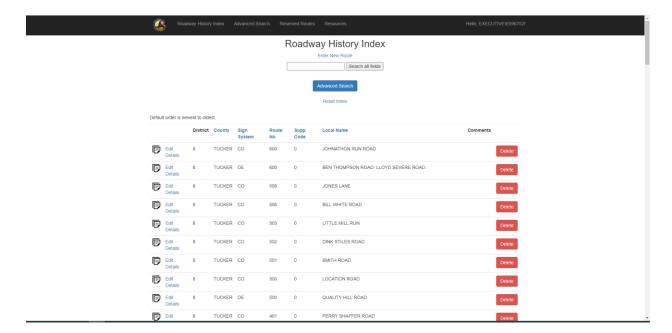
Roadway History User Manual

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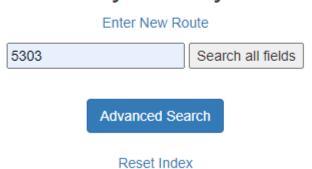
The User Interface

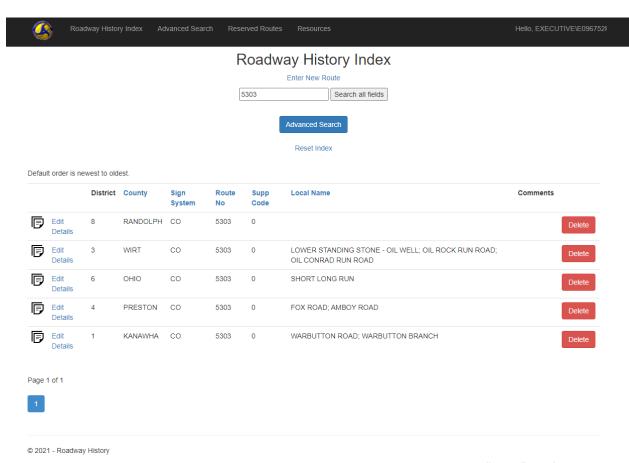
Immediately upon accessing the application you will arrive at the Roadway History Index. This is a list of all routes saved in the system ordered from most recent entry to the first ever entry.



Here you can search through all records using key words in the search bar. Let's try searching for route number 5303.

Roadway History Index





As you can see, we have 5 results which contain a column that included the text "5303". Let's try one more. This time let's search by county (Nicholas). Here we have a list of all route records that included the text "Nicholas".



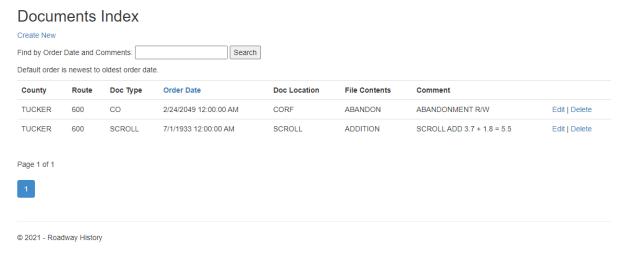
Notice that most of them were gathered because the "County" column was "Nicholas", however this route is in Harrison County, but the text "Nicholas" appears in the "Local Name" column. This is because the search bar does not search through 1 particular column but looks for the text you entered in every column. Also note that the search feature does not search for exact matches but rather text that *includes* the text you entered. For example, simply searching "Nichol" still gives us all the Nicholas County records. Lastly, you can click on any of the blue column headers to sort the search by the column; click once for descending order and twice for ascending. For more advanced, specific search results use the Advanced Search feature which we'll discuss later.

To the left of each record is the link to the documents page for each route.

Default order is newest to oldest.

•	District	County	Sign System	Route No	Supp Code	Local Name
Edit Details	8	TUCKER	СО	600	0	JOHNATHON RUN ROAD
Edit Details	8	TUCKER	DE	600	0	BEN THOMPSON ROAD; LLOYD SE
Edit Details	8	TUCKER	СО	508	0	JONES LANE
Edit Details	8	TUCKER	СО	506	0	BILL WHITE ROAD
Edit Details	8	TUCKER	СО	503	0	LITTLE MILL RUN

The Documents Index for each route contains all documents that pertain to that route such as correspondence files, commissioners' orders, etc. We'll talk more about that later.

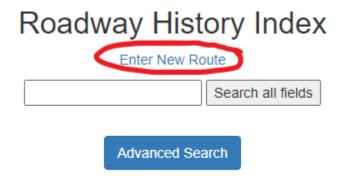


For now, let's go back to the Roadway History Index. Finally, to the left of each record along with the link to the documents page are the edit and details links and to the right is the delete button for each record. These should be self-explanatory, but if not, these topics are probably covered in a later section.



Creating New Routes & Documents

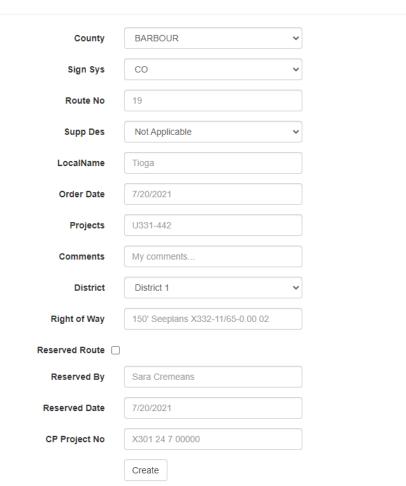
To enter a new route, click "Enter New Route" on the Roadway History Index.



Reset Index

Here you will be presented with a list of fields that describe a route. It isn't necessary to fill all the fields, but the more information you can provide the better.

Enter a new route



Back to List

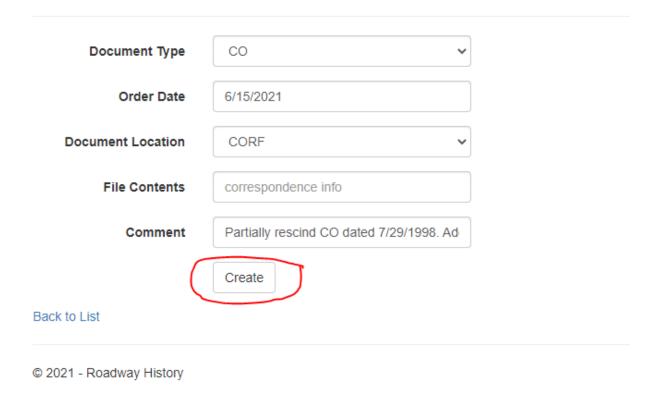
Let's enter the data for route 64/40 in Marion County. First select Marion from the county drop down menu. Next, our sign system is CO, and the route number is 6440. The supplemental description I was given is 0, so for now let's just leave this as "Not Applicable". The Local Name for this route is Dunn Avenue, or Pleasant Valley and the order date is 8/10/2021. I don't have any information for Projects or Comments, so we'll leave those fields blank for now. Any fields that are left blank can always be changed later in the Edit screen for that route. Lastly, Marion County is in district 4. We're going to leave the rest of the fields blank, and press create.

Enter a new route County MARION ~ Sign Sys Route No 6440 Supp Des Not Applicable LocalName Dunn Avenue (Pleasant Valley) **Order Date** 8/10/2021 **Projects** U331-442 Comments My comments. District District 4 Right of Way 150' Seeplans X332-11/65-0.00 02 Reserved Route Sara Cremeans Reserved By Reserved Date 7/20/2021 X301 24 7 00000 **CP Project No** Create

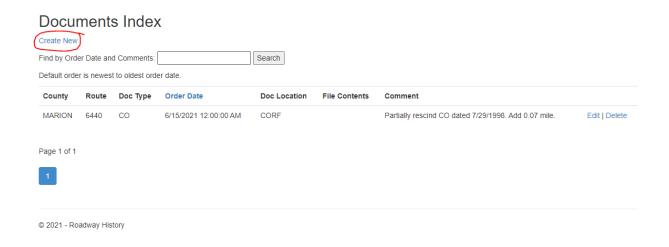
Back to List

Now that the new route has been created, we are asked to enter a document pertaining to the route such as a correspondence file or a commissioners order. If you don't have any documents to add you can simply click Back to List or use the nav bar to navigate wherever you want to go. If you do have documents however, this is where you enter the first one. Our document type is CO, the order date is 6/15/2021, the location is CORF, and finally we need to add our comment. In this case it is to "Partially rescind CO dated 7/29/1998. Add 0.07 mile." And we're done, and we've been returned to the home page.

Enter a new Document for route number 6440

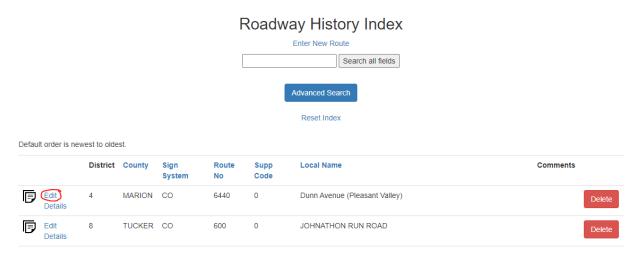


If now or later, you need to enter another document for that route number you can do so by navigating to that route's Document Index. Here you will see all records pertaining to the route number that you selected. Click Create New to enter a new Document and follow the same process as before.



Editing, Details, and Deleting

To edit an existing route simply click the edit button on the row you'd like to edit from the Roadway History Index page. Here you can edit any field and save your changes by clicking save.



You'll notice on the edit page that there are more fields than there were on the create page. This is because several of those fields will rarely be used, but just in case they need to be here is where you can add that information.

You can access the details page in the same way from the Roadway History Index. Here you can easily print the detail record to have a physical copy.

Print		DETAIL RECO	AY HISTORY FILE Current Date: 8/17/2021	
Time				
COUNTY: MAR	RION			District:4
Route No: 6440			Sign System:CO	
LocalName:				
Dunn Avenue (I	Pleasant Valley)			
DOCUMENTS				
Doc Type	Order Date	Doc Location	File Contents	Comment
СО	6/15/2021 12:00:00 AM	CORF		Partially rescind CO dated 7/29/1998. Add 0.07 mile.
PROJECTS				
COMMENTS				
				_
Back to List				
© 2021 - Roadwa	y History			

Editing Documents can be achieved in much the same way. From the Roadway History Index navigate to the Documents index of whatever route you'd like to edit. Once on the Documents page click edit on the document you'd like to edit.



Lastly, let's discuss deleting a record. In order to delete a route, you must first delete all documents attached to it, otherwise you will see this error:

Frror.

An error occurred while processing your request. Please contact the network administrator.

Error details: You are trying to delete a Statewide record that has Documents attached to it. Please delete the Documents first. © 2021 - Roadway History

From the Roadway History Index navigate to the Document index of whatever route you need to delete. Now delete all documents in the list. Simply click the delete button to navigate to the delete page and once again click delete.



Delete

Are you sure you want to delete this?

Document



© 2021 - Roadway History

The record is now deleted. Repeat this process for any remaining documents. Once all documents are deleted you can now delete the route by clicking the Delete button from the Roadway History Index and once again clicking delete on the delete page. The route has now been deleted.



Delete

Are you sure you want to delete this?

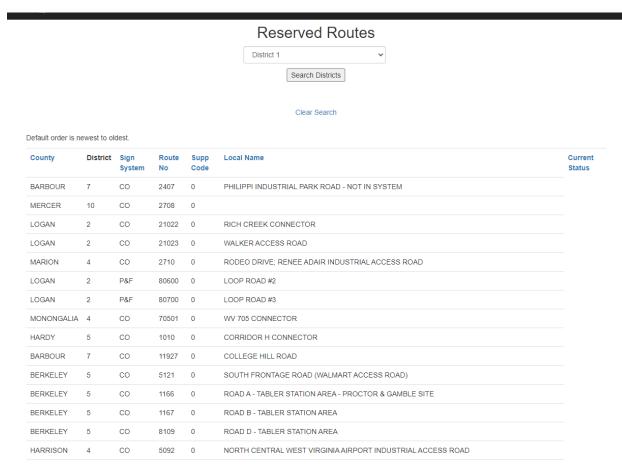
Statewide

COUNTY	MARION
SignSys	CO
RouteNoOrigImport	
RouteNo	6440
SuppDes	0
LocalName	Dunn Avenue (Pleasant Valley)
DateNumber	8/10/2021 12:00:00 AM
Method	
OriginalL	
OriginalD	
Projects	
Documents	
Comments	
District	4
Duplicate_OK	
RightofWay	
ReservedRoute	
ReservedBy	
ReservedDate	
CP_WorkCompleted	
Work_Comments	
CP_ProjectNo	
ReservedCat	
Delete Back to List	

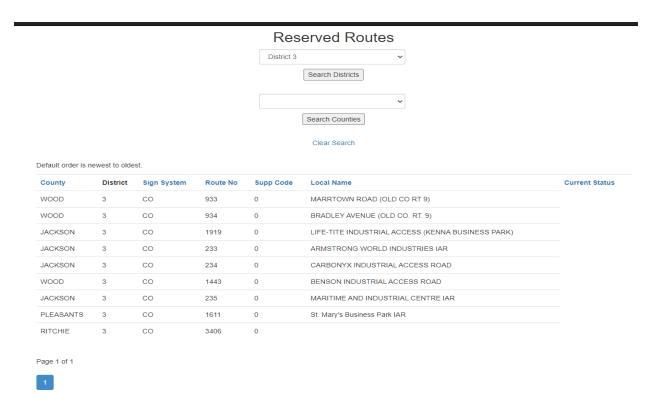
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Reserved Routes

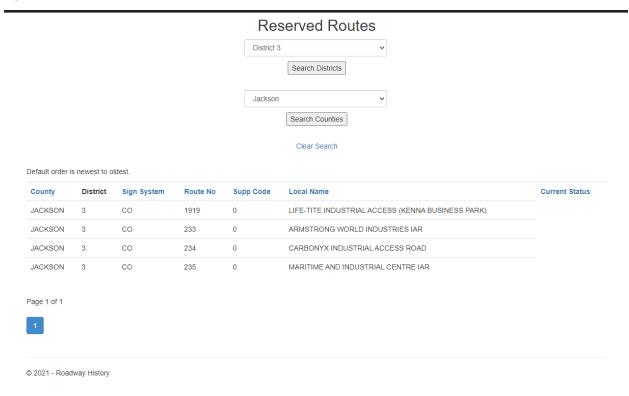
The reserved routes page allows you to narrow down the Roadway History Index to only reserved routes and then even further narrowed by District and County. Once you arrive on the Reserved Routes page you will see a large list of all reserved routes.



You can narrow this down by district by selecting which district you want and clicking the Search Districts button. Once the page refreshes you will have a shortened list of routes only in the district you selected.



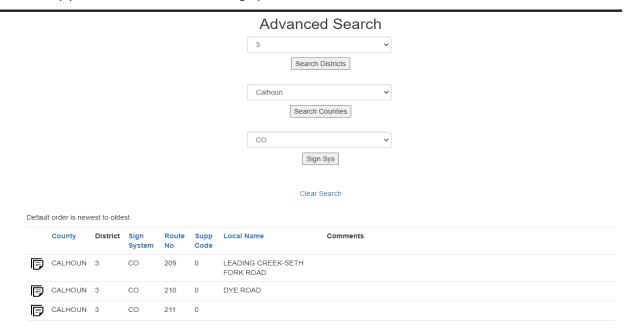
Furthermore, you will now also be presented with a county drop down list. Use this to filter the results by counties in the selected district.



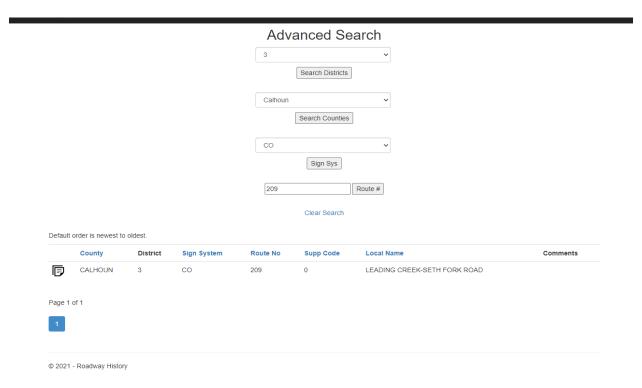
Now let's, talk about the Advanced Search page

Advanced Search

The advanced search page functions much like the reserved routes page. At first you will be given the entire list of all routes in the database ordered from newest entry to oldest entry. You can filter this list in the exact same way as you did the Reserved Routes list. However, once you have selected the district and county you have 2 additional filtering options.



After you've selected the county, you may also filter by Sign System. If you do, then you will finally be given the option to type in the exact route number you are looking for.



This is the most precise searching mechanism in the entire app and is the best way to find exactly the route you're looking for.