

RIFDS

Getting Started – Quick Reference Manual

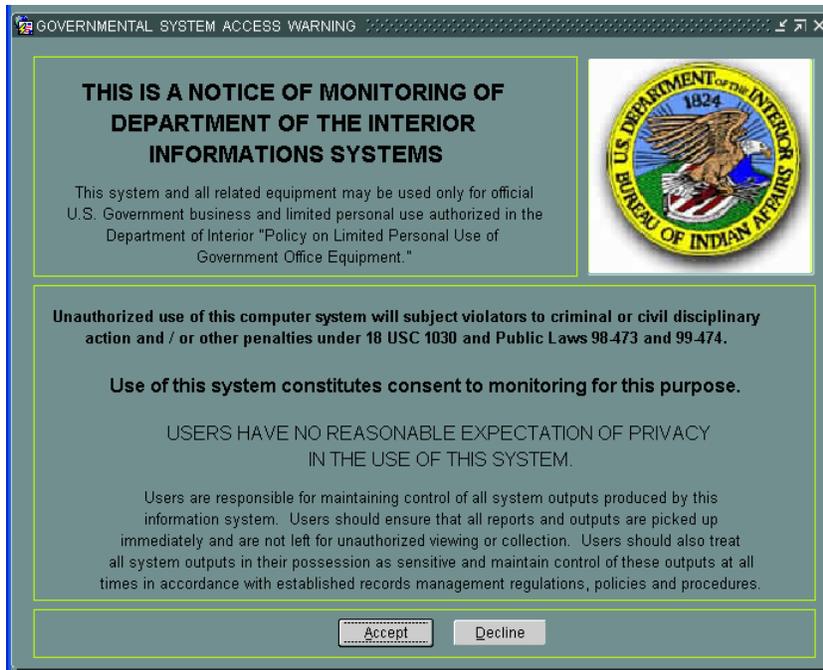
Draft V01.11



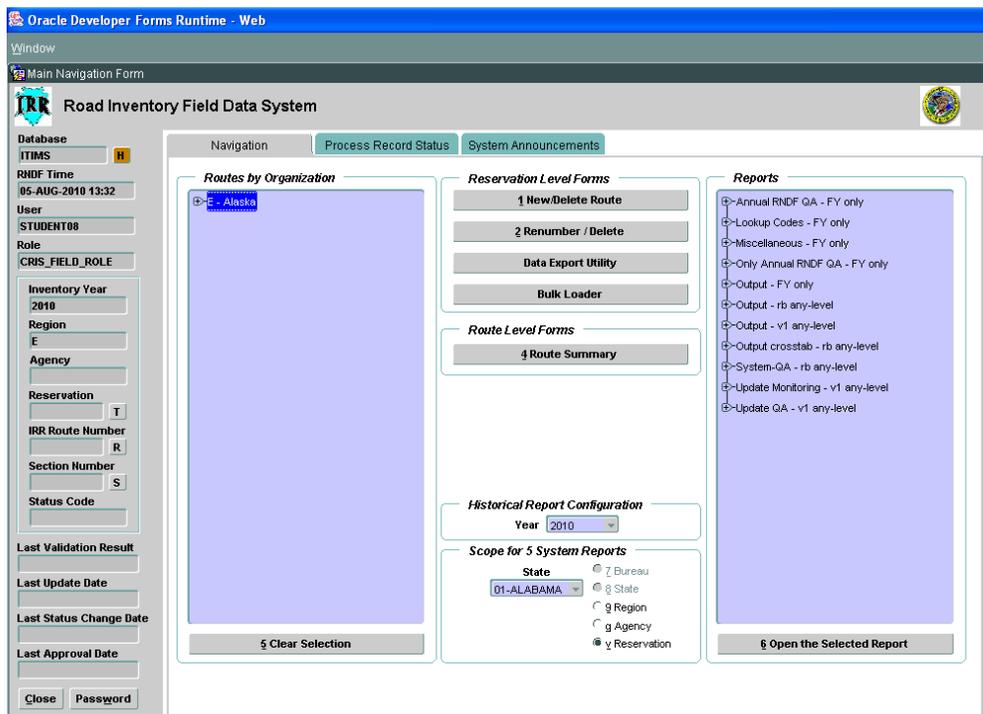
Above is the screen you will see when you access the web page <https://www.itims.doi.gov>

To access RIFDS select the top link on the left side of the page, labeled **RIFDS**

In the above logon pop up, enter your username, password, and database. Your username will be assigned to you and the database default is “itims”.



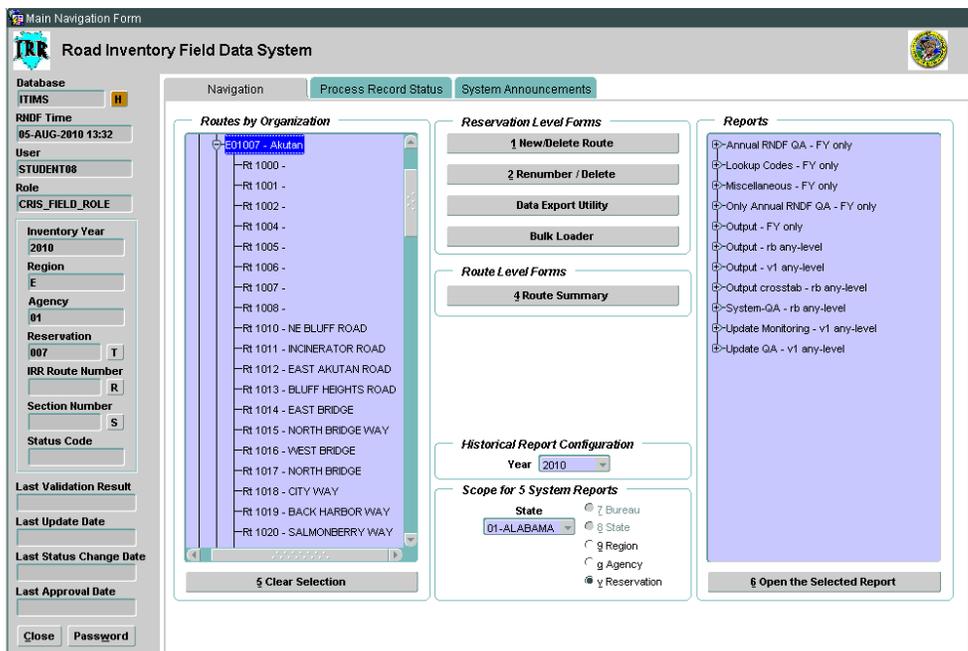
The above system access warning will pop up, if you wish to access RIFDS you will need to **Accept** the conditions.



Above is the main screen of RIFDS. In the purple column on the left should be displayed your Region/Tribe, Alaska Region is displayed for this example. Highlight your Tribe and click the plus (+) symbol to the left of it to display your routes.

From here we will follow examples for the following tasks in RIFDS:

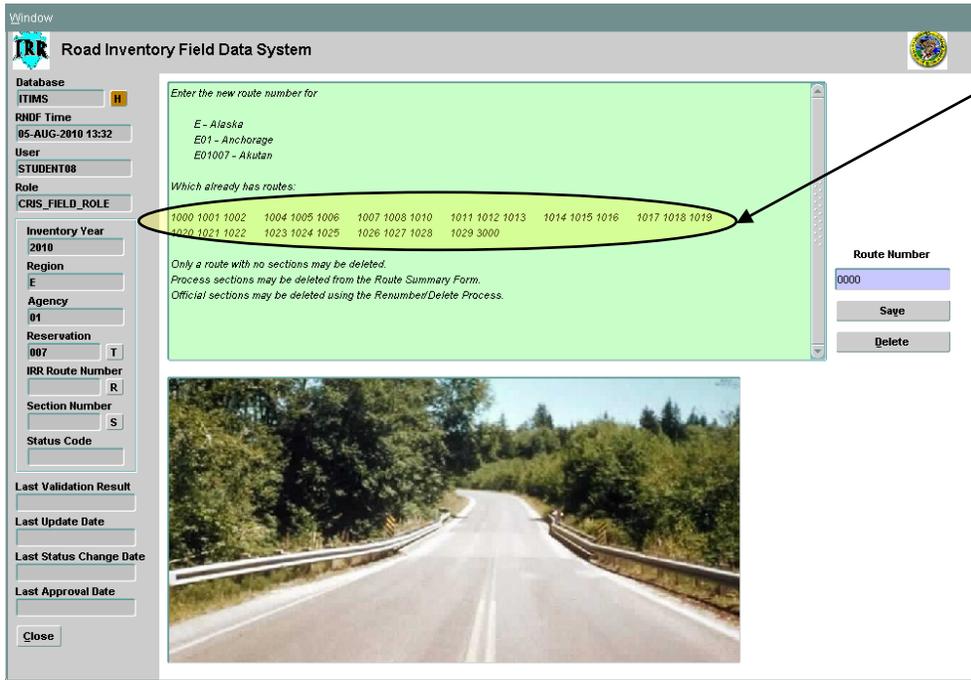
- Add a new route
- Delete a route or section
- Update a Legacy or RIFDS-ready record
- Renumber a route or section
- Update a route using “Un-reviewed” tab



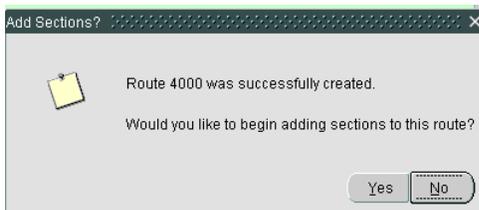
ADD NEW ROUTE

To add a new route, make sure that you have your tribe in the left purple column highlighted. Then press the button in the Action Tool Bar labeled **1 New/Delete Route**.

Below is the route input screen.



In the purple box input your route number and press the **SAVE** button.



The above pop up will prompt you to add sections to the newly created route. Press the **YES** button.

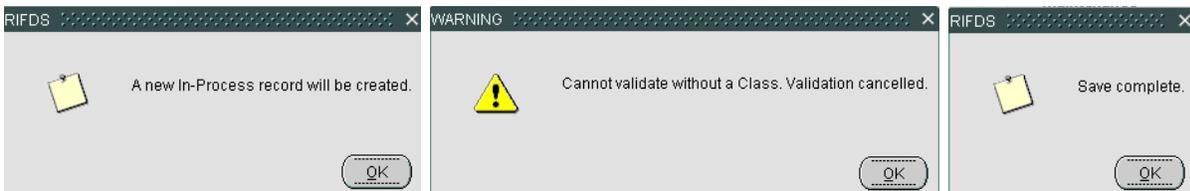
The route section data screen will open.

Enter the first section number in the top left purple box.

It is customary to label the first section 10 or 010.

5 - Section Number [999] 10

Press the **SAVE** button in the lower left hand corner. The following pop ups will appear, press the **OK** button.



At bottom left hand side of the route section data screen, press the **CLOSE** button.

The route summary screen for the route will appear.

The screenshot shows the 'Route Summary' screen in the Road Inventory Field Data System. At the top, there is a table of sections. The first row is highlighted in yellow and contains the following data: Road Name (blank), Status Code (IN-PROCESS), Sec # (10), Bridge Number (blank), Validate Result (NOPASS), Len (blank), ADS (blank), C (blank), ADT (blank), Surf Width (blank), CN (blank), O (blank), and St (blank). Below the table, there are several summary statistics: Number of Official Sections (0), Number of Process Sections (1), Total Official Length (mi) (0.0), and Total Process Length (mi) (0.0). There are also fields for BIADOT Remark, Region Remark, and Field Remark. A 'Clone' section is visible at the bottom, with a 'Clone Length' of 0.1 and a 'New Section Number' field. On the right side, there are buttons for 'Inventory Data Sheet', 'Greenbook', 'Transaction Log', 'Add New Section', 'Open Section', 'Submit Route', 'Abandon Process Record', and 'Save Remark'.

Notice the section you created is displayed.

You can now begin to add the field data for the newly created section 10 or you can add additional sections if needed.

To add additional sections, press the button labeled **4 Add New Section** in the lower right hand corner.

The screenshot shows the field data entry screen for section 20. The screen is divided into several sections: Core (5 - Section Number [999] 20, 7 - State, 8 - Ownership, 9 - Federal Aid Category, 10 - Class, 11 - Terrain, 12 - Construction Need), Road (13 - Surface Type, 14 - Shoulder Type, 15 - Length of Section (mi) [999.9], 16 - Surface Width (ft) [999], 17 - Shoulder Width (ft) (Enter 0 for none) [99]), Traffic (21 - ADT Year [9999], 22 - Existing ADT [9999999.9], 23 - Percent Trucks [99], Default ADT), Bridge (18 - Bridge Number [A15], 19 - Bridge Condition, 20 - Bridge Length (ft) [9999]), Condition (24 - SCI (20 times the old PCI value) [999], 25 - Roadbed Condition), Maintenance (26 - Level of Maintenance, 27 - Snow & Ice Control), Reviewed ROW data (28 - Right of Way Status, 29 - Right of Way Width (ft) [999]), and Additional Incidental Percent* (30 - Additional Incidental Percent* [99], 51 - Road Category). A 'Save' button is highlighted in yellow at the bottom left. There are also buttons for 'Validation Report' and 'Route and Section Reports' (Inventory Data Sheet, Inventory Change Sheet, Greenbook).

Input section **20** or **020**, press **SAVE**, **OK** on the pop ups, and finally **CLOSE**.

The screenshot shows the 'Road Inventory Field Data System' interface. On the left is a sidebar with user and system information. The main area features a table with columns: Sections, Road Name, Status Code, Sec #, Bridge Number, Validate Result, Len, ADS, C, ADT, Surf Width, CH, O, St. Two rows are highlighted in yellow, with 'IN-PROCESS' status and section numbers 10 and 20. Below the table are sections for 'Route Summary' (with input fields for official and process sections and lengths), 'BIADOT Remark', 'Region Remark', and 'Field Remark'. A 'Divide a Process Section by Cloning' section includes a 'Clone Length' input and a 'Clone' button. On the right, a vertical list of buttons includes '1 Inventory Data Sheet', '2 Greenbook', '3 Transaction Log', '4 Add New Section', '5 Open Section', '6 Submit Route', '7 Abandon Process Record', and '8 Save Remark'. A 'Close' button is at the bottom left.

Notice now both of the new sections are displayed.

To input field data on one of the new sections, highlight the section and press the button labeled **5 Open Section**. The route section data screen will open.

The screenshot shows the 'Route Section Data' screen. At the top, there are four tabs: 'Reviewed', 'Direct To Official', 'Remarks', and 'TTAM Data'. The 'Reviewed' tab is selected. The main area is divided into several sections: 'Core' (with fields for Section Number, State, Ownership, Federal Aid Category, Class, Terrain, and Construction Need), 'Road' (with fields for Surface Type, Shoulder Type, Length of Section, Surface Width, and Shoulder Width), and 'Traffic' (with fields for ADT Year, Existing ADT, and Percent Trucks). On the right side, there are sections for 'Bridge' (Bridge Number, Condition, Length), 'Condition' (SCI value, Roadbed Condition), 'Maintenance' (Level of Maintenance, Snow & Ice Control), 'Reviewed ROW data' (Right of Way Status, Right of Way Width), and 'Additional Incidental Percent*' (Additional Incidental Percent, Road Category). At the bottom, there is a 'Validation Report' box showing 'NOPASS' and 'Validation not started.', and a 'Route and Section Reports' section with buttons for '1 Inventory Data Sheet', '2 Inventory Change Sheet', and '3 Greenbook'. A 'Save' button is located at the bottom left.

Note the 4 tabs, you will enter data into the first 3 tabs and the fourth, TTAM Data is for reference.

Before continuing with entry of section field data here is an overview of the other 3 tabs.

Direct To Official Tab:

All the data on this tab is able to be changed at any time, meaning for example that you can change the name of the route on an official record and not have to resubmit the route for approval by the Region or BIADOT and the route retains it's Official status.

Remarks Tab:

Under this tab, the users have the ability to provide remarks for this route and/or section.

TTAM Data Tab:

This is a reference tab and no data is input on this tab. This tab provides a summary of the data that is used in the Relative Need Distribution Factor calculations.

Window

TRR Road Inventory Field Data System

Database: ITIMS **H**

RNDF Time: 05-AUG-2010 13:32

User: STUDENT06

Role: CRIS_FIELD_ROLE

Inventory Year: 2010

Region: E

Agency: 01

Reservation: 007 **T**

IRR Route Number: 4000 **R**

Section Number: 10 **S**

Status Code: IN-PROCESS

Last Validation Result: NOPASS

Last Update Date: 02-DEC-2010

Last Status Change Date: 02-DEC-2010

Last Approval Date:

Close

Reviewed | Direct To Official | Remarks | **TTAM Data**

Derived or Loaded Data (derived values are recalculated only after a Save-to-Process that passes validation)

Length [mi]	GPRA Rate [\$1000/mi]	Eligible Percent [%]	(1) Adj. Rate [\$1000/mi]	(2) Road CTC [\$1000]
Incidental				
Grade & Drain				
Aggregate				
Pavement				
Additional Incidental				

Length [ft]	GPRA Rate [\$/ft]	Eligible Percent [%]	(3) Adj. Rate [\$/ft]	(4) Bridge CTC [\$1000]
Bridge				

(5) Raw CTC [\$1000]

RNDF Share [%]

(6) RNDF CTC [\$1000]

(1) GPRA Base Rate X Eligible Percent
 (2) Adjusted Road Rate X Length
 (3) Bridge Rate X Eligible Percent
 (4) Adjusted Bridge Rate X Length / 1000
 (5) Incidental CTC + Grade & Drain CTC + Aggregate CTC +
 Pavement CTC + Addtnl. Incid. CTC + Bridge CTC
 (6) Raw CTC X RNDF Share
 (7) Actual ADT X Section Length X RNDF Share

Update Year: 2010

Future Surface Type:

Geo-Political Region Number:

Adequate Design Standard:

Future ADT:

(7) VMT:

Calculation Note
Calculation not started

Save

Validation Report
 NOPASS
 Validation not started.

Route and Section Reports

1 Inventory Data Sheet

2 Inventory Change Sheet

3 Greenbook

Now back to the input of route section data. It is recommended that as you enter your data you frequently use the **SAVE** button at the lower left of the screen. This serves two purposes, one it saves the data that you have entered in case the system unexpectedly crashes and two it updates the **validation report**. The **validation report** will help guide you on the entering of the data.

It is recommended to start inputting data with item **7 State** and proceed down the list.

Validation Report. To view, double click in the green area and a pop up with the text will appear.

The drop down information/selections are available in the Coding Guide, see appendix A

Window
 Road Inventory Field Data System

Database ITIMS H
 RIRF Time 05-AUG-2010 13:32
 User STUDENT06
 Role CRIS_FIELD_ROLE

Inventory Year 2010
 Region E
 Agency 01
 Reservation 007 T
 IRR Route Number 4000 R
 Section Number 10 S
 Status Code IN-PROCESS

Last Validation Result NOPASS
 Last Update Date 02-DEC-2010
 Last Status Change Date 02-DEC-2010
 Last Approval Date

Close

Reviewed Direct To Official Remarks TTAM Data

Core

5 - Section Number [999] 10
 7 - State 02 - Alaska
 8 - Ownership
 9 - Federal Aid Category 1 - Bia Construction Need
 10 - Class 2 - Construction Need Or Other
 11 - Terrain 3 - Maintenance Only
 12 - Construction Need 4 - Proposed Project

Road

13 - Surface Type
 14 - Shoulder Type
 15 - Length of Section (mi) [999.9]
 16 - Surface Width (ft) [999]
 17 - Shoulder Width (ft) (Enter 0 for none) [99]

Traffic

21 - ADT Year [9999]
 22 - Existing ADT [9999999.9]
 23 - Percent Trucks [99]
 Default ADT 50

Bridge

18 - Bridge Number [A15]
 19 - Bridge Condition
 20 - Bridge Length (ft) [9999]

Condition

24 - SCI (20 times the old PCI value) [999]
 25 - Roadbed Condition

Maintenance

26 - Level of Maintenance
 27 - Snow & Ice Control

Reviewed ROW data

28 - Right of Way Status
 29 - Right of Way Width (ft) [999]

Additional Incidental Percent*

30 - Additional Incidental Percent* [99]
 * Up to 1% for fencing, 9% for landscaping, 9% for structural concrete, 3% for traffic signals, and 3% for utilities.
 51 - Road Category

Save Validation Report
 NOPASS
 Validation not started.

Route and Section Reports
 1 Inventory Data Sheet
 2 Inventory Change Sheet
 3 Greenbook

Once you have entered item **12 Construction Need**, press the **SAVE** button.

Window
 Road Inventory Field Data System

Database ITIMS H
 RIRF Time 05-AUG-2010 13:32
 User STUDENT06
 Role CRIS_FIELD_ROLE

Inventory Year 2010
 Region E
 Agency 01
 Reservation 007 T
 IRR Route Number 4000 R
 Section Number 10 S
 Status Code IN-PROCESS

Last Validation Result NOPASS
 Last Update Date 02-DEC-2010
 Last Status Change Date 02-DEC-2010
 Last Approval Date

Close

Reviewed Direct To Official Remarks TTAM Data

Core

5 - Section Number [999] 10
 7 - State 02 - Alaska
 8 - Ownership 1 - Bia
 9 - Federal Aid Category
 10 - Class 5 - Rural Local
 11 - Terrain
 12 - Construction Need 1 - Bia Construction Need

Road

13 - Surface Type
 14 - Shoulder Type
 15 - Length of Section (mi) [999.9]
 16 - Surface Width (ft) [999]
 17 - Shoulder Width (ft) (Enter 0 for none) [99]

Traffic

21 - ADT Year [9999]
 22 - Existing ADT [9999999.9]
 23 - Percent Trucks [99]
 Default ADT 50

Bridge

18 - Bridge Number [A15]
 19 - Bridge Condition
 20 - Bridge Length (ft) [9999]

Condition

24 - SCI (20 times the old PCI value) [999]
 25 - Roadbed Condition

Maintenance

26 - Level of Maintenance
 27 - Snow & Ice Control

Reviewed ROW data

28 - Right of Way Status
 29 - Right of Way Width (ft) [999]

Additional Incidental Percent*

30 - Additional Incidental Percent* [99]
 * Up to 1% for fencing, 9% for landscaping, 9% for structural concrete, 3% for traffic signals, and 3% for utilities.
 51 - Road Category

Save Validation Report
 NOPASS
 Validation not started.

Route and Section Reports
 1 Inventory Data Sheet
 2 Inventory Change Sheet
 3 Greenbook

The item labels will change color, **RED** is a required item and **BLUE** is a forbidden item.

*Note: The colors **RED** and **BLUE** maybe swapped or changed to match the coding guide under appendix A. These change may occur with upcoming edits to the RIFDS online program.

Double clicking in the **Validation Report** green area brings up the following pop up.

Validation Results - **NOPASS**: Errors need to be corrected.

Error: Item 11 Terrain needs to be input.

Correct all errors on the **Validation Report** by pressing the **OK** button to return to the **route section field data form** and input or correct the data and then press the **SAVE** button to update the **Validation Report**. Continue this process until the **Validation Report** status is **PASS**.

Validation Results - **PASS**: All errors corrected, data entry complete.

Press the **CLOSE** button in the lower left hand corner to get back to the route summary screen.

The route summary screen showing the status of the sections.

The screenshot shows the 'Road Inventory Field Data System' interface. On the left, there are various filters and user information. The main area displays a table of sections with columns for Road Name, Status Code, Sec #, Bridge Number, Validate Result, Len, ADS, C, ADT, Surf Width, CN, O, and St. Section 10 is highlighted in yellow and has a 'PASS' validation result. Below the table, there is a 'Route Summary' section with statistics: Number of Official Sections (0), Number of Process Sections (2), Total Official Length (mi) (0.0), and Total Process Length (mi) (0.5). There are also fields for BIADOT Remark, Region Remark, and Field Remark. On the right side, there is a vertical list of buttons: 1 Inventory Data Sheet, 2 Greenbook, 3 Transaction Log, 4 Add New Section, 5 Open Section, 6 Submit Route, 7 Abandon Process Record, and 8 Save Remark. A callout box points to the 'PASS' validation result for section 10.

Note the Validation Result status for section 10 is Pass. Also note the section data displayed.

Now you would repeat the previous process to input the data for section 20.

DELETE SECTION

The other option is if you decide you don't need or want section 20 is to delete it. This is done by highlighting section 20 and pressing the button labeled **7 Abandon Process Record**.

This screenshot is similar to the previous one, but section 20 is highlighted in yellow. The 'Route Summary' statistics are updated: Number of Official Sections (0), Number of Process Sections (2), Total Official Length (mi) (0.0), and Total Process Length (mi) (0.5). The '7 Abandon Process Record' button is highlighted in yellow, and a tooltip below it says 'Deletes the IN-PROCESS record.' The '6 Submit Route' button is also visible.

The following pop up is displayed and if you want to permanently delete section 20 press **YES**.



The route summary screen is then displayed and section 20 is no longer shown.

END DELETING SECTION

CONTINUE ADD NEW ROUTE

Sections

Sections	Road Name	Status Code	Sec #	Bridge Number	Validate Result	Len	ADS	C	ADT	Surf Width	CH	O	St
		IN-PROCESS	10		PASS	0.5	14	5		18	1	1	02

Route Summary

- Number of Official Sections: 0
- Number of Process Sections: 1
- Total Official Length (mi): 0.0
- Total Process Length (mi): 0.5

Remarks: BIADOT Remark, Region Remark, Field Remark

Attachments: 1 Inventory Data Sheet, 2 Greenbook, 3 Transaction Log, 4 Add New Section, 5 Open Section, 6 Submit Route, 7 Abandon Process Record, 8 Save Remark

Navigation Buttons: T (Tribal Level), R (Route Level), S (Section Level)

Attachment buttons:
 T – Tribal Level
 R – Route Level
 S – Section Level

Proceeding with the adding of a new route, your field section data is in and the Validation Result is Pass. Next you will need to enter the attachments for the route. The number and type of attachments required will depend on the ownership of the route and if the actual ADT is being used. For this example we will attach the strip map which is required for all routes.

Press the **R** button because the strip map is stored at the route level.

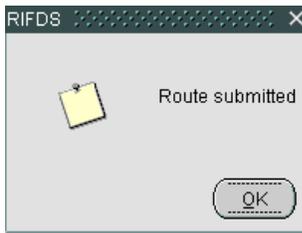
The Attachment Creating and Retrieving screen is displayed.

On the drop down menu for the attachment type select **Strip Map** and press the **Upload** button.

With the all required attachments attached and your field section data in with a Validation Result of Pass you are ready to submit your route to the BIA Regional Level.

The screenshot shows the 'Route Summary' screen in the RIFDS application. On the left, there are various filters and metadata fields such as 'Database', 'RNDP Time', 'User', 'Role', 'Inventory Year', 'Region', 'Agency', 'Reservation', 'IRR Route Number', 'Section Number', 'Status Code', 'Last Validation Result', 'Last Update Date', 'Last Status Change Date', and 'Last Approval Date'. The main area features a table with columns: Sections, Road Name, Status Code, Sec #, Bridge Number, Validate Result, Len, ADS, C, ADT, Surf Width, CN, O, and St. Below the table, there are summary statistics for 'Route Summary' (Number of Official Sections: 0, Number of Process Sections: 3, Total Official Length (mi): 0.0, Total Process Length (mi): 0.5) and a 'Divide a Process Section by Cloning' section with fields for 'Clone Length' (0.1) and 'New Section Number'. On the right, there are three text input areas for 'BIADOT Remark', 'Region Remark', and 'Field Remark'. At the bottom right, a vertical list of buttons includes: 1 Inventory Data Sheet, 2 Greenbook, 3 Transaction Log, 4 Add New Section, 5 Open Section, 6 Submit Route, 7 Abandon Process Record, and 8 Save Remark. A 'Close' button is located at the bottom left of the main window.

Press the button labeled **6 Submit Route**, if all require attachments are confirmed then the following pop up will be displayed.

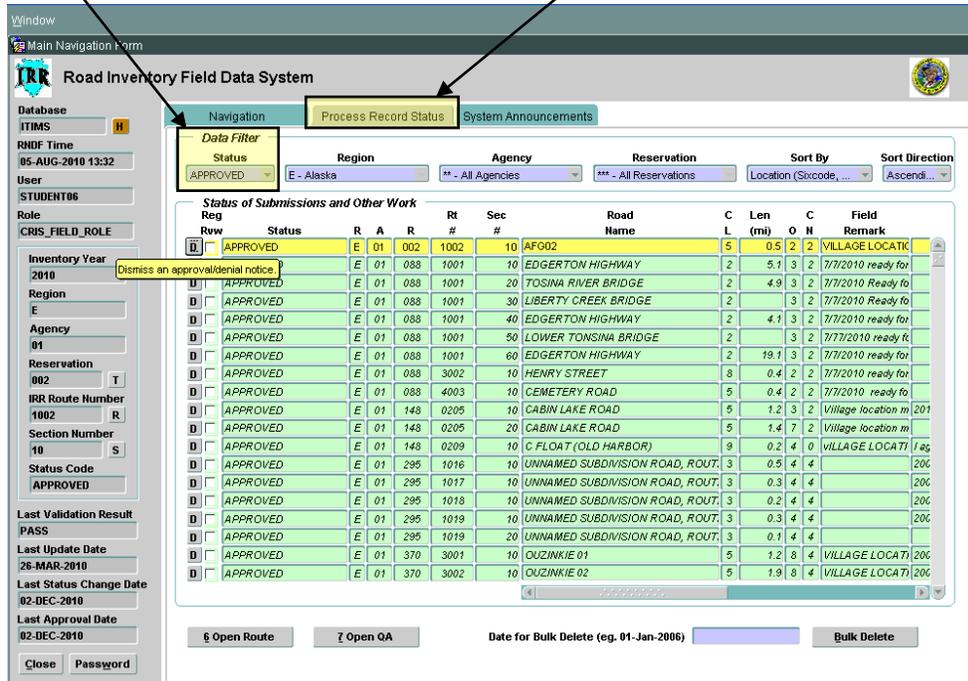


Press **OK** and the route summary screen will be displayed.

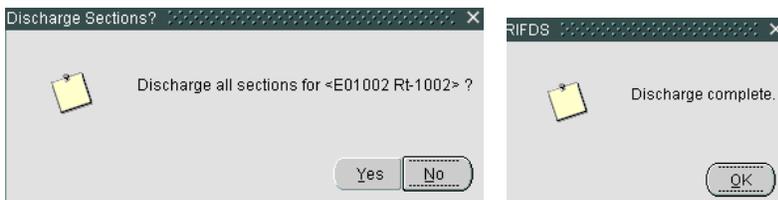
DISCHARGE APPROVED ROUTE

Once your route has been **APPROVED** by BIADOT you will need to **Dismiss** the record to switch the status from **APPROVED** to **OFFICIAL** (only **OFFICIAL** route generate funding)

After logging into RIFDS switch to the **PROCESS RECORD STATUS** Tab. On the **DATA FILTER**, from the **STATUS** drop down select **APPROVED**.



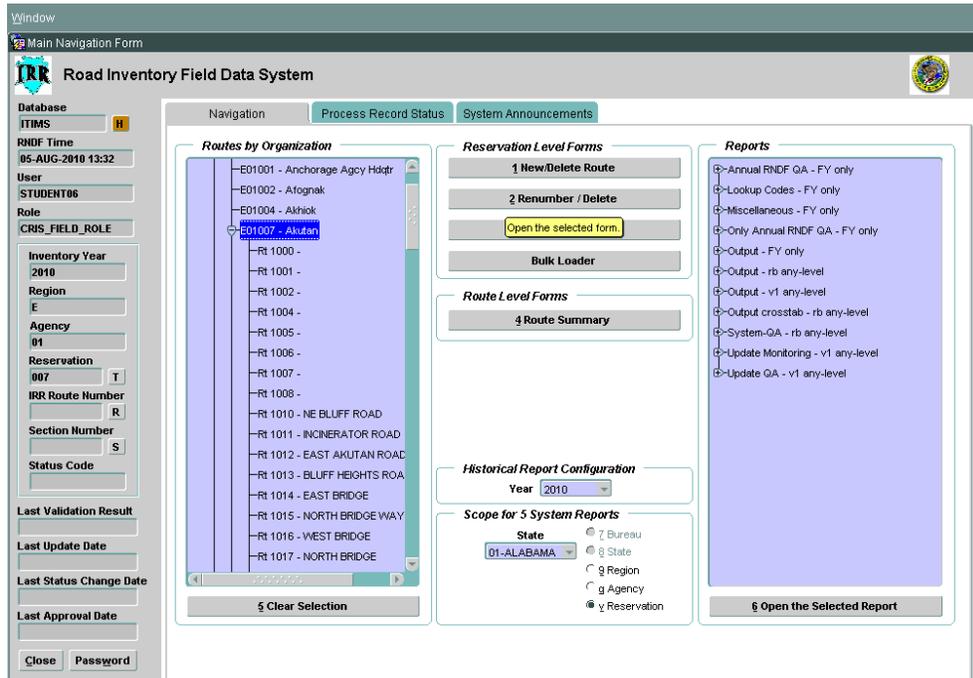
Highlight your route and press the **D** button to the left of the record.



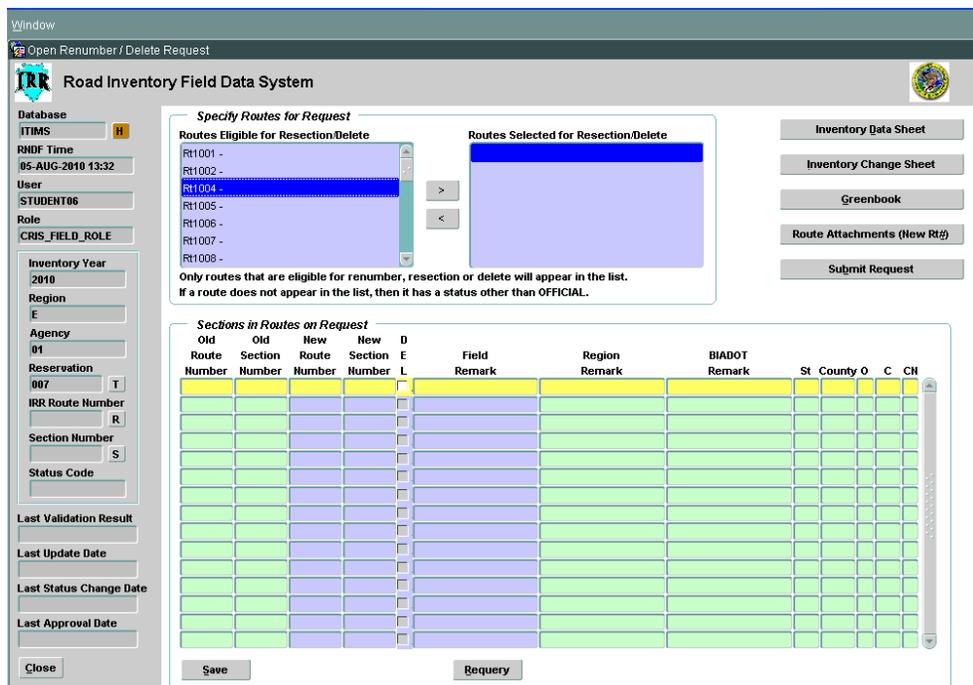
The above pop ups will be displayed, press **YES** and **OK**. The route status will now be **OFFICIAL**.

END DISCHARGE APPROVED ROUTE

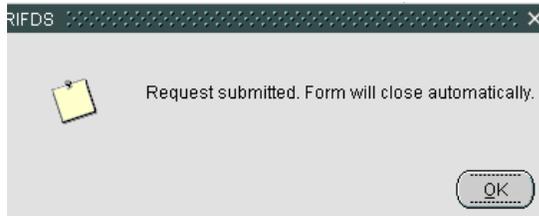
DELETE ROUTE



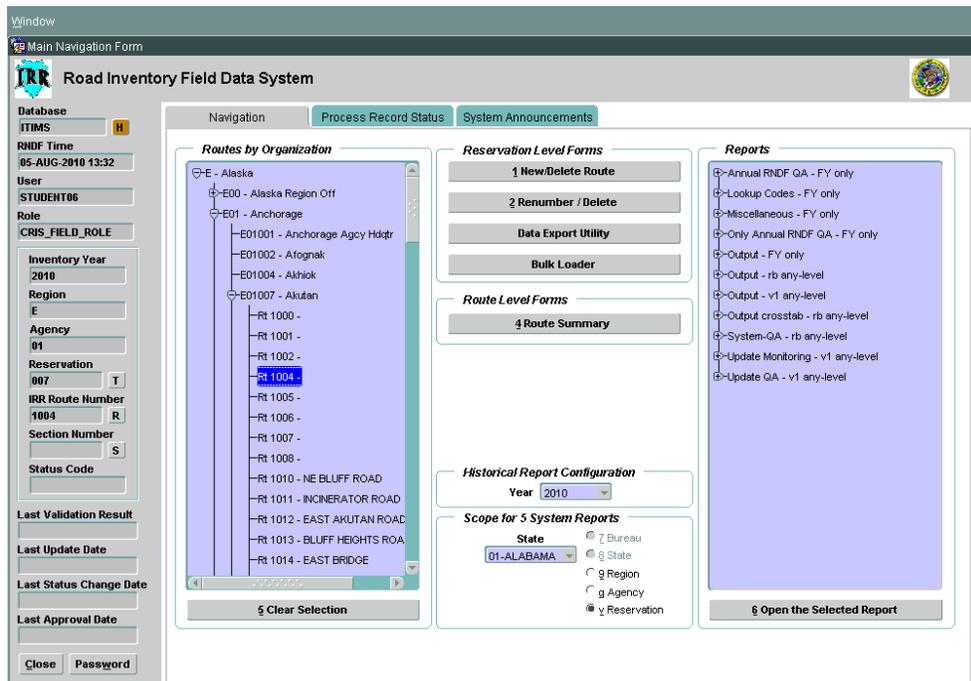
To delete a route, highlight your tribe in the left purple column. Then press the button labeled **2 Renumber / Delete** at the upper center of the screen.



The renumber / delete request screen will appear. In the top left purple box, scroll down and highlight the route you would like to delete. Press the arrow key > to add the route to the selected box.



Press **OK** and you will be taken back to the main screen.



To confirm your request for deletion of the route, highlight the route in the left purple column. Then press the button labeled **4 Route Summary** to open the route summary screen.

Window
Route Summary

IRR Road Inventory Field Data System

Database: ITIMS
 RNDI Time: 05-AUG-2010 13:32
 User: STUDENT06
 Role: CRIS_FIELD_ROLE

Inventory Year: 2010
 Region: E
 Agency: 01
 Reservation: 007
 IRR Route Number: 1004
 Section Number: 10
 Status Code: CHANGED-AT-REG

Last Validation Result: LOAD
 Last Update Date: 26-MAR-2010
 Last Status Change Date: 02-DEC-2010
 Last Approval Date: 24-APR-2004

Sections	Road Name	Status Code	Sec #	Bridge Number	Validate Result	Len	ADS	C	ADT	Surf Width	CH	O	St
		CHANGED-AT-REG	10		LOAD	3.0	12	4		0	2	1	02
		OFFICIAL	10		LOAD	3.0	12	4		0	2	1	02

Route Summary
 Number of Official Sections: 1
 Number of Process Sections: 2
 Total Official Length (mi): 3.0
 Total Process Length (mi): 3.0

BIADOT Remark
 Region Remark
 Field Remark

Inventory Data Sheet
 1 Greenbook
 2 Transaction Log
 3 Add New Section
 4 Open Section
 5 Submit Route
 6 Abandon Process Record
 7 Save Remark

Divide a Process Section by Cloning *
 Clone Length: 0.1
 New Section Number:
 Close

* Select the process section to be cloned. Provide the length, the section number, and press Clone.

Note the duplicate section 10 created with a status of **CHANGED-AT-REGION**.

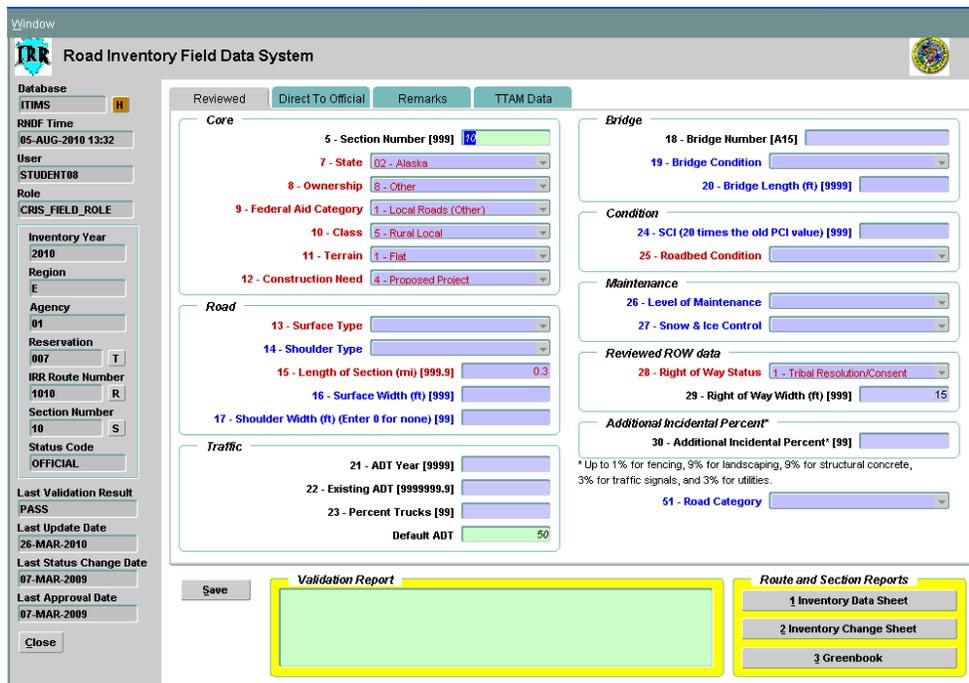
The route summary screen shows a duplicate section with a status of CHANGED-AT-REGION, this indicates that the route has been forwarded to the Region with a request for action/deletion. The Region will review and if ok recommend deletion.

END DELETE ROUTE

The following pop up appears. Press the **OK** button to proceed.



You can now edit the data for this section. Remember that the **RED** items are required and **BLUE** are forbidden items.



Once you have edited an item press the **SAVE** button in the lower left corner. The following pop up will appear.



Press the **OK** button to proceed. The route summary screen will appear.

The screenshot shows the 'Road Inventory Field Data System' interface. On the left, there are various filters and user information. The main area contains a table with columns: Sections, Road Name, Status Code, Sec #, Bridge Number, Validate Result, Len, ADS, C, ADT, Surf Width, CN, O, St. The first row is highlighted in yellow and shows 'NE BLUFF ROAD' with Status Code 'IN-PROCESS', Sec # '10', Bridge Number '10', and Validate Result 'NOPASS'. Below the table are several summary fields: 'Route Summary' (Number of Official Sections: 1, Number of Process Sections: 1, Total Official Length (mi): 0.3, Total Process Length (mi): 0.3), 'BIADOT Remark' (APPROVED 03/07/09, ADDED ROUTE), 'Region Remark', and 'Field Remark' (VILLAGE LOCATION MAP IS ATTACHED AT THE TRIBAL LEVEL AS "UNSPECIFIED"). On the right side, there are buttons for 'Inventory Data Sheet', 'Greenbook', 'Transaction Log', 'Add New Section', 'Open Section', 'Submit Route', 'Abandon Process Record', and 'Save Remark'. A callout box points to the 'IN-PROCESS' status and 'NOPASS' validation result.

Note the duplicate section 10 created with a status of **IN-PROCESS** and a Validation Result of **NOPASS**.

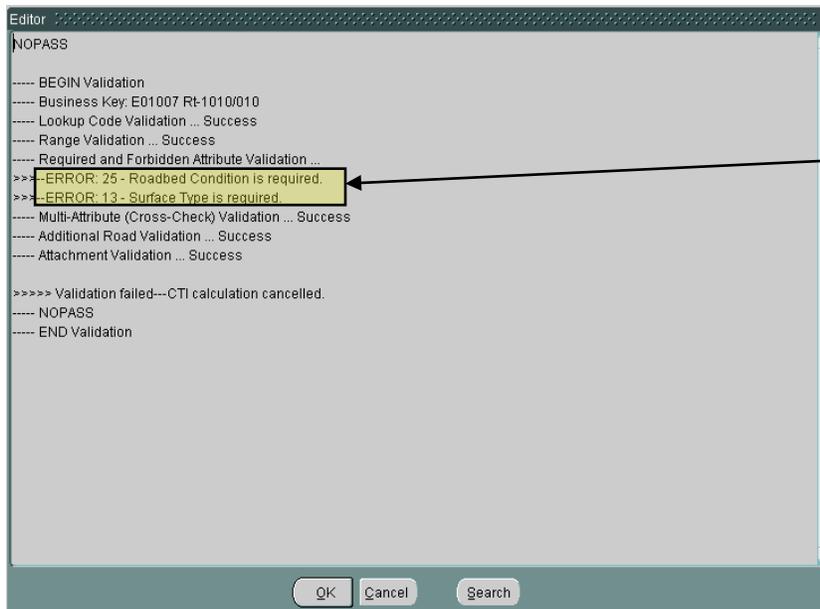
To correct the Validation Result to a status of PASS you need to go back into the section data and make the necessary corrections. Make sure the proper section is highlighted and then press the button labeled **5 Open Section**.

The screenshot shows the 'Section Data' form in the 'Road Inventory Field Data System'. The form is divided into several sections: 'Core' (5 - Section Number [999], 7 - State [02 - Alaska], 8 - Ownership [8 - Other], 9 - Federal Aid Category [1 - Local Roads (Other)], 10 - Class [5 - Rural Local], 11 - Terrain [1 - Flat], 12 - Construction Need [4 - Proposed Project]), 'Road' (13 - Surface Type, 14 - Shoulder Type, 15 - Length of Section (mi) [999.9], 16 - Surface Width (ft) [999], 17 - Shoulder Width (ft) (Enter 0 for none) [99]), 'Bridge' (18 - Bridge Number [A15], 19 - Bridge Condition, 20 - Bridge Length (ft) [9999]), 'Condition' (24 - SCI (20 times the old PCI value) [999], 25 - Roadbed Condition), 'Maintenance' (26 - Level of Maintenance, 27 - Snow & Ice Control), 'Reviewed ROW data' (28 - Right of Way Status [1 - Tribal Resolution/Consent], 29 - Right of Way Width (ft) [999], 15), 'Additional Incidental Percent*' (30 - Additional Incidental Percent* [99]), and 'Traffic' (21 - ADT Year [9999], 22 - Existing ADT [9999999.9], 23 - Percent Trucks [99], Default ADT [50]). At the bottom, there is a 'Validation Report' section with a green background showing 'NOPASS' and a 'Route and Section Reports' section with buttons for 'Inventory Data Sheet', 'Inventory Change Sheet', and 'Greenbook'. A callout box points to the 'Validation Report' section.

Make corrections so that the Validation Report displays a status of **PASS**.

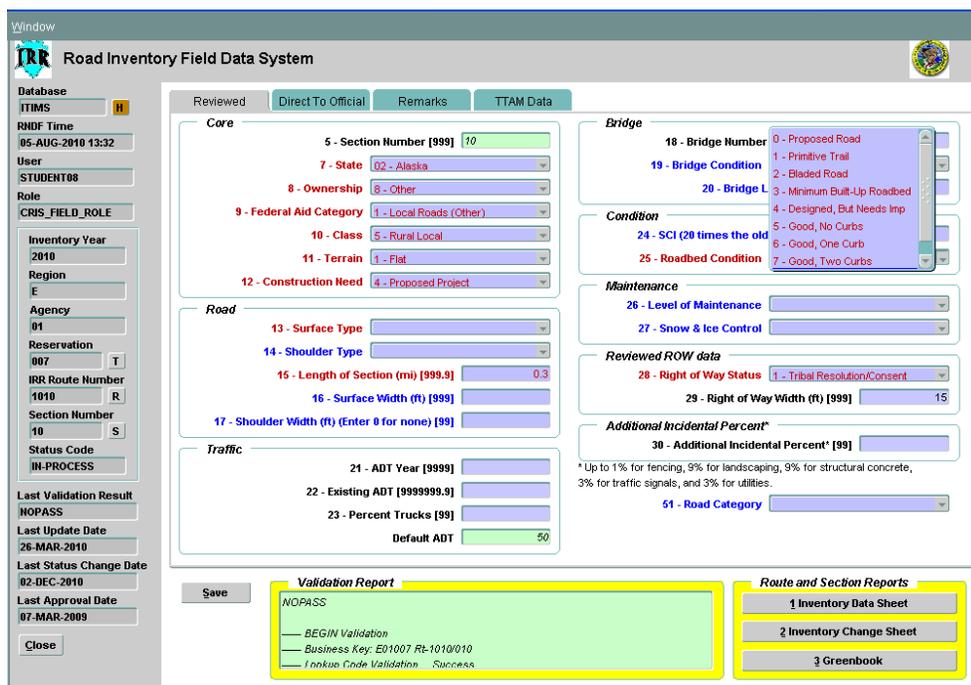
Validation Report. To view, double click in the green area and a pop up with the text will appear.

Double click in the Validation Report green area to view the corrections needed.



Corrections needed for a validation status of PASS.

Press **OK** to proceed with corrections.



Make corrections and press the **SAVE** button in the lower left corner.

Window
IRR Road Inventory Field Data System

Database: ITIMS H
 RNDP Time: 05-AUG-2010 13:32
 User: STUDENT08
 Role: CRIS_FIELD_ROLE

Inventory Year: 2010
 Region: E
 Agency: 01
 Reservation: 007 T
 IRR Route Number: 1010 R
 Section Number: 10 S
 Status Code: IN-PROCESS

Last Validation Result: PASS
 Last Update Date: 26-MAR-2010
 Last Status Change Date: 02-DEC-2010
 Last Approval Date: 07-MAR-2009

Close

Reviewed: Direct To Official Remarks TTAM Data

Core

5 - Section Number [999] 10
 7 - State 02 - Alaska
 8 - Ownership 8 - Other
 9 - Federal Aid Category 1 - Local Roads (Other)
 10 - Class 5 - Rural Local
 11 - Terrain 1 - Flat
 12 - Construction Need 4 - Proposed Project

Bridge

18 - Bridge Number [A15]
 19 - Bridge Condition
 20 - Bridge Length (ft) [9999]

Condition

24 - SCI (20 times the old PCI value) [999]
 25 - Roadbed Condition 0 - Proposed Road

Maintenance

26 - Level of Maintenance
 27 - Snow & Ice Control

Reviewed ROW data

28 - Right of Way Status 1 - Tribal Resolution/Consent
 29 - Right of Way Width (ft) [999] 15

Additional Incidental Percent*

30 - Additional Incidental Percent* [99]
 * Up to 1% for fencing, 9% for landscaping, 9% for structural concrete, 3% for traffic signals, and 3% for utilities.

51 - Road Category

Road

13 - Surface Type 0 - Proposed
 14 - Shoulder Type
 15 - Length of Section (mi) [999.9] 0.3
 16 - Surface Width (ft) [999]
 17 - Shoulder Width (ft) (Enter 0 for none) [99]

Traffic

21 - ADT Year [9999]
 22 - Existing ADT [9999999.9]
 23 - Percent Trucks [99]
 Default ADT 50

Save

Validation Report

PASS
 --- BEGIN Validation
 --- Business Key: E01007 Rt-1010/010
 --- Linkus Code Validation: Success

Route and Section Reports

1 Inventory Data Sheet
 2 Inventory Change Sheet
 3 Greenbook

Note the Validation Report displays a status of PASS.

If all corrections have been made the Validation Report status will be PASS. If not, repeat the process of viewing the Validation Report, making corrections, and pressing the **SAVE** button until you obtain a PASS status. Then press the **CLOSE** button in the lower left corner.

Window
IRR Road Inventory Field Data System

Database: ITIMS H
 RNDP Time: 05-AUG-2010 13:32
 User: STUDENT08
 Role: CRIS_FIELD_ROLE

Inventory Year: 2010
 Region: E
 Agency: 01
 Reservation: 007 T
 IRR Route Number: 1010 R
 Section Number: 10 S
 Status Code: IN-PROCESS

Last Validation Result: PASS
 Last Update Date: 26-MAR-2010
 Last Status Change Date: 02-DEC-2010
 Last Approval Date: 07-MAR-2009

Close

Sections

Road Name	Status Code	Sec #	Bridge Number	Validate Result	Len	ADS	C	ADT	Surf Width	CN	O	St
NE BLUFF ROAD	IN-PROCESS	10		PASS	0.3	13	5			4	8	02
NE BLUFF ROAD	OFFICIAL	10		PASS	0.3	13	5			4	8	02

Route Summary

Number of Official Sections: 1
 Number of Process Sections: 1
 Total Official Length (mi): 0.3
 Total Process Length (mi): 0.3

Divide a Process Section by Cloning *

Clone Length: 0.1
 New Section Number: []
 Clone

BIADOT Remark

APPROVED 03/07/09, ADDED ROUTE.

Region Remark

Field Remark

VILLAGE LOCATION MAP IS ATTACHED AT THE TRIBAL LEVEL AS "UNSPECIFIED".

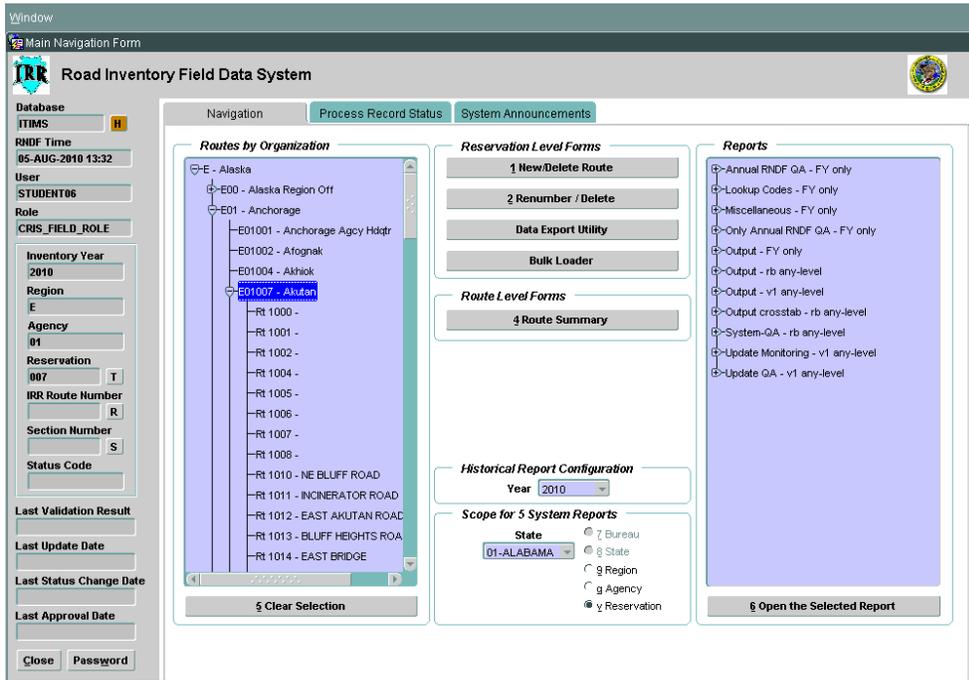
* Select the process section to be cloned. Provide the length, the section number, and press Clone.

1 Inventory Data Sheet
 2 Greenbook
 3 Transaction Log
 4 Add New Section
 5 Open Section
 6 Submit Route
 7 Abandon Process Record
 8 Save Remark

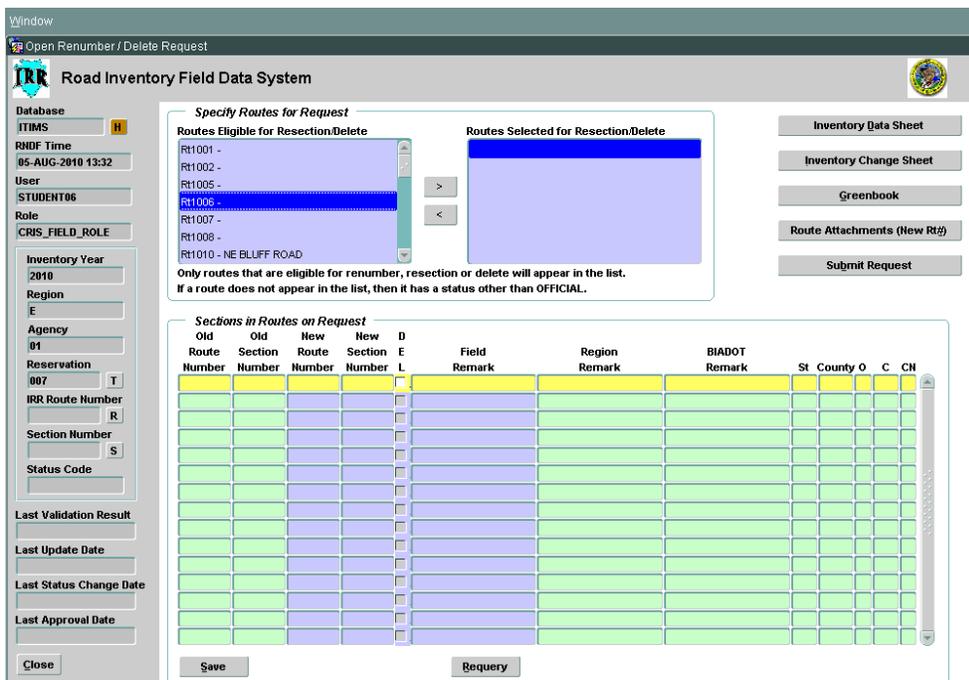
Now you are ready to submit your route to the BIA Regional Level. **!!CAUTION!!** If the data you have changed/updated requires an updated attachment you will need to add the required attachment(s). See previous example pages 14 – 18.

END UPDATE OFFICIAL ROUTE

RENUMBER ROUTE/SECTION

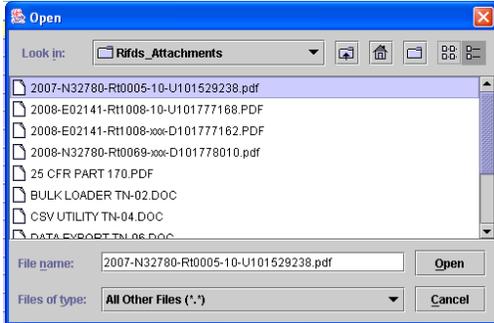


To renumber a route or section, highlight your tribe in the left purple column. Then press the button labeled **2 Renumber / Delete** at the upper center of the screen.



The renumber / delete screen will appear. In the top left purple box, scroll down and highlight the route you would like to renumber. Press the arrow key > to add the route to the selected box.

The file selection window pops up, locate the file on your computer that contains your strip map and highlight it. Press the **OPEN** button.



Press **OK** on the pop up and the attachment will be shown in the attachment summary list.



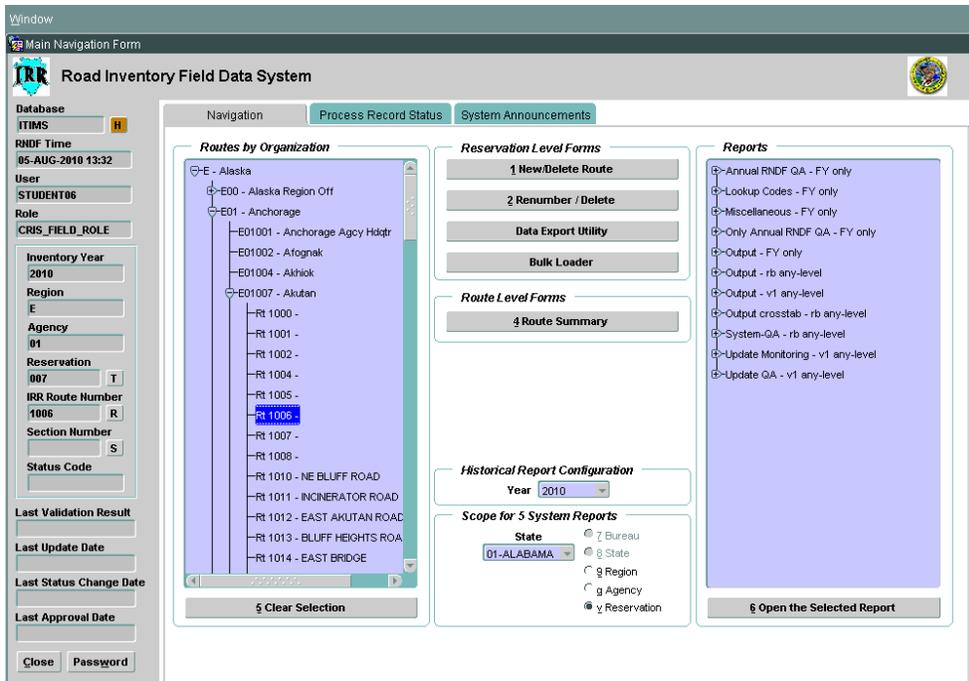
The attachment is shown with a computer generated name, you can change the name by editing the name in the purple name column and then pressing the **SAVE** button. You can also delete the attachment by highlight the attachment and pressing the **DELETE** button.

Press the **CLOSE** button in the lower left corner to get back to the renumber / delete screen.

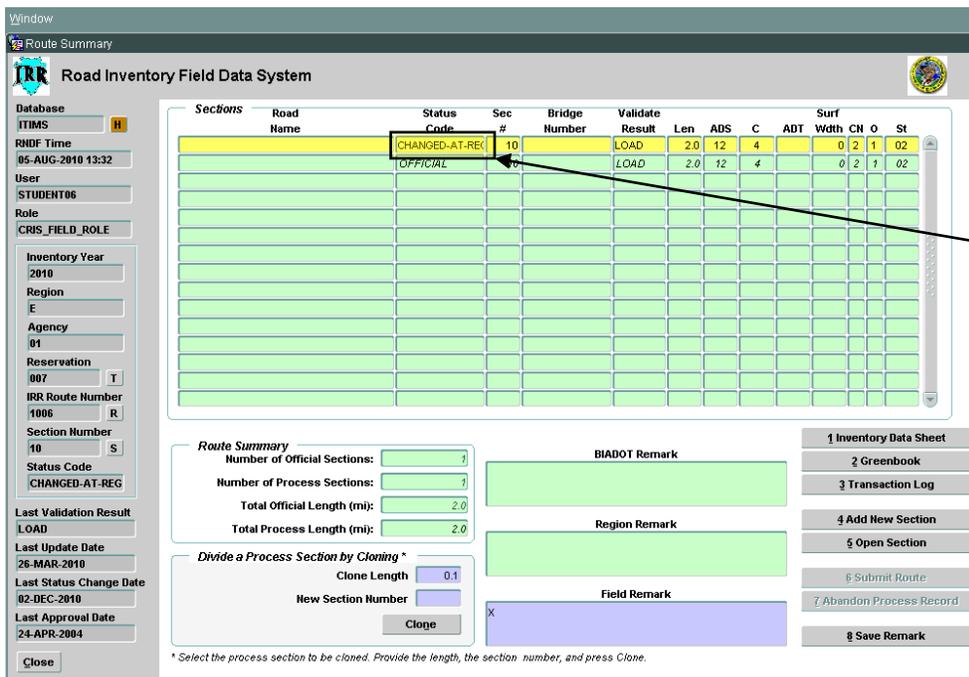
With the required updated strip map attached you are ready to submit you route to the BIA Regional Level.

Press the button labeled **Submit Request** in the upper right corner. The following pop up will be displayed.

Press **OK** and you will be taken back to the main screen.



To confirm your request for renumber, highlight the route with the old route number of 1006 in the left purple column. Then press the button labeled **4 Route Summary** to open the route summary screen.

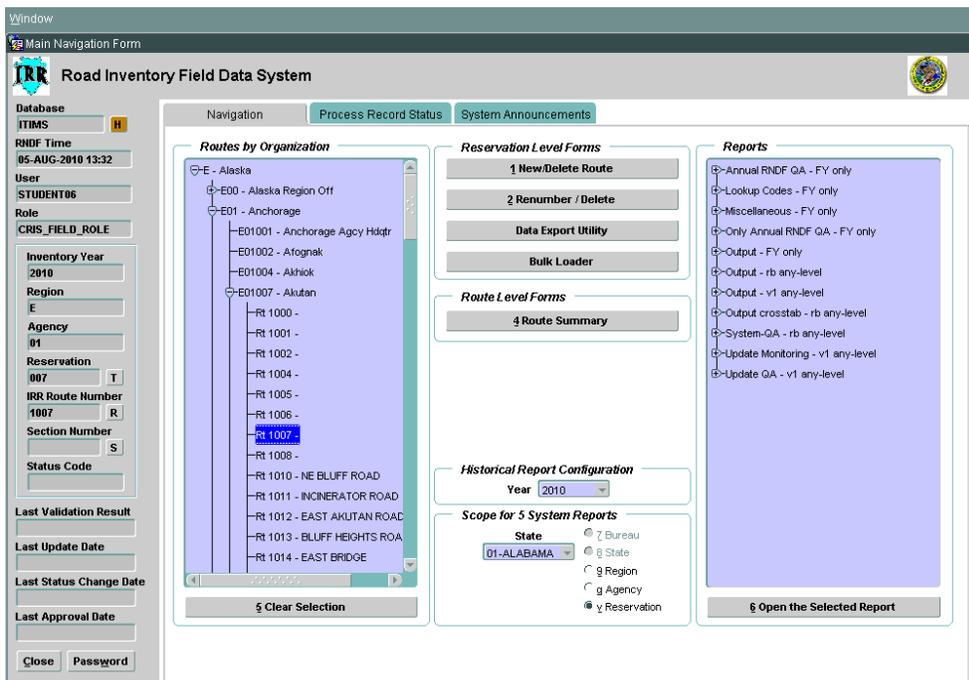


The route summary screen shows a duplicate section with a status of CHANGED-AT-REGION, this indicates that the route has been forwarded to the Region with a request for action/renumber. The Region will review and if ok recommend renumbering.

END RENUMBER ROUTE/SECTION

DIRECT TO OFFICIAL TAB UPDATE

There are some items in RIFDS that you can change on an official route without having to re-submit the route for approval. The most common instance is the changing of a route name or the addition of a route name to an official unnamed route. For this example we will add a route name to an official route.



Highlight the route in the left purple column. Then press the button labeled **4 Route Summary**.

The route summary screen for the select route will be displayed.

On the route section data screen select the **Direct To Official** Tab

All the data on this tab is able to be changed due to it not affecting the Relative Need Distribution Factor calculations, meaning for example that you can change the name of this official route and it does not affect the amount of funding it generates. Since the funding is unaffected there is no need to resubmit the route for approval by the Region or BIADOT and the route retains its Official status.

31a - Road/Bridge Name [A50] UPDATED ROUTE NAME

For this example we input the Road Name as “UPDATED ROUTE NAME” and press the **SAVE** button in the lower left corner. The following pop up appears and confirms that the change is eligible for Direct-To-Official.

Press **YES** and **OK** to complete the change. The route summary screen is displayed.

