

AS-BUILT SHEET SET MANAGER PROCEDURE

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Overview

Creation of a Sheet Set and Publishing workflows for multi and single sheet plans.

Process Guide

Application/Tool(s): AutoCAD / Civil 3D
Version(s): 13.8.1704.0 Civil 3D 2026.2.1
Environment: MDT State Kit 2026.1.0
Released/Revised: 7/31/2026



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Statement of Need

This procedure outlines the standardized process for preparing As-Built Plans. It provides guidance on creating, organizing, and maintaining drawing files & layout information to support consistent documentation and project coordination. The procedures are intended to ensure accuracy, streamline production, and align with established design standards and tools.

References

[MDT - Autodesk Civil 3D Naming Standards](#)

Revisions

7/31/2026 New Process Document

Sheet Management and Production

Section I. Load/Edit Sheet Set Manager

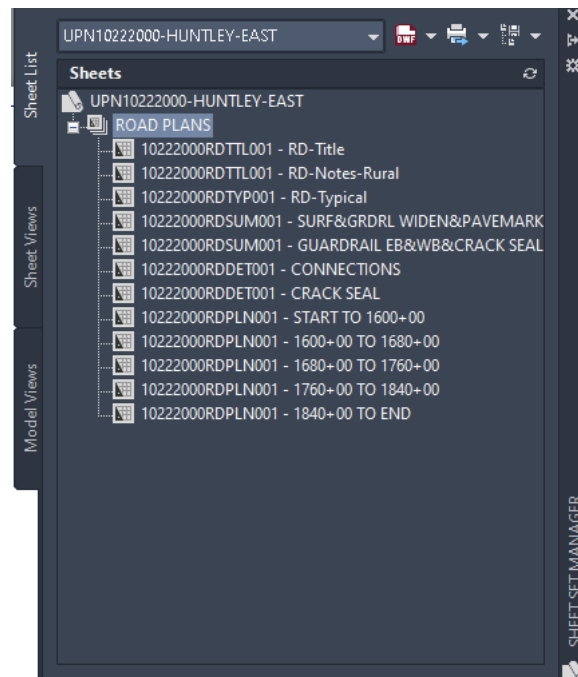
Open the Sheet Set manager under the "Palettes" tab. (It is the roll of paper or click Ctrl 4)

Navigate to the DST file and select "open" [Command: SSM]

Note: If there are multiple dst. files you can open each one and see which one resembles the plan sheet you are creating as-builts for or navigate to Forma and look at the "Last Updated Date", the most recently updated .dst file will most commonly be the correct .dst file to update.

Note: Hovering over any sheet displays the path shown to the AB project.

Note: Subset Names in a Sheet Set manager dictate a data field in each of the respective plan sheets. Verify that plan sheets are under correct Subset categories. i.e. Road Sheets reside under ROAD PLANS subset where Signing Sheets would reside under SIGNING PLANS.

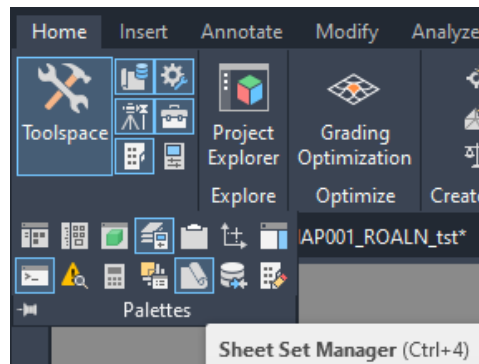


Section II. Create a Sheet Set

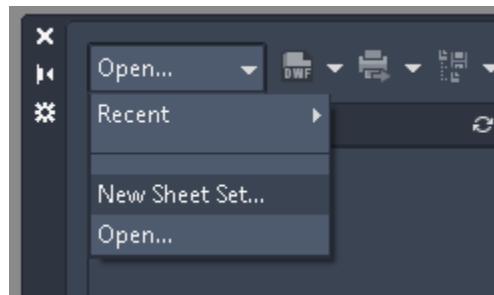
Some project files will not contain a .dst file, if a project does not contain a .dst Sheet Set file, follow the steps below:

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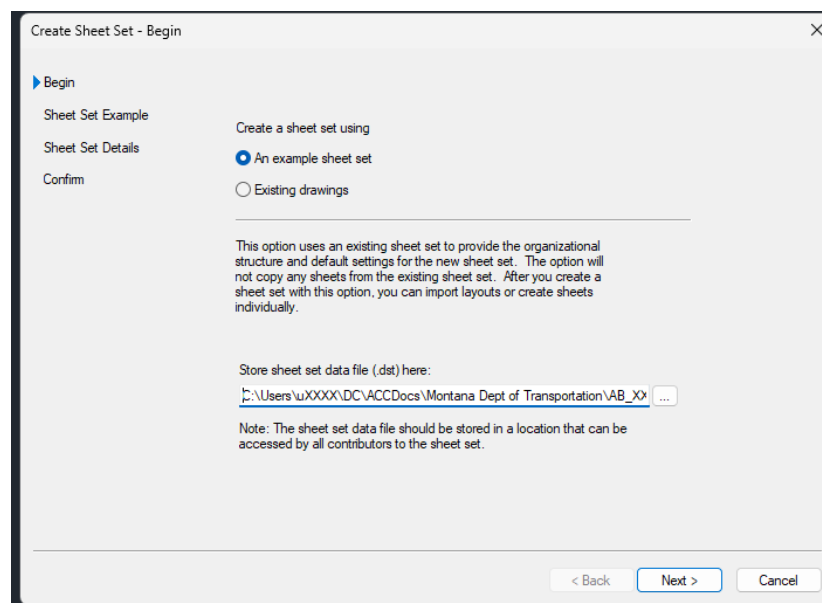
From the Home tab/Palettes Ribbon, select Sheet Set Manager, or utilize the command SSM.



Within the Sheet Set Manager Select New Sheet Set from the upper left drop-down menu.



In the Create Sheet Set dialog box on the Begin tab, select 'An example sheet set'. In the Store sheet set data file (.dst) group, use the three dots to the right of the file path to navigate to the AB_XXXXX00X\Project Files folder on Forma and then click Next.



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On the Sheet Set Example Page, select "Browse to another sheet set to use as an example". The path should be set to:

`"C:\mdoh\StateKit\Civil 3D\2026\Templates\Sheets\Sheet Sets\MDT_SSM.dst"`

Select Next.

The screenshot shows the 'Create Sheet Set - Sheet Set Example' dialog box. On the left, a vertical list of steps includes 'Begin', 'Sheet Set Example' (which is selected with a blue arrow), 'Sheet Set Details', and 'Confirm'. The main area has two radio buttons: 'Select a sheet set to use as an example' (unselected) and 'Browse to another sheet set to use as an example' (selected). Below the second radio button is a text field containing the path 'C:\mdoh\StateKit\Civil 3D\2026\Templates\Sheets\Sheet Sets\MDT_SSM.dst' followed by a browse button (...). Below this, the 'Title' is set to 'MDT_SSM'. At the bottom right are buttons for '< Back', 'Next >', and 'Cancel'.

On the Sheet Set Details page, rename the Sheet Set to the standard naming convention for the workgroup (WG) and task (DST) being altered.

The screenshot shows the 'Create Sheet Set - Sheet Set Details' dialog box. The left-hand step list is the same as the previous dialog, but 'Sheet Set Details' is now selected with a blue arrow. The main area has a text field for 'Name of new sheet set:' containing 'XXXXX00XWGDST00X'. Below it is a larger text area for 'Description (optional):'. There is an unchecked checkbox for 'Create a folder hierarchy based on subsets' and a 'Sheet Set Properties' button below it. At the bottom right are buttons for '< Back', 'Next >', and 'Cancel'.

Select Next and Finish.

Section III. Adding “As-Builts” Note to Project Phase Data Field

Open the Sheet Set manager under the "Palettes" tab while inside a layout sheet drawing (such as the TTL or Details Sheet).

Navigate to the DST file and select "open"

Right Click on the Sheet Set and select "properties"

Under Project Control>Project Phase type "AS-BUILTS"

Under project Control>Project milestone type "%%"

Click "ok"

Then in the command window type "RE" to regenerate the view.

Note: If As-Built test doesn't show up on each page you can manually enter it by double clicking any grey highlighted area and under SSM-Project Phase type "AS-BUILTS". This could happen if the layout was manually edited.

Sheet Set Properties - UPN10222000-HUNTLEY-EAST	
Sheet Set	
Name	UPN10222000-HUNTLEY-EAST
Sheet set data file	C:\Users\u1754\DC\ACCDocs\Montana D...
Description	
Model view	
Label block for views	
Callout blocks	
Page setup overrides file	C:\Users\u1754\DC\ACCDocs\Montana D...
Project Control	
Project number	10222000
Project name	HUNTLEY - EAST
Project phase	AS-BUILTS
Project milestone	%%
Sheet Creation	
Sheet storage location	C:\Users\u1754\DC\ACCDocs\Montana D...
Sheet creation template	11x17 Sheet (Standard)(C:\Users\u1754\DC\ACCDocs\Montana D...
Prompt for template	No
Sheet Set Custom Properties	
01_FED_AID_NO	IM 94-1(95)7

Section IV. Creating a New Sheet Layout

Navigate to MDT Tools>MDT Sheet Layouts

Select the layout you want

The new layout sheet appears in the bottom tabs. Right Click and select rename.

Add the information needed. When you are finished adding your As-Built information you will need to add that sheet to the Sheet Set.

Section V. Adding a Sheet Layout to a Sheet Set

Open the Sheet Set manager under the "Palettes" tab.

Right Click on the new sheet you just created in the bottom tabs and select, Import Layouts as Sheets

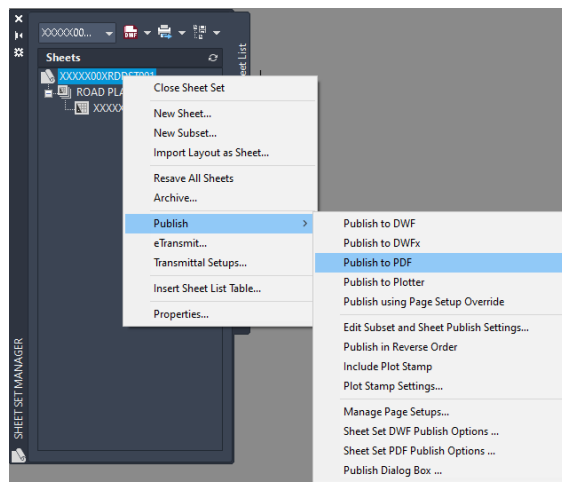
Verify that the new sheet you created is checked and select 'Import Layout'. Once the sheet is added to your Sheet Set, you can drag it where you need it.

Note: You will need to renumber the sheet. It is common practice to add a letter to the number for example 9A, so you will not need to renumber all consecutive sheets. To renumber the sheet, click on it in the Sheet Set Manager and select Rename and Renumber. Then type the command 'REA' in the command window to regenerate the view.

Section VI. Printing As-Built to PDF

Printing Entire Sheet Set

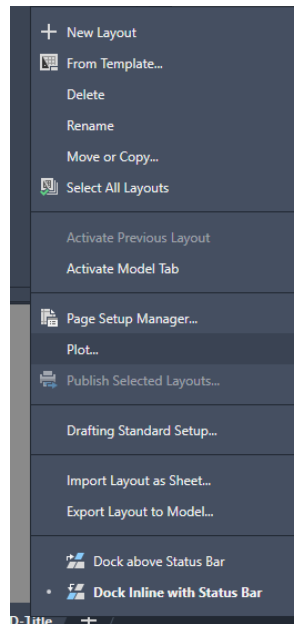
To plot an existing sheet set, right-click on the entire sheet set and select publish>Publish to PDF.



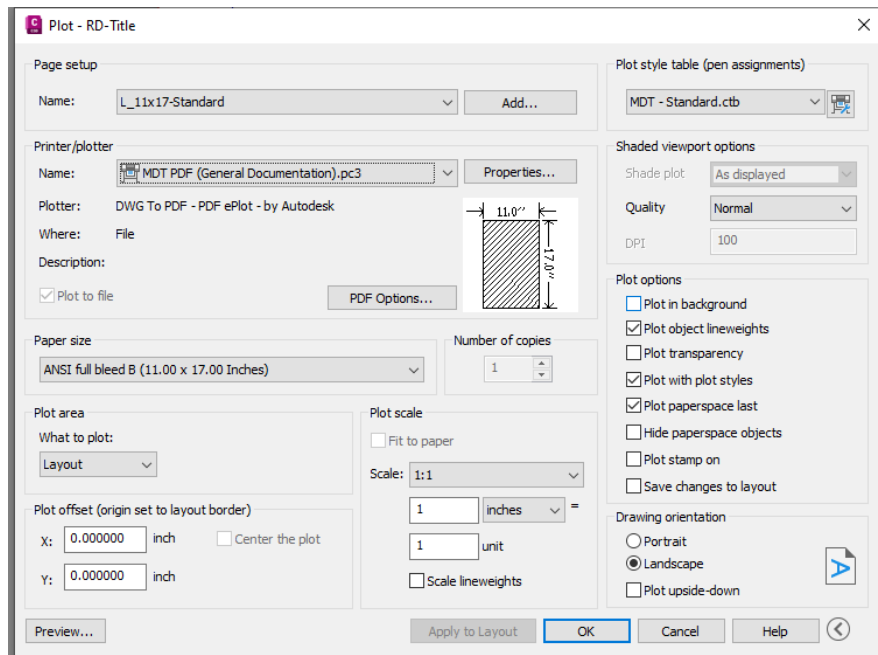
A dialog window will allow you to choose a file directory to save the PDF. Choose the AB_Project - ABFolder or save to the dgn to upload to PCMS.

Printing Single Sheet

To plot an individual layout, right click on the layout to be plotted and select “Plot...”.



Turn off the setting “Plot in Background” in the Plotting Dialog Window (or expect long plotting delays).



Press OK to plot and choose a file folder destination for the plot.