Roadway History User Manual

Index:

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

Enter New Route

[5303] [Search all fields]

Advanced Search

Reset Index

Default order is newest to oldest.

		District	County	Sign System	Route No	Supp Code	Local Name	Comments
	Edit Details	8	RANDOLPH	CO	5303	0		Delete
	Edit Details	3	WIRT	CO	5303	0	LOWER STANDING STONE - OIL WELL; OIL ROCK RUN ROAD; OIL CONRAD RUN ROAD	Delete
	Edit Details	6	OHIO	CO	5303	0	SHORT LONG RUN	Delete
	Edit Details	4	PRESTON	CO	5303	0	FOX ROAD; AMBOY ROAD	Delete
	Edit Details	1	KANAWHA	CO	5303	0	WARBUTTON ROAD; WARBUTTON BRANCH	Delete

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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".

			County	Sign System	Route No	Supp Code	Local Name	
	Edit Details	9	NICHOLAS	HA	93800	0	COON HOLLOW	Delete
	Edit Details	4	HARRISON	HA	90163	0	NICHOLAS AVENUE	Delete
	Edit Details	9	NICHOLAS	ZMISC		0	ORPHAN ROADS	Delete
	Edit Details	9	NICHOLAS	CO	1962	0		Delete

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	CO	600	0	JOHNATHON RUN ROAD
	Edit Details	8	TUCKER	DE	600	0	BEN THOMPSON ROAD; LLOYD SE'
	Edit Details	8	TUCKER	CO	508	0	JONES LANE
	Edit Details	8	TUCKER	CO	506	0	BILL WHITE ROAD
	Edit Details	8	TUCKER	CO	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.

Documents Index

Create New

Find by Order Date and Comments: [   ] [Search]

Default order is newest to oldest order date.

County	Route	Doc Type	Order Date	Doc Location	File Contents	Comment	
TUCKER	600	CO	2/24/2049 12:00:00 AM	CORF	ABANDON	ABANDONMENT R/W	Edit | Delete
TUCKER	600	SCROLL	7/1/1933 12:00:00 AM	SCROLL	ADDITION	SCROLL ADD 3.7 + 1.8 = 5.5	Edit | Delete

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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.

Default order is newest to oldest.

		District	County	Sign System	Route No	Supp Code	Local Name	Comments	
	Edit Details	8	TUCKER	CO	600	0	JOHNATHON RUN ROAD		Delete
	Edit Details	8	TUCKER	DE	600	0	BEN THOMPSON ROAD; LLOYD SEVERE ROAD		Delete

Creating New Routes & Documents

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

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	CO ⌄
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	☐
Reserved By	Sara Cremeans
Reserved Date	7/20/2021
CP Project No	X301 24 7 00000

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

Document Type	CO ⌄
Order Date	6/15/2021
Document Location	CORF ⌄
File Contents	correspondence info
Comment	Partially rescind CO dated 7/29/1998. Ad

Create

Back to List

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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.

Documents Index

Create New

Find by Order Date and Comments: [   ] Search

Default order is newest to oldest order date.

County	Route	Doc Type	Order Date	Doc Location	File Contents	Comment	
MARION	6440	CO	6/15/2021 12:00:00 AM	CORF		Partially rescind CO dated 7/29/1998. Add 0.07 mile.	Edit | Delete

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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.

Roadway History Index

Enter New Route

[   ] [Search all fields]

[Advanced Search]

Reset Index

Default order is newest to oldest.

		District	County	Sign System	Route No	Supp Code	Local Name	Comments	
	Edit Details	4	MARION	CO	6440	0	Dunn Avenue (Pleasant Valley)		Delete
	Edit Details	8	TUCKER	CO	600	0	JOHNATHON RUN ROAD		Delete

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.

DETAIL RECORD - RP ROADWAY HISTORY FILE

[Print]   Current Date: 8/17/2021

COUNTY: MARION   **District:** 4

Route No: 6440   **Sign System:** CO

LocalName:

Dunn Avenue (Pleasant Valley)

DOCUMENTS

Doc Type	Order Date	Doc Location	File Contents	Comment
CO	6/15/2021 12:00:00 AM	CORF		Partially rescind CO dated 7/29/1998. Add 0.07 mile.

PROJECTS

COMMENTS

Back to List

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.

Documents Index

Create New

Find by Order Date and Comments: [_____] [Search]

Default order is newest to oldest order date.

County	Route	Doc Type	Order Date	Doc Location	File Contents	Comment	
MARION	6440	CO	6/15/2021 12:00:00 AM	CORF		Partially rescind CO dated 7/29/1998. Add 0.07 mile.	Edit	Delete

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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:

Error.

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.

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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.

Documents Index

Create New

Find by Order Date and Comments: [_____] [Search]

Default order is newest to oldest order date.

County	Route	Doc Type	Order Date	Doc Location	File Contents	Comment	
MARION	6440	CO	6/15/2021 12:00:00 AM	CORF		Partially rescind CO dated 7/29/1998. Add 0.07 mile.	Edit	Delete

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Delete

Are you sure you want to delete this?
Document

Statewide_ID	30913
Doc_Type	CO
Order_Date	6/15/2021 12:00:00 AM
Doc_Location	CORF
File_Contents	
Comment	Partially rescind CO dated 7/29/1998. Add 0.07 mile.

Delete | Back to List

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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.

Default order is newest to oldest.

		District	County	Sign System	Route No	Supp Code	Local Name	Comments
	Edit Details	4	MARION	CO	6440	0	Dunn Avenue (Pleasant Valley)	Delete
	Edit Details	8	TUCKER	CO	600	0	JOHNATHON RUN ROAD	Delete

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.

Reserved Routes

District 1 ▾

[Search Districts]

Clear Search

Default order is newest to oldest.

County	District	Sign System	Route No	Supp Code	Local Name	Current Status
BARBOUR	7	CO	2407	0	PHILIPPI INDUSTRIAL PARK ROAD - NOT IN SYSTEM	
MERCER	10	CO	2708	0		
LOGAN	2	CO	21022	0	RICH CREEK CONNECTOR	
LOGAN	2	CO	21023	0	WALKER ACCESS ROAD	
MARION	4	CO	2710	0	RODEO DRIVE; RENEE ADAIR INDUSTRIAL ACCESS ROAD	
LOGAN	2	P&F	80600	0	LOOP ROAD #2	
LOGAN	2	P&F	80700	0	LOOP ROAD #3	
MONONGALIA	4	CO	70501	0	WV 705 CONNECTOR	
HARDY	5	CO	1010	0	CORRIDOR H CONNECTOR	
BARBOUR	7	CO	11927	0	COLLEGE HILL ROAD	
BERKELEY	5	CO	5121	0	SOUTH FRONTAGE ROAD (WALMART ACCESS ROAD)	
BERKELEY	5	CO	1166	0	ROAD A - TABLER STATION AREA - PROCTOR & GAMBLE SITE	
BERKELEY	5	CO	1167	0	ROAD B - TABLER STATION AREA	
BERKELEY	5	CO	8109	0	ROAD D - TABLER STATION AREA	
HARRISON	4	CO	5092	0	NORTH CENTRAL WEST VIRGINIA AIRPORT INDUSTRIAL ACCESS ROAD	

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.

Reserved Routes

District 3 ▾

Search Districts

▾

Search Counties

Clear Search

Default order is newest to oldest.

County	District	Sign System	Route No	Supp Code	Local Name	Current Status
WOOD	3	CO	933	0	MARRTOWN ROAD (OLD CO RT 9)	
WOOD	3	CO	934	0	BRADLEY AVENUE (OLD CO. RT. 9)	
JACKSON	3	CO	1919	0	LIFE-TITE INDUSTRIAL ACCESS (KENNA BUSINESS PARK)	
JACKSON	3	CO	233	0	ARMSTRONG WORLD INDUSTRIES IAR	
JACKSON	3	CO	234	0	CARBONYX INDUSTRIAL ACCESS ROAD	
WOOD	3	CO	1443	0	BENSON INDUSTRIAL ACCESS ROAD	
JACKSON	3	CO	235	0	MARITIME AND INDUSTRIAL CENTRE IAR	
PLEASANTS	3	CO	1611	0	St. Mary's Business Park IAR	
RITCHIE	3	CO	3406	0		

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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.

Reserved Routes

District 3 ▾

Search Districts

Jackson ▾

Search Counties

Clear Search

Default order is newest to oldest.

County	District	Sign System	Route No	Supp Code	Local Name	Current Status
JACKSON	3	CO	1919	0	LIFE-TITE INDUSTRIAL ACCESS (KENNA BUSINESS PARK)	
JACKSON	3	CO	233	0	ARMSTRONG WORLD INDUSTRIES IAR	
JACKSON	3	CO	234	0	CARBONYX INDUSTRIAL ACCESS ROAD	
JACKSON	3	CO	235	0	MARITIME AND INDUSTRIAL CENTRE IAR	

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Now let's, talk about the Advanced Search page

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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.

Advanced Search

3 ⌄
[Search Districts]

Calhoun ⌄
[Search Counties]

CO ⌄
[Sign Sys]

Clear Search

Default order is newest to oldest.

County	District	Sign System	Route No	Supp Code	Local Name	Comments
CALHOUN	3	CO	209	0	LEADING CREEK-SETH FORK ROAD	
CALHOUN	3	CO	210	0	DYE ROAD	
CALHOUN	3	CO	211	0		

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.

Advanced Search

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Search Districts

Calhoun

Search Counties

CO

Sign Sys

209   Route #

Clear Search

Default order is newest to oldest.

	County	District	Sign System	Route No	Supp Code	Local Name	Comments
	CALHOUN	3	CO	209	0	LEADING CREEK-SETH FORK ROAD	

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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.