Transportation Utility Management System (TUMS)

Training and Reference Manual

Manage Tracking Module

Wisconsin Department of Transportation

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Manage Tracking in TUMS

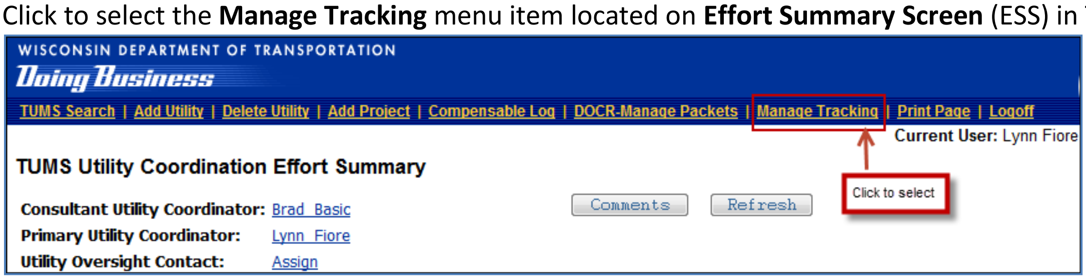
Administrative Rule Trans. 220 (Trans 220) is a policy set forth in Chapter 84.063 of the Wisconsin Statutes. Trans. 220 sets the framework for utility coordination that must occur during the WisDOT design process. The requirements of Trans 220 include mandatory notices and acknowledgements related to utility facility relocation. The notices and acknowledgements must be communicated, under specific timeframes, between the Wisconsin Department of Transportation (WisDOT) and utility companies affected by proposed State Trunk Highway improvement projects.

WisDOT communicates Trans 220 notifications and acknowledgments using several forms including the **DT1077** and **DT1078** forms. Tracking dates are associated with these forms as utility coordination progresses. Throughout this training module, the terms **1077 process** or **1078 process** refer to business processes involving utility coordination and Trans 220 tracking dates.

The **Manage Tracking** function in TUMS is used to manually add, edit or delete tracking dates associated with Trans 220. Once tracking dates have been entered in **Manage Tracking**, they will display on the Effort Summary Screen (ESS) in TUMS. Dates entered into TUMS allow WisDOT staff to track utility coordination milestone dates throughout the entire process.

How to Start Manage Tracking in TUMS

1. Click to select the **Manage Tracking** menu item located on **Effort Summary Screen** (ESS) in TUMS.



2. The **Manage UC Tracking** screen will open.

Manage UC Tracking (Screen)

An example of the **Manage UC Tracking** screen is shown in Figure 1.0. In TUMS, the entire *function* is called **Manage Tracking**. However, the *screen* is labeled: **Manage UC Tracking**. At times these two terms are used interchangeably.

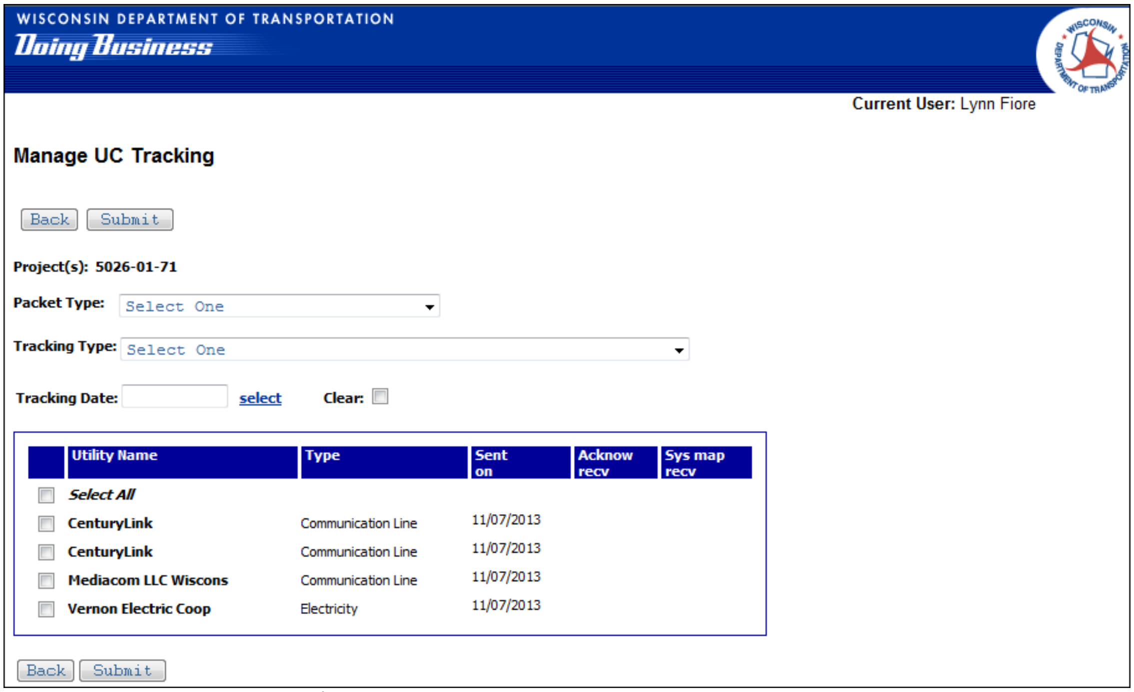


Figure 1.0 Manage UC Tracking screen in TUMS

Action Buttons

The **Back** button and **Submit** button are displayed on the top-left and lower-left of the **Manage UC Tracking** screen. The actions for these buttons are described in Table 1-0.

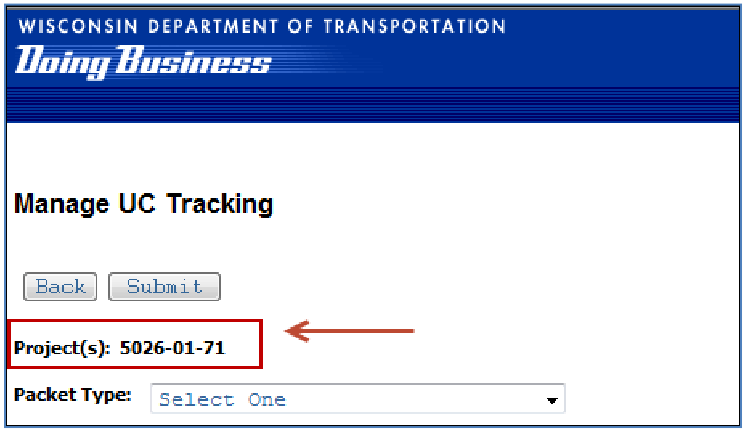
Back Submit	
Button	**Description**
Back	Click this button to return to the previous screen.
Submit	Click this button to **Submit** user changes. Once clicked, new data will be saved to TUMS database tables. Changes will also display on the Effort Summary Screen (ESS), and be used in other functions and/or screens within TUMS and DOCR.

Table 1-0 Manage UC Tracking screen - Action Buttons

Projects

Any projects associated with the current TUMS Effort are displayed near the top-left of the screen. An effort can contain one project or multiple projects. If there are multiple projects, all will be displayed here.

Example of Projects displayed on **Manage UC Tracking** screen:



Packet Type

For TUMS purposes **Packet** is a term used to describe multiple, interrelated letters, forms and documents that are sent to utilities affected by a proposed highway project. The letters, forms and documents in one packet are typically all sent together at the same time. In other words, a "packet" of information is sent to the utilities. A packet can be hardcopy (actual paper documents) or electronic (such as email with electronic file attachments).

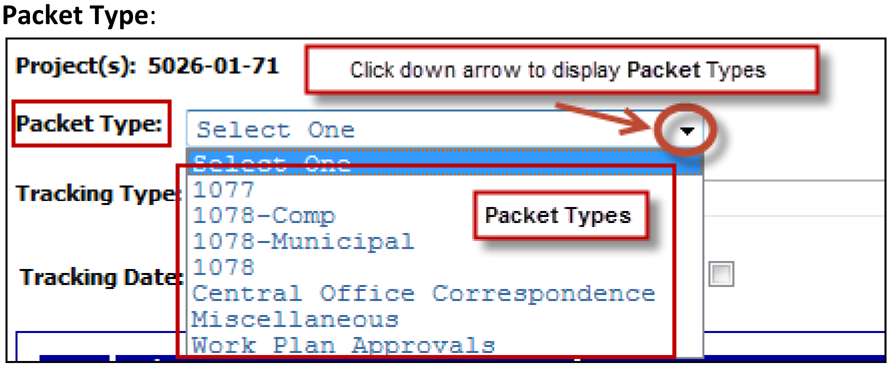
As an example, one **Packet** might contain the following:

- Cover Letter
- DT1078 form, also known as an **Project Plan Transmittal** form
- DT1660 form, also known as a **Conveyance of Rights in Land** legal document

Different **Packets**, can contain different documents, and are sent to utilities throughout the utility coordination process. In Manage Tracking, each Packet Types contains interrelated tracking dates for one business process; for instance, the 1078 process, or the 1077 process.

How to Select a Packet Type

1. On the **Manage UC Tracking** screen, click the down-arrow on the dropdown menu to display a **Packet Type**:



2. Click to select the desired Packet Type from list.

Packet Type Descriptions

In **Manage Tracking** the **Packet Types** available are:

1. **1077**. This packet tracks any dates associated with the 1077 notification process. There are several possible dates to track in the **1077** packet.

2. **1078-Comp**. This packet tracks any dates associated with the **1078-Compensable** process, where compensable information is sent to a utility "later in the timeline." In this case, **work plan** information was already sent to the utility in an earlier packet.

   Currently only one date is tracked under **1078-Comp**; the date a **1078-Compensable Cover Letter** is sent to a utility.

   There are two important items to remember regarding the **1078-Comp** packet:

   a. This packet only applies when the **1078-Comp** information is sent "later in the timeline" and an earlier work plan packet was already sent to the utility.

   b. When sending this packet, if a **DT1078** form is sent at the same time, and a DT1078 was previously sent with an earlier packet, then the "subsequent DT1078 send" is considered a **Revision**. This requires that a revision date be entered in the **1078** packet also, and the [utility work plan] **Required Return (RR)** date will be recalculated.

3. **1078-Municipal**. This packet tracks any dates associated with the **1078-Municipal** agreement process. Currently, only one date is tracked here; the date a **DT1575 Municipal Agreement** is sent to a municipality. There is an important item to remember regarding this packet:

   a. When sending this packet, if a **DT1078** form is sent at the same time, and a DT1078 was previously sent with an earlier packet, then the "subsequent DT1078 send" is considered a **Revision**. This requires that a revision date be entered in the **1078** packet also, and the [utility work plan] **Required Return (RR)** date will be recalculated.

4. **1078**. This packet tracks any dates associated with the **1078** notification process. There are several possible dates to track in the **1078** packet.

5. **Central Office Correspondence**. This packet tracks any dates associated with correspondence sent to Central Office staff for approval. Currently only one date is tracked under this packet; the date a **Cover Memo for Agreement** is sent to Central Office by a Utility Coordinator.

6. **Miscellaneous**. Currently, only the tracking code for **Not on Project (NOP)** is tracked here. See the section for Tracking Type **Codes** in this training module for detail on tracking codes.

7. **Work Plan Approvals**. This packet tracks any dates associated with the utility work plan and/or agreement approval notification process. There are several possible dates to be entered here.

Tracking Type

Dates

Each **Packet Type** described above can link to multiple **Tracking Types**. A **Tracking Type** displays the **date** that a specific business task is completed. For example, a date may indicate when notices, acknowledgments or legal documents are sent-to or received-from utility companies. Or, a date may indicate when correspondence is forwarded-to or received-from Central Office staff.

Codes

There are special tracking options or "codes" that can replace a tracking date in **Manage Tracking**. The codes are:

1. **NLV- No Longer Valid**. The utility is no longer valid and has been closed or sold.

   To set NLV: This code is handled by system programming and local Spatial Editors. It will appear on the Effort Summary Screen (ESS) automatically if it applies to a specific utility.

2. **NFPD-No Facilities as Per DT1077**. The utility has returned their **DT1077 Acknowledgement** form to WisDOT, and has indicated that they do not have any utility facilities located in the project area.

   To set NFPD: Manage Tracking | Packet Type: **1077** | Tracking Type: **1077 Ack Rec – no utility facilities**

3. **NOP-Not on Project**. The utility is on the utility list, but is not on or affected by, the project at all. The utility coordinator knows this and marks the utility as NOP. A **DT1077** form has not been sent or returned in this case.

   To set NOP: Manage Tracking | Packet Type: **Miscellaneous** | Tracking Type: **Not on Project**

A **Legend** for the tracking codes is located at the bottom-left of the Effort Summary Screen (ESS) in TUMS. The legend is provided as a reminder for users when reviewing the ESS.

Here is an example of the **Legend** and how **codes** are used on the ESS:

Utility		1077 Notification (60 days)			1078 Project Plan		
Name	**Type**	**Sent 220.04(3)**	**Acknow rec**	**Sys maps or desc rec 220.04(5)**	**Sent 220.05(1)**	**Acknow rec**	**Revised Sent 220.05(12)**
Alliant Energy	Electricity	11/08/2004	11/15/2004	NFPD			
Dairyland Power Coop	Electricity	11/08/2004	11/15/2004	11/15/2004	02/01/2009	02/06/2009	
Frontier Communicati	Communication Line	NOP					
GTE Corp	Communication Line	NLV					
Madison Gas And Elec	Gas/Petroleum	11/08/2004	11/30/2004	NFPD			
Mediacom LLC Wiscons	Communication Line	NOP					
Midwest Natural Gas	Gas/Petroleum	NOP					
Richland Electric Co	Electricity	11/08/2004	11/23/2004		02/01/2009	02/06/2009	
Richland Grant Tele	Communication Line	11/08/2004	11/15/2004	11/24/2004	02/01/2009	02/24/2009	
Scenic River Energy	Electricity	NOP					
Tech Comm, Inc	Communication Line	NOP					
Town & Country TV &	Communication Line	NOP					
Vernon Electric Coop	Electricity	NOP					

Legend

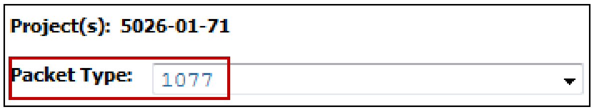
NLV-No Longer Valid
NFPD-No Facilities as Per DT1077
NOP-Not On Project

Manage Tracking Codes / Legend on ESS

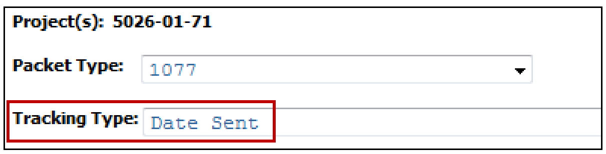
How to Enter a Tracking Type

The same general process is followed to set any **Tracking Type** (**Dates** or **Codes**) in Manage Tracking. Once Tracking Dates have been entered in Manage Tracking, they will display on the Effort Summary Screen (ESS) in TUMS. To set a **Tracking Type**, follow these steps:

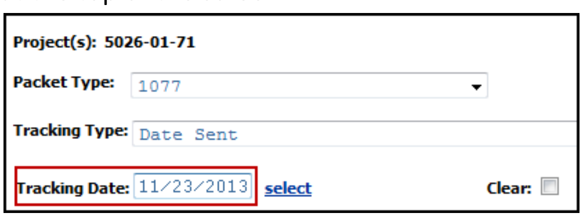
1. Click down-arrow and select a **Packet Type** from dropdown menu. Example: **1077**



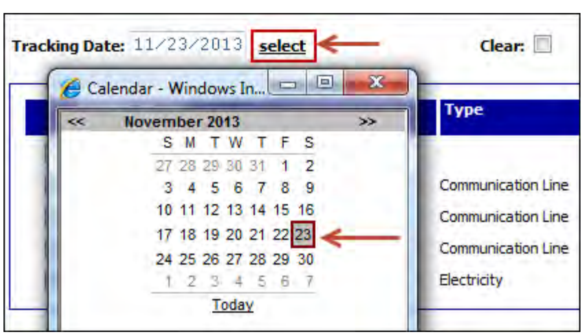
2. Click down-arrow and select a **Tracking Type** from dropdown menu. Example: **Date Sent**



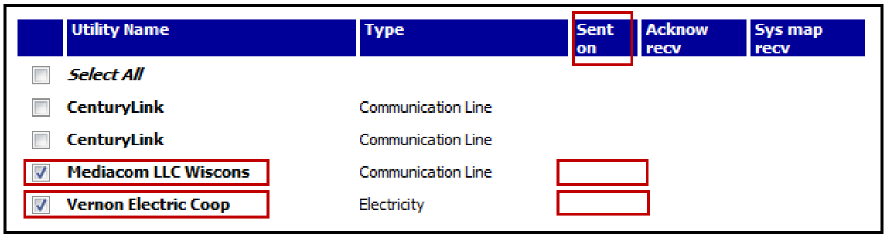
3. Type a date into the **Tracking Date** box. Example: **11/23/2013**
Note: Use a 4-digit year in the **mm/dd/yyyy** format otherwise an error message appears in red text at the top of the screen.



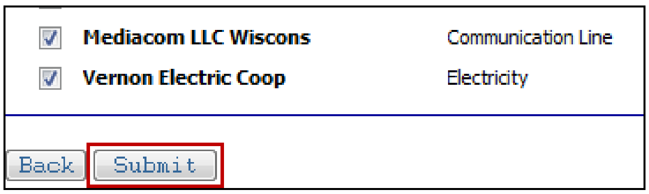
   a. Alternately, users may click the select function to display a small calendar and pick a date from the calendar.
      - Click the small chevron buttons to advance forward or back through months.
      - Click the Today function to auto-fill the current day's date.



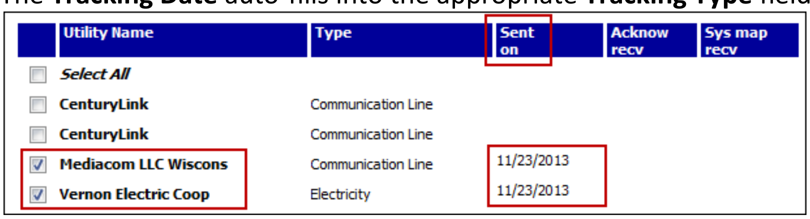
4. Click to place checkmark(s) next to desired Utility or Utilities. Example: **Mediacom** and **Vernon Electric**



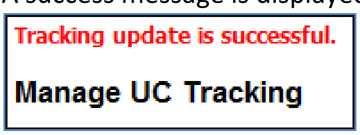
5. Click the **Submit** button.



6. The **Tracking Date** auto-fills into the appropriate **Tracking Type** field for selected utilities.



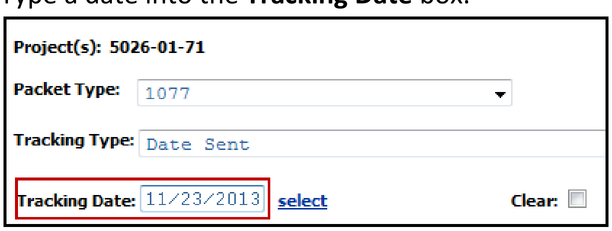
7. A success message is displayed at the top-left of the Manage UC Tracking screen in red text.



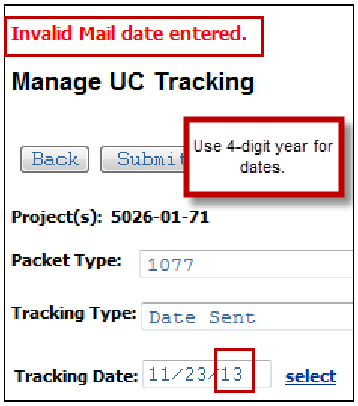
Tracking Date

This is where users enter the **actual date** to be tracked for a specific **Tracking Type**. Users can enter dates in two ways:

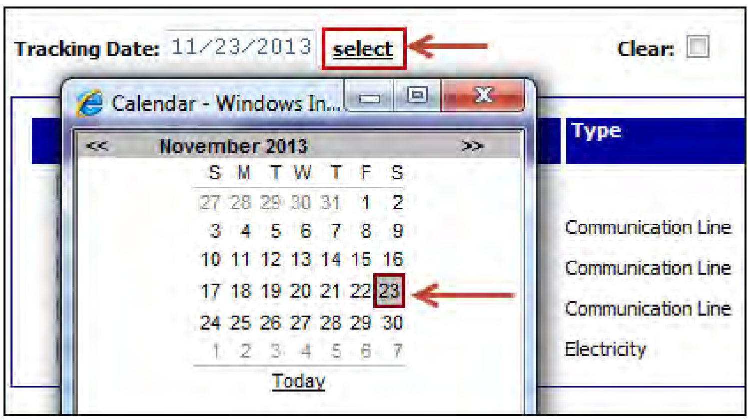
1. Type a date into the **Tracking Date** box.



   a. When entering a date, use a 4-digit year in the **mm/dd/yyyy** format, otherwise an error message appears in red text at the top of the screen.



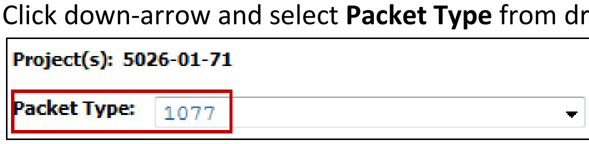
2. Alternately, click the **select** function to display a small calendar and pick a date from the calendar. Once a date is selected (clicked) on the small calendar screen, the calendar will close and the date will auto-fill into the **Tracking Date** box.
   a. Click the small chevron buttons to move forward and back through months.
   b. Click the **Today** function to auto-fill the current day's date.



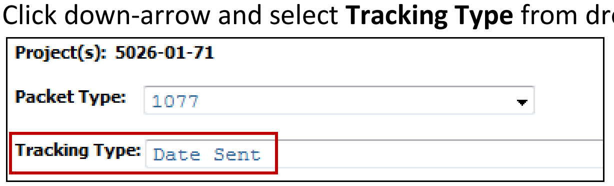
Clear

This checkbox is used to remove a **Tracking Date** from a specific **Tracking Type**. To remove a **date**, follow these steps:

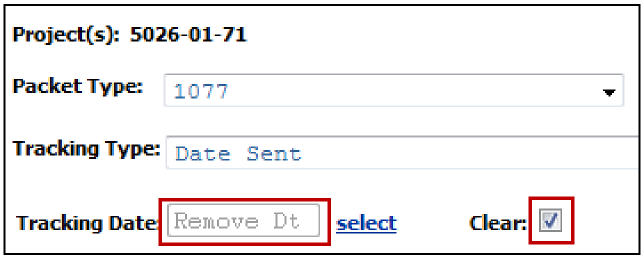
1. Click down-arrow and select **Packet Type** from dropdown menu. Example: **1077**



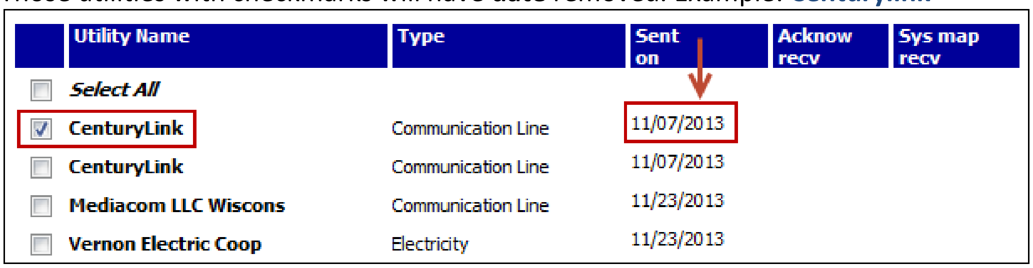
2. Click down-arrow and select **Tracking Type** from dropdown menu. Example: **Date Sent**



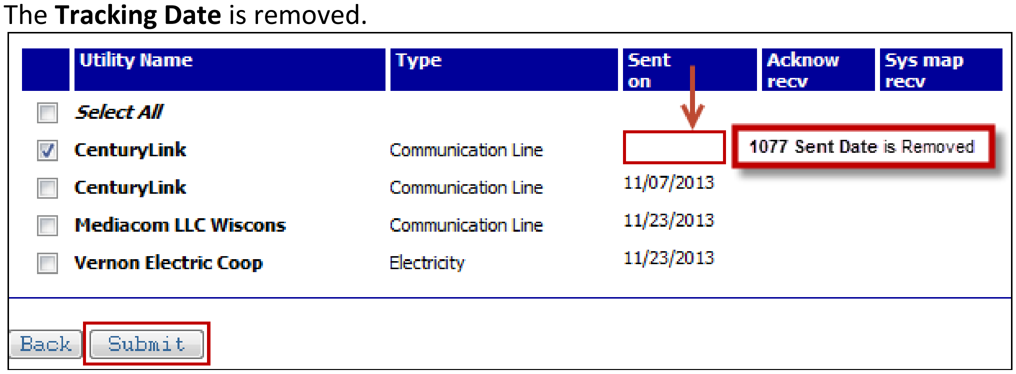
3. Click to place a checkmark in the **Clear** checkbox.
4. The words “Remove Dt” will auto-fill into the box for **Tracking Date**.



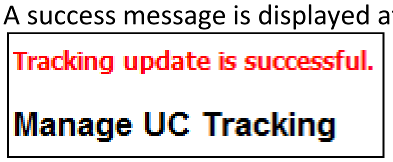
5. Click to select specific utilities by placing a checkmark in the checkbox to the left of the Utility Name. Those utilities with checkmarks will have **date** removed. Example: **Centurylink**



6. Click the **Submit** button.
7. The **Tracking Date** is removed.



8. A success message is displayed at the top-left of the **Manage UC Tracking** screen in red text.



Utilities List

1. A list of Utility Companies, and their facility type, is displayed on the **Manage Tracking** screen in TUMS.

Example list of Utility Name(s) and Facility Types

	Utility Name	Type	Sent on	Acknow recv	Sys map recv
	Select All				
	CenturyLink	Communication Line			
	CenturyLink	Communication Line	11/07/2013		
	Mediacom LLC Wiscons	Communication Line	11/07/2013		
	Vernon Electric Coop	Electricity	11/07/2013		

2. When users add, edit or delete **Tracking Types**, they must select any utilities that need the change.

   Select the desired utilities by placing a checkmark in the checkbox to the left of the Utility Name. To remove the checkmark, click the checkbox again. Checkboxes work as toggles. Click once to select, click again to unselect.

   Example of selected utilities: Mediacom and Vernon Electric

	Utility Name	Type	Sent on	Acknow recv	Sys map recv
☐	*Select All*				
☐	CenturyLink	Communication Line			
☐	CenturyLink	Communication Line	11/07/2013		
☑	Mediacom LLC Wiscons	Communication Line	11/07/2013		
☑	Vernon Electric Coop	Electricity	11/07/2013		

3. If the **Tracking Type** change will apply to all utilities in the list, use the ***Select All*** checkbox feature. Click the checkbox to the left of ***Select All*** to select all utilities at the same time. Click again to unselect all utilities at the same time.

   Users can also combine the ***Select All*** feature with individual selections in order to customize the list of selected utilities. For example, first ***Select All*** utilities. Then hold the CTRL-key and left-click individual Utility Names to unselect one or more. This feature is useful when the list of utilities is very long.

   Example of ***Select All*** checkbox feature

	Utility Name	Type	Sent on	Acknow recv	Sys map recv
☑	*Select All*	Click to Select all utilities at the same time.			
☑	CenturyLink	Communication Line			
☑	CenturyLink	Communication Line	11/07/2013		
☑	Mediacom LLC Wiscons	Communication Line	11/07/2013		
☑	Vernon Electric Coop	Electricity	11/07/2013		

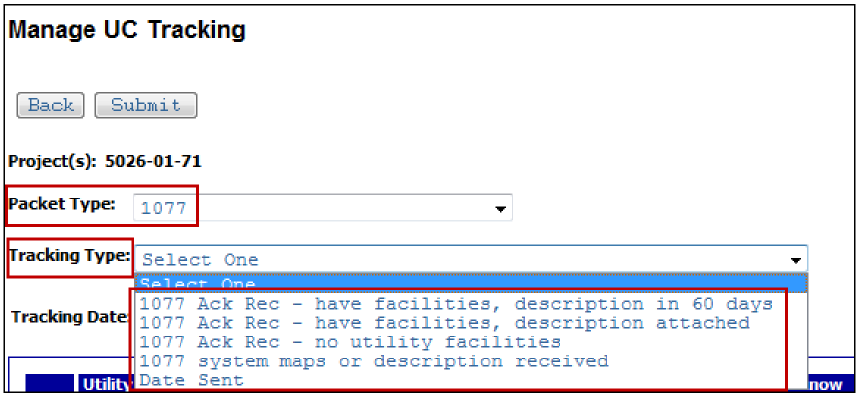
List of Tracking Types

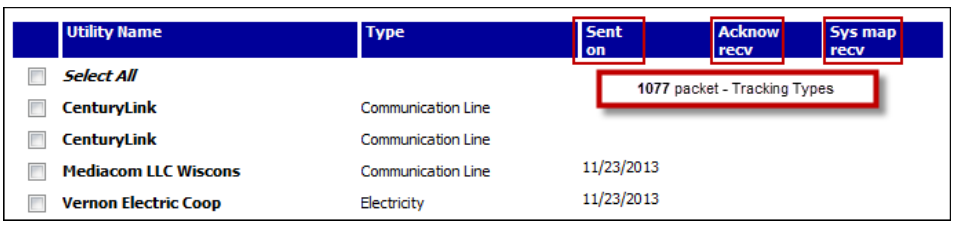
Tracking Types for each Packet Type

Tracking Types are listed and can be selected from the dropdown menu, *after* the user selects a **Packet Type**. Tracking Types are also displayed in the **Utility List** section of the **Manage UC Tracking** screen. Tracking Types can be set for *one*, *some* or *all* utility companies at the same time.

1. 1077 Tracking Types

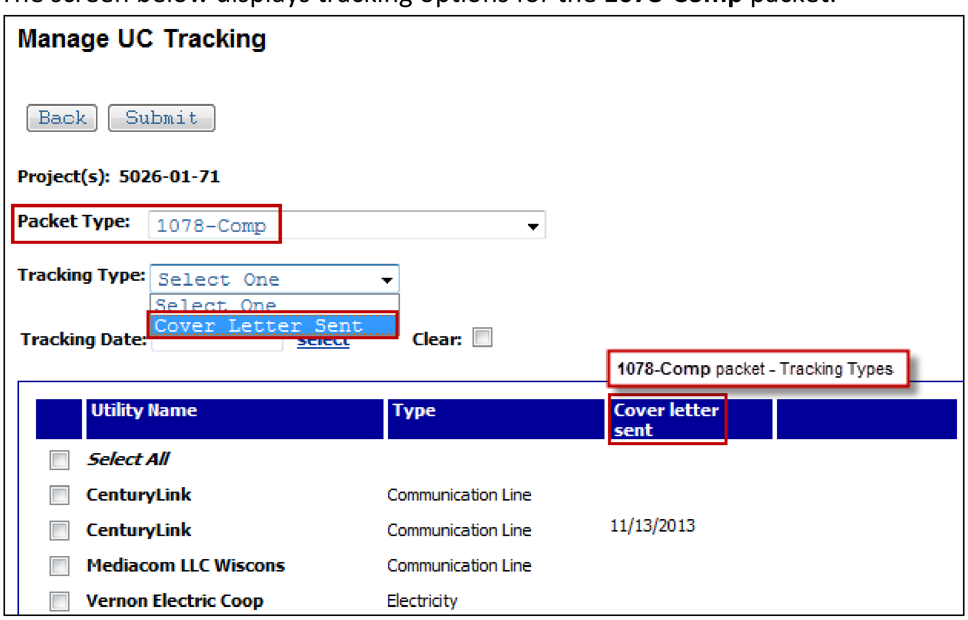
The screens below display tracking options for the **1077** packet.





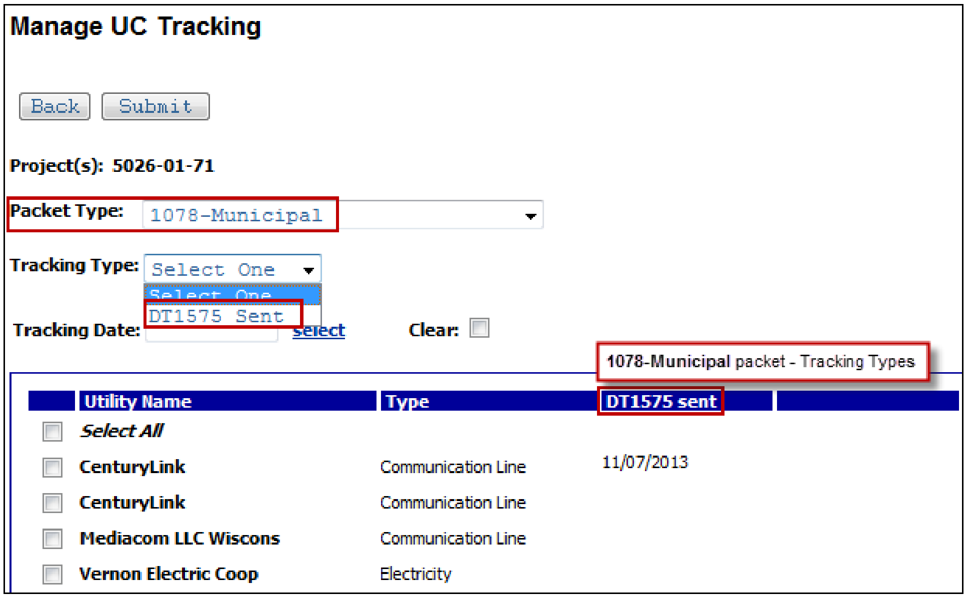
2. 1078-Comp Tracking Types

The screen below displays tracking options for the **1078-Comp** packet.



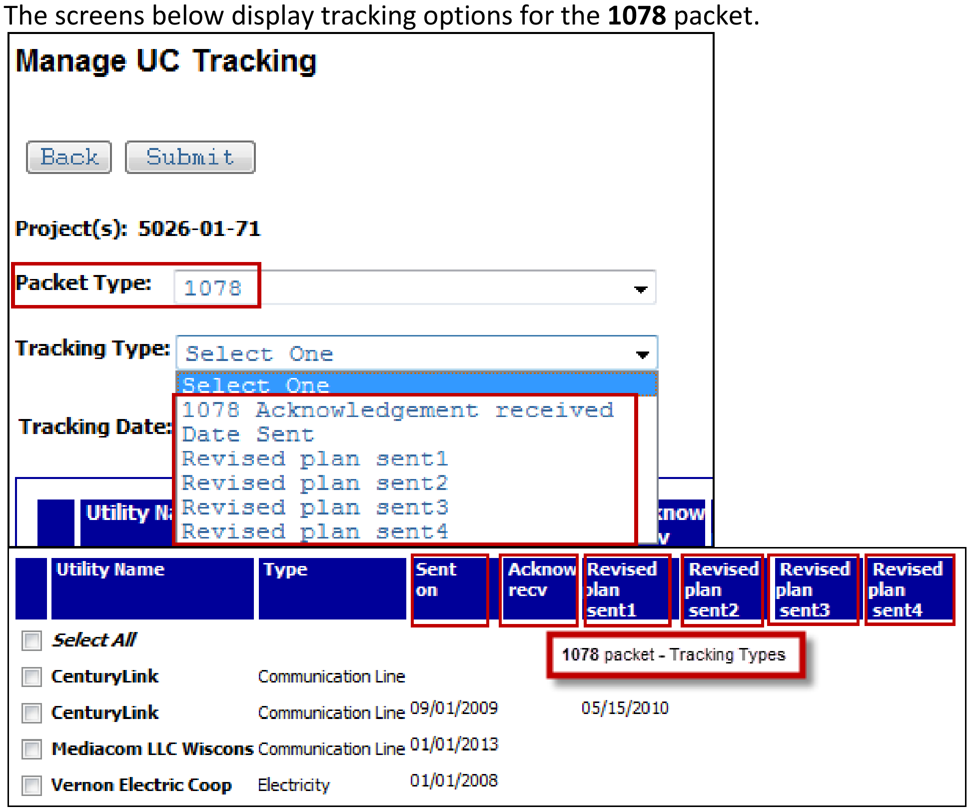
3. **1078-Municipal Tracking Types**

The screen below displays tracking options for the **1078-Municipal** packet.



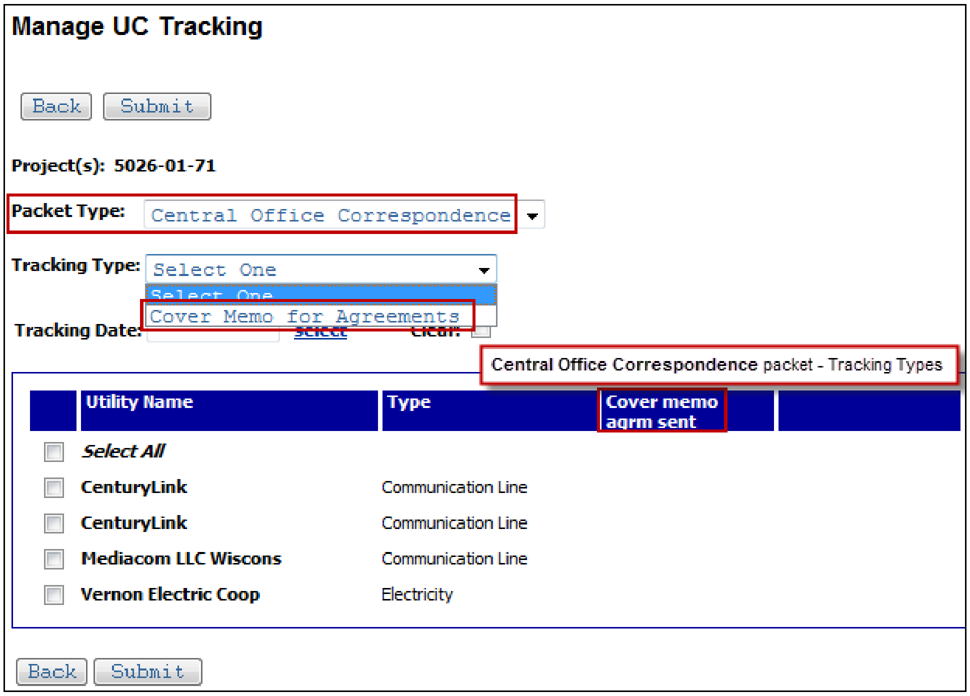
4. **1078 Tracking Types**

The screens below display tracking options for the **1078** packet.



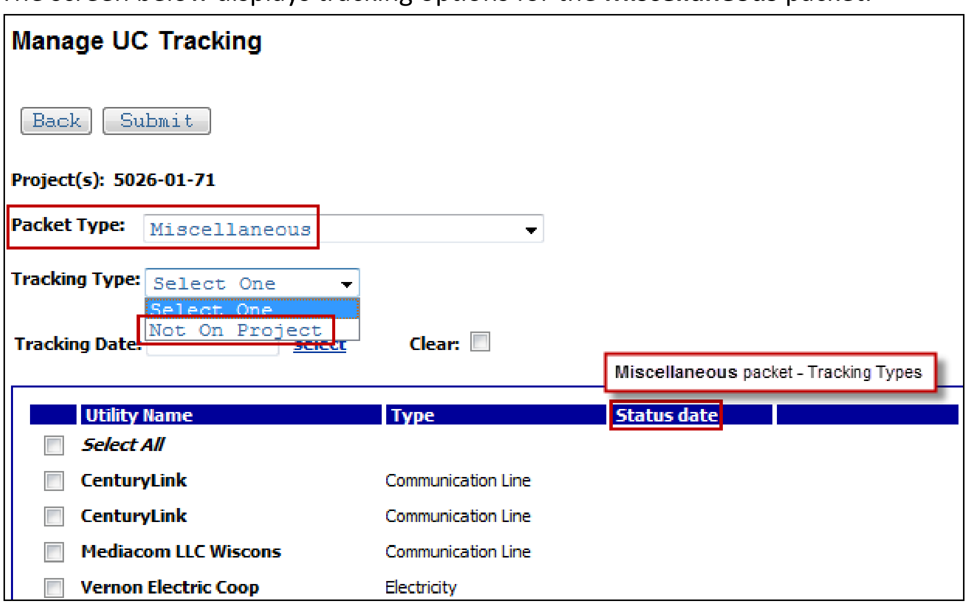
5. Central Office Correspondence Tracking Types

The screen below displays tracking options for the **Central Office Correspondence** packet.



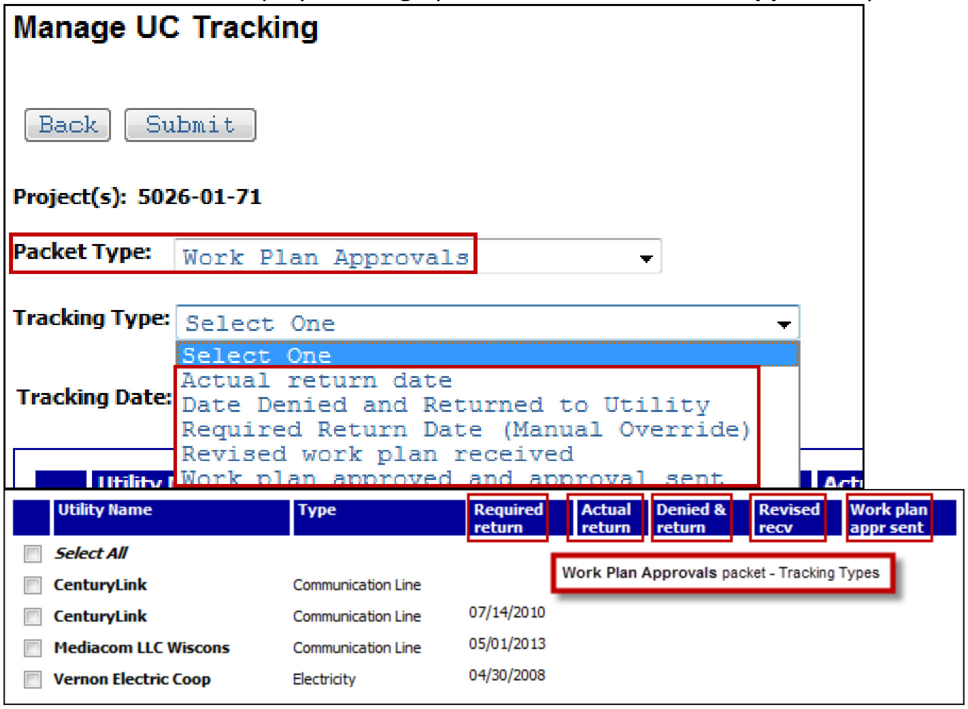
6. Miscellaneous Tracking Types

The screen below displays tracking options for the **Miscellaneous** packet.



7. **Work Plan Approvals Tracking Types**

The screens below display tracking options for the **Work Plan Approvals** packet.



Complex Tracking Types

Some Tracking Types have several complex features built into them. Complex Tracking Types are typically only used by DOT staff or Expert Consultant users. These Tracking Types are described in the following sections.

Multiple Agreements

If there are multiple agreements entered into TUMS for a Utility Company, TUMS may need to track multiple tracking dates per agreement per Utility Company. Tracking Types affected by Multiple Agreements include:

1. **Cover Memo Sent Date**
   Correspondence to Central Office (packet type) | Cover Memo for Agreements (tracking type)
2. **DT1575 Sent Date**
   1078-Municipal (packet type) | DT1575 Sent (tracking type)

Cover Memo Sent Date

The Packet Type: **Central Office Correspondence** contains a Tracking Type called: **Cover Memo for Agreements**. The date tracked is the **Cover Memo Sent Date**. In other words, TUMS tracks the date that the **Cover Memo for Agreements** is sent to Central Office for approval.

In many cases, there is only one Cover Memo Sent Date tracked for each utility. This is the least complex scenario, and in this case, the Cover Memo Sent Date works the same as most other Tracking Types in TUMS.

However, this Tracking Type has several complex features built into it. If there are multiple agreements entered into TUMS for a Utility Company, TUMS needs to track multiple Cover Memo Sent Dates; one date for each agreement per Utility Company. Also, this tracking date is used in TUMS as partial criteria for calculating certain alerts on the **Milestone Summary Report (MSR)** screen. For these reasons, this Tracking Type is more complex than others.

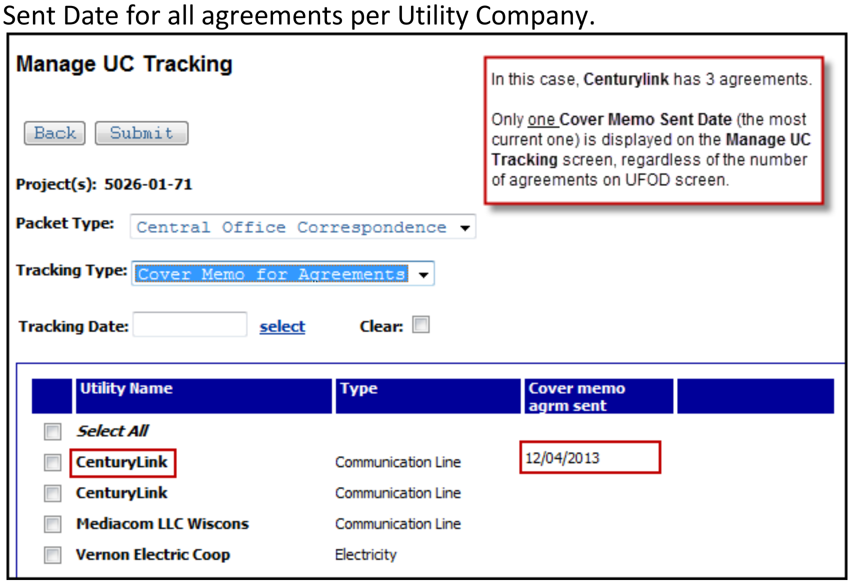
The complexities built into this Tracking Type are generally only used by DOT staff or Expert Consultant users. The complexities of this Tracking Type are outlined below.

Multiple Agreements per Utility Company-Cover Memo

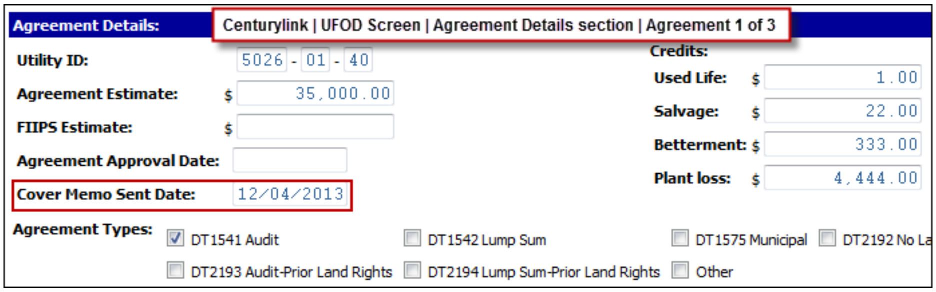
1. A Cover Memo Sent Date will not be displayed in **Manage Tracking** until *all* Cover Memos (for one Utility Company) have either been exported from DOCR (dates will auto-fill in Manage Tracking), or dates have been manually entered in Manage Tracking. For example, if there are 3 agreements, then three Cover Memos must be exported (or their dates manually entered) before a date will appear on the **Manage UC Tracking** screen.

2. Only one Cover Memo Sent Date per Utility Company will be displayed on the Manage UC Tracking screen, even if there are multiple agreements for a Utility Company.

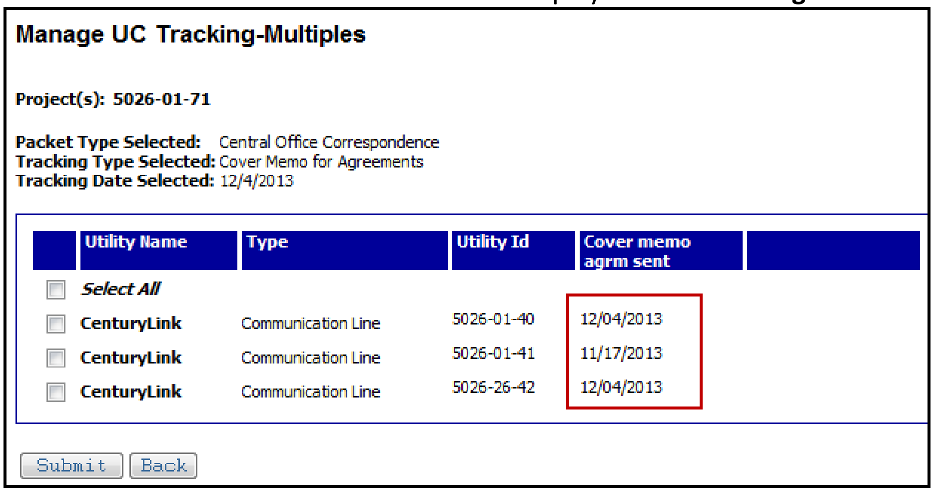
3. The Cover Memo Sent Date displayed in Manage Tracking will be the most current Cover Memo Sent Date for all agreements per Utility Company.



4. On **UFOD screen** under the **Agreement Details** section, individual Cover Memo Sent Dates (one per agreement) are displayed in a read-only field labeled: Cover Memo Sent Date.

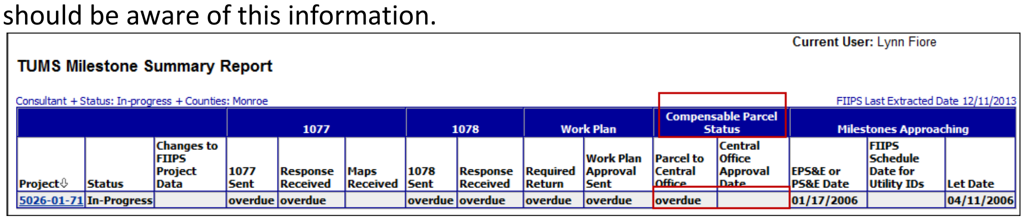


Individual Cover Memo Sent Dates are also displayed on the **Manage UC Tracking-Multiples** screen.



Cover Memo Sent Date and Milestone Summary Report (MSR) Alerts

On the Milestone Summary Report (MSR) screen, the criteria for **Compensable Parcel Status** alerts are partially based on the Cover Memo Sent Date. The detail will not be covered here, however, users should be aware of this information.



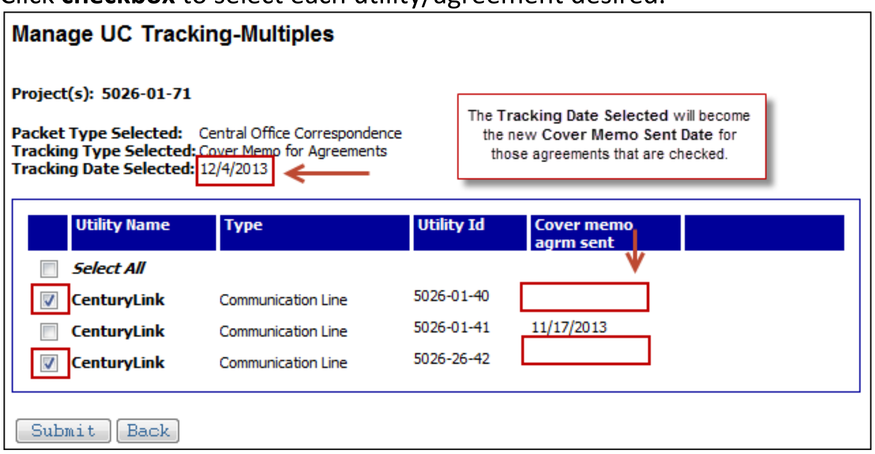
Cover Memo Sent Date: How to Enter for Multiple Agreements

To enter a Cover Memo Sent Date for multiple agreements, users can either **Export** a **Cover Memo for Agreement** from DOCR (date will auto-fill in Manage Tracking), or users can manually enter the date in Manage Tracking. The DOCR export function will be covered in the DOCR Training Module. The steps for manually entering a Cover Memo Sent Date are outlined below.

1. Select Packet Type: **Central Office Correspondence**
2. Select Tracking Type: **Cover Memo For Agreements**
3. Enter a Tracking Date: [**date desired**]. Enter date in **mm/dd/yyyy** format; a 4-digit year is required.
4. Click **checkbox** to left of Utility Name to select desired Utility Company: **Centurylink**

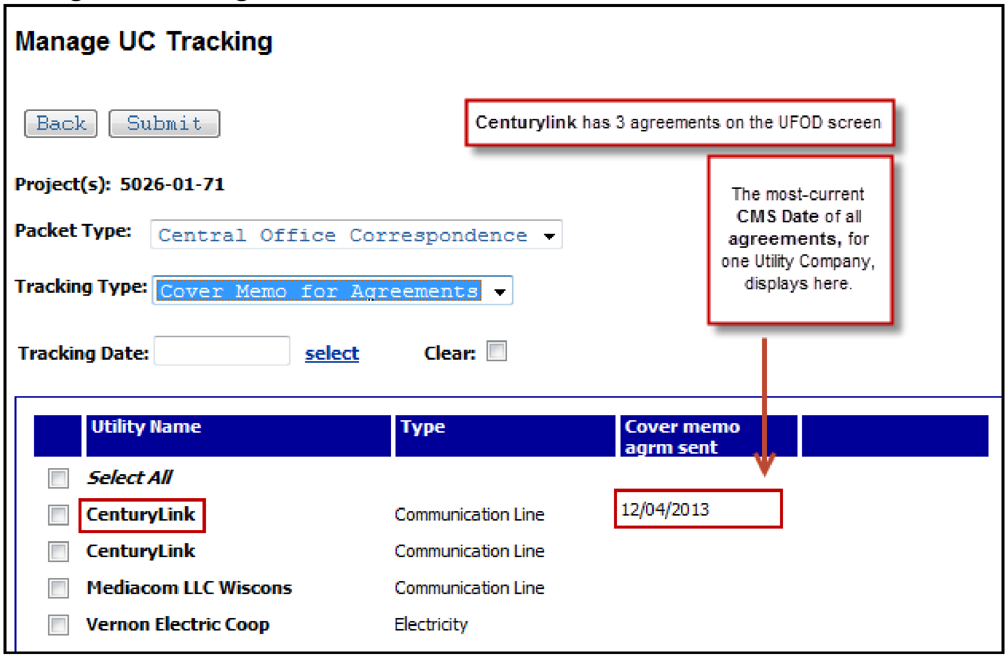
5. Click the **Submit** button

6. The **Manage UC Tracking-Multiples** screen appears and displays ***all agreements*** for the selected Utility Company.
7. Click **checkbox** to select each utility/agreement desired.



8. Click **Submit** button and the new **Tracking Date** is saved. Cover Memo Sent Dates are saved for each agreement in Manage Tracking and in the UFOD screen for selected Utility Company.

9. Only one date, the **most recent date** (for all agreements per Utility Company) is displayed on **Manage UC Tracking** screen.



DT1575 Sent Date

The Packet Type: **1078-Municipal** contains a Tracking Type called: **DT1575 Sent**. This refers to the date a DT1575, *Municipal Agreement* form is sent to a Municipal Utility Company.

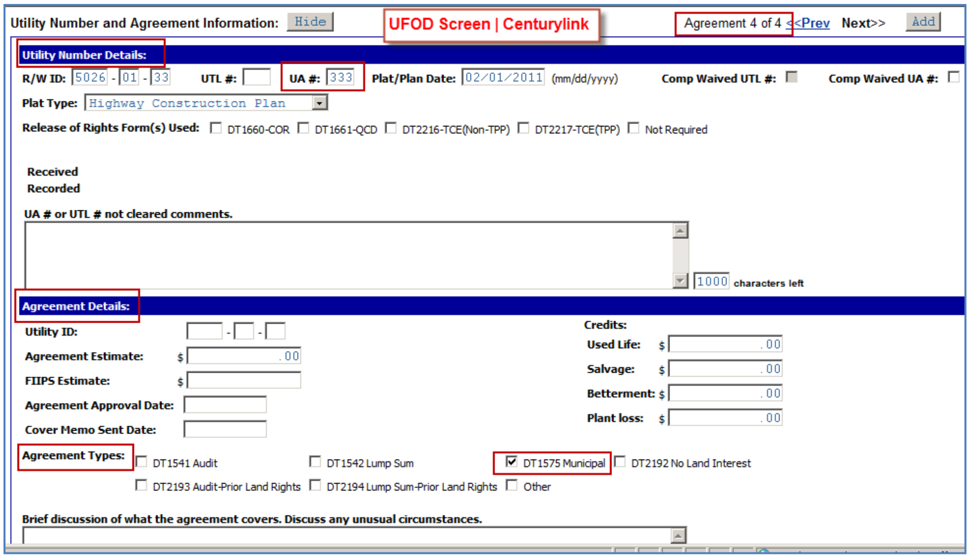
In many cases, there is only one DT1575 Sent date tracked for each utility. This is the least complex scenario, and in this case, the DT1575 Sent date works the same as most other Tracking Types in TUMS.

However, this Tracking Type has several complex features built into it. If there are multiple municipal agreements entered into TUMS for a Utility Company, TUMS needs to track multiple DT1575 Sent dates; one date for each municipal agreement per Utility Company. Also, this tracking date will be used in the future as partial criteria for calculating certain alerts on the **Milestone Summary Report (MSR)** screen. For these reasons, this Tracking Type is more complex than others.

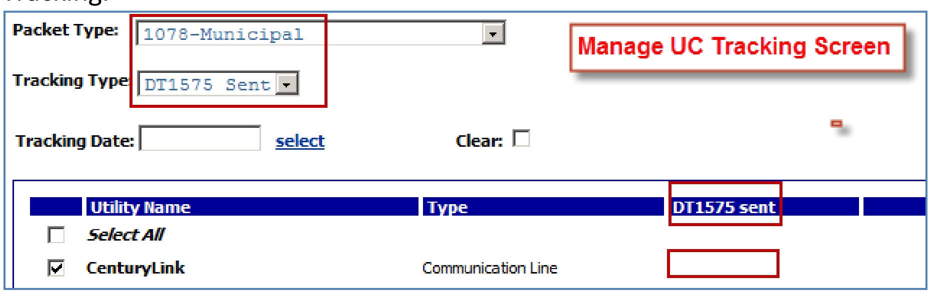
The complexities built into this Tracking Type are generally only used by DOT staff or Expert Consultant users. The complexities of this Tracking Type are outlined below.

Multiple Municipal Agreements per Utility Company-DT1575

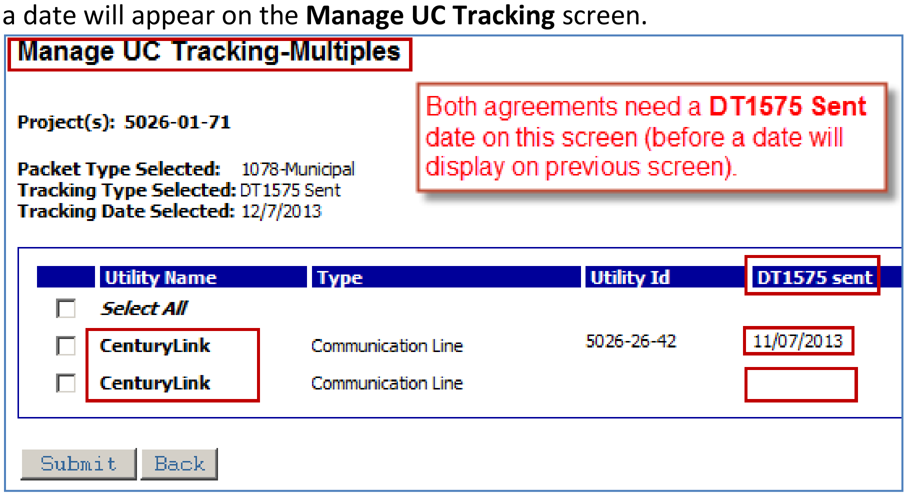
1. A DT1575 Sent date applies to any *municipal* agreements entered into the **UFOD screen** in TUMS. Requirements for a *municipal* agreement include that the following items be entered on the UFOD screen:
   a. Under **Utility Number Details** section, a **UA #** (utility agreement number) is entered by user.
   b. Under **Agreement Details** section, an Agreement Type: **DT1575 Municipal** is checked by user.



2. A DT1575 Sent date will not be displayed in **Manage Tracking** until *all* DT1575 Sent dates (for one Utility Company) have either been exported from DOCR, or have been manually entered in Manage Tracking.



For example, if there are two municipal agreements entered on the UFOD screen for one Utility Company, then two DT1575 agreements must be exported (or their dates manually entered) before a date will appear on the **Manage UC Tracking** screen.



3. Only one DT1575 Sent date per Utility Company will be displayed on the Manage UC Tracking screen, even if there are multiple municipal agreements for a Utility Company.

4. The DT1575 Sent date displayed in Manage Tracking will be the most current DT1575 Sent date for all municipal agreements per Utility Company.

DT1575 Sent Date and Milestone Summary Report (MSR) Alerts

In the future, the **DT1575 Sent** tracking date will be used as partial criteria for calculating certain alerts on the Milestone Summary Report (MSR) screen. The detail will not be covered here, however, users should be aware of this information.

DT1575 Sent Date: How to Enter for Multiple Agreements

To enter a DT1575 Sent date for multiple agreements, users can either **Export** a **DT1575 Form** from DOCR (date will auto-fill in Manage Tracking), or users can manually enter the date in Manage Tracking. The DOCR export function will be covered in the DOCR Training Module. The steps for manually entering a DT1575 Sent date are outlined below.

1. Select Packet Type: **1078-Municipal**
2. Select Tracking Type: **DT1575 Sent**
3. Enter a Tracking Date: [**date desired**]. Enter date in **mm/dd/yyyy** format; a 4-digit year is required.
4. Click **checkbox** to left of Utility Name to select desired Utility Company: **Centurylink**
5. Click the **Submit** button
6. The **Manage UC Tracking-Multiples** screen appears and displays *all municipal agreements* for the selected Utility Company.
7. Click **checkbox** to select each utility/agreement desired.
8. Click **Submit** button and the new **Tracking Date** is saved. DT1575 Sent dates are saved in Manage Tracking for each municipal agreement for selected Utility Company.
9. Only one date, the **most recent date** (for all municipal agreements per Utility Company) is displayed on **Manage UC Tracking** screen.

Multi-Project Efforts

For TUMS purposes, the term **multi-project Effort** means there are two-or-more project IDs contained within <u>one</u> TUMS Effort (one effort; two-or-more project IDs). Example: A TUMS **multi-project Effort** contains two projects: 9999-00-88 and 9999-00-77.

The term **single-project Effort** means there is only one project ID contained within <u>one</u> TUMS Effort (one effort; one project ID). Example: A TUMS **single-project Effort** contains one project: 9999-00-99.

Up to this point, we have described **Manage Tracking** from the single-project effort perspective. The process works the same way for multi-project efforts as it does for single-project efforts. However, the list of Utility Company names will include the combined list of ***all*** Utility Companies from ***all*** of the projects in the Effort. Users select the appropriate Utility Company names as required for tracking purposes.

Also, some tracking codes require the user to select a specific project ID in order to assign the tracking code. Details for this process are described in the next section.

Multi-project Efforts and NOP, NFPD Codes

When a Utility Company name appears on more-than-one project in a a multi-project effort, the user may want to mark the Utility Company with the NOP or NFPD tracking code.

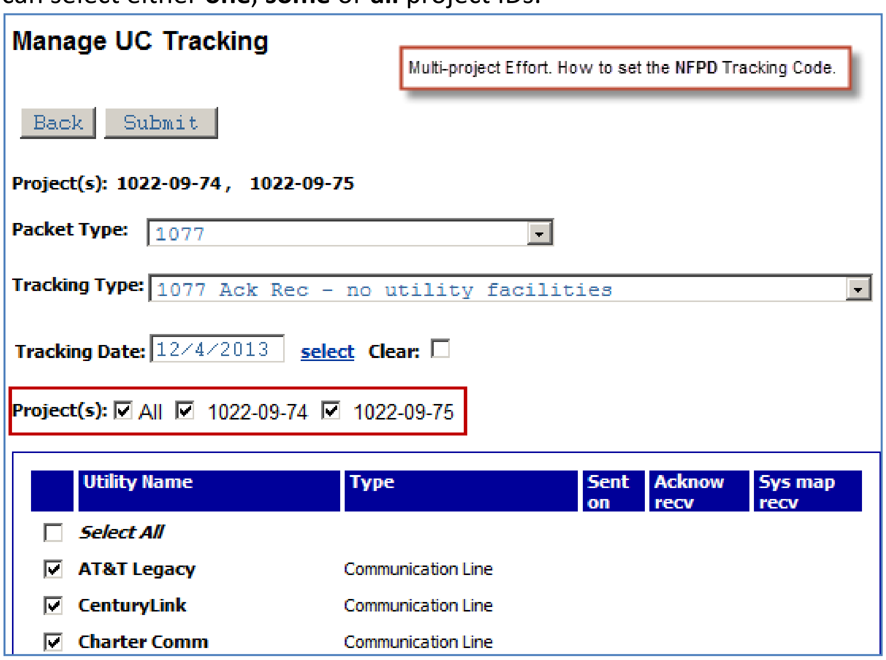
Tracking codes NOP and NFPD require the user to select a specific project ID in order to assign the tracking code. The reason for this is because, in multi-project efforts, users may want to set either code for a Utility Company on one project, but not on other projects in the same effort. In this case, the user must indicate whether to set the code for one, some or all projects in a multi-project effort.

The NOP tracking code is found in the **Miscellaneous** Packet. The NFPD tracking code is found in the **1077** packet. When either of these packets/codes is selected, an additional set of checkboxes appears on the **Manage UC Tracking** screen. Users must place a checkmark next to the correct project IDs to set the tracking code. For these two Packet Types (1077 and Miscellaneous), all project IDs will be displayed with a checkbox next to them in **Manage Tracking**.

The steps below describe how to select specific project IDs when using these codes.

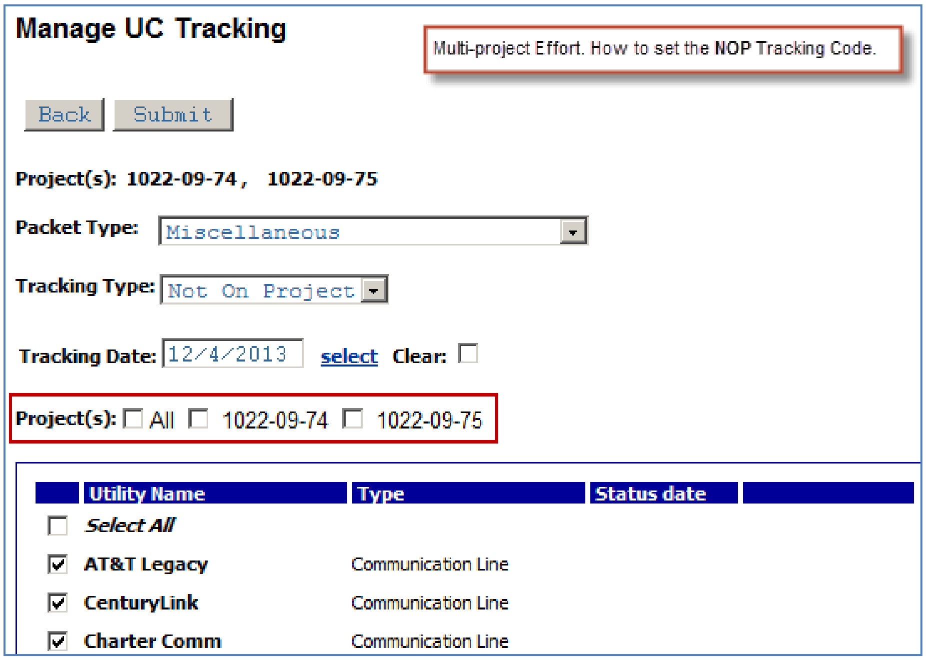
NFPD Tracking Code. To set the **NFPD** code for a Utility Company:

1. Select the Packet Type: **1077**
2. Select Tracking Type: **1077 Ack Rec – no utility facilities**
3. Enter a Tracking Date: **[date]**
4. For **NFPD**, as a default, TUMS automatically selects ***all*** project IDs. If the user doesn't change the default selection, then ***all*** projects in the effort will have the tracking code set.
5. All project IDs will be displayed with a checkbox next to them.
6. The user must check/uncheck each project ID that should have the tracking code applied. The user can select either **one**, **some** or **all** project IDs.



NOP Tracking Code. To set the **NOP** code for a Utility Company:

1. Select the Packet Type: **Miscellaneous**
2. Select Tracking Type: **Not on Project**
3. Enter Tracking Date: **[date]**
4. For **NOP**, as a default, TUMS automatically leaves ***all*** project IDs unchecked. If the user doesn't change the default selection, then ***none*** of the projects in the effort will have the tracking code set.
5. All project IDs will be displayed with a checkbox next to them.
6. The user must check/uncheck each project ID that should have the tracking code applied. The user can select either **one**, **some** or **all** project IDs.



Revised Sent Dates

This item will be added to training manual in the future.

Revised Plan Sent dates are entered into TUMS on the **Manage Tracking** screen under the **1078** packet. For Packet Type: **1078**, users can enter a maximum of four **Revised Plan Sent** dates.

The most-current **Revised Plan Sent** date will display on the Effort Summary Screen (ESS) in TUMS, in the date column labeled: **Revised Sent 220.05(12).**

1078 Project Plan			Utility Work Plan	
Sent 220.05(1)	Acknow rec	Revised Sent 220.05(12)	Required Return 220.05(4)	Actual Return
12/01/2013			03/31/2014	
09/01/2009		05/15/2010	12/03/2013	12/01/2013
01/01/2013			05/01/2013	

The definition for Revised Sent date is: The date a notice of **[DOT] Project Plan revisions** is sent to Utility Company by DOT. This notice is sent according to Administrative Rule Trans 220.05(12). This date is also known as **Revised Project Plan Sent 220.05(12).**

There are several business rules in place for the **Revised Plan Sent** dates in Manage Tracking. The rules for entering these dates are:

1. For each project, there must be a **1078 Sent** date entered in TUMS before a **Revised Plan Sent** date can be entered.

2. User has ability to store a maximum of four **Revised Plan Sent** dates in TUMS.

a. Each successive date (of the four) must be more-current than the previous one.

b. The most-current **Revised Plan Sent** date will display in the **Revised Sent** date column on the Effort Summary Screen (ESS).

c. If all four of the **Revised Plan Sent** dates are blank, no date will display on the Effort Summary Screen.

d. If more than four **Revised Plan Sent** dates are needed, users must overwrite the fourth date in Manage Tracking.

e. **Revised Plan Sent** dates can only be removed from Manage Tracking in reverse chronological order. For example, users cannot delete date2 if date3 exists. Date3 would need to be removed first, and then date2 could be removed or replaced.

Required Return Date Calculation

This item will be added to training manual in the future.

Tracking – Miscellaneous System Messages

If you have questions about a system message not explained in this manual, please contact your local region-office utility coordinator for assistance. In general, most of the messages are self-explanatory, but if you don't understand one, local DOT utility staff can provide assistance.

Manage Tracking – Access and Security

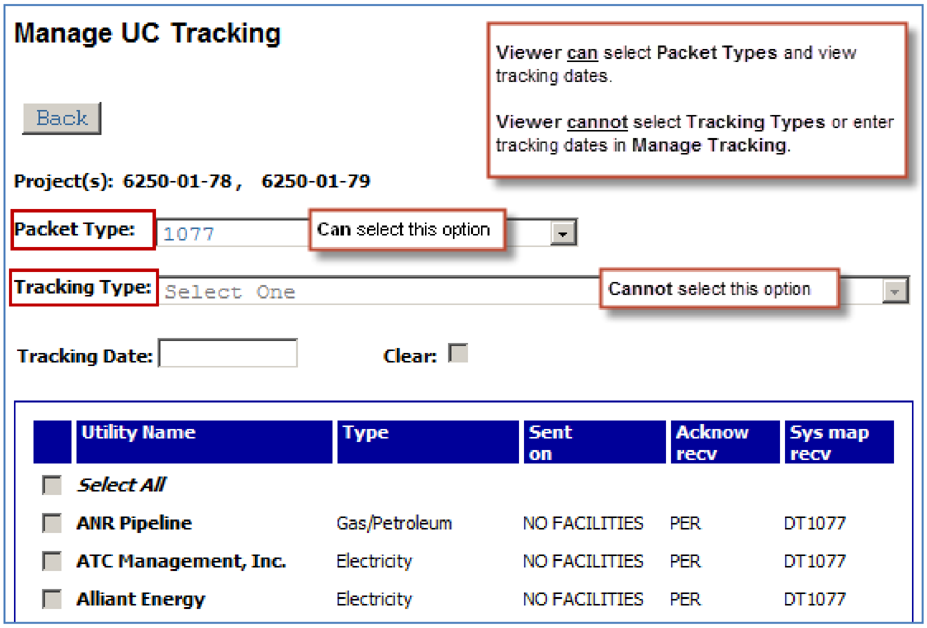
In TUMS, security roles have been created to control access to various functions and screens. For Manage Tracking, the roles affected by security and access rules are: Viewer, Basic Consultant, Intermediate Consultant, Expert Consultant and DOT Staff.

Basic, Intermediate and Expert Consultant users can add, edit and delete dates in **Manage Tracking**. There are a few tracking types that Basic and Intermediate users are not allowed to access. Viewers can only view tracking dates. DOT Staff have full access to all Manage Tracking functions. Specific limits for each role are described below.

Viewer

Viewers have view-only access to Manage Tracking in TUMS. If they attempt to edit any tracking dates on the Manage UC Tracking screen, they will be blocked.

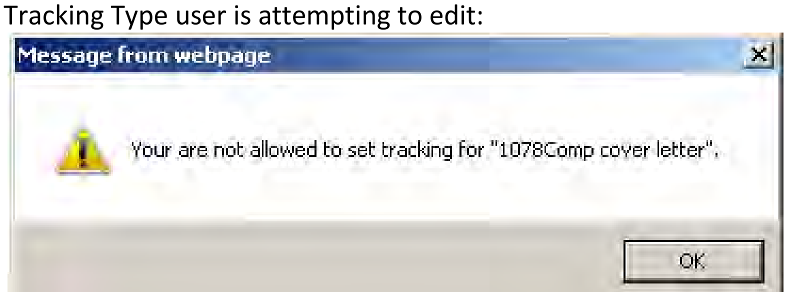
Viewers can select Packet Types and view tracking dates, but they cannot edit or enter anything.



Basic and Intermediate Consultants

Basic and Intermediate Consultant users can add, edit and delete most Tracking Types in Manage Tracking. However, they are blocked from certain Tracking Types.

1. If Basic or Intermediate users attempt to enter a tracking date that they do not have access to, they will receive the following system message. The system message will change slightly based on the Tracking Type user is attempting to edit:



2. Basic and Intermediate users are blocked from entering tracking types for the following Packet Types / Tracking Types:

   a. 1078-Comp | Cover Letter Sent Date
   b. 1078-Municipal | DT1575 Sent Date
   c. Central Office Correspondence | Cover Memo for Agreements | Cover Memo Sent Date

Expert Consultants

Expert Consultants have full and complete access to all Manage Tracking items.

DOT Staff

DOT Staff have full and complete access to all Manage Tracking items.

Appendix A: Glossary of Acronyms

DOT = Department of Transportation
ESS = Effort Summary Screen
MSR = Milestone Summary Report
NFPD = No Facilities Per DT1077 Form
NLV = No Longer Valid
NOP = Not on Project
PUC = Primary Utility Coordinator
ROR = Release of Rights
RR = Required Return date
Trans 220 = Administrative Rule Trans 220, part of Wisconsin Statute 84.063
TUMS = Transportation Utility Management System (Application)
UA # = Utility Agreement Number
UC = Utility Coordinator or Utility Coordination
UCC = Utility Coordination Completed
UFO = Utility Facility Owner
UFODS = Utility Facility Owners Details Screen (in TUMS)
UTL # = Utility Number (formerly known as: Utility Parcel)
WAMS = Wisconsin Access Management System
WisDOT = Wisconsin Department of Transportation