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

Training Courses

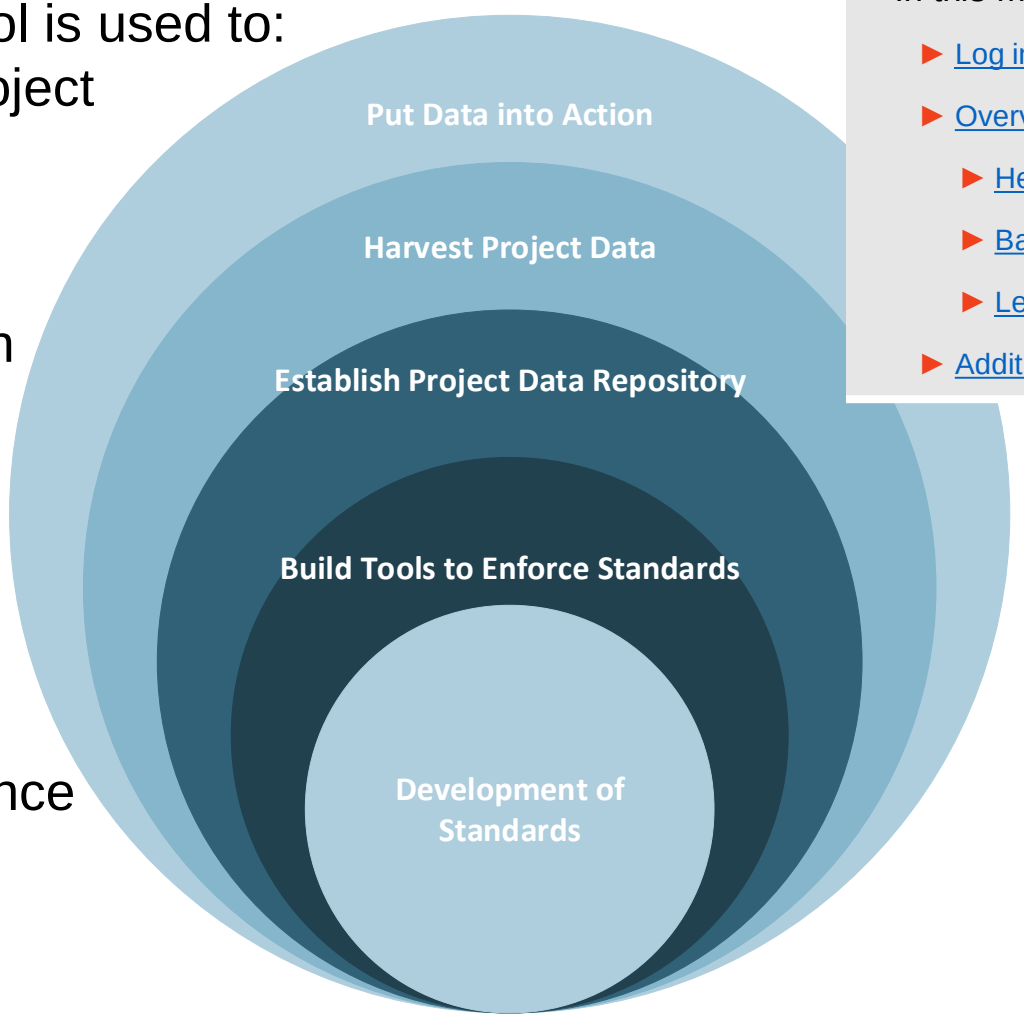
WB.00

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:

- Log into ATLAS
- Overview of the Workbench Tool
  - Header
  - Basic project info page
  - Left side tabs
- Additional Tools

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

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How to Log into ATLAS Workbench Tool

- Via Connect Project Site

Accessing ATLAS Workbench Tool

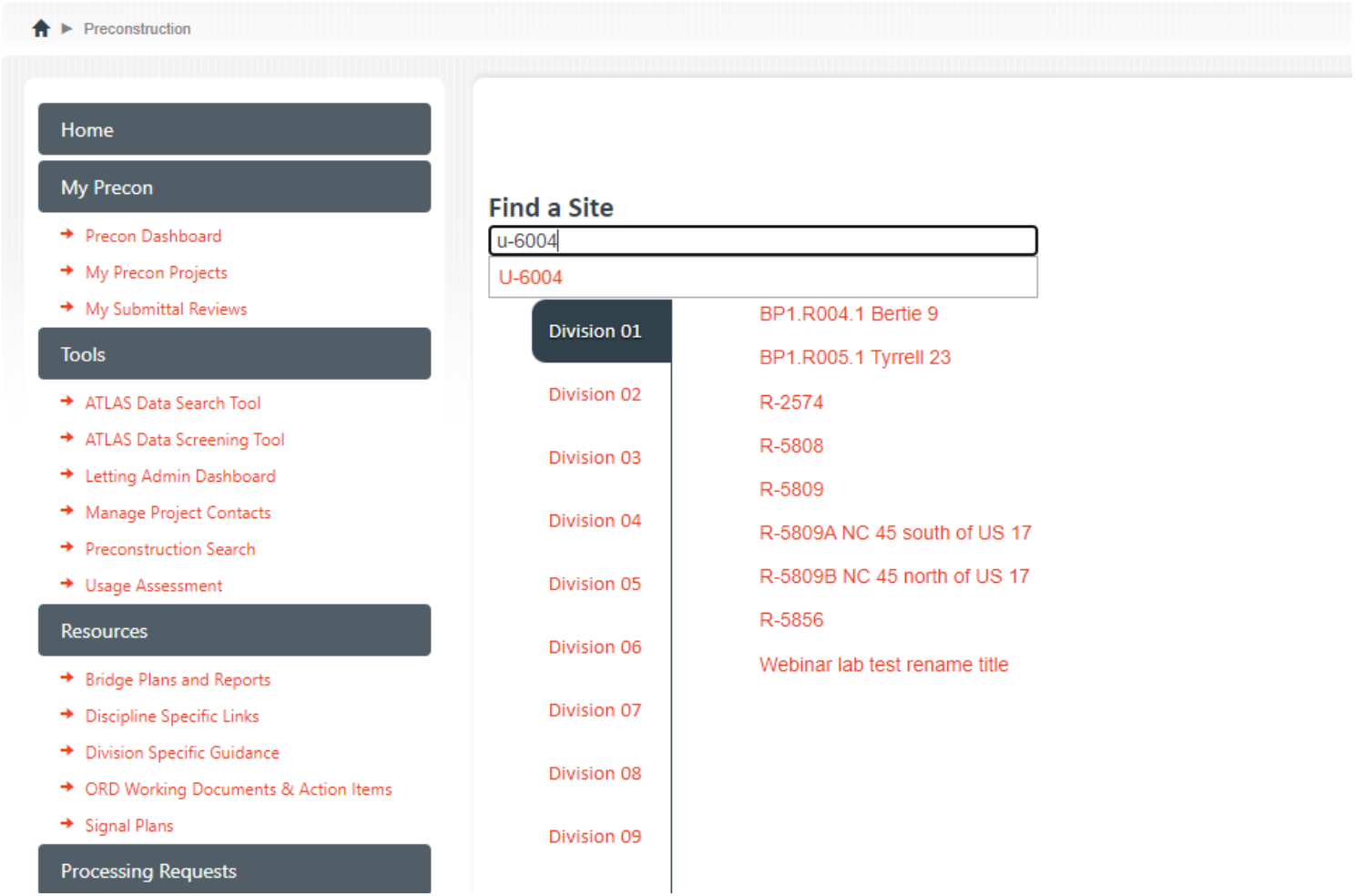
There is one way to log into the Workbench Tool. Unlike the Screening and Search Tools, Workbench is project-specific, and so can only be accessed from the Connect project site.

To gain access to ATLAS or for questions, contact ATLAS@ncdot.gov.

0.1 There is one way to log in to access the ATLAS Workbench Tool:

1. Via Project Site: When working within projects on the Connect project site, easily jump into the Workbench Tool.

1.0 Accessing ATLAS Via Connect Project Site



1.1 To access ATLAS via the **Connect Project Site**, navigate to the Preconstruction homepage and log into your project.

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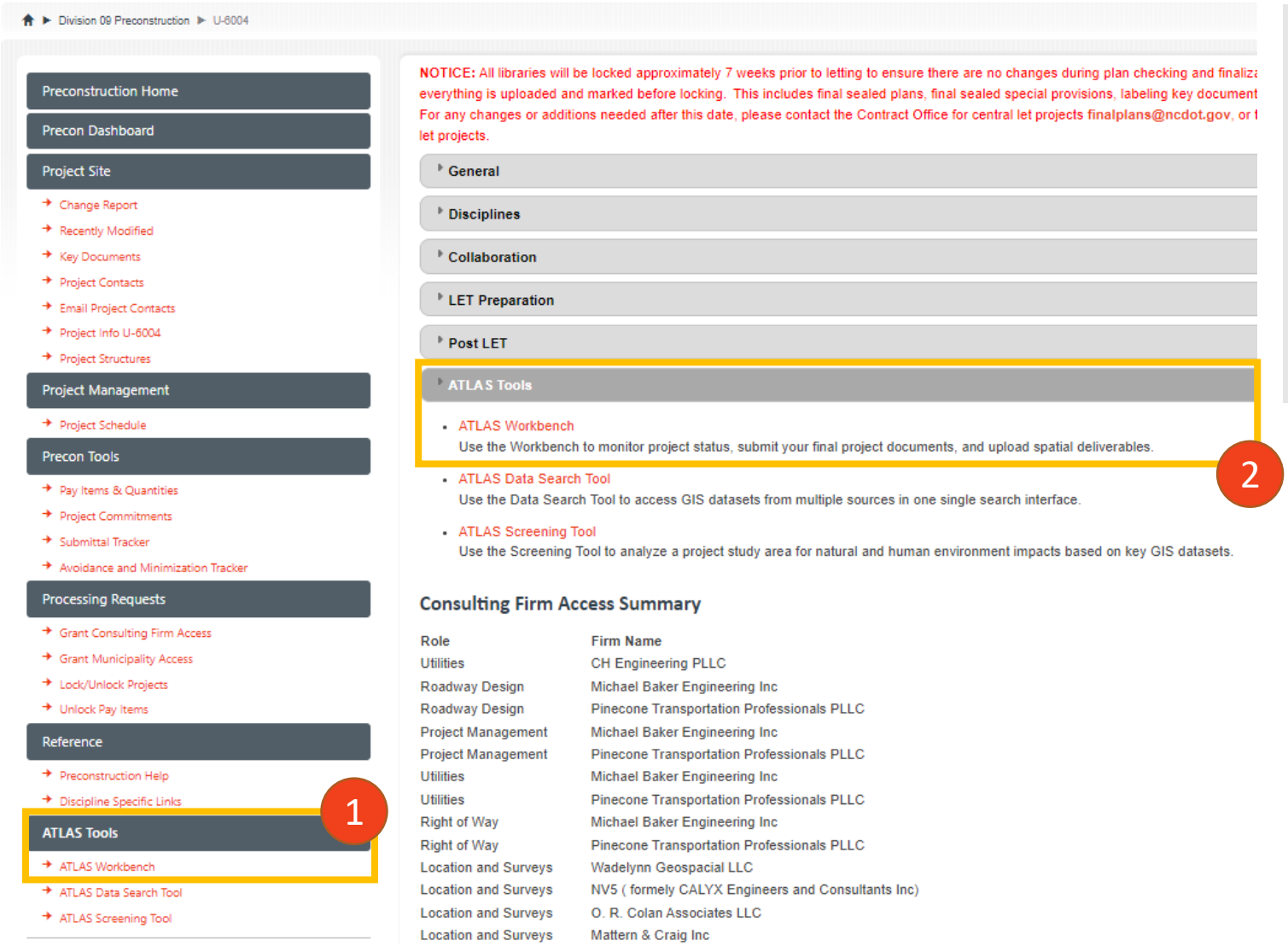
1.0 Accessing ATLAS Via Connect Project Site (continued)



1.2 Once you are logged into a project page on Connect, you can access the Screening Tool in two places:

1. In the menu on the left side, under the **ATLAS Tools** section at the bottom of the list.
2. From the bottom tab on the right side, under the **ATLAS Tools** tab.

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2.0 Logging Into ATLAS

2.1 You will need to log into ATLAS regardless of the method you used to access the ATLAS Screening Tool, if you are an NCDOT or non-NCDOT user, or if you previously logged into Connect.

When prompted with this log in, fill out your NCID **Username** and **Password**.

2.2 Click the **NCID Login** button.

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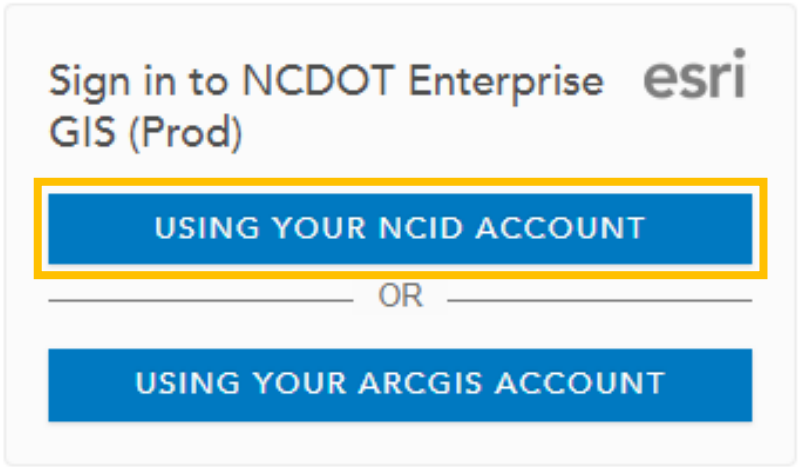
2.0 Logging Into ATLAS (continued)



2.3 When given the choice between '**using your NCID account**' or '**using your ArcGIS account**,' choose '**using your NCID account**.'

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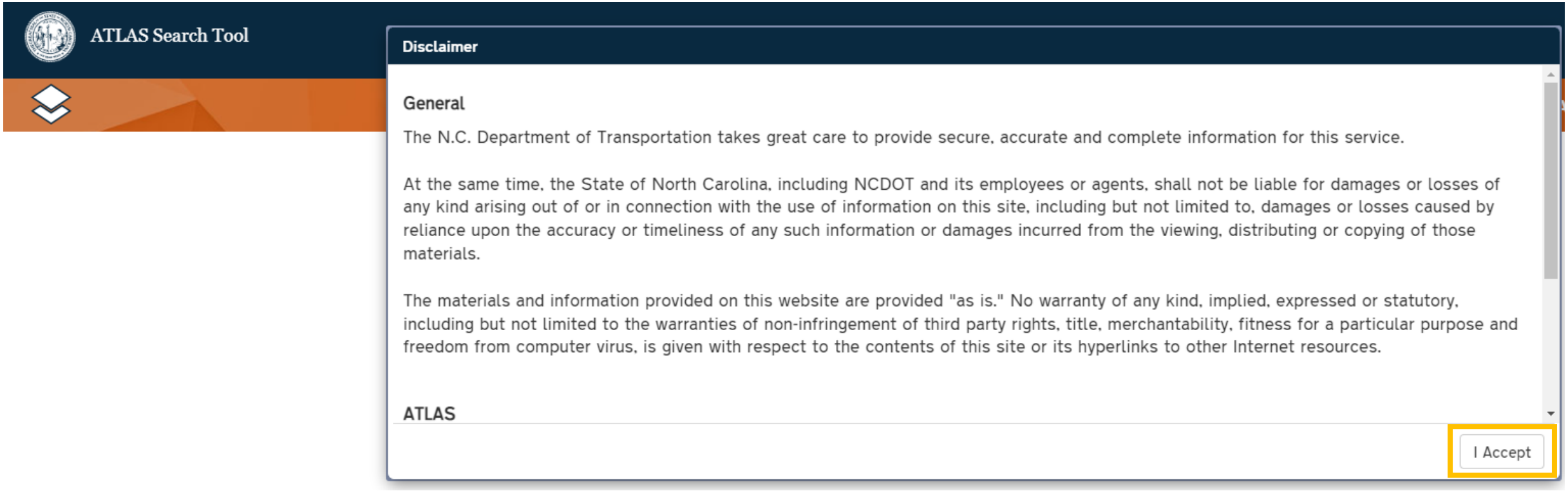
2.0 Logging Into ATLAS (continued)

2.4 When prompted with the **Disclaimer**, click **I Accept** and you are in!

ATLAS will automatically log out after a period of inactivity.



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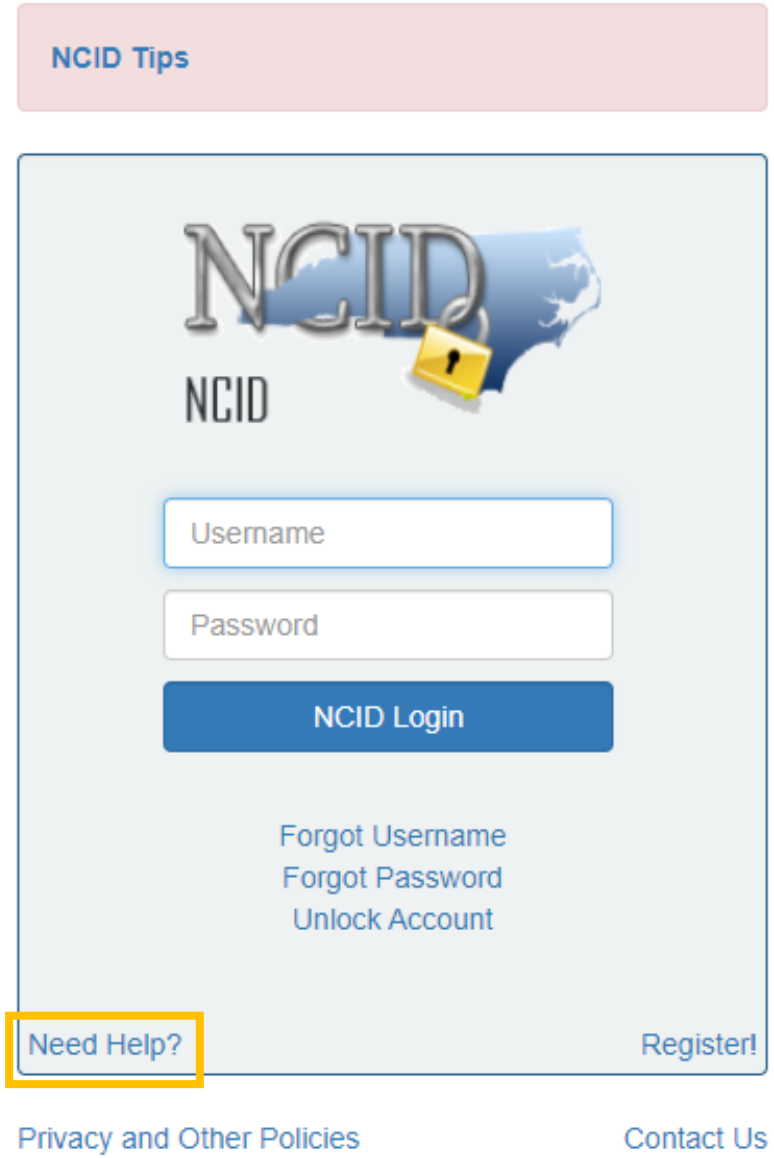
3.0 Troubleshooting Issues



3.1 If you are having issues with your **NCID** log in, you can follow the **Need Help?** prompt.

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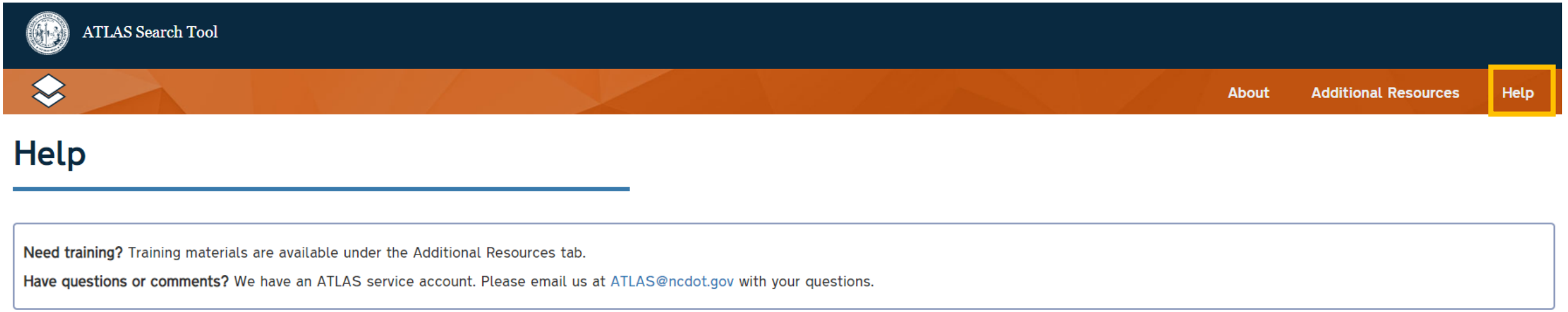
3.0 Troubleshooting Issues (continued)

3.2 If you are having issues within your ATLAS account, you can follow the **Help** function found on the header or send an email to **ATLAS@ncdot.gov**.



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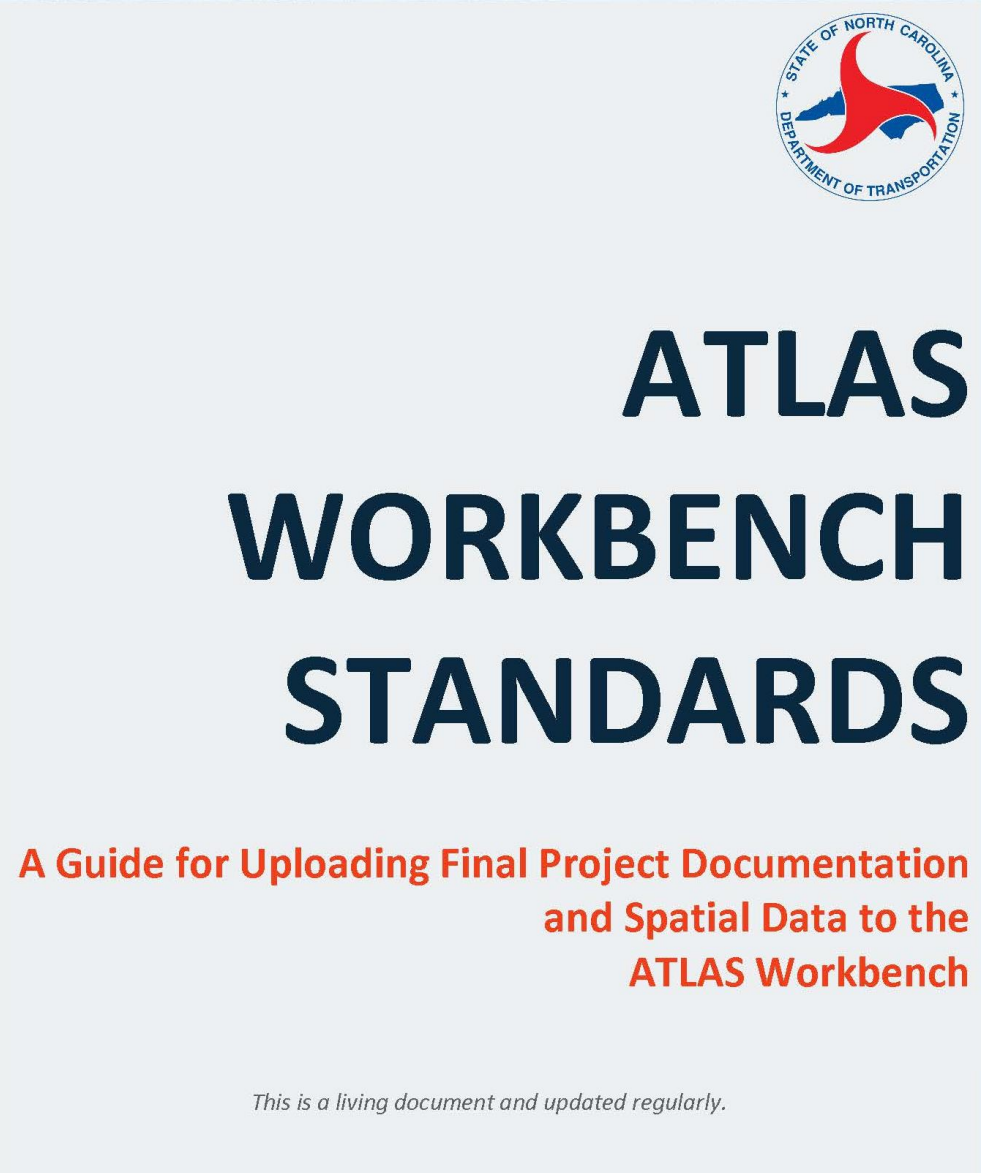
Overview of the Workbench Tool

0.0 Before We Begin



0.1 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 Workbench Standards**

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.

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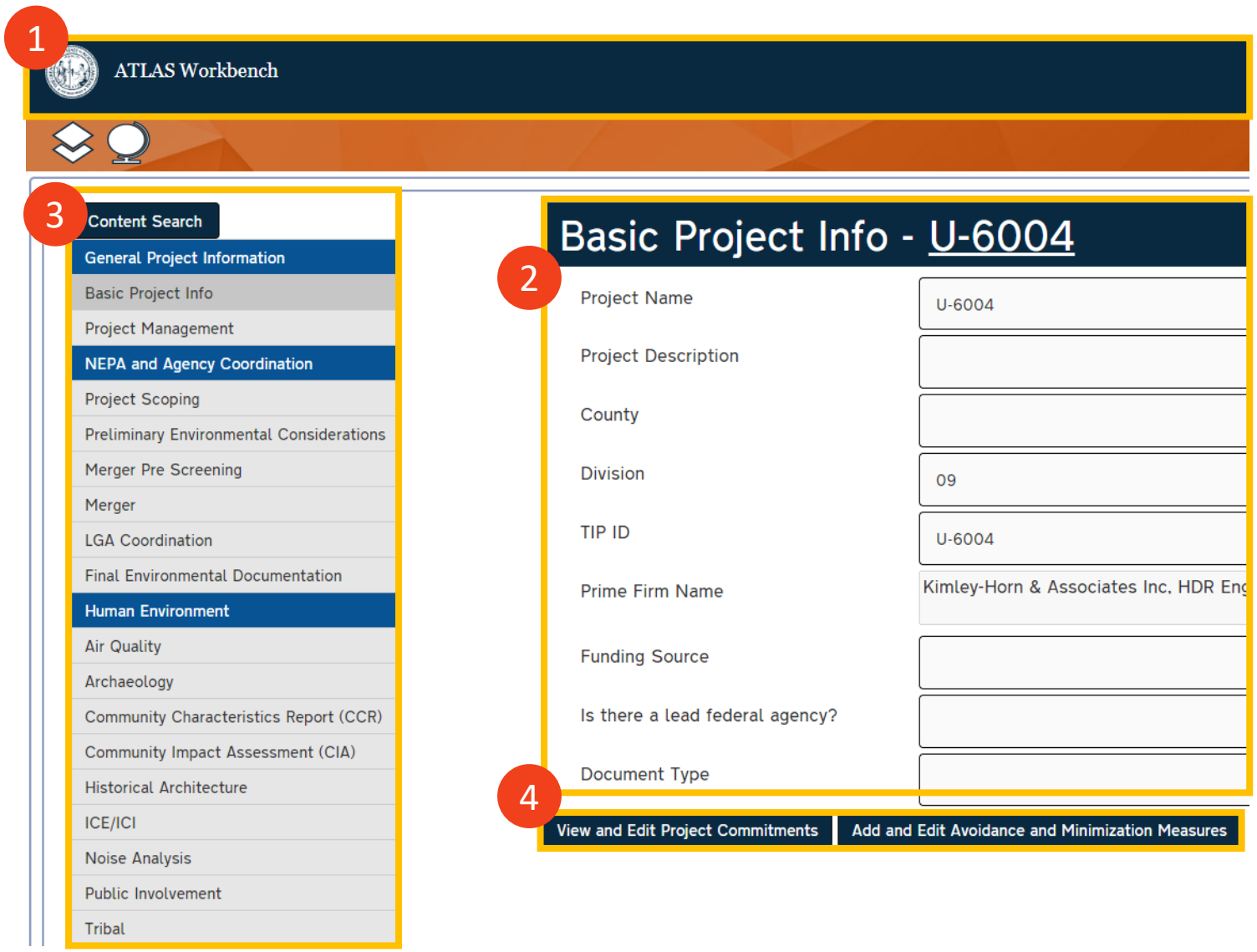
0.0 Getting Started with the Workbench Tool



0.2 Let us 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 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.

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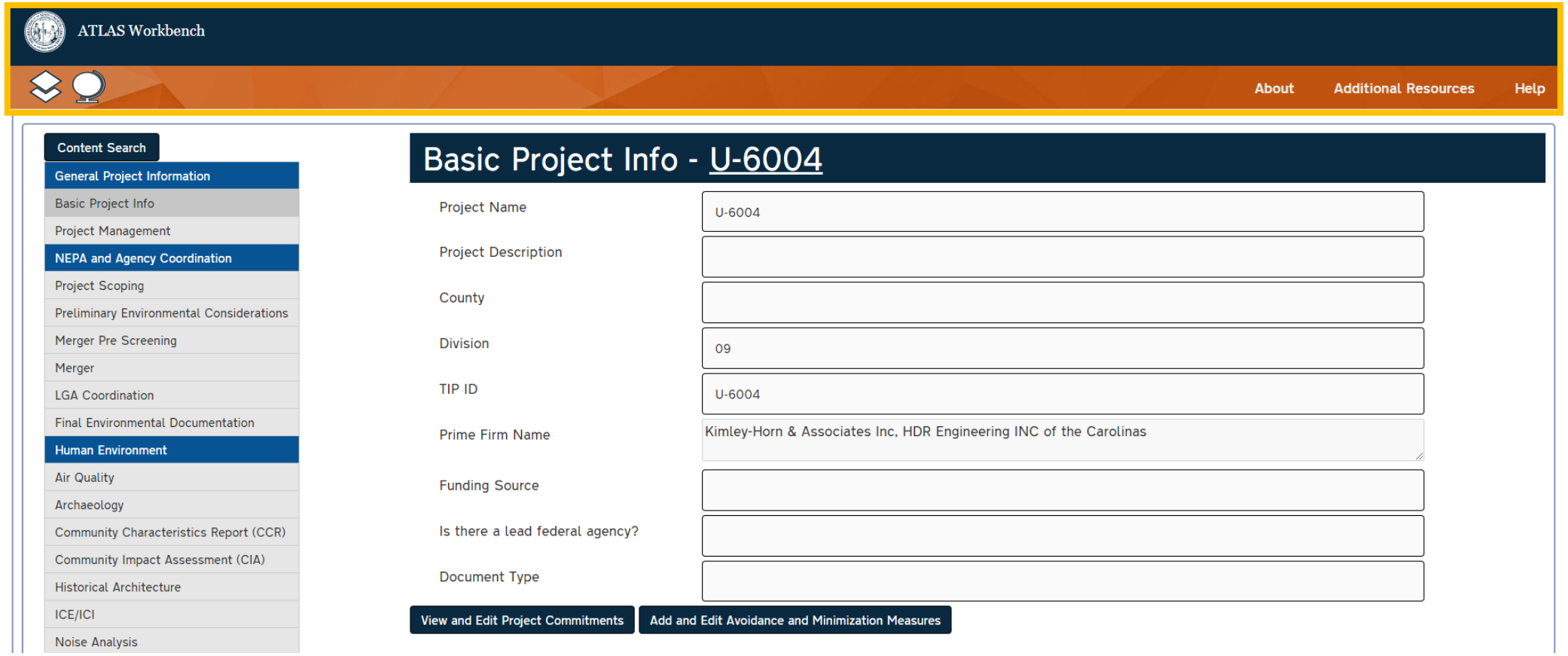
1.0 Header

1.1 The ATLAS Workbench Tool Header provides links to other ATLAS tools and helpful resources.

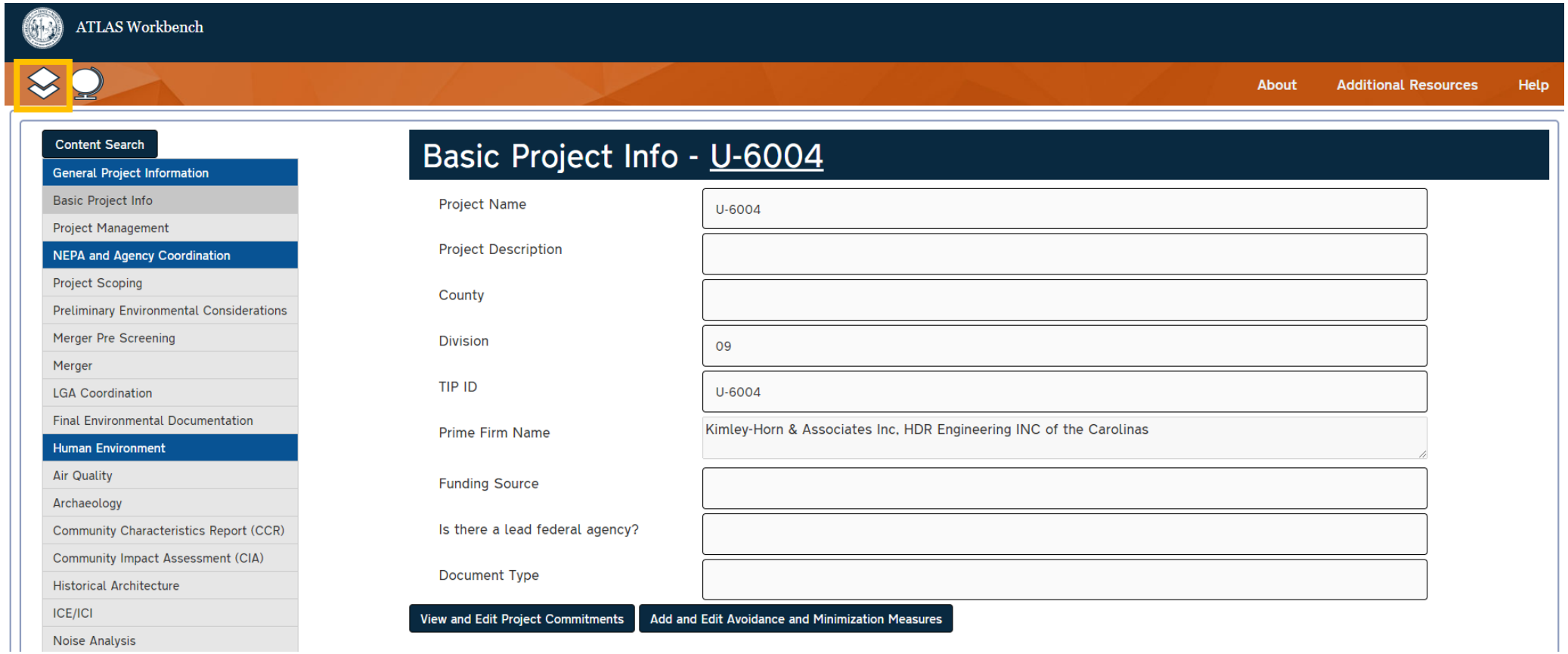


Return to Introduction Slide

1.0 Header (continued)

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

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

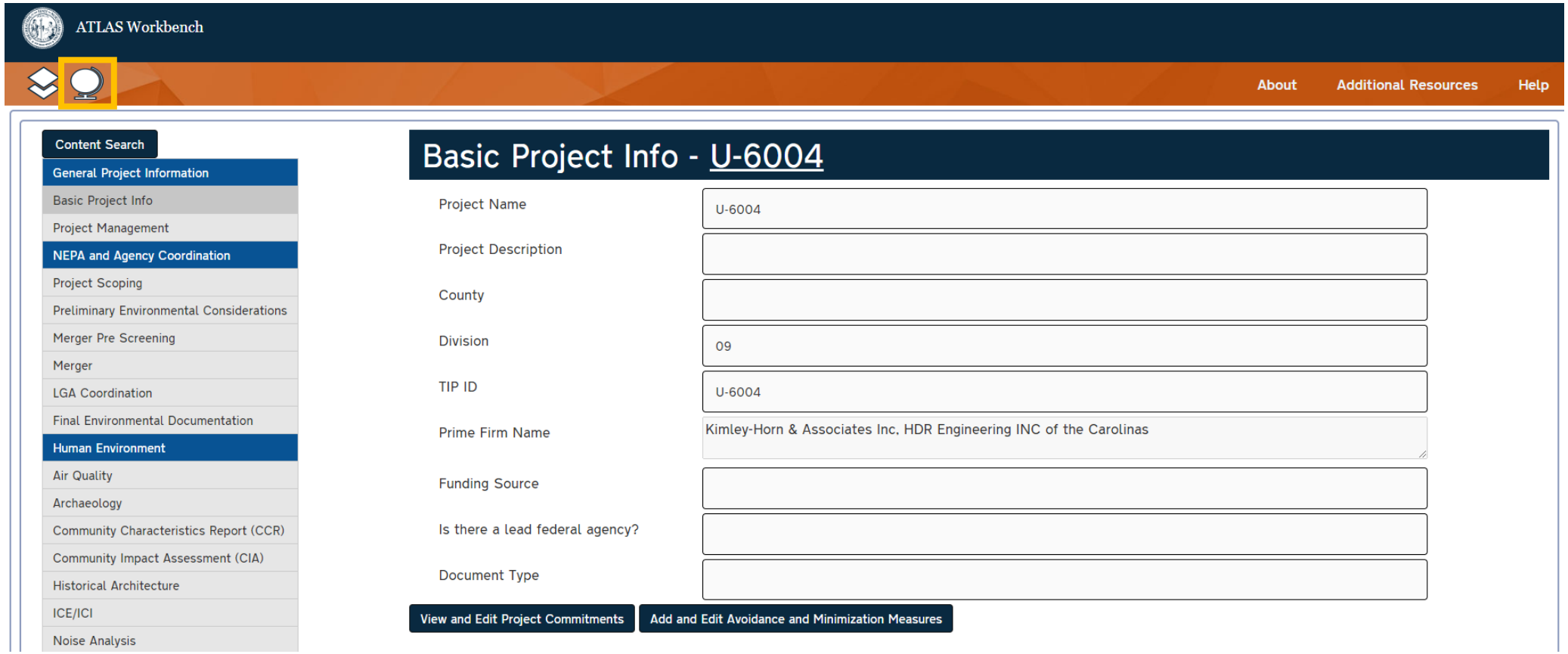


Return to Introduction Slide

1.0 Header (continued)

1.3 Clicking the in the top left of the page will take open the ATLAS Search Tool in a new tab.

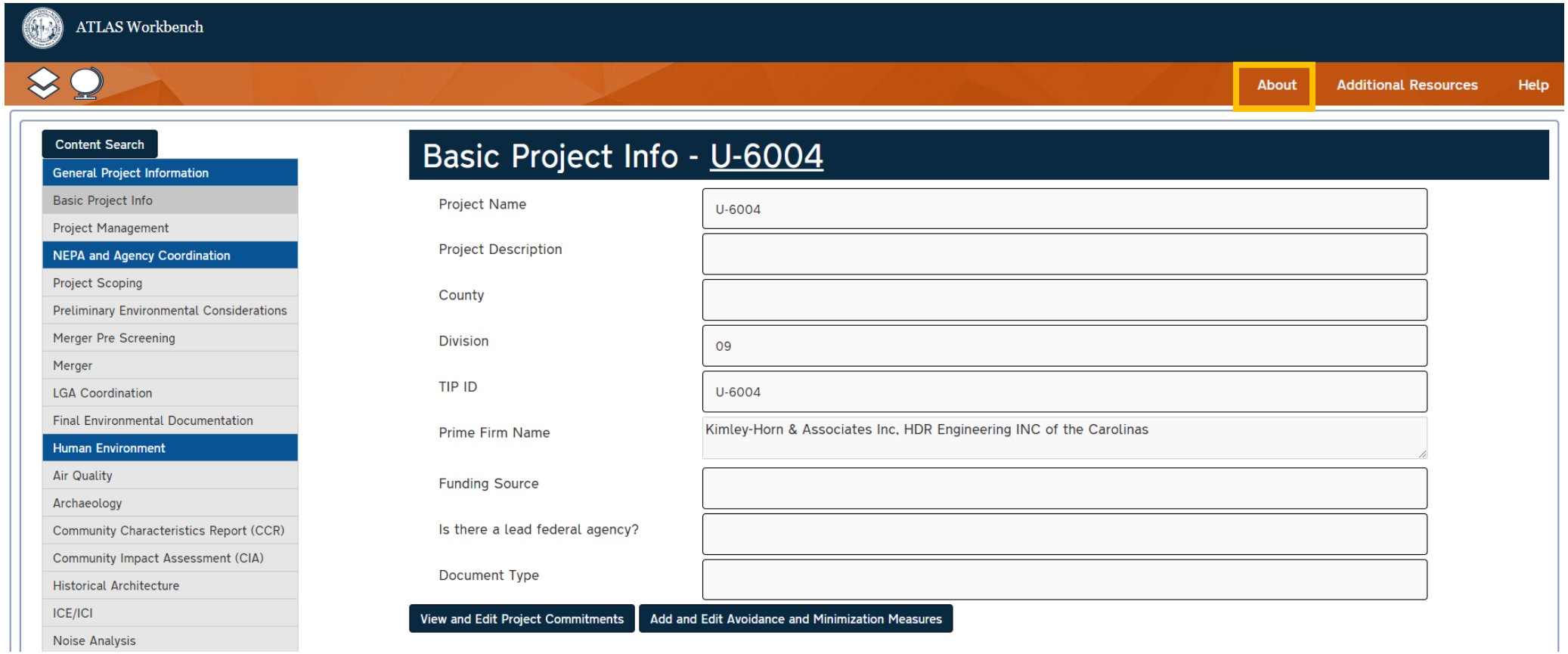
Click '**I Accept**' to accept the disclaimer.



Return to Introduction Slide

1.0 Header (continued)

1.4 Clicking '**About**' in the top right of the page will take the user to a brief ATLAS Release summary.



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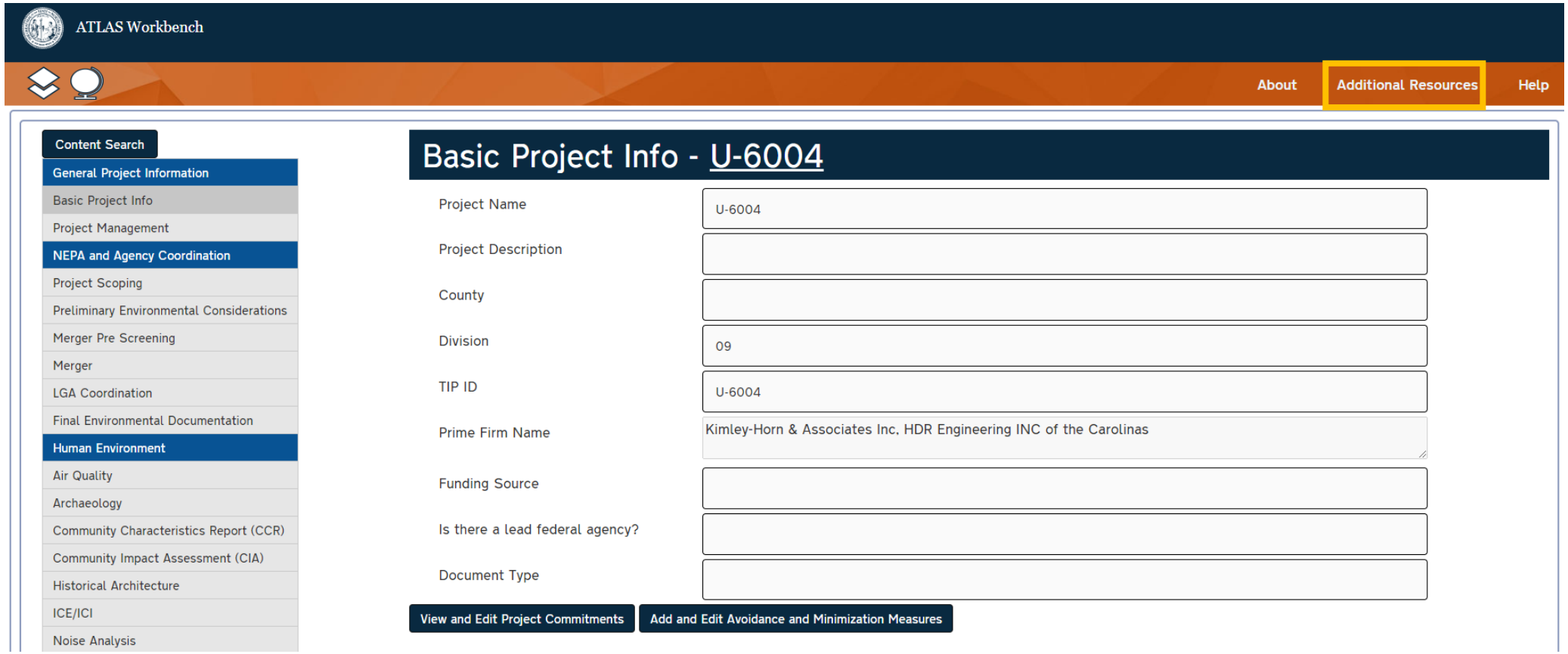
1.0 Header (continued)

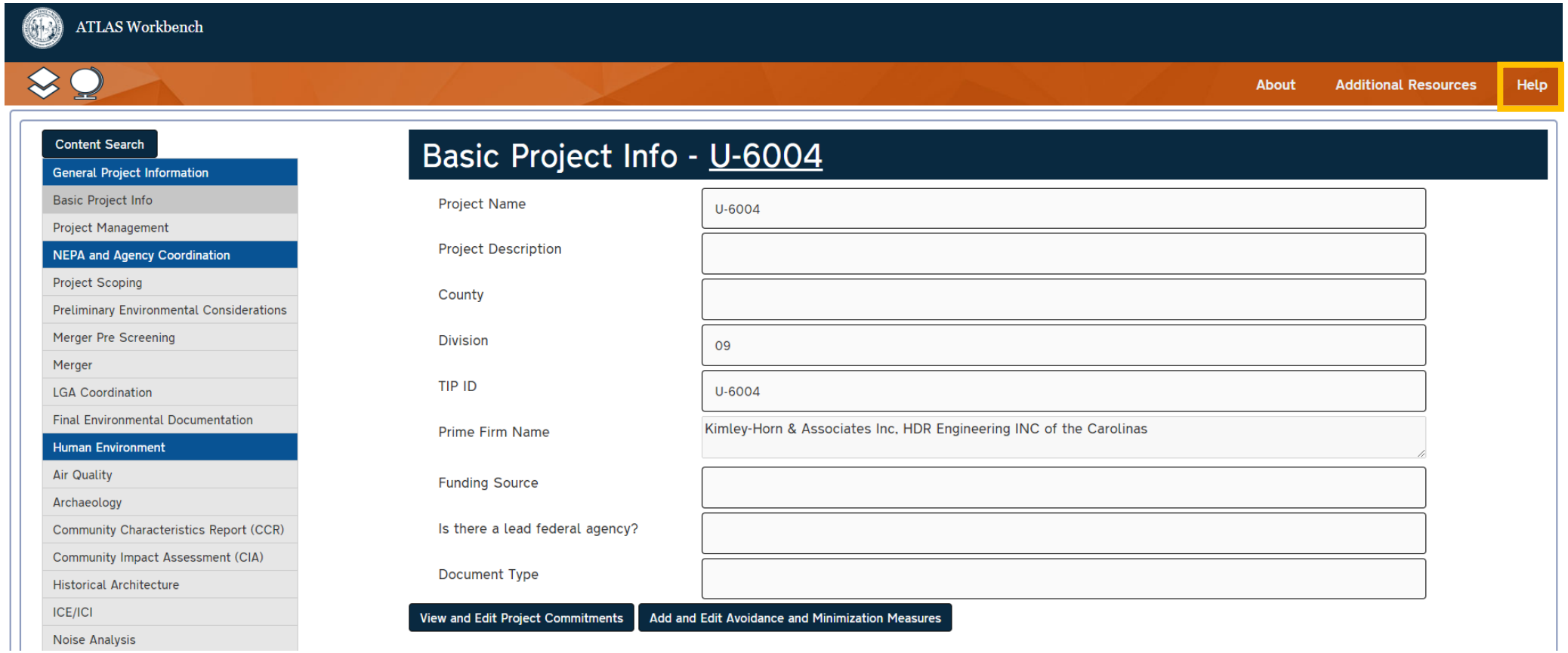
1.5 Clicking '**Additional Resources**' in the top right of the page will take the user to a list of ATLAS resources.



Return to Introduction Slide

1.0 Header (continued)

1.6 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.



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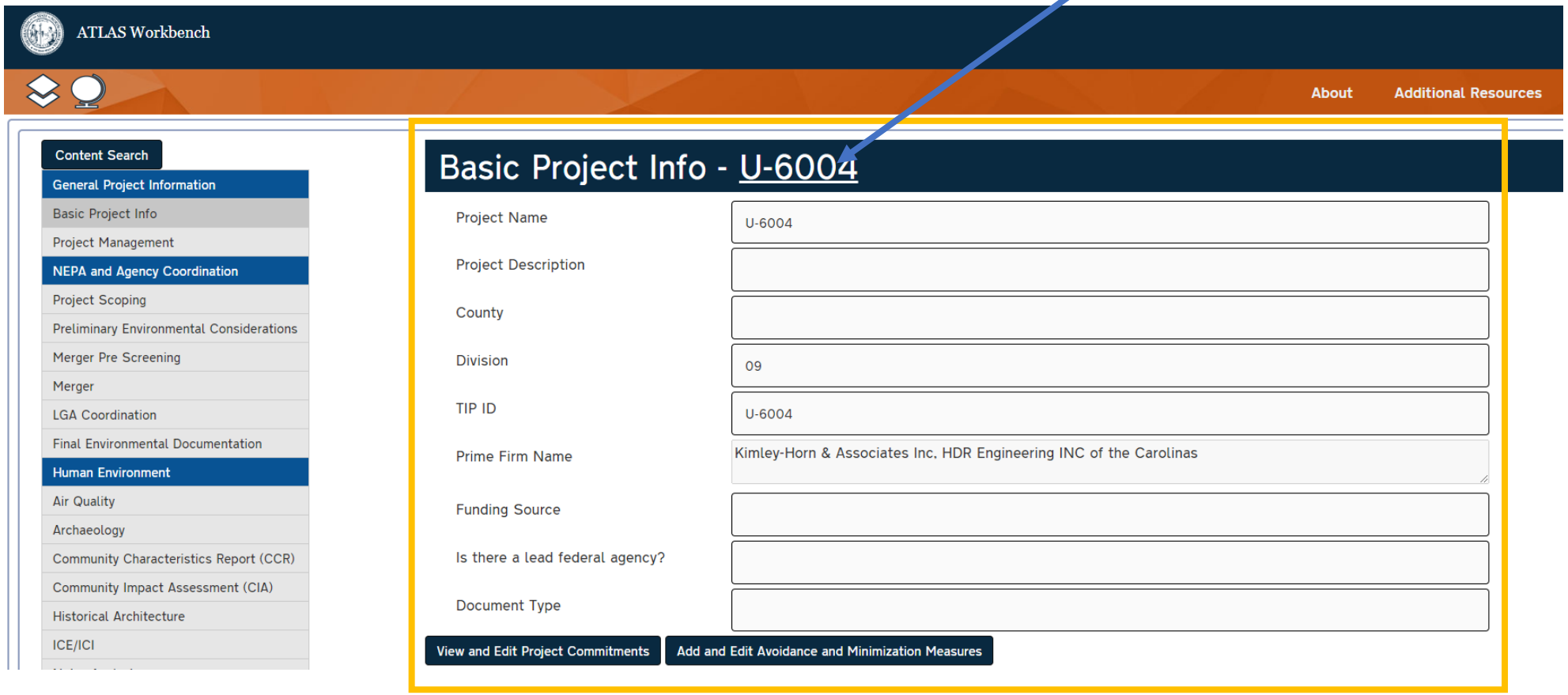
2.0 Basic Project Info Page

2.1 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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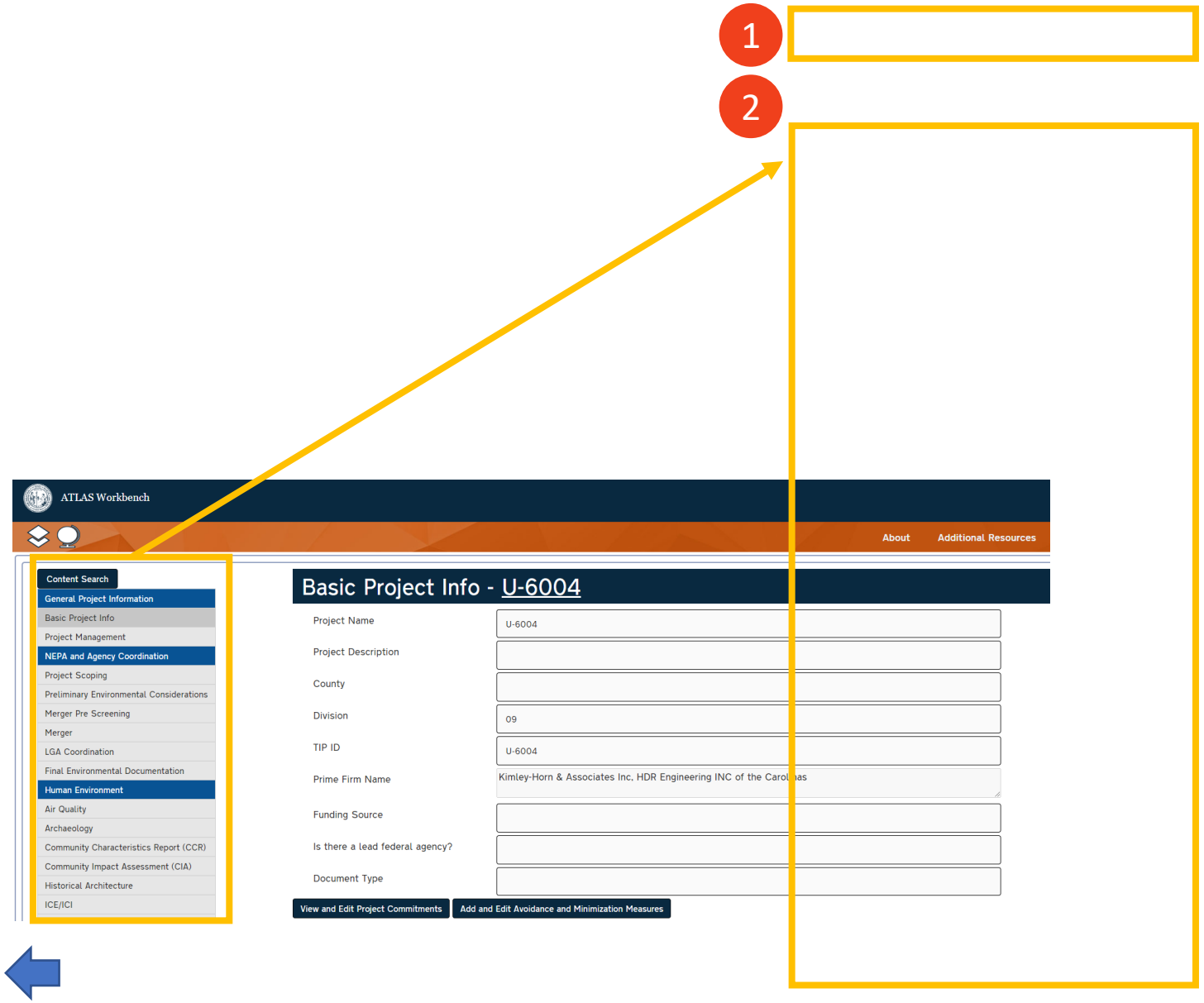
3.0 Left Side Tabs



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

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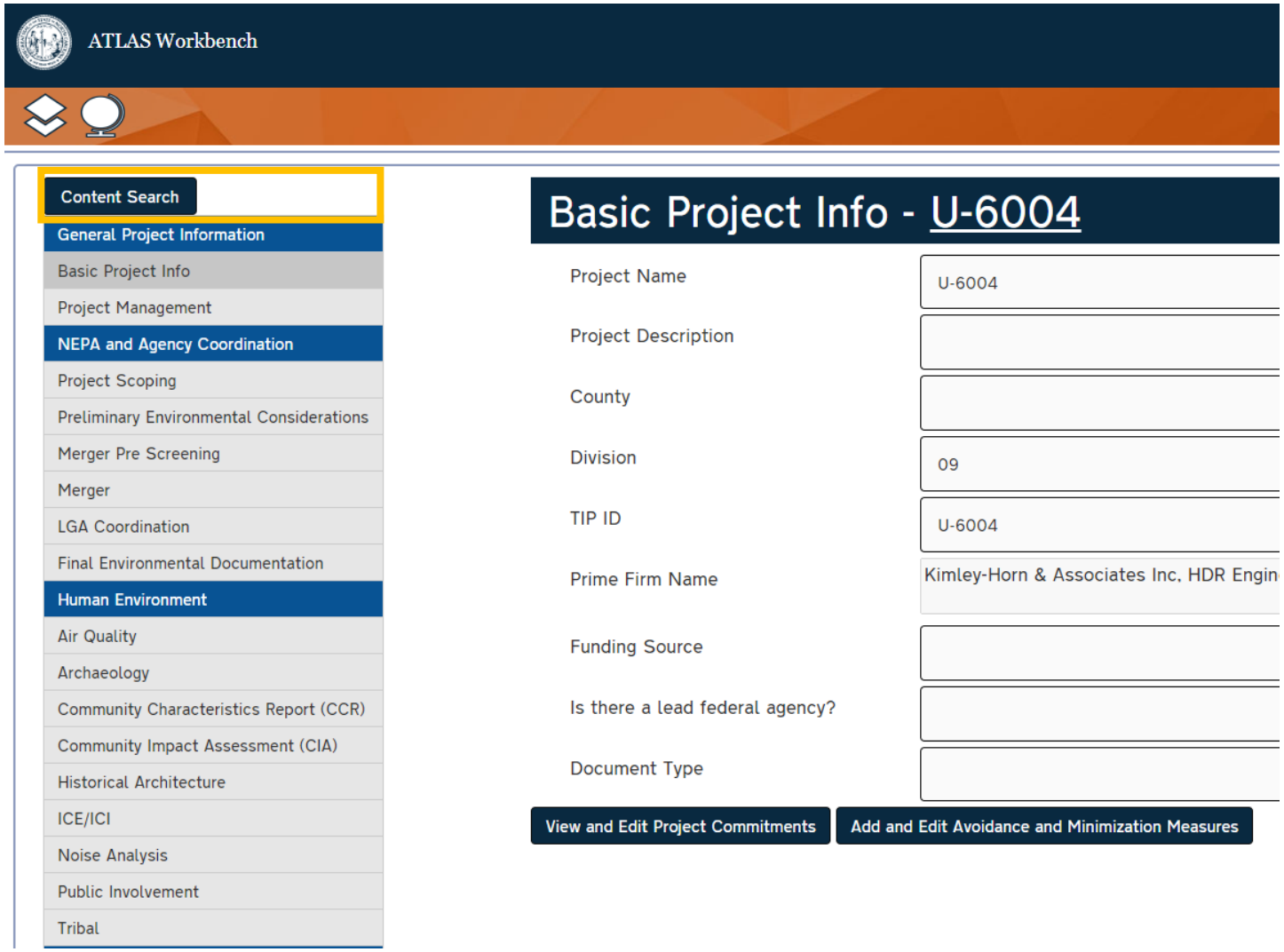
3.0 Left Side Tabs – Content Search



3.1 Use the **Content Search** to quickly find the location of an upload 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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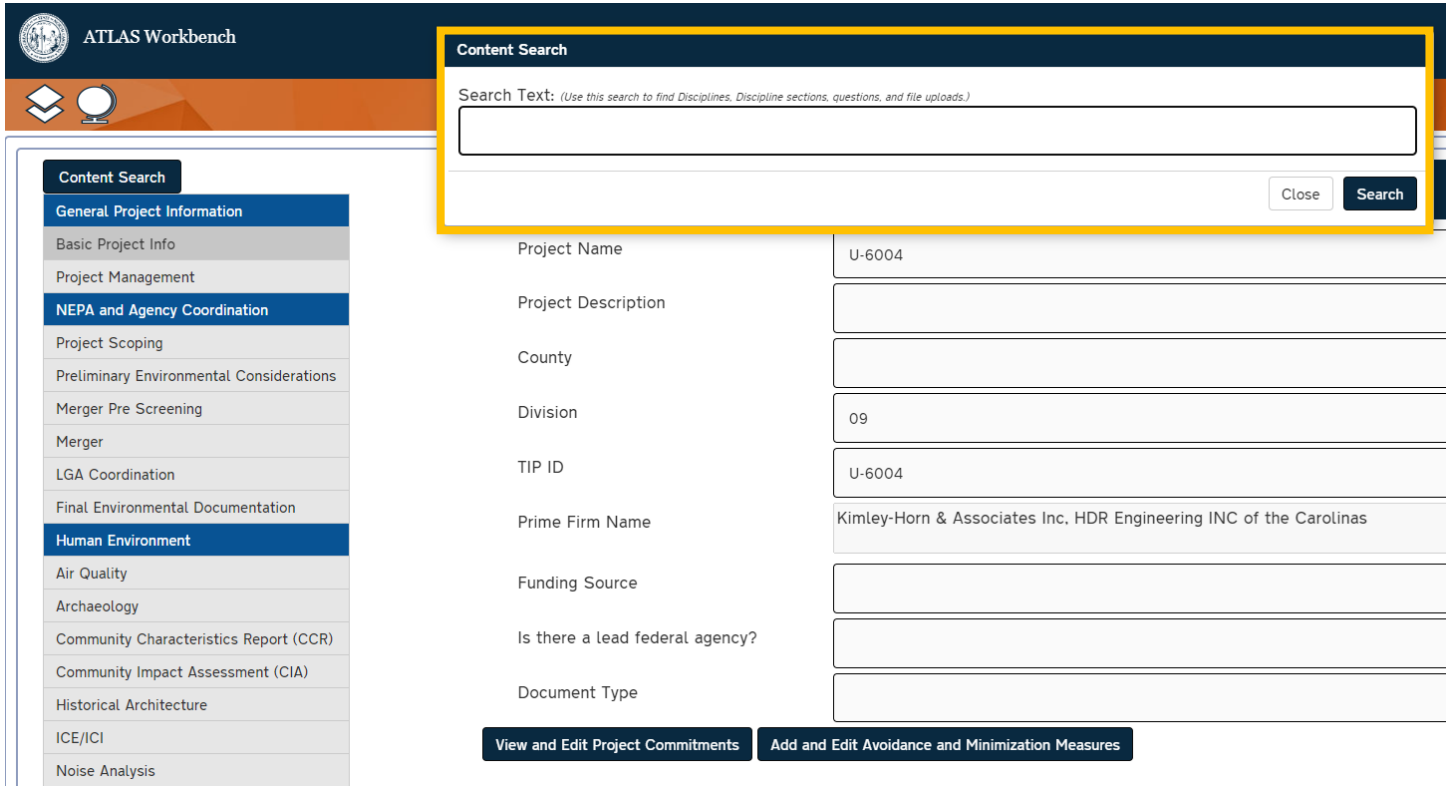
3.0 Left Side Tabs – Content Search (continued)



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

Cannot find what you are looking for? Try a different search word, such as “road” vs. “street.”

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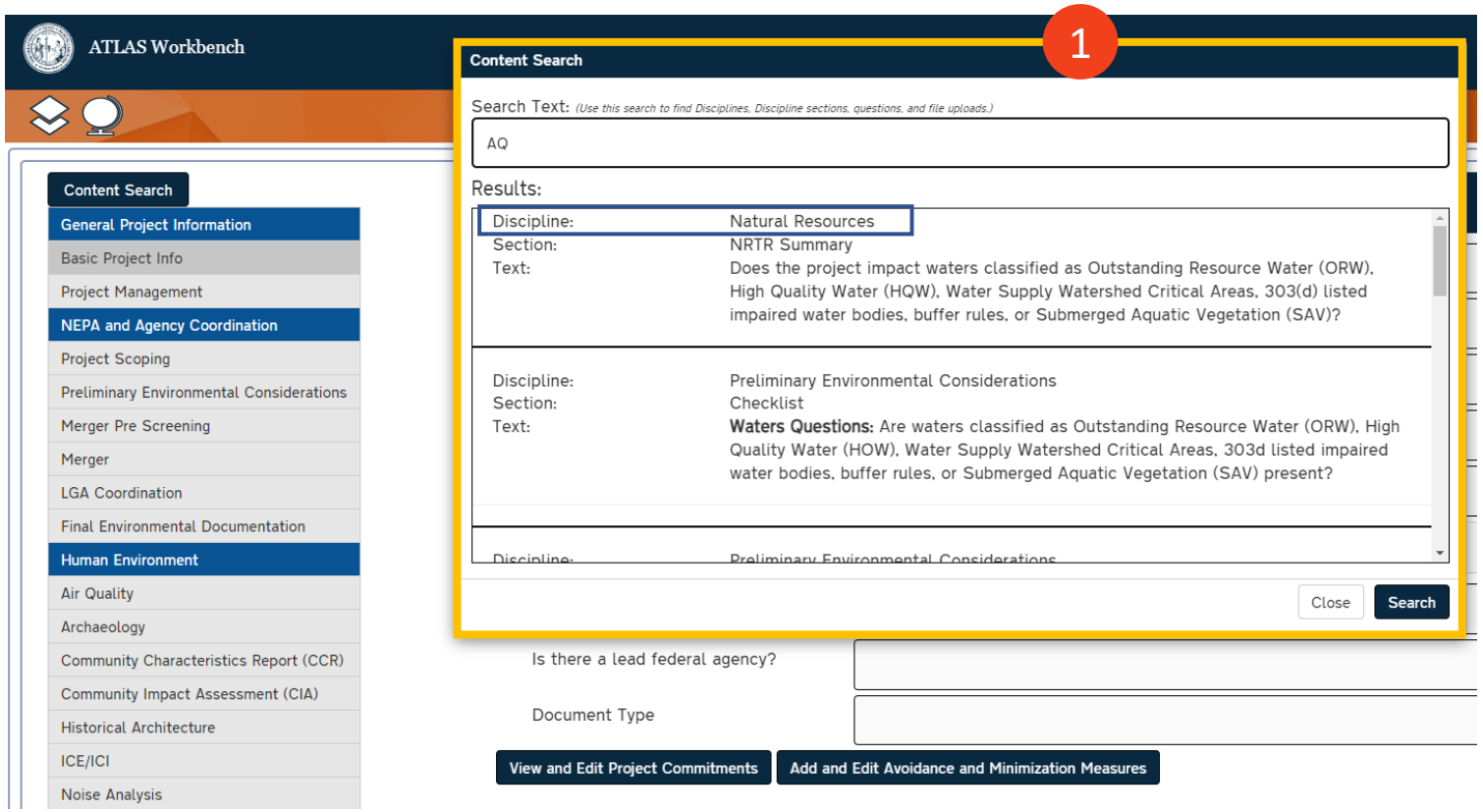
3.0 Left Side Tabs – Content Search (continued)



3.4 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.

1

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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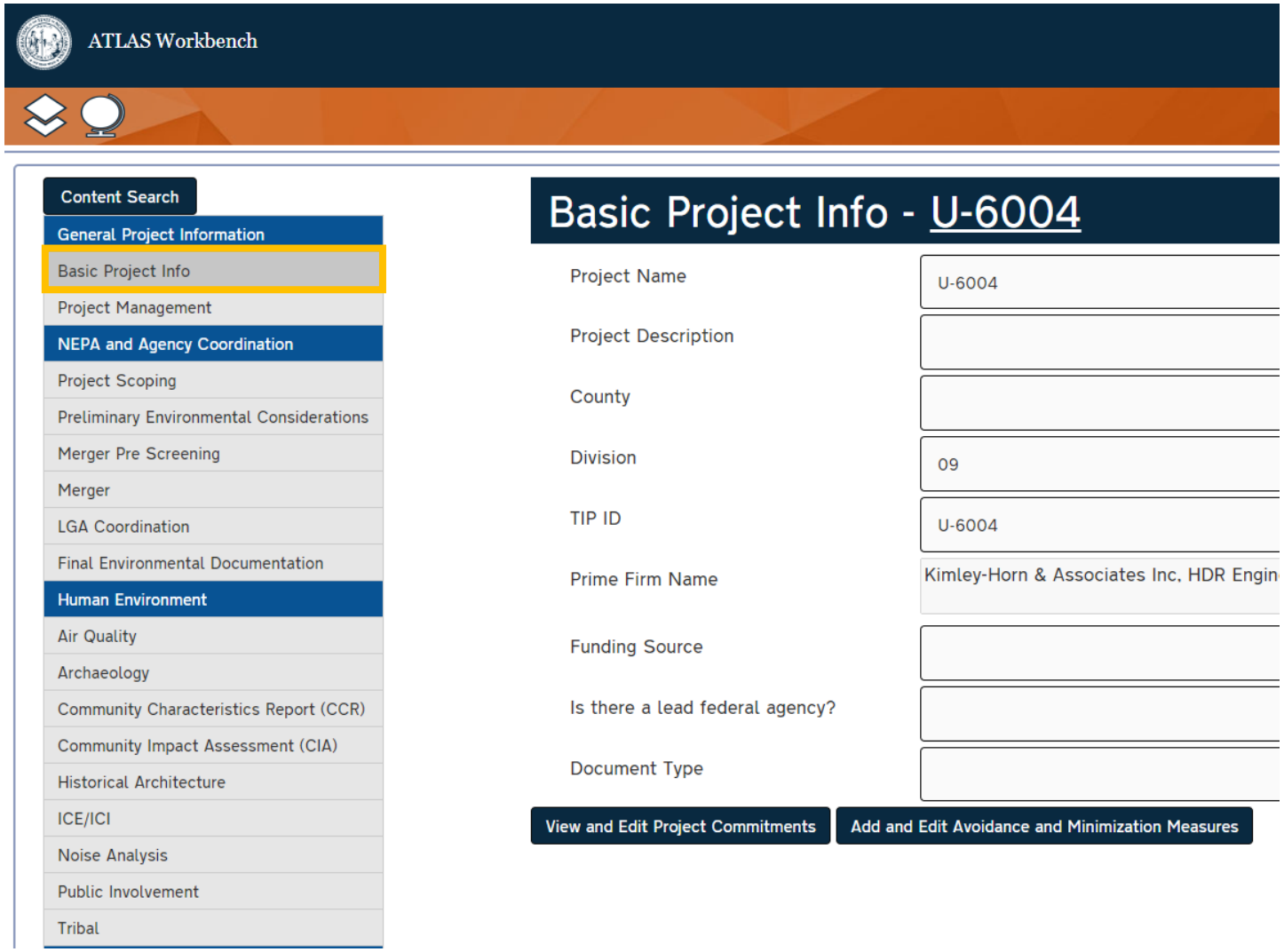
3.0 Left Side Tabs – Discipline List



3.5 The first tab in the Discipline List is the **Basic Project Info** page (covered in section 2). The remining tabs are individual disciplines or major deliverables/milestones within each discipline.

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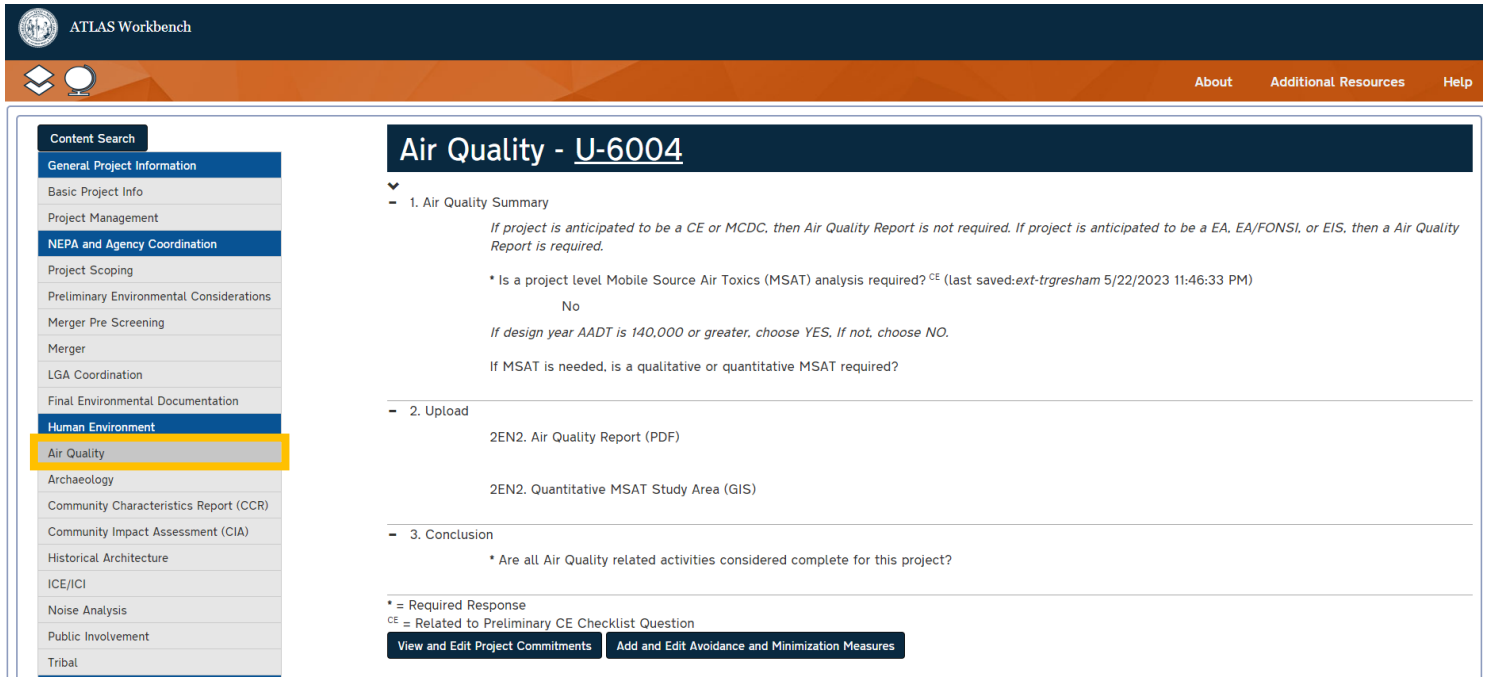
3.0 Left Side Tabs – Discipline List (continued)



3.6 The other 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, **Air Quality** 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”).

If the file to be uploaded has a name different from the standard naming convention, the user will be prompted to approve the change before the file upload is complete.

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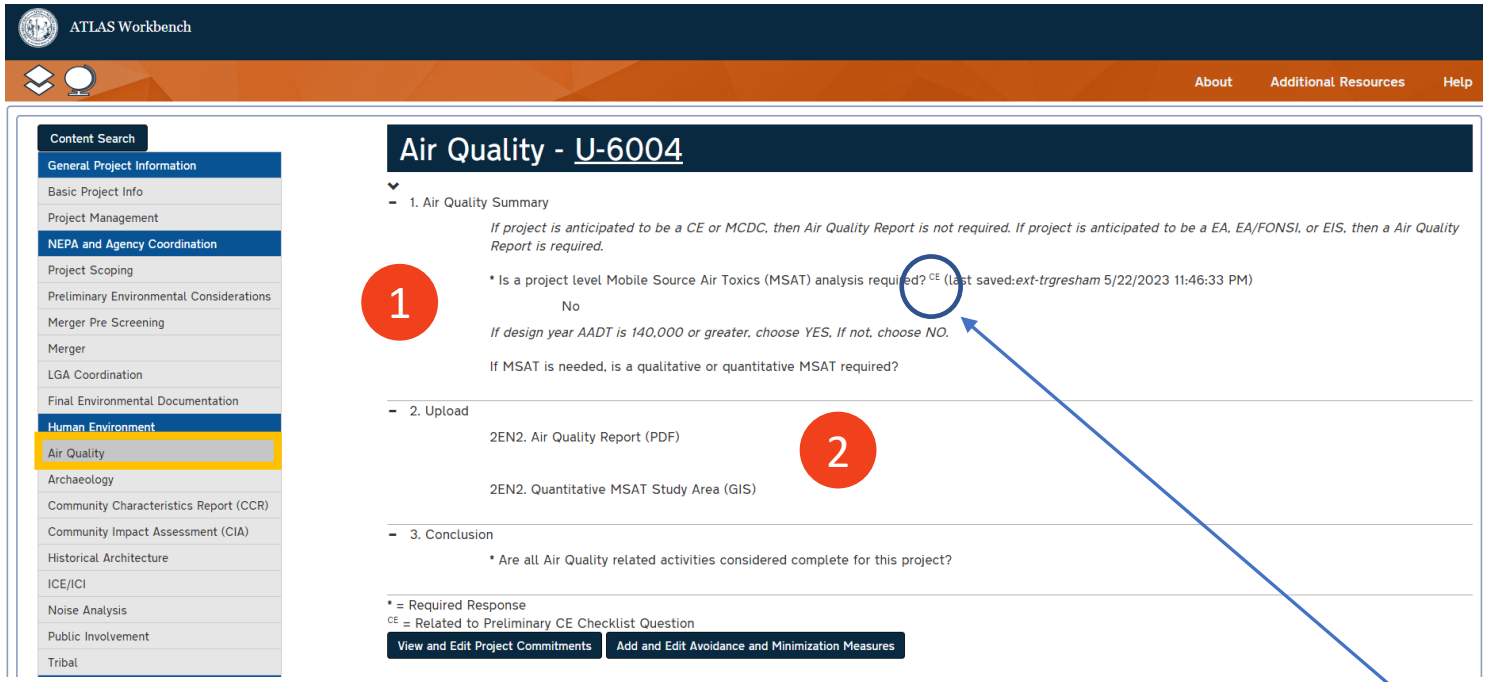
3.0 Left Side Tabs – Discipline List (continued)



3.7 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. As an external user, you can view and download uploaded documents, but cannot upload any of your own.

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

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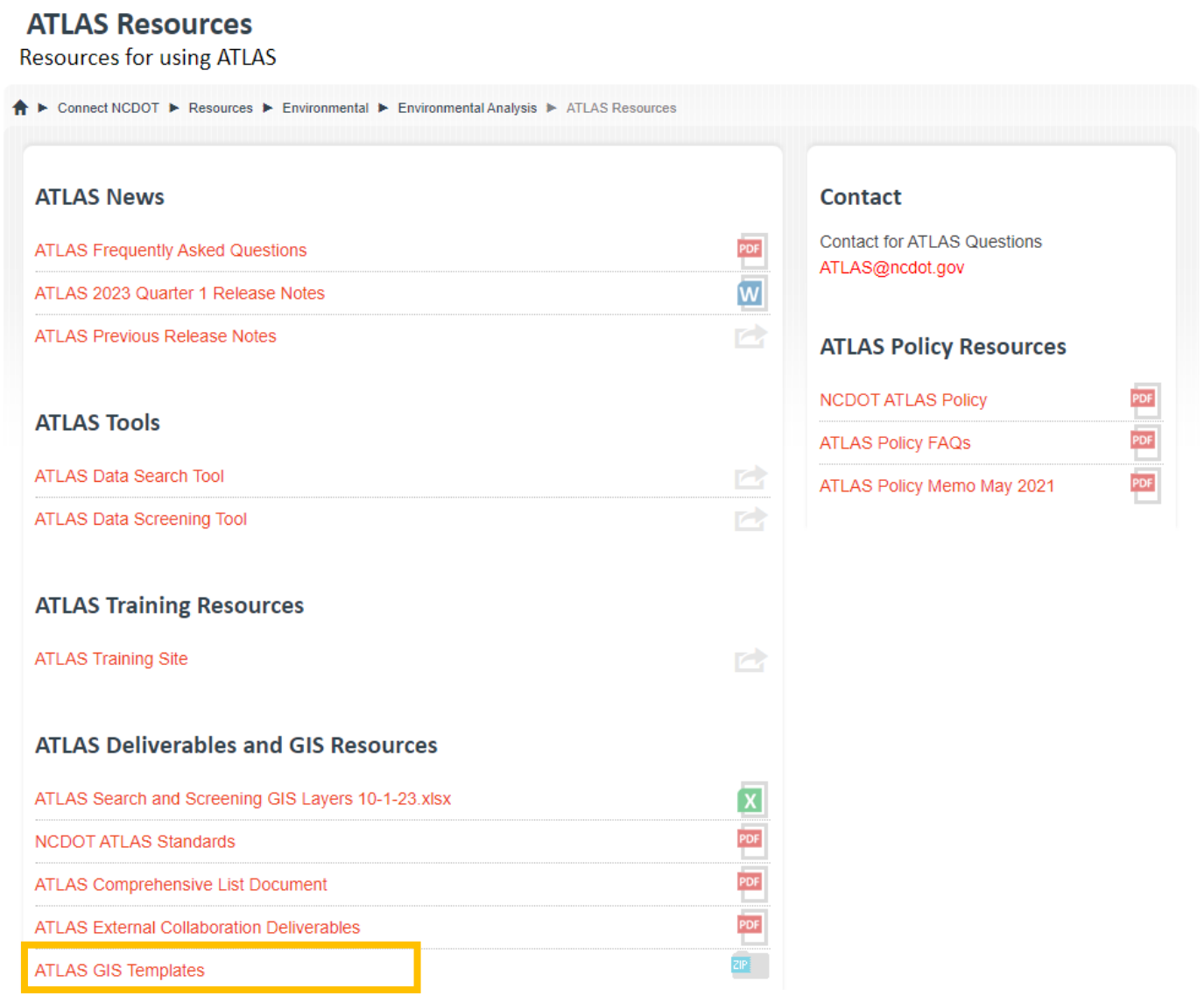
3.0 Left Side Tabs – Discipline List (continued)



3.8 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 Templates, available for download on the right side of the Project ATLAS home page. If using a template, additional fields may be added by the user.

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

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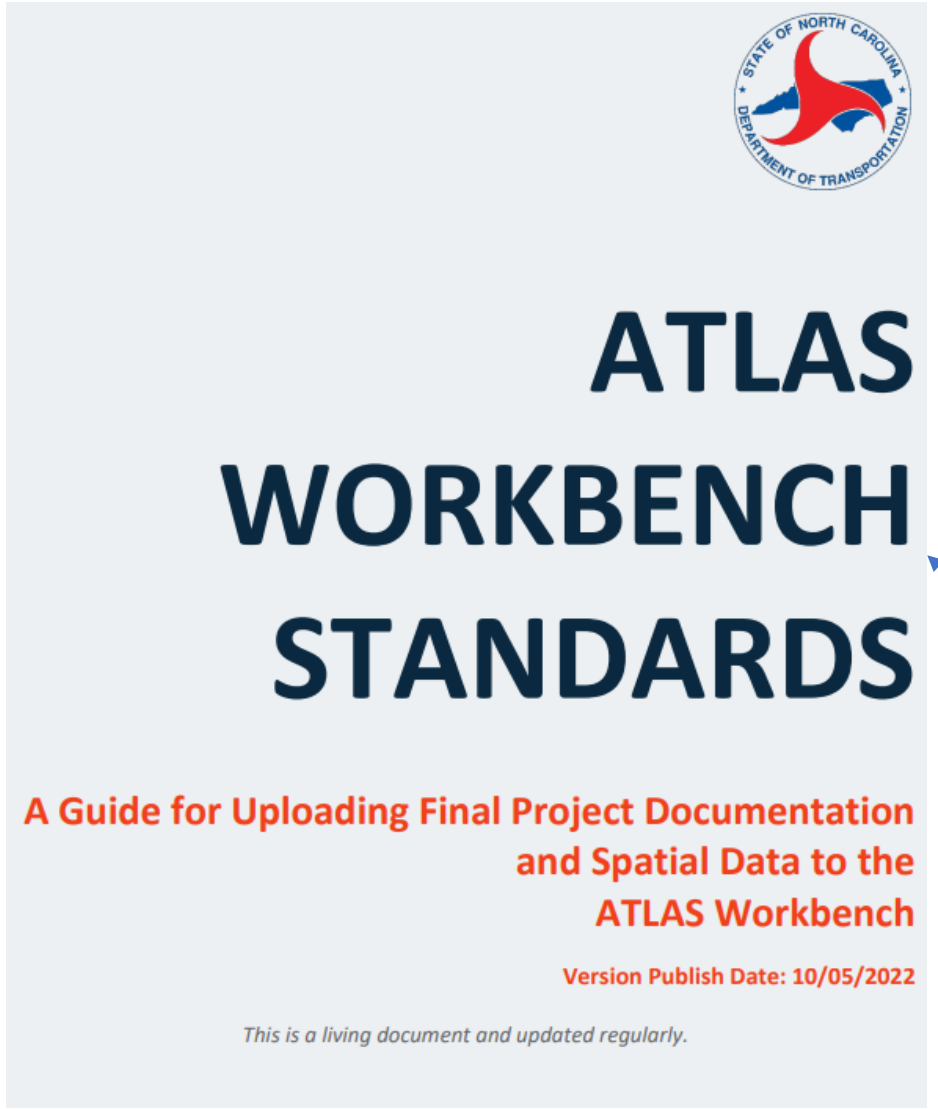
3.0 Left Side Tabs – Discipline List (continued)



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

- ATLAS requires a specific naming conventions 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.

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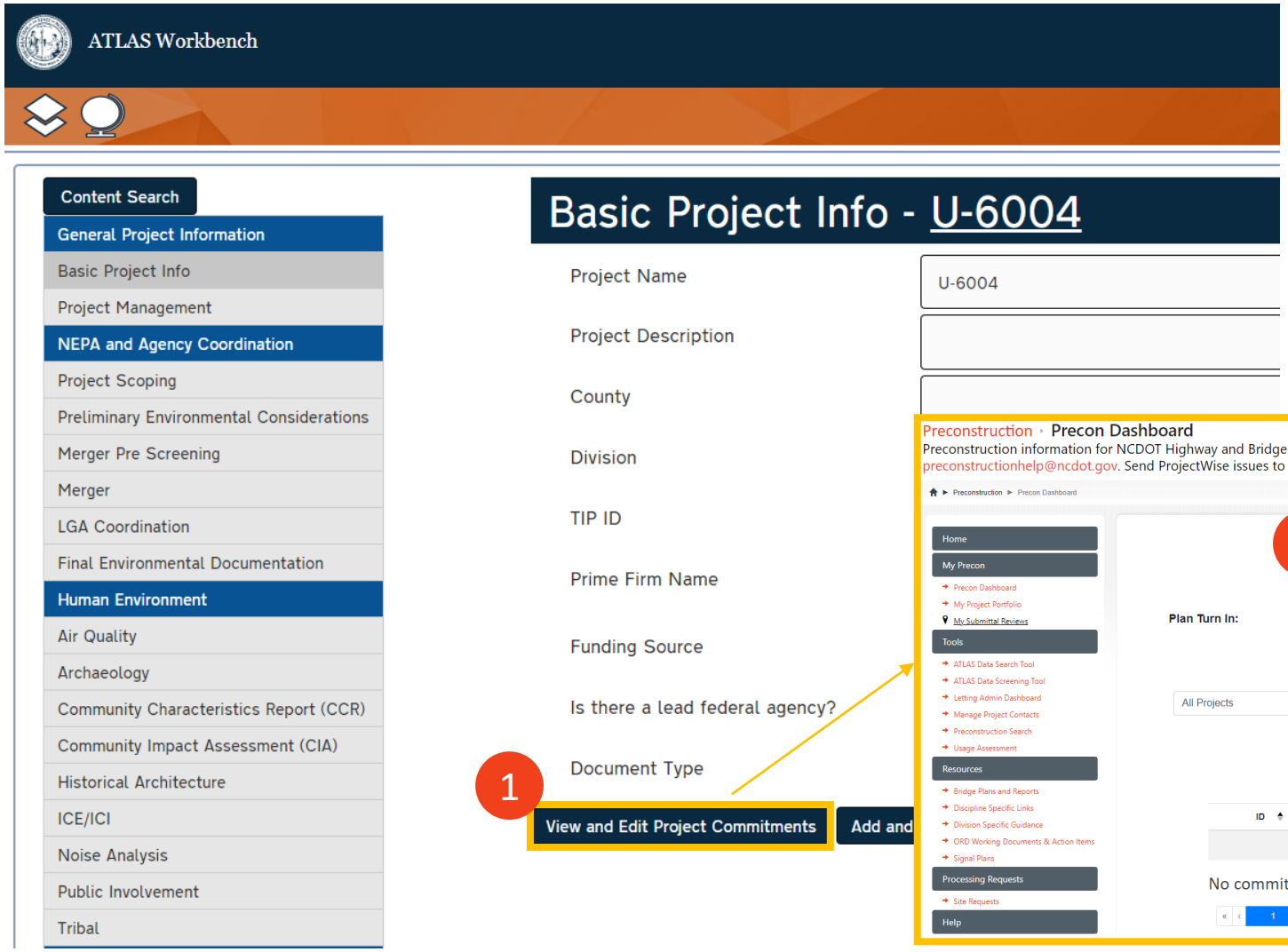
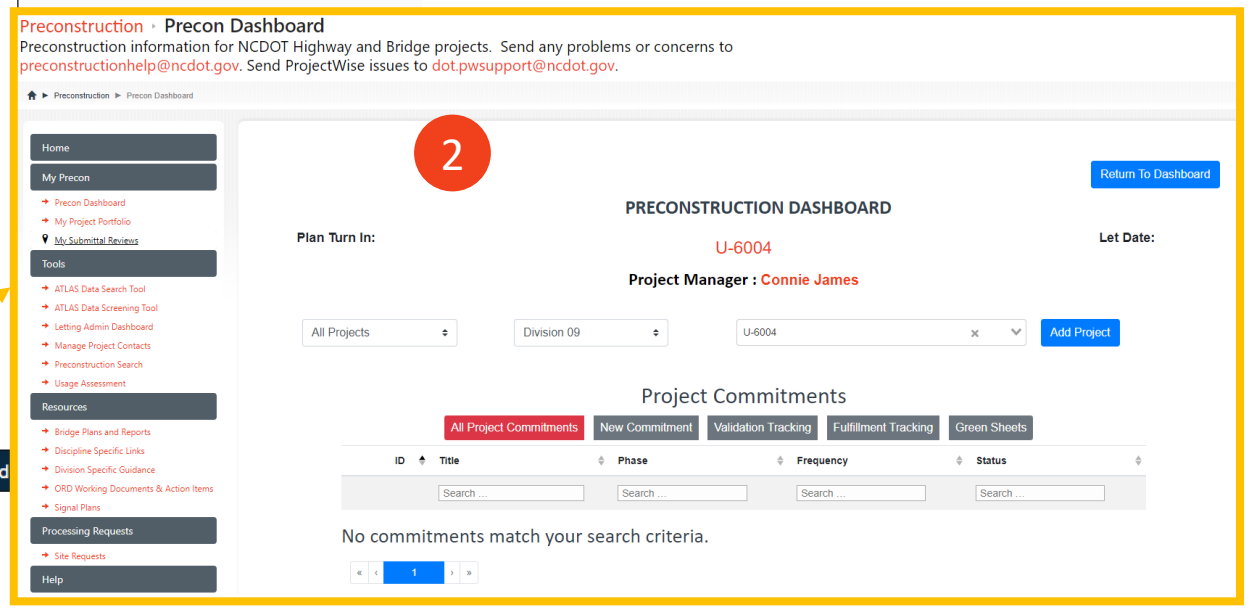
Additional Tools

4.0 Additional Tools





4.1

1 To view and edit project commitments through the SharePoint tool, click the **View and Edit Project Commitments** button.

2 Clicking on this button will take you to the Project Commitments tool in SharePoint in a new browser window.

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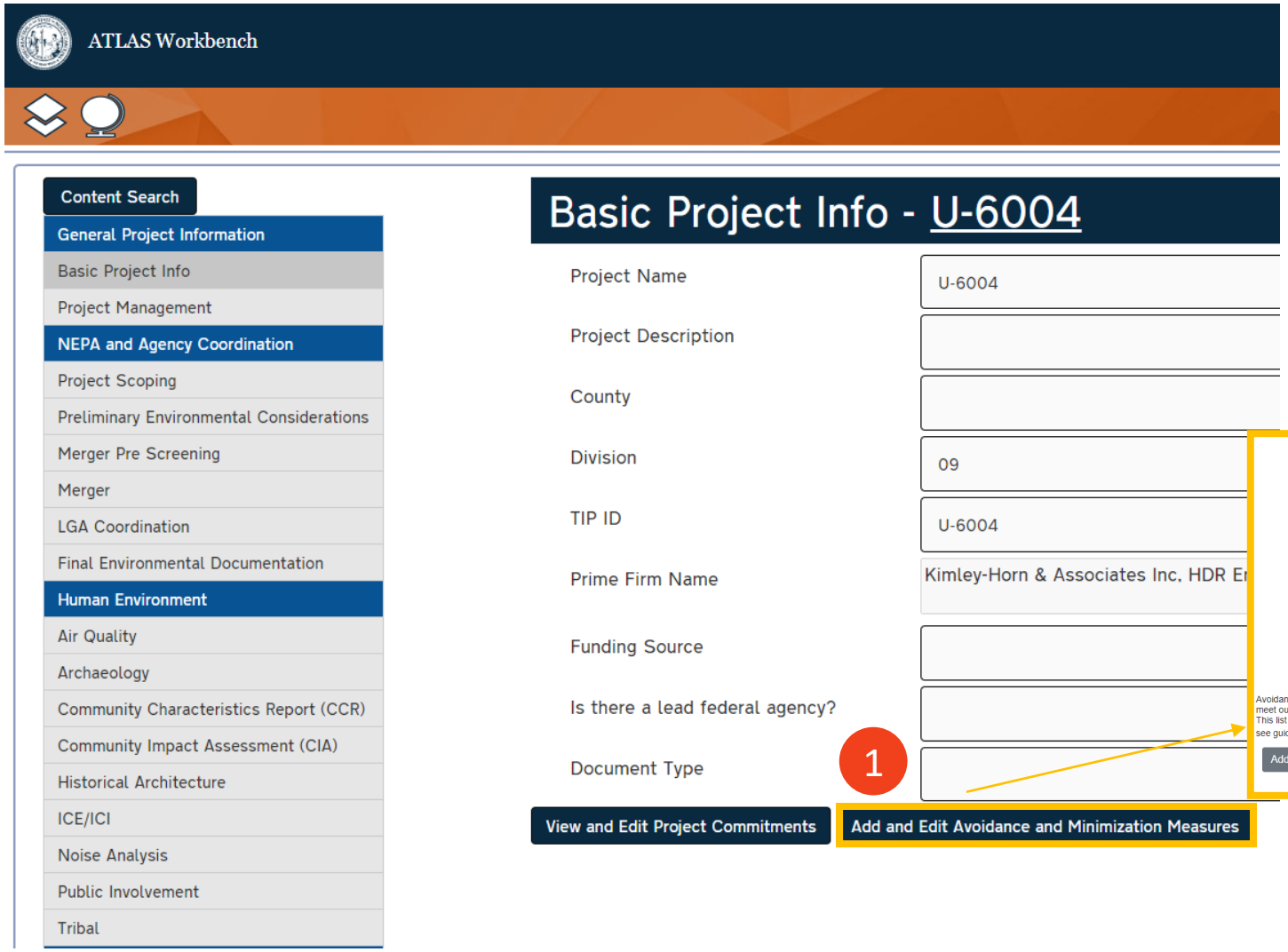
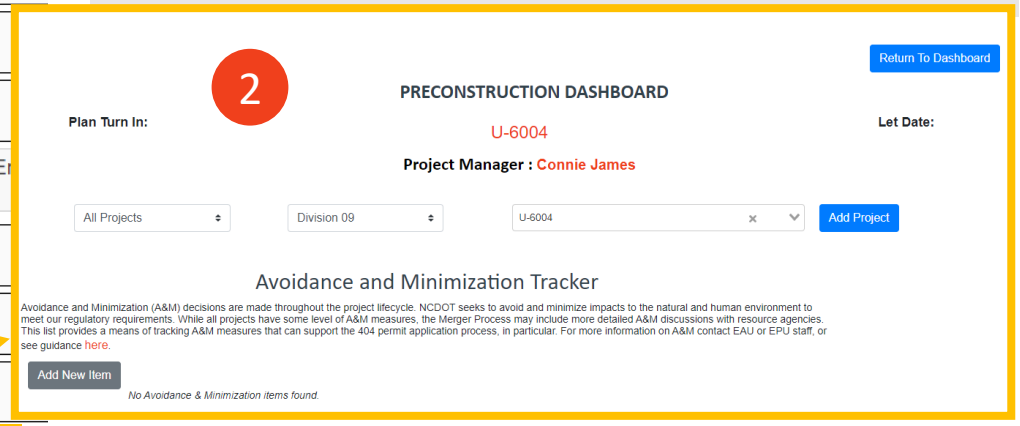
4.0 Additional Tools (continued)



4.2

1 To view and edit avoidance and minimization measures through the SharePoint tool, click the **Add and Edit Avoidance and Minimization Measures** button.

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



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You have now completed this module.

For additional questions, email
ATLAS@ncdot.gov

WB.00
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Module WB.00 Reference Table

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