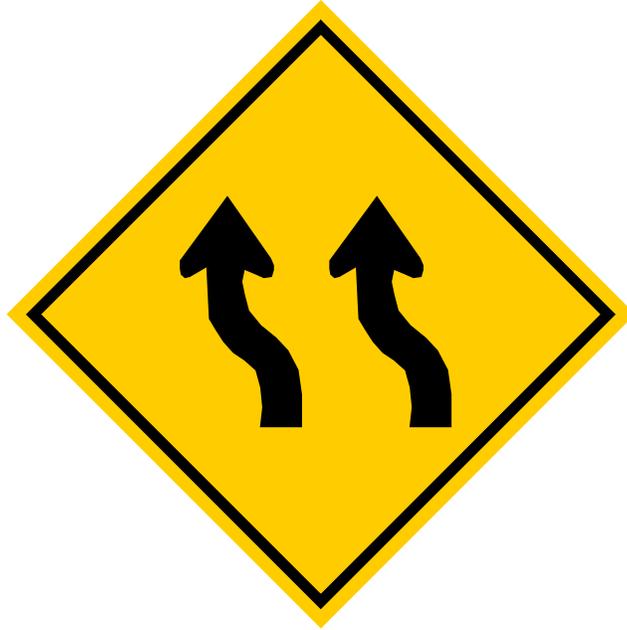


SIGNview



User's Guide



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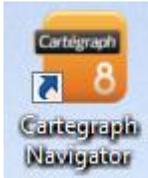
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SIGNview Overview

SIGNview is a sign management tool used to capture and maintain inventory information, track inspection and repair history, and monitor the age and condition of street signs and their supports. It is used by WisDOT for tracking current and historical sign information — including sign type, age, location, condition, dimensions, support information, and sheeting material.

Starting CarteGraph

1. Locate the CarteGraph Navigator icon on your desktop.



2. Double-click on the icon.

Open an Existing Data Link to SIGNview

CarteGraph will start up in the same module that you were working in when you last closed the program. If you do use multiple modules you choose them by selecting the appropriate datalink file.

1. Click on **File** on the Menu Bar
2. Choose **Open Datalink** or Click  on the Tool Bar.
 - a. Select the datalink (file ending with .cgd) from the Recent Files list. *Signs.cgd* will connect to the Oracle Database, however you will only have access to use SIGNview and WORKdirector. *SignsMarkings.cgd* will also connect to the Oracle Database, this will allow you to use SIGNview, MARKINGview, and WORKdirector.

3. Click 

Understanding the CarteGraph Navigator Bar

Each CartêGraph module has a button on the Navigator Bar. The Navigator Bar may be turned off on your install of CarteGraph. You may turn it on and off by choosing the View option from the Menu Bar and then selecting Navigator Bar on the options list. CTRL-W is the shortcut key to turn it on and off.

By default, the groups on the Navigator Bar represent each installed module.

Click on a Group Button (SIGNview) to view the Page Icons.

Group Buttons

Each group consists of Pages that are categorized by labels called Page Icons.

Click on a Page Icon (Signs) to view the forms for this application.

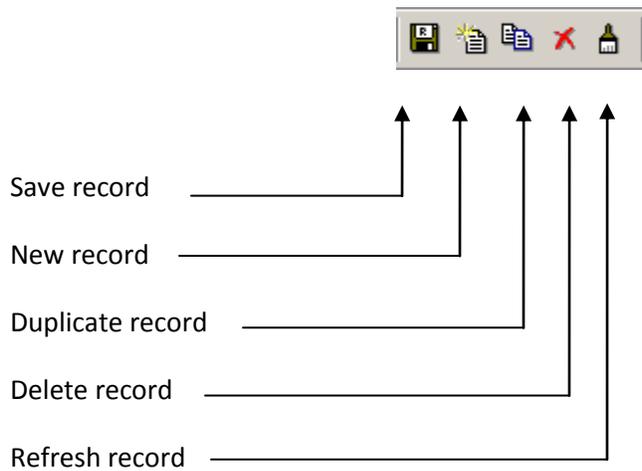
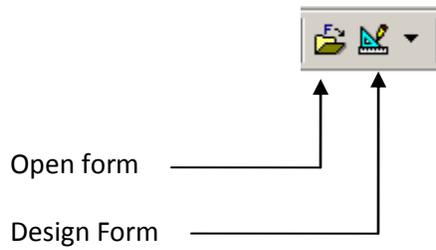
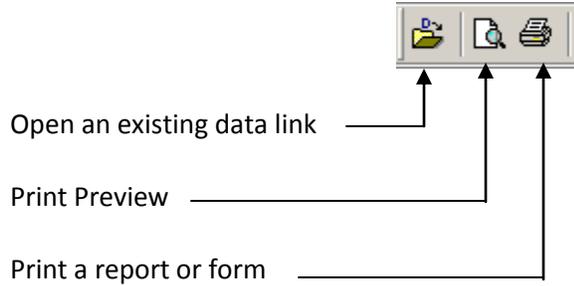
Page Icons

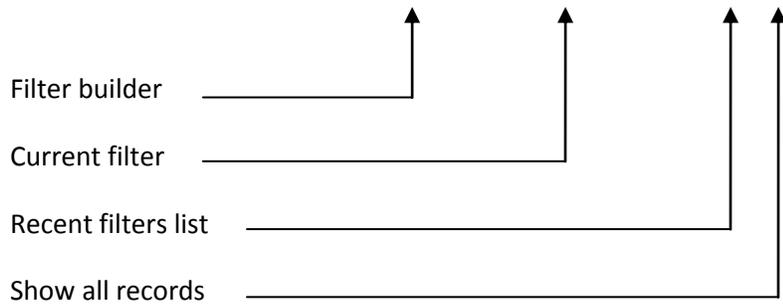
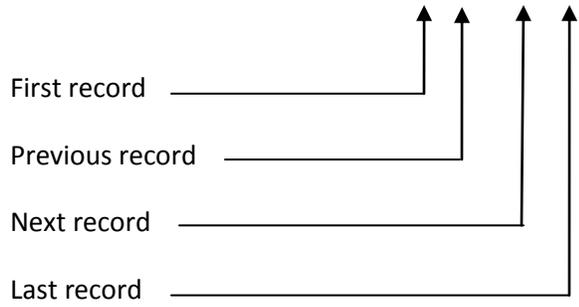
This manual focuses only on the SIGNview module.



Understanding CarteGraph's Toolbar

The Toolbar contains icon shortcuts to commonly used tasks.

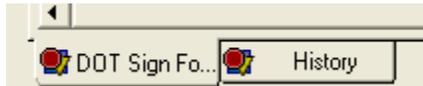




Viewing Data Using Forms or Record Control

- Forms in CarteGraph control the data that is displayed. Multiple forms can be found in a single module. In SIGNview there are 2 forms:
 - DOT Sign Form
 - History
- Forms are selected by clicking on the appropriate tab at the bottom of the screen.

Forms Tabs located at the bottom of the SIGNview screen.



Sign Form Ver. 8.0

When Ended	Activity	Who	Why	Work Order Number
04/29/2013	Replace Post(s) Only	dotadc	RMA Work	
11/15/2011	Replace Sign + Posts	dotdln	Damage Due to Accident	
04/15/2011	Damage Claim - Temp	dot9m	Damage Due to Accident	
12/09/2009	Damage Claim - Repla	dotcgs	Damage Due to Accident	

- The main Sign Form displays only one record at a time.
- Movement from record to record can be accomplished by using the record navigation buttons



on the toolbar.

- Movement by 10 records forward or backward is accomplished by using the large navigation

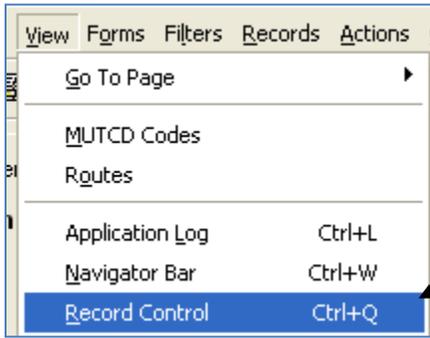


buttons on the form.

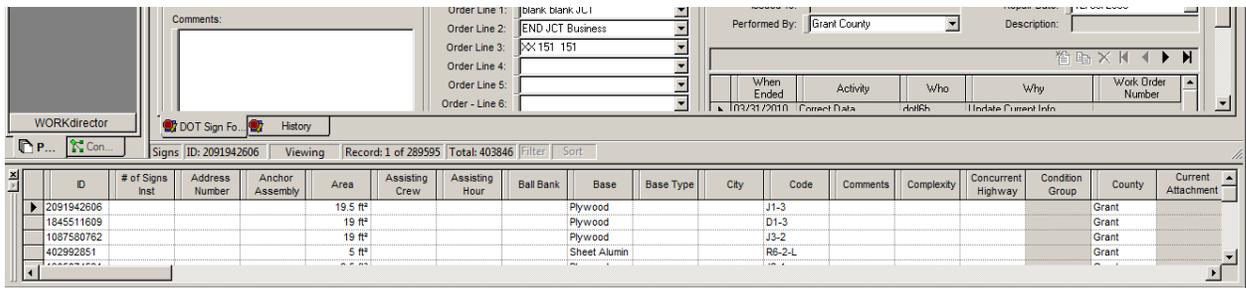
Record Control View

Another view that will show multiple records in a grid is referred to as Record Control. It can be turned on and off.

1. Turn Record Control on or off by choosing View from the Menu and clicking on Record Control. Note Ctrl-Q is the Quick Key to turn it on and off.



2. A grid will appear at the lower part of the form window.



3. The columns can be moved by highlighting a column by clicking the column title with the left mouse button and then holding down the left mouse button it can be dragged across the screen. This is similar to moving a column in Excel.
4. The height of the Record Control window can be adjusted by moving the mouse pointer to the exact bottom of the main form until a double line appears and then dragging the window upward or downward.



Sign Management Overview

When a new sign is installed a new sign record must be entered in to SIGNview.

During a construction project which results in a new pavement surface generally new signs are installed and any new signs must be entered in to SIGNview. Old signs are retired and new signs are entered. *Refer to Page 14 of this manual for the process to use to retire a sign.*

On a simple resurface project the signs usually don't move so the existing sign record is updated with information like the manufacturing date, install date, project number. If the sign is moved then retire the existing record and enter a new record.

Generally an as-built plan is used to identify the signs that were installed and the location of the sign. A field review is recommended to verify sign installations. During field reviews new signs might be found that need to be added.

Signs may be moved or new signs added as traffic conditions change for example no passing zones may be lengthened or shorted or new "**School Bus Stop Ahead**" signs installed. In this case the old record should be retired and a new record is created.

There are standard rules for data entry that you should become familiar with.

Standards for Data Entry

- Capital letters shall be used for the first letter for street names. Small letters shall be used for all other letters for locations unless they are used in the formal name of the location described. (Example: Eau Claire)
- DO NOT USE ALL CAPITAL LETTERS in fields like the Site ID or Highway Segment.
- Abbreviations that SHALL be used are as follows:

Ave	Avenue
Blvd	Boulevard
Cir	Circle
Co	The use of County in a name, such as Barron Co Line
Ct	Court
CTH	County Trunk Highway
Dr	Drive
GRR	Great River Road
Hwy	Highway
IH	Interstate Highway
Jct	Junction
La	Lane
NSB	National Scenic Highway
Pkwy	Parkway

Pl	Place
Rd	Road
Sq	Square
SSB	State Scenic Byway
St	Street
STH	State Trunk Highway
Ter	Terrace
Tr	Trail
USH	US Highway

- When having to write a number of words for a description or Site ID field, only one “space” shall be used to separate words.
- The use of extra periods, such as.....shall not be used.
- The use of dashes shall be avoided unless they are used in the name itself.
- Quote Marks “ ” shall not be used in any field other than within Notes or Comment fields.

Entering a New Sign Record

To start a new record you should first toggle the fields that you want to carry over to the new record. You do this by clicking the green toggle on the left side of each field you want to duplicate.

Press the **New Record Button** on the Tool Bar.



Region: Lookup field - Mandatory

Select your Region from the drop down list or skip this field if you have it toggled from a previous record.

County: Lookup field - Mandatory

Enter the County where the sign is located or skip this field if you have it toggled from a previous record.

Route: Lookup field – Mandatory

Choose the correct route from the drop down list or skip this field if you have it toggled from a previous record. *Refer to Determining Highway Predominance below.*

Site ID: Lookup field - Optional

Choose an appropriate Site ID from the drop down list or enter a new one. Be sure to check if this Site ID exists before adding a new one. Make sure to use the standard data entry format when entering a new site ID.

This field is used to help identify or group together similar records in a similar location. Good example of a Site ID would be a crossroad, signal system, bridge number, ramp description (e.g. 151 N to S 39 onramp).

Determining Highway Predominance

There is an order of predominance that must be used when two or more highways run the same route. It is as follows:

- Interstate Highway
- U.S. Highway
- State Trunk Highway
- County Trunk Highway

When two highways of the same classification are joined together for a distance, place the signs along the route on the lowest numbered highway.

When two highways of different classification are joined together for a distance, enter the signs along the route according to the predominance above.

Routes are entered according to the published standards manual. Routes are stored in a Route library that is maintained by the BHO Asset Management Specialist. They are entered according to set standards.

All numbered routes are entered in the format **_###D** where ### = the route number and D = the direction. Note it must be a 3-digit number, e.g. highway 2 is **_002E** or **_002W**. County trunk routes are entered in the format **CTH AAA-D** where CTH is required, AAA = the alpha name of the route and D = direction. Example CTH PP-E is county highway PP going east.

PhotoLog Info Button

Locate the sign in PhotoLog. You should be as close to the sign as possible and still be able to see it on the frame you are viewing. While the PhotoLog screen is displayed, hold down the Control key and press the “X” key on your keyboard. This procedure will “capture” the information from PhotoLog.

Go back to the SIGNview Form and hit the “**PhotoLog Info**” button. The Route, Marker, Frame Number, Lat, Long, and Date of CD will all automatically fill in.

Marker : Lookup field - Mandatory

In the case of signs that are located on a non-PhotoLog route the Marker field must be entered manually. The marker is determined by driving the route using a DMI which you set to zero at the first sign, signal or pavement marking on the route while still in your region.

The screenshot shows a form with the following fields:

- Marker: 0 mi (dropdown menu)
- Frame Number: (text input)
- Lat: (text input)
- Long: (text input)
- Date of CD: (dropdown menu)
- A green button labeled "Import Photolog" is positioned to the left of the Lat and Long fields.

Position: Lookup field – Mandatory

Choose the best description for the position of the sign relative to direction of travel.

Travel Dir: Lookup field – Mandatory

This field identifies the direction of travel the sign applies to. The direction of travel is not necessarily the route direction.

Compass Direction: Lookup field – Mandatory

Compass direction the sign is facing.

The screenshot shows a form with the following fields:

- Position: Right (dropdown menu)
- Travel Dir: West (dropdown menu)
- Compass Direction: East (dropdown menu)
- Speed Zone: 40 mph (dropdown menu)
- Sign Bridge Number: (text input)

Speed Zone: Lookup field - Mandatory
 Entered for all signs located in reduced speed zone. If the sign is in a statutory speed zone this field can be left blank.

Sign Bridge Number: Text field - Optional
 Enter the standard bridge number as identified by the central office bridge section.

Comments: Text – Optional
 Enter any Comments pertinent to this sign.

Delete Flag: Checkbox – Optional
 Check this flag if the sign was entered erroneously. When the box is checked the sign will no longer appear in your data. These are deleted on an annual basis by BHO Asset Management. A sign that has been removed should be retired **not** deleted.

Material ID: Lookup field – Mandatory
 Select the Material ID for the sign. Note that the ID is made up of the Sign Code, Width, Height and Order Line 1. Each of these pieces should match the sign you are entering.

Code: Moved in automatically when record is saved.

Description: Moved in automatically when the record is saved.

Width: Madatory
 Moved in automatically when the record is saved.

Height: Mandatory
 Moved in automatically when the record is saved.

Area: Moved in automatically when the record is saved.

In most cases the symbol for the sign will move in automatically based on the Material ID.

Base: Mandatory

Moved in automatically when the record is saved.

Face: Mandatory

Moved in automatically when the record is saved.

Msg. Material: Mandatory

Moved in automatically when the record is saved.

Base:	Plywood
Face:	Reflective - Engineering Grade
Msg. Material:	Stencil Type

Order Lines: Lookup field – Optional

Enter the standard abbreviations for the sign text or the arrows to appear on a sign.

Order Line 1:	blank blank JCT
Order Line 2:	END JCT Business
Order Line 3:	XX 151 151
Order Line 4:	
Order Line 5:	
Order - Line 6:	

Standard Formats

- Directions should have the first letter capitalized and the remainder in lower case.
North, South, East, West.
- Multiple routes should be entered in the following sequence: **Tip!**
 - Interstate highway
 - US highway (lowest to highest)
 - State trunk (low to high)
 - County trunk (alphabetical)
 - Alternate
 - Business
- Use only single spaces between any entries on an order line and do not use dashes.
- Enter the text as it appears on the sign.
- Regulatory and Warning signs are generally all capital letters.
- Arrows are entered in square brackets [] using the following format: **Tip!**
 - left arrow ← [LA]
 - up arrow ↑ [UA]
 - right arrow → [RA]

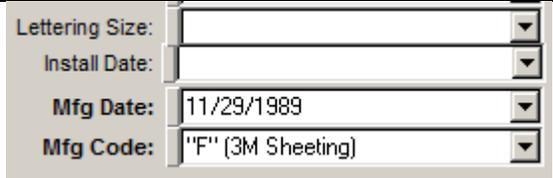
Standard route abbreviations are located in the **Standards For Data Entry** manual found on Page 8 of this manual

Standards for arrows are located in the sign code manual

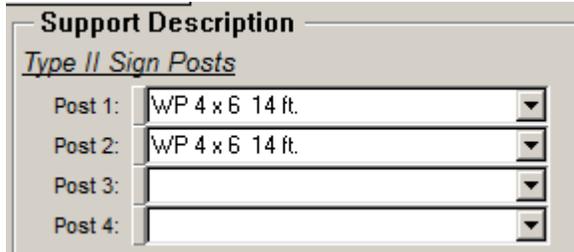
Refer to Sign Code manual for other arrow types.

PLEASE:

Select the look for an existing Order Line from the lookup table **before** creating a new one.

<p>Lettering Size: Lookup field – Optional This field is used on signs where the message is variable and of mixed size. It is useful for ordering a replacement sign. Refer to the Sign Code manual for this sign code to determine the correct size.</p> <p>Install Date: Date field - Optional Date the sign was initially installed at this location.</p> <p>Mfg Date: Date field – Mandatory Date manufactured. This information can be found on a county repair report, TMA report or information from a project. If there is only a year indicated use the MMDD of the repair or install date.</p> <p>Mfg Code: Lookup field – Optional Manufacturer who created the sheeting the sign was made on. A (Avery Dennison Sheeting) F (3M)</p>	
--	--

<p>Order Sign: Checkbox – Optional This field is checked when a field review indicates a new sign should be ordered. Sign Coordinators use this field to identify signs that need to be ordered.</p>	
--	--

<p>Type II Sign Posts</p> <p>Post 1 – 4: Lookup field – Optional This is the type of post used. It is gathered from a county repair report, project information or field reviews. Post 1 is the inside post. Post 2 is the outer or middle post if used. Post 3 would be the outer post.</p>	
<p>Type I Sign Information</p> <p>Length 1 – 3: Numeric field - Optional Length of the I-beam support for a Type I sign.</p>	

Type Beam: Lookup field – Optional

Type of beam for a Type I sign.

Offset: Lookup field - Optional

Used for Type I signs – distance from the edgeline to the closest edge of the sign.

Type I Sign Info

Length 1:

Length 2:

Length 3:

Type Beam:

Offset:

Activity Information

Current Project #: Lookup field - Mandatory

Enter the appropriate project number this sign was installed under. Look for the project ID **BEFORE** adding a new one.

Contract Type – Read Only

Populated by the Project # Library

Issued To – Read Only

Populated by the Project # Library

Performed By: Lookup field- Optional

Entity that installed of the sign. Typically should be the County Name or a Contractor. This Library is locked and new entries can only be added by the BHO Asset Management Specialist.

Next Activity Date – Date Field - Optional

Populated by the Project # Library

Repair Date: Date field – Optional

Date the sign was repaired.

Activity and Last Event

Current Project #:

Contract Type:

Issued To:

Performed By:

Next Activity Date:

Repair Date:

Description:

Last Event Information – Read Only

This information is the last history or event that was saved for this record. Reference "Saving the Record" on the next page.

When Ended	Activity	Who	Why	Work Order Number
03/31/2010	Correct Data	dotlbb	Update Current Info	
07/02/2013				
07/17/2013				

Record 1 of 3

PhotoLog Update Section

Prior Photolog Information – Read Only

The data in this area reflects the Photolog positioning of the sign on a previous year CD. It will only have data if the sign was previously updated using the Photolog Update process explained above.

Prior Photolog Information

Marker_bak:	<input type="text"/>
Frame Number_bak:	<input type="text"/>
X_bak:	<input type="text"/>
Y_bak:	<input type="text"/>
Date of CD_bak:	<input type="text"/>

Saving the Record

The record is saved by pressing the “Save” button on the toolbar.



An **Event Entry – Signs Form** appears when the Save Icon is clicked. It is important to complete an Event Entry when a sign is entered for the first time or a significant change was made to it.

When only minor data entry corrections are being made press the Bypass key to avoid saving an extra event.

When Started: Date field - Optional

Defaults to today, leave it as is.

When Ended: Date field – Optional

Defaults to today, leave it as is.

Activity: Lookup field – Optional

Choose an appropriate Activity from the list.

Who: Lookup field – Optional

Defaults to person logged in. Leave this as is.

Why: Lookup field – optional

Choose an appropriate Why from the list.

Cost: Not used

Notes: Text field –Optional

Enter any particular notes as needed.

Event Entry - Signs

Enter event information for the 'Signs' record:
2279511964

Completed:

When Started: 05/18/2010

When Ended: 05/18/2010

Work Order #:

Activity: SV Photolog Entry

Who: dotfxc

Why:

Cost:

Notes:

Press the **Save** button once the fields have all been entered or press the **Bypass** button if there is no need to save an Event.

Note: Changes made to a sign are still saved even when the Bypass button is clicked.

Retire a Sign

Use this process when it is determined that a sign should be retired:

1. Locate the correct sign in SIGNview.
2. Click the Save icon.



3. Complete the Event Entry form as described above entering **“Retire Record”** for the **Activity** and **“Obsolete or Not Needed”** in the **Why** field.
4. Press the Save button

Multiple signs can be retired by using a CarteGraph Tool called “MultiEdit”.

Viewing History Events for a Sign

All of the Events that have been saved for a Sign Record are found on the History Form. The form is accessed by clicking on the History Form Tab at the bottom of the screen.

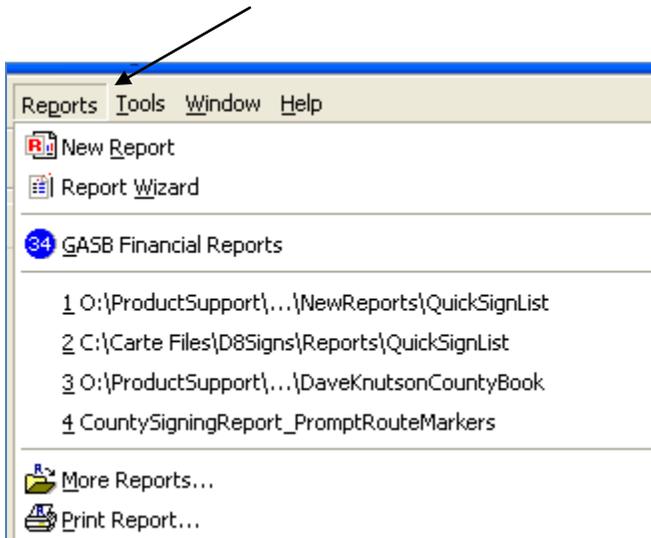


SIGNview History Form

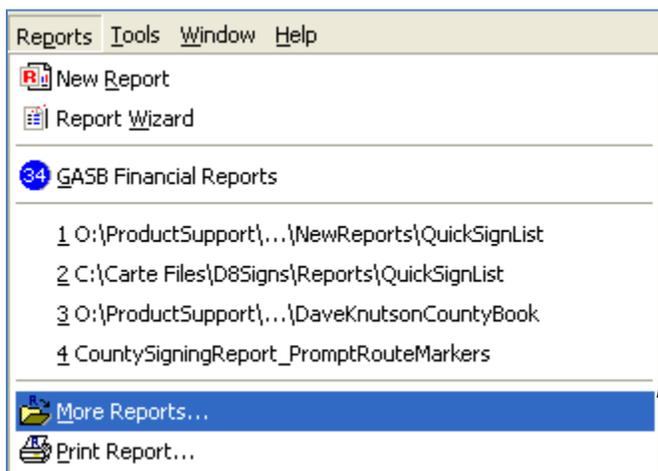
Origin:		Replaced:		Retired:						
Events										
	When Started	When Ended	Activity	Who	Why	Notes	Work Order Number	Entry Date	Completed	
▶	7/30/2008	07/30/2008	SV Photolog Entry	dotdkk	Update Current Info			07/30/2008 8	<input checked="" type="checkbox"/>	
*	08/22/2006	08/22/2006	Correct Data Entry Errors	DOTDXK	Update Current Info			08/22/2006 2	<input checked="" type="checkbox"/>	
									<input type="checkbox"/>	

-`Running Reports

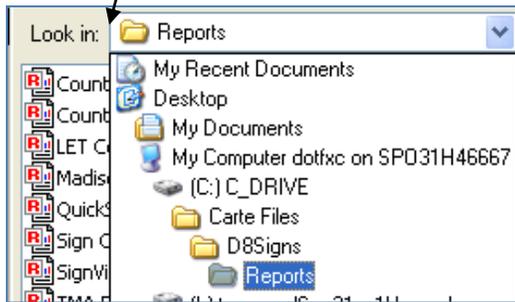
1. Click on the **Reports** option in the Tool Bar.



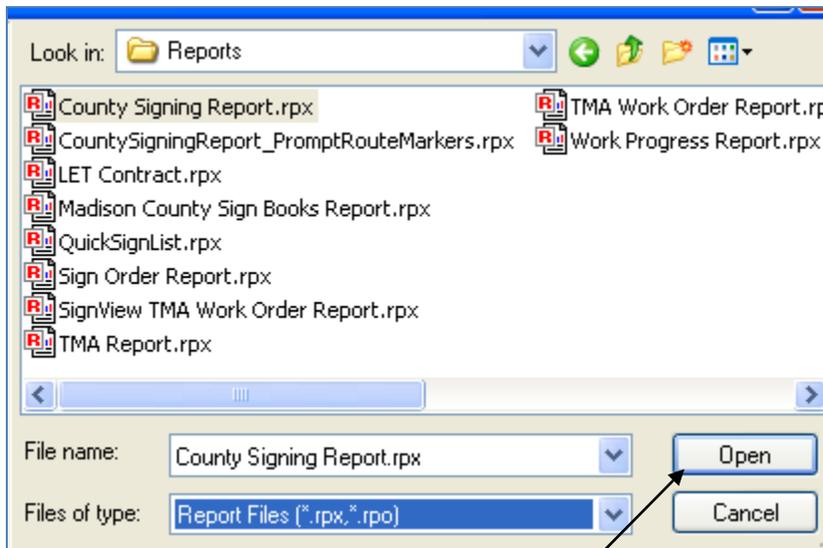
2. A list of previously run reports may appear in the list.
3. If the report you want is in the list just choose that one from the list.
4. If the report you want is not in the list choose More Reports from the Reports Menu



- In the **Look in:** window navigate to the C:\Carte Files\Signs\Reports directory.



- A list of available reports will display.

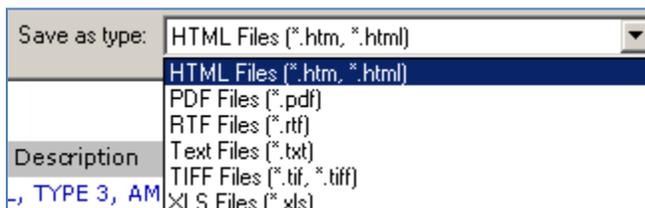


- Select the report from the list and click Open.
- The report will now generate to your screen.
- It can then be printed or saved to a file for later reference.

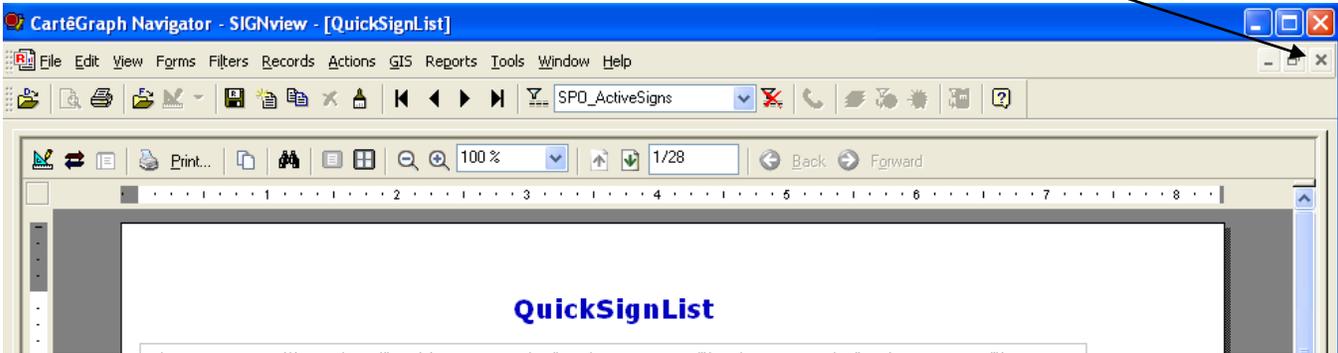
Print the report.  Print...

Export the report to a file. 

- If you click the Export  button you will be asked to supply a file type, file location and file name.
- File types available are:



- 12. Saving a file as a PDF (*.pdf) saves it in Adobe format and it suitable as an attachment in an email.
- 13. Saving a file as an XLS (*.xls) format allows you to open it in Excel for further formatting or sorting.
- 14. Close the report by clicking on the lower X in the window (below the red X).

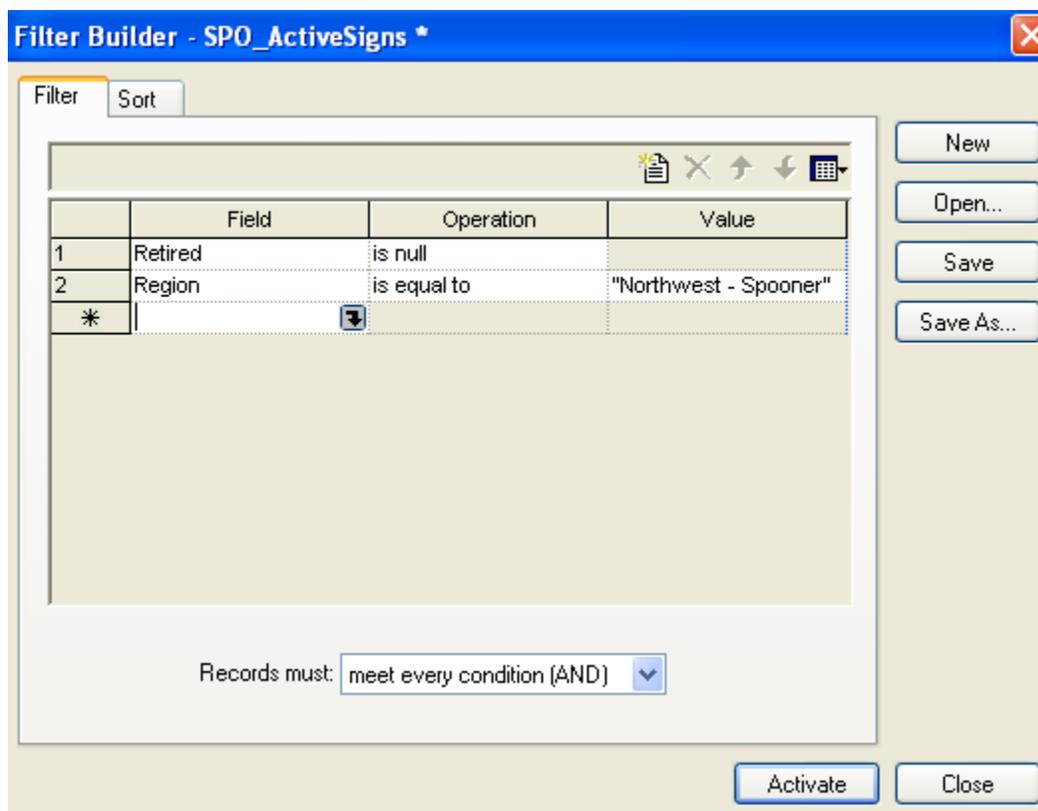


Filter Builder Introduction

The Filter Builder allows you to create and edit custom filters to select and sort records.



The filter contains criteria which are statements of what you are looking for. [Working sets are always applied to the data first, before any other filters are applied, Standard Working Sets were installed during installation and should not be modified.](#) Record contents are compared to the criteria starting with the top line of the filter and going down the list. When a record meets all of the criteria it is selected as part of the filtered list. Each line in the filter is a selection process. More lines mean more selections - and fewer records in the filtered list.



Filter Builder Overview

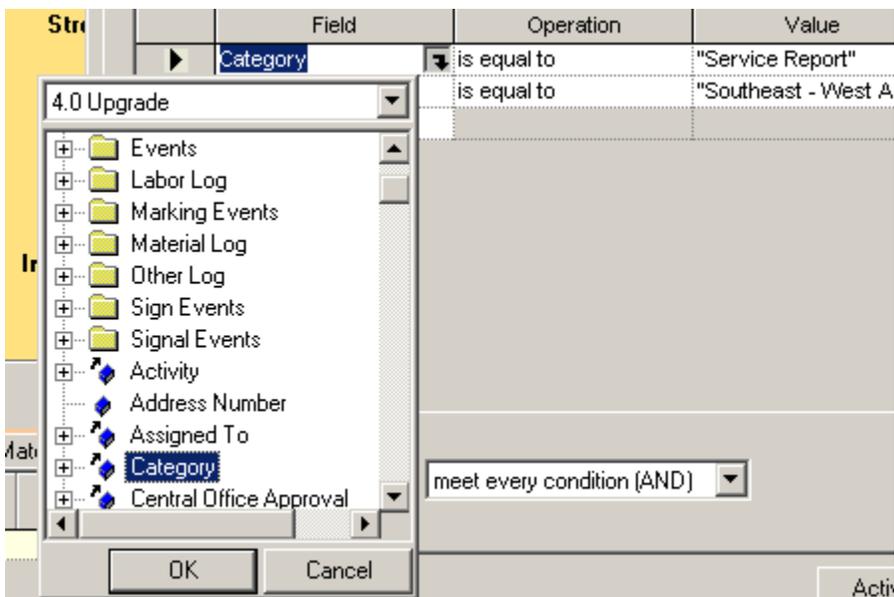
Note: See the next page for Filter Builder at a Glance for more detailed instructions on building a new filter.

Start a new filter by clicking on the **Filter Builder** button.



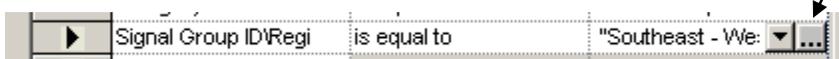
Selecting Fields

Locate the fields to be included by looking in the dropdown list next to the Field column. Select fields to be included in your filter with a double click. Only fields can be placed in a filter. Fields are indicated with a blue diamond.



Select Value

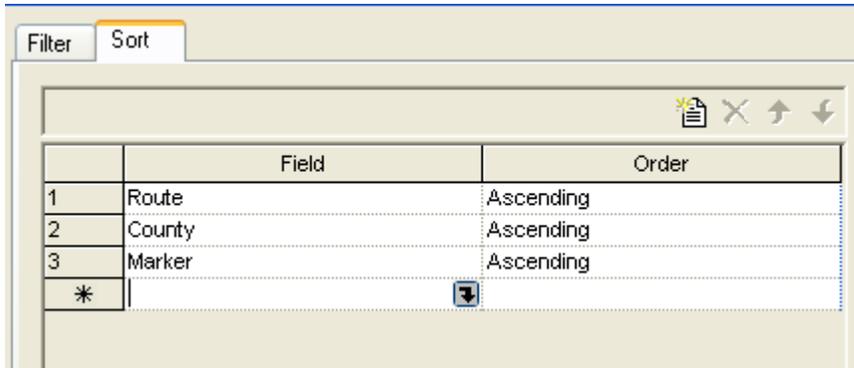
Type in the value you are looking for in the Value section of the grid. When filtering for values that are in a lookup fields you can select values from a list by clicking on the ... icon



To create a prompt so that you specify the value used in the filter, enter the following in the 'value' section: `?fieldname: "` where fieldname is the same name as the field selected.

Filter Builder - Sort Tab

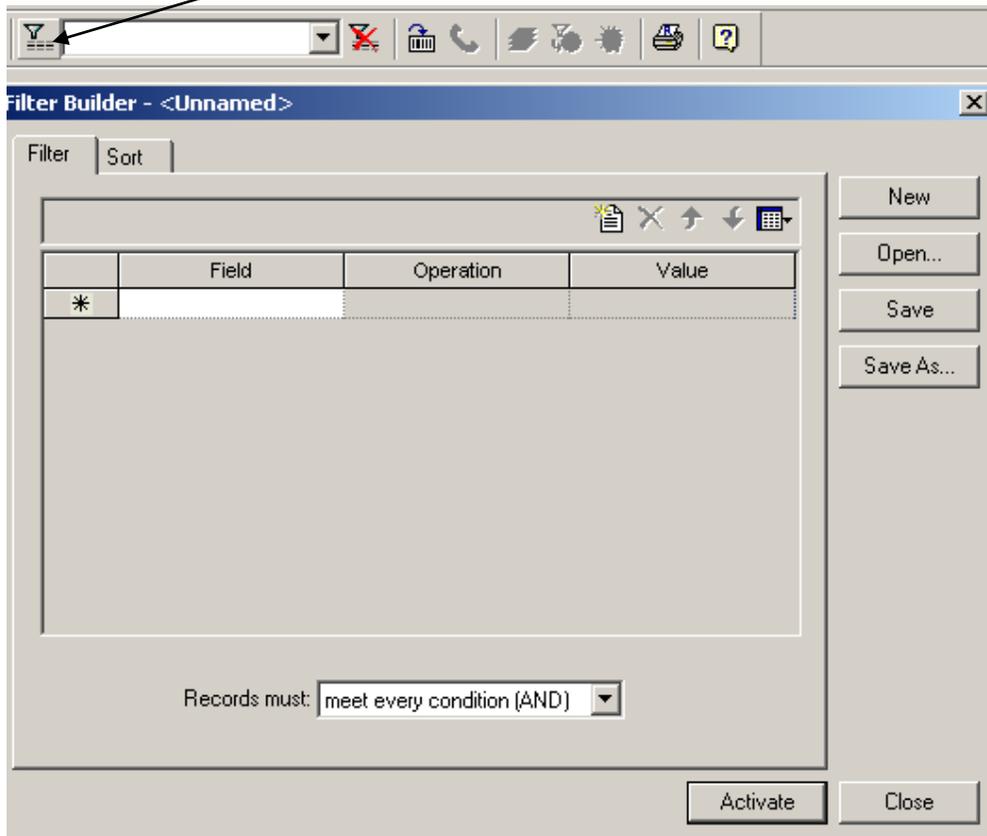
The filter builder contains a tab that stores sort information. These sort parameters will be applied to all records in the filtered set. A filter is not necessary to use a sort.



Filter Builder at a Glance

Building a custom filter is a step by step process:

1. Launch Filter Builder.



- The Filter Builder window is displayed.
- To modify a stored filter, click.



- To create a new filter, click.



- Select a field.
- Select an operation.
- Select a value.
- Repeat steps 5 - 7 for each condition in the filter.
- Choose logic for 'Records Must...' (AND, OR)



- Click or if desired.
- Click to filter the records with the filter and sort you just created.

NOTE:
Filters are located on your C:\Carte Files\D#Signs\Filters\ folder and new filters should also be saved to this location.

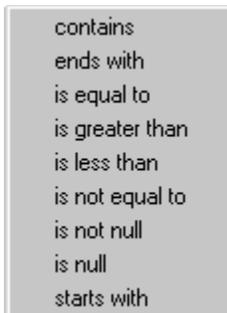
Important! The current filter is cleared by pressing the "Show All Records" button on the Tool Bar.



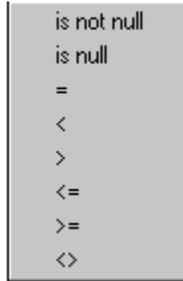
Filter Builder Operations

The "Operation" used is the comparison made to the value in the selected field. The actual comparison made depends on the type of field selected. "Is Null" will create a filter based on whether the field is blank. "Is Not Null" creates a filter based on whether the field contains a value.

Text field operations include special comparisons that let you look for part of a text string.



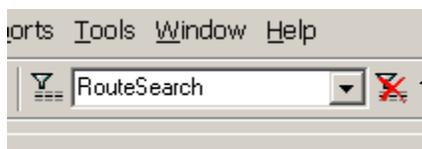
Numeric field operations make mathematical comparisons.



Date field operations offer a wide variety of date comparisons.

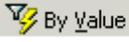
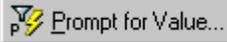
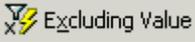


Clear a Filter (“Show All Records”) – clicking the ‘show all records’ icon will clear all filters.



Creating Filters “On the Fly”

You can create simple filters on the fly without using the filter builder. There are several filter operations that can be used.

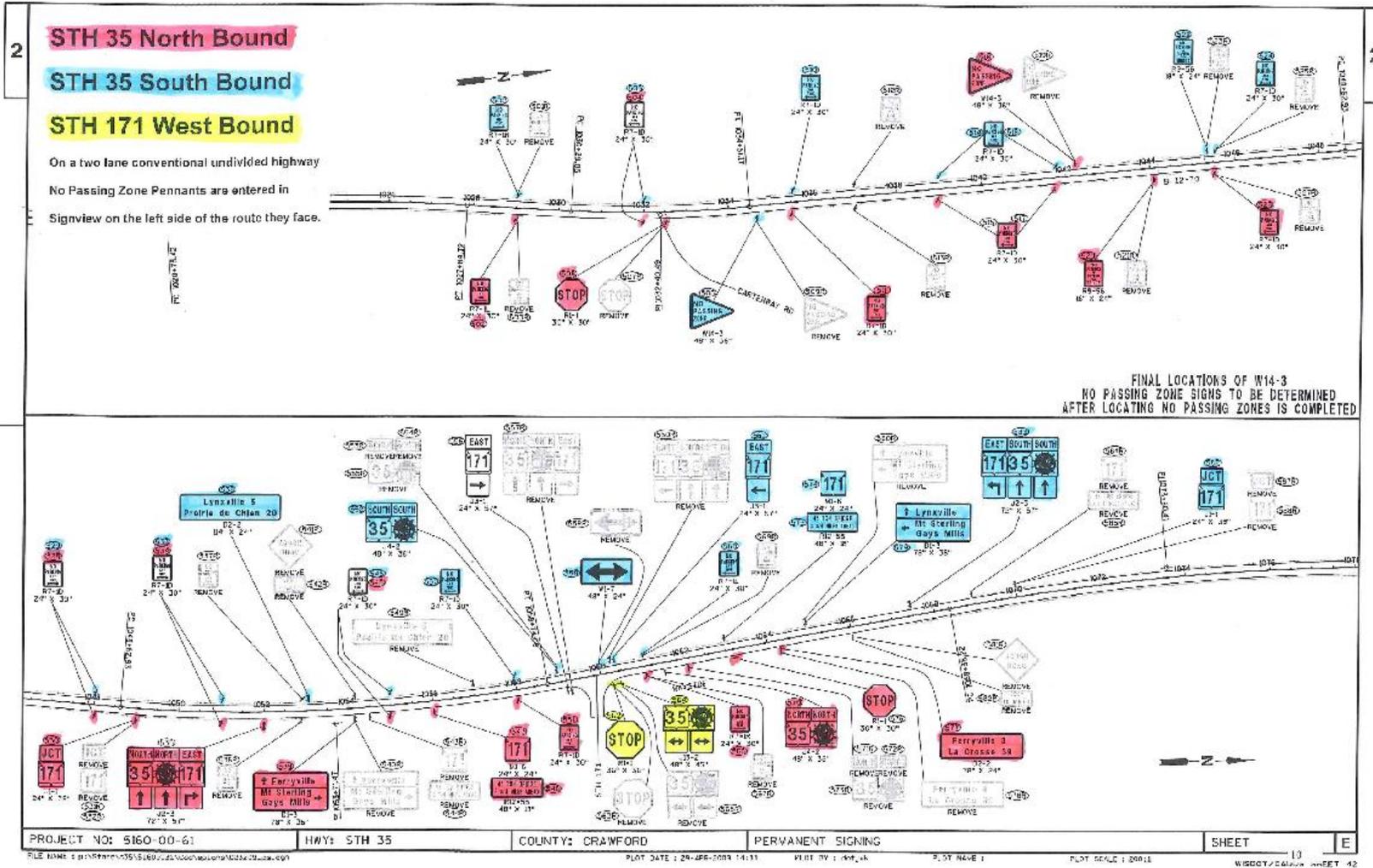
1. You must be viewing a record to create new filters. You can use either a form or record control view as a starting point for creating filters on the fly.
2. Navigate to a record that contains values the filter will use in the criteria.
 - Right-click on the field
 - OR Click in the field to be used for the criteria.
4. Click  By Value to select records containing the value in the current field.
5. OR Click  Prompt for Value... to select records containing the value you enter when the filter is activated.
6. OR Click  Excluding Value to select records that do NOT contain the value in the current field.

Appendices

A. SIGNview Users Data Entry Standards - Basic Principals

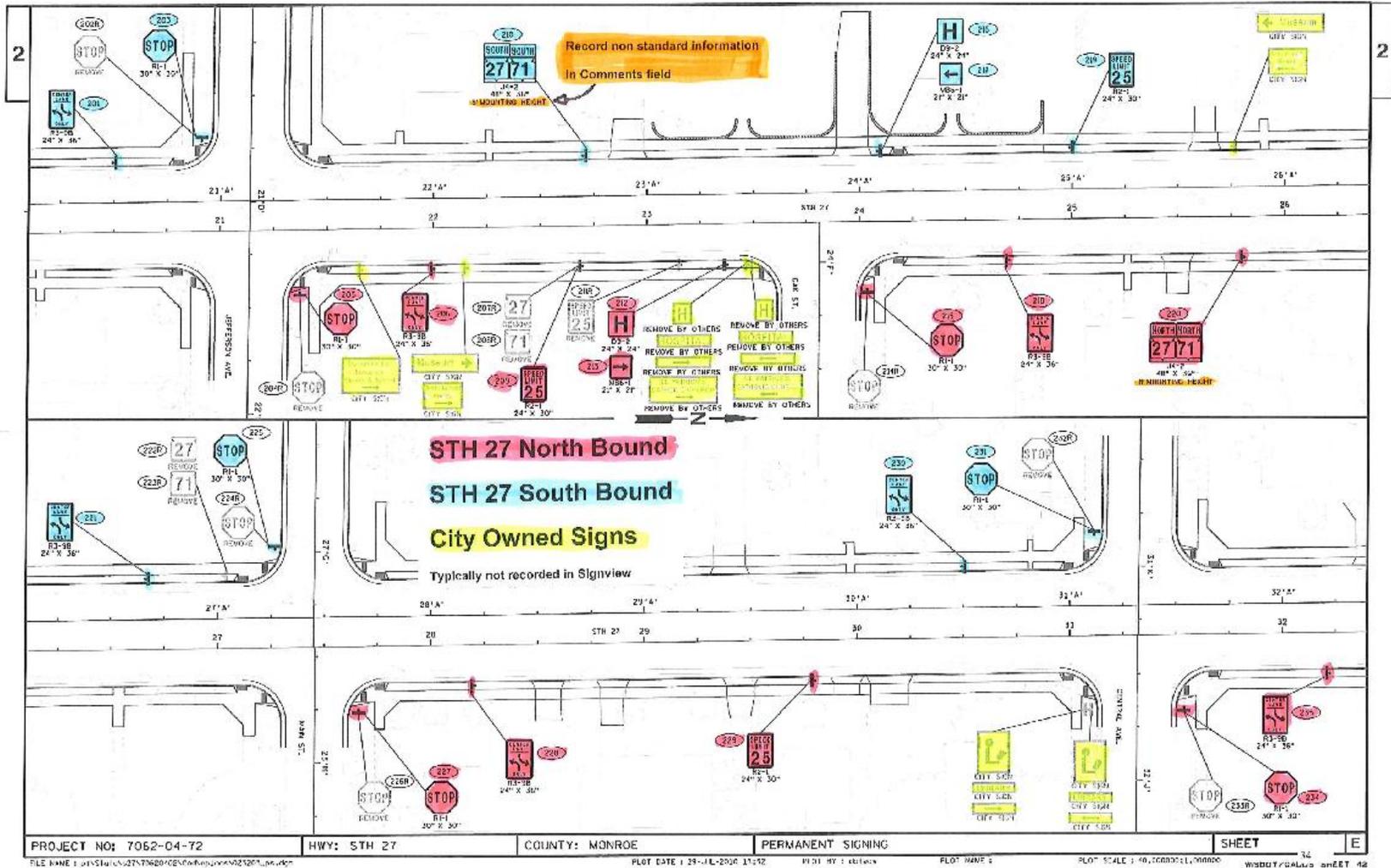
- Signs typically are entered into SIGNview based on the route they apply to.
- When a highway is divided it acts as two separate routes.
- Use highway predominance in order to decide which route to use when multiple routes are concurrent (match the Photolog).
- Create separate off system routes as necessary for signs WISDOT maintains at interchanges (junction to junction) or locations.

Rural Conventional Two Lane Highway With STH Intersection



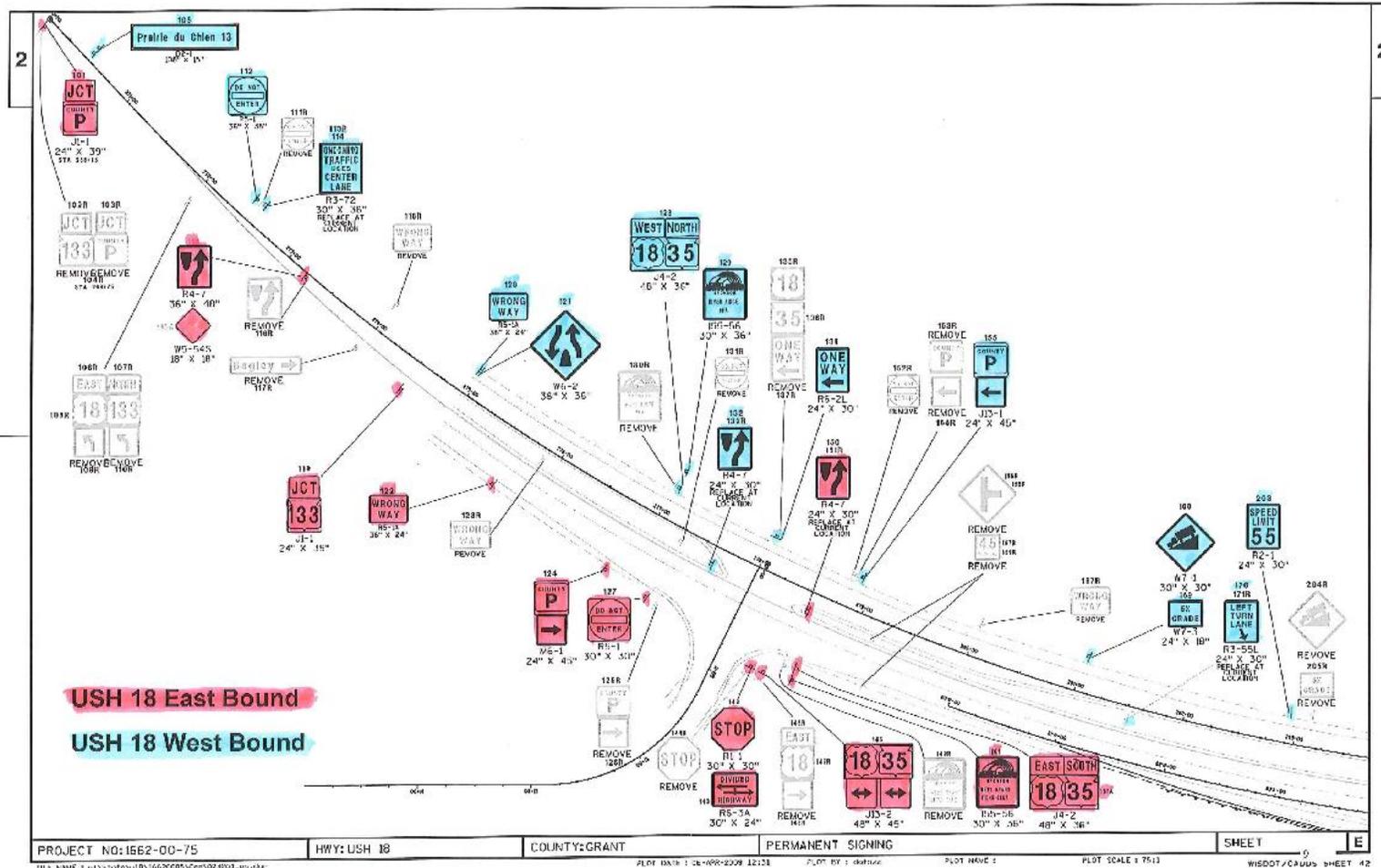
- On a two lane conventional highway no passing zone pennants are entered on the left side of the route they face and apply to.
- At a STH to STH Intersection the stop sign and route turn assembly next to the stop sign are the last signs entered on the stopping STH.
- If there is a double night arrow or other signs across from a T intersecting STH they are entered on the opposite through route the same as they would be at any other T intersection.
- Urban Two Lane Conventional Highway

Urban Two Lane Conventional Highway



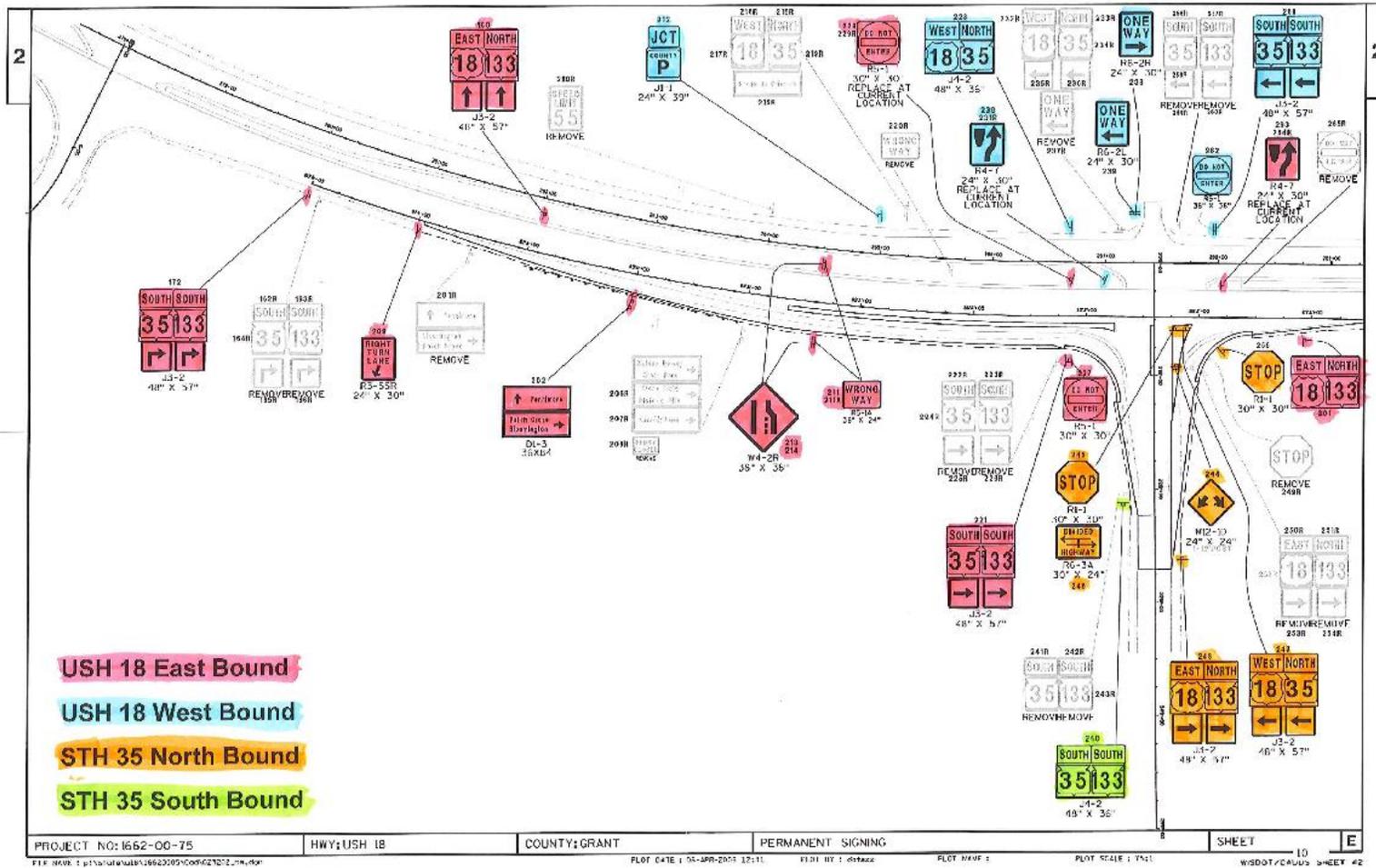
- In an urban area there may be signs that are not maintained by DOT. These signs should not be entered in SIGNview.
- If there is something special that should be noted about any sign that information can be saved in the comments field in SIGNview. An example would be a location where a non standard sign mounting height was used.

Two Lane to Four Lane Transition with CTH Intersection



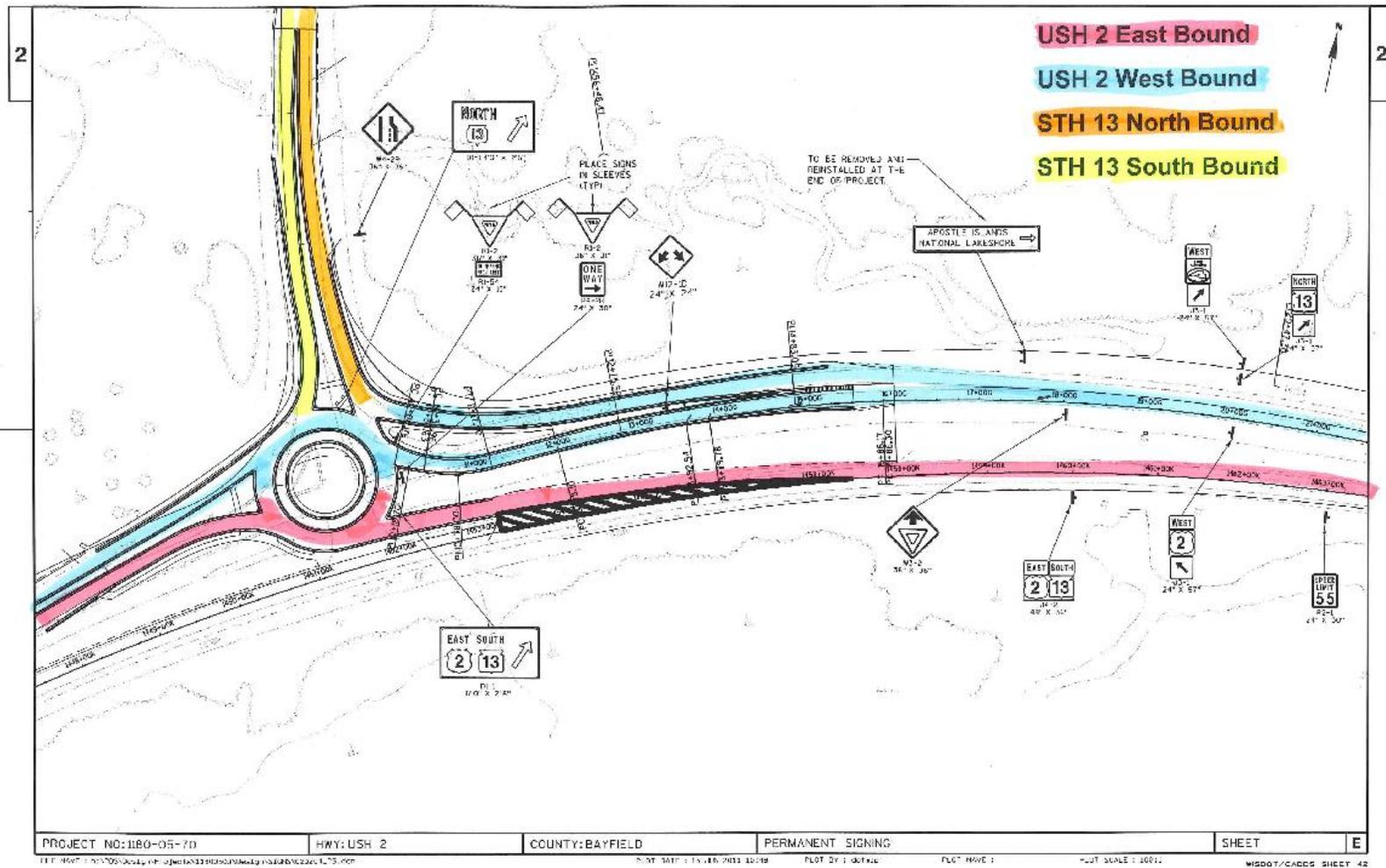
- The do not enter and wrong way signs for a two lane to four lane transition with a median should be placed on the route they apply to. This is consistent with placement for a divided highway.
- The stop sign and Route Turn Assembly at a CTH intersection are placed on the through STH route.

Divided Highway at a STH to STH Intersection



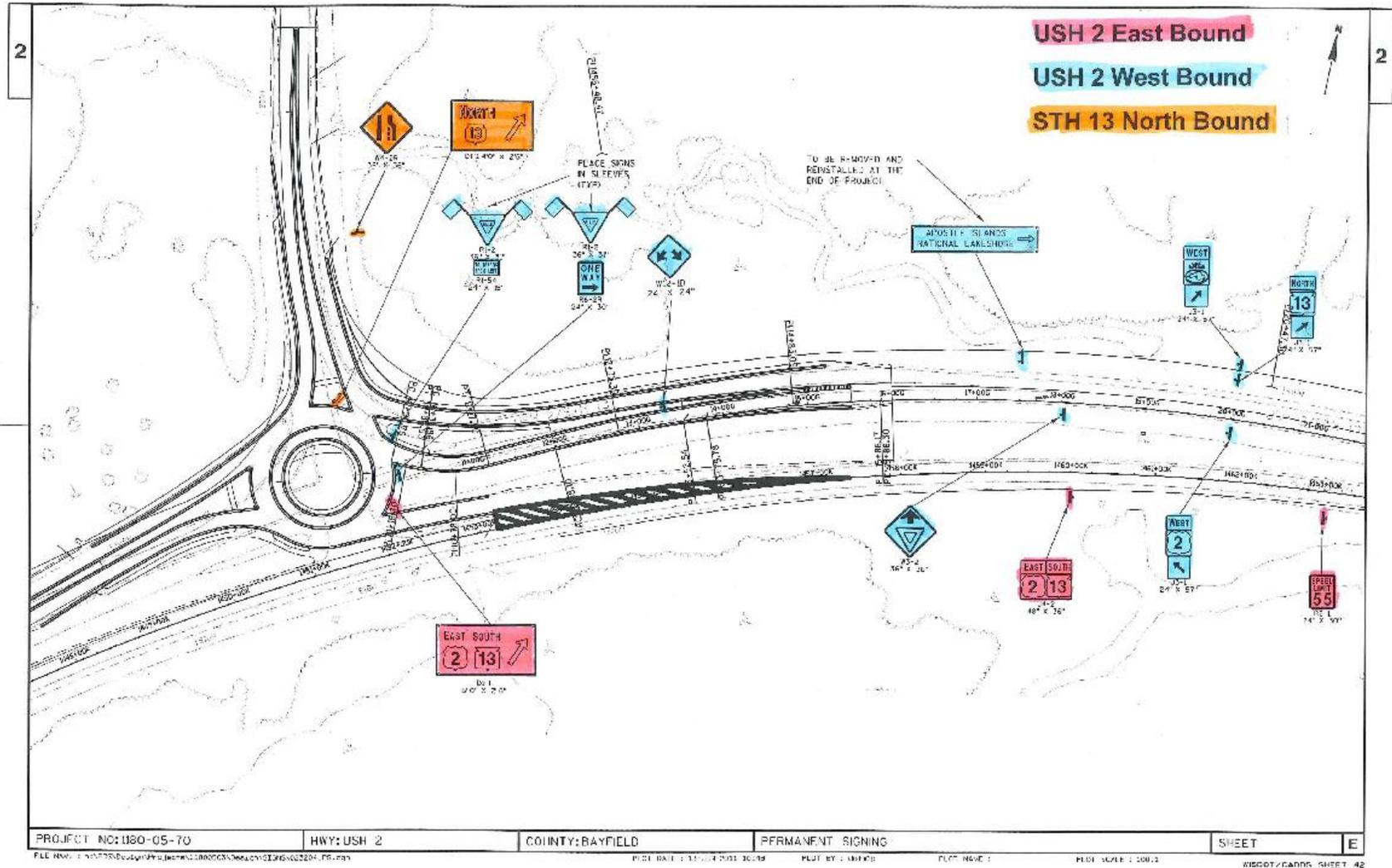
- SIGNview entry route assignment is similar to an undivided STH intersection.

Intersection Roundabout Route Assignment



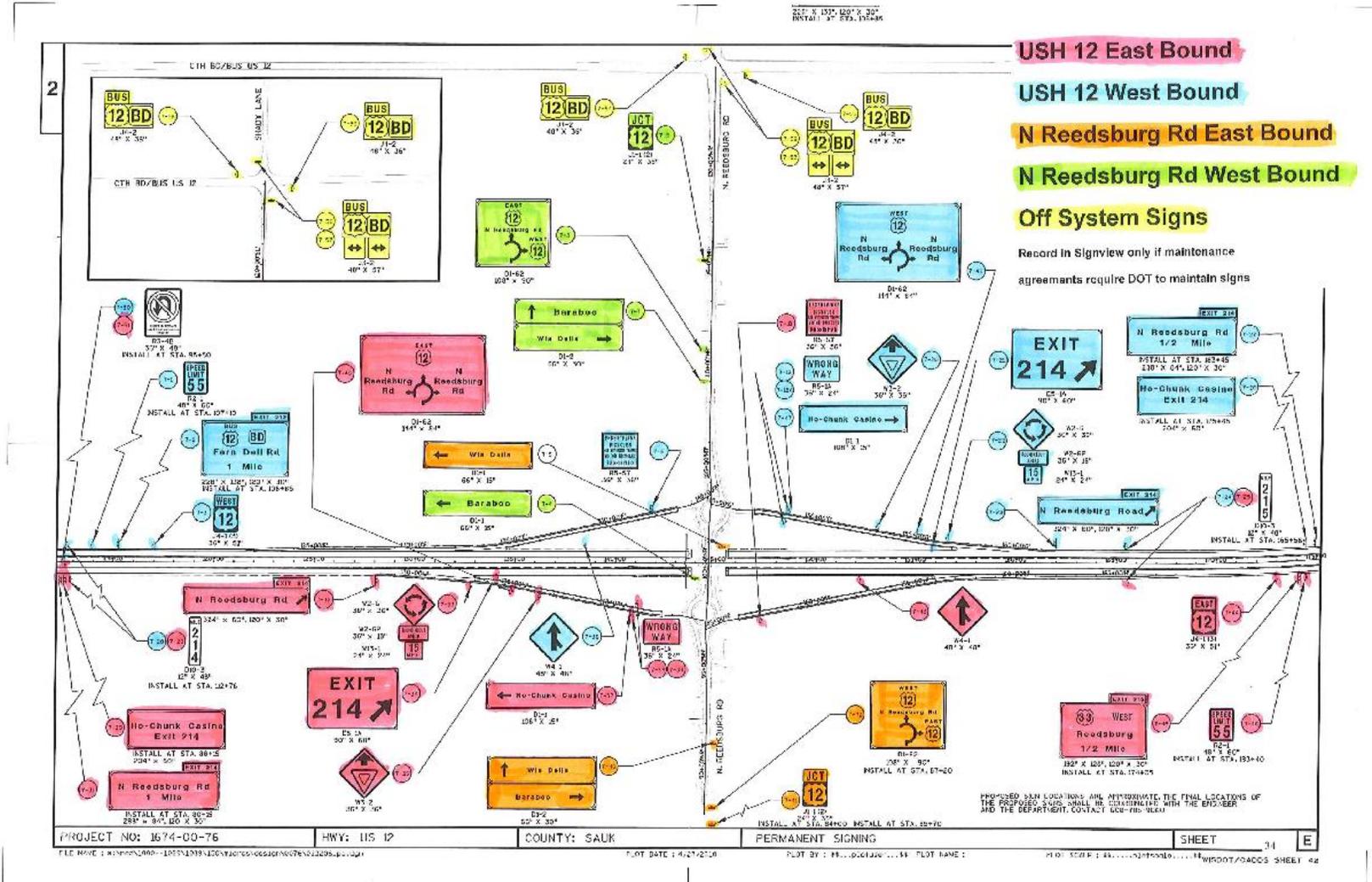
- At a STH to STH round about intersection the signs within the roundabout are placed on the principal route.

USH to STH Roundabout Intersection - 2



- Signs within the roundabout like the narrow one ways and chevron banks are placed on the principal routes .
- The secondary routes end after the yield signs and start at the splitter island route turn assembly or destination sign

Off System Routes at an Interchange from Junction to Junction



PhotoLog CD Year Conversion Process

Note: This process is automated now. The regional coordinators will be sent a copy of the routes that have been updated. The email will contain the mile markers that were not updated because they do not are not within tolerance, they do not have an X or Y, and the record has already been updated.

Cartegraph batch run results for Marking records prior to 12/16/2010.

****Do not Reply****

CartegraphJavaBatch@dot.wi.gov

Sent: Mon 12/16/2013 11:15 AM

To: Coombes, Anne - DOT; Heidtke, Andrew - DOT

Route	Number of Records	Number of Records SameDate Not Updated	Number of Records Updated	Number of Records Not Updated	Start Marker Number for skipped records	End Marker Number for skipped records
_053S_R1_2010	139	0	139	0		

If the automated email is deleted you will have to filter to find the records that were not updated.

1. Filter to the records you want to update.
 - a. Route and start marker range would be a typical filter to use.
 - b. Route and county is another example of a filter you could use.
 - c. In MARKINGview be sure to include a filter for Longline or Special Markings.
 - d. You must use the correct form for the type of records you are filtered to. If your filter is for Special Markings you MUST use the Special Markings form.

2. A report is available so that you can print the records you plan to update.
 - a. **MARKINGview - PhotoLogMarkerLog** is the report to run. Refer to the [RunningReports](#) section on page 57 of this manual for further discussion on running reports.

PhotoLogMarkerLog											
Filter	((Route is equal to "_105W") And (Code\Type of Marking starts with "Longline"))										
Working Set Filter	((\Retired is null) And (\Delete Flag = No))										
Sort	<Not Applicable>										
Group By	<Not Applicable>										
PhotoLogMarkerLog											
County	Route	Site ID	Start Marker	Start Frame Number	End Marker	End Frame Number	Start X	Start Y	Date of CD	Code	Marking Location
Douglas	_105W		0.21	45.00	0.23	47.00	46.66580	-92.10871	9/13/2007	W-Edgeline-4-Inch	Edgeline Right
Douglas	_105W		0.23	47.00	0.33	57.00	46.66580	-92.10913	9/13/2007	W-Edgeline-4-Inch	Edgeline Right
Douglas	_105W		0.34	58.00	0.57	81.00	46.66581	-92.11144	9/13/2007	W-Edgeline-4-Inch	Edgeline Right
Douglas	_105W		0.58	82.00	1.96	221.00	46.66592	-92.11645	9/13/2007	W-Edgeline-4-Inch	Edgeline Right
Douglas	 _105W		1.97	222.00	2.82	308.00	46.66390	-92.14539	9/13/2007	W-Edgeline-4-Inch	Edgeline Right

3. If no records converted it is possible that the new PhotoLog data for this route hasn't been moved to Oracle. Notify the BTO Inventory Management Specialist via email of the route and the CD Year and she will work with the PhotoLog team to get the route loaded into Oracle.
4. Optional - run the same report as in step 2 after the update to identify records where the CD Year did not convert.
5. Records that were not able to be matched to the new CD will need to be updated manually.