ANNUAL STATUS UPDATE SOFTWARE MANUAL

Annual Status Update Software Manual

1. Go to www.eadhs.org
   Below is an example of what the home page should look like.

Accessing the web application

The annual status update web application can be accessed directly by clicking "Annual Development Status" on the navigation menu at the top of the eADHS.org web portal.
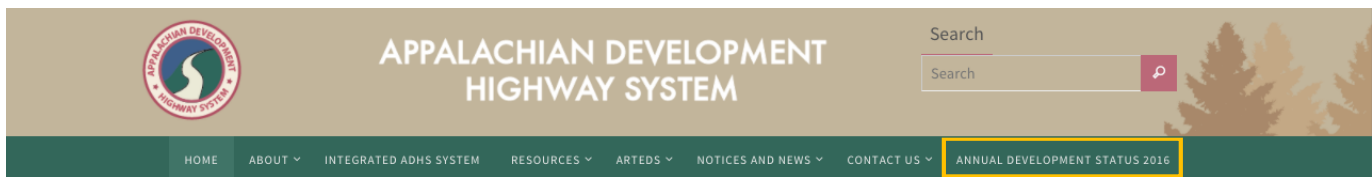
Log In

For security reasons, user access is only granted to pre-approved email accounts (ARC contacts, FHWA Division contacts and the State DOT contacts). If you already have an account with us, please use the Log In link to log into the system. If you are a new user and have been pre-approved, you will be able to login to the system right upon completion of the registration process. If you would like to add additional users, please contact Brad Cains at cainsb@njrati.org to make the request.

Registration

1. Select the Register feature from the topleft of the screen.

2. Input your user information to register:
    a. **Make sure you input your email account in lowercase letters**

b. **Password should be a minimum of six (6) alphanumeric characters**

c. **Agency field is configured to only accept a two-letter, all-caps state abbreviation (VA, WV, etc.) or ARC or FHWA**

Register

User name must be alphanumeric.
Passwords are required to be alphanumeric and a minimum of 6 characters in length.
Agency must be a capitalized state abbreviation or federal agency acronym.

User name

Email address

Password

Confirm password

Agency

Register

3. If you have used an un-authorized email account you will be presented with the following screen:

ADHS Information Management System

Register   Log in

State: AL ▼   Corridor: V ▼   Section: A 01.0.0 ▼

▸ ## Register

▸ Oops. There was a problem creating your account.

▸ Please contact a system administrator with your name, agency, and email address to initiate your approval process.

4. Log in using a registered User Name and Password.

Navigating the ADHS Information Management System

Main Menu
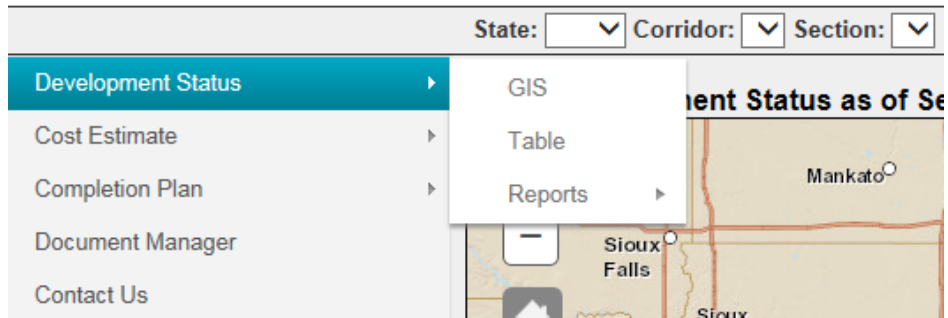
The **Development Status, Cost Estimate and Completion Plan** menu items share a similar structure. Use the mouse cursor Hover over one of these menu items will reveal a secondary menu with the following items: GIS, Table and Reports.

GIS

Opens an interactive map showing the Appalachian region and the ADHS projects. Functionality of the map varies depending on the tool being used.

Table

Displays the state data tables. Users will be able to view all states data but edit your state data only. Data from other states is for reference only. To begin an **Edit** session users must **Log In**.

Reports

Tool used to generate reports.

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Development Status Menu

This application allows you to:

1. **Perform annual development status updates**. The development status for each incomplete section of the ADHS is updated every year to track the progress of construction of the ADHS.
2. **Maintain the design criteria and engineering costs for ADHS sections**.
3. **Access the completion plans for ADHS**.
4. **Use GIS tools to analyze the ADHS corridors and sections.**
5. **Upload and share important ADHS documents.**
6. **Generate Reports.**

- Users will be able to view all states data but edit your state data only. Data from other states is for reference only.
- Users can view data for all states without logging in.

GIS

The interactive Development Status map is the default view a user will see when launching the ADHS Information Management System. The map is centered on the Appalachian region of the U.S. Appalachian counties are outlined in orange.
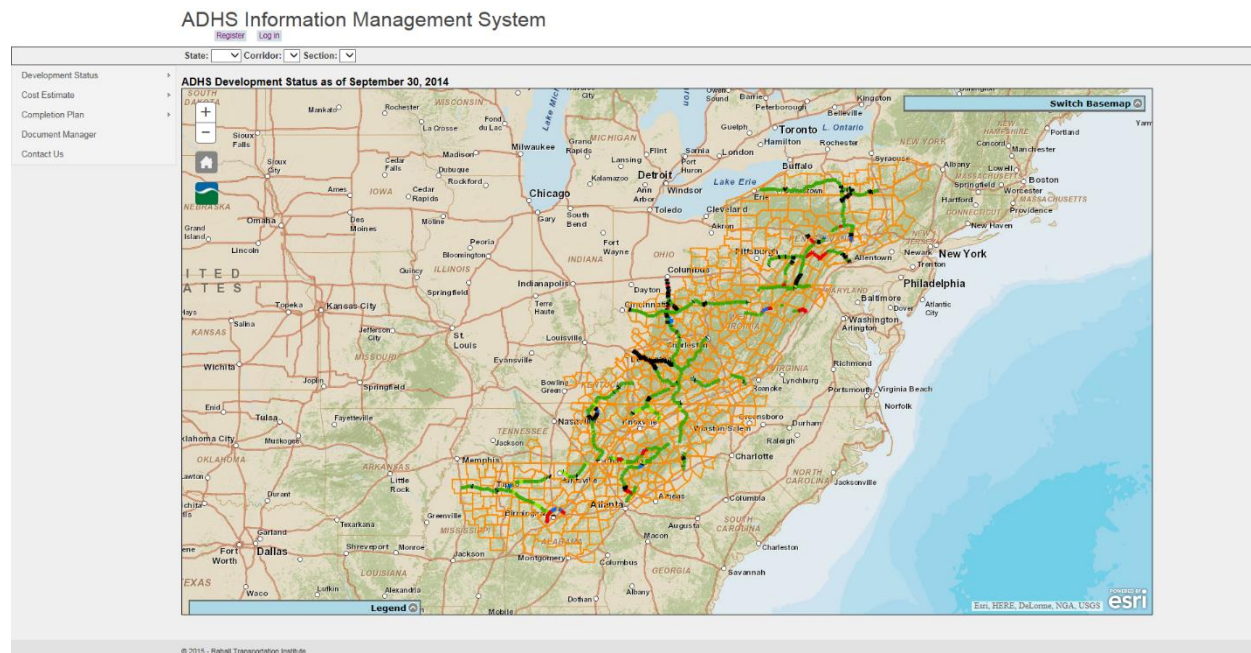
The map shows the development status of the 3,090 miles authorized by the ADHS. The legend displays the development status of each section of road.

Legend ⌄
ADHS Status of Development
■ Open - All Eligible Work Complete (1a, 1b)
■ Open - Remaining Stage Construction (3a3a, 3a3c)
■ Construction Underway (3a2, 3a3b, 3a3d)
■ Design / ROW (4a1, 4a2, 4a3, 4a4, 4a5)
■ Location Study (5a1, 5a2, 5a3, 5a4)
■ Non-Participating (NP)

Moving the cursor over a section will open a pop up box with information about that section.

Selected section of road.

State   Corridor   Section

Status of Development   Length of Section

Date of Revision

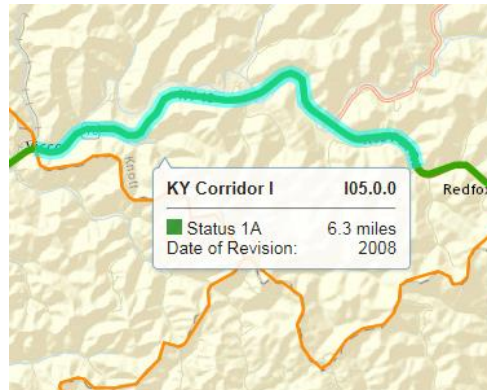Using the mouse scroll wheel or the zoom buttons [+] [−] allows the user to zoom in and out to change the view.

Table

The table view is accessible from the ADHS menu by navigating to Development Status > Table. The view is designed to provide quick information to end users.
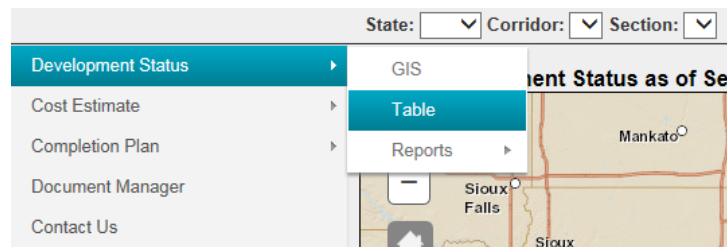
Development Status Table View

Users will be able to view all states data but edit your state data only. Data from other states is for reference only.

Summary information includes:

    A.   Total miles by corridor for both participating miles and non-participating miles

    B.   Total miles by state for both participating miles and non-participating miles.

    C.   Total Miles by status (open, construction, and design) is reported by corridor.

    D.   Percent, participating miles, by state & by status.

Mileage values **in bold** show up where a change had been made during the 2014 update year

Values *italicized* and in parenthesis () indicate the previously reported mileage values and status.

Select the appropriate State and corridor from the **State** and **Corridor** drop-down menu. The sections will be populated by the corridor to which they belong.

Drop down menus for state, corridor and section selection. Selecting a state, Corridor, or section will refresh the table with the Annual Status information .It allows the user to begin an edit session in which a user can update the status of a particular section

Refresh button will refresh the display to reflect current or any changes made to the data (status code, mileage, comments, etc.)

Use this button to generate a printer friendly view and send to a local printer. When you finish printing, click the toggle button to go back to the edit mode.

History Pane

The highlighted button will open a history pane for the particular section, drawing historical status codes, and splits (secondary status) from previous years (Annual status changes).

In the event that only one update has been applied to the section, only the last year the update was performed in will appear.

Editing Annual Status

1. Once you have selected the appropriate corridor click the Edit text to begin an edit session.

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2. When you are ready to begin the update process click on the status code of the section you would like to modify.

3. From the **drop-down menu,** in the "PRIMARY" tab, select the appropriate status to reflect the new updated status of the section of your choice.

For more information on Status Codes
- ∇ See… Table B-2 in the Cost to Complete Estimate Guidelines page 22
- ∇ Or the ADOPTED Cost Estimate Documents that you the Cost Documents that are located…
- ∇ Click this link for a quick overview: **https://bit.ly/2OzFGGW**

The box will change its color to indicate an appropriate box selection.

4 A comment box is available for any comment input. New comments will not overwrite previous comments and will be written to the 2014 comment field to preserve the historical information related to any section.

5. If you are finished updating the information, please click the update button to save your edits and refresh the data view. A message alert, in green, at the bottom left pane will indicate that a section had been updated.

B	Total	18.6	2.4		20.6
State	Total	298.8	101.7		201.5
	Open	178.2	0.0		88.4%
	Constr	0.0	0.0		0.0%
	Design	23.3	0.0		11.6%

ADHS Section B 01.0.0 updated.

COMMENTS

I have a comment

Update   Revert   Cancel

6. A user may want to revert any status change that was saved during the 2014 edit session. Click the revert button to roll back to the last reported status and delete the newly added update from the system.

7. The "MILEAGE" field is the total length of the section in miles ("SECTION LENGTH"). In a section with no subsections, "MILEAGE" will always be the same as "SECTION LENGTH".

8. Once changes are made to the status code and saved to the system, they will be reflected in the HISTORY pane so that the user can verify the changes had been noted and saved appropriately.

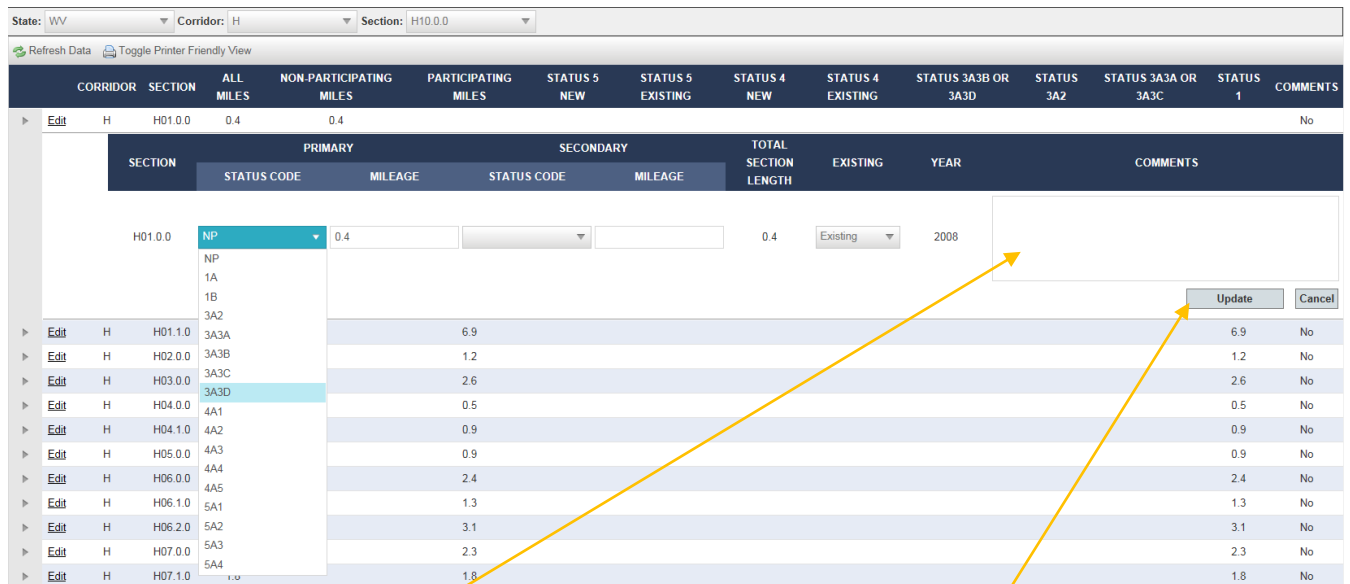Refresh Data   Toggle Printer Friendly View

	CORRIDOR	SECTION	ALL MILES	NON-PARTICIPATING MILES	PARTICIPATING MILES	STATUS 5 NEW	STATUS 5 EXISTING	STATUS 4 NEW	STATUS 4 EXISTING	STATUS 3A3B OR 3A3D	STATUS 3A2	STATUS 3A3A OR 3A3C	STATUS 1	COMMENTS
Edit	B	B 01.0.0	0.3		0.3								0.3(0.3)	Yes

History

	PRIMARY		SECONDARY		EXISTING	YEAR	COMMENTS
	STATUS CODE	MILEAGE	STATUS CODE	MILEAGE			
	1B	0.3			E	2014	I have a comment
	1A	0.3			E	2008	

Sections with sub sections (Splits)

9. Some sections have a sub section and will require a secondary status code. You can control a split section reporting by, first, selecting the "PRIMARY" status code and key in the appropriate mile included in the section. Then, on the "SECONDARY" tab, select from the drop-down box the secondary status code for the sub section, or split section and key in the appropriate miles

included in this section. The total mileage of the primary section and the secondary section **must be equal** to the total mileage reported in the "SECTION LENGTH" Field.

Reports

Development status reports are accessible through the ADHS Information Management System menu:

Development Status > Reports

There are two Development Status reports available: State Summary and Corridor Summary

The state summary report lists information by state:

| STATE	ALL MILES	NON-PARTICIPATING MILES	PARTICIPATING MILES	NOT OPEN TO TRAFFIC			OPEN TO TRAFFIC	
				LOCATION STUDY	DESIGN OR ROW	CONSTRUCTION UNDERWAY	REMAINING STAGE CONSTRUCTION	ALL WORK COMPLETE
AL	308.4	12.7	295.7	43.3	19.2	12.5	59.8	160.9
GA	142.9	10.4	132.5	20.5	11.1			100.9
KY	574.7	148.4	426.3	8.2	0.9	14.3		402.9
MD	86.8	3.6	83.2	2.5			3.7	77.0
MS	127.9	10.4	117.5		8.3			109.2
NC	207.0	2.7	204.3	18.1			8.0	178.2
NY	272.0	50.0	222.0				1.3	220.7
OH	303.2	101.7	201.5	7.1	16.2			178.2
PA	606.1	153.0	453.1	87.4	14.5	11.4	2.9	336.9
SC	30.7	7.8	22.9					22.9
TN	372.6	43.3	329.3	14.1	3.4	5.9	68.6	237.3
VA	204.6	12.4	192.2	14.7	7.5	7.3	1.2	161.5
WV	424.8	15.2	409.6	15.3	14.9	15.8	0.9	362.7
Total	3661.7	571.6	3090.1	231.2	96.0	67.2	146.4	2549.3
Percent				7.5%	3.1%	2.2%	4.7%	82.5%

The Corridor summary report lists information by corridor:

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| CORRIDOR	STATE	ALL MILES	NON-PARTICIPATING MILES	PARTICIPATING MILES	NOT OPEN TO TRAFFIC			OPEN TO TRAFFIC	
					LOCATION STUDY	DESIGN OR ROW	CONSTRUCTION UNDERWAY	REMAINING STAGE CONSTRUCTION	ALL WORK COMPLETE
A	GA	127.1	10.4	116.7	20.5	10.5			85.7
A	NC	82.7	0.8	81.9				7.3	74.6
	Total	209.8	11.2	198.6	20.5	10.5		7.3	160.3
A1	GA	15.8		15.8		0.6			15.2
	Total	15.8		15.8		0.6			15.2
B	KY	144.7	5.7	139.0					139.0
B	NC	31.4	0.4	31.0					31.0
B	OH	23.0	2.4	20.6		16.2			4.4
B	TN	57.4		57.4				5.8	51.6
B	VA	61.5	4.0	57.5					57.5
	Total	318.0	12.5	305.5		16.2		5.8	283.5

Map Printing

Estimate you have the ability to print maps for reference.

On the map page, use the State, Corridor, and Section toolbar to focus on the region needed, making it more suitable for printing. It will look similar to the image below.
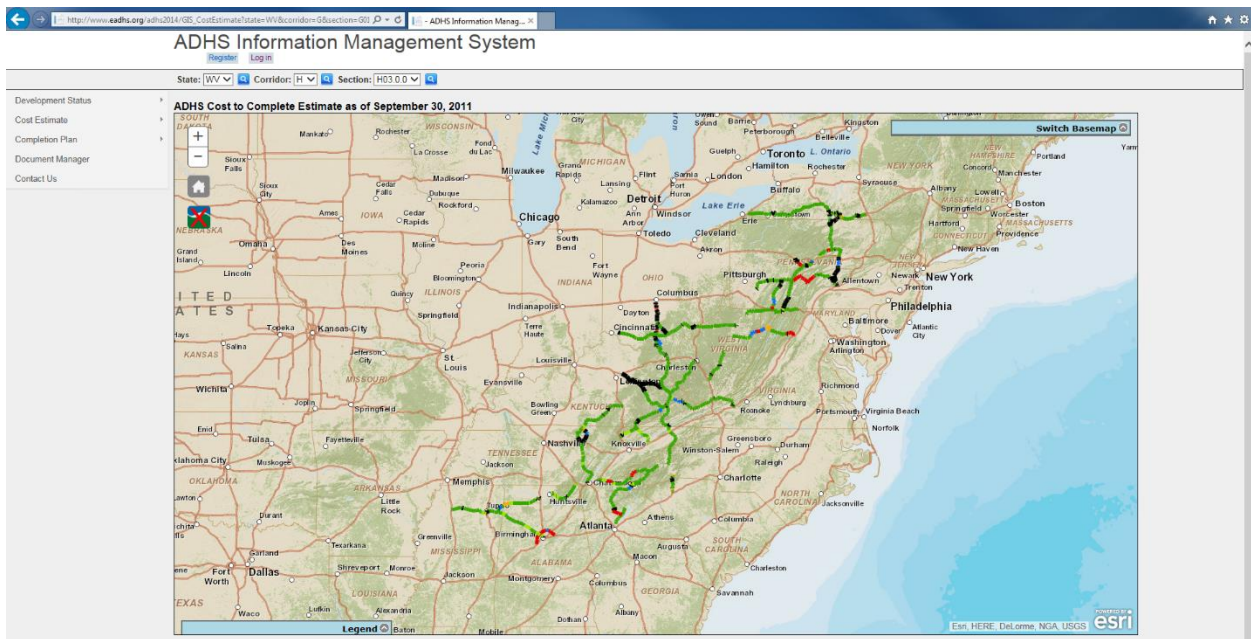
1. Before printing the document, a few things need to be changed in the Page Setup. Click on the Print menu and click Page Setup, as seen below.
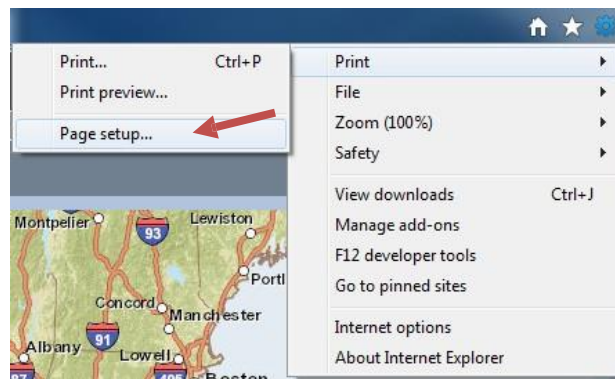

2. On the Page Setup window that will pop up, there are many options. The three important options to look at are Paper Size, Orientation, and Margins.
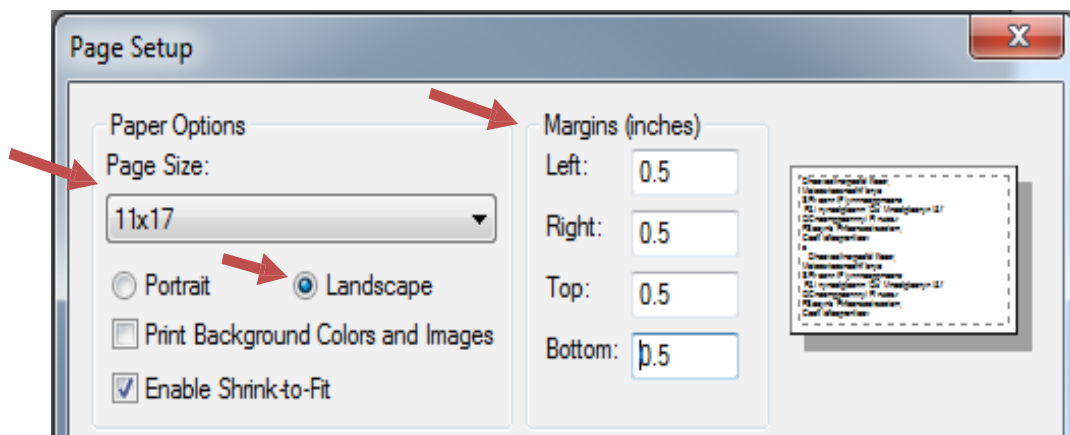
3. If you want to change the Paper Size, select the desired dimensions from the drop down list. Available dimensions are printer dependent, so it may be necessary to set the default printer to the appropriate printer before opening Internet Explorer.

4. Change the Orientation from Portrait to Landscape by clicking the Landscape button.

5. Now change the Margins (all four of them) to 0.5 inches.

6. Click OK to return to the browser window.

7. You are now ready to print. Click on the Gear menu and click Print and Print again, as seen to the right.
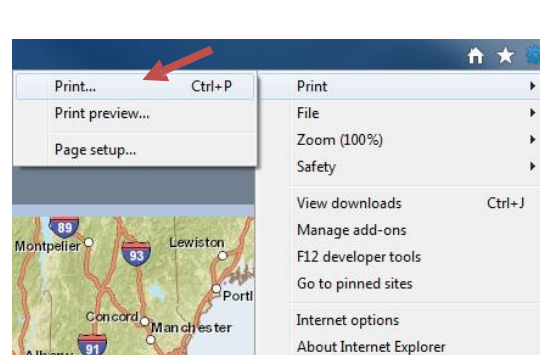
8. After the Print window is displayed, select the printer you wish to print to and then click Print, as seen below.
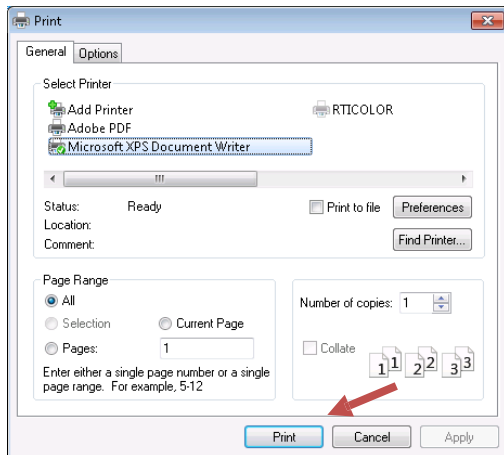
9. Your document should begin printing. If the printed map doesn't fit on the paper, consider changing the Margins on the Page Setup window (refer to steps 3 and 4).

Contact Information

Technical Support

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General Questions

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