

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

AGTEK users intending to work through this Day 1 Seminar Handbook on their own (either with or without attending the corresponding seminar) will benefit by doing so in the following suggested sequence:

1. Verify that you are using the latest version of your AGTEK software and download/install any available update as needed (see page 204 in *Appendix A*)--this is important because the 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 229-232).
3. Familiarize yourself with the "Program Overview" section of this handbook (pages 17-34 provide useful tips and background information: those new to earthwork construction should see page 17, pages 36-44 provide a helpful introduction to the functional organization of the AGTEK software).
4. Work through the "Earthwork Modeling Step-by-Step" exercise beginning on page 46 (the site plan and details provided on pages 46-47 are referenced throughout the exercise).
5. After new AGTEK users have worked through the "Earthwork Modeling Step-by-Step" exercise, they should apply the same steps to model/takeoff the dirt on one of their own projects on which accurate takeoff quantities are available to check against (a smaller, not-to-complicated site would be best for this purpose)--doing so will provide the new user with confidence that they are using AGTEK correctly before they "jump in" and model/takeoff earthwork for sites that are being actively bid.
6. When you're ready to start using AGTEK on your own projects, use this handbook's "Quick Reference" (page 2), "Table of Contents" (pages 3-13) and "Typical Data Entry Sequence" (page 44) to locate detailed instructions on the various steps of your site earthwork modeling and takeoff. Tip: The "Data Entry Guide" (page 43) can be a useful memory jogger.
7. *Appendix H* (pages 269-287) and *Appendix J* (pages 291-319) 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, please consider attending our live seminar training classes (if you have not already done so). Attending the seminars 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 (the latest seminar details are always available at www.EarthworkSoftwareServices.com).
9. See the help and training options in *Appendix A* (pages 201-203) and the Catalog of Handbook Web Resources in *Appendix D* (pages 233-240) for additional learning resources.