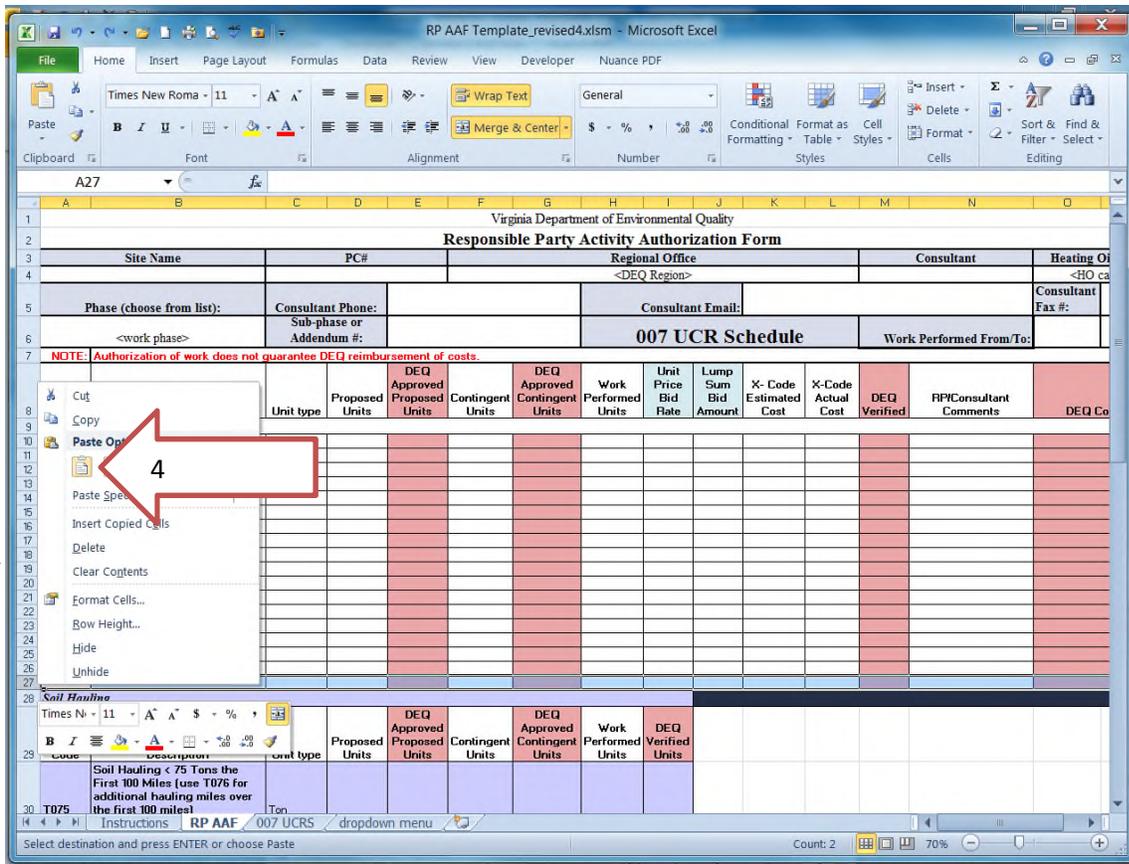


## How to add additional lines under an Activity

It is important to follow these steps so that the imbedded formulas are included when you add additional lines.

The screenshot shows the Microsoft Excel interface with the 'Responsible Party Activity Authorization Form' template. The spreadsheet is titled 'RP AAF Template\_revised4.xlsm'. The main table is '007 UCR Schedule'. The table has the following columns: Code, Description, Unit type, Proposed Units, DEQ Approved Proposed Units, Contingent Units, DEQ Approved Contingent Units, Work Performed Units, Unit Price Bid Rate, Lump Sum Bid Amount, X-Code Estimated Cost, X-Code Actual Cost, DEQ Verified, RPI/Consultant Comments, and DEQ Co. A context menu is open over the table, showing options like Cut, Copy, Paste Options, and Insert. Two red arrows on the left point to the row numbers 10 and 11, indicating the steps to highlight the row and right-click to copy.

1. Highlight the row numbers on the far left
2. Right click and select Copy



3. Highlight the row number on the far left where you want the lines added. Be sure to place it so that all new lines for the activity can be added without over lapping existing information. Consideration should be given to set-up the spreadsheet for the number of Activities and lines needed for the phase or sub-phase before entering UCR Codes.
4. Right Click and select Insert Copied Cells

# Results View

Now you have 27 total lines.

The screenshot displays a Microsoft Excel spreadsheet titled "RP AAF Template\_pilot.xlsx". The spreadsheet is a form for the Virginia Department of Environmental Quality, titled "Responsible Party Activity Authorization Form".

**Form Fields:**

- Row 2:** Formula bar shows `=IF(A21="" " ",VLOOKUP(A21,'007 UCRS'!$A$2:$C$1088,2,FALSE))`.
- Row 3:** Title: Virginia Department of Environmental Quality
- Row 4:** Title: Responsible Party Activity Authorization Form
- Row 5:** Fields: Site Name, PC#, Regional Office, Consultant.
- Row 6:** Fields: Phase (choose from list), Consultant Phone: Sub-phase or Addendum #, Consultant Email.
- Row 7:** Note: Authorization of work does not guarantee DEQ reimbursement of costs.
- Row 8:** Table header with columns: Code, Description, Unit type, Proposed Units, DEQ Approved Proposed Units, Contingent Units, DEQ Approved Contingent Units, Work Performed Units, Unit Price Bid Rate, Lump Sum Bid Amount, C-Code or X-Code Estimated Cost, A-Code or X-Code Actual, DEQ Verified, RPI/Consultant Comments.
- Row 9:** Activity: (blank)
- Row 28:** Data row for "Soil Hauling".

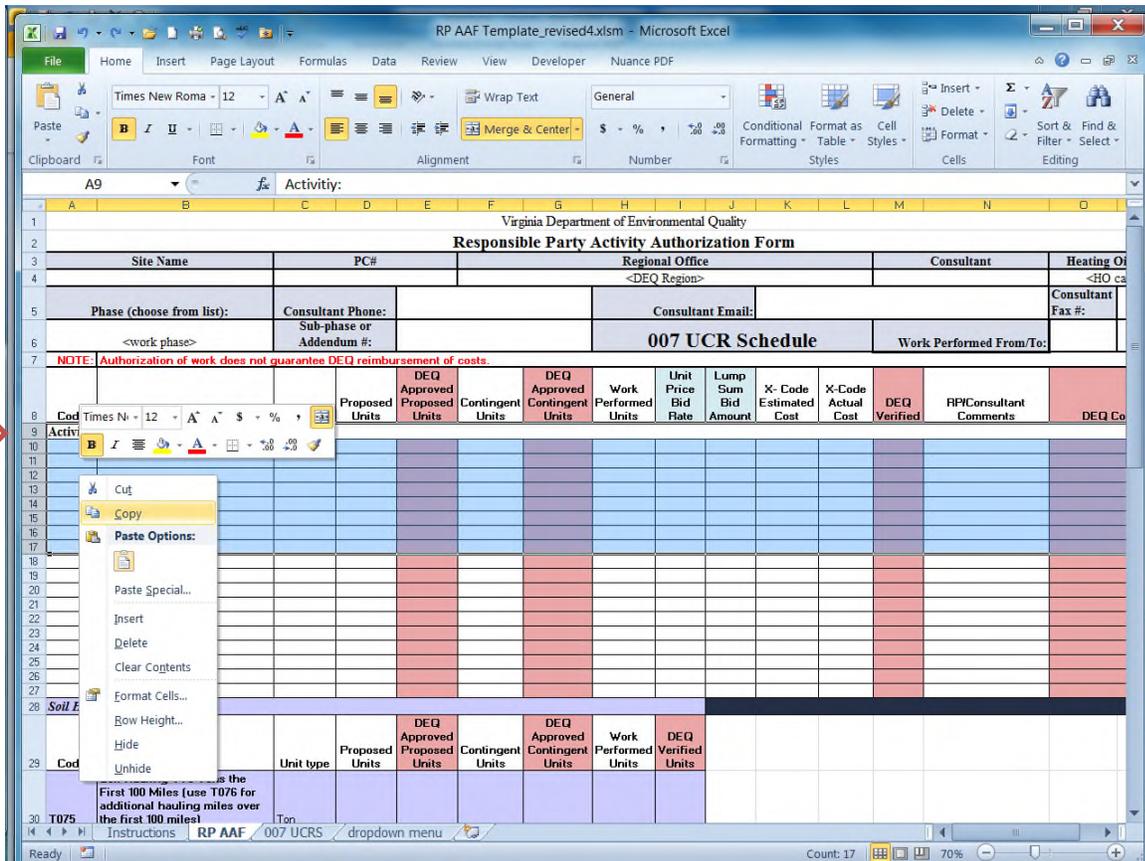
**Table Data (Row 28):**

Code	Description	Unit type	Proposed Units	DEQ Approved Proposed Units	Contingent Units	DEQ Approved Contingent Units	Work Performed Units	Unit Price Bid Rate	Lump Sum Bid Amount	C-Code or X-Code Estimated Cost	A-Code or X-Code Actual	DEQ Verified	RPI/Consultant Comments
	Soil Hauling												

The spreadsheet interface includes the Microsoft Office ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer) and the Windows taskbar at the bottom.

## How to add an additional Activity to the spreadsheet

It is important to follow these steps so that the imbedded formulas are included when you add the additional Activity.



1. Begin by highlighting at the Activity line and continue for the number of lines needed for the additional activity.
2. Right click and select copy
3. Highlight the row number on the far left where you want the new Activity to begin. Be sure to place it so that all new lines for the activity can be added without over lapping existing information. Consideration should be given to set-up the spreadsheet for the number of Activities planned for the phase or sub-phase before entering UCR Codes.
4. Right click and select Insert Copied Cells





# Results view with Expanded Row Height

RP AAF Template\_pilotxism - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Nuance PDF

Clipboard Font Alignment Number

B11 =IF(A11="",VLOOKUP(A11,'007 UCRS'!\$A\$2:\$C\$1088,2,FALSE))

Virginia Department of Environmental Quality  
Responsible Party Activity Authorization Form

Site Name		PC#		Regional Office		Consultant	
				<DEQ Region>			
Phase (choose from list):		Consultant Phone:		Consultant Email:			
<work phase>		Sub-phase or Addendum #:		007 UCR Schedule		Work Perform	

**NOTE: Authorization of work does not guarantee DEQ reimbursement of costs.**

Code	Description	Unit type	Proposed Units	DEQ Approved Proposed Units	Contingent Units	DEQ Approved Contingent Units	Work Performed Units	Unit Price Bid Rate	Lump Sum Bid Amount	C-Code or X-Code Estimated Cost	A-Code, C-Code or X-Code Actual Cost	DEQ Verified	RP/Consultant
Activity:													
C1011	Fuel surcharges – this code is to be used to claim fuel surcharges. The surcharge must be clearly identified on the invoice. This code cannot be used to claim a surcharge from the by the primary consultant's company. For surcharges greater than \$50, the basis for calculating the surcharge must be provided with the claim.	Lump Sum											
Activity:													

Instructors RP AAF / 007 UCRS / dropdown menu