Searching for a Project in TxDOTCONNECT

A TxDOTCONNECT Job Aid

Impacted Roles

All TxDOTCONNECT Users

Last Revised

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Searching for an Existing Project

1. Click the **Projects Tab** to search for a project.
2. Click the **Project Search** option. The project search screen will appear.
   - District staff will see active (not all) projects in their district by default.
   - Division staff will see no projects until they perform a search.
3. Click into one of the search fields using up to three criteria (see right) and enter the search data.
4. Click **Select** dropdown menus to select the criteria to be used in your search.

![Project Search](image)

5. Base on your search, all projects matching the criteria will populate. The fields under the column headers may be used to refine your search. Click in any of these fields to type additional criteria to narrow the search.

![Project Search](image)
Customizing the Column Headers

TxDOTCONNECT allows users to customize the Project Search Page ensuring the user can filter projects by the Search Field Column Headers preferred.

Users may choose from the following Preset Views:

- **Construction View** for use with Construction and most other project types.
- **Maintenance View** for use with Maintenance Projects.
- **Right of Way View** for use by ROW user roles.
- **Custom View** to establish a personalized view of project criteria.
Custom View

In Custom View, the user can choose the search criteria column headers displayed using the drop down menu displayed after selecting Custom View.

Select or deselect the check box to enable or disable the column headers desired to be displayed on the Project Search Page.