

Main Screen

Versions	
	<p>Version Selections</p> <ul style="list-style-type: none"> Version Coding (i.e. – 10LEGFIN, 10DOTLFC, etc.) Selecting up to three versions Current Biennium Clear Buttons Bin Masking <p>Version Criteria</p> <ul style="list-style-type: none"> Modes Sessions Limit Versions To Sort Versions By <p>Version Security</p> <p>Version Favorites</p>
Filtering	
	<p>Filter Panels and Toggle Buttons</p> <ul style="list-style-type: none"> Program Funding Location Project Grouping Phase/Schedule <p>“Not In” Option</p> <p>Sorting Filter List columns</p> <p>Clearing a Filter</p> <p>Group Summary (Σ) Button</p> <p>Closing a Filter Panel and Refreshing the Project List</p> <p>Selected Filters List</p> <ul style="list-style-type: none"> Hover mouse over a selected filter to see all selected items Double-click a selected filter to bring up filter panel Deleting a Filter Clear all Filters Clear all Selections – Clears Filters and Versions

Project Listing	
	<p>Three ways to Refresh Project Listing</p> <ol style="list-style-type: none"> 1. Closing a Filter panel 2. Clicking Refresh Project Listing Button 3. Pressing the F5 key <p>Columns Single vs. multiple version formats Show/Hide Columns (Column Chooser)</p> <p>Sorting Three levels of column sorting (Up ▲, Down ▼, None) Hold Down Shift Key for multiple column sorting</p> <p>Phase/Fund Type Detail Click the expand (+) button to show phase and funding detail</p> <p>Dollars in Thousands</p> <p>Group by Columns Drag State Route (SR), SubProgram, and/or Location columns to Group By Area Double-click a selected filter to bring up filter panel</p> <p>Printing How to Print the Project List Single vs. multiple version format</p> <p>Web Links</p> <p>Bookmarks How are Bookmarks useful? Creating a bookmark Deleting, Renaming, Updating, setting as default Restore Default Settings</p> <p>User Settings Columns, Dollars in Thousands, Group by Columns saved on Exit Restore the Default Settings from the View Menu</p>

Searching for Projects	
	<p>Finding Projects in Listing (One-character minimum)</p> <p>Search Box on Filter Pane</p> <ul style="list-style-type: none"> • By PIN • By Title or part of Title <p>Search Options (Next, Previous, Versions containing PIN)</p> <p>Filter List by Project</p> <p>On Project Tab of Project Grouping Filter Panel</p> <p>Find and Filter List Select a Project</p> <ul style="list-style-type: none"> • By PIN • By Title or part of Title
Group Summary	
	<p>Use Σ button below Filter Lists to show summary listing</p> <p>Export or Print summary listing</p> <p>Option to show dollars in thousands (Stays in synch with Main Project Listing)</p>
Exporting to Excel	
	<p>Export Project Listing</p> <p>Export Summary Listing</p> <p>Ad Hoc Exports (Introduction)</p>
Bin Masking	
	<p>Check Use Bin Masking to group one or more projects together into a single Bin (Budget Item Number) from the selected Bin List</p> <p>Bins are identifiable by Green PIN number in Main Listing and detail screens</p> <p>Bins contain all the same fields as projects do</p> <p>A project cannot belong to more than one bin within a Bin List:</p>

Detail Screen

Project Detail Information	
	<p>Tabs</p> <ul style="list-style-type: none"> Project Detail GIS Dates Gray Notebook Notes - Viewable from any version containing selected Project or BIN <ul style="list-style-type: none"> • Project Notes • Attached Files DataMart Grouping <p>Project List</p> <ul style="list-style-type: none"> Find Previous/Next Project Projects with Project Page Links have Blue Project Titles BINs have green PINs <u>All</u> Phases/Funds in the project are shown, even if they are filtered out on the Main listing screen (e.g. – All phases and fund types are on the detail screen, even if the main project list is filtered to show only projects with Federal funding) <p>Phase/Funding Grid</p> <ul style="list-style-type: none"> Single Version format Multiple Version format (Uses Display Columns) <p>Switch Versions</p> <p>WebLinks</p> <p>Detail Reports</p> <ul style="list-style-type: none"> With Phases With Phases and Fund Types Variance reports

Reports

Standard System Reports	
	<p>Available Reports are based on the number of versions selected on the Main Screen</p> <p>Options, Grouping, Sorting based on report selected</p> <p>Customizable Report Headers and Footers</p> <p>Reports identified by Report Name, instead of code (i.e.- "LTPRXX" reports).</p> <p>Currently, must Preview the Report before printing</p>