CLEAR
Communicate Lessons, Exchange Advice, Record

### Instructions for Searching CLEAR Database

The following content provides directions on how to search for accepted submissions in the NCDOT CLEAR database. Searching for lessons reduces the need to sift through numerous approved lessons and promptly displaying the most relevant results based on the search criteria provided. Searching for lessons will help the users to peruse the existing knowledge and apply appropriate learnings to their projects as needed.

ACCESSING THE CLEAR DATABASE SEARCH
The following steps will guide you to channels used to access the database search feature. There are three webpages that can be used to access the CLEAR Database Search: the (public) CLEAR Program webpage, the (internal NCDOT only) CLEAR Portal SharePoint webpage, and the CLEAR Database Submission Summary webpage.

CLEAR Program (Public) Webpage
To access the CLEAR Database, you can visit the CLEAR Program Connect webpage here:
https://connect.ncdot.gov/projects/Value-Management/CLEAR-Program/Pages/default.aspx
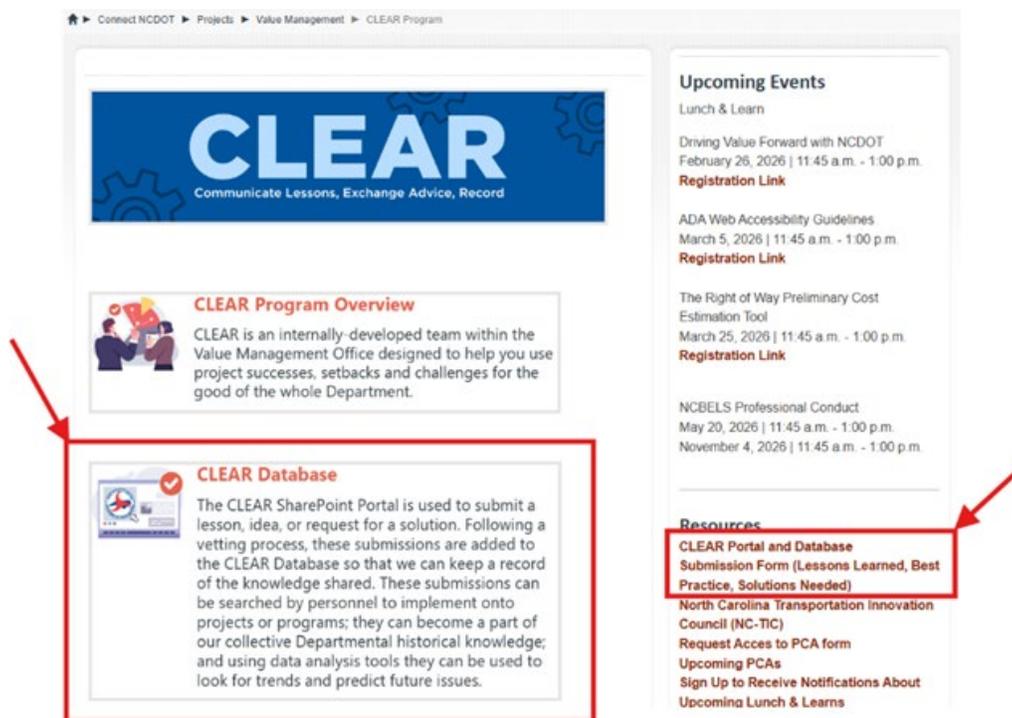
There are three ways of accessing the database on the CLEAR Program page: via clicking on *CLEAR Database*, via clicking *CLEAR Portal and Database* under *Resources,* or via clicking *Submission Form (Lessons Learned, Best Practices, Solutions Needed)* under *Resources*.

To access the CLEAR database quickly, use the *Submission Form (Lessons Learned, Best Practices, Solutions Needed)* link to immediately open the *CLEAR Submission Summary* page.

To learn more about the CLEAR database, watch the tutorial video, and find links to search the CLEAR database, click on *CLEAR Database* for more information.

CLEAR Database

CLEAR Portal SharePoint (Internal to NCDOT) Webpage

To access the CLEAR Database Search, you can also visit the CLEAR Portal SharePoint webpage here: https://ncconnect.sharepoint.com/sites/CLEAR

To access the CLEAR Portal SharePoint, you must have an NCDOT login. This includes internal NCDOT direct hires and embedded contractors/consultants with an external ("ext-_____@ncdot.gov) NCDOT account.

On this page below the section "Welcome to the CLEAR Portal", you will find the "Search" button leading you to the CLEAR Database Search page.

CLEAR Database Webpage

To access the CLEAR Database Search while in the CLEAR Database or on the CLEAR Form, view and click on the tab "Search Page" at the top left.
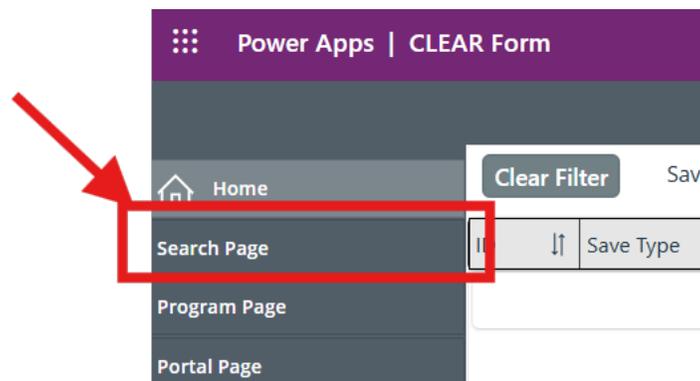
SEARCHING WITHIN THE CLEAR DATABASE

The following steps will help guide you through the process of searching within the CLEAR Database.

STEP 1: **Microsoft PowerApps Login and Access** Click on the following link which will bring you to the login and Microsoft PowerApps access screen.

https://apps.gov.powerapps.us/play/e/863c6815-477e-edf1-99e3-f31bf4125b63/a/c8eb85fd-6766-4db1-9507-46df44403d29?tenantId=7a7681dc-b9d0-449a-85c3-ecc26cd7ed19&hint=312c6b59-4318-4fe0-aad4-01ca6a09545b&sourcetime=1771534929361

Just as with the CLEAR Database, log in with required credentials (may bypass this part of the login process if you are already logged into your NCDOT account). Then click on "Allow" as shown in the figure below.

This process has been approved by NCDIT and is required to access the CLEAR Database Search. This step allows your NCDOT Microsoft account to connect to PowerApps, the Microsoft software used to create the CLEAR Database Search.

STEP 2: **Add Relevant Information to Search** Select any feature to begin a search of all content within the CLEAR Database. Matching results will automatically populate.

STEP 2a: Input Relevant Keywords or Phrases Use the open response textbox to input any text related to the knowledge you are searching for within the CLEAR Database. Multiple keywords can be entered to accurately narrow down the search.
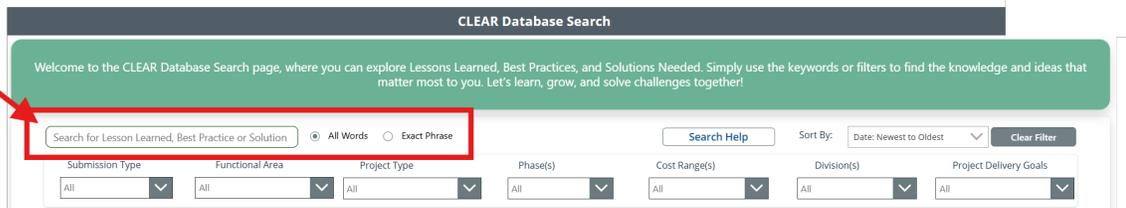
To allow for any variation of the order in which the keywords appear, select "All Words".

To search for a specific phrasing and identify submissions that match precise language, select "Exact Phrase".
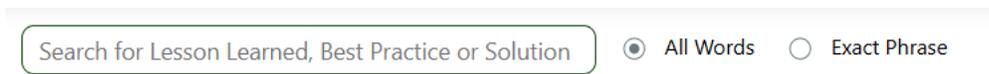
STEP 3: Filter Results Using more dropdowns for search criteria will help the user to better narrow down the results.

STEP 3a: Filter by Submission Type Choose of any or all three options: Lesson Learned, Best Practice, or Solution Needed.
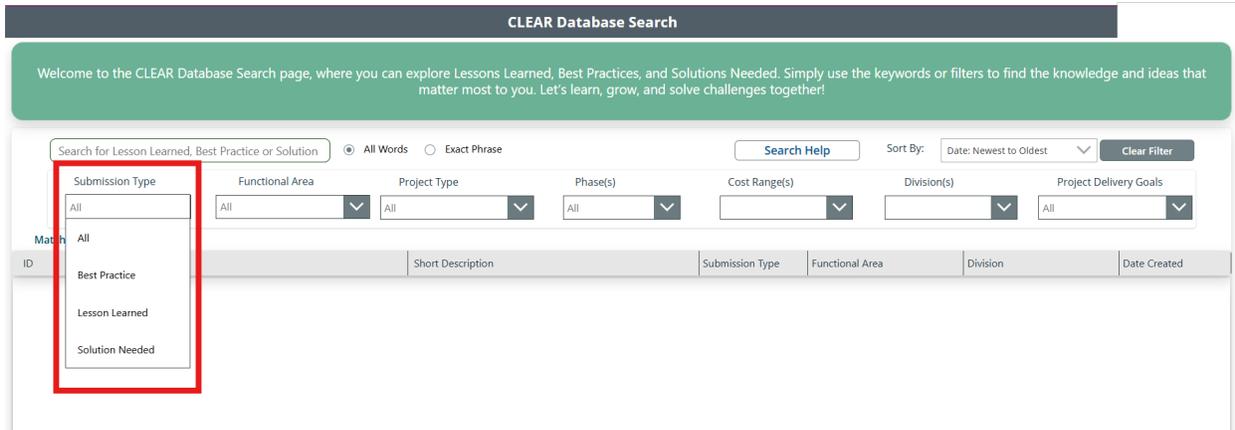
Lesson Learned (LL): The knowledge gained from one's own project experiences as well as experience of others. A meaningful lesson learned promotes or reinforces positive outcomes and reduces or eliminates the potential for mishaps and failures on future projects.

Best Practice (BP): Methods or techniques found to be the most effective and practical means in achieving an objective while making the optimum use of the State's resources. Instances of best practices include cost/schedule savings by adopting innovative strategies.

Solution Needed (Sol): Solicits information on how to solve challenges faced on projects and routine work practices. Soliciting this type of information will aid in obtaining relevant ideas from other users who overcame similar challenges.

STEP 3b: Filter by Functional Area(s) Click in the dropdown menu to select all applicable functional areas.
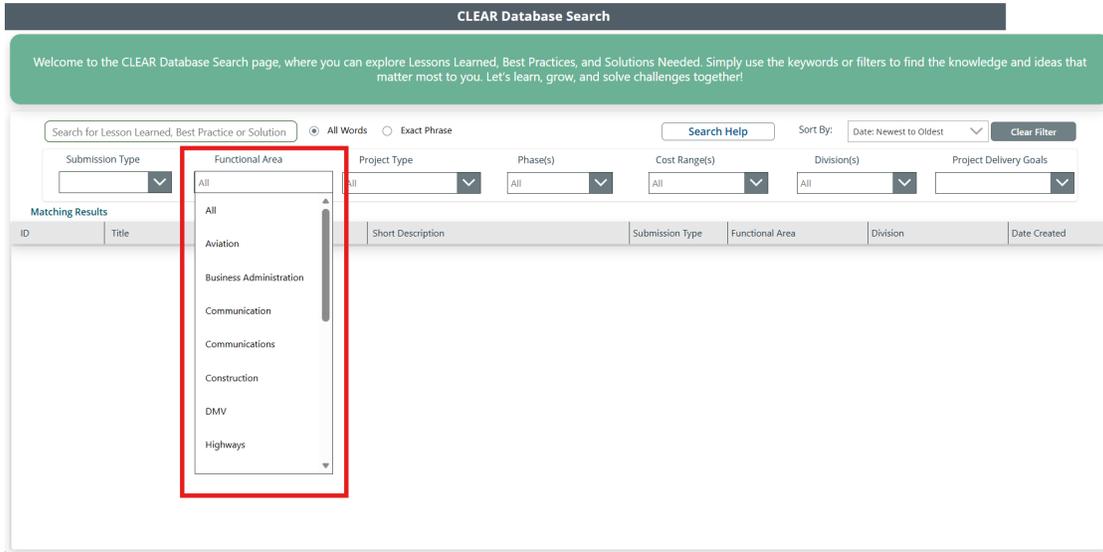

Use the scroll feature to find and select all functional areas that relate to your submission.

Functional Area: A specific unit or group within the NCDOT that handles a particular set of tasks, often using a unique set of skills and processes.

If any option is erroneously added or in case you want to remove selection(s), you can click on the selected functional area to be removed from the list.

STEP 3c: Filter by Project Type(s) Click in the dropdown menu to select all project types that apply. The project type search function comprises technical disciplines that have at least one (1) submission within the CLEAR Portal.
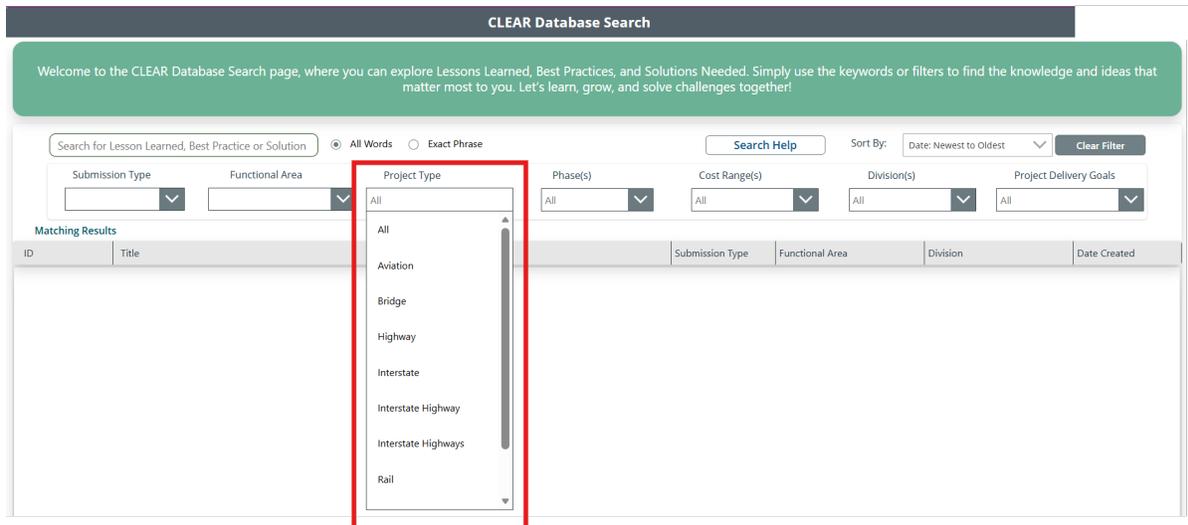
Use the dropdown menu and scroll feature to select all technical disciplines that apply.

Technical Discipline: Submission reviewers from specialized areas of work within NCDOT such as Construction, Erosion Control, Geotech, Hydraulics, etc. The Technical Discipline is the person or group that needs to provide evaluation expertise. This is different from the person or group that would benefit from learning from the submission. The Technical Discipline selected should be the person or group whose expertise is required to vet the submission. This can also be selected by the Gatekeeper.

If any option is erroneously added or in case you want to remove selection(s), you can click on the selected discipline to be removed from the list.

STEP 3d: Filter by Phase(s) Click in the dropdown menu to select all applicable phases.
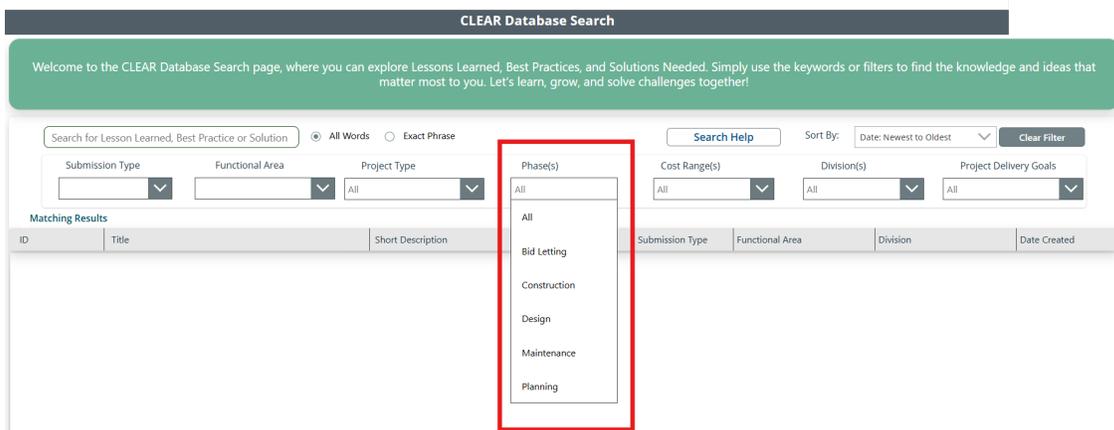
STEP 3e: Filter by Cost Range(s) Click in the dropdown menu to select all applicable cost ranges.
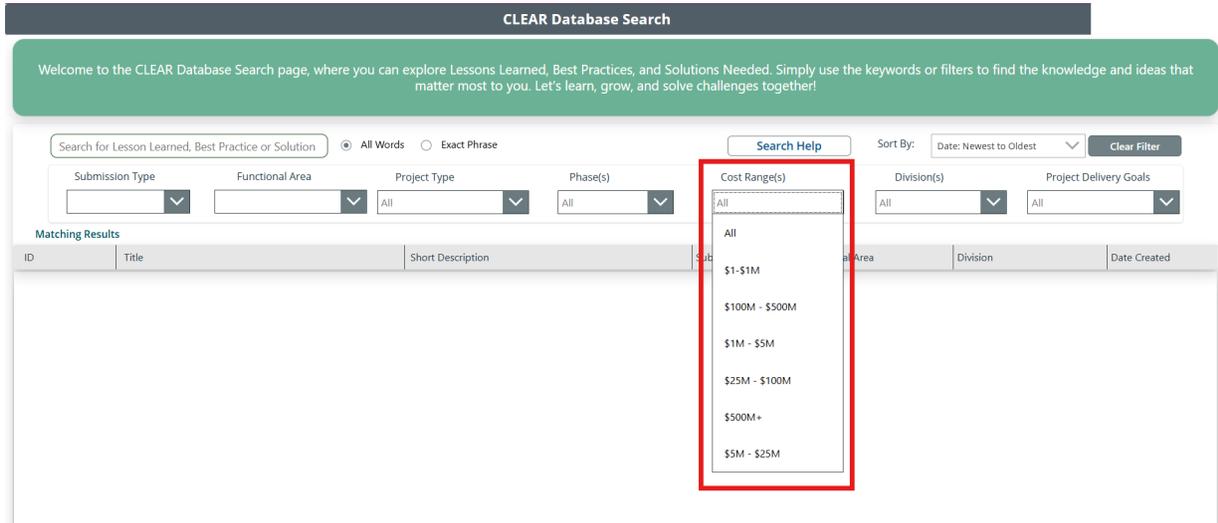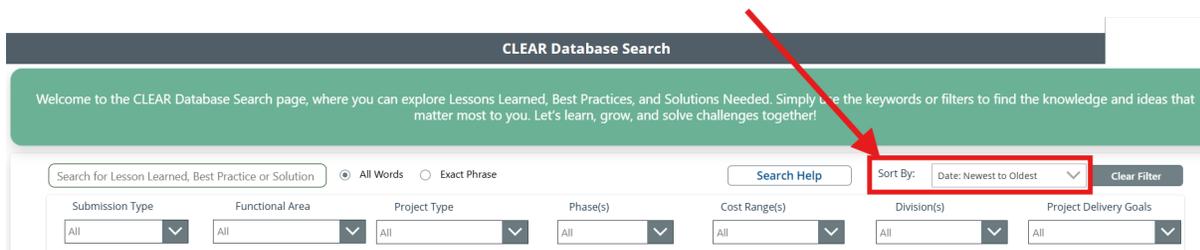

STEP 3f: Filter by Division(s) Click in the dropdown menu to select all applicable divisions.
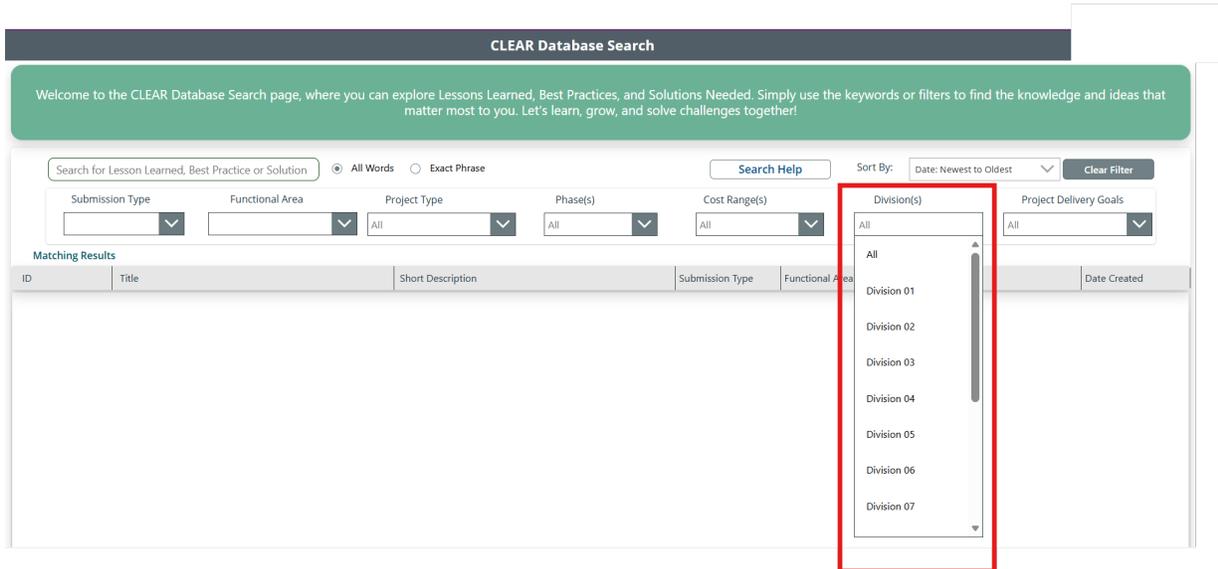
STEP 3g: Filter by Project Delivery Goals Click in the dropdown menu to select all applicable project delivery goals.
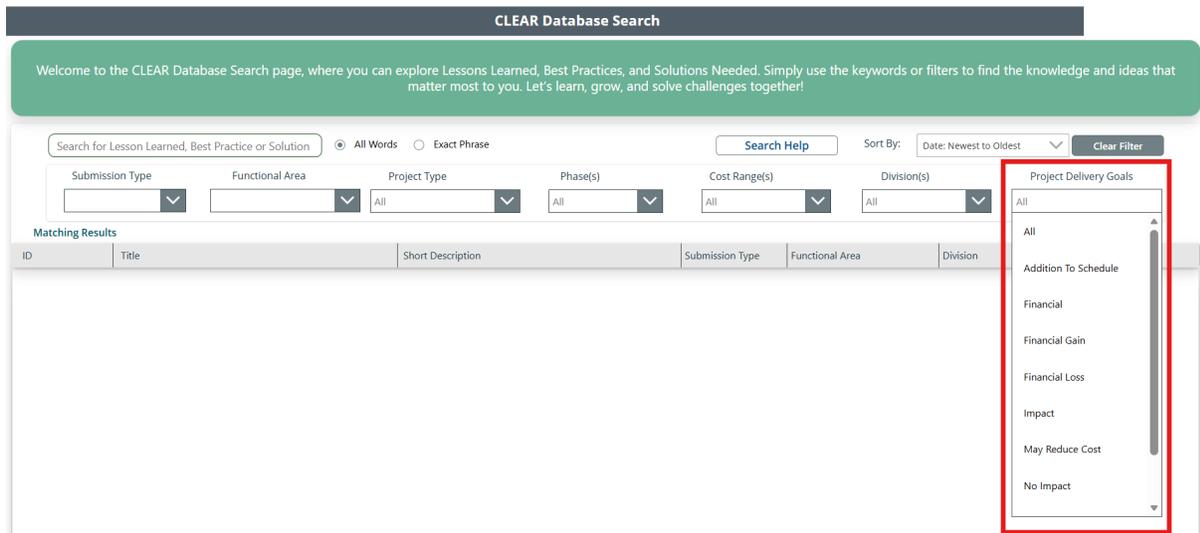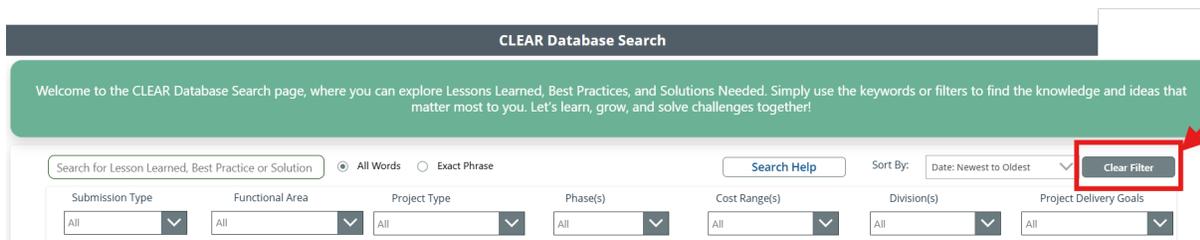

STEP 4: Sort Results Using the dropdown menu, select the item best fitting the preferred order in which matching results are viewed.

All sort options are (1) Date: Newest to Oldest, (2) Date: Oldest to Newest, (3) Submission Type & Date Newest to Oldest, and (4) Submission Type & Title.

NOTE: To reset all filters, select "Clear Filter".

STEP 5: View Results All matching results will automatically populate for viewing.

To view any result, click anywhere on the submission you would like to view.

THANK YOU FOR USING THE CLEAR DATABASE!