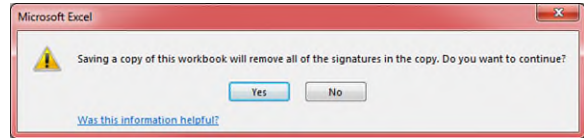


## Additional Information

Additional guidance on digital signatures, how to obtain them from providers and how to properly use them can be accessed on FDOT's Construction website at:
http://www.fdot.gov/construction/eConstruction/DigitalSignatures.shtm

## Reset

The "Reset" button on the 'Main' tab will reset the workbook to the default contract state.  It will delete all worksheets and recreate the summary sheets for each contract.



1. Select the "Reset" button
   a. A window will appear asking for confirmation of the action.
   b. Select "**Yes"** to proceed or "**NO"** to cancel.
   c. Provide the Contract ID.
      i. Once you provide the Contract ID, select "**OK"** to reset the form.
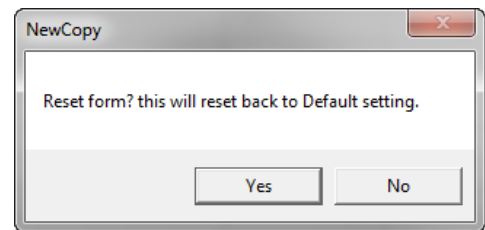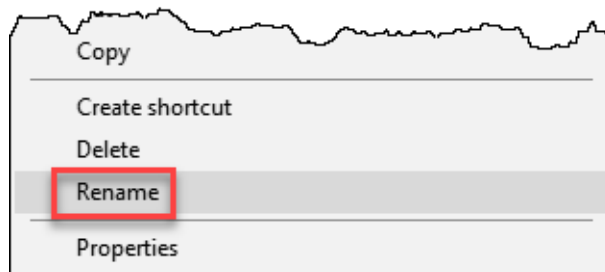
# Tips

## Saving File
Just close the spreadsheet. Do not try to File > Save As after a digital certificate is applied.
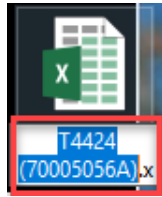To save from an email, see instructions below.

## Renaming File
If you need to rename the spreadsheet after a digital signature is applied:

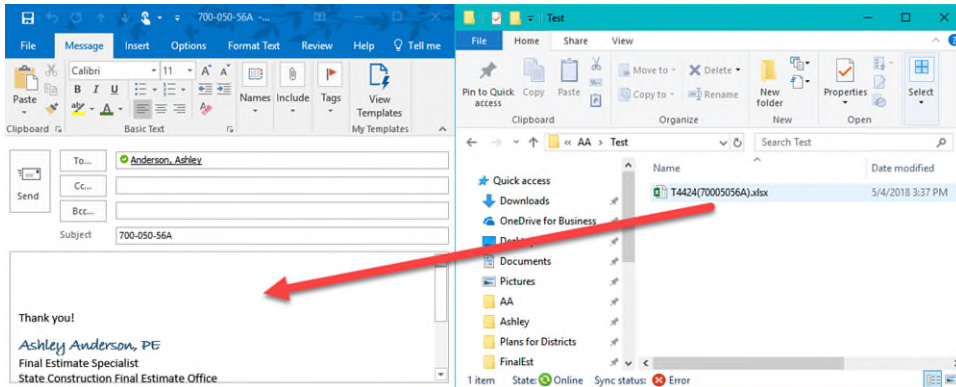a. Close the file and right click > Rename

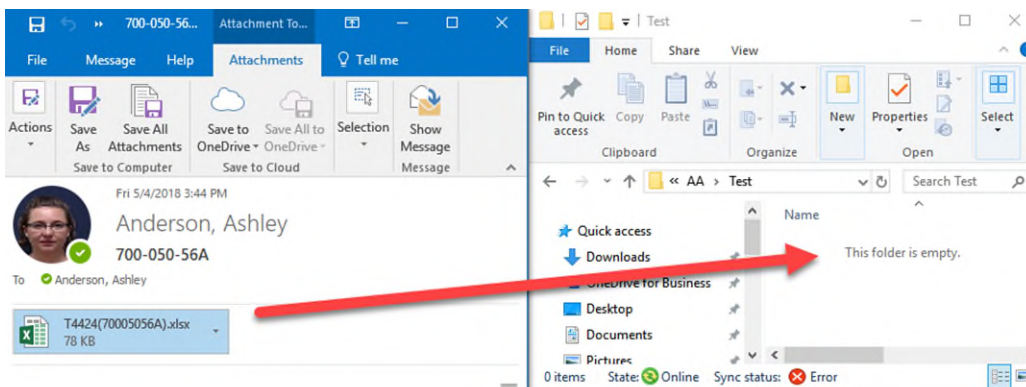b.   Or, double-click on the file name so it become editable.



## Emailing File

To email the spreadsheet, drag the file from your folder into the email.



To save the spreadsheet from an email, drag the file from the email to your folder.
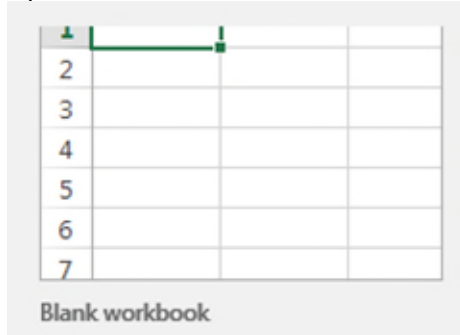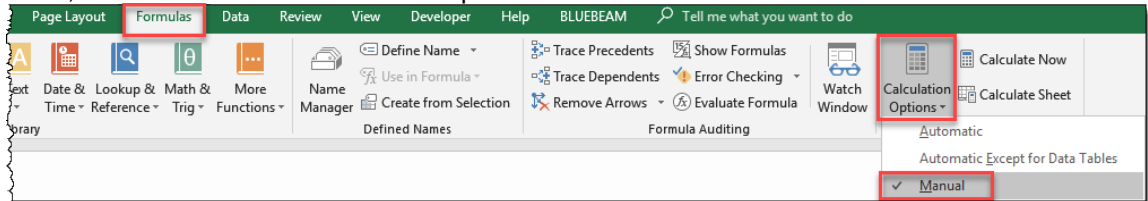
## Invalid Digital Signature

A recent update to Excel forces the menu bar settings to be global (all files) instead of for each individual file, so the manual calculations settings does not lock as it once did.

To test if this is the problem:
1. Open a blank Excel workbook.



Blank workbook

2. Then, select Formulas > Calculation Options > Manual



3. Leave this file open in the background and open the digitally signed file in question. The settings from the blank workbook should carry over to the digitally signed file and the digital signature should show valid if the Excel Update is the issue. If you have additional questions, contact the SCO System Section