Topic: How Do I Add Sepias to a Plan Set?

ORD Version
This workflow is intended for OpenRoads Designer version 10.10.21.04. The directions outlined below may respond differently in other versions of the Program.

Contact Information
This workflow was produced by Corinne Willmerdinger. Please send all questions, errors, or overall complaints to KYTCCaddSupport@ky.gov or call 502-782-4900.

Sepias
Sepias, unlike Standard Drawings, need to be placed in the plan set due to them being a revision to the standard drawing. PDF and DGN versions of all current sepias are available on the website (https://transportation.ky.gov/Highway-Design/Pages/Sepias-2020.aspx).

- PDF version: Fillable fields are available to type in the information for ITEM NO., COUNTY OF, and SHEET NUMBER. The user will manually type in this information in the provided fields. Place holders are there for reference. The font height and format are set to match KYTC CADD Standards. The PDF of the filled out sepia can then be inserted into the PDF plan set in the correct location. Below is an example of editable text fields in the PDF version:

NOTE: Make sure to add a bookmark to the final PDF if using this methodology.

- DGN version: If a DGN is requested via the website, sheet indexing and Workset properties will be utilized to include the above information, prior to generating the PDF plan set. See below for more information on these steps.

Walkthrough of Utilizing Sheet Index for DGN Sepias
First, we need to understand if the Workset is locally unmanaged (on desktop) or managed (on a server, like ProjectWise). Subsequently, this workflow will work for both unmanaged and managed Worksets, however the unmanaged workflow is detailed as it requires a few additional steps.

Step 1: Open the DGN file of the Sepia that needs to be added to the plan set and subsequent sheet index. Open this file with the Workset associated to the project. For this example, the Sepia is for the 3-10010 project and thus we will use that Workset.
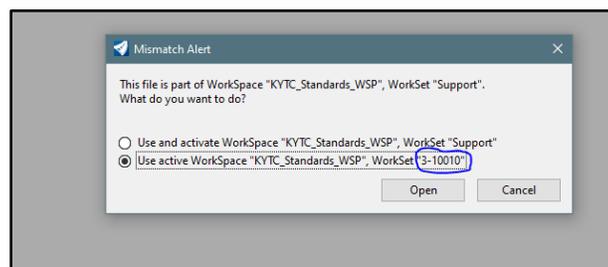
Step 2: Remove current Workset associations to the DGN file if there is one. Open the Models dialogue box. Right click on the sheet wanting to be added to the index and click "Remove from Sheet Index", if a previous Workset is associated that you do not have access to. This will re-number the sheet as "000". Re-name the Sheet Model to the appropriate Sheet Number here. In the below example, there is no sheet number previously attached to the Sepia. If there was, below is also a depiction of where to remove the association.
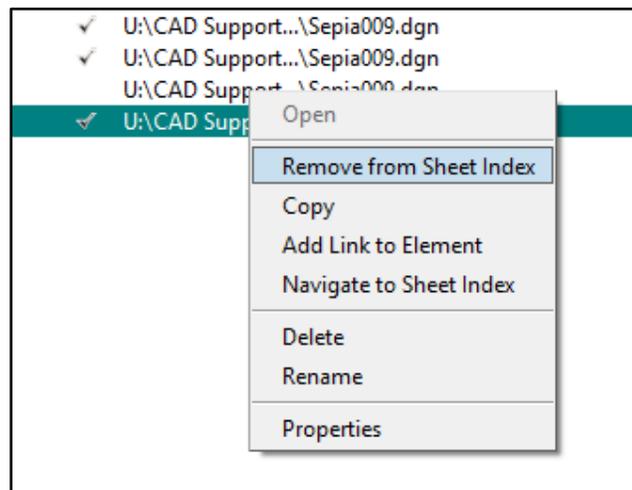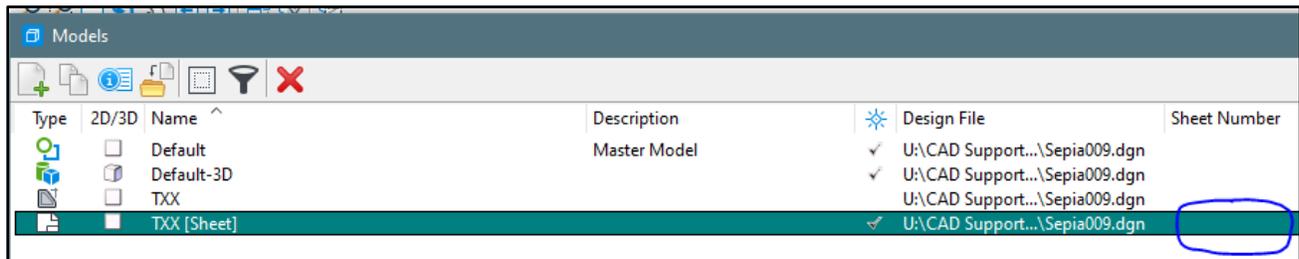
Step 3: Click on and open the Sheet Index for Edit box, under the Explorer tab. Click the "Add Sheet" button and navigate to the desired DGN. Once added, under the General Properties box for this sheet, make sure "Exclude from Automatic Numbering" is off. Here, Sheet Number will also be displayed under "General". Set the correct Sheet Number at this location as well. See below for the graphics for this step.
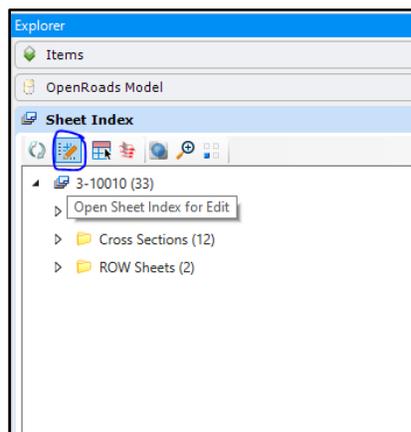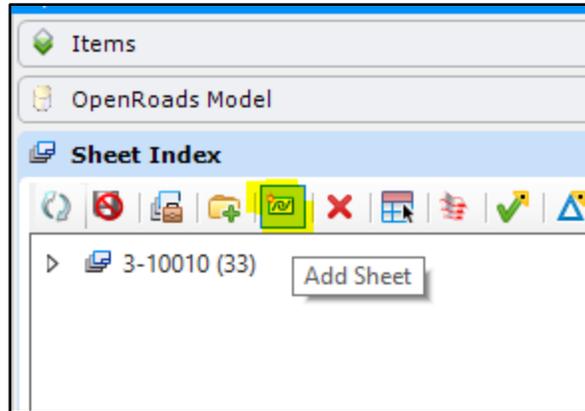
Step 4: Validate that the title block information is correct in the sheet view of the added DGN.