CLEAR
Communicate Lessons, Exchange Advice, Record

Instructions for CLEAR Database Submission

The following guidelines provide directions on how to submit a lesson learned (LL), best practice (BP), solution needed (SN), or an innovative idea to the NCDOT CLEAR database.

> **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.
>
> **Idea:** A creative thought that can help improve processes and bring about changes in routine work practices.

Items with an asterisk are required to complete any submission within the CLEAR database. However, inputting additional information will provide a more robust database and aid in the approval process.

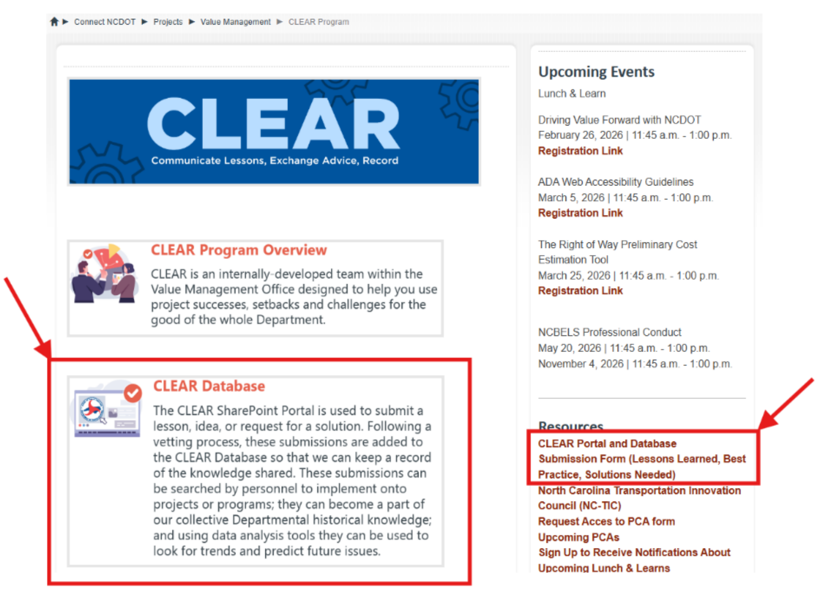
Thank you for your support of the CLEAR database and program!

ACCESSING THE DATABASE

The following steps will guide you to channels used to access the database. There are two webpages that can be used to access the CLEAR Database: the (public) CLEAR Program webpage and the (internal NCDOT only) CLEAR Portal SharePoint webpage.

CLEAR Program (Public) Webpage

To access the CLEAR Database, you can visit the CLEAR Program webpage here:
https://connect.ncdot.gov/projects/Value-Management/CLEAR-Program/Pages/default.aspx

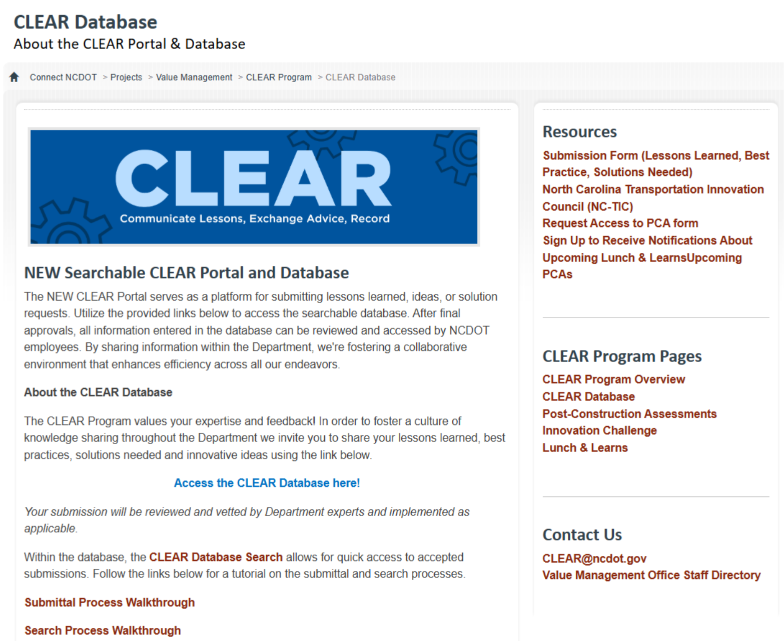


There are three ways of accessing the database on the CLEAR Program page: via clicking on CLEAR Database, via clicking CLEAR Portal and Database under *Resources,* or via clicking Submission Form (Lessons Learned, Best Practices, Solutions Needed) under *Resources*.

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 the link to the CLEAR database, click on CLEAR Database for more information.

CLEAR Database



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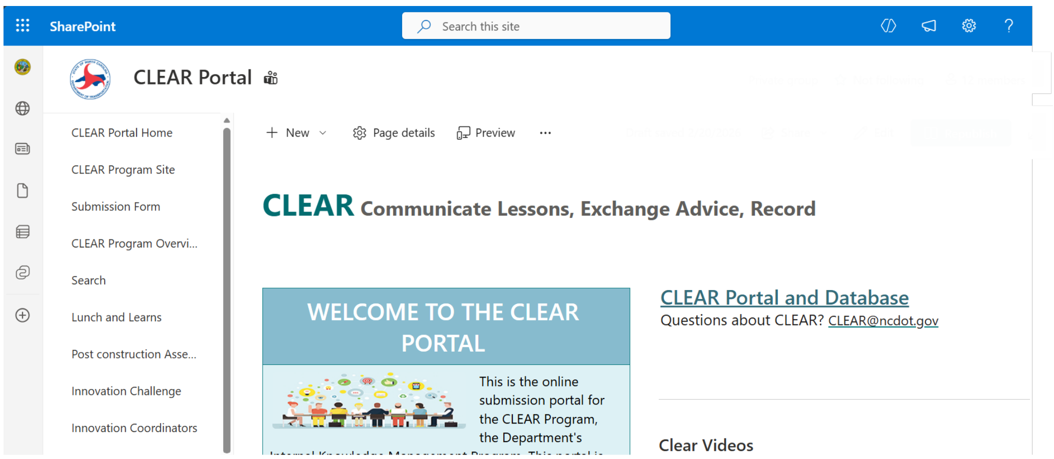
CLEAR Portal SharePoint (Internal to NCDOT) Webpage

To access the CLEAR Database, 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, you will find the submission form button leading you to the CLEAR Database Submission Summary page.

COMPLETE A SUBMISSION FORM

SUBMISSION FORM

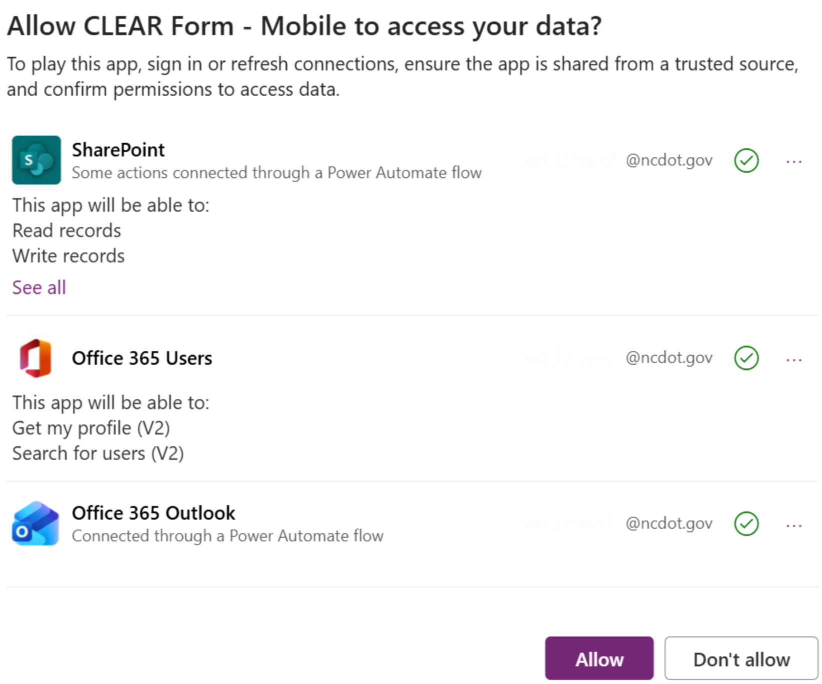
SHARING YOUR KNOWLEDGE IN THE CLEAR DATABASE

The following steps will help guide you through the submission process.

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

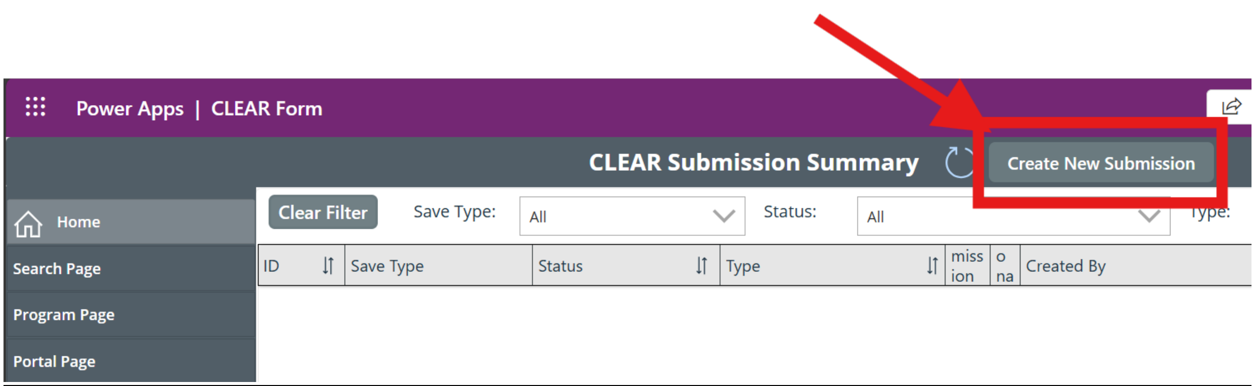
https://apps.gov.powerapps.us/play/e/863c6815-477e-edf1-99e3-f31bf4125b63/a/0a52a49c-97da-4530-925b-34ed1208e5c1?tenantId=7a7681dc-b9d0-449a-85c3-ecc26cd7ed19&hint=d018b3c5-8b4a-4159-b0b4-b3a73284d4c0&sourcetime=1771617184476

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.

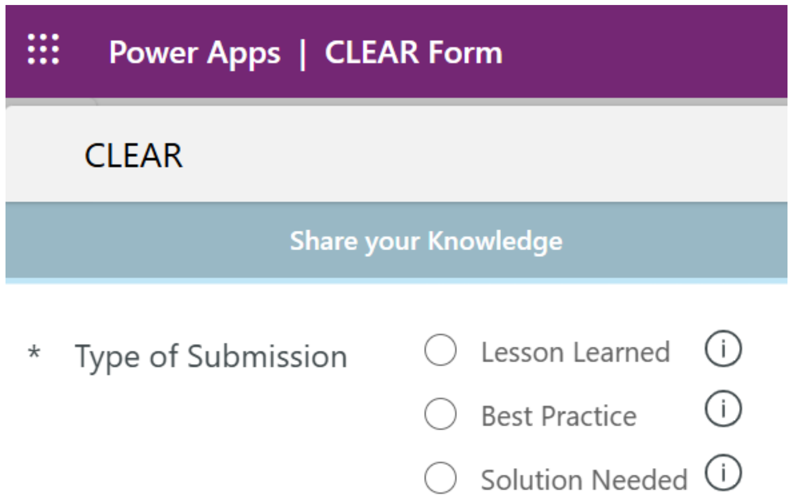


This process has been approved by NCDIT and is required to access the CLEAR Database. This steps allows your NCDOT Microsoft account to connect to PowerApps, the Microsoft software used to create the CLEAR Database.

<u>**STEP 2:**</u> **Create New Submission** Click on the *Create New Submission* button at the top to begin the submission process.



<u>STEP 3:</u> Identify Submission Type Choose one of the three options: Lesson Learned, Best Practice, or Solution Needed.

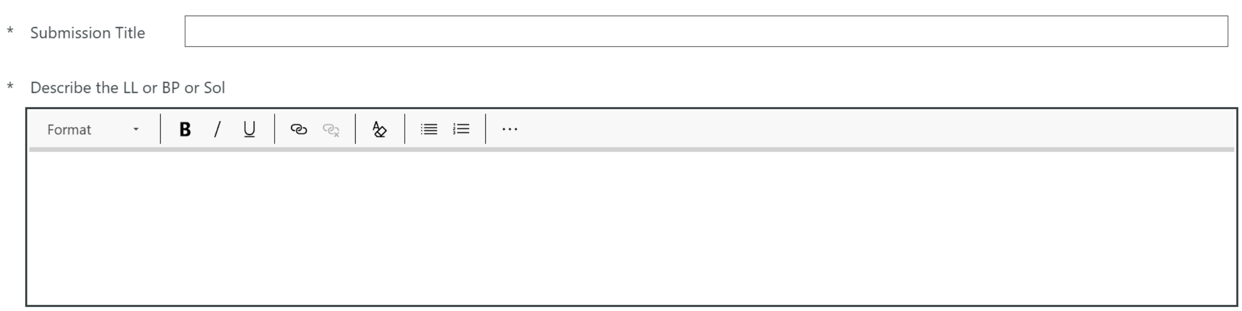


The information icon (ⓘ) provides a reminder about the definitions of each submission type. Hover over the icon to populate each definition.

<u>STEP 4:</u> Provide Basic Contact Information Provide the phone number you want associated with your submission.

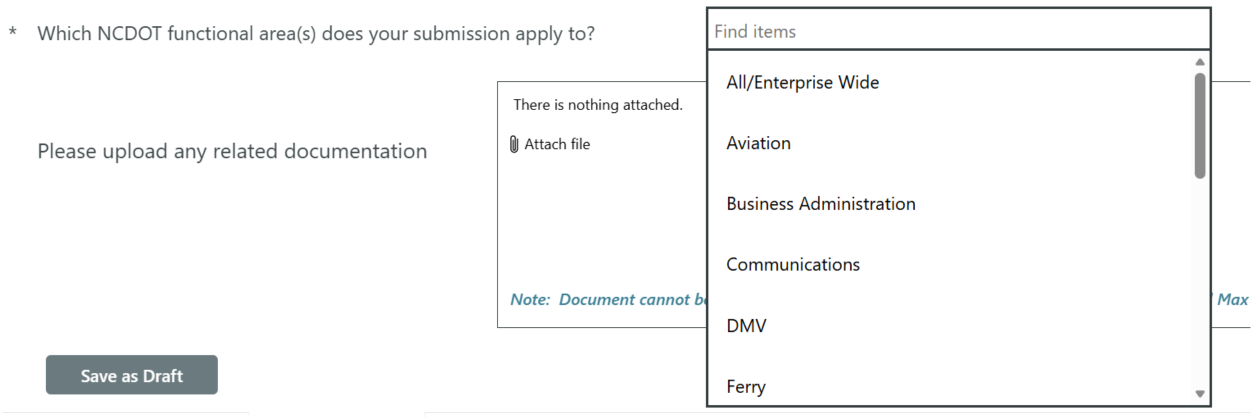
The *Name* and *Email* field will not be editable since it is pulling the contact information provided with your NCDOT Microsoft account. The *Office* field will be editable but should automatically populate with the "Department of Transportation". This information is solely for the purpose of contacting the submitter in case additional information or clarification is necessary.

<u>STEP 5</u>: Provide Submission Title and Description Enter the title of your submission and then describe your submission. Here



This section captures detailed information about the lesson learned (LL), best practice (bp), or solution needed (Sol). The content provided in this description will be used to highlight ideas implemented on a project or the possibility of ideas being implemented.

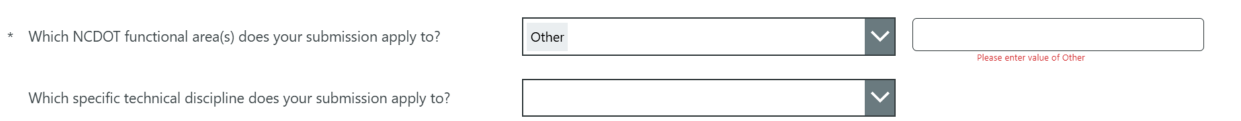
<u>STEP 6:</u> Identify NCDOT Functional Area Click in the dropdown menu to select all applicable functional areas.



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

> **<u>Functional Area:</u>** A specific unit or group within the NCDOT that handles a particular set of tasks, often using a unique set of skills and processes.
> Functional area options include All/Enterprise Wide, Aviation, Business Administration, Communications, DMV, Ferry, Highways, Human Resources, Information Technology, Innovation, Integrated Mobility, Rail, Strategic Planning and Programming, Transportation Mobility and Safety, Turnpike, Utility, and Other.
>
> If selecting "Other" be prepared to provide the name of the functional area.
>
> 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.

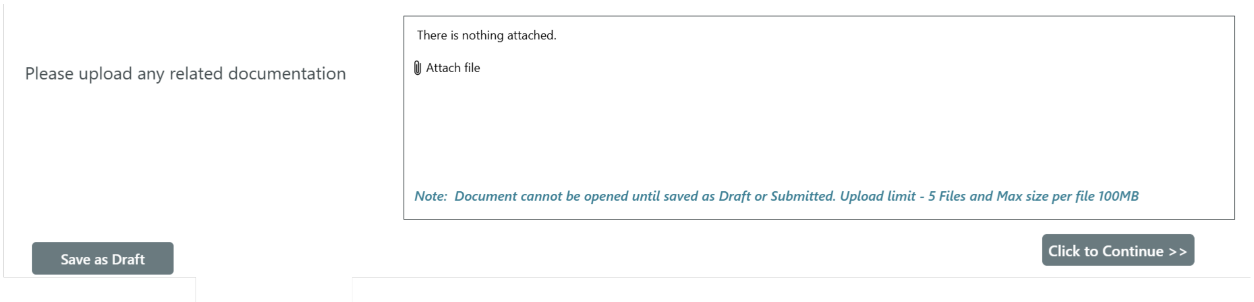
<u>STEP 6a:</u> Identify Technical Discipline After selecting the functional area, another dropdown menu based on the selected functional area will appear. Select all technical disciplines that apply.



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.

<u>STEP 7:</u> Attach Supporting Documents Ensure appropriate files are attached by including any pertinent reference documents to make your submission clear and easy to understand.

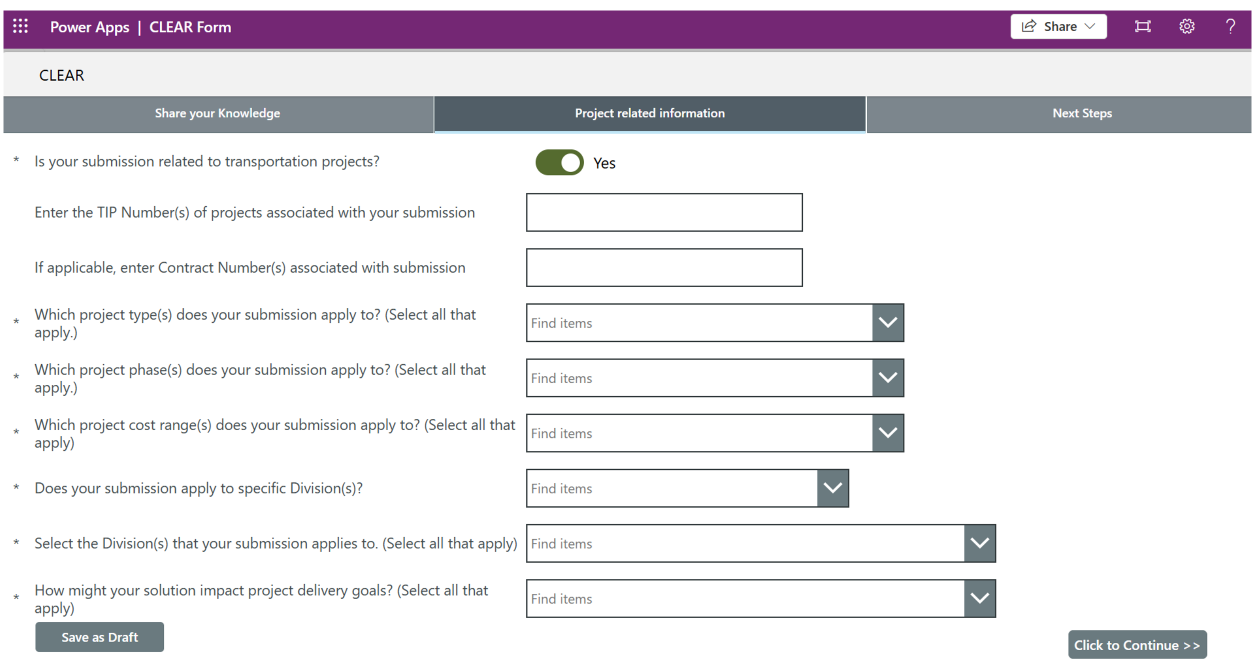


There is a **limit of 5 files per submission** and **limit of 100MB for each attached file**. To review attachments, the submission must first be saved as a draft using the "Save as Draft" button.

To move to the next section of the form, select the "Click to Continue" button.

PROVIDING PROJECT RELATED INFORMATION

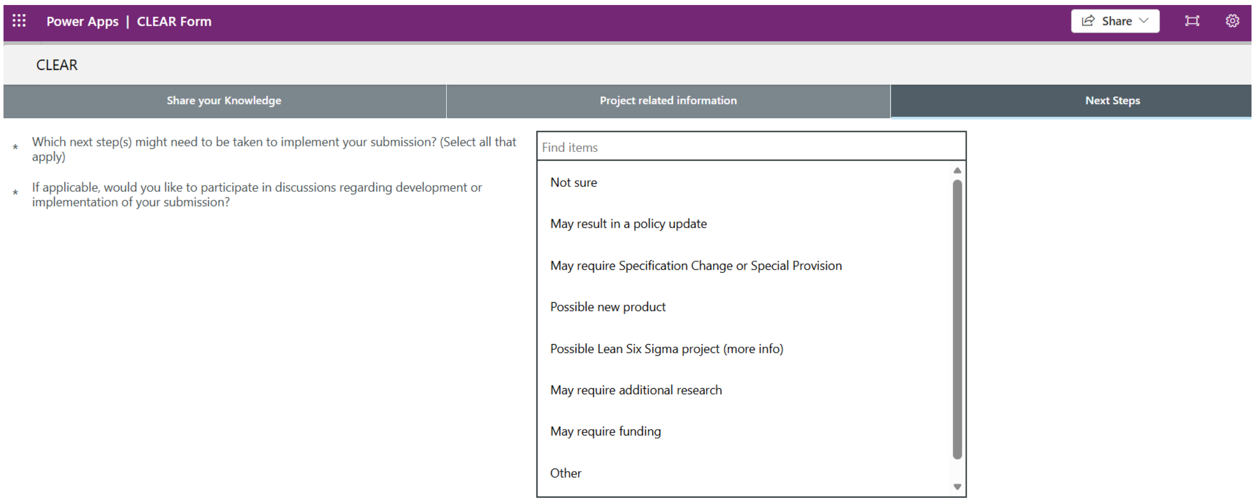
<u>STEP 8</u>: Input Project Related Information. Use the dropdown menus to identify all required information about the project related to your submission.



If there is no project connected to the submission, switch the button from "Yes" to "No" to bypass all required questions regarding project information.

IDENTIFYING NEXT STEPS

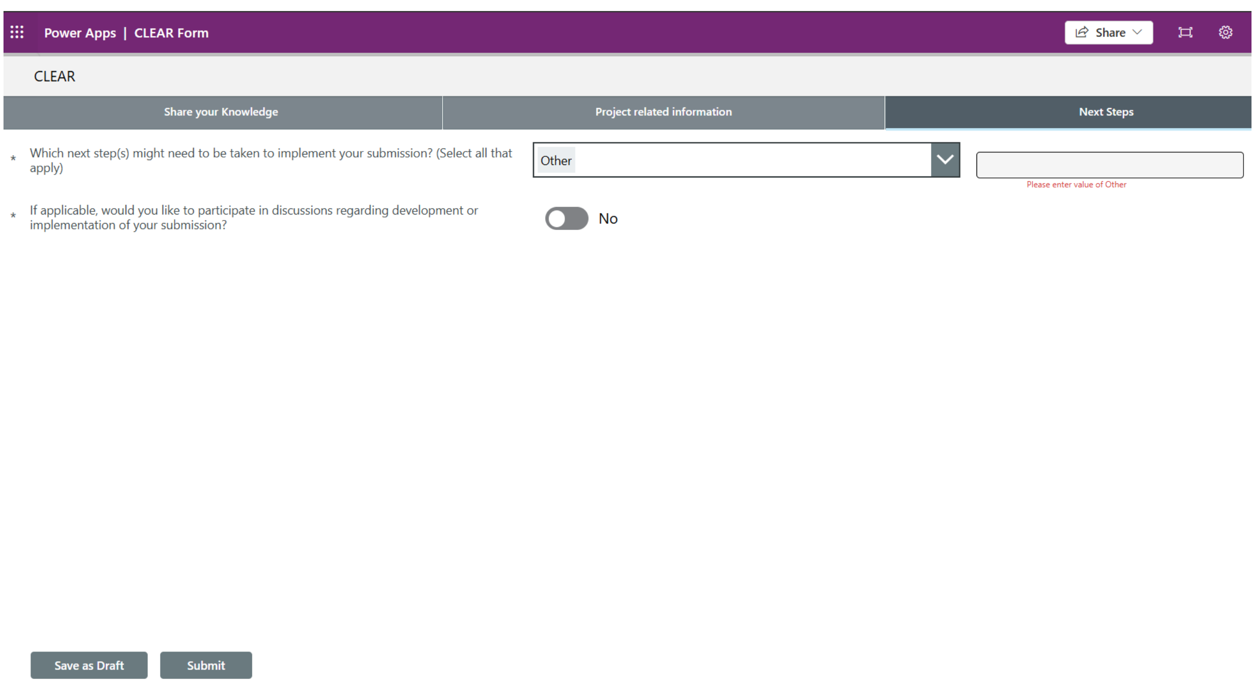
STEP 9: Select Next Steps Identify all potential next steps to be taken for the implementation process. Multiple options may be selected.



If selecting "Other" be prepared to provide the next step(s).

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

STEP 10: Participation in Implementation Indicate interest in participating in future discussions related to the submission and implementation of the submission.

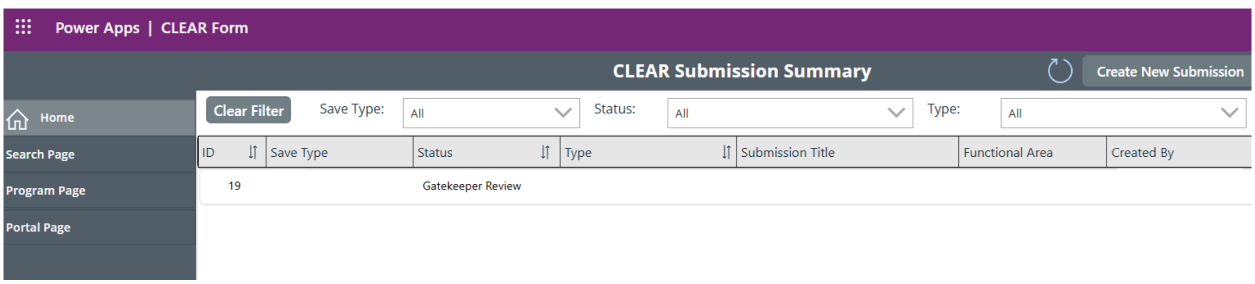


STEP 11: Review Content and Submit

Upon completing the form, kindly go through all the fields to check for any missing fields. Once you are satisfied about the completeness of data filled in the form, click "Submit". The submission will be sent to the gatekeeper in Value Management for review. Once the submit button is clicked, no further changes can be made in the form.

> **Gatekeeper (GK):** The person or team that is responsible for reviewing submitted lessons learned, best practices, or solutions needed for completeness. They communicate with appropriate SMEs for the submissions and facilitate valid lessons learned or best practices to be published into the CLEAR database. The Value Management team at NCDOT will act as the gatekeeper for CLEAR.

NOTE: Once the form has been submitted, the copy of the submission will populate in your *CLEAR Submission Summary* page as below. The status of the submission will be updated as it moves through the approval process.



THANK YOU FOR YOUR CONTRIBUTION TO THE CLEAR DATABASE!