

Web Trns*port upload



District Estimate Submittal Instructions for XML. File
upload to Web Trns*port & project information entry
for P S & E processing

M o D O T
10/19/2011



Index

Webtransport Project Upload & Entry – Page 3 to 30

Print Detail Estimate – Page 31 to 34

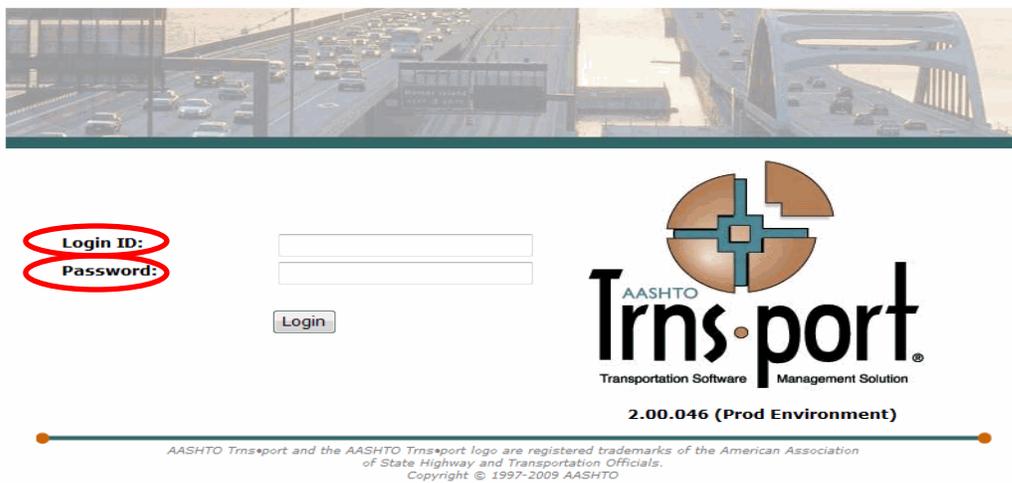
Custom Settings – Page 34 to 47

District steps for BTPP .XML file import to Web Trnsport-

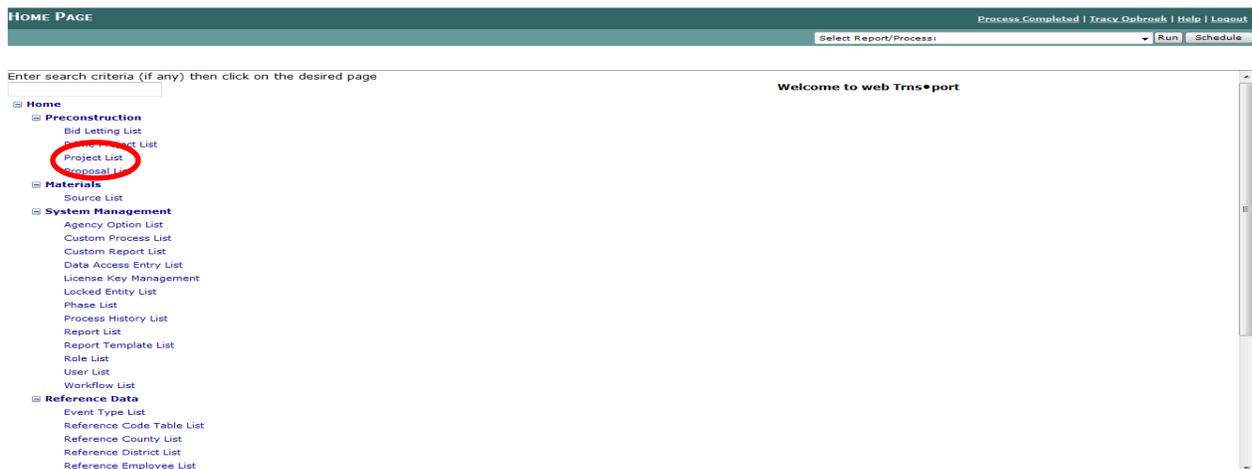
.XML & PLUS File created from BTPP are placed in temp. file, then copied to Projectwise

 J7S2209D.PLUS	7/12/2011 4:40 PM	Bid Tabs Plus
 J7S2209D.XML	7/22/2011 4:33 PM	XML Document

Open Web Trnsport, Web Trnsport will open to the login screen.
Enter your Login I.D. & password, and then click the Login button.



The screen that appears after you Login is the Home page.
Open the project list screen from Home page by clicking on it.



Select the “Import Estimator XML” button on the Project List screen

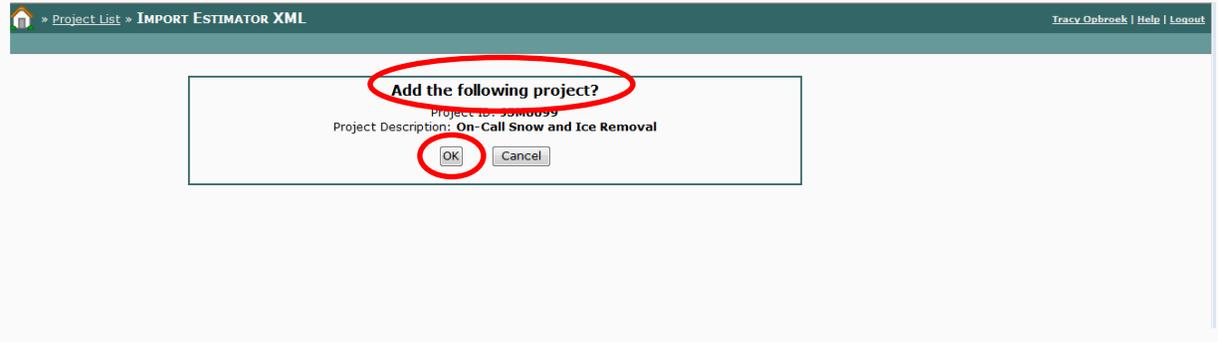
The screenshot shows the 'PROJECT LIST' interface. At the top right, it says 'Process Completed | Tracy Dabroek | Help | Logout'. Below the header, there are several buttons: 'Add', 'Delete', 'Copy Project', 'Export Estimator XML', 'Check Out Estimator XML', 'Import Estimator XML' (circled in red), 'Check In Estimator XML', 'Create Proposal', and 'Validate Project'. Below the buttons, there are filters for 'Select All' (3451 Projects) and 'View' (TRACY). A table of projects is displayed with columns: Select, Project ID, Project Description, Spec Book, Unit System, Federal Project Number, and State Project Number. The table contains several rows of project data. At the bottom, it says 'Change page: < 1 2 3 4 5 6 7 8 9 10 ... 25 | Displaying page 1 of 25. Items 1 to 140 of 3451.'

Select a file to Import by clicking the browse button; find the .XML file in the temp. folder location, then click import.

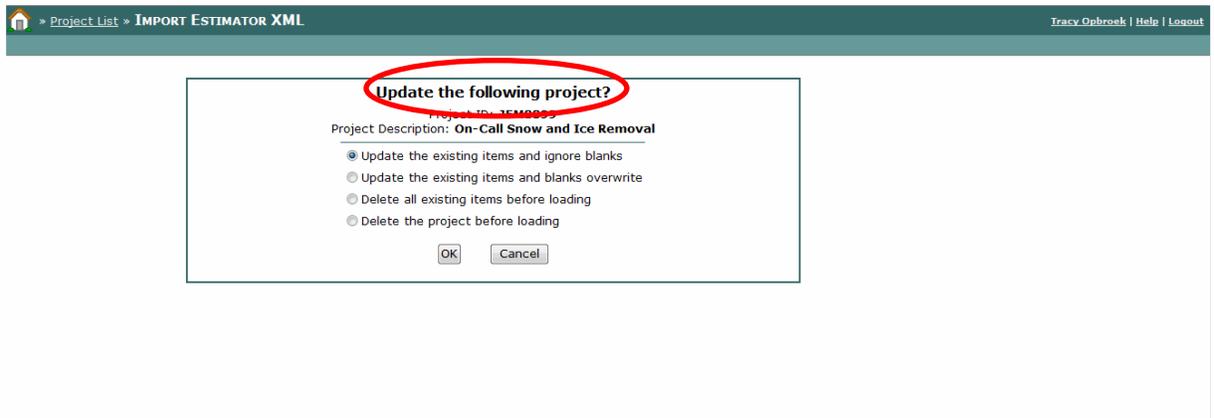
The screenshot shows the 'IMPORT ESTIMATOR XML' screen. At the top right, it says 'Tracy Dabroek | Help | Logout'. Below the header, there is a section titled 'Select a File to Import:'. There is a text input field and a 'Browse...' button (circled in red). Below the input field, there is an 'Import' button.

The screenshot shows the 'IMPORT ESTIMATOR XML' screen. At the top right, it says 'Tracy Dabroek | Help | Logout'. Below the header, there is a section titled 'Select a File to Import:'. The text input field now contains the file path 'X:\DIST_DATA\JOBS5\J5M0099\J5M0099.XML'. Below the input field, there is an 'Import' button (circled in red).

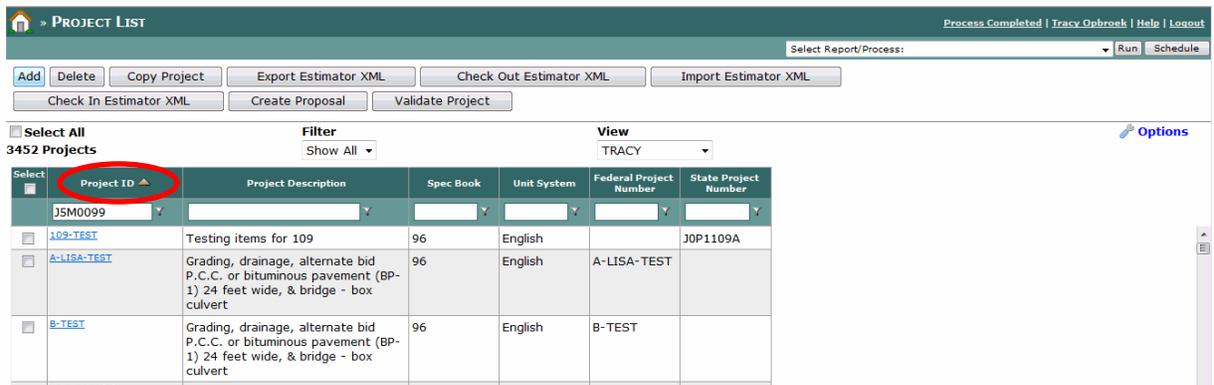
One of the next two screens appears after you click the import button. If the job has not been imported it is the one shown below, Click OK



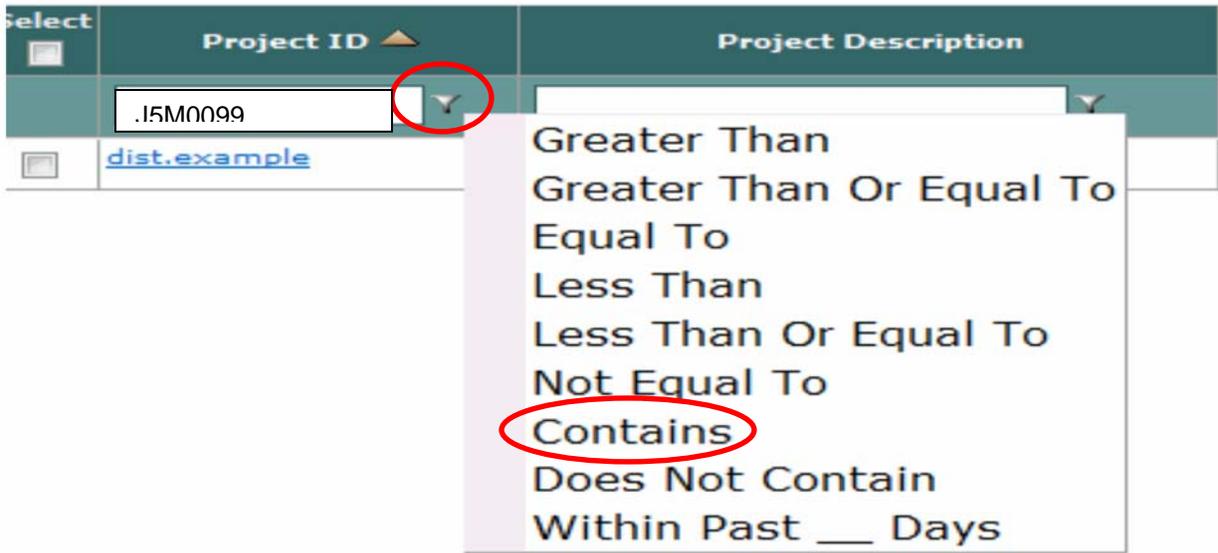
If it is this screen the job has already been imported. Pick one of the four options & click. (If you should have to reload a project that is already in the system, choose the third option which is “Delete all existing items before loading”, this keeps all other information that has been entered.)



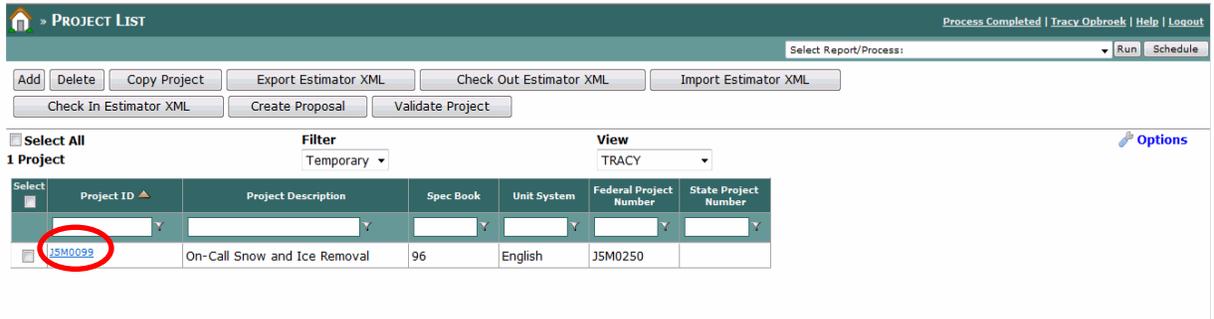
When imported the project list screen will reappear – under project I.D. enter the job number, click on the drop down arrow and select contains.



Location of drop down arrow and options shown below



When the job number comes up click on it to go to the project screen.



As you move thru these screens there is a Save button in the upper left, please remember to use it.

The screenshot shows a web application interface for a project management system. At the top, there is a breadcrumb trail: > Project List > PROJECT DIST.EXAMPLE. Below this is a navigation menu with tabs for Project, Categories, Project Items, Project Locations, Fund Packages, Alternate Sets, Project Wage Decisions, and Attachments. In the upper left corner, there are two buttons: 'Save' and 'Add New'. The 'Save' button is circled in red. The main area of the screen contains a form with various fields for project details. On the left side, fields include Project ID (dist.example), Version Number (1), Proposal ID, Project Description (dist.test), Spec Book (96), Unit System (English), Federal Project Number (dist.example), State Project Number, and E & C Percent (0.00). On the right side, fields include Workflow ID (MoDOT Workflow), Phase ID (Project Definition), Record Source, Project Item Total (368632.51), PRICEDBY, PJCDE1, Roadway Plans Submitted, Bridge Plans Submitted, PJDT5, and PJFLG2.

If you do not save before trying to move on to the next screen you will get this warning box.

The screenshot shows the same web application interface as above, but with a modal dialog box overlaid in the center. The dialog box has a title bar that says 'Unsaved Changes Present'. Inside the dialog, there is an information icon (a lowercase 'i' in a blue circle) followed by the text: 'Warning: Changes have been made to this page that were not saved. Do you wish to save your changes?'. Below this text, there is a section labeled 'Click:' with three options: 'Yes to save changes and continue.', 'No to discard changes and continue.', and 'Cancel to return to this page.'. At the bottom right of the dialog box, there are three buttons: 'Yes', 'No', and 'Cancel'. The 'Click:' section and the 'Yes' button are circled in red.

This is the Project Screen, from this screen all project information is set up &/or checked. Part of the job information loads on import, some does not.

Project ID J5M0099
Version Number 1
Proposal ID
Project Description On-Call Snow and Ice Removal
Spec Book 96
Unit System English
Federal Project Number J5M0250
State Project Number
E & C Percent 0.00
Project Type 99 - MISCELLANEOUS - NOT INCLUDED IN OTHER
Project Work Type MIS - MISCELLANEOUS CONSTRUCTION
Urban/Rural R - RURAL ROUTE
Version Date 2011/08/10
Project Status
Remarks
Consultant
Controlling Project
Primary Reference County ID C010
Primary Reference District ID 04

Workflow ID
Phase ID
Record Source
Project Item Total 308200.00
PRICEDBY
PJCDE1
Roadway Plans Submitted
Bridge Plans Submitted
PJDTS
PJFLG2
PJFLG4
PJNUM1
Awarded Project Total
ARRA
PJSST4

In the upper right corner are the workflow ID & the phase ID as shown below.

Workflow ID [Dropdown Menu]

Phase ID [Dropdown Menu]

Record Source [Text Field]

Project Item Total 308200.00

PRICEDBY [Dropdown Menu]

PJCDE1 [Text Field]

Roadway Plans Submitted [Text Field]

Use the drop down arrows and choose the options as shown below.

Workflow ID

Phase ID

Record Source

Project Item Total 308200.00

PRICEDBY

PJCDE1

Roadway Plans Submitted 

These next fields are located in the left hand column towards the bottom. The project completion date is to be filled in, if job is required or permitted put an R or P in this field.

PROJECTGRADE

PRICED_DT 

PJCDE2

Project Completion Date 

PJDT4 

Required/Permitted

PJFLG3

PJFLG5

PJNUM2

These fields are located left column, top half. The job number will import into the Federal Project Number field, this needs copied into the State Project Number field, then deleted from the Federal Project Number field. (If the job is Federal this number will be entered at Central office Design)

	<input type="text"/>
Spec Book	96
Unit System	English
Federal Project Number	J5M0250
State Project Number	<input type="text"/>
E & C Percent	0.00
Project Type	99 - MISCELANEOUS - NOT INCLUDED ▾
Project Work Type	MIS - MISCELLANEOUS CONSTRUCTIO ▾
Urban/Rural	R - RURAL ROUTE ▾
Version Date	2011/08/10
Project Status	<input type="text"/>

The tab buttons are shown at the top of the Project screen & are used to enter job specific information:



(MoDot currently does not use the last two tab buttons)

Click on the Categories tab button.



Below is an example of categories in a job, this job contains categories for Roadway, 3 sets of Alternates, Highway signing & 4 Bridges.

The screenshot shows the 'CATEGORY LIST' interface for Project J7P07971. The 'Category ID' column header is circled in red. The table lists 13 categories with columns for Select, Category ID, Category Description, Project ID, Combine Like Categories, and Section Group.

Select	Category ID	Category Description	Project ID	Combine Like Categories	Section Group
<input type="checkbox"/>	0001	ROADWAY ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0001
<input type="checkbox"/>	0002	ALT. A - ASPHALT PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0002
<input type="checkbox"/>	0003	ALT. B - CONCRETE PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0003
<input type="checkbox"/>	0004	ALT. C - ASPHALT (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0004
<input type="checkbox"/>	0005	ALT. D - CONCRETE (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0005
<input type="checkbox"/>	0006	ALT. E - ASPHALT (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0006
<input type="checkbox"/>	0007	ALT. F - CONCRETE (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0007
<input type="checkbox"/>	0040	HIGHWAY SIGNING ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0008
<input type="checkbox"/>	0070	BR. NO. A7895 - J7P07971	J7P07971	<input type="checkbox"/>	0009
<input type="checkbox"/>	0071	BR. NO. A7898 - J7P07971	J7P07971	<input type="checkbox"/>	0010
<input type="checkbox"/>	0072	BR. NO. A7899 - J7P07971	J7P07971	<input type="checkbox"/>	0011
<input type="checkbox"/>	0073	BR. NO. A7900 - J7P07971	J7P07971	<input type="checkbox"/>	0012

If this is set up correctly in BTPP when you create the job you will not have to set them up in Web Trnsport, this information will load on import. Click on the Category I.D., 0001(in blue) for Roadway Items.

Project List » Project J7P07971 » CATEGORY LIST

Process Completed | Tracy Dpbroek | Help | Logout

Select Report/Process: Run Schedule

Project Categories Project Items Project Locations Fund Packages Alternate Sets Project Wage Decisions Attachments

Add Delete Delete Categories and Associated Data Copy Category Copy Category to Another Project

Select All 13 Categories Filter Show All View TRACY Options

Select	Category ID	Category Description	Project ID	Combine Like Categories	Section Group
<input checked="" type="checkbox"/>	0001	ROADWAY ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0001
<input type="checkbox"/>	0002	ALT. A - ASPHALT PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0002
<input type="checkbox"/>	0003	ALT. B - CONCRETE PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0003
<input type="checkbox"/>	0004	ALT. C - ASPHALT (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0004
<input type="checkbox"/>	0005	ALT. D - CONCRETE (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0005
<input type="checkbox"/>	0006	ALT. E - ASPHALT (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0006
<input type="checkbox"/>	0007	ALT. F - CONCRETE (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0007
<input type="checkbox"/>	0040	HIGHWAY SIGNING ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0008
<input type="checkbox"/>	0070	BR. NO. A7895 - J7P07971	J7P07971	<input type="checkbox"/>	0009
<input type="checkbox"/>	0071	BR. NO. A7898 - J7P07971	J7P07971	<input type="checkbox"/>	0010
<input type="checkbox"/>	0072	BR. NO. A7899 - J7P07971	J7P07971	<input type="checkbox"/>	0011
<input type="checkbox"/>	0073	BR. NO. A7900 - J7P07971	J7P07971	<input type="checkbox"/>	0012

This is the Category screen for Category 0001. In the “category description field” this entry is to appear as: Roadway Items – Job Number

Uncheck the “combine with like categories” box.

In the upper right “section group box” enter a four digit number starting with 0001 for the first category, 0002 for the second category & so on. In combination jobs this is set up per job, consecutively. Every Category for the job will need to have these steps completed. Non contractual categories are always shown last in the numeric order.

Example for combination jobs: Job one has 4 categories (0001 thru 0003), job two has 3 categories (0004 & 0005) with each job having a non contractual category, Non contractual categories are shown last (0006 & 0007). The job order for combination jobs is determined by alpha- numeric order.

The screenshot shows a web application interface for editing Category 0001. The breadcrumb trail is: Project List > Project JSM0099 > Category List > CATEGORY 0001. The page title is "Process Completed | Tracy Onbrook | Help | Logout". There are navigation tabs for Project, Categories, Project Items, Project Locations, Fund Packages, Alternate Sets, Project Wage Decisions, and Attachments. Below the tabs are "Save" and "Add New" buttons. The main content area is divided into two columns of input fields. On the left, the "Category ID" is 0001, and the "Category Description" is "Roadway". The "Combine Like Categories" checkbox is checked. Below this are fields for FEDWORKCLASS, FEDCONSTRUCTIONCLASS, ADJUSTMENTPERCENT, ESCDE2, ESCDE4, ESFLG2, ESFLG4, ESNUM1 (0.00), ESSST1, ESSST3, and ESSST5. On the right, the "Section Group" field is empty and circled in red. Below it are fields for E & C Percent, Unit Number, Unit Description, CATEGORYWORKCLASS, SUPPWORKCLASS, ADJUSTMENT, ESCDE1, ESCDE3, ESFLG1, ESFLG3, ESFLG5, ESNUM2 (0.00), ESSST2, ESSST4, and ESSST6. An "Options" link is visible in the top right corner.

When completed the entries appear as below. These descriptions will print out on the schedule of items for the proposal. The order of the section group determines the order of the categories in the schedule of items for the proposal. The non contractual categories are last so they can be deleted from the proposal side in Web transport before the schedule of items is ran prior to being incorporated into the proposal so they do not appear for contractor bids.

Project List » Project J7P07971 » CATEGORY LIST

Process Completed | Tracy Onbroek | Help | Logout

Select Report/Process: Run Schedule

Project Categories Project Items Project Locations Fund Packages Alternate Sets Project Wage Decisions Attachments

Add Delete Delete Categories and Associated Data Copy Category Copy Category to Another Project

Select All 13 Categories Filter Show All View TRACY Options

Select	Category ID	Category Description	Project ID	Combine Like Categories	Section Group
<input type="checkbox"/>	0001	ROADWAY ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0001
<input type="checkbox"/>	0002	ALT. A - ASPHALT PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0002
<input type="checkbox"/>	0003	ALT. B - CONCRETE PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0003
<input type="checkbox"/>	0004	ALT. C - ASPHALT (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0004
<input type="checkbox"/>	0005	ALT. D - CONCRETE (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0005
<input type="checkbox"/>	0006	ALT. E - ASPHALT (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0006
<input type="checkbox"/>	0007	ALT. F - CONCRETE (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0007
<input type="checkbox"/>	0040	HIGHWAY SIGNING ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0008
<input type="checkbox"/>	0070	BR. NO. A7895 - J7P07971	J7P07971	<input type="checkbox"/>	0009
<input type="checkbox"/>	0071	BR. NO. A7898 - J7P07971	J7P07971	<input type="checkbox"/>	0010
<input type="checkbox"/>	0072	BR. NO. A7899 - J7P07971	J7P07971	<input type="checkbox"/>	0011
<input type="checkbox"/>	0073	BR. NO. A7900 - J7P07971	J7P07971	<input type="checkbox"/>	0012

The next tab is the Project Items, click on it.



On this screen you will need to put a check in the non-bid column for non contractual items.

Select	Combine With Like Items	Non-Bid	Proposal Item Line Number	Project Item ID	Reference Item ID	Alternate Set ID	Alternate Member ID	Category ID	Project Item Line Number	Reference Item Description	Unit of Measure	Quantity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	6221001				0001	0090	COLDMILLING BITUMINOUS PAVEMENT	SQYD	5466.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	6224010				0001	0100	MODIFIED COLD MILLING (DEPTH TRANSITIONS)	SQYD	1981.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	6261000A				0001	0110	BITUMINOUS SHOULDER RUMBLE STRIP	STA	1339.900
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	2079909		AA	1	0002	0120	MISC.	STA	690.400
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	4011211		AA	1	0002	0130	BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-2)	TONS	23986.600
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	4071005		AA	1	0002	0140	TACK COAT	GAL	12720.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	6161005		AA	1	0002	0150	CONSTRUCTION SIGNS	SQFT	216.000

As shown below, all 109 numbers are checked as non-bid.

Select	Combine With Like Items	Non-Bid	Proposal Item Line Number	Project Item ID	Reference Item ID	Alternate Set ID	Alternate Member ID	Category ID	Project Item Line Number	Reference Item Description	Unit of Measure	Quantity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	6206119				0001	0160	ACRYLIC WATERBORNE PAVEMENT MARKING	LF	161955.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	6206122				0001	0170	ACRYLIC WATERBORNE PAVEMENT MARKING	LF	7910.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	6209903				0001	0180	MISC.	LF	40223.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	6221001				0001	0190	COLDMILLING BITUMINOUS PAVEMENT	SQYD	443672.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	6224010				0001	0200	MODIFIED COLD MILLING (DEPTH TRANSITIONS)	SQYD	14212.000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	6261000A				0001	0210	BITUMINOUS SHOULDER RUMBLE STRIP	STA	3149.000
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21	1091035A				0100	0220	(POINT OF PRESENCE) 96 IN. x 48 IN. SIGN	EA	4.000

Check to see that project item line numbers are in order according to the reference Item ID number. When set properly in BTPP this imports correctly. If you add an item in web transport it will duplicate numbers that you manually have to change.

Project Item ID	Reference Item ID	Alternate Set ID	Alternate Member ID	Category ID	Project Item Line Number	Reference Item Description	Unit of Measure
1	4011211			0001	0010	BITUMINOUS PAVEMENT MIXTURE PG64-22, (BP-2)	TONS
2	4030136			0001	0020	ASPHALTIC CONCRETE MIXTURE PG 76-22	TONS
3	4071005			0001	0030	TACK COAT	GAL
4	4133200			0001	0040	ULTRATHIN BONDED WEARING SURFACE, TYPE C	SQYD
5	6123000A			0001	0050	TRUCK OR TRAILER MOUNTED ATTENUATOR	EA
6	6161005			0001	0060	CONSTRUCTION SIGNS	SQFT
7	6161009			0001	0070	FLAG ASSEMBLY	EA

The quick find add button is how you will find & add an item. Click on this button.

» Project List » Project J7I0875 » PROJECT ITEM LIST

Project Categories Project Items Project Locations Fund Packages Alternate Sets Project Wage Decisions Attachments

Save List Add **Quick Find Add** Details Add Delete

Select All 22 Project Items Filter Show All View Tracy'S

Below is the screen that appears. In the “Search Criterion” field enter the item number. It will bring up the item you entered. Pick the category you want this item to be in and the project item line number you want the item to be (if you leave this blank it will go to the end of the existing items.) Click once on the item to add and click on the save button. (If you click on the item more than once it will add this item for each click.) If you enter part of an item number it will pull up all items containing the numbers in the order you entered them & more, you may pick the item you want from the list shown this way also. When you add an item in web transport and enter the project item line number you want it to be, it will duplicate the project item line number. You manually have to change this so there is only one unique consecutive project item line number for each item. If you do not enter a project item line number when choosing the item you will have to manually change it so they are in order by reference item ID & insure there is one unique consecutive project item line number for each item.

Add Items to Project ? Help

Item Classification:
Select an item classification:

Search Criterion:

Click Items Below to Add to Project:
0 project items loaded.

Item ID	Description	Unit Code
---------	-------------	-----------

Insert at Project Line Number: *(blank will add to end of list)*

Category:

Save Quit

Below is how the screen looks when a partial item number is entered which brings up multiple items to choose from

Add Items to Project ? Help

Item Classification:
Select an item classification:

Search Criterion:

Click Items Below to Add to Project:
Showing 100 out of 128 project items. You may want to narrow your search.

Item ID	Description	Unit Code
5062030	AFURNISHING UNBONDED CONCRETE OVERLAY	
5062031	UNBONDED CONCRETE OVERLAY PLACEMENT, 8 IN.	
5062032	UNBONDED CONCRETE OVERLAY PLACEMENT, 5 IN.	
5062033	UNBONDED CONCRETE OVERLAY INTERLAYER	
5062050	SURFACE PREPARATION	
6062000	BRIDGE ANCHOR SECTION (BRUSH CURB)	
6066200	GUARDRAIL BEAM	
6066620	GUARDRAIL ANCHOR, EMBEDDED	
6162000	WORK ZONE TRAFFIC SIGNALS	
6162010	WORK ZONE LIGHTING	
6200224	TYPE 1 PREFORMED MARKING TAPE, 24 IN, YELLOW	
6200306	TYPE 1 PREFORMED MARKING TAPE, 6 IN., WHITE	
6200307	TYPE 1 PREFORMED MARKING TAPE, 6 IN., YELLOW	

Insert at Project Line Number:
 (blank will add to end of list)

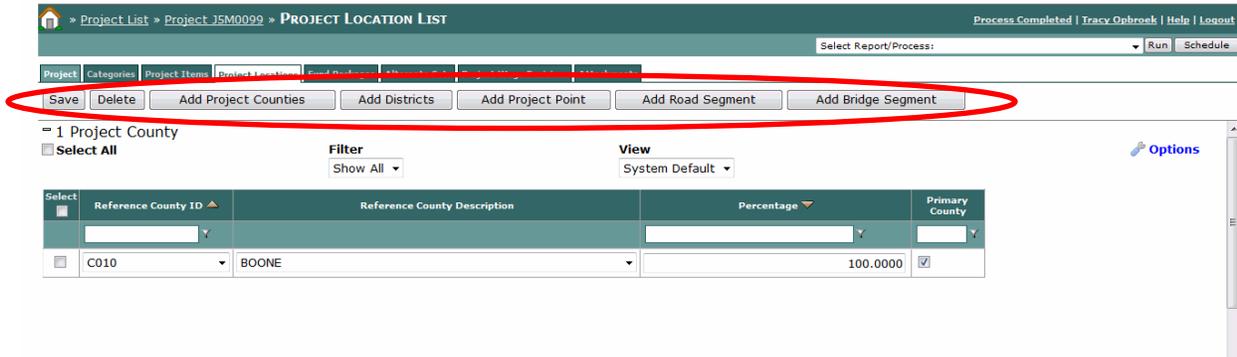
Category:

The next tab is the Project Locations, click on it.

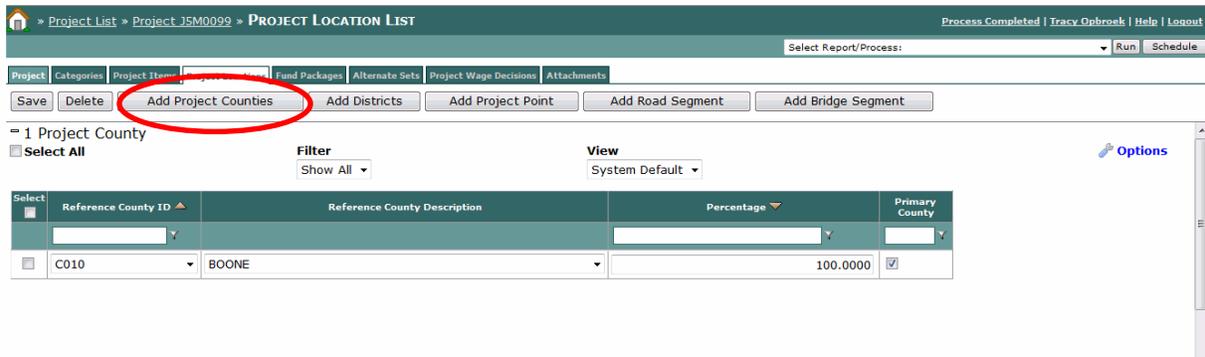
Project List > PROJECT J5M0099

Project | Categories | Project Items | **Project Locations** | Fund Packages | Alternate Sets | Project Wage Decisions | Attachments

Shown below are the buttons under the tab bar at the top of this screen.



Click on the Add Project Counties button



Below is the screen that appears. The initial county as entered in the BTPP file will upload, for a job with more than one county, the additional counties have to be added by checking the Select box for the counties included in the job and clicking the add button.

Project Locations

Add

Select All

115 Reference Counties

Filter: Show All

View: TRACY

Select	Reference County ID	Reference County Description
<input type="checkbox"/>		
<input type="checkbox"/>	C001	ADAIR
<input type="checkbox"/>	C002	ANDREW
<input type="checkbox"/>	C003	ATCHISON
<input type="checkbox"/>	C004	AUDRAIN
<input type="checkbox"/>	C005	BARRY
<input type="checkbox"/>	C006	BARTON
<input type="checkbox"/>	C007	BATES
<input type="checkbox"/>	C008	BENTON
<input type="checkbox"/>	C009	BOLLINGER
<input type="checkbox"/>	C011	BUCHANAN
<input type="checkbox"/>	C012	BUTLER
<input type="checkbox"/>	C013	CALDWELL

This is how it appears after you add the additional counties, the Percentage column needs to total 100 for all counties shown for the job, the Primary County will have the larger percentage & have a check mark entered in this field.

Project List > Project_35M0099 > PROJECT LOCATION LIST

Select Report/Process:

Project Locations

Save Delete Add Project Counties Add Districts Add Project Point Add Road Segment Add Bridge Segment

4 Project Counties

Select All

Filter: Show All

View: System Default

Select	Reference County ID	Reference County Description	Percentage	Primary County
<input type="checkbox"/>				
<input type="checkbox"/>	C004	AUDRAIN	100.0000	<input type="checkbox"/>
<input type="checkbox"/>	C005	BARRY	100.0000	<input type="checkbox"/>
<input type="checkbox"/>	C006	BARTON	100.0000	<input type="checkbox"/>
<input type="checkbox"/>	C010	BOONE	100.0000	<input checked="" type="checkbox"/>

This is how it should appear when saved.

Select	Reference County ID	Reference County Description	Percentage	Primary County
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	C010	BOONE	40.0000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	C004	AUDRAIN	20.0000	<input type="checkbox"/>
<input type="checkbox"/>	C005	BARRY	20.0000	<input type="checkbox"/>
<input type="checkbox"/>	C006	BARTON	20.0000	<input type="checkbox"/>

The Add Districts button is next. The District identification normally imports right (with the current changes in MoDot we have needed to change this)

Project List > Project 15M0099 > PROJECT LOCATION LIST

Process Completed | Tracy Opbroek | Help | Logout

Select Report/Process: [dropdown] Run Schedule

Project | Categories | Project Items | Project Locations | Fund Packages | **Add Districts** | Alternate Sets | Project Wage Decisions | Attachments

Save Delete Add Project Counties Add Districts Add Project Point Add Road Segment Add Bridge Segment

1 Project County

Select All Filter: Show All View: System Default Options

Select	Reference County ID	Reference County Description	Percentage	Primary County
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	C010	BOONE	100.0000	<input checked="" type="checkbox"/>

This can be done from the main Project Location screen. Scroll down to the District heading and click the down arrow under the Reference District Description Column, pick the District you need (All are still shown but pick the new description)

1 District

Select All Filter: Show All View: System Default

Select	Reference District ID	Reference District Description	Supplemental Description	Primary District
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CD	Central		<input checked="" type="checkbox"/>

Scroll down to the Project Point. In the Description field you will remove the “Midpoint” that imports into this field and enter the location description.

1 Project Point
 Select All
 Filter: Show All
 View: System Default

Select	Type	Description	Latitude	Longitude	Category ID
<input type="checkbox"/>	Midpoint	Midpoint	035:00:00.00	089:00:00.00	

Scroll down to the Road Segment. Some of the needed information loads on Import, some does not – the circled fields are necessary. The Location Description loads with “primary” in the field, replace this with the same location description as you have entered in the project point description field shown above (use the copy/paste function) - (this field has a 60 character limitation.) The Route, Length & Begin, End of Station or Termini, (either or both) should be entered.

1 Road Segment
 Select All
 Filter: Show All
 View: TRACY

Select	Location Description	Project ID	Route	Length	Begin Station	End Station	Begin Termini	End Termini	Category ID
<input type="checkbox"/>	Primary	J5M0099		0.0000					

This is how Road Segment appears when completed. There can be multiple segments shown

= 1 Road Segment

Select All

Filter: Show All

View: TRACY

Select	Location Description	Project ID	Route	Length	Begin Station	End Station	Begin Termini	End Termini	Category ID
<input type="checkbox"/>	from Rte 249 nea	J710875	I-44	14.9270			12.774	27.974	

The Bridge Segment is added the same way as those shown above and is created when there is bridge work on the job.

= No Bridge Segments Exist

Select All

Filter: Show All

View: System Default

Select	Bridge ID	Bridge Type	Description	Length	Width	Number of Spans	Start Latitude	Start Longitude	End Latitude	End Longitude	Category ID
No records to display.											

This is the way the Add Road segment page and Add Bridge Segment page looks when accessed by their given buttons on the Project Location list. Circled are the required fields on these pages.

Road Segment

Road Name	<input type="text"/>	Route	<input type="text"/>
Road Type	<input type="text"/>	Begin Termini	<input type="text"/>
Road Number	<input type="text"/>	End Termini	<input type="text"/>
Location Description	<input type="text"/>	Begin Station	<input type="text"/>
Start Latitude	<input type="text"/>	End Station	<input type="text"/>
Start Longitude	<input type="text"/>	Lane Mile	<input type="text"/>
End Latitude	<input type="text"/>	Length	<input type="text"/>
End Longitude	<input type="text"/>	Width	<input type="text"/>
		Depth	<input type="text"/>
		Category ID	<input type="text"/>

Bridge Segment

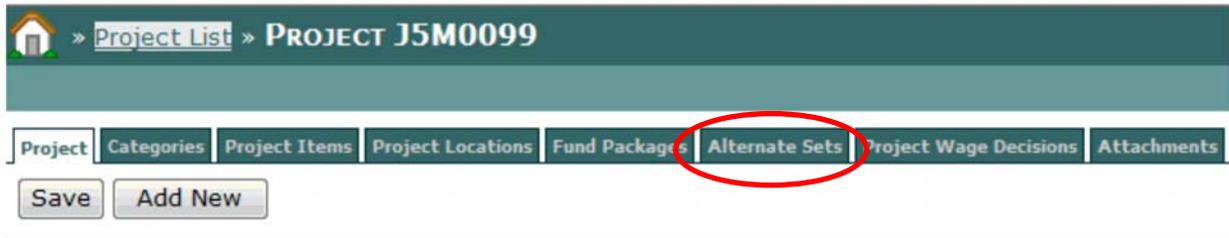
Bridge ID	<input type="text"/>	Number of Spans	<input type="text"/>
Bridge Type	<input type="text"/>	Start Latitude	<input type="text"/>
Description	<input type="text"/>	Start Longitude	<input type="text"/>
Length	<input type="text"/>	End Latitude	<input type="text"/>
Width	<input type="text"/>	End Longitude	<input type="text"/>
		Category ID	<input type="text"/>

The next Tab is the Fund Packages

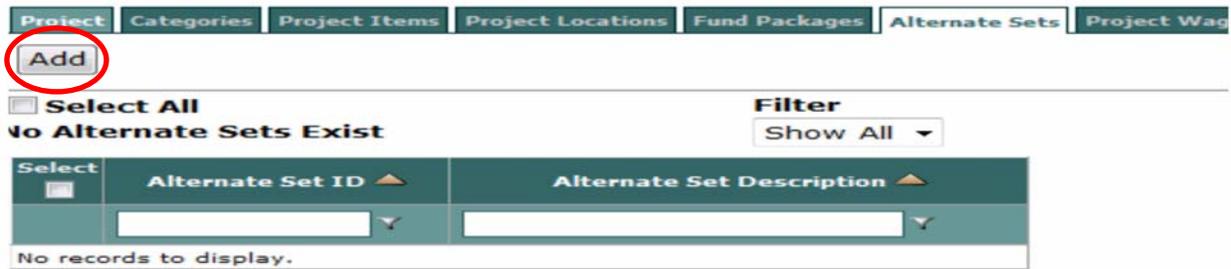


Central Office Design will complete this when the funding is known.

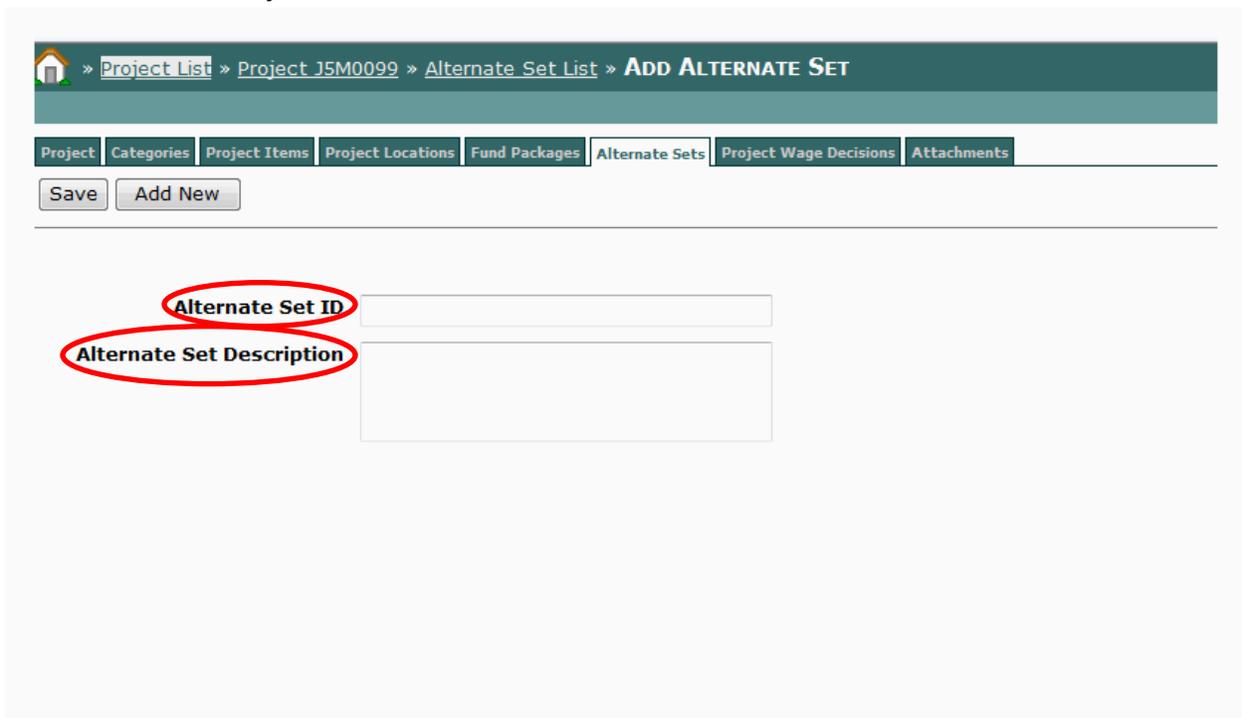
The last Tab is the Alternate Sets. Click on this tab.



This screen appears when no Alternate Pavements have been set up in BTPP. To set up Alternate Pavements, click on the add button



The add button brings up the screen shown below. The Alternate Set ID & the Alternate Set Description are required fields when there are alternate Pavements in a job.



Alternate Set ID & Description as they appear when the Job Specific Information is entered.

Example: Alternate Pavement

An Alternate Set ID entry of AA for Alternate Pavement, Alternate Set Description entry of AA1 – Alt A – Asphalt Pavement and AA2 – Alt B - Concrete Pavement. (Contractor bids on one alternate for each alternate group shown)



Alternate Set ID AA

Alternate Set Description AA1 - Alt. A - Superpave
AA2 - Alt. B - PCCP

This screen appears when no Add Alternates have been set up in BTPP. To set up Add Alternates, click the add button



The add button brings up the screen shown below. The Alternate Set ID & the Alternate Set Description are required fields when there are add alternates in a job.

Project List » Project J5M0099 » Alternate Set List » **ADD ALTERNATE SET**

Project | Categories | Project Items | Project Locations | Fund Packages | **Alternate Sets** | Project Wage Decisions | Attachments

Save Add New

Alternate Set ID

Alternate Set Description

Example: Add Alternates
 Alternate Set ID entry of AA for First Add Alternate
 Alternate Set Description of AA1 – Add Alt. A - Rte A from RteB to RteC
 Alternate Set ID entry of BB for Second Add Alternate
 Alternate Set Description of BB1 – Add Alt. B - Rte X from RteY to RteZ
 (Contractor bids on all add alternates) We only allow up to two add alternates.

Project | Categories | Project Items | Project Locations | Fund Packages | **Alternate Sets**

Add Delete

Select All **Filter** Show All ▼

2 Alternate Sets

Select	Alternate Set ID ▲	Alternate Set Description ▲
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AA	AA 1 - Rte 32 from s/o of Rte 54 to Rte 39
<input type="checkbox"/>	BB	BB 1 - Rte N from Rte 32 to Rte N

If Alternate Pavements or Add Alternates have been set up in BTPP for the job, part of the information will load, this appears as shown below when you select the Alternate Sets Tab.

Project Categories Project Items Project Locations Fund Packages **Alternate Sets**

Add Delete

Select All **Filter**
1 Alternate Set Show All ▾

Select	Alternate Set ID ▲	Alternate Set Description ▲
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AA	AA

Click on [AA](#) (in blue)

Project Categories Project Items Project Locations Fund Packages **Alternate Sets**

Add Delete

Select All **Filter**
1 Alternate Set Show All ▾

Select	Alternate Set ID ▲	Alternate Set Description ▲
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AA	AA

The Alternate Set Description needs the job specific info entered.

Project Categories Project Items Project Locations Fund Packages **Alternate Sets** Project Wage Decisions Attachments

Save Add New

Alternate Set ID AA

Alternate Set Description AA

Alternate Set Description as they appear when the Job Specific Information is entered. (For Alternate Pavements)

Project Categories Project Items Project Locations Fund Packages **Alternate Sets** Project Wage D

Save Add New

Alternate Set ID AA

Alternate Set Description AA1 - Alt. A - Superpave
AA2 - Alt. B - PCCP

Alternate Set Description as they appear when the Job Specific Information is entered. (For Add Alternate)

Project Categories Project Items Project Locations Fund Packages **Alternate Sets**

Add Delete

Select All **Filter** Show All ▼

2 Alternate Sets

Select	Alternate Set ID ▲	Alternate Set Description ▲
<input type="checkbox"/>		
<input type="checkbox"/>	AA	AA 1 - Rte 32 from s/o of Rte 54 to Rte 39
<input type="checkbox"/>	BB	BB 1 - Rte N from Rte 32 to Rte N

When these entries are completed go back to the Project List screen by clicking on the Project tab, then Project list in the heading

Click the “Select” box in front of the job number then Click on button “Validate Project” as shown circled below

Select	Project ID	Project Description	Spec Book	Unit System	Federal Project Number	State Project Number
<input checked="" type="checkbox"/>	J5M0099	On-Call Snow and Ice Removal	96	English		J5M0250

This is the screen when the job validates.

Back » ERRORS AND WARNINGS

1 Warning.

1 Warning:

- **Project ID 'J7I0875':**
Project Valid.

If something has been forgotten you will get a warning similar to the following. (You should always get this warning since you will not be entering the Fund Package) Multiple warnings will show up after the first warning on same screen.

Back » ERRORS AND WARNINGS

1 Warning.

1 Warning:

- **Project ID 'J5M0099':**
 - Project does not contain a fund package.

Keep in mind that if a job has bridge PS & E submittal the roadway portion and bridge portion must be combined in BTPP before being uploaded to web transport.

Printing Preliminary Detail Estimate

When all has been entered click on the Project Tab as circled in red
In the upper right there is a drop down box and a “run” button as noted

Project List > PROJECT J1P1980

Process Completed | Tracy Schroek | Help | Logout

Select Report/Process: [dropdown] Run Schedule

Project Categories Project Items Project Locations Fund Packages Alternate Sets Project Wage Decisions Attachments

Save Add New

Options

Project ID J1P1980

Version Number 1

Proposal ID [111118-A01](#)

Project Description Resurface w/ BP-1, Bridge rehabilitation

Spec Book 96

Unit System English

Federal Project Number FAF-169-2 (24)

State Project Number J1P1980

E & C Percent 0.00

Project Type 08 - ASPH. & BITUM. RESURF(NOT LEV

Project Work Type ASP - ASPHALT PROJECTS

Workflow ID MoDOT Workflow

Phase ID Proposal Definition

Record Source

Project Item Total 3657342.12

PRICEDBY

PJCDE1

Roadway Plans Submitted

Bridge Plans Submitted

PJDT5

PJFLG2

PJFLG4

PJNUM1

From the drop down list pick Preliminary Detail Estimate and click the run button

Process Completed | Tracy Schroek | Help | Logout

Preliminary Detail Estimate [dropdown] Run Schedule

Decisions Attachments

Options

Workflow ID MoDOT Workflow

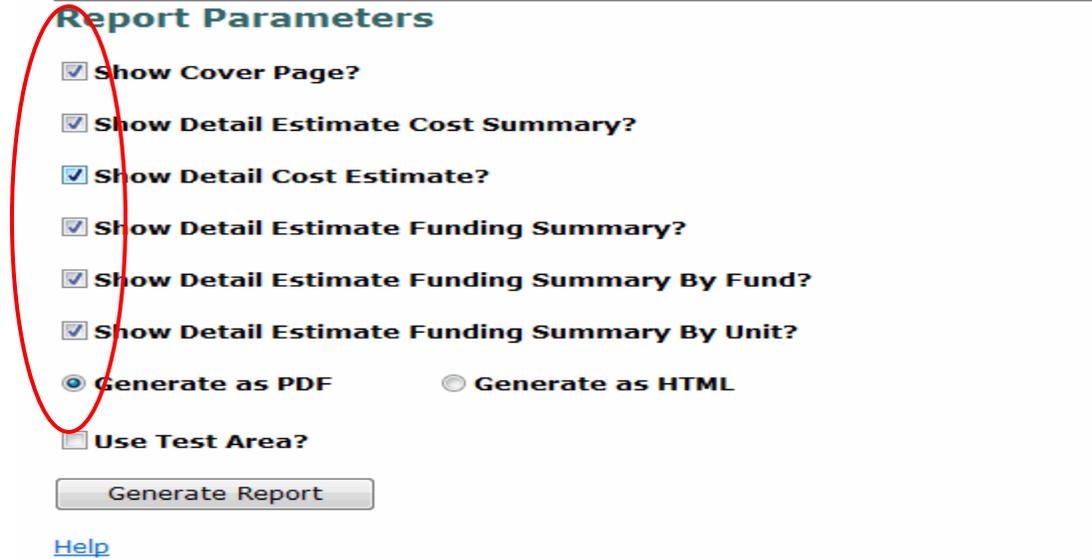
Phase ID Proposal Definition

Record Source

Project Item Total 3657342.12

PRICEDBY

Shown below is the screen that appears after the report runs with all options checked

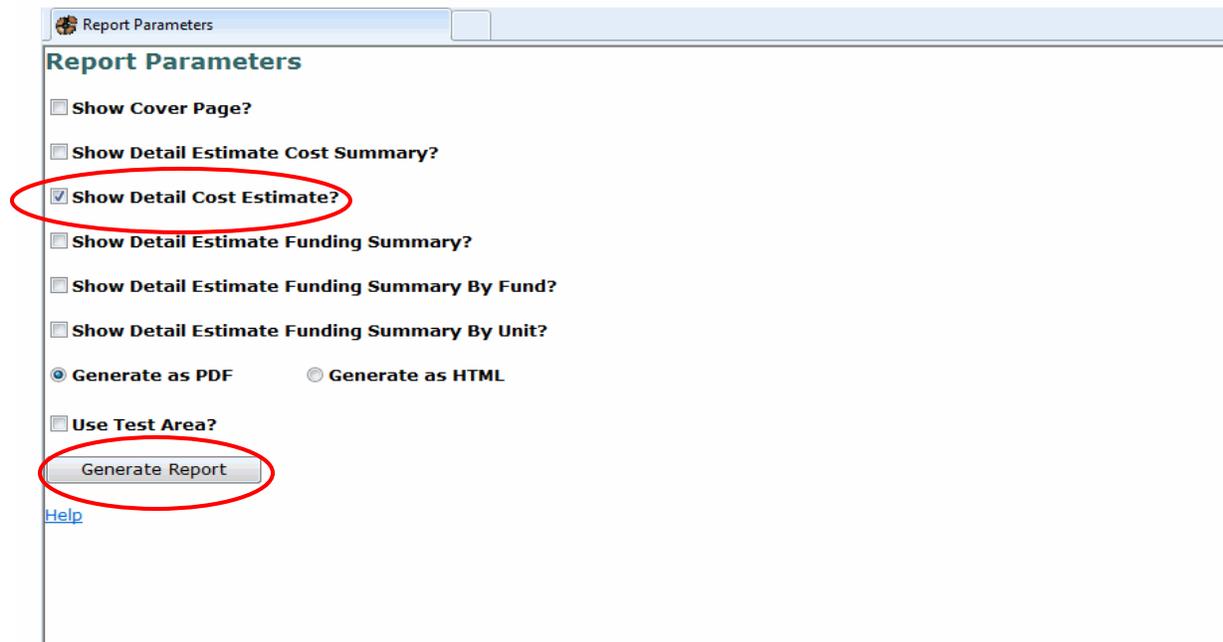


Report Parameters

- Show Cover Page?
- Show Detail Estimate Cost Summary?
- Show Detail Cost Estimate?
- Show Detail Estimate Funding Summary?
- Show Detail Estimate Funding Summary By Fund?
- Show Detail Estimate Funding Summary By Unit?
- Generate as PDF Generate as HTML
- Use Test Area?

[Help](#)

It should appear as below with the “Show Detail Cost Estimate” option checked to print the Preliminary Detail Estimate, Click the Generate Report Button



Report Parameters

- Show Cover Page?
- Show Detail Estimate Cost Summary?
- Show Detail Cost Estimate?
- Show Detail Estimate Funding Summary?
- Show Detail Estimate Funding Summary By Fund?
- Show Detail Estimate Funding Summary By Unit?
- Generate as PDF Generate as HTML
- Use Test Area?

[Help](#)

When generated the report appears with the heading of Detail Cost Estimate, print and close the report.

Missouri Department of Transportation

10/19/2011

Detail Cost Estimate Page: 1

Project ID: J1P1900 Federal Project Number: FAF-169-3(24) State Project Number: J1P1900

Project Description: Resurface w/ BP-1, Bridge rehabilitation

Line #	Ref. ID	Description	Alt. Set	Alt. Member	Units	Qty.	Price	Est. Amount	Fund Package ID	Flags*
Category 0001 ROADWAY ITEMS - J1P1900										
0010	2022010	REMOVAL OF IMPROVEMENTS			LS	1.000	39,000.00000	39,000.00	100	L B
0020	3049910	MISC. TYPE 1 AGGREGATE			TONS	4,546.100	30.00000	136,383.00	100	L
0030	4012209	BITUMINOUS PAVEMENT MIXTURE PG54-22, (BP-1)			TONS	44,344.700	53.00000	2,350,269.10	100	L
0040	4011213	BITUMINOUS PAVEMENT MIXTURE PG54-22, (BP-3)			TONS	6,523.900	63.00000	411,005.70	100	L
0050	4071005	TACK COAT			GAL	16,335.000	1.55000	25,311.50	100	L
0060	6061011A	GUARDRAIL TYPE A, 7 FT. POST, 3 FT., 1.5 IN. SPRING			LF	2,454.000	27.00000	67,068.00	100	L
0070	6063015	TYPE A CRASHWORTHY END TERMINAL			EA	70.000	2,000.00000	140,000.00	100	L
0080	6122014	IMPACT ATTENUATOR (14 SAND BARRELS)			EA	2.000	3,700.00000	7,400.00	100	L
0090	6122020	REPLACEMENT SAND BARREL			EA	3.000	350.00000	1,050.00	100	L
0100	6161005	CONSTRUCTION SIGNS			SOFT	2,437.000	7.50000	17,099.00	100	L
0110	6161009	FLAG ASSEMBLY			EA	20.000	22.00000	440.00	100	L
0120	6161025	CHANNELIZER (TRIM LINE)			EA	260.000	23.00000	5,980.00	100	L
0130	6161120	INSTALLING DRIVE SMART SIGN			EA	2.000	120.00000	240.00	100	L
0140	6161133A	INSTALLING POINT OF PRESENCE 96 IN X 48 IN SIGN			EA	2.000	180.00000	360.00	100	L
0150	6173600D	TEMPORARY TRAFFIC BARRIER, CONTRACTOR FURNISHED / RETAINED			LF	475.000	24.00000	11,400.00	100	L
0160	6175010A	RELOCATING TEMPORARY TRAFFIC BARRIER			LF	475.000	8.00000	3,800.00	100	L
0170	6191000	MOBILIZATION			LS	1.000	175,698.45000	175,698.48	100	L B

From this Preliminary Detail Estimate you will check the quantities against the project plan sheets for discrepancies, anything noted should be corrected before submitting thru the plan submittal data base that the PS & E is ready.

SETTING CUSTOM VIEWS

Click on the Categories Tab

On the Categories screen click Options shown in upper right.

The screenshot shows the 'CATEGORY LIST' interface. At the top, there are navigation tabs: Project, Categories, Project Items, Project Locations, Fund Packages, Alternate Sets, Project Wage Decisions, and Attachments. Below these are buttons for 'Add', 'Delete', 'Delete Categories and Associated Data', 'Copy Category', and 'Copy Category to Another Project'. A 'Filter' section shows 'Show All' and a 'View' dropdown set to 'TRACY'. In the top right corner, an 'Options' button is circled in red. Below the navigation is a table with 13 categories.

Select	Category ID	Category Description	Project ID	Combine Like Categories	Section Group
<input type="checkbox"/>	0001	ROADWAY ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0001
<input type="checkbox"/>	0002	ALT. A - ASPHALT PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0002
<input type="checkbox"/>	0003	ALT. B - CONCRETE PAVEMENT (ROUTE 71 & RAMPS)	J7P07971	<input type="checkbox"/>	0003
<input type="checkbox"/>	0004	ALT. C - ASPHALT (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0004
<input type="checkbox"/>	0005	ALT. D - CONCRETE (TYPE A2 SHOULDERS)	J7P07971	<input type="checkbox"/>	0005
<input type="checkbox"/>	0006	ALT. E - ASPHALT (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0006
<input type="checkbox"/>	0007	ALT. F - CONCRETE (ROUTE TT & 14TH ST.)	J7P07971	<input type="checkbox"/>	0007
<input type="checkbox"/>	0040	HIGHWAY SIGNING ITEMS - J7P07971	J7P07971	<input type="checkbox"/>	0008
<input type="checkbox"/>	0070	BR. NO. A7895 - J7P07971	J7P07971	<input type="checkbox"/>	0009
<input type="checkbox"/>	0071	BR. NO. A7898 - J7P07971	J7P07971	<input type="checkbox"/>	0010
<input type="checkbox"/>	0072	BR. NO. A7899 - J7P07971	J7P07971	<input type="checkbox"/>	0011
<input type="checkbox"/>	0073	BR. NO. A7900 - J7P07971	J7P07971	<input type="checkbox"/>	0012

Options opens as viewed below.

Click on Grid Customization as circled in red.

The screenshot shows the 'CATEGORY List Options' dialog box. It has three tabs: 'Filters', 'Grid Customization', and 'Sort Order'. The 'Grid Customization' tab is selected and circled in red. The 'Filters' section shows a 'Filter Name' of 'Untitled Filter' and a 'Criteria' list with one entry: 'Category ID' contains. There are buttons for 'Make this my default filter', 'Make Temporary Filter', and 'Delete Current Filter'. The 'Field Attributes' section on the right lists: 'Expand All', 'Category (CATEGORY)', 'Category Description', 'Category ID', 'Combine Like Categories', 'FEDCONSTRUCTIONCLASS', and 'Section Group'. At the bottom are 'Save' and 'Cancel' buttons.

You will set your View Name as you wish

Check the box to make this your default view

Set your page size as you wish (the higher the number the more you will see on one page)

The hidden and visible columns are what you will and will not see on this screen when viewed –

You will check the box and pick the arrow to put your choice in the column you choose.

For the Category screen you will want to see as a minimum:

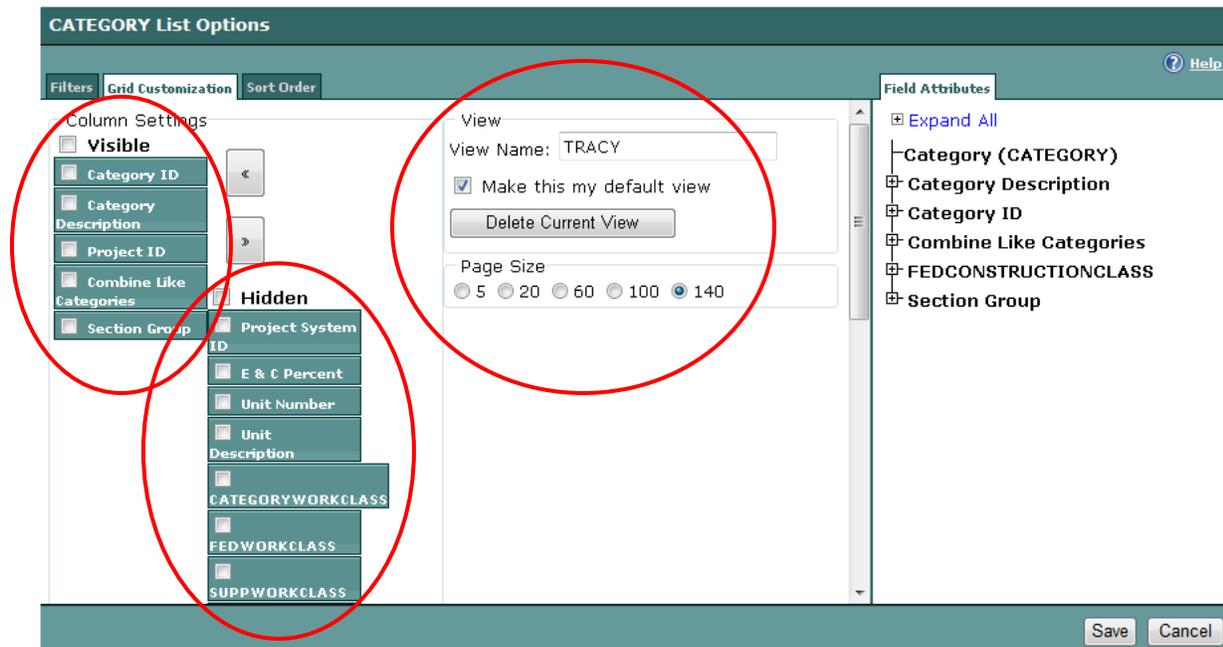
Category I.D.

Category Description

Project I.D.

Combine Like Categories

Section Group



When you are done click the Save button. (If you do not see the Save or Cancel button look in the lower right corner to see that you are viewing at 100% or less.)

Click on the Project Items Tab

On the Project Items screen click Options shown in upper right..

Select	Combine With Like Items	Non-Bid	Proposal Item Line Number	Project Item ID	Reference Item ID	Alternate Set ID	Alternate Member ID	Category ID	Project Item Line Number	Reference Item Description	Unit of Measure	Quantity	Project Item Unit Price	Ext
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2022010				0001	0010	REMOVAL OF IMPROVEMENTS	LS	1.000	25000.00000	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2071000				0001	0020	LINEAR GRADING CLASS 1	STA	16.100	640.00000	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2072000				0001	0030	LINEAR GRADING CLASS 2	STA	20.900	950.00000	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	3021311				0001	0040	STABILIZED PERMEABLE BASE (4IN. THICK)	SQYD	1243.000	14.00000	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	3040143				0001	0050	TYPE 1 AGGREGATE FOR BASE (4 IN. THICK)	SQYD	4647.000	5.00000	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	4010150				0001	0060	TYPE A2 SHOULDER	SQYD	458.000	30.00000	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	4019905				0001	0070	MISC.	SQYD	785.300	45.00000	

Options opens as viewed below.

Click on Grid Customization as circled in red.

PROJECTITEM List Options

Filter Name:

Criteria:

Make this my default filter

Field Attributes

- Expand All
- Project Item (PROJECTITEM)
- Category ID
- Extended Amount
- Price Lock Flag
- Project Item ID
- Project Item Line Number
- Project Item Supp Description
- Project Item Unit Price
- Proposal Item Line Number
- Quantity
- Reference Item Description
- Reference Item ID
- Unit of Measure

1422866.46

You will set your View Name as you wish

Check the box to make this your default view

Set your page size as you wish (the higher the number the more you will see on one page)

The hidden and visible columns are what you will and will not see on this screen when viewed –

You will check the box and pick the arrow to put your choice in the column you choose.

For the Project item screen you will want to see as a minimum:

Combine with like items

Non Bid

Project Item I.D.

Reference Item I.D.

Alternate Set I.D.

Alternate Member I.D.

Category I.D.

Project Item Line Number

Reference Item Description

Unit of Measure

Quantity

Project Item Unit Price

Extended amount

Project Item Supp Description

Section I.D.

PROJECTITEM List Options

Filters | **Grid Customization** | Sort Order | Help

Column Settings

Visible

- Combine With Like Items
- Non-Bid
- Project Item ID
- Reference Item ID
- Alternate Set ID
- Alternate Member ID
- Category ID
- Project Item Line Number
- Reference Item Description
- Unit of Measure
- Quantity

Hidden

- Project System ID
- Project ID
- Fund Package ID
- Supplemental Description Required
- Project Item Previous Price
- Fixed Price
- Estimation Type
- Pricing Comments
- Low Cost Flag
- Major Item
- Bid as Lump

View

View Name: Tracy'S

Make this my default view

Delete Current View

Page Size

5 20 60 100 140

Field Attributes

Expand All

- Project Item (PROJECTITEM)
- Category ID
- Extended Amount
- Price Lock Flag
- Project Item ID
- Project Item Line Number
- Project Item Supp Description
- Project Item Unit Price
- Proposal Item Line Number
- Quantity
- Reference Item Description
- Reference Item ID
- Unit of Measure

Save Cancel

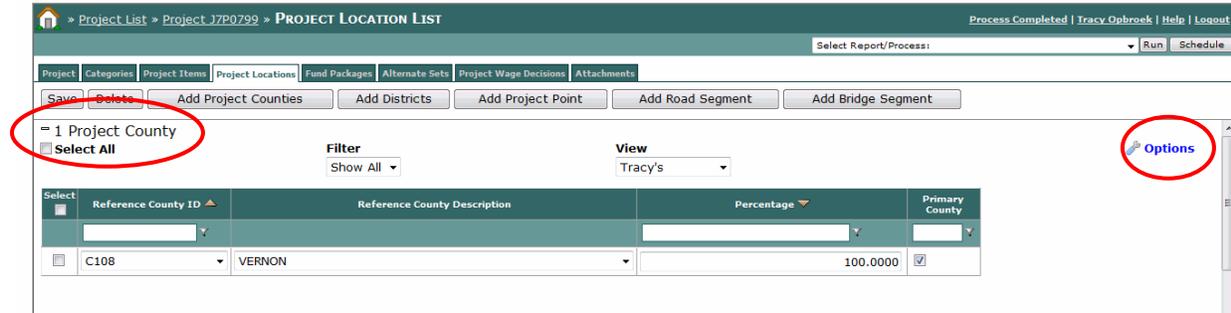
Please note the scroll bar in the view above to enable you to see all of the options

When you are done click the Save button. (If you do not see the Save or Cancel button look in the lower right corner to see that you are viewing at 100% or less.)

Click on the Project Locations Tab

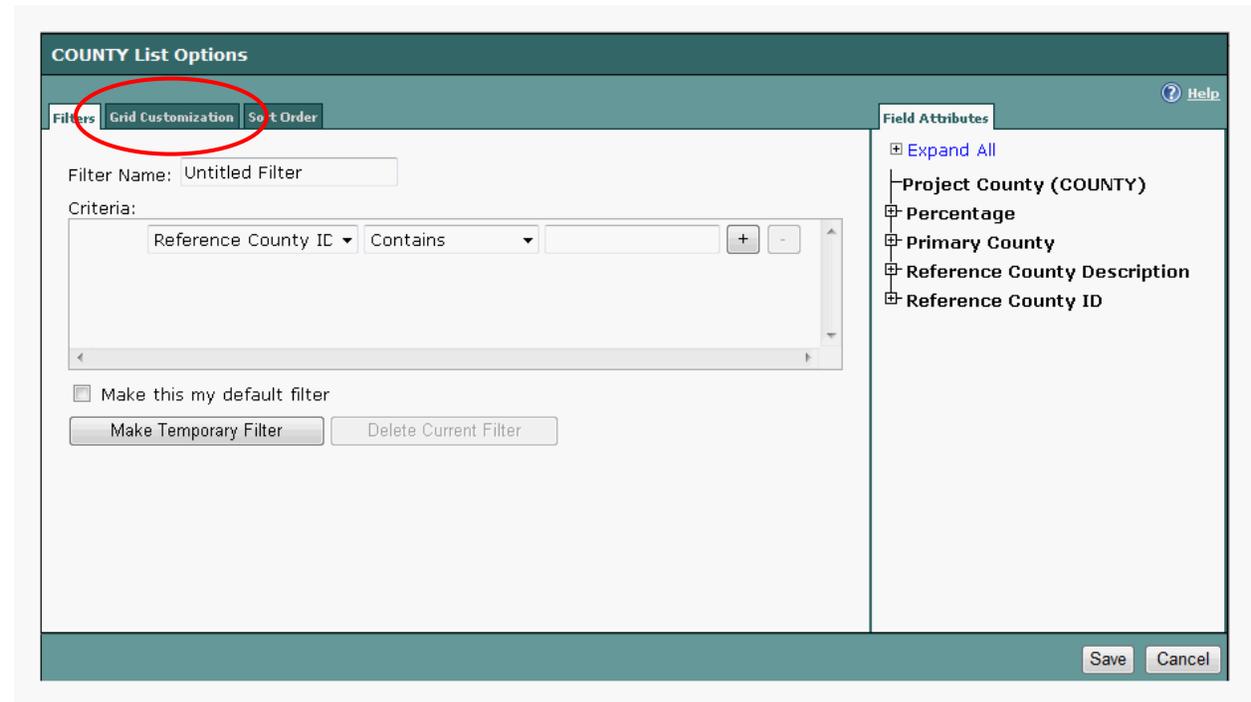
This Tab will open with the Project County, District, Project Point, Road Segment & Bridge Segment in your view

In the Project County view click Options shown in upper right of this view.



Options opens as shown below.

Click on Grid Customization as circled in red.



You will set your View Name as you wish

Check the box to make this your default view

Set your page size as you wish (the higher the number the more you will see on one page)

The hidden and visible columns are what you will and will not see on this screen when viewed –

You will check the box and pick the arrow to put your choice in the column you choose.

For the Project County view you will want to see as a minimum:

Reference County I.D.

Reference County Description

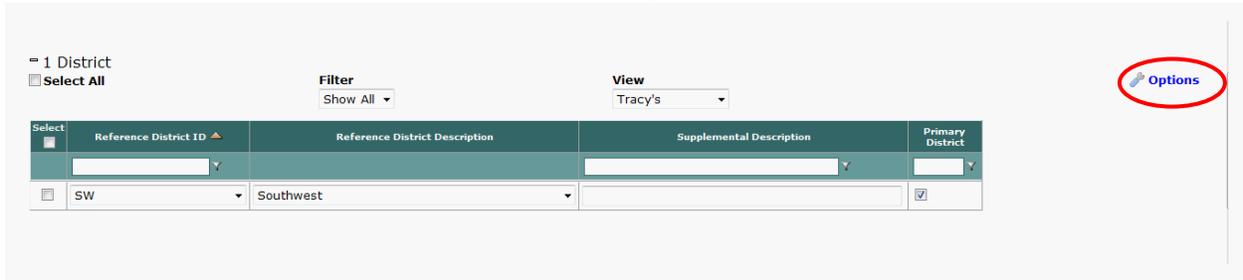
Percentage

Primary County

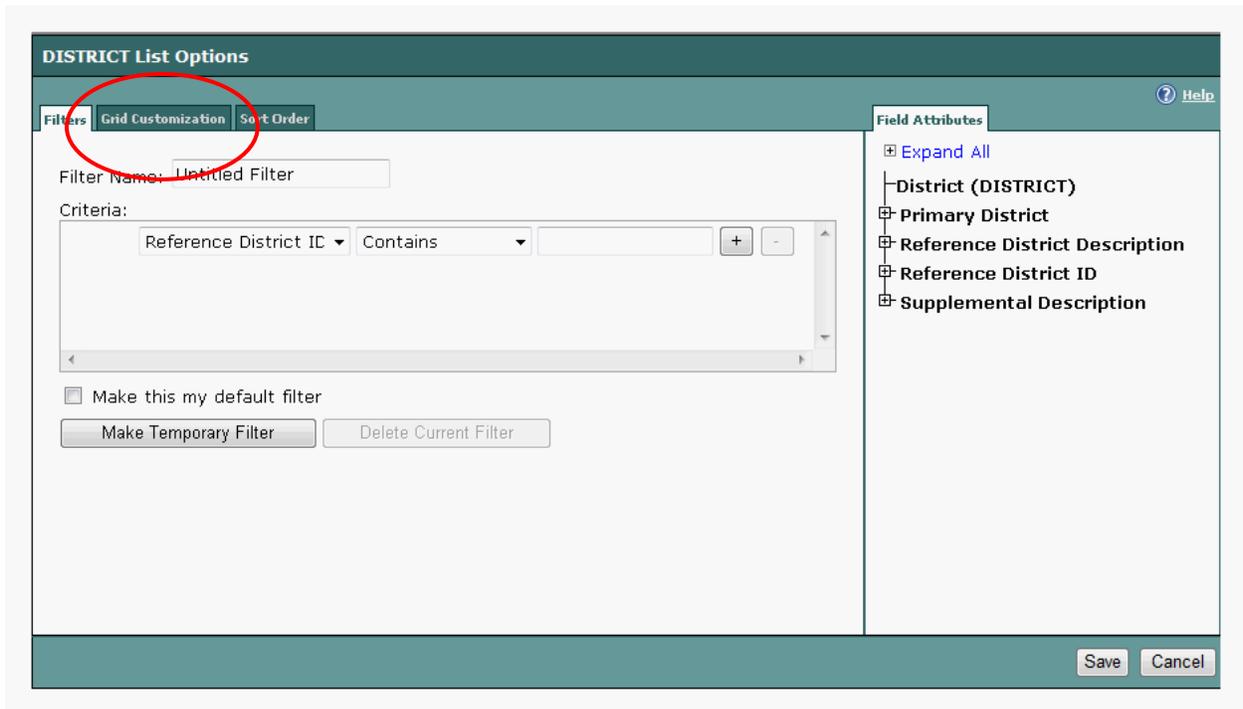
The screenshot shows the 'COUNTY List Options' dialog box with the 'Grid Customization' tab selected. The 'Column Settings' section is divided into 'Visible' and 'Hidden' columns. The 'Visible' column contains 'Reference County ID', 'Reference County Description', 'Percentage', and 'Primary County'. The 'Hidden' column contains 'County ID', 'Project ID', and 'Project System ID'. The 'View' section shows 'View Name: Tracy's', a checked 'Make this my default view' checkbox, and a 'Delete Current View' button. The 'Page Size' is set to 20. The 'Field Attributes' list on the right includes 'Project County (COUNTY)', 'Percentage', 'Primary County', 'Reference County Description', and 'Reference County ID'. The 'Save' and 'Cancel' buttons are visible at the bottom right.

When you are done click the Save button. (If you do not see the Save or Cancel button look in the lower right corner to see that you are viewing at 100% or less.)

In the District view click Options shown in upper right of this view.



Options opens as shown below.
Click on Grid Customization as circled in red.



You will set your View Name as you wish

Check the box to make this your default view

Set your page size as you wish (the higher the number the more you will see on one page)

The hidden and visible columns are what you will and will not see on this screen when viewed –

You will check the box and pick the arrow to put your choice in the column you choose.

For the District view you will want to see as a minimum:

Reference District I.D.

Reference District Description

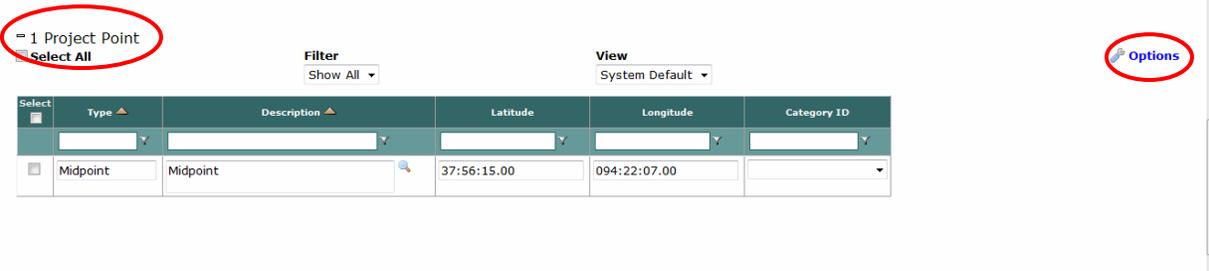
Supplemental Description

Primary District

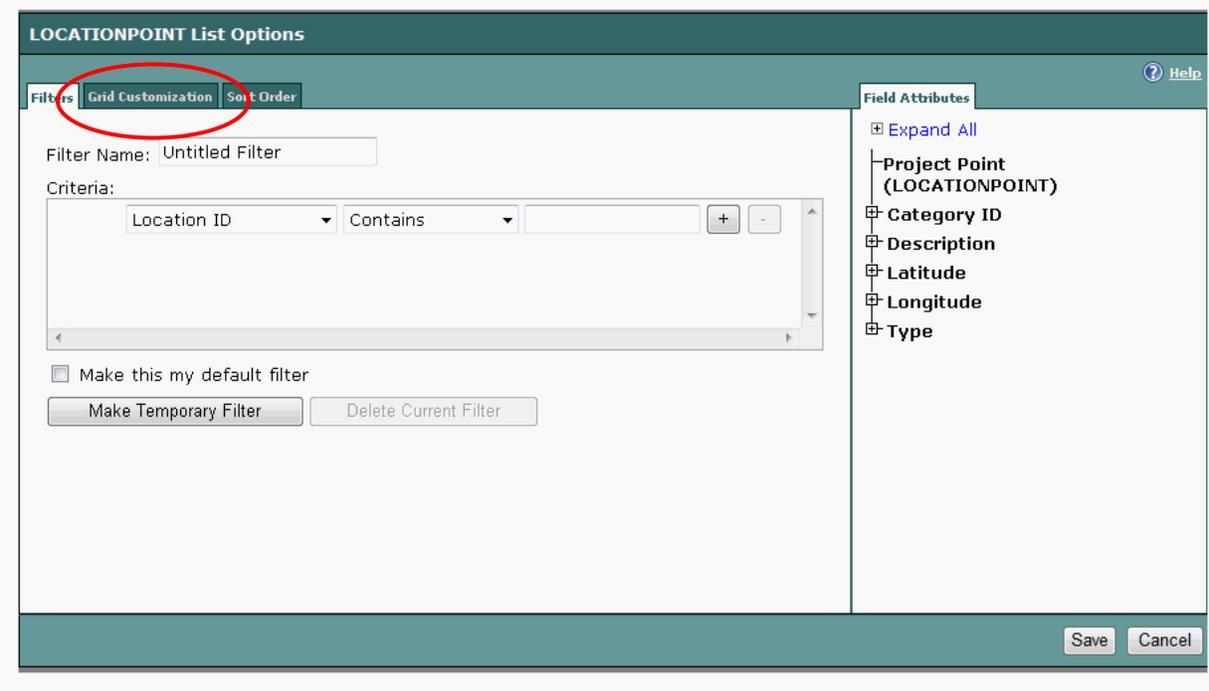
The screenshot shows the 'DISTRICT List Options' dialog box with the 'Grid Customization' tab selected. The 'Visible' column list on the left contains 'Reference District ID', 'Reference District Description', 'Supplemental Description', and 'Primary District'. The 'Hidden' column list on the right contains 'District ID', 'Project ID', and 'Project System ID'. The 'View' section shows 'View Name: Tracy's' and a checked box for 'Make this my default view'. The 'Page Size' section has radio buttons for 5, 20, 60, 100, and 140, with 20 selected. The 'Field Attributes' panel on the right shows a tree view with 'District (DISTRICT)' expanded, containing 'Primary District', 'Reference District Description', 'Reference District ID', and 'Supplemental Description'. The 'Save' and 'Cancel' buttons are at the bottom right.

When you are done click the Save button. (If you do not see the Save or Cancel button look in the lower right corner to see that you are viewing at 100% or less.)

In the Project Point location view click Options shown in upper right of this view.



Options opens as shown below.
Click on Grid Customization as circled in red.



You will set your View Name as you wish

Check the box to make this your default view

Set your page size as you wish (the higher the number the more you will see on one page)

The hidden and visible columns are what you will and will not see on this screen when viewed –

You will check the box and pick the arrow to put your choice in the column you choose.

For the Project location Point view you want to see:

Type

Description

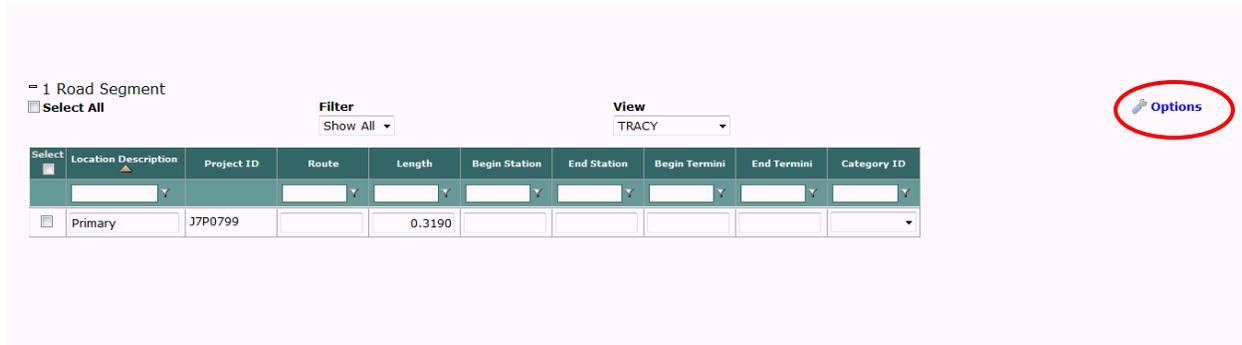
Latitude

Longitude

The screenshot shows the 'LOCATIONPOINT List Options' dialog box. The 'Grid Customization' tab is selected. Under 'Column Settings', the 'Visible' column contains 'Type', 'Description', 'Latitude', and 'Longitude'. The 'Hidden' column contains 'Location ID', 'Project System ID', 'Project ID', and 'Category ID'. In the 'View' section, the 'View Name' is 'Tracy's', the 'Make this my default view' checkbox is checked, and there is a 'Delete Current View' button. The 'Page Size' is set to 20. The 'Field Attributes' tab on the right shows a tree view with 'Project Point (LOCATIONPOINT)' expanded, listing 'Category ID', 'Description', 'Latitude', 'Longitude', and 'Type'. 'Save' and 'Cancel' buttons are at the bottom right.

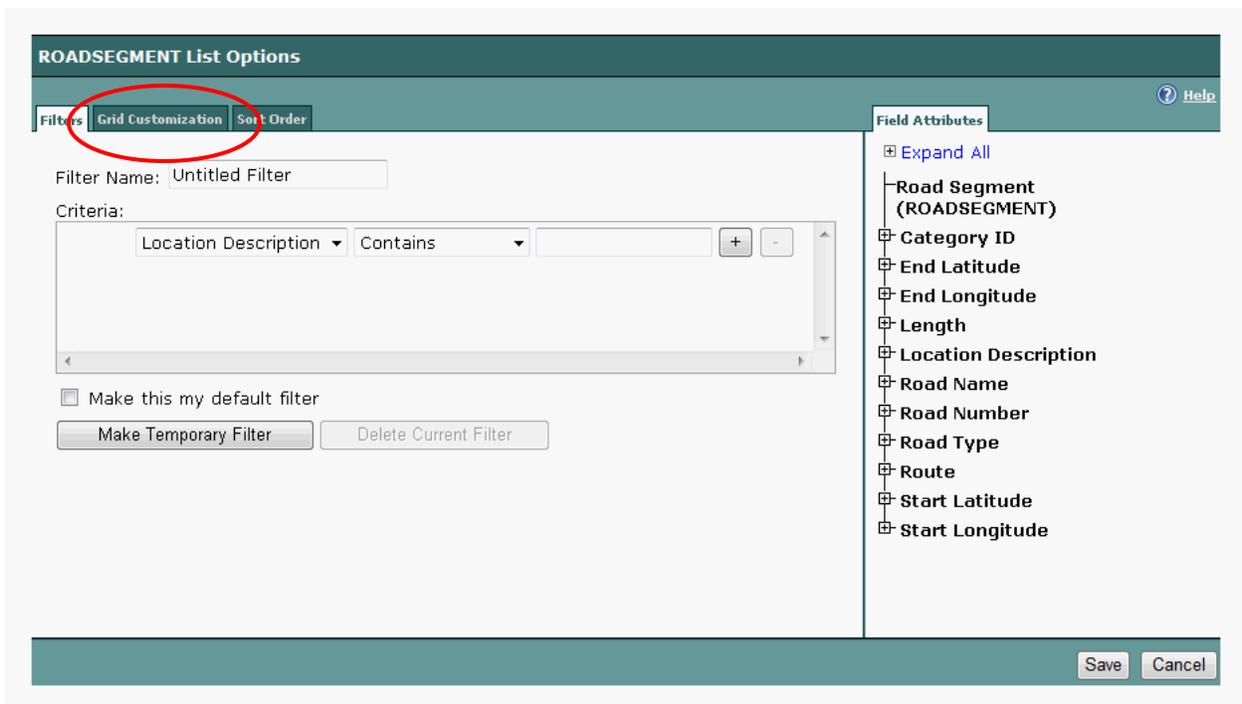
When you are done click the Save button. (If you do not see the Save or Cancel button look in the lower right corner to see that you are viewing at 100% or less.)

In the Road Segment view click Options shown in upper right of this view.



Options opens as shown below.

Click on Grid Customization as circled in red.



You will set your View Name as you wish

Check the box to make this your default view

Set your page size as you wish (the higher the number the more you will see on one page)

The hidden and visible columns are what you will and will not see on this screen when viewed –

You will check the box and pick the arrow to put your choice in the column you choose.

For the Roadside Segment view you will want to see:

Location Description

Project I.D.

Route

Length

Begin Station

End Station

Begin Termini

End Termini

ROADSEGMENT List Options

Filters **Field Customization** Sort Order ? Help

Column Settings

Visible

- Location Description
- Project ID
- Route
- Length
- Begin Station
- End Station
- Begin Termini
- End Termini

Hidden

- Project System ID
- Lane Mile
- Width
- Depth
- Road Number
- End Latitude
- End Longitude
- Location ID
- Road Name
- Road Type
- Start Latitude
- Start Longitude
- Category ID

View

View Name: TRACY

Make this my default view

Delete Current View

Page Size

5 20 60 100 140

Field Attributes

Expand All

- Road Segment (ROADSEGMENT)
- Category ID
- End Latitude
- End Longitude
- Length
- Location Description
- Road Name
- Road Number
- Road Type
- Route
- Start Latitude
- Start Longitude

Save Cancel

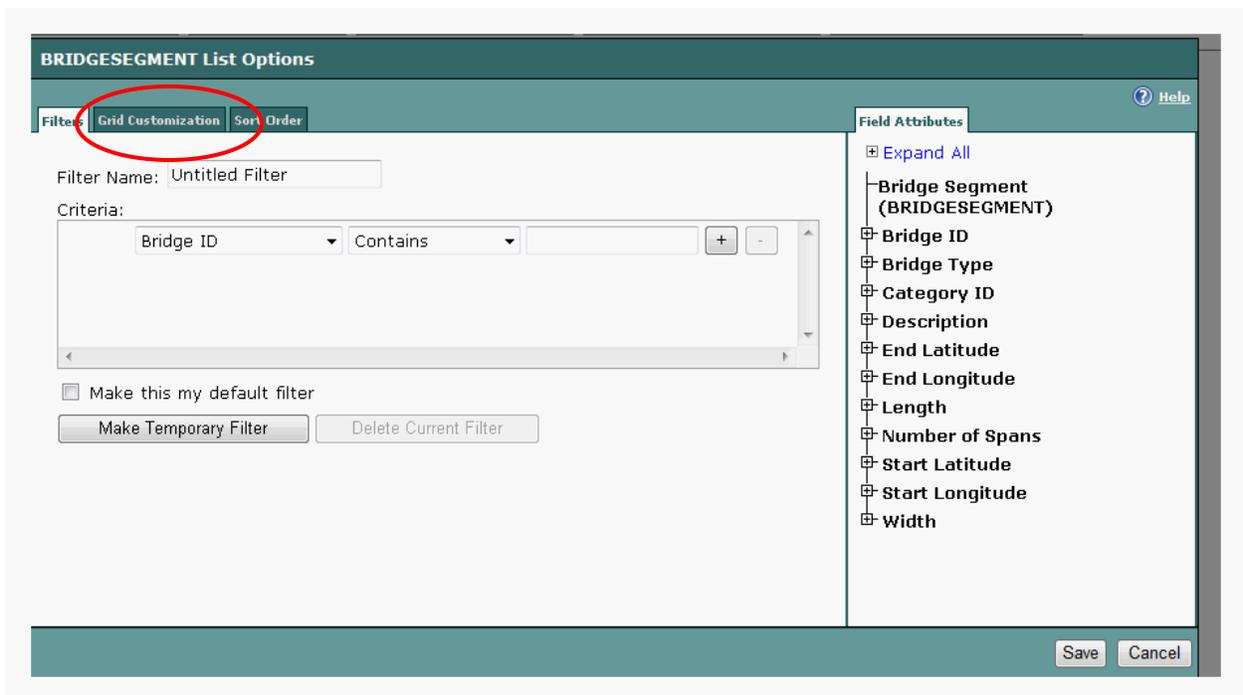
When you are done click the Save button. (If you do not see the Save or Cancel button look in the lower right corner to see that you are viewing at 100% or less.)

In the Bridge Segment view click Options shown in upper right of this view.



Options opens as shown below.

Click on Grid Customization as circled in red.



You will set your View Name as you wish

Check the box to make this your default view

Set your page size as you wish (the higher the number the more you will see on one page)

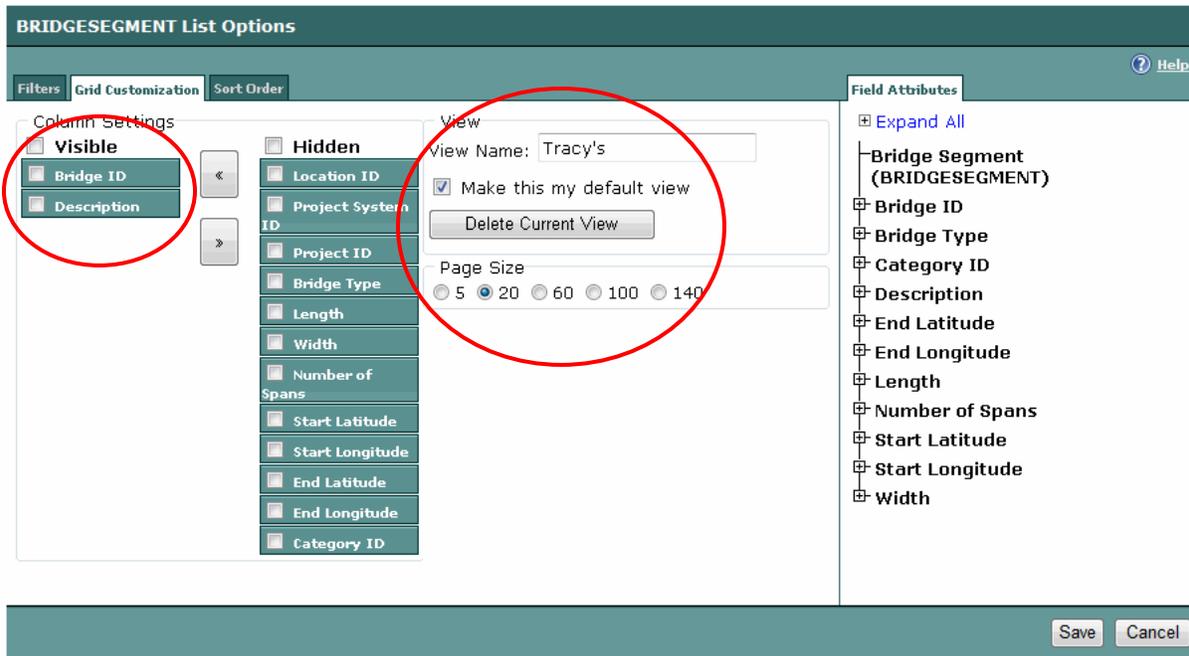
The hidden and visible columns are what you will and will not see on this screen when viewed –

You will check the box and pick the arrow to put your choice in the column you choose.

For the Bridge Segment view you will want to see:

Bridge I.D.

Description



When you are done click the Save button. (If you do not see the Save or Cancel button look in the lower right corner to see that you are viewing at 100% or less.)

You may click and drag to put the columns as you wish to see them on the screen.

