



**Local Technical Assistance Program**  
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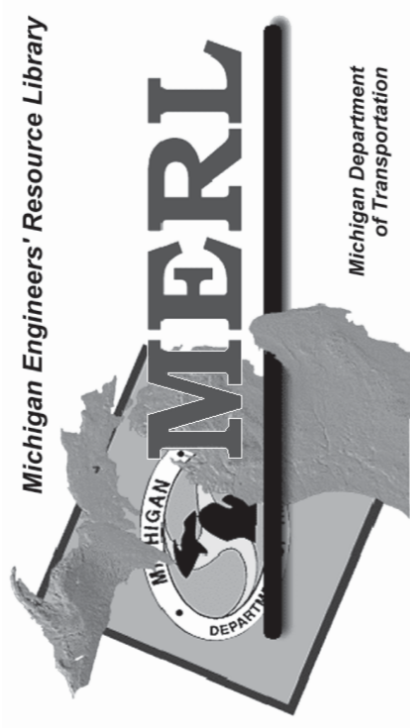
# *Introduction to MERL: 2009 Hands-on Training*

## **2009 MERL Training Sessions offered in these locations:**

**Tue, February 3, 2009**  
Ramada Plaza  
3333 28th St. SE  
Grand Rapids, MI

**Wed, February 4, 2009**  
Holiday Inn  
37529 Grand River Ave.  
Farmington Hills, MI

**Thu, February 5, 2009**  
Horizons Conference Center  
6200 State St.  
Saginaw, MI



Download MERL 4.3 FREE:  
<http://merl.michiganlitap.org>

# Introduction to MERL: 2009 Hands-on Training

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## Hands-On Training

The Michigan Engineers' Resource Library (MERL) contains information and utilities designed to help transportation engineers create road and bridge project estimates. MERL also includes utilities to enter and analyze bids for Local Jobs as well as to manage Local Jobs by tracking Daily Postings and Payment Estimates.

## Workshop Objective

This workshop provides beginning MERL users with an overview of MERL 4.3 by providing detailed instruction on each of the features that the program contains. The workshop is designed to reinforce instruction by giving students hands-on experience operating MERL 4.3 using sample data.

## Who Should Attend

All beginning MERL users, including technical staff responsible for road and bridge project estimates like engineers, technicians, managers of local agencies, and consultants who provide service to local agencies. Experience with MERL is not required.

## What to Bring

Attendees should bring their own laptop computer with MERL 4.3 already installed. (Visit <http://merl.michiganltap.org> to download the newest version of MERL.) If you do not have access to a laptop computer, please contact the LTAP office to reserve one. LTAP computer use is on a first-come, first-served basis.

## Instructor

Nick Koszykowski has been a Senior Software Engineer for the Technology Development Group at Michigan Tech University for 9 years. He has been the main developer for MERL since version 2.0.

## Cost

The registration fee for the workshop is \$55 for employees of public agencies and \$75 for employees of private companies. The fee includes lunch and all break refreshments.

## Registration

To register, contact the LTAP Office at 906-487-2102. Seating is limited; please register early. Cancellation notices received on or after January 28, 2009 will not receive a refund; substitutions will be accepted.

## Topics

Check-in and computer set-up begin at **8:30 AM**; the training session runs from **9:00 AM until approximately 4:00 PM**, and will cover the following topics:

- Creating and Editing Contracts/Estimates.
- Importing/Exporting MERL files
- Exporting Files from MERL
- Generating Reports
- Copying Estimates
- Merging Estimates
- Importing a CSV file to Create an Estimate
- Creating and Using User-Defined Pay Item Codes
- Creating Bid Projects and Entering Bids
- Bid Reports and Analysis
- Working With the Local Job Manager:
  - Creating Daily Postings
  - Creating Pay Estimates
  - Contract Modifications
- Working With the Resource Library
- Supplemental Description Cleanup
- Database Backup/Restore Option

MERL is free for all Michigan Local Agencies and their consultants.  
Download the latest version at <http://merl.michiganltap.org>