Indiana Department of Transportation
SPMS Version 3.x
User Guide

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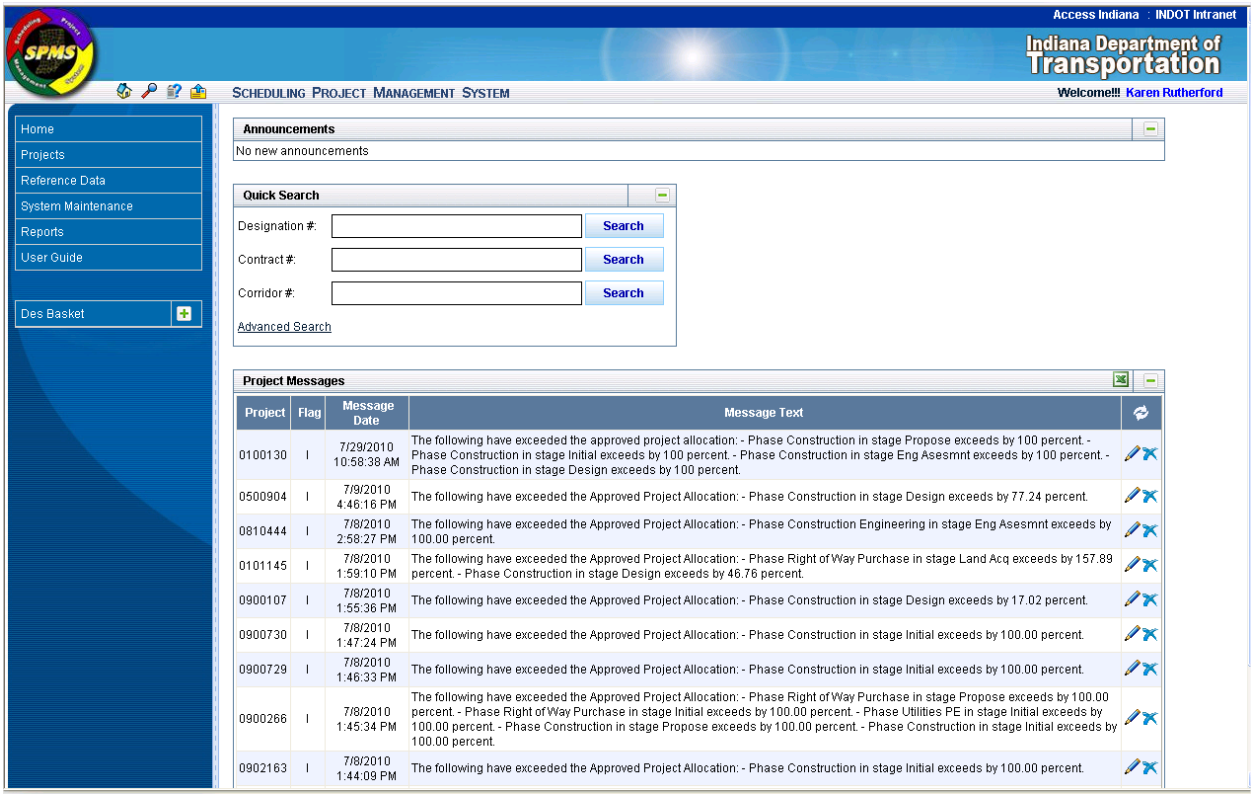
1. Home

1.1. Home

The SPMS application is used for managing Project data and resources, scheduling, estimating, and funding.



Important features include:

- SPMS Reports summarize data from various perspectives, including current Project activity schedule baseline versus actual dates and actual Project cost versus budget cost.

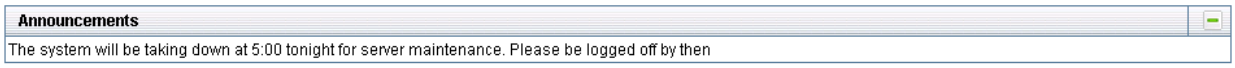
- SPMS includes several levels of security and contains a list of Users (identified by User ID) who can access the program. Access to menu selections, icons, features and fields is dependent on a User's role and security level. An SPMS Administrator assigns access rights to each of the defined privilege categories.

The SPMS Home Screen contains System **Announcements**, a **Quick Search** feature, and a list of **Messages** related to the User's Projects. For details on menus, icons and overall screen organization, refer to Understanding the Screen in the Getting Started section.

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

1.1.1. Announcements

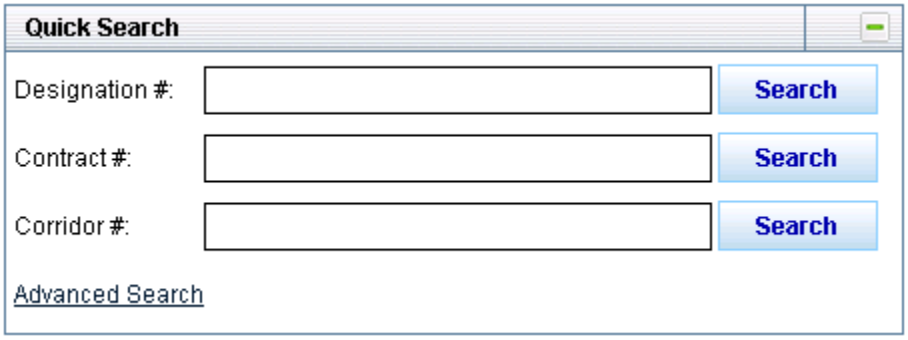
This section displays any system announcements.



1.1.2. Quick Search

To Search for a Designation Number, Corridor, or Contract Number, enter the criteria in the text box and click on the **Search** button. For example, to search for Designation #0011890, enter 0011890 in the Designation # text box and click Search.

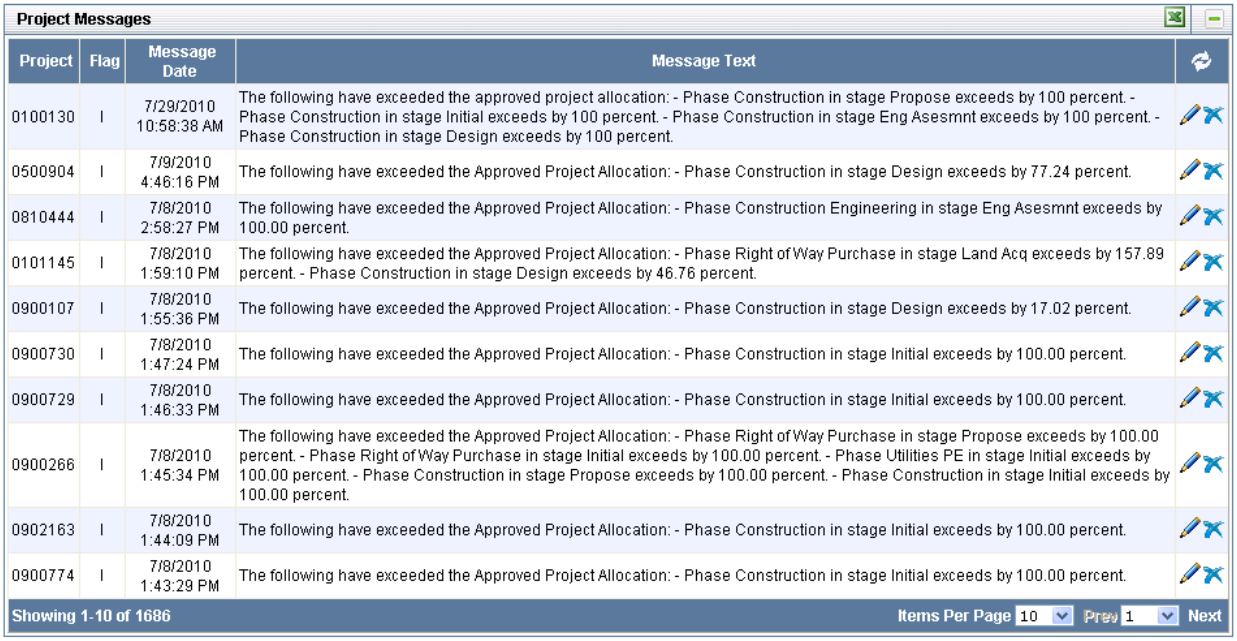
Click on the **Advanced Search** link to open the **Project Search Panel** to access more search options. Refer to Project Search in the Project section for more details.



1.1.3. Project Messages

This section displays messages related to the User's Projects. Once action is taken to correct the issue, the Project Message is automatically deleted by SPMS. The list must be refreshed manually by clicking on the **Refresh** icon to the right of the **Message Text** column heading.

Data may be sorted in ascending or descending order numerically (smallest to largest or largest to smallest), alphabetically (A to Z or Z to A) or by date and time (oldest to newest or newest to oldest). The default sort is by Message Date (descending). To re-sort the list, click on any column heading of the field to be sorted.

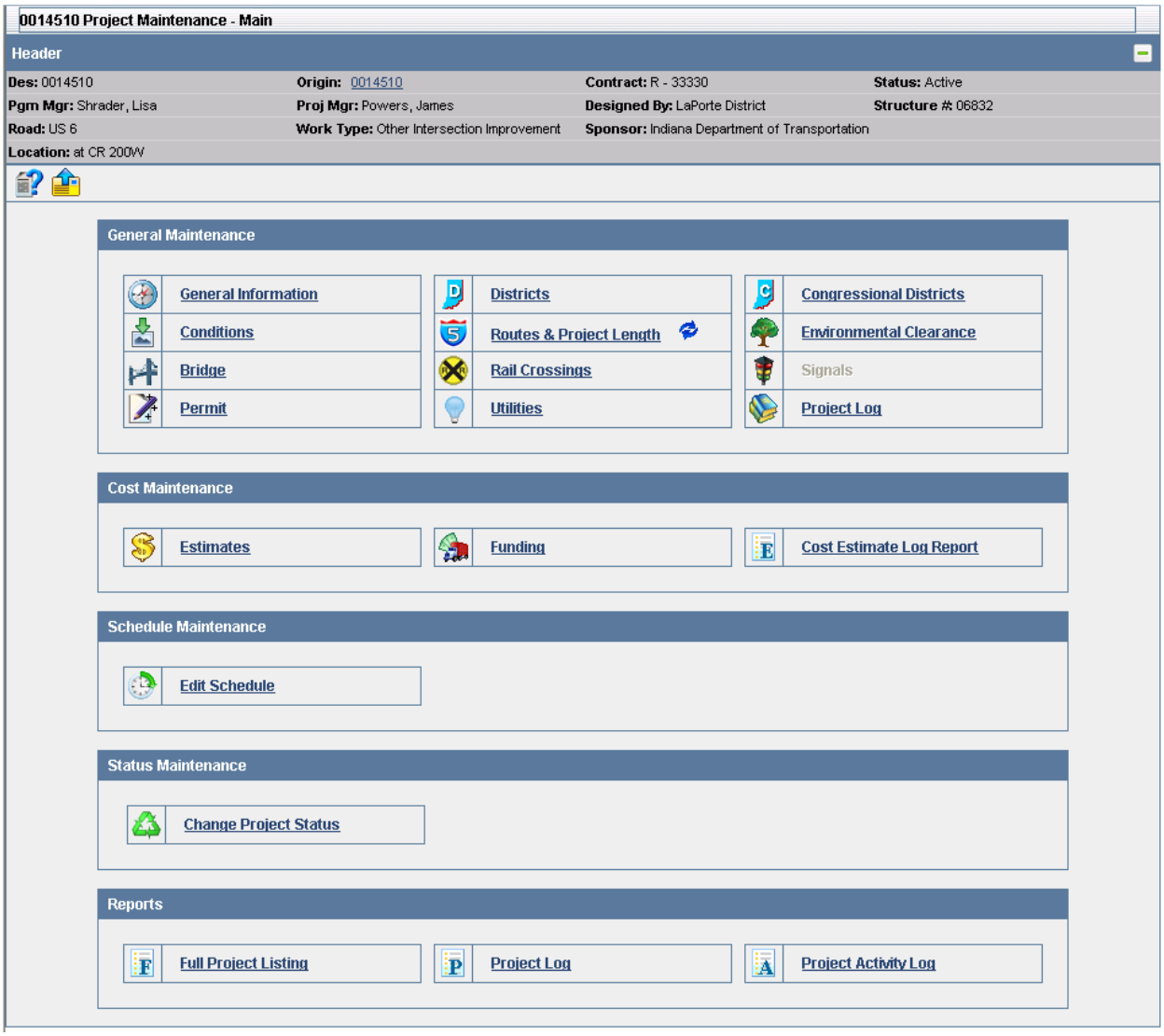


Project Messages

Project	Flag	Message Date	Message Text
0100130	I	7/29/2010 10:58:38 AM	The following have exceeded the approved project allocation: - Phase Construction in stage Propose exceeds by 100 percent. - Phase Construction in stage Initial exceeds by 100 percent. - Phase Construction in stage Eng Asesmnt exceeds by 100 percent. - Phase Construction in stage Design exceeds by 100 percent.
0500904	I	7/9/2010 4:46:16 PM	The following have exceeded the Approved Project Allocation: - Phase Construction in stage Design exceeds by 77.24 percent.
0810444	I	7/8/2010 2:58:27 PM	The following have exceeded the Approved Project Allocation: - Phase Construction Engineering in stage Eng Asesmnt exceeds by 100.00 percent.
0101145	I	7/8/2010 1:59:10 PM	The following have exceeded the Approved Project Allocation: - Phase Right of Way Purchase in stage Land Acq exceeds by 157.89 percent. - Phase Construction in stage Design exceeds by 46.76 percent.
0900107	I	7/8/2010 1:55:36 PM	The following have exceeded the Approved Project Allocation: - Phase Construction in stage Design exceeds by 17.02 percent.
0900730	I	7/8/2010 1:47:24 PM	The following have exceeded the Approved Project Allocation: - Phase Construction in stage Initial exceeds by 100.00 percent.
0900729	I	7/8/2010 1:46:33 PM	The following have exceeded the Approved Project Allocation: - Phase Construction in stage Initial exceeds by 100.00 percent.
0900266	I	7/8/2010 1:45:34 PM	The following have exceeded the Approved Project Allocation: - Phase Right of Way Purchase in stage Propose exceeds by 100.00 percent. - Phase Right of Way Purchase in stage Initial exceeds by 100.00 percent. - Phase Utilities PE in stage Initial exceeds by 100.00 percent. - Phase Construction in stage Propose exceeds by 100.00 percent. - Phase Construction in stage Initial exceeds by 100.00 percent.
0902163	I	7/8/2010 1:44:09 PM	The following have exceeded the Approved Project Allocation: - Phase Construction in stage Initial exceeds by 100.00 percent.
0900774	I	7/8/2010 1:43:29 PM	The following have exceeded the Approved Project Allocation: - Phase Construction in stage Initial exceeds by 100.00 percent.

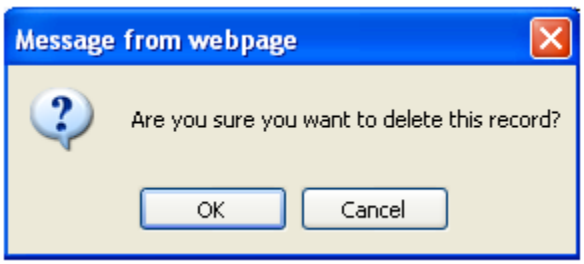
Showing 1-10 of 1686 Items Per Page 10 Prev 1 Next

Click on the **Edit** icon to the right of a Project Message to open the Project Maintenance Main Page and then click on an icon to maintain the Project or view a report.



Only SPMS Administrators have the authority to delete Project Messages manually. To delete a Message, click on the **Delete** icon next to the message to be removed. The Delete icon is only visible to Administrators.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



The Message is removed from the list.

2. Getting Started

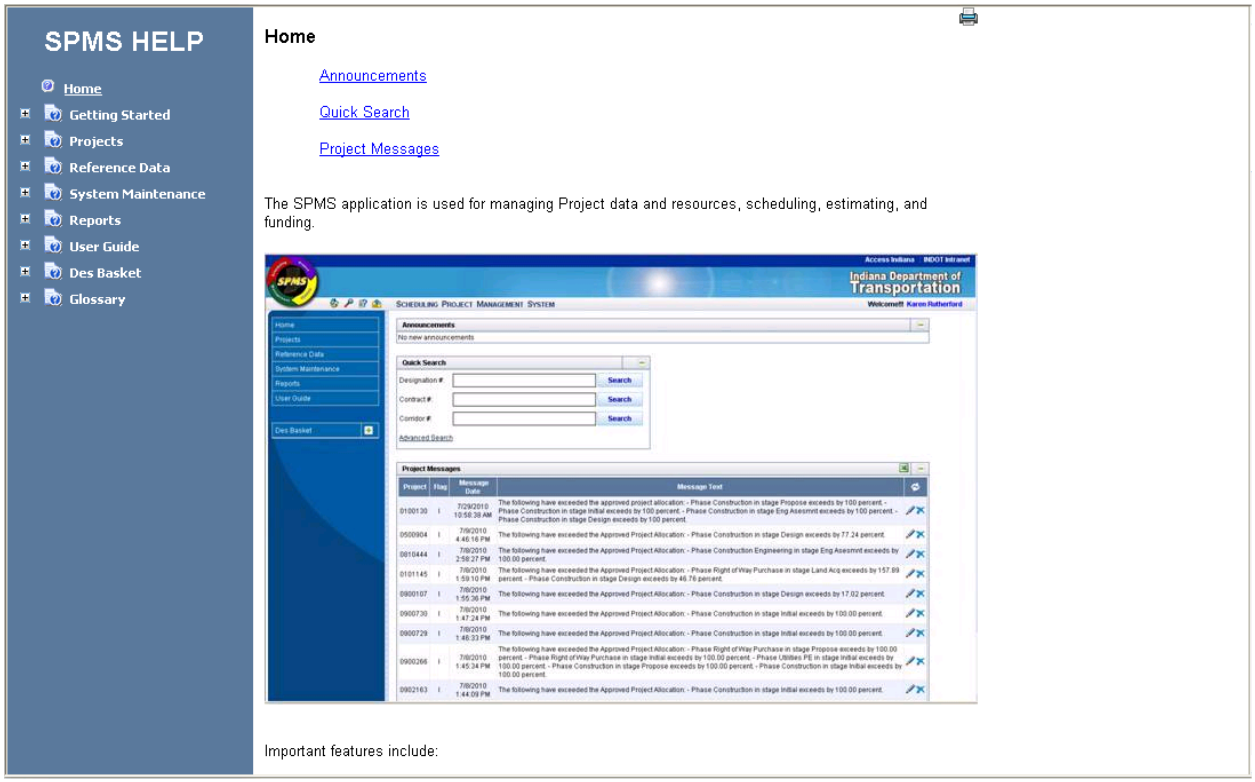
2.1. Online Help Overview

If you are new to online **Help**, the information below will help you understand how the system works.

Online Help may be accessed from any screen in the SPMS application. When working in a specific SPMS screen, clicking on the **Help** icon opens the Online Help topic related to that particular screen. For example, if working in **Reports**, clicking on the **Help** icon opens the **Reports** Online Help topic.

From the initial SPMS Home screen, click on the **Help** icon in the SPMS Title Bar to open the **Online Help** window.

The **Home** Help Topic displays on the right side of the **Online Help** window. The SPMS Help menu on the left side contains links to different sections of the Online Help. Click on the links to open other Online Help topics.



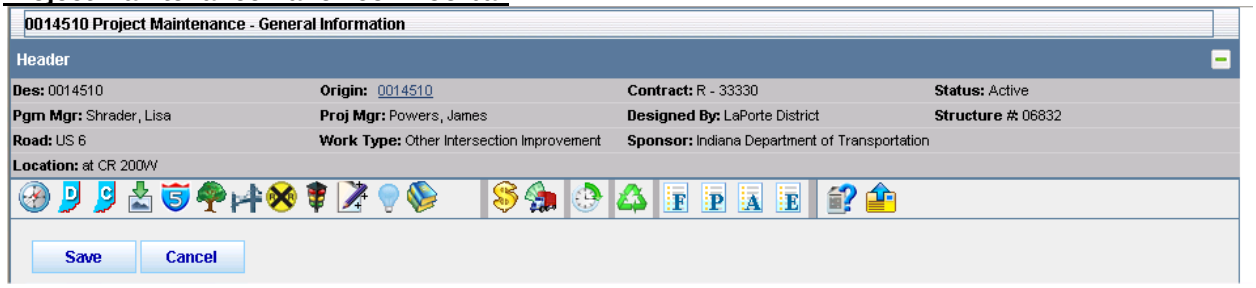
Online Help Sections:

Menu	Description
Home	Overview of SPMS Home page
Getting Started	General SPMS features
Projects	Project Proposals, Project Search, Maintenance, and Contract Management
Reference Data	Sub-menu options within the Reference Data menu
System Maintenance	Sub-menu options within the System Maintenance menu
Reports	Overview of SPMS Reports
User Guide	A PDF version of the Online Help for printing
Des Basket	Overview of the Des Basket feature
Glossary	SPMS Terms and Table and Field Definitions

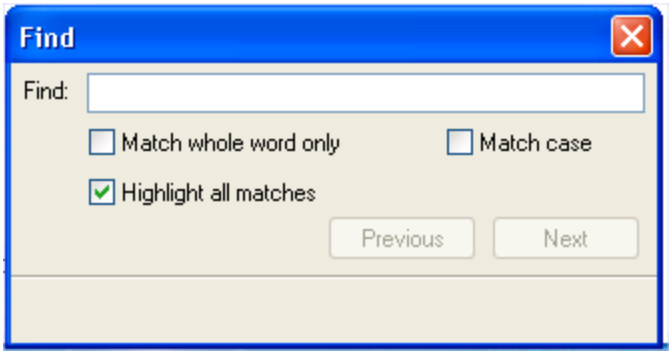
When maintaining a Project, the Help icon is located either on the **Project Maintenance Main Page'**s icon bar or on the icon toolbar in the individual **Project Maintenance Panels**.

Project Maintenance Main Page Toolbar

Project Maintenance Panel Icon Toolbar



To find a specific term or phrase on any Help Topic screen, use the Windows Find shortcut keys, **CTRL + F**, to open the Find dialog box as shown below. Enter the term in the text box and click on the **Next** button to find the occurrences.



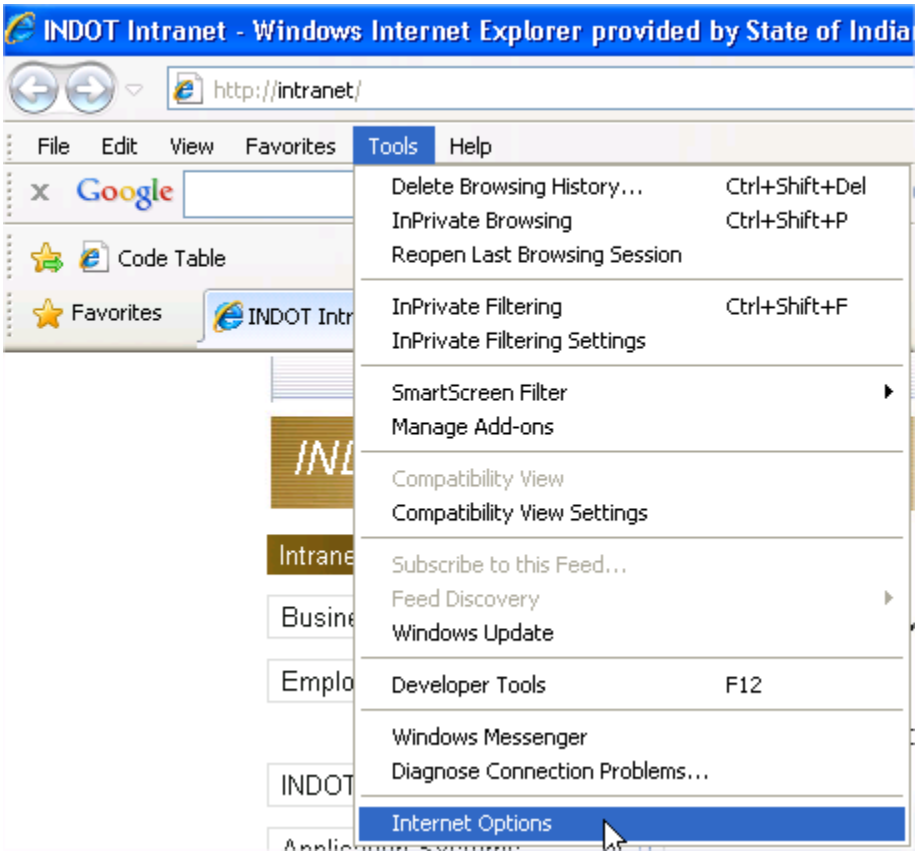
An Online Help topic may be printed by clicking on the **Printer** icon in the top right-hand corner of the Online Help window.

2.2. SPMS Workflow

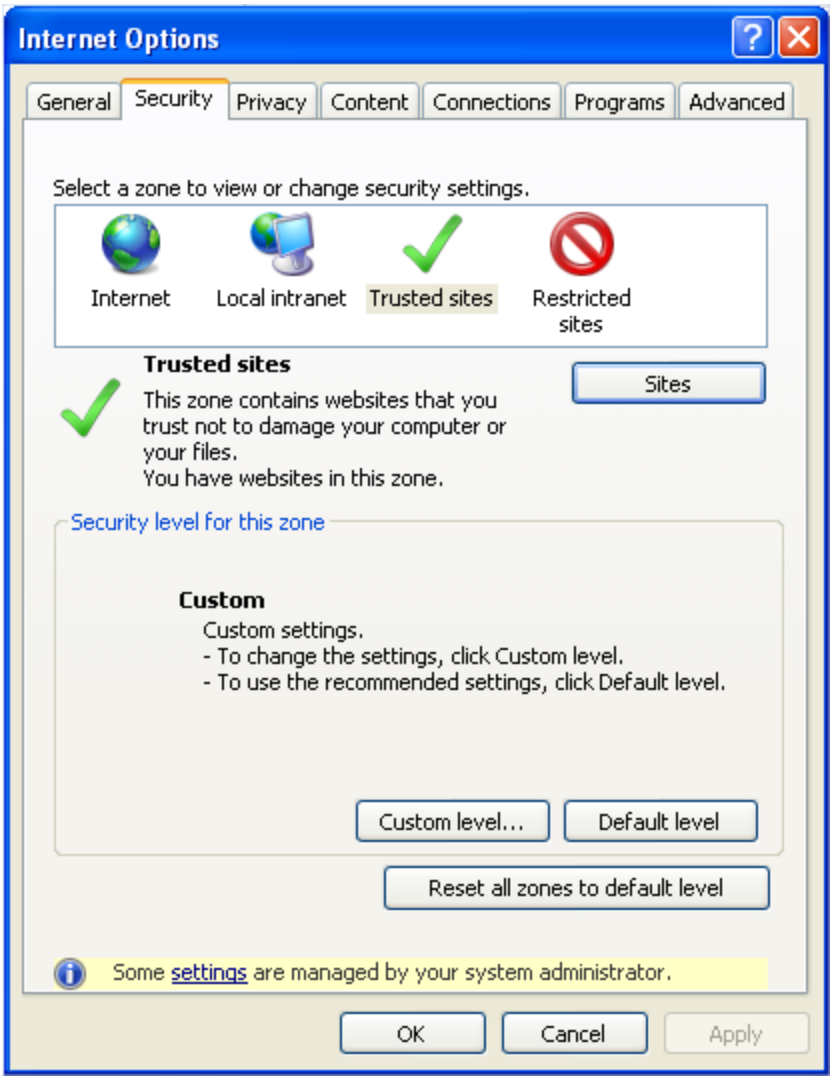
2.3. Setting up the Web Browser

To set User Authentication so that the User is logged on to the SPMS application automatically:

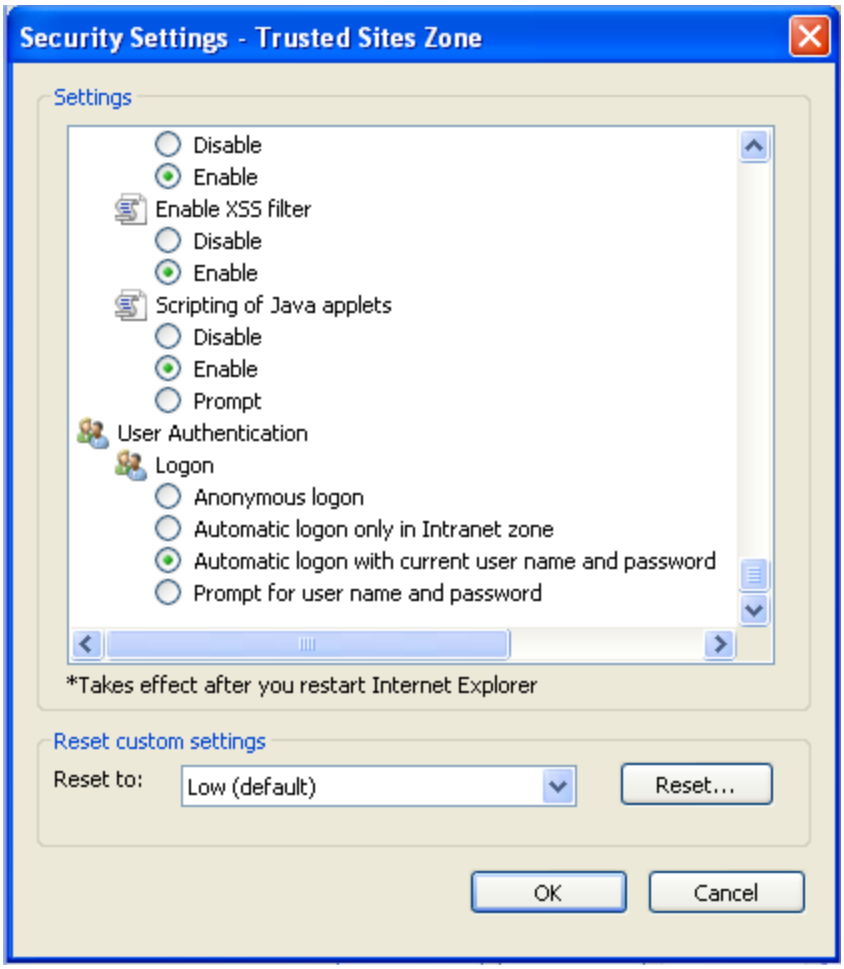
Select **Tools**, then **Internet Options** from the Internet Explorer 8 browser menu.



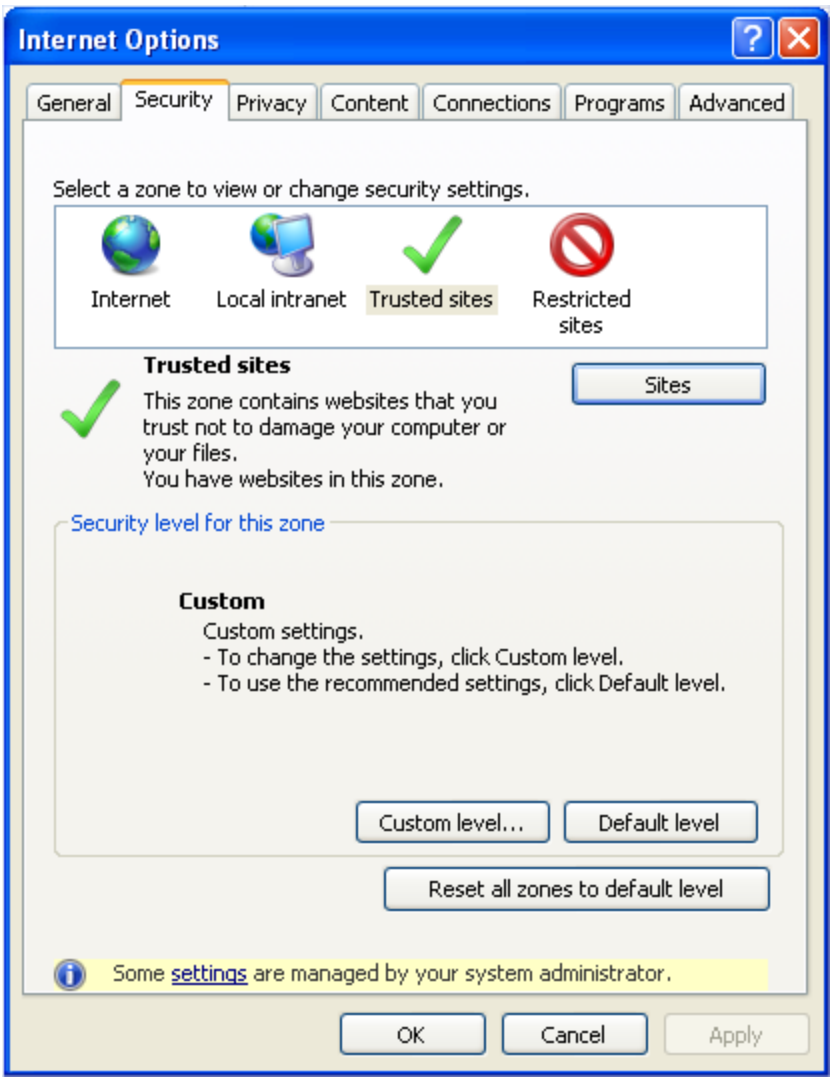
Click on the **Security** tab to edit the Trusted Sites settings. Then click on the **Custom level** button to customize the security settings.



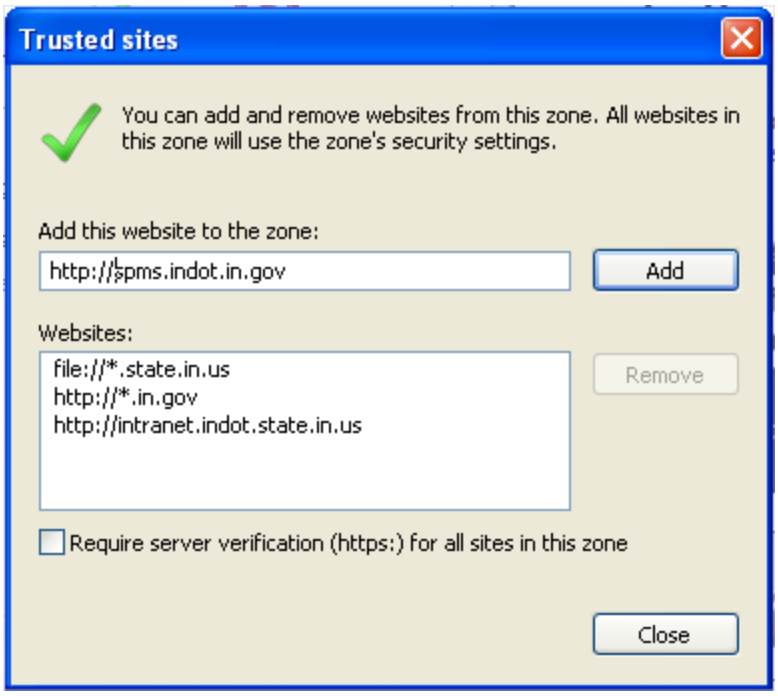
Scroll to the **User Authentication** options and click in the Automatic logon with current user name and password radio button to select it. Click the **OK** button to accept the change and close this dialog box.



Back on the **Security** tab, click on the **Sites** button to manually add sites to this zone.



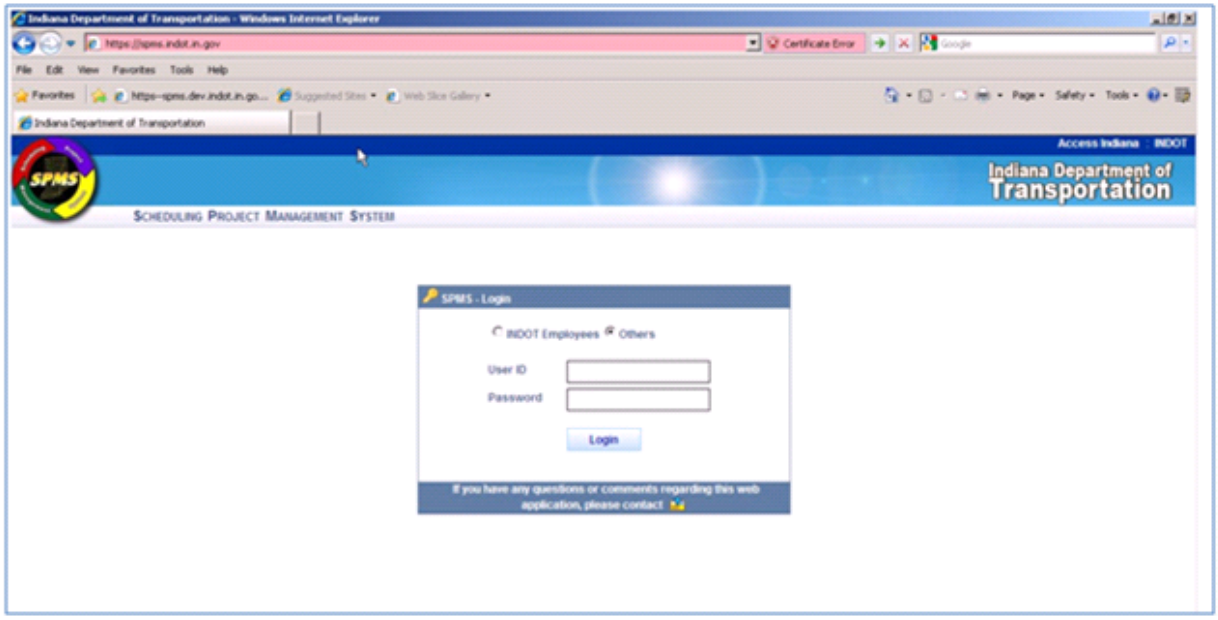
In the **Trusted sites** dialog box, enter the SPMS Website address and click the **Add** button. Click the **Close** button to close this dialog box.



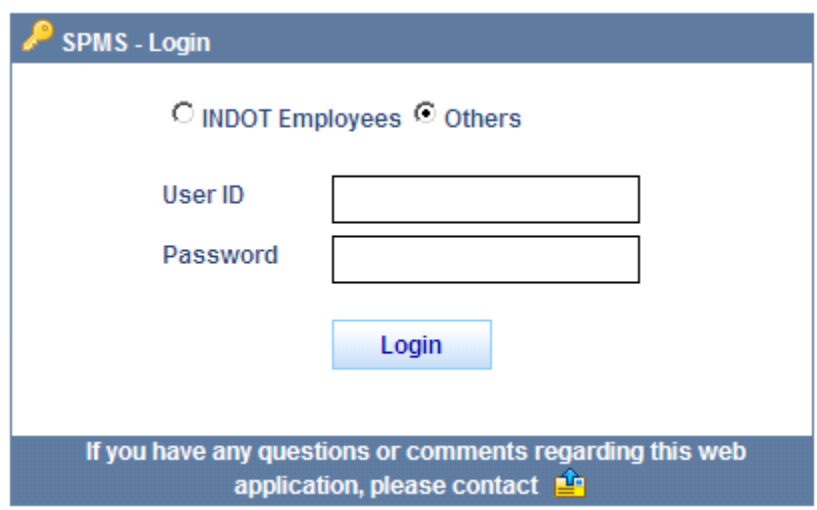
2.4. Logging in to SPMS

To access SPMS externally, type the following URL into the browser's address bar:

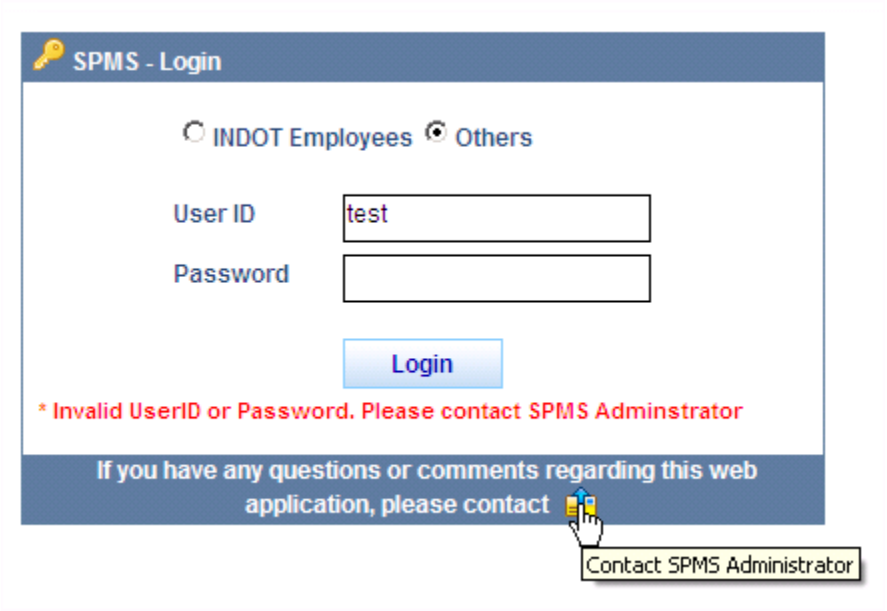
https://spms.indot.in.gov



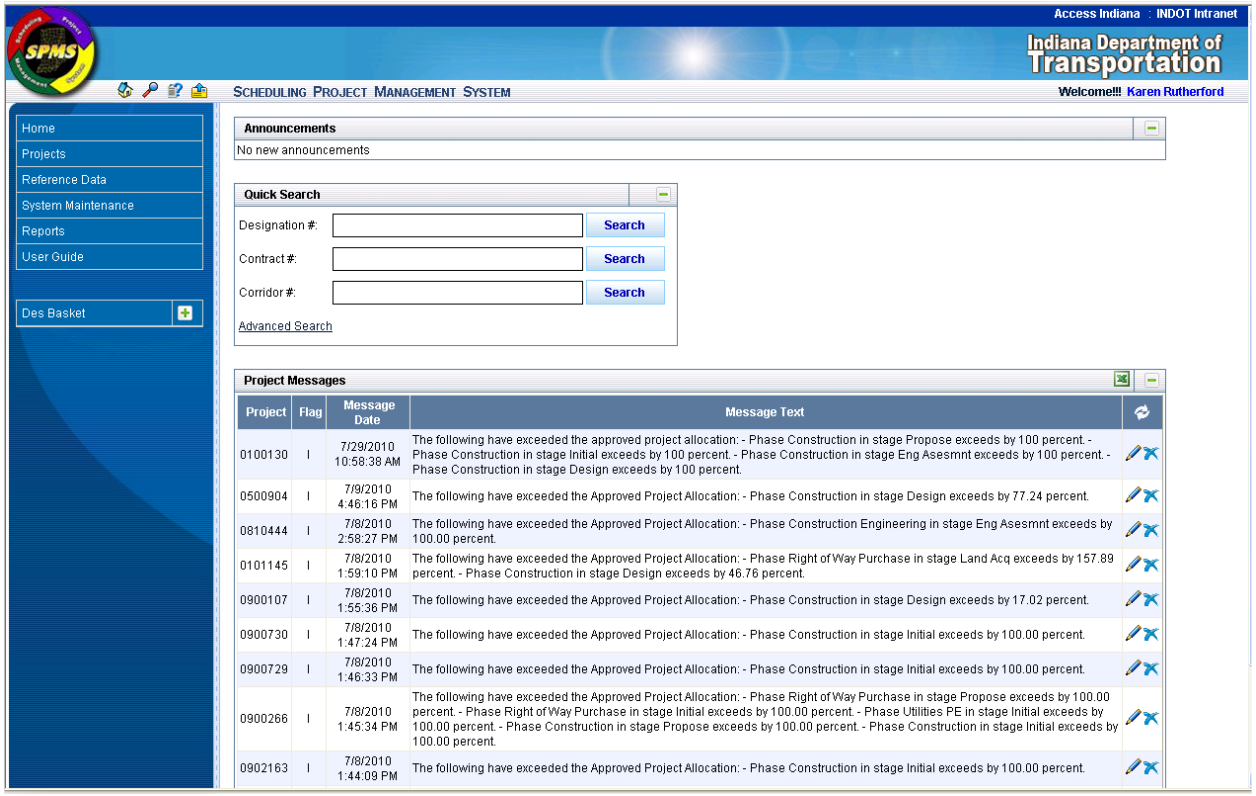
Click in the **INDOT Employees** or **Others** radio button to select. Then, enter **User ID** and **Password** into their text boxes. Click on the **Login** button to open the SPMS Home screen.



If there are any problems logging in to SPMS, click on the **Email** icon to contact the SPMS Administrator.



SPMS Home screen



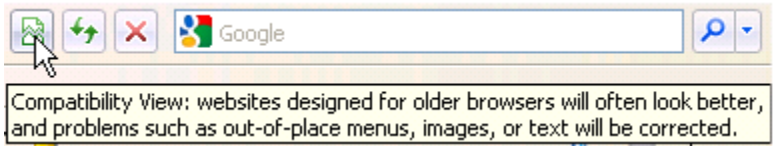
2.5. Understanding the Screen

2.5.1. Security

Users are assigned Roles and Tokens giving them permissions to certain features. For example, only System Administrators have access to the System Maintenance menu selections. Users who do not have Reference table maintenance permissions are able to view the tables but the Add and Edit icons are not visible. Users without permissions to certain Project maintenance features see grayed-out records and options on those screens.

2.5.2. Internet Explorer Compatibility View

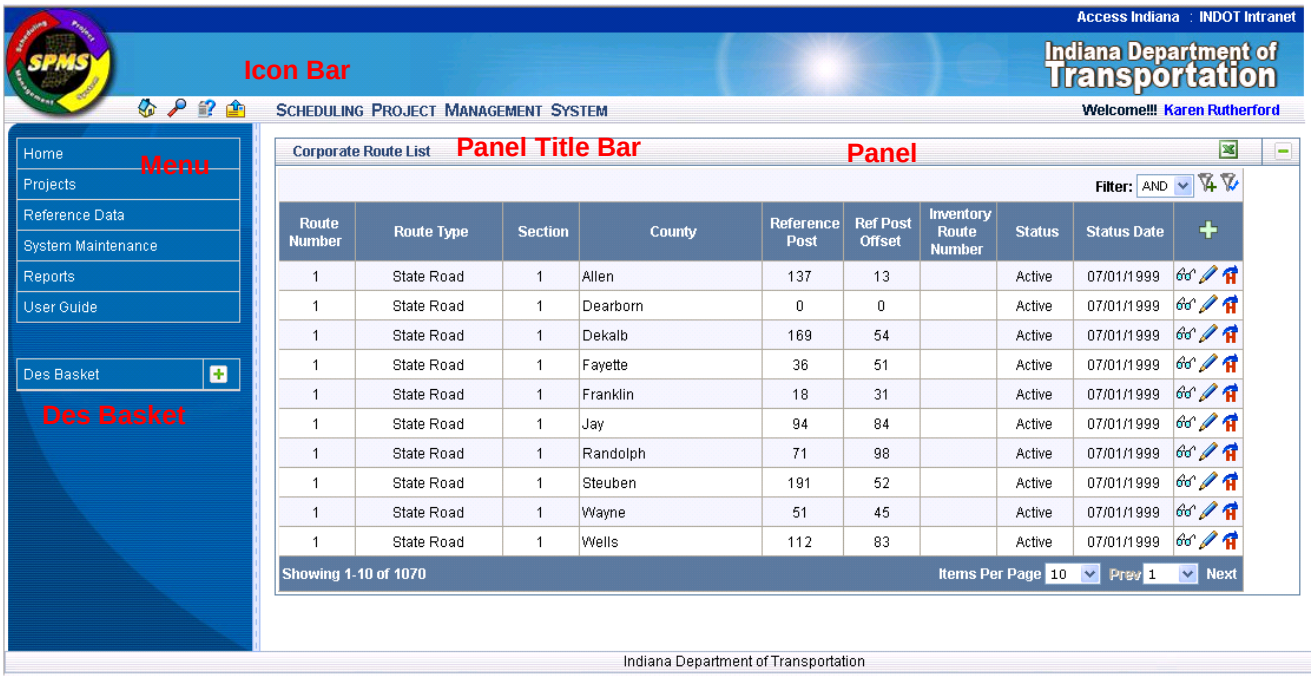
The icon to the right of the address bar in Internet Explorer 8.0 may be used to switch into Compatibility View, sometimes beneficial in viewing older applications. **SPMS and SPMS Help are best viewed in Normal view (NOT Compatibility view).** For example, the graphics below show the effect on the SPMS Help menu alignment.



Compatibility View

Not in Compatibility View

2.5.3. Parts of the Screen



Icon Bar:

Home

Help

Search

Email SPMS Administrator/Support

2.5.4. Icon List

Hover Name	Image	File Name (right click/save as name)	Action
Activate		activate.gif	Activates a record from Historical to Active
Activity Log Report		activitylogreport.gif	Displays the Activity Log Report
Add New		new.gif	Displays the add panel for a record
Add Filter		add_filter.gif	Displays filter input boxes
Apply Filter		apply_filter.gif	Applies (executes) a filter
Assign Contacts		user.gif	Organization List Position tab
Assign NBI		assign_nbi.gif	Assigns an NBI Number to a Bridge
Assign Projects		projects.gif	Assigns Projects(DES) to Role ID
Assign Roles		role.gif	Panel to assign Roles to a User ID
Assign Tokens		icnlogoff.gif	Assigns Tokens to Role ID and User ID
Assign Users		user.gif	Assigns User ID to Role ID
Authorize Active Schedule		auth_act_schedule.gif	Project Maintenance Main Page of a Proposed Project
Authorize Provisional Schedule		auth_prov_schedule.gif	Project Maintenance Main Page of a Proposed Project
Bridge		bridge.gif	Panel with DES Bridge data
Calendar		calendar.gif	Choose date from a calendar
Change Position Organization		hiearchyblue.gif	Organization Panel – Position tab
Change Project Status		status_change.gif	Project Maintenance Main Page or Panel - Change a Project's status
Clear		eraser.gif	Clears items
Conditions		conditions.gif	Panel with DES Condition data
Congressional District		congressional_districts.gif	Panel with DES Congressional data
Copy Organization Address		copyrecord.gif	Organization Panel – Address tab
Cost Estimate Log Report		costestlogreport.gif	Displays the Cost Estimate Log Report
Delete		delete.gif	Delete items from the DES Basket or Panel
DES Basket		basket.gif	List of DES numbers frequently maintained

Hover Name	Image	File Name (right click/save as name)	Action
Des Basket (remove)		delete_basket.gif	Remove Des # from Des Basket
DES Maintenance		icnedit.gif	Displays the Project Maintenance Panel
Districts		districts.gif	Panel with DES District data
Edit		icnedit.gif	Displays the edit panel for a record
Edit Schedule		edit_schedule.gif	Edit a Schedule
Email SPMS Admin		mailhover.gif	Email SPMS Support
Estimates		estimates.gif	Panel with DES Phase/Stage Estimated Costs
Environmental Clearance		env_clearance.gif	Project Maintenance Main Page or Panel
Excel		excel.gif	Allows for exporting data to Excel
Full Project Listing		full_project_listing.gif	Displays the Full Project Listing Report
Funding		funding.gif	Project Maintenance Main Page or Panel
General Maintenance		general_info.gif	Project Maintenance Main Page or Panel
Help		icnHelp.gif	Displays the help document for a specific topic
Historical		historical.gif	Marks a record as historical
Hold		hold.gif	Changes an activity's status to put on hold
Hold Release		hold-release.gif	Changes an activity's status to taken off hold
Home		icnHome.gif	Displays the SPMS Home screen
Inspection		inspection.gif	Displays Bridge Inspection data
Items		items.gif	Displays more details on panels
Lead Project		lead.gif	Project Search – Search Results Panel
Lock		lock.gif	Propose Project Estimates screen
Lock Stage/Carry Forward Amount		lock_go.gif	Propose Project Estimates screen
Maintain Bridge		maintainbridge.gif	Maintain an existing bridge
Maintain Contacts		user.gif	Edit Schedule – Maintain Contacts
Maintain Position List		managers.gif	Maintain the Position list on Activity Codes Panel
Maintain Position Type		role.gif	Maintain Position Types on Organization List Position Panel
Maximize		plus.gif	Maximize a window

Hover Name	Image	File Name (right click/save as name)	Action
Minimize		minus.gif	Minimize a window
New Bridge		newbridge.gif	Create a new bridge
No Records Retrieved		warning_16.gif	Propose Project Route Details screen
Normal		normal.gif	Project Search – Search Results Panel
Not Applicable		Notapplicable.gif	Changes an activity's status to not applicable
PDF		pdficon_small.gif	View a Report
Permits		permits.gif	Panel with DES Permit data
Predecessor		up-down-arrows-orange-outline.gif	Edit Schedule, Maintain Predecessors
Print		icnprinter.gif	Print the current window contents
Processing, please wait		ajax-loader.gif	Indicates that an action is taking place
Project Activity Log		activity_listing.gif	Project Activity Log Report
Project Log		proj_log.gif	Panel with DES Log Data
Project Log Report		project_log_report.gif	Used for Project Log Report
Search or Find		search.gif	Displays the Project (DES) Search panel, Search
Rail Crossing		rail_crossings.gif	Panel with DES Railroad data
Records Retrieved Successfully		ok_16.gif	Propose Project Route Details screen
Refresh		refresh.gif refresh.png	Refresh Project Messages, Corporate Route Project Length (gif) Refresh Report Queue (png)
Remove Filter		remove_filter.gif	Removes filter input boxes
Replace Bridge		replacebridge.gif	Replace a bridge
Revised		revised.gif	Changes an activity's status to revised
Route and Project Length		routes.gif	Panel with DES Route data
Select Organization		Selectorg.gif	Organization List Search Results
Signals		signals.gif	Panel with DES Signal data
Standalone Project		standalone.gif	Project Search – Search Results Panel
Sub Project		normal.gif	Project Search – Search results Panel
Template Activity List		iconA.gif	Lists the activities for the template
Template List		datasheet.gif	Displays the template list

Hover Name	Image	File Name (right click/save as name)	Action
Template Type List		iconT.gif	Lists the template types for the template
Update Corporate Bridge		update_cbridge.gif	Update bridge on Corporate Bridge List
Unlock		unlock.gif	Propose Project Estimates screen
Utilities		utilities.gif	Panel with DES Utility data
View Details		icnview.gif	Displays all data fields for a record
View Position History		items.gif	Organization List, View Position History

2.6. Navigating in SPMS

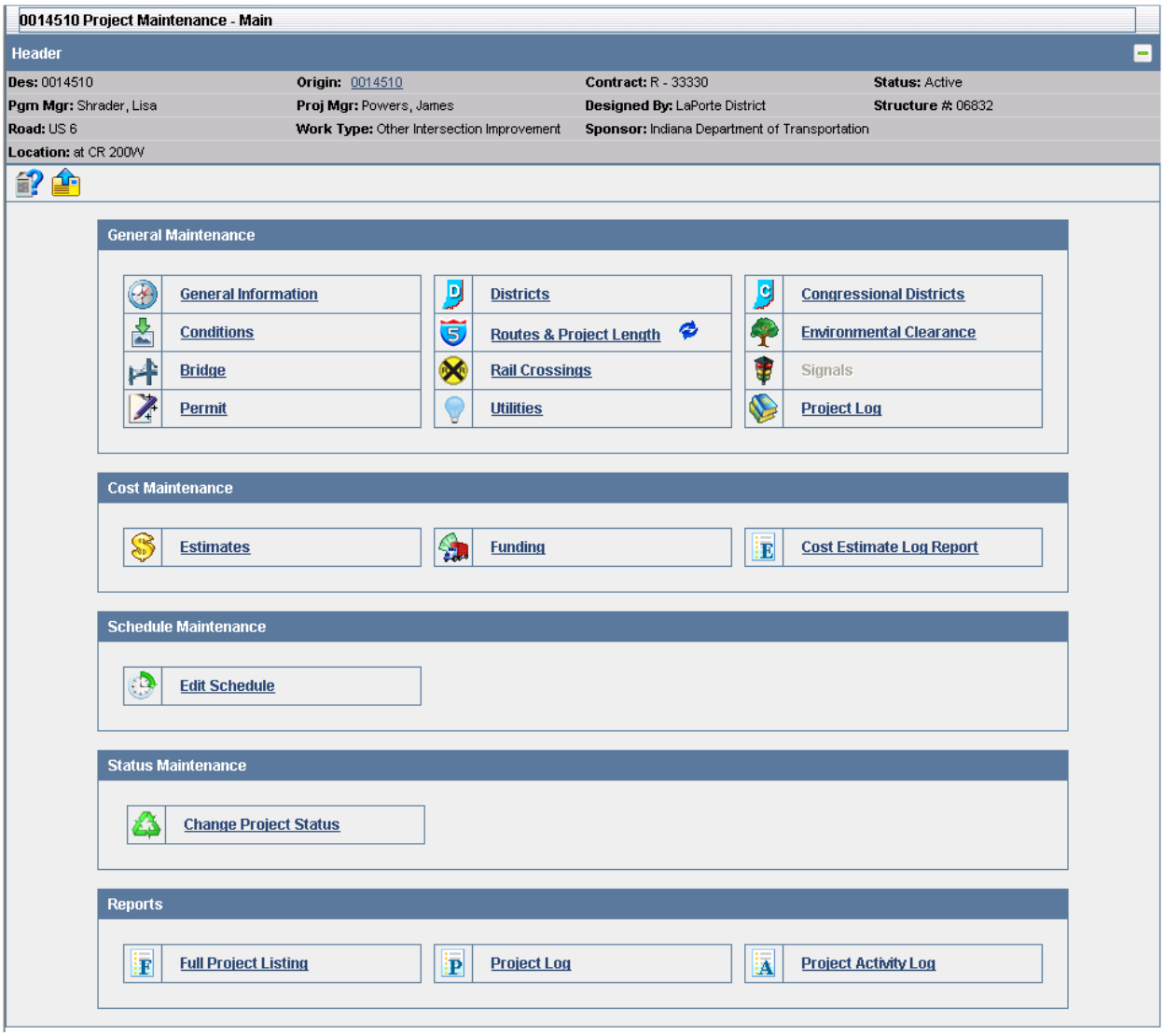
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Menu

To access a menu option, hover the mouse over that item. The item changes color and the mouse pointer changes to a hand . If a sub-menu is available for a menu option, it automatically displays.

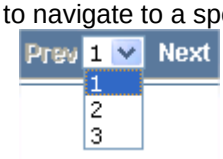
Click on a menu option to open.

When maintaining a Project, links and icons are used to open Panels from the Project Maintenance Main Page. For details, refer to Project Maintenance Main Page in the Project Maintenance section.



Panel Pages

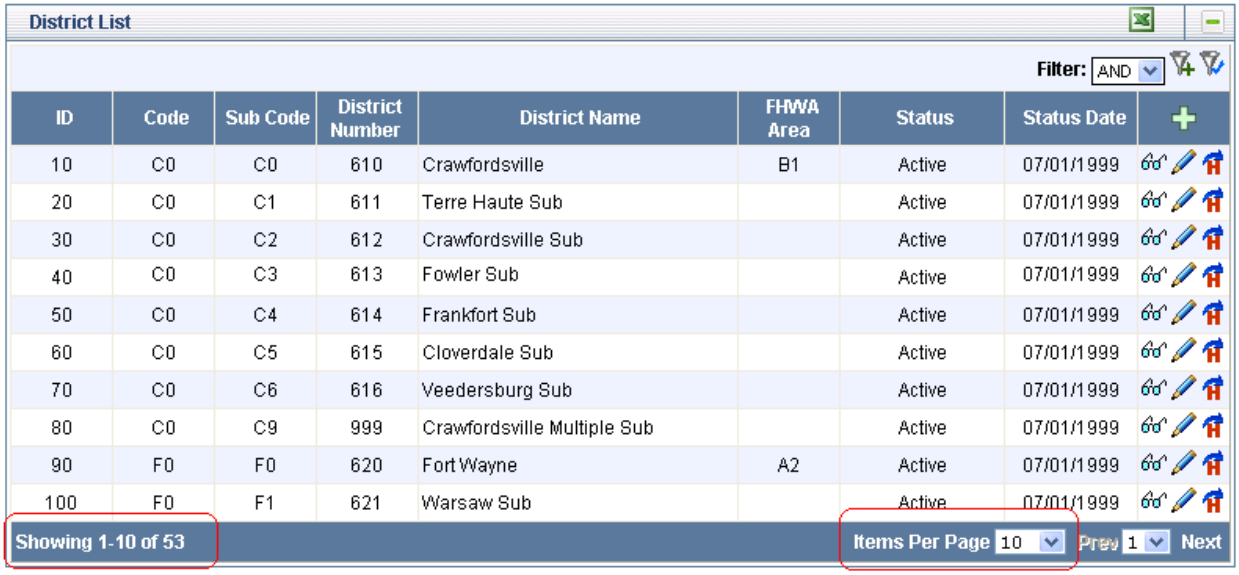
Use the Next Next button and Previous Prev button to navigate to subsequent pages or use the dropdown to navigate to a specific page. For example, click on **2** from the dropdown to go to Page **2** of the List.



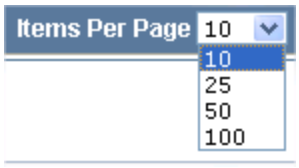
The Status Bar changes depending on what Panel page is displayed. For example, the Status Bar below displays on Page 2 and shows Items 26 – 50 of 53.

Items on each Panel Page

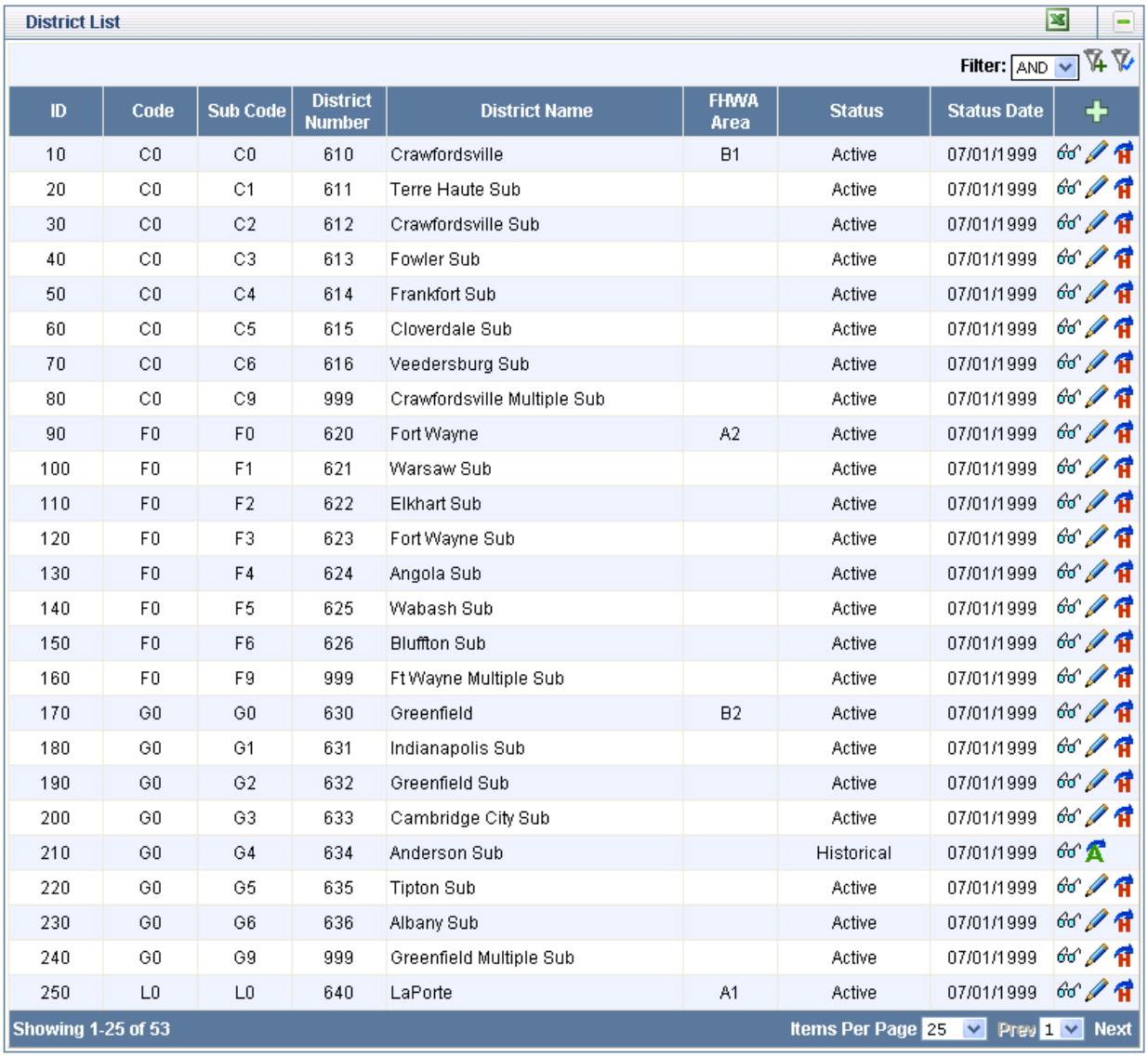
By default, Panels display 10 Items per Page. However, this may be changed.



Click on the **Items Per Page** dropdown list and select 10, 25, 50 or 100 from the list.



This example shows a Panel displaying 25 items per page.



District List

Filter: AND

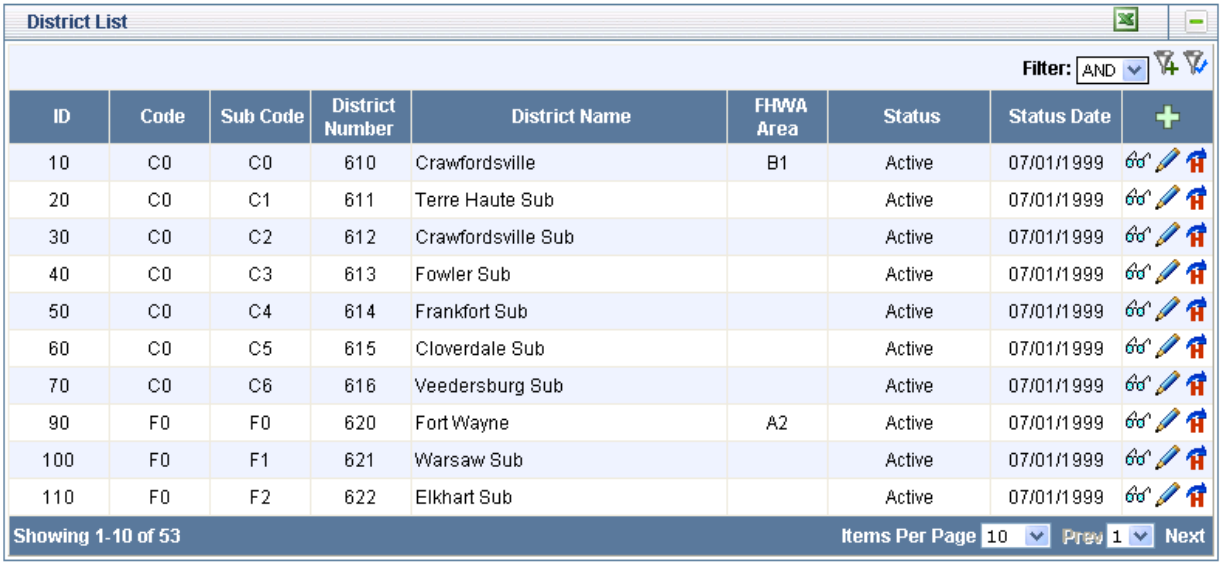
ID	Code	Sub Code	District Number	District Name	FHWA Area	Status	Status Date
10	C0	C0	610	Crawfordsville	B1	Active	07/01/1999
20	C0	C1	611	Terre Haute Sub		Active	07/01/1999
30	C0	C2	612	Crawfordsville Sub		Active	07/01/1999
40	C0	C3	613	Fowler Sub		Active	07/01/1999
50	C0	C4	614	Frankfort Sub		Active	07/01/1999
60	C0	C5	615	Cloverdale Sub		Active	07/01/1999
70	C0	C6	616	Veedersburg Sub		Active	07/01/1999
80	C0	C9	999	Crawfordsville Multiple Sub		Active	07/01/1999
90	F0	F0	620	Fort Wayne	A2	Active	07/01/1999
100	F0	F1	621	Warsaw Sub		Active	07/01/1999
110	F0	F2	622	Elkhart Sub		Active	07/01/1999
120	F0	F3	623	Fort Wayne Sub		Active	07/01/1999
130	F0	F4	624	Angola Sub		Active	07/01/1999
140	F0	F5	625	Wabash Sub		Active	07/01/1999
150	F0	F6	626	Bluffton Sub		Active	07/01/1999
160	F0	F9	999	Ft Wayne Multiple Sub		Active	07/01/1999
170	G0	G0	630	Greenfield	B2	Active	07/01/1999
180	G0	G1	631	Indianapolis Sub		Active	07/01/1999
190	G0	G2	632	Greenfield Sub		Active	07/01/1999
200	G0	G3	633	Cambridge City Sub		Active	07/01/1999
210	G0	G4	634	Anderson Sub		Historical	07/01/1999
220	G0	G5	635	Tipton Sub		Active	07/01/1999
230	G0	G6	636	Albany Sub		Active	07/01/1999
240	G0	G9	999	Greenfield Multiple Sub		Active	07/01/1999
250	L0	L0	640	LaPorte	A1	Active	07/01/1999

Showing 1-25 of 53 Items Per Page 25 Prev 1 Next

2.7. Sorting Information

Data in Panels may be sorted in ascending or descending order numerically (smallest to largest or largest to smallest), alphabetically (A to Z or Z to A) or by date and time (oldest to newest or newest to oldest).

Click on the column heading of the field to be sorted. In the example below, the District List is sorted by District Number (ascending) by clicking once on the District Number column heading.



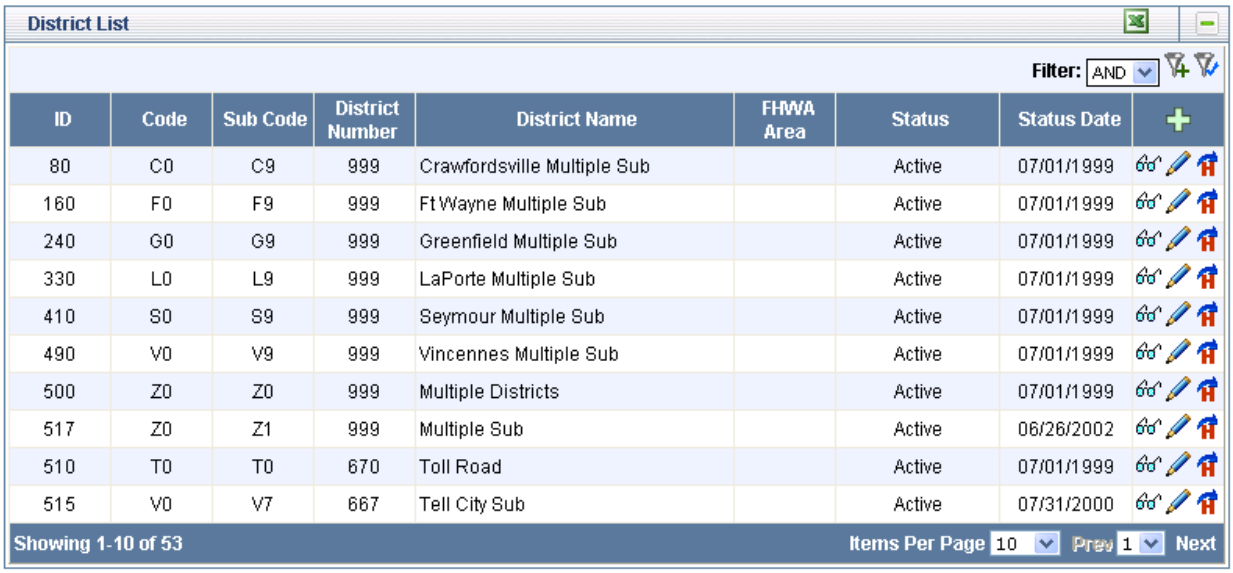
District List

Filter: AND

ID	Code	Sub Code	District Number	District Name	FHWA Area	Status	Status Date
10	C0	C0	610	Crawfordsville	B1	Active	07/01/1999
20	C0	C1	611	Terre Haute Sub		Active	07/01/1999
30	C0	C2	612	Crawfordsville Sub		Active	07/01/1999
40	C0	C3	613	Fowler Sub		Active	07/01/1999
50	C0	C4	614	Frankfort Sub		Active	07/01/1999
60	C0	C5	615	Cloverdale Sub		Active	07/01/1999
70	C0	C6	616	Veedersburg Sub		Active	07/01/1999
90	F0	F0	620	Fort Wayne	A2	Active	07/01/1999
100	F0	F1	621	Warsaw Sub		Active	07/01/1999
110	F0	F2	622	Elkhart Sub		Active	07/01/1999

Showing 1-10 of 53 Items Per Page 10 Prev 1 Next

To re-sort (descending), click again on the column heading.



District List

Filter: AND

ID	Code	Sub Code	District Number	District Name	FHWA Area	Status	Status Date
80	C0	C9	999	Crawfordsville Multiple Sub		Active	07/01/1999
160	F0	F9	999	Ft Wayne Multiple Sub		Active	07/01/1999
240	G0	G9	999	Greenfield Multiple Sub		Active	07/01/1999
330	L0	L9	999	LaPorte Multiple Sub		Active	07/01/1999
410	S0	S9	999	Seymour Multiple Sub		Active	07/01/1999
490	V0	V9	999	Vincennes Multiple Sub		Active	07/01/1999
500	Z0	Z0	999	Multiple Districts		Active	07/01/1999
517	Z0	Z1	999	Multiple Sub		Active	06/26/2002
510	T0	T0	670	Toll Road		Active	07/01/1999
515	V0	V7	667	Tell City Sub		Active	07/31/2000

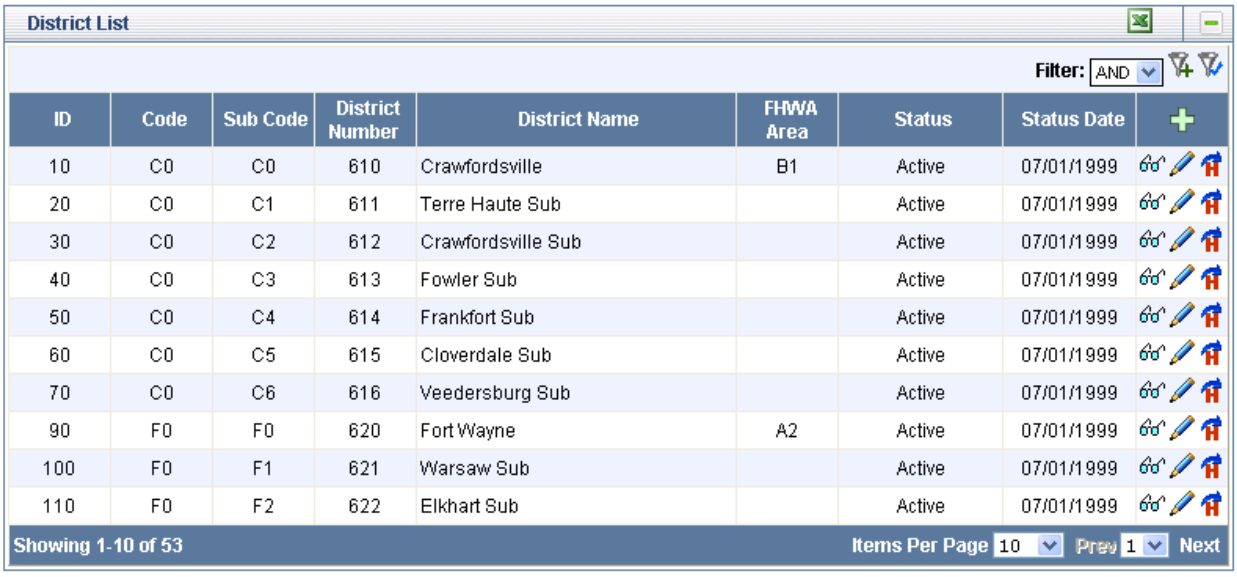
Showing 1-10 of 53 Items Per Page 10 Prev 1 Next

By default, Panels display sorted by the first column, which is typically ID/Number, Code, or Year.

Sorts are not saved. The next time the Panel is opened, it is sorted by the first column.

2.8. Filtering Information

Data in Panels may be filtered so only particular content displays. For example, the **District List Panel** below shows that there are 53 records. A filter may be applied so that only those Districts with a **Code = "CO"** are shown in the list.



District List

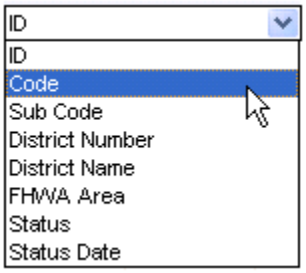
Filter: AND

ID	Code	Sub Code	District Number	District Name	FHWA Area	Status	Status Date
10	C0	C0	610	Crawfordsville	B1	Active	07/01/1999
20	C0	C1	611	Terre Haute Sub		Active	07/01/1999
30	C0	C2	612	Crawfordsville Sub		Active	07/01/1999
40	C0	C3	613	Fowler Sub		Active	07/01/1999
50	C0	C4	614	Frankfort Sub		Active	07/01/1999
60	C0	C5	615	Cloverdale Sub		Active	07/01/1999
70	C0	C6	616	Veedersburg Sub		Active	07/01/1999
90	F0	F0	620	Fort Wayne	A2	Active	07/01/1999
100	F0	F1	621	Warsaw Sub		Active	07/01/1999
110	F0	F2	622	Elkhart Sub		Active	07/01/1999

Showing 1-10 of 53 Items Per Page 10 Prev 1 Next

To create the Filter, click on the **Add Filter** icon below the title bar. A filter opens with the left-most column, “ID”, selected in the dropdown list as shown below.

To change this Filter, select the new **column,** “Code”, from the dropdown menu.



Then, select the **operator**, “=”, from the dropdown menu and enter the **value**, “CO”, in the text box (not case-sensitive).

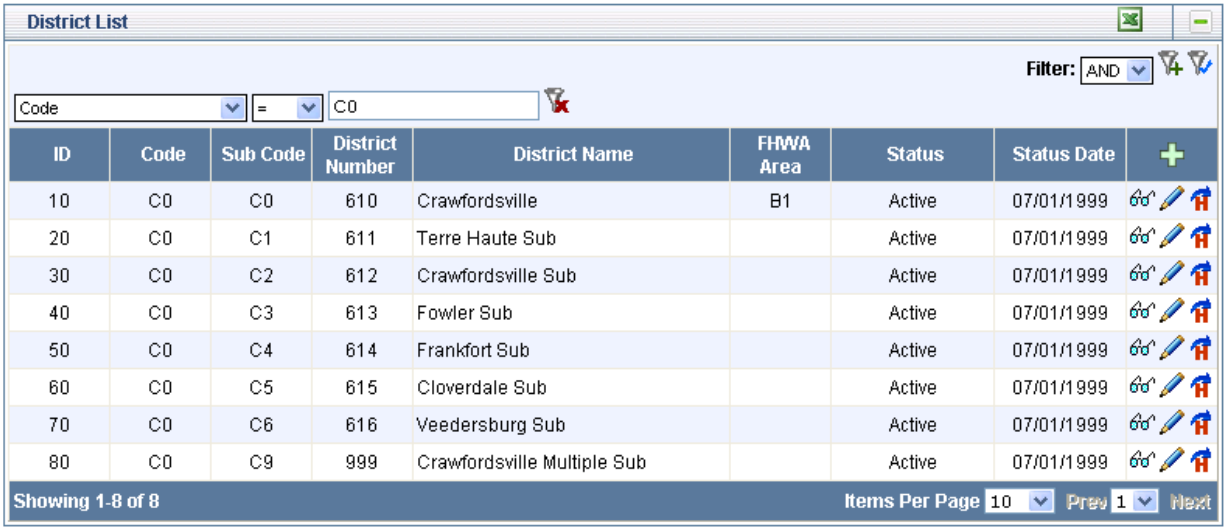
Operator	Comparison	Description
LIKE	Like	Enter any character(s) or number(s) in the value to include in the results (no wildcards). For example, Funding Program Like “safety” would return all records with the word “safety” in their Funding Program names.
=	Equal to	Enter the exact value to include in the results
!=	Not equal to	Enter the exact value to not include in the results

<	Less than	Enter a value below which all values are included in the results
>	Greater than	Enter a value above which all values are included in the results
<=	Less than or equal to	Enter a value below which all values are included in the results, including the value entered
>=	Greater than or equal to	Enter a value above which all values are included in the results, including the value entered

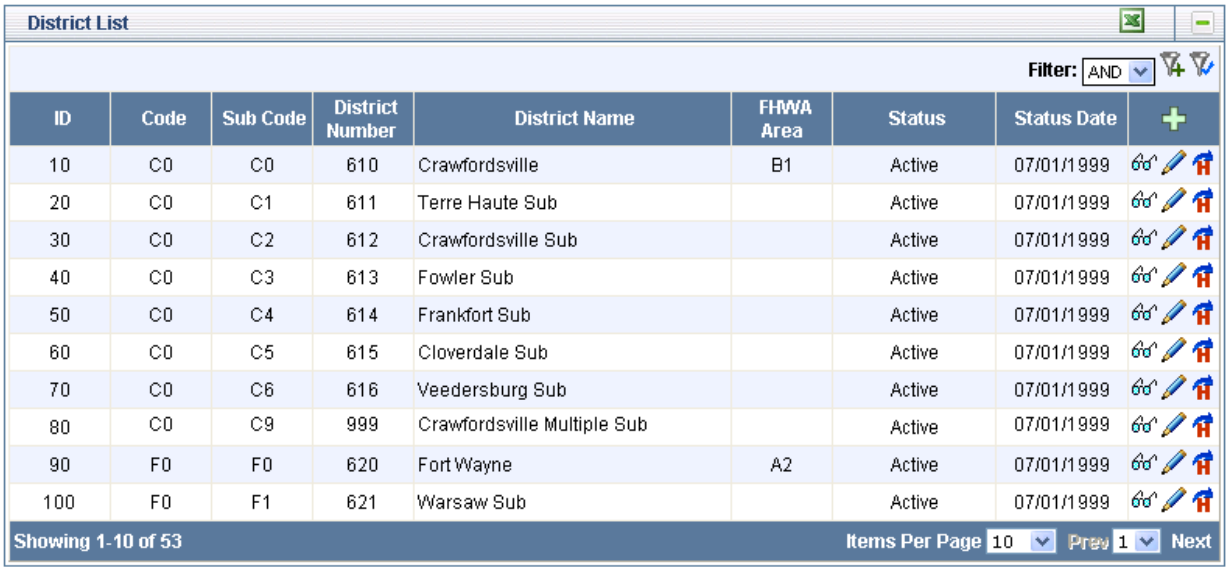
The completed Filter is shown below.

To apply the Filter, click on the **Apply Filter** icon.

The filtered list of 8 records is shown below.



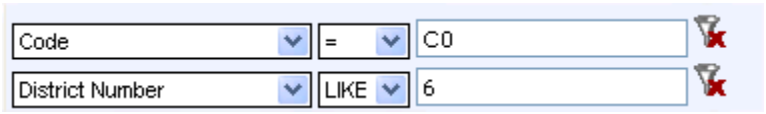
To remove the Filter, click on the **Remove Filter** icon and then click on the **Apply Filter** icon. The complete **District List Panel** of 53 records displays again.



Applying Multiple Filters

To apply more than one Filter to the List, leave the first filter open, select either **AND** or **OR** from the Filter dropdown list, and click the **Add Filter** icon.

Enter the second Filter and click on the **Apply Filter** icon. The Filter appears below the previous one and the List updates to reflect all applied Filters. Repeat to add as many Filters as necessary.



2.9. Viewing Details

List Panels contain information about each record. More details are available by clicking on the **View Details** icon to the right of the record.

Special Route List

Filter: AND

Route Number	Route Type	Section	County	Route Name	Status	Status Date
1	City Street	1	St. Joseph	933	Active	09/25/2000
1000	County Road	1	Adams	Historical County Road	Historical	07/01/1999
1000	County Road	1	Allen	Historical County Road	Historical	07/01/1999
1000	County Road	1	Bartholomew	Historical County Road	Historical	07/01/1999
1000	County Road	1	Benton	Historical County Road	Historical	07/01/1999
1000	County Road	1	Blackford	Historical County Road	Historical	07/01/1999
1000	County Road	1	Boone	Historical County Road	Historical	07/01/1999
1000	County Road	1	Brown	Historical County Road	Historical	07/01/1999
1000	County Road	1	Carroll	Historical County Road	Historical	07/01/1999
1000	County Road	1	Cass	Historical County Road	Historical	07/01/1999

Showing 1-10 of 2074 Items Per Page 10 Prev 1 Next

The Details window displays the data from the Panel as well as other fields. The Special Route List example shows **Route Type Code**, **County Code**, and the User Name and Date reflecting the record's creation and latest update.

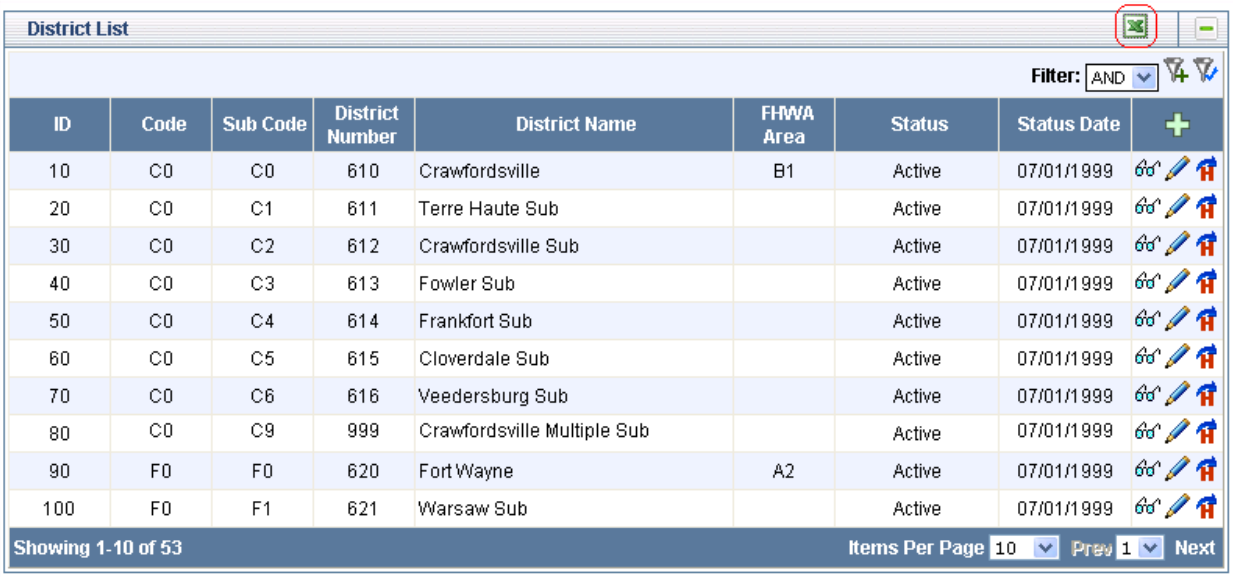
Click the **Print** icon to print the details.

Special Route List

Route Number	1
Route Type Code	5
Route Type	City Street
Section	1
County Code	71
County	St. Joseph
Route Name	933
Status	Active
Status Date	9/25/2000 2:18:40 PM
Created By	
Created On	7/26/2010 9:33:03 AM
Updated By	
Updated On	7/26/2010 9:33:03 AM

2.10. Exporting to Microsoft Excel

Information in Panels may be exported to Excel by clicking on the **Export to Excel** icon in the title bar of the Panel.



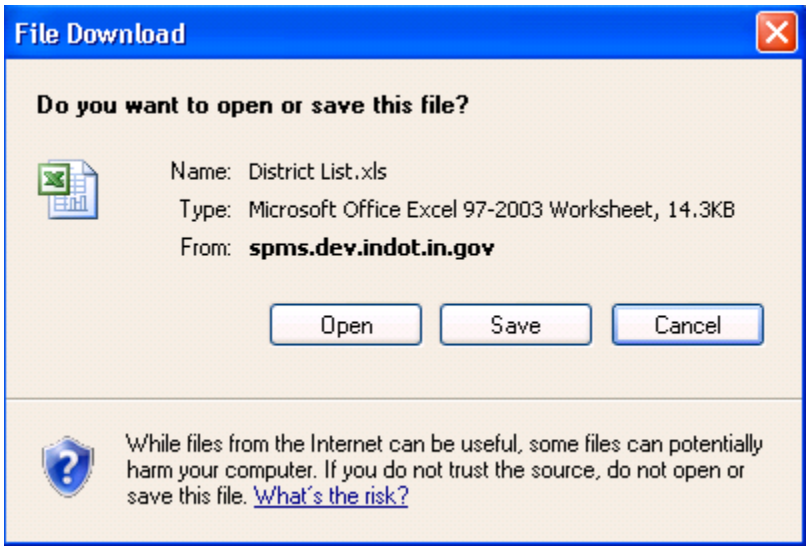
District List

Filter: AND

ID	Code	Sub Code	District Number	District Name	FHWA Area	Status	Status Date
10	C0	C0	610	Crawfordsville	B1	Active	07/01/1999
20	C0	C1	611	Terre Haute Sub		Active	07/01/1999
30	C0	C2	612	Crawfordsville Sub		Active	07/01/1999
40	C0	C3	613	Fowler Sub		Active	07/01/1999
50	C0	C4	614	Frankfort Sub		Active	07/01/1999
60	C0	C5	615	Cloverdale Sub		Active	07/01/1999
70	C0	C6	616	Veedersburg Sub		Active	07/01/1999
80	C0	C9	999	Crawfordsville Multiple Sub		Active	07/01/1999
90	F0	F0	620	Fort Wayne	A2	Active	07/01/1999
100	F0	F1	621	Warsaw Sub		Active	07/01/1999

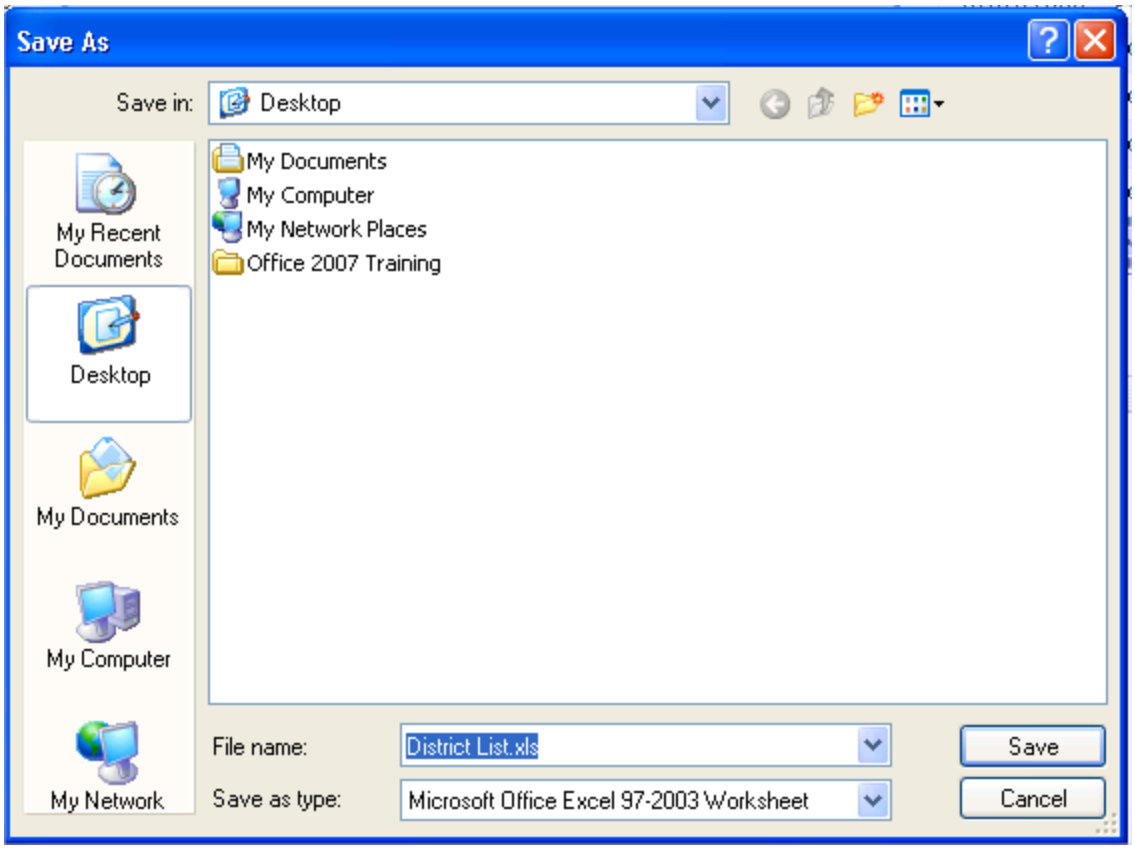
Showing 1-10 of 53 Items Per Page 10 Prev 1 Next

At the File Download dialog box, click on the **Open** button to view the data in Excel or click on the **Save** button to save the data in an Excel file.



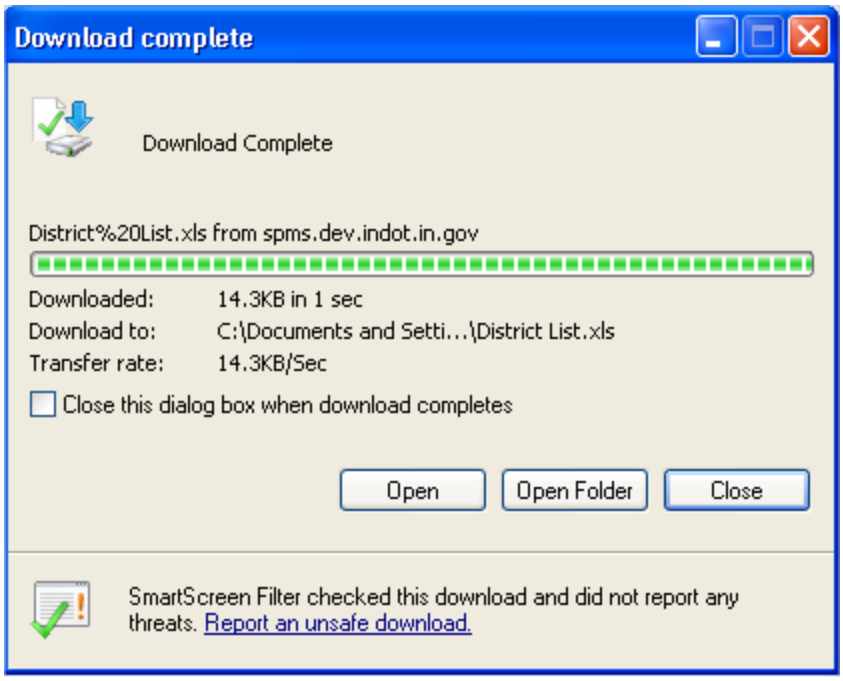
If saving, choose the location to store the file and click on the **Save** button.

By default, the file is named **X** List where **X** is the name of the Panel and the file type is Microsoft Excel 97-2003 Worksheet.

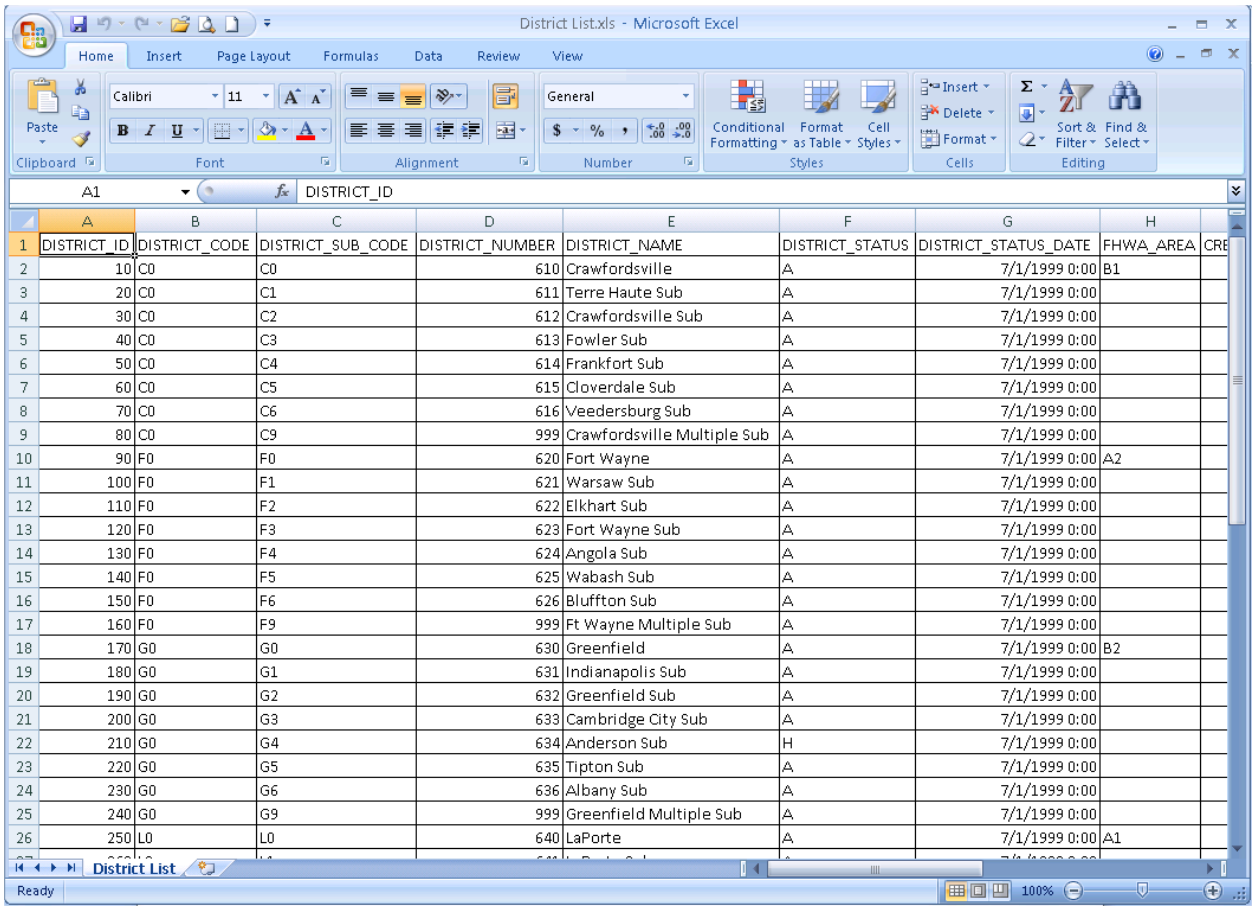


The download's progress displays in a dialog box, as shown below. When complete, click on the **Open** button to view the data in Excel, click on the **Open Folder** button to open the file's location, or click on the **Close** button to exit without viewing the file.

Unless a Filter has been applied, every record in the list is exported. This may take some time to download. Instructions for Applying Filters may be found in the Getting Started section.



Whether viewing or opening from a saved file, the data displays in Microsoft Excel.



DISTRICT_ID	DISTRICT_CODE	DISTRICT_SUB_CODE	DISTRICT_NUMBER	DISTRICT_NAME	DISTRICT_STATUS	DISTRICT_STATUS_DATE	FHWA_AREA	CRE
10	C0	C0	610	Crawfordsville	A	7/1/1999 0:00	B1	
20	C0	C1	611	Terre Haute Sub	A	7/1/1999 0:00		
30	C0	C2	612	Crawfordsville Sub	A	7/1/1999 0:00		
40	C0	C3	613	Fowler Sub	A	7/1/1999 0:00		
50	C0	C4	614	Frankfort Sub	A	7/1/1999 0:00		
60	C0	C5	615	Cloverdale Sub	A	7/1/1999 0:00		
70	C0	C6	616	Veedersburg Sub	A	7/1/1999 0:00		
80	C0	C9	999	Crawfordsville Multiple Sub	A	7/1/1999 0:00		
90	F0	F0	620	Fort Wayne	A	7/1/1999 0:00	A2	
100	F0	F1	621	Warsaw Sub	A	7/1/1999 0:00		
110	F0	F2	622	Elkhart Sub	A	7/1/1999 0:00		
120	F0	F3	623	Fort Wayne Sub	A	7/1/1999 0:00		
130	F0	F4	624	Angola Sub	A	7/1/1999 0:00		
140	F0	F5	625	Wabash Sub	A	7/1/1999 0:00		
150	F0	F6	626	Bluffton Sub	A	7/1/1999 0:00		
160	F0	F9	999	Ft Wayne Multiple Sub	A	7/1/1999 0:00		
170	G0	G0	630	Greenfield	A	7/1/1999 0:00	B2	
180	G0	G1	631	Indianapolis Sub	A	7/1/1999 0:00		
190	G0	G2	632	Greenfield Sub	A	7/1/1999 0:00		
200	G0	G3	633	Cambridge City Sub	A	7/1/1999 0:00		
210	G0	G4	634	Anderson Sub	H	7/1/1999 0:00		
220	G0	G5	635	Tipton Sub	A	7/1/1999 0:00		
230	G0	G6	636	Albany Sub	A	7/1/1999 0:00		
240	G0	G9	999	Greenfield Multiple Sub	A	7/1/1999 0:00		
250	L0	L0	640	LaPorte	A	7/1/1999 0:00	A1	

3. Projects

3.1. Propose Project

An SPMS **Project** is a collection of information associated with a transportation-related construction effort. The first step in the lifecycle of a typical SPMS Project is to propose the Project. In SPMS, this means creating a new Project record and entering the required information about the Project into the SPMS database.

To add/propose a Project, select **Propose Project** from the **Projects** menu.

Access to menu selections, icons, features and fields is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

From the Propose a Project screen, a new **Standalone, Lead** or **Sub Corporate Route** or **Special Route** Project may be proposed by selecting the applicable radio buttons.

Click on the links below for help regarding a specific Project Type. Note: While in the middle of proposing a Project, only the **Help** related to that Project type is available via the **Help** icon.

Propose a Standalone or Lead Corporate Route Project

Propose a Standalone or Lead Special Route Project

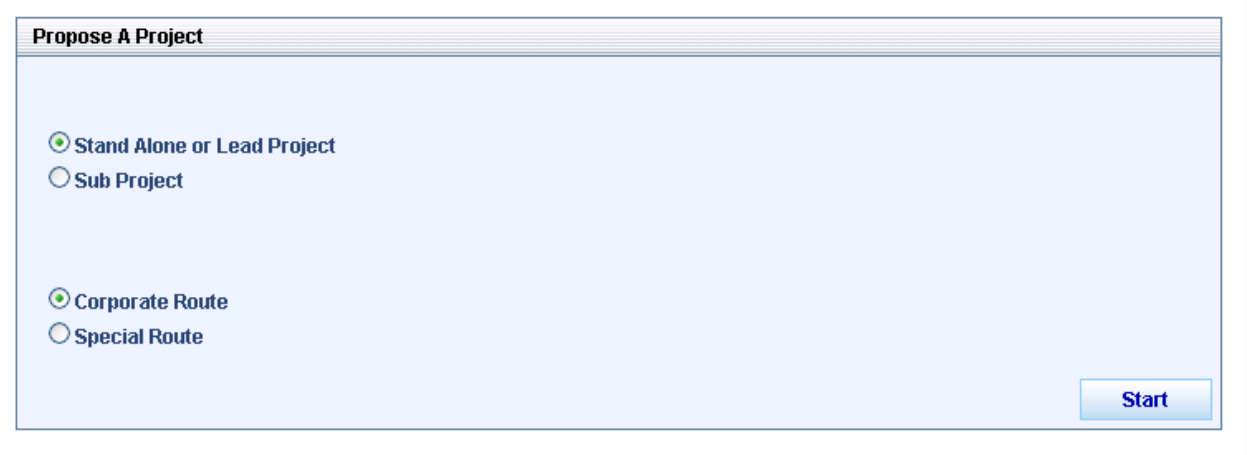
Propose a Sub Corporate Route Project

Propose a Sub Special Route Project

3.1.1. Project Drafts

When proposing a Project, work is saved whenever the **Next** button is clicked on a screen or when the **Save Draft** link located at the top of each screen is clicked. This allows the User to continue work at a later time.

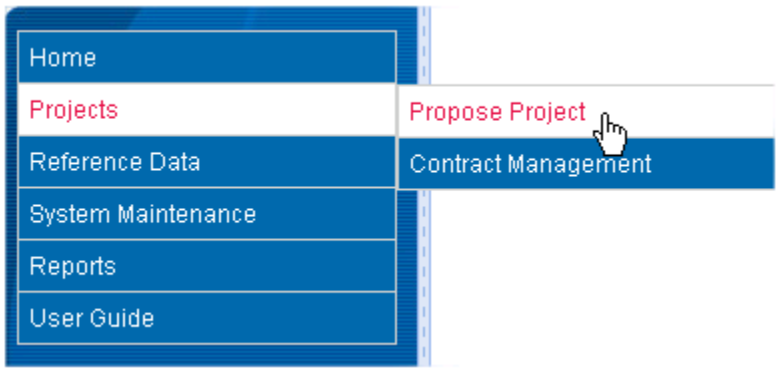
Anytime there is a saved draft, the Propose a Project screen displays a reminder. The **Click here** link may be used to resume work. If the **Start** button is clicked to begin a new Project, the Draft is deleted.



3.2. Propose a Standalone or Lead Corporate Route Project

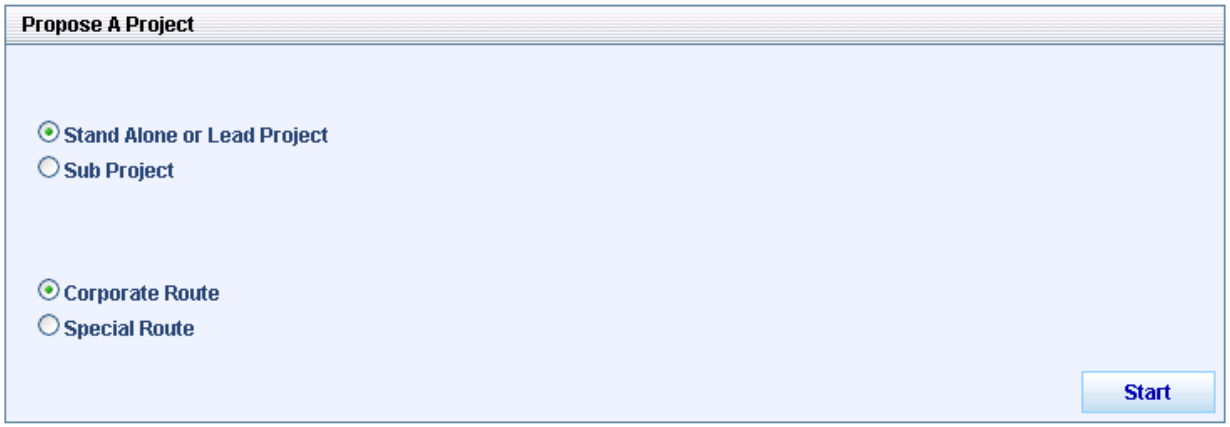
An SPMS **Project** is a collection of information associated with a transportation-related construction effort. The first step in the lifecycle of a typical SPMS project is to propose the project. In SPMS, this means creating a new Project record and entering the required information about the Project into the SPMS database.

To add/propose a Project, select **Propose Project** from the **Projects** menu.



Access to menu selections, icons, features and fields is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

To propose a **new Standalone or Lead Corporate Route** Project, click in the **Standalone or Lead Project** and **Corporate Route** radio buttons to select them. Then, click on the **Start** button.



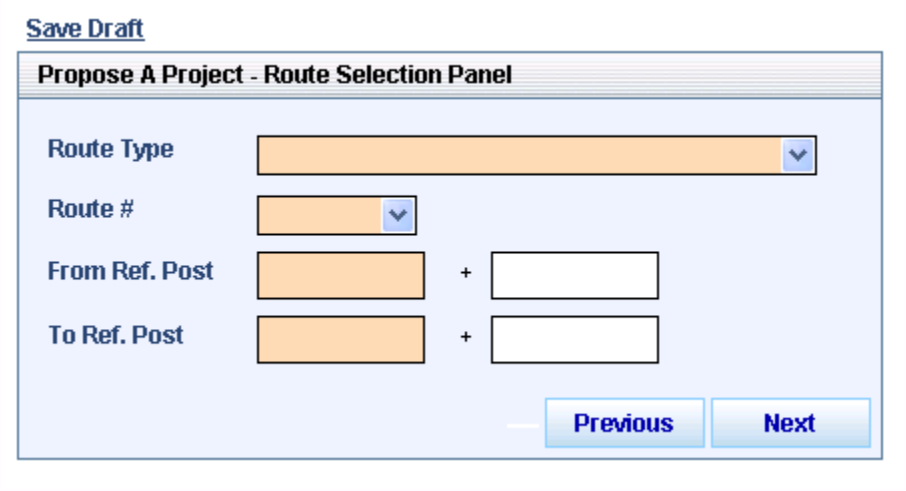
3.2.1. Route Selection Panel

In the **Route Selection Panel**, enter road and reference post information and click on the **Next** button. The values in the **Route Type** dropdown list are limited to Corporate route types. The values in the **Route #** dropdown list are automatically updated once a **Route Type** is selected.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

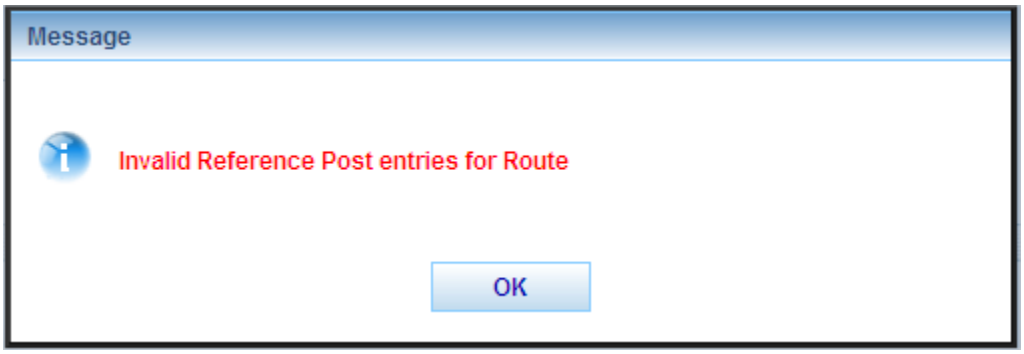
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Route Type field definitions, lengths and character/numeric requirements.

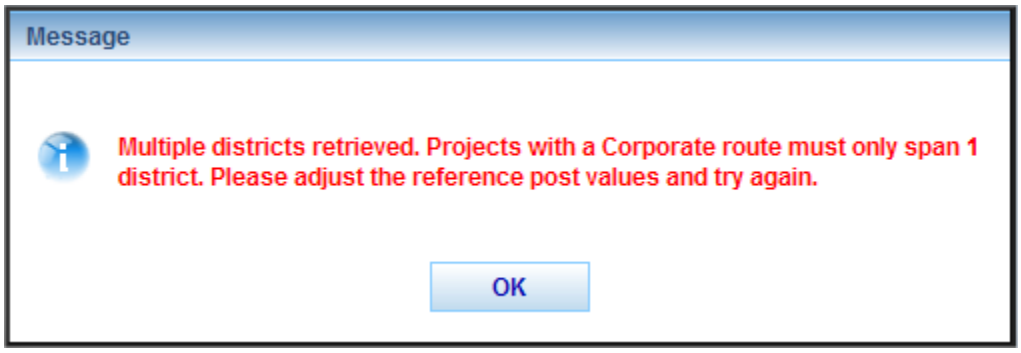


If the reference post information entered is not valid for the route, the error message shown below displays. The data must be corrected to continue and advance beyond the **Propose a Project Route Selection Panel**. If route and reference post information was entered correctly, an SPMS Administrator

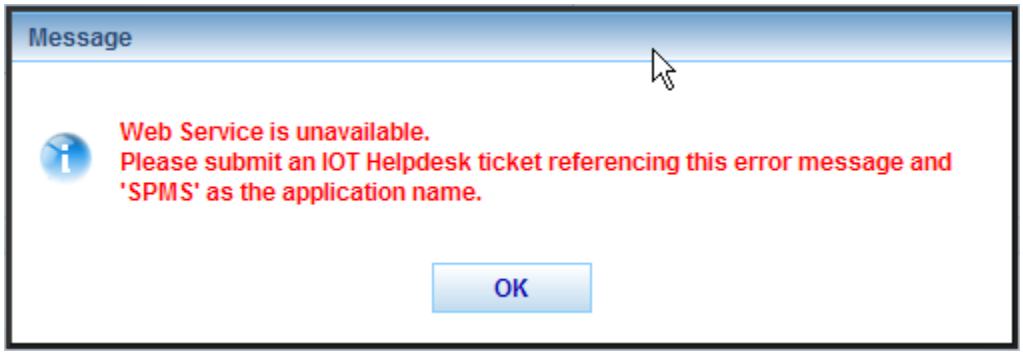
must be notified to correct the problem. Click on the **Email SPMS Support** icon in the title bar for assistance.



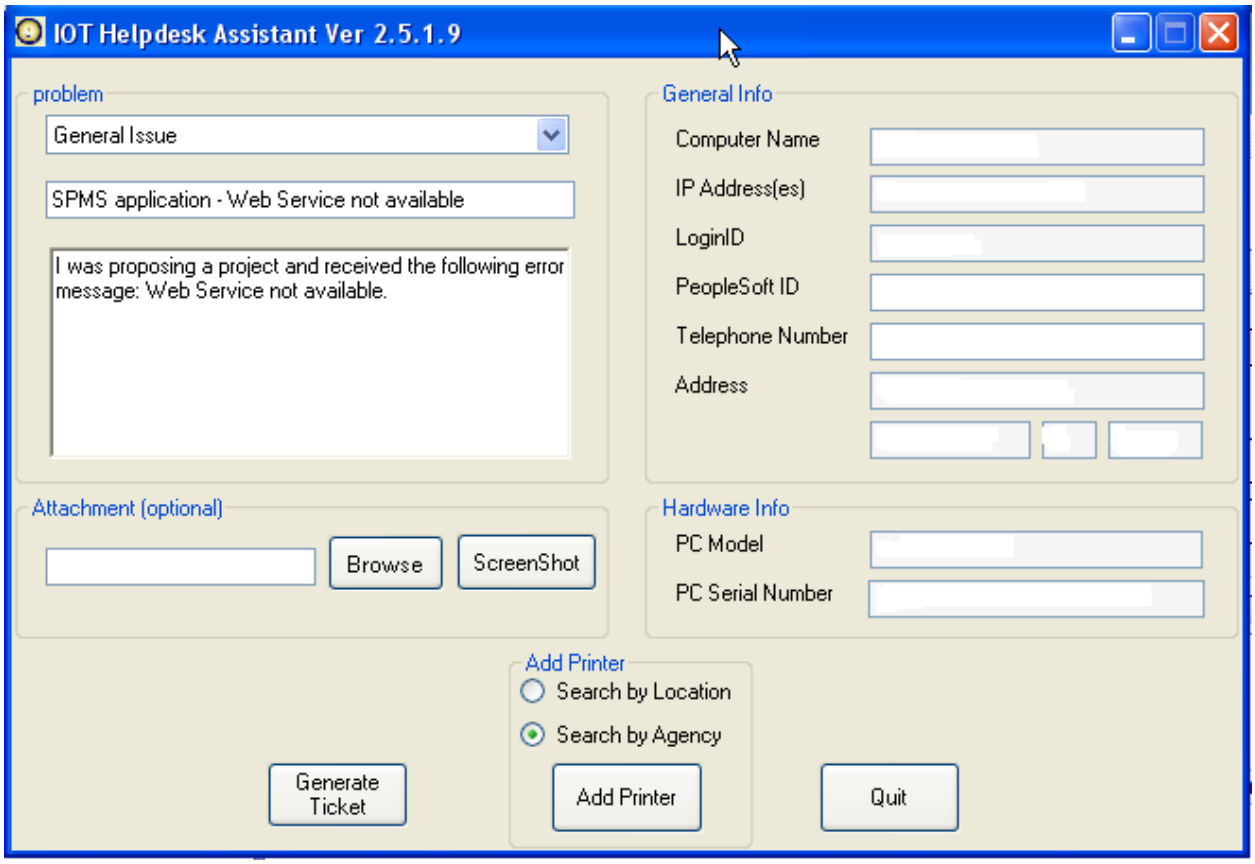
If the Corporate route reference post information crosses more than one district, an error message displays as shown below. The data must be corrected to continue and advance beyond the **Propose a Project Route Selection Panel**.



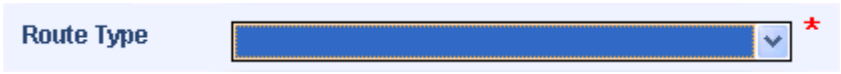
If the Service that retrieves route data is unavailable, the error message displays as shown below. If this message is received, please open an IOT Help Desk ticket.



To open an IOT Helpdesk ticket, click on the **Helpdesk Assistant** icon and report the problem as shown in the screen below.



SPMS will not advance to the next screen if a required field is left empty. A red asterisk (*) will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

Work is saved when the **Next** button is clicked on each screen. At any point, work may be saved by clicking on the **Save a Draft** link at the top of each screen. For details, refer to the Saving a Draft of the Project section.

3.2.2. Route Details Panel

Available data from the official source databases are imported and displayed on the **Route Details Panel** based on the route and reference post information entered.

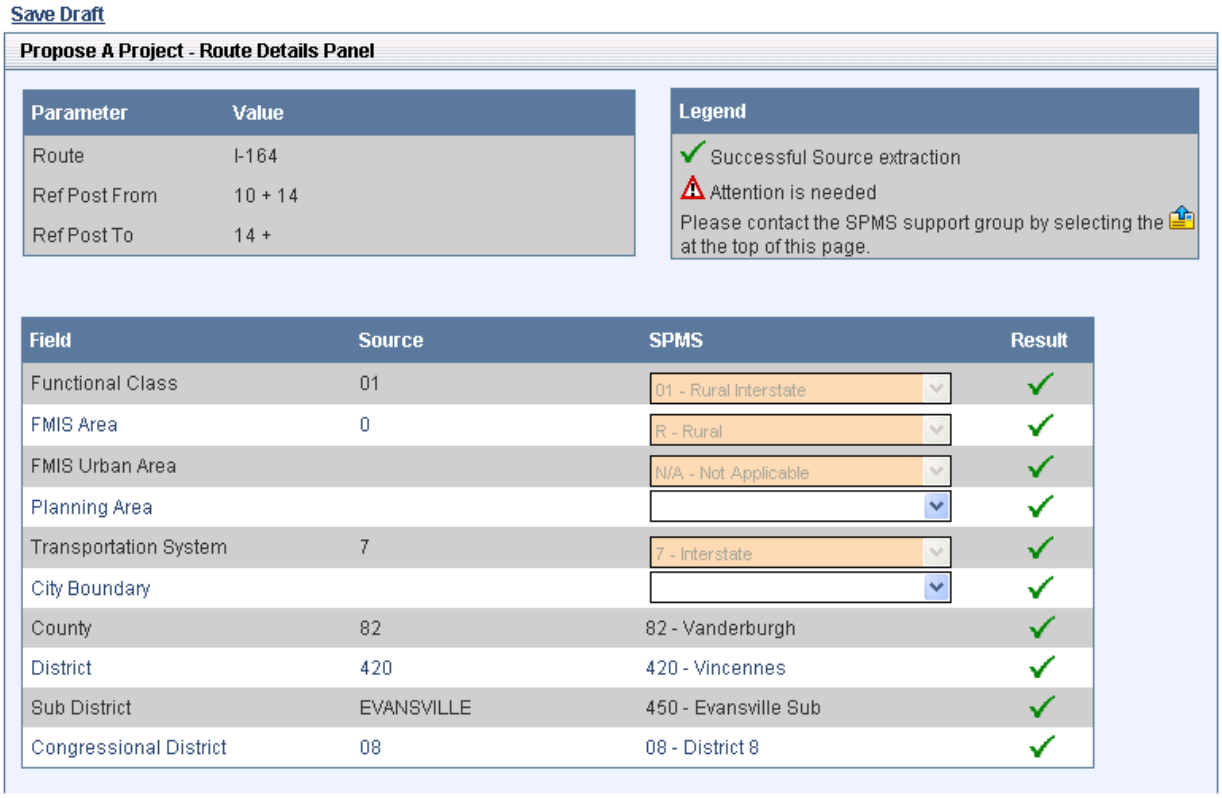
Some fields are populated from data mapping between the Source and SPMS systems. If the information maps correctly for these fields, a green checkmark ✓ appears next to the field, and the Source and SPMS values display in side-by-side-columns.

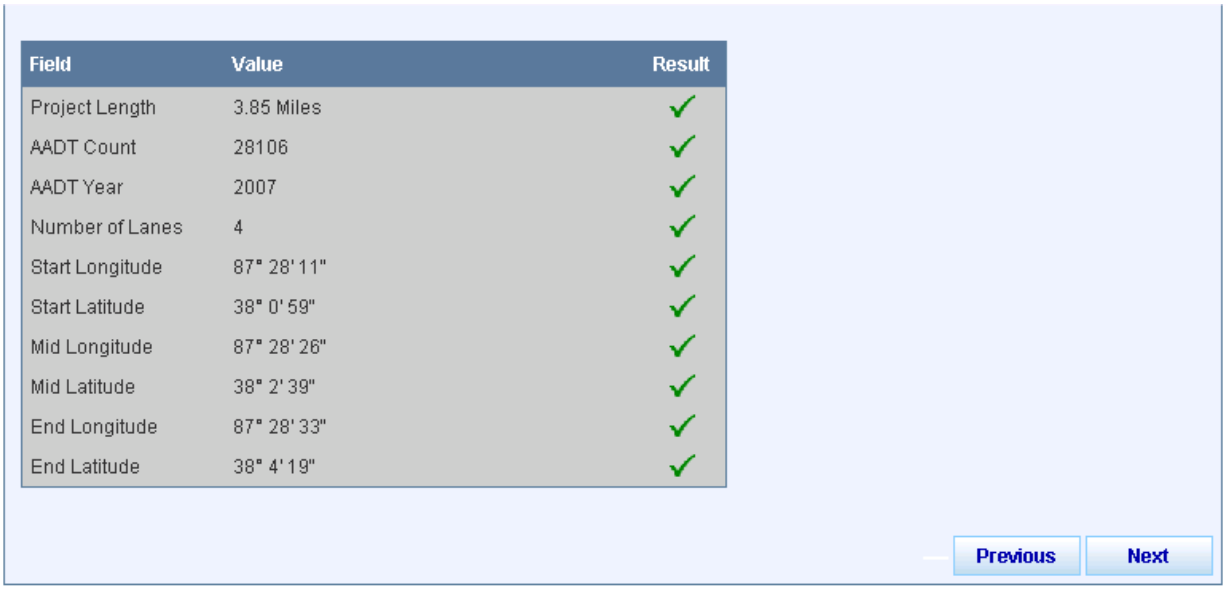
Other fields are populated from calculations based on the route and reference post information entered on the **Route Selection Panel**. If values could be determined, a green checkmark ✓ appears next to each field.

Information on this Panel is editable ONLY for SPMS Administrators. Therefore, it is **CRITICAL** to check every field for accuracy as it cannot be edited even when maintaining the Project.

A red triangle ⚠ appears next to any field that needs attention. It is possible that the road and reference post information was entered incorrectly. If so, click on the **Previous** button to return to the **Route Selection Panel** and correct any data entry errors.

However, if the errors indicated with a red triangle ⚠ are due to data not mapping correctly or data not found, an SPMS Administrator must be notified to correct the problem. Click on the **Email SPMS Support** icon in the title bar for assistance.





Field	Value	Result
Project Length	3.85 Miles	✓
AADT Count	28106	✓
AADT Year	2007	✓
Number of Lanes	4	✓
Start Longitude	87° 28' 11"	✓
Start Latitude	38° 0' 59"	✓
Mid Longitude	87° 28' 26"	✓
Mid Latitude	38° 2' 39"	✓
End Longitude	87° 28' 33"	✓
End Latitude	38° 4' 19"	✓

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route Details field definitions, lengths and character/numeric requirements.

Until all required fields are reflected correctly (indicated by the green checkmark ✓), no further work may be done on this Proposal. The **Next** button is disabled and there is no **Save Draft** link at the top of the Panel. Click on the **Previous** button to enter route and reference post information again or discard this Project Proposal by clicking the Cancel button or navigating to another menu option. A **Draft** of the Project **will not be saved**.

When all information on this Panel is complete and accurate, click on the **Next** button to continue.

3.2.3. General Information Panel

In the **General Information Panel**, select the **Designed By** location, **Work Category**, **Work Type**, and **Sponsor** from their dropdown lists. The values in the **Designed By** dropdown list are the localities in which the User has authority to propose a Project. This is based on the User's security profile.

It is important to select a **Designed By** value first as the **Work Category and Work Type** dropdown lists are populated with valid choices based on this information.

Location information is limited to 80 characters and should be specific and not repeat information existing in other fields. For example, the road number and city are already provided and should not be mentioned in the **Location**. Examples of acceptable **Location** entries are:

Location Type	Location Description
Road	**FROM** 1.40 miles W of SR5 **TO** 2.50 miles W of SR5

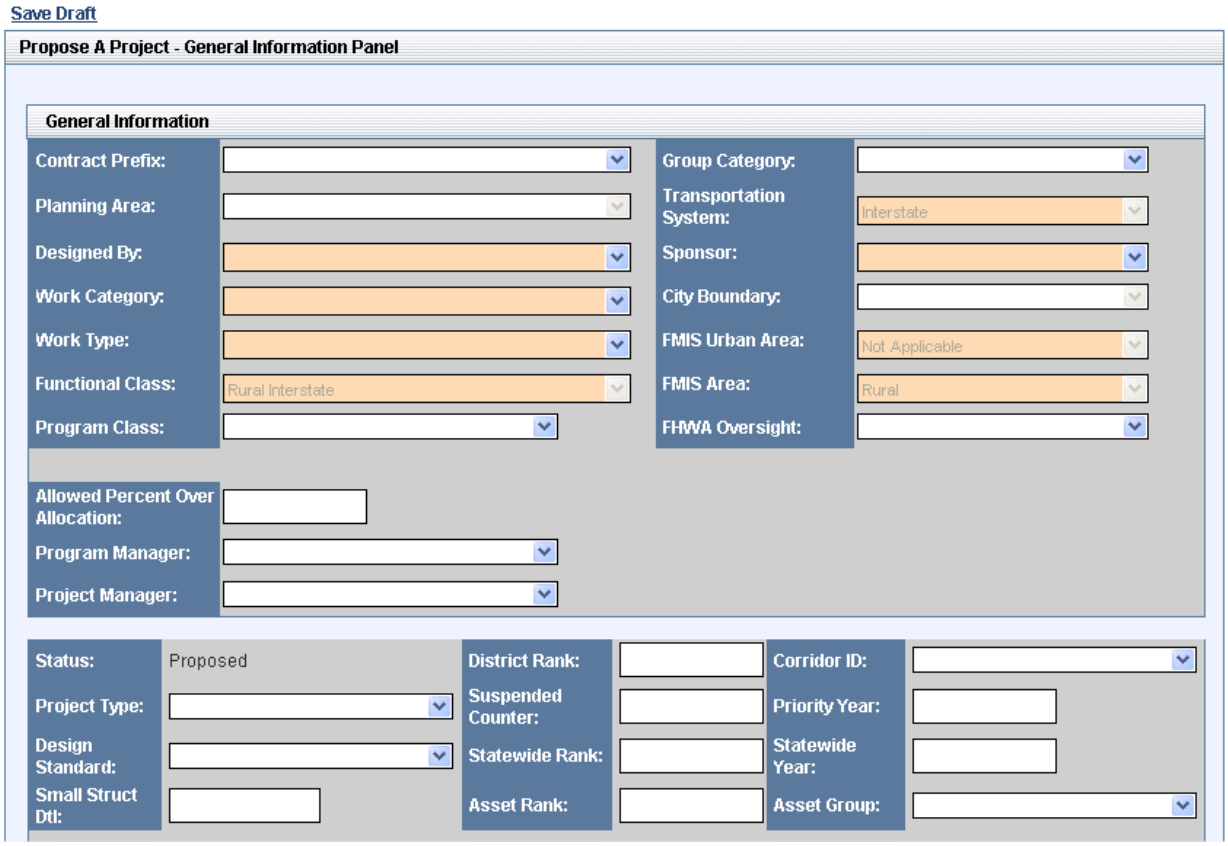
Location Type	Location Description
Bridge	Bridge **OVER** No Named Creek, 1.35 miles N of SR14
Single Point	**AT** Main Street in **TOWN**
Small Structure	**OVER** Tippy Ditch, 3.5 miles S of SR124

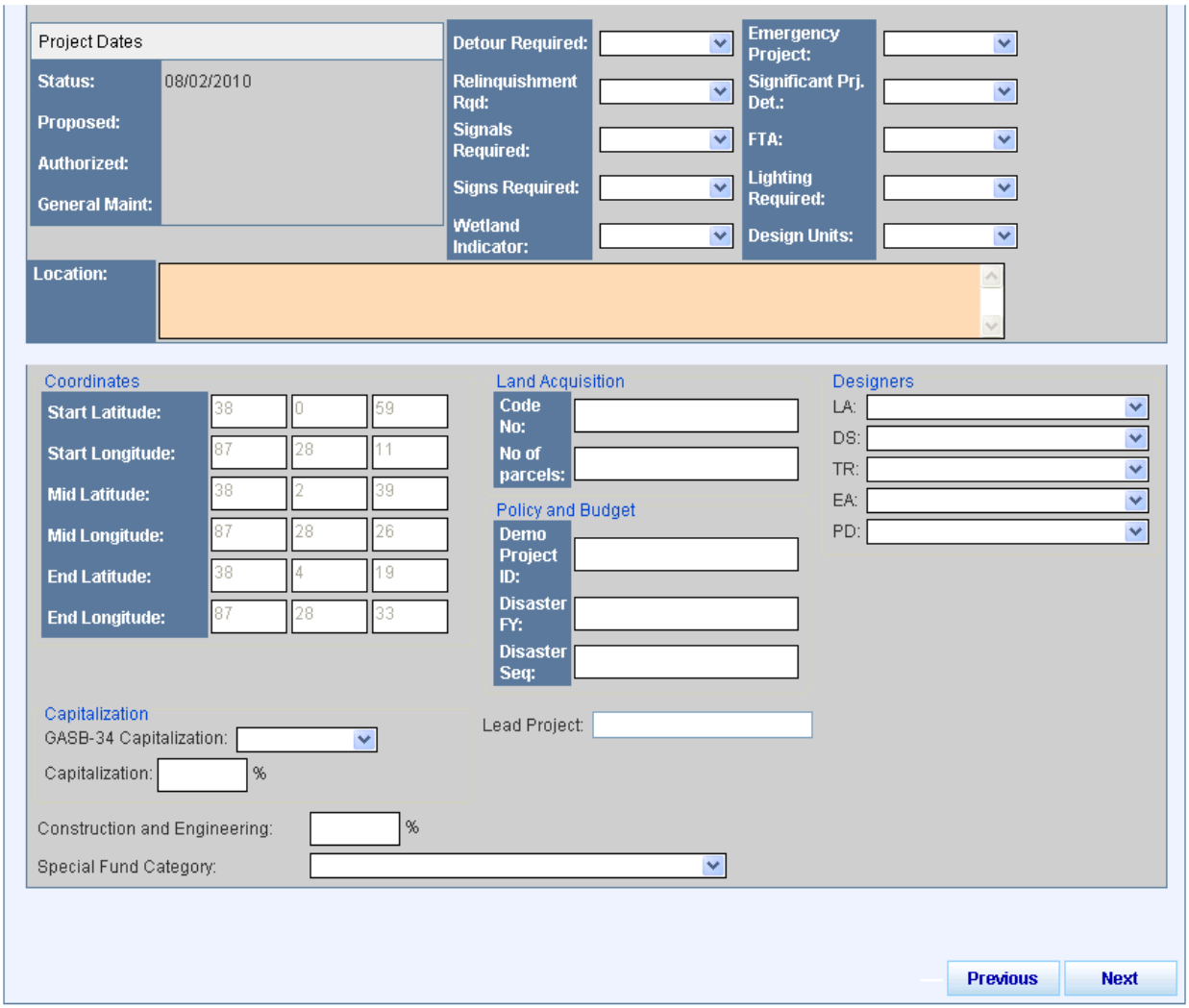
Complete optional fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for General Information Project and General Information Designation field definitions, lengths and character/numeric requirements.





SPMS will not advance to the next screen if a required field is left empty. A red asterisk (*) will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

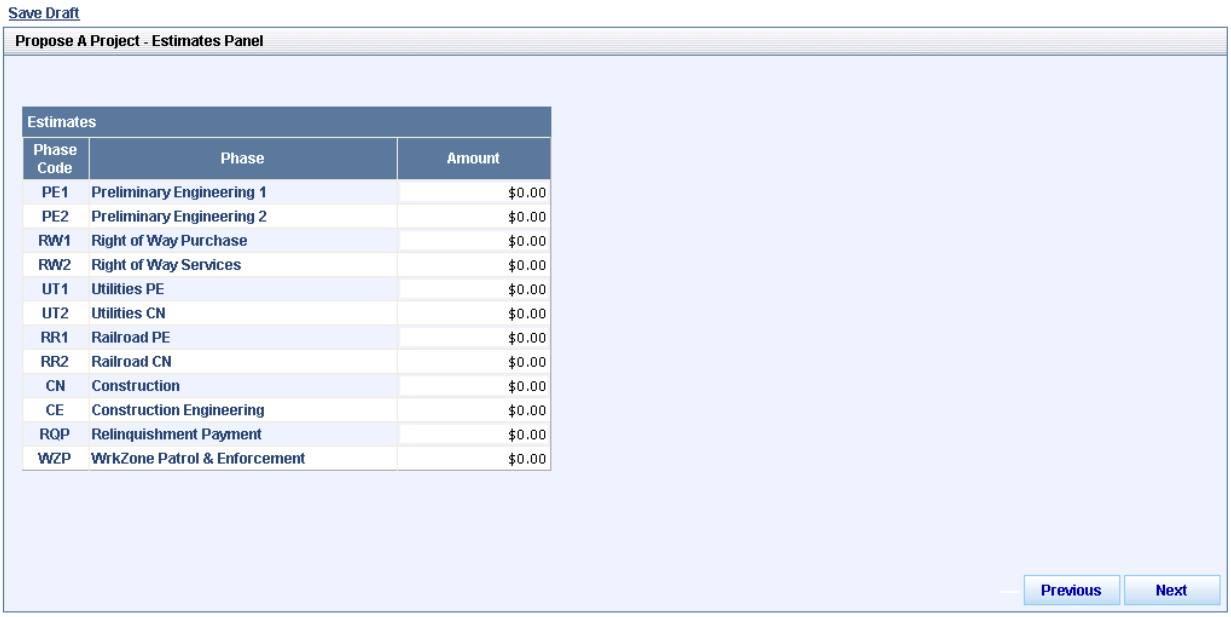
3.2.4. Estimates Panel

In the **Estimates Panel**, enter dollars in the **Amount** column as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

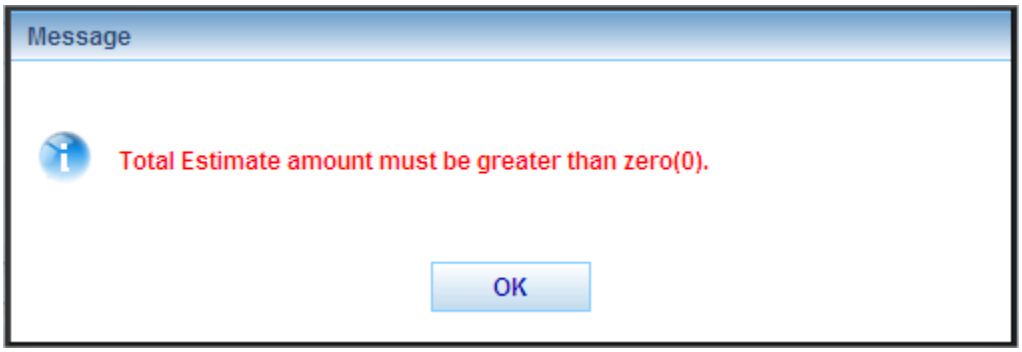
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Estimates field definitions, lengths and character/numeric requirements.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

If no Estimate dollars are entered, an error message displays requiring that an amount greater than zero be entered for at least one Phase before going to the next screen. Click on the **OK** button and correct the information before clicking on the **Next** button again.



3.2.5. Conditions Panel

Conditions and recommendations resulting from Project inspections are maintained in the **Conditions Panel**. If there are no inspections associated with the Project, click on the **Next** button to advance to the next screen. Condition information may be added or maintained at any time.

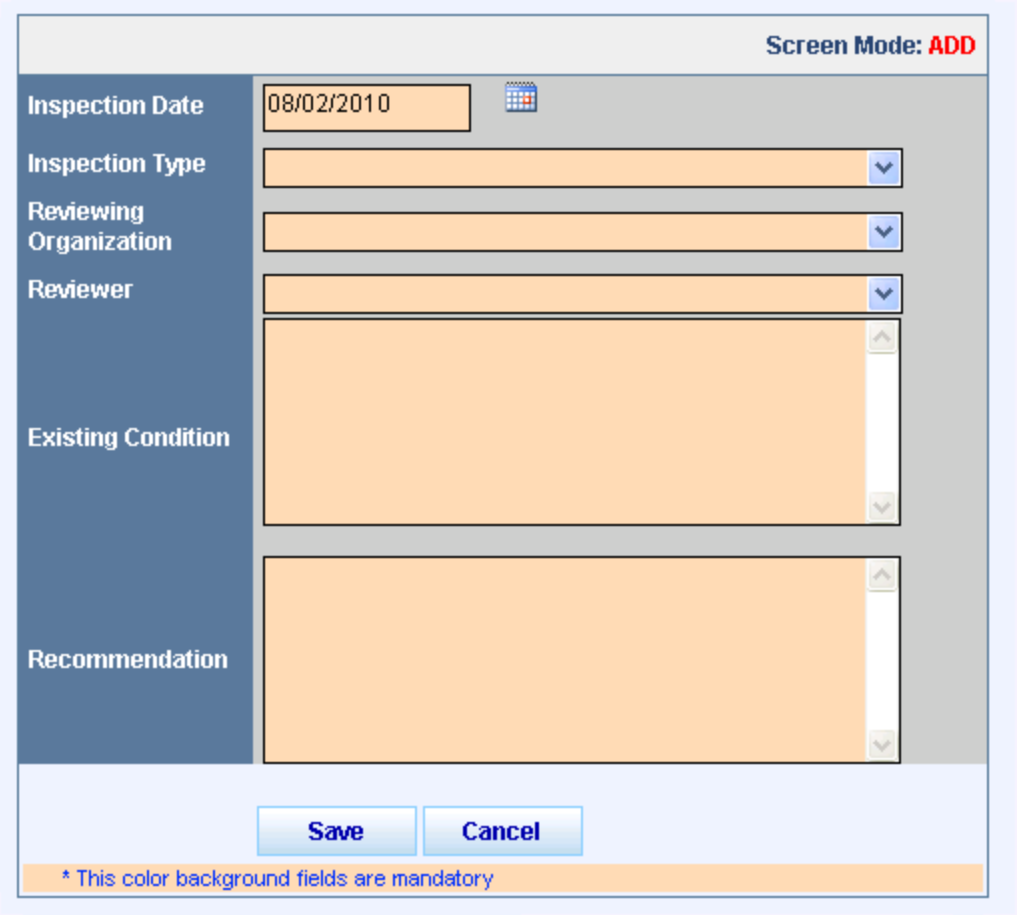
In the **Conditions Panel**, click on the **Add New** icon to the right of the **Reviewer** column heading to add a Condition. If this Project has no Conditions, click on the **Next** button to advance to the next screen.

In the **ADD Screen Mode**, enter information as needed. It is important to select the **Inspection Type** first, then **Reviewing Organization**, as dropdown lists are populated with valid choices based on this information.

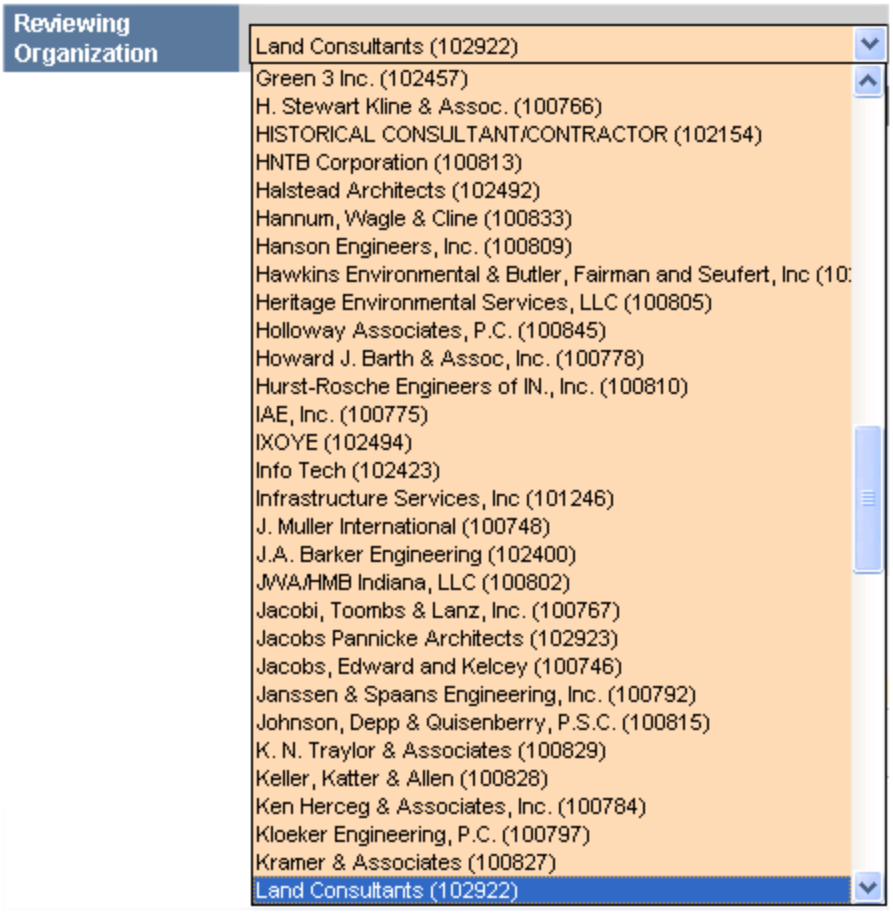
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



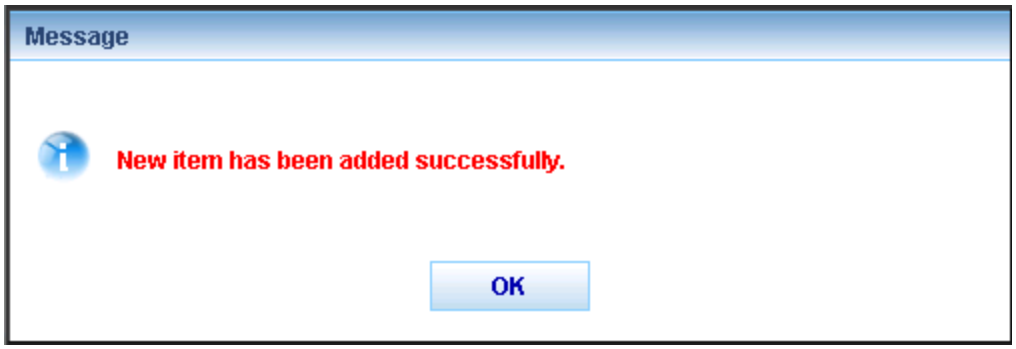
Dropdown fields have an auto-complete feature. For example, click on the Reviewing Organization dropdown arrow to the right of the field for a complete list of available Organizations (dependent on the Inspection Type choice of In-House or Consulting). Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “L” displays “Land Consultants”.



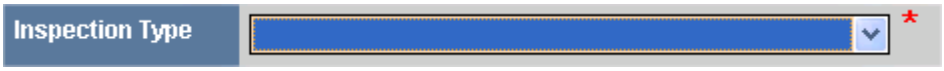
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

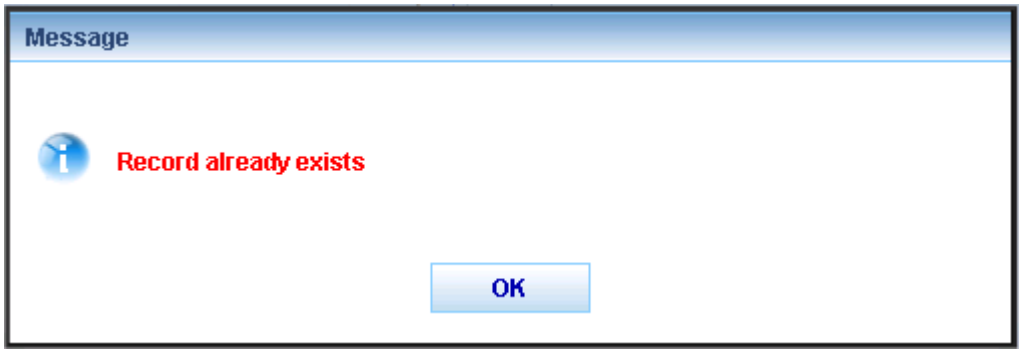
Click on the **Save** button to save the new record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red asterisk (*) will appear to the right of the field and the cursor will blink inside the field.



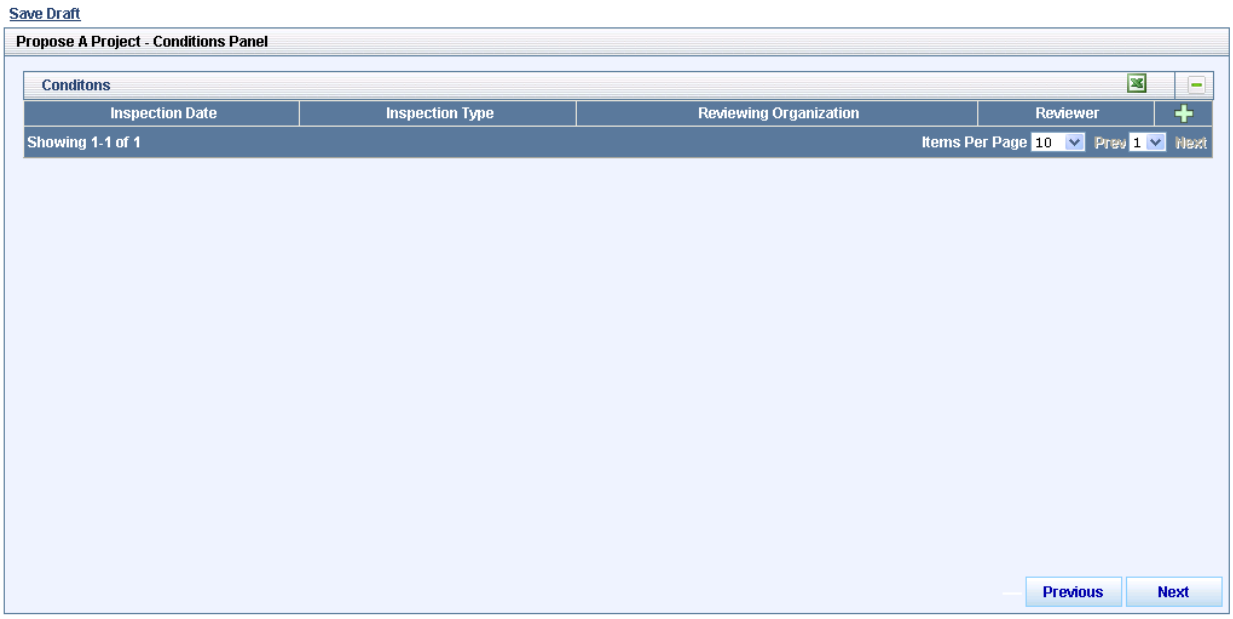
SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once a Condition is added to the List, it can be edited or deleted.

Once saved, the new Condition should be visible in the List. If not, click on the **Reviewer** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

To edit a Condition, click on the **Edit** icon next to the record to be updated.



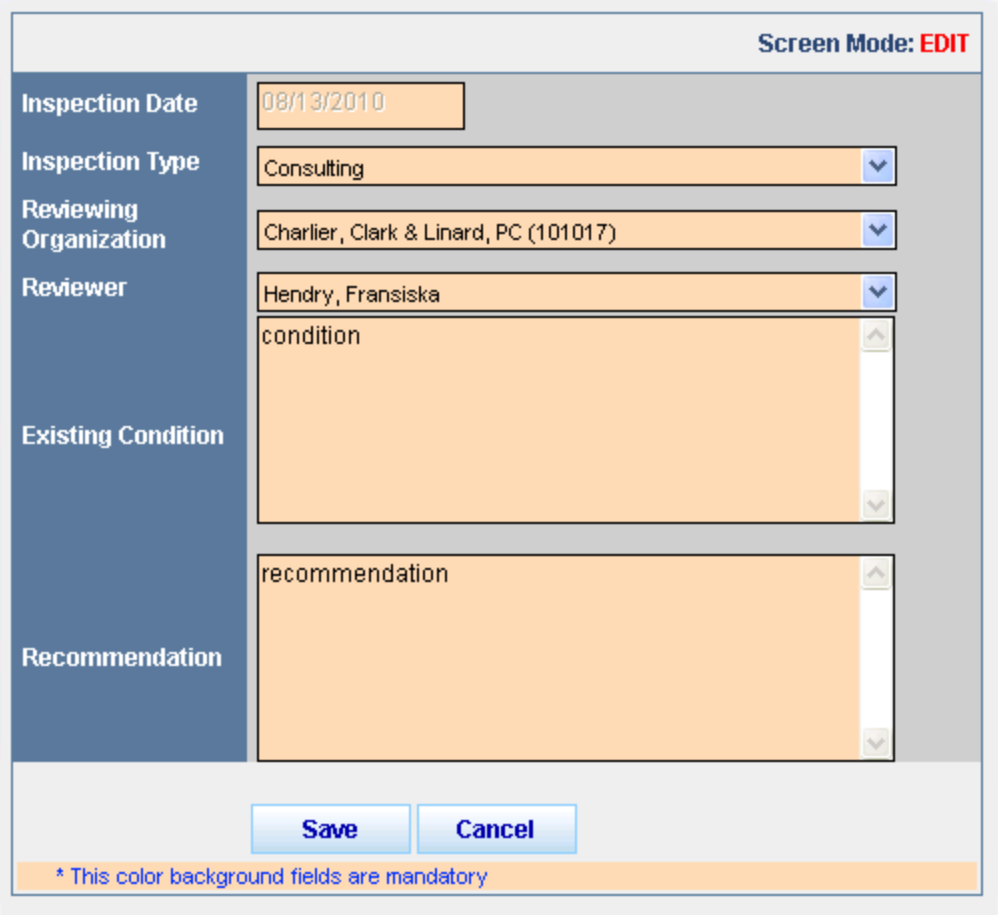
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

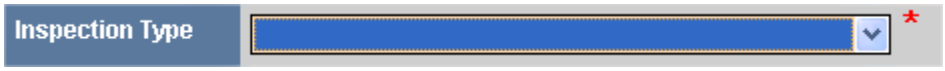
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving.

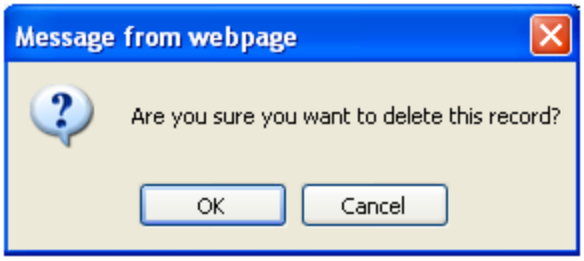
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red asterisk (*) will appear to the right of the field and the cursor will blink inside the field.



The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List or use the Filter feature to locate the updated record.

To delete a Condition, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Condition is removed from the list.

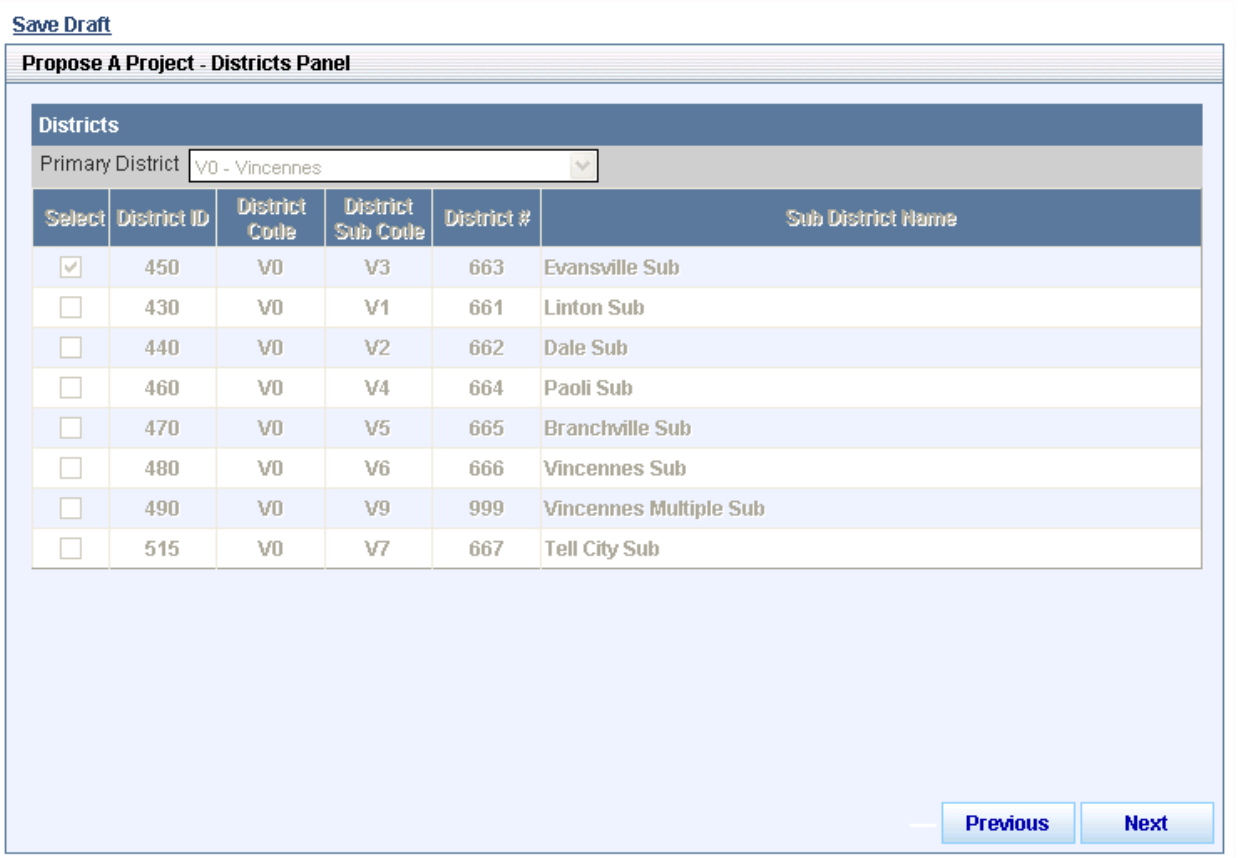
When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

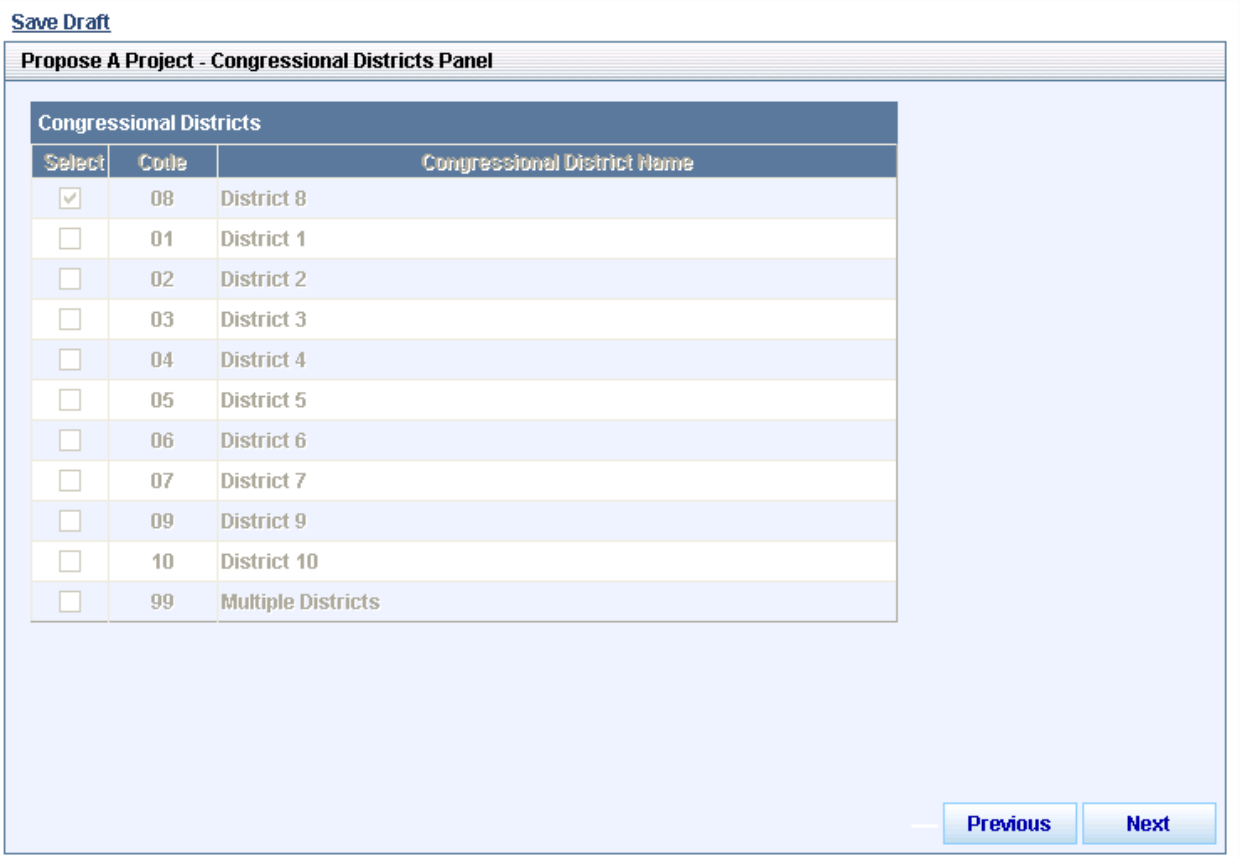
3.2.6. Districts and Congressional Districts Panels

Information in the **Districts and Congressional Districts Panels** is non-editable for Corporate Route Projects. It is displayed for information only.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for District and Congressional District field definitions, lengths and character/numeric requirements.


Save Draft
Propose A Project - Districts Panel
Districts
Primary District V0 - Vincennes
Select
District ID
District Code
District Sub Code
District #
Sub District Name
450 V0 V3 663 Evansville Sub
430 V0 V1 661 Linton Sub
440 V0 V2 662 Dale Sub
460 V0 V4 664 Paoli Sub
470 V0 V5 665 Branchville Sub
480 V0 V6 666 Vincennes Sub
490 V0 V9 999 Vincennes Multiple Sub
515 V0 V7 667 Tell City Sub
Previous
Next



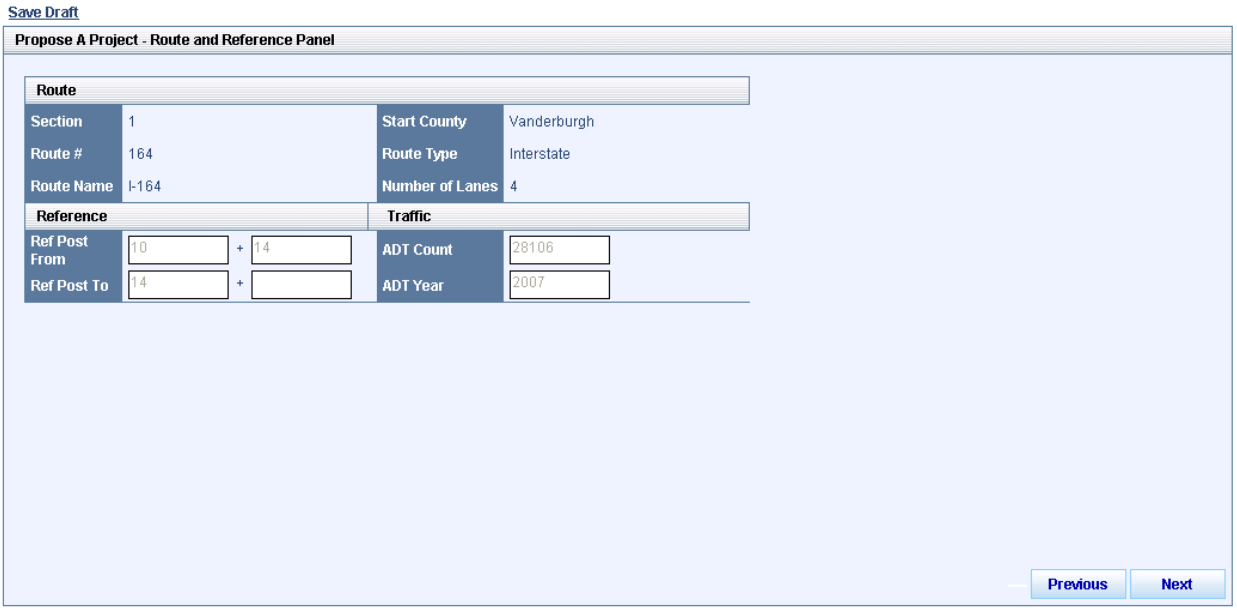
When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

3.2.7. Route and Reference Panel

Information on the **Route and Reference Panel** is non-editable for Corporate Route Projects. It is displayed for information only.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Reference field definitions, lengths and character/numeric requirements.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

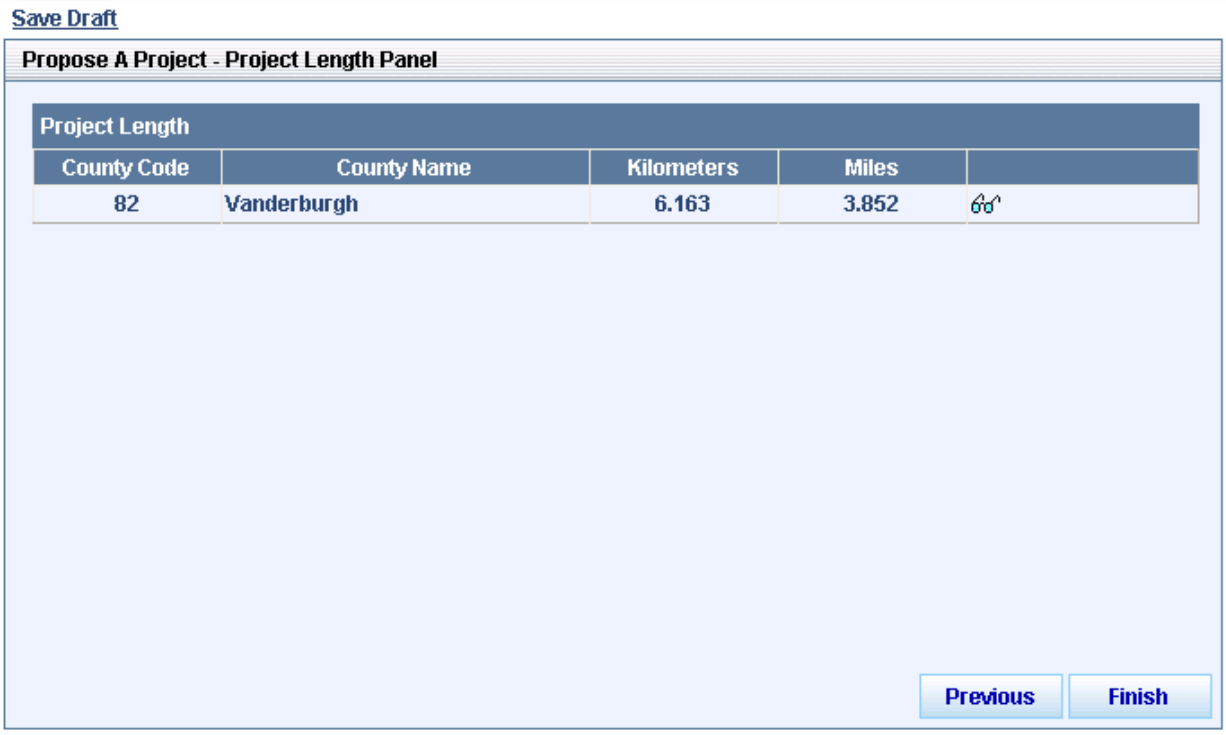
3.2.8. Project Length Panel

Information on the **Project Length Panel** is non-editable for Corporate Route Projects. It is automatically calculated from the Project's reference post information and displayed for information only.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Project Length field definitions, lengths and character/numeric requirements.



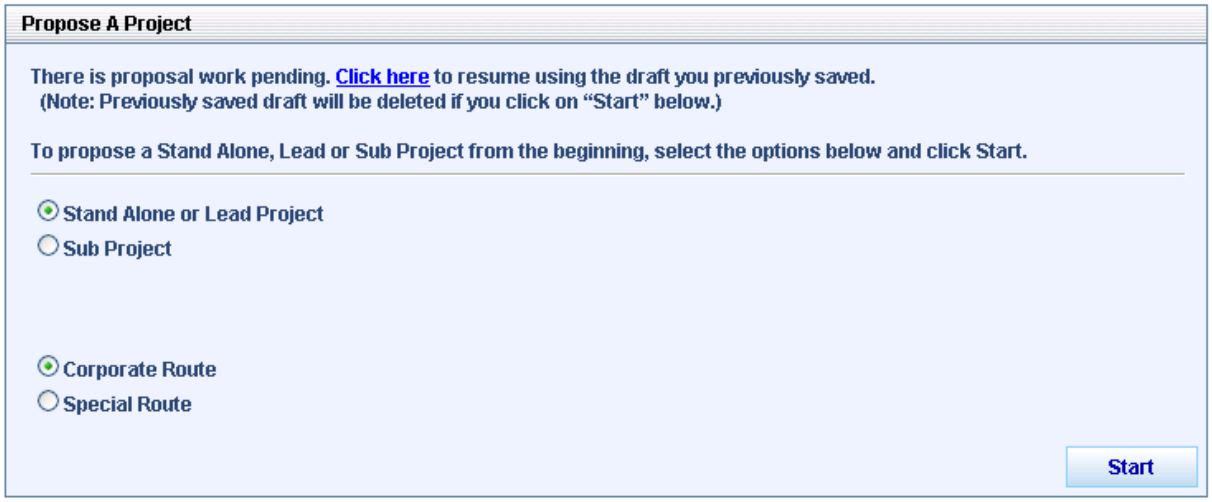
When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

When all project information is complete and verified, SPMS assigns a Designation Number, adds the Project to the database with a status of "Proposed" and Project Proposed Date equal to the date the Des # is assigned. A message displays to confirm the Project's successful addition to the database. Click on the **OK** button to return to the Propose Project initial screen and continue working in SPMS.

3.2.9. Saving a Draft of a Project

A **Save a Draft** link is provided at the top of each screen while proposing a Project allowing the User to save the Proposal so work may be continued at a later time. A Draft is saved when the **Next** button is clicked or when the **Save a Draft** link is clicked. SPMS saves your work but does not navigate away from the current screen. Advance by clicking on the **Next** button when ready.

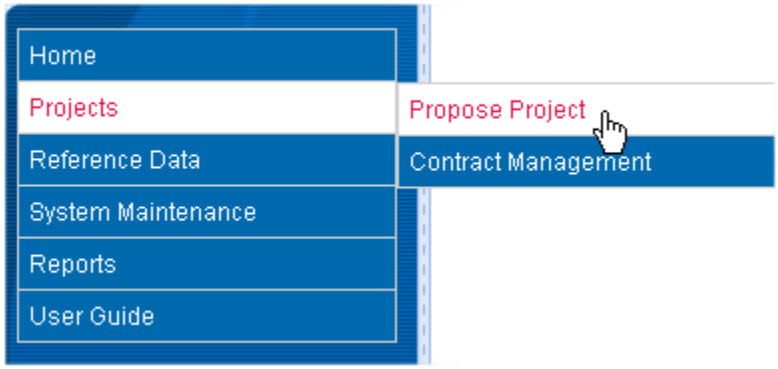
The next time the Propose a Project screen is accessed, a reminder displays that there is pending proposal work. Click on the **Click here** link to resume work. It is important to know that once the **Start** button is clicked to begin a new Project, the Draft is deleted.



3.3. Propose a Standalone or Lead Special Route Project

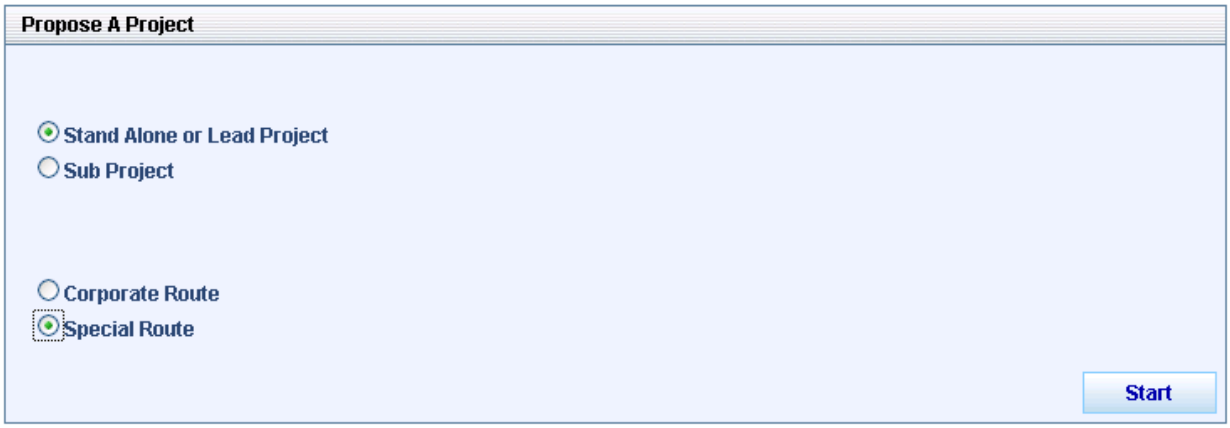
An SPMS **Project** is a collection of information associated with a transportation-related construction effort. The first step in the lifecycle of a typical SPMS project is to propose the project. In SPMS, this means creating a new Project record and entering the required information about the Project into the SPMS database.

To add/propose a Project, select **Propose Project** from the **Projects** menu.



Access to menu selections, icons, features and fields is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

To propose a **new Standalone or Lead Special Route** Project, click in the **Standalone or Lead Project** and **Special Route** radio buttons to select them. Then, click on the **Start** button.



3.3.1. General Information Panel

In the **General Information Panel**, select the **Designed By** location, **Work Category**, **Work Type**, **Functional Class**, **Transportation System, Sponsor, FMIS Urban Area** and **FMIS Area** from their dropdown lists. The values in the **Designed By** dropdown list are the localities in which the User has authority to propose a Project. This is based on the User's security profile.

It is important to select a **Designed By** value first as the **Work Category and Work Type** dropdown lists are populated with valid choices based on this information.

Location information is limited to 80 characters and should be specific and not repeat information existing in other fields. For example, the road number and city are already provided and should not be mentioned in the **Location**. Examples of acceptable **Location** entries are:

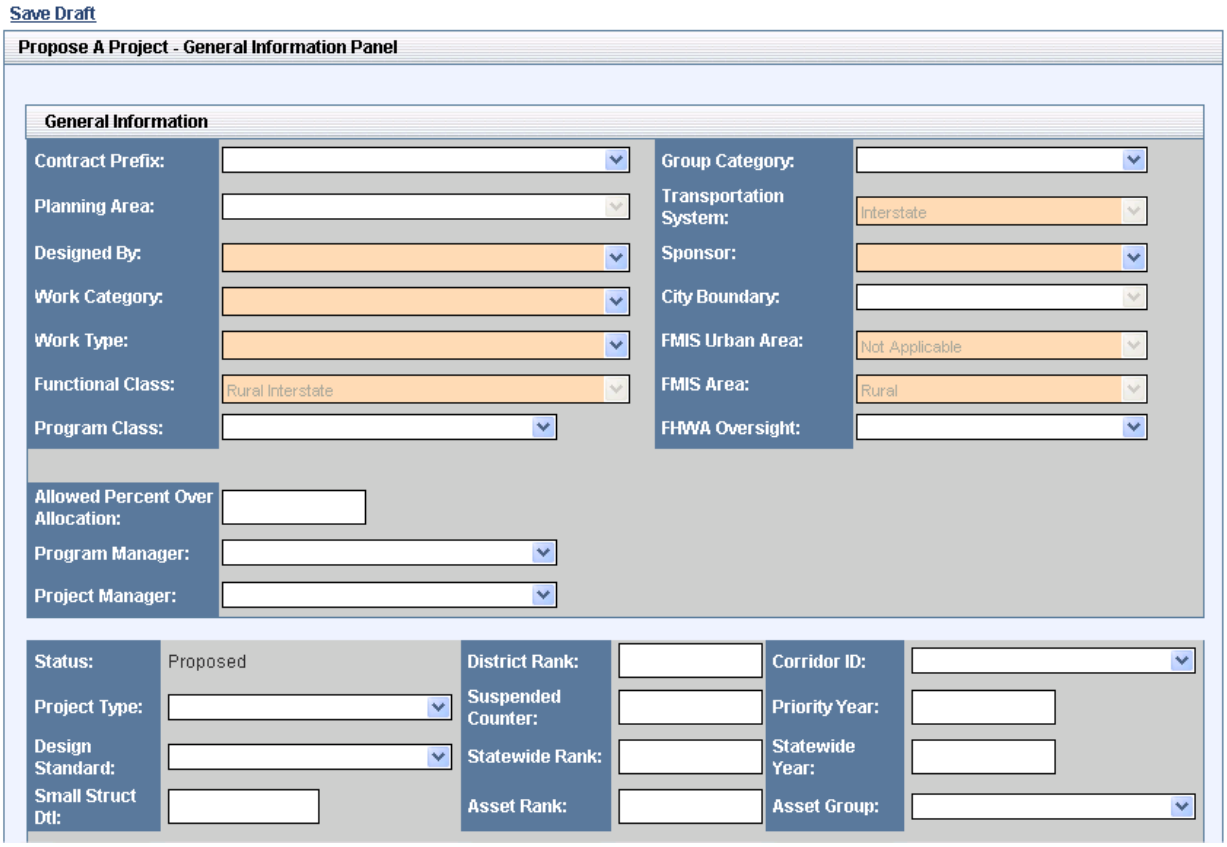
Location Type	Location Description
Road	**FROM** 1.40 miles W of SR5 **TO** 2.50 miles W of SR5
Bridge	Bridge **OVER** No Named Creek, 1.35 miles N of SR14
Single Point	**AT** Main Street in **TOWN**
Small Structure	**OVER** Tippy Ditch, 3.5 miles S of SR124

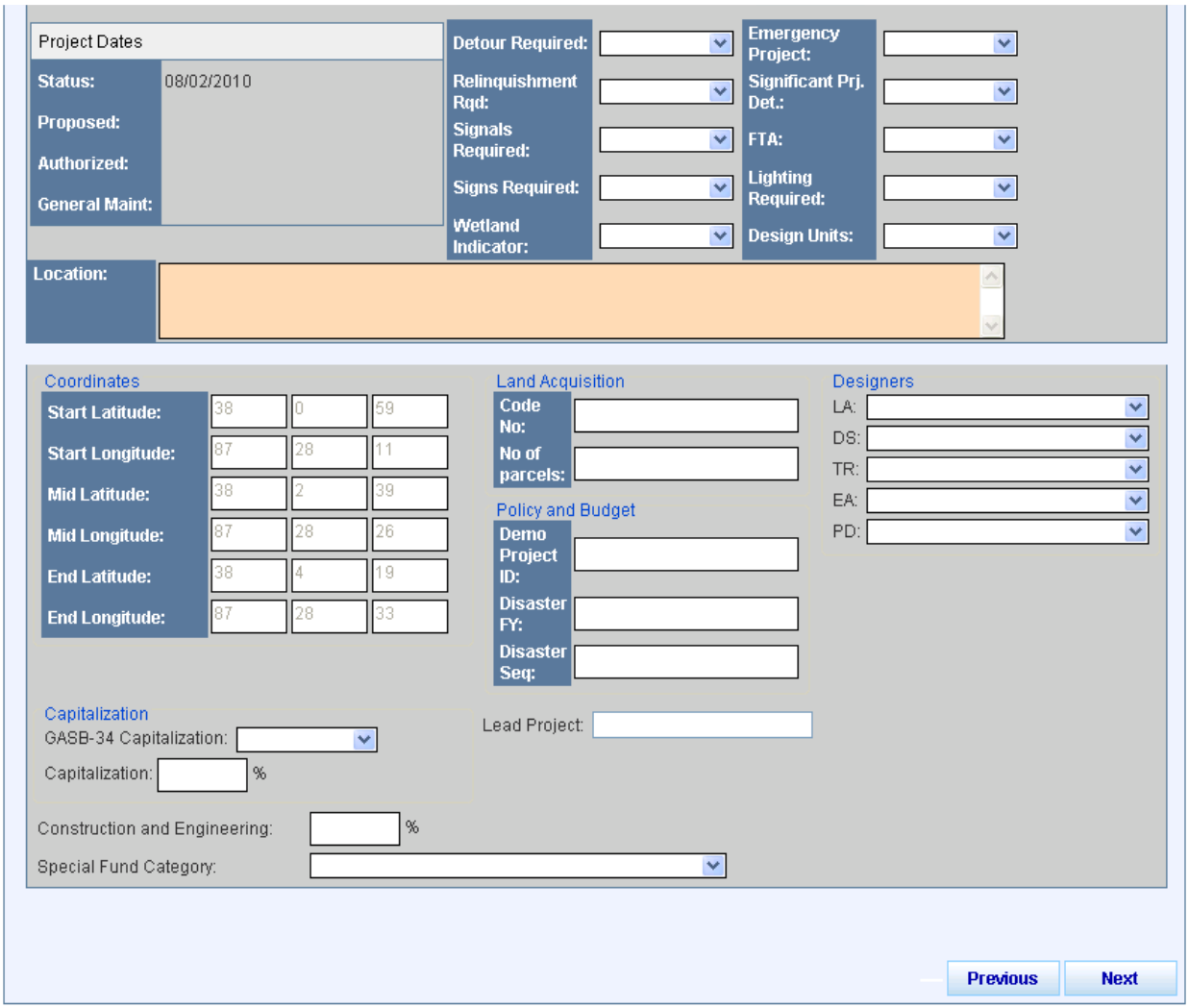
Complete optional fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for General Information Project and General Information Designation field definitions, lengths and character/numeric requirements.


Save Draft
Propose A Project - General Information Panel
General Information
Contract Prefix:
Group Category:
Planning Area:
Transportation System:
Interstate
Designed By:
Sponsor:
Work Category:
City Boundary:
Work Type:
FMIS Urban Area:
Not Applicable
Functional Class:
Rural Interstate
FMIS Area:
Rural
Program Class:
FHWA Oversight:
Allowed Percent Over Allocation:
Program Manager:
Project Manager:
Status:
Proposed
District Rank:
Corridor ID:
Project Type:
Suspended Counter:
Priority Year:
Design Standard:
Statewide Rank:
Statewide Year:
Small Struct Dtl:
Asset Rank:
Asset Group:



SPMS will not advance to the next screen if a required field is left empty. A red asterisk (*) will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

Work is saved when the **Next** button is clicked on each screen. At any point, work may be saved by clicking on the **Save a Draft** link at the top of each screen. For details, refer to the Saving a Draft of the Project section.

3.3.2. Estimates Panel

In the **Estimates** tab, enter dollars in the **Amount** column as needed.

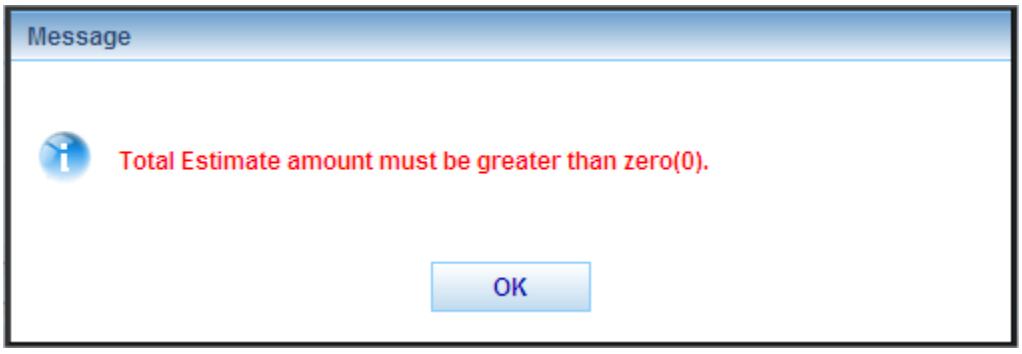
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Estimates field definitions, lengths and character/numeric requirements.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

If no Estimate dollars are entered, an error message displays requiring that an amount greater than zero be entered for at least one Phase before going to the next screen. Click on the **OK** button and correct the information before clicking on the **Next** button again.



3.3.3. Conditions Panel

Conditions and recommendations resulting from Project inspections are maintained in the **Conditions Panel**. If there are no inspections associated with the Project, click on the **Next** button to advance to the next screen. Condition information may be added or maintained at any time.

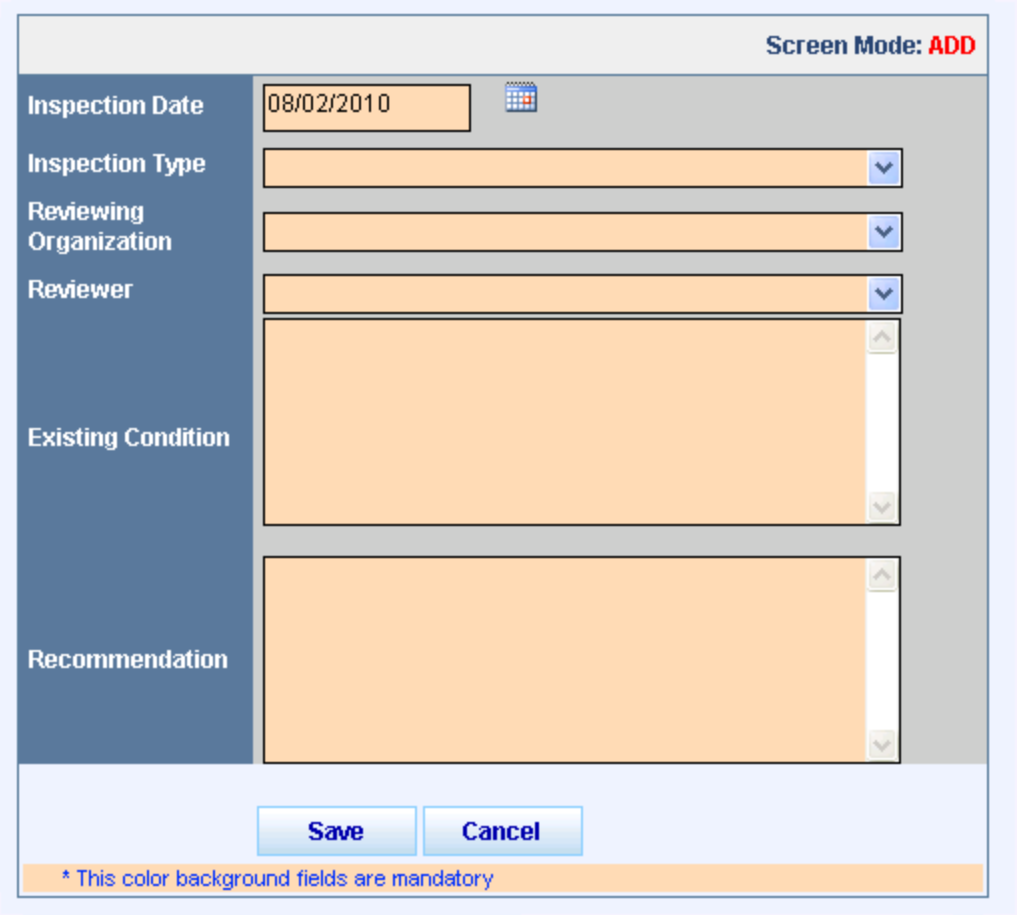
In the **Conditions Panel**, click on the **Add New** icon to the right of the **Reviewer** column heading to add a Condition. If this Project has no Conditions, click on the **Next** button to advance to the next screen.

In the **ADD Screen Mode**, enter information as needed. It is important to select the **Inspection Type** first, then **Reviewing Organization**, as dropdown lists are populated with valid choices based on this information.

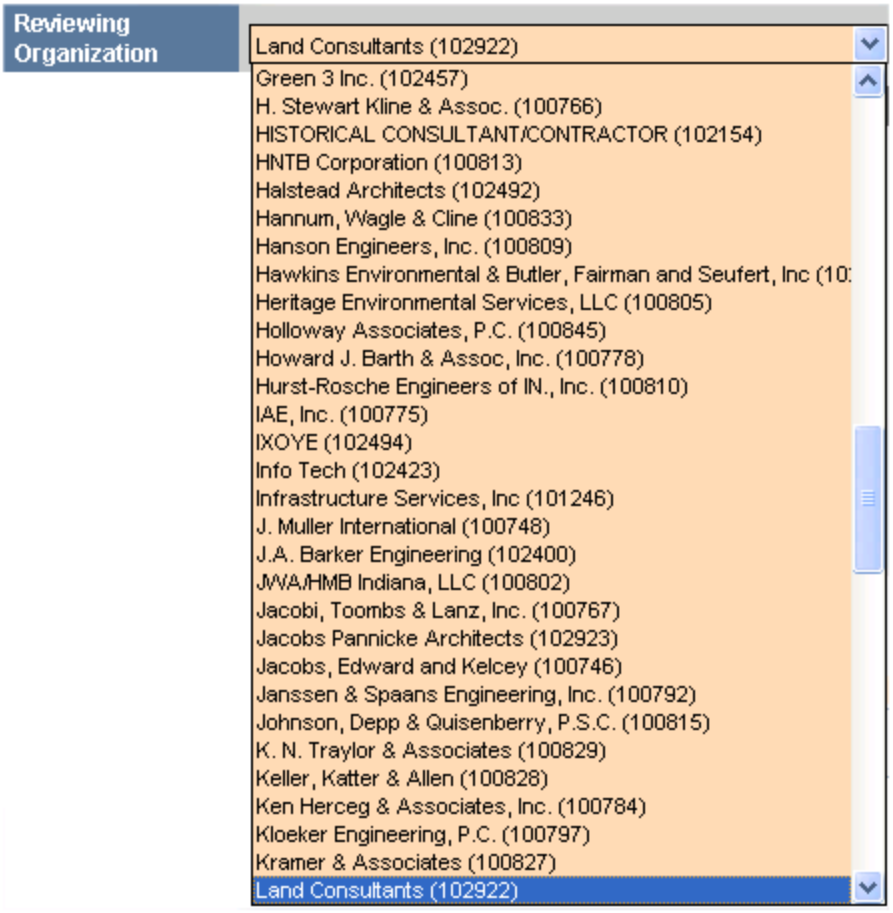
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



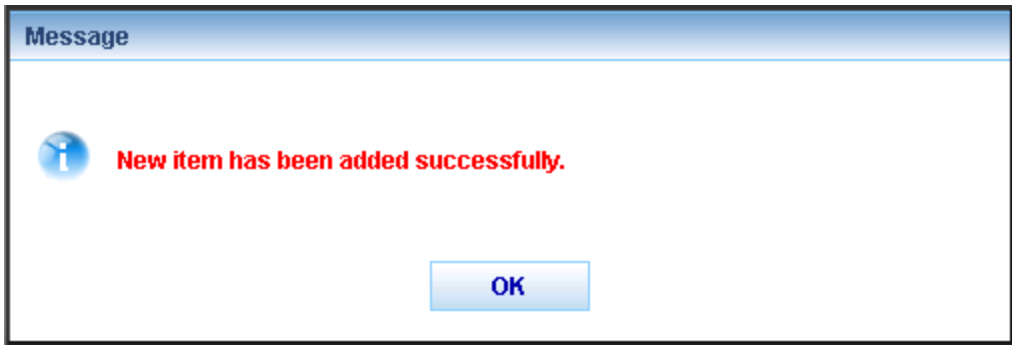
Dropdown fields have an auto-complete feature. For example, click on the Reviewing Organization dropdown arrow to the right of the field for a complete list of available Organizations (dependent on the Inspection Type choice of In-House or Consulting). Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “L” displays “Land Consultants”.



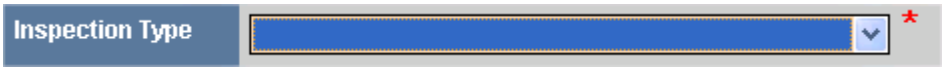
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

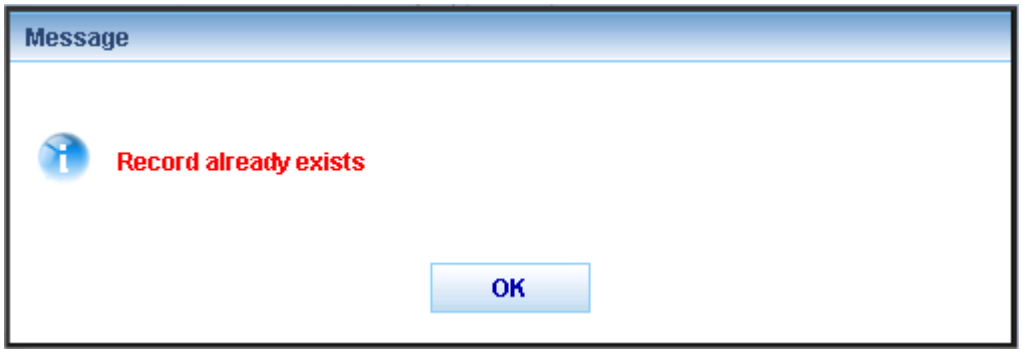
Click on the **Save** button to save the new record and return to the **Condition List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red asterisk (*) will appear to the right of the field and the cursor will blink inside the field.



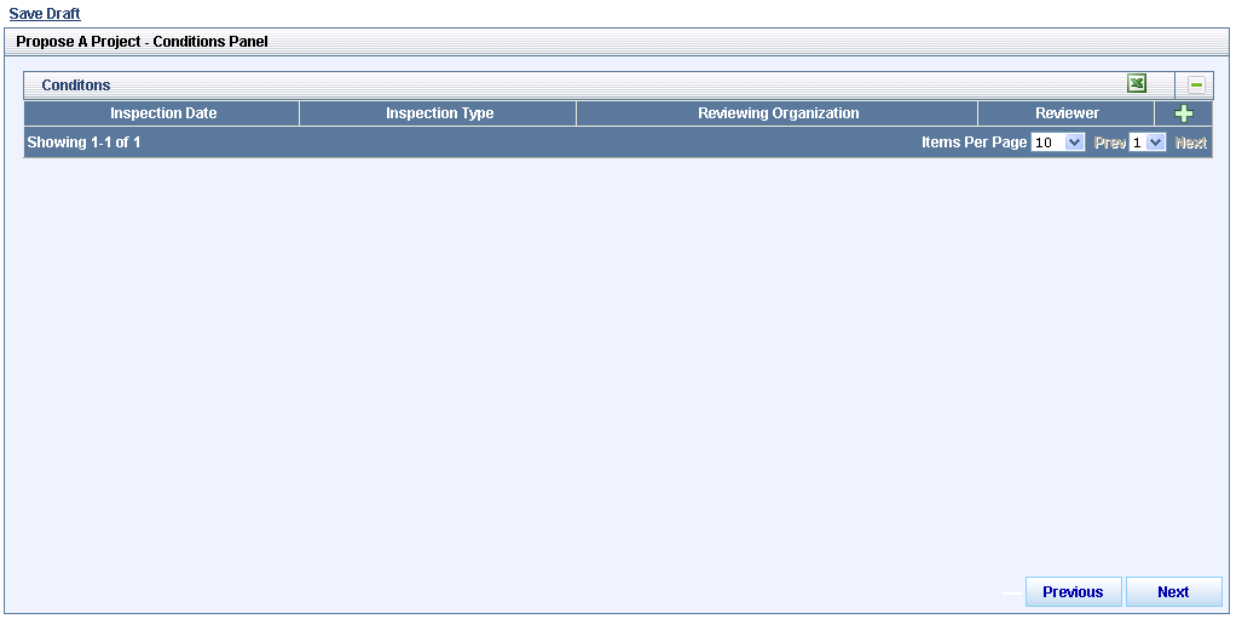
SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once a Condition is added to the List, it can be edited or deleted.

Once saved, the new Condition should be visible in the List. If not, click on the **Reviewer** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

To edit a Condition, click on the **Edit** icon next to the record to be updated.



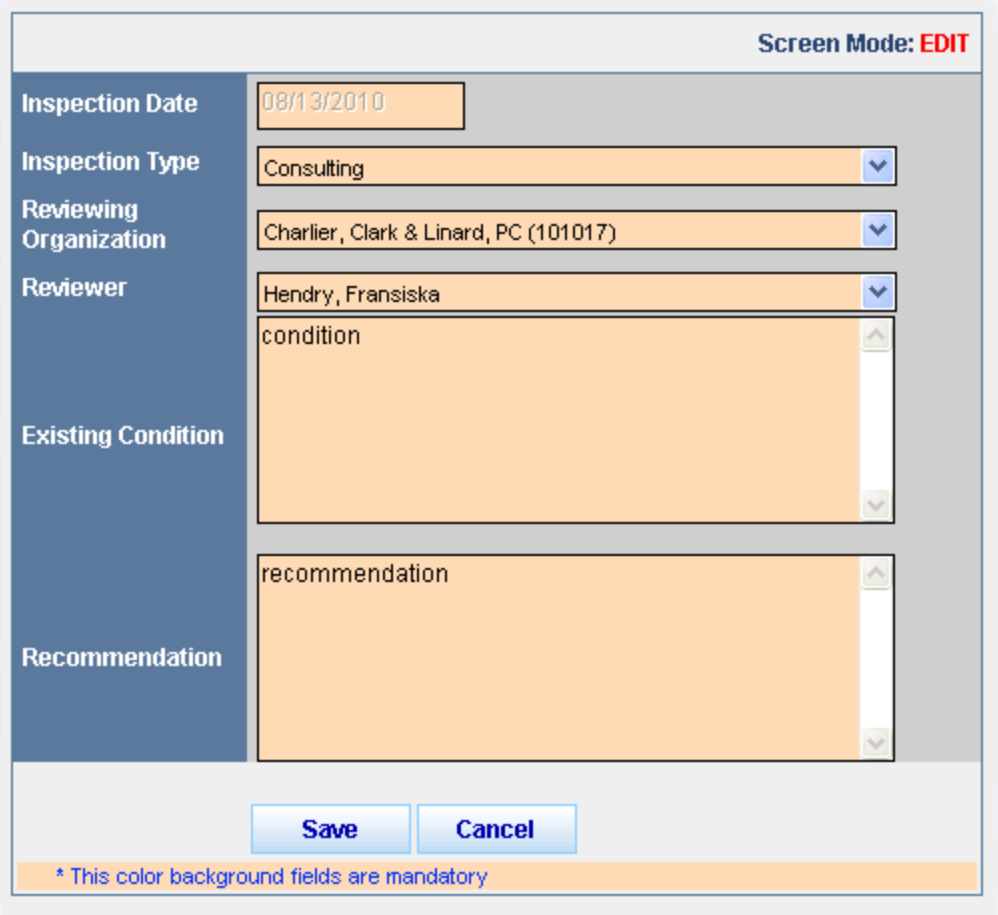
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

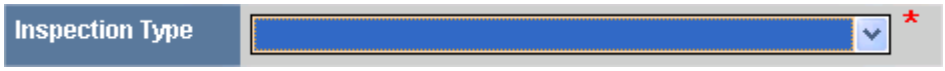
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving.

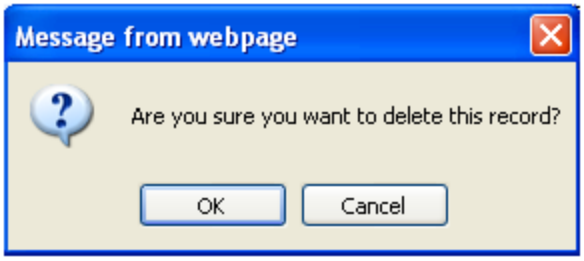
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red asterisk (*) will appear to the right of the field and the cursor will blink inside the field.



The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List or use the Filter feature to locate the updated record.

To delete a Condition, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Condition is removed from the list.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

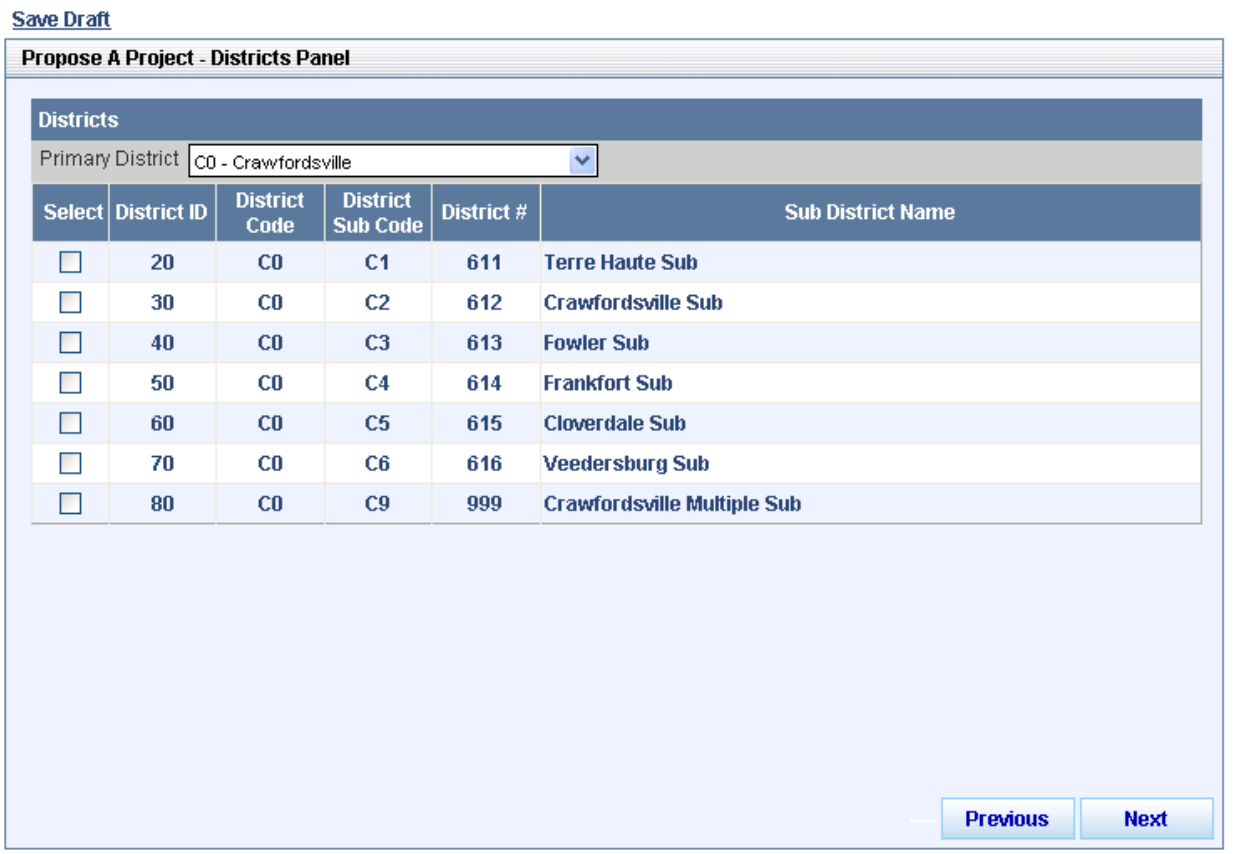
3.3.4. Districts Panel

Select the **Primary District** from the dropdown list.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for District field definitions, lengths and character/numeric requirements.

The sub-districts auto-populate based on the Primary District. Place a checkmark ☑ in the checkbox ☐ next to the sub-districts associated with the Project.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

A Primary District must be added to the Project. An error message displays requiring that one be selected before going to the next screen.

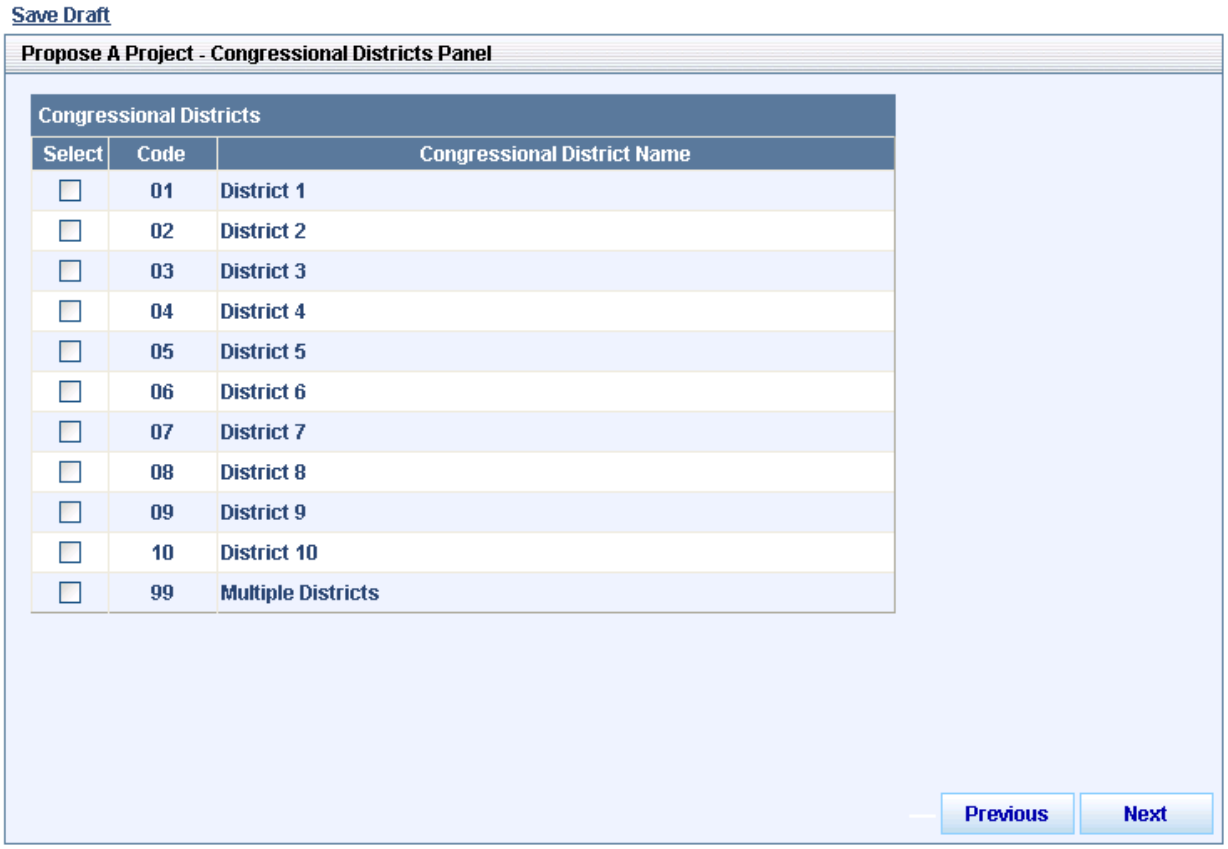
Click the **OK** button and add the District information before clicking the **Next** button again.

3.3.5. Congressional Districts Panel

Place a checkmark ☑ in the checkbox ☐ next to the Congressional Districts associated with the Project. (The Project may involve more than one Congressional District.)

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Congressional District field definitions, lengths and character/numeric requirements.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

A Congressional District must be selected for the Project. An error message displays requiring that one be selected before going to the next screen.

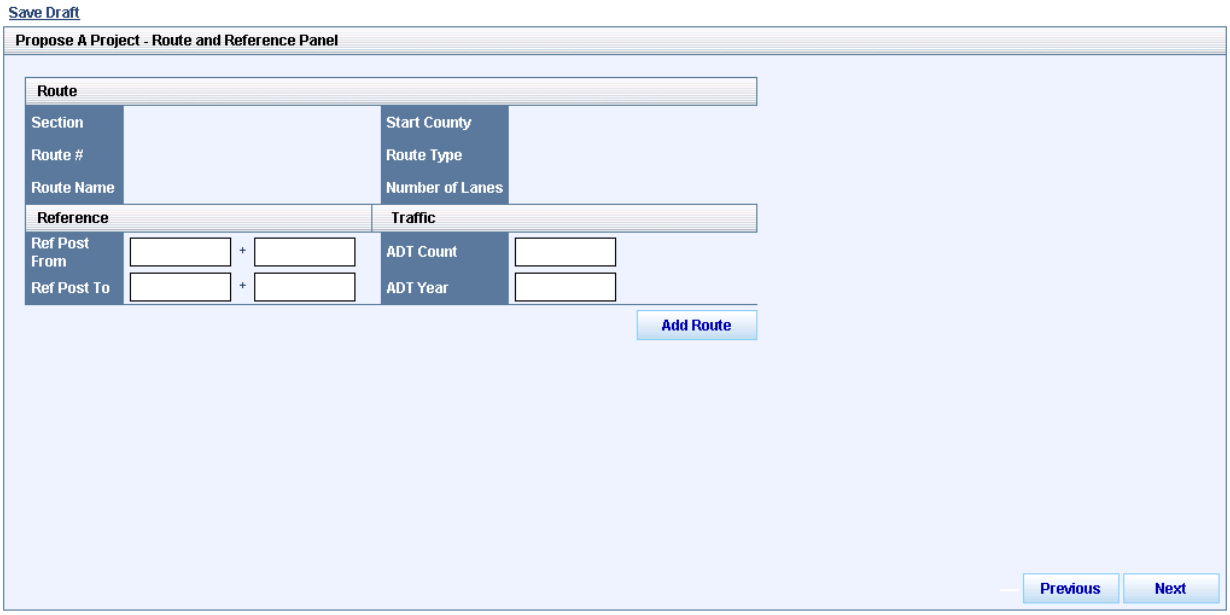
Click the **OK** button and add the District information before clicking the **Next** button again.

3.3.6. Route and Reference Panel

The Route and Reference Panel has a Route and a Reference section. Click on the **Add Route** button to add a route to the Project.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Reference field definitions, lengths and character/numeric requirements.

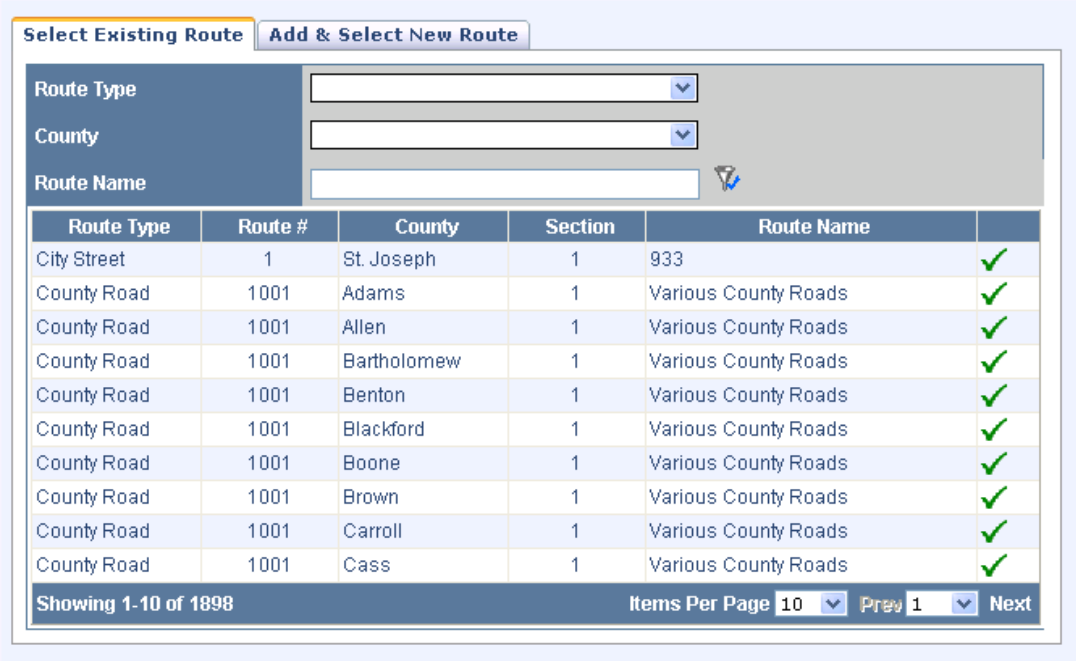


The **Add Route Panel** contains two tabs, one to be used to add a route that already exists and one to be used to create a new route and select it for this Project.

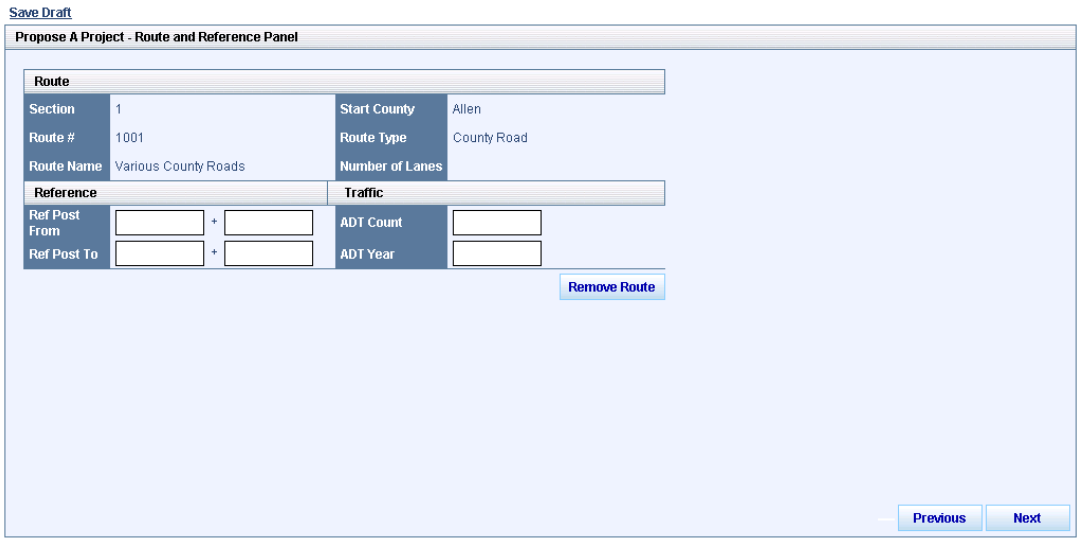
1) **Select Existing Route**

Click on the **Select Existing Route** tab heading. Select the **Route Type** and/or **County** from the dropdown list to return all existing routes of that type within the counties involved in the Project. Click on the green checkmark ✓ to select the desired route from the list.

To filter the list, type the name of the route (or any part of the name) into the **Route Name** text box and click on the **Apply Filter** icon.

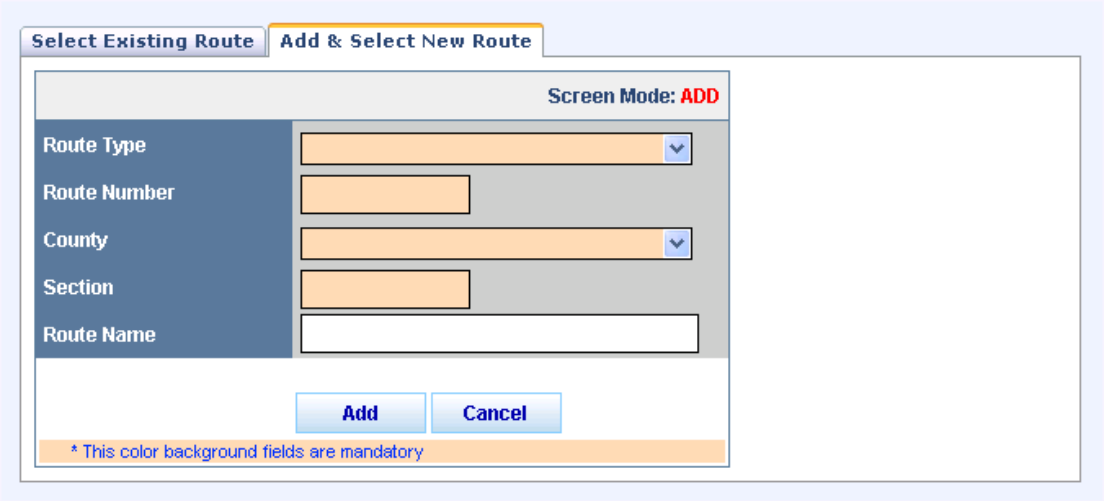


SPMS populates the route information on the main **Route and Reference Panel**. The **Add Route** button is replaced with a **Remove Route** button, which may be used to clear the values from the screen, remove the added route from the Project and display the **Add Route** button again to add a new route.

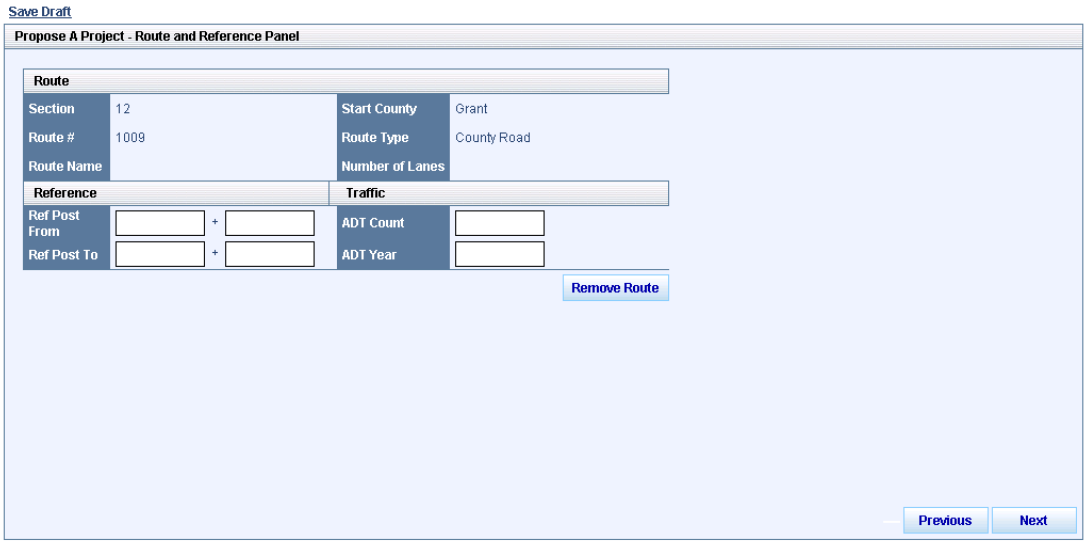


2) **Add and Select New Route**

Click on the **Add and Select New Route** tab heading. In the **Add Screen Mode**, select the **Route Type** and **County** from the dropdown lists. The values in each list come from the Special Route List. When a new Route is added, it is added to the Special Route List. The **Route Number** is automatically generated for **County Roads** and **City Streets**. For **Various Route Types**, a Route Number of **VARI** is automatically generated.



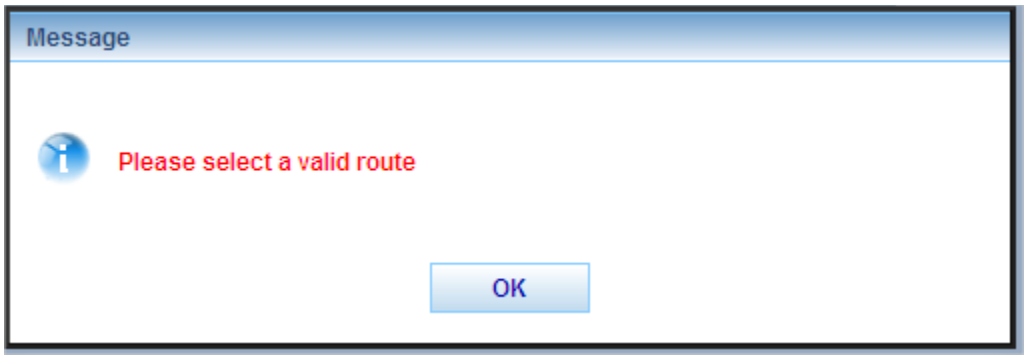
Click on the **Add** button to save the route. SPMS populates the route information with an auto-generated route number on the main **Route and Reference Panel**. The **Add Route** button is replaced with a **Remove Route** button, which can be used to clear the values from the screen, remove the added route and display the **Add Route** button again to add a new route.



Update the Reference Post and Traffic information as needed.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

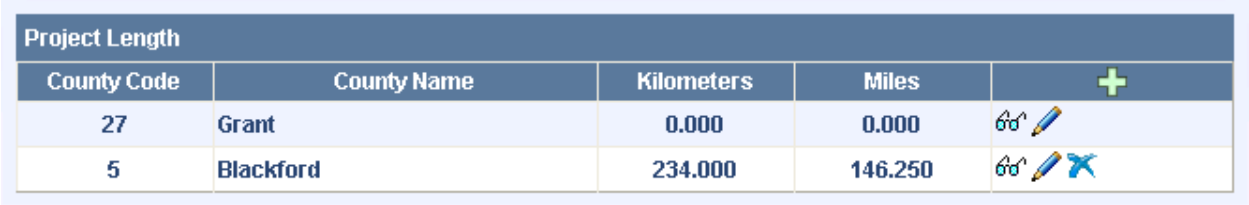
A Route must be added to the Project. An error message displays requiring that one be added before going to the next screen.



Click the **OK** button and add the Route and Reference information before clicking the **Next** button again.

3.3.7. Project Length Panel

The Project Length Panel displays the length for each County affected by the Project in miles and kilometers. Lengths may be added, edited, or deleted. It is important to know that no **Delete** icon appears next to the County that the Project starts in, because that information cannot be deleted. In the example below, the Project begins in Adams County, which cannot be deleted as a Delete icon does not appear.



Project Length

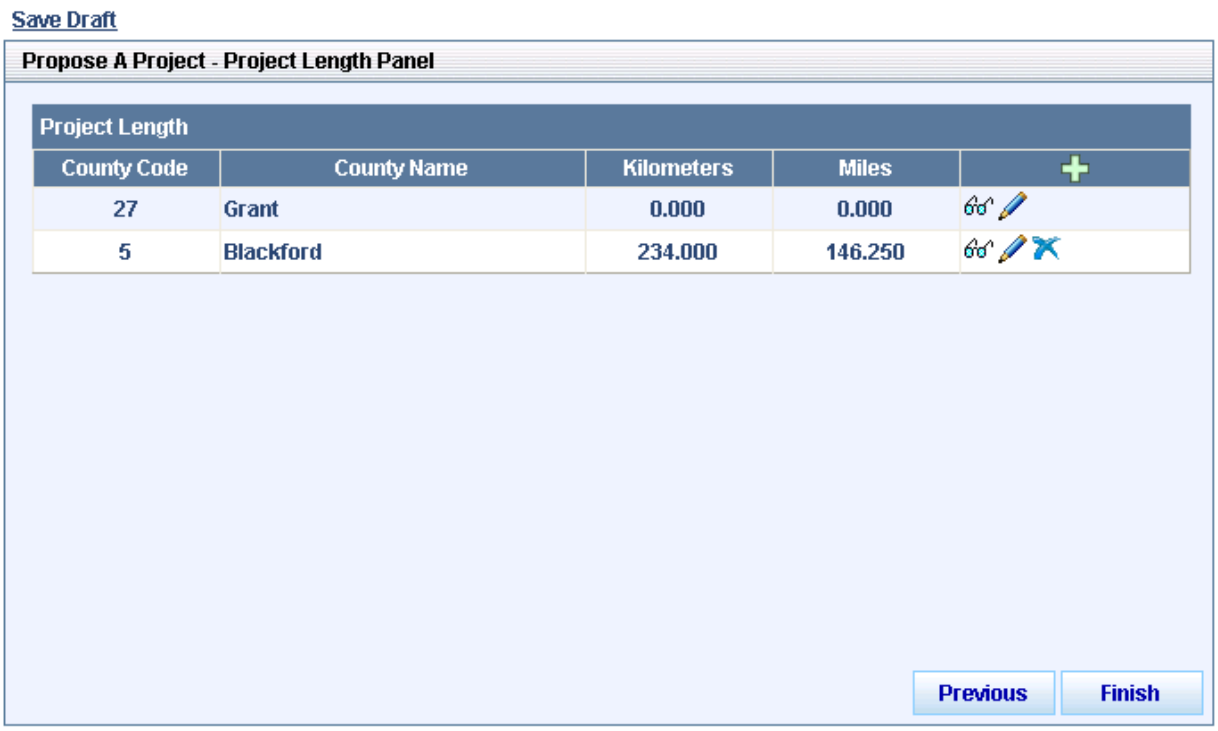
County Code	County Name	Kilometers	Miles	
27	Grant	0.000	0.000	
5	Blackford	234.000	146.250	

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

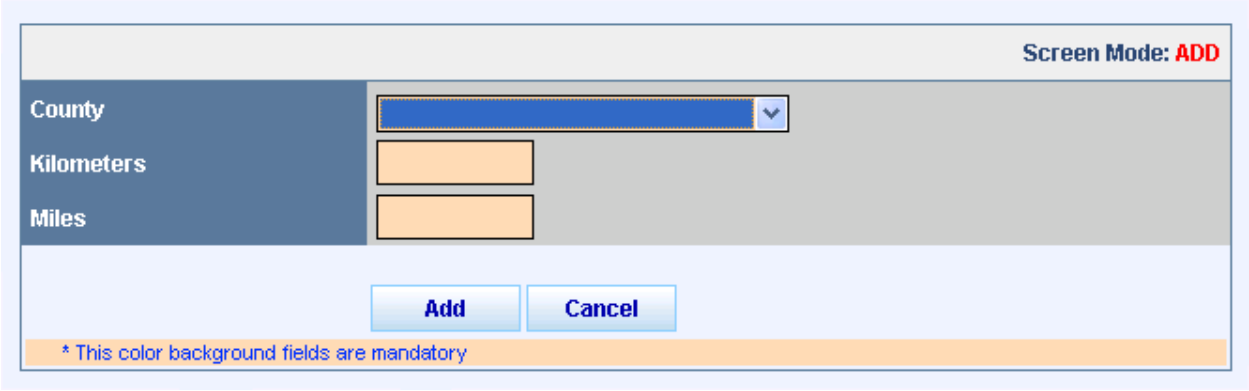
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Project Length field definitions, lengths and character/numeric requirements.

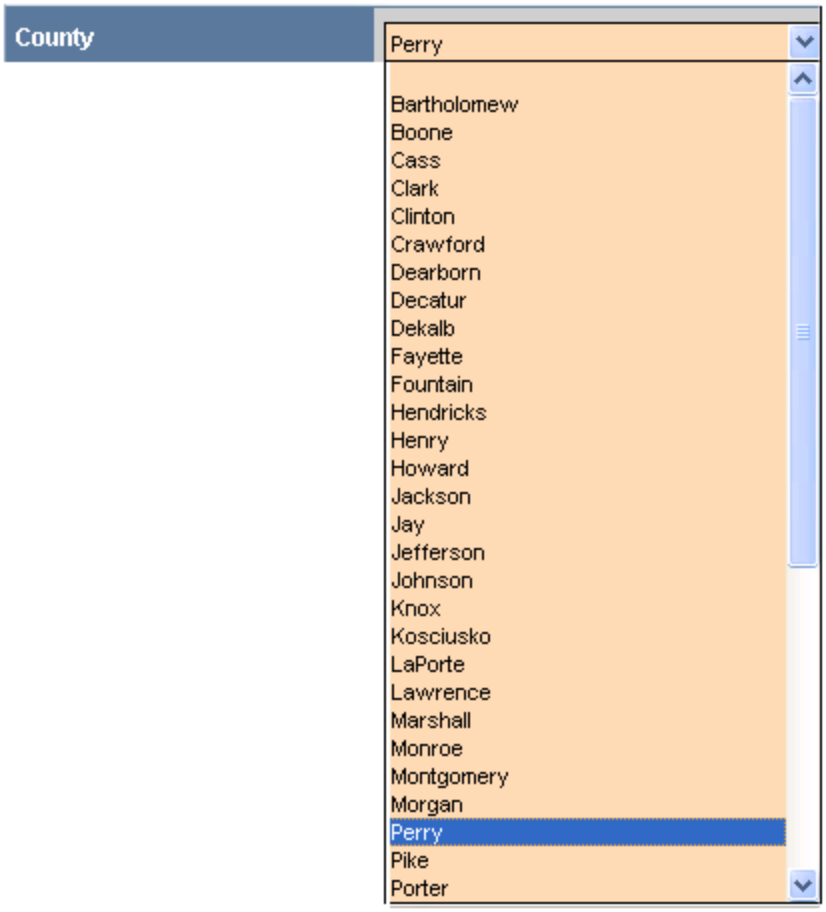
In the **Project Length Panel**, click on the **Add New** icon to the right of the **Miles** column heading to add a **Length**.



In the **ADD Screen Mode**, select the **County** from the dropdown list and enter the kilometers or miles in the text box. If the fields are left blank, SPMS fills the fields with zeroes (0).If one unit of measurement is entered, the other is calculated by SPMS. For example, type the number of miles into the **Miles** text box and hit the Tab key to move the cursor from the field. The number of kilometers appears in the **Kilometers** text box.



Dropdown fields have an auto-complete feature. For example, click on the County dropdown arrow to the right of the field for a complete list of available Counties. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “P” displays “Perry”.

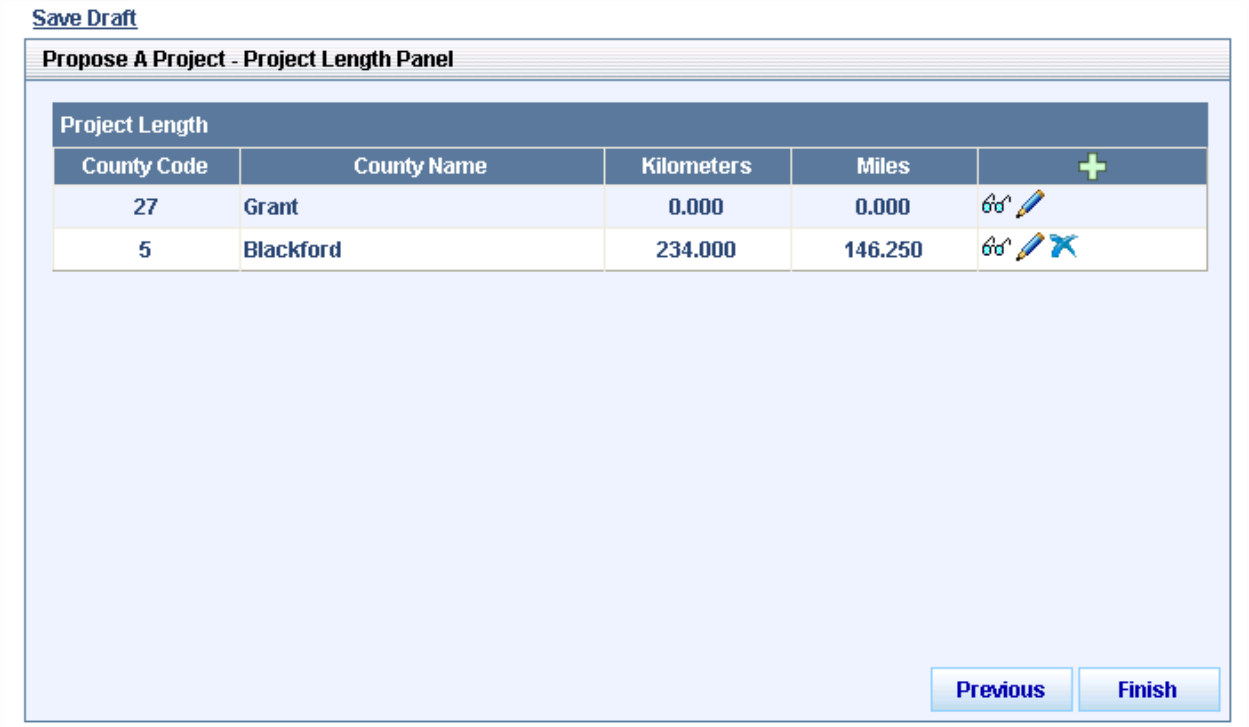


Click on the **Add** button to save the new record and return to the **Project Length Panel** or click on the **Cancel** button to exit without saving. Once saved, the new Project Length should be visible in the List.

SPMS will not save the record or leave the **ADD Screen Mode** if the required fields are empty. Instead, a red asterisk (*) will appear to the right of the field and the cursor will blink inside the field.

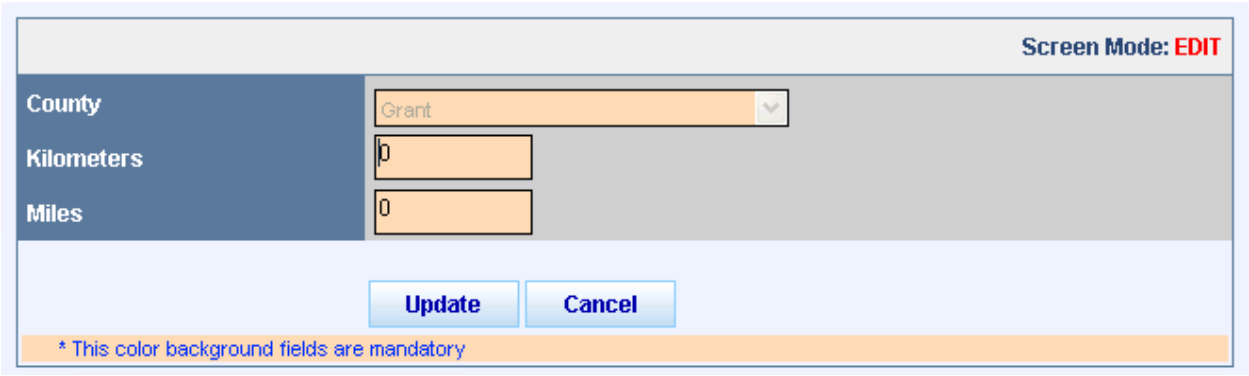
Once a **Project Length** is added to the List, it can be edited or deleted.

To edit a Project Length, click on the **Edit** icon next to the record to be updated.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

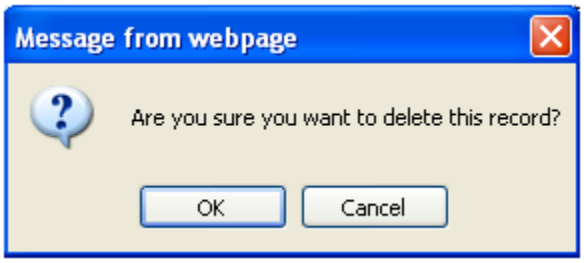
In the **EDIT Screen Mode**, update the miles and kilometers fields as needed. If the fields are left blank, SPMS fills the fields with zeroes (0). The County may not be edited.



Click on the **Cancel** button to exit without saving or click on the **Update** button to save the record and return to the **Project Length Panel**.

To delete a Project Length, click on the **Delete** icon next to the record to be removed. It is important to know that no **Delete** icon appears next to the County that the Project starts in, because that information cannot be deleted.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Project Length is removed from the list.

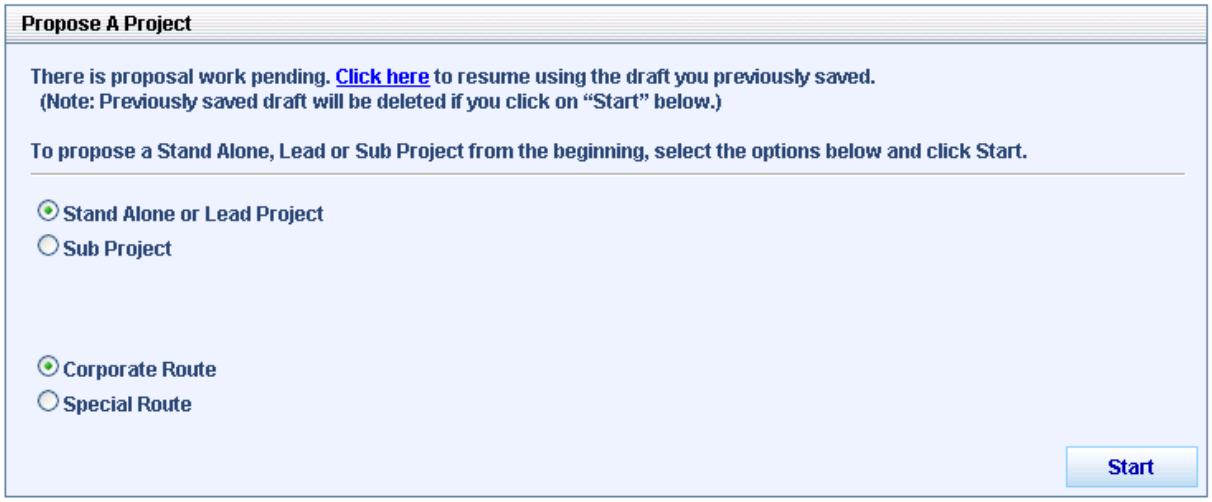
When finished, click on the **Finish** button to continue or click on the **Previous** button to return to the prior screen.

When all project information is complete and verified, SPMS assigns a Designation Number, adds the Project to the database with a status of “Proposed” and Project Proposed Date equal to the date the Des # is assigned. A message displays to confirm the Project’s successful addition to the database. Click on the **OK** button to return to the Propose Project initial screen and continue working in SPMS.

3.3.8. Saving a Draft of a Project

A **Save a Draft** link is provided at the top of each screen while proposing a Project allowing the User to save the Proposal so work may be continued at a later time. A Draft is saved when the **Next** button is clicked or when the **Save a Draft** link is clicked. SPMS saves your work but does not navigate away from the current screen. Advance by clicking on the **Next** button when ready.

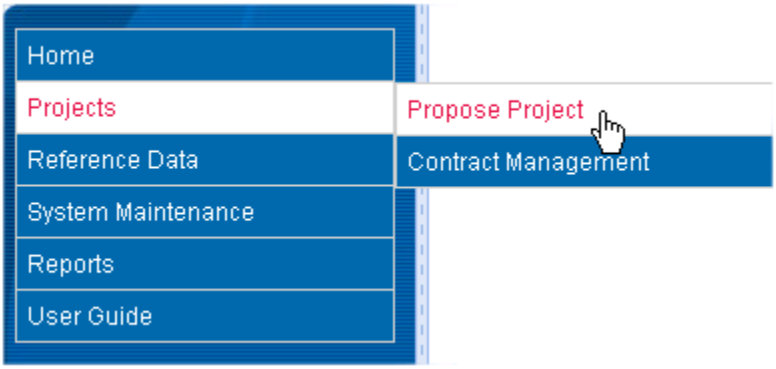
The next time the Propose a Project screen is accessed, a reminder displays that there is pending proposal work. Click on the **Click here** link to resume work. It is important to know that once the **Start** button is clicked to begin a new Project, the Draft is deleted.



3.4. Propose a Sub Corporate Route Project

An SPMS **Project** is a collection of information associated with a transportation-related construction effort. The first step in the lifecycle of a typical SPMS project is to propose the project. In SPMS, this means creating a new Project record and entering the required information about the Project into the SPMS database.

To add/propose a Project, select **Propose Project** from the **Projects** menu.

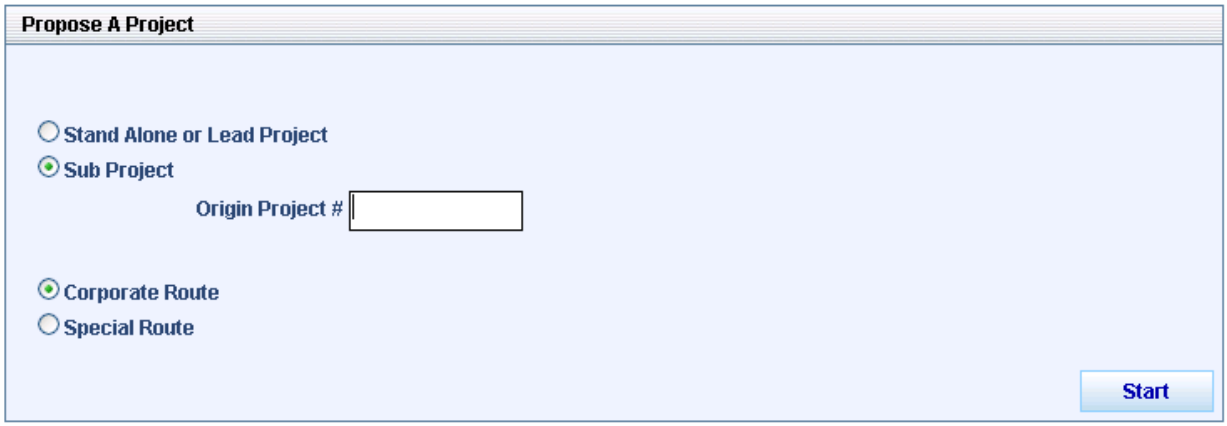


Access to menu selections, icons, features and fields is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

A **Standalone or Lead Project** may require subsets of work to manage the Project schedule more efficiently. For these Projects, **Sub-Projects** are added as children to the parent Lead Project.

Sub-Projects are proposed just as Standalone/Lead Projects but are connected to the Lead Project by identifying the "Origin" Project # on the initial screen. The Origin Project's status must be **Active** or **Provisional** before a Sub-Project can be created for it.

To propose a **new Sub Corporate Route** Project, click in the **Sub Project** and **Corporate Route** radio buttons to select them. Enter the Origin Project # in the text box. Then, click on the **Start** button.



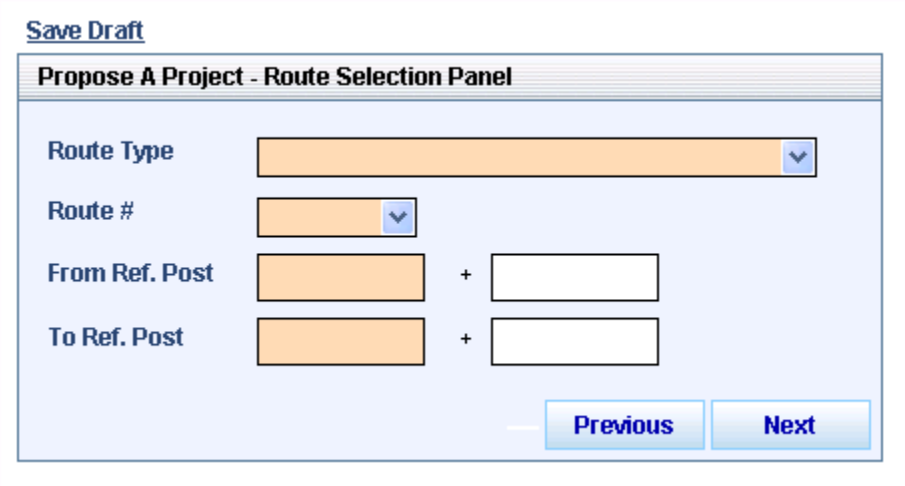
3.4.1. Route Selection Panel

In the **Route Selection Panel**, enter road and reference post information and click on the **Next** button. The values in the **Route Type** dropdown list are limited to Corporate route types. The values in the **Route #** dropdown list are automatically updated once a **Route Type** is selected.

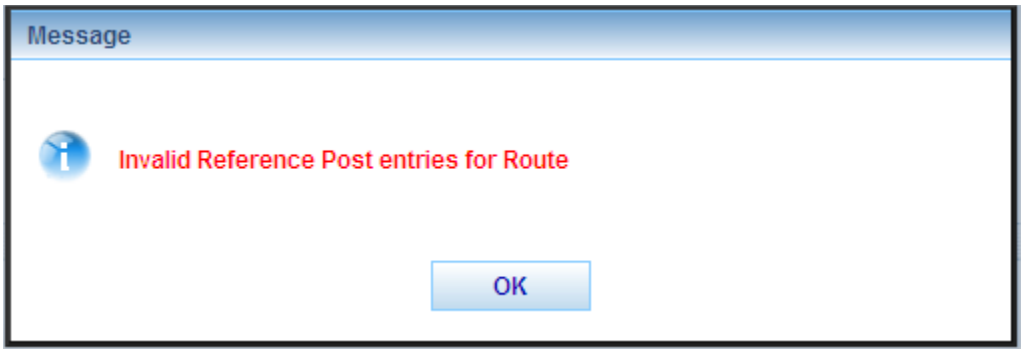
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

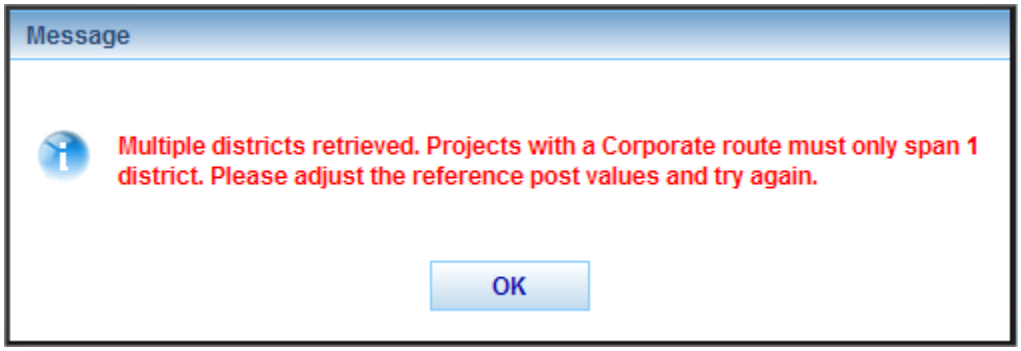
Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Route Type field definitions, lengths and character/numeric requirements.



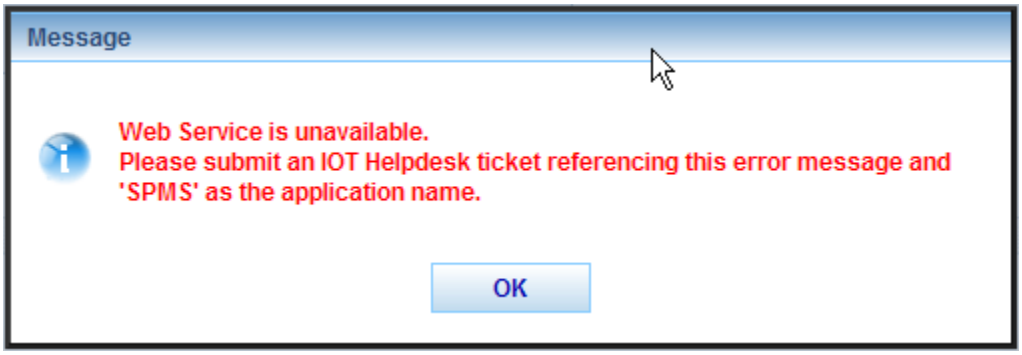
If the reference post information entered is not valid for the route, the error message shown below displays. The data must be corrected to continue and advance beyond the **Propose a Project Routes Panel**. If route and reference post information was entered correctly, an SPMS Administrator must be notified to correct the problem. Click on the **Email SPMS Support** icon in the title bar for assistance.



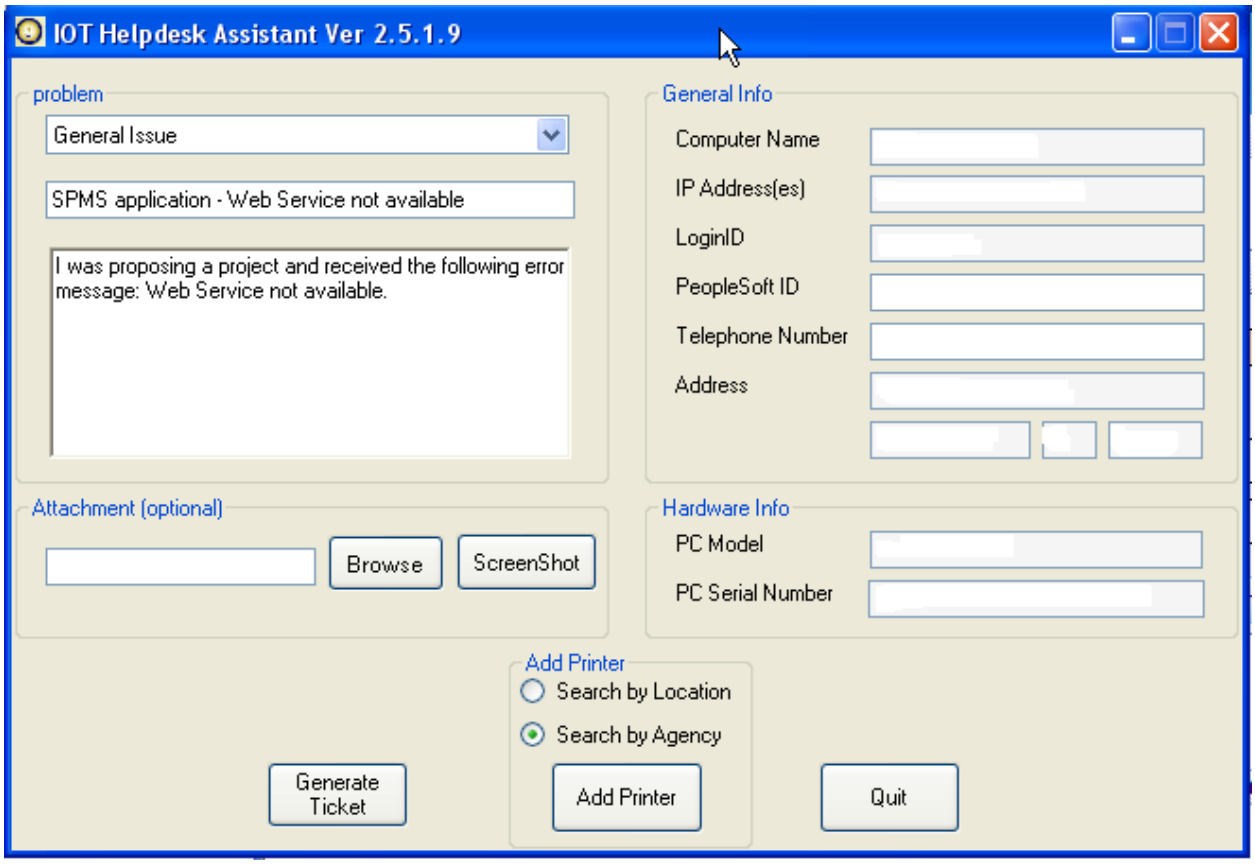
If the Corporate route reference post information crosses more than one district, an error message displays as shown below. The data must be corrected to continue and advance beyond the **Propose a Project Route Selection Panel**.



If the Service that retrieves route data is unavailable, the error message displays as shown below. If this message is received, please open an IOT Help Desk ticket.



To open an IOT Helpdesk ticket, click on the **Helpdesk Assistant** icon and report the problem as shown in the screen below.



SPMS will not advance to the next screen if a required field is left empty. A red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

Work is saved when the **Next** button is clicked on each screen. At any point, work may be saved by clicking on the **Save a Draft** link at the top of each screen. For details, refer to the Saving a Draft of the Project section.

3.4.2. Route Details Panel

Available data from the official source databases are imported and displayed on the **Route Details Panel** based on the route and reference post information entered.

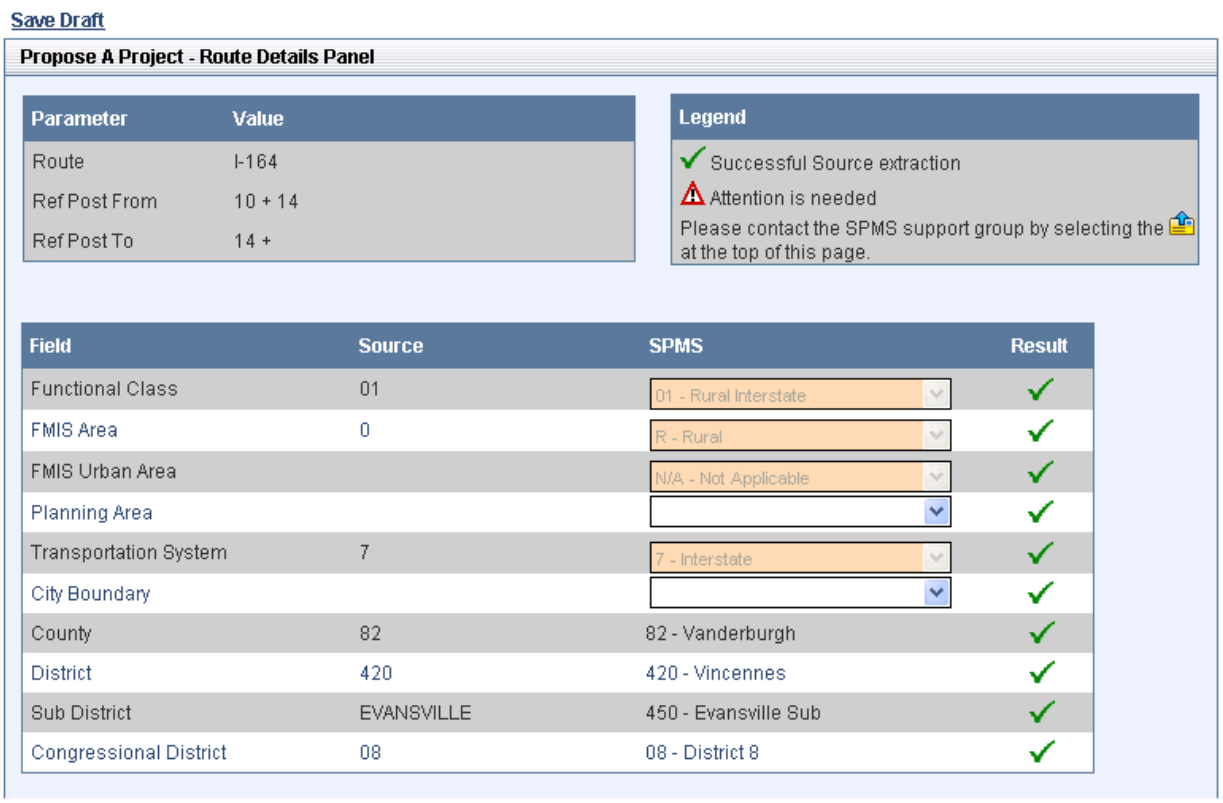
Some fields are populated from data mapping between the Source and SPMS systems. If the information maps correctly for these fields, a green checkmark ✓ appears next to the field, and the Source and SPMS values display in side-by-side-columns.

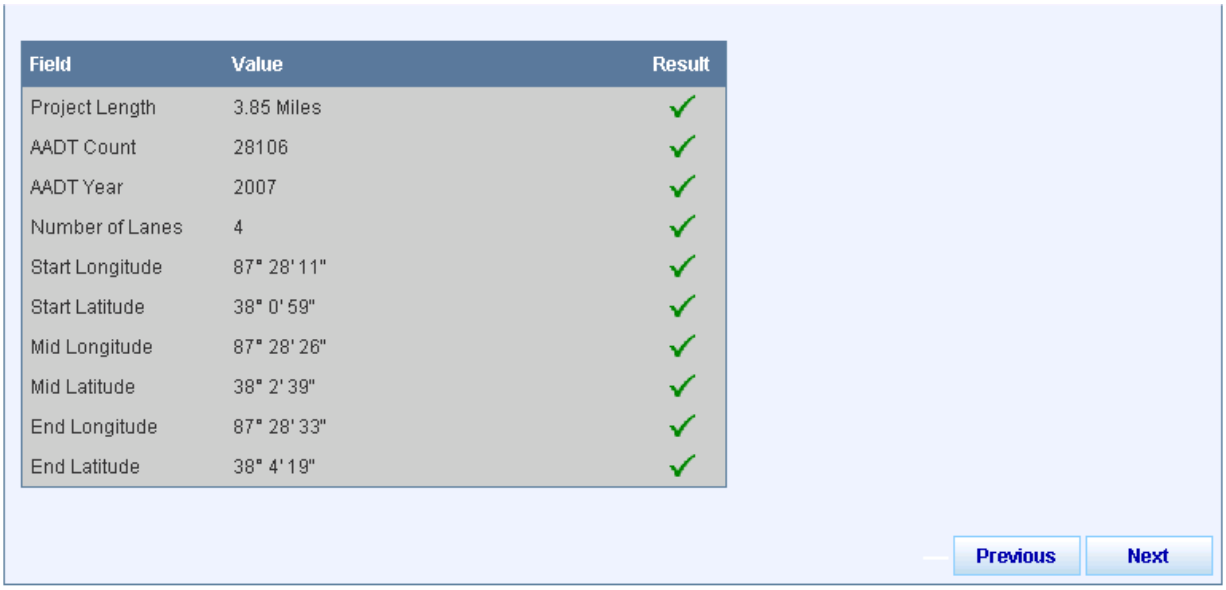
Other fields are populated from calculations based on the route and reference post information entered on the **Route Selection Panel**. If values could be determined, a green checkmark ✓ appears next to each field.

Information on this Panel is editable ONLY for SPMS Administrators. Therefore, it is **CRITICAL** to check every field for accuracy as it cannot be edited even when maintaining the Project.

A red triangle ⚠ appears next to any field that needs attention. It is possible that the road and reference post information was entered incorrectly. If so, click on the **Previous** button to return to the **Route Selection Panel** and correct any data entry errors.

However, if the errors indicated with a red triangle ⚠ are due to data not mapping correctly or data not found, an SPMS Administrator must be notified to correct the problem. Click on the **Email SPMS Support** icon in the title bar for assistance.





Field	Value	Result
Project Length	3.85 Miles	✓
AADT Count	28106	✓
AADT Year	2007	✓
Number of Lanes	4	✓
Start Longitude	87° 28' 11"	✓
Start Latitude	38° 0' 59"	✓
Mid Longitude	87° 28' 26"	✓
Mid Latitude	38° 2' 39"	✓
End Longitude	87° 28' 33"	✓
End Latitude	38° 4' 19"	✓

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route Details field definitions, lengths and character/numeric requirements.

Until all required fields are reflected correctly (indicated by the green checkmark ✓), no further work may be done on this Proposal. The **Next** button is disabled and there is no **Save Draft** link at the top of the Panel. Click on the **Previous** button to enter route and reference post information again or discard this Project Proposal by clicking the Cancel button or navigating to another menu option. A **Draft** of the Project **will not be saved**.

When all information on this Panel is complete and accurate, click on the **Next** button to continue.

3.4.3. General Information Panel

In the **General Information Panel**, select the **Designed By** location, **Work Category**, **Work Type**, and **Sponsor** from their dropdown lists. The values in the **Designed By** dropdown list are the localities in which the User has authority to propose a Project. This is based on the User's security profile.

It is important to select a **Designed By** value first as the **Work Category and Work Type** dropdown lists are populated with valid choices based on this information.

Location information is limited to 80 characters and should be specific and not repeat information existing in other fields. For example, the road number and city are already provided and should not be mentioned in the **Location**. Examples of acceptable **Location** entries are:

Location Type	Location Description
Road	**FROM** 1.40 miles W of SR5 **TO** 2.50 miles W of SR5

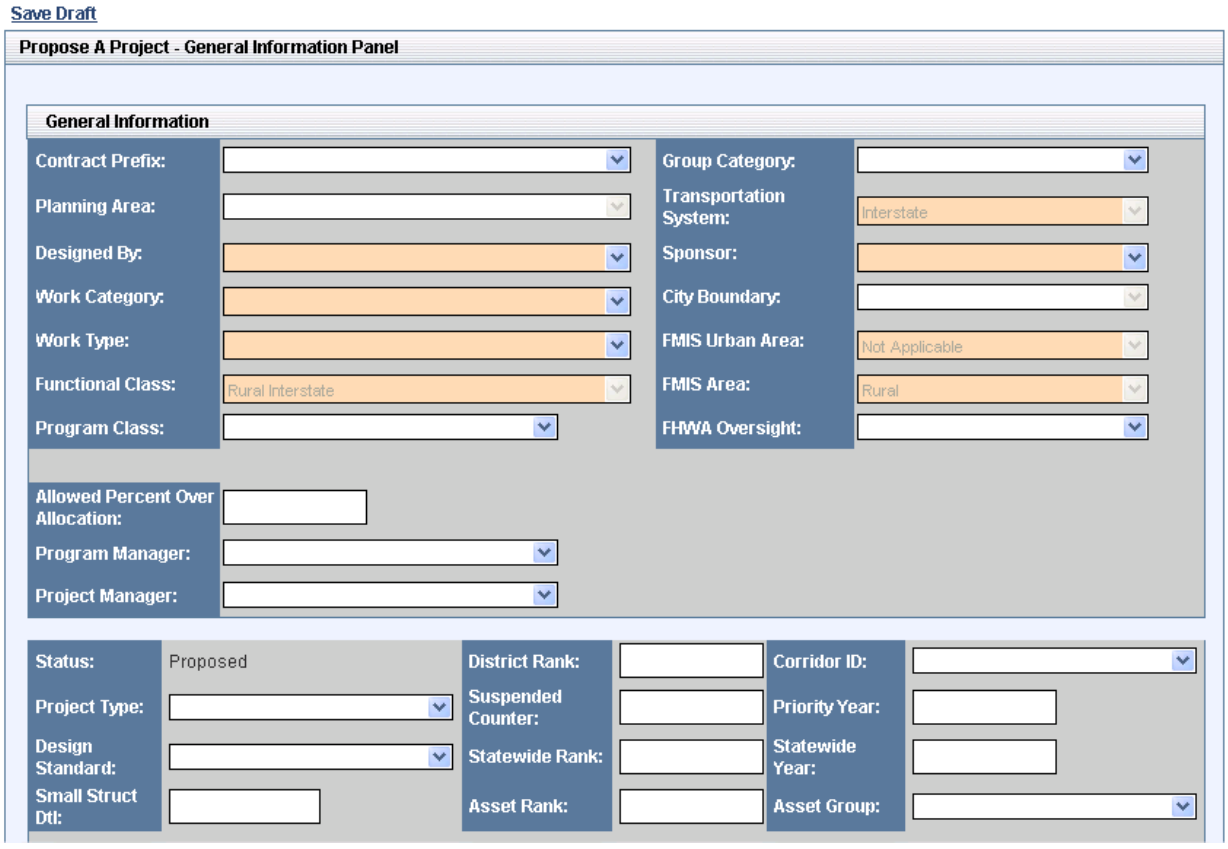
Location Type	Location Description
Bridge	Bridge **OVER** No Named Creek, 1.35 miles N of SR14
Single Point	**AT** Main Street in **TOWN**
Small Structure	**OVER** Tippy Ditch, 3.5 miles S of SR124

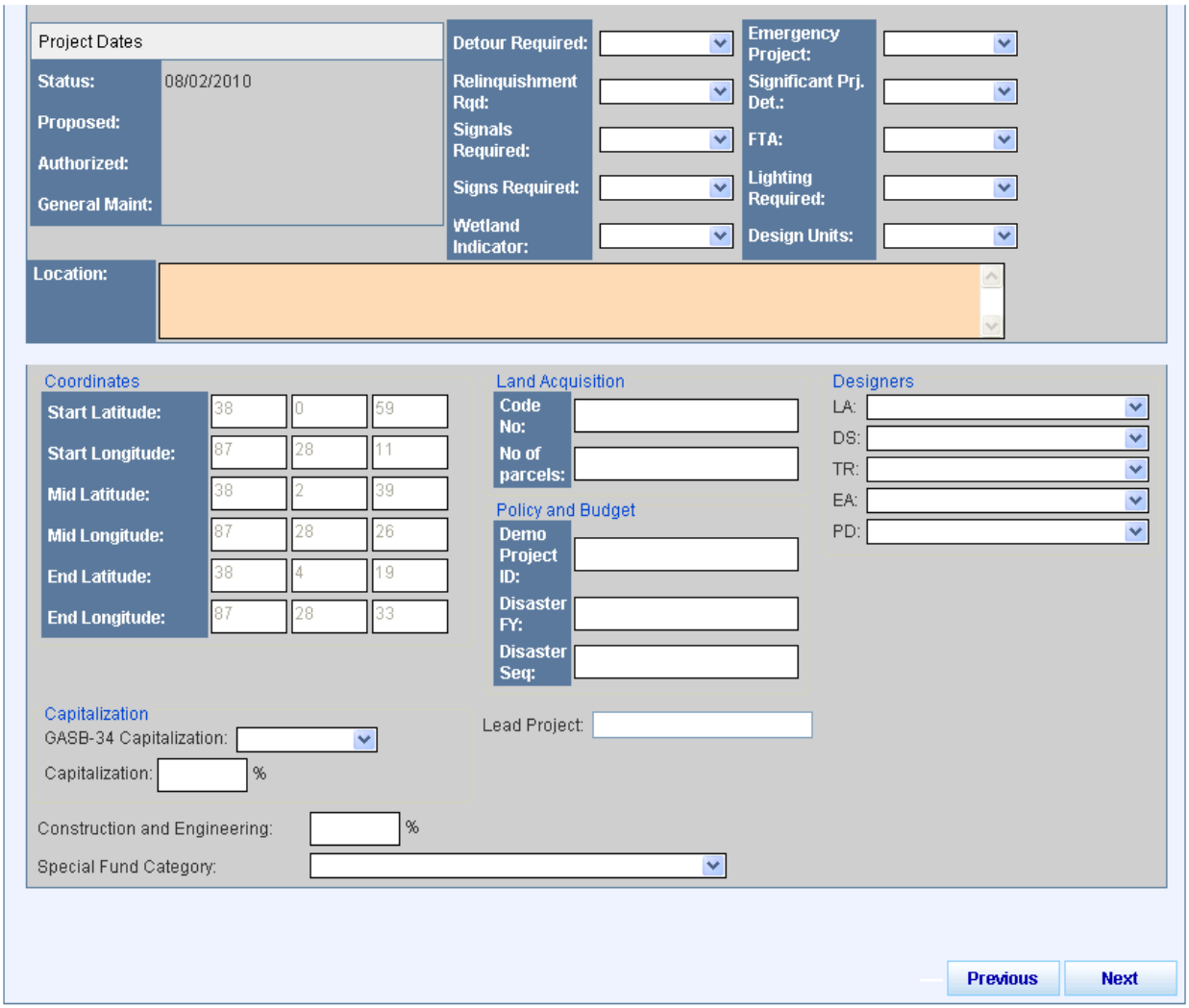
Complete optional fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for General Information Project and General Information Designation field definitions, lengths and character/numeric requirements.





SPMS will not advance to the next screen if a required field is left empty. A red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

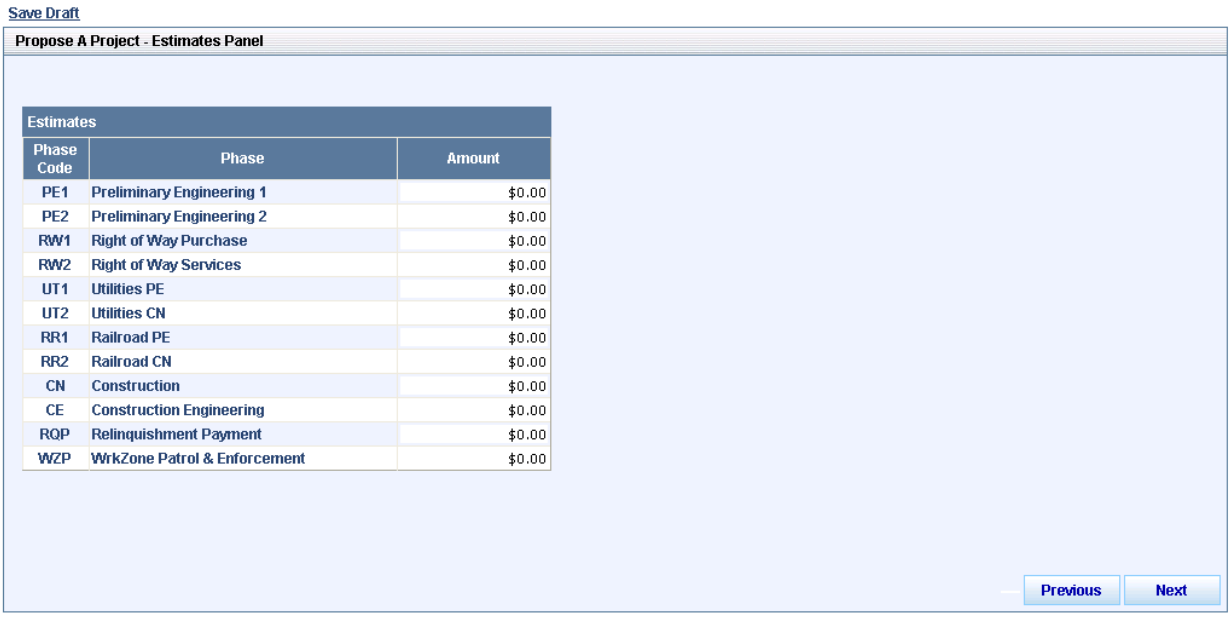
3.4.4. Estimates Panel

In the **Estimates Panel**, enter dollars in the **Amount** column as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

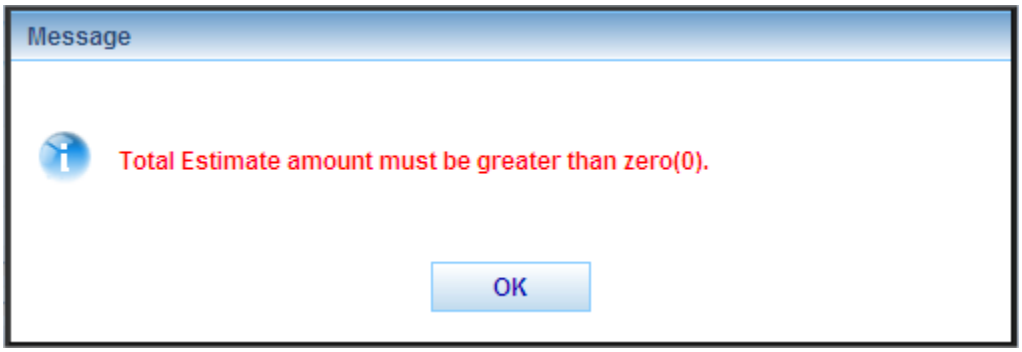
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Estimates field definitions, lengths and character/numeric requirements.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

If no Estimate dollars are entered, an error message displays requiring that an amount greater than zero be entered for at least one Phase before going to the next screen. Click on the **OK** button and correct the information before clicking on the **Next** button again.



3.4.5. Conditions Panel

Conditions and recommendations resulting from Project inspections are maintained in the **Conditions Panel**. If there are no inspections associated with the Project, click on the **Next** button to advance to the next screen. Condition information may be added or maintained at any time.

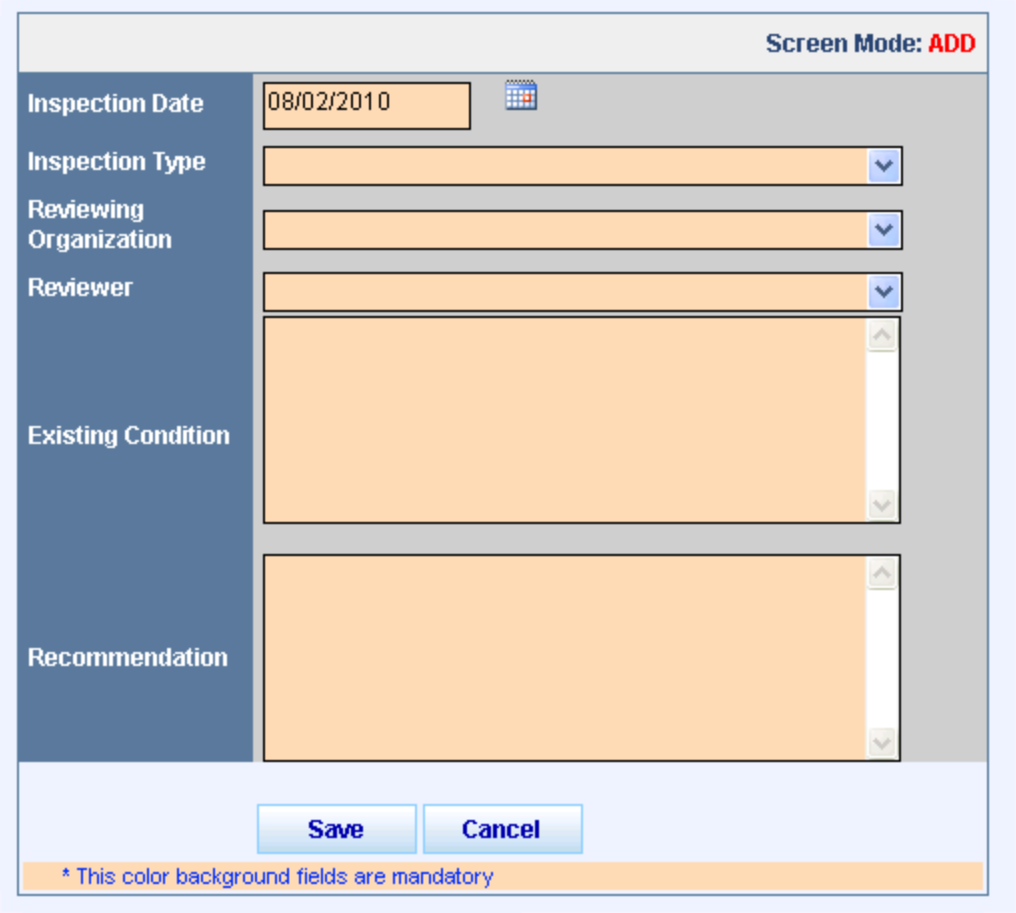
In the **Conditions Panel**, click on the **Add New** icon to the right of the **Reviewer** column heading to add a Condition. If this Project has no Conditions, click on the **Next** button to advance to the next screen.

In the **ADD Screen Mode**, enter information as needed. It is important to select the **Inspection Type** first, then **Reviewing Organization**, as dropdown lists are populated with valid choices based on this information.

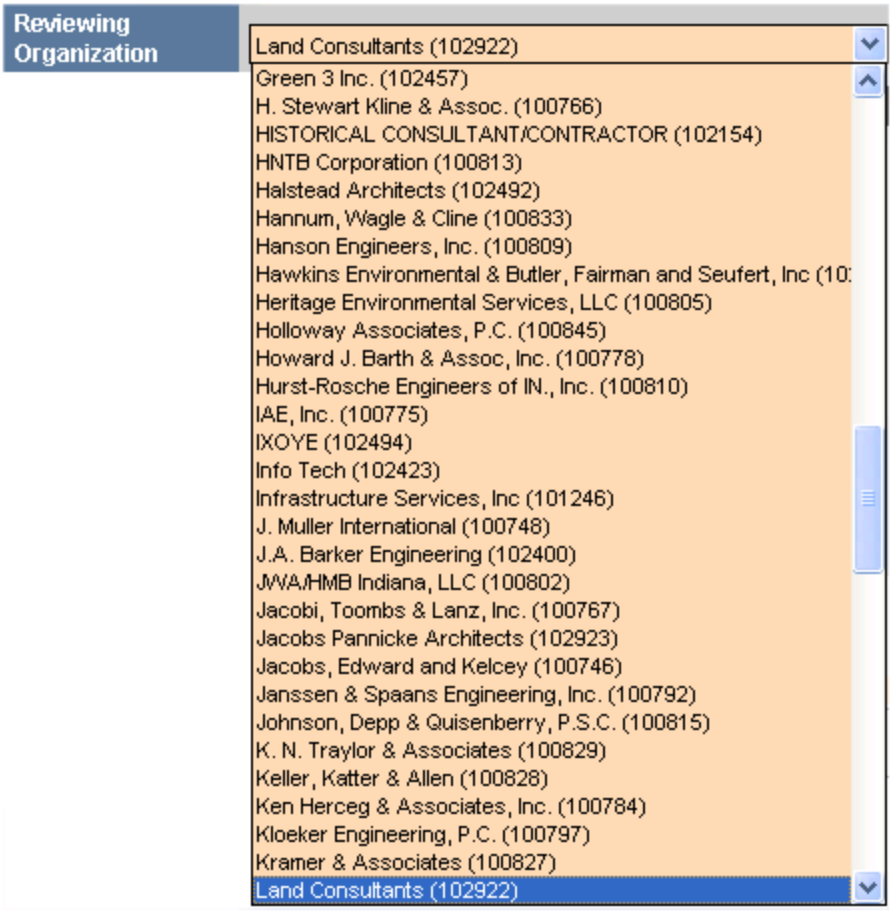
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



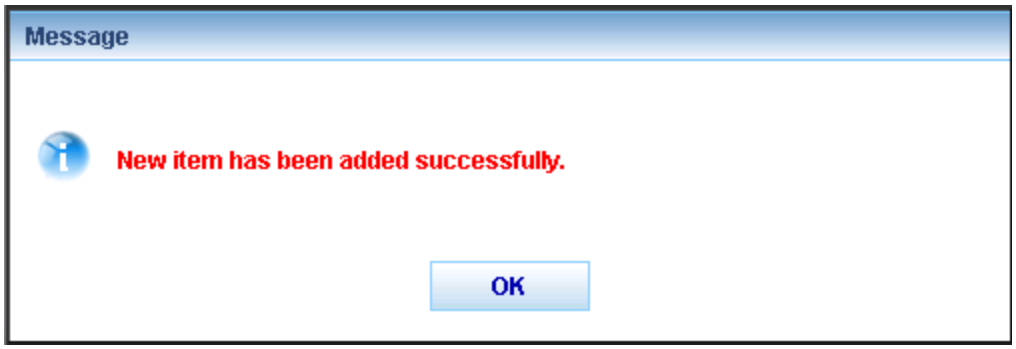
Dropdown fields have an auto-complete feature. For example, click on the Reviewing Organization dropdown arrow to the right of the field for a complete list of available Organizations (dependent on the Inspection Type choice of In-House or Consulting). Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “L” displays “Land Consultants”.



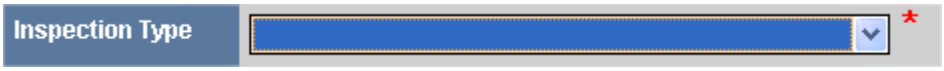
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

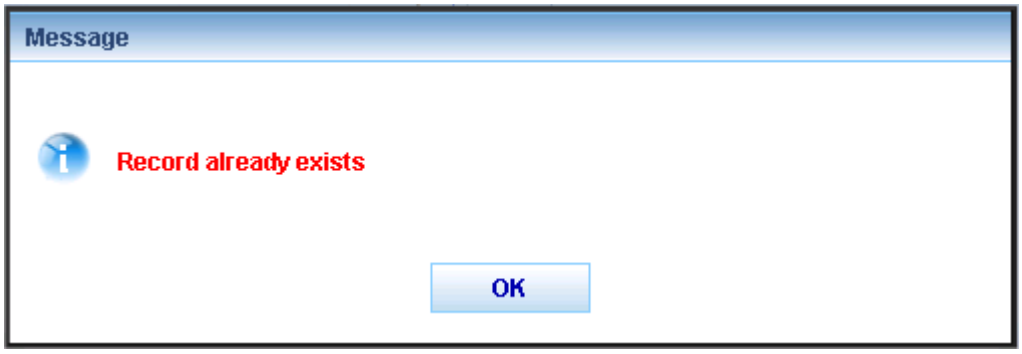
Click on the **Save** button to save the new record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



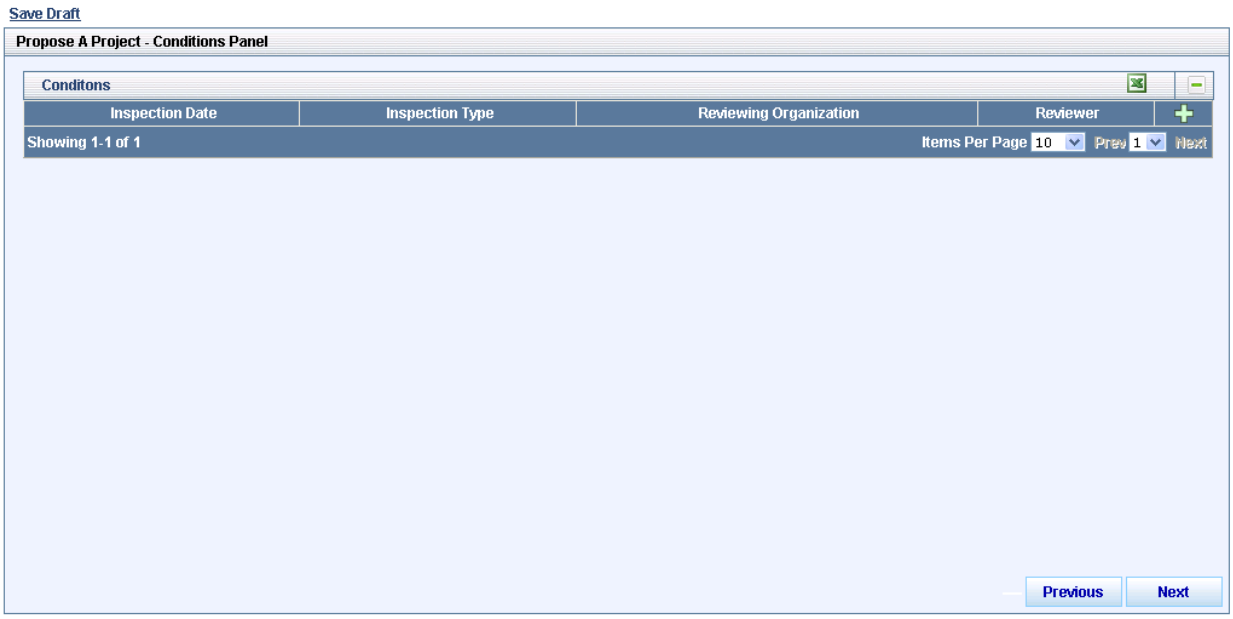
SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once a Condition is added to the List, it can be edited or deleted.

Once saved, the new Condition should be visible in the List. If not, click on the **Reviewer** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

To edit a Condition, click on the **Edit** icon next to the record to be updated.



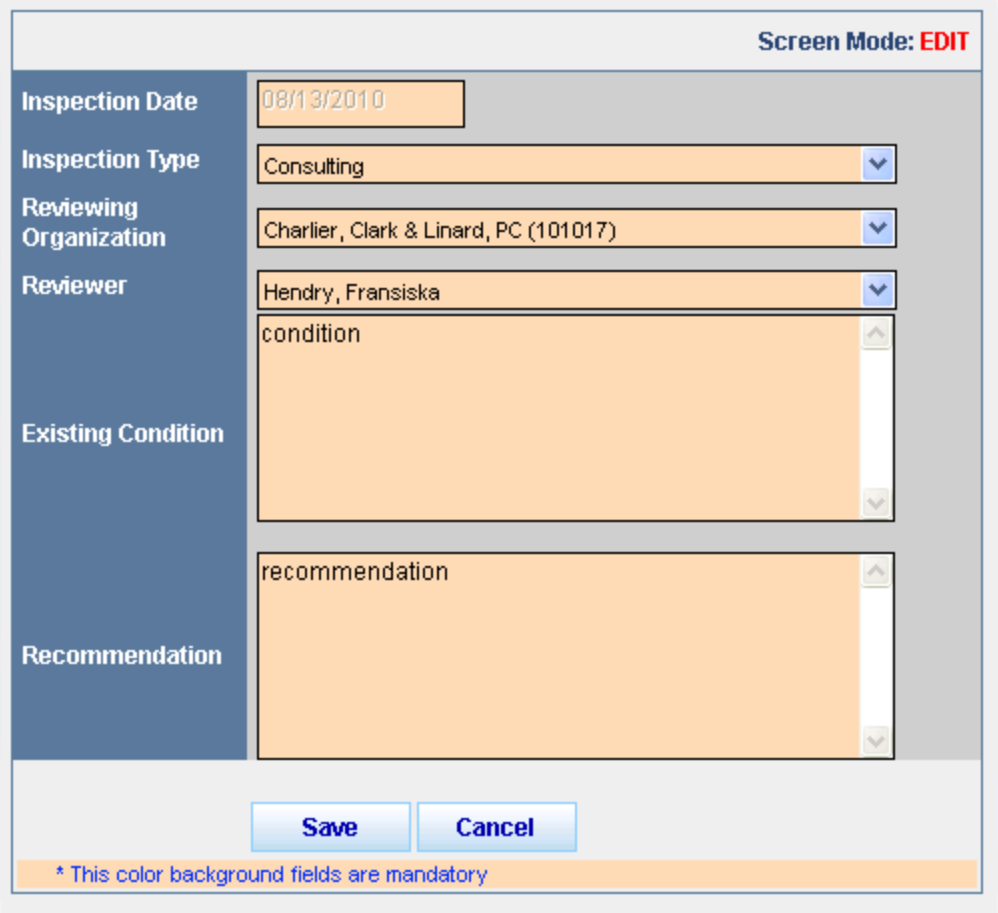
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

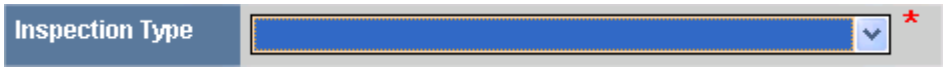
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving.

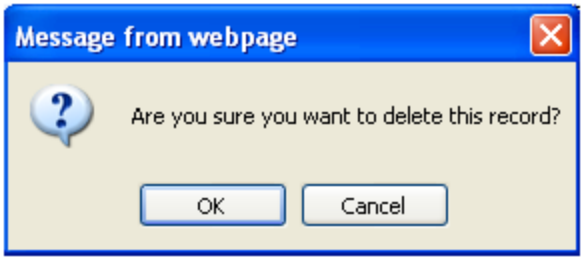
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List or use the Filter feature to locate the updated record.

To delete a Condition, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Condition is removed from the list.

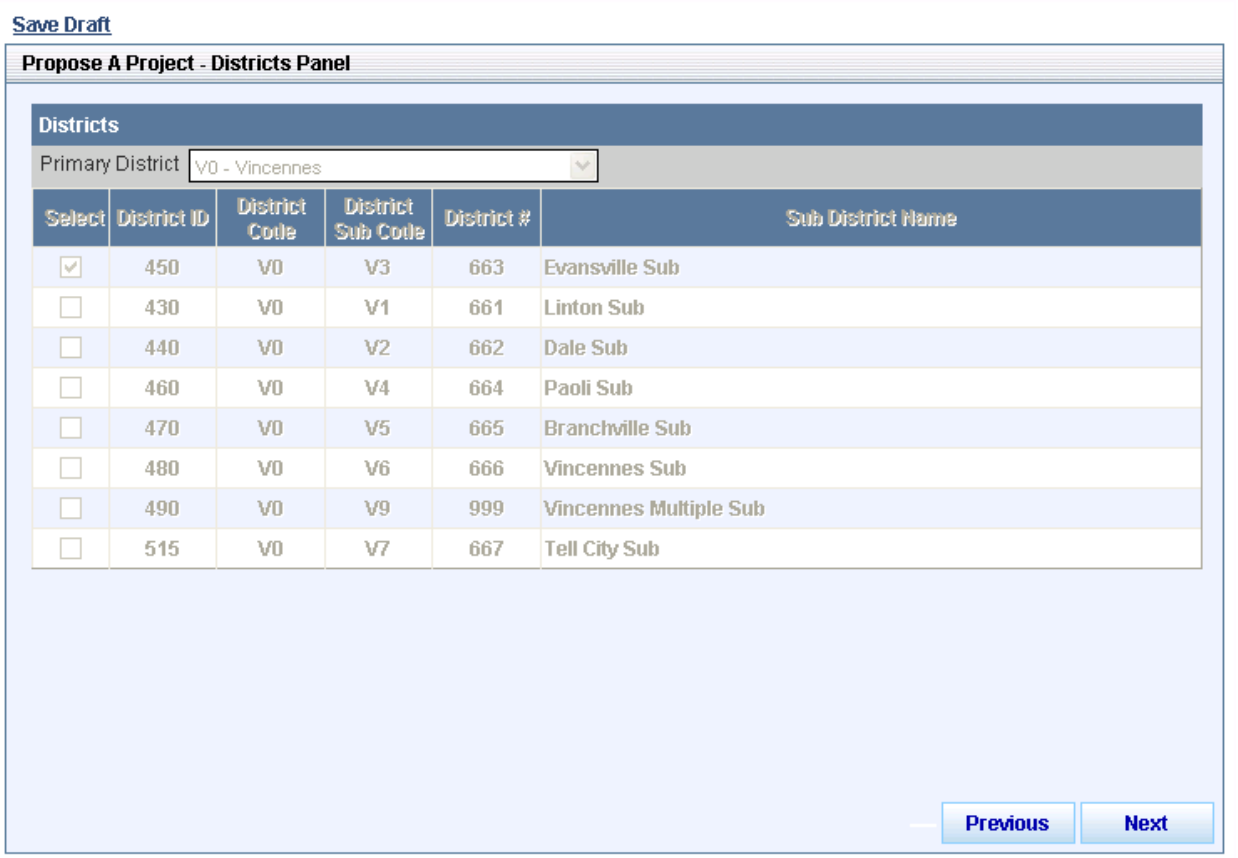
When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

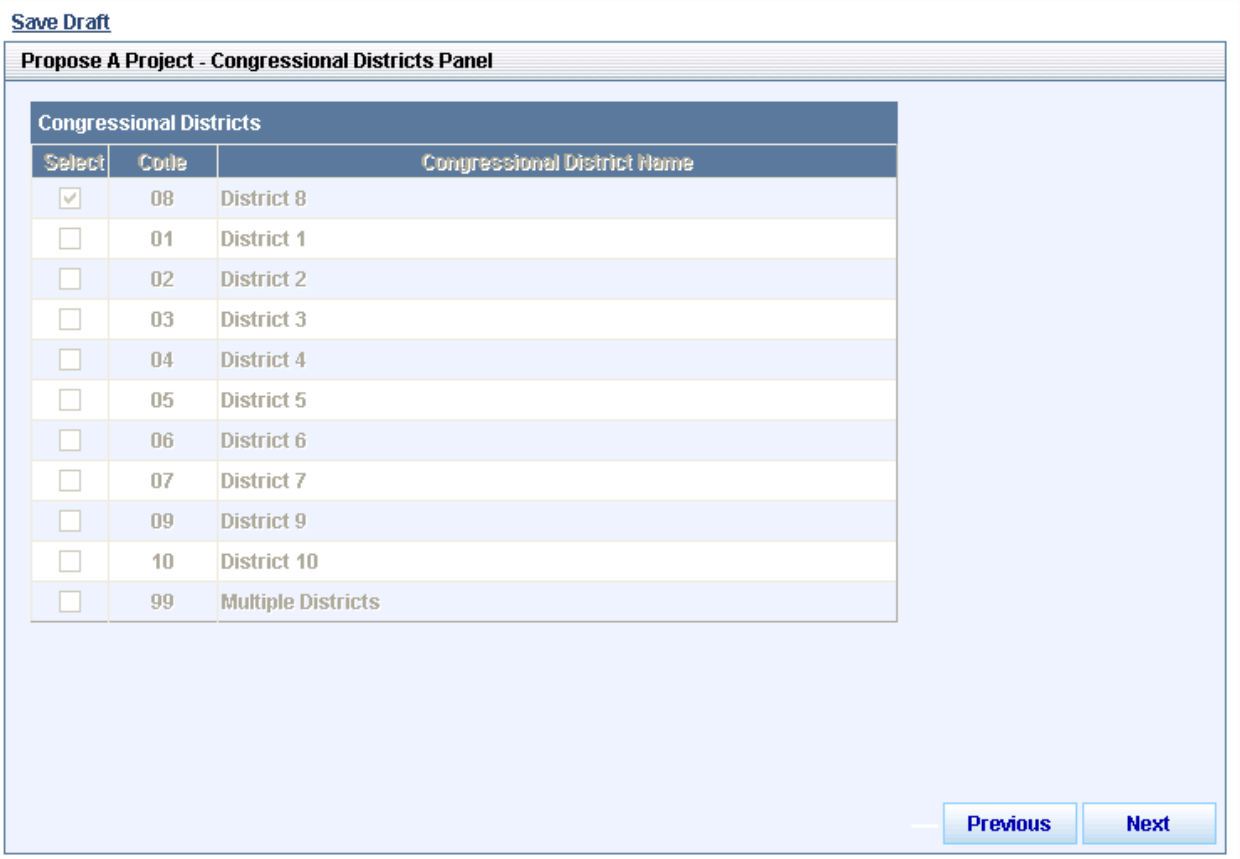
3.4.6. Districts and Congressional Districts Panels

Information in the **Districts and Congressional Districts Panels** is non-editable for Corporate Route Projects. It is displayed for information only.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for District and Congressional District field definitions, lengths and character/numeric requirements.


Save Draft
Propose A Project - Districts Panel
Districts
Primary District V0 - Vincennes
Select
District ID
District Code
District Sub Code
District #
Sub District Name
450 V0 V3 663 Evansville Sub
430 V0 V1 661 Linton Sub
440 V0 V2 662 Dale Sub
460 V0 V4 664 Paoli Sub
470 V0 V5 665 Branchville Sub
480 V0 V6 666 Vincennes Sub
490 V0 V9 999 Vincennes Multiple Sub
515 V0 V7 667 Tell City Sub
Previous
Next



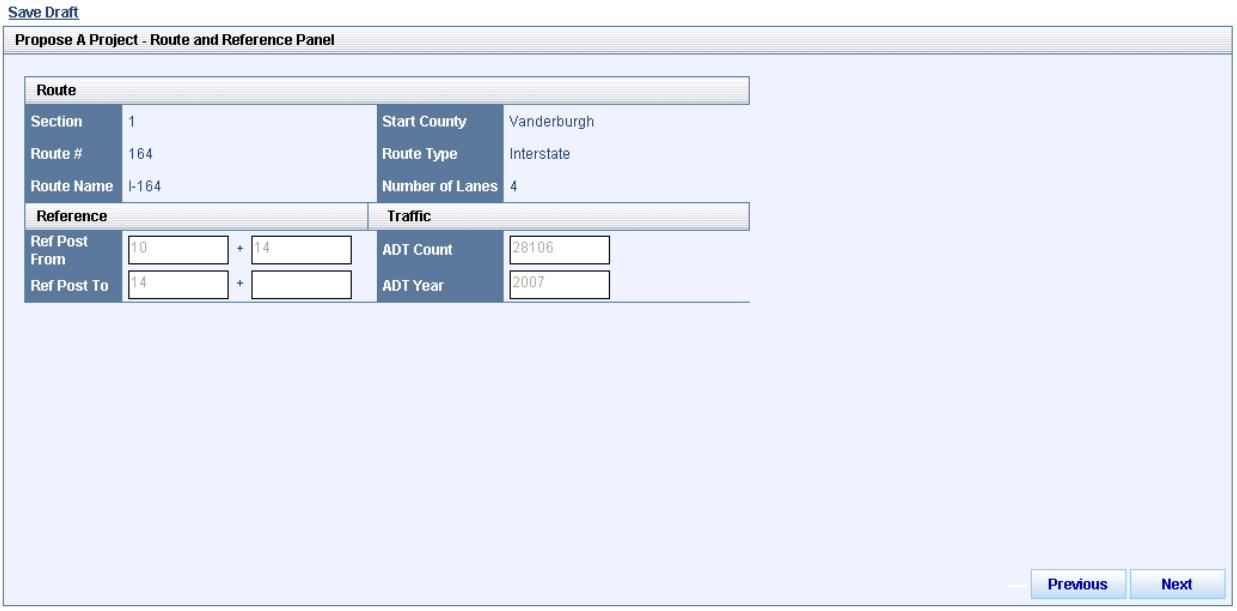
When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

3.4.7. Route and Reference Panel

Information in the **Route and Reference Panel** is non-editable for Corporate Route Projects. It is displayed for information only.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Reference field definitions, lengths and character/numeric requirements.



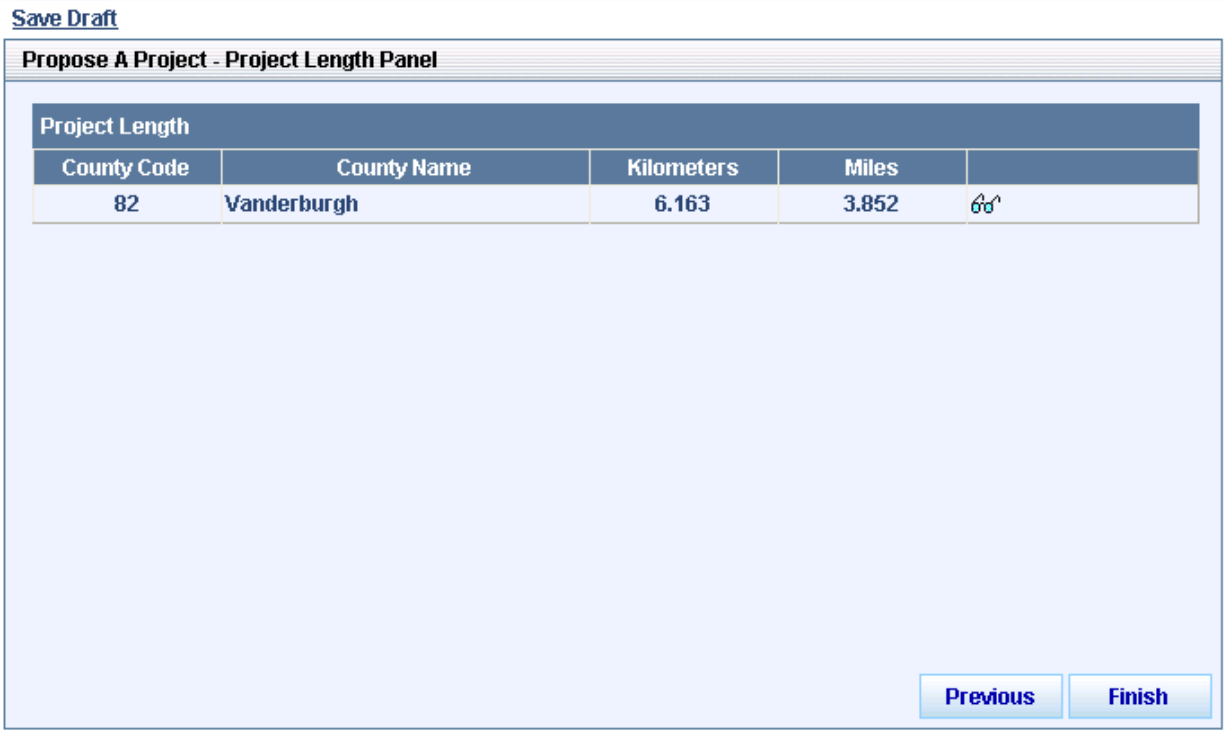
When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

3.4.8. Project Length Panel

Information in the **Project Length Panel** is non-editable for Corporate Route Projects. It is displayed for information only.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Project Length field definitions, lengths and character/numeric requirements.



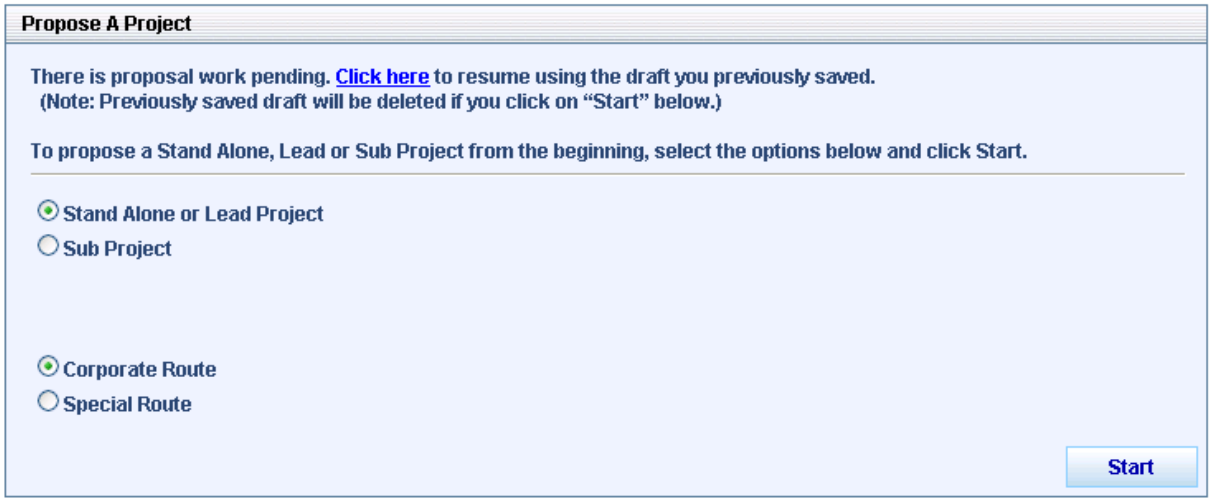
When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

When all project information is complete and verified, SPMS assigns a Designation Number, adds the Project to the database with a status of "Proposed" and Project Proposed Date equal to the date the Des # is assigned. A message displays to confirm the Project's successful addition to the database. Click on the **OK** button to return to the Propose Project initial screen and continue working in SPMS.

3.4.9. Saving a Draft of a Project

A **Save a Draft** link is provided at the top of each screen while proposing a Project allowing the User to save the Proposal so work may be continued at a later time. A Draft is saved when the **Next** button is clicked or when the **Save a Draft** link is clicked. SPMS saves your work but does not navigate away from the current screen. Advance by clicking on the **Next** button when ready.

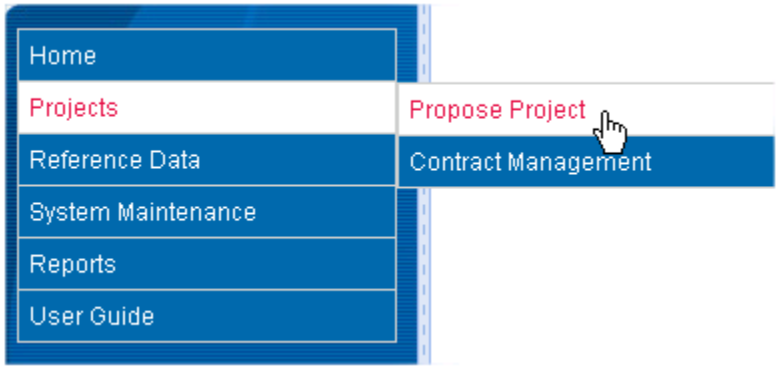
The next time the Propose a Project screen is accessed, a reminder displays that there is pending proposal work. Click on the **Click here** link to resume work. It is important to know that once the **Start** button is clicked to begin a new Project, the Draft is deleted.



3.5. Propose a Sub Special Route Project

An SPMS Project is a collection of information associated with a transportation-related construction effort. The first step in the lifecycle of a typical SPMS project is to propose the project. In SPMS, this means creating a new Project record and entering the required information about the Project into the SPMS database.

To add/propose a Project, select **Propose Project** from the **Projects** menu.

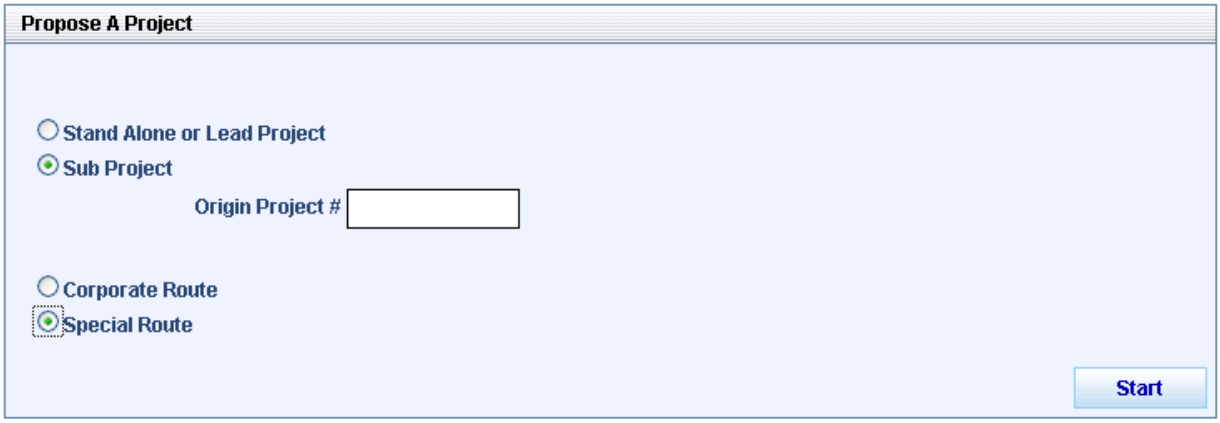


Access to menu selections, icons, features and fields is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

A **Standalone or Lead Project** may require subsets of work to manage the Project schedule more efficiently. For these Projects, **Sub-Projects** are added as children to the parent Lead Project.

Sub-Projects are proposed just as Standalone/Lead Projects but are connected to the Lead Project by identifying the "Origin" Project **#** on the initial screen. The Origin Project's status must be **Active** or **Provisional** before a Sub-Project can be created for it.

To propose a **new Sub Special Route** Project, click in the **Sub Project** and **Special Route** radio buttons to select them. Enter the Origin Project # in the text box. Then, click on the **Start** button.



3.5.1. General Information Panel

In the **General Information Panel**, some fields are pre-populated from the Origin Project information. Select the **Designed By** location, **Work Category**, **Work Type**, and **Sponsor** from their dropdown lists. The values in the **Designed By** dropdown list are the localities in which the User has authority to propose a Project. This is based on the User's security profile.

It is important to select a **Designed By** value first as the **Work Category and Work Type** dropdown lists are populated with valid choices based on this information.

Location information is limited to 80 characters and should be specific and not repeat information existing in other fields. For example, the road number and city are already provided and should not be mentioned in the **Location**. Examples of acceptable **Location** entries are:

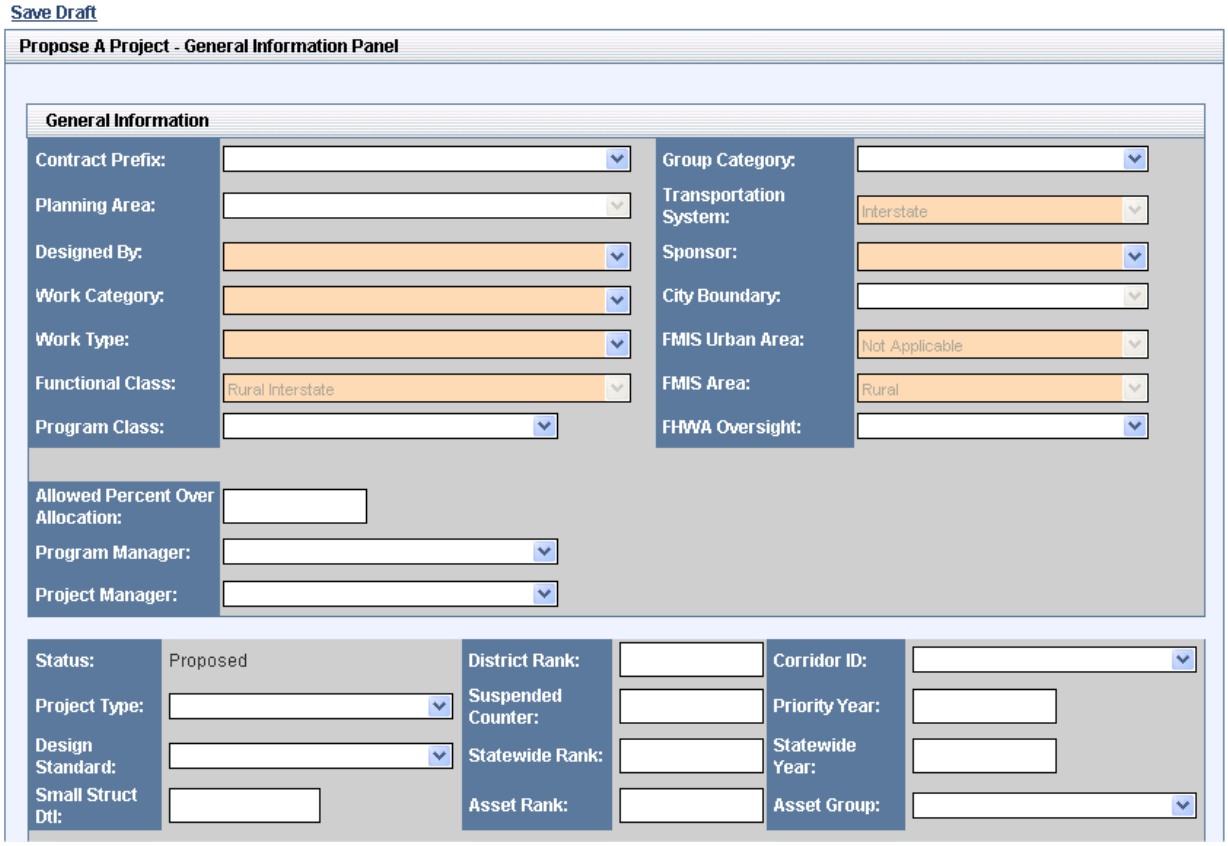
Location Type	Location Description
Road	**FROM** 1.40 miles W of SR5 **TO** 2.50 miles W of SR5
Bridge	Bridge **OVER** No Named Creek, 1.35 miles N of SR14
Single Point	**AT** Main Street in **TOWN**
Small Structure	**OVER** Tippy Ditch, 3.5 miles S of SR124

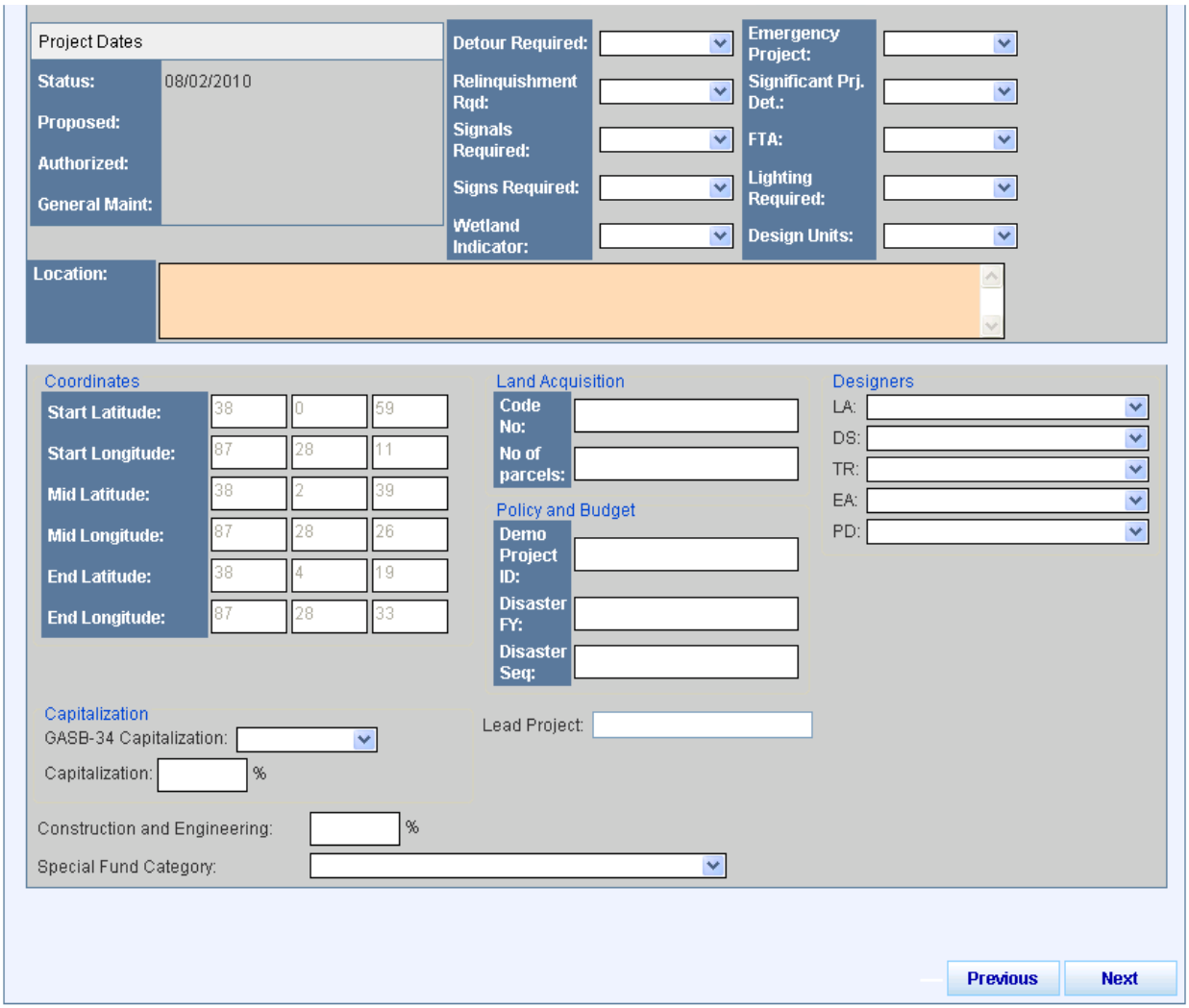
Complete optional fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for General Information Project and General Information Designation field definitions, lengths and character/numeric requirements.





SPMS will not advance to the next screen if a required field is left empty. A red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

Work is saved when the **Next** button is clicked on each screen. At any point, work may be saved by clicking on the **Save a Draft** link at the top of each screen. For details, refer to the Saving a Draft of the Project section.

3.5.2. Estimates Panel

In the **Estimates Panel**, enter dollars in the **Amount** column as needed.

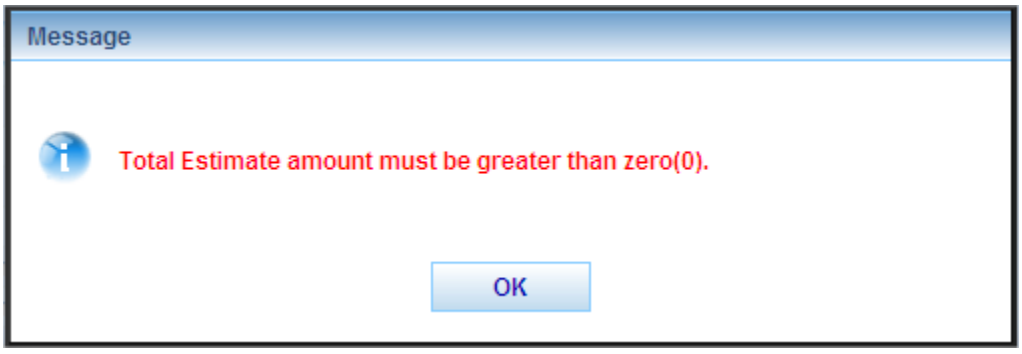
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Estimates field definitions, lengths and character/numeric requirements.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

If no Estimate dollars are entered, an error message displays requiring that an amount greater than zero be entered for at least one Phase before going to the next screen. Click on the **OK** button and correct the information before clicking on the **Next** button again.



3.5.3. Conditions Panel

Conditions and recommendations resulting from Project inspections are maintained in the **Conditions Panel**. If there are no inspections associated with the Project, click on the **Next** button to advance to the next screen. Condition information may be added or maintained at any time.

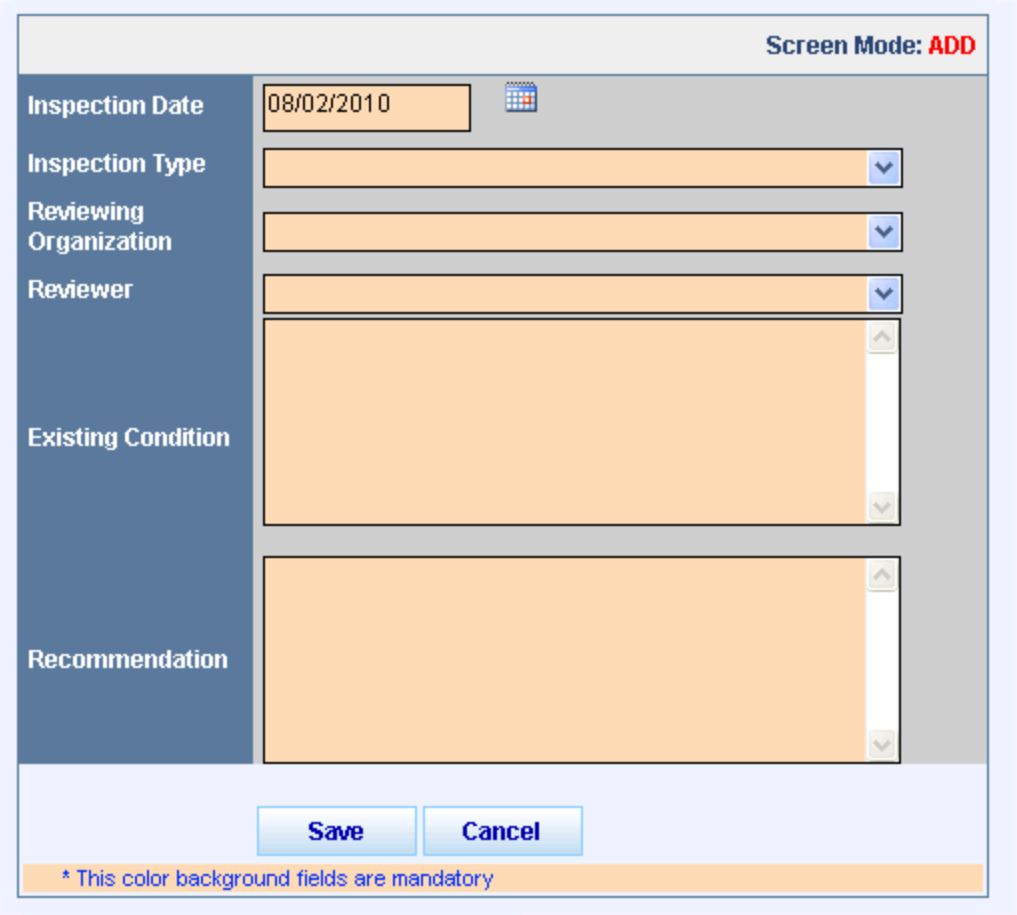
In the **Conditions Panel**, click on the **Add New** icon to the right of the **Reviewer** column heading to add a Condition. If this Project has no Conditions, click on the **Next** button to advance to the next screen.

In the **ADD Screen Mode**, enter information as needed. It is important to select the **Inspection Type** first, then **Reviewing Organization**, as dropdown lists are populated with valid choices based on this information.

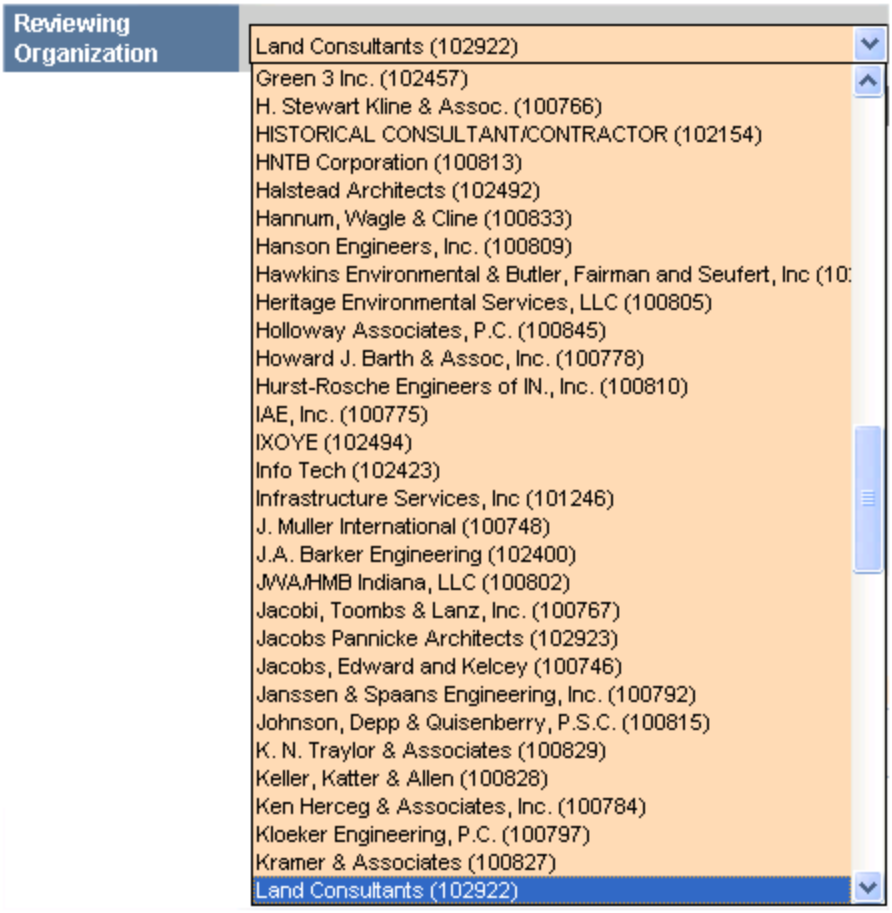
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



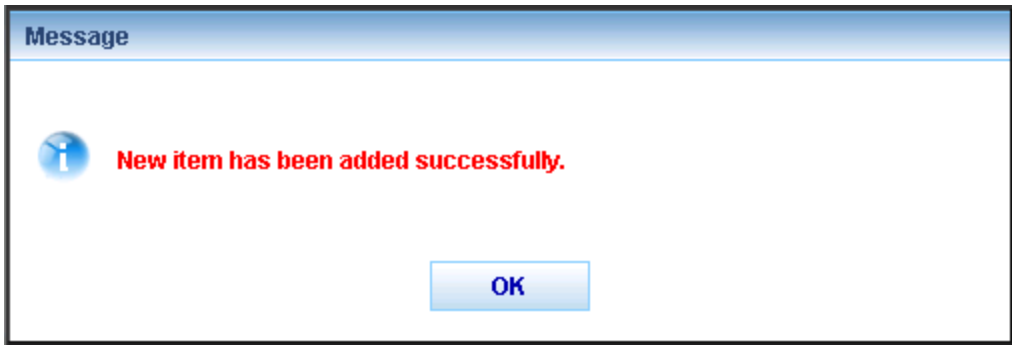
Dropdown fields have an auto-complete feature. For example, click on the Reviewing Organization dropdown arrow to the right of the field for a complete list of available Organizations (dependent on the Inspection Type choice of In-House or Consulting). Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “L” displays “Land Consultants”.



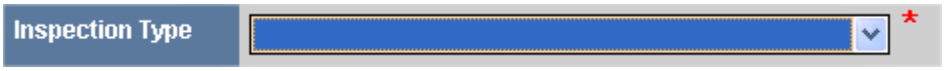
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

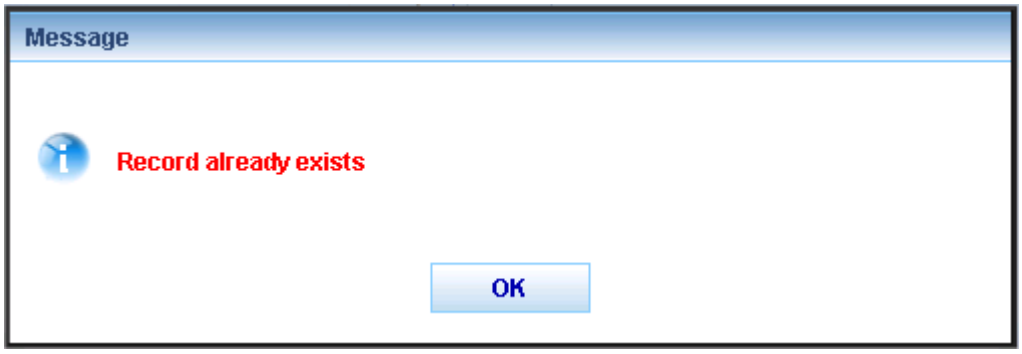
Click on the **Save** button to save the new record and return to the **Condition List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



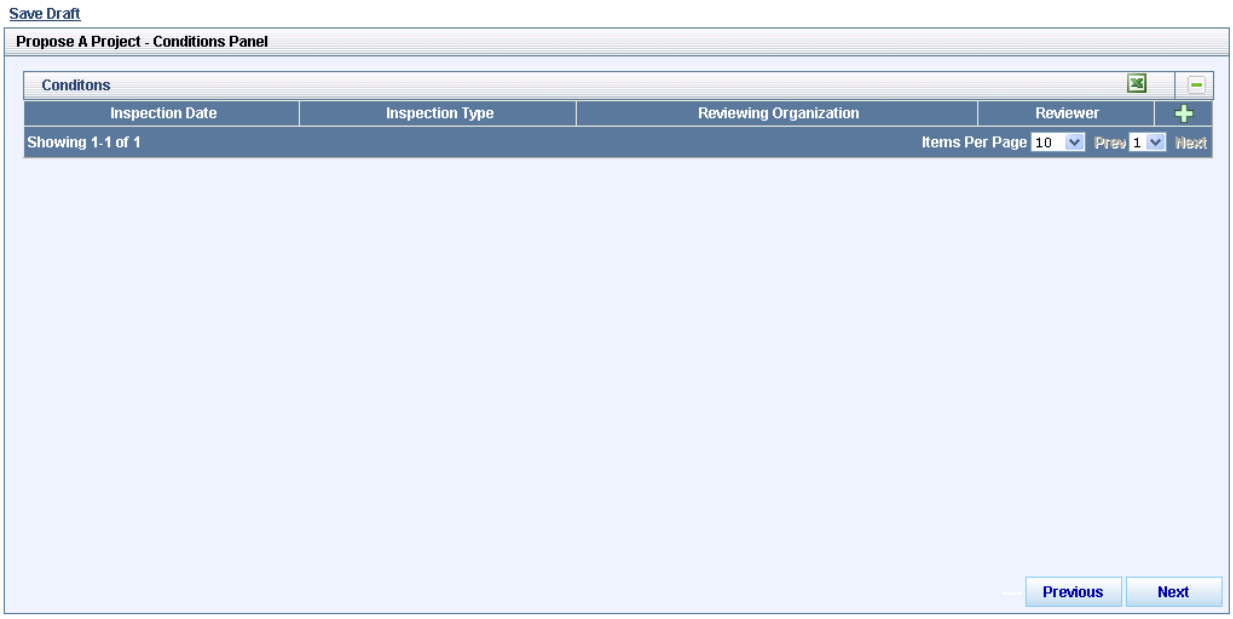
SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once a Condition is added to the List, it can be edited or deleted.

Once saved, the new Condition should be visible in the List. If not, click on the **Reviewer** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

To edit a Condition, click on the **Edit** icon next to the record to be updated.



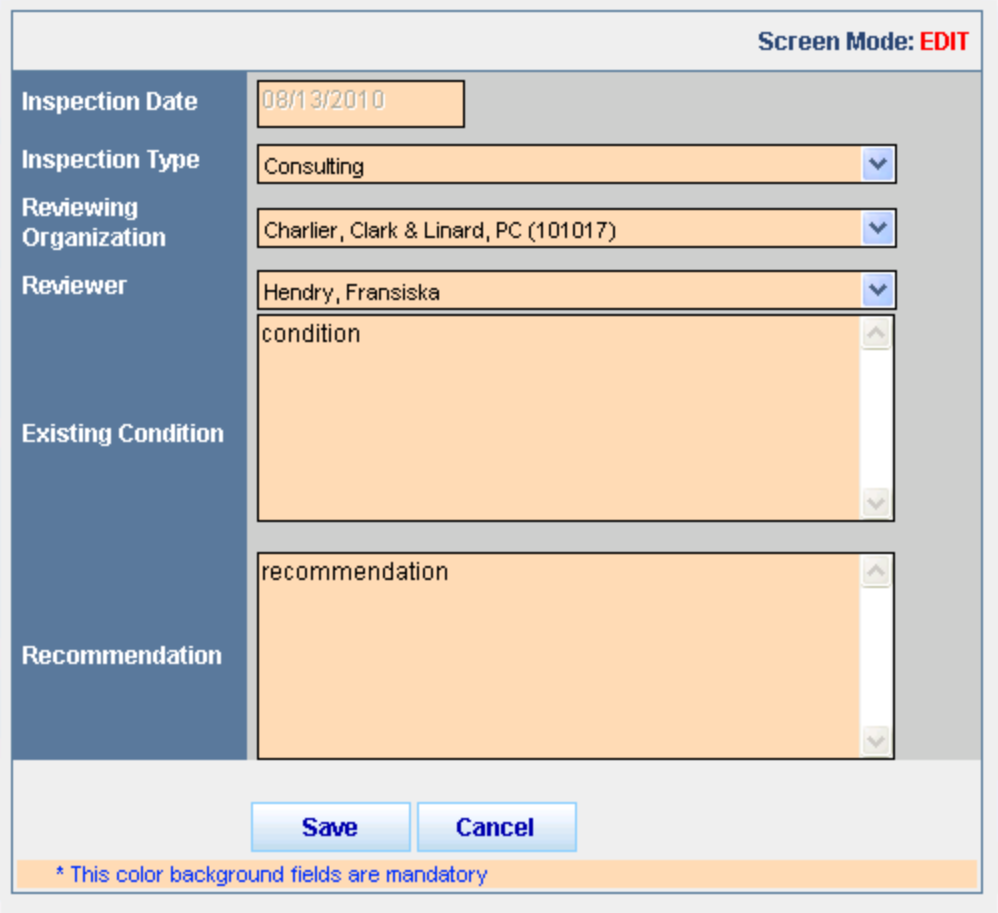
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

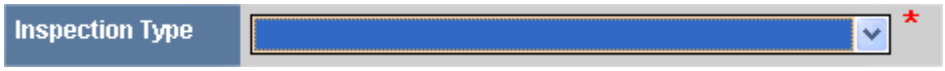
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Conditions field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving.

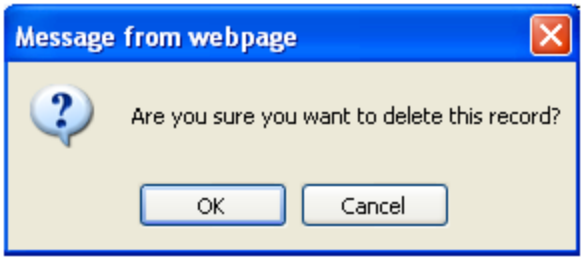
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List or use the Filter feature to locate the updated record.

To delete a Condition, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Condition is removed from the list.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

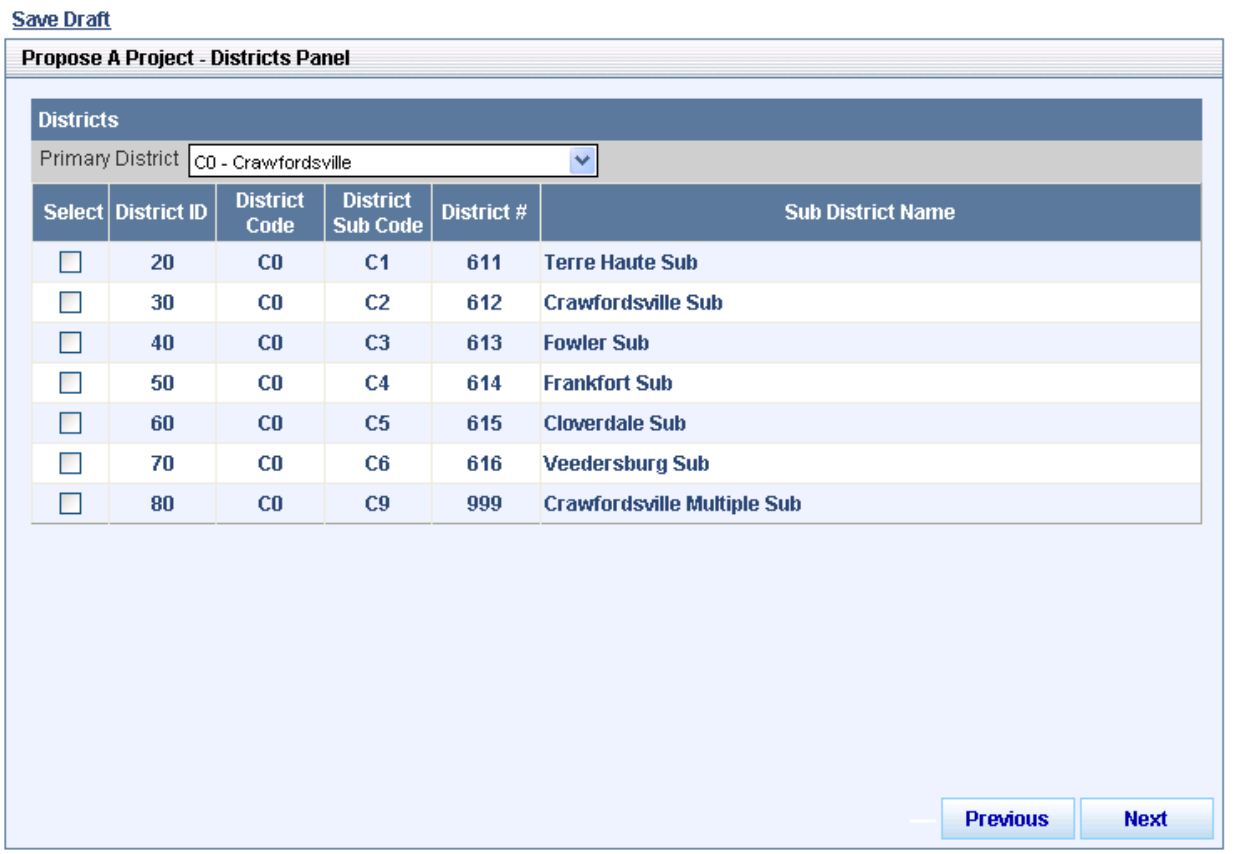
3.5.4. Districts Panel

Select the Primary District from the dropdown list.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for District field definitions, lengths and character/numeric requirements.

The sub-districts auto-populate based on the Primary District. Place a checkmark ☑ in the checkbox ☐ next to the sub-districts associated with the Project.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

A Primary District must be added to the Project. An error message displays requiring that one be selected before going to the next screen.

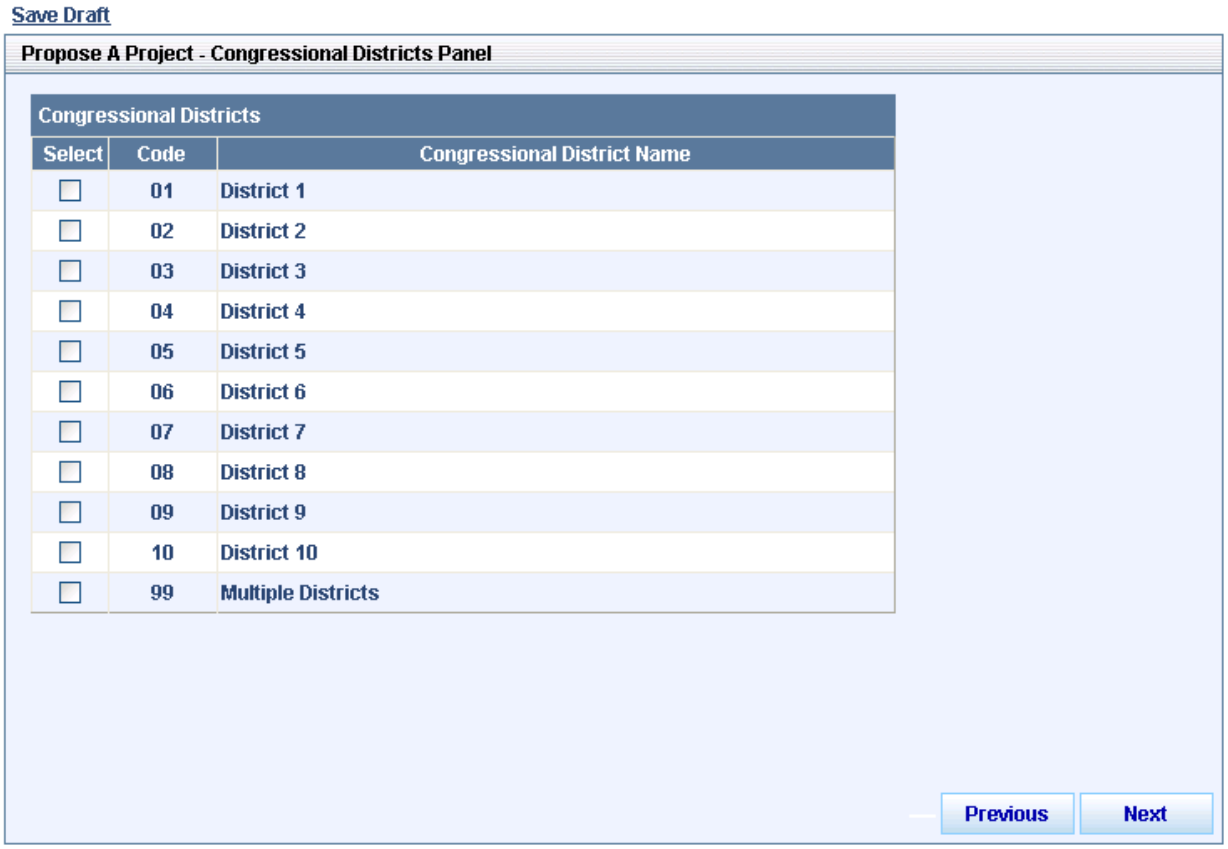
Click the **OK** button and add the District information before clicking the **Next** button again.

3.5.5. Congressional Districts Panel

Place a checkmark ☑ in the checkbox ☐ next to the Congressional Districts associated with the Project. (The Project may involve more than one Congressional District.)

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Congressional District field definitions, lengths and character/numeric requirements.



When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

A Congressional District must be selected for the Project. An error message displays requiring that one be selected before going to the next screen.

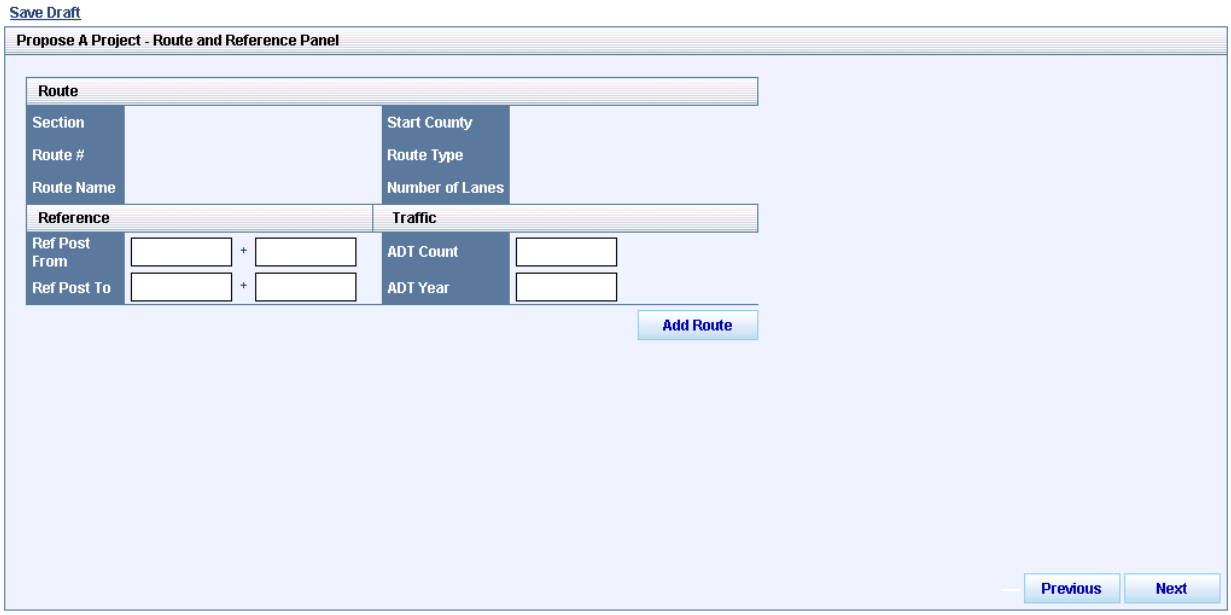
Click the **OK** button and add the District information before clicking the **Next** button again.

3.5.6. Route and Reference Panel

The Route and Reference Panel has a Route and a Reference section. Click on the **Add Route** button to add a route to the Project.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Reference field definitions, lengths and character/numeric requirements.

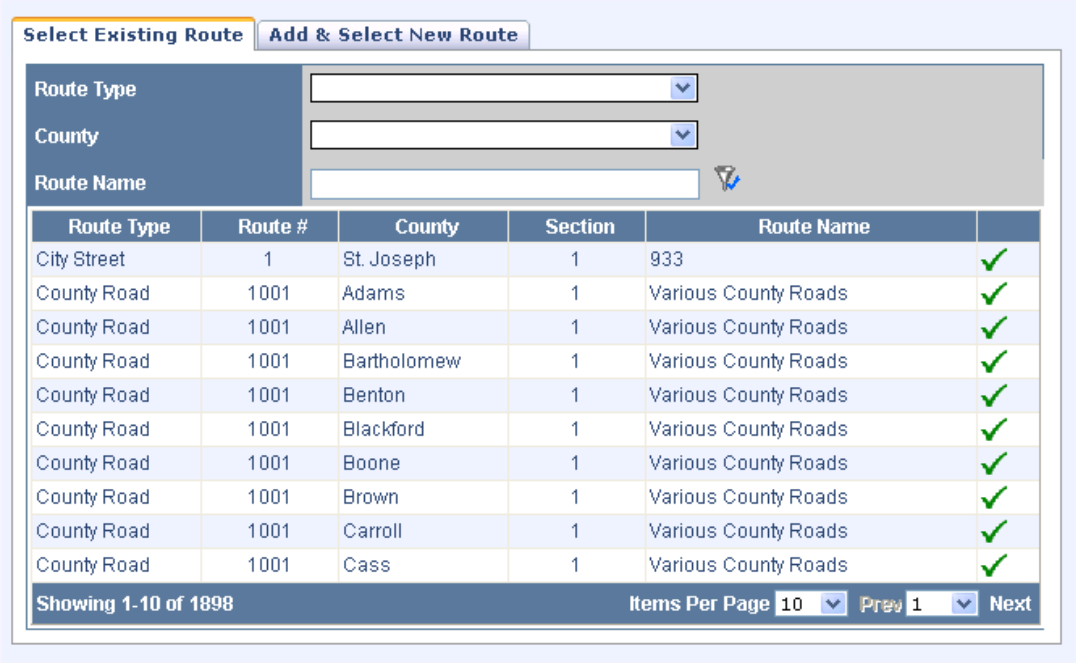


The **Add Route Panel** contains two tabs, one to be used to add a route that already exists and one to be used to create a new route and select it for this Project.

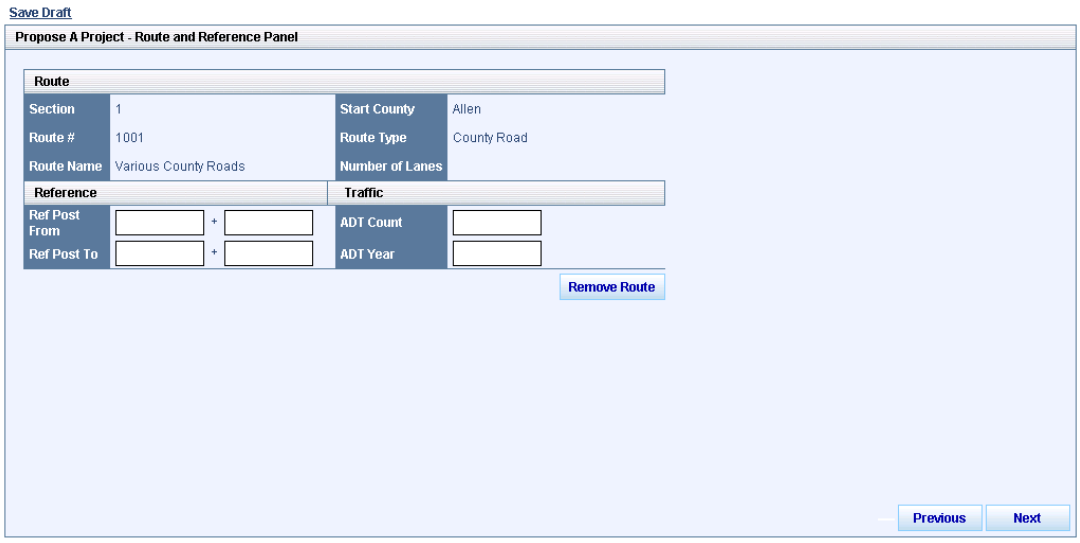
1) **Select Existing Route**

Click on the **Select Existing Route** tab heading. Select the **Route Type** and/or **County** from the dropdown list to return all existing routes of that type within the counties involved in the Project. Click on the green checkmark ✓ to select the desired route from the list.

To filter the list, type the name of the route (or any part of the name) into the **Route Name** text box and click on the **Apply Filter** icon.

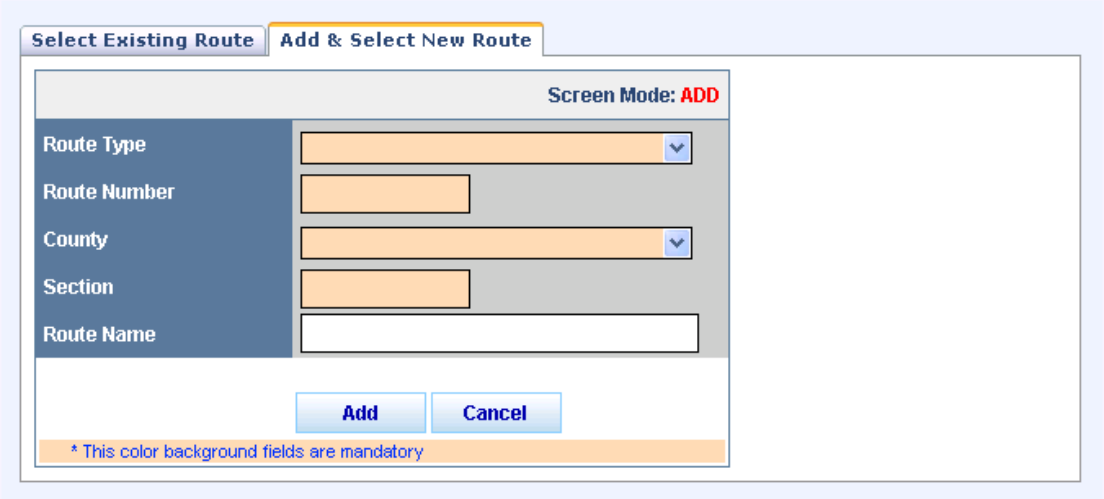


SPMS populates the route information on the main **Route and Reference Panel**. The **Add Route** button is replaced with a **Remove Route** button, which may be used to clear the values from the screen, remove the added route from the Project and display the **Add Route** button again to add a new route.

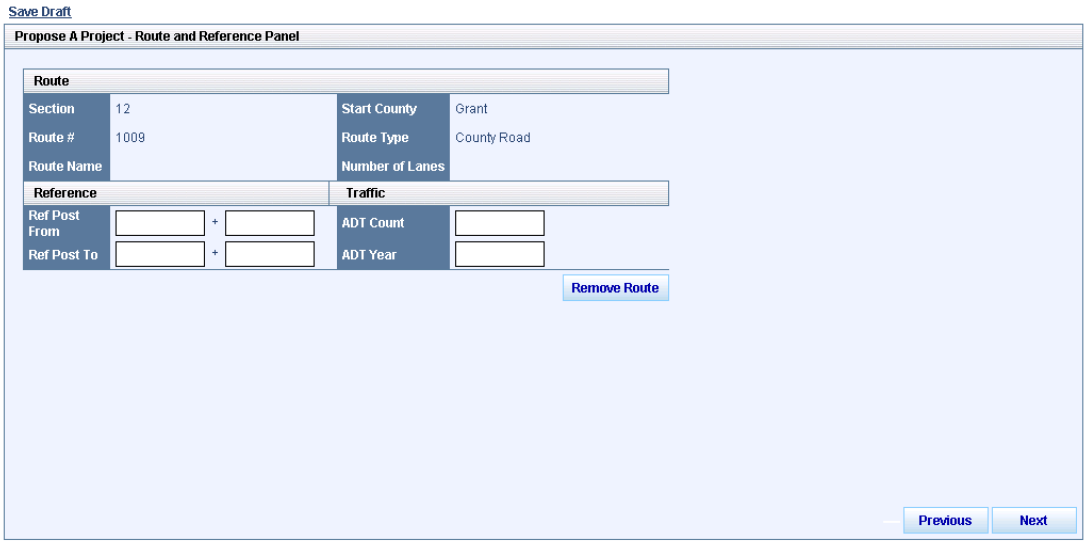


2) **Add and Select New Route**

Click on the **Add and Select New Route** tab heading. In the **Add Screen Mode**, select the **Route Type** and **County** from the dropdown lists. The values in each list come from the Special Route List. When a new Route is added, it is added to the Special Route List The **Route Number** is automatically generated for **County Roads** and **City Streets**. For **Various Route Types**, a Route Number of **VARI** is automatically generated.



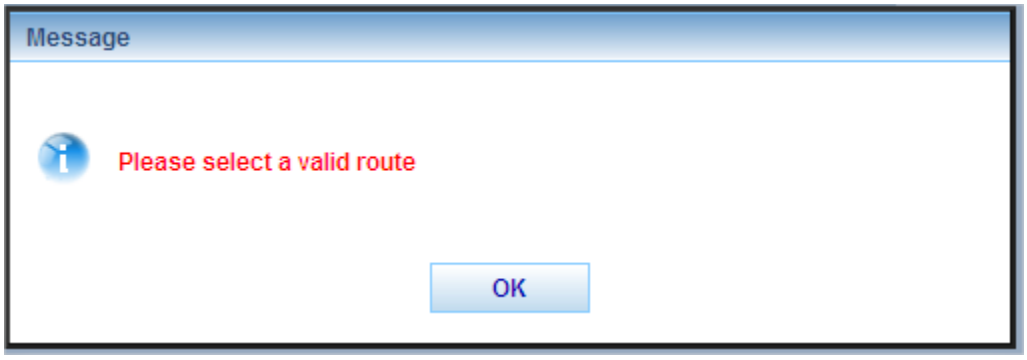
Click on the **Add** button to save the route. SPMS populates the route information with an auto-generated route number on the main **Route and Reference Panel**. The **Add Route** button is replaced with a **Remove Route** button, which can be used to clear the values from the screen, remove the added route and display the **Add Route** button again to add a new route.



Update the Reference Post and Traffic information as needed.

When finished, click on the **Next** button to continue or click on the **Previous** button to return to the prior screen.

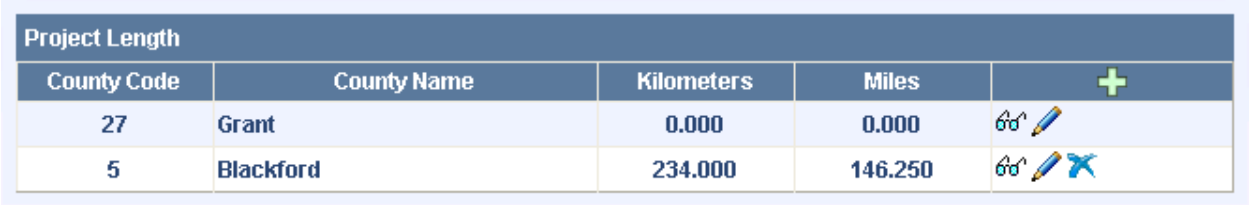
A Route must be added to the Project. An error message displays requiring that one be added before going to the next screen.



Click the **OK** button and add the Route and Reference information before clicking the **Next** button again.

3.5.7. Project Length Panel

The Project Length Panel displays the length for each County affected by the Project in miles and kilometers. Lengths may be added, edited, or deleted. It is important to know that no **Delete** icon appears next to the County that the Project starts in, because that information cannot be deleted. In the example below, the Project begins in Adams County, which cannot be deleted as a Delete icon does not appear.

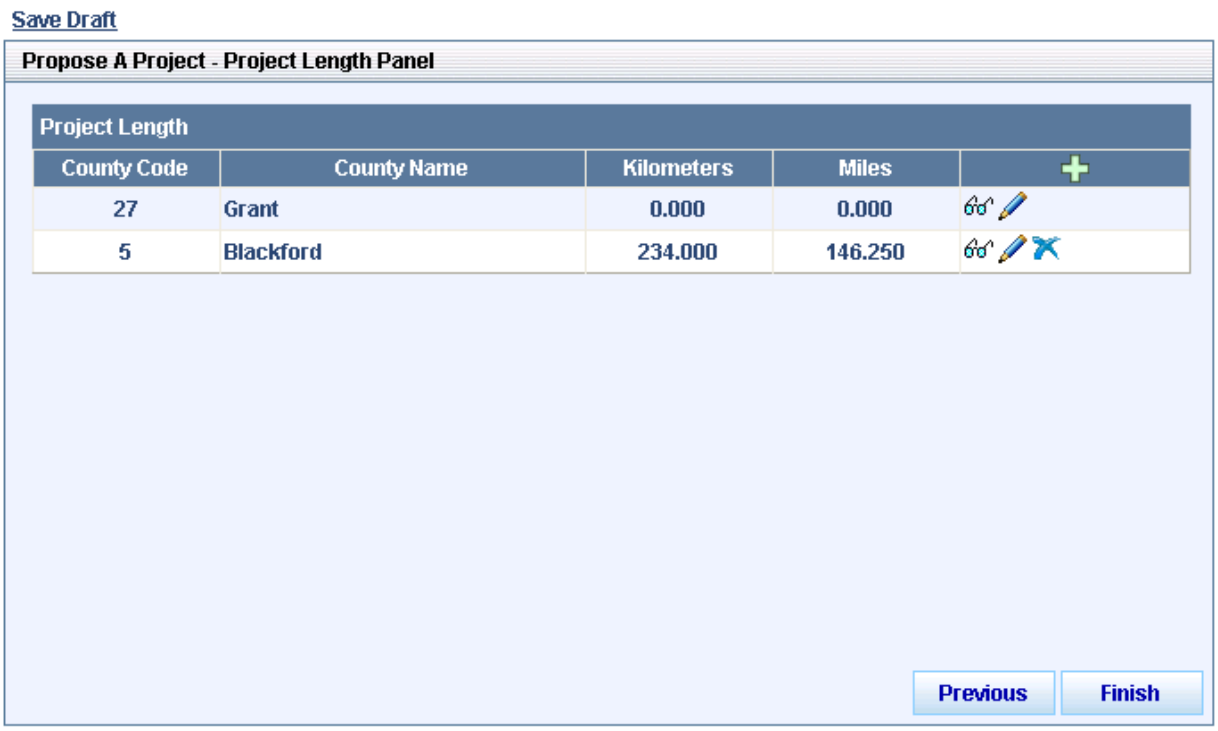


Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

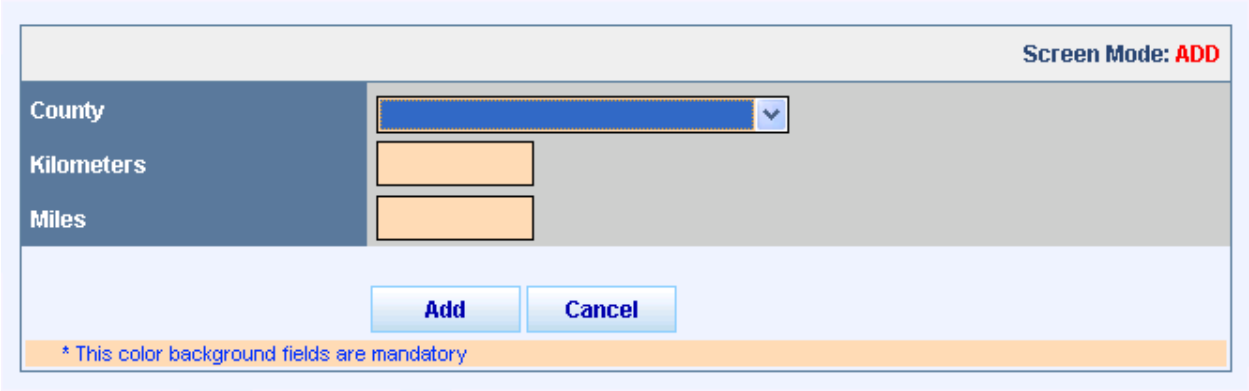
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Project Length field definitions, lengths and character/numeric requirements.

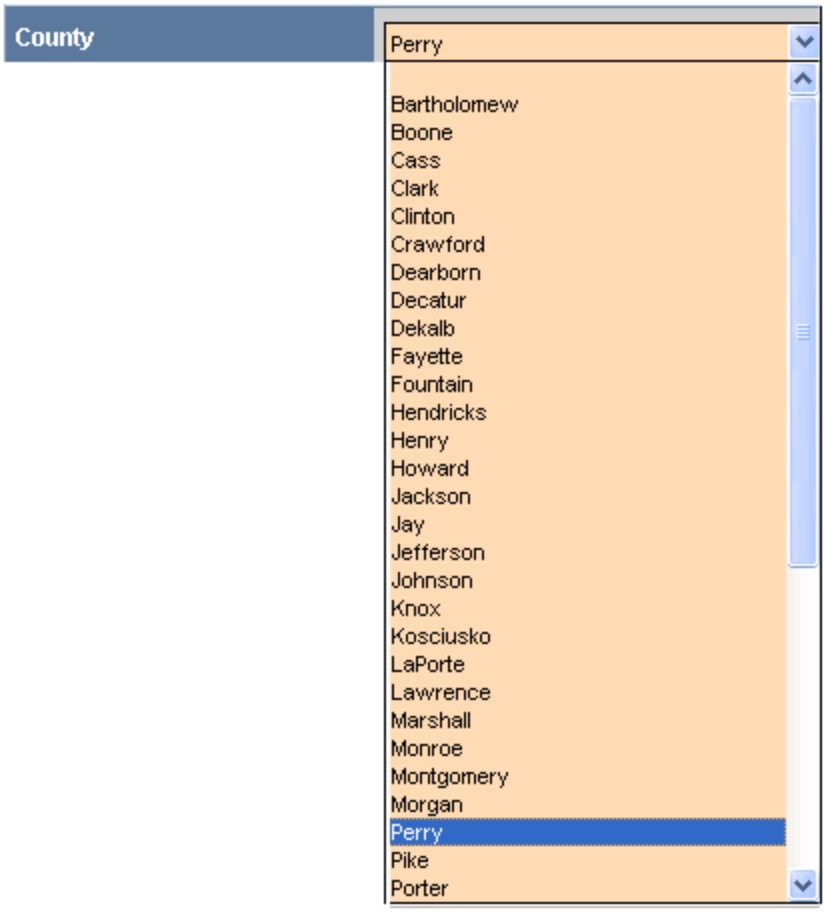
In the **Project Length Panel**, click on the **Add New** icon to the right of the **Miles** column heading to add a **Length**.



In the **ADD Screen Mode**, select the **County** from the dropdown list and enter the kilometers or miles in the text box. If one unit of measurement is entered, the other is calculated by SPMS. For example, type the number of miles into the **Miles** text box and hit the Tab key to move the cursor from the field. The number of kilometers appears in the **Kilometers** text box.



Dropdown fields have an auto-complete feature. For example, click on the County dropdown arrow to the right of the field for a complete list of available Counties. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “P” displays “Perry”.

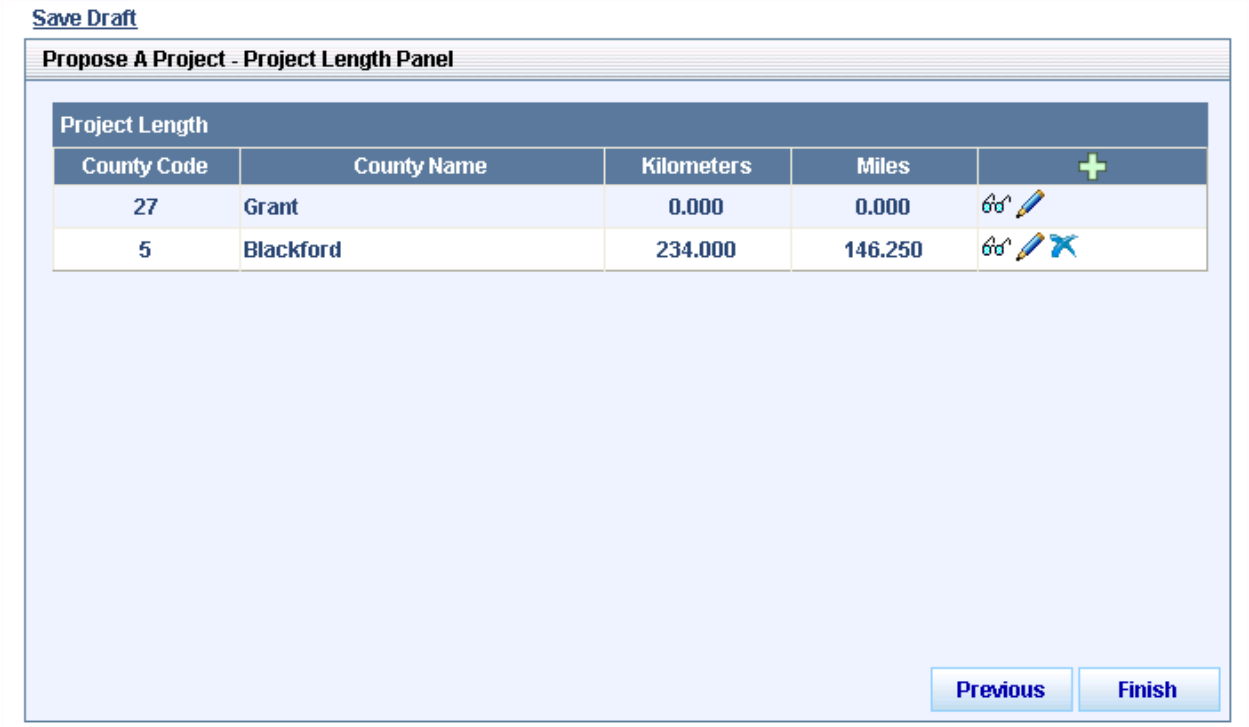


Click on the **Add** button to save the new record and return to the **Project Length Panel** or click on the **Cancel** button to exit without saving. Once saved, the new Project Length should be visible in the List.

SPMS will not save the record or leave the **ADD Screen Mode** if the required fields are empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

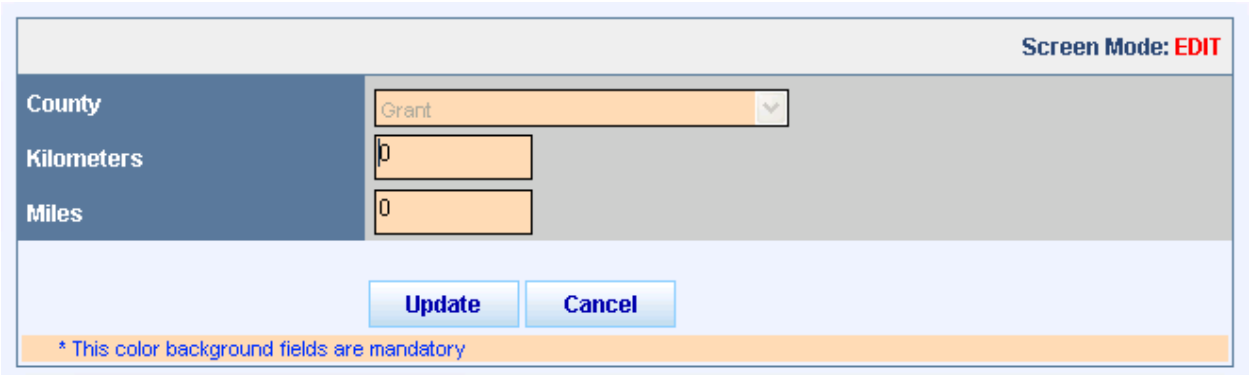
Once a **Project Length** is added to the List, it can be edited or deleted.

To edit a Project Length, click on the **Edit** icon next to the record to be updated.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

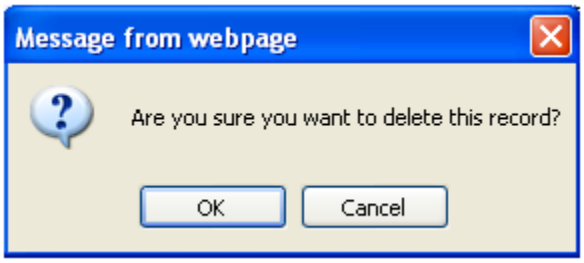
In the **EDIT Screen Mode**, update the miles and kilometers fields as needed. The County may not be edited.



Click on the **Cancel** button to exit without saving or click on the **Update** button to save the record and return to the **Project Length Panel**.

To delete a Project Length, click on the **Delete** icon next to the record to be removed. It is important to know that no **Delete** icon appears next to the County that the Project starts in, because that information cannot be deleted.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Project Length is removed from the list.

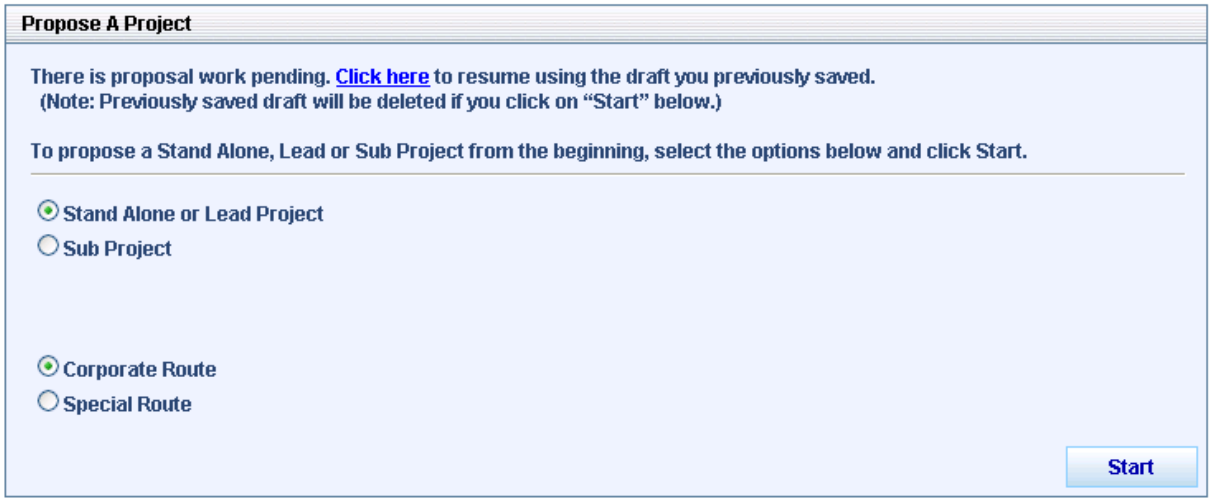
When finished, click on the **Finish** button to continue or click on the **Previous** button to return to the prior screen.

When all project information is complete and verified, SPMS assigns a Designation Number, adds the Project to the database with a status of “Proposed” and Project Proposed Date equal to the date the Des # is assigned. A message displays to confirm the Project’s successful addition to the database. Click on the **OK** button to return to the Propose Project initial screen and continue working in SPMS.

3.5.8. Saving a Draft of a Project

A **Save a Draft** link is provided at the top of each screen while proposing a Project allowing the User to save the Proposal so work may be continued at a later time. A Draft is saved when the **Next** button is clicked or when the **Save a Draft** link is clicked. SPMS saves your work but does not navigate away from the current screen. Advance by clicking on the **Next** button when ready.

The next time the Propose a Project screen is accessed, a reminder displays that there is pending proposal work. Click on the **Click here** link to resume work. It is important to know that once the **Start** button is clicked to begin a new Project, the Draft is deleted.

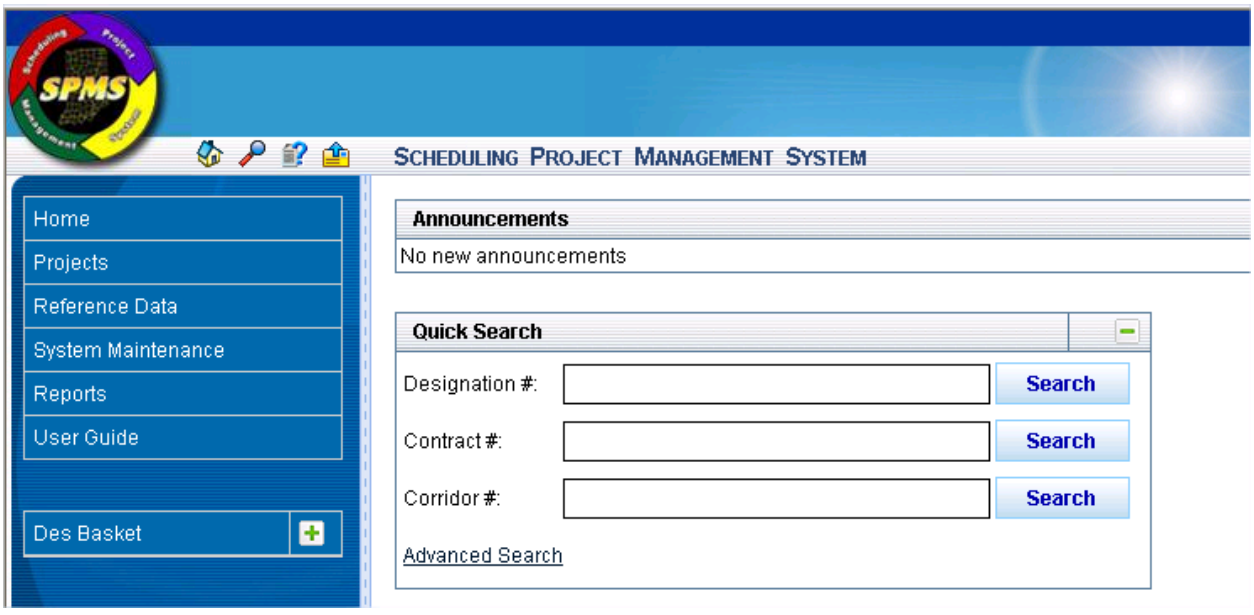


3.6. Project Search

The Project Search feature offers a convenient way to find projects in SPMS. Returned records are displayed in a **Search Results Panel** where the User may open the **Des Maintenance Panel** to manage a Project, add a Project to their Des Basket or print a Full Project Listing Report.

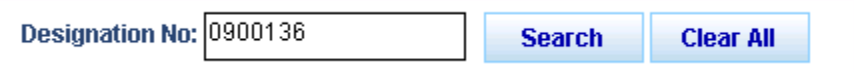
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

To search for a Project, click on the **Project Search** icon on the main SPMS screen.

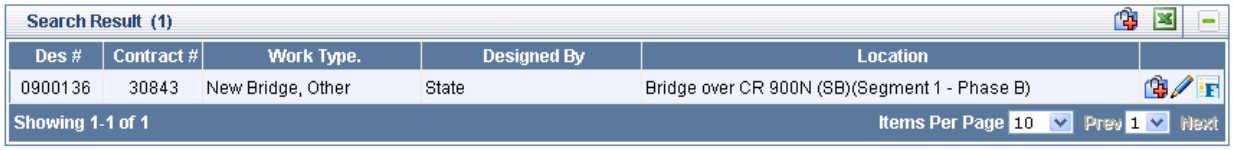


The **Advanced Project Search Panel** allows the User to either enter a Project's Designation Number and search for it in the database or use criteria to find a specific group of Designation Numbers.

To find a Project by its Designation Number, enter it in the Designation No. text box and click on the **Search** button. Enter the first few numbers in the Designation Number to narrow down the search results. For example, type "00" to return only those Projects beginning with "00".



The Project displays in the **Search Results Panel**. Lead Projects display in blue text, Standalone Projects display in orange, and Sub Projects in black.



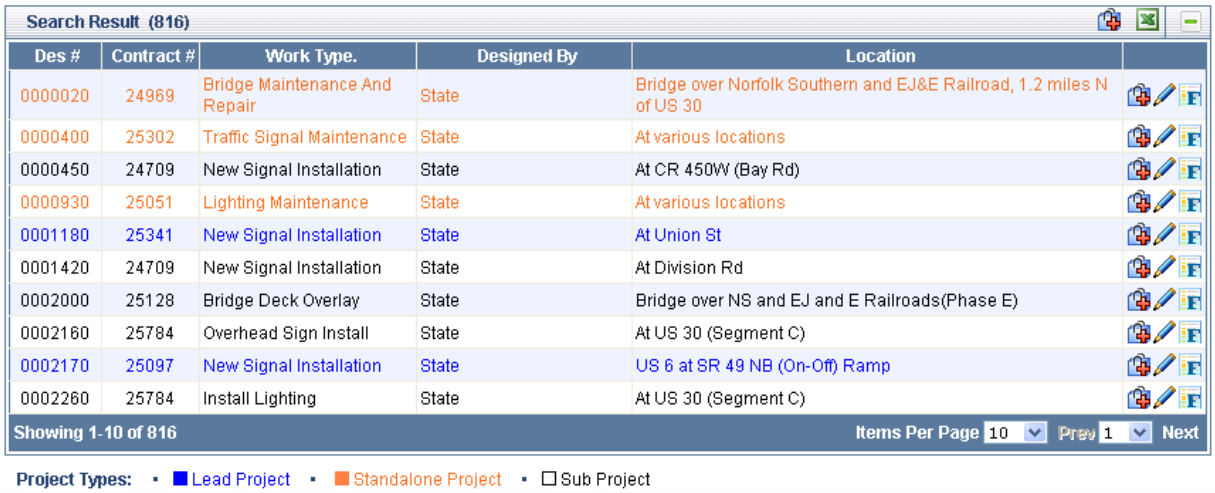
To find Projects using criteria, click on the **Maximize** button to the right of a **Search Criteria Panel** to see the choices available. The **Minimize** button replaces the **Maximize** button so the window may be collapsed and another expanded.

Multiple selections are allowed, but only one Panel may be open at a time. If one is maximized, maximizing another closes it.

For example, to search for **Active** and **Historical** Projects in **Congressional District 1**, maximize the Congressional District **Search Criteria Panel** and place a checkmark in the checkbox next to District 1.

Then, maximize the Project Status Search Criteria Panel and place a checkmark in the checkbox next to Historical – H (project status defaults to active so it is already checked).

When finished selecting the criteria, click on the **Search** button to display the records in the **Search Results Panel**.

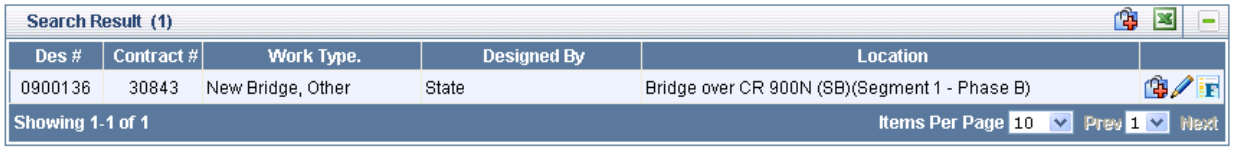


Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

From the Search Panel, the User may add projects to the Des Basket, access the Project Maintenance Panel to manage the project or print a Full Project Listing Report.

3.6.1. To Add Projects to the Des Basket

Click on the **Des Basket** icon to the right of the record to add the Project to the Des Basket.



Clicking on the **Des Basket** icon in the **Search Results Panel** title bar adds all the Projects in the **Search Results Panel** to the Des Basket. The Des Basket holds a maximum of 200 Projects. If there are more than 200 Projects in the **Search Results Panel**, they are added to the Des Basket until the maximum is reached. A message displays with notification that only the first 200 Projects were added to the Des Basket.

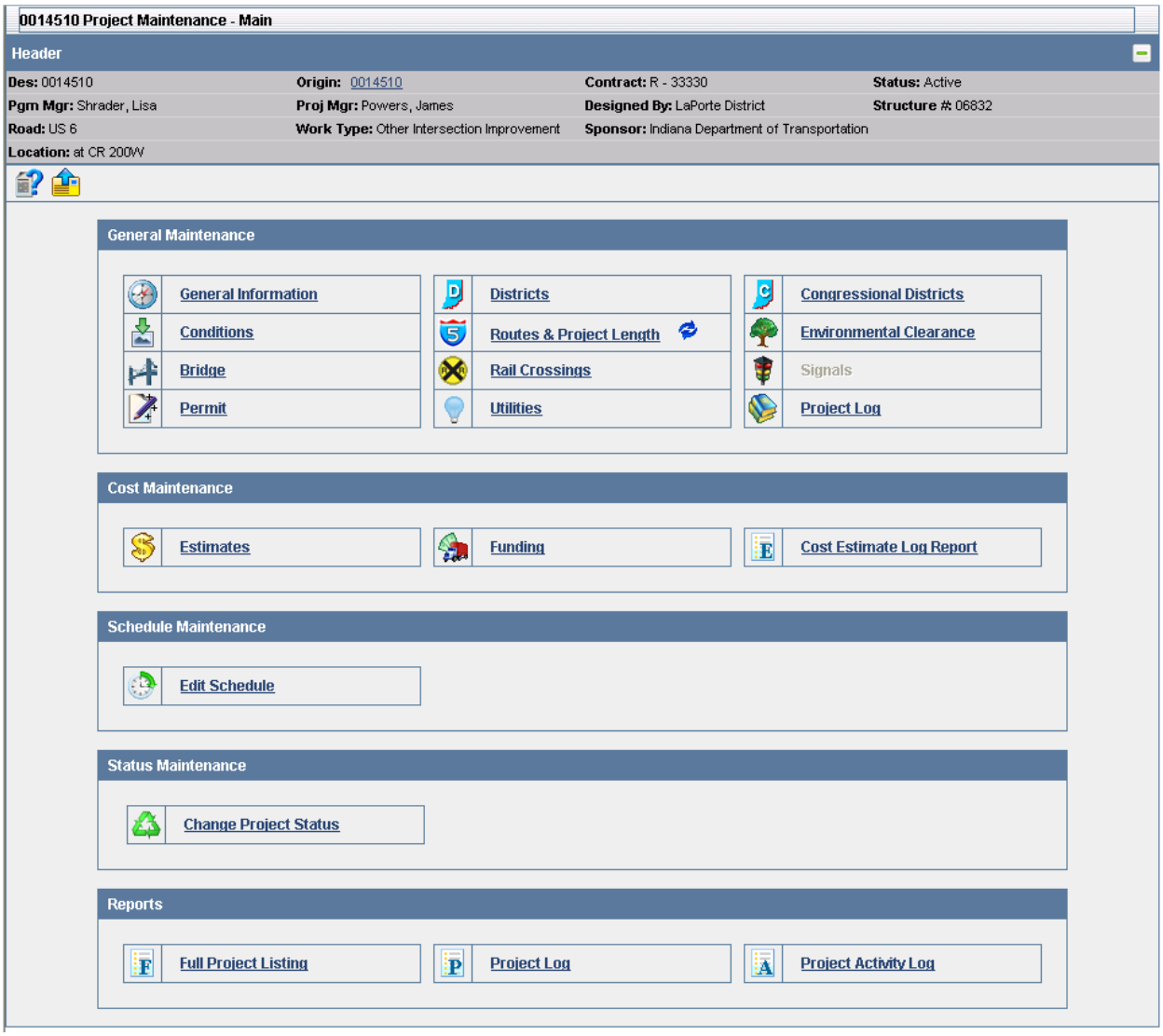
Designation Numbers in the Des Basket are sorted numerically in ascending order.

Instructions for Working with the Des Basket are found in the Des Basket section.

Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

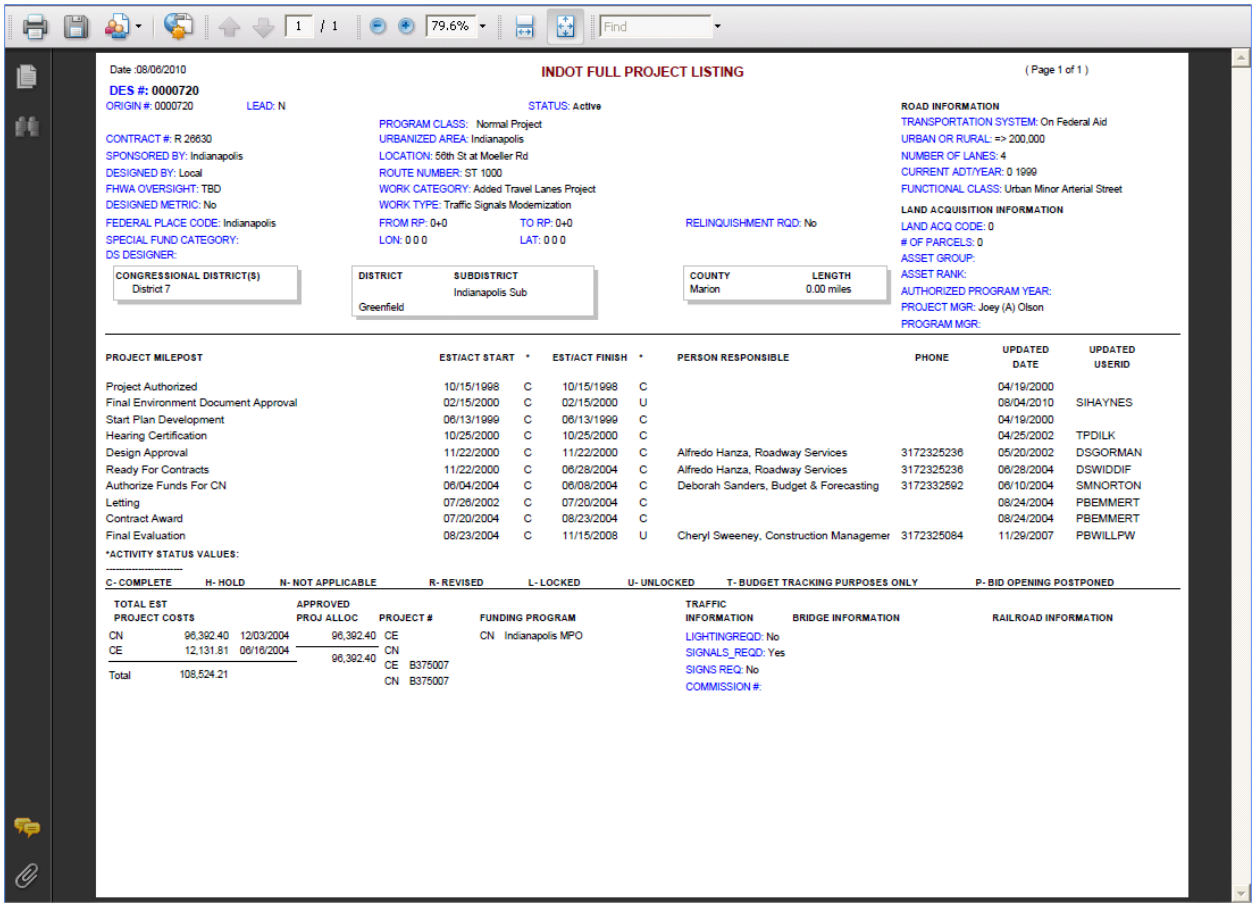
3.6.2. To Access the Project Maintenance Main Page

Click on the **Des Maintenance** icon to the right of the record to open the **Project Maintenance Main Page** and manage the Project.



3.6.3. To View or Print the Full Project Listing Report

Click on the **Full Project Listing Report** icon to the right of the record to open the Full Project Listing Report for that Project.



Date :08/08/2010

INDOT FULL PROJECT LISTING

(Page 1 of 1)

DES #: 0000720

ORIGIN #: 0000720 LEAD: N STATUS: Active

CONTRACT #: R 26630
SPONSORED BY: Indianapolis
DESIGNED BY: Local
FHWA OVERSIGHT: TBD
DESIGNED METRIC: No
FEDERAL PLACE CODE: Indianapolis
SPECIAL FUND CATEGORY:
DS DESIGNER:

PROGRAM CLASS: Normal Project
URBANIZED AREA: Indianapolis
LOCATION: 56th St at Moeller Rd
ROUTE NUMBER: ST 1000
WORK CATEGORY: Added Travel Lanes Project
WORK TYPE: Traffic Signals Modernization
FROM RP: 0+0 TO RP: 0+0
LON: 0 0 0 LAT: 0 0 0

RELINQUISHMENT RQD: No

ROAD INFORMATION
TRANSPORTATION SYSTEM: On Federal Aid
URBAN OR RURAL: => 200,000
NUMBER OF LANES: 4
CURRENT ADT/YEAR: 0 1999
FUNCTIONAL CLASS: Urban Minor Arterial Street

LAND ACQUISITION INFORMATION
LAND ACQ CODE: 0
OF PARCELS: 0
ASSET GROUP:
ASSET RANK:
AUTHORIZED PROGRAM YEAR:
PROJECT MGR: Joey (A) Olson
PROGRAM MGR:

CONGRESSIONAL DISTRICT(S)	DISTRICT	SUBDISTRICT	COUNTY	LENGTH
District 7	Greenfield	Indianapolis Sub	Marion	0.00 miles

PROJECT MILEPOST	EST/ACT START	*	EST/ACT FINISH	*	PERSON RESPONSIBLE	PHONE	UPDATED DATE	UPDATED USERID
Project Authorized	10/15/1998	C	10/15/1998	C			04/19/2000	
Final Environment Document Approval	02/15/2000	C	02/15/2000	U			08/04/2010	SIHAYNES
Start Plan Development	06/13/1999	C	06/13/1999	C			04/19/2000	
Hearing Certification	10/25/2000	C	10/25/2000	C			04/25/2002	TPDILK
Design Approval	11/22/2000	C	11/22/2000	C	Alfredo Hanza, Roadway Services	3172325236	05/20/2002	DSGORMAN
Ready For Contracts	11/22/2000	C	06/28/2004	C	Alfredo Hanza, Roadway Services	3172325236	06/28/2004	DSWIDDIF
Authorize Funds For CN	06/04/2004	C	06/08/2004	C	Deborah Sanders, Budget & Forecasting	3172332592	06/10/2004	SMNORTON
Letting	07/26/2002	C	07/20/2004	C			08/24/2004	PBEMMERT
Contract Award	07/20/2004	C	08/23/2004	C			08/24/2004	PBEMMERT
Final Evaluation	08/23/2004	C	11/15/2008	U	Cheryl Sweeney, Construction Managemer	3172325084	11/29/2007	PBWILLPW

*ACTIVITY STATUS VALUES:

C- COMPLETE H- HOLD N- NOT APPLICABLE R- REVISED L- LOCKED U- UNLOCKED T- BUDGET TRACKING PURPOSES ONLY P- BID OPENING POSTPONED

TOTAL EST PROJECT COSTS			APPROVED PROJ ALLOC	PROJECT #	FUNDING PROGRAM
CN	96,392.40	12/03/2004	96,392.40	CE	CN Indianapolis MPO
CE	12,131.81	06/16/2004		CN	
			96,392.40	CE B375007	
Total	108,524.21			CN B375007	

TRAFFIC INFORMATION
LIGHTINGREQD: No
SIGNALS_REQD: Yes
SIGNS REQ: No
COMMISSION #:

BRIDGE INFORMATION

RAILROAD INFORMATION

The **Full Project Listing**, **Activity Log**, **Project Log** and **Project Cost Estimate Log** Reports may be created for the records in the **Search Results Panel** by clicking on Reports on the menu and selecting the report from the dropdown list and the Projects to include in the Report. For more details, refer to Viewing Reports in the Reports section.

When finished searching, use the menu to navigate to another feature. Search Results are not saved.

3.7. Project Maintenance

3.7.1. Project Maintenance Main Page

The **Project (Des) Maintenance Main Page** screen is organized into a **Header** and a **Menu Panel**.

Header

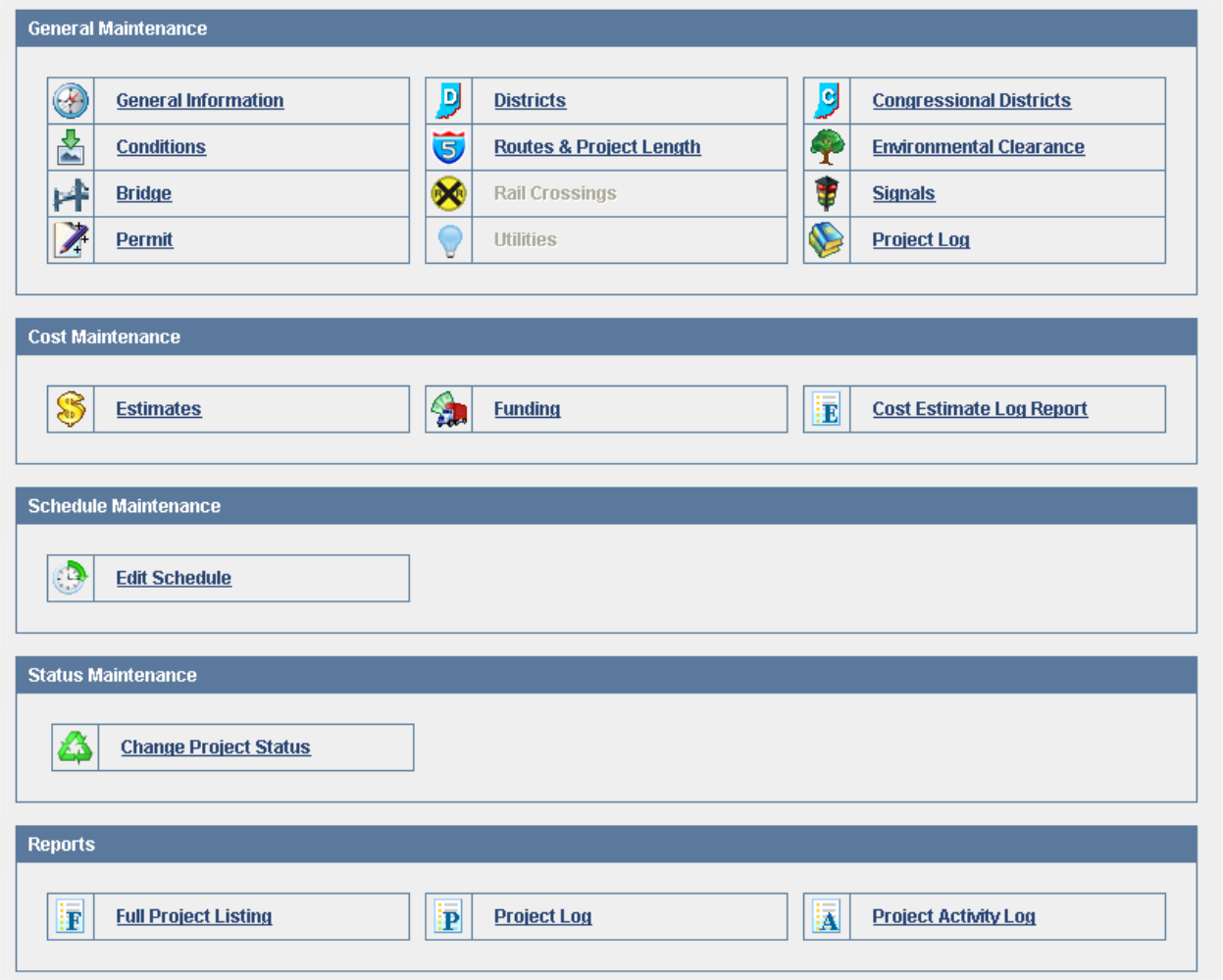
The Header contains high-level information about the Project from data either entered into SPMS or imported from other databases. It displays at the top of all Des Maintenance screens. The Header also has a link to the Origin Project.

Directly below the Location information in the Header are a **Help** icon and an **Email SPMS Support** icon.

Des Maintenance Menu Panel

The **Menu Panel** is organized into sections: **General Maintenance**, **Cost Maintenance**, **Schedule Maintenance**, **Status Maintenance** and **Reports**.

The **Routes and Project Length** link has a Refresh icon for updating a Project's Corporate (the icon does not display for Special Route Projects) route and Project length information. Please refer to the Routes and Project Length section for more information.



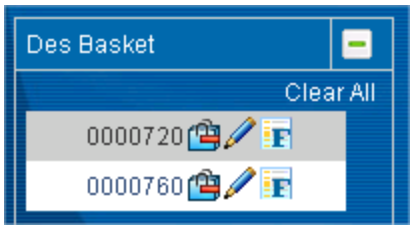
Access to links and icons is dependent on a User's role and security level, as well as the Project's specific information. If a link is grayed out, its hover tool tip indicates why the option is unavailable. For example, if Signals Required field is not equal to Yes, the Signals icon and link are not available and a tool tip displays the explanation.

For details about User security, refer to Understanding the Screen in the Getting Started section.

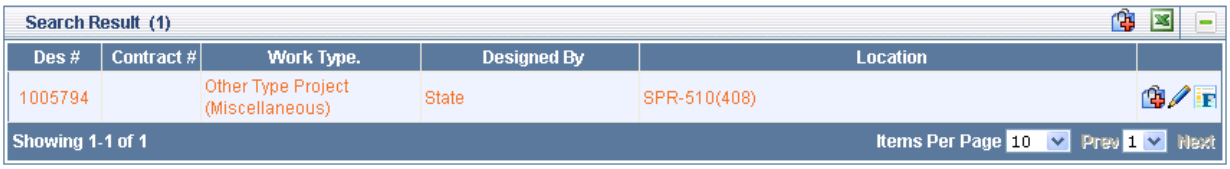
3.7.2. Authorize Activity Schedule

A Proposed Project's schedule must be authorized before it can be edited. To authorize a Project schedule, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

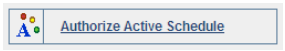


Project Search - Search Results Panel

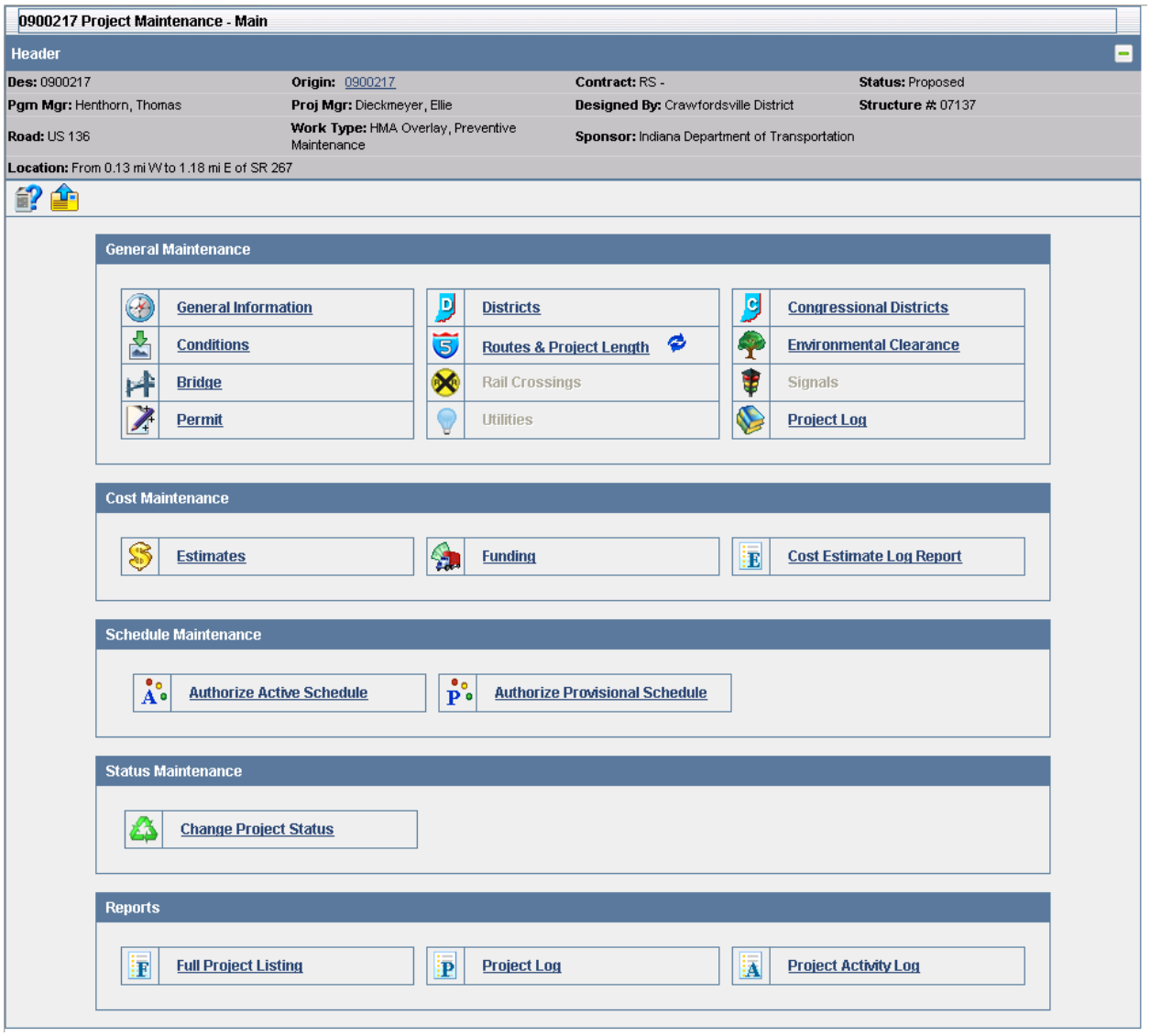


When authorizing a Project's schedule, the Project's status can be made either Active or Provisional.

3.7.2.1. Authorize Active Schedule

To authorize an Active Schedule, click on the **Authorize an Active Schedule** 

icon or link in the **Schedule Maintenance** section of the **Project Maintenance Main Page** or click on the **Authorize Active Schedule** icon below the Header on any **Project Maintenance Panel**.



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

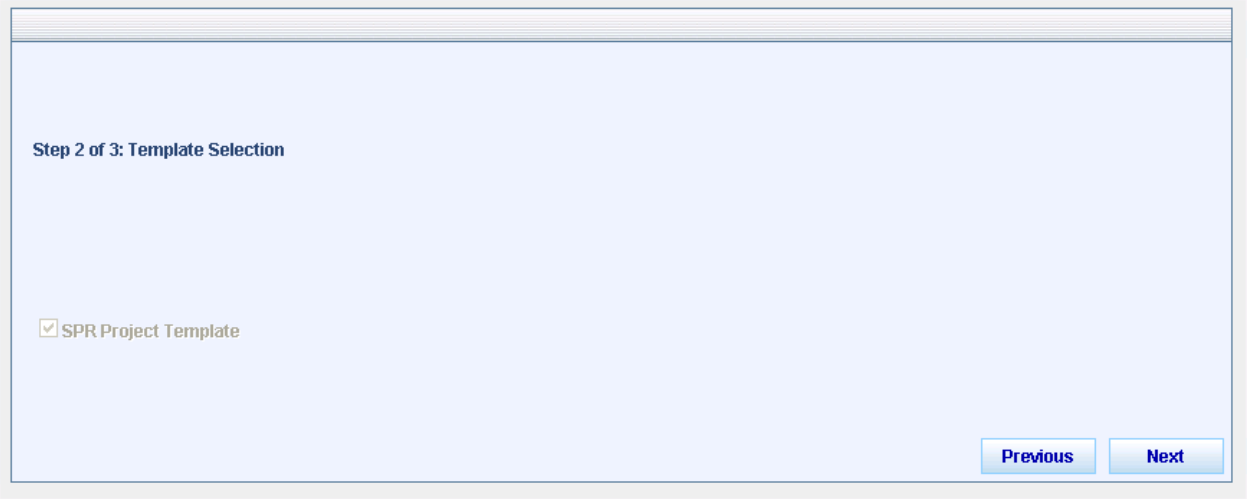
On the **Step 1 of 3: Template Type Selection** screen, click in the radio button to the left of the template type on which to base the Schedule to select it. Click on the **Start** button to continue.

On the **Step 2 of 3: Template Selection** screen, checkmarks are placed next to all templates that are associated with the type of template selected in Step 1. Some templates are grayed out and cannot be deselected because they are required for the selected template type. Place a checkmark ☑ next to the templates to be added to the Schedule. To deselect a template, click in checkbox to remove the checkmark ☐ . Click on the **Next** button to continue or the **Previous** button to return to Step 1.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

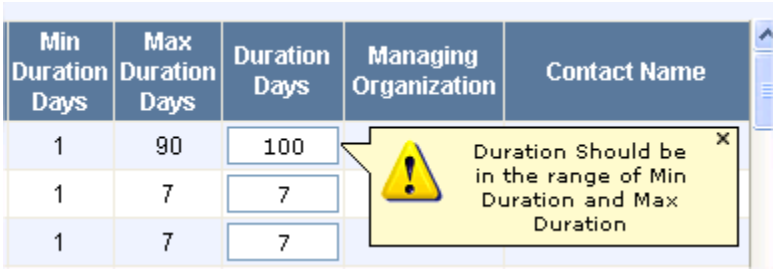
Refer to the SPMS Table/Field Definitions in the Glossary section for Activity and Activity Log field definitions, lengths and character/numeric requirements.



On the **Step 3 of 3: Activities Selection** screen, checkmarks are placed next to all activities that are associated with the template selected in Step 2. Some activities are grayed out and cannot be deselected

because they are required for the selected template. Place a checkmark ☑ next to the activities to be added to the Schedule. To deselect an activity, click in checkbox to remove the checkmark ☐ .

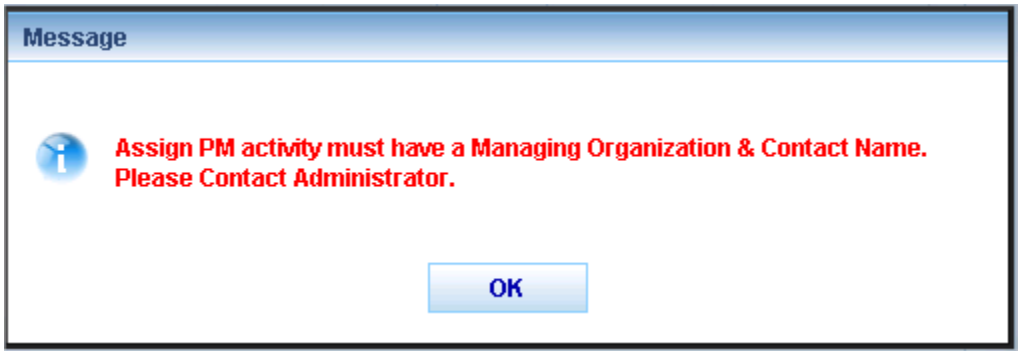
Edit an activity's **Duration Days** as needed by typing a new value in the text box in the **Duration Days** column. The number of days must be within the minimum and maximum number of days provided. A pop-up error displays if the number days entered is not valid.



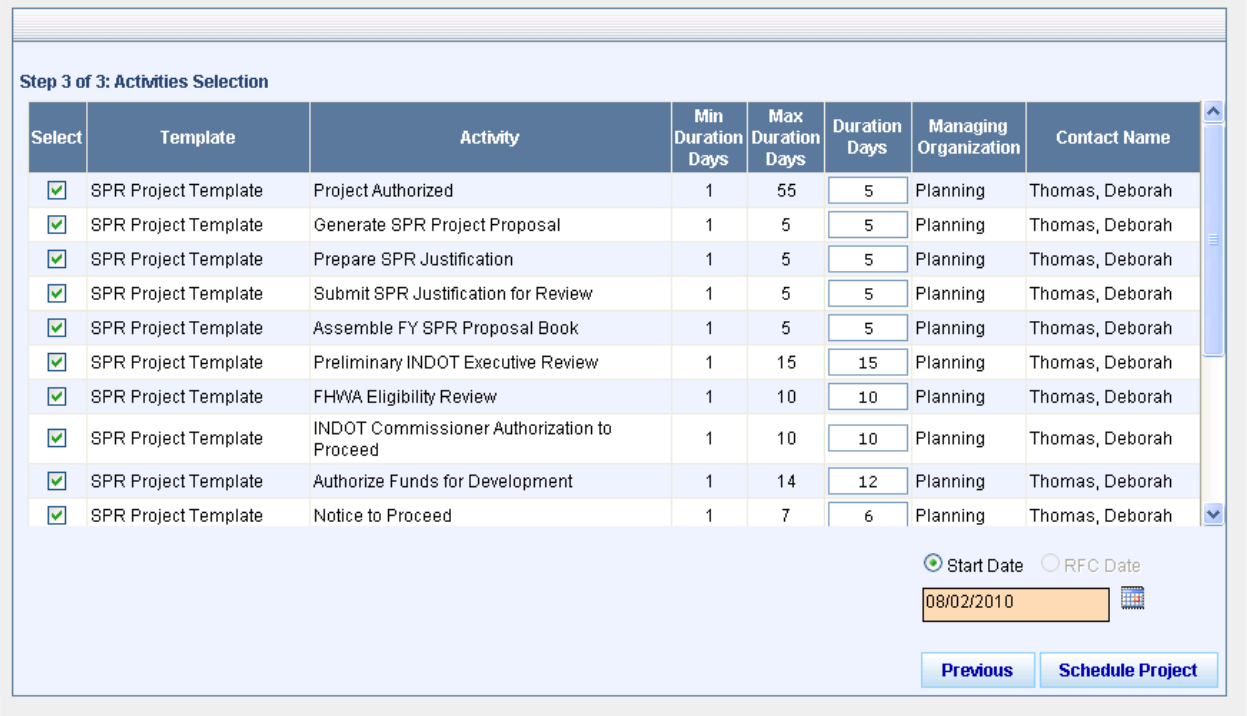
Click in the radio button next to **Start Date** or **RFC Date** if there is a Ready for Contract activity in the template. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Managing Organization and Contact information for each activity is required. The message below displays if any field is blank.



Click on the **Schedule Project** button to create the Project Baseline Schedule or the **Previous** button to return to Step 2.



Step 3 of 3: Activities Selection

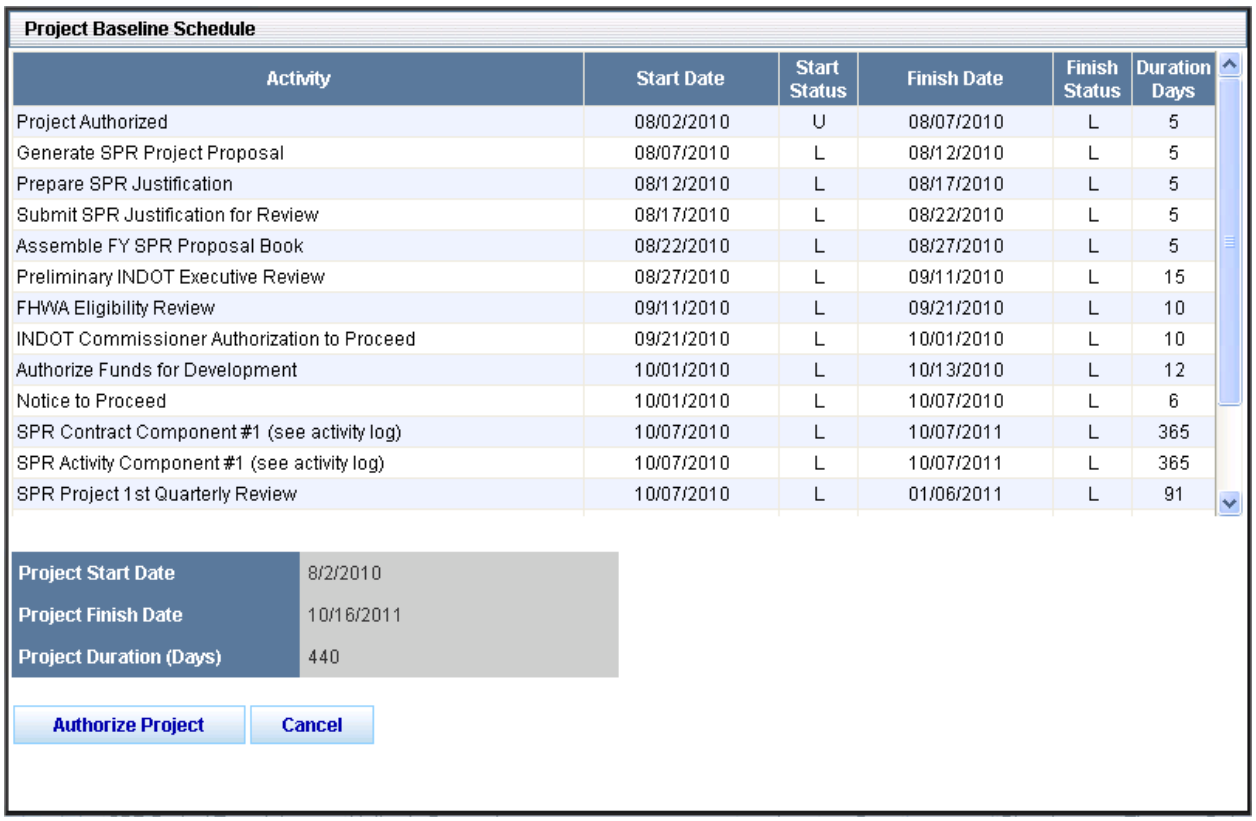
Select	Template	Activity	Min Duration Days	Max Duration Days	Duration Days	Managing Organization	Contact Name
☑	SPR Project Template	Project Authorized	1	55	5	Planning	Thomas, Deborah
☑	SPR Project Template	Generate SPR Project Proposal	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Prepare SPR Justification	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Submit SPR Justification for Review	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Assemble FY SPR Proposal Book	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Preliminary INDOT Executive Review	1	15	15	Planning	Thomas, Deborah
☑	SPR Project Template	FHWA Eligibility Review	1	10	10	Planning	Thomas, Deborah
☑	SPR Project Template	INDOT Commissioner Authorization to Proceed	1	10	10	Planning	Thomas, Deborah
☑	SPR Project Template	Authorize Funds for Development	1	14	12	Planning	Thomas, Deborah
☑	SPR Project Template	Notice to Proceed	1	7	6	Planning	Thomas, Deborah

Start Date RFC Date

08/02/2010

Previous Schedule Project

On the **Project Baseline Schedule** screen, verify all information and Duration Days calculations are correct and click on the **Authorize Project** button to create the Schedule and open the **Project Maintenance - Edit Schedule Panel**. Click on the **Cancel** button to close the window and return to the **Step 3 of 3: Activities Selection** screen to make any necessary changes.



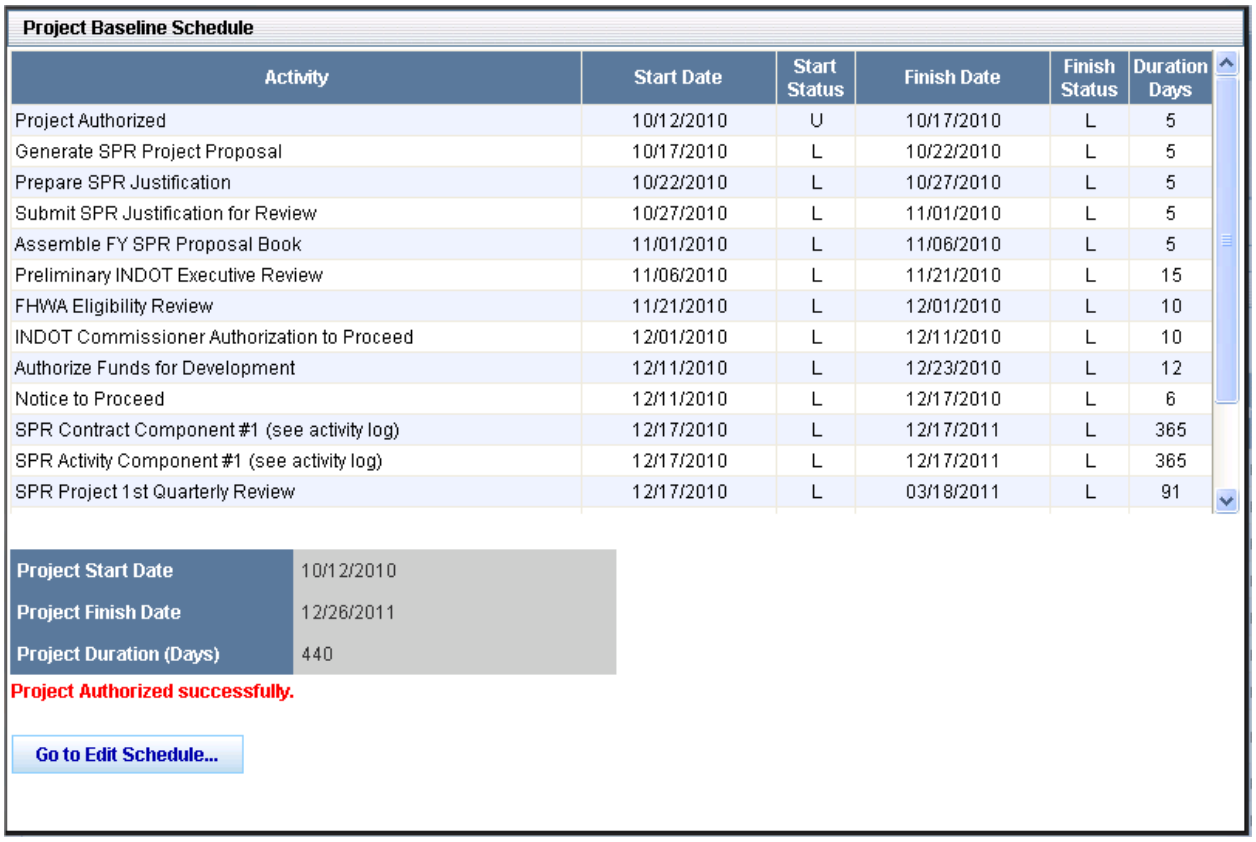
Project Baseline Schedule

Activity	Start Date	Start Status	Finish Date	Finish Status	Duration Days
Project Authorized	08/02/2010	U	08/07/2010	L	5
Generate SPR Project Proposal	08/07/2010	L	08/12/2010	L	5
Prepare SPR Justification	08/12/2010	L	08/17/2010	L	5
Submit SPR Justification for Review	08/17/2010	L	08/22/2010	L	5
Assemble FY SPR Proposal Book	08/22/2010	L	08/27/2010	L	5
Preliminary INDOT Executive Review	08/27/2010	L	09/11/2010	L	15
FHWA Eligibility Review	09/11/2010	L	09/21/2010	L	10
INDOT Commissioner Authorization to Proceed	09/21/2010	L	10/01/2010	L	10
Authorize Funds for Development	10/01/2010	L	10/13/2010	L	12
Notice to Proceed	10/01/2010	L	10/07/2010	L	6
SPR Contract Component #1 (see activity log)	10/07/2010	L	10/07/2011	L	365
SPR Activity Component #1 (see activity log)	10/07/2010	L	10/07/2011	L	365
SPR Project 1st Quarterly Review	10/07/2010	L	01/06/2011	L	91

Project Start Date	8/2/2010
Project Finish Date	10/16/2011
Project Duration (Days)	440

Authorize Project | Cancel

If authorizing the Project, a message displays verifying that the authorization was successful. Click on the **Go to Edit Schedule** button to open the **Project Maintenance – Edit Schedule Panel.**



Project Baseline Schedule

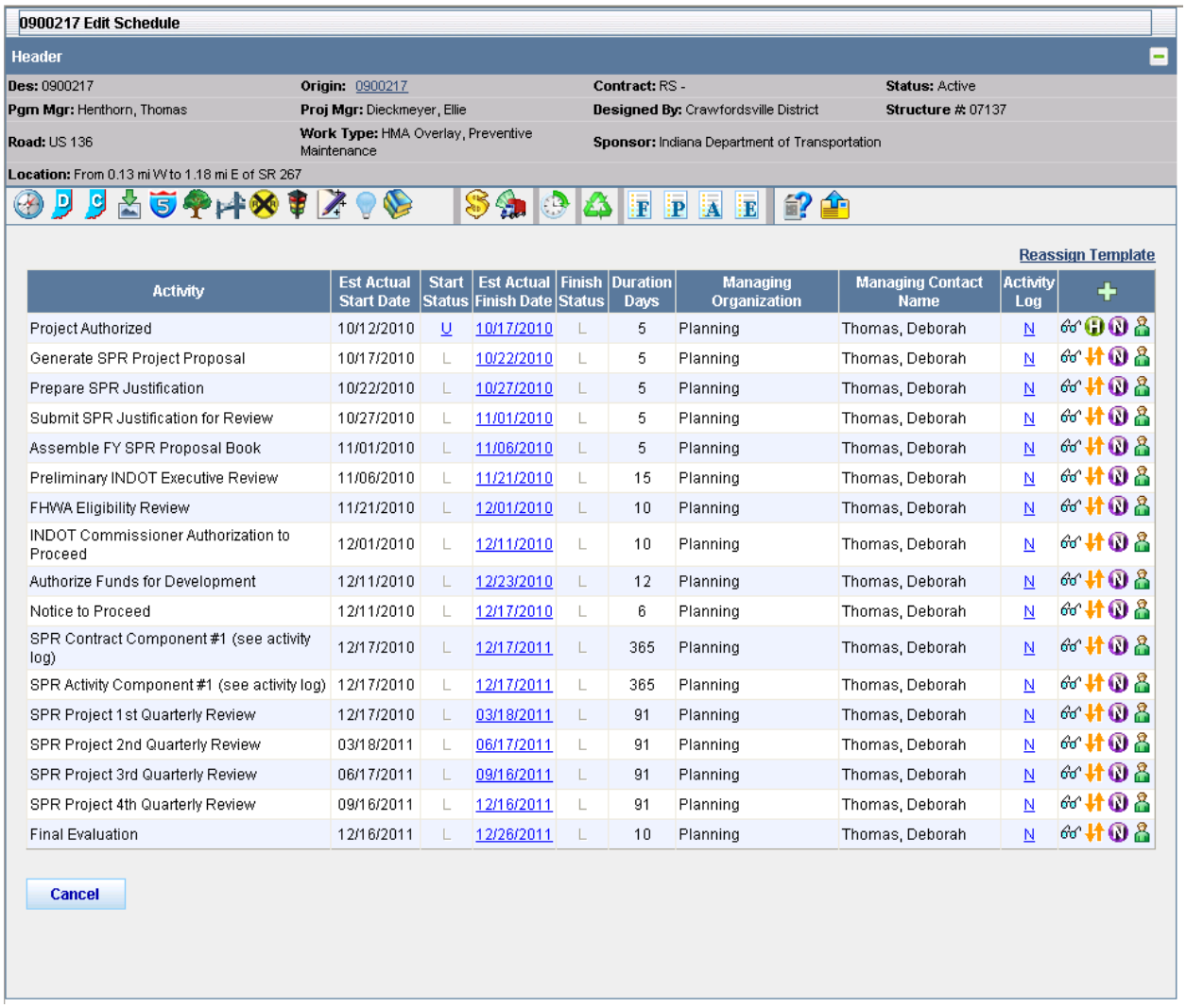
Activity	Start Date	Start Status	Finish Date	Finish Status	Duration Days
Project Authorized	10/12/2010	U	10/17/2010	L	5
Generate SPR Project Proposal	10/17/2010	L	10/22/2010	L	5
Prepare SPR Justification	10/22/2010	L	10/27/2010	L	5
Submit SPR Justification for Review	10/27/2010	L	11/01/2010	L	5
Assemble FY SPR Proposal Book	11/01/2010	L	11/06/2010	L	5
Preliminary INDOT Executive Review	11/06/2010	L	11/21/2010	L	15
FHWA Eligibility Review	11/21/2010	L	12/01/2010	L	10
INDOT Commissioner Authorization to Proceed	12/01/2010	L	12/11/2010	L	10
Authorize Funds for Development	12/11/2010	L	12/23/2010	L	12
Notice to Proceed	12/11/2010	L	12/17/2010	L	6
SPR Contract Component #1 (see activity log)	12/17/2010	L	12/17/2011	L	365
SPR Activity Component #1 (see activity log)	12/17/2010	L	12/17/2011	L	365
SPR Project 1st Quarterly Review	12/17/2010	L	03/18/2011	L	91

Project Start Date	10/12/2010
Project Finish Date	12/26/2011
Project Duration (Days)	440

Project Authorized successfully.

Go to Edit Schedule...

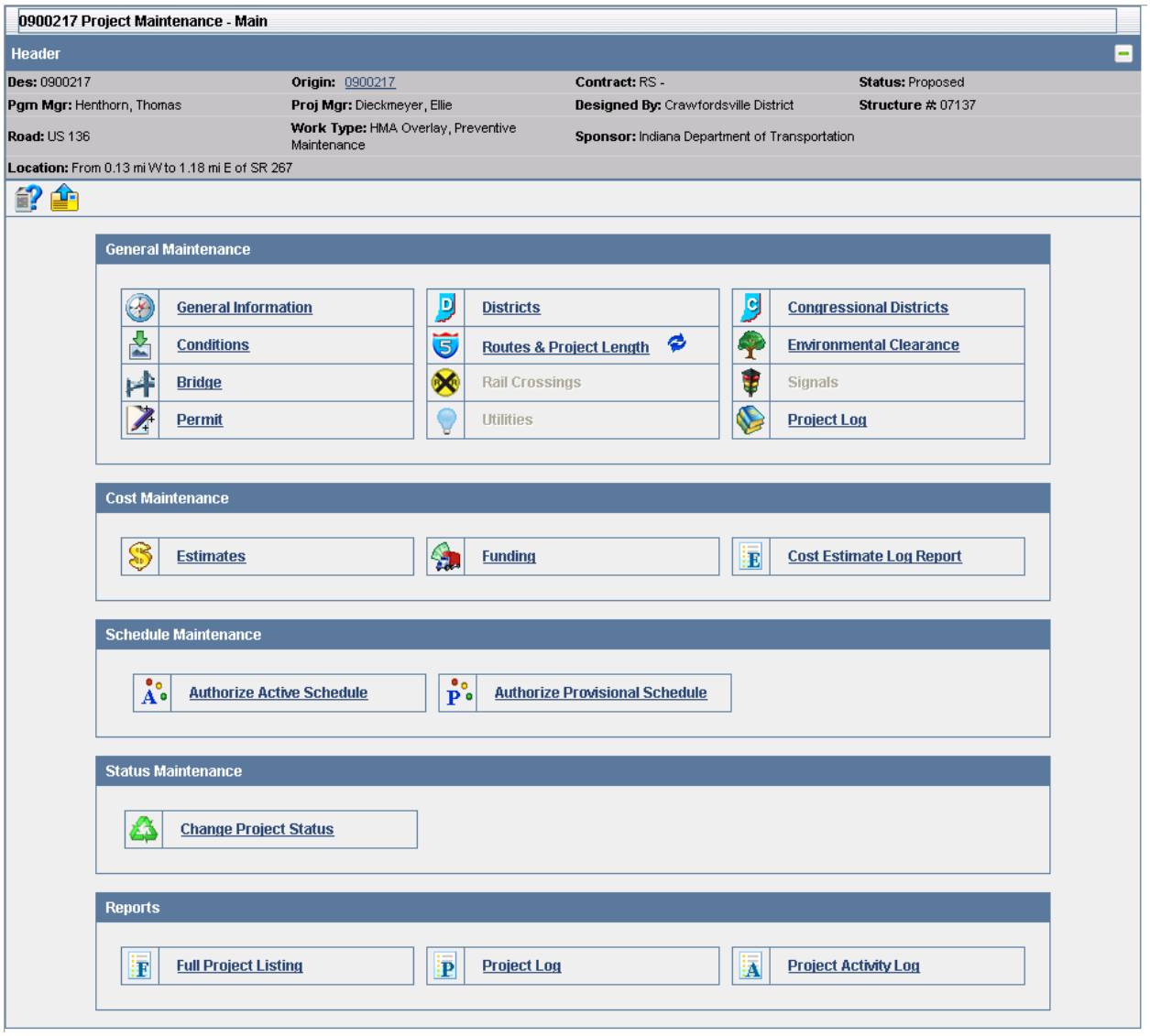
The authorized Schedule may then be edited on the **Project Maintenance – Edit Schedule Panel** as shown below. For details, refer to Edit the Schedule in the Project Maintenance section. Note that the Project's status in the Header is now **Active**.



3.7.2.2. Authorize Provisional Schedule

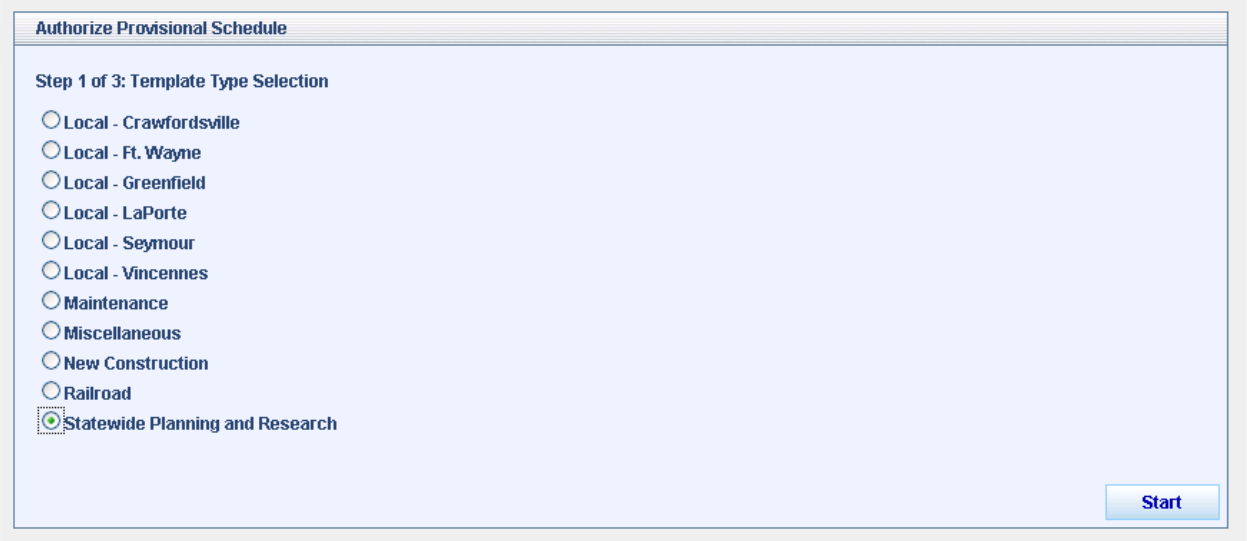
To authorize a Provisional Schedule, click on the **Authorize a Provisional Schedule**

icon or link in the **Schedule Maintenance** section of the **Project Maintenance Main Page** or click on the **Authorize Active Schedule** icon below the Header on any **Project Maintenance Panel**.



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

On the **Step 1 of 3: Template Type Selection** screen, click in the radio button to the left of the template type on which to base the Schedule to select it. Click on the **Start** button to continue.

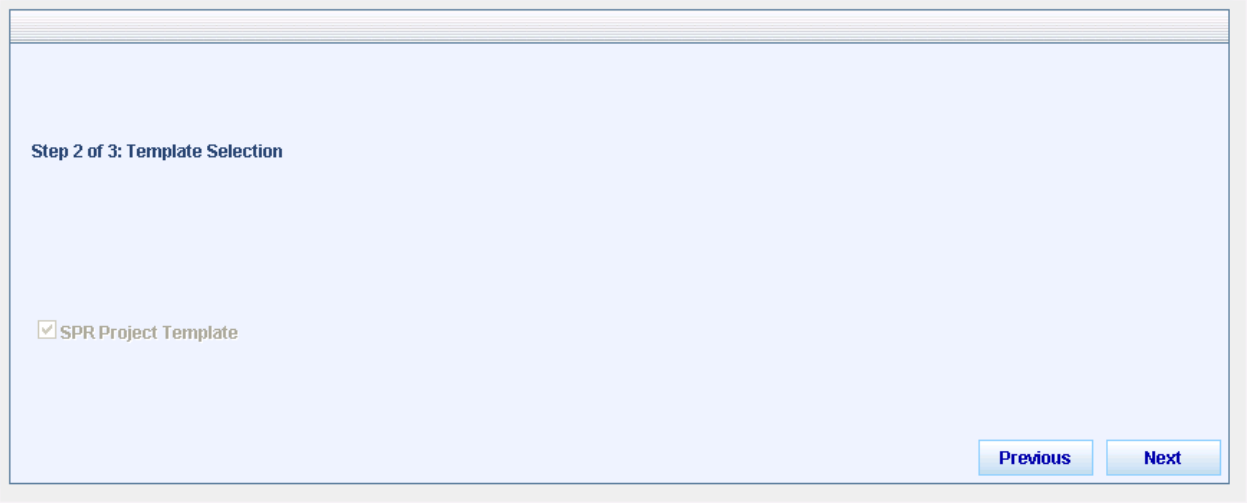


On the **Step 2 of 3: Template Selection** screen, checkmarks are placed next to all templates that are associated with the type of template selected in Step 1. Some templates are grayed out and cannot be deselected because they are required for the selected template type. Place a checkmark ☑ next to the templates to be added to the Schedule. To deselect a template, click in checkbox to remove the checkmark ☐ . Click on the **Next** button to continue or the **Previous** button to return to Step 1.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

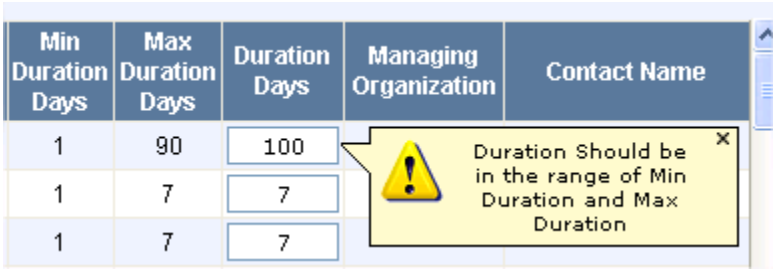
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Activity and Activity Log field definitions, lengths and character/numeric requirements.



On the **Step 3 of 3: Activities Selection** screen, checkmarks are placed next to all activities that are associated with the template selected in Step 2. Some activities are grayed out and cannot be deselected because they are required for the selected template. Place a checkmark ☑ next to the activities to be added to the Schedule. To deselect an activity, click in checkbox to remove the checkmark ☐ .

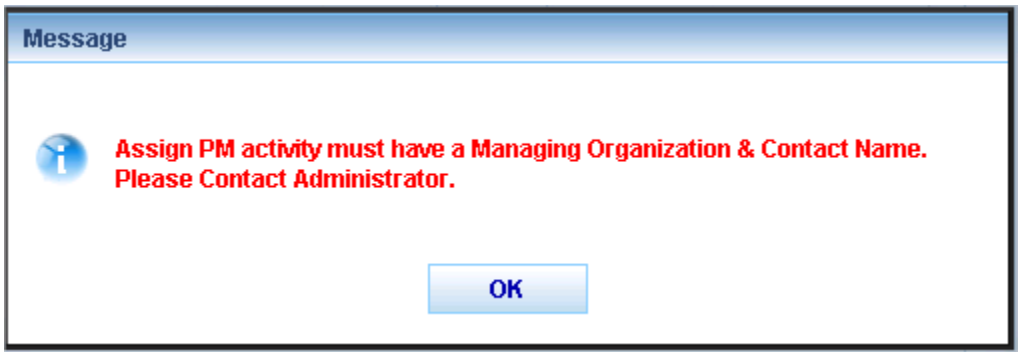
Edit an activity's **Duration Days** as needed by typing a new value in the text box in the **Duration Days** column. The number of days must be within the minimum and maximum number of days provided. A pop-up error displays if the number days entered is not valid.



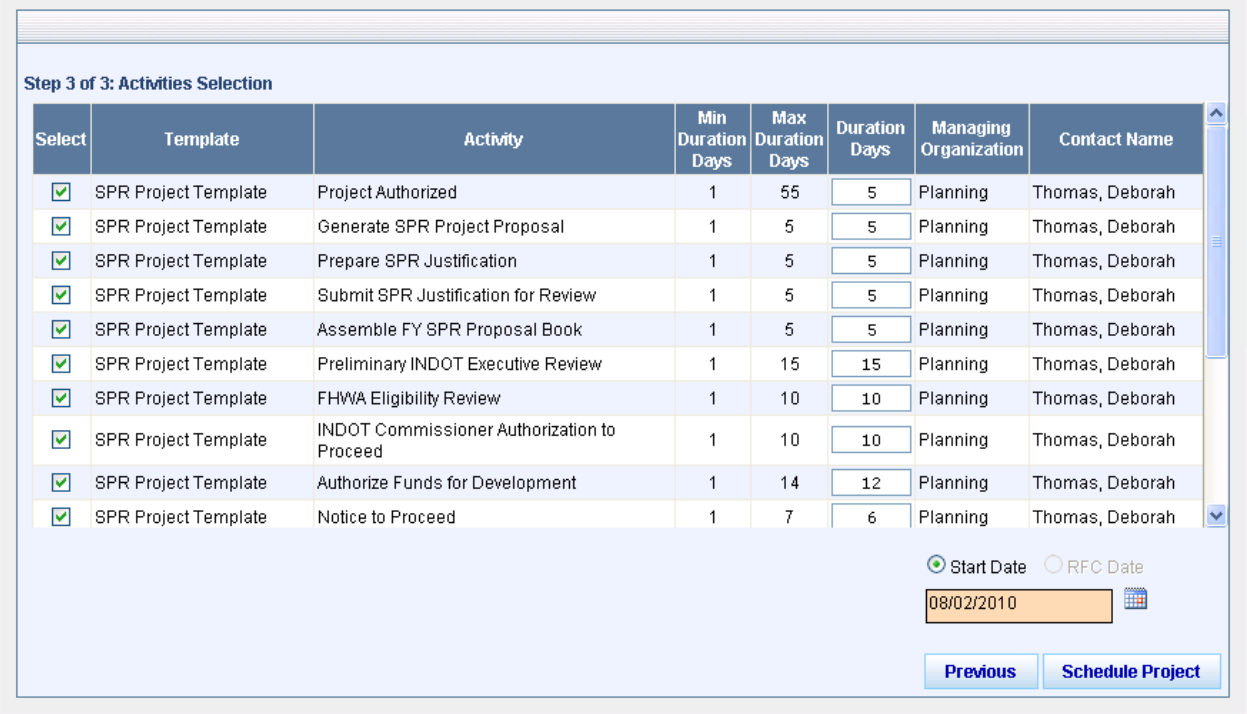
Click in the radio button next to **Start Date** or **RFC Date** if there is a Ready for Contract activity in the template. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Managing Organization and Contact information for each activity is required. The message below displays if any field is blank.



Click on the **Schedule Project** button to create the Project Baseline Schedule or the **Previous** button to return to Step 2.



Step 3 of 3: Activities Selection

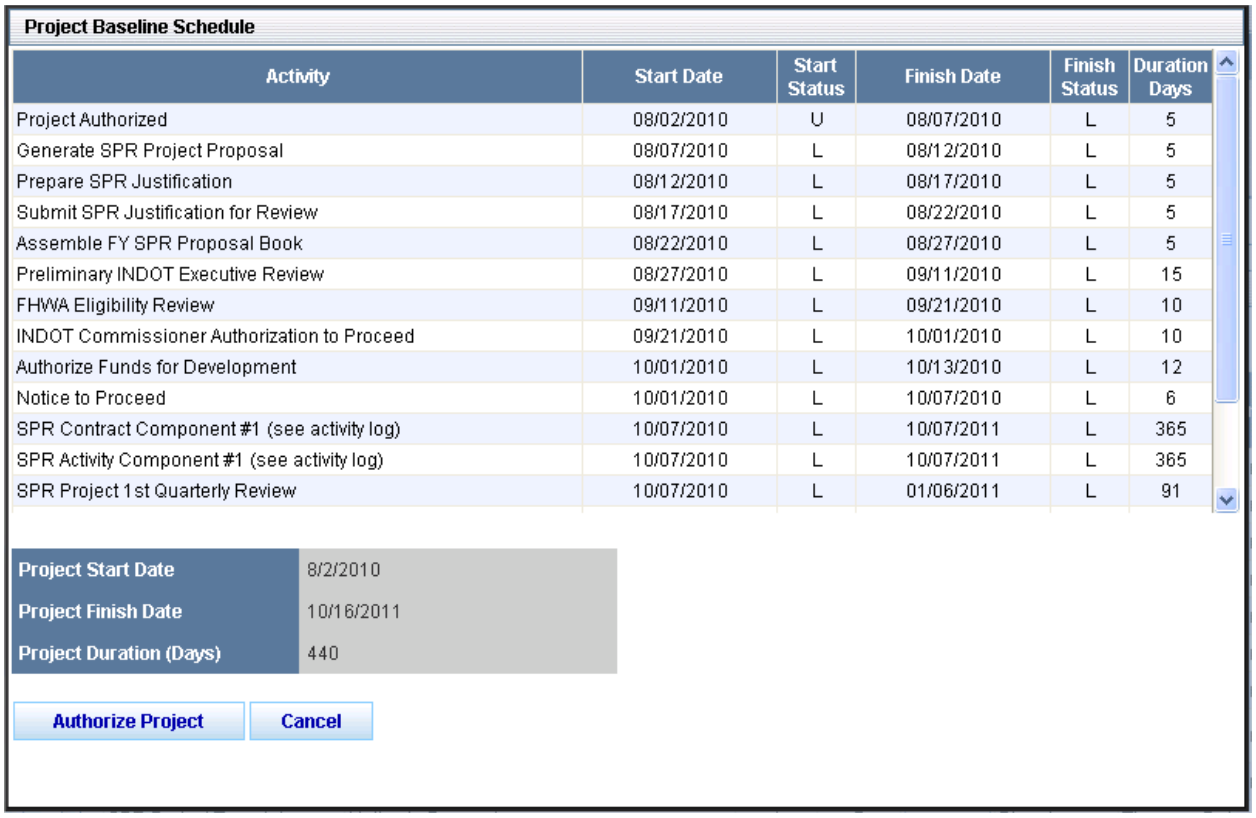
Select	Template	Activity	Min Duration Days	Max Duration Days	Duration Days	Managing Organization	Contact Name
☑	SPR Project Template	Project Authorized	1	55	5	Planning	Thomas, Deborah
☑	SPR Project Template	Generate SPR Project Proposal	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Prepare SPR Justification	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Submit SPR Justification for Review	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Assemble FY SPR Proposal Book	1	5	5	Planning	Thomas, Deborah
☑	SPR Project Template	Preliminary INDOT Executive Review	1	15	15	Planning	Thomas, Deborah
☑	SPR Project Template	FHWA Eligibility Review	1	10	10	Planning	Thomas, Deborah
☑	SPR Project Template	INDOT Commissioner Authorization to Proceed	1	10	10	Planning	Thomas, Deborah
☑	SPR Project Template	Authorize Funds for Development	1	14	12	Planning	Thomas, Deborah
☑	SPR Project Template	Notice to Proceed	1	7	6	Planning	Thomas, Deborah

◉ Start Date ○ RFC Date

08/02/2010

Previous | Schedule Project

On the **Project Baseline Schedule** screen, verify all information and Duration Days calculations are correct and click on the **Authorize Project** button to create the Schedule and open the **Project Maintenance - Edit Schedule Panel**. Click on the **Cancel** button to close the window and return to the **Step 3 of 3: Activities Selection** screen to make any necessary changes.



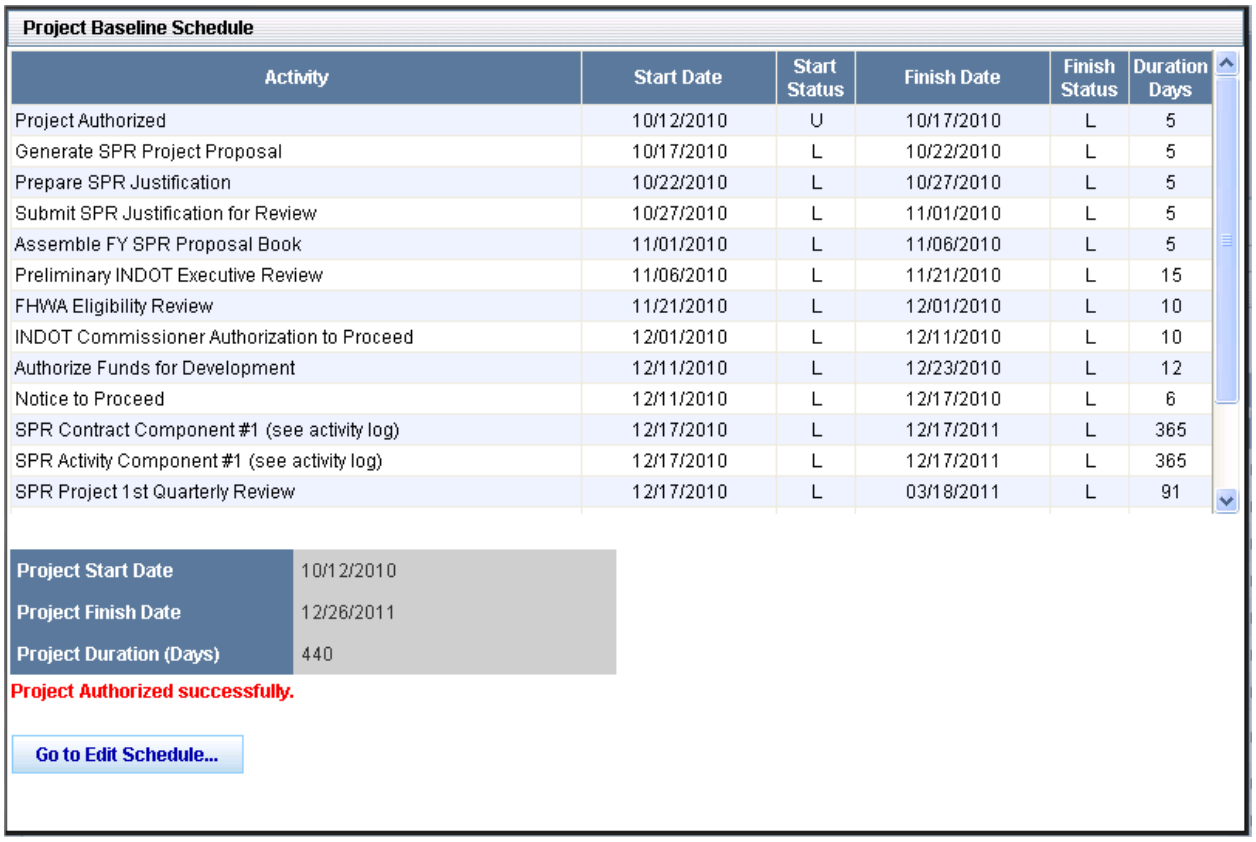
Project Baseline Schedule

Activity	Start Date	Start Status	Finish Date	Finish Status	Duration Days
Project Authorized	08/02/2010	U	08/07/2010	L	5
Generate SPR Project Proposal	08/07/2010	L	08/12/2010	L	5
Prepare SPR Justification	08/12/2010	L	08/17/2010	L	5
Submit SPR Justification for Review	08/17/2010	L	08/22/2010	L	5
Assemble FY SPR Proposal Book	08/22/2010	L	08/27/2010	L	5
Preliminary INDOT Executive Review	08/27/2010	L	09/11/2010	L	15
FHWA Eligibility Review	09/11/2010	L	09/21/2010	L	10
INDOT Commissioner Authorization to Proceed	09/21/2010	L	10/01/2010	L	10
Authorize Funds for Development	10/01/2010	L	10/13/2010	L	12
Notice to Proceed	10/01/2010	L	10/07/2010	L	6
SPR Contract Component #1 (see activity log)	10/07/2010	L	10/07/2011	L	365
SPR Activity Component #1 (see activity log)	10/07/2010	L	10/07/2011	L	365
SPR Project 1st Quarterly Review	10/07/2010	L	01/06/2011	L	91

Project Start Date	8/2/2010
Project Finish Date	10/16/2011
Project Duration (Days)	440

Authorize Project | Cancel

If authorizing the Project, a message displays verifying that the authorization was successful. Click on the **Go to Edit Schedule** button to open the **Project Maintenance – Edit Schedule Panel.**



Project Baseline Schedule

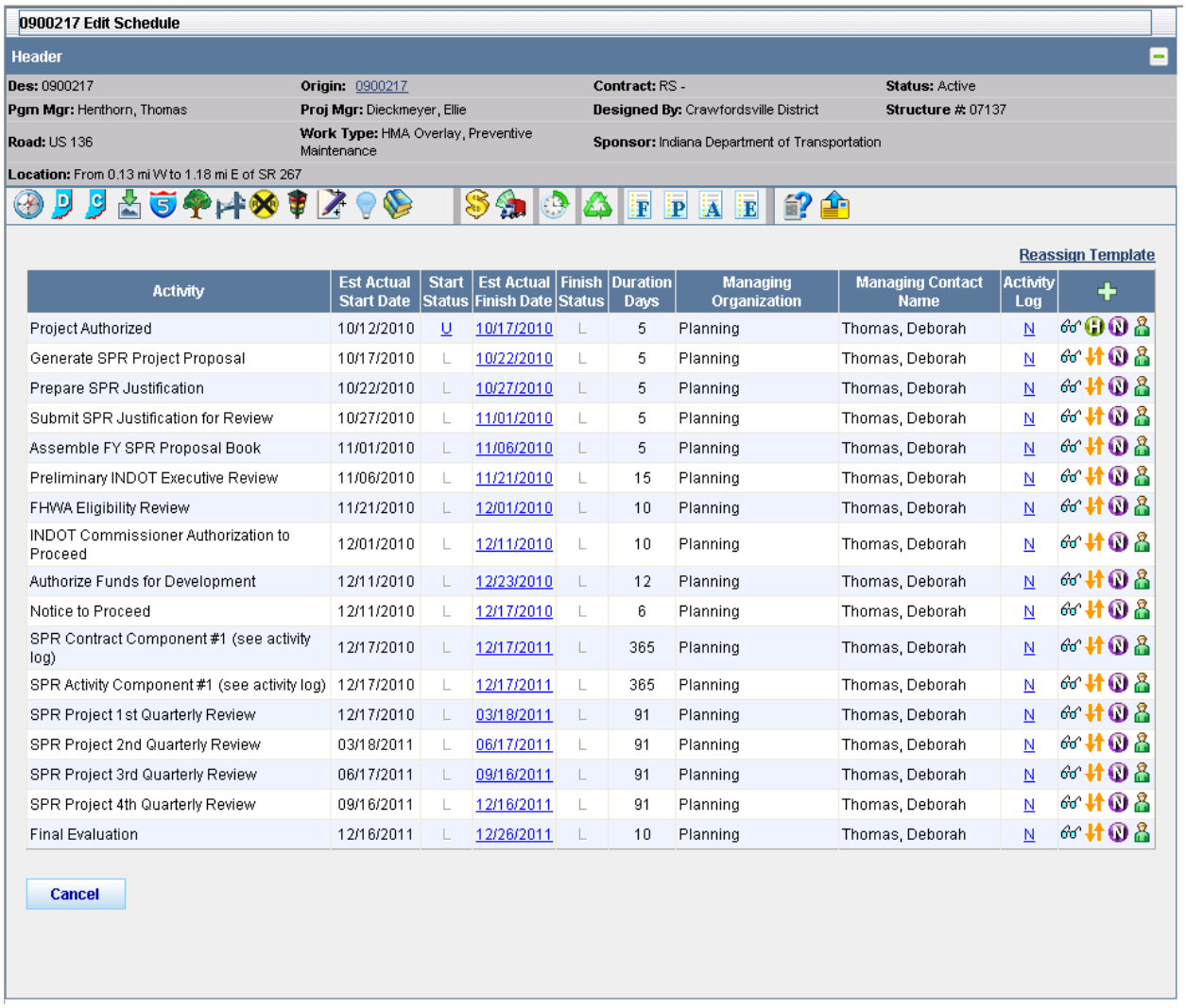
Activity	Start Date	Start Status	Finish Date	Finish Status	Duration Days
Project Authorized	10/12/2010	U	10/17/2010	L	5
Generate SPR Project Proposal	10/17/2010	L	10/22/2010	L	5
Prepare SPR Justification	10/22/2010	L	10/27/2010	L	5
Submit SPR Justification for Review	10/27/2010	L	11/01/2010	L	5
Assemble FY SPR Proposal Book	11/01/2010	L	11/06/2010	L	5
Preliminary INDOT Executive Review	11/06/2010	L	11/21/2010	L	15
FHWA Eligibility Review	11/21/2010	L	12/01/2010	L	10
INDOT Commissioner Authorization to Proceed	12/01/2010	L	12/11/2010	L	10
Authorize Funds for Development	12/11/2010	L	12/23/2010	L	12
Notice to Proceed	12/11/2010	L	12/17/2010	L	6
SPR Contract Component #1 (see activity log)	12/17/2010	L	12/17/2011	L	365
SPR Activity Component #1 (see activity log)	12/17/2010	L	12/17/2011	L	365
SPR Project 1st Quarterly Review	12/17/2010	L	03/18/2011	L	91

Project Start Date	10/12/2010
Project Finish Date	12/26/2011
Project Duration (Days)	440

Project Authorized successfully.

Go to Edit Schedule...

The authorized Schedule may then be edited on the **Project Maintenance – Edit Schedule Panel** as shown below. For details, refer to Edit the Schedule in the Project Maintenance section. Note that the Project's status in the Header is now **Provisional**.



0900217 Edit Schedule

Header

Des: 0900217	**Origin:** 0900217	**Contract:** RS -	**Status:** Active
Pgm Mgr: Henthorn, Thomas	**Proj Mgr:** Dieckmeyer, Ellie	**Designed By:** Crawfordsville District	**Structure #:** 07137
Road: US 136	**Work Type:** HMA Overlay, Preventive Maintenance	**Sponsor:** Indiana Department of Transportation	

Location: From 0.13 mi W to 1.18 mi E of SR 267

Reassign Template

Activity	Est Actual Start Date	Start Status	Est Actual Finish Date	Finish Status	Duration Days	Managing Organization	Managing Contact Name	Activity Log
Project Authorized	10/12/2010	U	10/17/2010	L	5	Planning	Thomas, Deborah	N
Generate SPR Project Proposal	10/17/2010	L	10/22/2010	L	5	Planning	Thomas, Deborah	N
Prepare SPR Justification	10/22/2010	L	10/27/2010	L	5	Planning	Thomas, Deborah	N
Submit SPR Justification for Review	10/27/2010	L	11/01/2010	L	5	Planning	Thomas, Deborah	N
Assemble FY SPR Proposal Book	11/01/2010	L	11/06/2010	L	5	Planning	Thomas, Deborah	N
Preliminary INDOT Executive Review	11/06/2010	L	11/21/2010	L	15	Planning	Thomas, Deborah	N
FHWA Eligibility Review	11/21/2010	L	12/01/2010	L	10	Planning	Thomas, Deborah	N
INDOT Commissioner Authorization to Proceed	12/01/2010	L	12/11/2010	L	10	Planning	Thomas, Deborah	N
Authorize Funds for Development	12/11/2010	L	12/23/2010	L	12	Planning	Thomas, Deborah	N
Notice to Proceed	12/11/2010	L	12/17/2010	L	6	Planning	Thomas, Deborah	N
SPR Contract Component #1 (see activity log)	12/17/2010	L	12/17/2011	L	365	Planning	Thomas, Deborah	N
SPR Activity Component #1 (see activity log)	12/17/2010	L	12/17/2011	L	365	Planning	Thomas, Deborah	N
SPR Project 1st Quarterly Review	12/17/2010	L	03/18/2011	L	91	Planning	Thomas, Deborah	N
SPR Project 2nd Quarterly Review	03/18/2011	L	06/17/2011	L	91	Planning	Thomas, Deborah	N
SPR Project 3rd Quarterly Review	06/17/2011	L	09/16/2011	L	91	Planning	Thomas, Deborah	N
SPR Project 4th Quarterly Review	09/16/2011	L	12/16/2011	L	91	Planning	Thomas, Deborah	N
Final Evaluation	12/16/2011	L	12/26/2011	L	10	Planning	Thomas, Deborah	N

Cancel

3.7.3. Bridge

An SPMS project may involve maintaining a bridge, replacing a bridge or building a new bridge. The SPMS Corporate Bridge list is used to select a bridge to maintain or a bridge to replace. When building a new bridge the bridge is not added to the Corporate Bridge list until the work is completed.

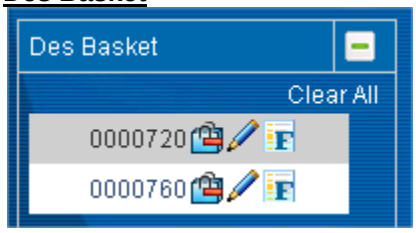
Sufficiency rating data and National Bridge Inventory (NBI #) is maintained by the INDOT Bridge section. Sufficiency ratings for Bridges are updated in the Corporate Bridge List when the INDOT Bridge section receives updates from the Federal Highway Association (FHWA) . This schedule usually occurs once a year around July. National Bridge Inventory (NBI #) for a bridge is determined by the Bridge Inspection Unit and is assigned to a new bridge at the completion of being built. A new NBI # is also assigned to a bridge that is being replaced at the completion of being built.

Structure number is assigned to a new bridge being built and a new Structure number is assigned to a bridge being replaced. A bridge being maintained will keep the existing structure number. Structure numbers are assigned by the SPMS application for bridge types of State and Railroad. For bridge types of County and Toll Road the structure number is determined by the Owner (County and Toll Road).

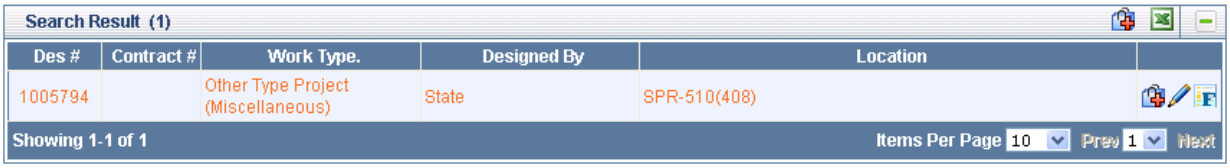
Project bridge information is added and maintained here, in the Bridge section of the **Project Maintenance Main Page**.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

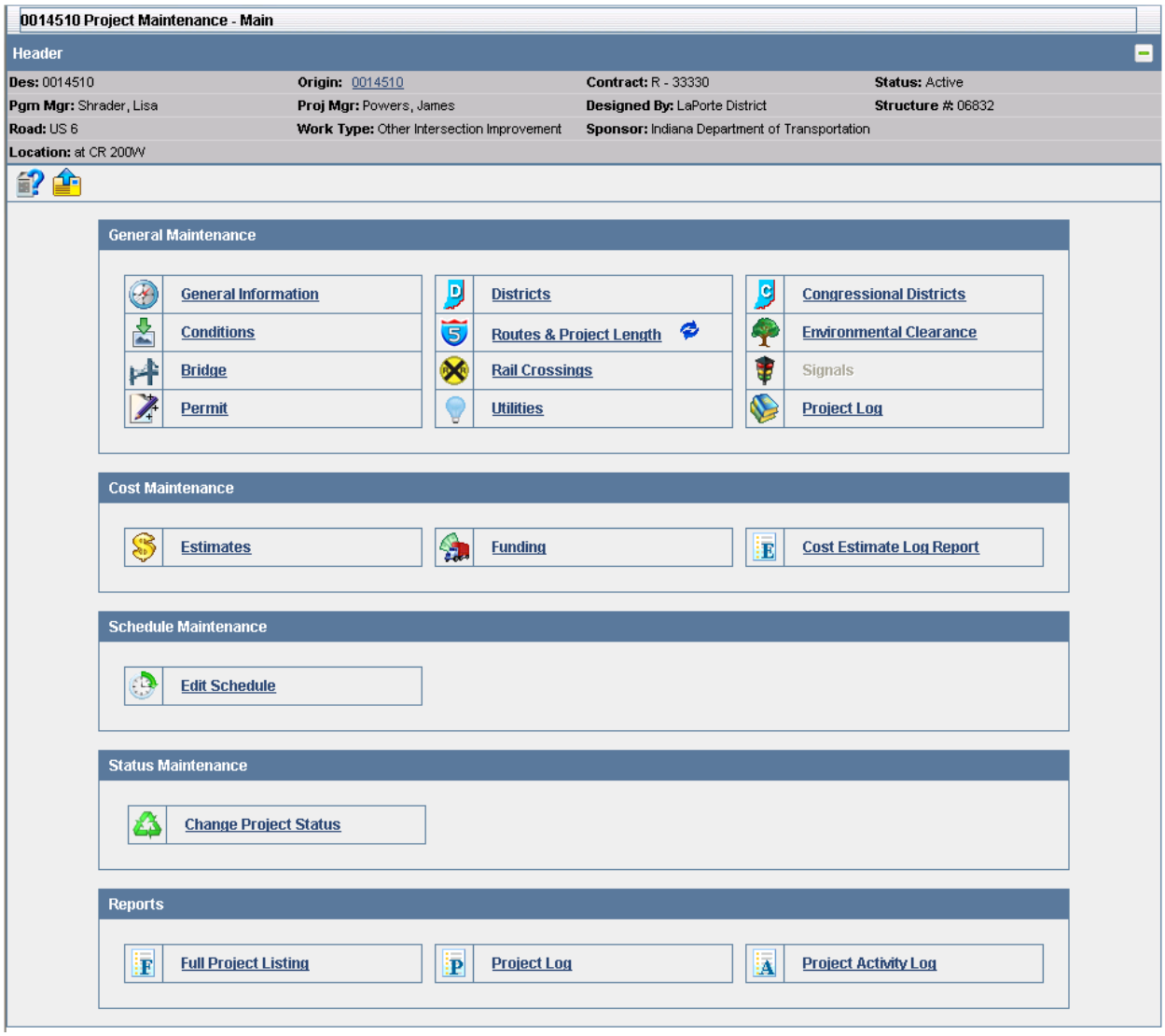


Project Search - Search Results Panel



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

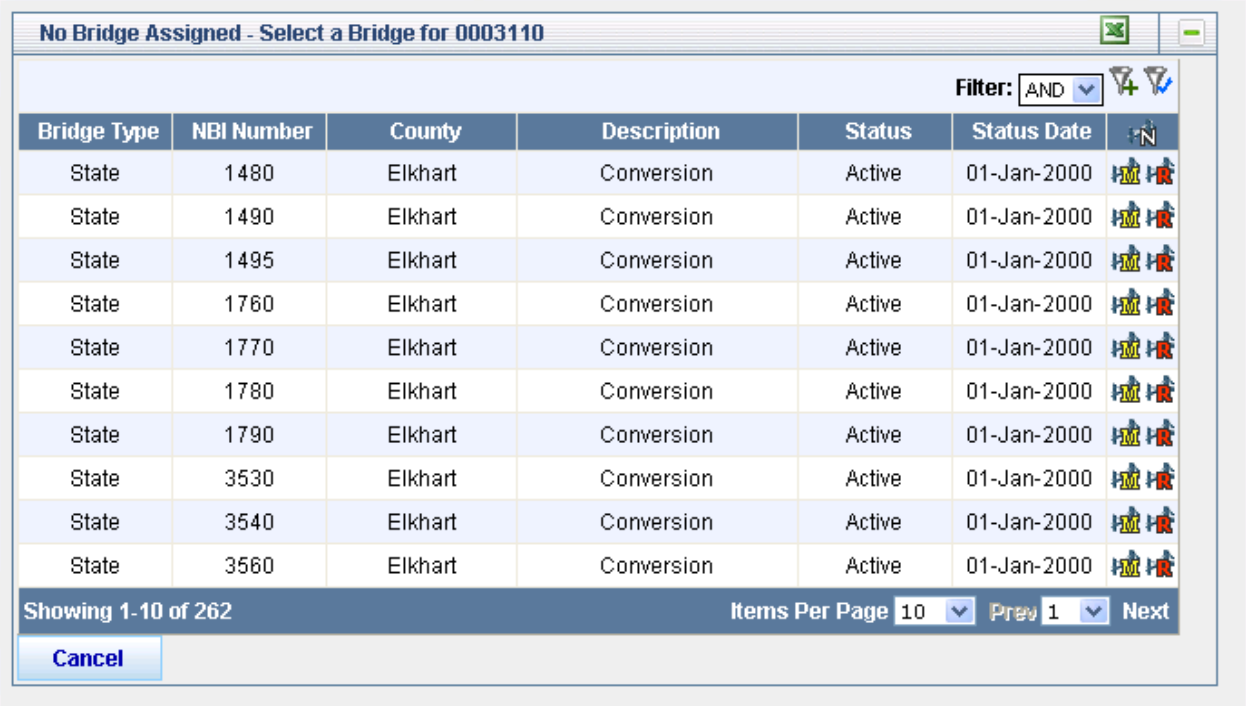
Click on the **Bridge** icon or link Bridge in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Bridge** icon below the Header on any **Project Maintenance Panel**.



3.7.3.1. Adding a New Bridge

From the **No Bridge Assigned – Select a Bridge for Des# Panel**, a new Bridge may be added by clicking on the **Add New Bridge** icon to the right of the **Status Date** column heading.

If no Bridge has been assigned to the Project, the **No Bridge Assigned – Select a Bridge for Des# Panel** displays. Once a Bridge has been assigned, the **Proposed Bridge Panel** displays. Only one Bridge may be assigned to a Project.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

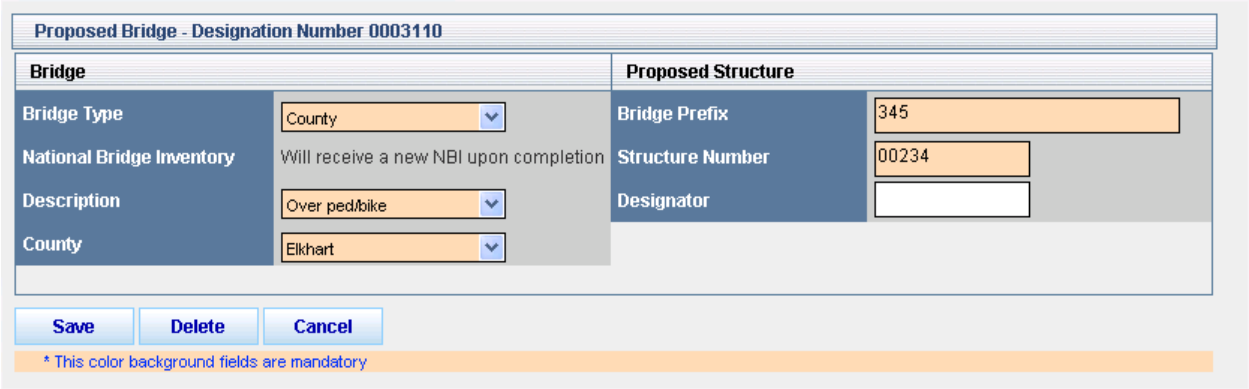
In the **Proposed Bridge Panel**, select the **Bridge Type**, **Description** and **County** from the dropdown lists. Counties displayed in the dropdown list are determined by the location of the Project.

The National Bridge Inventory (NBI) Number is added when the building of the bridge is finished and the Project is completed.

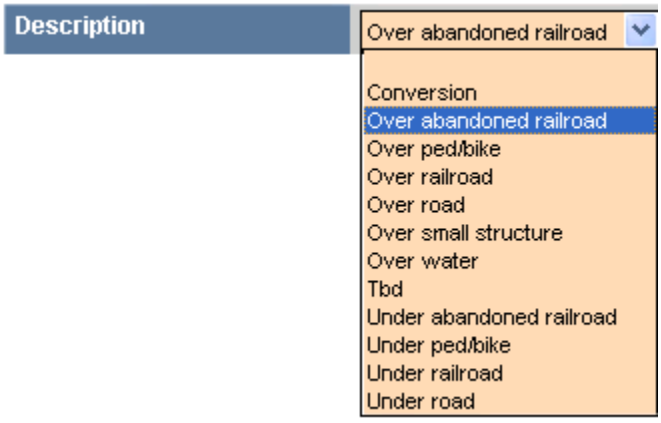
Enter the **Structure Number** for **County** and **Toll Road** bridge types. For all other bridge types, the Structure number is assigned by SPMS.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

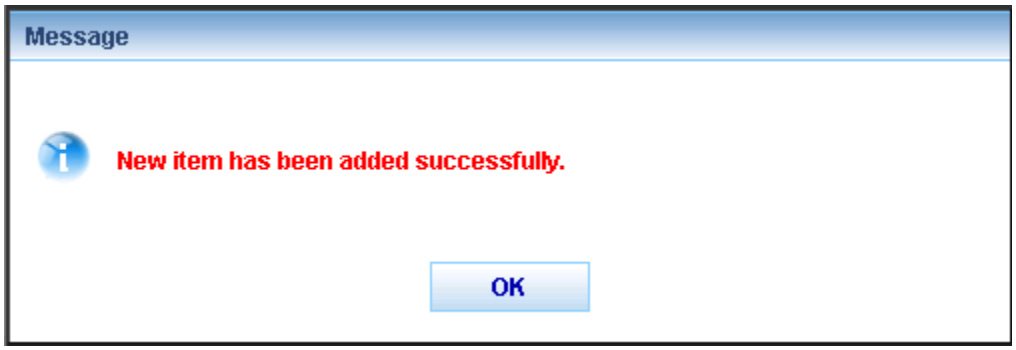
Bridge Prefix information should be entered with dashes, rather than slashes. For example, Road Number – County Number (345-10), not Road Number / County Number (345/10).



Dropdown fields have an auto-complete feature. For example, click on the Description dropdown arrow to the right of the field for complete lists of available descriptions. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “O” displays “Over abandoned railroad”.

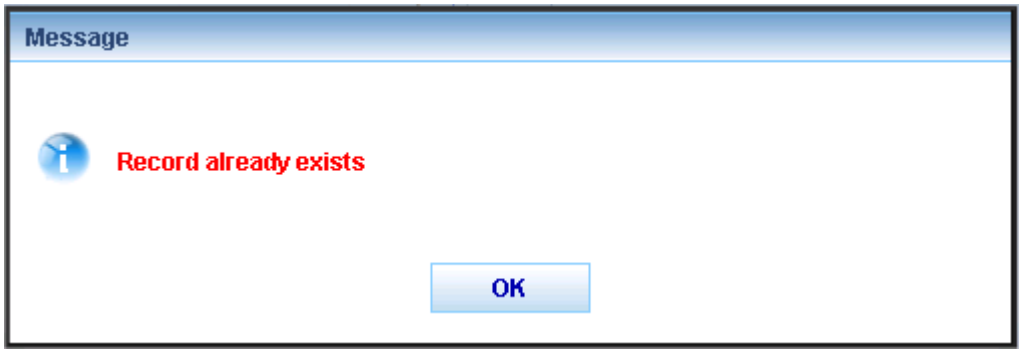


Click on the **Save** button to save the new record or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



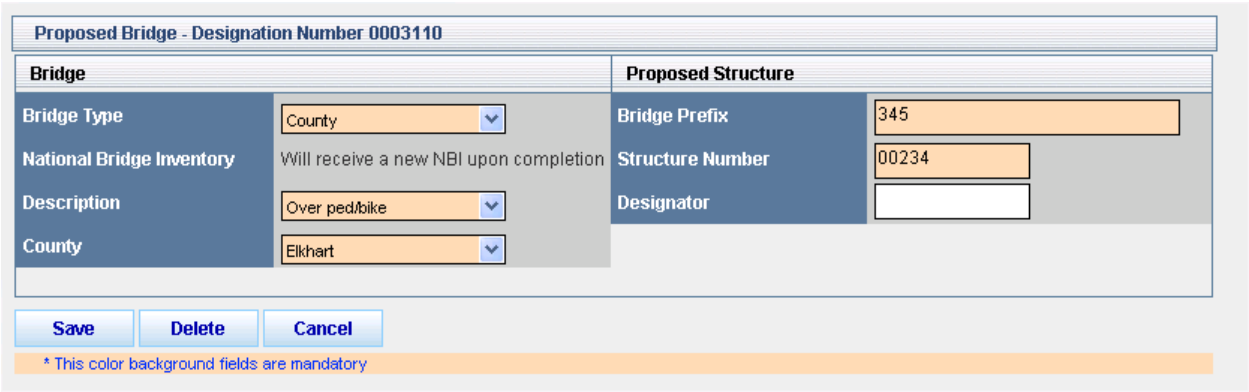
SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

The next time the **Bridge** icon is selected, the **Proposed Bridge Panel** is opened and the details of the proposed new Bridge are displayed.

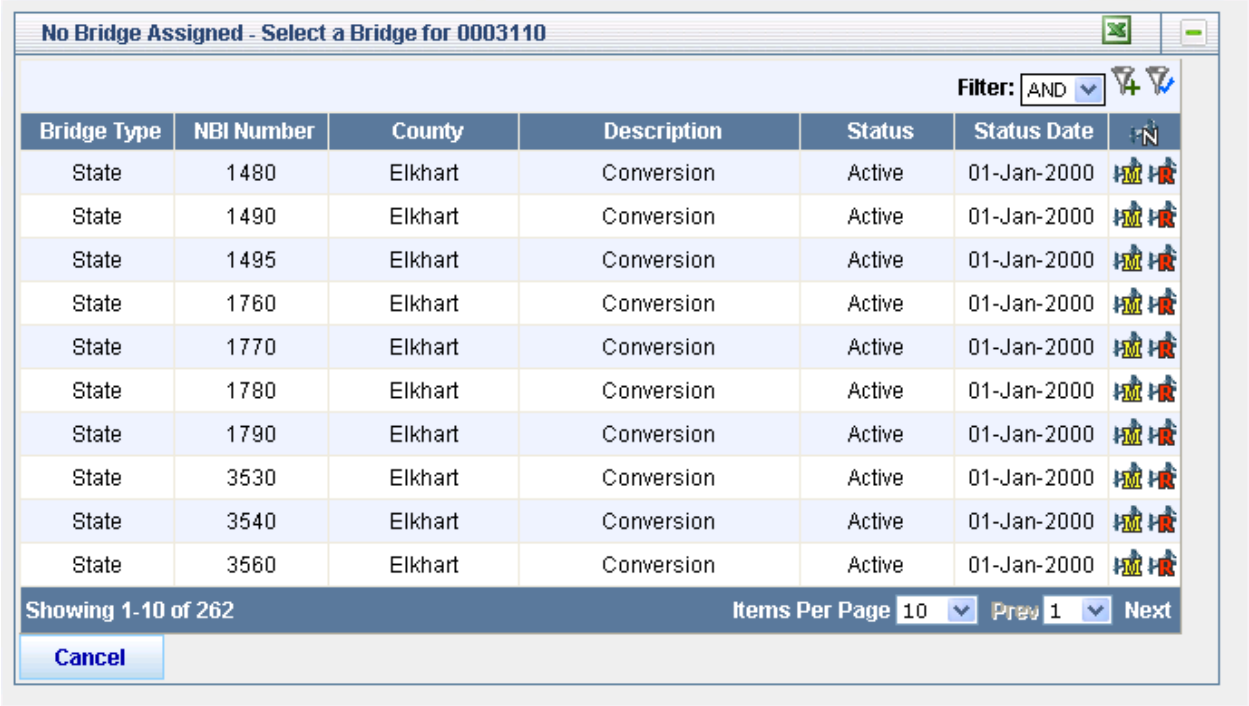


3.7.3.2. Selecting an Existing Bridge for Maintenance

If the Project requires work on an existing Bridge, that Bridge must be in the **Corporate Bridge List** and selected from the **No Bridge Assigned – Select a Bridge Panel**. Sort the List by NBI Number to locate it easily.

If no Bridge has been assigned to the Project, the **No Bridge Assigned – Select a Bridge for Des# Panel** displays. Once a Bridge has been assigned, the **Maintain Bridge Panel** displays. This is because only one Bridge may be assigned to a Project.

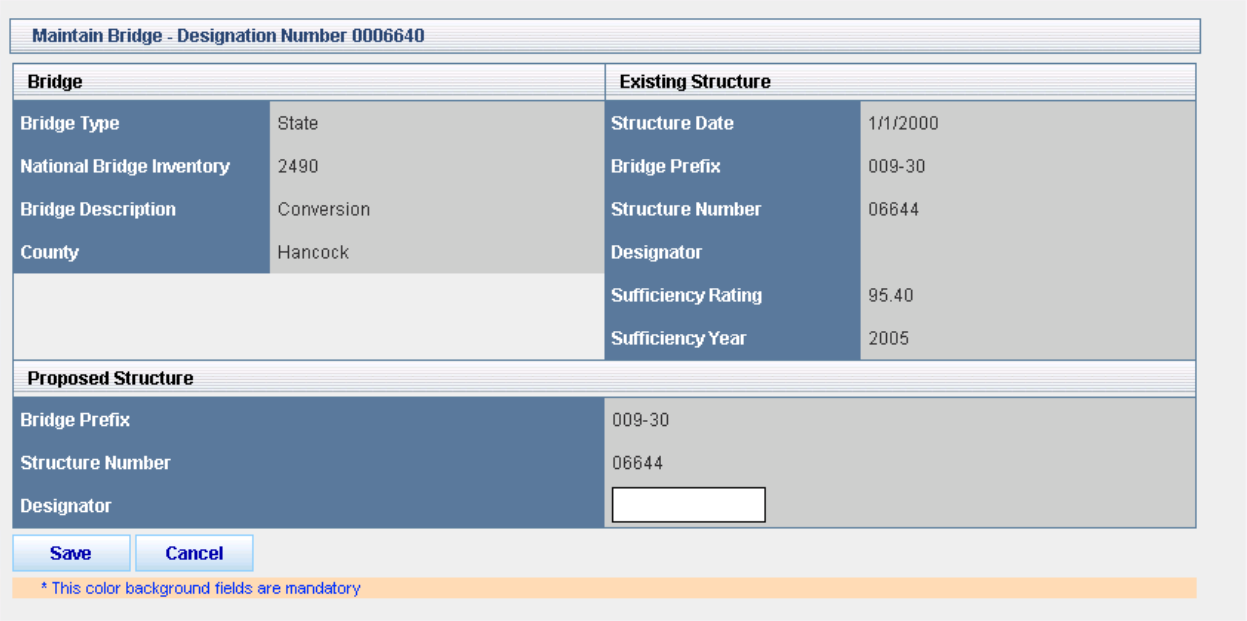
Click on the **Maintain Bridge** **icon** next to the record to be updated.



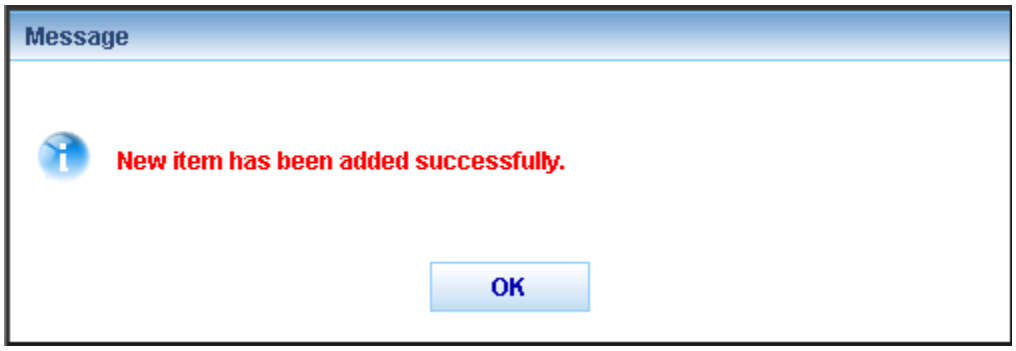
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **Maintain Bridge Screen Mode**, the only editable field is **Designator**.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

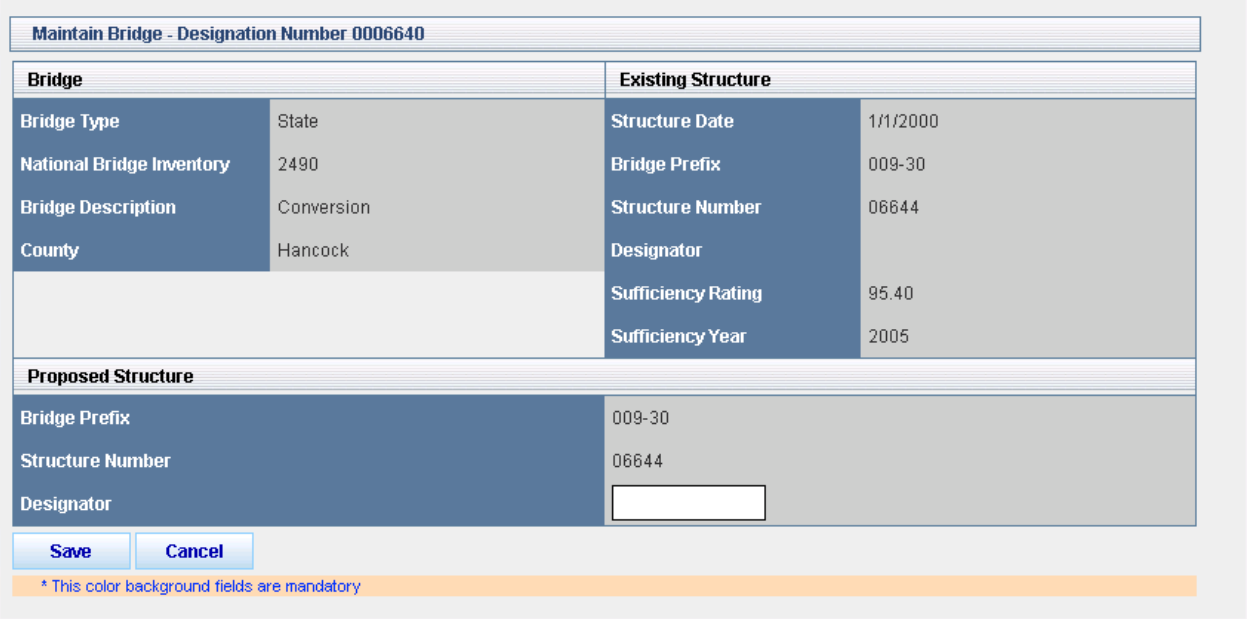


Click on the **Save** button to save the new record or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

The next time the Bridge Panel is opened, the details of the selected Bridge display.

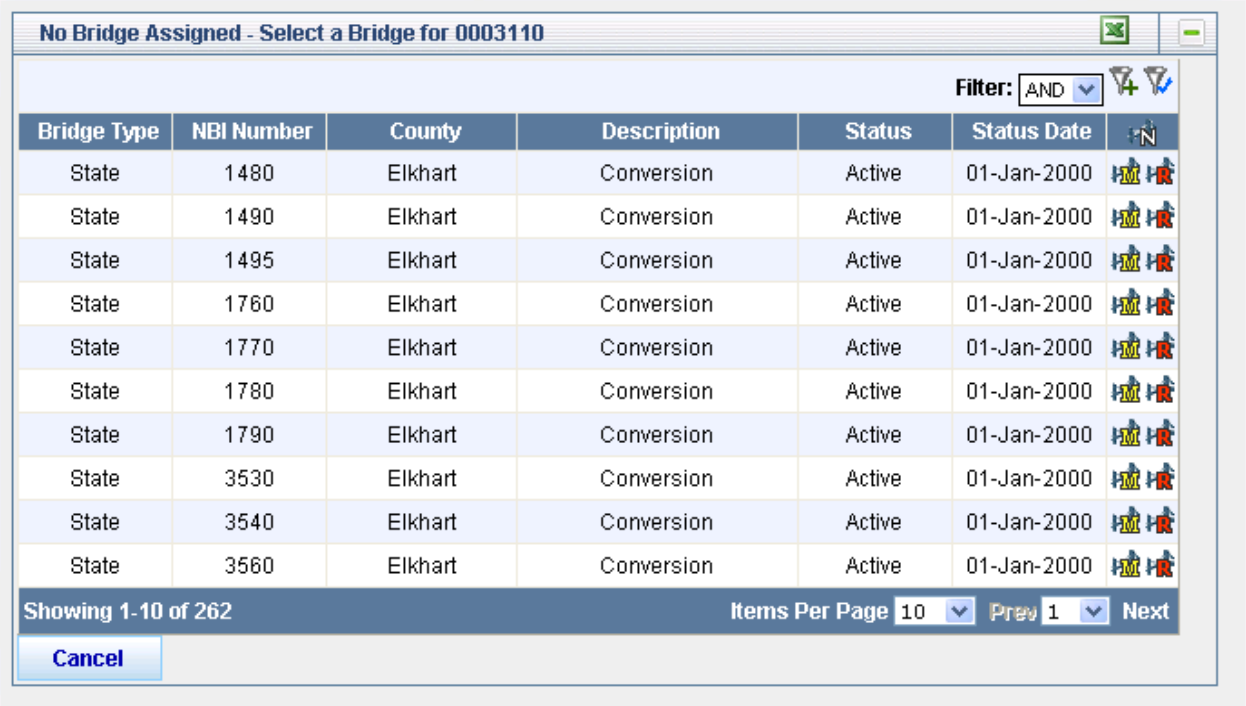


3.7.3.3. Selecting an Existing Bridge for Replacement

If the Project requires the replacement of on an existing Bridge, that Bridge must be in the **Corporate Bridge List** and selected from the **No Bridge Assigned – Select a Bridge Panel**. Sort the List by NBI Number to locate it easily.

If no Bridge has been assigned to the Project, the **No Bridge Assigned – Select a Bridge for Des# Panel** displays. Once a Bridge has been assigned, the **Maintain Bridge Panel** displays. This is because only one Bridge may be assigned to a Project.

Click on the **Replace Bridge** icon next to the record to be updated.

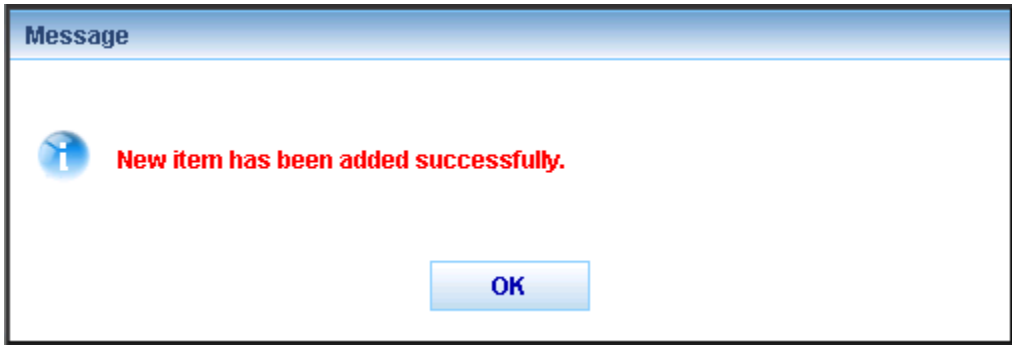


Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **Replace Bridge Screen Mode**, the only editable field is **Designator**.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click on the **Save** button to save the new record or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



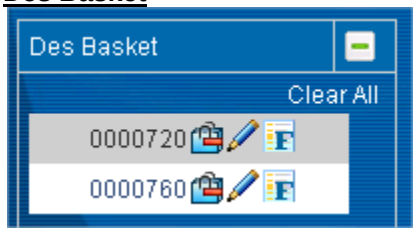
Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

The next time the **Bridge Panel** is opened, the details of the selected Bridge display.

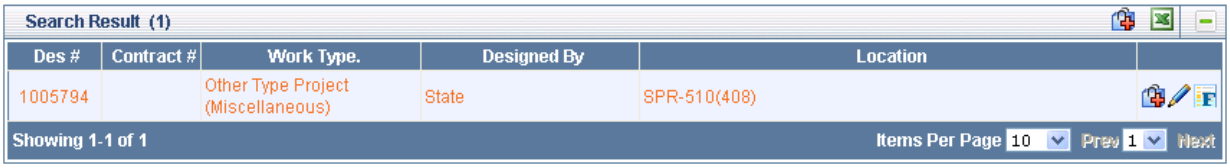
3.7.4. Change Project Status

The status of a Project may be changed while maintaining the Project. Access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

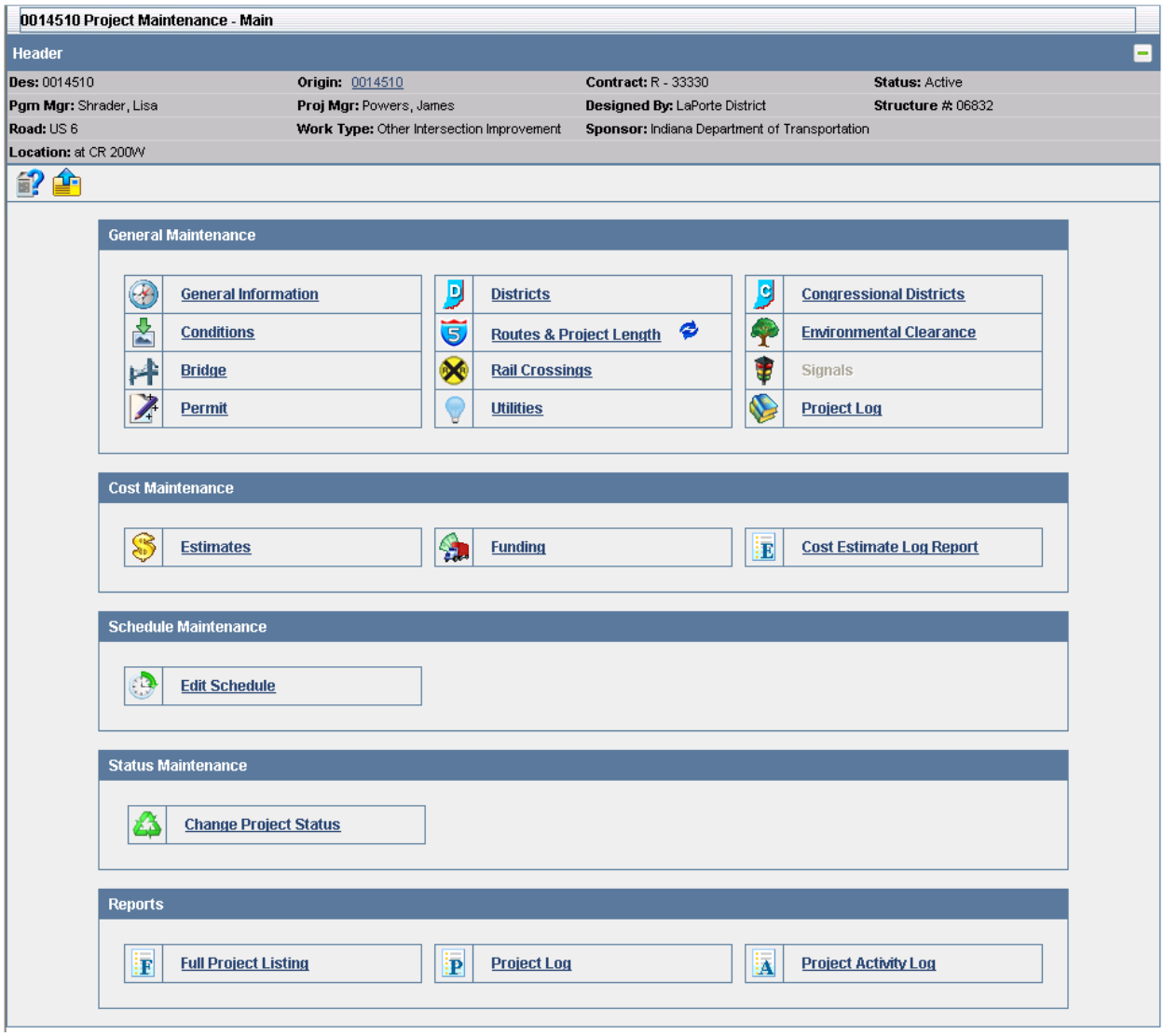


Project Search - Search Results Panel

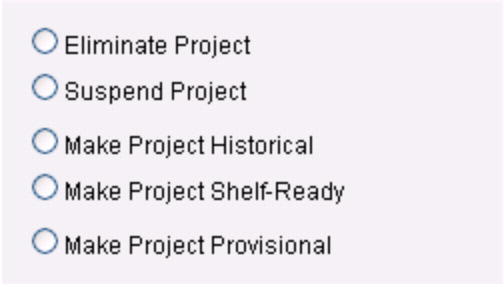


Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

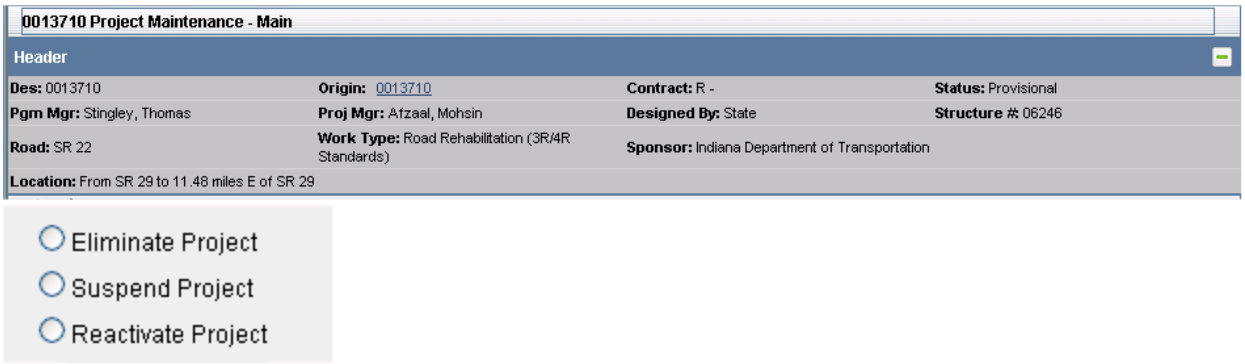
To change the status of a Project, click on the **Change Project Status** icon or link Change Project Status in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Change Project Status** icon below the Header on any **Project Maintenance Panel**.



Valid status selections are dependent on the current status of the Project. For example, if the Project is Active (the Project's status is shown in the Header), the Project may be eliminated, suspended, made historical, or made shelf-ready from the **Change Status Panel**.



However, if the Project is Provisional, the Project may be eliminated, suspended, or reactivated.

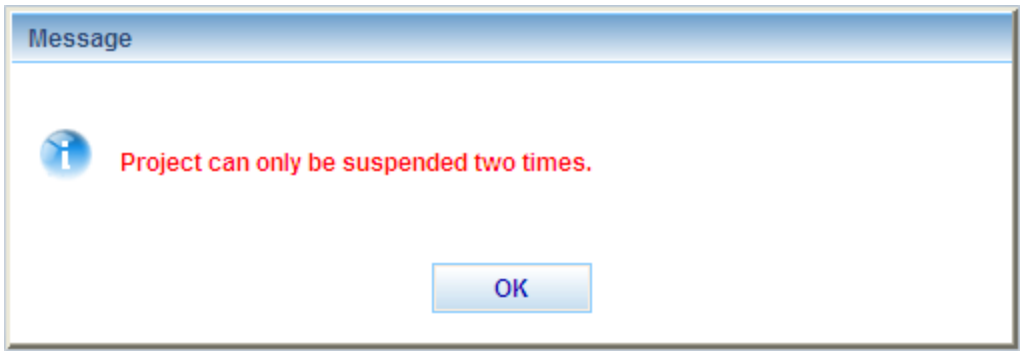


The table below shows what options are available for each Project Status.

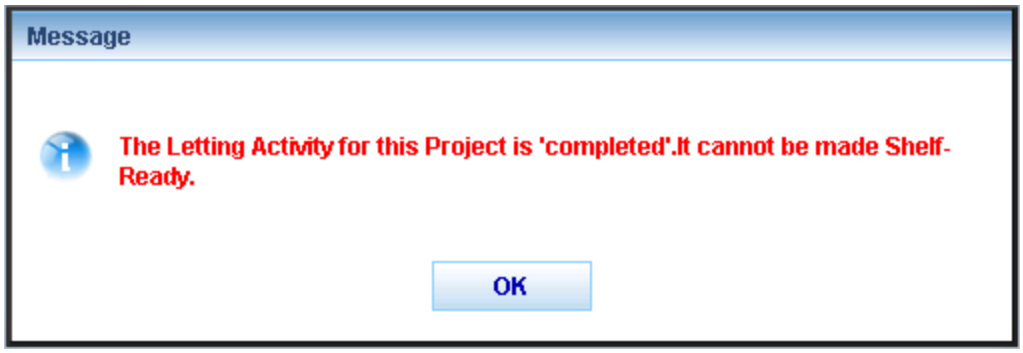
Project Status	Eliminate Project	Make Project Historical	Reactivate Project	Make Project Shelf-Ready	Suspend Project	Archive Project (Admin Only)
Active	X	X		X	X	
Proposed	X					
Suspended	X		X			
Provisional	X		X		X	
Shelf-Ready					X	
Eliminated						X
Historical						X

SPMS displays messages if a Project's status cannot be changed. Some examples are provided below:

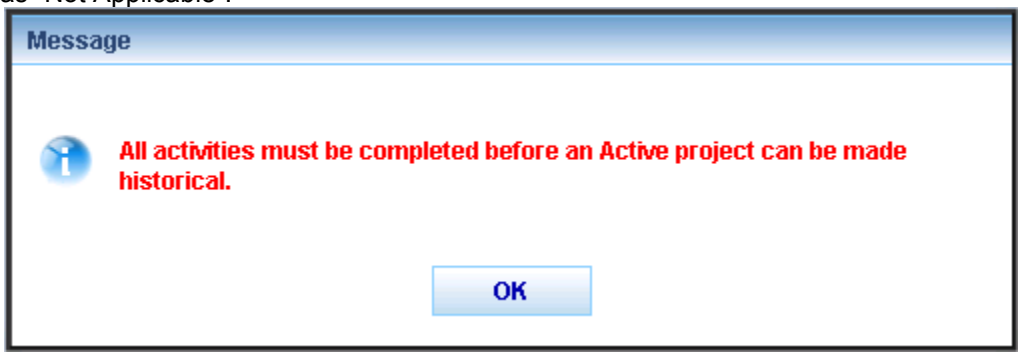
An Active Project may only be suspended twice.



A Project may not be made Shelf-Ready unless its Ready for Contracts Activity is completed.



A Project may not be made Historical until all Activities in the Project's schedule are completed or marked as "Not Applicable".

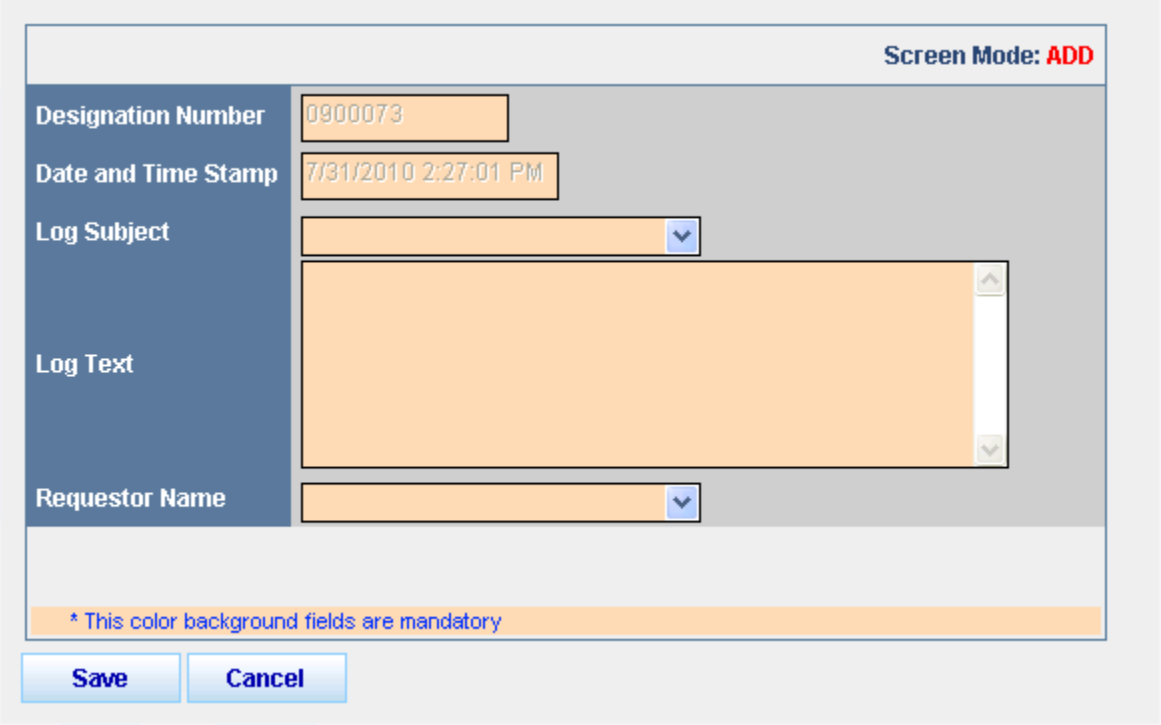


When a Project's status is changed, SPMS updates the **Status Date** and requires the User to add an entry to the **Project Log**. In the **ADD Screen Mode**, enter information as needed.

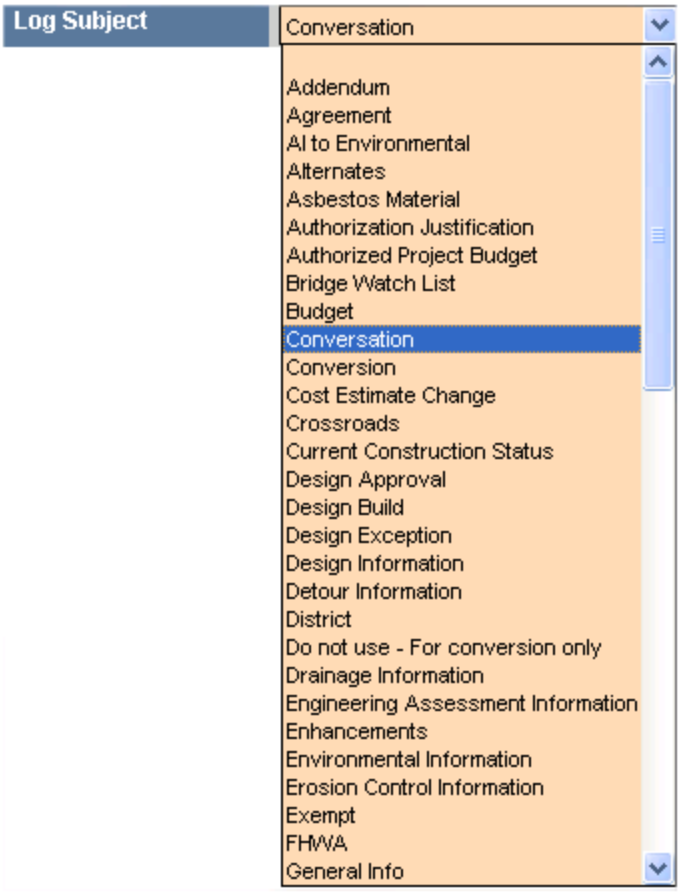
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

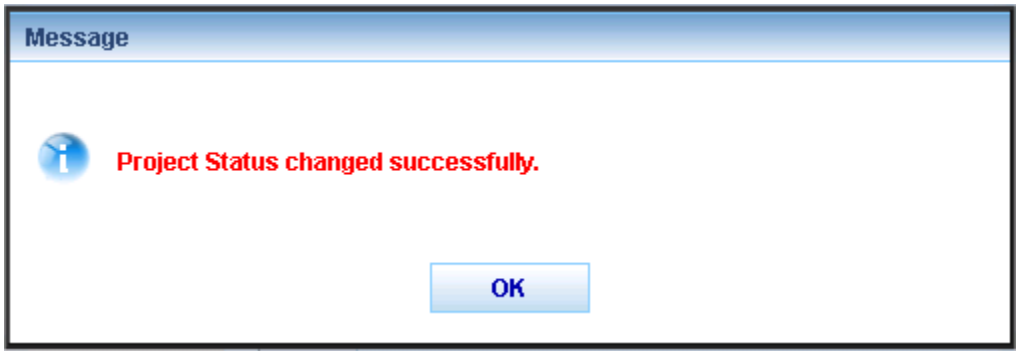
Refer to the SPMS Table/Field Definitions in the Glossary section for Project and Project Log field definitions, lengths and character/numeric requirements.



Dropdown fields have an auto-complete feature. For example, click on the Log Subject dropdown arrow to the right of the field for a complete list of available Subjects. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “C” displays “Conversation”.



Click on the **Save** button to save the new record and return to the main SPMS screen or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

Once saved successfully, the new Log entry should be visible in the **Project Log** and the **Project Status** is updated. To view the **Project Log**, click on the **Project Log** icon or link on the **Project Maintenance Main Page**, and, if necessary, sort the list so the most recent entries appear at the top.

Instructions for common functions such as Sorting may be found in the Getting Started section.

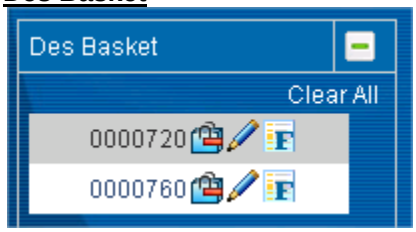
When finished, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.5. Conditions

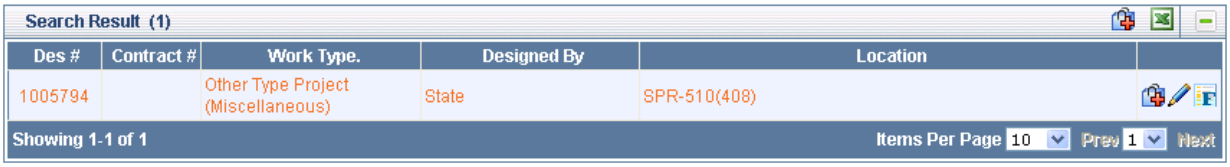
Conditions and recommendations resulting from Project inspections are maintained in the **Conditions Panel**.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

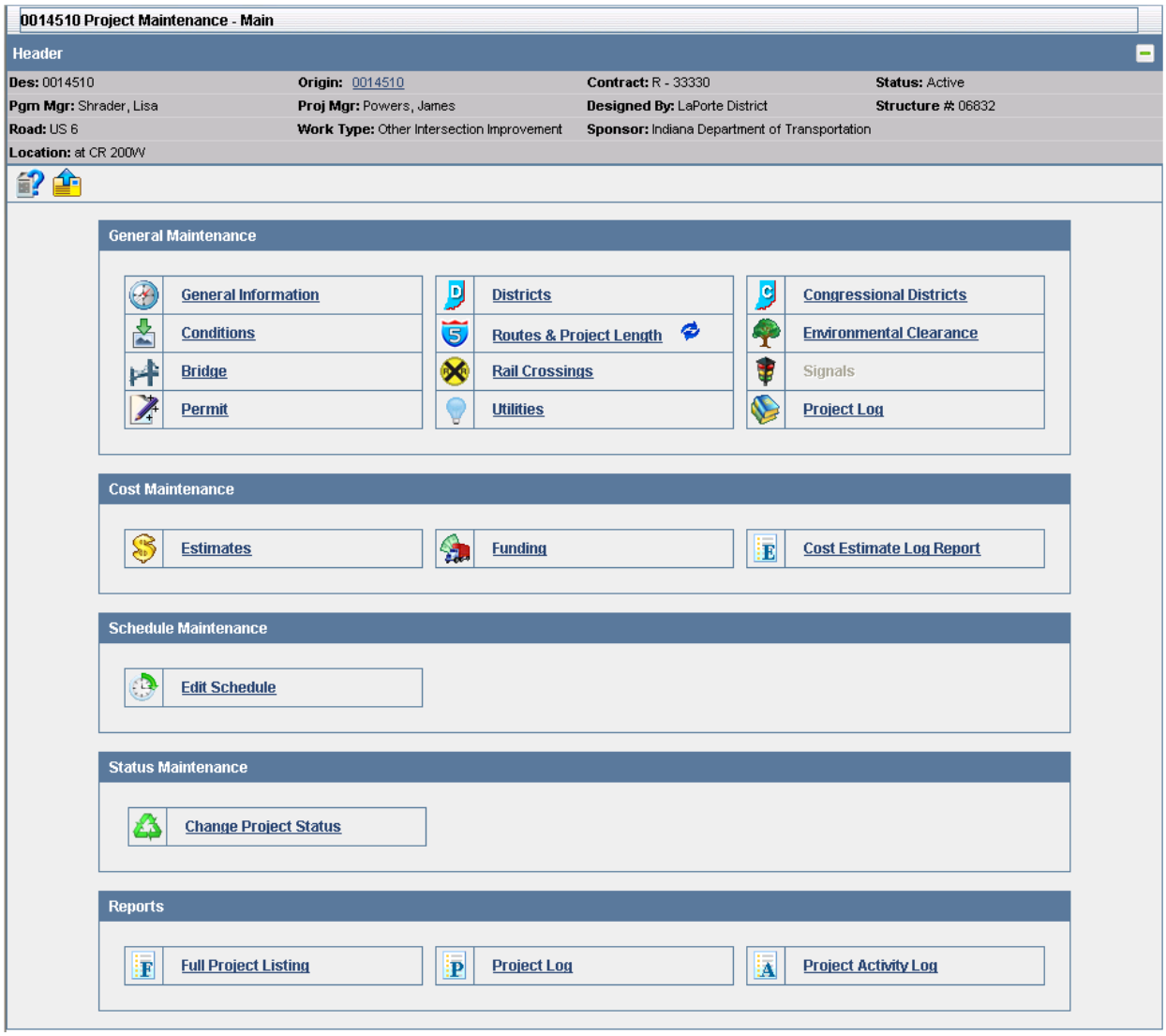


Project Search - Search Results Panel



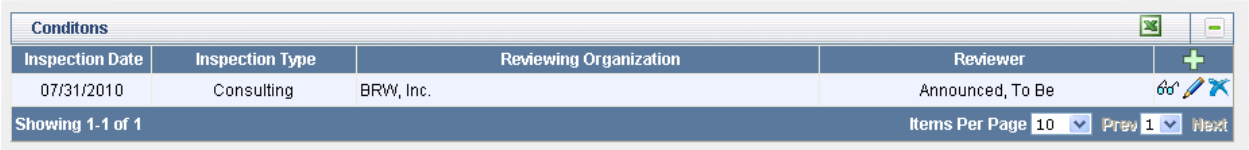
Click on the **Conditions** icon or link

in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Conditions** icon below the Header on any **Project Maintenance Panel**.



From the **Conditions Panel**, Conditions may be added, edited, or deleted.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



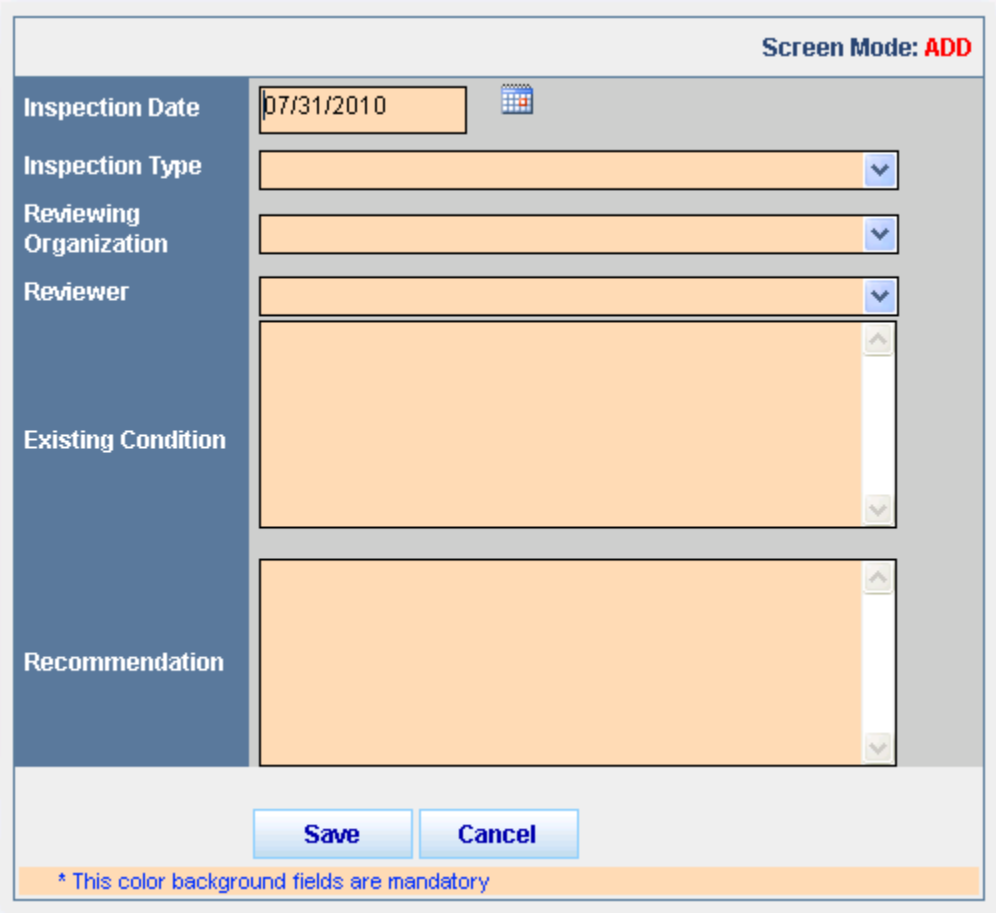
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

3.7.5.1. Adding a Condition

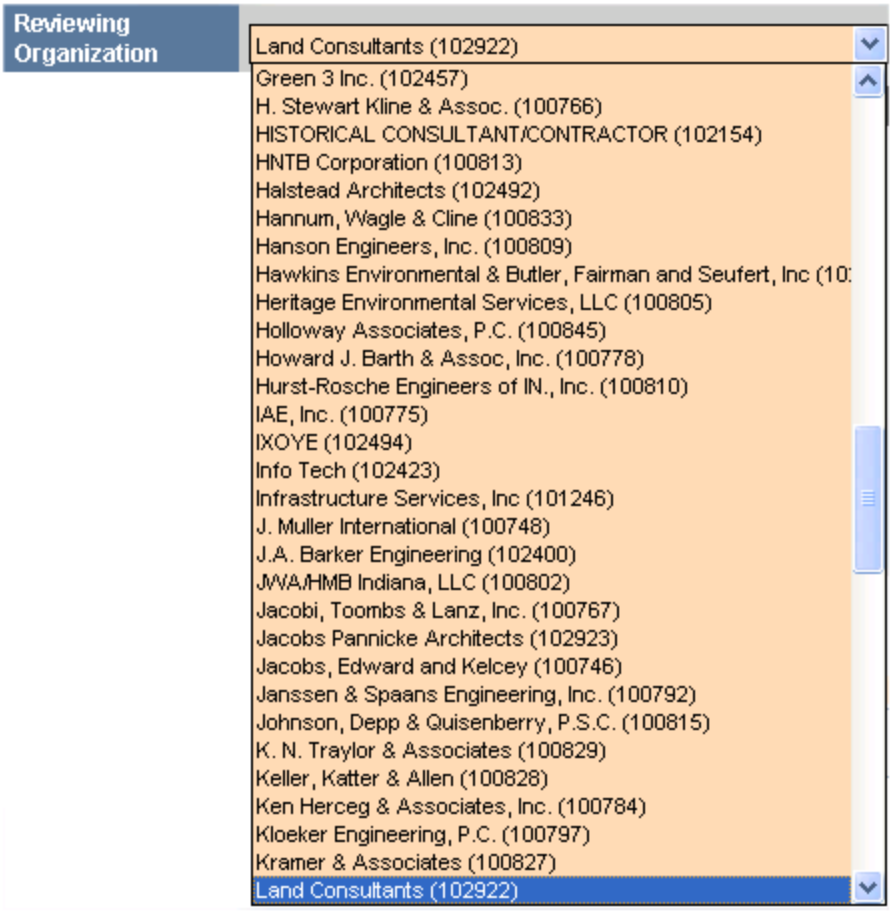
To add a Condition, click on the **Add New** icon to the right of the **Reviewer** column heading.

In the **ADD Screen Mode**, enter information as needed. It is important to select the **Inspection Type** first, then **Reviewing Organization**, as dropdown lists are populated with valid choices based on this information.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



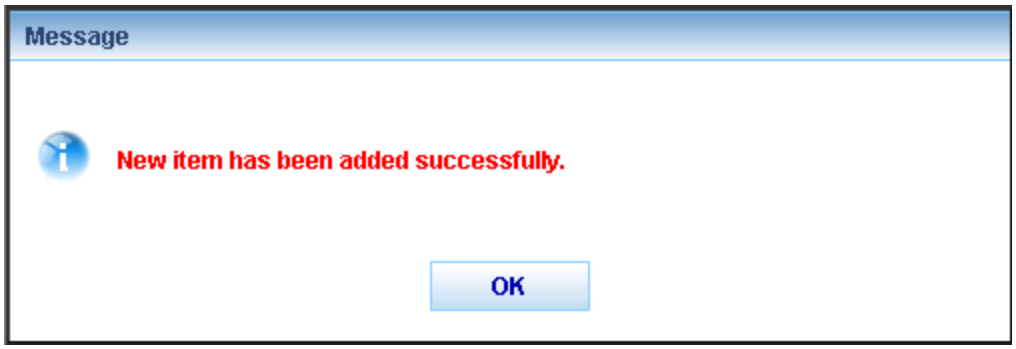
Dropdown fields have an auto-complete feature. For example, click on the Reviewing Organization dropdown arrow to the right of the field for a complete list of available Organizations (dependent on the Inspection Type choice of In-House or Consulting). Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “L” displays “Land Consultants”.



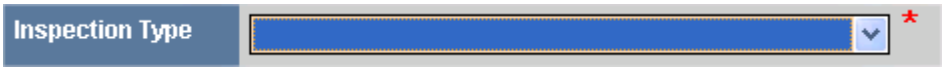
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

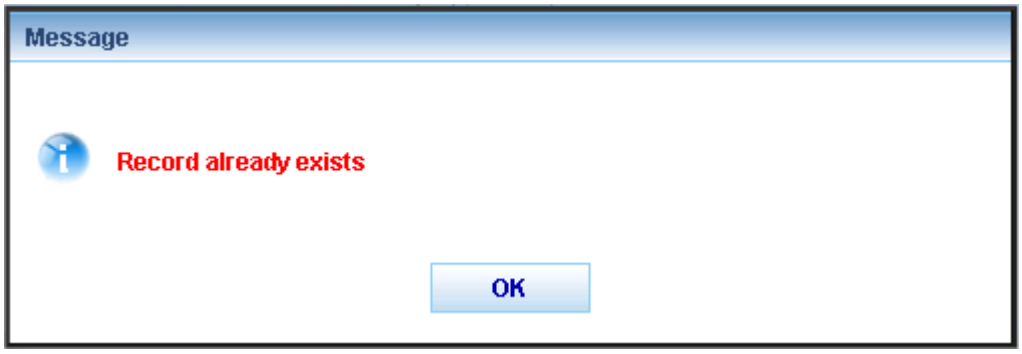
Click on the **Save** button to save the new record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once saved, the new Condition should be visible in the List. If not, click on the **Reviewer** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

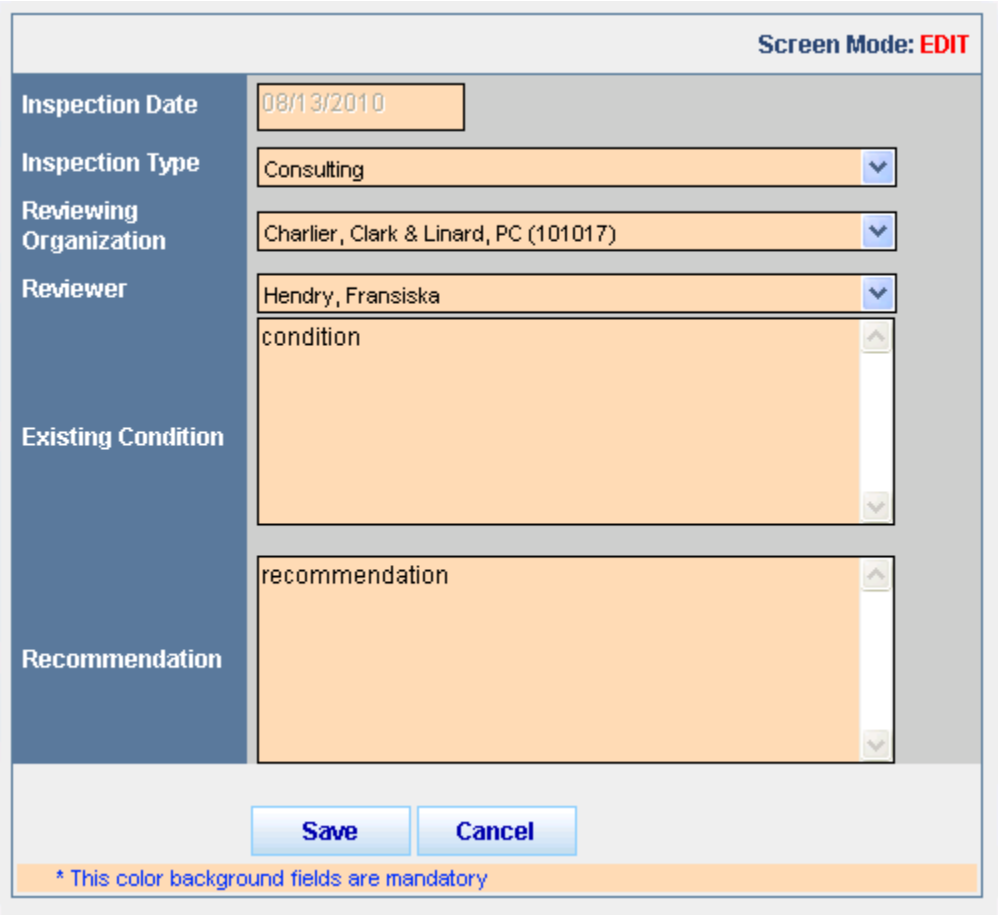
Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.5.2. Editing a Condition

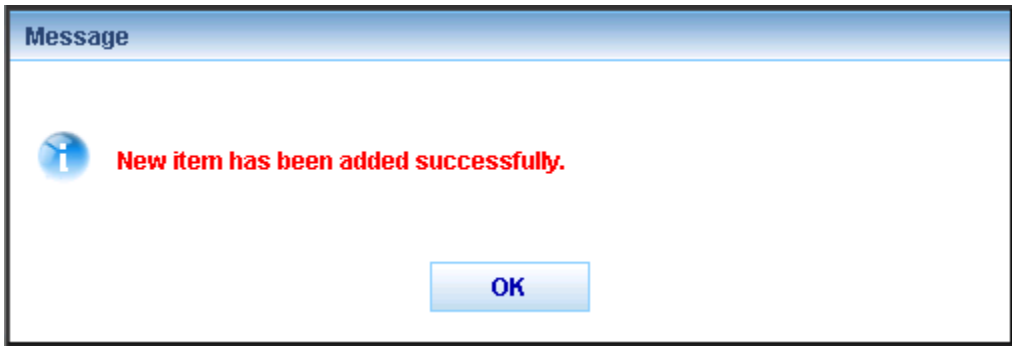
To edit a Condition, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

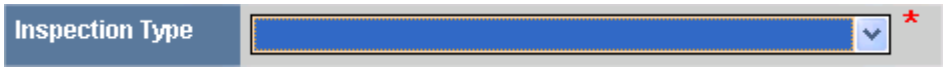
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the new record and return to the **Conditions Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



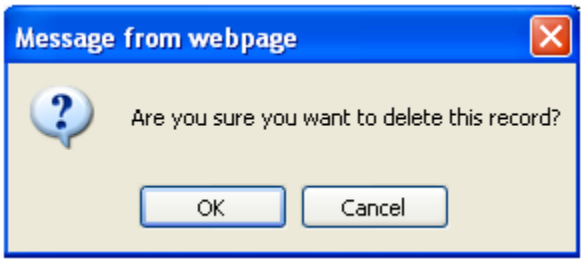
The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List or use the Filter feature to locate the updated record.

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.5.3. Deleting a Condition

To delete a Condition, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Condition is removed from the list.

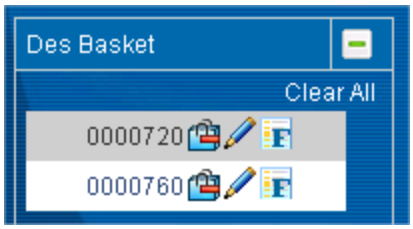
Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.6. Congressional Districts

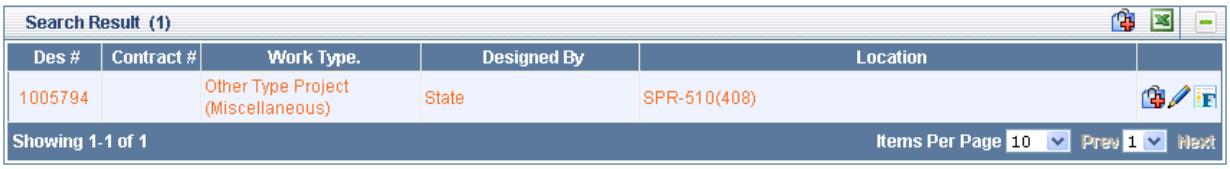
A Project's Congressional Districts are selected in the **Congressional Districts Panel**.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket



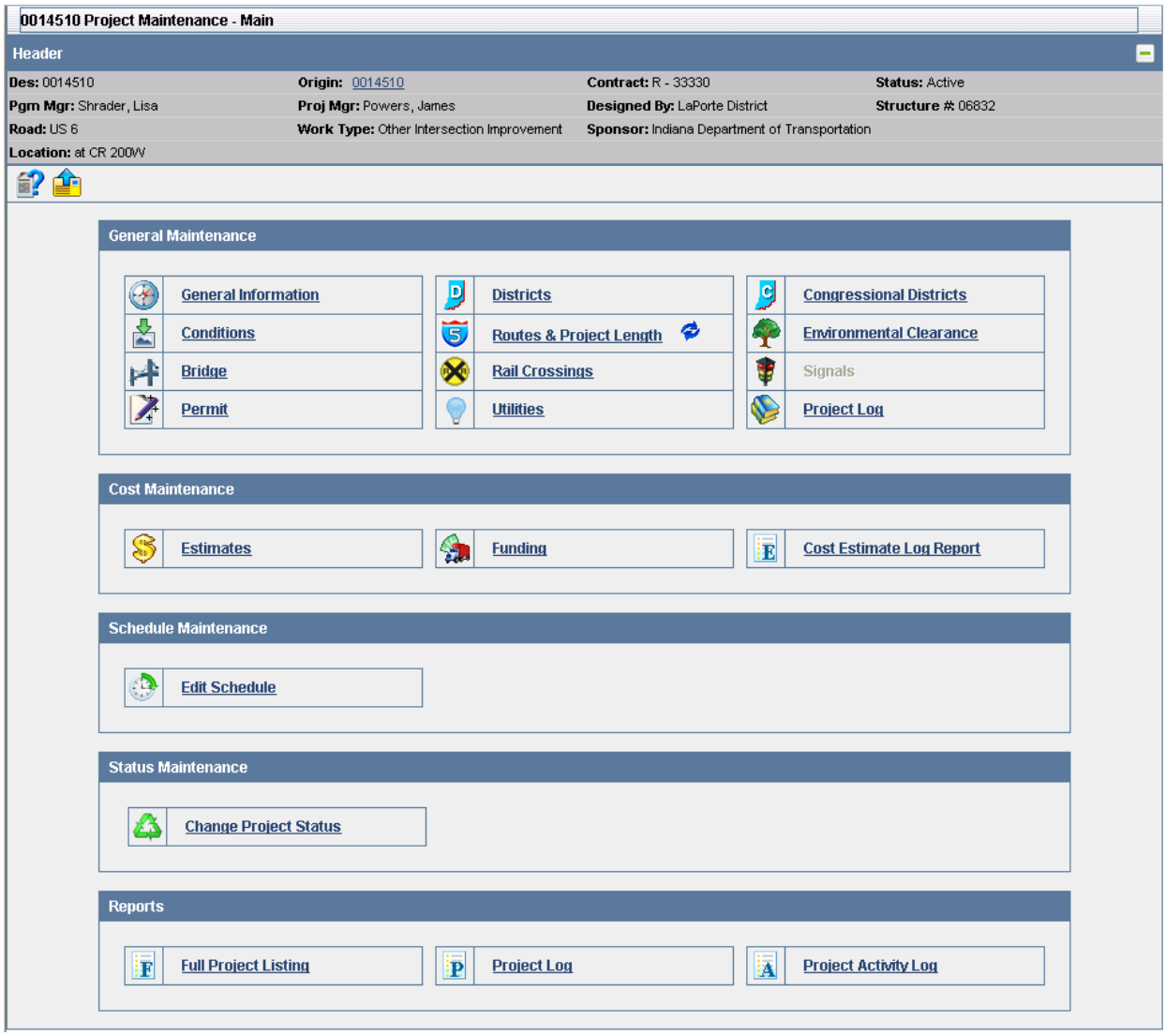
Project Search - Search Results Panel



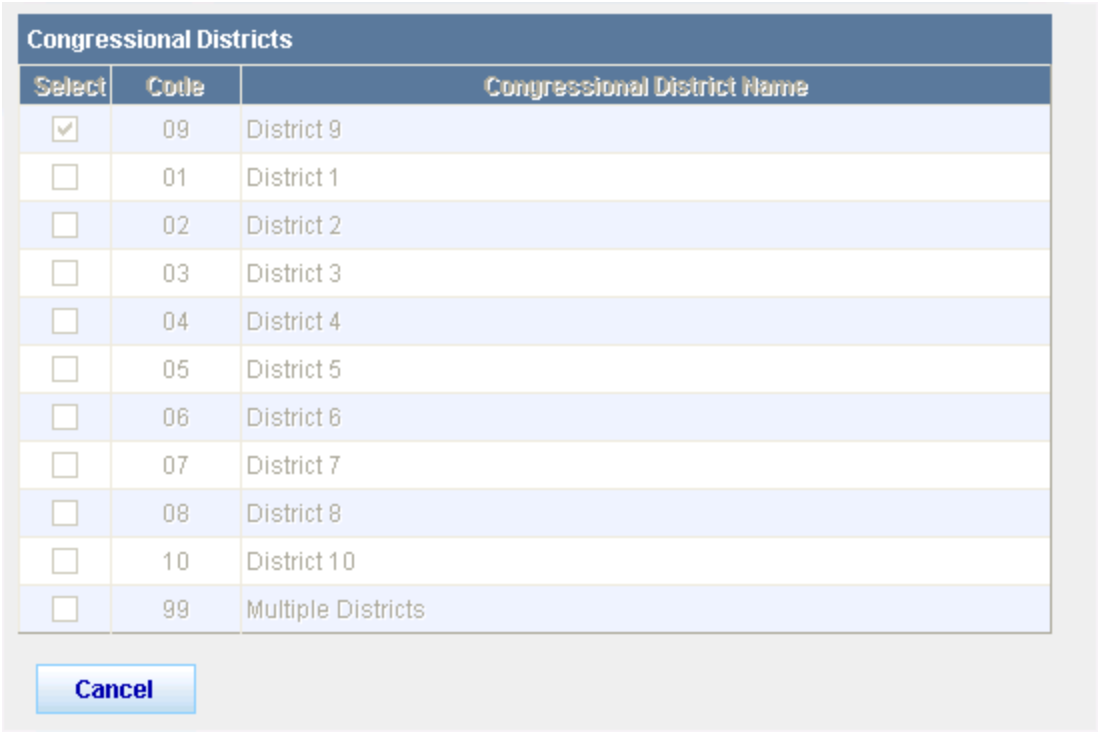
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Congressional Districts** icon or link

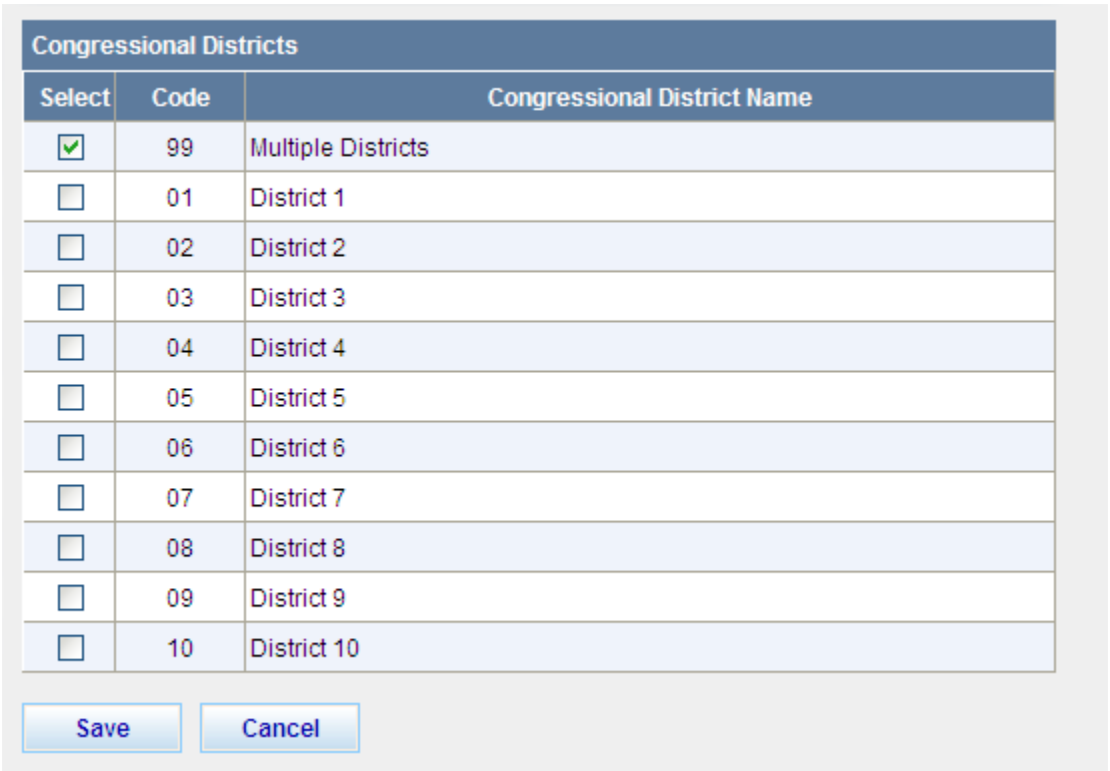
in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Congressional Districts** icon below the Header on any **Project Maintenance Panel**.



District information for **Corporate Route Projects** is auto-populated from other systems when a Project is proposed. Fields for these Projects are grayed out as shown below. Congressional Districts are only editable for **Special Route Projects**.



Place a checkmark ☑ in the **Select** column of the Congressional District(s) to be included. To deselect a Congressional District, click in its **Select** column to remove the checkmark ☐ .



Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click on the **Save** button to save the updates or click on the **Cancel** button to exit without saving.

After saving, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.7. Contract Management

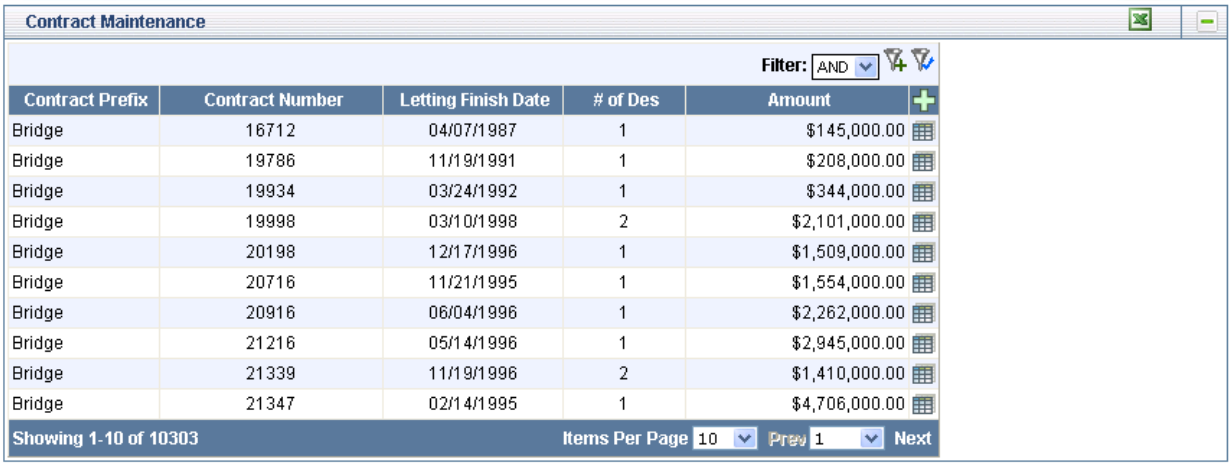
Contracts are the binding legal agreements pertaining to the work specifications of a Project. Projects/Designation #'s should be assigned to a Contract when the Project's status is made Active.

A Project's **Contract Prefix** and **Contract Number** appear in the **Header** section of the **Project Maintenance Panels**. The **Contract Prefix** indicates the type of work associated with that Contract.

To maintain **Contracts**, select **Contract Management** from the **Projects** menu.

From the **Contract Maintenance Panel**, Contracts may be added, edited, or deleted.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Contract Maintenance

Filter: AND

Contract Prefix	Contract Number	Letting Finish Date	# of Des	Amount
Bridge	16712	04/07/1987	1	$145,000.00
Bridge	19786	11/19/1991	1	$208,000.00
Bridge	19934	03/24/1992	1	$344,000.00
Bridge	19998	03/10/1998	2	$2,101,000.00
Bridge	20198	12/17/1996	1	$1,509,000.00
Bridge	20716	11/21/1995	1	$1,554,000.00
Bridge	20916	06/04/1996	1	$2,262,000.00
Bridge	21216	05/14/1996	1	$2,945,000.00
Bridge	21339	11/19/1996	2	$1,410,000.00
Bridge	21347	02/14/1995	1	$4,706,000.00

Showing 1-10 of 10303 Items Per Page 10 Prev 1 Next

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

3.7.7.1. Adding a Contract

To add a **Contract** and select its Projects/Designation Numbers, click on the **Add New** icon to the right of the **Amount** column heading. The **Contract Items Maintenance Panel** displays with **Contract Number = New**. The **Number** is assigned when at least one Project is selected and the **Save** button is clicked.

Any Designation Number with a Project Status not equal to Historical, Eliminated, or Archived, and not already assigned to a Contract appears in the List.

Certain business rules must be met for a Project to be added to a Contract. (Some Designation Numbers in the List are grayed out and cannot be selected.)

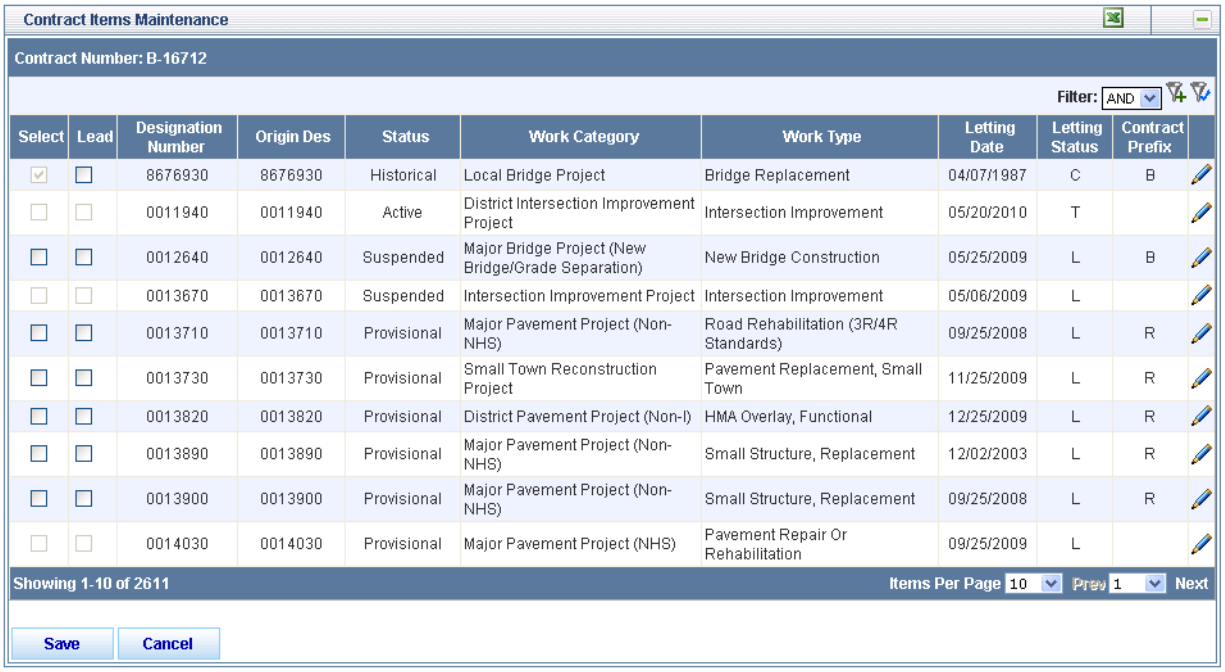
- A Designation Number must have a Contract Prefix to be selectable.
- A Designation Number must have a Letting Date to be selectable.
- A Designation Number's Letting Status must not be "C" (Completed) to be selectable.

When selecting multiple Designation Numbers, all **Contract Prefixes**, **Letting Finish Dates,** and **Work Categories** must be the same.

If any of this information needs to be corrected or updated, click on the **Des Maintenance** icon to open the **Project Maintenance Main Page**. Navigate to the necessary Panel, make changes and save. The **Contract Items Maintenance Panel** must be refreshed by clicking on the **Items** icon in the Contract Maintenance Panel.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Project and Project Designation field definitions, lengths and character/numeric requirements.



Contract Items Maintenance

Contract Number: B-16712

Filter: AND

Select	Lead	Designation Number	Origin Des	Status	Work Category	Work Type	Letting Date	Letting Status	Contract Prefix	
☑	☐	8676930	8676930	Historical	Local Bridge Project	Bridge Replacement	04/07/1987	C	B	
☐	☐	0011940	0011940	Active	District Intersection Improvement Project	Intersection Improvement	05/20/2010	T		
☐	☐	0012640	0012640	Suspended	Major Bridge Project (New Bridge/Grade Separation)	New Bridge Construction	05/25/2009	L	B	
☐	☐	0013670	0013670	Suspended	Intersection Improvement Project	Intersection Improvement	05/06/2009	L		
☐	☐	0013710	0013710	Provisional	Major Pavement Project (Non-NHS)	Road Rehabilitation (3R/4R Standards)	09/25/2008	L	R	
☐	☐	0013730	0013730	Provisional	Small Town Reconstruction Project	Pavement Replacement, Small Town	11/25/2009	L	R	
☐	☐	0013820	0013820	Provisional	District Pavement Project (Non-I)	HMA Overlay, Functional	12/25/2009	L	R	
☐	☐	0013890	0013890	Provisional	Major Pavement Project (Non-NHS)	Small Structure, Replacement	12/02/2003	L	R	
☐	☐	0013900	0013900	Provisional	Major Pavement Project (Non-NHS)	Small Structure, Replacement	09/25/2008	L	R	
☐	☐	0014030	0014030	Provisional	Major Pavement Project (NHS)	Pavement Repair Or Rehabilitation	09/25/2009	L		

Showing 1-10 of 2611 Items Per Page 10 Prev 1 Next

Save Cancel

Projects may be added to or removed from the Contract in the **Contract Items Maintenance Panel** by clicking in the **Select** column to place ☑ or remove ☐ the checkmark in that Designation Number's **Select** checkbox.

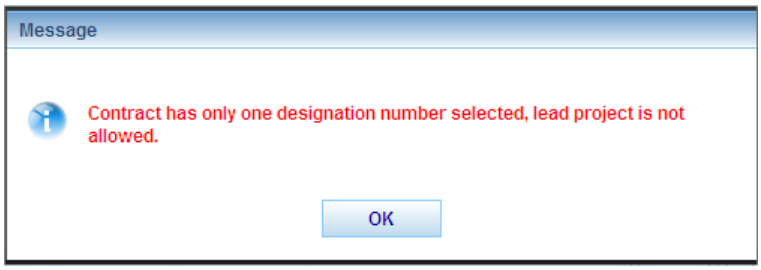
If more than one Project is selected, one must be identified as the **Lead Project**. A checkmark must be placed ☑ in that Designation Number's **Lead** checkbox. A Lead Project is not allowed for Contracts with only one Project.

The **Project Maintenance - General Information Panel** provides Lead Project status in the non-editable **Lead Project** field.

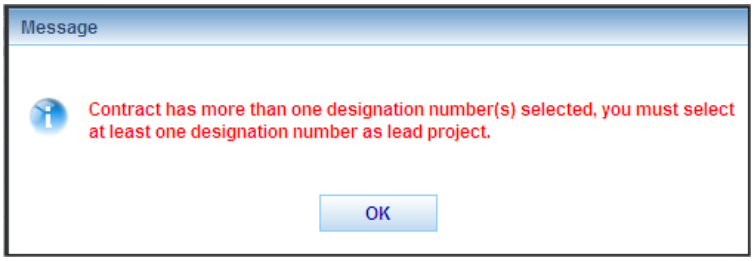
SPMS displays messages if a Contract's updates are not allowed based on business rules. Some examples are provided below:

At least one Project must be selected to save a new Contract.

A Lead Project cannot be selected for Contracts with only one selected Designation Number.

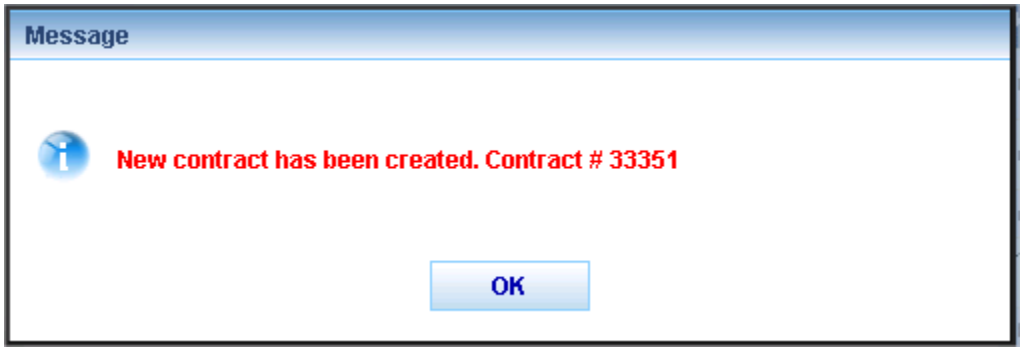


A Lead Project must be selected for Contracts with more than one selected Designation Number.



When selecting multiple Designation Numbers, all **Contract Prefixes**, **Letting Finish Dates,** and **Work Categories** must be the same.

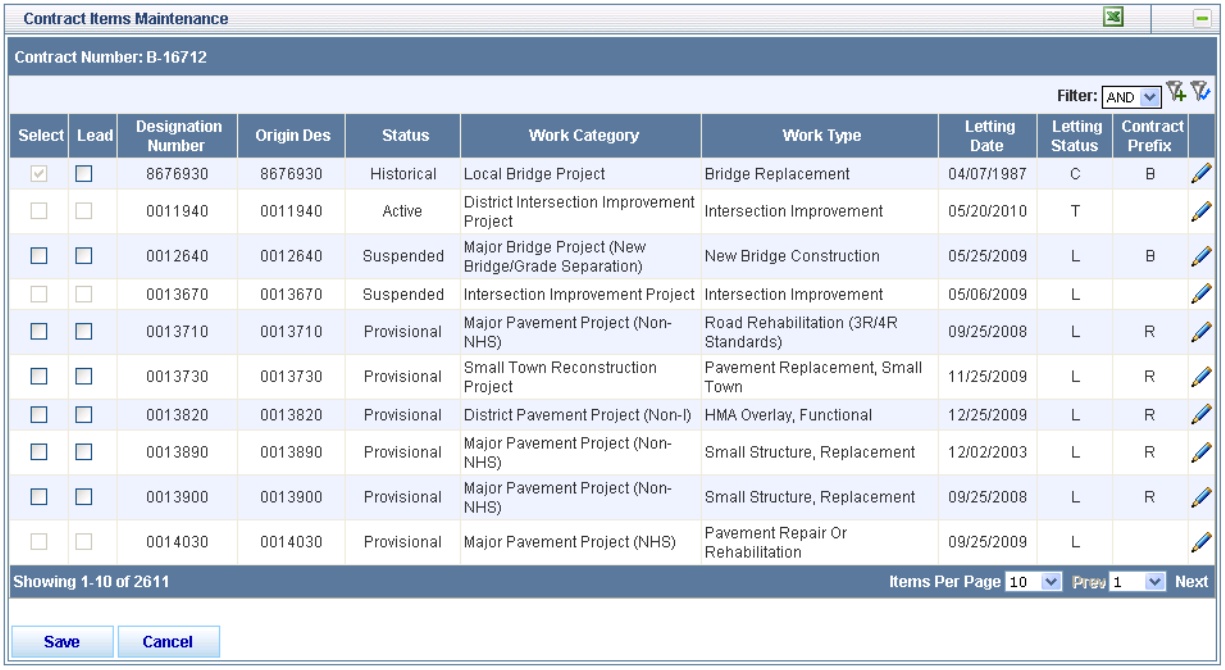
Click on the **Save** button to save the new Contract or click on the **Cancel** button to exit without saving. If saving, note the **Contract Number**, and click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Contract Maintenance Panel**.



Once saved, the new Contract should be visible in the List. If not, click on the **Contract Number** column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

3.7.7.2. Editing a Contract

To work with a specific Contract, click on the **Items** icon next to that record in the **Contract Maintenance Panel**. The Contract Items Maintenance Panel displays with any Designation Numbers already added to the Project at the top of the List. The rest of the List contains Designation Numbers with a Project Status not equal to Historical, Eliminated, or Archived, and not already assigned to a Contract.



Projects may be added to or removed from the Contract in the **Contract Items Maintenance Panel** by clicking in the **Select** column to place ☑ or remove ☐ the checkmark in that Designation Number's **Select** checkbox.

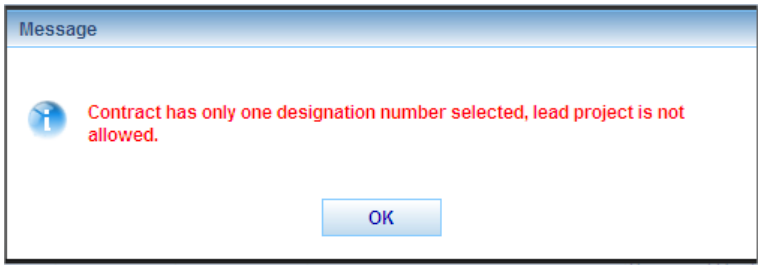
If more than one Project is selected, one must be identified as the **Lead Project**. A checkmark must be placed ☑ in that Designation Number's **Lead** checkbox. A Lead Project is not allowed for Contracts with only one Project.

The **Project Maintenance - General Information Panel** provides Lead Project status in the non-editable **Lead Project** field.

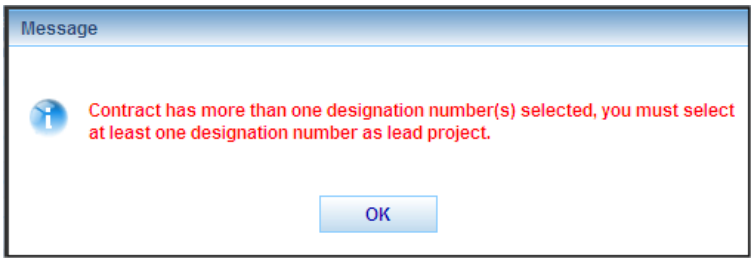
SPMS displays messages if a Contract's updates are not allowed based on business rules. Some examples are provided below:

At least one Project must be selected to save a new Contract.

A Lead Project cannot be selected for Contracts with only one selected Designation Number.



A Lead Project must be selected for Contracts with more than one selected Designation Number.



When selecting multiple Designation Numbers, all **Contract Prefixes**, **Letting Finish Dates,** and **Work Categories** must be the same.

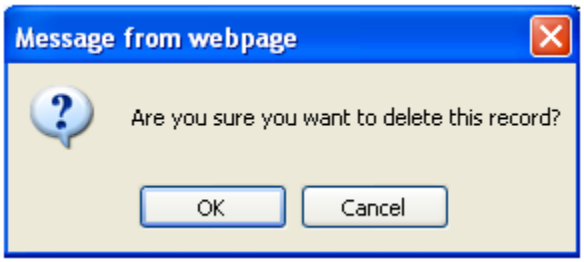
Click on the **Save** button to save the updated Contract or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Contract Maintenance Panel**.

Once saved, the updated Contract should be visible in the List. If not, click on the **Contract Number** column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

3.7.7.3. Deleting a Contract

To delete a **Contract**, click on the **Delete** icon next to the record to be removed. If any Designation Number added to a Contract has a Letting Status equal to "C" (Complete), the **Delete** icon does not appear next to that Contract.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



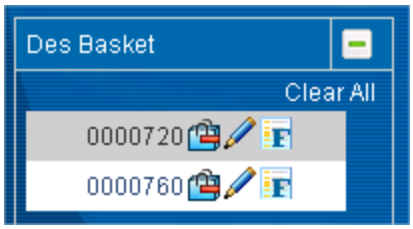
The **Contract** is removed from the list and the **Contract Number** is removed from all Designation Numbers. The Contract Number will never be reused by SPMS.

3.7.8. Districts

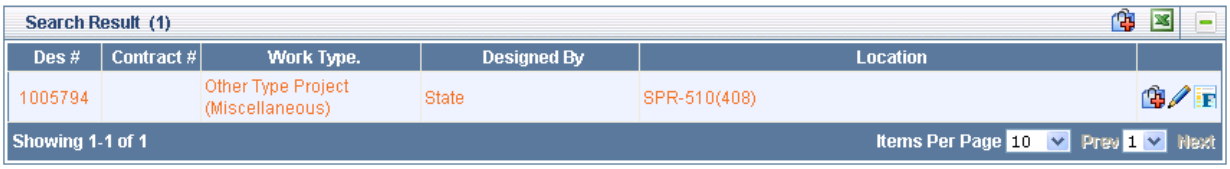
A Project's Primary District and Sub-Districts are selected in the **Districts Panel**.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

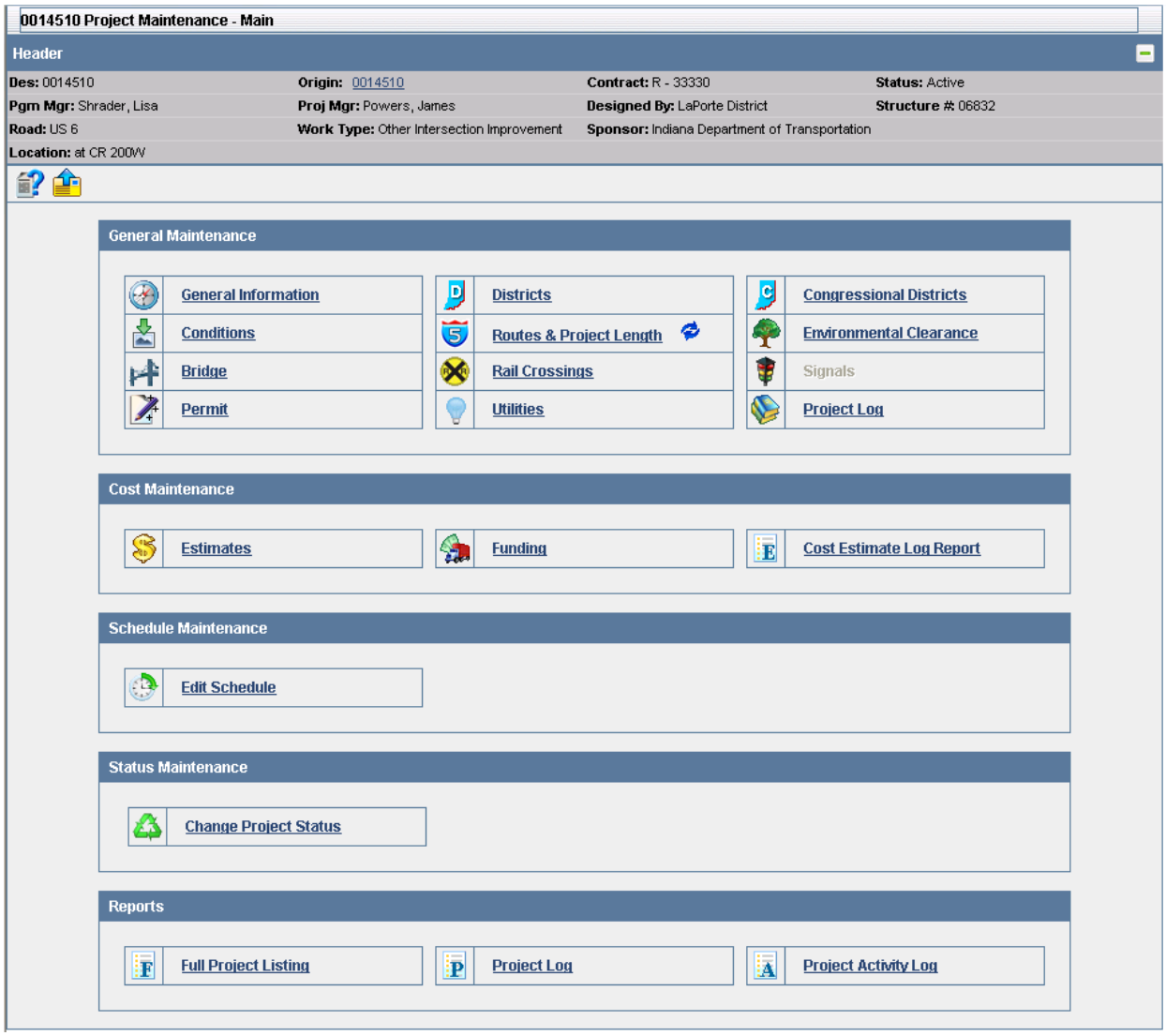


Project Search - Search Results Panel

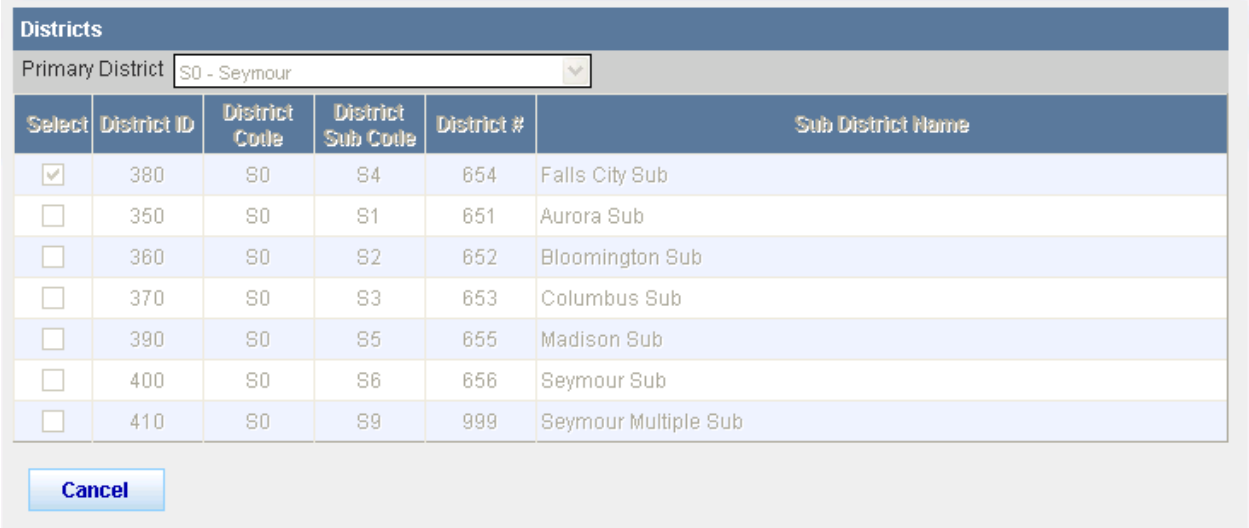


Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Districts** icon or link Districts in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Districts** icon below the Header on any **Project Maintenance Panel**.

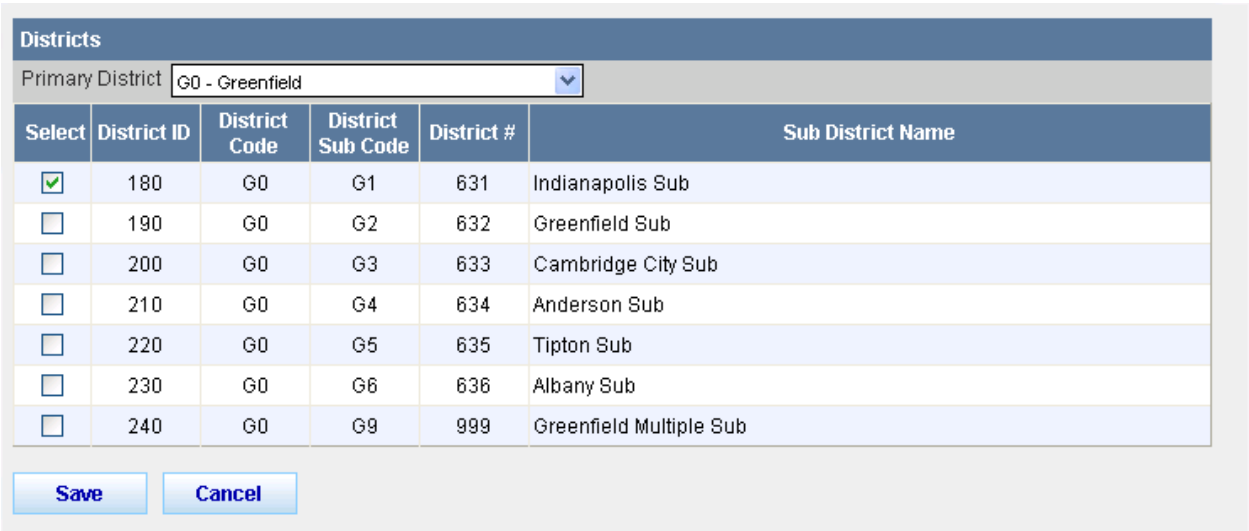


District information for **Corporate Route Projects** is auto-populated from other systems when a Project is proposed. Fields for these Projects are grayed out as shown below. Districts are only editable for **Special Route Projects**.



At the Districts Panel, first select the Project's Primary District from the dropdown list.

Place a checkmark ☑ in the **Select** column of the Sub-District(s) to be included. To deselect a Sub-District, click in its **Select** column to remove the checkmark ☐ .



Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click on the **Save** button to save the updates or click on the **Cancel** button to exit without saving.

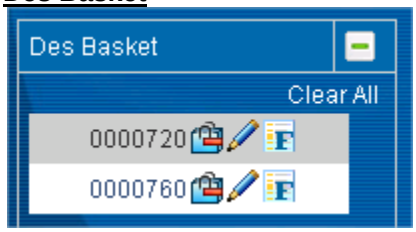
After saving, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.9. Edit Schedule

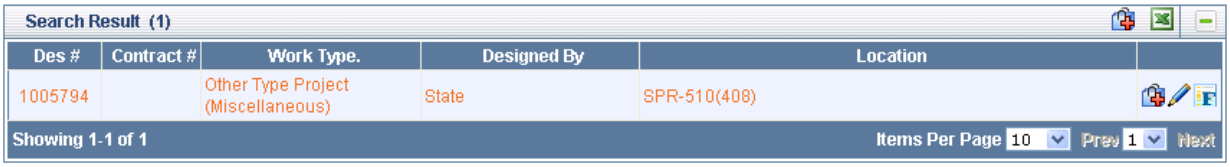
After a Project has been authorized, its Schedule must be maintained. As activities are completed, estimates are updated based on the business rules.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket



Project Search - Search Results Panel

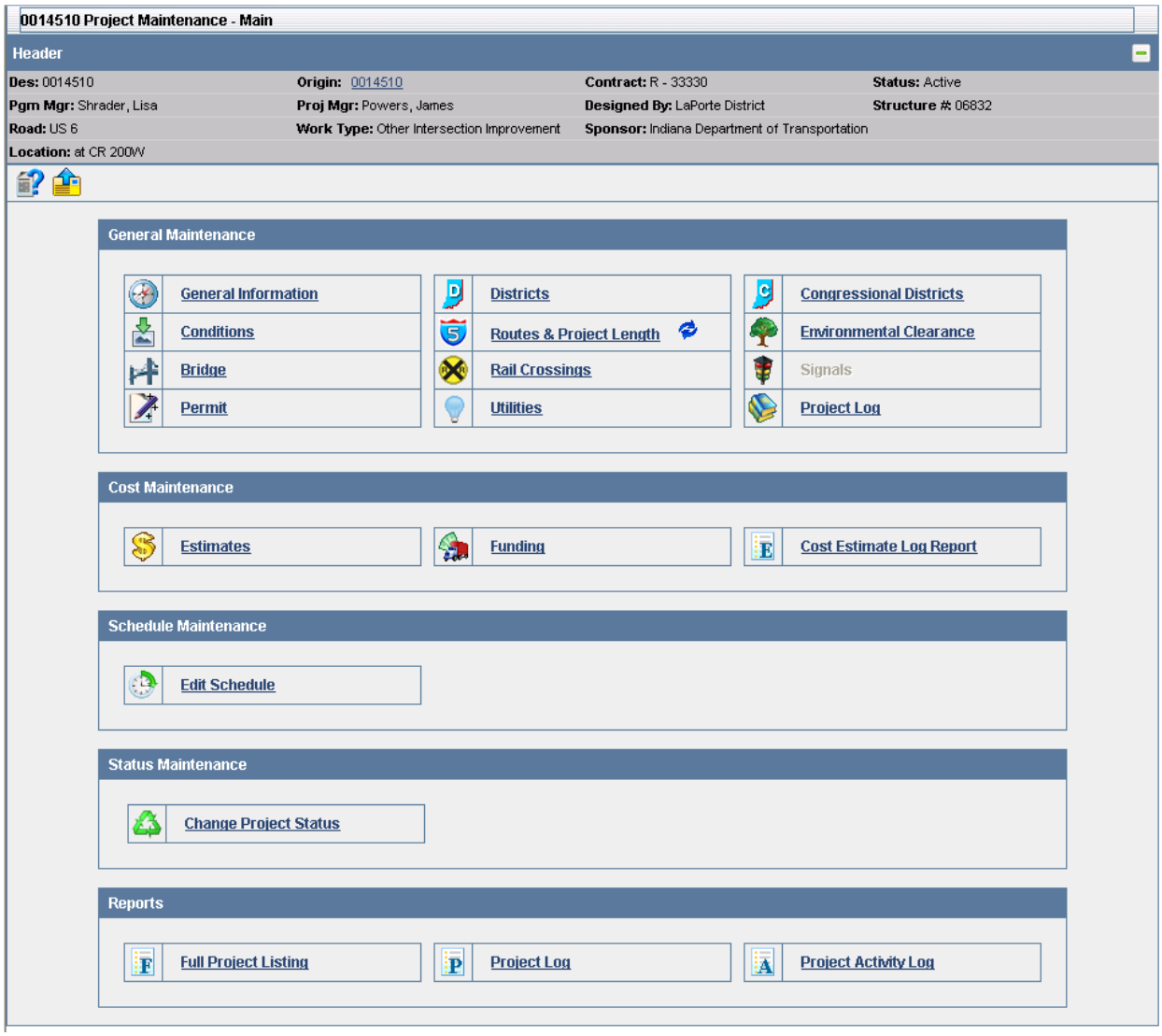


Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Edit Schedule** icon or link

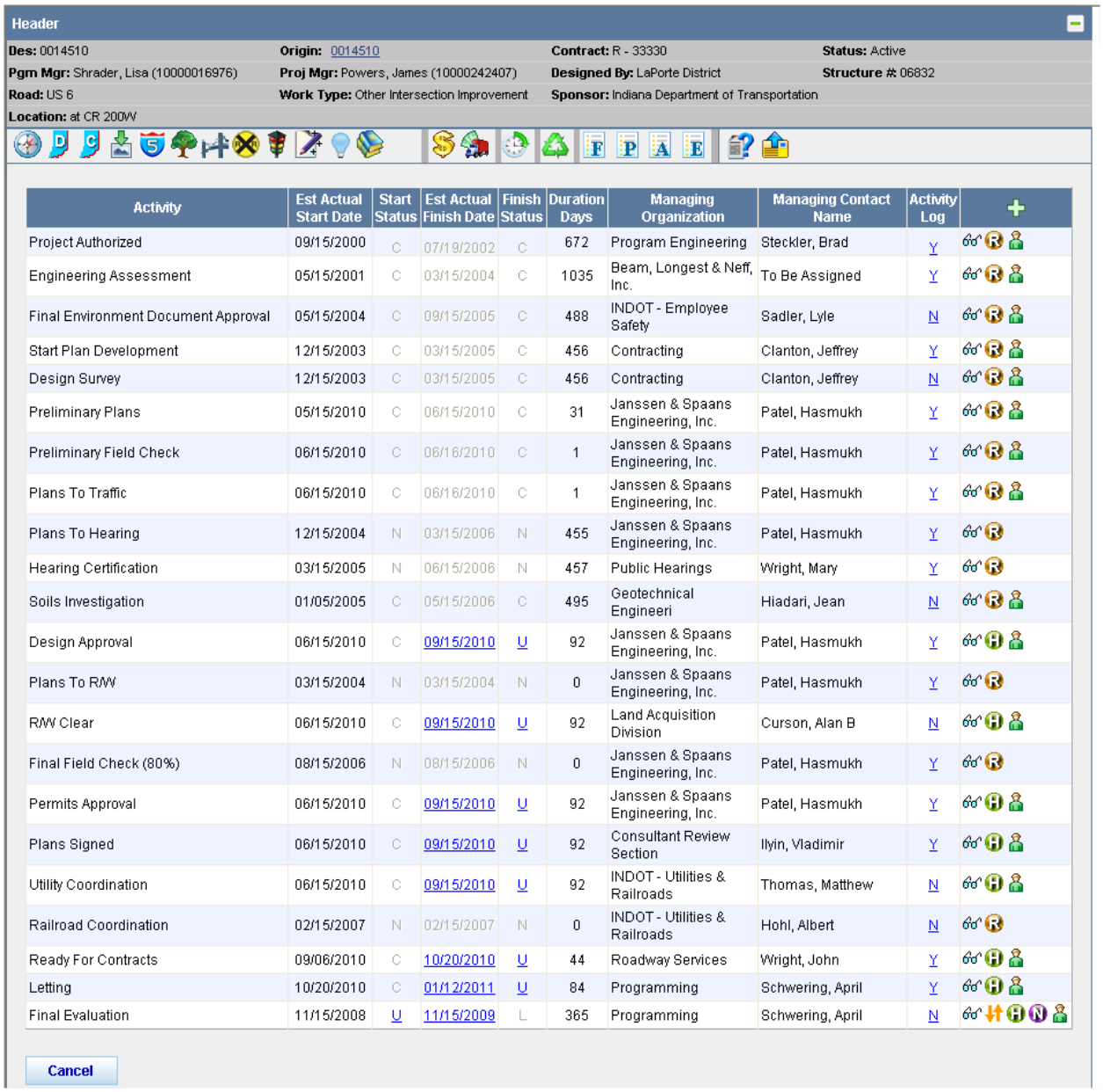
in the **Schedule Maintenance** section of the **Project Maintenance Main Page** or click on the **Edit Schedule** icon below the Header on any **Project Maintenance Panel**.

From the **Edit Schedule Panel**, the Schedule's template, activities, statuses, contacts and predecessors may be maintained.



3.7.9.1. Editing an Activity

An Activity's **Start** and **Finish Status** and **Estimated Actual Start** and **Finish Dates** may be edited in the **Edit Schedule Panel**.



Header

Des: 0014510	**Origin:** 0014510	**Contract:** R - 33330	**Status:** Active
Pgm Mgr: Shrader, Lisa (10000016976)	**Proj Mgr:** Powers, James (10000242407)	**Designed By:** LaPorte District	**Structure #:** 06832
Road: US 6	**Work Type:** Other Intersection Improvement	**Sponsor:** Indiana Department of Transportation	
Location: at CR 200W			

Activity	Est Actual Start Date	Start Status	Est Actual Finish Date	Finish Status	Duration Days	Managing Organization	Managing Contact Name	Activity Log
Project Authorized	09/15/2000	C	07/19/2002	C	672	Program Engineering	Steckler, Brad	Y
Engineering Assessment	05/15/2001	C	03/15/2004	C	1035	Beam, Longest & Neff, Inc.	To Be Assigned	Y
Final Environment Document Approval	05/15/2004	C	09/15/2005	C	488	INDOT - Employee Safety	Sadler, Lyle	N
Start Plan Development	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	Y
Design Survey	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	N
Preliminary Plans	05/15/2010	C	06/15/2010	C	31	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Preliminary Field Check	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Traffic	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Hearing	12/15/2004	N	03/15/2006	N	455	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Hearing Certification	03/15/2005	N	06/15/2006	N	457	Public Hearings	Wright, Mary	Y
Soils Investigation	01/05/2005	C	05/15/2006	C	495	Geotechnical Engineeri	Hiadari, Jean	N
Design Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To R/W	03/15/2004	N	03/15/2004	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
R/W Clear	06/15/2010	C	09/15/2010	U	92	Land Acquisition Division	Curson, Alan B	N
Final Field Check (80%)	08/15/2006	N	08/15/2006	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Permits Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans Signed	06/15/2010	C	09/15/2010	U	92	Consultant Review Section	Ilyin, Vladimir	Y
Utility Coordination	06/15/2010	C	09/15/2010	U	92	INDOT - Utilities & Railroads	Thomas, Matthew	N
Railroad Coordination	02/15/2007	N	02/15/2007	N	0	INDOT - Utilities & Railroads	Hohl, Albert	N
Ready For Contracts	09/06/2010	C	10/20/2010	U	44	Roadway Services	Wright, John	Y
Letting	10/20/2010	C	01/12/2011	U	84	Programming	Schwering, April	Y
Final Evaluation	11/15/2008	U	11/15/2009	L	365	Programming	Schwering, April	N

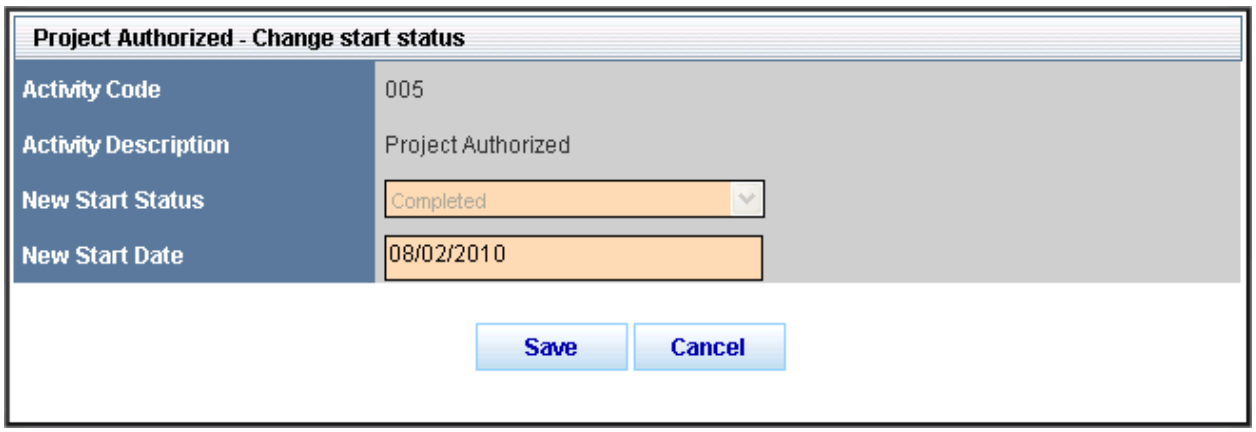
Cancel

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Change the Start Status and/or Start Date

Click on the Activity's **Start Status** link to assign a new **Start Date**.

On the **Change Start Status** screen, select from the **New Start Status** dropdown list, if necessary. A date (mm/dd/yyyy) may be entered directly in the **New Start Date** field. The default is the current date.

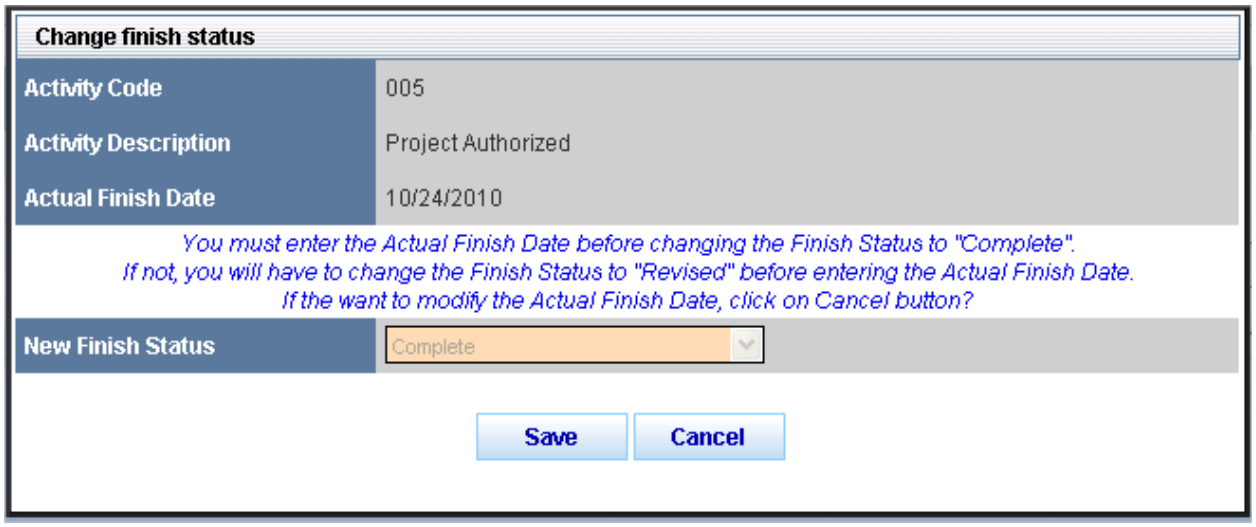


Click on the **Save** button to save the change and return to the **Edit Schedule Panel** or click on the **Cancel** button to exit without saving.

Change the Finish Status

Click on the Activity's **Finish Status** link to select a new status.

On the **Change Finish Status** screen, select from the **New Finish Status** dropdown list.



Click on the **Save** button to save the change and return to the **Edit Schedule Panel** or click on the **Cancel** button to exit without saving.

Change the Estimated/Actual Finish Date

Click on any Activity's **Estimated/Actual Finish Date** link to display the Change Activity Finish Date screen.

A new date (mm/dd/yyyy) may be entered directly in the **New Finish Date** field for any Activity. Click on the **Calculate** button to update the number of days in both the **New Duration** and **Days Changed from Original** columns and the date in the **New Start Date** column. To calculate multiple date changes at once, enter any number of **New Finish Dates**, and then click on the **Calculate** button.

Change Activity Finish Dates

Activity	Orignial Start Date	Original Finish Date	New Start Date	New Finish Date	New Duration	Days Changed From Original
Project Authorized	10/12/2010	10/17/2010	10/12/2010	10/17/2010	5	0
Generate SPR Project Proposal	10/17/2010	10/22/2010	10/17/2010	10/22/2010	5	0
Prepare SPR Justification	10/22/2010	10/27/2010	10/22/2010	10/27/2010	5	0
Submit SPR Justification for Review	10/27/2010	11/01/2010	10/27/2010	11/01/2010	5	0
Assemble FY SPR Proposal Book	11/01/2010	11/06/2010	11/01/2010	11/06/2010	5	0
Preliminary INDOT Executive Review	11/06/2010	11/21/2010	11/06/2010	11/21/2010	15	0
FHWA Eligibility Review	11/21/2010	12/01/2010	11/21/2010	12/01/2010	10	0
INDOT Commissioner Authorization to Proceed	12/01/2010	12/11/2010	12/01/2010	12/11/2010	10	0
Authorize Funds for Development	12/11/2010	12/23/2010	12/11/2010	12/23/2010	12	0
Notice to Proceed	12/11/2010	12/17/2010	12/11/2010	12/17/2010	6	0
SPR Contract Component #1 (see activity log)	12/17/2010	12/17/2011	12/17/2010	12/17/2011	365	0
SPR Activity Component #1 (see activity log)	12/17/2010	12/17/2011	12/17/2010	12/17/2011	365	0

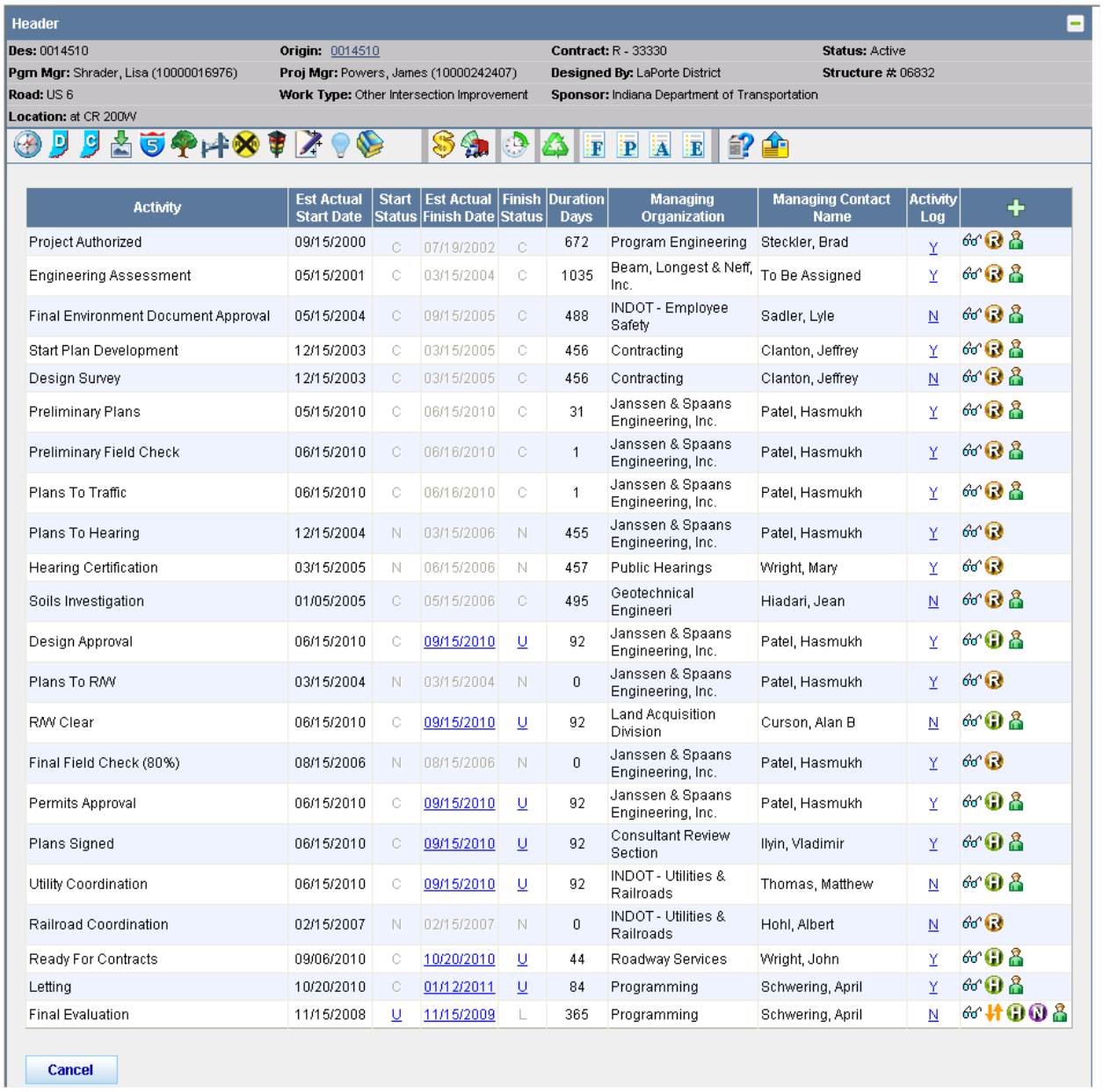
Calculate Save Cancel

Click on the **Save** button to save the new dates and return to the **Edit Schedule Panel** or click on the **Cancel** button to exit without saving.

If finished editing the Schedule, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.9.2. Adding an Activity

To add an Activity, click on the **Add New** icon to the right of the **Managing Contact Name** column heading.

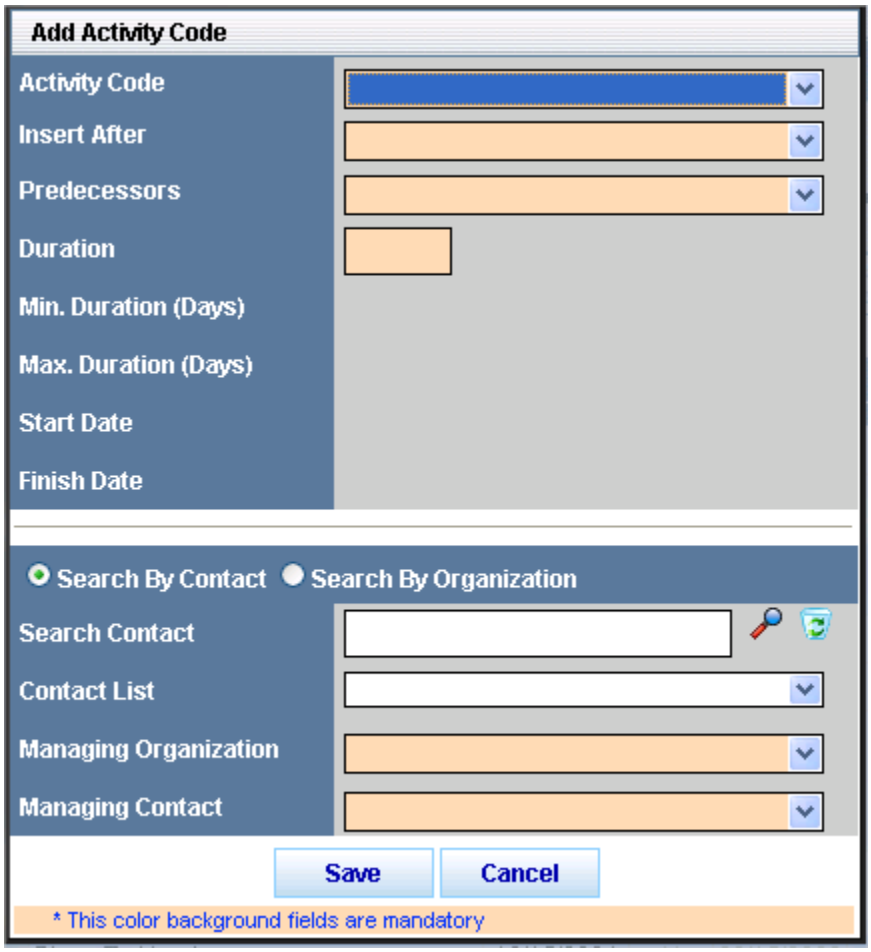


In the **ADD Screen Mode**, enter information as needed. The **Duration** and minimum and maximum **Duration Days** are calculated automatically when the **Duration** value is entered.

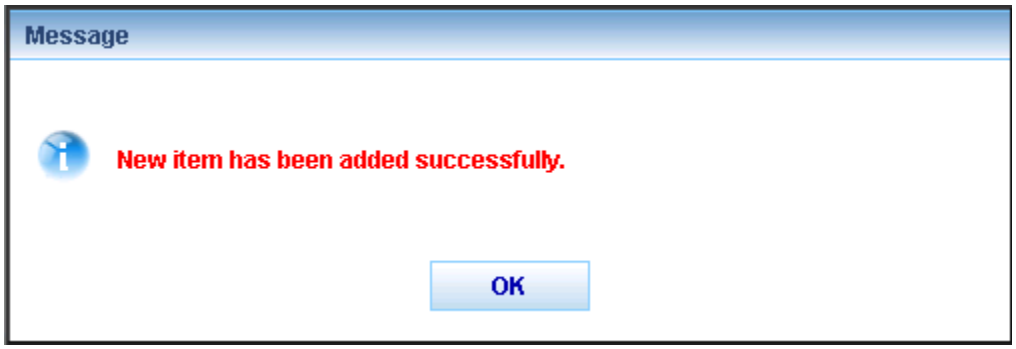
To search by contact, click in the **Search By Contact** radio button. Then, click on the **Find** icon next to **Search Contact** to populate the **Contact** dropdown list with all available contacts or enter part of the Contact's name in the **Search Contact** textbox and click on the Find icon to narrow the list. Select the **Managing Organization** and **Managing Contact from their** dropdown lists.

To search by organization, click in the **Search By Organization** radio button. Then, click on the **Find** icon next to **Search Organization** to populate the **Organization** dropdown list with all available contacts or organizations or enter part of the Organization's name in the **Search Organization** textbox and click on the Find icon to narrow the list. Select the **Managing Organization** and **Managing Contact from their** dropdown lists.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

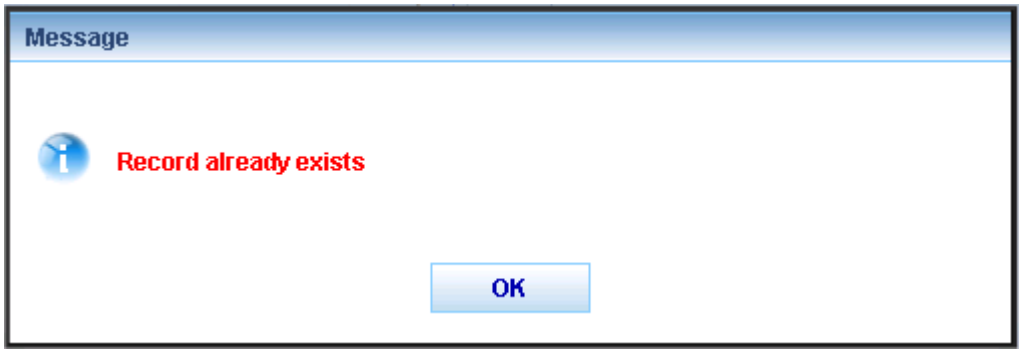


Click on the **Save** button to save the new record and return to the **Edit Schedule Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.

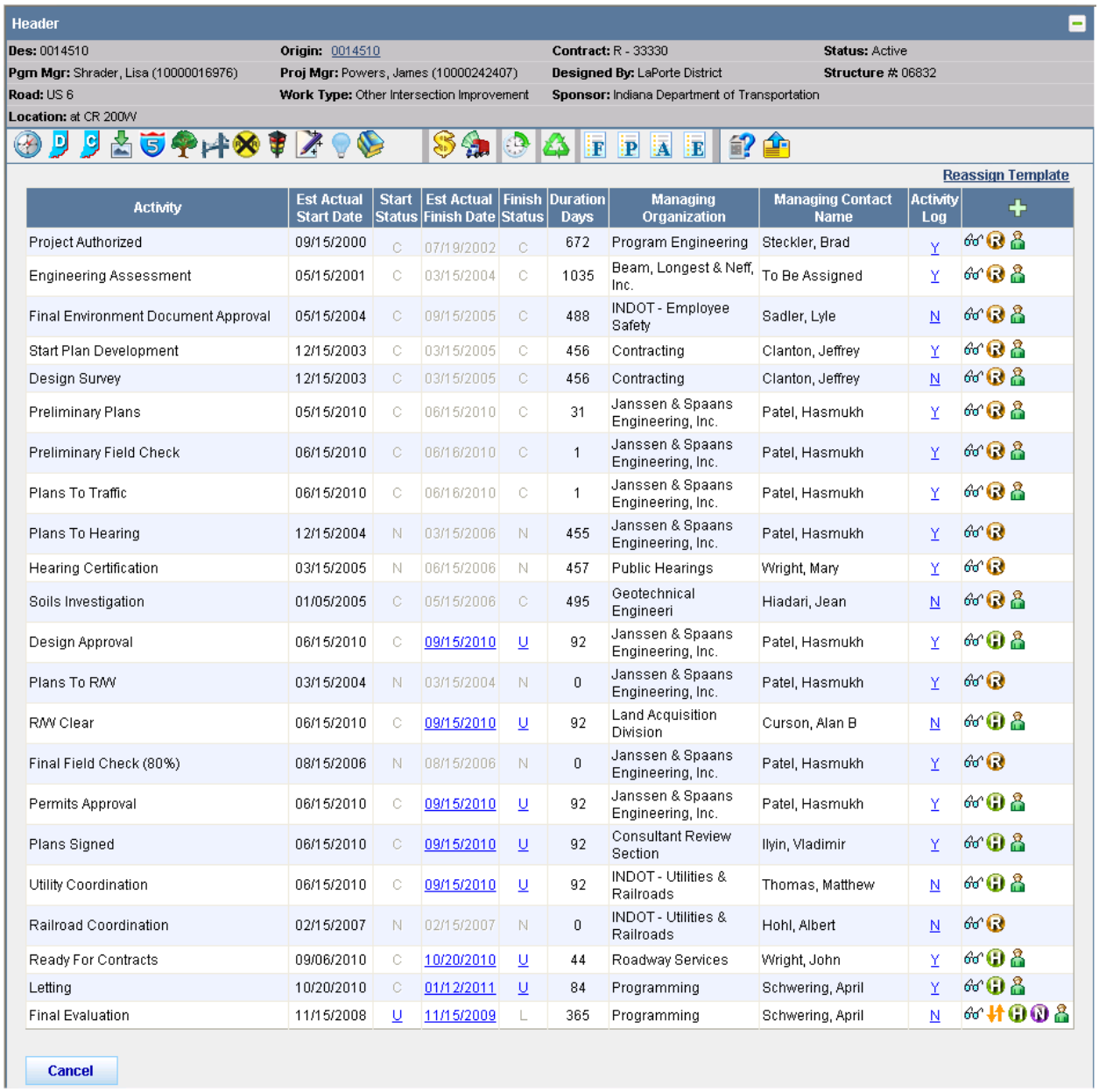


Once saved, the new Activity should be visible in the List.

If finished editing the Schedule, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.9.3. Reassign Template

If a Project Schedule has no completed Activities, a link in the top right corner of the **Edit Schedule Panel** displays and allows the User to **Reassign the Template**.



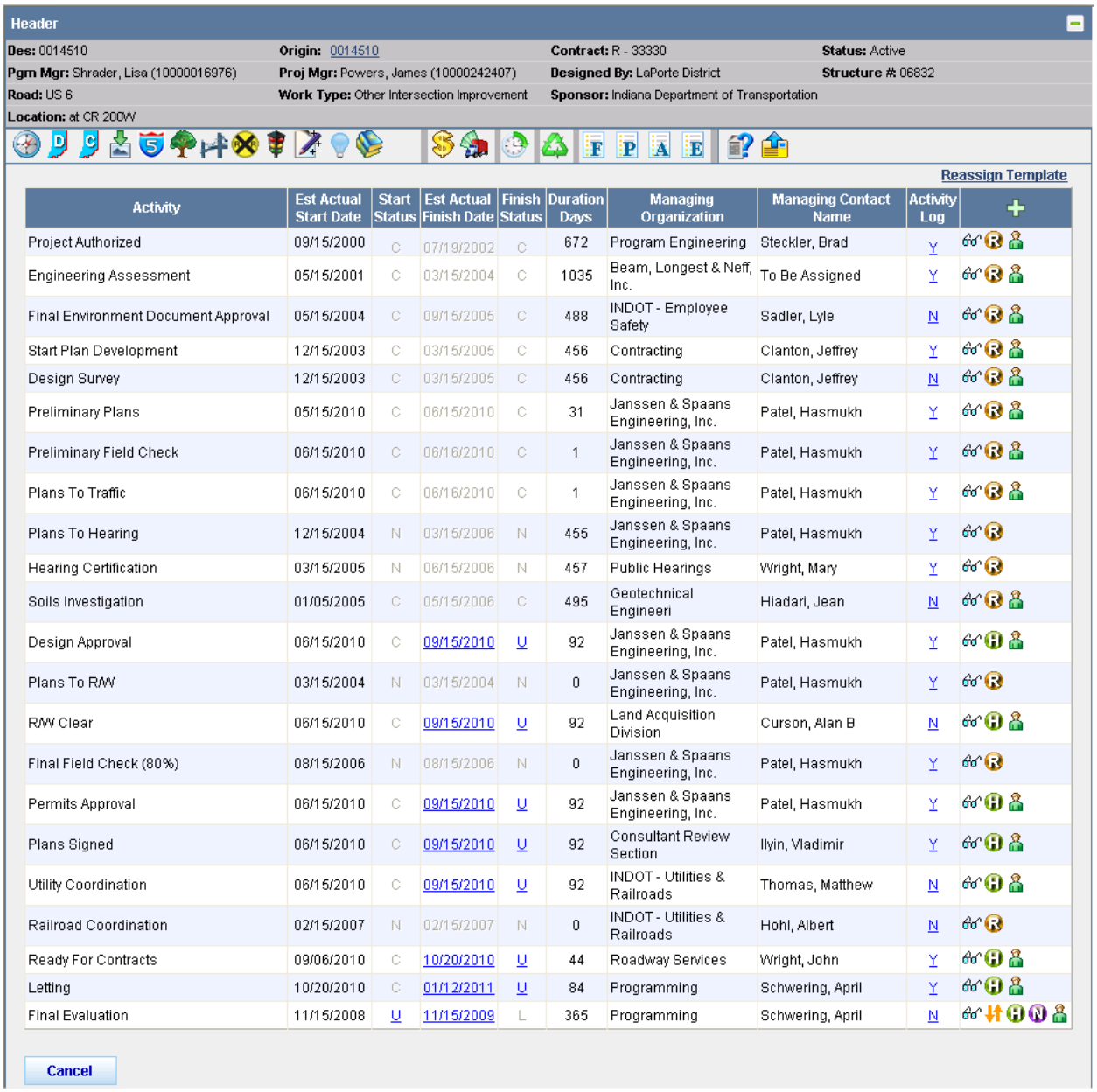
Clicking on the **Reassign Template** link opens Step 1 of the **Authorize Schedule** wizard, so the User can select a new template. For details about Authorizing a Schedule, refer to Authorize Schedule in the Project Maintenance section.

To return to the **Edit Schedule Panel**, click on another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.9.4. Changing an Activity's Status

The Status of an Activity determines what changes are allowed. In the example below, Activities may be put on hold or made not-applicable because they are in the Completed or Locked status.

Refer to the SPMS Terms and the Activity and Activity Log SPMS Table and Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Header

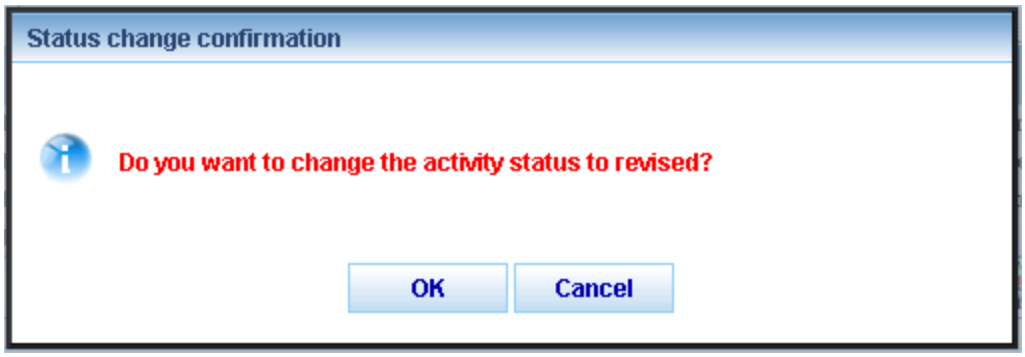
Des: 0014510 **Origin:** 0014510 **Contract:** R - 33330 **Status:** Active
Pgm Mgr: Shrader, Lisa (10000016976) **Proj Mgr:** Powers, James (10000242407) **Designed By:** LaPorte District **Structure #:** 06832
Road: US 6 **Work Type:** Other Intersection Improvement **Sponsor:** Indiana Department of Transportation
Location: at CR 200W

Reassign Template

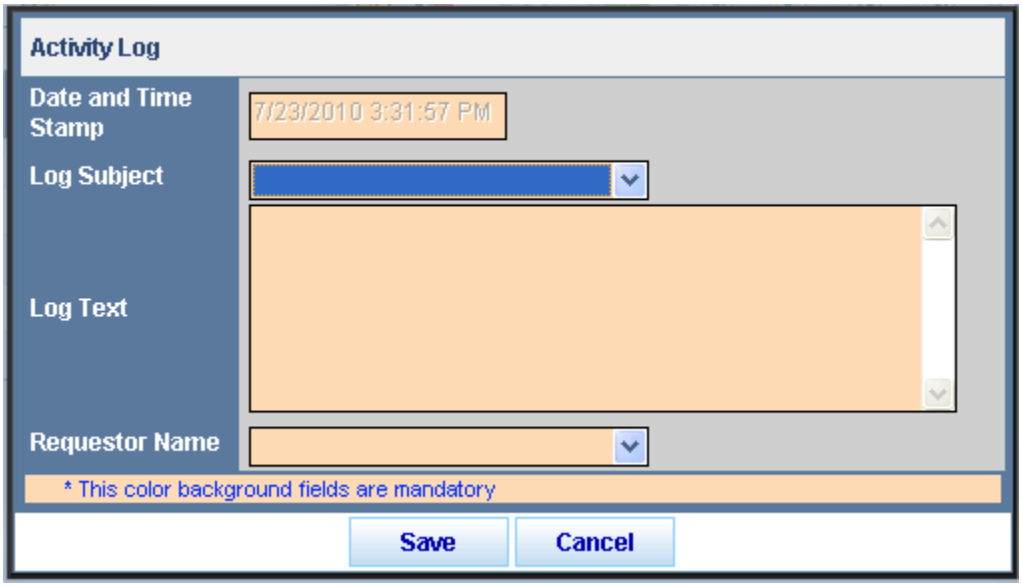
Activity	Est Actual Start Date	Start Status	Est Actual Finish Date	Finish Status	Duration Days	Managing Organization	Managing Contact Name	Activity Log
Project Authorized	09/15/2000	C	07/19/2002	C	672	Program Engineering	Steckler, Brad	Y
Engineering Assessment	05/15/2001	C	03/15/2004	C	1035	Beam, Longest & Neff, Inc.	To Be Assigned	Y
Final Environment Document Approval	05/15/2004	C	09/15/2005	C	488	INDOT - Employee Safety	Sadler, Lyle	N
Start Plan Development	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	Y
Design Survey	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	N
Preliminary Plans	05/15/2010	C	06/15/2010	C	31	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Preliminary Field Check	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Traffic	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Hearing	12/15/2004	N	03/15/2006	N	455	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Hearing Certification	03/15/2005	N	06/15/2006	N	457	Public Hearings	Wright, Mary	Y
Soils Investigation	01/05/2005	C	05/15/2006	C	495	Geotechnical Engineeri	Hiadari, Jean	N
Design Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To R/W	03/15/2004	N	03/15/2004	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
R/W Clear	06/15/2010	C	09/15/2010	U	92	Land Acquisition Division	Curson, Alan B	N
Final Field Check (80%)	08/15/2006	N	08/15/2006	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Permits Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans Signed	06/15/2010	C	09/15/2010	U	92	Consultant Review Section	Ilyin, Vladimir	Y
Utility Coordination	06/15/2010	C	09/15/2010	U	92	INDOT - Utilities & Railroads	Thomas, Matthew	N
Railroad Coordination	02/15/2007	N	02/15/2007	N	0	INDOT - Utilities & Railroads	Hohl, Albert	N
Ready For Contracts	09/06/2010	C	10/20/2010	U	44	Roadway Services	Wright, John	Y
Letting	10/20/2010	C	01/12/2011	U	84	Programming	Schwering, April	Y
Final Evaluation	11/15/2008	U	11/15/2009	L	365	Programming	Schwering, April	N

Cancel

To change an Activity's status, click on the appropriate icon next to the Activity. A confirmation message displays. Click on the **OK** button to continue or click on the **Cancel** button to return to the **Edit Schedule Panel** without making any changes.



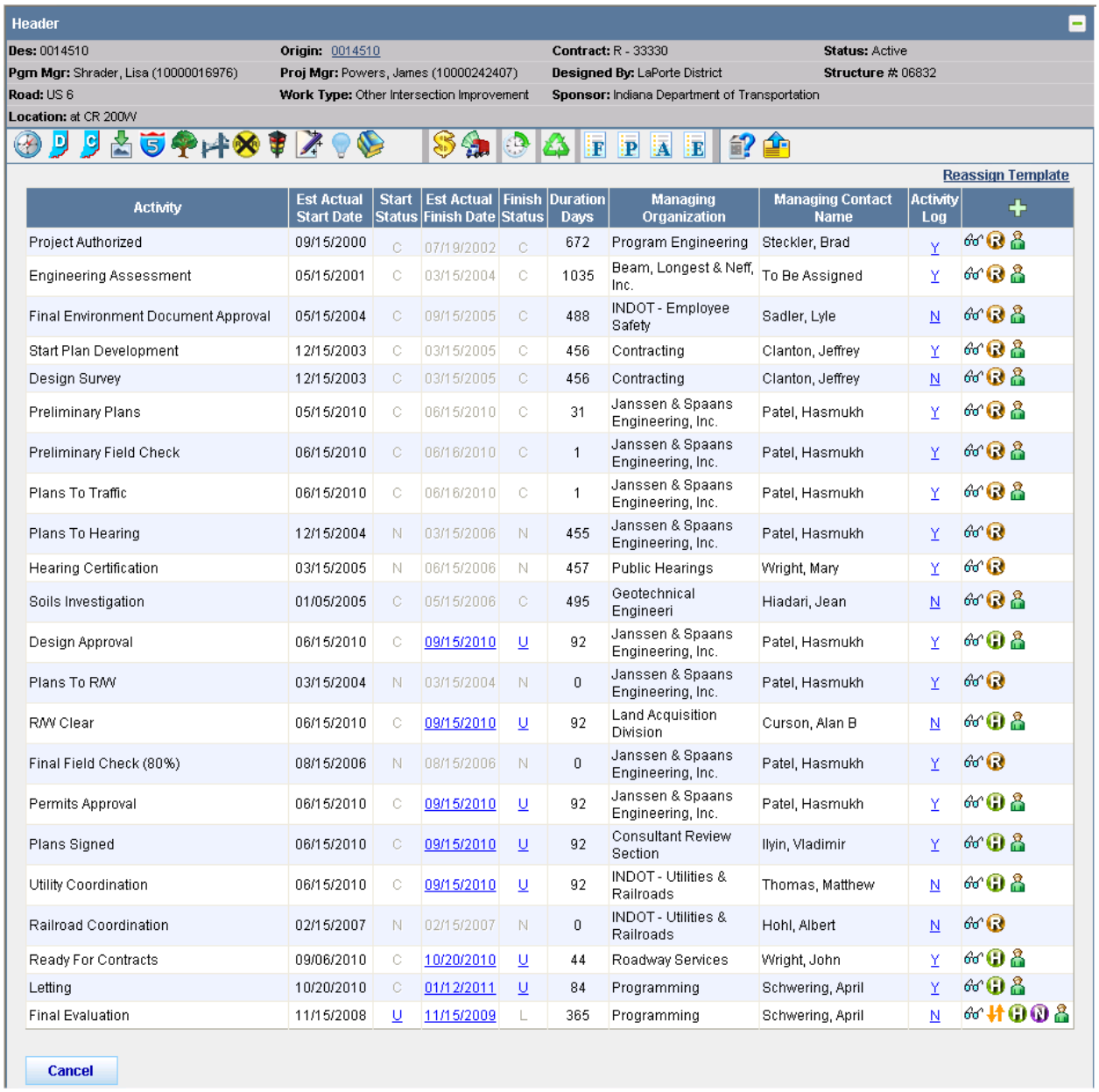
If the **OK** button is selected, an **Activity Log** screen opens and requires the User to enter information about the change. Click on the **Save** button to update the Activity's status and create the Activity Log entry or click on the **Cancel** button to return to the **Edit Schedule Panel** without saving any changes.



If finished editing the Schedule, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.9.5. Maintaining Contacts

To update an Activity's Managing Organization and Managing Contact information, click on the **Maintain Contact** icon next to that Activity in the **Edit Schedule Panel**.



Header

Des: 0014510	**Origin:** 0014510	**Contract:** R - 33330	**Status:** Active
Pgm Mgr: Shrader, Lisa (10000016976)	**Proj Mgr:** Powers, James (10000242407)	**Designed By:** LaPorte District	**Structure #:** 06832
Road: US 6	**Work Type:** Other Intersection Improvement	**Sponsor:** Indiana Department of Transportation	
Location: at CR 200W			

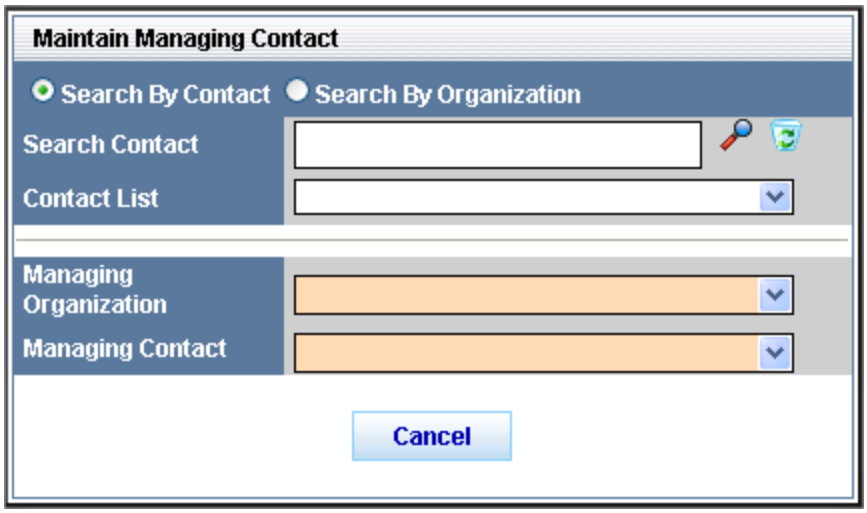
Reassign Template

Activity	Est Actual Start Date	Start Status	Est Actual Finish Date	Finish Status	Duration Days	Managing Organization	Managing Contact Name	Activity Log
Project Authorized	09/15/2000	C	07/19/2002	C	672	Program Engineering	Steckler, Brad	Y
Engineering Assessment	05/15/2001	C	03/15/2004	C	1035	Beam, Longest & Neff, Inc.	To Be Assigned	Y
Final Environment Document Approval	05/15/2004	C	09/15/2005	C	488	INDOT - Employee Safety	Sadler, Lyle	N
Start Plan Development	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	Y
Design Survey	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	N
Preliminary Plans	05/15/2010	C	06/15/2010	C	31	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Preliminary Field Check	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Traffic	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Hearing	12/15/2004	N	03/15/2006	N	455	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Hearing Certification	03/15/2005	N	06/15/2006	N	457	Public Hearings	Wright, Mary	Y
Soils Investigation	01/05/2005	C	05/15/2006	C	495	Geotechnical Engineeri	Hiadari, Jean	N
Design Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To R/W	03/15/2004	N	03/15/2004	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
R/W Clear	06/15/2010	C	09/15/2010	U	92	Land Acquisition Division	Curson, Alan B	N
Final Field Check (80%)	08/15/2006	N	08/15/2006	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Permits Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans Signed	06/15/2010	C	09/15/2010	U	92	Consultant Review Section	Ilyin, Vladimir	Y
Utility Coordination	06/15/2010	C	09/15/2010	U	92	INDOT - Utilities & Railroads	Thomas, Matthew	N
Railroad Coordination	02/15/2007	N	02/15/2007	N	0	INDOT - Utilities & Railroads	Hohl, Albert	N
Ready For Contracts	09/06/2010	C	10/20/2010	U	44	Roadway Services	Wright, John	Y
Letting	10/20/2010	C	01/12/2011	U	84	Programming	Schwering, April	Y
Final Evaluation	11/15/2008	U	11/15/2009	L	365	Programming	Schwering, April	N

Cancel

To search by contact, click in the **Search By Contact** radio button. Then, click on the **Find** icon next to **Search Contact** to populate the **Contact** dropdown list with all available contacts or enter part of the Contact's name in the **Search Contact** textbox and click on the Find icon to narrow the list. Select the **Managing Organization** and **Managing Contact from their** dropdown lists.

To search by organization, click in the **Search By Organization** radio button. Then, click on the **Find** icon next to **Search Organization** to populate the **Organization** dropdown list with all available contacts or organizations or enter part of the Organization's name in the **Search Organization** textbox and click on the Find icon to narrow the list. Select the **Managing Organization** and **Managing Contact from their** dropdown lists.



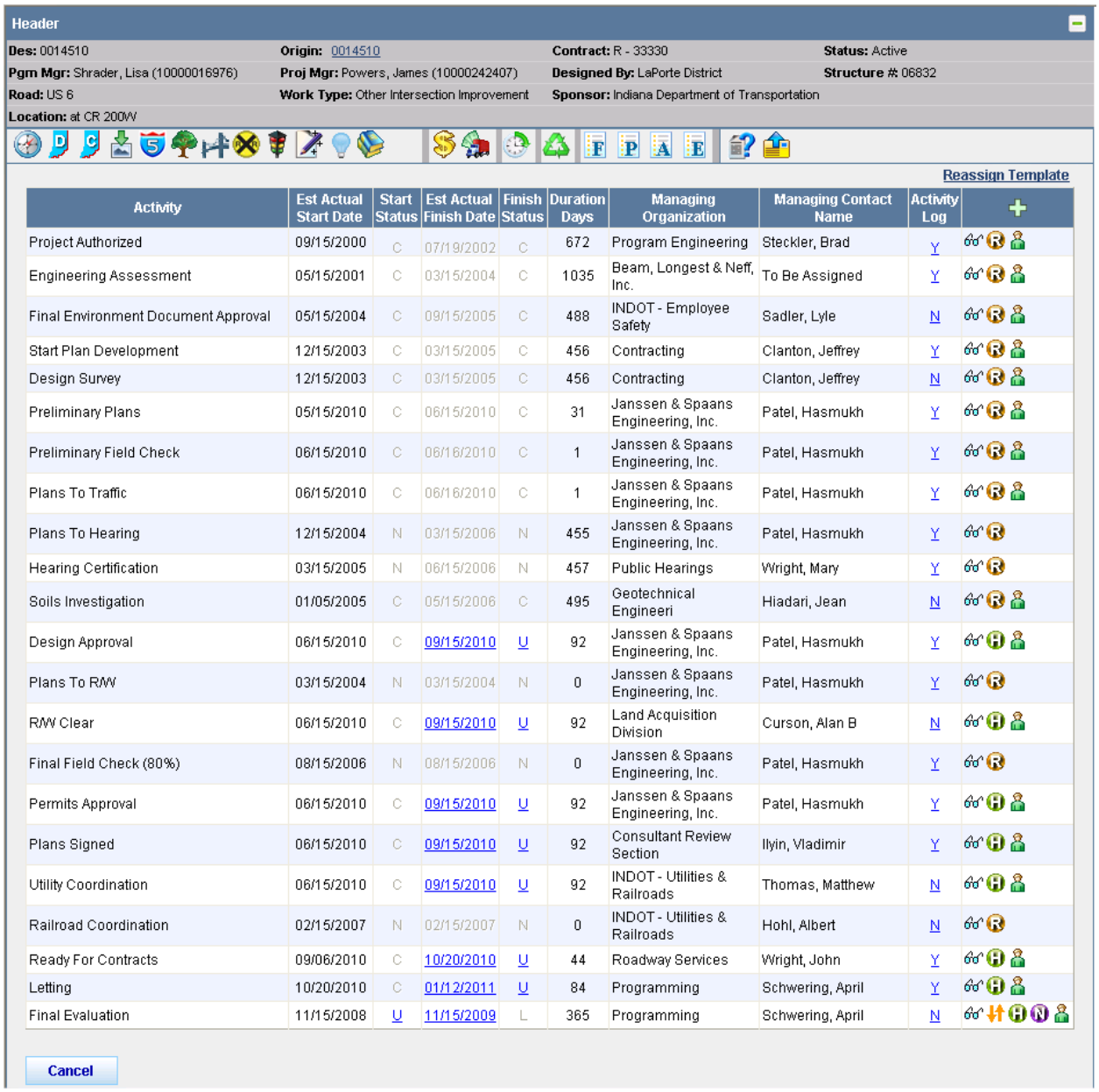
The updated Contact information should be visible list.

If finished editing the Schedule, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

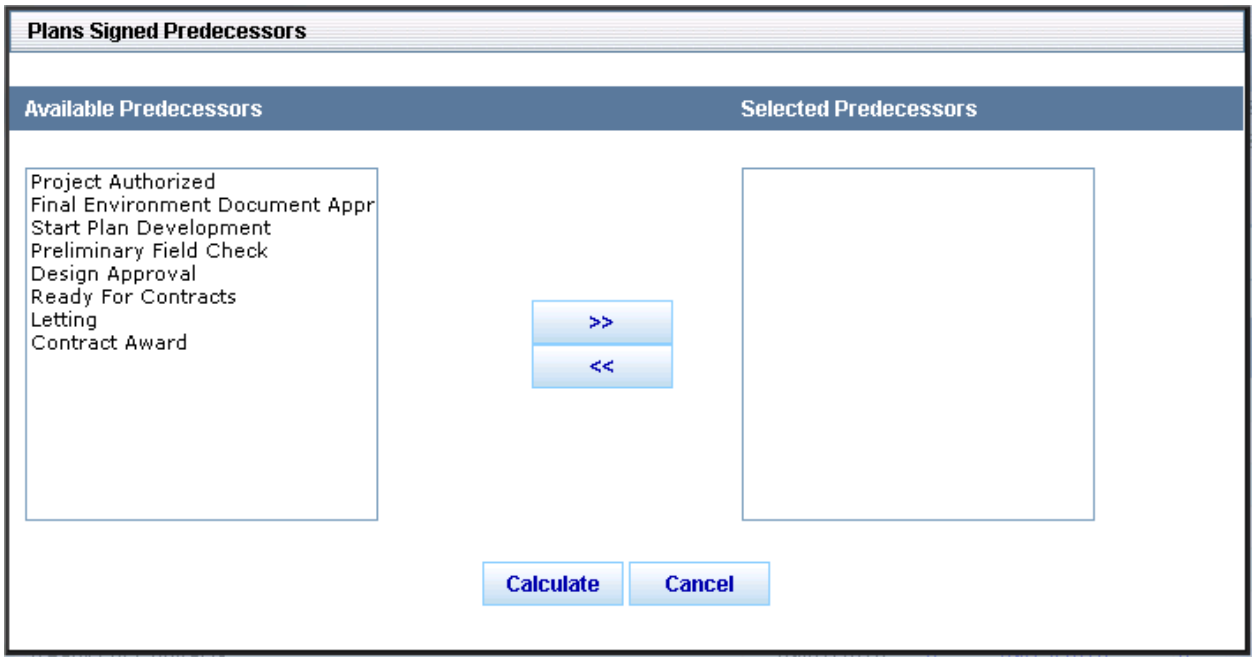
3.7.9.6. Maintaining Predecessors

To work with an Activity's Predecessors, click on the **Maintain Predecessors** icon next to that Activity in the **Edit Schedule Panel**.

Refer to the SPMS Terms and the Activity and Predecessor SPMS Table and Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

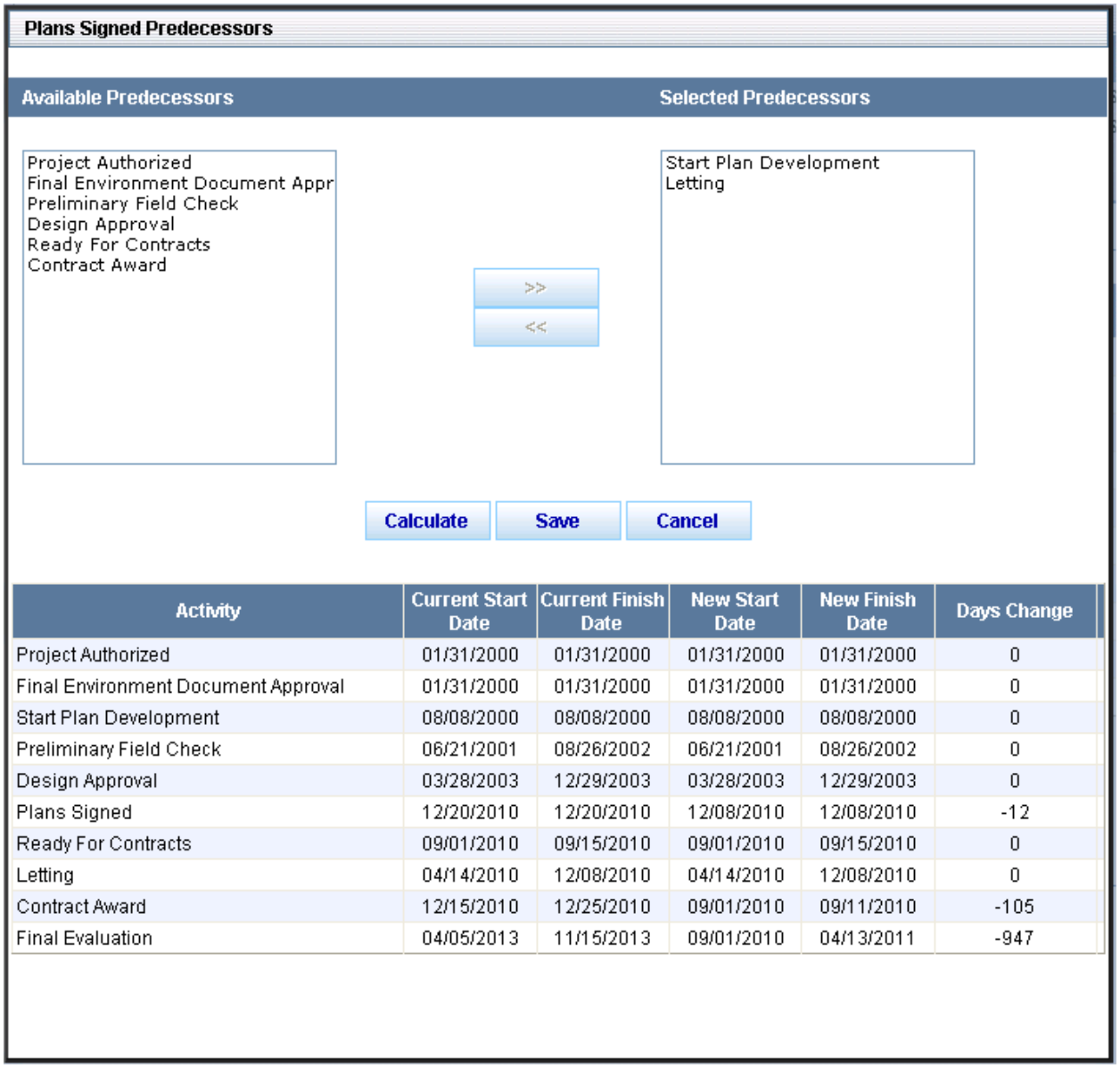


The Panel displays a list of available Predecessors and a list of selected Predecessors. Click on the Predecessor in the list to select it and use the double arrow buttons to move it from one list to the other. The **CTRL-click** and **SHIFT-click** shortcut keys may be used to select multiple items.



Click on the **Calculate** button to display the changes made to the Schedule as a result of the Activity's Predecessor selections.

Click on the **Save** button to save the change and return to the **Edit Schedule Panel**, enter a new date and click on the **Calculate Schedule** button again if changes are necessary, or click on the **Cancel** button to exit without saving.

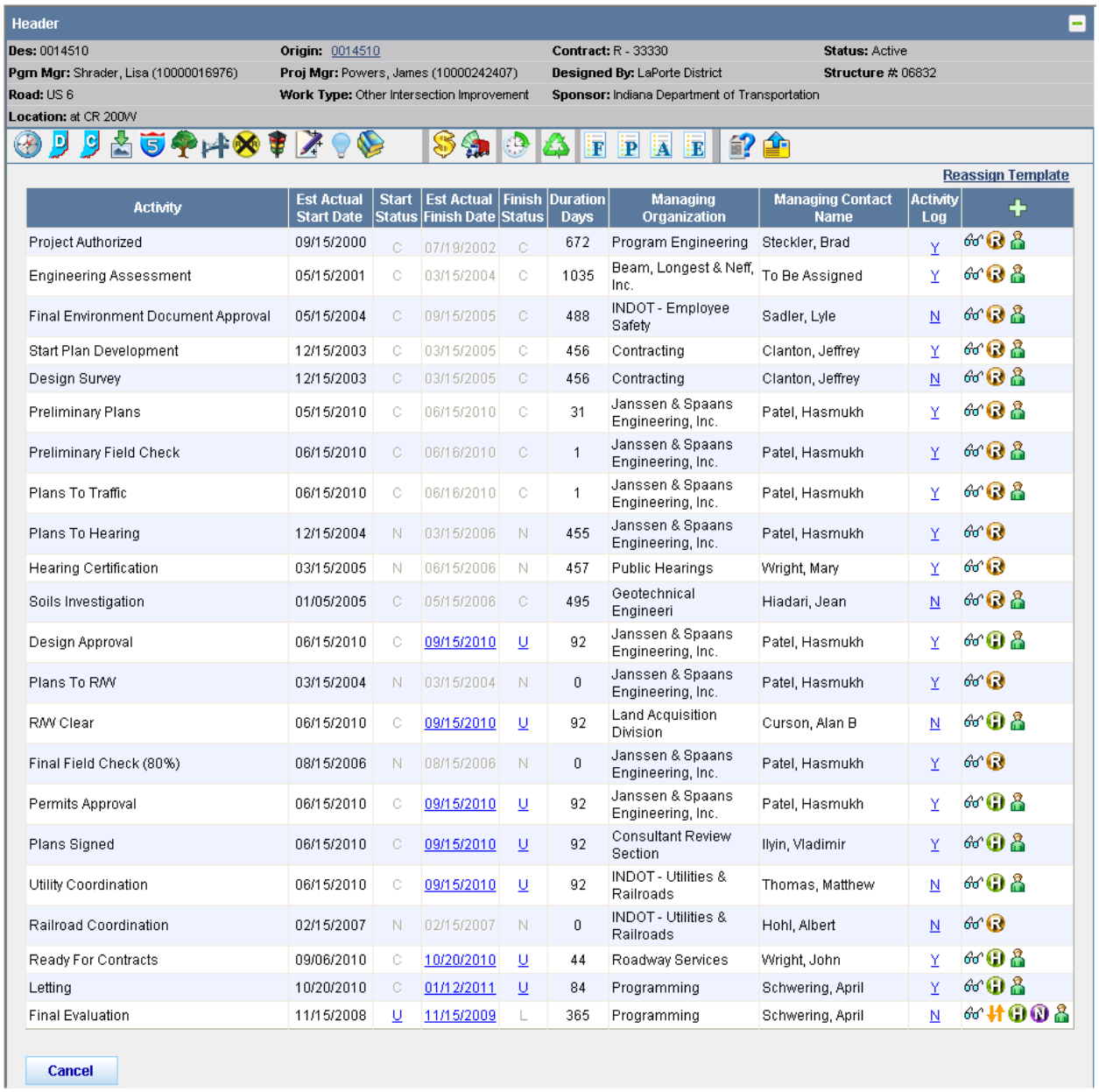


Activity	Current Start Date	Current Finish Date	New Start Date	New Finish Date	Days Change
Project Authorized	01/31/2000	01/31/2000	01/31/2000	01/31/2000	0
Final Environment Document Approval	01/31/2000	01/31/2000	01/31/2000	01/31/2000	0
Start Plan Development	08/08/2000	08/08/2000	08/08/2000	08/08/2000	0
Preliminary Field Check	06/21/2001	08/26/2002	06/21/2001	08/26/2002	0
Design Approval	03/28/2003	12/29/2003	03/28/2003	12/29/2003	0
Plans Signed	12/20/2010	12/20/2010	12/08/2010	12/08/2010	-12
Ready For Contracts	09/01/2010	09/15/2010	09/01/2010	09/15/2010	0
Letting	04/14/2010	12/08/2010	04/14/2010	12/08/2010	0
Contract Award	12/15/2010	12/25/2010	09/01/2010	09/11/2010	-105
Final Evaluation	04/05/2013	11/15/2013	09/01/2010	04/13/2011	-947

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.9.7. Displaying the Activity Log

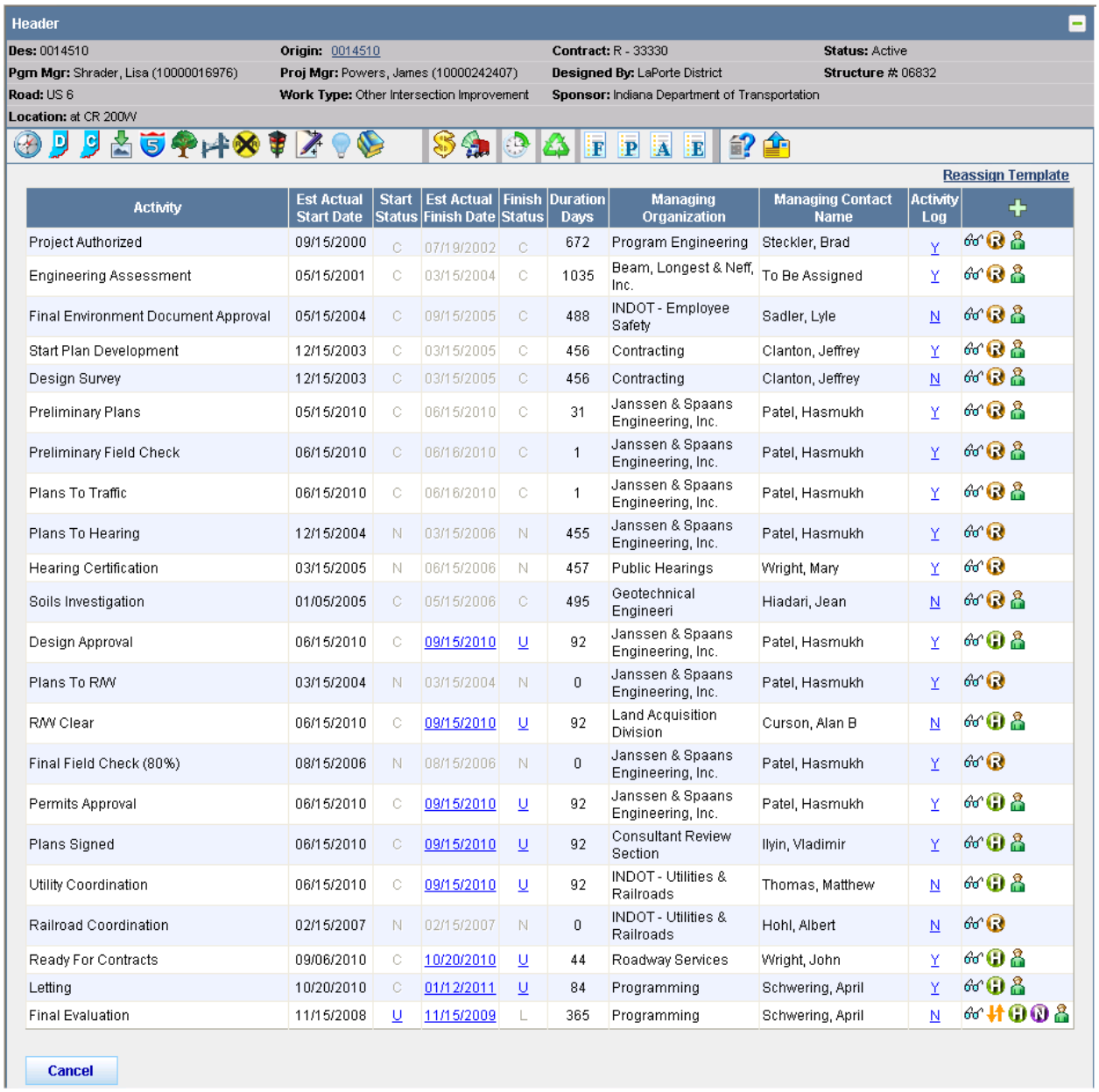
Activity Log entries are mandatory for certain actions. If an Activity has Log entries, the link in the Activity Log column displays as “Y”. An “N” link means that there are no existing Log entries.



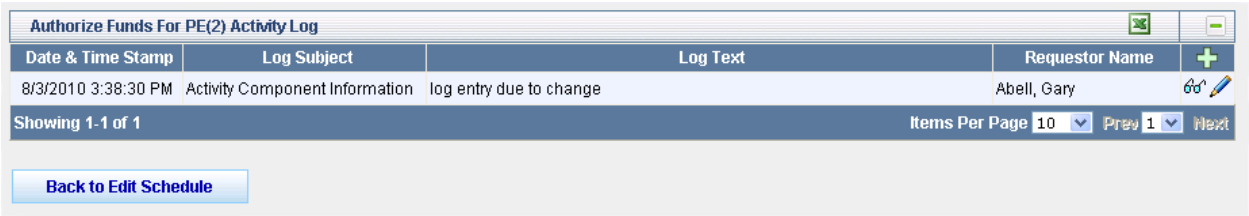
Activity	Est Actual Start Date	Start Status	Est Actual Finish Date	Finish Status	Duration Days	Managing Organization	Managing Contact Name	Activity Log
Project Authorized	09/15/2000	C	07/19/2002	C	672	Program Engineering	Steckler, Brad	Y
Engineering Assessment	05/15/2001	C	03/15/2004	C	1035	Beam, Longest & Neff, Inc.	To Be Assigned	Y
Final Environment Document Approval	05/15/2004	C	09/15/2005	C	488	INDOT - Employee Safety	Sadler, Lyle	N
Start Plan Development	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	Y
Design Survey	12/15/2003	C	03/15/2005	C	456	Contracting	Clanton, Jeffrey	N
Preliminary Plans	05/15/2010	C	06/15/2010	C	31	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Preliminary Field Check	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Traffic	06/15/2010	C	06/16/2010	C	1	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To Hearing	12/15/2004	N	03/15/2006	N	455	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Hearing Certification	03/15/2005	N	06/15/2006	N	457	Public Hearings	Wright, Mary	Y
Soils Investigation	01/05/2005	C	05/15/2006	C	495	Geotechnical Engineeri	Hiadari, Jean	N
Design Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans To R/W	03/15/2004	N	03/15/2004	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
R/W Clear	06/15/2010	C	09/15/2010	U	92	Land Acquisition Division	Curson, Alan B	N
Final Field Check (80%)	08/15/2006	N	08/15/2006	N	0	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Permits Approval	06/15/2010	C	09/15/2010	U	92	Janssen & Spaans Engineering, Inc.	Patel, Hasmukh	Y
Plans Signed	06/15/2010	C	09/15/2010	U	92	Consultant Review Section	Ilyin, Vladimir	Y
Utility Coordination	06/15/2010	C	09/15/2010	U	92	INDOT - Utilities & Railroads	Thomas, Matthew	N
Railroad Coordination	02/15/2007	N	02/15/2007	N	0	INDOT - Utilities & Railroads	Hohl, Albert	N
Ready For Contracts	09/06/2010	C	10/20/2010	U	44	Roadway Services	Wright, John	Y
Letting	10/20/2010	C	01/12/2011	U	84	Programming	Schwering, April	Y
Final Evaluation	11/15/2008	U	11/15/2009	L	365	Programming	Schwering, April	N

3.7.9.8. Adding an Activity Log Entry

To add an entry to the Activity Log, click on the link in the Activity's **Activity Log** column.



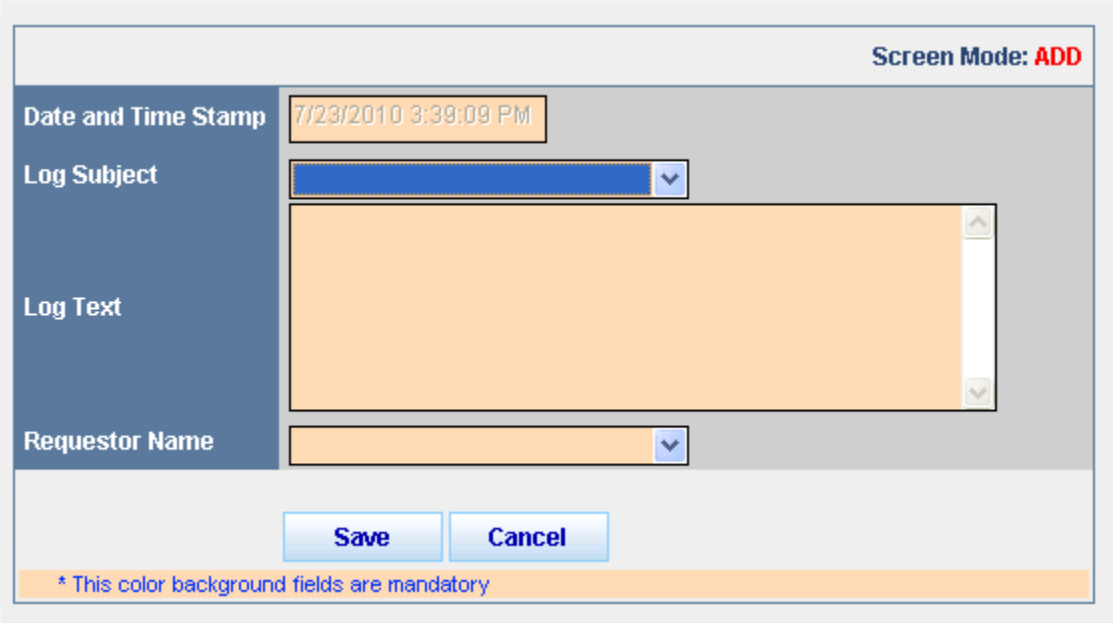
Then, click on the **Add New** icon to the right of the **Requestor Name** column heading.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

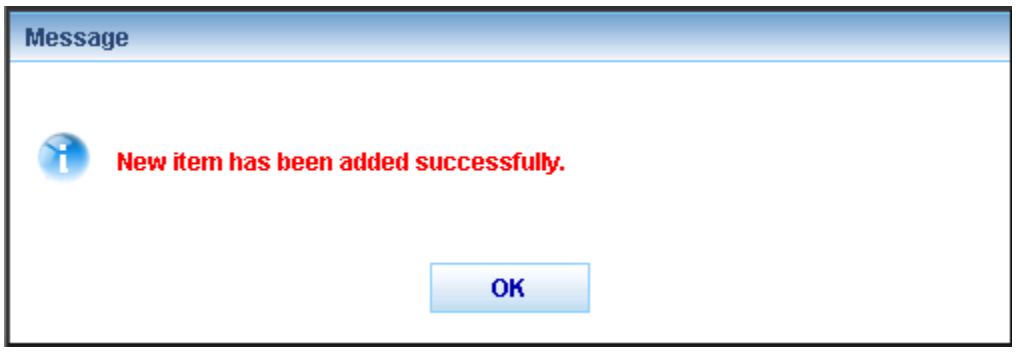
In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and the Activity and Activity Log SPMS Table and Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



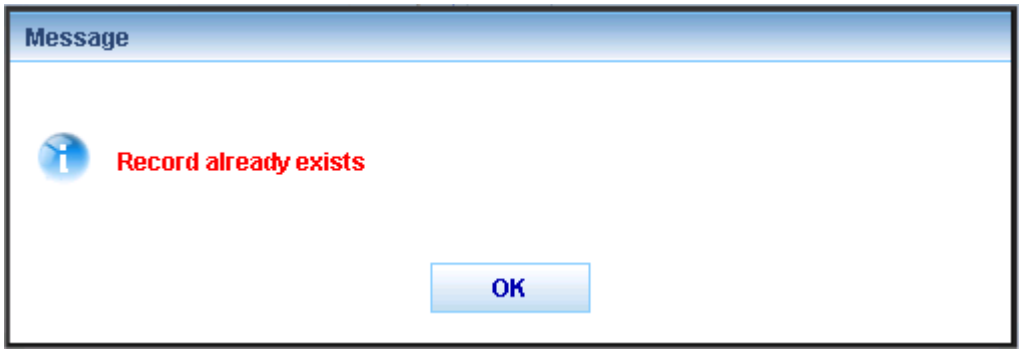
Dropdown fields have an auto-complete feature. For example, click on the Log Subject dropdown arrow to the right of the field for a complete list of available Subjects. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “D” displays “Design Approval”.

Click on the **Save** button to save the new record and return to the **Activity Log Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.

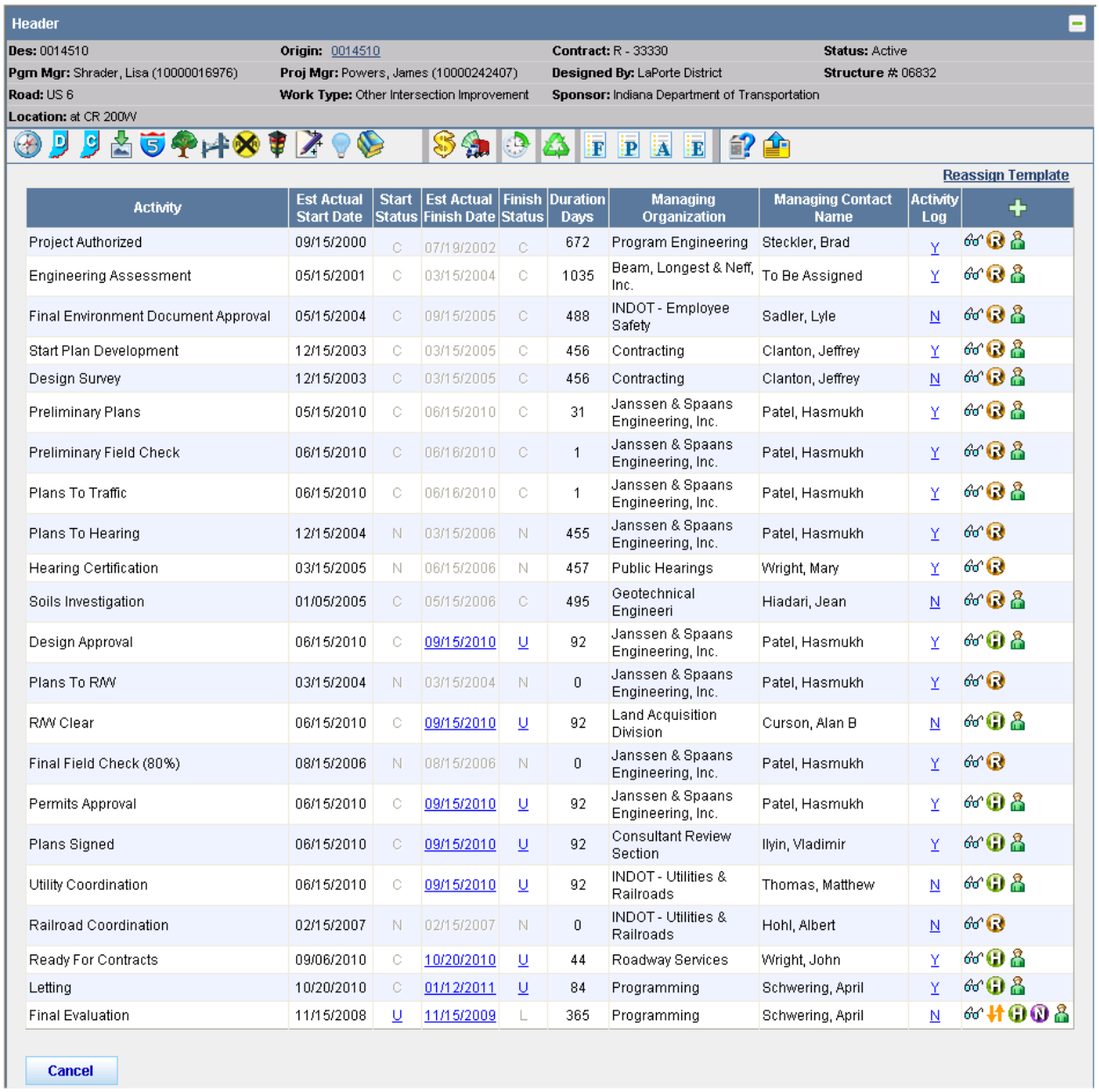


Once saved, the new Entry should be visible in the List. If not, click on any column heading to re-sort and refresh the List.

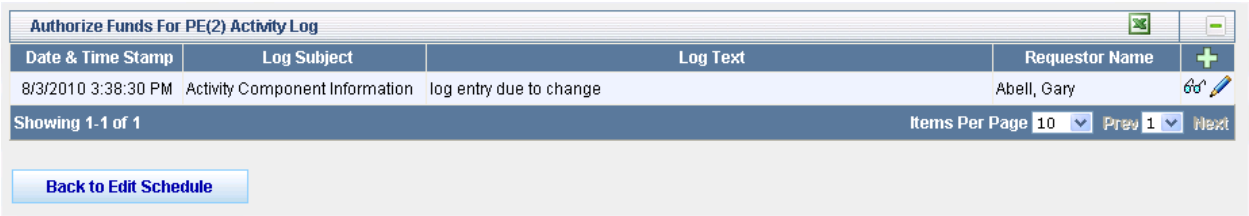
Then, click on the **Cancel** button to return to the **Edit Schedule Panel** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.9.9. Editing an Activity Log Entry

To edit an entry in the Activity Log, click on the link in the Activity's **Activity Log** column.



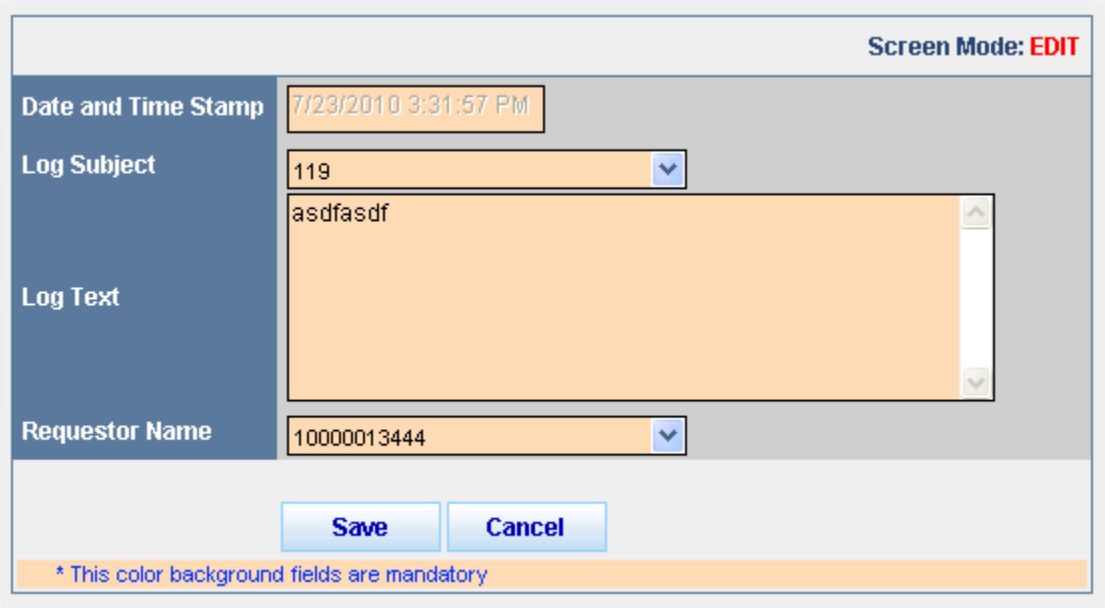
Then, click on the **Edit** icon to the right of the **Requestor Name** column heading.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and the Activity and Activity Log SPMS Table and Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Activity Log Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List.

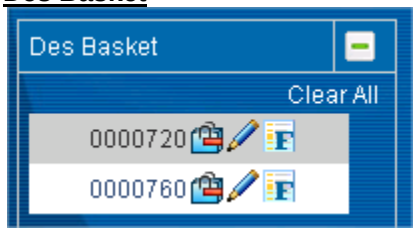
Then, click on the **Cancel** button to return to the **Edit Schedule Panel** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.10. Environmental Clearance

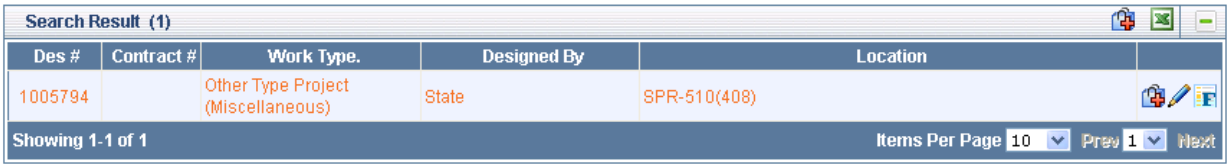
A Project's Environmental Clearances are displayed in the **Environmental Clearance Panel**.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

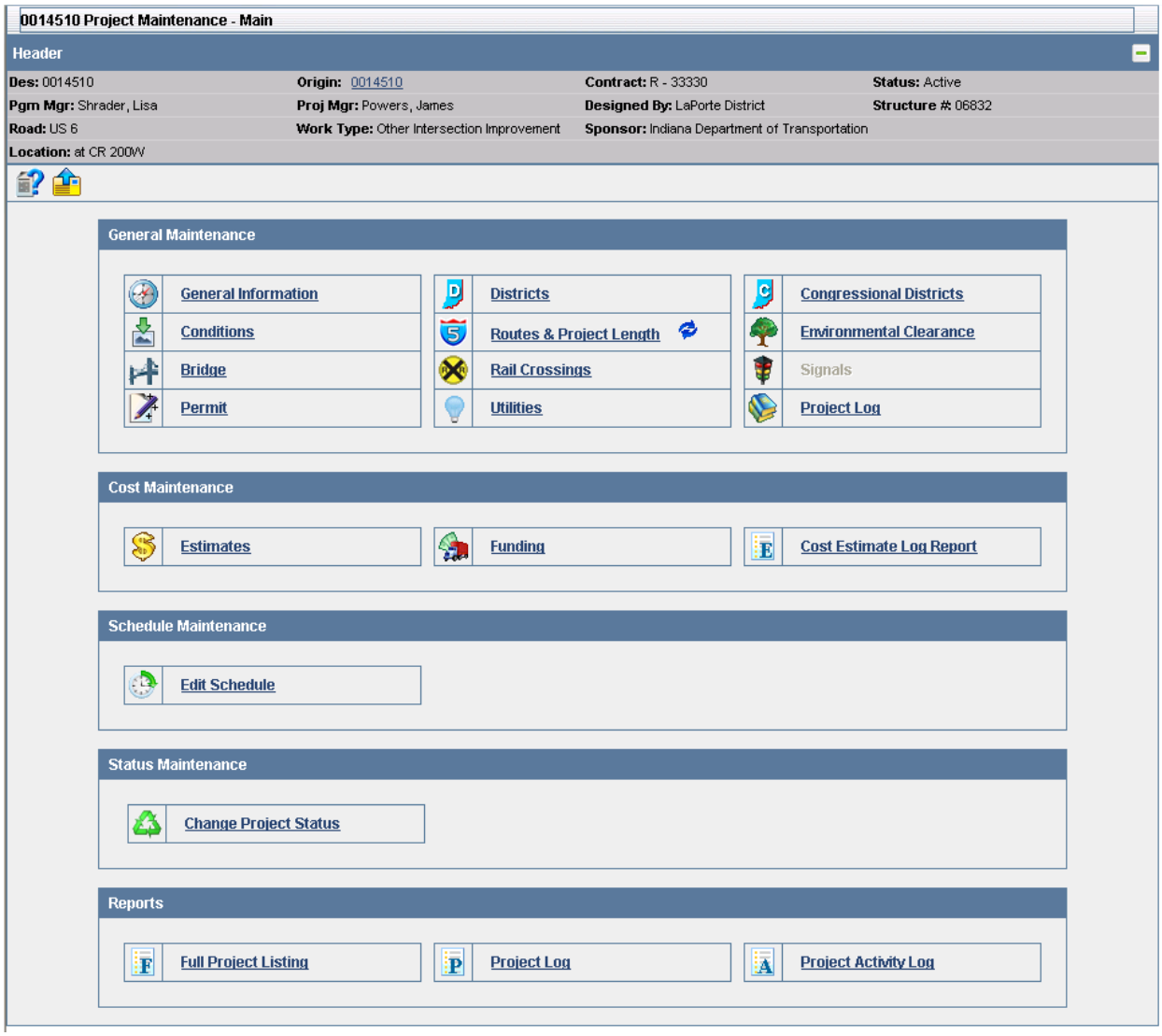


Project Search - Search Results Panel



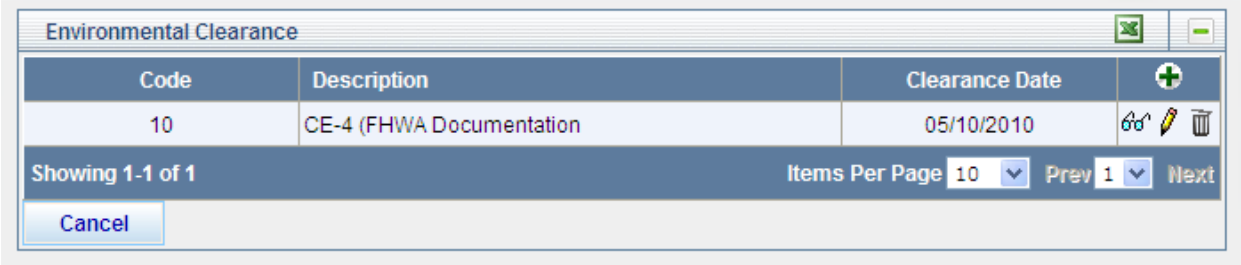
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Environmental Clearance** icon or link Environmental Clearance in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Environmental Clearance** icon below the Header on any **Project Maintenance Panel**.



From the **Environmental Clearance Panel**, Clearances may be added, edited, or deleted.

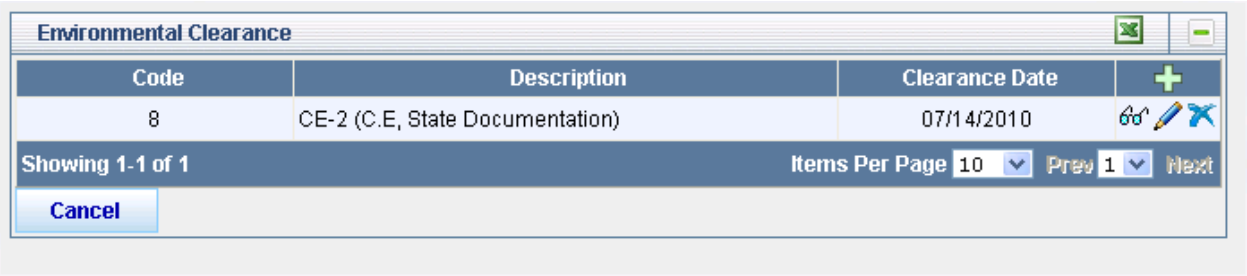
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

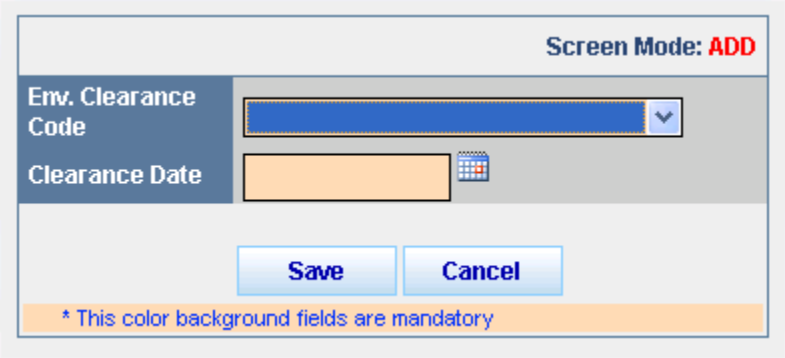
3.7.10.1. Adding a Clearance

To add a Clearance, click on the **Add New** icon to the right of the **Clearance Date** column heading.

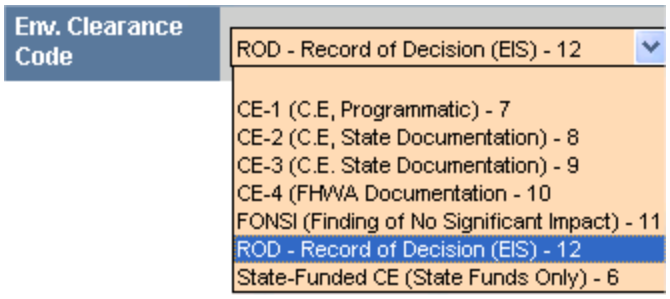


In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



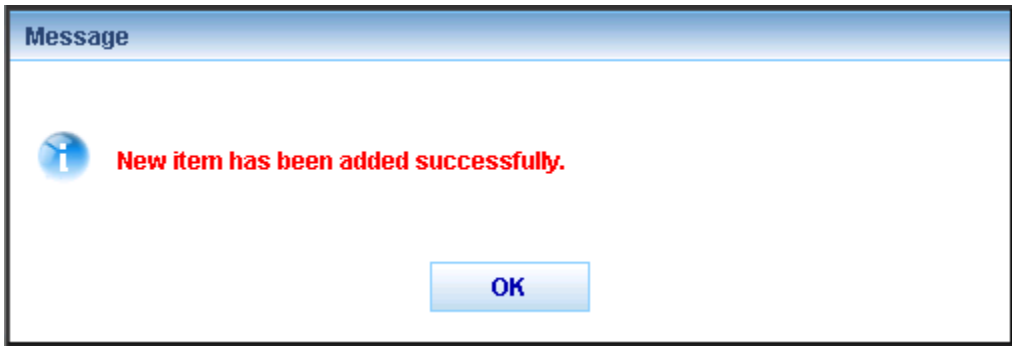
Dropdown fields have an auto-complete feature. For example, click on the Env. Clearance Code dropdown arrow to the right of the field for complete lists of available Codes. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “R” would display “ROD – Record of Decision”.



Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

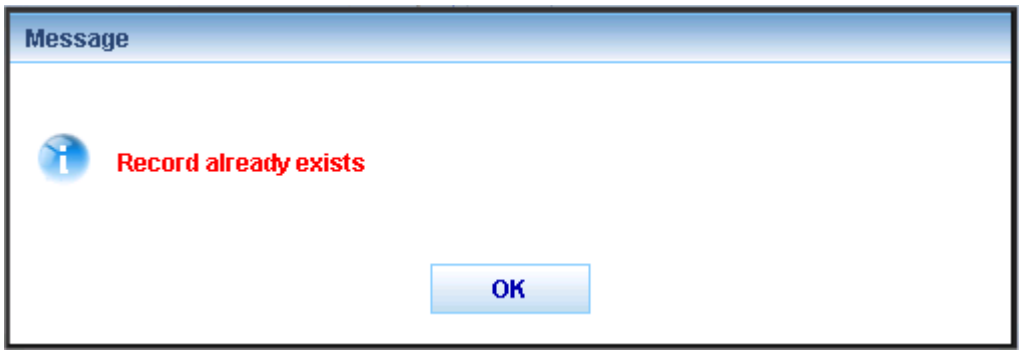
Then, click on the desired date to populate the field.

Click on the **Save** button to save the new record and return to the **Environmental Clearance Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once saved, the new Clearance should be visible in the List. If not, click on the **Clearance Date** column heading to re-sort and refresh the List.

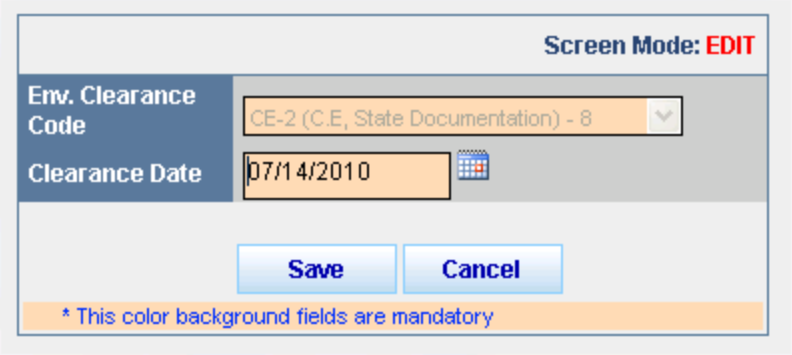
Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.10.2. Editing a Clearance

To edit a Clearance, click on the **Edit** icon next to the record to be updated.

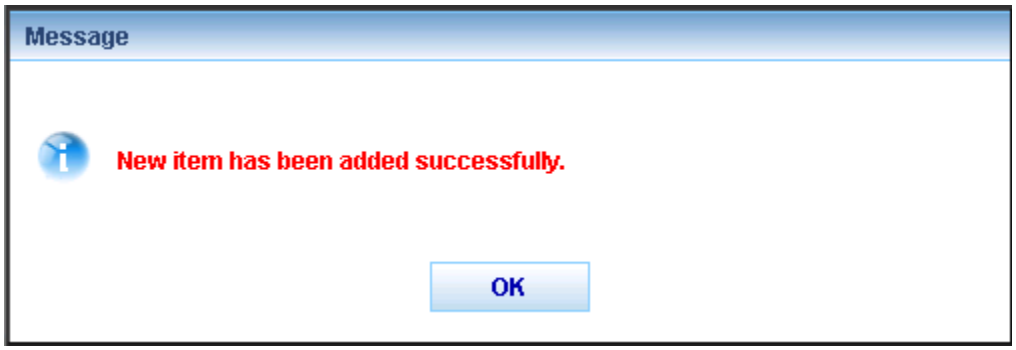
In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

Click on the **Save** button to save the new record and return to the **Environmental Clearance Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



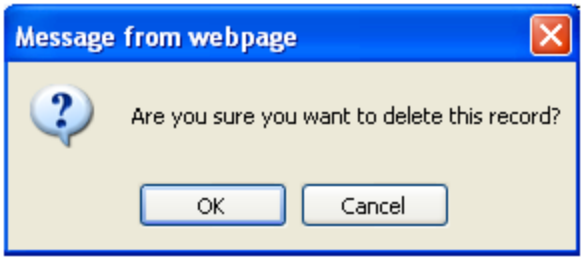
The changes should be visible in the List. If not, click on the **Clearance Date** column heading to re-sort and refresh the List.

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.10.3. Deleting a Clearance

To delete a Clearance, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Clearance is removed from the list.

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.11. Estimates

Stages visible in the **Estimates Panel** are determined by the selections in the **Valid Phase/Stage List** as shown below.

Sequence	Phase Code	Phase	Appr Proj Alloc	Propose	Initial	Eng Asesmnt	Design	Letting
1	PE1	Preliminary Engineering 1	☑	☑	☑	☑	☑	☐
2	PE2	Preliminary Engineering 2	☑	☑	☑	☑	☑	☐
3	RW1	Right of Way Purchase	☑	☑	☑	☑	☐	☐
4	RW2	Right of Way Services	☑	☑	☑	☑	☐	☐
5	UT1	Utilities PE	☑	☑	☑	☑	☑	☑
6	UT2	Utilities CN	☑	☑	☑	☑	☑	☑
7	RR1	Railroad PE	☑	☑	☑	☑	☑	☑
8	RR2	Railroad CN	☑	☑	☑	☑	☑	☑
9	CN	Construction	☑	☑	☑	☑	☑	☑
10	CE	Construction Engineering	☑	☑	☑	☑	☑	☑
11	RQP	Relinquishment Payment	☑	☑	☑	☑	☑	☑
12	WZP	WrkZone Patrol & Enforcement	☑	☑	☑	☑	☑	☑

Save

When a Project is proposed, Estimates corresponding to a Phase are entered into the **Propose Project – Estimates Panel** as shown below.

Estimates		
Phase Code	Phase	Amount
PE1	Preliminary Engineering 1	$0.00
PE2	Preliminary Engineering 2	$0.00
RW1	Right of Way Purchase	$0.00
RW2	Right of Way Services	$0.00
UT1	Utilities PE	$0.00
UT2	Utilities CN	$0.00
RR1	Railroad PE	$0.00
RR2	Railroad CN	$0.00
CN	Construction	$0.00
CE	Construction Engineering	$0.00
RQP	Relinquishment Payment	$0.00
WZP	WrkZone Patrol & Enforcement	$0.00

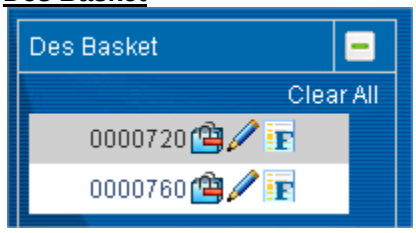
While the Project is being proposed, Estimate dollars are considered to be in the Propose Stage. Once the Project is created (proposed), the Propose Stage Estimates are copied to the Initial Stage and the Propose Stage is then locked by SPMS. As work advances, the Project's schedule is updated and Estimates carry forward to the other Stages (for example, Engineering Assessment, Design or Letting). During this a Stage is locked and the next Stage is unlocked. The Approved Project Allocation Stage is always unlocked and may be edited.

Estimate Dollars in the Final Stage include Purchase Orders and Direct Expenditures from INDOT financial systems.

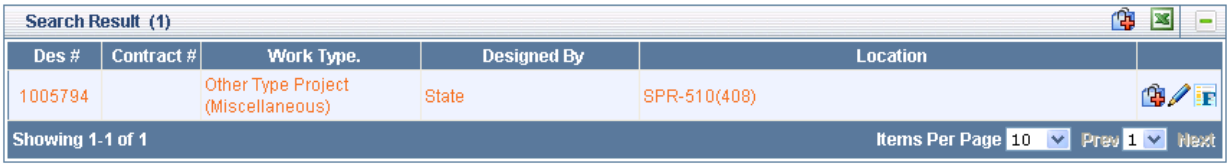
3.7.11.1. Entering Estimate Dollar Amounts

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project record in the Project Search - Search Results Panel.

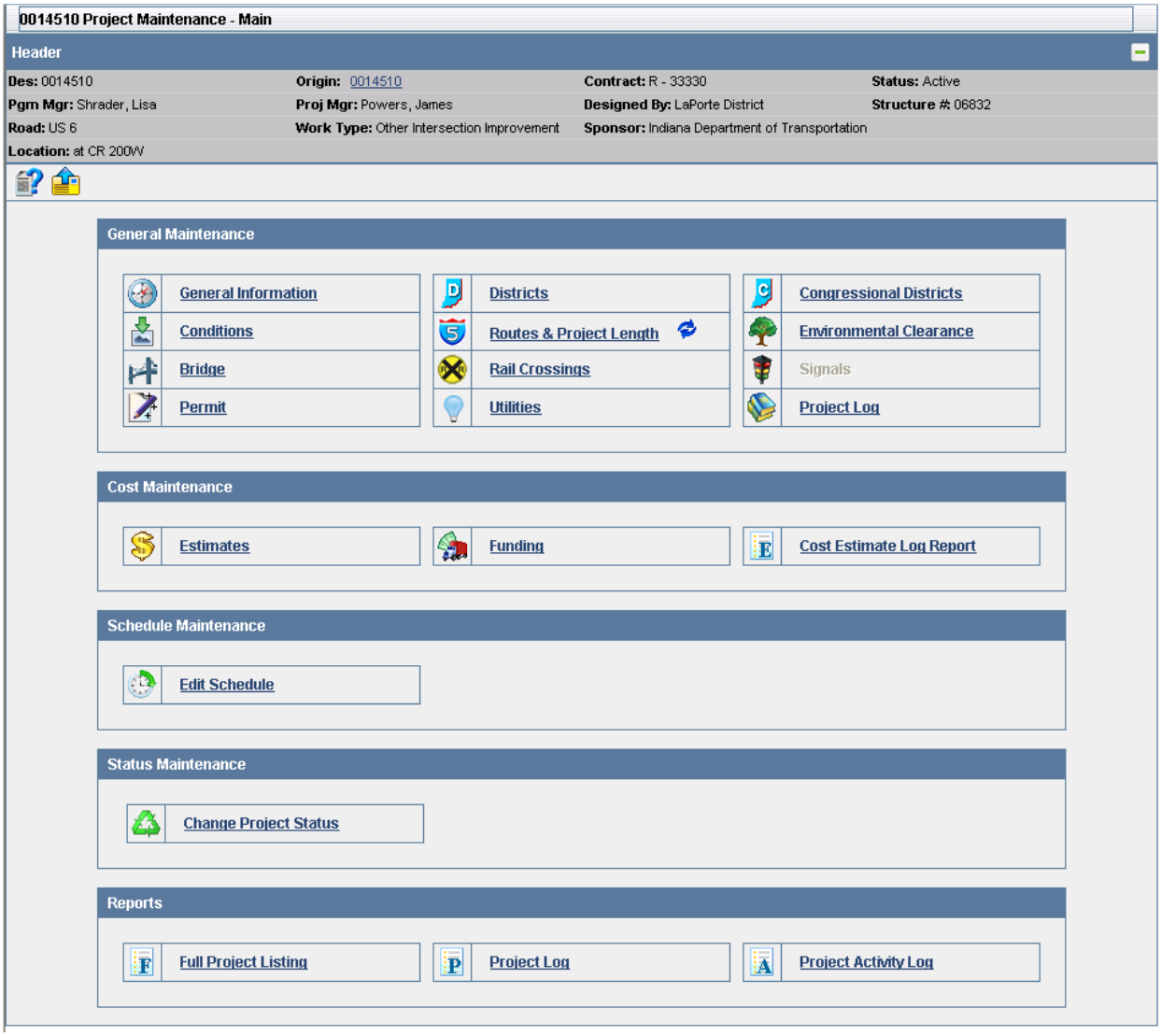
Des Basket



Project Search - Search Results Panel



Click on the **Estimates** icon or link in the **Cost Maintenance** section of the **Project Maintenance Main Page** or click on the **Estimates** icon below the Header on any **Project Maintenance Panel**.



In the **Estimates Panel**, enter dollars in the **Amount** column as needed.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Estimates field definitions, lengths and character/numeric requirements.

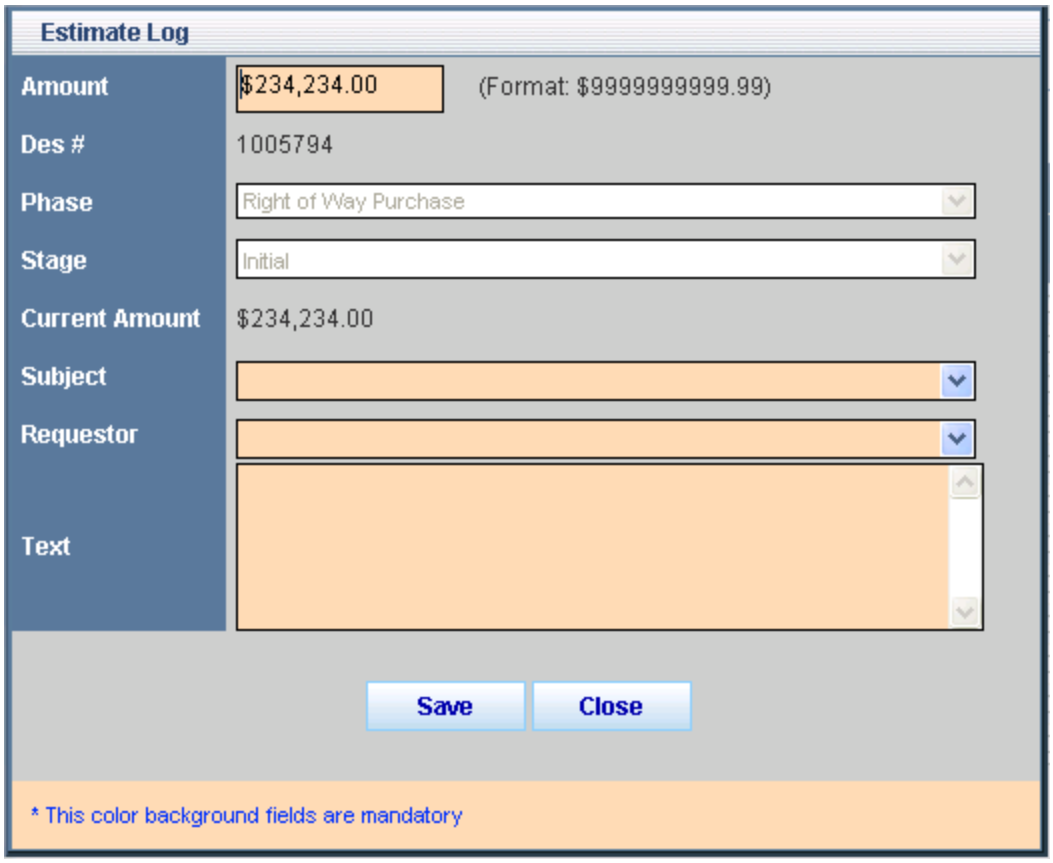
Estimates

Phase Code	Phase	Appr Proj Alloc	Propose LOCKED	Initial LOCKED	Eng Asesmnt LOCKED	Design LOCKED	Letting LOCKED	Final LOCKED
PE1	Preliminary Engineering 1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
PE2	Preliminary Engineering 2	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RW1	Right of Way Purchase	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RW2	Right of Way Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
UT1	Utilities PE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
UT2	Utilities CN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RR1	Railroad PE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RR2	Railroad CN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
CN	Construction	$126,096.18	$45,000.00	$45,000.00	$45,000.00	$105,792.00	$126,096.18	**$136,946.39**
CE	Construction Engineering	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RQP	Relinquishment Payment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
WZP	WrkZone Patrol & Enforcement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**

Cancel

When any Estimate is added or updated, an entry in the **Estimate Log** is required. To enter or update an Estimate, click on the amount link in the appropriate Phase and Stage column. The **Estimate Log Panel** opens. Enter the new **Estimate amount, Subject, Requestor** and any notes in **Text**.

Click on the **Save** button to save the record and return to the **Estimates Panel** or click on the **Close** button return to the **Estimates Panel** without saving.



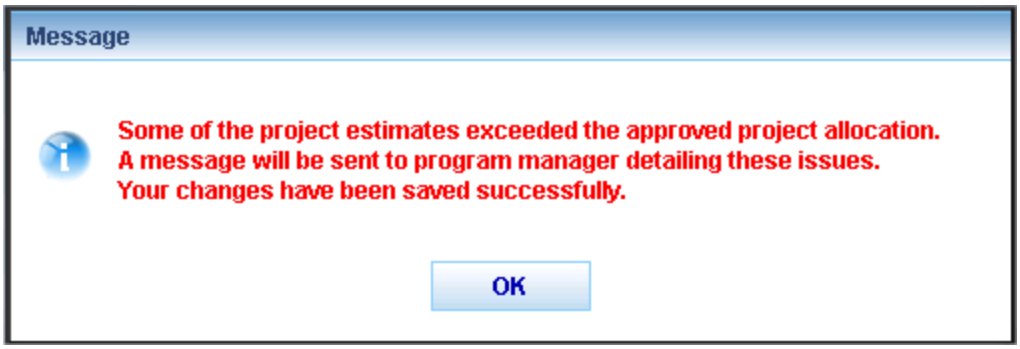
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Estimate and Estimate Log field definitions, lengths and character/numeric requirements.

SPMS will not save the record or leave the **Estimate Log** screen if a required field is left empty. Instead, a red **asterisk (***) will appear to the right of the field and the cursor will blink inside the field.

SPMS automatically checks to make sure the **Amount** entered is within the **Approved Project Allocation Amount**. If not, a reminder message displays as shown below. Click on the **OK** button to return to the **Estimates Panel** and change the **Amount**, if necessary.



When finished, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.11.2. Manual Locking, Unlocking, and Locking and Carrying Forward Estimate Dollars (Admins Only)

The SPMS system automatically Locks, Unlocks, and Locks and Carries Forward Estimate dollars to prevent Users from unintentionally changing historic costs. This results in more accurate reporting beneficial for making informed planning/budget decisions.

Estimate dollars automatically move among Project Stages as the work advances through the Project's schedule. Stages are automatically locked and other stages are unlocked to allow the user to update estimates. SPMS Administrators may use the Lock/Unlock/Lock and Carry Forward feature to override the schedule and move Estimate dollars manually.

Three icons display at the top of the Estimates Panel and are visible only to SPMS Administrators:

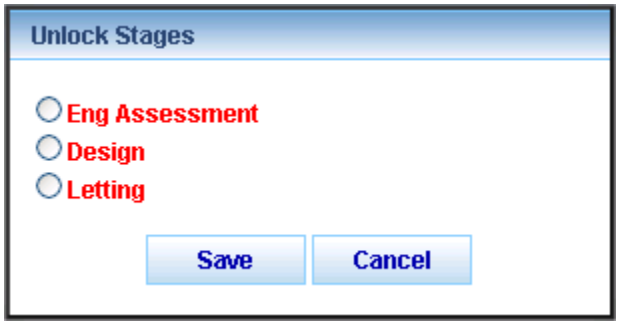
- Lock Stage
- Unlock Stage
- Lock Stage / Carry Estimate Forward

In the example below, the Initial Stage is currently unlocked.

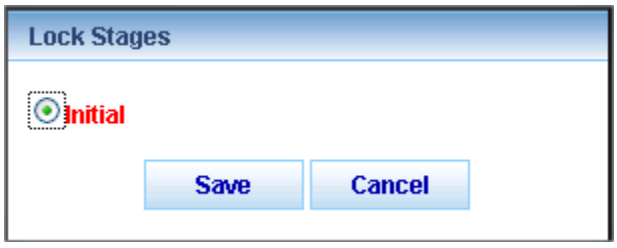
Estimates

Phase Code	Phase	Appr Proj Alloc LOCKED	Propose LOCKED	Initial	Eng Asesmnt LOCKED	Design LOCKED	Letting LOCKED	Final LOCKED
PE1	Preliminary Engineering 1	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
PE2	Preliminary Engineering 2	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RW1	Right of Way Purchase	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RW2	Right of Way Services	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
UT1	Utilities PE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
UT2	Utilities CN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RR1	Railroad PE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RR2	Railroad CN	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
CN	Construction	$4,412,492.42	$5,855,000.00	$5,855,000.00	$5,855,000.00	$6,914,474.74	$4,412,492.42	**$4,412,492.42**
CE	Construction Engineering	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
RQP	Relinquishment Payment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
WZP	WrkZone Patrol & Enforcement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**

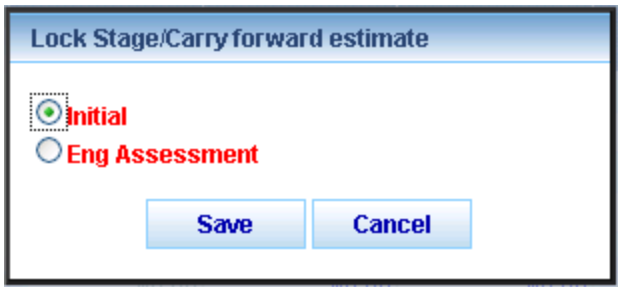
To unlock other Stages, click on the **Unlock** icon above the Panel. Click in the radio button to the left of the Stage to be unlocked (only one Stage may be unlocked at a time), and click on the **Save** button. Click on the **Cancel** button to exit without making any changes.



To lock Stages, click on the **Lock** icon above the Panel. Click in the radio button to the left of the Stage to be locked (only one Stage may be locked at a time and only those Stages that are currently unlocked appear in the list), and click on the **Save** button. Click on the **Cancel** button to exit without making any changes.



To lock Stages and carry estimates forward, click on the **Lock and Carry Forward** icon above the Panel. Click in the radio button to the left of the Stage to be locked and estimates carried forward (only one Stage may be locked and carried forward at a time and only those Stages that are currently unlocked appear in the list), and click on the **Save** button. Click on the **Cancel** button to exit without making any changes.

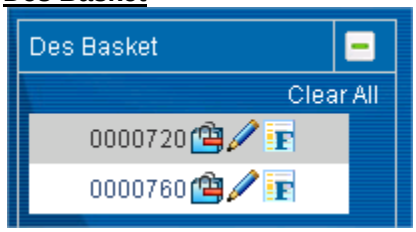


When finished, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

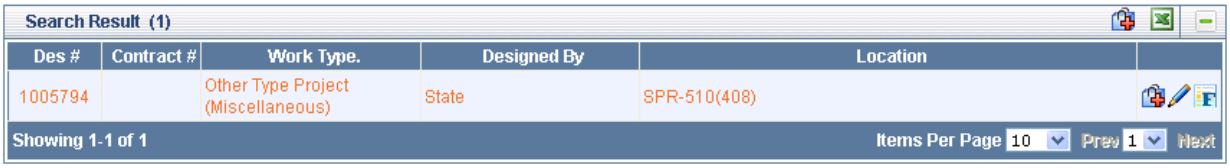
3.7.12. Funding

Project funding information may be updated while maintaining the Project. Access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

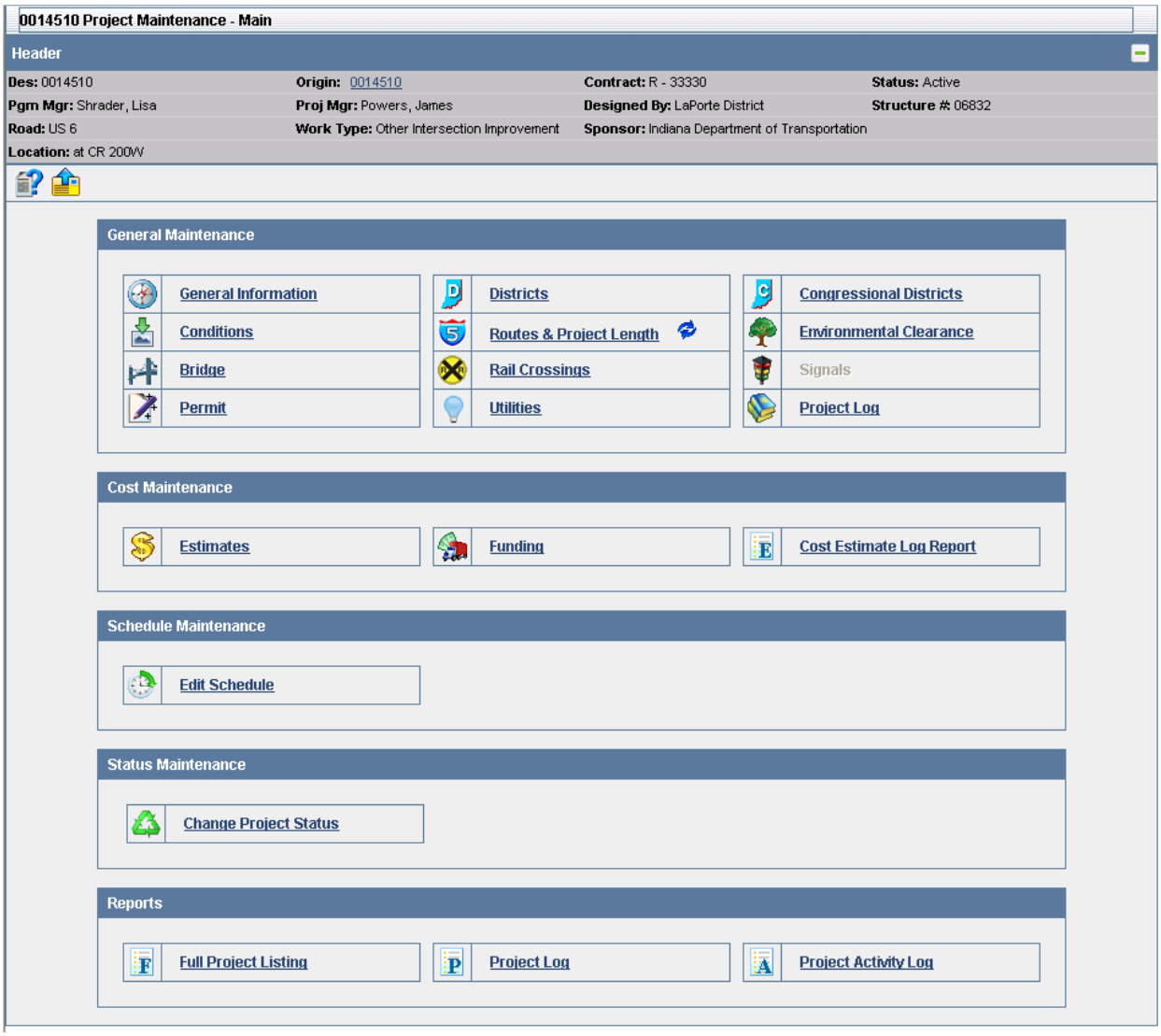


Project Search - Search Results Panel



Click on the **Funding** icon or link Funding in the **Cost Maintenance** section of the **Project Maintenance Main Page** or click on the **Funding** icon below the Header on any **Project Maintenance Panel**.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



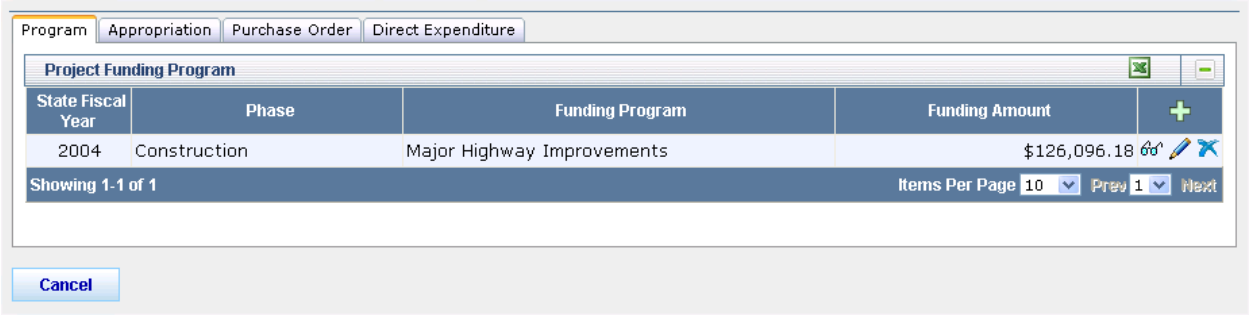
The **Funding Panel** is organized into tabs: Program, Appropriation, Purchase Order and Direct Expenditure. From the Purchase Order and Direct Expenditure tabs, entries are automatically imported from other systems and may only be viewed.

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Program Tab

A Project's funding is allocated to a Funding Program by State Fiscal Year for each Phase of the Project. Funding Programs are sorted by State Fiscal Year, Phase and Funding Program.

From the Program tab, Funding Programs may be added, edited or deleted.



Appropriation Tab

The Funding Amount assigned to a Phase in the Program Tab is further allocated to specific appropriations in the Appropriations Tab. Dollars are assigned priority levels and percentages based on the projects work category, work type, special fund category, route number, transportation system, designed by and program class. Initially, appropriations are added to establish the project number and funding percent.

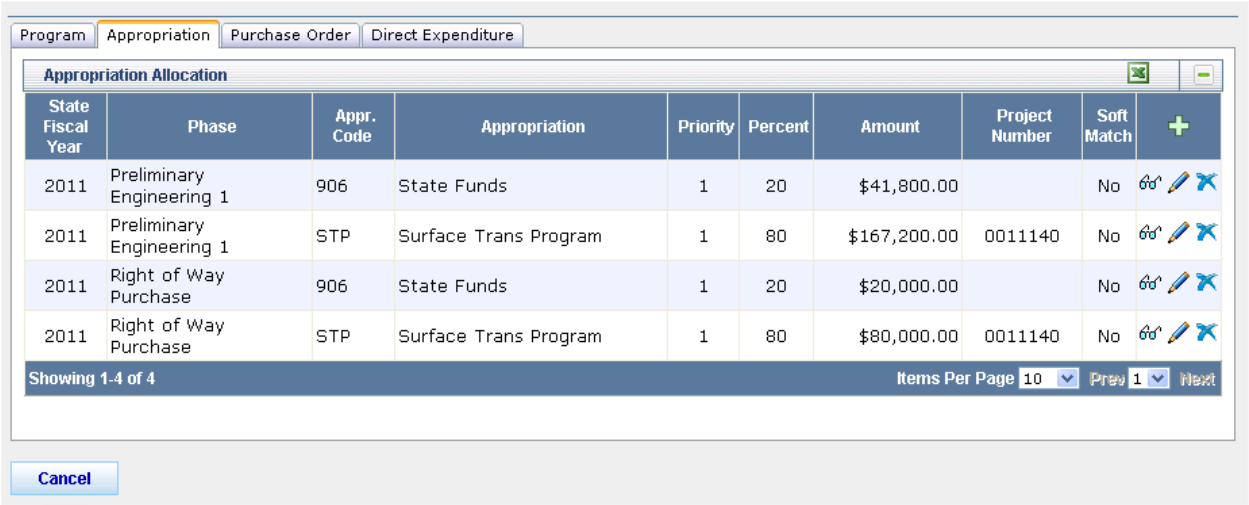
The generic federal appropriation codes used to establish a project number before actual federal funding is approved are STP, NHS, BRF, CMQ, DMO and FED. The appropriation code and appropriations will change when Federal funds are approved by the Federal Highway Administration.

The state appropriation codes are 906, 783, 803, OCO, TRR7, I69, ORB and the local appropriation code is LPA. The state and local appropriation codes and appropriations will not change.

The appropriations are determined by the Project Accounting Team.

Appropriations are sorted by Phase, State Fiscal Year and Priority.

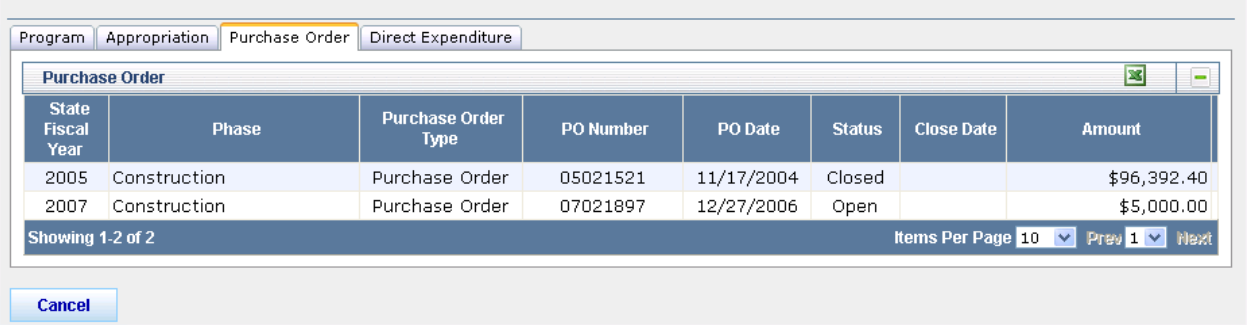
From the Appropriation tab, appropriation allocations may be added, edited or deleted.



Purchase Order Tab

The Purchase Order tab displays all encumbered Purchase Orders associated with the Project. Purchase Orders are sorted by Purchase Order Type, Phase and Fiscal Year.

Information on this tab is automatically imported from other systems and may only be viewed.



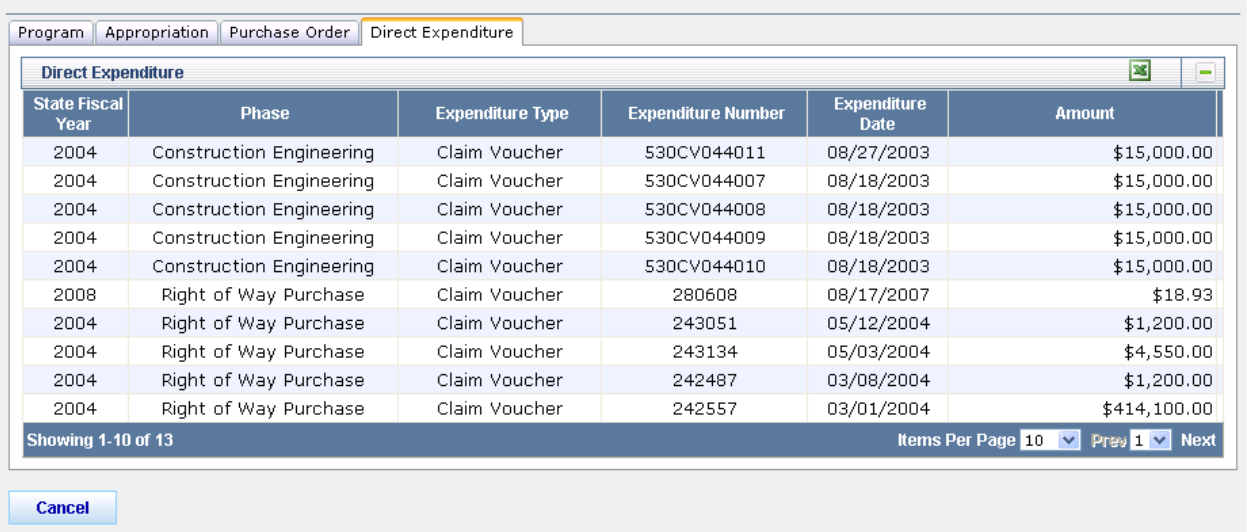
State Fiscal Year	Phase	Purchase Order Type	PO Number	PO Date	Status	Close Date	Amount
2005	Construction	Purchase Order	05021521	11/17/2004	Closed		$96,392.40
2007	Construction	Purchase Order	07021897	12/27/2006	Open		$5,000.00

Showing 1-2 of 2 Items Per Page 10 Prev 1 Next

Direct Expenditure Tab

The Direct Expenditure tab displays all claim voucher payments associated with the Project. Direct Expenditures are sorted by Expenditure Type, Phase and State Fiscal Year.

Information on this tab is automatically imported from other systems and may only be viewed.



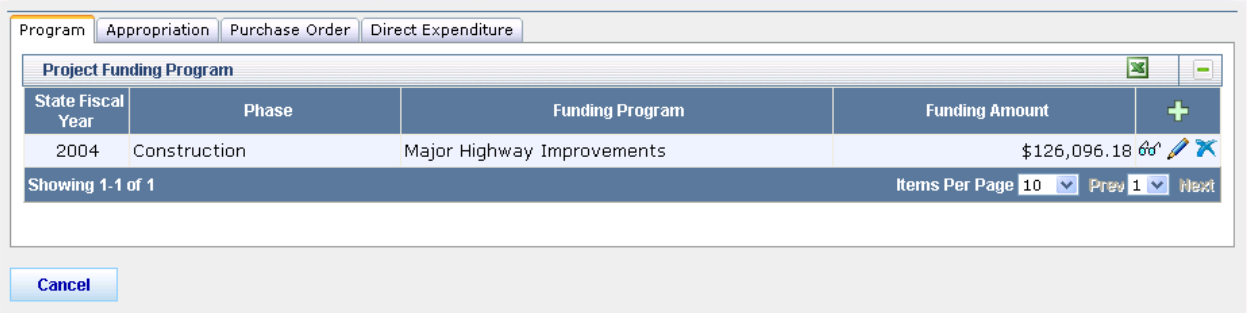
State Fiscal Year	Phase	Expenditure Type	Expenditure Number	Expenditure Date	Amount
2004	Construction Engineering	Claim Voucher	530CV044011	08/27/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044007	08/18/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044008	08/18/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044009	08/18/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044010	08/18/2003	$15,000.00
2008	Right of Way Purchase	Claim Voucher	280608	08/17/2007	$18.93
2004	Right of Way Purchase	Claim Voucher	243051	05/12/2004	$1,200.00
2004	Right of Way Purchase	Claim Voucher	243134	05/03/2004	$4,550.00
2004	Right of Way Purchase	Claim Voucher	242487	03/08/2004	$1,200.00
2004	Right of Way Purchase	Claim Voucher	242557	03/01/2004	$414,100.00

Showing 1-10 of 13 Items Per Page 10 Prev 1 Next

3.7.12.1. Adding a Project Funding Program

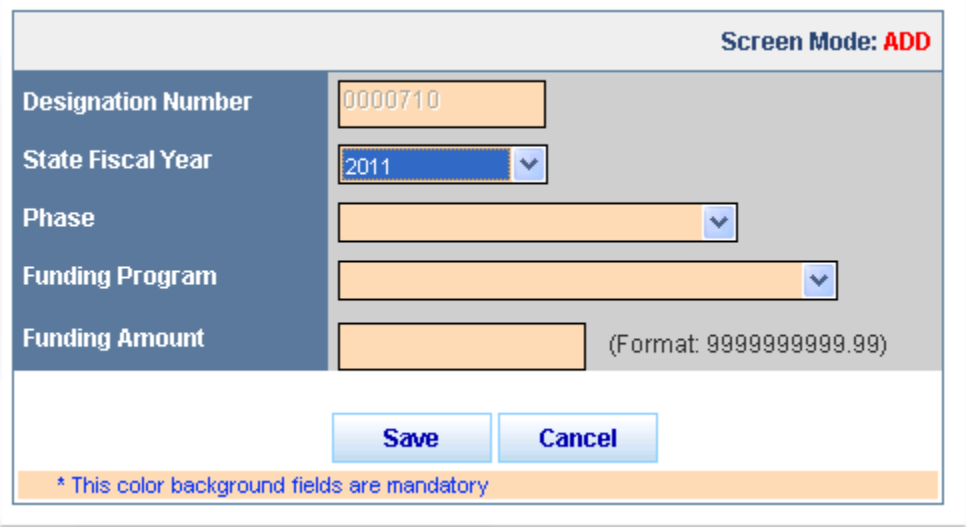
Click on the **Program** tab to open the **Project Funding Program Panel**.

To add a Funding Program, click on the **Add New** icon to the right of the **Funding Amount** column heading.

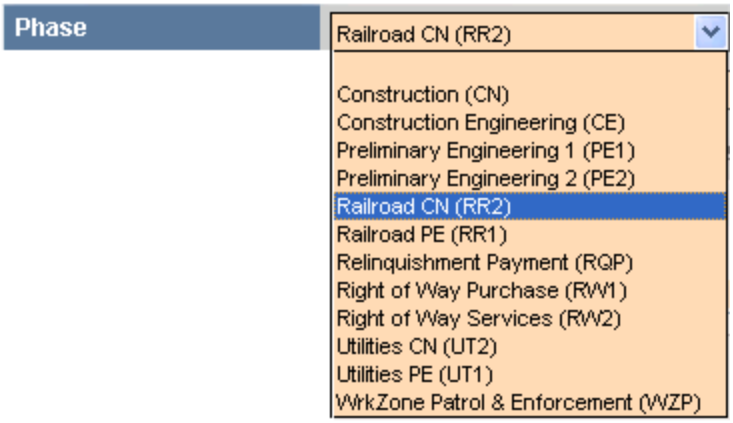


In the **ADD Screen Mode**, enter information as needed.

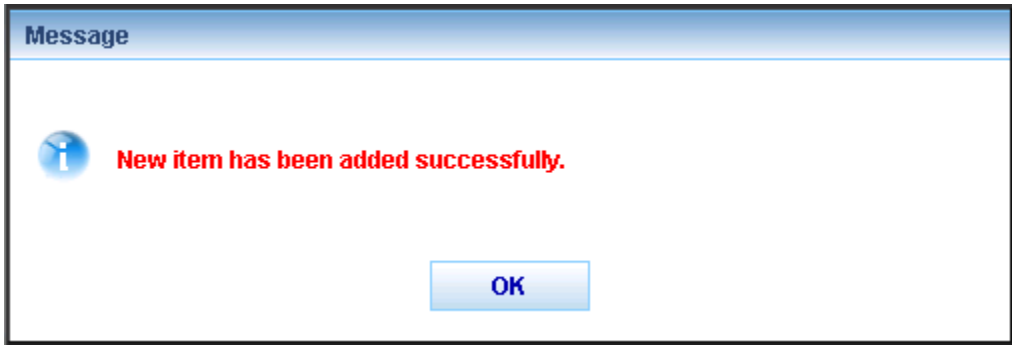
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Dropdown fields have an auto-complete feature. For example, click on the Phase dropdown arrow to the right of the field for a complete list of available Phases. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “R” displays “Railroad CN”.

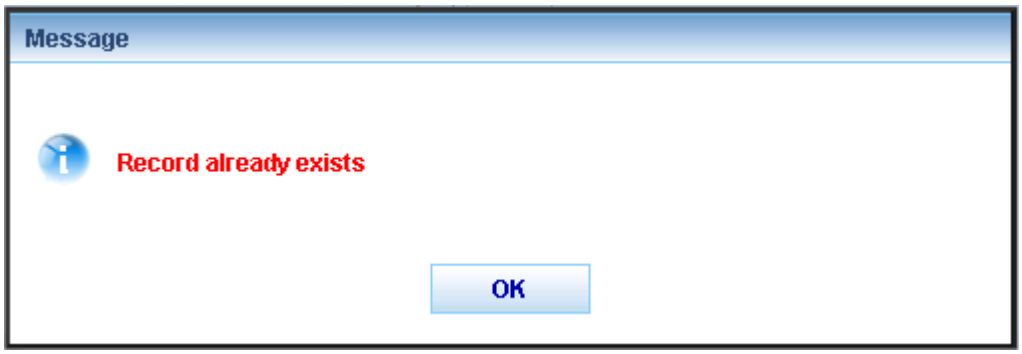


Click on the **Save** button to save the new record and return to the **Project Funding Program Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once saved, the new Funding Program should be visible in the List. If not, click on any column heading twice to re-sort and refresh the List.

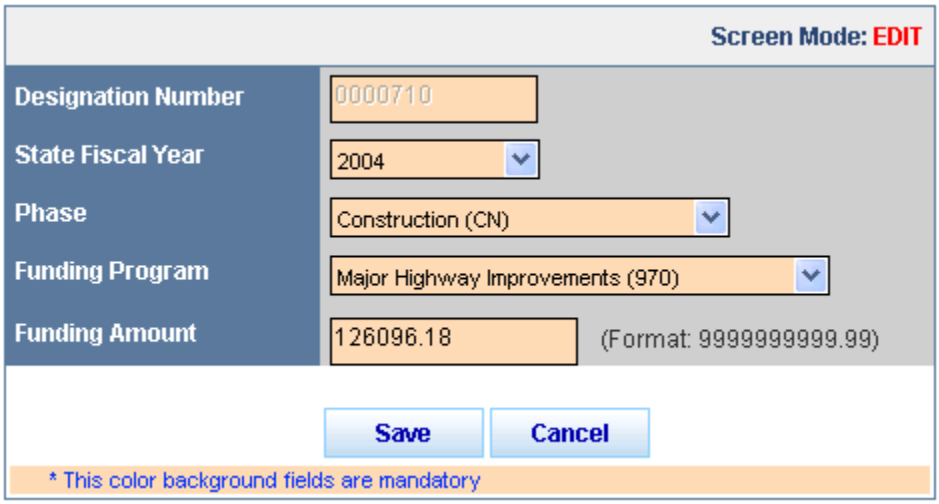
3.7.12.2. Editing a Project Funding Program

Click on the **Program** tab to open the **Project Funding Program Panel**.

To edit a Funding Program, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Cancel** button to exit without saving or click on the **Save** button to save the record and return to the **Project Funding Program** Panel. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

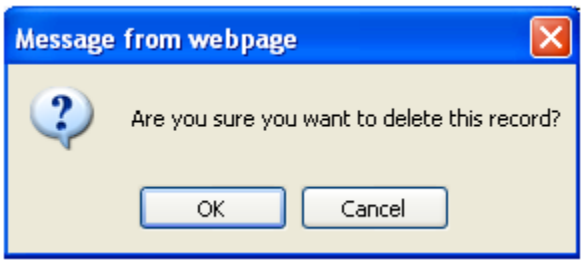
The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List.

3.7.12.3. Deleting a Project Funding Program

Click on the **Program** tab to open the **Project Funding Program Panel**.

To delete a Funding Program, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



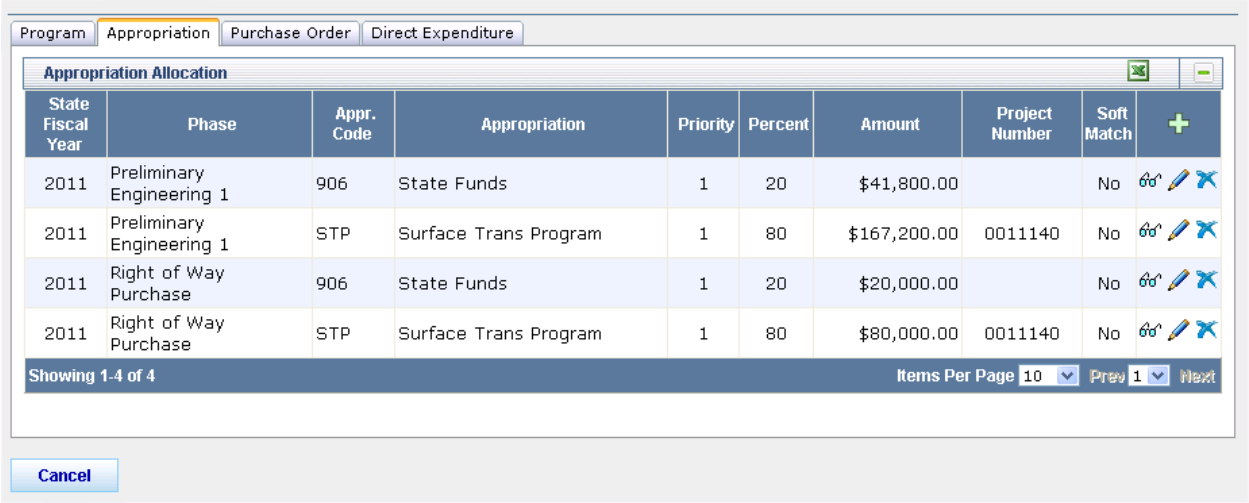
The Program is removed from the list.

3.7.12.4. Adding an Appropriation Allocation

Appropriations are sorted by Phase, State Fiscal Year and Priority. State Fiscal Year field defaults to the current State Fiscal Year and may be changed. The first appropriation added requires the Project Number to be entered manually. All subsequent appropriations will populate the Project Number field with the value entered from the first appropriation and may be changed.

Click on the **Appropriation** tab to open the **Appropriation Allocation Panel**.

To add an Appropriation Allocation, click on the **Add New** icon to the right of the **Amount** column heading.

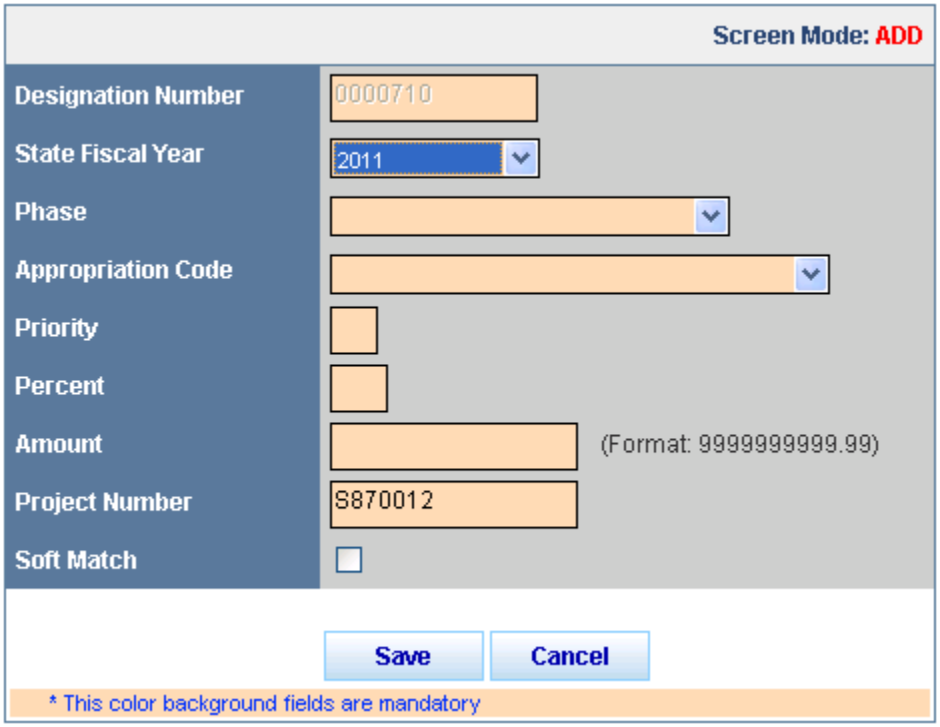


State Fiscal Year	Phase	Appr. Code	Appropriation	Priority	Percent	Amount	Project Number	Soft Match
2011	Preliminary Engineering 1	906	State Funds	1	20	$41,800.00		No
2011	Preliminary Engineering 1	STP	Surface Trans Program	1	80	$167,200.00	0011140	No
2011	Right of Way Purchase	906	State Funds	1	20	$20,000.00		No
2011	Right of Way Purchase	STP	Surface Trans Program	1	80	$80,000.00	0011140	No

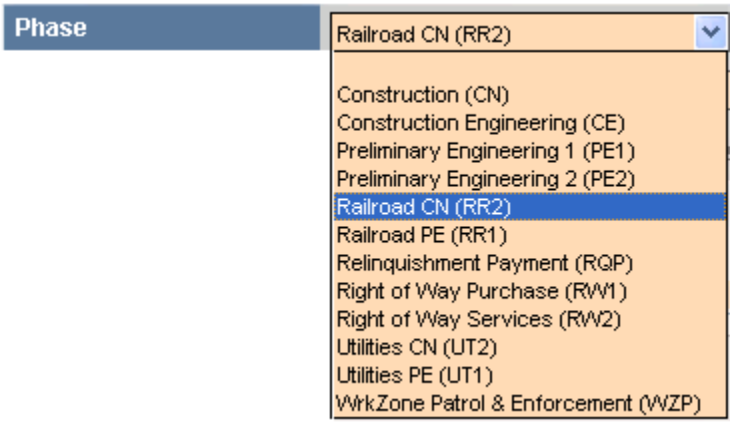
Showing 1-4 of 4 Items Per Page 10 Prev 1 Next

In the **ADD Screen Mode**, enter information as needed.

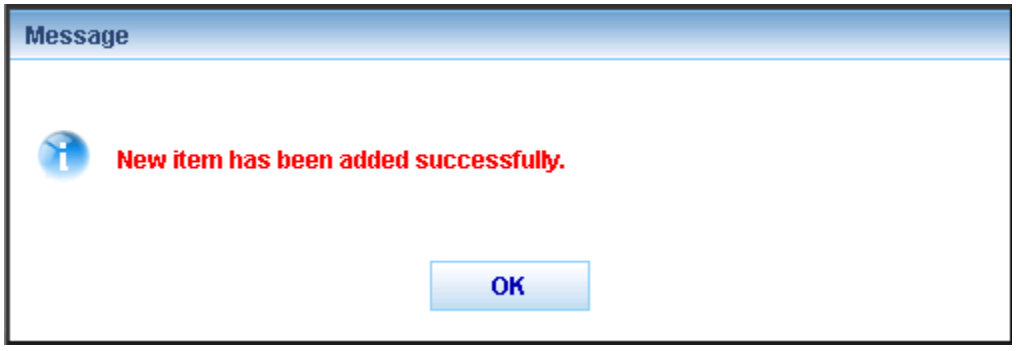
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Dropdown fields have an auto-complete feature. For example, click on the Phase dropdown arrow to the right of the field for a complete list of available Phases. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “R” displays “Railroad CN”.

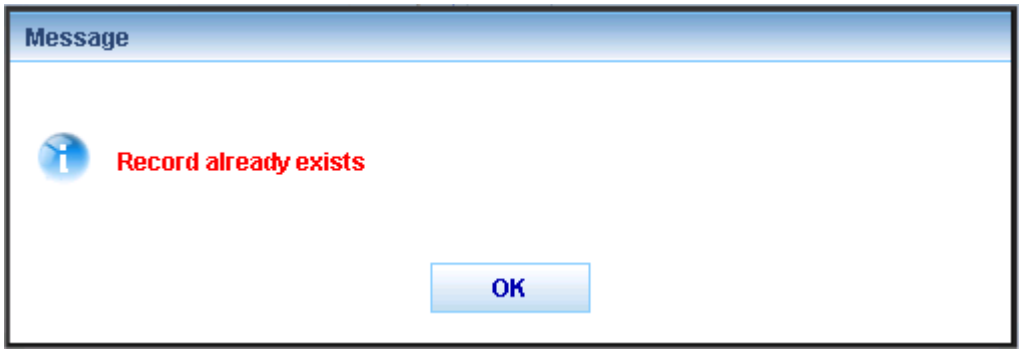


Click on the **Save** button to save the new record and return to the **Appropriation Allocation Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once saved, the new Allocation should be visible in the List. If not, click on any column heading twice to re-sort and refresh the List.

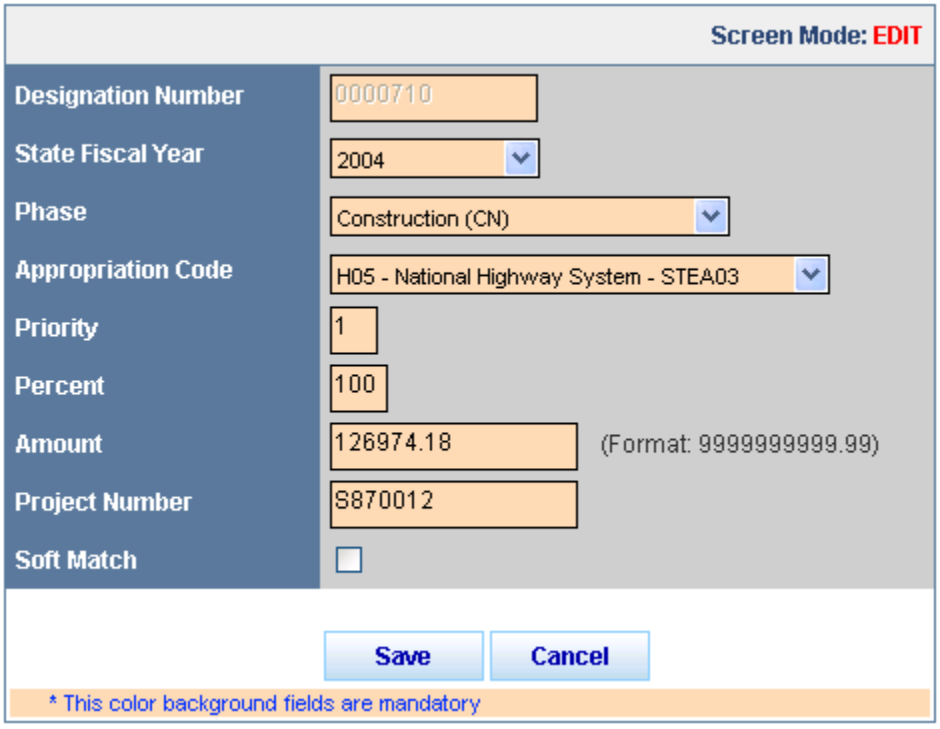
3.7.12.5. Editing an Appropriation Allocation

Click on the **Appropriation** tab to open the **Appropriation Allocation Panel**.

To edit an Appropriation Allocation, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Appropriation Allocation Panel** or click on the **Cancel** button to exit without saving. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

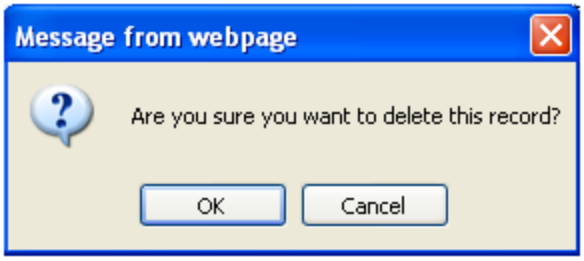
The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List.

3.7.12.6. Deleting an Appropriation Allocation

Click on the **Appropriation** tab to open the **Appropriation Allocation Panel**.

To delete an Appropriation Allocation, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



The Allocation is removed from the list.

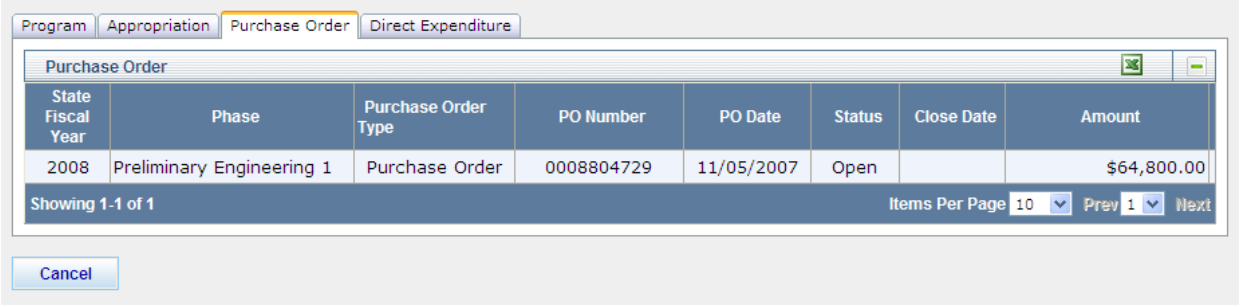
3.7.12.7. Viewing a Purchase Order

Click on the **Purchase Order** tab to open the **Purchase Order Panel**.

Information may only be viewed, sorted or exported to Excel. By default, Purchase Order information is sorted by Phase and PO Date from oldest to newest date sequence.

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Cancel** button to return to the **Project Maintenance Main Page**.

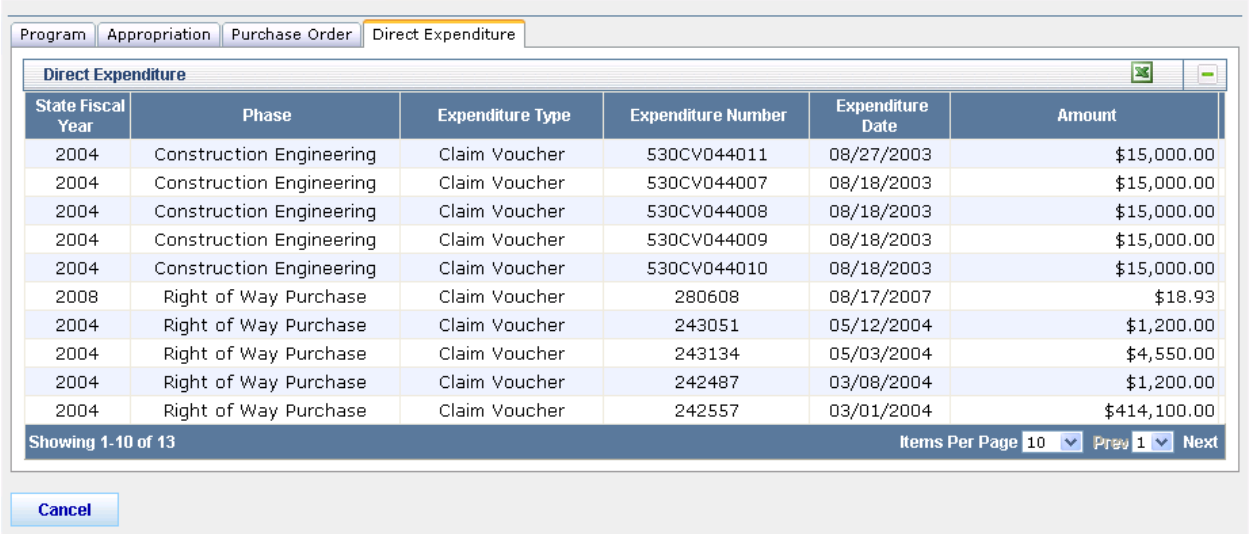
3.7.12.8. Viewing a Direct Expenditure

Click on the **Direct Expenditure** tab to open the **Direct Expenditure Panel**.

Information may only be viewed, sorted or exported to Excel. By default Direct Expenditure information is sorted by Phase and Expenditure Date from newest to oldest date sequence.

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



State Fiscal Year	Phase	Expenditure Type	Expenditure Number	Expenditure Date	Amount
2004	Construction Engineering	Claim Voucher	530CV044011	08/27/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044007	08/18/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044008	08/18/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044009	08/18/2003	$15,000.00
2004	Construction Engineering	Claim Voucher	530CV044010	08/18/2003	$15,000.00
2008	Right of Way Purchase	Claim Voucher	280608	08/17/2007	$18.93
2004	Right of Way Purchase	Claim Voucher	243051	05/12/2004	$1,200.00
2004	Right of Way Purchase	Claim Voucher	243134	05/03/2004	$4,550.00
2004	Right of Way Purchase	Claim Voucher	242487	03/08/2004	$1,200.00
2004	Right of Way Purchase	Claim Voucher	242557	03/01/2004	$414,100.00

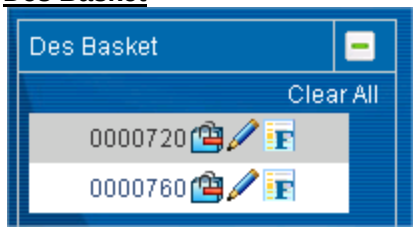
Showing 1-10 of 13 Items Per Page 10 Prev 1 Next

Click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

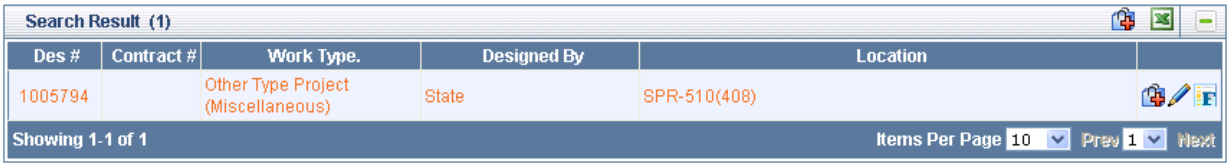
3.7.13. General Maintenance

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

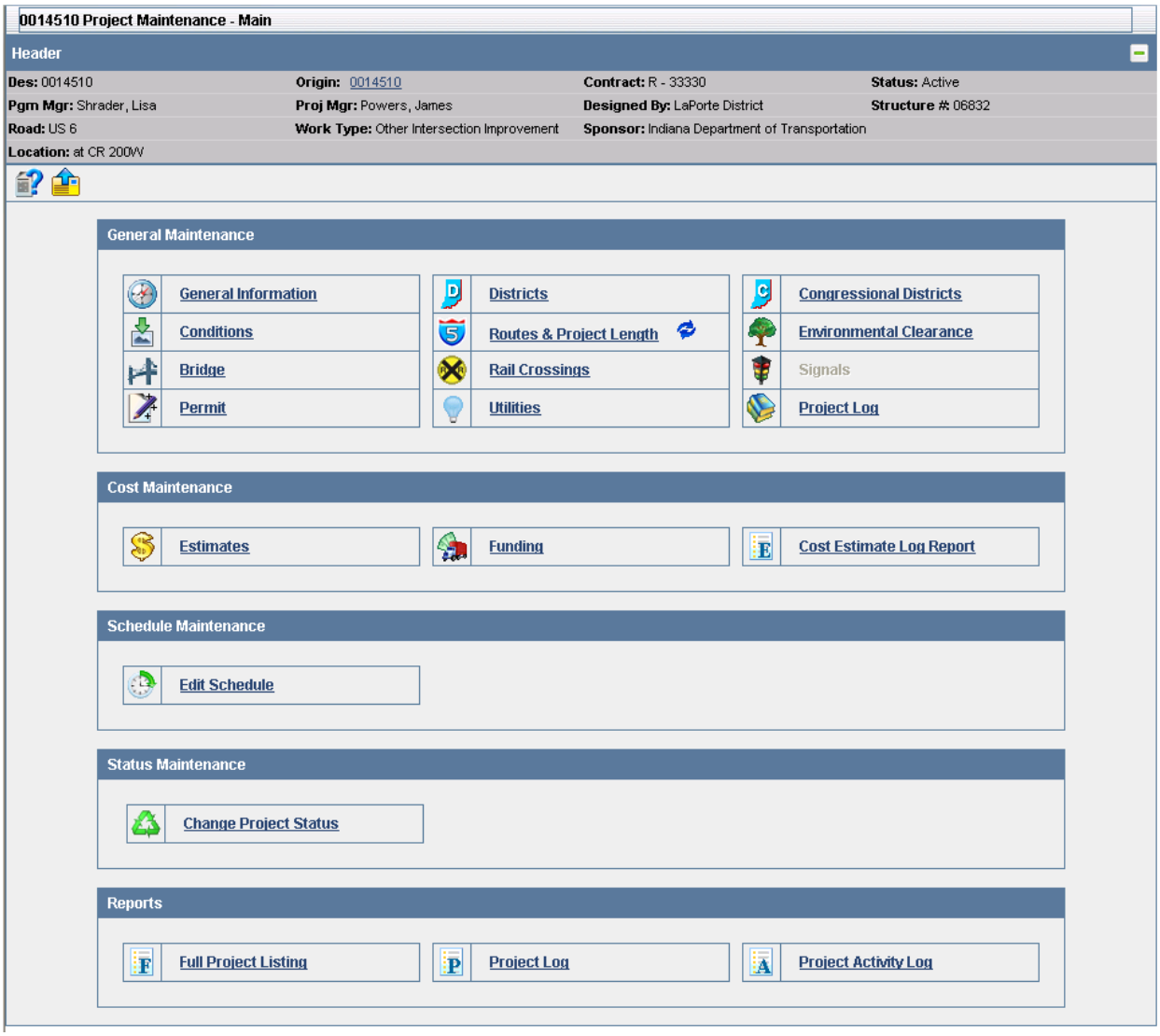


Project Search - Search Results Panel



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the General Information in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **General Information** icon below the Header on any **Project Maintenance Panel**.



In the **General Information Panel**, update information as needed. Keep in mind that the values in the **Designed By** dropdown list are the localities in which the User has authority to propose a Project. This is based on the User's security profile.

The **Work Category and Work Type** dropdown lists are populated with valid choices based on the **Designed By** selection.

Location information is limited to 80 characters and should be specific and not information that is already mentioned in other fields. For example, the road number and city are already provided and should not be mentioned in the **Location**. Examples of acceptable **Location** entries are:

Location Type	Location Description
Road	**FROM** 1.40 miles W of SR5 **TO** 2.50 miles W of SR5
Bridge	Bridge **OVER** No Named Creek, 1.35 miles N of SR14
Single Point	**AT** Main Street in **TOWN**
Small Structure	**OVER** Tippy Ditch, 3.5 miles S of SR124

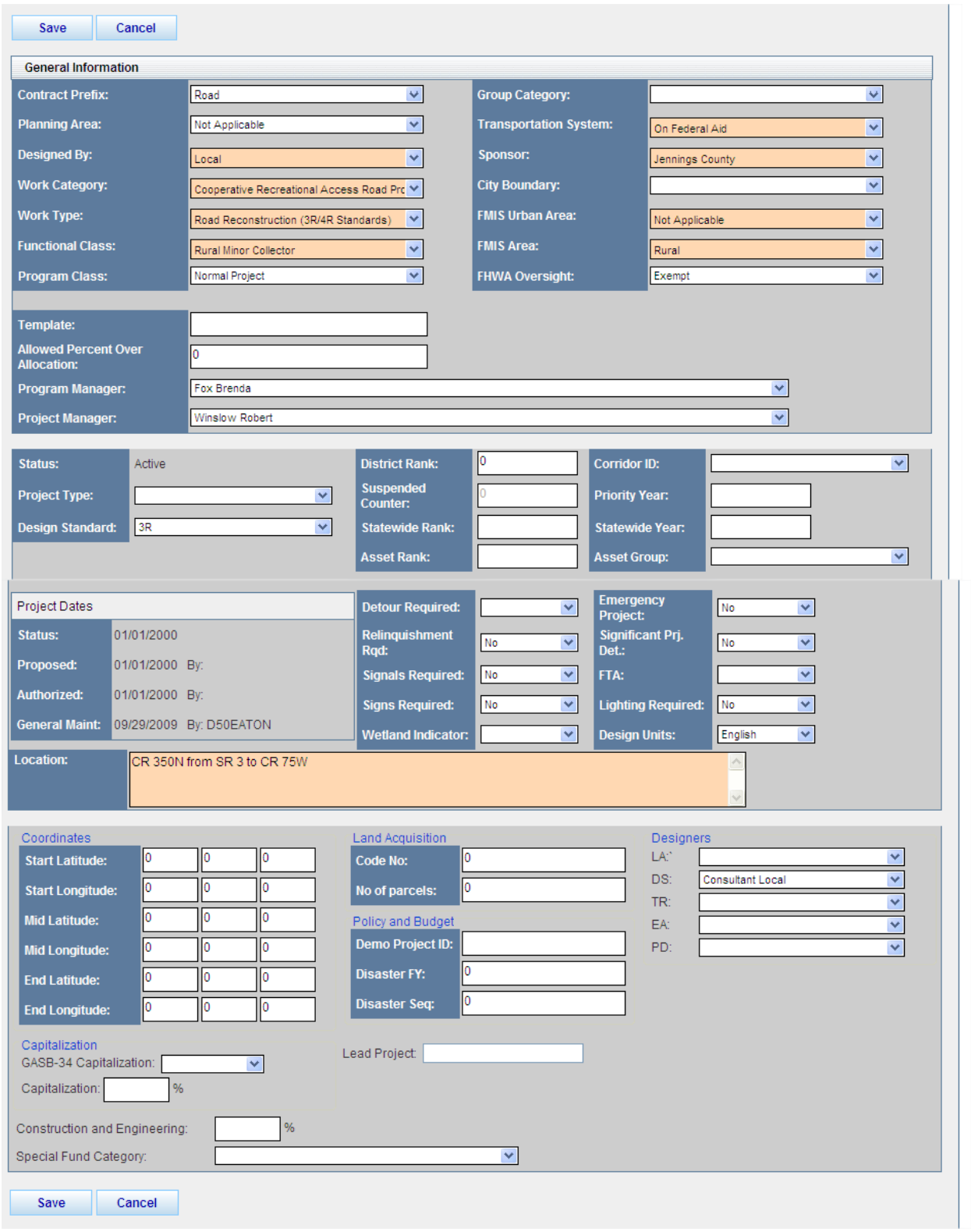
Update optional fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

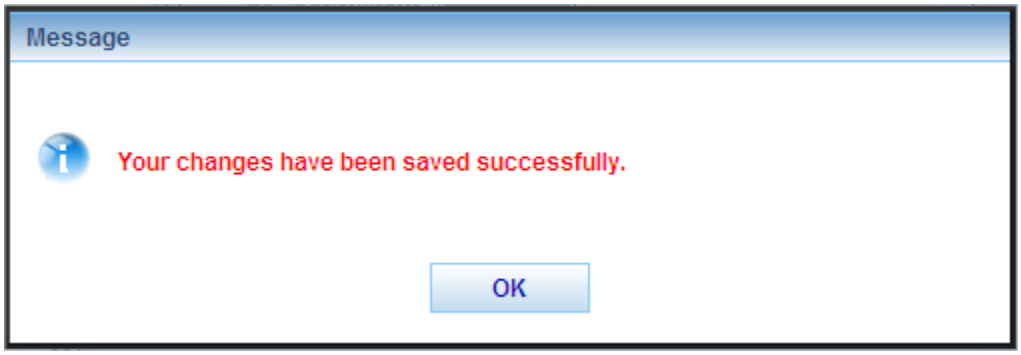
Refer to the SPMS Table/Field Definitions in the Glossary section for Project and Designation field definitions, lengths and character/numeric requirements.

If a numeric code displays instead of actual words in any field, it indicates that the value is historical (no longer active). For example, if "0001233" displays instead of "New Road Construction" in the **Work Type** field, it means that **Work Type = New Road Construction** is historical.


Save
Cancel
General Information
Contract Prefix: Road
Planning Area: Not Applicable
Designed By: Local
Work Category: Cooperative Recreational Access Road Pro
Work Type: Road Reconstruction (3R/4R Standards)
Functional Class: Rural Minor Collector
Program Class: Normal Project
Group Category:
Transportation System: On Federal Aid
Sponsor: Jennings County
City Boundary:
FMIS Urban Area: Not Applicable
FMIS Area: Rural
FHWA Oversight: Exempt
Template:
Allowed Percent Over Allocation: 0
Program Manager: Fox Brenda
Project Manager: Winslow Robert
Status: Active
Project Type:
Design Standard: 3R
District Rank: 0
Suspended Counter: 0
Statewide Rank:
Asset Rank:
Corridor ID:
Priority Year:
Statewide Year:
Asset Group:
Project Dates
Status: 01/01/2000
Proposed: 01/01/2000 By:
Authorized: 01/01/2000 By:
General Maint: 09/29/2009 By: D50EATON
Detour Required:
Relinquishment Rqd: No
Signals Required: No
Signs Required: No
Wetland Indicator:
Emergency Project: No
Significant Prj. Det.: No
FTA:
Lighting Required: No
Design Units: English
Location: CR 350N from SR 3 to CR 75W
Coordinates
Start Latitude: 0 0 0
Start Longitude: 0 0 0
Mid Latitude: 0 0 0
Mid Longitude: 0 0 0
End Latitude: 0 0 0
End Longitude: 0 0 0
Land Acquisition
Code No: 0
No of parcels: 0
Policy and Budget
Demo Project ID:
Disaster FY: 0
Disaster Seq: 0
Designers
LA:
DS: Consultant Local
TR:
EA:
PD:
Capitalization
GASB-34 Capitalization:
Capitalization: %
Lead Project:
Construction and Engineering: %
Special Fund Category:
Save
Cancel

SPMS will not save the record or leave the **General Information Panel** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

Click on the **Save** button to save the updates or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



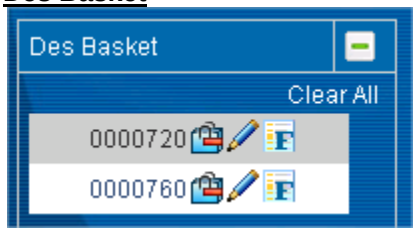
Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.14. Permit

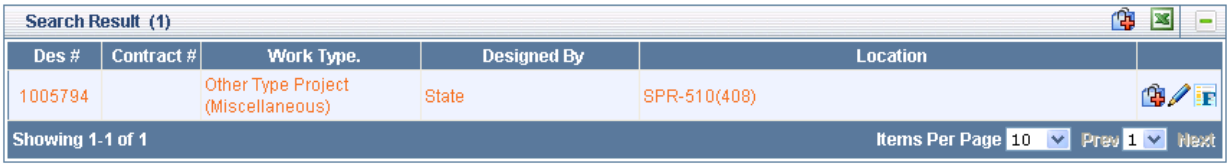
From the **Permits Panel**, a Project's Permits and Rule 5 Permit (a performance-based regulation designed to reduce pollutants that are associated with construction and/or land disturbing activities) may be added, edited, or deleted.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

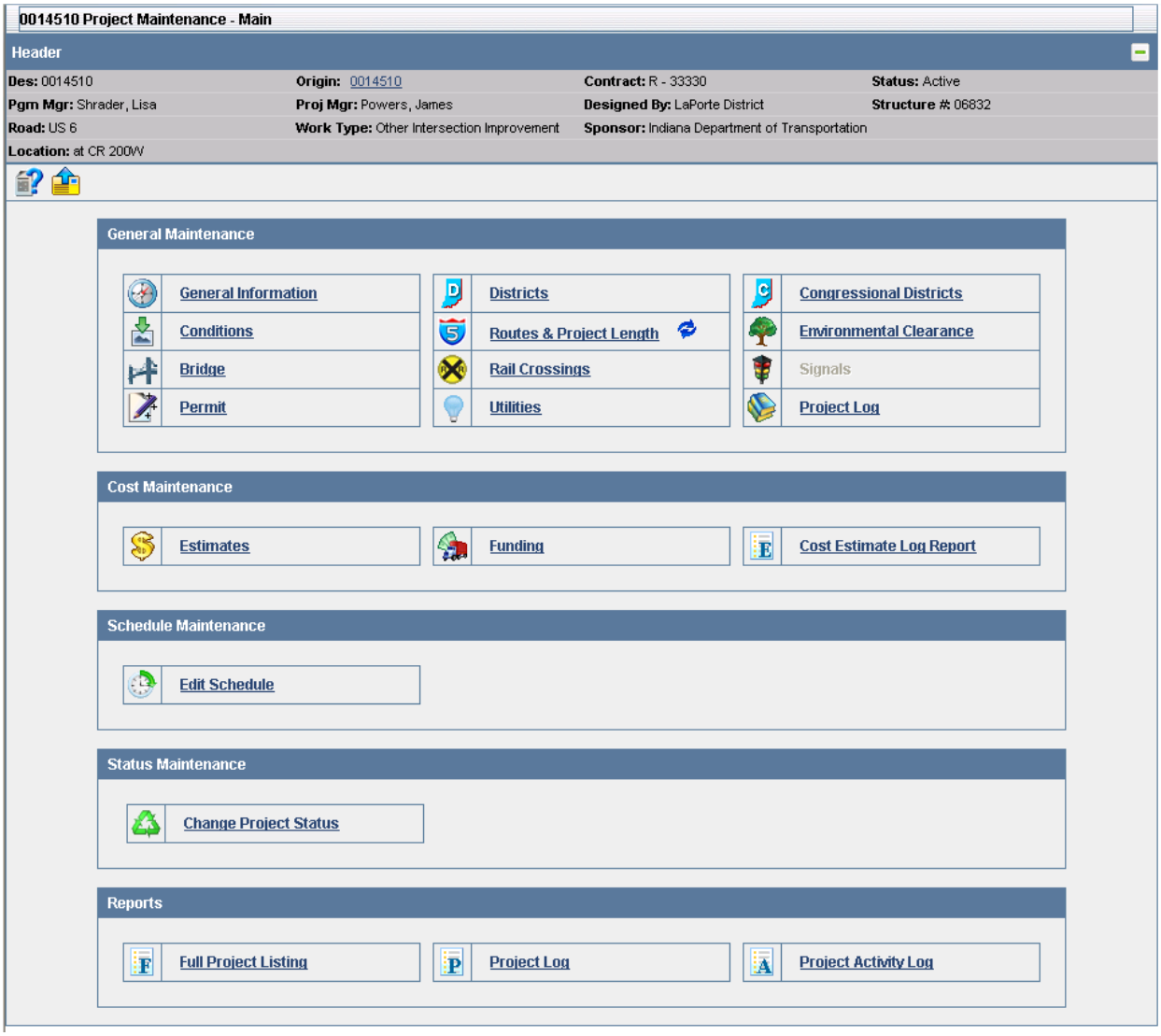


Project Search - Search Results Panel

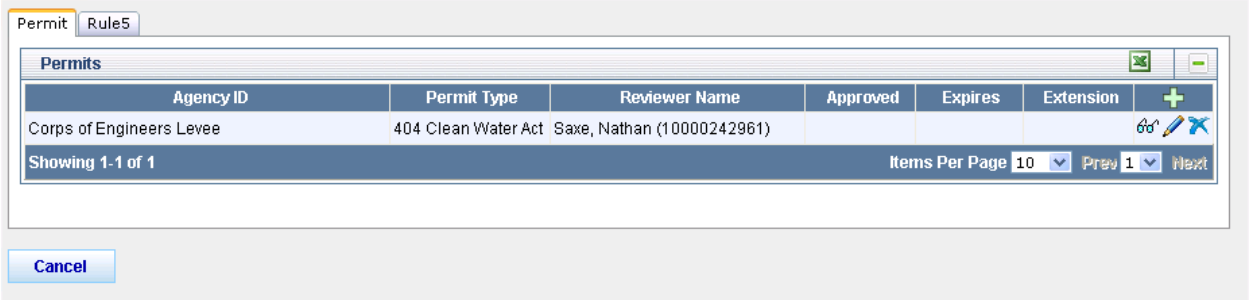


Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

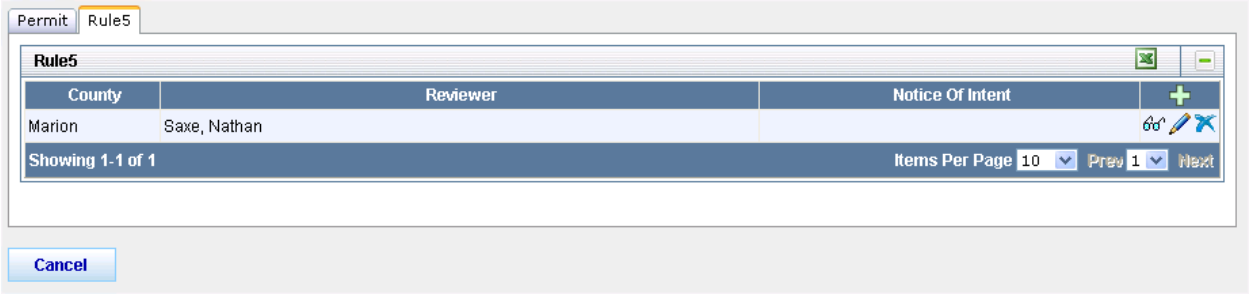
Click on the **Permits** icon or link Permit in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Permits** icon below the Header on any **Project Maintenance Panel**.



Permit Tab



Rule5 Tab



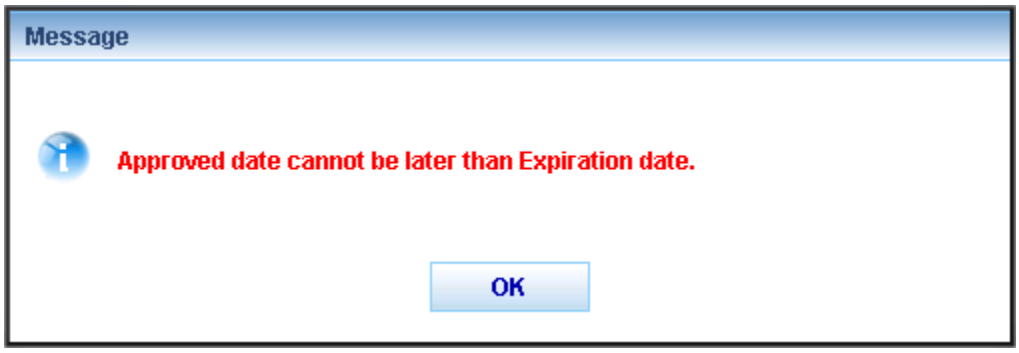
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

3.7.14.1. Adding a Permit

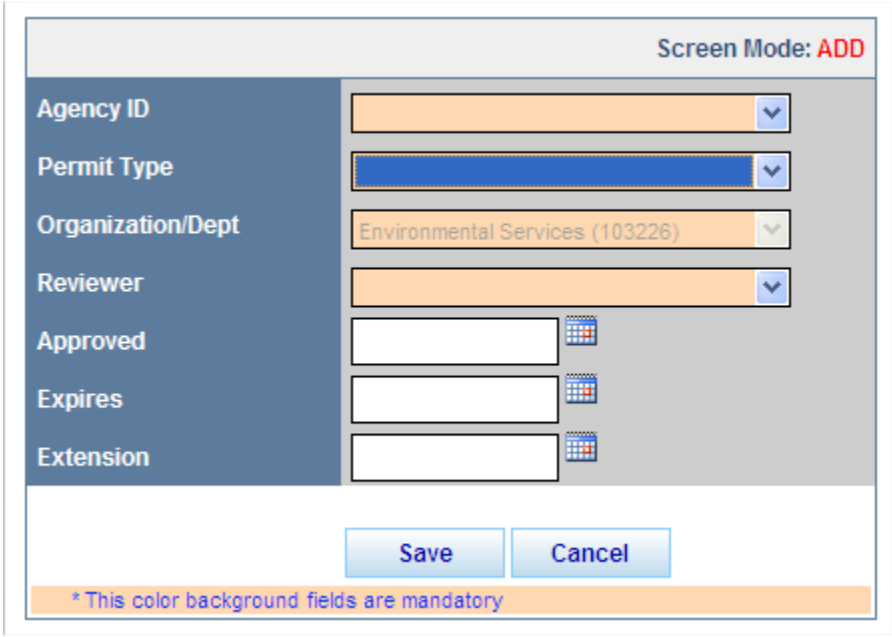
To add a Permit, click on the **Add New** icon to the right of the **Reviewer Name** column heading.

In the **ADD Screen Mode**, enter information as needed. The dropdown lists do not have to be selected in order. The **Organization/Dept** field defaults to Environmental Services and cannot be changed.

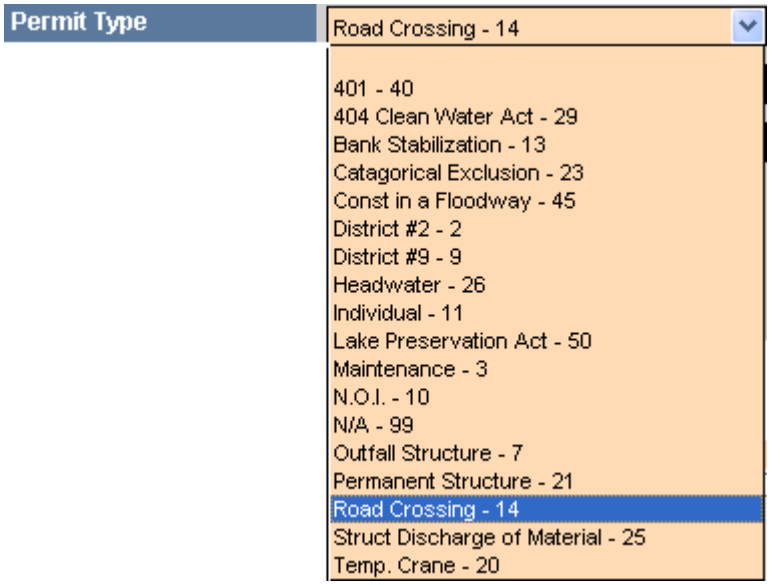
The **Approved Date** cannot be later than the **Expires Date**. A warning message displays. Click on the **OK** button and correct before saving.



Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



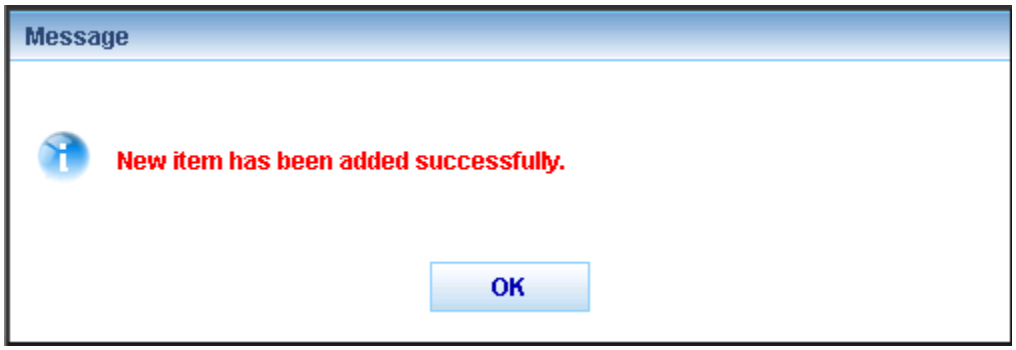
Dropdown fields have an auto-complete feature. For example, click on the Permit Type dropdown arrow to the right of the field for a complete list of available Types. Typing a number in the dropdown field navigates to the first value in the list that begins with that number. For example, typing an “R” displays “Road Crossing - 14”.



Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

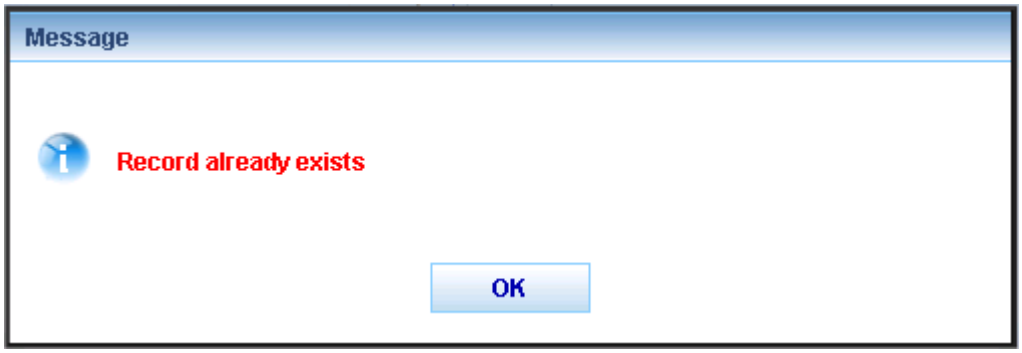
Then, click on the desired date to populate the field.

Click on the **Save** button to save the new record and return to the **Permits Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



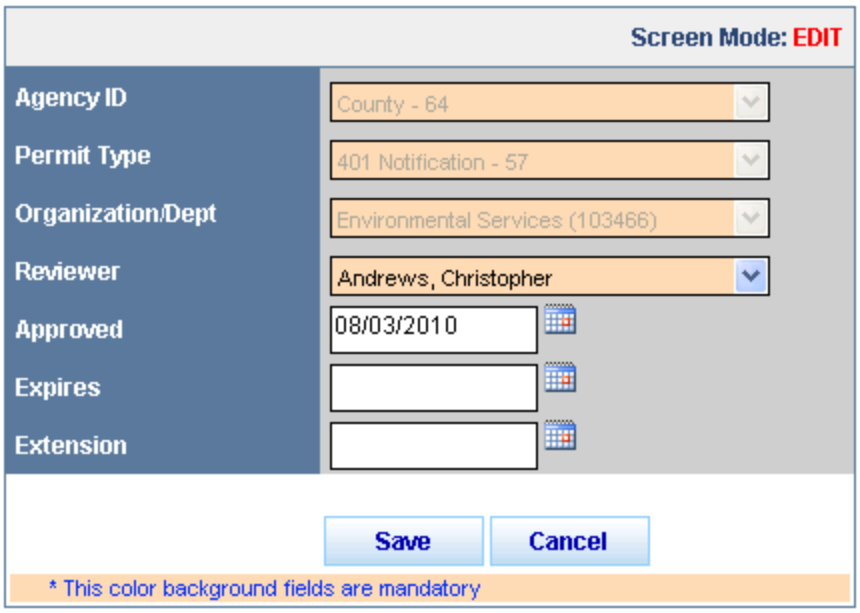
Once saved, the new Permit should be visible in the List. If not, click on any column heading twice to re-sort and refresh the List.

3.7.14.2. Editing a Permit

To edit a Permit, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Permits Panel** or click on the **Cancel** button to exit without saving. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.

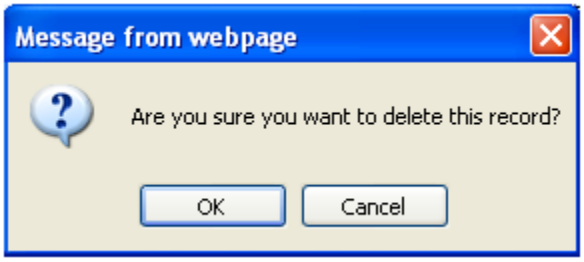
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List.

3.7.14.3. Deleting a Permit

To delete a Permit, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



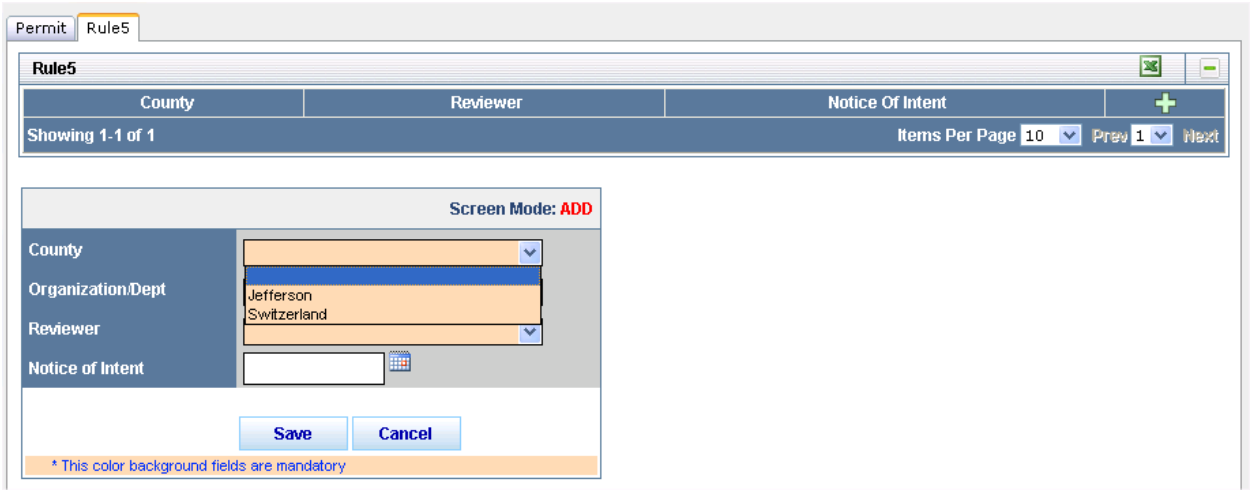
The Permit is removed from the list.

3.7.14.4. Adding a Rule 5 Permit

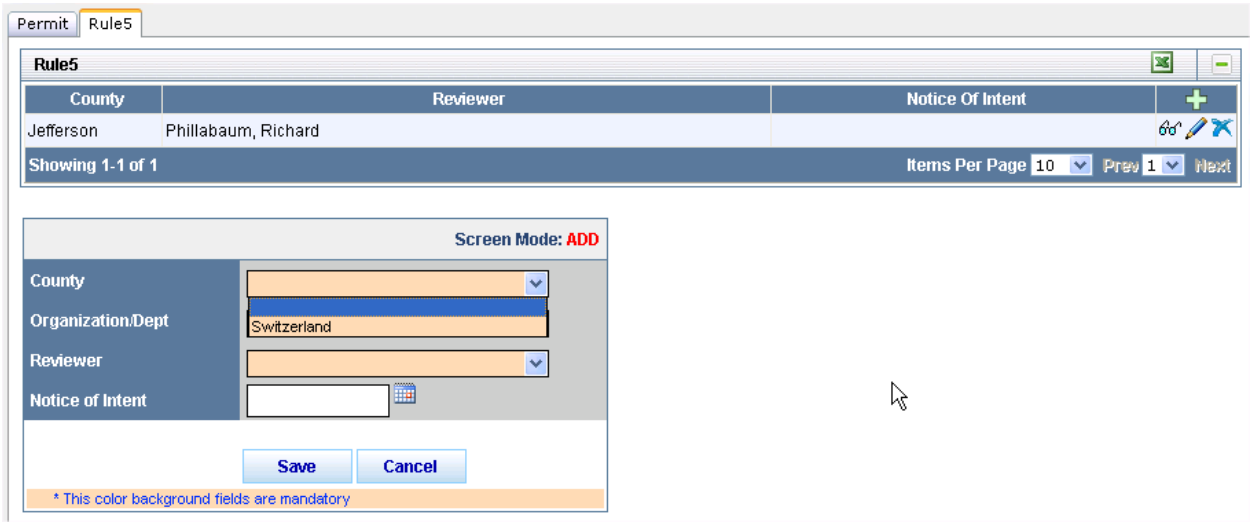
To add a Rule 5 Permit, click on the **Add New** icon to the right of the **Notice of Intent** column heading.

In the **ADD Screen Mode**, enter information as needed. The dropdown lists do not have to be selected in order. The **Organization/Dept** field defaults to Environmental Services and cannot be changed.

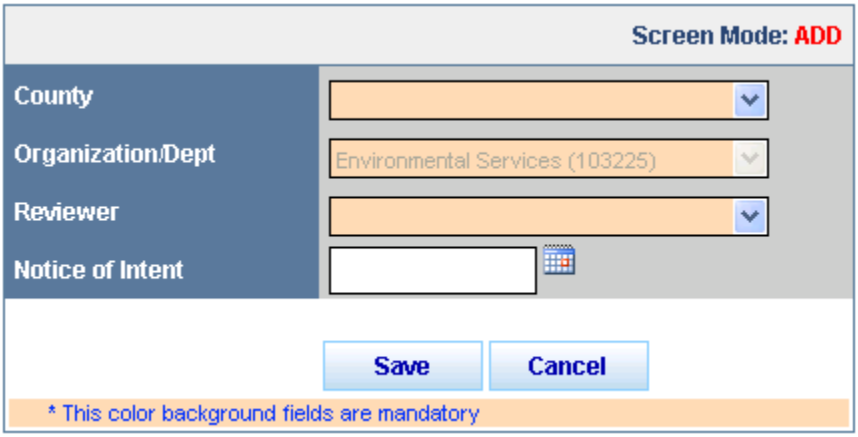
When a Project is being proposed, the affected counties are entered into SPMS. Notices of Intent are filed with the county offices requiring Rule 5 Permits. Therefore, multiple Rule 5 Permits may be entered in this Panel – one for each county. In the **Add Screen Mode Panel** shown below, the available counties that appear in the County dropdown list are Switzerland and Jefferson.



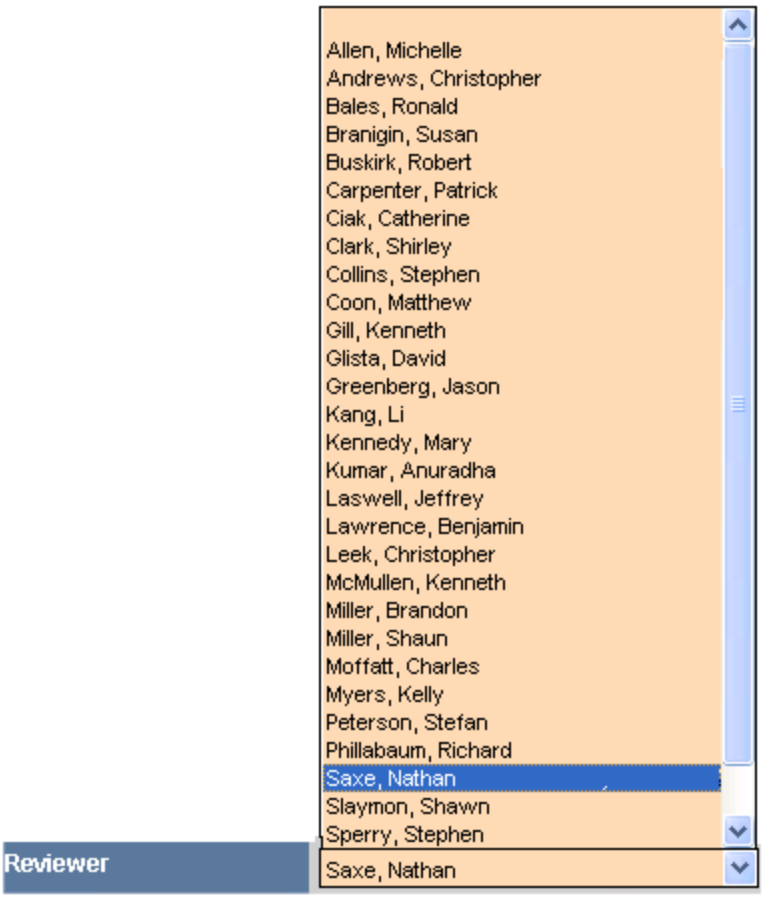
As the counties are added, they are removed from the County dropdown list. In the example below, a Rule 5 Permit has been added for Jefferson County and is displayed in the **Rule5** Panel. In the **Add Screen Mode Panel**, the only available county that appears in the County dropdown list is Switzerland.



Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



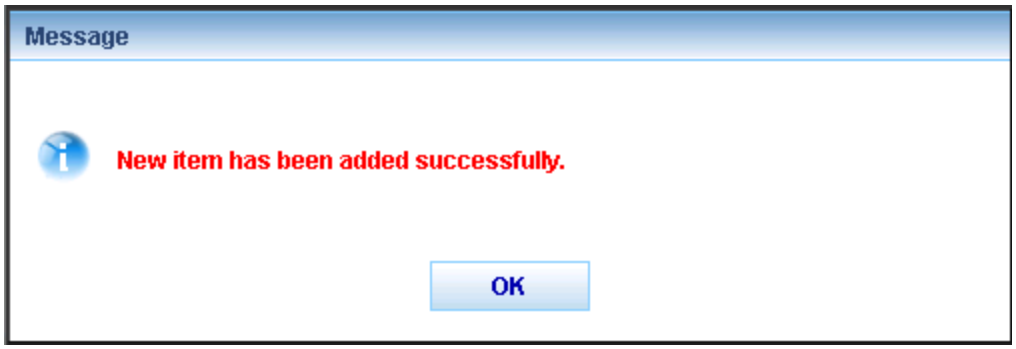
Dropdown fields have an auto-complete feature. For example, click on the Reviewer dropdown arrow to the right of the field for a complete list of available Reviewers. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “S” displays “Saxe, Nathan”.



Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

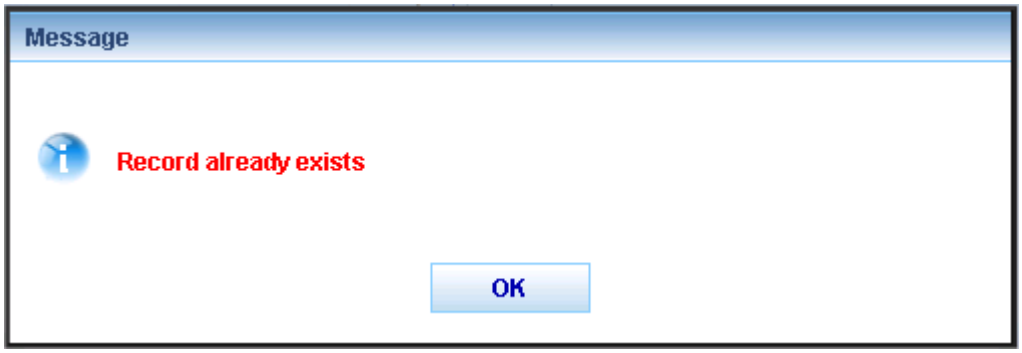
Then, click on the desired date to populate the field.

Click on the **Save** button to save the new record and return to the **Rule 5 Permits Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



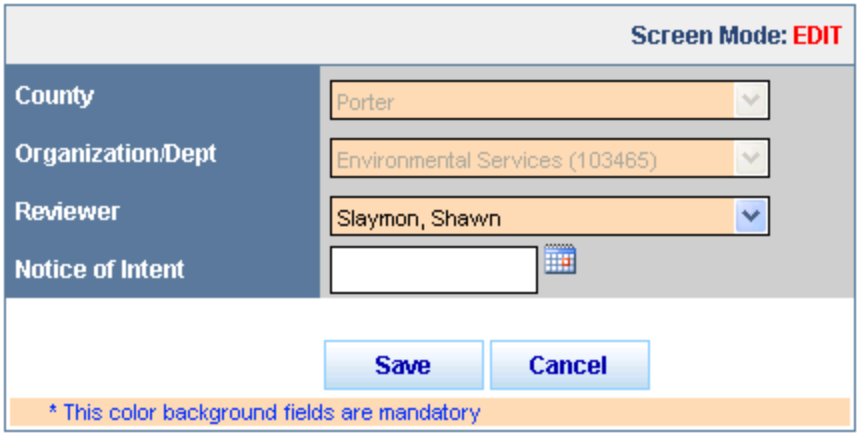
Once saved, the new Rule 5 Permit should be visible in the List. If not, click on any column heading twice to re-sort and refresh the List.

3.7.14.5. Editing a Rule 5 Permit

To edit a Rule 5 Permit, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Rule 5 Panel** or click on the **Cancel** button to exit without saving. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.

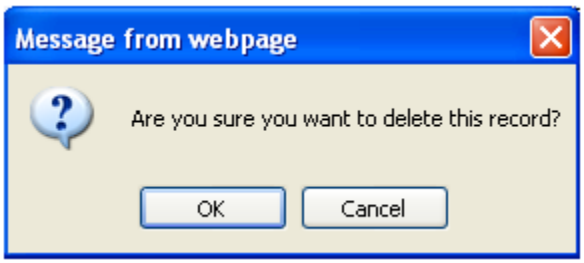
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List.

3.7.14.6. Deleting a Rule 5 Permit

To delete a Rule 5 Permit, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.

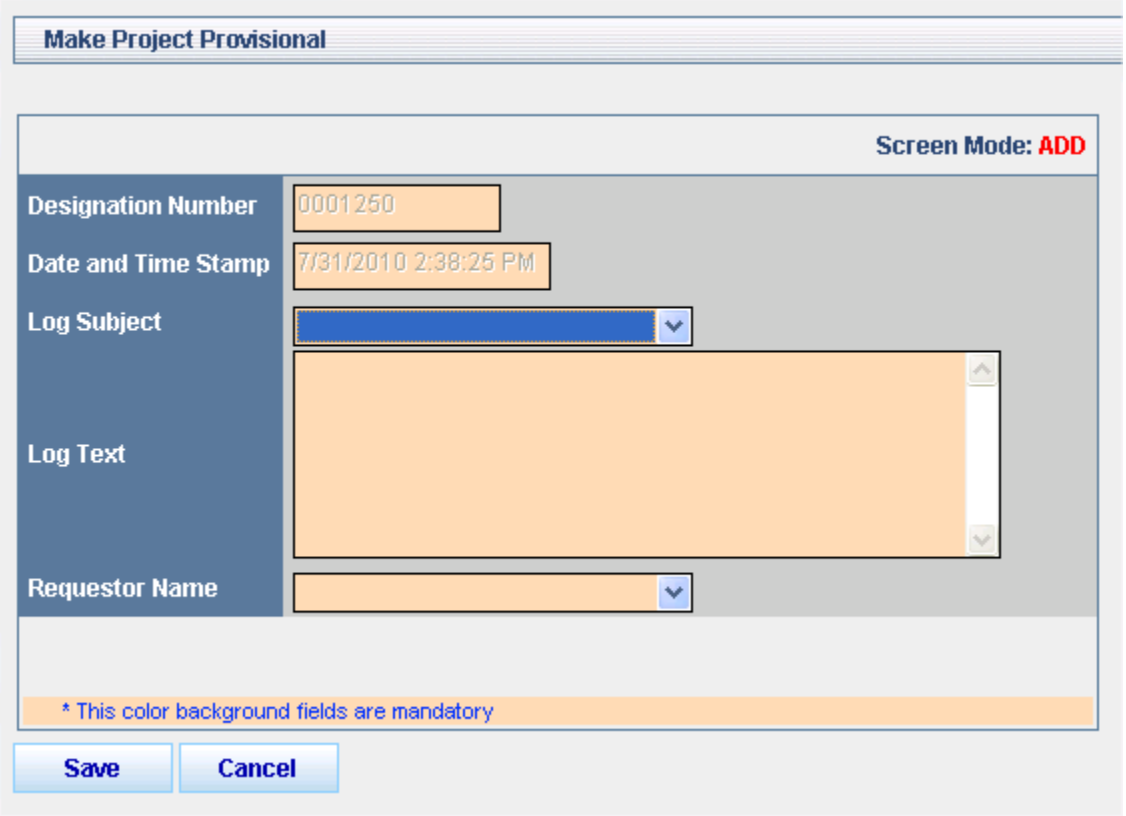


The Rule 5 Permit is removed from the list.

3.7.15. Project Log

From the **Project Log Panel**, Project Log Entries may be added or edited (only SPMS Administrators have edit permissions).

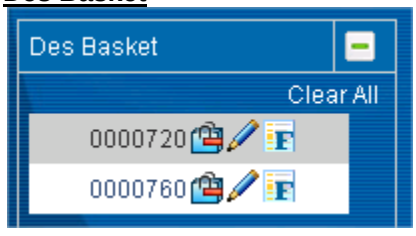
Project Log entries are mandatory for certain actions. For example, an entry is required when a Project's status is changed in the **Project Log - Project Maintenance Panel**. The Panel opens and requires the User to enter information about the change. Clicking on the **Save** button updates the Project's status and creates a Project Log entry.



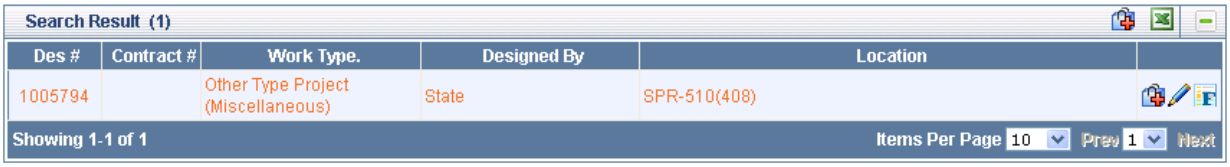
Project Log entries may be viewed or manually added by maintaining the Project.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket



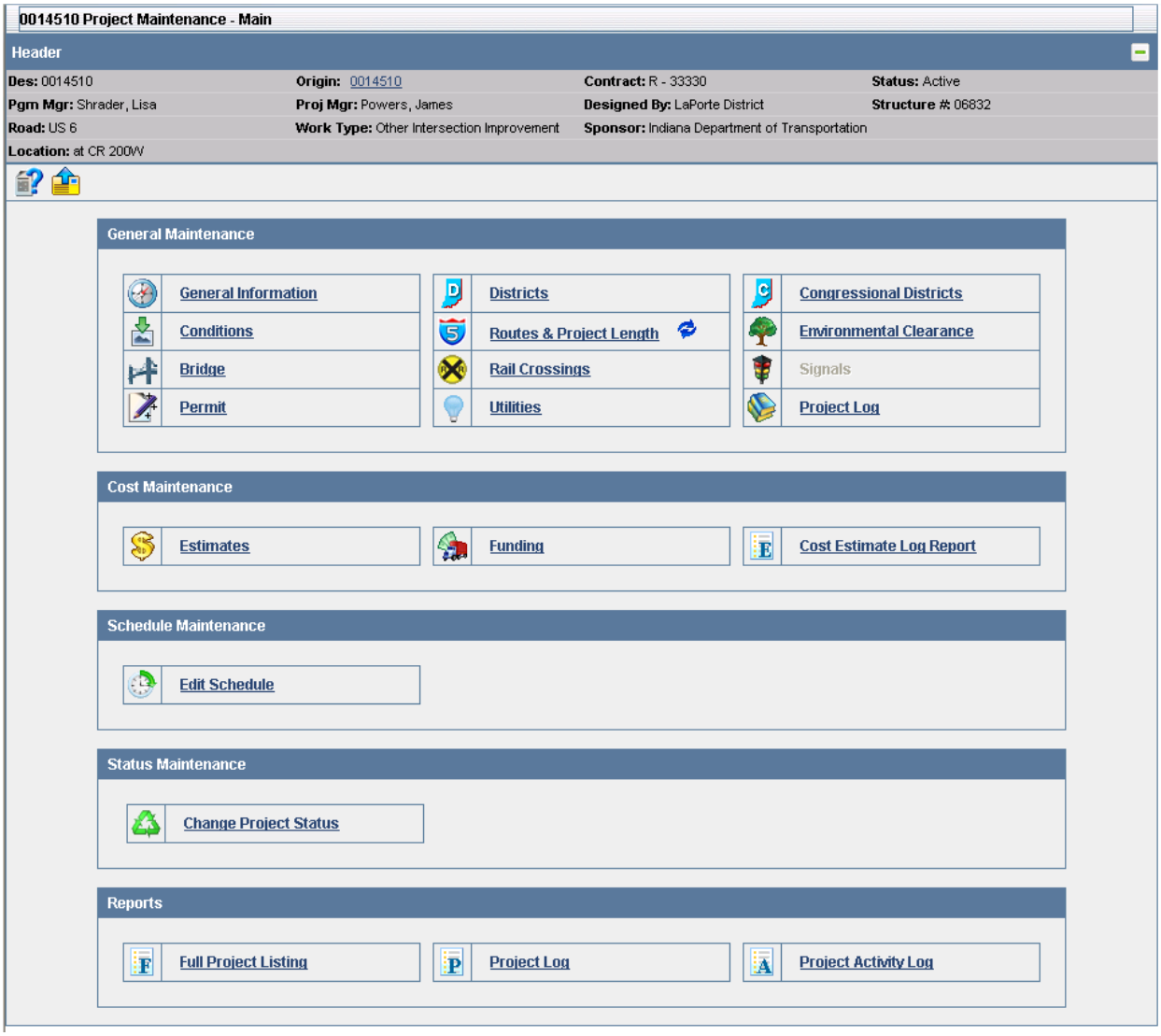
Project Search - Search Results Panel



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

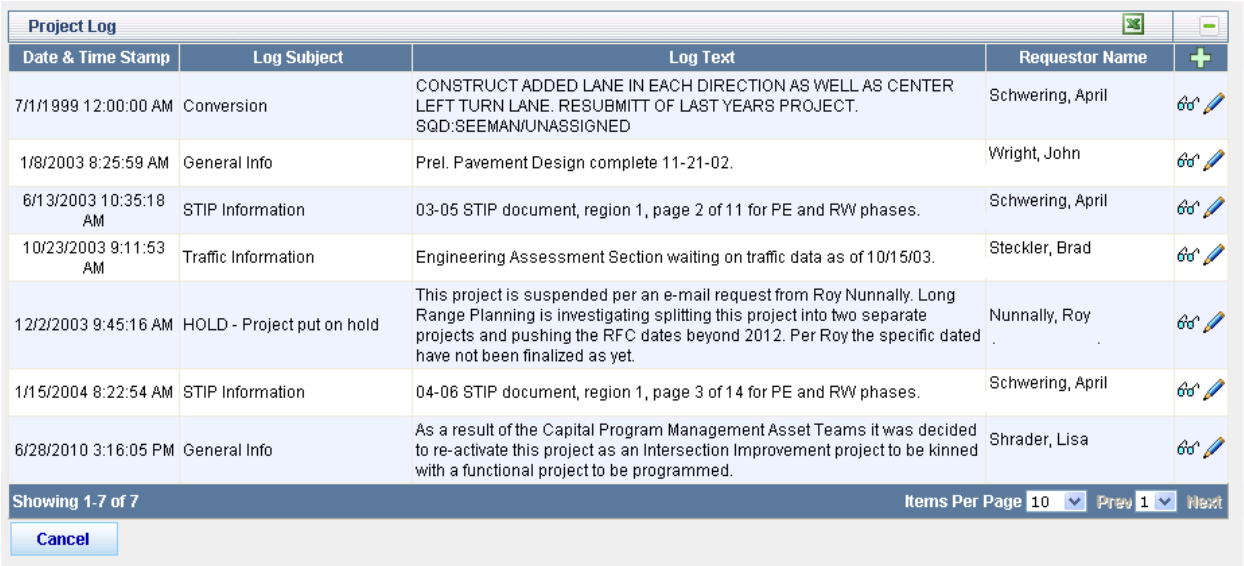
Click on the **Project Log** icon or link

in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Project Logs** icon below the Header on any **Project Maintenance Panel**.



3.7.15.1. Adding a Project Log Entry

To add a Project Log Entry, click on the **Add New** icon to the right of the **Requestor Name** column heading.



Project Log

Date & Time Stamp	Log Subject	Log Text	Requestor Name
7/1/1999 12:00:00 AM	Conversion	CONSTRUCT ADDED LANE IN EACH DIRECTION AS WELL AS CENTER LEFT TURN LANE. RESUBMITT OF LAST YEARS PROJECT. SQD:SEEMAN/UNASSIGNED	Schwering, April
1/8/2003 8:25:59 AM	General Info	Prel. Pavement Design complete 11-21-02.	Wright, John
6/13/2003 10:35:18 AM	STIP Information	03-05 STIP document, region 1, page 2 of 11 for PE and RW phases.	Schwering, April
10/23/2003 9:11:53 AM	Traffic Information	Engineering Assessment Section waiting on traffic data as of 10/15/03.	Steckler, Brad
12/2/2003 9:45:16 AM	HOLD - Project put on hold	This project is suspended per an e-mail request from Roy Nunnally. Long Range Planning is investigating splitting this project into two separate projects and pushing the RFC dates beyond 2012. Per Roy the specific dated have not been finalized as yet.	Nunnally, Roy
1/15/2004 8:22:54 AM	STIP Information	04-06 STIP document, region 1, page 3 of 14 for PE and RW phases.	Schwering, April
6/28/2010 3:16:05 PM	General Info	As a result of the Capital Program Management Asset Teams it was decided to re-activate this project as an Intersection Improvement project to be kinned with a functional project to be programmed.	Shrader, Lisa

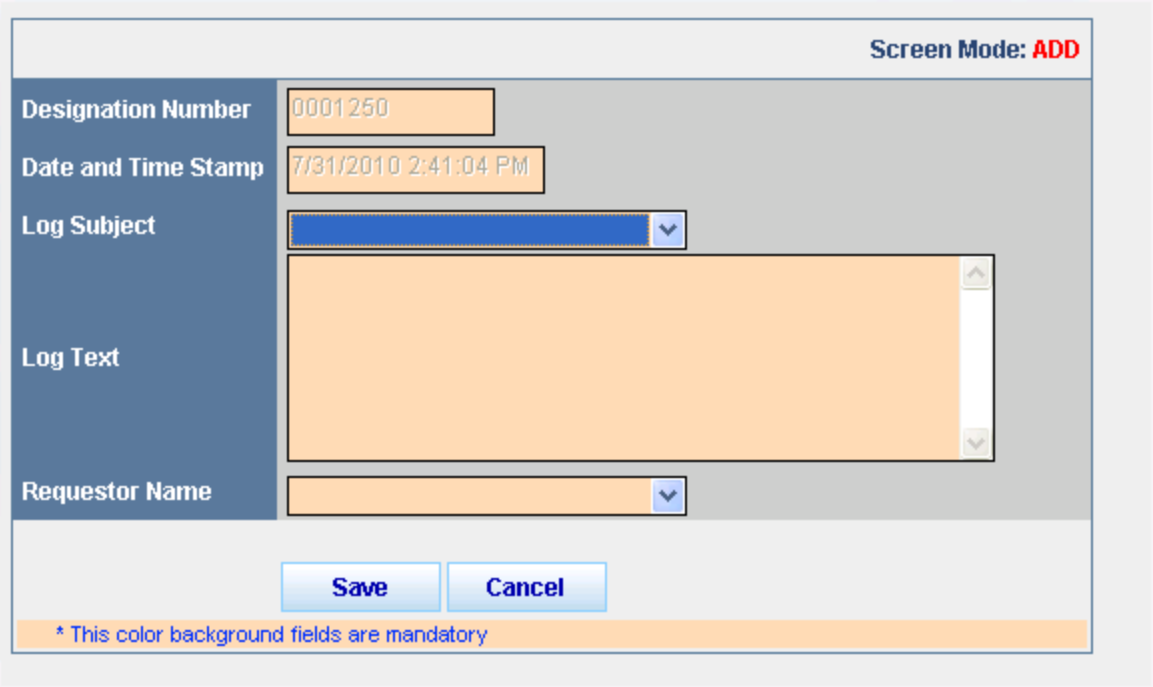
Showing 1-7 of 7 Items Per Page 10 Prev 1 Next

Cancel

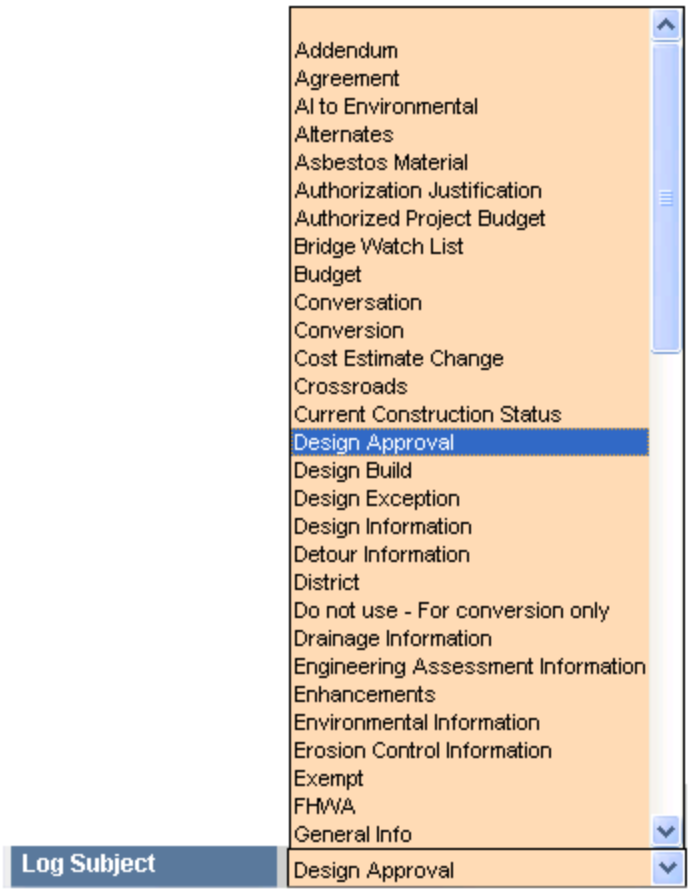
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **ADD Screen Mode**, enter information as needed.

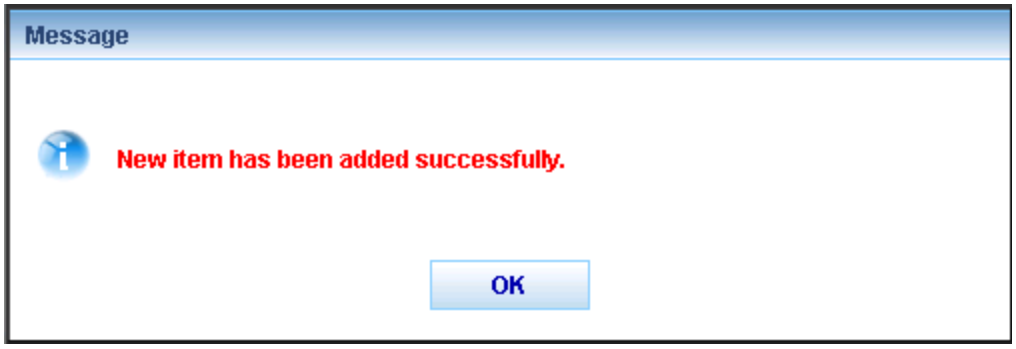
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Dropdown fields have an auto-complete feature. For example, click on the Log Subject dropdown arrow to the right of the field for a complete list of available Subjects. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “D” displays “Design Approval”.

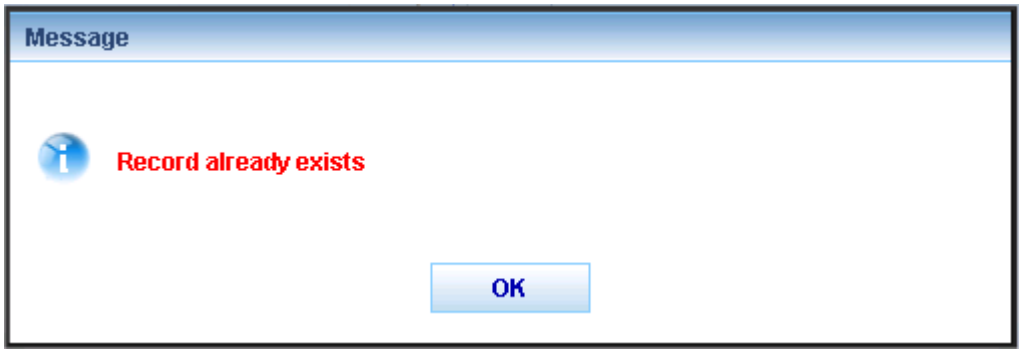


Click on the **Save** button to save the new record and return to the **Project Log Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.

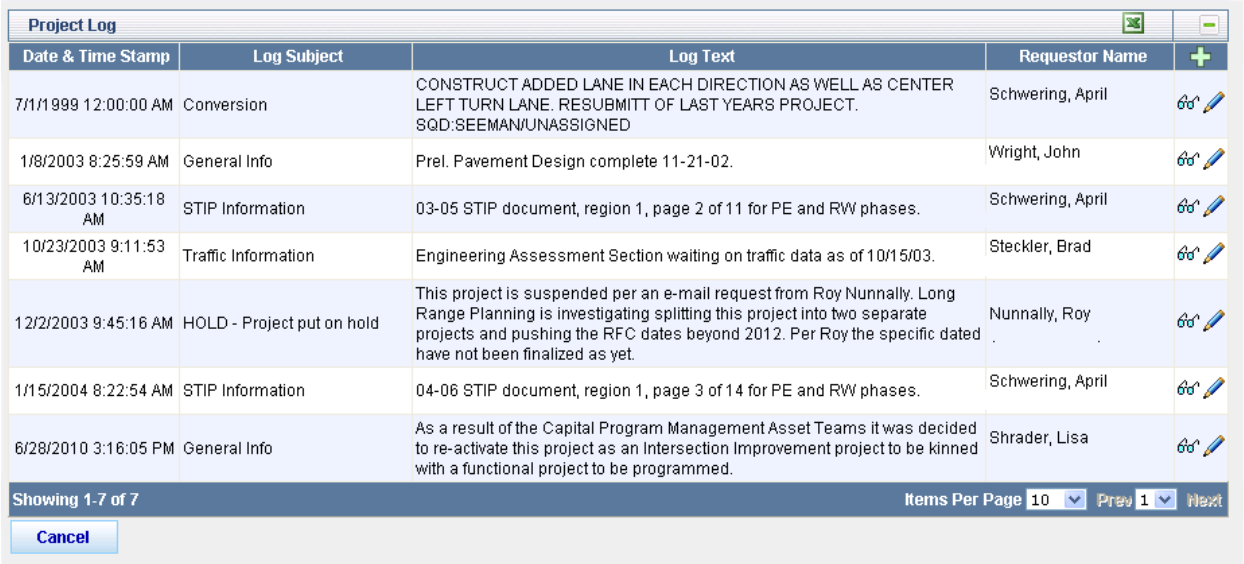


Once saved, the new Entry should be visible in the List. If not, click on any column heading to re-sort and refresh the List.

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.15.2. Editing a Project Log Entry (Admins ONLY)

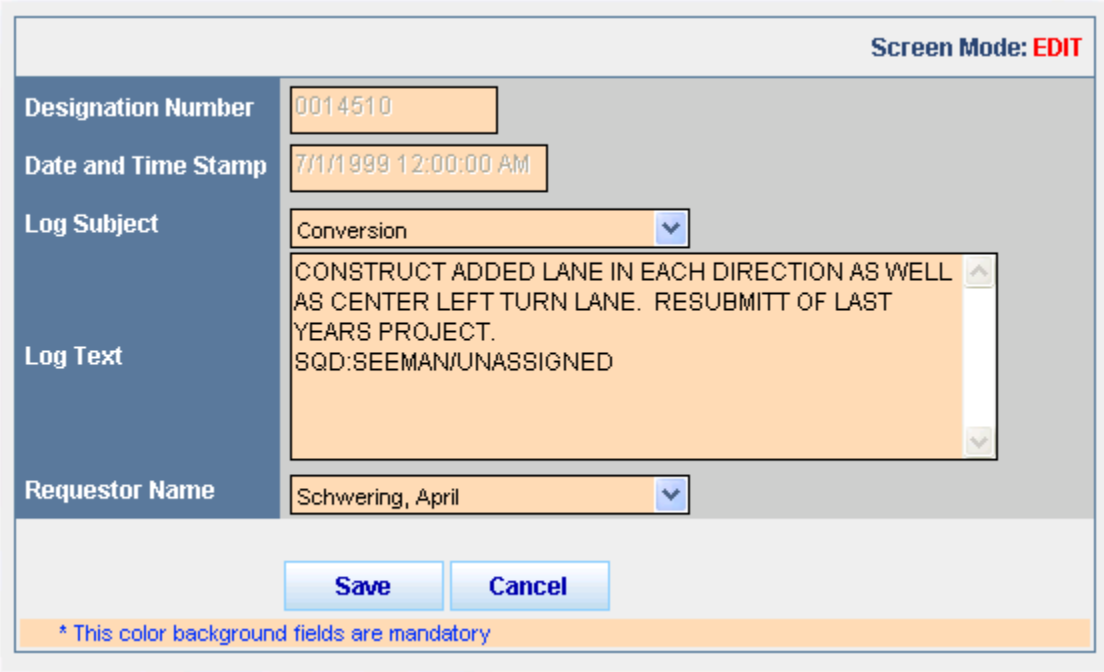
To edit a Project Log Entry, click on the **Edit** icon next to the record to be updated.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Project Log Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

The changes should be visible in the List. If not, click on the any column heading to re-sort and refresh the List.

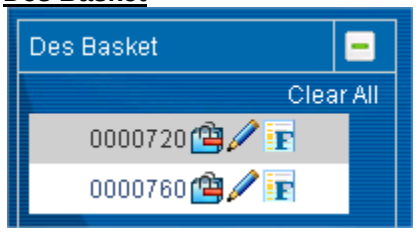
Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.16. Rail Crossings

A Project may include one or more **Railroad Crossings.** The activities of the railroad companies that own the crossings need to be coordinated, and the status of each crossing needs to be tracked. For every **Railroad Crossing** added to the Project, a Railroad Coordination Activity is automatically added to the Project schedule, with the railroad company name and AAR number.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

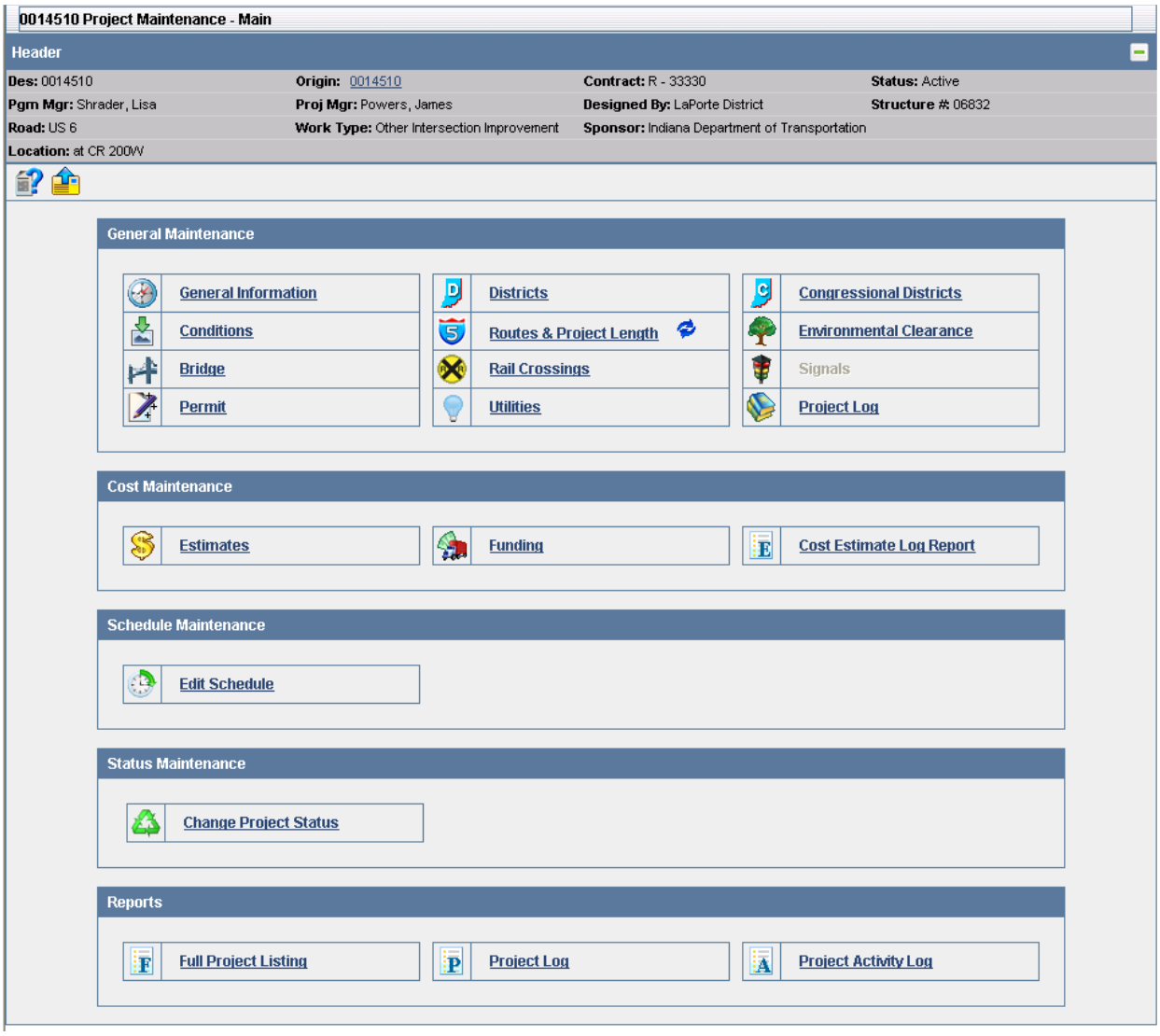


Project Search - Search Results Panel

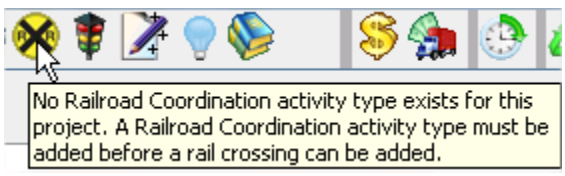
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Rail Crossings** icon or link

in the **General Maintenance** section of the **Project Maintenance Main Page** or Click on the **Rail Crossings** icon below the Header on any **Project Maintenance Panel**.

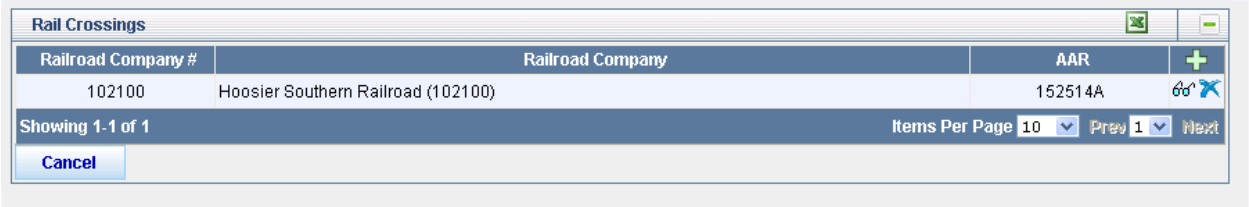


A Railroad Coordination Activity Type is required in the schedule to access the **Rail Crossings Panel**. If the Activity Type is not found, a message displays when the mouse hovers over the icon.

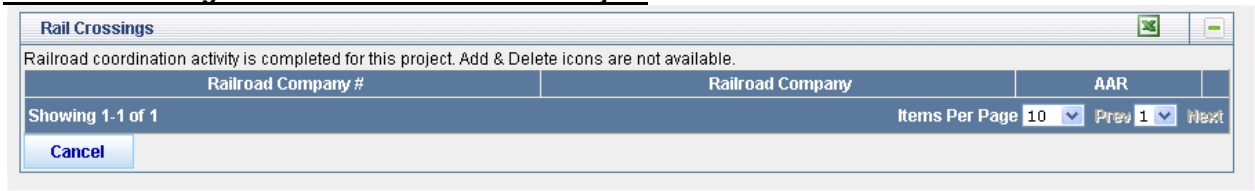


If all **Railroad Coordination Activities** have been completed for the Project, Rail Crossings may not be added or deleted. The Panel may or may not display information, depending on whether Railroad Company information was added to the Project prior to the Activity being completed. A message displays directly below the **Rail Crossings Panel**'s title bar explaining that no additional information may be added or deleted.

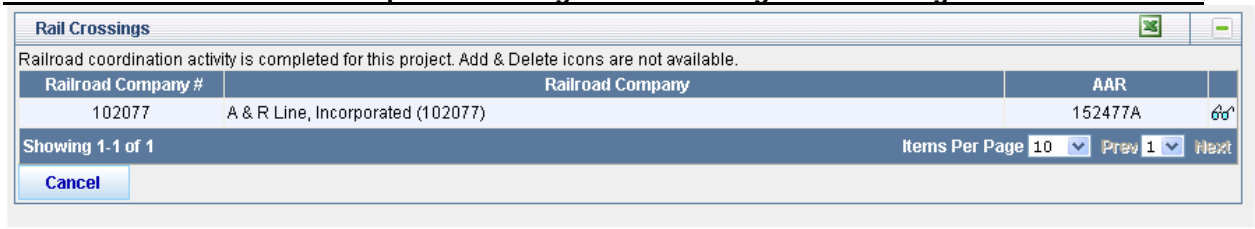
Rail Crossings involved in a Project are displayed in the **Rail Crossings Panel**. From this Panel, Rail Crossings may be added or deleted.



No Rail Crossing data were entered for this Project



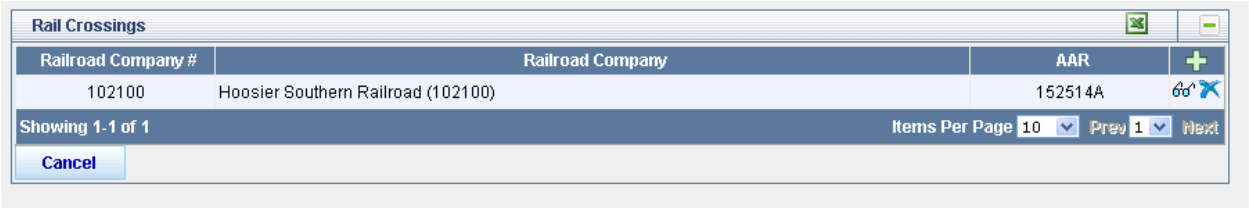
All Railroad Activities are completed. Adding and/or deleting Rail Crossing data is not allowed.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

3.7.16.1. Adding a Rail Crossing

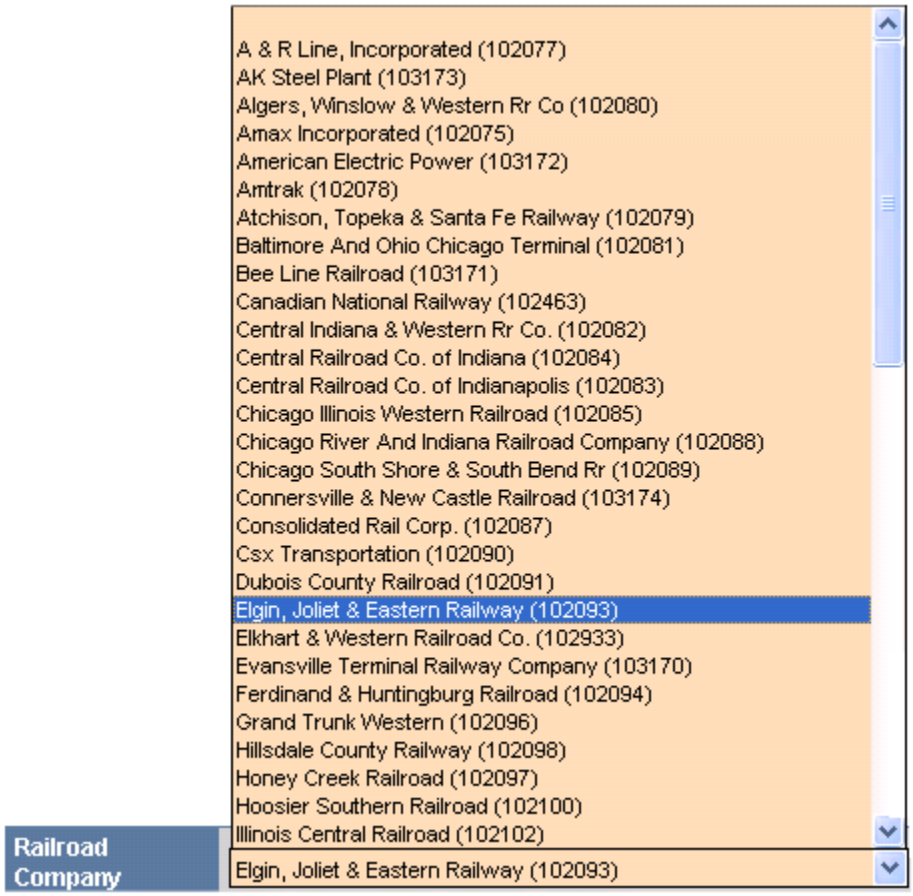
To add a Rail Crossing, click on the **Add New** icon to the right of the **AAR** column heading.



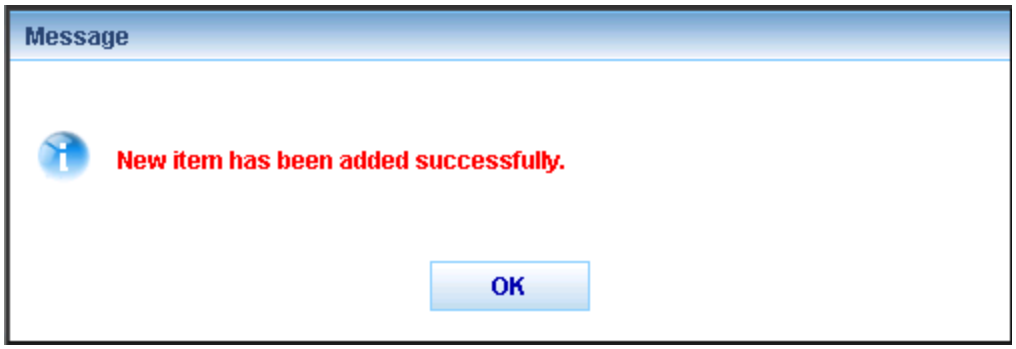
In the **ADD Screen Mode**, select the **Railroad Company** from the dropdown list. Then, select the **AAR** assigned to that company from the AAR dropdown list.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Dropdown fields have an auto-complete feature. For example, click on the Railroad Company dropdown arrow to the right of the field for a complete list of available Companies. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “E” displays “Elgin, Joliet & Eastern Railway”.

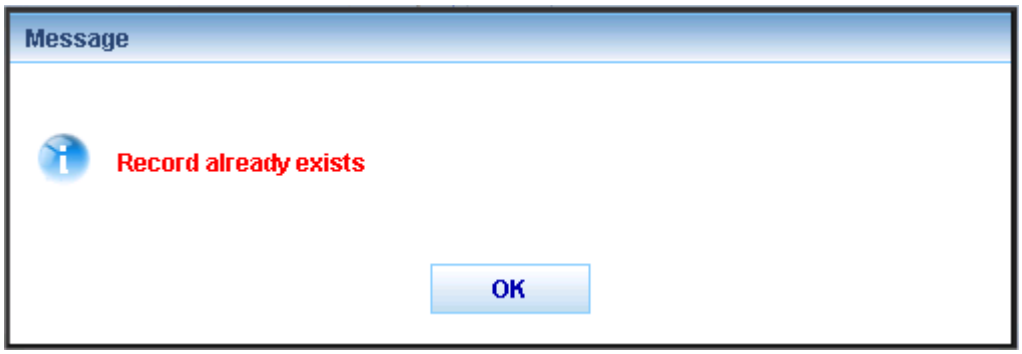


Click on the **Save** button to save the new record and return to the **Rail Crossing Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



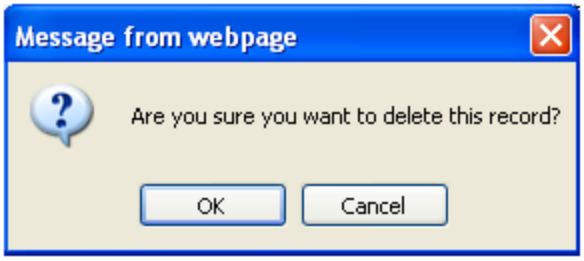
Once saved, the new Rail Crossing should be visible in the List. If not, click on any column heading twice to re-sort and refresh the List.

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.16.2. Deleting a Rail Crossing

To delete a Rail Crossing, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Rail Crossing is removed from the list.

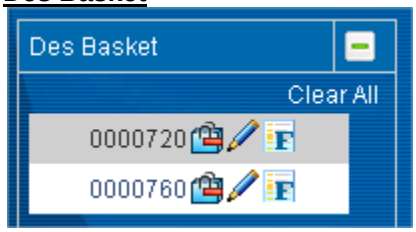
3.7.17. Routes & Project Length

A Project's Route, Reference Post, Traffic and Length (in kilometers and miles) are displayed in the **Routes and Project Length Panel**.

3.7.17.1. Refreshing a Corporate Route and Project Length

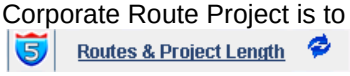
To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

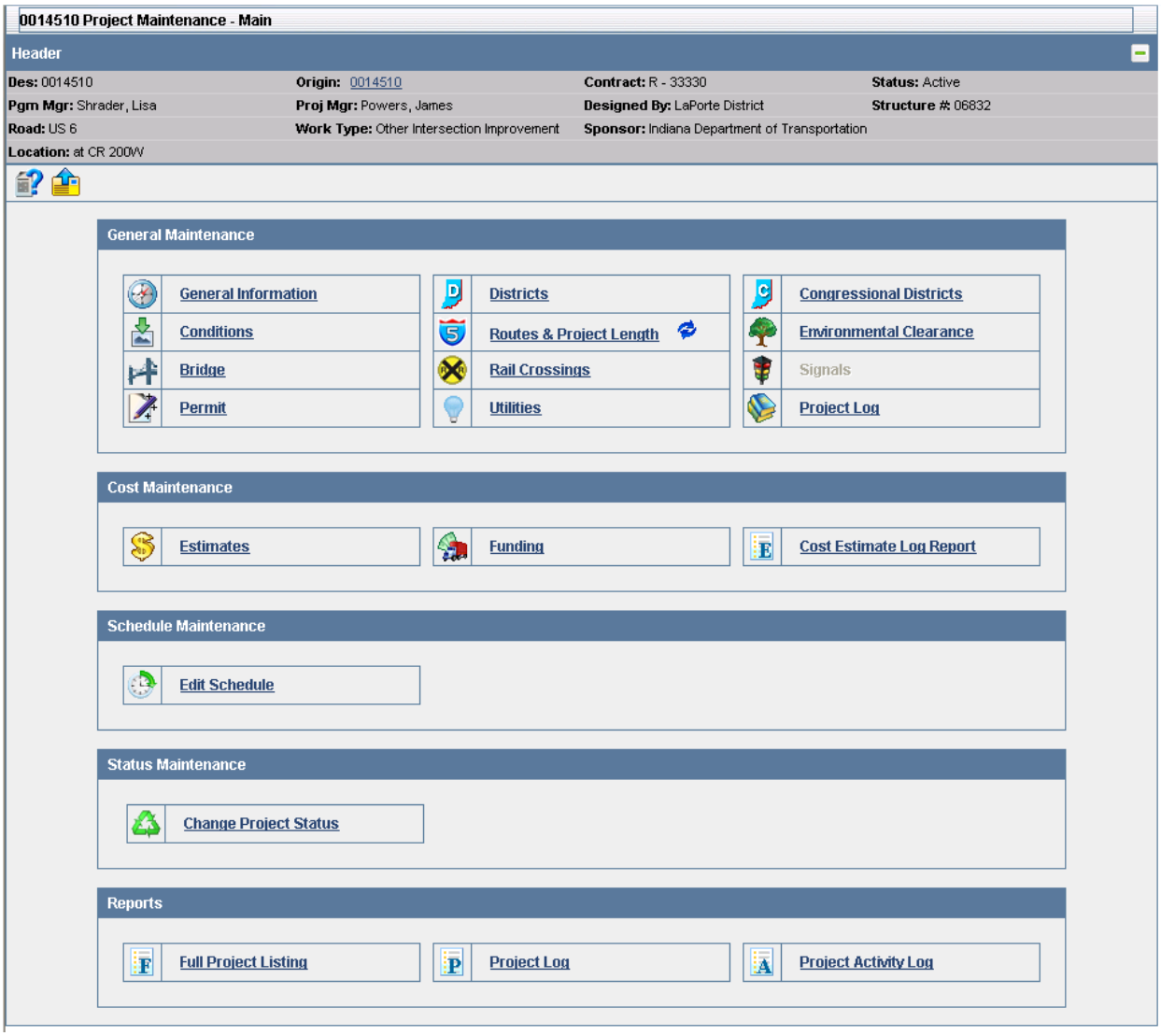


Project Search - Search Results Panel

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Route and Project Length data for Corporate Route Projects are imported from official Source databases and are not editable. The only way to update (refresh) Route and Project Length information for a Corporate Route Project is to click the **Refresh** icon to the right of the link 

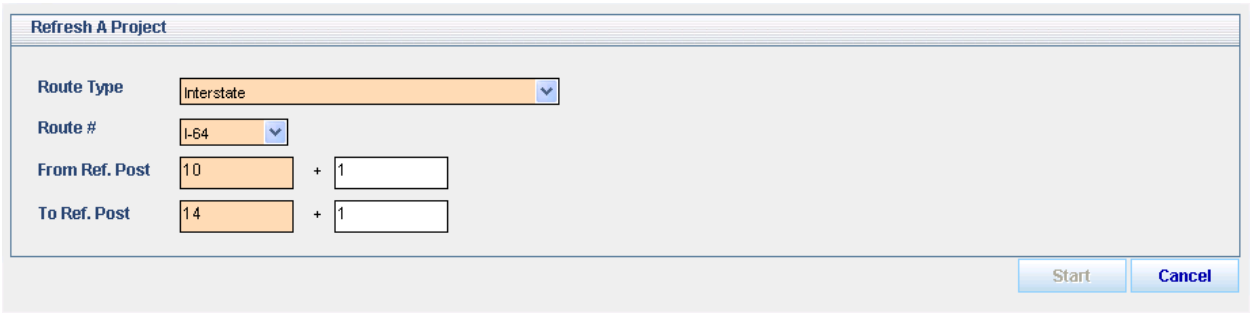
on the **Project Maintenance Main Page**.

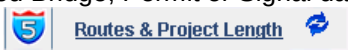


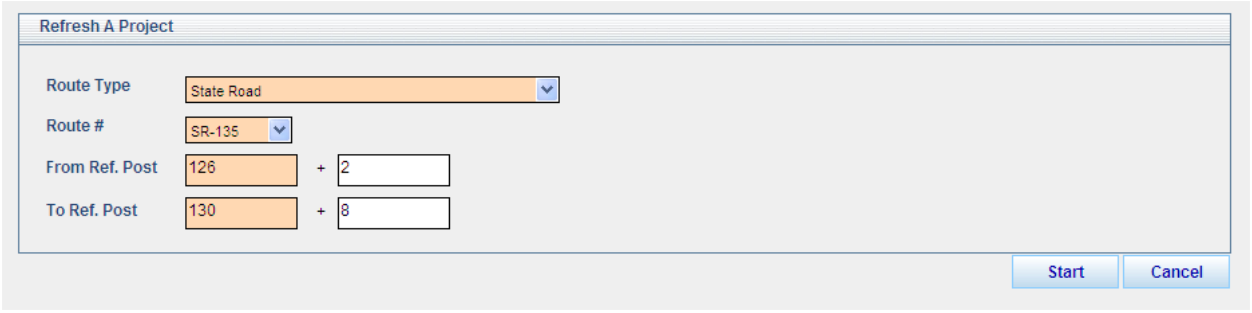
To update a Corporate Route Project, the Project's status must not be **Historical**, **Eliminated**, or **Archived**.

If Bridges, Permits and/or Signals data exist for this Project, the following message displays. Click on the **OK** button to confirm.

The **Refresh A Project Panel** displays, but the **Start** button is disabled. The associated data must be removed before Route and Project Length information may be updated.

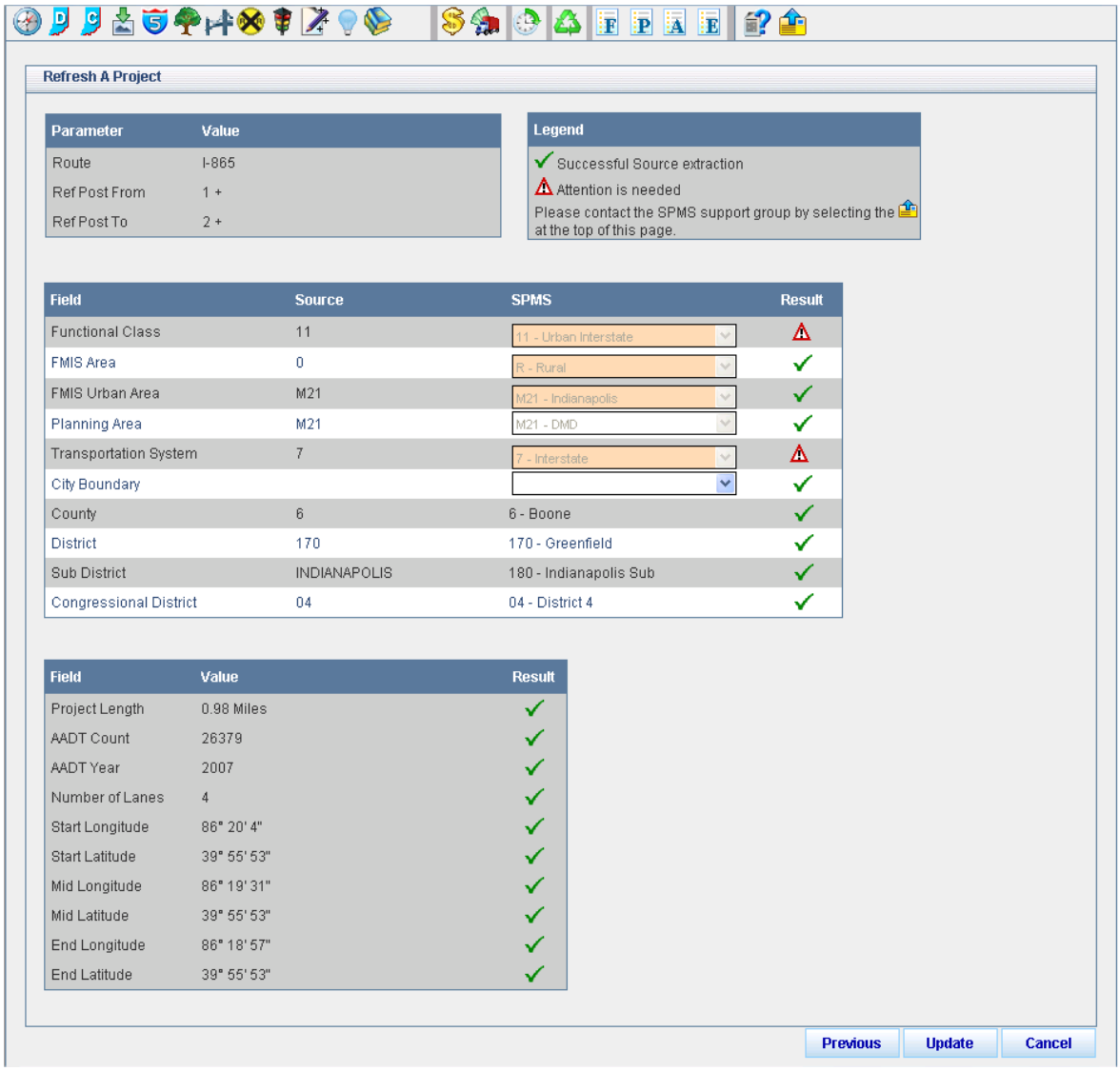


When associated Bridge, Permit or Signal data have been removed, click on the **Refresh** icon to the right of the link  on the **Project Maintenance Main Page** again and update information as needed in the **Refresh A Project Panel.**



Click on the **Start** button to continue or click on the **Cancel** button to exit without saving and return to the **Project Maintenance Main Page**.

If **Start** is selected, the **Refresh a Project (Details) Panel** displays the refreshed (updated) Route and Reference Post information as shown below.



The data in this Panel are determined by the route and reference post information entered in the **Routes Panel.**

Some fields are populated from data mapping between the Source and SPMS systems. If the information maps correctly for these fields, a green checkmark ✓ appears next to the field, and the Source and SPMS values display in side-by-side-columns.

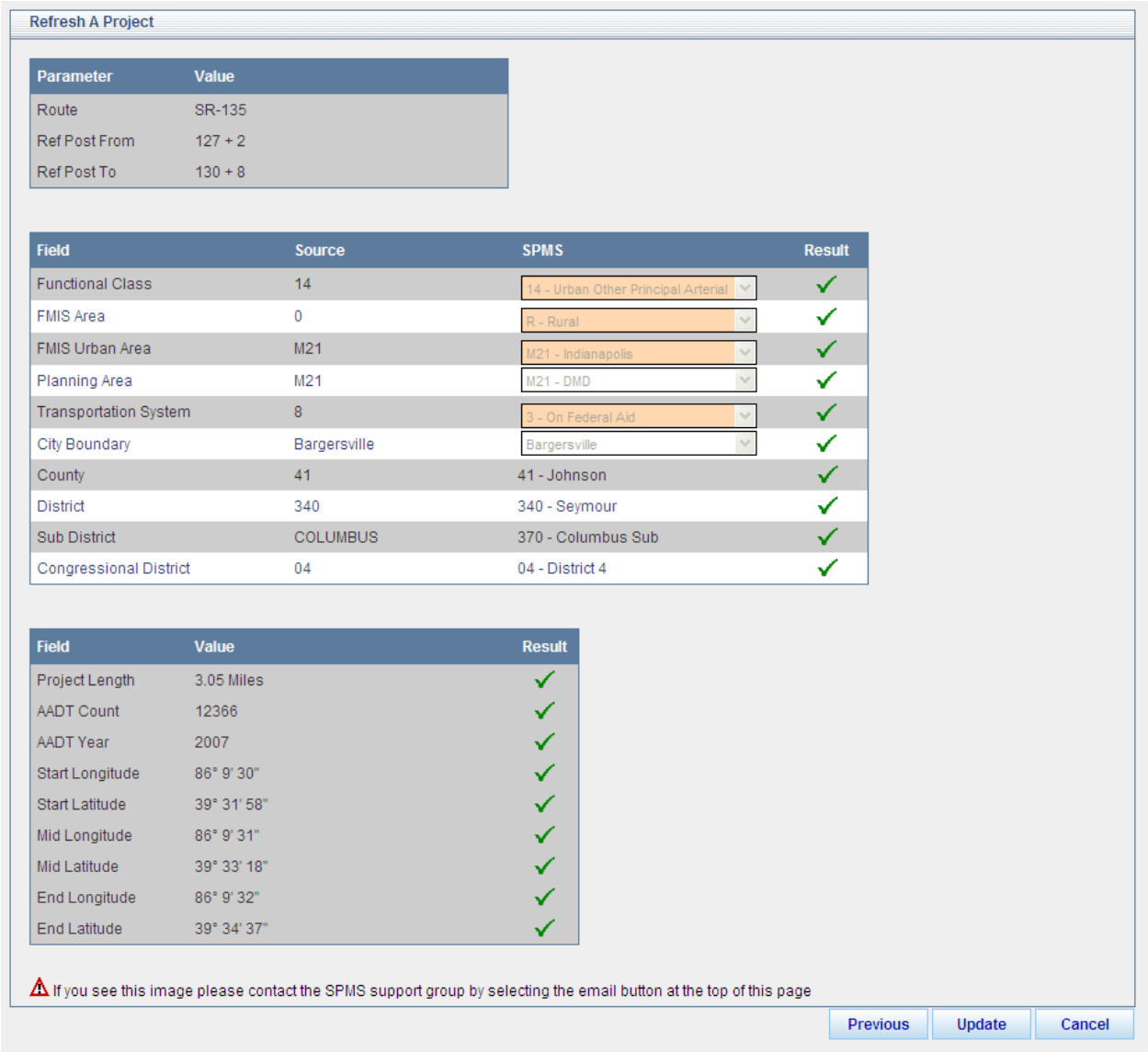
Other fields are populated from calculations based on the route and reference post information entered on the **Routes Panel**. If values could be determined, a green checkmark ✓ appears next to each field.

Information on this Panel is editable ONLY for SPMS Administrators. Therefore, it is **CRITICAL** to check every field for accuracy as it cannot be edited even when maintaining the Project.

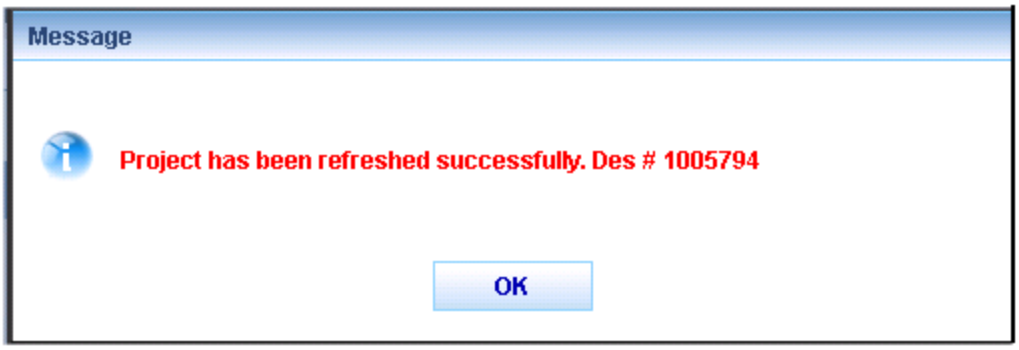
A red triangle ⚠ appears next to any field that needs attention. It is possible that the road and reference post information was entered incorrectly. If so, click on the **Previous** button to return to the **Refresh a Project Panel** and correct any data entry errors.

However, if the errors indicated with a red triangle ⚠ are due to data not mapping correctly or data not found, an SPMS Administrator must be notified to correct the problem. Click on the **Email SPMS Support** ✉ icon in the title bar for assistance.

Until all required fields are reflected correctly (indicated by the green checkmark ✓), no further work may be done. Click on the **Previous** button to enter route and reference post information again or click on the **Cancel** button to exit without saving and return to the **Project Maintenance Main Page**.



When all required information on this Panel is complete and accurate, click on the **Update** button to continue. A confirmation message displays. Click on the **OK** button to confirm the refresh and then click on the **Finish** button to return to the **General Information Panel**.

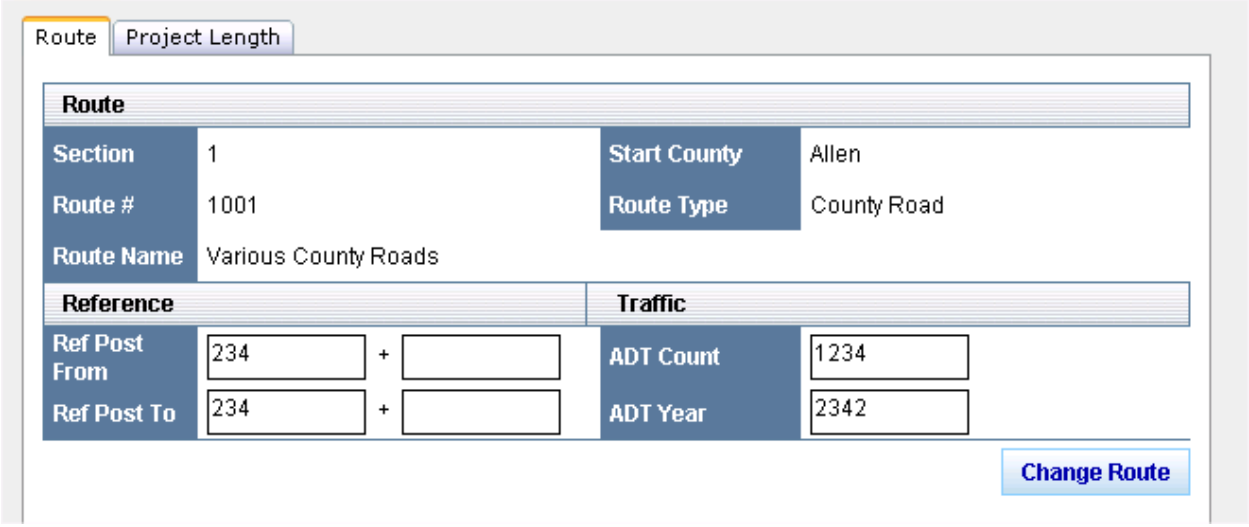


Display Only

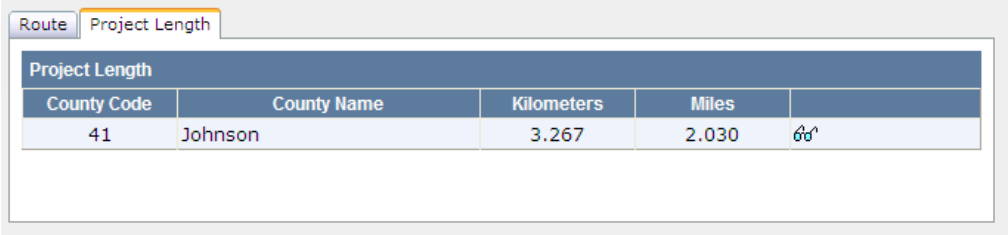
To simply display the Route and Project Length information, click on the **Routes & Project Length** icon or link in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Routes & Project Length** icon below the Header on any **Project Maintenance Panel**.

The **Route** and **Project Length** tabs display, but information is non-editable.

Route Tab



Project Length Tab

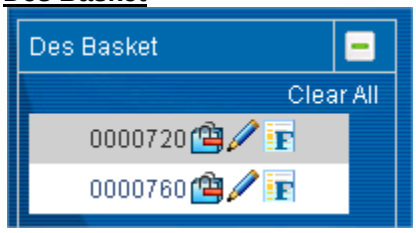


Click on the **Cancel** button to return to the **Project Maintenance Main Page**.

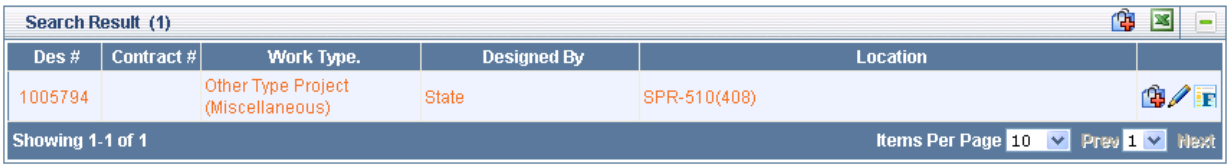
3.7.17.2. Changing a Special Route and Project Length

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

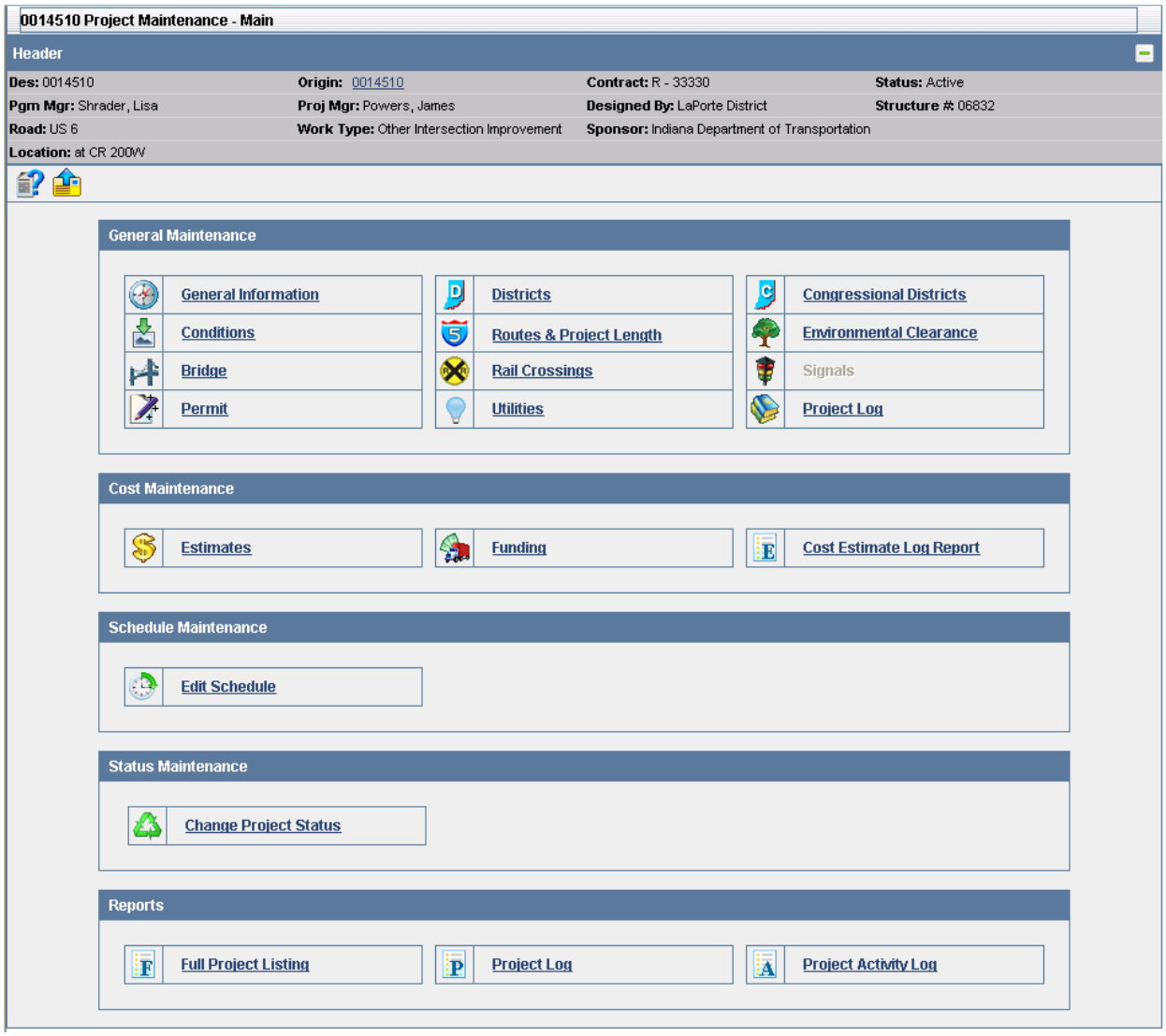


Project Search - Search Results Panel



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Routes & Project Length** icon or link Routes & Project Length in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Routes & Project Length** icon below the Header on any **Project Maintenance Panel**.

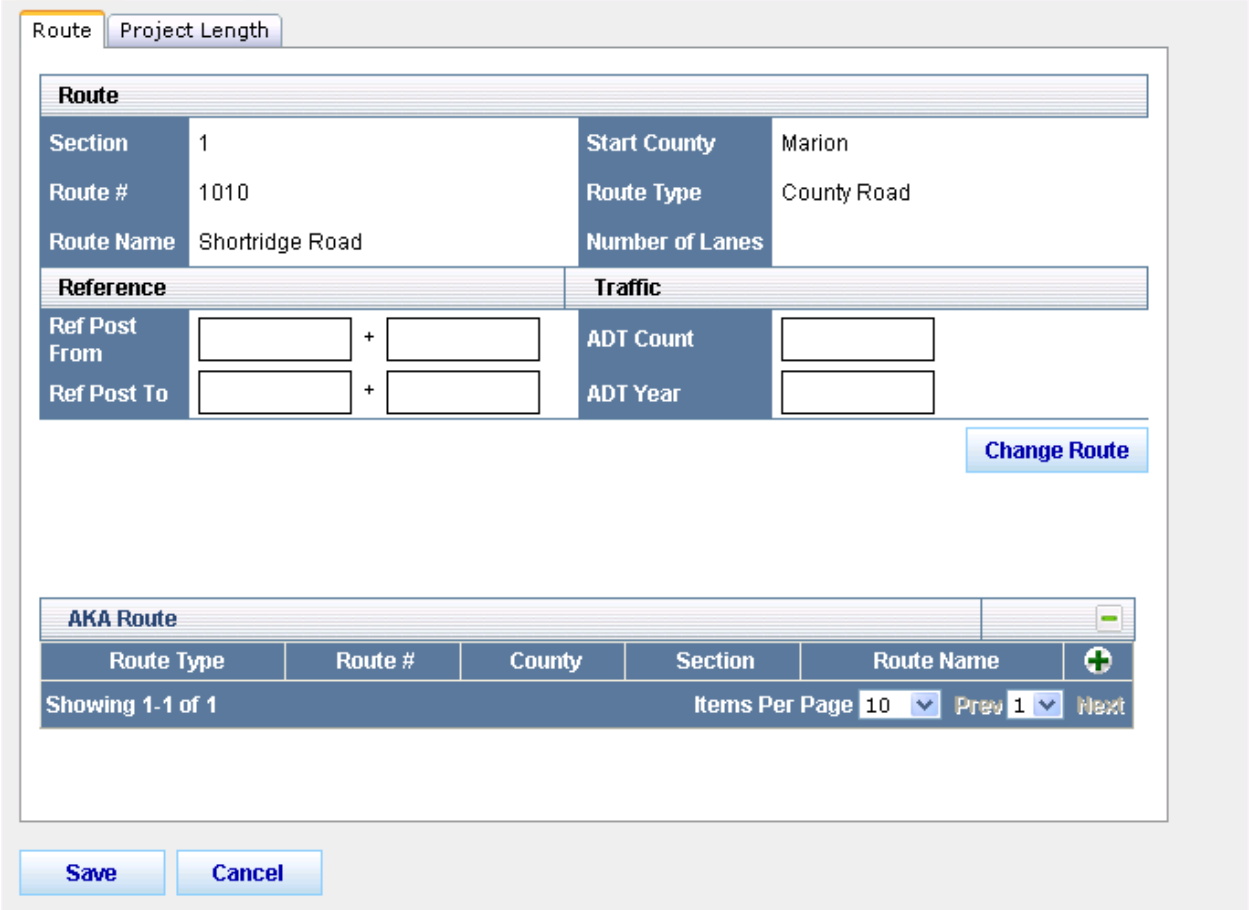


Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

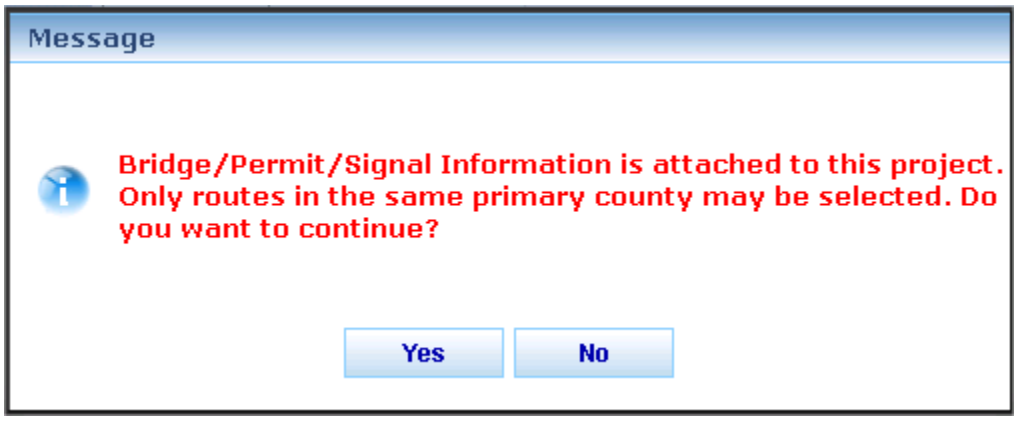
Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Reference and Alternative Route field definitions, lengths and character/numeric requirements.

To update a Special Route Project, the Project's status must not be **Historical**, **Eliminated**, or **Archived**.

The Project's Route and Reference information displays on the **Route** tab. Click on the **Change Route** button to update the Project's Route information.

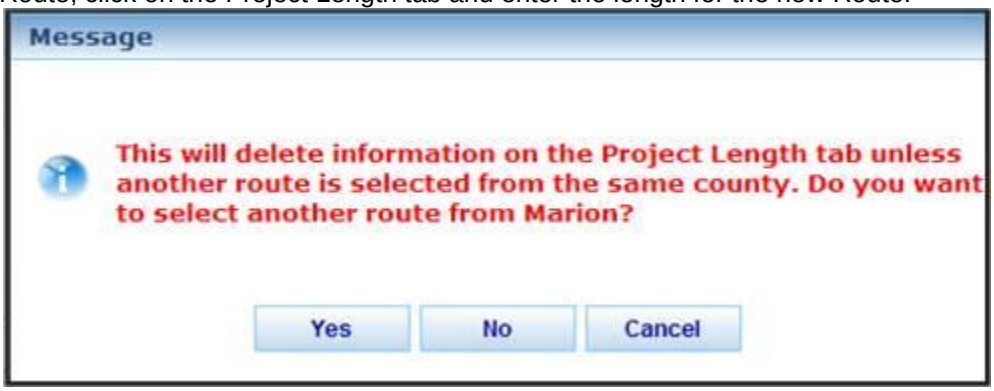


If Bridges, Permits and/or Signals data exist for this Project, the following message displays. Click on the **Yes** button to continue updating the Route information in the same primary county or click on the **No** button to either remove associated Bridge, Permit or Signal data or change the Project's primary county, as needed, before work can continue on the Route and Project Length tabs.



It is also possible to receive the following message. Click on the **Yes** button to continue updating the Route information and keep the data on the Project Length tab. After selecting a new Route, click on the Project Length tab and update the length to reflect the new Route. Click on the **No** button to select a

Route from a different county and remove the data from the Project Length tab. After selecting a new Route, click on the Project Length tab and enter the length for the new Route.

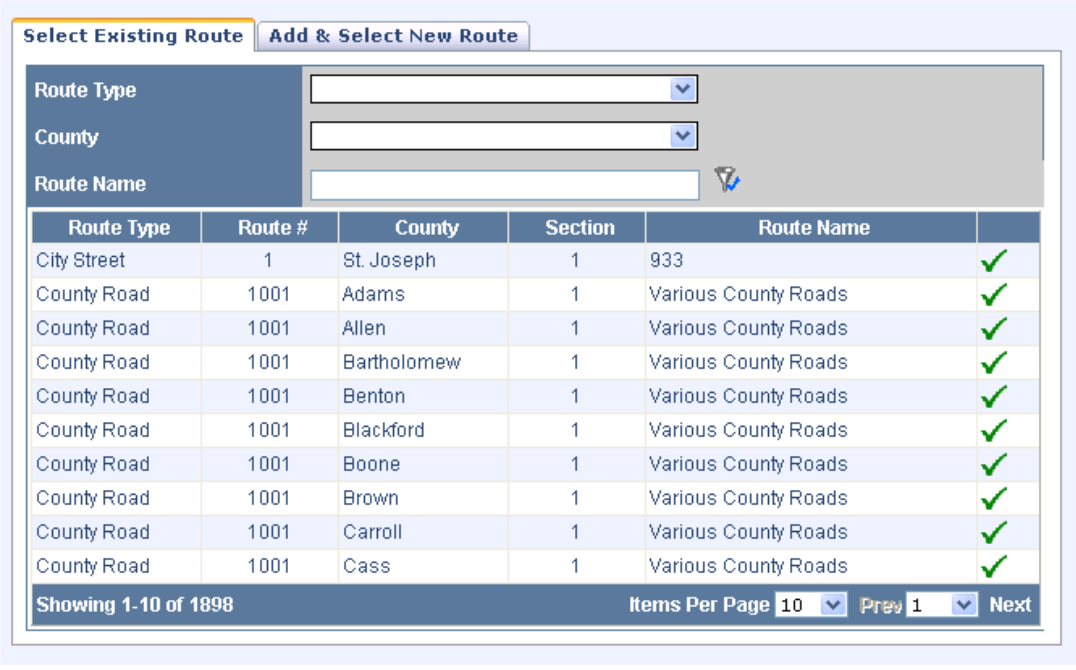


If **Yes** is selected, two tabs display, **Select Existing Route**, which is used to add a route that already exists and **Add & Select New Route**, which is used to create a new route and select it for this project.

1) **Select Existing Route**

Click on the **Select Existing Route** tab heading. Select the **Route Type** and/or **County** from the dropdown list to return all existing routes of that type within the counties involved in the Project. Click on the green checkmark ✓ to select the desired route from the list.

To filter the list, type the name of the route (or any part of the name) into the **Route Name** text box and click on the **Apply Filter** icon.

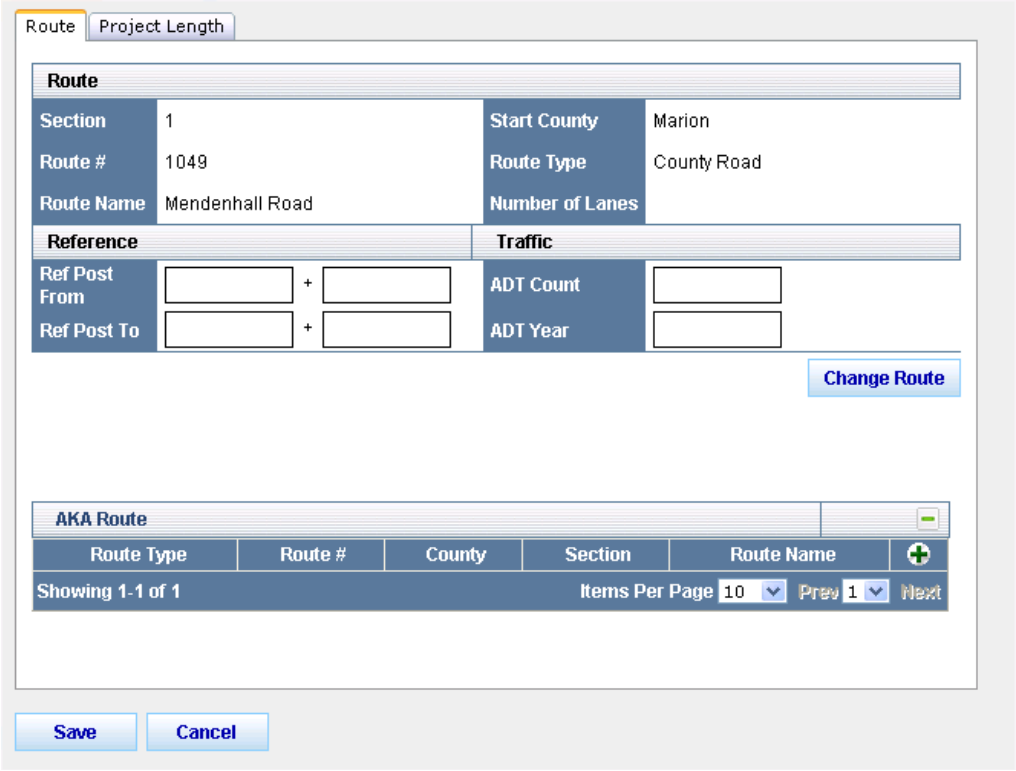


SPMS populates the data on the **Route Tab**.

Update the Reference Post and Traffic information as needed. Click on the **Project Length Tab** and enter the length for the Project.

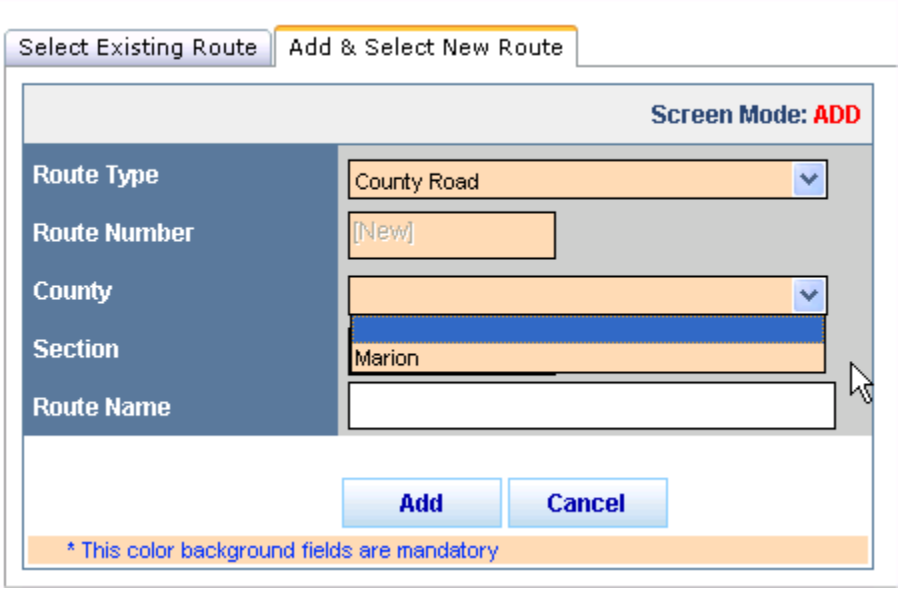
AKA Route may be added if needed (Refer to Adding an AKA Route).

Click on the **Save** button to save the changes or click on the **Cancel** button to exit back to the Project Maintenance Main Page.



2) **Add and Select New Route**

Click on the **Add and Select New Route** tab heading. In the **Add Screen Mode**, select the **Route Type** and **County** from the dropdown lists. Only routes in the primary county are available in the dropdown list. When the **Add** button is clicked, the **Route Number** is automatically generated for **County Roads** and **City Streets**. For **Various Route Types**, a Route Number of **VARI** is automatically generated.

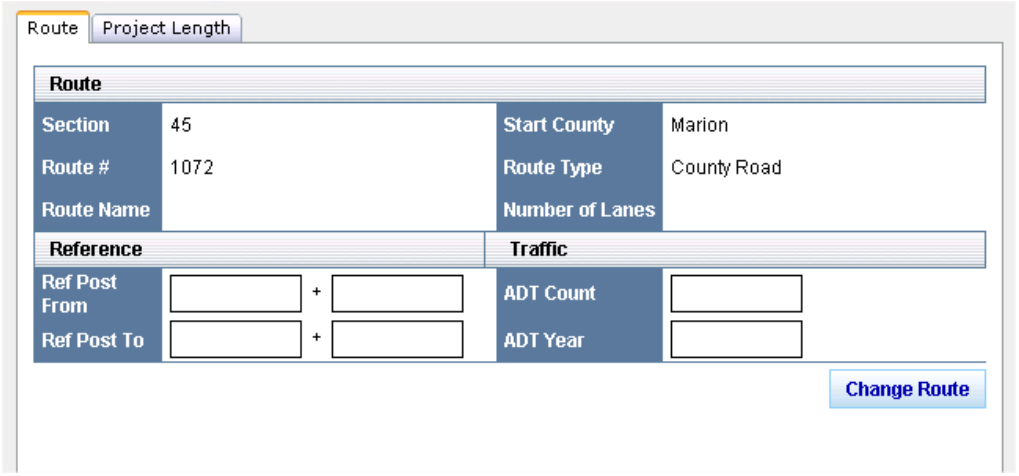


Click on the **Add** button to save the route. SPMS populates the route information on the main **Route Tab**.

Update the Reference Post and Traffic information as needed. Click on the **Project Length Tab** and enter the length for the Project.

AKA Route may be added if needed (Refer to Adding an AKA Route).

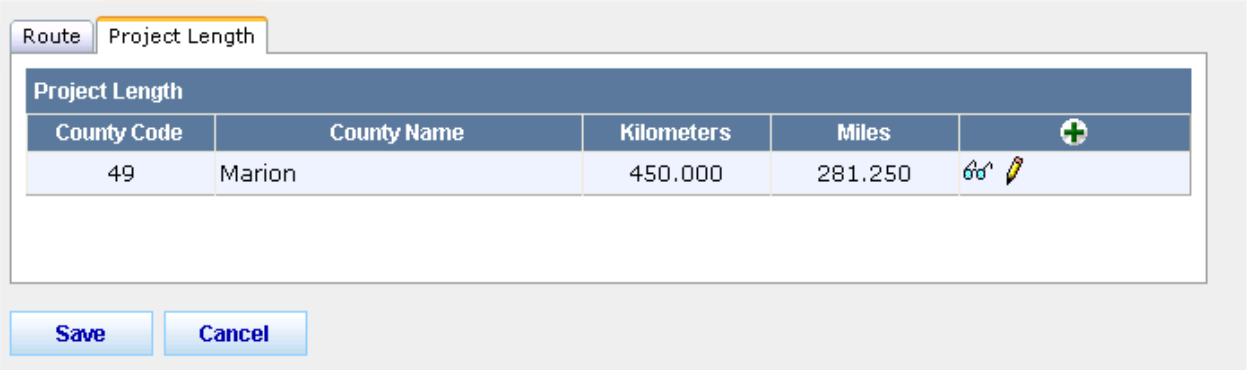
Click on the **Save** button to save the changes or click on the **Cancel** button to exit back to the **Project Maintenance Main Page.**



Project Length Panel

The Project Length Panel displays the length for each County affected by the Project in miles and kilometers. Lengths may be added, edited, or deleted. It is important to know that no **Delete** icon

appears next to the County that the Project starts in, because this is considered the primary county and must not be deleted. In the example below, the Project begins in Marion County, which cannot be deleted as a Delete icon does not appear.



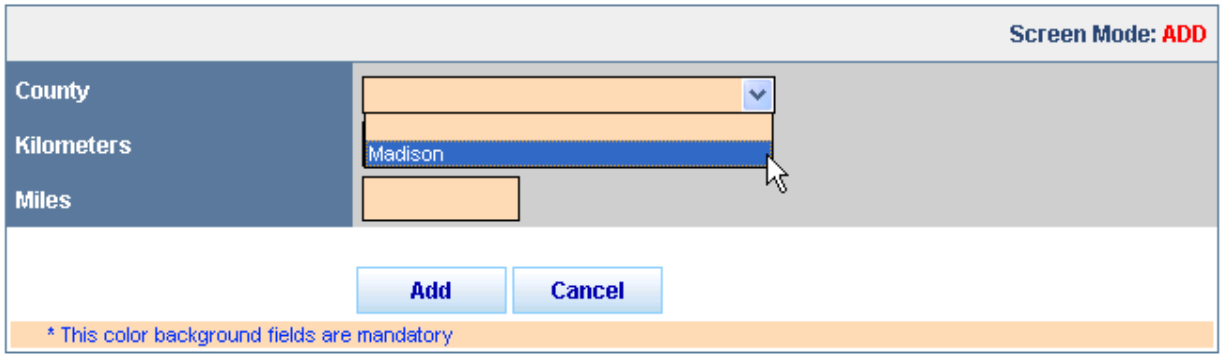
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Project Length field definitions, lengths and character/numeric requirements.

In the **Project Length Panel**, click on the **Add New** icon to the right of the **Miles** column heading to add an additional **County** and **Length**.

In the **ADD Screen Mode**, select the **County** from the dropdown list (the list is determined by the route and reference post information) and enter the kilometers or miles in the text box. If one unit of measurement is entered, the other is calculated by SPMS. For example, type the number of miles into the **Miles** text box and hit the Tab key to move the cursor from the field. The number of kilometers appears in the **Kilometers** text box.



Click on the **Cancel** button to exit without saving or click on the **Add** button to save the new record and return to the **Project Length Panel**. Once saved, the new **County Project Length** should be visible in the List.

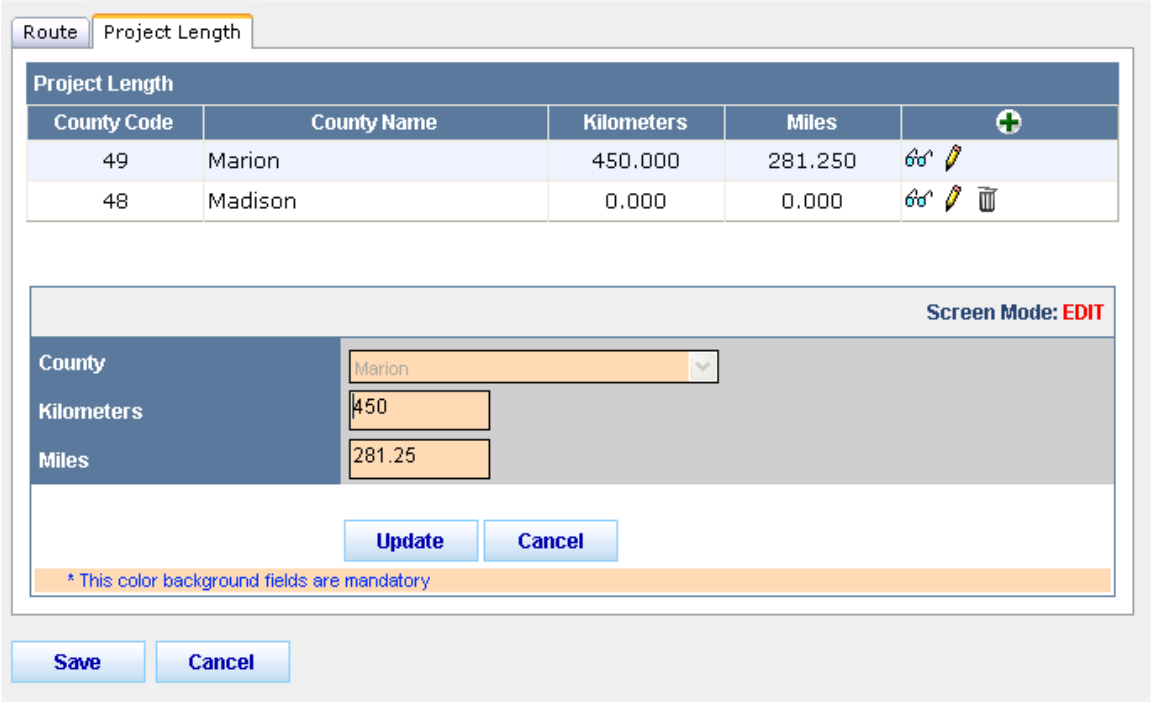
SPMS will not save the record or leave the **ADD Screen Mode** if the required fields are empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

Once a **County Project Length** is added to the List, it can be edited or deleted.

To edit a County's Project Length, click on the **Edit** icon next to the record to be updated.

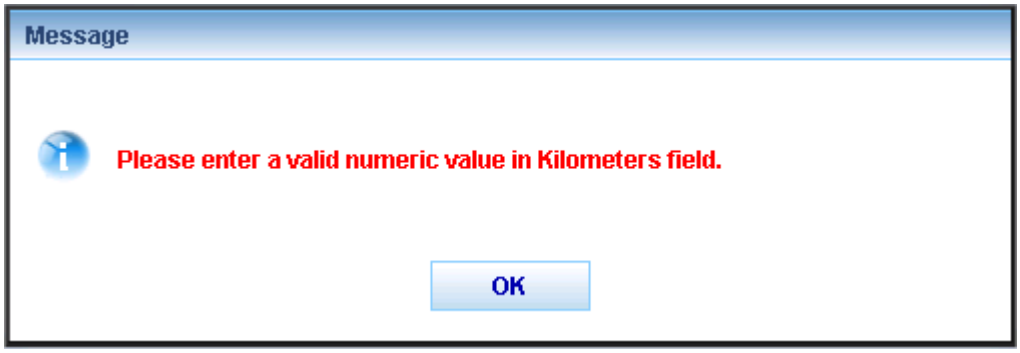
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the **EDIT Screen Mode**, update the miles and kilometers fields as needed. The County may not be edited.



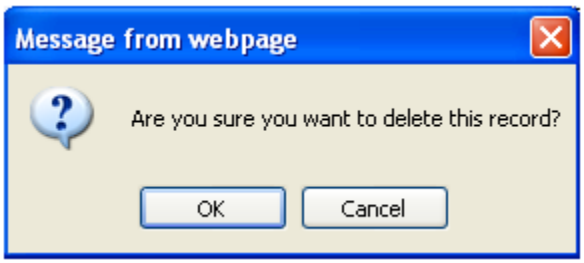
Click on the **Update** button to save the record and return to the **Project Length Panel** or click on the **Cancel** button to exit without saving. If saving, the new **Project Length** should be visible in the List.

SPMS will not save the record or leave the **EDIT Screen Mode** if no number is entered in the Kilometers or Miles field. Click on the **OK** button in the message window and complete these fields.



To delete a **Project Length**, click on the **Delete** icon next to the record to be removed. It is important to know that no **Delete** icon appears next to the County that the Project starts in, because this is considered the primary county and must not be deleted.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



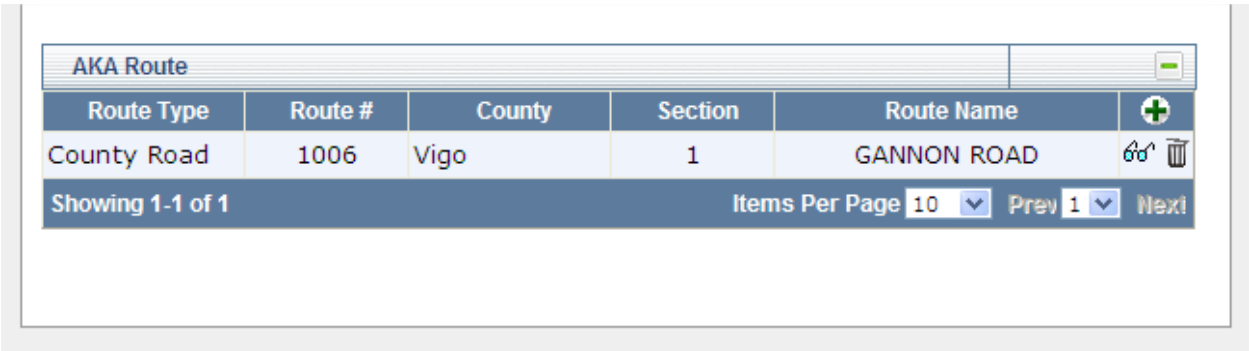
The Project Length is removed from the list.

When finished, click on the **Save** button to save the changed route or click on the **Cancel** button to return to the **Project Maintenance Main Page** without saving the changes.

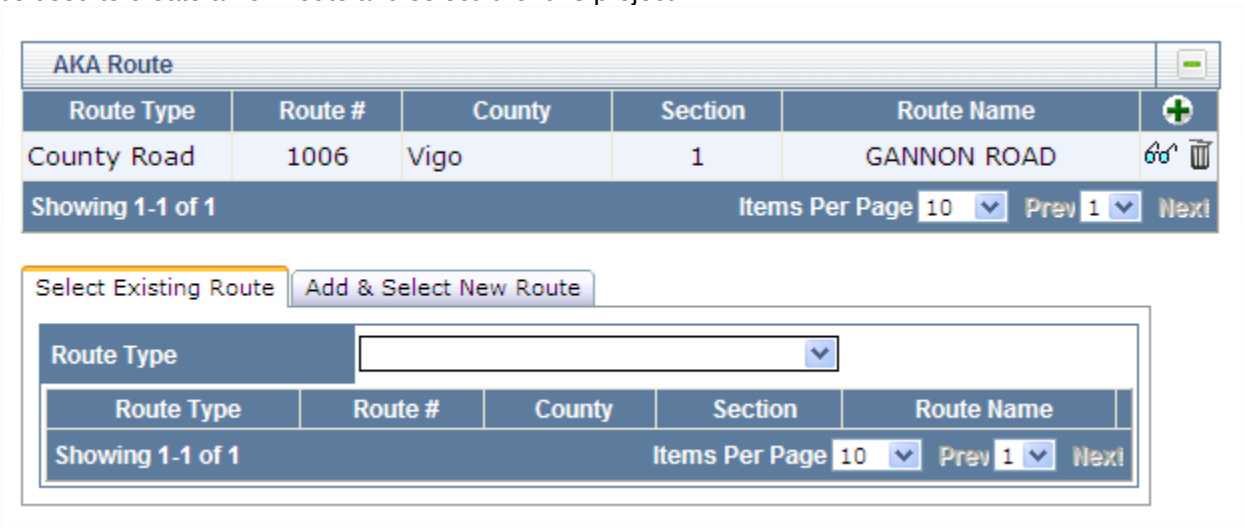
3.7.17.3. Adding an AKA Route

A Route may be known by multiple names. For example, County Road 900 South may also be known as South Fork Road. In these cases, it may be important to add an **AKA** ("also known as") Route to the Project.

To add an AKA Route, click on the **Add New** icon to the right of the **Route Name** column heading to add an **AKA Route**.



The AKA Route Panel opens with two tabs, one to be used to add a route that already exists and one to be used to create a new route and select it for this project.



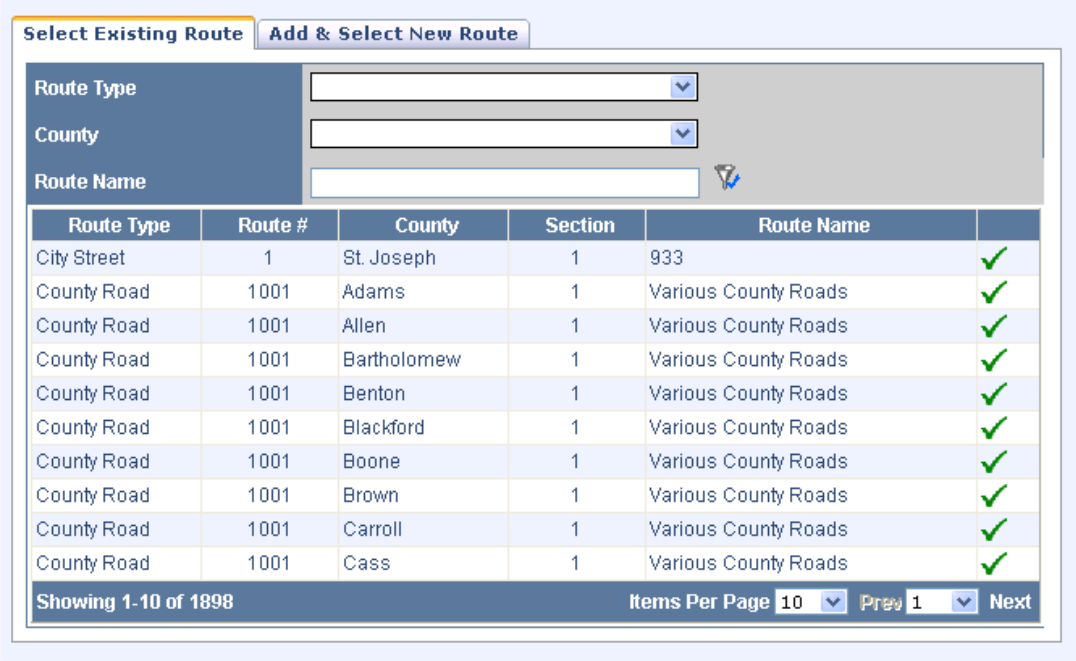
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.
Refer to the SPMS Terms in the Glossary section for the SPMS dictionary.

Refer to the SPMS Table/Field Definitions in the Glossary section for Route and Reference and Alternative Route field definitions, lengths and character/numeric requirements.

1) **Select Existing Route**

Click on the **Select Existing Route** tab heading. Select the **Route Type** and/or **County** from the dropdown list to return all existing routes of that type within the counties involved in the Project. Click on the green checkmark ✓ to select the desired route from the list.

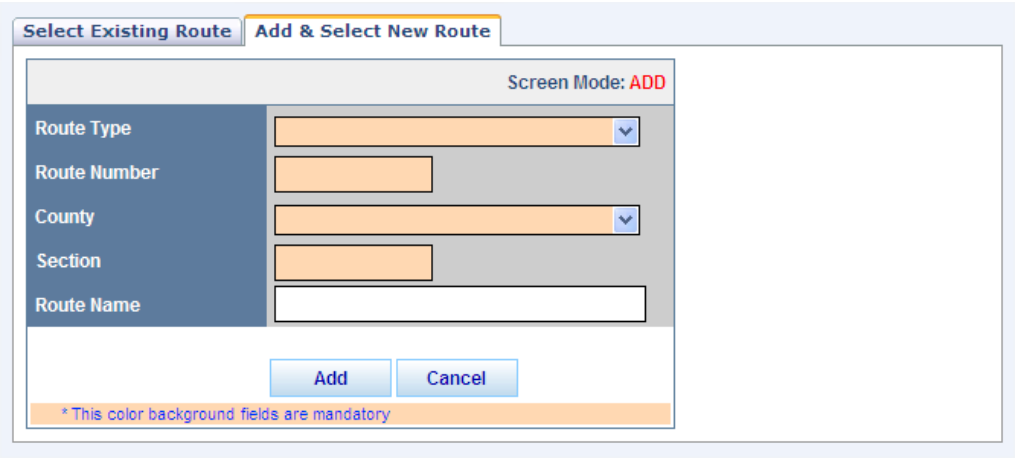
To filter the list, type the name of the route (or any part of the name) into the **Route Name** text box and click on the **Apply Filter** icon.



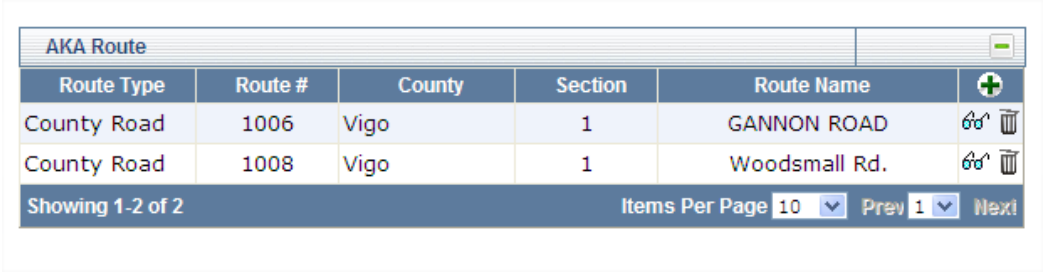
SPMS populates the route information on the main **AKA Route Panel**.

2) **Add and Select New Route**

Click on the **Add and Select New Route** tab heading. In the **Add Screen Mode**, select the **Route Type** and **County** from the dropdown lists. When the **Add** button is clicked, the **Route Number** is automatically generated for **County Roads** and **City Streets**. For **Various Route Types**, a Route Number of **VARI** is automatically generated.



Click on the **Add** button to save the route to the Special Route List. SPMS populates the route information on the main **AKA Route Panel**.



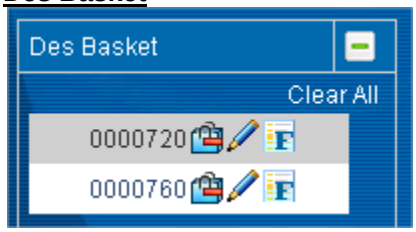
When finished, click on the **Save** button to save the AKA route or click on the **Cancel** button to return to the **Project Maintenance Main Page** without saving the changes.

3.7.18. Signals

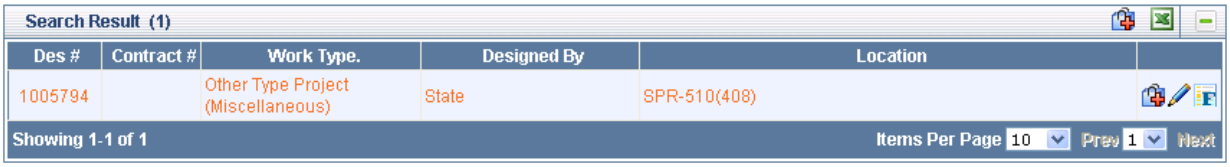
If traffic signals must be installed as part of a Project, the **Signals Required** field on the **Project Maintenance - General Information Panel** must be set to **Yes** before adding them here in the **Signals Panel**.

To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket

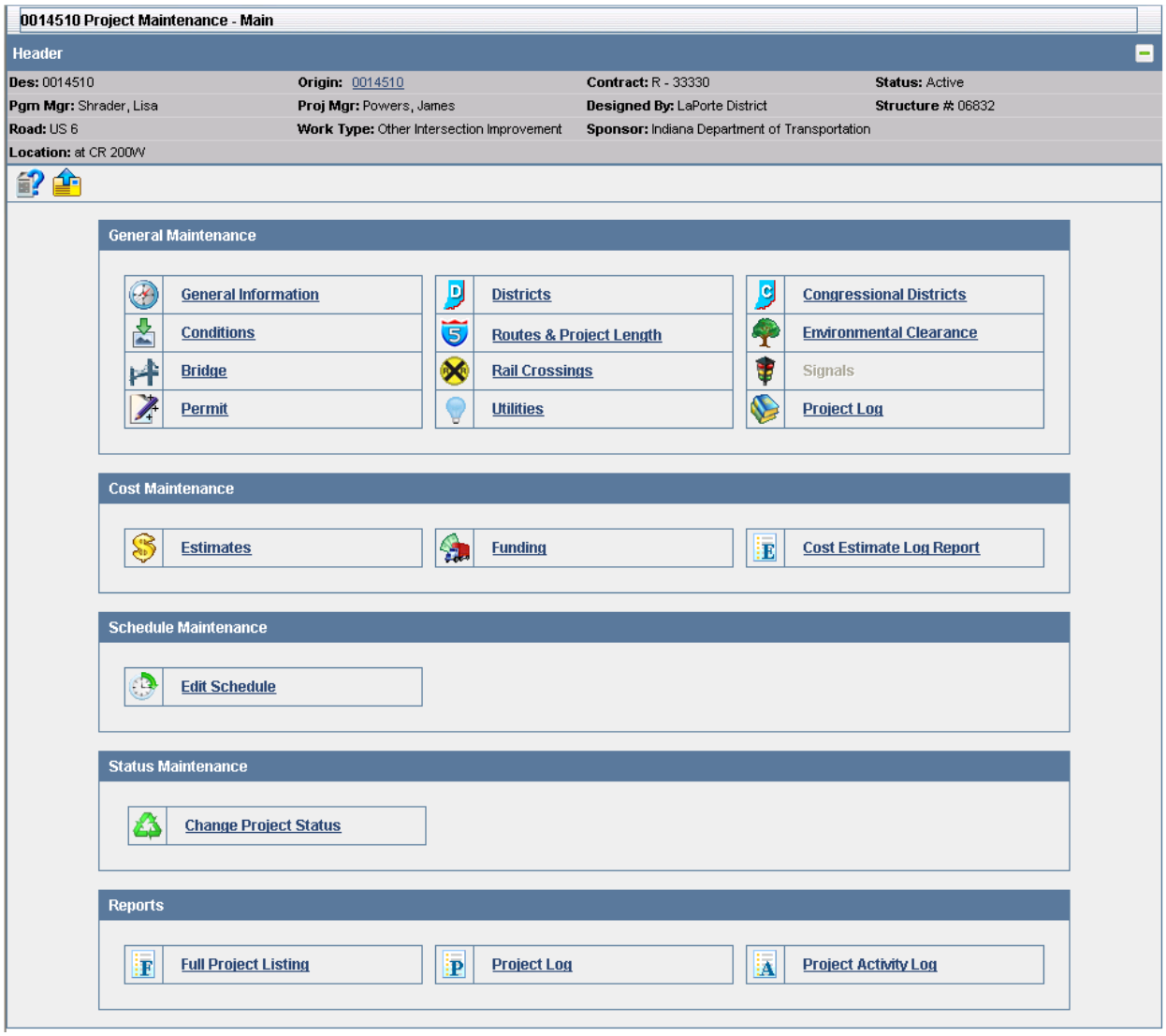


Project Search - Search Results Panel



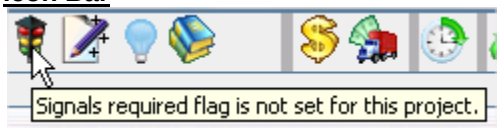
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Signals** icon or link Signals in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Signals** icon below the Header on any **Project Maintenance Panel**.

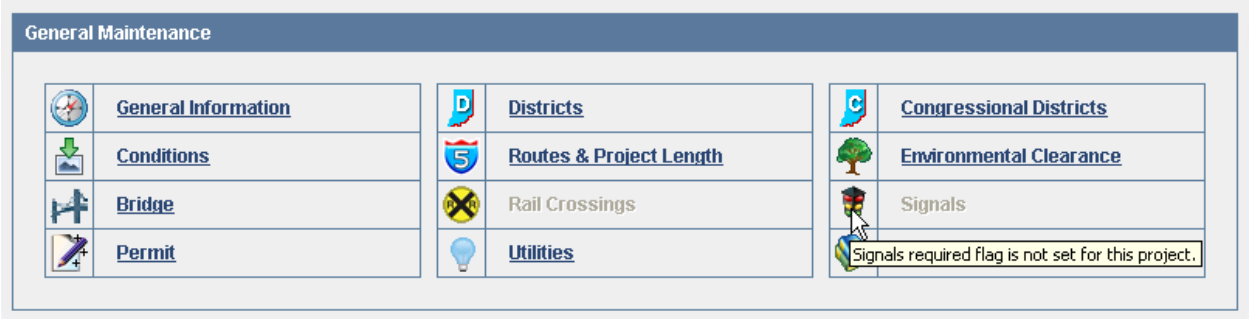


Remember that the **Signals Required** field must be set to **YES** to access the **Signals Panel**. If it is not set to **Yes**, a message displays when the mouse hovers over the icon on the icon bar. In the General Maintenance section, this message displays when the mouse hovers over the icon and the Signals link is grayed out.

Icon Bar

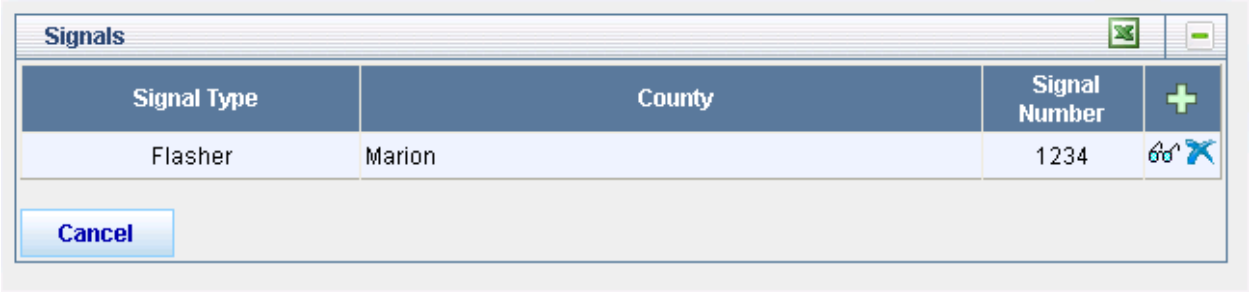


General Maintenance Section



From the **Signals Panel**, Signals may be added or deleted.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



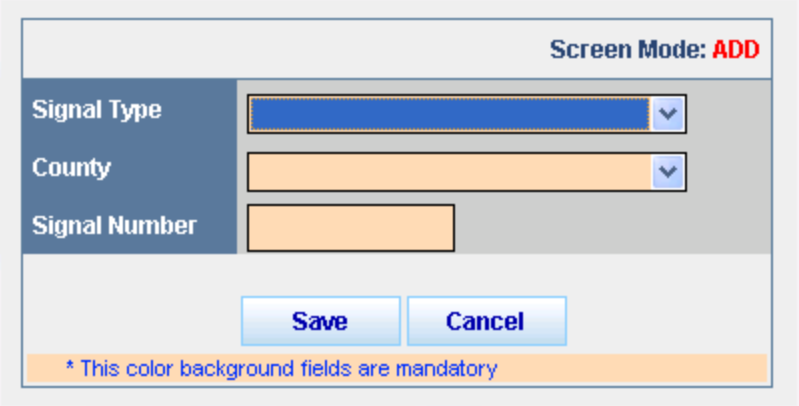
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

3.7.18.1. Adding a Signal

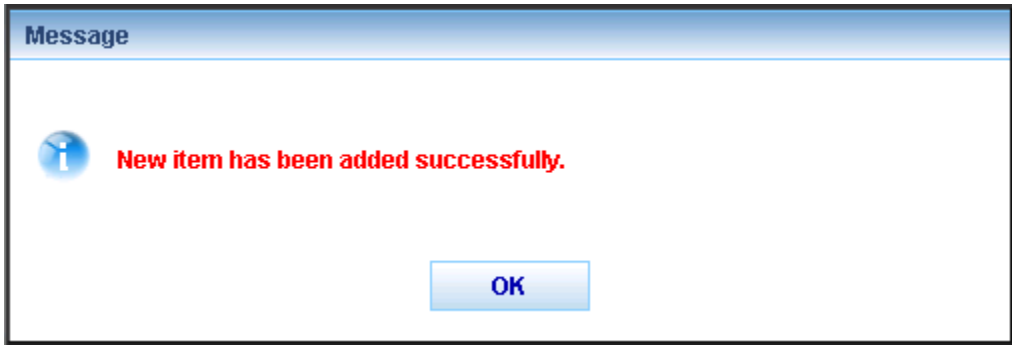
To add a Signal, click on the **Add New** icon to the right of the **Signal Number** column heading.

In the **ADD Screen Mode**, enter information as needed.

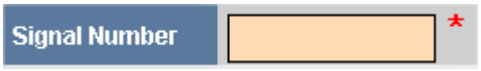
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



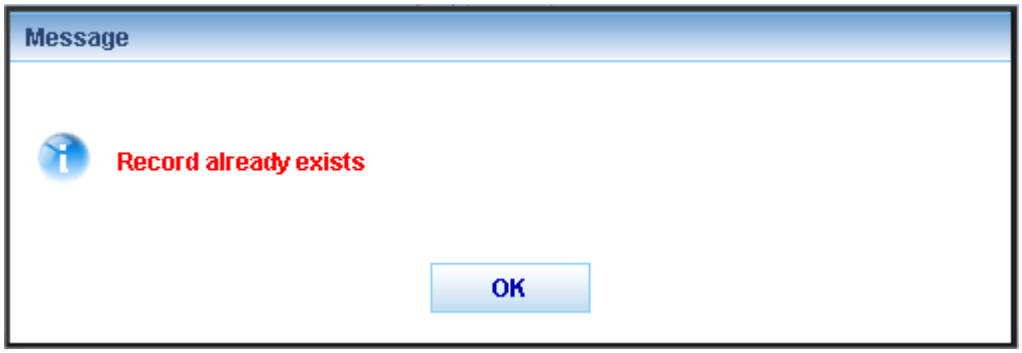
Click on the **Save** button to save the new record and return to the **Signals Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



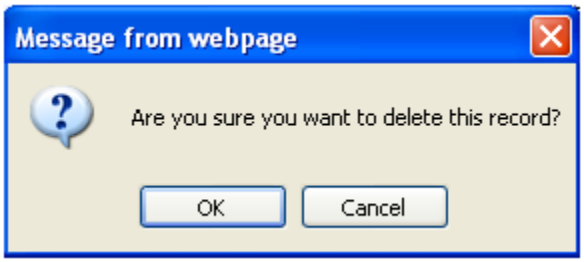
Once saved, the new Signal should be visible in the List. If not, click on the **Signal Number** column heading to re-sort and refresh the List.

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

3.7.18.2. Deleting a Signal

To delete a Signal, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.

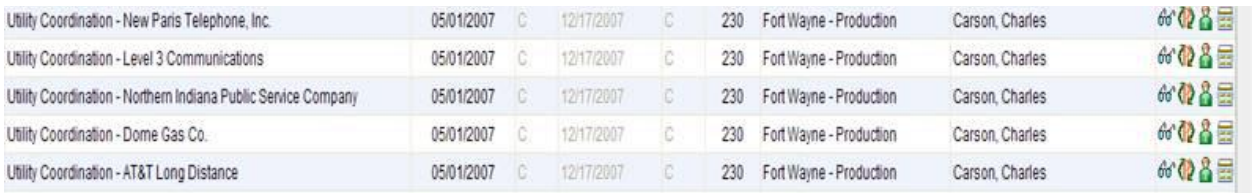


The Signal is removed from the list.

Then, click on the **Cancel** button to return to the **Project Maintenance Main Page** or another icon in the **Icon Bar** to open a different **Project Maintenance Panel.**

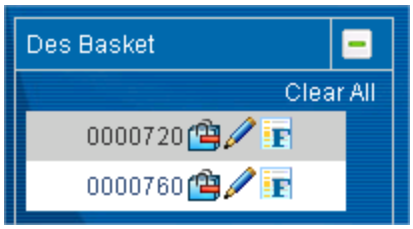
3.7.19. Utilities

A Project may include one or more **Utilities.** The activities of the utility companies that own the utilities need to be coordinated, and the status of each utility needs to be tracked. For every **Utility** added to the Project, a Utility Coordination Activity is automatically added to the project schedule and displays the Utility company name.

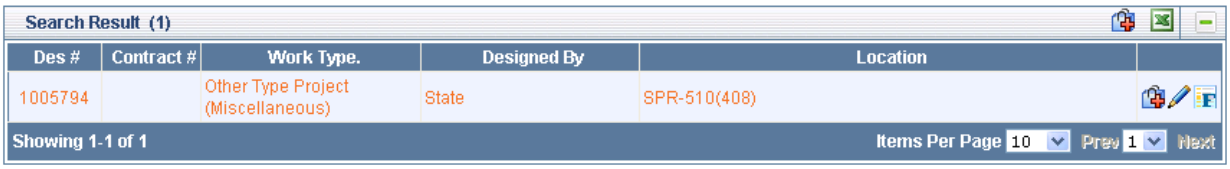


To maintain a Project, access the **Project Maintenance Main Page** by clicking on the **Edit** icon next to the Project's Des # in the Des Basket or to the right of the Project in the Project Search - Search Results Panel.

Des Basket



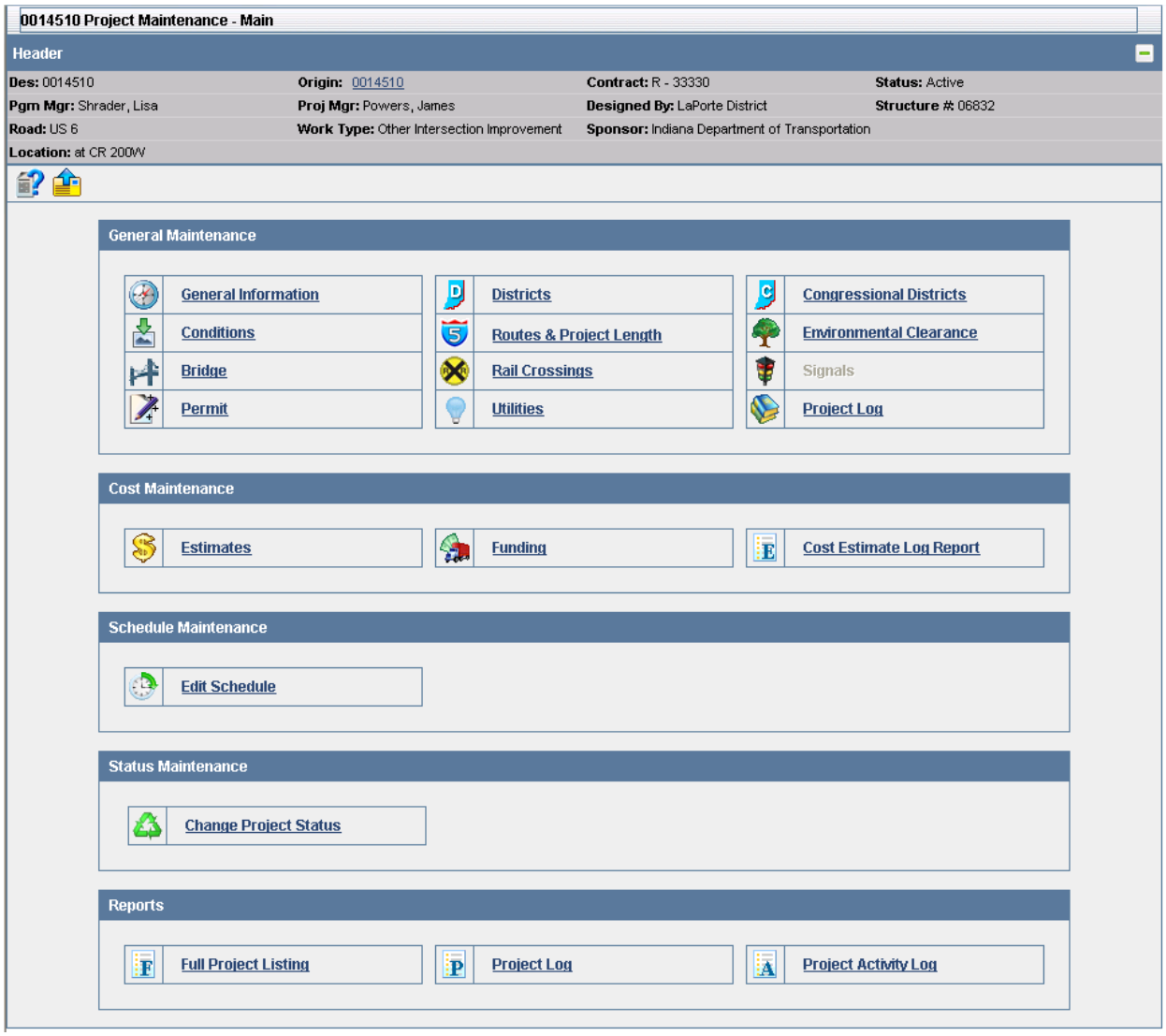
Project Search - Search Results Panel



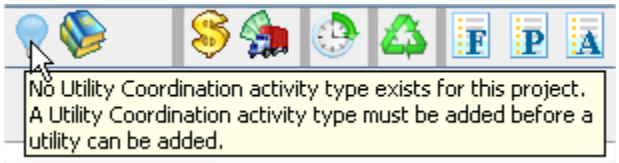
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Utilities** icon or link

in the **General Maintenance** section of the **Project Maintenance Main Page** or click on the **Utilities** icon below the Header on any **Project Maintenance Panel**.

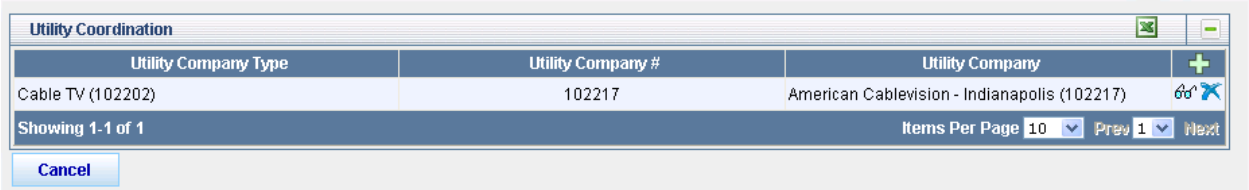


A **Utility Coordination Activity Type** must exist before a Utility may be added to a Project. A message displays when the mouse hovers over the icon on the icon bar.

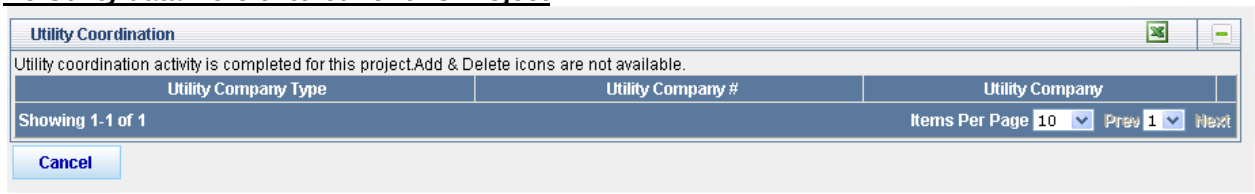


If all **Utility Coordination Activities** have been completed for the Project, Utilities may not be added or deleted. The Panel may or may not display information, depending on whether Utility Company information was added to the Project prior to the Activity being completed. A message displays directly below the **Utility Panel**'s title bar explaining that no additional information may be added or deleted.

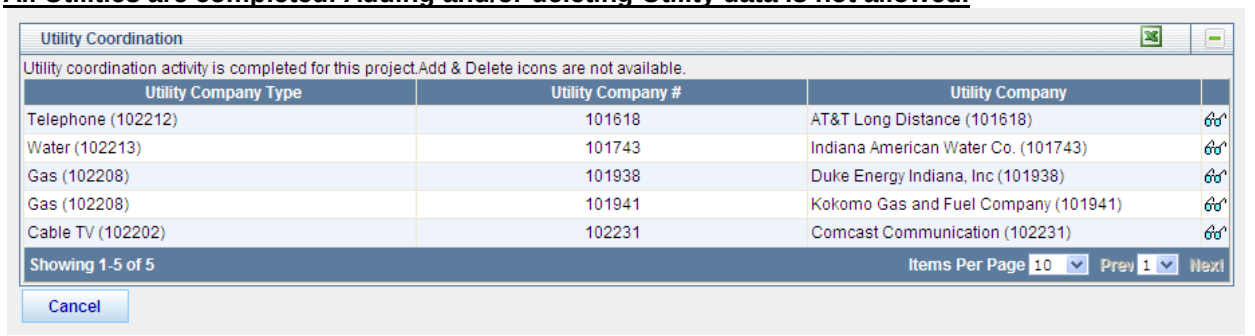
Utilities associated with a Project are displayed in the **Utility Coordination Panel**. From this Panel, Utilities may be added or deleted.



No Utility data were entered for this Project



All Utilities are completed. Adding and/or deleting Utility data is not allowed.



Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

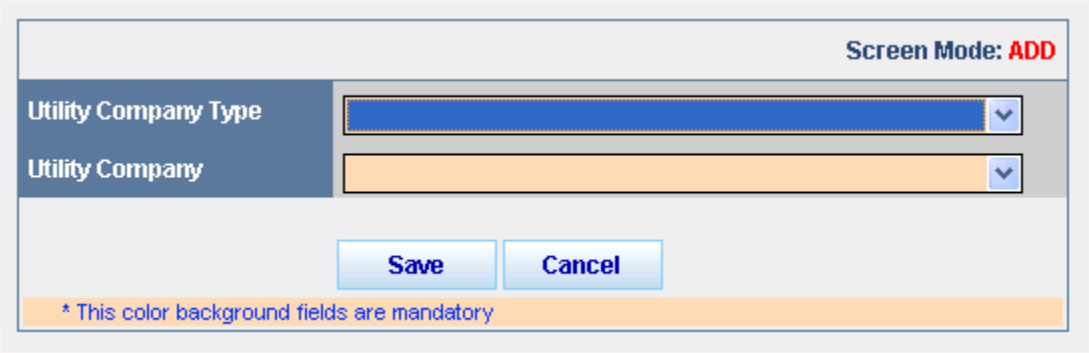
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

3.7.19.1. Adding a Utility

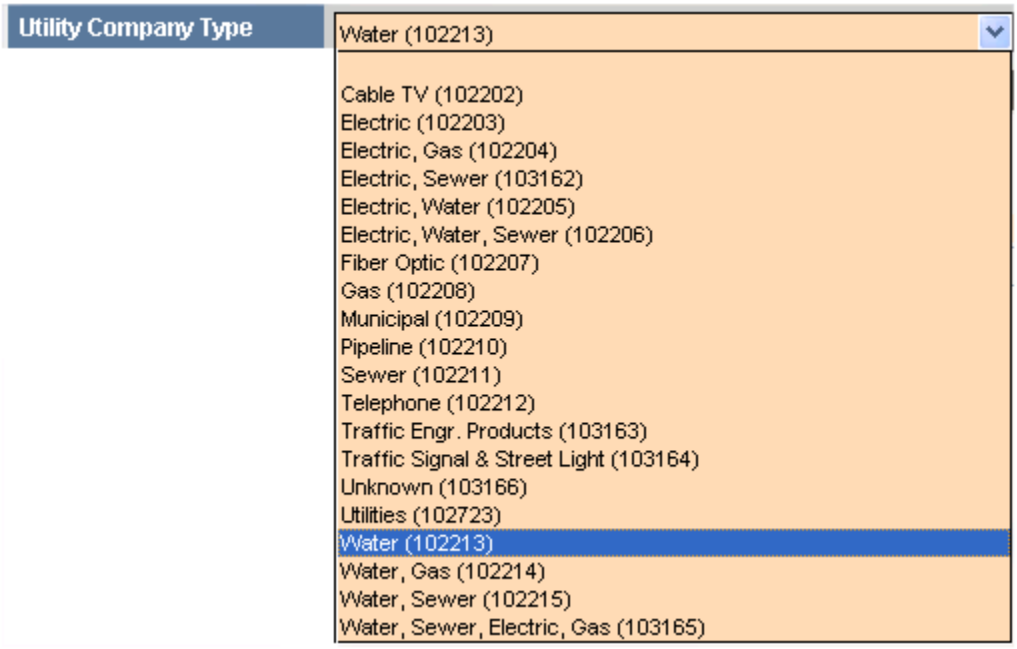
To add a Utility, click on the **Add New** icon to the right of the **Utility Number** column heading.

In the **ADD Screen Mode**, select the **Utility Company Type** and then the **Utility Company** from the dropdown lists. The values in the **Utility Company** dropdown list populate based on the **Type**.

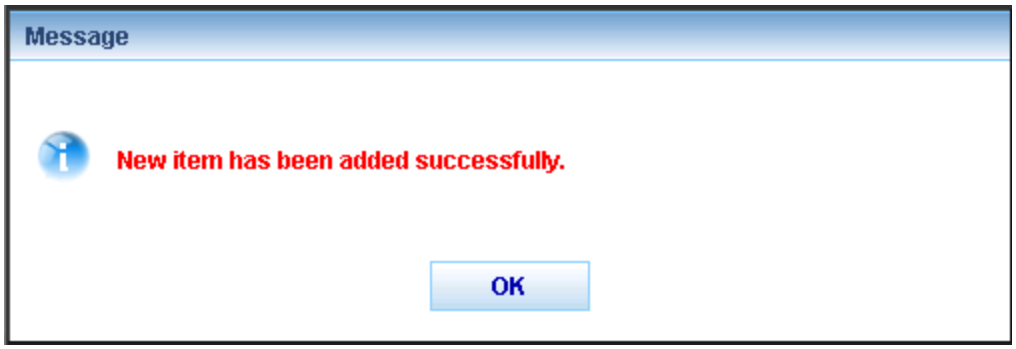
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Dropdown fields have an auto-complete feature. For example, click on the Utility Company Type dropdown arrow to the right of the field for a complete list of available Types. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a "W" displays "Water".



Click on the **Save** button to save the new record and return to the **Utility Coordination Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message. Then, click on the **Cancel** button to return to the **Project Maintenance Main Page**.



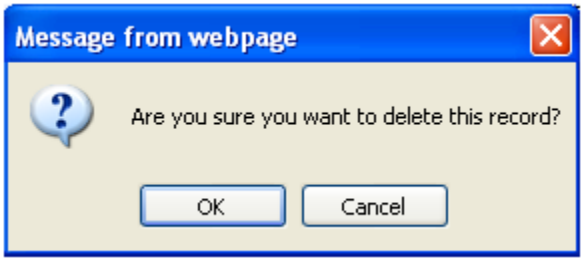
SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

Once saved, the new Utility should be visible in the List. If not, click on any column heading twice to re-sort and refresh the List.

3.7.19.2. Deleting a Utility

To delete a Utility, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



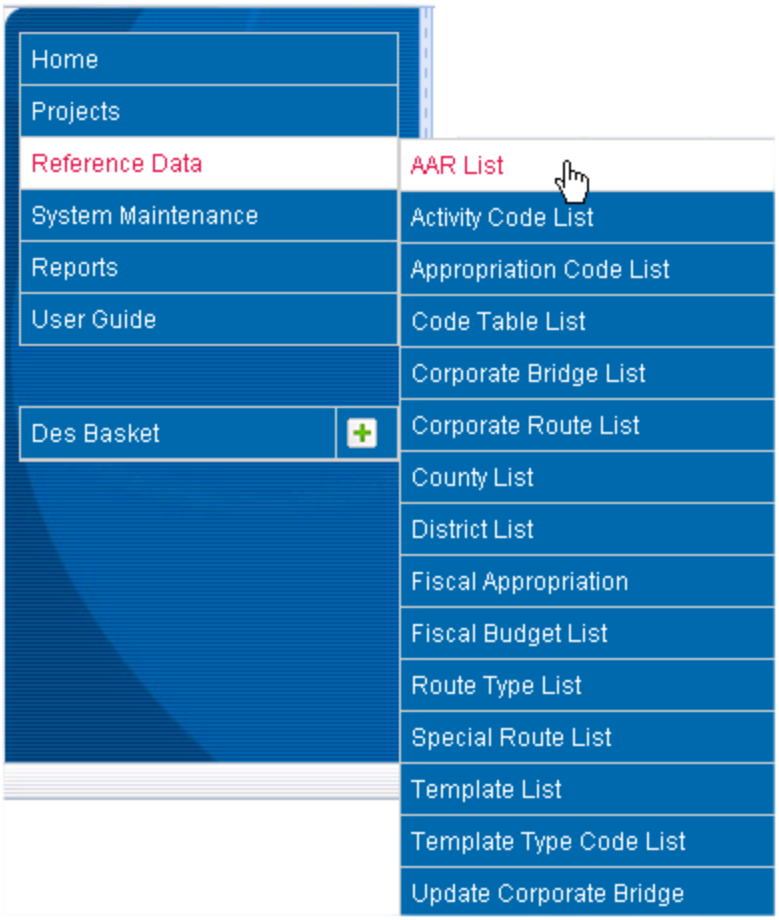
The Utility is removed from the list.

4. Reference Data

4.1. AAR List

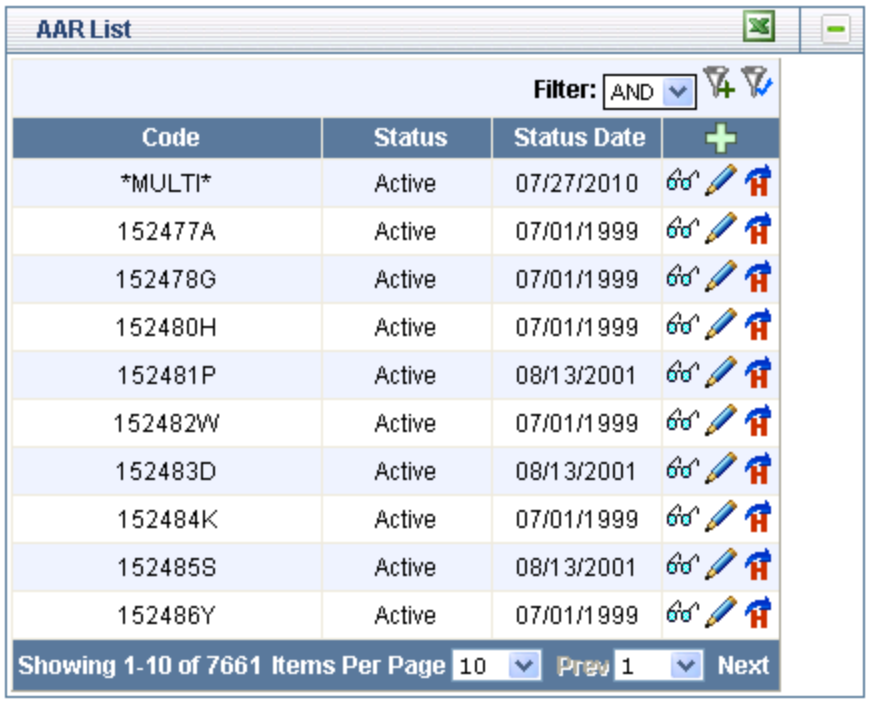
The **AAR List** contains railroad crossings represented by unique numerical codes determined by the AAR (Associations of American Railroads). A Project may include one or more rail crossings.

To maintain the list of AARs, select **AAR List** from the **Reference Data** menu.



From the **AAR List Panel**, AARs may be added, made historical or made active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



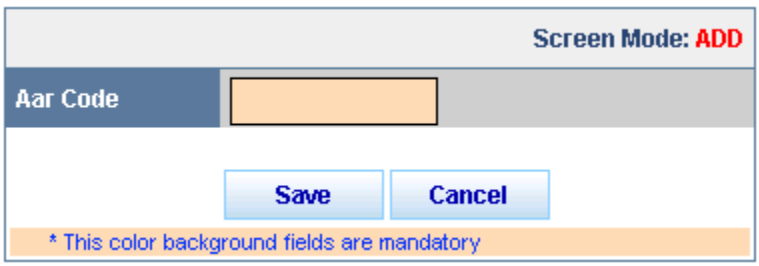
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.1.1. Adding an AAR

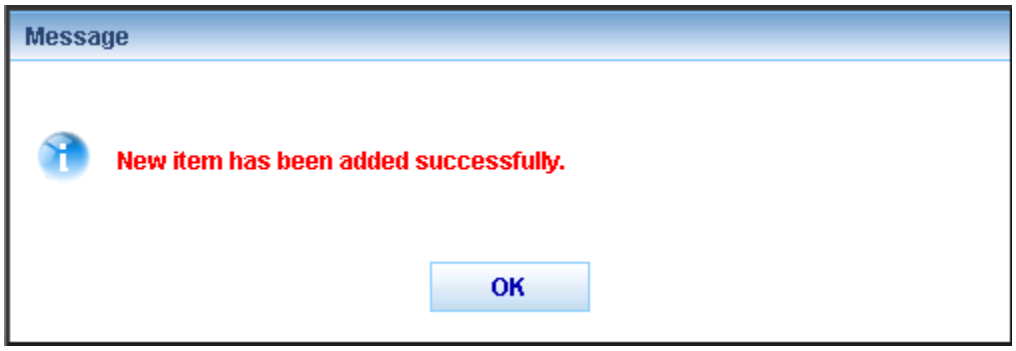
To add an AAR, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

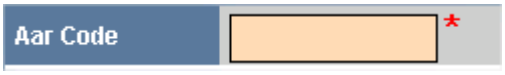
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



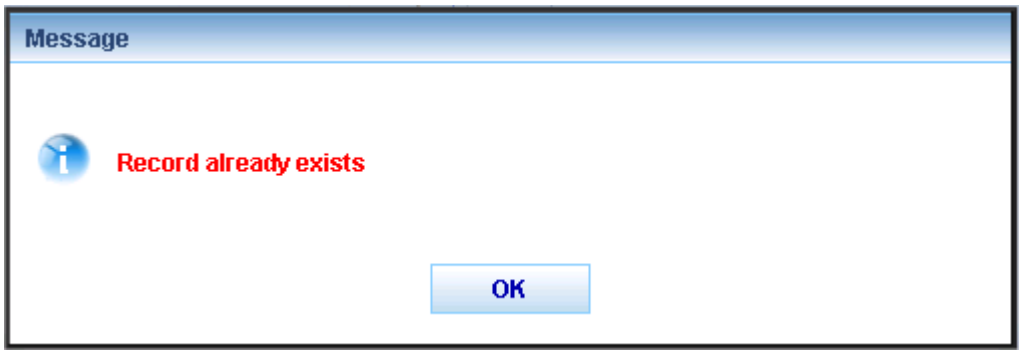
Click on the **Save** button to save the new record and return to the **AAR List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



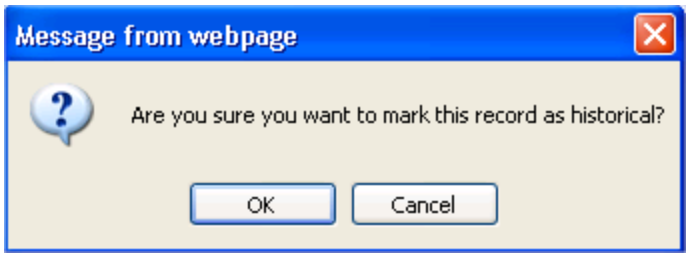
Once saved, the new AAR should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.1.2. Making an AAR Historical

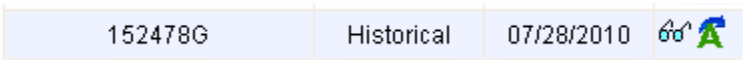
The Status of an AAR is either Active or Historical (Inactive). The List of AARs may be sorted by Status to place all historical AARs at the bottom of the list. Historical AARs may be made Active again.

To make an AAR historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



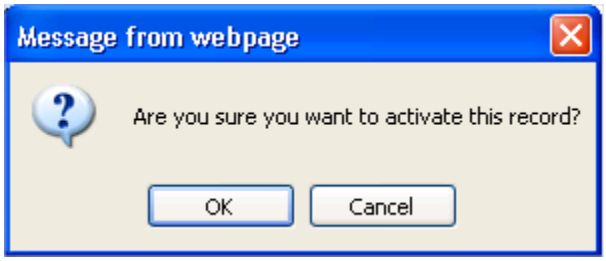
The AAR's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the AAR List so all Historical AARs are moved to the bottom of the list, click on the **Status** column heading to sort the column.



4.1.3. Making an AAR Active

To make the AAR Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

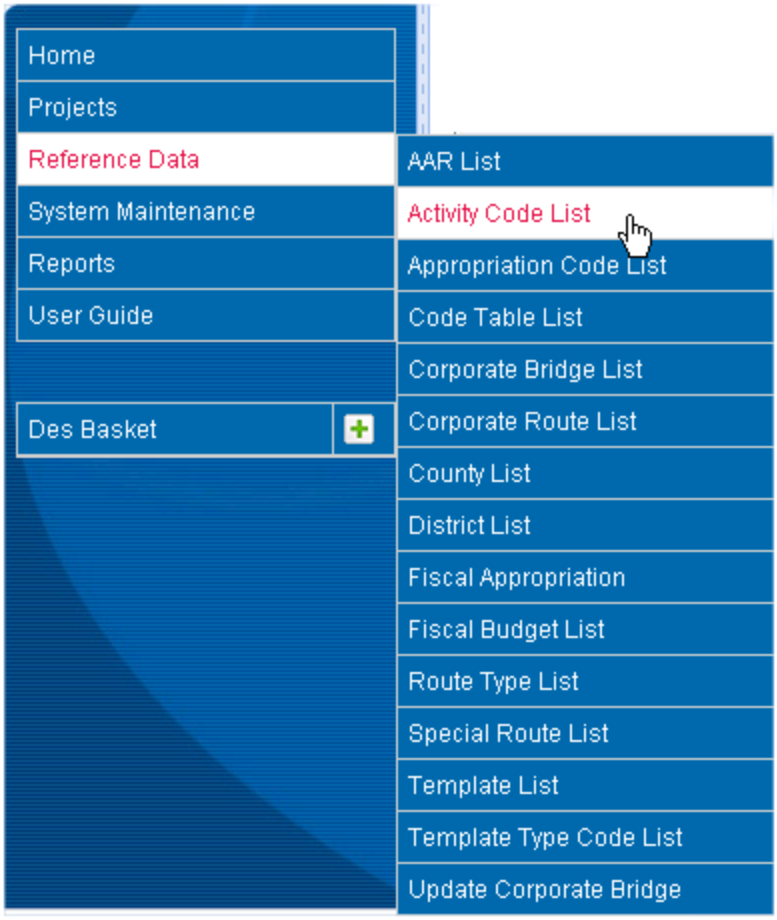


The AAR's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.2. Activity Code List

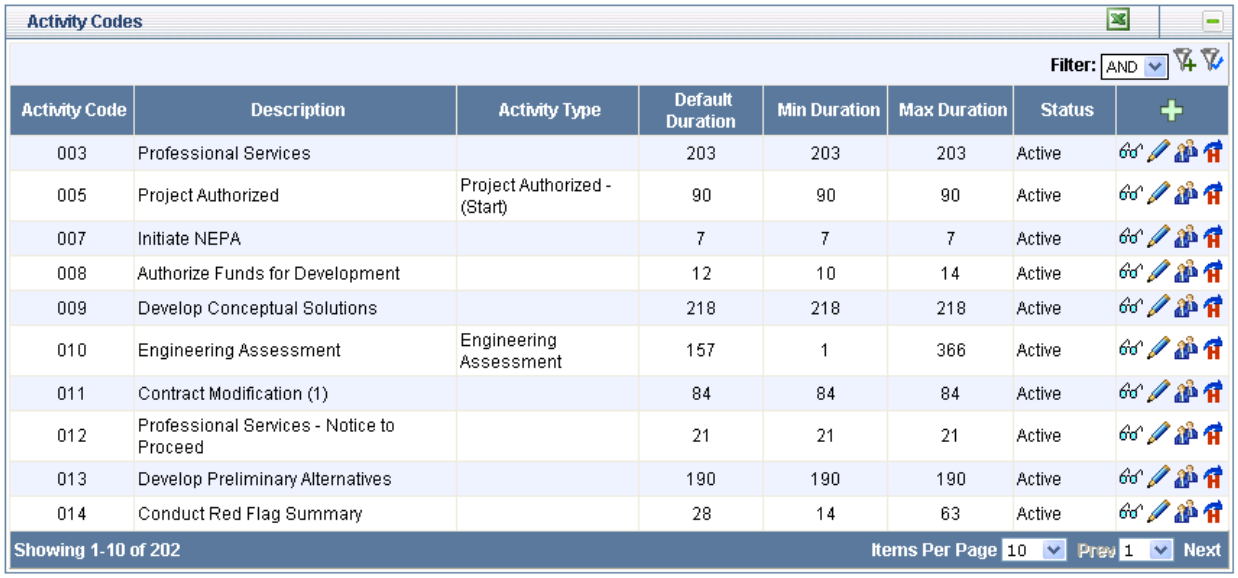
The **Activity Code List** contains a master list of SPMS Activity Codes that are used in a Project schedule. Each Activity Code has a default duration and may have a minimum and maximum duration value defined. Additionally, a default contact name is assigned to the activity. Maintaining the **Activity Code List** is the responsibility of the SPMS Administrator.

To maintain the list of Activity Codes, select **Activity Code List** from the **Reference Data** menu.



From the **Activity Code List Panel**, Activity Codes may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's Position and security level. For details, refer to Understanding the Screen in the Getting Started section.



Activity Codes

Filter: AND

Activity Code	Description	Activity Type	Default Duration	Min Duration	Max Duration	Status
003	Professional Services		203	203	203	Active
005	Project Authorized	Project Authorized - (Start)	90	90	90	Active
007	Initiate NEPA		7	7	7	Active
008	Authorize Funds for Development		12	10	14	Active
009	Develop Conceptual Solutions		218	218	218	Active
010	Engineering Assessment	Engineering Assessment	157	1	366	Active
011	Contract Modification (1)		84	84	84	Active
012	Professional Services - Notice to Proceed		21	21	21	Active
013	Develop Preliminary Alternatives		190	190	190	Active
014	Conduct Red Flag Summary		28	14	63	Active

Showing 1-10 of 202 Items Per Page 10 Prev 1 Next

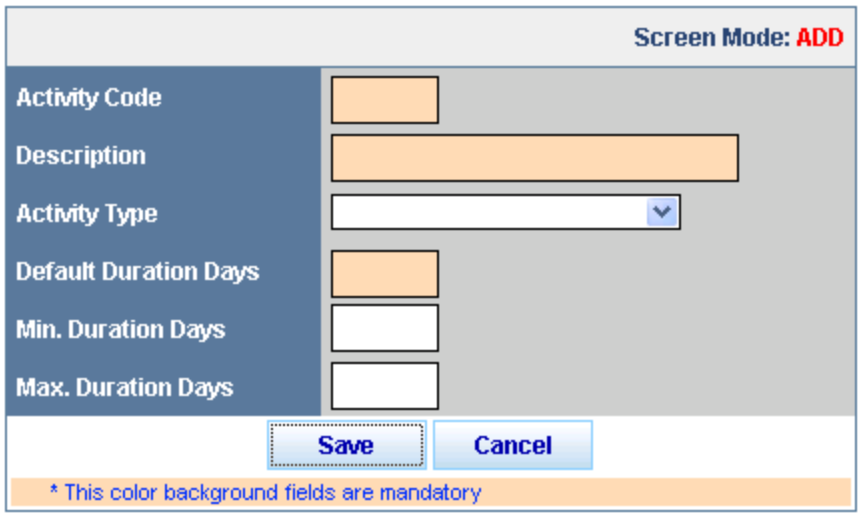
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.2.1. Adding an Activity Code

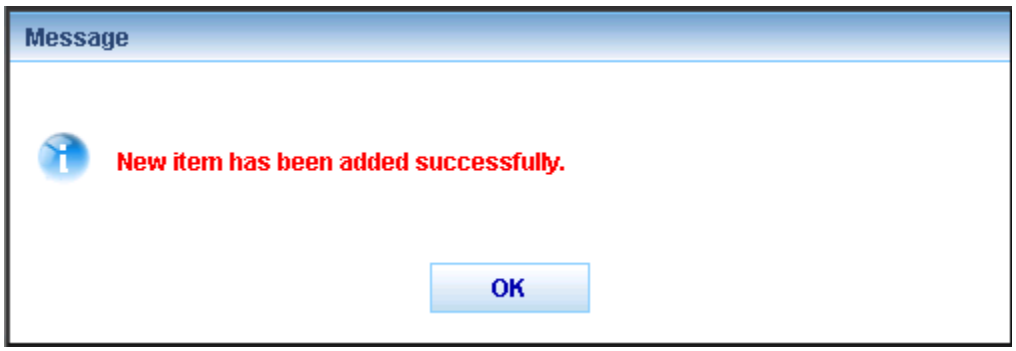
To add an Activity Code, click on the **Add New** icon to the right of the **Status** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

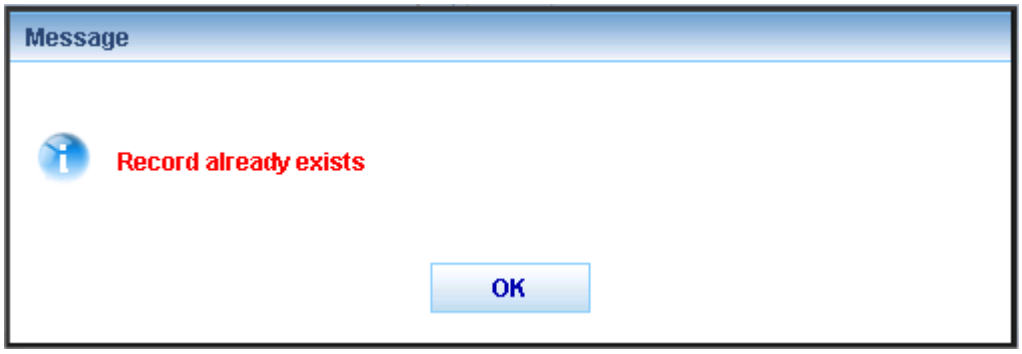


Click on the **Save** button to save the new record and return to the **Activity Code List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



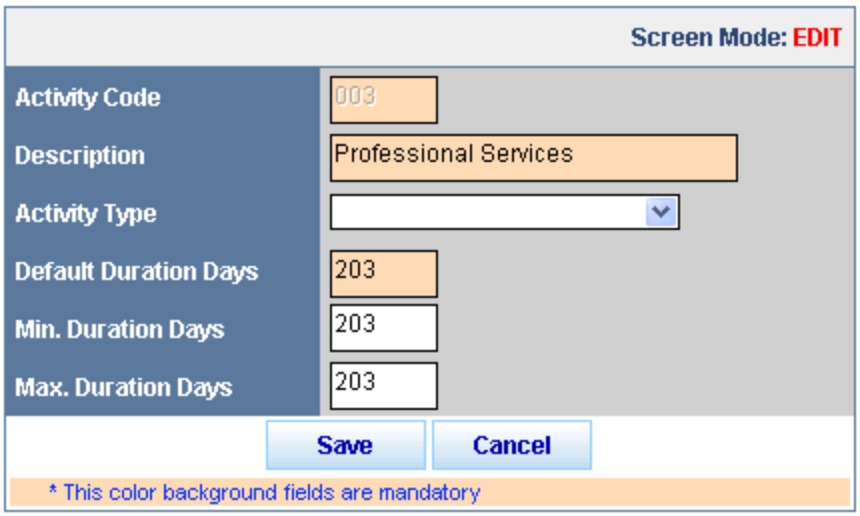
Once saved, the new Activity Code should be visible in the List. If not, click on the **Activity Code** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

4.2.2. Editing an Activity Code

To edit an Activity Code, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Activity Code List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

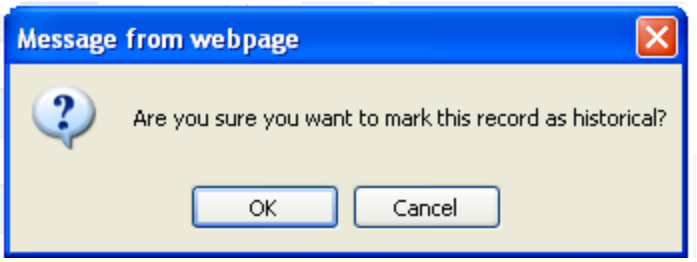
The changes should be visible in the List. If not, click on the **Activity Code** column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

4.2.3. Making an Activity Code Historical

The Status of an Activity Code is either Active or Historical (Inactive). The List of Activity Codes may be sorted by Status to place all historical Activity Codes at the bottom of the list. Historical Activity Codes may be made Active again.

To make an Activity Code historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

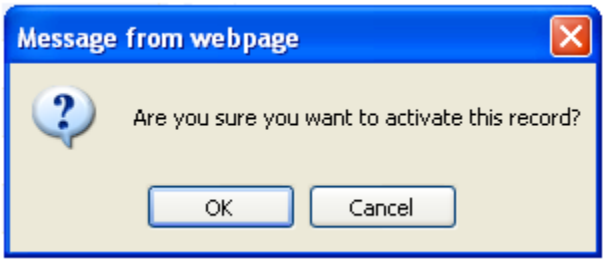


The Activity Code's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon. To sort the Activity Code List so all Historical Activity Codes are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.2.4. Making an Activity Code Active

To make the Activity Code Active again, click on the **Make Active** icon next to the record to be made active.

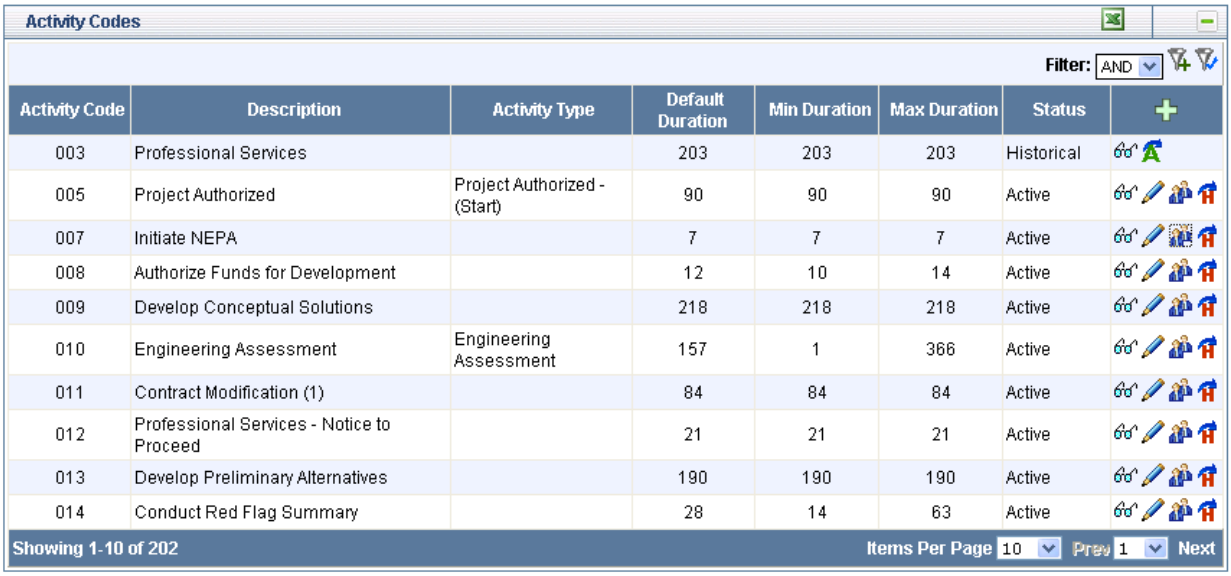
A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



The Activity Code's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

4.2.5. Adding an Activity Position

To view a list of Positions for an Activity Code, click on the **Maintain Position List** icon next to that record in the **Activity Codes Panel**.



Activity Codes

Filter: AND

Activity Code	Description	Activity Type	Default Duration	Min Duration	Max Duration	Status
003	Professional Services		203	203	203	Historical
005	Project Authorized	Project Authorized - (Start)	90	90	90	Active
007	Initiate NEPA		7	7	7	Active
008	Authorize Funds for Development		12	10	14	Active
009	Develop Conceptual Solutions		218	218	218	Active
010	Engineering Assessment	Engineering Assessment	157	1	366	Active
011	Contract Modification (1)		84	84	84	Active
012	Professional Services - Notice to Proceed		21	21	21	Active
013	Develop Preliminary Alternatives		190	190	190	Active
014	Conduct Red Flag Summary		28	14	63	Active

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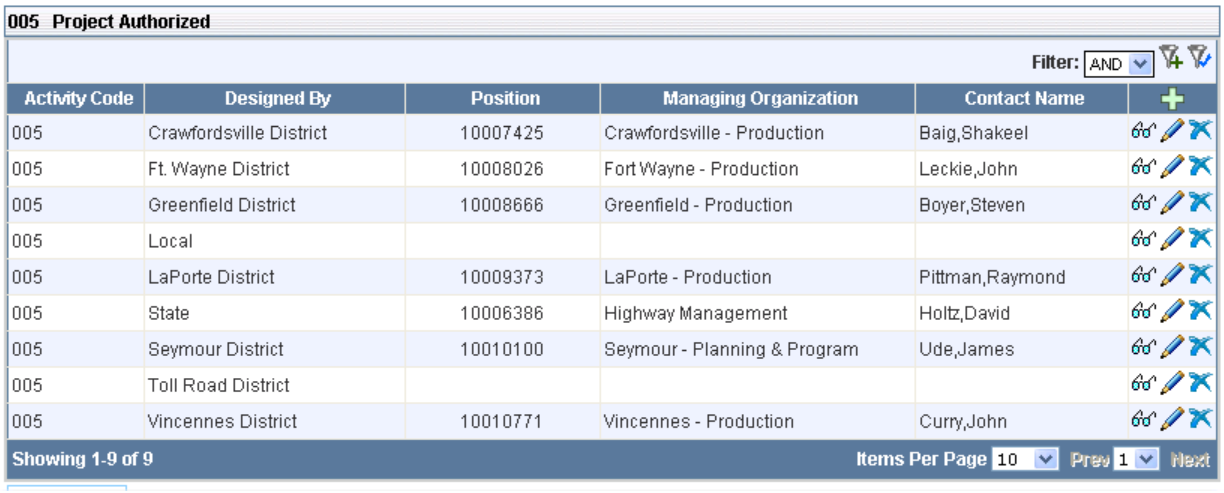
Activity Code Positions may be added, edited, or deleted from the **Activity Code Position Panel**.



005 Project Authorized

Filter: AND

Activity Code	Designed By	Position	Managing Organization	Contact Name
005	Crawfordsville District	10007425	Crawfordsville - Production	Baig,Shakeel
005	Ft. Wayne District	10008026	Fort Wayne - Production	Leckie,John
005	Greenfield District	10008666	Greenfield - Production	Boyer,Steven
005	Local			
005	LaPorte District	10009373	LaPorte - Production	Pittman,Raymond
005	State	10006386	Highway Management	Holtz,David
005	Seymour District	10010100	Seymour - Planning & Program	Ude,James
005	Toll Road District			
005	Vincennes District	10010771	Vincennes - Production	Curry,John

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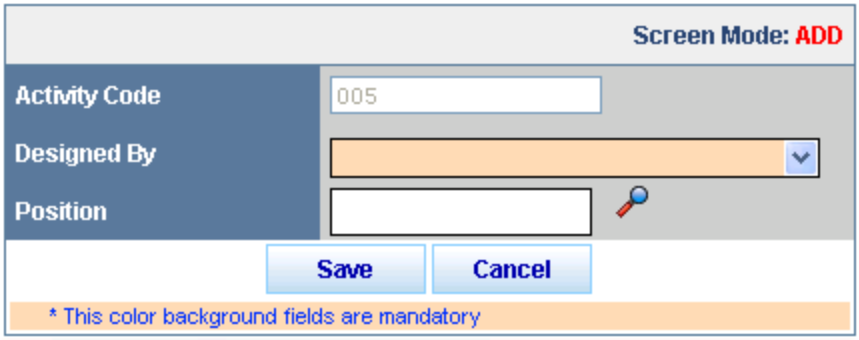
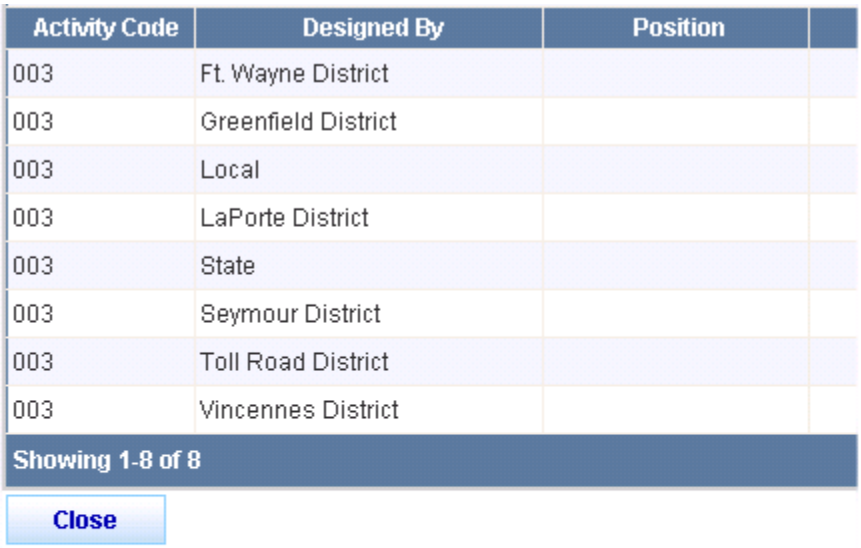
To add a **Position**, click on the **Add New** icon to the right of the **Contact Name** column heading.

In the **ADD Screen Mode**, select the **Designed By** value from the dropdown list and complete optional fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



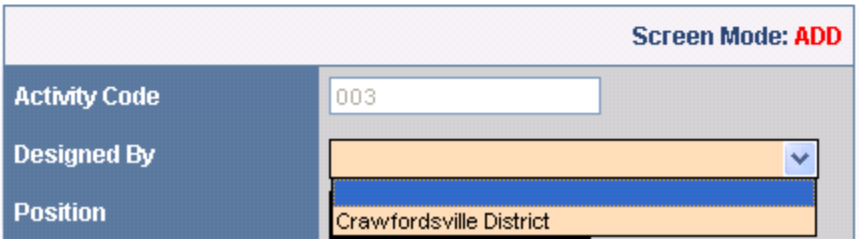
The Designed By dropdown list only includes Designed By values not already listed in the **Activity Code Position Panel**. For example, in the screen below, Crawfordsville is the only **Designed By** not listed and the only option available in the dropdown list.



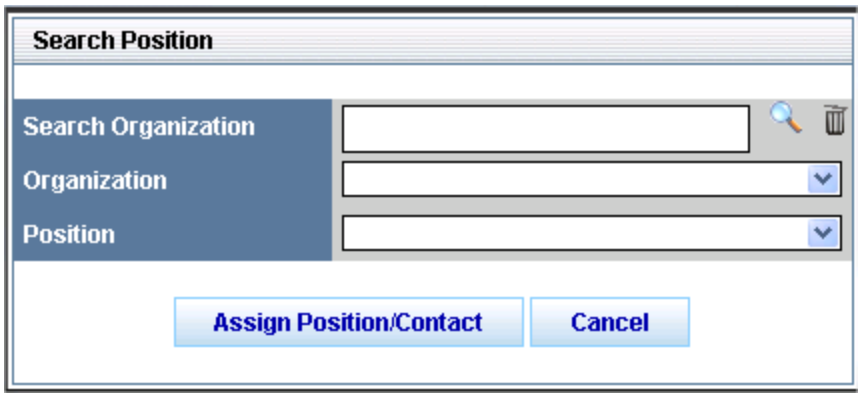
Activity Code	Designed By	Position	
003	Ft. Wayne District		
003	Greenfield District		
003	Local		
003	LaPorte District		
003	State		
003	Seymour District		
003	Toll Road District		
003	Vincennes District		

Showing 1-8 of 8

Close

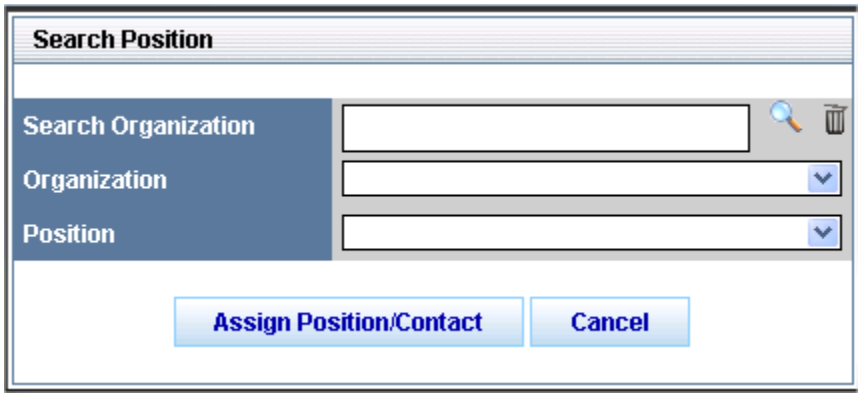


Click on the **Find** icon next to the Position textbox to display the Search Position panel.

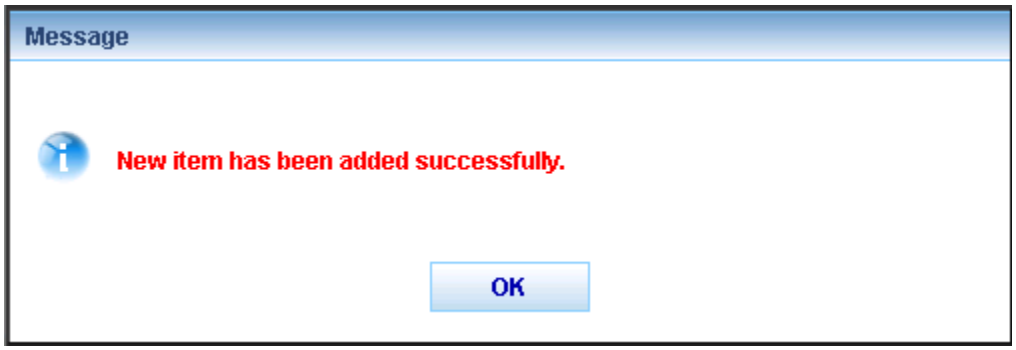


Click on the **Find** icon next to Search Organization to populate the Organization dropdown list with all available organizations or enter part of the Organization's name in the **Search Organization** textbox and click on the Find icon to narrow the list. Click the Organization dropdown list to select an Organization. The values in the **Position** dropdown list are populated when the Organization is selected. Select a Position from the **Position** dropdown list.

Click on the **Assign Position/Contact** button to populate the **Position** fields.



Click on the **OK** button at the confirmation message to return to the **Activity Code Position Panel**.

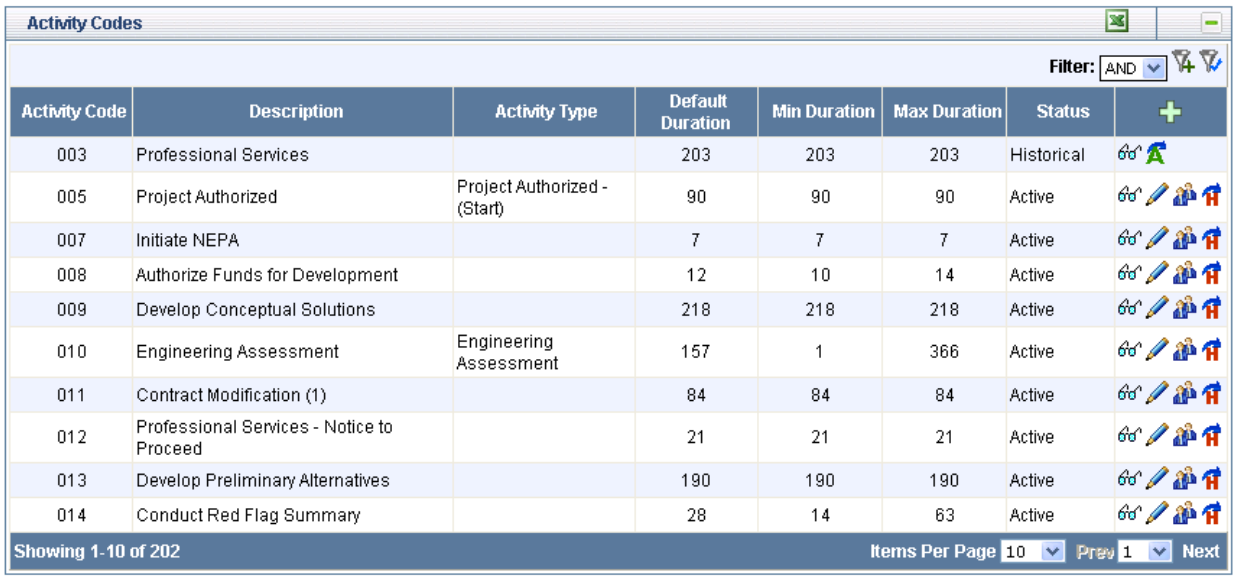


SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

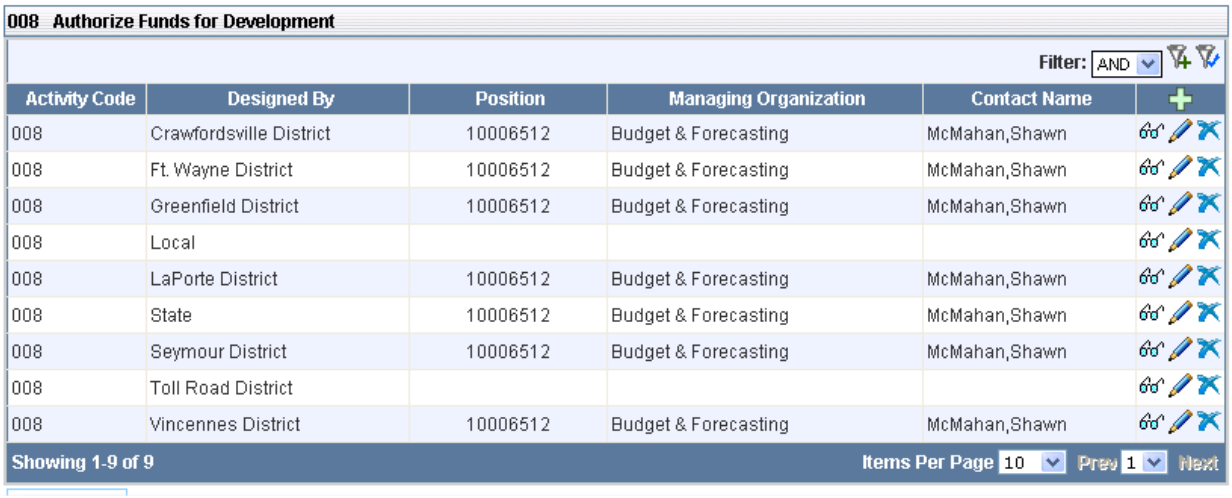
The new Position should be visible in the list. Click on the **Close** button to return to the **Activity Codes Panel**.

4.2.6. Editing an Activity Position

To view a list of Positions for an Activity Code, click on the **Maintain Position List** icon next to that record in the **Activity Codes Panel**.

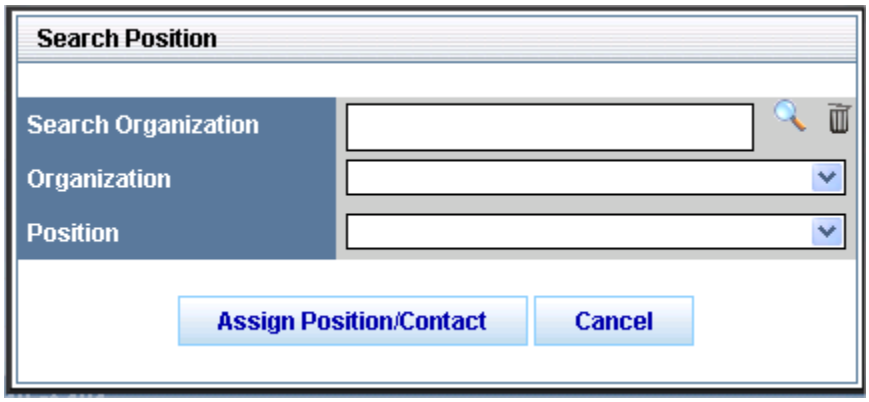


To edit a **Position**, click on the **Edit** icon next to the record to be updated.



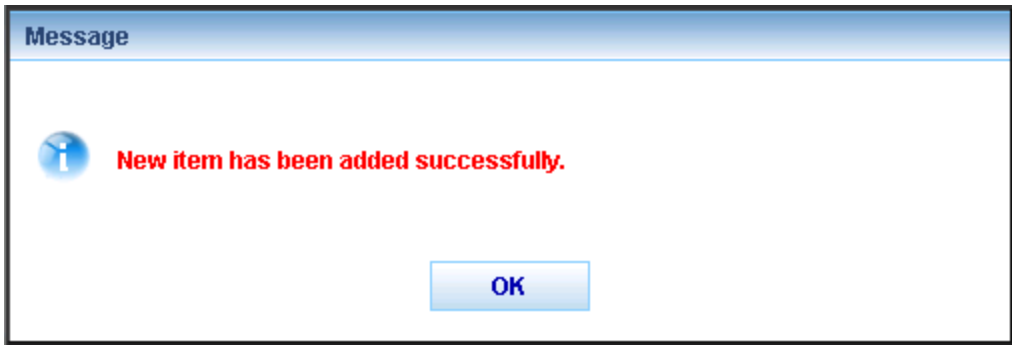
Click on the **Find** icon next to Search Organization to populate the Organization dropdown list with all available organizations or enter part of the Organization's name in the **Search Organization** text box and click on the Find icon to narrow the list. Click the Organization dropdown list to select an Organization. The values in the **Position** dropdown list are populated when the Organization is selected. Select a Position from the **Position** dropdown list.

Click on the **Assign Position/Contact** button to populate the **Position** fields.



Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click on the **OK** button at the confirmation message to return to the **Activity Code Position Panel**.

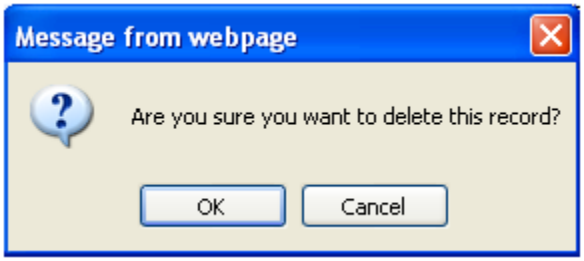


The updated Position should be visible in the list. Click on the **Close** button to return to the **Activity Codes Panel**.

4.2.7. Deleting an Activity Position

To delete a Position, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.

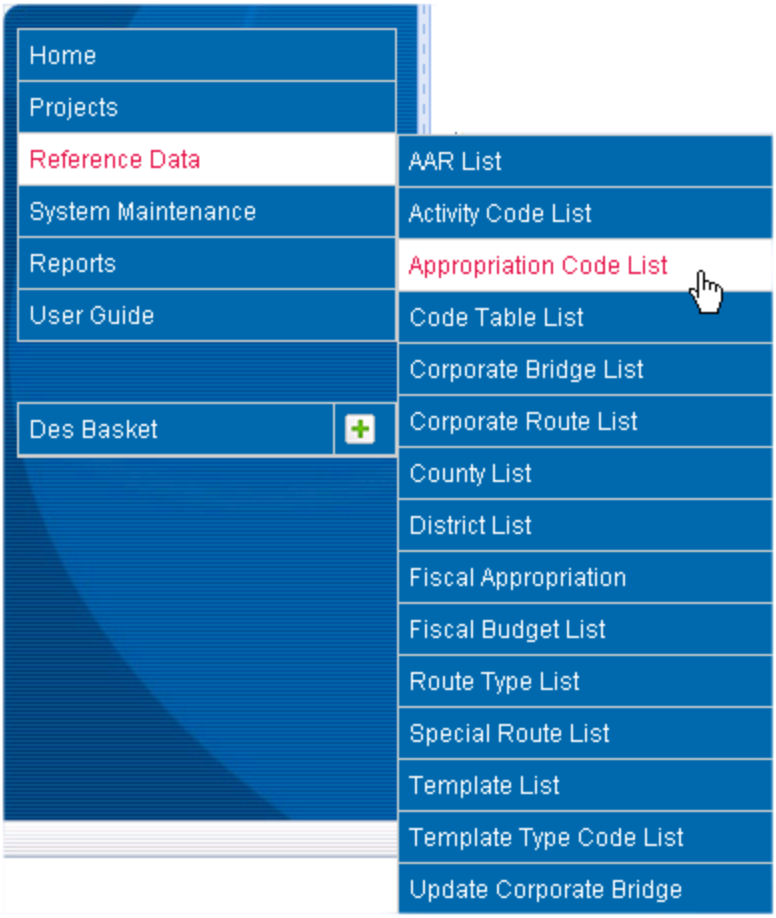


The Position is removed from the list.

4.3. Appropriation Code List

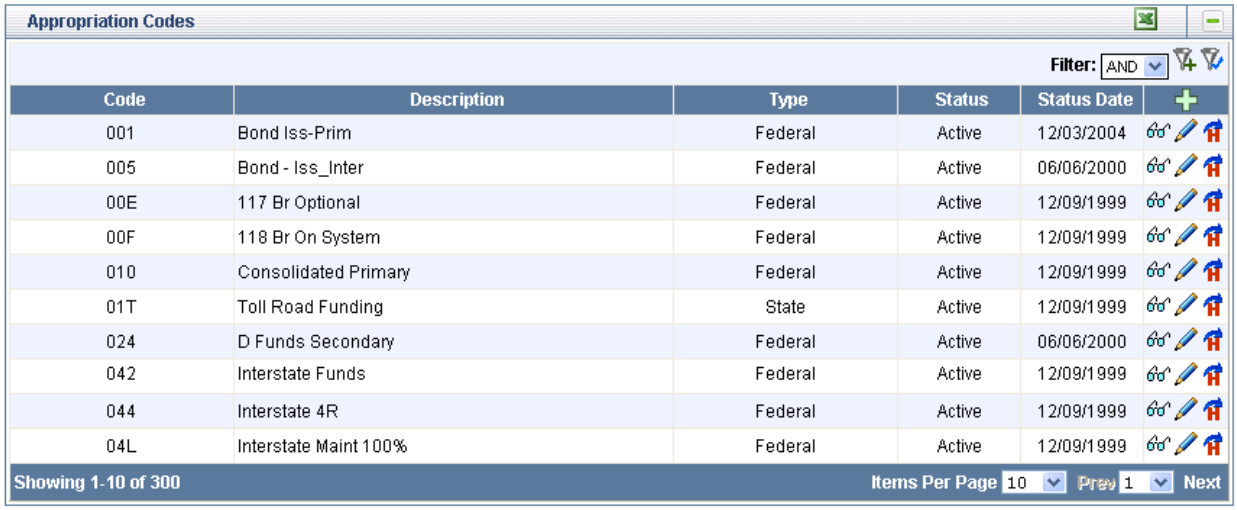
The **Appropriation Code List** contains funding types involved in INDOT Projects. The funding types are represented by unique numerical codes.

To maintain the list of Appropriation Codes, select **Appropriation Code List** from the **Reference Data** menu.



From the **Appropriation Code List Panel**, Appropriation Codes may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Appropriation Codes

Filter: AND

Code	Description	Type	Status	Status Date
001	Bond Iss-Prim	Federal	Active	12/03/2004
005	Bond - Iss_Inter	Federal	Active	06/06/2000
00E	117 Br Optional	Federal	Active	12/09/1999
00F	118 Br On System	Federal	Active	12/09/1999
010	Consolidated Primary	Federal	Active	12/09/1999
01T	Toll Road Funding	State	Active	12/09/1999
024	D Funds Secondary	Federal	Active	06/06/2000
042	Interstate Funds	Federal	Active	12/09/1999
044	Interstate 4R	Federal	Active	12/09/1999
04L	Interstate Maint 100%	Federal	Active	12/09/1999

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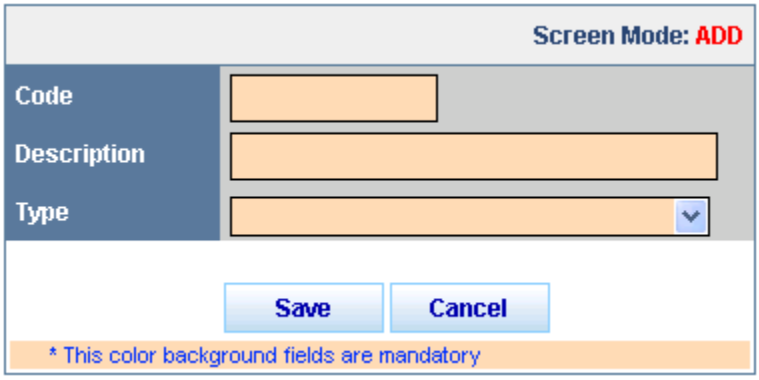
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.3.1. Adding an Appropriation Code

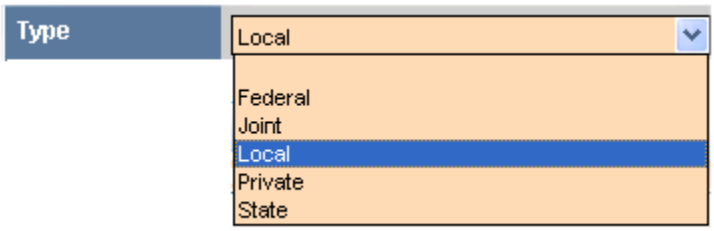
To add an Appropriation Code, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

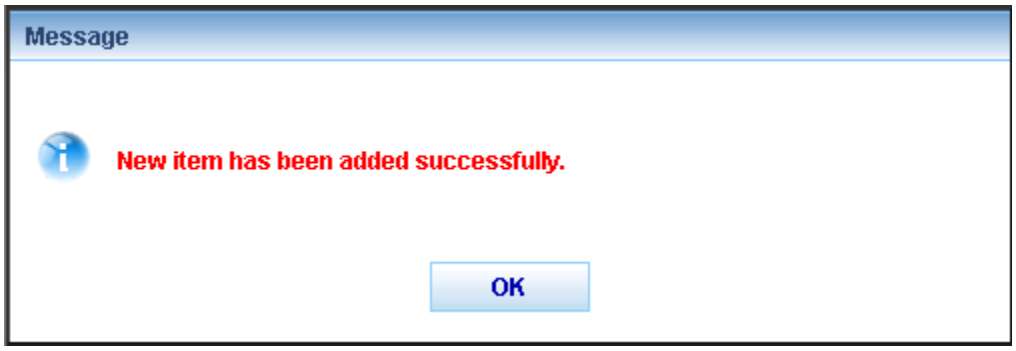
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



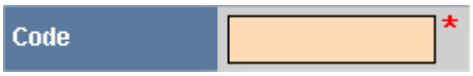
Dropdown fields have an auto-complete feature. For example, click on the Type dropdown arrow to the right of the field for complete lists of available Types. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “L” displays “Local”.



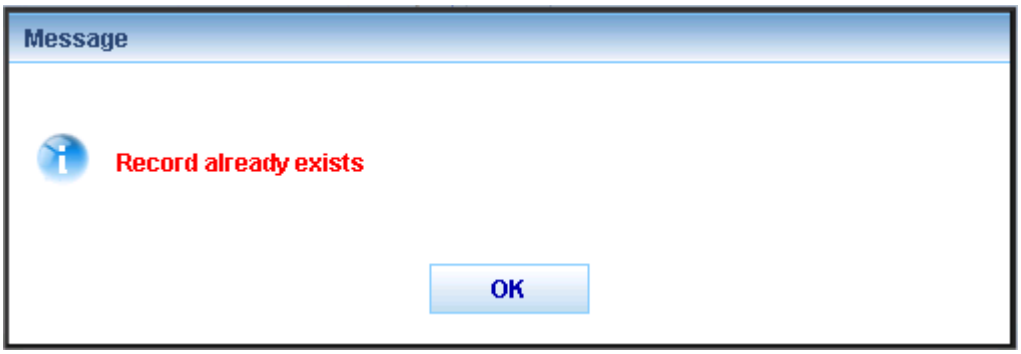
Click on the **Save** button to save the new record and return to the **Appropriation Code List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



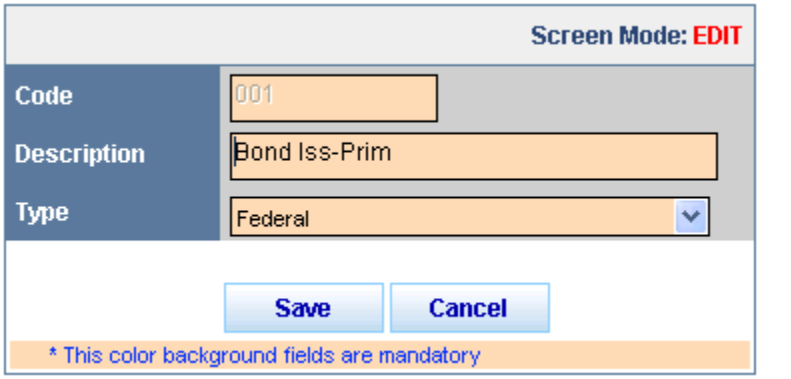
Once saved, the new Appropriation Code should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.3.2. Editing an Appropriation Code

To edit an Appropriation Code, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Appropriation Code List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

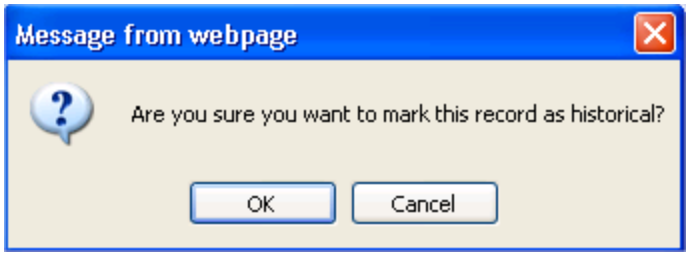
The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

4.3.3. Making an Appropriation Code Historical

The Status of an Appropriation Code is either Active or Historical (Inactive). The List of Appropriation Codes may be sorted by Status to place all historical Codes at the bottom of the list. Historical Appropriation Codes may be made Active again.

To make an Appropriation Code historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

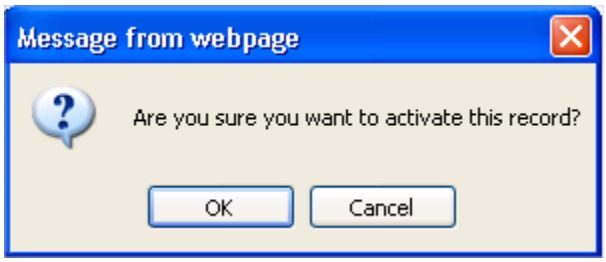


The Appropriation Code's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Appropriation Code List so all Historical Codes are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.3.4. Making an Appropriation Code Active

To make the Appropriation Code Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

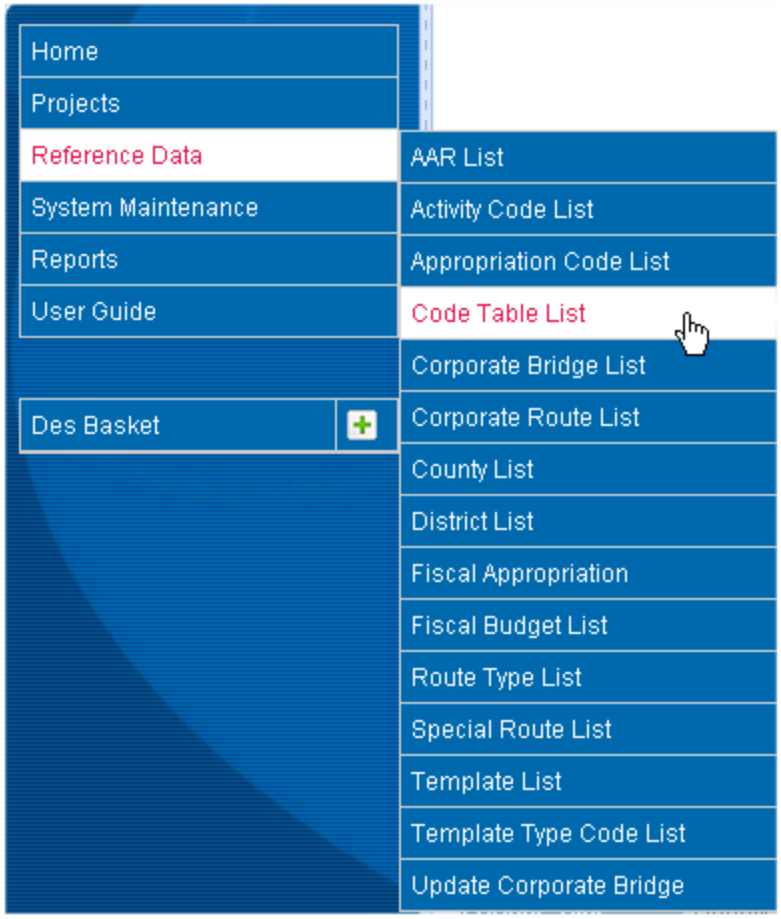


The Appropriation Code's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.4. Code Table List

The **Code Table List** contains SPMS lookup tables and their associated code values/items.

To maintain the list of Code Tables, select **Code Table List** from the **Reference Data** menu.



From the **Code Table List Panel**, Code Tables and Items in Code Tables may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Code Table

Filter: AND

Code Table	Description	Security	Max. Length	Status	Status Date
finish_activities	Activities associated with finishing a project		4	Active	07/26/2010
rfc_activities	Activities associated with Ready for Contracts status		4	Active	07/26/2010
start_activities	Activities to start a project		4	Active	07/26/2010
nbi_activity	Activity used for the Proposed Stucture Date in Assign NBI		4	Active	07/26/2010
application_type	Application type for FA-3		4	Active	07/26/2010
bridge_work_type	Bridge Project Indicators		4	Active	07/26/2010
bridge_type_edit	Bridge Types with Editable Structure Number		4	Active	07/26/2010
contract_prefix	c_designation/contract prefix		4	Active	07/26/2010
fmis_area	c_designation/fmis area		4	Active	07/26/2010
fmis_urban_area	c_designation/fmis urban area		4	Active	07/26/2010

Showing 1-10 of 87 Items Per Page 10 Prev 1 Next

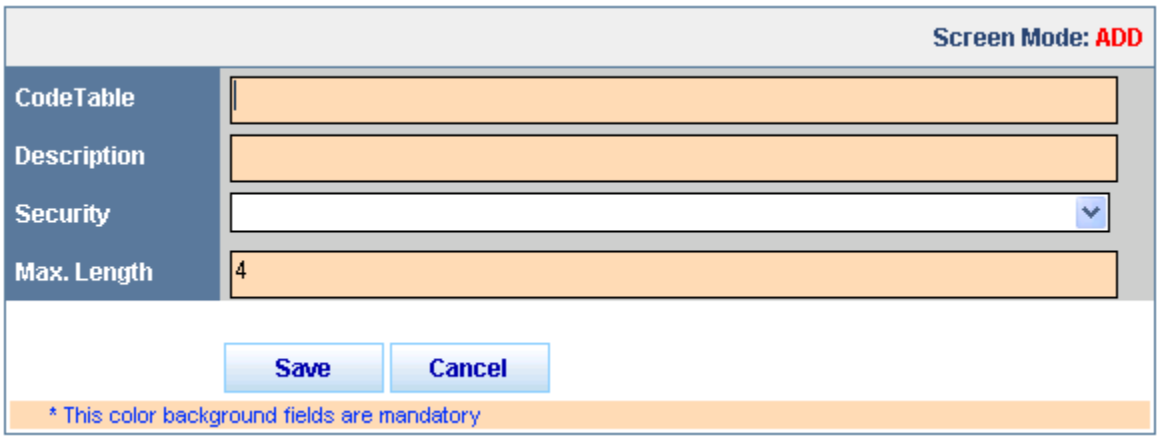
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.4.1. Adding a Code Table

To add a Code Table, click on the **Add New** icon to the right of the **Status Date** column heading.

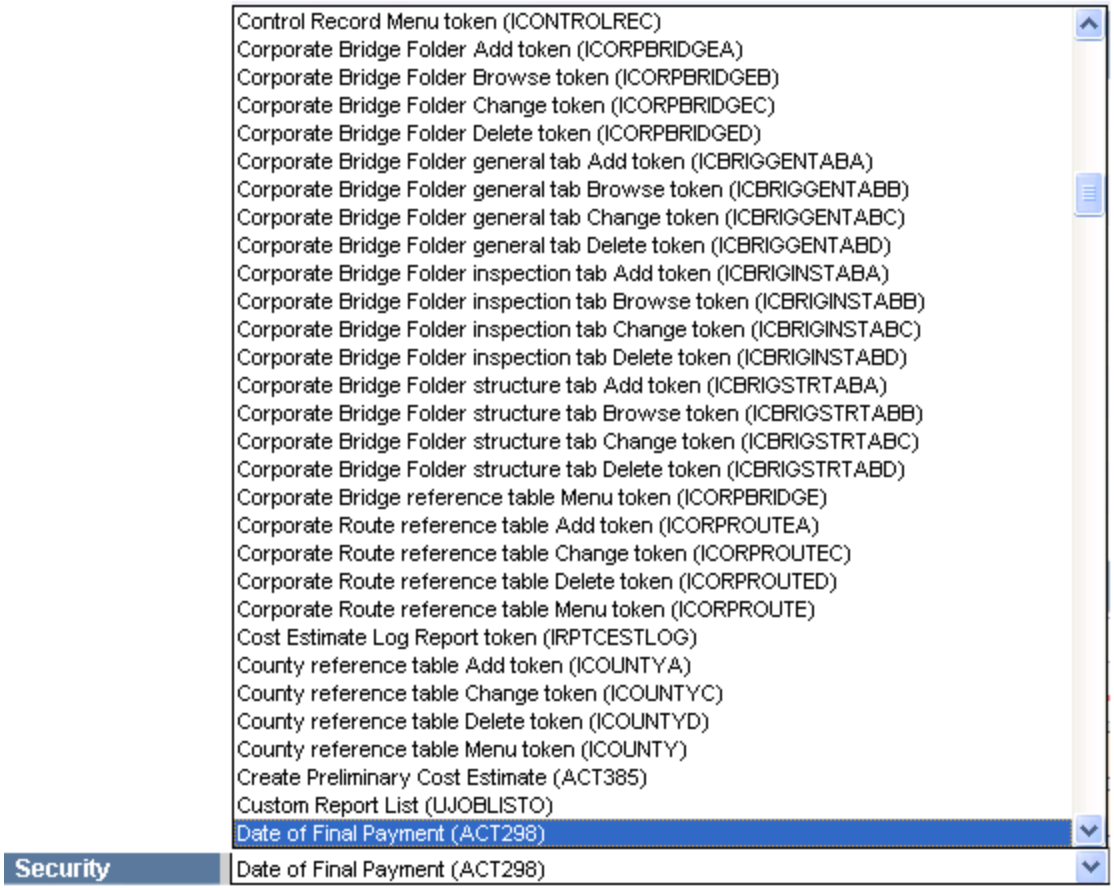
In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

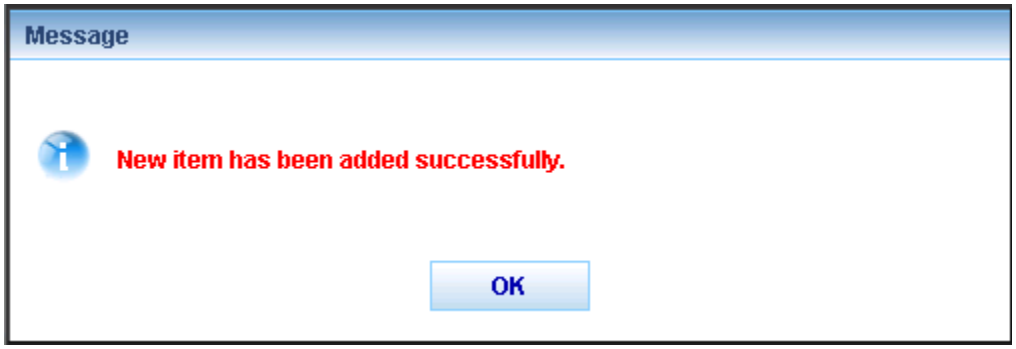


The default Maximum Length is 4.

Dropdown fields have an auto-complete feature. For example, click on the Security dropdown arrow to the right of the field for a complete list of available security tokens. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “D” displays “Date of Final Payment”.

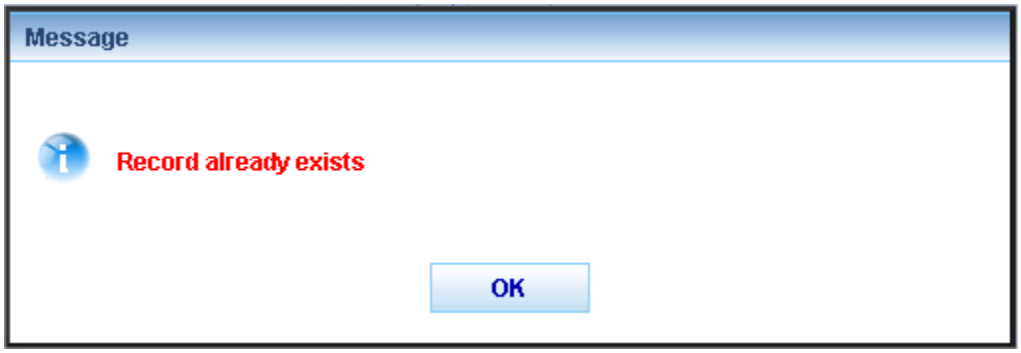


Click on the **Save** button to save the new record and return to the **Code Table List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



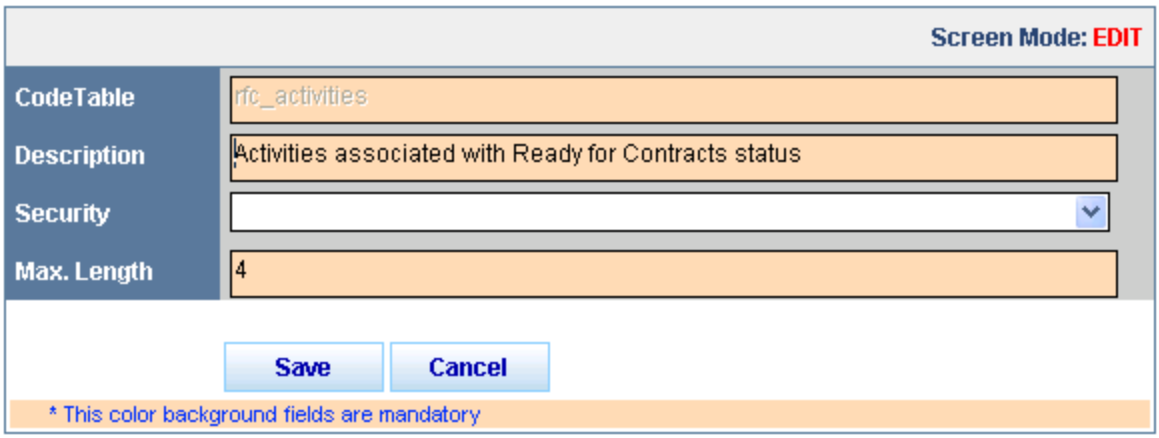
Once saved, the new Code Table should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.4.2. Editing a Code Table

To edit a Code Table, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Code Table List Panel** or click on the **Cancel** button to exit without saving or.

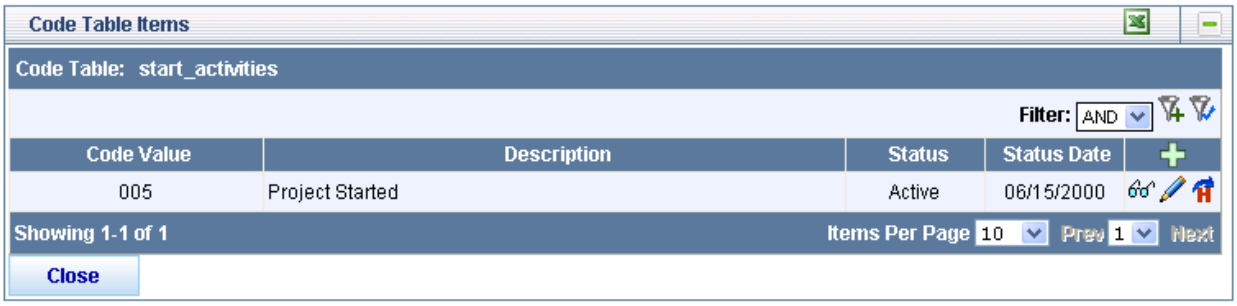
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

4.4.3. Adding an Item to a Code Table

To view a Code Table's Items, click on the **Items** icon next to that record in the **Code Table List Panel**.

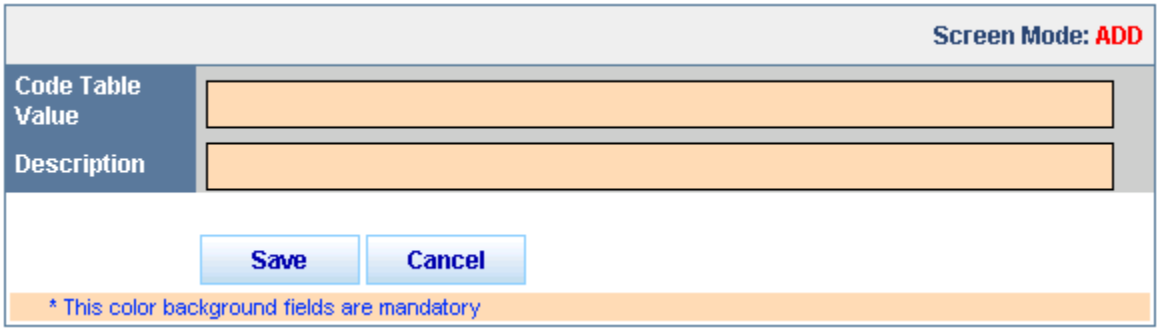
Items in Code Tables may be added, edited, or made historical or active.



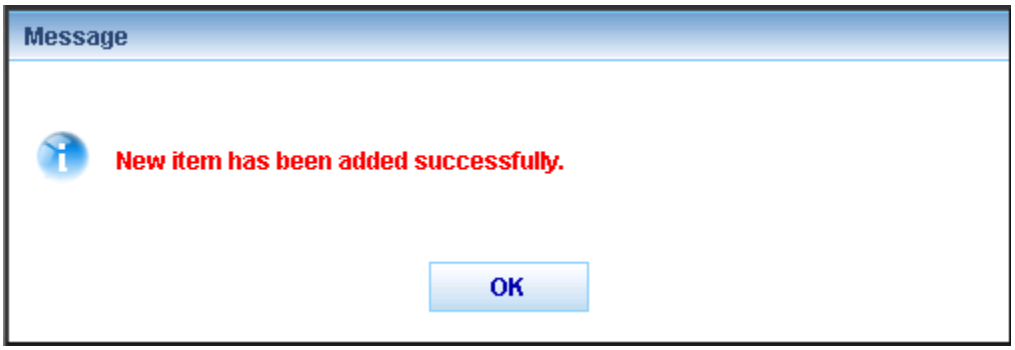
To add an Item to a Code Table, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

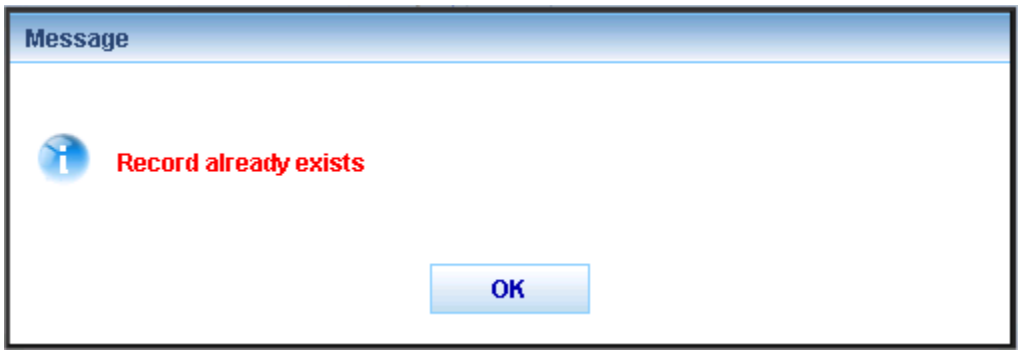


Click on the **Save** button to save the new record and return to the **Code Table Items Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



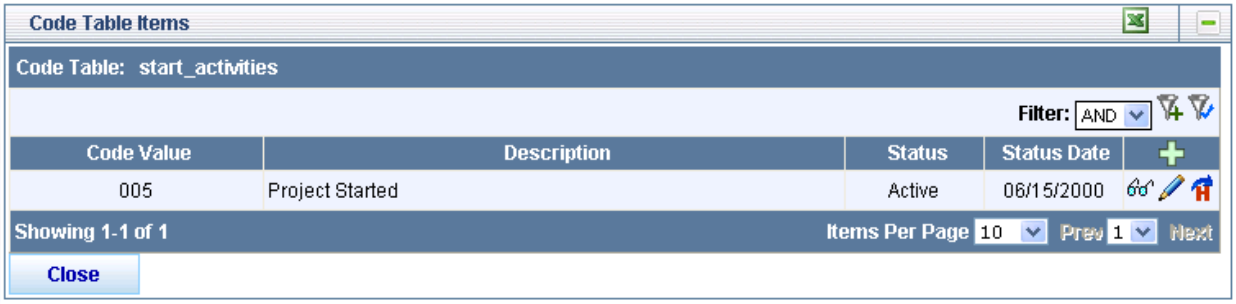
Once saved, the new Item should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

Click on the **Close** button to return to the **Code Table Panel**.

4.4.4. Editing an Item in a Code Table

To view a Code Table's Items, click on the **Items** icon next to that record in the **Code Table List Panel**.

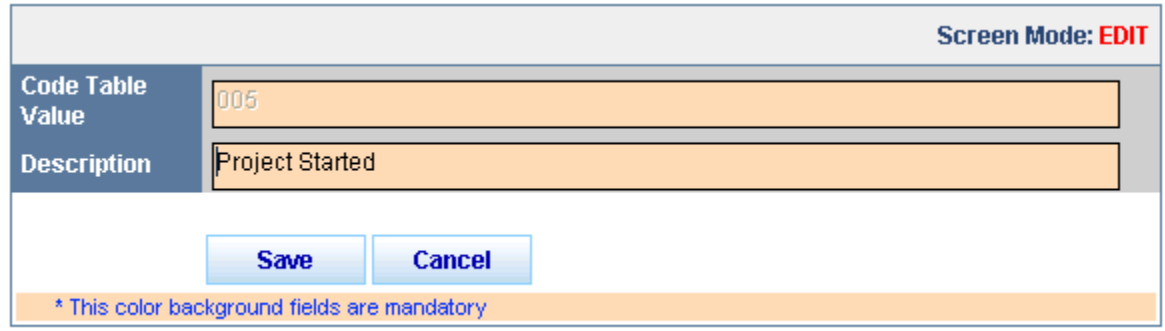
Items in Code Tables may be added, edited, or made historical or active.



To edit an Item in a Code Table, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Code Table Items List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

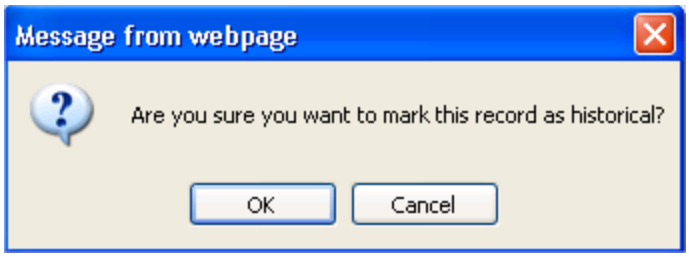
Click on the **Close** button to return to the **Code Table Panel**.

4.4.5. Making a Code Table Historical

The Status of a Code Table is either Active or Historical (Inactive). The List of Code Tables may be sorted by Status to place all historical Code Tables at the bottom of the list. Historical Code Tables may be made Active again.

To make a Code Table historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

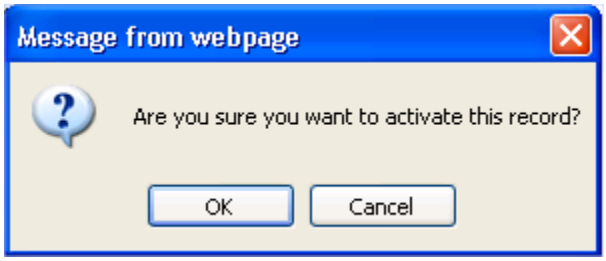


The Code Table's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Code Table List so all Historical Code Tables are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.4.6. Making a Code Table Active

To make the Code Table Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



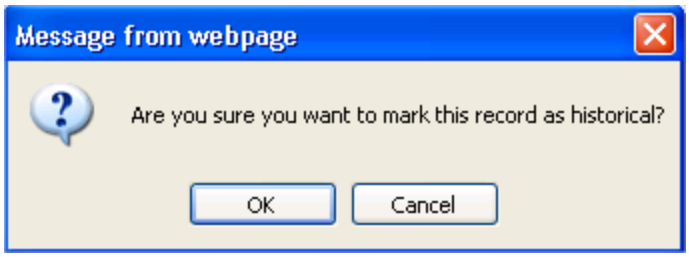
The Code Table's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.4.7. Making an Item in a Code Table Historical

The Status of an Item is either Active or Historical (Inactive). The List of Code Table Items may be sorted by Status to place all historical Items at the bottom of the list. Historical Items may be made Active again.

To make an Item historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

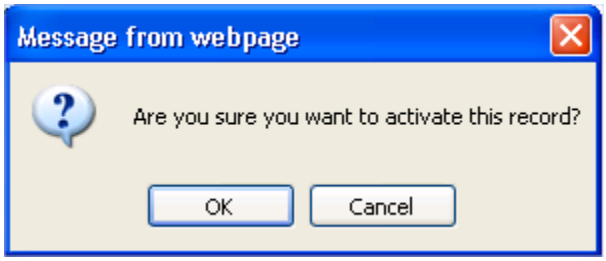


The Item's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Item List so all Historical Items are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.4.8. Making an Item in a Code Table Active

To make the Item Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

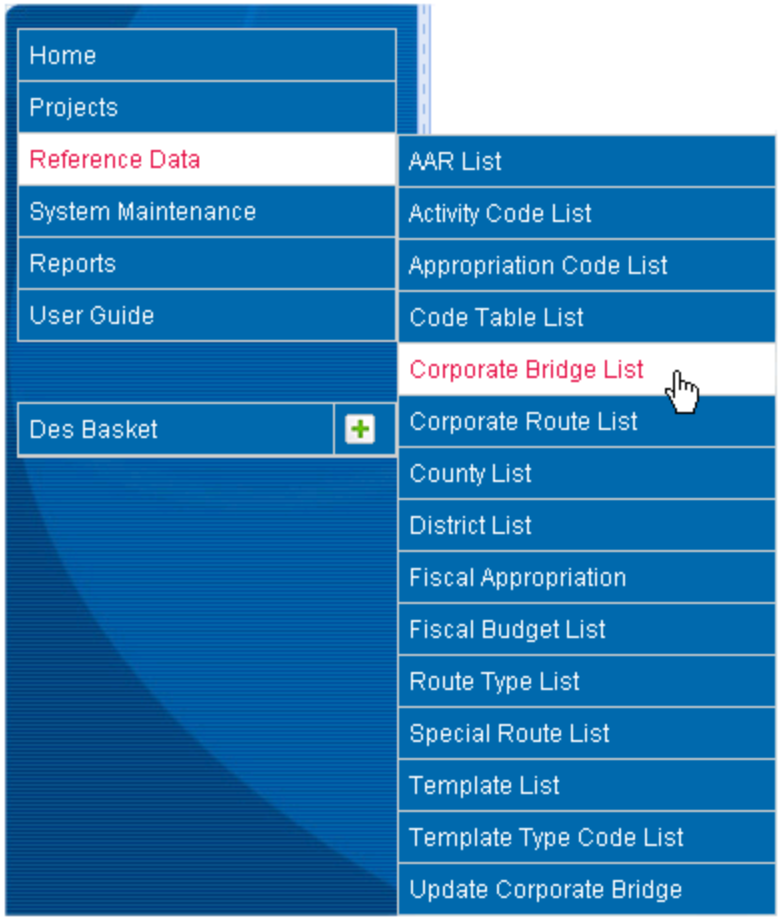


The Item's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.5. Corporate Bridge List

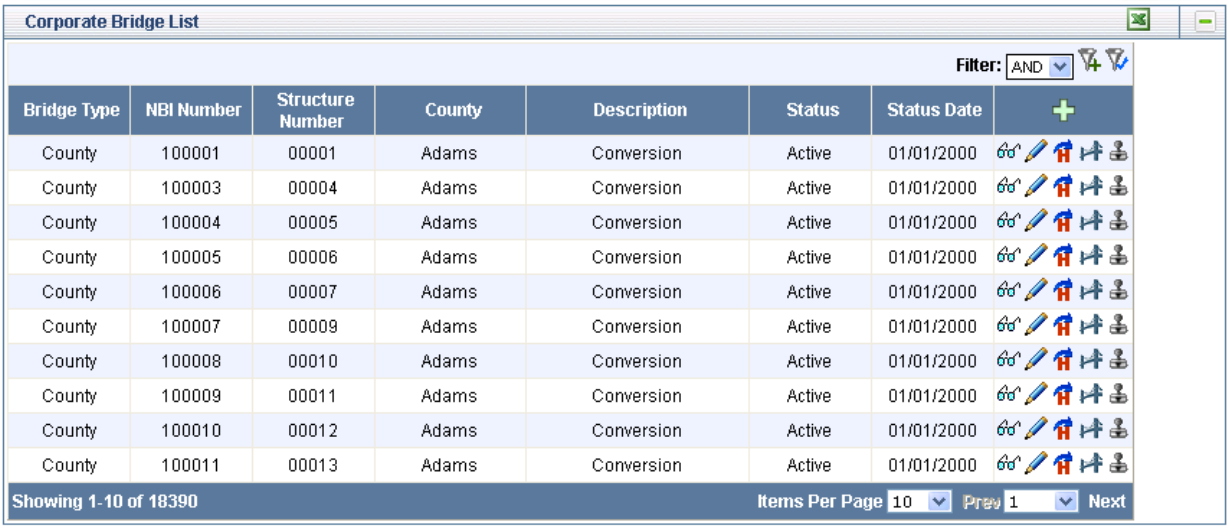
The Corporate Bridge list contains a list of Indiana Bridges. From this list a bridge can be selected and added to a Project when the bridge needs maintenance or replaced. If a new bridge is being built it is not added to the Corporate Bridge List until the bridge construction is finished, the project is completed and the NBI number is assigned. Maintaining and adding bridges to the Corporate Bridge list are done by selecting **Update Corporate Bridge** from the **Reference Data** menu.

In certain instances, this list of Corporate Bridges may need to be maintained manually. This may only be done by an Administrator or a User with the appropriate permission. To maintain manually, select **Corporate Bridge List** from the **Reference Data** menu.



From the **Corporate Bridge List Panel**, Corporate Bridges may be added, edited, or made historical or active. Structures and inspections may also be added, edited or deleted.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Corporate Bridge List

Filter: AND

Bridge Type	NBI Number	Structure Number	County	Description	Status	Status Date
County	100001	00001	Adams	Conversion	Active	01/01/2000
County	100003	00004	Adams	Conversion	Active	01/01/2000
County	100004	00005	Adams	Conversion	Active	01/01/2000
County	100005	00006	Adams	Conversion	Active	01/01/2000
County	100006	00007	Adams	Conversion	Active	01/01/2000
County	100007	00009	Adams	Conversion	Active	01/01/2000
County	100008	00010	Adams	Conversion	Active	01/01/2000
County	100009	00011	Adams	Conversion	Active	01/01/2000
County	100010	00012	Adams	Conversion	Active	01/01/2000
County	100011	00013	Adams	Conversion	Active	01/01/2000

Showing 1-10 of 18390 Items Per Page 10 Prev 1 Next

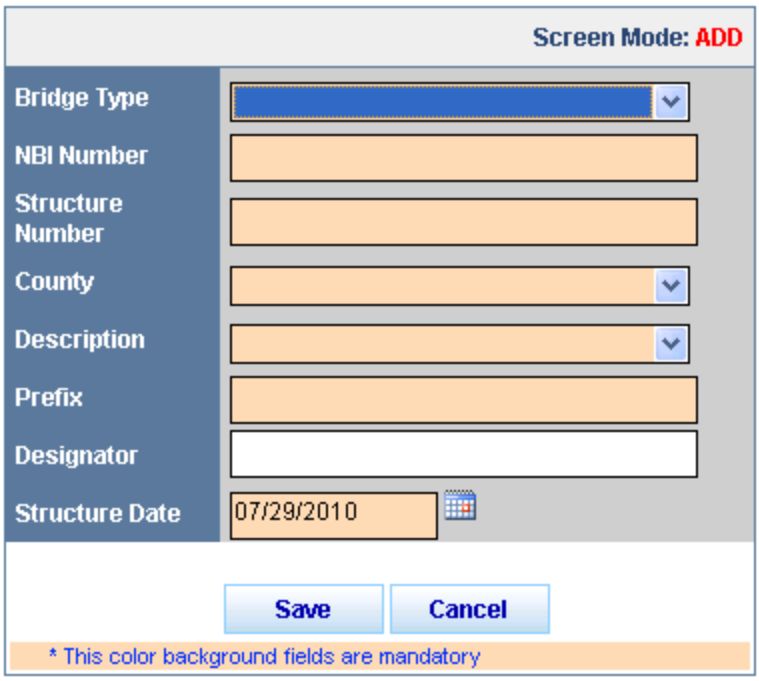
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.5.1. Adding a Corporate Bridge

To add a Corporate Bridge, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

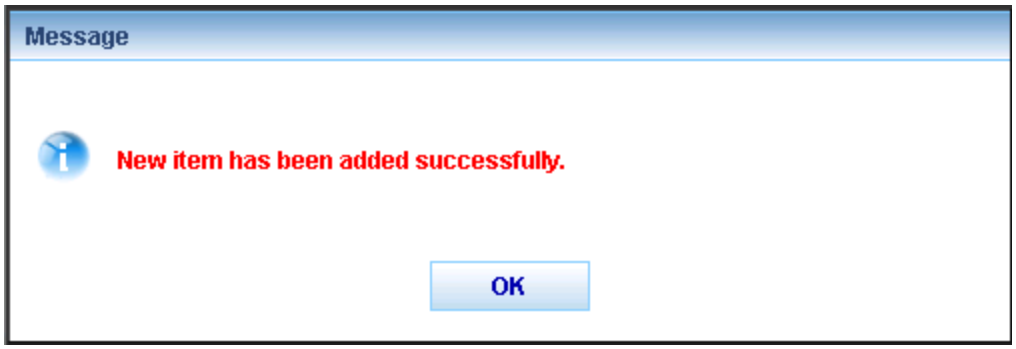


Dropdown fields have an auto-complete feature. For example, click on the County dropdown arrow to the right of the field for complete lists of available counties. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “R” displays “Randolph”.

Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

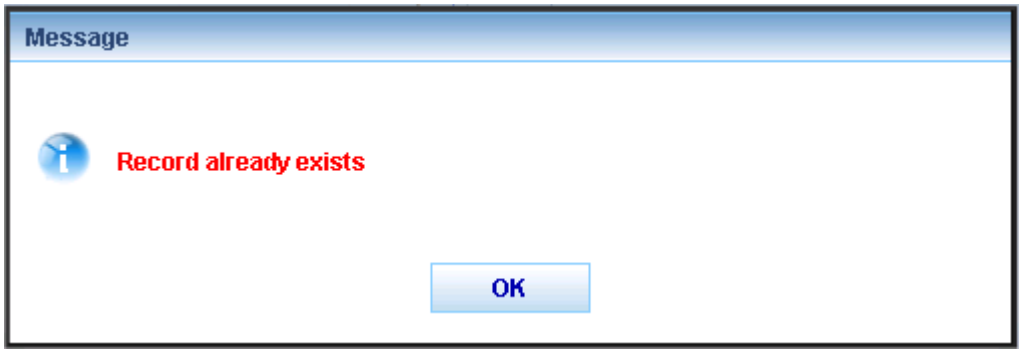
Then, click on the desired date to populate the field.

Click on the **Save** button to save the new record and return to the **Corporate Bridge List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



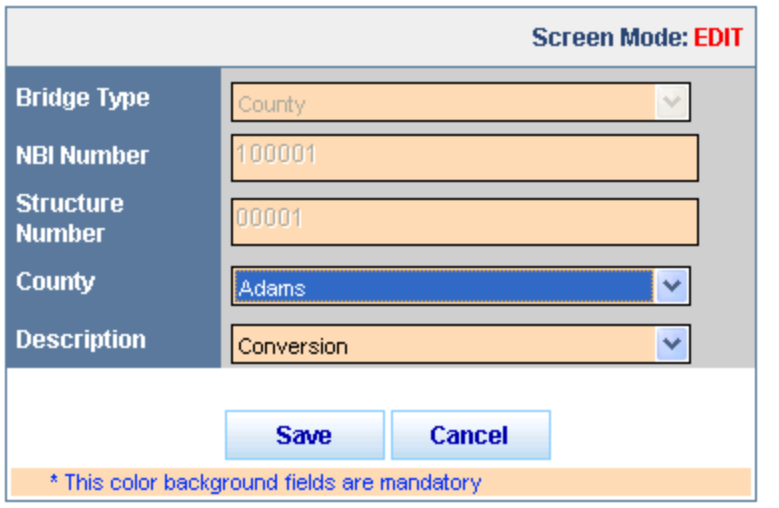
Once saved, the new Corporate Bridge should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.5.2. Editing a Corporate Bridge

To edit a Corporate Bridge, click on the **Edit** icon next to the record to be updated.

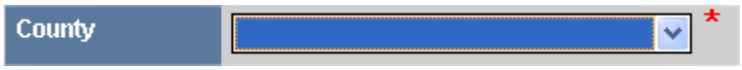
In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Cancel** button to exit without saving or click on the **Save** button to save the record and return to the **Corporate Bridge List Panel**.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.



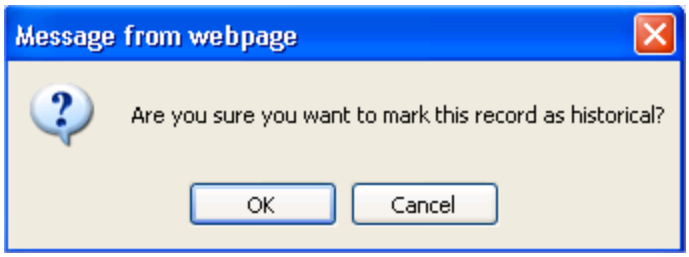
The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

4.5.3. Making a Corporate Bridge Historical

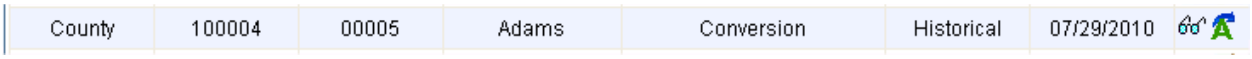
The Status of a Corporate Bridge is either Active or Historical (Inactive). The List of Corporate Bridges may be sorted by Status to place all historical Bridges at the bottom of the list. Historical Corporate Bridges may be made Active again.

To make a Corporate Bridge historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



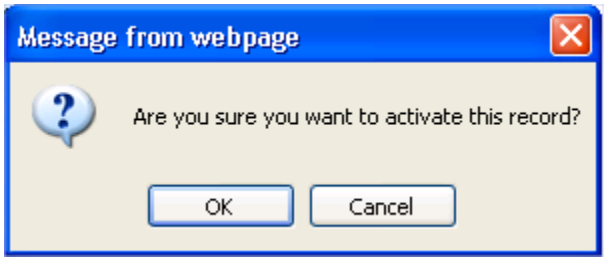
The Corporate Bridge's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Corporate Bridge List so all Historical Bridges are moved to the bottom of the list, click on the **Status** column heading to sort the column.



4.5.4. Making a Corporate Bridge Active

To make the Corporate Bridge Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

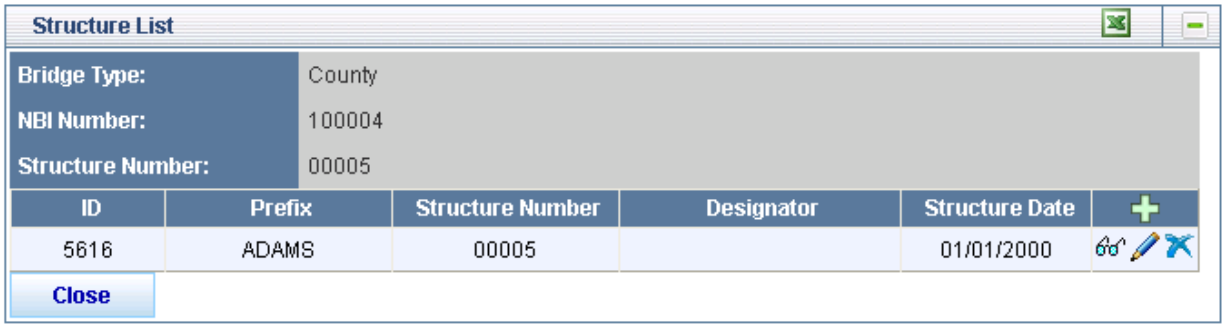


The Corporate Bridge's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.5.5. Adding a Structure to a Corporate Bridge

To view the Structure List for a Corporate Bridge, click on the **Structures** icon next to that record in the **Corporate Bridge List Panel**.

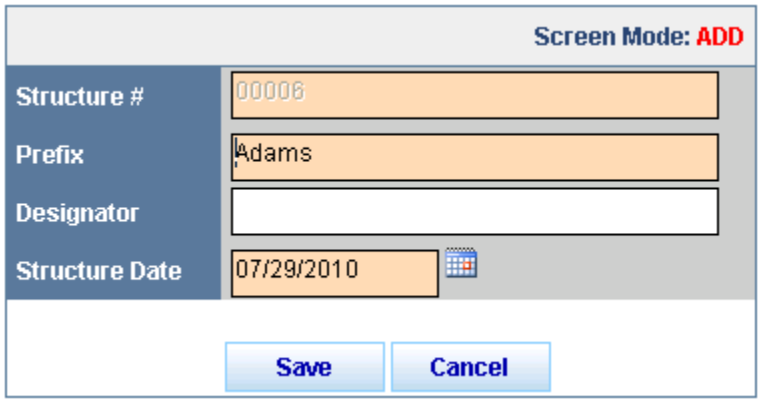
Structures may be added, edited, or deleted from the **Structure List Panel**.



To add a Structure, click on the **Add New** icon to the right of the **Structure Date** column heading.

In the **ADD Screen Mode**, enter the information as needed. The **Structure Number**, **Prefix** and **Structure Date** are populated from the bridge information. The **Prefix** and **Structure Date** may be changed, if needed.

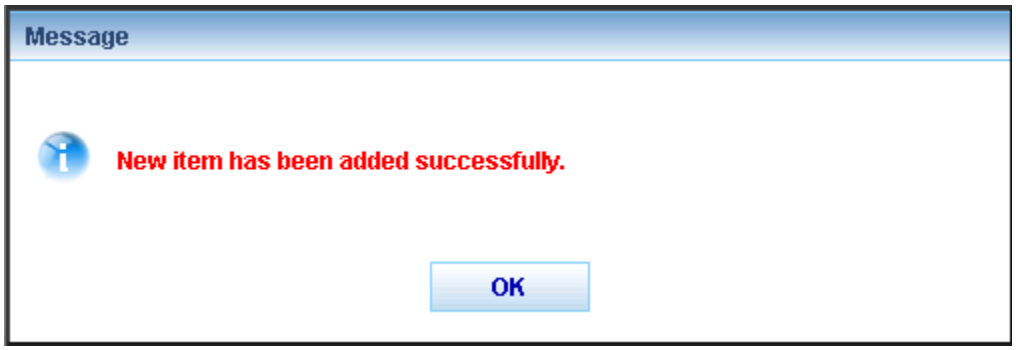
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

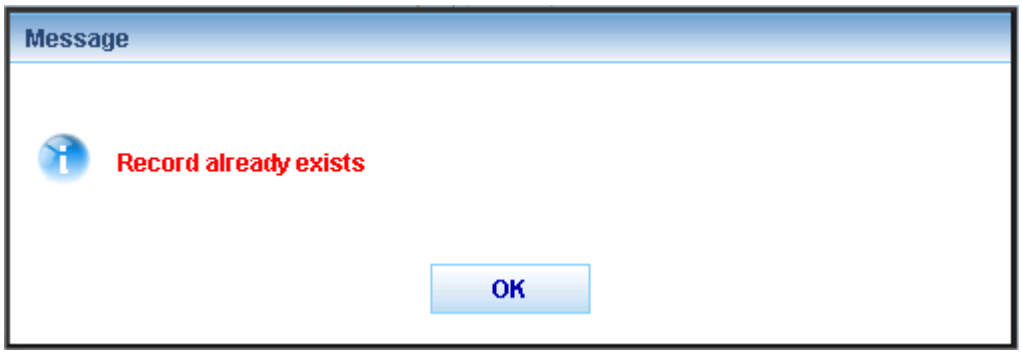
Then, click on the desired date to populate the field.

Click on the **Save** button to save the new record and return to the **Structure List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



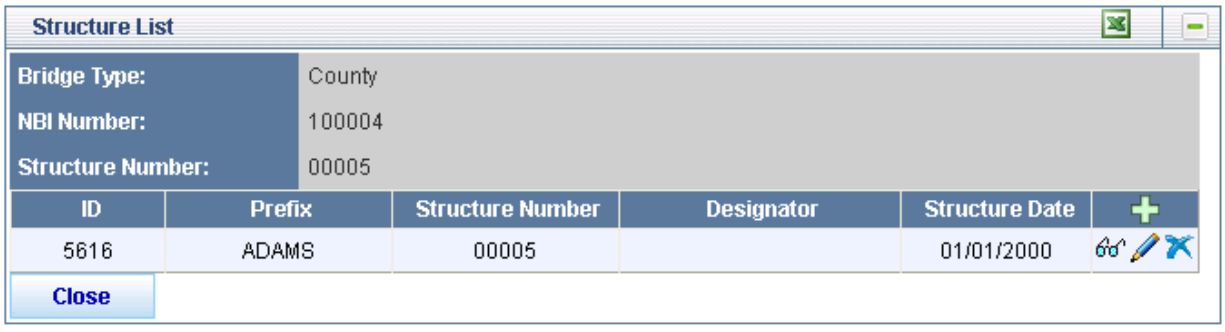
Once saved, the new Structure should be visible in the List. If not, click on the **Structure Date** column heading twice to re-sort and refresh the List.

If finished, click on the **Close** button to return to the **Corporate Bridge List Panel**.

4.5.6. Editing a Structure associated with a Corporate Bridge

To view the Structure List for a Corporate Bridge, click on the **Structures** icon next to that record in the **Corporate Bridge List Panel**.

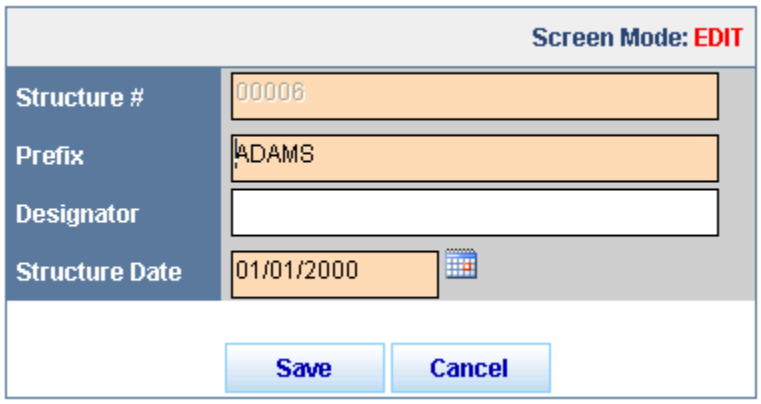
Structures may be added, edited, or deleted from the **Structure List Panel**.



To edit a Structure, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update the **County** and/or **Description** fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Structure List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

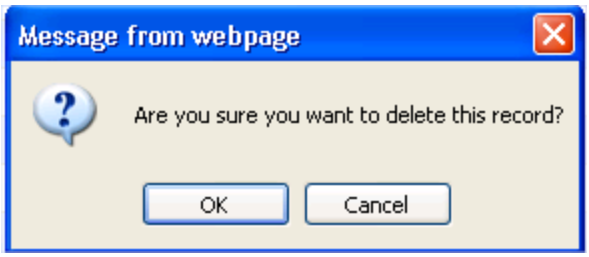
The changes should be visible in the List. If not, click on the **Structure Date** column heading to re-sort and refresh the List.

If finished, click on the **Close** button to return to the **Corporate Bridge List Panel**.

4.5.7. Deleting a Structure associated with a Corporate Bridge

To delete a Structure, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



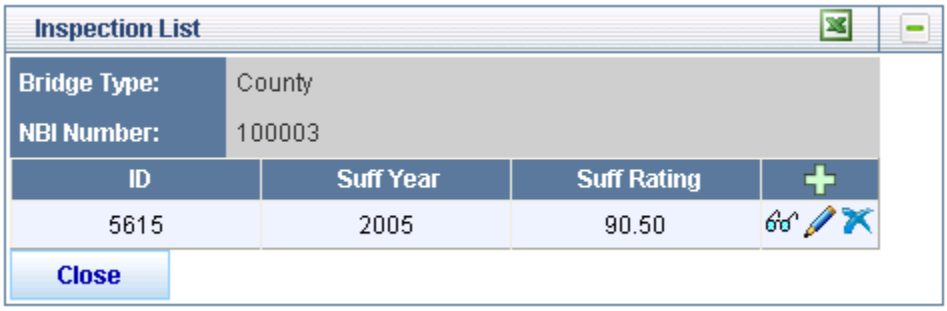
The Structure is removed from the list.

If finished, click on the **Close** button to return to the **Corporate Bridge List Panel**.

4.5.8. Adding an Inspection to a Corporate Bridge

To view the Inspection List for a Corporate Bridge, click on the **Inspections** icon next to that record in the **Corporate Bridge List Panel**.

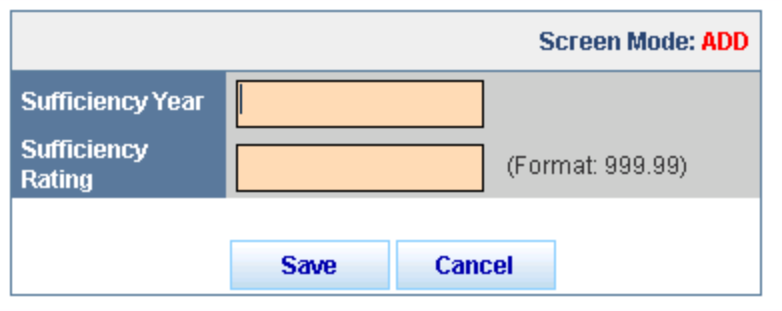
Inspections may be added, edited, or deleted from the **Inspection List Panel**.



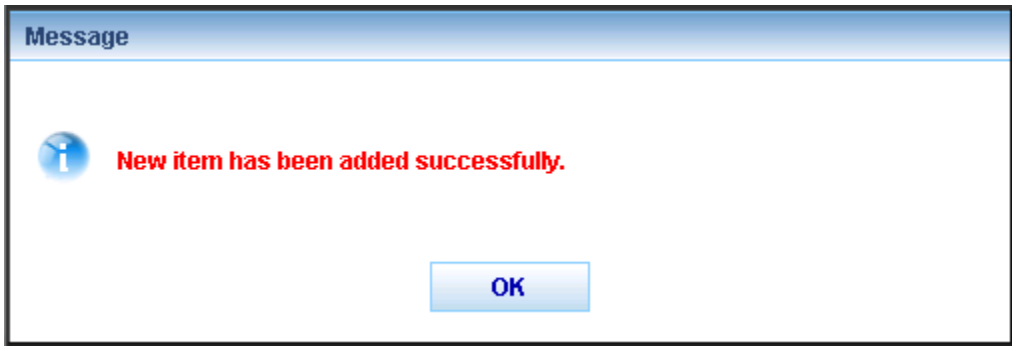
To add an Inspection, click on the **Add New** icon to the right of the **Suff Rating** column heading.

In the **ADD Screen Mode**, enter the **Sufficiency Year** (the year that the bridge is inspected and given a sufficiency rating) and **Sufficiency Rating** (the bridge's numerical evaluation where 100 represents an entirely sufficient structure).

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

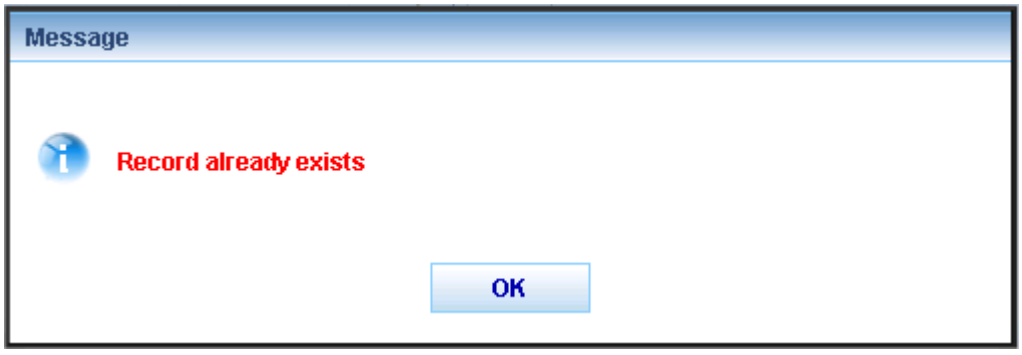


Click on the **Save** button to save the new record and return to the **Inspection List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



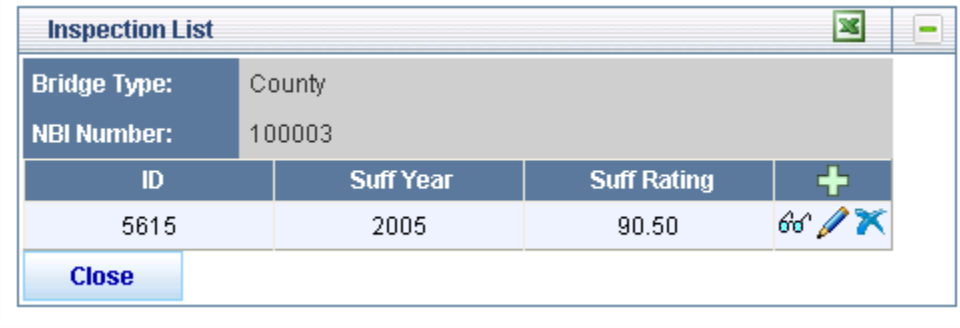
Once saved, the new Inspection should be visible in the List. If not, click on the **Suff Rating** column heading twice to re-sort and refresh the List.

If finished, click on the **Close** button to return to the **Corporate Bridge List Panel**.

4.5.9. Editing an Inspection associated with a Corporate Bridge

To view the Inspection List for a Corporate Bridge, click on the **Inspections** icon next to that record in the **Corporate Bridge List Panel**.

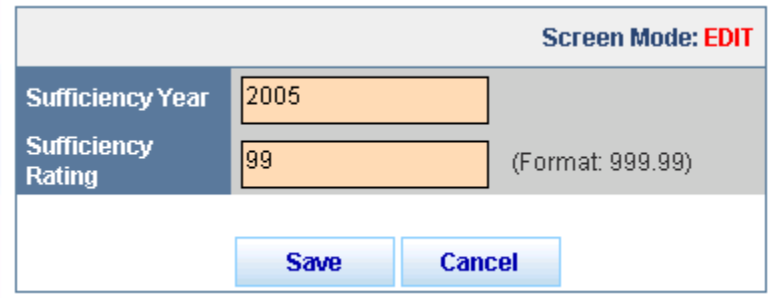
Inspections may be added, edited, or deleted from the **Inspection List Panel**.



To edit an Inspection, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update the **Sufficiency Year** (the year that the bridge is inspected and given a sufficiency rating) and **Sufficiency Rating** (the bridge's numerical evaluation) fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Inspection List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

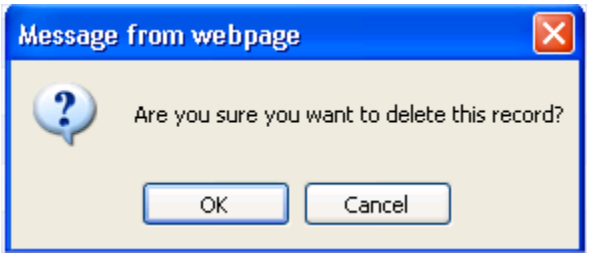
The changes should be visible in the List. If not, click on the **Suff Rating** column heading to re-sort and refresh the List.

If finished, click on the **Close** button to return to the **Corporate Bridge List Panel**.

4.5.10. Deleting an Inspection associated with a Corporate Bridge

To delete Inspection Information, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.



The Inspection is removed from the list.

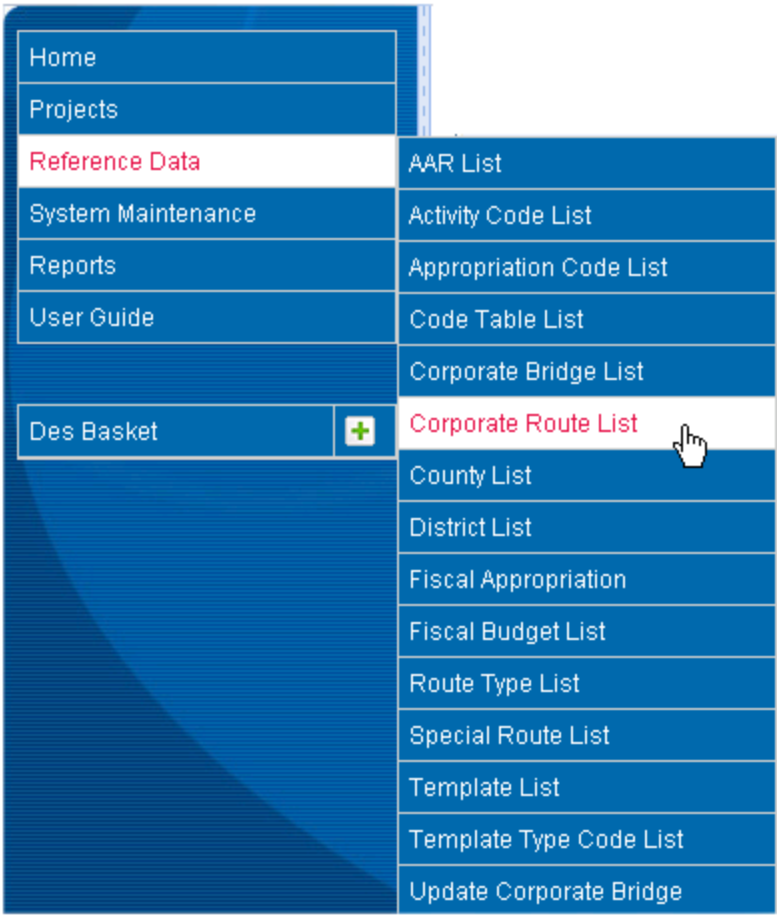
If finished, click on the **Close** button to return to the **Corporate Bridge List Panel**.

4.6. Corporate Route List

The SPMS **Corporate Route List** contains routes designated as State, U.S. and Interstate and includes Route Number, County, Route Status, Reference Post and Offset. All Corporate Routes selected for a Project must exist in this list.

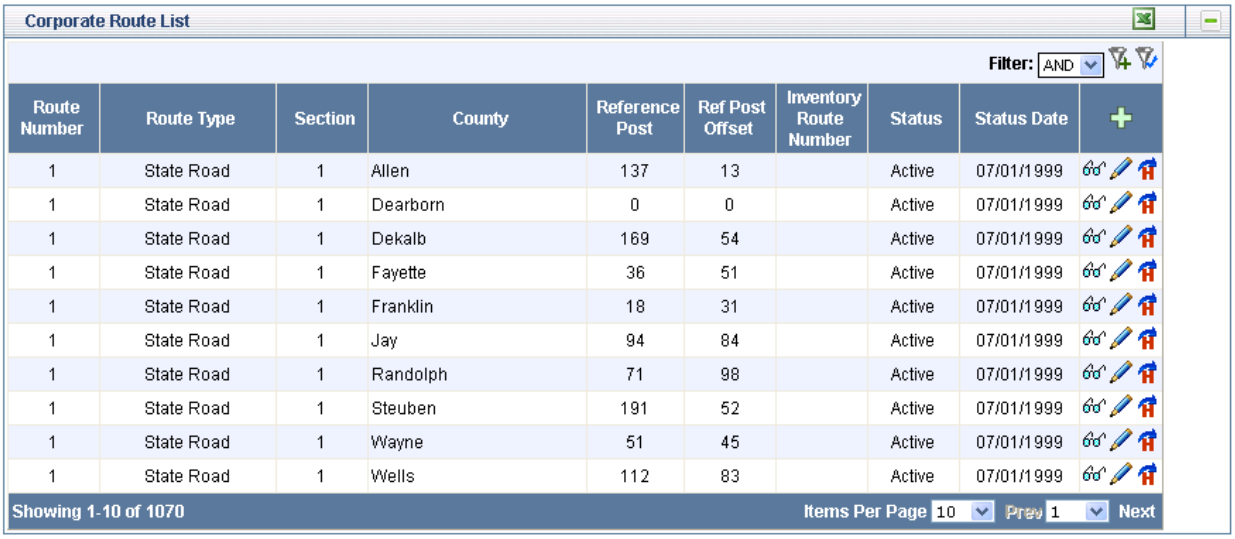
The SPMS **Corporate Route List** is refreshed as needed from the **Road Inventory Database**, which contains INDOT's official Corporate Route data. If a new Route is needed for a Project, it may be manually entered into the SPMS **Corporate Route List** by an SPMS Administrator**.**

To maintain the list of Corporate Routes, select **Corporate Route List** from the **Reference Data** menu.



From the **Corporate Route List Panel**, Corporate Routes may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Corporate Route List

Filter: AND

Route Number	Route Type	Section	County	Reference Post	Ref Post Offset	Inventory Route Number	Status	Status Date	
1	State Road	1	Allen	137	13		Active	07/01/1999	
1	State Road	1	Dearborn	0	0		Active	07/01/1999	
1	State Road	1	Dekalb	169	54		Active	07/01/1999	
1	State Road	1	Fayette	36	51		Active	07/01/1999	
1	State Road	1	Franklin	18	31		Active	07/01/1999	
1	State Road	1	Jay	94	84		Active	07/01/1999	
1	State Road	1	Randolph	71	98		Active	07/01/1999	
1	State Road	1	Steuben	191	52		Active	07/01/1999	
1	State Road	1	Wayne	51	45		Active	07/01/1999	
1	State Road	1	Wells	112	83		Active	07/01/1999	

Showing 1-10 of 1070 Items Per Page 10 Prev 1 Next

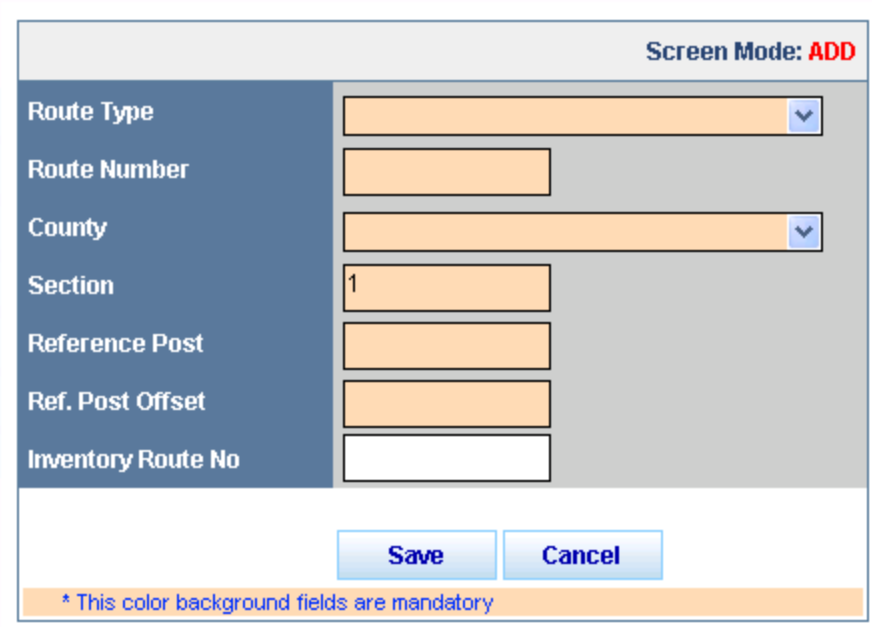
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.6.1. Adding a Corporate Route

To add a Corporate Route, click on the **Add New** icon to the right of the **Status Date** column heading.

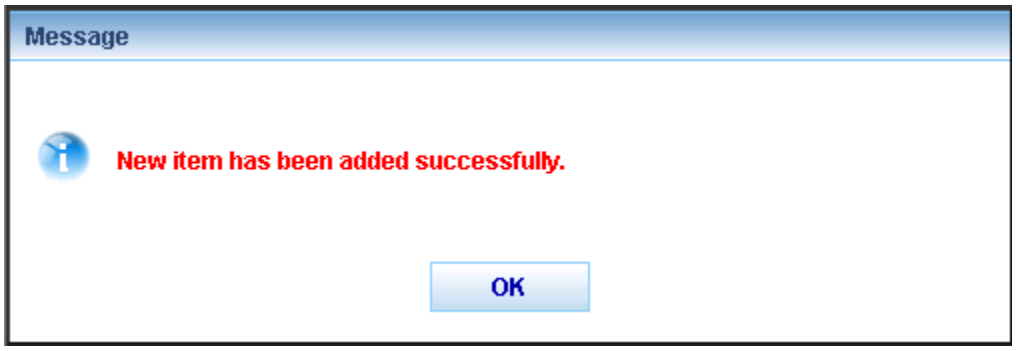
In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



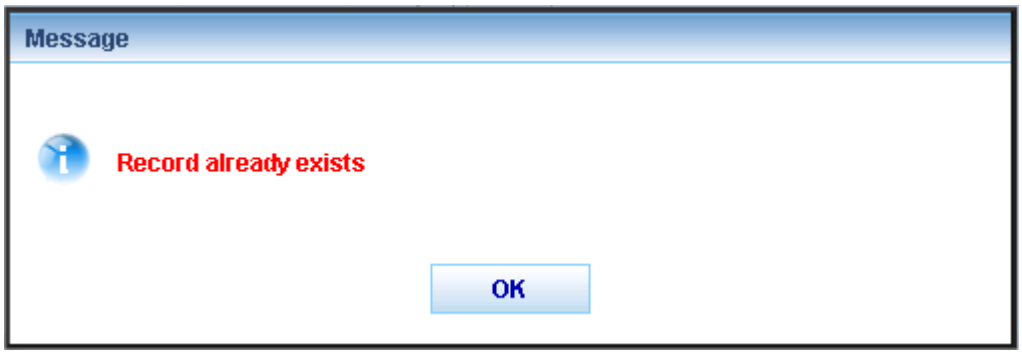
Dropdown fields have an auto-complete feature. For example, click on the Route Type dropdown arrow to the right of the field for a complete list of available Route Types. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “S” in the Route Type dropdown list displays “State Road”.

Click on the **Save** button to save the new record and return to the **Corporate Route List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



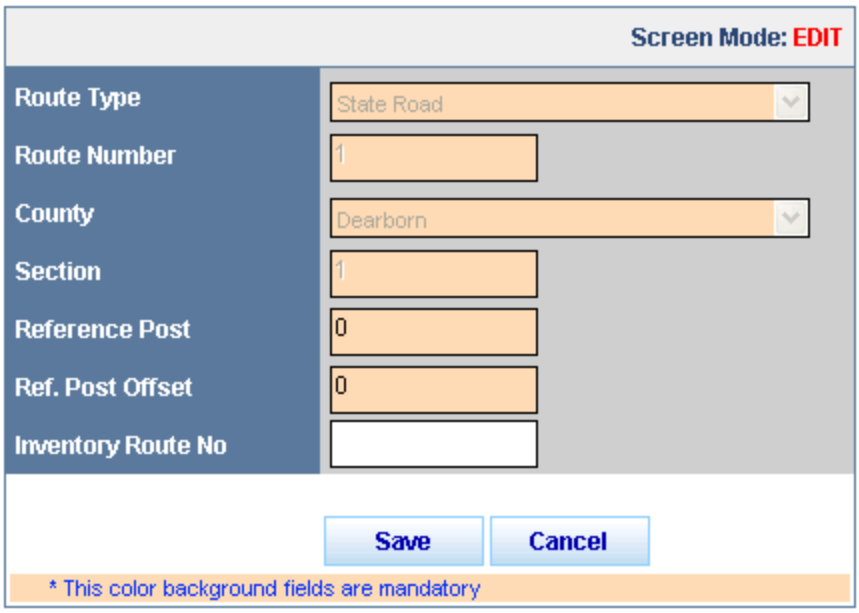
Once saved, the new Corporate Route should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.6.2. Editing a Corporate Route

To edit a Corporate Route, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Corporate Route List Panel** Click on the **Cancel** button to exit without saving.

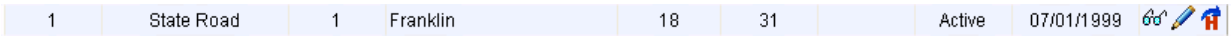
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

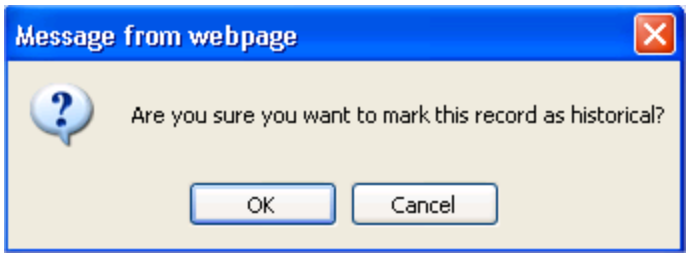
4.6.3. Making a Corporate Route Historical

The Status of a Corporate Route is either Active or Historical (Inactive). The List of Corporate Routes may be sorted by Status to place all historical Routes at the bottom of the list. Historical Corporate Routes may be made Active again.

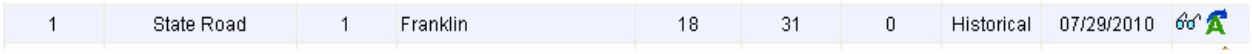
To make a Corporate Route historical, click on the **Make Historical** icon next to the record to be made historical.



A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



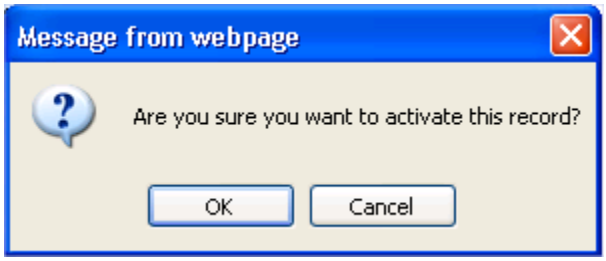
The Corporate Route's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Corporate Route List so all Historical Corporate Routes are moved to the bottom of the list, click on the **Status** column heading to sort the column.



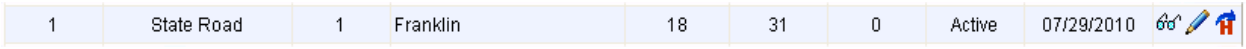
4.6.4. Making a Corporate Route Active

To make the Corporate Route Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



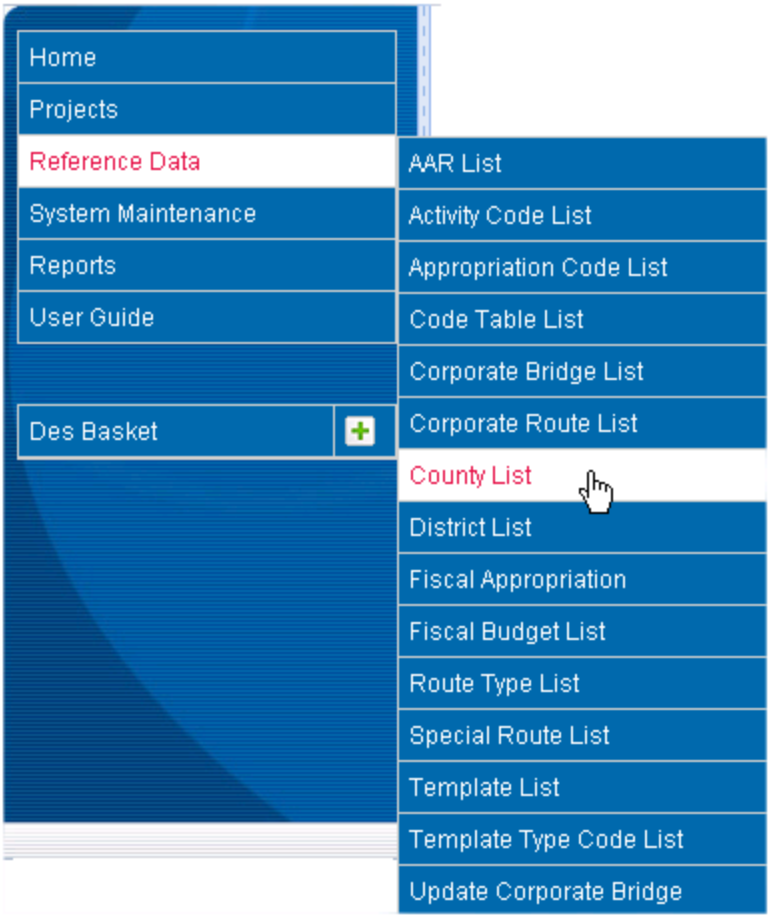
The Corporate Route's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.



4.7. County List

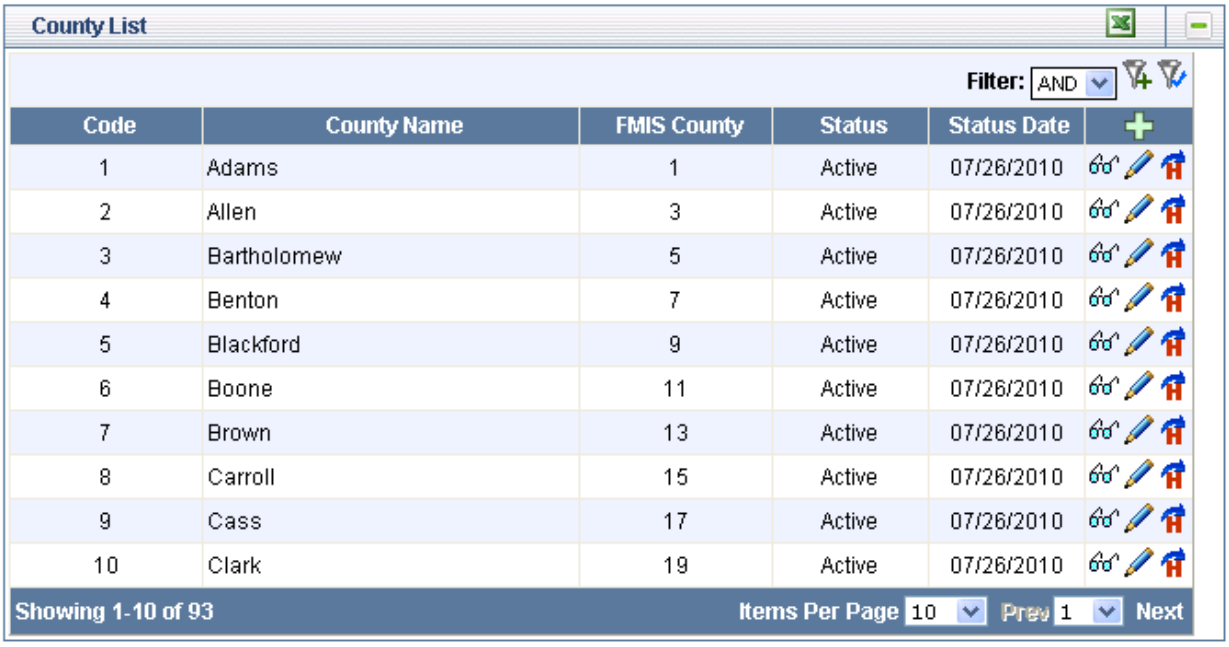
The **County List** contains Indiana counties represented by unique numerical codes. The List may be used to select an additional county or counties for a project.

To maintain the list of Counties, select **County List** from the **Reference Data** menu.



From the **County List Panel**, Counties may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



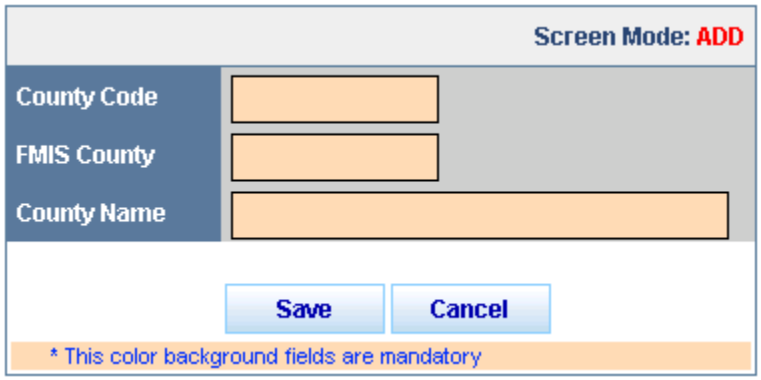
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.7.1. Adding a County

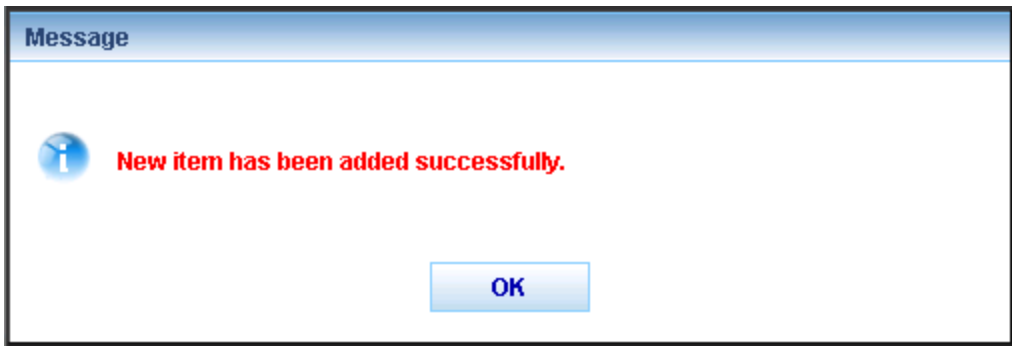
To add a County, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

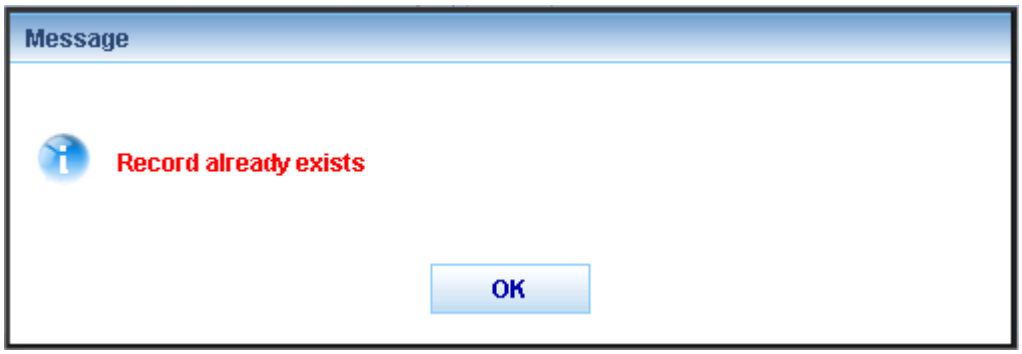


Click on the **Save** button to save the new record and return to the **County List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



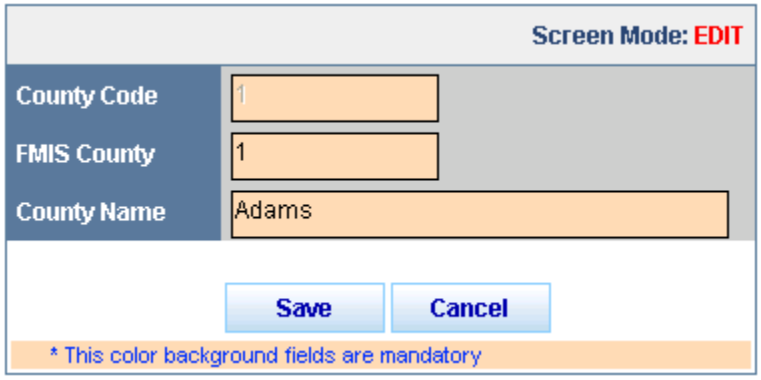
Once saved, the new County should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.7.2. Editing a County

To edit a County, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **County List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

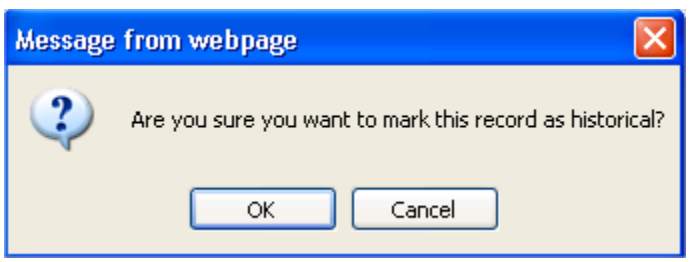
The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

4.7.3. Making a County Historical

The Status of a County is either Active or Historical (Inactive). The List of Counties may be sorted by Status to place all historical Counties at the bottom of the list. Historical Counties may be made Active again.

To make a County historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



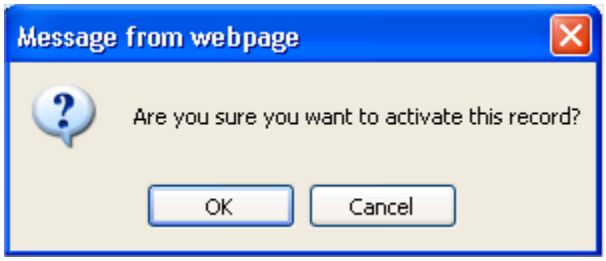
The County's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the County List so all Historical Counties are moved to the bottom of the list, click on the **Status** column heading to sort the column.

5	Blackford	9	Historical	07/28/2010	

4.7.4. Making a County Active

To make the County Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



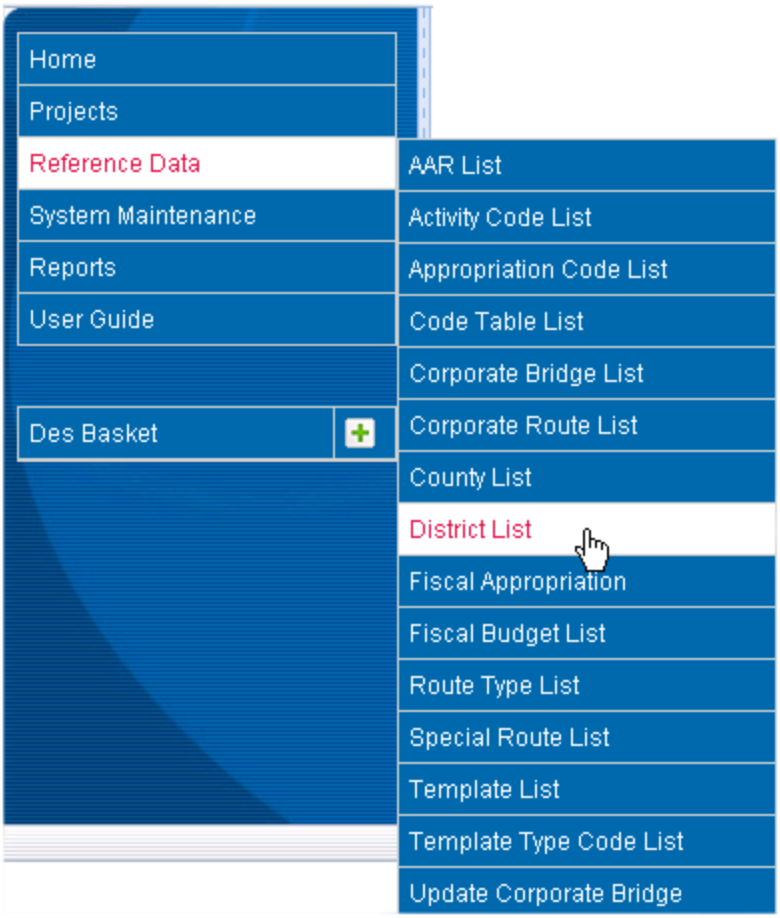
The County's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

5	Blackford	9	Active	07/28/2010	

4.8. District List

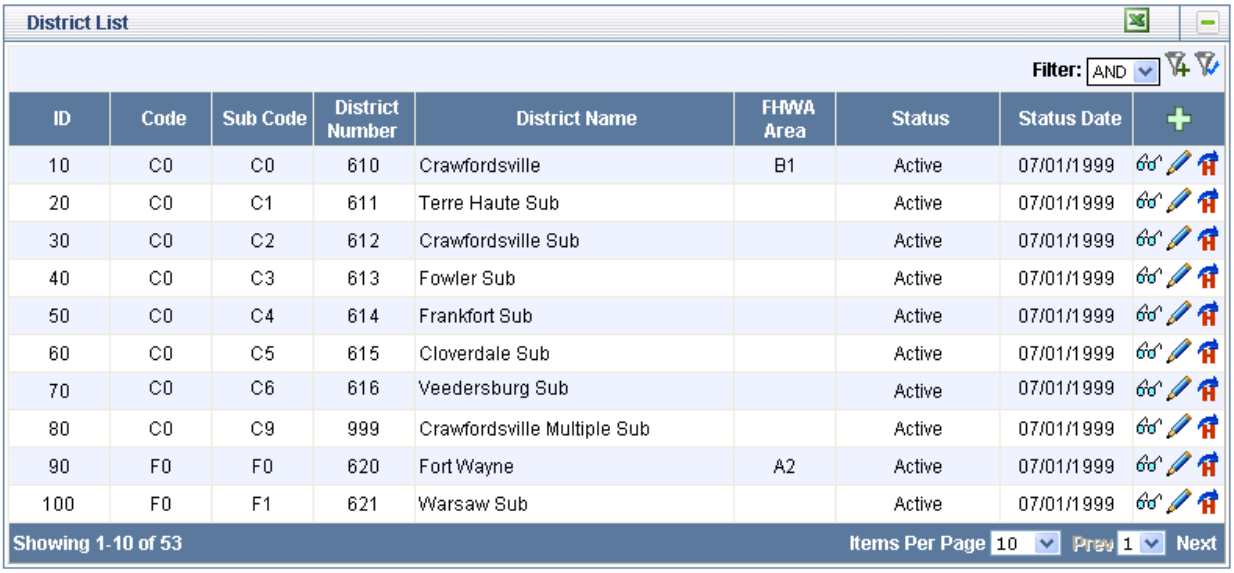
The **District List** contains a list of area boundaries consisting of one or more Indiana counties. Each District area is further broken down into smaller areas that are identified as sub-districts. A Federal Highway Administration (FHWA) identifier is assigned to each of the INDOT Districts. The Districts and sub-districts are represented by unique numerical codes.

To maintain the list of Districts, select **District List** from the **Reference Data** menu.



From the **District List Panel**, Districts may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



District List

Filter: AND

ID	Code	Sub Code	District Number	District Name	FHWA Area	Status	Status Date
10	C0	C0	610	Crawfordsville	B1	Active	07/01/1999
20	C0	C1	611	Terre Haute Sub		Active	07/01/1999
30	C0	C2	612	Crawfordsville Sub		Active	07/01/1999
40	C0	C3	613	Fowler Sub		Active	07/01/1999
50	C0	C4	614	Frankfort Sub		Active	07/01/1999
60	C0	C5	615	Cloverdale Sub		Active	07/01/1999
70	C0	C6	616	Veedersburg Sub		Active	07/01/1999
80	C0	C9	999	Crawfordsville Multiple Sub		Active	07/01/1999
90	F0	F0	620	Fort Wayne	A2	Active	07/01/1999
100	F0	F1	621	Warsaw Sub		Active	07/01/1999

Showing 1-10 of 53 Items Per Page 10 Prev 1 Next

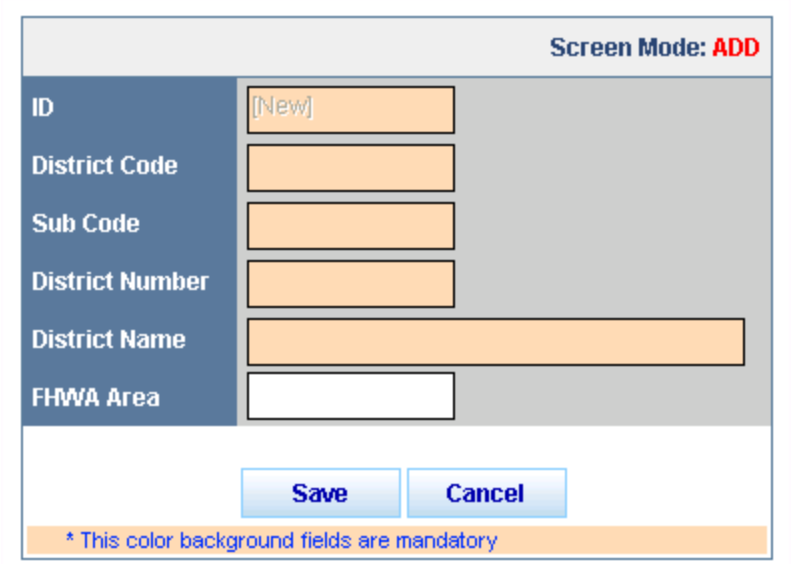
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.8.1. Adding a District

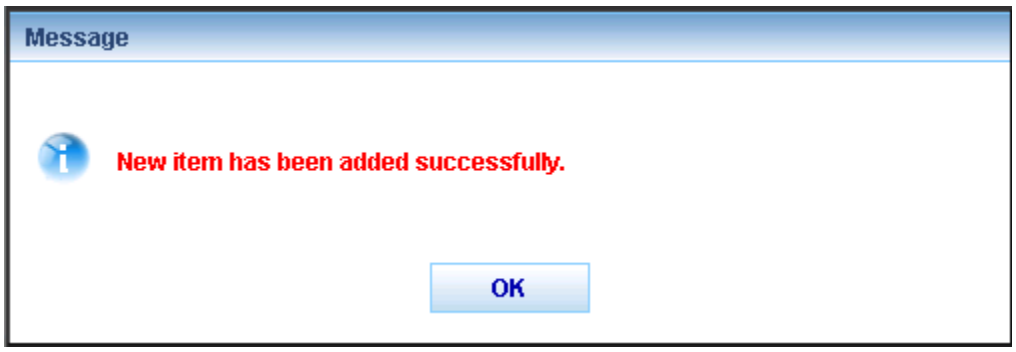
To add a District, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

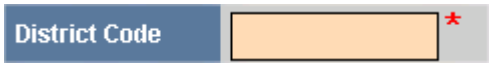
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



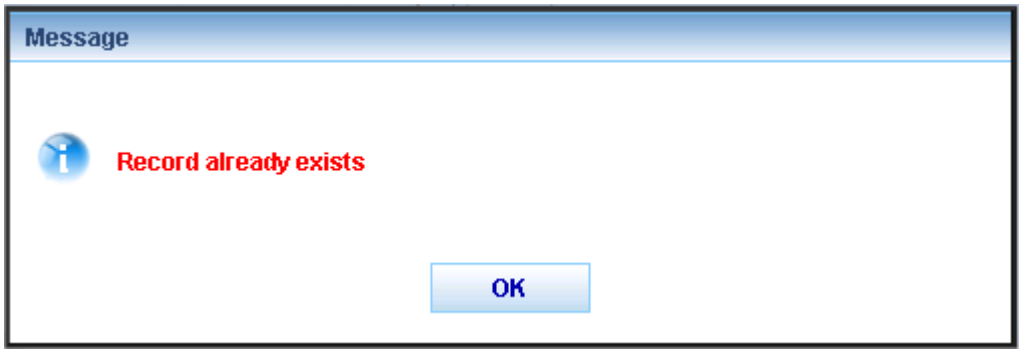
Click on the **Save** button to save the new record and return to the **District List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



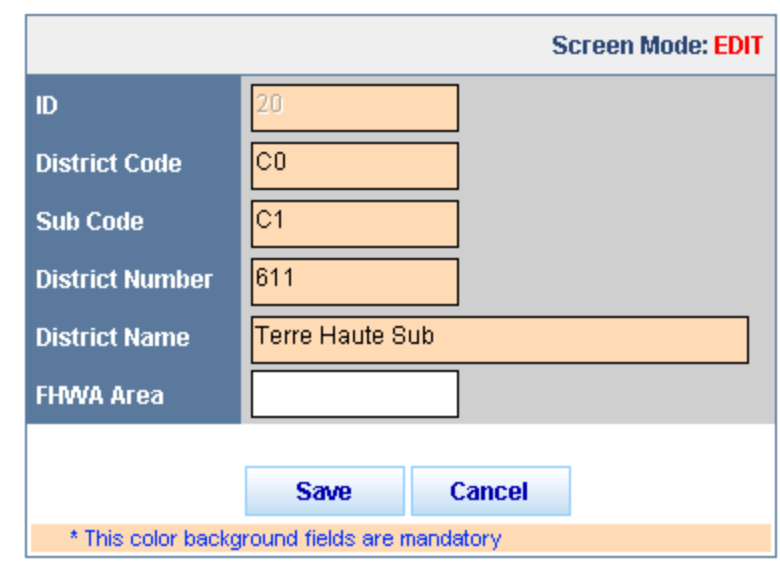
Once saved, the new District should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.8.2. Editing a District

To edit a District, click on the **Edit** icon next to the record to be updated.

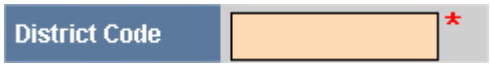
In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **District List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



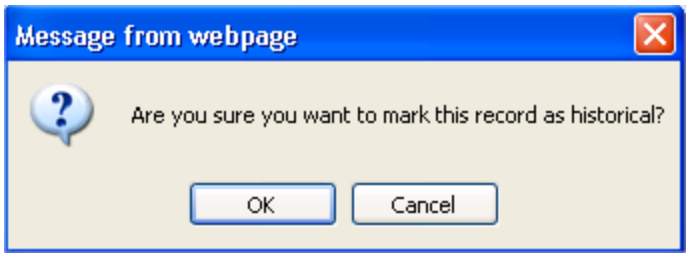
The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

4.8.3. Making a District Historical

The Status of a District is either Active or Historical (Inactive). The List of Districts may be sorted by Status to place all historical Districts at the bottom of the list. Historical Districts may be made Active again.

To make a District historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

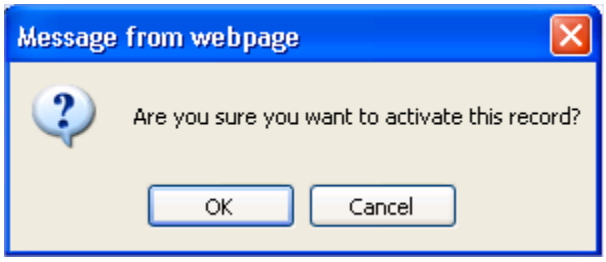


The District's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the District List so all Historical Districts are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.8.4. Making a District Active

To make the District Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

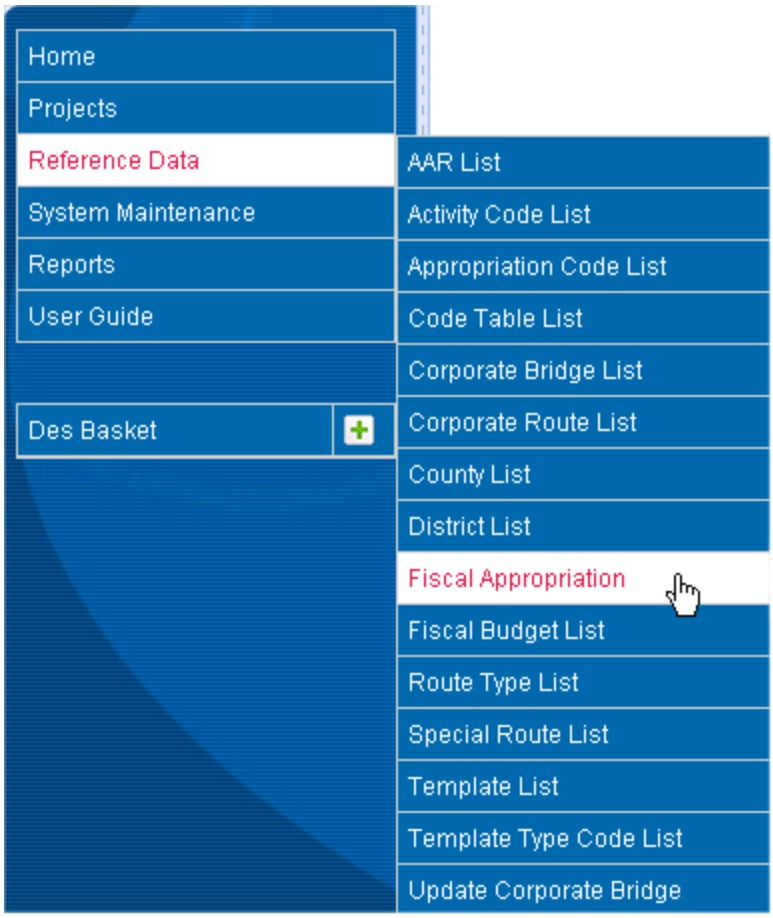


The District's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.9. Fiscal Appropriation

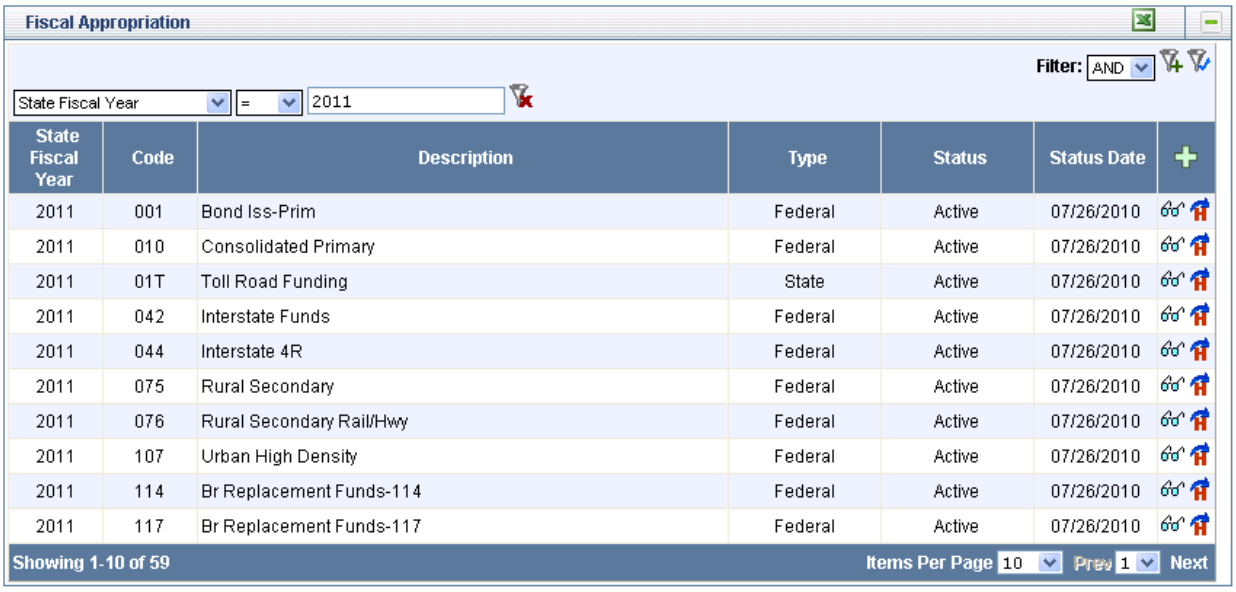
The **Fiscal Appropriation List** contains funding types by fiscal year involved in INDOT Projects. The funding types are represented by unique numerical codes.

To maintain Fiscal Appropriations, select **Fiscal Appropriation** from the **Reference Data** menu.



From the **Fiscal Appropriation List Panel**, Fiscal Appropriations may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

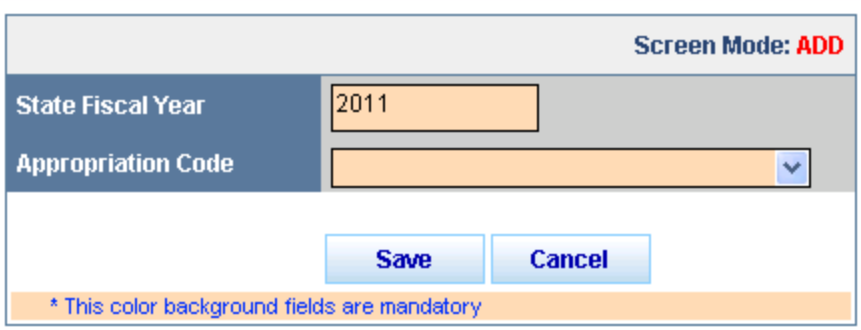
4.9.1. Filtering the Fiscal Appropriation Code List

By default, a Filter is open and applied, displaying all Funding Programs in the current State Fiscal Year. To see the list of Funding Programs for a past or future fiscal year, type that year in the **State Fiscal Year** filter text box and click on the **Apply Filter** icon .The List will update to reflect the selected year. When the fiscal year's Appropriation Codes display in the **Fiscal Appropriation Panel**, they may be added, made historical or made active.

4.9.2. Adding a Fiscal Appropriation Code

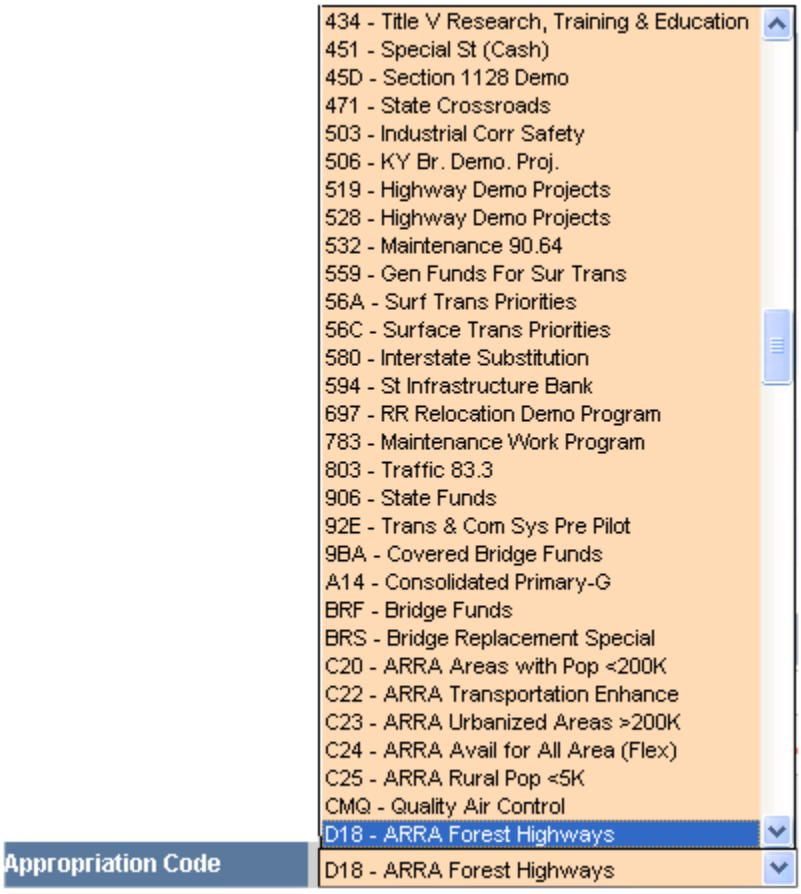
To add a Fiscal Appropriation Code, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

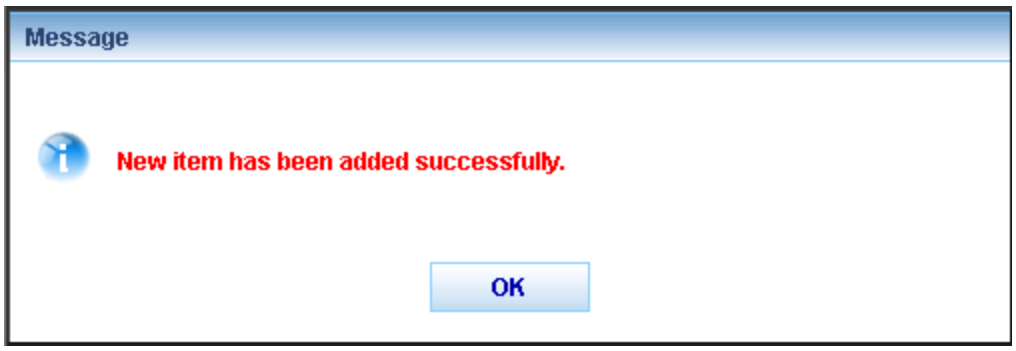


Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Dropdown fields have an auto-complete feature. For example, click on the Appropriation Code dropdown arrow to the right of the field for a complete list of available Codes. The list is sorted by Code number. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “D” displays “D18 – ARRA Forest Highways”.

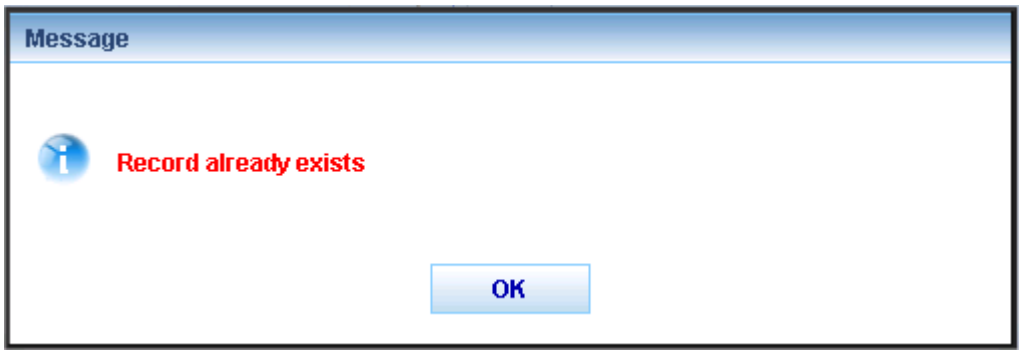


Click on the **Save** button to save the new record and return to the **Fiscal Appropriation Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



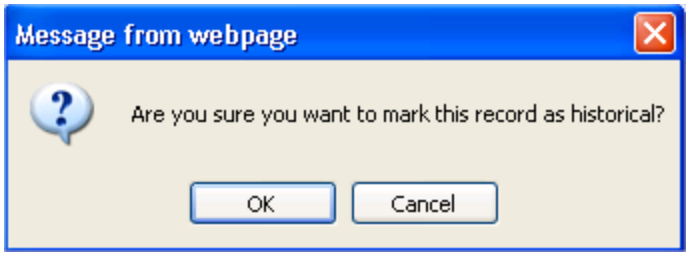
Once saved, the new Fiscal Appropriation Code should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.9.3. Making a Fiscal Appropriation Code Historical

The Status of a Fiscal Appropriation Code is either Active or Historical (Inactive). The List of Fiscal Appropriation Codes may be sorted by Status to place all historical Codes at the bottom of the list. Historical Fiscal Appropriation Codes may be made Active again.

To make a Fiscal Appropriation Code historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

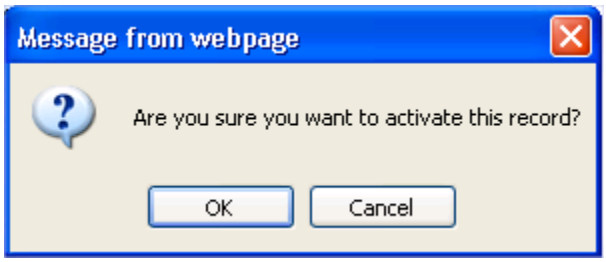


The Fiscal Appropriation Code's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Fiscal Appropriation Code List so all Historical Codes are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.9.4. Making a Fiscal Appropriation Code Active

To make the Fiscal Appropriation Code Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

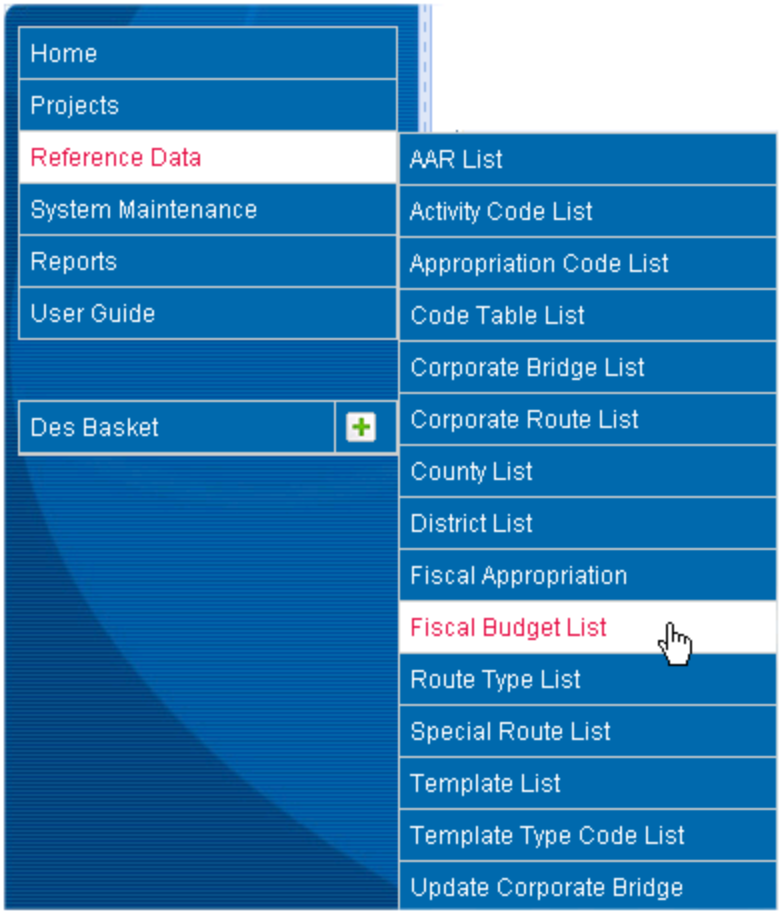


The Fiscal Appropriation Code's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.10. Fiscal Budget List

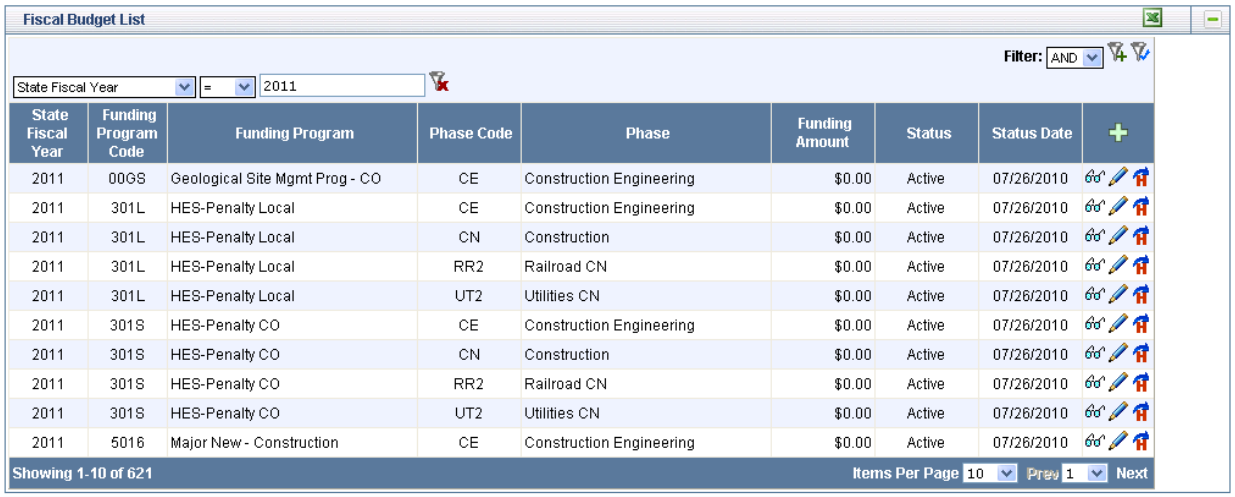
The **Fiscal Budget List** contains budgeted annual operating expenses by financial year, Funding Program and Project phase.

To maintain the list of Fiscal Budget Funding Programs, select **Fiscal Budget List** from the **Reference Data** menu.



From the **Fiscal Budget List Panel**, Fiscal Budget Programs may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



State Fiscal Year	Funding Program Code	Funding Program	Phase Code	Phase	Funding Amount	Status	Status Date
2011	00GS	Geological Site Mgmt Prog - CO	CE	Construction Engineering	$0.00	Active	07/26/2010
2011	301L	HES-Penalty Local	CE	Construction Engineering	$0.00	Active	07/26/2010
2011	301L	HES-Penalty Local	CN	Construction	$0.00	Active	07/26/2010
2011	301L	HES-Penalty Local	RR2	Railroad CN	$0.00	Active	07/26/2010
2011	301L	HES-Penalty Local	UT2	Utilities CN	$0.00	Active	07/26/2010
2011	301S	HES-Penalty CO	CE	Construction Engineering	$0.00	Active	07/26/2010
2011	301S	HES-Penalty CO	CN	Construction	$0.00	Active	07/26/2010
2011	301S	HES-Penalty CO	RR2	Railroad CN	$0.00	Active	07/26/2010
2011	301S	HES-Penalty CO	UT2	Utilities CN	$0.00	Active	07/26/2010
2011	5016	Major New - Construction	CE	Construction Engineering	$0.00	Active	07/26/2010

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.10.1. Filtering the Fiscal Budget List

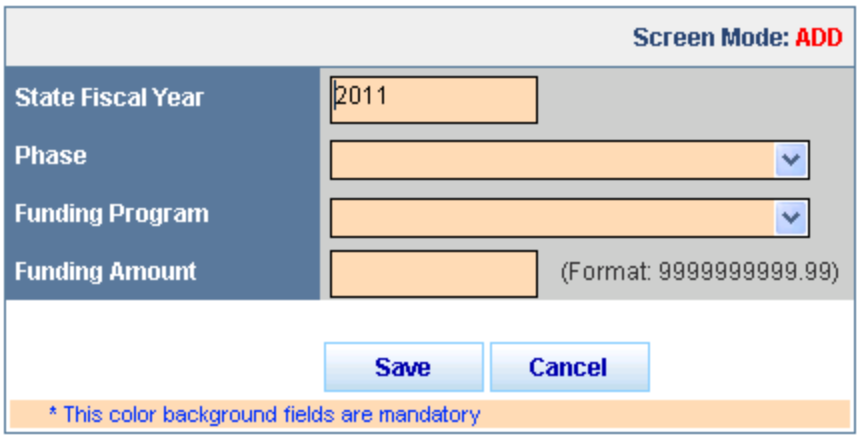
By default, a Filter is open and applied, displaying all **Fiscal Budget** Funding Programs in the current State Fiscal Year. To see the list of **Fiscal Budget** Funding Programs for a past or future fiscal year, type that year in the **State Fiscal Year** filter text box and click on the **Apply Filter** icon .The List will update to reflect the selected year. When the Funding Programs displays in the **Fiscal Budget List Panel**, they may be added, made historical or made active.

4.10.2. Adding a Fiscal Budget Funding Program

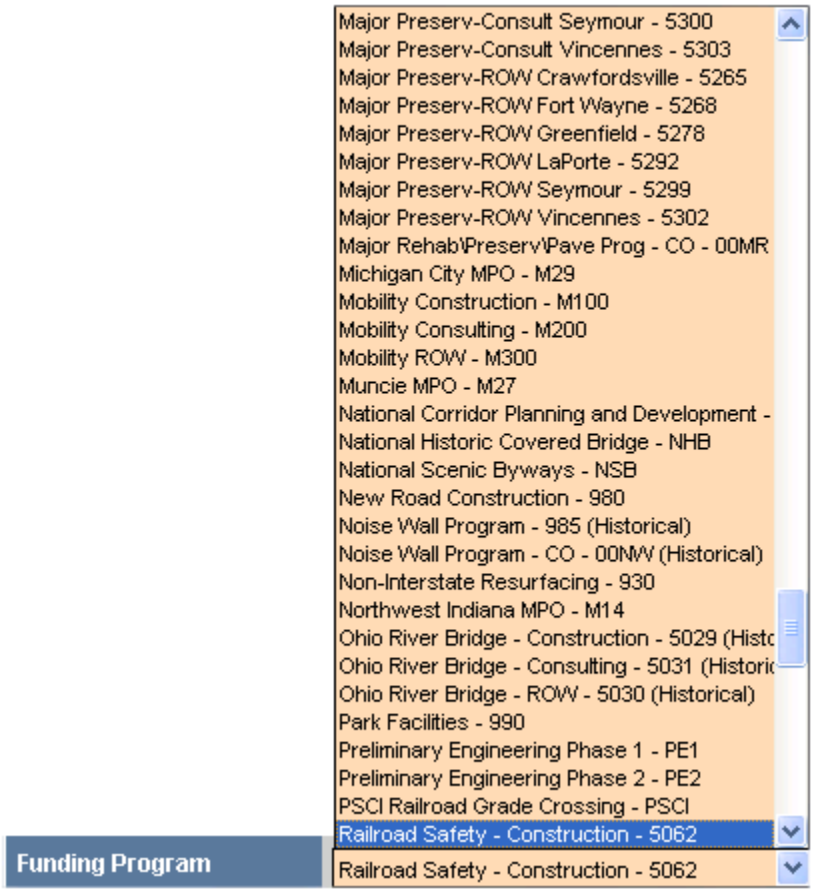
To add a Fiscal Budget Funding Program, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

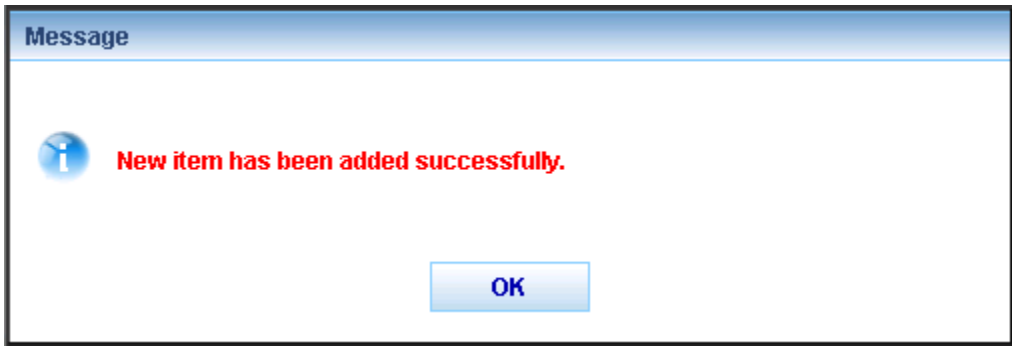
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



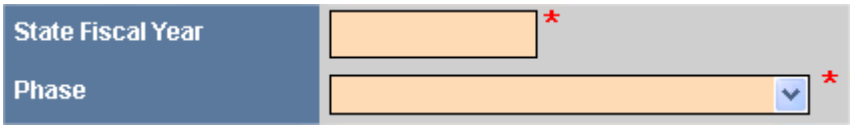
Dropdown fields have an auto-complete feature. For example, click on the Funding Program dropdown arrows to the right of the fields for complete lists of available Funding Programs. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing an "R" in the Funding Program dropdown list displays "Railroad Safety – Construction".



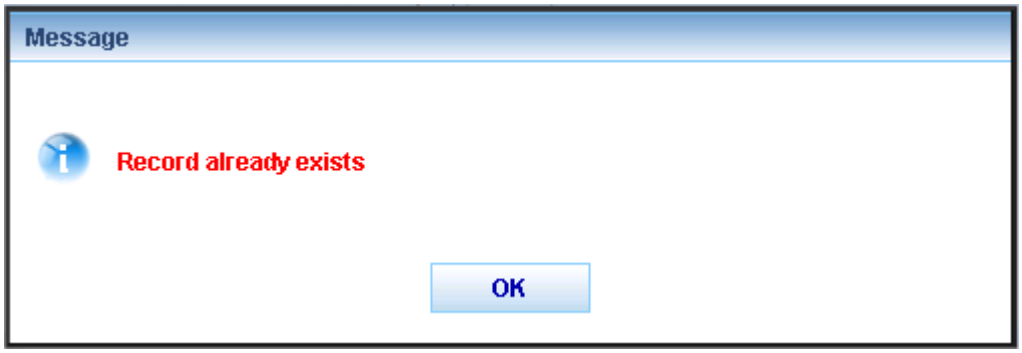
Click on the **Save** button to save the new record and return to the **Fiscal Budget List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



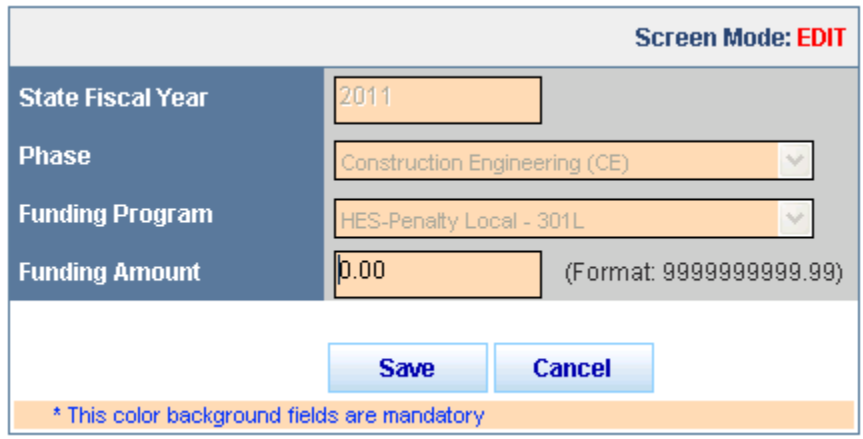
Once saved, the new Fiscal Budget Funding Program should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.10.3. Editing a Fiscal Budget Funding Program

To edit a Fiscal Budget Funding Program, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update the **Funding Amount** as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Fiscal Budget List Panel** or click on the **Cancel** button to exit without saving.

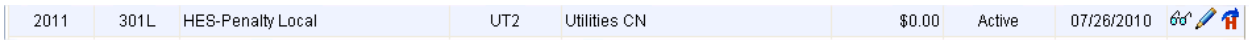
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

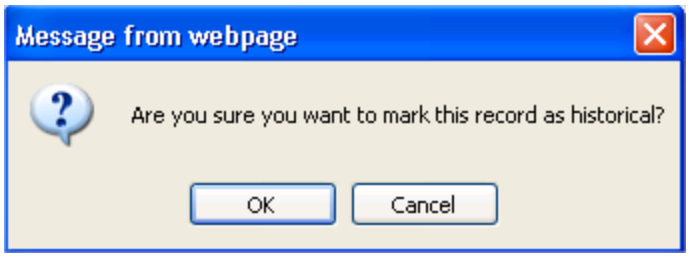
4.10.4. Making a Fiscal Budget Funding Program Historical

The Status of a Fiscal Budget Funding Program is either Active or Historical (Inactive). The List of Fiscal Budget Funding Programs may be sorted by Status to place all historical Programs at the bottom of the list. Historical Fiscal Budget Funding Programs may be made Active again.

To make a Fiscal Budget Funding Program historical, click on the **Make Historical** icon next to the record to be made historical.



A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

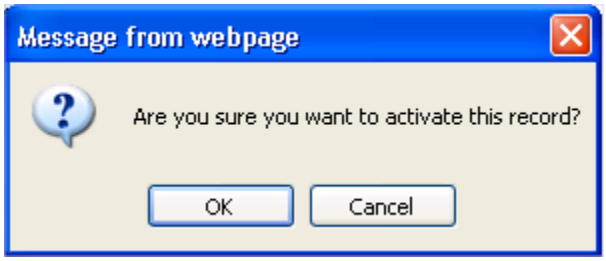


The Fiscal Budget Funding Program's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Fiscal Budget List so all Historical Funding Programs are moved to the bottom of the list, click on the **Status** column heading to sort the column.

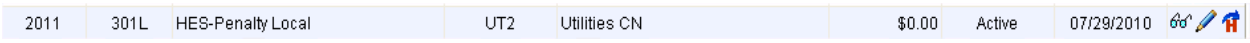
4.10.5. Making a Fiscal Budget Funding Program Active

To make the Fiscal Budget Funding Program Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



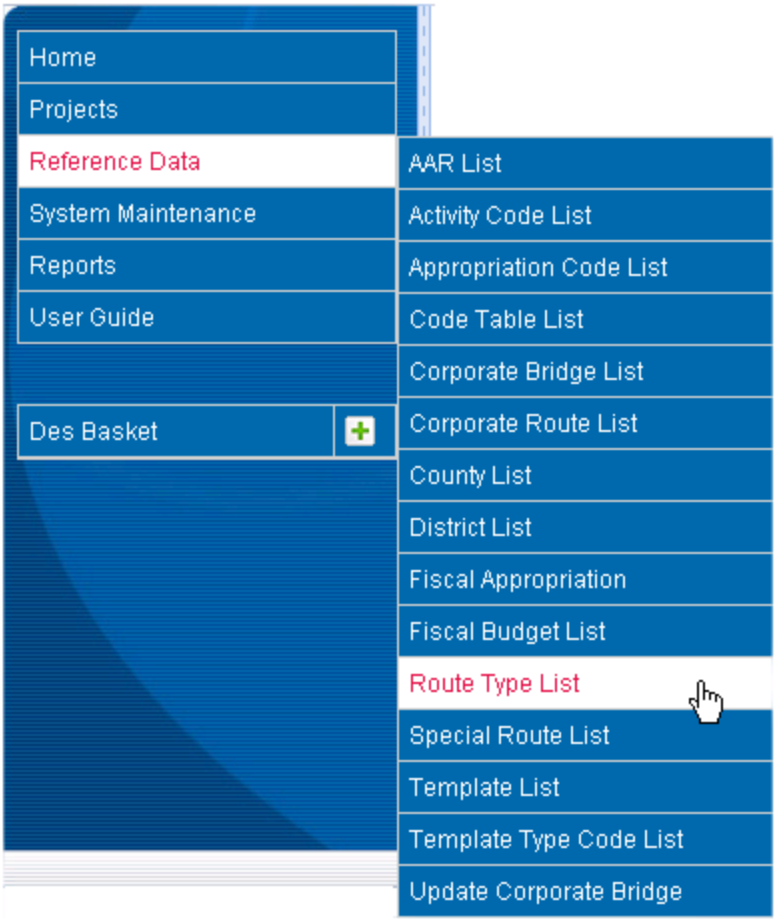
The Fiscal Budget Funding Program's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.



4.11. Route Type List

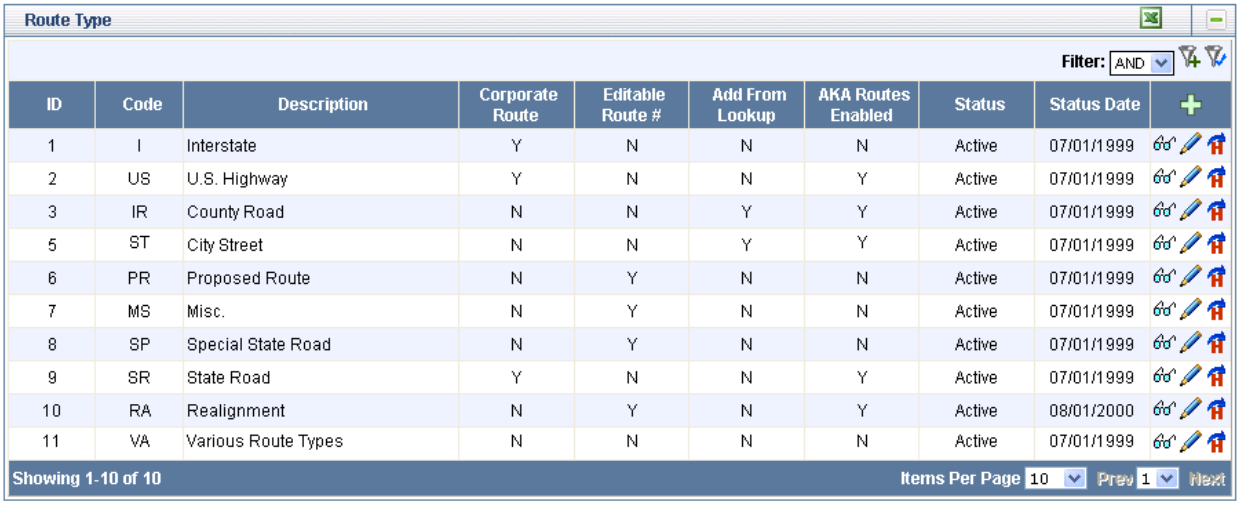
The **Route Types List** displays a name and acronym for each type of route. The **Corporate Route**, **Editable Route #**, **Add from Lookup**, and **AKA Routes Enabled** fields determine whether modifications related to those fields can be made to a route.

To maintain the list, select **Route Type List** from the **Reference Data** menu.



From the **Route Type List Panel**, Route Types may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Route Type

Filter: AND

ID	Code	Description	Corporate Route	Editable Route #	Add From Lookup	AKA Routes Enabled	Status	Status Date
1	I	Interstate	Y	N	N	N	Active	07/01/1999
2	US	U.S. Highway	Y	N	N	Y	Active	07/01/1999
3	IR	County Road	N	N	Y	Y	Active	07/01/1999
5	ST	City Street	N	N	Y	Y	Active	07/01/1999
6	PR	Proposed Route	N	Y	N	N	Active	07/01/1999
7	MS	Misc.	N	Y	N	N	Active	07/01/1999
8	SP	Special State Road	N	Y	N	N	Active	07/01/1999
9	SR	State Road	Y	N	N	Y	Active	07/01/1999
10	RA	Realignment	N	Y	N	Y	Active	08/01/2000
11	VA	Various Route Types	N	N	N	N	Active	07/01/1999

Showing 1-10 of 10 Items Per Page 10 Prev 1 Next

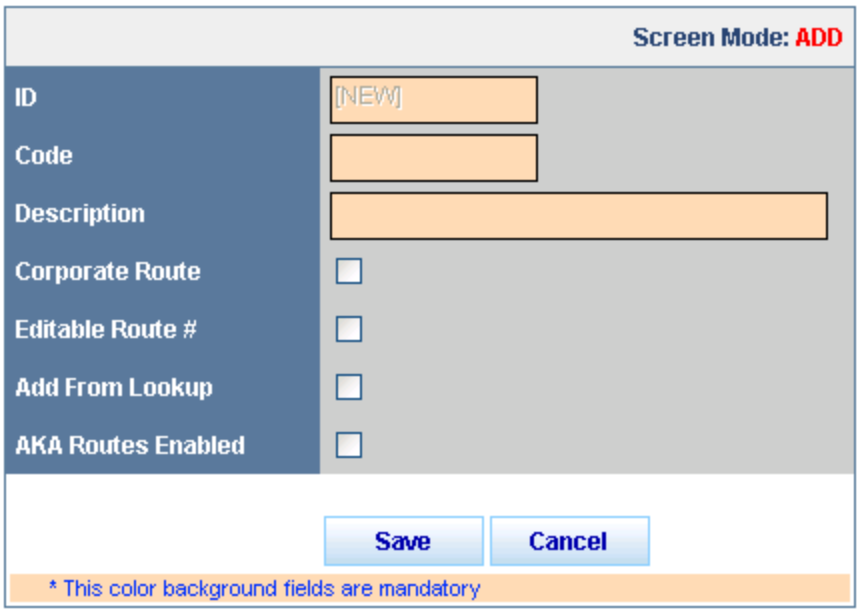
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.11.1. Adding a Route Type

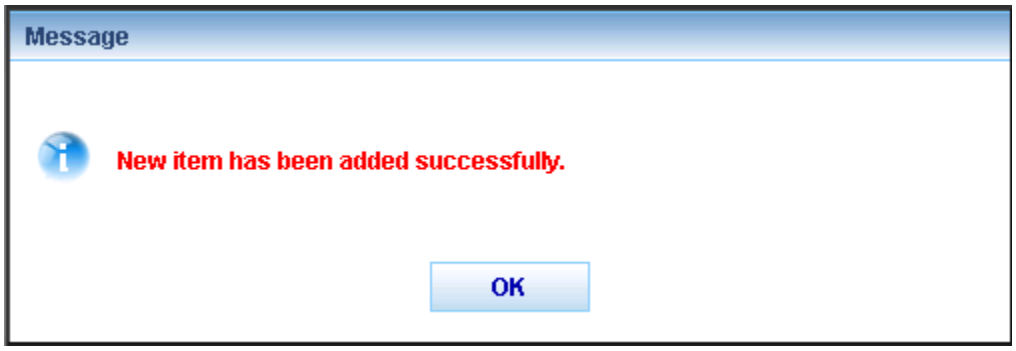
To add a Route Type, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

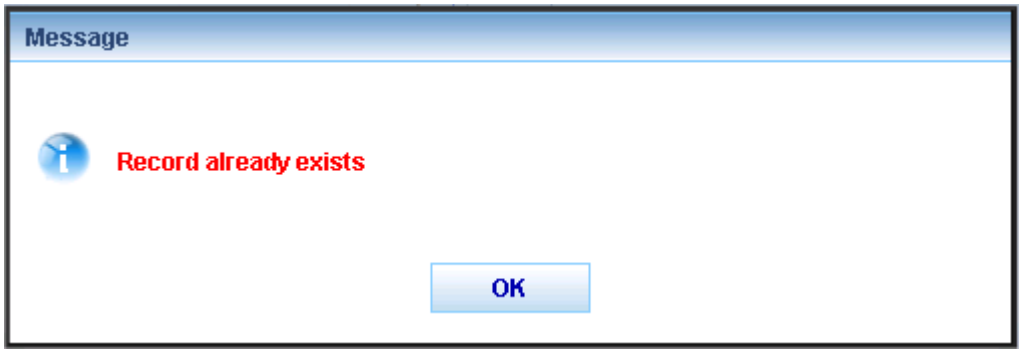


Click on the **Save** button to save the new record and return to the **Route Type List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



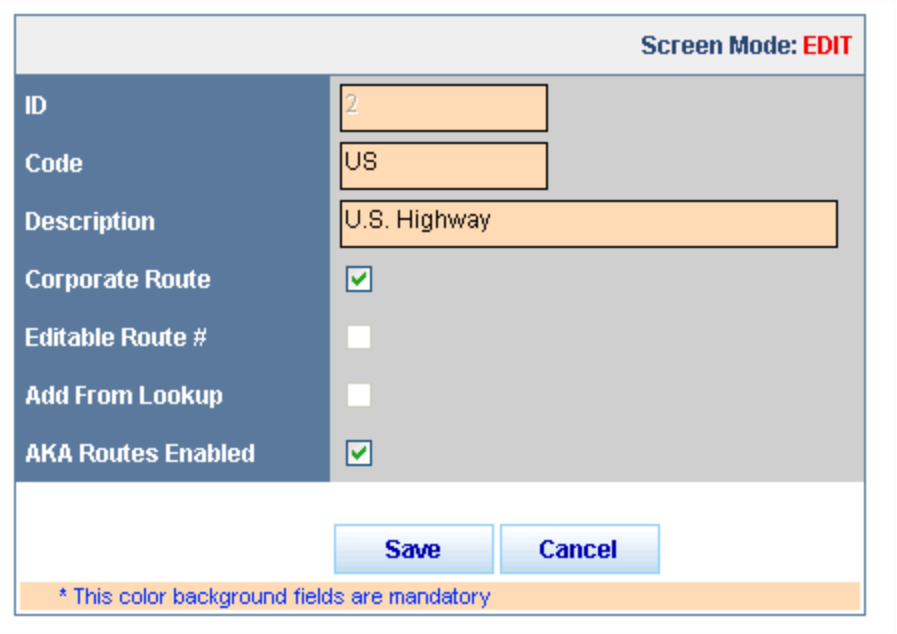
Once saved, the new Route Type should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.11.2. Editing a Route Type

To edit a Route Type, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Route Type List Panel** or click on the **Cancel** button to exit without saving.

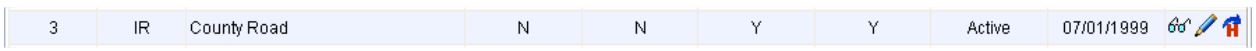
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.

The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

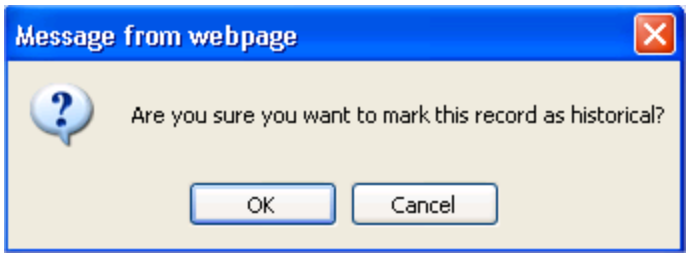
4.11.3. Making a Route Type Historical

The Status of a Route Type is either Active or Historical (Inactive). The List of Route Types may be sorted by Status to place all historical Types at the bottom of the list. Historical Route Types may be made Active again.

To make a Route Type historical, click on the **Make Historical** icon next to the record to be made historical.



A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

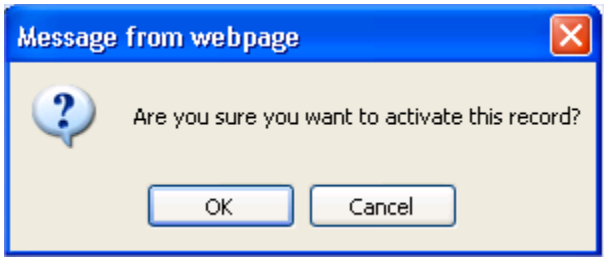


The Route Type's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Route Type List so all Historical Route Types are moved to the bottom of the list, click on the **Status** column heading to sort the column.

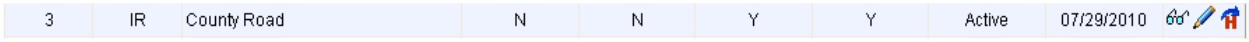
4.11.4. Making a Route Type Active

To make the Route Type Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



The Route Type's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

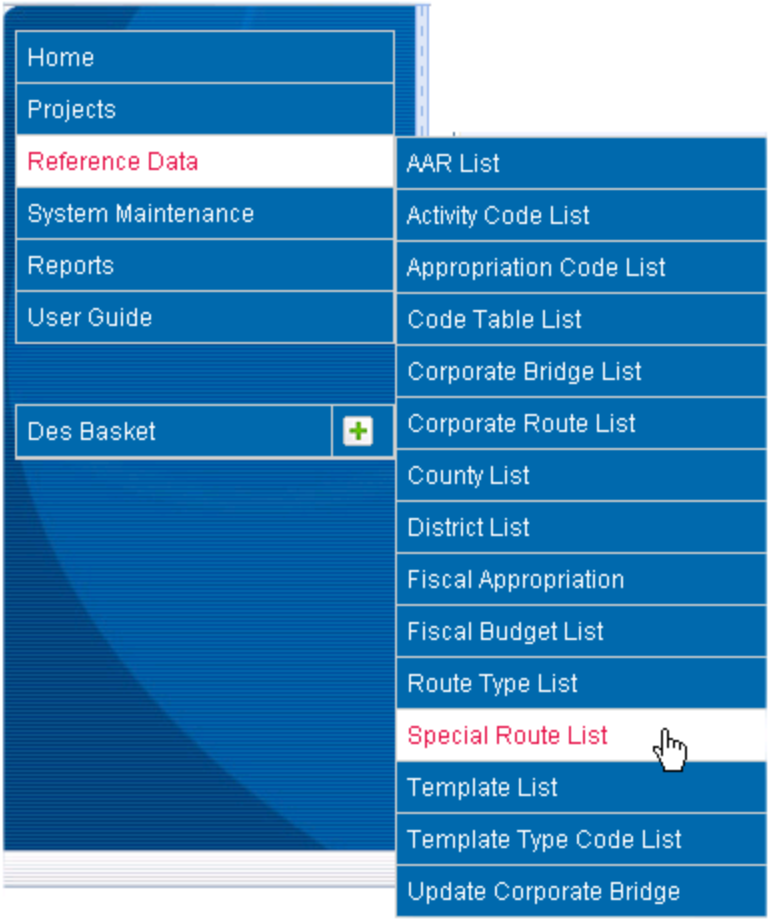


4.12. Special Route List

The **Special Routes List** contains routes designated as City Streets, County Roads, Proposed Routes, Realignments, Special State Road, Miscellaneous and Various Route types. Routes involved in a Project that are not Corporate Routes must exist in or be added to the Special Route List.

Routes with a route type of Interstate, U.S. Highway, and State Road are defined in the Corporate Route List.

To maintain the list, select **Special Route List** from the **Reference Data** menu.



From the **Special Route List Panel**, Special Routes may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Special Route List

Filter: AND

Route Number	Route Type	Section	County	Route Name	Status	Status Date
1	City Street	1	St. Joseph	933	Active	09/25/2000
1000	County Road	1	Adams	Historical County Road	Historical	07/01/1999
1000	County Road	1	Allen	Historical County Road	Historical	07/01/1999
1000	County Road	1	Bartholomew	Historical County Road	Historical	07/01/1999
1000	County Road	1	Benton	Historical County Road	Historical	07/01/1999
1000	County Road	1	Blackford	Historical County Road	Historical	07/01/1999
1000	County Road	1	Boone	Historical County Road	Historical	07/01/1999
1000	County Road	1	Brown	Historical County Road	Historical	07/01/1999
1000	County Road	1	Carroll	Historical County Road	Historical	07/01/1999
1000	County Road	1	Cass	Historical County Road	Historical	07/01/1999

Showing 1-10 of 2074 Items Per Page 10 Prev 1 Next

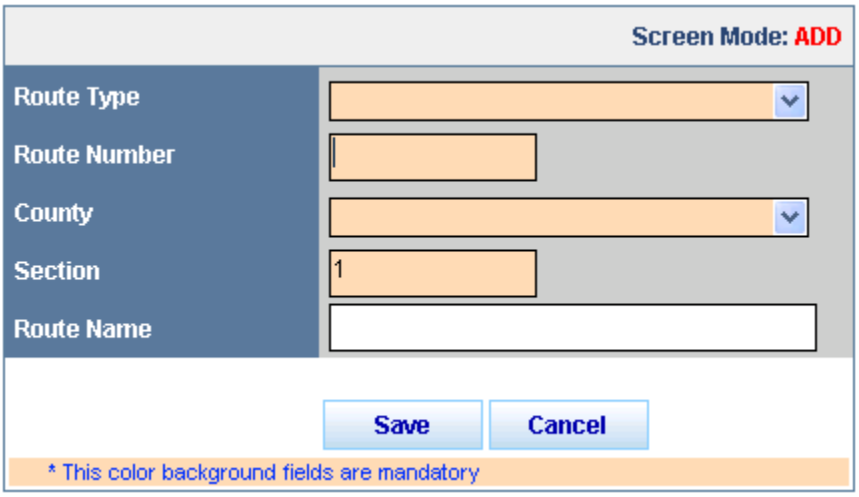
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.12.1. Adding a Special Route

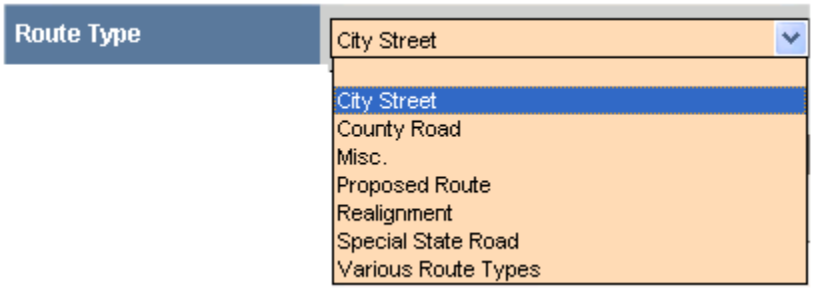
To add a Special Route, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

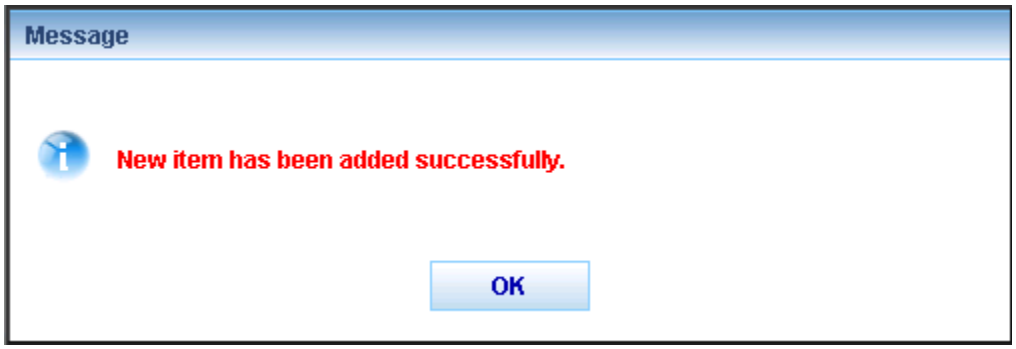


Dropdown fields have an auto-complete feature. For example, click on the Route Type dropdown arrow to the right of the field for a complete list of available Route Types. The list is sorted alphabetically. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “C” in the Route Type dropdown list displays “City Street”.

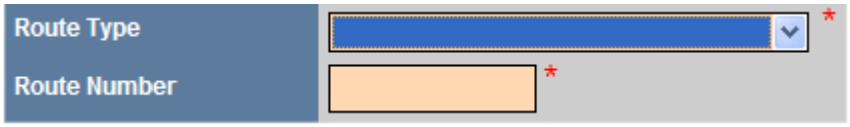


If **Route Type** is **County Road**, **City Streets**, or **Various Route Types**, **Route Number** is auto-populated with the next available Route Number for the selected County.

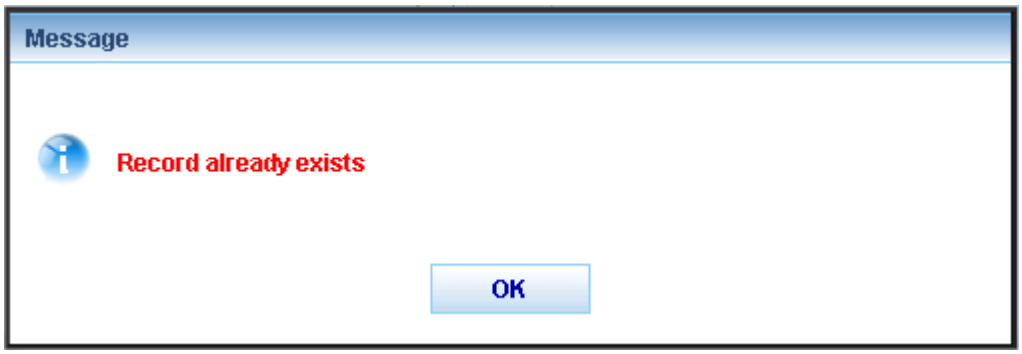
Click on the **Save** button to save the new record and return to the **Special Route List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field. The cursor will blink inside text fields while dropdown fields will be highlighted.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



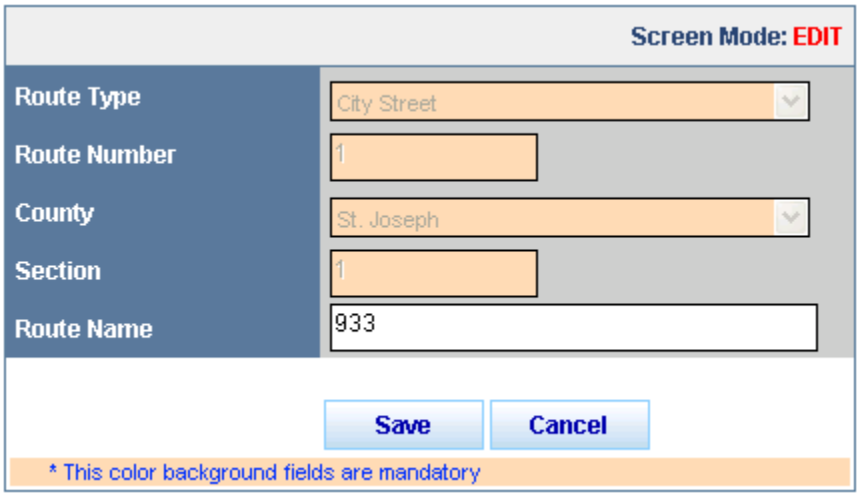
Once saved, the new Special Route should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

4.12.2. Editing a Special Route

To edit a Special Route, click on the **Edit** icon next to the record to be updated.

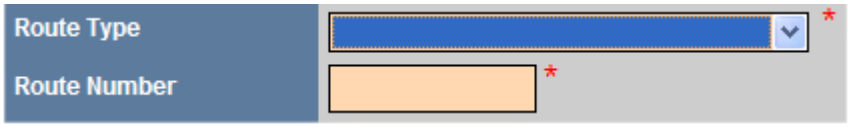
In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Special Route List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

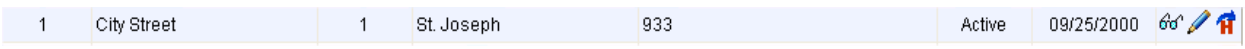


The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

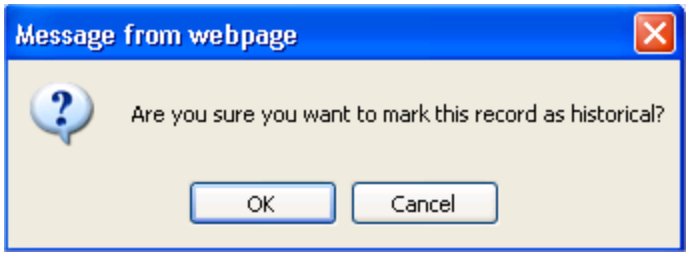
4.12.3. Making a Special Route Historical

The Status of a Special Route is either Active or Historical (Inactive). The List of Special Routes may be sorted by Status to place all historical Routes at the bottom of the list. Historical Special Routes may be made Active again.

To make a Special Route historical, click on the **Make Historical** icon next to the record to be made historical.



A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

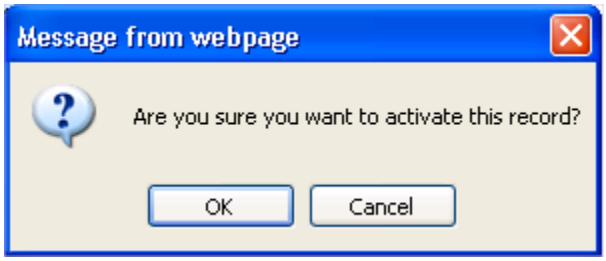


The Special Route's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Special Routes List so all Historical Routes are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.12.4. Making a Special Route Active

To make the Special Route Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

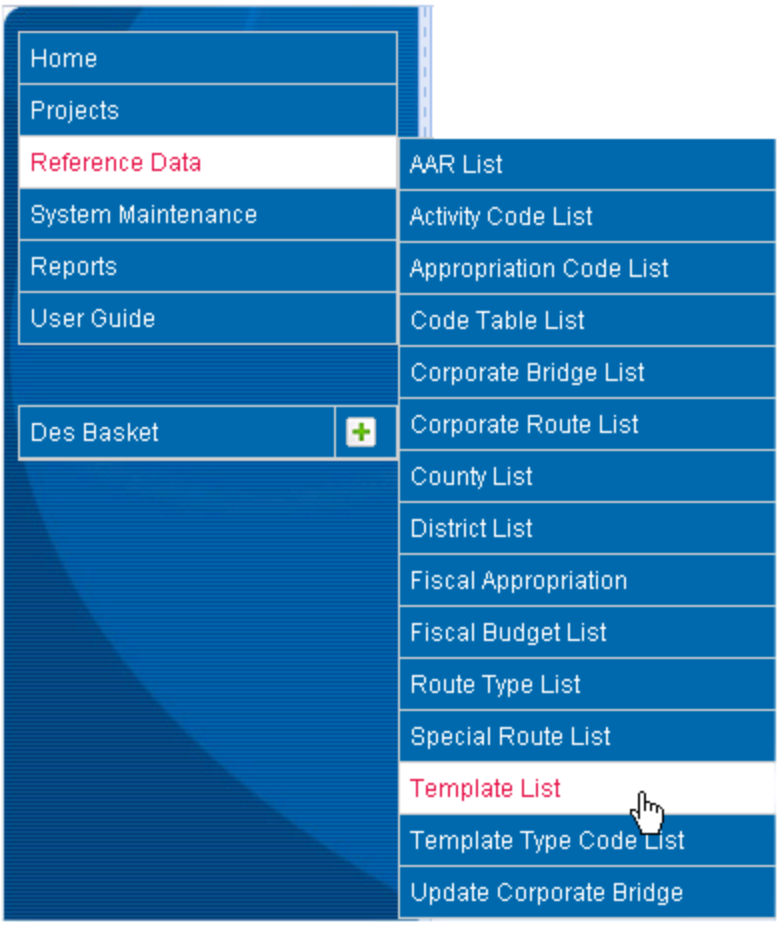


The Special Route's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

4.13. Template List

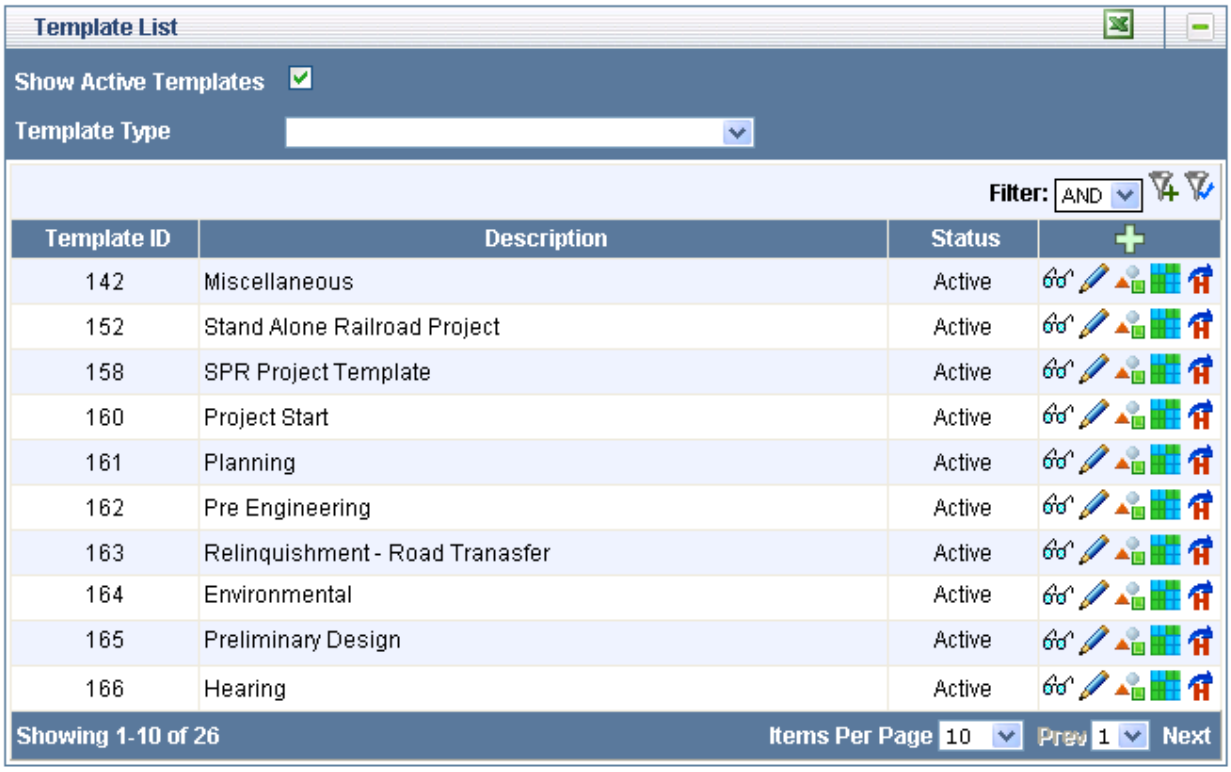
The **Template List** contains a master list of SPMS Project templates.

To maintain the list of Templates, select **Template List** from the **Reference Data** menu.



From the **Template List Panel**, Templates may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



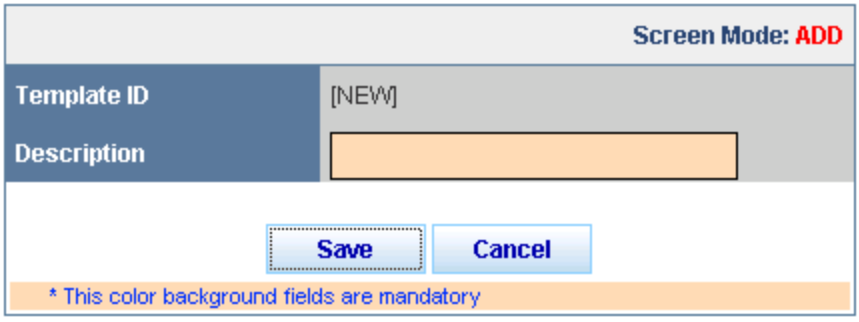
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.13.1. Adding a Template

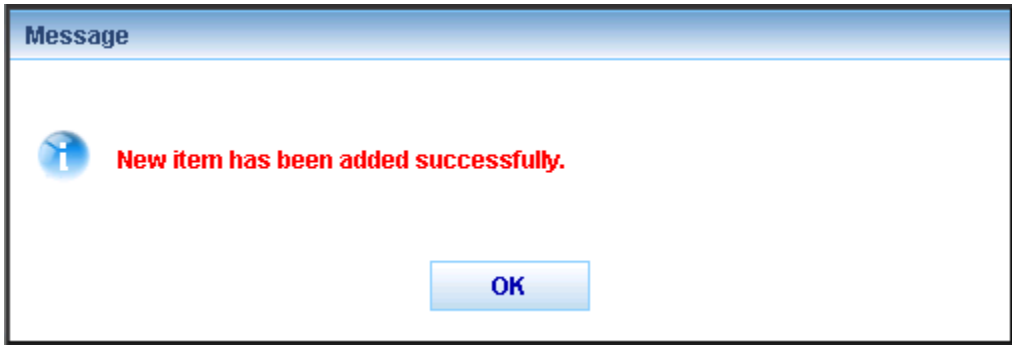
To add a Template, click on the **Add New** icon to the right of the **Status** column heading.

In the **ADD Screen Mode**, enter information as needed. **Template ID** has a value of [NEW] until the record is saved and SPMS assigns a unique **Template ID**.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the new record and return to the **Template List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

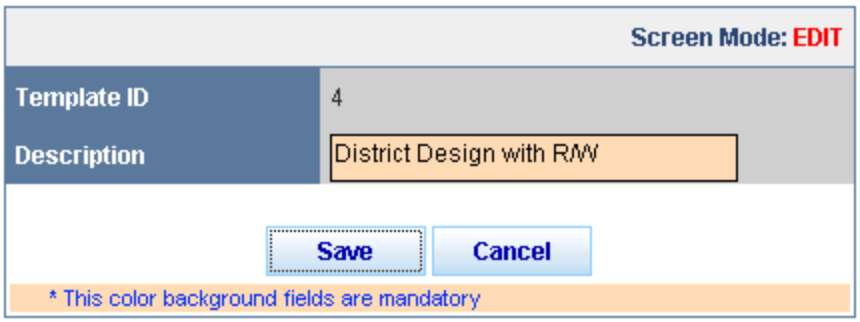
Once saved, the new Template should be visible in the List. If not, click on the **Template ID** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

4.13.2. Editing a Template

To edit a Template, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Template List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

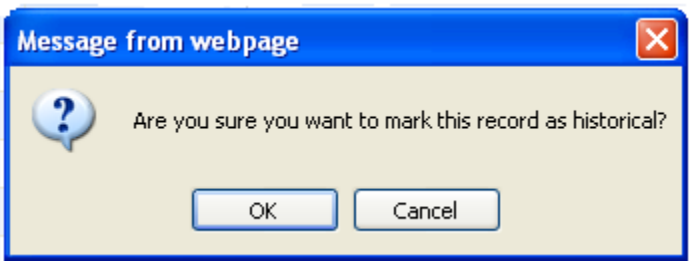
The changes should be visible in the List. If not, click on the **Template ID** column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

4.13.3. Making a Template Historical

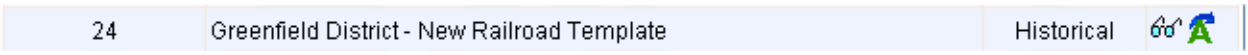
The Status of a Template is either Active or Historical (Inactive). The List of Templates may be filtered to display only Active templates by placing a checkmark ☑ in the checkbox ☐ above the Panel.

To make a Template historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



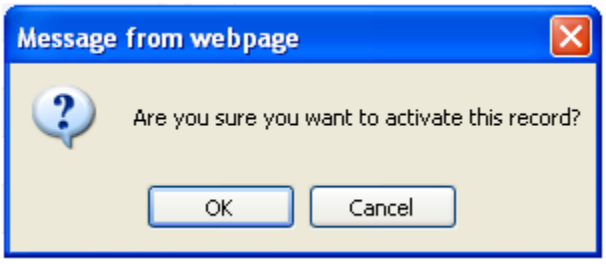
The Template's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon. To sort the Template List so all Historical Templates are moved to the bottom of the list, click on the **Status** column heading to sort the column.



4.13.4. Making a Template Active

To make the Template Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

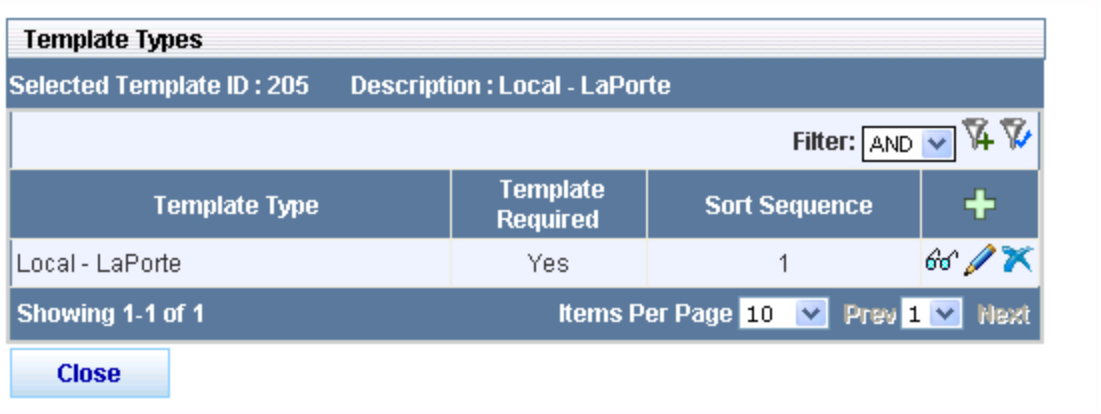


The Template's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

4.13.5. Adding a Template Type

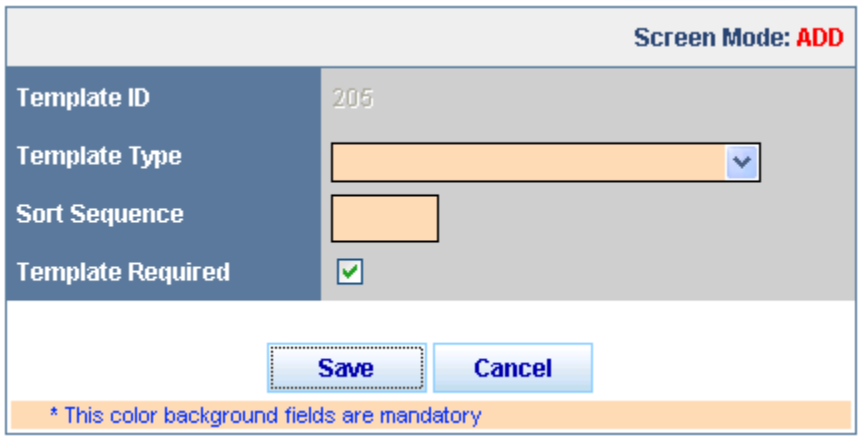
Each Template may have multiple **Template Types**. To view and maintain **Template Types** for a Template click on the **Template Type List** icon the right of the **Status** column heading.

To add a Template Type Code, click on the **Add New** icon to the right of the **Sort Sequence** column heading.

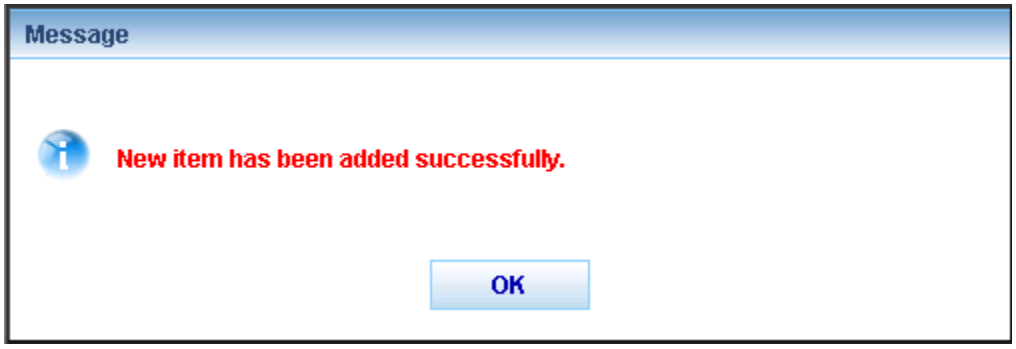


In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the new record and return to the **Template Type Code List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

Once saved, the new Template Type Code should be visible in the List. If not, click on the **Template Type Code** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

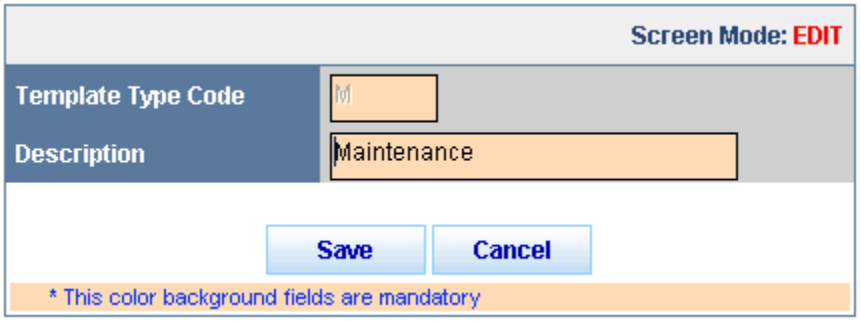
4.13.6. Editing a Template Type

Each Template may have multiple **Template Types**. To view and maintain **Template Types** for a Template click on the **Template Type List** icon to the right of the **Status** column heading.

To edit a Template Type Code, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Template Type Code List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

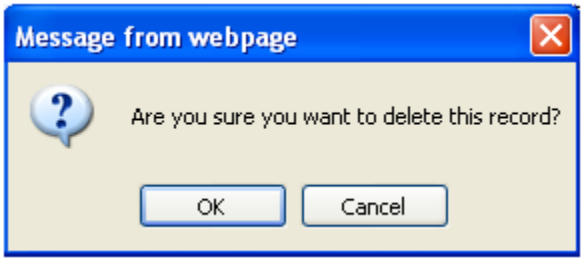
The changes should be visible in the List. If not, click on the **Template Type Code** column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

4.13.7. Deleting a Template Type

Each Template may have multiple **Template Types**. To view and maintain **Template Types** for a Template click on the **Template Type List** icon to the right of the **Status** column heading.

To delete a Template Type, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.

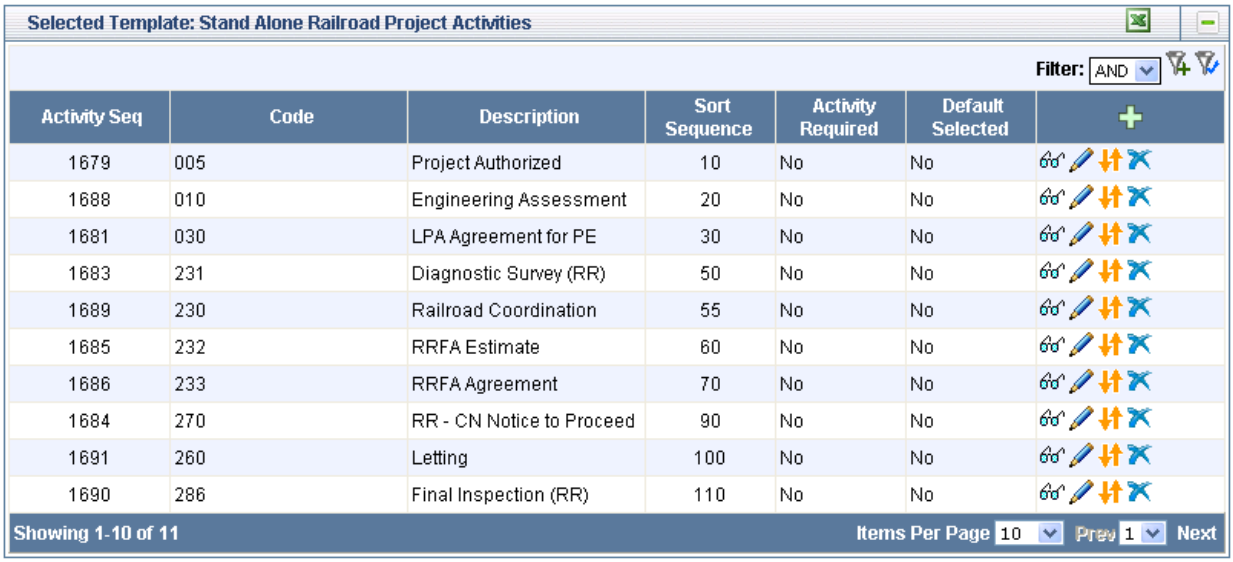


The Template Type is removed from the list.

4.13.8. Adding a Template Activity

Each Template may have multiple **Template Activities** assigned. A Template's Activities may be added, edited, assigned a predecessor and deleted. To view and maintain the **Template Activities List** for a Template, click on the **Template Activity List** icon to the right of the **Default Selected** column heading.

To add a Template Activity, click on the **Add New** icon to the right of the **Default Selected** column heading.



Selected Template: Stand Alone Railroad Project Activities

Filter: AND

Activity Seq	Code	Description	Sort Sequence	Activity Required	Default Selected
1679	005	Project Authorized	10	No	No
1688	010	Engineering Assessment	20	No	No
1681	030	LPA Agreement for PE	30	No	No
1683	231	Diagnostic Survey (RR)	50	No	No
1689	230	Railroad Coordination	55	No	No
1685	232	RRFA Estimate	60	No	No
1686	233	RRFA Agreement	70	No	No
1684	270	RR - CN Notice to Proceed	90	No	No
1691	260	Letting	100	No	No
1690	286	Final Inspection (RR)	110	No	No

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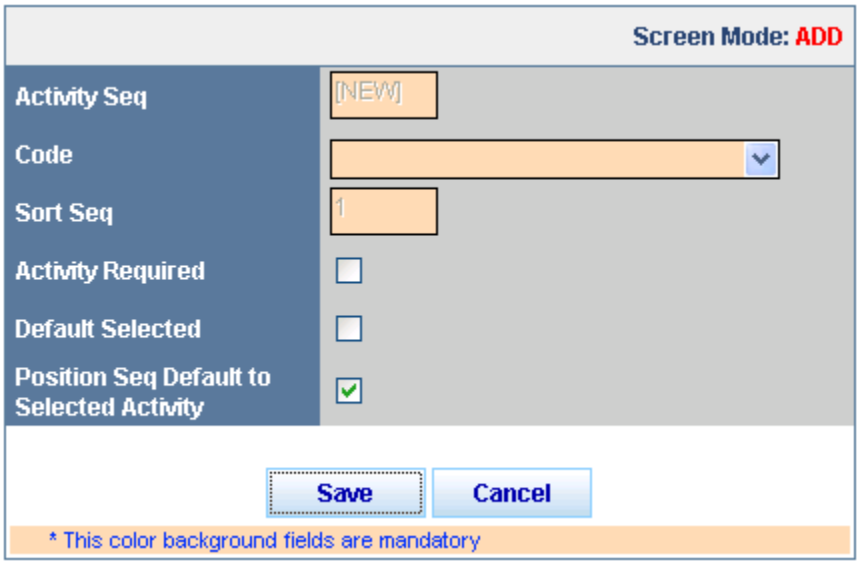
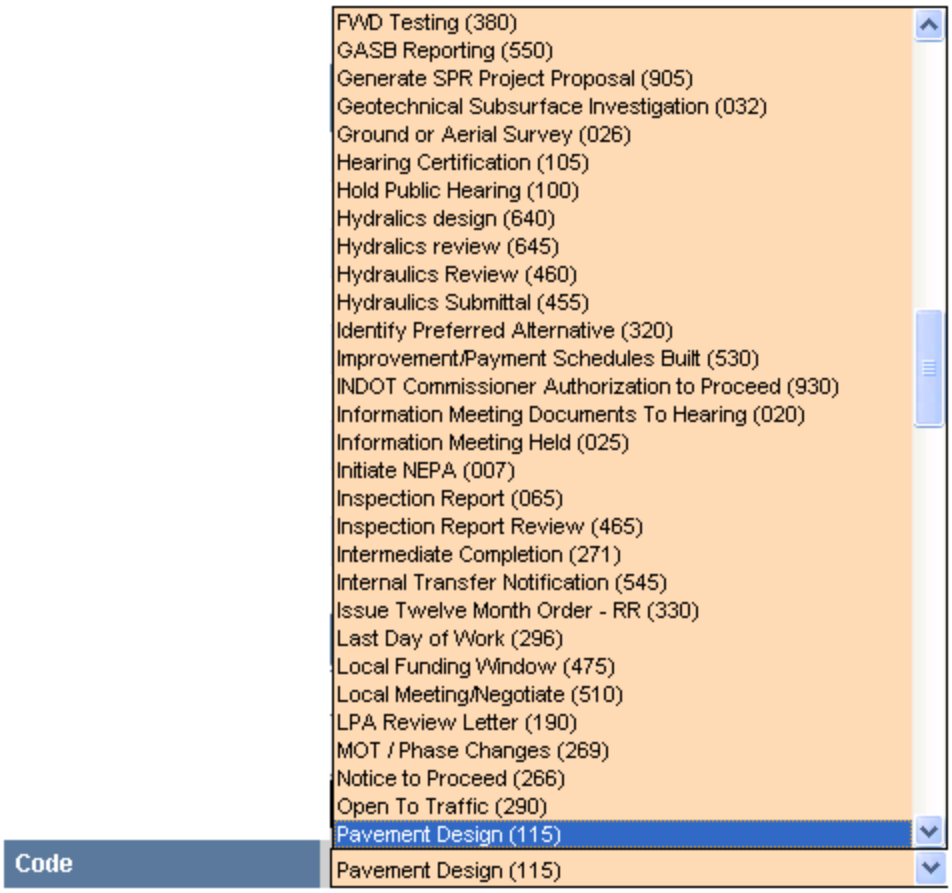
In the **ADD Screen Mode**, enter information as needed.

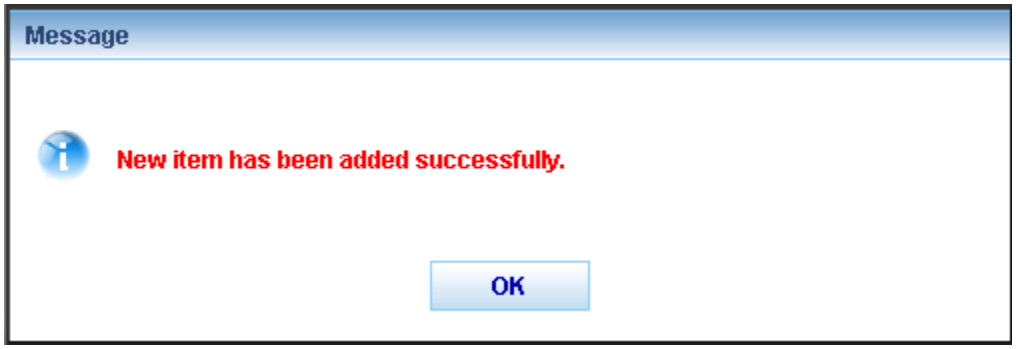
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



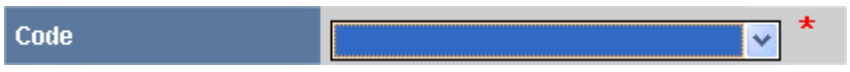
Dropdown fields have an auto-complete feature. For example, click on the Code dropdown arrow to the right of the field for a complete list of available Activity Codes. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “P” displays “Pavement Design”.



Click on the **Save** button to save the new record and return to the **Template Activity List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



Once saved, the new Template Activity should be visible in the List. If not, click on the **Activity Sequence** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

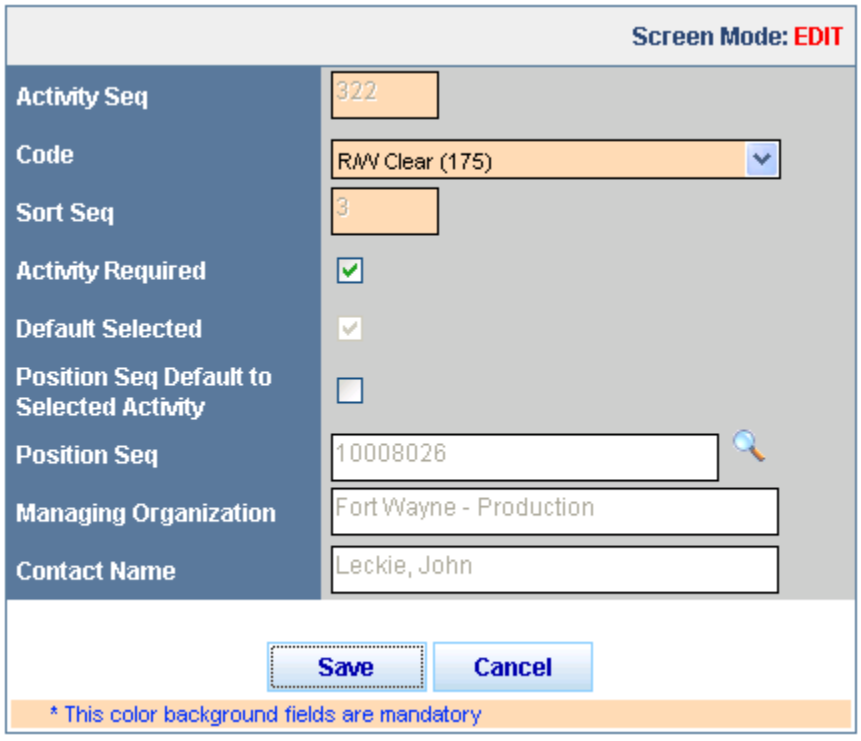
4.13.9. Editing a Template Activity

Each Template may have multiple **Template Activities** assigned. A Template's Activities may be added, edited, assigned a predecessor and deleted. To view and maintain the **Template Activities List** for a Template, click on the **Template Activity List** icon to the right of the **Default Selected** column heading.

To edit a Template Activity, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Template Activity List Panel** or click on the **Cancel** button to exit without saving.

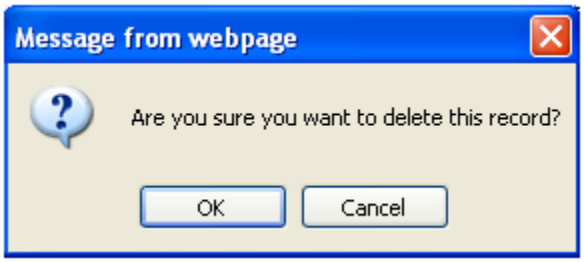
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

The changes should be visible in the List. If not, click on the **Activity Sequence** column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

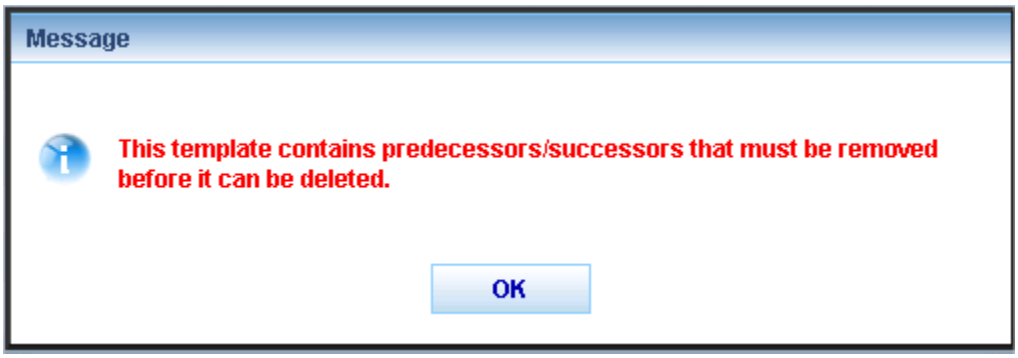
4.13.10. Deleting a Template Activity

Each Template may have multiple **Template Activities** assigned. A Template's Activities may be added, edited, assigned a predecessor and deleted. To view and maintain the **Template Activities List** for a Template, click on the **Template Activity List** icon to the right of the **Default Selected** column heading.

To delete a Template Activity, click on the **Delete** icon next to the record to be removed.



A message displays if the Activity has any existing Predecessors or Successors that must be removed first. Click on the **OK** button and remove the Predecessors/Successors as needed by moving Predecessors in the right column to the left column.

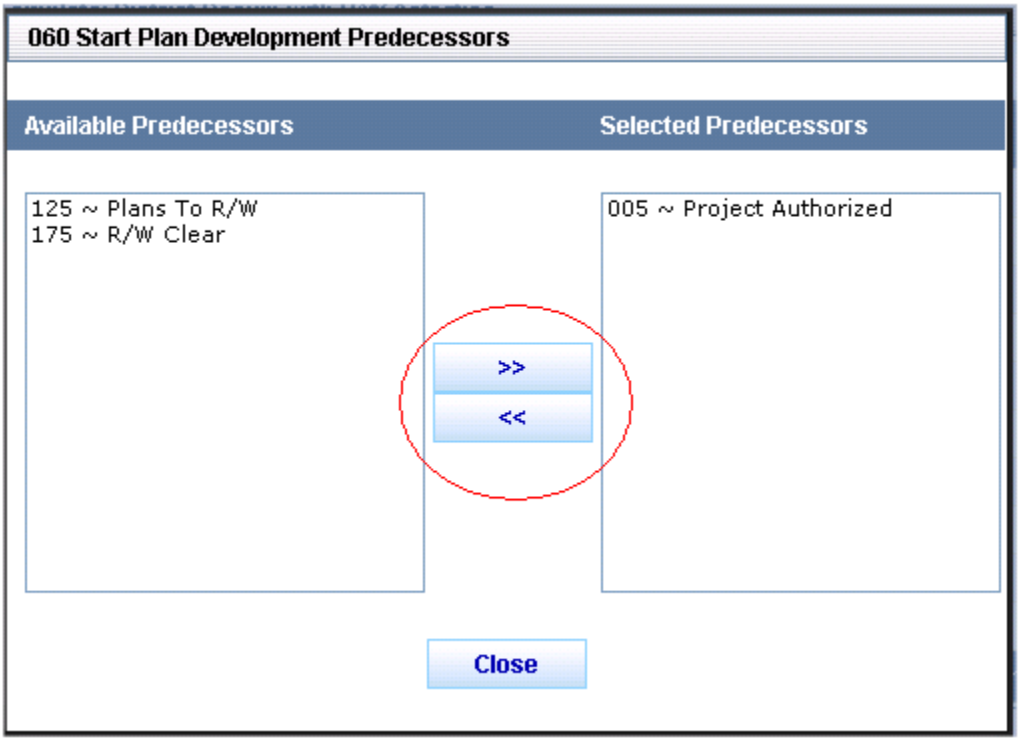


4.13.11. Selecting Predecessors

Each Template may have multiple **Template Activities** assigned. A Template's Activities may be added, edited, assigned a predecessor and deleted. To view and maintain the **Template Activities List** for a Template, click on the **Template Activity List** icon to the right of the **Default Selected** column heading.

To select Predecessors, click on the **Predecessor List** icon next to the record to be updated.

The Panel displays a list of available Predecessors and a list of selected Predecessors. Click on the Predecessor in the list to select it and use the double arrow buttons to move it from one list to the other. The **CTRL-click** and **SHIFT-click** shortcut keys may be used to select multiple items.

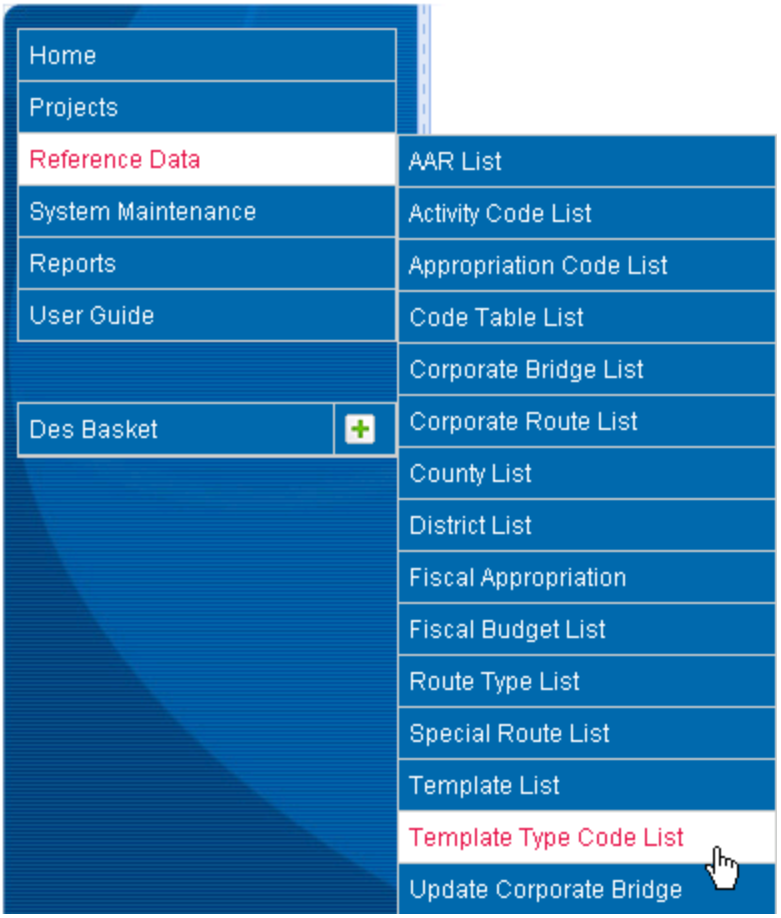


Click on the **Close** button to save the changes and return to the **Template Activity Panel**.

4.14. Template Type Code List

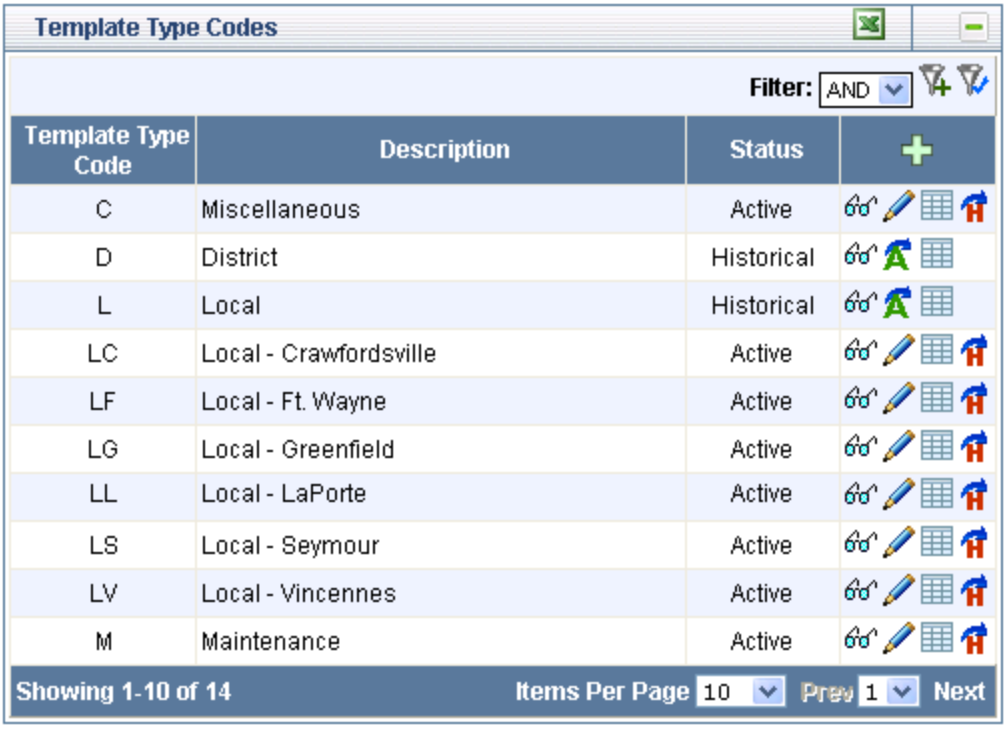
The **Template Type Code List** contains a master list of SPMS Project Template Type Codes.

To maintain the list of Template Type Codes, select **Template Type Code List** from the **Reference Data** menu.



From the **Template Type Code List Panel**, Template Type Codes may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Template Type Codes

Filter: AND

Template Type Code	Description	Status
C	Miscellaneous	Active
D	District	Historical
L	Local	Historical
LC	Local - Crawfordsville	Active
LF	Local - Ft. Wayne	Active
LG	Local - Greenfield	Active
LL	Local - LaPorte	Active
LS	Local - Seymour	Active
LV	Local - Vincennes	Active
M	Maintenance	Active

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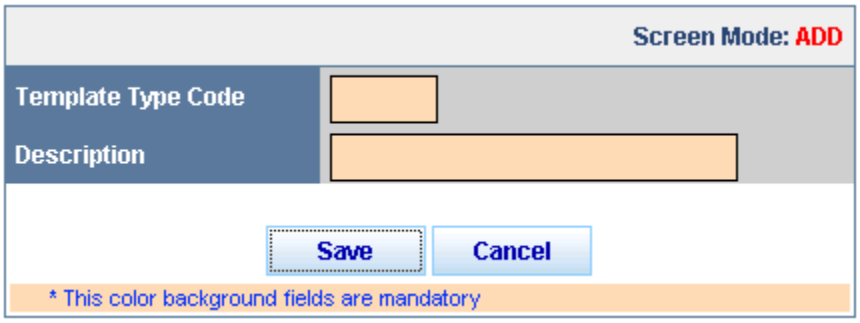
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

4.14.1. Adding a Template Type Code

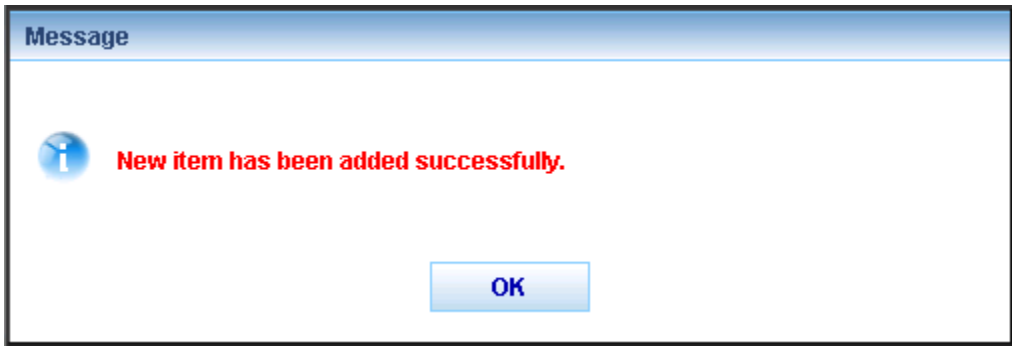
To add a Template Type Code, click on the **Add New** icon to the right of the **Status** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the new record and return to the **Template Type Code List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

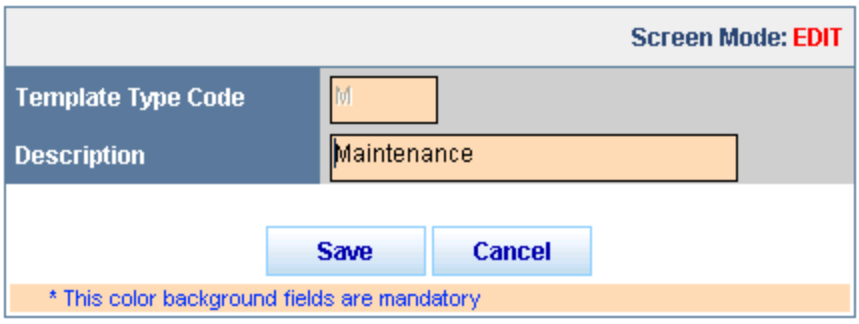
Once saved, the new Template Type Code should be visible in the List. If not, click on the **Template Type Code** column heading twice to re-sort and refresh the List or use the Filter feature to locate the new record.

4.14.2. Editing a Template Type Code

To edit a Template Type Code, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Template Type Code List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

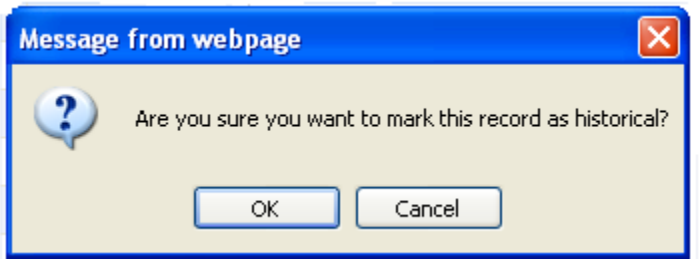
The changes should be visible in the List. If not, click on the **Template Type Code** column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

4.14.3. Making a Template Type Code Historical

The Status of a Template Type Code is either Active or Historical (Inactive). The List of Template Type Codes may be sorted by Status to place all historical Template Type Codes at the bottom of the list. Historical Template Type Codes may be made Active again.

To make a Template Type Code historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

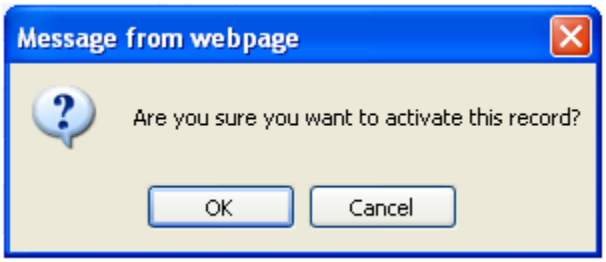


The Template Type Code's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon. To sort the Template Type Code List so all Historical Template Type Codes are moved to the bottom of the list, click on the **Status** column heading to sort the column.

4.14.4. Making a Template Type Code Active

To make the Template Type Code Active again, click on the **Make Active** icon next to the record to be made active.

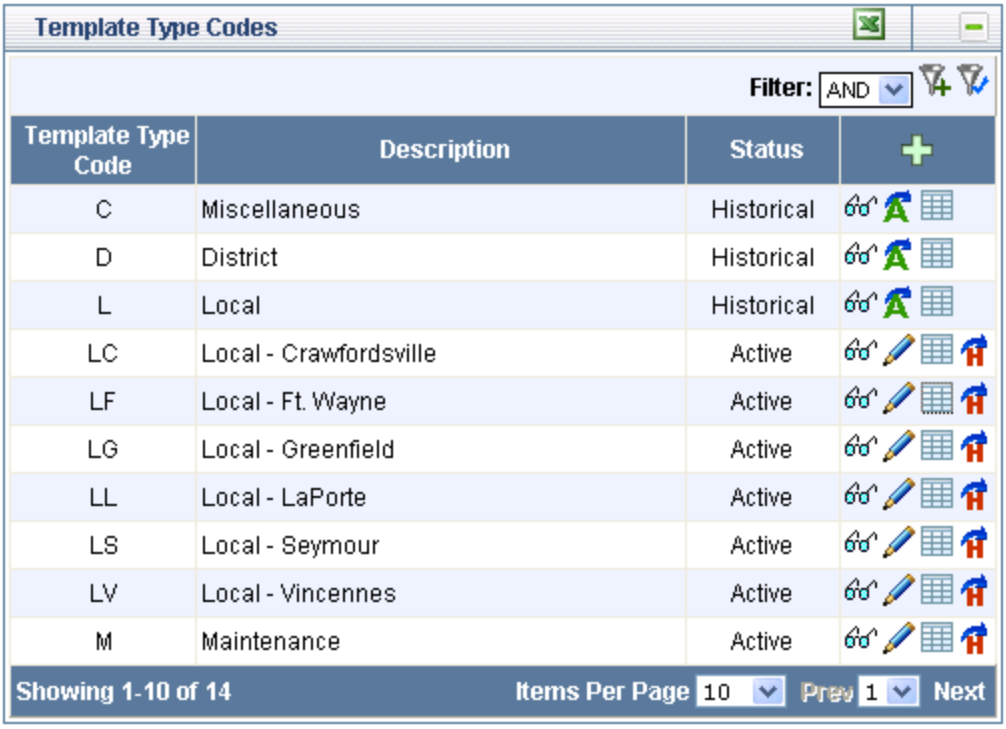
A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



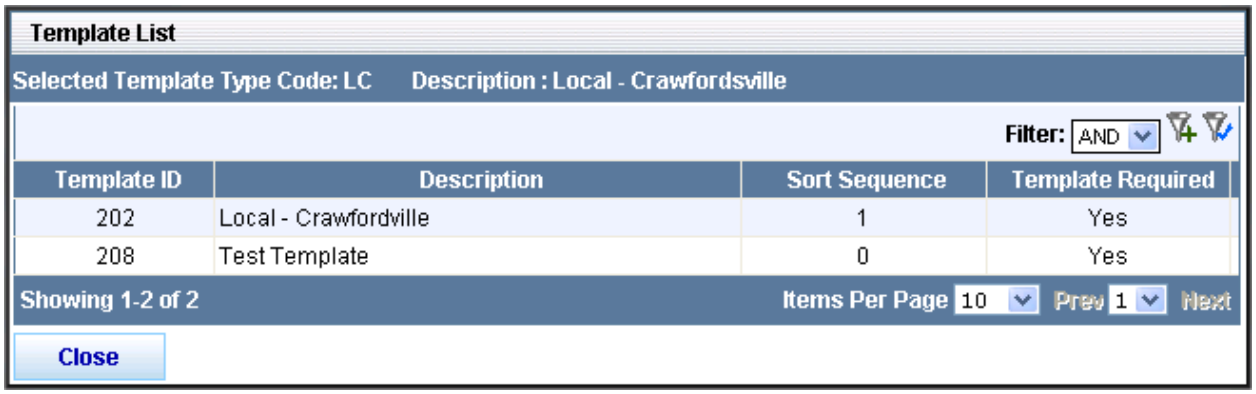
The Template Type Code's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

4.14.5. Viewing the Template List

Click on the **Template List** icon to the right of the record.



A Panel displays the Template list, as shown below. Click on the **Close** button to return to the **Template Type Codes Panel**.



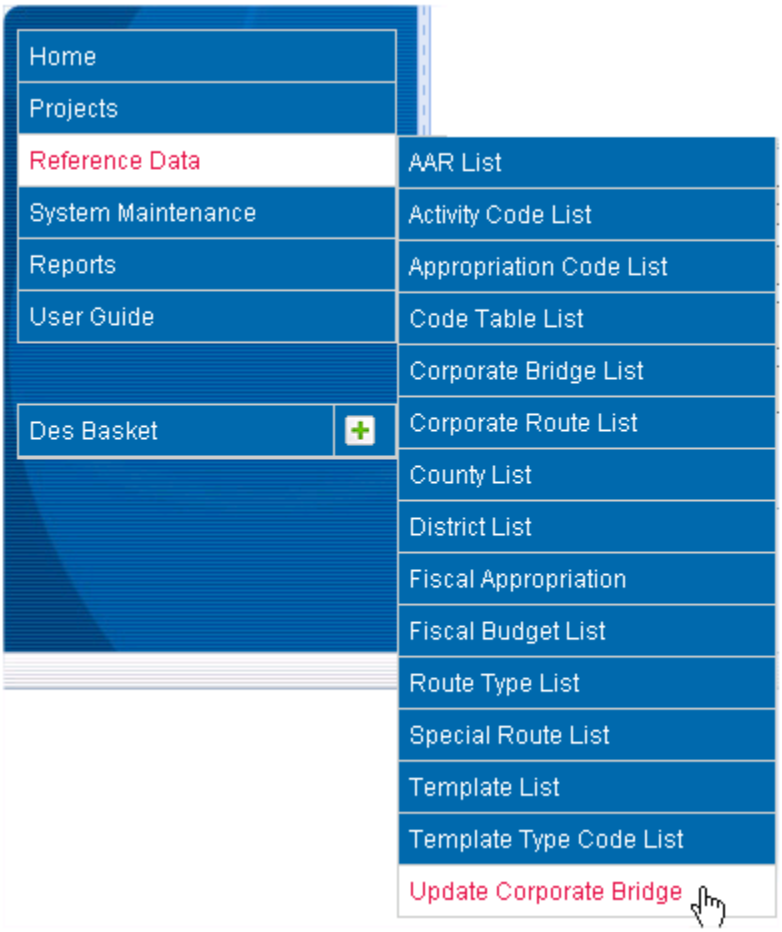
4.15. Update Corporate Bridge

An SPMS Project may involve maintaining a bridge, replacing a bridge or building a new bridge. The SPMS Corporate Bridge List is used to select a bridge to maintain or a bridge to replace. When building a new bridge, the bridge is not added to the Corporate Bridge List until the work is completed. When maintaining or replacing a bridge, the record is not updated in the Corporate Bridge List until the work is completed.

The Update Corporate Bridge List contains Bridges that have been identified in a Project as needing maintenance, replacement and also new bridge construction. Additionally, if a Project has a work type identified as bridge work and no bridge was selected for the Project, an entry is made to the **Update**

Corporate Bridge List as a flag to the Bridge section to notify the Project Engineer to select or add a bridge to the Project.

To view and maintain bridge in the list, select **Update Corporate Bridge** from the **Reference Data** menu to view and maintain bridges in the list.



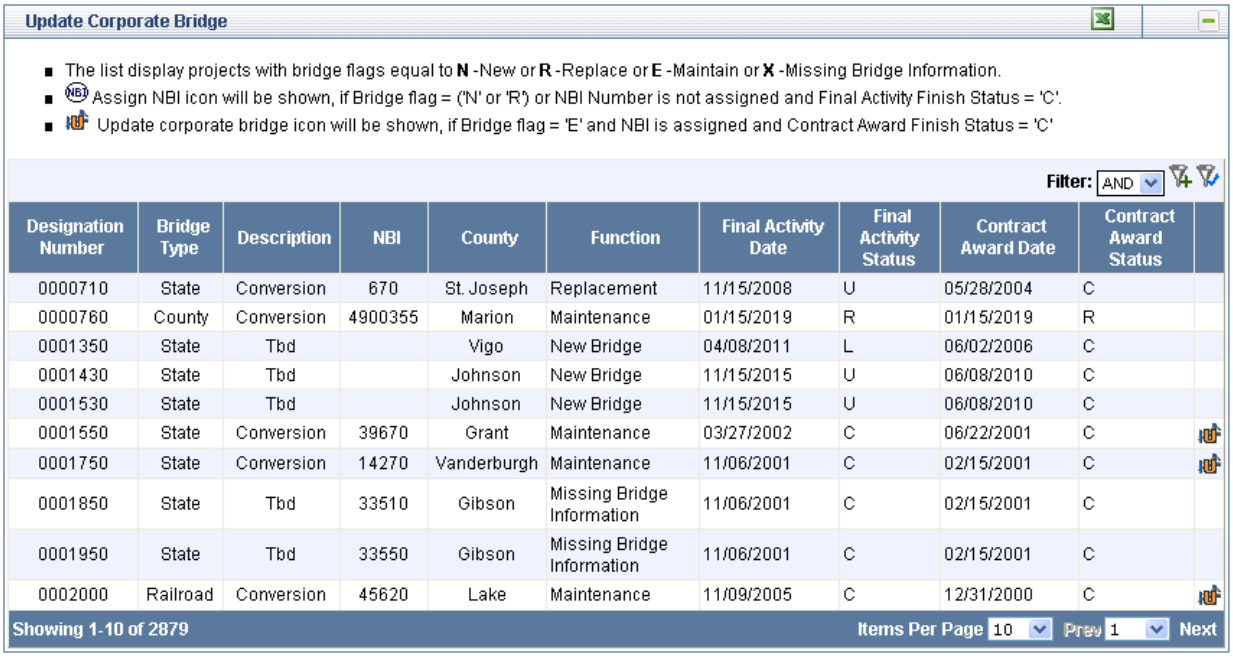
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

The **Update Corporate Bridge Panel** displays all Projects with the following Bridge Flags:

- N = New
- R = Replace
- E = Maintain
- X = Missing Bridge Information*

*Missing Bridge Information means that a Work Type related to Bridges has been selected for the Project but no Bridge information has been added.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Update Corporate Bridge

- The list display projects with bridge flags equal to **N** -New or **R** -Replace or **E** -Maintain or **X** -Missing Bridge Information.
- Assign NBI icon will be shown, if Bridge flag = ('N' or 'R') or NBI Number is not assigned and Final Activity Finish Status = 'C'.
- Update corporate bridge icon will be shown, if Bridge flag = 'E' and NBI is assigned and Contract Award Finish Status = 'C'

Filter: AND

Designation Number	Bridge Type	Description	NBI	County	Function	Final Activity Date	Final Activity Status	Contract Award Date	Contract Award Status	
0000710	State	Conversion	670	St. Joseph	Replacement	11/15/2008	U	05/28/2004	C	
0000760	County	Conversion	4900355	Marion	Maintenance	01/15/2019	R	01/15/2019	R	
0001350	State	Tbd		Vigo	New Bridge	04/08/2011	L	06/02/2006	C	
0001430	State	Tbd		Johnson	New Bridge	11/15/2015	U	06/08/2010	C	
0001530	State	Tbd		Johnson	New Bridge	11/15/2015	U	06/08/2010	C	
0001550	State	Conversion	39670	Grant	Maintenance	03/27/2002	C	06/22/2001	C	
0001750	State	Conversion	14270	Vanderburgh	Maintenance	11/06/2001	C	02/15/2001	C	
0001850	State	Tbd	33510	Gibson	Missing Bridge Information	11/06/2001	C	02/15/2001	C	
0001950	State	Tbd	33550	Gibson	Missing Bridge Information	11/06/2001	C	02/15/2001	C	
0002000	Railroad	Conversion	45620	Lake	Maintenance	11/09/2005	C	12/31/2000	C	

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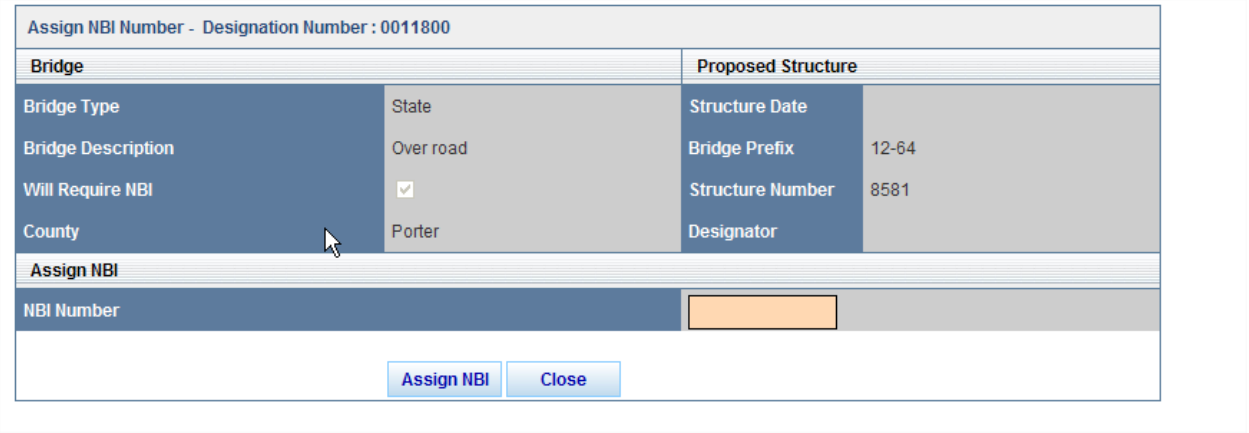
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

The column to the right of Contract Award Status displays an **Assign NBI** icon, an **Update Corporate Bridge** icon, or no icon if the bridge work is not ready to be added to or updated in the **Corporate Bridge List**.

4.15.1. Assign NBI

Click on the **Assign NBI** icon to display the **Assign NBI Number Panel**. Enter an NBI number and click on the **Assign NBI** button to update the **Corporate Bridge List** and to remove the record from the **Update Corporate Bridge List**.

Click on the **Close** button to take no action on this record at this time.



4.15.2. Update Corporate Bridge

Click on the **Update Corporate Bridge** icon to display the **Update Corporate Bridge NBI Panel** and the **Proposed Structure and Proposed Inspection Final Acceptance Panel**.

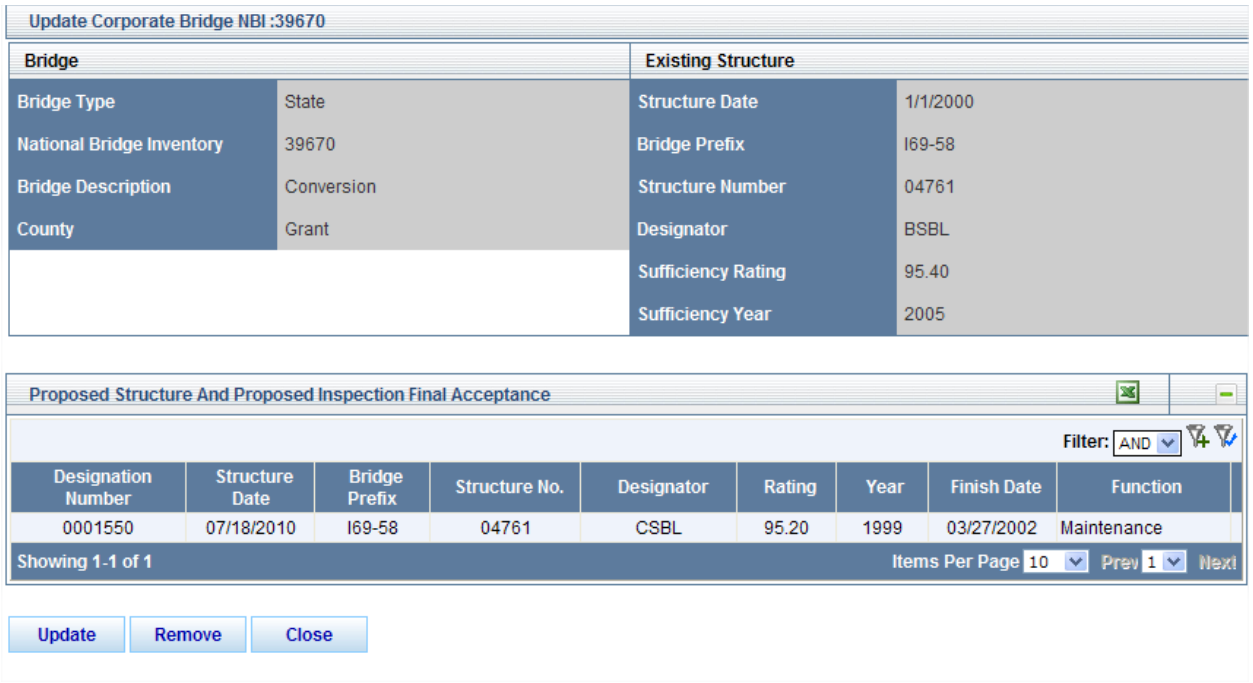
The **Update Corporate Bridge NBI Panel** contains existing Bridge data and Existing Structure information.

The Proposed **Structure and Proposed Inspection Final Acceptance Panel** displays information pertaining to the work performed on the Bridge. An Update, Remove and Close button are provided.

Click on the **Update** button to add the information to the **Corporate Bridge list** and remove the record from the **Update Corporate Bridge list**.

Click on the **Remove button** and click on the **OK** or **Cancel** button to respond to the Confirmation message. If **OK** was clicked the record is removed from the **Update Corporate Bridge List**. This action **does not update** the **Corporate Bridge List**.

Click on the **Close button** to take no action on this record at this time.

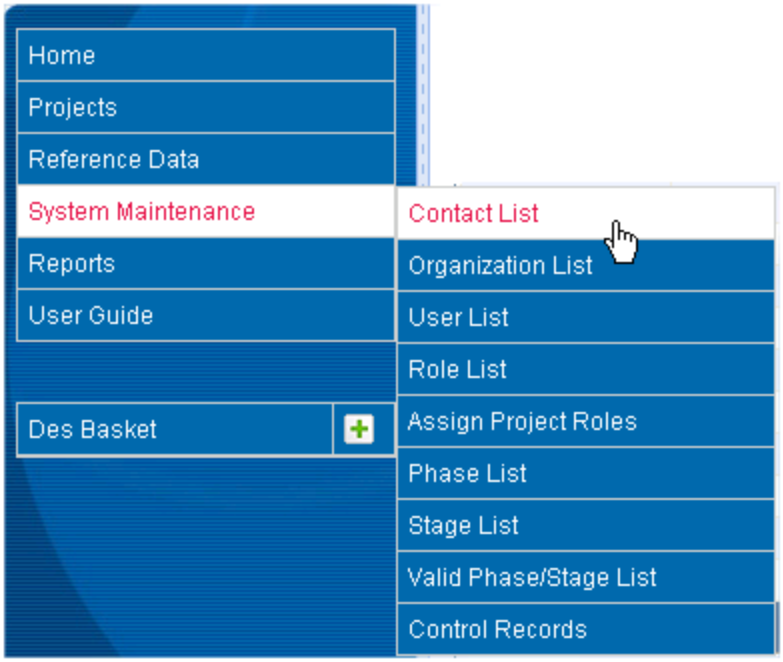


5. System Maintenance

5.1. Contact List

The **Contact List** contains names, addresses, phone numbers, and other relevant information for the state and city agencies, companies, consultants, and contractors with whom INDOT interacts. Contacts do not always require SPMS User IDs, but where one is required, a Contact must be added to this list first.

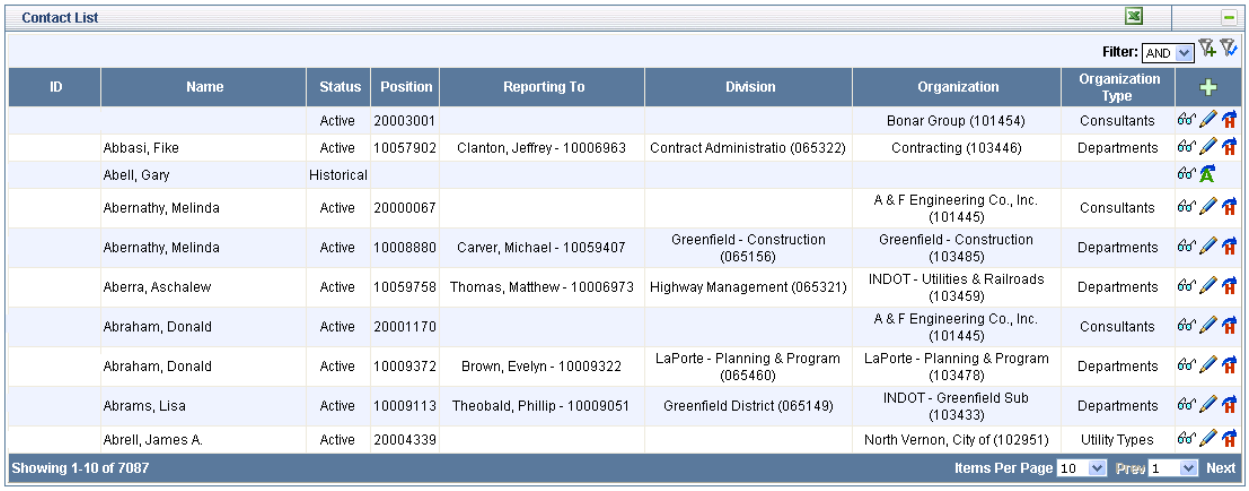
To maintain the list, select **Contact List** from the **System Maintenance** menu.



From the **Contact List Panel**, Contacts may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.



Contact List

Filter: AND

ID	Name	Status	Position	Reporting To	Division	Organization	Organization Type
		Active	20003001			Bonar Group (101454)	Consultants
	Abbasi, Fike	Active	10057902	Clanton, Jeffrey - 10006963	Contract Administratio (065322)	Contracting (103446)	Departments
	Abell, Gary	Historical					
	Abernathy, Melinda	Active	20000067			A & F Engineering Co., Inc. (101445)	Consultants
	Abernathy, Melinda	Active	10008880	Carver, Michael - 10059407	Greenfield - Construction (065156)	Greenfield - Construction (103485)	Departments
	Aberra, Aschalew	Active	10059758	Thomas, Matthew - 10006973	Highway Management (065321)	INDOT - Utilities & Railroads (103459)	Departments
	Abraham, Donald	Active	20001170			A & F Engineering Co., Inc. (101445)	Consultants
	Abraham, Donald	Active	10009372	Brown, Evelyn - 10009322	LaPorte - Planning & Program (065460)	LaPorte - Planning & Program (103478)	Departments
	Abrams, Lisa	Active	10009113	Theobald, Phillip - 10009051	Greenfield District (065149)	INDOT - Greenfield Sub (103433)	Departments
	Abrell, James A.	Active	20004339			North Vernon, City of (102951)	Utility Types

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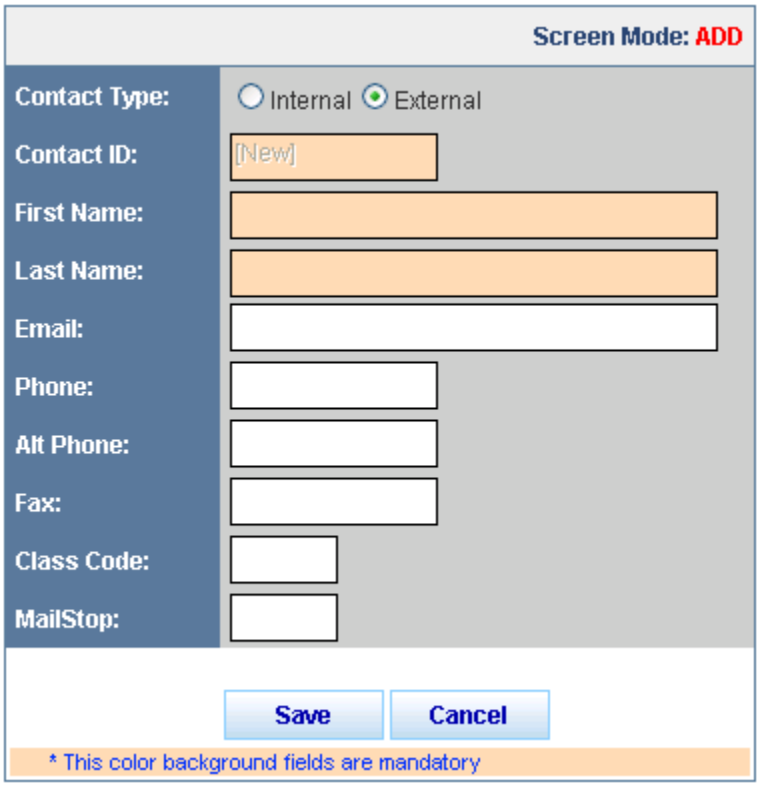
5.1.1. Adding a Contact

To add a Contact, click on the **Add New** icon to the right of the **Organization Type** column heading.

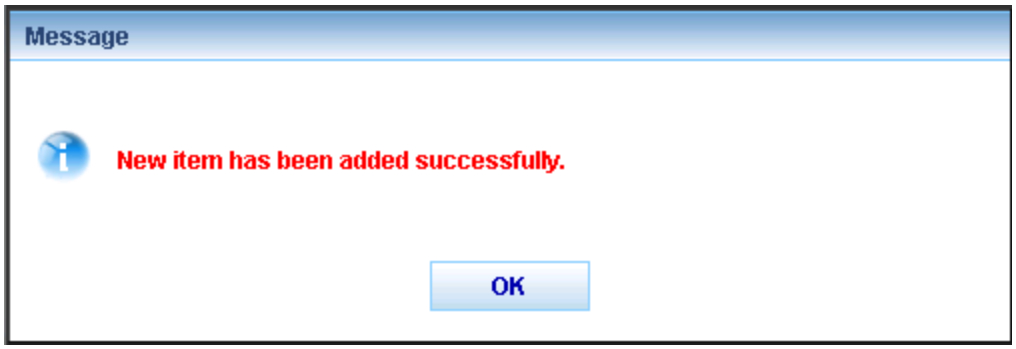
In the **ADD Screen Mode**, click in either the Internal (Employee) or External (Contractor) Contact Type radio button and enter information as needed.

A **Contact ID** is assigned by SPMS for external Contacts. The Contact's PeopleSoft ID should be entered for internal Contacts.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

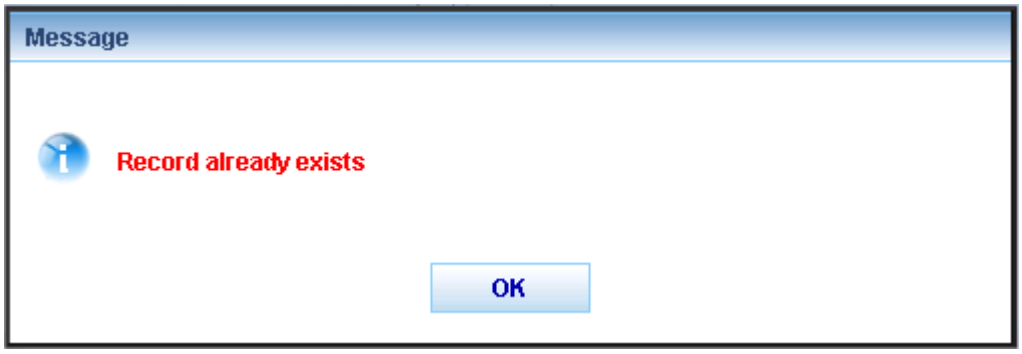


Click on the **Save** button to save the new record and return to the **Contact List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



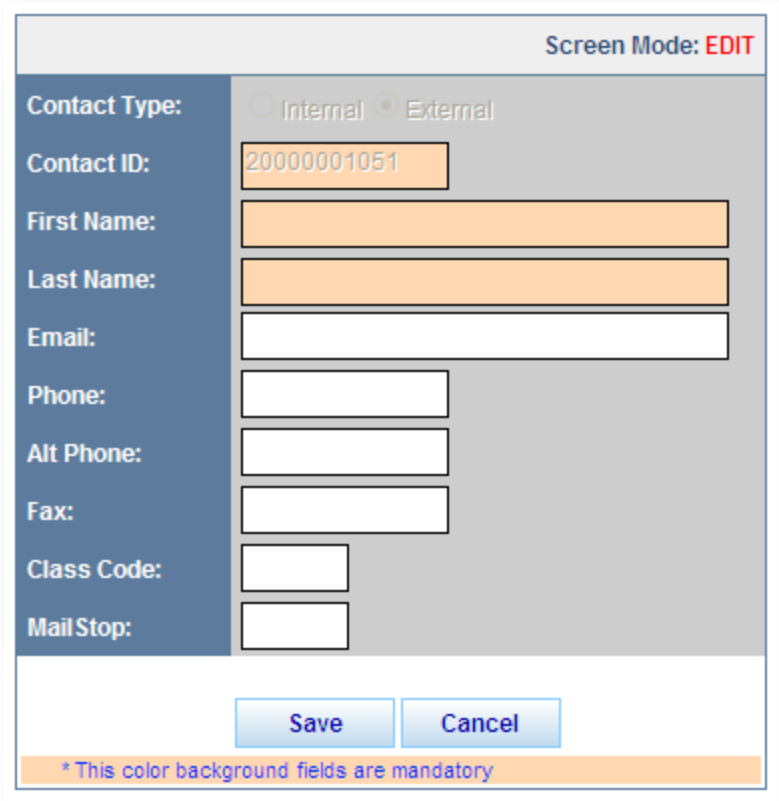
Once saved, the new Contact should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

5.1.2. Editing a Contact

To edit a Contact, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Contact List Panel** or click on the **Cancel** button to exit without saving.

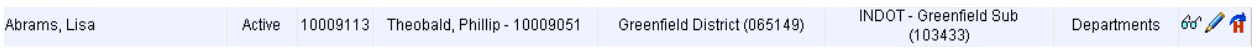
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

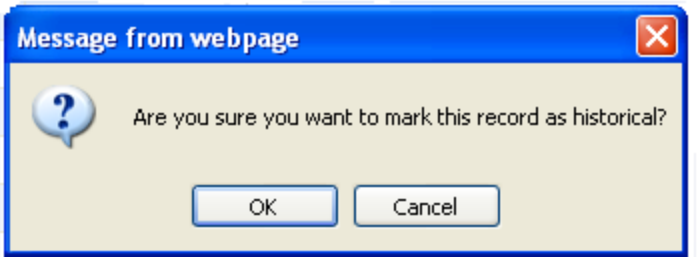
5.1.3. Making a Contact Historical

The Status of a Contact is either Active or Historical (Inactive). Historical Contacts do not appear in SPMS dropdown lists. The List of Contacts may be sorted by Status to place all historical Contacts at the bottom of the list. Historical Contacts may be made Active again.

To make a Contact historical, click on the **Make Historical** icon next to the record to be made historical.



A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

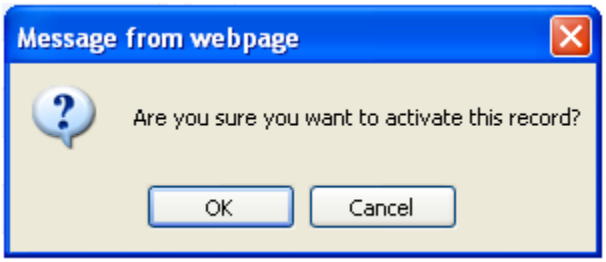


The Contact's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon. To sort the Contact List so all Historical Contacts are moved to the bottom of the list, click on the **Status** column heading to sort the column.

5.1.4. Making a Contact Active

To make the Contact Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

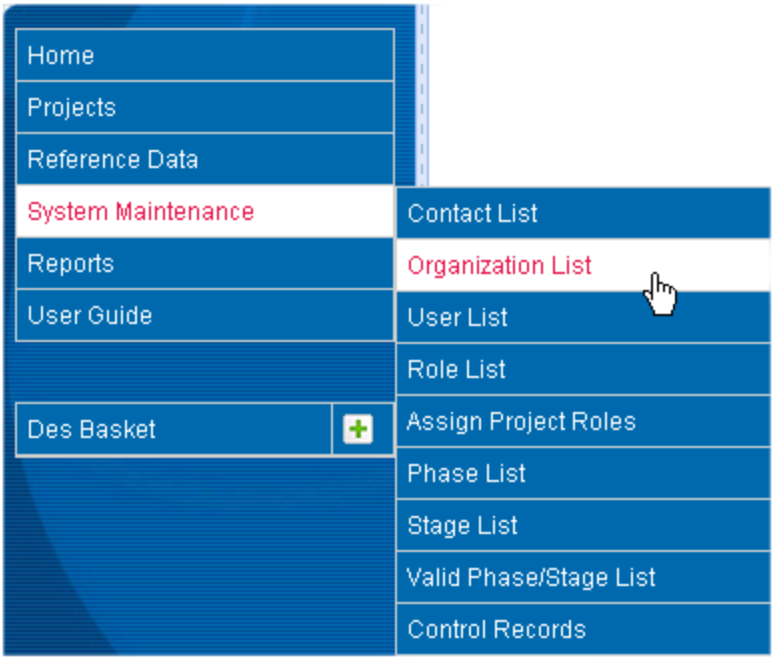


The Contact's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

5.2. Organization List

The **Organization List** contains positions, names, addresses, phone numbers, and other relevant information for the internal departments, state and city agencies, companies, consultants, and contractors with whom INDOT interacts.

To maintain the list, select **Organization List** from the **System Maintenance** menu.



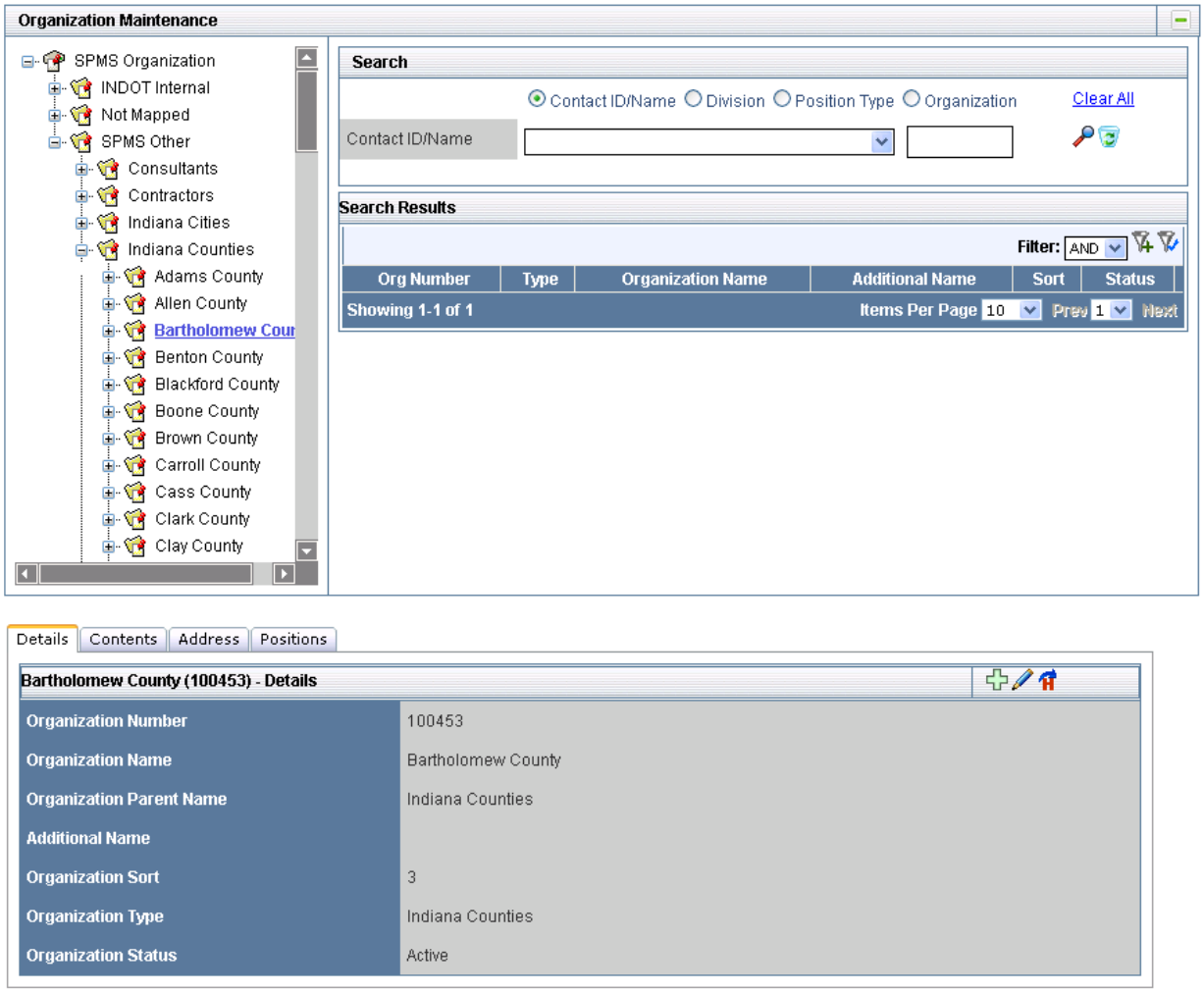
From the **Organization List Panel**, organizations and their positions, addresses, and contacts may be maintained.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

5.2.1. Displaying or Searching for a Contact, Division, Position Type or Organization

The **Organization Maintenance Panel** contains a directory tree with two top level folders for internal (INDOT Internal) and external (SPMS Other) **ACTIVE** organizations. A folder may be expanded by clicking on the maximize button ⊞ to the left of each folder name. Click on the Organization's folder name to display its details in the Details, Contents, Address, and Positions Tabs below the **Organization Maintenance Panel.**

In the example below, Bartholomew County is selected by expanding the SPMS Other and the Indiana Counties folders.

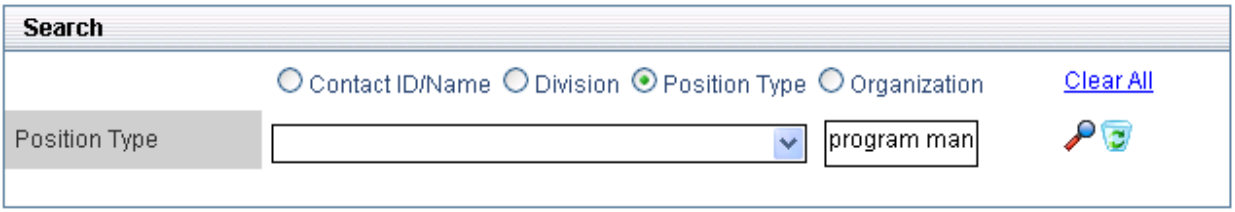


The **Search Panel** may be used to find an organization by its Name or Organization Number, Division Name, Position Types within the organization, or Contact Names or Contact IDs of persons working in the organization.

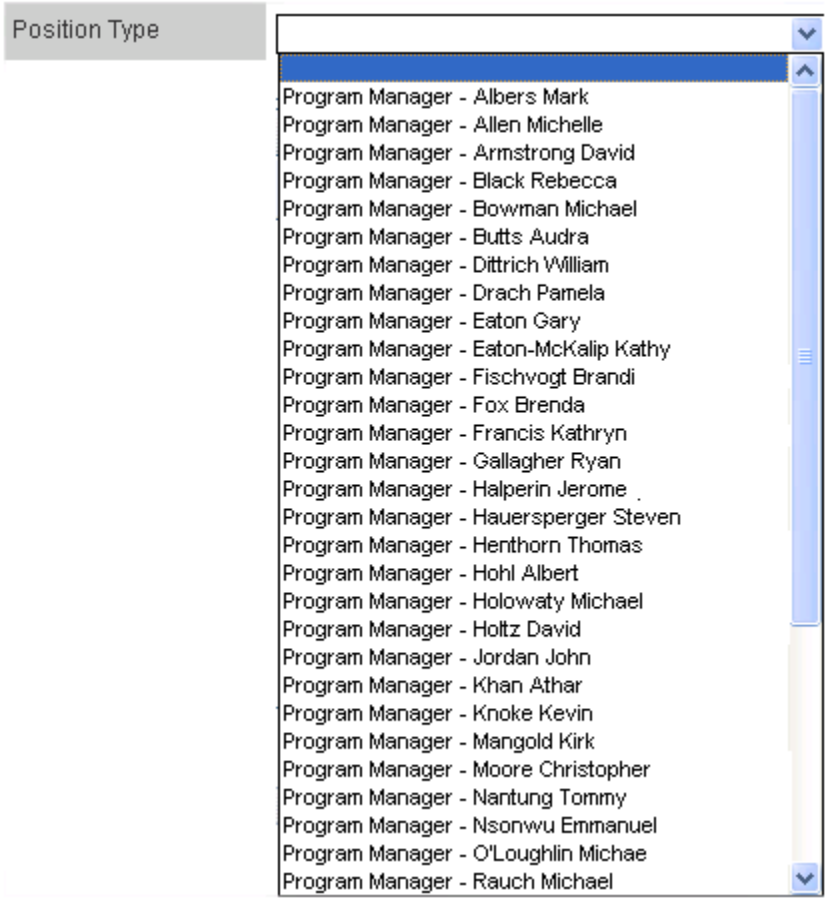
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

In the example below, a search is being done to find all organizations containing Position Type = Program Managers.

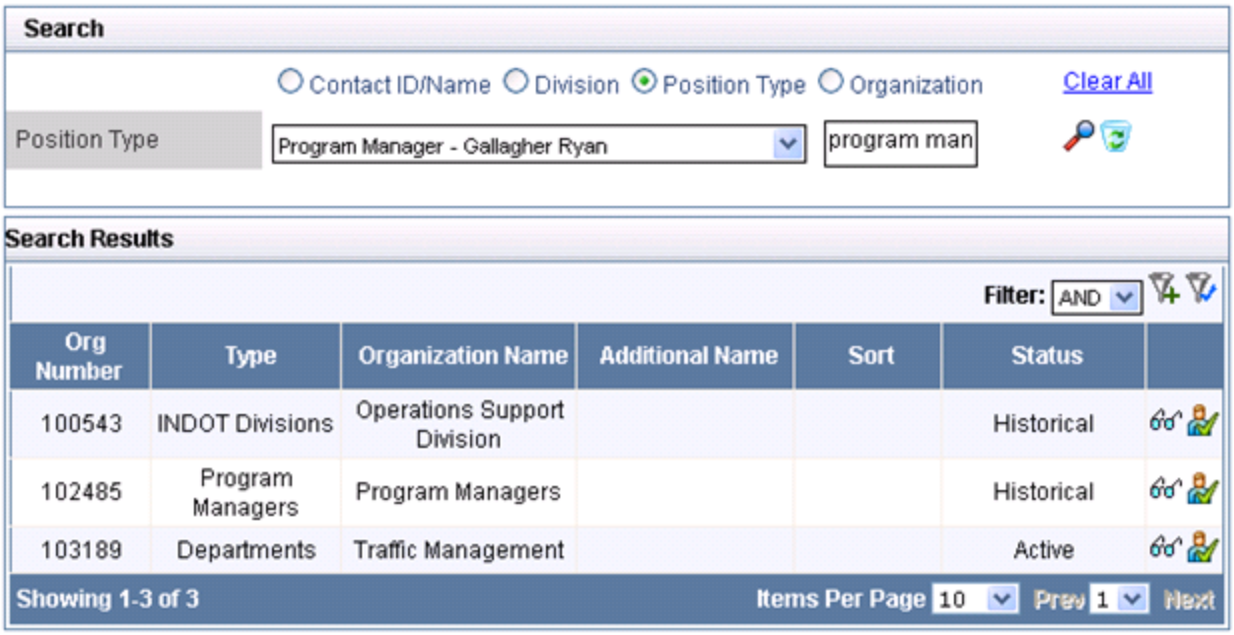
Click in the radio button to the left of **Position Type** to select it, and then type “program manager” in the text box to the right of the empty dropdown list. Note: When searching for an Organization, it is only necessary to type the Organization’s Name or Number into the text box. SPMS returns all matching results in the **Search Results Panel**.



To perform the search above, click on the **Search** icon. Then, click on the arrow to the right of the dropdown list to display available Program Managers.



Locate the Program Manager's name and click to select it. Any Organization with which the Program Manager has been associated appears in the Search Results Panel. To display the Organization's details in the Details, Contents, Address, and Positions Tabs below the **Organization Maintenance Panel** click on the checkmark to the right of the record.



To clear the search and the Search Results Panel, click on the **Clear All** link. To clear the search only, click on the **Clear** icon.

SEARCH HINTS:

Searches do not have to be exact. For example, typing “program” in the search text box returns all Position Types containing the word “program” (Program Coordinators, Program Managers, Program Development Engineers, etc.). Typing a “p” in the search text box returns all Position Types containing a “p” in any part of the name.

Contact IDs are equivalent to PeopleSoft IDs for internal personnel. A Contact ID that begins with a “2” indicates an external contact.

5.2.2. Working with Organizations

The Organization Panel that displays when an Organization is selected or located in a search contains Details, Contents, Address, and Positions tabs.

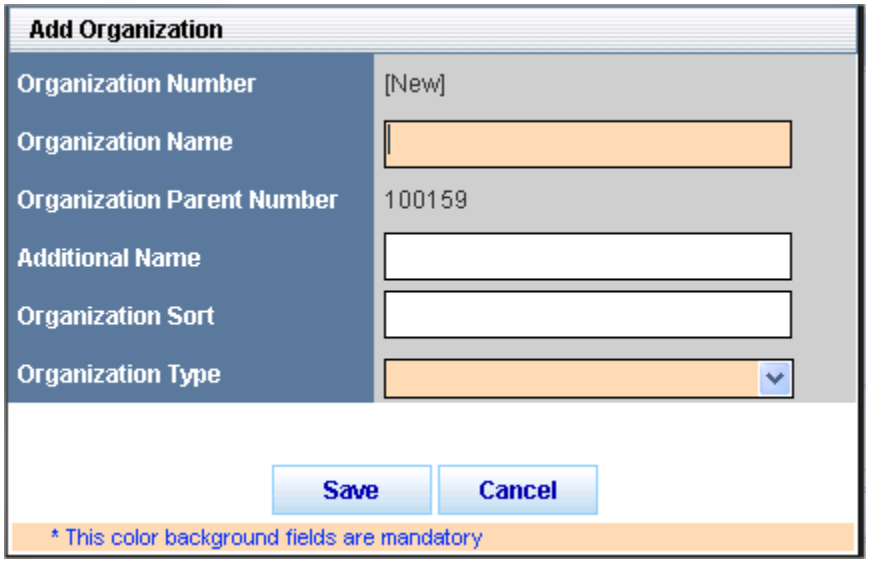
From these tabs, organizations, addresses, and positions may be maintained. Child Organizations may also be displayed in the Contents tab, providing further information about the organization and an easy way to see all associated organizations.

5.2.3. Adding a Child Organization

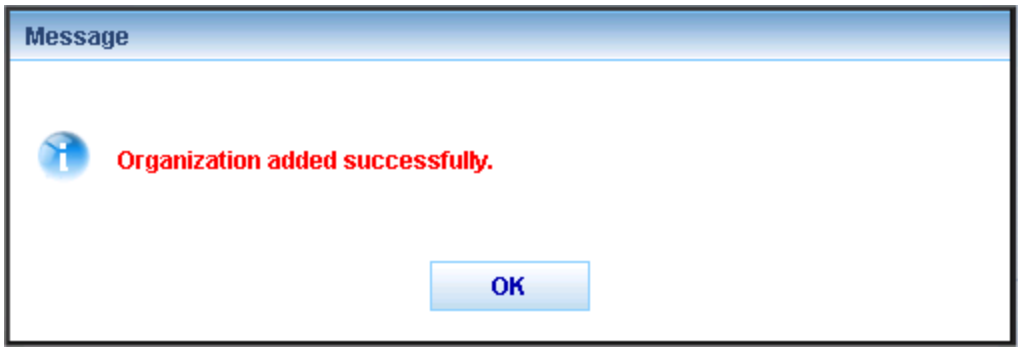
To add a **Child Organization**, click on the **Add New** icon to the right of the **Details Tab** title bar.

In the **ADD Organization Screen Mode**, enter the **Organization Name** and select the **Organization Type** from the dropdown list and enter any optional information as needed. The **Organization Number** is assigned by SPMS.

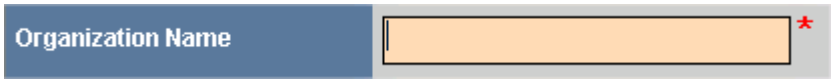
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the new record and return to the **Details** tab or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



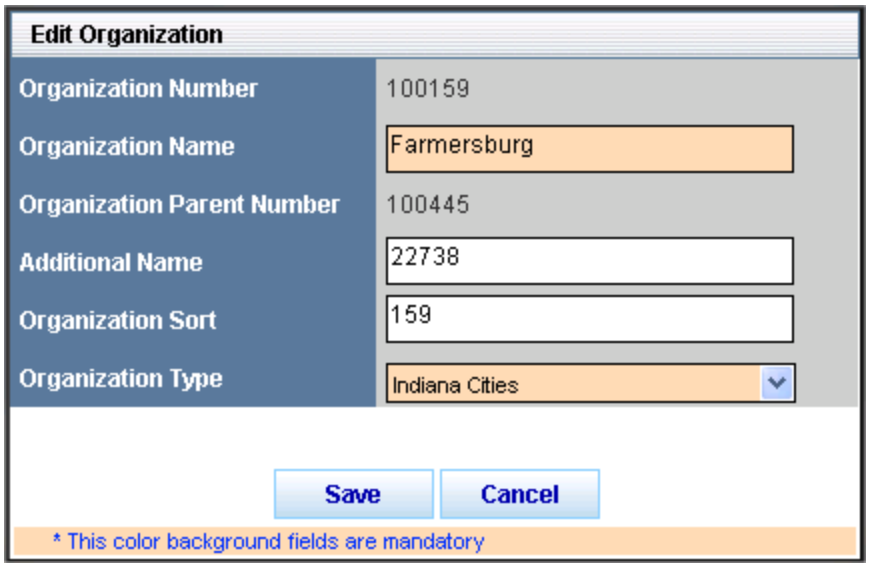
Once saved, the new **Child Organization** should be visible in the **Contents** tab. If not, click on a column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

5.2.4. Editing an Organization

To edit an Organization, click on the **Edit** icon to the right of the **Details Tab** title bar. The **Edit** icon is only visible on Active (not Historical) organizations.

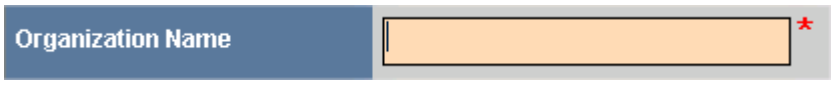
In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Details** tab or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



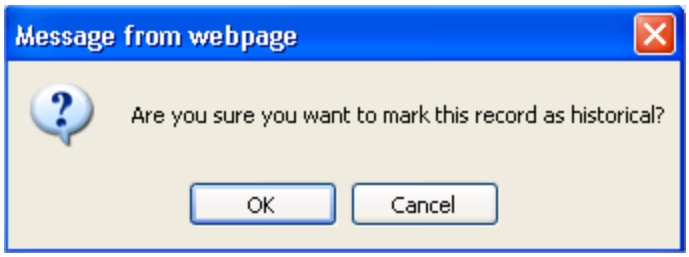
Once saved, the updated **Organization** should be visible in the **Contents** tab. If not, click on a column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

5.2.5. Making an Organization Historical

The Status of an Organization is either Active or Historical (Inactive).

To make an Organization historical, click on the **Make Historical** icon to the right of the **Details Tab** title bar.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

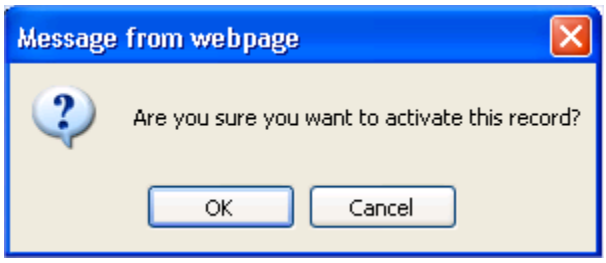


The Organization's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon.

5.2.6. Making an Organization Active

To make the Organization Active again, click on the **Make Active** icon to the right of the **Details Tab** title bar.

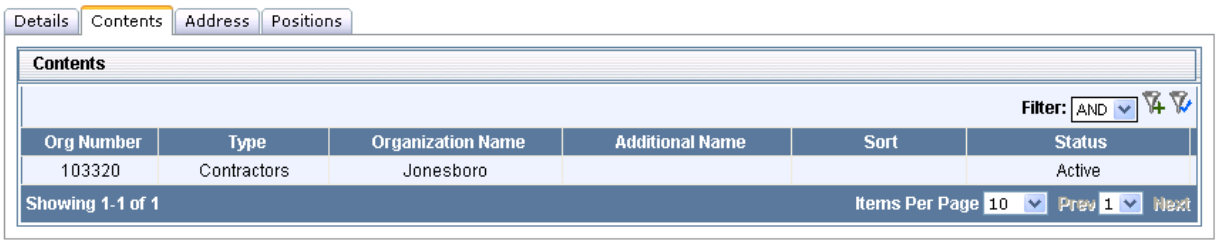
A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



The Organization's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

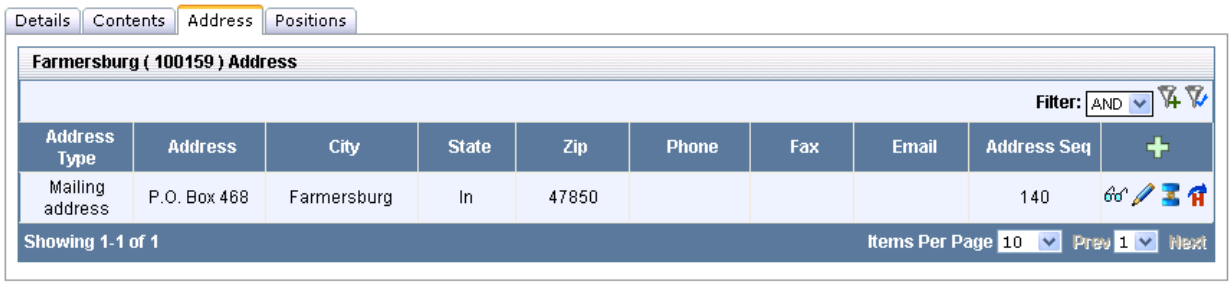
5.2.7. Viewing Contents

The Contents tab in the **Organization Panel** displays information about the organization's child organizations.



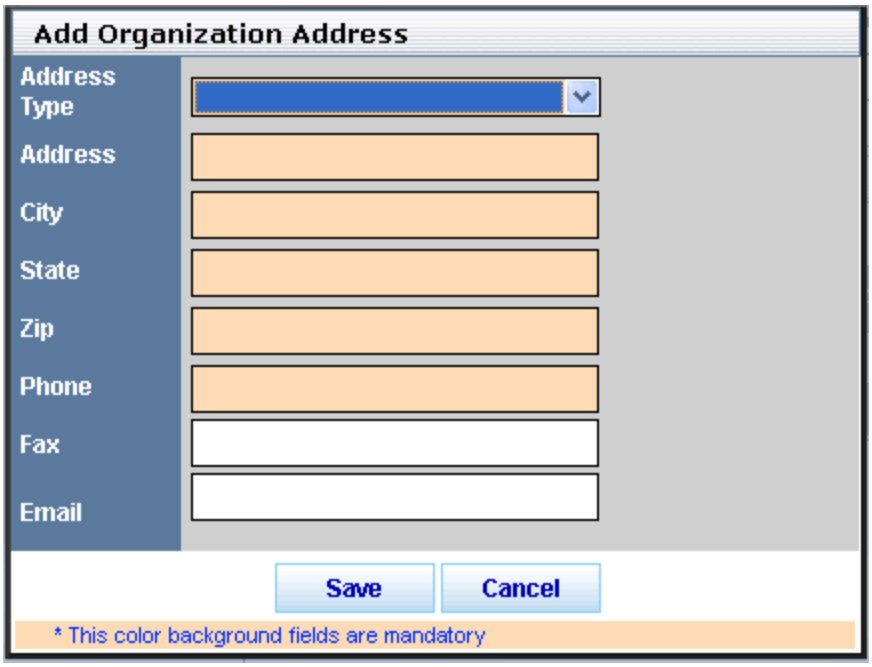
5.2.8. Adding Addresses

To add **Addresses**, click on the **Add New** icon to the right of the **Email** column heading on the **Address** tab.

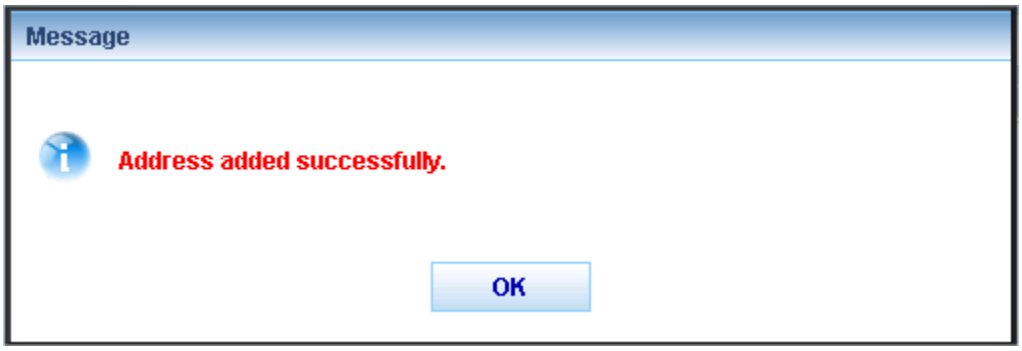


In the **ADD Organization Address Screen Mode**, select the **Address Type** from the dropdown list and enter the address information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the new record and return to the **Address** tab or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

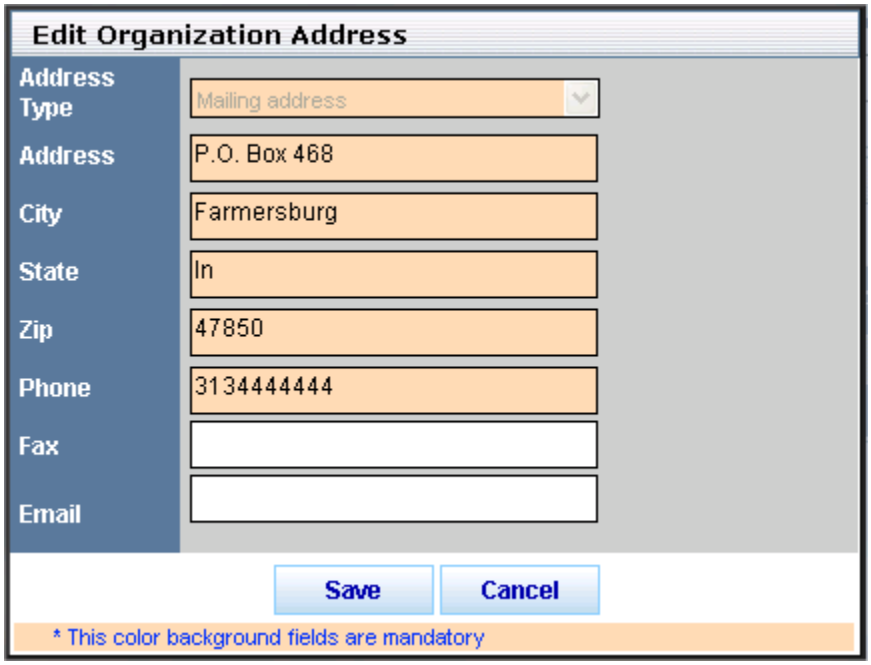
Duplicate Address Types are acceptable. An Organization may have more than one mailing address, for example.

Once saved, the new **Address** should be visible in the **Address** tab. If not, click on a column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

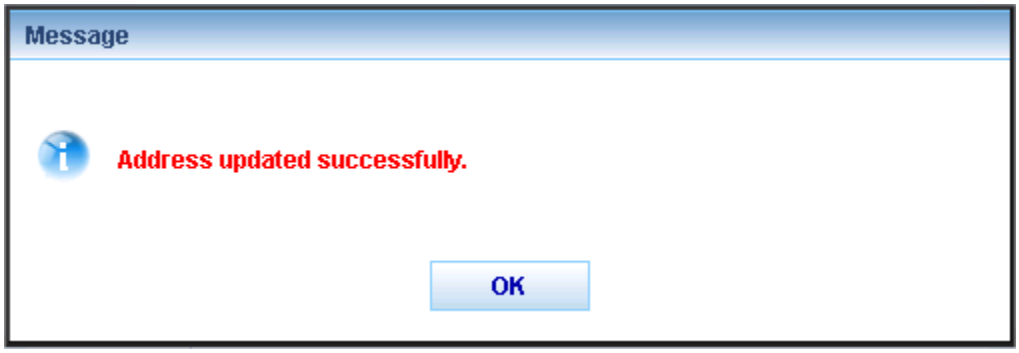
5.2.9. Editing Addresses

To edit an Address, click on the **Edit** icon to the right of the **Details Tab** title bar.

In the **EDIT Screen Mode**, update fields as needed. The **Address Type** may not be edited. If the type of address has changed, for historical purposes a new address should be added and the incorrect address should be made historical.



Click on the **Save** button to save the record and return to the **Address** tab or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



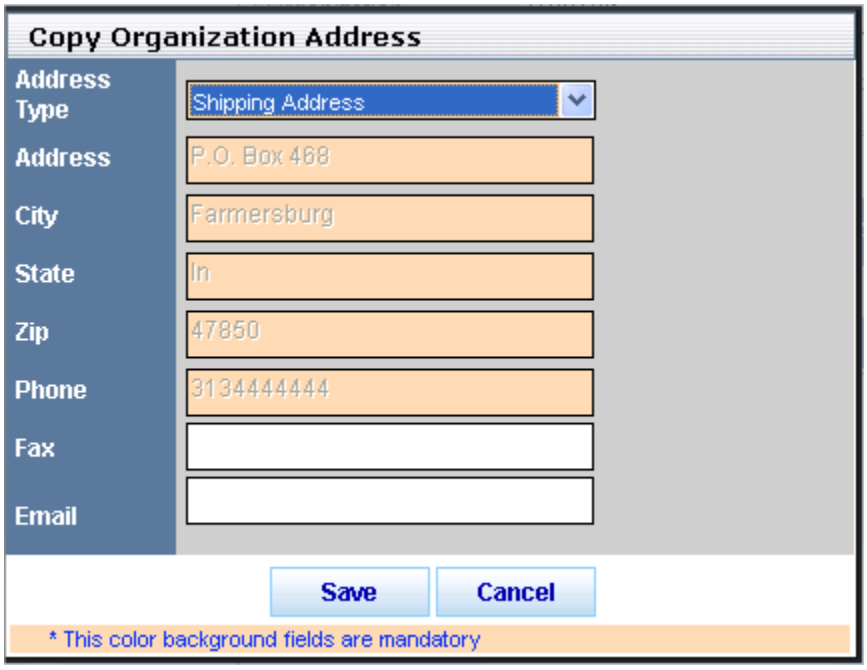
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

Once saved, the updated **Address** should be visible in the **Address** tab. If not, click on a column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

5.2.10. Copying Addresses

To copy an Address, click on the **Copy Address** icon to the right of the **Details Tab** title bar.

In the **COPY Screen Mode**, select the **Address Type** to copy the address to.



Click on the **Save** button to save the record and return to the **Address** tab or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.

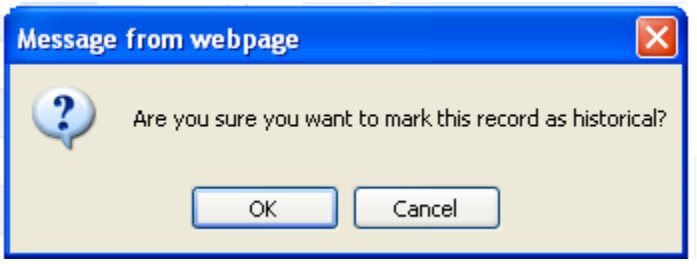
Once saved, the new **Address** should be visible in the **Address** tab. If not, click on a column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

5.2.11. Making an Address Historical

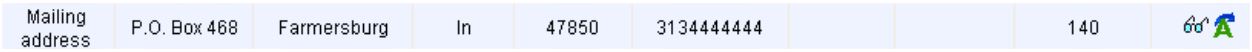
The Status of an Organization's Address is either Active or Historical (Inactive).

To make an Address historical, click on the **Make Historical** icon to the right of the record.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



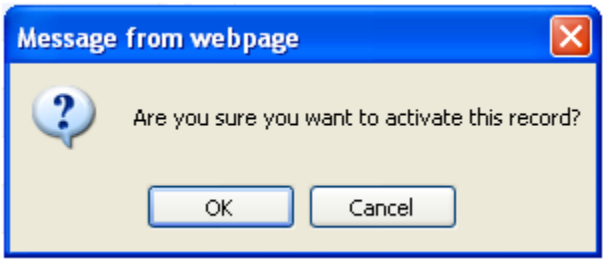
The Address's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon.



5.2.12. Making an Address Active

To make the Address Active again, click on the **Make Active** icon to the right of record.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

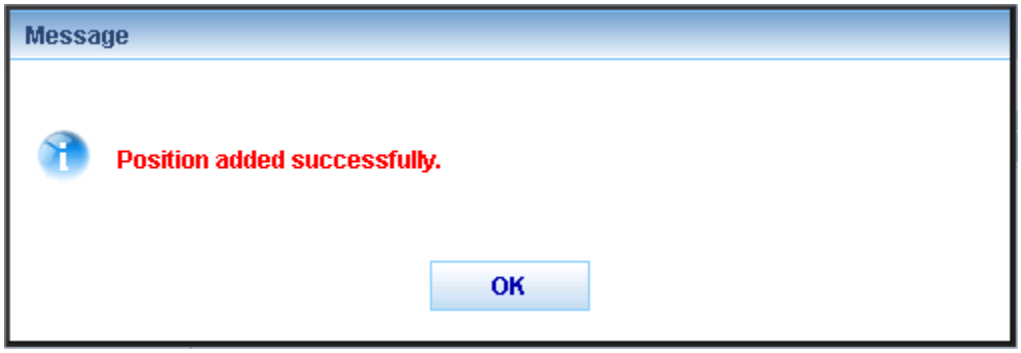


The Address's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

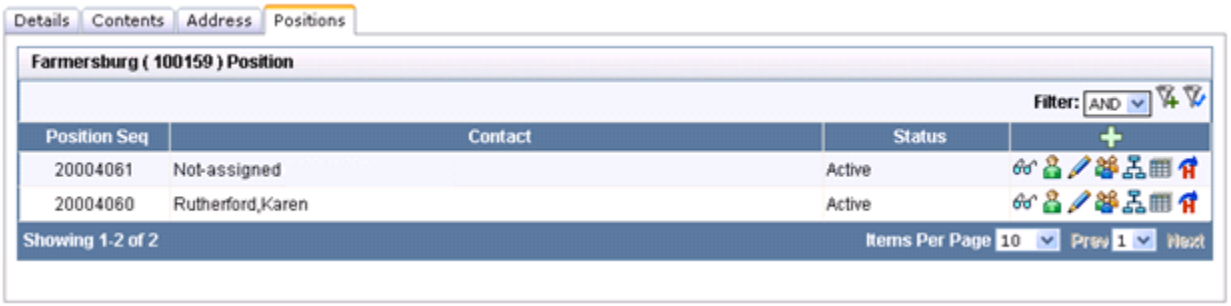
5.2.13. Adding Positions

To add **Positions**, click on the **Add New** icon to the right of the **Status** column heading on the Positions tab.

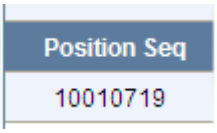
A confirmation message displays. Click on the **OK** button to confirm the addition.



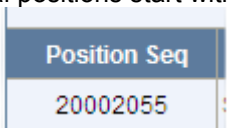
A "Not Assigned" row is added to the list of Positions with a **Position Sequence Number** assigned by SPMS and Active **Status**.



Internal Positions start with a "1"



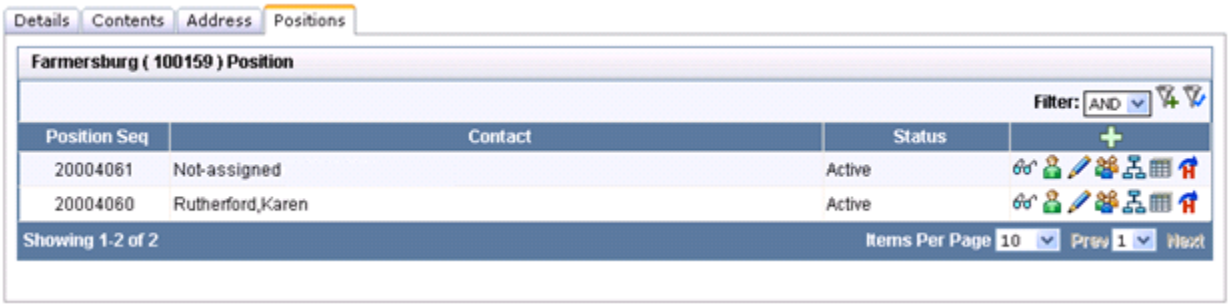
External positions start with a "2"



The Position may be maintained using the icons to the right of the record as explained in the following sections.

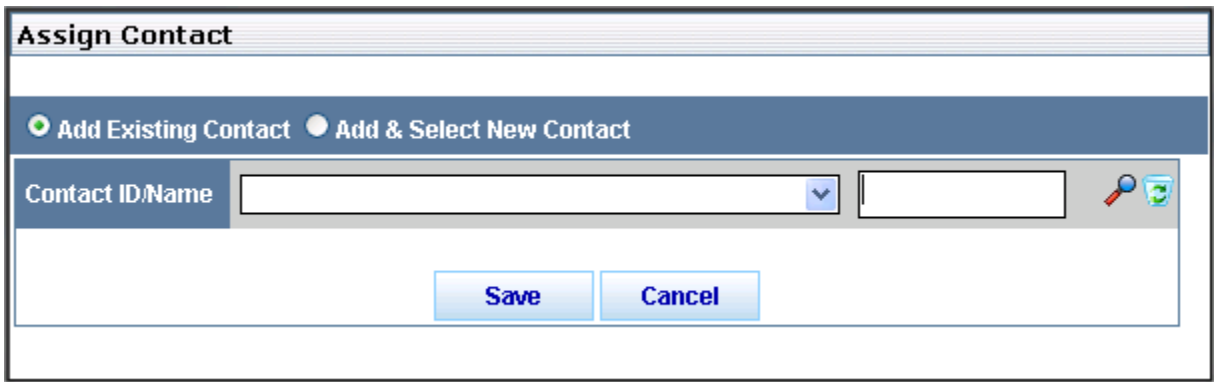
5.2.14. Assigning Contacts

When a position is added to an organization, the position's contact name is "Not assigned" and must be assigned to the position.



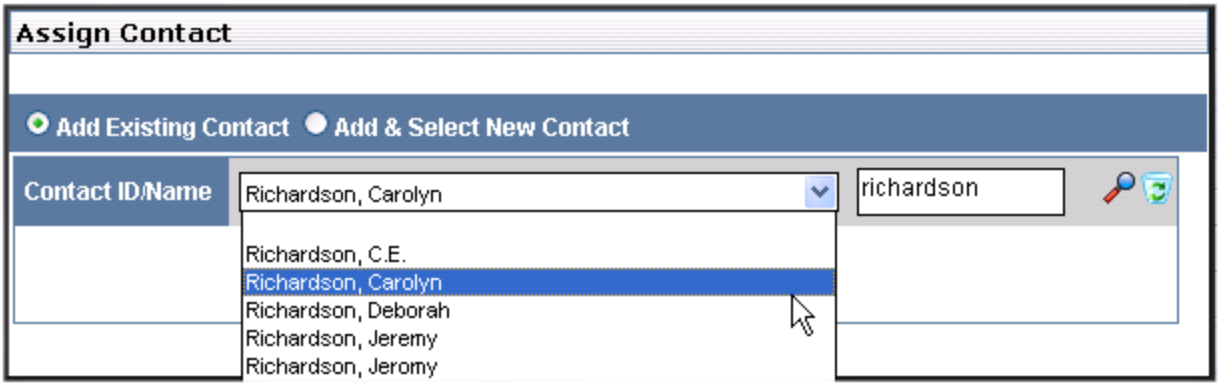
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

To assign a **Contact** to a position, click on the **Assign Contact** icon to the right of the position.



In the **Assign Contact Screen Mode**, two options are available.

1) A Contact may exist in the SPMS Contact List. If so, click in the **Add Existing Contact** radio button to select it. Type any part of the person's name or ID in the empty text box and click on the **Search** icon to populate the dropdown list with the search results. The **Clear** icon may be used to clear the text box and/or dropdown list. Select the **Contact ID/Name** from the dropdown list and click on the **Save** button to return to the Positions tab. The **Contact Name** is added to the record. The **Cancel** button may be used to close the **Assign Contact** screen without saving.



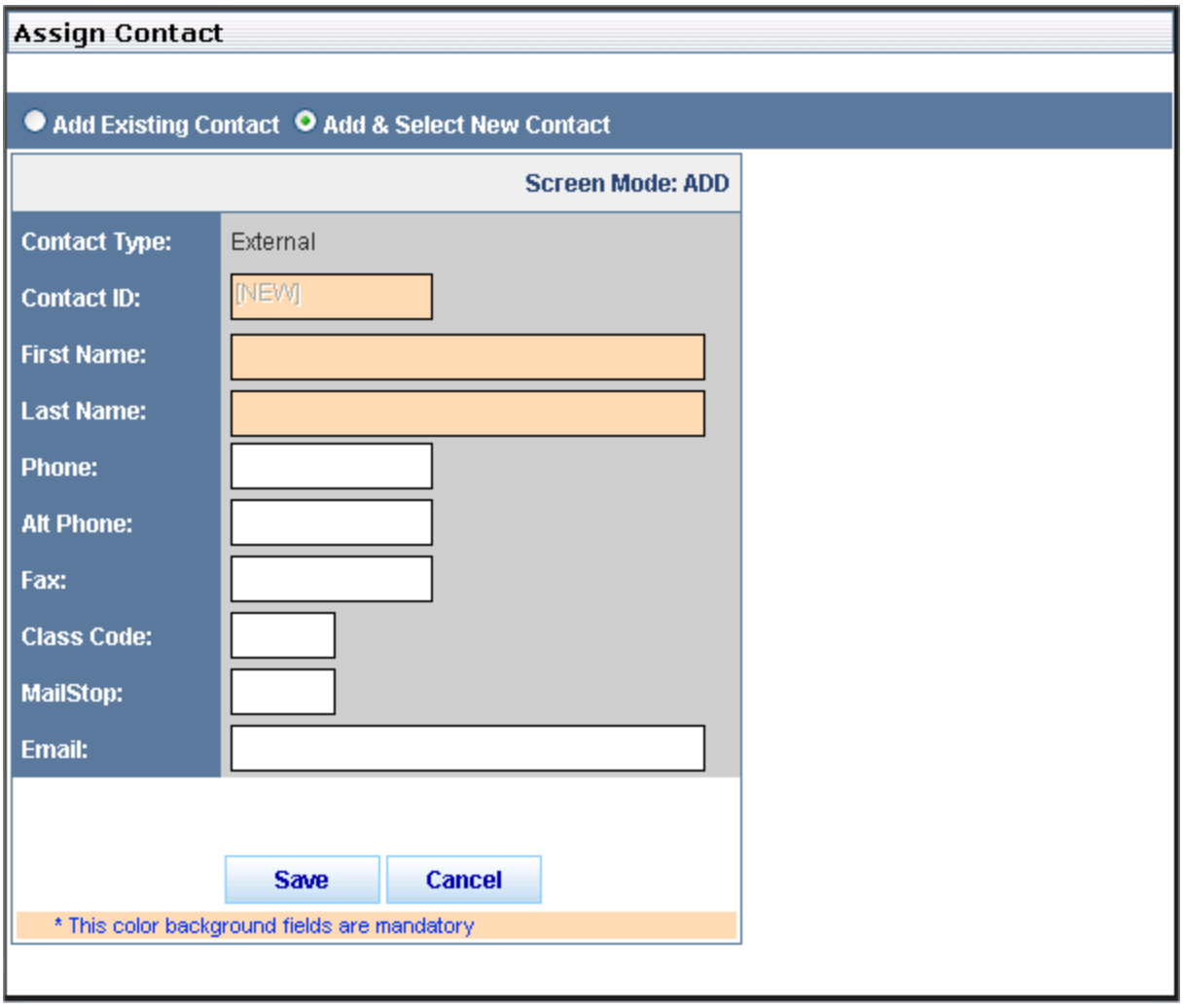
SEARCH HINTS:

Searches do not have to be exact. For example, typing “397” in the search text box returns all Contact IDs containing the ‘397”. Typing a “p” in the search text box returns all Contact Names containing a “p” in any part of the name.

Contact IDs are equivalent to PeopleSoft IDs for internal personnel. A Contact ID that begins with a “2” indicates an external contact.

2) An external Contact may not exist in the SPMS Contact List. If not, click in the **Add and Select New Contact** radio button to select it. In the **Assign Contact** Screen Mode, enter the contact information as needed. The **Contact Type** defaults to “**External”** and the **Contact ID** is assigned by SPMS.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



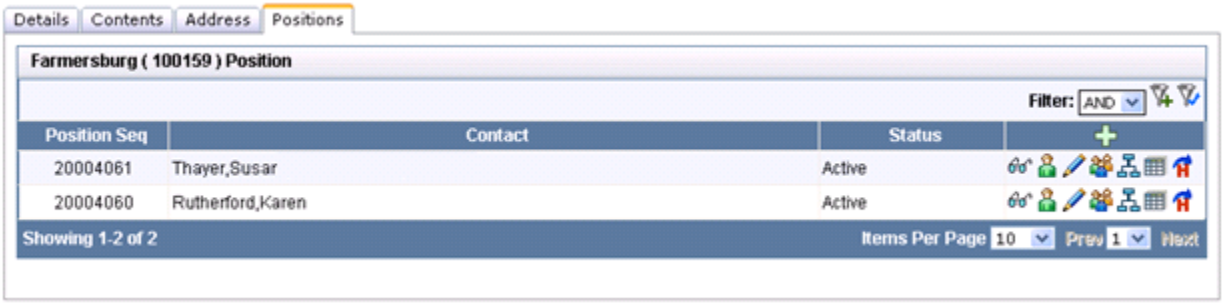
Click on the **Save** button to save the new record (this also adds the new Contact to the Contact List) and return to the **Positions** tab or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

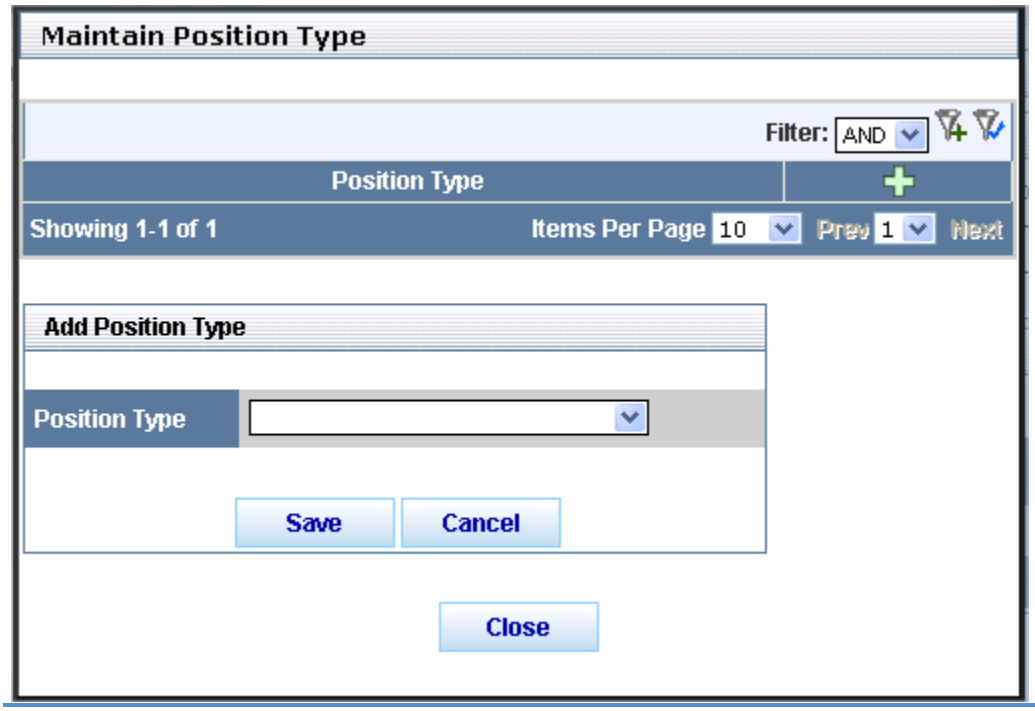
Once saved, the **Contact Name** should be visible in the record in the **Positions** tab. If not, click on a column heading to re-sort and refresh the List or use the Filter feature to locate the new record.

5.2.15. Maintaining Position Types for a Position

From the **Positions** tab, **Position Types** may be added or deleted. Click on the **Maintain Position Types** icon to the right of the record.

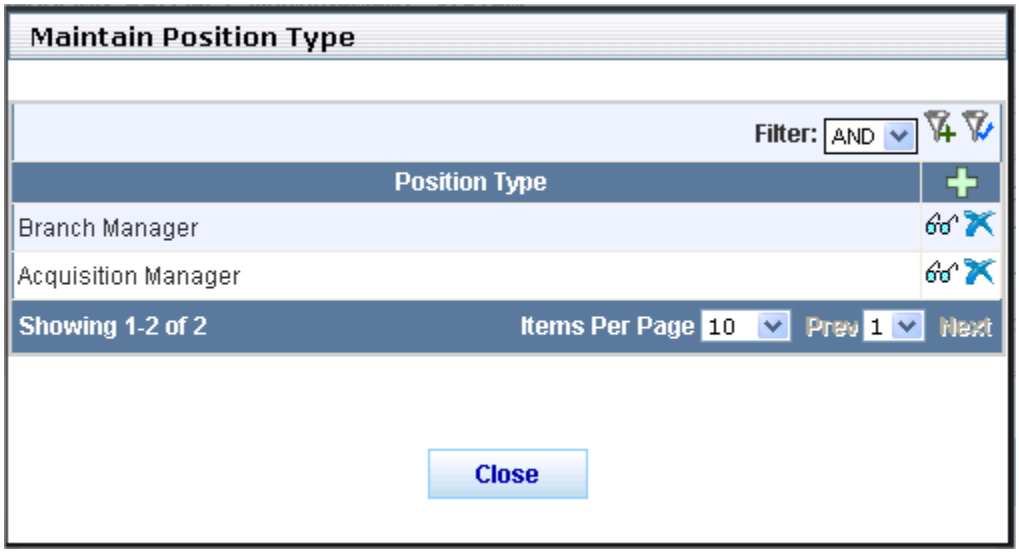


To add a Position Type, click on the **Add New** icon to the right of the **Position Type** column heading. Existing **Position Types** display in the **Maintain Position Type** Panel.

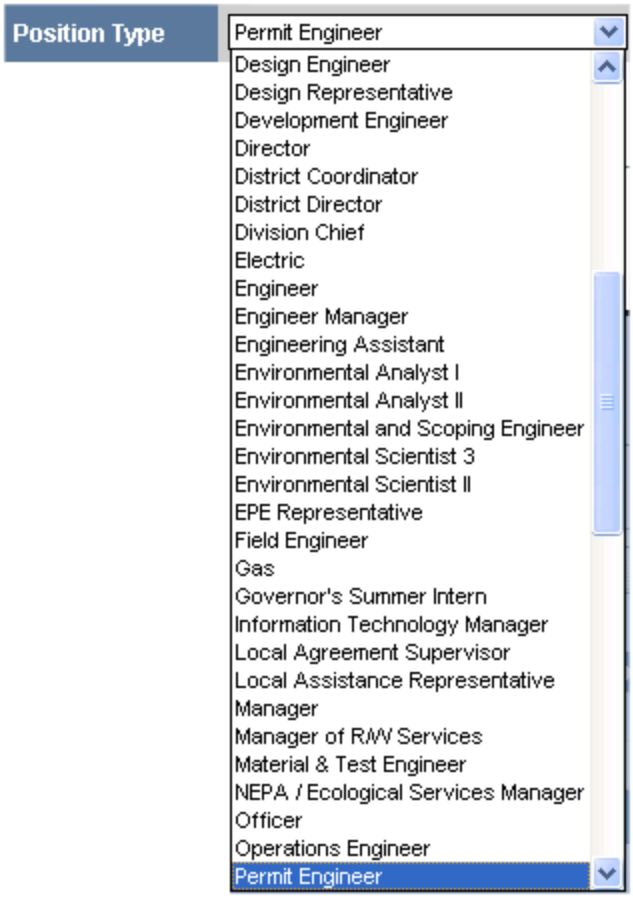


In the **ADD Screen Mode**, select the **Position Type** from the dropdown list.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

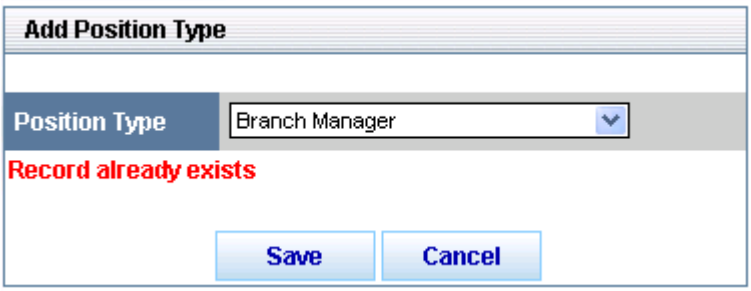


Dropdown fields have an auto-complete feature. For example, click on the Position Type dropdown arrow to the right of the field for a complete list of available Types. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “P” displays “Permit Engineer”.



Click on the **Save** button to save the new record and return to the **Maintain Position Type Panel** or click on the **Cancel** button to exit without saving. Then, click on the **Close** button to return to the **Positions** tab.

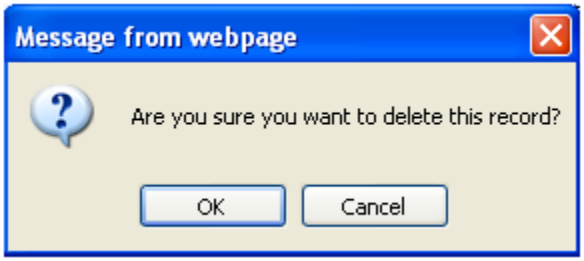
SPMS does not allow a Position to have duplicate Position Types. If the record already exists in the database, a message displays in red directly below the Position Type field label.



Once saved, the new Position Type should be visible in the List. If not, click on any column heading twice to re-sort and refresh the List.

To delete a Position Type, click on the **Delete** icon next to the record to be removed.

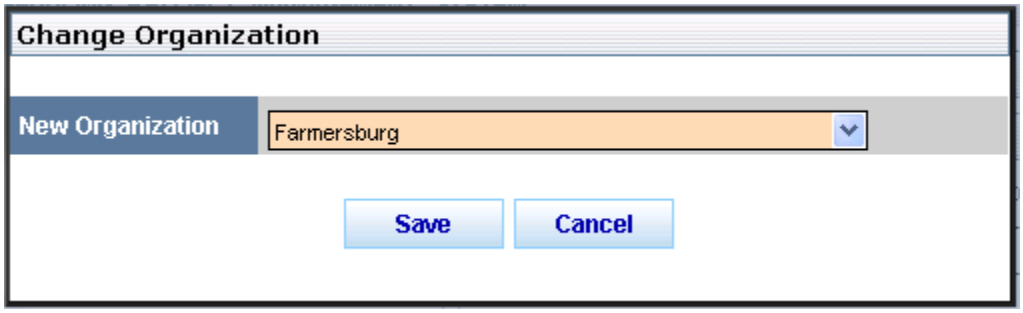
A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving the deletion.



The Position Type is removed from the list.

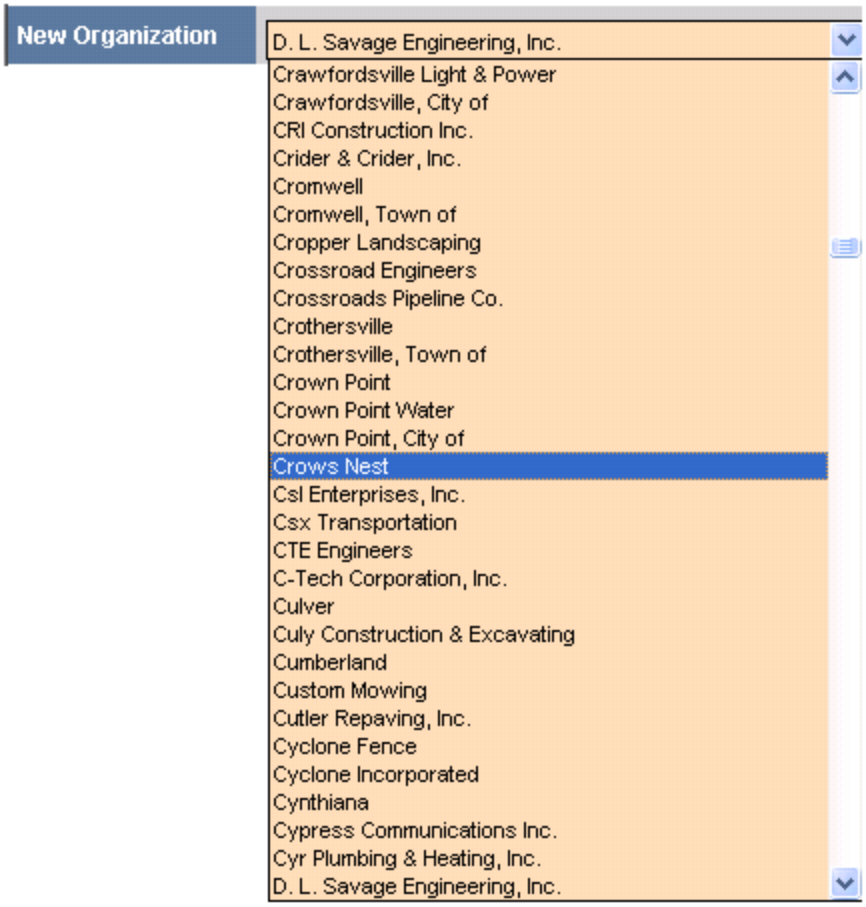
5.2.16. Changing Position Organization

From the **Positions** tab, the **Position Organization** may be changed. Click on the **Position Organization** icon to the right of the record.

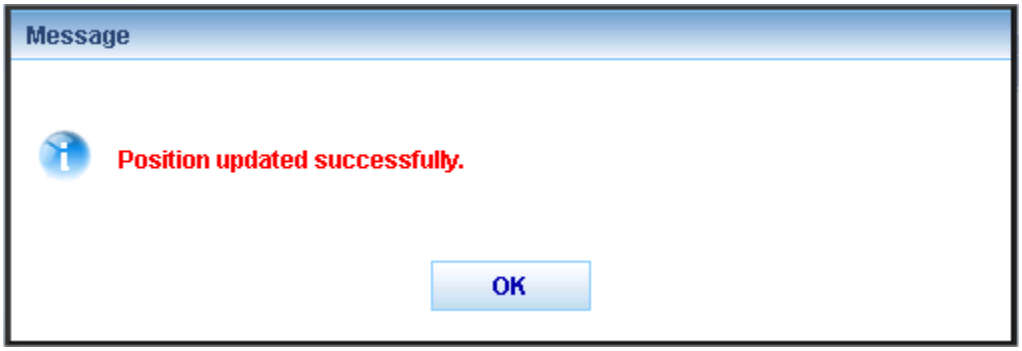


In the **Change Position Organization Mode**, select the **New Organization** from the dropdown list.

Dropdown fields have an auto-complete feature. For example, click on the New Organization dropdown arrow to the right of the field for a complete list of available Types. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “D” displays “D.L. Savage Engineering”.



Click on the **Save** button to save the record and return to the **Positions** tab or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.

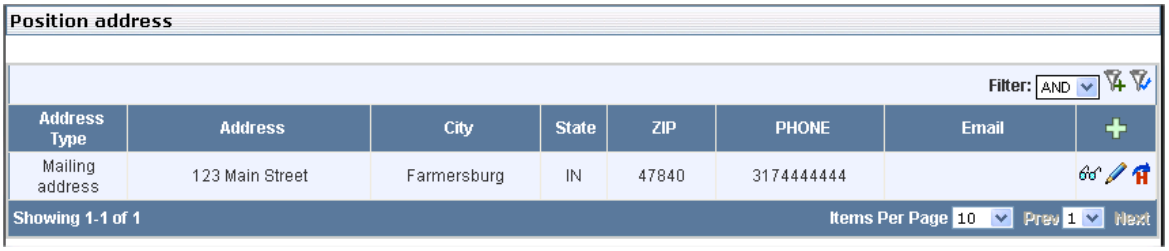


5.2.17. Adding Position Addresses for a Position

From the **Positions** tab, a Position's **Position Addresses** may be added, edited, or made historical or active. Click on the **Maintain Position Addresses** icon to the right of the record.

A Panel with two sections, **Position Address** and **Select Existing Organization Address**, displays. Each section is described below.

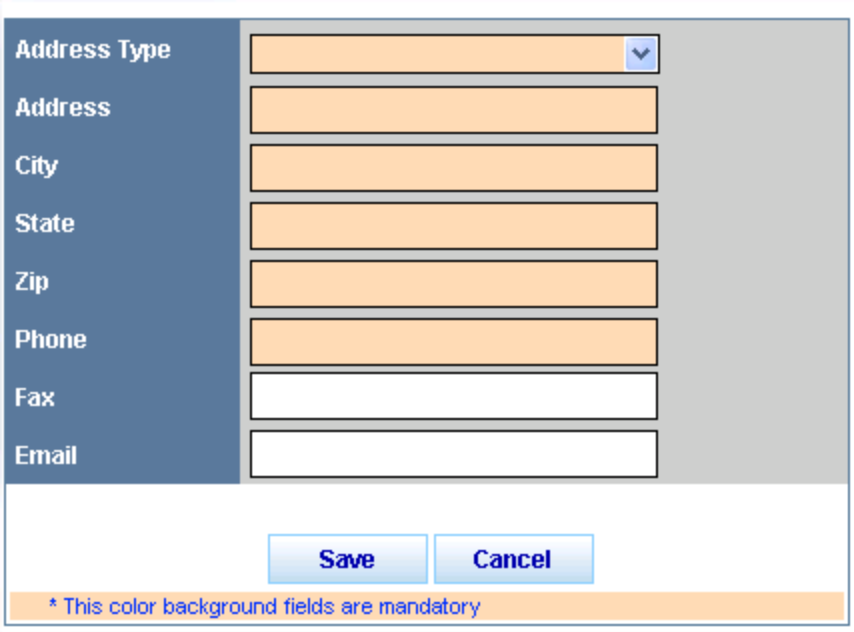
1) The **Position Address Section** allows for working with addresses specific to that Position. The example below reflects one Address (Mailing) assigned to the Position.



To add **Position Addresses** for a Position, click on the **Add New** icon to the right of the **Email** column heading on the **Position Address** tab.

In the **ADD Position Address Screen Mode**, select the **Address Type** from the dropdown list and enter the address information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

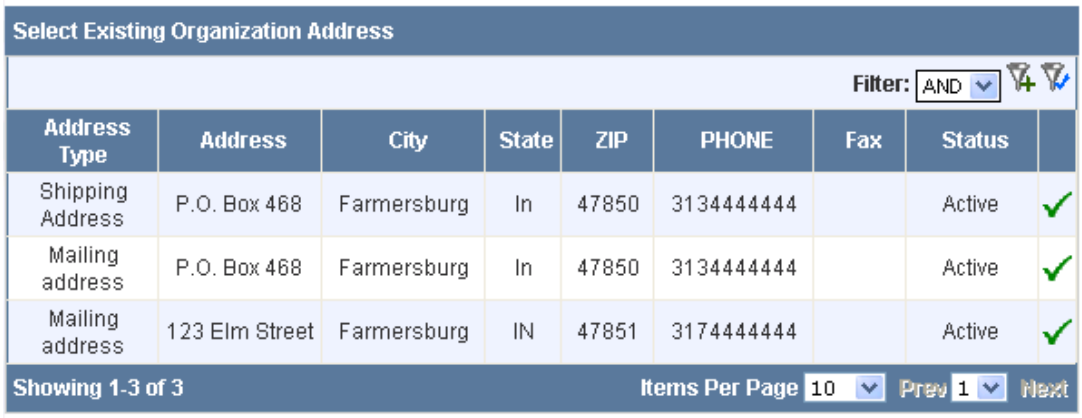


Click on the **Save** button to save the new record and return to the **Position Address Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

Once saved, the new **Position Address** should be visible in the **Position Address** list. If not, click on a column heading twice to re-sort and refresh the List. Then, click on the **Close** button to return to the **Positions** tab.

2) The **Select Existing Organization Address Section** displays all addresses associated with the Organization and may be assigned to the Position. Using this Panel is a convenient way to avoid retyping an address that may already exist for an organization. The example below reflects this Position's Organization with two Addresses (Mailing and Shipping).



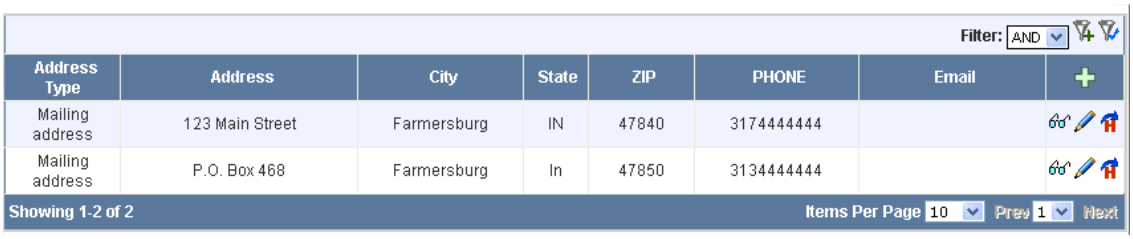
Select Existing Organization Address

Filter: AND

Address Type	Address	City	State	ZIP	PHONE	Fax	Status	
Shipping Address	P.O. Box 468	Farmersburg	In	47850	3134444444		Active	✓
Mailing address	P.O. Box 468	Farmersburg	In	47850	3134444444		Active	✓
Mailing address	123 Elm Street	Farmersburg	IN	47851	3174444444		Active	✓

Showing 1-3 of 3 Items Per Page 10 Prev 1 Next

To use an existing organization address, click on the green checkmark ✓ to add it to the **Position Address List** for editing. It appears in the **Position Address Panel**. In the example below, the Shipping Address was selected and added to the addresses associated with the Position.



Filter: AND

Address Type	Address	City	State	ZIP	PHONE	Email	+
Mailing address	123 Main Street	Farmersburg	IN	47840	3174444444		
Mailing address	P.O. Box 468	Farmersburg	In	47850	3134444444		

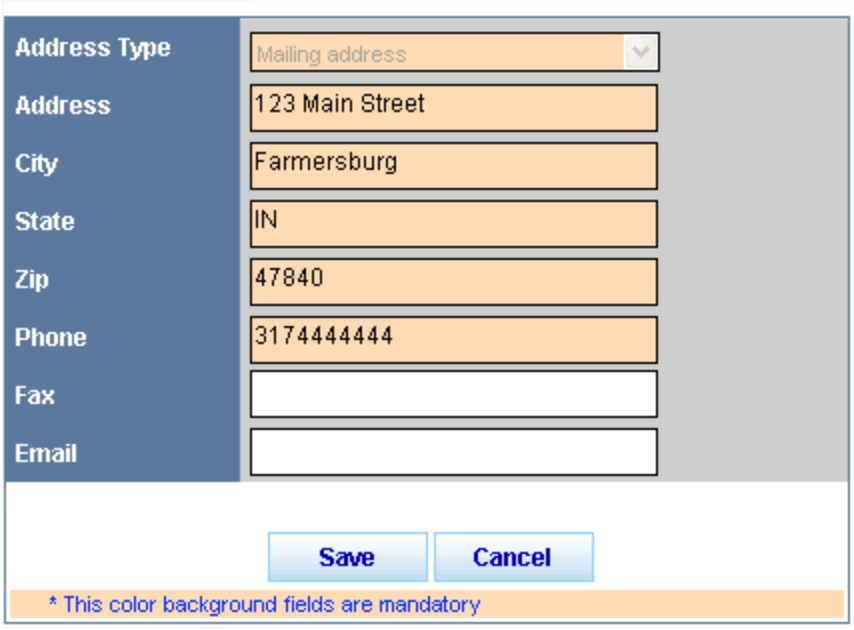
Showing 1-2 of 2 Items Per Page 10 Prev 1 Next

5.2.18. Editing Position Addresses for a Position

To edit a **Position Address**, click on the **Edit** icon to the right of the record in the **Position Address Panel.**

In the **EDIT Screen Mode**, update fields as needed. The **Address Type** may not be edited.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Position Address Panel** or click on the **Cancel** button to exit without saving.

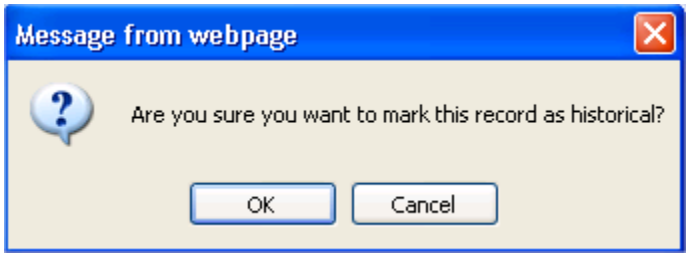
SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

5.2.19. Making a Position Address Historical

The Status of Position Address is either Active or Historical (Inactive).

To make a Position Address historical, click on the **Make Historical** icon to the right of the record.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

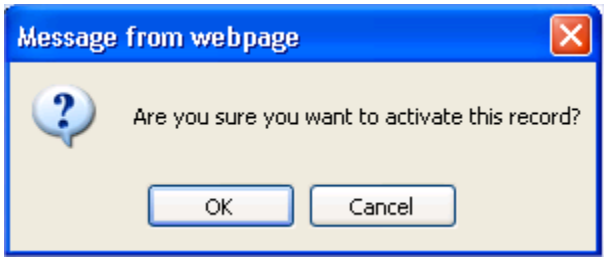


The Position Address's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon.

5.2.20. Making a Position Address Active

To make the Position Address Active again, click on the **Make Active** icon to the right of record.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

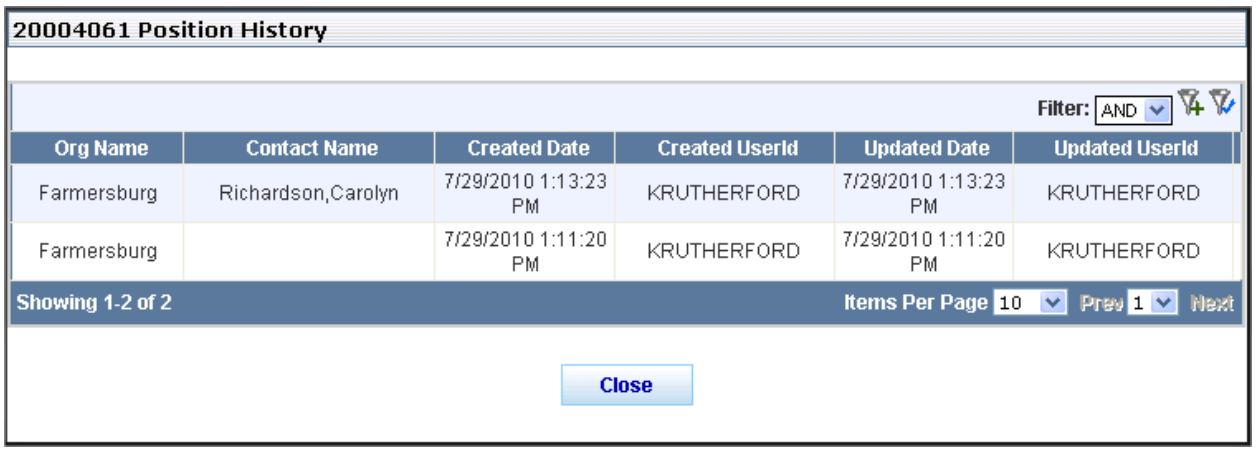


The Position Address's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

5.2.21. Viewing Position Histories

Click on the **View Position History** icon to the right of the record.

A Panel displays a list of all changes made to that Position, as shown below.

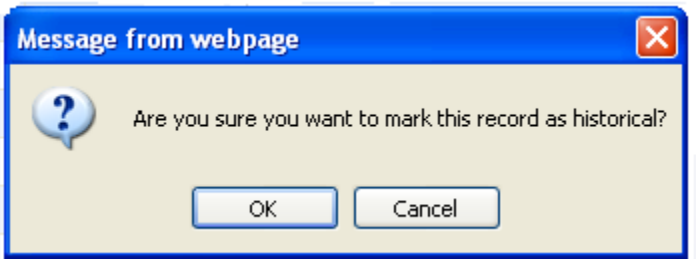


5.2.22. Making a Position Historical

The Status of a Position is either Active or Historical (Inactive).

To make a Position historical, click on the **Make Historical** icon to the right of the record.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

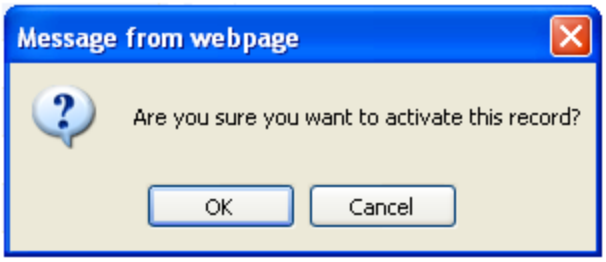


The Position's **Status** changes to Historical and the **Make Active** icon replaces the **Make Historical** icon.

5.2.23. Making a Position Active

To make the Position Active again, click on the **Make Active** icon to the right of record.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

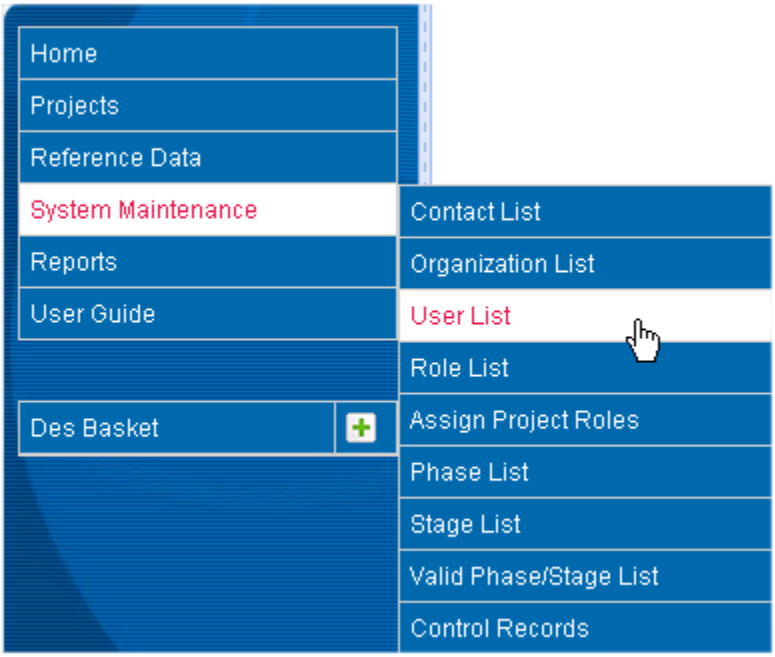


The Position's **Status** changes back to Active and the **Make Historical** icon replaces the **Make Active** icon.

5.3. User List

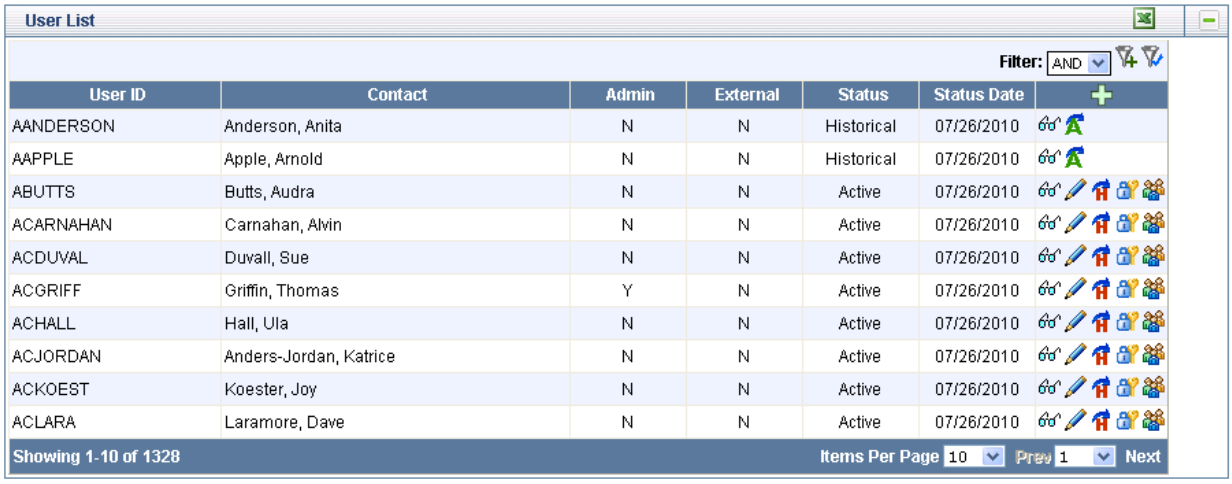
The **User List** contains authorized SPMS Users and the security tokens and roles assigned to them. Users can be assigned any combination of roles and tokens and are refused access to features without the proper security.

To maintain the list of Users, select **User List** from the **System Maintenance** menu.



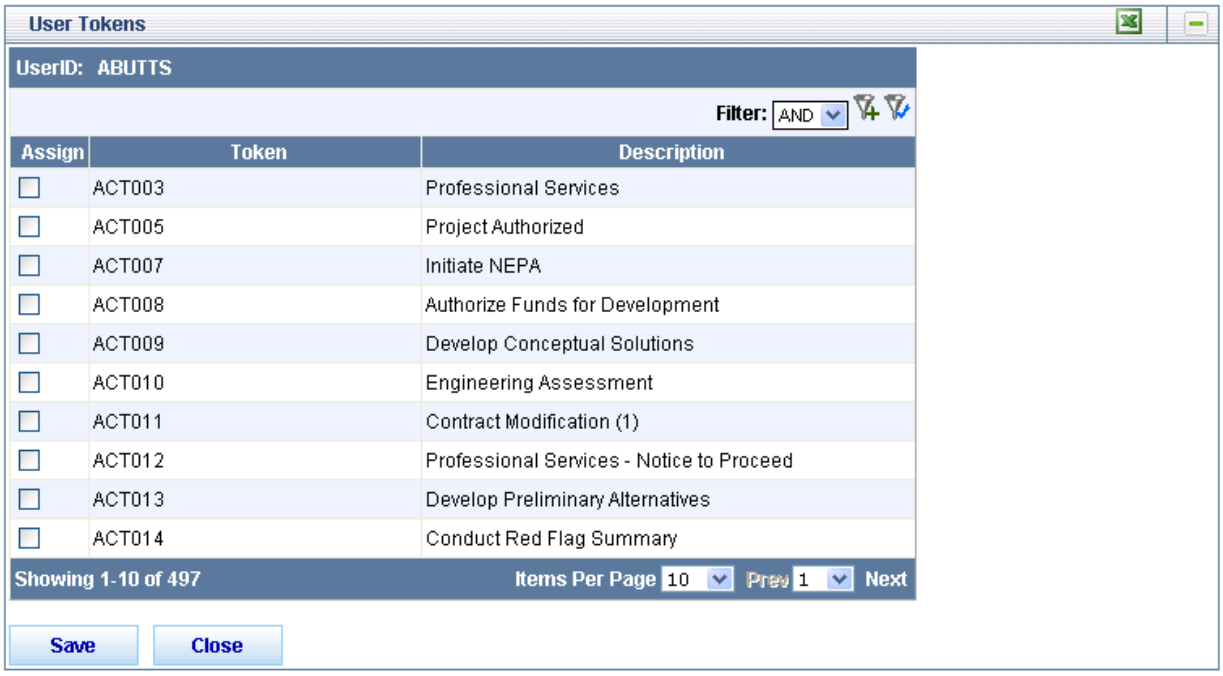
From the **User List Panel**, Users may be added, edited, or made historical or active. Tokens and Roles may also be assigned to Users.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



5.3.1. Assigning a Token to a User

To assign a Token to a User, click on the **Assign Tokens** icon next to the User to be updated. By default, Tokens already assigned to that User appear at the top of the **User Tokens List** with a checkmark in the Assign column.



Navigate to the Token to be assigned or apply a Filter to see only the Token ID or Description of the Token to be assigned.

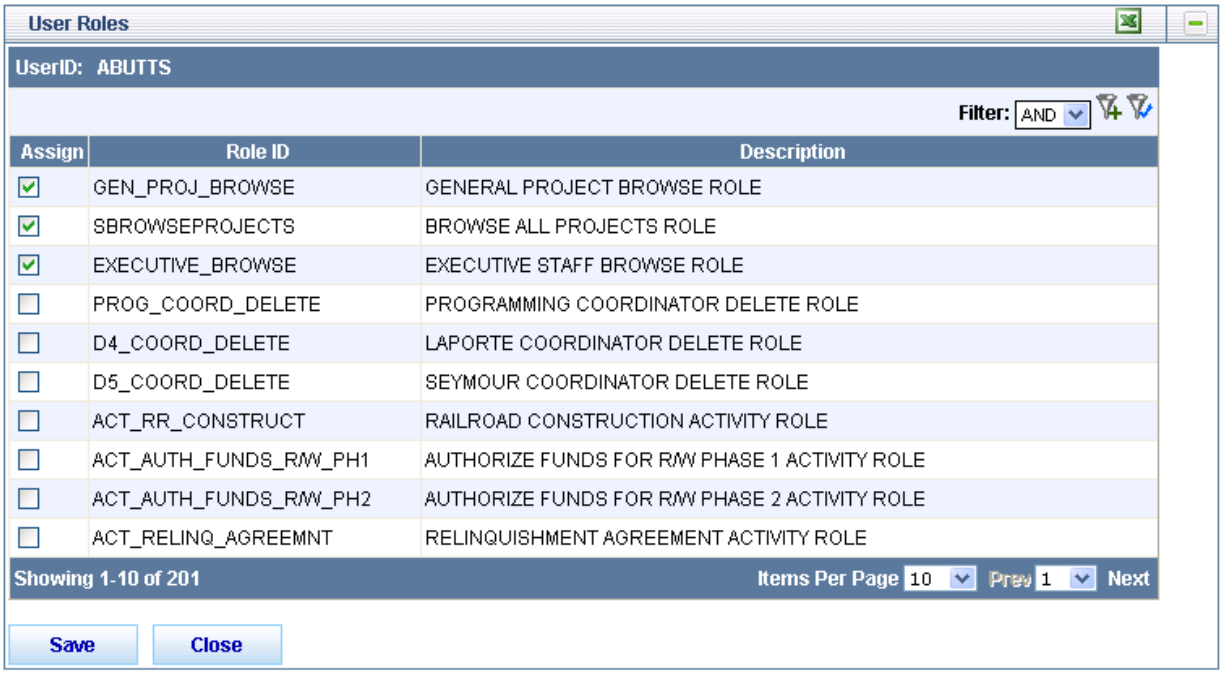
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click in the **Assign** checkbox to place a checkmark next to the Token ID(s) to be assigned. Click on the **Save** button to accept the new assignment or click on the **Close** button to exit without saving. Then, click on the **Close** button to return to the **User List Panel**.

5.3.2. Assigning a Role to a User

To assign a Role to a User, click on the **Assign Roles** icon next to the User to be updated. By default, Roles already assigned to that User appear at the top of the **User Roles List** with a checkmark in the Assign column.



Navigate to the Role to be assigned or apply a Filter to see only the Role ID or Name of the Role to be assigned.

Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click in the **Assign** checkbox to place a checkmark next to the Role(s) to be assigned. Click on the **Save** button to accept the new assignment or click on the **Close** button to exit without saving. Then, click on the **Close** button to return to the **User List Panel**.

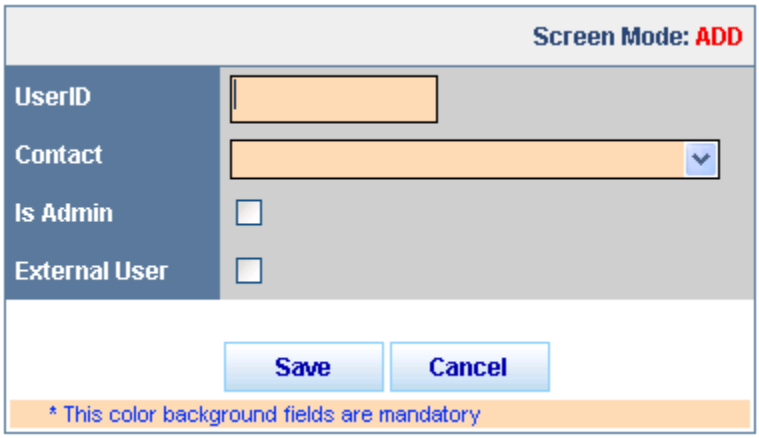
5.3.3. Adding a User

To add a User, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

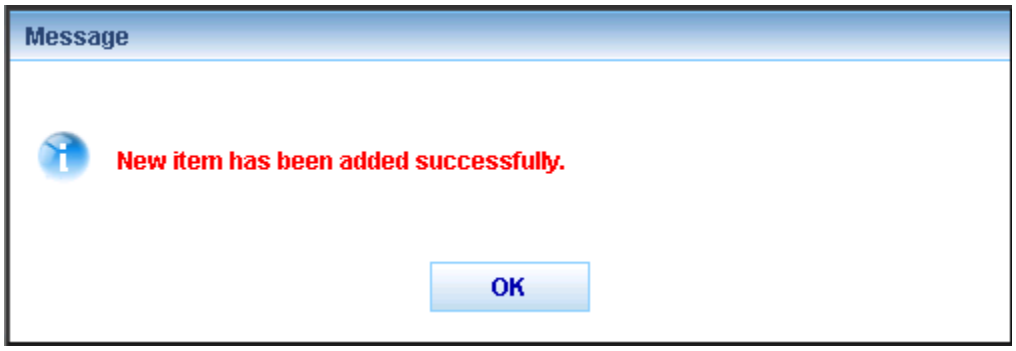
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

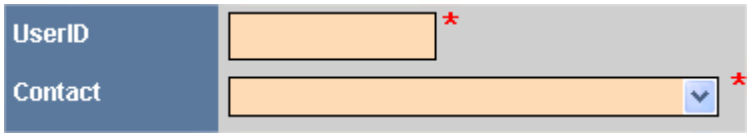


Dropdown fields have an auto-complete feature. For example, click on the Contact dropdown arrow to the right of the field for a complete list of available Users. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “S” would display “Sadler, Lyle”.

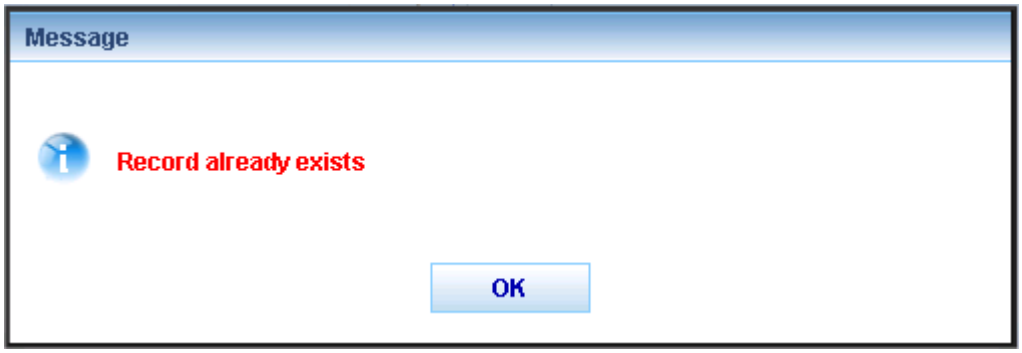
Click on the **Save** button to save the new record and return to the **User List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



Once saved, the new User should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

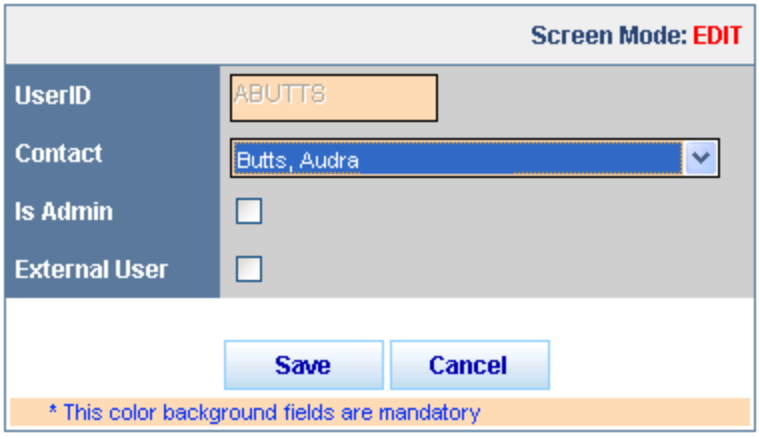
5.3.4. Editing a User

To edit a User, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

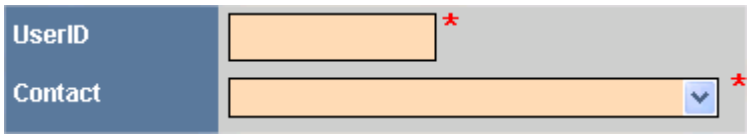
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL.

Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **User List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

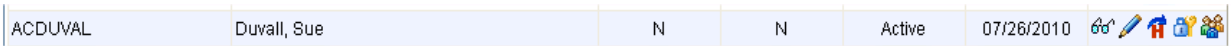


The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

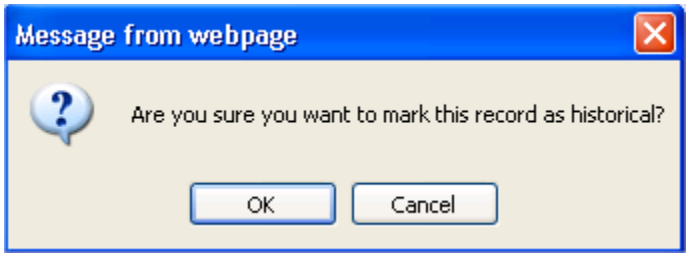
5.3.5. Making a User Historical

The Status of a User is either Active or Historical (Inactive). The List of Users may be sorted by Status to place all historical Users at the bottom of the list. Historical Users may be made Active again.

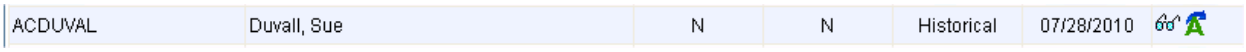
To make a User historical, click on the **Make Historical** icon next to the record to be made historical.



A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



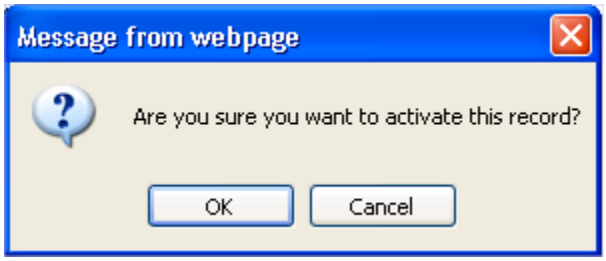
The User's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the User List so all Historical Users are moved to the bottom of the list, click on the **Status** column heading to sort the column.



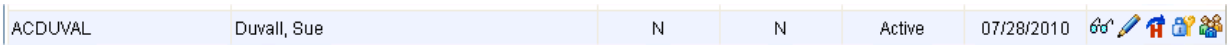
5.3.6. Making a User Active

To make the User Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



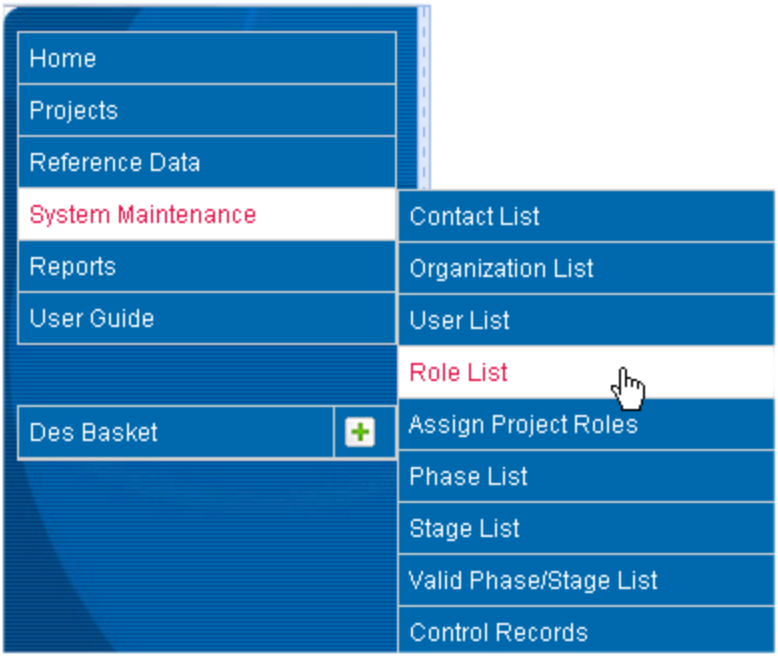
The User's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.



5.4. Role List

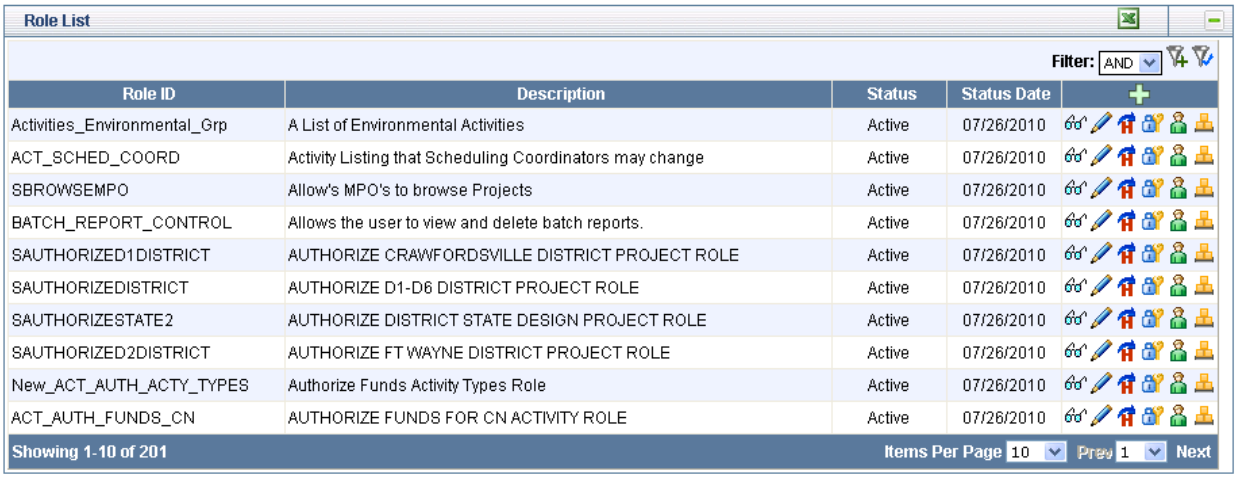
A Role is a collection of security tokens that can be assigned to a User or a Project. Users can be assigned any combination of roles and tokens and are refused access to features without the proper security.

To maintain the list of Roles, select **Role List** from the **System Maintenance** menu.



From the **Role List Panel**, Roles may be added, edited, or made historical or active. Tokens, Users and Projects may also be assigned to Roles.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.


Role List

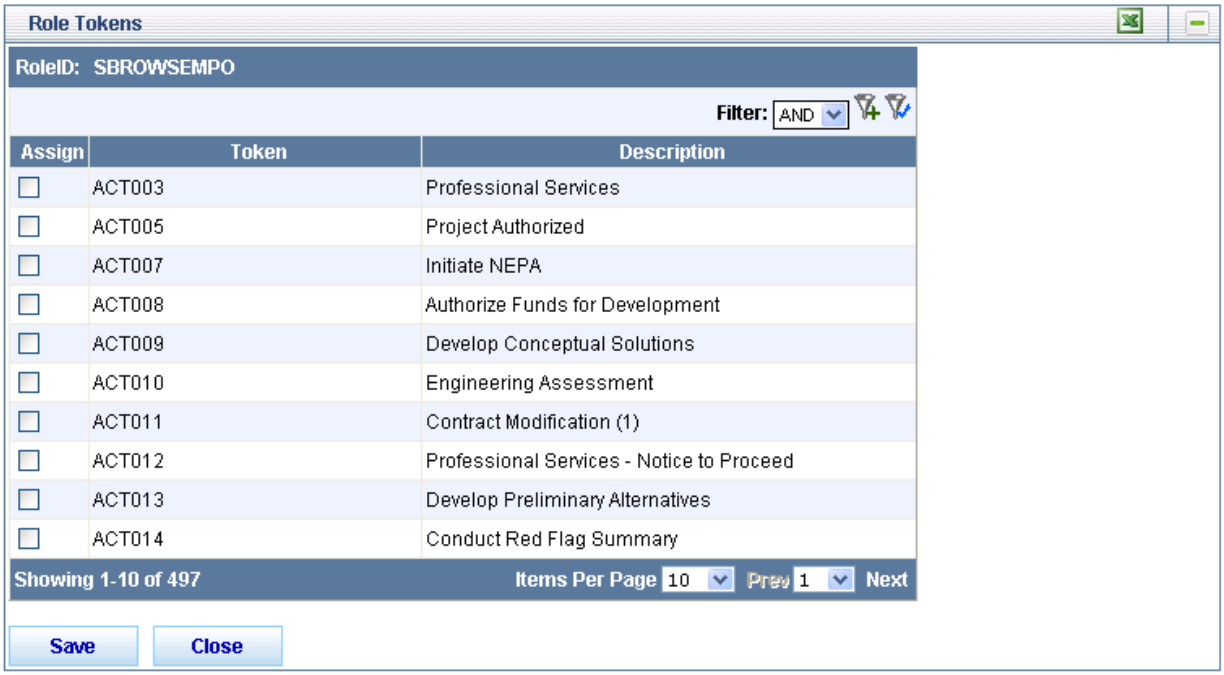
Filter: AND

Role ID	Description	Status	Status Date
Activities_Environmental_Grp	A List of Environmental Activities	Active	07/26/2010
ACT_SCHED_COORD	Activity Listing that Scheduling Coordinators may change	Active	07/26/2010
SBROWSEMPO	Allow's MPO's to browse Projects	Active	07/26/2010
BATCH_REPORT_CONTROL	Allows the user to view and delete batch reports.	Active	07/26/2010
SAUTHORIZED1DISTRICT	AUTHORIZE CRAWFORDSVILLE DISTRICT PROJECT ROLE	Active	07/26/2010
SAUTHORIZEDISTRICT	AUTHORIZE D1-D6 DISTRICT PROJECT ROLE	Active	07/26/2010
SAUTHORIZESTATE2	AUTHORIZE DISTRICT STATE DESIGN PROJECT ROLE	Active	07/26/2010
SAUTHORIZED2DISTRICT	AUTHORIZE FT WAYNE DISTRICT PROJECT ROLE	Active	07/26/2010
New_ACT_AUTH_ACTY_TYPES	Authorize Funds Activity Types Role	Active	07/26/2010
ACT_AUTH_FUNDS_CN	AUTHORIZE FUNDS FOR CN ACTIVITY ROLE	Active	07/26/2010

Showing 1-10 of 201 Items Per Page 10 Prev 1 Next

5.4.1. Assigning a Token to a Role

To assign a Token to a Role, click on the **Assign Tokens** icon next to the Role to be updated. By default, Tokens already assigned to that Role appear at the top of the **Role Tokens List** with a checkmark in the Assign column.



Navigate to the Token to be assigned or apply a Filter to see only the Token ID or Description of the Token to be assigned.

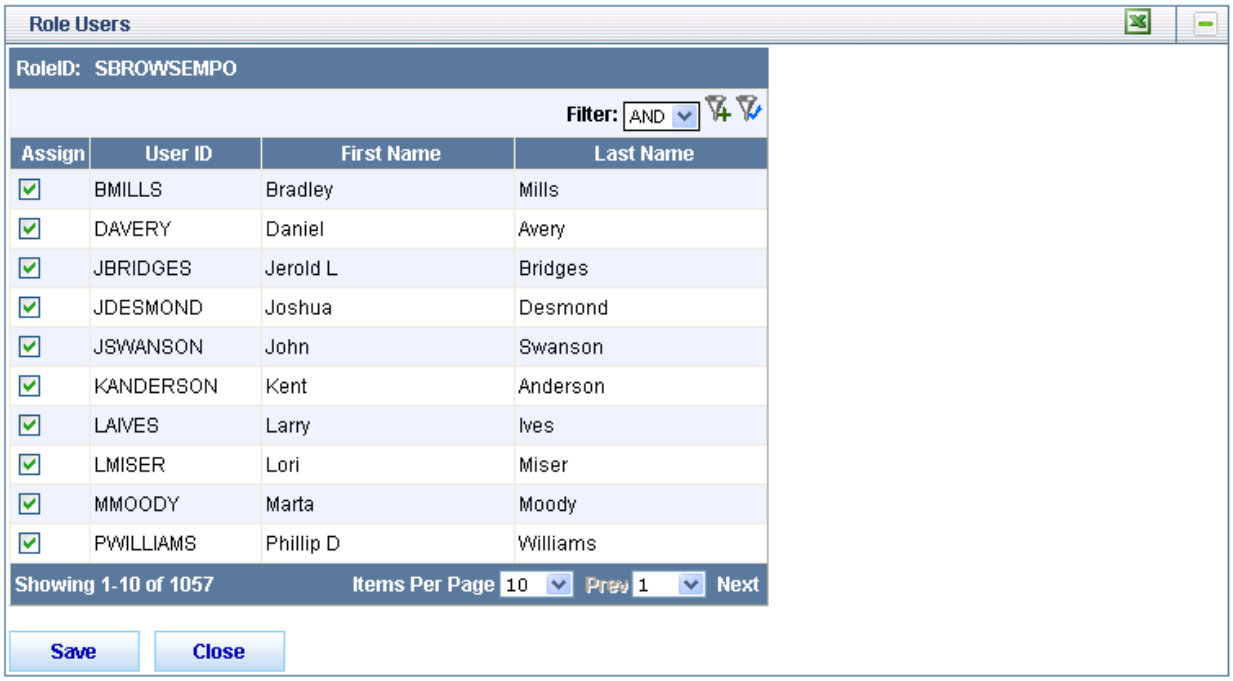
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click in the **Assign** checkbox to place a checkmark next to the Token ID(s) to be assigned. Click on the **Save** button to accept the new assignment or click on the **Close** button to exit without saving. Then, click on the **Close** button to return to the **Role List Panel**.

5.4.2. Assigning a User to a Role

To assign a User to a Role, click on the **Assign Users** icon next to the Role to be updated. By default, Users already assigned to that Role appear at the top of the **Role Users List** with a checkmark in the Assign column.



Navigate to the User to be assigned or apply a Filter to see only the User ID or Name of the User to be assigned.

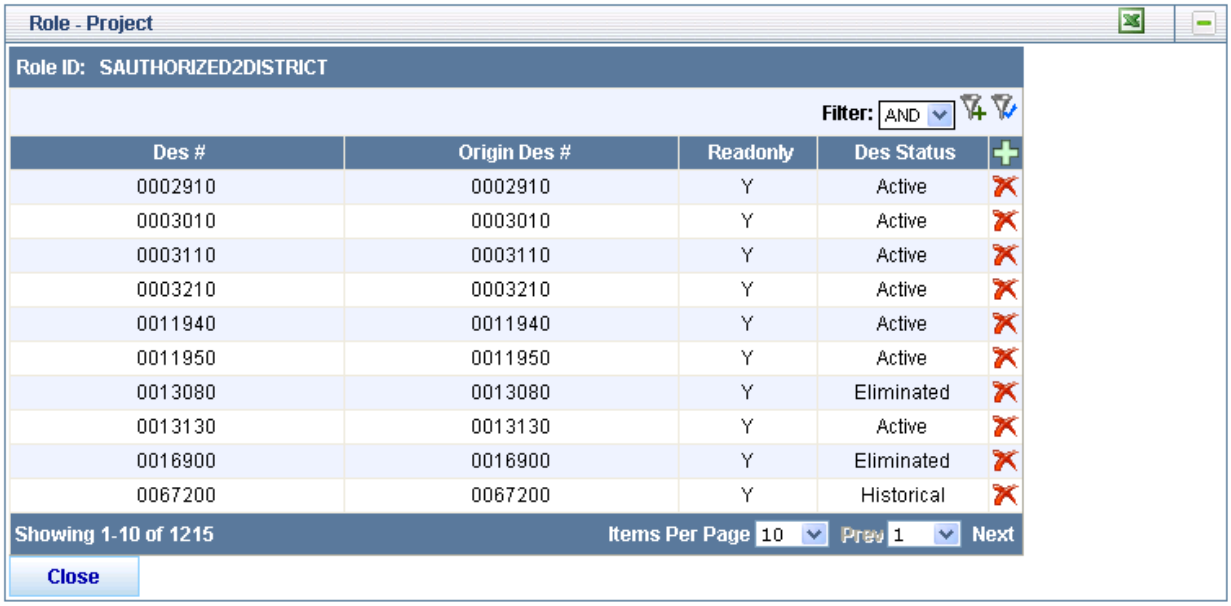
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click in the **Assign** checkbox to place a checkmark next to the User ID(s) to be assigned. Click on the **Save** button to accept the new assignment or click on the **Close** button to exit without saving. Then, click on the **Close** button to return to the **Role List** panel.

5.4.3. Assigning a Project to a Role

To assign a Project to a Role, click on the **Assign Projects** icon next to the Role to be updated. Projects already assigned to that Role appear in the **Role - Project List**.

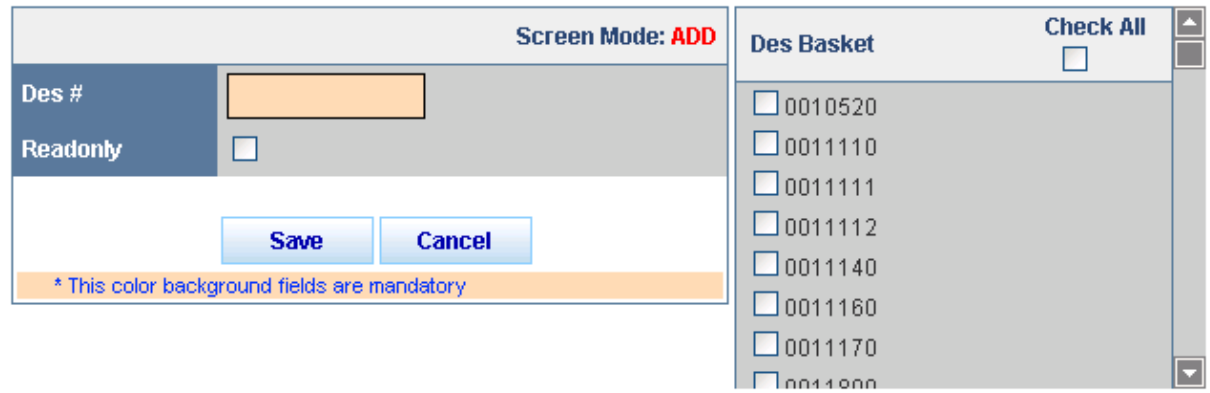


Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

Click on the **Add New** icon to the right of the **Des Status** column heading.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

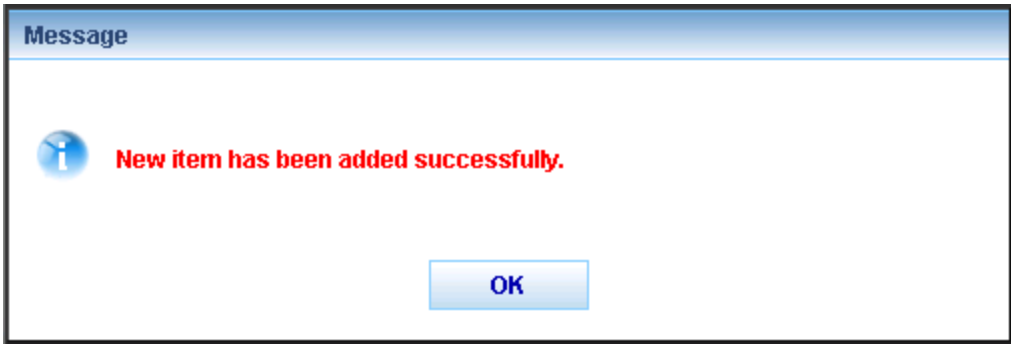
In the **ADD Screen Mode**, the Des # may be entered or selected from the Des Basket.



Entering the Des #

Enter the Des # of the Project to be assigned in the Des# field. Click on the **Cancel** button to exit without saving or click on the **Save** button to save the new record. A message displays to confirm the

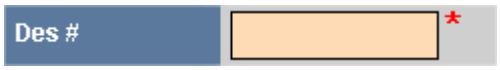
successful addition of the record to the List. Click on the **OK** button to return to the **Role – Project** panel.



Selecting the Des # from the Des Basket

To select from the Des Basket, place a checkmark next to the Des #(s) to be assigned. Place a checkmark in the **Readonly** checkbox to give the User read-only access (the User can see the Project but cannot make changes) to a Project. If all Des #s in the Des Basket should be assigned, place a checkmark in the **Check All** checkbox. Click on the **Add** button to save the new record(s).

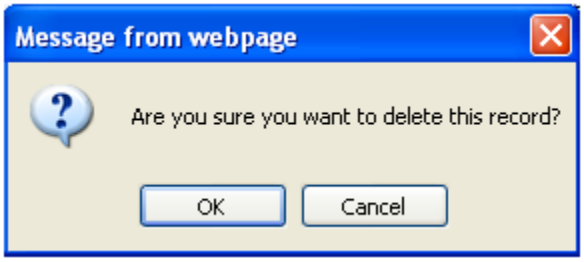
SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



Once saved, the new Role should be visible in the **Role – Project List**. If not, click on any column heading twice to re-sort and refresh the List.

Projects may be unassigned by clicking on the **Delete** icon to the right of the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or the **Cancel** button to exit without making any changes.



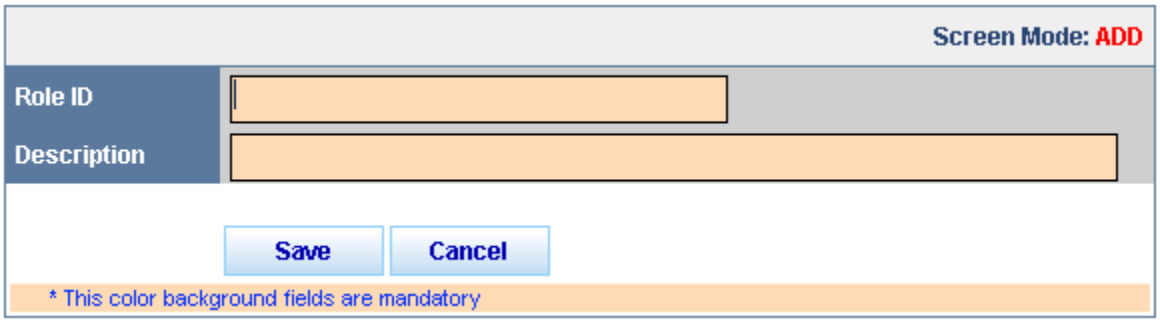
Click on the **Close** button in the **Role – Project List** to return to the **Role List** panel.

5.4.4. Adding a Role

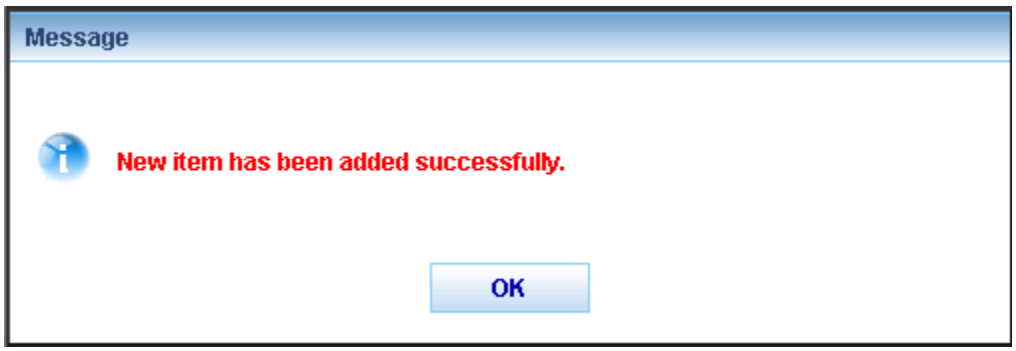
To add a Role, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

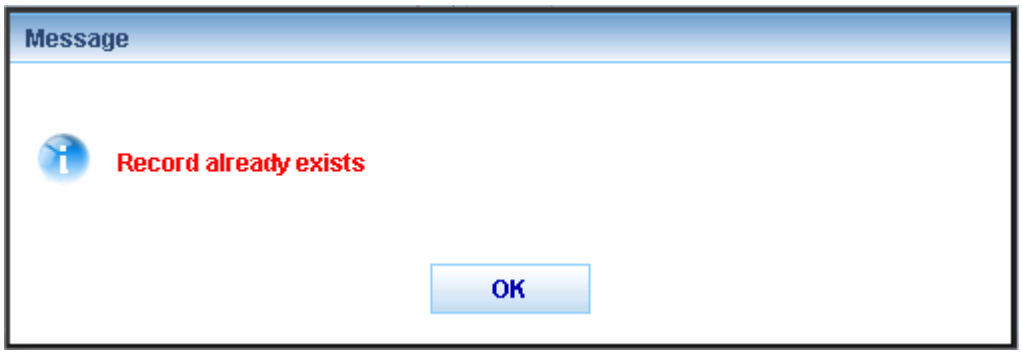


Click on the **Save** button to save the new record and return to the **Role List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



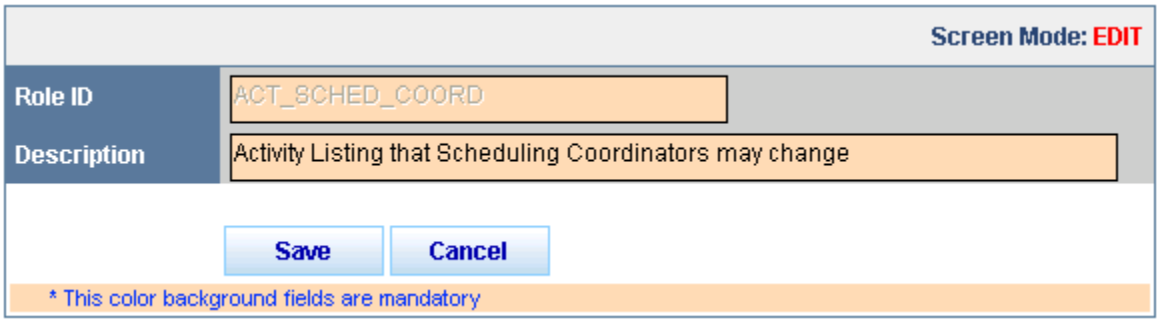
Once saved, the new Role should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

5.4.5. Editing a Role

To edit a Role, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

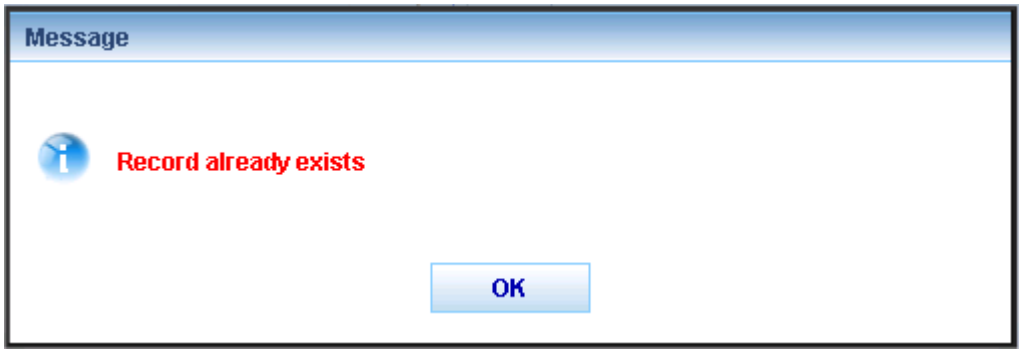
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Role List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



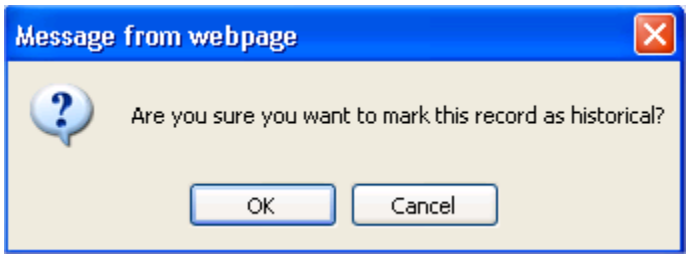
The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

5.4.6. Making a Role Historical

The Status of a Role is either Active or Historical (Inactive). The List of Roles may be sorted by Status to place all historical Roles at the bottom of the list. Historical Roles may be made Active again.

To make a Role historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

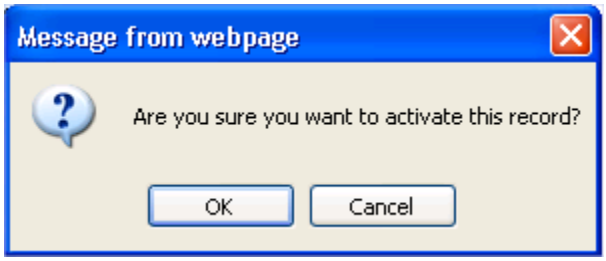


The Role's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Role List so all Historical Roles are moved to the bottom of the list, click on the **Status** column heading to sort the column.

5.4.7. Making a Role Active

To make the Role Active again, click on the **Make Active** icon next to the record to be made active.

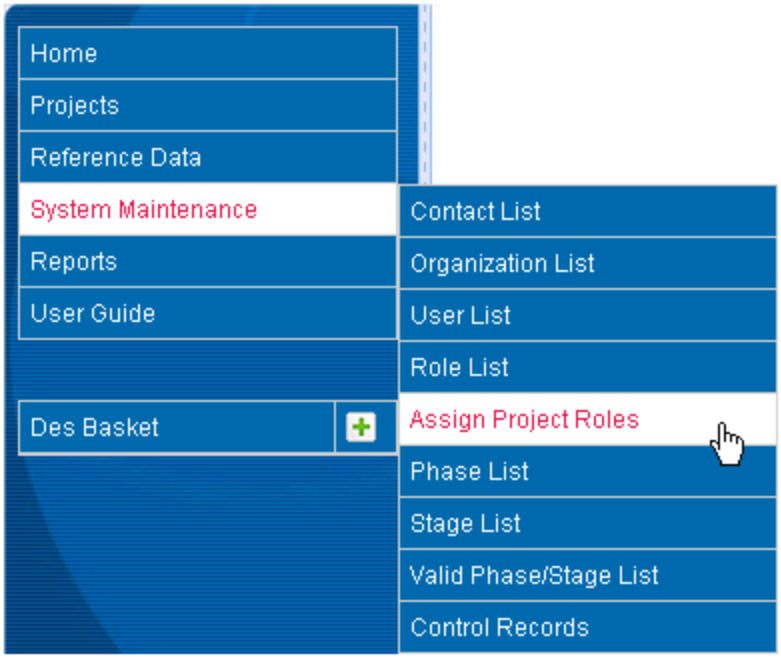
A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



The Role's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

5.5. Assign Project Roles

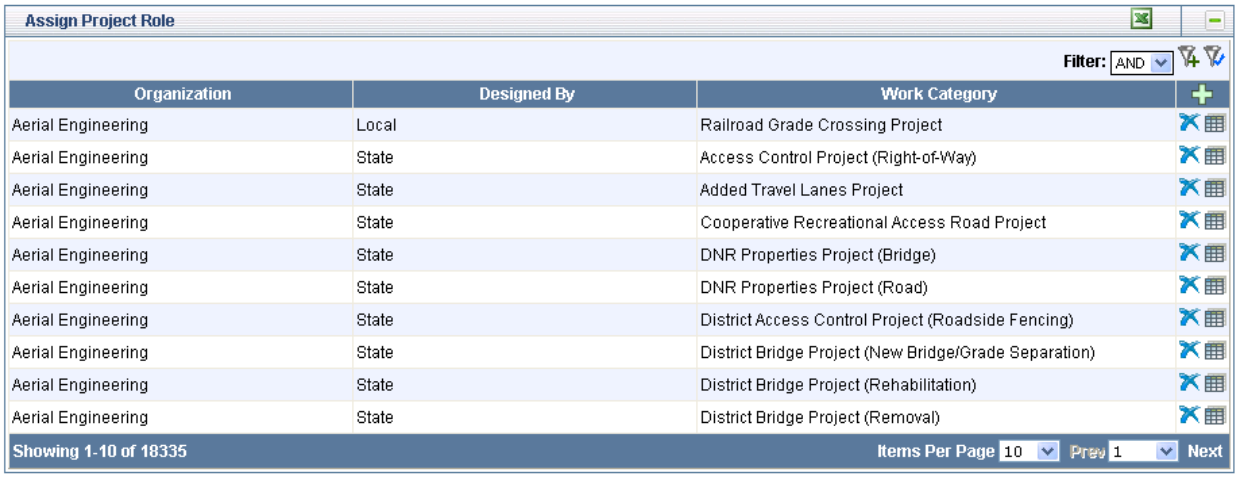
SPMS can automate the process by which security roles are assigned to a new Project based on the Organization, Designed By and Work Category information for the project. For this to occur, a **Project Role Assignment** is created in SPMS. Each **Project Role Assignment** associates one or more Project Role(s) and one or more Work Category to a specific Organization and Designed By value. When a proposed Project matches the Organization and Designed By information of an existing **Project Role Assignment**, the security roles included in that **Assignment** are automatically transferred to the new Project.



To maintain **Project Role Assignments**, select **Assign Project Roles** from the **System Maintenance** menu.

From the **Assign Project Role Panel**, Role Assignments may be added or deleted and existing Roles assigned to the Project Role may be viewed, added, edited or deleted.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



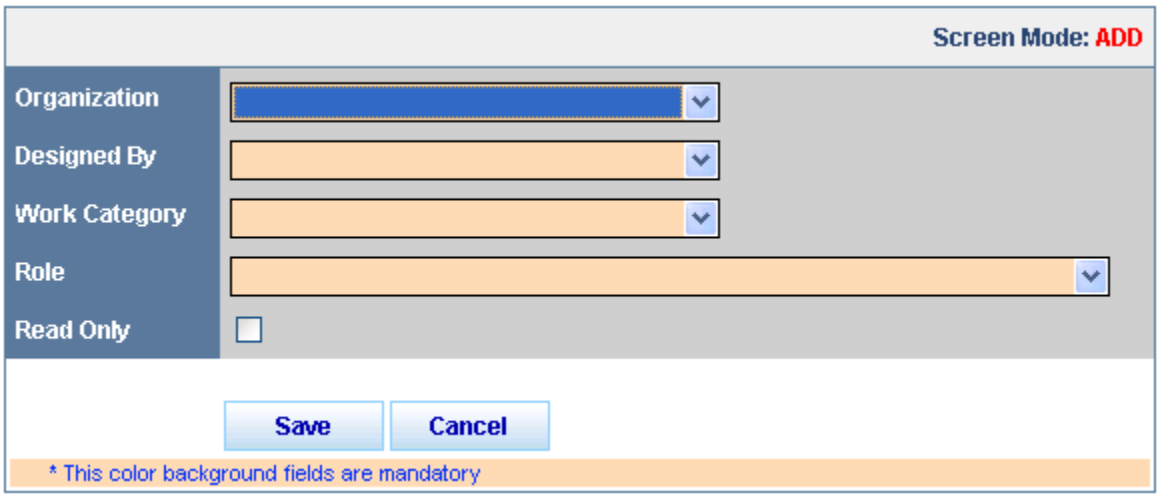
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

5.5.1. Adding a Project Role Assignment

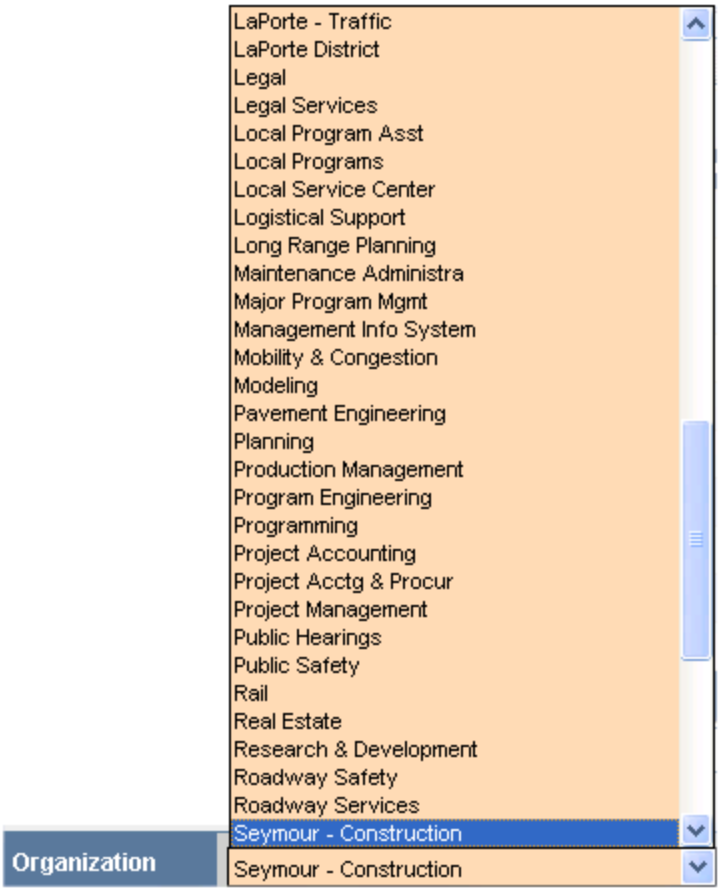
To add a **Project Role Assignment**, click on the **Add New** icon to the right of the **Work Category** column heading.

In the **ADD Screen Mode**, enter information as needed.

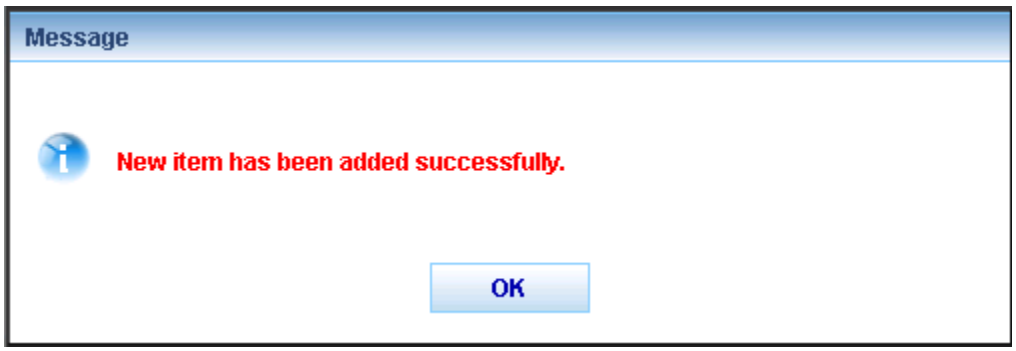
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Dropdown fields have an auto-complete feature. For example, click on the Organization dropdown arrow to the right of the field for a complete list of available Organizations. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing an “S” displays “Seymour - Construction”.

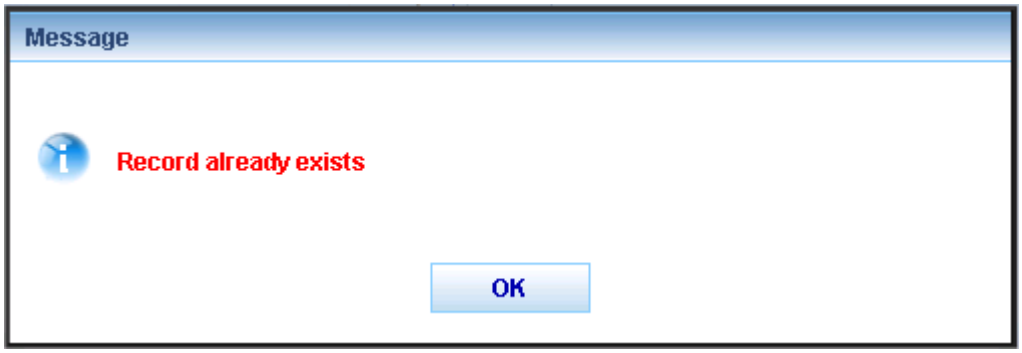


Click on the **Save** button to save the new record and return to the **Assign Project Role Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.

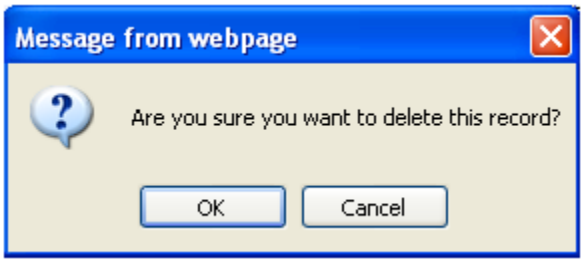


The new **Project Role Assignment** is added to the list. To see the new **Project Role Assignment**, filter the list to display only the **Role Assignment** just added. Instructions for Applying Filters may be found in the Getting Started section.

5.5.2. Deleting a Project Role Assignment

To delete a **Project Role Assignment**, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

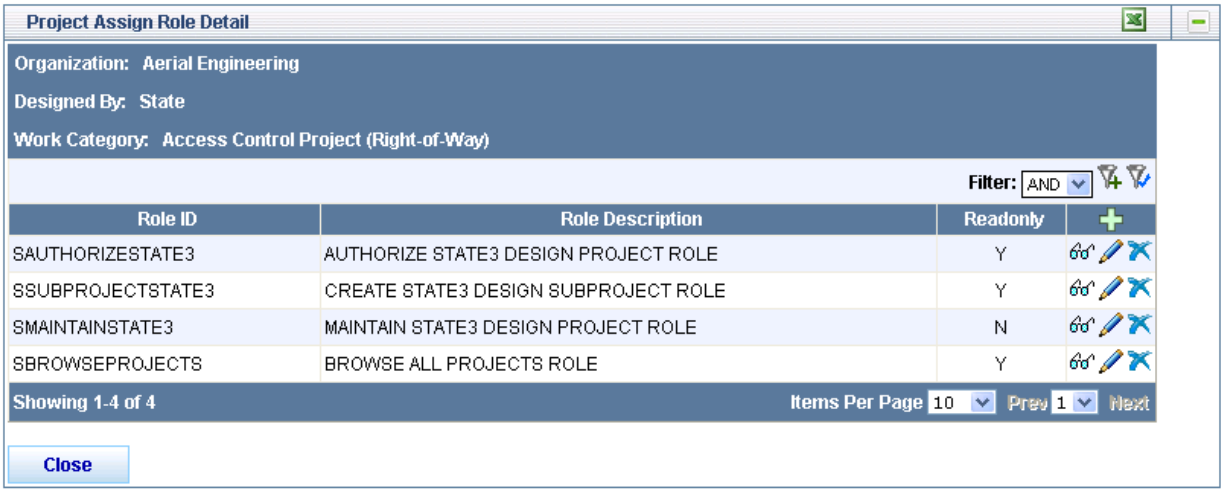


The Project Role Assignment is removed from the list.

5.5.3. Adding Role Information to a Project Role Assignment

To view a list of Role Information for a **Project Role Assignment**, click on the **Items** icon next to that record in the **Assign Project Role Panel**.

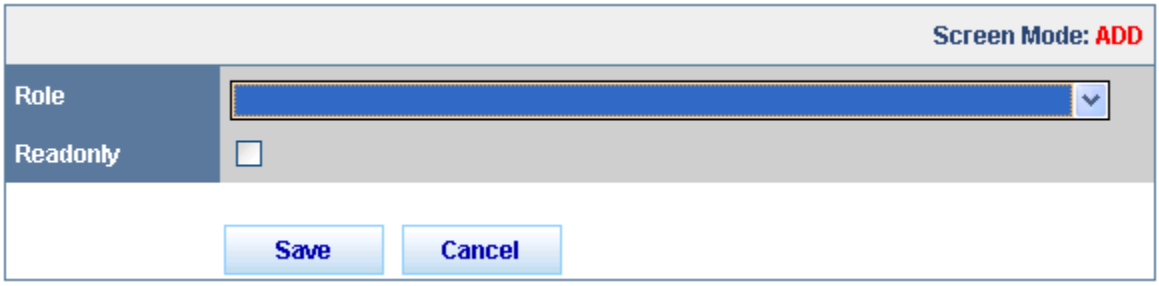
Roles may be added, edited, or deleted from the **Project Assign Role Detail Panel**.



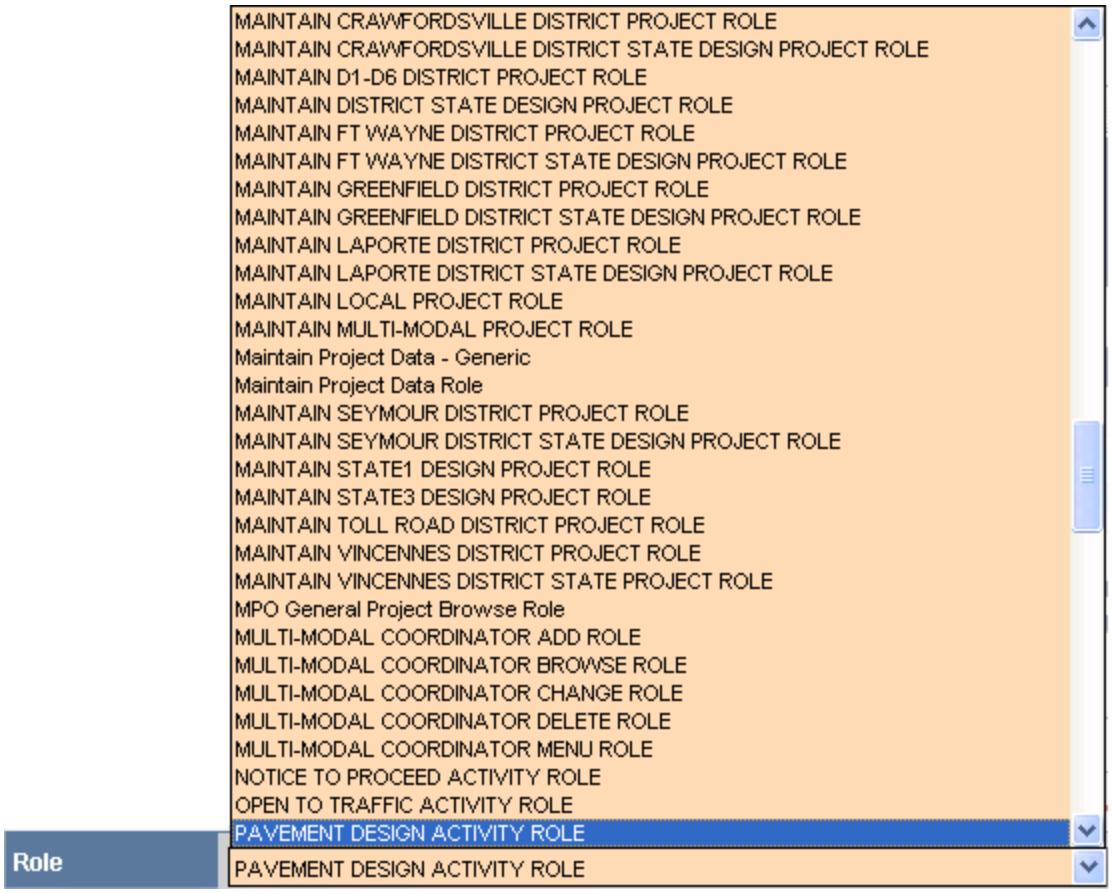
To add a **Role**, click on the **Add New** icon to the right of the **Read only** column heading.

In the **ADD Screen Mode**, select the **Role's Description** from the dropdown list. **Read-Only** means User has only read permission.

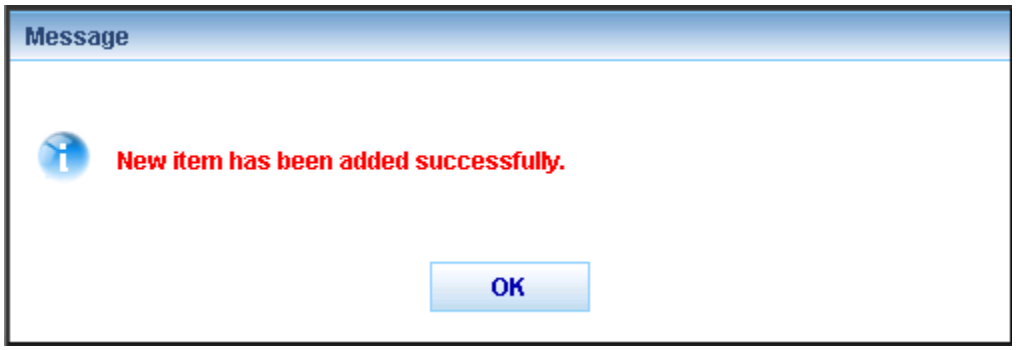
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Dropdown fields have an auto-complete feature. For example, click on the Role dropdown arrow to the right of the field for a complete list of available Role Descriptions. Typing a letter in the dropdown field navigates to the first value in the list that begins with that letter. For example, typing a "P" displays "PAVEMENT DESIGN ACTIVITY ROLE".

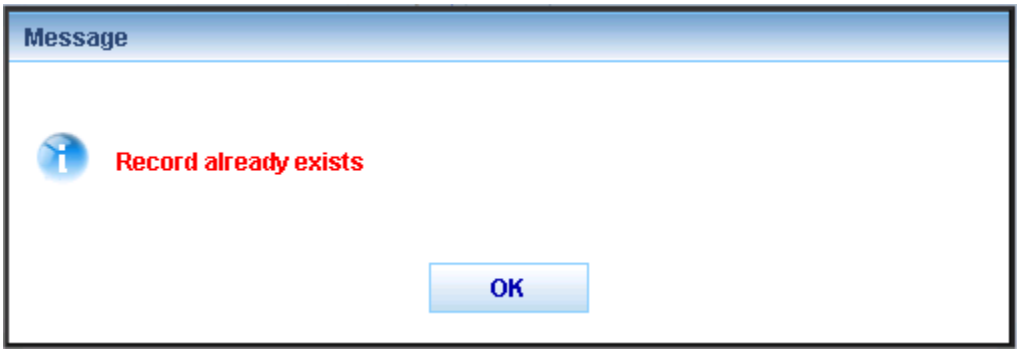


Click on the **Save** button to save the new record and return to the **Project Assign Role Detail Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.

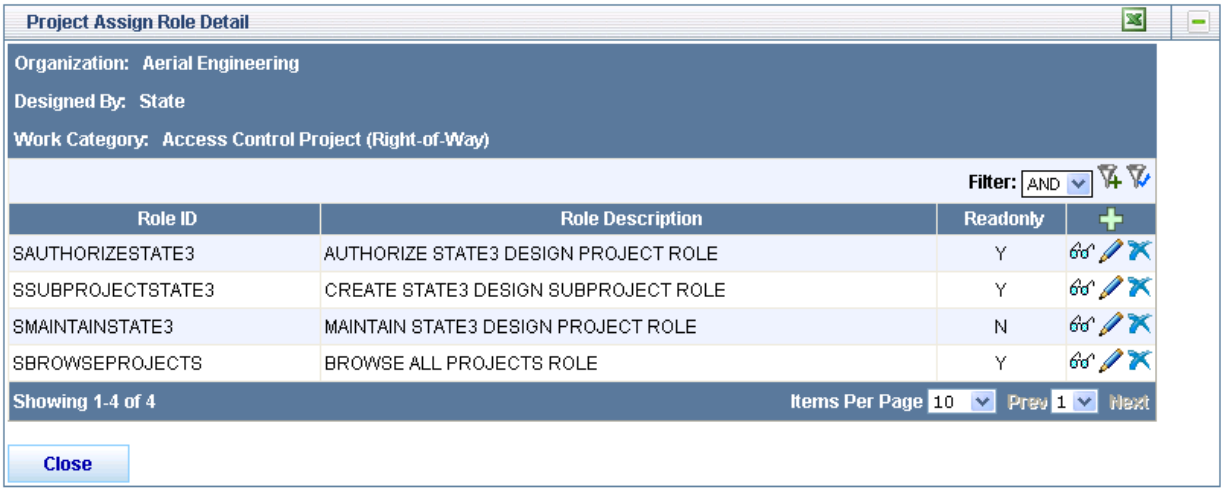


To see the new Role in the list, click on the Role Description column heading to sort the list by Role Description.

5.5.4. Editing Role Information associated with a Project Role

To view a Role's Information, click on the **Items** icon next to that record in the **Assign Project Role Panel**.

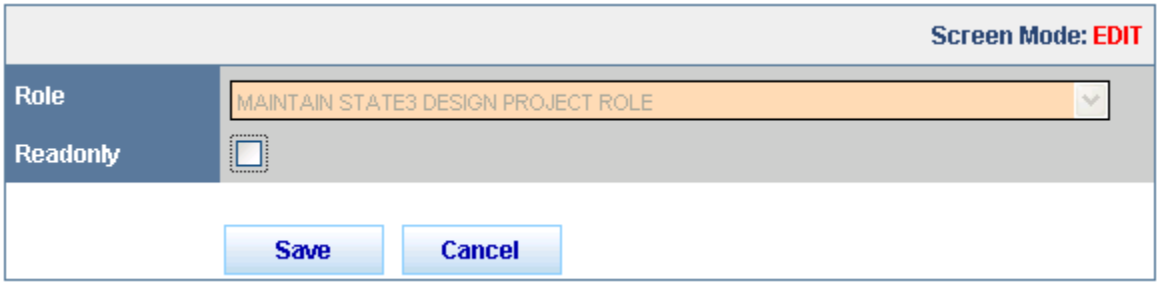
Roles may be added, edited, or deleted from the **Project Assign Role Detail Panel**.



To edit a Role, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update the **Read Only** field as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



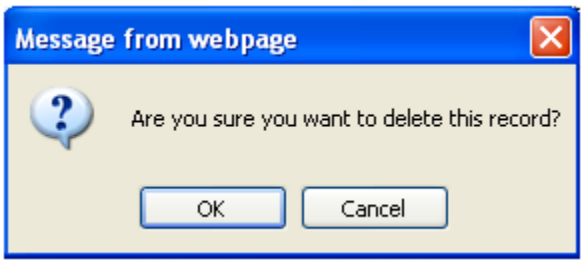
Click on the **Save** button to save the record and return to the **Project Assign Role Detail Panel** or click on the **Cancel** button to exit without saving.

To see the changes made to the Role, click on the Role Description column heading to sort the list by Role Description.

5.5.5. Deleting Role Information associated with a Project Role

To delete Role Information, click on the **Delete** icon next to the record to be removed.

A confirmation message displays. Click on the **OK** button to confirm the deletion or click on the **Cancel** button to exit without saving any changes.

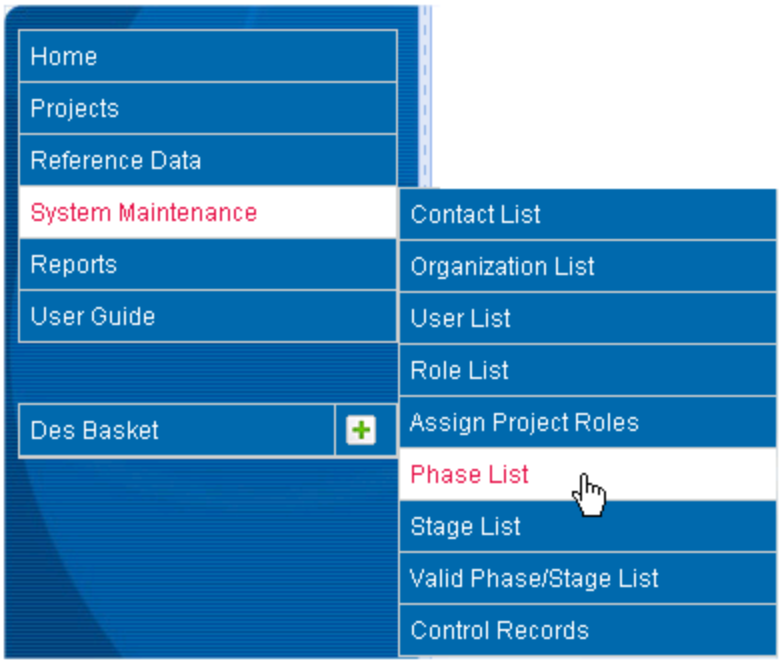


The Role is removed from the list.

5.6. Phase List

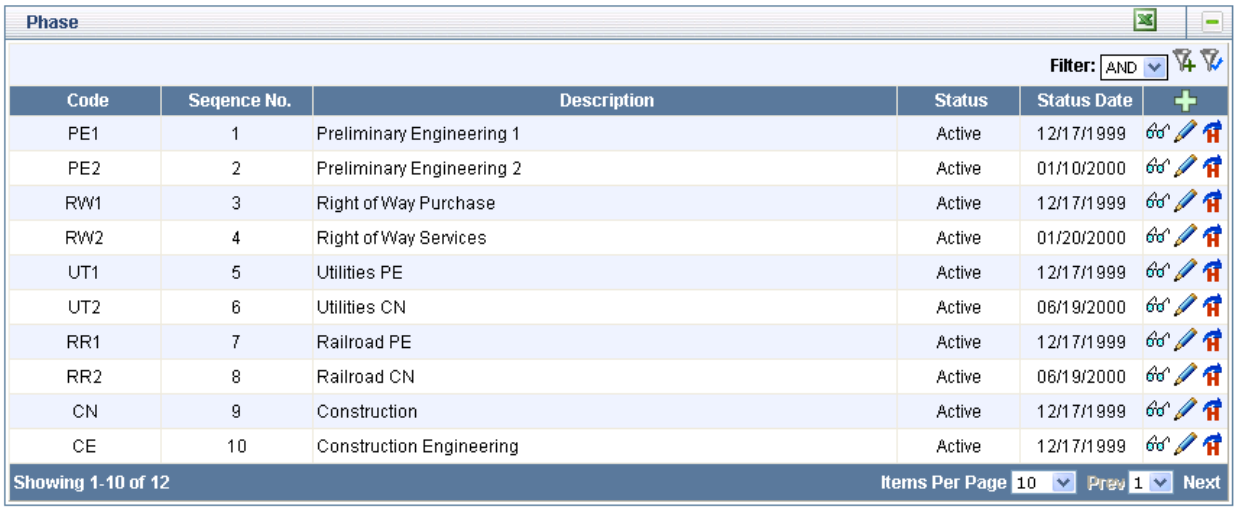
The **Phase List** contains the valid steps involved in the Stages of Project development.

To maintain the list of Phases, select **Phase List** from the **System Maintenance** menu.



From the **Phase List Panel**, Phases may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



Phase

Filter: AND

Code	Seqence No.	Description	Status	Status Date
PE1	1	Preliminary Engineering 1	Active	12/17/1999
PE2	2	Preliminary Engineering 2	Active	01/10/2000
RW1	3	Right of Way Purchase	Active	12/17/1999
RW2	4	Right of Way Services	Active	01/20/2000
UT1	5	Utilities PE	Active	12/17/1999
UT2	6	Utilities CN	Active	06/19/2000
RR1	7	Railroad PE	Active	12/17/1999
RR2	8	Railroad CN	Active	06/19/2000
CN	9	Construction	Active	12/17/1999
CE	10	Construction Engineering	Active	12/17/1999

Showing 1-10 of 12 Items Per Page 10 Prev 1 Next

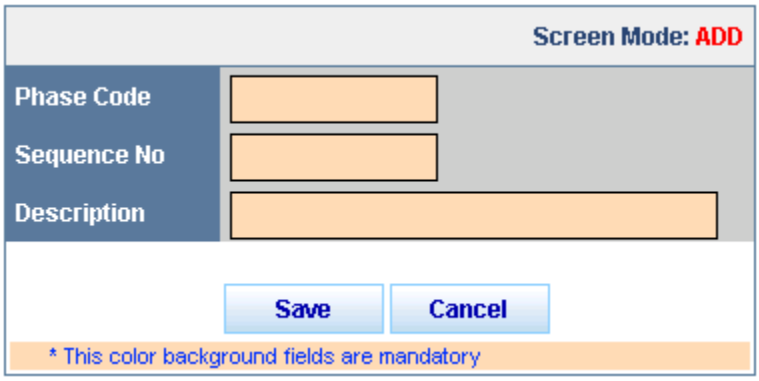
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

5.6.1. Adding a Phase

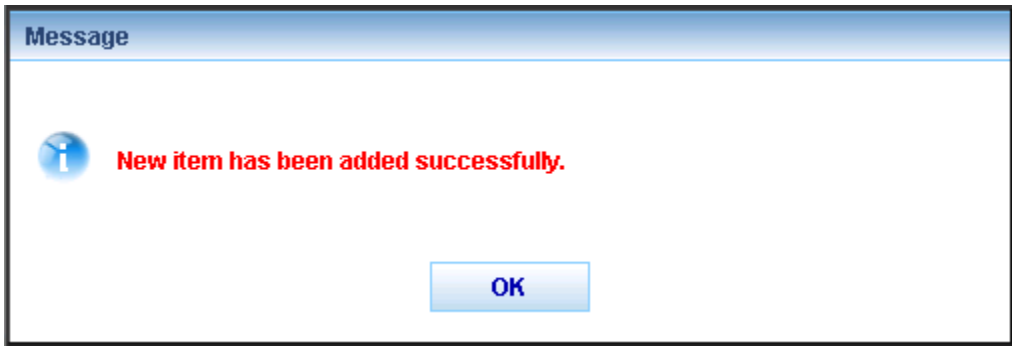
To add a Phase, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

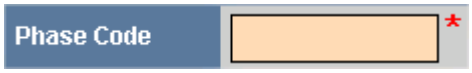
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



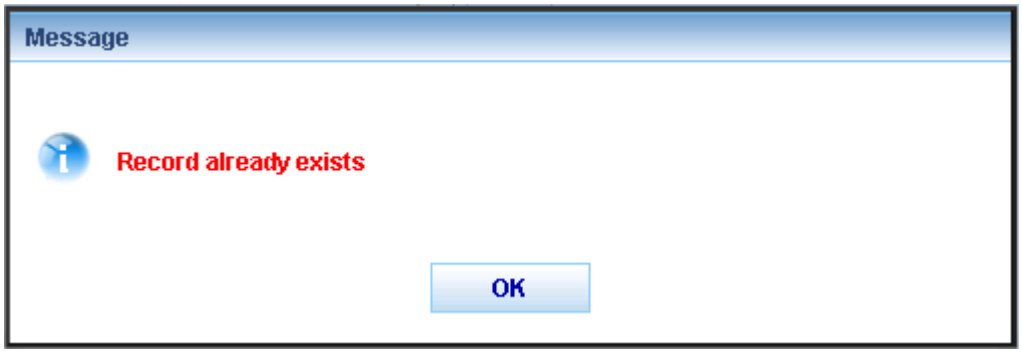
Click on the **Save** button to save the new record and return to the **Phase List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



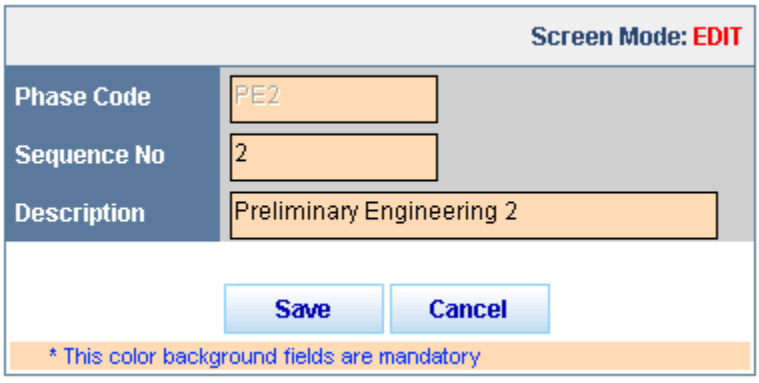
Once saved, the new Phase should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

5.6.2. Editing a Phase

To edit a Phase, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Phase List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

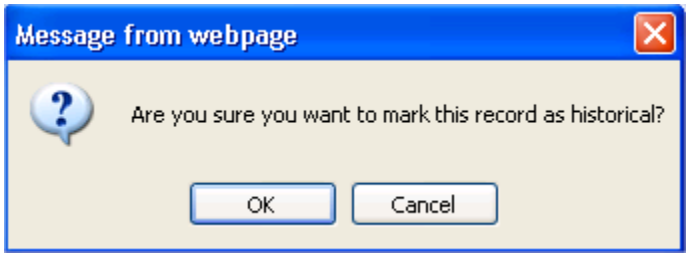
The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

5.6.3. Making a Phase Historical

The Status of a Phase is either Active or Historical (Inactive). The List of Phases may be sorted by Status to place all historical Phases at the bottom of the list. Historical Phases may be made Active again.

To make a Phase historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

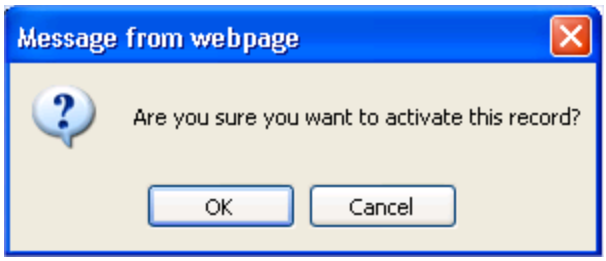


The Phase's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Phase List so all Historical Phases are moved to the bottom of the list, click on the **Status** column heading to sort the column.

5.6.4. Making a Phase Active

To make the Phase Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

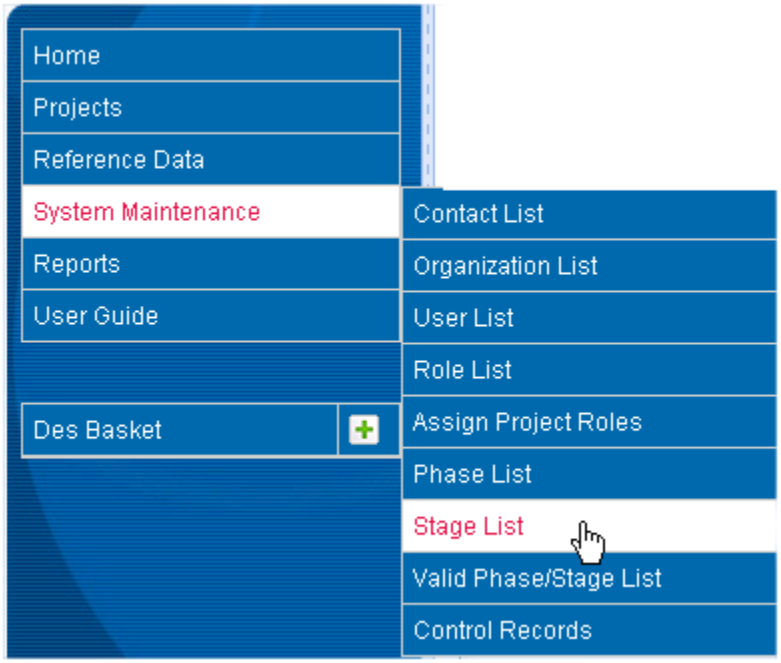


The Phase's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

5.7. Stage List

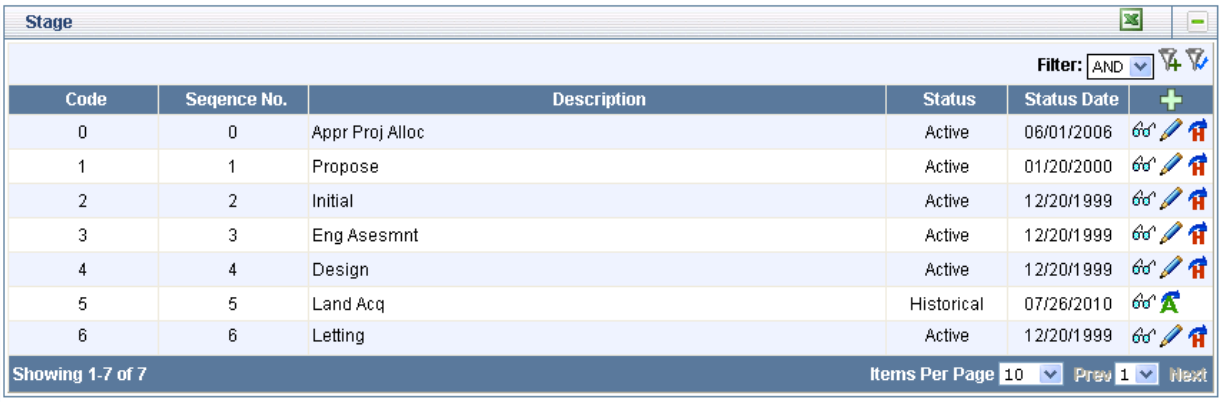
The **Stage List** contains the valid steps involved in Project development.

To maintain the list of Stages, select **Stage List** from the **System Maintenance** menu.



From the **Stage List Panel**, Stages may be added, edited, or made historical or active.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



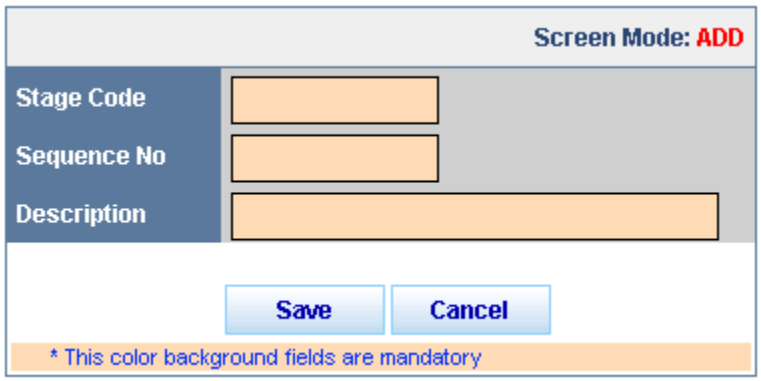
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

5.7.1. Adding a Stage

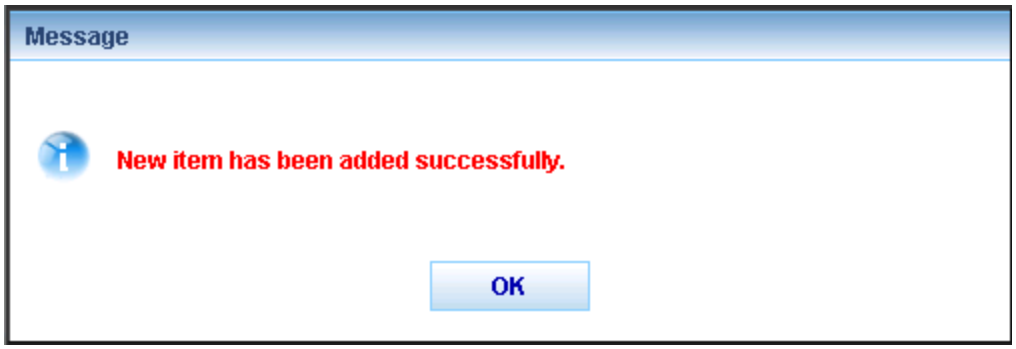
To add a Stage, click on the **Add New** icon to the right of the **Status Date** column heading.

In the **ADD Screen Mode**, enter information as needed.

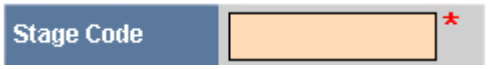
Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



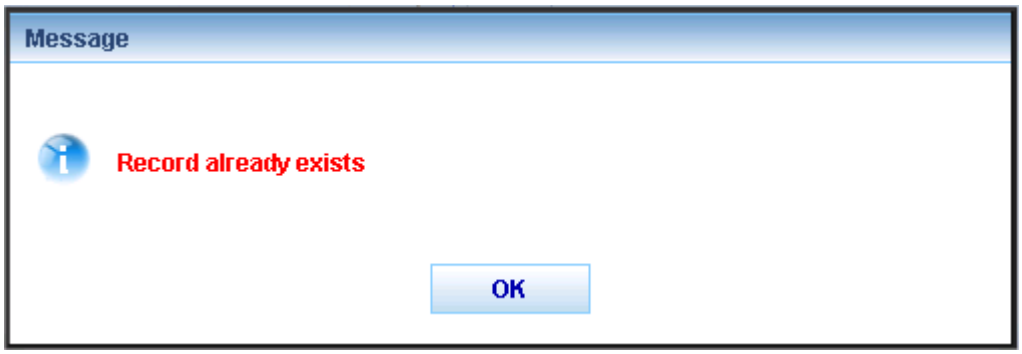
Click on the **Save** button to save the new record and return to the **Stage List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



SPMS does not allow duplicates. If the record already exists in the database, a message displays.



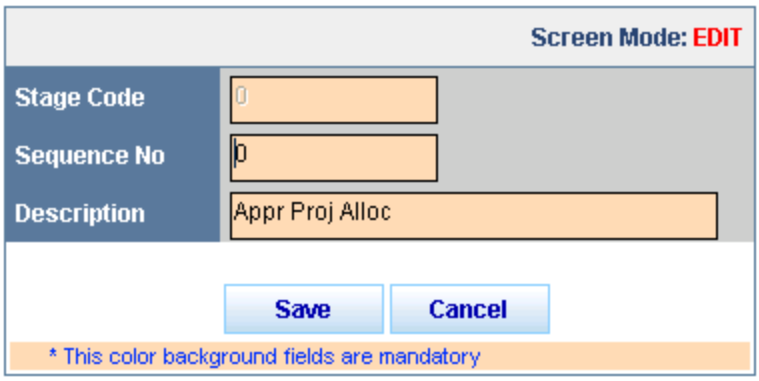
Once saved, the new Stage should be visible in the List. If not, click on the **Status Date** column heading twice to re-sort and refresh the List.

5.7.2. Editing a Stage

To edit a Stage, click on the **Edit** icon next to the record to be updated.

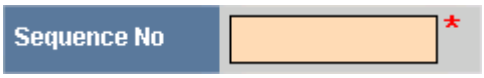
In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Stage List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.



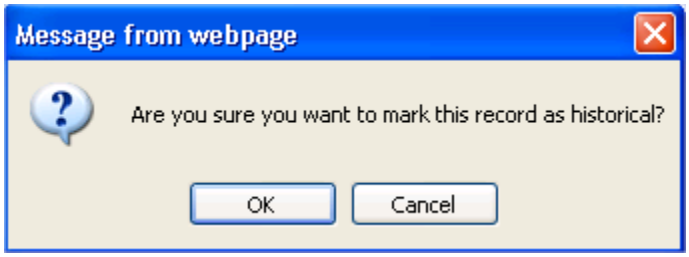
The changes should be visible in the List. If not, click on the **Status Date** column heading to re-sort and refresh the List.

5.7.3. Making a Stage Historical

The Status of a Stage is either Active or Historical (Inactive). The List of Stages may be sorted by Status to place all historical Stages at the bottom of the list. Historical Stages may be made Active again.

To make a Stage historical, click on the **Make Historical** icon next to the record to be made historical.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.

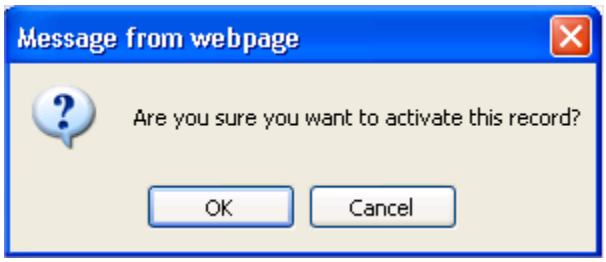


The Stage's **Status** changes to Historical, the **Status Date** changes to the current date and the **Make Active** icon replaces the **Make Historical** icon. To sort the Stage List so all Historical Stages are moved to the bottom of the list, click on the **Status** column heading to sort the column.

5.7.4. Making a Stage Active

To make the Stage Active again, click on the **Make Active** icon next to the record to be made active.

A confirmation message displays. Click on the **OK** button to confirm the change or click on the **Cancel** button to exit without saving any changes.



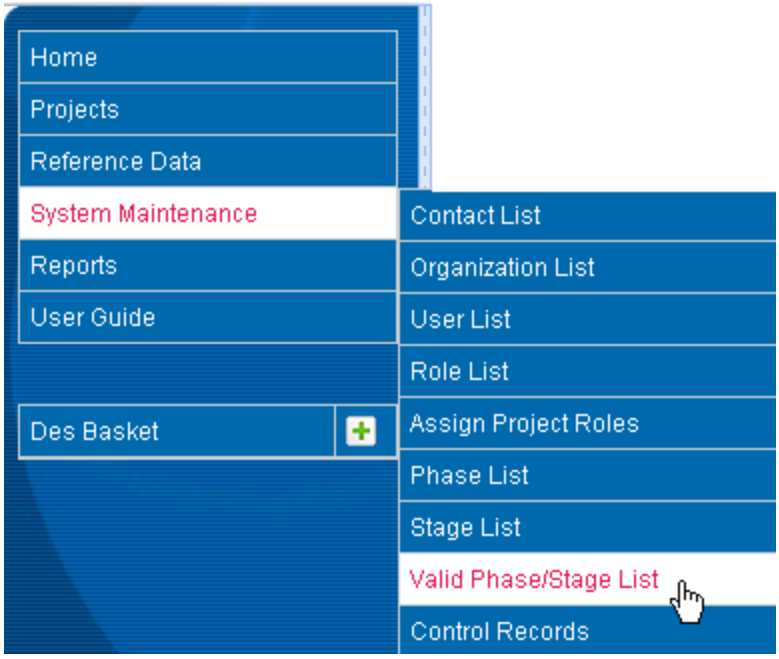
The Stage's **Status** changes back to Active, the **Status Date** changes to the current date and the **Make Historical** icon replaces the **Make Active** icon.

5.8. Valid Phase/Stage List

Projects are organized into Phases, which are further classified by Stages. System Administrators maintain the Phase List and Stage List, under the System Maintenance menu. The **Valid Phase/Stage List** allows System Administrators to specify the valid combinations between the phase list and the stage list. The column labels and number of columns are dependent upon the stage reference table. The row labels and number of rows are dependent upon the phase reference table. Each combination specified as valid allows users to enter project costs on the ESTIMATE panel of the DES Maintenance screen.

WARNING: Changes to the Phase, Stage, and Valid Phase/Stage List should be handled carefully because Project costs that have been entered in the Estimate Panel are affected. Therefore, it is recommended that the System Administrator contact MIS for assistance when changes to these lists are needed.

To maintain the list of valid Phases and Stages, select **Valid Phase/Stage List** from the **System Maintenance** menu.



To add a Stage to a Project Phase, place a checkmark ☑ in that field. To remove a Stage, click to remove the checkmark ☐ from the checkbox in that field.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Sequence	Phase Code	Phase	Appr Proj Alloc	Propose	Initial	Eng Asesmnt	Design	Letting
1	PE1	Preliminary Engineering 1	☑	☑	☑	☑	☑	☐
2	PE2	Preliminary Engineering 2	☑	☑	☑	☑	☑	☐
3	RW1	Right of Way Purchase	☑	☑	☑	☑	☐	☐
4	RW2	Right of Way Services	☑	☑	☑	☑	☐	☐
5	UT1	Utilities PE	☑	☑	☑	☑	☑	☑
6	UT2	Utilities CN	☑	☑	☑	☑	☑	☑
7	RR1	Railroad PE	☑	☑	☑	☑	☑	☑
8	RR2	Railroad CN	☑	☑	☑	☑	☑	☑
9	CN	Construction	☑	☑	☑	☑	☑	☑
10	CE	Construction Engineering	☑	☑	☑	☑	☑	☑
11	RQP	Relinquishment Payment	☑	☑	☑	☑	☑	☑
12	WZP	WrkZone Patrol & Enforcement	☑	☑	☑	☑	☑	☑

Save

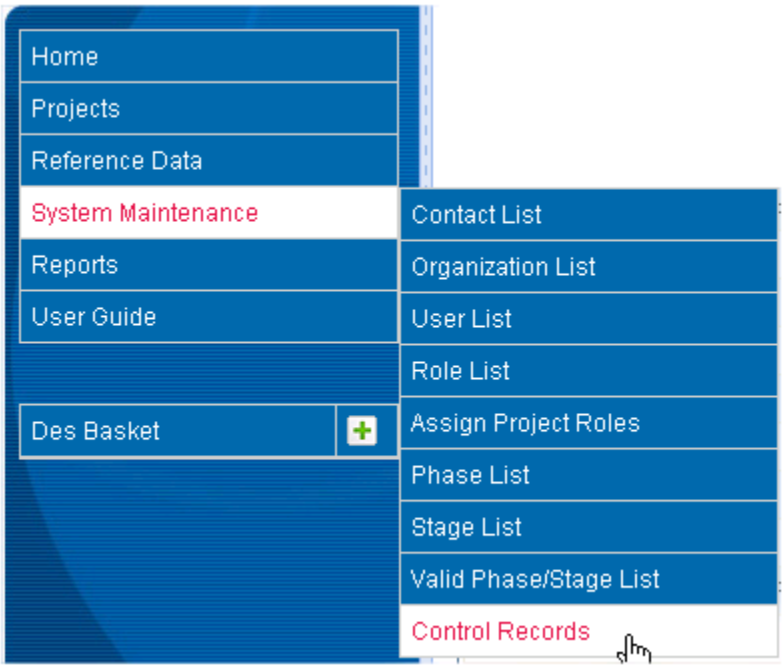
Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

Click on the **Save** button when finished.

5.9. Control Records

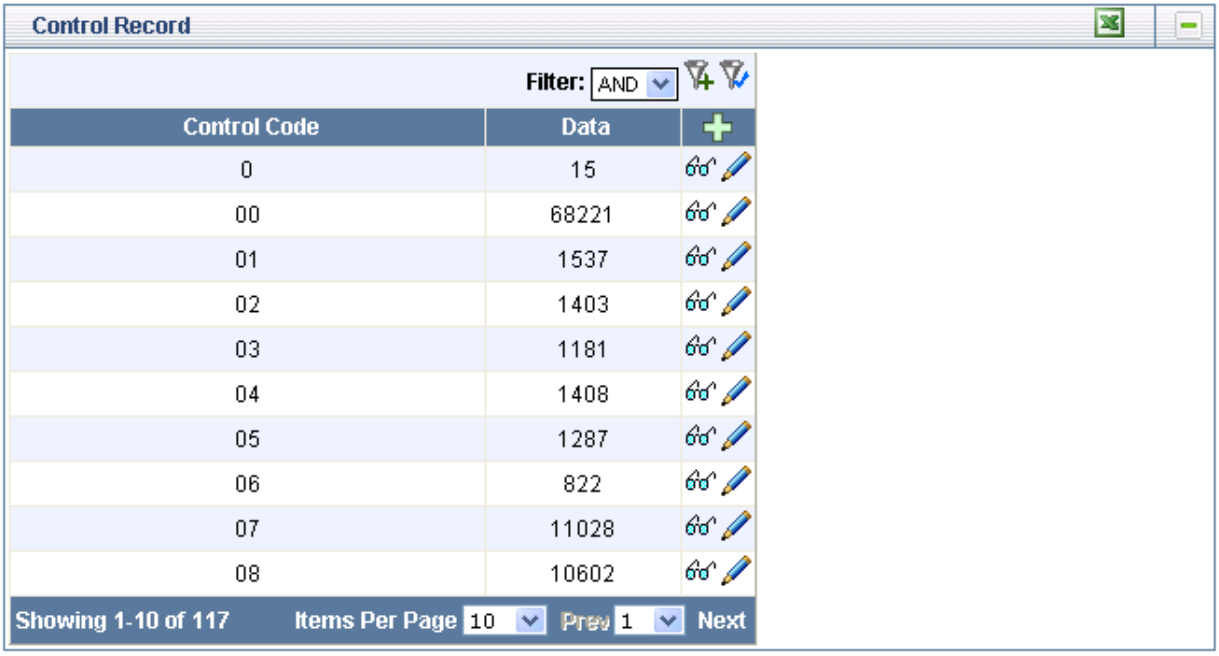
The **Control Records List** contains preset numerical values assigned to various functions in SPMS. As functions are performed, values in the **Control Records List** are automatically incremented according to business rules. System Administrators may need to add new or maintain existing **Control Records** to reinitialize counters in certain situations.

Select **Control Records** from the **System Maintenance** menu.



From the **Control Record List Panel**, Control Records may be added or edited.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.



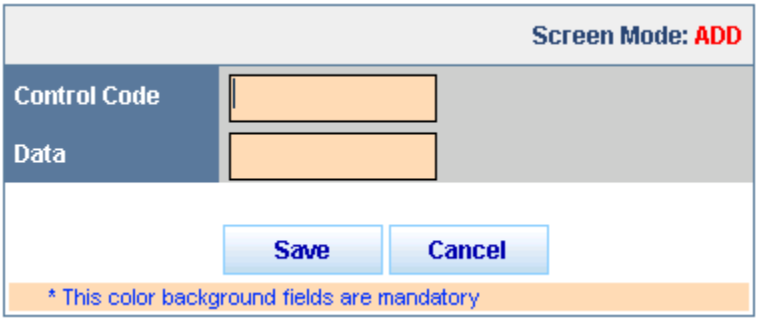
Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

5.9.1. Adding a Control Record

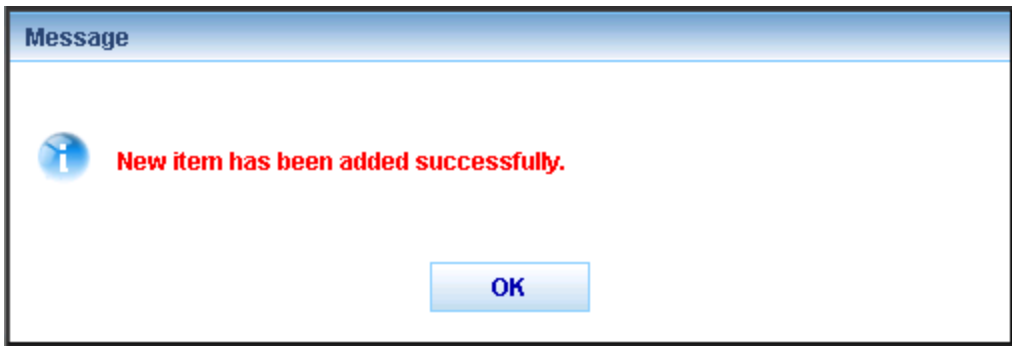
To add a Control Record, click on the **Add New** icon to the right of the **Data** column heading.

In the **ADD Screen Mode**, enter information as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

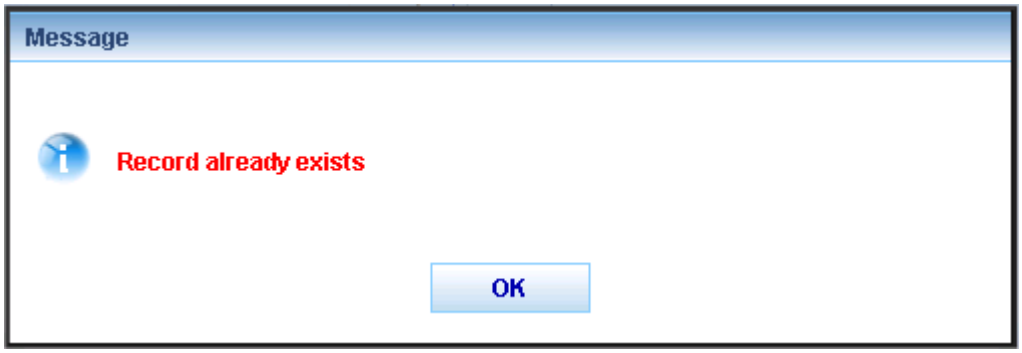


Click on the **Save** button to save the new record and return to the **Control Record List Panel** or click on the **Cancel** button to exit without saving. If saving, click on the **OK** button at the confirmation message.



SPMS will not save the record or leave the **ADD Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

SPMS does not allow duplicates. If the record already exists in the database, a message displays.



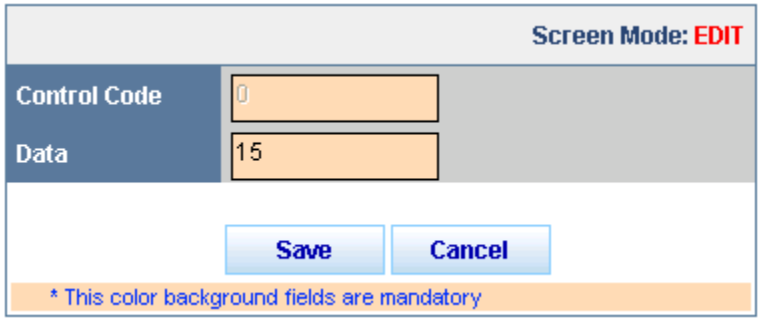
Once saved, the new Control Record should be visible in the List. If not, click on the **Control Code** or **Data** column heading twice to re-sort and refresh the List.

5.9.2. Editing a Control Record

To edit a Control Record, click on the **Edit** icon next to the record to be updated.

In the **EDIT Screen Mode**, update fields as needed.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.



Click on the **Save** button to save the record and return to the **Control Record List Panel** or click on the **Cancel** button to exit without saving.

SPMS will not save the record or leave the **EDIT Screen Mode** if a required field is left empty. Instead, a red **asterisk (*)** will appear to the right of the field and the cursor will blink inside the field.

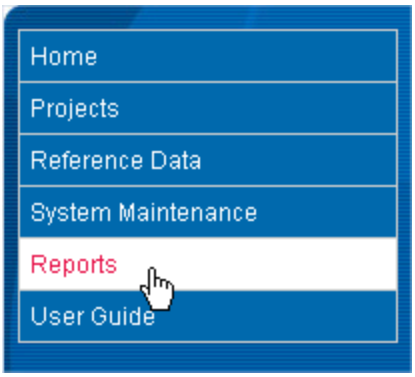
The changes should be visible in the List. If not, click on the **Control Code** or **Data** column heading to re-sort and refresh the List.

6. Reports

6.1. Viewing Reports

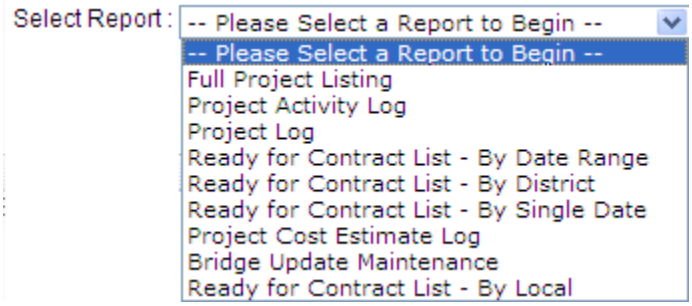
6.1.1. Selecting and Running a Report

To run and view Reports, select **Reports** from the menu.



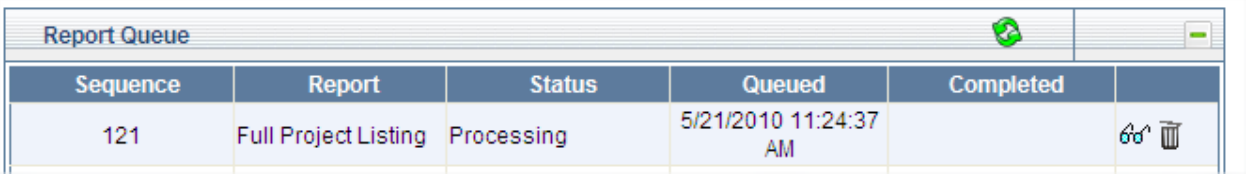
Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

Click on the **Select Report** dropdown list to choose the Report to submit. Descriptions, parameters, and instructions for each Report are in the next section below.

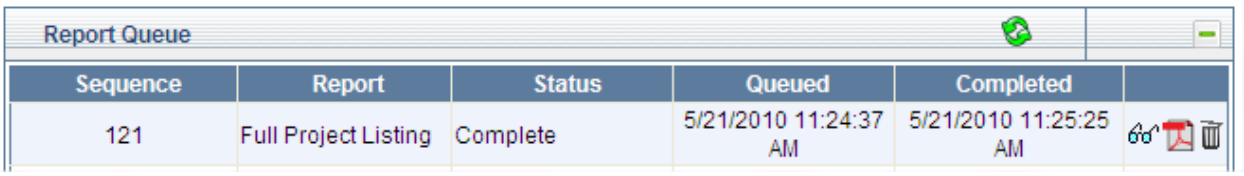


When a Report is submitted, it is added to the Report Queue with a Queued status and date and time. Click on the **Refresh** icon periodically to update the Queue. While the Report runs, its status changes to **Processing**. When the Report is finished running, the date and time appear in the **Completed** column and a **PDF** icon becomes available to view the Report.

While running:



When completed:



Instructions for common functions such as Viewing Details, Applying Filters, Sorting, Showing More Items per Page, and Exporting to Microsoft Excel may be found in the Getting Started section.

The **Report Queue** displays information about the User's submitted Reports, including the Report's name, its status, and the time it was queued (submitted) and completed. Reports are executed in 5-minute intervals (for example, 5:00, 5:05, 5:10). If a Report is **Queued** at 5:01, it will not begin processing until 5:05. A report's **Sequence Number** is system-generated and reused when the report is deleted from the Queue.

From the **Report Queue**, submitted Reports may be viewed, saved, printed, and removed from the list when no longer needed.

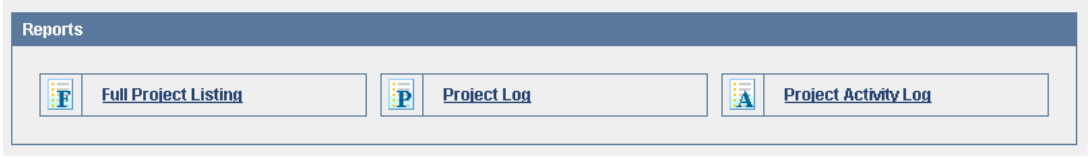
If a Report finds no data, the Report will complete and contain the message "No data found for this Report" below the Report's title.

If a Report does not complete within a reasonable amount of time, click on the SPMS Support **email** icon for assistance.

When a Report is selected from the dropdown list, a **Report Parameters Panel** appears requiring information on what data should be included in the Report.

Field values that are grayed out are auto-populated, and therefore NON-EDITABLE. Fields with a peach background are REQUIRED. Fields with no background color are OPTIONAL. Refer to the SPMS Terms and SPMS Table/Field Definitions in the Glossary section for the SPMS dictionary and list of field definitions, lengths and character/numeric requirements.

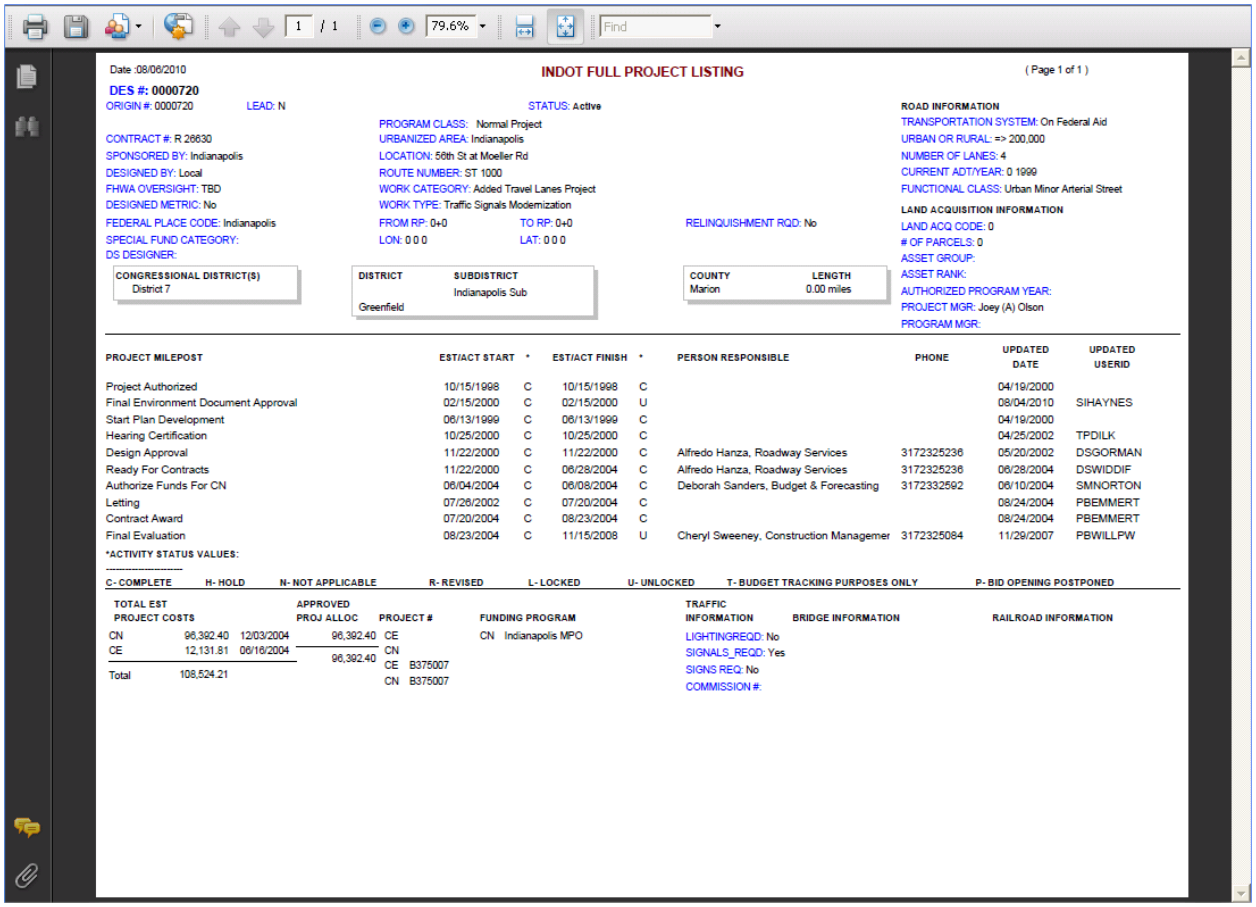
The Full Project Listing, the Project Log, the Project Activity Log and the Project Cost Estimate Log may also be accessed from the icon bar, located on all **Project Maintenance pages** and Reports and Cost Maintenance sections of the **Project Maintenance Main Page**.



6.1.2. Full Project Listing

Description: This report includes Project description, funding, activities and scheduling information for the selected Project(s).

The Project must be placed on INDOT's official Letting List for the **Letting Date** to appear in the Full Project Listing.



Date :08/06/2010

INDOT FULL PROJECT LISTING

(Page 1 of 1)

DES #: 0000720

ORIGIN #: 0000720 LEAD: N

STATUS: Active

CONTRACT #: R 26630
SPONSORED BY: Indianapolis
DESIGNED BY: Local
FHWA OVERSIGHT: TBD
DESIGNED METRIC: No
FEDERAL PLACE CODE: Indianapolis
SPECIAL FUND CATEGORY:
DS DESIGNER:

PROGRAM CLASS: Normal Project
URBANIZED AREA: Indianapolis
LOCATION: 56th St at Moeller Rd
ROUTE NUMBER: ST 1000
WORK CATEGORY: Added Travel Lanes Project
WORK TYPE: Traffic Signals Modernization
FROM RP: 0+0 TO RP: 0+0
LON: 0 0 0 LAT: 0 0 0

RELINQUISHMENT RQD: No

ROAD INFORMATION
TRANSPORTATION SYSTEM: On Federal Aid
URBAN OR RURAL: => 200,000
NUMBER OF LANES: 4
CURRENT ADT/YEAR: 0 1999
FUNCTIONAL CLASS: Urban Minor Arterial Street

LAND ACQUISITION INFORMATION
LAND ACQ CODE: 0
OF PARCELS: 0
ASSET GROUP:
ASSET RANK:
AUTHORIZED PROGRAM YEAR:
PROJECT MGR: Joey (A) Olson
PROGRAM MGR:

CONGRESSIONAL DISTRICT(S)	DISTRICT	SUBDISTRICT	COUNTY	LENGTH
District 7	Greenfield	Indianapolis Sub	Marion	0.00 miles

PROJECT MILEPOST	EST/ACT START	*	EST/ACT FINISH	*	PERSON RESPONSIBLE	PHONE	UPDATED DATE	UPDATED USERID
Project Authorized	10/15/1998	C	10/15/1998	C			04/19/2000	
Final Environment Document Approval	02/15/2000	C	02/15/2000	U			08/04/2010	SIHAYNES
Start Plan Development	06/13/1999	C	06/13/1999	C			04/19/2000	
Hearing Certification	10/25/2000	C	10/25/2000	C			04/25/2002	TPDILK
Design Approval	11/22/2000	C	11/22/2000	C	Alfredo Hanza, Roadway Services	3172325236	05/20/2002	DSGORMAN
Ready For Contracts	11/22/2000	C	06/28/2004	C	Alfredo Hanza, Roadway Services	3172325236	06/28/2004	DSWIDDIF
Authorize Funds For CN	06/04/2004	C	06/08/2004	C	Deborah Sanders, Budget & Forecasting	3172332592	06/10/2004	SMNORTON
Letting	07/26/2002	C	07/20/2004	C			08/24/2004	PBEMMERT
Contract Award	07/20/2004	C	08/23/2004	C			08/24/2004	PBEMMERT
Final Evaluation	08/23/2004	C	11/15/2008	U	Cheryl Sweeney, Construction Managemer	3172325084	11/29/2007	PBWILLPW

*ACTIVITY STATUS VALUES:
C- COMPLETE H- HOLD N- NOT APPLICABLE R- REVISED L- LOCKED U- UNLOCKED T- BUDGET TRACKING PURPOSES ONLY P- BID OPENING POSTPONED

TOTAL EST PROJECT COSTS			APPROVED PROJ ALLOC	PROJECT #	FUNDING PROGRAM
CN	96,392.40	12/03/2004	96,392.40	CE	CN Indianapolis MPO
CE	12,131.81	06/16/2004	96,392.40	CN	
Total	108,524.21			CE B375007	
				CN B375007	

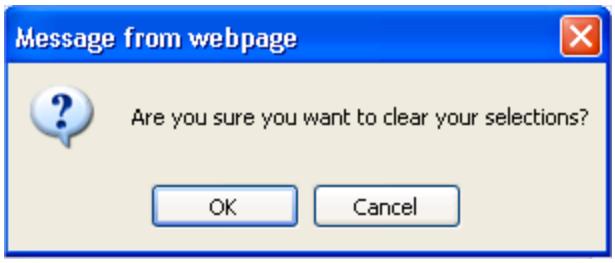
TRAFFIC INFORMATION
LIGHTINGREQD: No
SIGNALS_REQD: Yes
SIGNS REQ: No
COMMISSION #:

BRIDGE INFORMATION

RAILROAD INFORMATION

Parameters: Projects from the **Des Basket** or **Search Results Panel** (values are populated from the most recent **Project Search**) may be selected from the Parameters Panel. Click in the radio button to select **Use Des Basket** or **Use Search Values** and then use CTRL-click or SHIFT-click to select multiple records. A User may select up to 200 Des #s. A message displays when the maximum has been reached, as shown below.

Use the **Select All** link at the top of the Panel to select all records in the list. The **Clear All** link at the top of the Panel deselects all selected records in the list. A confirmation message displays making sure the selections should be cleared.

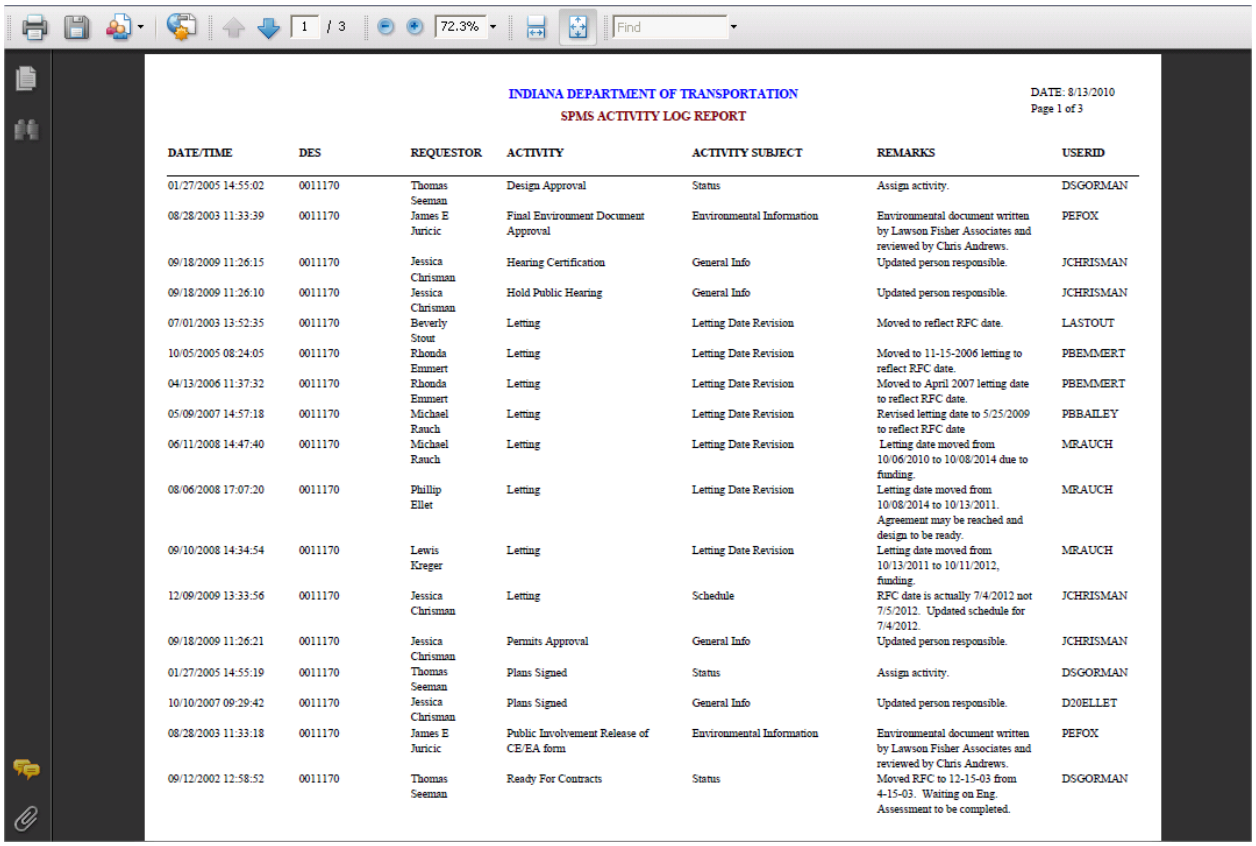


The **Full Project Listing** icon in the **Project Search - Search Results Panel, Project Maintenance Panels** or **Des Basket** should be used to view or print one or a small number of Projects immediately. These methods do not involve the **Report Queue**.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.3. Project Activity Log

Description: This report lists Activity Log entries for the selected Project(s).



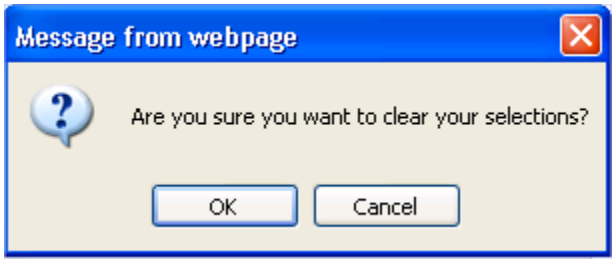
INDIANA DEPARTMENT OF TRANSPORTATION
SPMS ACTIVITY LOG REPORT

DATE: 8/13/2010
Page 1 of 3

DATE/TIME	DES	REQUESTOR	ACTIVITY	ACTIVITY SUBJECT	REMARKS	USERID
01/27/2005 14:55:02	0011170	Thomas Seeman	Design Approval	Status	Assign activity.	DSGORMAN
08/28/2003 11:33:39	0011170	James E Juricic	Final Environment Document Approval	Environmental Information	Environmental document written by Lawson Fisher Associates and reviewed by Chris Andrews.	PEFOX
09/18/2009 11:26:15	0011170	Jessica Chrisman	Hearing Certification	General Info	Updated person responsible.	JCHRISMAN
09/18/2009 11:26:10	0011170	Jessica Chrisman	Hold Public Hearing	General Info	Updated person responsible.	JCHRISMAN
07/01/2003 13:52:35	0011170	Beverly Stout	Letting	Letting Date Revision	Moved to reflect RFC date.	LASTOUT
10/05/2005 08:24:05	0011170	Rhonda Emmert	Letting	Letting Date Revision	Moved to 11-15-2006 letting to reflect RFC date.	PBEMMERT
04/13/2006 11:37:32	0011170	Rhonda Emmert	Letting	Letting Date Revision	Moved to April 2007 letting date to reflect RFC date.	PBEMMERT
05/09/2007 14:57:18	0011170	Michael Rauch	Letting	Letting Date Revision	Revised letting date to 5/25/2009 to reflect RFC date	PBBAILEY
06/11/2008 14:47:40	0011170	Michael Rauch	Letting	Letting Date Revision	Letting date moved from 10/06/2010 to 10/08/2014 due to funding.	MRAUCH
08/06/2008 17:07:20	0011170	Phillip Ellet	Letting	Letting Date Revision	Letting date moved from 10/08/2014 to 10/13/2011. Agreement may be reached and design to be ready.	MRAUCH
09/10/2008 14:34:54	0011170	Lewis Kreger	Letting	Letting Date Revision	Letting date moved from 10/13/2011 to 10/11/2012, funding.	MRAUCH
12/09/2009 13:33:56	0011170	Jessica Chrisman	Letting	Schedule	RFC date is actually 7/4/2012 not 7/5/2012. Updated schedule for 7/4/2012.	JCHRISMAN
09/18/2009 11:26:21	0011170	Jessica Chrisman	Permits Approval	General Info	Updated person responsible.	JCHRISMAN
01/27/2005 14:55:19	0011170	Thomas Seeman	Plans Signed	Status	Assign activity.	DSGORMAN
10/10/2007 09:29:42	0011170	Jessica Chrisman	Plans Signed	General Info	Updated person responsible.	D20ELLET
08/28/2003 11:33:18	0011170	James E Juricic	Public Involvement Release of CE/EA form	Environmental Information	Environmental document written by Lawson Fisher Associates and reviewed by Chris Andrews.	PEFOX
09/12/2002 12:58:52	0011170	Thomas Seeman	Ready For Contracts	Status	Moved RFC to 12-15-03 from 4-15-03. Waiting on Eng. Assessment to be completed.	DSGORMAN

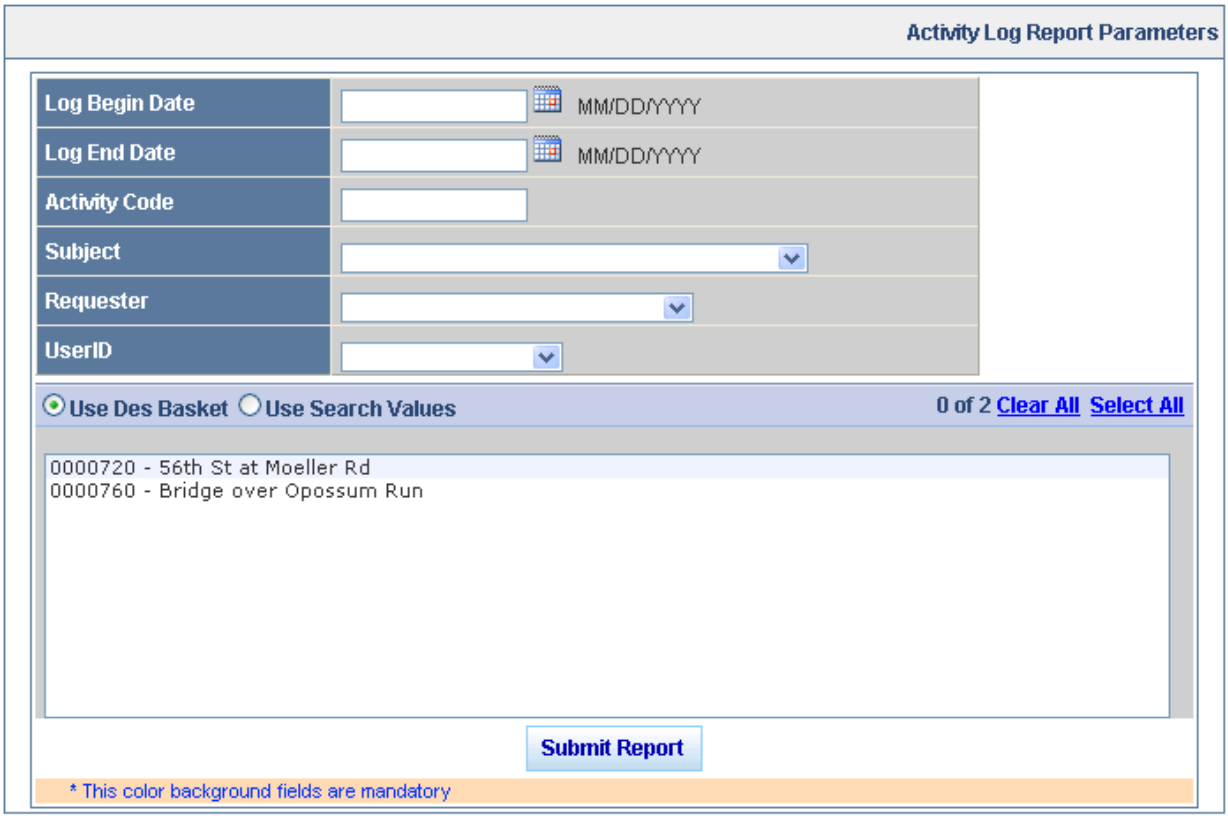
Parameters: Projects from the **Des Basket** or **Search Results Panel** (values are populated from the most recent **Project Search**) may be selected from the Parameters Panel. Click in the radio button to select **Use Des Basket** or **Use Search Values** and then use CTRL-click or SHIFT-click to select multiple records. A User may select up to 200 Des #s. A message displays when the maximum has been reached, as shown below.

Use the **Select All** link at the top of the Panel to select all records in the list. The **Clear All** link at the top of the Panel deselects all selected records in the list. A confirmation message displays making sure the selections should be cleared.

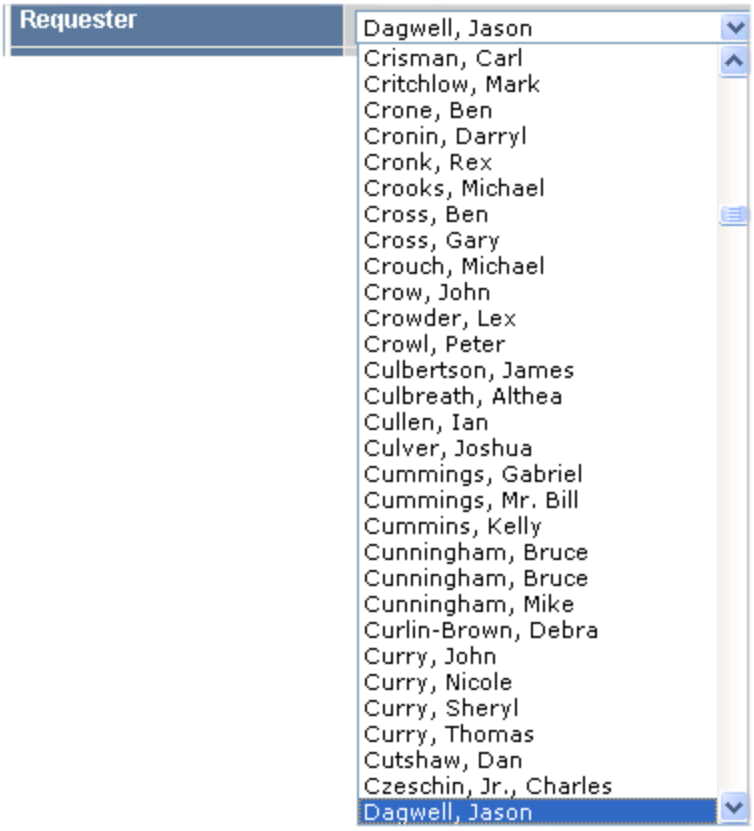


The **Project Activity Log** icon on the **Project Maintenance Panels** should be used to view or print one or a small number of Projects immediately. These methods do not involve the **Report Queue**.

Enter any other optional information as needed (for example, select the **Requester**'s name from the dropdown list to limit the report to that person's activity).



Dropdown fields have an auto-complete feature. For example, click on the **Requester** dropdown arrow to the right of the field for a complete list of available names. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing a "D" displays "Dagwell, Jason".



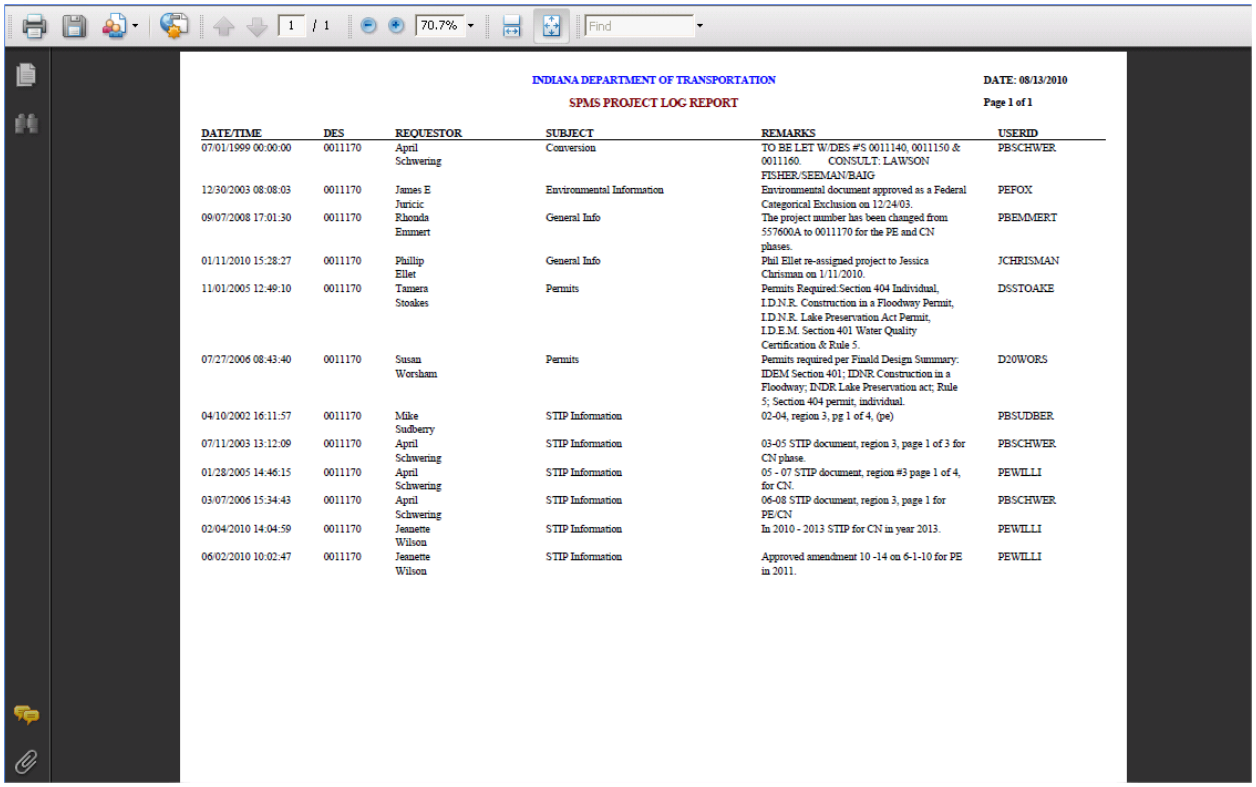
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.4. Project Log

Description: This report lists Project Log entries for the selected Project(s).



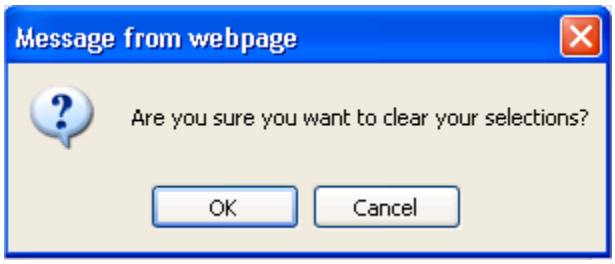
INDIANA DEPARTMENT OF TRANSPORTATION — DATE: 08/13/2010

SPMS PROJECT LOG REPORT — Page 1 of 1

DATE/TIME	DES	REQUESTOR	SUBJECT	REMARKS	USERID
07/01/1999 00:00:00	0011170	April Schwering	Conversion	TO BE LET W/DES #'S 0011140, 0011150 & 0011160. CONSULT: LAWSON FISHER/SEEMAN/BAIG	PBSCHWER
12/30/2003 08:08:03	0011170	James E Juricic	Environmental Information	Environmental document approved as a Federal Categorical Exclusion on 12/24/03.	PEPOX
09/07/2008 17:01:30	0011170	Rhonda Emmert	General Info	The project number has been changed from 557600A to 0011170 for the PE and CN phases.	PBEMMERT
01/11/2010 15:28:27	0011170	Phillip Ellet	General Info	Phil Ellet re-assigned project to Jessica Chrisman on 1/11/2010.	JCHRISMAN
11/01/2005 12:49:10	0011170	Tamera Stoakes	Permits	Permits Required:Section 404 Individual, I.D.N.R. Construction in a Floodway Permit, I.D.N.R. Lake Preservation Act Permit, I.D.E.M. Section 401 Water Quality Certification & Rule 5.	DSSTOAKE
07/27/2006 08:43:40	0011170	Susan Worsham	Permits	Permits required per Finald Design Summary: IDEM Section 401; IDNR Construction in a Floodway; IDNR Lake Preservation act; Rule 5; Section 404 permit, individual.	D20WORS
04/10/2002 16:11:57	0011170	Mike Sudberry	STIP Information	02-04, region 3, pg 1 of 4, (pe)	PBSUDBER
07/11/2003 13:12:09	0011170	April Schwering	STIP Information	03-05 STIP document, region 3, page 1 of 3 for CN phase.	PBSCHWER
01/28/2005 14:46:15	0011170	April Schwering	STIP Information	05 - 07 STIP document, region #3 page 1 of 4, for CN.	PEWILLI
03/07/2006 15:34:43	0011170	April Schwering	STIP Information	06-08 STIP document, region 3, page 1 for PE/CN	PBSCHWER
02/04/2010 14:04:59	0011170	Jeanette Wilson	STIP Information	In 2010 - 2013 STIP for CN in year 2013.	PEWILLI
06/02/2010 10:02:47	0011170	Jeanette Wilson	STIP Information	Approved amendment 10 -14 on 6-1-10 for PE in 2011.	PEWILLI

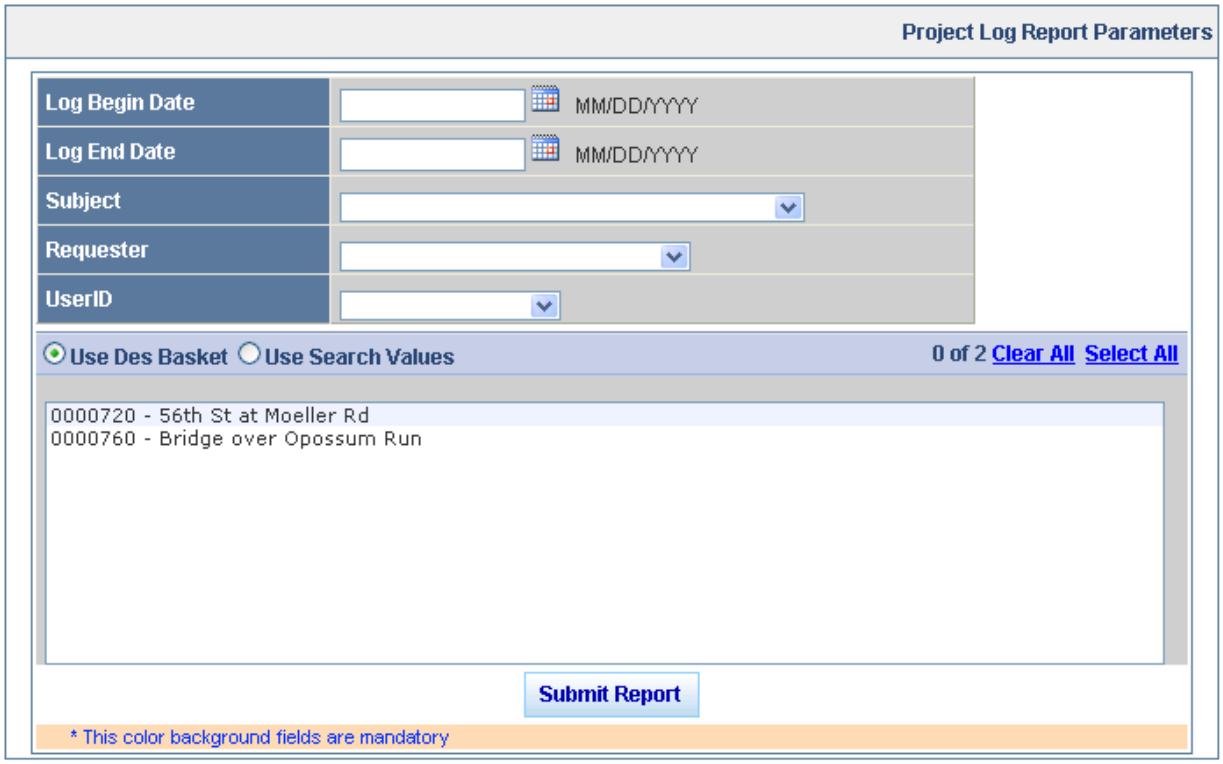
Parameters: Projects from the **Des Basket** or **Search Results Panel** (values are populated from the most recent **Project Search**) may be selected from the Parameters Panel. Click in the radio button to select **Use Des Basket** or **Use Search Values** and then use CTRL-click or SHIFT-click to select multiple records. A User may select up to 200 Des #s. A message displays when the maximum has been reached, as shown below.

Use the **Select All** link at the top of the Panel to select all records in the list. The **Clear All** link at the top of the Panel deselects all selected records in the list. A confirmation message displays making sure the selections should be cleared.

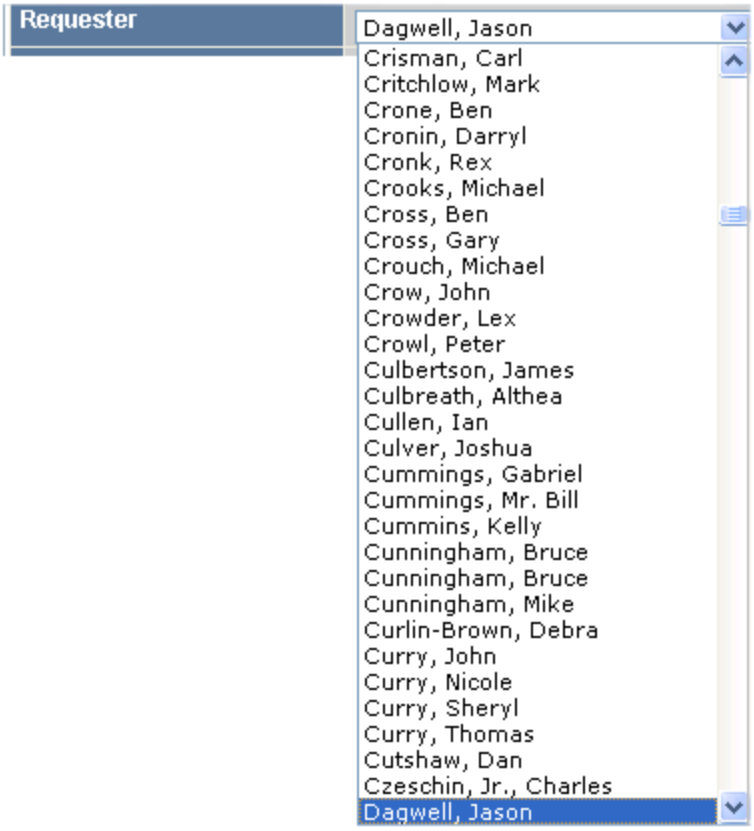


The **Project Log** icon on the **Project Maintenance Panels** should be used to view or print one or a small number of Projects immediately. These methods do not involve the **Report Queue**.

Enter any other optional information as needed (for example, select the **Requester**'s name from the dropdown list to limit the report to that person's activity).



Dropdown fields have an auto-complete feature. For example, click on the **Requester** dropdown arrow to the right of the field for a complete list of available names. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing a "D" displays "Dagwell, Jason".



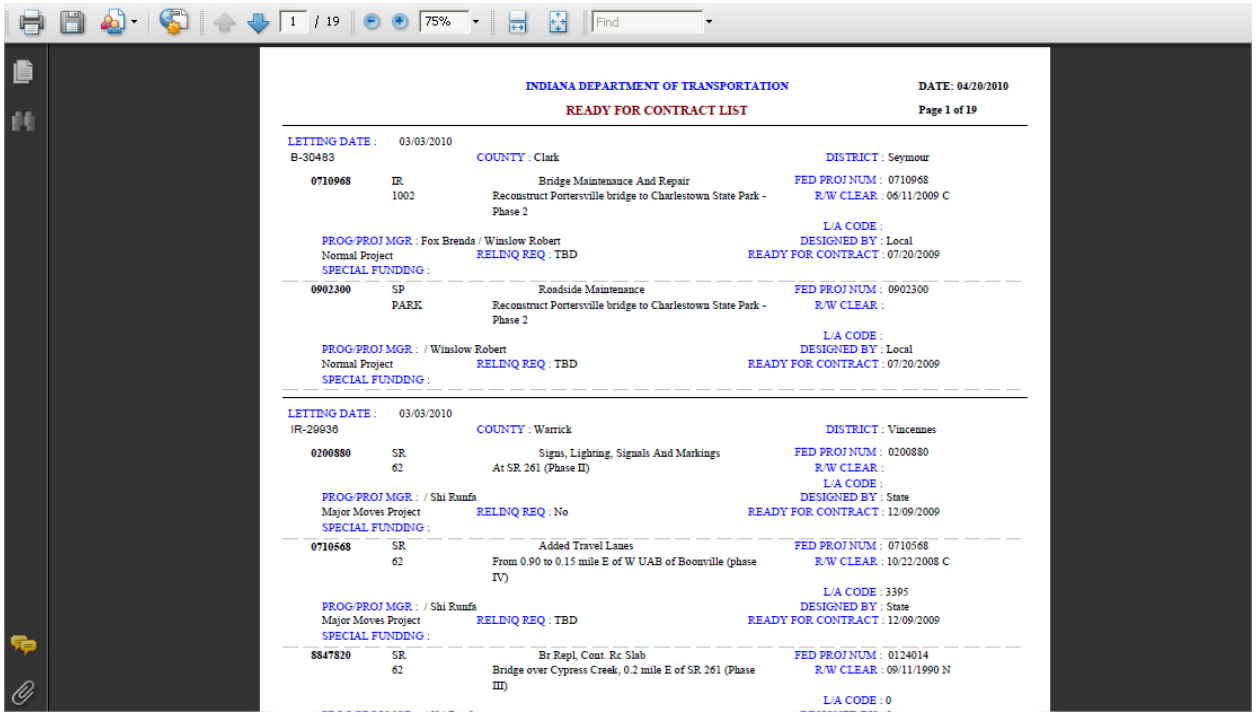
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.5. Ready for Contract List – By Date Range

Description: This report is a listing of Projects advertised for bid within a specific time frame. Projects are frequently added to or removed from this list as business decisions are made.



INDIANA DEPARTMENT OF TRANSPORTATION — DATE: 04/20/2010

READY FOR CONTRACT LIST — Page 1 of 19

LETTING DATE : 03/03/2010
B-30483 — COUNTY : Clark — DISTRICT : Seymour

0710968 IR 1002 — Bridge Maintenance And Repair — Reconstruct Portersville bridge to Charlestown State Park - Phase 2
FED PROJ NUM : 0710968 — R/W CLEAR : 06/11/2009 C — L/A CODE :
PROG/PROJ MGR : Fox Brenda / Winslow Robert — DESIGNED BY : Local
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 07/20/2009
SPECIAL FUNDING :

0902300 SP PARK — Roadside Maintenance — Reconstruct Portersville bridge to Charlestown State Park - Phase 2
FED PROJ NUM : 0902300 — R/W CLEAR : — L/A CODE :
PROG/PROJ MGR : / Winslow Robert — DESIGNED BY : Local
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 07/20/2009
SPECIAL FUNDING :

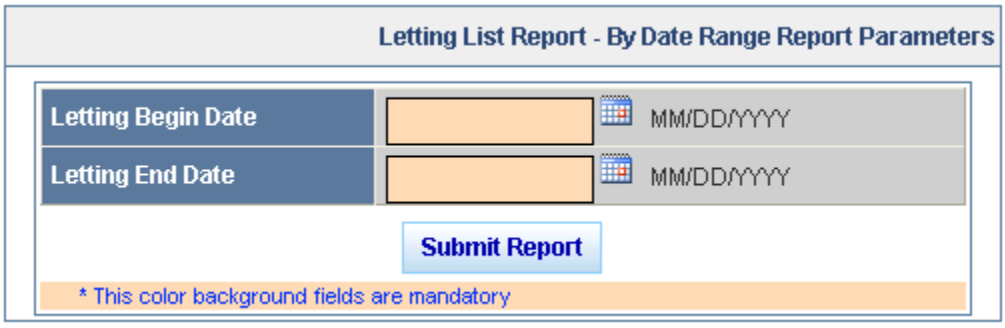
LETTING DATE : 03/03/2010
IR-29936 — COUNTY : Warrick — DISTRICT : Vincennes

0200880 SR 62 — Signs, Lighting, Signals And Markings — At SR 261 (Phase II)
FED PROJ NUM : 0200880 — R/W CLEAR : — L/A CODE :
PROG/PROJ MGR : / Shi Runfa — DESIGNED BY : State
Major Moves Project — RELINQ REQ : No — READY FOR CONTRACT : 12/09/2009
SPECIAL FUNDING :

0710568 SR 62 — Added Travel Lanes — From 0.90 to 0.15 mile E of W UAB of Boonville (phase IV)
FED PROJ NUM : 0710568 — R/W CLEAR : 10/22/2008 C — L/A CODE : 3395
PROG/PROJ MGR : / Shi Runfa — DESIGNED BY : State
Major Moves Project — RELINQ REQ : TBD — READY FOR CONTRACT : 12/09/2009
SPECIAL FUNDING :

8847820 SR 62 — Br Repl, Cont. Rc Slab — Bridge over Cypress Creek, 0.2 mile E of SR 261 (Phase III)
FED PROJ NUM : 0124014 — R/W CLEAR : 09/11/1990 N — L/A CODE : 0

Parameters: Enter or select the **Letting Begin Date** and **Letting End Date** and click on the **Submit Report** button. The report may include more than one month. For example, enter a date range of 1/1/2010 to 1/31/2010 for a list of Projects advertised for bid during the month of January or enter a date range of 7/1/2008 to 12/31/2009 for a list of Projects advertised for bid during those months.



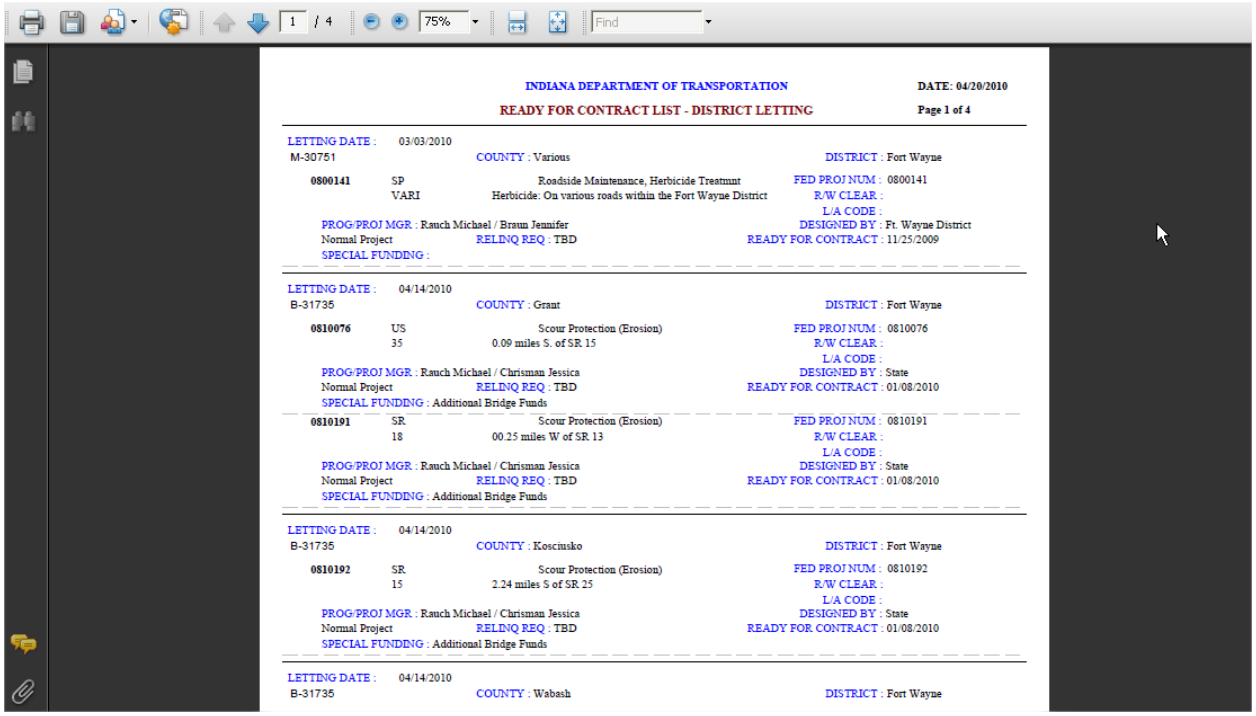
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.6. Ready for Contract List – By District

Description: This report is a listing of Projects advertised for bid within a specific time frame and District. Projects are frequently added to or removed from this list as business decisions are made.



INDIANA DEPARTMENT OF TRANSPORTATION — DATE: 04/20/2010
READY FOR CONTRACT LIST - DISTRICT LETTING — Page 1 of 4

LETTING DATE : 03/03/2010
M-30751 — COUNTY : Various — DISTRICT : Fort Wayne
0800141 SP VARI — Roadside Maintenance, Herbicide Treatmnt — Herbicide: On various roads within the Fort Wayne District — FED PROJ NUM : 0800141 — R/W CLEAR : — L/A CODE :
PROG/PROJ MGR : Rauch Michael / Braun Jennifer — DESIGNED BY : Ft. Wayne District
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 11/25/2009
SPECIAL FUNDING :

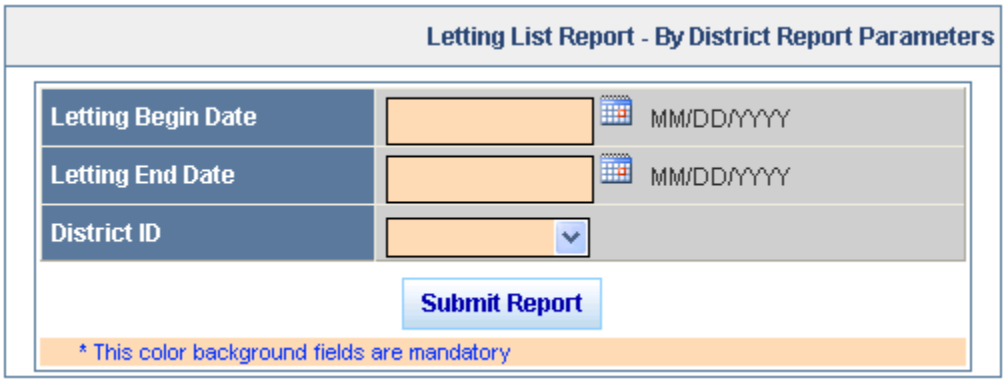
LETTING DATE : 04/14/2010
B-31735 — COUNTY : Grant — DISTRICT : Fort Wayne
0810076 US 35 — Scour Protection (Erosion) — 0.09 miles S. of SR 15 — FED PROJ NUM : 0810076 — R/W CLEAR : — L/A CODE :
PROG/PROJ MGR : Rauch Michael / Chrisman Jessica — DESIGNED BY : State
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 01/08/2010
SPECIAL FUNDING : Additional Bridge Funds
0810191 SR 18 — Scour Protection (Erosion) — 00.25 miles W of SR 13 — FED PROJ NUM : 0810191 — R/W CLEAR : — L/A CODE :
PROG/PROJ MGR : Rauch Michael / Chrisman Jessica — DESIGNED BY : State
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 01/08/2010
SPECIAL FUNDING : Additional Bridge Funds

LETTING DATE : 04/14/2010
B-31735 — COUNTY : Kosciusko — DISTRICT : Fort Wayne
0810192 SR 15 — Scour Protection (Erosion) — 2.24 miles S of SR 25 — FED PROJ NUM : 0810192 — R/W CLEAR : — L/A CODE :
PROG/PROJ MGR : Rauch Michael / Chrisman Jessica — DESIGNED BY : State
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 01/08/2010
SPECIAL FUNDING : Additional Bridge Funds

LETTING DATE : 04/14/2010
B-31735 — COUNTY : Wabash — DISTRICT : Fort Wayne

Parameters: Enter or select the **Letting Begin Date** and **Letting End Date**, select the **District ID** from the dropdown list and click on the **Submit Report** button. The report may include more than one month.

For example, enter a date range of 1/1/2010 to 1/31/2010 for a list of Projects advertised for bid during the month of January or enter a date range of 7/1/2008 to 12/31/2009 for a list of Projects advertised for bid during those months.



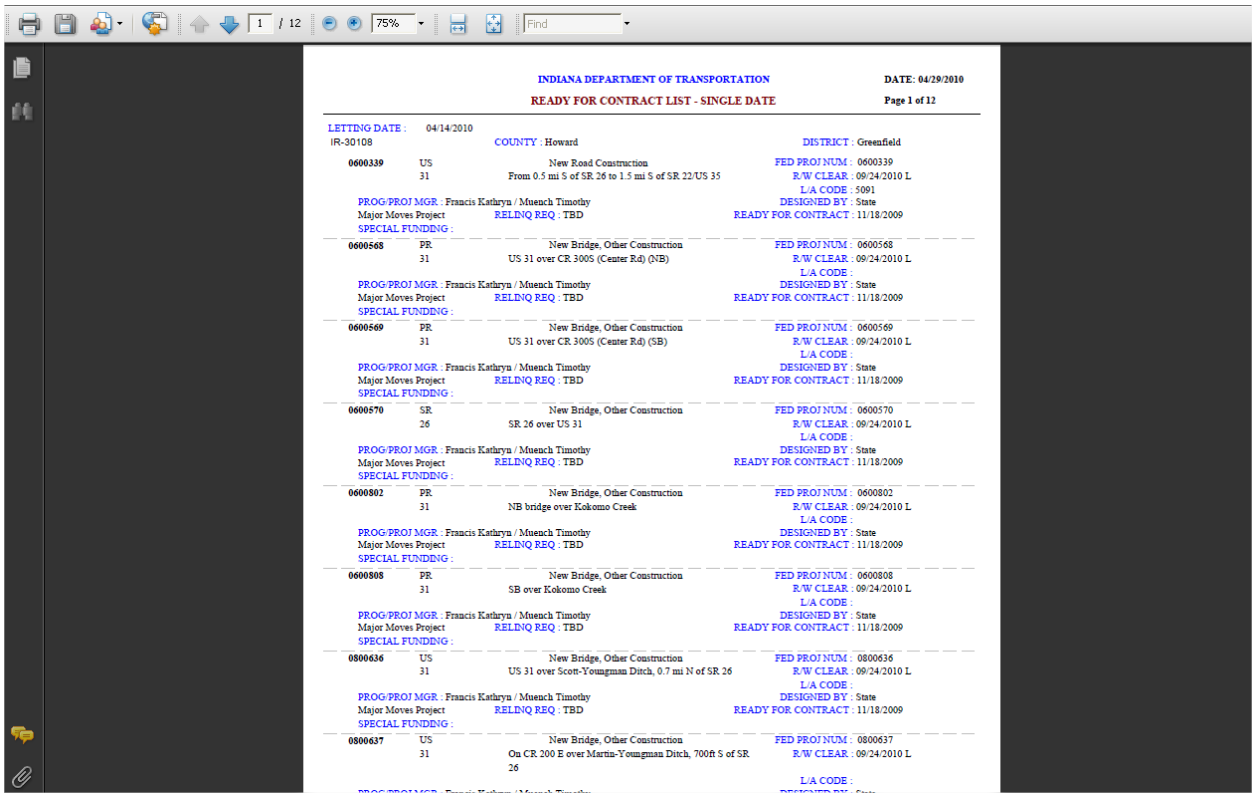
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.7. Ready for Contract List – By Single Date

Description: This report is a listing of Projects advertised for bid on a specific date. Projects are frequently added to or removed from this list as business decisions are made.



INDIANA DEPARTMENT OF TRANSPORTATION — DATE: 04/29/2010

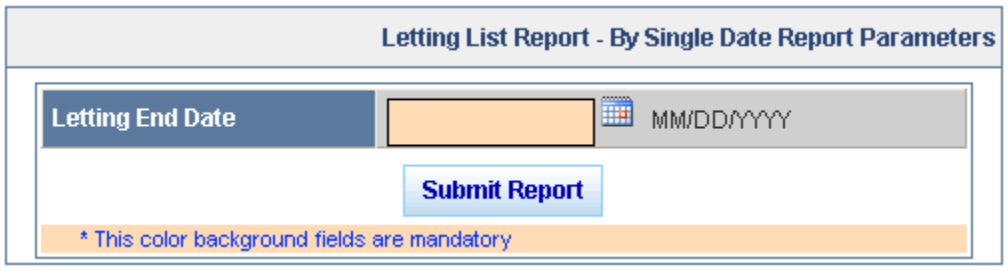
READY FOR CONTRACT LIST - SINGLE DATE — Page 1 of 12

LETTING DATE : 04/14/2010

IR-30108 — COUNTY : Howard — DISTRICT : Greenfield

0600339	US 31	New Road Construction From 0.5 mi S of SR 26 to 1.5 mi S of SR 22/US 35	FED PROJ NUM : 0600339 R/W CLEAR : 09/24/2010 L L/A CODE : 5091	
PROG/PROJ MGR : Francis Kathryn / Muench Timothy Major Moves Project — RELINQ REQ : TBD — DESIGNED BY : State — READY FOR CONTRACT : 11/18/2009 SPECIAL FUNDING :				
0600568	PR 31	New Bridge, Other Construction US 31 over CR 300S (Center Rd) (NB)	FED PROJ NUM : 0600568 R/W CLEAR : 09/24/2010 L L/A CODE :	
PROG/PROJ MGR : Francis Kathryn / Muench Timothy Major Moves Project — RELINQ REQ : TBD — DESIGNED BY : State — READY FOR CONTRACT : 11/18/2009 SPECIAL FUNDING :				
0600569	PR 31	New Bridge, Other Construction US 31 over CR 300S (Center Rd) (SB)	FED PROJ NUM : 0600569 R/W CLEAR : 09/24/2010 L L/A CODE :	
PROG/PROJ MGR : Francis Kathryn / Muench Timothy Major Moves Project — RELINQ REQ : TBD — DESIGNED BY : State — READY FOR CONTRACT : 11/18/2009 SPECIAL FUNDING :				
0600570	SR 26	New Bridge, Other Construction SR 26 over US 31	FED PROJ NUM : 0600570 R/W CLEAR : 09/24/2010 L L/A CODE :	
PROG/PROJ MGR : Francis Kathryn / Muench Timothy Major Moves Project — RELINQ REQ : TBD — DESIGNED BY : State — READY FOR CONTRACT : 11/18/2009 SPECIAL FUNDING :				
0600802	PR 31	New Bridge, Other Construction NB bridge over Kokomo Creek	FED PROJ NUM : 0600802 R/W CLEAR : 09/24/2010 L L/A CODE :	
PROG/PROJ MGR : Francis Kathryn / Muench Timothy Major Moves Project — RELINQ REQ : TBD — DESIGNED BY : State — READY FOR CONTRACT : 11/18/2009 SPECIAL FUNDING :				
0600808	PR 31	New Bridge, Other Construction SB over Kokomo Creek	FED PROJ NUM : 0600808 R/W CLEAR : 09/24/2010 L L/A CODE :	
PROG/PROJ MGR : Francis Kathryn / Muench Timothy Major Moves Project — RELINQ REQ : TBD — DESIGNED BY : State — READY FOR CONTRACT : 11/18/2009 SPECIAL FUNDING :				
0800636	US 31	New Bridge, Other Construction US 31 over Scott-Youngman Ditch, 0.7 mi N of SR 26	FED PROJ NUM : 0800636 R/W CLEAR : 09/24/2010 L L/A CODE :	
PROG/PROJ MGR : Francis Kathryn / Muench Timothy Major Moves Project — RELINQ REQ : TBD — DESIGNED BY : State — READY FOR CONTRACT : 11/18/2009 SPECIAL FUNDING :				
0800637	US 31	New Bridge, Other Construction On CR 200 E over Martin-Youngman Ditch, 700ft S of SR 26	FED PROJ NUM : 0800637 R/W CLEAR : 09/24/2010 L L/A CODE :	

Parameters: Enter or select the **Letting End Date** and click on the **Submit Report** button.



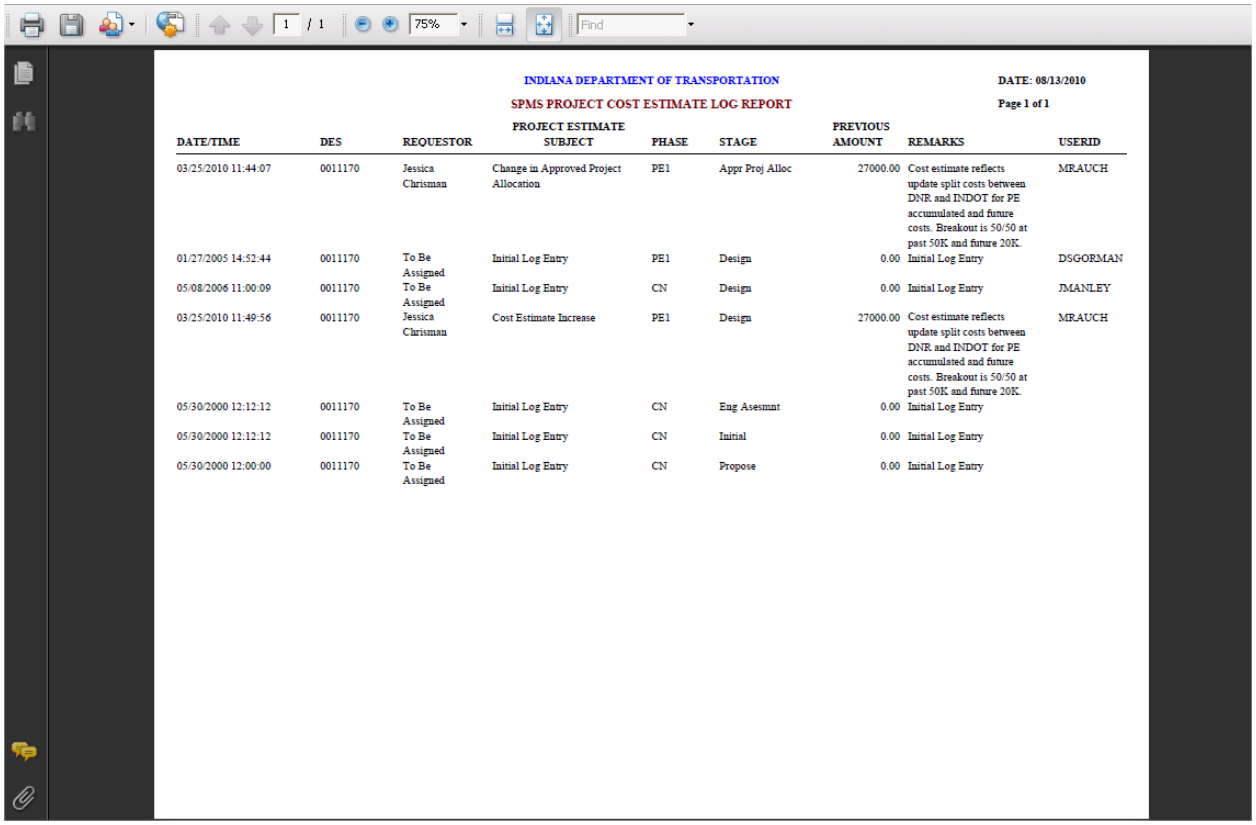
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.8. Project Cost Estimate Log

Description: This report lists Project Cost Estimate Log entries for the selected Project(s).



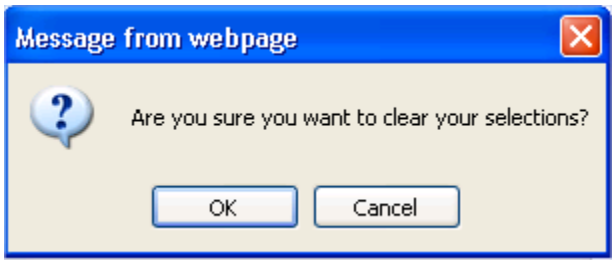
INDIANA DEPARTMENT OF TRANSPORTATION — DATE: 08/13/2010

SPMS PROJECT COST ESTIMATE LOG REPORT — Page 1 of 1

DATE/TIME	DES	REQUESTOR	PROJECT ESTIMATE SUBJECT	PHASE	STAGE	PREVIOUS AMOUNT	REMARKS	USERID
03/25/2010 11:44:07	0011170	Jessica Chrisman	Change in Approved Project Allocation	PE1	Appr Proj Alloc	27000.00	Cost estimate reflects update split costs between DNR and INDOT for PE accumulated and future costs. Breakout is 50/50 at past 50K and future 20K.	MRAUCH
01/27/2005 14:52:44	0011170	To Be Assigned	Initial Log Entry	PE1	Design	0.00	Initial Log Entry	DSGORMAN
05/08/2006 11:00:09	0011170	To Be Assigned	Initial Log Entry	CN	Design	0.00	Initial Log Entry	JMANLEY
03/25/2010 11:49:56	0011170	Jessica Chrisman	Cost Estimate Increase	PE1	Design	27000.00	Cost estimate reflects update split costs between DNR and INDOT for PE accumulated and future costs. Breakout is 50/50 at past 50K and future 20K.	MRAUCH
05/30/2000 12:12:12	0011170	To Be Assigned	Initial Log Entry	CN	Eng Asesmnt	0.00	Initial Log Entry	
05/30/2000 12:12:12	0011170	To Be Assigned	Initial Log Entry	CN	Initial	0.00	Initial Log Entry	
05/30/2000 12:00:00	0011170	To Be Assigned	Initial Log Entry	CN	Propose	0.00	Initial Log Entry	

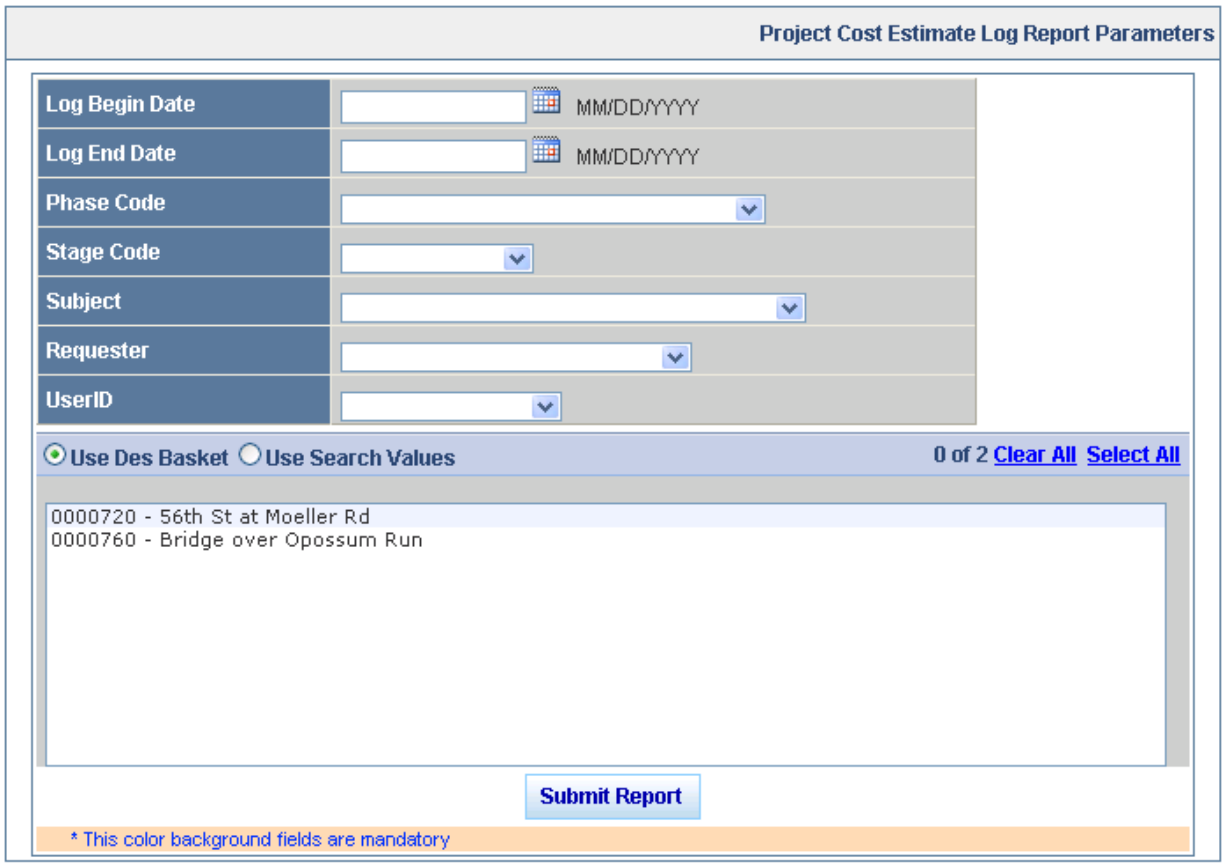
Parameters: Projects from the **Des Basket** or **Search Results Panel** (values are populated from the most recent **Project Search**) may be selected from the Parameters Panel. Click in the radio button to select **Use Des Basket** or **Use Search Values** and then use CTRL-click or SHIFT-click to select multiple records. A User may select up to 200 Des #s. A message displays when the maximum has been reached, as shown below.

Use the **Select All** link at the top of the Panel to select all records in the list. The **Clear All** link at the top of the Panel deselects all selected records in the list. A confirmation message displays making sure the selections should be cleared.

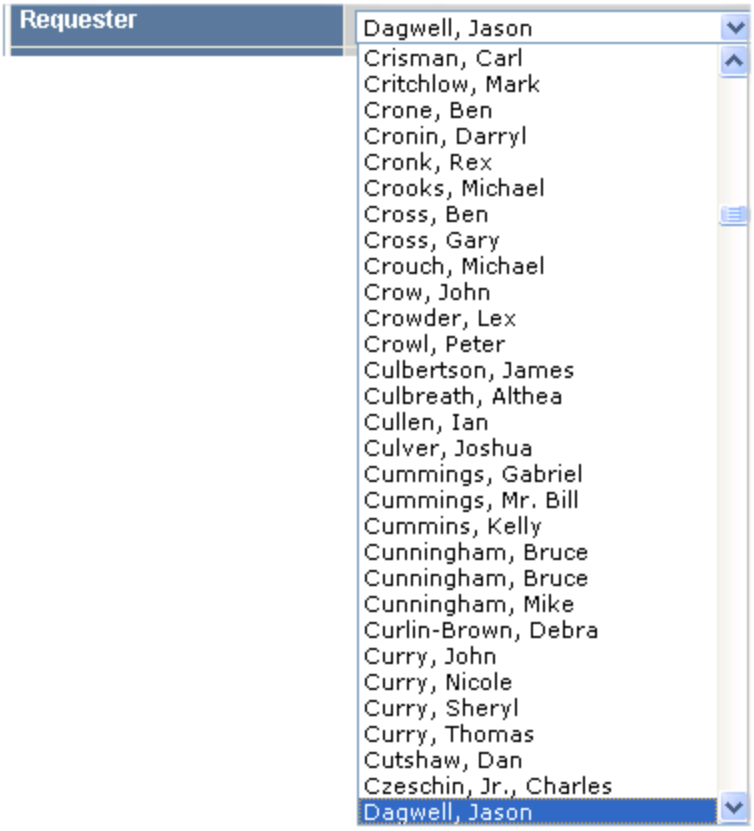


The **Project Cost Estimate Log Report** icon on the **Project Maintenance Panels** should be used to view or print one or a small number of Projects immediately. These methods do not involve the **Report Queue**.

Enter any other optional information as needed (for example, select the **Requester**'s name from the dropdown list to limit the report to that person's activity).



Dropdown fields have an auto-complete feature. For example, click on the **Requester** dropdown arrow to the right of the field for a complete list of available names. Typing any letter in a dropdown field navigates to the first value in the list that begins with that letter. For example, typing a “D” displays “Dagwell, Jason”.



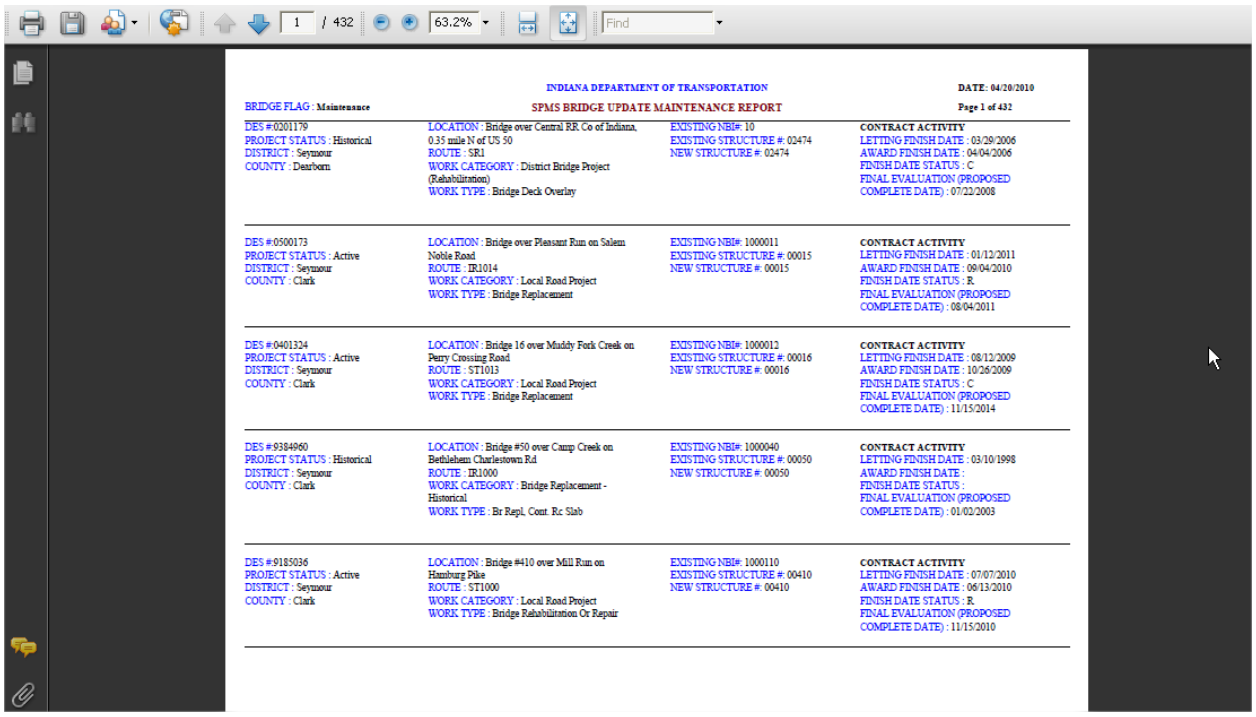
Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.9. Bridge Update Maintenance

Description: This report contains bridge and contract activity information helpful when updating the **Corporate Bridge List**.

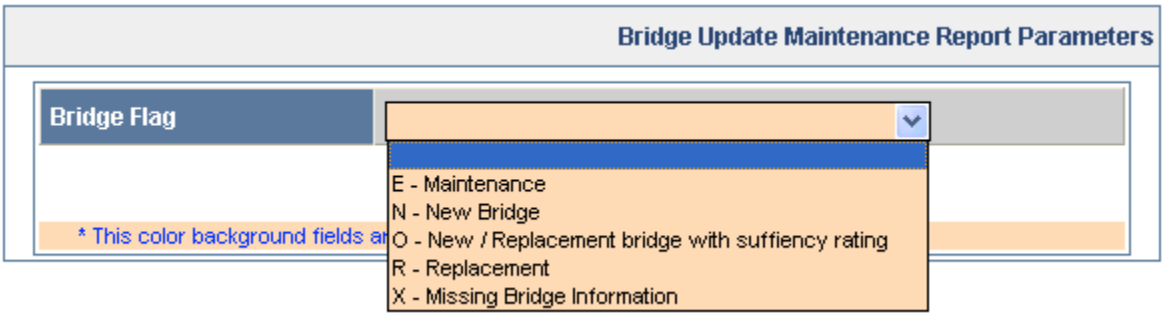


INDIANA DEPARTMENT OF TRANSPORTATION — DATE: 04/20/2010

BRIDGE FLAG : Maintenance — SPMS BRIDGE UPDATE MAINTENANCE REPORT — Page 1 of 432

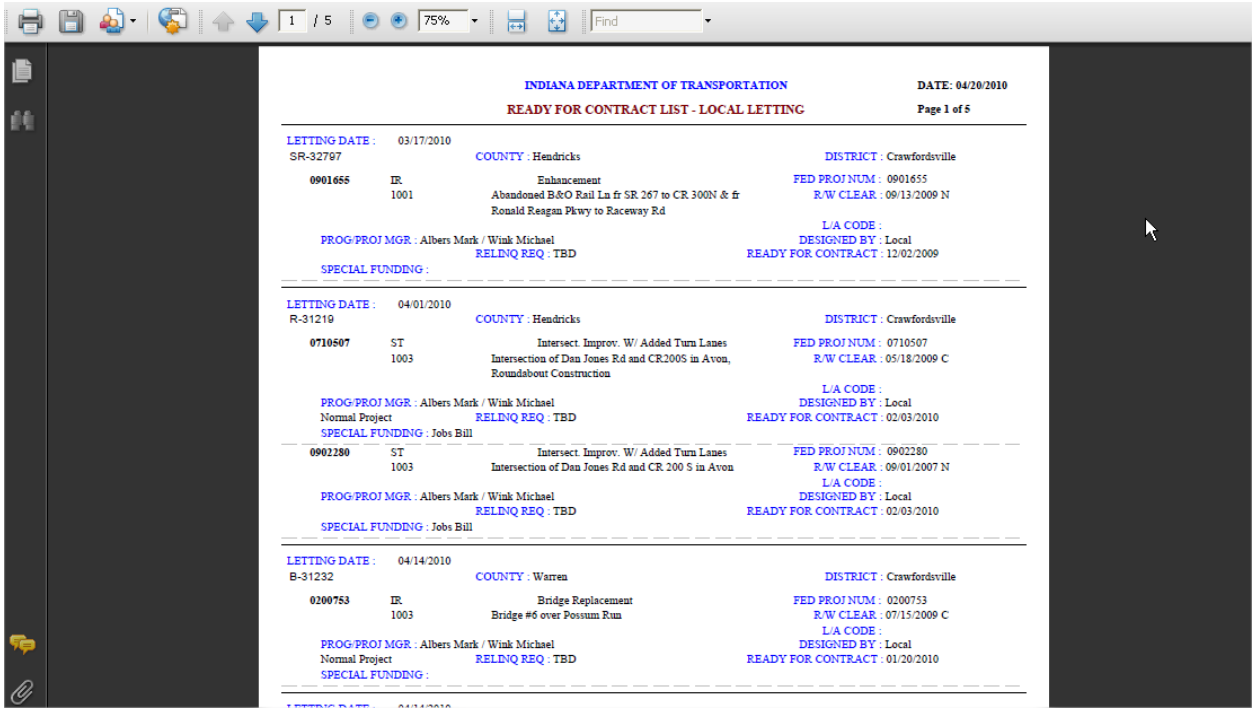
DES #:0201179 PROJECT STATUS : Historical DISTRICT : Seymour COUNTY : Dearborn	LOCATION : Bridge over Central RR Co of Indiana, 0.35 mile N of US 50 ROUTE : SR1 WORK CATEGORY : District Bridge Project (Rehabilitation) WORK TYPE : Bridge Deck Overlay	EXISTING NBI#: 10 EXISTING STRUCTURE #: 02474 NEW STRUCTURE #: 02474	CONTRACT ACTIVITY LETTING FINISH DATE : 03/29/2006 AWARD FINISH DATE : 04/04/2006 FINISH DATE STATUS : C FINAL EVALUATION (PROPOSED COMPLETE DATE) : 07/22/2008
DES #:0500173 PROJECT STATUS : Active DISTRICT : Seymour COUNTY : Clark	LOCATION : Bridge over Pleasant Run on Salem Noble Road ROUTE : IR1014 WORK CATEGORY : Local Road Project WORK TYPE : Bridge Replacement	EXISTING NBI#: 1000011 EXISTING STRUCTURE #: 00015 NEW STRUCTURE #: 00015	CONTRACT ACTIVITY LETTING FINISH DATE : 01/12/2011 AWARD FINISH DATE : 09/04/2010 FINISH DATE STATUS : R FINAL EVALUATION (PROPOSED COMPLETE DATE) : 08/04/2011
DES #:0401324 PROJECT STATUS : Active DISTRICT : Seymour COUNTY : Clark	LOCATION : Bridge 16 over Muddy Fork Creek on Perry Crossing Road ROUTE : ST1013 WORK CATEGORY : Local Road Project WORK TYPE : Bridge Replacement	EXISTING NBI#: 1000012 EXISTING STRUCTURE #: 00016 NEW STRUCTURE #: 00016	CONTRACT ACTIVITY LETTING FINISH DATE : 08/12/2009 AWARD FINISH DATE : 10/26/2009 FINISH DATE STATUS : C FINAL EVALUATION (PROPOSED COMPLETE DATE) : 11/15/2014
DES #:9384960 PROJECT STATUS : Historical DISTRICT : Seymour COUNTY : Clark	LOCATION : Bridge #50 over Camp Creek on Bethlehem Charlestown Rd ROUTE : IR1000 WORK CATEGORY : Bridge Replacement - Historical WORK TYPE : Br Repl, Cont. Rc Slab	EXISTING NBI#: 1000040 EXISTING STRUCTURE #: 00050 NEW STRUCTURE #: 00050	CONTRACT ACTIVITY LETTING FINISH DATE : 03/10/1998 AWARD FINISH DATE : FINISH DATE STATUS : FINAL EVALUATION (PROPOSED COMPLETE DATE) : 01/02/2003
DES #:9185036 PROJECT STATUS : Active DISTRICT : Seymour COUNTY : Clark	LOCATION : Bridge #410 over Mill Run on Hanburg Pike ROUTE : ST1000 WORK CATEGORY : Local Road Project WORK TYPE : Bridge Rehabilitation Or Repair	EXISTING NBI#: 1000110 EXISTING STRUCTURE #: 00410 NEW STRUCTURE #: 00410	CONTRACT ACTIVITY LETTING FINISH DATE : 07/07/2010 AWARD FINISH DATE : 06/13/2010 FINISH DATE STATUS : R FINAL EVALUATION (PROPOSED COMPLETE DATE) : 11/15/2010

Parameters: Select the **Bridge Flag** from the dropdown list and click on the **Submit Report** button to add the report to the **Report Queue**.



6.1.10. Ready for Contract List – By Local

Description: This report is a listing of locally designed Projects advertised for bid within a specific time frame. Projects are frequently added to or removed from this list as business decisions are made.



INDIANA DEPARTMENT OF TRANSPORTATION — DATE: 04/20/2010

READY FOR CONTRACT LIST - LOCAL LETTING — Page 1 of 5

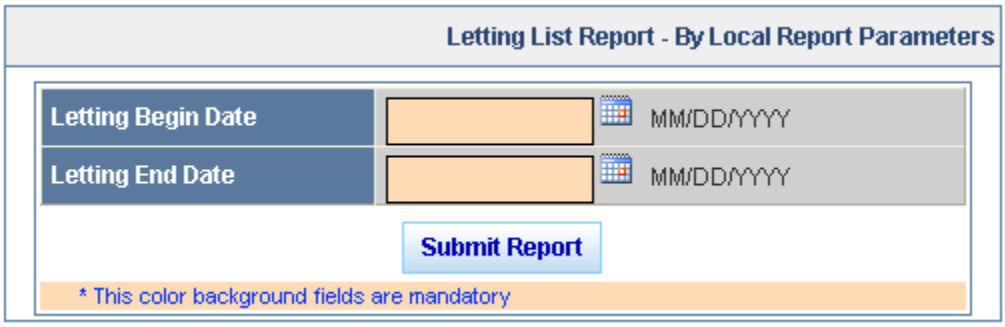
LETTING DATE : 03/17/2010
SR-32797 — COUNTY : Hendricks — DISTRICT : Crawfordsville
0901655 IR 1001 — Enhancement — Abandoned B&O Rail Ln fr SR 267 to CR 300N & fr Ronald Reagan Pkwy to Raceway Rd
FED PROJ NUM : 0901655 — R/W CLEAR : 09/13/2009 N — L/A CODE :
PROG/PROJ MGR : Albers Mark / Wink Michael — DESIGNED BY : Local
RELINQ REQ : TBD — READY FOR CONTRACT : 12/02/2009
SPECIAL FUNDING :

LETTING DATE : 04/01/2010
R-31219 — COUNTY : Hendricks — DISTRICT : Crawfordsville
0710507 ST 1003 — Intersect. Improv. W/ Added Turn Lanes — Intersection of Dan Jones Rd and CR200S in Avon, Roundabout Construction
FED PROJ NUM : 0710507 — R/W CLEAR : 05/18/2009 C — L/A CODE :
PROG/PROJ MGR : Albers Mark / Wink Michael — DESIGNED BY : Local
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 02/03/2010
SPECIAL FUNDING : Jobs Bill

0902280 ST 1003 — Intersect. Improv. W/ Added Turn Lanes — Intersection of Dan Jones Rd and CR 200 S in Avon
FED PROJ NUM : 0902280 — R/W CLEAR : 09/01/2007 N — L/A CODE :
PROG/PROJ MGR : Albers Mark / Wink Michael — DESIGNED BY : Local
RELINQ REQ : TBD — READY FOR CONTRACT : 02/03/2010
SPECIAL FUNDING : Jobs Bill

LETTING DATE : 04/14/2010
B-31232 — COUNTY : Warren — DISTRICT : Crawfordsville
0200753 IR 1003 — Bridge Replacement — Bridge #6 over Possum Run
FED PROJ NUM : 0200753 — R/W CLEAR : 07/15/2009 C — L/A CODE :
PROG/PROJ MGR : Albers Mark / Wink Michael — DESIGNED BY : Local
Normal Project — RELINQ REQ : TBD — READY FOR CONTRACT : 01/20/2010
SPECIAL FUNDING :

Parameters: Enter or select the **Letting Begin Date** and **Letting End Date** and click on the **Submit Report** button. The report may include more than one month. For example, enter a date range of 1/1/2010 to 1/31/2010 for a list of Projects advertised for bid during the month of January or enter a date range of 7/1/2008 to 12/31/2009 for a list of Projects advertised for bid during those months.



Date fields have two options. A date (mm/dd/yyyy) may be entered directly in the field or the Calendar icon may be used to find a date. Click on the **Calendar** icon to display the Calendar window.

Then, click on the desired date to populate the field.

Click on the **Submit Report** button to add the report to the **Report Queue**.

6.1.11. Viewing, Saving and Printing a Report

In the **Report Queue**, click on the **PDF** icon to the right of the Report to view it.

When the Report displays in the Adobe Reader window, click on the **Save** icon to save the PDF document to your local machine or network drive. Click on the **Print** icon to print the Report.

6.1.12. Removing a Report

To remove a Report from the **Report Queue**, click on the **Delete** icon next to the Report to be removed.

The Report is removed from the **Report Queue**.

7. Des Basket

7.1. Working with the Des Basket

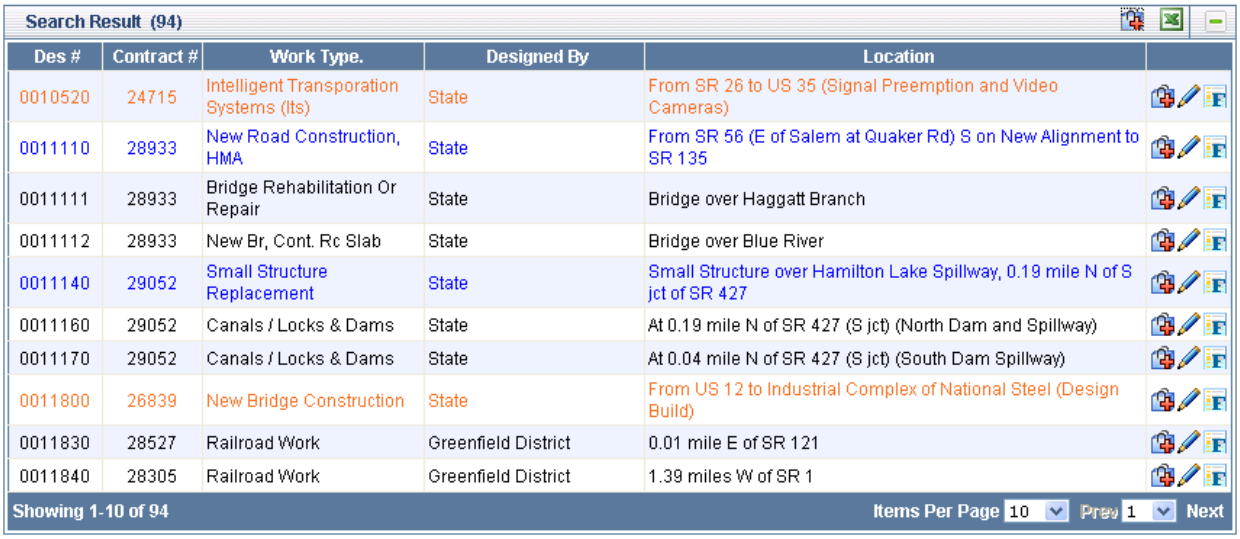
The Des Basket is a convenient place to store a list of Projects frequently accessed. It is similar to Favorites in a Web browser. The Des Basket has links to the **Project Maintenance Main Page** and the Full Project Listing Report. Designation Numbers in the Des Basket are sorted numerically in ascending order.

Access to menu selections, icons and features is dependent on a User's role and security level. For details, refer to Understanding the Screen in the Getting Started section.

To Add Projects to the Des Basket

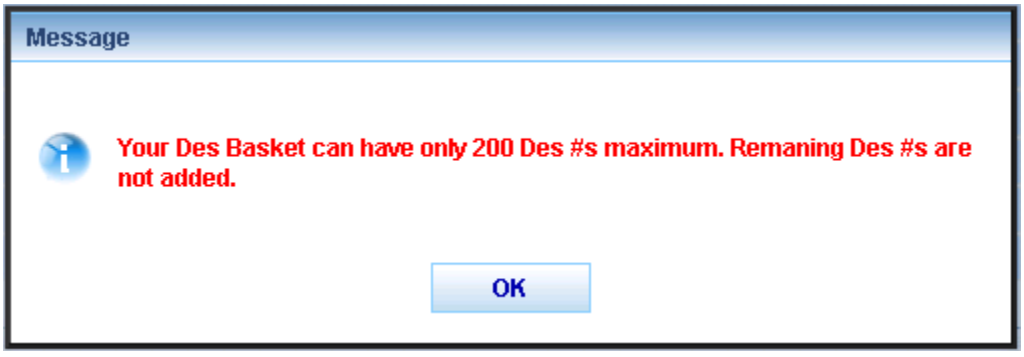
Projects are added to the Des Basket from the **Search Results Panel** on the **Project Search** screen.

Click on the **Des Basket** icon to the right of the record to add the Project to the Des Basket. Clicking on the **Des Basket** icon in the **Search Results Panel** title bar adds all the Projects in the **Search Results Panel** to the Des Basket.

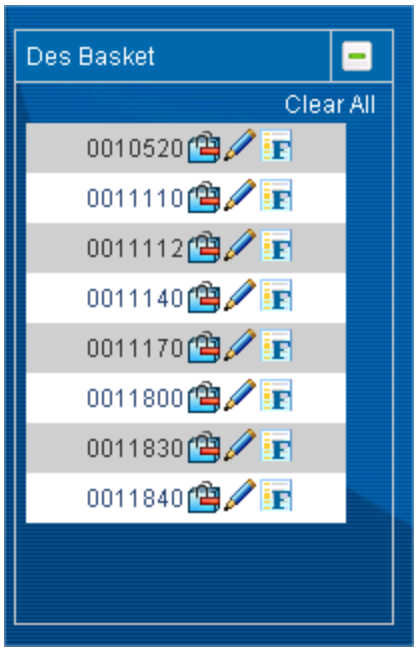


The Des Basket holds a maximum of 200 Designation Numbers. An error message displays if the maximum has been reached.

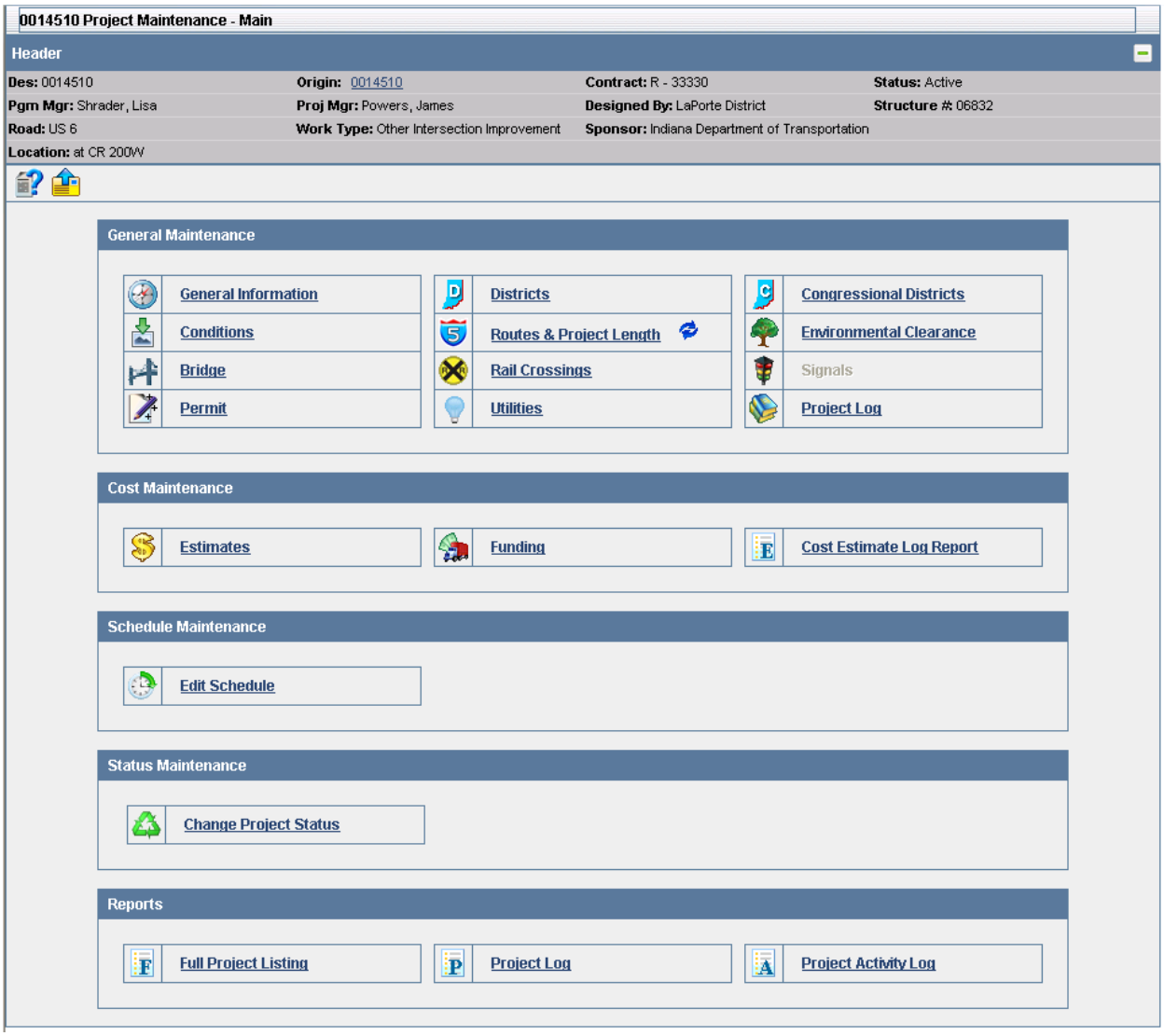
The **Add All to Des Basket** icon in the title bar (next to the Excel icon) may be used to add all records returned in the **Search Results Panel**. However, if the **Search Results Panel** contains more than 200 Projects, they are added to the Des Basket until the maximum is reached. A message displays with notification that only the first 200 Projects have been added to the Des Basket.



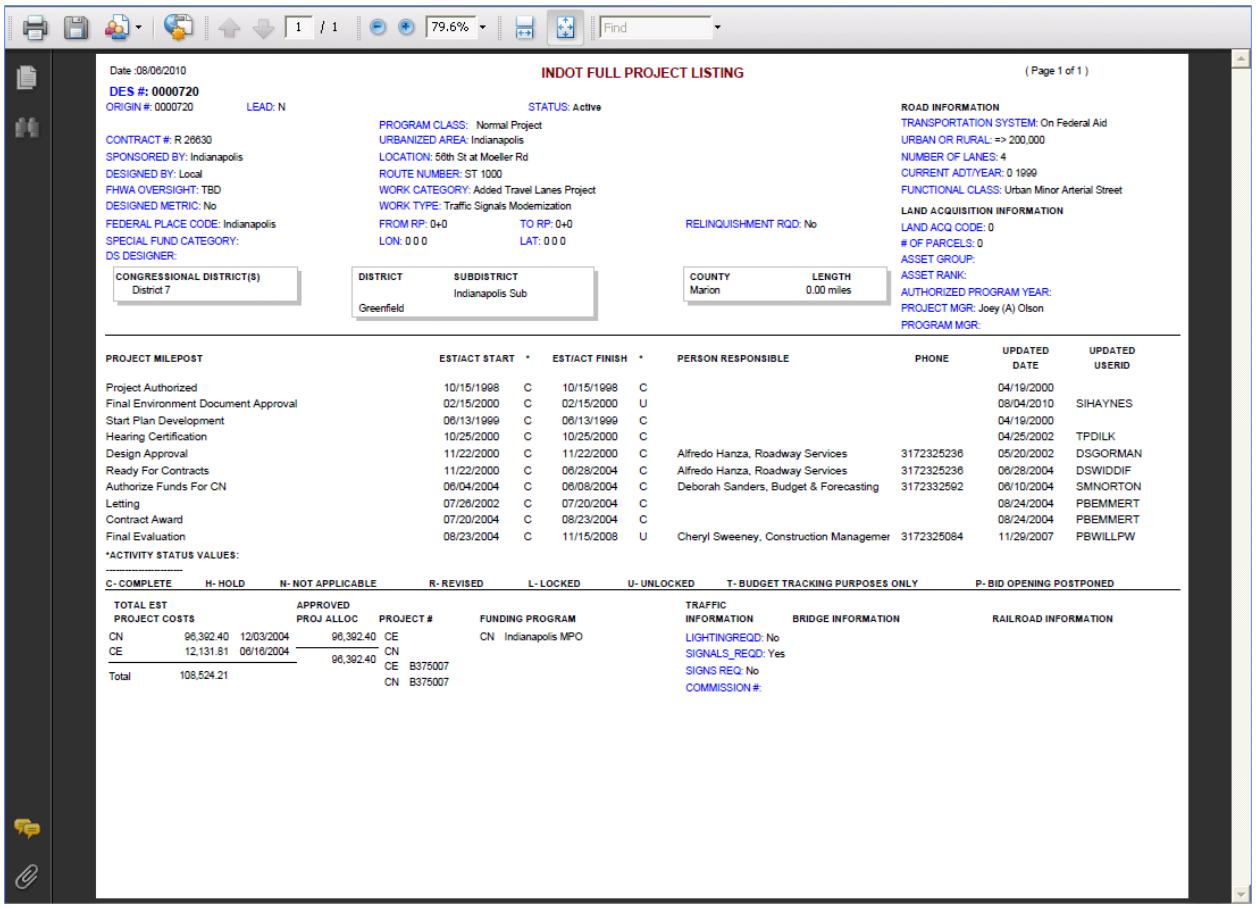
The Des Basket appears at the bottom of the SPMS menu. The list may be opened or closed by clicking on the Maximize and Minimize buttons.



Click on the **Des Maintenance** icon to the right of the Project's Designation Number to open the **Project Maintenance Main Page** and manage the Project.



Click on the **Full Project Listing Report** icon to the right of the Project's Designation Number to open the Full Project Listing Report for that Project.



Date :08/06/2010

INDOT FULL PROJECT LISTING

(Page 1 of 1)

DES #: 0000720

ORIGIN #: 0000720 LEAD: N

STATUS: Active

CONTRACT #: R 26630
SPONSORED BY: Indianapolis
DESIGNED BY: Local
FHWA OVERSIGHT: TBD
DESIGNED METRIC: No
FEDERAL PLACE CODE: Indianapolis
SPECIAL FUND CATEGORY:
DS DESIGNER:

PROGRAM CLASS: Normal Project
URBANIZED AREA: Indianapolis
LOCATION: 56th St at Moeller Rd
ROUTE NUMBER: ST 1000
WORK CATEGORY: Added Travel Lanes Project
WORK TYPE: Traffic Signals Modernization
FROM RP: 0+0 TO RP: 0+0
LON: 0 0 0 LAT: 0 0 0

RELINQUISHMENT RQD: No

ROAD INFORMATION
TRANSPORTATION SYSTEM: On Federal Aid
URBAN OR RURAL: => 200,000
NUMBER OF LANES: 4
CURRENT ADT/YEAR: 0 1999
FUNCTIONAL CLASS: Urban Minor Arterial Street

LAND ACQUISITION INFORMATION
LAND ACQ CODE: 0
OF PARCELS: 0
ASSET GROUP:
ASSET RANK:
AUTHORIZED PROGRAM YEAR:
PROJECT MGR: Joey (A) Olson
PROGRAM MGR:

CONGRESSIONAL DISTRICT(S)	DISTRICT	SUBDISTRICT
District 7	Greenfield	Indianapolis Sub

COUNTY	LENGTH
Marion	0.00 miles

PROJECT MILEPOST	EST/ACT START	*	EST/ACT FINISH	*	PERSON RESPONSIBLE	PHONE	UPDATED DATE	UPDATED USERID
Project Authorized	10/15/1998	C	10/15/1998	C			04/19/2000	
Final Environment Document Approval	02/15/2000	C	02/15/2000	U			08/04/2010	SIHAYNES
Start Plan Development	06/13/1999	C	06/13/1999	C			04/19/2000	
Hearing Certification	10/25/2000	C	10/25/2000	C			04/25/2002	TPDILK
Design Approval	11/22/2000	C	11/22/2000	C	Alfredo Hanza, Roadway Services	3172325236	05/20/2002	DSGORMAN
Ready For Contracts	11/22/2000	C	06/28/2004	C	Alfredo Hanza, Roadway Services	3172325236	06/28/2004	DSWIDDIF
Authorize Funds For CN	06/04/2004	C	06/08/2004	C	Deborah Sanders, Budget & Forecasting	3172332592	06/10/2004	SMNORTON
Letting	07/26/2002	C	07/20/2004	C			08/24/2004	PBEMMERT
Contract Award	07/20/2004	C	08/23/2004	C			08/24/2004	PBEMMERT
Final Evaluation	08/23/2004	C	11/15/2008	U	Cheryl Sweeney, Construction Managemer	3172325084	11/29/2007	PBWILLPW

*ACTIVITY STATUS VALUES:

C- COMPLETE H- HOLD N- NOT APPLICABLE R- REVISED L- LOCKED U- UNLOCKED T- BUDGET TRACKING PURPOSES ONLY P- BID OPENING POSTPONED

TOTAL EST PROJECT COSTS			APPROVED PROJ ALLOC
CN	96,392.40	12/03/2004	96,392.40
CE	12,131.81	06/16/2004	
Total	108,524.21		96,392.40

PROJECT #: CE, CN, CE B375007, CN B375007

FUNDING PROGRAM: CN Indianapolis MPO

TRAFFIC INFORMATION: LIGHTINGREQD: No; SIGNALS_REQD: Yes; SIGNS REQ: No; COMMISSION #:

BRIDGE INFORMATION

RAILROAD INFORMATION

To remove a Project from the Des Basket, click on the **Remove** icon to the right of the Designation Number.

To remove all Projects from the Des Basket, click on **Clear All**.

Appendix A –

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