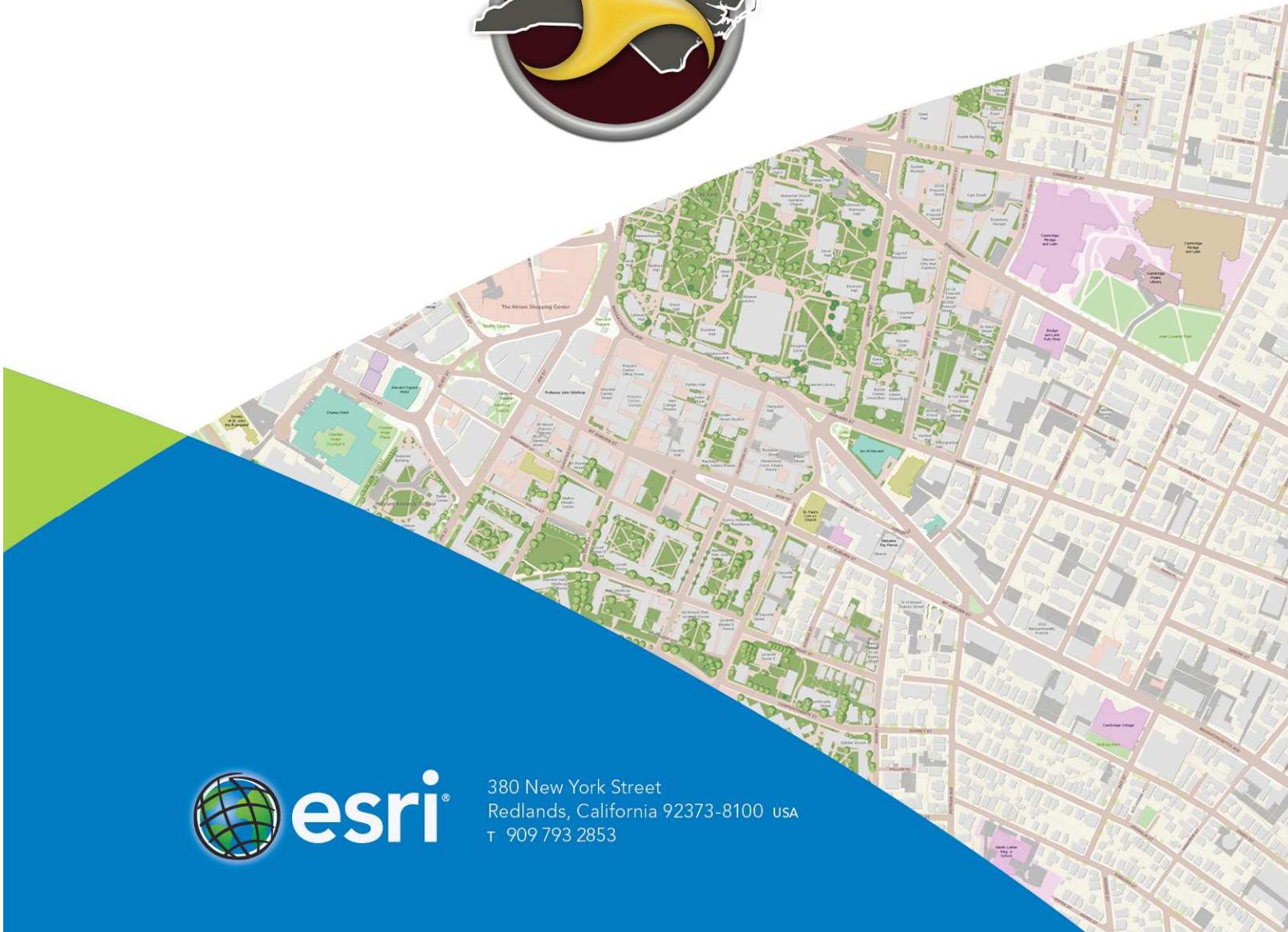


North Carolina Department of Transportation SPOT On!line System

User Guide For SPOT On!line Web Application Prioritization 4
DRAFT

Prepared for:

Date: January 2013



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1.0 About This Document

1.0 Purpose

This user guide describes the functionality and user privileges of the SPOT On!ne Web Application.

1.1 Author

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1.2 Document Revision History for SpotOn!ne 3.0

Version	Description	Date
1.0	Draft Version Submitted to NCDOT	10/18/2013
2.0	Draft Version—Full Content	12/06/2013
3.0	Final Version—Full Content	1/17/2014

1.3 Document Update History for SpotOn!ne 4.0

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Jerome Gayle	Software Quality Assurance	jgayle@ncdot.gov	919-707-2184

1.4 Document Revision History for SpotOn!ne 3.0

Version	Description	Date
4.0	Draft Version – Full content	10/25/2015

2.0 SPOT Online Overview

The SPOT Online web-based application provides a mechanism for users to create, submit, and score projects for the North Carolina Department of Transportation. There are six basic project types loosely categorized as GIS and Non-GIS:

- GIS: Highway, Bicycle-Pedestrian
- Non-GIS: Public Transit, Aviation, Rail, and Ferry

In addition to calculating a project cost and score, this custom application allows users to perform edits at each stage of a project during creation, and to download project information in several different formats. After a project has been submitted, it can be scored by applying 'Local Input Points'.

The functionality of all Non-GIS projects are limited. Geoprocessing of quantitative scores in near real time for Aviation, Ferry, Rail and Transit projects are not available. Project entry fields are therefore more limited.

Before using this application, NCDOT will provide each user with a username and password, and assign them access privileges (based on role). There are four different roles based on the various capabilities.

- MPO/RPO
 - Create projects in their geographic area.
 - Edit the projects they create.
 - Submit the projects to NCDOT that they create.
 - View projects that others create in their area.
 - View only submitted projects outside their area and they do not show in the grid, only on map.
 - Assign local input points to the submitted projects within their MPO/RPO.
- Division
 - Create projects in their geographic area.
 - Edit the projects they create.
 - Submit the projects to NCDOT that they create.

- View all projects in their division.
- View only submitted projects outside their area that show up on the map but not in the grid.
- Assign local input points to the submitted projects within their division.
- Mode
 - Assigned a mode (MPO, RPO, or Division) by SPOT office to work only that mode.
 - Enters the system through an assigned mode and selects 1-Mode and 2-Area.
 - Create projects for a single mode to which they have been assigned.
 - Submit the projects to NCDOT that they create.
 - Edit the projects that they create.
- SPOT Role
 - Choose an MPO, RPO or Division in which to work.
 - Create projects.
 - Edit any project.
 - Unsubmit a project.
 - Override any project and its values (which values can be overridden will be determined by NCDOT).
 - Create and manage the list of accepted users and their roles.

Projects have only two statuses. When a project is first created, it is in 'Draft' mode. Once a user submits the project to NCDOT, its status is changed to 'Submitted'.

Project lockdown settings are set by the SPOT office to determine what a user can and can't do during different processing windows (time periods). The 'processing buttons' 'Submit', 'Unsubmit', 'Export', 'Override' and 'Delete' at the bottom of the project grid will only be accessible if the appropriate lockdowns are set to 'enabled' and if the user has the appropriate permissions. For example, once the project submittal window has passed, users will not be able to submit projects, and the submit button will be greyed out as shown below with a highlighted project in a draft status and the "Submit" button greyed out.

	H140385	Highway	Statewide Mobility	Draft
Submit	Unsubmit	Export	Edit	Delete

This document provides a step-by-step guide for how to use the SPOT Online application. It outlines the functionality and highlights the differences between the four user roles.

NCDOT SPOT Online Application User Guide—DRAFT

For Example:

The Main screen of the application, from which all users begin once the application opens, can be divided into two main sections as indicated in the below picture.

1. Project Grid (left side)
2. Map (right side)

The screenshot shows the SPOT Online application interface. On the left, there is a "My Projects" grid listing 20 entries. Each entry includes a "Find SPOT ID" link, a "Local Input Points" button, and a "Status" column. The first few entries are as follows:

SPOTID	Mode	Project Category	Status
A130111	Aviation	Division Needs	Submitted
A130112	Aviation	Division Needs	Submitted
A130113	Aviation	Division Needs	Submitted
A130114	Aviation	Division Needs	Submitted
A130115	Aviation	Division Needs	Submitted
A130117	Aviation	Statewide Mobility	Submitted
B141046	Bicycle & Pedestrian	Division Needs	Draft
B141188	Bicycle & Pedestrian	Division Needs	Submitted
B141189	Bicycle & Pedestrian	Division Needs	Submitted
B141192	Bicycle & Pedestrian	Division Needs	Submitted
B141193	Bicycle & Pedestrian	Division Needs	Submitted
B141196	Bicycle & Pedestrian	Division Needs	Submitted
B141200	Bicycle & Pedestrian	Division Needs	Submitted
B141202	Bicycle & Pedestrian	Division Needs	Submitted
B141203	Bicycle & Pedestrian	Division Needs	Submitted
B141204	Bicycle & Pedestrian	Division Needs	Submitted
B141205	Bicycle & Pedestrian	Division Needs	Submitted

On the right, there is a map of North Carolina showing various roads and geographical features. A yellow dashed rectangle highlights the area of the map where the project grid is located. A red dashed rectangle highlights the area of the map where the project grid is located. A black arrow points from the center of the project grid towards the right side of the map.

2.1 System Login

1. The user opens SPOT Online using Google Chrome 46.0. The user enters the following URL when using either browser to access the application: <https://gis13.services.ncdot.gov/SpotOnline/login.aspx>

Note: The download and system requirements for either browser are:

- Google Chrome 46.0 URL: <https://www.google.com/chrome/browser/desktop/>
2. Create an NCID and password on the NCDOT page and request the SPOT office to add the type of user (MPO/RPO/Division/Mode) to be associated.

The user will be presented with a credentials authentication page, in which the user enters the following:

- Domain\username <NCID user account>
- Password <NCID user account password>

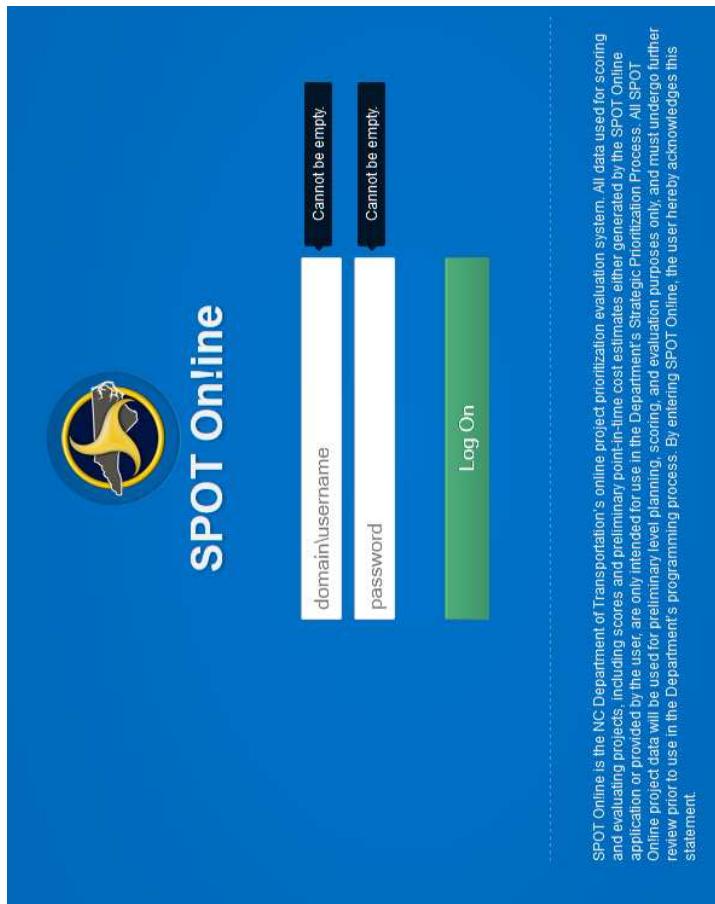


SPOT Online is the NC Department of Transportation's online project prioritization evaluation system. All data used for scoring and evaluating projects, including scores and preliminary point-in-time cost estimates either generated by the SPOT Online application or provided by the user, are only intended for use in the Department's Strategic Prioritization Process. All SPOT Online project data will be used for preliminary level planning, scoring, and evaluation purposes only, and must undergo further review prior to use in the Department's programming process. By entering SPOT Online, the user hereby acknowledges this statement.

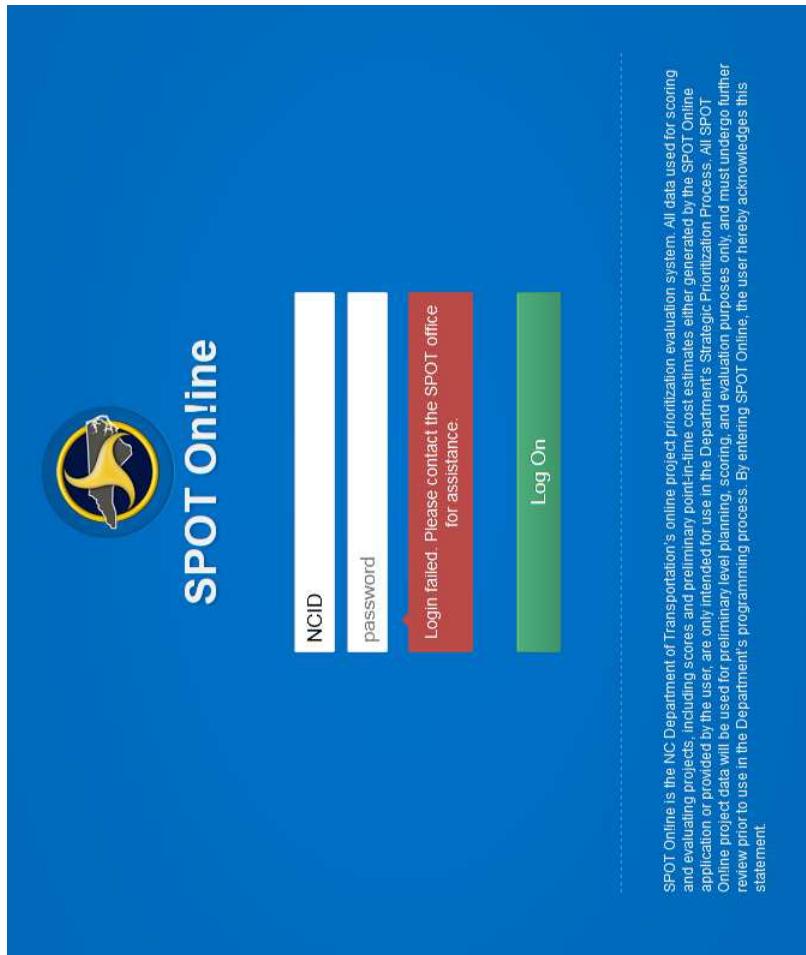
Notes:

- a. The user's account is associated with four different types of user privileges such as SPOT user, MPO/RPO, Mode and Division user.
- b. NCDOT will set up the user names and passwords for users by using existing NCDOT processes and procedures.

3. If the user does not have a login id and tries to login with a blank username and password value, then the field will prompt the user with the error, 'Cannot be empty' (see below).



4. If the user enters the wrong password in the password field, then the system validates the credentials and shows a message as 'Login failed.
Please contact the SPOT office for assistance.'



User Types

The **MPO/RPO** users are considered regular users who can perform all the normal operations (i.e., not administrative functions) in this application. These users can perform edit and delete operations, but only on the draft projects they create. An MPO/RPO user can assign local input points.

The **Division** user has similar privileges to the MPO/RPO user in all the functionalities of the system. A division user can assign both 'Regional Impact Local Input Points' and 'Division Needs Local Input Points'.

The **MODE** user can only access only one mode (i.e., one project type, for example 'Highway') at a time as defined by their user ID. They cannot enter local input points. Otherwise a mode user has access to the same functionality as MPO/RPO users.

The **SPOT** user is the administrator of the application and has the ability to add, modify, and delete any user in the system. The SPOT user can edit, override, and delete any project created in the application.

Sections 2.1.1 through 2.1.3 provide details on how different users enter the system after providing their credentials.

2.1.1 MPO/RPO/Division User

1. The user logs in to the application with an MPO/RPO/DIVISION user account and observes a different application view from the SPOT and mode users.

The screenshot shows the SPOT Online application interface. At the top, there is a browser header with the URL <https://gists3.dot.nc.net/spotOnline/default.aspx>. Below the header, the application title "SPOT Online" is displayed along with a logo. The main area is titled "My Projects". A table lists 16 projects:

SPOTID	Mode	Project Category	Status
A130048	Aviation	Division Needs	Submitted
A130049	Aviation	Division Needs	Submitted
A130050	Aviation	Division Needs	Submitted
A130051	Aviation	Division Needs	Submitted
A130052	Aviation	Division Needs	Submitted
A130053	Aviation	Division Needs	Submitted
A130054	Aviation	Division Needs	Submitted
A130055	Aviation	Division Needs	Submitted
A130056	Aviation	Division Needs	Submitted
A130057	Aviation	Division Needs	Submitted
A130058	Aviation	Division Needs	Submitted
A130059	Aviation	Division Needs	Submitted
A130060	Aviation	Division Needs	Submitted
A142545	Aviation	Statewide Mobility	Draft
A142546	Aviation	Statewide Mobility	Draft
A142554	Aviation	Statewide Mobility	Draft
A142671	Aviation	Statewide Mobility	Draft
B140728	Bicycle & Pedestrian	Division Needs	Submitted
B140730	Bicycle & Pedestrian	Division Needs	Submitted
B140734	Bicycle & Pedestrian	Division Needs	Submitted
B1410748	Bicycle & Pedestrian	Division Needs	Submitted

At the bottom of the page, there are buttons for "Submit", "Export", "Edit", and "Delete".

2. The 'Create New'  button is shown in the upper left upon login. The map view of the area for which the user is assigned to is displayed. These users will see the projects in their selected area and projects outside their selected area.
3. A suite of buttons exist at the bottom of the Project Grid which a Mode user can apply to one or more projects:



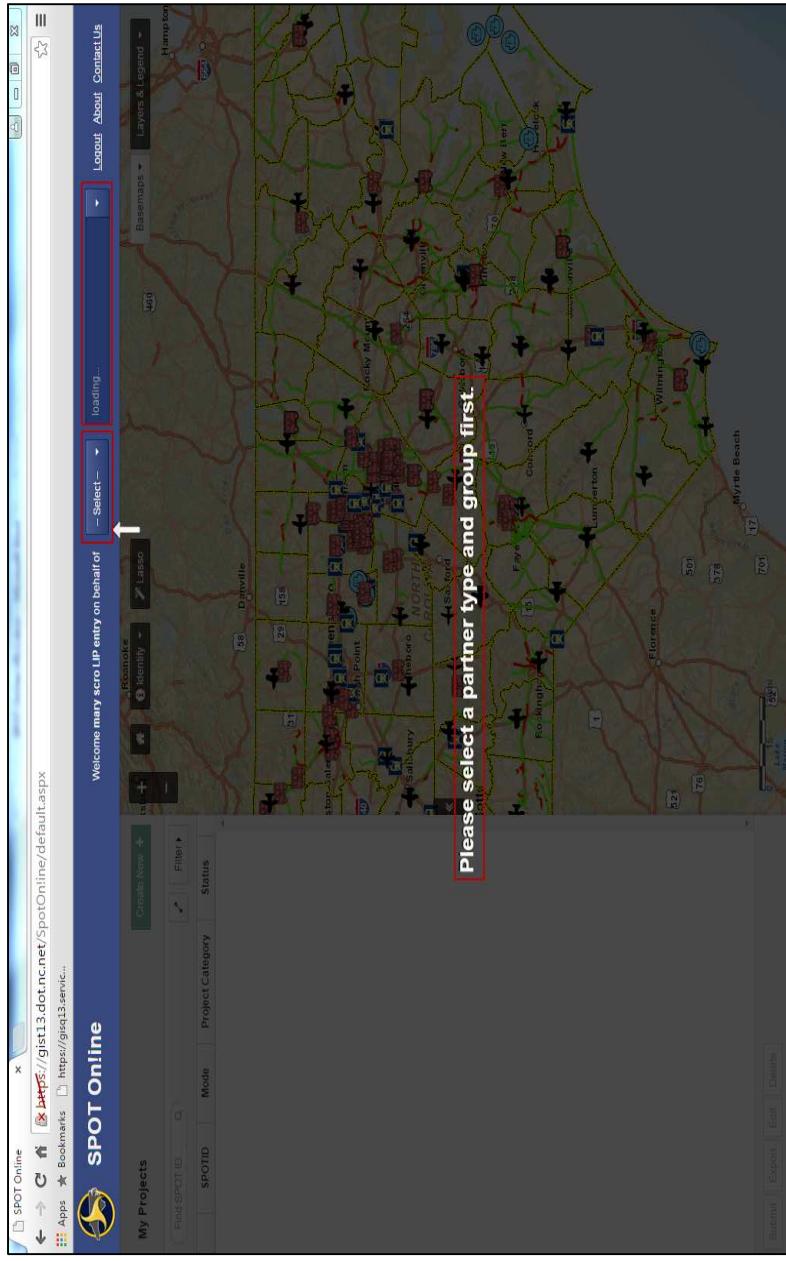
4. The MODE/MPO/RPO/Division users will not have the permissions to 'Edit' or 'Delete' any of the submitted projects. The project can only be edited while creating a project and in draft status. See below.

	H140387	Highway	Statewide Mobility	Draft
Submit	Unsubmit	Export	Edit	Delete

Note: More details are covered in sections 2.3 through 2.5.

2.1.2 MODE User

- When a mode user logs in to the application they will see a similar view of the home page as the SPOT users, but with a few restrictions outlined below.



- 'Mode' user will not have the 'Users' link to add/modify/delete any user in the system.

3. The 'Override' and 'Unsubmit' options for a submitted project are not available.

	H129024	Highway	Regional Impact	Submitted
	H129024	Linework	Chatham County	None
Submit	Export	Edit	Delete	

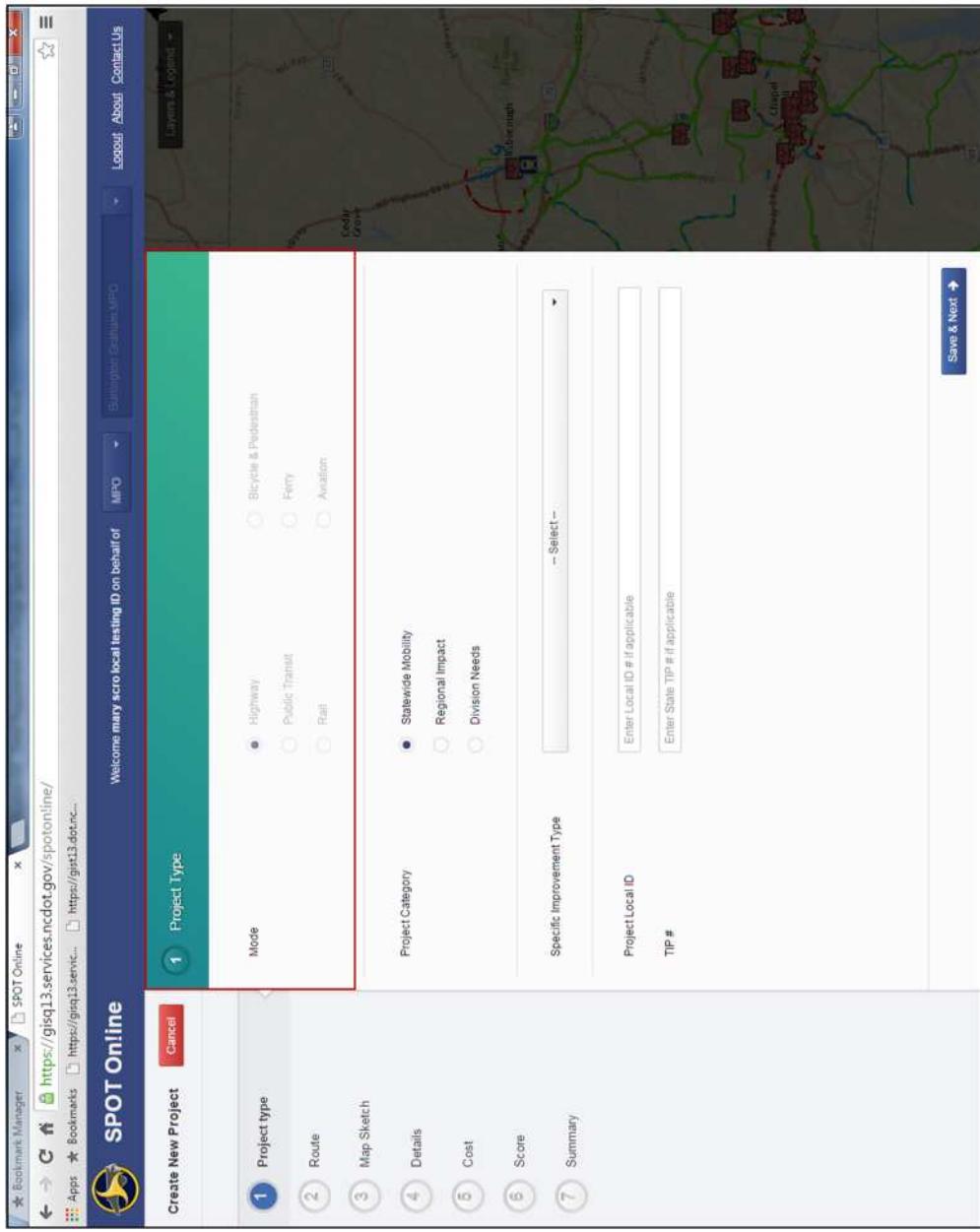
4. Only a single project mode is allotted to the user, as defined by their user ID. This means:

- a. Only projects that match their mode (e.g., highway) will display in the project grid and on the map.
- b. When creating a new project, the system will restrict them to creating projects only for their mode:

For example: If the Highway mode is allotted to the user, the first page of the project is displayed as below.

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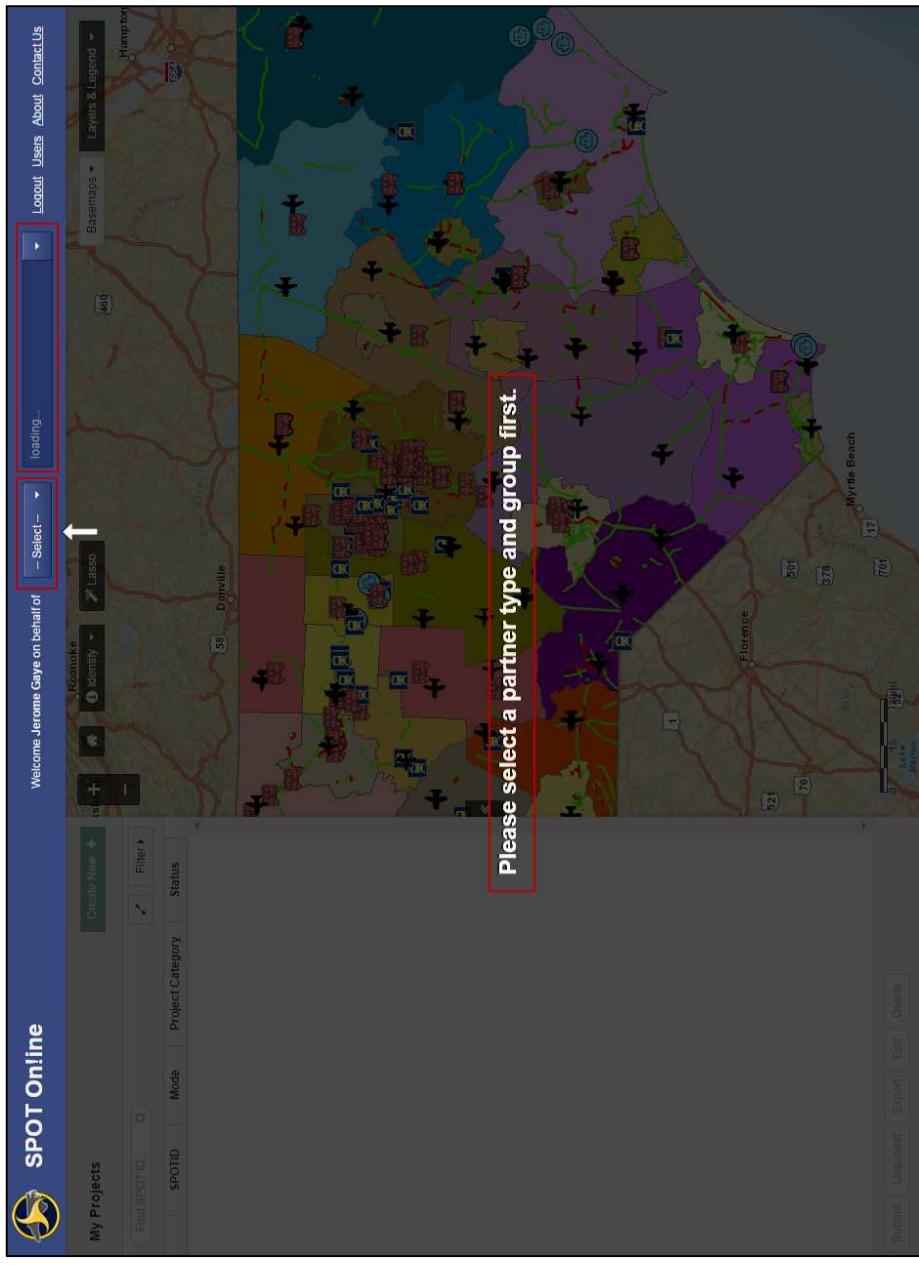
By default, 'Highway' mode is displayed as selected and the remaining project modes are completely greyed out as highlighted in the below screenshot.



2.1.3 SPOT User

1. The user enters SPOT account credentials and clicks on the 'Log On' button to launch the SPOT Online application.

2. On the application screen, a message is displayed: "Please select a partner type and group first", guiding the user in starting the application.



3. The user navigates to the top right hand side of the application which has a white arrow and selects the type of user: MPO, RPO, or Division and then selects the group in the second dropdown.



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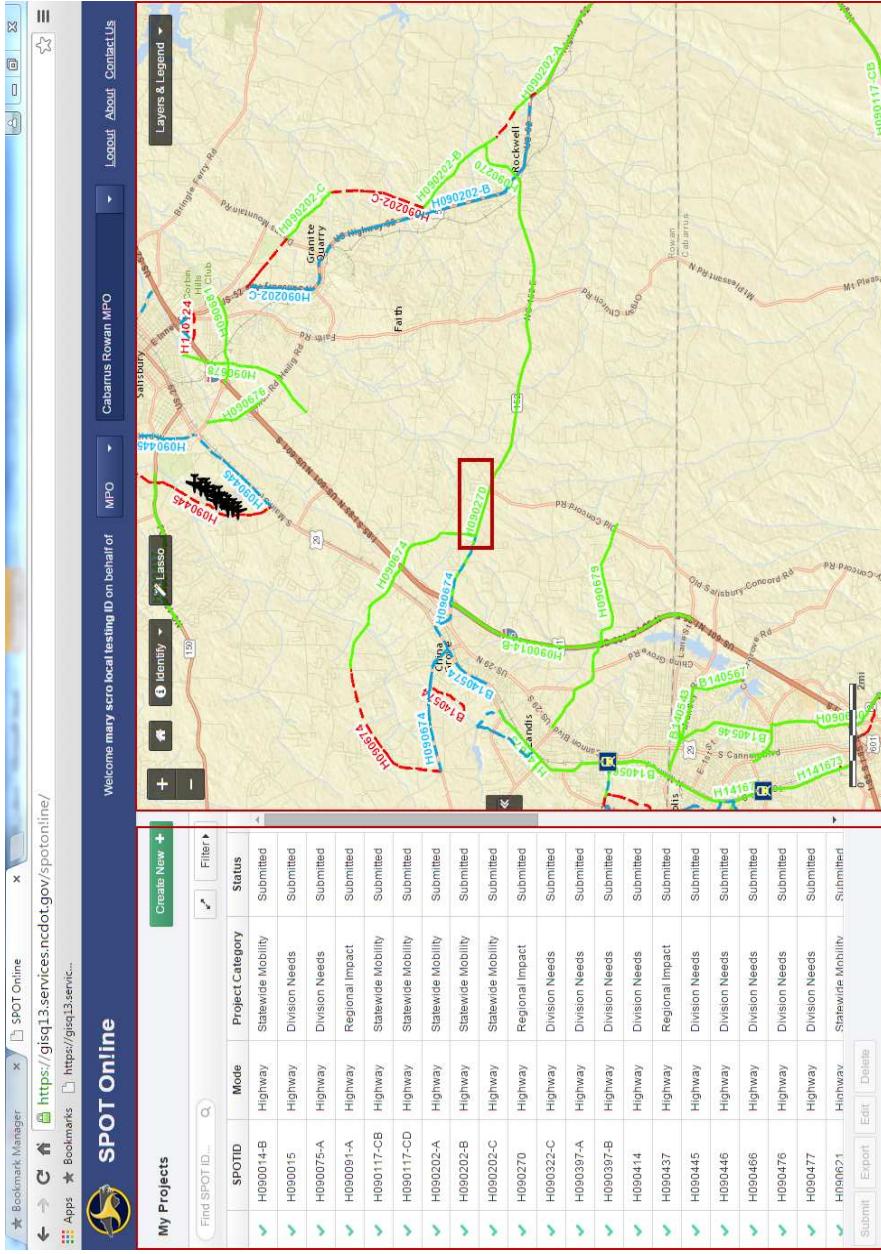
4. Once the group is selected, the map zooms to the geographic area for the group and the 'Create New' button is enabled on the User Interface (UI).

The screenshot shows the SPOT Online application interface. At the top, there's a header with the title 'SPOT Online' and a sub-header 'We welcome many users! Log in or Create New'. Below the header is a map of a geographic area with various roads, landmarks, and project markers. On the left side, there's a sidebar with a 'My Projects' section containing a table of submitted projects. The table has columns for SPOT ID, Mode, Project Category, Status, and a 'View Details' link. The 'Create New' button is highlighted with a red box. At the bottom right of the screen, there are buttons for 'Submit', 'Export', 'Edit', and 'Delete'.

SPOT ID...	Mode	Project Category	Status	Action
A130111	Aviation	Division Needs	Submitted	View Details
A130112	Aviation	Division Needs	Submitted	View Details
A130113	Aviation	Division Needs	Submitted	View Details
A130114	Aviation	Division Needs	Submitted	View Details
A130115	Aviation	Division Needs	Submitted	View Details
A130117	Aviation	Statewide Mobility	Submitted	View Details
B141046	Bicycle & Pedestrian	Division Needs	Draft	View Details
B141198	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141189	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141152	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141193	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141196	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141200	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141202	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141203	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141204	Bicycle & Pedestrian	Division Needs	Submitted	View Details
B141205	Bicycle & Pedestrian	Division Needs	Submitted	View Details

5. The screen is divided into two sections. On the left side is the Project Grid, a listing of all projects that have been created by that specific user in their geographic area. On the right side is a map which displays the projects and can be used to gather more information about an area, such as MPO/RPO boundary, county, type, etc. See below.

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6. The 'Users' link located in the top right allows the SPOT user to add new users of any type (SPOT/MODE/MPO/RPO/DVISION) and edit or delete any user in the system. This link is available only for SPOT users.



a. When the user clicks on the 'Users' link, all the existing SPOT Online system users are shown in a separate window with the additional information such as the type of users, their first and last names, contact information and the current status of the user.



- b. For the users who are logged into the application, status is shown under the 'logged in' column as 'Y' and those who are not logged in to the system are shown as 'N'.

SpotOnline Users						
Username	First and Last Name	Contact Information	Group	Can Submit and Rank	Type of user	Mode for user
awwidveneu461	Venu	Name		Y	Spot	NA
awwidfratia432	Franisco Perez	Pando		Y	Spot	NA
awwidjulie584	Julie Powell			Y	Spot	NA
awwidsteve624	Steve van Ylet	PMO		Y	Spot	NA
awwidjwne642	Yiwei Ma	none		Y	Spot	NA
awwidctrl_jeve	Sarada	test		Y	Spot	NA
awwidalexis740	Alex	Do not disturb		Y	Spot	NA
awwidrosa3501	Bob	None	Burlington Graham MPO	Y	MPO	NA
awwidgreg599	Greg DeSister	Name		Y	Spot	NA
awwidbucky	David Buckley			Y	Spot	Y

- c. The SPOT user clicks on the 'Add' button located at the bottom of the window to add any type of user into the system.



- d. The 'Add New User' window is opened to enter the details of the user to be created.

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SpotOnline Users

Add New User

Username	domainusername
First and Last Name	
Contact Information	
Type of User	MPO
Group	Burlington Graham MPO
Can Submit and Rank	<input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- e. The user enters the domain account username in the 'Username' field and any other information and clicks on the 'Submit' button. The user can click on the 'cancel' button to dismiss the 'Add New User' window.

The user account is now successfully created.

SpotOnline Users

Username	First and Last Name	Contact Information	Group	Can Submit and Rank	Type of User	Mode for User	Logged In
ncidrwmcbrick	Robert McBrick			Y	Spot	NA	N
ncidshippool	stewart pool	security for scans	Division 1	N	Division	NA	N
ncidzwhitaker	Zachary Whitaker			Y	Spot	NA	N
ncidcrughes1	Craig Hughes			N	Mode	Public Transit	N
ncidswilliams3	Shirley Williams			N	Mode	Rail	N
nciddsbaker	Serling Baker			N	Mode	Ferry	N
nciddgcollins1	Debra Collins			N	Mode	Public Transit	N
ncidpvereen	Phillip Vereen			N	Mode	Public Transit	N
ncidClemonard1	Chery Leonard			N	Mode	Public Transit	N
ncidtmvollert	Kathy Vollert			N	Mode	Aviation	N

- f. If user wishes to edit an existing account, the user selects the account to be edited and clicks on the 'Edit' button to edit the account.

SpotOnline Users						
Username	First and Last Name	Contact Information	Group	Can Submit and Rank	Type of User	Mode for User
ncidlebeckmann	Ellen Beckmann	Durham Chapel Hill Carrboro MPO	Y	MPO	NA	N
ncidystalanker	Elena Talanker		Y	Spot	NA	N
ncidlkigibson	Laura Gibson	Durham Chapel Hill Carrboro MPO	Y	Spot	NA	N
ncidchcmopo	Briana Rhodes	Goldsboro Urban Area MPO	Y	MPO	Unassigned	N
ncidjcollins4	Jennifer Collins	Greensboro Urban Area MPO	Y	MPO	Unassigned	N
ncidcmckinney2	Craig McKinney					

- g. If a user wishes to delete an account, the user clicks on the 'Delete' button to delete the user account. The user may click on the 'Close' button to close the 'Spot Online Users' window.

7. A suite of buttons exist at the bottom of the Project Grid that a SPOT user can apply to one or more projects:

Submit	Unsubmit	Export	Override	Delete
--------	----------	--------	----------	--------

8. For submitted projects, the SPOT user will have an additional option of 'Override' and 'Unsubmit' as outlined below.

- a. **Override:** This will allow the SPOT user to make changes and overwrite the fields that are determined by NCDOT. This button will work with only one selected project at a time.

Submit	Unsubmit	Export	Override	Delete
--------	----------	--------	----------	--------

- b. ***Unsubmit:*** When a SPOT User selects any submitted project and clicks on the 'Unsubmit' button, the project status is changed from 'Submitted' to 'Draft'. The disabled buttons, 'Edit' and 'Delete' are then enabled. The user can then perform any edits on the draft project and click on 'submit' to re-submit the project.



9. A detailed discussion of the functionality of the rest of the buttons shown above can be found in **sections 2.2 and 2.3**.

3.0 Common UI Functionalities

This section details the User Interface (UI) functionalities of SPOT Online application that are common across all the types of users (SPOT, MPO/RPO/Division/Mode).

The screenshot shows the SPOT Online application interface. At the top, there is a header bar with the title "SPOT Online" and a sub-header "Welcome many screen entry". Below the header is a navigation bar with links for "Layers & Legend", "Projects", "Legend", "Info", "About", and "Contact Us".

The main area consists of two parts: a map on the right and a table on the left.

Map Area: The map displays a geographic area with various roads, towns, and landmarks. It includes a legend at the top right with items like "Basemaps", "Layers", "Legend", "Info", "About", and "Contact Us". A red box highlights the "Layers & Legend" button. On the map, there are several red and blue markers indicating project locations. A zoom control with a red box is located in the bottom-left corner of the map area.

Table Area: The table is titled "My Projects" and lists 14 entries. Each entry includes a "Find SPOT ID..." button, a "Local Input Points" button, a "Mode" column, a "Project Category" column, a "Status" column, and a "Details" button. A red box highlights the "Local Input Points" button.

	SPOTID	Mode	Project Category	Status	
	A130111	Aviation	Division Needs	Submitted	
	A130112	Aviation	Division Needs	Submitted	
	A130113	Aviation	Division Needs	Submitted	
	A130114	Aviation	Division Needs	Submitted	
	A130115	Aviation	Division Needs	Submitted	
	A130117	Aviation	Statewide Mobility	Submitted	
	B141046	Bicycle & Pedestrian	Division Needs	Draft	
	B141188	Bicycle & Pedestrian	Division Needs	Submitted	
	B141189	Bicycle & Pedestrian	Division Needs	Submitted	
	B141192	Bicycle & Pedestrian	Division Needs	Submitted	
	B141193	Bicycle & Pedestrian	Division Needs	Submitted	
	B141196	Bicycle & Pedestrian	Division Needs	Submitted	
	B141200	Bicycle & Pedestrian	Division Needs	Submitted	
	B141202	Bicycle & Pedestrian	Division Needs	Submitted	
	B141203	Bicycle & Pedestrian	Division Needs	Submitted	
	B141204	Bicycle & Pedestrian	Division Needs	Submitted	

At the bottom of the table area, there are buttons for "Submit", "Export", "Edit", and "Delete". A red box highlights the "Edit" button.

3.1 MAP Buttons

3.1.1 Home

The Home button  allows the user to view or return to the initial location on the map.

For Example: The user clicks on any project from the project grid and the map zooms to that location. The user then can click on the **Zoom in** and **Zoom out** button to change location. If the user would like to return to their initial view of their region they simply click on the **Home** button.

3.1.2 Zoom In and Zoom Out

This functionality allows the user to perform zoom operations on the map.

-  '+' sign indicates 'zoom in' to the map view where the user can zoom in to the map.
-  '-' sign indicates 'zoom out' of the map view where the user can zoom out of the map.

3.1.3 Identify

The Identify  tool allows the user to identify layers inside the map.

After the user clicks on the 'Identify' drop down, the identify window with the list of layers to select is displayed. The user selects any layer from the dropdown and clicks on the 'Start' button. The user then clicks on an area of the map related to the layer selected. Information is then displayed to the related layer. If an area is selected and there is no result, a message is displayed stating no results.



If a result is return, the information window is displayed showing details for the located layer.

County Boundary - Labeled	
(1 of 2)	
NAME	GUILFORD
COUNTY_100	41
DOT_COUNTY	7
OBJECTID_1	28

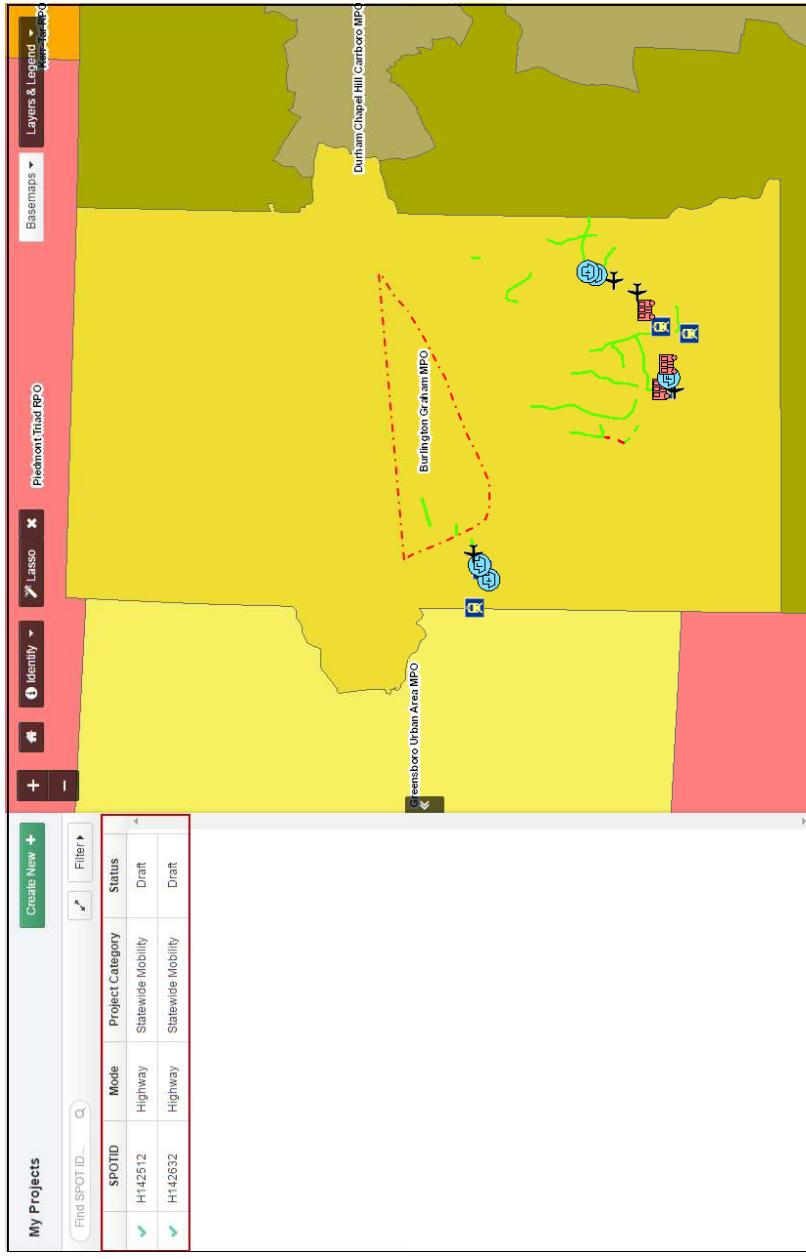
The user clicks on the arrow to see the second page of the identify information. After completing the identification, the user clicks on the 'Cancel' button to close the identify tool.



3.1.4 Lasso

The 'Lasso' tool  allows the user to select a map area with projects and view those projects listed in the project grid.

For Example: The user draws an area with the lasso tool. At this point the project grid will be updated to only show the projects which are located inside of the lasso area.

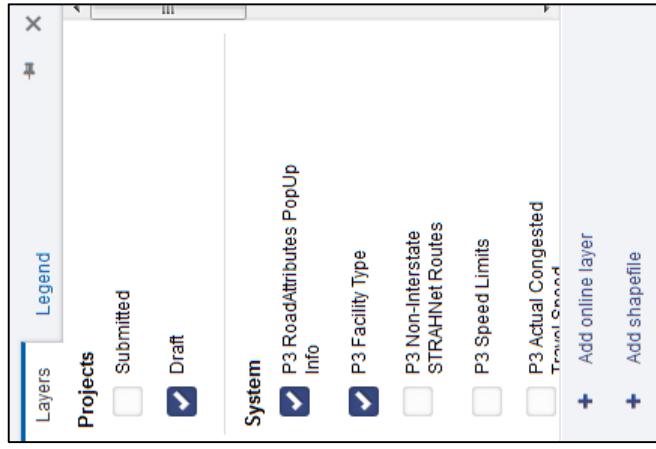


The user clicks on the 'X' mark located next to the 'Lasso' tool to clear the selection.

3.1.5 Layers & Legend

The 'Layers & Legend' dropdown shows the layers and legend tabs.

1. The 'Layers' tab will show all the layers available in the system. By default, the 'Submitted' layer is turned off.



2. The 'Add online layer' link in the Layer's tab allows the user to browse for layers.



The user enters layer names and the URL of the layer and then clicks on the 'Add' button. The layer is then added to the map.

The screenshot shows a dialog box titled 'Add online layer'. It has two input fields: 'Layer Name:' and 'URL:'. Below the URL field is a note: 'sample: https://sampleserver6.arcgisonline.com/arcgis/rest/services/Census/MapServer'. At the bottom are 'Add' and 'Cancel' buttons.

The 'Cancel' button allows the user to cancel the online layer and dismiss the window.

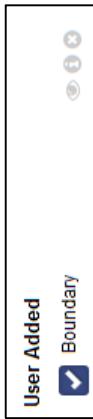
3. The 'Add Shape File' option allows the user to add the layer by uploading a shape file.

The screenshot shows a dialog box titled 'Add Shapefile'. It has a 'Layer Name:' field and a 'Browse...' button. A note says 'Please Select Your Shapefile.' and 'Add shapefile as .zip file.' At the bottom are 'Attach' and 'Cancel' buttons.

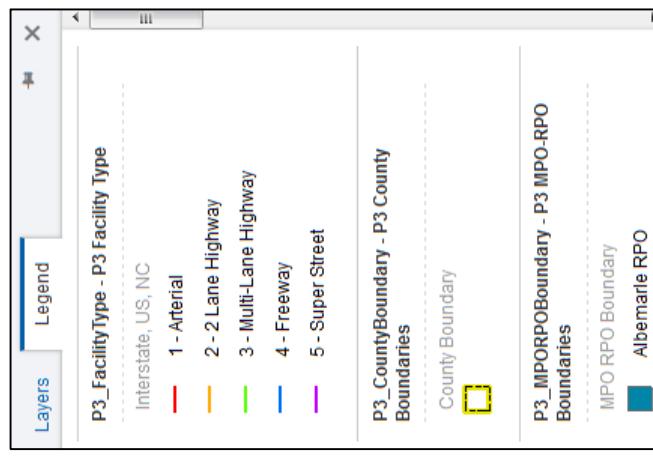
- The user enters the layer name and clicks on the 'Browse' button to upload a shape file.
- The user clicks on 'Attach' button and layer is added to the map.

The screenshot shows a dialog box titled 'Add Shapefile'. The 'Layer Name:' field is highlighted with a red border and has an exclamation mark icon. A note says 'Please Select Your Shapefile.' and 'Add shapefile as .zip file.' At the bottom are 'Attach' and 'Cancel' buttons.

- c. User can see the layer getting added in the layers tab as user added layer. User can click on 'x' mark to remove the layer.



4. The 'Legend' tab shows the map legend. Any layers the user turns on/off in the layers tab will dynamically update on the map.

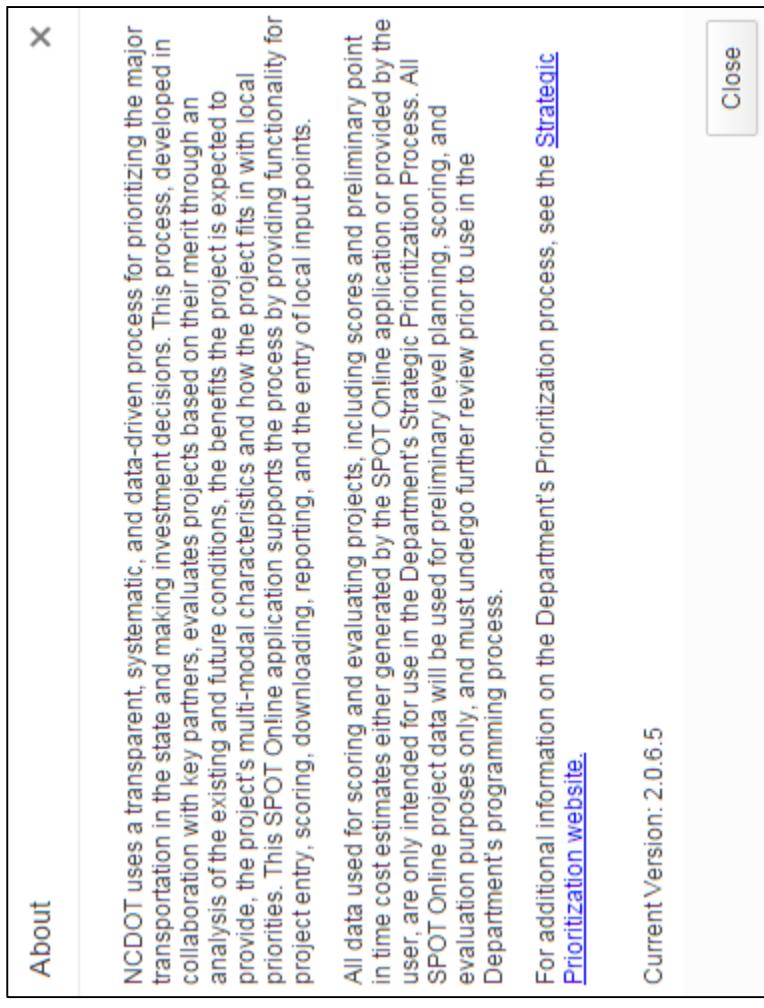


3.1.6 About

The 'About' [About](#) link located at the top of the application provides information on the NCDOT Prioritization Process. When the user clicks on the 'About' link, a window is displayed with some background information on NCDOT. The user can then click on the 'Close' button to close the window.

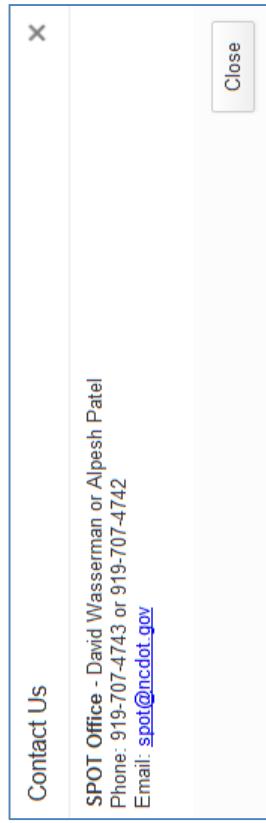
For the user guide, please see:

<https://connect.ncdot.gov/site/SPOTOnline/ReferenceDocuments/Forms/AllItems.aspx?RootFolder=%2Fsite%2FSPOTOnline%2FReferenceDocuments%2FSPOT%20On%21ne%20User%20Guide&FolderCTID=0x012000A06703D4C87D8D45B09A6B42AF57DF9C&View=%7B4F4DB92%2D5780%2D4C9A%2D93F8%2D531EB12F9C7E%7D>



3.1.7 Contact Us

The 'Contact Us' [Contact Us](#) link allows the user to see the information of the SPOT Office contacts. When the user clicks on the 'Contact Us' link, a window is opened showing the contact details of the project sponsor. The user clicks on the 'Close' button to close the window.



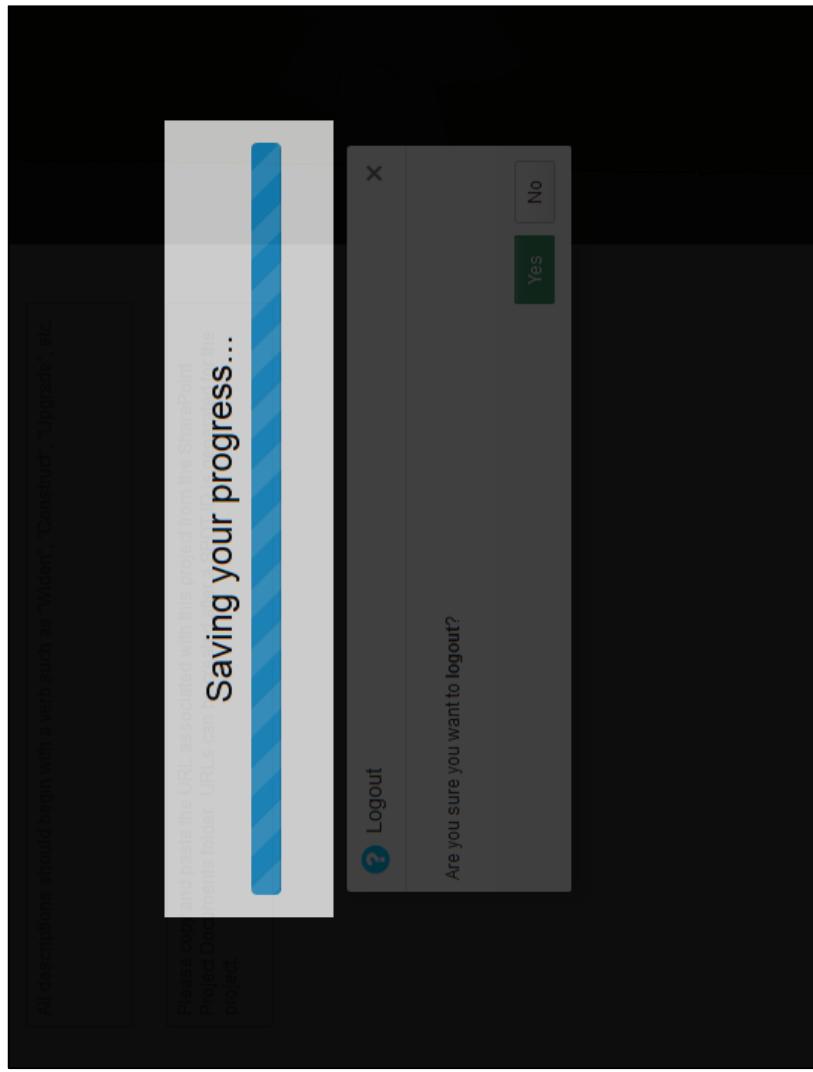
3.1.8 Logout

The 'Logout' [Logout](#) link located at the top of the page allows the user to log out of the system.

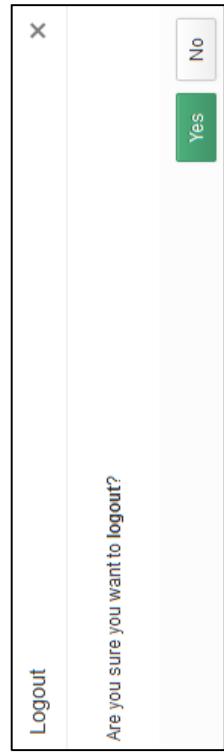
When the user clicks on the 'Logout' link, a 'Logout' window is displayed asking for confirmation for logout.

If the user clicks on the 'Yes' button, a progress bar is displayed until the user is returned to the SPOT Online login window.

The user can re-login anytime and continue the saved work.



If the user clicks on 'NO' button or 'X' mark located on the top of the window, the 'Logout' window is dismissed and user continues to stay on the application page.



3.1.9 Basemaps

The 'Basemaps' ▾ dropdown shows twelve additional basemaps for which the user can select once the arrow is clicked as shown below. These maps provide additional aerial photography and locations which are not on the LRS especially for Bike and Pedestrian projects.



3.2 GRID Buttons

This section describes the details of the buttons located on the grid view.

3.2.1 Create New

Create New + button located on the UI allows the user to create a project. The user enters into the workflow wizard after clicking this button.

Note: The user can enter the projects only through the application but they can add layers online and by uploading shape files.

3.2.2 Find SPOT ID

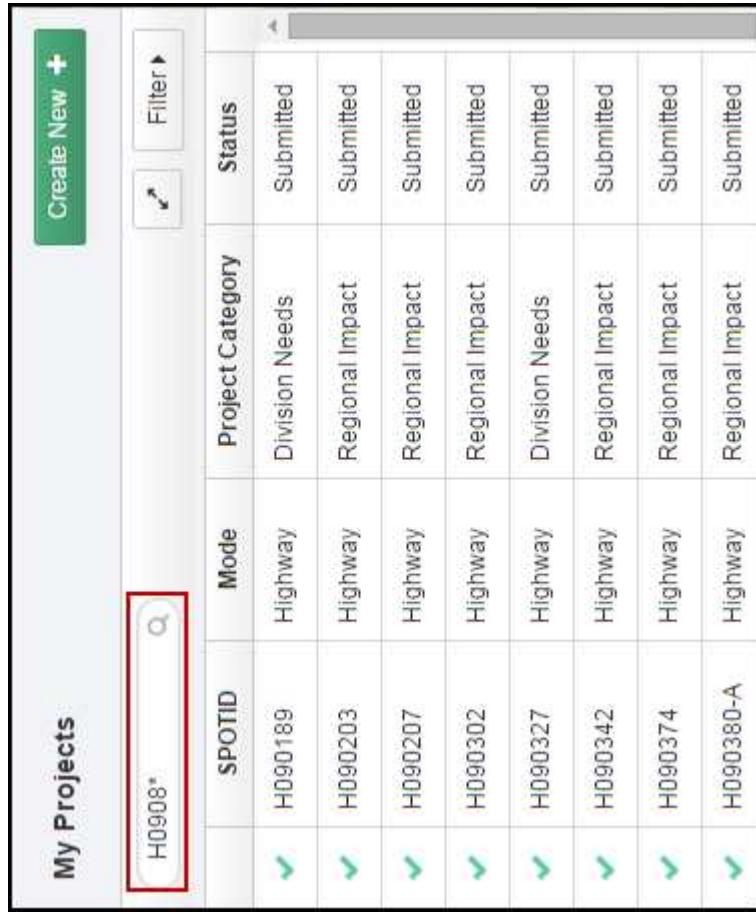
The find spot id functionality allows the user to search for the 'SPOT ID associated with the type of user login.

For example: If the user enters any SPOT ID and clicks on the search icon, the system locates and highlights the record matching that SPOT ID in the project grid. The map will also zoom to that project and a pop-up window will appear next to the project giving the user more information.

The screenshot shows the SPOT Online interface. At the top, there's a search bar with the placeholder "Find SPOT ID...". Below it is a table titled "My Projects" with columns: SPOT ID, Mode, Project Category, Status, and Action buttons. One row in the table is highlighted with a red border, corresponding to project A130058. This row shows the following details: SPOT ID A130058, Mode Aviation, Project Category Division Needs, Status Submitted, and Action buttons. To the right of the table is a map of a geographic area with several roads and water bodies. A specific road segment is highlighted with a green dashed line and labeled "Hawkins Rd". A red dashed rectangle surrounds this highlighted area. Overlaid on the map is a callout box for project A130058. The callout box has a title "Project Details Request PDF" and contains the following information: Aviation, DIVISION NEEDS, \$15,970,500, BUL - Burlington-Alamance, REGIONAL, Submitted, and a small image of a person. Below the callout box, the map shows other roads like "Kirkpatrick Rd", "Troyer Rd", and "Crouse Ln".

SPOT ID	Mode	Project Category	Status
A130054	Aviation	Division Needs	Submitted
A130055	Aviation	Division Needs	Submitted
A130056	Aviation	Division Needs	Submitted
A130057	Aviation	Division Needs	Submitted
A130058	Aviation	Division Needs	Submitted
A130059	Aviation	Division Needs	Submitted
A130060	Aviation	Division Needs	Submitted
A142545	Aviation	Statewide Mobility	Draft
A142546	Aviation	Statewide Mobility	Draft
A142547	Aviation	Statewide Mobility	Draft
A142671	Aviation	Statewide Mobility	Draft
B1140726	Bicycle & Pedestrian	Division Needs	Submitted
B1140730	Bicycle & Pedestrian	Division Needs	Submitted
B1140734	Bicycle & Pedestrian	Division Needs	Submitted
B1140748	Bicycle & Pedestrian	Division Needs	Submitted
B1140753	Bicycle & Pedestrian	Division Needs	Submitted
B1140759	Bicycle & Pedestrian	Division Needs	Submitted
B1140763	Bicycle & Pedestrian	Division Needs	Submitted
B1140775	Bicycle & Pedestrian	Division Needs	Submitted

If the user enters a SPOT ID with wild card characters combined with a partial SPOT id of any kind (H090*/H090%/'H090') in the search box, the system will not accept those entries and no search results will be returned.



The screenshot shows a user interface for managing projects. At the top left is a green 'Create New +' button. To its right is a search bar containing the text 'H090%'. Next to the search bar are a magnifying glass icon and a 'Filter ▾' button. The main area is titled 'My Projects' and displays a table of project data. The table has columns for SPOT ID, Mode, Project Category, and Status. All rows show 'Highway' as the mode, 'Division Needs' or 'Regional Impact' as the category, and 'Submitted' as the status. The SPOT IDs listed are H090189, H090203, H090207, H090302, H090327, H090342, H090374, and H090380-A. The row for H090374 has a faint background color.

SPOT ID	Mode	Project Category	Status
H090189	Highway	Division Needs	Submitted
H090203	Highway	Regional Impact	Submitted
H090207	Highway	Regional Impact	Submitted
H090302	Highway	Regional Impact	Submitted
H090327	Highway	Division Needs	Submitted
H090342	Highway	Regional Impact	Submitted
H090374	Highway	Regional Impact	Submitted
H090380-A	Highway	Regional Impact	Submitted

In a similar way, if the user enters a SPOT ID that has partial match the system does not return any results.

The screenshot shows a grid titled 'My Projects' with a search bar containing 'H090380'. A red box highlights the search bar. The grid has columns: SPOTID, Mode, Project Category, and Status. The data is as follows:

SPOTID	Mode	Project Category	Status
H090189	Highway	Division Needs	Submitted
H090203	Highway	Regional Impact	Submitted
H090207	Highway	Regional Impact	Submitted
H090302	Highway	Regional Impact	Submitted
H090327	Highway	Division Needs	Submitted
H090342	Highway	Regional Impact	Submitted
H090374	Highway	Regional Impact	Submitted
H090380-A	Highway	Regional Impact	Submitted

3.2.3 Button Suite

The screenshot shows the bottom right corner of the grid with four buttons: 'Submit', 'Export', 'Edit', and 'Delete'. The 'Submit' button is highlighted with a red box.

Submit	Export	Edit	Delete
--------	--------	------	--------

The button suite located at the bottom of the grid allows the user to perform additional actions on the saved project.

1. Submit

This functionality allows the user to submit a draft project. Only fully saved projects that have a status of 'Draft' can be submitted to NCDOT. When the user clicks on the 'Submit' button the project status is changed from 'Draft' to 'Submitted'. The user cannot perform

'Edit' and 'Delete' operations on a Draft project. For a submitted project the user can only delete but not edit. Those buttons will be greyed out after submitting a project as shown below, and no further changes can be made. The user can only perform an export as indicated by the enabled "Export" button.



Note: If the user does need to go back to edit/delete a submitted project, then the user must contact the SPOT office to do so.

More details with screenshots are covered in **section 4.1.10**.

2. Export

The 'Export' functionality allows the user to download project information into one of four different formats. 'Project Grid', 'Project Summary', 'Project Data to Spreadsheet', 'Project Data to File Geodatabase', 'Project Details' and 'Project Cost Report'(Project Cost only for Highway mode).

- a. The export process can be run from either the small grid or the expanded grid.

The user may select one or more projects from the grid, or export all of the projects in the grid. In the example below, the user has selected three projects (by holding the CTRL key and clicking on the desired rows with the mouse).

		Aviation	Division Needs	Submitted
	A130048	Aviation	Division Needs	Submitted
	A130049	Aviation	Division Needs	Submitted
	A130050	Aviation	Division Needs	Submitted
	A130051	Aviation	Division Needs	Submitted
	A130052	Aviation	Division Needs	Submitted
	A130053	Aviation	Division Needs	Submitted
	A130054	Aviation	Division Needs	Submitted
	A130055	Aviation	Division Needs	Submitted
	A130056	Aviation	Division Needs	Submitted
	A130057	Aviation	Division Needs	Submitted
	A130058	Aviation	Division Needs	Submitted

- b. Pressing the Export button at the bottom of the screen will display a pop-up box from which the user can choose to either Export the selected projects (the Export 3 Projects button) or Export all of the projects in the grid (the Export All). The user can select which format to choose for the downloaded data as described below.

If the user selects a single project for export, then 'Export 1 project' button is shown in place of 'Export 3 projects'.



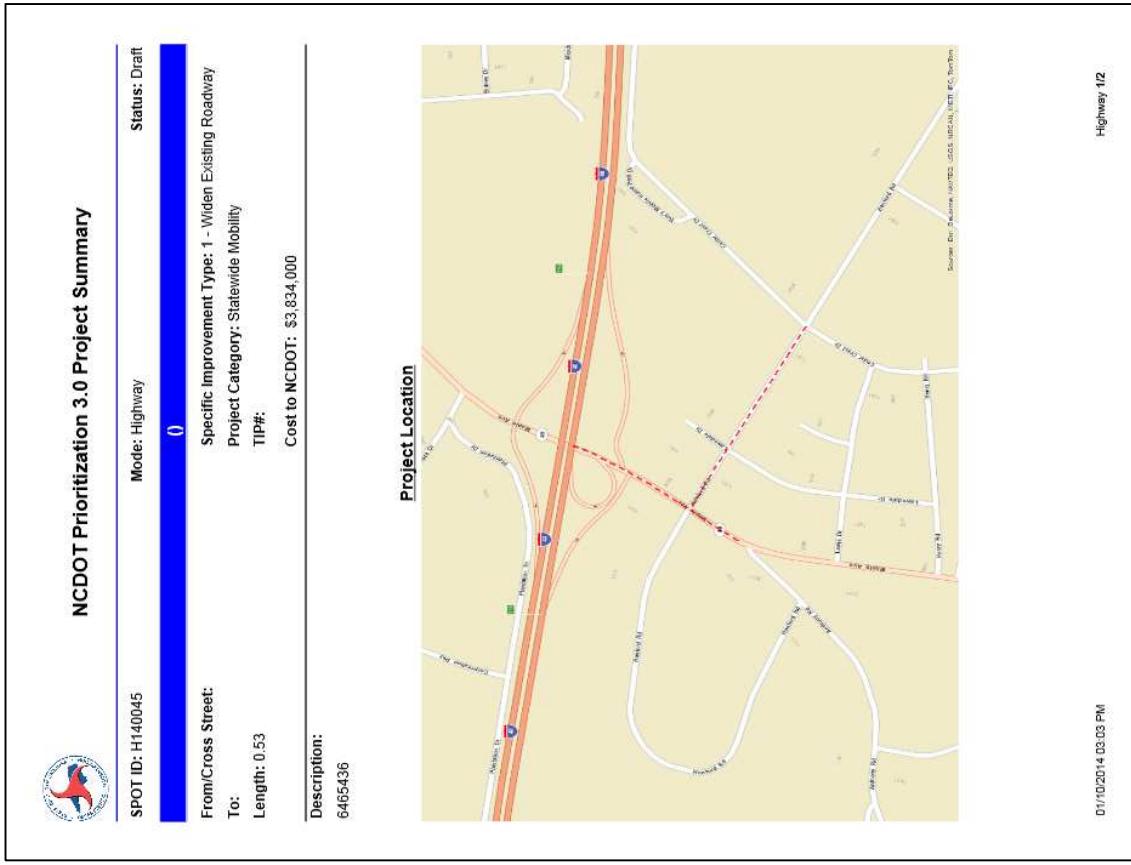
- c. **Project Grid**—The project(s) information is exported to a .csv file showing the details of the project(s) in grid format. Example of a single project grid view is shown below.

The screenshot shows a Microsoft Excel spreadsheet titled "2015-08-13_04-37-05-PM_Uncd_marycro_ProjectGrid_H090848.csv - Microsoft Excel". The grid consists of approximately 38 rows and 8 columns. The columns are labeled as follows:

- SPOTID
- Mode
- Project Ca Specific in Funded Cf
- Funded STIP #
- From/Cro:To
- Route/Fac From/Cro:To
- Descriptive Status
- Local Submitter

Row 1 contains the header information. Row 2 contains data for a highway project, specifically "Highway Regional I 15-Construct Roadway on New Location" located "NC-62 - N East of NC Kirkpatrick". Row 3 is empty. Rows 4 through 38 are also empty, indicating no other projects are listed.

- d. **Project Summary—Map and Scores only (2 page):** The project(s) information is exported to a PDF showing the map as page 1 and scores as page 2. Below is the example of the single project export view.

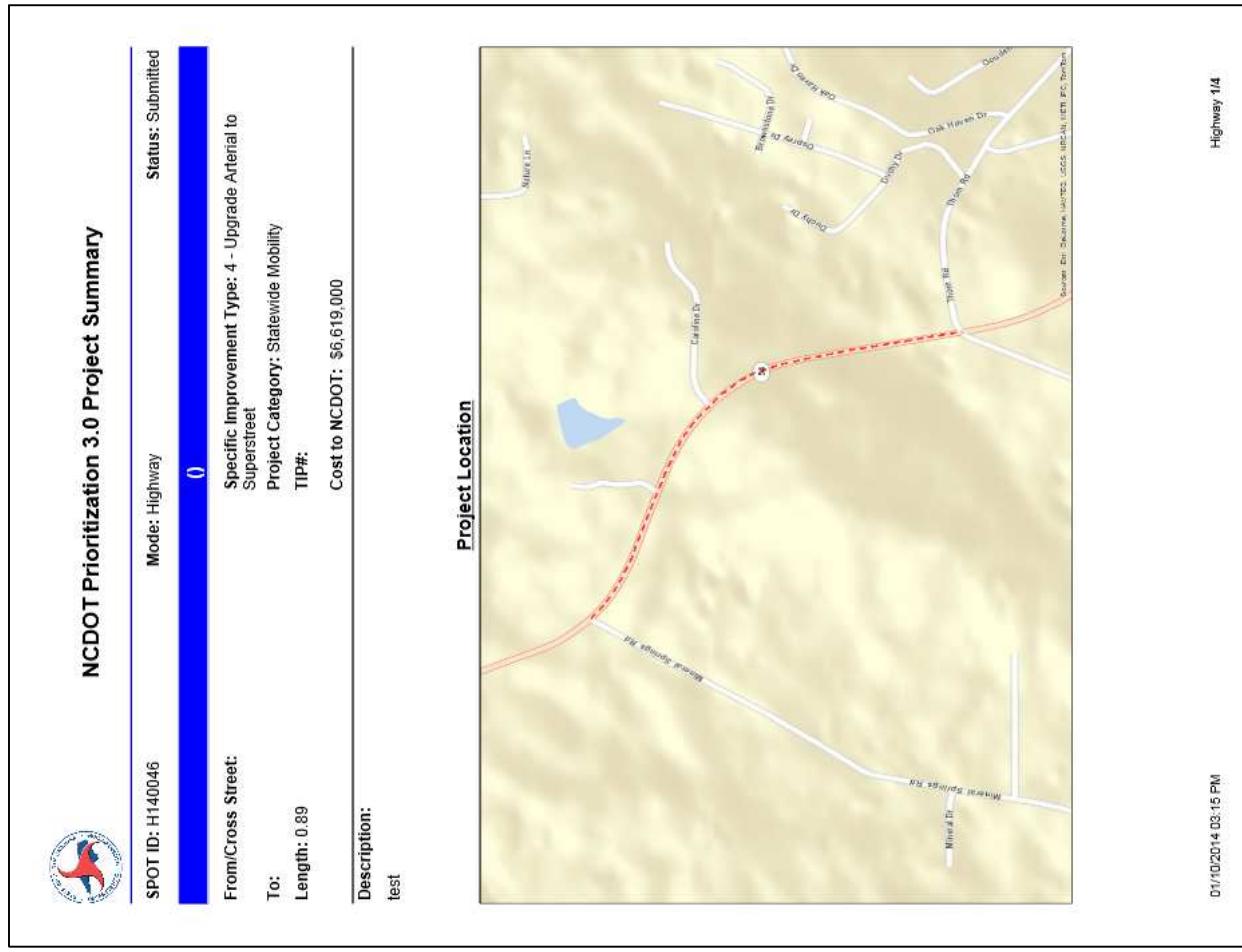


Statewide Mobility Total Score		Division Engineer Local Input Points	MPO/RPO Local Input Points
Quantitative Score			
Congestion (V/C) (30%)		35.69	N/A
Safety (10%)		81.97	
Economic Competitiveness (10%)		In Progress	
Multimodal + [Freight & Military] (20%)		1.47	
[Travel Time] Benefit/Cost (30%)		0.00	
Totals: Weight: 100% Weighted Score: 0			
Regional Impact Total Score		Division Engineer Local Input Points	MPO/RPO Local Input Points
Quantitative Score			
Congestion (V/C) (25%)		35.69	
Safety (10%)		81.97	
[Travel Time] Benefit/Cost (25%)		0.00	
Accessibility / Connectivity (10%)		10.00	
Totals: Weight: 70% Weighted Score: 27.12			
Division Needs Total Score		Division Engineer Local Input Points	MPO/RPO Local Input Points
Quantitative Score			
Congestion (V/C) (20%)		35.69	
Safety (10%)		81.97	
[Travel Time] Benefit/Cost (20%)		0.00	
Totals: Weight: 50% Weighted Score: 15.34			

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Highway 2/2

- e. **Project Summary—Map, Scores and Project Data (4 pages):** The project(s) information is exported to a PDF showing the map as page 1, scores as page 2, project data page 3 and page 4 as blank. Below is the example of the single project export view.



Statewide Mobility Total Score			
Quantitative Score	Division Engineer Local Input Points	MPO/RPO Local Input Points	
Congestion (V/C) (30%) Safety (10%) Economic Competitiveness (10%) Multimodal + [Freight & Military] (20%) [Travel Time] Benefit/Cost (30%)	26.19 70.73 1.51 0.00	N/A	N/A
Totals: Weight: 100% Weighted Score: 0			

Regional Impact Total Score			
Quantitative Score	Division Engineer Local Input Points	MPO/RPO Local Input Points	
Congestion (V/C) (25%) Safety (10%) [Travel Time] Benefit/Cost (25%) Accessibility / Connectivity (10%)	26.19 70.73 0.00 34.10	Percent: 15% Points:	Percent: 15% Points:
Totals: Weight: 70% Weighted Score: 17.03			

Division Needs Total Score			
Quantitative Score	Division Engineer Local Input Points	MPO/RPO Local Input Points	
Congestion (V/C) (20%) Safety (10%) [Travel Time] Benefit/Cost (20%)	26.19 70.73 0.00	Percent: 25% Points:	Percent: 25% Points:
Totals: Weight: 50% Weighted Score: 12.31			

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Highway 24

Existing Conditions:		Project Data:	
Volume (AADT):	6146.08	Project Cost:	\$6,619,000
Capacity:	15538	Construction Cost:	\$0
Volume/Capacity Ratio:	0.4	Right-of-Way Cost:	\$0
Actual Congested Speed:	49	Utilities Cost:	\$0
Speed Limit:	55	Total Project Cost:	\$6,619,000
Travel Time Index:	1.12	Other Funding Source:	\$0
Truck Volume:	302.39	Cost to NCDOT :	\$6,619,000
Pavement Condition Rating:	68		
Crash Density:	81.31		
Crash Severity:	95.67	Local Input Points:	
Critical Crash Rate:	37.35	First Division:	Division 7
Crash Frequency:	0	First Division %:	100
Severity Index:	0	Second Division:	
Lane Width:	12	Second Division %:	0
Shoulder Width:	0	Third Division:	
Non-Interstate STRAHNET Route?	N	Third Division % :	0
Provides Direct Connection to Transportation Terminal?	N	First MPO/RPO:	Burlington Graham MPO
County Tier Designation:	2	First MPO/RPO %:	100
Existing Facility Type:	Two Lane Highway	Second MPO/RPO:	
Average Commuting Time:	35	Second MPO/RPO %:	0
		Third MPO/RPO:	
		Third MPO/RPO %:	0
Project Benefits:			
Travel Time Savings (Autos):	0		
Travel Time Saving (Trucks):	0		
Long-Term Employment:	0		
% Change in Economy:	0		
DOT Design Lane Width:	12		
DOT Design Paved Shoulder Width:	2		
Project Facility Type:	Arterial		

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Highway 314

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Highway 44

- f. **Project Data to Spreadsheet:** All the project(s) information is exported to an Excel spreadsheet.

Export 1 project—After clicking on the export, the projects gets downloaded in the form of the ZIP file in the computer's default downloads folder.

The ZIP file contains the spreadsheet of the project exported named by its mode (Example: Highway).

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Highway.csv	Microsoft Excel Comma S...	3 KB	No	13 KB	76%	1/10/2014 2:56 PM

- g. Export All (Current Group)

The ZIP file exported contains the spreadsheet of each project mode (e.g., Highway, Rail, or Ferry) that were available in the project grid during export. Each project mode is exported to one individual spreadsheet.

Example is shown below.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Aviation.csv	Microsoft Excel Comma S...	1 KB	No	3 KB	74%	12/10/2013 5:36 PM
BikePed.csv	Microsoft Excel Comma S...	2 KB	No	8 KB	77%	12/10/2013 5:36 PM
Ferry.csv	Microsoft Excel Comma S...	1 KB	No	3 KB	68%	12/10/2013 5:36 PM
Highway.csv	Microsoft Excel Comma S...	15 KB	No	92 KB	85%	12/10/2013 5:36 PM
Transit.csv	Microsoft Excel Comma S...	1 KB	No	3 KB	64%	12/10/2013 5:36 PM

- h. **Project Data to File Geodatabase**—The project(s) information is exported as a file geodatabase in the form of a ZIP file and stored in default downloads location.
 - i. The 'Cancel' button  allows the user to cancel the project export. This selection will dismiss the export window.
- j. **Project Cost Report** - The highway project breakdown planning cost is export as a PDF showing the planning breakdown cost.

3. Edit

This functionality allows the user to edit a draft project. More details are covered in **section 4.1.8**.

4. Delete

This functionality allows the user to delete a draft project. More details are covered in **section 4.1.9**.

3.2.4 Maximize Table

- 1. This button  allows the user to see the detailed and maximized view of the grid. This view will show more field values of all the projects in the grid.

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2. User can view information in this window only if one more more projects are entered in to the system.



The screenshot shows the SPOT Online application interface. At the top, there's a header with the NCDOT logo, the title "SPOT Online", and a search bar labeled "Find SPOT ID...". Below the header, it says "Welcome Jerome Gaye on behalf of MPO" and "Burlington Graham MPO". On the right, there are links for "Logout", "Users", "About", and "Contact Us". The main area is titled "My Projects" and contains a table with the following data:

SPOTID	Mode	Project Category	Specific Improvement Type	Funded Category	Funded Status	TIP #	Route/Facility Name	Front/Cross Street	To	Description
A130048	Aviation	Division Needs	105 - Land Acquisition - Runway Approach		N	-	BUY - Burlington-Alamance Regional			In follow up to the current 18B Runway 24-2 survey, it will be necessary to acquire and c additional parcels/estments in the Runway approach to achieve the desired instrument approaches. (includes Project Request Number 2612)
A130049	Aviation	Division Needs	1225 - Clearing / Grading / Drainage / Paving / Marking / Edge Lighting / Signage		N	-	BUY - Burlington-Alamance Regional			The existing terminal apron does not meet demand for future aircraft parking. (includes Project Request Number 3185)
A130050	Aviation	Division Needs	1240 - Comorate and Change Taxways		N	-	BUY - Burlington-Alamance Regional			The airport has a need for constructing han access taxways to build additional corpora hangars and t-hangars. New areas will be expanded corpora hangar area. As the area expands it will be necessary to reroute access road to safely and adequately serve tenants. (includes Project Request Number 265726002661)
A130051	Aviation	Division Needs	1705 - Install MLSR / MLSR / MLSR for precision runway only		N	-	BUY - Burlington-Alamance Regional			Installation of MLSR (Medium Intensity Approach) Lighting System with Runway alignment lights to enhance the LS (Instrument Landing System) and GPS (Global Positioning Satellite) approaches. (includes Project Request Number 2650)
A130052	Aviation	Division Needs	205 - Land Acquisition - Runway Safety Area (RSA)		N	-	BUY - Burlington-Alamance Regional			Acquire property to allow relocation of Run glide slope facility outside of C-II Runway C Free Area. (includes Project Request Number 3195)
A130053	Aviation	Division Needs	3000 - Other		N	-	BUY - Burlington-Alamance Regional			This project provides expanded capacity to airport fueling facility. (includes Project Request Numbers 2653)
A130054	Aviation	Division Needs	3000 - Other		N	-	BUY - Burlington-Alamance Regional			Removal and lighting of obstructions for establishment of vertically guided instrument approach. Includes obstruction lighting for transmission line. (includes Project Request Numbers 3188)

3. User can also perform 'Find SPOT ID' inside this table by entering SPOT ID in the **My Projects** **Find SPOT ID...** field. The searched record will be displayed and highlighted in blue.

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My Projects Find SPOT ID... Q

SPOTID	Mode	Project Category	Specific Improvement Type	Funded Category	Funded Status	TIP #	Route/Facility Name	From/Cross Street	To	Description
A130048	Aviation	Division Needs	105 - Land Acquisition - Runway Approach		N	-	BUY - Burlington-Alamance Regional			In follow up to the current 18B Runway 24 is survey, it will be necessary to acquire and c additional parcels/estments in the Runway approach to achieve the desired instrument approaches. (includes Project Request Number 2612)
A130049	Aviation	Division Needs	1225 - Clearing / Grading / Drainage / Paving /Marking / Edge Lighting / Signage		N	-	BUY - Burlington-Alamance Regional			The existing terminal apron does not meet demand for imminent aircraft parking. (includes Project Request Numbers: 3185)
A130050	Aviation	Division Needs	1340 - Corporate and T-hanger Taxiways		N	-	BUY - Burlington-Alamance Regional			The airport has a need for constructing han access taxiways to build additional corporate hangars and hangers. New access to awa expanded corporate hanger area. As the area expands it will be necessary to reroute access road to (safe) and adequate to serve tenants. (includes Project Request Number 2657/2660/2661)
A130051	Aviation	Division Needs	1705 - Install MALSR / MALSR (for precision runway only)		N	-	BUY - Burlington-Alamance Regional			Installation of MALSR (Medium Intensity Approach Lighting System) with Runway alignment lights to enhance the LS (Instrument Landing System) and GPS (Global Positioning Satellite) approaches. (includes Project Request Number 2650)
A130052	Aviation	Division Needs	205 - Land Acquisition - Runway Safety Area (RSA)		N	-	BUY - Burlington-Alamance Regional			Acquire property to allow relocation of Runway safety area outside of C-I Runway C Free Area. (includes Project Request Number 3194)
A130053	Aviation	Division Needs	3000 - Other		N	-	BUY - Burlington-Alamance Regional			This project provides expanded capacity to airport landing facility. (includes Project Request Numbers: 2856)
A130054	Aviation	Division Needs	3000 - Other		N	-	BUY - Burlington-Alamance Regional			Removal and lighting of obstructions for establishment of vertically guided instrument approach. Include obstruction lighting for transmission line. (includes Project Request Numbers: 3186)

Filter ▾

4. User clicks on the minimize table button  to get the previous view of the grid.

3.2.5 Local Input Points

The button allows the user to assign points to the project.

This functionality is available for MPO, RPO and Division users. This option will not be available for SPOT and Mode users. This step is optional and not performed while creating a project.

When the user clicks on 'Local Input Points', the system performs the following:

1. Checks for the 'Regional Local Points', 'Division Local Input' lockdowns and the 'Funded Status' flag to determine whether the user can enter input points and for which projects they can enter points.
 2. If the funded status is 'YES' then partner users (MPO, RPO and Division) are not allowed to enter local input points for that project. The 'Regional Impact Local Input Points' and 'Division Needs Local Input Points' columns are disabled for those projects.
 3. If the funded status is 'NO' then partner users (MPO, RPO and Division) are allowed to enter local input points for any project that they have created or that crosses their area's boundaries.
 4. In the situation, where a project crosses four or more different boundaries, only the three with the highest percentage of the project within their area will be able to enter local input points for that project.
- This means that potentially the user creating a project will not be able to enter local input points because there are three other regions containing more of the project than their own.
- For each project, the maximum number of points a user can assign,
- Should be less than or equal to the maximum area points that are determined by the MPO/RPO % or Division %.
 - No more than 100 points, if the project is wholly in one area.
- If the user enters more than the maximum points allowed,
- The system will not accept the input and will give the user an error message.

- Also, the user cannot enter any points that would exceed the maximum for that Division or MPO/RPO.

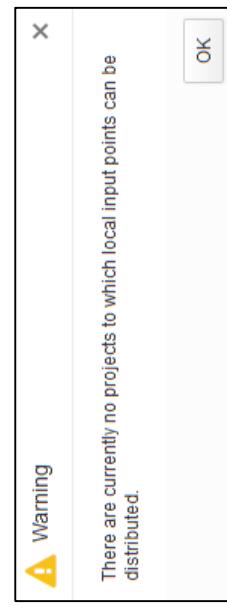
For Example: If the project has a maximum of 80 points, but overall there are only 45 points remaining, then only 45 can be added for this particular project.

This will show only the list of projects to which local input points are distributed.

The screenshot shows a user interface for distributing local input points. At the top, a summary bar indicates the total available points (1400), the remaining points (1249), and the division needs (1250). Below this, there are two tables: one for 'Regional Impact' and one for 'Division Needs'. Both tables have columns for 'Project Category', 'Available Local Input Points', and 'Regional Impact Local Input Points'. The 'Regional Impact' table has two rows: 'Construct' (Impact: 100, Points: 51) and 'Upgrade' (Impact: 100, Points: 100). The 'Division Needs' table has one row: 'State Street' (Impact: 100, Points: 100). At the bottom right are 'Submit' and 'Cancel' buttons.

SPOTID	Mode	TIP #	From/Cross Street	To	Description	Project Category	Available Local Input Points	Regional Impact Local Input Points	Max. 1400	Remaining 1249	Division Needs 1250
H130781	Highway	1232	Street 1	Street 2	Construct	Regional Impact	100	51			
E130784	Bicycle & Pedestrian		Alabama Street	State Street	Upgrade	Division Needs	100	100			

In case, if there are no projects for local input points, the system shows a warning message such as below.



4.0 Creating a Project in SPOT Online Application

4.1 Highway Mode

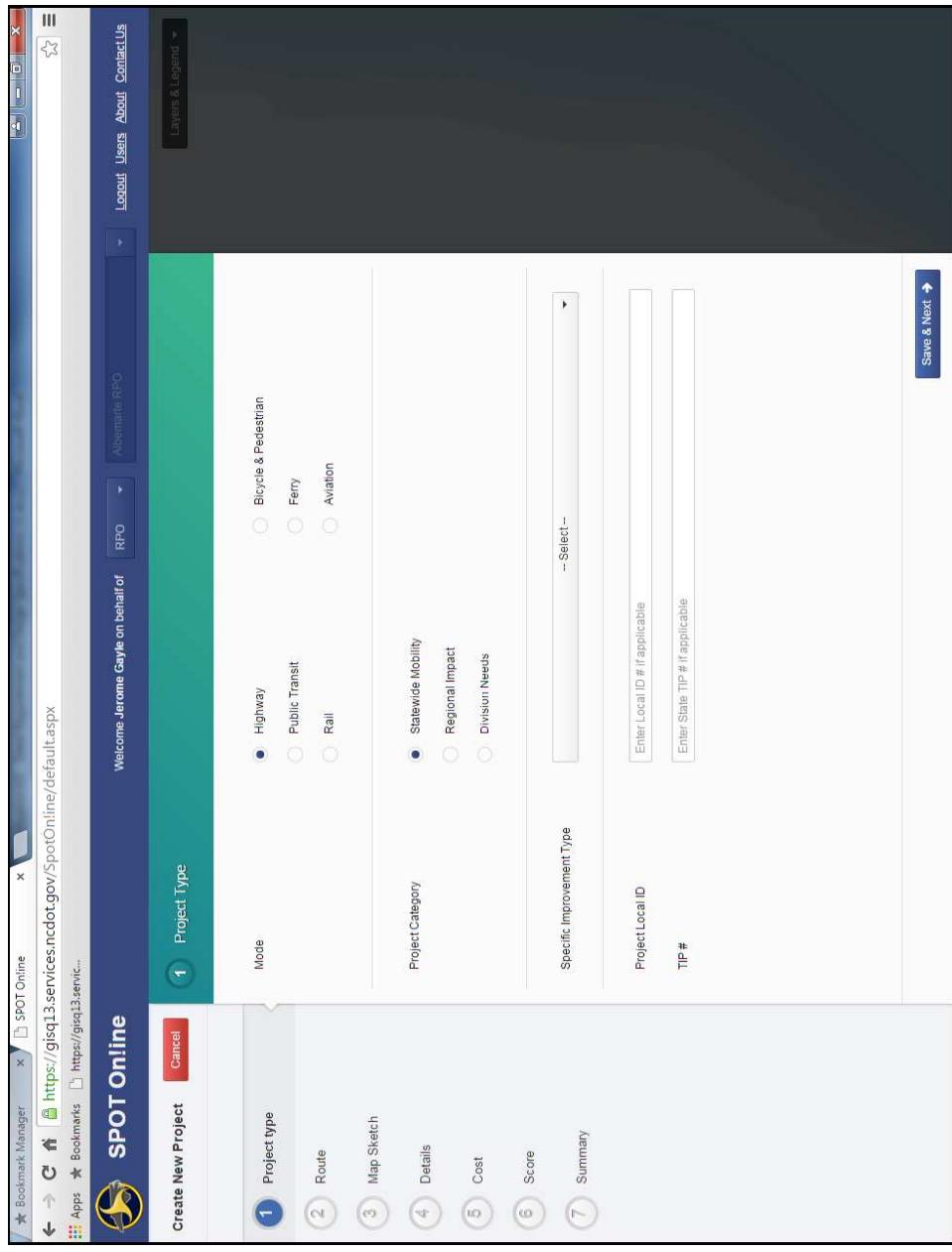
This section provides details on how to create a 'Highway' project. The user clicks on the 'Create New +' button and interactive map are replaced by a project creation wizard. The wizard has seven steps as listed below:

1. Project Type
2. Route
3. Map Sketch
4. Details
5. Cost
6. Score
7. Summary

This wizard allows the user to create each step in sequence. The user can navigate to any step in the middle of the project and make the necessary edits and then save at each step of the project. It also provides the ability to save the project in between workflows for later use.

4.1.1 Project Type

- After clicking on the 'Create New' button, the system opens the 'Project Type' dialog menu and the map area is greyed out. The 'Highway' mode is selected by default and 'Statewide Mobility' by default for the Project category.



- The system displays the project grid on the left showing seven sequential steps to be performed for creating a project.

- b. A 'Cancel' button  is displayed allowing the user to cancel the project at any stage. This selection will prompt the user to save or delete the project being created if the user is on the 'Route', 'Map Sketch', 'Details', 'Cost', 'Score', 'Summary' screen. If on the 'Project Type' screen the user is not prompted to do anything and nothing is saved as the SPOT ID is not generated on this page.
- c. A 'Save & Next' button  is displayed allowing the user to continue to the next steps in the creation of a project once the mandatory requirements are met.

2. In the Project Type dialog window, the user performs the following steps:

The screenshot shows a modal dialog box titled "Project Type".

Mode:

- Highway
- Public Transit
- Rail
- Ferry
- Aviation
- Bicycle & Pedestrian

Project Category:

- Statewide Mobility
- Regional Impact
- Division Needs

Specific Improvement Type:

→ Select →

Project Local ID:
Enter Local ID # if applicable

TIP #:
Enter State TIP # if applicable

- a. Leave the default selection unchanged for 'Highway' in the project type 'Mode' menu.

Mode	<input checked="" type="radio"/> Highway	<input type="radio"/> Bicycle & Pedestrian
	<input type="radio"/> Public Transit	<input type="radio"/> Ferry
	<input type="radio"/> Rail	<input type="radio"/> Aviation

- b. Leave the default selection unchanged for 'Statewide Mobility' for 'Project Category'.

Project Category	<input checked="" type="radio"/> Statewide Mobility
	<input type="radio"/> Regional Impact
	<input type="radio"/> Division Needs

- c. Select any value from the 'Specific Improvement Type' drop down as shown below.

The screenshot shows a dropdown menu with the following options:

- 1 - Widen Existing Roadway
- 2 - Upgrade Arterial to Freeway/Expressway
- 3 - Upgrade Expressway to Freeway
- 4 - Upgrade Arterial to Superstreet
- 5 - Construct Roadway on New Location
- 6 - Widen Existing Roadway and Construct Part on New Location
- 7 - Upgrade At-grade Intersection to Interchange or Grade Separation
- 8 - Improve Interchange
- 9 - Convert Grade Separation to Interchange
- 10 - Improve Intersection
- 11 - Access Management
- 12 - Ramp Metering
- 13 - Citywide Signal System
- 14 - Closed Loop Signal System
- 15 - Install Cameras and DMS
- 16 - Modernize Roadway
- 17 - Upgrade Freeway to Interstate Standards

- d. The user enters the Local IDs associated with projects from Comprehensive or Long Range Transportation Plans in the 'Project Local ID' the text box.

The screenshot shows a form with the following fields:

- Project Local ID:
- Enter Local ID # if applicable:
- Save & Next:
- Enter State TIP # if applicable:

- e. The user enters the 'TIP #' in the text box and clicks on the 'Save & Next' button.

4.1.2 Route

1. A 'Route' dialog page displays as a second page in the project. The first step of the project is shown with a green check mark beside it, indicating the step is completed in the wizard. This wizard then highlights the 'Route' page blue.

Project type

Route

From/Cross Street

To

Project Description

Supporting Documents

Map Sketch

Details

Cost

Score

Summary

Save & Next →

Previous ←

2. At this point, the user verifies the following changes in the application:
 - a. A new SPOT ID will be generated for the project displaying on the top of the UI with the improvement type selected beside it.

Spot Id	Improvement Type
H140517	1 - Widen Existing Roadway

Note: The spot id is generated based on the format @#####-@@ and is derived from the details mentioned in the below table.

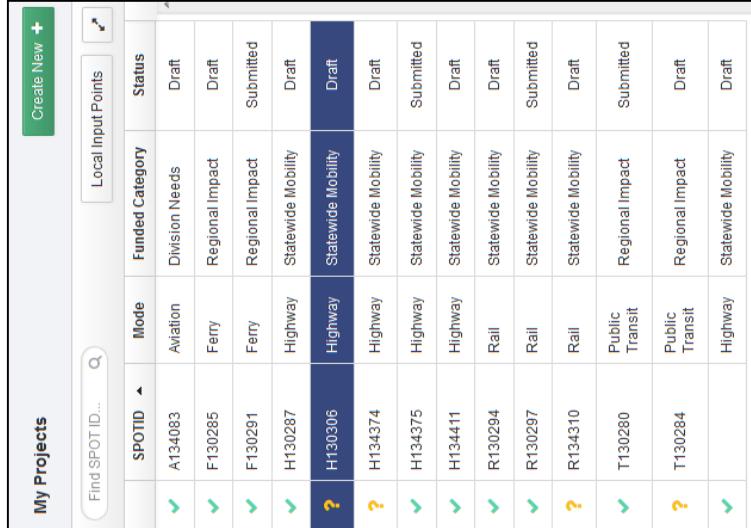
Item	Description
@	Mode designator (A=Aviation, B=Bike/Ped, F=Ferry, H=Highway, T=Public Transit, R=Rail)
##	Last two digits of the year (e.g., 12, 13...)
#####	1-9999, this is a sequential number. ##### will be set to zeroes on January 1 of each year.
@@	This item is optional. It is a sequential segment ID. Segment ID's are used to identify various segments of a single project. The segment processing is provided by the NCDOT created Admin application.

- b. A previous button appears at the bottom left of the Route page.



The user can click on the 'Previous' button if they wish to change the selection made a previous page of the project. For any edits made on a previous page, changes will be applied only after clicking on the 'Save & Next' button.

- c. In this page, if the user wants to cancel the project by clicking on the 'Cancel' button, the pop-up window is displayed asking for confirmation to save or delete the project.
 - The user clicks on the 'Save' button and the project gets saved and displayed in project grid. A yellow '?' appears next to the project indicating the project is partially completed.



The screenshot shows a table titled 'My Projects' with columns: SPOT ID, Mode, Funded Category, and Status. There are 12 rows of data. The last row, H130306, has a question mark icon in the Mode column and is highlighted with a dark blue background. The 'Status' column for this row shows 'Draft'. Other rows have various modes like Aviation, Ferry, Highway, Rail, and Public Transit, and statuses like Draft, Submitted, or Regional Impact.

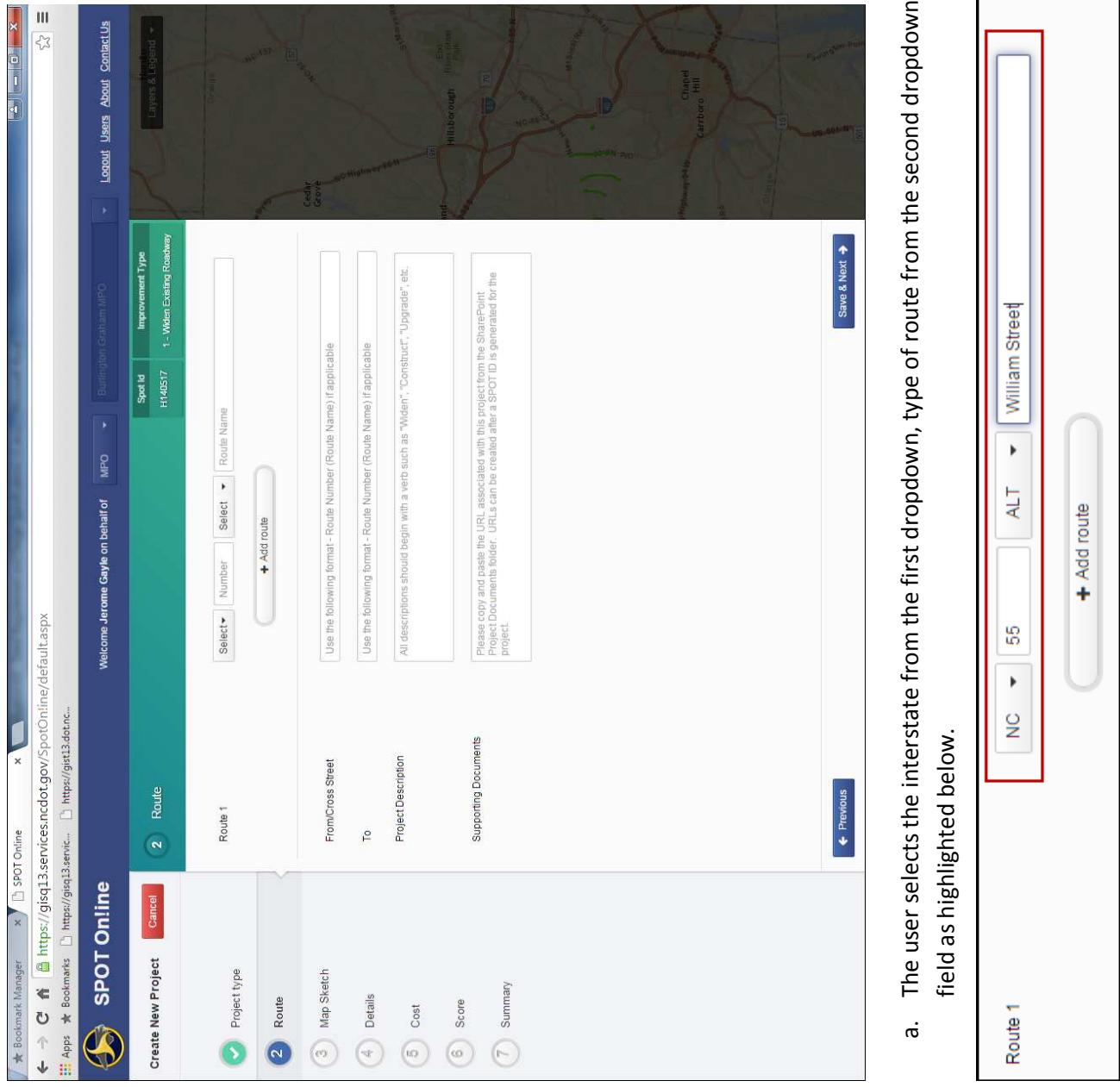
My Projects			
SPOT ID	Mode	Funded Category	Status
A134083	Aviation	Division Needs	Draft
F130285	Ferry	Regional Impact	Draft
F130291	Ferry	Regional Impact	Submitted
H130287	Highway	Statewide Mobility	Draft
H130306	Highway	Statewide Mobility	Draft
?	Highway	Statewide Mobility	Draft
?	Highway	Statewide Mobility	Submitted
H134375	Highway	Statewide Mobility	Draft
H134411	Highway	Statewide Mobility	Draft
R130294	Rail	Statewide Mobility	Draft
R130297	Rail	Statewide Mobility	Submitted
R134310	Rail	Statewide Mobility	Draft
T130280	Public Transit	Regional Impact	Submitted
?	Public Transit	Regional Impact	Draft
	Highway	Statewide Mobility	Draft

- The user can continue this project any time after saving (see image below).
- The user may click on the 'Delete' button if they wish to delete the project (see image below).
- The user clicks on the 'Cancel' button if they want to continue with the workflow (see image below).



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3. On the 'Route' page, the user performs the following steps:



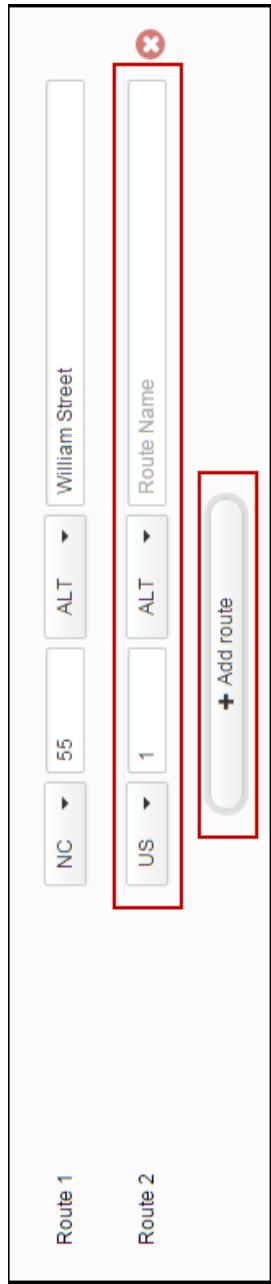
The screenshot shows the SPOT Online application interface for creating a new route. At the top, there's a header with 'SPOT Online' and a 'Logout' button. Below the header is a map of a rural area with roads and landmarks like 'Highway 40', 'Carroo Hill', and 'Hillborough'. A green circle highlights a specific location on the map. The main form is titled 'Route 1' and contains the following fields:

- Project type:** A dropdown menu currently set to 'Route'.
- From/Cross Street:** A dropdown menu currently set to 'Cross Street'.
- To:** A dropdown menu currently set to 'To'.
- Map Sketch:** A circular button.
- Details:** A circular button.
- Cost:** A circular button.
- Score:** A circular button.
- Summary:** A circular button.
- Supporting Documents:** A section with a note: 'Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.'
- Route Id:** A dropdown menu currently set to 'H40S7'.
- Improvement Type:** A dropdown menu currently set to '1 - Widen Existing Roadway'.
- Number:** A dropdown menu.
- Route Name:** An input field.
- + Add route:** A button.
- Save & Next:** A button at the bottom right.

A red box highlights the 'Route Id' dropdown menu, and a green box highlights the 'Route Name' input field. To the right, a separate window shows the 'Route 1' summary with the 'Route Id' field also highlighted by a red box.

- a. The user selects the interstate from the first dropdown, type of route from the second dropdown and enters a 'Route Name' in the text field as highlighted below.

Note: User may also enter another route or multiple routes by clicking on 'Add route' button. Another row is created below the previous row. The user can click on the red 'x' mark  located next to the 'Route 2' field to dismiss the entry.



Route	State	Route Number	Route Type	Route Name
Route 1	NC	55	ALT	William Street
Route 2	US	1	ALT	X

+ Add route

- b. The user enters any desired route value and name in the 'From/Cross Street' text field in the format mentioned inside the text box.

For example: NC 86 Near Pleasant Grove



From/Cross Street

Use the following format - Route Number(Route Name) if applicable

- c. The user enters any desired route value in 'To' field in the format mentioned inside the text box.

For example: SR 1159 (Thee Hester Road) in Person County

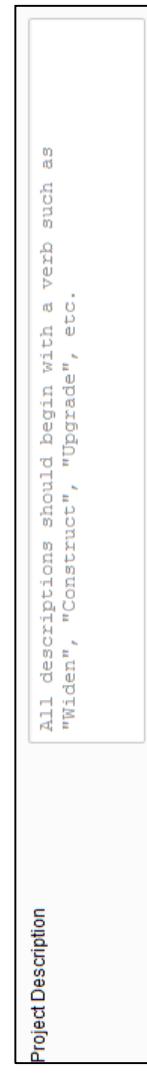


To

Use the following format - Route Number(Route Name) if applicable

- d. The user enters the 'Project Description' in the text box. This is a mandatory field and is the only on the 'Route' page.

For example: Widen to Multi-Lanes



Project Description

All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.

- e. The user enters optional links to supporting documents in the 'Supporting Documents' text box.

Supporting documents can be problem statements, purpose and need statements, feasibility studies or other local studies, or other planning and/or design related information that help to better describe and justify the need for the project.

Note: System supports only links to the documents, not to be confused with attach documents.

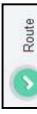


- f. The user clicks on the 'Save & Next' button.

The user may also click the 'Previous' button if they wish to return to the previous page and make edits.

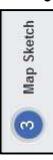
4.1.3 Map Sketch

- 1. The application displays the enabled map view showing the 'Map Sketch' menu at the bottom of the application.

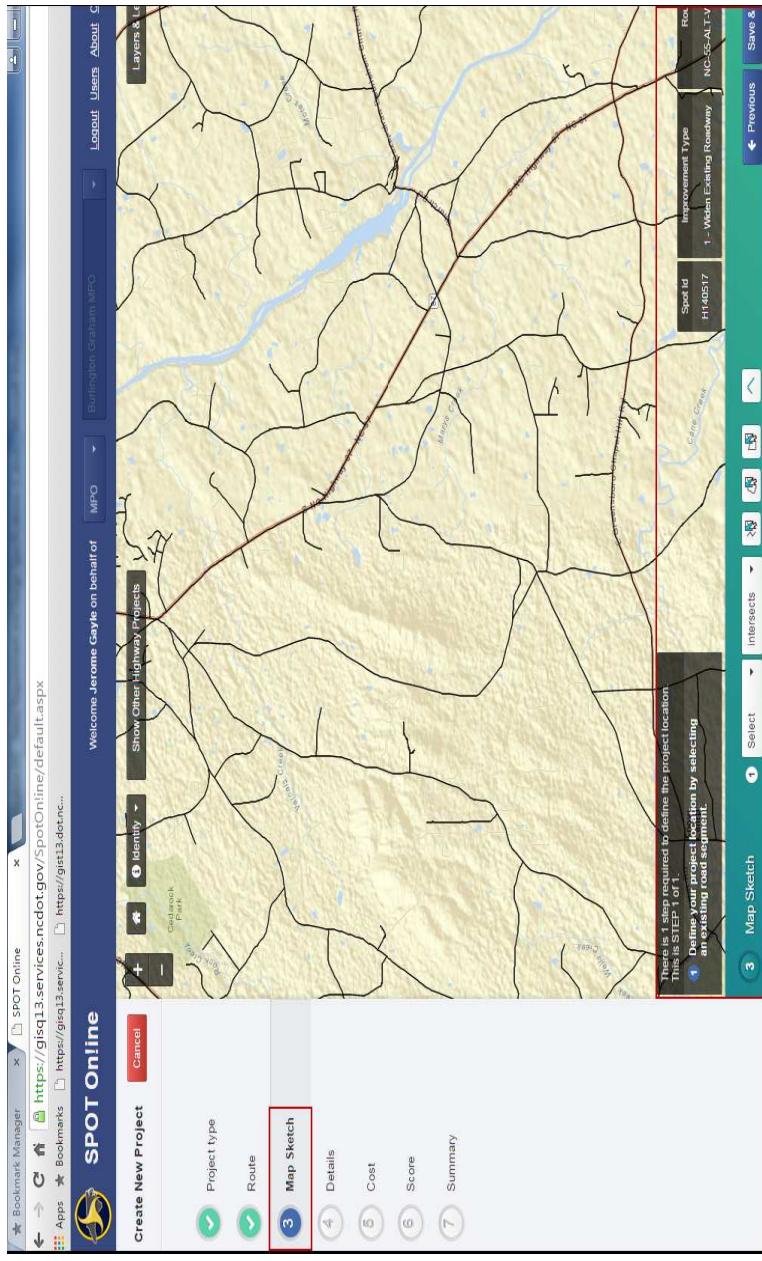


On the project grid, the 'Route' page is shown with a green check mark beside it.

This indicates that the route step is completed in the wizard and the 'Map sketch' is highlighted blue showing it as the current page in the wizard.



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2. The project information is updated in the bottom right corner of the map with the 'Route/Facility Name' which is selected in the 'Route' page of the project.

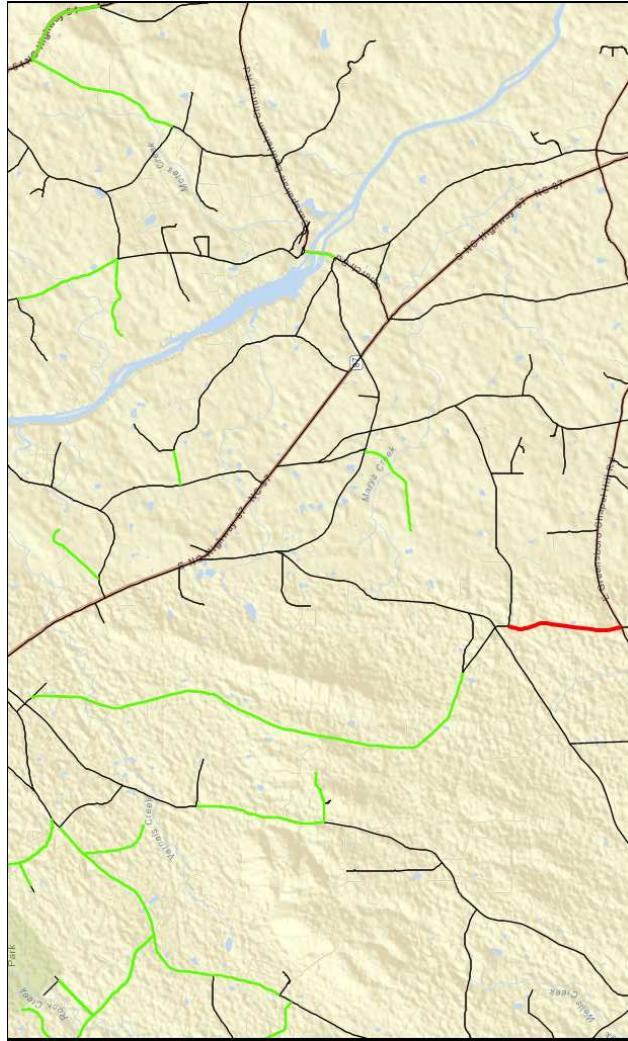


3. The 'Previous' and "Save & Next" buttons are both enabled. However if the 'Save & Next' button is clicked without selecting any features on the map a warning is displayed reminding the user to select a feature or features on the map. The user will be unable to proceed any further if the requirement is not met.



4. The user can perform an optional check by clicking on the 'Show Other Highway Projects' button located on the map sketch page to see all (draft/submitted/other) highway projects in that particular area on the map. A check mark appears after clicking this button and other highway projects are shown on the map. The user can toggle the button on/off to see the green color appearing/disappearing.

The locations/selections made for the currently working project are shown in a red and other projects are shown in green.



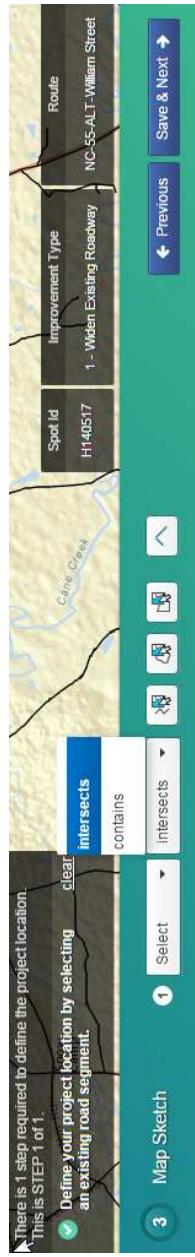
5. Different types of selection tools are displayed on the 'Map Sketch' menu allowing the user to select the location features by polygon, freehand, rectangle, intersection areas or split lines.

The map sketch menu allows the user to use single or multiple tools at a time.

Note: The below map sketch page is displayed for highway improvement types 1 to 4. For different improvement types, map sketch page menu is different as mentioned at the end of this section.

Intersects

This option allows the user to select only the intersecting road segments inside the area drawn by using polygon, free hand or rectangle tool.



Contains

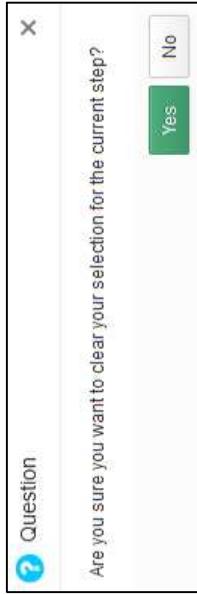
This option allows the user to select all the road segments inside the area drawn by using polygon, free hand or rectangle tool.



Either by selecting contains or intersects, user performs further below mentioned actions on this page.

Select using polygon

- a. The user clicks on 'select using polygon' tool to make a feature selection.
- b. 'Click to start drawing' [Click to start drawing](#) information is displayed next to the mouse pointer until the user starts drawing on the map.
- c. The user clicks on the desired location and draws a polygon on the map and double clicks to finish the sketch.
- d. All the routes that show under the polygon selection are highlighted on the map. The 'Save & Next' button is enabled at this point.



Select using freehand

- a. The user clicks on 'select using polygon' tool  to make a selection.
- b. The user clicks on the desired location and draws a freehand sketch on the map and double clicks to finish the sketch.
- c. All the routes that are within the polygon selection are highlighted on the map and the 'Save & Next' button is enabled at this point.
- d. If required, the user may have to zoom in to the map to verify if the desired segments are selected.

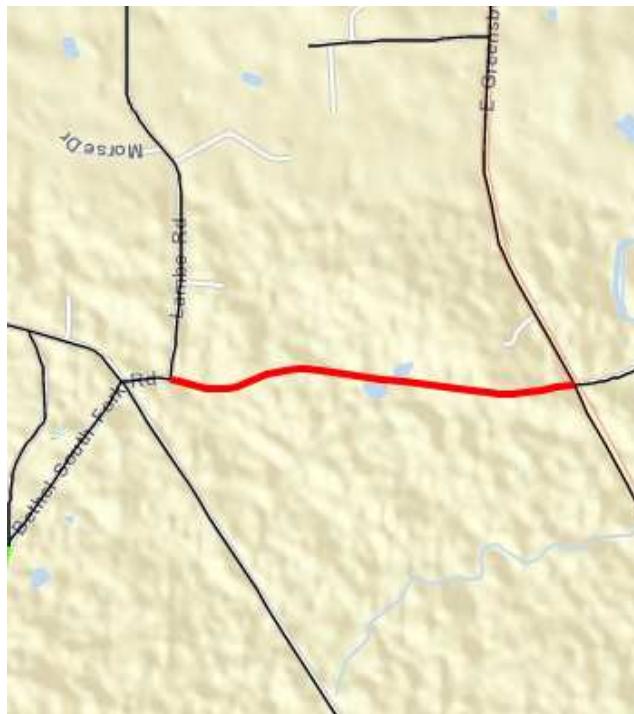
Select using Rectangle

- a. The user clicks on 'select using polygon' tool  to make a selection.
- b. The user clicks on the desired location and drags their mouse on the map to form a rectangular area.

- c. All the routes within the rectangular selection are highlighted on the map and may navigate forward by clicking the 'Save & Next' button

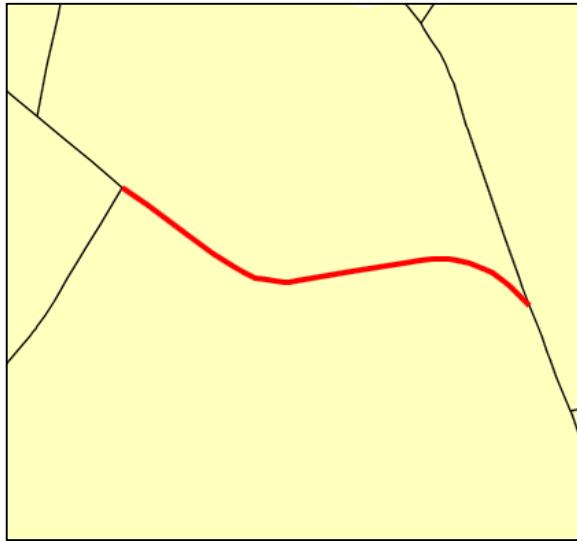
Save & Next ➔

- d. If required, the user may have to zoom in to the map to verify if the desired segments are selected.



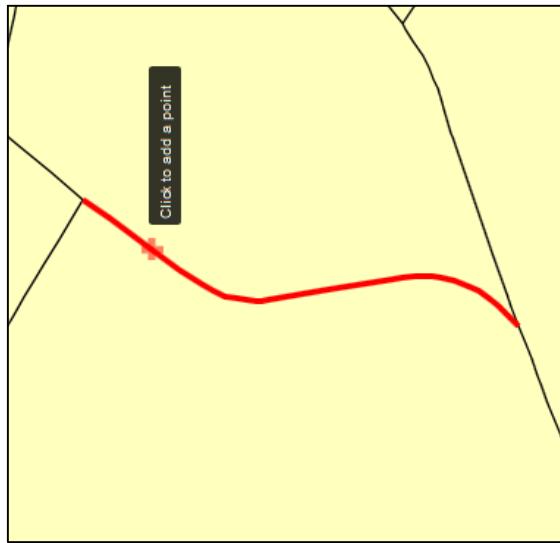
Split a line

- a. The user zooms in the map to the desired area and selects a route by using any of the select tools (polygon, free sketch, or rectangle) to begin the split operation.
- i. The selected route is highlighted in red indicating that the line can now be split using the split tool.

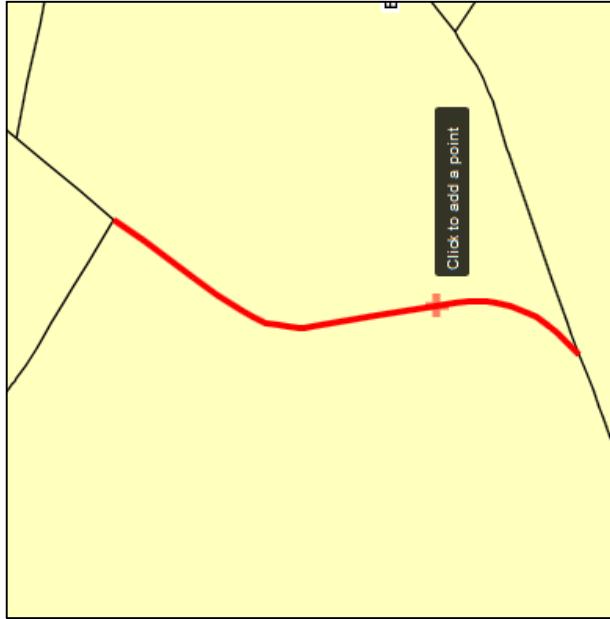


- ii. Using the split tool, select a start point as shown below in the screenshot.

Note: After clicking on the point, no further indication is shown as point added.



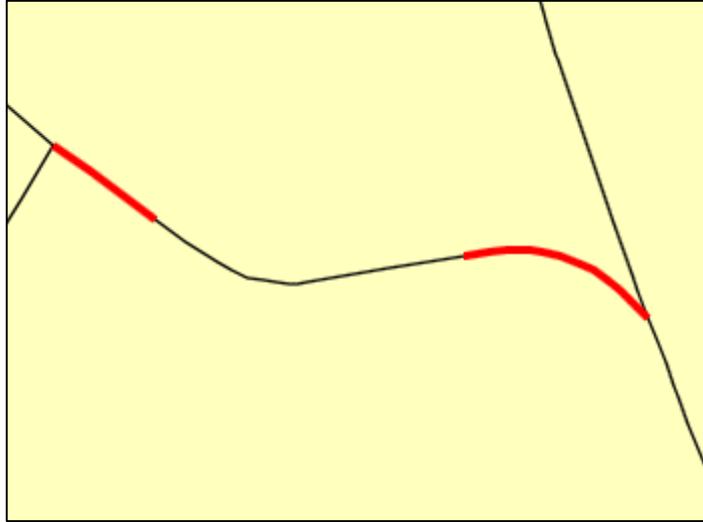
- iii. The user clicks on the split tool again and selects the end point on the highlighted route to be split.



Note: After clicking on the point, no further indication is shown as point added.

- iv. To see the changes to the selected route, select 'unselect' from the map sketch menu. After selecting 'unselect' use the rectangle tool to select the area where the two points were made for splitting. Note the two points will not be visible therefore a keen observation is required to note where they were placed.

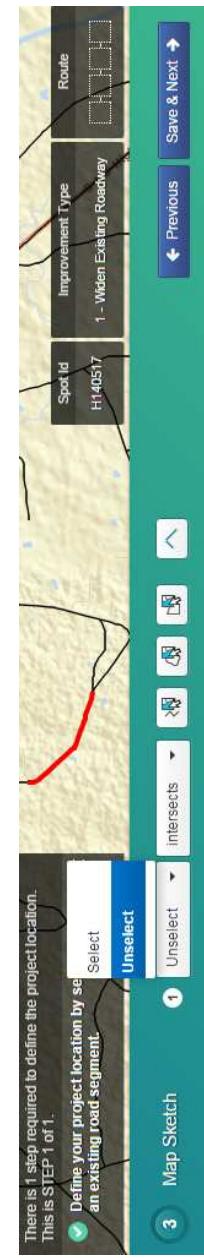
- v. After using the rectangle tool to select the area between the two points the split is displayed as shown below.



Deselect using Unselect

The map sketch menu also provides tool to deselect the features in the same way as they are selected.

- a. The user can deselect the selected segments by using 'Unselect' option in the dropdown.



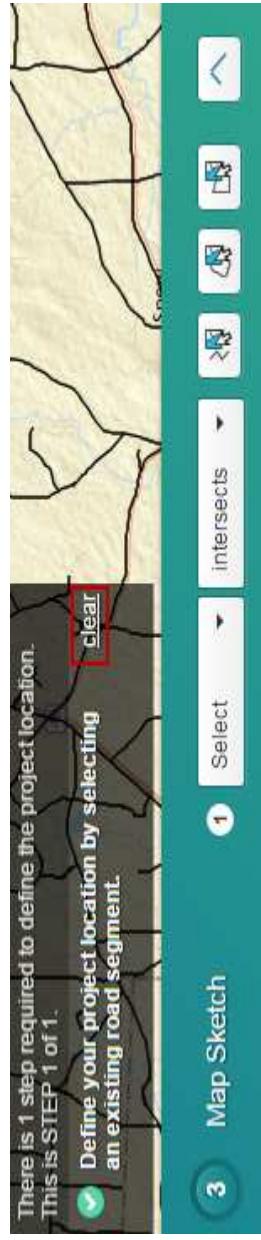
- b. With Unselect option, use any one of the tool to select the feature that needs to be

unselected. The feature gets unselected.

Note: All the tools work in the same way as used to select features. Only the mode to select or unselect is switched.

Clear Selection

This will allow the user to clear the selections made at each step of a map sketch page.



For improvement types 1 to 4, only one step is present for map sketch page. In order to determine this functionality clearly, please perform clear selection for the improvement types having multiple steps in a map sketch page. Please refer other improvement types outlined at the end of this section.

The user may click on 'Clear' hyperlink to clear the selections made at step 1. Note the 'Clear' hyperlink is only visible after a selection is made on the map

- a. 'Question' window is opened asking for confirmation on clearing the selection.
 - b. If the user clicks on the 'No' button, a dialog window is dismissed allowing the user to continue in the application with the selections already made.
 - c. If the user clicks on the 'Yes' button, the selection performed on the map is cleared allowing the user to make a selection again.
- For Example: If the map sketch has multiple steps 1 & 2 and if the user already made selection on step 1 and step 2 and wants to clear the selections made under step 1 then user clicks on the step 1 hyperlink to go into the step and clicks on clear hyperlink present in that step to clear all the selections from that step. This functionality can be determined with improvement type 5 and 6 for better understanding.



The user can perform any of the above options on the 'Map Sketch' menu and clicks on the 'Save & Next' button to continue to the next page.

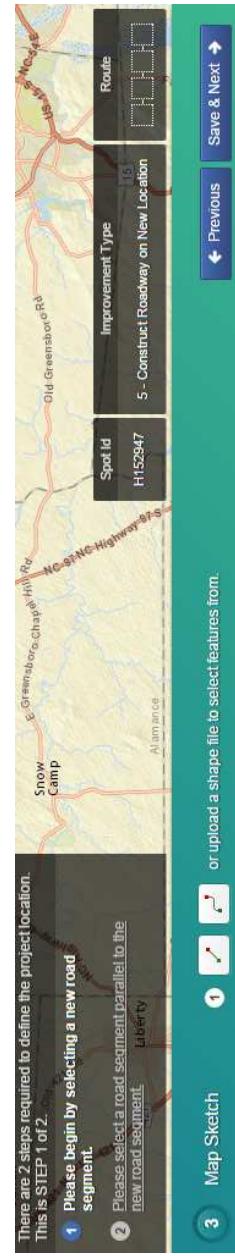
A processing bar appears as the system calculates the project GIS map data (GP1). Please wait until processing is complete. You will then be navigated to the Details page.

Map Sketch menu based on Improvement Types (Highway)

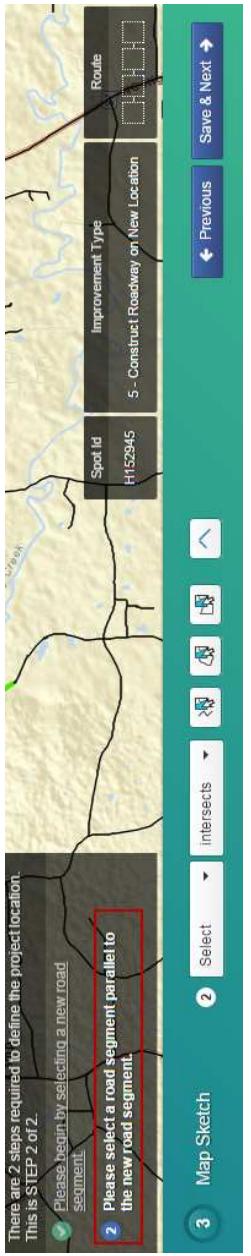
At step 3 of any highway project, a user may experience a different 'map sketch page' with different selections of improvement types as discussed below.

For Improvement type 5: 'Map Sketch' page is displayed in the application as shown below.

1. The user can upload a shape file from layers tab before creating a project for this improvement type. Please refer **section 3.1.5** for more details on how to upload a shape file.



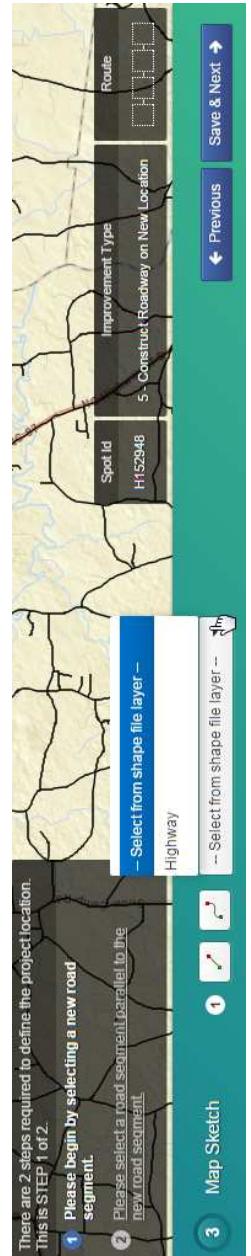
If the user clicks on step 2 hyperlink as highlighted below in the screenshot, page 2 is displayed.



If the selection is made, then 'clear' hyperlink is displayed next each individual step.



2. After adding shape file, select the shape file from the dropdown and draw new road segments on the map.



For improvement type 6, the 'Map Sketch' menu is displayed in the application as shown below.



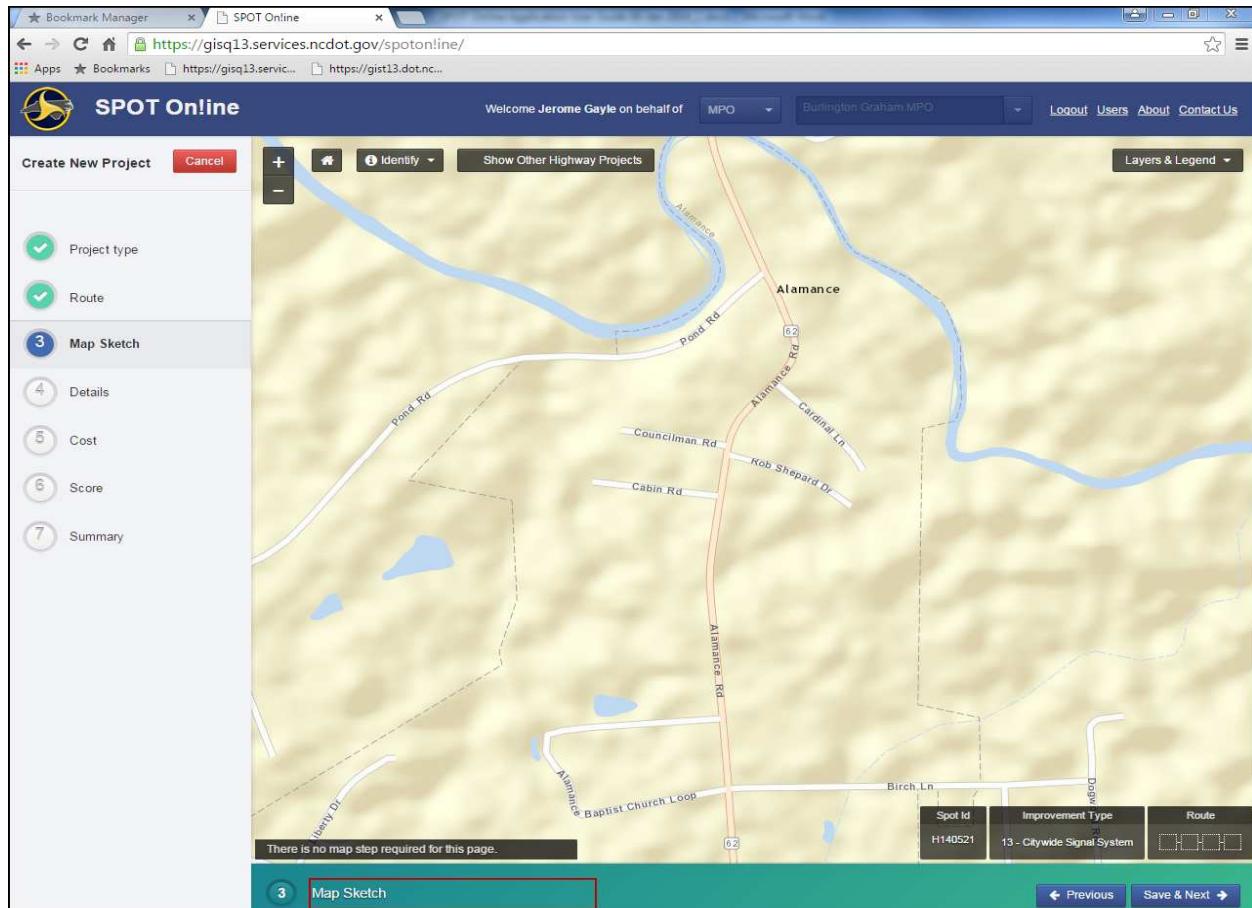
For improvement type 7, the 'Map Sketch' menu is shown below.



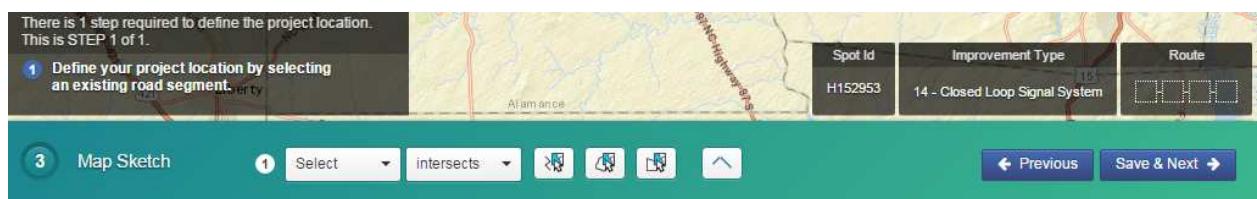
For improvement type 11, the 'Map Sketch' page in the application is displayed as shown below.



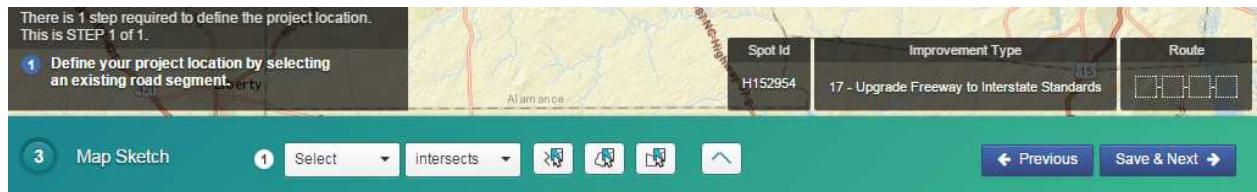
For improvement type 13, the 'Map Sketch' page is shown below. Here the user clicks on the 'Save & Next' button without any selection because there are no map steps to be completed on this page. This is indicated by the absence of the map sketch tools shown in the highlighted area below.



For improvement types 14, 15 & 16, the 'Map Sketch' is displayed in the application as shown below.



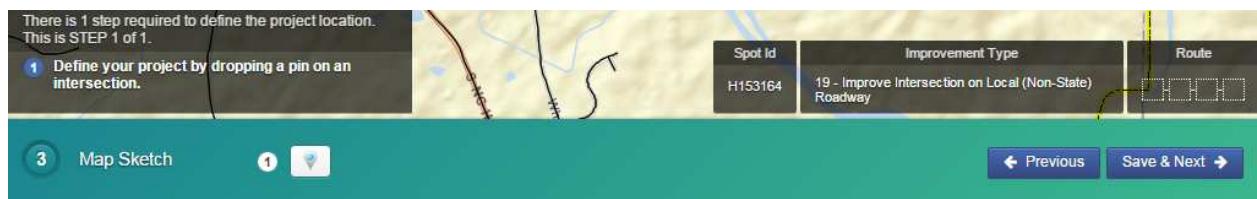
For improvement type 17, the 'Map Sketch' page is shown below.



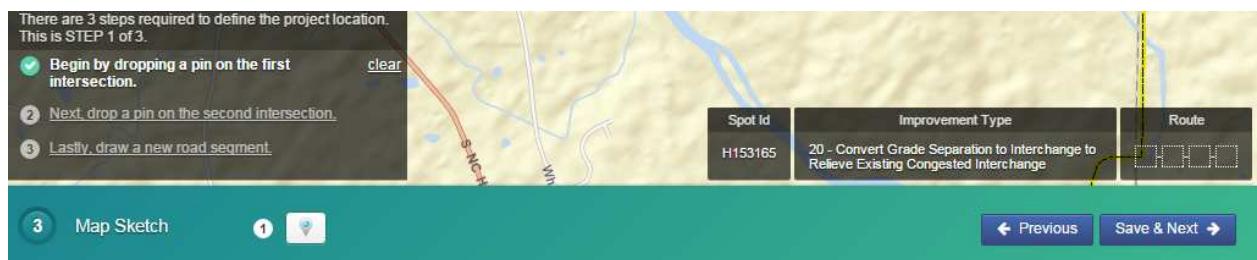
For improvement type 18, the 'Map Sketch' page is shown below.



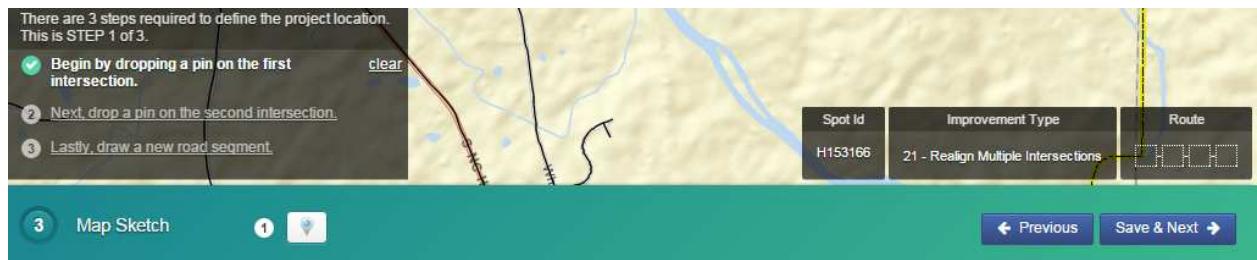
For improvement type 19, the 'Map Sketch' page is shown below.



For improvement type 20, the 'Map Sketch' page is shown below.



For improvement type 21, the 'Map Sketch' page is shown below.



For improvement type 22, the 'Map Sketch' page is shown below.

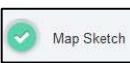


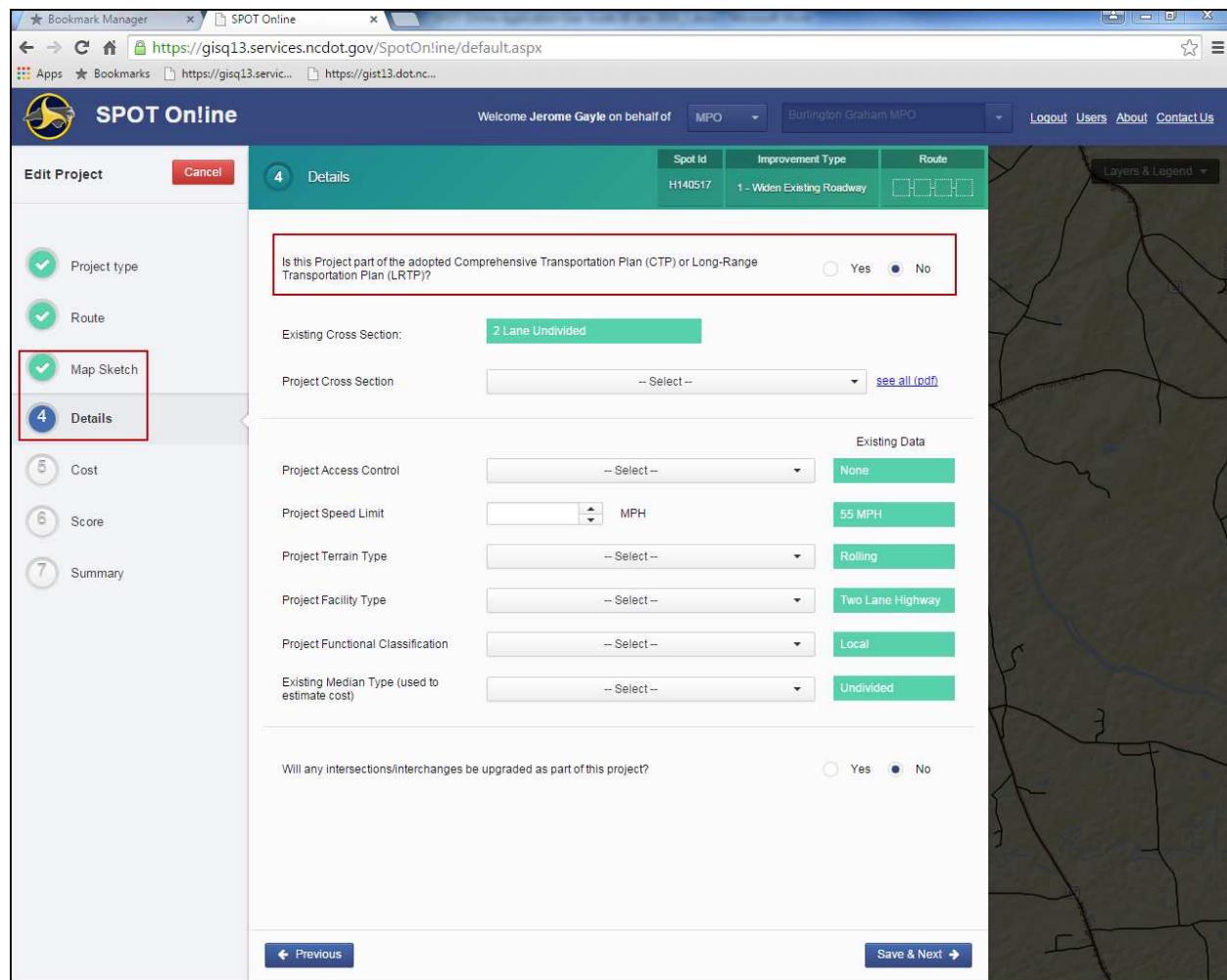
For improvement type 23, the 'Map Sketch' page is shown below.



4.1.4 Details

1. The 'Details' page is displayed, allowing the user to enter the cross section details of the route.

2. The 'Details' page is shown as the current page highlighted in blue,  and the previous step with a check mark as completed. 
- a. With 'NO' as the default selection in the highlighted image field below, the name & year of the plan fields is not visible as shown in the screenshot.



The screenshot shows the SPOT Online application interface. The top navigation bar includes 'Bookmark Manager', 'SPOT Online', and a URL 'https://gisq13.services.ncdot.gov/SpotOnline/default.aspx'. The main menu has options like 'Logout', 'Users', 'About', and 'Contact Us'. On the left, a sidebar lists steps: 'Edit Project' (Cancel), 'Project type' (checkmark), 'Route' (checkmark), 'Map Sketch' (highlighted with a red box and checkmark), 'Details' (highlighted with a red box and checkmark), 'Cost' (radio button), 'Score' (radio button), and 'Summary' (radio button). The central 'Details' page header shows 'Spot Id: H140517', 'Improvement Type: 1 - Widen Existing Roadway', and 'Route' with a map icon. Below this, a question 'Is this Project part of the adopted Comprehensive Transportation Plan (CTP) or Long-Range Transportation Plan (LRTP)?' has 'No' selected. The 'Existing Cross Section' is '2 Lane Undivided'. A dropdown 'Project Cross Section' is set to 'Select'. Other fields include 'Project Access Control' (None), 'Project Speed Limit' (55 MPH), 'Project Terrain Type' (Rolling), 'Project Facility Type' (Two Lane Highway), 'Project Functional Classification' (Local), and 'Existing Median Type' (Undivided). At the bottom, a question 'Will any intersections/interchanges be upgraded as part of this project?' has 'No' selected. Navigation buttons 'Previous' and 'Save & Next' are at the bottom.

- b. If the first field as is selected as 'Yes' then name and year of the plan fields are populated as highlighted in the screenshot.

The screenshot shows the SPOT On!ne application interface. At the top, there's a header bar with the URL <https://gisq13.services.ncdot.gov/spotonline/>. Below the header, the main window has a title 'SPOT On!ne' and a sub-header 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO'. A sidebar on the left lists steps: 'Edit Project' (highlighted), 'Cancel', 'Project type' (checked), 'Route' (checked), 'Map Sketch' (checked), '4 Details' (highlighted), 'Cost', 'Score', and 'Summary'. The 'Details' section contains the following fields:

Spot Id	Improvement Type	Route
H140517	1 - Widen Existing Roadway	<input checked="" type="checkbox"/> <input type="checkbox"/>

Below this, there's a question: 'Is this Project part of the adopted Comprehensive Transportation Plan (CTP) or Long-Range Transportation Plan (LRTP)?' with 'Yes' selected. A red box highlights the 'Name of the Plan' input field and the 'Year the plan was adopted' dropdown set to '2015'. Other fields in this section include 'Existing Cross Section: 2 Lane Undivided', 'Project Cross Section: -- Select -- (with a link to 'see all (pdf)'), and several dropdowns for 'Project Access Control' (None), 'Project Speed Limit' (55 MPH), 'Project Terrain Type' (Rolling), 'Project Facility Type' (Two Lane Highway), 'Project Functional Classification' (Local), and 'Existing Median Type (used to estimate cost)' (Undivided). At the bottom of the 'Details' section, there's a question 'Will any intersections/interchanges be upgraded as part of this project?' with 'No' selected. Navigation buttons at the bottom are 'Previous' and 'Save & Next'.

3. The user performs the following in the 'Details' page:
- The user selects the 'Yes' or 'No' radio button based on the requirement.

If the 'Yes' option selected, Name and Year of the plan fields are populated.

Name of the Plan	<input type="text"/>
Year the plan was adopted	<input type="text" value="2015"/> <input type="button" value="▲"/> <input type="button" value="▼"/>

If 'NO' option is selected,

Is this Project part of the adopted Comprehensive Transportation Plan (CTP) or Long-Range Transportation Plan (LRTP)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
---	---------------------------	-------------------------------------

- b. The user selects the 'Project Cross Section' value from the dropdown.

For example: *4C – 4 Lane Divided*.

'See all (pdf)' link will allow the user to see all the cross section details.

Project Cross Section	<input type="button" value="-- Select --"/>	see all (pdf)
-----------------------	---	-------------------------------

- c. The user can then select the data for rest of the parameters from the dropdowns. As a reference, the user looks to the existing data column on the right to view the current information about the road they selected in the map step.

Existing Data		
Project Access Control	<input type="button" value="-- Select --"/>	None
Project Speed Limit	<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/> MPH	55 MPH
Project Terrain Type	<input type="button" value="-- Select --"/>	Rolling
Project Facility Type	<input type="button" value="-- Select --"/>	Two Lane Highway
Project Functional Classification	<input type="button" value="-- Select --"/>	Local
Existing Median Type (used to estimate cost)	<input type="button" value="-- Select --"/>	Undivided

- d. The user can select the below option as 'Yes' or 'No' based on the requirement.

Will any existing Intersection/Interchanges be modified as part of the project?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
---	---------------------------	-------------------------------------

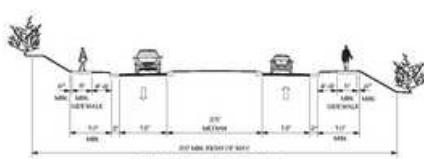
- a. If the user selects yes, then they will have to select values for the “Existing”, “Project” and enter the name of a cross street in the “Cross Street” field. This option is available for Highway SITS 1 – 6, 11, 16 and 17.

Intersection / Interchange			
#	Existing	Project	Cross Street
1	-- Select --		
+ Add new			

Note: If any value is selected from the 'Project cross section' dropdown, a small snapshot of the cross section is displayed below with a hyperlink called 'open image in a separate window'.

This option will allow the user to see the larger image in a separate window.

- b. If the user wish to select 'Yes' option for 'Will any intersection be upgraded as part of this project?' option, then the below page is displayed.

4 Details	Spot Id	Improvement Type	Route																					
	H152957	1 - Widen Existing Roadway	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																					
 open image in a separate window																								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 40%; text-align: center;">Existing Data</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>Project Access Control</td> <td style="text-align: center;">-- Select --</td> <td style="background-color: #0070C0; color: white; text-align: center;">None</td> </tr> <tr> <td>Project Speed Limit</td> <td style="text-align: center;">25 <input type="button" value="▲"/> <input type="button" value="▼"/> MPH</td> <td style="background-color: #0070C0; color: white; text-align: center;">55 MPH</td> </tr> <tr> <td>Project Terrain Type</td> <td style="text-align: center;">-- Select --</td> <td style="background-color: #0070C0; color: white; text-align: center;">Rolling</td> </tr> <tr> <td>Project Facility Type</td> <td style="text-align: center;">-- Select --</td> <td style="background-color: #0070C0; color: white; text-align: center;">Two Lane Highway</td> </tr> <tr> <td>Project Functional Classification</td> <td style="text-align: center;">-- Select --</td> <td style="background-color: #0070C0; color: white; text-align: center;">Local</td> </tr> <tr> <td>Existing Median Type (used to estimate cost)</td> <td style="text-align: center;">-- Select --</td> <td style="background-color: #0070C0; color: white; text-align: center;">Undivided</td> </tr> </tbody> </table>					Existing Data		Project Access Control	-- Select --	None	Project Speed Limit	25 <input type="button" value="▲"/> <input type="button" value="▼"/> MPH	55 MPH	Project Terrain Type	-- Select --	Rolling	Project Facility Type	-- Select --	Two Lane Highway	Project Functional Classification	-- Select --	Local	Existing Median Type (used to estimate cost)	-- Select --	Undivided
	Existing Data																							
Project Access Control	-- Select --	None																						
Project Speed Limit	25 <input type="button" value="▲"/> <input type="button" value="▼"/> MPH	55 MPH																						
Project Terrain Type	-- Select --	Rolling																						
Project Facility Type	-- Select --	Two Lane Highway																						
Project Functional Classification	-- Select --	Local																						
Existing Median Type (used to estimate cost)	-- Select --	Undivided																						
<p>Will any intersections/interchanges be upgraded as part of this project? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">#</th> <th style="width: 30%;">Existing</th> <th style="width: 30%;">Project</th> <th style="width: 30%;">Cross Street</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">-- Select --</td> <td style="text-align: center;">-- Select --</td> <td style="text-align: center;"><input type="button" value="Add new"/></td> </tr> </tbody> </table>				#	Existing	Project	Cross Street	1	-- Select --	-- Select --	<input type="button" value="Add new"/>													
#	Existing	Project	Cross Street																					
1	-- Select --	-- Select --	<input type="button" value="Add new"/>																					
<input type="button" value="Previous"/>			<input type="button" value="Save & Next"/>																					

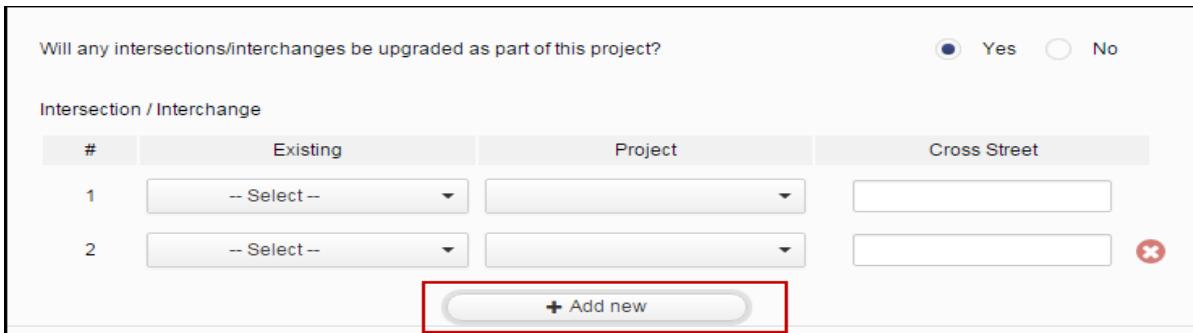
- c. User can add additional rows of the intersection/interchange details by clicking on 'Add new' button.

Will any intersections/interchanges be upgraded as part of this project? Yes No

Intersection / Interchange

#	Existing	Project	Cross Street
1	-- Select --		
2	-- Select --		

+ Add new



- d. If the user wish to select 'No' option for 'Will any intersection be upgraded as part of this project?' option, then intersection/interchange details are not displayed indicating as not required.

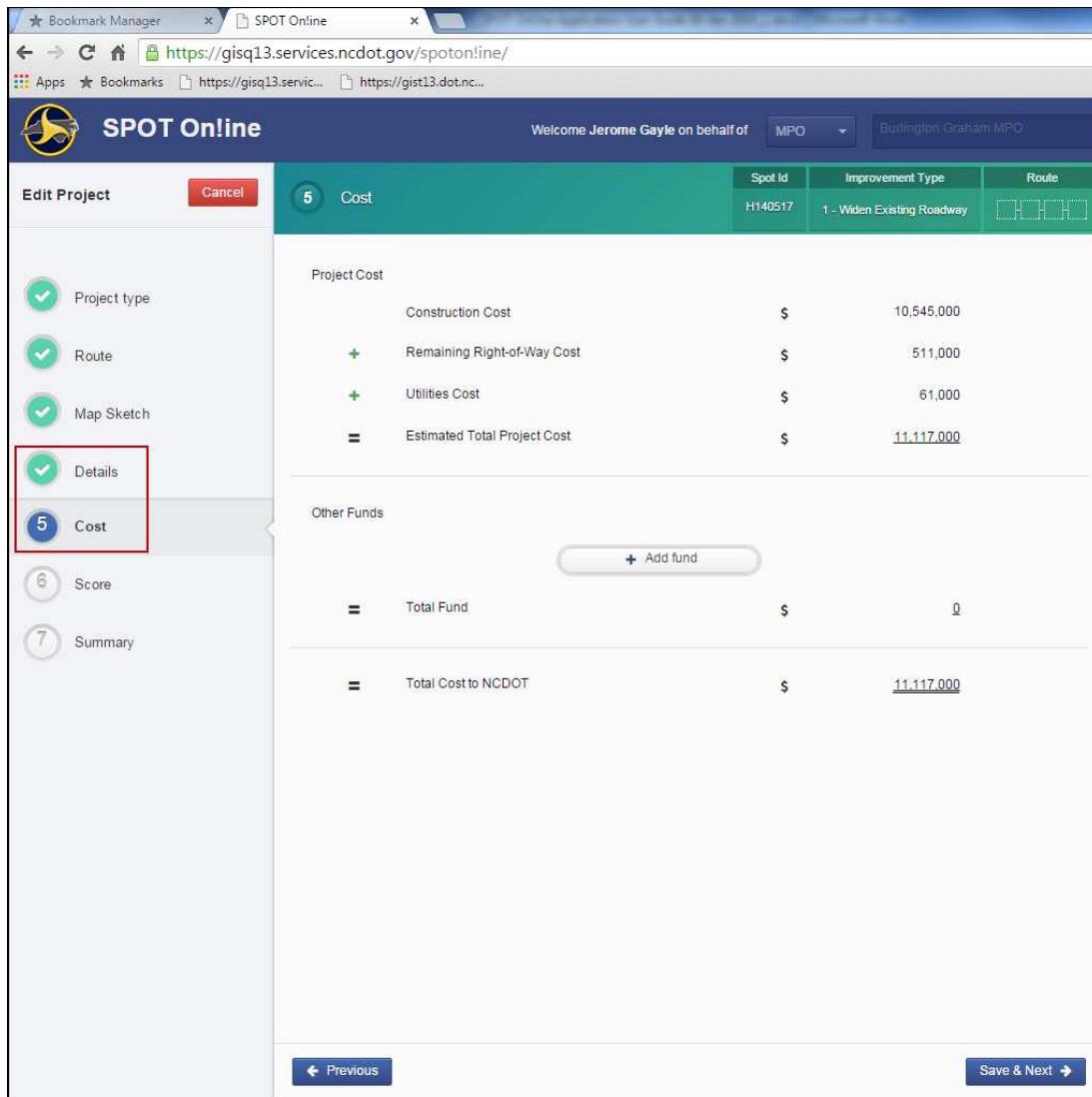
The screenshot shows the SPOT Online application interface. The top navigation bar includes 'Bookmark Manager', 'SPOT Online', and a URL 'https://gisq13.services.ncdot.gov/spotonline/'. The main header says 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO'. On the left, a sidebar lists steps: 'Edit Project' (with 'Cancel' button), 'Project type' (checked), 'Route' (checked), 'Map Sketch' (checked), '4 Details' (selected), 'Cost' (unchecked), 'Score' (unchecked), and 'Summary' (unchecked). The 'Details' section contains fields for 'Spot Id' (H140517), 'Improvement Type' (1 - Widen Existing Roadway), and 'Route' (checkboxes). Below these are sections for 'Existing Cross Section' (2 Lane Undivided), 'Project Cross Section' (dropdown with 'see all (pdf)'), 'Project Access Control' (dropdown with 'None'), 'Project Speed Limit' (55 MPH), 'Project Terrain Type' (Rolling), 'Project Facility Type' (Two Lane Highway), 'Project Functional Classification' (Local), and 'Existing Median Type (used to estimate cost)' (Undivided). At the bottom, a red box highlights the question 'Will any intersections/interchanges be upgraded as part of this project?' with 'Yes' and 'No' radio buttons. Navigation buttons 'Previous' and 'Save & Next' are at the bottom.

4. The user clicks on the 'Save & Next' button to continue to the next page. The user may also click the 'Previous' button to make any changes in the previous pages.

4.1.5 Cost

1. The 'Cost' page will then appear after the processing bar is complete. The current page is shown in

blue  and the details page is marked with a green check mark beside it,  indicating the page is completed in wizard.



The screenshot shows the SPOT Online application interface. The top navigation bar includes 'Bookmark Manager', 'SPOT Online', and a URL 'https://gisq13.services.ncdot.gov/spotonline/'. The main header says 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO'. On the left, a vertical sidebar lists steps: 'Edit Project' (Cancel), '5 Cost' (highlighted with a red box and green checkmark), 'Details' (highlighted with a red box and green checkmark), 'Score' (radio button), 'Cost' (radio button), 'Summary' (radio button). The main content area is titled 'Cost' and displays the following data:

Spot Id	Improvement Type	Route
H140517	1 - Widen Existing Roadway	[Route Map]

Project Cost

Construction Cost	\$ 10,545,000
+ Remaining Right-of-Way Cost	\$ 511,000
+ Utilities Cost	\$ 61,000
= Estimated Total Project Cost	\$ <u>11,117,000</u>

Other Funds

+ Add fund	
= Total Fund	\$ 0
= Total Cost to NCDOT	\$ <u>11,117,000</u>

At the bottom are 'Previous' and 'Save & Next' buttons.

2. The system automatically calculates the project cost based on the selections made on the Details page. As an option, the user can enter any additional funds associated with the cost.

The total cost to NCDOT is computed as follows:

- a. Total Cost to NCDOT = Estimated Total Project Cost—Total Fund(s).

Estimated Total Project Cost = Construction Cost + Remaining Right-of-Way Cost + Utilities Cost.

- b. User may click on 'Add fund' button if they wish to enter 'Other Funds' associated with the project such as 'Non-Federal' or 'Non-State' fund.

Note: 'Other Funds' Other Funds are non-State, Non-Federal dollars that a local area desires to contribute to the project and thereby lower the cost of the project to NCDOT.

The screenshot shows a user interface for managing 'Other Funds'. It includes fields for entering the source of funds, a button to add new funds, and a summary row showing the total amount.

- c. The system will automatically deduct the 'other funds' from 'project cost' and gives 'Total Cost to NCDOT' as shown below (i.e., Project Cost—Other Funds = Total Cost to NCDOT).

- d. An example is shown in the screenshot below.

Spot Id	Improvement Type	Route
H140517	1 - Widen Existing Roadway	□□□□□

Project Cost

Construction Cost	\$	10,545,000
+ Remaining Right-of-Way Cost	\$	511,000
+ Utilities Cost	\$	61,000
= Estimated Total Project Cost	\$	<u>11,117,000</u>

Other Funds

- Source of Non-Federal or Non-State Funds	\$	2,000
+ Add fund		
= Total Fund	\$	<u>2,000</u>
= Total Cost to NCDOT	\$	<u>11,115,000</u>

Note:

1. If the user tries to enter more than 10 digits, the system will prompt a message saying the value entered is out of range. The user must fix this error before being able to continue on to the next page.

Project Cost		
= Estimated Total Project Cost	\$	9999999999 ! This value is out of range.

2. If the user enters any decimals along with original cost, then any decimals < 0.5 are rounded off and the decimal is not considered. If the decimal is > 0.5 then the value is rounded off to 1.

For Example: If the user enters a value of 1,000.45 in the project cost then the total cost is rounded off to 1,000.

The screenshot shows the NCDOT SPOT On!ine application interface. It has two main sections: 'Project Cost' and 'Other Funds'. In the 'Project Cost' section, there is a note about sending detailed cost estimates via email. In the 'Other Funds' section, there is a button to add a new fund. Both sections show calculated totals with values like '\$ 1,000.45' and '\$ 1,000'.

Project Cost		
=	Estimated Total Project Cost	\$ 1,000.45
<small>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</small>		

Other Funds		
+ Add fund		
=	Total Fund	\$ 0
=	Total Cost to NCDOT	\$ <u>1,000</u>

Also, if the user enters a value of 1,000.5 (& greater) then the cost is rounded off to 1,000.1.

Project Cost

= Estimated Total Project Cost \$ 1,000.51

Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov

Other Funds

+ Add fund

= Total Fund \$ 0

= Total Cost to NCDOT \$ 1,001

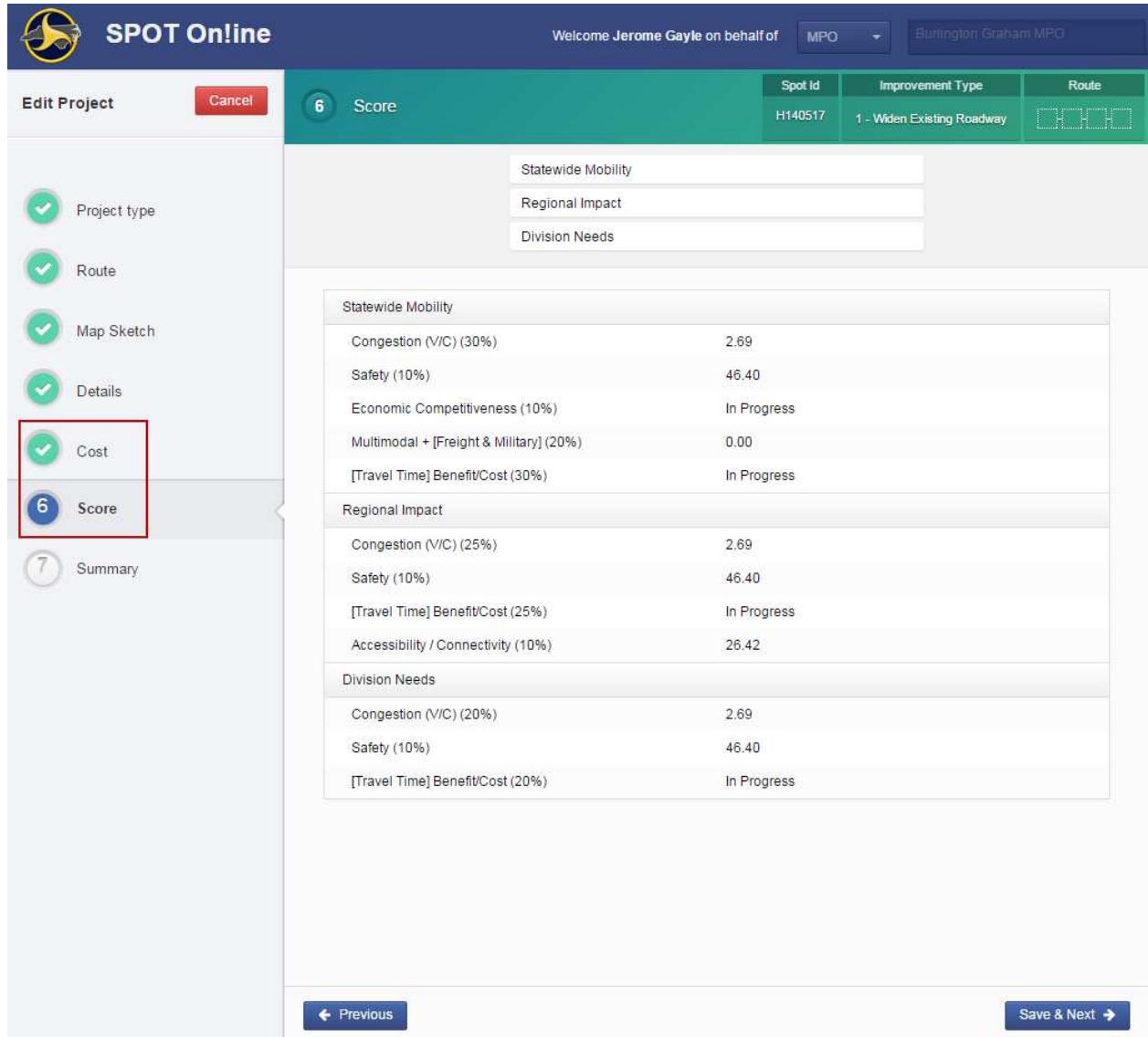
Note: For more details on cost field validations, please refer to **section 4.3.5**.

3. The user clicks on the 'Save & Next' button Save & Next → to continue to the 'Score' Page.

4.1.6 Score

1. The 'Score' page appears after the processing bar is complete showing the percentage for 'Statewide mobility', 'Regional Impact' & 'Divisional Needs'.

2. A blue circle appears indicating the 'Score' page as the current page  **Score** and the 'Cost' page is shown with a green check mark beside it,  **Cost** indicating the page is completed in the wizard.



The screenshot shows the SPOT On!ine application interface. The top navigation bar includes the logo, 'SPOT On!ine', 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO', and a 'Cancel' button. The left sidebar lists project components: Project type, Route, Map Sketch, Details, Cost (which is highlighted with a red box), and Score (which is also highlighted with a red box). The main content area is titled 'Score' and displays three categories: Statewide Mobility, Regional Impact, and Division Needs. Each category contains several items with their names and numerical values. At the bottom of the main area are 'Previous' and 'Save & Next' buttons.

Category	Item	Value
Statewide Mobility	Congestion (V/C) (30%)	2.69
	Safety (10%)	46.40
	Economic Competitiveness (10%)	In Progress
	Multimodal + [Freight & Military] (20%)	0.00
Regional Impact	[Travel Time] Benefit/Cost (30%)	In Progress
	Congestion (V/C) (25%)	2.69
	Safety (10%)	46.40
	[Travel Time] Benefit/Cost (25%)	In Progress
Division Needs	Accessibility / Connectivity (10%)	26.42
	Congestion (V/C) (20%)	2.69
	Safety (10%)	46.40
	[Travel Time] Benefit/Cost (20%)	In Progress

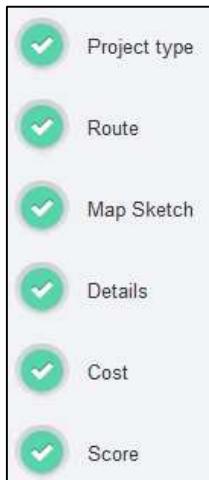
3. The system automatically calculates the score based on the cost and other parameters entered while creating the project. This will allow the user to review the percentages allotted for each project category.
4. The user clicks on the 'Save & Next' button  to continue to the 'Summary' page.
- a. The user may also click on the  button to navigate to previous pages and make any edits.

4.1.7 Summary

1. The 'Summary' page is displayed showing the details entered in each page of the project. This page is highlighted in the blue circle indicating the user's current page.



All of the previous pages have a green check mark beside them indicating them as completed steps in the wizard.



Spot Id	Improvement Type	Route
H140517	1 - Widen Existing Roadway	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

2. The user reviews the project summary and clicks on the 'Save & Return to Map View' button

Save & Return to Map View to save the project and view the project information on the map.

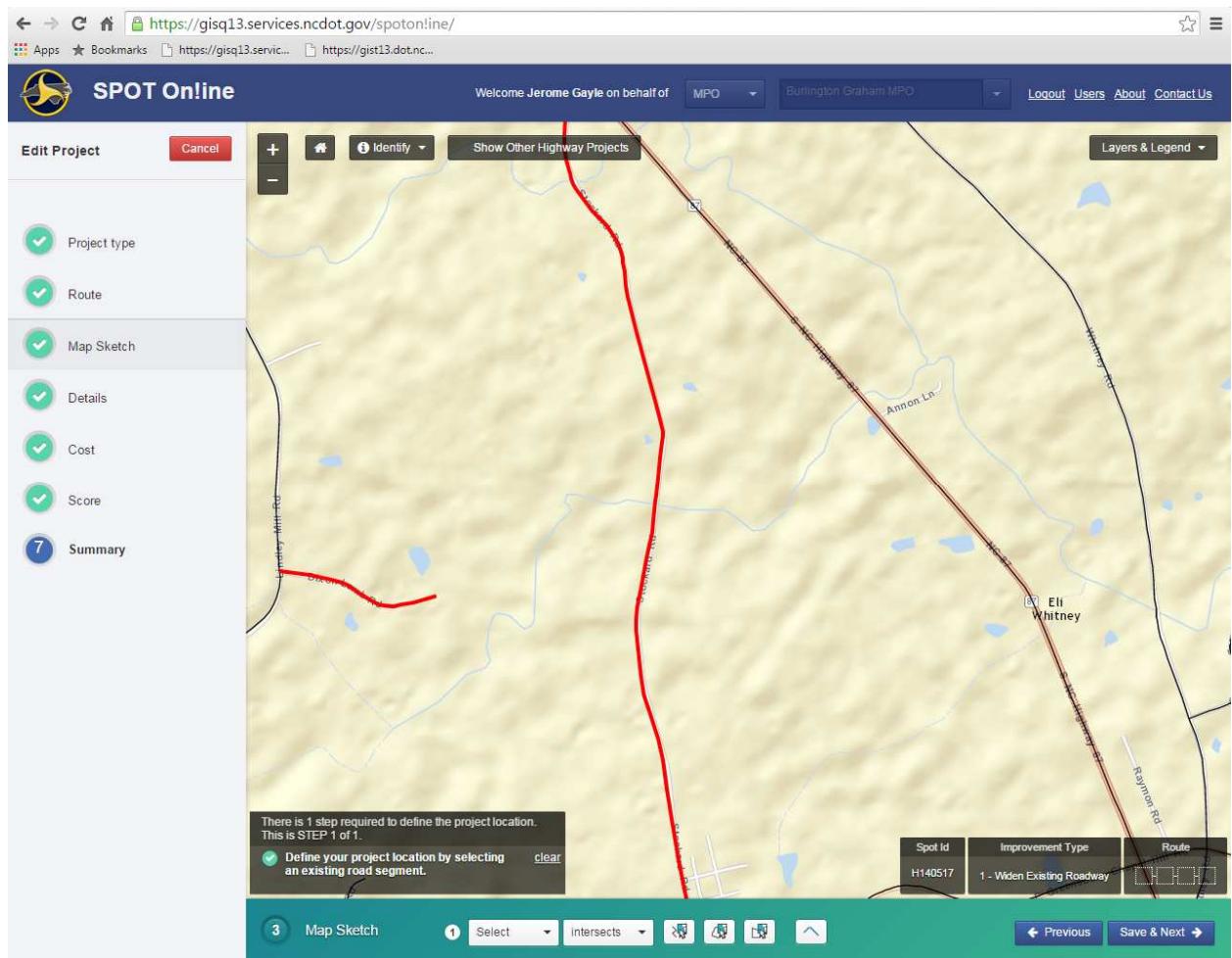
- a. The user can also click on 'Save & Enter Another Project' button. **Save & Enter Another Project** This option saves the current project and navigates to the project page to start creating another project.

Optional Step:

3. The user can also click on the 'Previous' button  to go back to previous pages to make any edits.

- a. For Example: If user clicks on the previous button and wish to change anything on the 'Map sketch' page then they can make any necessary edits and continue to Save & Next from that page.

Note: User may have to click 'Save & Next' button at each successive page even though the edits are performed or not in order to continue and finish the workflow.



- b. If the user makes any changes on the map sketch page, then next page is shown as current page highlighting in blue color and other successive pages are shown as pending pages with a '?' mark and highlighting in yellow. Example shown below.

The screenshot shows the SPOT On!ine application interface. At the top, there's a header bar with the URL <https://gisq13.services.ncdot.gov/spotonline/>. Below the header, the main title is "SPOT On!ine". The top navigation bar includes "Welcome Jerome Gayle on behalf of MPO" and "Burlington Graham MPO". The left sidebar has tabs: "Edit Project" (disabled), "Cancel", "Project type" (green checkmark), "Route" (green checkmark), "Map Sketch" (green checkmark), "Details" (highlighted with a red border), "Cost" (yellow question mark), "Score" (yellow question mark), and "Summary" (yellow question mark). The main content area is titled "4 Details". It shows project details like Spot Id (H140517), Improvement Type (1 - Widen Existing Roadway), and Route (checkboxes). There are sections for "Existing Cross Section" (2 Lane Undivided) and "Project Cross Section" (dropdown with "see all (pdf)" link). Other fields include "Project Access Control" (dropdown with "None" option), "Project Speed Limit" (dropdown with "55 MPH" option), "Project Terrain Type" (dropdown with "Rolling" option), "Project Facility Type" (dropdown with "Two Lane Highway" option), "Project Functional Classification" (dropdown with "Local" option), and "Existing Median Type (used to estimate cost)" (dropdown with "Two Way Left Turn Lane" option). At the bottom, there's a question about upgrading intersections/interchanges ("Will any intersections/interchanges be upgraded as part of this project?") with "Yes" and "No" radio buttons. Navigation buttons at the bottom are "Previous" and "Save & Next".

- c. The user continues to save all the pages and clicks on 'Save and Add to the Map' button.
- d. Project draft is created and a green check mark is shown next to the project indicating as a completed draft.

Note: If the user saves the project by using cancel button on the top, then the project is saved as a pending draft with a yellow '?' mark beside. Examples of pending projects are shown in below screenshot.

The screenshot shows the SPOT Online application interface. At the top, there's a header bar with the title 'SPOT Online', a user login 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO', and navigation links for 'Logout', 'Users', 'About', and 'Contact Us'. Below the header is a map of a rural area with roads like 'Lindley Mill Rd', 'Parsons Rd', 'Ridge Rd', and 'Marys Creek'. A green line highlights a specific project route. A callout box for 'H140517 (Project Details)' provides the following information:

Highway	\$ 0
Statewide Mobility	Draft
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	1 - Widen Existing Roadway
TIP #:	-
Funded Status:	-
Description:	Widening

On the left side, there's a table titled 'My Projects' listing various projects with columns for SPOTID, Mode, Project Category, and Status. The row for H140517 is highlighted with a red background. The bottom of the screen has buttons for 'Submit', 'Unsubmit', 'Export', 'Edit', and 'Delete'.

4. This project is displayed with the status of 'Draft'. The map area is zoomed in to the location of the project, showing the project details in a small pop-up window.

(Project Details)	
Highway	\$ 0
Statewide Mobility	Draft
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	1 - Widen Existing Roadway
TIP #:	
Funded Status:	-

4.1.8 Editing a Draft Project (optional)

The user can perform edits to any of the draft projects by clicking the 'Edit' button located at the bottom of the project grid.

Submit	Unsubmit	Export	Edit	Delete
--------	----------	--------	------	--------

1. The user selects a project and clicks on the 'Edit' button. The processing bar is shown loading all the completed project pages and will display the 'Summary' page.

The screenshot shows the SPOT Online application interface. On the left, there is a table titled "My Projects" listing various projects with columns for SPOTID, Mode, Project Category, and Status. A row for project H140517 is selected and highlighted in blue. At the bottom of this table are buttons for "Submit", "Unsubmit", "Export", "Edit", and "Delete". The "Edit" button is highlighted with a red box. On the right side of the screen is a map showing a road network. A specific project, H140517, is highlighted with a green polygon. A callout box labeled "H140517 (Project Details)" provides more information about the project, including its mode (Highway), category (Statewide Mobility), status (Draft), submitted by (Burlington Graham MPO), specific improvement type (1 - Widen Existing Roadway), and TIP #. The map also shows other roads like NC-87, S NC HIGHWAY 87, and various local roads like Marys Creek Rd, Lambie Rd, Justin Dean Rd, Parsons Rd, and Ridges Rd. A scale bar indicates distances up to 0.2 miles.

SPOTID	Mode	Project Category	Status
H140385	Highway	Statewide Mobility	Draft
H140387	Highway	Statewide Mobility	Draft
H140389	Highway	Statewide Mobility	Draft
H140400	Highway	Statewide Mobility	Draft
H140401	Highway	Statewide Mobility	Draft
H140402	Highway	Statewide Mobility	Draft
H140442	Highway	Statewide Mobility	Draft
H140445	Highway	Statewide Mobility	Draft
H140469	Highway	Statewide Mobility	Draft
H140470	Highway	Statewide Mobility	Draft
H140471	Highway	Statewide Mobility	Draft
H140511	Highway	Statewide Mobility	Draft
H140514	Highway	Statewide Mobility	Draft
H140517	Highway	Statewide Mobility	Draft
H140518	Highway	Statewide Mobility	Draft
H140520	Highway	Statewide Mobility	Draft
H140521	Highway	Statewide Mobility	Draft
H141391	Highway	Regional Impact	Submitted
H141429	Highway	Regional Impact	Submitted
H141430	Highway	Regional Impact	Submitted
H141433	Highway	Division Needs	Submitted

2. The user clicks on the project page that is required for editing.

For example: The user clicks on the 'Details' page during editing. The 'Details' page is already populated with the previously input information as shown below.

Edit Project Cancel

4
Details

Spot Id	Improvement Type	Route
H140010	1 - Widen Existing Roadway	NC-140 BUS-william street

Project type
Is this Project part of the adopted Comprehensive Transportation Plan (CTP) or Long-Range Transportation Plan (LRTP)?

Route

 Yes No

Map Sketch

Details

Cost

Score

Summary

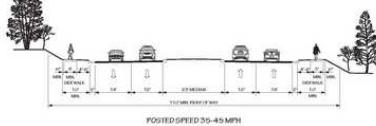
Name of the Plan
Trasportation plan 1

Year the plan was adopted
2014

Project Cross Section
4C - 4 Lane Divided (23' Raised Median) with Curb & Gutter, Wide (see all (pdf))

TYPICAL SECTION NO. 4C

4 LANE DIVIDED (23' RAISED MEDIAN) WITH CURB & GUTTER,
WIDE OUTSIDE LANES, AND SIDEWALKS



POSTED SPEED 35-45 MPH

[open image in a separate window](#)

Existing Data	
Project Access Control	None
Project Speed Limit	45 MPH
Project Terrain Type	Rolling
Project Facility Type	Arterial
Project Functional Classification	Other Principal Arterial
Existing Median Type (used to estimate cost)	None 'Undivided'

← Previous
Save & Next →

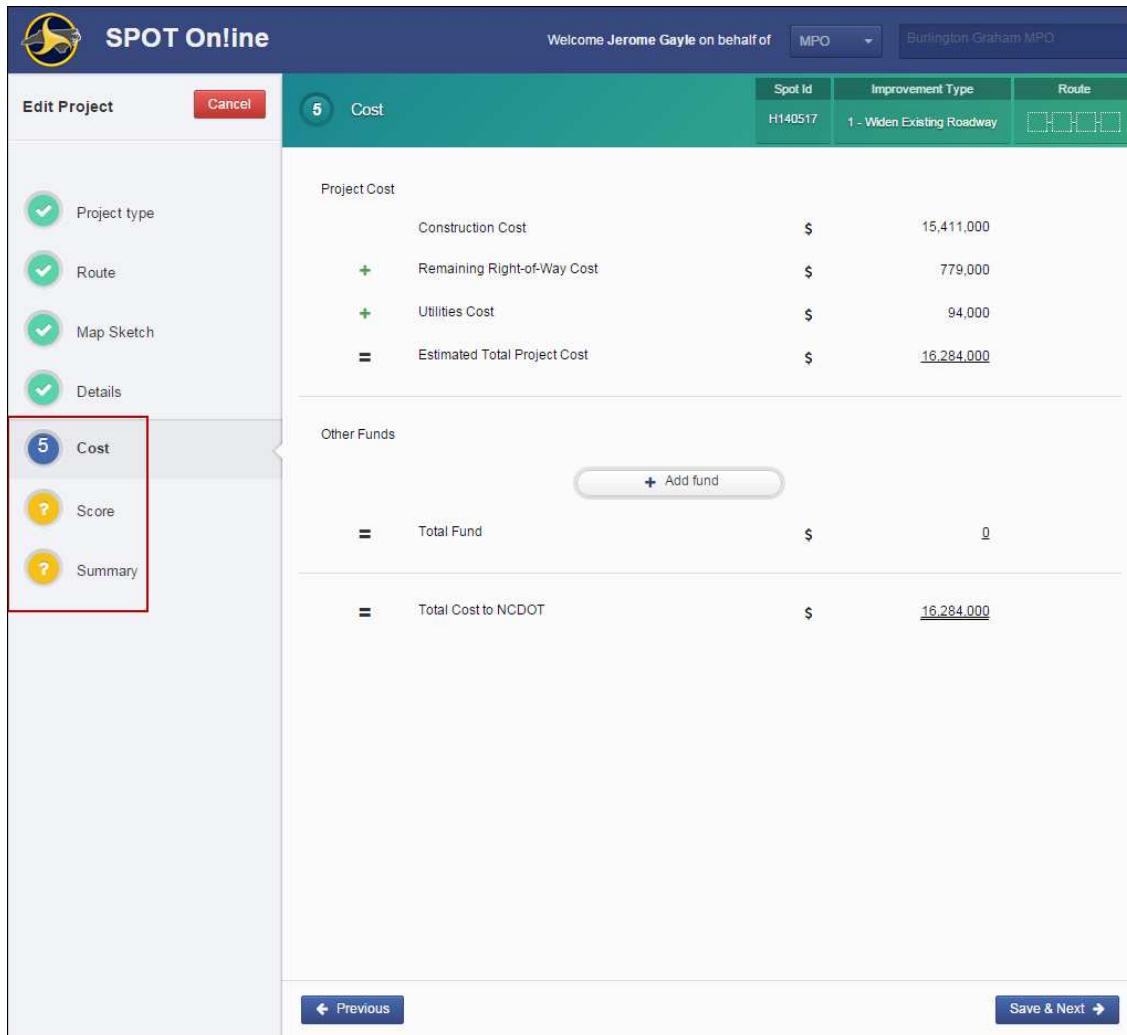
- a. The user performs any necessary edits and clicks on the Save & Next button. All the subsequent pages after the cost page are displayed with yellow '?' indicating as incomplete and cost page with blue color indicating as current page.

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1/13/14

Note: Only if the user makes any changes in the details page, then next page is displayed as shown below. If no changes are made and only the 'Save & Next' button is clicked on all of the pages, then all pages are shown as completed.



Spot Id	Improvement Type	Route
H140517	1 - Widen Existing Roadway	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Project Cost

Construction Cost	\$	15,411,000
+ Remaining Right-of-Way Cost	\$	779,000
+ Utilities Cost	\$	94,000
= Estimated Total Project Cost	\$	<u>16,284,000</u>

Other Funds

Total Fund	\$	0
= Total Cost to NCDOT	\$	<u>16,284,000</u>

- b. The user may wish to perform any edits on the pending pages or can keep the initial entered values and click on the 'Save & Next' button on each page until the 'Summary' page is reached.
- c. The user verifies that the edits performed on the previous pages are reflected in the 'Summary' page and clicks on the 'Save & Return to Map View' button to save the edited draft project.

Note: When using the 'Edit' option to continue or change the contents of a project you will notice that the 'Save & Enter Another Project' option is not available.

The user may also click on the 'Previous' button to include any additional edits in the previous pages.

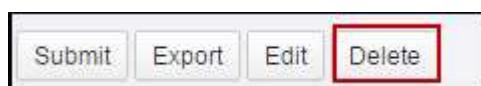
Spot Id	Improvement Type	Route
H140517	1 - Widen Existing Roadway	140517
Plan (LRTP)?		
Project Cross Section	2I - 2 Lane Divided (23' Raised Median) with Curb & Gutter and Sidewalks	
Project Access Control	Partial	
Project Speed Limit	25	
Project Terrain Type	Level	
Project Facility Type	Arterial	
Project Functional Classification	Major Collector	
Median Type for Cost Estimation Tool	Jersey Barrier	
Existing Cross Section	2 Lane Undivided	
Standard Lane Width	12	
Standard Shoulder Width	0	
Lanes Per Direction	1	
Existing Median Type	Divided	
Cost		
Construction Cost	\$ 15,411,000	
Construction Cost Use	\$ 15,411,000	
Construction Cost Source	Cost Estimation Tool	
Remaining Right-of-Way Cost	\$ 779,000	
Remaining Right-of-Way Cost Use	\$ 779,000	
Remaining Right-of-Way Cost Source	Cost Estimation Tool	
Utilities Cost	\$ 94,000	
Utilities Cost Use	\$ 94,000	
Utilities Cost Source	Cost Estimation Tool	
Estimated Total Project Cost	\$ 16,284,000	
Cost To NCDOT	\$ 16,284,000	

[← Previous](#) [Save & Return to Map View](#)

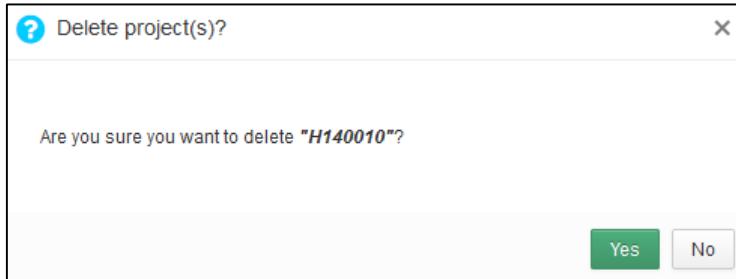
4.1.9 Deleting a Draft Project (optional)

This section details on deleting of a draft project.

1. The user may select a draft project to delete and click on the 'Delete' button located at the bottom of the project grid.



- a. A dialog window will ask for confirmation of the deleted projects as is displayed below.



- b. The user can click on the 'Yes' button to delete the project and verify that the project is deleted from the project grid. The user may click on the 'No' button to dismiss the window and continue to stay on the application.

4.1.10 Submitting a Draft Project

1. The user selects any draft project and clicks on the 'Submit' button to submit a project.



2. The project status is changed to 'Submitted' in the project list.

The screenshot shows the SPOT On!ine application interface. On the left, there is a 'My Projects' grid listing various projects. One project, H140517, is highlighted and has its details shown in a modal window on the right. The modal window displays the following information:

H140517 (Project Details)	
Highway	\$ 16,284,000
Statewide Mobility	Submitted
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	1 - Widen Existing Roadway
TIP #:	
Funded Status:	-
Description:	road

Below the grid, there are buttons for 'Submit', 'Export', 'Edit', and 'Delete'. The 'Edit' and 'Delete' buttons are highlighted with a red box, indicating they are disabled for submitted projects.

3. The user cannot perform 'Edit' or 'Delete' operations on the submitted project. The options to 'Edit' and 'Delete' are greyed out.

Note: If you need to edit a submitted project, you must contact SPOT office to make any necessary changes.

The user can continue to export the draft project or create a new project from here.

4.2 Bicycle & Pedestrian Mode

This section provides details on how to create a 'Bicycle & Pedestrian' project. The user clicks on the 'Create New +' button. The project grid and interactive map are replaced by a project creation wizard. The wizard has seven steps as listed below:

1. Project Type
2. Route
3. Map Sketch

4. Details
5. Cost
6. Score
7. Summary

This wizard allows the user to create each step in sequence. The user can navigate to any step in the middle of the project and make the necessary edits, and then save at each step of the project. It also provides the ability to save the project in between workflows for later use.

4.2.1 Project Type

1. After clicking on the 'Create New' button, the system opens the 'Project Type' dialog menu and the map area is greyed out.

The screenshot shows the SPOT On!ine application interface. On the left, a vertical sidebar lists seven steps: 1. Project type (selected), 2. Route, 3. Map Sketch, 4. Details, 5. Cost, 6. Score, and 7. Summary. Step 1 is highlighted with a red box. At the top center, there's a 'Cancel' button. The main content area is titled 'Project Type' and contains several input fields:

- Mode:** Radio buttons for Highway (selected), Bicycle & Pedestrian, Public Transit, Ferry, Rail, and Aviation.
- Project Category:** Radio buttons for Statewide Mobility (selected), Regional Impact, and Division Needs.
- Specific Improvement Type:** A dropdown menu showing 'Select'.
- Project Local ID:** An input field with placeholder text 'Enter Local ID # if applicable'.
- TIP #:** An input field with placeholder text 'Enter State TIP # if applicable'.

A large map of the Burlington-Graham MPO area is visible on the right side of the screen, with a 'Layers & Legend' button above it. At the bottom right of the main panel is a 'Save & Next' button, also highlighted with a red box.

- a. The system displays the project grid on the left showing seven sequential steps to be performed for creating a project.
- b. A 'Cancel' button is displayed allowing the user to cancel the project at any stage. This selection will not save changes made in any of the project steps.
- c. A 'Save and Next' button is displayed allowing the user to continue to the next steps in the creation of a project.

2. In the Project Type dialog window, the user performs the following steps:

1 Project Type

Mode

Highway Bicycle & Pedestrian

Public Transit Ferry

Rail Aviation

Project Category

Division Needs

Specific Improvement Type

-- Select --

Project Local ID

Enter Local ID # if applicable

TIP #

Enter State TIP # if applicable

- a. Select the 'Bicycle & Pedestrian' radio button in the project type 'Mode' menu.

Mode

Highway Bicycle & Pedestrian

Public Transit Ferry

Rail Aviation

- b. By default the 'Division Needs' radio button is selected in 'Project Category'.

Project Category

Division Needs

- c. Select any value from the 'Specific Improvement Type' drop down.

1 Project Type

Mode

Highway Bicycle & Pedestrian

Public Transit Ferry

Rail Aviation

Project Category

Division Needs

Specific Improvement Type

-- Select --

Select

- 1. Off-Road/Separated Linear Bicycle Facility (Bicycle)
- 2. On-Road; Designated Bicycle Facility (Bicycle)
- 3. On-Road Bicycle Facility (Bicycle)
- 4. Multi-Site Bicycle Facility (Bicycle)
- 5. Protected Linear Pedestrian Facility (Pedestrian)
- 6. Multi-Site Pedestrian Facility; ADA Compliance (Pedestrian)
- 7. Multi-Site Pedestrian Facility (Pedestrian)
- 8. Improved Pedestrian Facility (Pedestrian)

- d. The user enters the local IDs associated with the projects from Comprehensive or Long Range Transportation Plans in the 'Project Local ID' text field (optional).

Project Local ID	Enter Local ID # if applicable
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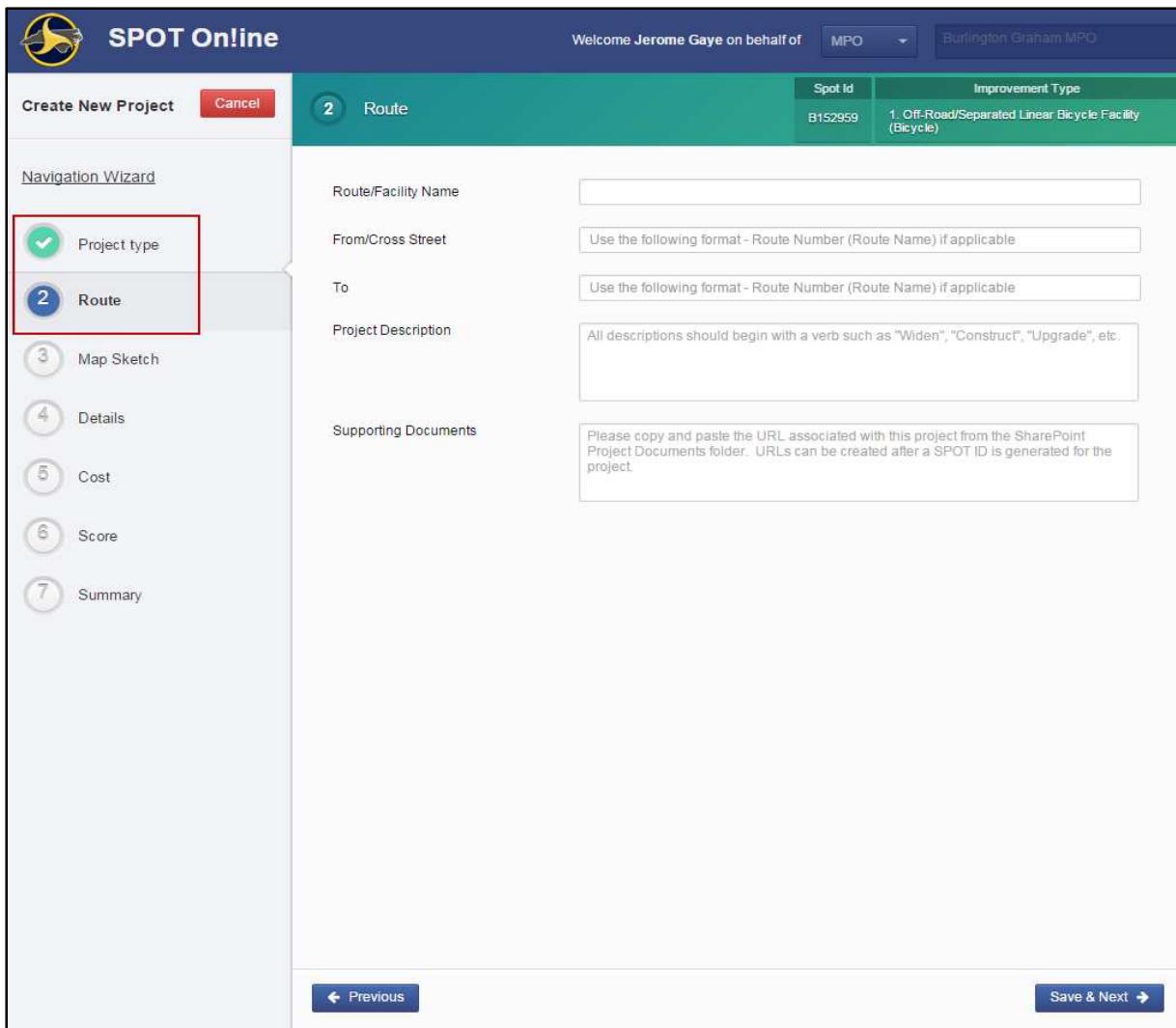
- e. The user enters the 'TIP #' in the text box and clicks on the Save & Next button (optional).

TIP #	Enter State TIP # if applicable
-------	---------------------------------

4.2.2 Route

1. A 'Route' dialog page displays as a second page in the project. The first step of the project is shown

with a green check mark beside it,  Project type indicating the step is completed in the wizard. This wizard then highlights the 'Route' page blue.  Route



The screenshot shows the SPOT On!ine application interface. At the top, there's a navigation bar with 'Create New Project' and 'Cancel' buttons. Below that is a 'Welcome Jerome Gaye on behalf of' dropdown set to 'MPO' and 'Burlington Graham MPO'. The main area is titled 'Route' with a step indicator '2'. The left sidebar, titled 'Navigation Wizard', lists steps 1 through 7: 'Project type' (completed, highlighted with a red box), 'Route' (highlighted with a blue box), 'Map Sketch', 'Details', 'Cost', 'Score', and 'Summary'. The 'Route' step has a sub-section for 'Route/Facility Name' (empty input field), 'From/Cross Street' (instruction: 'Use the following format - Route Number (Route Name) if applicable'), 'To' (instruction: 'Use the following format - Route Number (Route Name) if applicable'), 'Project Description' (instruction: 'All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.'), and 'Supporting Documents' (instruction: 'Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project'). At the bottom of the form are 'Previous' and 'Save & Next' buttons.

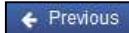
2. At this point, the user verifies the following changes in the application:

- a. A new SPOT ID will be generated for the project displaying at the top right corner of the UI with the improvement type selected in the previous step.

Spot Id	Improvement Type
B152959	1. Off-Road/Separated Linear Bicycle Facility (Bicycle)

Note: Please refer to **section 4.1.2** on how the SPOT ID format is derived.

- b. A previous button appears at the bottom left of the Route page.



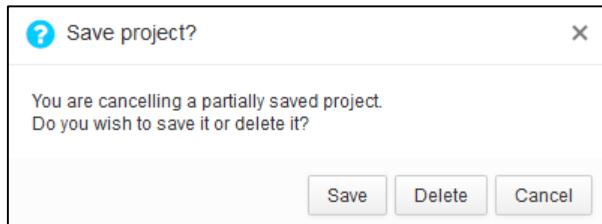
The user can click on the 'Previous' button if they wish to change the selection made in the first page of the project. For any edits made on the previous page, changes will be applied only after clicking on the 'Save & Next' button.

- c. In this page, if the user wants to cancel the project by clicking on the 'Cancel' button, the pop-up window is displayed asking for confirmation to save or delete the project.
 - The user clicks on the 'Save' button and the project is saved and displayed in the project grid. A yellow '?' mark appears next to the project indicating the project is partially completed.

My Projects				
Flag	SPOTID	Mode	Project Category	Status
✓	B152928	Bicycle & Pedestrian	Division Needs	Draft
✓	B152933	Bicycle & Pedestrian	Division Needs	Draft
?	B152935	Bicycle & Pedestrian	Division Needs	Draft
✓	B152936	Bicycle & Pedestrian	Division Needs	Draft
✓	B152937	Bicycle & Pedestrian	Division Needs	Draft
?	B152940	Bicycle & Pedestrian	Division Needs	Draft
?	B152959	Bicycle & Pedestrian	Division Needs	Draft
✓	F142543	Ferry	Regional Impact	Draft
✓	F142544	Ferry	Division Needs	Draft
✓	F142553	Ferry	Regional Impact	Draft
✓	F142669	Ferry	Regional Impact	Draft
✓	F142670	Ferry	Regional Impact	Draft
✓	F142711	Ferry	Regional Impact	Draft
✓	H090189	Highway	Division Needs	Submitted
✓	H090203	Highway	Regional Impact	Submitted
✓	H090207	Highway	Regional Impact	Submitted

- The user can continue this project any time after saving.
- The user may click on the 'Delete' button if they wish to delete the project.

- The user clicks on the 'Cancel' button if they want to continue with the workflow.



- On the 'Route' page, the user performs the following steps:

A screenshot of the 'Route' page of the NCDOT SPOT On!ne application. The page has a green header bar with the title 'Route'. On the left, there is a vertical navigation menu with numbered steps: 1. Project type (selected), 2. Route (current step), 3. Map Sketch, 4. Details, 5. Cost, 6. Score, and 7. Summary. The main content area shows fields for 'Route/Facility Name', 'From/Cross Street', 'To', 'Project Description', and 'Supporting Documents'. A header row at the top right includes 'Spot Id: B140104' and 'Improvement Type: 1. Construct dedicated on-road bike lane on state-maintained roadway'.

- The user enters Route name in the 'Route/Facility Name' text box.

A screenshot of the 'Route/Facility Name' input field, which is currently empty.

- The user enters a route number in the 'From/Cross Street' text box.

A screenshot of the 'From/Cross Street' input field, which is currently empty. A placeholder text 'Use the following format - Route Number (Route Name) if applicable' is visible to the right of the input field.

- The user enters a 'To' street value in the text box.

A screenshot of the 'To' input field, which is currently empty. A placeholder text 'Use the following format - Route Number (Route Name) if applicable' is visible to the right of the input field.

- d. The user enters the 'Project Description' in the text box.

Project Description	All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.
---------------------	---

- e. The user enters optional links to supporting documents in the 'Supporting Documents' text box.

Supporting documents can be problem statements, purpose and need statements, feasibility studies or other local studies, or other planning and/or design related information that help to better describe and justify the need for the project.

Note: System supports only links to the documents, not to be confused with attach documents.

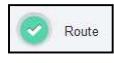
Supporting Documents	Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.
----------------------	--

- f. The user clicks on the 'Save & Next' button. 

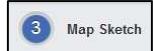
The user may also click the 'Previous' button if they wish to return to the previous page and make edits.

4.2.3 Map Sketch

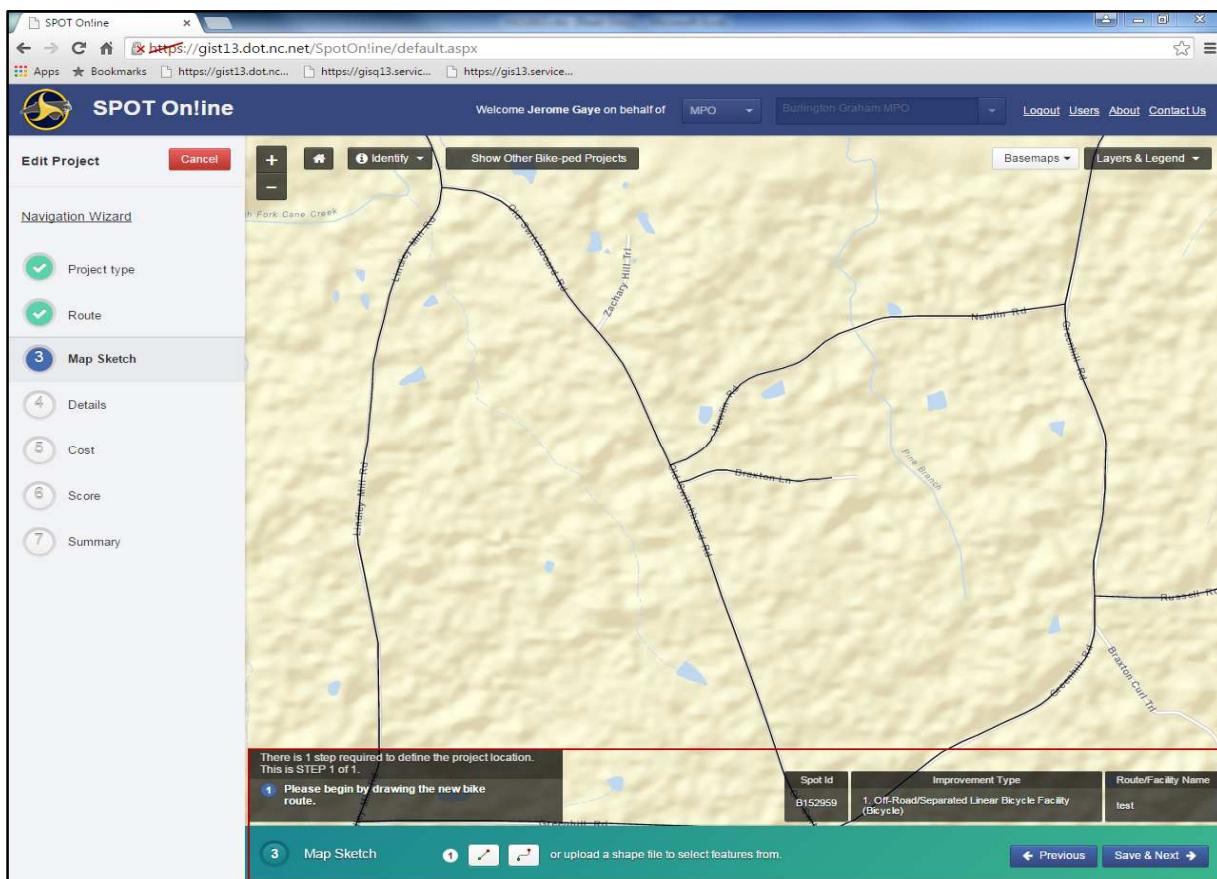
1. The application displays the enabled map view showing the 'Map Sketch' menu at the bottom of the application.

On the project grid, the 'Route' page is shown with a green check mark beside it. 

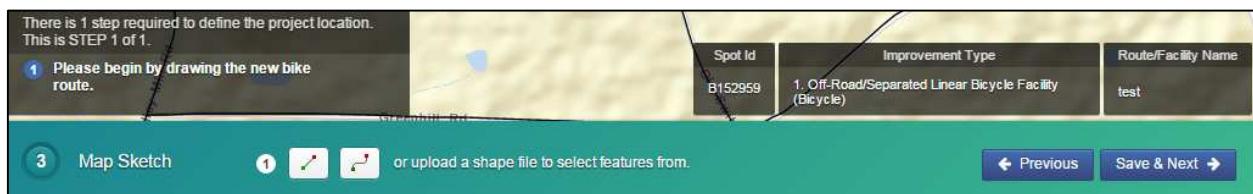
This indicates the step is completed in the wizard and the 'Map sketch' is highlighted in blue



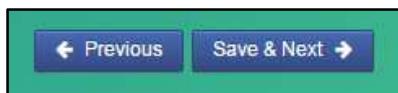
showing it as the current page in the wizard.



2. The project information is updated at the bottom right corner of the map with the 'Route/Facility Name' which is selected in the 'Route' page of the project.



3. The 'Previous' and “Save & Next” buttons, displayed at the bottom of the map sketch page, are shown as enabled.

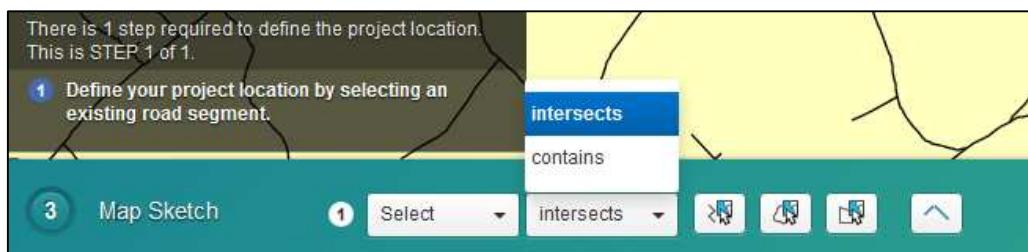


4. The user can perform an optional check on 'Show Other Bike-ped Projects' button Show Other Bike-ped Projects on the map sketch page to see all (draft/submitted/other) bikeped projects in that area on the map. A check mark is shown and the other bikeped projects appear on the map. The user can toggle the button on/off to see the green color appearing/disappearing.

5. Different types of selection tools are displayed on the 'Map Sketch' menu. This can be performed in two ways either selecting the intersecting features or features containing in a particular area of selection made as described below.

Intersects

This option allows the user to select only the intersecting road segments inside the area drawn by using polygon, free hand or rectangle tool.



Contains

This option allows the user to select all the road segments inside the area drawn by using polygon, free hand or rectangle tool.

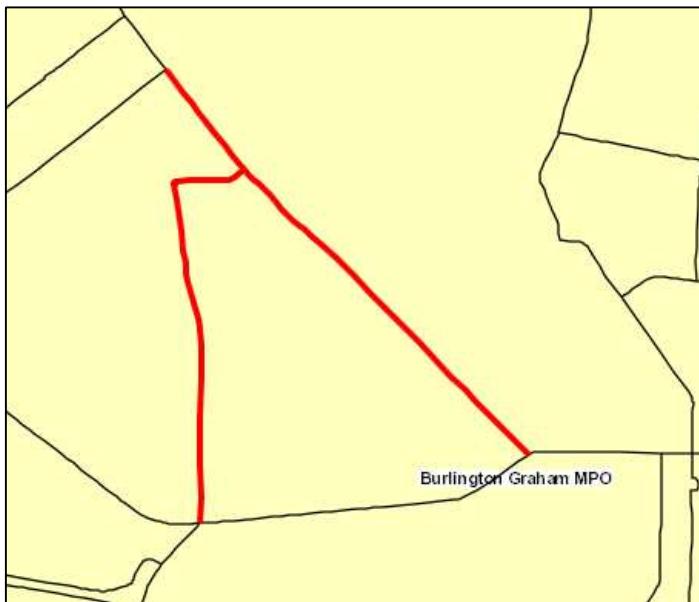


Either by selecting contains or intersects option, user performs further actions on this page using the following tools.

Select using polygon

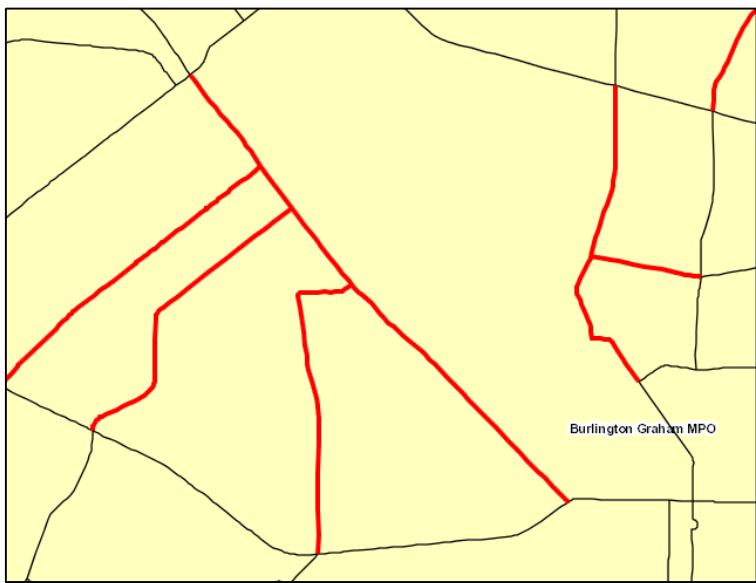
- The user clicks on 'select using polygon' tool to make a feature selection.
- The user clicks on the desired location and begins drawing a polygon on the map. The user then double clicks to finish the sketch.
- All the new road segments under the polygon selection are highlighted on the map. The 'Save & Next' button is enabled at this point.

- d. If required, the user may have to zoom in to the map to verify if the desired segments are selected.

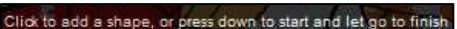


Select using freehand

- a. The user clicks on the 'select using polygon' tool to make a selection.
- b. The user clicks on the desired location and draws a freehand sketch on the map and double clicks to finish the sketch.
- c. All the new road segments that are within the polygon selection are highlighted on the map and the 'Save & Next' button is enabled at this point.
- d. If required, the user may have to zoom in to the map to verify if the desired segments are selected.



Select using Rectangle

- a. The user clicks on the 'select using polygon' tool  to make a selection.
- b. 'Click to add a shape, or press down to start and let go to finish'
 information is displayed next to the mouse pointer until the user starts drawing on the map.
- c. The user clicks on the desired location and drags on the map to form a rectangular area.
- d. All the new road segments that come under the rectangular selection are highlighted on the map and 'Save & Next' button  is enabled at this point.
- e. If required, the user may have to zoom in to the map to verify if the desired segments are selected.



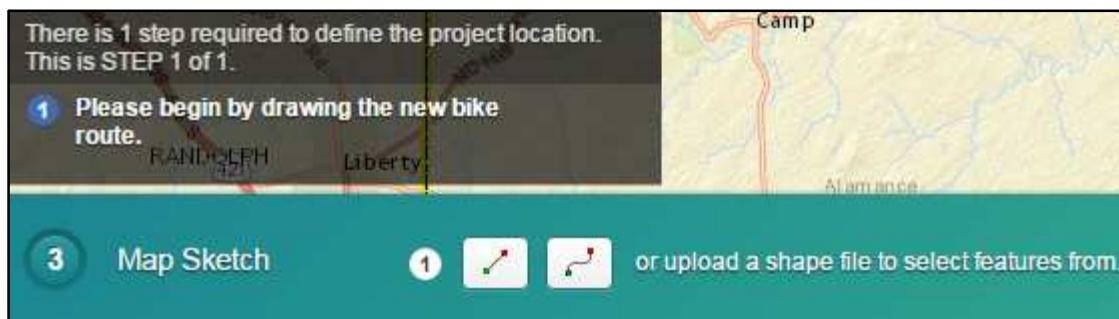
Note: The user can clear or deselect or clear the selections by using 'clear' hyperlink located next to each step. Please refer to **section 4.1.3** for more details on clear & unselect.

Split a line

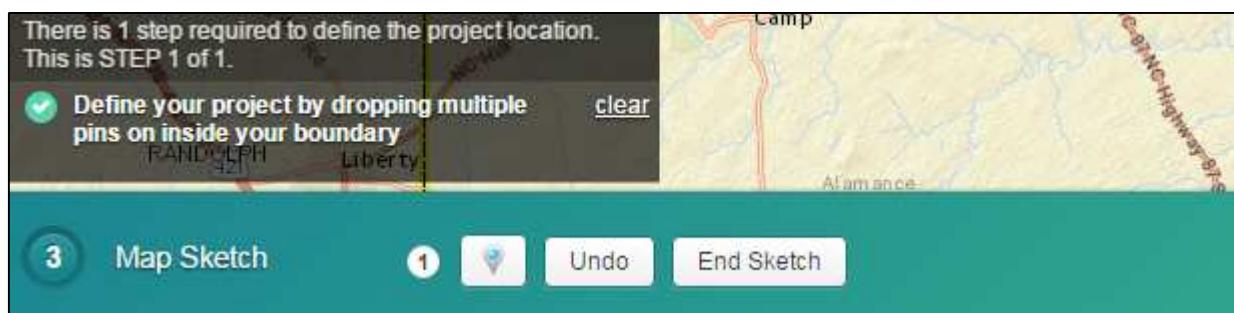
Please refer **section 4.1.3** on how to use split a line tool.

Map Sketch Menu based on Improvement Types (Bicycle-Pedestrian)

- a. For improvement types 1,2,3,5 & 8 the 'Map sketch' option is displayed as shown below.



- b. For improvement type 2, 6 & 7 the 'Map Sketch' option is displayed as shown below.



The user has the option to draw a polyline, free hand polyline and upload a shape file to the map. User may have to upload shape file on the home page under the “layers and Legend” drop down.

Note: Please refer **section 3.1.5** on how to upload a shape file and refer **section 4.1.3** for more details on how to continue after uploading a shape file.

Draw a polyline

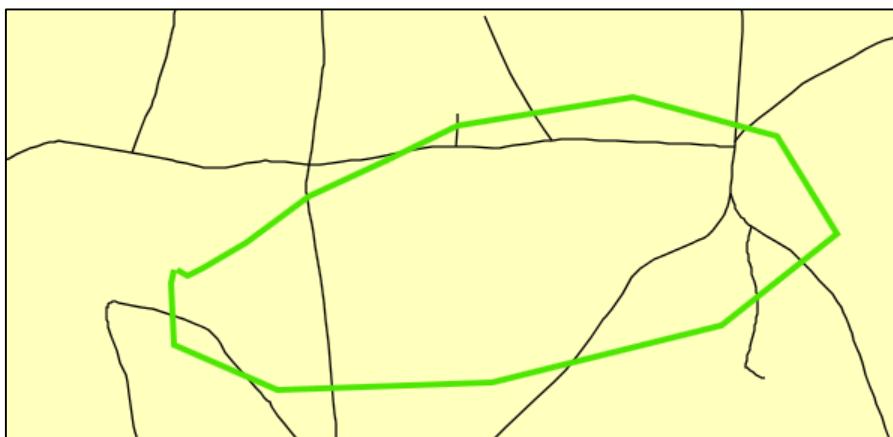
- e. The user clicks on the 'select using polygon' tool to draw a polygon on the map.
- f. The user clicks on the desired location and clicks once to begin drawing. The user then creates any polygon and double-clicks when they are finished. Note that no line created can cross another one created by the user in the same map step, this will cause the selection to be null.
- g. The poly lines drawn on the desired area are highlighted in green and displayed on the map as shown below.

- h. If required, the user may have to zoom in to the map to verify if the desired segments are selected.

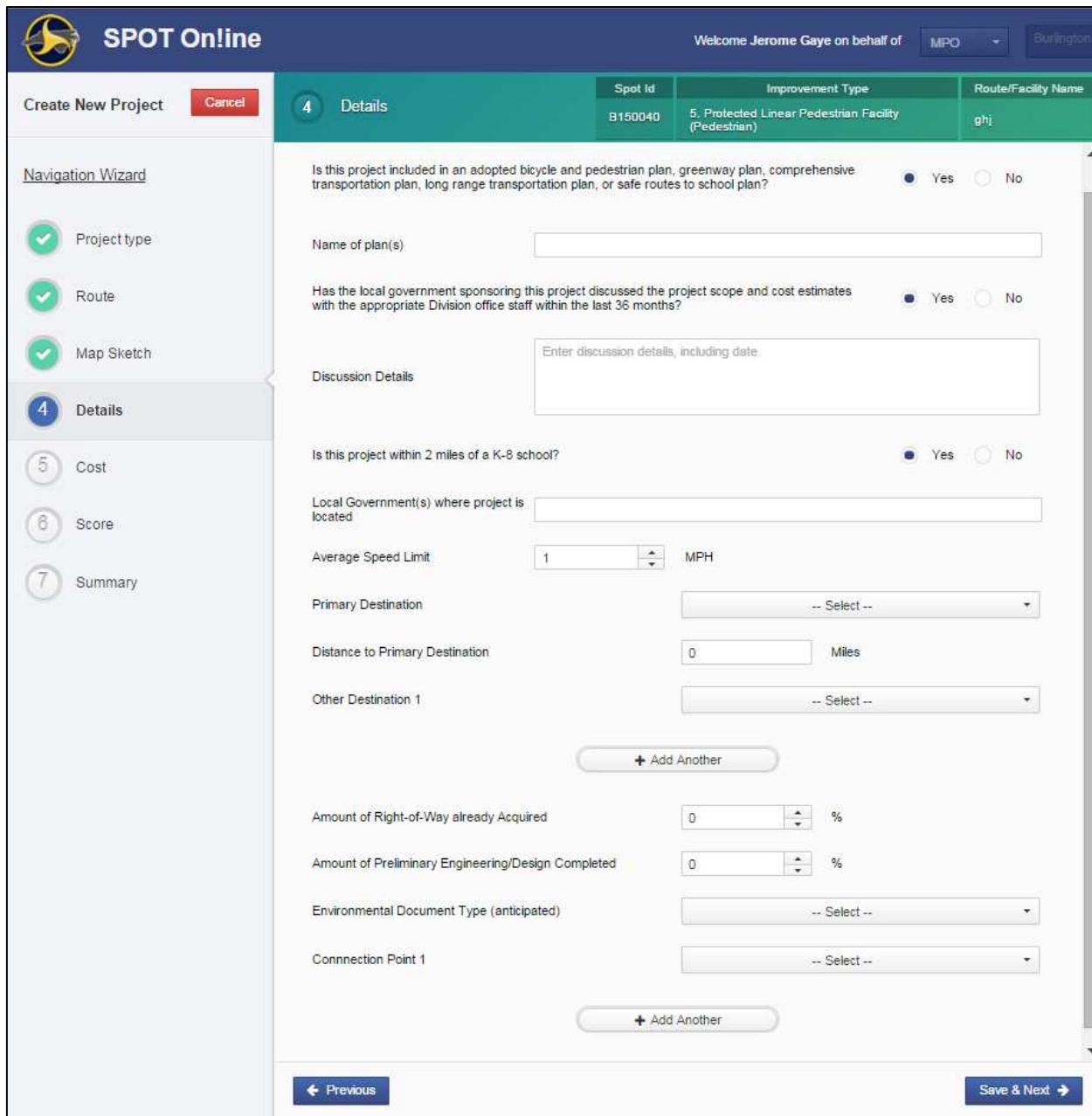


Draw a freehand polyline

- a. The user clicks on the 'select using polygon' tool  to draw a freehand polygon on the map.
- b. The user clicks on the desired location once to begin drawing. The user will double click when they are finished drawing.
- c. The freehand sketch drawn on the desired located is highlighted in green and displayed on the map as shown below.
- d. If required, the user may have to zoom in to the map to verify if the desired segments are selected.



4.2.4 Details



The screenshot shows the 'Details' step of the SPOT Online project creation wizard. The top navigation bar includes 'Create New Project', 'Cancel', 'Welcome Jerome Gaye on behalf of MPO Burlington', and tabs for 'MPO' and 'Burlington'. The left sidebar lists steps 1 through 7: 'Navigation Wizard' (checked), 'Project type' (checked), 'Route' (checked), 'Map Sketch' (checked), '4 Details' (selected), 'Cost' (unchecked), 'Score' (unchecked), and 'Summary' (unchecked). The main content area displays project details:

Spot Id	Improvement Type	Route/Facility Name
B150040	5. Protected Linear Pedestrian Facility (Pedestrian)	ghj

Below this, a question asks if the project is included in an adopted plan, with 'Yes' selected. A text input field for 'Name of plan(s)' is empty. Another question asks if local government has discussed scope and cost estimates, with 'Yes' selected. A text input field for 'Discussion Details' is empty. A question about proximity to a K-8 school is unanswered. A text input field for 'Local Government(s) where project is located' is empty. Fields for 'Average Speed Limit' (1 MPH), 'Primary Destination' (dropdown), 'Distance to Primary Destination' (0 miles), and 'Other Destination 1' (dropdown) are present. A 'Add Another' button is available. Similar sections for 'Amount of Right-of-Way already Acquired' (0%), 'Amount of Preliminary Engineering/Design Completed' (0%), 'Environmental Document Type (anticipated)' (dropdown), and 'Connection Point 1' (dropdown) are shown with their own 'Add Another' buttons. At the bottom are 'Previous' and 'Save & Next' buttons.

1. The user performs the following on the 'Details' page.
 - a. The user selects the 'Yes' or 'No' radio button for the below option based on the requirement.

Is this project included in an adopted bicycle and pedestrian plan, greenway plan, comprehensive transportation plan, long range transportation plan, or safe routes to school plan?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of plan(s)	<input type="text"/>
Has the local government sponsoring this project discussed the project scope and cost estimates with the appropriate Division office staff within the last 36 months?	<input checked="" type="radio"/> Yes <input type="radio"/> No

- b. The user selects the 'Yes' or 'No' radio button for the below option based on the requirement.

Has the local government sponsoring this project discussed the project scope and cost estimates with the appropriate Division office staff within the last 36 months?	<input checked="" type="radio"/> Yes <input type="radio"/> No
---	---

- c. The user enters any discussion details and date in the “Discussion Details” window below.

Discussion Details	<input type="text" value="Enter discussion details, including date."/>
--------------------	--

- d. The user selects the 'Yes' or 'No' radio button for the below option based on the requirement.

Is this project within 2 miles of a K-8 school?	<input checked="" type="radio"/> Yes <input type="radio"/> No
---	---

- e. The user enters the local government(s) where the project is located below.

Local Government(s) where project is located	<input type="text"/>
--	----------------------

- f. The user enters or types the amount of mileage.

Average Speed Limit	<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/> MPH
---------------------	--

- g. The user selects the primary distance from the drop-down below

Primary Destination	-- Select --
---------------------	--------------

- h. The user selects enters the amounts of miles to primary distance in the field below.

Distance to Primary Destination	0	Miles
---------------------------------	---	-------

- i. The user has the ability to enter other destinations with a count of up to twelve using the “Add Another” button.

Other Destination 1	-- Select --
---------------------	--------------

- j. Once the user reaches the limit, 'Add Another' button will be greyed out with a message 'No more destinations can be added'. The added destinations can be deleted using the red "X" beside the selected destination added.

Other Destination 1	-- Select --	▼
Other Destination 2	-- Select --	▼ 
Other Destination 3	-- Select --	▼ 
Other Destination 4	-- Select --	▼ 
Other Destination 5	-- Select --	▼ 
Other Destination 6	-- Select --	▼ 
Other Destination 7	-- Select --	▼ 
Other Destination 8	-- Select --	▼ 
Other Destination 9	-- Select --	▼ 
Other Destination 10	-- Select --	▼ 
Other Destination 11	-- Select --	▼ 
Other Destination 12	-- Select --	▼ 

No more destinations can be added.

- k. The user selects the percentage of 'Amount of Right-of-Way already Acquired' by clicking on the up and down arrows next to the field.

Amount of Right-of-Way already Acquired	0	▲	▼	%
---	---	---	---	---

- l. The user selects the design completion percentage by clicking on the up & down arrows next to the field.

Amount of Preliminary Engineering/Design Completed	0	▲	▼	%
--	---	---	---	---

- m. The user selects the 'Environmental Document Type' from the dropdown.

Environmental Document Type (anticipated)	-- Select --
---	--------------

- n. The user selects the connection point from the drop-down below

Connnection Point 1	-- Select --
---------------------	--------------

- o. The user also has the ability to add an additional connection points a maximum of ten using the "Add Another" button. Once the user reaches the limit, the 'Add Another' button will be greyed out with a message 'No more destinations can be added'. The added destinations can be deleted using the red "X" beside the selected connection point added.

Connnection Point 1	-- Select --
Connnection Point 2	-- Select --
Connnection Point 3	-- Select --
Connnection Point 4	-- Select --
Connnection Point 5	-- Select --
Connnection Point 6	-- Select --
Connnection Point 7	-- Select --
Connnection Point 8	-- Select --
Connnection Point 9	-- Select --
Connnection Point 10	-- Select --
No more connection points can be added.	

2. The 'Details' page looks like below after entering all fields. If the first question is answered with a yes, then the 'Name of plan(s)' is will need to be filled out. If the second question is answered with a

no then the remaining fields after the question becomes hidden. See second image after the first below. Please note the highlighted fields denotes a mandatory requirement

The screenshot shows the SPOT On!ne application interface. At the top, there's a header with the logo, 'SPOT On!ne', and user information ('Welcome Jerome Gayle on behalf of MPO Burlington'). Below the header is a navigation bar with tabs: 'Create New Project' (highlighted), 'Cancel', 'Navigation Wizard', 'Project type' (checked), 'Route' (checked), 'Map Sketch' (checked), 'Details' (checked), 'Cost' (checked), 'Score' (highlighted), 'Summary' (unchecked). The main area is titled '4 Details'. It contains several input fields and dropdown menus. At the top right of the main area is a table with columns: 'Spot Id' (B150031), 'Improvement Type' (5. Protected Linear Pedestrian Facility (Pedestrian)), and 'Route/Facility Name' (vbw). Below this table are two questions with radio button answers: 'Is this project included in an adopted bicycle and pedestrian plan, greenway plan, comprehensive transportation plan, long range transportation plan, or safe routes to school plan?' (Yes selected) and 'Has the local government sponsoring this project discussed the project scope and cost estimates with the appropriate Division office staff within the last 36 months?' (Yes selected). There's also a 'Discussion Details' text area with placeholder text 'Enter discussion details, including date.' Below these are more fields: 'Is this project within 2 miles of a K-8 school?' (Yes selected), 'Local Government(s) where project is located' (dfd), 'Average Speed Limit' (1 MPH), 'Primary Destination' (Residential neighborhood (low-density)), 'Distance to Primary Destination' (0 Miles), 'Other Destination 1' (dropdown menu), 'Amount of Right-of-Way already Acquired' (0 %), 'Amount of Preliminary Engineering/Design Completed' (0 %), 'Environmental Document Type (anticipated)' (Categorical Exclusion Type I/II), and 'Connection Point 1' (dropdown menu). At the bottom are 'Previous' and 'Save & Next' buttons.

 SPOT On!ne

Welcome Jerome Gayle on behalf of MPO Burlington

Create New Project Cancel

4 Details	Spot Id	Improvement Type	Route/Facility Name
	B150031	5. Protected Linear Pedestrian Facility (Pedestrian)	vby

Navigation Wizard

- Project type
- Route
- Map Sketch
- Details
- Cost
- Score
- Summary

Is this project included in an adopted bicycle and pedestrian plan, greenway plan, comprehensive transportation plan, long range transportation plan, or safe routes to school plan?

Yes No

Name of plan(s)

Has the local government sponsoring this project discussed the project scope and cost estimates with the appropriate Division office staff within the last 36 months?

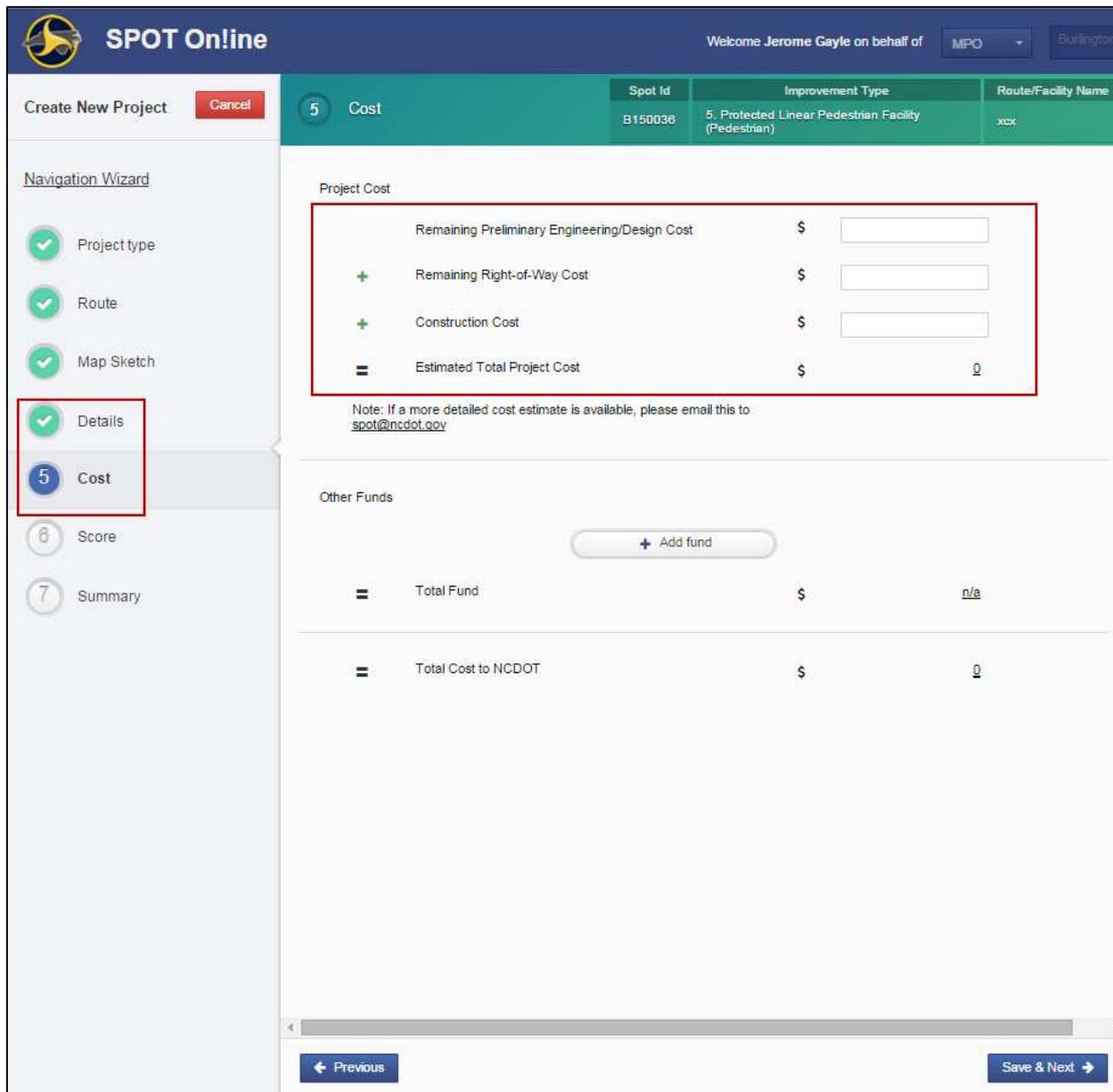
Yes No

Please discuss project with NCDOT Division Office before proceeding.

← Previous Save & Return to Map View

3. The user clicks on the 'Save & Next' button  to continue to the 'Cost' page.

The user may also click on the 'Previous' button if they wish to return to the previous page and make edits.



SPOT On!ine

Welcome Jerome Gayle on behalf of MPO Burlington

Create New Project Cancel

5 Cost

Spot Id: B150036 Improvement Type: 5. Protected Linear Pedestrian Facility (Pedestrian) Route/Facility Name: xxz

Project Cost

Remaining Preliminary Engineering/Design Cost	\$ <input type="text"/>
+ Remaining Right-of-Way Cost	\$ <input type="text"/>
+ Construction Cost	\$ <input type="text"/>
= Estimated Total Project Cost	\$ <input type="text"/> 0

Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov

Other Funds

+ Add fund

= Total Fund \$ n/a

= Total Cost to NCDOT \$ 0

← Previous Save & Next →

4. The user performs the following on the 'Cost' Page:

The user enters values in the cost fields as show in the below screenshot.

Estimated Total Project Cost = Estimated Remaining Preliminary Engineering/Design Cost +
Remaining Right-of-Way Cost + Construction Cost.

Examples of Cost computation are shown below. Please refer **sections 2.5 to 2.8** for more details on the cost page.

Project Cost		
Remaining Preliminary Engineering/Design Cost	\$	
+ Remaining Right-of-Way Cost	\$	
+ Construction Cost	\$	
= Estimated Total Project Cost	\$	0

- a. The user can choose to enter the 'Other Funds' optional fields. The user clicks on the



button to add multiple 'Other Funds' fields.

Note: Other funds can be local funds that would contribute to a project thereby reducing the cost to NCDOT.

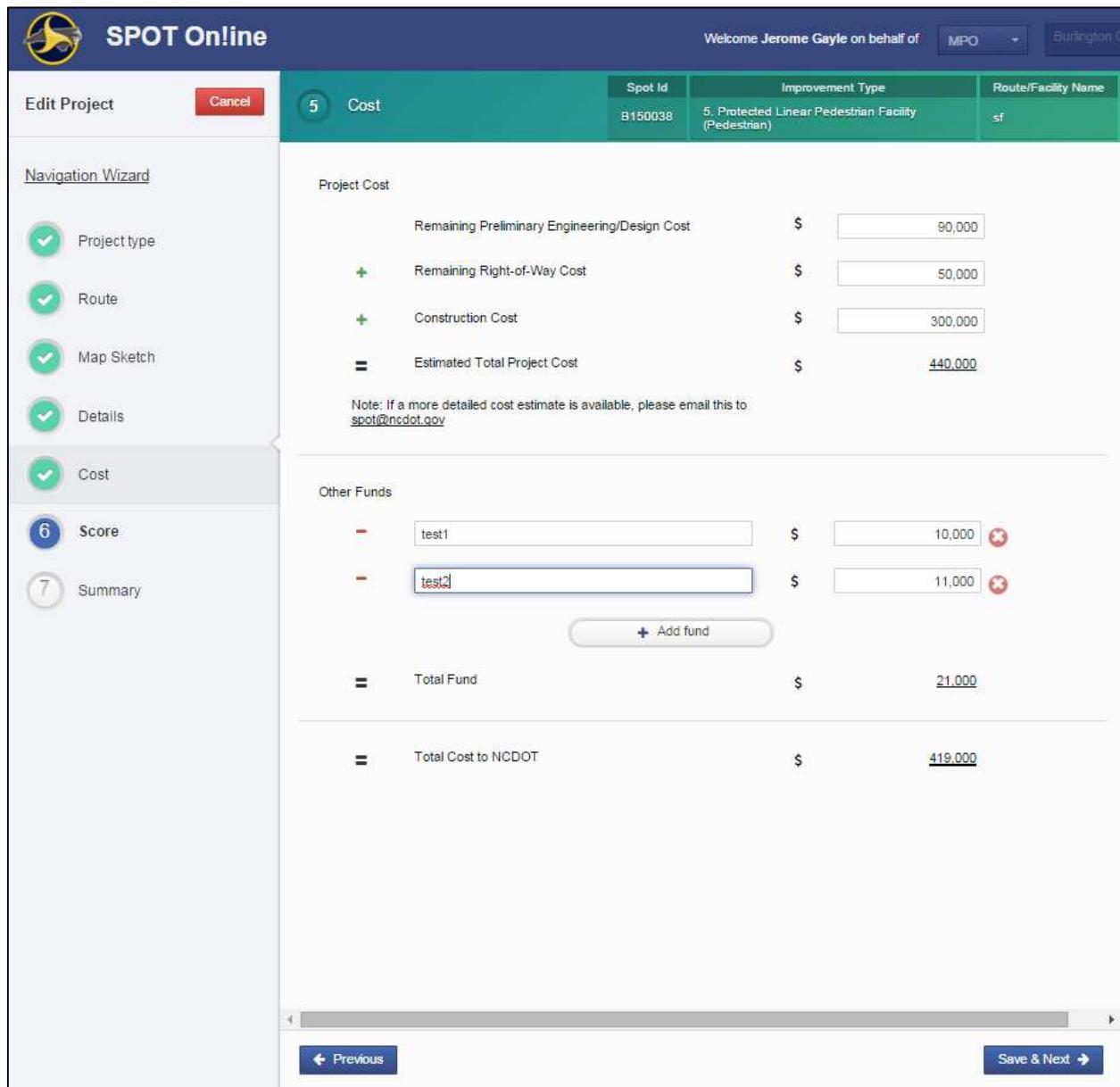
Other Funds		
- Source of Local Funds (Minimum 20% Match)	\$	
- Source of Local Funds (Minimum 20% Match)	\$	
+ Add fund		

- b. The system automatically computes the Total Cost to NCDOT by subtracting Total Funds from the Estimated Total Project cost.

(i.e., $440,000 - 21,000 = 419,000$ as shown highlighted below.)

= Total Cost to NCDOT	\$	<u>419,000</u>
-----------------------	----	----------------

- c. After entering all of the details, the cost page is displayed as shown below.



The screenshot shows the SPOT On!ne application interface. The top navigation bar includes the SPOT On!ne logo, user name 'Jerome Gayle', and 'MPO' and 'Burlington' dropdown menus. The main content area has a header 'Cost' with a step indicator '5'. On the left, a 'Navigation Wizard' sidebar lists steps 1 through 7, with 'Cost' currently selected. The main form displays 'Project Cost' details:

	Remaining Preliminary Engineering/Design Cost	\$	90,000
+ Remaining Right-of-Way Cost	\$	50,000	
+ Construction Cost	\$	300,000	
= Estimated Total Project Cost	\$	<u>440,000</u>	

A note at the bottom of this section says: 'Note: if a more detailed cost estimate is available, please email this to spot@ncdot.gov'

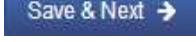
The 'Other Funds' section contains two entries:

-	test1	\$	10,000	X
-	test2	\$	11,000	X

Below these are summary totals:

=	Total Fund	\$	21,000
=	Total Cost to NCDOT	\$	<u>419,000</u>

At the bottom are 'Previous' and 'Save & Next' buttons.

- d. The user clicks on the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

Note: Please refer to **section 4.3.5** for cost field validations.

4.2.5 Score

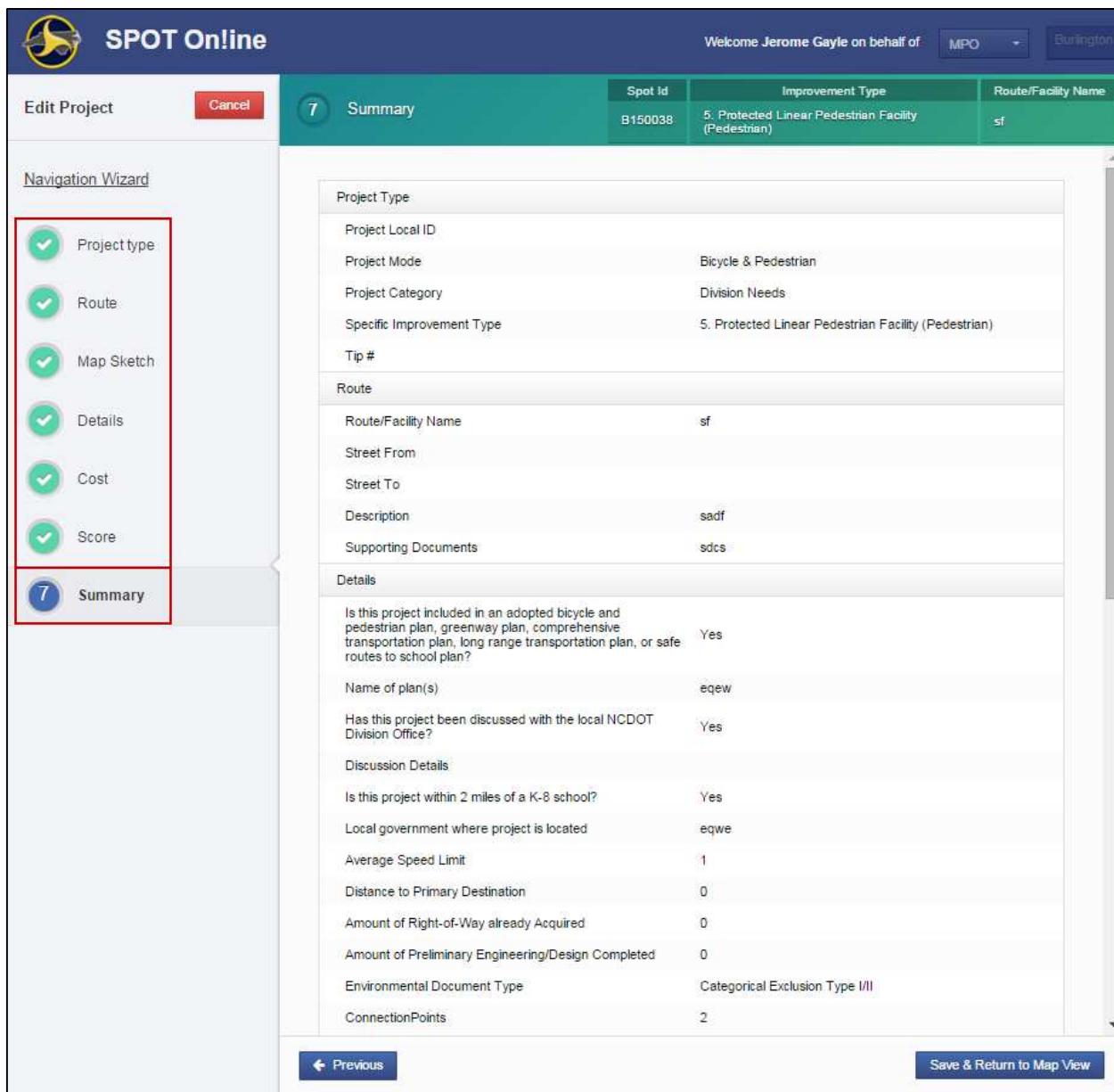
1. The 'Score' page appears after the processing bar is complete, showing the percentages allotted for division needs.

The screenshot shows the SPOT On!ine application interface. The top header includes the logo, 'SPOT On!ine', the user's name 'Jerome Gayle', and 'Burlington'. The main content area has a green header bar with the number '6' and the word 'Score'. Below this is a table with columns for 'Spot Id', 'Improvement Type', and 'Route/Facility Name'. The table shows 'B150038', '5. Protected Linear Pedestrian Facility (Pedestrian)', and 'sf'. To the left is a 'Navigation Wizard' sidebar with steps numbered 1 through 7. Steps 1 through 5 are marked with green checkmarks. Step 6 is highlighted with a red box. Step 7 is partially visible below it. The main content area also contains a 'Division Needs' section with a table showing five categories: Safety (15%), Access (10%), Demand/Density (10%), Connectivity (10%), and Cost Effectiveness (5%), all listed as 'In Progress'. At the bottom are 'Previous' and 'Save & Next' buttons.

2. The user clicks on the 'Save & Next' button to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.2.6 Summary



The screenshot shows the SPOT Online application interface. At the top, there's a logo and the text "SPOT Online". A navigation bar includes "Edit Project", "Cancel", "Welcome Jerome Gayle on behalf of MPO Burlington", and a dropdown menu. On the left, a "Navigation Wizard" sidebar lists steps: "Project type" (checked), "Route" (checked), "Map Sketch" (checked), "Details" (checked), "Cost" (checked), "Score" (checked), and "Summary" (highlighted with a red border). The main content area is titled "7 Summary". It displays project details in a table:

Spot Id	Improvement Type	Route/Facility Name
B150038	5. Protected Linear Pedestrian Facility (Pedestrian)	sf

Below the table, the "Project Type" section contains fields for "Project Local ID" (Bicycle & Pedestrian), "Project Mode" (Division Needs), "Project Category" (5. Protected Linear Pedestrian Facility (Pedestrian)), "Tip #", and "Route". The "Route/Facility Name" field is set to "sf". The "Description" field is "sadf" and "Supporting Documents" is "sdcs". The "Details" section includes questions about transportation plans, discussions with NCDOT, and project location details like speed limit, distance to destination, and environmental documents.

At the bottom, there are "Previous" and "Save & Return to Map View" buttons.

1. The user reviews the project summary and clicks on the 'Save & Return to Map View' button

Save & Return to Map View to save the project and view the project information on the map.

- a. The user can also click on the 'Previous' button **← Previous** to go back to previous pages to make any edits.

Note: Please refer to **section 4.1.7** on how to edit previous pages.

The screenshot shows the SPOT On!ne application interface. On the left, there's a table titled "My Projects" listing various projects with columns for Flag, SPOT ID, Mode, Project Category, and Status. Projects include B150031, B150036, B150038, B150044, H150047, and H150051. Project B150038 is selected and highlighted with a blue border. The main area is a map of the Burlington Graham MPO region, showing roads like NC 81, NC 62, and NC 160. A red rectangular box highlights a specific area in Guilford County. A callout box for project B150038 displays its details: **B150038 (Project Details Request PDF)**. It shows the project is for a **Bicycle & Pedestrian** facility worth **\$ 419,000**, submitted by **Burlington Graham MPO** under **Division Needs**. The specific improvement type is listed as **5. Protected Linear Pedestrian Facility (Pedestrian)**. The TIP # is listed as **B150038**. The funded status is marked as **-**. The description field contains the text **Protected Linear Pedestrian Facility (Pedestrian)**. At the bottom of the map interface, there are buttons for Submit, Unsubmit, Export, Edit, and Delete.

2. The project is displayed with the status of 'Draft' and the map area is zoomed to the location of the project, showing the project details in a small window.

The screenshot shows a modal window titled "B150038 (Project Details Request PDF)". The window contains the following information:

Bicycle & Pedestrian Division Needs	\$ 419,000 Draft
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	5. Protected Linear Pedestrian Facility (Pedestrian)
TIP #:	-
Funded Status:	-
Description:	code

Note: The user can perform Edit/Delete operation on a draft project. Please refer to **sections 4.1.8 through 4.1.10** for more details on editing/deleting & submitting a draft project.

3. The user clicks on the 'Submit' button located at the bottom of the map.



4. The project status is changed to 'Submitted' in the project list.

Flag	SPOTID	Mode	Project Category	Status
✓	A150053	Aviation	Statewide Mobility	Draft
?	A150054	Aviation	Statewide Mobility	Draft
✓	A150055	Aviation	Statewide Mobility	Draft
?	B150031	Bicycle & Pedestrian	Division Needs	Draft
?	B150036	Bicycle & Pedestrian	Division Needs	Draft
✓	B150038	Bicycle & Pedestrian	Division Needs	Submitted
✓	B150044	Bicycle & Pedestrian	Division Needs	Draft
✓	F150058	Ferry	Regional Impact	Draft
✓	F150059	Ferry	Regional Impact	Submitted
?	H150047	Highway	Statewide Mobility	Draft
?	H150051	Highway	Statewide Mobility	Draft
?	H150065	Highway	Statewide Mobility	Draft
?	H150068	Highway	Statewide Mobility	Draft
✓	R150063	Rail	Statewide Mobility	Draft
✓	T150061	Public Transit	Regional Impact	Draft

5. The user cannot perform 'Edit' or 'Delete' (For MPO, RPO or Division user) operations on the submitted project. The options to 'Edit' and 'Delete' are greyed out.

Note: If the user wishes to make any changes on the submitted project, then the user has to contact SPOT office.

6. The user can continue to export the project or create a new project from here.

4.3 Aviation Mode

All the Non-GIS projects for the SPOT On!ine application are covered from **sections 4.3 through 4.6**.

Disclaimer: Entry of new Aviation projects in SPOT On!ine has no geospatial processing and near real time scoring is not available. Quantitative scores will be available during the local input point window. A pin can be inserted at the Map sketch step for reference only. Other supporting documentation can be uploaded in P3.0 SharePoint site.

This section provides details on how to create an 'Aviation' project. The user clicks on the 'Create New +' button . The project grid and interactive map are replaced by a project creation wizard. The wizard has seven steps as listed below:

1. Project Type
2. Route
3. Map Sketch
4. Details
5. Cost
6. Score
7. Summary

This wizard allows the user to create each step in sequence. The user can then navigate to any step in the middle of the project, make the necessary edits and save at each step of the project. It also provides the ability to save the project in between workflows for later use.

4.3.1 Project Type

1. After clicking on the 'Create New' button, the system opens the 'Project Type' dialog menu and the map area is greyed out.

The screenshot shows the 'Project Type' step of a project creation wizard. The left sidebar lists steps 1 through 7. Step 1, 'Project type', is selected and highlighted in blue. A red box highlights the 'Cancel' button at the top right of the main content area. Another red box highlights the 'Save & Next →' button at the bottom right. The main content area includes fields for Mode (Highway selected), Project Category (Statewide Mobility selected), Specific Improvement Type (dropdown menu), Project Local ID (text input), and TIP # (text input). To the right is a map showing various roads and paths.

- a. The system displays the project grid on the left showing seven sequential steps to be performed for creating a project.
- b. A 'Cancel' button is displayed allowing the user to cancel the project at any stage. This selection will not save any changes made in any of the project steps.
- c. A 'Save and Next' button is displayed allowing the user to continue to the next steps in the creation of a project.

2. In the Project Type dialog window, the user performs the following steps:

The screenshot shows the 'Project Type' step of a 'Create New Project' wizard. The left sidebar lists steps 1 through 7. Step 1, 'Project type', is selected and highlighted in blue. The main area contains fields for Mode, Project Category, Specific Improvement Type, Project Local ID, and TIP #, along with a 'Save & Next' button.

Mode

- Highway
- Bicycle & Pedestrian
- Public Transit
- Ferry
- Rail
- Aviation

Project Category

- Statewide Mobility
- Regional Impact
- Division Needs

Specific Improvement Type

— Select —

Project Local ID

Enter Local ID # if applicable

TIP #

Enter State TIP # if applicable

Save & Next →

- a. Select the 'Aviation' radio button in the project type 'Mode' menu.

A zoomed-in view of the 'Mode' selection section from the previous screenshot. It shows the five options: Highway, Bicycle & Pedestrian, Public Transit, Ferry, Rail, and Aviation. The 'Aviation' option is selected, indicated by a blue dot next to the radio button.

Mode

- Highway
- Bicycle & Pedestrian
- Public Transit
- Ferry
- Rail
- Aviation

- b. Leave the default selection of 'Statewide Mobility' for the 'Project Category'.

Project Category

Statewide Mobility

Regional Impact

Division Needs

- c. Select any value from the 'Specific Improvement Type' drop down.

Specific Improvement Type

1100 - Taxiway Requirements

- d. The user enters local IDs associated with projects from Comprehensive or Long Range Transportation Plans in the 'Project Local ID' Text box.

Project Local ID

Enter Local ID # if applicable

- e. The user enters the 'TIP #' in the text box and clicks on the Save and Next button.

TIP #

Enter State TIP # if applicable

- c. In this page, if the user wants to cancel the project by clicking on the 'Cancel' button, the pop-up window is displayed asking for confirmation to save or delete the project.

- The user clicks on the 'Save' button and the project gets saved and displayed in the project grid. A yellow '?' mark appears next to the project indicating the project is partially completed.

My Projects					Create New +
	SPOTID ▾	Mode	Funded Category	Status	
?	A133842	Aviation	Statewide Mobility	Draft	
✓	B133455	Bicycle & pedestrian	Division Needs	Submitted	
✓	B133456	Bicycle & pedestrian	Division Needs	Draft	
?	B133525	Bicycle & pedestrian	Division Needs	Draft	
?	B133606	Bicycle & pedestrian	Division Needs	Draft	
✓	F133366	Ferry	Regional Impact	Draft	
?	F133386	Ferry	Division Needs	Draft	
✓	F133388	Ferry	Regional Impact	Draft	
✓	F133740	Ferry	Regional Impact	Draft	
?	H133275	Highway	Statewide Mobility	Draft	
?	H133277	Highway	Statewide Mobility	Draft	
?	H133278	Highway	Statewide Mobility	Draft	
?	H133280	Highway	Statewide Mobility	Draft	
✓	H133328	Highway	Statewide Mobility	Draft	
✓	H133336	Highway	Statewide Mobility	Draft	
✓	H133359	Highway	Statewide Mobility	Draft	

- The user can continue on this project any time after saving.
- The user may click on the 'Delete' button if the user wishes to delete the project.
- The user clicks on the 'Cancel' button if they want to continue with the workflow.



4.3.2 Route

The screenshot shows the SPOT Online application interface for creating a new project. The title bar reads "SPOT Online" and the URL is "https://gisql3.services.ncdot.gov/SpotOnline/default.aspx". The top navigation bar includes "Logout", "Users", "About", and "Contact Us". A sidebar on the left lists steps: "Create New Project" (highlighted in red), "Navigation Wizard" (with "Project type" checked), "Route" (highlighted in blue), "Map Sketch", "Details", "Cost", "Score", and "Summary". The main content area is titled "Route" (step 2). It displays a "Spot Id" (A150053) and "Improvement Type" (1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking). Below this are fields for "Project Title" (empty), "Route/Facility Name" (dropdown menu), "Project Description" (text area with placeholder "All descriptions should begin with a verb such as \"Widen\", \"Construct\", \"Upgrade\", etc."), and "Supporting Documents" (text area with placeholder "Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project"). At the bottom are "Previous" and "Save & Next" buttons. To the right is a map showing a route from Hillsborough to Durham, North Carolina.

1. At this point, the user verifies the following changes in the application:
 - a. A new SPOT ID will be generated for the project displaying on the top of the UI with the improvement type selected in the previous step.

Note: The spot id is generated based on the format @#####-@@

Item	Description
@	Mode designator (A=Aviation, B=Bike/Ped, F=Ferry, H=Highway, T=Public Transit, R=Rail)
##	Last two digits of the year (e.g., 12, 13...)
####	1-9999, this is a sequential number. #### will be set to zeroes on January 1 of each year.
@@	This item is optional. It is a sequential segment ID. Segment ID's are used to identify various segments of a single project. The segment processing is provided by the NCDOT created Admin application.

Spot Id	Improvement Type	Route/Facility Name
A150054	1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking	1A5 - Macon County

A previous button appears at the bottom left of the Route page.



The user can click on the 'Previous' button if they wish to change the selection made in the first page of the project. For any edits made on the previous page, changes will be applied only after clicking on the 'Save & Next' button on the previous page.

2. On the 'Route' page, the user performs the following steps:

Spot Id	Improvement Type
A150053	1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking
Route	
Project Title	<input type="text"/>
Route/Facility Name	-- Select --
Project Description	All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.
Supporting Documents	Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.

- a. The user enters a value in the 'Project Title' text box.

Project Title	<input type="text"/>
---------------	----------------------

- b. The user selects the 'Route/Facility Name' from the drop down.

Route/Facility Name	-- Select --
---------------------	--------------

- c. The user enters the 'Project Description' in the text box.

Project Description	All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.
---------------------	---

- d. The user enters optional links to supporting documents in the 'Supporting Documents' text box.

Supporting documents can be problem statements, purpose and need statements, feasibility studies or other local studies, or other planning and/or design related information that help to better describe and justify the need for the project.

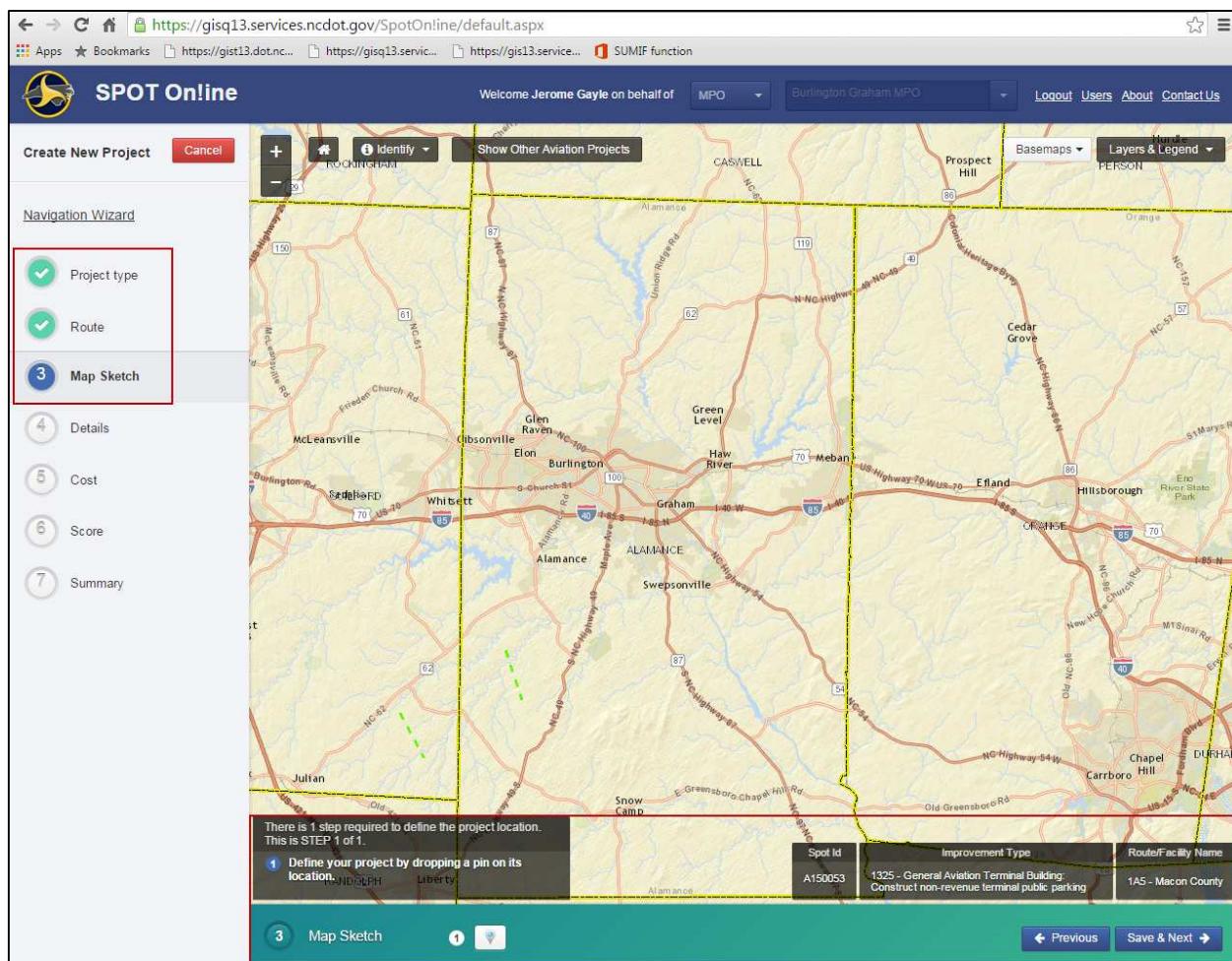
Note: System supports only links to the documents, not to be confused with attach documents.

Supporting Documents	Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.
----------------------	--

- e. The user clicks on the 'Save & Next' button. 
- f. The user may also click the 'Previous' button if they wish to return to the previous page and make edits.

4.3.3 Map Sketch

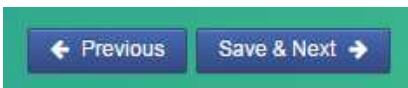
1. The application displays the enabled map view, showing the 'Map Sketch' menu at the bottom of the application.



2. At this point, the user will mark where the project will occur, by using the following mapping functionality.
3. A pin tool  is displayed on the 'Map Sketch' menu, allowing the user to select the pin and drop it at the desired location on the map.



4. The 'Previous' and 'Save & Next' buttons allows the user to return to the previous page or move forward after changes have been made.



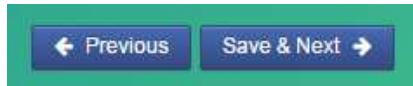
5. The user can perform an optional check on 'Show Other Aviation Projects' button Show Other Aviation Projects on the map sketch page to see all(draft/submitted/pending) all aviation projects in that area on the map. A check mark appears after clicking this button. The user can toggle the button on/off to see the green color appearing/disappearing.
6. The project information is updated at the bottom right corner of the map with the 'Route/Facility Name', which is selected in the 'Route' page of the project.

Spot Id	Improvement Type	Route/Facility Name
A150053	1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking	1A5 - Macon County

7. The user selects the pin tool, drops it at the desired location on the map and verifies the following:
 - a. A dropped pin is shown on the map and the 'Save & Next' button is enabled.



- b. The user clicks on the 'Save & Next' button to save the selected location on the map and to move forward.



Note: If the user clicks on the previous button to make edits on any previous project pages, the current page will not be saved. The user may have to navigate to the 'Map Sketch' page and make a new selection again.

- c. A processing bar appears as the system calculates the project specific GIS map data. Please wait until processing is complete. You will then be navigated to the Details page.

4.3.4 Details

1. The user will notice a greyed out screen with the words 'No Details Needed' in the middle of the 'Details' page. The map view is greyed out for this page.

The screenshot shows the SPOT On!ne application interface. At the top, there's a header bar with the URL <https://gisq13.services.ncdot.gov/SpotOn!ne/default.aspx>. Below the header is the SPOT On!ne logo and a navigation bar with links for 'Create New Project', 'Cancel', 'MPO', and 'Burlington Graham MPO'. The main area is titled 'Navigation Wizard' and shows a list of steps: 1. Project type (checked), 2. Route (checked), 3. Map Sketch (checked), 4. Details (selected, highlighted with a blue circle and the number 4), 5. Cost, 6. Score, and 7. Summary. Step 4 is currently active. In the center of the page, there's a message box with the text 'No Details Needed.' A red box highlights this message. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button being highlighted.

2. Click on the 'Next' button to continue to the 'Cost' page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.3.5 Cost

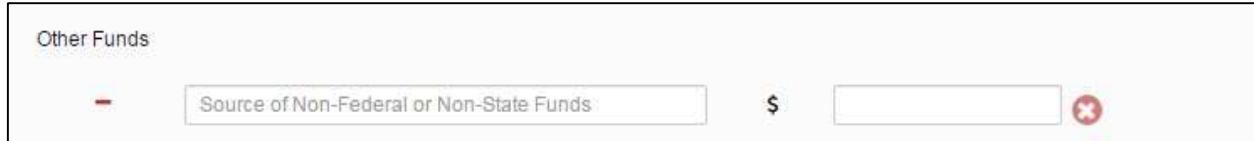
The screenshot shows the SPOT Online application interface. At the top, there's a header bar with a back/forward button, a refresh icon, a home icon, and the URL <https://gisq13.services.ncdot.gov/SpotOnline/default.aspx>. Below the header is a toolbar with 'Apps', 'Bookmarks', and several service links. The main title is 'SPOT Online' with a logo. The top right shows 'Welcome Jerome Gayle on behalf of MPO' and 'Burlington Graham MPO'. A navigation bar on the left lists steps: 'Create New Project', 'Cancel', 'Navigation Wizard' (with 'Project type', 'Route', 'Map Sketch', 'Details', and 'Cost' checked), 'Score', and 'Summary'. The current step is 'Cost', which is highlighted with a red border. The main content area is titled '5 Cost'. It shows a table with columns 'Spot Id', 'Improvement Type', and 'Route/Facility Name'. The data is: Spot Id A150054, Improvement Type 1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking, and Route/Facility Name 1A5 - Macon County. Below the table is a section for 'Project Cost' with a field for 'Estimated Total Project Cost' (value \$0). A note says: 'Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov'. There's also a section for 'Other Funds' with a 'Total Fund' field (value \$n/a) and a 'Total Cost to NCDOT' field (value \$0). At the bottom are 'Previous' and 'Save & Next' buttons.

1. The user performs the following in the 'Cost' page:
 - a. The user is required to enter a price value for the 'Estimated Total Project Cost' field.

A close-up view of the 'Estimated Total Project Cost' field from the previous screenshot. The field is labeled 'Estimated Total Project Cost' with a dollar sign prefix. To its right is a text input box containing the value '0'. Above the input box is a small placeholder text 'Project Cost'.

- b. The price is adjusted by the system and updates the '0' value in 'Total Costs to NCDOT' to the entered amount.
- c. The user can choose to enter the 'Other Funds' optional fields. The user clicks the  button to add multiple 'Other Funds' fields.
- d. The 'Other Funds' row is created at the top showing two fields as required fields.
- e. The user enters the description of the fund on the first field and cost on '\$' field. The user can enter a maximum possible cost up to \$9,999,999,999 [10 digits]. If the user clicks on the 'X' on the far right side it will cancel the 'Other Funds' entry.

Note: 'Other Funds' Other Funds are non-State, Non-Federal dollars that a local area desires to contribute to the project and thereby lower the cost of the project to NCDOT.



Other Funds

Source of Non-Federal or Non-State Funds \$ 

Note:

1. If the user tries to enter more than 10 digits, the system will prompt a message saying the value entered is out of range. The user must fix this error before being able to continue on to the next page.



Other Funds

Source of Non-Federal or Non-State Funds \$  **This value is out of range.**

2. If the user enters any decimals along with original cost, then any decimals < 0.5 are rounded off and the decimal is not considered. If the decimal is > 0.5 then the value is rounded off to 1.

For Example: If the user enters a value of 1,000.45 in the project cost then the total cost is rounded off to 1,000.

Project Cost		
=	Estimated Total Project Cost	\$ <input type="text" value="1000.45"/>
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>		
<hr/>		
Other Funds		
+ Add fund		
=	Total Fund	\$ <input type="text" value="0"/>
=	Total Cost to NCDOT	\$ <input type="text" value="1.000"/>

Also, if the user enters a value of 1,000.5 (and greater) then the cost is rounded off to 1,000.1.

Project Cost		
=	Estimated Total Project Cost	\$ <input type="text" value="1000.51"/>
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>		
<hr/>		
Other Funds		
+ Add fund		
=	Total Fund	\$ <input type="text" value="0"/>
=	Total Cost to NCDOT	\$ <input type="text" value="1.001"/>

The system automatically calculates the 'Total Cost to NCDOT' by subtracting the cost entered in the 'Other Funds' from the 'Estimated Total Project Cost' field.

For Example: If the user enters the project cost as '\$5,000' and the other funds total as \$1,500 (1,000 + 500) then the system automatically subtracts the total funds amount from project cost and gives the 'Total Costs to NCDOT' as \$3,500 as highlighted below.

Project Cost			
=	Estimated Total Project Cost	\$	5,000
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>			
<hr/>			
Other Funds			
-	Source of Non-Federal or Non-State Funds	\$	1,000 
-	Source of Non-Federal or Non-State Funds	\$	500 
+ Add fund			
=	Total Fund	\$	1,500
=	Total Cost to NCDOT	\$	<u>3,500</u>

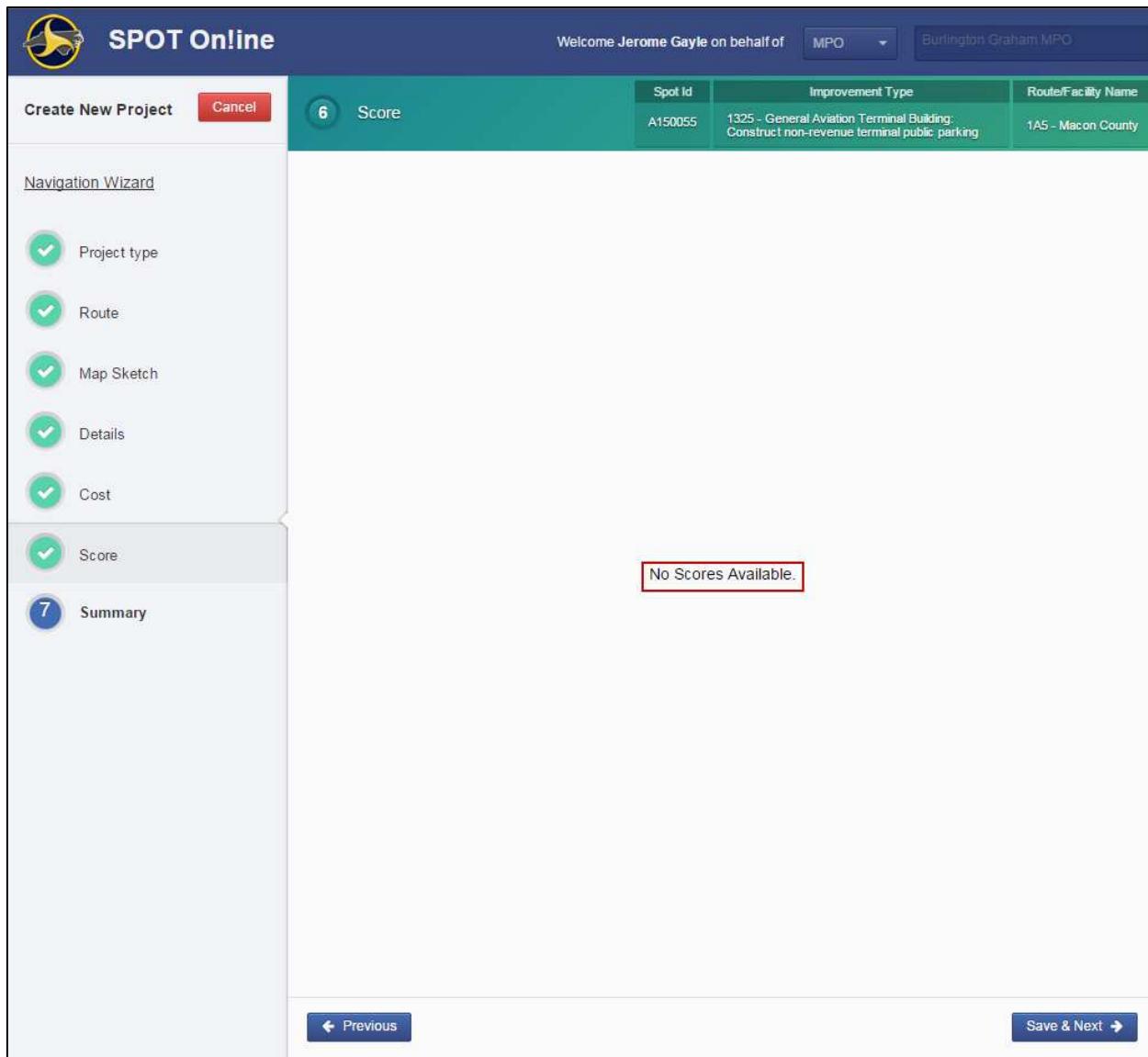
Note: If the 'Total Costs to NCDOT' is a negative value, the system highlights the value in 'red' and shows an error message that the value of 'Total Fund' is greater than the 'Estimated Total Project Cost'. The user performs the necessary edits and continues to the workflow.

The screenshot shows the 'Project Cost' and 'Other Funds' sections of the application. In the 'Project Cost' section, there is a note: 'Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov'. In the 'Other Funds' section, there are two entries: 'Source of Non-Federal or Non-State Funds' with a value of '\$ 1,000' and another entry with a value of '\$ 500'. Below these is a button labeled '+ Add fund'. In the 'Total Fund' section, there is an entry for 'Total Fund' with a value of '\$ 1,500'. In the 'Total Cost to NCDOT' section, there is an entry with a value of '\$ -100'. A red box highlights this entry, and a dark gray callout box with a red border contains the text: "'Total Fund' is greater than 'Estimated Total Project Cost'".

The user clicks the 'Save & Next' button to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.3.6 Score



The screenshot shows the SPOT Online application interface. At the top, there's a header bar with the SPOT Online logo, user welcome message "Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO", and a "Create New Project" button. Below the header is a navigation wizard on the left, listing steps 1 through 7: Project type, Route, Map Sketch, Details, Cost, Score (which is currently selected), and Summary. Step 7 is marked with a blue circle. The main content area is titled "Score" and displays a table with one row. The table columns are "Spot Id", "Improvement Type", and "Route/Facility Name". The data in the first row is: Spot Id A150055, Improvement Type 1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking, and Route/Facility Name 1A5 - Macon County. Below the table, a message box says "No Scores Available." At the bottom of the page are "Previous" and "Save & Next" buttons.

Spot Id	Improvement Type	Route/Facility Name
A150055	1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking	1A5 - Macon County

The user clicks on the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.3.7 Summary

The screenshot shows the SPOT On!ine application interface. At the top, there's a navigation bar with the title 'SPOT On!ine', a welcome message 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO', and a 'Create New Project' button. Below the navigation bar is a 'Summary' step in a 'Navigation Wizard' process, indicated by a red box around the 'Summary' button in the sidebar.

The main content area displays project details in a table:

Spot Id	Improvement Type	Route/Facility Name
A150055	1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking	1A5 - Macon County

Below the table, the 'Project Type' section contains the following information:

Project Mode	Aviation
Project Category	Statewide Mobility
Project Local ID	
Specific Improvement Type	1325 - General Aviation Terminal Building: Construct non-revenue terminal public parking
Tip #	
Route	
ProjectTitle	gfd
Route/Facility Name	1A5 - Macon County
Project Description	cvcv
Supporting Documents	
Cost	
Estimated Total Project Cost	\$ 12
Cost To NCDOT	\$ 12
Score	
N/A	
Last 3 Editors	ncidljgayle 10/23/2015 9:51:37 AM

At the bottom of the page are three buttons: '← Previous', 'Save & Return to Map View' (highlighted in blue), and 'Save & Enter Another Project'.

1. The user verifies the project summary and clicks on the 'Save & Return to Map View' button **Save & Return to Map View** to save the project and view the project information on the map.
2. The user can also click on 'Save & Enter Another Project' button. **Save & Enter Another Project** This option saves the current project and navigates to the project page to start creating another project.
3. The user can also click on the 'Previous' button **← Previous** to go back to previous pages to make any edits.

Note: Please refer to **section 4.1.7** for more details on how the previous pages are edited in the workflow.

The screenshot shows the SPOT Online interface. On the left, there's a table titled "My Projects" listing various projects with columns for Flag, SPOTID, Mode, Project Category, and Status. Project A150055 is highlighted. On the right, a map of Macon County is displayed with a callout box showing detailed information about the selected project. The callout box includes fields for Project ID, Type, Budget, and Status, along with specific improvement details and a TIP number.

4. The project is displayed with the status of 'Draft' and the map area is zoomed to the location of the project, showing the project details in a small window.



Note: The user can perform the Edit/Delete operation on a draft project. Please refer to **sections 4.1.8 & 4.1.9** for more details on editing and deleting a project.

5. The user clicks on the 'Submit' button located at the bottom of the map.



Note: Please refer to **section 4.1.10** for more details on submitting a draft project.

6. The project status is changed to 'Submitted' in the project list.
7. The user cannot perform the 'Edit' or 'Delete' operations on the submitted project. The options to 'Edit' and 'Delete' are greyed out.
8. The user can continue to export the project or create a new project from here.

4.4 Ferry Mode

This section provides details on how to create a 'Ferry' project.

Disclaimer: Entry of new Ferry projects in SPOT Online has no geospatial processing and near real time scoring is not available. Quantitative scores will be available during the local input point window. A pin can be inserted at the Map sketch step for reference only. Other supporting documentation can be uploaded in P3.0 SharePoint site.

The user clicks on the 'Create New +' button . The project grid and interactive map are replaced by a project creation wizard. The wizard has seven steps as listed below:

1. Project Type
2. Route
3. Map Sketch
4. Details
5. Cost
6. Score
7. Summary

The wizard allows the user to create each step in sequence. The user can navigate to any step in the middle of the project and make the necessary edits and then save at each step of the project. It also provides the ability to save the project in between workflows for later use.

4.4.1 Project Type

1. After clicking on the 'Create New' button, the system opens the 'Project Type' dialog menu and the map area is greyed out.

The screenshot shows the 'Project Type' dialog box from the SPOT On!ine application. On the left, a vertical sidebar lists seven steps: 1. Project type (selected), 2. Route, 3. Map Sketch, 4. Details, 5. Cost, 6. Score, and 7. Summary. Step 1 is highlighted with a red box around its 'Cancel' button. The main content area is titled 'Project Type' and contains several input fields:

- Mode:** Radio buttons for Highway (selected), Public Transit, Rail, Bicycle & Pedestrian, Ferry, and Aviation.
- Project Category:** Radio buttons for Statewide Mobility (selected), Regional Impact, and Division Needs.
- Specific Improvement Type:** A dropdown menu labeled 'Select'.
- Project Local ID:** An input field with placeholder text 'Enter Local ID # if applicable'.
- TIP #:** An input field with placeholder text 'Enter State TIP # if applicable'.

A large map of North Carolina is visible on the right side of the dialog box. At the bottom right of the main form, there is a 'Save & Next' button with a red box around it.

- a. The system displays the project grid on the left showing seven sequential steps to be performed for creating a project.
- b. A 'Cancel' button is displayed allowing the user to cancel the project at any stage. This selection will not save any changes made in any of the project steps.
- c. A 'Save and Next' button is displayed allowing the user to continue to the next steps in the creation of a project.

2. In the Project Type dialog window, the user performs the following steps:

The screenshot shows the 'Create New Project' dialog with the title 'Project Type'. On the left, a vertical navigation bar lists steps 1 through 7: 'Project type', 'Route', 'Map Sketch', 'Details', 'Cost', 'Score', and 'Summary'. Step 1 is highlighted with a blue circle and the number '1'. The main area contains fields for 'Mode' (radio buttons for Highway, Public Transit, Rail, Bicycle & Pedestrian, Ferry, Aviation), 'Project Category' (radio buttons for Regional Impact, Division Needs, both are unselected), 'Specific Improvement Type' (a dropdown menu set to '-- Select --'), 'Project Local ID' (a text input field with placeholder 'Enter Local ID # if applicable'), and 'TIP #' (a text input field with placeholder 'Enter State TIP # if applicable'). A 'Save & Next' button is at the bottom right.

- a. Select the 'Ferry' radio button in the project type 'Mode' menu.

A zoomed-in view of the 'Mode' section from the previous screenshot. It shows five radio buttons: Highway, Public Transit, Rail, Bicycle & Pedestrian, and Ferry. The 'Ferry' button is selected, indicated by a dark blue dot in its center.

- b. Select 'Statewide Mobility' radio button for 'Project Category'.

A zoomed-in view of the 'Project Category' section from the previous screenshot. It shows two radio buttons: 'Regional Impact' and 'Division Needs'. The 'Regional Impact' button is selected, indicated by a dark blue dot in its center.

- c. Select any value from the 'Specific Improvement Type' drop down.

A screenshot of a user interface showing a dropdown menu. The label 'Specific Improvement Type' is on the left. To its right is a dropdown arrow pointing down, and next to it is the selected option 'Replacement Vessel (Support Fleet) - Tug'.

- d. The user enters the Local IDs associated with projects from Comprehensive or Long Range Transportation Plans in the 'Project Local ID' the text box.

A screenshot of a user interface showing a text input field. The label 'Project Local ID' is on the left, and to its right is a placeholder text box containing 'Enter Local ID # if applicable'.

- e. The user enters the 'TIP #' in the text box and clicks on the Save and Next button.

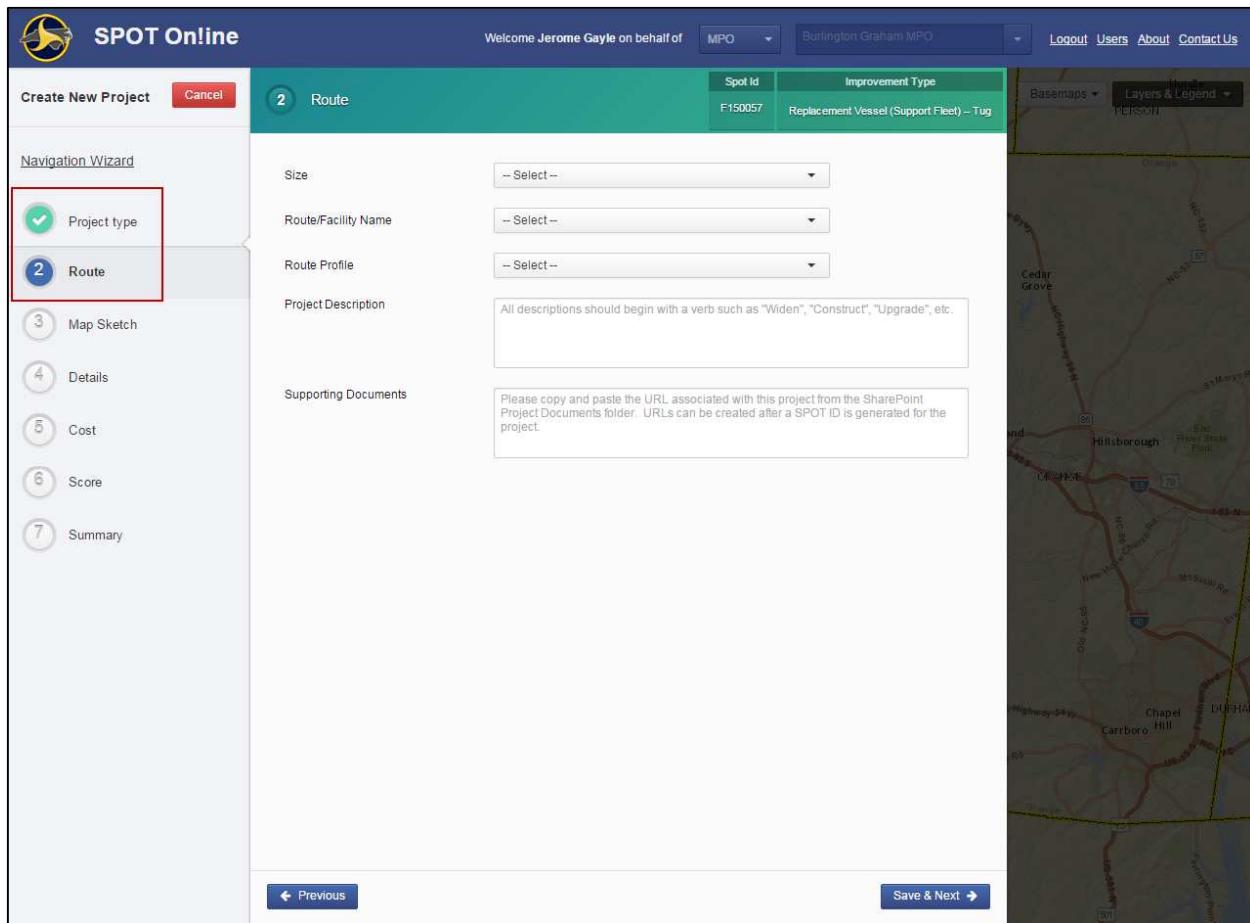
A screenshot of a user interface showing a text input field. The label 'TIP #' is on the left, and to its right is a placeholder text box containing 'Enter State TIP # if applicable'.

- f. In this page, if the user wants to cancel the project by clicking on the 'Cancel' button, the project gets cancelled and no changes are saved.

4.4.2 Route

1. A 'Route' dialog page displays as a second page in the project. The first step of the project is shown

with a green check mark beside it,  Project type indicating the step is completed in the wizard. This wizard then highlights the 'Route' page blue.



The screenshot shows the SPOT Online application's navigation wizard. The 'Route' step is highlighted with a blue background. On the left, a vertical list of steps shows 'Project type' with a green checkmark and 'Route' with a blue circle containing a number 2. Other steps like 'Map Sketch', 'Details', 'Cost', 'Score', and 'Summary' are also listed. The main form has fields for 'Size', 'Route/Facility Name', 'Route Profile', 'Project Description', and 'Supporting Documents'. At the bottom, there are 'Previous' and 'Save & Next' buttons. The right side of the screen shows a map of a road network with labels for 'Hillsborough', 'Chapel Hill', and 'Cedar Grove'.

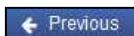
2. At this point, the user verifies the following changes in the application:

- A new SPOT ID will be generated for the project, displaying on top of the UI with the improvement type selected in the previous step.

Note: Please refer to **section 4.1.3** on the derivation of SPOT ID.

Spot Id	Improvement Type
F150057	Replacement Vessel (Support Fleet) – Tug

- b. A previous button appears at the bottom left of the Route page.



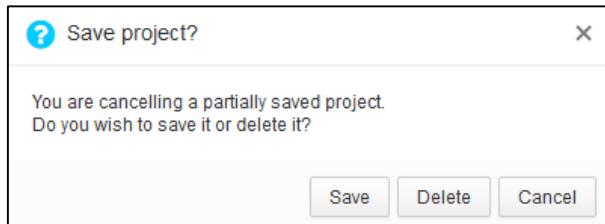
The user can click on the 'Previous' button if they wish to change the selection made in the first page of the project. For any edits made on the previous page, changes will be applied only after clicking on the 'Save & Next' button on the previous page.

- A yellow '?' mark appears next to the project indicating the project is partially completed if changes were made to any completed page or pages not completed where the user used the Cancel button to exit the project and the 'Save' option was selected during exit.

My Projects					Create New +
					Find SPOT ID... <input type="text"/> <input type="button" value=""/>
	SPOTID ▲	Mode	Funded Category	Status	
✓	A134083	Aviation	Division Needs	Draft	
✓	B130313	Bicycle & pedestrian	Division Needs	Draft	
✓	B130314	Bicycle & pedestrian	Division Needs	Submitted	
✓	F130285	Ferry	Regional Impact	Draft	
✓	F130291	Ferry	Regional Impact	Submitted	
?	F130329	Ferry	Regional Impact	Draft	
✓	H130287	Highway	Statewide Mobility	Draft	
?	H130306	Highway	Statewide Mobility	Draft	
?	H130307	Highway	Statewide Mobility	Draft	
✓	H130311	Highway	Statewide Mobility	Submitted	
?	H134374	Highway	Statewide Mobility	Draft	
✓	H134375	Highway	Statewide Mobility	Submitted	
✓	H134411	Highway	Statewide Mobility	Draft	
✓	R130294	Rail	Statewide Mobility	Draft	
✓	R130297	Rail	Statewide Mobility	Submitted	
?	R134310	Rail	Statewide Mobility	Draft	
✓	T130280	Public Transit	Regional Impact	Submitted	
?	T130284	Public Transit	Regional Impact	Draft	
✓		Highway	Statewide Mobility	Draft	

- The user can continue this project any time after saving.
- The user may click on the 'Delete' button if user wishes to delete the project.

- The user clicks on the 'Cancel' button if they want to continue with the workflow.



- On the 'Route' page, the user performs the following steps:

Route		Spot Id	Improvement Type
		F150059	Replacement Vessel (Support Fleet) – Tug
Size	-- Select --		
Route/Facility Name	-- Select --		
Route Profile	-- Select --		
Project Description	All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.		
Supporting Documents	Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.		

- The user selects 'size' from the dropdown.

Size	-- Select --
------	--------------

- The user selects 'Route/Facility Name' from the drop down.

Route/Facility Name	-- Select --
---------------------	--------------

- The user selects 'Route Profile' from the drop down.

Route Profile	-- Select --
---------------	--------------

- d. The user enters a 'Project Description' in the text box. The user may not be able to navigate to the next page without entering this required field.

Project Description	All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.
---------------------	---

- e. The user enters optional links to supporting documents in the 'Supporting Documents' text box.

Supporting documents can be problem statements, purpose and need statements, feasibility studies or other local studies, or other planning and/or design related information that help to better describe and justify the need for the project.

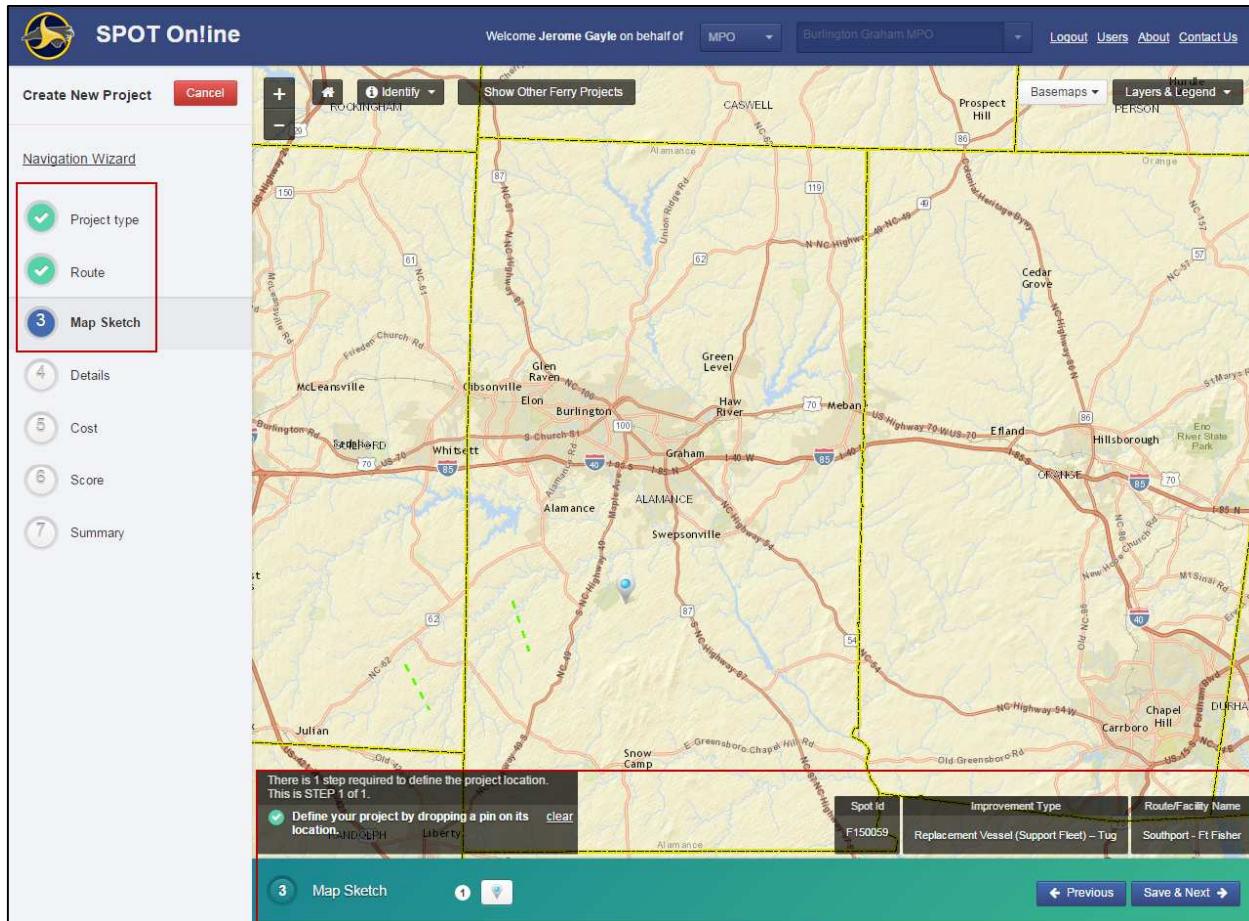
Note: System supports only links to the documents, not to be confused with attached documents.

Supporting Documents	Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.
----------------------	--

- f. The user clicks on the 'Save & Next' button. 

The user may also click the 'Previous' button if they wish to return to the previous page and make edits.

4.4.3 Map Sketch



1. At this point, the user will mark where the project will occur, by using the following mapping functionality.
 - a. A pin tool is displayed on the 'Map Sketch' menu, allowing the user to select the pin and drop it at the desired location on the map.



8. The 'Previous' and 'Save & Next' buttons allows the user to return to the previous page or move forward after changes have been made(pin placed on the map).



- b. The user can perform optional check on 'Show Other Ferry Projects' button located on top of the map sketch page to see all the (draft/submitted/other) ferry projects in that area on the map. A check mark appears after

clicking this button. The user can toggle the button on/off to see the green color appearing/disappearing.

- c. The project information is updated at the bottom right corner of the map with the 'Route/Facility Name', which is selected in the 'Route' page of the project.

Spot Id	Improvement Type	Route/Facility Name
F150059	Replacement Vessel (Support Fleet) – Tug	Southport - Ft Fisher

2. The user selects the pin tool, drops it at the desired location on the map and verifies the following:

- a. A dropped pin is shown on the map and the 'Save & Next' button is enabled.



- b. The user clicks on the 'Save & Next' button to save the selected location on the map.

Note: The user may click on the 'Previous' button to perform any edits and come back to this page to continue with the 'Save & Next' button.

3. A processing bar appears as the system calculates the project specific GIS map data. Please wait until processing is complete. You will then be navigated to the Details page.

4.4.4 Details

1. The user will notice a greyed out screen with the words 'No Details Needed' in the middle of the 'Details' page. The map view is greyed out for this page.

The screenshot shows the SPOT Online application interface. At the top, there's a header bar with the SPOT Online logo, a welcome message for Jerome Gayle, and dropdown menus for MPO and Burlington Graham MPO. Below the header is a navigation wizard on the left, showing steps 1 through 7. Steps 1, 2, and 3 are completed (indicated by green checkmarks), while step 4 is currently selected (blue circle with number 4). To the right of the wizard is a table with project details:

Spot Id	Improvement Type	Route/Facility Name
F150059	Replacement Vessel (Support Fleet) – Tug	Southport - Ft Fisher

The main content area displays the 'Details' page, which is currently empty except for a red-bordered box containing the text "No Details Needed." Navigation buttons for 'Previous' and 'Next' are at the bottom of the page.

2. Click on the 'Next' button to continue to the 'Cost' page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.4.5 Cost

The screenshot shows the SPOT Online application interface. At the top, it says "Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO". On the left, there's a "Navigation Wizard" with steps 1 through 7. Step 5, "Cost", is highlighted with a red box. The main content area is titled "Cost" and shows the following data:

Spot Id	Improvement Type	Route/Facility Name
F150059	Replacement Vessel (Support Fleet) – Tug	Southport - Ft Fisher

Project Cost:

= Estimated Total Project Cost \$

Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov

Other Funds:

+ Add fund

Total Fund	\$	n/a
Total Cost to NCDOT	\$	0

At the bottom, there are "Previous" and "Save & Next" buttons.

1. The user performs the following in the 'Cost' page:

- a. The user is required to enter a price value for the 'Estimated Total Project Cost' field.

Project Cost

= Estimated Total Project Cost \$

- b. The price is adjusted by the system and updates the '0' value in 'Total Costs to NCDOT' to the entered amount.

- c. The user can choose to enter the 'Other Funds' optional fields. The user clicks the



button to add multiple 'Other Funds' fields.

- d. The 'Other Funds' row is created at the top showing two fields as required fields.

The user enters the description of the fund on the first field and cost on the '\$' field. The user can enter a maximum possible cost up to \$9,999,999,999 [10 digits]. If the user clicks on the 'X' on the far right side it will cancel the 'Other Funds' entry.

Note: 'Other Funds' Other Funds are non-State, Non-Federal dollars that a local area desires to contribute to the project and thereby lower the cost of the project to NCDOT.

Other Funds

— Source of Non-Federal or Non-State Funds \$ X

Note: If the user tries to enter more than 10 digits, the system will give a warning message saying the value entered is out of range. The user will not be able to proceed until they have corrected this error.

Project Cost

= Estimated Total Project Cost \$ 99999999999 ! This value is out of range.

2. If the user enters any decimals along with original cost, then any decimals < 0.5 are rounded off and the decimal is not considered. If the decimal is > 0.5 then the value is rounded off to 1.

For Example: If the user enters a value of 1000.45 in the project cost, then the total cost is rounded off to 1000.

Project Cost		
=	Estimated Total Project Cost	\$ <input type="text" value="1000.45"/>
<small>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</small>		
Other Funds		
+ Add fund		
=	Total Fund	\$ <input type="text" value="0"/>
=	Total Cost to NCDOT	\$ <input type="text" value="1,000"/>

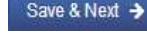
3. If the user enters a value of 1,000.5 (& greater) then the cost is rounded off to 1,000.1.
- The system automatically calculates the 'Total Cost to NCDOT' by subtracting the cost entered in the 'Other Funds' from the 'Estimated Total Project Cost' field.

For Example: If the user enters the project cost as '\$5,000' and the other funds total as \$1,500 (1,000 + 500), then the system automatically subtracts the total funds amount from project cost and gives the 'Total Costs to NCDOT' as \$3,500 as highlighted below.

Project Cost			
=	Estimated Total Project Cost	\$	1,000.45
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>			
<hr/>			
Other Funds			
-	Source of Non-Federal or Non-State Funds	\$	500 
-	Source of Non-Federal or Non-State Funds	\$	100 
+ Add fund			
=	Total Fund	\$	<u>600</u>
=	Total Cost to NCDOT	\$	<u>400</u>

Note: If the 'Total Costs to NCDOT' is a negative value, the system highlights the value in 'red' and shows an error message that the value of 'Total Fund' is greater than the 'Estimated Total Project Cost'. The user performs the necessary edits and continues with the workflow.

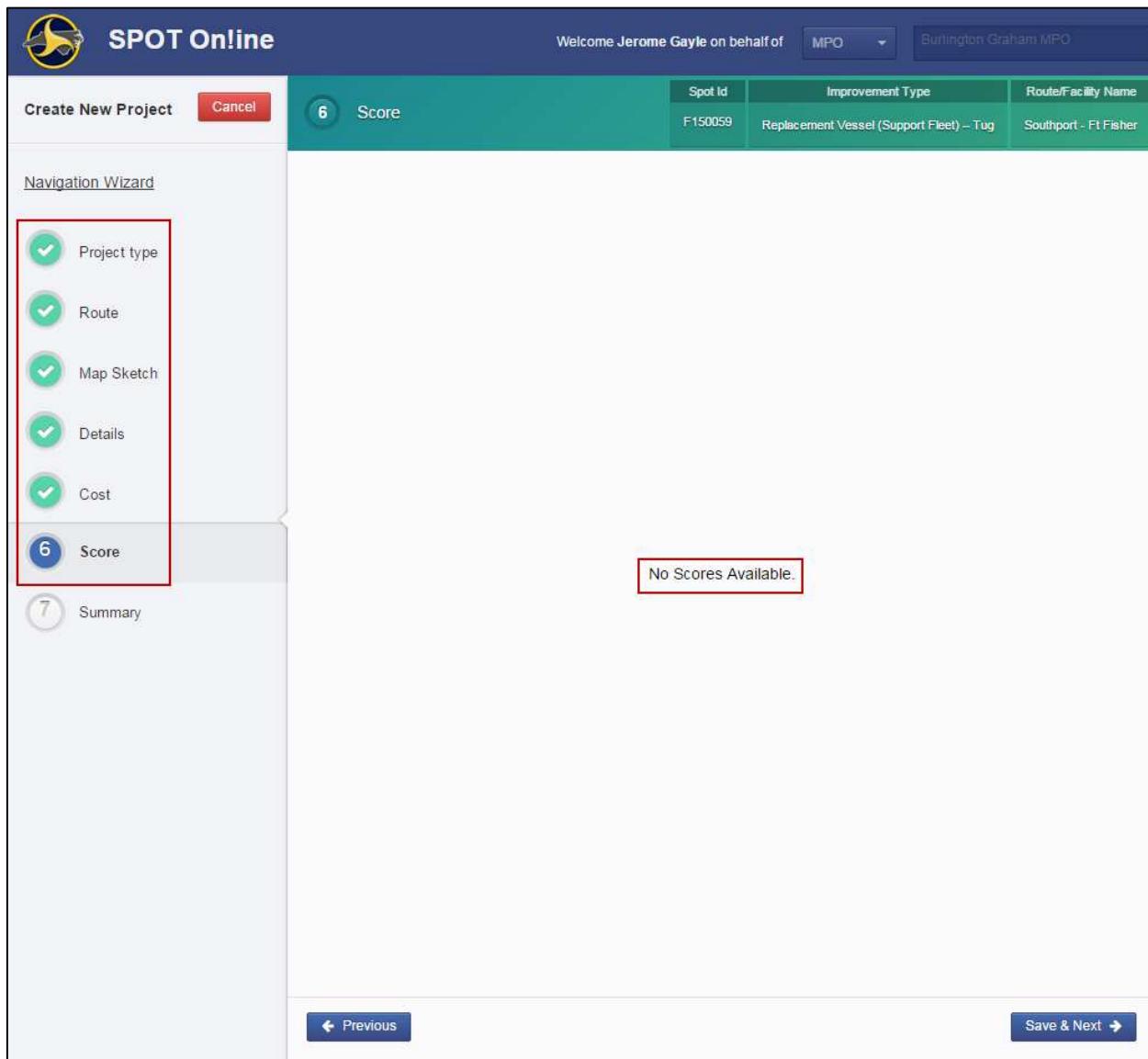
Project Cost			
=	Estimated Total Project Cost	\$	1,000.45
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>			
<hr/>			
Other Funds			
-	Source of Non-Federal or Non-State Funds	\$	500 
-	Source of Non-Federal or Non-State Funds	\$	700 
<p style="text-align: center;"> Add fund</p>			
=	Total Fund	\$	<u>1,200</u>
=	Total Cost to NCDOT	<p>"Total Fund" is greater than "Estimated Total Project Cost".</p> <p><u>-200</u></p>	

4. The user clicks the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.4.6 Score

1. The 'Score' page appears after the processing bar is complete and shows the message, 'No Score Available'.



The screenshot shows the SPOT On!ine application interface. At the top, there's a header with the NCDOT logo, the title "SPOT On!ine", and a welcome message "Welcome Jerome Gayle on behalf of MPO". Below the header, a navigation bar includes "Create New Project" and "Cancel" buttons. The main content area has a teal header bar with the number "6" and the word "Score". To the left, a vertical navigation wizard lists steps: "Project type", "Route", "Map Sketch", "Details", "Cost", "Score" (which is highlighted with a red border), and "Summary". A message "No Scores Available." is displayed in a red-bordered box. At the bottom, there are "Previous" and "Save & Next" buttons.

2. The user clicks the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.4.7 Summary

The screenshot shows the SPOT Online application interface. The top navigation bar includes the SPOT logo, 'SPOT Online' title, user welcome message 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO', and project identification 'Spot Id F150059 Improvement Type Replacement Vessel (Support Fleet) – Tug Route/Facility Name Southport - Ft Fisher'. The left sidebar, titled 'Navigation Wizard', lists seven steps: Project type, Route, Map Sketch, Details, Cost, Score, and Summary, with 'Summary' being the current step. The main content area displays detailed project information in a tabular format. At the bottom are 'Previous' and 'Next' navigation buttons, along with 'Save & Return to Map View' and 'Save & Enter Another Project' buttons.

1. The user verifies the project summary and clicks on the 'Save & Return to Map View' button

Save & Return to Map View to save the project and view the project information on the map.

- a. The user can also click on the 'Previous' button **← Previous** to go back to previous pages to make any edits.

Note: Please refer to **section 4.1.7** for more details on how the editing can be performed on previous pages of a project.

The screenshot shows the SPOT On!ine application interface. At the top, there's a navigation bar with 'Welcome Jerome Gayle on behalf of' (dropdown), 'MPO' (dropdown), 'Burlington Graham MPO' (dropdown), 'Logout', 'Users', 'About', and 'Contact Us'. Below the navigation is a 'My Projects' table with columns: Flag, SPOTID, Mode, Project Category, and Status. The table lists several projects, with F150059 selected and highlighted in blue. A modal window titled 'F150059 (Project Details Request PDF)' displays detailed information about the project. The map in the background shows a rural area with roads like NC Highway 40, SNC Highway 40, and various local roads and creeks.

Flag	SPOTID	Mode	Project Category	Status
✓	A150053	Aviation	Statewide Mobility	Draft
?	A150054	Aviation	Statewide Mobility	Draft
✓	A150055	Aviation	Statewide Mobility	Draft
?	B150031	Bicycle & Pedestrian	Division Needs	Draft
?	B150036	Bicycle & Pedestrian	Division Needs	Draft
✓	B150038	Bicycle & Pedestrian	Division Needs	Submitted
✓	B150044	Bicycle & Pedestrian	Division Needs	Draft
✓	F150058	Ferry	Regional Impact	Draft
✓	F150059	Ferry	Regional Impact	Draft
?	H150047	Highway	Statewide Mobility	Draft
?	H150051	Highway	Statewide Mobility	Draft

F150059 (Project Details Request PDF)

Ferry	\$ 500
Regional Impact	Draft
Southport - Ft Fisher	
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	Replacement Vessel (Support Fleet) – Tug
TIP #:	
Funded Status:	N -

2. The project is displayed with the status of 'Draft' and the map area is zoomed to the location of the project showing the project details in a small window.

This is a detailed view of the project information for F150059. The modal window has a header 'F150059 (Project Details Request PDF)'. The main content area contains the following information:

Ferry	\$ 500
Regional Impact	Draft
Southport - Ft Fisher	
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	Replacement Vessel (Support Fleet) – Tug
TIP #:	
Funded Status:	N -

Note: The user can perform the Edit/Delete operations on a draft project. Please refer to sections 4.1.8 & 4.1.9 for more details on editing and deleting a project.

3. The user clicks on the 'Submit' button located at the bottom of the map.



For more details, please refer **section 4.1.10** on submitting a project.

4. The project status is changed to 'Submitted' in the project list.

The screenshot shows the SPOT On!ine interface. On the left, there is a table titled "My Projects" listing various projects with columns for Flag, SPOTID, Mode, Project Category, and Status. A project named "F150059" is selected, highlighted with a blue background. This project is categorized as "Ferry" under "Regional Impact" and is marked as "Submitted". On the right, a map displays a rural area with roads like NC Highway 40, S NC Highway 9, and Bass Mountain Rd. A callout box for "F150059" provides detailed information: **Ferry**, **Regional Impact**, **\$ 500**, **Submitted**. It also lists the **Submitted by:** Burlington Graham MPO, the **Specific Improvement Type:** Replacement Vessel (Support Fleet) – Tug, and the **TIP #:** N -. The bottom of the screen shows the same set of buttons: 'Submit' (red border), 'Export', 'Edit' (greyed out), and 'Delete'.

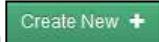
7. The user cannot perform the 'Edit' or 'Delete' operations on the submitted project. The options to 'Edit' and 'Delete' are greyed out.
8. The user can continue to export the project or create a new project from here.

4.5 Public Transit Mode

This section provides details on how to create a 'Public Transit' project.

Disclaimer: Entry of new Transit projects in SPOT On!ine has no geospatial processing and near real time scoring is not available. Quantitative scores will be available during the local input point window. A pin

can be inserted at the Map sketch step for reference only. Other supporting documentation can be uploaded in P3.0 SharePoint site.

The user clicks on the 'Create New +' button . The project grid and interactive map are replaced by a project creation wizard. The wizard has seven steps as listed below:

1. Project Type
2. Route
3. Map Sketch
4. Details
5. Cost
6. Score
7. Summary

This wizard allows the user to create each step in sequence. The user can navigate to any step in the middle of the project and make the necessary edits and then save at each step of the project. It also provides the ability to save the project in between workflows for later use.

4.5.1 Project Type

1. After clicking on the 'Create New' button, the system opens the 'Project Type' dialog menu and the map area is greyed out.

- a. The system displays the project grid on the left showing seven sequential steps to be performed for creating a project.
- b. A 'Cancel' button Cancel is displayed, allowing the user to cancel the project at any stage. This selection will not save any changes made in any of the project steps.
- c. A 'Save and Next' button Save & Next → is displayed, allowing the user to continue to the next steps in the creation of a project.

2. In the Project Type dialog window, the user performs the following steps:

1 Project Type

Mode

Highway Bicycle & Pedestrian
 Public Transit Ferry
 Rail Aviation

Project Category

Regional Impact
 Division Needs

Specific Improvement Type

-- Select --

Project Local ID

Enter Local ID # if applicable

TIP #

Enter State TIP # if applicable

- a. Select the 'Public Transit' radio button in the project type 'Mode' menu.

Mode

Highway Bicycle & Pedestrian
 Public Transit Ferry
 Rail Aviation

- b. Select 'Regional Impact' radio button for 'Project Category'.

Project Category

Regional Impact
 Division Needs

- c. Select 'Expansion-Demand Response' from the 'Specific Improvement Type' drop down.

Specific Improvement Type	<input type="text" value="1 - Expansion Vehicle"/> ▼
---------------------------	--

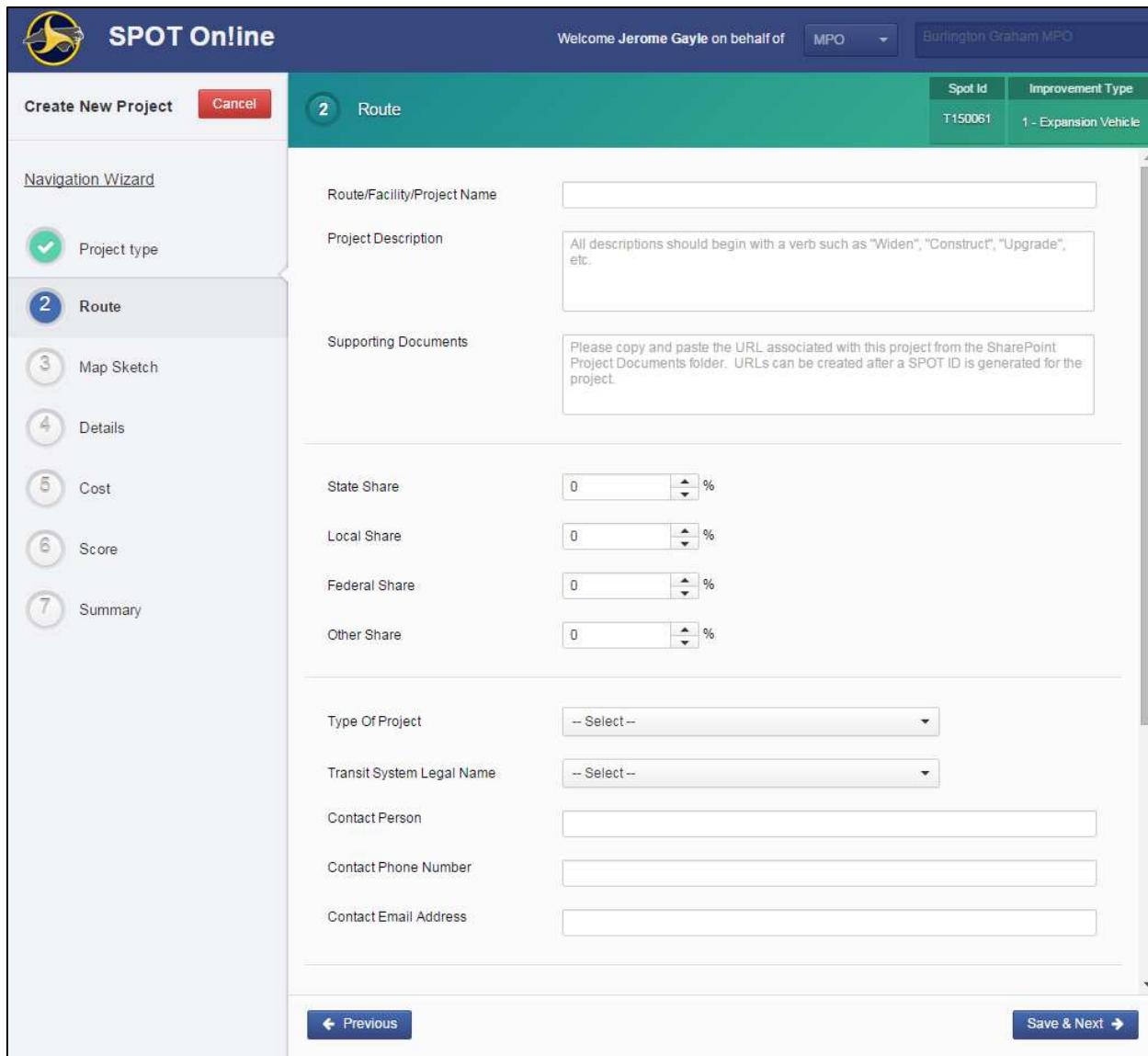
- d. The user enters the Local IDs associated with projects from Comprehensive or Long Range Transportation Plans in the 'Project Local ID' the text box.

Project Local ID	<input type="text" value="Enter Local ID # if applicable"/>
------------------	---

- e. The user enters the 'TIP #' in the text box and clicks on the Save and Next button.

TIP #	<input type="text" value="Enter State TIP # if applicable"/>
-------	--

4.5.2 Route



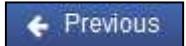
The screenshot shows the SPOT Online application interface for creating a new project. The title bar reads "SPOT Online". The top right shows a welcome message "Welcome Jerome Gayle on behalf of" followed by a dropdown menu "MPO" and "Burlington Graham MPO". A navigation wizard on the left lists steps: "Create New Project" (Cancel), "Navigation Wizard" (Project type checked), "2 Route" (selected), "3 Map Sketch", "4 Details", "5 Cost", "6 Score", and "7 Summary". The main content area is titled "Route" and contains fields for "Route/Facility/Project Name" (empty), "Project Description" (instructions: "All descriptions should begin with a verb such as 'Widen', 'Construct', 'Upgrade', etc."), "Supporting Documents" (instructions: "Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project"), and four percentage input fields for "State Share" (0%), "Local Share" (0%), "Federal Share" (0%), and "Other Share" (0%). Below these are dropdown menus for "Type Of Project" and "Transit System Legal Name", and input fields for "Contact Person", "Contact Phone Number", and "Contact Email Address". At the bottom are "Previous" and "Save & Next" buttons.

- At this point, the user reviews the following changes in the application.
- A new SPOT ID will be generated for the project displaying on the top of the UI with the improvement type selected in the previous step.

Note: Please refer to **section 4.1.3** for more details on the derivation of SPOT ID.

Spot Id	Improvement Type
T150060	1 - Expansion Vehicle

- a. A previous button appears at the bottom left of the Route page.

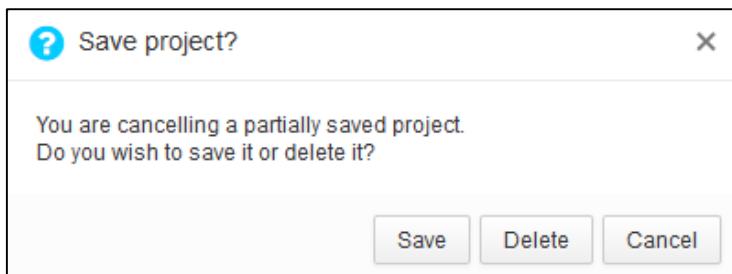


The user can click on the 'Previous' button if they wish to change the selection made in the first page of the project. For any edits made on the previous page, changes will be applied only after clicking on the 'Save & Next' button on the previous page.

- b. In this page, if the user wants to cancel the project by clicking on the 'Cancel' button, the pop-up window is displayed asking for confirmation to save or delete the project.
- The user clicks on the 'Save' button and the project gets saved and displayed in project grid. A yellow '?' mark appears next to the project indicating the project is partially completed.

My Projects					Create New +
				Local Input Points	
	SPOTID	Mode	Funded Category	Status	
✓	A134083	Aviation	Division Needs	Draft	
?	H134374	Highway	Statewide Mobility	Draft	
✓	H134375	Highway	Statewide Mobility	Submitted	
✓	H134411	Highway	Statewide Mobility	Draft	
?	R134310	Rail	Statewide Mobility	Draft	
?	T130280	Public Transit	Regional Impact	Draft	
✓		Highway	Statewide Mobility	Draft	

- The user can continue this project any time after saving.
- The user may click on the 'Delete' button if they wish to delete the project.
- The user clicks on the 'Cancel' button if they want to continue with the workflow.



3. On the 'Route' page, the user performs the following steps:

2 Route

Spot Id	Improvement Type
T150061	1 - Expansion Vehicle

Route/Facility/Project Name

Project Description

All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.

Supporting Documents

Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.

State Share

Local Share

Federal Share

Other Share

- a. The user enters the 'Route/Facility Name' in the text box.

Route/Facility/Project Name

- b. The user enters the 'Project Description' in the text box.

Project Description

All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.

- c. The user enters optional links to supporting documents in the 'Supporting Documents' text box.

Supporting documents can be problem statements, purpose and need statements, feasibility studies or other local studies, or other planning and/or design related information that help to better describe and justify the need for the project.

Note: System supports only links to the documents, not to be confused with attached documents.

Supporting Documents	Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.
----------------------	--

- d. The user allots the State Share, Local Share and Federal Share values by clicking on the arrows next to each field. By default, value is shown as '0'.

State Share	0 %
Local Share	0 %
Federal Share	0 %
Other Share	0 %

- e. The user clicks on the 'Save & Next' button.

The user may also click on the 'Previous' button if they wish to return to the previous page and make edits.

Type Of Project	<input type="button" value="-- Select --"/>
Transit System Legal Name	<input type="button" value="-- Select --"/>
Contact Person	<input type="text"/>
Contact Phone Number	<input type="text"/>
Contact Email Address	<input type="text"/>

Location	Percent
MPO/RPO 1	<input type="text" value="Select"/> <input type="button" value="▼"/> <input type="text" value="0"/> <input type="button" value="▲"/>
+ Add Another	

Division	Percent
Division 1	<input type="text" value="Select"/> <input type="button" value="▼"/> <input type="text" value="0"/> <input type="button" value="▲"/>
+ Add Another	

4.5.3 Map Sketch

SPOT On!ine

Welcome Jerome Gayle on behalf of MPO Burlington, Graham MPO Logout Users About Contact Us

Create New Project Cancel

Navigation Wizard

- Project type
- Route
- Map Sketch**
- Details
- Cost
- Score
- Summary

There is 1 step required to define the project location. This is STEP 1 of 1.

1 Define your project by dropping a pin on its location

Spot Id: T150061 Improvement Type: 1 - Expansion Vehicle Route/Facility Name: vnn

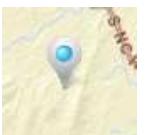
3 Map Sketch 1

4. At this point, the user will mark where the project will occur, by using the following mapping functionality.
 - a. A pin tool  is displayed on the 'Map Sketch' menu, allowing the user to select the pin and drop it at the desired location on the map.
 - b. The 'Previous' and 'Save & Next' buttons allows the user to return to the previous page or move forward after changes have been made(pin placed on the map).
 - c. The user can perform optional checks on 'Show Other Public transportation Projects' button Show Other Public transportation Projects located on the map sketch page to see all the (draft/submitted/other) transportation projects in that area on the map. A check mark appears after clicking this button. The user can toggle the button on/off to see the green color appearing/disappearing.
 - d. The project information is updated at the bottom right corner of the map with the previously selected 'Route/Facility Name'.

Spot Id	Improvement Type	Route/Facility Name
T150061	1 - Expansion Vehicle	vnnv

5. The user selects the pin tool, drops it at the desired location on the map and verifies the following:

- a. A dropped pin is shown on the map and the 'Save & Next' button is enabled.



- b. The user clicks on the 'Save & Next' button to save the selected location on the map and to move to the next page.



Note: If the user clicks on the previous button to make edits on previous project pages, the current page will not be saved. The user may have to navigate to the 'Map Sketch' page and make a new selection again.

6. A processing bar appears as the system calculates the project specific GIS map data. Please wait until processing is complete. You will then be navigated to the Details page.

4.5.4 Details

1. The user will notice a greyed out screen with the words 'No Details Needed' in the middle of the 'Details' page. The map view is greyed out for this page.

The screenshot shows the SPOT On!ine application interface. The top navigation bar includes the logo, 'SPOT On!ine', and a welcome message 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO'. The left sidebar, titled 'Navigation Wizard', lists seven steps: 'Create New Project', 'Cancel', 'Project type' (checked), 'Route' (checked), 'Map Sketch' (checked), 'Details' (selected), 'Cost' (highlighted with a red border), 'Score' (pending), and 'Summary' (pending). The main content area is titled '4 Details'. It contains a table with three columns: 'Spot Id' (T150061), 'Improvement Type' (1 - Expansion Vehicle), and 'Route/Facility Name' (vnnv). Below the table are eight input fields with up/down arrows for entering numerical values: 'Annual OpStat Reported Hours' (0), 'Number of Vehicles in Fleet' (0), 'Annual Revenue Miles' (0), 'Total Incidents Reported in most Recent 3 years' (0), 'Unlinked Annual Passenger Trips' (0), 'Projected New Unlinked Annual Passenger Trips' (0), 'Service Area Population Demand Response' (0), and 'Service Area Population Fixed Route' (0). At the bottom are 'Previous' and 'Save & Next' buttons.

2. The user performs will populate the following fields displayed in the image below using the up or down arrows. The option of leaving the default value of zero is also available.

4 Details	Spot Id	Improvement Type	Route/Facility Name
	T150061	1 - Expansion Vehicle	vnnv
Annual OpStat Reported Hours	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Number of Vehicles in Fleet	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Annual Revenue Miles	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Total Incidents Reported in most Recent 3 years	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Unlinked Annual Passenger Trips	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Projected New Unlinked Annual Passenger Trips	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Service Area Population Demand Response	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>
Service Area Population Fixed Route	0	<input type="button" value="▲"/>	<input type="button" value="▼"/>

Save & Next ➔

The user on completion of populating the above fields, can click the 'Save & Next' button to navigate to the 'Cost' page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.5.5 Cost

The screenshot shows the SPOT Online application interface. At the top, it says "Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO". Below this, there's a "Create New Project" button and a "Cancel" button. To the right, there's a table with columns for Spot Id, Improvement Type, and Route/Facility Name, showing "T150061", "1 - Expansion Vehicle", and "vnvn".

The main area is titled "Cost" (step 5). It has sections for "Project Cost" and "Other Funds". In the "Project Cost" section, there's a note: "Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov". Below this, there's a field for "Estimated Total Project Cost" with a dollar sign and an empty input box. In the "Other Funds" section, there's a "Total Fund" row with a dollar sign and the value "n/a". There's also a "Total Cost to NCDOT" row with a dollar sign and the value "0". A "Save & Next" button is at the bottom right.

1. The user performs the following in the 'Cost' page:

- a. The user is required to enter a price value for the 'Estimated Total Project Cost' field.

This is a close-up view of the "Project Cost" section from the previous screenshot. It shows the "Estimated Total Project Cost" field, which is currently empty, preceded by a dollar sign and an input box.

- b. The price is adjusted by the system and updates the '0' value in 'Total Costs to NCDOT' to the entered amount.

- c. The user can choose to enter the 'Other Funds' optional fields. The user then on clicks the



button to add multiple 'Other Funds' fields.

- d. The 'Other Funds' row is created at the top showing two fields as required fields.

The user enters the description of the fund on the first field and cost on '\$' field. The user can enter a maximum possible cost up to \$9,999,999,999 [10 digits]. If the user clicks on the 'X' on the far right side it will cancel the 'Other Funds' entry. Note that if the user enters only a source name and not a cost the system will give the user a warning before they can proceed to the next page. This also happens if the user enters a cost without a source name.

Note: 'Other Funds' Other Funds are non-State, Non-Federal dollars that a local area desires to contribute to the project and thereby lower the cost of the project to NCDOT.

Other Funds

— Source of Non-Federal or Non-State Funds \$ ×

Note:

1. If the user tries to enter more than 10 digits, the system will prompt a message saying the value entered is out of range.

Project Cost

= Estimated Total Project Cost \$ 99999999999 ! This value is out of range.

2. If the user enters any decimals along with the original cost, then any decimals < 0.5 are rounded off and the decimal is not considered. If the decimal is > 0.5 then the value is rounded off to 1.

For Example: If the user enters a value of 1,000.45 in the project cost then the total cost is rounded off to 1,000.

Project Cost		
=	Estimated Total Project Cost	\$ 1,000.45
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>		
<hr/>		
Other Funds		
+ Add fund		
=	Total Fund	\$ 0
=	Total Cost to NCDOT	\$ <u>1,000</u>

3. If the user enters a value of 1,000.5 (& greater) then the cost is rounded off to 1,000.1.

Project Cost		
=	Estimated Total Project Cost	\$ 1000.51
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>		
<hr/>		
Other Funds		
+ Add fund		
=	Total Fund	\$ 0
=	Total Cost to NCDOT	\$ <u>1,001</u>

- e. The system automatically calculates the 'Total Cost to NCDOT' by subtracting the cost entered in the 'Other Funds' from the 'Estimated Total Project Cost' field.

For Example: If the user enters the project cost as '\$5,000' and the other funds total as \$1,500 (1,000 + 500), then the system automatically subtracts the total funds amount from project cost and gives the 'Total Costs to NCDOT' as \$3,500 as highlighted below.

Project Cost			
=	Estimated Total Project Cost	\$	5,000
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>			
<hr/>			
Other Funds			
-	Source of Non-Federal or Non-State Funds	\$	1,000 
-	Source of Non-Federal or Non-State Funds	\$	500 
+ Add fund			
=	Total Fund	\$	1,500
=	Total Cost to NCDOT	\$	<u>3,500</u>

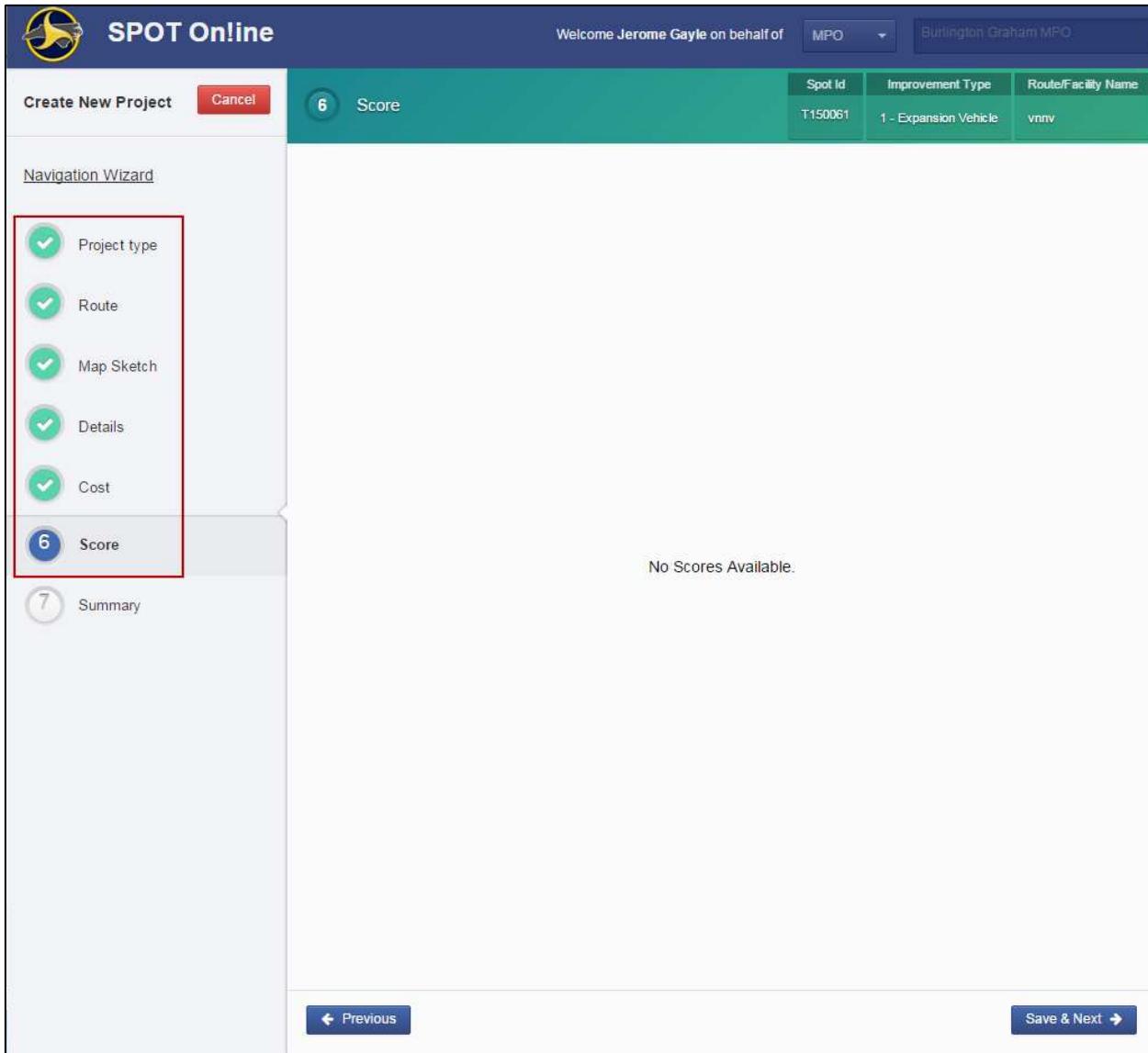
Note: If the 'Total Costs to NCDOT' is a negative value, the system highlights the value in 'red' and shows an error message that the value of 'Total Fund' is greater than the 'Estimated Total Project Cost'. The user performs the necessary edits and continues with the workflow.

Project Cost		
=	Estimated Total Project Cost	\$ <input type="text" value="1400"/>
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>		
<hr/>		
Other Funds		
-	Source of Non-Federal or Non-State Funds	\$ <input type="text" value="1,000"/> 
-	Source of Non-Federal or Non-State Funds	\$ <input type="text" value="500"/> 
 Add fund		
=	Total Fund	\$ <u>1,500</u>
=	Total Cost to NCDOT	<div style="border: 2px solid red; padding: 5px;">"Total Fund" is greater than "Estimated Total Project Cost".</div> <u>-100</u>

- f. The user clicks the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.5.6 Score



The screenshot shows the SPOT On!ine application interface. At the top, there's a header with the NCDOT logo, the text "SPOT On!ine", and a welcome message "Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO". Below the header, a navigation bar includes "Create New Project" and "Cancel" buttons. The main content area has a teal header bar with the number "6" and the word "Score". To the left, a vertical navigation wizard lists steps: "Project type" (checked), "Route" (checked), "Map Sketch" (checked), "Details" (checked), "Cost" (checked), "Score" (highlighted with a red border), and "Summary" (step 7). The main content area displays the message "No Scores Available." At the bottom, there are "Previous" and "Save & Next" buttons.

1. The user clicks the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.5.7 Summary

The screenshot shows the SPOT Online application interface. At the top, there's a navigation bar with the SPOT logo, the title "SPOT Online", a welcome message "Welcome Jerome Gayle on behalf of", a dropdown for "MPO" set to "Burlington Graham MPO", and a "Cancel" button. To the left, a vertical "Navigation Wizard" sidebar lists steps from "Project type" to "Summary", with "Summary" being the current step. The main content area is titled "7 Summary". It contains a table with project details:

Spot Id	Improvement Type	Route/Facility Name
T150061	1 - Expansion Vehicle	vnnv

Below this, there are two sections: "Project Type" and "Route". The "Project Type" section includes fields for Project Mode (Public Transit), Project Category (Regional Impact), Project Local ID, Specific Improvement Type (1 - Expansion Vehicle), and Tip #. The "Route" section includes fields for Route/Facility Name (vnnv), Project Description (vbnv), Supporting Documents, State Share (0), Local Share (0), Federal Share (0), Other Share (0), Type of Project (1. Support Vehicle), and Transit System Legal Name (Aging, Disability and Transit Services of Rockingham County). At the bottom, there are buttons for "Save & Return to Map View" (highlighted in blue) and "Save & Enter Another Project".

1. The user verifies the project summary and clicks on the 'Save & Return to Map View' button **Save & Return to Map View** to save the project and view the project information on the map.
 - a. The user can also click on the 'Previous' button **← Previous** to go back to previous pages to make any edits.

Note: Please refer to **section 4.1.7** for more details on how the editing is performed on the previous pages of a project.

The screenshot shows the SPOT On!ine application interface. On the left, there is a list of 'My Projects' with columns for Flag, SPOT ID, Mode, Project Category, and Status. A project titled 'T150061' is selected, highlighted with a red border. The main area is a map of a rural landscape with roads like Bass Mountain Rd, Tingen Rd, and Ellin Rd. A small window titled 'T150061 Project Details Request PDF' is overlaid on the map, containing the following information:

Public Transit	\$ 1,400
Regional Impact	Draft
vnnv	
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	1 - Expansion Vehicle
TIP #:	
Funded Status:	N -
Description:	vbnv

2. The project is displayed with the status of 'Draft' and the map area is zoomed to the location of the project, showing the project details in a small window.



Note: The user can perform the Edit/Delete operation on a draft project. Please refer to **sections 4.1.8 and 4.1.9** for more details on editing and deleting a project.



- The user clicks on the 'Submit' button located at the bottom of the map.



Note: Please refer to **section 4.1.10** for more details on submitting a draft project.

- The project status gets changed to 'Submitted' in the project list.

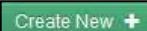
Flag	SPOTID	Mode	Project Category	Status
✓	A150053	Aviation	Statewide Mobility	Draft
?	A150054	Aviation	Statewide Mobility	Draft
✓	A150055	Aviation	Statewide Mobility	Draft
?	B150031	Bicycle & Pedestrian	Division Needs	Draft
?	B150036	Bicycle & Pedestrian	Division Needs	Draft
✓	B150038	Bicycle & Pedestrian	Division Needs	Submitted
✓	B150044	Bicycle & Pedestrian	Division Needs	Draft
✓	F150058	Ferry	Regional Impact	Draft
✓	F150059	Ferry	Regional Impact	Submitted
?	H150047	Highway	Statewide Mobility	Draft
?	H150051	Highway	Statewide Mobility	Draft
?	H150065	Highway	Statewide Mobility	Draft
?	H150068	Highway	Statewide Mobility	Draft
✓	R150063	Rail	Statewide Mobility	Draft
✓	T150061	Public Transit	Regional Impact	Submitted

- The user cannot perform the 'Edit' or 'Delete' operations on the submitted project. The options to 'Edit' and 'Delete' are greyed out.
- The user can continue to export the project or create a new project from here.

4.6 Rail Mode

This section provides details on how to create a 'Rail' project.

Disclaimer: Entry of new Rail projects in SPOT On!ine has no geospatial processing and near real time scoring is not available. Quantitative scores will be available during the local input point window. A pin can be inserted at the Map sketch step for reference only. Other supporting documentation can be uploaded in P3.0 SharePoint site.

The user clicks on the 'Create New +' button . The project grid and interactive map are replaced by a project creation wizard. The wizard has seven steps as listed below:

1. Project Type
2. Route
3. Map Sketch
4. Details
5. Cost
6. Score
7. Summary

This wizard allows the user to create each step in sequence. The user can navigate to any step in the middle of the project and make the necessary edits, and then save at each step of the project. It also provides the ability to save the project in between workflows for later use.

4.6.1 Project Type

1. After clicking on the 'Create New' button, the system opens the 'Project Type' dialog menu and the map area is greyed out.

The screenshot shows the SPOT On!ine application's 'Project Type' step of the 'Navigation Wizard'. The left sidebar lists steps 1 through 7. Step 1, 'Project type', is selected and highlighted in blue. The main form contains fields for 'Mode' (Highway, Public Transit, Rail, Bicycle & Pedestrian, Ferry, Aviation), 'Project Category' (Statewide Mobility, Regional Impact, Division Needs), 'Specific Improvement Type' (dropdown menu), 'Project Local ID' (text input), and 'TIP #' (text input). A 'Save & Next →' button is at the bottom right. The right side of the screen displays a map of the Burlington Graham MPO area, showing roads and geographical features.

- a. The system displays the project grid on the left showing seven sequential steps to be performed for creating a project.
- b. A 'Cancel' button is displayed allowing the user to cancel the project at any stage. This selection will not save any changes made in any of the project steps.
- c. A 'Save and Next' button is displayed allowing the user to continue through the next steps in the creation of a project.

2. In the Project Type dialog window, the user performs the following steps:

1 Project Type

Mode

Highway Bicycle & Pedestrian
 Public Transit Ferry
 Rail Aviation

Project Category

Statewide Mobility
 Regional Impact
 Division Needs

Specific Improvement Type

-- Select --

Project Local ID

Enter Local ID # if applicable

TIP #

Enter State TIP # if applicable

- a. Select the 'Rail' radio button in the project type 'Mode' menu.

Mode

Highway Bicycle & Pedestrian
 Public Transit Ferry
 Rail Aviation

- b. Select 'Statewide Mobility' radio button for 'Project Category'.

Project Category	<input checked="" type="radio"/> Statewide Mobility <input type="radio"/> Regional Impact <input type="radio"/> Division Needs
------------------	--

- c. Select any value from the 'Specific Improvement Type' drop down.

Specific Improvement Type	<input type="button" value="-- Select --"/>
---------------------------	---

- d. The user enters the Local IDs associated with projects from Comprehensive or Long Range Transportation Plans in the 'Project Local ID' the text box.

Project Local ID	<input type="text" value="Enter Local ID # if applicable"/>
------------------	---

- e. The user enters the 'TIP #' in the text box and clicks on the Save and Next button.

TIP #	<input type="text" value="Enter State TIP # if applicable"/>
-------	--

4.6.2 Route

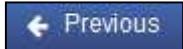
The screenshot shows the SPOT Online application interface for creating a new project. The left sidebar contains a 'Navigation Wizard' with steps 1 through 7. Step 1, 'Project type', is completed (indicated by a green checkmark) and highlighted with a red box. Step 2, 'Route', is the current active step, also highlighted with a red box. The main workspace is titled '2 Route'. At the top right, it says 'Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO'. Below that, a table shows 'Spot Id: R150063' and 'Improvement Type: Freight rail infrastructure improvement or construction'. The 'Route/Facility Name' and 'Project Description' fields are empty. The 'Supporting Documents' field contains a note about pasting URLs from SharePoint. Navigation buttons at the bottom include 'Previous' and 'Save & Next'.

1. At this point, the user verifies the following changes in the application:
 - a. A new SPOT ID will be generated for the project displaying on top of the UI with the improvement type selected in the previous step.

Note: Please refer to **section 4.1.3** on the derivation of SPOT ID format.

Spot Id	Improvement Type
R150063	Freight rail infrastructure improvement or construction

- b. A previous button appears at the bottom left of the Route page.



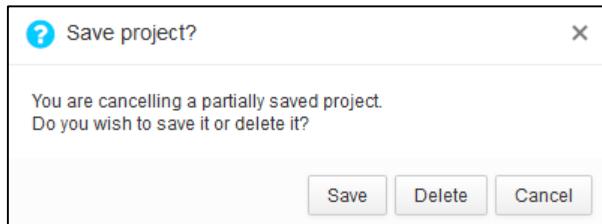
The user can click on the 'Previous' button if they wish to change the selection made in the first page of the project. For any edits made on the previous page, changes will be applied only after clicking on the 'Save & Next' button on the previous page.

- c. In this page, if the user wants to cancel the project by clicking on the 'Cancel' button, the pop-up window is displayed asking for confirmation to save or delete the project.
- The user clicks on the 'Save' button and the project is saved and displayed in project grid. A yellow '?' mark appears next to the project indicating the project is partially completed.

My Projects				
				Create New +
Find SPOT ID... <input type="text"/>		Local Input Points <input type="button" value="Import"/>		
	SPOTID ▾	Mode	Funded Category	Status
✓	A134083	Aviation	Division Needs	Draft
✓	B130313	Bicycle & pedestrian	Division Needs	Draft
✓	B130314	Bicycle & pedestrian	Division Needs	Submitted
✓	F130285	Ferry	Regional Impact	Draft
✓	F130291	Ferry	Regional Impact	Submitted
?	F130329	Ferry	Regional Impact	Draft
✓	H130287	Highway	Statewide Mobility	Draft
?	H130306	Highway	Statewide Mobility	Draft
?	H130307	Highway	Statewide Mobility	Draft
✓	H130311	Highway	Statewide Mobility	Submitted
?	H134374	Highway	Statewide Mobility	Draft
✓	H134375	Highway	Statewide Mobility	Submitted
✓	H134411	Highway	Statewide Mobility	Draft
✓	R130294	Rail	Statewide Mobility	Draft
✓	R130297	Rail	Statewide Mobility	Submitted
?	R134310	Rail	Statewide Mobility	Draft
✓	T130280	Public Transit	Regional Impact	Submitted
?	T130284	Public Transit	Regional Impact	Draft

- The user can continue this project any time after saving.
- The user may also click on the 'Delete' button if the user wishes to delete the project.

- The user clicks on the 'Cancel' button if they want to continue with the workflow.



2. On the 'Route' page, the user performs the following steps:

2 Route		Spot Id	Improvement Type
		R150063	Freight rail infrastructure improvement or construction
Route/Facility Name	<input type="text"/>		
Project Description	<p>All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.</p> <input type="text"/>		
Supporting Documents	<p>Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.</p> <input type="text"/>		

- a. The user enters the 'Route/Facility Name' in the text box.

Route/Facility Name	<input type="text"/>
---------------------	----------------------

- b. The user enters the 'Project Description' in the text box.

Project Description	<p>All descriptions should begin with a verb such as "Widen", "Construct", "Upgrade", etc.</p> <input type="text"/>
---------------------	---

- c. The user enters optional links to supporting documents in the 'Supporting Documents' text box.

Supporting documents can be problem statements, purpose and need statements, feasibility studies or other local studies, or other planning and/or design related information that help to better describe and justify the need for the project.

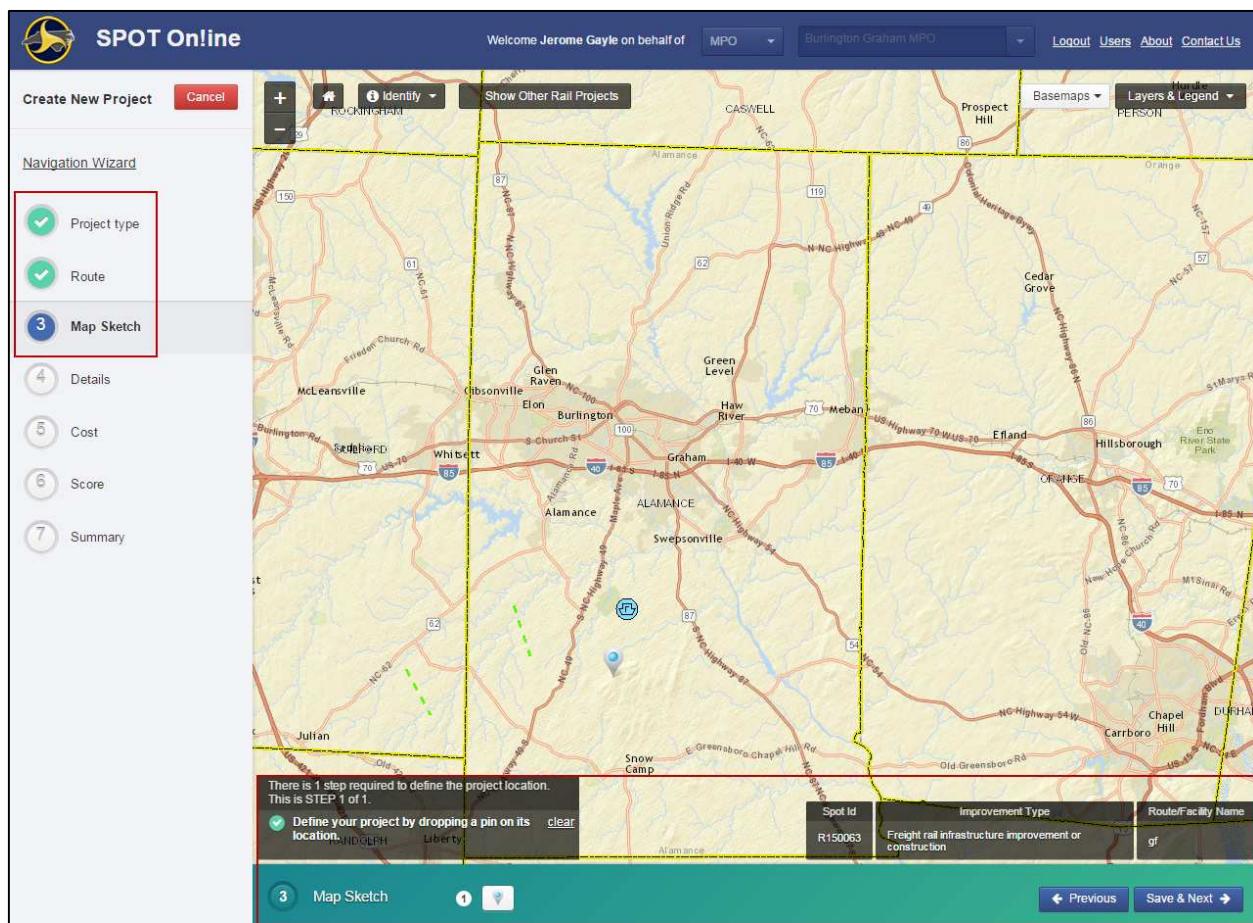
Note: System supports only links to the documents, not to be confused with attach documents.

Supporting Documents	Please copy and paste the URL associated with this project from the SharePoint Project Documents folder. URLs can be created after a SPOT ID is generated for the project.
----------------------	--

- d. The user clicks on the 'Save & Next' button. Save & Next →

The user may also click the 'Previous' button if they wish to return to the previous page and make edits.

4.6.3 Map Sketch



- At this point, the user will mark where the project will occur, by using the following mapping functionality.
 - A pin tool  is displayed on the 'Map Sketch' menu, allowing the user to select the pin and drop it at the desired location on the map.



- b. The 'Previous' and 'Save & Next' buttons allows the user to return to the previous page or move forward after changes have been made(pin placed on the map).



- c. The user can perform optional check by clicking on 'Show Other Rail Projects' button Show Other Rail Projects located on the top of the map sketch page. This will allow the user to see all (draft/submitted/other) rail projects located in that particular area on the map. A check mark appears after clicking this button. The user can toggle the button on/off to see the green color appearing/disappearing.
- d. The project information is updated at the bottom right corner of the map with the 'Route/Facility Name', which is selected in the 'Route' page of the project.

Spot Id	Improvement Type	Route/Facility Name
R150063	Freight rail infrastructure improvement or construction	gf

2. The user selects the pin tool, drops it on the desired location on the map and verifies the following:

- a. A dropped pin is shown on the map and the 'Save & Next' button is enabled.



- b. The user clicks on the 'Save & Next' button to save the selected location on the map and to move to the next page.

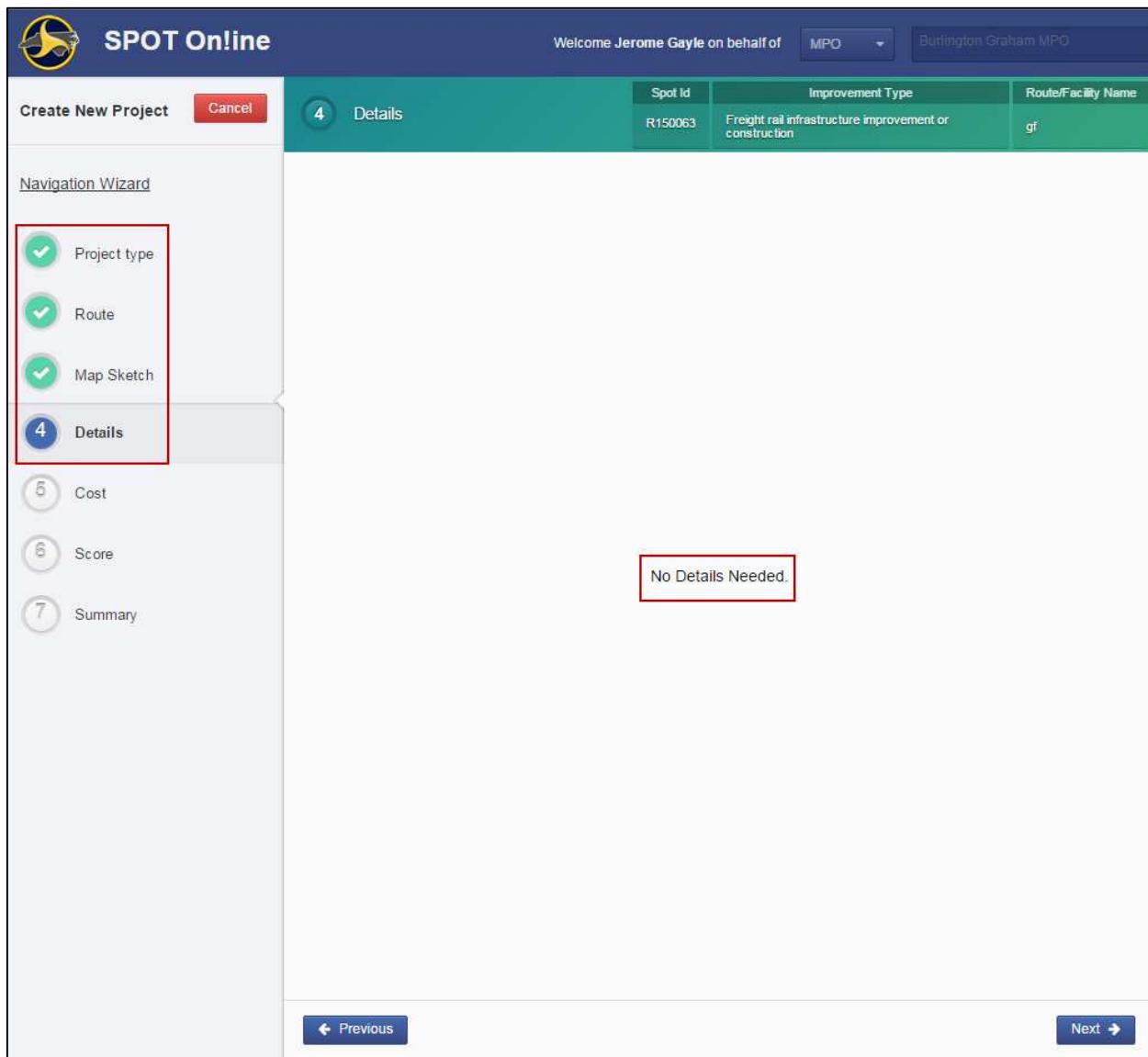


Note: If the user clicks on the previous button to make edits on previous project pages, the current page will not be saved. The user may have to navigate to the 'Map Sketch' page and make a new selection again.

3. A processing bar appears as the system calculates the project specific GIS map data. Please wait until processing is complete. You will then be navigated to the Details page.

4.6.4 Details

1. The user will notice a greyed out screen with the words 'No Details Needed' in the middle of the 'Details' page. The map view is greyed out for this page.



The screenshot shows the SPOT Online application interface. At the top, there's a header bar with the SPOT logo, the text "SPOT On!ine", a welcome message "Welcome Jerome Gayle on behalf of", a dropdown menu "MPO", and a location "Burlington Graham MPO". Below the header is a navigation bar with buttons for "Create New Project" and "Cancel". The main area is titled "4 Details". A table displays project details: Spot Id (R150063), Improvement Type (Freight rail infrastructure improvement or construction), and Route/Facility Name (gf). To the left, a vertical "Navigation Wizard" lists steps 1 through 7. Steps 1, 2, and 3 are completed (indicated by green checkmarks) and highlighted with a red border. Step 4 is currently selected (blue circle with number 4). Steps 5, 6, and 7 are shown below it. In the center of the page, a red-bordered box contains the text "No Details Needed." At the bottom are "Previous" and "Next" buttons.

2. Click on the 'Next' button  to continue to the 'Cost' page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.6.5 Cost

The screenshot shows the SPOT Online application interface. At the top, there's a header bar with the NCDOT logo, the title "SPOT Online", and a welcome message "Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO". Below the header is a navigation bar with tabs: "Create New Project" (disabled), "Cancel", "Cost" (selected, indicated by a blue circle with the number 5), "Score", and "Summary".

The main content area is titled "Cost". It includes a table with columns for "Spot Id" (R150063), "Improvement Type" (Freight rail infrastructure improvement or construction), and "Route/Facility Name" (gf).

On the left, a "Navigation Wizard" sidebar lists steps 1 through 7. Steps 1-4 have green checkmarks, while step 5 has a blue circle with the number 5, indicating it's the current step. Step 6 has a grey circle with the number 6, and step 7 has a grey circle with the number 7.

The "Project Cost" section contains the following fields:

- "Estimated Total Project Cost": \$ [input field]
- Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov

The "Other Funds" section includes:

- "Total Fund": \$ n/a [input field]
- "Total Cost to NCDOT": \$ 0 [input field]

At the bottom of the cost section, there are "Previous" and "Save & Next" buttons.

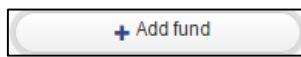
3. The user performs the following in the 'Cost' page:
 - a. The user is required to enter a price value for the 'Estimated Total Project Cost' field.

Project Cost

= Estimated Total Project Cost \$ [input field]

 - b. The price is adjusted by the system and updates the '0' value in 'Total Costs to NCDOT' to the entered amount.

- c. The user can choose to enter the 'Other Funds' optional fields. The user clicks the



button to add multiple 'Other Funds' fields.

- d. The 'Other Funds' row is created at the top showing two fields as required fields.

The user enters the description of the fund on the first field and cost on '\$' field. The user can enter a maximum possible cost up to \$9,999,999,999 [10 digits]. If the user clicks on the 'X' on the far right side it will cancel the 'Other Funds' entry.

Note: 'Other Funds' Other Funds are non-State, Non-Federal dollars that a local area desires to contribute to the project and thereby lower the cost of the project to NCDOT.

Other Funds

— Source of Non-Federal or Non-State Funds \$

Note:

1. If the user tries to enter more than 10 digits, the system will prompt the user with a message saying that the value entered is out of range. The user must then correct the error before they can continue to the next step.

Project Cost

= Estimated Total Project Cost \$ 9999999999 ! This value is out of range.

2. If the user enters any decimals along with the original cost, then any decimals < 0.5 are rounded off and the decimal is not considered. If the decimal is > 0.5 then the value is rounded off to 1.

For Example: If the user enters a value of 1,000.45 in the project cost, then the total cost is rounded off to 1,000.

Project Cost

= Estimated Total Project Cost \$

Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov

Other Funds

+ Add fund

= Total Fund \$ 0

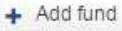
= Total Cost to NCDOT \$

3. If the user enters a value of 1,000.5 (& greater) then the cost is rounded off to 1,000.1.

Project Cost		
=	Estimated Total Project Cost	\$ <input type="text" value="1,000.51"/>
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>		
Other Funds		
+ Add fund		
=	Total Fund	\$ <input type="text" value="0"/>
=	Total Cost to NCDOT	\$ <input type="text" value="1,001"/>

- e. The system automatically calculates the 'Total Cost to NCDOT' by subtracting the cost entered in the 'Other Funds' from the 'Estimated Total Project Cost' field.

For Example: If the user enters the project cost as '\$5,000' and the other funds total as \$1,500 (1,000 + 500) then the system automatically subtracts the total funds amount from project cost and gives the 'Total Costs to NCDOT' as \$3,500 as highlighted below.

Project Cost			
=	Estimated Total Project Cost	\$	5,000
<p>Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov</p>			
<hr/>			
Other Funds			
-	Source of Non-Federal or Non-State Funds	\$	1,000 
-	Source of Non-Federal or Non-State Funds	\$	500 
 Add fund			
=	Total Fund	\$	1,500
=	Total Cost to NCDOT	\$	<u>3,500</u>

Note: If the 'Total Costs to NCDOT' is a negative value, the system highlights the value in 'red' and shows an error that the value of 'Total Fund' is greater than the 'Estimated Total Project Cost'. The user performs the necessary edits and continues with the workflow.

Project Cost		
=	Estimated Total Project Cost	\$ 1400
Note: If a more detailed cost estimate is available, please email this to spot@ncdot.gov		
<hr/>		
Other Funds		
-	Source of Non-Federal or Non-State Funds	\$ 1,000 
-	Source of Non-Federal or Non-State Funds	\$ 500 
+ Add fund		
=	Total Fund	\$ 1,500
=	Total Cost to NCDOT	<div style="background-color: black; color: red; padding: 5px;">"Total Fund" is greater than "Estimated Total Project Cost".</div> -\$100

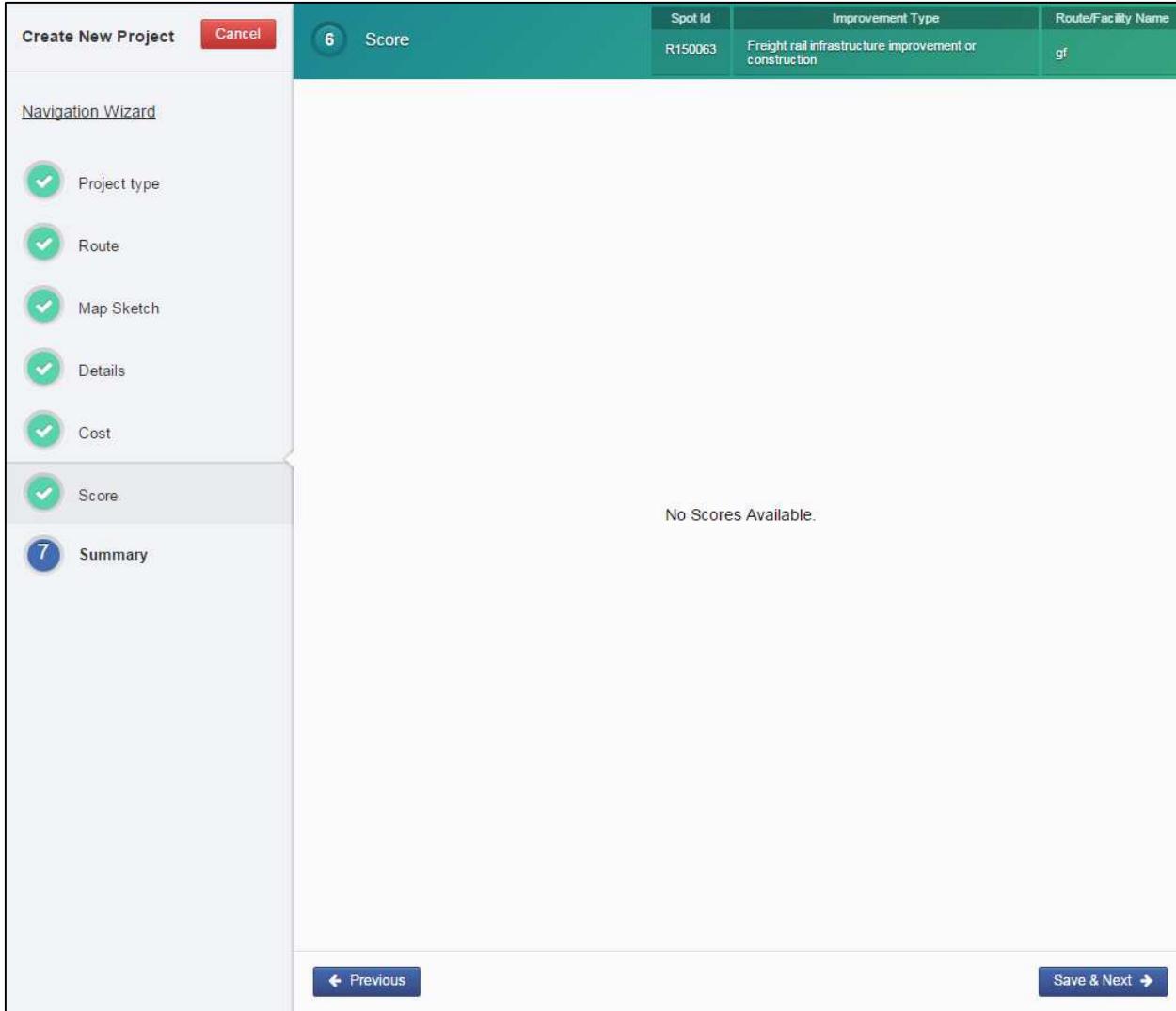
- f. The user clicks the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.6.6 Score

1. The 'Score' page appears after the processing bar is complete, showing the message 'No Score Available'.

A blue circle appears indicating the 'Score' page as the current page  **Score** and the 'Cost' page is shown with a green check mark beside it,  **Cost** indicating the page is completed in the wizard.



Spot Id	Improvement Type	Route/Facility Name
R150063	Freight rail infrastructure improvement or construction	gf

2. The user clicks the 'Save & Next' button  to continue to the next page.

The user may also click on the 'Previous' button if they wish to return to the previous page.

4.6.7 Summary

The screenshot shows the SPOT On!ine application interface. At the top, there's a header bar with the NCDOT logo, the text "SPOT On!ine", and a welcome message "Welcome Jerome Gayle on behalf of MPO Burlington Graham MPO". Below the header is a navigation wizard on the left side, listing steps from "Project type" to "Score", with "Summary" currently selected. The main content area is titled "7 Summary". It contains a table with project details:

Spot Id	Improvement Type	Route/Facility Name
R150063	Freight rail infrastructure improvement or construction	gf

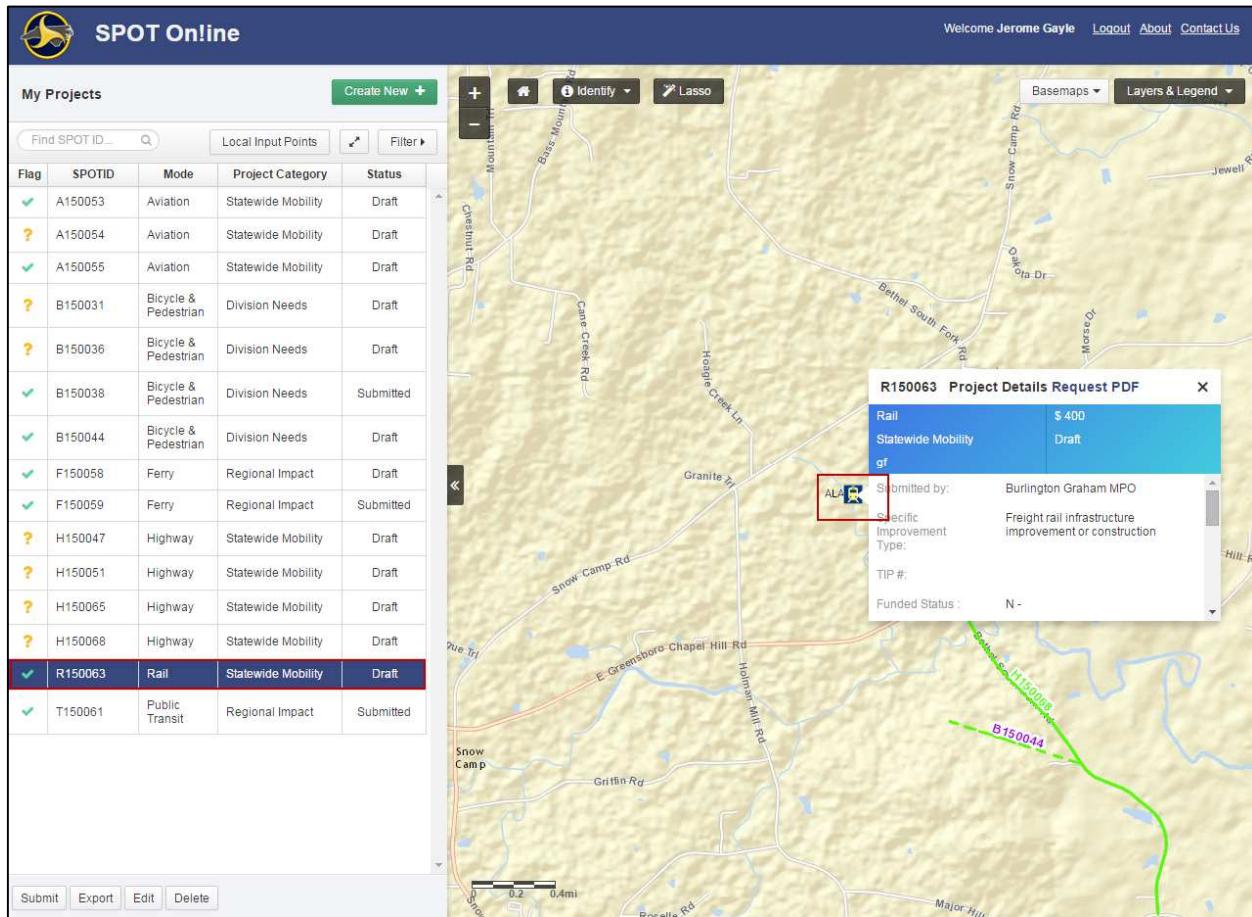
Below the table, there are several sections with project information:

- Project Type**:
 - Project Mode: Rail
 - Project Category: Statewide Mobility
 - Project Local ID:
 - Specific Improvement Type: Freight rail infrastructure improvement or construction
 - Tip #:
- Route**:
 - Route/Facility Name: gf
 - Project Description: fgs
 - Supporting Documents:
- Cost**:
 - Estimated Total Project Cost: \$ 1,400
 - Other Funding Sources:
 - efq: \$ 1,000
 - Cost To NCDOT: \$ 400
- Last 3 Editors**:
 - ncidljgayle: 10/23/2015 4:23:11 PM

At the bottom of the summary page are three buttons: "← Previous", "Save & Return to Map View", and "Save & Enter Another Project".

1. The user verifies the project summary and clicks on the 'Save & Return to Map View' button **Save & Return to Map View** to save the project and view the project information on the map.
 - a. The user can also click on 'Save & Enter Another Project' button. **Save & Enter Another Project** This option saves the current project and navigates to the project page to start creating another project.

- b. The user can also click on the 'Previous' button  to go back to previous pages to make any edits.



The screenshot shows the SPOT On!ine application interface. On the left, there is a table titled "My Projects" listing various transportation projects. A row for project R150063 is selected and highlighted in blue. The main area features a topographic map with several roads labeled, including "Snow-Camp Rd", "Bethel South Fork Rd", "Hedge Creek Ln", "Granite Trl", "E Greensboro-Chapel Hill Rd", "Holman Mill Rd", "Griffin Rd", "Roselle Rd", and "Major Hill Rd". A callout box provides detailed information about project R150063:

R150063 Project Details Request PDF

Rail	\$ 400
Statewide Mobility	Draft
gf	

Submitted by: Burlington Graham MPO
Specific Improvement Type: Freight rail infrastructure improvement or construction
TIP #: N -
Funded Status: N -

A red box highlights the "Submitted by" field, which contains "Burlington Graham MPO".

At the bottom left of the map area, there are buttons for "Submit", "Export", "Edit", and "Delete".

2. The project is displayed with the status of 'Draft' and the map area is zoomed to the location of the project, showing the project details in a small window.

The screenshot shows a modal window with the title "R150063 (Project Details Request PDF)". The window contains the following data:

Rail	\$ 400
Statewide Mobility	Draft
gf	
Submitted by:	Burlington Graham MPO
Specific Improvement Type:	Freight rail infrastructure improvement or construction
TIP #:	
Funded Status :	N -

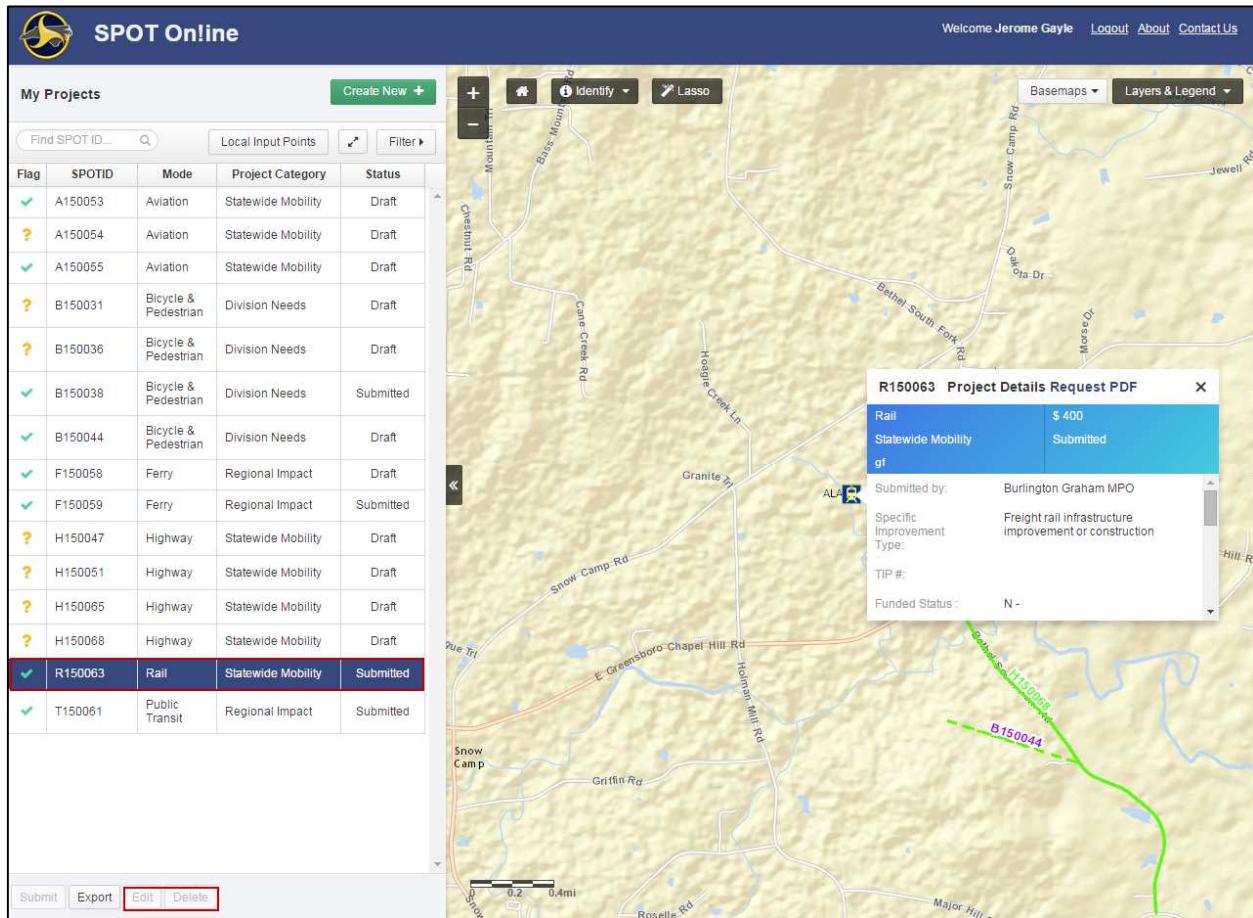
Note: The user can perform the Edit/Delete operation on a draft project. Please refer to **sections 4.1.8 and 4.1.9** for more details on editing and deleting a project.

3. The user clicks on the 'Submit' button located at the bottom of the map.



Note: Please refer to **section 4.1.10** for more details on submitting a draft project.

4. The project status is changed to 'Submitted' in the project list.



5. The user cannot perform the 'Edit' or 'Delete' operations on a submitted project. The options to 'Edit' and 'Delete' are greyed out.
6. The user can continue to export the project or create a new project from here.