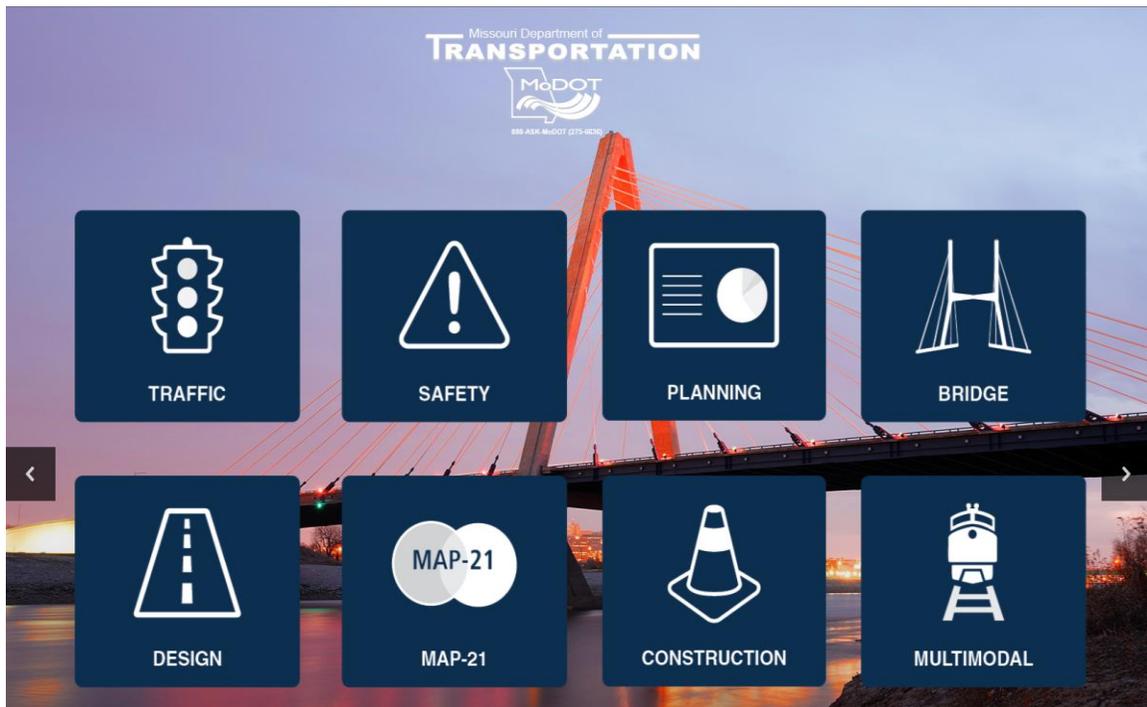


# Data Zone Training Manual

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## Maintenance Agreements Map



**Revised**

July 2016

### **TRANSPORTATION PLANNING**

105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, MO 65102  
TMS Help Desk (573) 526-8055  
or (573) 522-8464





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## Contact Numbers

Following is a list of contact numbers if you have questions regarding the material covered in this manual.

### **TMS HELP DESK:**

Jeannemarie LeBeau	(573) 526-8055
Yvonne Wilbers	(573) 522-8464

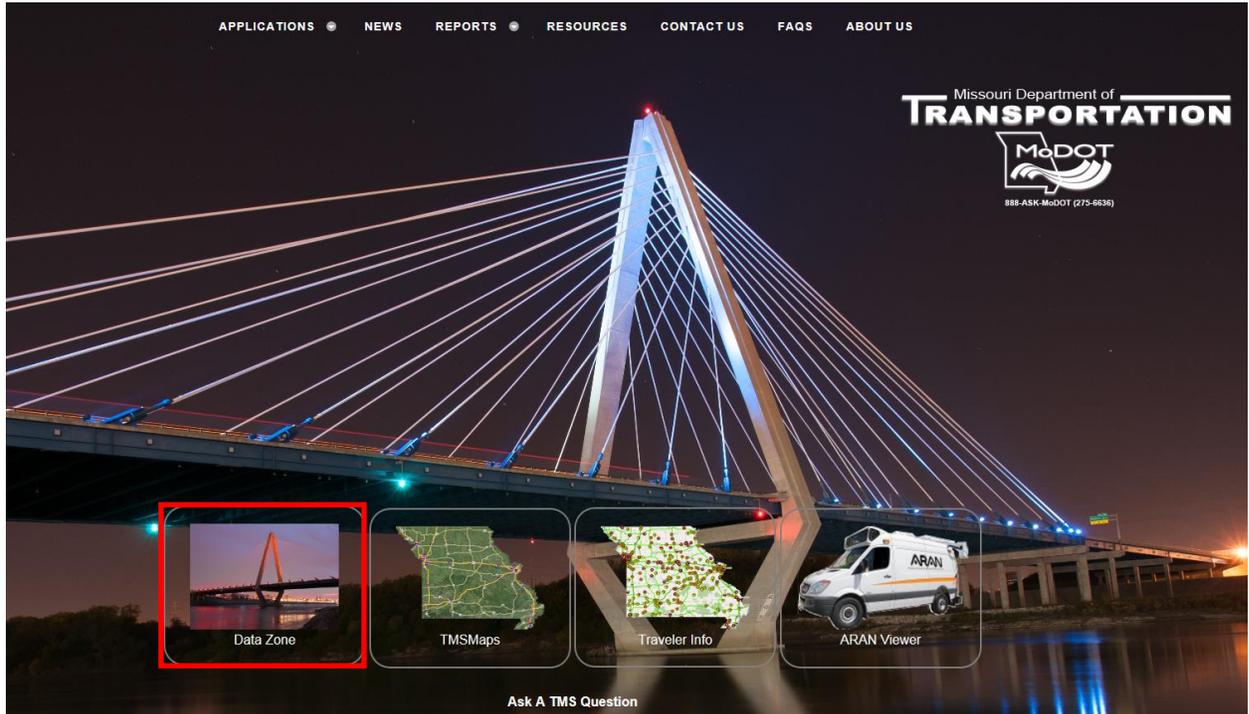
### **AFTER HOURS CONTACT:**

Information Systems Help Desk	(573) 751-5000
-------------------------------	----------------

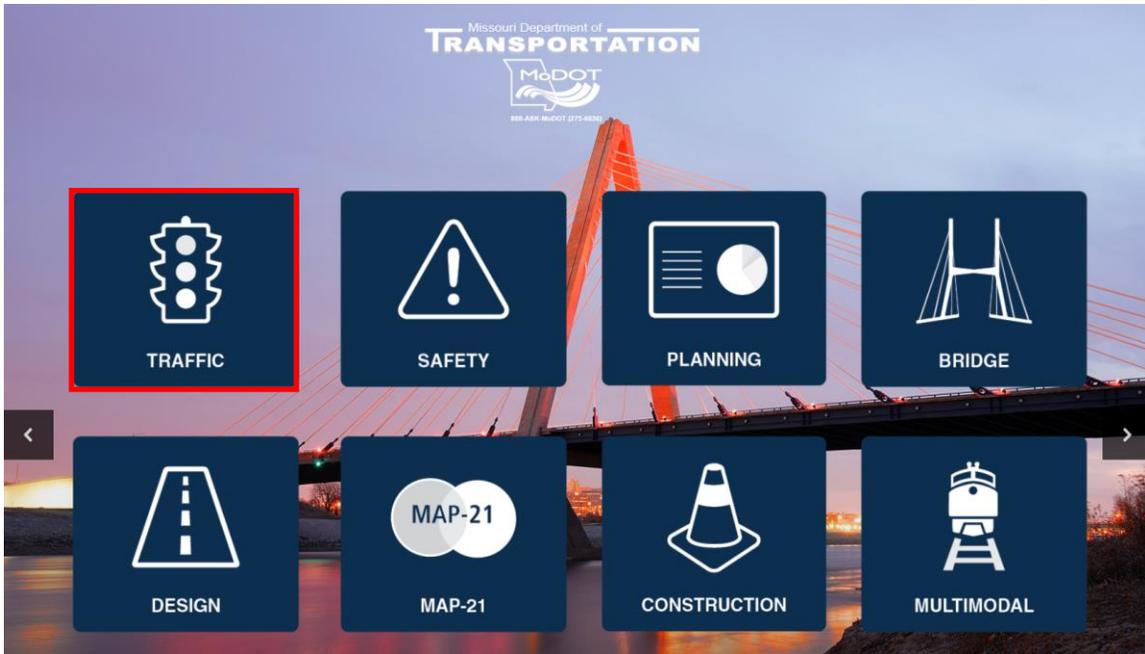
## Introduction

The data displayed on the "Maintenance Agreements" map originates from the records entered in the TMS Maintenance Agreement application.

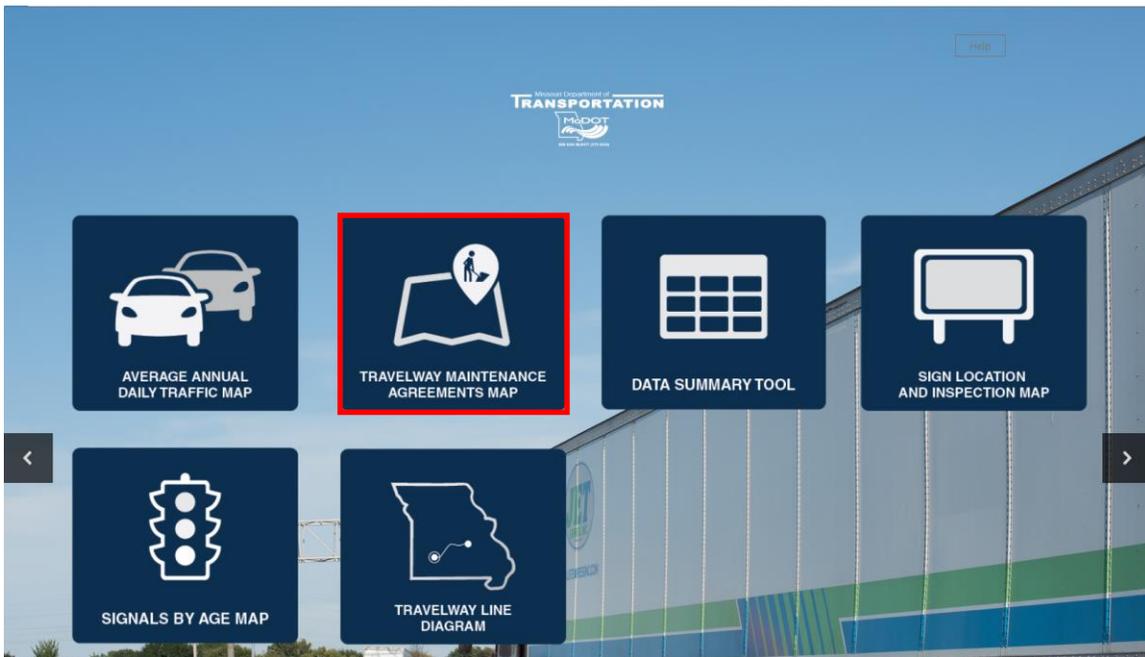
- From the TMS Homepage, select the "Data Zone" icon.



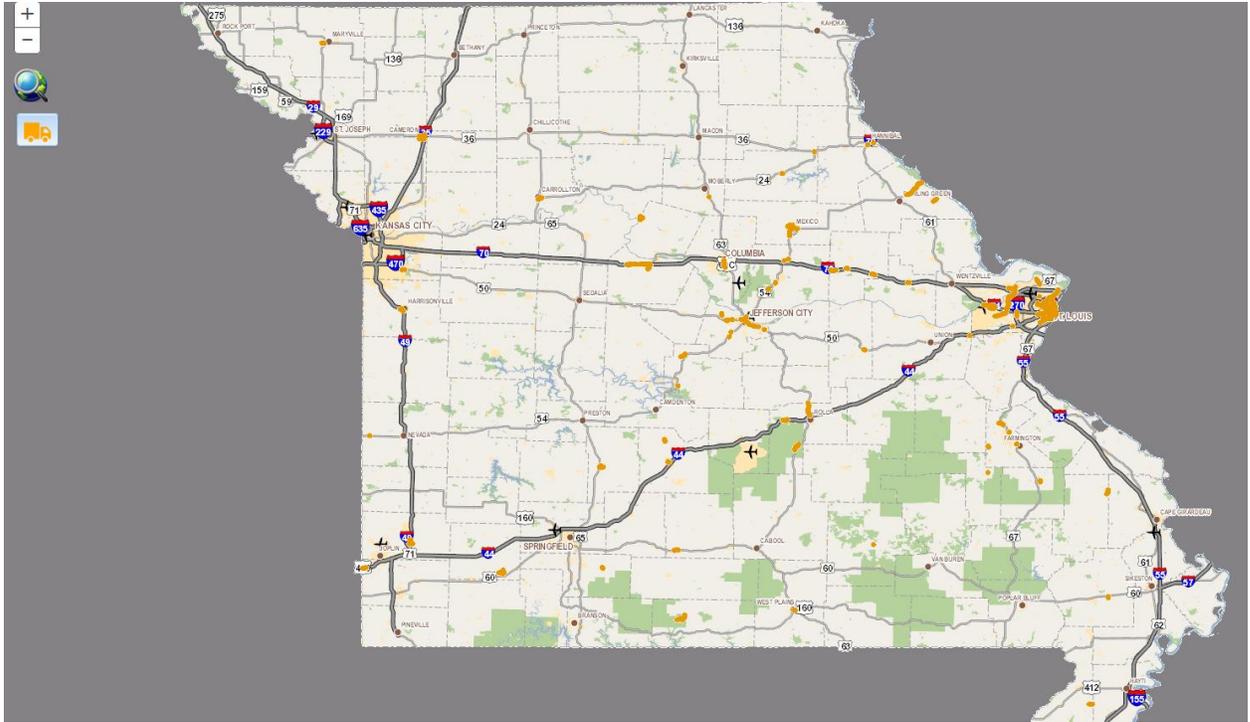
The following page will be displayed.



➤ Click on the “Traffic” icon – the following page will be displayed.



➤ Click on the “Travelway Maintenance Agreements Map” icon.



The map opens to orange lines. This indicates the location of maintenance agreements that are throughout the state.

## Zoom Methods

There are several methods to use when zooming into a particular area. The methods are as follows:

- Shift key – click and drag a box around the area
- Mouse roller
-  - zoom in
-  - zoom out

## Icons



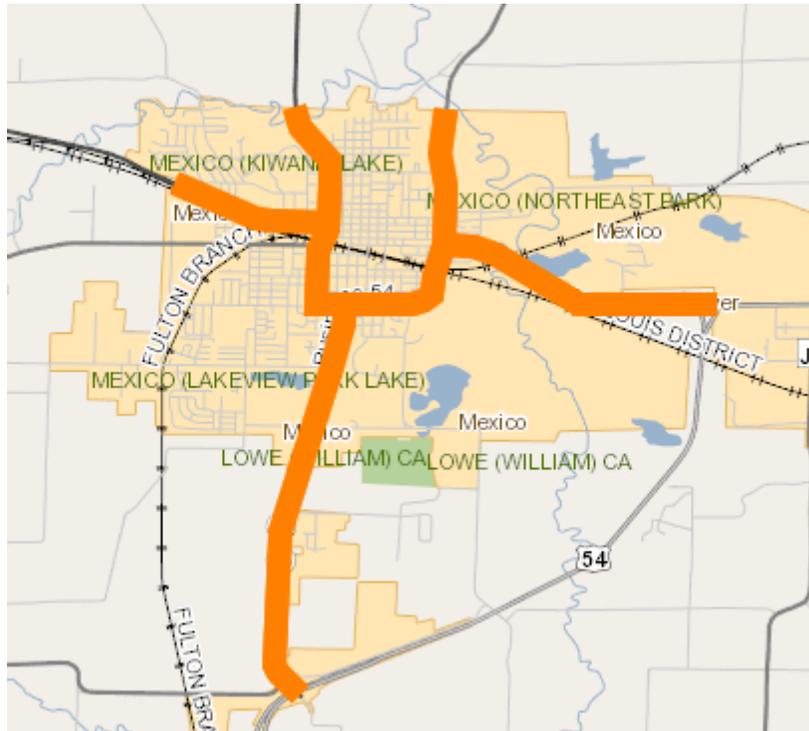
- Full extent



- ARAN Viewer

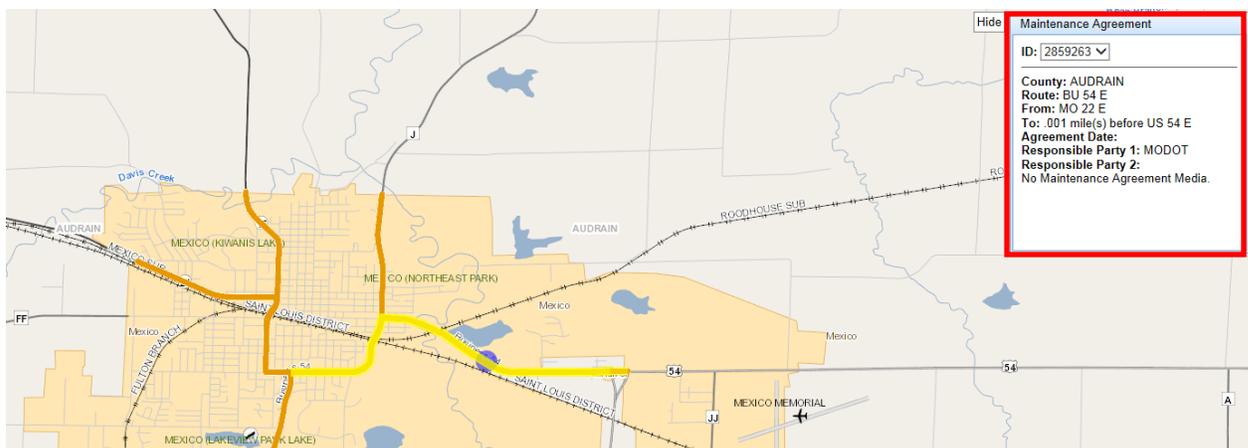
## Locating Maintenance Agreements

- Zoom into and select a route.



- Click on the route.

The route selected will be highlighted in yellow, and in the upper right-hand corner of the map will be a dialog box with information about the maintenance agreement.



## Media

The "Maintenance Agreement" dialog box will display information and if media is attached to the location selected.

### No Maintenance Agreement Media

All maintenance agreements that are displayed on the map do not have agreements attached to them. Agreements will be added as they are scanned and added to the system.

Maintenance Agreement

ID: 2859263 ▼

---

County: AUDRAIN  
Route: BU 54 E  
From: MO 22 E  
To: .001 mile(s) before US 54 E  
Agreement Date:  
Responsible Party 1: MODOT  
Responsible Party 2:  
No Maintenance Agreement Media.

In the "Maintenance Agreement" dialog box, the following information will be displayed:

- County – county where the maintenance agreement is located.
- Route –location of the travelway selected.
- From – description of the beginning log point of the maintenance agreement.
- To – description of the ending log point of the maintenance agreement.
- Agreement Date – the date the maintenance agreement was signed.
- Responsible Party 1 – indicates who is going to be responsible for the maintenance agreement on the travelway.
- Responsible Party 2 – used in conjunction with "Responsible Party 1" where it displays the other party responsible for the maintenance agreement.
- A description if a maintenance agreement is linked to this location.

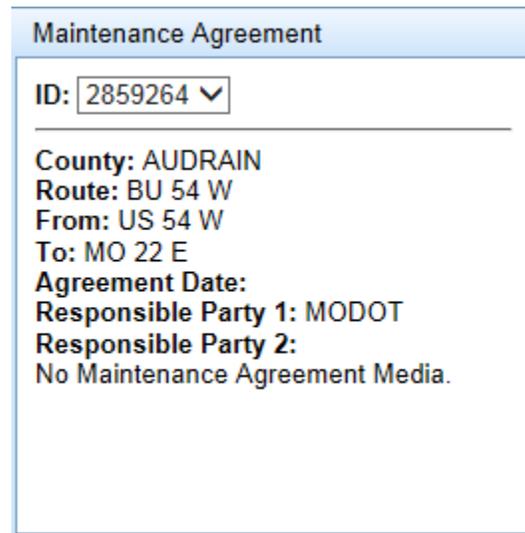
The "ID" field on the "Maintenance Agreement" dialog box displays all maintenance agreements tied to the location selected.



Maintenance Agreement

ID: 2859263  
2859264

- Click on an ID –"2859264".



Maintenance Agreement

ID: 2859264 ▼

---

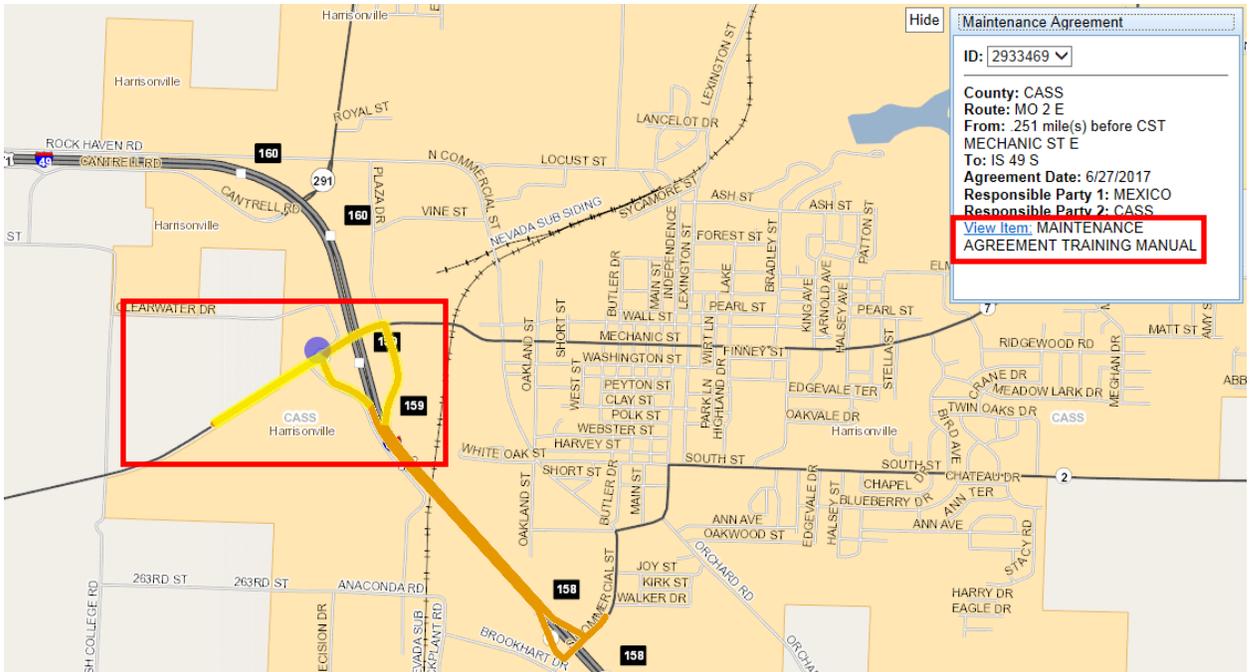
**County:** AUDRAIN  
**Route:** BU 54 W  
**From:** US 54 W  
**To:** MO 22 E  
**Agreement Date:**  
**Responsible Party 1:** MODOT  
**Responsible Party 2:**  
No Maintenance Agreement Media.

The information for ID 2859264 is now displayed in the "Maintenance Agreement" dialog box.

### **Maintenance Agreement Media**

If media is attached to the maintenance agreement, "View Item" will be displayed as in the last field of in the "Maintenance Agreement" dialog box.

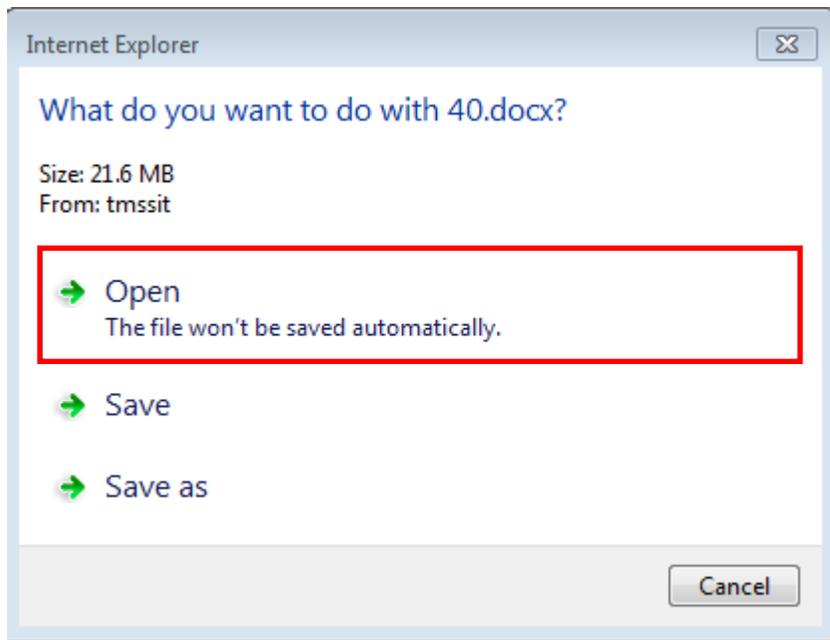
- Select a location.



Notice that a media item is attached to this maintenance agreement. Next to "View Item" is the name of the document. For example, agreement 2933469 has the document "Maintenance Agreement Training Manual".

➤ Click on the link.

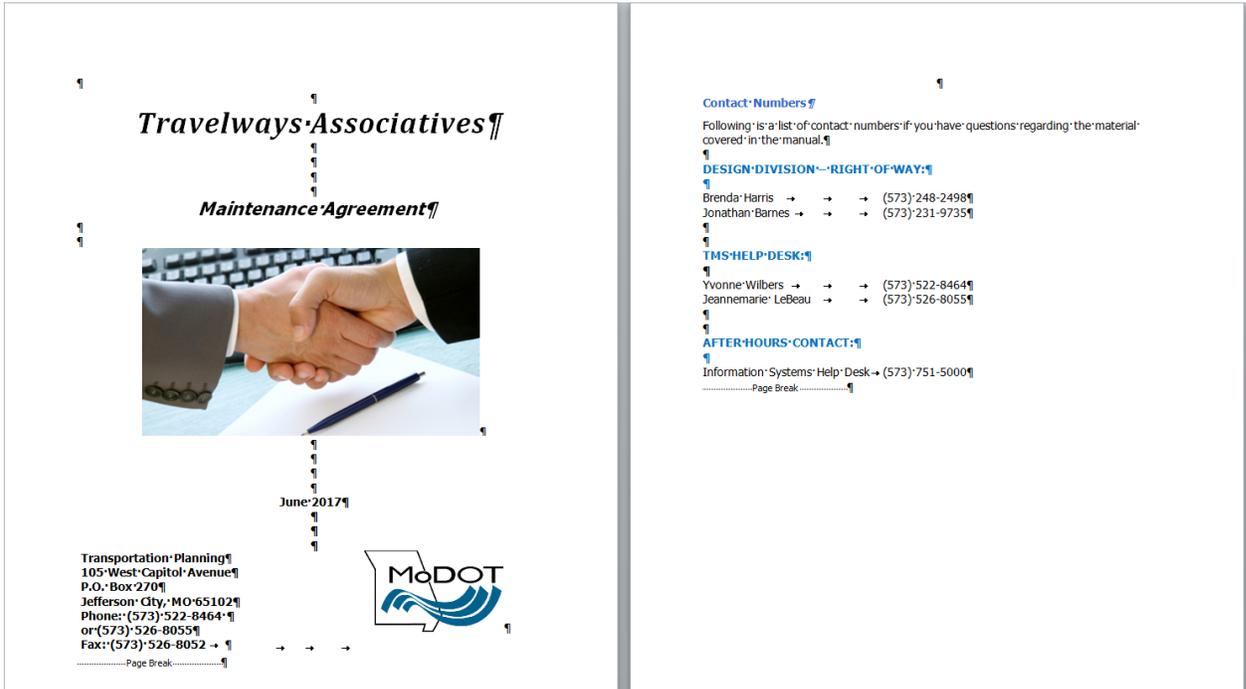
The following dialog box will be displayed.



The three options for media are "Open", "Save" or "Save as". Most of the time you will select "Open".

- Select "Open".

The document attached to this maintenance agreement will be displayed.



**NOTE:** *The media document will not be displayed on the opposing travelway unless it has been manually added to the opposing travelway. This will also include overlapping situations. See example below.*

Maintenance Agreement

ID: **2933469**  
2933470

---

**County:** CASS  
**Route:** MO 2 E  
**From:** .251 mile(s) before CST  
MECHANIC ST E  
**To:** IS 49 S  
**Agreement Date:** 6/27/2017  
**Responsible Party 1:** MEXICO  
**Responsible Party 2:** CASS  
[View Item:](#) MAINTENANCE  
AGREEMENT TRAINING MANUAL

➤ Select ID 2933470.

Maintenance Agreement

ID: 2933470 ▼

---

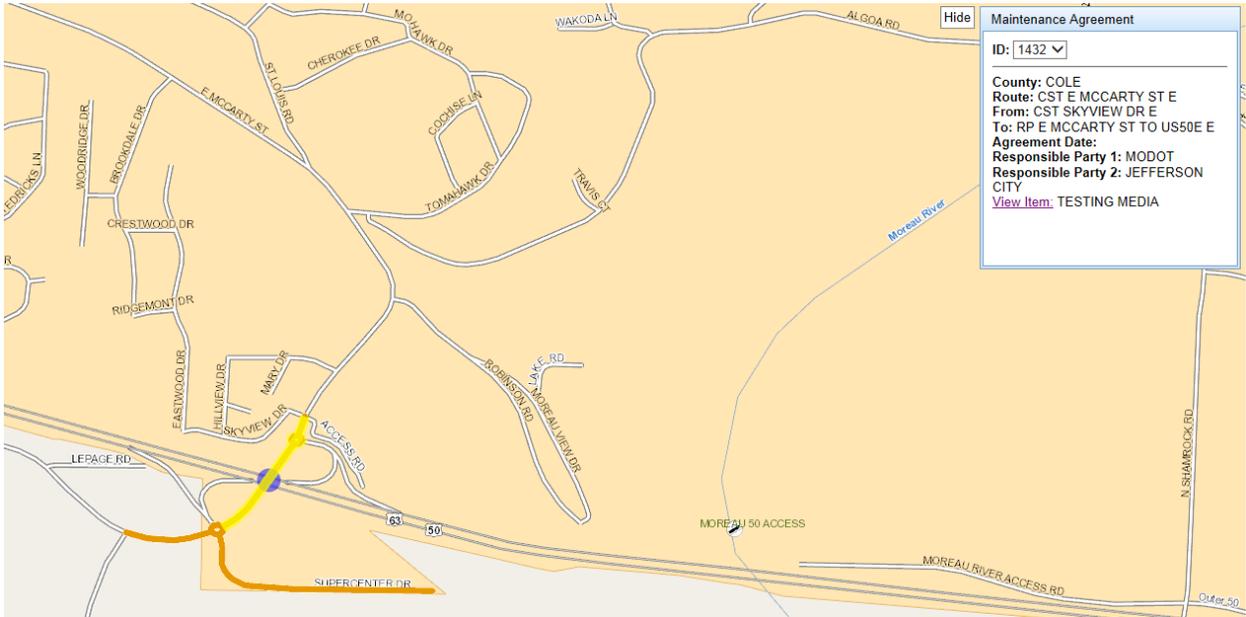
**County:** CASS  
**Route:** MO 2 W  
**From:** IS 49 N  
**To:** .251 mile(s) after CST MECHANIC  
ST E  
**Agreement Date:** 6/27/2017  
**Responsible Party 1:** MEXICO  
**Responsible Party 2:** CASS  
**No Maintenance Agreement Media**

No document was attached to the opposing direction.

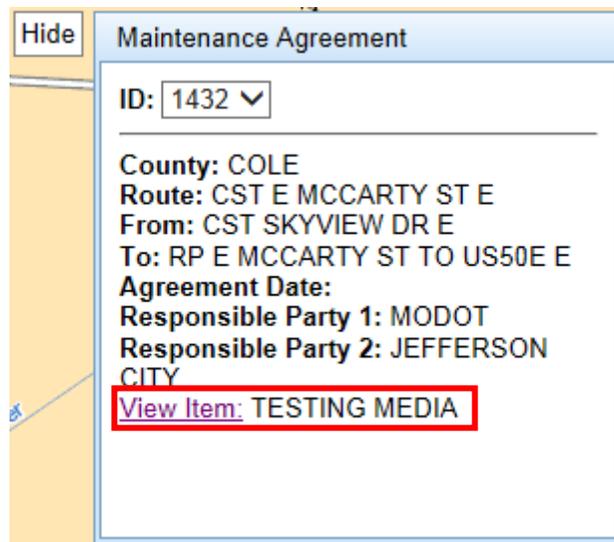
## Multiple Media Documents

Media documents will be attached to the maintenance agreements if the documents are available.

- Select a location.



- Select the link – the following dialog box will be displayed.



There is a document attached to this maintenance agreement. The "View Item" link shows the name of the document.

- Select the link to display the document.

The document will be displayed. The media attached to this maintenance agreement is "Maintenance Agreements Map". (This is just a test. The real document will display the information pertaining to the maintenance agreement.)

**Data Zone Training Manual**

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**Maintenance Agreements Map**



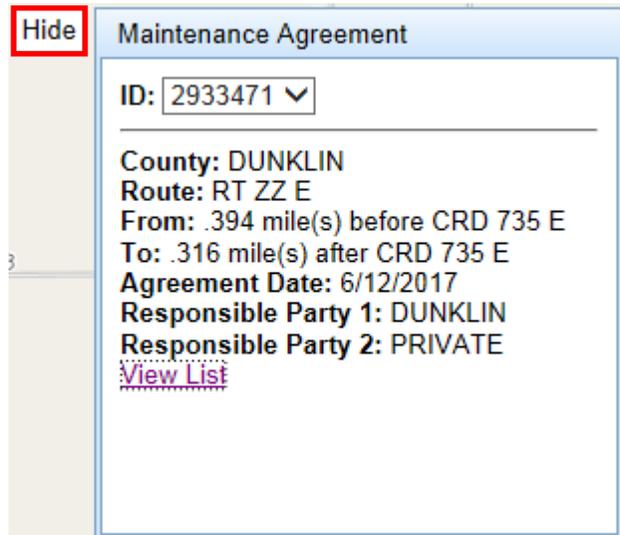
**Revised**

July 2016

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TMS Help Desk (573) 526-8055  
or (573) 522-8464



To hide the "Maintenance Agreement" dialog box, click the "Hide" button next to the box.



To make the "Maintenance Agreement" dialog box reappear, click the "Show" button.



## ARAN Viewer

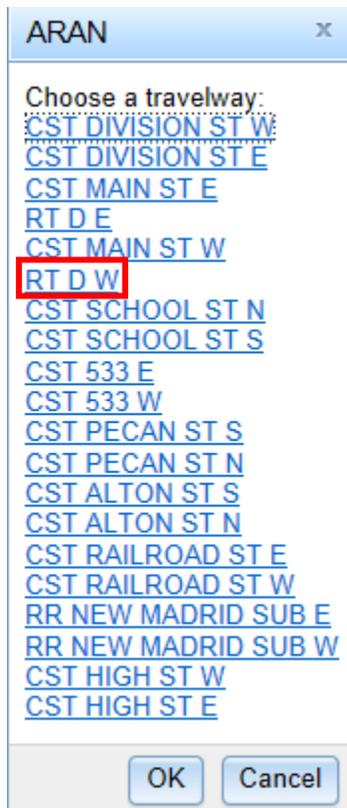
On the "Maintenance Agreements" map, there is an icon for the ARAN Video.



- Click on the ARAN icon.

A listing of travelways will be displayed.

- Select a route from the list – "RT D W".



The ARAN Viewer will open to the location selected.

**M&DOT ARAN Viewer** Ex. IS 70 E BOONE Export Print Hide Oth

Fit To Window Inset Map IRI Graph Use Current SS Pavement Job Number: J0L0330B

Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Max Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88
2013	RT	D	E	760	99.5	3.38	8.359
2012	RT	D	F	760	100	3.369	8.353

TWID: 761 LOG: 13.949 (Opp: 760 LOG: 8.309) 0.15 12:40:25 PM 5/31/2016 1M0



## Play/Pause Buttons

Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Max Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88
2013	RT	D	E	760	99.5	3.38	8.359
2012	RT	D	E	760	100	3.369	8.353

The bottom buttons operate just like a DVD with forward, reverse and stop.



- The previous five miles



- Move to the start of the video



- Step backward one frame at a time



- Play backward



- Stop



- Play forward



- Step forward one frame at a time



- Move to the end of the video

5 mi ▶▶ - The next five miles

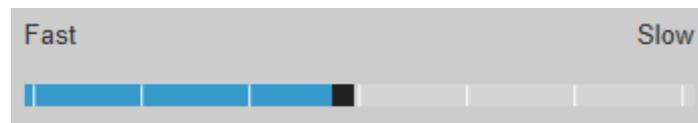
2015 ▼ - Calendar year that data is available for the travelway selected

## Scrub Bar

The scrub bar will move along the track as the ARAN truck moves down the road. Alternately, you can drag the scrub bar to the location you want to view in the selected section of roadway.



The bar next to the scrub bar is used to set how fast you want the frames to change when playing the video.



## Data

On the right-hand side of the video screen, there are 12 drop-down selection boxes that allow you to choose which data elements to view. These will display data from either or both of two sources: the ARAN table and the State of the System pavement table.

It is important to note that there are two options regarding the SS\_PAVEMENT data. One option is to view the state of the system data from the same year as the video selected. The other is to view everything using the current state of the system data. This is accomplished by activating the "Use Current SS Pavement" button.



## Change the Data Elements

- Select a data type from the drop-down arrow. Multiple changes can be made at one time.
- Select "COUNTY\_NAME" from the list.

The image displays two side-by-side screenshots of a data configuration interface. The left screenshot shows a vertical list of data elements. The 'COUNTY\_NAME' element is highlighted in blue and has a red box around it. The right screenshot shows the same interface, but the 'COUNTY\_NAME' dropdown is now set to 'DUNKLIN', which is also highlighted in blue and has a red box around it. A 'Reset to Default' button is visible at the bottom of the right panel.

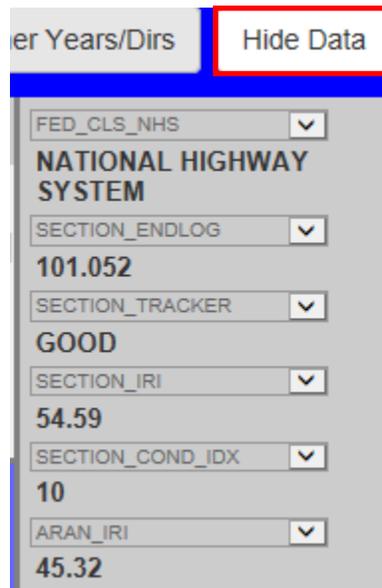
Field	Value
FED_CLS_NHS	[Dropdown]
SECTION_ENDLOG	[Dropdown]
3.046	
SECTION_TRACKER	[Dropdown]
NOT GOOD	
SECTION_IRI	[Dropdown]
280.15	
SECTION_COND_IDX	[Dropdown]
6.1	
ARAN_IRI	[Dropdown]
347.855	
ARAN_COND_IDX	[Dropdown]
6	
<b>AADT</b>	[Dropdown]
ACCESS_CAT_NAME	
ARAN_COND_IDX	
ARAN_IRI	
ARAN_LOG	
ARAN_YEAR_2	
AREA_DESG_NAME	
AREA_ENGINEER	
AUTO_COND_SURV_ID	
AVERAGE_RUT	
CITY_NAME	
CNTL_TW_ID	
CNTY_LOG	
COM_VOL_BY_DIR	
<b>COUNTY_NAME</b>	<b>DUNKLIN</b>
COUNTY_NUMBER	
CROSSFALL	
DATE_COLLECTED	
DESG_BYWAY_CLS_NM	
DESG_TRUCK_RTE_NM	
DISTRICT	
DISTRICT_NAME	
DIVIDED_UNDIVIDED	
DRIVER_IRI	
ELEVATION	
FED_CLS_NFS	
FED_CLS_NHS	
FED_CLS_PRIORITY	
FED_CLS_STRAHCON	
FED_CLS_STRAHNET	

The ARAN data will change with every image, approximately every 0.02 mile.

## Hide Data

If no data is needed, it can be hidden to expand the image window.

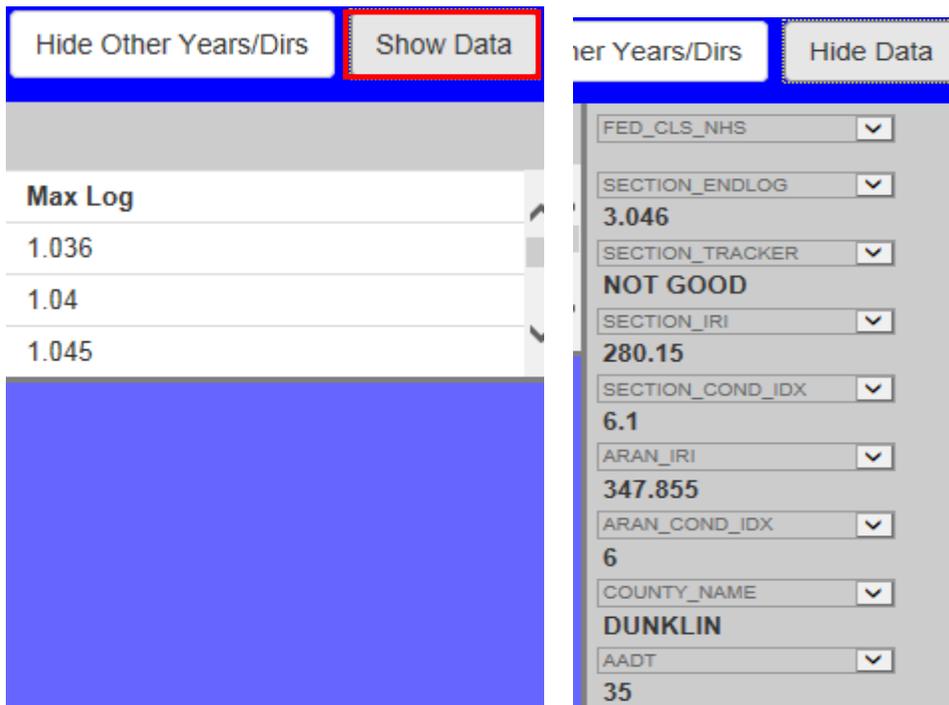
- Click the "Hide Data" button.



The screenshot shows a vertical data entry form. At the top, there are two buttons: "er Years/Dirs" and "Hide Data". The "Hide Data" button is highlighted with a red border. Below the buttons, the form contains several dropdown menus and text fields. The visible data includes:

- FED\_CLS\_NHS (dropdown)
- NATIONAL HIGHWAY SYSTEM**
- SECTION\_ENDLOG (dropdown)
- 101.052**
- SECTION\_TRACKER (dropdown)
- GOOD**
- SECTION\_IRI (dropdown)
- 54.59**
- SECTION\_COND\_IDX (dropdown)
- 10**
- ARAN\_IRI (dropdown)
- 45.32**

This will remove the data from the page. If the data is needed, click the "Show Data" button.

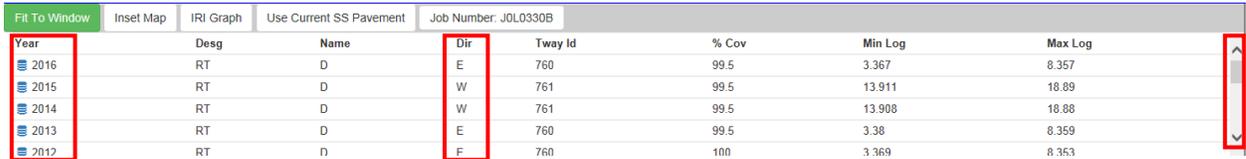


The screenshot shows two side-by-side data entry forms. The left form has a "Max Log" section with a list of values: 1.036, 1.04, and 1.045. Below this list is a large blue rectangular area. The right form is similar to the one in the previous image, but with the "Show Data" button highlighted with a red border. The visible data includes:

- er Years/Dirs (button)
- Hide Data (button)
- FED\_CLS\_NHS (dropdown)
- SECTION\_ENDLOG (dropdown)
- 3.046**
- SECTION\_TRACKER (dropdown)
- NOT GOOD**
- SECTION\_IRI (dropdown)
- 280.15**
- SECTION\_COND\_IDX (dropdown)
- 6.1**
- ARAN\_IRI (dropdown)
- 347.855**
- ARAN\_COND\_IDX (dropdown)
- 6**
- COUNTY\_NAME (dropdown)
- DUNKLIN**
- AADT (dropdown)
- 35**

## Change Years/Directions

You may want to see previous years' ARAN data; this can be done two ways:  
(1) by using the year drop-down box next to the pause and play buttons or  
(2) using the year selection at the top of the screen.

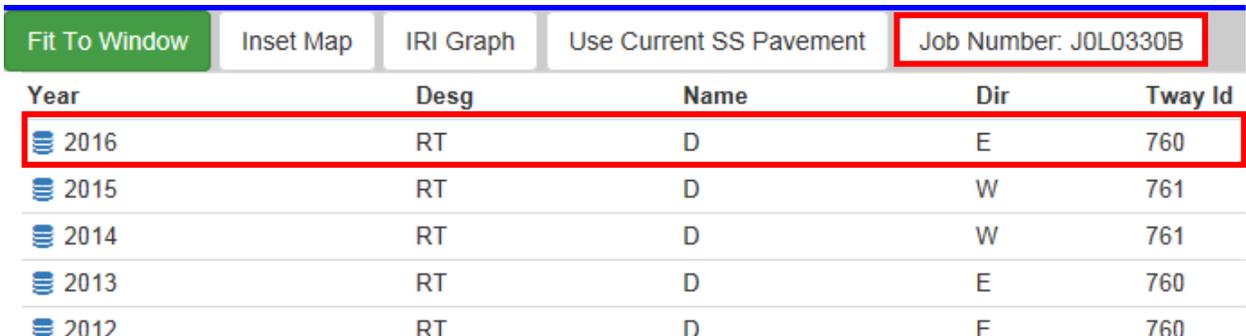


Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Max Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88
2013	RT	D	E	760	99.5	3.38	8.359
2012	RT	D	F	760	100	3.369	8.353

Use the scroll bar located on the right-hand side to find the year or direction of data to view. Divided routes have video in both directions, and all other routes have video in at least one direction.

## Job Number

The job number is a set of alphanumeric digits assigned to represent a construction project. The job number shown will be the most recent project completed at the location for the year selected. If a job number is listed, click on it to display the plans for that project.



Year	Desg	Name	Dir	Tway Id
2016	RT	D	E	760
2015	RT	D	W	761
2014	RT	D	W	761
2013	RT	D	E	760
2012	RT	D	F	760

## Fit to Window

By default, the "Fit to Window" button is active. Click the button to deactivate and the image will display full size. Use the scroll bars located on the bottom and right side to adjust the view.

Fit To Window Inset Map IRI Graph Use Current SS Pavement Job Number: J0L0330B

Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Max Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88

TWID: 761 LOG: 14.428 (Opp: 760 LOG: 7.83) 04-01-2015 12:41:20 PM 5.410H200.LM0

Fit To Window Inset Map IRI Graph Use Current SS Pavement Job Number: J0L0330B

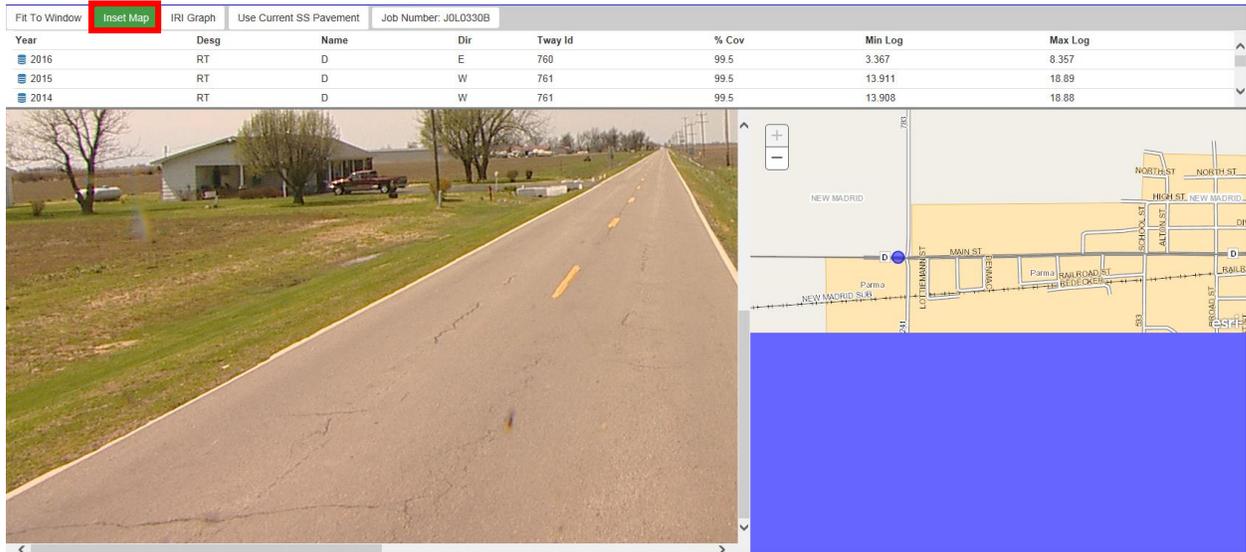
Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Max Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88

To return the screen to normal, click the "Fit to Window" tab again.

## Inset Map

Click the “Inset Map” button, and a map will be displayed to the right of the video. This map will show the location of the image and will follow the path of the images while you are driving.

Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Max Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88

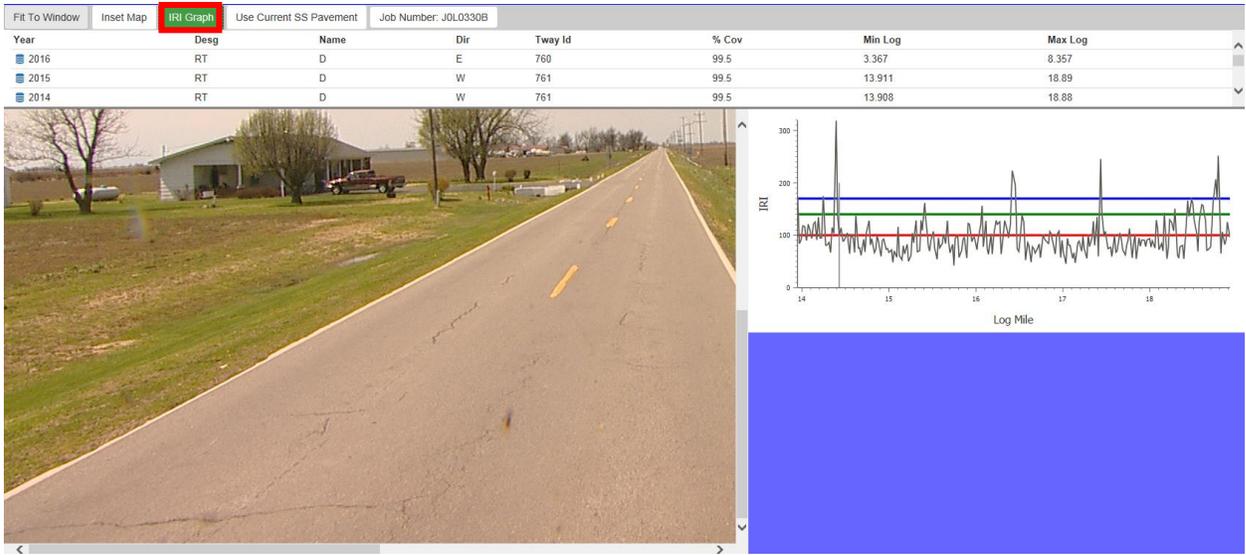


If you are not familiar with the area, use this tool. The map can be used as a secondary tool to follow the ARAN video. As the vehicle is driving down the roadway, the blue dot will follow the same path along the map.

## IRI Graph

The IRI (International Roughness Index) Graph is used to tell the smoothness of the road over a tenth of a mile.

- Click the “IRI Graph” tab. The graph will be displayed to the right of the video. This graph represents the tenth-mile average of IRI for the section and year selected.



## Export Data

There is the ability to export data to either a movie or JPG. The default will be an output type of movie.

- Click the "Export" button on the top menu bar.



## Export ×

You are exporting RT D W from log mile 13.949 to log mile 18.92 for the year 2015.

Name	<input type="text" value="RT_D_W_2015_13_949_to_18_92"/>
Email Address	<input type="text"/>
Output Type	Movie (WMV) ▼
Movie Size*	Small (Quarter Size) ▼
Frame Rate*	1 fps (74 mph) ▼

\*These settings only apply to an output type of Movie (WMV). If you choose Files (JPG), these settings are ignored.

e-mail address field is empty

“Movie Size” and “Frame Rate” are mandatory fields. These fields can be changed with data from the drop-down lists.

**NOTE:** Make sure to enter a valid email address on the “Export” page. If there is no email address, an error message will be displayed saying “email address field is empty”. After the export is submitted, a message at the bottom of the page will state the email is valid.

- Click the “Submit” button after all the fields are filled in.

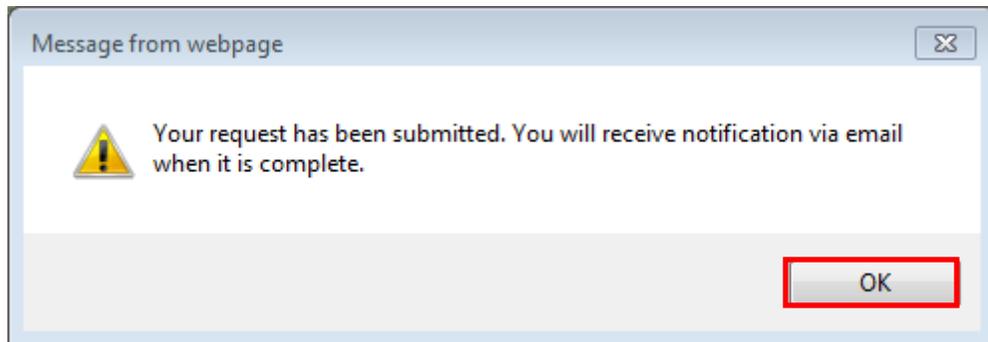
**Export** ✕

You are exporting RT D W from log mile 13.949 to log mile 18.92 for the year 2015.

<b>Name</b>	<input type="text" value="RT_D_W_2015_13_949_to_18_92"/>
<b>Email Address</b>	<input type="text" value="jeannemarie.lebeau@modot.mo.gov"/> ✕
<b>Output Type</b>	Movie (WMV) ▼
<b>Movie Size*</b>	Small (Quarter Size) ▼
<b>Frame Rate*</b>	1 fps (74 mph) ▼

\*These settings only apply to an output type of Movie (WMV). If you choose Files (JPG), these settings are ignored.

"jeannemarie.lebeau@modot.mo.gov" is a valid e-mail address



- Click the "OK" button.

You will receive an email in Outlook from the AranVideoProcessor.

✉ AranVideoProces... ARAN Video

Thu 7/20/2017 10:10 A... 3 KB

- Open the email.
- Click on one of the links.

The ARAN Video Processor (AVP) has completed. Below is a link to your file(s). This link is only available when connected to the MoDOT network. If you receive this email on a device not connected to the MoDOT network, you will not be able to access the link. The output located at this link will be deleted after 48 hours. Please retrieve your file(s) within 48 hours.

The following information was used to create your output.

Travelway ID = 761  
Begin Log = 13.949  
End Log = 18.92  
Year = 2015  
Output = RT\_D\_W\_2015\_13\_949\_to\_18\_92  
Image Only = False  
Email Address = [jeannemarie.lebeau@modot.mo.gov](mailto:jeannemarie.lebeau@modot.mo.gov) Frame Rate = 1 Width = -4 Height = -4

Please pick up your file(s) at the following location:

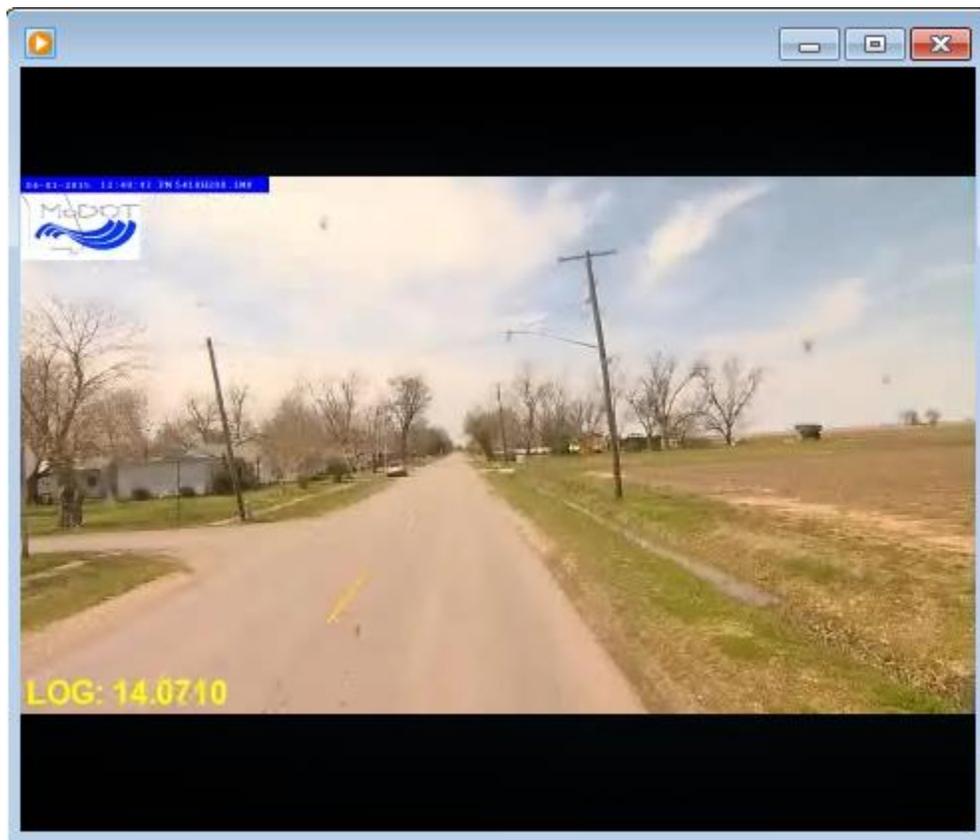
[\\ghdata022\ghq\\_public\ARANExport\RT\\_D\\_W\\_2015\\_13\\_949\\_to\\_18\\_92\\_1.wmv](file://ghdata022\ghq_public\ARANExport\RT_D_W_2015_13_949_to_18_92_1.wmv)

Or, use this link to play the movie, or, open the folder containing your JPEG files:

[file:///ghdata022/ghq\\_public/ARANExport/RT\\_D\\_W\\_2015\\_13\\_949\\_to\\_18\\_92\\_1.wmv](file:///ghdata022/ghq_public/ARANExport/RT_D_W_2015_13_949_to_18_92_1.wmv)

If you have any questions or problems, please forward this email to 'IS-DataServiceMgt-TMS@modot.mo.gov' with a detailed description of your issue. Thanks for using the ARAN Video Processor!

This will open to a movie created by the output.



**NOTE:** *The link will be deleted after 48 hours.*

## Print

In order to print the data that is displayed, do the following:

- Select the location.
- Click the "Print" button.



The screenshot shows the ARAN Viewer interface. The top navigation bar includes the MDOT logo, the text "ARAN Viewer", a search box containing "Ex. IS 70 E BOONE", and buttons for "Export" and "Print". The "Print" button is highlighted with a red box. Below the navigation bar is a menu with options: "Fit To Window", "Inset Map", "IRI Graph", "Use Current SS Pavement", and "Job Number: J0L0330B". The main content area is a table with the following data:

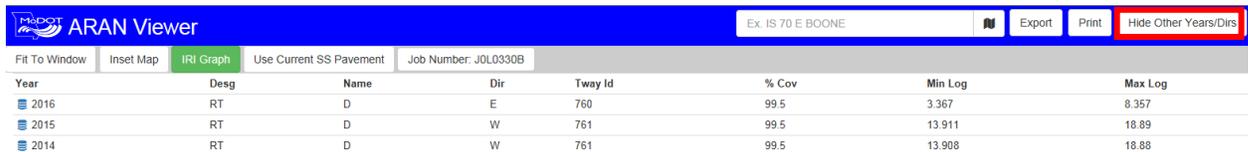
Year	Desg	Name	Dir	Tway Id	% Cov	Min Log
2016	RT	D	E	760	99.5	3.367
2015	RT	D	W	761	99.5	13.911
2014	RT	D	W	761	99.5	13.908

The picture of the selected roadway will be printed.

## Hide Other Years/Dirs

The "Hide Other Years/Dirs" button is used to hide the upper part of the screen which displays the years, designation, name and direction information.

- Click on the "Hide Other Years/Dirs" button.



The screenshot shows the ARAN Viewer interface with the "Hide Other Years/Dirs" button highlighted in red. The table below shows the same data as the previous screenshot, but with an additional "Mex Log" column:

Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Mex Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88

Notice that the upper part of the screen is now hidden. To make data reappear, click the "Show Other Years/Dirs" button.



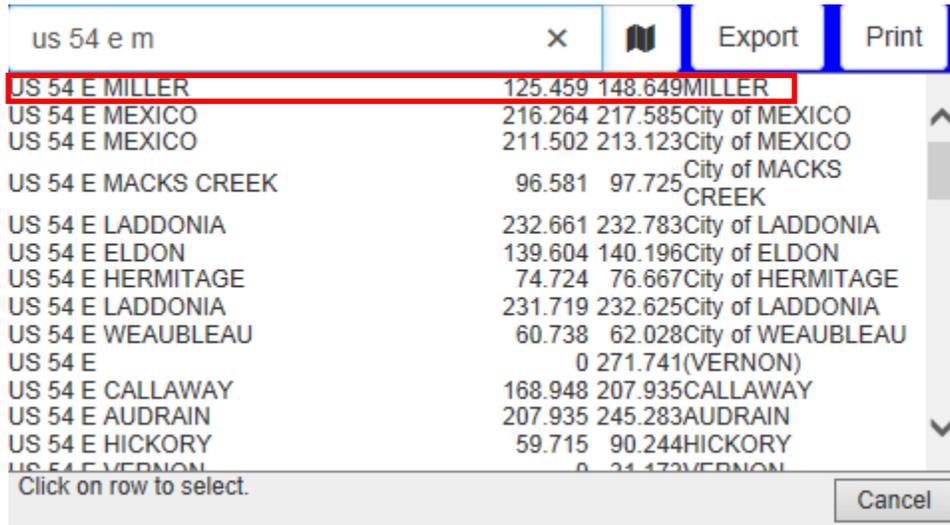
The screenshot shows the ARAN Viewer interface with the "Show Other Years/Dirs" button highlighted in red. The table below shows the same data as the previous screenshot, but with an additional "Mex Log" column:

Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Mex Log
2016	RT	D	E	760	99.5	3.367	8.357
2015	RT	D	W	761	99.5	13.911	18.89
2014	RT	D	W	761	99.5	13.908	18.88

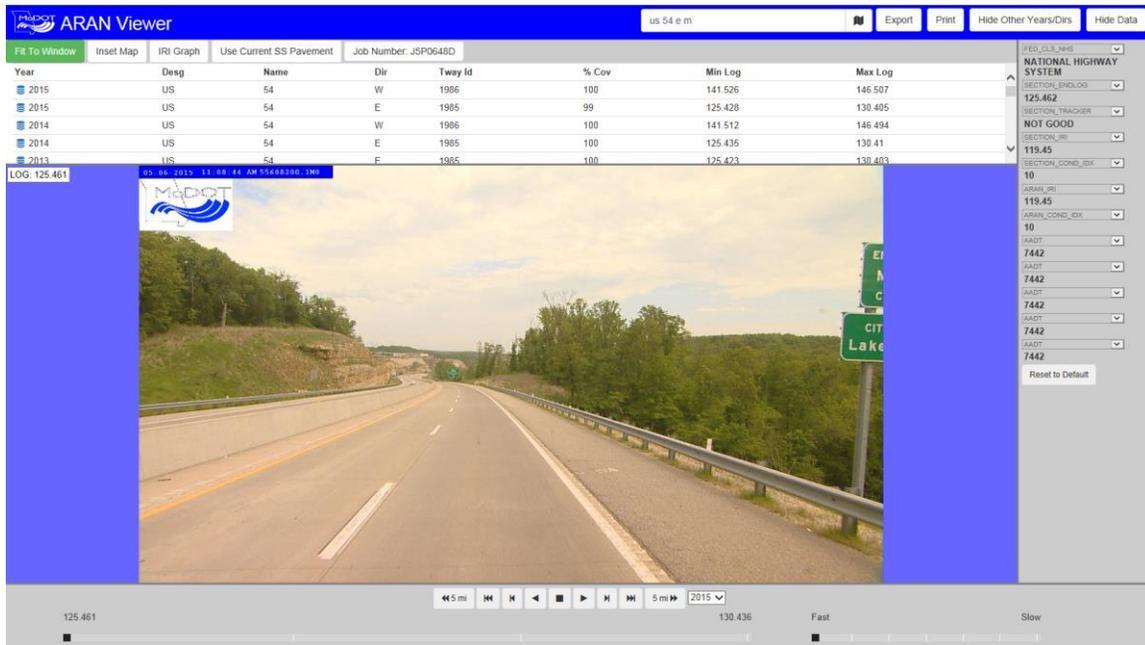
There are two ways to select a location: (1) free form typing or (2) from the map.

### Free Form

- In the text box, type the name of the location or the partial name.



- Click the "Enter" on the keyboard.



## Map Button

To the right of the free form text box is an icon that resembles a flag .

- Click the icon. A map will be displayed.
- Click on a roadway. If the roadway is not visible, use the plus or minus button to zoom in or out on the map.
- A listing of the travelways in the area will be displayed.

Map ✕



The map displays the state of Missouri with major highways and cities. Cities shown include Maryville, Kirksville, Hannibal, St. Joseph, Columbia, Jefferson City, St. Louis, Cape Girardeau, Springfield, Joplin, Van Buren, Poplar Bluff, West Plains, and Rolla. Highways shown include I-159, I-29, I-229, I-35, I-36, I-24, I-435, I-470, I-70, I-64, I-270, I-61, I-49, I-44, I-67, I-55, I-57, I-412, I-155, I-400, I-65, I-50, I-63, I-54, I-60, I-62, I-160, I-412, and I-155. A red box highlights a plus (+) and minus (-) zoom control on the left side of the map.

esri

None Selected

Map ×

RT M W (3977) Log: 0.043  
RT MM N (3549) Log: 0.999  
RT MM S (3548) Log: 2.781  
**RT M E (3976) Log: 5.957**  
CRD GAGEVILLE RD S (53184) Log: 3.263  
CRD ROSS DR W (177035) Log: 0.848  
CRD CROSS COUNTRY RD W (177071) Log: 0.235  
CRD GAGEVILLE RD N (177069) Log: 2.463  
CRD CENTRAL HILL RD S (53148) Log: 0.131  
CRD ROSS DR E (53149) Log: 0.369  
CRD CROSS COUNTRY RD E (53185) Log: 1.324  
CRD CENTRAL HILL RD N (177034) Log: 2.003  
PVT UNKNOWN N (966696) Log: 0  
PVT UNKNOWN S (966451) Log: 0.19

None Selected

- Select a location.
- Click the "Select" button. This will flow to the new location on the ARAN Viewer.

Fit To Window Inset Map IRI Graph Use Current SS Pavement

Year	Desg	Name	Dir	Tway Id	% Cov	Min Log	Max Log
2016	RT	M	E	3976	71	4.205	5.965
2015	RT	M	E	3976	71	4.203	5.963
2014	RT	M	W	3977	71	0.036	1.794

