Roadway History User Manual

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The User Interface

Graphical user interface, application

Description automatically generatedImmediately 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.

Graphical user interface, text, application, chat or text message

Description automatically generatedHere you can search through all records using key words in the search bar. Let’s try searching for route number 5303.

Graphical user interface, text, application, email

Description automatically generatedGraphical user interface, text, application, email

Description automatically generatedAs 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.

Table

Description automatically generatedTo the left of each record is the link to the documents page for each route.

Graphical user interface, text, application, email

Description automatically generatedThe 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.

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Description automatically generatedFor 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

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Description automatically generatedTo 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.

Graphical user interface

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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.

Graphical user interface

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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.

Graphical user interface, application

Description automatically generated

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.

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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.

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Description automatically generated

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.

Graphical user interface, text, application, email

Description automatically generated

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.

Graphical user interface, text, application, email

Description automatically generated

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:

Graphical user interface, text, application

Description automatically generated

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.

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application

Description automatically generated

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.

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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.

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Description automatically generated

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.

Graphical user interface, application

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Graphical user interface, text

Description automatically generatedFurthermore, 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

Graphical user interface, application

Description automatically generatedThe 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.

Graphical user interface

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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.