ETRACS Release Notes

Version 6.0.18 of ETRACS (2/3/2021) includes:

- Change subject line of request assigned email to add the due date.
- Remove functionality of maps.
- Add request note to Section 7 Surveys by project Report.
- Add Taxa and Species filter for Section 7 reports.
- Let user edit an individual species on species maintenance by clicking on the list item.
- Project List Report.
- Allow the supervisor to change a request from on hold to assigned/in progress.
- Fix the NumOfStructureToBeReplaced for the project module.
- Change protected species report to search by County and Species only.
- Add new permit types.
- "Section 7 Status Resolved" field in the ECAP request not defaulting to unknown.

Version 6.0.17 of ETRACS (11/12/2020) [build 6.0.17] includes:

- Quick search errors in ETRACs.
- Protected Species Report Wake in wrong division.
- Alphabetize the species within Taxa on the Species maintenance page.
- Reorder species maintenance notes.

Version 6.0.16 of ETRACS (10/28/2020) [build 6.0.16] includes:

- Improve the Login query and Dashboard search query performance.

Version 6.0.15 of ETRACS (08/19/2020) [build 6.0.15] includes:

- Permit Menu change for non-Notifying permits.
- Remove Maps.
- Add Let Date to all Biological Surveys Reports.
- Add notes to Species Maintenance.
- New reports on species maintenance data.
- Add 'Last Accessed' column to user role.
- Add Lat Long to Project Description.
- Combine the counties into multiple county names on a single line. (Species maintenance).
- Prevent user from entering a duplicate species type. (Species maintenance).
- Request status report error (Got an error when I tried to run a request status report on all ECAP requests except the request called ECAP).
- Add Federal Status field to Species Maintenance.
- Non-Notifying Permit Report.

Version 6.0.14 of ETRACS (05/28/2020) [build 6.0.14] includes:

- Batch NEPA/SEPA Request.

- Duplicate ETRACS project report to search for duplicates by Tip/SubTIP.
- Add date project created to Duplicate Project Report.
- Real time project search.

Version 6.0.13 of ETRACS (04/15/2020) [build 6.0.13] includes:
- Add a request type as a filter for the reports.
- Add "Permit Type Descriptor" to the "Permit Summary Report"
- Add Date Requested to request details tab.
- Add path to the request deliverable in the email when the request is completed.
- DMS coordination items not showing in chronological order.
- Add GP 50 to Permit Type List in ECAP Request
- Allow duplicate unit name in ECAP Request.
- Reorder Plan Type in 2 reports.
- Section 7 Request, Fix Survey Result for Northern long-eared bat.
- Rename Let List Permit Summary Report
- Clicking on the ETRACS logo takes you to the login page.

Version 6.0.12 of ETRACS (01/08/2020) [build 6.0.12] includes:
- Fixed issue where a section 7 request would crash the application when an update was issued with no attached documents.

Version 6.0.11 of ETRACS (12/11/2019) [build 6.0.11] includes:
- Add progress bar to user roles page.
- Modification to Request Status Report to include the following columns 'Proposed Revised Due Date' and 'Revised Due Date'.
- When deliverables are added to a Section 7 request, email the affected parties.

Version 6.0.10 of ETRACS (11/20/2019) [build 6.0.10] includes:
- Field label changes on Custom Permit Application Deliverables Report.
- Field label changes on the name of the NEPA/SEPA Document Date field.
- Structure number label change to be consistent in the project management pages.
- Added due date to email body when assigning a request.
- Permit plans due date calculation changes and make it an editable field.
- Reorder the Permit rows in ECAP requests and allow user to delete Structure and Roadway permit types.
- Correct name case for NCID users.
- Supervisors to complete requests.
- Create a box on edit user role that states which group the user Supervisors.
- Change log in message for first time ETRACs users.
- Allow supervisor to view/update/assign all requests - no matter what the group.

Version 6.0.9 of ETRACS (08/28/2019) [build 6.0.9] includes:
- Modification of emails generated by requests.
- Allow Admins to re-order work request types.
- Remove Taxa level notes under all species in Section 7 requests.

- Make Section 7 species level notes and survey result notes editable.
- Allow an option for Admins to mark a request as no longer used.
- Modification of Project Log items.
- Suppress multiple emails from Supervisor.

Version 6.0.8 of ETRACS (06/20/2019) [build 6.0.8] includes:
- Remove report headers from the contents of Excel reports.
- Retain the Permit Application Deliverables report.
- Update Excel output from default 97-2003 output types.
- Fix url redirect index out of bound issue.
- Create Custom Permit Application Deliverables Tracking Report.
- Manage multiple drawing revisions.
- Format Custom Permit Application Deliverables Tracking report to 11x17.
- Add page numbers to Custom Permit Application Deliverables Tracking report.
- Repeat the header (Rows 1 & 2) on each page on the Custom Permit Application Deliverables Tracking report.
- Error when running the Civil Rights report.

Version 6.0.7 of ETRACS (05/08/2019) [build 6.0.7] includes:
- Session timeout pushed from 20 mins to 30 mins.

Version 6.0.6 of ETRACS (04/24/2019) [build 6.0.6] includes:
- Add changes to the construction let date to the project log.
- Add new permit type "Section 408" and remove the Permit type "DWR Stromwater"
- For ECAP Requests, expand certain sections by default.
- Move focus to project box on dashboard search.
- Direct link to project requests.
- Alert the user when a request is about to be lost due to a session timeout.

Version 6.0.5 of ETRACS (03/20/2019) [build 6.0.5] includes:
- Duplicate project report.
- Add group to the request emails.
- Alert user with error when entering a Duplicate milestone in Work Request type.
- Add new biological conclusion to Section 7 request.

Version 6.0.4 of ETRACS (02/27/2019) [build 6.0.4] includes:
- Add direct project search on Dashboard.

Version 6.0.3 of ETRACS (02/13/2019) [build 6.0.3] includes:
- Add contains search to Tip Dropdown on Report search parameter
- Add two fields (Original due date, Proposed Revised Due Date) to the Quarterly report.
- Add project status field to the Request Status report.

Version 6.0.2 of ETRACS (01/23/2019) [build 6.0.2] includes:

- Fixed error when adding multiple " additional deliverables" documents of the request detail module .

Version 6.0.1 of ETRACS (12/19/2018) [build 6.0.1] includes:

- Add new biological conclusion ("No Effect - Outside of Range") to Section 7 request.
- Add new dropdown field ("Project Status") to ECAP request Internal Details.
- Include let date with project information.
- Make "New Mitigation Request" and "Revision to a current acceptance" checkboxes in the "DMS Mitigation Request" report editable.
- Add Requested Due date to the Section 7 Surveys by project report.
- Increase size of custom lead time on request add/update page.

Version 6.0.0 of ETRACS (11/28/2018) [build 6.0.0] includes:

- New Environmental policy group
- Enter key search functionality for WBS

Version 5.5.9 of ETRACS (10/31/2018) [build 5.5.9] includes:

- New Section7 result type "Informal Concurrence Needed"
- Dashboard search enter functionality.
- WBS search by wild card.

Version 5.5.8 of ETRACS (09/19/2018) [build 5.5.8] includes:

- "Clear all" in dashboard will now deselect the "My Work" setting.
- Extra document placeholder has been removed from various request types.
- NEU datalookups.

Version 5.5.7 of ETRACS (08/1/2018) [build 5.5.7] includes:

- Fixed a bug where the application would crash when trying to delete a permit that didn't have a permit type.
- Projects can now be created from SAP projects that have a closed Phase 300 WBS.

Version 5.5.6 of ETRACS (06/10/2018) [build 5.5.6] includes:

- Remove default request types when creating a new request.
- When the permit type was not set in a request, the application was crashing.
- The WBS Source was not being populated for type 3 projects.
- Allow searching for TIPS without the alpha prefix (1234 instead of B-1234).
- Create a new DMS Mitigation Request report.

Version 5.5.5 of ETRACS (04/22/2018) [build 5.5.5] includes:

- Show TIP and SubTip even if the project is not found in STaRS.
- SubTip and TIP not appearing on Request Status report.
- Internal notes are preventing the user from saving data changes on the request.
- Application Target date is not being updated when the Let Date changes.
- Add info to top of ECAP request Internal Details tab
- Additions to "Request Status Report"
- Permit Status Report - Application Sent Date Display on Status Sheet

Version 5.5.4 of ETRACS (02/18/2018) [build 5.5.4] includes:

- Allow the user to delete deliverable documents.
- Reformatted Permit Status Sheet report.
- Fixed error when transferring some requests, all requests would be transferred.
- Allow the user to edit internal detail notes.
- Don't save notes if they are blank.
- Change Tab focus in Update Request view to make Request Detail the default tab.
- Restrict lookups from the Dashboard that will return all data.

Version 5.5.3 of ETRACS (01/14/2018) [build 5.5.3] includes:

- When creating an ETRACs project, the WBS source from STaRS will be the Phase 100 WBS record.
- When a milestone is added in SAP, then the new Milestone will be reflected in existing requests.
- Documents can be deleted from requests.
- Dates on the Resurvey results will show the latest survey or resurvey.
- Notes can now be edited on the request.
- When a species is added to a county, that species will be reflected in all related requests.
- Tab orders have been changed.
- Various bug fixes.

Version 5.5.2 of ETRACS (10/25/2017) [build 5.5.2] includes:

A new sort order in assign to dropdowns in ECAP request. The source of the milestone list is now displayed to the user on the dashboard and at Update Project. Changed the order of date on ECAP request on View and Update.

More detail:

- Milestones are now synchronized with SAP.
- Report parameters have been redesigned to allow user to filter by county, division, region and the TIP number has been changed to a drop down box.
- Bug fixes including the planning date calculation and project deletion and the saving of certain data that was greater than the limit.

Version 5.5.1 of ETRACS (9/24/2017) [build 5.5.1] includes:

A new sort order in transfer projects, new rules regarding transferring requests have been implemented and a fix for scrolling bug that prevented a button from being displayed.

More detail:

- Fixed issue with Transfer Request where a long list of requests was not permitting the Transfer button to be displayed.
- Change the sort order of Projects in Transfer Project to be by WBS#.
- In Transfer Request, changed the requestor assignment to allow the To-requestor to be the same as the old requestor thus allowing changes to the On-Behalf of.

Version 5.5.0 of ETRACS (8/30/2017) [build 5.5.0] includes:

A way to allow an admin to transfer the requests, by all or by some, from one project to another has been added to keep projects in sync with STaRS.

Also:

- User sync with NCID – when a user is updated in NCID – for example, their name or email changes, ETRACs now allows the administrator to sync the account through User Roles.
- Fix for when changing the status of a request as a specialist or supervisor, the requestor will receive the email.
- New reports – Community Studies (Civil Rights) Report, DMS Mitigation Request Report, Impact Summary Report, Jurisdictional Determinations Report and Jurisdictional Resource report.
- Permit Status Report – has notes sorted by date in reverse chronological order, included the division and region label, and various label names have been changed.
- When transferring a request from one person to an external requestor, the On Behalf of user should be selected.
- USFS report, Section 7 Surveys by Project report has had the notes length increased from 50 to 150.
- BSG Submerged Aquatic Vegetation requests now show notes on dashboard under internal details.
- On Behalf of transfer request – during transfer request, if we select external requestor as the requestor, then the internal requestor field is mandatory.

Version 5.4.0 of ETRACS (7/16/2017) [build 5.4.4] includes:

A new way to create projects in ETRACS using the sub-TIP instead of the TIP to capture all the **project information, staff, and milestones from STaRS** regardless of WBS level.

A new **version of ETRACS for small mobile devices** so that only the Reports are accessible.

Reporting from **Web Analytics** to provide insight about the people using ETRACS, for example, what mobile devices and browsers are being used, as well as other notable data points

A group of **user-reported fixes and small enhancements**, including:

- Changing labels to reflect the new organization of the Environmental Analysis Unit
- Cleaning up the Search/Filter/Sort menu and options
- Improvement on the ECAP Internal Details screen for project moratoria
- A fix for users who were getting an error message on login
- A fix for the newest version of Bing maps
- Improvement of the message for saving Project Notes

Version 5.3.0 of ETRACS (6/18/2017) [build 5.3.5] includes:

All the functionality of previous versions, with the following functionality added:

A new set of **reports for management and project management**, including:

- Permit status
- Permit acquisition durations
- Permit deliverables
- Moratoria
- Permits required by project by Let Date
- Project Overview
- Subtask list (for projects and requests.

A group of **user-reported fixes and small enhancements**, including:

- Display of the number of projects and reports that are in ETRACS
- Renaming / clarifying the keyword search feature
- Some fixes for email, dashboard, and delete request function

Version 5.2.0 of ETRACS (5/31/2017) [build 5.2.3] includes:

All the functionality of previous versions, with the following functionality added:

Requested changes and additions have been made for **all groups of the Natural Environment Section (NES)**. This includes:

- Biological Surveys and new Biological Surveys Reports
- ICI/Onsite Mitigation
- ECAP

Version 5.1.0 of ETRACS (5/14/2017) [build 5.1.5] includes:

All the functionality of previous versions, with the following functionality added:

Requested changes and additions have been made for **all groups of the Human Environment Section (HES)**. This includes:

- Traffic Noise and Air Quality
- Community Studies

- Public Involvement

A new helpful Admin function to allow ETRACS administrators to create new generic Work Request Types. Several reported bugs and small enhancements were also fixed.

Version 5.0.0 of ETRACS (4/23/2017) build 5.0.4]

Version 5.0.0 of ETRACS is a major release. In addition to all the functionality of previous versions, ETRACS now has:

Reports that users can run on projects and requests. There will also be reports available for managers to show web activity, how many people are accessing ETRACS, what browsers and devices they are using, etc. More reports for projects and requests will be added in each future release.

Improvements to all the Cultural Resources requests: **Historic Architecture and Archaeology**.

For mobile work, people can use an **iPad** in the field. If you plan to use an iPad, please check out the system prerequisites.

For user support, a new button has been added to the dashboard to get Help from the Users' Guide or from ETRACSHelp@ncdot.gov.

For **streamlining and usability**, requested improvements have been made to the dashboard, to error messages, to project information, and to the administrative functions. Several reported bugs were also fixed.

Version 4.4.1 of ETRACS (4/2/2017) build 4.4.4]

Version 4.4.1 of ETRACS completes the Return Request function and fixes one reported bug.

Version 4.4.0 of ETRACS (3/26/2017) [build 4.4.2]

Version 4.4 of ETRACS includes all the functionality of previous versions, with the following enhancements and bug-fixes that have been added:

Creating requests will be faster because we've removed the step that required creating a "paper" memo and storing it with project documents. We've also streamlined the lifecycle of a request by removing the function of formally Returning Requests.

For **usability**, added an error message to alert users to contact ETRACShelp@ncdot.gov when they are not setup properly.

Helpful Admin Tools: a new function to allow work to be transferred from one requestor to another, as well as improved layout for usability on the User Role Maintenance screen.

Corrections: fixed several problems that were reported by ETRACS users, including: email problems, difficulties in submitting requests from In Draft or In QC status, and erroneous duplication of projects being created as both WBS and "Other" project types.

Version 4.3.0 of ETRACS (3/19/2017) build 4.3.1]

Version 4.3 of ETRACS includes all the functionality of previous versions, with the following enhancements and bug-fixes that have been added:

For **usability**, a fix was made to the search/filter/sort function

For **Biological Surveys,** the organization of species by county was corrected to combine all counties under each species in a single survey

Version 4.2.0 of ETRACS (3/12/2017) [build 4.2.0]

Version 4.2 of ETRACS includes all the functionality of previous versions, with various bug-fixes and the following enhancements:

Helpful Admin Tools: simplified the roles for Webroles and ETRACS, optimized (sped up) the User Role setup function.

Version 4.1.0 of ETRACS (2/26/2017) [build 4.1.2]:

Version 4.1 of ETRACS includes all the functionality of previous versions, with the following enhancements and bug-fixes that have been added:

Subtasks are an existing function in ETRACS that allows discrete pieces of work to be assigned to consultants under contract. This release of ETRACS has enhanced this function by:

- Refining the information that will be displayed about consultants' work
- Allowing deletion of subtasks by appropriate people
- Distinguishing the appearance of project-level vs. request-level subtasks for usability
- Fixing the Subtask Search

For **usability**, added the name of the request type in the screens where the request is being updated or worked on.

Admin Tools for the Business: fixed several issues in the admin function

Corrections: fixed several problems that were reported by ETRACS users or reported in user and/or IT testing, including some BSG and ECAP changes.

Version 4.0.0 of ETRACS (2/5/2017) [build 4.0.5]:

Version 4.0 of ETRACS is the final release to bring all of the HES and NES groups online. This includes all of the functionality of previous versions, with the following functionality that has been added:

All groups of the Natural Environment Section (NES) have been added to ETRACS and are online for creating and completing all of their requests. This includes:

- Environmental Coordination and Permitting (ECAP)
- ICI/On-Site Mitigation
- Engineering

For **Biological Surveys**, added: a summary table for the dashboard, some new Results options to give more detail for their work, as well as other changes and enhancements as requested by this group.

For **usability**, a new dashboard design makes it easier to distinguish projects and requests from each other.

For other **enhancements**, added a Project Notes category for **Let Dates**. This should improve the communication concerning revisions to Let Dates in ETRACS.

For **Requesters**, made screen changes to clarify and expedite requests made by consultants so that they can be submitted without the Requestor's review. Each requestor can change that choice, as well as other individual preferences, using their user preferences under their ETRACS Settings.

Admin Tools for the Business: ETRACS Admins now have the ability to make corrections to the Request names, required documents, requested lead times for the work, etc. They use an Admin Tool that gives the business a powerful way to configure ETRACS and to be responsive to changing business needs over time.

Version 3.0.0 of ETRACS (12/11/2016) [build 3.0.3] includes:

All of the functionality of previous versions. The following functionality has been added:

All groups of the Human Environment Section (HES) have been added to ETRACS and are online for creating and completing all of their requests. This includes:

- Traffic Noise and Air Quality
- Community Studies
- Public Involvement

For **clarity,** brackets have been added to request types that have the same name for different groups, thus ensuring that the request reaches the right group. For example, [HA] is a prefix for some Historic Architecture requests, [A] is a prefix for some Archaeology requests, [CS] is a prefix for some Community Studies requests, [PI] is a prefix for some Public Involvement requests, and [TNAQ] is a prefix for some Traffic Noise & Air Quality requests. These are all needed because the name of the request is the same.

For **usability**, the order of the buttons on the Create Request screen is more logical, that is: Enter TIP# -> Verify -> Select WBS to Continue. Also for usability, it is now easier to remove Historic Architecture and Archaeology groups when they are not needed.

Corrections: the search function has been corrected so that it now filters out Project Type 3s correctly. We have also made some small corrections to wording/labels on the screens, as requested by the current users and the Core Team.

Installed application: with this new installation, it's a good idea to click Ctrl-F5 to refresh your browser the first time you log on. We apologize for the inconvenience; IT is working on a resolution to this possible issue to ensure that you get a clean install on your computer. As-of now, this is an unavoidable step given the multiplicity of machines in an organization of this size.

Version 2.0.0 of ETRACS (11/20/2016) [build 2.0.11] includes:

All of the functionality of previous versions. The following functionality has been added:

Biological Surveys Group (BSG) of the Natural Environment Section (NES) has been added to ETRACS. They are now online for creating and completing all of their requests.

ETRACS now supports **Project Notes** to be created, as well as copied across projects. This will provide information at the project level, as well as a means for different groups to communicate.

As a first step for adding all of **NES and incorporating data that is available in the Data Warehouse**, ETRACS now includes new project-level information, such as Construction Let Date, additional staff names not available in STaRS, and a field for Requesting Unit (which is also required for Cultural Resources reporting). Users now have a choice whether or not to receive project update notifications.

New directions for linking to documents in a **SharePoint library** are included in every field that asks for a document link.

Subtask functionality has been enhanced, and subtasks can also be created at the project level.

Additional project / bridge description has been changed to be editable, even if it's a bridge project from STaRS.

For **clarity and appearance**, ETRACS has a new logo. All screens throughout the system cleanly show TIP/Sub-TIP/WBS on one line. The dashboard tabs have been changed to include design information within the other project general information.

Corrections: the search function has been corrected so that it now filters out Project Type 3s correctly. We have also made some small corrections to wording/labels on the screens, as requested by the current users and the Core Team.

Version 1.4.0 of ETRACS (8/28/2016) [build 1.0.31] includes:

All of the functionality of previous versions. The following enhancements were added:

For **supporting SharePoint document links**, ETRACS has been modified to recognize and process correctly all document links from both Project Store and directly from SharePoint.

For **clarity of communications & ease of lookup,** ETRACS notifications (emails and memos) will contain the complete project numbers, for example, TIP: A-0009 | Sub-TIP: A-0009FO | WBS: 4567.2.1.

For **improved search capability,** the blue Clear All button clears every field (not just the request status).

For **user ease of access**, a Google search for ETRACS will easily find the URL for our system.

For **user support**, ETRACS administrators will be able to delete requests so they can more easily help users with issues.

We have also made some small corrections to wording/labels on the screens, as requested by the project team.

NOTE: build 1.0.32 was a patch release to fix an email problem in Production. It also implemented an enhancement to allow a requestor to delete requests in status On-hold and Returned.

Version 1.3.0 of ETRACS (7/29/2016) [build 1.0.28] includes:

All of the functionality of previous versions. The following enhancements were added:

For **creating requests**, a third project type has been added to accommodate projects that:

- Share a WBS number, such as Division maintenance, spot safety, bridge, and rail projects
- Do not have a TIP or WBS number, such as commerce or municipal projects

For **editing requests**: Completed Requests can now be edited by any role; however, PA numbers can be edited only by supervisors.

For **project information**: ETRACS now allows Project Information to be edited by any role, and there is expanded space for describing the project Design Information.

For **searching** from the dashboard: the "Name" search now appears in alphabetical order.

For **user support**:

- Improved instructions for mapping to Project Store to facilitate storing and linking documents
- A new email ETRACShelp@ncdot.gov is available for users to request support.
- A Troubleshooting section has been added to the Users' Guide that includes the difficulties that have been experienced by the users.

Version 1.2.1 of ETRACS (5/13/2016) [build 1.0.21] includes:

 All of the functionality of V1.2. The following enhancement was added:

For User Roles administrative function: Improved performance of this function for ETRACS administrators

Version 1.2 (4/25/2016) [build 1.0.19] of ETRACS includes:

 All of the functionality of V1.0. The following enhancements were added:

For Programmatic Agreement requests:

- Redesign of PA flow
- Changes to names of NEPA/SEPA documents and which enabled the PA flow
- Changes to NEPA/SEPA document defaults for enabling the PA# flow
- Added the functionality so that more than one person can get notifications of new PA requests

For documents:

- Removed functionality of common documents
- Improved clarity of which documents are input (in creating a request) and which documents are deliverables (for completing a request)

For the dashboard:

- Improved default dashboard view
- Show more information on the dashboard view of Request Details

For added functionality for roles:

- Allow supervisors to complete requests and update the actual completion date
- Allow both supervisors and specialists to update a subtask
- Allow post-dating results

For general usability:

- Added WBS descriptions for creating a request
- Added Users' Guide link to every page

Defect fixes for:

- User preferences for reviewing consultants' work
- Drive-mapping to the correct level in Project Store to accommodate differences for the Divisions

Version 1.0 of ETRACS (1/13/2016) includes:

- the basic system for creating projects and making requests from Project Development and Divisions
- the process flow for updating requests and adding details for both projects and requests
- the interfaces for pulling project data from STaRS and updating STaRS milestones.
- the definition of users by role, including supervisors and both internal and external requesters and specialists. This will allow controls for both system security and "personalized" ease-of-use of the system.
- the dashboard to allow each user to sort and search both projects and requests

Groups will be added iteratively as the system is built out. In this rollout version, requests can be made to:

- Archaeology
- Historic Architecture