



Advancing Transportation through Linkages, Automation, and Screening (ATLAS) Training Courses

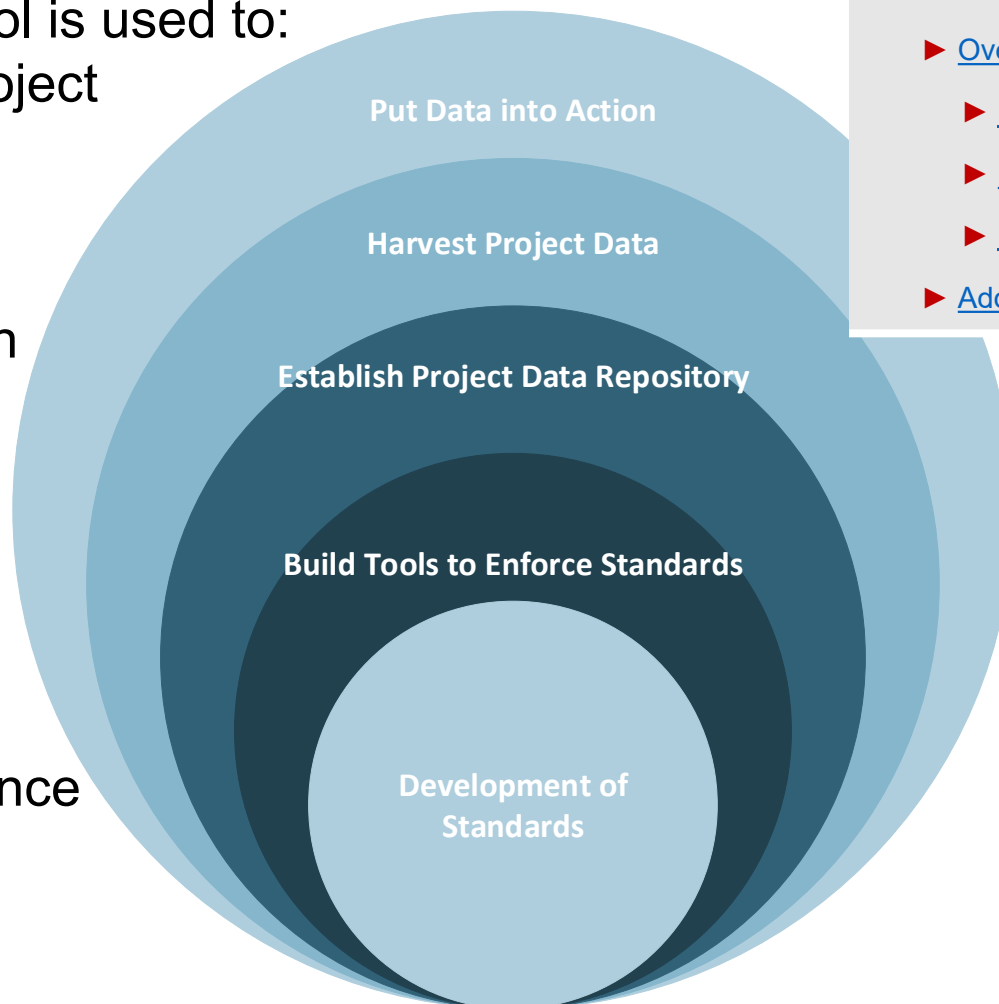
WB.00

A Guide to the ATLAS Workbench Tool

Introduction

The ATLAS Workbench tool is used to:

- Manage and upload project data and deliverables
- Collect documents as part of a project file
- Improve communication across Units and agencies
- Track project progress
- Report on activities
- Generate automated reports
- Establish data governance



Learning Outcomes

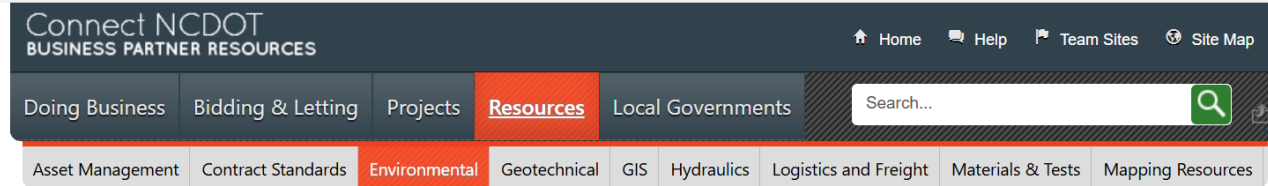
In this module, the user will gain an understanding of:

- ▶ [Overview of the Workbench Tool](#)
- ▶ [Header](#)
- ▶ [Basic project info page](#)
- ▶ [Left side tabs](#)
- ▶ [Additional Tools](#)



Advancing Transportation through Linkages, Automation, and Screening (ATLAS) Training Courses

Overview of the Workbench Tool



ATLAS Deliverables and GIS Resources

A screenshot of the 'ATLAS Deliverables and GIS Resources' page. The breadcrumb trail at the top reads: Connect NCDOT > Resources > Environmental > Environmental Analysis > ATLAS Resources > ATLAS Deliverables and GIS Resources. The main content area has a title 'ATLAS Deliverables and GIS Resources' and a paragraph stating that the following Power Bi Dashboards and GIS links are intended for Professional Use in conjunction with ATLAS tools and may not be fully accessible. It then provides a link to a 'GIS Layer Spreadsheet' and an email address 'ATLAS@ncdot.gov' for additional accessibility, along with office hours. A yellow box highlights the 'ATLAS Workbench Standards Dashboard' link. Other links listed are 'ATLAS Search and Screening GIS Layers Dashboard', 'ATLAS GIS Schema Basefiles', and 'ATLAS Pro Project Database and Toolbox_V3'. On the right side, there is a 'Contact' section with the email 'ATLAS@ncdot.gov' and an 'ATLAS Policy Resources' section with links to 'NCDOT ATLAS Policy' and 'ATLAS Policy FAQs', each with a PDF icon.

- 1.1 Throughout this training module, references are made to the ATLAS Workbench Standards. These standards provide a guide for uploading final project documentation and spatial data to the ATLAS Workbench.

The ATLAS Workbench Standards can be found at the link below:

[ATLAS Resources](#)



Workbench is a project-specific application. A user can explore GIS data in any area using the Search and Screening tools, but all information shared through Workbench is tied to the specific project.

2 Getting Started with the Workbench Tool

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1

ATLAS Workbench

H172065 About Additional Resources Help

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Generate Reports

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Merger ✓ 1

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Human Environment

Air Quality ✓ 1

Archaeology & Historic Archite... ✓ 1

Community Characteristics Re... ✓ 1

Community Impact Assessme... ✓ 1

ICE/ICI ✓ 1

Noise Analysis ✓ 1

Public Involvement ✓ 1

2

Basic Project Info - U-5811

Project Name U-5811

Project Description

County

Division 05

TIP ID U-5811

Prime Firm Name Kimley-Horn & Associates Inc, Terracon Consultants INC, Thompson Gordon Shook Engineering Inc, Michael Baker Engineering Inc, RS&H Architects-Engineers

Funding Source State-only

Is there a lead federal agency? ☒ Yes ☐ No

Agency Name U.S. Army Corps of Engineers

Document Type MCDC

+ 1. Project Advertisement Period
+ 2. Type of Work
* = Required Response

4

Save

Project Information from SAP

2.1 Let's begin by reviewing the main components of the Workbench Tool.

1 [Header](#) – The header includes links to other ATLAS tools and additional resources.

2 [Basic Project Info Page](#) – The Basic Project Info Page appears on the right side when you first open the Workbench.

3 [Left Side Bar](#) – Information is stored on the Workbench by Discipline, listed on the left. This section also includes buttons for Content Search, Check Status, and Generate Reports.

4 [Saving and Additional Tools](#) – At the bottom of each Data Entry Area, users can save their changes, view a PDF of that page, and access other tools.



Click on the hyperlinks in the list to the right to jump directly to one of these components or continue to advance the module to view all components.

3.1 The ATLAS Workbench Tool header provides links to other ATLAS tools and helpful resources.

 ATLAS Workbench

 [About](#) [Additional Resources](#) [Help](#)

Content Search

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NEPA and Agency Coordination

Project Scoping ✓ ⓘ

Preliminary Environmental Con... ✓ ⓘ

Merger Pre Screening ✓ ⓘ

Merger ✓ ⓘ

LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Basic Project Info - U-6004

Project Name

U-6004

Project Description

County

Division

09

TIP ID

U-6004

Prime Firm Name

Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding Source

Federal

Is there a lead federal agency?

☒ Yes ☐ No

Agency Name

FHWA

Document Type

CEType3

3.2 Clicking the Layers icon in the top left of the page will open the ATLAS Screening Tool in a new tab.

Click **‘I Accept’** to accept the disclaimer

ATLAS Workbench



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Merger Pre Screening ✓ ⓘ

Merger ✓ ⓘ

LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Basic Project Info - U-6004

Project NameU-6004

Project Description

County

Division09

TIP IDU-6004

Prime Firm NameKimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding SourceFederal

Is there a lead federal agency?☒ Yes ☐ No

Agency NameFHWA

Document TypeCEType3

3.3 Clicking the Globe icon in the top left of the page will open the ATLAS Search Tool in a new tab.

Click **'I Accept'** to accept the disclaimer.

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Merger ✓ ⓘ

LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Basic Project Info - U-6004

Project NameU-6004

Project Description

County

Division09

TIP IDU-6004

Prime Firm NameKimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding SourceFederal

Is there a lead federal agency?☒ Yes ☐ No

Agency NameFHWA

Document TypeCEType3

ATLAS Workbench

H170589

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Merger Pre Screening ✓ ⓘ

Merger ✓ ⓘ

LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Community Impact Assessme... ✓ ⓘ

ICE/ICI ✓ ⓘ

Noise Analysis ✓ ⓘ

Basic Project Info - R-5930 Chatham Park Way

Project Name
R-5930 Chatham Park Way

Project Description
Construct 2-Lane Roadway on New Location

County
Chatham

Division
08

TIP ID
R-5930 Chatham Park Way

Prime Firm Name
Kimley-Horn & Associates Inc

Funding Source
State-only

Is there a lead federal agency?
☒ Yes ☐ No

Agency Name
U.S. Army Corps of Engineers

Document Type
State EA/FONSI (combined)

+ 1. Project Advertisement Period
+ 2. Type of Work
* = Required Response

Save

3.4 If an Express Design was completed for the project, clicking the SPOT number in the top left corner of the page will take the user to the Scoping Workbench page for that project, including the following information:

- ▶ Express Design Evaluation
- ▶ Project Scoping
- ▶ Merger Pre-Screening
- ▶ Merger Screening
- ▶ Merger CP 1 – Purpose and Need



This page is available for all NCDOT users and for non-NCDOT users that are part of the Express Design team or the preconstruction team. Email ATLAS@ncdot.gov for questions about access.

3.5 Clicking ‘**Additional Resources**’ in the top right of the page will take the user to a list of ATLAS resource links.

Clicking ‘**Help**’ in the top right of the page will allow the user to click a link to email ATLAS@ncdot.gov with any questions.


ATLAS Workbench




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Merger Pre Screening ✓ ⓘ

Merger ✓ ⓘ

LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Basic Project Info - U-6004

Project Name

U-6004

Project Description

County

Division

09

TIP ID

U-6004

Prime Firm Name

Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding Source

Federal

Is there a lead federal agency?

☒ Yes
☐ No

Agency Name

FHWA

Document Type

CEType3

4.1 The ‘**Basic Project Info**’ page is used as an overview page for key information to be quickly accessed.

 Selecting the underlined project number will take you back to the preconstruction Connect site.

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LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Basic Project Info - U-6004

Project Name

U-6004

Project Description

County

Division

09

TIP ID

U-6004

Prime Firm Name

Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding Source

Federal

Is there a lead federal agency?

☒ Yes ☐ No

Agency Name

FHWA

Document Type

CEType3

ATLAS Workbench

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Basic Project Info

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Merger

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Archaeology & Historic Architecture

Community Characteristics Report (CCR)

Community Impact Assessment (CIA)

ICE/ICI

Noise Analysis

Public Involvement

Tribal

Natural Environment

Natural Resources

Permitting

Threatened & Endangered Species

Design

Bicycle, Pedestrian, & Transit

Geo-Environmental

Basic Project Info - U-6004

Project Name

U-6004

Project Description

County

Division

09

TIP ID

U-6004

Prime Firm Name

Kimley-Horn & Associates Inc, HDR Engineering INC of

Funding Source

Federal

Is there a lead federal agency?

☒ Yes ☐ No

Agency Name

FHWA

Document Type

CEType3

+ 1. Project Advertisement Period

+ 2. Type of Work

+ 3. Project Schedule

* = Required Response

Project Information from SAP

+ Project Numbers

+ Estimates Data

+ Key Milestones

+ SAP Contacts

Precon Tools

Project Commitments

Avoidance and Minimization Tracker

Project Impacts

4.2 Click on the plus sign next to the bullets in the bottom section to view estimate, milestone, and contact information from SAP.

Project Information from SAP

- Project Numbers

Project Number	Value
WBS Number	47139.1.1
FA	4713902

- Estimates Data

Item	STIP Estimate	STIP As Of Date	Latest Estimate	Latest As Of Date	Fiscal Year	Federal/State Funding
TIP Right of Way	\$15,400,000.00		\$33,600,000.00	2024-02-14	2024	F
TIP Construction	\$22,300,000.00		\$32,700,000.01	2024-02-06	2030	S

- Key Milestones

Usage	Project Schedule	Schedule	Actual Date
M0965	Notice to proceed (NTP)	2017-05-24	2017-05-24
M0998	FINAL PLANNING DOCUMENT	2024-04-04	2024-04-04
M0300	R/W Plans Complete (RPC)	2024-05-24	2024-05-24
M0302	R/W Acquisition Begins (R/W)	2024-09-20	2024-09-20
M0722	Utility Relocation By Others Begins	2027-03-31	
M0724	Utility Relocation by Others Complete	2029-06-27	
M0726	All ROW Parcels Accessible	2029-06-27	
M0999	LETTING	2029-10-16	

- SAP Contacts

Role	Person Responsible	Email	Phone
Division Engineer	John Rhyne	jprhyne@ncdot.gov	336-747-7800
Project Manager	Connie Kelley James	ckjames1@ncdot.gov	

The screenshot displays the ATLAS Workbench interface. The left sidebar contains a list of tabs, and the main content area shows the details for a specific project. A yellow arrow points from the 'NEPA and Agency Coordination' tab in the sidebar to the corresponding section in the main content area. Numbered callouts 1 through 4 highlight specific areas: 1. Content Search, 2. Check Status, 3. Generate Reports, and 4. NEPA and Agency Coordination.

Content Search **Check Status**

Generate Reports

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Merger ✓ ⓘ

LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Community Impact Assessme... ✓ ⓘ

ICE/ICI ✓ ⓘ

Noise Analysis ✓ ⓘ

Public Involvement ✓ ⓘ

Tribal ✓ ⓘ

Basic Project Info - U-6004

Project Name: U-6004

Project Description:

County:

Division: 09

TIP ID: U-6004

Prime Firm Name: Kimley-Horn & Associates Inc., HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding Source: Federal

Is there a lead federal agency? ☒ Yes ☐ No

Agency Name: FHWA

Document Type: CEType3

+ 1. Project Advertisement Period

+ 2. Type of Work

* = Required Response

Project Information from SAP

5.1 The left side tabs include the following four areas:

1 **Content Search** – Click to find where to upload or find deliverables in the Disciplines List.

2 **Check Status** – Click to check the status of each discipline in the Disciplines List.

3 **Generate Reports** – Click to generate checklist reports or category specific Workbench reports.

4 **Discipline List** – Click each tab to identify available/needed information for that specific discipline, and to upload or find deliverables.



Click on the hyperlinks in the list above to jump directly to one of these areas or continue to advance the module to view all areas.

6.1 Use the '**Content Search**' to quickly find the location of an upload or an informational question in the Workbench.

Click on the button in the top left corner of the left side tabs to begin the search.

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Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Community Impact Assessme... ✓ ⓘ

ICE/ICI ✓ ⓘ

Noise Analysis ✓ ⓘ

Public Involvement ✓ ⓘ

Tribal ✓ ⓘ

Basic Project Info - U-6004

Project Name	U-6004
Project Description	
County	
Division	09
TIP ID	U-6004
Prime Firm Name	Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc
Funding Source	Federal
Is there a lead federal agency?	☒ Yes ☐ No
Agency Name	FHWA
Document Type	CETyp3

+ 1. Project Advertisement Period

+ 2. Type of Work

* = Required Response

Save

Project Information from SAP

6.2 A pop-up box will appear at the top of the screen; enter the search term here.



Don't find what you're looking for? Try a different search word, such as "road" vs. "street."

ATLAS Workbench

Content Search

Search Text: (Use this search to find Disciplines, Discipline sections, questions, and file uploads.)

Close Search

Generate Report

General Project Information

Basic Project Info

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Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Community Impact Assessme... ✓ ⓘ

ICE/ICI ✓ ⓘ

Noise Analysis ✓ ⓘ

Public Involvement ✓ ⓘ

Tribal ✓ ⓘ

Project Name: U-6004

Project Description:

County:

Division: 09

TIP ID: U-6004

Prime Firm Name: Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding Source: Federal

Is there a lead federal agency? ☒ Yes ☐ No

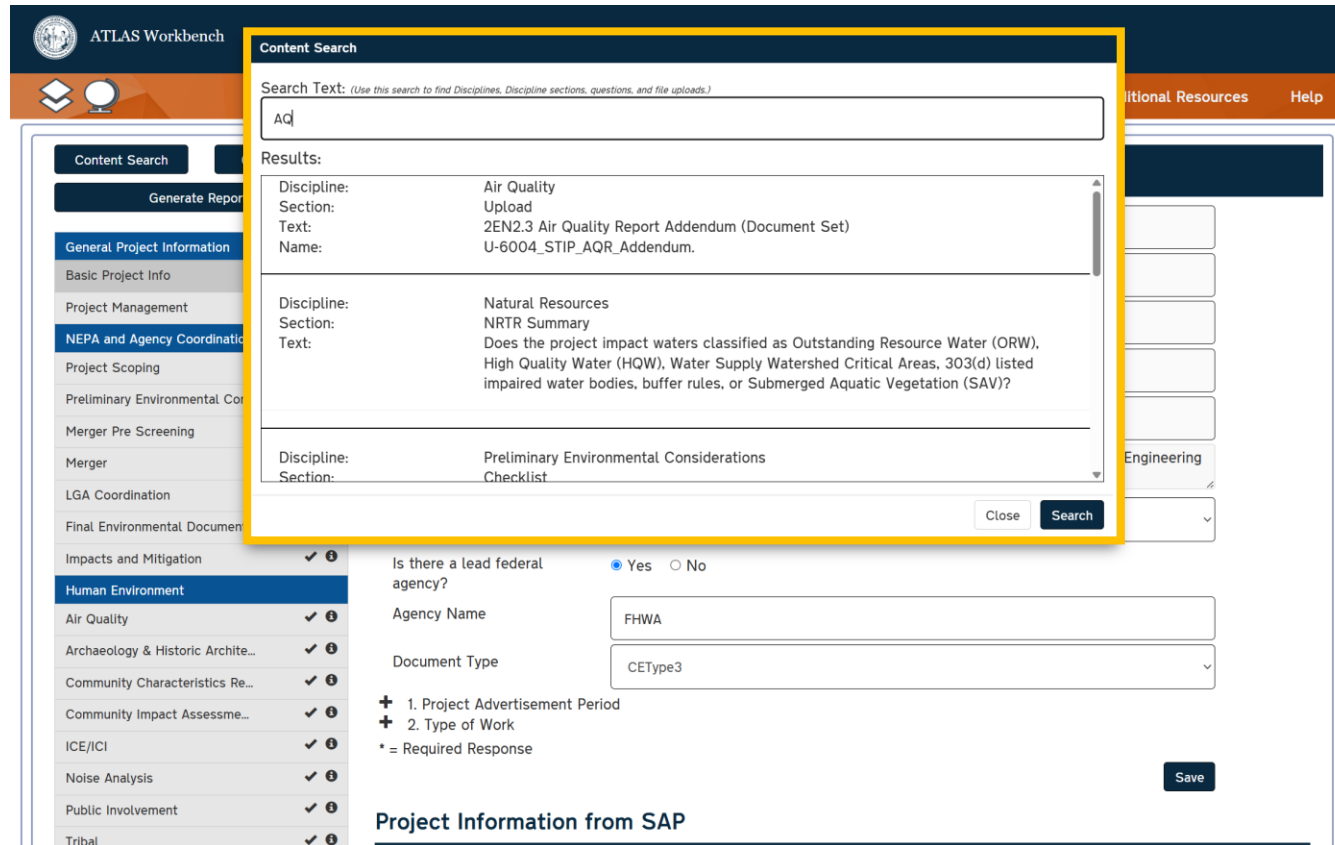
Agency Name: FHWA

Document Type: CEType3

+ 1. Project Advertisement Period
+ 2. Type of Work
* = Required Response

Save

Project Information from SAP



Content Search

Search Text: (Use this search to find Disciplines, Discipline sections, questions, and file uploads.)

AQ

Results:

Discipline:	Air Quality
Section:	Upload
Text:	2EN2.3 Air Quality Report Addendum (Document Set)
Name:	U-6004_STIP_AQR_Addendum.

Discipline:	Natural Resources
Section:	NRTR Summary
Text:	Does the project impact waters classified as Outstanding Resource Water (ORW), High Quality Water (HQW), Water Supply Watershed Critical Areas, 303(d) listed impaired water bodies, buffer rules, or Submerged Aquatic Vegetation (SAV)?

Discipline:	Preliminary Environmental Considerations
Section:	Checklist

Close Search

Is there a lead federal agency? ☒ Yes ☐ No

Agency Name: FHWA

Document Type: CETyp3

+ 1. Project Advertisement Period
+ 2. Type of Work
* = Required Response

Save

Project Information from SAP

6.3 The results will display below the search term. If there are multiple results, use the scroll bar on the right side to see all results.

The results list the discipline name first, then the file name.

The discipline listed at the top of the results table matches the name of the tab on the left side of the Workbench where the deliverable can be accessed.

To access the deliverable identified in the search results table, click on the associated Discipline tab on the left side, and navigate through that tab to find the correct deliverable.



If there are multiple results, use the scroll bar to see all results, grouped by Discipline tab.

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Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Community Impact Assessme... ✓ ⓘ

ICE/ICI ✓ ⓘ

Noise Analysis ✓ ⓘ

Public Involvement ✓ ⓘ

Tribal ✓ ⓘ

Basic Project Info - U-6004

Project Name

U-6004

Project Description

County

Division

09

TIP ID

U-6004

Prime Firm Name

Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding Source

Federal

Is there a lead federal agency?

☒ Yes
☐ No

Agency Name

FHWA

Document Type

CETType3

+ 1. Project Advertisement Period

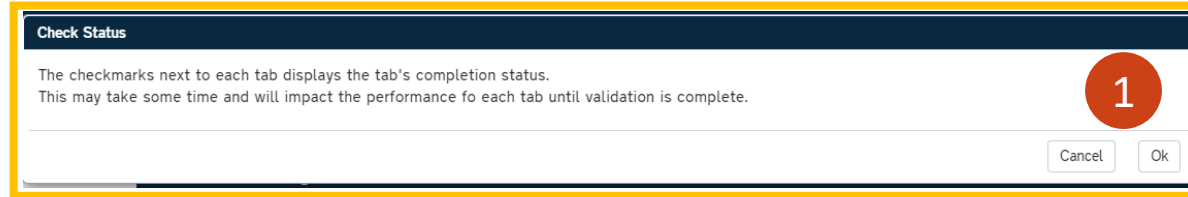
+ 2. Type of Work

* = Required Response

Save

Project Information from SAP

7.1 Use **‘Check Status’** in the top left corner of the Disciplines list to check the completion status of each Discipline tab on the Workbench.

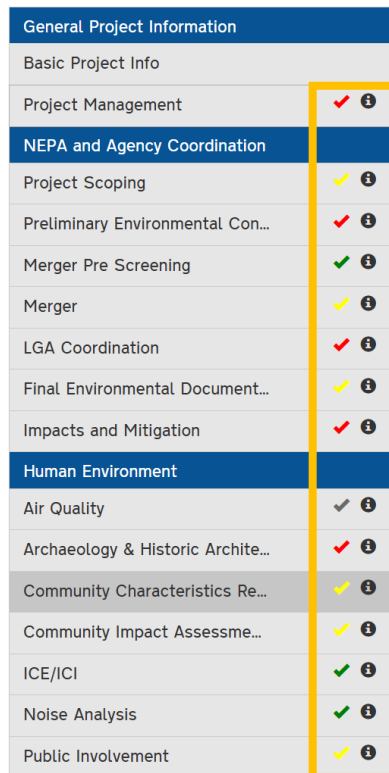
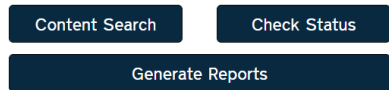


7.2 A pop-up box will appear at the top of the screen; click 'Ok' to continue.
(NOTE: This may take some time to populate)

2 A colored check will appear next to each Discipline name. The table below indicates the status options.



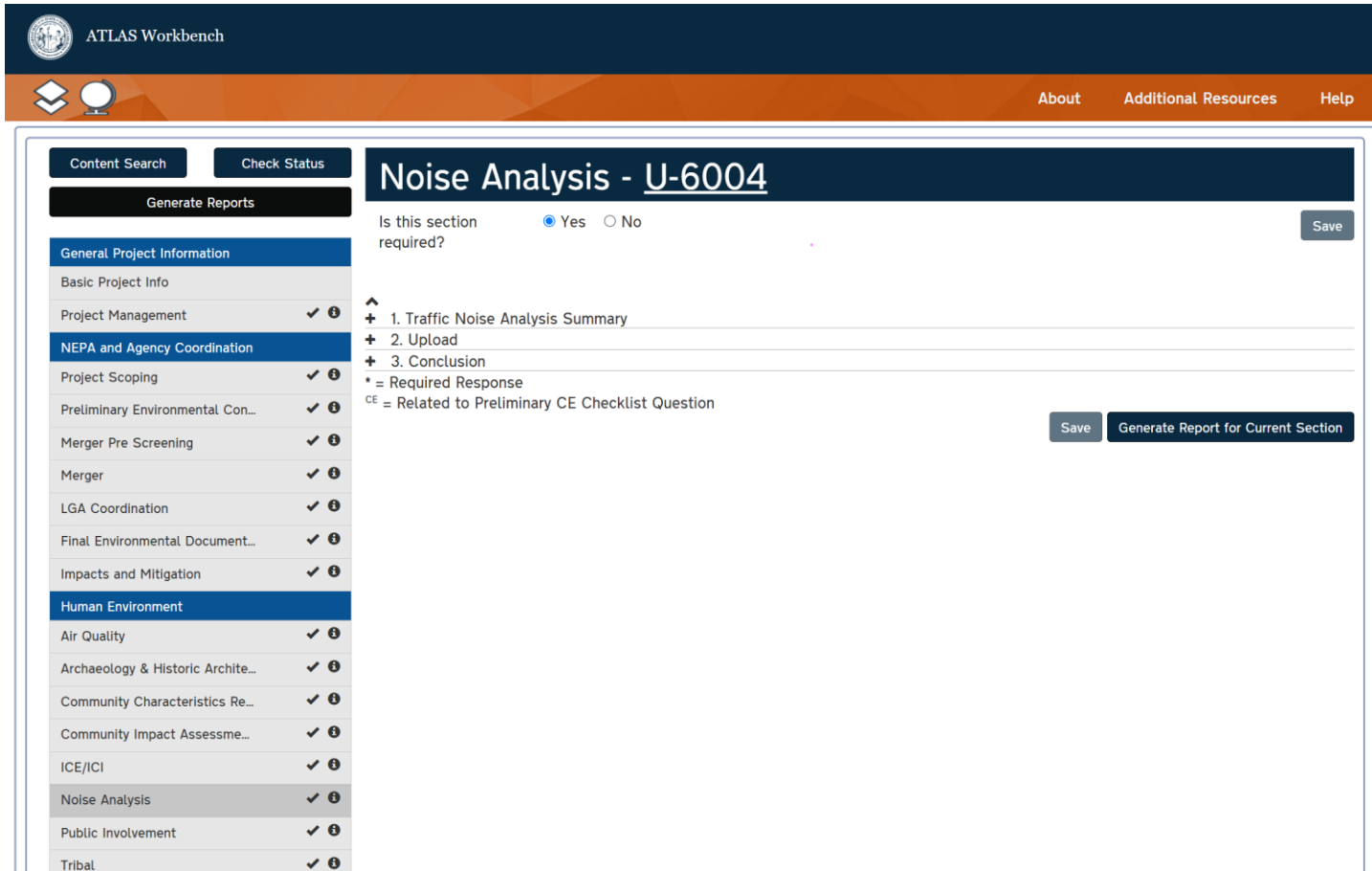
NOTE: These checks may slow the performance of Workbench until the Tool is restarted. When Workbench is restarted, checks will reset to grey.



2

Status options include:

	Not Started – A status of Not Started indicates that no questions have been answered under the respective discipline.		In Progress – A status of In Progress indicates that some responses have been entered, but not all required fields have been entered for that discipline.
	Complete – A status of Complete indicates that all required responses (questions and uploads) have been filled in for that discipline.		Not Required – A status of Not Required indicates that a category is not applicable or a required activity for the project.



ATLAS Workbench

Content Search Check Status

Generate Reports

Noise Analysis - U-6004

Is this section required? ☒ Yes ☐ No Save

1. Traffic Noise Analysis Summary

2. Upload

3. Conclusion

* = Required Response
CE = Related to Preliminary CE Checklist Question

Save Generate Report for Current Section

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Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Community Impact Assessme... ✓ ⓘ

ICE/ICI ✓ ⓘ

Noise Analysis ✓ ⓘ

Public Involvement ✓ ⓘ

Tribal ✓ ⓘ

8.1 Other than the **‘Basic Project Info’** tab, the rest of the tabs are associated with individual Disciplines and major milestones. Click on each to upload final deliverables and answer qualitative questions related to that Discipline.

In this example, Noise Analysis has been selected.



The deliverables uploaded through the Workbench are given a consistent file name so users can easily find the correct document. Properties are also automatically incorporated to help with data governance (such as designating them as “final”).

The files uploaded through Workbench are saved to the project’s Connect site and can be accessed either through Workbench or Connect. Final documents should be uploaded through Workbench instead of directly through Connect.

ATLAS Workbench

Content Search Check Status

Generate Reports

Noise Analysis - U-6004

Is this section required? ☒ Yes ☐ No Save

1. Traffic Noise Analysis Summary

2. Upload

3. Conclusion

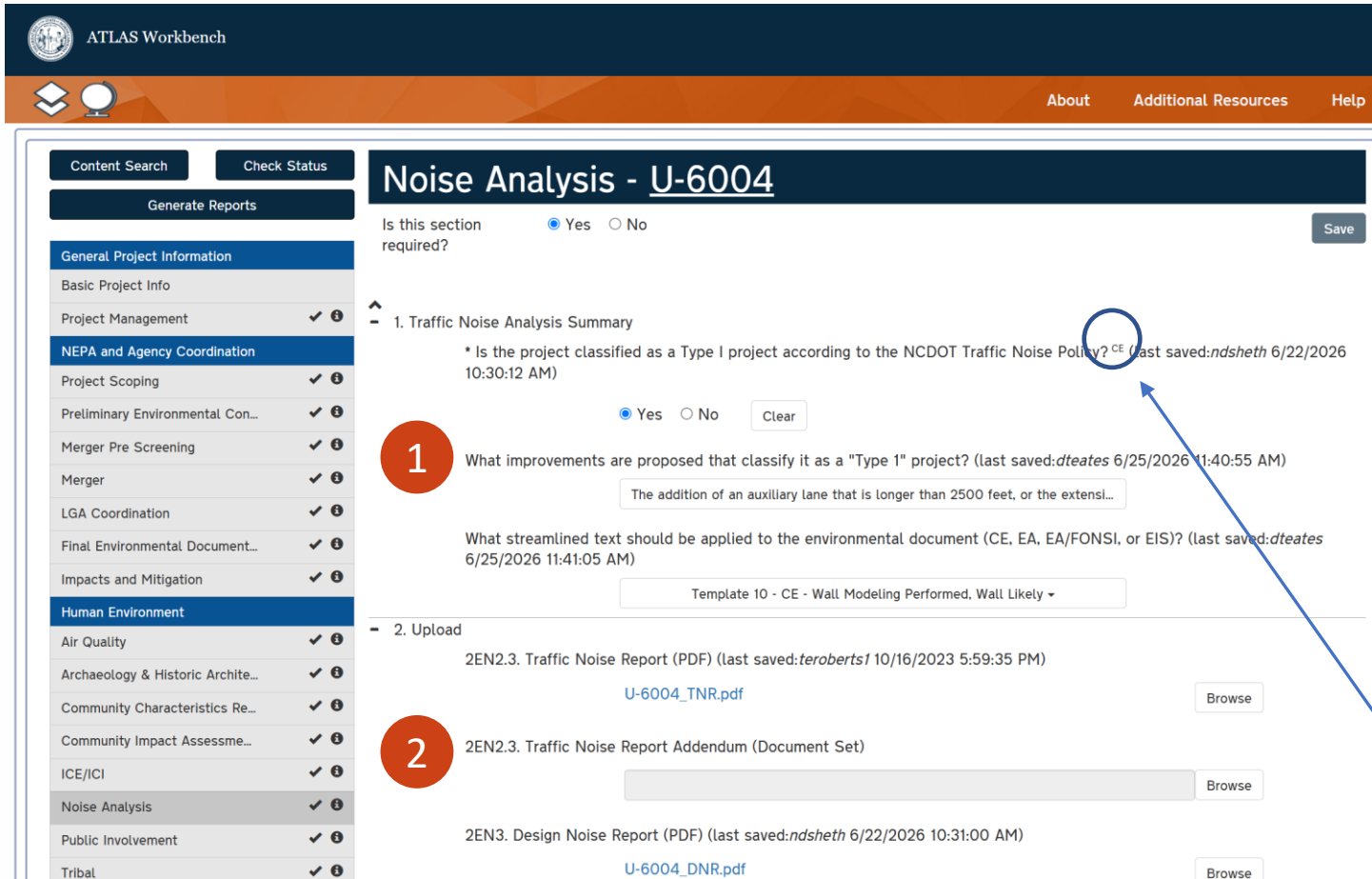
* = Required Response
CE = Related to Preliminary CE Checklist Question

1 Save Generate Report for Current Section

2 Warning
Any unsaved values and/or documents will not be saved. Continue?
No Yes

8.2 When finished making changes to any of the Discipline pages, select **'Save'**. Users should click **'Save'** after uploading each deliverable.

2 If you make changes and forget to click **'Save'**, you will be reminded through a pop-up window. Changes must be saved on each tab before moving to the next tab or closing out of Workbench.



ATLAS Workbench

Content Search Check Status

Generate Reports

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Merger ✓ 1

LGA Coordination ✓ 1

Final Environmental Document... ✓ 1

Impacts and Mitigation ✓ 1

Human Environment

Air Quality ✓ 1

Archaeology & Historic Archite... ✓ 1

Community Characteristics Re... ✓ 1

Community Impact Assessme... ✓ 1

ICE/ICI ✓ 1

Noise Analysis ✓ 1

Public Involvement ✓ 1

Tribal ✓ 1

Noise Analysis - U-6004

Is this section required? ☒ Yes ☐ No Save

1. Traffic Noise Analysis Summary

* Is the project classified as a Type I project according to the NCDOT Traffic Noise Policy? **CE** (last saved: ndsheth 6/22/2026 10:30:12 AM)

☒ Yes ☐ No Clear

1 What improvements are proposed that classify it as a "Type 1" project? (last saved: dteates 6/25/2026 11:40:55 AM)

The addition of an auxiliary lane that is longer than 2500 feet, or the extensi...

What streamlined text should be applied to the environmental document (CE, EA, EA/FONSI, or EIS)? (last saved: dteates 6/25/2026 11:41:05 AM)

Template 10 - CE - Wall Modeling Performed, Wall Likely ▾

2. Upload

2EN2.3. Traffic Noise Report (PDF) (last saved: teroberts1 10/16/2023 5:59:35 PM)

U-6004_TNR.pdf Browse

2 2EN2.3. Traffic Noise Report Addendum (Document Set)

Browse

2EN3. Design Noise Report (PDF) (last saved: ndsheth 6/22/2026 10:31:00 AM)

U-6004_DNR.pdf Browse

8.3 Each Discipline tab is uniquely designed based on that group's specific needs, but most include two elements:

1

Qualitative questions: These are questions that help users understand potential issues, what has been completed, and when major milestones were completed.

2

Uploads: These are the final versions of important deliverables that together create the project record. When uploaded, these deliverables are stored in Connect/SharePoint and can be accessed from Connect/SharePoint or ATLAS.

Don't forget to select save each you navigate and select one or more files.



A "CE" designation after a question indicates that it is included on the CE Reports, which can be automatically generated through Workbench.

The screenshot shows the 'Connect NCDOT BUSINESS PARTNER RESOURCES' website. The 'Resources' tab is selected in the top navigation bar. The left sidebar contains several sections: 'ATLAS News', 'ATLAS Tools', 'ATLAS Training Resources', and 'ATLAS Deliverables and GIS Resources'. The 'ATLAS Deliverables and GIS Resources' section is highlighted with a yellow box. An arrow points from this box to a larger, detailed view of the same section on the right. This detailed view shows the 'ATLAS Deliverables and GIS Resources' title, a description of Power BI Dashboards and GIS links, a link to a 'GIS Layer Spreadsheet', contact information for ATLAS questions, and a list of resources including 'ATLAS Workbench Standards Dashboard', 'ATLAS Search and Screening GIS Layers Dashboard', 'ATLAS GIS Schema Basefiles' (highlighted with a yellow box), and 'ATLAS Pro Project Database and Toolbox_V3'.

8.4

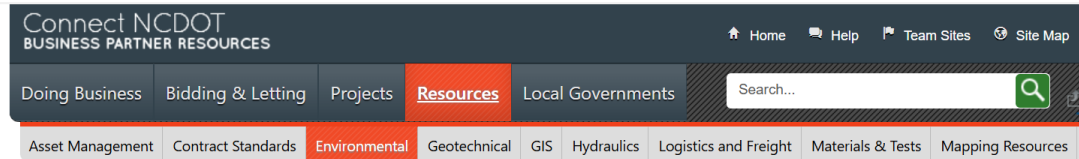
The final deliverables required to be uploaded to the ATLAS Workbench can be broadly categorized into two groups:

- ▶ Documentation (PDF, XSLX, ZIP)
- ▶ Spatial Data (SHP created using GIS, DGN data created using AD software).

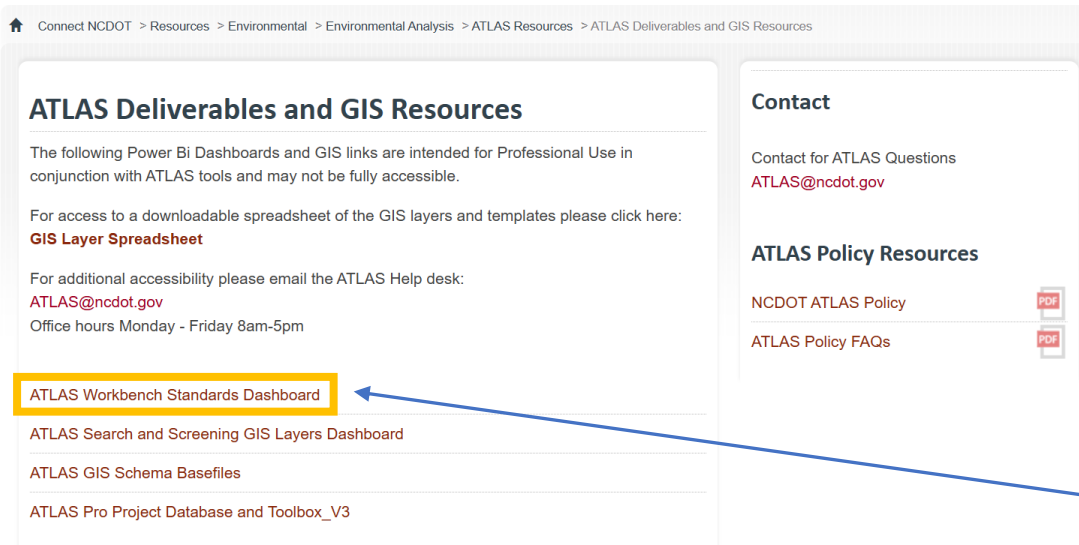
When uploading spatial files, users need to be aware that the tool requires specific attributes within the SHPs in order to properly upload.

It is recommended that users use the ATLAS Schema Basefiles, available for download on the 'ATLAS Resources' page under 'ATLAS Deliverables and GIS Resources.'

The other option is to upload your own spatial data. More information available in following slide.



ATLAS Deliverables and GIS Resources



8.5 If you choose to upload your own spatial data without using the ATLAS templates, there are a few necessary steps:

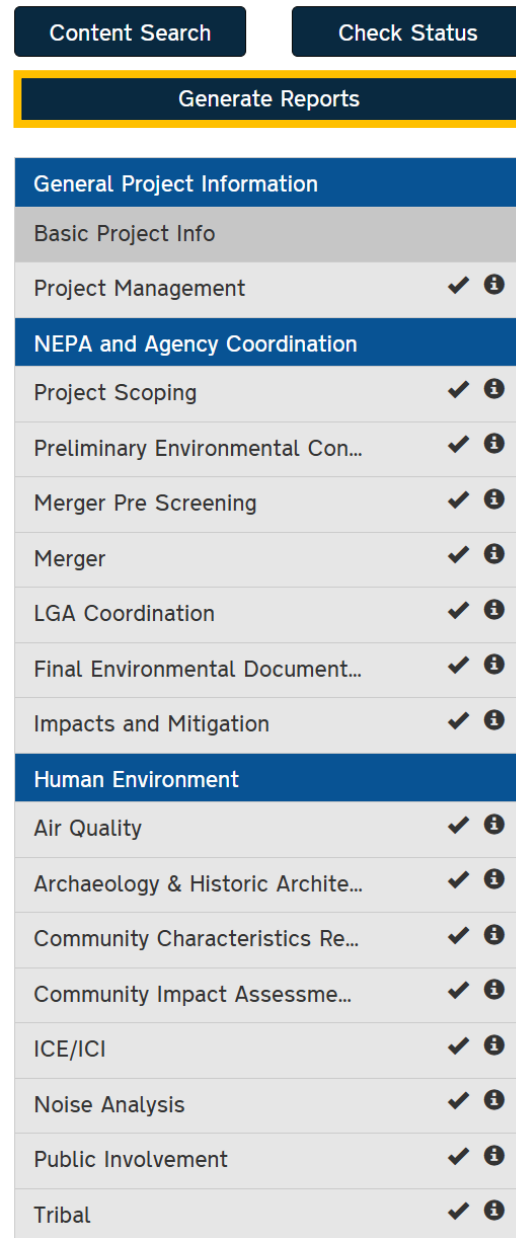
▶ ATLAS requires a specific naming convention for files:
ProjectID_ShapefileName.pdf

▶ SHP files are required to have certain attributes to be uploaded successfully. These are marked by an “R” for **required** in the ATLAS Workbench Standards. Users may also add their own attributes (data fields).

▶ Each specific subcategory, e.g., Traffic Management, has unique project documentation and geospatial file uploads.



For more information about each ATLAS Workbench GIS upload, see the [ATLAS Workbench Standards](#).



9.1 The '**Generate Reports**' button can be found at the top of the menu on the left-hand side of the Workbench Tool.

To generate a report, click this button:

Generate Reports

Generate Reports

Preliminary CE Checklists

CE Type 1 CE Type 2 CE Type 3

Workbench Reports

Full Workbench Report

Category Specific Reports

- | | | |
|---|---|--|
| ☐ Basic Project Info | ☐ Air Quality | ☐ Natural Resources |
| ☐ Project Scoping | ☐ Bicycle, Pedestrian, & Transit | ☐ Congestion Management |
| ☐ Preliminary Environmental Considerations | ☐ Archaeology & Historic Architecture | ☐ Signal System Timing & Operations |
| ☐ Traffic Management | ☐ Permitting | ☐ Geo-Environmental |
| ☐ Geotechnical | ☐ Community Characteristics Report (CCR) | ☐ Threatened & Endangered Species |
| ☐ Merger | ☐ Key Documents | ☐ Merger Pre Screening |
| ☐ Hydraulics | ☐ Traffic Safety | ☐ Final Plan Sets |
| ☐ Location & Surveys | ☐ LGA Coordination | ☐ Community Impact Assessment (CIA) |
| ☐ Final Environmental Documentation | ☐ Pavement Design | ☐ Traffic Systems Operations |
| ☐ Correspondence Docu-set Documents | ☐ ICE/ICI | ☐ Transportation Signals and ITS Design |
| ☐ Roadway Supporting Documents | ☐ Noise Analysis | ☐ Plan Review Comments |
| ☐ Right of Way | ☐ Public Involvement | ☐ Photogrammetry |
| ☐ Incomplete Items | ☐ Intermediate Contract Time (ICT's) | ☐ Railroad |
| ☐ Signing and Delineation | ☐ Roadside Environmental | ☐ Tribal |
| ☐ Structures | ☐ Roadway | ☐ PS&E Additional Information/Items |
| ☐ Work Zone Traffic Control | ☐ Utilities | ☐ Field Inspection Plans |
| | ☐ Project Management | ☐ Value Management |
| | | ☐ Impacts and Mitigation |

Download Selected Reports

9.2 To download and view the Preliminary CE Checklists, select either **CE Type 1**, **CE Type 2**, or **CE Type 3**.

Generate Reports

Preliminary CE Checklists

CE Type 1

CE Type 2

CE Type 3

Workbench Reports

Full Workbench Report

Category Specific Reports

- | | | |
|---|---|--|
| ☐ Basic Project Info | ☐ Air Quality | ☐ Natural Resources |
| ☐ Project Scoping | ☐ Bicycle, Pedestrian, & Transit | ☐ Congestion Management |
| ☐ Preliminary Environmental Considerations | ☐ Archaeology & Historic Architecture | ☐ Signal System Timing & Operations |
| ☐ Traffic Management | ☐ Permitting | ☐ Geo-Environmental |
| ☐ Geotechnical | ☐ Community Characteristics Report (CCR) | ☐ Threatened & Endangered Species |
| ☐ Merger | ☐ Key Documents | ☐ Merger Pre Screening |
| ☐ Hydraulics | ☐ Traffic Safety | ☐ Final Plan Sets |
| ☐ Location & Surveys | ☐ LGA Coordination | ☐ Community Impact Assessment (CIA) |
| ☐ Final Environmental Documentation | ☐ Pavement Design | ☐ Traffic Systems Operations |
| ☐ Correspondence Docu-set Documents | ☐ ICE/ICI | ☐ Transportation Signals and ITS Design |
| ☐ Roadway Supporting Documents | ☐ Noise Analysis | ☐ Plan Review Comments |
| ☐ Right of Way | ☐ Public Involvement | ☐ Photogrammetry |
| ☐ Incomplete Items | ☐ Intermediate Contract Time (ICT's) | ☐ Railroad |
| ☐ Signing and Delineation | ☐ Roadside Environmental | ☐ Tribal |
| ☐ Structures | ☐ Roadway | ☐ PS&E Additional Information/Items |
| ☐ Work Zone Traffic Control | ☐ Utilities | ☐ Field Inspection Plans |
| | ☐ Project Management | ☐ Value Management |
| | | ☐ Impacts and Mitigation |

Download Selected Reports

9.3 To download and view a report of all Workbench inputs and uploads, click the **'Full Workbench Report'** button.

Generate Reports

Preliminary CE Checklists

[CE Type 1](#)[CE Type 2](#)[CE Type 3](#)

Workbench Reports

[Full Workbench Report](#)

Category Specific Reports

- | | | |
|---|---|--|
| ☐ Basic Project Info | ☐ Air Quality | ☐ Natural Resources |
| ☐ Project Scoping | ☐ Bicycle, Pedestrian, & Transit | ☐ Congestion Management |
| ☐ Preliminary Environmental Considerations | ☐ Archaeology & Historic Architecture | ☐ Signal System Timing & Operations |
| ☐ Traffic Management | ☐ Permitting | ☐ Geo-Environmental |
| ☐ Geotechnical | ☐ Community Characteristics Report (CCR) | ☐ Threatened & Endangered Species |
| ☐ Merger | ☐ Key Documents | ☐ Merger Pre Screening |
| ☐ Hydraulics | ☐ Traffic Safety | ☐ Final Plan Sets |
| ☐ Location & Surveys | ☐ LGA Coordination | ☐ Community Impact Assessment (CIA) |
| ☐ Final Environmental Documentation | ☐ Pavement Design | ☐ Traffic Systems Operations |
| ☐ Correspondence Docu-set Documents | ☐ ICE/ICI | ☐ Transportation Signals and ITS Design |
| ☐ Roadway Supporting Documents | ☐ Noise Analysis | ☐ Plan Review Comments |
| ☐ Right of Way | ☐ Public Involvement | ☐ Photogrammetry |
| ☐ Incomplete Items | ☐ Intermediate Contract Time (ICT's) | ☐ Railroad |
| ☐ Signing and Delineation | ☐ Roadside Environmental | ☐ Tribal |
| ☐ Structures | ☐ Roadway | ☐ PS&E Additional Information/Items |
| ☐ Work Zone Traffic Control | ☐ Utilities | ☐ Field Inspection Plans |
| | ☐ Project Management | ☐ Value Management |
| | | ☐ Impacts and Mitigation |

[Download Selected Reports](#)

9.4 To download and view a report of Workbench inputs and uploads for specific Disciplines, select the categories from the list.

Generate Reports

Preliminary CE Checklists

[CE Type 1](#)[CE Type 2](#)[CE Type 3](#)

Workbench Reports

[Full Workbench Report](#)

Category Specific Reports

- | | | |
|---|---|--|
| ☐ Basic Project Info | ☐ Air Quality | ☐ Natural Resources |
| ☐ Project Scoping | ☐ Bicycle, Pedestrian, & Transit | ☐ Congestion Management |
| ☐ Preliminary Environmental Considerations | ☐ Archaeology & Historic Architecture | ☐ Signal System Timing & Operations |
| ☐ Traffic Management | ☐ Permitting | ☐ Geo-Environmental |
| ☐ Geotechnical | ☐ Community Characteristics Report (CCR) | ☐ Threatened & Endangered Species |
| ☐ Merger | ☐ Key Documents | ☐ Merger Pre Screening |
| ☐ Hydraulics | ☐ Traffic Safety | ☐ Final Plan Sets |
| ☐ Location & Surveys | ☐ LGA Coordination | ☐ Community Impact Assessment (CIA) |
| ☐ Final Environmental Documentation | ☐ Pavement Design | ☐ Traffic Systems Operations |
| ☐ Correspondence Docu-set Documents | ☐ ICE/ICI | ☐ Transportation Signals and ITS Design |
| ☐ Roadway Supporting Documents | ☐ Noise Analysis | ☐ Plan Review Comments |
| ☐ Right of Way | ☐ Public Involvement | ☐ Photogrammetry |
| ☐ Incomplete Items | ☐ Intermediate Contract Time (ICT's) | ☐ Railroad |
| ☐ Signing and Delineation | ☐ Roadside Environmental | ☐ Tribal |
| ☐ Structures | ☐ Roadway | ☐ PS&E Additional Information/Items |
| ☐ Work Zone Traffic Control | ☐ Utilities | ☐ Field Inspection Plans |
| | ☐ Project Management | ☐ Value Management |
| | | ☐ Impacts and Mitigation |

[Download Selected Reports](#)

9.5 To download the category specific reports, click the '**Download Selected Reports**' button at the bottom of the page.

9.6 Once the report is available, a notice will appear at the top of the page, and the report will be available via a link in the top right corner, and in the user's computer's 'Downloads' folder.

ATLAS Workbench

Generate Reports

Complete
Download complete.
OK

WorkbenchReport (2).pdf
781 KB • Done

Preliminary CE Checklists
CE Type 1 CE Type 2 CE Type 3

Workbench Reports
Full Workbench Report

Category Specific Reports

- ☐ Basic Project Info
- ☐ Project Scoping
- ☐ Preliminary Environmental Considerations
- ☐ Traffic Management
- ☐ Geotechnical
- ☐ Merger
- ☐ Hydraulics
- ☐ Location & Surveys
- ☐ Final Environmental Documentation
- ☐ Correspondence Docu-set Documents
- ☐ Roadway Supporting Documents
- ☐ Right of Way
- ☐ Incomplete Items
- ☐ Air Quality
- ☐ Bicycle, Pedestrian, & Transit
- ☐ Archaeology & Historic Architecture
- ☐ Permitting
- ☐ Community Characteristics Report (CCR)
- ☐ Key Documents
- ☐ Traffic Safety
- ☐ LGA Coordination
- ☐ Pavement Design
- ☐ ICE/ICI
- ☐ Noise Analysis
- ☐ Public Involvement
- ☐ Intermediate Contract Time (ICT's)
- ☐ Roadside Environmental
- ☐ Roadway
- ☐ Natural Resources
- ☐ Congestion Management
- ☐ Signal System Timing & Operations
- ☐ Geo-Environmental
- ☐ Threatened & Endangered Species
- ☐ Merger Pre Screening
- ☐ Final Plan Sets
- ☐ Community Impact Assessment (CIA)
- ☐ Traffic Systems Operations
- ☐ Transportation Signals and ITS Design
- ☐ Plan Review Comments
- ☐ Photogrammetry
- ☐ Railroad
- ☐ Tribal
- ☐ PS&E Additional Information/Items
- ☐ Field Inspection Plans

ATLAS Workbench Report

Basic Project Information

Project Name: U-6004
Project Description:
TIP ID: U-6004
Prime Firm Name: Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc
Funding Source: Federal
Lead Agency Name: FHWA
Document Type: CEType3

Basic Project Info
Project Advertisement Period
To be determined at Combined or ROW Field Inspection
Type of Work
To be entered upon approval of the Design Recommendation Plan Set (See Title Sheet)

Bicycle, Pedestrian, & Transit
Existing Accommodations
Are there any existing/designated bicycle, pedestrian, trail, or transit accommodations in or adjacent to the project study area?
If yes, select all the applicable facility type(s) from the following options:
If yes, list the name of the designated route(s) (e.g. NC BR #2, Cabarrus County BR #6, East Coast Greenway):
Planned Accommodations
Are there any planned bicycle, pedestrian, trail, or transit accommodations in or adjacent to the project study area?
If yes, select all the applicable planned accommodation type(s):
If yes, please list the names of plans referenced, associated agencies, and proposed time-frames.
Are bicycle, pedestrian, and/or transit improvements included in the project scope or preliminary design?
If yes, describe the planned improvements to be included:

9 Left Side Tabs – Generate Reports (continued)

30

ATLAS Workbench

Content Search Check Status

Generate Reports

General Project Information

Basic Project Info

Project Management ✓ ⓘ

NEPA and Agency Coordination

Project Scoping ✓ ⓘ

Preliminary Environmental Con... ✓ ⓘ

Merger Pre Screening ✓ ⓘ

Merger ✓ ⓘ

LGA Coordination ✓ ⓘ

Final Environmental Document... ✓ ⓘ

Impacts and Mitigation ✓ ⓘ

Human Environment

Air Quality ✓ ⓘ

Archaeology & Historic Archite... ✓ ⓘ

Community Characteristics Re... ✓ ⓘ

Community Impact Assessme... ✓ ⓘ

ICE/ICI ✓ ⓘ

Noise Analysis ✓ ⓘ

Public Involvement ✓ ⓘ

Tribal ✓ ⓘ

Noise Analysis - U-6004

Is this section required? ☒ Yes ☐ No Save

1. Traffic Noise Analysis Summary

2. Upload

3. Conclusion

* = Required Response

CE = Related to Preliminary CE Checklist Question

Save Generate Report for Current Section

Download is complete

WorkbenchReport (3).pdf

OK

9.7 To view a PDF of the current section, click the **'View Current Section PDF'** button.

2 "Download is complete" will pop up at the top of the screen. Click **'Ok'**.

3 The PDF will be available in the top right corner.



Advancing Transportation through Linkages, Automation, and Screening (ATLAS) Training Courses

Additional Tools

ATLAS Workbench

Content Search Check Status

Generate Reports

Basic Project Info - U-6004

Project Name: U-6004

Project Description:

County:

Division: 09

TIP ID: U-6004

Prime Firm Name: Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc

Funding Source: Federal

Is there a lead federal agency? ☒ Yes ☐ No

Agency Name: FHWA

Document Type: CETYPE3

Save

Project Information from SAP

Data not found

Precon Tools

Project Commitments Avoidance and Minimization Tracker Project Impacts

1

2

- 10.1 To view and edit project commitments through the SharePoint tool, click the **'Project Commitments'** button on the **'Basic Project Info'** tab.
- 2 Clicking on this button will take you to the Project Commitments tool in SharePoint in a new browser window.

Preconstruction · Precon Dashboard

Preconstruction information for NCDOT Highway and Bridge projects. Send any problems or concerns to preconstructionhelp@ncdot.gov. Send ProjectWise issues to dot.pwsupport@ncdot.gov.

Preconstruction Precon Dashboard

Home My Precon

Precon Dashboard My Project Portfolio My Submittal Reviews

Tools

ATLAS Data Search Tool ATLAS Data Screening Tool ATLAS PS&E Checklist Letting Admin Dashboard Manage Project Contacts Management Reports Preconstruction Search

Special Studies

Special Studies Request

Resources

Boring Logs Search Bridge Plans and Reports

PRECONSTRUCTION DASHBOARD

Plan Turn In: 07-10-2029 U-6004 Let Date: 10-16-2029

Project Manager : Project Contact James

All Projects Division 09 U-6004 Add Project

Project Commitments

All Project Commitments New Commitment Validation Tracking Fulfillment Tracking Green Sheets

ID	Title	Phase	Frequency	Status
2	Hazardous Waste	Construction	One Time	Fulfillment Pending

ATLAS Workbench

About
Additional Resources
Help

Content Search
Check Status

Generate Reports

General Project Information
Basic Project Info
Project Management
NEPA and Agency Coordination
Project Scoping
Preliminary Environmental Considerations
Merger Pre Screening
Merger
LGA Coordination
Final Environmental Documentation
Impacts and Mitigation
Human Environment
Air Quality
Archaeology & Historic Architecture
Community Characteristics Report (CCR)
Community Impact Assessment (CIA)
ICE/ICI
Noise Analysis
Public Involvement
Tribal
Natural Environment
Natural Resources
Permitting
Threatened & Endangered Species

Basic Project Info - U-6004

Project Name: U-6004
Project Description:
County:
Division: 09
TIP ID: U-6004
Prime Firm Name: Kimley-Horn & Associates Inc, HDR Engineering INC of the Carolinas, HDR Engineering INC of the Carolinas, Thompson Engineering Inc
Funding Source: Federal
Is there a lead federal agency? ☒ Yes ☐ No
Agency Name: FHWA
Document Type: CEType3

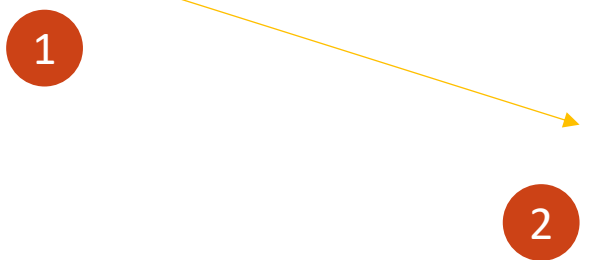
1. Project Advertisement Period
2. Type of Work
* = Required Response

Save

Project Information from SAP
Data not found

Precon Tools

Project Commitments
Avoidance and Minimization Tracker
Project Impacts



10.2 To view and edit avoidance and minimization measures through the SharePoint tool, click the **‘Avoidance and Minimization Measures’** button on the **‘Basic Project Info’** tab.

2 Clicking on this button will take you to the Avoidance and Minimization Tracker tool in SharePoint in a new browser window.

Preconstruction - Precon Dashboard
Preconstruction information for NCDOT Highway and Bridge projects. Send any problems or concerns to preconstructionhelp@ncdot.gov. Send ProjectWise issues to dot.pwsupport@ncdot.gov.

Home
My Precon
Tools
Special Studies
Resources

PRECONSTRUCTION DASHBOARD

Plan Turn In: 07-10-2029
U-6004
Project Manager : Project Contact James
Let Date: 10-16-2029

All Projects
Division 09
U-6004
Add Project

Avoidance and Minimization Tracker

Avoidance and Minimization (A&M) decisions are made throughout the project lifecycle. NCDOT seeks to avoid and minimize impacts to the natural and human environment to meet our regulatory requirements. While all projects have some level of A&M measures, the Merger Process may include more detailed A&M discussions with resource agencies. This list provides a means of tracking A&M measures that can support the 404 permit application process, in particular. For more information on A&M contact EAU or EPU staff, or see guidance here.

Add New Item

Location	Description	Create Date	Change Date	Originator	Modified By
All	Avoid stream and wetland impacts	03-24-2022	03-24-2022	Teresa R. Gresham	Teresa R. G

A Guide to the
ATLAS Workbench Tool

WB.00

A Guide to the ATLAS Workbench Tool

You have now completed this module.

For additional questions, email
ATLAS@ncdot.gov

Module WB.00 Reference Table

#	Step	Slides
1	Overview of the Workbench Tool	3-31
2	Additional Tools	31-33