



ROWIS BASICS FOR PROVIDERS

Module 1 - How to Navigate ROWIS



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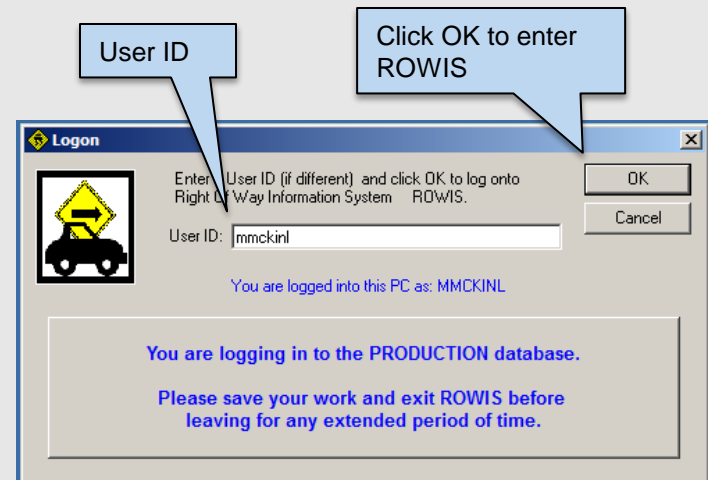
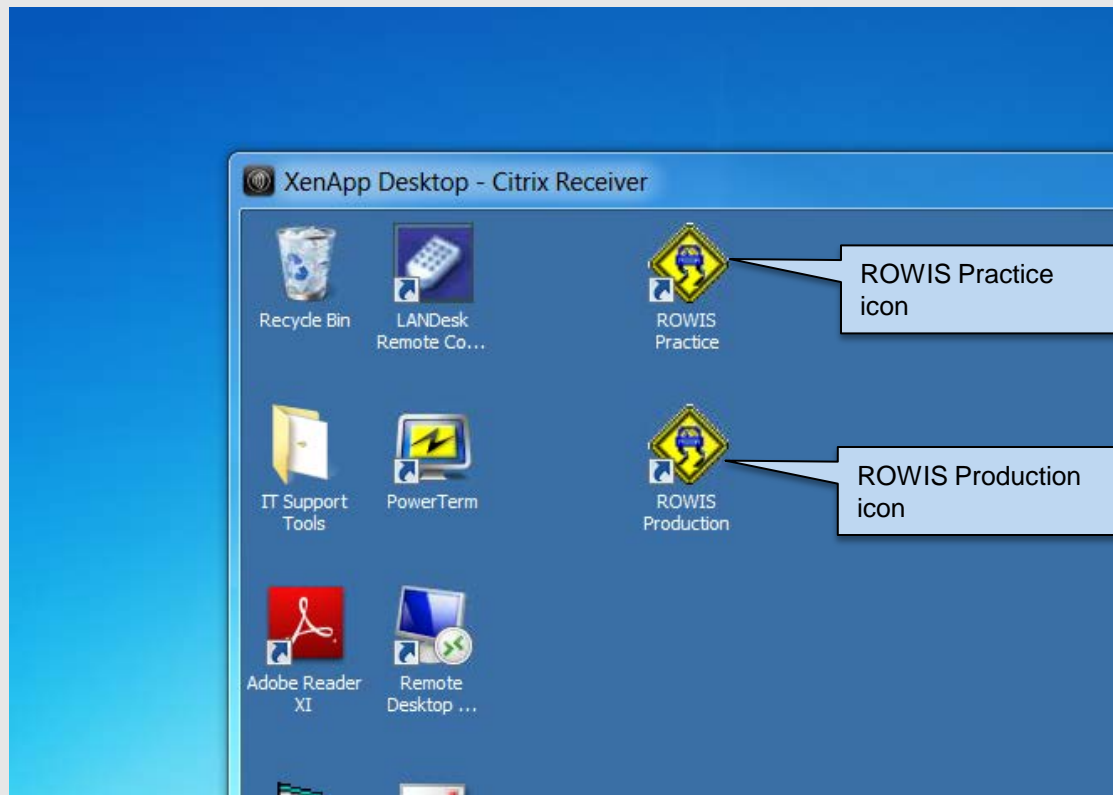
What you will learn

1

ROWIS Introduction

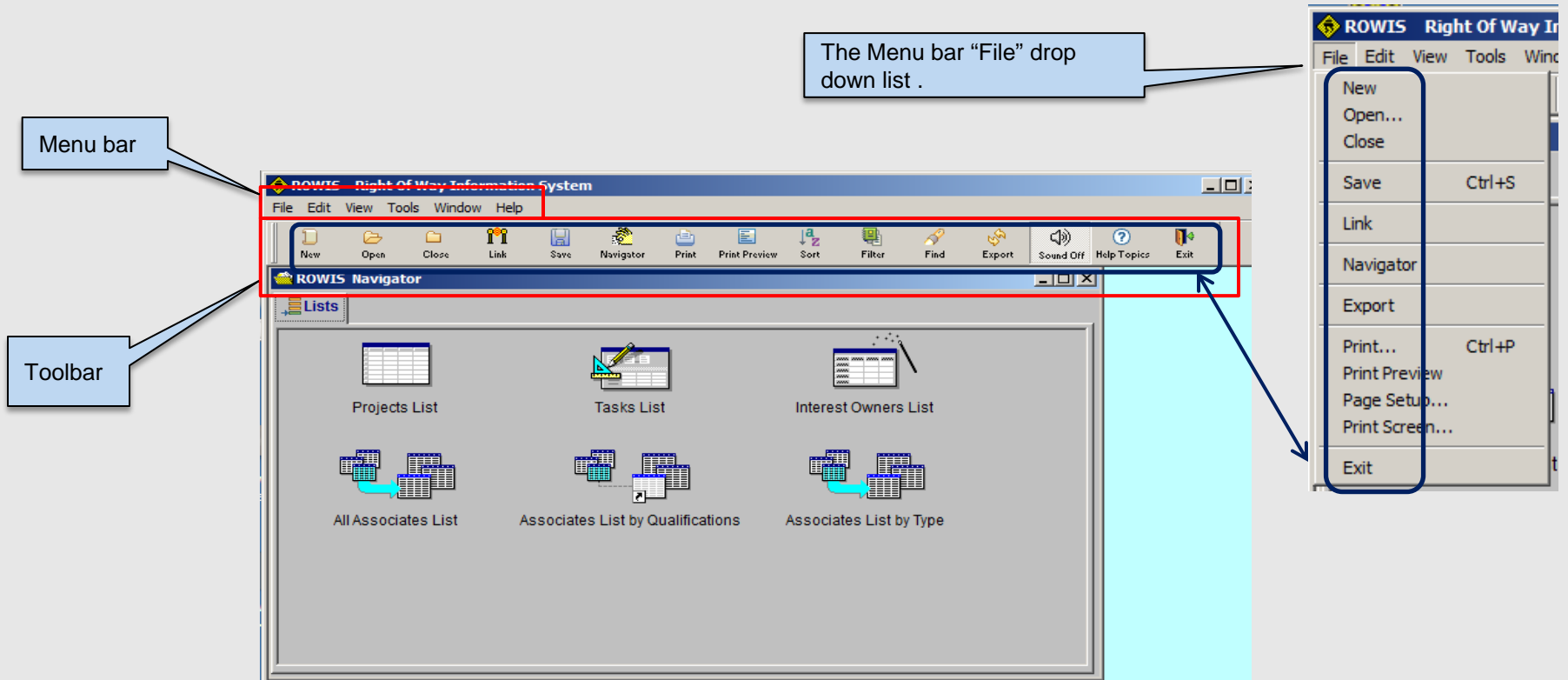
1. ROWIS Introduction

- **Logging into ROWIS:** To log in to ROWIS, click on either your ROWIS Production or ROWIS Practice icon. Next you will need to enter your “User ID” and click OK.



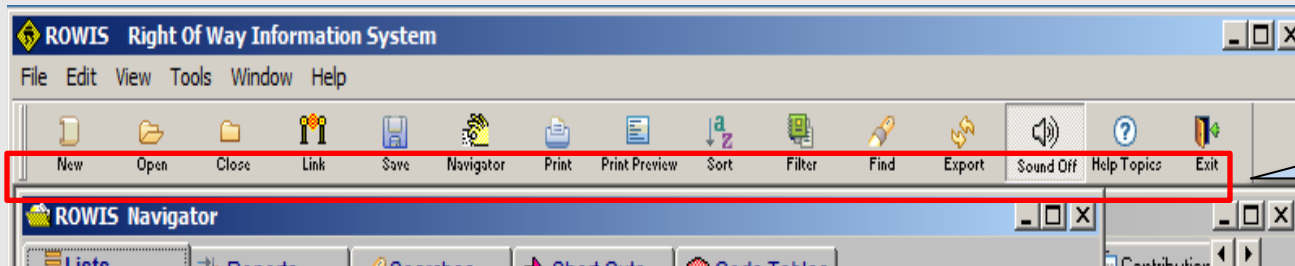
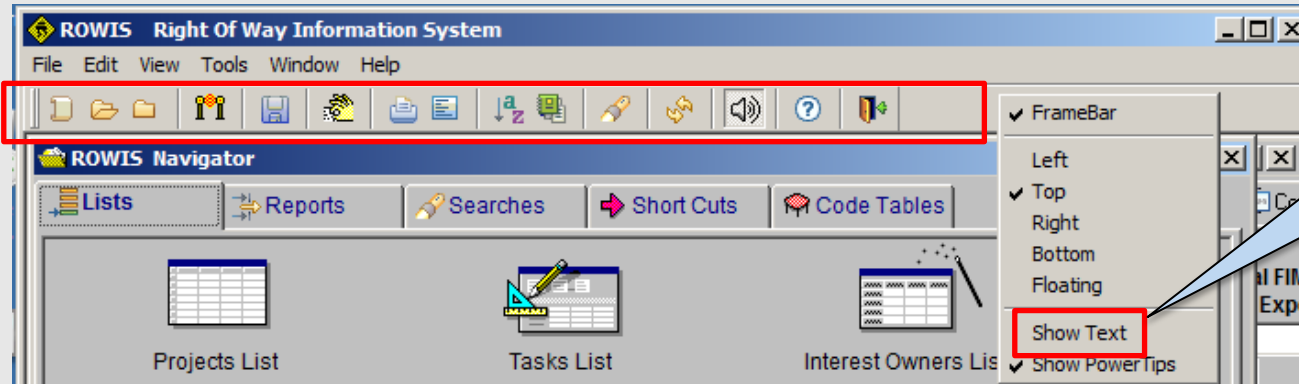
1. ROWIS Introduction

- **Initial logon window:** Upon logging into ROWIS you will see the Menu bar and the Toolbar near the top of the page. In many instances both the Menu bar and Toolbar serve the same purpose.



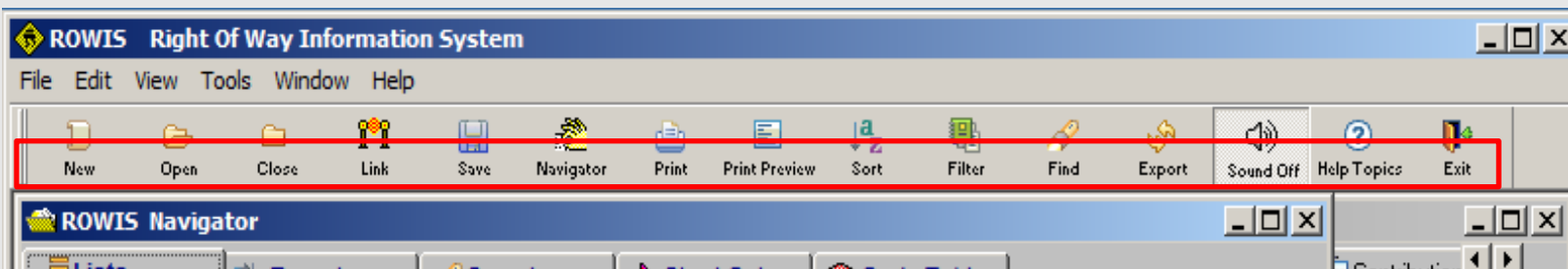
1. ROWIS Introduction

- **Toolbar:** By default you will not see the icon descriptions



1. ROWIS Introduction

▪ **Toolbar:** Icon Descriptions



New – Create a new object.

Open - Open an object

Close – Close an object

Link – Link an object

Save – Save changes

Navigator – Open the navigator window

Print – Print out documents

Print Preview – Preview before printing

Sort – Sort list

Filter – Filter List

Find – Search for items (projects)

Export – Export out data (reports)

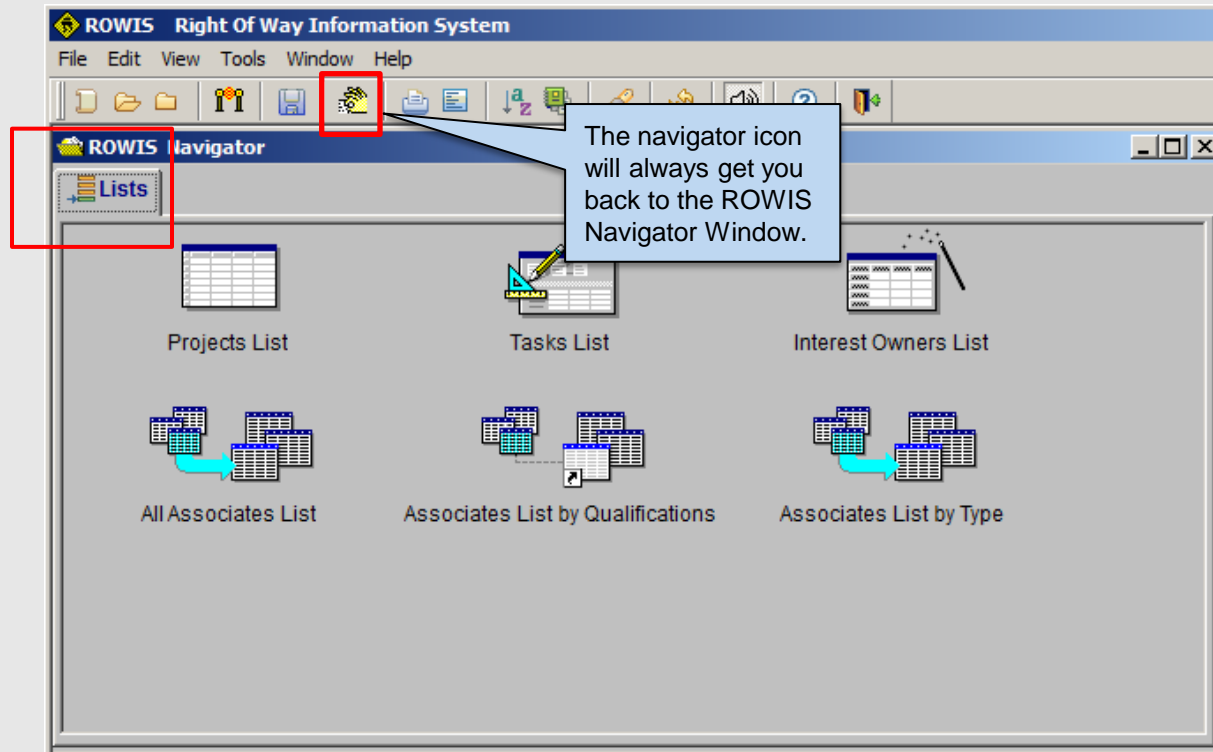
Sound off – toggle sound on and off

Help – Opens the ROWIS user guide

Exit – Exit the program

1. ROWIS Introduction

- **ROWIS Navigator:** The **Lists** tab consist of 6 separate list. The Projects list, Tasks List, Interest Owners List, All Associates List, Associates List by Qualifications and Associates List by Type.



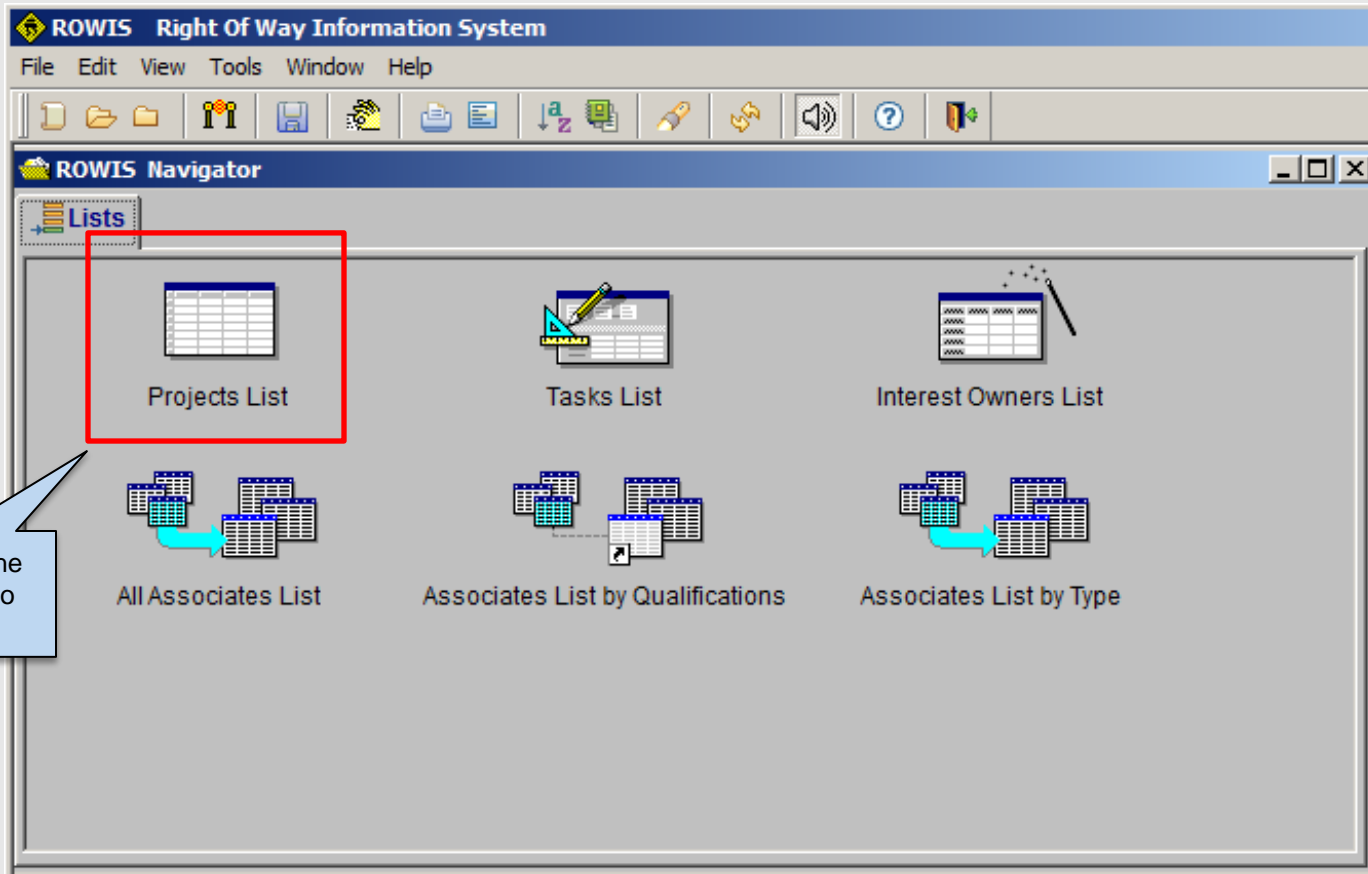
What you will learn

2

ROWIS Navigator Window - Lists

2. ROWIS Navigation Window - Lists

- **Project list:** Is where you will find the list of projects.



2. ROWIS Navigation Window

- **Projects list:** Once in the Projects list, you can search ROWIS for a particular project.

1. If there were multiple projects, you could search for a specific project by clicking the **Find** icon.

2. Once the project is found, it can be opened by double clicking on the folder.

District	ROW CSJ Nbr	Project Status	Scheduled Let Date	Authorized State Funds	R/W Full A Estima
Region		Status Date	Full ROW Release Date		
AUS South	Ra	Request ROW CSJ	12/14/2016	0000-11-111	Project Name: Fictional Highway for training purposes
AUS South	2100-01-001	Assigned ROW CSJ	4/26/2016	2100-01-054	Project Name: Reconstruct to 6-lane divided roadway

2. ROWIS Navigation Window

- **Projects Folder:** Once the project is opened, you can retrieve general information about the project by clicking on one of the displayed tabs.

You can go into different areas of the Project by clicking on the appropriate displayed tab.

The screenshot displays the ROWIS Right of Way Information System interface. The main window is titled "ROWIS Right of Way Information System" and contains a menu bar (File, Edit, View, Tools, Window, Help) and a toolbar with various icons. Below the toolbar is a "Project Folder (ROW CSJ NBR not entered)" window with a red border. This window has a tabbed interface with tabs for "Detail", "Parcels", "Agencies", "Minute Orders", "CSJs", "History", "Map Index", "PHMIS Data", and "Contributor". The "Detail" tab is active, showing a form for project information. The form includes fields for Region (South), R/W CSJ Nbr (0000-11-111), Project Status (Request ROW CSJ), Environmental Clearance Date (00/00/0000), Project Status Date (12/14/2016), Full ROW Release Date, Program Category (11 District Discretionary (eff 9/29/2011)), Prop. Let Date (01/2019), Actual Let Date (00/00/0000), District (Austin), Primary County (TRAVIS), Continued Occupancy? (checkbox), Approval Date (00/00/0000), Highway Type (US), Highway Nbr (183), Cont. Occ. Max. Amount, Project Complexity (Complexity Level 2 - Expected R/W Project Duration 12 months), R/W Project End Date (00/00/0000), Funding Source (Fund 6), R/W Project Owner, Funding Comment (Practice project only do not confuse with active project), Construction Project Description (Fictional Highway for training purposes), Project Beginning Limit (IH 35), Project Ending Limit (SH 71), Project Hwy Length (5.2miles), Controlled Access? (Non-controlled Access), Acquired by (TxDOT(T), RMA(R), LPA(L), ROWAPS(Ra) [checked], CDA(C), Other(O), Pass Thru Financing(Ptf)), Acquired By Comment (Practice project for multiple vendors training), and Last Update (12/14/2016 10:58: By: dharrah).

2. ROWIS Navigation Window

- **Projects Folder:** The **Parcels** tab is where you will find the list of parcels that have been created for the project.

Double click on the Parcel Folder to open the parcel.

ROWIS Right Of Way Information System

File Edit View Tools Window Help

Project Folder: (ROW CSJ NBR not entered)

Parcels Tab

Parcel Nbr	Parcel Status	Status Date	Location Description
1	Reviewed	12/14/2016	SWC Patsy & Charles Raymond, El Paso City, TX
2	Reviewed	12/14/2016	SWC Patsy & Charles Raymond, El Paso Cty, TX
3	Open	12/14/2016	SWC Patsy & Charles Raymond, El Paso Cty, TX
4	Approved	8/4/2016	SWC Patsy & Charles Raymond, El Paso City, TX
5	Reviewed	12/14/2016	SWC Patsy & Charles Raymond, El Paso City, TX
6	Reviewed	12/14/2016	SWC Patsy & Charles Raymond, El Paso, TX
7	Reviewed	12/14/2016	SWC Patsy & Charles Raymond, El Paso City, TX
8	Open	12/14/2016	US 62/180 (Montana Ave)
9	Approved	8/3/2016	SWC Patsy & Charles Raymond, El Paso Cty, TX

* if different

ROW CSJ Nbr: Project: US 183 Fictional Highway for training purpo

2. ROWIS Navigation Window

- **Projects Folder:** The parcel will open on the **Detail** screen.

The screenshot shows the ROWIS Right Of Way Information System interface. The title bar reads "ROWIS Right Of Way Information System". The menu bar includes "File", "Edit", "View", "Tools", "Window", and "Help". The toolbar contains various icons for file operations and navigation. The main window title is "Parcel Folder: 1 for ROW CSJ Nbr (not entered)".

The main content area is divided into several sections:

- Parcel Nbr:** 1
- Location:** SWC Patsy & Charles Raymond, El Paso City, TX
- Map Sheet:** 1
- General File Number (GF#):** 046266
- Relocation Assistance:** No Relocation Business Residential Personal Property Only OAS
- Utility Adjustment:** Begin Date: 00/00/0000 End Date: 00/00/0000 Reimbursable Alt. Procedure Date: 01/01/2017 Non Reimbursable Eligibility Ratio: % Estimated Adjustment Cost:
- Parcel Status:** Reviewed
- Status Date:** 12/14/2016
- Release Type:** Not Released
- Release Date:**
- Please Note:** If Release Type and Release Date are not indicated, you must contact ROW Division before doing any additional work on the parcel.
- Value Approved Date:** 00/00/0000
- Possession Date:** 00/00/0000
- Type of Possession:** Undetermined
- Outsourced Parcels:** Work on this parcel has been outsourced?

The right-hand navigation pane is highlighted with a red box and contains the following folder tabs:

- Detail
- CSJs
- Agencies
- Owners
- Assigned Tasks
- Documents
- Acq Interests
- Work Orders
- Appraisals
- Values
- Minute Orders
- Payments
- Comments
- History
- Negotiations
- Eminent Domain
- Relocation

Once in the **Parcel folder** you will be able to select from several folder tabs to search for or enter data.

2. ROWIS Navigation Window

- **Interest Owners list:** Is a listing of all owners, current and previous, who have owned an interest in land TxDOT is purchasing.

Double click the **Interest Owners List** to open it.

Owner Name Primary Contact	Owner Type	Mailing Address Street Address	Home Phone Number Work Phone Number	Last U
Arredondo, Ignacio L Ignacio L Arredondo	Individual	4265 San Felipe Ste. 350 Houston TX 77027		5/5/201 dsmith3
Byrd Jeanne Ann Smith Executrix Jeanne Bryd POLK	Trust	P.O. Box 1210 Onalaska TX 77360		11/5/201 oflores1
#HWH Real Estate Holdings Co #1 L Limited Partners Michael Peay		28909 Katy FWY Katy TX 77494-1000	(281)371-7200	4/27/201 edimaca
1 REH Ltd. Robert E. Hagestad	Limited Partners	2035 SH 183 Irving TX 75062		11/11/200 ewisham
1&G 750 Canyon, LLC Kelly Brannen	Individual	400 E. Las Colinas Blvd., Suite 100 Irving TX 75039	(214)884-2390	3/27/201 wstaffo
10/6 East Ltd	Limited Partners	20 Briar Hollow Lane Houston TX 77027		1/28/200 jteltsc
100 Deacon, Ltd. Clyde Schuehle	Corporation	P. O. Box 142 Hondo TX 78861-0142		1/10/200 dknlwes Delete

08/03/2015 10:22 Page: 1 of 1

2. ROWIS Navigation Window

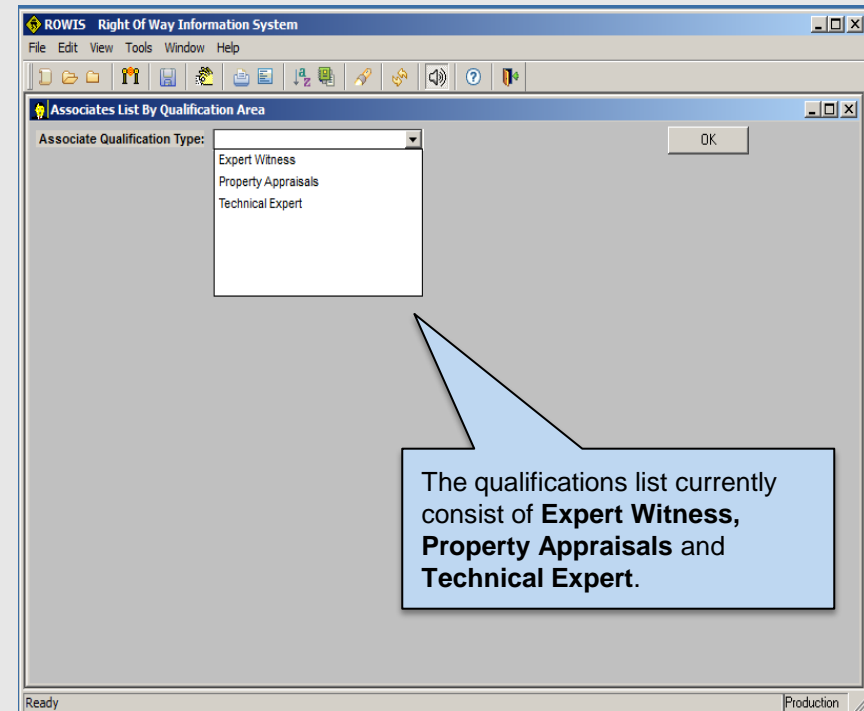
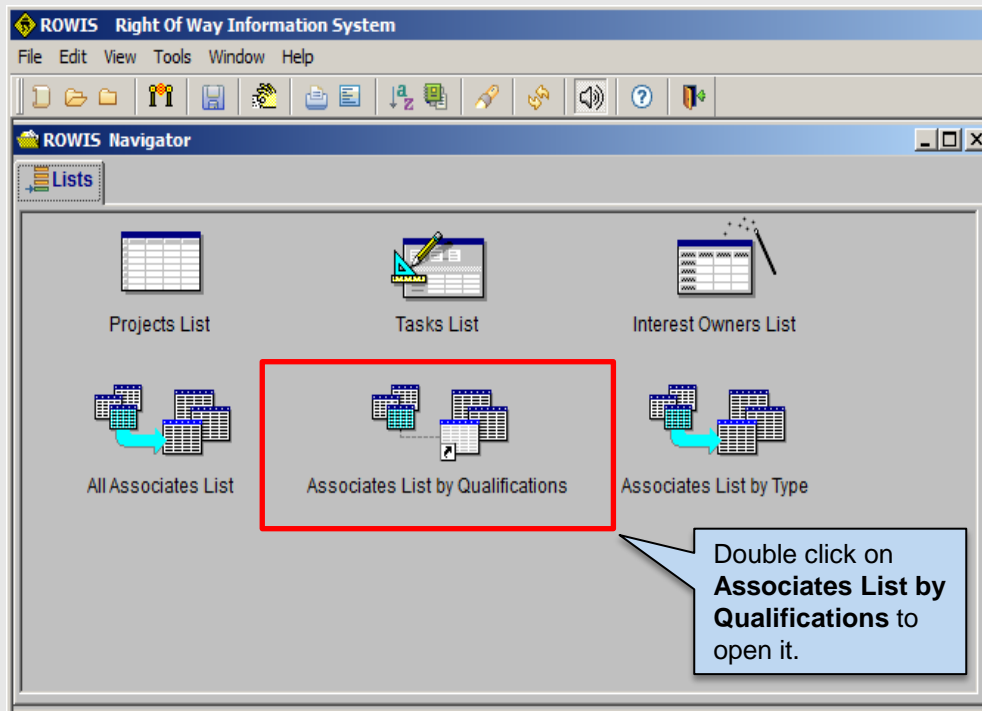
- **All Associates list:** Is a listing of every person, company, court, etc that can perform work on a project and/or parcel. In order to pay one of these entities, their information must be in this list.

Double click the All Associates List to open it.

ID	Associate Name	Associate Type	Mailing Address	Work Phone Nbr	DBE ?	
	Company Name	XRef	Personal ID Nbr	Street Address	Fax Phone Nbr	HUB ?
		Relo - Direct Payment to	P.O. Box 8516	() -	N	
O Neil Relocation 16684		19536506850		() -	N	
		001	Topeka KS 66608			
		Leasehold Interest + Title	33 NW First St	() -	N	
Fantastic Furnishings, Inc 8975		17522895303		() -	N	
		000	Paris TX 75460			
		Relo - Direct Payment to	1430 Ashley St.	(409)835-1141	N	
U.S. Flag & Flagpole, Inc. 7162		17606166472	1430 Ashley St.	(409)835-1181	N	
		000	Beaumont Tx 77701			
		Undetermined	306 W. Hwy. 21	(979)567-3286	N	
Burleson County Tribune 24568				(979)567-7898	N	
		000	Caldwell TX 77836-1230			
		Undetermined	124 W. Castellano, Suite 202	() -	N	
Red Road Compound, Ltd., a Texas limite 21019		17427230630		() -	N	
		000	El Paso TX 79912			
		Court Clerk	1110 Victory Suite 202	() -	N	
Webb County District Clerk 9002		17460015872		() -	N	
		008	Laredo Tx 78040			

2. ROWIS Navigation Window

- **Associates list by Qualifications:** This list allows for the quickest way to obtain information on Associates by qualifications.



2. ROWIS Navigation Window

- **Associate by Type:** Basically this is the same list as the All Associates list, but can be searched by Associate type.

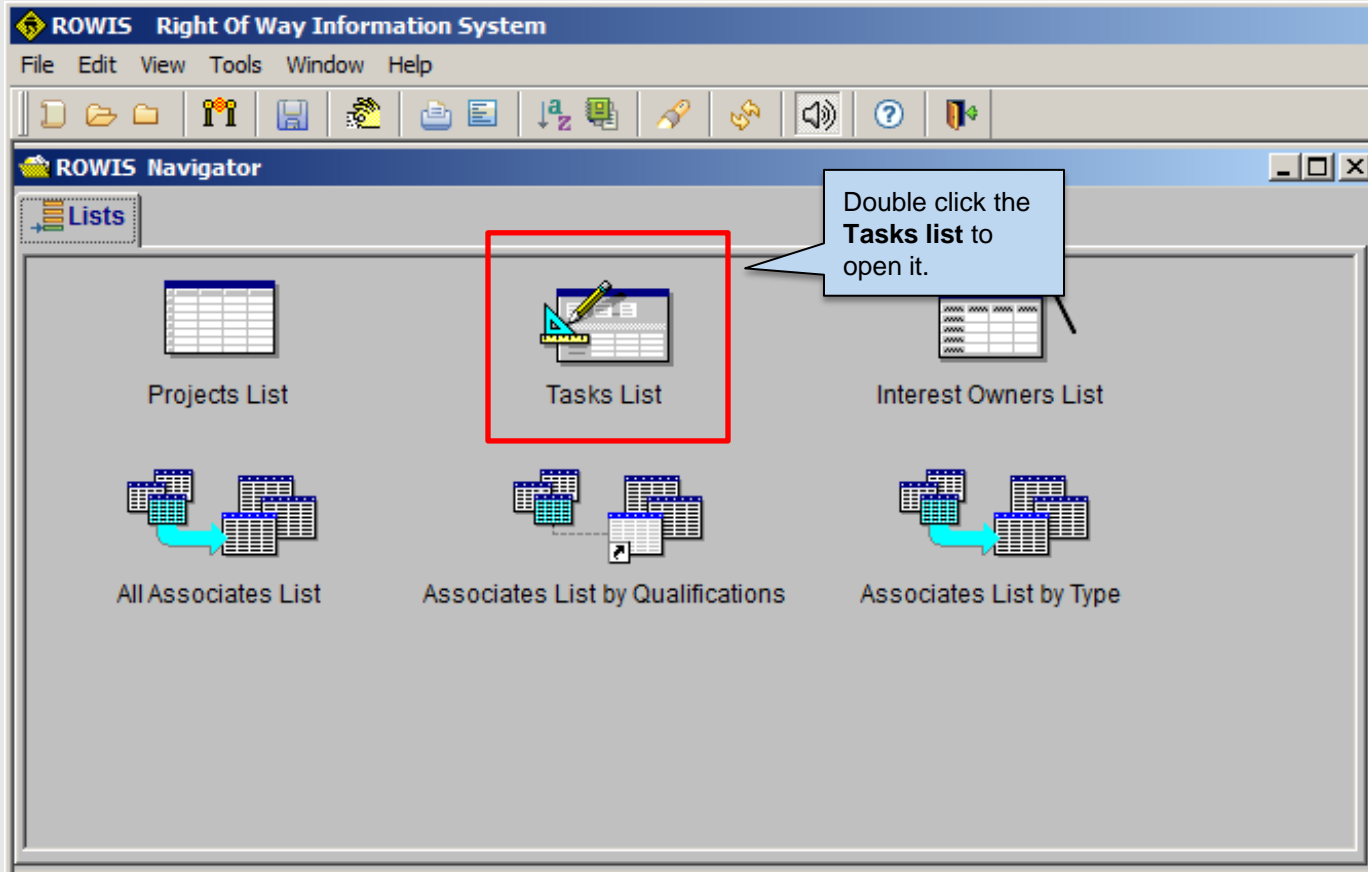
The image displays two screenshots of the ROWIS (Right of Way Information System) software interface.

The left screenshot shows the **ROWIS Navigator** window. It features a 'Lists' section with several icons representing different data lists: Projects List, Tasks List, Interest Owners List, All Associates List, Associates List by Qualifications, and Associates List by Type. The **Associates List by Type** icon is highlighted with a red rectangular box. A callout bubble points to this icon with the text: "Double click on **Associates List by Type** to open it."

The right screenshot shows the **Associates By Type** dialog box. It has a menu titled "Associate Type:" with an "OK" button. The dropdown menu is open, showing a list of associate types: Undetermined, Assistant AG, Attorney Ad Litem, Contract Appraisal Reviewer, County Clerk, and Court - County or District. A callout bubble points to the dropdown list with the text: "There are currently 41 Associate Types including undetermined".

2. ROWIS Navigation Window

- **Tasks List:** Is where you create and assign task.



2. ROWIS Navigation Window

- **Tasks List:** Is utilized to assign a task to an associate. Payment request are often based on an assigned task. Tasks are assigned starting from “ROW CSJ Nbr” field working counter clockwise around the screen.

The screenshot shows the 'Assign Tasks' window in the ROWIS application. The window title is 'ROWIS Right Of Way Information System'. The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main area is divided into several sections:

- 1. Select the ROW CSJ Nbr.**: A dropdown menu labeled 'ROW CSJ Nbr:' is at the top left.
- 2. Select Parcel(s)**: A table titled 'Select Parcel(s):' with columns 'Parcel Nbr' and 'Parcel Status' is below the dropdown.
- 3. Select Task Category**: A list titled 'Select Task Category:' with options 'Project Setup', 'Appraisal', and 'Negotiations' is below the table.
- 4. Select Task**: A table titled 'Select Task:' with columns 'ROW Function' and 'Task Description' is below the list. It shows 'Project Setup' with 'LPA Reimbursement (Acq)' and 'ROWAPS Management Fees'.
- 5. Select Associate type**: A list titled 'Select Associate Type:' with options 'LPA', 'Mediator', and 'Owner's Attorney' is at the bottom left.
- 6. Select Associate**: A table titled 'Select Associate:' with columns 'Associate Name', 'Associate Type', 'mail cd', 'Company Name', 'Personal ID Nbr', 'Mailing Address', and 'City' is on the right side.

Associate Name	Associate Type	mail cd
Cameron County Administration 1100 E Monroe St	LPA	17460004207 1100 E Brownsville
Collin County Special Projects	LPA	17560008736 825 N. McKinney
City of Lubbock P.O. Box 2000	LPA	17560005906 Lubbock

ROW Function	Task Description
Project Setup	LPA Reimbursement (Acq)
Project Setup	ROWAPS Management Fees

3. Contact Information

This is the end of ROWIS Basics for Providers: Module 1 - Navigating ROWIS

For assistance please contact your TxDOT Project Manager.

For technical issues, send an email to: **ROW_ROWIS-Helpdesk@txdot.gov**

If you need further assistance contact Mark McKinley at 512-416-2868

Mark.McKinley@txdot.gov