TxDOTCONNECT

Reference Guide

Right of Way & Utilities

ver 1.0.1

Table of Contents

Table of Contents 2
1 Introduction 6
1.1 Reference Guide Overview 6
1.1.1 Purpose of this Document 6
1.1.2 Reference Guide Key 6
1.1.3 Feature Key 6
1.2 Login Page 8
1.2.1 Sign In 8
1.2.2 Forgotten Passwords 8
1.2.3 Idle Session Security Timeout 8
1.2.4 Extended Session Security Logout 8
1.3 Home Page 9
1.3.1 Top Menu Bar 9
1.3.2 My Tasks 11
1.3.3 My Group List 12
2 Tools Menu 14
2.1 Help Page 15
2.2 Reporting Page 16
2.2.1 Report Selection 16
2.2.2 Report Options 17
2.2.3 Report Toolbar 18
2.3 Bulk Upload Page 19
2.4 Profile 20
2.4.1 Contact Information 20
2.4.2 Roles 20
2.4.3 Supporting District(s) 20
2.4.4 Preferences 20
3 Projects Module 21
3.1 Project Search 21
3.1.1 Search Feature 21
3.1.2 Search Results 22
3.2 Project Header 23
3.3 Left Navigation Menu (Projects) 27
3.4 Location Page 28

3.4.1 Location Map 29
3.4.2 Parcel List 30
3.5 Resources Page 31
3.5.1 Project Managers 32
3.5.2 Resources 32
3.5.3 External Resources Assignment 33
3.6 Right of Way Page 35
3.6.1 Project Details 36
3.6.2 Project Estimates 39
3.6.3 Parcel List 40
3.6.4 Organization Assignment 41
3.6.5 Assigned Tasks 42
3.6.6 Assigned Tasks 43
3.7 Utilities Page 44
3.7.1 Utilities Details 45
3.7.2 Cost of Adjustment 49
4 Right of Way Module 52
4.1 Parcel Search 52
4.1.1 Search Feature 52
4.1.2 Search Results 52
4.2 Parcel Header 53
4.3 Left Navigation Menu (Right of Way) 55
4.4 Parcel Details Page 56
4.4.1 Parcel Details 57
4.4.2 Parcel Parts 59
4.4.3 Assigned Tasks 61
4.4.4 Created By and Created Date 61
4.5 Funding Page 62
4.5.1 Agency Funding Responsibilities 62
4.5.2 Activity List 62
4.6 Appraisal Page 63
4.6.1 Appraisal List 63
4.6.2 Summary Information 64
4.6.3 Acquisition Interest Values 66
4.6.4 Appraisal Review 68
4.6.5 Comparable Sales 69
4.7 Negotiations Page 71

4.7.1 Offer Details 72
4.7.2 Possession and Use Agreement (PUA) 73
4.7.3 Administrative Settlement Information 74
4.7.4 Deed Information 75
4.8 Acquisition Page 76
4.8.1 Approved Values 77
4.8.2 Financial Information 78
4.8.3 Financial Information 79
4.9 Eminent Domain Page 80
4.9.1 Summary 81
4.9.2 Special Commissioner's Award Information 82
4.9.3 Litigation Information 85
4.10 Relocation Page 88
4.10.1 Summary Table 88
4.10.2 Details 89
4.10.3 Supplement Data Information 91
4.10.4 Moving Cost 94
4.11 Demolition Page 97
4.11.1 Details 98
4.11.2 Demolition Information 100
4.11.3 Asbestos Review 101
4.12 Minute Order Page 102
4.12.1 Details Table 102
4.13 Parcel Comments Page 103
5 Administrative Module 104
5.1 Organization Search 105
5.1.1 Search Feature 105
5.1.2 Search Results 105
5.2 Create Organization 106
5.2.1 Organization Header 107
5.2.2 Organization Information 107
5.2.3 Contact Information 108
5.2.4 Address Information 108
5.2.5 Certifications 108
5.2.6 Supporting Resources 109
5.2.7 Resource Certifications 110
5.3 Payment Search 112

5.3.1 Search Feature 112
5.3.2 Search Results 112
5.4 Payment and Voucher 113
5.4.1 Payment Header 114
5.4.2 Payment Information 115
5.4.3 Voucher Information 119
5.4.4 Save or Submit 119
5.5 Payment Review Workflow 120
5.5.1 ROW Payment Workflow 120
5.5.2 Utilities Payment Workflow 121
6 Revision History 122

1 Introduction

1.1 Reference Guide Overview

1.1.1 Purpose of this Document

TxDOTCONNECT is an information technology solution to automate the delivery of TxDOT's transportation programs, Projects, and right of way. It will replace the functionality from up to 40 Engineering Operations systems. It impacts both internal and external stakeholders to the agency. This includes individuals who use legacy systems to input data regarding TxDOT projects, as well as those individuals that rely on that information for decision-making purposes.

This document is a guide to navigating the Right of Way functionality within **TxDOTCONNECT** and performing tasks according to security roles.

1.1.2 Reference Guide Key

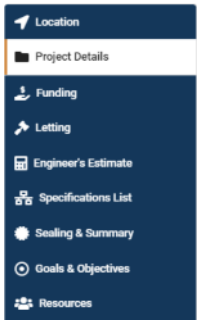
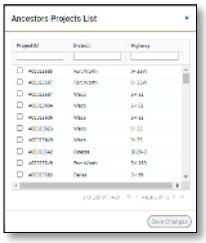
This reference guide uses symbols and color to emphasize certain points. These are described below.

Tips This symbol identifies tips and benefits.	**1. Ordered Lists** Processes are presented with blue numbers.
Important This symbol indicates an important note that should be read carefully.	• **Unordered Lists** Lists are presented with bullets.
*** Red Stars** Required fields are identified with a red star (*). These fields must be completed in a new project before saving a project.	**Bold Text** Where possible, buttons and fields are identified with images of the button or field. Otherwise, they're identified with **bold text**.

1.1.3 Feature Key

TxDOTCONNECT contains several types of buttons and fields. These are described below.

Feature	Example	Description
Button	Close	An interactive part of the screen that provides quick and basic functions. It is usually labeled with its purpose.
Add from List		A button that allows the user to select one or more options from a Pop-Up Window.
Check Box		A small box that, when selected, enables or selects a certain feature.
Date Picker	MM/DD/YYYY	A button that allows the user to select any date from any year.

Drop-Down Menu		A field that allows the user to select one or more values from a predefined list. It also allows typing to skip to a specific value.
Expand/Collapse		A button that, when clicked, expands or collapses a section of a page.
Field		An interactive part of the screen where any value may be typed. Remember to follow the guidelines for the applicable business area.
Icon		An image, usually a clickable button, that represents a specific program or entity.
Left Navigation Menu		A menu that appears to the left of all project pages. Click an option to display that page. The menu also expands to show all available sections on the selected page.
Pop-Up Window		A small screen that displays information relevant to an area being edited or viewed. The popup window remains on the screen until an action has been completed.
Page		The full page of detailed information displayed after a project or page option has been selected. These are often divided into multiple selections.
Radio Button		A small, interactive button that allows the user to select from one of a few options.
Section		A part of a page that contains information specific to a certain topic or area. These are clearly titled, with the ability to expand or collapse.

1.2 Login Page

The login page is the page that appears when accessing the TxDOTCONNECT web address.

1.2.1 Sign In

Internal users can sign in with their TxDOT credentials.

1. Navigate to TxDOTCONNECT in the internet browser.
2. Enter your TxDOT **User Name** in the Username field.
3. Enter your TxDOT **Password** in the Password field.
4. Click Sign In.

TxDOTCONNECT works best in **Google Chrome** for most purposes but will also function in Internet Explorer 11 and FireFox.

1.2.2 Forgotten Passwords

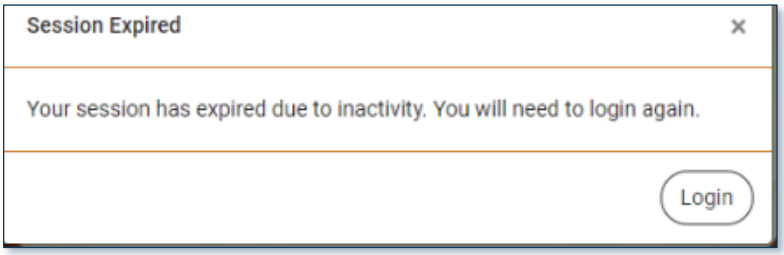
If you have issues logging in to TxDOTCONNECT, contact the help desk at **(512) 302-HELP (4357)** or open a **TxDOTNow ticket** using the link on the screen.

Requesting a password reset for the application resets the network password.

1.2.3 Idle Session Security Timeout

For security purposes, once a session in TxDOTCONNECT is idle for 20 minutes, the system logs you out.

The **Session Expired** message appears.

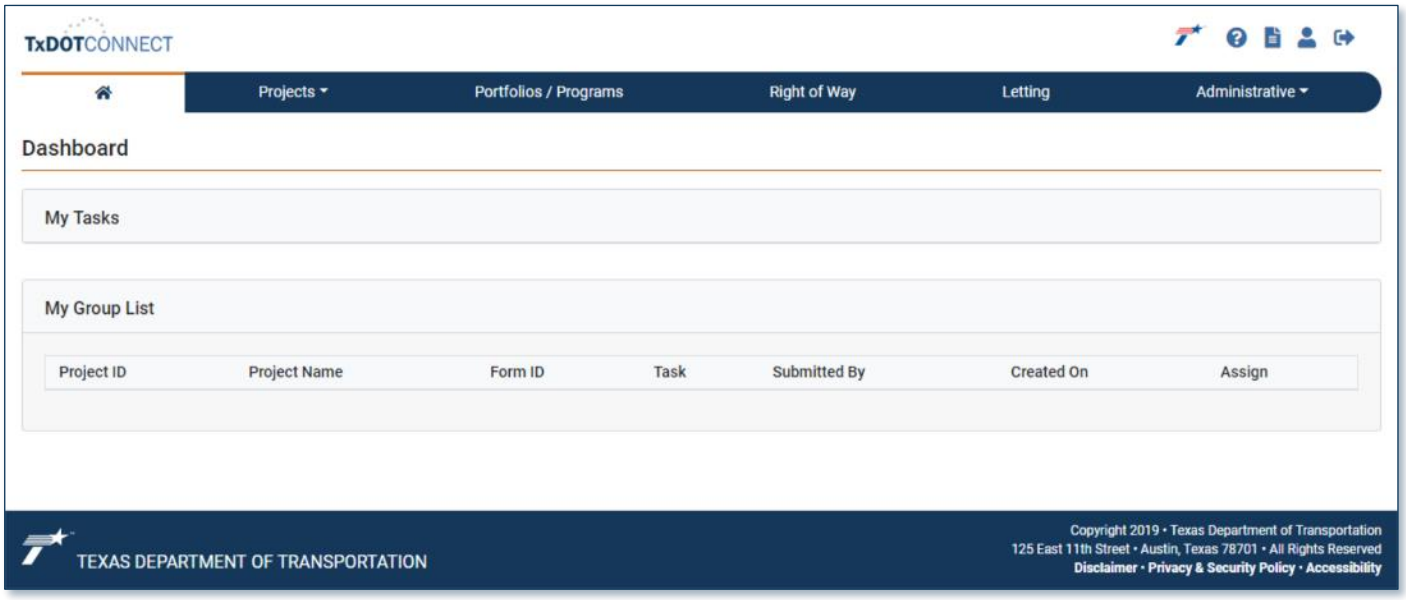


1.2.4 Extended Session Security Logout

For security purposes, if a session in TxDOTCONNECT has lasted longer than four hours, TxDOTCONNECT will log the user out and require the user to log back into TxDOTCONNECT, before continuing to work.

1.3 Home Page

The TxDOTCONNECT **Home Page** contains the **Top Menu Bar** and the **Dashboard**, which includes **My Tasks** and **My Group List**.

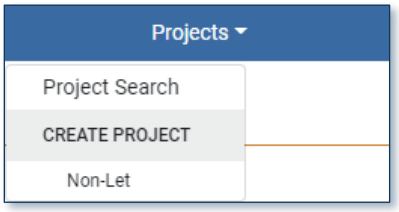


1.3.1 Top Menu Bar

The **Top Menu Bar** appears at the top of every page, and includes these modules:

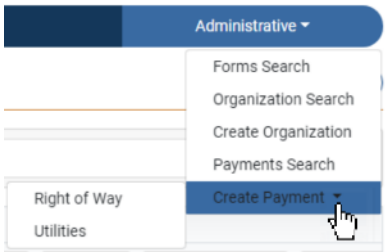
- Click on any page to return to the **Home Page**.
- Click Projects to search for or create a project.
- Click Portfolios / Programs to view Planning Targets. For more information, refer to the **Project Information Reference Guide**.
- Click Right of Way to view right of way parcel information.
- Click Letting to perform a contract inquiry. For more information, refer to the **Project Information Reference Guide**.
- Click Administrative to manage administrative tasks such as creating organizations and payments.

Some modules in the top menu bar display additional selections when clicked.



- Select **Projects** to search for a project.
  See **Project Search**.
- Select **Non-Let** to create a new Non-Let project.

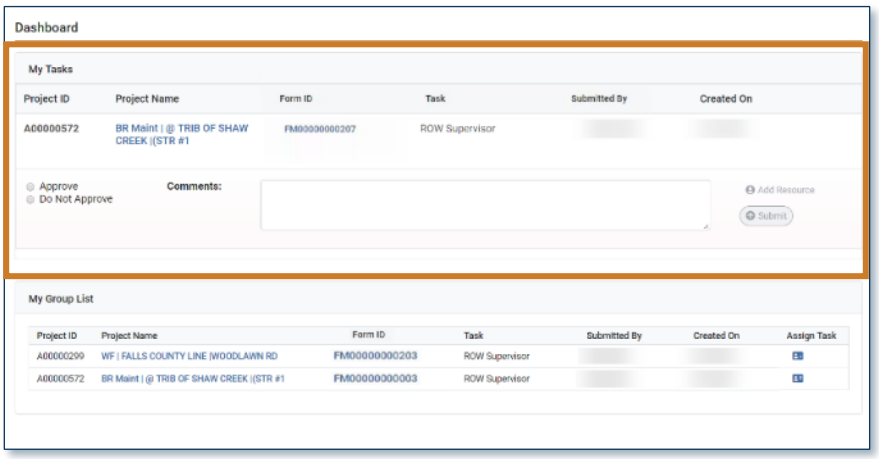
For more information about creating other project types, see the **Project Information Reference Guide**.



- Select **Forms Search** to search for a specific form by Form Type and Form ID.
- Select **Organizations Search** to search for third party organizations that may be referenced as vendors or consultants. For more information, see Organizations in this Reference Guide.
- Select **Create Organization** to create a new third party to reference as a vendor or consultant. For more information, see Organizations in this Reference Guide.
- Select **Payments Search** to search for existing payments. For more information, see Payments in this Reference Guide.
- Select **Create Payment** to create a payment to an organization. For more information, see Payments in this Reference Guide

1.3.2 My Tasks

My Tasks contains information if a task is assigned in TxDOTCONNECT. Tasks include review and approval of decisions for workflow items, such as Bid Item Requests. You can review and respond to the request within My Tasks.



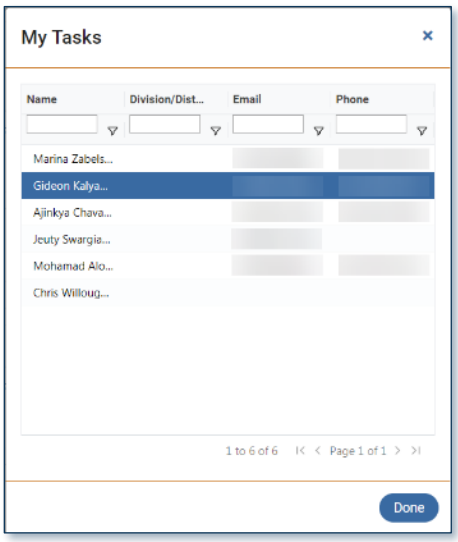
This section displays the following information:

Field	Description
Project ID	The project identifier for which the request was submitted.
Project Name	The project name for which the request was submitted. Click the project name to navigate to the project.
Form ID	The unique form identifier for the request.
Task	The name of the task (example: Resources – ROW) being requested.
Submitted By	The person who submitted the request.
Created On	The date the request was submitted.
Response Selection Approve Return Do Not Approve	Radio buttons for response selection. • **Approve** – the request will be approved and move forward in the workflow. • **Return** – the request will be returned to the submitter to make changes and resubmit. Note: Resource Requests do not include this option. • **Do Not Approve** – the request will be canceled and will not move forward in the workflow.
***Comments**	This field is intended for comments to clarify the response. This field is required if **Return** or **Do Not Approve** are selected.
Add Resource	This button only appears on Resource Requests. Click to open the Resource Assignment window shown below.
Submit	Click Submit to submit the response and finalize the request.

1.3.2.1 Resource Assignment

Click Add Resource on a Resource Request to open the Resource Assignment window.

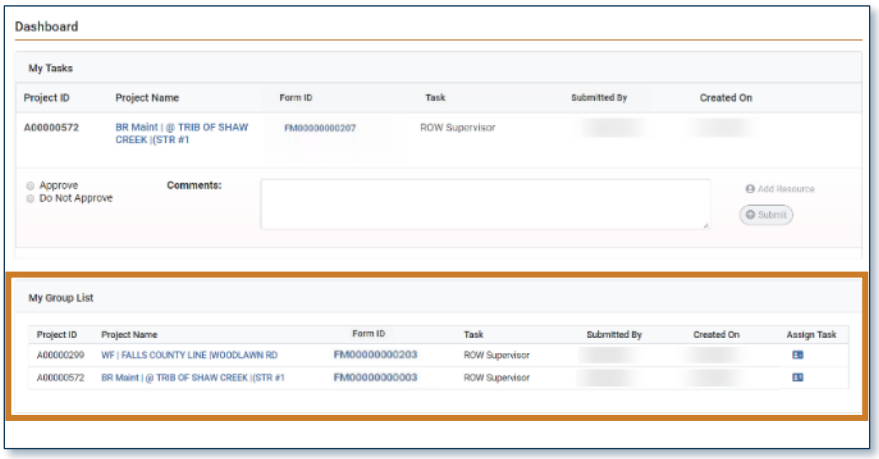
1. Use the column headers to filter the list of available resources.
2. Select a Resource.
3. Click Done to save the resource and add them to the resource request.



1.3.3 My Group List

My Group List allows supervisors and coordinators to assign tasks to individuals within their workgroup. The individual to whom the task is assigned will then see the task in their My Tasks list.

If a workflow item is routed to a single individual, it will bypass the My Group list and go directly to the individual's My Tasks list.



This section displays the following information:

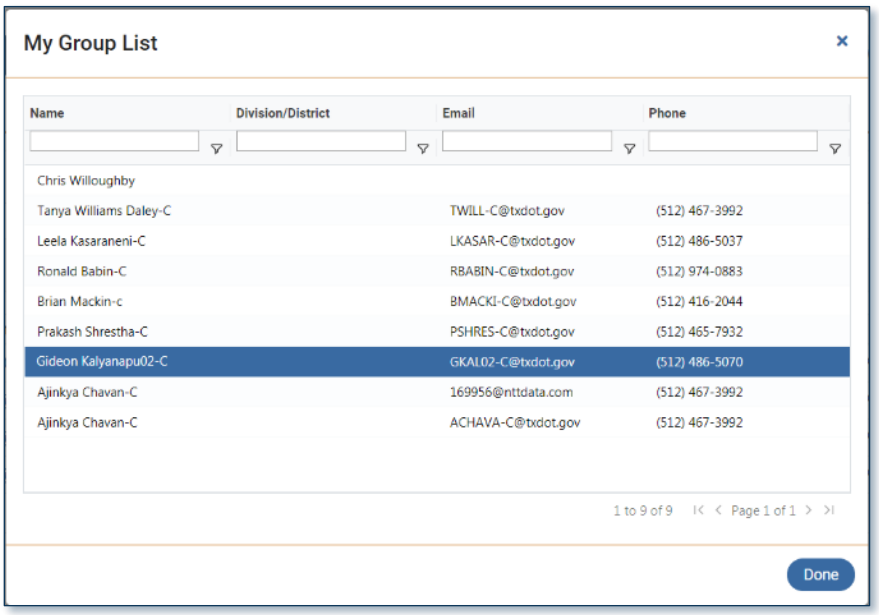
Field	Description
Project ID	The project identifier for which the request was submitted.
Project Name	The project name for which the request was submitted. Click the project name to navigate to the project.
Task	The name of the task being requested.
Submitted By	The person who submitted the request.
Created On	The date the request was submitted.
Assign Task	Click to select a team member to assign the request.

1.3.3.1 Task Assignment

Click on a task in My Group List to open the **Task Assignment** window.

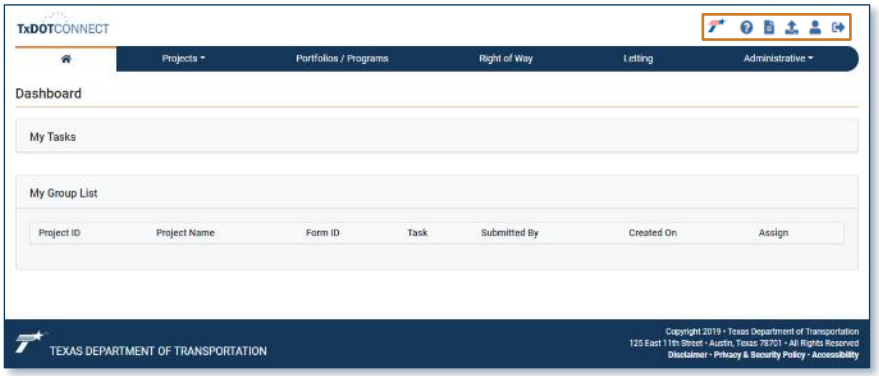
1. Use the column headers to filter or sort the list of available resources.
2. Select an individual to whom to assign the task.
3. Click Done to complete the assignment.

The task will disappear from the **My Group List** section and the selected individual will now see the task in **My Tasks**.



2 Tools Menu

The **Tools Menu** appears in the upper right corner of every page in TxDOTCONNECT and provides access to several features in TxDOTCONNECT.



The Tools Menu consists of the following features:

- Click to navigate to www.txdot.gov.
- Click to access **Help** for any page in TxDOTCONNECT.
- Click to access the **Reporting** feature.
- Click to access the **Bulk Upload** feature (available for certain roles only).
- Click to access the **Profile** page.
- Click to **Log Out** of TxDOTCONNECT.

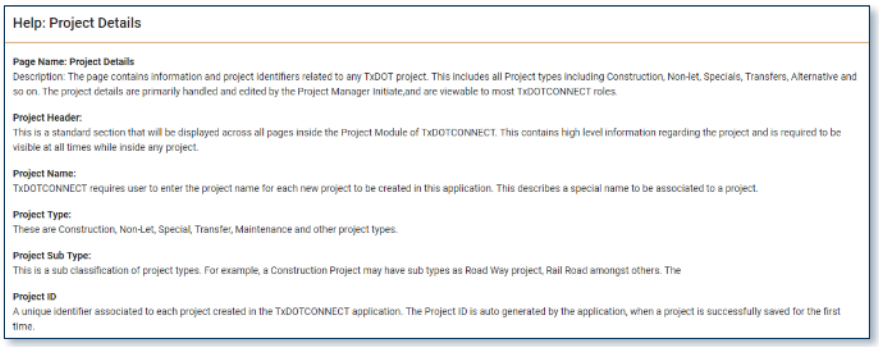
These and other buttons in TxDOTCONNECT have **Tool Tips** available. Hover over them to read a reminder of their function.

2.1 Help Page

The **Help Page** displays information about the sections and fields on the current page. Click ? to open the Help page.

Help opens in a separate browser window, to prevent replacing the current page.

Sections and fields are described in the order they appear on the page in question, not in alphabetical order.



Help: Project Details

Page Name: Project Details
Description: The page contains information and project identifiers related to any TxDOT project. This includes all Project types including Construction, Non-let, Specials, Transfers, Alternative and so on. The project details are primarily handled and edited by the Project Manager Initiate,and are viewable to most TxDOTCONNECT roles.

Project Header:
This is a standard section that will be displayed across all pages inside the Project Module of TxDOTCONNECT. This contains high level information regarding the project and is required to be visible at all times while inside any project.

Project Name:
TxDOTCONNECT requires user to enter the project name for each new project to be created in this application. This describes a special name to be associated to a project.

Project Type:
These are Construction, Non-Let, Special, Transfer, Maintenance and other project types.

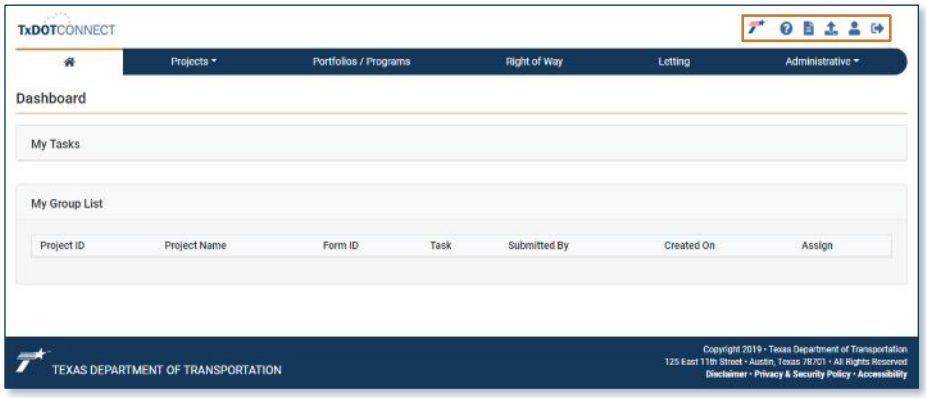
Project Sub Type:
This is a sub classification of project types. For example, a Construction Project may have sub types as Road Way project, Rail Road amongst others. The

Project ID
A unique identifier associated to each project created in the TxDOTCONNECT application. The Project ID is auto generated by the application, when a project is successfully saved for the first time.

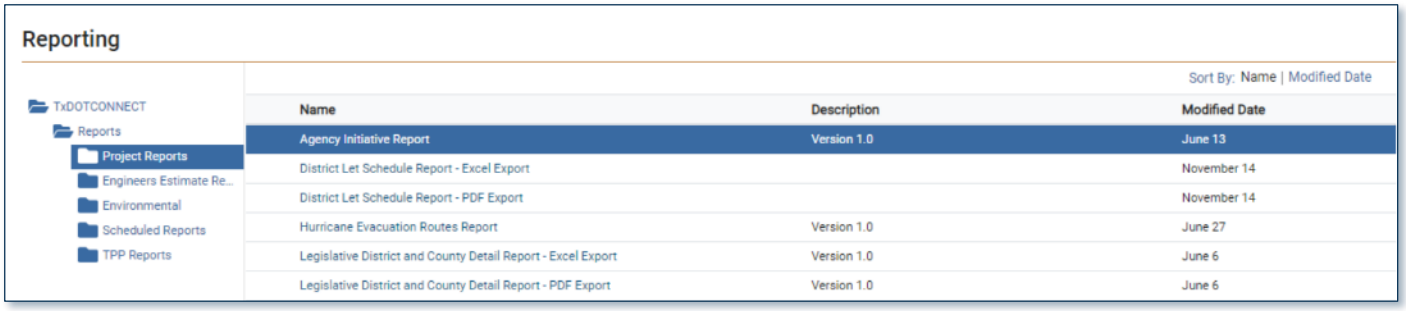
2.2 Reporting Page

The **Reporting Page** allows you to access and run automated reports.

Click in the Tools menu to open the Reporting Page.



2.2.1 Report Selection



1. Double-click the **TxDOTCONNECT** folder (if it is not already open).
2. Double-click the **Reports** folder (if it is not already open) to display the Report Categories.
   - Project Reports
   - Engineer's Estimate Reports
   - Environmental
   - Scheduled Reports
   - TPP Reports
3. Select the desired **Report Category**.
4. Select the desired **Report Name**.
5. The **Report Options** window will open.

2.2.2 Report Options

6. Select the search criteria.

Depending on the report type, there may be multiple search criteria available.

There are several buttons on the **Report Options** window:

- Click ✓ Select All to select all values in the list.
- Click ✕ Deselect All to de-select all values in the list.
- Click Invert to select all values *except* the current selections.
- If the list of search criteria is too long to fit in the window, click the ═ symbol underneath these buttons, then drag to resize the list of criteria.

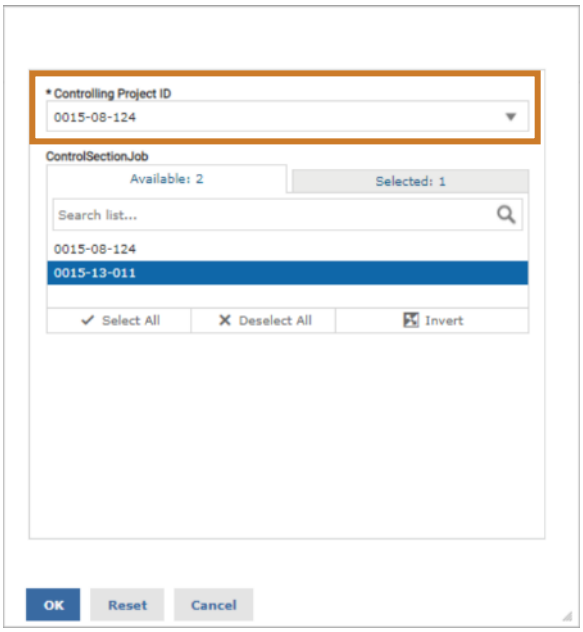
To select all but a few values, click ✓ Select All, then de-select the ones that are not needed.

- Click OK to generate the report based on the current criteria.
- Click Reset to remove all criteria selections.
- Click Cancel to cancel the report selection.

Once the selections are complete,

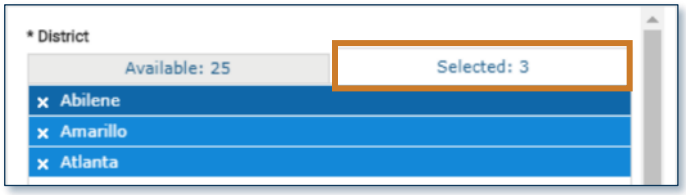
7. Click OK.

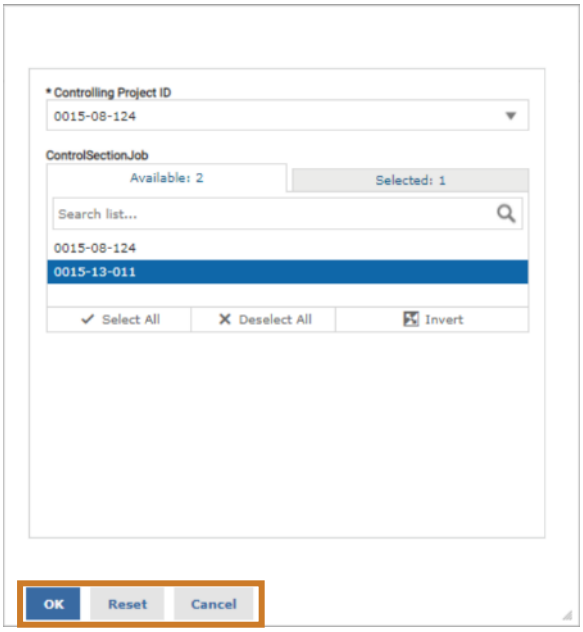
The report will display.



There are multiple criteria depending on the Report type. Make sure you complete all criteria with an asterisk (*).

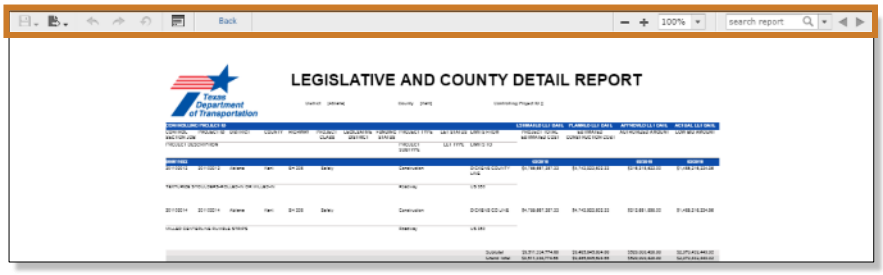
To review all the criteria you have selected, click the **Selected** tab in the Report Options window.



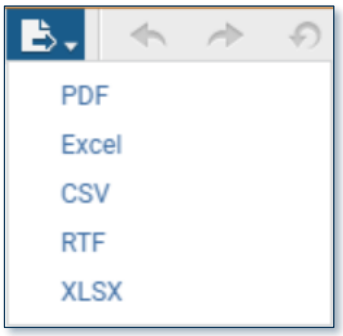


2.2.3 Report Toolbar

There are several options in the **Report Toolbar**.



- Click to export a report. This is described in more detail below.
- Click to **undo**, **redo**, or **undo all actions**.
- Click to open the **Report Options** window and select criteria again.
- Click **Back** to return to the main **Reporting** page.
- Use 100% to zoom in, zoom out, or select a zoom level.
- Use search report to search for terms within the report. The arrow keys navigate through the search results within the report.
- Use Page 1 of 4 to navigate to the first, previous, next, or last page in the report.



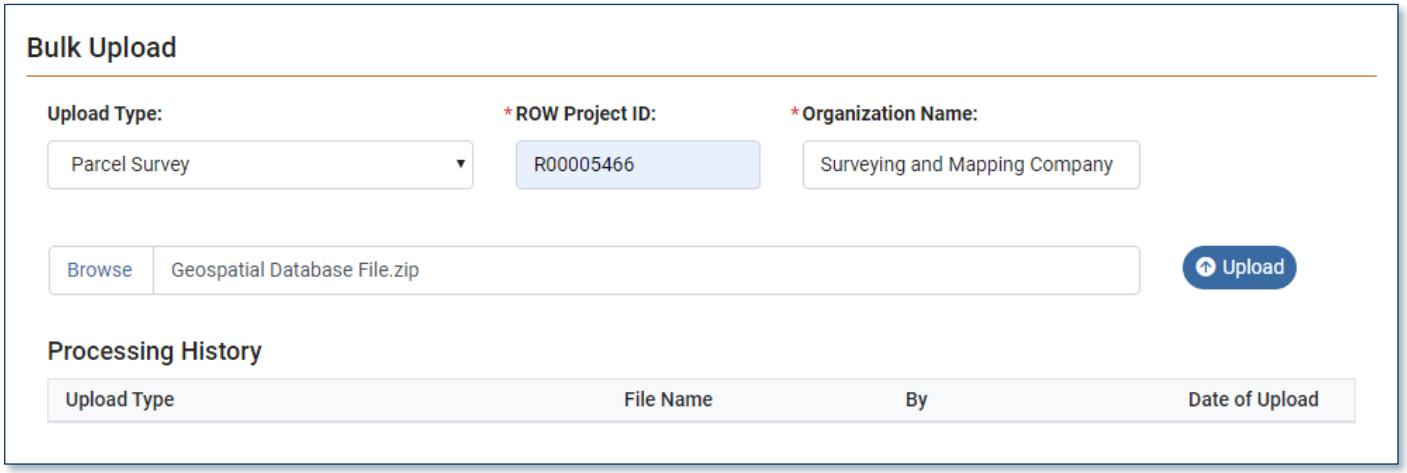
In most cases, use **XLSX** for Excel reports.

The following options are available to export the report

- **Portable Document Format (.pdf)**
  This produces a formatted document that cannot be edited.
- **Excel Spreadsheet (.xls)**
  This produces a spreadsheet that is compatible with versions of Excel prior to Excel 2007. **This is not common.**
- **Comma Separated (.csv)**
  This produces a spreadsheet without formatting, which can be useful for uploading into other software.
- **Rich Text Format (.rtf)**
  This produces a text file with minimal formatting, that can be edited further.
- **XLSX Excel Spreadsheet (.xlsx)**
  This produces a spreadsheet that is compatible with versions of Excel from Excel 2007 and after. **This is much more common than .xls.**

2.3 Bulk Upload Page

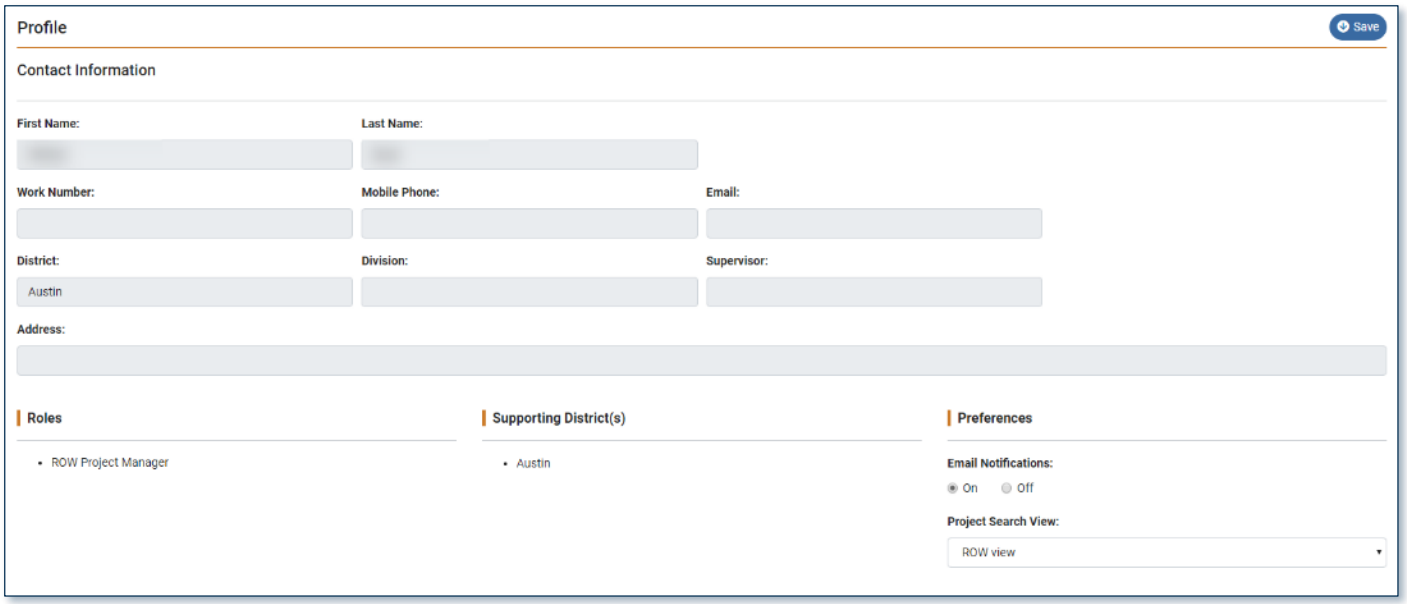
The **Bulk Upload** page allows internal and external surveyors users to upload geospatial data to create parcels for right of way projects.



Field	Description
Upload Type	This field defaults to Parcel Survey for Right of Way users.
***ROW Project ID**	The ROW Project ID for the right of way project to which the parcel should be added.
***Organization Name**	The name of the organization that performed the survey.
Browse	Click to open your computer's file explorer and select the Geospatial Database (GDB) file package, The GDB file must be formatted as a zipped file package (.zip).
Upload	Click to upload the GDP file package.
Processing History	This grid displays each of the user's past uploads with the most recent at the top. The following information is available for each file upload. • Upload Type • File Name • By (the user who uploaded the file) • Date of Upload

2.4 Profile

The Profile page contains information about the user's contact information, roles, supporting districts, and preferences.



Section	Description
2.4.1 Contact Information	This section contains information populated from the TxDOT Active Directory.
2.4.2 Roles	This lists the user's assigned security roles. To change or add a Security Role, contact **TxDOTNOW (512) 302-HELP (4357)** or open a **TxDOTNow ticket.**
2.4.3 Supporting District(s)	This section lists the user's assigned district. Division staff may support multiple districts.
2.4.4 Preferences	This section allows the user to adjust settings for **Email Notifications** (on or off) and **Project Search View**. • **Project view** – search using values specific to construction projects, such as CSJ, Project Type, Project Stage, or Let Schedule Fiscal Year • **ROW view** – search for right of way projects by values such as ROW CSJ, Number of Parcels, Full Authority Date, or ROW Project Stage. For more information, see Project Search.

Don't forget to click Save to save changes to your preferences.

3 Projects Module

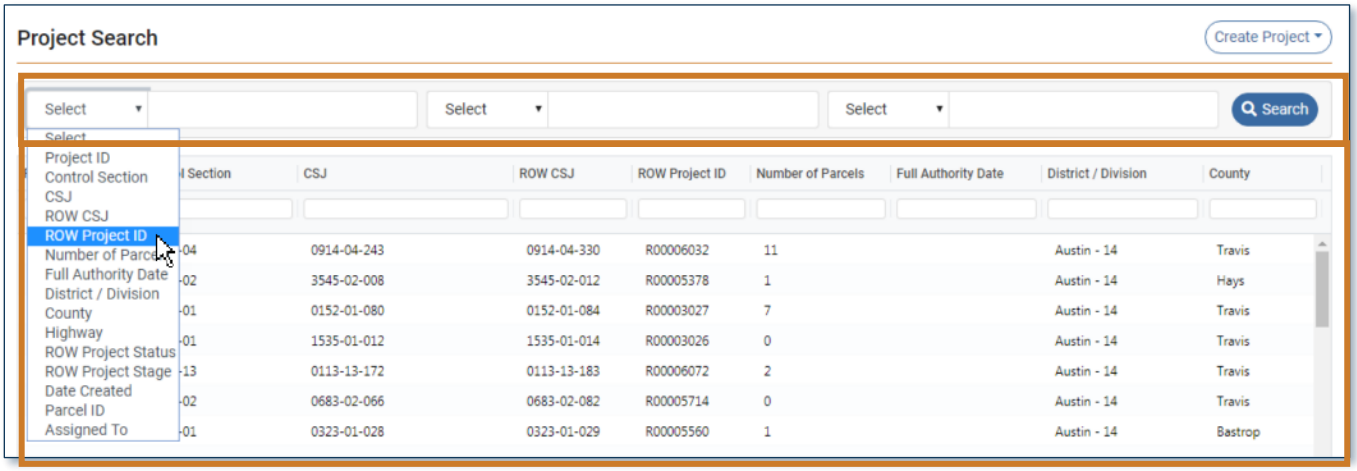
The **Projects** tab in the Top Menu Bar leads to the **Project Search** page. It allows users to search for, view, and update transportation and right of way projects.

3.1 Project Search

This page differs depending on:

- Which Search View the user selected on their Profile (see **Profile** for more information). This guide assumes the ROW Search view is selected.
- Whether the user is a district or a division employee.
  - **District staff** will see *active* (not *all*) projects in their district by default.
  - **Division Staff, MPOs** and **FHWA** will see no projects until they perform a search.
  - **External Consultants** will see no projects until they perform a search and will be able to find only those projects to which they have been invited.

There are two parts on this page: the **Search Feature**, and the **Search Results**



3.1.1 Search Feature

To search for a specific project,

1. Use the **Select** drop-down menu to select search criteria.
2. Enter a search term.
3. Click Search or press **Enter**.

The **Search Results** appear.

Up to three search criteria can be selected, and up to three search terms entered.

If no ROW projects match the search criteria, the message below will display:

No projects available to display for your search criteria.

3.1.2 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

If no ROW projects match the filter criteria, no results will display.

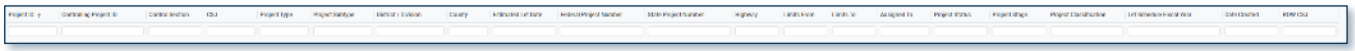
Not finding what you're looking for? Remember these tips:

- Is the project closed? Select **ROW Project Status** in the Search Criteria and type "Closed."
- Is the project in a different district? Select **District/Division** in the Search Criteria and type the district's name.
- **Remember**: You can search by partial information – there is no need for a "wildcard" character.

3.1.2.1 Search Results Column Headers

Project Search View

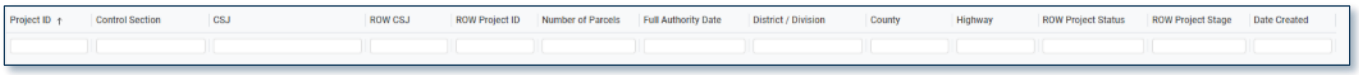
The current list of search column headers for **Project View** appears below.



- Project ID
- Controlling Project ID
- Control Section
- CSJ
- Project Type
- Project Subtype
- District/Division
- County
- Estimated Let Date
- Federal Projct Number
- State Project Number
- Highway
- Limits From
- Limits To
- Assigned To
- Project Status
- Project Stage
- Project Classification
- Let Schedule Fiscal Year
- Date Create
- ROW CSJ

ROW Search View

The current list of search column headers for **ROW Search View** appears below.



- Project ID
- Control Section
- CSJ
- ROW CSJ
- ROW Project ID
- Number of Parcels
- Full Authority Date
- District / Division
- County
- Highway
- ROW Project Status
- ROW Project Stage
- Date Created

3.1.2.2 Select Project

- Click a project once to highlight it.
- Double-click a project to open it.

3.1.2.3 Create Project

If your Security Role allows you to create a project, refer to the **Project Information Reference Guide** for instructions.

3.2 Project Header

The **Project Header** appears at the top of every Project page. It contains important high-level information about the transportation project.

The header contains the fields described below:

Field	Description	
***Project ID**	The unique primary identifier. This field is populated the first time the project is saved.	
***Project Name**	Each project requires a unique name. Recommended format: [Highway Number] [Limit From] [Limit To] or [Year Seal Coat] [Highway].	
***Project Stage**	This indicates where the project is in its lifecycle. The possible values depend upon the **Project Type**.	
Construction Project Type	**Initiate**	Indicates a project is in the conceptual stage. No funding is assigned to the project.
	Planning	Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.
	Preliminary Engineering (PE)	Indicates preliminary studies for a project have begun, including environmental, surveys, geotechnical studies, hydrologic/ hydraulic analysis, traffic studies, etc.
	Plans, Specifications, & Estimates (PS&E)	Indicates resources are working on development and approval of engineering plans, specifications and estimates in preparation for letting.
	Ready to Let	Indicates the project meets agency criteria for letting process.
	Letting	Indicates the project has been advertised for letting and is progressing through the letting process.
	Construction	Indicates a project has been let, awarded and is ready for construction to begin.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.

All Other Project Types	**Initiate**	Indicates a project is in the conceptual stage. No funding is assigned to the project.
	Planning	Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.
	Executing	Indicates internal or external resources have been assigned to deliver the project scope.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
***Project Status**	This indicates whether the project is currently being worked to develop or execute.	
	Active	Indicates that the project is in progress.
	Inactive	Indicates the FHWA guidelines of Inactive projects.
	Paused	Indicates that TxDOT has temporarily stopped work on the projects.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
	Reopened	Indicates a closed or cancelled project that has been reopened to allow for additional financial reconciliation to be performed.

- A Closed **Status** will automatically populate a Closed **Stage**.
- A Canceled **Status** will automatically populate a Canceled **Stage**.
- If a controlling project is canceled, all its subordinate projects will be canceled. To cancel a subordinate project, it must first be disassociated from the controlling project.
  For more information, see Associate/Disassociate Projects in the **Project Development Reference Guide**.

***Project Type**	The Project Type determines the options for Project Subtype, Project Stage, Project Status, the Left Navigation Menu, sections of the Letting Page, and the Engineer's Estimate. • Construction • Non-Let • Alternative Delivery • Transfer • Feasibility Study

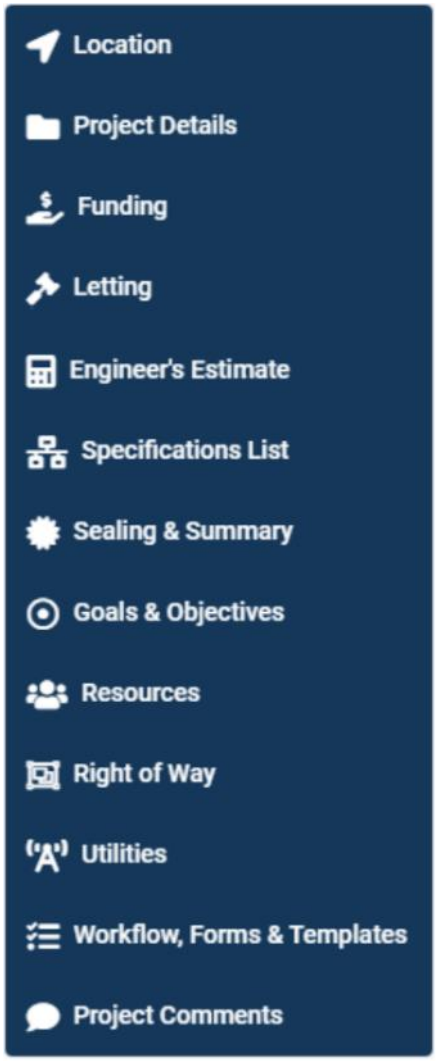
Be careful when changing the Project Type! If the Project Type is changed on a project that already has a completed Engineer's Estimate, the Engineer's Estimate **will be removed** when the project is saved. If the Project Type is later changed back to its original selection, the Engineer's Estimate **will not be restored**.

***Project Subtype**	This value further defines the type of work that will be done or how the project will be delivered. The options for this field are dependent upon the Project Type, and include:
Construction	• Roadway • Rail • Rail–Safety • Ferry Boat • Public Transportation Network • Safety Rest Area • Bridge • Local Let
Non-Let	• Roadway • Rail • Rail–Safety • Non Roadway • Right-of-Way • Local • Bridge • Public Transportation Network • Change Order • Statewide Planning
Alternative Delivery	• Design Build • Design Build Maintain • Design Build Operate Maintain • Design Build Finance • Design Build Finance Operate Maintain
Transfer	• Transfer
Feasibility Study	• Roadway • Rail
***District**	Name and district number of the District where the project is assigned based on funding. This field populates automatically based on the district assigned to the project creator.
***County**	Name of the county where the project is located. This field populates automatically based on the control section selected on the **Location** page.
***Highway**	This represents the highway designation and number requiring work within the project. This field populates automatically based on the control section selected on the **Location** page.
***Control Section**	This identifies a particular section of highway. This field populates automatically based on the control section selected on the **Location** page.
Construction Estimate	The most recent estimated cost of contruction on the project. This field populates automatically based on either A) the estimated costs on the **Project Details** page or B) the estimated costs on the **Engineer's Estimate** page.

***Estimated Let Date**	The District's estimate for when the project will let. This may change over time.
Controlling Project ID	This is the primary Project ID if multiple projects are being grouped together for letting purposes. This is also known as the Controlling CSJ or Contract CSJ. Click the Controlling Project ID to navigate quickly to the controlling project.
Control Section Job	All projects must have a Control Section Job (CSJ). The nine-digit number is interpreted as follows: • **Control** (4 digits) – a section of highway with a defined geographic begin and end points, usually 25 to 30 miles in length • **Section** (2 digits) – parts of the control that are shorter, logical, and practical in length. • **Job** (3 digits) – number assigned in sequence within the limits of each control section. For more information about the Control Section Job, see the **Project Information Reference Guide**.

3.3 Left Navigation Menu (Projects)

The **Left Navigation Menu** (or "**Left Nav**") appears to the left of every Project page. It contains a list of all pages available for that project.Some pages only appear or are only activated for certain project types or only after certain actions have been taken.



Location. This page shows the specific location of the project along with other fields related to location and asset types.

Project Details. This page displays information about the project, including identifiers, Unified Transportation Program, Statewide Transportation Improvement Program, and Environmental.

Funding. This page allows funding managers to enter funding rows and displays a summary of proposed and approved funding by stage.

Letting. This page shows all associated projects and their letting and contract details.

Engineer's Estimate. This page allows the professional engineer to enter an itemized project estimate for bid items.

Specifications List. This page displays all specifications and other reference items for the bid items entered on the engineer's estimate.

Sealing & Summary. This page allows the professional engineer to review and seal the estimate for all associated projects.

Goals & Objectives. This page displays how the project helps TxDOT move toward its goals and objectives based on Project Classification.

Resources. This page allows authorized users to invited additional resources to the project, including external partners.

Right of Way. This page displays right of way project information and allows the assignment of organizations, tasks, and funding agreements.

Utilities. This page allows authorized users to enter information about utilities in conflict, including providers and standard utility agreeements.

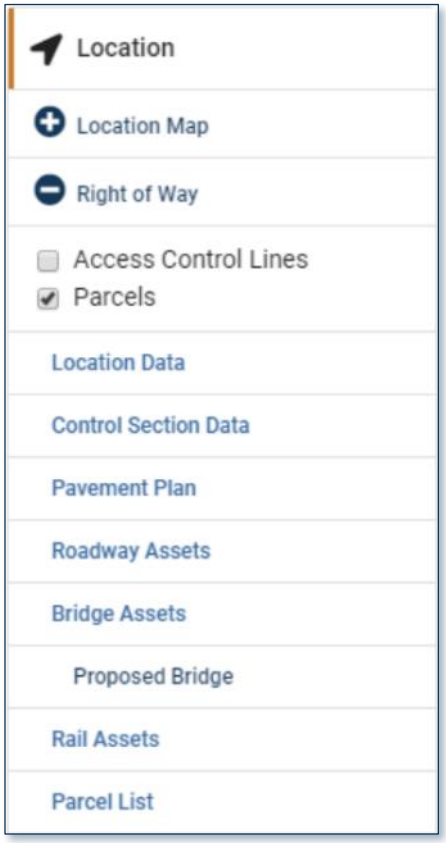
Workflow, Forms & Templates. This page allows authorized users to submit and monitor workflow requests, including Resource Requests.

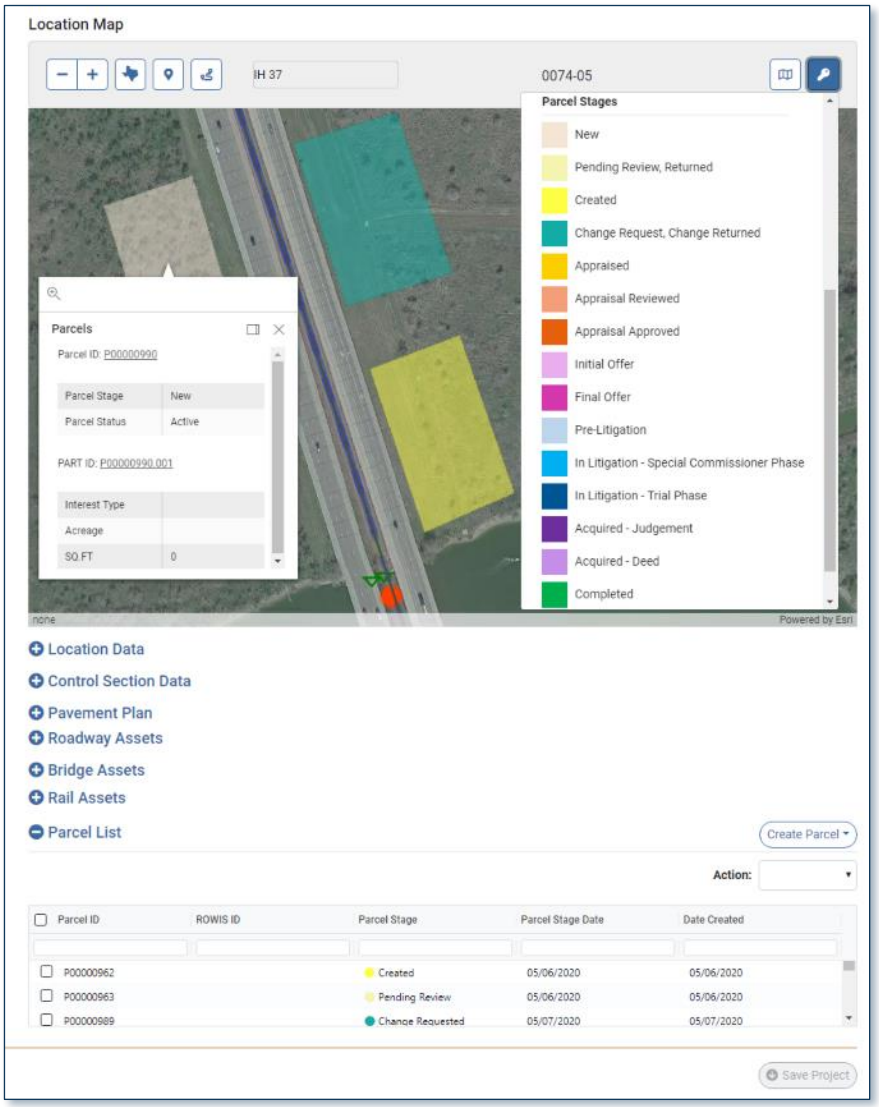
Project Comments. This page displays all project comments and allows authorized users to add new comments.

3.4 Location Page

The first page in the Left Navigation Menu shows the specific location of the project and parcels being acquired.

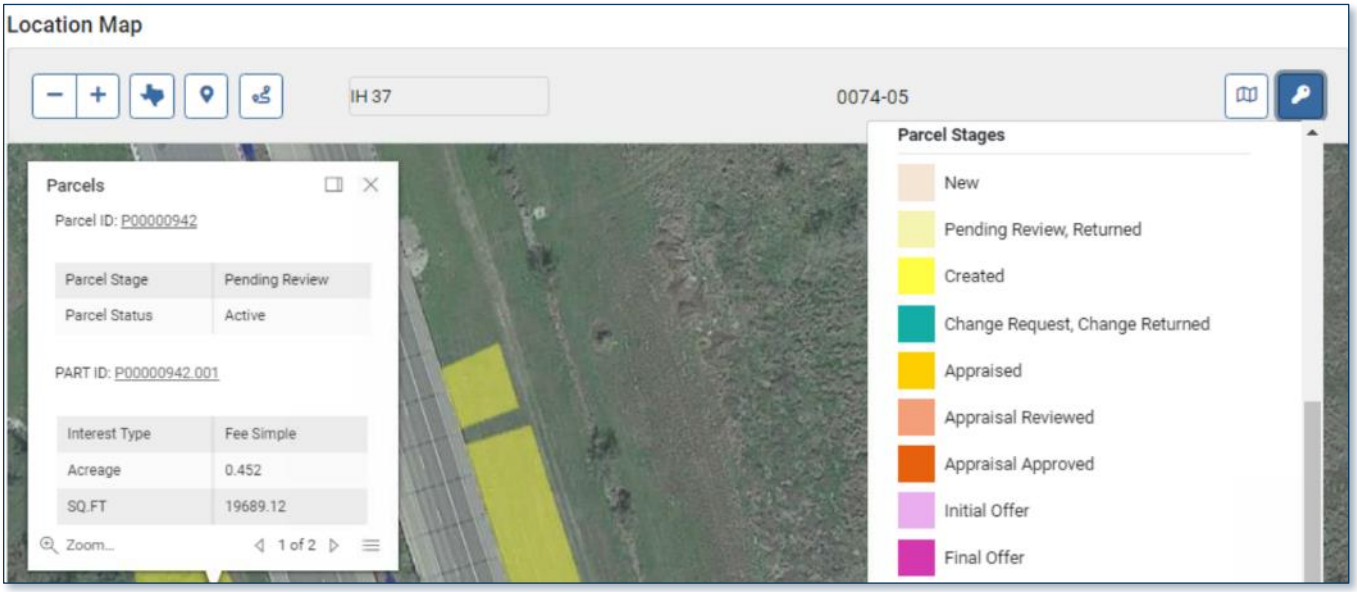
The **Location** page is arranged in several sections; this guide describes only the **Location Map** and the **Parcel List**.





3.4.1 Location Map

The Location Map tool is an interactive map on which you can view the project location.

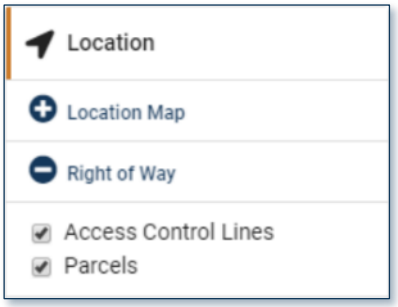


	Grab and Pan	Click and drag to pan around to the map.
− +	**Zoom Out or In**	Click this to zoom out or in on the center of the map.
	Texas View	Click this to zoom out and view the entire state.
	Map View	Click this to select between Satellite View and Street View.
	Map Key	Click this to display a description of map icons and parcel stage colors.

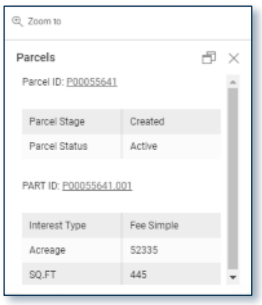
The ability to draw project end points and change the highway and control section are controlled by security roles. More information on these features is provided in the Project Information Reference Guide.

3.4.1.1 Right of Way Feature Layers

The Left Navigation Menu offers the following feature layers that can be added to the Location Map.

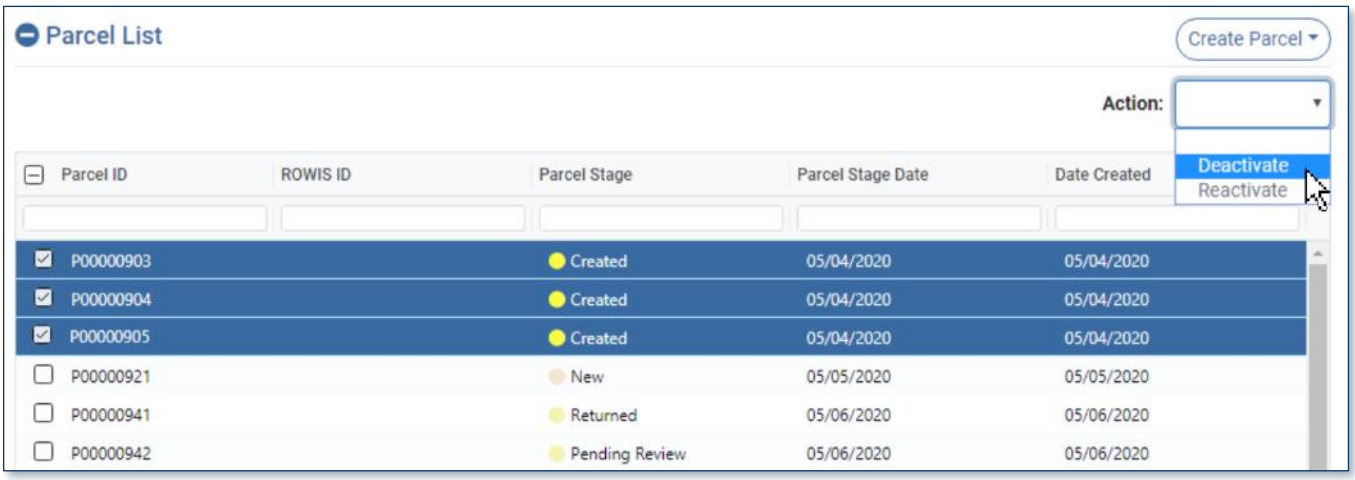


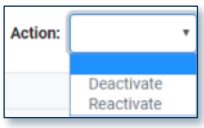
Access Control Lines	Select this to view boundaries and easements as red and blue lines around parcels.
Parcels	Select this feature layer to view parcels in relation to the project, colored according to their stage. Click a parcel on the map to view the Parcel Information pop-up with information about the parcel, described below.

Parcel Information 	Zoom to	Click this button to automatically zoom to the parcel shape on the map.
	Parcel ID	Click the Parcel ID to navigate to the Parcel Details page for that parcel.
	Part ID	Click the Part ID to navigate to the Parcel Parts section of the Parcel Details page for that parcel.

3.4.2 Parcel List

The Parcel List allows you to see all associated parcels to a specific ROW project.

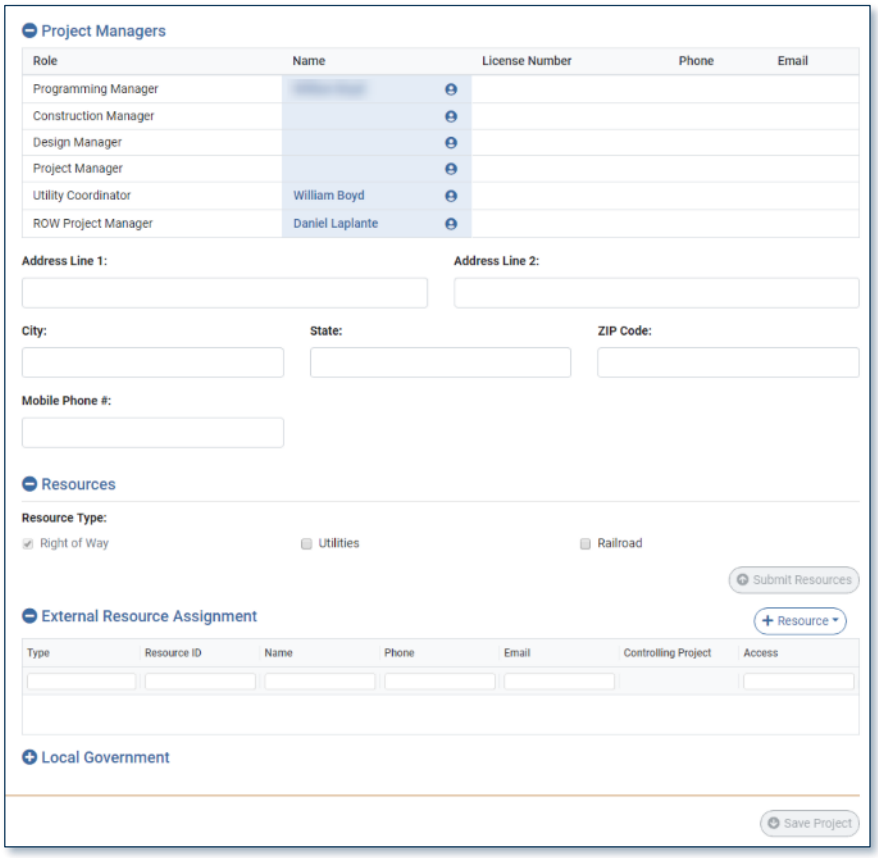


Button/Column	Description
Create Parcel	This button allows authorized users to create new parcels through a manual process or bulk upload.
	This button allows authorized users to deactivate or reactivate one or more parcels. The parcel must first be selected in the Parcel List below.
Parcel ID	The parcel's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Parcel IDs begin with the letter **P**.
ROWIS ID	The identifier for legacy ROW projects migrated from the Right of Way Information System (ROWIS).
Parcel Stage	This indicates where the parcel is in the acquisition process.
Parcel Stage Date	This indicates the date at which the parcel reached its current stage.
Date Created	This indicates the date on which the parcel entered was created.

3.5 Resources Page

The Resources page is where additional Resources can be assigned to the Project.

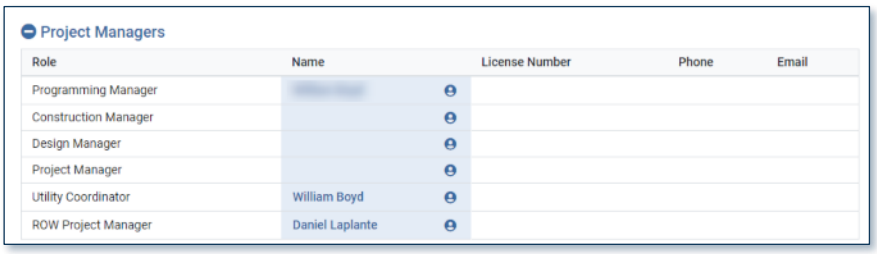
The **Resources** page is arranged in four sections; this guide describes only the **Project Managers**, **Resources**, and **External Resource Assignment** sections.



3.5.1 Project Managers

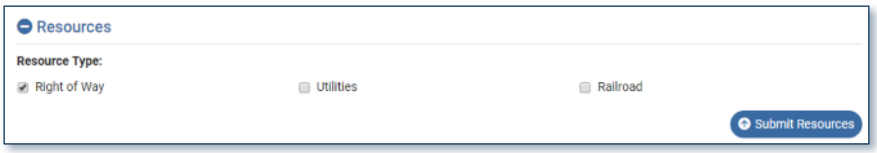
The **Project Managers** section of the Resources page lists the staff resources assigned to the project.

To assign ROW Project Manager and Utility Coordinator roles, use the **Resources** section described below.



3.5.2 Resources

The **Resources** section allows users with project manager security roles to request internal Right of Way (ROW), Utilities, or Rail Road resources.



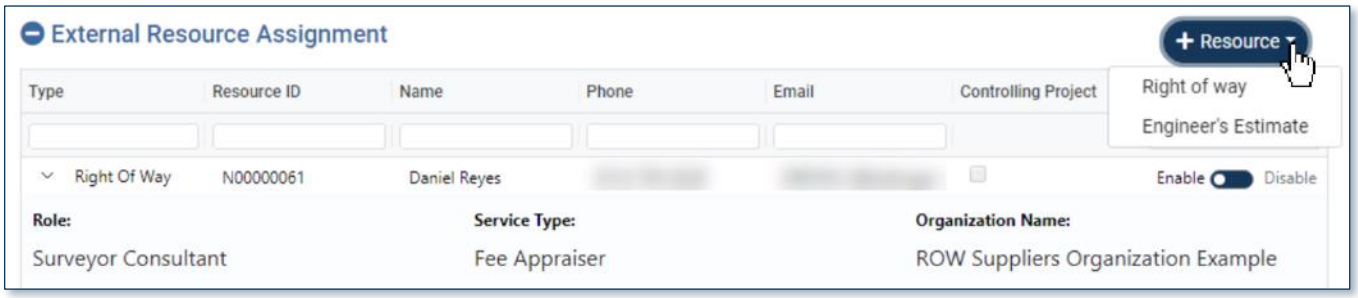
1. Check the box next to the desired resource.
2. Click Submit Resources
3. The appropriate group will receive the request and choose to approve or not approve.

The status of this request can be tracked on the **Workflow, Forms, & Templates** page.

Only one pending resource request is allowed for each resource type.

3.5.3 External Resources Assignment

The **External Resources Assignment** section allows authorized users to invite external resources with user accounts to access the project in TxDOTCONNECT.

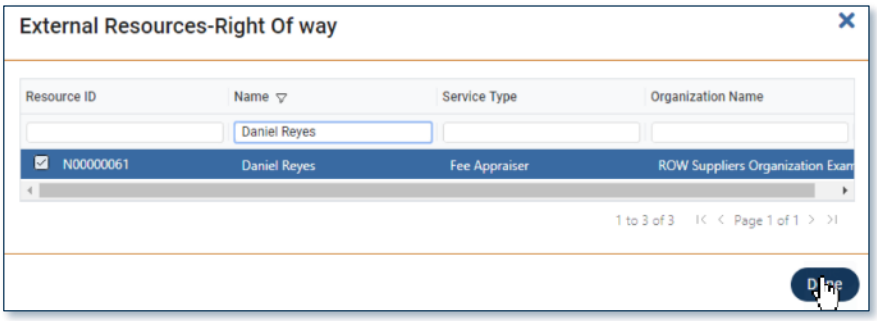


To assign external Right of Way resources, follow the process below:

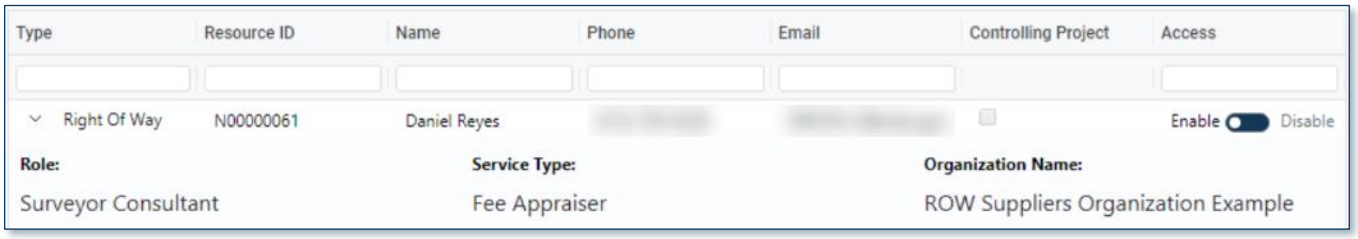
1. Click + Resource.
2. Select **Right of Way**.

The **External Resources-Right of Way** selection window appears.

3. Use the column headers to sort or filter by Resource ID, Name, Service Type, or Organization Name.
4. Check ☑ the box next to the desired resource.
5. Click **Done**.
6. Click Save Project.



The invited resource will appear in the **External Resource** table and will receive an email notifying them they have been granted access to the project.



- Use the Controlling Project checkbox to grant access to all associated projects (controlling and subordinate).
- Those with appropriate security roles may **Enable** and **Disable** the access of external resources at any time using the **Access** switch.

The only external Right of Way resources available for assignment are those have been added as supporting resources using the **Create Organization** feature in the **Administrative** module, and who already have access to TxDOTCONNECT.

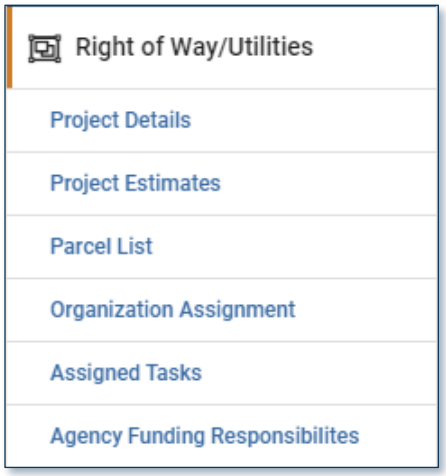
The table below shows the external ROW roles and the pages in TxDOTCONNECT they can access.

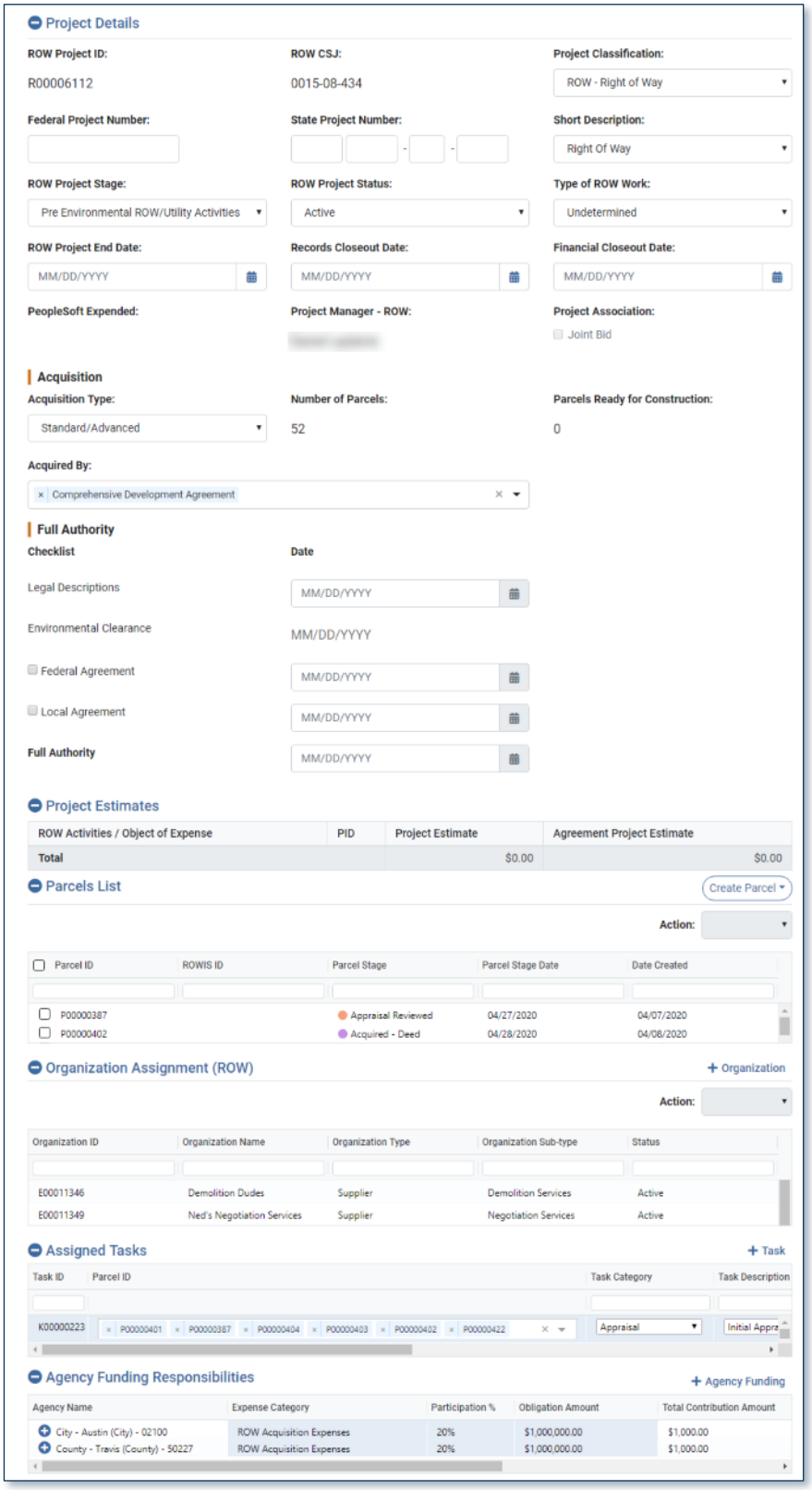
Role	Home Page	Projects Module	Right of Way Module	Administrative Module
Surveyor Consultant	Dashboard	Project Search Location	None	None
ROWAPS Consultant	Dashboard My Tasks My Group List	Project Search Location Project Details Right of Way Utilities	Parcel Search All Parcel Pages	Organization Search
Utility Consultant	Dashboard My Tasks My Group List	Project Search Location Project Details Right of Way Utilities	None	None

3.6 Right of Way Page

The Right of Way page displays Right of Way (ROW) information for the project. This page is only available if a ROW Resource Request has been approved.

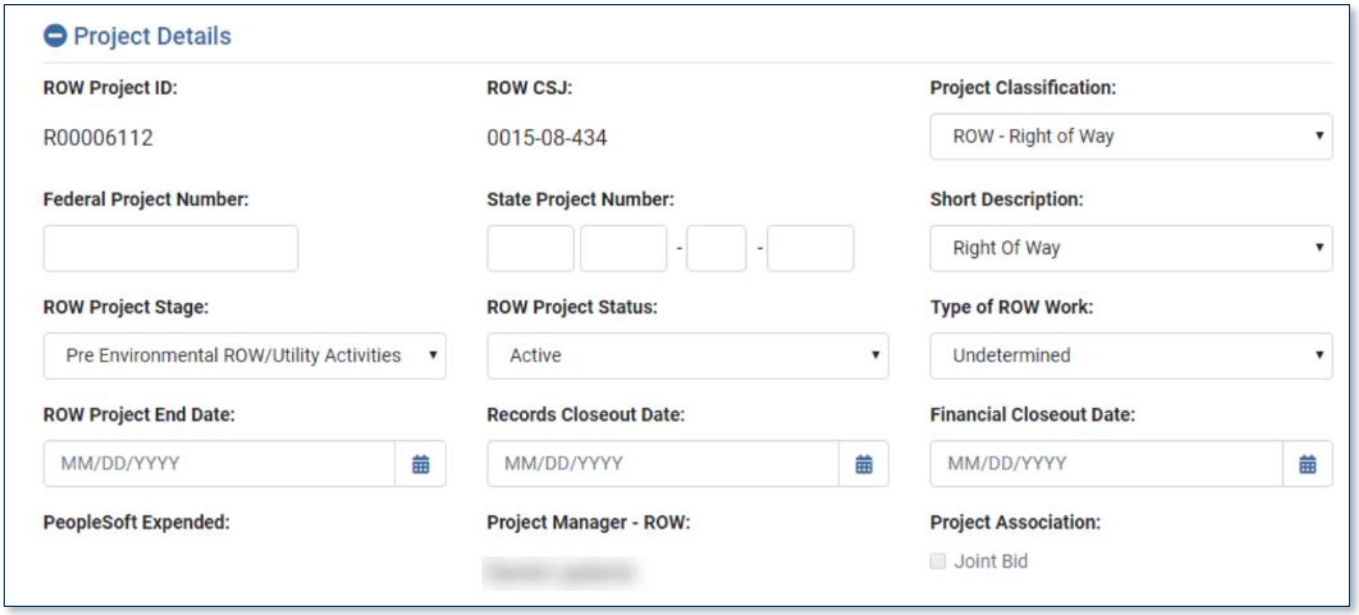
The Right of Way page is arranged in six sections:





3.6.1 Project Details

The Project Details section displays details about the ROW project. It contains the Acquisition and Full Authority subsections, described blow.

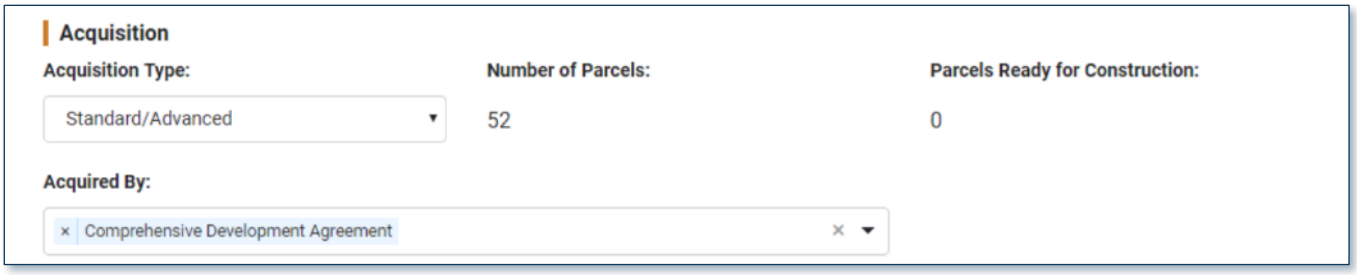


Field	Description	
ROW Project ID	This is the unique identifier for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved. All ROW Project IDs begin with the letter **R**.	
ROW CSJ	This is the unique Control Section Job (CSJ) for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved.	
Project Classification	This indicates if the project was created for Right of Way or for Utilities.	
Federal Project Number	This is the number assigned to the project to track Federal funds.	A project cannot have both a Federal Project Number and a State Project Number.
State Project Number	This is the number assigned to the project to track State funds.	
Short Description	This indicates whether the ROW project was created for Right of Way, Utility Work, or Utility Investigation.	
ROW Project Stage	This indicates the stage of acquisition for the ROW project as a whole. Individual parcels are tracked at the parcel level.	
ROW Project Status	This indicates the status of the ROW project as a whole. Individual parcels are tracked at the parcel level.	
Type of ROW Work	This indicates whether the ROW Project was created for Acquisition Only, Relocation Only, Utilities Only, or some combination of these.	

ROW Project End Date	This indicats the date all parcels have been acquired.
Records Closeout Date	This indicates the date all ROW project records have been closed out.
Financial Closeout	This indicates the date all financial transactions have been closed out.
PeopleSoft Expended	This displays the total amount of expenditures processed in PeopleSoft.
Project Manager – ROW	This displays the assigned ROW Project Manager from the Resources page.
Project Association	This indicates the ROW project is part of a joint bid for letting purposes.

3.6.1.1 Acquisition

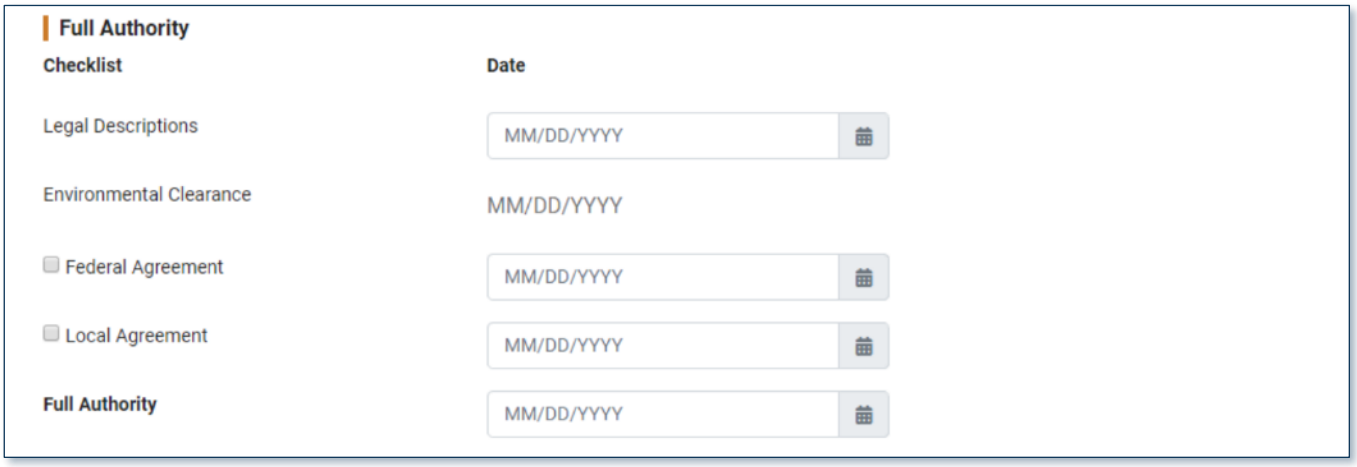
The Acquisition subsection displays summary information about the parcels and their acquisition type.



Field	Description
Acquisition Type	This indicates whether all parcels are being acquired through standard or advanced acquisition processes, or if there is a mix.
Number of Parcels	This displays the number of active parcels created for the ROW project.
Parcels Ready for Construction	This displays the number of active parcels that have reached the stage “Ready for Construction.”
Acquired By	This indicates the method for, or party, acquiring the parties. This field allows multiple values to be selected.

3.6.1.2 Full Authority

The Full Authority subsection displays the requirements for full authority and the date they are completed.



Field	Description
Legal Descriptions	This displays the date legal descriptions have been obtained for all parcels. This requirement must be indicated for each individual parcel on the Parcel Details page, as described below.
Environmental Clearance	This indicates the date Environmental Clearance is obtained for the project. This field populates automatically from the Project Details page when updates are received from the ECOS database.
Federal Agreement	This indicates whether agreements have been obtained for federal funding. TxDOTCONNECT checks for information about federal funding in the Agency Funding Agreements section, as described below.
Local Agreement	This indicates whether agreements have been obtained for local funding. TxDOTCONNECT checks for information about local funding in the Agency Funding Agreements section, as described below.
Full Authority	This displays the date all Full Authority requirements have been met for all parcels on the project.

3.6.2 Project Estimates

The Project Estimate table displays funding amounts for all ROW activities.

Project Estimates

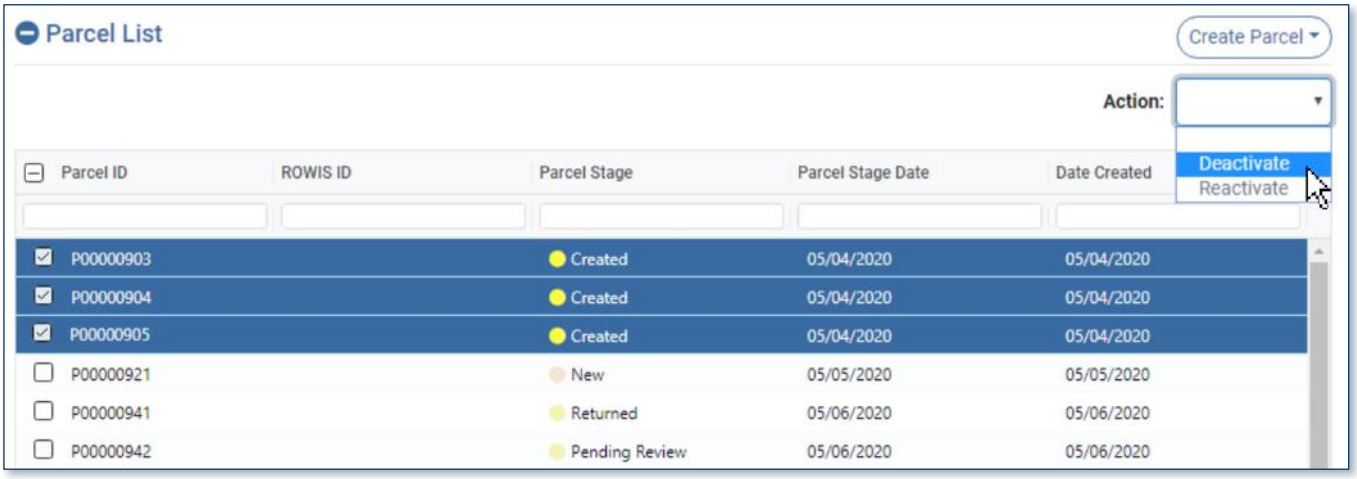
ROW Activities / Object of Expense	PID	Project Estimate	Agreement Project Estimate
District Time Sheet Costs (function 600/blank)	601	$5,000.00	$0.00
Total		$5,000.00	$0.00

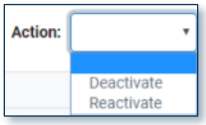
Column	Description
ROW Activities/Object of Expense	This displays the funding line from the project's Funding Page.
PID	This displays the program ID (PID) of the funding line.
Project Estimate	This displays the approved funding amount from the project's Funding Page. This field **does not update** after the Full Authority Date.
Agreement Project Estimate	This displays the approved funding amount from the project's Funding Page. This field **continues to update** after the Full Authority Date.

Together, the **Project Estimate** and **Agreement Project Estimate** fields allow the ROW Project Manager to see that a project's approved funding amount has changed after the Full Authority Date.

3.6.3 Parcel List

The Parcel List allows you to see all associated parcels to a specific ROW project.

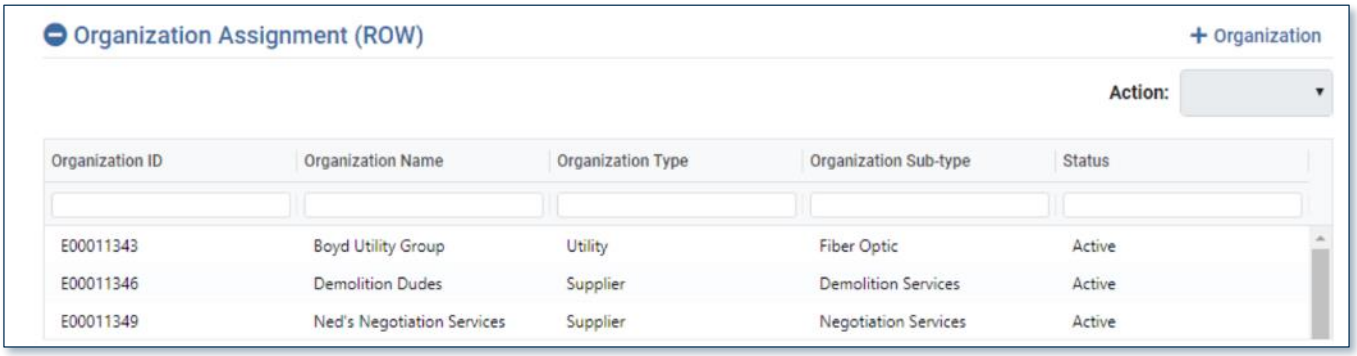


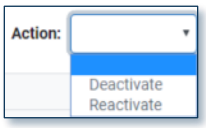
Button/Column	Description
Create Parcel	This button allows authorized users to create new parcels through a manual process or bulk upload.
	This button allows authorized users to deactivate or reactivate one or more parcels. The parcel must first be selected in the Parcel List below.
Parcel ID	The parcel's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Parcel IDs begin with the letter **P**.
ROWIS ID	The identifier for legacy ROW projects migrated from the Right of Way Information System (ROWIS).
Parcel Stage	This indicates where the parcel is in the acquisition process.
Parcel Stage Date	This indicates the date at which the parcel reached its current stage.
Date Created	This indicates the date on which the parcel entered was created.

3.6.4 Organization Assignment

This section allows authorized users to assign organizations to a ROW project from the TxDOTCONNECT Organization database.

To add a new organization to the TxDOTCONNECT Organization database, use the **Create Organization** feature in the Administrative module, described below.

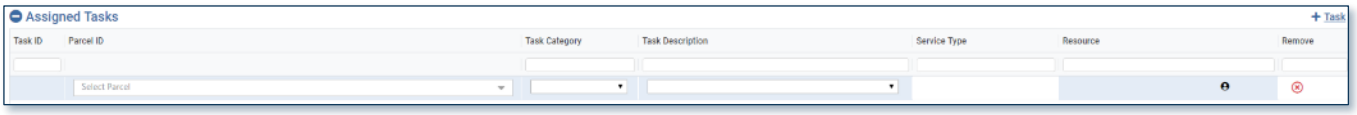


Feature/Column	Description
+ Organization	This button allows authorized users to select an organization for assignment to the ROW Project. The organization appears as an additional row in the Organization Assignment grid.
	This button allows authorized users to deactivate or reactivate an assigned organization. The parcel must first be selected in the Parcel List below. This only deactivates the organization in the the project's assignment list; it does not deactivate the organization in the TxDOTCONNECT Organization database.
Organization ID	The organization's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Organizations IDs begin with the letter **E**.
Organization Name	The organization's name.
Organization Type	The organization's type. This determines the services the organization may perform and how it may be used in TxDOTCONNECT.
Organization Sub-Type	The organization's subtype. This further refines the services the organization may perform and how it may be used in TxDOTCONNECT.
Status	This indicates whether the organization is active or inactive on the project.

3.6.5 Assigned Tasks

This section allows authorized users to assign tasks to organizations.

Before an organization can be assigned a task, it must first be assigned in the **Organization Assignment (ROW)** section and the project must be saved.



Feature/Column	Description
+ Task	This button allows authorized users to add a task for assignment.
Task ID	The task's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT. All Task IDs begin with the letter **K**.
Parcel ID	This indicates one or more parcels for which the task must be performed.
Task Category	This indicates the category for the task. This selection determines the available Task Descriptions and Service Types as well as the organizations to whom the task may be assigned.
Task Description	This indicates the description for the task. This selection is determined by the selected Task Category, and determines the available Service Types.
Service Type	This field populates automatically depending on the selected Task Category and Task Description.
Resource	This allows authorized users to select the resource that will perform the task. Only resources that meet the following requirements will be available for selection: - The individual is listed as a Supporting Resource under one of the organizations entered in the Organization Assignment table. - The individual's Service Type matches that of the tasks' Service Type. Refer to the Organizations section of this guide for more information about creating and updating Supporting Resources in the TxDOTCONNECT Organization database.

3.6.6 Assigned Tasks

This section allows authorized users to assign tasks to organizations.

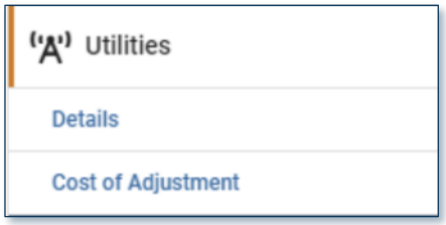
Before an organization can be assigned a task, it must first be assigned in the **Organization Assignment (ROW)** section and the project must be saved.

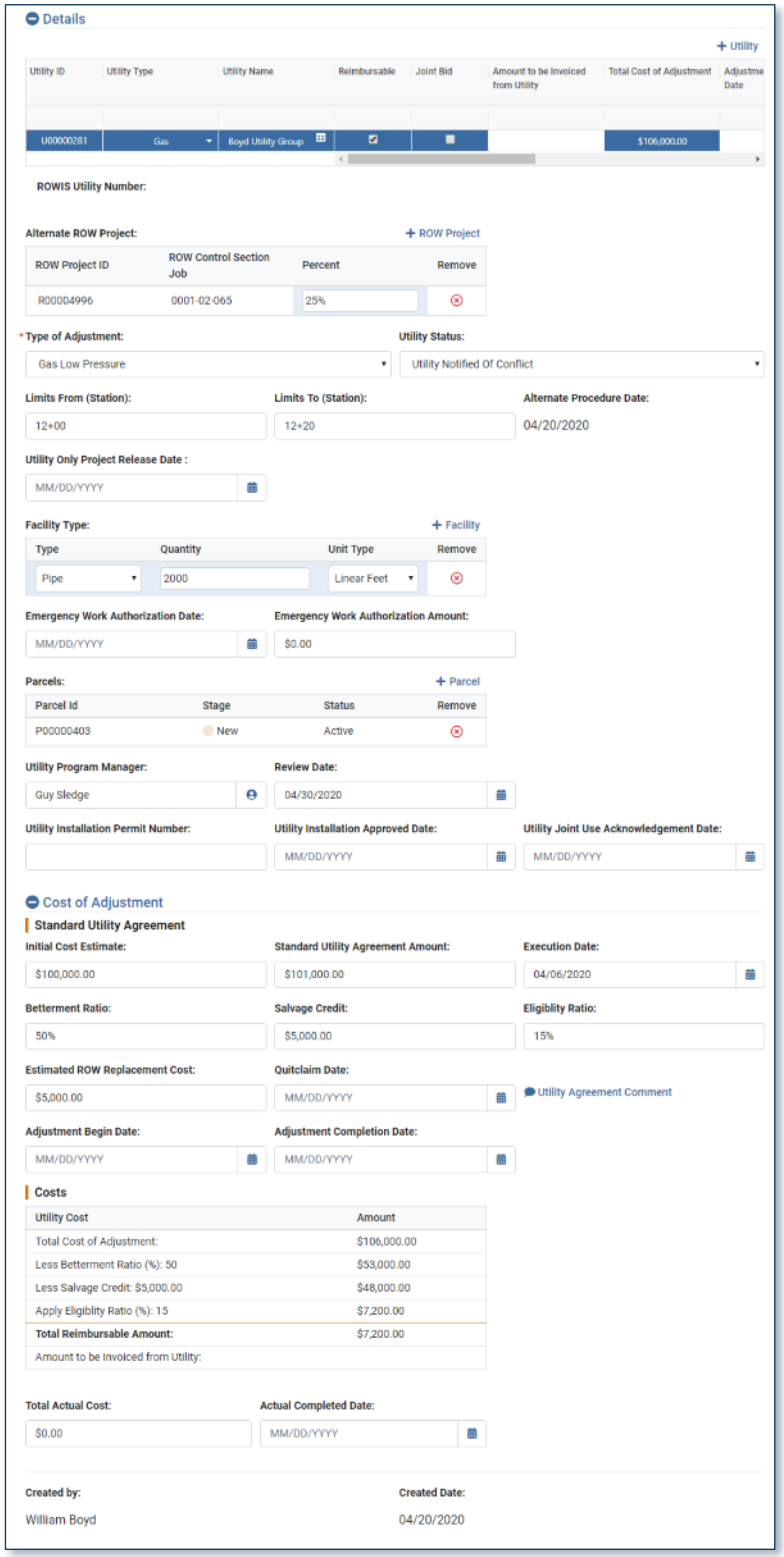
Feature/Column	Description
+ Agency Funding	This button allows authorized users to add information about agency funding responsibilities.
Agency Name	This indicates the name of the participating agency.
Expense Category	This indicates the expense category for the funding obligation.
Participation %	This indicates the percentage of the agency's participation.
Obligation Amount	This indicates the amount of the participating agency's funding obligation.
Total Contribution Amount	This displays the total amount of all contributions received from the participating agency.
Balance Amount	This indicates the balance still owed by the participating agency. TxDOTCONNECT calculates this by subtracting the **Total Contribution Amount** from the **Obligation Amount**.
Balance Status	This indicates whether the participating agency still has a balance due, whether the obligation is settled, or if the obligation is overfunded.
Add Contribution (+)	This button allows authorized users to record contributions toward an obligation.
Remove	This button allows authorized users to remove an obligation or a contribution.

3.7 Utilities Page

The Utilities page displays information about utility work being performed for a project. This page is only available if a Utility Resource Request has been approved.

The Utilities page is arranged in two sections:





3.7.1 Utilities Details

The Utilities Details section contains multiple subsections described below.

3.7.1.1 Utilities Table

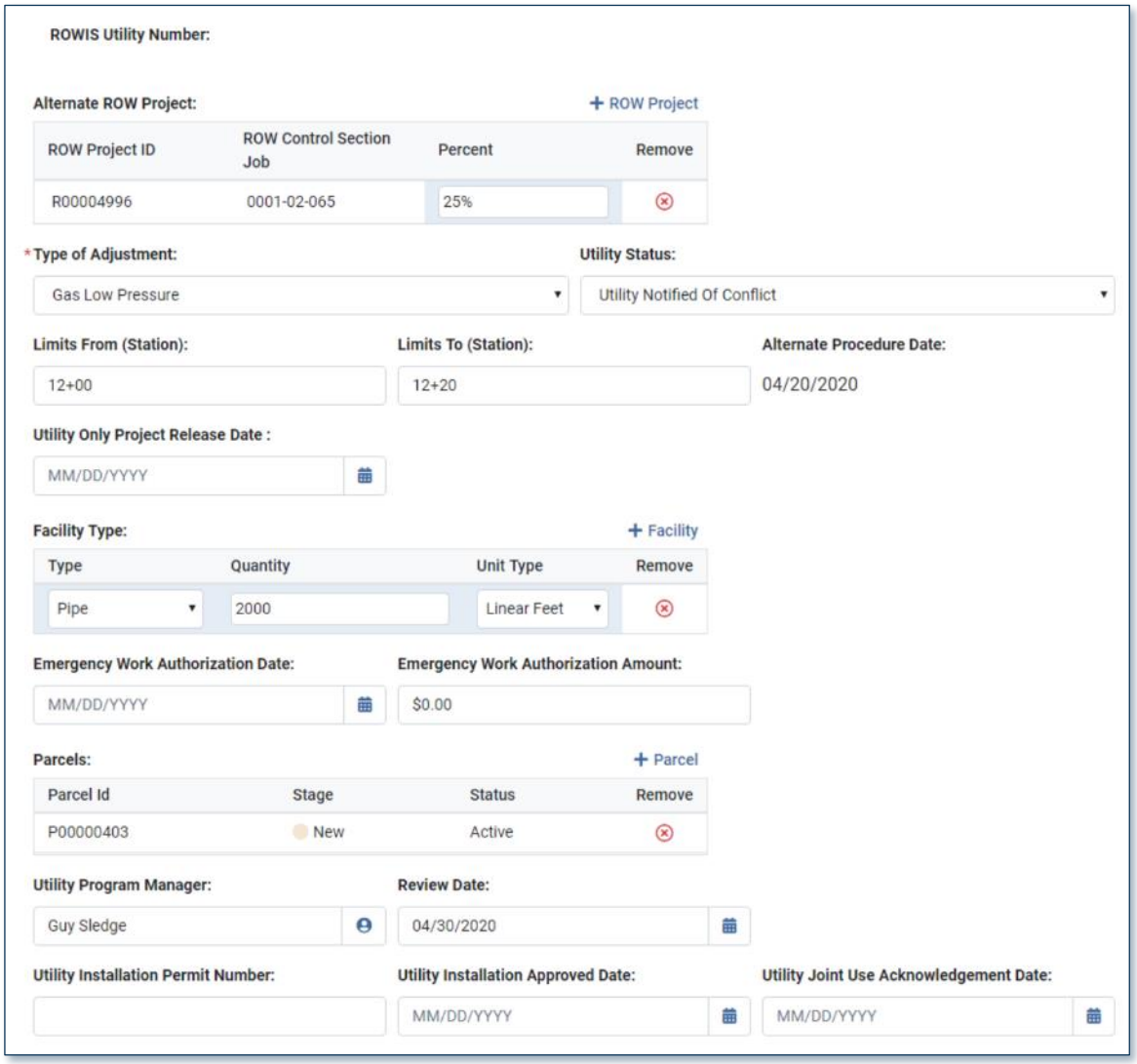
The Utilities Table contains all utilities records that have been added to the project. Authorized users must add a utility record here before entering information on the rest of the page.

Feature/Column	Description
+ Utility	This button allows authorized users to add a utility to the Utilities Table.
Utility Type	Indicates the type of utility being adjusted for the project.
Utility ID	The utility adjustment's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the project is saved. All Utility IDs begin with the letter **U**.
Utility Name	This button allows authorized users to select the Utility organization performing the adjustment.
Reimbursable	This checkbox indicates whether the adjustment is reimbursable.
Joint Bid	This checkbox indicates whether the utility work is part of a joint bid. Checking this box has the following effects: - The ROW Project is added to the list of subordinate projects on the **Letting Page**. - The Utility Category of Work becomes available on the **Engineer's Estimate** page. - The Joint Bid indicator on the **Right of Way** page is checked.
Amount to be Invoiced from Utility	This indicates the amount to be invoiced from the utility. This is only applicable if Reimbursable is selected.
Total Cost of Adjustment	This displays the Total Cost of Adjustment, and is populated automatically once the Standard Utility Agreement information is entered below.
Adjustment Completion Date	This indicates the Utility Coordinator's best estimate of the date the utility adjustment will be complete.
Exception to Policy	This indicates whether the adjustment is being completed as an exception to policy.

State Participation 2125	This checkbox indicates if the utilities record is impacted by Texas Senate Bill 1512, and enables the next two fields.
Minute Order	This allows authorized users to enter the Minute Order Number associated with the State Participation 2125.
Approved Amount for State Participation 2125	This allows authorized users to enter the required dollar amount for State Participation 2125.
Remove	This button allows authorized users to remove a Utility record. Only Utility Program Managers may remove a utility record.

3.7.1.2 Additional Details

When a Utility is selected in the Utilities Table, the fields below display information specific to the selected utility.



Feature/Field	Description
ROWIS Utility Number	The identifier for legacy Utility projects migrated from the Right of Way Information System (ROWIS).
Alternate ROW Project	This allows authorized users to identify one or more ROW projects (other than the current ROW project) involved in the adjustment. Click **+ROW Project** and select one or more ROW projects from the selection window. Then, enter the **Percent** of the utility adjustment located within each ROW project.
Type of Adjustment	This indicates the type of utility adjustment being performed. It further refines the Utility Type selected in the Utilities Table above.
Utility Status	This indicates the current status of the utility adjustment.

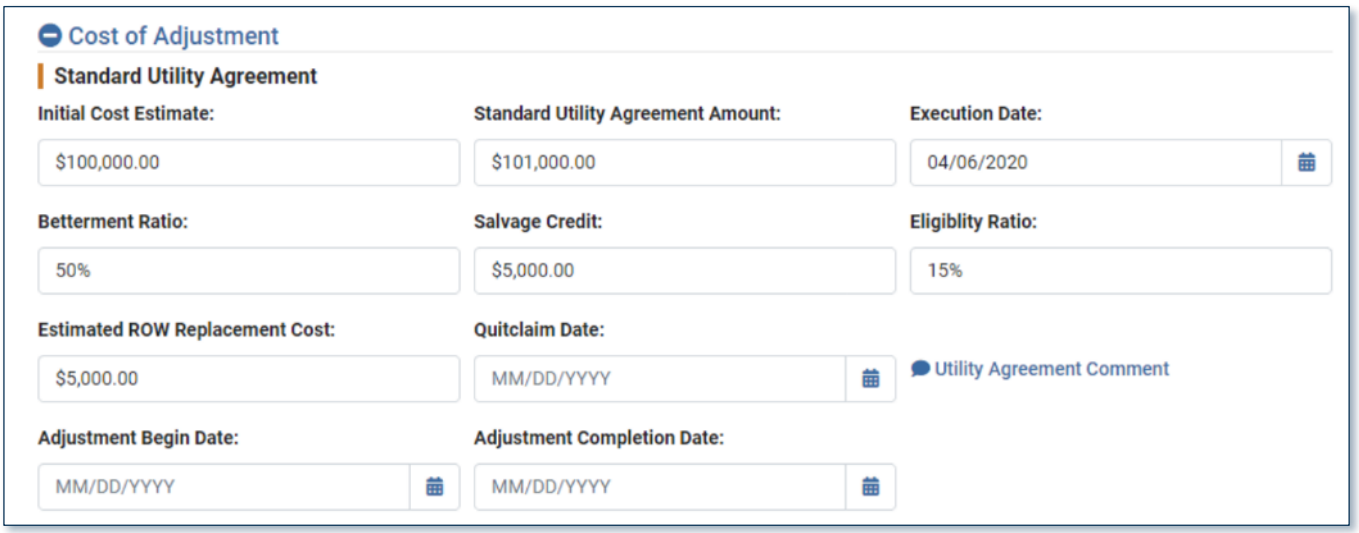
Feature/Field	Description
Limits From and Limits To	This indicates the limit of the utility adjustment, entered as stations.
Alternate Procedure Date	This indicates the date the utility record was created.
Utility Only Project Release Date	This indicates the date of release for Utility Only projects (with no right of way acquisition).
Facility Type	This allows authorized users to identify the facilities involved in the adjustment. Click **+ Facility** to add a row to the table, then select a **Type**, enter a **Quantity**, and select a **Unit Type**.
Emergency Work Authorization Date and Amount	This indicates the date and amount of an emergency work authorization, if applicable.
Parcels	This allows authorized users to identify the specific parcels of land involved in the adjustment. Only parcels on the current ROW project are available for selection. Click **+ Parcel** and select one or more parcels from the selection window.
Utility Program Manager and Review Date	This indicates the Utility Program Manager responsible for reviewing and approving the utility adjustment information, and the date the review was performed.
Utility Installation Permit Number and Utility Installation Approved Date	This indicates the permit number for the utility installation and the date it was approved.
Utility Joint Use Acknowledgment Date	This indicates the date of the Joint Use Acknowledgment agreement, if applicable.

3.7.2 Cost of Adjustment

Information from the Standard Utility Agreement and Supplemental Utility Agreement (if applicable) are entered, calculated, and summarized in the Cost of Adjustment information.

3.7.2.1 Standard Utility Agreement

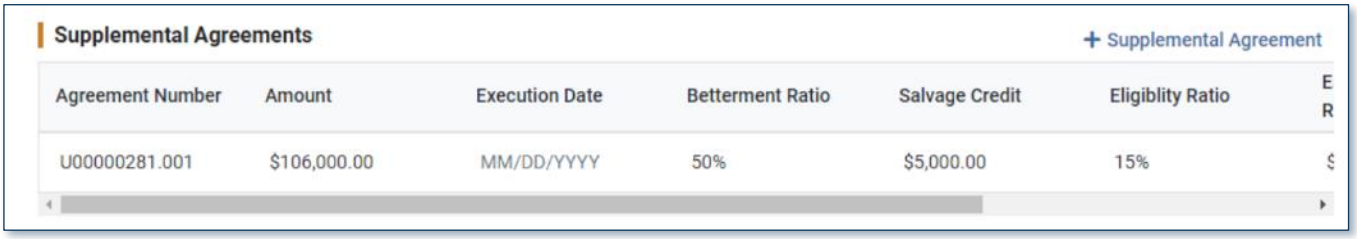
The Standard Utility Agreement subsection contains the fields described below.



Feature/Field	Description
Initial Cost Estimate	This indicates the Utility Coordinator's best initial estimate for the cost of the adjustment.
Standard Utility Agreement Amount	This indicates the actual cost amount as recorded in the Standard Utility Agreement.
Execution Date	This indicates the date the Standard Utility Agreement is executed.
Betterment Ratio	This indicates the percentage betterment that results from the adjustment.
Salvage Credit	This indicates the value of the salvage credit that results from the adjustment.
Eligibility Ratio	This indicates the utility's eligibility for reimbursement expressed as a percentage.
Estimate ROW Replacement Cost	This indicates the costs associated with ROW replacement if applicable.
Quitclaim Date	This indicates the date the utility quit claim to the property if applicable.
Utility Agreement Comment	This allows authorized users to enter a comment related to the Standard Utility Agreement. Click the comment icon, type a comment in the window, and click **Done**.
Adjustment Begin and Completion Dates	This indicates the dates the adjustment will begin and end as recorded in the Standard Utility Agreement.

3.7.2.2 Supplemental Agreements

A Supplemental Utility Agreement is only needed if changes occur to the Standard Utility Agreeement. This subsection contains the fields described below.



Feature/Field	Description
+ Supplemental Agreement	This allows authorized users to add rows to the Supplemental Agreements table, if applicable.
Agreement Number	The Supplemental Agreement's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the project is saved. All Supplemental Agreement Numbers consist of the **Utility ID** with a 3-digit suffix.
!	The amounts entered in the **Supplemental Agreements** subsection are used by TxDOTCONNECT for the purposes of calculating the final **Total Reimbursable Amount** *instead of* the amounts in the **Standard Utility Agreement** subsection.

3.7.2.3 Costs

The Costs subsection calculates and summarizes the amounts entered in the Standard Utility Agreement and, if applicable, Supplemental Agreement subsections. It also contains the fields described below.

Costs

Utility Cost	Amount
Total Cost of Adjustment:	$106,000.00
Less Betterment Ratio (%): 50	$53,000.00
Less Salvage Credit: $5,000.00	$48,000.00
Apply Eligiblity Ratio (%): 15	$7,200.00
Total Reimbursable Amount:	$7,200.00
Amount to be Invoiced from Utility:	

Total Actual Cost: $0.00

Actual Completed Date: MM/DD/YYYY

Created by: [illegible]

Created Date: 04/20/2020

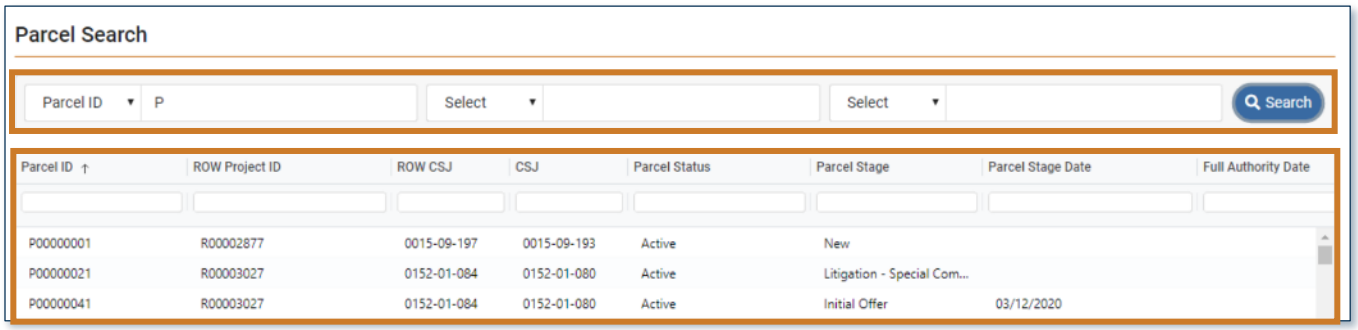
Feature/Field	Description
Total Actual Cost	This indicates the final actual cost of the utility adjustment.
Actual Completed Date	This indicates the final actual date the adjustment is completed.
Created By and Created Date	This field automatically populates with the name of the individual who created the utility record and the date it was created.

4 Right of Way Module

The **Right of Way** tab in the Top Menu Bar leads to the **Parcel Search** page. It allows authorized users to search for, view, and update right of way parcels.

4.1 Parcel Search

There are two parts on this page: the **Search Feature,** the **Search Results.**



4.1.1 Search Feature

To search for a specific parcel,

1. Use the **Select** drop-down menu to select search criteria. Up to three search criteria can be selected, and up to three search terms entered.
2. Enter a search term.
3. Click Search.

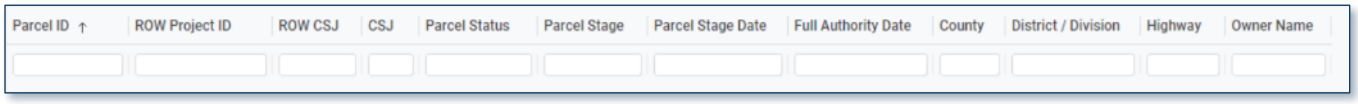
The **Search Results** will appear. If no parcels match the filter criteria, the message "No projects available to display for your search criteria."

4.1.2 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

4.1.2.1 Search Results Column Headers



The current list of search column headers appears below.

- Parcel ID
- ROW Project ID
- ROW CSJ
- CSJ
- Parcel Status
- Parcel Stage
- Parcel Stage Date
- Full Authority Date
- County
- District/Division
- Highway
- Owner Name

4.1.2.2 Select Parcel

- Click a parcel once to highlight it.
- Double-click a parcel to open it.

4.2 Parcel Header

The **Parcel Header** appears at the top of every Parcel page. It contains important high-level parcel information. The header contains the fields described below:

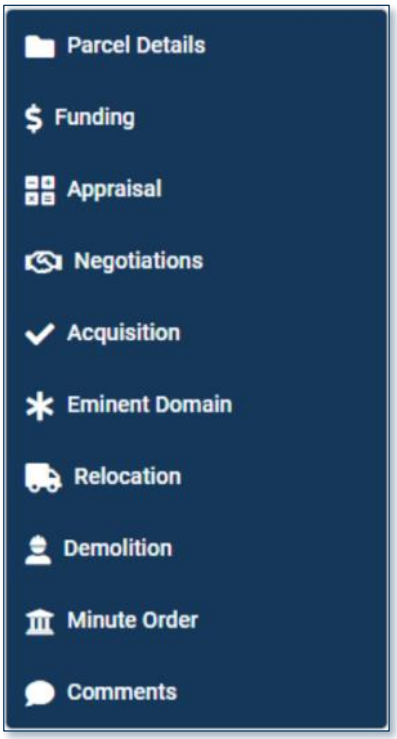
Field	Description	
ROW CSJ	This is the unique Control Section Job (CSJ) for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved.	
ROW Project ID	This is the unique identifier for the ROW project, generated by TxDOTCONNECT when a ROW Resource Request is approved. All ROW Project IDs begin with the letter **R**.	
Parcel ID	This is the unique identifier for the parcel, generated by TxDOTCONNECT when the parcel is created and saved. All Parcel IDs begin with the letter **P**.	
Parcel Stage	This allows authorized users to update the stage of the parcel to indicate where it is in the acquisition process.	
	New	The parcel has been created manually but no progress has yet been made or .gdb file has been uploaded.
	Created	The parcel location information (.gdb file) has been uploaded and approved but no progress has been made.
	Appraised	The appraisal information has been entered into TxDOTCONNECT on the Appraisal page.
	Appraisal Reviewed	The appraisal reviewer has reviewed the appraisal and indicated whether the appraisal is recommended or not.
	Appraisal Approved	TxDOT has approved the appraisal and an Appraisal Approved Date has been entered on the Appraisal page.
	Initial Offer	An initial offer has been sent to the property owner. The amount and date must first be entered on the Negotiation page.
	Final Offer	A final offer has been sent to the property owner and the amount and date have been entered on the Negotiation page.

	Pre-Litigation	TxDOT is preparing to enter eminent domain proceedings for a parcel.
	In Litigation – Special Commissioner or Trial	Eminent Domain activities are proceeding. For each of these stages, relevant information should be entered on the Eminent Domain page.
	Acquired – Deed	The property is acquired and Deed information has been entered on the Negotiation page.
	Acquired – Judgment	The property is acquired through a judgment of the court.
	Ready for Construction	The property is ready for construction to begin.
Parcel Status	This allows an authorized user to update the current status of the parcel.	
	Active	Indicates that the parcel acquisition is in progress.
	Paused	Indicates that TxDOT has temporarily stopped work on the parcel acquisition.
	Canceled	Indicates termination of a parcel acquisition prior to its completion.
	Closed	Indicates deliverables and final reconciliation processes are complete for parcel acquisition.
	Surplus	Indicates a parcel has been designated as surplus.
District	Name and district number of the District where the parcel is located. This field populates automatically based on the district assigned to the project.	
County	Name of the county where the parcel is located. This field populates automatically based on the county assigned to the project.	
Highway	Name and/or number of the highway where the project is located. This field populates automatically based on the highway of the project.	
Control Section	This identifies the section of highway where the project is taking place. This field populates automatically based on the control section of th project.	

4.3 Left Navigation Menu (Right of Way)

The **Left Navigation Menu** (or "**Left Nav**") appears to the left of every parcel page. It contains a list of all pages available for that parcel.

Some pages are only required for certain situations.

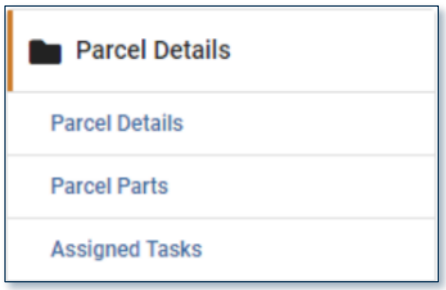


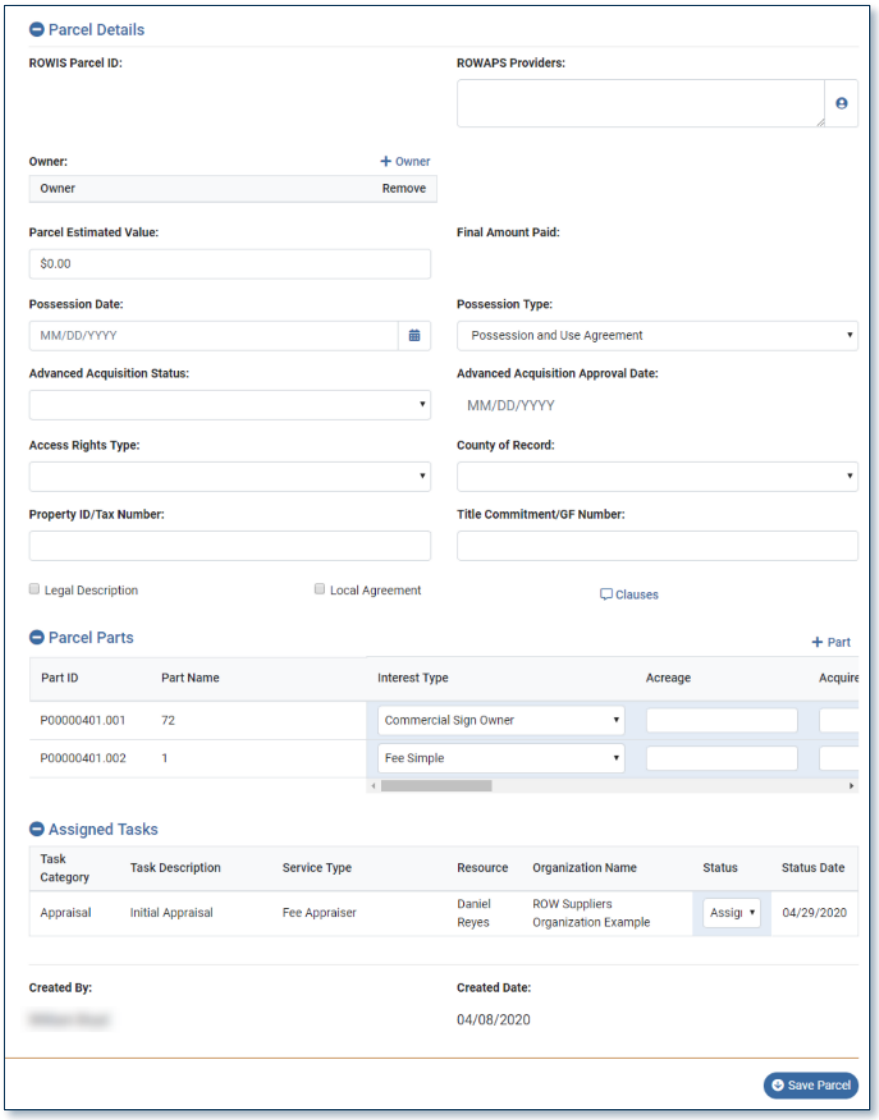
Field	Description
Parcel Details	Allows authorized users to capture or reviewing initial setup data regarding the parcel.
Funding	Allows authorized users to track funding responsibilities and activities.
Appraisal	Allows authorized users to complete, review, or approve the property appraisal.
Negotiation	Allows authorized users to enter information related to the initial and final offer and other agreements.
Acquisition	Allows authorized users to enter and review approved values, final payments, and refunds.
Eminent Domain	Allows authorized users to capture details related to Eminent Domain proceedings.
Relocation	Allows authorized users to manage relocation of residential and non-residential displacees.
Demolition	Allows authorized users to manage demolition information.
Minute Order	Allows authorized users to enter Transportation Commission meeting minute order numbers relevant to the acquisition of a property.
Comments	Allows authorized users to enter comments and view comments left on other pages

4.4 Parcel Details Page

This Parcel Details allows authorized users to capture initial parcel setup data.

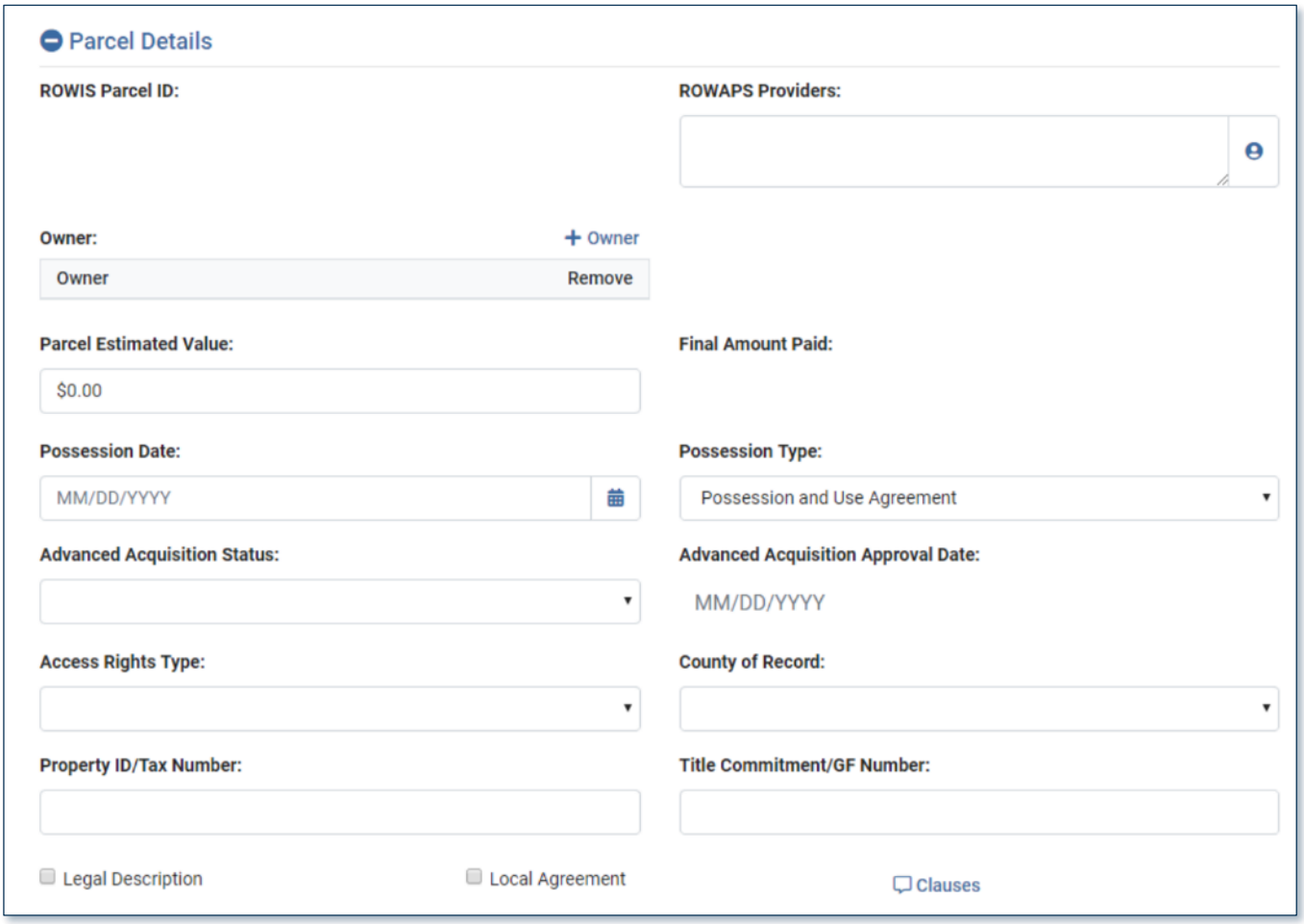
The Parcel Details page is arranged in three sections:





4.4.1 Parcel Details

The Parcel Details section contains the fields described below.

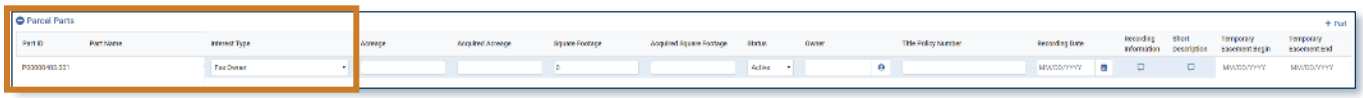


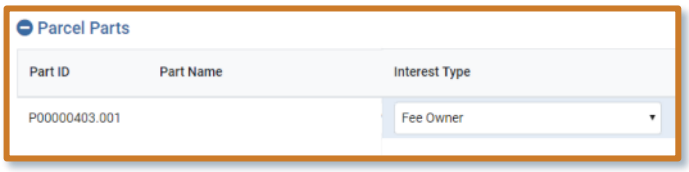
Feature/Field	Description
ROWIS Parcel ID	The identifier for legacy ROW parcels migrated from the Right of Way Information System (ROWIS).
ROWAPS Providers	This allows authorized users to identify the ROWAPS provider responsible for managing the parcel through the acquisition process. Click the resource icon to select a ROWAPS Provider.
Owner	This allows authorized users to identify the owner of the parcel. Click **+Owner** to select the owner.
Parcel Estimated Value	This indicates the ROW Project Manager's best initial estimate of the parcel's value.
Final Amount Paid	This indicates the final amount paid for the parcel acquisition.
Possession Date and Type	This indicates the date of the property possession and whether it took place through negotiation, condemnation, possession and use agreement, or undetermined.

Advanced Acquisition Status and Approval Date	This indicates the stage of advanced acquisition, if applicable, and the date advanced acquisition is approved.
Access Rights Type	This indicates whether access rights are permitted, partially permitted, denied, not applicable, or undetermined.
County of Record	This indicates the parcel's county of record.
Property ID/Tax Number	This indicates the property ID or tax number for the parcel.
Title Commitment/GF Number	This indicates the number for the title commitment or general file (GF).
Legal Description	This allows authorized users to indicate that legal descriptions have been obtained for the property. This is a requirement for full authority.
Local Agreement	This allows authorized users to indicate that agreements have been obtained with local public agencies for acquisition of the property. This is a requirement for full authority.
Clauses	This allows authorized users to enter clause information for the parcel acquisition. Click the square comment icon to open the Clauses window, type the information, and click **Done**. Information entered for square comment icons does not populate on the parcel comments page.

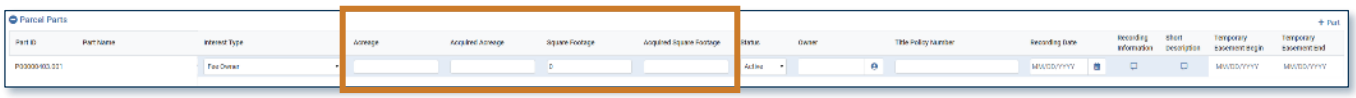
4.4.2 Parcel Parts

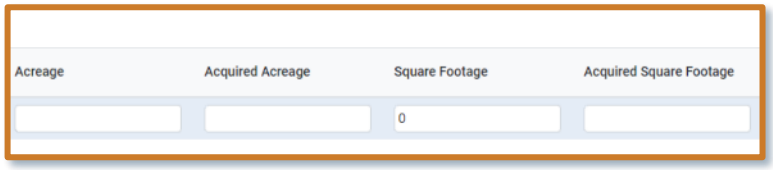
The Parcel Parts section contains the features and columns described below.



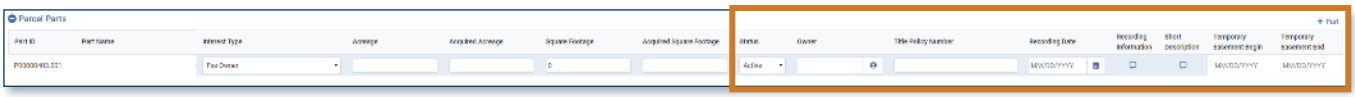


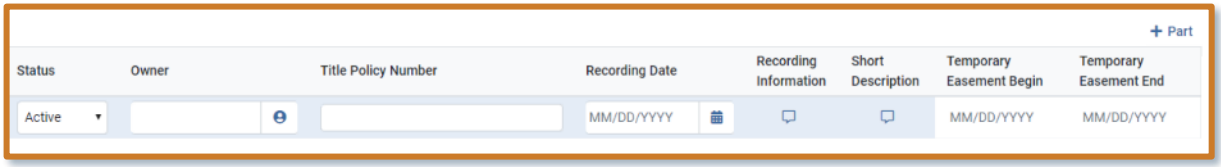
Feature/Column	Description
Part ID	This is the unique identifier for the parcel part, generated by TxDOTCONNECT when the part is created and saved. All Part IDs consist of the Parcel ID with a 3-digit suffix.
Part Name	The name for legacy ROW parcels migrated from the Right of Way Information System (ROWIS).
Interest Type	This indicates the parcel part's type, use, or how it will be valued.





Feature/Column	Description
Acreage and Acquired Acreage	This indicates the size of the parcel part in acres, both for the total parcel part and for that which TxDOT is acquiring.
Square Footage and Acquired Square Footage	This indicates the size of the parcel part in square feet, both for the total parcel part and for that which TxDOT is acquiring.





Feature/Column	Description
Status	This allows authorized users to update the status of the parcel part. This will almost always be “Active.”
Owner	This allows authorized users to select the owner of the parcel part, if different from the owner of the overall parcel.
Title Policy Number	This indicates the title policy number for the parcel part.
Recording Date	This indicates the recording date for the part acquisition.
Recording Information	This allows authorized users to enter recording information for the parcel part. Click the square comment icon, type the information, and click Done. Square comment icons do not populate on the Parcel Comments page.
Short Description	This allows authorized users to enter a short description for the parcel part. Click the square comment icon, type the information, and click Done. Square comment icons do not populate on the Parcel Comments page.
Temporary Easement Begin and End	This indicates the begin and end dates for parcel parts with an interest type of temporary easement.
+ Part	This allows authorized users to add parts to the parcel. Click this button to add a row and complete the applicable fields.

4.4.3 Assigned Tasks

The Assigned Tasks section allows authorized users to view and update the tasks assigned on the Right of Way page. A task's status may be updated from Assigned to Pending, Completed, or Canceled.

- Tasks must be created and assigned on the Right of Way page.
- Only Completed Tasks are available for task-specific payments, described in the Payments section of this guide.

Assigned Tasks

Task Category	Task Description	Service Type	Resource	Organization Name	Status	Status Date
Appraisal	Initial Appraisal	Fee Appraiser		Shasta Nottland Acquisition Services LLC	Assigi	04/13/2020

4.4.4 Created By and Created Date

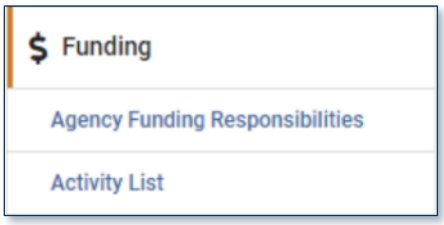
At the bottom of the page is displayed which user created the parcel and on what date.

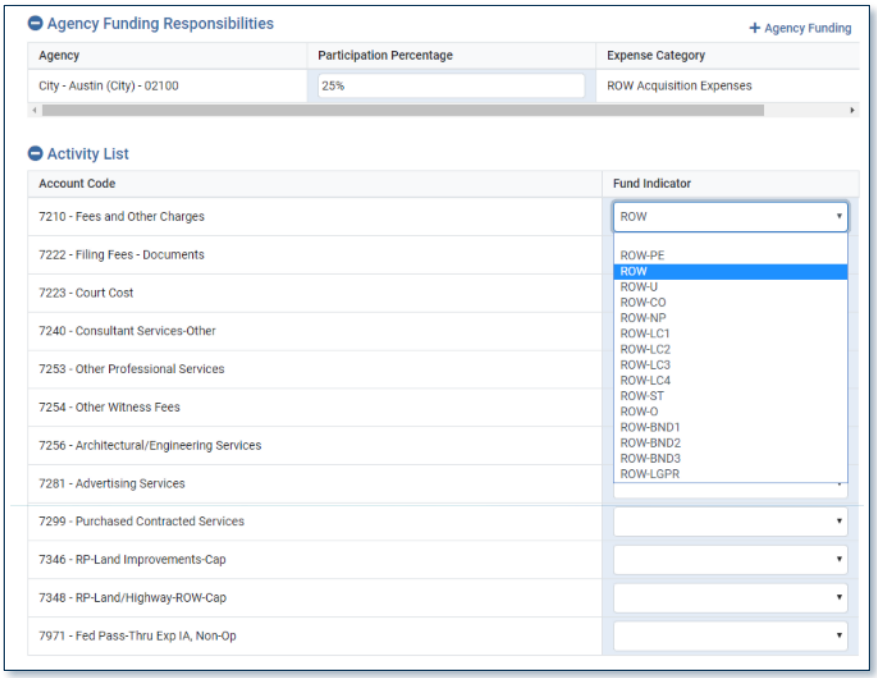
Created By:	Created Date:
William Boyd	04/08/2020

4.5 Funding Page

The parcel's Funding page allows authorized users to capture to reviewing initial parcel setup data.

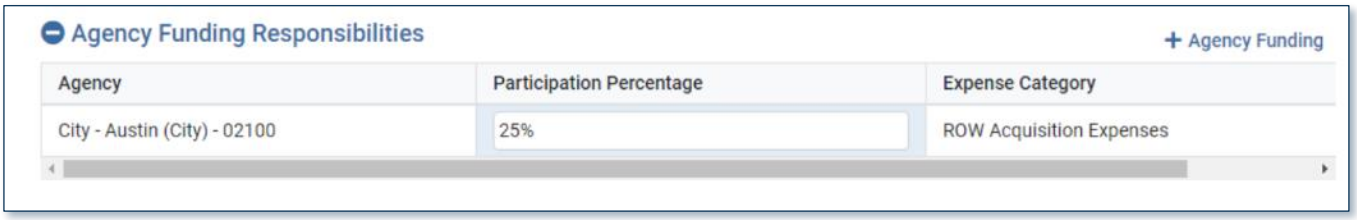
The Funding page is arranged in two sections:





4.5.1 Agency Funding Responsibilities

This section allows authorized users to indicate which participating agency (entered on the Right of Way page) is particitipating at the parcel level, and what percentage.

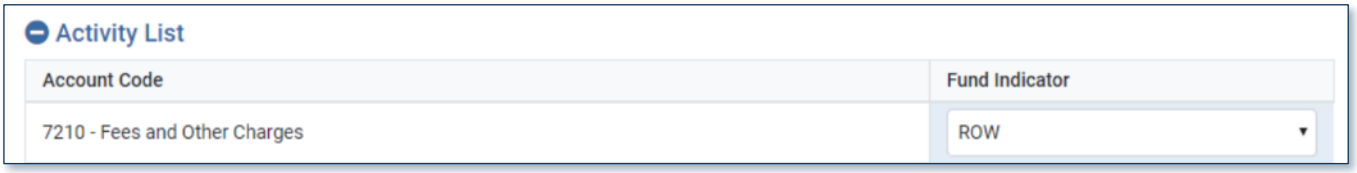


1. Click **+ Agency Funding**.
2. Select the appropriate agency.
3. Enter the Participation Percentage.

Only those agencies that were entered in the Agency Funding Responsibilities section of the Right of Way page will be available for selection.

4.5.2 Activity List

This section allows authorized users to select the funding source for each right of way activity.

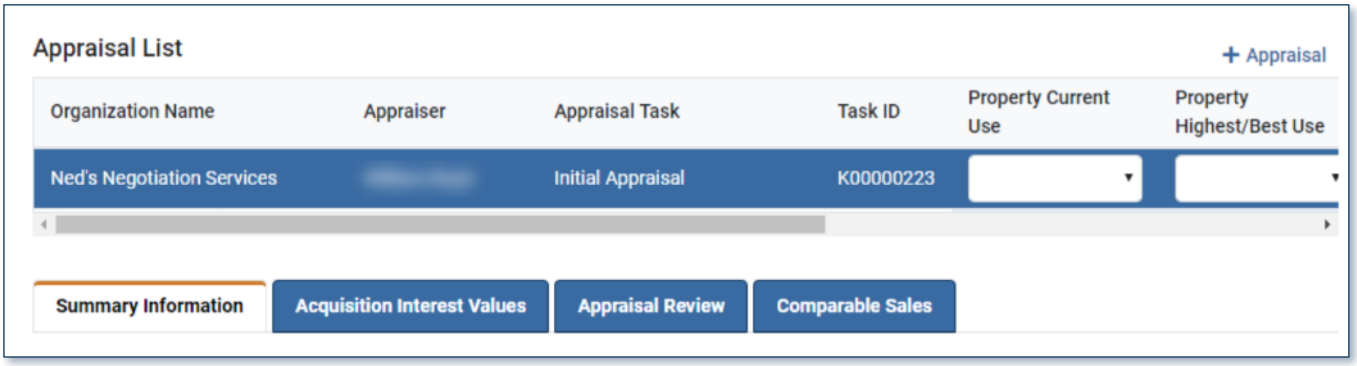


4.6 Appraisal Page

The Appraisal page allows authorized users to enter appraisal details.

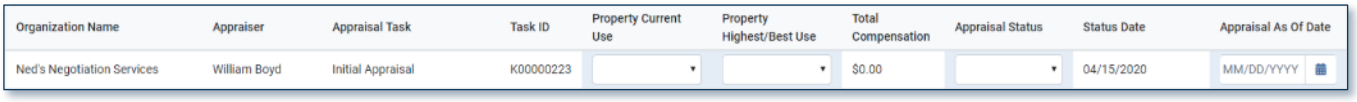
The Appraisal page is arranged with the **Appraisal List** table at the top and the four tabs below. Authorized users may click **+Appraisal** to add appraisal rows to the Appraisal List.

- Before an appraisal can be added, an appraisal task must be assigned on the Right of Way page.
- An appraisal must be added and selected before the tabs and information will display.



4.6.1 Appraisal List

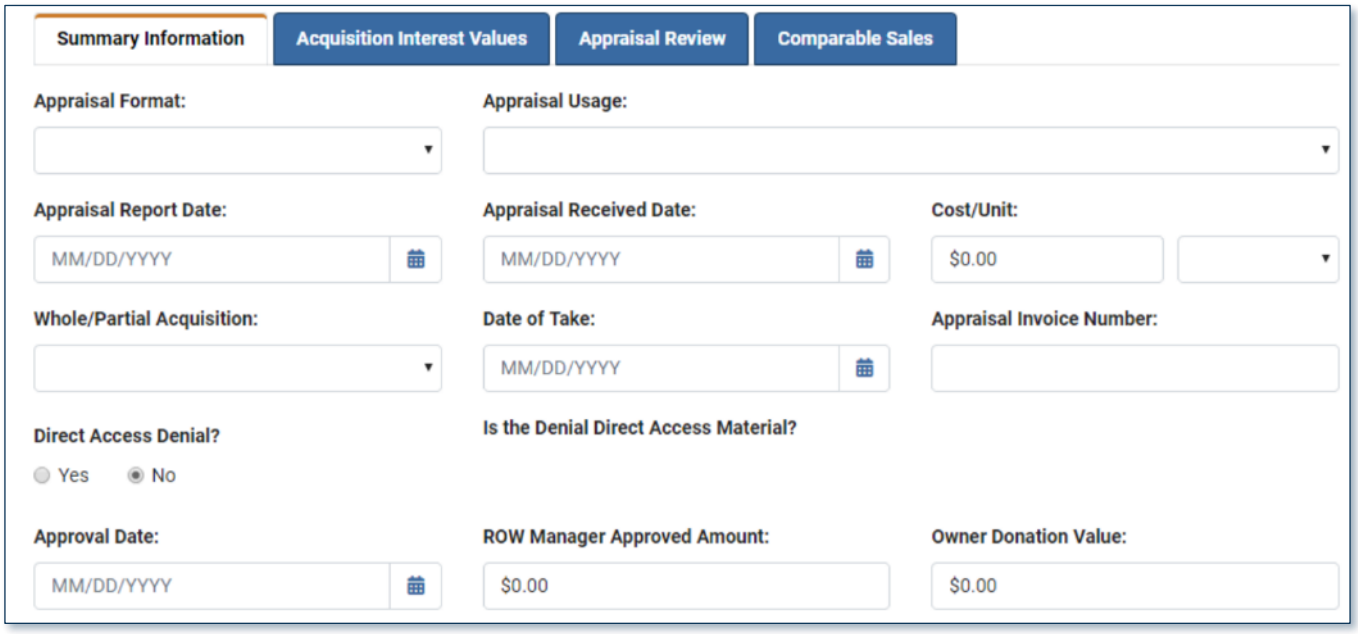
The Appraisal List table at the top of the page contains the fields described below.



Feature/Field	Description
Organization Name	This indicates the name of the organization assigned the appraisal task.
Appraiser	This indicates the name of the resource assigned the appraisal task.
Appraisal Task	This indicates the Task Subcategory as displayed in the Task Assignment section of the Right of Way page.
Task ID	This indicates the Task ID as displayed in the Task Assignment section of the Right of Way page.
Property Current Use and Property Highest/Best Use	These fields indicate how the property is currently being used and what the highest value use of that property would be.
Total Compensation	This value populates from the Total Compensation calculated in the Compensation Summary subsection of the Summary Information tab.
Appraisal Status	This allows authorized users to update the status of the appraisal.
Status Date	This indicates the date of the last update to the appraisal's status.
Appraisal As Of Date	This indicates the date the appraisal was performed.

4.6.2 Summary Information

The Summary Information tab displays the following information for the appraisal selected in the Appraisal List.



Field	Description
Appraisal Format	This indicates the name of the organization assigned the appraisal task.
Appraisal Usage	This indicates how the appraisal is being used, especially if it is being used as the basis for values.
Appraisal Report Date	This indicates the date of the appraisal report.
Appraisal Received Date	This indicates the date the appraisal was received.
Cost/Unit	This indicates the property's cost per unit
Whole/Partial Acquisition	This indicates whether TxDOT is taking the property in whole or in part.
Date of Take	This indicates the date of the take.
Appraisal Invoice Number	This indicates the invoice number for the appraisal.
Direct Access Denial and Is the Denial Direct Access Material?	This indicates whether the property owner is impactd by a Direct Access Denial and whether this Denial has been deemed material and therefore compensable.
Approval Date and ROW Manager Approved Amount	This indicates the date and amount the appraisal was approved for.
Owner Donation Value	This indicates the value, if any, of the owner's donation of property.

4.6.2.1 Compensation Summary

The Compensation Summary subsection contins amounts enterd from the appraisal as well as fields that calculate the Total Compensation amount. The calculated fields are described below.

Compensation Summary

Parcel Values	Amounts	
Whole Property	$0.00	
Part to be Acquired		$0.00
Value Remainder Before Taking	$0.00	
Value Remainder After Taking	$0.00	
Net Damages		$0.00
Enhancements	$0.00	
Access	$0.00	
Cost-To-Cure		$0.00
Total Compensation		**$0.00**

- **Part to Be Acquired** = total of all part values entered on the **Acquisition Interest Values** tab.
- **Net Damages** = amount property has decreased in value (if Value Remainder Before Taking is greater than Value Remainder After Taking)
- **Enhancements** = amount property has increased in value (if Value Remainder Before Taking is less than Value Remainder After Taking)
- **Total Compensation** = sum of all positive and negative values above.

4.6.3 Acquisition Interest Values

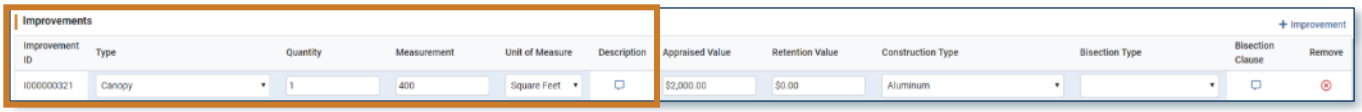
This tab allows authorized users to enter appraised values for each parcel part for the selected appraisal. It contains a Parcel Parts table at the top and Improvements subsection at the bottom.

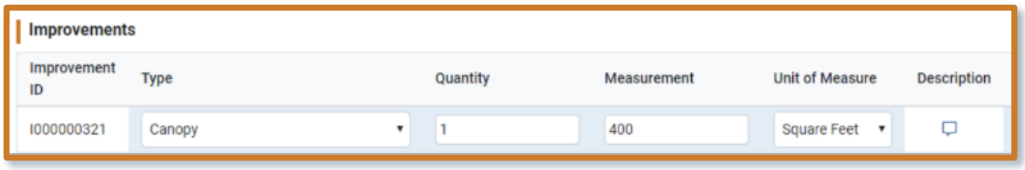
4.6.3.1 Parcel Parts

This table lists all parcel parts created on the **Parcel Details** page. It displays the Parcel Part ID, Interest Type, and part Status. Authorized users may enter the Appraised Value or indicate if a part Not Appraisable.

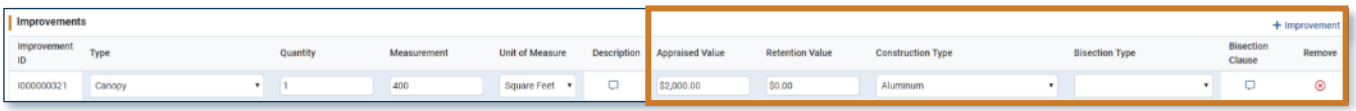
4.6.3.2 Improvements

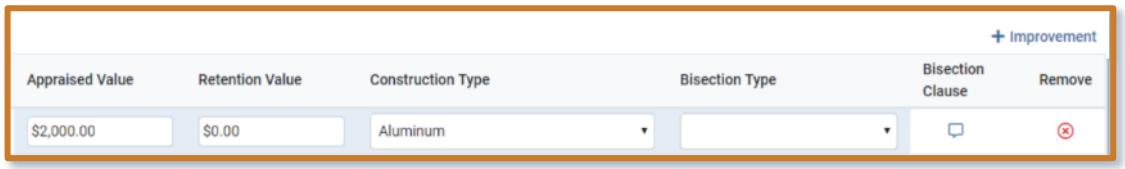
This section lists all Parts created on the Parcel Details page. It displays the Parcel Part ID, Interest Type, Appraised Value field, Not Appraisable indicator, and the parcel part Status.





Field	Description
Improvement ID	This is the unique identifier for the improvement, generated by TxDOTCONNECT when the improvement is created and saved. All improvement IDs begin with the letter **I**.
Type	This indicates the type of improvement.
Quantity	This indicates how many of the improvements are present on the property.
Measurement and Unit of Measure	This indicates the size of the improvement and its unit of measure.
Description	This allows authorized users to enter a description of the improvement. Click the square comment icon, enter the description, then click Done. Square comment icons do not populate on the Parcel Comments page.

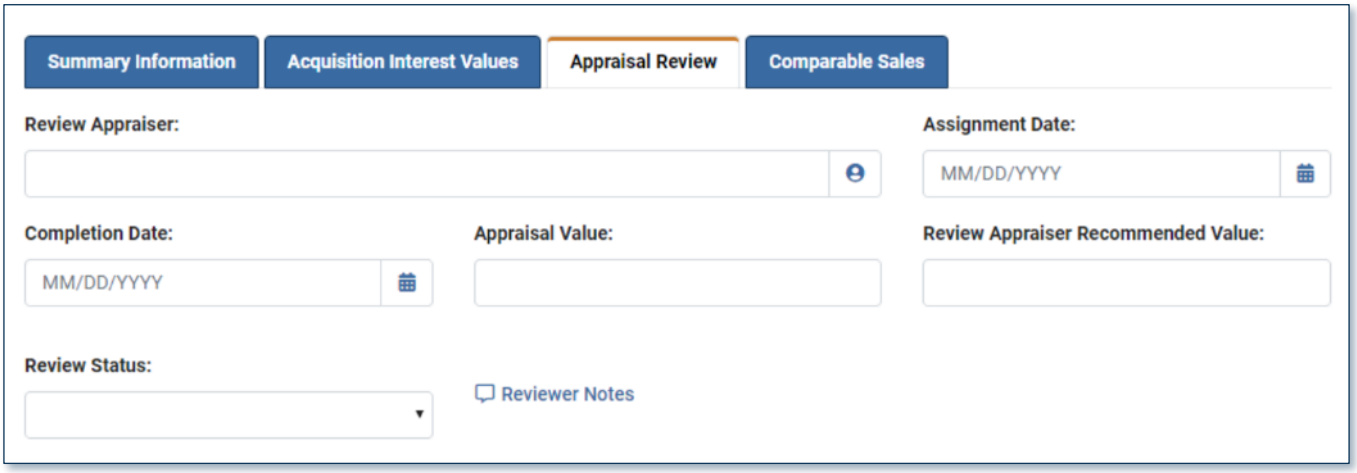




Field	Description
Appraised Value	This indicates the appraised value of the improvement.
Retention Value	This indicates the retention value of the improvement.
Construction Type	This indicates the construction type or material used in the improvement.
Bisection Type and Clause	This indicates whether the improvement bisects any property lines. Click the square comment icon to add a bisection clause, enter the information, then click Done. Square comment icons do not populate on the Parcel Comments page.
Remove	This allows authorized users to remove an improvement from a parcel part.

4.6.4 Appraisal Review

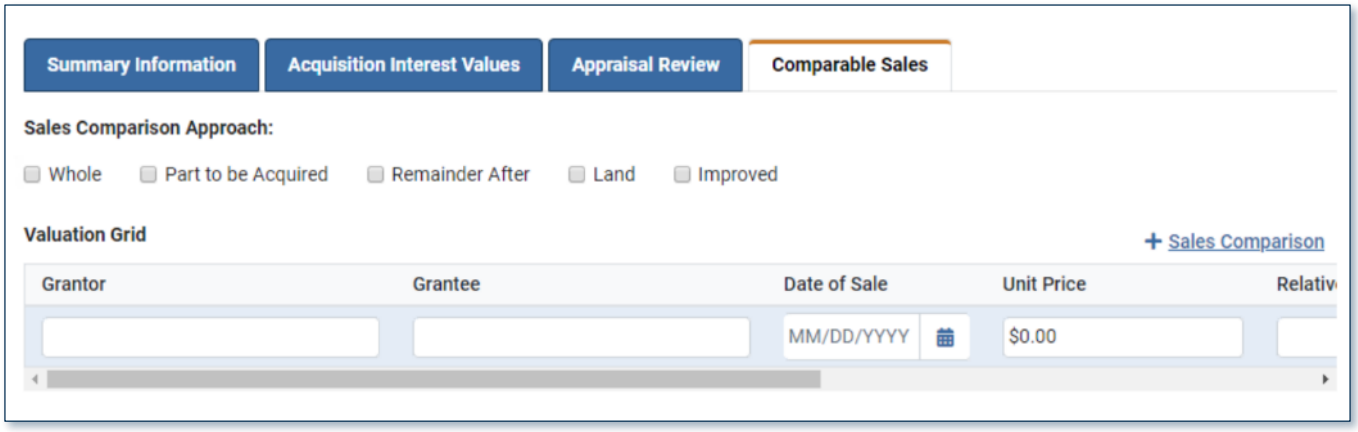
This tab allows authorized users to enter appraisal review information for the selected appraisal. It contains the fields described below.



Field	Description
Review Appraiser	This indicates the name of the individual who is performing the review. Click the resource icon to select from the resources identified in the Task Assignment section of the Right of Way page.
Assignment Date	This indicates the date the appraisal review assignment took place.
Completion Date	This indicates the date the appraisal review is complete.
Appraisal Value	This indicates the value of the appraisal being reviewed.
Review Appraiser Recommended Value	This indicates the value being recommended by the review appraiser.
Review Status	This indicates whether the outcome of the appraisal review is **Recommended** or **Not Recommended**.
Reviewer Notes	This allows authorized users to enter reviewer notes. Click the square comment icon, type the notes, and click **Done**. Square comment icons do not populate on the Parcel Comments page.

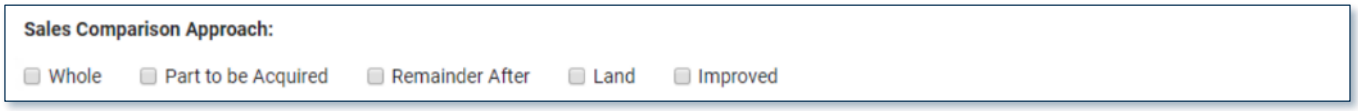
4.6.5 Comparable Sales

This tab allows authorized users to enter appraised values foinformation about comparable properties used for valuation. It contains a Sales Comparison Approach subsection and a Valuation Grid.



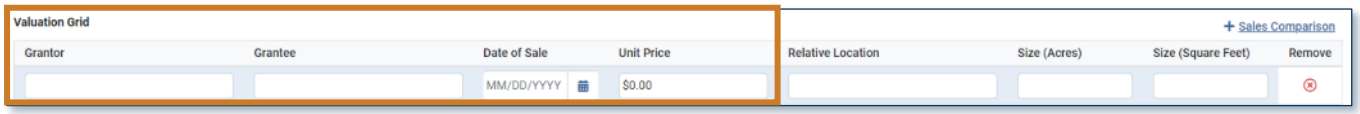
4.6.5.1 Sales Comparison Approach

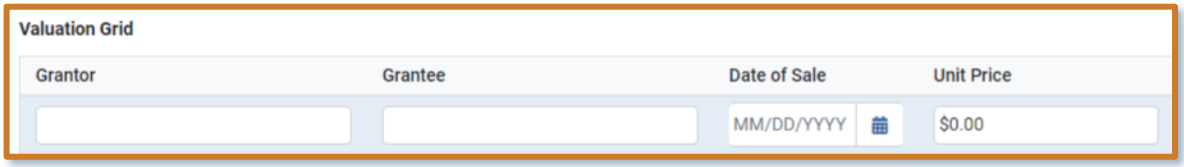
This subsection indicates whether the Sales Comparison Approach was Whole, Part to be Acquired, Remainder After, Land, or Improved.



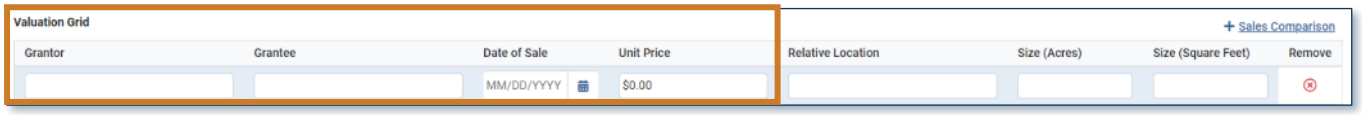
4.6.5.2 Valuation Grid

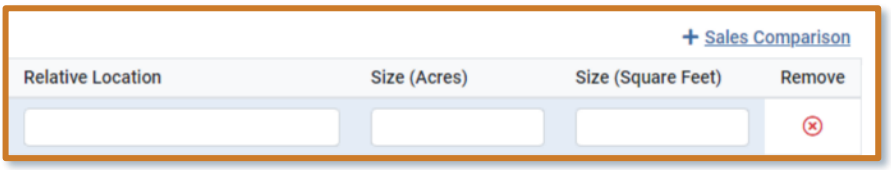
This subection allows authorized users to add Sales Comparison information.





Field	Description
Grantor	This identifies the party who sold the comparable property.
Grantee	This identifies the party who purchased the comparable property.
Date of Sale	This indicates the date of the comparable property's sale.
Unit Price	This indicates the unit price used in the comparable property's sale.



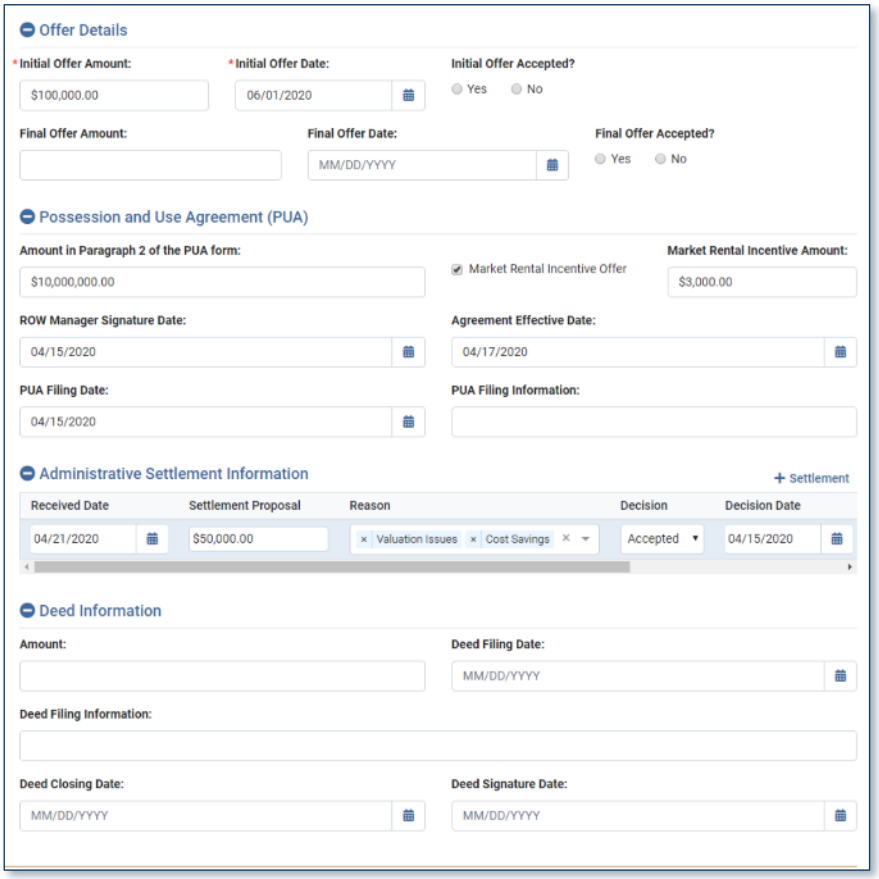


Field	Description
Relative Location	This indicates the location of the comparable property relative to the appraised property.
Size (Acres) and Size (Square Feet)	This indicates the size of the comparable property in acres or square feet.
Remove	This allows authorized users to remove a sales comparison from the Valuation Grid.
+ Sales Comparison	This allows authorized users to add a new row to the Valuation Grid to enter another sales comparison record.

4.7 Negotiations Page

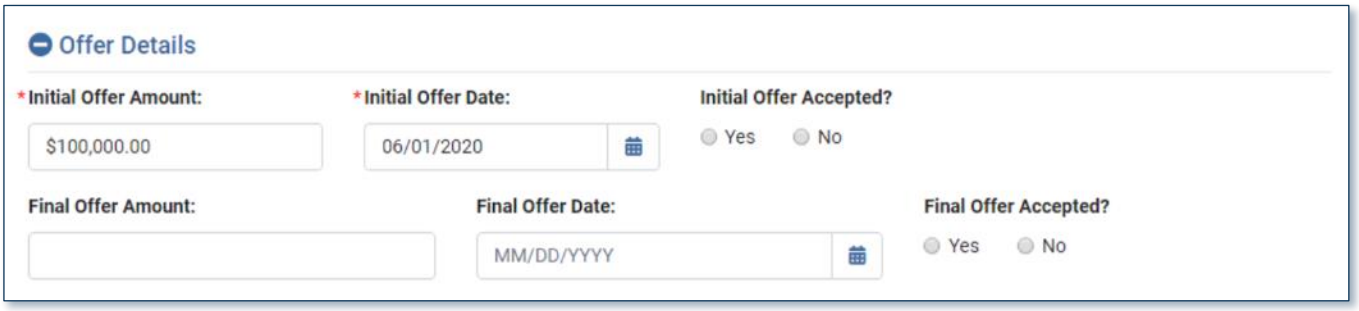
The Negotiation page allows authorized users to track the initial and final offer agreements, track negotiation of possession and use agreements (PUAs) and administrative settlements, and enter deed information.

The Negotiations page is arranged in four sections:



4.7.1 Offer Details

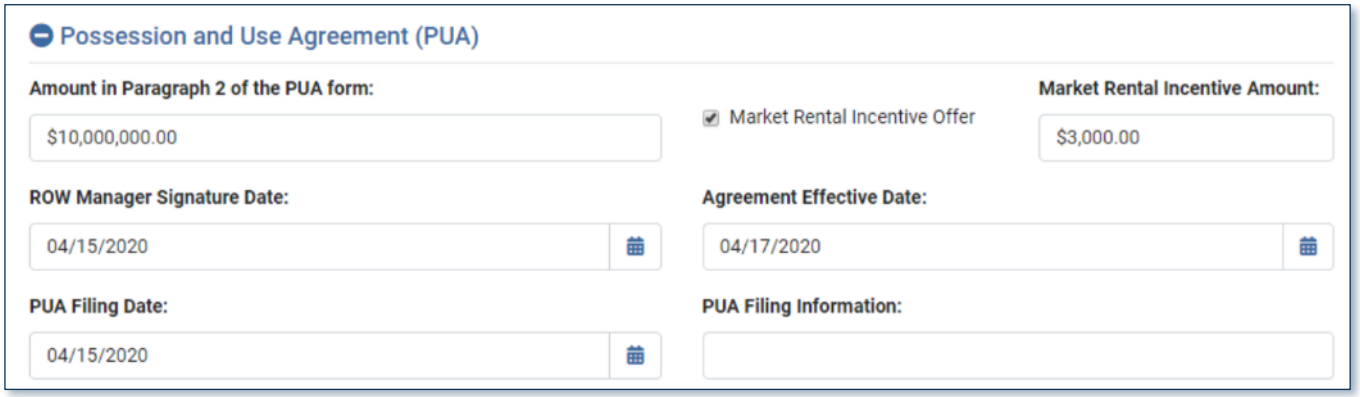
This section allows authorized users to enter and update details related to the initial and final offers.



Field	Description
Initial Offer Amount	This indicates the amount of the initial offer. This field is only available if the Parcel Stage is set to Initial Offer.
Initial Offer Date	This indicates the date the initial offer was made to the property owner.
Initial Offer Accepted?	This indicates whether the initial offer was accepted by the property owner.
Final Offer Amount	This indicates the amount of the final offer.
Final Offer Date	This indicates the date the final offer was made to the property owner.
Final Offer Accepted?	This indicates whether the final offer was accepted by the property owner.

4.7.2 Possession and Use Agreement (PUA)

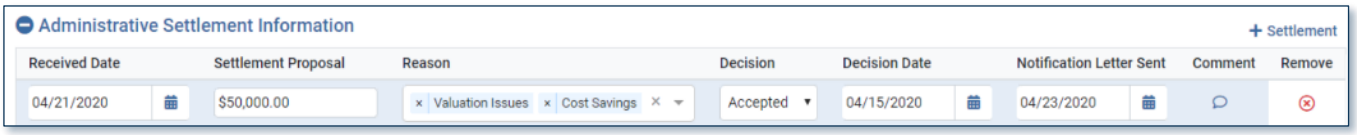
This section includes details on a Possession and Use Agreement, if applicable. For more information about PUAs, refer to the ROW Acquisition Manual.



Field	Description
Amount in Paragraph 2 of the PUA form	This includes the amount from Paragraph 2 of the PUA agreement form.
Market Rental Incentive Offer	This indicates whether the Market Rental Incentive amount was offered to the property owner.
Market Rental Incentive Amount	This indicates the amount of the Market Rental Incentive. - This field is only available if the Market Rental Incentive Offer indicator is checked. - This amount must be between $3,000.00 and $25,000.00.
ROW Manager Signature Date	This indicates the date the PUA was signed by the ROW Manager.
Agreement Effective Date	This indicates the date the PUA is effective.
PUA Filing Date	This indicates the date the PUA is filed.
PUA Filing Information	This field provides space for PUA filing information.

4.7.3 Administrative Settlement Information

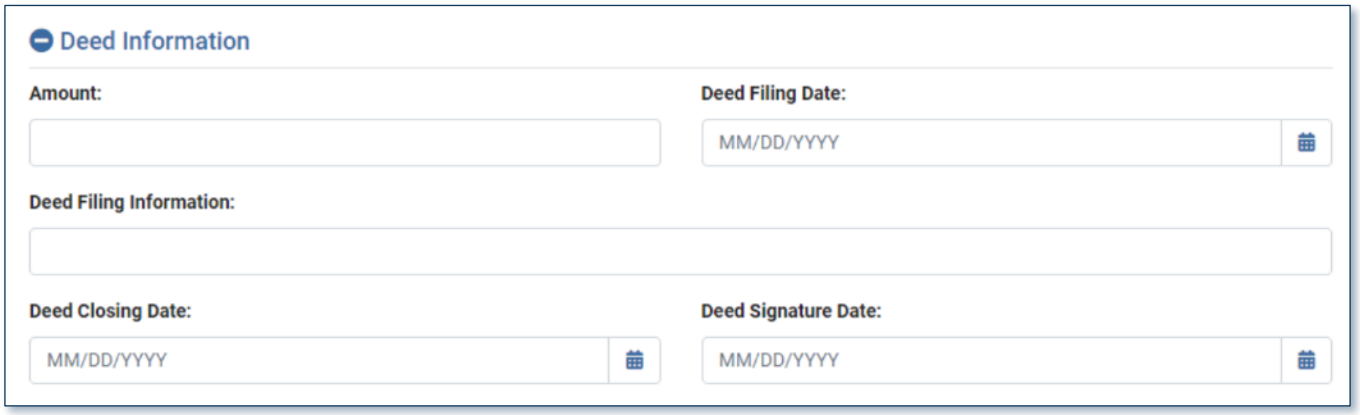
This section includes details on an Administrative Settlement, if applicable. An Administrative Settlement is a settlement exceeding the appraised value of the property. It is effectively the property owner's counteroffer when they do not accept the initial offer.



Field	Description
Received Date	This indicates the date TxDOT received the administrative settlement.
Settlement Proposal	This indicates the amount of the proposed settlement.
Reason	This indicates the rationale behind the property owner's administrative settlement. More than one value may be selected here.
Decision	This indicates whether TxDOT decides to accept or reject the administrative settlement.
Decision Date	This indicates the date TxDOT reached a decision about the administrative settlement.
Notification Letter Sent	This indicates the date of the notification letter sent by TxDOT to the property owner regarding the decision.
Comment	This allows authorized users to enter a comment related to the administrative settlement. Click the comment icon, enter the comment text, then click **Done**. Comments left using rounded comment icons populate on the Parcel Comment page.
Remove	This allows authorized users to remove an administrative settlement record.
+ Settlement	This allows authorized users to add a new row to the Administrative Settlement table and enter information about another administrative settlement.

4.7.4 Deed Information

This section contains details about the property deed.

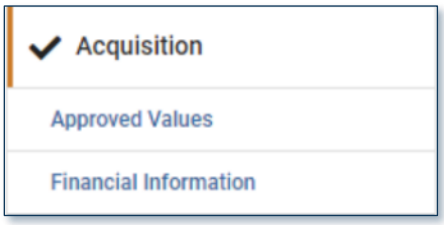


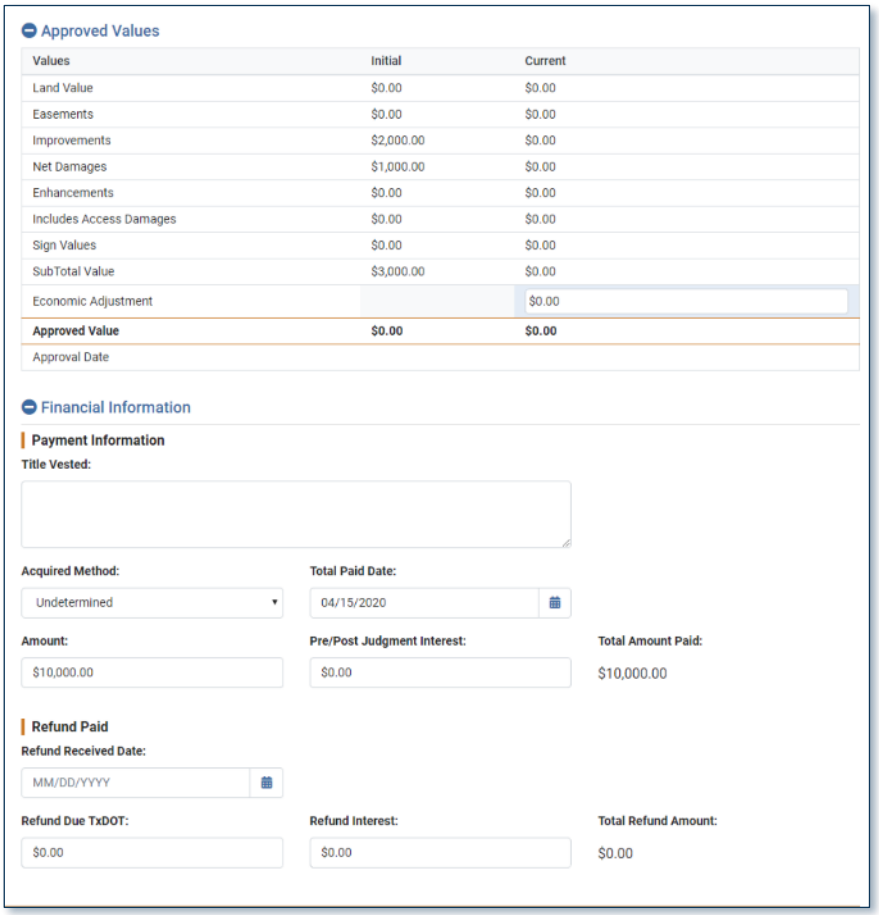
Field	Description
Amount	This indicates the amount paid for the property deed.
Deed Filing Date	This indicates the date the deed was filed.
Deed Filing Information	This allows authorized users to enter deed filing information.
Deed Closing Date	This indicates the date the deed was closed.
Deed Signature Date	This indicates the date of the signature on the deed.

4.8 Acquisition Page

The Acquisition Page displays approved appraisal values and financial information about payments and refunds.

The Acquisition page is arranged in two sections:





4.8.1 Approved Values

This section displays all approved values from the appraisal.

Approved Values

Values	Initial	Current
Land Value	$0.00	$0.00
Easements	$0.00	$0.00
Improvements	$2,000.00	$0.00
Net Damages	$1,000.00	$0.00
Enhancements	$0.00	$0.00
Includes Access Damages	$0.00	$0.00
Sign Values	$0.00	$0.00
SubTotal Value	$3,000.00	$0.00
Economic Adjustment		$0.00
Approved Value	**$0.00**	**$0.00**
Approval Date		

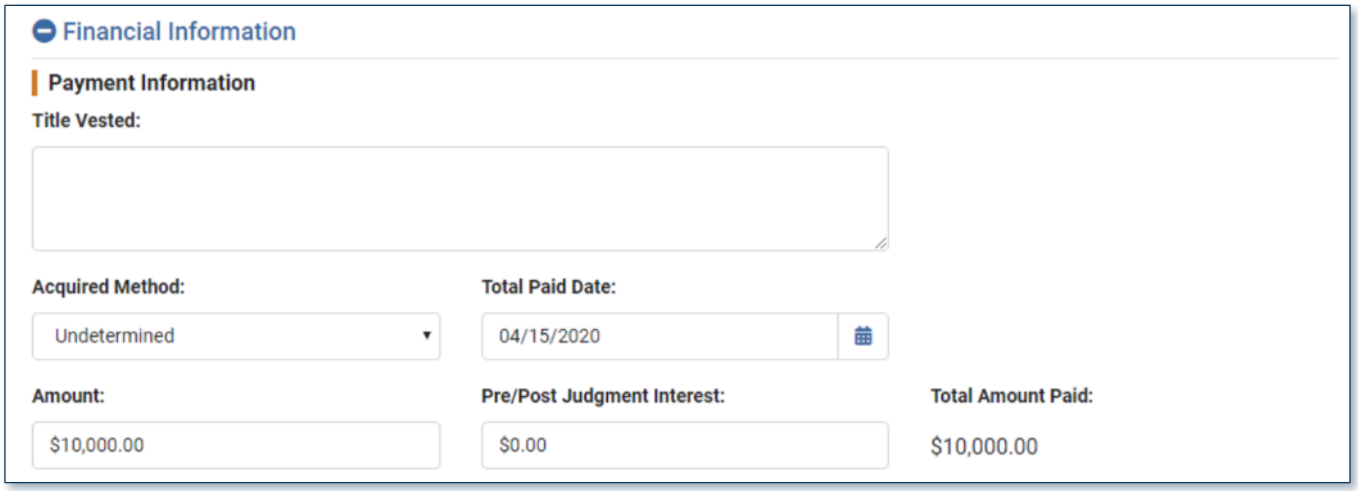
The only editable field is the Economic Adjustment. This field allows authorized users to enter an Economic Adjustment of up to $1,000.00 on properties of low value.

4.8.2 Financial Information

This section contains information about final payments and refunds.

4.8.2.1 Payment Information

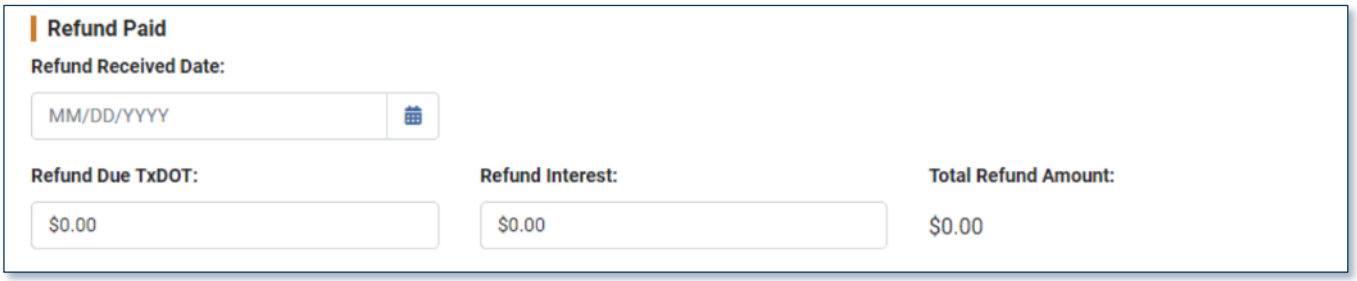
This subsection allows authorized users to enter information about title, payments, and interest.



Field	Description
Title Vested	Allows authorized users to enter title vested information (up to 250 characters).
Acquired Method	Indicates how the property was acquired.
Total Paid Date	Indicates the date the total amount was paid to the property owner.
Amount	Indicates the amount paid to the property owner for the value of the property.
Pre/Post Judgment Interest	Indicates the amount paid to the property owner for pre- and post-judgment interest.
Total Amount Paid	Calculates the sum of the **Amount** and **Pre/Post Judgment Interest** fields to display the total amount paid to the property owner.

4.8.2.2 Refund Paid

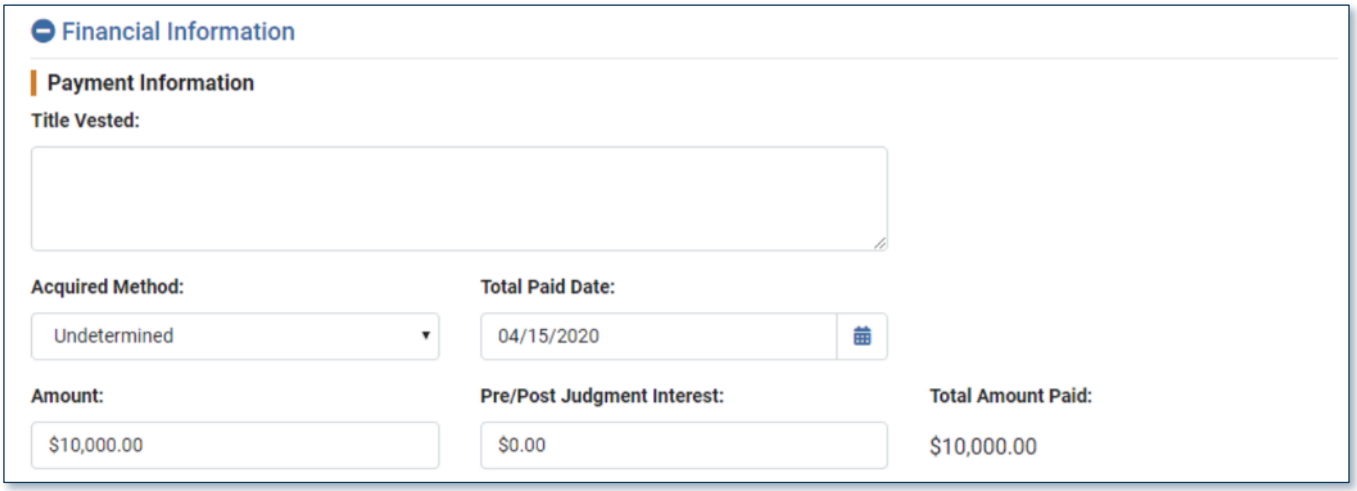
This subsection allows authorized users to enter information about refunds due to TxDOT.



Field	Description
Refund Received Date	This indicates the date a refund was received by TxDOT, if applicable.
Refund Due to TxDOT	This indicates the amount of the refund due to TxDOT.
Refund Interest	This indicates the amount of any refund interest due to TxDOT.
Total Refund Amount	This field calculates the sum of the **Refund Due TxDOT** and **Refund Interest** to display the total amount of the refund.

4.8.3 Financial Information

This section allows authorized users to enter information about final payments and interest to the property owner as well as refunds, especially those resulting from a judgment.

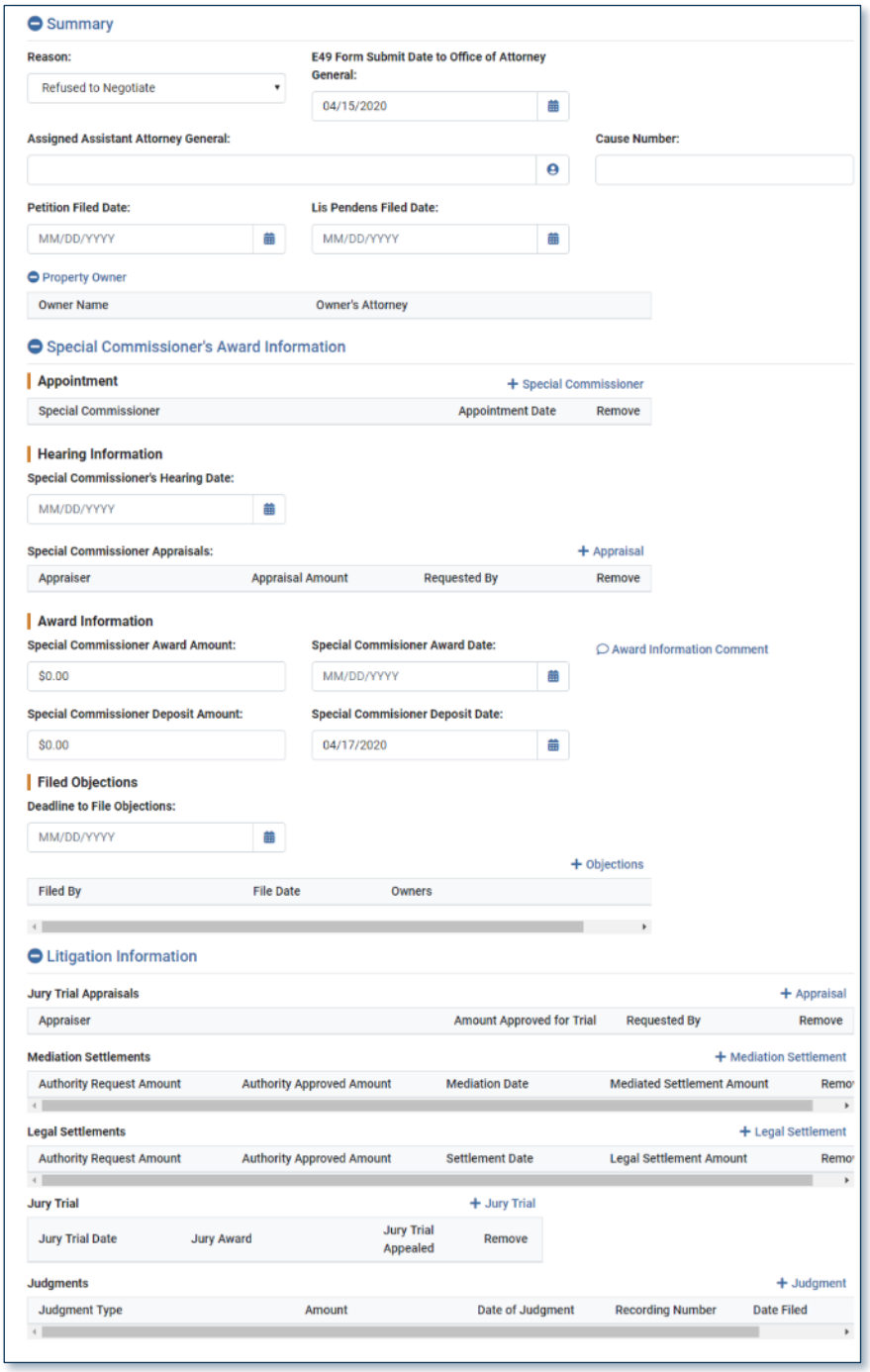


Field	Description
Amount	This indicates the amount paid for the property deed.

4.9 Eminent Domain Page

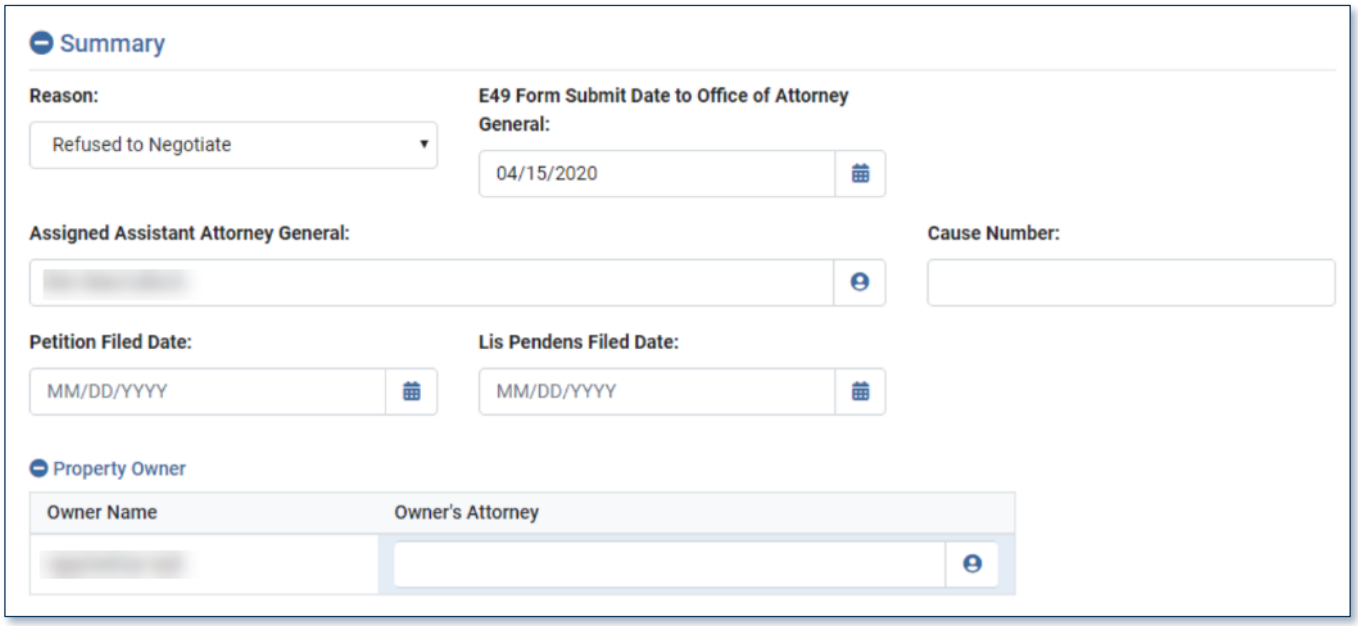
The Eminent Domain Page contains details about litigation proceedings related to the acquisition of the parcel.

The Eminent Domain page is arranged in three sections:



4.9.1 Summary

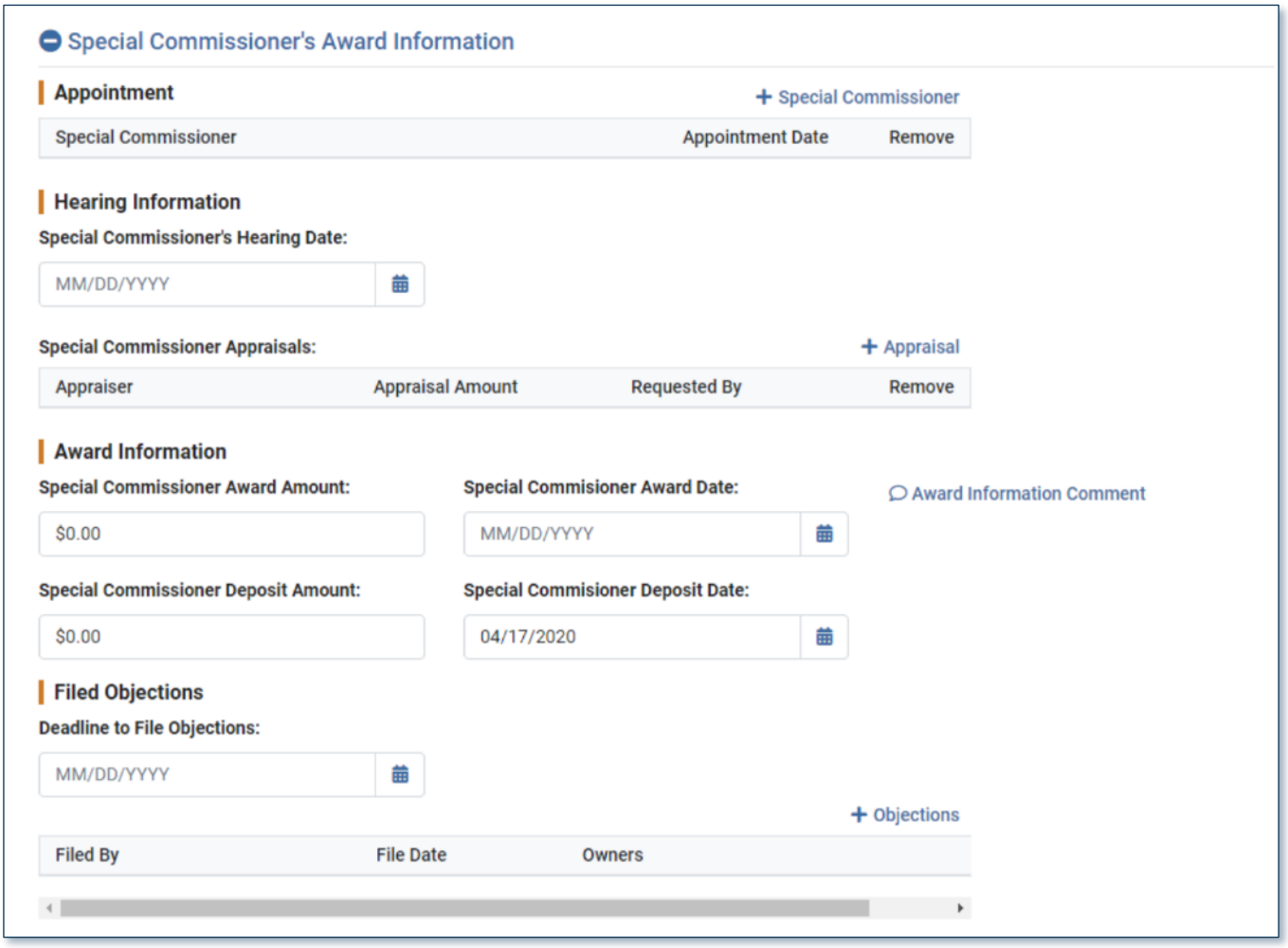
This section contains preparatory information for eminent domain proceedings.



Field	Description
Reason	This indicates the amount paid for the property deed.
E49 Form Submit Date to Office of Attorney General	This indicates the date the E49 package of documentation is filed with the Office of the Attorney General
Assigned Assistant Attorney General	This allows authorized users to identify the Assistant Attorney General assigned to the eminent domain case. Click the resource icon to select the appropriate party from the TxDOTCONNECT Organization database.
Cause Number	This indicates the cause number for the eminent domain proceedings.
Petition Filed Date	This indicates the date the eminent domain petition was filed.
Lis Pendens Filed Date	This indicates the date the lis pendens was filed. Lis pendens is the formal notice to the property owner of pending legal action.
Property Owner and Owner's Attorney	This displays the property owner identified on the **Parcel Details** page. It allows authorized users to identify the owner's Attorney. Click the resource icon to select the appropriate party from the TxDOTCONNECT Organization database.

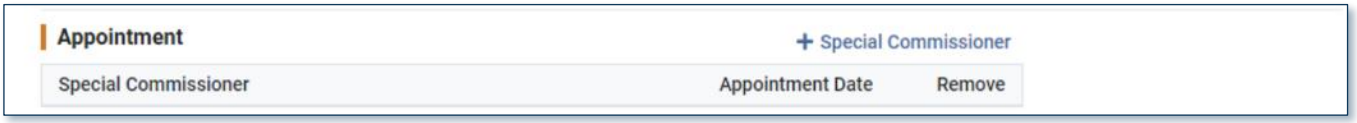
4.9.2 Special Commissioner's Award Information

This section contains several subsections about the Special Commissioner phase of eminent domain proceedings.



4.9.2.1 Appointment

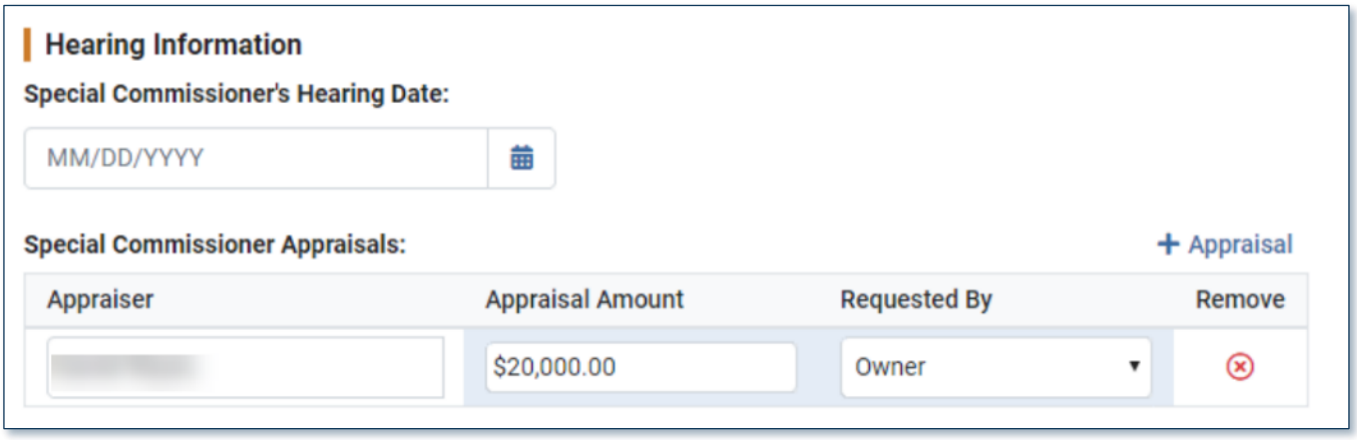
This subsection allows authorized users to identify the special commissioner appointed to oversee the eminent domain proceedings.



Click **+ Special Commissioner** to select the appropriate party from the TxDOTCONNECT Organization database, then enter the **Appointment Date.**

4.9.2.2 Hearing Information

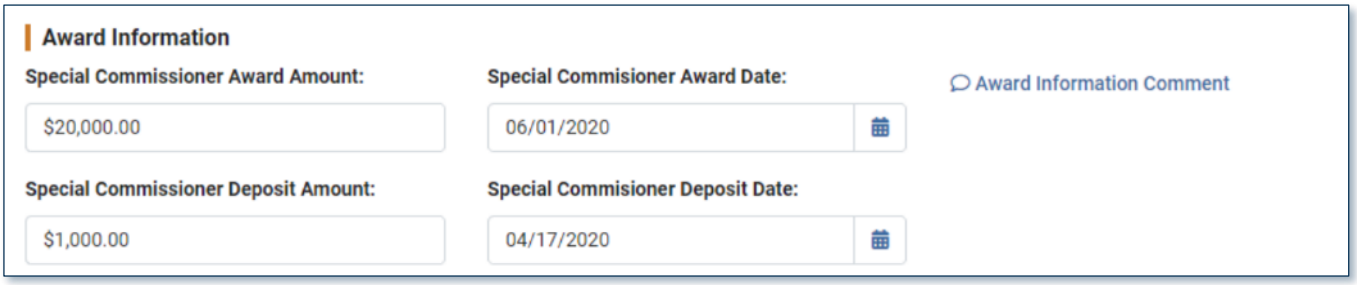
This subsection allows authorized users to enter details about special commissioner hearings.



- Enter the **Special Commissioner's Hearing Date**.
- Click **+ Appraisal** to select an appraiser from the TxDOTCONNECT Organization database. Then enter the **Appraisal Amount** and the party who requested the appraisal.

4.9.2.3 Award Information

This subsection allows authorized users to enter details about the special commissioner award and deposit.

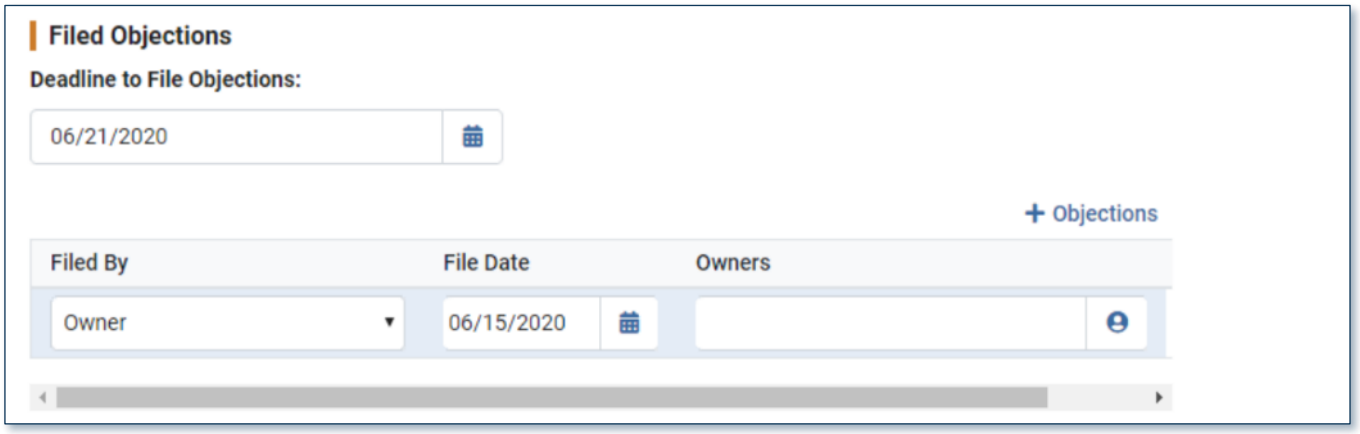


Click **Award Information Comment** to open the comment window, enter a comment, and click **Done**.

Comments entered in rounded comment icons will populate on the Parcel Comments page.

4.9.2.4 Filed Objections

This subsection allows authorized users to enter details about objections filed.

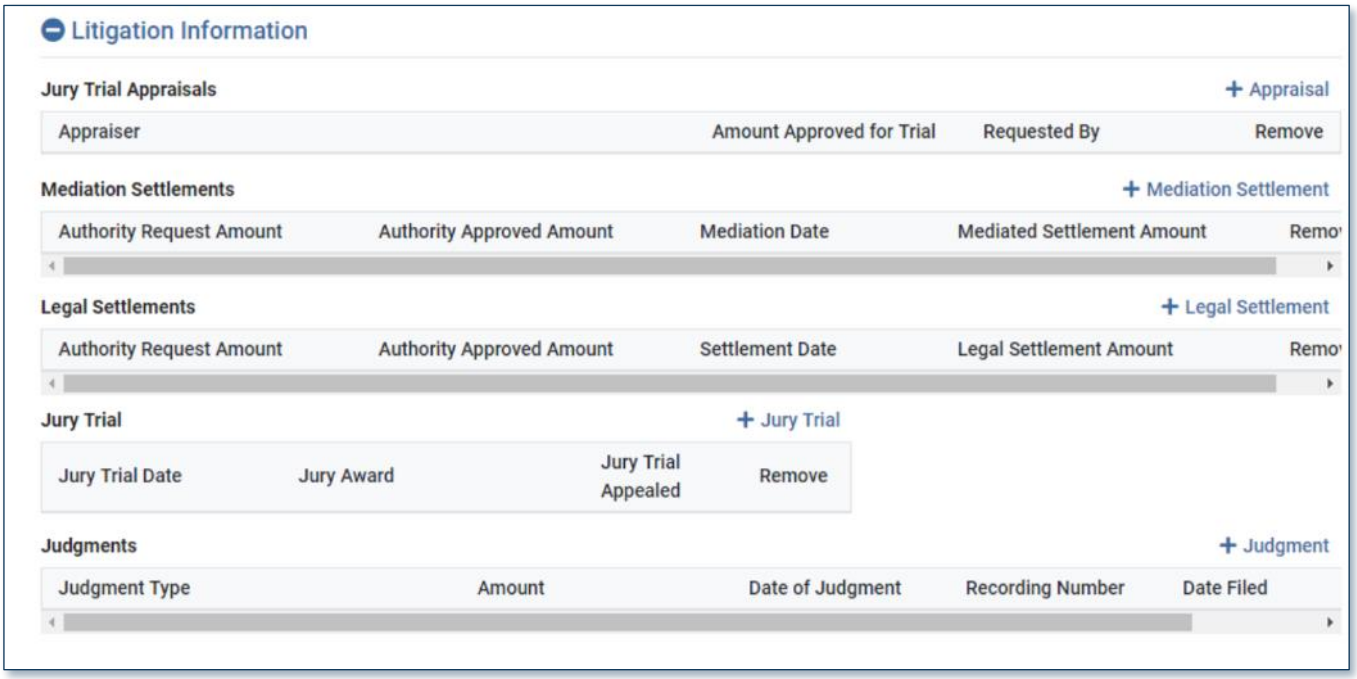


- The **Deadline to File Objections** populates automatically based on the **Special Commissioner Award Date**.
- Click **+ Objections** to indicate that objections have been filed, by whom, and when.

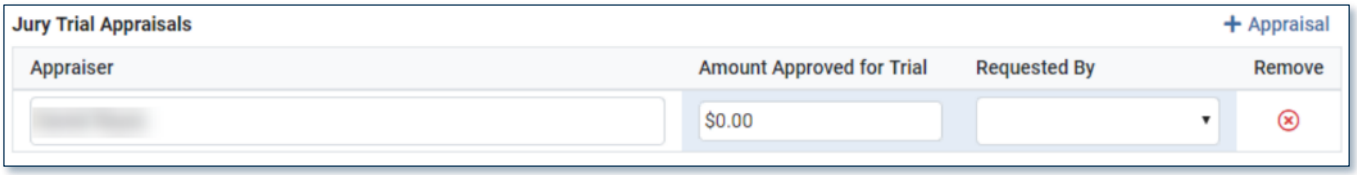
4.9.3 Litigation Information

This section contains several tables for various stages of litigation.

- For all tables, click **+[Item]** and complete the appropriate fields.
- Click ⊗ **Remove** to remove a row from a table.

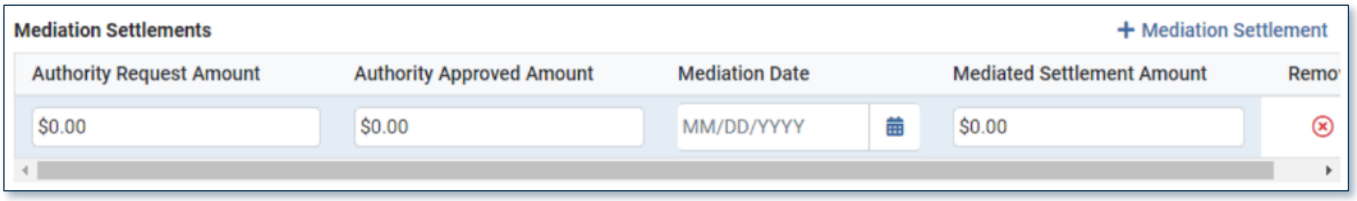


4.9.3.1 Jury Trial Appraisals



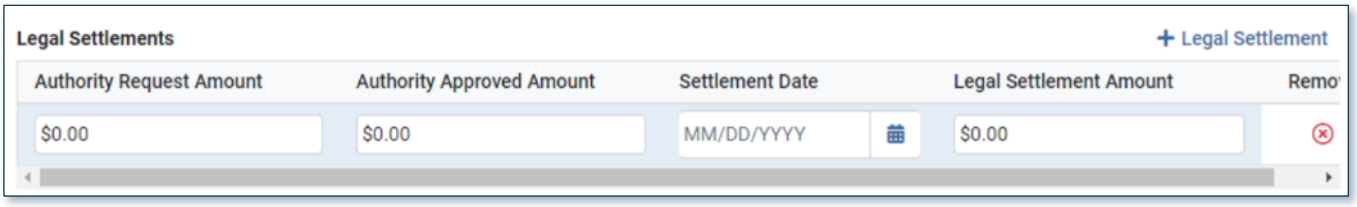
Field	Description
Appraiser	The name of the appraiser selected to perform the appraisal for the purposes of a jury trial.
Amount Approved for Trial	The amount approved for the jury trial.
Requested By	The party that requested the appraisal.
+ Appraisal	This allows authorized users to select an appraiser from the TxDOTCONNECT Organization database.

4.9.3.2 Mediation Settlements



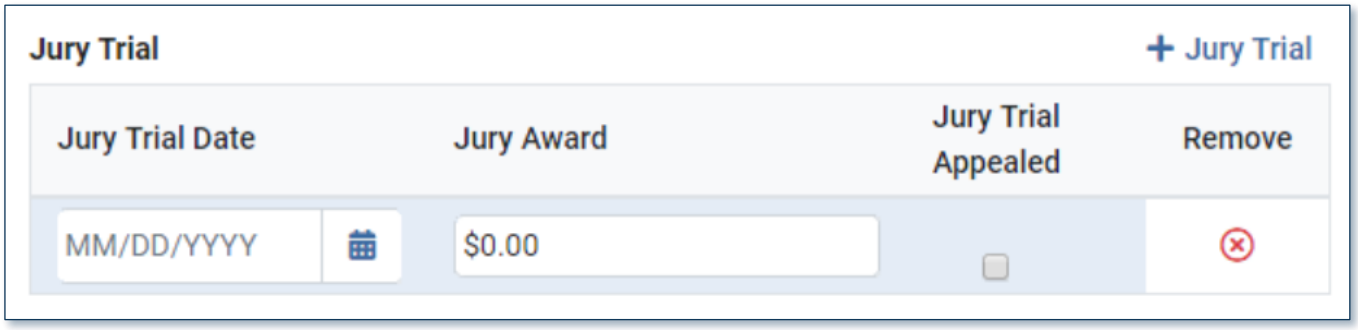
Field	Description
Authority Request Amount	This indicates the amount requested for mediation.
Authority Approved Amount	This indicates the amount approved for mediation.
Mediation Date	This indicates the date mediation occurs.
Mediated Settlement Amount	This indicates the final amount settled upon by both parties through mediation.

4.9.3.3 Legal Settements



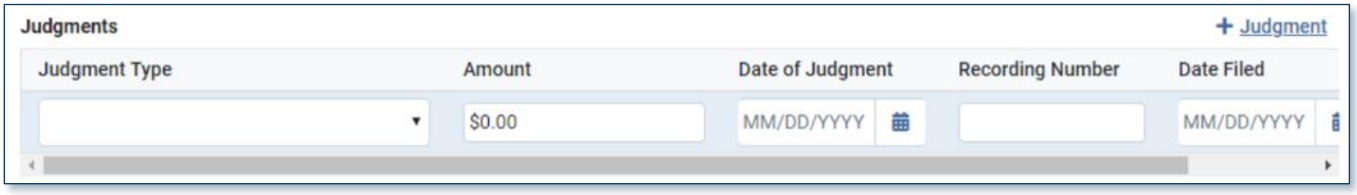
Field	Description
Authority Request Amount	This indicates the amount requested for legal settlement.
Authority Approved Amount	This indicates the amount approved for legal settlement.
Settlement Date	This indicates the date on which legal settlement occurs.
Legal Settlement Amount	This indicates the final amount settled upon by both parties through legal settlement.

4.9.3.4 Jury Trial



Field	Description
Jury Trial Date	This indicates the date of the jury trial.
Jury Award	This indicates the amount awarded by the jury.
Jury Trial Appealed	This indicates whether the jury trial is appealed.

4.9.3.5 Jury Trial

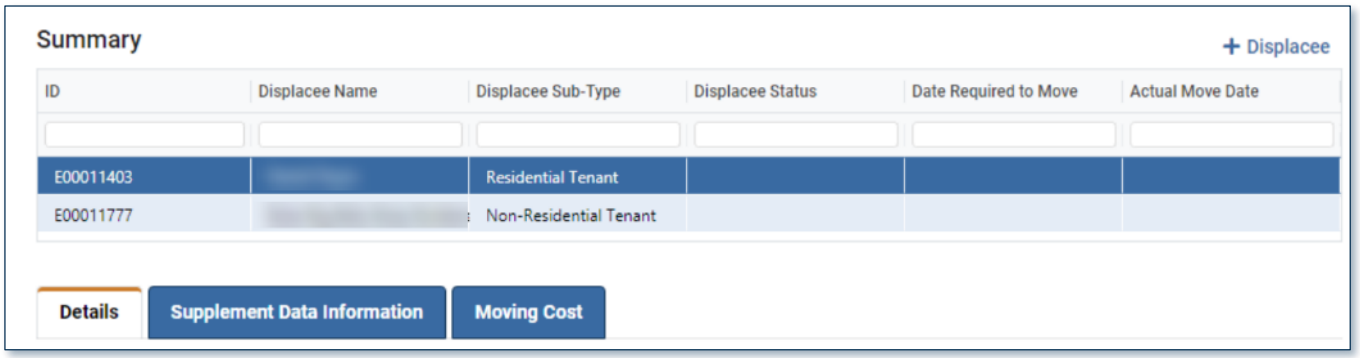


Field	Description
Judgment Type	This indicates either Judgment, Agreed Judgment, or Judgment in Absence of Objection.
Amount	This indicates the amount of the judgment.
Date of Judgment	This indicates the date of the judgment.
Recording Number	This indicates the recording number associated with the judgment.
Date Filed	This indicates the date the judgment is filed.

4.10 Relocation Page

The Relocation Page allows authorized users to identify and provide details about parties requiring relocation as a result of parcel acquisition. These parties are referred to as “Displacees.”

The Relocation page is arranged in a Summary Table at the top and three tabs below.



4.10.1 Summary Table

To add a displacee to the table,

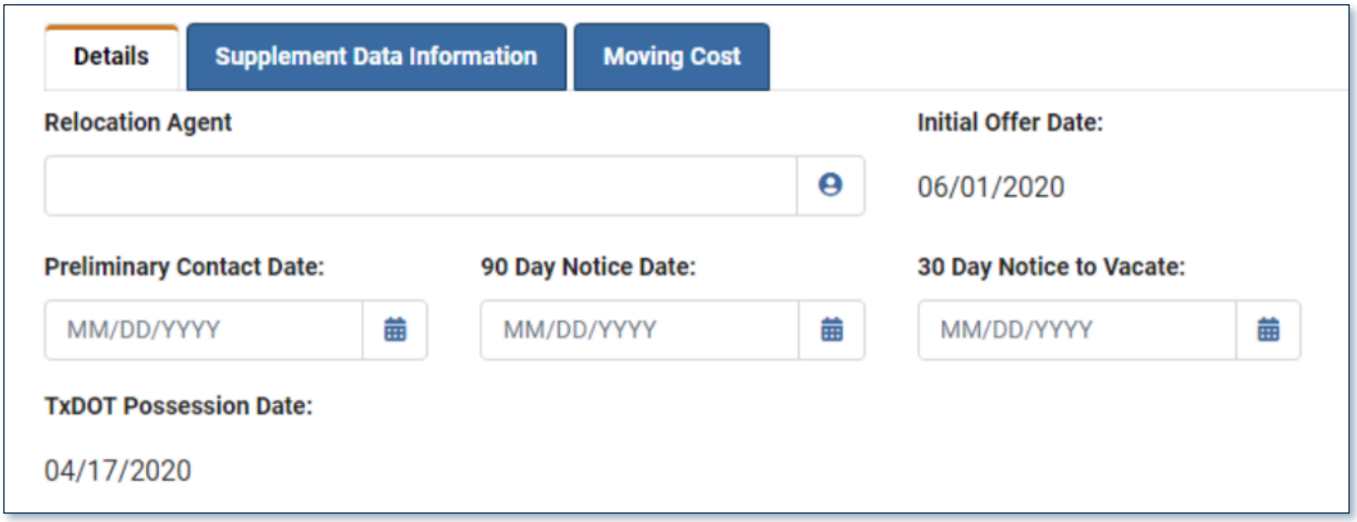
1. Click **+ Displacee.**
2. Select a displacee from the TxDOTCONNECT Organization database.

The Organization ID, Name, and Sub-Type populates automatically based on the information available in the TxDOTCONNECT Organization database.

3. Enter any additional information known:
   - Displacee Status
   - Date Required to Move
   - Actual Move Date

4.10.2 Details

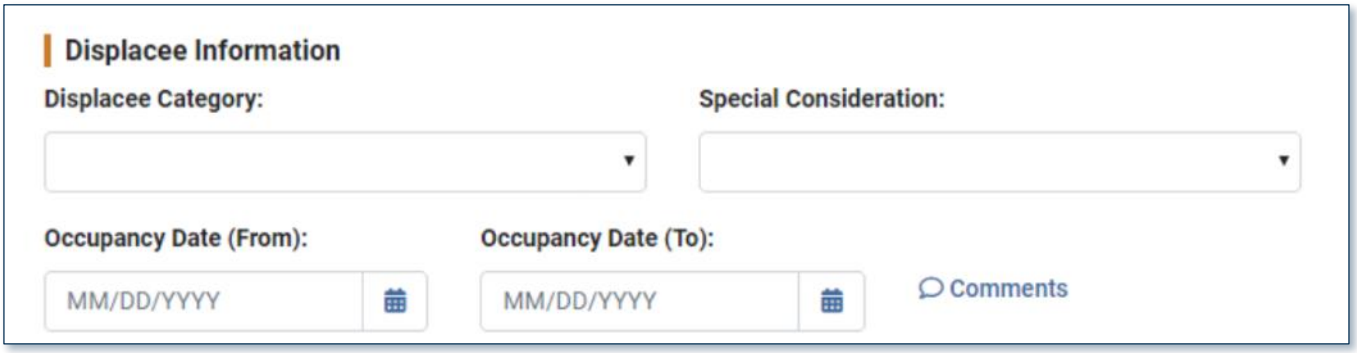
The Details tab contains multiple subsections that display rdetails about relocation of the selected displacee.



Field	Description
Relocation Agent	This allows authorized users to select the Relocation Agent responsible for overseeing the relocation of the selected displacee. Click the resource icon to select a Relocation Agent from the TxDOTCONNECT Organization database.
Initial Offer Date	This indicates the amount of the judgment.
Preliminary Contact Date, 90 Day Notice Date, 30 Day Notice Date	These fields indicate the dates of contact with the displacee.
TxDOT Possession Date	This indicates the date TxDOT takes possession of the property. It populates automatically from the Negotiations page, the earliest of: - The PUA Agreement Effective Date, or - The Deed Closing Date

4.10.2.1 Displacee Information

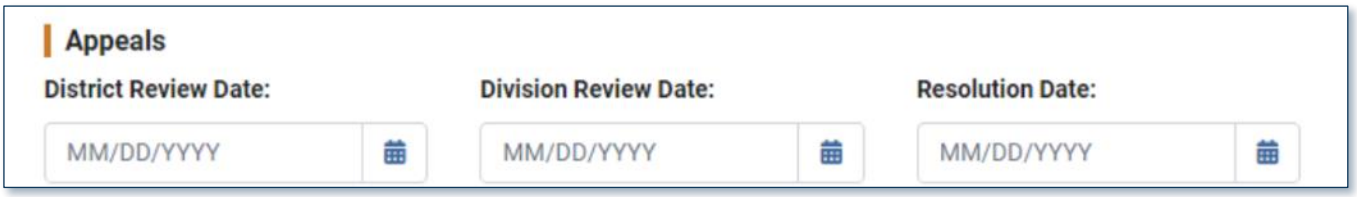
The Displacee Information subsection contains information about the selected displacee.



Field	Description
Displacee Category	This indicates the category of the displacee; for example, whether the displacee is a business owner, non profit, or farm tenant.
Special Consideration	This indicates whether the displacee requires special conideration, such as handicap, public transportation, health services, or schools.
Occupancy Date (From) and (To)	These dates indicate the range of dates the displacee has occupied the property.
Comments	This allows authorized users to enter comments. Click the comment icon, type the comment, and click **Done**. Comments entered using rounded comment icons will populate on the Parcel Comments page.

4.10.2.2 Appeals

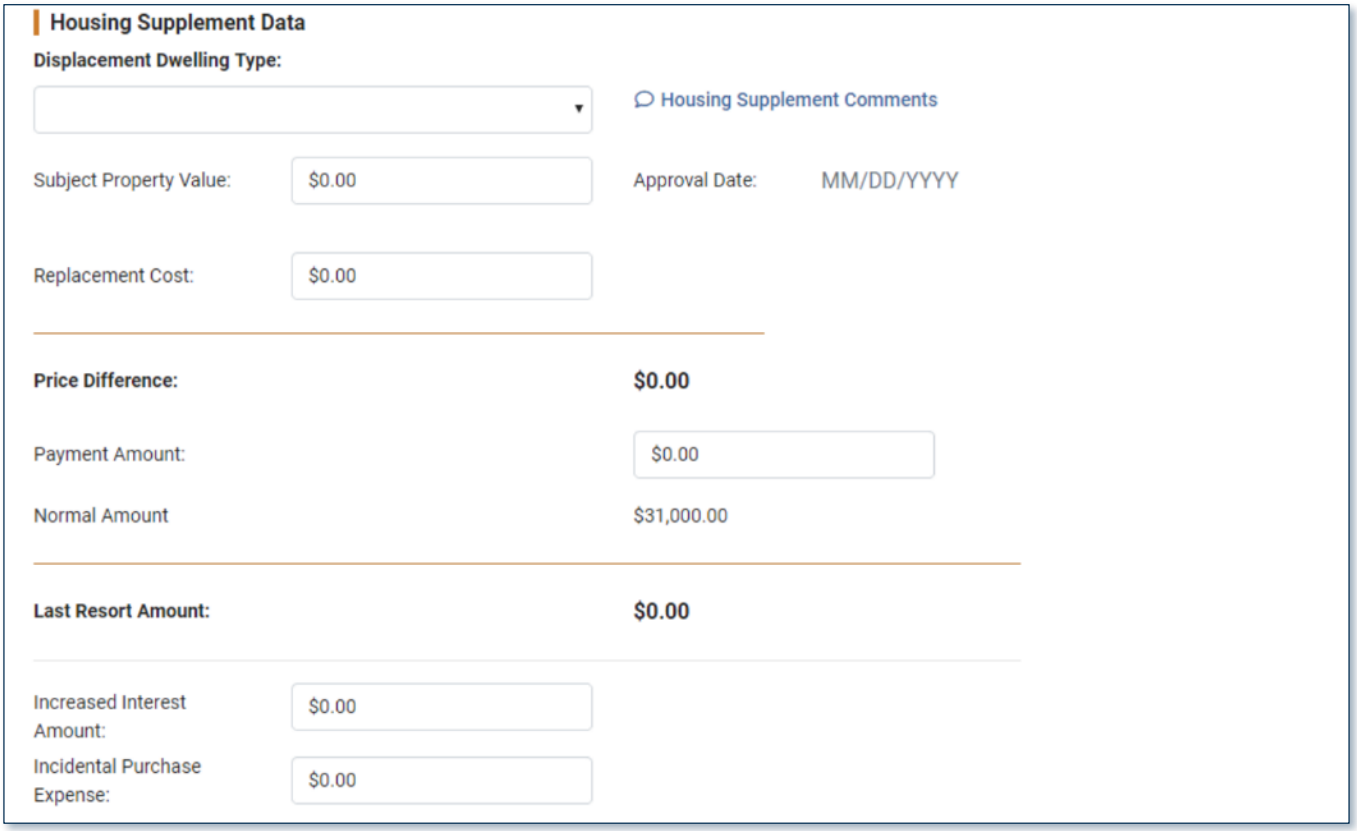
The Appeals subsection indicates the dates of **District Review**, **Division Review**, and **Resolution** of a relocation appeal, if applicable.



4.10.3 Supplement Data Information

The Supplement Data Information tab contains information about housing or rental supplement. It is arranged in two subsections.

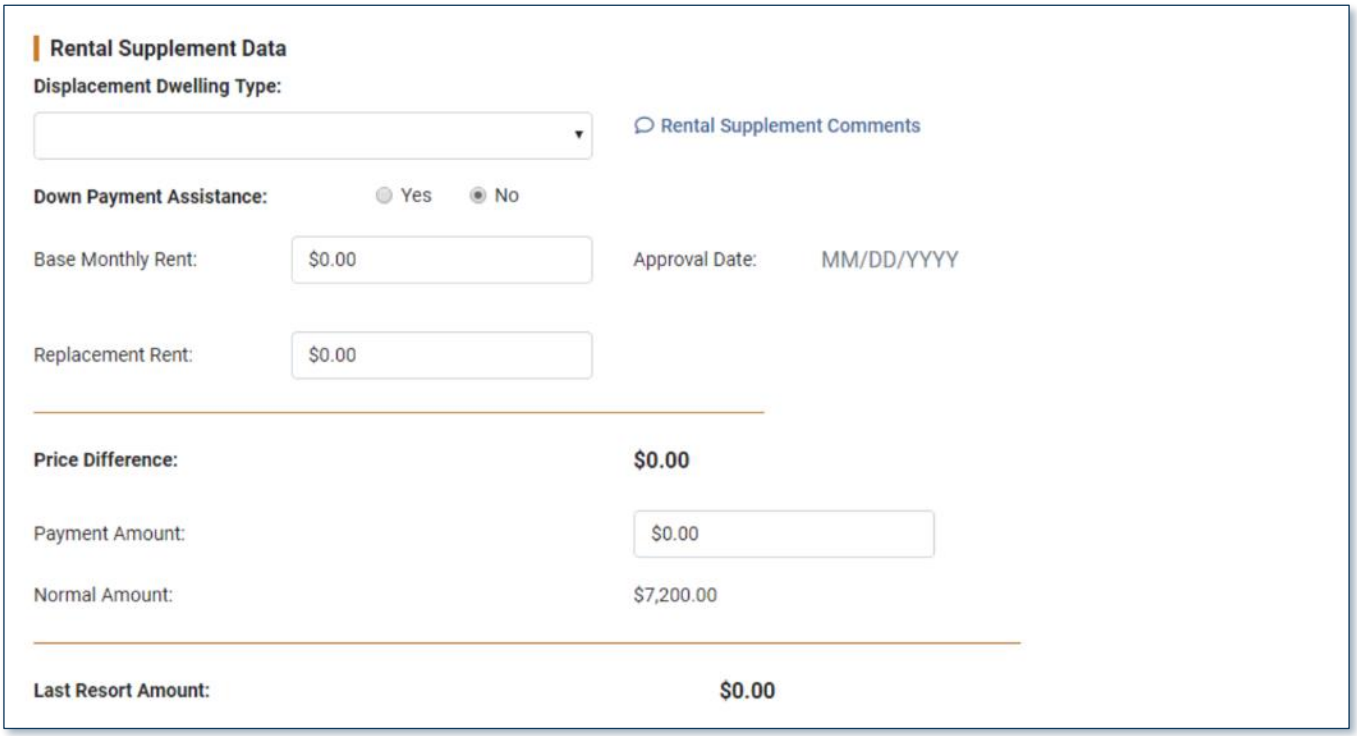
4.10.3.1 Housing Supplement Data



Field	Description
Displacement Dwelling Type	This indicates the type of dwelling used during displacement.
Housing Supplement Comments	This allows authorized users to enter comments related to the housing supplement. Click the comment icon, enter the comment, and click **Done**. Comment entered using rounded comment icons will populate on the Parcel Comments page.
Subject Property Value	This indicates the value of the subject property value.
Approval Date	This indicates the date of approval by a Relocation Specialist. Only a user with the Relocation Specialist security role may enter this date.
Replacement Cost	This indicates the cost of replacement if the housing supplement is not approved.
Price Difference	This field calculates the difference between the Replacement Cost and Subject Property Value (Replacement Cost minus Subject Property value).
Payment Amount	This indicates the amount of the housing supplement payment. This cannot exceed the amount in the Price Difference field.

Normal Amount	This amount defaults to $31,000 and is used to calculate the Last Resort Amount.
Last Resort Amount	■ If no value has been entered in the Payment Amount field, this is calculated as the Price Difference minus the Normal Amount. ■ If a value has been entered in the Payment Amount field, this is calculated as the Payment Amount minus the Normal Amount.
Increased Interest Amount	This indicates the amount of increased interest.
Incidental Purchase Expense	This indicates the amount of incidental purchases expenses.

4.10.3.2 Rental Supplement Data



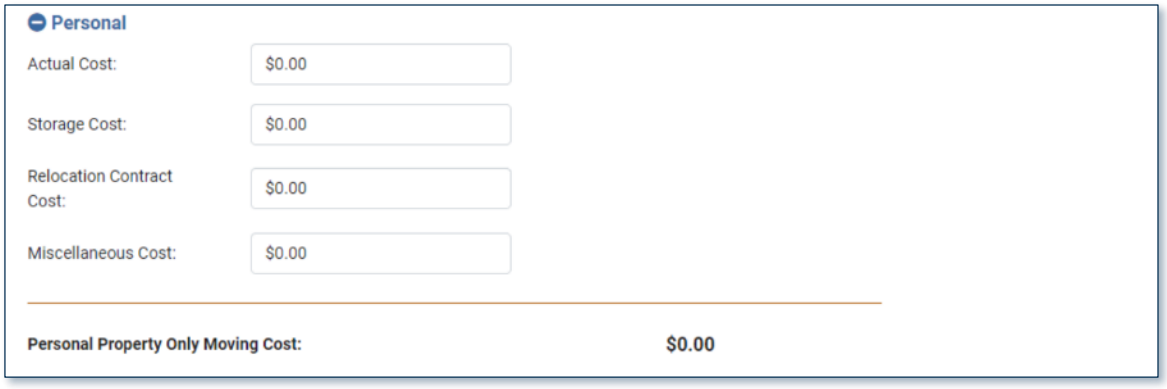
Field	Description
Displacement Dwelling Type	This indicates the type of dwelling used during displacement.
Rental Supplement Comments	This allows authorized users to enter comments related to the rental supplement. Click the comment icon, enter the comment, and click **Done**. Comment entered using rounded comment icons will populate on the Parcel Comments page.
Down Payment Assistance	This indicates whether assistance is required to cover the down payment on a rental.
Base Monthly Rent	This indicates the amount of rent for the displacee.
Approval Date	This indicates the date of approval by a Relocation Specialist. Only a user with the Relocation Specialist security role may enter this date.

Replacement Cost	This indicates the cost of replacement if the rental supplement is not approved.
Price Difference	This field calculates the difference between the Replacement Cost and Subject Property Value (Replacement Cost minus Subject Property value).
Payment Amount	This indicates the amount of the housing supplement payment. This cannot exceed the amount in the Price Difference field.
Normal Amount	This amount defaults to $31,000 and is used to calculate the Last Resort Amount.
Last Resort Amount	■ If no value has been entered in the Payment Amount field, this is calculated as the Price Difference minus the Normal Amount. ■ If a value has been entered in the Payment Amount field, this is calculated as the Payment Amount minus the Normal Amount.

4.10.4 Moving Cost

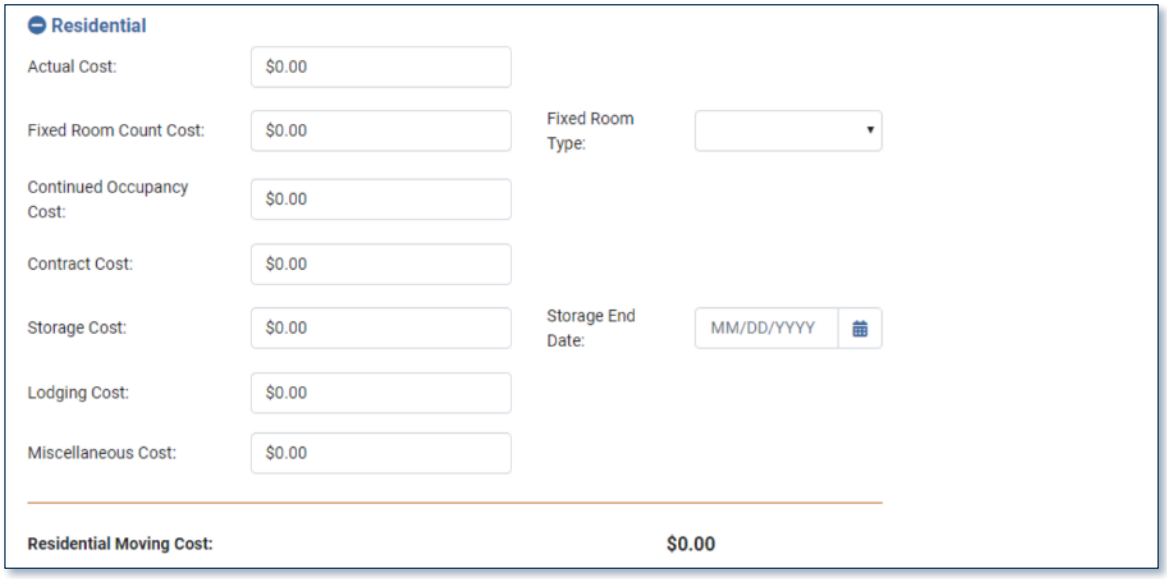
The Moving Cost tab contains information about moving costs associated with the relocation for the selected displacee. It is arranged in several subsections.

4.10.4.1 Personal Moving Costs



- Enter the amounts for each cost.
- TxDOTCONNECT calculates and displays the total in the **Personal Property Only Moving Cost** amount.

4.10.4.2 Residential Moving Costs



- Enter the amounts for each cost.
- TxDOTCONNECT calculates and displays the total in the **Residential Moving Cost** amount.

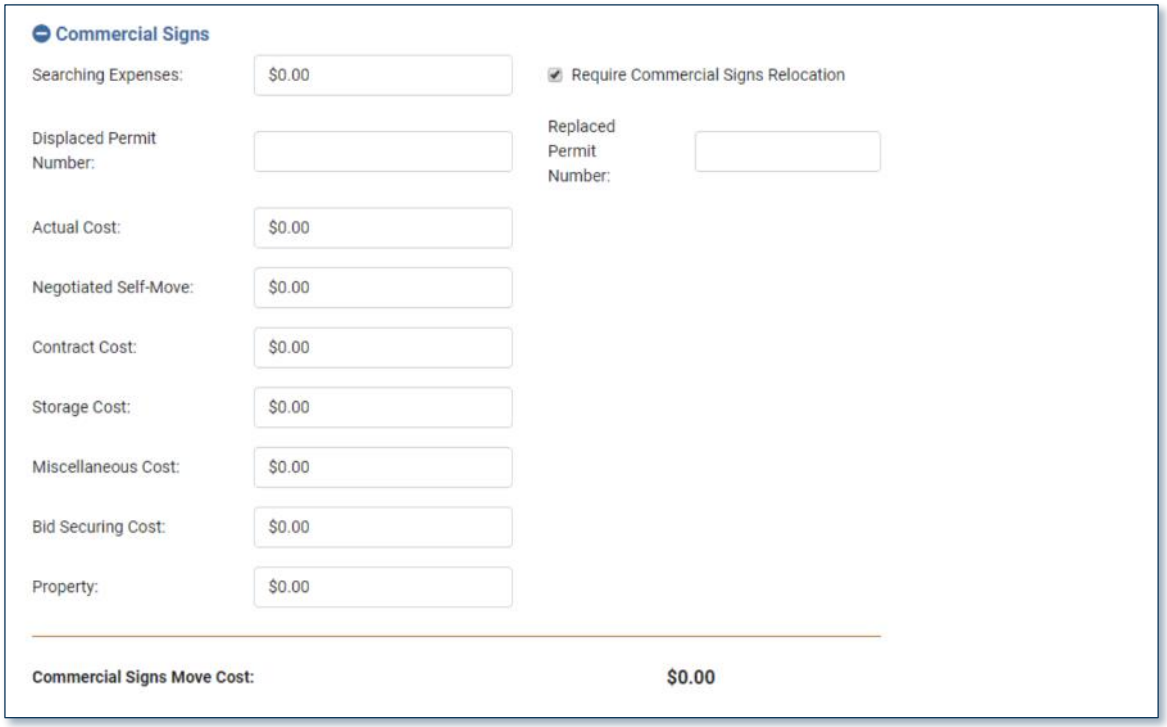
4.10.4.3 Non-Residential Moving Costs

Non-residential

Move Planner:			
Move Planner Expenses:	$0.00	Move Planner Approval Date:	MM/DD/YYYY
Actual Cost:	$0.00		
Fixed 'In lieu of' Amount:	$0.00	Fixed 'In Lieu of' Approval Date:	MM/DD/YYYY
Negotiated Self-Move (NSM):	$0.00	Negotiated Self-Move Approval Date:	MM/DD/YYYY
Cost Estimate 1 (NSM):	$0.00		
Cost Estimate 2 (NSM):	$0.00		
Cost Estimate 3 (NSM):	$0.00		
Cost Estimate 4 (NSM):	$0.00		
Searching Expenses:	$0.00		
Reestablishment Expenses:	$0.00		
Property:	$0.00		
Cost of Securing Bids:	$0.00		
Contract Cost:	$0.00		
Storage Cost:	$0.00	Storage End Date:	MM/DD/YYYY
Miscellaneous Cost:	$0.00		
Commercial Signs Move Cost:	$0.00		
Non-Residential Moving Cost:		**$0.00**	

- Enter the amounts for each cost.
- Only users with the Relocation Specialist security role may enter Approval Dates.
- TxDOTCONNECT calculates and displays the total in the **Non-Residential Moving Cost** amount.

4.10.4.4 Commercial Signs Moving Costs

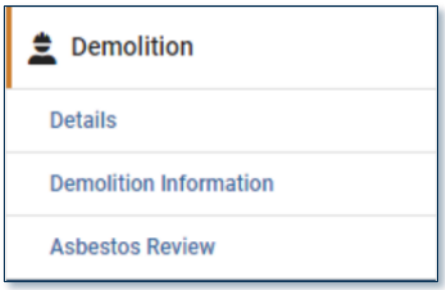


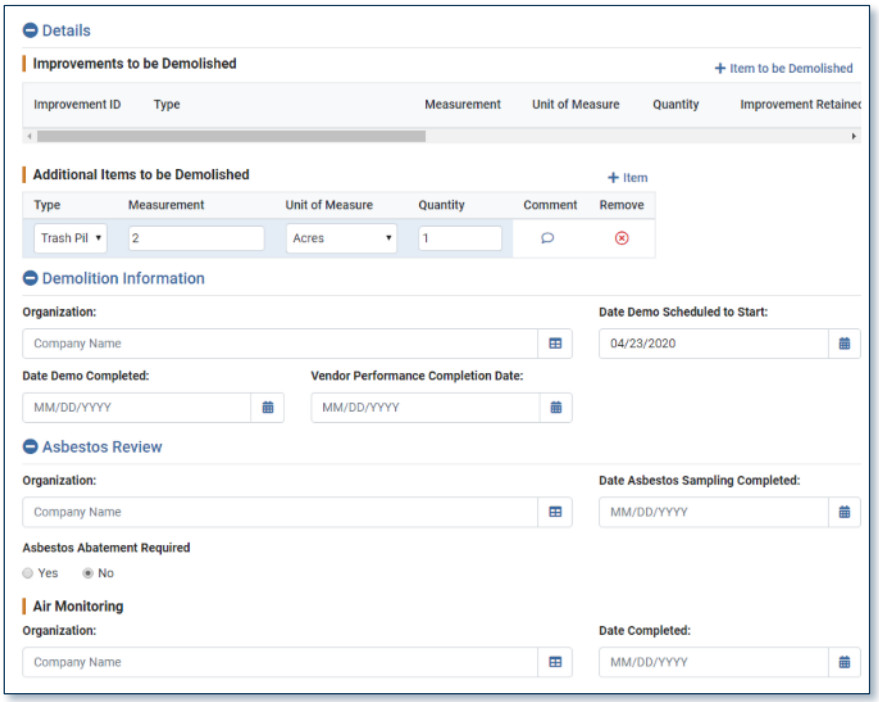
- This subsection is only available when the Require Commercial Signs Relocation indicator is checked.
- Enter the amounts for each cost.
- TxDOTCONNECT calculates and displays the total in the **Residential Moving Cost** amount.

4.11 Demolition Page

The Demolition Page contains details about improvements and other items requiring demolition.

The Demolition page is arranged in three sections:

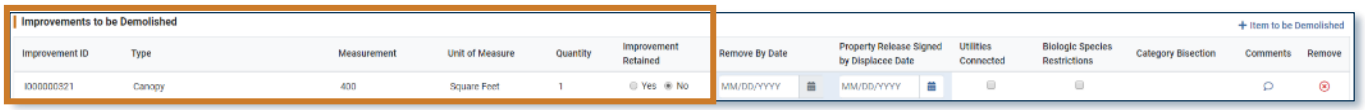


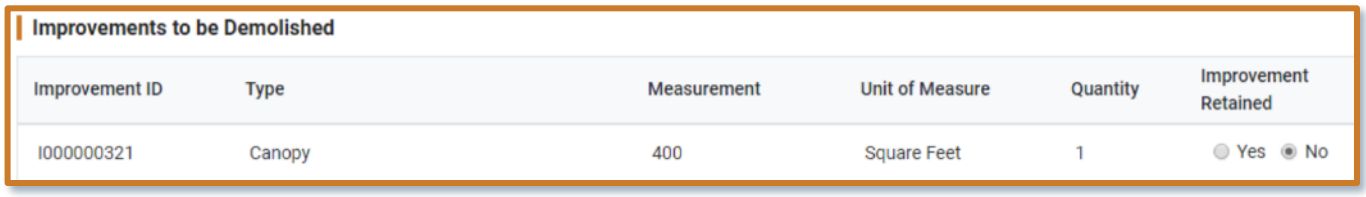


4.11.1 Details

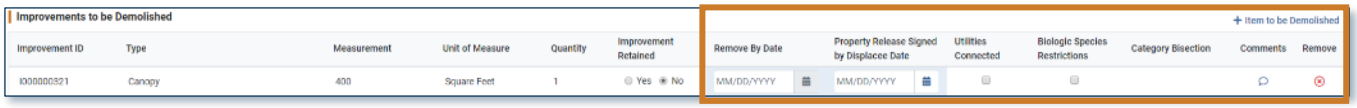
The Details section contains the **Improvements to be Demolished** and **Additional Items to be Demolished** subsections.

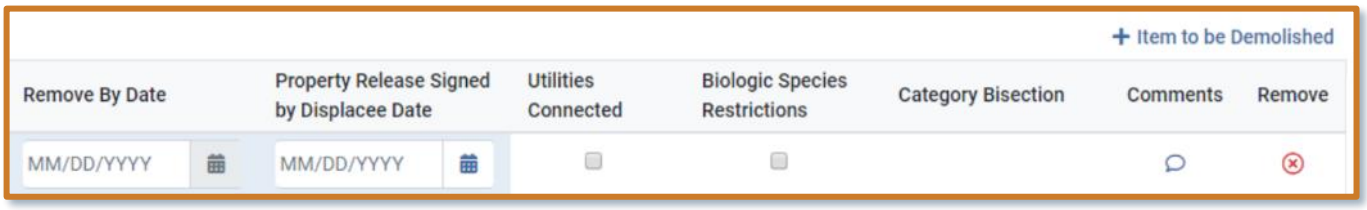
4.11.1.1 Improvements to be Demolished





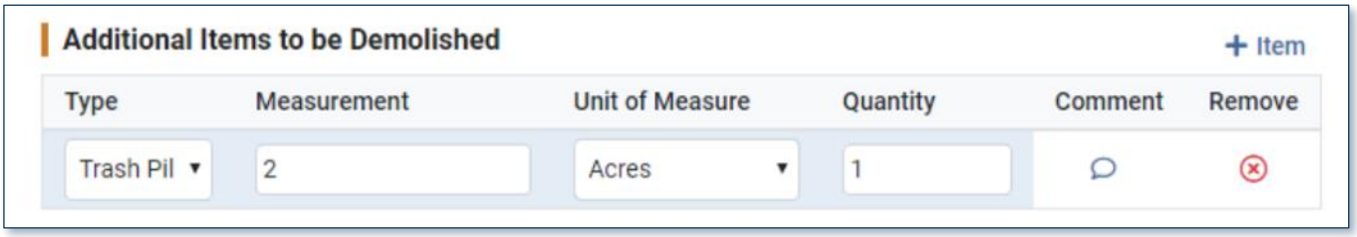
Field	Description
Improvement ID	This is the unique identifier for the improvement, generated by TxDOTCONNECT when the improvement is created and saved on the Appraisal Page. All improvement IDs begin with the letter **I**.
Type	This indicates the type of improvement.
Measurement and Unit of Measure	This indicates the size of the improvement and its unit of measure.
Quantity	This indicates how many of the improvements are present on the property.
Improvement Retained	This indicates whether the improvement must be retained or not.





Field	Description
Remove By Date	This indicates the date by which the improvement must be removed from the property.
Property Release Signed by Displacee Date	This indicates the date the displacee signed the property release.
Utilities Connected	This indicates whether utilities are connected to the improvement.
Bioligic Species Restrictions	This indicates whether there are biologic species restrictions that must be observed in the course of the demolition.
Category Bisection	This indicates whether the improvement bisects any property lines. This is entered and updated on the Appraisal page.
Comments	This allows authorized users to add a comment to the improvement. Click the comment icon, enter the comment, and click **Done**. Comments entered using rounded comment icons will populate on the Parcel Comments page.
+ Item to Be Demolished	This allows authorized users to add rows to the table of improvements to be demolished. Click **+ Item to be Demolished** and select from the list of improvements added on the Appraisal page.

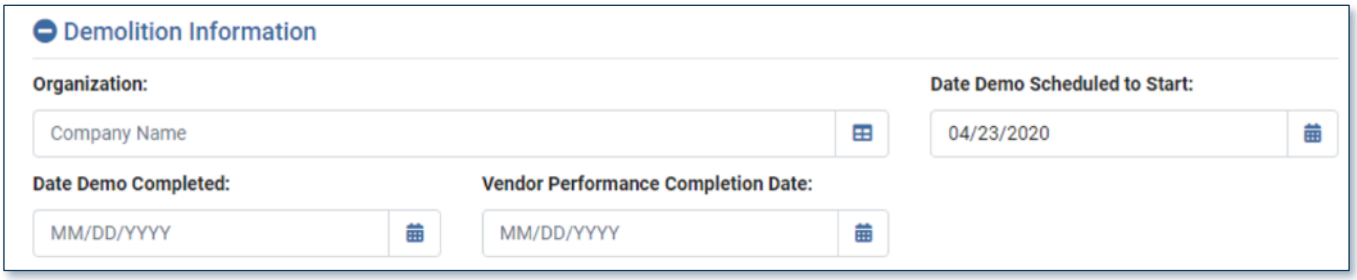
4.11.1.2 Additional Items to be Demolished



Field	Description
+ Item	This allows authorized users to add a row to the **Additional Items to be Demolished** table.
Type	This indicates the type of item that needs to be demolished.
Meaurement and Unit of Measure	This indicates the size of the item and its unit of measure.
Quantity	This indicates how many of the items are present on the property.
Comments	This allows authorized users to add a comment to the item. Click the comment icon, enter the comment, and click **Done**. Comments entered using rounded comment icons will populate on the Parcel Comments page.

4.11.2 Demolition Information

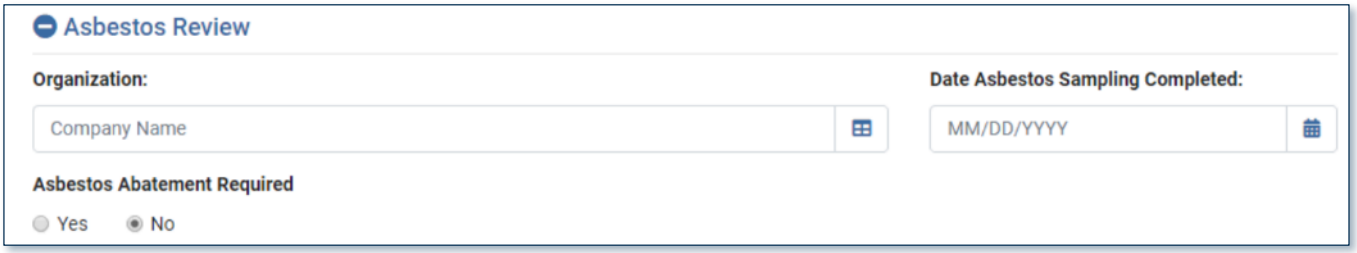
The Demolition Information section contains information about the demolition vendor organization and dates.



Organization	This allows authorized users to click the selection icon to select the demolition vendor organization from the TxDOTCONNECT Organization database.
Date Demo Scheduled to Start	This indicates the date demolition is expected to start.
Date Demo Completed	This indicates the date demolition is expected to be complete.
Vendor Performance Completion Date	This indicates the date of the vendor's performance completion.

4.11.3 Asbestos Review

The Asbestos Review section contains information about the asbestos review and air monitoring.



Field	Description
Organization	This allows authorized users to click the selection icon to select the asbestos review vendor organization from the TxDOTCONNECT Organization database.
Date Asbestos Sampling Completed	This indicates the date asbestos sampling is completed.
Asbestos Abatement Required	This indicates whether an asbestos abatement is required.

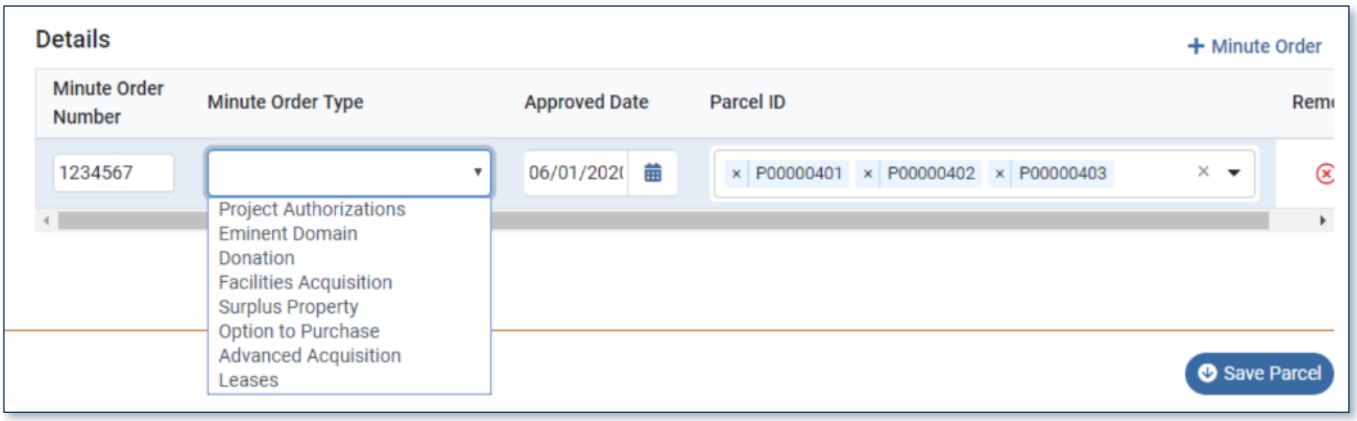
4.11.3.1 Air Monitoring

Field	Description
Organization	This allows authorized users to click the selection icon to select the air monitoring vendor organization from the TxDOTCONNECT Organization database.
Date Completed	This indicates the date air monitoring is completed.

4.12 Minute Order Page

The Minute Order Page allows authorized users to enter minute order information for key events that require approval by the Texas Tranportation Commission.

The Minute Order page contains only the **Details** table.



4.12.1 Details Table

To add a minute ordr to the table,

1. Click **+ Minute Order.**

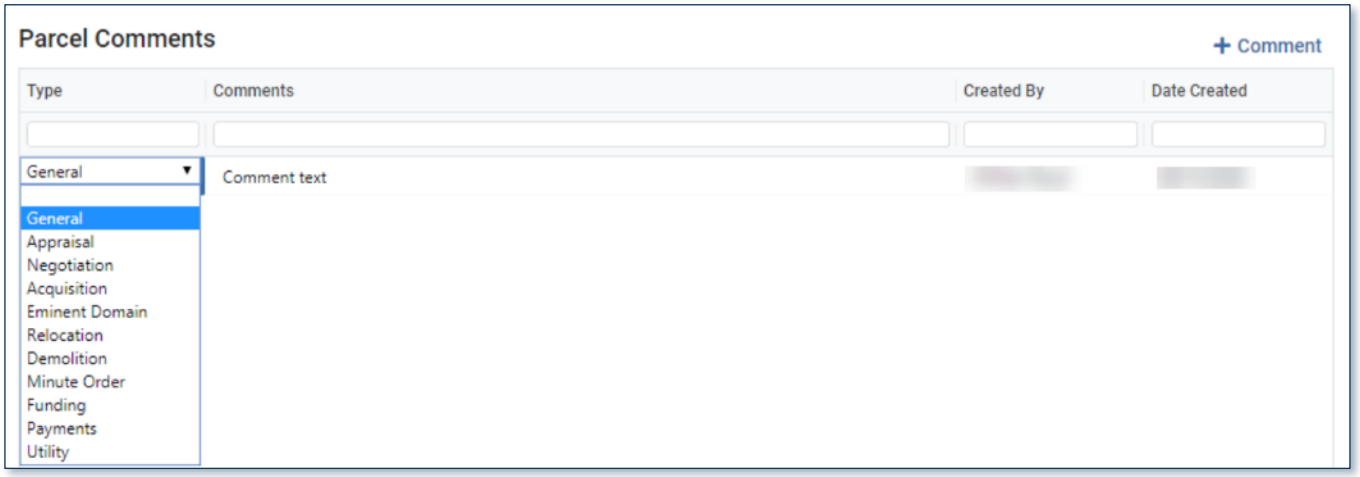
A new row appears in the Details table.

2. Enter the Minute Order Number.
3. Select a Minute Order Type.
4. Enter the Approved Date.
5. Select one or more parcels that are impacted by the minute order.
6. Click **Save Parcel**.

Clicking **Remove** will remove the minute order from all parcels at once.

4.13 Parcel Comments Page

The Parcel Comments allows authorized users to enter comments about the parcel. It also displays all comments entered elsewhere in the parcel pages using the rounded comment icons.



To add a minute order to the table,

1. Click **+ Comment.**

A new row appears in the Parcel Comments table.

2. Select a **Comment Type**.
3. Enter your comment text.
4. Click **Save Parcel**.

TxDOTCONNECT automatically captures your name and date the comment was created.

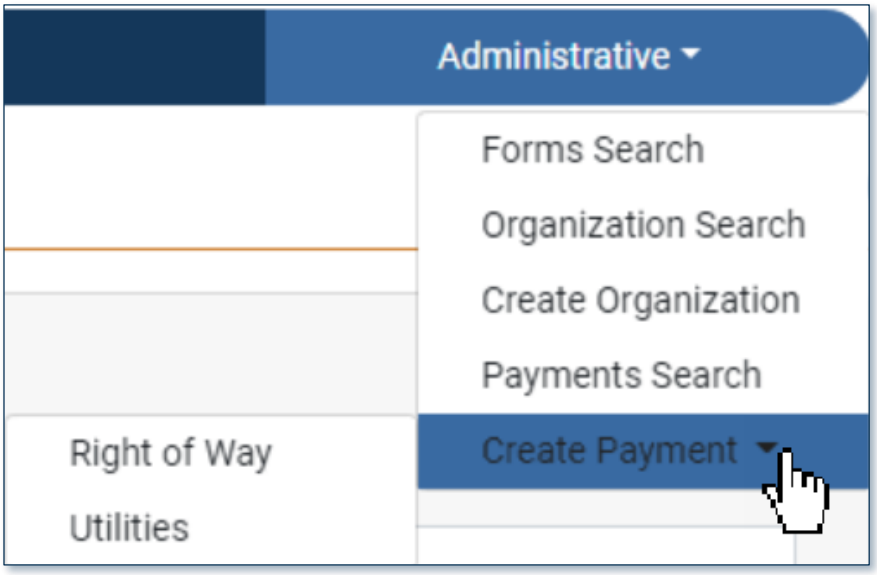
5 Administrative Module

The Administrative Module allows authorized users to create and search for organizations and payments.

The **Administration** tab in the Top Menu Bar the offers the following options:

- Forms Search
- Organization Search
- Create Organization
- Payments Search
- Create Payment
  - Right of Way
  - Utilities

This guide cover only the Organizations and Payments functionality.



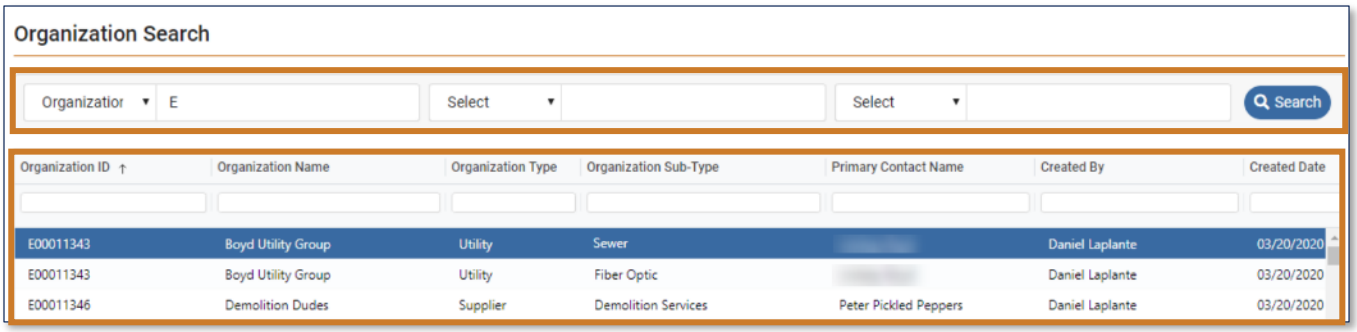
Your ability to access and use each Administrative feature depends on your **Security Role**. You can check your security role in your **User Profile**.

If you need to change your Security Role, contact **TxDOTNOW (512) 302-HELP (4357)** for assistance or open a **TxDOTNow ticket.**

5.1 Organization Search

The **Organization Search** feature allows authorized users to search for, view, and update organizations that already exists within the TxDOTCONNECT Organization database.

There are two parts on this page: the **Search Feature,** the **Search Results.**



5.1.1 Search Feature

To search for a specific organization,

1. Use the **Select** drop-down menu to select search criteria. Up to three search criteria can be selected, and up to three search terms entered.
2. Enter a search term.
3. Click Search.

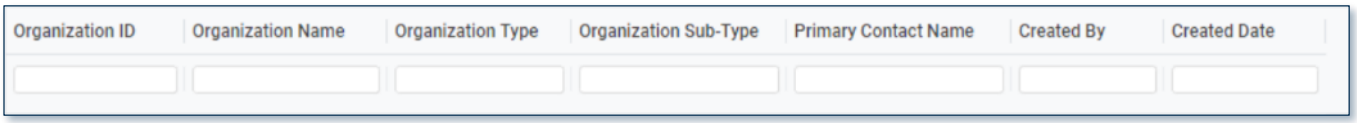
The Search Results will appear.

5.1.2 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

5.1.2.1 Search Results Column Headers



The current list of search column headers appears below.

- Organization ID
- Organization Name
- Organization Type
- Organization Sub-Type
- Primary Contact Name
- Created By
- Created Date

5.1.2.2 Select Organization

- Click an organization once to highlight it.
- Double-click an organization to open it.

5.2 Create Organization

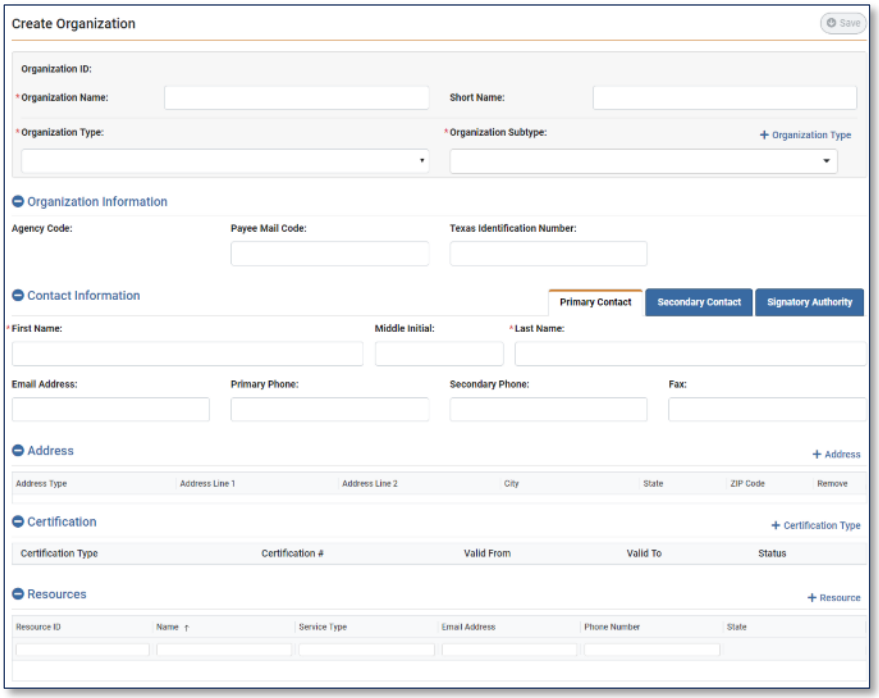
The **Create Organization** feature allows authorized users to create a new organization within the TxDOTCONNECT Organization database.

The Create Organization page is divided into the following sections:

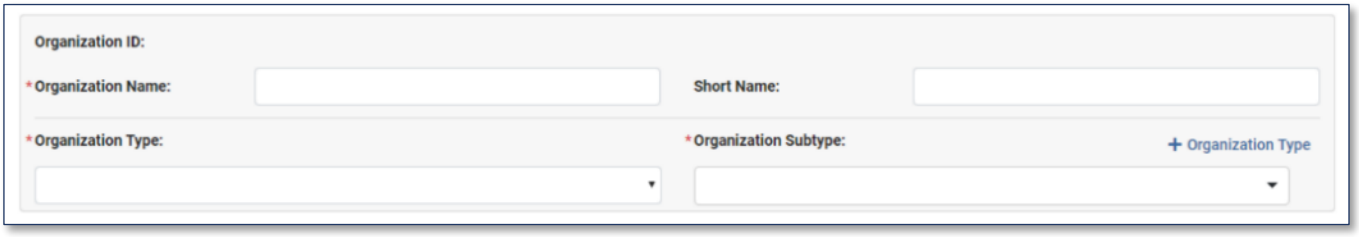
- Organization Header
- Organization Information
- Contact Information
- Address
- Certification
- Resources

Each section contains several fields, and some are arranged in tabs or tables.

Required fields are identified with a red star (*).

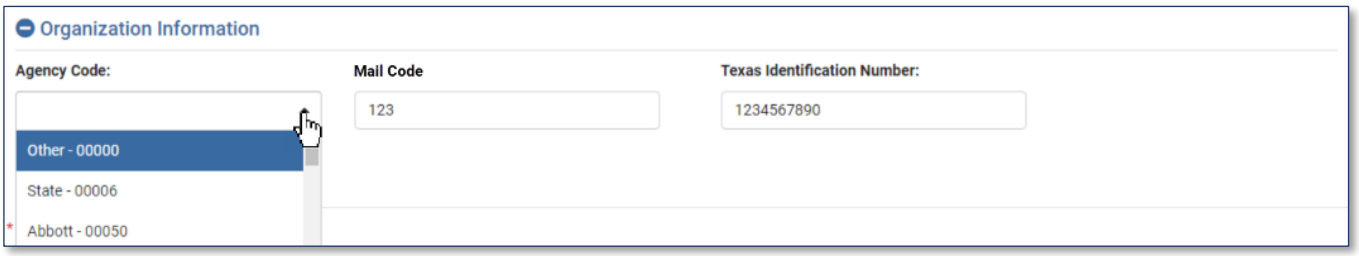


5.2.1 Organization Header



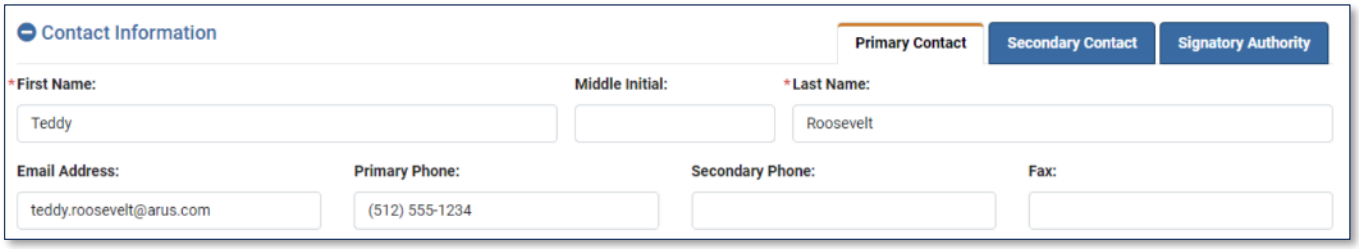
Field	Description
Organization ID	The organization's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the organization is saved. All Organization IDs begin with the letter **E**.
Organization Name	This is the name that appears elsewhere in TxDOTCONNECT for assigned tasks, payments, and external resources.
Short Name	This is a short name for reference.
Organization Type	This identifies how the organization interacts with TxDOT and determines how the organization can be used elsewhere in TxDOTCONNECT. An organization may have more than one type. Click **+ Organization Type**.
Organization Subtype	This further refines the type of organization. An organization may have more than one subtype. Select additional subtypes from the dropdown menu.

5.2.2 Organization Information



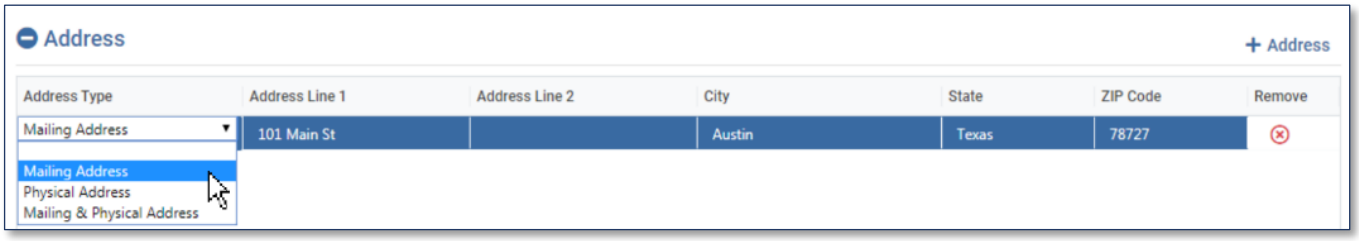
Field	Description
Agency Code	This identifies organizations with an **Organization Type** of City, County, State, or Federal Government.
Mail Code	This is a 3-digit code used by the Texas State Comptroller to identify payees and to know where to send payment.
Texas Identification Number	This code is required for organization that will receive payment.

5.2.3 Contact Information



- **Primary Contact** – This is the main point of contact. It is required for all organization types.
- **Secondary Contact** – This is required for **Lessee** and **Buyer** organization types
- **Signatory Authority** – This is required for **Supplier** organization types.

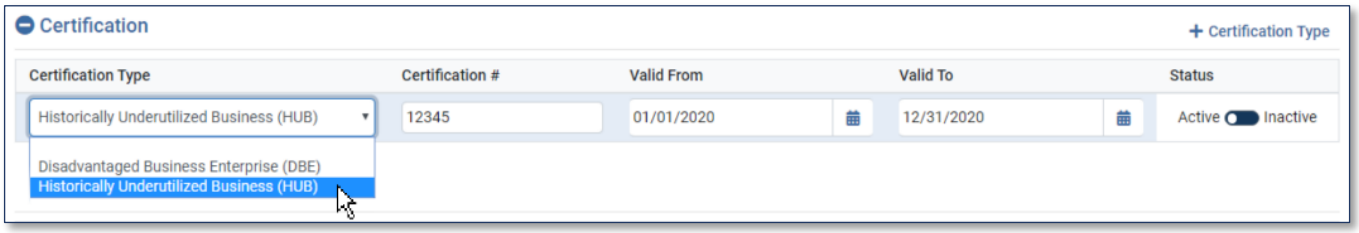
5.2.4 Address Information



To add an address for the new organization,

1. Click **+ Address**. A new row will appear in the Address table.
2. Select an **Address Type**. At least one mailing address is required for all organizations.
3. Enter the Address Lines 1 and 2, City, State, and ZIP Code.

5.2.5 Certifications

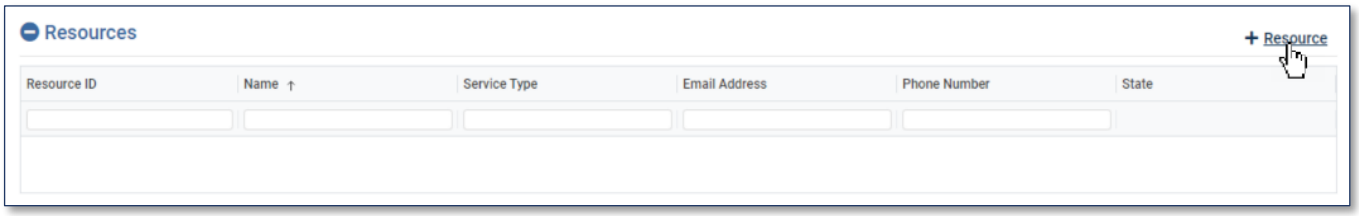


To add a certification to an organization,

1. Click **+Certification Type.**
2. Select the appropriate certification.
3. Enter the **Certification #.**
4. Enter the **Valid From** and **Valid To** dates.

Authorized users can toggle the certification between **Active** and **Inactive** at any time.

5.2.6 Supporting Resources

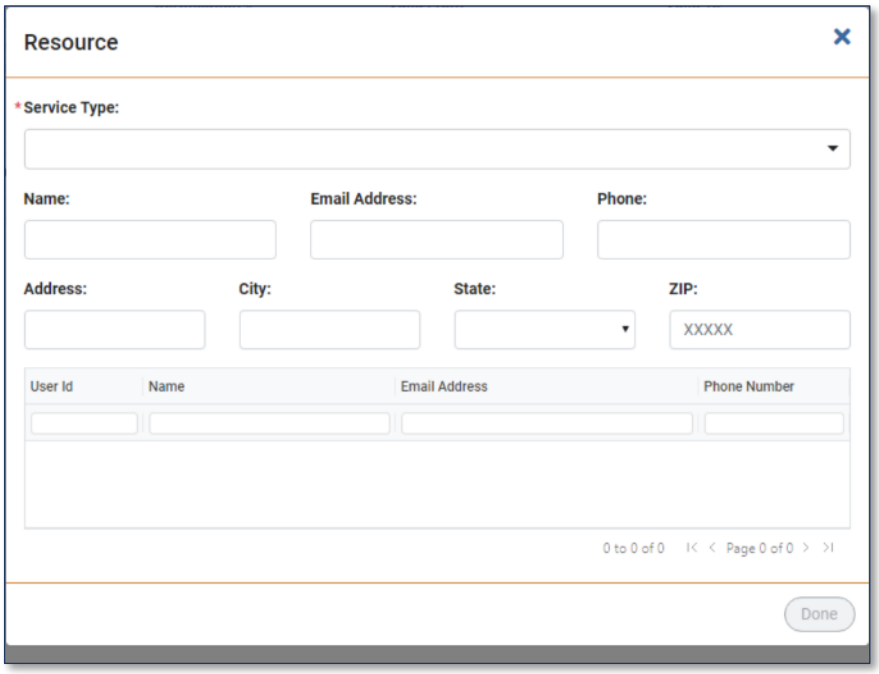


To add a supporting resource to an organization,

1. Click **+Resource.**

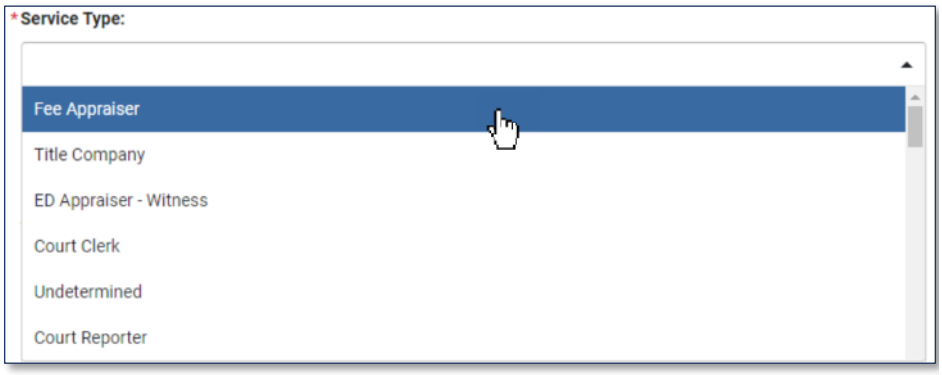
The **Resource** window will appear.

This window contains a **Service Type** selection, several fields for identification and contact information, and a table to display resources who match the information entered.

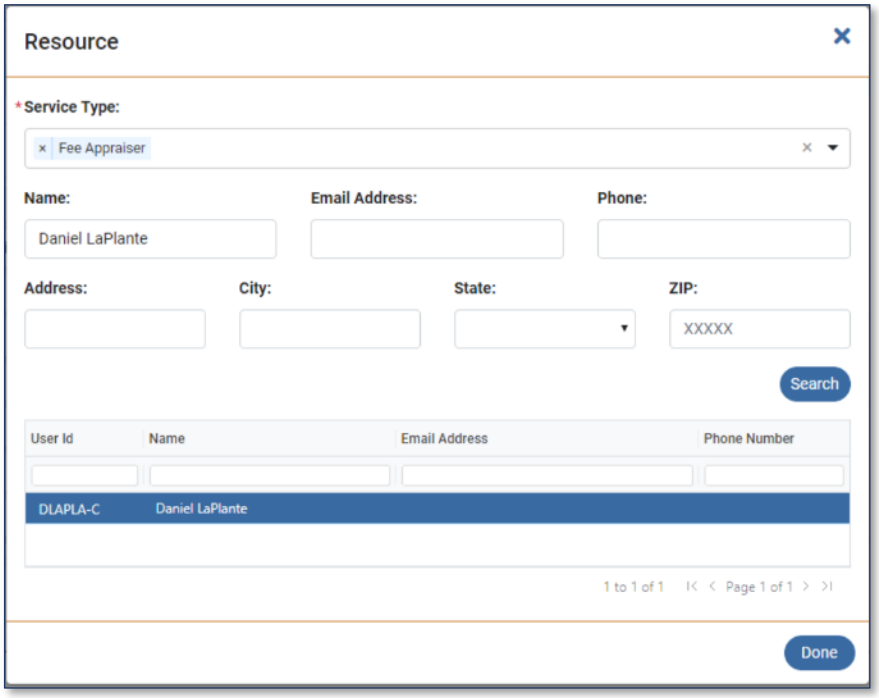


2. Select a **Service Type**. This is required.

More than one service type may be selected. This determines the type of tasks that can be assigned to this resource. For example, appraisal tasks may only be assigned to a resource with an appraisal service type.



3. Enter at least one field of identifying information (for example, Name)
4. Click **Search**.



If any resources already exist in the TxDOTCONNECT database, they will appear in the search results at the bottom of the window.

1. Select the desired resource.
2. Click **Done**.

If the desired resource is not displayed in the search results, or if no resources are found, a new one must be created.

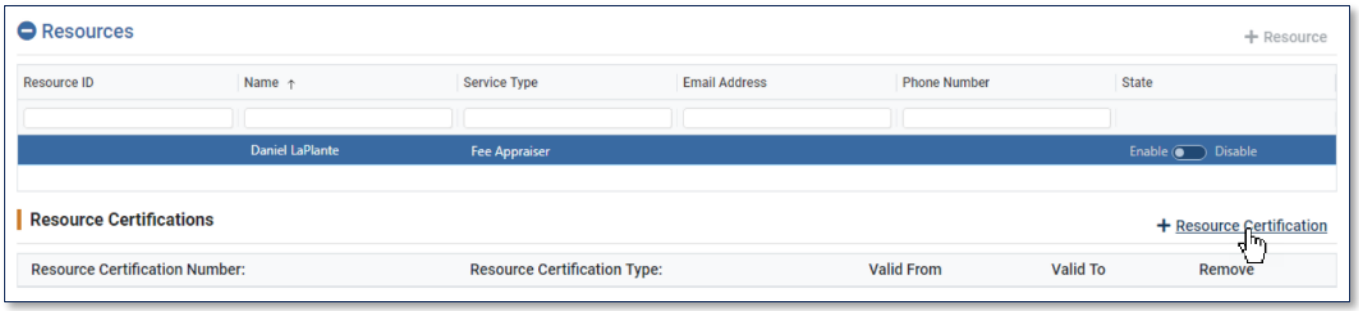
1. Complete all contact information fields.
2. Click **Done**.

The resource appears in the **Resources** table.

- TxDOTCONNECT automatically generates a Resource ID for new resources. All Resource IDs begin with the letter **N**.
- Once a resource is added, authorized users may toggle the resource as active or inactive. Inactive resources cannot be assigned tasks.

5.2.7 Resource Certifications

When a resource is selected in the **Resources** list, certifications may be added for them in the list below.



To add a certification for a supporting resource,

1. Select the resource in the **Resources** table.
2. Click **+Resource Certification**
3. Enter the **Resource Certification Number**.
4. Select the **Resource Certification Type**. The options are determined by the resource's Service Type.
5. Enter the **Valid From** and **Valid To** dates.

To remove a certification, click ⊗ **Remove.**

Save Organization

Once all required fields are complete, click **Save** at the top or bottom of the **Create Organization** page.

TxDOTCONNECT automatically generates a new **Organization ID**.

If an existing organization matches the information for a new organization, TxDOTCONNECT alert the user that the organization already exists and asks for confirmation.

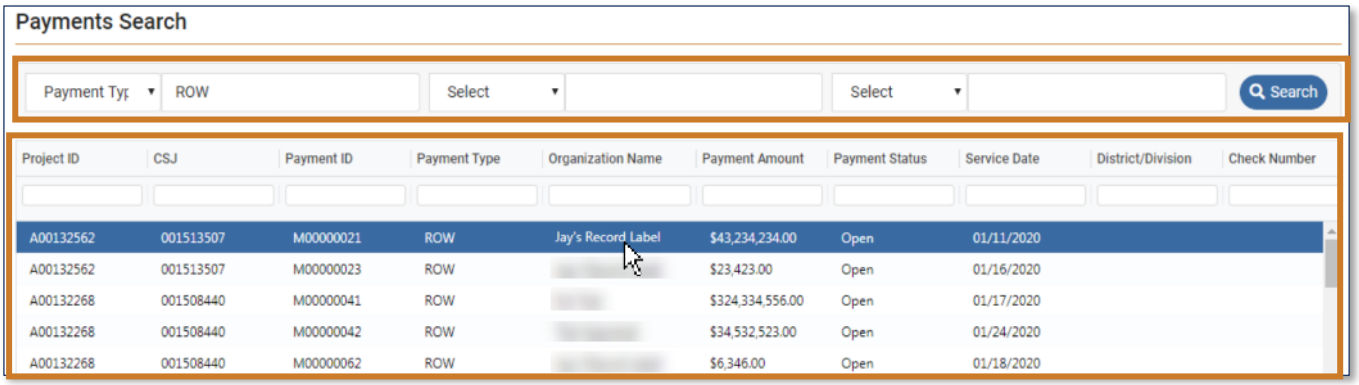
TxDOTCONNECT compares the following information to the existing organizations in the database:

- Name
- Address
- Phone
- Email
- Certification Type (organization-level)
- Certification Number (organization-level)

5.3 Payment Search

The **Payment Search** feature allows authorized users to search for and view payments that already exist within the TxDOTCONNECT Organization database.

There are two parts on this page: the **Search Feature,** the **Search Results.**



5.3.1 Search Feature

To search for a specific payment,

4. Use the **Select** drop-down menu to select search criteria. Up to three search criteria can be selected, and up to three search terms entered.
5. Enter a search term.
6. Click Search.

The Search Results will appear.

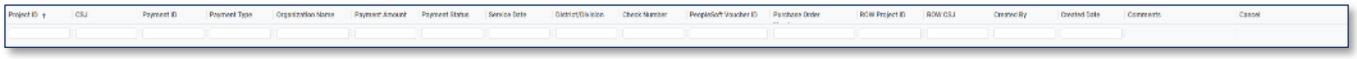
5.3.2 Search Results

- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

5.3.2.1 Search Results Column Headers

The current list of search column headers appears below.



Project ID	Organization Name	District/Division	ROW Project ID
CSJ	Payment Amount	Check Number	ROW CSJ
Payment ID	Payment Status	PeopleSoft Voucher ID	Created By
Payment Type	Service Date	Purchase Order Number	Created Date

- Click to display reviewer comments, with the reviewer's name and the date and time the review was submitted.
- Click to cancel a payment at any time before its approval by a ROW Section Director.

5.3.2.2 Select Organization

- Click an organization once to highlight it.
- Double-click an organization to open it.

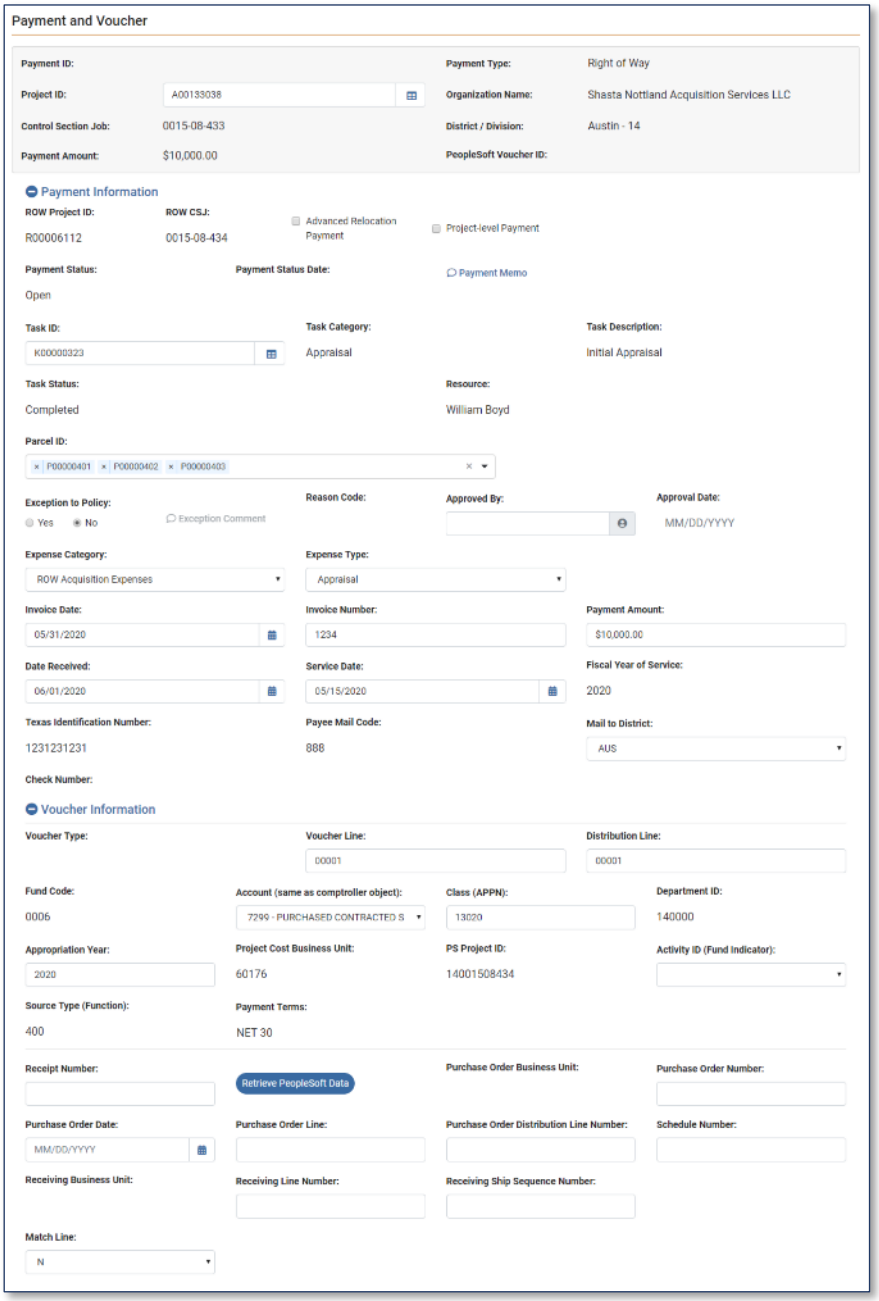
5.4 Payment and Voucher

The **Payment and Voucher** feature allows authorized users to create and submit a payment for approval. Only urs with the security role **Payment Specialist** may create and submit a payment.

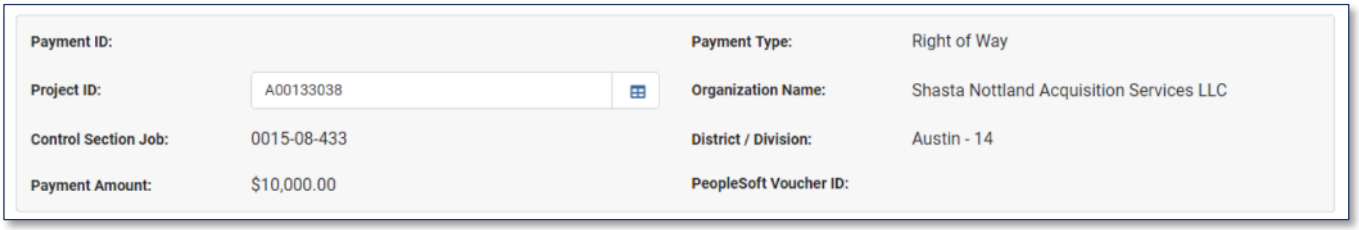
The Payment and Voucher page is divided into the following sections:

- Payment Header
- Payment Information
- Voucher Information

The Payment Information section is slightly different for Right of Way payments and Utility payments.



5.4.1 Payment Header



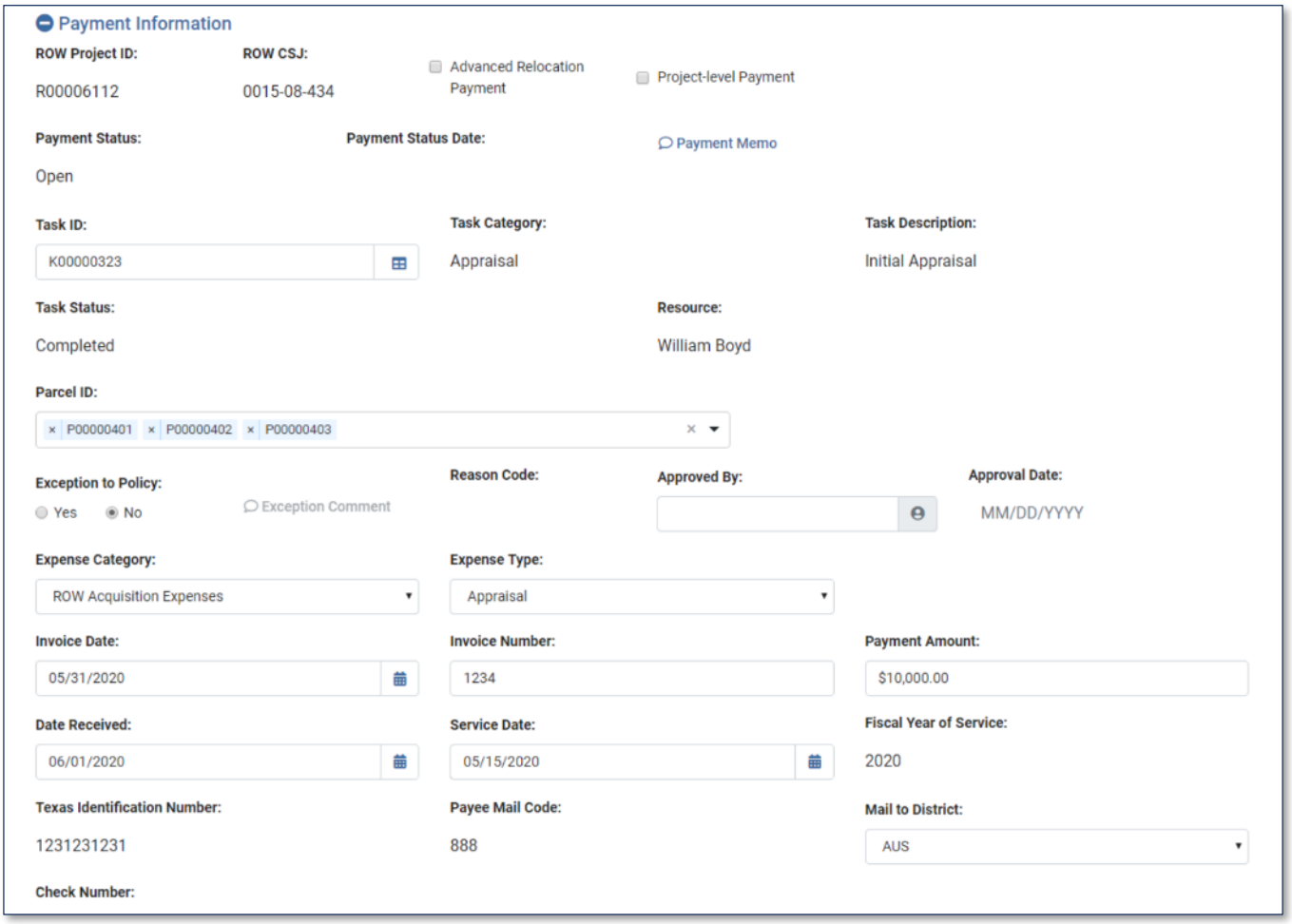
Field	Description
Payment ID	The payment's unique primary identifier. This ID is generated automatically and sequentially by TxDOTCONNECT once the payment is saved or submitted. All Payment IDs begin with the letter **M**.
Payment Type	This indicates the type of the payment, either Right of Way or Utility. There are slight differences between the two.
Project ID	This allows authorized users to select the project related to the payment.
Organization Name	This indicates the name of the organization that will receive payment. ■ For task-specific payments, this populates automatically based on the selected task. This is described below. ■ For project-level payments, this value requires user selection.
Control Section Job	This displays the control section job of the project.
District/Division	This displays the district or division to which the project is assigned.
Payment Amount	This amount populates automatically from the payment amount entered in the Payment Information section below.
PeopleSoft Voucher ID	This identifier populates automatically once the payment is processed in PeopleSoft.

5.4.2 Payment Information

The fields in the **Payment Information** section differ slightly depending on the **Payment Type**.

5.4.2.1 Payment Information: Right of Way

This section describes the **Payment Information** section for **Right of Way** payments.

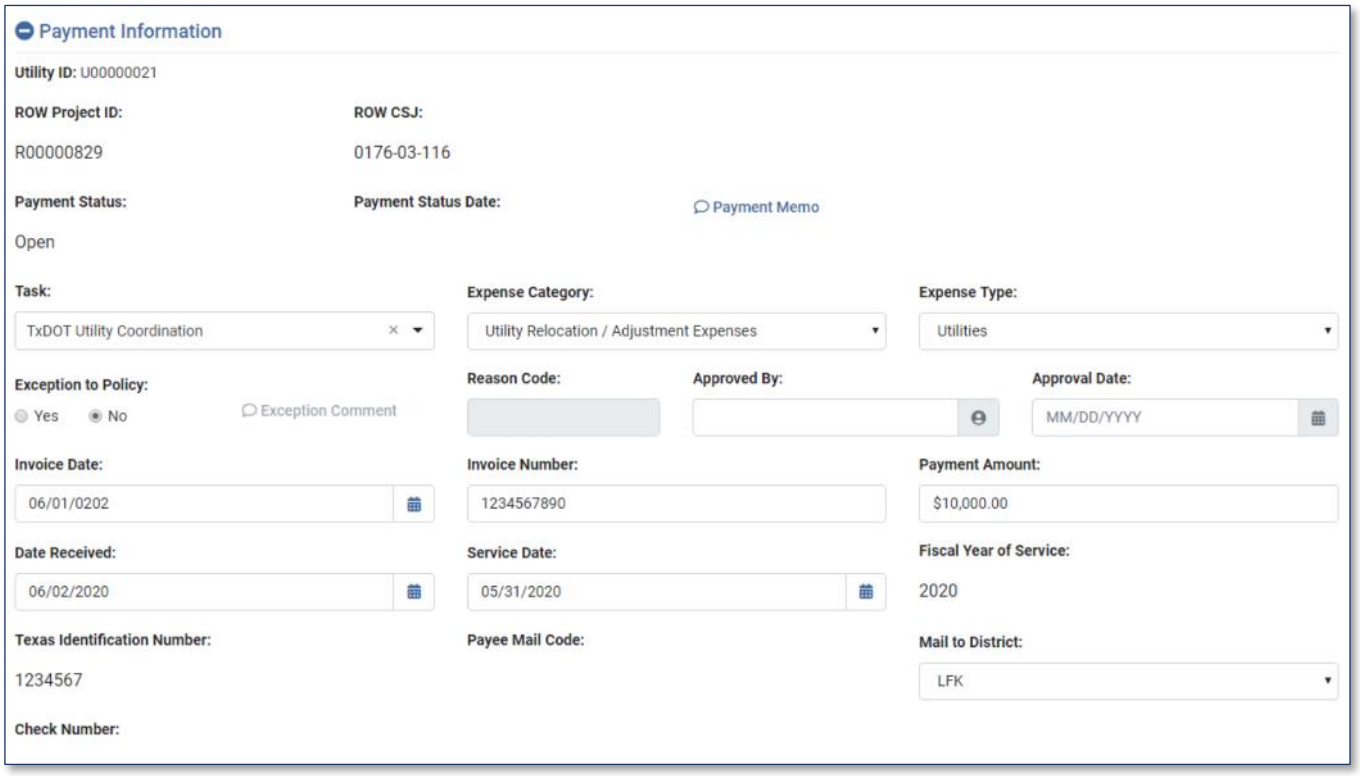


Field	Description
ROW Project ID	The ROW Project's unique primary identifier. All ROW Project IDs begin with the letter **R**.
ROW CSJ	The ROW Project's unique Control Section Job (CSJ).
Advanced Relocation Payment	This indicates whether the payment is for Advanced Relocation.
Project-level Payment	This indicates whether the payment is for the project as a whole, rather than for a specific task. Use this for ROWAPS payments.
Payment Status and Payment Status Date	This indicates the current status of the payment as it progresses through the review and approval workflow, and the date it reached that status.
Payment Memo	This allows authorized users to enter a payment memo. Click the comment icon, enter the memo, and click Done.

Task ID	This allows authorized users to select the specific task for which payment is being made. Click the selection icon to select from a list of completed tasks related to the the project selected in the header. This field is disabled for project-level payments.
Task Category, Task Description, Task Status, and Resource	These fields populate automatically based on the selected Task ID.
Parcel ID	This allows authorized users to select one or more parcels for which the payment is being made. This field is disabled for project-level payments.
Exception to Policy	This indicates whether the payment is an exception to policy.
Exception Comment	This allows authorized users to enter a comment about the exception to policy. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Reason Code	This indicates the reason code related to the exception to policy. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Approved By and Approved Date	This indicates who approved the exception to policy and on what date. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Expense Category and Expense Type	These fields populate automatically based on the selected Task ID.
Invoice Date	This indicates the date of the invoice from the vendor organization.
Invoice Number	This indicates the numbere of the invoice from the vendor organization. If no invoice number is available, TxDOTCONNECT will offer to populate this field with the Payment ID when the payment is saved or submitted.
Payment Amount	This indicates the amount of the payment. This value populates in the Payment Header.
Date Received	This indicates when the invoice was received from the vendor organization.
Service Date	This indicates when the service was performed.
Fiscal Year of Service	This indicates the fiscal year in which the service occurrd. This populates automatically based on the Service Date.
Texas Identification Number and Payee Mail Code	These fields populate automatically based on the selected organization.
Mail to District	This indicates the mail to district. This populates automatically based on the project selected in the header.
Check Number	This indicates the check number of the payment. This only becomes availabl once the payment is processed in PeopleSoft.

5.4.2.2 Payment Information: Utility

This section describes the **Payment Information** section for **Utility** payments.

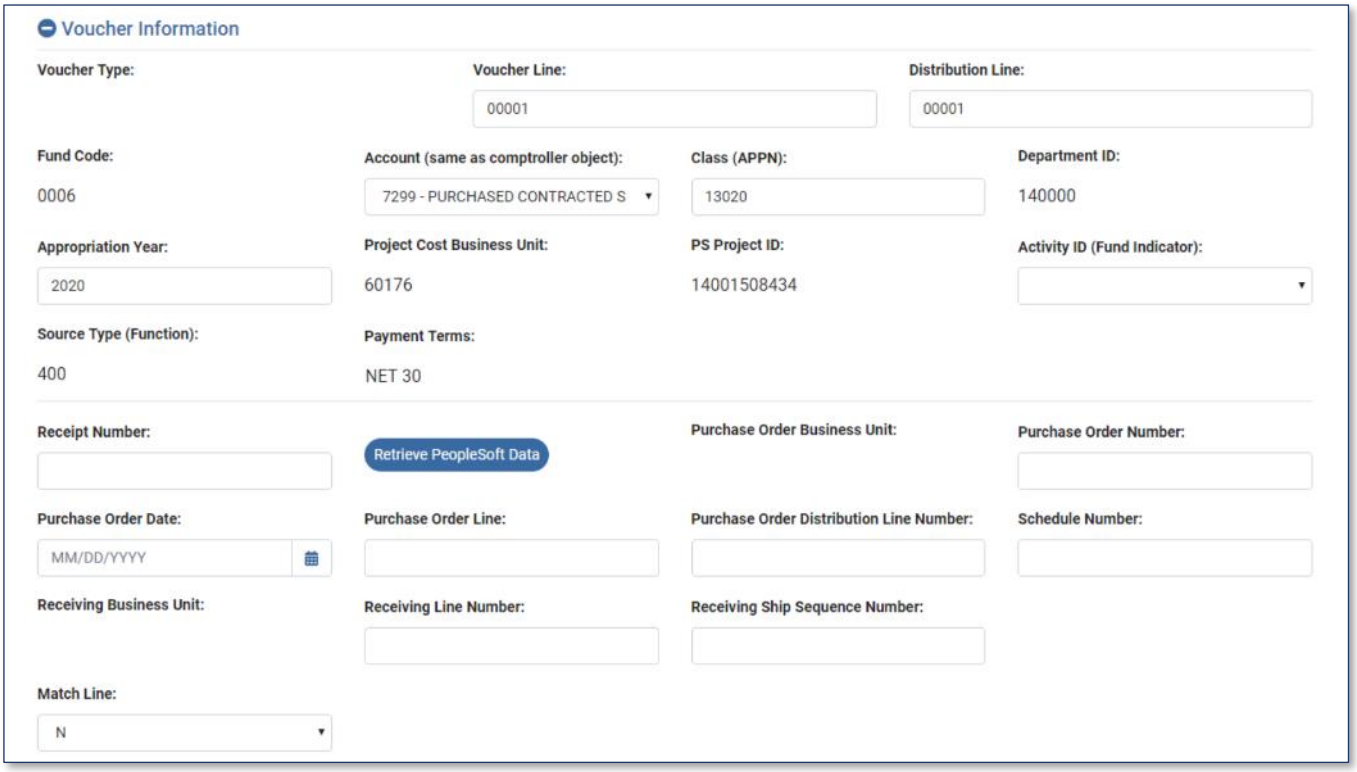


Field	Description
Utility ID	The utility adjustment's unique primary identifier. All Utility IDs begin with the letter **U**.
ROW Project ID	The ROW Project's unique primary identifier. All ROW Project IDs begin with the letter **R**.
ROW CSJ	The ROW Project's unique Control Section Job (CSJ).
Payment Status and Payment Status Date	This indicates the current status of the payment as it progresses through the review and approval workflow, and the date it reached that status.
Payment Memo	This allows authorized users to enter a payment memo. Click the comment icon, enter the memo, and click Done.
Task	This allows authorized users to select the category of the task for which payment is being made.
Expense Category and Expense Type	These fields populate automatically based on the selected Task.

Exception to Policy	This indicates whether the payment is an exception to policy.
Exception Comment	This allows authorized users to enter a comment about the exception to policy. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Reason Code	This indicates the reason code related to the exception to policy. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Approved By and Approved Date	This indicates who approved the exception to policy and on what date. This field is only available when **Yes** is selected for the **Exception to Policy** indicator.
Invoice Date	This indicates the date of the invoice from the vendor organization.
Invoice Number	This indicates the numbere of the invoice from the vendor organization. If no invoice number is available, TxDOTCONNECT will offer to populate this field with the Payment ID when the payment is saved or submitted.
Payment Amount	This indicates the amount of the payment. This value populates in the Payment Header.
Date Received	This indicates when the invoice was received from the vendor organization.
Service Date	This indicates when the service was performed.
Fiscal Year of Service	This indicates the fiscal year in which the service occurrd. This populates automatically based on the Service Date.
Texas Identification Number and Payee Mail Code	These fields populate automatically based on the selected organization.
Mail to District	This indicates the mail to district. This populates automatically based on the project selected in the header.
Check Number	This indicates the check number of the payment. This only becomes availabl once the payment is processed in PeopleSoft.

5.4.3 Voucher Information

The **Voucher Information** section, which includes purchase order Inforamtion, populates automatically from PeopleSoft. Exceptions to this are described below.



- The Activity ID (Fund Indicator) must be selected according to Right of Way division guidelines.
- The Contract Review Specialist adds Purchase Order information during the review and approval workflow. To complete these fields, enter the **Receipt Number** and click Retrieve PeopleSoft Data.

5.4.4 Save or Submit

Once the Payment Information section is complete, click Save or Submit.

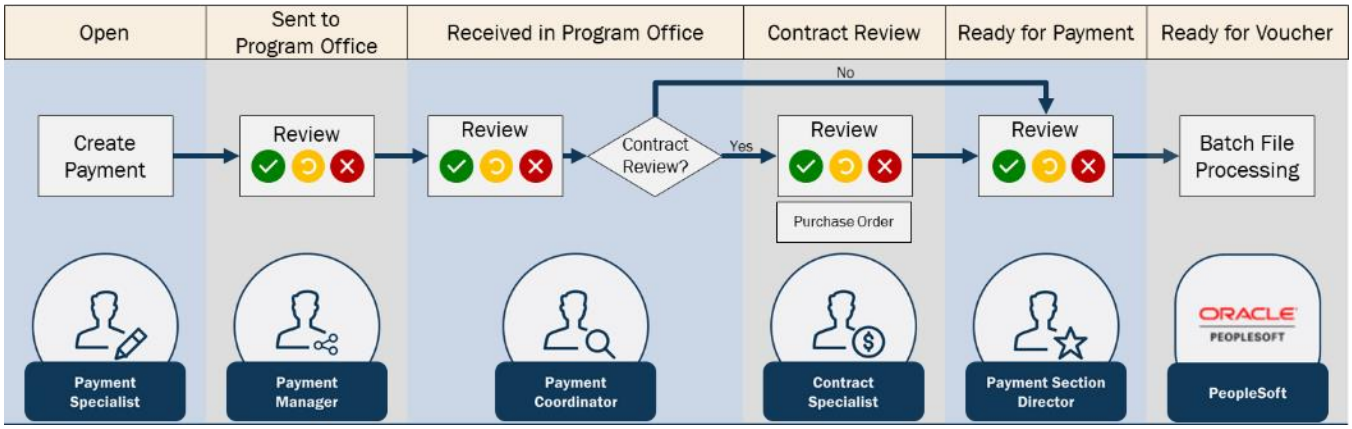
Button	Description
Save	TxDOTCONNECT saves the payment, even if required fields are missing or incomplete, and generates a **Payment ID**.
Submit	TxDOTCONNECT validates the payment to ensure all required fields are complete, generates a **Payment ID**, and routes the payment to reviewers.

5.5 Payment Review Workflow

Once a payment is submitted, it is routed through an automated workflow to be reviewed by the appropriate stakholders. The exact workflow depends on the payment type, but all reviewers have the same options:

- **Approve** – the payment **continues** to the next step in the workflow.
- **Return** – the Payment Specialist recieves the request in **My Tasks** to make changes and resubmit.
- **Not Approve** – the Payment Specialist receives a notification and the workflow **ends**.

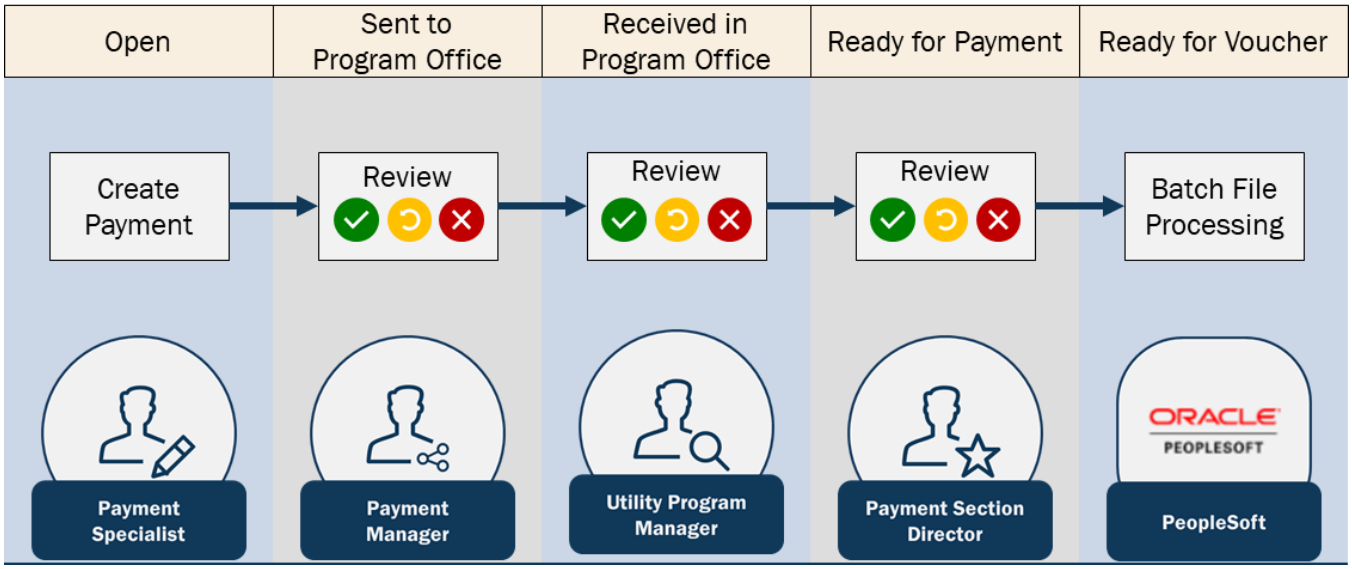
5.5.1 ROW Payment Workflow



1. The Payment Specialist creates the payment. The payment status is **Open**.
2. The Payment Specialist submits the payment for review. The payment is routed to the Payment Manager and the status changes to **Sent to Program Office**.
3. The Payment Manager reviews the payment request. If approved, the payment is routed to the Payment Coordinator and the status changes to **Received in Program Office**.
4. The Payment Coordinator reviews the payment request. If approved, the Payment Coordinator must indicate whether the payment requires review by a Contract Specialist.
   - **Yes** – The payment request is routed to a ROW Contract Specialist and the status changes to **Contract Review**. See **Step 5**.
   - **No** – The payment request is routed to the ROW Payment Section Director and the status changes to **Ready for Payment**. See **Step 6**.
5. The ROW Contract Coordinator reviews the payment request and enters Purchase Order information on the payment. If approved, the payment is routed to the ROW Payment Section Director and the status changes to **Ready for Payment**.
6. The ROW Payment Section Director reviews the payment request. If approved, the payment is added to a batch file for processing in PeopleSoft and the status changes to **Ready for Voucher**.
7. The batch file is processed in PeopleSoft and the status changes to **Vouchered – Sent to Finance**.
8. The payment request is processed in PeopleSoft and the status changes to **Paid**.

Once the workflow is complete, the payment's **Check Number** and **Voucher Information** populate in TxDOTCONNECT. The **PeopleSoft Expended** field on the project's **Right of Way** page also updates to reflect the new payment.

5.5.2 Utilities Payment Workflow



1. The Payment Specialist creates the payment. The payment status is **Open**.
2. The Payment Specialist submits the payment for review. The payment is routed to the Payment Manager and the status changes to **Sent to Program Office**.
3. The Payment Manager reviews the payment request. If approved, the payment is routed to the Payment Coordinator and the status changes to **Received in Program Office**.
4. The Utilitiy Program Manager reviews the payment request. If approved, the payment is routed to the ROW Payment Section Director and the status changes to **Ready for Payment**.
5. The ROW Payment Section Director reviews the payment request. If approved, the payment is added to a batch file for processing in PeopleSoft and the status changes to **Ready for Voucher**.
6. The batch file is processed in PeopleSoft and the status changes to **Vouchered – Sent to Finance**.
7. The payment request is processed in PeopleSoft and the status changes to **Paid**.

Once the workflow is complete, the payment's **Check Number** and **Voucher Information** populate in TxDOTCONNECT.

6 Revision History

Version	Date	Name	Change Description
1.0.0	4/20/2020	Will Boyd	Original version.
1.0.1	6/15/2020	Will Boyd	Updates completed and shared for publication.