

Note to Self-Paced Users of this Day 1 Seminar Handbook

AGTEK users working through this *Day 1 Seminar Handbook* on their own (especially new users without any prior training/experience on AGTEK's earthwork software) should do so in the following suggested sequence:

1. Verify that you are using the **latest version of your AGTEK earthwork software** and download/install any available update as needed (see page 234 in [Appendix A](#))—this is important because this handbook documents techniques and functions that may differ from those available in older versions of the AGTEK software.
2. [Download the training files](#) corresponding to this *Day 1 Seminar Handbook* (see [Appendix C](#), pages 259-262).
3. Familiarize yourself with the **Program Overview** section of this handbook (pages 19-49), which provides lots of useful tips and background information); **if you're new to earthwork construction, see page 19**; and all new AGTEK users should **see the functional organization overview of AGTEK's earthwork software** on pages 40-49.
4. **Work through the "Earthwork Modeling Step-by-Step" exercise** beginning on page 50 (the site plan and details provided on pages 50-51 are referenced throughout the exercise).
5. After working through the **Earthwork Modeling Step-by-Step** exercise, **new AGTEK users should then apply the same steps to model/takeoff the dirt on one of their own projects** for which accurate takeoff quantities are available to check against (a smaller, not-to-complicated project would be best for this learning step)—this suggested step will provide the new user with confidence that they are using AGTEK correctly *before* they "jump in" and model/takeoff earthwork for projects that are being actively bid.
6. When you begin using AGTEK on your own projects, **locate detailed instructions on the various steps of site modeling and takeoff** with this handbook's [Quick Reference](#) (page 2), [Table of Contents](#) (pages 3-15) and [Typical Data Entry Sequence](#) (page 49). Tip: The "Data Entry Guide" (pages 47-48) is a useful memory jogger for new users.
7. [Appendix H](#) (pages 301-319) and [Appendix J](#) (pages 323-351) offer optional stand-alone exercise examples documenting additional site modeling/takeoff methods and techniques that may be of interest to some AGTEK users.
8. Once you have some hands-on experience with the **Earthwork Modeling Step-by-Step** applications in this handbook, consider attending AGTEK's instructor-guided training classes (if you haven't done so already). Attending ongoing training classes is a great way to fill in any blanks, get answers to any questions, and update your AGTEK skills by keeping up with new software functions and applications. Information on AGTEK training classes is available in [Appendix A](#) (page 233) and at www.agtek.com/training.html.
9. See the **help options** in [Appendix A](#) (pages 231-232) and the [Catalog of Day 1 Handbook Web Resources](#) in [Appendix D](#) (pages 263-272) for additional learning resources.