

## 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 230 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 255-258).
3. Familiarize yourself with the "Program Overview" section of this handbook (pages 19-38 provide useful tips and background information); **if you're new to earthwork construction, see page 19**; all new AGTEK users should **see the introduction to the functional organization of the AGTEK software** on pages 40-48.
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 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 start 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 3-14) and "Typical Data Entry Sequence" (page 48). Tip: The "Data Entry Guide" (page 47) can be a useful memory jogger.
7. *Appendix H* (pages 297-316) and *Appendix J* (pages 319-347) 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 training seminars (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](http://www.earthworksoftwareservices.com)).
9. See the **help and training options** in *Appendix A* (pages 227-229) and the **Catalog of Handbook Web Resources** in *Appendix D* (pages 259-268) for additional learning resources.