



QUICK REFERENCE GUIDE:

## 1.4 Add/Edit Project Information

### Background:

Fields may be filled out at different times as the project progresses through the design phase. If your project was transferred from MRS, some data fields will already be populated. Data imported from MRS can be changed if necessary. Prior to creating a proposal the rest of the project information must be populated.

### Roles:

Project User, Proposal User

### Navigation:

Projects > Project Overview

1. From the Project Overview search for your project by entering the Project ID or the Project Name in the search box.
2. Click the **Project ID** link to open the project.
3. If applicable, populate the **Federal Project Number**.
4. In the General tab, enter the appropriate fields including **Original Lane Miles** and **Post Construction Lane Miles**, and all known Financial Info, ADA Info, and Staffing Info.
5. Verify the data entered is correct. Make any necessary corrections. Keep in mind that fields may be filled out at different times as the project progresses through the design phase.
6. Click **Save**.

### *Adding Boroughs*

1. In the Boroughs tab, click the **New** button.
2. In the **Borough ID** field, search for and select the borough name or click in the search box and hit the Enter key to display the data list.
3. In the **Percentage** field, enter the approximate percentage of the project that falls within that borough or area.
4. Check the **Primary** checkbox if this is the primary borough or only borough for this project.
5. Click **Save**.

### *Adding Regions*

1. In the Regions tab, click the **New** button.
2. In the **Region ID** field, search for and select the appropriate region.
3. Check the **Primary** checkbox if this is the primary region or only region for this project.
4. If applicable, in the **Maintenance District** field, search for and select the maintenance district or primary maintenance district in which the project lies. Leave the field blank for other types of projects for which M&O will not take over maintenance once construction is complete.
5. Click **Save**.

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### *Adding Points*

1. In the Points tab, click the **New** button.
2. In the **Type** dropdown list, select **Midpoint** or other type of point you want to add.
3. Click the **Get Lat/Long** button.
  - a. iTouchMap will open in another browser window tab
  - b. Enter the **address** or approximate location. Click **Go**.
  - c. Navigate to find your project Midpoint, EOP, BOP, or Bridge location.
  - d. Copy the **Latitude** and **Longitude** values to the associated fields on the Points tab. Enter all longitude numbers as a positive value.
4. Enter a **Description** for the point. If the point type is Bridge, enter the Bridge # in the description field.
5. Click **Save**.

### *Adding Road Segments and Bridges*

1. Press the **New** button
2. Select **Road Segment** from the dropdown.
3. Enter the **Route ID**, **Federal Route #**, and **NBI #**.
4. Enter the **Begin Milepoint**, **End Milepoint**, and select the appropriate choices from the **Urban ID** and **NHS** dropdown.
5. Click **Save**.
6. If applicable also enter the bridge by again pressing the **New** button
7. Select **Bridge** from the dropdown.
8. Enter the **Bridge ID**, **Construction Type**, **Number of Spans**, **Length**, **Width**, **Longest Span** and **NHS**.
9. Press **Save**.

### *Adding Airports*

1. If applicable, in the Airport Tab, click the **New** button.
2. In the **Airport ID** search for the airport by the city/town/village in which the airport is located or the airport name and select the appropriate airport.
3. Click **Save**.

### Next Steps:

See QRG - *Adding Categories*

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