



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 2011 local road data collected and you did NOT follow the Local Road Rating Data Cycle**, be sure to call the Center for Technology & Training (CTT) for assistance before submitting data to TAMC through your regional or metropolitan planning organization.

CTT:

phone: 906-487-2102 | email: ctt@mtu.edu

TAMC:

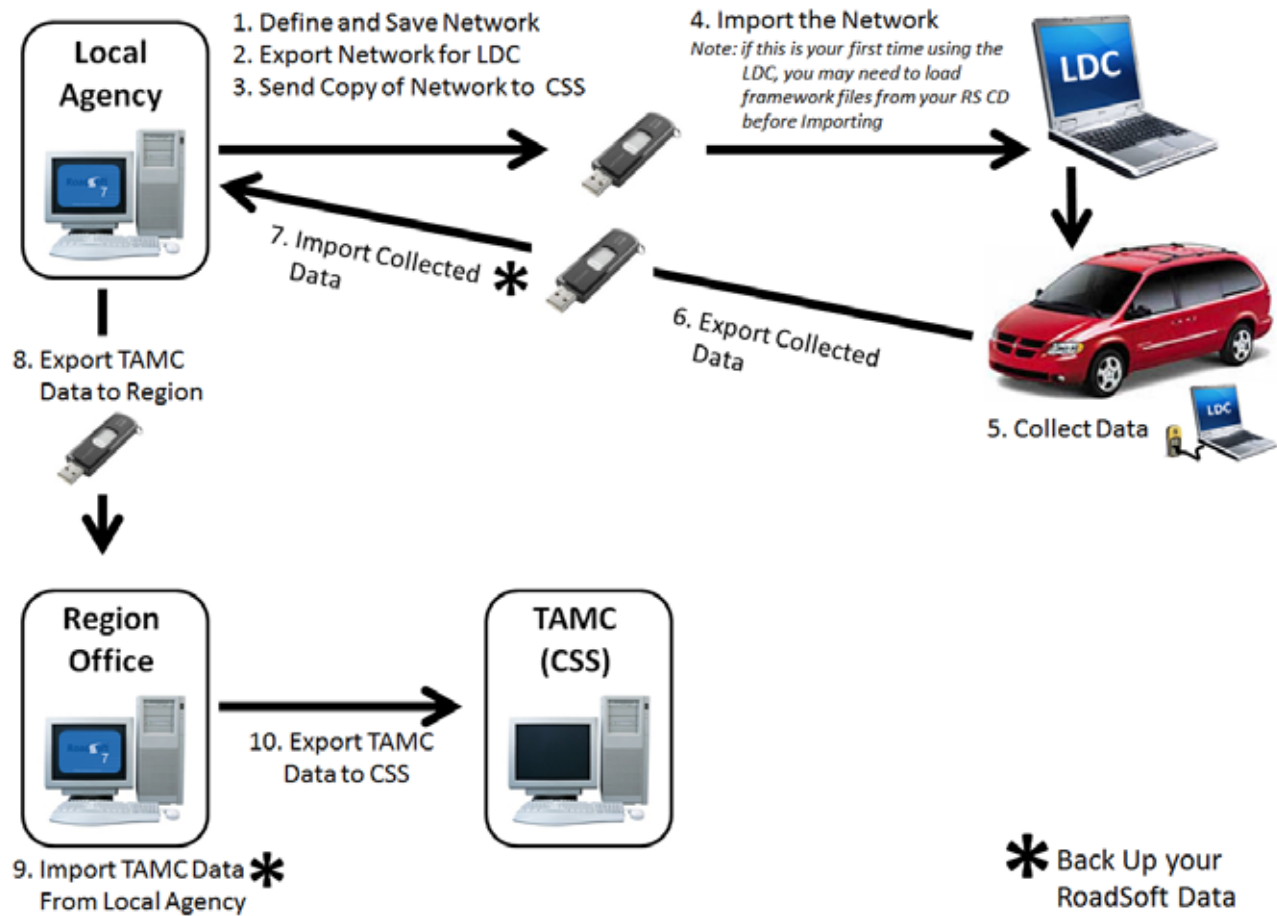
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Center for Technology & Training (CTT)
Michigan Tech Transportation Institute

Last Revised: 4/4/2011

Local Road Ratings Data Cycle



The process for collecting and submitting local road data to the Transportation Asset Management Council (TAMC) is very similar to the process used for providing TAMC with federal-aid road data.

Before you begin collecting local road data for TAMC, ensure you are using the latest RoadSoft release. Visit www.roadsoft.org/releases/Latest_RoadSoft_Release for RoadSoft updates.

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

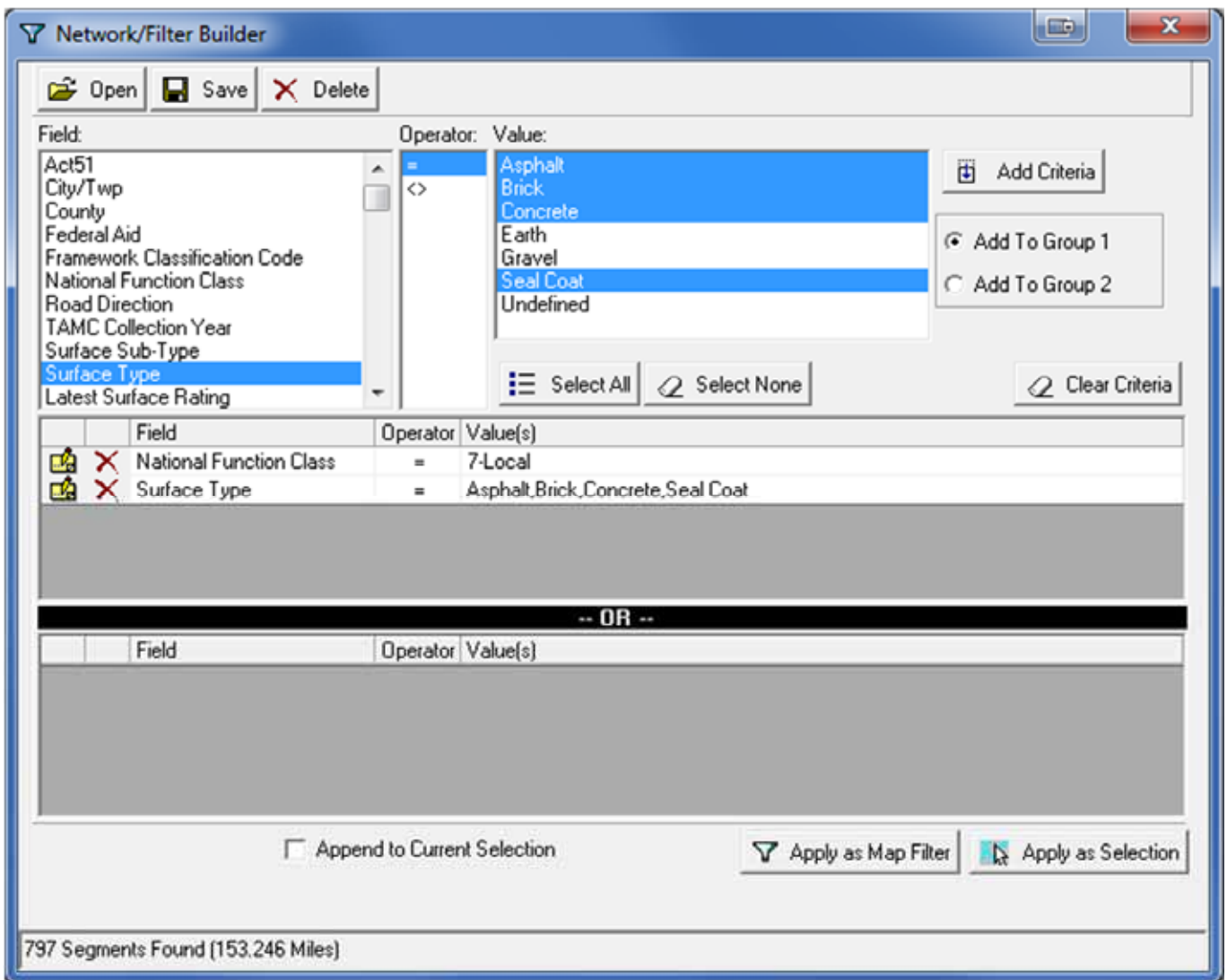


STEP 1

Define and save a network in RoadSoft for collecting data on your paved local roads

- Start the RoadSoft software.
- Open the **Network/Filter Builder** either by right-clicking on the map and selecting **Network/Filter Builder...**, or by clicking on the map toolbar's **Filter** button and selecting **Network/Filter Builder...**
- Locate your paved local roads in the **Network/Filter Builder** by adding criteria.
*In order to select only roads you want to collect data for in the field, select a **Field, Operator, and Value**, then click the **Add Criteria** button. Once this criteria has been added, the number of **Segments Found** will decrease, thus narrowing your selection (see image 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 = 7-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.).



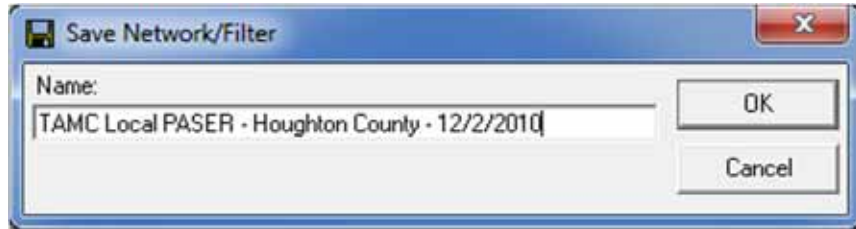
TIP: To select multiple values hold down the control key while left-clicking.

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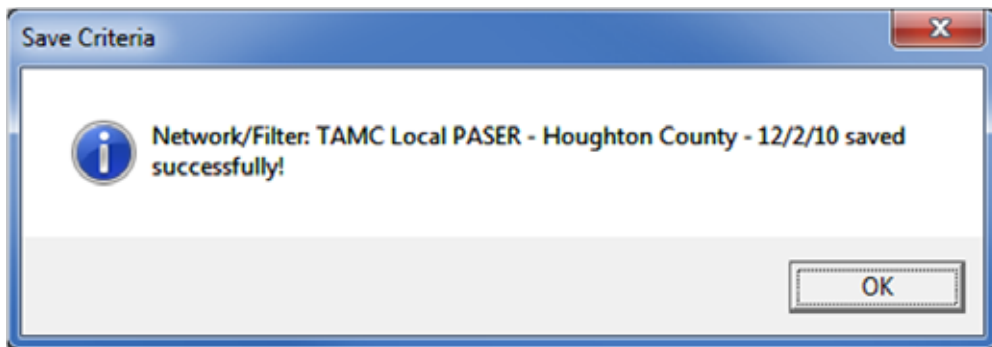
- d. Save your Network.

After you have added the criteria that selects only the paved roads in your local road network, save the network by clicking the **Save** button located at the top left of the Network/Filter Builder window. Enter a **Name** for your network, and then click the **OK** button.

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



- e. Click **OK** to close the notice showing that your network was successfully saved.



- f. Exit the Network/Filter Builder by clicking the close button.





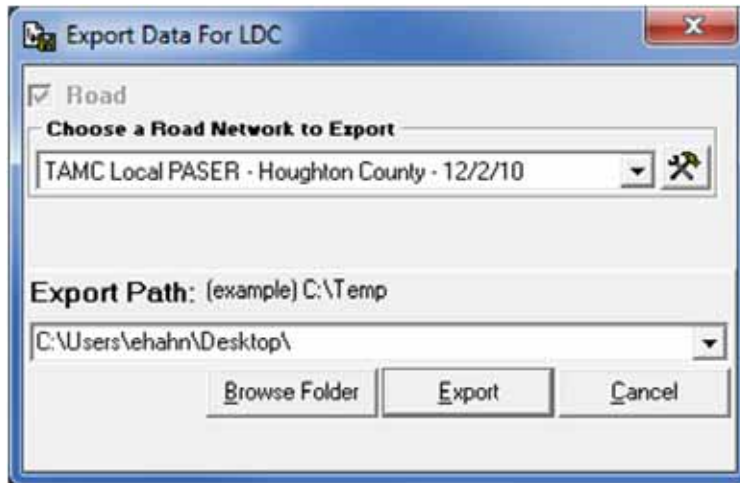
STEP 2

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

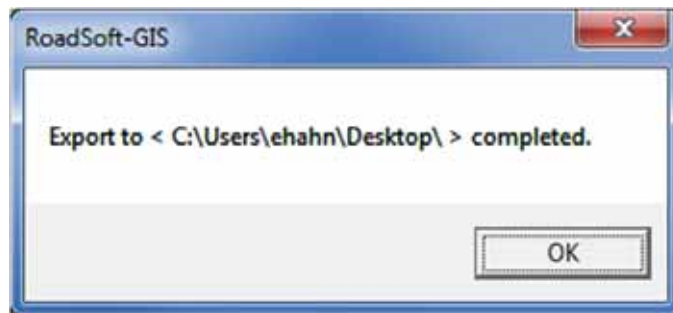
- a. Open the **TAMC** menu from the RoadSoft menu bar. Select **1 - (County/City Does This) Export Data for LDC...**

NOTE: The regional version of RoadSoft is not capable of exporting data for the LDC. Regions must obtain data exports directly from the individual agencies 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** window.
The network you want is the one you saved in [Step 1d](#).
- c. Define an **Export Path**; this is the location on your hard drive where you want to save the export file.
- d. Save the export file to the location you specified by clicking the **Export** button.



- e. Click **OK** to close the window confirming a successful export.



- f. 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 so you can get it onto the laptop that has the RoadSoft LDC software installed on it.



STEP 3 **Send a copy of the Network to CSS**

Your agency should submit a copy of the exported network to the CSS before beginning data collection.

- a. Open your web browser and go to <http://tamc.mcgi.state.mi.us/TAMC/>
- b. Login using your username and password. If you do not have a username and password, click the **Register** button and follow the instructions to receive login information.
- c. Select the **Data** tab.
- d. Select the **Send Data** sub-tab.
- e. Click the **Browse** button and locate your RoadSoft data export.
- f. Click the **Open** button to attach the file.
- g. Click the **Upload** button to submit the data to the TAMC.



STEP 4 **Import the Network onto the LDC**

NOTE: The combination of a network and a shape file is referred to as a RoadSoft Data Set. Shape files for your jurisdiction are located on the Local Agency's RoadSoft Program CD. If you're not able to access your RoadSoft CD, call RoadSoft Tech Support at 906-487-2102 and specify the jurisdiction you need a shape file for.

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

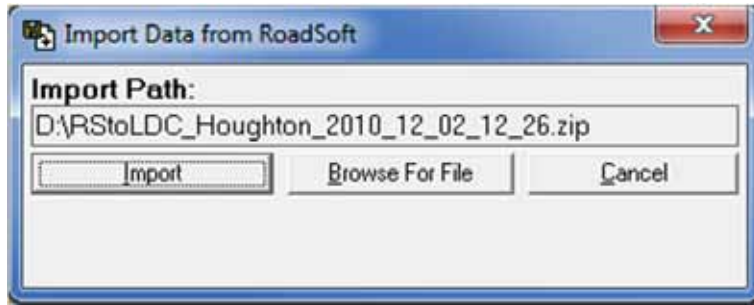
Situation 1: If you installed the LDC software and you are running it for the first time you will have to import the network, and then load the shape file from the Local Agency's RoadSoft Program CD. To do so, simply follow the prompts when you first start the LDC software.

Situation 2: If your LDC already has the shape file loaded of the jurisdiction corresponding with the roads on the network you saved, perform **Procedure 1**.

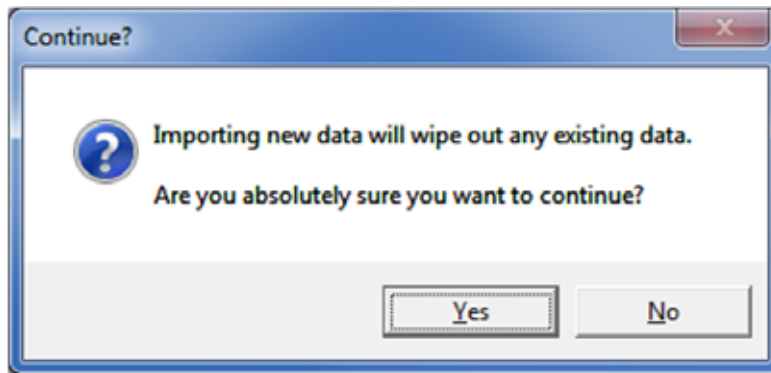
Situation 3: If the shape file currently loaded on your LDC does NOT correspond with the jurisdiction your TAMC network data collection is for, perform **Procedure 2**.

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 the **File** menu, then click **Import Data from RoadSoft**.
- d. Click the **Browse for File** button to locate the "RStoLDC_[jurisdiction]_[date].zip" file on the portable storage device.

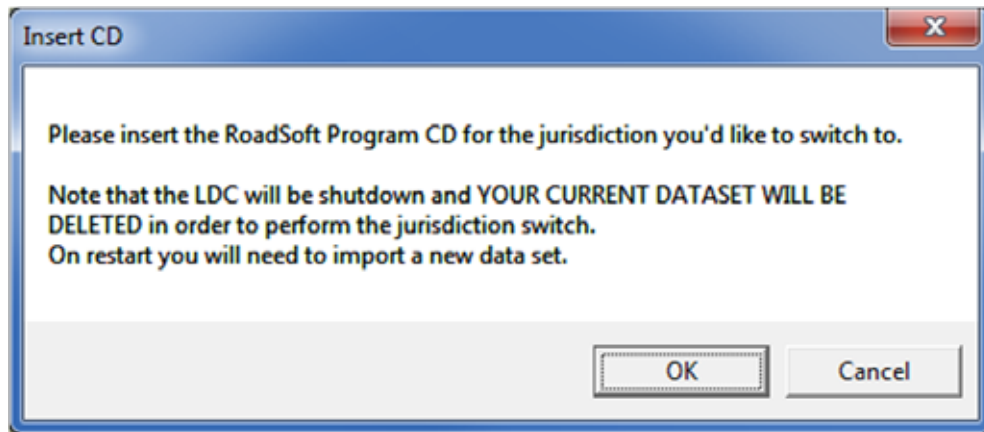


- e. If you are absolutely certain any data currently in the LDC has already been backed up, click the **Yes** button to proceed importing the network. *If not, click No and backup the data.*



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

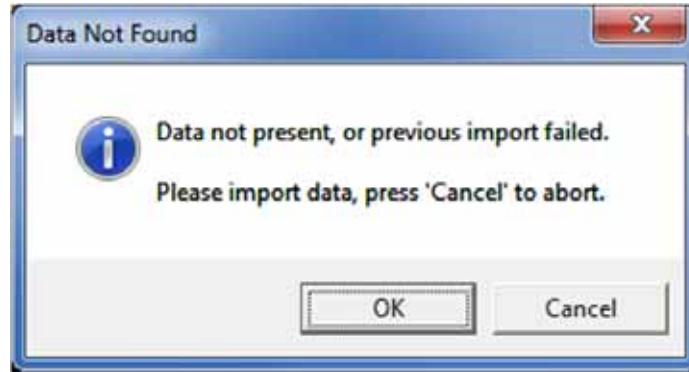
- a. From the LDC main menu, click on the **File** menu and select **Swap Jurisdiction**.
The **Insert CD** window opens indicating that your RoadSoft Program CD must be inserted.



- b. Insert the RoadSoft Program CD containing the correct shape file.
- c. Click the OK button to replace the existing shape file.

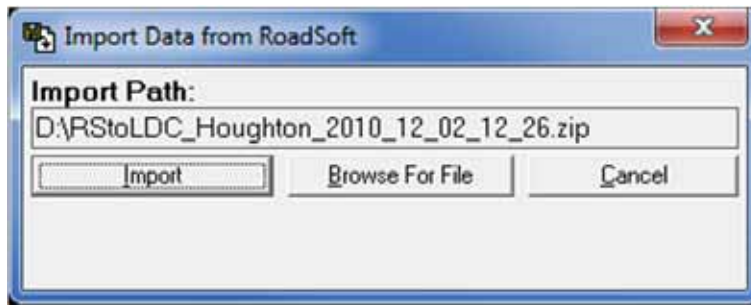
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The LDC loads the new shape file. The **Data Not Found** prompt opens.



- d. Click the OK button.

The **Import Data** window opens.



- e. Click the **Browse for File** button to locate the "RStoLDC_[jurisdiction]_[date].zip" file on the portable storage device.

Upon successfully importing the network, the **Define Work Crew** window opens. Cancel to close the LDC or define the crew and click **OK** to begin preparing for data collection.



STEP 5 Connect the GPS to your laptop and begin collecting data

To Connect the GPS:

- a. Start the LDC software.
- b. With your GPS device turned off, connect it to your laptop using the Serial or USB connection.

NOTE: If your GPS is on before connecting it, your mouse pointer may jump around erratically. If this happens, turn off your GPS, leave it connected, and restart windows and the LDC.

- c. Turn on your GPS and wait for it to acquire a position (*this could take a couple of minutes*).
- d. From the LDC main menu open the **GPS** menu and select **Connect** to establish communication between the GPS and the LDC software. Wait a few minutes for the software to snap to the GPS position on the GIS map.

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, open the **Help** menu and select **Shortcut Keys**.

IMPORTANT: While collecting data, back up every hour or as often as conveniently possible. From the main LDC menu select the **File** menu, then **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 (LDCtoRS_[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)

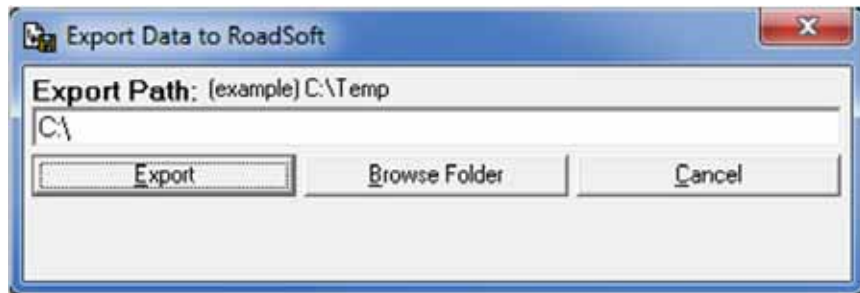


STEP 6 Export collected data from the LDC

After collecting data using the LDC, migrate that data back onto your local agency's version of RoadSoft by first exporting it from the LDC.

- From the LDC main menu select the **File** menu, then **Export Data to RoadSoft...**
- 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. Select a location on your hard drive. If you have an existing data export in the folder you select, a notice will display. Click **Yes** to replace the existing file, or click **No** to append the new data to the existing file.



- Click the OK button once the **Export Complete** notice displays.



- Copy the "LDCtoRS_[Jurisdiction]_[date].zip" file to a portable storage device.

IMPORTANT: The "LDCtoRS_[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 "LDCtoRS_[Jurisdiction]_[date].zip" file in a permanent archive to facilitate data recovery.



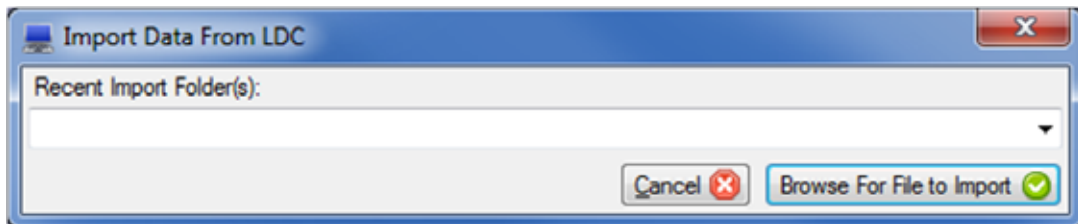
STEP 7 Import the collected data to RoadSoft

IMPORTANT: Before you import new data into RoadSoft, please backup your existing RoadSoft database. To do so, select the **Tools** menu, then **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.

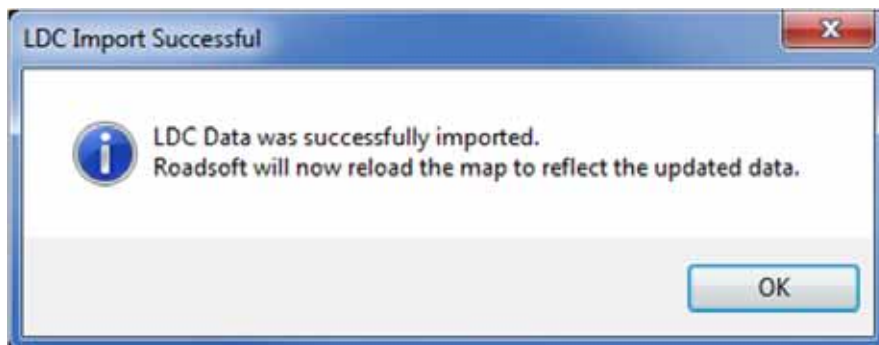
- a. In the main RoadSoft window, open the **TAMC** menu and select **2 - (County/City Does This) Import TAMC PASER Data from LDC...**



- b. If you haven't already backed up your RoadSoft data, click the **Yes** button to open the RoadSoft Database Manager and create a backup, then proceed with importing your collected data. If you already backed up your data, click the **No** button to continue with the import.
- c. In the **Import Data from LDC** window, click the **Browse For File to Import** button, and then locate the "LDCtoRS_[Jurisdiction]_[date].zip" file.



- d. Click the OK button to close the confirmation and restart RoadSoft.

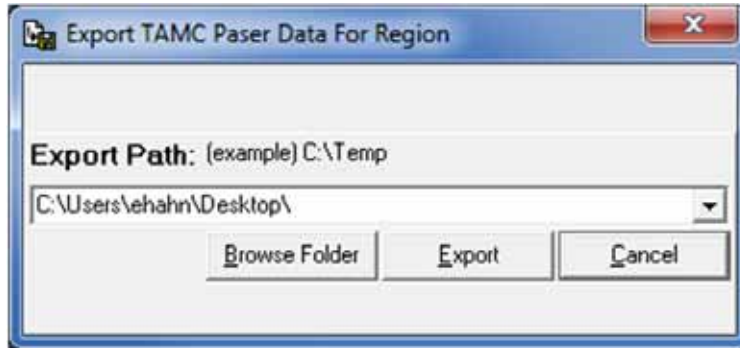




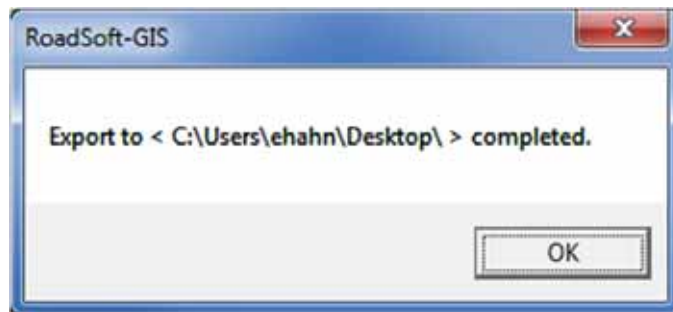
STEP 8

Export RoadSoft asset management data for the regional version of RoadSoft

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



- 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 OK when your export has been completed successfully.



- d. RoadSoft creates a file named "TAMC_[jurisdiction]_[date].zip" in the location you specified. Copy this file to a CD, floppy disk, or other portable storage device for import into the Region's version of RoadSoft.

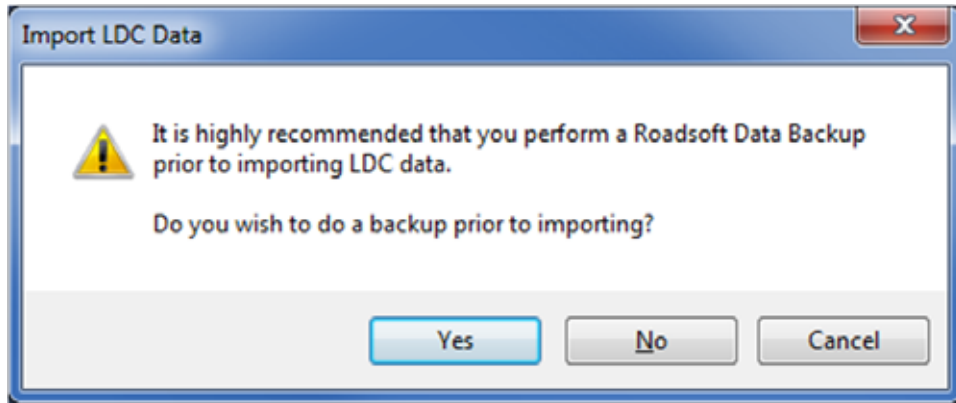


STEP 9

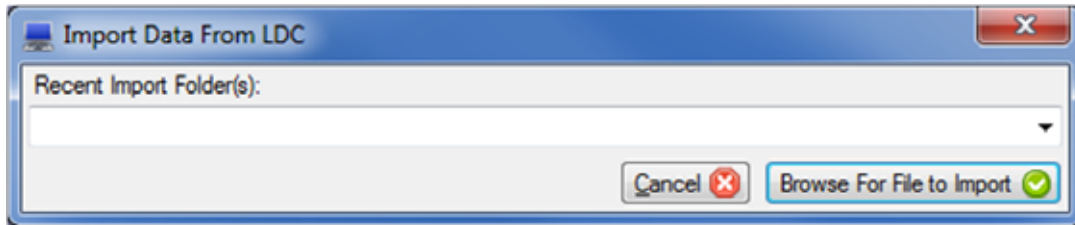
Import RoadSoft asset management data from the local agency into the regional version of RoadSoft

IMPORTANT: Before you import new data into RoadSoft, backup your existing RoadSoft database. To do so, open the **Tools** menu and select **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, open the **TAMC** menu and select **4 - (Region Does This) Import TAMC PASER from County/City...**

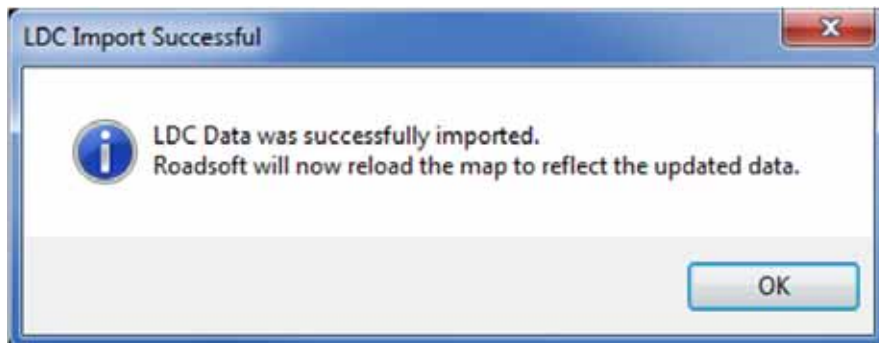


- e. If you haven't already backed up your RoadSoft data, click the **Yes** button to open the RoadSoft Database Manager and create a backup, then proceed with importing your collected data. If you already backed up your data, click the **No** button to continue with the import.
- f. In the **Import Data from LDC** window, click the **Browse For File to Import** button, and then locate the "TAMC_[Jurisdiction]_[date].zip" file.



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.

- g. Click the OK button to close the confirmation and restart RoadSoft.





STEP 10

Export shapefile and submit it to the TAMC through the CSS Investment Reporting Tool Data Upload page:

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

NOTE: Once ALL local road data is complete in a particular county, export the county's shape file. 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.

- a. In the main RoadSoft window, open the **TAMC** menu and select **5 - (Region Does This) Export TAMC Shape File to Council (Individual County Files)...**

NOTE: Do NOT use the standard RoadSoft Shapefile Export, that export is different than the TAMC export.

Include	Field Description	Field Name
<input checked="" type="checkbox"/>	ACT51	ACT51
<input checked="" type="checkbox"/>	Condition Surface	SurfCond
<input checked="" type="checkbox"/>	County Left	CountyL
<input checked="" type="checkbox"/>	County Right	CountyR
<input checked="" type="checkbox"/>	Description From	FromDesc
<input checked="" type="checkbox"/>	Description To	ToDesc
<input checked="" type="checkbox"/>	Evaluation Day	EvalDay
<input checked="" type="checkbox"/>	Evaluation Month	EvalMonth
<input checked="" type="checkbox"/>	Evaluation Year	EvalYear
<input checked="" type="checkbox"/>	Memo	Memo
<input checked="" type="checkbox"/>	Mile Point Beginning	BMP
<input checked="" type="checkbox"/>	Mile Point Ending	EMP
<input checked="" type="checkbox"/>	National Function Class	NFC
<input checked="" type="checkbox"/>	Number of Lanes	NumLanes
<input checked="" type="checkbox"/>	Ownership	Ownership
<input checked="" type="checkbox"/>	PR Name	PRName
<input checked="" type="checkbox"/>	PR Number	PRNo
<input checked="" type="checkbox"/>	Surface Subtype	SubType

- 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 the name of the county you are exporting.

- d. In the **Shapefile Name** field, enter the name of the county you are exporting 2010 local road data for.

- e. Click the Export button to export the data to a location on your hard drive.

- f. Upload the exported file to TAMC using the CSS Investment Reporting Tool (IRT) web site: <http://tamc.mcgi.state.mi.us/TAMC/>