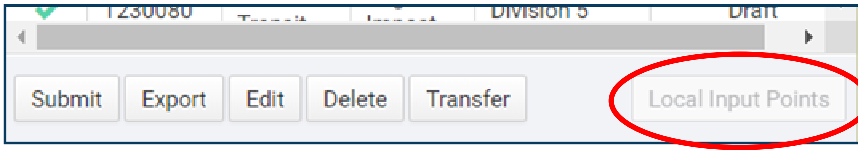
Enter Local Input Points

During the Regional Impact or Division Needs Local Input Point assignment windows, the "Local Input Points" button will be available at the bottom of the Grid.



Click this button to enter the table in which to assign Local Input Points. The table will display eligible projects, along with new columns for Regional Impact and Division Needs point assignment. Use these columns to apply up to 100 points to each of your chosen projects.

REMEMBER to only use SPOT ID (and no other project details) when locating projects in the table.

Above these columns is displayed the number of remaining points (in green) compared to the maximum number of points available to assign (the number allotted to your organization). As points are entered on projects in the table, the first value will adjust to reflect the number of remaining points left to assign. If you assign all of your available points, this number will be 0.

Once you have assigned your points, click "Submit" at the bottom. This will save your assignments. You may return to this table and edit the point assignments at any point during the window, but be sure to "Submit" to save changes.

Local Input Points must be entered using this method in order to be counted in scoring.

Reach out to the SPOT Office to facilitate the following:

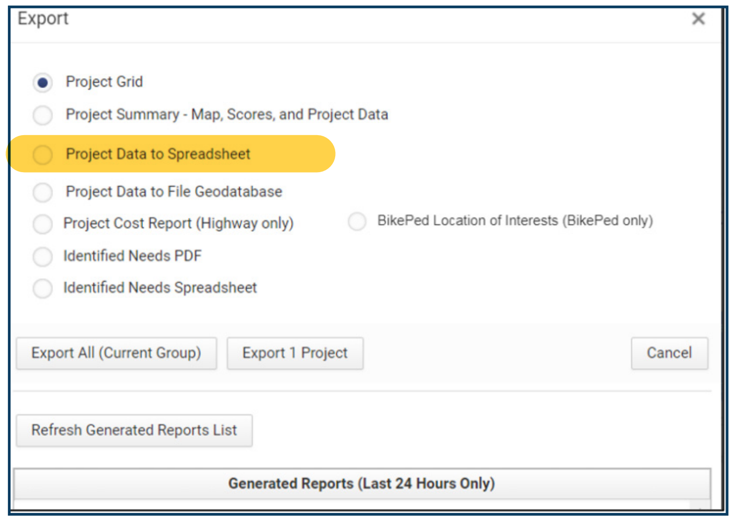
- Donating points between organizations for a specific project
- Flexing points between your Regional Impact and Division Needs allocations.

It is recommended to confirm your local input point assignments by checking the export. Follow the instructions on the next page, using the "Project Data to Spreadsheet" option.

View/Export Project Information

Grid "Export" button: Click on a project (or select multiple projects by using the 'Ctrl' or 'Shift' keys) in the Grid, then the "Export" button below the Grid. This will open a window of the following options to export project information in various formats:

- Project Grid = table of data shown in the expanded Grid
- Project Details = 4-page summary PDF of project information and map
- **Project Data to Spreadsheet** = CSV file of all applicable project data
- Project Data to File Geodatabase = spatial file of all project data and associated tables
- Project Cost Report = PDF of details from the Highway Cost Estimation Tool
- Bike/Ped Locations of Interest = CSV file of Bike/Ped automatic buffered Points of Interest



Next, click one of the following Export buttons:

- **Export All (Current Group)** = export the chosen format for all projects in your Grid (your Submitted + Draft projects, as well as those in your area but submitted by other organizations)
- **Export # Project** = export only the selected project(s).

Once you have clicked one of the "Export" buttons, click "Refresh Generated Reports List" after a few moments. Once it is created, the export will display in the bottom window. When you select it, a zip file will download. (Note that spreadsheet exports provide a separate CSV per mode.)