



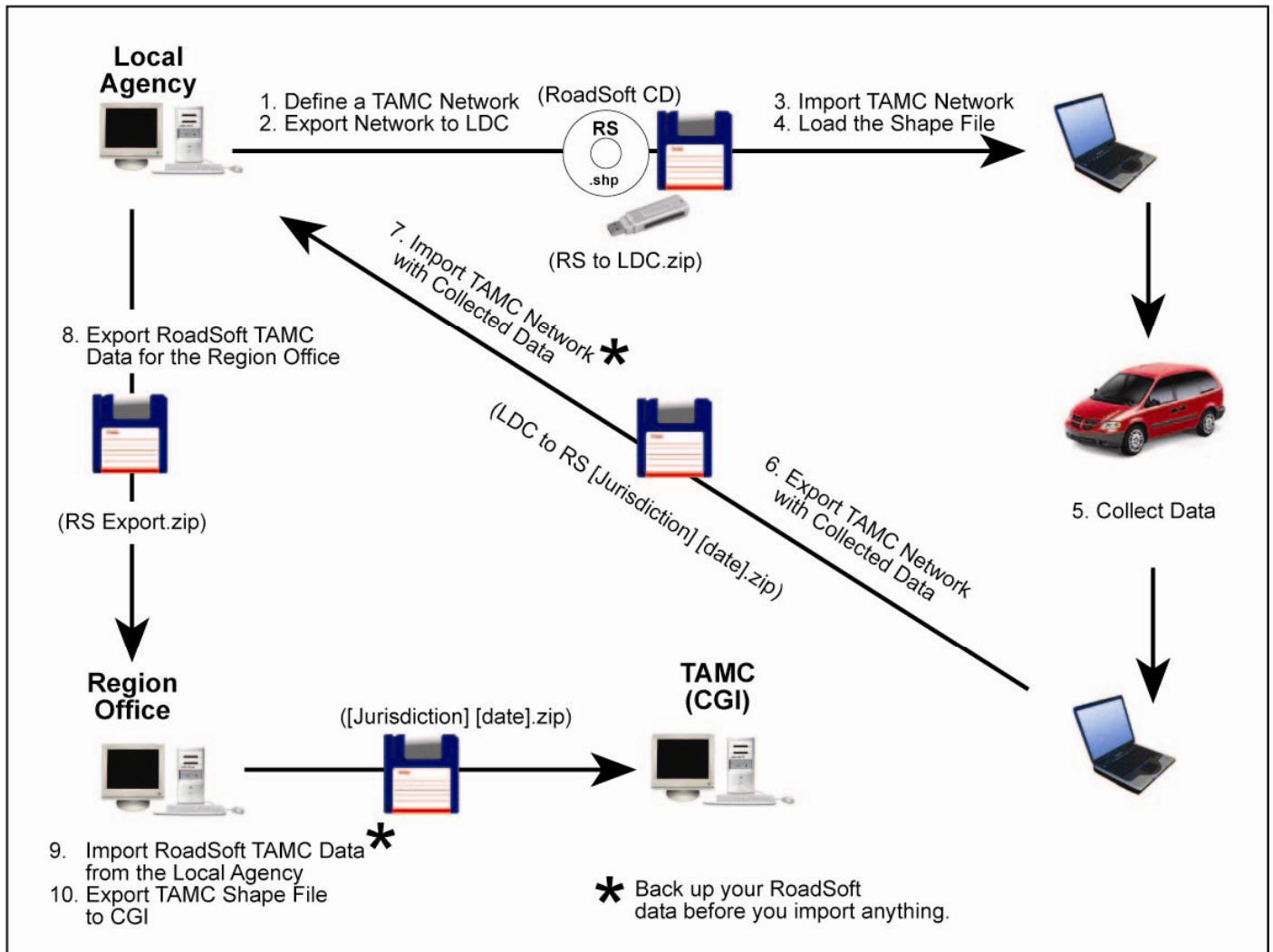
Submitting Local Road Data to TAMC

Ten Steps to Consistent Data

IMPORTANT NOTE: These instructions are meant for agencies that **have not begun** to collect local road rating data for submission to the Transportation Asset Management Council (TAMC) for reimbursement. If your agency **already has 2008 local road data collected**, be sure to call Michigan LTAP & the TDG for assistance before submitting data to TAMC through your regional or metropolitan planning organization.

LTAP / TDG Phone: 906-487-2102

Local Road Ratings Data Cycle




The process to collect & submit local road data to the Transportation Asset Management Council (TAMC) is similar to that used when submitting data for federal-aid roads. Be sure that you are using RoadSoft Version 6.8.5 for local road data collection.

If you have any questions or concerns, please call RoadSoft support at 906-487-2102

At the Local Agency Office (County Road Commission, City, Village)
Using the Local Agency's version of RoadSoft

STEP 1

Define and save a network in RoadSoft for collecting data on paved, local roads/streets.

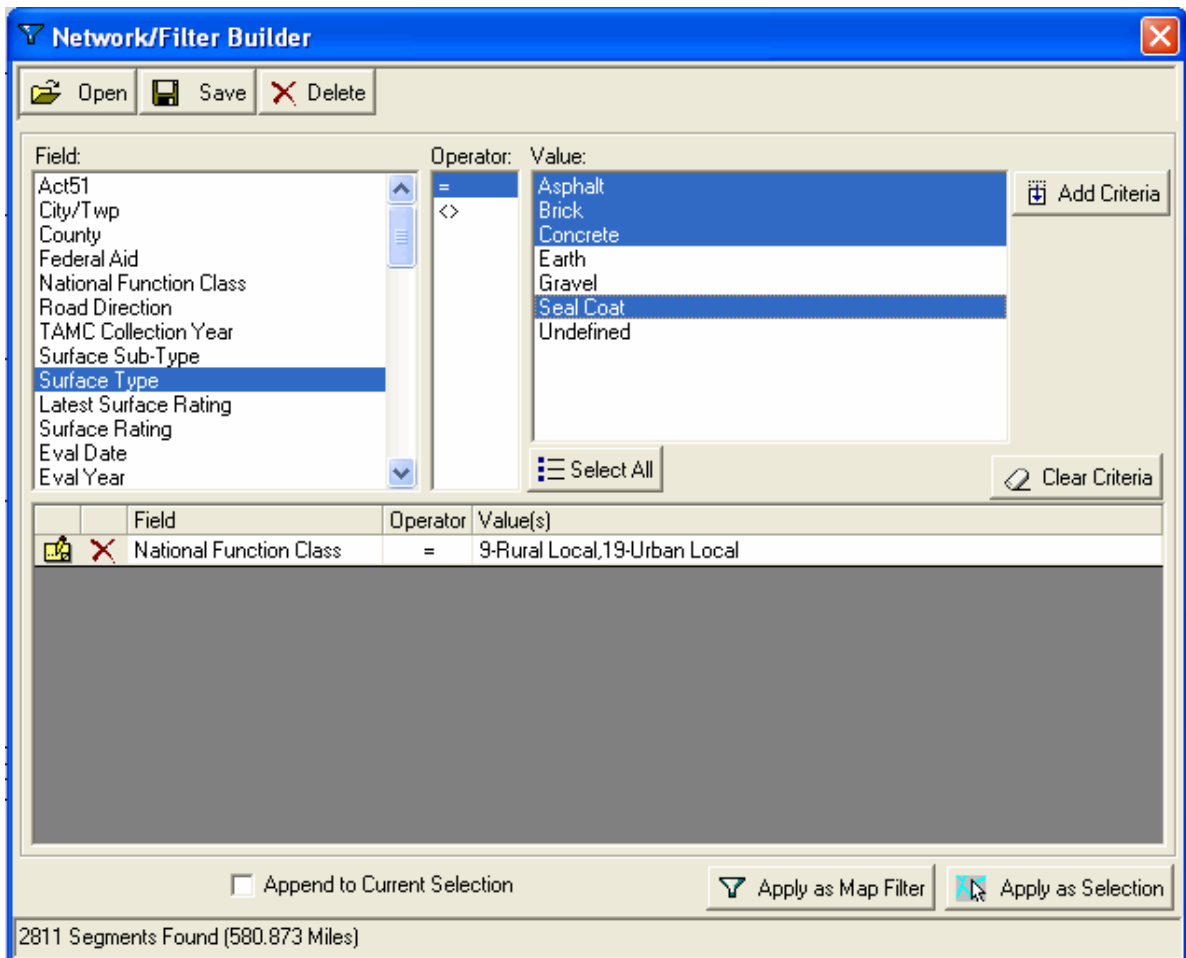
- a. Start the RoadSoft software.
- b. From the main RoadSoft screen click the funnel button  to open the Network Builder utility.
- c. Set values in the Network/Filter Builder screen, as shown below:

NOTE

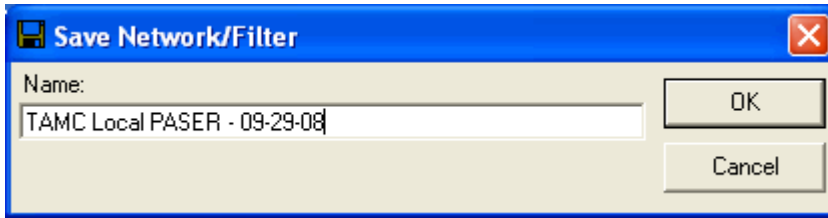
*This step must be done twice: first to select the correct National Function Class, second to select the Surface Type. The first set of criteria should be **National Function Class = 9-Rural Local, 19-Urban Local**. The second criteria set defines your **Surface Type**, and should include only the paved roads in your local road network (e.g. asphalt, seal coat, brick, concrete, etc.).*

TIP

To select multiple values hold down the control key while left-clicking.




- d. Click the Add Criteria button to create the network.
- e. Click the Save button, and then enter a name in the Save Network/Filter screen, as shown below.



TIP

Using a descriptive file name and adding a date to the network name can help to ensure that you export the correct network.

- f. Click the OK button to save the network.
- g. Click the  button to close the Network/Filter Builder window.

STEP 2

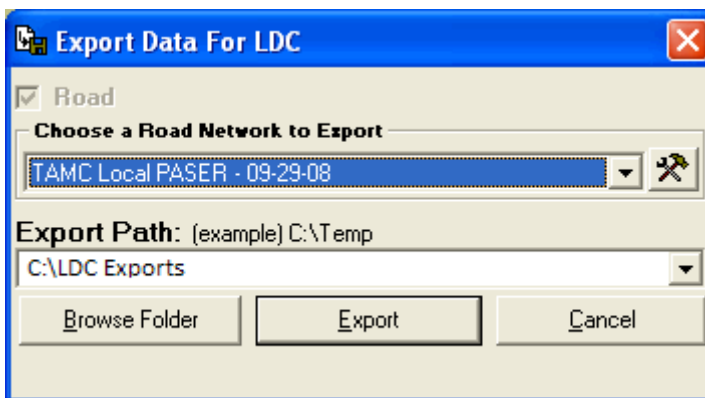
Export the Network for use with the Laptop Data Collector (LDC).

- a. From the RoadSoft main menu, select **TAMC > 1 - (County/City Does This) Export Data for LDC**.

NOTE

The regional version of RoadSoft is not capable of exporting data for the LDC. Regions must get data exports directly from each local agency within their region. If you have questions please call RoadSoft Technical Support at 906-487-2102.

- b. Select the network from the drop down list in the *Export Data for LDC* screen, as shown below. The network you want is the one you saved in Step 1e above.



- c. Define an Export Path, which is the location on your hard drive where you want to save the export file.
- d. Click the Export button to save the export file to the location you specified.

NOTE

If you have previously exported TAMC data for the LDC, RoadSoft will indicate that the new file will overwrite the old export file. Click Yes and the prompt to continue.

- e. RoadSoft creates a file named “RStoLDC [jurisdiction] [date].zip” in the location you specified. Copy this file to a CD, floppy disk, or other portable storage device for importing into the LDC.

At the Local Agency Office

Using the LDC

STEPS 3&4

Steps 3 and 4 involve importing the network from the local agency's version of RoadSoft into the LDC, and then loading the local agency's GIS shape file. The GIS shape file is on the Local Agency's RoadSoft Program CD. If you're not able to get the CD, call the TDG at 906-487-2102 and specify the jurisdiction you need. They will send you a current shape file.

NOTE

The combination of a network and a shape file is referred to as a RoadSoft Data Set.

There are three possibilities when importing the network and loading the shape file. Identify your situation below, and then perform the appropriate procedure:

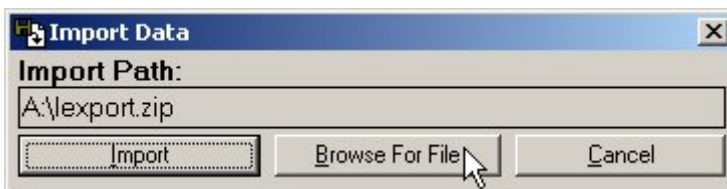
Situation 1: If you installed the LDC software and you are running it for the first time you will have to import the network, and then load the shape file from the Local Agency's RoadSoft Program CD. To do so, simply follow the prompts when you first start the LDC software.

Situation 2: If you have the correct shape file but the incorrect network, perform **Procedure 1**.

Situation 3: If you have the incorrect shape file and the incorrect network, perform **Procedure 2**.

Procedure 1: Import the Network

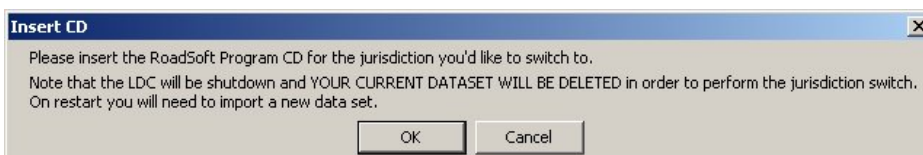
- a. Start the LDC software.
- b. Insert the portable storage device that contains the "RStoLDC [jurisdiction] [date].zip" file from the local agency (see Step 2e).
- c. From the main LDC screen select File > Import Data.
The Import Data screen appears, as shown below.



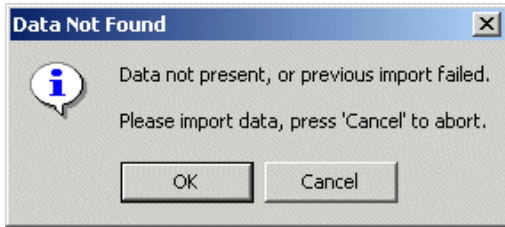
- d. Click the Browse for File button to locate the "RStoLDC [jurisdiction] [date].zip" file on the portable storage device.
- e. Click the Import button to import the new network.

Procedure 2: Swap the Shape File and then Import the Network

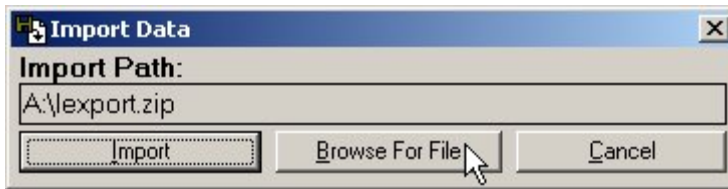
- a. From the LDC main menu select **File > Swap Jurisdiction**.
The Insert CD screen opens, indicating that your RoadSoft Program CD must be inserted (below).



- b. Insert the RoadSoft Program CD from the correct agency.
- c. Click the OK button to replace the existing shape file.
The LDC loads the new shape file, and then the Data Not Found prompt opens, as shown below.



- d. Click the OK button.
The Import Data window opens, as shown below.



- e. Insert the portable storage device that contains the “RStoLDC [jurisdiction] [date].zip” file from the local agency (see Step 2e).
- f. Click the Browse for File button to locate the “RStoLDC [jurisdiction] [date].zip” file on the portable storage device.
- g. Click the Import button to import the new network.

In the Field Using the LDC

STEP 5

Connect the GPS to your laptop, and then collect data.

To Connect the GPS:

- a. Start the LDC software.
- b. Turn off your GPS, and then connect it to your laptop using the Serial or USB connection.

NOTE

If you turn on your GPS before connecting it, your mouse pointer may jump around erratically. If this happens, turn off your GPS and then restart windows and the LDC software before turning on your GPS again.

- c. Turn on your GPS, and then wait up to two minutes for it to acquire a position.
- d. From the LDC main menu select **GPS > Connect** to establish communication between the GPS and the LDC software, and then wait a few minutes for the software to snap to a road segment on the GIS map based on the position from the GPS.

NOTE

If you're not on or near a road segment that is part of the network that you imported into the LDC software, the software will not be able to snap to a segment on the GIS map.

To Collect Data:

Use the following shortcut keys to enter data into the LDC software:

- Ctrl + S Surface Type
- Ctrl + 0–9 PASER Rating
- Shift-Ctrl + 0–9 Number of Lanes
- Ctrl + Enter Submit (save) Data
- Ctrl + +/- Zoom In/Out
- Ctrl + Arrow Keys Pan the GIS Map
- Ctrl + Space Bar Hold/Release Segment

For a complete list of shortcut keys, select **Help > Shortcut Keys** from the LDC main menu.

IMPORTANT

*While collecting data, back up every hour or as often as conveniently possible. From the main LDC menu select **File > Backup/Restore** to back up your data. If data collection spans multiple days, export the data every day and save a copy of the data file (LDC to RS_[jurisdiction]_[date].zip) to a CD, jump drive, or floppy disk.*

TIP

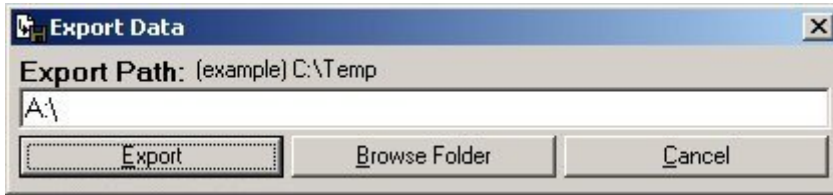
The RSM History grid (shown below) provides a history of PASER ratings for the current segment. Viewing past PASER ratings before rating a segment can influence the rating. To avoid possibly influencing the current rating based on past ratings; this grid will not be visible until you submit a rating for the segment. Editing the rating after that point will require an explanation.

Date	Subtype	Activity	Surf	Base	Drain	Ride
9/15/2004			Very Good (8)			
8/4/2003	Asp	None	Excellent (9)	Not Rated (0)	Not Rated (0)	Not Rated (0)

STEP 6

After entering new PASER ratings for the entire collection network, export the collected data for the Local Agency's version of RoadSoft.

- a. From the LDC main menu select **File > Export Data**.
The Export Data screen opens, as shown below.



- b. In the Export Path field, enter a location on your hard drive to save the export file. Click the Browse Folder button to browse your hard drive.

NOTE

Windows will not allow you to export the data directly to a portable storage device.

- c. Click the Export button to export the data.
If you have an existing data export in the folder you selected in Step 6b, the software will alert you. Click Yes to replace the existing file, or click No to append the new data to the existing file.
When the data export is complete, the following screen appears:



- d. Click OK to exit the data export process.
- e. Copy the "LDC to RS_[Jurisdiction]_[date].zip" file to a portable storage device.

Important TIP !!!

The "LDC to RS_[Jurisdiction]_[date].zip" file contains a great deal of information that could be useful for emergency data recovery purposes. The RoadSoft team strongly recommends that every day you save a copy of the "LDC to RS_[Jurisdiction]_[date].zip" file in a permanent archive to facilitate data recovery.

Import the Collected Data

Use the Local Agency's version of RoadSoft at the Road Commission or City

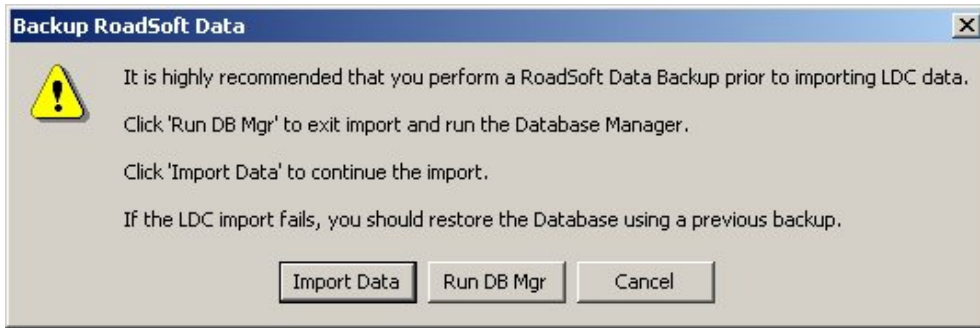
STEP 7

Import the collected data.

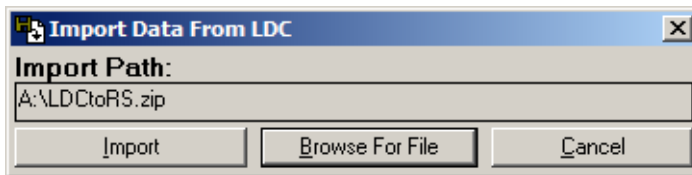
IMPORTANT

*Before you import new data into RoadSoft, please backup your existing RoadSoft database. To do so, select **Tools > Run Database Manager** from the RoadSoft main menu. RoadSoft has to shut down to run the Database Manager. You can restart RoadSoft after backing up the data.*

- a. In the main RoadSoft window, click **TAMC > 2—(County/City Does This) Import TAMC PASER Data from LDC**.
The Backup RoadSoft Data opens appears, as shown below.



- b. If you haven't already backed up your RoadSoft data, click the Run DB Mgr button to open the RoadSoft Database Manager, and then go back to Step 7a. If you already backed up your data click the Import Data button, and then go to Step 7c.
- c. In the Import Data from LDC Screen (shown below), click the Browse For File button, and then locate the "LDC to RS_[Jurisdiction]_[date].zip" file.



- d. Click the Import button to begin the import process.

NOTE

When the import is complete, RoadSoft will shut down and restart.

STEP 8

Export RoadSoft asset management data for the regional version of RoadSoft.

- a. In the main RoadSoft window, click **TAMC > 3 - (County/City Does This) Export TAMC PASER Data to Region.**

The Export RoadSoft Data screen opens.

- b. In the Export Path field, enter a location on your hard drive to save the export file. Click the Browse Folder button to browse your hard drive.
- c. Click the Export button to export the data.
If you have an existing data export in the folder you selected in Step 8b, the software will alert you. Click Yes to replace the existing file, or click No to append the new data to the existing file.
When the data export is complete, the following prompt opens:



- d. Click OK to exit the data export process.
RoadSoft creates a file named "TAMC [jurisdiction] [date].zip" on your hard drive. Copy this file to a portable storage device for import into the Region's version of RoadSoft.

At the Region Office
Using the Region's version of RoadSoft

STEP 9

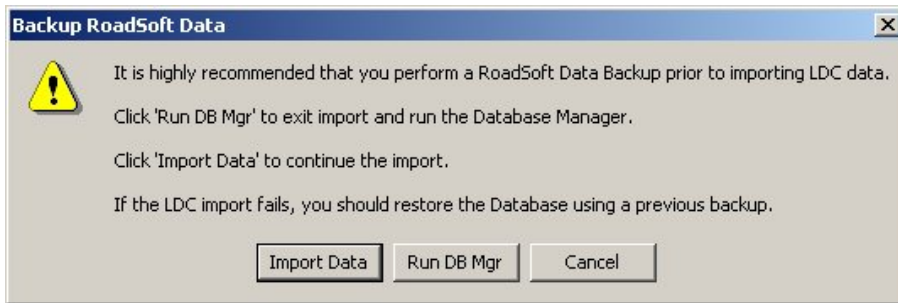
Import RoadSoft asset management data from the local agency into the regional version of RoadSoft.

IMPORTANT

Before you import new data into RoadSoft, please backup your existing RoadSoft database. To do so, select Tools > Run Database Manager from the RoadSoft main menu. RoadSoft has to shut down to run the database manager. You can restart RoadSoft after backing up the data.

- a. In the main RoadSoft window, click **TAMC > 4—(Region Does This) Import TAMC PASER from County/City.**

The Backup RoadSoft Data screen opens, as shown below.



- b. If you haven't already backed up your RoadSoft data, click the Run DB Mgr button to open the RoadSoft Database Manager, and then go back to Step 8a. If you already backed up your data click the Import Data button, and then go to Step 8c.

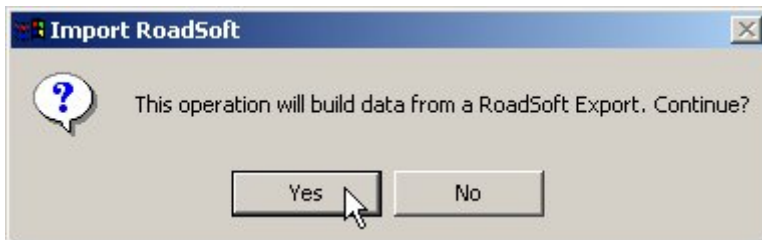
In the Import RoadSoft Data screen (shown below), click Browse for Export to find the "TAMC [jurisdiction] [date].zip" file that you want to import, and then click the OK button.



NOTE

The Import RoadSoft Data screen lists the last four "TAMC [jurisdiction] [date].zip" files that you imported. If this is the first time you're importing data, the screen will appear blank as above.

- c. In the Import RoadSoft screen (shown below), click Yes to import the data.



NOTE

The data import process takes several minutes.

STEP 10

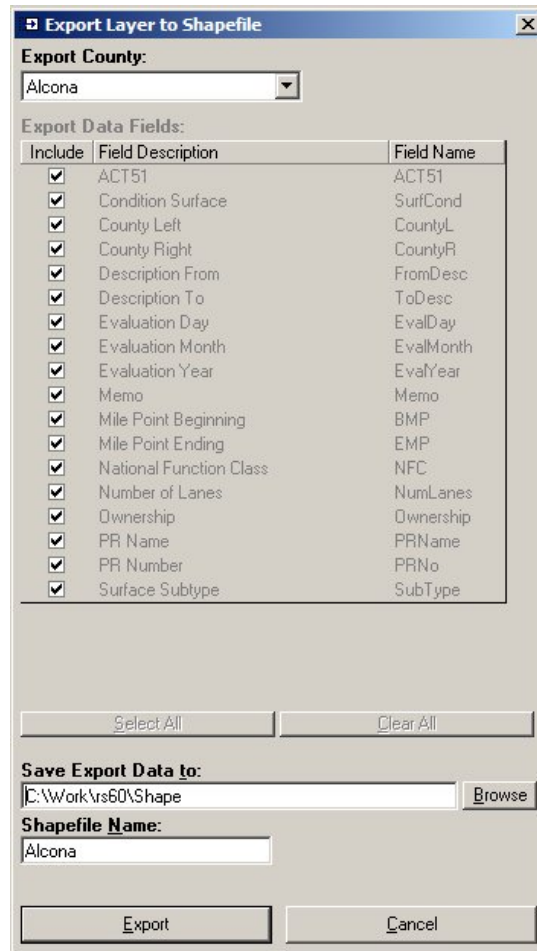
When all local road data collection is complete in a particular county, export a shape file for that county to the Asset Management Council. The 2008 Local Road data should be submitted through the CGI Investment Reporting Tool Data Upload page. Note that this export will include ALL road data for a particular county or city, ds and federal-aid), not just the local road data. Using this process to submit local road data should not interfere with federal-aid data submission. If you have any questions or concerns, please call RoadSoft support at 906-487-2102.

<http://tamc.mcgi.state.mi.us/TAMC/>

- a. In the main RoadSoft window, click **TAMC > 5—(Region Does This) Export TMAC Shape File to Council (Individual County File)**. The Export Layer to Shapefile screen opens, as shown below.

NOTE

Do not use the standard RoadSoft Shapefile Export, that export is different than the TAMC export.



Submitting Local Road Data to TAMC

- b. Select the county you wish to export using the drop-down menu in the Export County field.
- c. In the Save Export Data to field, enter a location on your hard drive to save the file. Click the Browse button to browse your hard drive.
- d. In the Shapefile Name field, enter the name of the county you are exporting.
- e. Click the Export button to export the data.
RoadSoft creates a file named “[County]_[Year].zip” on your hard drive. Copy this file to a portable storage device to send to the Asset Management Council using the CGI IRT web site:

<http://tamc.mcgi.state.mi.us/TAMC/>