Transportation Statistics Office

RITA USER MANUAL

Roadway Inventory Tracking Application

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The **RITA USER MANUAL** is produced by:

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http://www.fdot.gov/planning/statistics/rci/Sections/RCI%20User%20Manual.pdf

Suggestions and Errata

The Transportation Statistics Office desires that the February 2014 RITA User Manual be as useful as possible to those working with the Roadway Inventory Tracking Application. Your suggestions for improvement, desired additions, and notice of errors or omissions are welcome.   Please send any comments to:

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Log of Changes
RITA User Manual published February 2014

	Chapter – Page(s)	Description	Date
1	ii	Updated SharePoint link	Feb 2014
2	iii	Updated fax number	Feb 2014
3	Throughout	Updated content Formatted the margins, font sizes, headers, and footers	Feb 2014
4	Appendix 2	Updated the Work Mix Group codes	Feb 2014

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CHAPTER 1
INTRODUCTION TO RITA

Overview

The **R**oadway **I**nventory **T**racking **A**pplication (**RITA**) is a Florida Department of Transportation (FDOT) application maintained by the Transportation Statistics Office (TranStat). RITA helps District Offices manage, document, and plan inventory cycles for Roadway Characteristics Inventory (RCI) roadways, Highway Performance Monitoring System (HPMS) samples, and construction projects on state roadways. This application also provides reports detailing how much of the annual inventory has been completed and the status of the remaining inventory to be completed. RITA facilitates the Districts to convey their inventory status to more efficiently.

RITA's Benefits to District Staff

❖ Provides faster inventory management in an electronic format
❖ Saves time from maintaining and formatting several different spreadsheets
❖ Automates Reports
❖ Automates Inventory maintenance
❖ Automatically calculates next RCI Update Date and other important dates used for timeliness standards
❖ Compiles all the data in one convenient location
❖ Linked to RCI information such as Section Overall Status, beginning milepoint (BMP) and ending milepoint (EMP), and local name
❖ Eliminates duplicate reporting
❖ New RCI roadway IDs and HPMS Samples are automatically added to the system and the milepoints are adjusted during the nightly RCI download

RITA's Benefits to District Managers

❖ Helps manage, document, and plan the inventory cycle
❖ Tracks how much of the annual inventory update has been completed and the status of remaining inventory to be performed
❖ Tool to allocate personnel and resources
❖ Tool to monitor roadway inventories and schedule future inventories
❖ Tool to track and monitor changes to roadway sections in RCI, HMPS samples, and Construction Projects
❖ Improves District Quality Control process

How to Register for a RITA Account

RITA is only available from the TranStat SharePoint site behind the FDOT firewall. Consultants who do not have access to the TranStat SharePoint site will not be able to access RITA. The web address to RITA is:

http://cotranstat.dot.state.fl.us/pls/rita/welcome

To log in to RITA, click **PLEASE LOG IN**. Registered users can log in. First time users need to register. Click **REGISTER ME NOW** at the bottom of the page.

Next, fill in the express registration form, where all required fields are highlighted in green. For **Office Name**, please select the office you represent. Once you finish filling out the form, click **Submit**.

Your username and password will appear on the screen after clicking **Submit**. Please write it down. Your username will be the first six letters of your last name followed by your first initial. The password is generated automatically and cannot be changed. Should you misplace your RITA password contact the RITA Administrator.

Click the **click here TO LOGON** link. The RITA **LOG ON** screen will appear. Enter your user ID (user name), your password, and then click **OK**.

A message will appear that says you cannot gain access to RITA until you email the RITA Administrator. The email should include a written explanation as to why you are requesting access to RITA. District users will only have access to their District. Click the link that says **email Judy Lenczyk**, and it will automatically open an email in Microsoft Outlook.

Security Features of RITA
RITA's log on function has individual accounts that are password secure so that only authorized personnel can view or modify RITA data. Each user ID has an authorization level, set by the RITA Administrator. The levels allow the Administrator to vary user account privileges in RITA, to ensure that some users only have reporting capabilities, while other users have full data editing privileges.

User/Account Authorization Levels
  ❖ **Guest:** Can only access reporting features in RITA
  ❖ **Viewer:** Can access all reporting features and can view, but not update Tracking Forms
  ❖ **Editor:** Can access all reporting features and can view and update Tracking Forms

NOTE: For security purposes, after 15 minutes of inactivity RITA will prompt you to re-enter your password.

Oracle Nightly Refresh
RITA is based in an Oracle environment, and the data it uses is from RCI. The RCI data is refreshed on a nightly schedule. New roadway IDs created in RCI will appear in RITA the following day.

HPMS Samples require a manual refresh by the RITA Administrator, they are not automated like RCI data. That means, in order for a District to access the HPMS Sample Tracking Form, Feature 118 needs to be populated in RCI, then updated in RITA.

If a system error occurs and the nightly refresh does not finish, then the data in RITA will be based on the last successful RCI download. RITA will still function, but an error message will appear at the top of each screen to alert users that the most recent RCI data is not available. If this message appears in RITA, please contact the RITA Administrator.
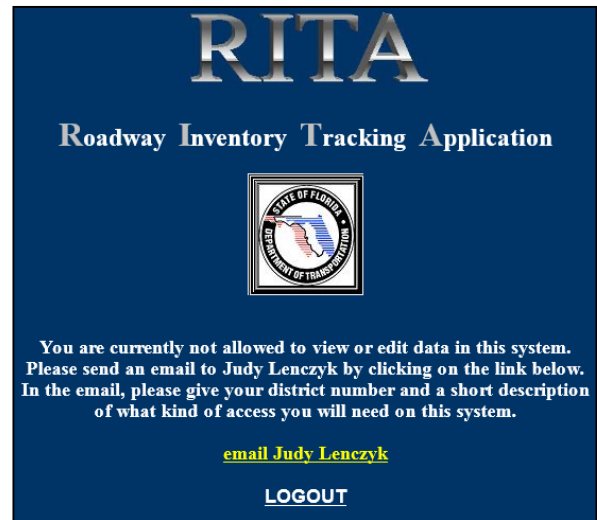
Main Menu

After logging in to RITA, the *Main Menu* will appear. The *Main Menu* features include SITE INDEX, **GO** button, **Help** link, a brief description of RITA, and RITA Administrator contact information.

Site Index

Items in the SITE INDEX dropdown are listed according to Home, Tracking Forms, Reports, and Other.
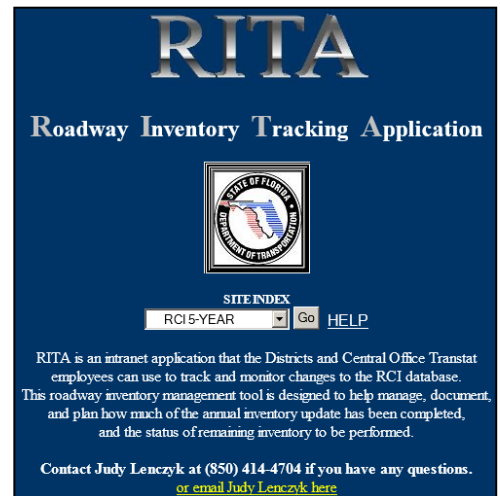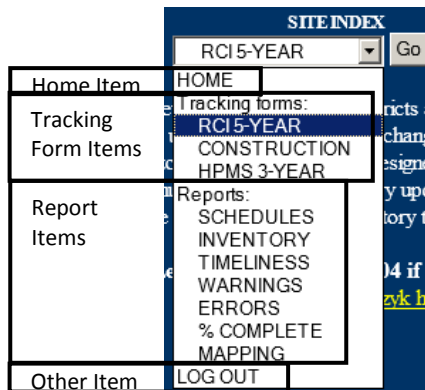
Home Item

Select the **HOME** item to return to the *Main Menu*.

Tracking Form Items

There are three types of Tracking Forms **RCI 5-YEAR**, **CONSTRUCTION**, and **HPMS 3-YEAR**. The purpose of each is to record information about the inventory process from start to finish.

NOTE: Users with Guest authorization do not have the option to view Tracking Forms.

Report Items

There are six different report types of reports and one option for **MAPPING**. The six reports are **SCHEDULES, INVENTORY, TIMELINESS, WARNINGS, ERRORS**, and **% COMPLETE**. Each report type creates an Excel spreadsheet. These spreadsheets are beneficial for preparing for the Quality Assurance Review (QAR), viewing the status of inventories, scheduling future inventories, and performing edits on the data.
- ❖ **Schedules:** Lists roadway IDs that need to be inventoried for RCI or HPMS.
- ❖ **Inventory:** Lists roadway IDs that have been inventoried for RCI, HPMS, or Construction.
- ❖ **Timeliness:** Lists roadway IDs that were not inventoried on time for RCI, HPMS, or Construction.
- ❖ **Warnings:** Lists roadway IDs that have data warnings for RCI, HPMS, or Construction.
- ❖ **Errors:** Lists roadway IDs that have data errors for RCI, HPMS, or Construction.
- ❖ **% Complete:** Displays the percentage of roadway IDs that are completed and entered into RITA for RCI and HPMS.
- ❖ **Mapping:** An application within RITA. It displays RITA data according to the RCI 5-Year inventory due date, the RCI 5-Year inventory late reasons, the RCI 5-Year inventory missing roadways, and the HPMS 3-Year inventory due date on a map.

Other Item

Select the **LOG OUT** item to log out of RITA.

RITA Search Menus and Selection Menus

To view RITA records, use the SITE INDEX dropdown and select either **RCI 5-YEAR**, **CONSTRUCTION**, or **HPMS 3-YEAR**. RITA relies on the RITA Search Menus and Selection Menus to find and view records. The Search Menus narrow down queries based on data fields such as Roadway Status, Local Roads Status, Roadway ID, and RCI Update dates. The Selection Menus display the search results in a table format. Selecting a record on the Selection Menu takes you to the Tracking Form to edit or view the data.

CHAPTER 3
MANAGING THE RCI 5-YEAR INVENTORY

RCI 5-Year Roadway Search Menu

Selecting **RCI 5-YEAR** from the SITE INDEX takes you to the *RCI 5-Year Roadway Search Menu*. All roadway IDs in RCI that are Active On, Active Off, Active Exclusive, or Active with Combination are required to be inventoried on a 5-Year cycle. These roadways are automatically populated in RITA during the nightly Oracle refresh. The Search Menu queries by Roadway Status, Local Roads, Roadway ID, Roadway Description, and RCI Update Date. The query results display on the *RCI 5-Year Selection Menu*.

The default Roadway Status is **All**. To query a certain roadway status in particular, select the appropriate Roadway Status. Next, select a Local Roads Option. The default is all three Local Roads Options selected.

The Local Roads Options are for the analysis of roadways with the status of Active Off, but can be used with any other status as well. The following selections will return the following types of roadway IDs:

❖ **All Roads except Local Roads** returns all roadways for the selected status that have a functional classification that is not local.
❖ **Local Roads of State Interest** returns all roadways that are functionally classified as local that have a railroad crossing, bridge structure, FM project, or are part of the SIS or NHS.
❖ **Local Roads of District Interest** returns all other roadways functionally classified as local that do not fit in the state interest category.

All search boxes throughout RITA follow the four rules listed below. Each rule displays different results. Rule one matches records exactly to the search. Rule two matches records partially to the search. Rule three displays all records. Rule four matches inside numbers or letters.

1. Enter an entire number or name

Enter Roadway ID Number	01000071

Enter Roadway Description	midway blvd

2. Enter a partial number or name with a % at the end

Enter Roadway ID Number	010%

Enter Road Name/Number	us%

3. Enter just a %

Project ID	%

Enter 8-Digit Roadway ID Number	%

4. Enter a %, number(s) or letter(s), then %, all with no spacing

Enter Roadway ID Number	%5%

Enter Roadway Description	%bean%

Another way to query is to select a range of dates. The range will select all records with an RCI Update Date within that range. Use the dropdown menus to enter the dates. The range of dates in the query should be dates in the past because the Selection Menu only shows roadways that have records in RITA.

Begin Date: Month	MAY	Day	1	Year	2007
End Date: Month	MAY	Day	31	Year	2012

Select the **Include Historical Data** checkbox to view all historical records. The Historical Data displays on the Selection Menu in light blue italic text.

Include historical data ☑

Click **Go To Selection Menu** to execute the query.

Go To Selection Menu

RCI 5-Year Selection Menu

After executing your query on the *RCI 5-Year Search Menu*, you see the *RCI 5-Year Selection Menu*. The Selection Menu contains a table of records listed with Roadway ID Number, Description, Status, County, 5-Year Field Inventory Date, and Date of RCI Update. You can sort the records in ascending order by clicking the **Sort** button. The sortable fields are Roadway ID Number, 5-Year Field Inventory Date, and Date of RCI Update.

There may be multiple pages of records. To navigate record pages, click a page number highlighted in yellow or click on a < or >.

Viewing RCI 5-Year Tracking Forms

Data in RITA is stored in a Tracking Form. The Tracking Form assists in tracking the 5-Year Inventory Schedule and status for Active On, Active Off, Active with Combination, and Active Exclusive inventories. To open a Tracking Form, click on a yellow **Roadway ID Number**.

The RCI 5-Year Inventory Tracking Form gives an in-depth view of an RCI roadway record in RITA. The Tracking Form contains six sections, they are, Section ID Information, Field Inventory Data, RCI Update Data, SLD Data, SLD Distribution, and 5-Year Inventory Completion. There is also an area at the end for interim revisions, but not all records will have interim revisions. Required fields on the Tracking Form are noted with an asterisk, and missing fields are highlighted in yellow.

RCI 5-YEAR INVENTORY TRACKING FORM

SEMINOLE County

Status:	Combo/ON	Segment Length:	16.929
Roadway:	77010000	US-17/92/ORLANDO AVE/FRENCH AVE	
Begin:	0.000	ORANGE COUNTY LINE	
End:	17.340	END OF BRG 770070	

* denotes required data.
Highlighted fields indicate missing data.

5-Year Field Inventory Date: Month [JUL ▼] Day [16 ▼] Year [2009 ▼]

5-Year Field Inventory by [ABC]
Note: Please enter the full name(s).

Under Construction ? ☐

5-Year Inventory Comments: [New bridge construction completed]

Date of Previous RCI Update is May 2005 .

* Date of RCI Update: Month [JUL ▼] Day [16 ▼] Year [2009 ▼]

(Note: If no changes occurred, enter the Field Inventory Date)

* RCI Update by [ABC]
Note: Please enter the full name(s).

RCI Update Comments: [Updated Features 212, 214, 215, and 258]

* Date of SLD Update: Month [AUG ▼] Day [4 ▼] Year [2009 ▼]

SLD Update by [ABC]
Note: Please enter the full name(s).

SLD QC by [District Maintenance]
Note: Please enter the full name(s).

* Which sheets were updated on the SLD?
☑1 ☑2 ☑3 ☐4 ☑5 ☐6 ☑7 ☐8 ☐9 ☐10 ☐11 ☐12 ☐13 ☐14 ☐15

* Milepoint Change: BMP [0.000] EMP [17.340]

* Date of SLD Distribution: Month [AUG ▼] Day [5 ▼] Year [2009 ▼]

SLD Distributed by [ABC]
Note: Please enter the full name(s).

SLD Comments: [SLD QC date: 8/5/2009]

Next RCI Update Deadline is July 2014 .

* RCI 5-Year Inventory Complete Date: Month [AUG ▼] Day [5 ▼] Year [2009 ▼]

RCI 5-Year Inventory Complete by [ ]
Note: Please enter the full name(s).

RCI 5-Year Inventory Complete Comments:
[ ]

[New Inventory] [Submit] [Cancel]

[Map Roadway]

Section ID Information
Shows Status, Roadway, BMP, EMP, County, Segment Length, overall description, begin section name, and end section name. This data comes from the nightly RCI Oracle extract and cannot be edited.

Field Inventory Data
Records the 5-Year Field Inventory Date, the initials of the person or company who did the inventory, if the roadway is under construction, and any applicable comments.

RCI Update Data
Shows the Date of Previous RCI Update. Records the Date of RCI Update, the initials of the person or company who updated RCI, and any applicable comments.

SLD Data
Records the Date of SLD Update, the initials of the person or company who updated the SLD, the person or company who completed the SLD QC, the sheet numbers that were updated, and the milepoints that were updated on the SLD.

SLD Distribution
Records the Date of SLD Distribution, the initials of the person or company who distributed the SLD, and any applicable comments.

5-Year Inventory Completion
Shows the RCI Update Deadline. Records the RCI 5-Year Inventory Complete Date, initials of the person or company who completed the 5-Year inventory, and any applicable comments.

If the roadway has an interim revision, then a table will appear at the bottom of the page that looks like the following.

Interim Revisions
This area contains information about interim revisions to the SLDs that are not associated with a 5-Year Inventory.

SLD Interim Revisions

Inventory		Revision		Distribution Date	BMP	EMP	Comment	
Date	By	Date	By					
		15-APR-10	URS	15-APR-10	0.000	17.340	Feature 251	delete

[Add Interim Revision]

For roadway IDs that have only one status, the section ID information will display the net length of the roadway ID.

SEMINOLE County			
Status:	OFF System	Net Length:	7.091
Roadway:	77000214	OSCEOLA RD	
Begin:	0.000	SR 46	
End:	7.091	LANDFILL ENT	

For roadway IDs that are Active with Combination, RITA will display the segment length for the particular status the record references. The status will display Combo/ON for Active On segments of Active with Combination roadway IDs, and Combo/OFF for Active Off segments.

SEMINOLE County			
Status:	Combo/ON	Segment Length:	16.929
Roadway:	77010000	US-17/92/ORLANDO AVE/FRENCH AVE	
Begin:	0.000	ORANGE COUNTY LINE	
End:	17.340	END OF BRG 770070	

Creating a RCI 5-Year Record

You should not edit old Tracking Forms to reflect new inventory data. To enter information for a 5-Year Re-inventory, you must access the existing Tracking Form in RITA. At the bottom of the Tracking Form click **New Inventory**. It is very important to create new records instead of editing existing Tracking Forms because RITA cannot maintain history otherwise.

Don't forget that initial records in RITA come from the nightly Oracle refresh. If the record you need is not in RITA, check RCI that the roadway exists, then wait a day for it to be populated in RITA. If the RITA record never populates, contact the RITA Administrator.

Click **Create Record** to create a new RITA record. Doing this is irreversible. It will change the current record into a historical record.
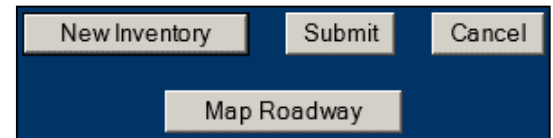
Entering Field Inventory Information

5-Year Field Inventory Date: Select a date from the month, day, and year dropdown boxes. This is the date the field data was collected. If data was collected on two different days, enter the latest date.

5-Year Field Inventory By: Enter the initials of the person(s) or company who completed the 5-Year Field Inventory. The SLD Diagrammer pulls this field and populates the SLD inventory block with it. Entering initials will save on post-production editing on the SLD.
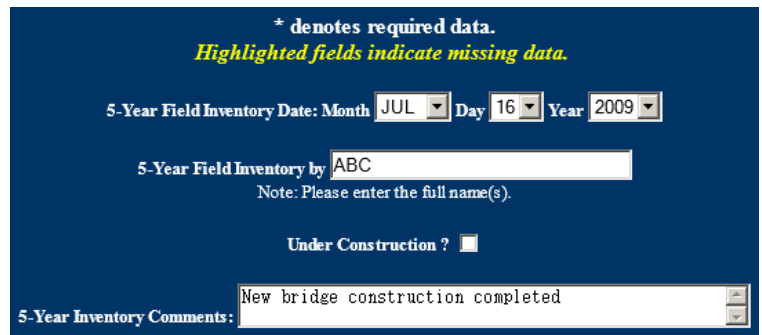
Under Construction: Check this checkbox if the roadway is under construction at the time of inventory. Even if the roadway is under construction, you must enter a field date. Remember to uncheck this checkbox when the construction is complete.

5-Year Inventory Comments: Enter comments regarding the field portion of the inventory including construction project information, BMP and EMP changes, inventory problems, etc.

Entering RCI Update Information

Date of Previous RCI Update: For new roadway IDs, this field appears blank since there is not a previous RCI Update date. For an RCI 5-Year Re-inventory, this date is automatically populated from the last Tracking Form. Users cannot edit this field.

Date of RCI Update [required]: Enter the date when you updated RCI. If no updates occurred, enter the Field Inventory Date and put in the RCI Comments field that no updates were made to RCI. <u>This is the most important date in RITA</u>. All calculated fields in RITA use this date. The Next RCI Update Deadline is calculated 5 years from the Date of RCI Update. If this date is not populated in RITA, then RITA will treat the roadway ID like it has not been inventoried, resulting in the roadway being reported as having not been inventoried on the Percent Complete Reports and will not show up on the Inventory Reports. Do not change this date. The only way to update it is to create a new Tracking Form because of a 5-Year re-inventory.

RCI Update By [required]: Enter the initials of the person(s) or company who completed the 5-Year Field Inventory. The SLD Diagrammer pulls this field and populates the SLD inventory block with it. Entering initials will save on post-production editing on the SLD.

RCI Update Comments: List the features that have changed or document reasons why the RCI update was not completed within the 5-Year period. If a Supervisor changed some of the features, then enter their name in the comment section along with the features that have been changed and the date these changes occurred.

Entering SLD Data

Date of SLD Update [required]: Enter the date you created or updated the SLD. This field is required for On-system roadways. Off-system and Active Exclusive roadways are exempt from this field, but available if Districts wish to create and update SLDs. Do not change this date. The only way to update it is to create a new Tracking Form because of a 5-Year re-inventory. Use interim revisions to track any changes to the SLD that are not part of a 5-Year re-inventory.

SLD Update By: Enter the initials of the person(s) or company who completed the SLD update. The SLD Diagrammer pulls this field and populates the SLD inventory block with it. Entering initials will save on post-production editing on the SLD.

SLD QC By: Enter the full name of the person who completed the SLD quality control. If a consultant did the SLD, then enter the firm name and the name of the person(s). Also, enter an SLD QC date into the SLD comments field.

Which sheets were updated on the SLD? [required]: Click a checkbox for each SLD sheet number that was updated.

Milepoint Change [required]: Enter the BMP and EMP of the roadway ID.

Date of SLD Distribution [required]: Use the dropdown menus to enter the date the SLD was sent to the Statewide QA Coordinator in TranStat through email with the PDF of the SLD and the link to the SLO-GIS site. Do not change this date. The only way to update it is to create a new Tracking Form because of a 5-Year re-inventory. Use interim revisions to track any changes to the SLD that are not part of a 5-Year re-inventory.

SLD Distributed By: Enter the full name of the person(s) who completed the SLD Distribution. If a consultant did the SLD, then enter the firm name and the name of the person(s).

SLD Comments: It is required to enter an SLD QC date in this field. Additionally, enter comments about the SLD like what changed or specific features that were updated. Making these kinds of comments serves as historical documentation. You can also explain more about the transfers, exceptions, realignments found on the SLD, or explain why the SLD was not updated or distributed on time.

Entering 5-Year Inventory Data

Next RCI Update Deadline: The date when the next entire 5-Year RCI inventory process is due. This is automatically calculated. It is not editable.

RCI 5-Year Inventory Complete Date [required]: Enter the month, day, and year when the entire 5-Year inventory process was completed. The entire process includes data collection, updating the RCI database, producing and distributing an SLD, and sending notification to Central Office.

RCI 5-Year Inventory Complete By: Enter the full name of the person(s) who completed the 5-Year inventory. If a consultant did the inventory, then enter the firm name and the name of the person(s).

RCI 5-Year Inventory Complete Comments: Enter additional comments not previously mentioned in the other comment boxes.

Submitting an RCI 5-Year Record

Upon completing the editing process, you will need to save your record in RITA. To save the Tracking Form click the **Submit** button at the bottom of the page. If you decide you do not want to save your work but want to return to the Selection Menu, click **Cancel**.

Clicking **Submit** saves the Tracking Form. If missing fields or errors are on the form when submitted, an errors and warnings screen will appear listing the errors and warnings. You can choose to either ignore or fix the data. If you click **Ignore Warnings**, then the Tracking Form will save with the errors and warnings. If you click **Fix Data Errors** , the you will return to the Tracking Form to correct the data.

Warning messages that appear for an RCI 5-Year Inventory Tracking Form include the following.

ERRORS:
SLD Update date occurs before the RCI Update date
SLD Distribution date occurs before the SLD Update date

Missing REQUIRED Data:
RCI Update Date
RCI Update By
RCI 5-Year Complete Date
SLD Update Date
SLD Distribution Date
Which sheets were updated on the SLD?
SLD Milepoint change BMP
SLD Milepoint change EMP

WARNINGS:
RCI Update date occurs before the Field Inventory date

Missing OPTIONAL Data:
5-Year Field Inventory Date
5-Year Field Inventory By
SLD Update By
SLD QC By
SLD Distributed By

Entering SLD Interim Revision Data

The RCI 5-Year Tracking Form provides an area for users to denote any interim revisions to SLDs that occur before the next 5-Year inventory. It is not mandatory for a District to use the interim revisions functionality in RITA but it is recommended. Interim revisions are located at the bottom of the RCI 5-Year Tracking Form. If a roadway ID has no interim revisions during a 5-Year period, the bottom of the Tracking Form in RITA will say "No interim Revisions." To add an interim revision, click **Add Interim Revision**.

The interim revision form allows users to enter the interim field inventory date, who conducted the interim field inventory, the date of the SLD interim revision, who did the interim revision, the BMP and EMP of the revision, the SLD distribution date, and any necessary comments.

RCI 5-YEAR SLD INTERIM REVISION FORM

Interim Field Inventory Date: Month OCT Day 4 Year 2013

Interim Field Inventory by RITA
Note: Please enter the full name(s).

Date of SLD Interim Revision: Month OCT Day 9 Year 2013

Interim Revision by RITA
Note: Please enter the full name(s).

Milepoint Change: BMP 0.332   EMP 1.841

Date of Distribution: Month OCT Day 10 Year 2013

Interim Revision Comments: Corrected median inconsistencies according to DQE review.

Submit   Cancel

Click **Submit** to add the interim revision to the RCI 5-Year Tracking Form, or click **Cancel** to go back to the Tracking Form without saving your work.

The interim revisions cannot be edited once submitted. If an interim revision was incorrectly added, click the **delete** link to remove it from the Tracking Form and create a new interim revision. It is recommended to leave all interim revision updates in RITA so they can be archived when a new 5-Year Inventory is conducted.

SLD Interim Revisions

Inventory		Revision		Distribution Date	BMP	EMP	Comment	
Date	By	Date	By					
		15-APR-10	URS	15-APR-10	0.000	17.340	Feature 251	delete

Add Interim Revision

A roadway ID can have multiple interim revisions during a 5-Year period. Use the **Add Interim Revision** button to add more.

Reasons for Creating an Interim Revision

Several situations call for the creation of interim revisions. They may include, but are not limited to:
- ❖ District Quality Evaluation (DQE)
- ❖ QAR
- ❖ Construction
- ❖ Fixing minor errors

HPMS 3-Year Roadway Search Menu

Selecting **HPMS 3-Year** from the SITE INDEX will open the *HPMS 3-Year Roadway Search Menu*. The Search Menu will help narrow down queries through Roadway Status, Roadway ID, Route Name/Number, and RCI Update Dates. The results of the query display on the *HPMS 3-Year Selection Menu*.

The default selection for Overall Status is **All**, but to modify the query results to your needs, select a Roadway Status by clicking the proper button.

To refine your query further, use the **Enter 8-Digit Roadway ID Number** or **Enter Road Name/Number** box. See page 7 for different searching methods.

Another way to query is to select a range of dates. The range will select all records with an RCI Update Date within that range. Use the dropdown menus to enter the dates. The range of dates in the query should be dates in the past because the Selection Menu only shows roadways that have records in RITA.

Check the **Include Historical Data** checkbox to view all historical records. The Historical Data displays on the Selection Menu in light blue italic text.

Click **Go To Selection Menu** to execute the query.

HPMS 3-Year Selection Menu

After executing your query on the *HPMS 3-Year Roadway Search Menu*, you see the *HPMS 3-Year Selection Menu*. The Selection Menu contains a table of records listed with Roadway ID Number, Description, Status, County, HPMS ID, HPMS BMP, HPMS EMP, 3-Year Field Inventory Date, and Date of RCI Update. You can sort the records in ascending order by clicking the **Sort** button. The sortable fields are Roadway ID Number, HPMS ID, 3-Year Field Inventory Date, and Date of RCI Update.

There may be multiple pages of records. To navigate record pages, click a page number highlighted in yellow or click on a < or >.

Viewing HPMS 3-Year Tracking Forms

The 3-Year HPMS Inventory Tracking Form assists in tracking the 3-Year Inventory HPMS schedule and status for Active On and Off the State Highway System (SHS) HPMS Samples. To open a Tracking Form for a specific HPMS Sample, click on the **Roadway ID Number** in yellow of your choice. If there is more than one HPMS Sample in RITA for that roadway ID, be sure you select the correct record.

In the image below, section 16010000 has four associated HPMS Samples. Make sure to select the correct record by double-checking the HPMS ID and/or milepoints.

The HPMS 3-Year Inventory Tracking Form gives an in-depth view of an HPMS Sample record in RITA. The Tracking Form contains four sections, they are, Section ID Information, HPMS Sample Data, Field Inventory Data, and 3-Year Inventory Completion. Required fields on the Tracking Form are noted with an asterisk, and missing fields are highlighted in yellow.

Section ID Information

Shows Status, Roadway, BMP, EMP, County, Segment Length, overall description, begin section name, and end section name.

HPMS Sample Data

Shows the HPMS ID number, BMP, and EMP Sample. Records the roadway ID, BMP description, and EMP description.

Field Inventory Data

Records the 3-Year Field Inventory Date, the name of the person who did the inventory, and if it was under construction at the time of inventory.

RCI Update Data

Shows the Date of Previous RCI Update. Records the Date of RCI Update, the initials of the person or company who updated RCI, if the Sample is on or off, if the Sample is new, if the Sample is deleted, if the Sample is shortened, if the Sample is lengthened, if and SLD update is required, and any applicable comments

3-Year Inventory Completion

Shows the next RCI Update deadline. Records the HPMS 3-Year Inventory Complete Date, HPMS 3-Year Inventory Complete By, and HPMS 3-Year Inventory Complete Comments.

Creating an HPMS 3-Year Record

HPMS Sample records are automatically uploaded into RITA, but are not visible until the manual refresh. Once a record exists in RITA, users can create new records. users do not actually create records for new HPMS Samples. Entries in RITA are automatically created, and it is up to the District users to update these entries after a first time inventory on a sample. Users can create a new record for an existing HPMS Sample after completing another 3-Year Inventory.

You should not edit old Tracking Forms to reflect a new inventory. Since all roadway IDs in RCI are automatically populated in RITA users do not actually create records. For roadway IDs newly added to RCI, a 5-Year inventory Tracking Form is automatically created following the nightly RCI download. This Tracking Form will be blank except for the automatically populated header information.

To enter information for a 3-Year re-inventory of an HPMS Sample you must access the existing sample in RITA. At the bottom of the Tracking Form click the **New Inventory** button. It is very important to create new records instead of editing the data in existing Tracking Forms because RITA cannot maintain history otherwise.

After clicking the **New Inventory** button the following screen will appear. It explains that creating a new inventory renders the current inventory as historical. Historical records cannot be edited. Click **Create Record** to continue to a new inventory record or click **Cancel** to retain the current inventory record.

Entering HPMS Sample Data

HPMS ID Number: HPMS ID numbers are unique 12-digit numbers that will never change. This field is not editable. HPMS ID numbers are downloaded nightly from tables that the HPMS Coordinator creates with all the new and current HPMS Samples. Therefore, all HPMS Samples are in RITA. Records are added with each new sample with default dates. Districts must populate these records with accurate dates.

HPMS Roadway ID: This is the 8-digit roadway ID used in RCI. It may change over time with realignments, deletions, etc.

HPMS Begin and End Milepoints: HPMS BMP and EMP are not editable so that they will always match RCI. When the milepoints are changed in RCI, they will be changed in the nightly RITA update, and made available the next day in RITA.

Description: HPMS Samples should start at intersections or fixed points in the field, so the description box should be populated with information to help identify the BMP and EMP of the sample. If they begin or end at an intersections, use data from Feature 251.

Entering Field Inventory Data

3-Year Field Inventory Date [required]: Enter the date the field data was collected for the HPMS Sample. Select the date from the month, day, and year dropdown boxes. An HPMS Sample requires an inventory every 3 years, therefore, this field tracks the date of accuracy in the field. If data was collected on two different days, then enter the latest date. This allows TranStat to know that an attempt was made.

3-Year Field Inventory By [required]: Enter the full name of the person(s) who completed the SLD Distribution. If a consultant did the SLD, then enter the firm name and the name of the person(s).

Under Construction: Check this checkbox if the roadway is under construction at the time of Inventory. Regardless if the roadway is under construction, a field date must be entered. When a sample is under construction at the time of inventory, you should still enter a 3-Year Field Inventory Date.

Entering RCI Update Data

Date of Previous RCI Update: For new HPMS Samples, this field is left blank since there is not a previous RCI Update date. For an HPMS 3-Year Re-inventory, this date is automatically populated from the last Tracking Form. Users cannot edit this field.

Date of RCI Update [required]: Enter the date when the RCI update was made. The Date of the RCI Update is the date that the changes were made in RCI. If no changes occurred, enter the Field Inventory Date, and put in the RCI comments field that no changes were made to RCI. This is the most important date in RITA. All calculated fields in RITA use this date.   The Next RCI Update Date is calculated 3 years from the month of RCI Update. If this date is not populated in RITA, then RITA will treat the roadway ID like it has not been inventoried, resulting in the roadway being reported as having not been inventoried on the Percent Complete Reports and will not show up on the Inventory Reports.

RCI Update By [required]: Enter the full name of the person(s) who completed the SLD Distribution. If a consultant did the SLD, then enter the firm name and the name of the person(s).

Segment Status? [required]: Select **ON** for an on-system roadway and **OFF** for and off-system roadway.

New Sample [required]: If the sample is new, then check the **New Sample?** checkbox. The HPMS Coordinator's HPMS Sample Table will include all the new samples. RITA imports all the new samples into separate records with default data that the District needs to update. When the Districts update the data, they must check the new sample checkbox. When this sample is inventoried 3 years later, then a new record will be added, and the new sample checkbox will not be checked.

Deleted Sample [required]: Check the **Deleted Sample?** checkbox if the sample has been deleted. Only those HPMS Samples approved by the HPMS Coordinator and FHWA can be deleted out of RCI and RITA. If an HPMS Sample is in RITA by mistake, then the sample may be deleted, otherwise all samples are kept. If a sample is deleted, it will then be moved to the historical information section of RITA, and will be shown in blue italic text. Please enter the reasons why the sample was deleted in the Comments field.

Shortened Sample: Check the **Shortened Sample?** checkbox if the sample has been shortened. Enter the reason in the Comments field.

Lengthened Sample: Check the **Lengthened Sample?** checkbox if the sample has been lengthened. Enter the reason in the Comments field.

SLD Update Required: Check the **SLD Update Required?** checkbox if an SLD update is required. Sometimes the HPMS field inventories reveal changes to the roadway, which will need updating in RCI and on the SLD. Therefore, place a check in this checkbox to alert the appropriate people in your office that this roadway ID needs reviewing and updating. Please enter the reasons requiring a new SLD in the Comments field.

Comments: Enter overall comments regarding the sample here. An example comment is if the sample was shortened or lengthened and the reasons why. Also, if the sample was not inventoried on time, list those reasons here.

Entering 3-Year Inventory Data

Next RCI Update Deadline: The date when the next entire 3-Year HPMS inventory process is due. This is automatically calculated. It is not editable.

HPMS 3-Year Inventory Complete Date [required]: Enter the month, day, and year when the entire 3-Year inventory process was completed. The entire process includes data collection and updating the RCI database.

HPMS 3-Year Inventory Complete By: Enter the full name of the person(s) who completed the HPMS 3-Year inventory. If a consultant did the inventory, then enter the firm name and the name of the person(s).

HPMS 3-Year Inventory Complete Comments: Enter additional comments not previously mentioned in the other comment boxes.

Submitting an HPMS 3-Year Record

Upon completing the editing process, you will need to save your record in RITA. To save the Tracking Form, click the button at the bottom of the page that says **Submit**. If you decide you do not want to save your Tracking Form and return to the Selection Menu, click **Cancel**.

Clicking **Submit** saves the Tracking Form. If missing fields remain on the form when submitted, a warning will appear listing the missing fields. You can choose either to Ignore Warnings or to Fix Data Errors. If you click **Ignore Warnings**, then the Tracking Form will be saved with the missing fields, which can then be completed later. Clicking **Fix Data Errors** will return you to the form to complete the missing fields.

Warning messages that appear for an HPMS 3-Year Inventory
Tracking Form include the following.

ERRORS:
RCI Update date occurs before the Previous RCI Update date

Missing **REQUIRED** Data:
Previous RCI Update date
RCI Update date
HPMS 3-Year Complete Date

WARNINGS:
RCI Update date occurs before the Field Inventory date

Missing **OPTIONAL** Data:
5-Year Field Inventory Date
Missing Data: HPMS Roadway
Missing Data: Field Inventory
Missing Data: RCI Update By
Missing Data: Inventory Complete By

Construction Projects Search Menu

Selecting **Construction** from the SITE INDEX will take you to the *Construction Search Menu*. The Search Menu will help narrow down queries through Roadway Status, Local Roads Status, Roadway ID, Project ID, and Permit ID. The results of the query display on the *Construction Selection Menu*.

The default selection for Roadway Status is **All**, but to modify the query results to your needs, select a Roadway Status of your choosing. The next step is to select a Local Roads Option. This selection's default is to have all three Local Roads Options checked.

The Local Roads Options are for the analysis of roadways with the status of Active Off, but can be used with any other status as well. The following selections will return the following types of roadway IDs:
- ❖ **All Roads except Local Roads** returns all roadways for the selected status that have a Functional Classification that is not Local.
- ❖ **Local Roads of State Interest** returns all roadways that are functionally classified as Local that either have a railroad crossing, bridge structure, FM projects, or are part of the SIS or NHS.
- ❖ **Local Roads of District Interest** returns all other roadways functionally classified as Local that do not fit in the statewide interest category.

To refine your query further, use the **Enter 8-Digit Roadway ID Number** or **Project ID** or **Permit ID** box. See page 7 for different searching methods.

Project IDs are also called Financial Project Numbers. Permit IDs are identification numbers for an access permit. When a business requests to provide access to a state owned road, a permit must be issued. This permit will be given a unique Permit ID number. These permits may be inventoried if they are significant.

Select the **Include Historical Data** checkbox to view all historical records. The Historical Data displays on the Selection Menu in light blue italic text.

Click **Go To Selection Menu** to execute the query.

Construction Selection Menu

After executing your query on the *Construction Search Menu*, you see the *Construction Selection Menu*. The Selection Menu contains a table of records listed with Roadway ID Number, Description, Status, County, Project ID, BMP, EMP, and Construction Type. You can sort the records in ascending order by clicking the **Sort** button. The sortable fields are Roadway ID Number, Project ID, and Construction Type.

RITA

CONSTRUCTION SELECTION MENU

SITE INDEX
[CONSTRUCTION ▼] [Go] HELP

[Create Record]

Once the correct record has been located, select the line
and the user will be brought into the form dialog for editing.

Historical data is displayed in light blue italics

Page ≤ 1 2 3 4 >

Roadway ID Number [Sort]	Description	Status ACTIVE/	County	Project ID [Sort]	BMP	EMP	Construction Type [Sort]
79050000	*15; SR600 TO PUTNAM*	*ON System*	*VOLUSIA*	*413596-15201*	*5.951*	*16.139*	*Resurfacing*
79050000	*15; SR600 TO PUTNAM*	*ON System*	*VOLUSIA*	*42202315201*	*16.180*	*25.873*	*Resurfacing*
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*03A-591-0112*	*15.024*	*16.126*	*Miscellaneous Construction*
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*241019*	*19.648*	*20.804*	*Resurfacing*
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*241019*	*19.648*	*20.804*	*Res*
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*413582-15201*	*13.175*	*15.458*	*Resurfacing*
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*41720515201*	*0.000*	*2.638*	*Miscellaneous Construction*
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*41959515201*	*15.444*	*18.656*	*Resurfacing*
79060000	SR 600 FROM SR15 TO SR 5	ON System	VOLUSIA	42202415201	2.763	7.200	Miscellaneous Construction
79060000	SR 600 FROM SR15 TO SR 5	ON System	VOLUSIA	42202425201	7.200	15.426	Miscellaneous Construction
79060000	SR 600 FROM SR15 TO SR 5	ON System	VOLUSIA	42268315201	18.698	19.719	Miscellaneous Construction
79060000	SR 600 FROM SR15 TO SR 5	ON System	VOLUSIA	42386415201	3.258	3.346	Miscellaneous Construction
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*42525615201*	*13.535*	*13.536*	*Bridge*
79060000	*SR 600 FROM SR15 TO SR 5*	*ON System*	*VOLUSIA*	*42525615201*	*13.625*	*13.626*	*Bridge*

If many records resulted from the query, then there may be multiple pages for you to view. To navigate record pages, click a page number highlighted in yellow or click on a < or >.

Page < 1 2 3 4 >

Viewing Construction Tracking Forms

The Construction Tracking Form tracks the RCI and SLD updates for roadways with construction projects or permits. To open a Tracking Form for a specific Construction Project, click on the **Roadway ID Number** in yellow of your choice. If there is more than one Construction Project in RITA for that roadway ID, be sure you select the correct record.

In the image to the right, 79220002 has five construction records. Make sure to select the correct record by double-checking the Project ID and/or milepoints.

Roadway ID Number [Sort]	Description	Status ACTIVE/	County	Project ID [Sort]	BMP	EMP
79190000	SR5A;SR5-SR5	Combination	VOLUSIA	42566515201	15.526	15.606
79220002	SR430;A1A TO N BEACH	ON System	VOLUSIA	42892615201	0.067	0.068
79220002	SR430;A1A TO N BEACH	ON System	VOLUSIA	42892615201	0.134	0.135
79220002	SR430;A1A TO N BEACH	ON System	VOLUSIA	42892615201	0.217	0.218
79220002	SR430;A1A TO N BEACH	ON System	VOLUSIA	42892615201	0.285	0.286
79220002	SR430;A1A TO N BEACH	ON System	VOLUSIA	42892615201	0.367	0.368
92090000	US-192/VINE ST	ON System	OSCEOLA	42490615201	3.330	4.643

The Tracking Form gives an in-depth view of the data for a record in RITA. The Tracking Form contains six sections, they are, Section ID information, Construction Project Information, Field Inventory Data, RCI Update Data, SLD Data, and Construction Notice Information.

Required fields on the Tracking Form are noted with an asterisk and missing fields are highlighted in yellow. However, there are checkboxes that indicate if there were no updates needed. Like the **Check if no RCI updates needed** checkbox. Therefore, the yellow fields are not required when a checkbox is checked.

CONSTRUCTION TRACKING FORM

Status:	**ON System**	County:	**VOLUSIA**
Roadway:	**79220002**		**SR430;A1A TO N BEACH**
Begin:	**0.000**		**SR A1A/ATLANTIC AVE**
End:	**0.997**		**N BEACH ST**

* denotes required data.
Highlighted fields indicate missing data.

* Project ID 42892615201   Permit ID

*Construction from: BMP: 0.067   Description:
*Construction to: EMP: 0.068   Description:

* Type of Construction Miscellaneous Construction ▾

*Acceptance Notification Date:
Month JUN ▾ Day 11 ▾ Year 2012 ▾

Acceptance Notification type: ● Final   ● Conditional

*Field Inventory Date:
Month JUN ▾ Day 11 ▾ Year 2012 ▾

*Field Inventory by District Maintenance
Note: Please enter the full name(s).

Field Inventory Comments: MAST ARM REPLACEMENTS MULTIPLE LOCATIONS

☑ **Check if no RCI updates needed.**

RCI Due Date is August 10, 2012 .

*Date of RCI Update: Month ▾ *Day* ▾ *Year* ▾

*RCI Update by
Note: Please enter the full name(s).

RCI Update Comments:

☑ **Check if no SLD updates needed.**

SLD Due Date is .

*Date of SLD Update: Month ▾ *Day* ▾ *Year* ▾

*SLD Update by
Note: Please enter the full name(s).

* Which sheets were updated on the SLD?
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12 ☐13 ☐14 ☐15

* Milepoint Change: BMP 0.000   *EMP* 0.997

*Date of SLD Distribution: Month ▾ *Day* ▾ *Year* ▾

*SLD Distributed by
Note: Please enter the full name(s).

SLD Comments:

Was the section on the weekly report for the Construction Projects? ☑

Date: Month JUN ▾ Day 11 ▾ Year 2012 ▾

Comments: MAST ARM REPLACEMENTS MULTIPLE LOCATIONS

[Delete Record]   [Submit] [Cancel]

Section ID Information

The Status, Roadway, BMP and EMP, County, Overall Description, Begin Section Name, and End Section Name are found at the top of the form. This data comes from the nightly RCI Oracle extract.

Construction Project Information

In this portion of the Tracking Form, RITA shows data for the Project ID, Permit ID, BMP, EMP, BMP and EMP Description, and Type of Construction.

Field Inventory Data

The Tracking Form also shows the Conditional Acceptance Notification Date, Final Acceptance Notification Date, Field Inventory Date, the name of the person who did the inventory, and comments.

RCI Update Data

This area of the Tracking Form shows the RCI Update Due Date, the actual Date of RCI Update, the name of the person who updated RCI, and comments.

SLD Data

This portion of the form shows all data concerning SLDs. This includes the Date of SLD Update, the name of who updated the SLD, the sheet numbers that were updated, and the milepoints that were updated on the SLD. The Date of SLD Distribution and name of person/company who distributed the SLD is located in a separate box below the other SLD information along with a comments box.

Construction Notification Information

The last area of the Tracking Form shows all data concerning the Construction Notices. This includes a checkbox to indicate if it was in the weekly or monthly Construction report email, as well as the dates they were in the email if applicable.

Creating A Construction Record

All records sent out in the weekly Construction Notification Email are required to have a record in RITA for tracking purposes. In order to create a new record for a Construction Project, click the **Create Record** button on the *Construction Selection Menu*. For users with viewer status, this button is not available.

NOTE: Creating a new construction record is done entirely within RITA. There is no outside refresh that creates new records like there is for RCI and HPMS roadways. These are the responsibility of the District.

The *Construction Create Record Form* screen will display and ask you to enter a roadway ID. In the box that says **Enter Roadway ID**, enter the roadway ID for the roadway with the Construction Project that needs a record in RITA, and then click **Create Record**.

After clicking **Create Record**, a new Construction record is created with all required fields highlighted in yellow. The milepoint range for the Construction Project is defaulted to the entire length of the roadway ID. If the construction is not along the entire length of the roadway, then the milepoints must be specified in the Construction Project Information section.

The Tracking Form's Section ID Information section is automatically populated with information about the roadway including Status, Roadway, BMP and EMP, County, Overall Description, Begin Section Name, and End Section Name. These fields cannot be edited.

Entering Construction Project Information

Project ID [required]: Enter the Financial Management (FM) number of the construction project. Users must enter all 11 digits of the FM number or an error message will appear, and RITA will not let you proceed until the FM number is entered correctly.

Permit ID: Enter the permit ID number of the access permit.

Construction from: BMP [required]: The BMP of the inventoried construction project limits. This is not the exact BMP of the construction project, but the BMP of where the roadway was inventoried due to the construction project.

Description: Enter a description of the BMP. This is usually at a physical location seen on the road.

Construction from: EMP [required]: The EMP of the construction project limits. This is not the exact EMP of the construction project, but the EMP of where the roadway was inventoried due to the construction project.

Description: Enter a description of the EMP. This is usually at a physical location seen on the road.

Type of Construction [required]: Select the type of construction being performed from the dropdown menu. The types of construction were compiled from the Work Mix and condensed into several categories. For example, numerous categories exist for bridges, but in RITA there is only one bridge category. When duplicate categories exist, try to use the category that would have the greatest impact on the SLD. For example, if the project has widening and resurfacing, then the widening category would be used. For miscellaneous projects, there is a category named Miscellaneous Construction. For more information on construction types please see the Appendix.

Entering Field Inventory Data

Acceptance Notification Date [required]: Enter the date of the Conditional Acceptance Notification. This is the date shown on the QA Coordinator's Construction Notification Report email. If this date does not exist, then please leave this field blank.

Acceptance Notification Type: Choose whether the acceptance notification is Final or Conditional. The default type is Final.

Field Inventory Date [required]: Enter the date when the field inventory was conducted. If data was collected on two different days, then enter the latest date.

Field Inventory By [required]: Enter the full name of the person(s) who completed the SLD Distribution. If a consultant did the SLD, then enter the firm name and the name of the person(s).

Field Inventory Comments: Enter comments about the field inventory. Comments can include descriptions of the BMP and EMP of the construction, reason(s) if the inventory was late, etc.

Entering RCI Update Data

Check if no RCI updates needed. Checkbox: If no RCI updates were needed, then check the '**Check if no RCI updates needed**' checkbox. This is important for DQE tracking purposes because it will notify the QA Coordinator that this project should be potentially excluded from scoring. If this checkbox is checked, then the RCI data should be left blank unless additional comments are needed.

RCI Due Date is: This is a date calculated 90 days from when the weekly Notification of Contract Status Changes Report was emailed from TranStat. This is the day that the RCI Update is due. This field cannot be edited.

Date of RCI Update [required]: Enter the date when the RCI update was completed. If no changes occurred, enter the Field Inventory Date, and put in the RCI comments field that no changes were made to RCI. The SLD Due Date is calculated 120 days from written date of notification. If this date is not populated in RITA, then RITA assumes the construction project is not inventoried yet and leaves blank due dates on the Tracking Form.

RCI Update By [required]: Enter the full name of the person(s) who completed the RCI Update. If a consultant did the RCI update, then enter the firm name and the name of the person(s).

Segment Status? [required]: This field only appears for Active with Combination roadways. Select either ON, OFF, EXCLUSIVE, or OFF EXCLUSIVE as the segment status for the roadway. Two entries are needed in RITA for Active with Combination roadways if one portion is On the SHS and the other is Off the SHS.

RCI Update Comments: Comments in this field can include which features were updated in RCI, and also reason(s) if the RCI update was not done within **90 calendar days** of written notification.

Entering SLD Data

Check if no SLD updates needed. Checkbox: If no SLD updates were needed, then check the '**Check if no SLD updates needed**' checkbox. If this checkbox is checked, then the SLD data should be left blank unless additional comments are needed.

SLD Due Date is: The date the SLD is due to be updated. It is calculated **120 calendar days** from the written date of notification. If there is not an RCI Update Date entered, then there will be no SLD Due Date listed. This field is not editable.

Date of SLD Update [required]: Enter the date the SLD was updated. If no changes were made to the SLD, enter the day you determined no changes were needed. Verify the correct date is listed on the SLD.

SLD Update By [required]: Enter the full name of the person(s) who completed the SLD update. If a consultant did the SLD update, then enter the firm name and the name of the person(s).

Which sheets were updated on the SLD? [required]: Click the checkboxes for each SLD sheet number that was updated.

Milepoint Change [required]: Enter the SLD milepoints updated from BMP to EMP. These milepoints must correspond to the milepoints provided on the SLD. These are the milepoints actually inventoried, not the milepoints shown on the construction plans. Refer to the BMP and EMP entered in the Construction Project Information section.

Date of SLD Distribution [required]: Enter the date of SLD distribution. This refers to the date the SLD was sent to the QA Coordinator in Central Office through email with the attached SLD and link to the SLD on the Planning SLO site.

SLD Distributed By [required]: Enter the full name of the person(s) who completed the SLD update. If a consultant did the SLD update, then enter the firm name and the name of the person(s).

SLD Comments: This field can include brief notes on SLD changes, or reasons the SLD was not distributed on time.

Entering Construction Notification Information

Was the section on the weekly report for Construction Projects? Checkbox: Check the checkbox if this section was on the weekly Notification of Contract Status Changes Report. This is the report TranStat sends via email.

Date: Enter the date the weekly Notification of Contract Status Changes Report email was sent.

Comments: Enter additional comments not previously mentioned in the other comment boxes.

Submitting a Construction Record

Upon completing the editing process, you need to save your record in RITA. To save the Tracking Form, click the **Submit** button at the bottom of the page. If you decide you do not want to save your Tracking Form click **Cancel** to return to the Selection Menu.

Clicking **Submit** saves the Tracking Form. If missing fields remain on the form when submitted, a warning will appear listing the missing fields. You can choose either to Ignore Warnings or to Fix Data Errors. If you click **Ignore Warnings**, then the Tracking Form will be saved with the missing fields, which can then be completed later. Clicking **Fix Data Errors** will return you to the form to complete the missing fields.

Warning messages that may appear for a Construction
Tracking Form include:

ERRORS:
Field Inventory date occurs before the Final Acceptance date
RCI Update date occurs before the Field Inventory date

Missing REQUIRED Data:
Project ID
Construction BMP
Construction EMP
Type of Construction
Acceptance Notification Date
Date of RCI Update
Date of SLD Update
Date of SLD Distribution

WARNINGS:
SLD Update date occurs before the RCI Update date
SLD Distribution date occurs before the SLD Update date

Missing OPTIONAL Data:
Field Inventory Date
Field Inventory By
RCI Update By
SLD Update By
Which sheets were updated on the SLD?
SLD Milepoint change BMP
SLD Milepoint change EMP
SLD Distribution By
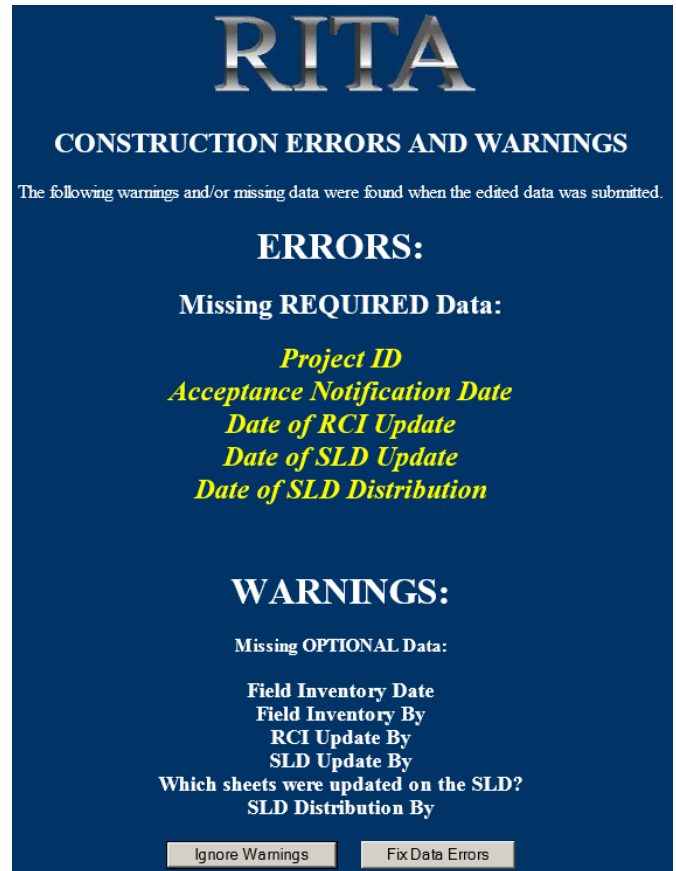
Deleting a Construction Record

Only delete a record if there is incorrect data or duplication of the same record. Never delete old data because it is kept for historical purposes. If you have Viewer status, the Delete feature is unavailable. To delete a record from RITA, click the **Delete Record** button at the bottom of the *Construction Tracking Form*. You will see a warning message that says "Are you sure you want to delete this record?" Click **Delete Record** to proceed with the deletion, or click **Cancel** to cancel the deletion.
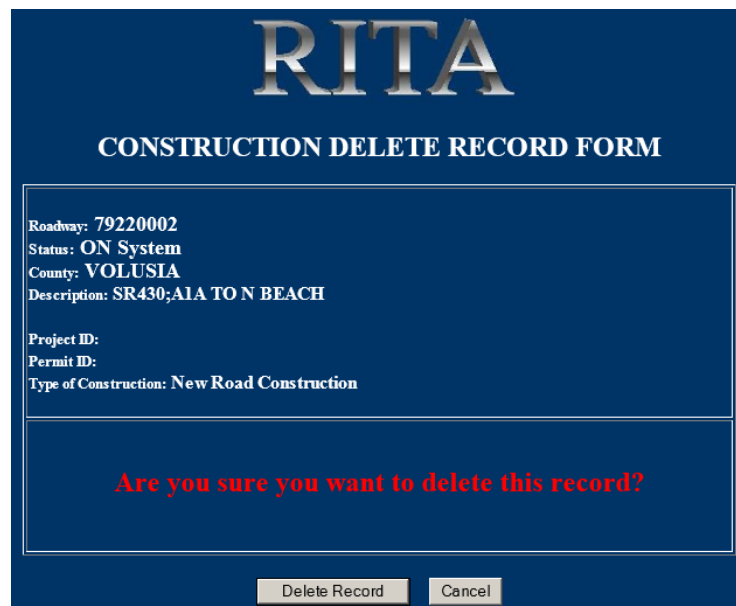
Overview

Several reports exist in RITA to provide the Districts and TranStat with the ability to streamline the processes involved in quality control and documentation of RCI changes. The reports in RITA include Inventory Schedule, Inventory, Timeliness, Warnings, Errors, and % (Percent) Complete.

Upon submitting a report, a dialog window may appear asking you to open or save the file. Users should click **Open** only if they need the report to view and print. Users should click **Save as** to save the report to your computer and open it later in Microsoft Excel. It is a good idea to save each report you generate in RITA. Saving reports enables you to customize them to fit your needs, and helps you create a historical log of reports for your District.
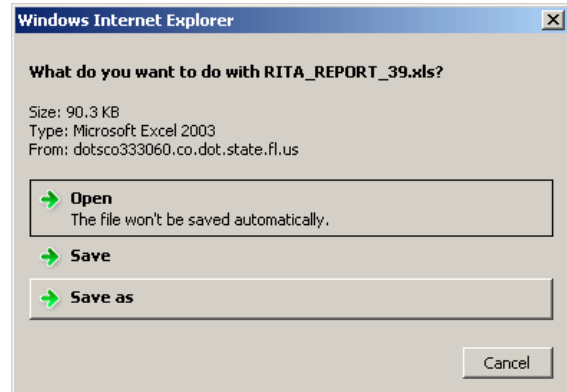
Inventory Schedule Reports

This report details roadways that need to be inventoried based on the criteria and date specified. Reports are available for RCI 5-Year Inventories and HPMS 3-Year Inventories. It is highly recommended that Districts use the Inventory Schedule Reports to ensure they inventory all roadway IDs they are responsible for in a timely manner. After generating a report, pay attention to the RCI Update Deadline column. This column displays the date by which all inventory activities, including the RCI Update, should be completed.

From the SITE INDEX click **Schedules**. The *Inventory Schedule Reports* page will display with options for querying. Select the desired Roadway Status and Local Roads option(s). The default Roadway Status is **All**. The default Local Roads Option is all three. Use the dropdown menus to select a month, day, and year.

In the example to the right, December 25, 2013 is the date specified. The report will return all roadway IDs that need to be updated in RCI by then.

Next to **Select Other Report Type**, use the dropdown menu to select **RCI 5-Year Schedule** or **HPMS 3Year Schedule**. Then click **Generate Schedule Report**.

The Inventory Schedule Report for an RCI 5-Year Schedule shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District
- ❖ Date used to generate the report

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **Roadway Status:** The status used to generate the report
- ❖ **Roadway Name:** Overall Description from RCI
- ❖ **From:** The description of the BMP
- ❖ **BMP:** The BMP of the roadway from RCI
- ❖ **To:** The description of the EMP
- ❖ **EMP:** The EMP of the roadway from RCI
- ❖ **Net Length:** The net length of the roadway
- ❖ **Prev. RCI Update:** The date of the last RCI update

❖ **5-Year Complete Deadline:** The date when the next inventory is due; Calculated from the previous RCI update date
❖ **Under Construction:** If yes, then roadway was under construction at time of inventory; If blank, then roadway was not under construction
❖ **Comments:** All comment boxes are combined into this column, separated by the name of the box

Footer
❖ **Number of Records Found:** The number of records returned in the report
❖ **Total Length of Records Found:** The net length of all records returned in the report
❖ **Reported On:** The date the report was generated

<table>
<tr><td colspan="14" align="center">Florida Department of Transportation
Roadways Requiring RCI 5-Year Inventory
All Roads
District 6
Date of Scheduled Selection: December 25, 2013</td></tr>
<tr><th>Roadway ID</th><th>Roadway Status</th><th>Roadway Name</th><th>From</th><th>BMP</th><th>To</th><th>EMP</th><th>Net Length</th><th>Prev. RCI Update</th><th>5-Year Complete Deadline</th><th>Under Construction?</th><th>Comments</th></tr>
<tr><td>87000005</td><td>OFF System</td><td>CARD SOUND ROAD</td><td>SW 137 AVE/BISCAYNE</td><td>0</td><td>SR 5/US-1</td><td>7.54</td><td>7.542</td><td>7/31/2003</td><td>6/30/2013</td><td></td><td></td></tr>
<tr><td>87000012</td><td>Combo/OFF</td><td>NW 170 ST</td><td>NW 87 AVE</td><td>0</td><td></td><td>4.98</td><td>0.254</td><td></td><td>3/31/2008</td><td>Yes</td><td>5-Year: Section is under construction as of 06/02/10.</td></tr>
<tr><td>87000014</td><td>OFF System</td><td>SW 328 ST/N. CANAL DR</td><td>HEFT</td><td>0</td><td>END OF BRIDGE 874476</td><td>7.21</td><td>7.213</td><td>7/31/2003</td><td>6/30/2013</td><td></td><td></td></tr>
<tr><td>87000021</td><td>OFF System</td><td>SW 187TH AVENUE</td><td>SW 288 ST</td><td>0</td><td>HAMLIN MILL/SW 216ST</td><td>4.55</td><td>4.554</td><td>7/31/2003</td><td>6/30/2013</td><td></td><td></td></tr>
<tr><td colspan="12">4 RECORDS FOUND
Total length of records found 19.563 miles
Reported on: November 22, 2013.</td></tr>
</table>

The Inventory Schedule Report for an HPMS 3-Year Schedule shows the following information:

Header
❖ Florida Department of Transportation
❖ Title of the report
❖ Roadway Status selected
❖ District
❖ Date used to generate the report

Columns
❖ **Roadway ID:** The roadway ID of the roadway
❖ **HPMS ID:** The ID of the HPMS Sample
❖ **Sample BMP:** The BMP of the sample
❖ **Sample EMP:** The EMP of the sample
❖ **Sample Length:** The length of the sample
❖ **Roadway Name:** The overall description of the roadway
❖ **RCI Update Date:** The date of the last RCI update
❖ **RCI Update Deadline:** The date when the next inventory is due; Calculated from the previous RCI update date
❖ **Under Construction:** If yes, then roadway was under construction at time of inventory; If blank, then roadway was not under construction
❖ **Comments:** All comment boxes are combined into this column, separated by the name of the box

Footer
❖ **Number of Records Found:** The number of records returned in the report
❖ **Total Length of Records Found:** The net length of all records returned in the report
❖ **Reported On:** The date the report was generated

<table>
<tr><td colspan="10" align="center">Florida Department of Transportation
Sections Requiring HPMS 3-Year Inventory
All Roads
District 6
Date of Scheduled Selection: December 25, 2013</td></tr>
<tr><th>ROADWAY ID</th><th>HPMS ID</th><th>SAMPLE BMP</th><th>SAMPLE EMP</th><th>SAMPLE Length</th><th>Roadway Name</th><th>RCI Update Date</th><th>RCI Update Deadline</th><th>Under Construction?</th><th>Comments</th></tr>
<tr><td>87005000</td><td>870050000440</td><td>6.056</td><td>6.624</td><td>0.568</td><td>SR-874: TURNPIKE-SR-826</td><td></td><td>2/28/2010</td><td>Yes</td><td>Section is under construction as of 01/03/13.</td></tr>
<tr><td>87260000</td><td>872600000670</td><td>6.68</td><td>6.963</td><td>0.283</td><td>SR 826/PALMETTO EXPY/NW 7 AVE EXTENSION</td><td>1/8/2010</td><td>1/31/2013</td><td>Yes</td><td>Section is under construction as of 01/03/13.</td></tr>
<tr><td>87270000</td><td>872700001435</td><td>14.893</td><td>16.555</td><td>1.662</td><td>I-95: DIXIE HWY S-BROWARD</td><td></td><td>1/31/2013</td><td>Yes</td><td>Section is under construction as of 01/03/2013.</td></tr>
<tr><td>90010000</td><td>900100000150</td><td>1.459</td><td>1.643</td><td>0.184</td><td>US 1/SR 5/N ROOSEVELT BLVD</td><td></td><td>1/31/2013</td><td>Yes</td><td>Section is under construction as of 01/03/2013.</td></tr>
<tr><td colspan="10">4 RECORDS FOUND
Total length of records found 2.697 miles
Reported on: November 22, 2013.</td></tr>
</table>

Inventory Reports

This report provides a list of roadways that have been inventoried based on the criteria and date specified.   Reports are available for RCI 5-Year Inventories, HPMS 3-Year Inventories, and Construction Re-Inventories.

From the SITE INDEX click **Inventory**. The *Inventory Reports* page will display with options for querying. Select the desired Roadway Status and Local Roads option(s). The default Roadway Status is **All**. The default Local Roads Option is all three. Use the **County** dropdown menu to specify a particular county or leave the default of **All Counties**.

Use the dropdown menus for month, day, and year to select the report's Begin Date and End Date. These dates correspond to the RCI Update Date. All roadways with an RCI Update Date that fall within the specified dates will appear on the report. If you query with the dates blank, then all active roadway IDs will populate the record.

Next to **Select Required Report Type**, use the dropdown menu to select **RCI 5-Year Inventory**, **3-Year HPMS Inventory**, or **Construction Re-Inventory**. Then click **Generate Report**.

The Inventory Report for an RCI 5-Year Inventory shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **Previous RCI Update:** The date of the last RCI update
- ❖ **Field Inventory Date:** The date when the last field inventory was conducted
- ❖ **RCI Update Date:** The date when RCI was last updated
- ❖ **SLD Update Date:** The date when the SLD was last update
- ❖ **SLD Dist. Date:** The date when the SLD was last distributed
- ❖ **RCI 5-Year Complete:** The date when the entire 5-Year inventory process has been completed
- ❖ **Under Construction:** If yes, then roadway was under construction at time of inventory; If blank, then roadway was not under construction
- ❖ **Comments:** All comment boxes are combined into this column, separated by the name of the box

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Reported On:** The date the report was generated

<table>
<tr><td colspan="10">Florida Department of Transportation
RCI 5-Year Inventory
All Roads
District 6</td></tr>
<tr><th>Roadway ID</th><th>Previous RCI Update</th><th>Field Inventory Date</th><th>RCI Update Date</th><th>SLD Update Date</th><th>SLD Dist. Date</th><th>RCI 5-Year Complete</th><th>RCI Update Deadline</th><th>Under Construction?</th><th>Comments</th></tr>
<tr><td>87000012</td><td></td><td>3/19/2003</td><td>3/19/2003</td><td></td><td></td><td>3/19/2003</td><td>3/31/2008</td><td>Yes</td><td>5-Year: Section is under construction as of 06/02/10.</td></tr>
<tr><td>87000225</td><td>2/28/2008</td><td>6/5/2012</td><td></td><td></td><td></td><td></td><td>2/28/2013</td><td>Yes</td><td>5-Year: Section is under construction as of 06/05/12.</td></tr>
<tr><td>87008503</td><td>3/31/2008</td><td>6/14/2012</td><td></td><td></td><td></td><td></td><td>3/31/2013</td><td>Yes</td><td>5-Year: Section is under construction as of 06/14/2012</td></tr>
<tr><td>87075702</td><td>6/30/2002</td><td>4/29/2007</td><td>5/4/2007</td><td></td><td></td><td>5/4/2007</td><td>5/31/2012</td><td>Yes</td><td>5-Year: Under construction as of 02/13/2013.</td></tr>
</table>

4 RECORDS FOUND
Reported on: November 22, 2013.

The Inventory Report for an HPMS 3-Year Inventory shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **HPMS ID:** The ID of the HPMS Sample
- ❖ **Sample BMP:** The BMP of the sample
- ❖ **Sample EMP:** The EMP of the sample
- ❖ **Sample Length:** The length of the sample
- ❖ **Previous RCI Update:** The date of the last RCI update
- ❖ **Field Inventory Date:** The date when the last field inventory was conducted
- ❖ **RCI Update Date:** The date of the last RCI update
- ❖ **HPMS 3-Year Complete:** The date when the entire 3-Year inventory process has been completed
- ❖ **RCI Update Deadline:** The date when the next inventory is due; Calculated from the previous RCI update date
- ❖ **Under Construction:** If Y, then roadway was under construction at time of inventory; If blank, then roadway was not under construction
- ❖ **New Sample?:** If Y, then the sample is new; If blank, then the sample is not new
- ❖ **Deleted Sample?:** If Y, then the sample is deleted; If blank, then the sample is not deleted
- ❖ **Comments:** All comment boxes are combined into this column, separated by the name of the box

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Total Length of Records Found:** The net length of all records returned in the report
- ❖ **Reported On:** The date the report was generated

Florida Department of Transportation													
HPMS 3-Year Inventory													
All Roads													
District 6													
Roadway ID	HPMS ID	Sample BMP	Sample EMP	Sample Length	Previous RCI Update	Field Inventory Date	RCI Update Date	HPMS 3-Year Complete	RCI Update Deadline	Under Construction?	New Sample?	Deleted Sample?	Comments
87005000	870050000440	6.056	6.624	0.568	2/28/2007	1/3/2013			2/28/2010	Y			Section is under construction as of 01/03/13.
87005000	870050000150	1.545	1.959	0.414		1/3/2012			1/31/2015	Y			Section is under construction as of 01/03/13.
87260000	872600000670	6.68	6.963	0.283	1/31/2007	12/30/2009	1/8/2010	1/8/2010	1/31/2013	Y			Section is under construction as of 01/03/13.
87260000	872600000775	7.51	7.737	0.227		1/17/2012				Y			Section is under construction as of 01/03/13.

4 RECORDS FOUND
Total Length of records found is 1.492 miles.
Reported on: November 22, 2013.

The Construction Re-Inventory Report lists roadways that are on the weekly Notification of Contract Status Changes Report. The Inventory Report for Construction Re-Inventory shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **Proj. Limit BMP:** The BMP of the project limits
- ❖ **Proj. Limit EMP:** The EMP of the project limits
- ❖ **Proj. Length:** The length of the project
- ❖ **Proj. ID/Permit #:** The project ID or permit number for the project
- ❖ **Type of Const.:** The type of construction for the project
- ❖ **Field Inventory Date:** The date when the last field inventory was conducted
- ❖ **RCI Update Date:** The date of the last RCI update
- ❖ **RCI Update Necessary?:** If Yes, then RCI needs updating; If blank, then RCI does not need updating
- ❖ **Date of SLD Dist.:** The date when the SLD was distributed
- ❖ **SLD Update Necessary?:** If Yes, then the SLD needs updating; If blank, then the SLD does not need updating
- ❖ **No. of Sheets:** The number sheets affected by the SLD update
- ❖ **Weekly Report Date:** The date when this project appeared on the weekly Notification of Contract Status Changes Report

❖ **Comments:** All comment boxes are combined into this column, separated by the name of the box

Footer
❖ **Number of Records Found:** The number of records returned in the report
❖ **Reported On:** The date the report was generated

<td colspan="13" align="center">Florida Department of Transportation Construction Re-Inventory All Roads District 6</td>
Roadway ID	Proj. Limit BMP	Proj. Limit EMP	Proj. Length	Proj. ID/ Permit #	Type of Const.	Field Inventory Date	RCI Update Date	RCI Update Necessary?	Date of SLD Dist.	SLD Update Necessary?	No. of Sheets	Weekly Report Date	Comments
86080000	16.08	17.18	1.098	42300415201	Resurfacing	3/12/2013	3/13/2013	Yes	3/28/2013	Yes	1	1/14/2013	
86100000	20.91	23.36	2.445	42166215201	Resurfacing	1/12/2013	1/16/2013	Yes	2/20/2013	Yes	5		5-Year: CONSTRUCTION NOTICE RCI: CONSTRUCTION NOTICE SLD: CONSTRUCTION NOTICE
86100102	0	0.226	0.226	42166215201	Resurfacing	1/31/2013	1/31/2013	Yes	2/20/2013	No	-		5-Year: CONSTRUCTION NOTICE RCI: CONSTRUCTION NOTICE
86100103	0	0.213	0.213	42166215201	Resurfacing	1/31/2013	1/31/2013	Yes	2/20/2013	No	-		5-Year: CONSTRUCTION NOTICE RCI: CONSTRUCTION NOTICE SLD: CONSTRUCTIO NOTICE

4 RECORDS FOUND
Reported on: November 22, 2013.

Timeliness Reports

This report provides a list of roadway IDs that have not met the General Interest Roadway Data Procedure (GIRD) timeliness requirements. That means RCI roadways over the 5-Year due date, HPMS roadways over the 3-Year due date, and Construction roadways over the **90 calendar day** inventory or **120 calendar day** SLD update and distribution due date. Reports are available for RCI 5-Year Inventories, HPMS 3-Year Inventories, and Construction Re-Inventories.

From the SITE INDEX click **Timeliness**. The *Timeliness Reports* page will appear with options for querying. Select the desired Roadway Status and Local Roads option(s). The default Roadway Status is **All**. The default Local Roads Option is all three. Use the **County** dropdown menu to specify a particular county or leave the default of **All Counties**.

Next to **Select Required Report Type**, use the dropdown menu to select **RCI 5-Year Inventory**, **3-Year HPMS Inventory**, or **Construction Re-Inventory**. Then click **Generate Report**.

The Timeliness Report for an RCI 5-Year Inventory shows the following information:

Header
❖ Florida Department of Transportation
❖ Title of the report
❖ Roadway Status selected
❖ District

Columns
❖ **Roadway ID:** From RCI
❖ **Description:** Overall Description from RCI
❖ **BMP:** BMP of roadway ID in RCI
❖ **EMP:** EMP of roadway ID in RCI
❖ **Previous RCI Update:** Previous date of RCI Update
❖ **RCI Due:** The date that RCI was due to be updated
❖ **RCI Update:** The date that RCI was updated
❖ **RCI 5-Year Complete:** The date when entire 5-Year re-inventory process has been completed; field inventory, RCI update, and SLD distribution
❖ **Next Due Date:** The next time RCI is due to be updated

❖ **UC?:** If Yes, then the roadway was under construction at the time of inventory; If blank, then roadway was not under construction
❖ **Comments:** Any comments entered on the Tracking Form will appear in this column

<u>Footer</u>
❖ **Number of Records Found:** The number of records returned in the report
❖ **Reported On:** Date the report was generated

				Florida Department of Transportation							
				RCI 5-Year Inventories not within 5 year deadline							
				All Roads							
				District 6							
RDWYID	**Description**	**BMP**	**EMP**	**Prev. RCI Update**	**RCI due**	**RCI Update**	**RCI 5-Year Complete**	**Next Due Date**	**UC?**	**Comments**
87000042	NW 25 ST	0	0.91	11/30/2004	11/30/2009	8/23/2011	8/23/2011	8/31/2016		
87008503	NW 107 AV/GRAHAM DAI	0	1.81	3/31/2008	3/31/2013			3/31/2013	Yes	5-Year: Section is under construction as of 06/14/2012
87200324	FRONTAGE ROAD	0	0.93	5/31/2007	5/31/2012	2/14/2013	2/14/2013	2/28/2018		
87260522	W 19 CT/W 68 ST/W 20 AVE	0	1.07	1/31/2007	1/31/2012	3/22/2012	3/22/2012	3/31/2017		

4 RECORDS FOUND
Reported on: November 22, 2013.

<u>The Timeliness Report for an HPMS 3-Year Inventory shows the following information:</u>

<u>Header</u>
❖ Florida Department of Transportation
❖ Title of the report
❖ Roadway Status selected
❖ District

<u>Columns</u>
❖ **Roadway ID:** From RCI
❖ **HPMS ID:** HPMS ID sample number from RCI
❖ **Description:** Overall Description from RCI
❖ **Sample BMP:** BMP of roadway ID in RCI
❖ **Sample EMP:** EMP of roadway ID in RCI
❖ **Sample Length:** The length of the sample
❖ **Previous RCI Update:** Previous date of RCI Update
❖ **RCI Due:** The date that RCI was due to be updated
❖ **RCI Update:** The date that RCI was updated
❖ **HPMS 3-Year Complete:** The date when entire 3-Year re-inventory process has been completed; field inventory, RCI update, and SLD distribution
❖ **Next Due Date:** The next time RCI is due to be updated
❖ **Under Construction:** If Y, then the roadway was under construction at the time of inventory; If blank, then roadway was not under construction
❖ **Comments:** Any comments entered on the Tracking Form will appear in this column

<u>Footer</u>
❖ **Number of Records Found:** The number of records returned in the report
❖ **Total Length of Records Found:** The net length of all records returned in the report
❖ **Reported On:** Date the report was generated

			Florida Department of Transportation									
			HPMS 3-Year Inventories not within 3 year deadline									
			All Roads									
			District 6									
Roadway ID	**HPMS ID**	**Description**	**Sample BMP**	**Sample EMP**	**Sample Length**	**Previous RCI Update**	**RCI Due**	**RCI Update**	**HPMS 3-Year Complete**	**Next Due Date**	**Under Construction?**	**Comments**
87004000	870040000070	SR-112/JULIA TUTTLE CSWY	0.569	0.755	0.186	2/28/2007	2/28/2010	1/11/2011	1/11/2011	1/31/2014		Section was under construction until 01/2011.
87005000	870050000440	SR-874: TURNPIKE-SR-826	6.056	6.624	0.568	2/28/2007	2/28/2010			2/28/2010	Y	Section is under construction as of 01/03/13.
87020000	870200000020	US 1/SR 5/SOUTH DIXIE HWY/HOMESTEAD BLVD	0.1	0.322	0.222	2/28/2007	2/28/2010	1/11/2011	1/11/2011	1/31/2014		Section was under construction until 01/2011.
87270000	872700001435	I-95: DIXIE HWY S-BROWARD	14.893	16.555	1.662	1/31/2010	1/31/2013			1/31/2013	Y	Section is under construction as of 01/03/2013.

4 RECORDS FOUND
Total Length of records found is 2.638 miles.
Reported on: November 22, 2013.

The Timeliness Report for a Construction Re-Inventory shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **Proj. ID/Permit #:** The project ID or permit number for the project
- ❖ **Description:** Overall Description from RCI
- ❖ **Proj. Limit BMP:** The BMP of the project limits
- ❖ **Proj. Limit EMP:** The EMP of the project limits
- ❖ **Proj. Length:** The length of the project
- ❖ **Type of Const.:** The type of construction for the project
- ❖ **Weekly Const. Report:** The date the roadway appeared on the Notification of Contract Status Changes Report
- ❖ **RCI Update Due:** The date that RCI was due to be updated
- ❖ **RCI Update:** The date RCI was updated
- ❖ **Over 60 days?:** If Yes, then RCI was updated over 30 days from the Weekly Const. Report column date; If blank, then RCI was updated in a timely manner
- ❖ **Over 90 Days?:** If Yes, then RCI was updated over 30 days from the Weekly Const. Report column date; If blank, then RCI was updated in a timely manner
- ❖ **SLD Update:** The date when the SLD was distributed
- ❖ **SLD Dist.:** If Yes, then the SLD needs updating; If blank, then the SLD does not need updating
- ❖ **Over 30 Days?:** If Yes, then the SLD was distributed over 30 days from the Weekly Const. Report column date; If blank, then the SLD was distributed in a timely manner
- ❖ **Over 120 Days?:** If Yes, then RCI was updated over 30 days from the Weekly Const. Report column date; If blank, then RCI was updated in a timely manner
- ❖ **Comments:** All comment boxes are combined into this column, separated by the name of the box

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Reported On:** The date the report was generated

							Florida Department of Transportation									
							Construction Project Inventories not within the Required Deadlines									
							All Roads									
							District 6									
Roadway ID	Proj. ID/ Permit #	Description	Proj. Limit BMP	Proj. Limit EMP	Proj. Length	Type of Const.	Weekly Const. Report	RCI Update Due	RCI Update	Over 60 Days?	Over 90 Days?	SLD Update	SLD Dist.	Over 30 Days?	Over 120 Days?	Comments
87008000	42750715201	SR 916/NW 138 ST/NW 135 ST/NE 135 ST	0	1.023	1.023	Resurfacing	2/25/2013	5/26/2013	3/8/2013			3/8/2013	3/13/2013			COMMENTS: Job #E6G59
87055000	42261415201	SR 986/SW 72 ST/SUNSET DR	4.09	5.8	1.715	Resurfacing	12/3/2012	2/1/2013	12/5/2012			12/6/2012	12/10/2012			COMMENTS: Job #T6238
87060000	41463615201	A1A	3.15	3.67	0.521	Resurfacing	6/11/2012	8/10/2012	7/12/2012			7/12/2012	7/17/2012			COMMENTS: Job #T6091
87070000	24961595201	SR 997/SW 177 AVE/KROME AVE	0	14.28	14.275	Resurfacing	1/28/2013	4/28/2013	2/25/2013			2/25/2013	2/27/2013			COMMENTS: Job #T6275

4 RECORDS FOUND
Reported on: November 22, 2013.

Warnings Report

This report provides a list of roadway IDs that have data warnings on their Tracking Forms. Reports are available for RCI 5-Year, HPMS 3-Year and Construction. Districts should run the Warnings Report periodically to keep RITA records free of warnings.

From the SITE INDEX click **Warnings**. The *Warnings Reports* page will appear with options for querying. Select the desired Roadway Status and Local Roads option(s). The default Roadway Status is **All**. The default Local Roads Option is all three. Use the **County** dropdown menu to specify a particular county or leave the default of **All Counties**.

Use the dropdown menus for month, day, and year to select the report's Begin Date and End Date. These dates correspond to the RCI Update Date. All roadways with an RCI Update Date that fall within the specified dates will appear on the report. If you query with the dates blank, then all active roadway IDs will populate the record.

Next to **Select Required Report Type**, use the dropdown menu to select **RCI 5-Year**, **3-Year HPMS**, or **Construction**. Then click **Generate Report**.

On reports, an X indicates a warning. Look at the column heading to determine the kind of warning.

The Warnings Report for RCI 5-Year shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **Description:** Overall Description from RCI
- ❖ **RCI Update before Previous RCI Update:** Indicates that the most recent RCI updated happened before the last RCI update
- ❖ **RCI Update before Field date:** Indicates that RCI was updated before a field inventory
- ❖ **SLD Update before RCI Update:** Indicates that the SLD was updated before RCI
- ❖ **SLD Dist. before SLD Update:** Indicates that the SLD was distributed before the SLD update
- ❖ **5-Year Complete before SLD Dist. date:** Indicates that the roadway was completed before the SLD distribution date

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Reported On:** The date the report was generated

Roadway ID	Description	RCI Update before Previous RCI Update	RCI Update before Field date	SLD Update before RCI Update	SLD Dist. before SLD Update	5-Year Complete before SLD Dist. date
Florida Department of Transportation						
RCI 5-Year Tracking Form Warnings						
All Roads						
District 5						
70030101	SR-5/US-1 SB ONE WAY		X			
75180000	SR-437 & CR-437	X				
77000223	OVIEDO BLVD		X	X	X	
79070001	BUS.44; SR44 TO SR44		X			

4 RECORDS FOUND

Reported on: November 14, 2013.

The Warnings Report for HPMS 3-Year shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **HPMS ID:** HPMS ID sample number from RCI
- ❖ **Description:** Overall Description from RCI
- ❖ **RCI Update before Field date:** Indicates that RCI was updated before a field inventory
- ❖ **3-Year Complete before RCI Update:** Indicates that the roadway was completed before the RCI update

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Reported On:** The date the report was generated

		Florida Department of Transportation HPMS 3-Year Tracking Form Warnings All Roads District 3		
Roadway ID	HPMS ID	Description	RCI Update before Field date	3-Year Complete before RCI Update
53000023	530000230025	CAVERNS STATE PK RD	X	

1 RECORDS FOUND
Reported on: November 14, 2013.

The Warnings Report for Construction shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **Description:** Overall Description from RCI
- ❖ **Field Date before Final/Cond. Accpt.:** Indicates that the field date was before the final acceptance
- ❖ **RCI Update before Field date:** Indicates that RCI was updated before a field inventory
- ❖ **SLD Update before RCI Update:** Indicates that the SLD was updated before RCI
- ❖ **SLD Dist. before SLD Update:** Indicates that the SLD was distributed before the SLD update

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Reported On:** The date the report was generated

		Florida Department of Transportation Construction Project Tracking Form Warnings All Roads District 7			
Roadway ID	Description	Field Date before Final/Cond. Accpt.	RCI Update before Field date	SLD Update before RCI Update	SLD Dist. before SLD Update
10130000	SR-600/US-92		X		
10160000	SR580,597/DALE MABRY		X		
14070000	US 98 / SR 35 / SR 700		X		X
15120000	SR 688 / WALSINGHAM RD / ULMERTON RD		X		
15120000	SR 688 / WALSINGHAM RD / ULMERTON RD	X			
15150000	SR-55/US-19		X		
15170000	SKYWAY BRG: I-275-I-275		X		

7 RECORDS FOUND
Reported on: November 14, 2013.

Errors Reports

This report provides a list of roadway IDs that have data errors on their Tracking Forms. Districts should run the Errors Report periodically to keep RITA records free of errors.

From the SITE INDEX click **ERRORS**. The *Error Reports* page will appear with options for querying. Select the desired Roadway Status and Local Roads option(s). The default Roadway Status is **All**. The default Local Roads Option is all three. Use the **County** dropdown menu to specify a particular county or leave the default of **All Counties**.

Use the dropdown menus for month, day, and year to select the report's Begin Date and End Date. These dates correspond to the RCI Update Date. All roadways with an RCI Update Date that fall within the specified dates will appear on the report. If you query with the dates blank, then all active roadway IDs will populate the record.

Next to **Select Required Report Type**, use the dropdown menu to select **RCI 5-Year**, **3-Year HPMS**, or **Construction**. Then click **Generate Report**.

On reports, an X indicates an error. Look at the column heading to determine the kind of error.

The Errors Report for RCI 5-Year shows the following information:

Header
* Florida Department of Transportation
* Title of the report
* Roadway Status selected
* District

Columns
* **Roadway ID:** The roadway ID of the roadway
* **Description:** Overall Description from RCI
* **Previous RCI Update date:** The date RCI was previously update
* **RCI Update date:** The date RCI was updated
* **RCI Update by:** The person/company who updated RCI
* **SLD Update date:** The date the SLD was updated
* **SLD Dist. date:** The date the SLD was distributed
* **5-Year Complete date:** The date the entire 5-Year inventory was completed
* **Updated SLD Sheets:** The checkboxes that indicate which sheets on the SLD were updated
* **SLD MP BMP:** The BMP on the SLD where the update started
* **SLD MP EMP:** The EMP on the SLD where the update completed

Footer
* **Number of Records Found:** The number of records returned in the report
* **Reported On:** The date the report was generated

<div align="center">

Florida Department of Transportation
RCI 5-Year Tracking Form Errors From Missing Data
All Roads
District 7

Roadway ID	Description	Previous RCI Update date	RCI Update date	RCI Update by	SLD Update date	SLD Dist. date	5-Year Complete date	Updated SLD Sheets	SLD MP BMP	SLD MP EMP
15200001	PINELLAS BAYWY/54 AVE S				X	X		X	X	X
15200003	ONE WAY WB SR 682				X	X		X	X	X
15560000	KEYSTONE RD		X	X			X			
15900003	19TH ST N	X	X	X			X			

4 RECORDS FOUND
Reported on: November 14, 2013.

</div>

The Errors Report for HPMS 3-Year shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **HPMS ID:** HPMS ID sample number from RCI
- ❖ **Description:** Overall Description from RCI
- ❖ **RCI Previous Date:** The date of the last RCI update
- ❖ **Field Date:** The date of the field inventory
- ❖ **RCI Update date:** The date RCI was updated
- ❖ **Inventory Complete Date:** The date the entire inventory was completed
- ❖ **RCI By:** The person/company who updated RCI

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Reported On:** The date the report was generated

<table>
<tr><td colspan="9">Florida Department of Transportation
HPMS 3-Year Tracking Form Errors From Missing Data
All Roads
District 4</td></tr>
<tr><td>Roadway ID</td><td>HPMS ID</td><td>Description</td><td>RCI Previous date</td><td>Field Date</td><td>RCI Update date</td><td>Inventory Complete Date</td><td>RCI By</td></tr>
<tr><td>93000028</td><td>930000280150</td><td>10TH AVENUE NORTH</td><td></td><td></td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>93012000</td><td>930120000315</td><td>SR 708 / BLUE HERON BLVD</td><td>X</td><td></td><td></td><td></td><td></td></tr>
<tr><td>93310000</td><td>933100000300</td><td>SR 710/BEELINE/INLET</td><td>X</td><td></td><td></td><td></td><td></td></tr>
</table>

3 RECORDS FOUND

Reported on: November 14, 2013.

The Errors Report for Construction shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Title of the report
- ❖ Roadway Status selected
- ❖ District

Columns
- ❖ **Roadway ID:** The roadway ID of the roadway
- ❖ **Project ID:** The project ID for the construction project
- ❖ **Description:** Overall Description from RCI
- ❖ **Project ID Missing:** The project ID number is missing
- ❖ **Const. BMP:** The BMP of where the roadway was inventoried due to the construction
- ❖ **Const. EMP:** The EMP of where the roadway was inventories due to the construction

Footer
- ❖ **Number of Records Found:** The number of records returned in the report
- ❖ **Reported On:** The date the report was generated

<table>
<tr><td colspan="15">Florida Department of Transportation
Construction Project Tracking Form Errors From Missing Data
All Roads
District 4</td></tr>
<tr><td>Roadway ID</td><td>Project ID</td><td>Description</td><td>Project ID Missing</td><td>Const. BMP</td><td>Const. EMP</td><td>Type of Const.</td><td>RCI Update date</td><td>Updated SLD Sheets</td><td>MP Change BMP</td><td>MP Change EMP</td><td>SLD Update date</td><td>SLD Dist. date</td><td>Weekly Report date</td></tr>
<tr><td>93080000</td><td>41902215201</td><td>SR A1A</td><td></td><td></td><td></td><td>Bridge</td><td>X</td><td>X</td><td></td><td></td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>93110001</td><td>42920915201</td><td>SR 80 NEW ALIGNMENT</td><td></td><td></td><td></td><td>Miscellaneous Construction</td><td></td><td>X</td><td></td><td></td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>93160000</td><td>42463915201</td><td>US-27: BROWARD-PALM BEACH RD E</td><td></td><td></td><td></td><td>Resurfacing</td><td>X</td><td>X</td><td></td><td></td><td>X</td><td>X</td><td>X</td></tr>
<tr><td>93220000</td><td>40482715201</td><td>I-95: BROWARD-MARTIN</td><td></td><td></td><td></td><td>ITS</td><td></td><td>X</td><td></td><td></td><td>X</td><td>X</td><td>X</td></tr>
</table>

4 RECORDS FOUND

Reported on: November 14, 2013.

Percent Complete Reports

This report offers two different outputs depending on the report type. The RCI 5-Year Inventory and HPMS 3-Year Inventory reports give you a percentage of the roadways in RITA versus the roadways in RCI.

The Incomplete RCI 5-Year Roadway Inventories and HPMS 3-Year Roadway Inventories reports list all roadways that have missing data, are late, or are under construction.

From the SITE INDEX click **% COMPLETE**. The *Percent Complete Reports* page will appear with options for a report type. Where the menu says **Select Required Report Type**, use the dropdown menu to select **5-Year Inventory**, **Incomplete RCI 5-Year Roadway Inventories**, **3-Year HPMS Inventory**, or **Incomplete HPMS 3-Year Roadway Inventories**. Then click **Generate Report**.

The % Complete Report for RCI 5-Year Inventory shows the following information:

> Header
> ❖ Florida Department of Transportation
> ❖ Type of report selected
> ❖ Title of the report

> Columns Headings
> ❖ **Local Roads Option:** Which Local Roads option is displayed
> ❖ **District:** The District displayed
> ❖ **Roadway Status:** The Overall Status from RCI
> ❖ **Roadway IDs in RITA:** The total number of roadways IDs in RITA that have current inventories based on the RCI Update Date.
> ❖ **Roadway IDs in RCI:** The total number of roadway IDs in RCI that should be inventoried; i.e. All Active On, Active Off, Active Exclusive roadways are in this total as well as all Active with Combination roadways that have a portion of Feature 140 coded as Active On, Off, or Exclusive.
> ❖ **Percent Complete:** The percentage of completed roadway IDs in RITA. Roads that are under construction are exempt from this percentage. The Date of RCI Update must be entered into the Tracking Form for a roadway ID to be added into the Percent Complete Report. Local Roads are calculated in a separate category to reflect higher percent complete scores.

> Row Headings
> ❖ **On System:** Roadway IDs with an Overall Status of Active On the SHS
> ❖ **Exclusive:** Roadway IDs with an Overall Status of Active Exclusive
> ❖ **Off System:** Roadway IDs with an Overall Status of Active Off the SHS
> ❖ **Combo/On:** Roadway IDs with an Overall Status of Active with Combination, and have Active On-system segments in Feature 140
> ❖ **Combo/Off:** Roadway IDs with an Overall Status of Active with Combination, and have Active Off-system segments in Feature 140
> ❖ **Off Exclusive:** Roadway IDs with an Overall Status of Active Off Exclusive

Florida Department of Transportation
RCI 5-Year Inventory
Percentage of Completed Roads

All Roads except Local Roads

District 2

Roadway Status	RDWYIDs IN RITA	RDWYIDs IN RCI	Percent Complete
ON System	198	198	100
Exclusive	689	689	100
OFF System	849	849	100
Combo/ON	37	37	100
Combo/OFF	35	35	100
OFF Exclusive	20	20	100

Local Roads of State Interest

District 2

Roadway Status	RDWYIDs IN RITA	RDWYIDs IN RCI	Percent Complete
OFF System	118	118	100

Local Roads of District Interest

District 2

Roadway Status	RDWYIDs IN RITA	RDWYIDs IN RCI	Percent Complete
OFF System	75	75	100

NOTE: A roadway ID that is solely Active On, Active Off, or Active Exclusive is only counted once in the Percent Complete Report. An Active with Combination roadway ID is counted twice if it has part of Feature 140 coded Active On and part of Feature 140 coded Active Off.

The % Complete Report for HPMS 3-Year Inventory shows the following information :

Header
- ❖ Florida Department of Transportation
- ❖ Type of report selected
- ❖ Title of the report

Column Headings
- ❖ **Roadway Status:** The Overall Status from RCI
- ❖ **Roadway IDs in RITA:** The total number of HPMS Samples in RITA that have current inventories based on the RCI Update Date.
- ❖ **Roadway IDs in RCI:** The total number of HPMS Samples in RCI that should be inventoried; i.e. All Active On, Active Off, Active Exclusive roadways are in this total as well as all Active with Combination roadways that have a portion of Feature 140 coded as Active On, Off, or Exclusive.
- ❖ **Percentage Complete:** The percentage of completed HPMS Samples in RITA. Samples that are under construction are exempt from this percentage. The Date of RCI Update must be entered into the Tracking Form for a roadway ID to be added into the Percent Complete Report.

Row Headings
- ❖ **On System:** Roadway IDs with an Overall Status of Active On the SHS
- ❖ **Off System:** Roadway IDs with an Overall Status of Active Off the SHS
- ❖ **Combination:** Roadway IDs with an Overall Status of Active with Combination

Florida Department of Transportation HPMS 3-Year Inventory Percentage of Completed Roads			
Roadway Status	RDWYIDs IN RITA	RDWYIDs IN RCI	Percent Complete
District 2			
ON System	299	299	100
OFF System	158	158	100
Combination	58	58	100

The % Complete Report for Incomplete RCI 5-Year Roadway Inventories report shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Type of report selected
- ❖ Title of the report

Column Headings
- ❖ **District:** The District displayed
- ❖ **Roadway Status:** The Overall Status from RCI
- ❖ **Roadway:** The roadway ID
- ❖ **BMP:** The BMP of the roadway
- ❖ **EMP:** The EMP of the roadway
- ❖ **Description:** Overall Description from RCI
- ❖ **Reason:** The reason for the roadway being on the report
- ❖ **5-Yr Inv. Comments:** The comments from the Tracking Form
- ❖ **RCI Update Comments:** The comments from the Tracking Form

Footer
- ❖ Totals the number of roadways for each reason

	Florida Department of Transportation RCI 5-Year Inventory Incomplete Roadway Inventories							
District	Roadway Status	Roadway	BMP	EMP	Description	Reason	5-Yr Inv. Comments	RCI Update Comments
4	OFF System	86000119	0	0.784	TAYLOR RD	Under Construction	-	-
4	OFF System	86000500	0	2.078	NE 15TH AVENUE	Under Construction	-	-
4	OFF System	88000005	0	1.016	57 ST	Late	-	-
4	OFF System	88000006	0	0.999	101 AVE	Late	-	-
4	OFF System	88000036	0	0.816	14 AVE	RCI Update date Missing	-	-
4	OFF System	88000438	0	1.514	74 AVE	RCI Update date Missing	-	-
4	OFF System	93530502	0	0.323	OCEAN AVE/LANTANA	Under Construction	-	-
4	OFF System	93580500	0	2.385	CONGRESS AVENUE	Late	-	-
4	Exclusive	86095114	0	0.083	I-595 EB ON RAMP FROM SW 136 AVE	RCI Update date Missing	-	-
4					Number of "Under Construction" roadways is 3			
4					Number of "Late" roadways is 3			
4					Number of "RCI Update date Missing" roadways is 3			

The % Complete Report for Incomplete HPMS 3-Year Roadway Inventories report shows the following information:

Header
- ❖ Florida Department of Transportation
- ❖ Type of report selected
- ❖ Title of the report

Column Headings
- ❖ **District:** The District displayed
- ❖ **HPMS ID:** HPMS ID sample number from RCI
- ❖ **Roadway:** The roadway ID
- ❖ **BMP:** The BMP of the sample
- ❖ **EMP:** The EMP of the sample
- ❖ **Reason:** The reason for the roadway being on the report
- ❖ **Comments:** The comments from the Tracking Form

Footer
- ❖ Totals the number of roadways for each reason

District	HPMSID	Roadway	BMP	EMP	Reason	Comments
	Florida Department of Transportation					
	HPMS 3-Year Inventory					
	Incomplete Sample Inventories					
7	085050000025	08505000	0.125	1.928	Under Construction	-
7	100000120000	10000012	0	1.417	RCI Update date Missing	-
7	100002750000	10000275	0	1.62	RCI Update date Missing	-
7	100003740025	10000374	0	0.811	Late	-
7	100003740125	10000374	0.811	3.258	Late	-
7	100020000700	10002000	7.115	7.564	Under Construction	-
7	Number of "Under Construction" samples is 2					
7	Number of "Late" samples is 2					
7	Number of "RCI Update date Missing" samples is 2					

Mapping Menu

The RITA Mapping Interface is another tool that allows you to check Inventory status, and helps ensure data quality. The RITA Mapping Interface provides live updating. If you update a Tracking Form in RITA and refresh the map, changes will be instantaneous.

From the SITE INDEX click **Mapping**. The *Mapping* page gives you choices of four types of maps: **5-Year Inventory Due Date**, **5-Year Inventory Late Reasons**, **5-Year Inventory Missing Roadways**, and **3-Year HPMS Inventory Due Date**.

Clicking the button of your choice will open a new browser window displaying a map open to the extent of your District.

NOTE: District users can zoom to other Districts while using the viewer, but none of the inventory data will appear.

A document explaining how to use the Mapping Interface can be accessed by clicking the **Help** button on the viewer Toolbar.

This document can also be accessed here: http://plsom1.co.dot.state.fl.us/rita/ritahelp.html

RCI 5-Year Inventory Due Date Map

There are two ways to access RITA maps showing 5-Year RCI Inventory Due Dates. The first is to click the **5-Year Inventory Due Date** button on the *Mapping* page, the second is from the RCI 5-Year Tracking Form. While working on an RCI 5-Year Tracking Form, you can click the **Map Roadway** button to open a map zoomed to the roadway ID that you are working on.
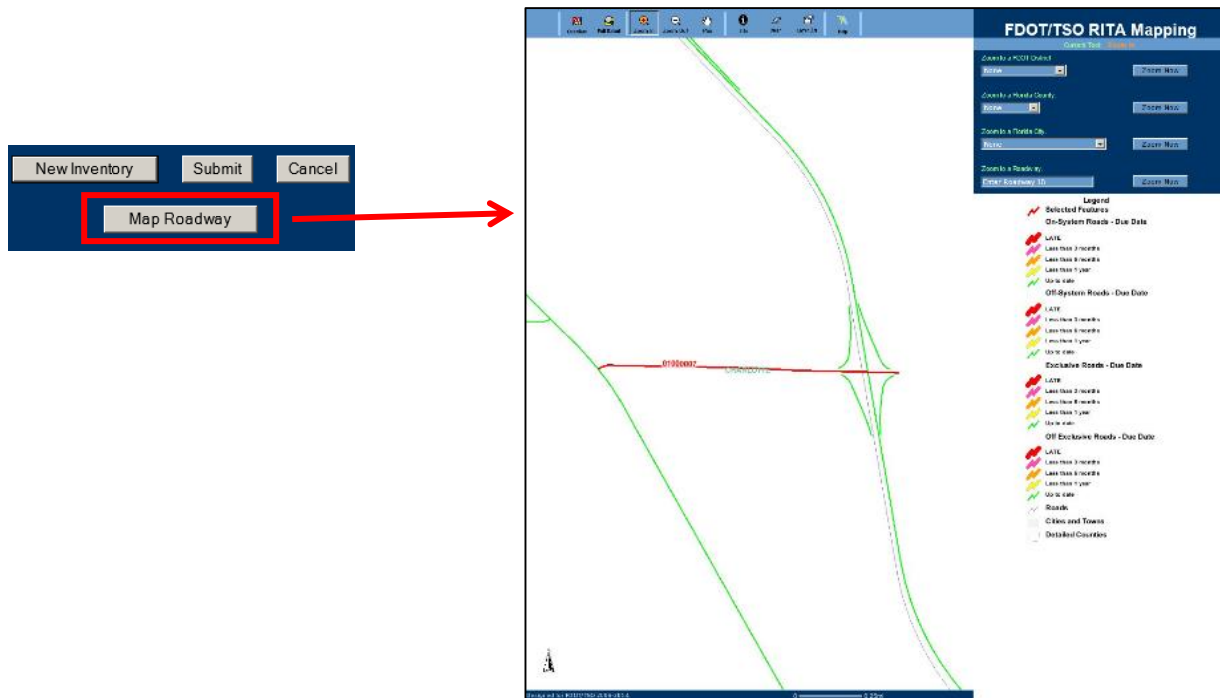
The 5-Year Inventory Due Date map displays all the roadways in RITA and colors them based on their RCI Update Date. The map is set by default to show all roadway IDs in RITA, including Active On the SHS roadways, Active Off the SHS roadways, and Active Exclusive roadways.

If you wish to view a different roadway ID status combination than the default setting, click the **Layer List**.

The *Layers* page displays all available layers for the map, and provides options for labeling each of the layers. The layers list is dependent upon the map scale. If you are zoomed in close, then the full list of layers will be shown in the layers list. If you are zoomed out to the extent of the entire state, then few layers will be shown in the layers list. In the example to the right, for the 5-Year Inventory Due Date map, the default layers of **On-System Roads – Due Date**, **Off-System Roads – Due Date**, **and Exclusive Roads – Due Date** are checked. To turn any of these layers off, uncheck the checkbox to the left of the name. To label the roadway, click the checkbox to the right.

After selecting the layers and labels you wish to display for the 5-Year Inventory Due Date map, click **Close this window**.

The 5-Year Inventory Due Date map will color each roadway ID a different color based on the RCI Update date: red for late inventories, pink for inventories due in 3 months, orange for inventories due in 6 months, yellow for inventories due in 1 year, and green for up to date inventories.
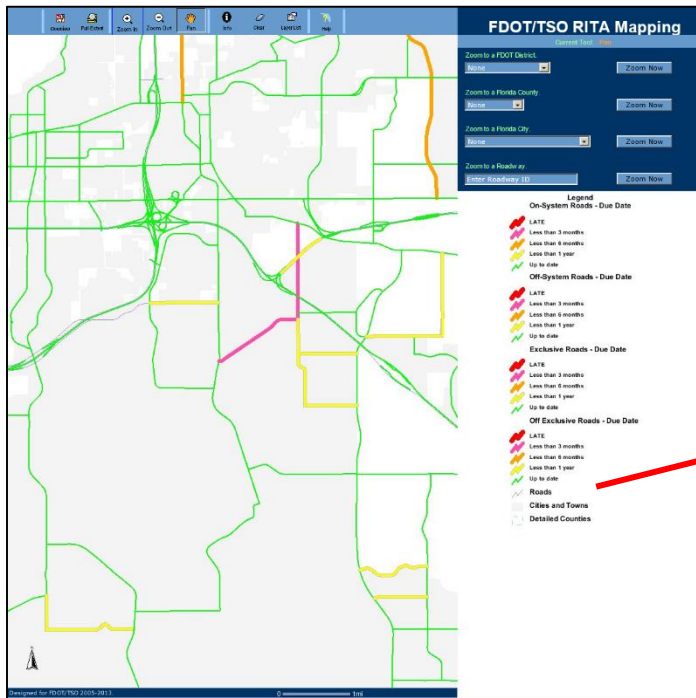
Click the button labeled **Info** on the Map Interface and select a roadway to view details about it.

The details for a roadway ID from the 5-Year Inventory Due Date map include:
- ❖ **Road name –** Overall Description from RCI
- ❖ **Roadway ID –** Roadway ID from RCI
- ❖ **Begin post –** BMP from RCI
- ❖ **End post –** EMP from RCI
- ❖ **Days before due –** Calculated based on today's date subtracted from Next Re-Inventory Date
- ❖ **RCI Update Date –** The most recent RCI Update Date stored in RITA
- ❖ **RCI Update Deadline –** Calculated based on the RCI Update date. A record must have a new RCI Update Date on or before this date in order to have its inventory considered completed in a timely manner.

On-System Roads - Due Date	
Rec	1
Road name	SR-7/US-441: MIAMI DADE-PALM BEACH
Roadway ID	86100000
Begin post	0
End post	24.591
Days before due	1658
RCI Update Date	May 06, 2013
RCI Update Deadline	May 31, 2018

Close this window.

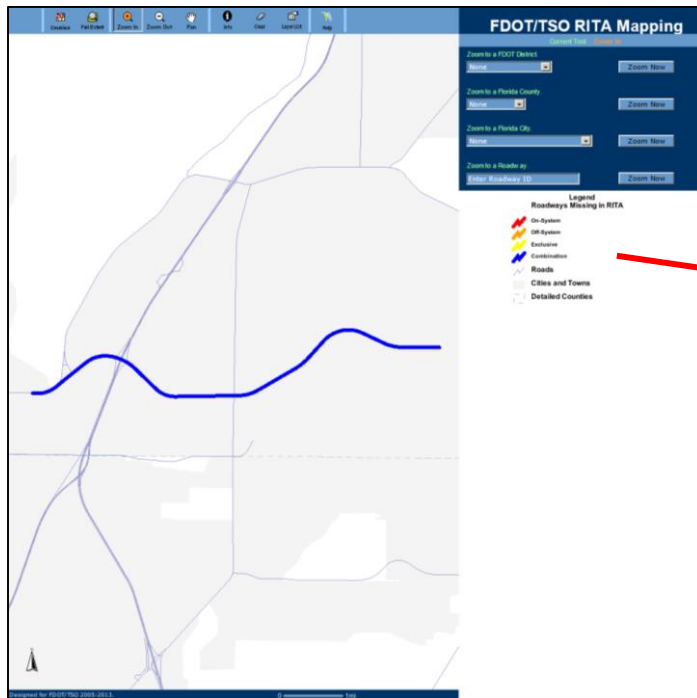| Off-System Roads - Due Date	
Rec	1
Road name	ANGLE ROAD
Roadway ID	94000006
Begin post	0
End post	1.46599996
Days before due	288
RCI Update Date	August 26, 2009
RCI Update Deadline	August 31, 2014

Close this window.

Click **Close this window** to return to the map.

RCI 5-Year Inventory Late Reasons Map

To open a map showing the 5-Year RCI Inventory Late Reasons, click the **5-Year Inventory Late Reasons** button on the *Mapping* page.

The 5-Year Inventory Late Reasons map shows why a roadway ID does not have current inventory in RITA. The 5Year Inventory Late Reasons map colors each roadway ID based on the reason: red for late, pink for missing in RITA, dashed yellow for under construction, blue for a missing RCI update date, and light cyan for Other Local Roads missing in RITA.

The map is set by default to show all of the roadway IDs in RITA including Active On the SHS roadways, Active Off the SHS roadways, and Active Exclusive Roads.

If you wish to view a different roadway ID Status combination than the default setting, click the **Layer List**.
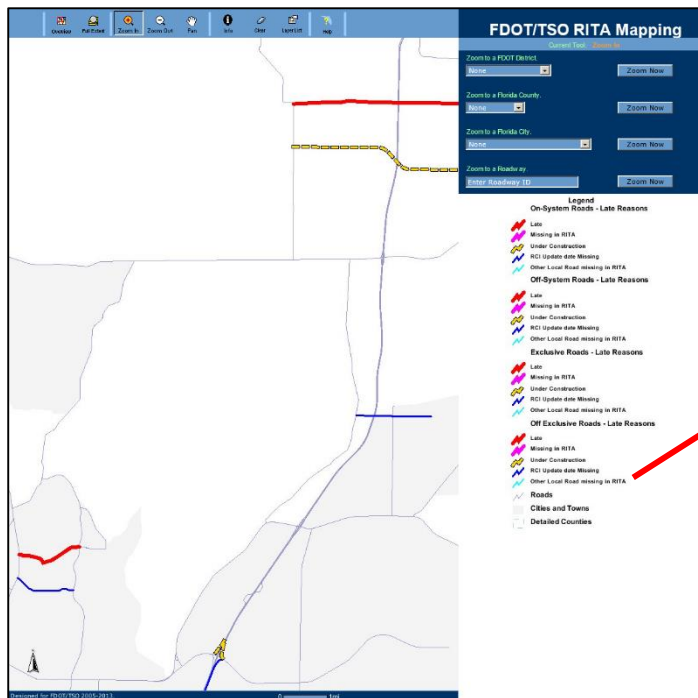
Click the button labeled **Info** on the Map Interface and select a roadway ID to view details about it.

The details for a roadway ID from the 5-Year Inventory Late Reasons map include:
- ❖ **Road name –** Overall Description from RCI
- ❖ **Roadway ID –** Roadway ID from RCI
- ❖ **Begin post –** BMP from RCI
- ❖ **End post –** EMP from RCI
- ❖ **Late Reason –** Reason why the roadway ID is considered late
- ❖ **5 Yr Comment –** Comments from the RCI 5-Year Tracking Form
- ❖ **Update Comment –** Comments from the RCI 5-Year Tracking Form

Click **Close this window** to return to the map.

RCI 5-Year Inventory Missing Roadways Map

To open a map showing the 5-Year RCI Missing Roadways, click the **5-Year Inventory Missing Roadways** button on the *Mapping* page.

The 5-Year Inventory Missing Roadways map displays all roadway IDs that exist in RCI but not in RITA. Active On the SHS roadways are shown in red, Active Off the SHS are shown in orange, Active Exclusive roadways are in yellow, and Active with Combination roadways are mapped in blue.

Click the button labeled **Info** on the Map Interface and select a roadway ID to view details about it.

The details for a roadway ID from the 5-Year Missing Roadways map include:
❖ **Road name –** Overall Description from RCI
❖ **Limit from** – Begin Section Name from Feature 251 in RCI
❖ **Limit to** – End Section Name from Feature 251 in RCI
❖ **Roadway ID –** Roadway ID from RCI
❖ **Begin post –** BMP from RCI

HPMS 3-Year Inventory Due Date Map

There are two ways to access this. The first way is to click the **HPMS 3-Year Inventory Due Date** button on the *Mapping* page and the second way is from the HPMS 3-Year Tracking Form. While working on an HPMS 3-Year Tracking Form, click the **Map HPMS Roadway** button to open a map zoomed to the HPMS Sample that you are working on.
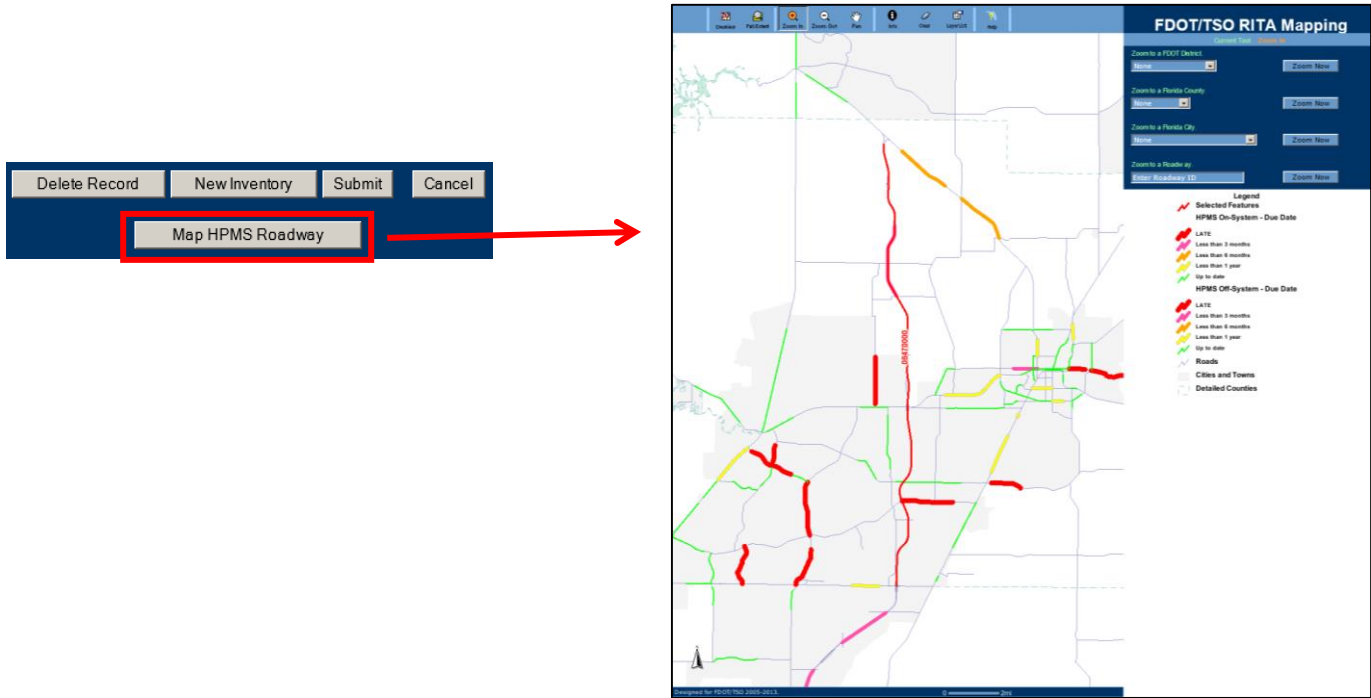

The map is set by default to show all of the HPMS Sample IDs in RITA, which include all samples on Active On or Off the SHS roadways.

If you wish to view a different status combination than the default setting, click the **Layer List**.

The 3-Year HPMS Inventory Due Date map colors each HPMS Sample a different color based on its RCI Update date. The map shows roadway IDs with late inventories in red, roadway IDs due to be inventoried in less than 3 months in pink, roadway IDs due in less than 6 months in orange, those due in less than 1 year in yellow, and roadway IDs that have up to date inventories are shown in green.
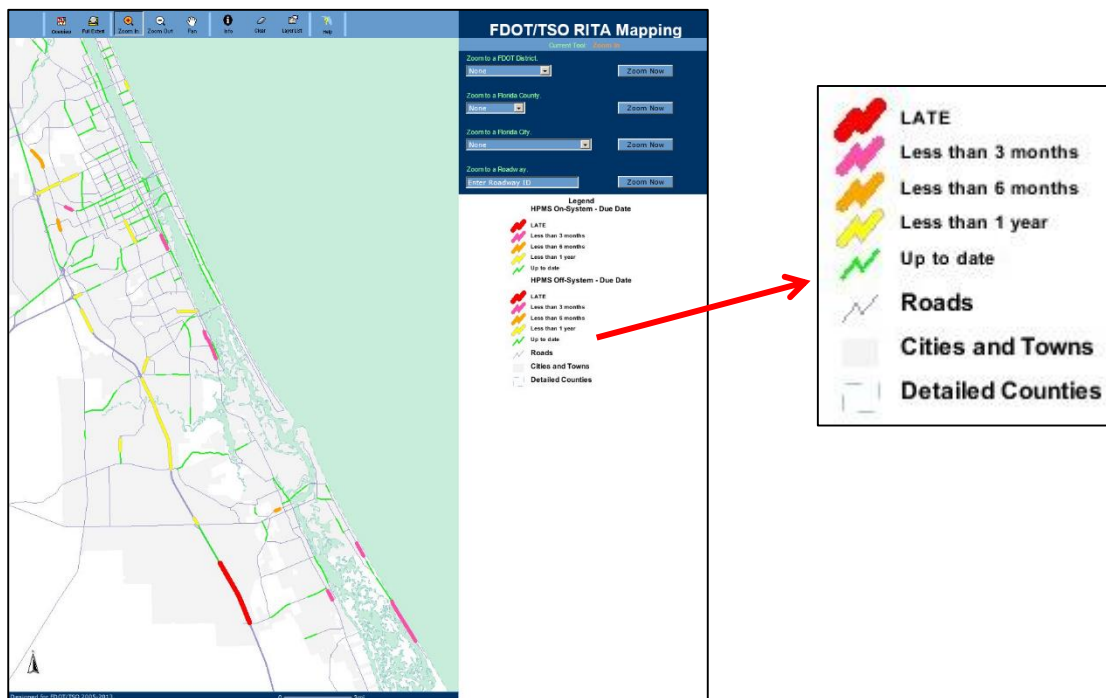
Click the button labeled **Info** on the Map Interface and select a roadway ID to view details about it.

The details for an HPMS Sample ID for the 3-Year HPMS Inventory Due Date include:
- ❖ **HPMS ID Number** – HPMS Sample ID Number from RCI
- ❖ **Road name –** Overall Description from RCI
- ❖ **Limit from** – HPMS BMP from RITA
- ❖ **Limit to** – HPMS EMP from RITA
- ❖ **Roadway ID –** Roadway ID from RCI
- ❖ **Begin post –** HPMS Sample BMP from RCI
- ❖ **End post –** HPMS EMP from RCI
- ❖ **Days before due –** Calculated based on today's date subtracted from Next Re-Inventory Date
- ❖ **RCI Update Date –** Date of the most recent RCI Update stored in RITA
- ❖ **RCI Update Deadline –** Calculated based on the RCI Update date. A record must have a new RCI Update Date on or before this date to have its inventory considered completed in a timely manner.

HPMS Off-System - Due Date	
Rec	**1**
HPMS ID Number	700000660125
Road name	LAKE WASHINGTON RD
Limit from	Clydesdale Blvd
Limit to	Sr9, I-95 Bridge SB
Roadway ID	70000066
Begin post	1.02499997615814
End post	1.68099999427795
Days before due	1020
RCI Update date	August 15, 2013
RCI Update Deadline	August 31, 2016

Close this window.

HPMS On-System - Due Date	
Rec	**1**
HPMS ID Number	702200002450
Road name	I-95: INDIAN RIVER-SR-520
Limit from	
Limit to	
Roadway ID	70220000
Begin post	24.3490009307861
End post	24.7560005187988
Days before due	530
RCI Update date	April 20, 2012
RCI Update Deadline	April 30, 2015

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1. Glossary of Transportation Terms

Active Exclusive .... All ramps, frontage roads, connectors or other facilities.

Active Off the SHS .... The Roadway ID or segment of a Roadway ID that is not part of the State Highway System, which is maintained by others, yet FDOT collects certain data for reporting purposes.

Active On the SHS .... All roads owned and maintained by FDOT as part of the State Highway System.

Description .... In RITA, description refers to the Overall Description of a roadway in RCI. It describes the name of the road, such as SR 50/Colonial Dr. The Overall Description is downloaded on a nightly basis along with other RCI data.

Functional Classification ..... The organization of roadways into a hierarchy based on the character of service provided. Typical classifications include arterial, local and collector roadways.

HPMS.. Highway Performance Monitoring System is a report to the Federal Highway Administration using General Interest Roadway Data to describe the roadway conditions in the United States.

Roadway ID Number .... A Roadway ID Number is a unique 8 digit number used to identify roadways in RCI. The first two digits reference the county code. The next three digits are   called the section number, and the last three digits are called the sub-section number. The Roadway ID numbers are downloaded on a nightly basis along with other RCI data.

RCI .... Roadway Characteristics Inventory is FDOT's inventory of roadway data.

Status .... In RITA, status refers to the Overall Status of a roadway in RCI. RITA downloads all Roadway IDs with statuses of Active On the State Highway System, Active Off the State Highway System, Active Exclusive and Active with Combination. RITA does not download roadways with statuses of Inactive, Deleted, Pending or GIS Route.

Straight-Line Diagram .... A Straight-Line Diagram, or SLD, is a linear graphical representation of select   physical and descriptive Characteristics along the travel way of a roadway.

2. Construction Types

Reference table for Construction Types on Construction Tracking Form:

Construction Type (in RITA dropdown)	Work Mix Groups	Project Type	Work Program Category
New Road Construction	0002	New Road Construction	Capacity/Intermodal
Reconstruction	0005	Flexible Pavement Reconstruction	Reconstruction/Resurfacing
Reconstruction	0217	Rigid Pavement Reconstruction	Reconstruction/Resurfacing
Reconstruction	0227	Rigid Pavement Rehabilitation	Rehabilitation/Resurfacing
Reconstruction	0630	Interchange Justification/Modification	Capacity/Intermodal
Resurfacing	0012	Resurfacing	Resurfacing
Bridge	0020	New Bridge Construction	Bridge/Capacity/Intermodal
Bridge	0022	Bridge Replacement	Bridge
Bridge	0024	Bridge Repair/Rehabilitation	Bridge
Bridge	0029	Miscellaneous Structure	Bridge
Bridge	0327	Construct Bridge Culvert	Bridge
Bridge	0328	Pedestrian or Wildlife Overpass	Bridge/Safety
Bridge	0330	Construct Culvert	Bridge
Bridge	0424	Replace Movable Span Bridge	Bridge
Bridge	0425	Replace Railroad Bridge	Bridge
Bridge	0427	Replace or Widen Bridge Culvert	Bridge
Roadway Facility	0109	Rest Area	Rest Areas
Roadway Facility	0111	MCCO Weigh Station Static Only	Weigh Stations
Roadway Facility	0112	MCCO Weigh Station Static/WIM	Weigh Stations
Roadway Facility	0122	Welcome Station	Rest Areas
Roadway Facility	0123	Toll Plaza	Miscellaneous
Shoulders	0205	Sidewalk	Safety
Shoulders	0541	Guardrail	Safety
Shoulders	0543	Pave Shoulders	Safety
Shoulders	0106	Bike Path/Trail	Safety
Widening	0213	Add Lanes and Reconstruct	Capacity/Intermodal/Reconstruction
Widening	0218	Add Lanes and Rehabilitate Pavement	Capacity/Intermodal/Rehabilitation
Widening	0221	Widen and Resurface Existing Lanes	Resurfacing/Safety
Widening	0547	Add Thru Lane(s)	Capacity/Intermodal
Widening	0549	Add Left Turn Lane(s)	Capacity/Intermodal
Widening	0550	Add Right Turn Lane(s)	Capacity/Intermodal
Widening	0551	Add Turn Lane(s)	Capacity/Intermodal
ITS	0716	Traffic Signals	Safety
ITS	0717	Traffic Control Devices/systems	Safety/Traffic Engineering
ITS	0750	ITS Communication System	Capacity/Intermodal/Intelligent Transportation Sys.
ITS	0752	ITS Surveillance System	Capacity/Intermodal/Intelligent Transportation Sys.

Construction Type (in RITA dropdown)	Work Mix Groups	Project Type	Work Program Category
ITS	0754	ADV Traveler Information System	Capacity/Intermodal/Intelligent Transportation Sys.
ITS	0756	ITS Freeway Management	Capacity/Intermodal/Intelligent Transportation Sys.
Railroad	0768	Railroad Crossing	Safety
Miscellaneous Construction	0774	Signing/Pavement Markings	Safety
Miscellaneous Construction	9924	Miscellaneous Construction	Miscellaneous

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