



OZARKS TRANSPORTATION ORGANIZATION
A METROPOLITAN PLANNING ORGANIZATION

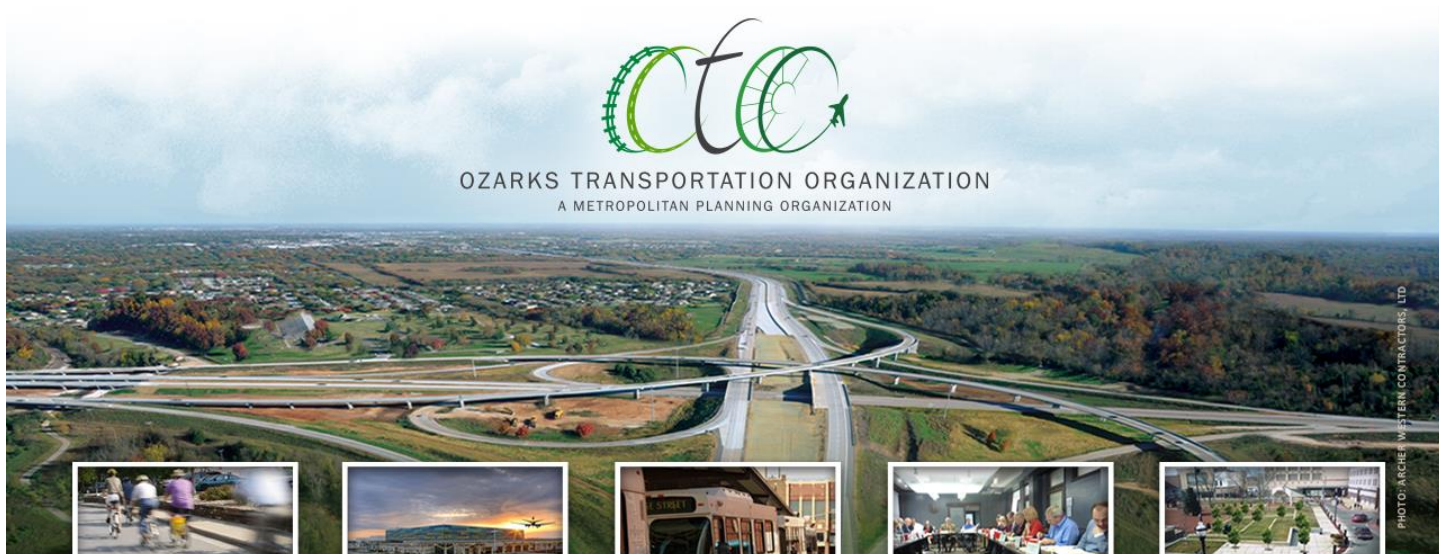


PHOTO: ARCHE WESTERN CONTRACTORS, LTD.



Ozarks Transportation Organization | 205 Park Central East, Suite 205 | Springfield, MO 65806 | (417) 865-3042 p | (417) 862-6013 f

Mission: to provide a forum for cooperative decision-making
in support of an excellent regional transportation system

Ozarks Transportation Organization Interactive TIP Administrative Manual

Prepared By:



Table of Contents

Introduction.....	2
<i>Logging In.....</i>	<i>2</i>
Using Grids	3
<i>Add</i>	<i>6</i>
<i>Search.....</i>	<i>7</i>
Menu	8
<i>Manage TIP Data</i>	<i>8</i>
<i>Manage Lookups.....</i>	<i>13</i>
Sponsor	13
Location/ Agency.....	14
Document Category.....	15
Funding Type.....	16
Phase Group.....	16
Status.....	17
Section.....	18
<i>Manage Documents</i>	<i>19</i>
<i>Manage Reports.....</i>	<i>19</i>
<i>User Manager</i>	<i>22</i>
<i>Run Reports.....</i>	<i>25</i>
Working Report.....	25
Comparative Report	29
Excel Dump.....	30

Introduction

Welcome to the administrative manual for the Ozarks Transportation Organizations TIP Tool!



This manual will walk you through all the functions of the TIP Tool available to the site administrators. When you visit this page (<http://oto.dtstiptool.com>) you'll be greeted with the splash screen seen by the public. To access the administrative functions you'll have to go to the admin section found at: (<http://oto.dtstiptool.com/Admin>) or select the Login Button that can be found on the Menu.

Logging In



Above is what the login page looks like. Enter your username and password to login to the TIP Administration area of the tool. After entering your username and password the screen will take you back to the splash screen, like below:



But you'll notice that there is a new button on the top menu called Admin. Click this button to be taken to the administrative portion of the site.

Using Grids

Before moving on to the rest of the administrative functions we'll talk about how to navigate the various grids available in the TIP Tool. Grids are a way to display lists of information within the administration tool, and they provide an easy and intuitive way for the users to 'manage' each row of information, or add/modify or delete any rows. Almost all of the data in the tool is managed by grids and all of the grids have common functionality. Understanding these tools will help make the management of your TIP data very easy.

So first let's look at a Data Grid:

Projects

<input type="checkbox"/>	TIP #	Status	Name	Sponsor	Section	Fund Category
<input type="checkbox"/>	BU1200	Awaiting Delivery	VEHICLE REQUEST - FTA	Burrell	Transit	Capital
<input type="checkbox"/>	BU1300	Programmed in C	VEHICLE REQUEST - FTA	Burrell	Transit	Capital
<input type="checkbox"/>	CC0901	Programmed in C	ROUTES CC/J/NN SCOPIN	MoDOT	Roadways	Scoping
<input type="checkbox"/>	CC1102	Programmed in C	ROUTE 65 CAPACITY IMP	MoDOT	Roadways	Scoping
<input type="checkbox"/>	CC1110	Programmed in C	ROUTE 65 AND ROUTE CC	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1201	Programmed in C	ROUTE CC IMPROVEMENTS	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1202	Programmed in C	SAFETY IMPROVEMENTS C	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1203	Programmed in C	ROUTE 14 AND CHEYENNE	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1204	Under Constructi	SIGNAL REPLACEMENT PR	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1205	Under Constructi	ROUTE 160 TURN LANES S	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1301	Programmed in C	ROUTE 14 PAVEMENT IMP	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1302	Programmed in C	ROUTE CC AND CHEYENNE	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1303	Programmed in C	ROUTE 14 PAVEMENT IMP	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1304	Programmed in C	SIGNING AND STRIPING I	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1305	Programmed in C	GUARDRAIL IMPROVEMEN	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1306	Programmed in C	ROUTE 160 PAVEMENT IM	MoDOT	Roadways	Construction
<input type="checkbox"/>	CC1307	Programmed in C	ROUTE 14 AND NN INTERS	MoDOT	Roadways	Engineering

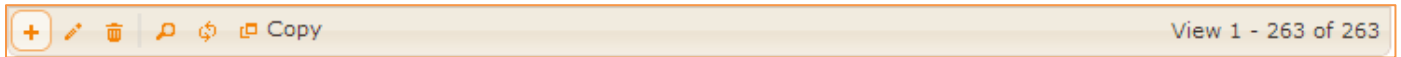
This grid has three basic areas:

The Header: Located at the top of each grid is the header and it has all the column names. Clicking on the column names will let you order the items in the grid by a column. On the far left of the header is a empty check box, used to select all items in the current grid view.







The Grid: The central part of the grid section below the header is the actual grid itself. Each row has a check box on the left for selecting just that item/row.

The Toolbar: Located at the bottom of the grid is the tool bar for controlling the grid.

Let's look at that in more detail.



The Toolbar (see above) has all of the tools for manipulating the grid. Let's look at the function of each button:

-  **Add:** The first button on the left, which looks like a plus sign, is used to add a new project to the list.
-  **Edit:** The second button, which looks like a pencil, is used to edit a selected row from the grid. You can select a row by clicking on the checkbox next to the row you want to edit.
-  **Delete:** The third item, which looks like a trash can, is used to delete a selected row from the grid. You can select a row by clicking on the checkbox next to the row you want to edit.
-  **Search:** The forth item, which looks like a magnifying glass, is used to filter or search the grid and find specific data rows.
-  **Refresh:** The fifth item, which looks like a recycle icon, is used to refresh the data grid.
-  **Copy:** The sixth button is used to copy the template of a project by selecting one or multiple projects with the desired template and then using this as the template for a new project.

Now let's look at a couple of the pop ups by clicking on the buttons.

Add

Florida-Alabama TPO
Transportation Planning Organization

Interactive TIP (Transportation Improvement Program)

Overview | Report Library | Search TIP | Map | Admin | Log Off

Home
Manage TIP Data
Manage Lookups
Document Library
Report Manager
User Manager
Run Reports
Administrative Help

Projects: New Project

Project Summary

Project Number	<input type="text"/>	Name	<input type="text"/>
Responsible Agency	<input type="text" value="Choose..."/>	Section	<input type="text" value="Choose..."/>
LRTP Project #	<input type="text"/>	Amendment Number	<input type="text"/>
Prior Cost	<input type="text"/>	Future Cost	<input type="text"/>
Total Project Cost	<input type="text"/>	SIS Project?	<input type="checkbox"/>
Description	<input type="text"/>		
Notes	<input type="text"/>		

Project Location & Type

Route	<input type="text"/>		
Project From	<input type="text"/>	Project To	<input type="text"/>
Reference Pt From	<input type="text"/>	Reference Pt To	<input type="text"/>
Project Length	<input type="text"/>		
Work Mix	<input type="text" value="Choose..."/>	Sub Work Mix	<input type="text" value="Choose..."/>
Project Type	<input type="text" value="Choose..."/>		
County	<input type="text" value="Choose..."/>		
(Amendment) Approval Date	<input type="text"/>		

Create

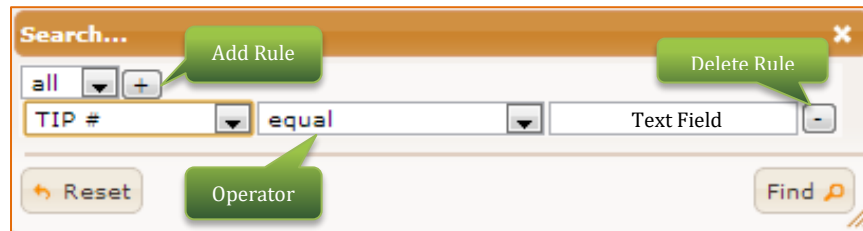
[Back to List](#)

Displayed above is the add window (the edit window will look the same but have the data from the selected row already filled out.) The available fields can be filled out as per the requirement and click on the Create Button to add the data into the Project grid.

Click the [Back to List](#) button, found at the end of the window, if you change your mind and don't want to add or save your edits.

Search

Finally there is the Search window which pops up when you click on the magnifying glass icon in the tool bar. To use this window just select a field from the first drop down, an operator from the second drop down and then type what you are looking for in the text field and click Find.



Menu



To enter the Administration area of the TIP tool click on the Admin link on the top menu.

You can now navigate the sections of the TIP Administrative section by using the menu on the left side of the screen. Clicking on each button will expand the accordion to show the options under it, which you then click on to access those pages. The rest of the guide will be devoted to covering each of these sections.

Manage TIP Data

The Manage Projects section of the tool is where you access the TIP data itself. Clicking on TIP Projects will take you to the screen to manage the projects.

BROWARD MPO INTERACTIVE TIP ADMINISTRATION TOOL



Overview Report Library Search TIP Map Admin Log Off

- Home
- Manage TIP Data
- Manage Lookups
- Document Library
- Report Manager
- User Manager
- Run Reports
- Administrative Help

<input type="checkbox"/>	1921		PLANTATION, CITY OF	Plantation, City of	Roadway and Bike	URBAN CORRIDOR II
<input type="checkbox"/>	1922		PLANTATION MIDTOWN P	Plantation, City of	Roadway and Bike	URBAN CORRIDOR II
<input type="checkbox"/>	1924		DANIA BEACH, CITY OF	Dania Beach, City	Roadway and Bike	
<input type="checkbox"/>	1925		DANIA BEACH, CITY OF	Dania Beach, City	Roadway and Bike	
<input type="checkbox"/>	1935	Locally Managed	SAVANNA DRIVE	Weston, City of	Roadway and Bike	
<input type="checkbox"/>	1936	Locally Managed	PARK ROAD	Weston, City of	Roadway and Bike	
<input type="checkbox"/>	1939	Locally Managed	SOUTH POST ROAD	Weston, City of	Roadway and Bike	
<input type="checkbox"/>	1940	Locally Managed	HALLANDALE BEACH, CITY	Hallandale Beach,	Roadway and Bike	
<input type="checkbox"/>	1952		HIATUS ROAD	Broward County	Roadway and Bike	
<input type="checkbox"/>	2012	Locally Managed	COLLEGE AVENUE Phase I	Davie, Town of	Roadway and Bike	BIKE LANE/SIDEWALK
<input type="checkbox"/>	2034	Locally Managed	MIRAMAR, CITY OF	Miramar, City of	Roadway and Bike	
<input type="checkbox"/>	2035	Locally Managed	FORT LAUDERDALE, CITY	Fort Lauderdale, C	Roadway and Bike	
<input type="checkbox"/>	2041		TOWNWIDE DRAINAGE	Lauderdale-By-Th	Roadway and Bike	

+ [Icons] Copy View 1 - 893 of 893

The TIP Projects grid contains a list of all the projects in the TIP Tool. Using this grid you can manage all of the data associated with a TIP project. The TIP Projects grid also has the functionality to allow you to edit a project just by clicking on the link to the project in the Project Name column. But you can also select the row and use the Edit button to edit it using the grid tools. Both New and Edit buttons on the grid's toolbar at the bottom of the projects list take you to a custom page to maintain the data instead of functioning in a pop-up since a TIP project has too much associated data to manage in a pop up. Let's look at creating a new project:

**BROWARD MPO INTERACTIVE TIP
ADMINISTRATION TOOL**

broward **MPO**
metropolitan planning organization

Overview | Report Library | Search TIP | Map | Admin | Log Off

[Home](#)
[Manage TIP Data](#)
[Manage Lookups](#)
[Document Library](#)
[Report Manager](#)
[User Manager](#)
[Run Reports](#)
[Administrative Help](#)

Projects: New Project

Project Summary

Project Number	<input type="text"/>	Name	<input type="text"/>
Agency	<input type="text" value="Choose..."/>	Section	<input type="text" value="Choose..."/>
L RTP	<input type="text"/>	TIP #	<input type="text"/>
Regionally Significant?	<input type="checkbox"/>		
Prior Cost	<input type="text"/>	Future Cost	<input type="text"/>
Total Project Cost	<input type="text"/>	SIS Project?	<input type="checkbox"/>
Description	<input style="height: 20px;" type="text"/>		
Notes	<input style="height: 20px;" type="text"/>		

Project Location & Type

Route	<input type="text"/>
Project From	<input type="text"/>
Reference Pt From	<input type="text"/>
Project Length	<input type="text"/>
Work Mix	<input type="text" value="Choose..."/>
Project Type	<input type="text" value="Choose..."/>
County	<input type="text" value="Choose..."/>
(Amendment) Approval Date	<input type="text"/>

When creating a new project only the Project Summary information and Project Location & Type information are available. Fill out all the information available in these areas on the screen and click on the Create button at the bottom to create the project. This now makes the Funding Grid available. Note that on either the New or Edit screens you can click the link to TIP Projects or Back to List to return to the TIP Projects grid.

Projects: Edit Project

Project Summary

Open Report Save

Project Number: 1768 Name: SAMPLE ROAD

Agency: Lighthouse Point, City of Section: Roadway and Bike/Ped

L RTP: L-Pg5 TIP #: 1768

Regionally Significant? ☐

Prior Cost: 0 Future Cost: 0

Total Project Cost: 0 SIS Project? ☐

Description: BRIDGE #867205 OVER CAP KNIGHT BAYOU REPLACE BRIDGE

Notes:

Project Location & Type

Route: Project From: Project To: Reference Pt From: Reference Pt To:

Here is an example of a project showing the funding grid. Changes to the Project Summary or Project Location & Type fields requires you to click on Save to save the changes. However changing data for specific rows on the funding grid saves the data automatically to the project.

You can also add Documents to a project by using the Document grid. This will let you keep track of project specific documents in any are available.

Funding Summary

Source	Percentage	Amount
	0 %	\$0
County	0 %	\$0
Federal	0 %	\$0
Local	10 %	
Private	0 %	
State	0 %	
Total		

Add Document

Title:

Document: No file chosen

Category:

Sorting:

Categories to choose:
 Correspondence
 Cost Share Agreement
 Informational
 Map
 Picture

[Back to List](#)

Page 1 of 0 10 No records to view

And here is an example of a window for adding a document. This feature enables the user to tag necessary documents along with the reports for the public to view.

Manage Lookups

The Manage Lookups section contains a grid for each lookup table in the application. Lookups are common lists of items used in the application which facilitate drop down lists and data consistency. Since each one is a grid we won't cover the grid functionality again but instead display the grid and discuss where it is used.

Sponsor



The screenshot shows the 'Manage Sponsor Lookup' interface. At the top, there is a navigation bar with links: OTO Home, Overview, Report Library, Search TIP, Map, Admin (highlighted), and Log Off. On the left, a sidebar contains a 'Home' button and a 'Manage TIP Data' button. Below these, a 'Manage Lookups' section is expanded, showing a list of lookup categories: Sponsor, Federal Agency, Location/Agency, Document Category, Project Document Category, Funding Type, Phase, Fund Status, Status, Section, Fund Category, MoDOT Funding Category, Federal Funding Category, Localization, and Homepage Articles. The main content area is titled 'Manage Sponsor Lookup' and displays a grid of sponsor names. The grid has a 'Value' column and a 'Select' column. The visible data rows are: Burrell, Christian County, City of Battlefield, City of Nixa, City of Ozark, City of Republic, and City of Springfield. At the bottom of the grid, there is a pagination bar showing 'Page 1 of 2' and a 'View 1 - 10 of 20' indicator.

Select	Value
<input type="checkbox"/>	Burrell
<input type="checkbox"/>	Christian County
<input type="checkbox"/>	City of Battlefield
<input type="checkbox"/>	City of Nixa
<input type="checkbox"/>	City of Ozark
<input type="checkbox"/>	City of Republic
<input type="checkbox"/>	City of Springfield

Sponsor is a grid of all the sponsors associated with the TIP Tool. Sponsors are assigned to a TIP Project and can be searched in the application. Sponsors only require a name to be entered when they are created.

Location/ Agency

MARTIN MPO INTERACTIVE TIP ADMINISTRATIVE TOOL

Overview | Report Library | Search TIP | Map | Admin | Log Off

Home
Manage TIP Data
Manage Lookups
Document Library
Report Manager
User Manager
Run Reports
Administrative Help

Manage Agency Lookup

	Value
<input type="checkbox"/>	FDOT
<input type="checkbox"/>	Managed by FDOT
<input type="checkbox"/>	Managed by MARTIN COUNTY BOARD OF COUNTY C
<input type="checkbox"/>	Martin County
<input type="checkbox"/>	Responsible Agency Not Available

Page 1 of 1 | 10 | View 1 - 5 of 5

Location/Agency is a grid of all the agencies covered by the TIP Program. It is used in TIP Data and is also a search option in the report. Agencies only require a name to be entered when they are created.

Document Category

The screenshot shows the 'Palm Beach MPO Interactive TIP Administration Tool' interface. At the top is a navigation bar with links: Overview, Report Library, Search TIP, Map, Admin (highlighted), and Log Off. A sidebar on the left contains a menu with options: Home, Manage TIP Data, Manage Lookups, Document Library, Report Manager, User Manager, Run Reports, and Administrative Help. The main content area is titled 'Manage Document Category Lookup'. It includes a descriptive text: 'The "Document Category" is used to group documents that are related to one another when making them available to users through the **Report Library**. "Sorting" affects the order in which the categories are presented in the library's opening pull-down menu.' Below this text is a table with two columns: 'Name' and 'Sorting'. The table contains four rows: 'Current TIP' (Sorting 1), 'Current TIP Section' (Sorting 2), 'Historical TIP' (Sorting 3), and 'Other' (Sorting 4). At the bottom of the table is a pagination bar showing 'Page 1 of 1' and a dropdown menu set to '10'.

Palm Beach MPO Interactive TIP Administration Tool

Overview Report Library Search TIP Map Admin Log Off

Home
Manage TIP Data
Manage Lookups
Document Library
Report Manager
User Manager
Run Reports
Administrative Help

Version: 2.0.0.0

Manage Document Category Lookup




The "Document Category" is used to group documents that are related to one another when making them available to users through the **Report Library**. "Sorting" affects the order in which the categories are presented in the library's opening pull-down menu.

	Name	Sorting
<input type="checkbox"/>	Current TIP	1
<input type="checkbox"/>	Current TIP Section	2
<input type="checkbox"/>	Historical TIP	3
<input type="checkbox"/>	Other	4

+ [edit] [delete] [refresh] [search] [print] Page 1 of 1 [10]

Document Category is a grid that contains the categories of documents that appears in the public facing Report Library page. Documents added in the Document Manager for the public to see require a category that comes from this list. A Document Category requires a name and a sorting number, which determines what order they appear on in the Report Library.

Funding Type

St. Lucie TPO




Interactive Transportation Improvement Program Administration

[Overview](#)
[Report Library](#)
[Search TIP](#)
[Map](#)
[Admin](#)
[Log Off](#)


[Home](#)
[Manage TIP Data](#)
[Manage Lookups](#)
[Document Library](#)
[Report Manager](#)
[User Manager](#)
[Run Reports](#)
[Administrative Help](#)

Manage Funding Code Lookup

	Value	Source
<input type="checkbox"/>	ACBR	
<input type="checkbox"/>	ACCM	
<input type="checkbox"/>	ACEP	
<input type="checkbox"/>	ACNH	
<input type="checkbox"/>	ACNP	
<input type="checkbox"/>	ACSA	
<input type="checkbox"/>	ACSE	

Funding Type is a grid that contains all the types of funding available for a TIP Project and is used for funding items in the TIP Projects funding grid. Funding Types only require a name and a source (Federal, State or Local) to be entered when they are created.

Phase Group



Hillsborough MPO
Interactive TIP

[Overview](#)
[Report Library](#)
[Search TIP](#)
[Map](#)
[Admin](#)
[Log Off](#)

[Home](#)
[Manage TIP Data](#)
[Manage Lookups](#)
[Document Library](#)
[Report Manager](#)
[User Manager](#)
[Run Reports](#)
[Administrative Help](#)

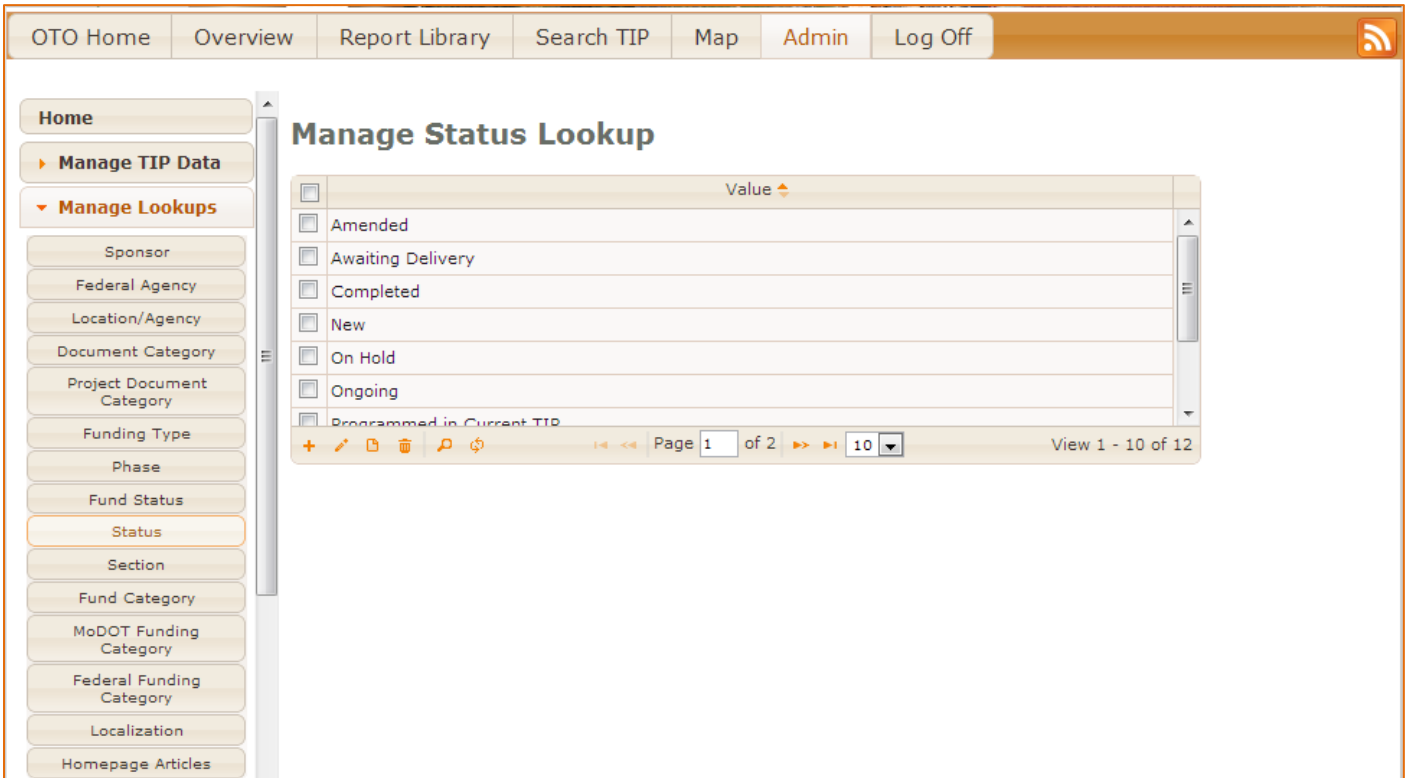
Manage Phase Lookup

	Value	Abbreviation	Sorting
<input type="checkbox"/>	RSC	RSC	0
<input type="checkbox"/>	GR&M	GR&M	0
<input type="checkbox"/>	STUDY	STUDY	0
<input type="checkbox"/>	COMPLETE	COMPLETE	0
<input type="checkbox"/>	PDE	PDE	0
<input type="checkbox"/>	PLN	PLN	1
<input type="checkbox"/>	ENV	ENV	2

Phase Group is a grid containing all the phase groups available for a fund source. These are used in the funding grid of the TIP Projects section. They have a name and a short name and a code (which are

displayed on the report in place of the full name) and sorting number (to determine in what order they are displayed.)

Status



Status is a grid containing all the different status types in the TIP program. It is used in the TIP Projects page and would help in determining the current status of the each of the TIP project. Status only requires a name to be entered when it is created.

Section

The screenshot shows the 'Interactive TIP' web application interface. At the top, there is a header with the 'TPO polk transportation planning organization' logo and the title 'Interactive TIP'. Below the header is a navigation bar with links: Overview, Report Library, Search TIP, Map, Admin, and Log Off. On the left side, there is a sidebar menu with options: Home, Manage TIP Data, Manage Lookups, Document Library, Report Manager, User Manager, Run Reports, and Administrative Help. The main content area is titled 'Manage Section Lookup' and displays a table with the following data:

	Name	Display?	Code	Sorting
<input type="checkbox"/>	NOT CATEGORIZED	<input type="checkbox"/>	0	0
<input type="checkbox"/>	HIDDEN/DELETED	<input type="checkbox"/>	0	0
<input checked="" type="checkbox"/>	NEW ROADS	<input checked="" type="checkbox"/>	1	1
<input checked="" type="checkbox"/>	ROADWAY WIDENING PROJECTS	<input checked="" type="checkbox"/>	2	2
<input checked="" type="checkbox"/>	INTERSECTION IMPROVEMENTS	<input checked="" type="checkbox"/>	3	3
<input checked="" type="checkbox"/>	RESURFACING PROJECTS	<input checked="" type="checkbox"/>	4	4
<input checked="" type="checkbox"/>	TRAFFIC OPERATIONS AND MAINTENANCE	<input checked="" type="checkbox"/>	5	5

Below the table, there is a pagination bar showing 'Page 1 of 2' and a 'View 1 - 10 of 15' indicator.

Section Lookup is a grid that contains all the sections of the report. It is assigned to a project in the TIP Projects section. The sections are the groupings of projects for the report and as such are important for determining how the report will be structured. Two default sections, Not Categorized and Hidden/Deleted exist in the system to help sort projects that you may want to keep track of but not include on the report (which can be deleted if not required). Sections have a name, an amendment flag, a display flag (determining whether they will show up on the report at all), a numeral that is displayed in the report and a sort order to be entered when they are created.

Manage Documents



	Category	Title	Document	Sort Order #
<input type="checkbox"/>	Historical TIP	Final CIP 5-Year Approved 5-5-2009	FINAL CIP 5 Year 5 05 09 Approve	1
<input type="checkbox"/>	Other	Amending the FTIP	Amending the FTIP.doc	1
<input type="checkbox"/>	Other	Links to the 2011 FSTIP	Links to the 2011 FSTIP 092010.doc	2
<input type="checkbox"/>	Other	FTA Transmittal Letter	FTA Transmittal Letter.doc	3
<input type="checkbox"/>	Other	PPP	PPP.doc	4
<input type="checkbox"/>	Other	Stakeholder Memo SIGNED	Stakeholder Memo SIGNED copy.pdf	5

Page 1 of 10 View 1 - 6 of 6

The Document Library section of the application is where you manage all of the documents that will be publicly available on the Report Library. The grid for the document library functions exactly the same as the other grids in the application. If your document doesn't fit into any of the existing categories you can create another one in the Document Category lookup section. You can specify a sort order which determines the order the document is displayed within the category it belongs to.

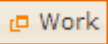
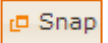
Manage Reports




	Title	Fiscal Year	Type	# of Projects
<input type="checkbox"/>	FY 2012 - FY 2017 Base	2012	Snapshot	57
<input type="checkbox"/>	FY 2012 - FY 2017 AME 06-07-11	2012	Snapshot	57
<input type="checkbox"/>	FY 2012 - FY 2017 AME 06-10-11	2012	Snapshot	82
<input type="checkbox"/>	FY 2012 - FY 2017 AME 06-21-11	2012	Snapshot	82
<input type="checkbox"/>	FY 2012 - FY 2017 AME 07-05-11	2012	Snapshot	83
<input type="checkbox"/>	FY 2012 - FY 2017 AME 07-18-11	2012	Snapshot	84
<input type="checkbox"/>	FY 2012 - FY 2017 AME 07-21-11	2012	Snapshot	85

Page 1 of 2 View 1 - 10 of 19

[Link to manage the working report's documents](#)

The Report Manager is the section of the application that lets you manage the multiple datasets that represent individual TIP reports. The grid for Report Manager functions much like the grids from the rest of the applications but it has a few additional pieces of functionality. It has two new buttons on the grid's Toolbar;  **Work**, which let you move a report snapshot to the working dataset (what is available in the admin backend) and  **Snap**, which creates a new snapshot from any selected report. As noted the report with a type of Working is the one currently loaded and editable in the administrative backend while the report with a type of Published is the one the public is capable of searching from the Search TIP section. There can only be one of each of these but there can be as many snapshots as desired.

The Reports themselves all have a title which shows up on the report, a fiscal year which is the beginning of the five year range they report on and a counter showing the number of projects in the report.



The screenshot shows the 'Report Manager' interface. On the left is a sidebar with navigation links: Home, Manage TIP Data, Manage Lookups, Manage Documents, Manage Reports (selected), Report Manager, Manage Users, Run Reports, and Administrative Help. The main area displays a table of reports with columns for selection, title, and actions. The table lists several reports, including 'FY 2012 - FY 2017 Base' and various AME reports. A context menu is open over the 'FY 2012 - FY 2017 Base' row, showing options: 'Replace Published' (overwrite published snapshot), 'Replace Working' (overwrite working snapshot), 'Snapshot' (make a copy of the selected snapshot to a new snapshot), and 'Delete' (delete the selected snapshot). Below these are 'Less Used Options'. On the right, a sidebar shows a table of project counts for each report, with values ranging from 57 to 85. At the bottom right, it says 'View 1 - 10 of 19'.

Additionally by right-clicking on a row you can get a list of additional options as shown above. The first two buttons, **Replace Published** and **Replace Working**, should only be used on a snapshot of the data. They replace the published and working dataset, respectively, which whatever is in the selected snapshot. The third button, **Snapshot**, has the same function as the **Snap** button on the toolbar which is to create a new snapshot of whatever you selected.

The last two buttons, **Delete** and **Replace with Working**, have infrequently used options. **Delete** has the same function as selecting a row and using the **Delete** button on the toolbar, it removes the select item

from the application. **Replace with Working** allows you to select a snapshot and force the working dataset to copy to it, allowing you to save the working dataset back to a single snapshot if you desired.

Version: 2.0.0.0

Finally the **Link to Manage Report Documents** link at the bottom of the page takes you to a new screen that lets you manage the documents associated with a report. These are the .pdf files which will automatically be spliced before or after a generated report determined by their position selected in the grid. The Add Report Documents grid functions similarly to the other grids in the application.

User Manager

<input type="checkbox"/>	User Name	Last Login	Email	Approved	Roles	Agencies
<input type="checkbox"/>	Amy	1/1/1753	astacy@mpo.noaca.org	true	edit	edit
<input type="checkbox"/>	Brenda	1/1/1753	bwalker@mpo.noaca.org	true	edit	edit
<input type="checkbox"/>	ccartee	9/28/2012	ccartee@dtsgis.com	true	edit	edit
<input type="checkbox"/>	cctest	12/9/2011	cccartee@edats.com	true	edit	edit
<input type="checkbox"/>	Ed	1/22/2013	emay@mpo.noaca.org	true	edit	edit
<input type="checkbox"/>	Jonathan	1/22/2013	jgiblin@mpo.noaca.org	true	edit	edit
<input type="checkbox"/>	localagency	9/20/2011	admin@dtsgis.com	true	edit	edit

Page 1 of 2 View 1 - 10 of 12

The User Manager lets the administrator manage user accounts in the system. Using this section you can create new TIP Administrators with full permissions or users without only permission to access individual sections of the TIP. The grid itself functions like a normal grid but once a user is created you can use the Edit button in the Roles/Sections column to edit the user's permission level. By default the newly created users have no permission to access the tool and need to be assigned the permission level they will have.

Run Reports

There are three different kinds of reports available to administrators of the TIP tool each of which will be covered in their own section.

Working Report

The screenshot displays the 'Interactive TIP' web application interface. At the top left is the 'VOLUSIA TPO' logo with the tagline 'TRANSPORTATION PLANNING ORGANIZATION VISION • PLAN • IMPLEMENT'. The top right features the title 'Interactive TIP'. Below the header is a navigation bar with links: Overview, Report Library, Search TIP, Map, Admin, and Log Off. A sidebar on the left contains a list of links: Home, Manage TIP Data, Manage Lookups, Document Library, Report Manager, User Manager, Run Reports, and Administrative Help. The main content area is titled 'Search Options', 'Results', and 'Generate Report'. It prompts the user to 'Choose a dataset to report on:' and provides a search bar for 'Search All TIP Versions'. Below this, there are sections for 'Project' and 'Funding'. The 'Project' section includes a 'Name' field with a '(keyword search)' hint, a 'Responsible Agency' dropdown, a 'Section' dropdown, a 'Work Mix' dropdown with a 'Choose...' option, and a 'Project Number' field with a '(comma separated list)' hint. The 'Funding' section includes a 'Fiscal Year' dropdown, a 'Phase' dropdown, and a 'Funding Code' dropdown. A 'Search' button is located at the bottom of the form.

VOLUSIA TPO
TRANSPORTATION PLANNING ORGANIZATION
VISION • PLAN • IMPLEMENT

Interactive TIP

Overview | Report Library | Search TIP | Map | Admin | Log Off

Home
▶ Manage TIP Data
▶ Manage Lookups
Document Library
Report Manager
User Manager
▶ Run Reports
▶ Administrative Help

Search Options | **Results** | **Generate Report**

Choose a dataset to report on:

Search All TIP Versions

Project

Name
(keyword search)

▶ Responsible Agency

▶ Section

Work Mix
Choose...

Project Number
(comma separated list)

Funding

▶ Fiscal Year

▶ Phase

▶ Funding Code

Search

Interactive TIP

Overview Report Library Search TIP Map Admin Log Off

Home
 Manage TIP Data
 Manage Lookups
 Document Library
 Report Manager
 User Manager
 Run Reports
 Administrative Help

Search Options Results Generate Report

Choose a dataset to report on:

Search All TIP Versions

Project

Name

 (keyword search)

Agency
 Section

Work Mix
 Choose... ▼

Project Number

 (comma separated list)

Funding

Fiscal Year
 Phase
 Funding Code

Search

The first of the reports, the Working Report, functions similar to report available to the public in the Search TIP page but with an additional feature of being able to select any report or dataset in the application to report on. Let's cover the basic functionality of the TIP Search.

Note that the Search Results default to showing all projects if no search options are selected and running report without performing a search will report on all projects in the application. If you want to get back to Search Options just click on its heading in the search accordion to re-expand it. The Search Option has

also been provided with the ability to Search the TIP reports from past years as well (and not just the working reports).

Project Number	TIP #	Section	Name
Report: OCALA/MARION COUNTY TRANSPORTATION IMPROVEMENT PROGRAM (2010/2011-2014/2015)			
<u>4278391</u>		Countywide	3 YR AESTHETICS CONT
<u>89</u>		Marion County	Advanced Traffic Management System
<u>4276421</u>		Bike / Ped Projects	BELLEVUE MDL SCHL SIDEWALKS
<u>12</u>		City of Ocala	Closed Loop Intersection Expansion
<u>68</u>		Marion County	Countywide
<u>87</u>		Marion County	Countywide
<u>44</u>		Marion County	COUNTYWIDE
<u>45</u>		Marion County	COUNTYWIDE
<u>33</u>		Marion County	CR 200A
<u>4152561</u>		Federal / State Projects	CR 314
<u>4276431</u>		Federal / State Projects	CR 314A
<u>65</u>		Marion County	CR 318
<u>66</u>		Marion County	CR 318
<u>50</u>		Marion County	CR 484

Clicking on any of the projects in the Search Results section will display the project details in the Project Details section of the screen.

Interactive TIP

Overview Report Library Search TIP Map Admin Log Off

Home

Manage TIP Data

Manage Lookups

Document Library

Report Manager

User Manager

Run Reports

Administrative Help

Search Options Results Generate Report

Project Number
Report: OCALA, IMPROVEMENT

4278391

89

4276421

12

68

87

44

45

33

4152561

4276431

65

66

50

4239441

21

14

4136153

2485282

Project Details

Project Number: 4276431
Name: CR 314A

Open Report

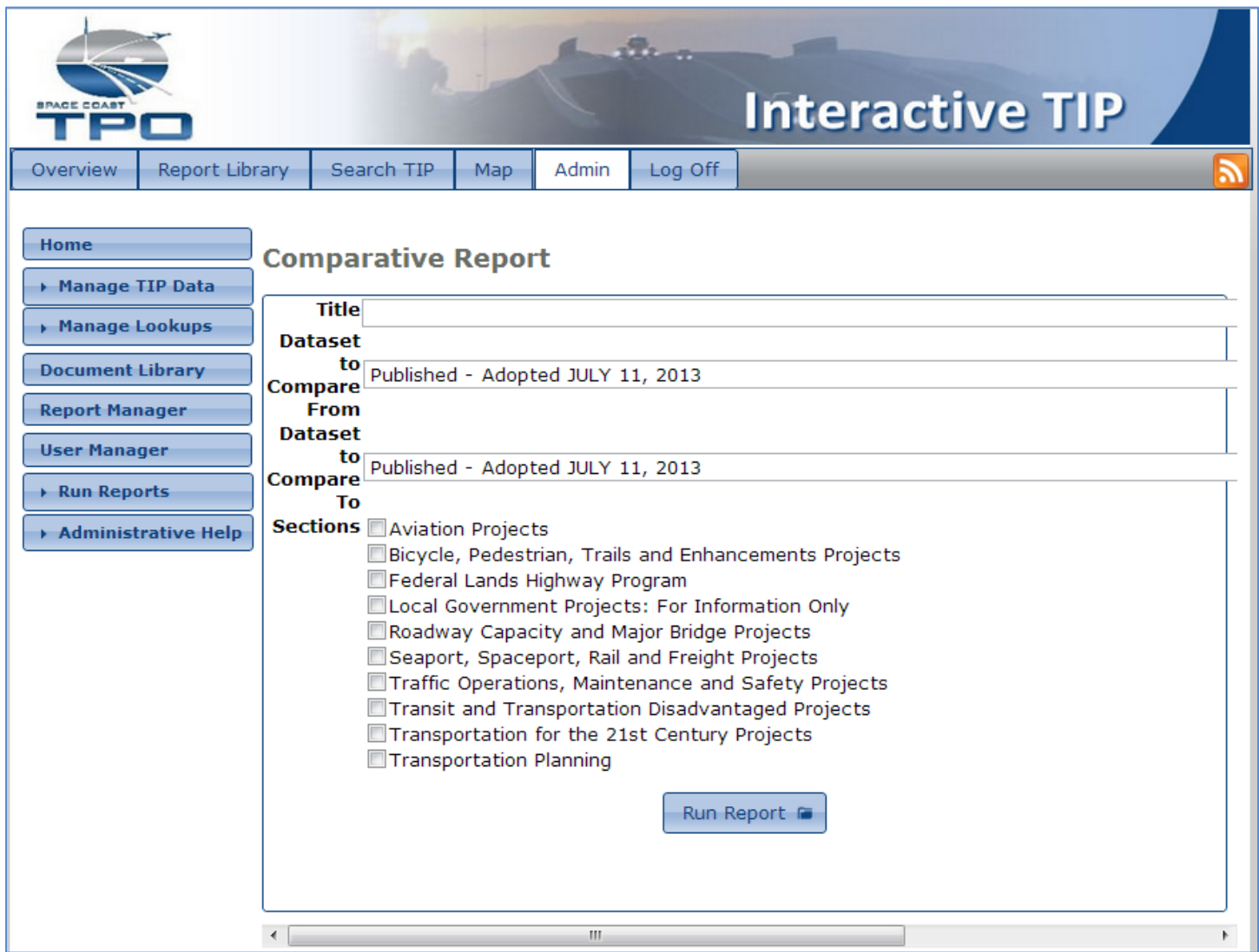
Details Funding Map Image

Section: Federal / State Projects
County: Marion,
Agency:
Work Mix: PAVE SHOULDERS
TIP #:
LRTP:
From: NE 6TH STREET
To: TO NE 30TH LANE
Project Length:
Description:
Marion County identified safety project. Widen paved roadway shoulders to reduce roadway departure crashes.

From this tab you can see an overview of the project to make sure these are the projects you are looking for. From the other tabs you can view the funding information associated with the project as well as the project map and project image (if those exist).

Once you have the projects you are interested in contained in the Search Results you can use the Generate Report tab to create a report. As mentioned before you can use the drop down to run the report against any dataset in the tool, not just the working or published datasets. Select the report options you are interested in and then click the Run Report button to generate the report. You'll see a progress bar and when the report has finished generating a Download Report button will appear. Click on that link in order to download your completed report.

Comparative Report



The screenshot shows the 'Interactive TIP' web application interface. At the top left is the 'SPACE COAST TPO' logo. The top navigation bar includes links for 'Overview', 'Report Library', 'Search TIP', 'Map', 'Admin', and 'Log Off', along with an RSS feed icon. A left sidebar contains a vertical menu with buttons for 'Home', 'Manage TIP Data', 'Manage Lookups', 'Document Library', 'Report Manager', 'User Manager', 'Run Reports', and 'Administrative Help'. The main content area is titled 'Comparative Report' and contains a form with the following fields: 'Title' (text input), 'Dataset to Compare From' (text input with 'Published - Adopted JULY 11, 2013' entered), 'Dataset to Compare To' (text input with 'Published - Adopted JULY 11, 2013' entered), and 'Sections' (a list of project categories with checkboxes). The 'Sections' list includes: Aviation Projects, Bicycle, Pedestrian, Trails and Enhancements Projects, Federal Lands Highway Program, Local Government Projects: For Information Only, Roadway Capacity and Major Bridge Projects, Seaport, Spaceport, Rail and Freight Projects, Traffic Operations, Maintenance and Safety Projects, Transit and Transportation Disadvantaged Projects, Transportation for the 21st Century Projects, and Transportation Planning. A 'Run Report' button is located at the bottom right of the form. A scrollbar is visible at the bottom of the page.

SPACE COAST TPO

Interactive TIP

Overview Report Library Search TIP Map Admin Log Off

Home
Manage TIP Data
Manage Lookups
Document Library
Report Manager
User Manager
Run Reports
Administrative Help

Comparative Report

Title

Dataset to Compare From Published - Adopted JULY 11, 2013

Dataset to Compare To Published - Adopted JULY 11, 2013

Sections

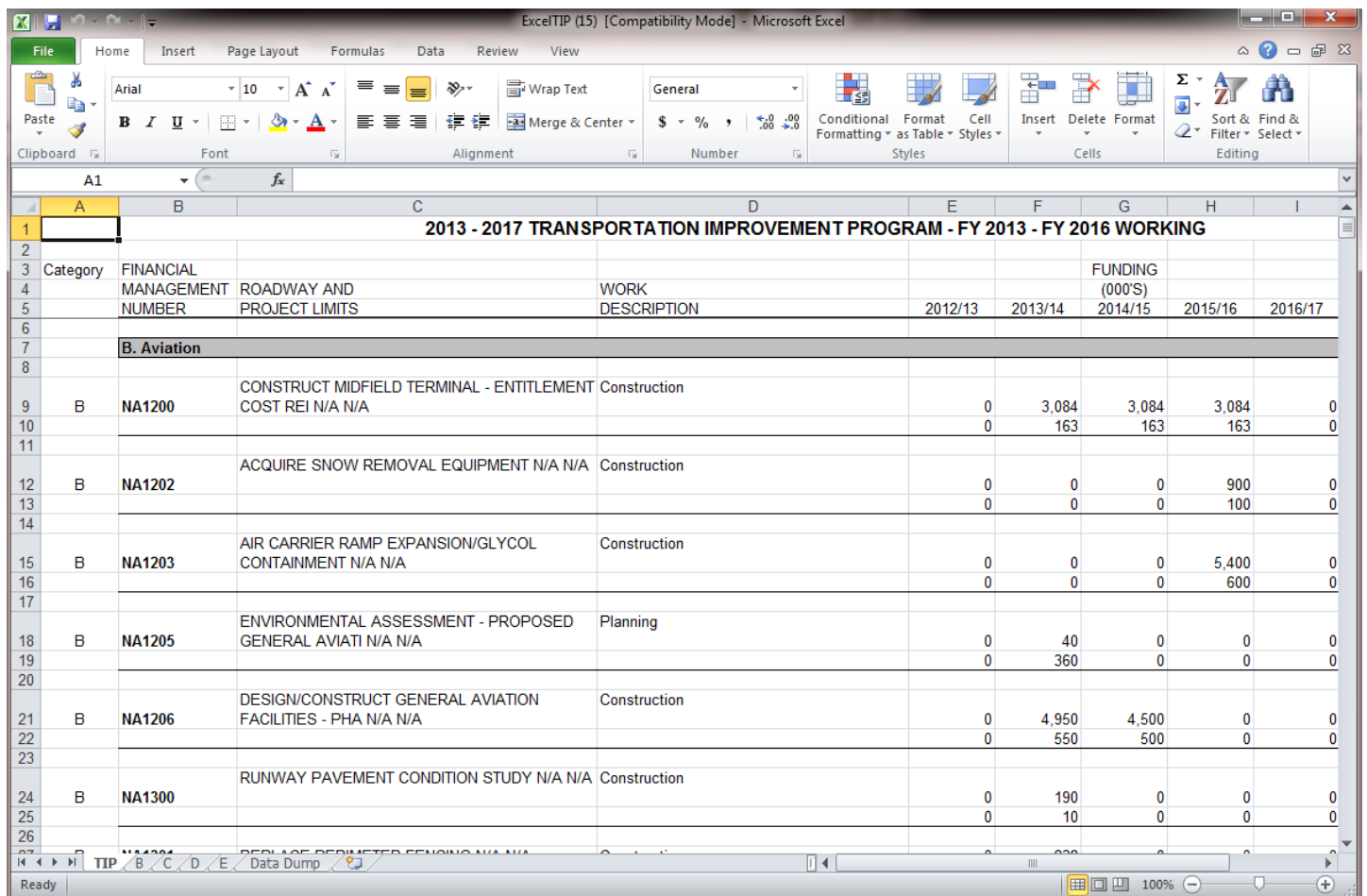
- ☐ Aviation Projects
- ☐ Bicycle, Pedestrian, Trails and Enhancements Projects
- ☐ Federal Lands Highway Program
- ☐ Local Government Projects: For Information Only
- ☐ Roadway Capacity and Major Bridge Projects
- ☐ Seaport, Spaceport, Rail and Freight Projects
- ☐ Traffic Operations, Maintenance and Safety Projects
- ☐ Transit and Transportation Disadvantaged Projects
- ☐ Transportation for the 21st Century Projects
- ☐ Transportation Planning

Run Report

The Comparative Report Option enables the user to compare between various TIP reports. The comparison reports can also be further customized by means of several sections that have been provided for selection.

Excel Dump

Excel Dump gives you a data dump of the currently loaded working dataset into an excel file. Below is an example of the excel file generated by the application. The file is broken apart into sections, as separate worksheets in the document, just like the normal report but also includes a Data Dump tab that has raw tabular data for custom reporting.



2013 - 2017 TRANSPORTATION IMPROVEMENT PROGRAM - FY 2013 - FY 2016 WORKING									
Category	MANAGEMENT NUMBER	ROADWAY AND PROJECT LIMITS	WORK DESCRIPTION	2012/13	2013/14	FUNDING (000'S) 2014/15	2015/16	2016/17	
B. Aviation									
B	NA1200	CONSTRUCT MIDFIELD TERMINAL - ENTITLEMENT COST REI N/A N/A	Construction	0	3,084	3,084	3,084	0	
				0	163	163	163	0	
B	NA1202	ACQUIRE SNOW REMOVAL EQUIPMENT N/A N/A	Construction	0	0	0	900	0	
				0	0	0	100	0	
B	NA1203	AIR CARRIER RAMP EXPANSION/GLYCOL CONTAINMENT N/A N/A	Construction	0	0	0	5,400	0	
				0	0	0	600	0	
B	NA1205	ENVIRONMENTAL ASSESSMENT - PROPOSED GENERAL AVIATION N/A N/A	Planning	0	40	0	0	0	
				0	360	0	0	0	
B	NA1206	DESIGN/CONSTRUCT GENERAL AVIATION FACILITIES - PHA N/A N/A	Construction	0	4,950	4,500	0	0	
				0	550	500	0	0	
B	NA1300	RUNWAY PAVEMENT CONDITION STUDY N/A N/A	Construction	0	190	0	0	0	
				0	10	0	0	0	