

Attachment E

Technical Q/A

Q. How do I send alert Right of Way with an email? I usually use the Alert R/W button.

A. Once Right of Way completes the initial round of access control research, the associated checkbox on the Property Tab is locked. In order to send a fresh research request you will need to do the following from the application under review:

1. Select the **Miscellaneous** dropdown from the Menu Bar
2. Select **Create Right of Way E-Mail**

The screenshot shows the CHAMPS (SYST) application window. The 'Miscellaneous' menu is open, and 'Create Right of Way E-Mail' is highlighted. The main form contains the following sections:

- Applicant:** Fields for Last Name, Company, Street Address, City, Zip, Country, First Name, Address Letter To, Mailing Address, City, State, Zip, Country, Phone, Cell, FAX, and eMail.
- Approach Location:** Fields for Highway, Route, County, MP, Hwy Side, National Forest?, Reason For Request, Existing Approach?, and Interest in Adj. Property?.
- Designated Agent:** Fields for Last Name, First Name, Company, Mailing Address, City, State, Zip, Country, Phone, Cell, FAX, and eMail.
- Approach Will Serve:** A table with columns for Land Use, Unit of Measure, Number of Units, Appl Id, and Land Use ID.
- Turning Movements:** Checkboxes for All Movements, Right In, Right Out, Left In, and Left Out, along with Spec. id and Appl Id.

Land Use	Unit of Measure	Number of Units	Appl Id	Land Use ID
Indust/Agricultural By Acres (Acres)	Acres	100.00	6495	7915
Institutional (Sq. Ft.)	Sq. Ft.	50,000.00	6495	18541

3. An email form will auto-populate. Address and send the email to Nancy.A.WARNICKE@odot.state.or.us
4. Right of Way will update the Notes section as usual with the results.

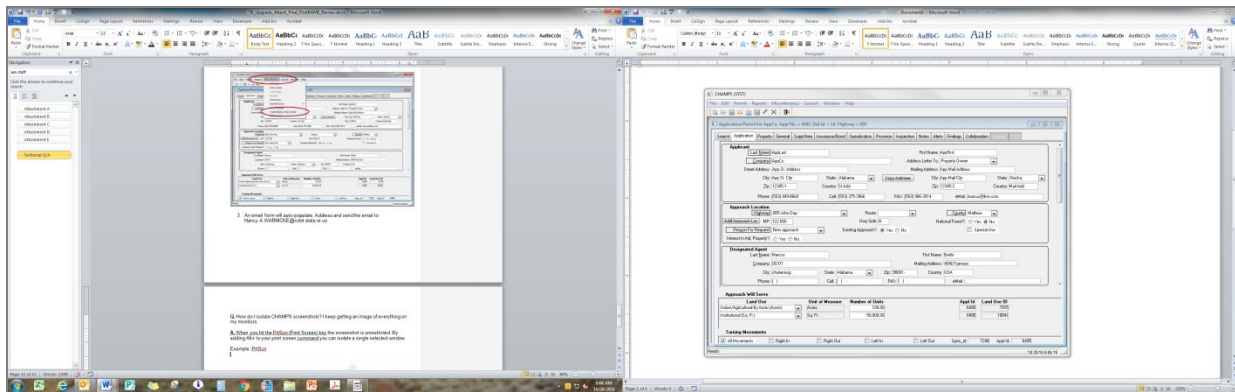
Q. Can I use the Print Icon or Print menu to create a .pdf of the tab?

A. Setting your default printer as Adobe PDF or PDF Creator allows staff to use the print icon or the File print menu to print each tab individually as a PDF. The tab prints show the fields that data has been entered manually and does not show the grayed out fields (the popup fields don't show either but those fields should not be impacted by the Upgrade process. The Destination button on the print menu has to be set to Printer and not PDF. The Destination PDF button does not work.

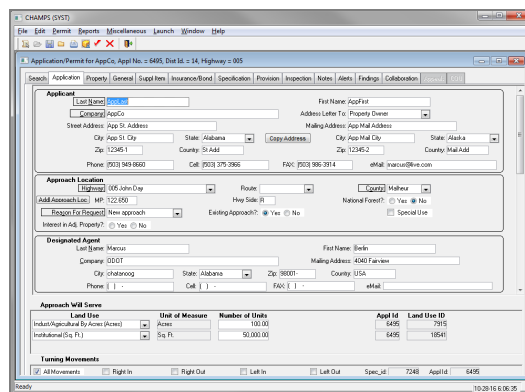
Q. How do I isolate CHAMPS screenshots? I don't need the full screen.

A. When you hit the PrtScn (Print Screen) key the screenshot is unrestricted. By adding Alt+ to your print screen command you can isolate a single selected window.

Example: PrtScn



Example: Alt+PrtScn (after selecting the CHAMPS window)



Q. How do I capture screenshots of CHAMPS tabs that are multiple pages long?

A. Use the scrollbar in CHAMPS to adjust the visible area between screenshots.

CHAMPS (CVT) - (Application/Permit for App/Co. Appl No. = 6495, Dur Sd = 14 Highway = 003)

File Edit Permit Reports Miscellaneous Launch Window Help

Search Application Property General Supplement Insurance/Feed Specification Provision Inspection Notes Alerts Findings Collaboration

Application: **6495**

Applicant: **ACE**

First Name: **ACE** Last Name: **ACE**

Address Letter To: **Property Owner**

Street Address: **ACE St Address** Making Address: **ACE Mkt Address**

City: **ACE St City** State: **Alabama** County: **ACE County** Zip: **35245**

Phone: **(903) 343-8660** Cell: **(903) 375-2966** Fax: **(903) 960-2954** Email: **ace@ace.com**

Approach Location: **Highway** **MS-Join-Exp** **Route** **0000** **Makeover**

Address: **ACE St Address** **Highway** **MS-Join-Exp** **Route** **0000** **Makeover**

City: **Chattanooga** State: **Alabama** Zip: **38001** County: **USA**

Phone: **(903) 343-8660** Cell: **(903) 375-2966** Fax: **(903) 960-2954** Email: **ace@ace.com**

Designated Agent: **ACE** **First Name: ACE** **Last Name: ACE**

Company: **ACE** **Making Address: ACE Mkt Address**

City: **Chattanooga** State: **Alabama** Zip: **38001** County: **USA**

Phone: **(903) 343-8660** Cell: **(903) 375-2966** Fax: **(903) 960-2954** Email: **ace@ace.com**

Approach Will Serve:

Land Use	Unit of Measure	Number of Units	App ID	Land Use ID
Industrial/General (Ex. Farm)	Acres	50.00	6495	7915
Institutional (Ex. FL)	Sq Ft	50,000.00	6495	18541

Testing Movements: All Movements Right In Right Out Left In Left Out Spec: 7248 Appl: 6495

Ready 10/28/16 6:13:05

CHAMPS (CVT) - (Application/Permit for App/Co. Appl No. = 6495, Dur Sd = 14 Highway = 003)

File Edit Permit Reports Miscellaneous Launch Window Help

Search Application Property General Supplement Insurance/Feed Specification Provision Inspection Notes Alerts Findings Collaboration

Application: **6495**

Local Creek Signature: **ACE** Date: **05/00/0000**

Applicant Signature Block: **ACE** Date: **06/07/2011**

Application Signed by: **ACE**

Fee: **0.00**

Created by: **Shirley L. Lacy** Created: **11/21/2008** Updated by: **Brian W. Scott** Updated: **09/20/2016**

App ID: **6495** Permit Type: **APP** EA Sub/Ab: **PERMITS 100** Total AD: **5192.33**

Metric Measure Prod: **0** Approach-App ID: **6495**

State: **MS** State Name: **Mississippi** State Date: **3/15/2015 16:43** State Code: **23**

Call Date: **10/15/2016** App Owner: **233** Division: **3** Office: **55**

Received Date: **3/1/2016 09:00** Received By: **203** Blanket Permit: **0** Inc. Required Amt: **500000**

Mile Type: **0** Rule ID: **1** Other Fees: **Access: 1** Public/Private: **1**

Unit/Fund: **0** Mkt/Sig: **Design: 0** Reg: **1** Other Fees: **Access: 1**

Joint Access: **1** All Access: **1** Access: **1** Mobility Standard: **0**

Marketing: **Crossing: 1** NC: **1** Mkt: **1** Mkt: **1**

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Institutional (Ex. FL)	Sq Ft	50,000.00	6495	18541

Testing Movements: All Movements Right In Right Out Left In Left Out Spec: 7248 Appl: 6495

Ready 10/28/16 6:13:36