



Proposal and Estimates System (PES) District Project level Training Guide

Release 5.7b
April 2007

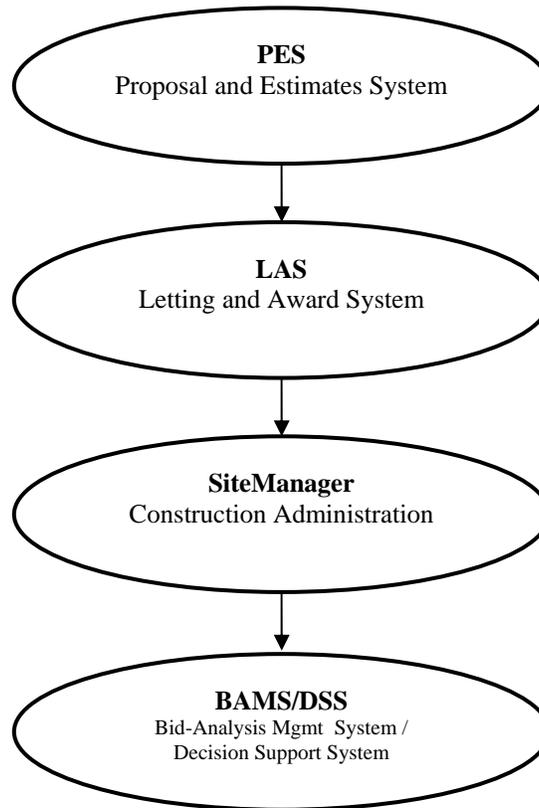


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1. INTRODUCTION OF TRNS•PORT

Trns•port is an information system designed for managing highway construction projects. The four main software modules that the Kentucky Transportation Cabinet is using are PES, LAS, SiteManager, and BAMS/DSS.



2. OVERVIEW OF TRNS•PORT PES

Trns•port PES (Proposal and Estimates System) provides design and estimation staff the ability to manage projects. PES helps with project definitions, funding specifications, project cost estimation, and contract proposal creation. Two key outputs of the PES module are the detailed cost estimate for Plans, Specifications and Estimates (PS&E) package and the bidding proposal for prospective bidders.

3. SIGNING ONTO TRNS-PORT PES

When you have been identified as a Trns*port PES user, the following icon should push down to your desktop.



Once the application has started, the ENTER USER INFORMATION window will appear. Enter your USER ID (first name initial and last name), press TAB, and enter your PASSWORD (for first time users the default password is "password" and will remain that until you change it). Next click the OK button.

Enter User Information

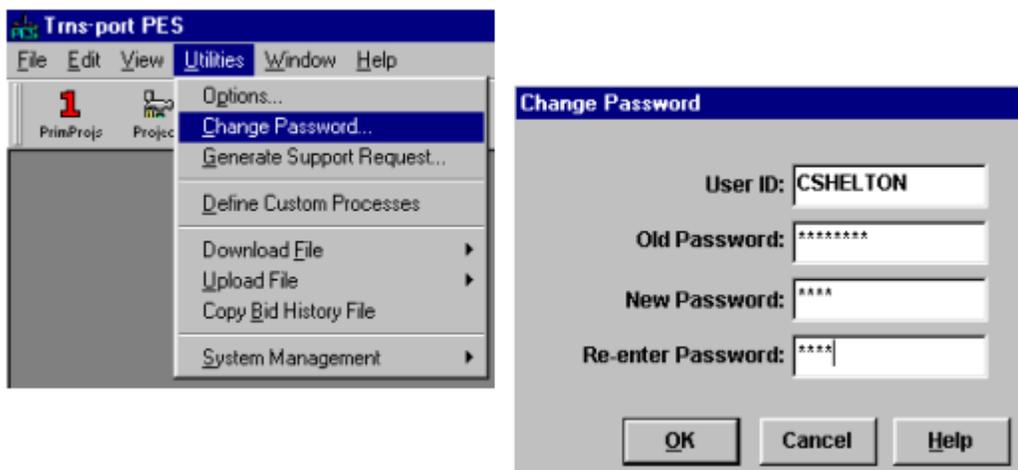
User ID:

Password:

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4. CHANGING YOUR PASSWORD

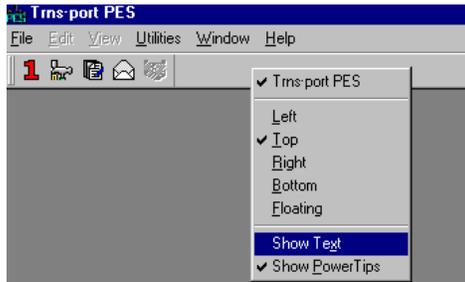
From the menu bar, select UTILITIES and CHANGE PASSWORD.



5. TITLE BAR, MENU BAR, AND TOOLBARS

Like other window applications, PES has a title bar, menu bar and toolbar so that you can easily activate commands.

To show the text of the toolbar items, right mouse click in the grey area on the toolbar and select SHOW TEXT.



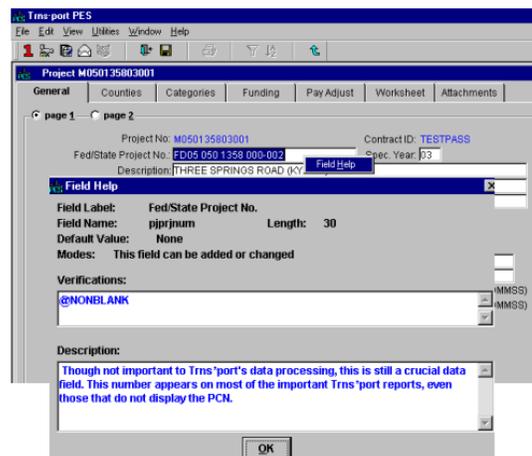
If you do not want to display the toolbar, right mouse click in the grey area on the toolbar and select Trns-port PES.

To display the toolbar, click WINDOWS from the menu bar and select SHOW TOOLBAR.



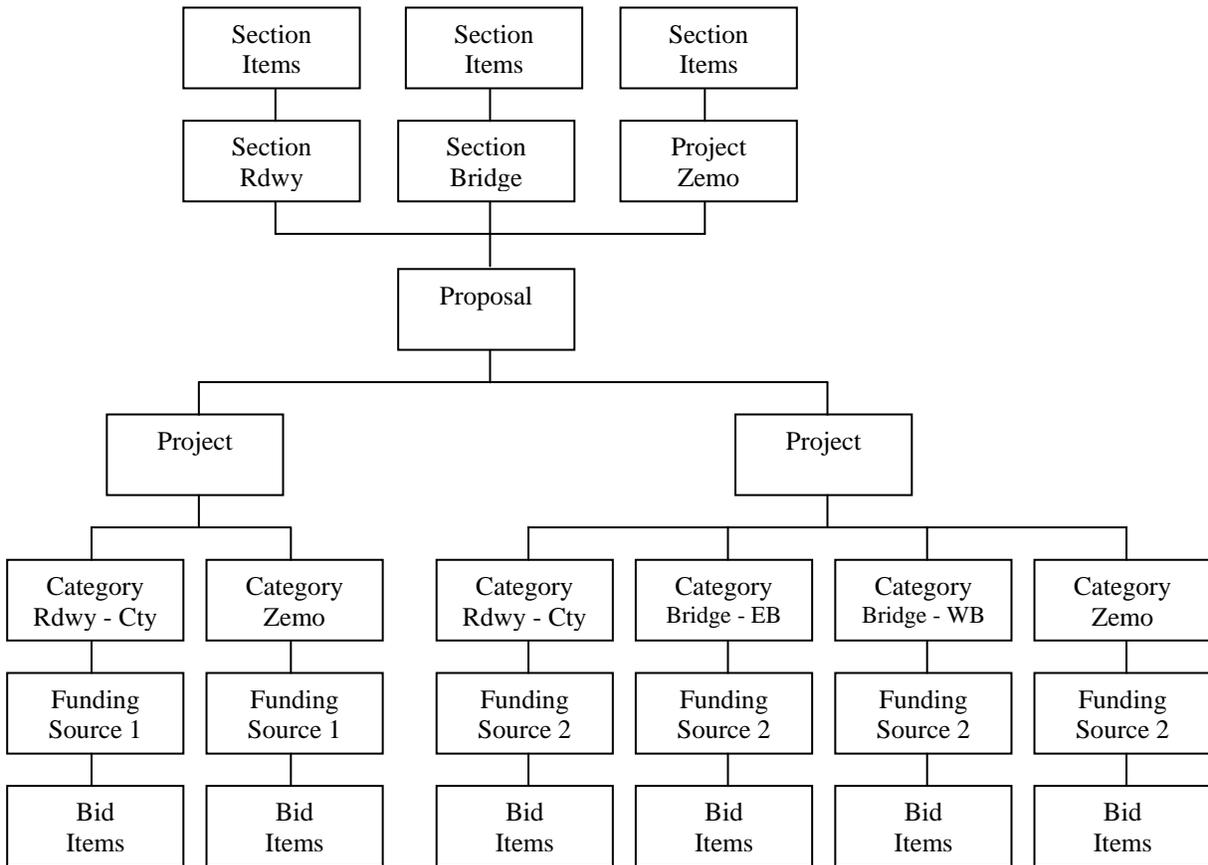
6. FIELD HELP

To get more information about a field such as the field length, default values and definition, click in the field with the right mouse button to display the FIELD HELP menu. Then click on the FIELD HELP to display the attributes of the selected field.



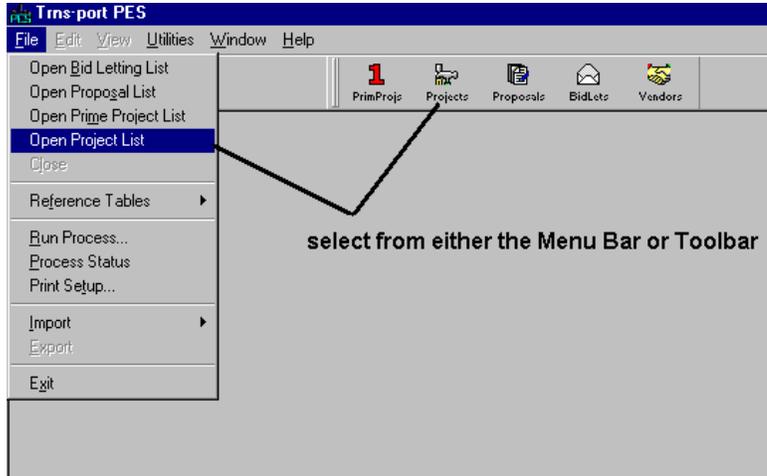
7. MANAGING PROJECTS

The way you structure a project will affect the processing throughout the PES, LAS, and Site Manager modules. In addition, the way bidders see a proposal also depends on the way you define the project and its data.

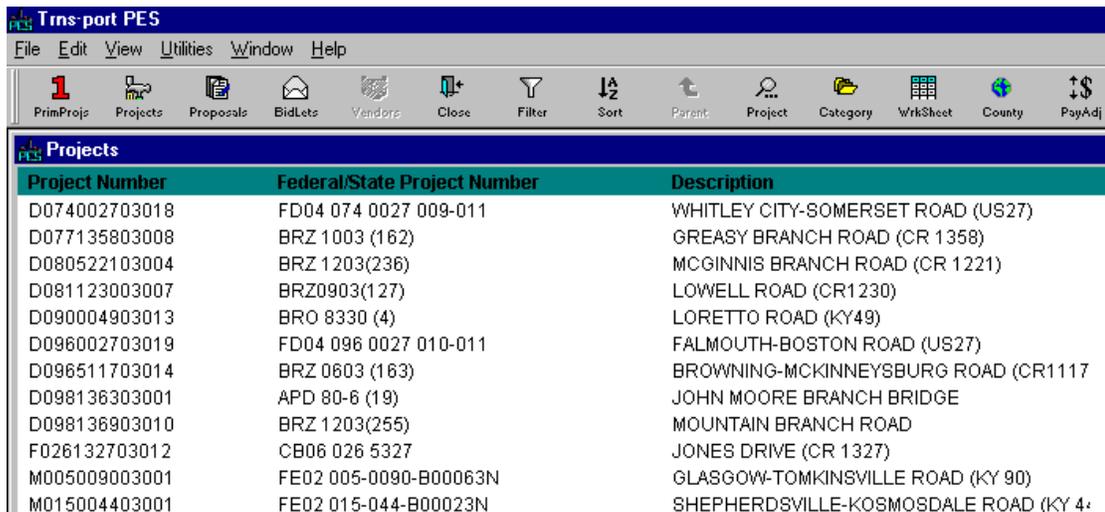


8. PROJECTS LIST WINDOW

Before you can perform any project level functions, you must first open the PROJECTS list window. Select FILE, OPEN PROJECT LIST or click the PROJECTS button from the toolbar



When PES displays the PROJECTS list window, the menu and tool bar options change.



9. CREATING A PROJECT

Begin by selecting EDIT and TABBED FOLDER ADD.

The screenshot shows the Trns-port PES application window. The menu is open, highlighting 'Tabbed Folder Add'. The main window displays a list of project entries with columns for 'State Project Number' and 'Description'.

State Project Number	Description
3 (121)	TEST
2066 000-001	FROM KY672 EXTENDING EASTERLY TO LAKE I
0420 004-005	ROAD CONSTRUCTION AT THE NEW STATE OF
3 (14)	KY 30 JACKSON-BOONVILLE ROAD IMPROVE S
0109 029-034	FROM KY398 EXTENDING NORTH TO HOPKINS
B00154	THE OLD MADISIONVILLE ROAD (KY 1069) OVE
	THE HADFASDFAS
FD GR02 0000010	VARIOUS STATE ROUTES
024 0109	THE HADFASDFAS
108 1066 000-003	TTFRANKLIN ROAD (KY 10666) FROM NELSON

9.1 GENERAL TAB, PAGE 1

The screenshot shows the 'General' tab for Project 0107312880604. The form contains various fields for project details, including Contract ID, Project No., Date of Estimate, Control Group, Fed/State Proj No., Designer, Description, Location, Location 2, Proj. Work Type, Length, Road Name, Type of Road, Route, Unit System, SYP No., Latitude of Midpoint, Spec. Year, Railroad Inv, Longitude of Midpoint, and Constr Eng %.

Contract ID: 063126 Mod. Sept 2006

Project No.: 0107312880604 **Date of Estimate:** 06/21/2006 **Control Group:** DSS

Fed/State Proj No.: CB06 073 1288 002-004 **Designer:** JD01

Description: LEBANON CHURCH ROAD (KY 1288)

Location: FROM KY 1014 **BMP:** 2.295

Location 2: EXTENDING EASTERNLY TO KY 994 **EMP:** 3.294

Proj. Work Type: ASRS **Length:** 1.00

Road Name: LEBANON CHURCH ROAD

Type of Road: KY **Route:** 1288 **Unit System:** E

SYP No.: 01-12345.01 **Latitude of Midpoint:** 365847 (DDMMSS) **Spec. Year:** 04

Railroad Inv: N **Longitude of Midpoint:** 883733 (DDMMSS) **Constr Eng %:** 5.00

Surfacing Projects

Aver. Mainline Width: 17.00

ADT: 573

For Central Office Use:

Revised by:

Last Revision: 00/00/0000

For Contract Procurement Use:

FMIS Impr Type:

The GENERAL tab contains fields used for identifying the project. Also, notice that there are two pages to the GENERAL tab. The following is a list of the fields only on page 1. Fields listed on page 2 are not to be used by KYTC.

Project Number	13 alpha/numeric field –the first 2 characters designates the division or district in which the project is being created, followed by a 3 digit county code, a 4 digit route number, a 2 digit calendar year, and a 2 digit sequential number (i.e. 1201301270501) DE – Highway Design RR – Rural Roads MP – Maintenance, Projects & Products MB – Maintenance, Bridge Maintenance ME – Maintenance, Environmental & Roadside 01-12 – for the corresponding district
Date of Estimate	select the current date
Control Group	Defaults to your assigned control group. Once you have completed the project and it is really to move into central office enter the next appropriate control group. OP – Maintenance projects (FE, FD) RR – Rural Secondary projects (CB, CA) Remember, after you save and close the project, the project will no longer appear in your project list window
Fed/State Project No	enter the Federal Project Number if applicable, otherwise enter the State Project Number (i.e. BRZ 1203 (145) or FD05 098 1428 001-003)
Designer	select your given designer code name
Description	enter the road name and route number (i.e. Taylor Mill Road (KY1827))
Location	enter the beginning project description as it relates to the project beginning milepoint
BMP-Beginning Milepoint	enter the beginning termini (i.e. 9.124), for county routes this field will be left blank
Location 2	enter the extending direction along with the ending project description as it relates to project ending milepoint (i.e. extending easterly to Old River Road)
EMP-Ending Milepoint	enter the ending milepoint (i.e. 10.475), for county routes this field will be left blank
Proj. Work Type	select an overall project work type (see Appendix A for code table listing)
Project Length	enter the project length, field carries 2 places past the decimal (i.e. 2.59)

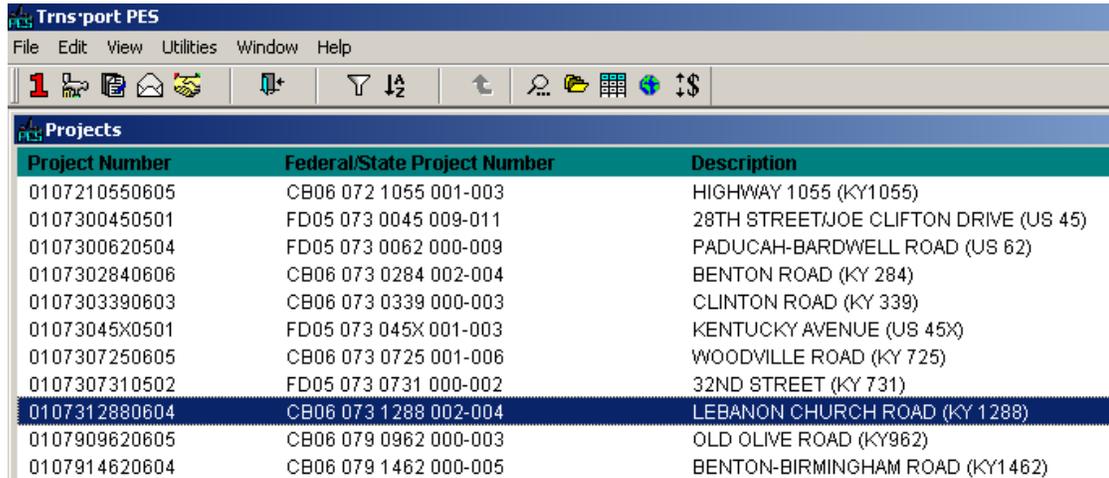
Road Name	enter road name
Type of Road	select type of road
Route	enter route number (i.e. 1428)
SYP No	if applicable, enter Six-Year Plan Item Number as 2 digits, a dash, 5 digits, a decimal point, and 2 digits (i.e. 02-03055.00)
Railroad Involvement	depending on whether the project has railroad involvement, indicate a Y or N
Latitude of Midpoint	enter latitude of project location (see Appendix B for internet link)
Longitude of Midpoint	enter longitude of project location (see Appendix B for internet link)
Average Mainline Width	enter the project average mainline width (i.e. 18.5)
ADT-Average Daily Traffic	Enter the average daily traffic count (i.e. 1800)
Unit System	defaults to E for English unit of measure, if Metric select M.
Spec. Year	defaults to current specification year
Const. Eng Pct.	defaults to 5.00 for 5% percentage of engineering cost, enter 10.00 if Engineering cost is 10%
Other fields found within text boxes or on page 2 are not used at the district level.	

At this time you need to save the project by either clicking on FILE and SAVE or by clicking the SAVE FOLDER button on the toolbar  .

If PES finds no errors, the project number will turn blue and can no longer be edited. If any errors are detected, an ERRORS message box will appear. All errors must be corrected before PES will accept the project or any changes to the project. (see section 10 for more information on errors)

Next, close the project.

Open the Projects List window and the project you just created should be listed. If you don't see your project within the list, you may need to close and reopen the Project List window to refresh the list.



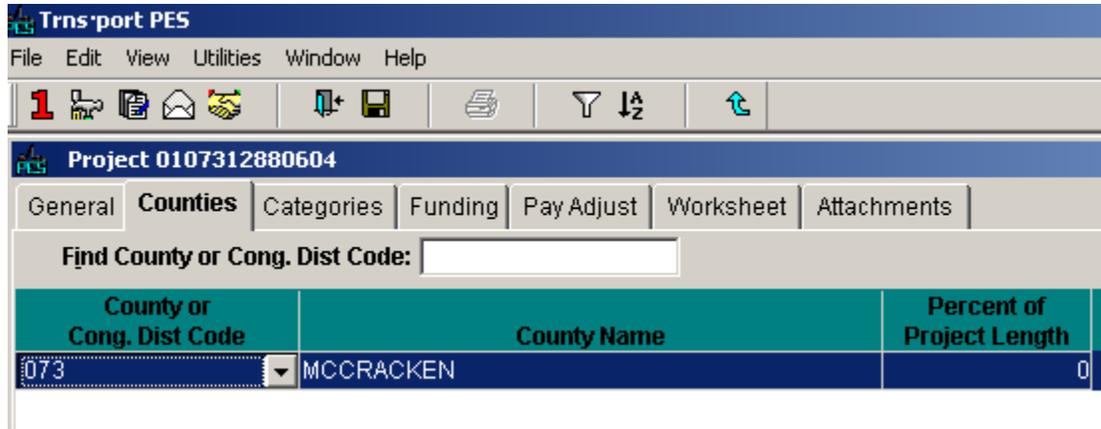
The screenshot shows the 'Trns-port PES' application window. The menu bar includes 'File', 'Edit', 'View', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The main window displays a 'Projects' list with the following data:

Project Number	Federal/State Project Number	Description
0107210550605	CB06 072 1055 001-003	HIGHWAY 1055 (KY1055)
0107300450501	FD05 073 0045 009-011	28TH STREET/JOE CLIFTON DRIVE (US 45)
0107300620504	FD05 073 0062 000-009	PADUCAH-BARDWELL ROAD (US 62)
0107302840606	CB06 073 0284 002-004	BENTON ROAD (KY 284)
0107303390603	CB06 073 0339 000-003	CLINTON ROAD (KY 339)
01073045X0501	FD05 073 045X 001-003	KENTUCKY AVENUE (US 45X)
0107307250605	CB06 073 0725 001-006	WOODVILLE ROAD (KY 725)
0107307310502	FD05 073 0731 000-002	32ND STREET (KY 731)
0107312880604	CB06 073 1288 002-004	LEBANON CHURCH ROAD (KY 1288)
0107909620605	CB06 079 0962 000-003	OLD OLIVE ROAD (KY962)
0107914620604	CB06 079 1462 000-005	BENTON-BIRMINGHAM ROAD (KY1462)

Select the project you just created and double-click to open it.

9.2 COUNTIES TAB

The COUNTY tab is used to designate the county or counties in which work will be performed. To add a county, click on EDIT and ADD. Using the grid, click in the COUNTY OR CONG. DIST CODE field to select the county code and name.



Remember to SAVE the counties tab before proceeding to the categories tab.

9.3 CATEGORIES TAB

Categories are used to separate items of work into specific groups or subsections. You must create a category before adding work items. You should create separate categories if

- the project has a different work types (i.e. roadway and bridge are two different work types), or
- there are different funding sources (i.e. multiple counties having roadway in each county) or
- the project has alternate work items, or
- the project needs to distinguish between type of work (i.e. a project having multiple bridges, each bridge needs a separate category to define its own work items).

NOTE: A separate category (zemo) must always be used for mobilization and demobilization.

To add a category, click EDIT and ADD.

Category	Construct	Alt	Description	Generic String 6	Generic Code 3	Generic Number 2	Generic Code 2	Generic Code 1	Generic String 1	Gene
0001	ARWY		ROADWAY	CB06	073	1.00	4580	E797		1.00
0002	ZEMO		DEMOBLIZATION	CB06	073	1.00	4580	E797		1.00

page 1 page 2
 Category No.: 0001 Category Alternate Code:
 Fed Construction Class: ARWY
 Category: ROADWAY
 Category 2:
 Function (PBU): CB06 Sub-function (County): 073 Loc (District): 1
 Activity: 4580
 Object: E797 Dept. Object (Rep Cat):
 Program: Task Order:
 Reporting Code (Termini):
 Accounting template: Sub-Activity:
 Combine w/ Like Categories (Same Fed Constr Class)
For Contract Procurement Only
 P.O. Line No.: 01

Category No	enter a 4 digit category number, 0001 will be used for roadway and 0002 will be used for demobilization
Category Alternate Code	in general, this field will not be utilized for district maintenance projects. This field is to be used when a project has alternate bid categories, such as concrete or bituminous surfacing. Entering AA1 as the alternate code for the first category and AA2 as the alternative code for the second category. Otherwise, leave blank.
Federal Construction Class	select the appropriate category ARWY – Roadway ZEMO – Demobilization other categories are not appropriate for district level entry
Category	enter the corresponding category description as it relates to the Federal Construction Class previously selected. Roadway - RDWY Demobilization - ZEMO
Category 2	in general, this field will not be utilized for district maintenance projects. This field is used when 2 categories within the same project are alike. Such as a project that has multiple bridges, the category 2 field is used to define each structure.
Function (PBU)	select the appropriate code
Sub-function (County)	select the appropriate county code
Location (District)	enter the corresponding district (district 1 will be entered as 1, no leading zero will be valid)
Activity	select an activity code from the list – most projects will be use 4580 – however, maintenance projects (using FE funds) must select an activity beginning with an alpha character and capital construction projects will have an activity beginning with a Z.
Object	select an object code from the list – most projects will use E797 – however, maintenance projects (using FE funds) will use E237
Depart Object (Rep Cat)	on group projects such as mowing or pavement striping, select the appropriate group identifier following by the current calendar year. Otherwise, leave blank.
Program	For maintenance projects (using FE funds) enter the program code. (There is a <i>Project to Program Crosswalk</i> file located on the training

	<p>cd.) Generally the program code is the type of road + 4 digit route + 00 (i.e. US012700).</p> <p>For FD, CB and other funded projects leave blank, the Construction Procurement staff will added the program code (TC10 + subproject + phase) once the contract is awarded (i.e. 7894501C) – 8 characters</p>
Task Order	Leave blank.
Reporting Code (Termini)	this field is used only on maintenance projects (using FE funds), enter 625 + termini (i.e. 625001-005) – 10 characters
Accounting Template	Leave blank.
Sub-Activity	Leave blank.
P.O. Line No	Defaults to 01, for Construction Procurement to identify the EMars Purchase Order Line No
Combine w/Like Categories	defaults to X

When all category information has been entered or selected, click the OK button. Trns•port will display the information in the top grid. If you have another category to create select EDIT and ADD. When all categories have been added, remember to SAVE the categories tab before proceeding to the next tab.

9.4 FUNDING TAB

For every category that you create, there must be a funding source assigned. To add funds to a category, click EDIT and ADD.

The screenshot shows the 'Trns•port PES' application window for 'Project 0107312880604'. The 'Funding' tab is selected, showing a table with the following data:

Category	Fund Code	Fund Description
0001	1100	ROAD FUND
0002	1100	ROAD FUND

Below the table is the 'Fund Detail' section with the following fields:

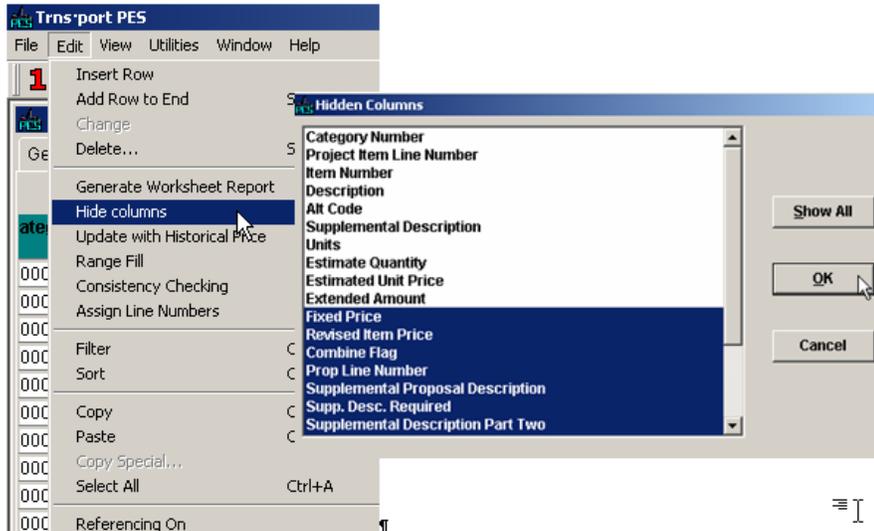
- Funding Code: 1100
- Category No.: 0001
- Funding Description: ROAD FUND
- Participation Percent: 100.0000
- Participation Limit: 0.00
- Fund Priority Order: 1
- Federal Funding:
- Funding Group: [empty]
- Accounting Fund Code: [empty]

Fund Code	Defaults to 1100 for road fund which is to be used on FD04, FD05, CB06 projects. Select 12F0 for federal projects, 13xx for special funded projects and Cxxx for capital construction projects.
Category No	select a category from the list
Funding Description	defaults to the description listed for the funding code
Participating Percentage	Defaults to 100, and must stay at 100
At this time, all other fields are not be utilized by KYTC and should be left blank.	

Click the OK button and Trns•port will display the funding information in the top grid. Once you have created a funding source for all categories, SAVE the funding tab.

9.5 WORKSHEET TAB

The first time you use the worksheet tab, you may need to customize your screen view. You can customize the worksheet tab by selecting EDIT and HIDE COLUMNS from the menu bar. Once the HIDDEN COLUMNS window appears select those fields you'll not need at the district level.



When you have selected all columns necessary, you may choose to move around the columns. See Section 14 for Moving Columns and Grids.

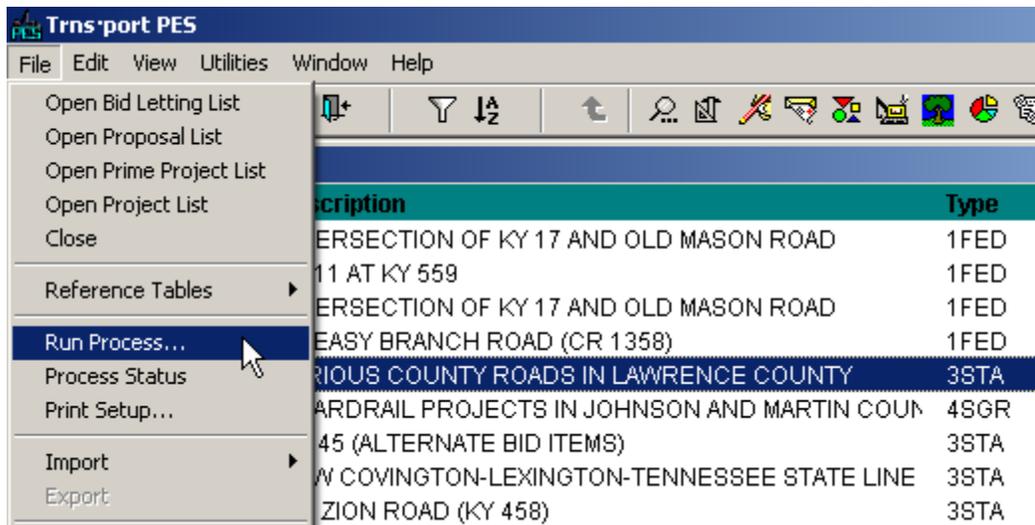
To add bid items, click EDIT and INSERT ROW.

Category Number	Project Item	Item Number	Description	Alt Code	Supplemental Description	Units	Estimate Quantity	Estimated Unit Price	Extended Amount
0001	0010	00190	LEVELING & WEDGING PG64-22			TON	270.000	40.00000	10,872.900
0001	0030	00301	CL2 ASPH SURF 0.38D PG64-22			TON	1,120.000	40.00000	44,329.600
0001	0040	02562	SIGNS			SQFT	270.000	8.00000	1,620.000
0001	0020	00263	ASPHALT MIX FOR PAVEMENT WEDGE			TON	250.000	40.00000	9,775.000
0001	0060	02676	MOBILIZATION FOR MILL & TEXT	KY 70		LS	1.000	1,200.00000	1,000.000
0001	0070	02677	ASPH PAVE MILLING & TEXTURING			TON	10.000	35.00000	250.000
0001	0080	06510	PAVE STRIPING-TEMP PAINT-4 IN			LF	9,000.000	0.25000	1,890.000
0001	0090	06514	PAVE STRIPING-PERM PAINT-4 IN			LF	33,720.000	0.25000	6,069.600
0001	0095	20588NC	INSTALL PROJECT IDENTIFICATION SIGNS			EACH	2.000	100.00000	200.000
0001	0050	02650	MAINTAIN & CONTROL TRAFFIC	KY 70		LS	1.000	3,000.00000	2,700.000
0002	0100	02569	DEMOBILIZATION			LS	1.000	1,300.00000	2,355.935

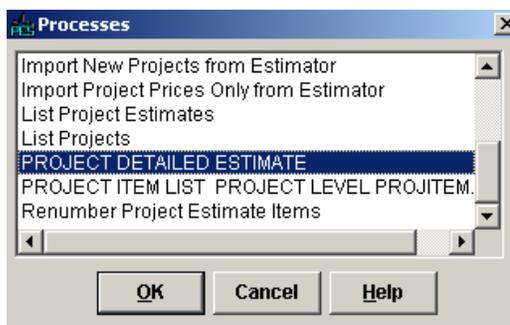
Category Number	enter the bid item category number - a look up menu of the category numbers is located at the bottom of the column
Project Item Line Number	if a users wants to keep bid items in the particular order then the user must enter a sequential project item line number (it is recommend to use intervals of 10) or if the user has no preference on how bid items are listed then the user can system generated the project item line numbers by clicking EDIT, ASSIGN LINE NUMBERS, and PROJECT ITEMS. The system generates line numbers by Category/Bid Item Number order. If you add or delete bid items, project item line numbers may become irregular or out of sequence; in this case, you need to renumber or regenerate project item line numbers.
Item Number	enter the bid code item number, a look up menu is located at the bottom of the column – the standard Metric bid codes will end with an “M” (i.e. DGA 00001M). To have a new bid item established in the system, contact Scott Tingle at 564-3280.
Description	defaults to the description listed for that particular bid item number
Units	defaults to the unit of measure listed for that particular bid item number
Estimated Quantity	enter the bid item quantity
Estimated Unit Price	enter the bid item unit price
Extended Amount	defaults to the quantity times the unit price
Supplemental Description	<p>By entering a supplemental description a bid item is made unique. A supplemental description is required for most bid items that have a Lump Sum unit of measure so that it can retain it own cost.</p> <p><i>Leave blank on Mobilization and Demobilization.</i></p> <p>Enter a description such as KY1418 on bid items such as</p> <ul style="list-style-type: none"> • Maintain and Control Traffic • Mobilization for Milling and Texturing • Pilot Truck

10. CHECKING A PROJECT AND GENERATING THE PROJECT DETAILED ESTIMATE

Go to the PROJECTS list window and select the project you wish to run. Click FILE and RUN PROCESS.



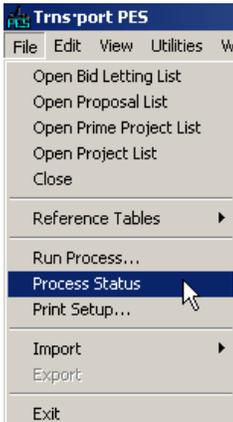
From the PROCESSES list window, select the PROJECT DETAILED ESTIMATE and click OK.



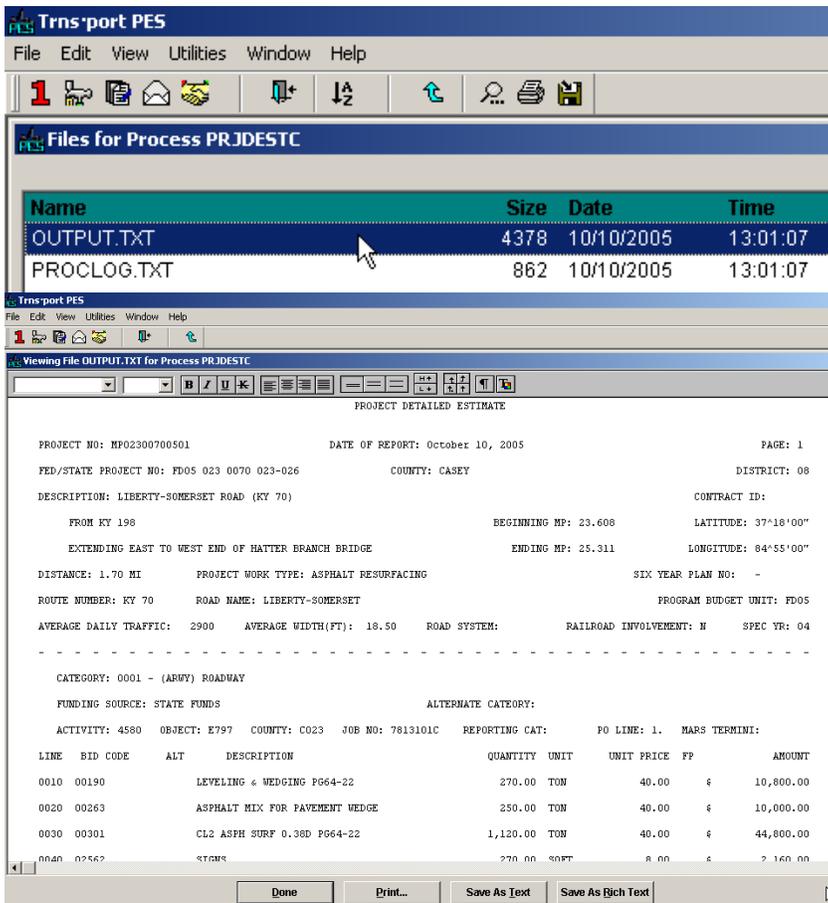
Those processes listed in upper case have been created specifically for Kentucky. Other processes listed are part of the original software.

Two windows will appear. The first window will tell you what process has been submitted. The second window will tell you what process has been completed. Simply click OK for both messages.

To see the status of your process, select FILE and PROCESS STATUS. Make sure the process has a COMPLETED status listed.



To see the output of a completed process, double-click the process line to view files related. Double-click on the OUTPUT.TXT file to view or print the process or report.



Check the end of the PROJECT DETAILED ESTIMATE report for any additional errors.

11. SUBMITTING A PROJECT AND ADDITIONAL PROJECT DOCUMENTATION

After completing a project in PES, a user will also need to complete a

- Sketch map
- Typical
- and the Trns*port PES Project Checklist

The above documents along with any other project specific documents will need to be placed in a project folder out on the N drive for central office to access.

- FD and FE projects are to be placed under N:\MAINT\Project Estimates
- CB06 projects are to be placed under N:\Rural Secondary\Projects

When all project documentation has been added to the appropriate location on the N drive, open the project and change the CONTROL GROUP to the appropriate central office location.

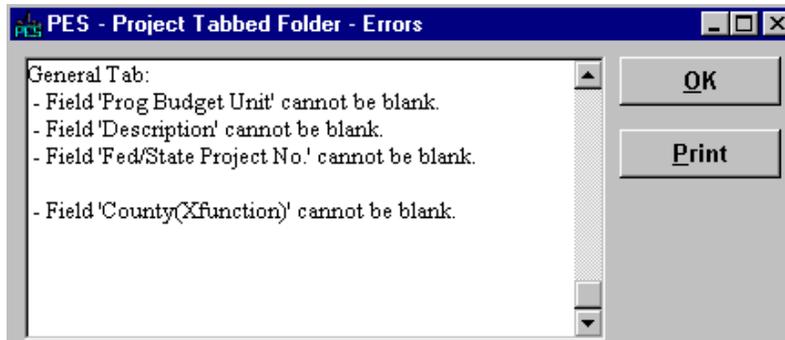
The control group for maintenance projects (FD and FE) is OP. The control group for rural secondary projects (CB06) is RR. After you save and close the project the project will not longer appear in your control group.

The screenshot displays the Trns*port PES software interface for Project MP02300700501. The 'General' tab is active, showing various project details. The 'Control Group' field is highlighted with a red circle and contains the value 'OP'. Other fields include Contract ID (052061), Project No. (MP02300700501), Date of Estimate (10/29/2004), Designer (AM01), Description (LIBERTY-SOMERSET ROAD (KY 70)), Location (FROM KY 198), Location 2 (EXTENDING EAST TO WEST END OF HATTER BRANCH BRIDGE), Proj. Work Type (ASRS), Road Name (LIBERTY-SOMERSET), Type of Road (KY), Route (70), District (Sub-Org) (08), Xorganization (D625), Agency (C35), Prog Budget Unit (FD05), Railroad Involvement (N), and various technical specifications like BMP (23.608), EMP (25.311), Length (1.70), Latitude of Midpoint (371800), Longitude of Midpoint (845500), Aver. Mainline Width (18.50), and ADT (2900.00). There are also sections for 'For Central Office Use' and 'For Contract Procurement Use' at the bottom.

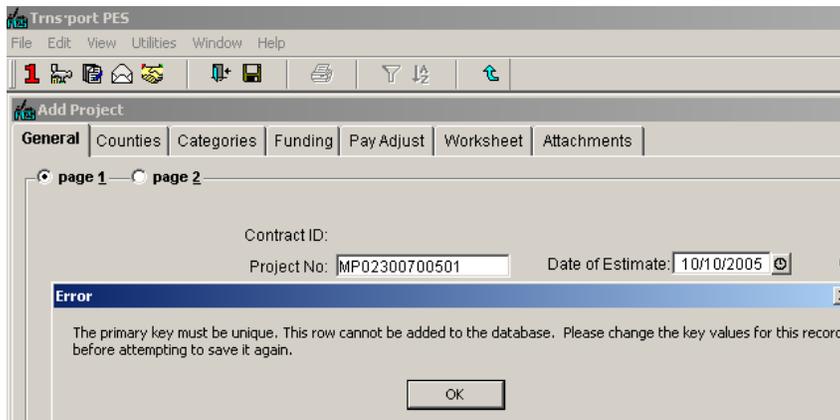
Field	Value
Contract ID	052061
Project No.	MP02300700501
Date of Estimate	10/29/2004
Control Group	OP
Fed/State Proj No.	FD05 023 0070 023-026
Designer	AM01
Description	LIBERTY-SOMERSET ROAD (KY 70)
Location	FROM KY 198
Location 2	EXTENDING EAST TO WEST END OF HATTER BRANCH BRIDGE
Proj. Work Type	ASRS
Length	1.70
Road Name	LIBERTY-SOMERSET
Type of Road	KY
Route	70
District (Sub-Org)	08
Xorganization	D625
Agency	C35
Prog Budget Unit	FD05
Railroad Involvement	N
BMP	23.608
EMP	25.311
Latitude of Midpoint	371800 (DDMMSS)
Longitude of Midpoint	845500 (DDMMSS)
Aver. Mainline Width	18.50
ADT	2900.00
Spec. Year	04
Constr Eng %	5.00

12. ERROR MESSAGES

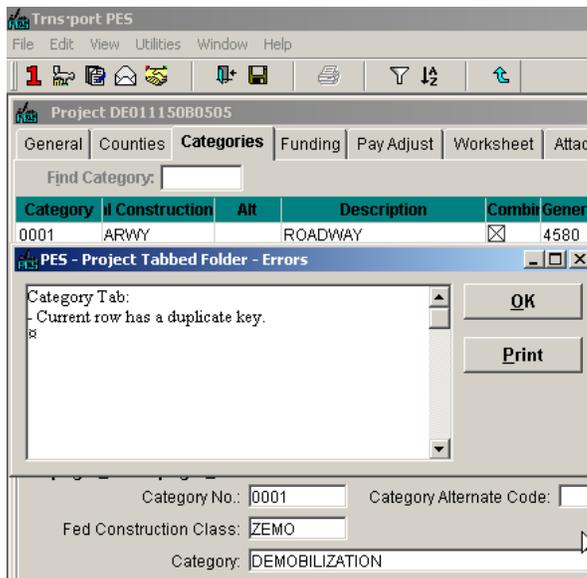
During the process of saving a project, PES looks for system errors. PES can look to see that required fields are not left blank and search for invalid codes. PES will not detect all errors, such as misspelled words or transposed numbers. If PES finds an error, an ERRORS message box will appear. The ERRORS message box will list the name of the tab and field with errors. After reading the error message box, click the OK button and proceed to make changes to those fields listed.



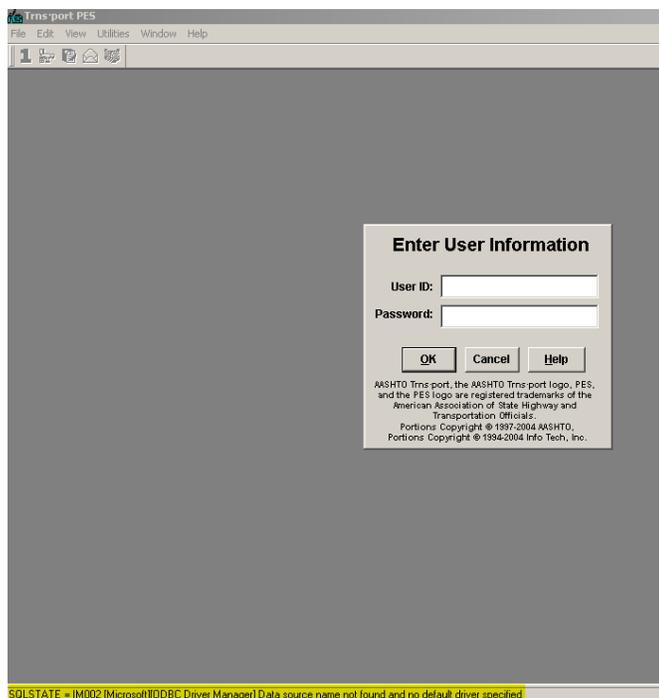
The above errors message “cannot be blank” tells which fields require information to be entered.



The error “Primary key must be unique” in this case PES is saying the primary key is Project No and that number has already been used. Changing the last 2 sequential digits will fix this error.



This error “current row has a duplicate key”, the project already has one category number 0001 and the user is trying to create another category using category number 0001. Enter a different category number.



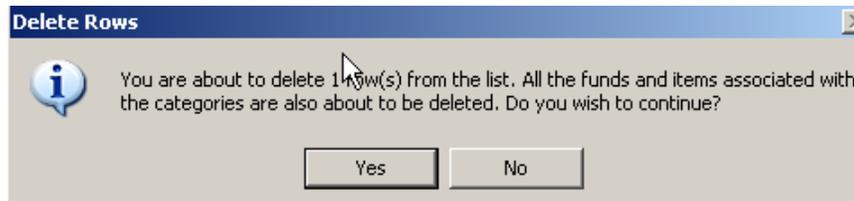
The ODBC drive has not been installed, see Appendix C on how to install.

13. ADDING, CHANGING, AND DELETING PROJECT INFORMATION

Similar to other window application, you can add, change, or delete a project or project line by either selecting EDIT from the menu bar or using the right mouse button. When using the CHANGE or DELETE commands make sure you have selected the appropriate project line.

13.1 DELETING A CATEGORY

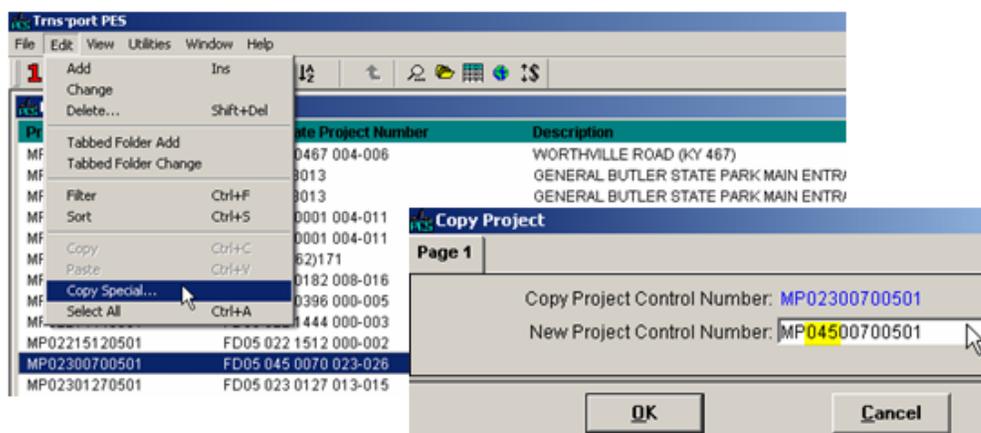
When you delete a category, you also delete the funding or bid items associated with it. The system will prompt the following security message.



13.2 CHANGING AN INCORRECT PROJECT CONTROL NUMBER

As mentioned earlier, once a project has been saved the project number turns blue and can no longer be edited. If you have added categories, funding and bid items to the project you may choose to COPY SPECIAL the project. Doing this function in PES takes a while, so if the project has not been completed it may be easier to just mark the project as DELETE and add the project again.

By using the COPY SPECIAL feature PES will create a project that copies the GENERAL project information along with the COUNTIES, CATEGORIES, FUNDING, WORKSHEET bid items. Select the project you want to copy at the PROJECTS list window. Then click EDIT, COPY SPECIAL, and a COPY PROJECT window will then appear. Enter the correct project number in the NEW PROJECT CONTROL NUMBER and click OK.



After PES has created in new project, it will appear in the PROJECT list window.

13.3 DELETING A PROJECT

Users do not have security to delete a project. To get request a project be deleted, simply open the project and enter DELETE in the FED/STATE PROJECT NUMBER field. Periodically, the system administrators perform a function that removes them from the project list window.

The screenshot shows the 'Trns-port PES' application window. The title bar reads 'Trns-port PES'. The menu bar includes 'File', 'Edit', 'View', 'Utilities', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Project MP02300700501'. There are several tabs: 'General', 'Counties', 'Categories', 'Funding', 'Pay Adjust', 'Worksheet', and 'Attachments'. The 'General' tab is selected. Below the tabs, there are radio buttons for 'page 1' (selected) and 'page 2'. The main data area contains the following fields:

Contract ID:	052061	Date of Estimate:	10/29/2004	Control Gro
Project No.:	MP02300700501			
Fed/State Proj No.:	DELETE	Designer:	AM01	
Description:	LIBERTY-SOMERSET ROAD (KY 70)			
Location:	FROM KY 198			

14. MOVING AND RESIZING COLUMNS AND GRIDS

By placing the mouse on line which separates the column header a cross bar will appear. Moving the crossbar left or right will resize the column.

The screenshot shows the Trns•port PES software interface. The 'Worksheet' tab is active. A table with the following data is displayed:

Category Number	Project Item	Item Number	Description	Alt Code	Supplemental Description	Units	Estimate Quantity	Estimated Unit Price	Extended Amount
0001	0010	00190	LEVELING & WEDGING PG64-22			TON	270.000	40.00000	10,872.900
0001	0030	00301	CL2 ASPH SURF 0.38D PG64-22			TON	1,120.000	40.00000	44,329.600
0001	0040	02562	SIGNS			SGFT	270.000	8.00000	1,620.000

To move a column, click and hold down the mouse button in the column title to highlight the column (the entire column should be shaded in black) and display a gray bar that extends the length of the Worksheet window. Drag the bar to the right or left and release the mouse button when it rests in the position where you want the column displayed.

The screenshot shows the same Trns•port PES software interface. The 'Supplemental Description' column is now highlighted in black, and a mouse cursor is positioned over it, indicating it is selected for moving.

Category Number	Project Item	Item Number	Description	Alt Code	Supplemental Description	Units	Estimate Quantity	Estimated Unit Price	Extended Amount
0001	0010	00190	LEVELING & WEDGING PG64-22			TON	270.000	40.00000	10,872.900
0001	0030	00301	CL2 ASPH SURF 0.38D PG64-22			TON	1,120.000	40.00000	44,329.600
0001	0040	02562	SIGNS			SGFT	270.000	8.00000	1,620.000
0001	0020	00263	ASPHALT MIX FOR PAVEMENT WEDGE			TON	250.000	40.00000	9,775.000
0001	0060	02676	MOBILIZATION FOR MILL & TEXT	KY 70		LS	1.000	1,200.00000	1,000.000
0001	0070	02677	ASPH PAVE MILLING & TEXTURING			TON	10.000	35.00000	250.000

15. SORTING

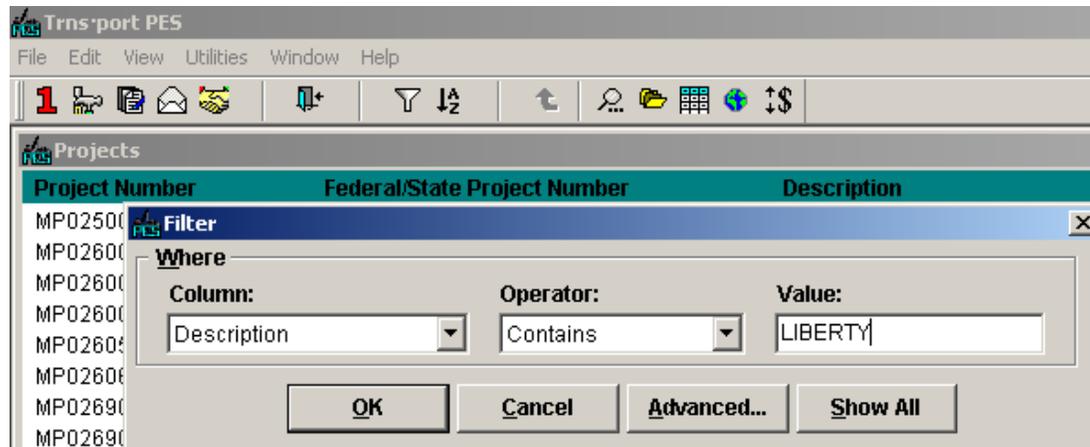
To sort information, select the SORT from the toolbar . Trns•port will then display a SORT dialog box. Using the drop down menu, select the item or items in which you want to sort on and click on APPLY.

The screenshot shows the 'Sort' dialog box. The 'Column' dropdown menu is set to 'Project Number'. The 'ASC' radio button is selected, and the 'DESC' radio button is unselected. The dialog box has buttons for 'Apply', 'Cancel', 'Add', 'Insert', 'Delete', and 'Help'.

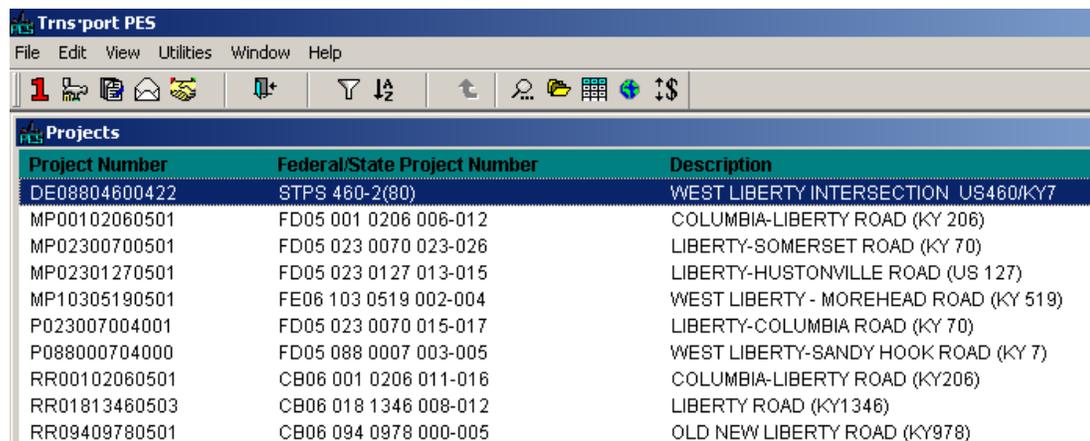
16. FILTERING

You can use Trns•port's filter to sort, compare, or match information. Filters can be used in list windows or in reference table lookup for a tab window field. Activate a filter by clicking the FILTER icon from the toolbar  .

Select options from the COLUMN and OPERATOR fields and then enter the criteria in the VALUE field. Click OK and Trns•port will display information based on the filter. Note: Filters are case sensitive and project information is stored in all caps.



When applied, the above filter will return all projects within your control group with a project description that contains the word Liberty.

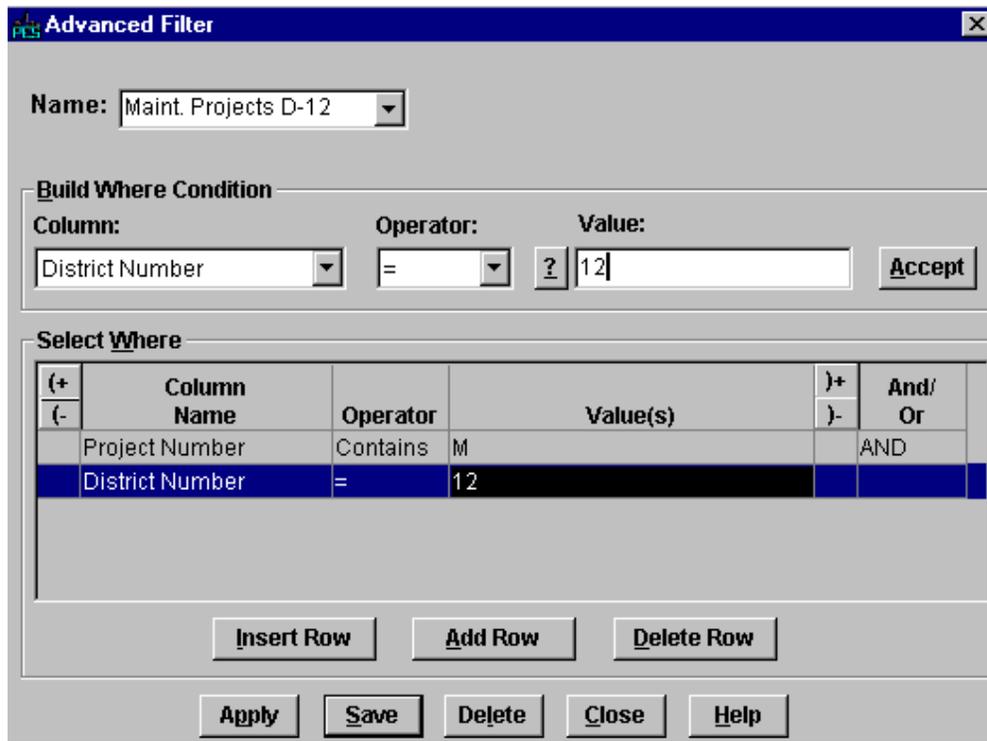


To turn off filters, select FILTER from the toolbar and click SHOW ALL.

16.1 ADVANCED FILTER

Using the Advanced Filter you can filter information using a more complex set of criteria. The Advanced filter has more field options in which to select from. It also allows you to name a filter and save it so that you can use it again. To create an advanced filter click the FILTER button from the toolbar  and then click on ADVANCED FILTER.

Trns•port will then display the ADVANCED FILTER window. Enter a unique NAME for the filter. Create your first condition by selecting options from the COLUMN and OPERATOR fields and entering a VALUE. Click the ACCEPT button to add the condition to the bottom grid. To add another condition, click INSERT ROW, select the row, create the condition, and then click ACCEPT. Once all conditions have been added, combine the conditions by clicking in the AND/OR column and selecting the appropriate logical operation. Click SAVE and APPLY FILTER.



Advanced Filter

Name: Maint. Projects D-12

Build Where Condition

Column: District Number Operator: = Value: ? 12 **Accept**

Select Where

(+/-)	Column Name	Operator	Value(s)	(+/-)	And/Or
	Project Number	Contains	M		AND
	District Number	=	12		

Insert Row **Add Row** **Delete Row**

Apply **Save** **Delete** **Close** **Help**

Trns•port will then display information based on the filter's criteria.

Filters are saved for each user id, therefore the filters you create should be based on your work procedures. In addition, you can only add, change, or delete filters for which you have created.

APPENDIX A – PROJECT WORK TYPE CODE TABLE

 Entries Code Table PWRKTYP	
Code Value	Code Description
ARHB	ASPHALT REHAB WITH BRIDGE (S)
ARHG	ASPHALT REHAB PROJECT WITH GRADE & DRAIN
ARHR	ASPHALT PAVEMENT & ROADWAY REHABILITATIO
ASBR	ASPHALT SURFACE WITH BRIDGE
ASGD	ASPHALT SURFACE WITH GRADE & DRAIN
ASGR	ASPHALT SURFACE WITH GUARDRAIL
ASIT	ASPHALT INITIAL TREATMENT
ASNW	ASPHALT SURFACING NEW CONSTRUCTION
ASPP	ASPHALT PAVEMENT PATCHING
ASRH	ASPHALT REHAB INTERSTATE/PARKWAY
ASRS	ASPHALT RE-SURFACING
ASSH	ASPHALT SHOULDERS
BRBR	BRIDGE BEARING REPAIR
BRCV	COVERED BRIDGE RESTORATION
BRDM	BRIDGE DEMOLITION
BRGR	BRIDGE WITH GRADE & DRAIN AND SURFACE
BRGS	BRIDGE WITH GRADE & DRAIN AND SURFACE
BRID	BRIDGE
BRJT	BRIDGE REPAIRS EXPANSION JOINTS
BROL	BRIDGE DECK OVERLAY
BRPT	BRIDGE PAINTING & CLEANING
BRRL	BRIDGE REPLACEMENT
BRRT	BRIDGE TEMPORARY REPLACEMENT
BRRW	BRIDGE DECK RESTORATION & WATERPROOFING
BRSB	BRIDGE SUBSTRUCTURE REHAB
BRSC	BRIDGE SCOUR MITIGATION
BRSR	BRIDGE STEEL REPAIRS
BRSU	BRIDGE SUPERSTRUCTURE REHAB
BRWA	RETAINING WALL
CONB	CONSTRUCTION OF BUILDINGS IE REST AREAS
DTCH	DITCHING
FENC	FENCE
GEOT	GEOTECHNICAL
GR	GUARDRAIL
GRAS	GRADE & DRAIN WITH ASPHALT SURFACE
GRBR	GRADE & DRAIN WITH BRIDGE
GRHV	GRADE HEAVY (OVER MILLION CY)
GRLT	GRADE & DRAIN LESS THAT MILLION CY
GRPC	GRADE & DRAIN WITH PCC PAVEMENT
ITS	ITELLIGENT TRANSPORTATION SYSTEMS

APPENDIX A - PROJECT WORK TYPE (continued)

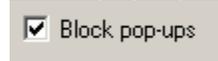
Entries Code Table PWRKTYP	
Code Value	Code Description
JPC	JPC PAVEMENT
JPCD	JPC PAVEMENT REPAIRS - DIAMOND GRINDING
JPCR	JPC PAVEMENT REPAIRS
LAND	LANDSCAPING
LIGH	LIGHTING
MOW	RIGHT OF WAY MOWING
OPCC	CRASH CUSHIONS
OPCU	CULVERT REPLACEMENT
OPER	OPERATIONS (MAINTENANCE)
OPFL	FLOOD REPAIR FOR FEMA
OPFT	FERTILZIATION
OPHS	HERBICIDE APPLICATION
OPMD	EMBANKMENT DAM MOWING
OPMF	FINE TURF MOWING
OPMG	MOWING BEHIND GUARDRAIL
OPML	RIGHT OF WAY MOWING - LITTER REMOVAL
OPMW	RIGHT OF WAY MOWING
OPPI	PIPE REPLACEMENT
OPSR	SLIDE REPAIR
OPSW	CLEANING & SWEEPING
OPTR	TRIM & REMOVAL OF TREE & BRUSH
PAVM	PAVEMENT MARKERS AND REFLECTORS
ROCK	ROCKFALL MITIGATION
RWIS	ROAD WEATHER INFORMATION SYSTEM
SEAL	PARKING LOT SEALING
SIGN	SIGNS
SIRF	SIGN REFURBISH
SLS	SIGNS-LIGHTING-SIGNALS
SR	SLIDE REPAIR
TRCL	TRAFFIC COUNTING INDUCTANCE LOOPS
TRDT	DURABLE PAVEMENT STRIPING TAPE
TRIN	INTERSECTION MARKINGS- INSTALL-RETRACE
TRLO	TRAFFIC SIGNAL LOOP DETECTORS
TRMR	MILLLED RUMBLE STRIPS
TRPT	PAINTED PAVEMENT STRIPING
TRSG	TRAFFIC SIGNAL SYSTEMS
TRTM	THERMOPLASTIC PAVEMENT INTERSECTION MAR
TRTS	THERMOPLASTIC PAVEMENT STRIPING
TRWB	WATERBOURNE PAINT STRIPING
UNKN	UNKNOWN
WET	WETLAND MITIGATION
XXXX	UNKNOWN

APPENDIX B – INTERNET LINKS and REFERENCES

Latitude and Longitude

<http://kytcgis.ky.gov/his/>

to block pop-ups - select Tools, Internet Options, Privacy tab, and click on the Block pop-ups



Contact Central Office Maintenance (Dianah Radcliffe @ 564-4556)

- bid items
- how to enter a unique project

PES/LAS System Administrators (Cherie Shelton or Angela Fitzpatrick @ 564-4780)

- need PES access
- server is down

N:\Trnsport\PES Users – manuals and other PES information

<http://transportation.ky.gov/Contract/Lettings/>

APPENDIX C – INSTALLING ODBC DRIVE

Select START, SETTING, CONTROL PANEL, ADMINISTRATIVE TOOLS, DATA SOURCES (ODBC), SYSTEM DSN tab and ADD button. Then select ORACLE 8i ODBC DRIVER and enter **OP6PLCP** in the DATA SOURCE, DESCRIPTION AND TNS SERVICE NAME fields and click OK.

