

SIGNING AND MARKING TIPS & TRICKS

Creating new Records

In VueWorks currently only one person can be adding new records at one time per module. If you go to add a record and the editing drop downs don't appear. Try again later. Someone else is adding a record.

Multi Edit Function

If one of the fields is null and the others have fields have values, multi-edits will not work. When multi-editing:

1. Clear the field you want to edit and click save. (This will make all the values blank)
2. Enter the value you want all the assets to have and click save.

TIPS and Tricks

- On the search page, typing slower seems to work better. Be sure to wait for the field to populate before you click search.
- When updating records, if you can type faster it seems to work better. If there is too long of a pause between characters, a new search will start over in the list.
- When entering photolog marker(s): if it is a 2-digit number be sure to put the 0 in front of it or it will not sort it properly. Example type 032.54 instead of 32.54.
- Crossroad names can only be 50 characters.

Filtering to check work

- In VueWorks, if you enter the "Year Manufactured" as 14 instead of 2014 it will now show up black.
- Be sure to enter in all fields that are needed. The only field that will auto calculate is SF of signs and painted footage for long line markings.
- To check some of this work, some filters have been created. Filters can be created and save by each individual person

General

- Send all Project IDs to Jeannie Silver by: **Jan 1, April 1, July 1, October 1**
- If you sort the Location or Label in the Data Viewer (lower left corner) and then click on a record and click the next button, the records will no longer be in that order (you cannot click the next button and go down the road in order of photolog marker)
- To filter for more than three attributes, use the GIS Assets instead of the Binocular tool or do multiple searches
- To filter for starts/ends use the GIS Assets drop down.
- When using the GIS Asset drop down for filtering, the program is very slow. Please be patient.
- Lat/Long Values will auto populate. These do not need to be filled in.
- Login Issues

- Try different browser
- Clear cache
- To help with log in issues. Try to clear searches
- Exporting to Excel
 - Preview the Report
 - Save the Report as Excel
 - Under "Setting" check "Export Data Only" and "Export Object Formatting".
- Ways to save signs/markings that you are working on is to create a project
 - Filter to the assets you want
 - Click the Signs/Markingà Project buttonà Add Projects
 - On the additional pop up fill in the boxes and select Add Job

The screenshot shows a web-based form for creating a project. At the top, there are navigation tabs: Form View, Table View, Filter, and Reports. The form contains the following fields:

- *Project Title:** A text input field containing "NW LET".
- *Project Group:** A text input field containing "XXXX-XX-XX".
- Location:** An empty text input field.
- Estimated Cost:** \$0.00
- Actual Cost:** \$0.00

Below the form, there are several tabs and buttons:

- Estimated Costs, Actual Costs, Details, Do (partially visible)
- Summary, Job Details, Overhead
- Show Filter (a link)
- Buttons: Delete All (with a red X icon), Add Job (with a green + icon), Add To Selection (with a green + icon), Clear (with a red X icon)
- Table header: Actions, Work Order ID, Asset Class

- On the next pop up screen fill in the boxes. Select from current available selection.
 - § Note: to do special and long line, you must complete this twice.

Job with Assets attached
 Job with no Assets attached
 Overhead

*Asset Class: Pavement Marking

GIS Assets: Facility Assets

*Asset Type: Special Markings

*Job Type: Comprehensive

*Job: Replace in Kant

Default Quantity and Description entered here will and can be edited in Project Manager

Default Quantity
 Use F

Default Description

Add Assets

Asset(s) included in this Job :

- o Select ok. And Save
- o To find this again. Select Signs/Markingà Project buttonà Find/Manage/Report
- o Select Table View or Filter to your Project
- o Select your Project and Add to Selection.

*Project Title: NW LET

*Project Group: XXXX-XX-XX

Location:

Estimated Cost: \$33,404.01 Actual Cost: \$0.00 Cost Overrun: (\$33,404.01)

[Show Filter](#)

	Actions	Work Order ID	Asset Class	Asset Type
1			Pavement Marking	Longline Markings
2			Pavement Marking	Longline Markings

- o This will load assets back into the DataViewer

SIGNING SPECIFIC

Sign Classification

- **Regulatory**- all signs starting with R
- **Warning**- all signs starting with W
- **School**- all signs starting with S
- **Guide**- all signs starting with J, D, and I
- **Recreational & Cultural**- Do not use
- **Object Marker**- Do not use

Retiring/Reusing

Retire and create new records if:

- Sign code changes

Reuse if:

- Combining J-panels: (reuse 1 piece, retire the others)
- Remove and replace (projects & Counties)
- Larger/smaller signs

If you accidentally retire a record, contact Mary Elizabeth.

Sizes of D signs

Counties should be noting the size of these signs. Please send the sizes to the data editors so they can put the correct sizes in VueWorks. We do use these widths for some reports.

MARKING SPECIFIC

Retiring vs reusing records

Retire and create new records if

New alignments

New configurations (added TWLTL/ Turn lanes)

Change in condition (yield line to stop line)

Reuse if:

No alignment changes

Retrace Field

History for markings is not being carried over. We plan to use the Maintained? Box for retracing. Example:

Initial Waterborne

Initial Tape

Initial Epoxy

Retrace Epoxy over Tape

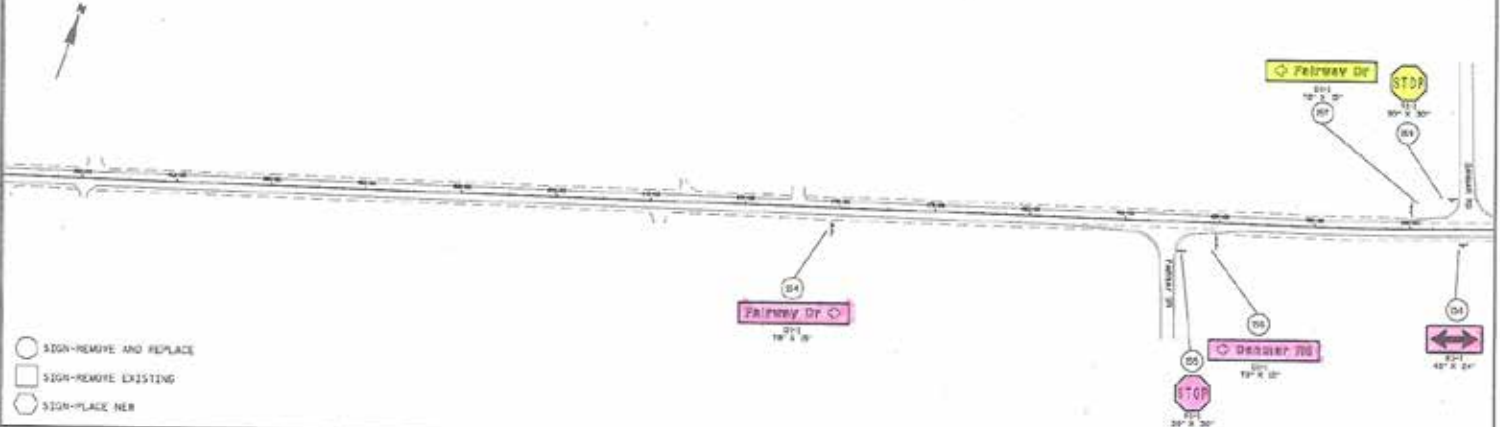
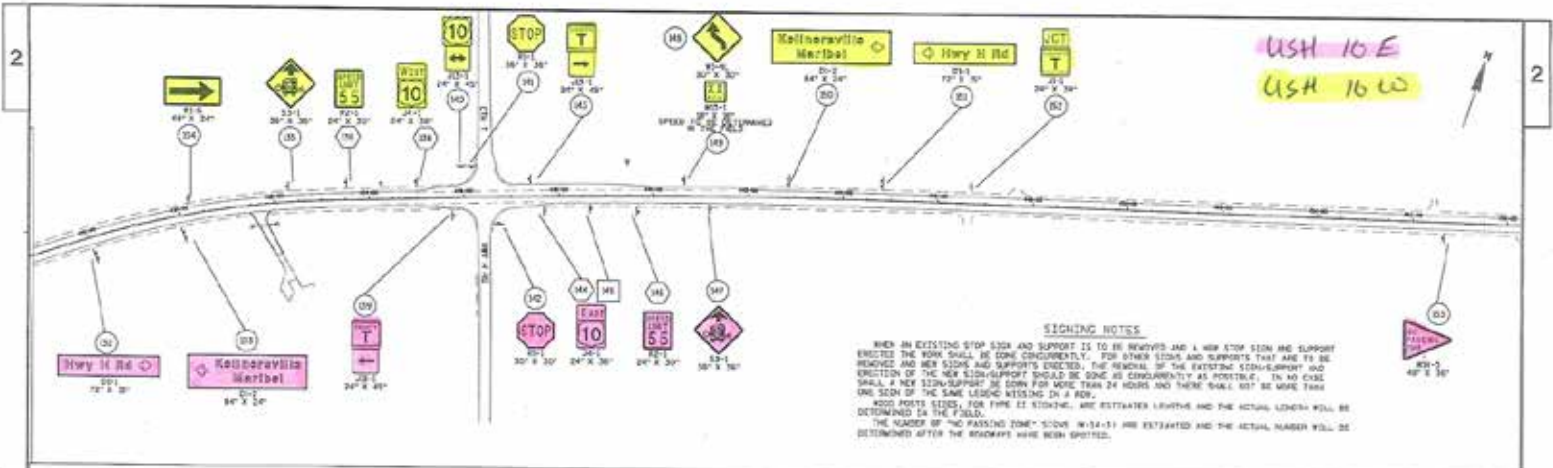
Retrace epoxy over epoxy

Retrace waterborne over epoxy

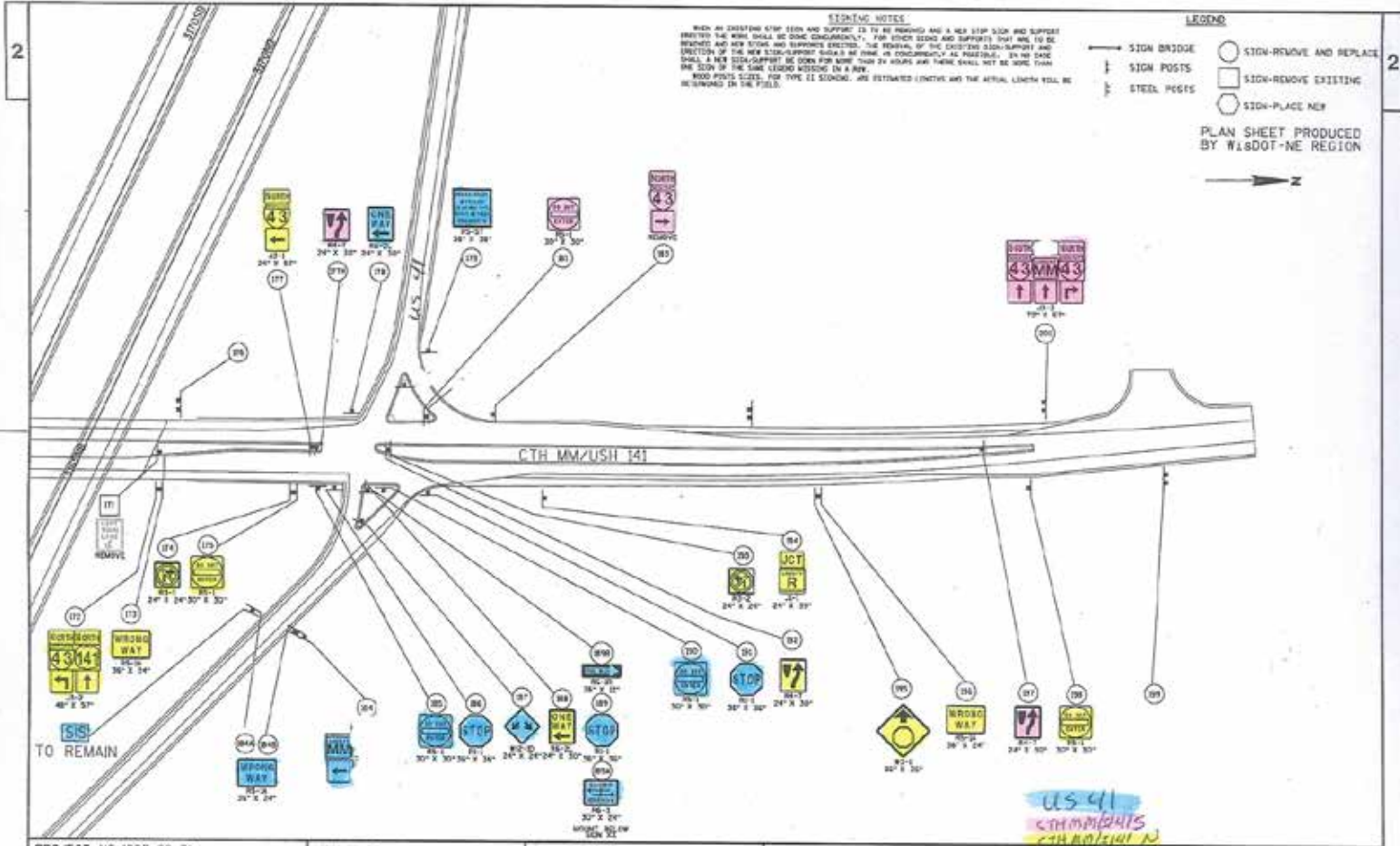
Retrace waterborne over waterborne

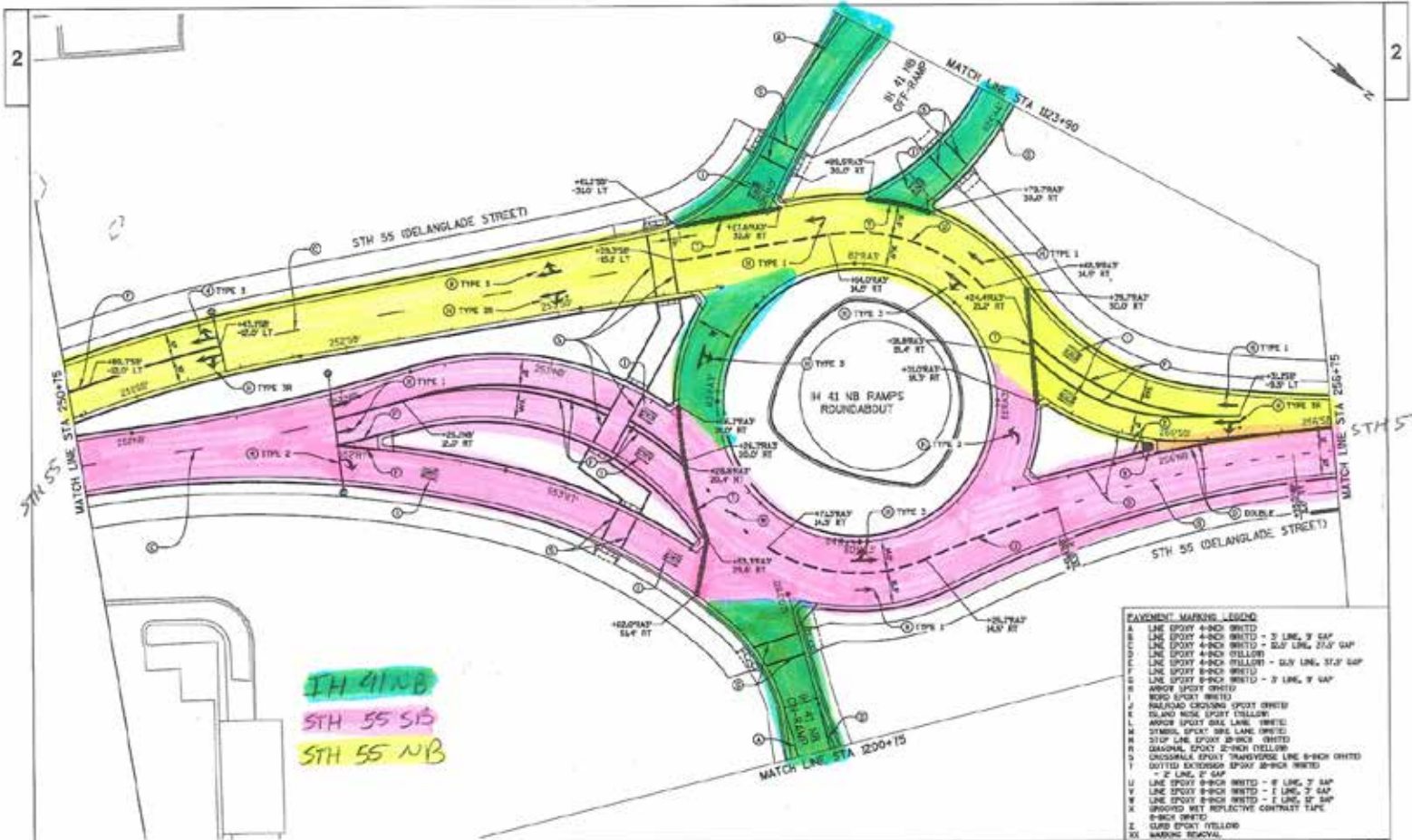
Standardizing Record Entry:

- Lane lines – 1 record if it calculates it correctly, otherwise we will need this to be separate records.
- Aerial Enforcement Bars- 1 record for all bars with the total number of bars as the quantity
- Painted chevrons & Painted Medians- 1 record for total footage per location
- Service/Frontage Roads – Frontage roads should be the route name and the mainline would be the Site ID
- Crossroads/Island Noses/Curbs –When the marking is to the right use that travel direction. The stuff on the crossroad should have a site id of that crossroad name and a position of crossroad.
- Arrows/Words- One record for mainline assets in each direction and one record for crossroad assets (if they are state maintained).
- Crosswalks – Route should be in the Cardinal direction
- There are some color coded pictures to help clarify.



PROJECT NO: 1600-66-TL	HWY: USH 10	COUNTY: MANITOWOC	PERMANENT SIGNING	SHEET	E
<small> PLOT DATE: 21-MAY-2017 13:38 PLOT BY: j.donah PLOT NAME: PLOT SCALE: 1:200.0 P1507.CADD SHEET 42 </small>					





I-41 NB
 STH 55 SB
 STH 55 NB

PAVEMENT MARKING LEGEND

A	LINE SPURT 4-INCH WHITE
B	LINE SPURT 4-INCH WHITE - 3' LINE, 3' GAP
C	LINE SPURT 4-INCH WHITE - 6' LINE, 21' GAP
D	LINE SPURT 4-INCH YELLOW
E	LINE SPURT 4-INCH YELLOW - 6' LINE, 21' GAP
F	LINE SPURT 8-INCH WHITE
G	LINE SPURT 8-INCH WHITE - 3' LINE, 9' GAP
H	ARROW SPURT WHITE
I	ROAD SPURT WHITE
J	PAVEMENT CROSSING SPURT WHITE
K	ISLAND MARK SPURT YELLOW
L	ARROW SPURT ONE LINE, THREE'
M	SYMBOL SPURT ONE LINE, THREE'
N	STOP LINE SPURT WHITE
O	CAUTION SPURT 2-INCH YELLOW
P	CROSSWALK SPURT TRANSVERSE LINE 8-INCH WHITE
Q	DOTTED EXCESSIVE SPEED 8-INCH WHITE
R	2' LINE, 2' GAP
U	LINE SPURT 8-INCH WHITE - 8' LINE, 2' GAP
V	LINE SPURT 8-INCH WHITE - 1' LINE, 2' GAP
W	LINE SPURT 8-INCH WHITE - 1' LINE, 2' GAP
X	SPURD NET REFLECTIVE CONTRAST TAPE
Y	8-INCH WHITE
Z	ROAD SPURT YELLOW
XX	MARKING REVERSAL

- PAVEMENT MARKING LEGEND**
- ① PAVEMENT MARKING EPOXY 4-INCH (DOUBLE YELLOW)
 - ② PAVEMENT MARKING EPOXY 4-INCH (YELLOW)
 - ③ PAVEMENT MARKING EPOXY 4-INCH (WHITE)
 - ④ PAVEMENT MARKING EPOXY 4-INCH (WHITE) LINE, 7" S&P
 - ⑤ PAVEMENT MARKING EPOXY 4-INCH (YELLOW) LINE, 3 1/2" S&P
 - ⑥ PAVEMENT MARKING EPOXY 8-INCH (WHITE)
 - ⑦ PAVEMENT MARKING EPOXY 8-INCH (WHITE) LINE, 9" S&P
 - ⑧ PAVEMENT MARKING DIAGONAL EPOXY 2-INCH (WHITE)
 - ⑨ PAVEMENT MARKING ARROWS EPOXY TYPE 1
 - ⑩ PAVEMENT MARKING ARROWS EPOXY TYPE 2
 - ⑪ PAVEMENT MARKING ARROWS EPOXY TYPE 3
 - ⑫ PAVEMENT MARKING CROSSWALK EPOXY 4-INCH
 - ⑬ PAVEMENT MARKING STOP LINE EPOXY 8-INCH
 - ⑭ PAVEMENT MARKING BORDERS EPOXY
 - ⑮ PAVEMENT MARKING SYMBOLS BIKE LANE EPOXY
 - ⑯ PAVEMENT MARKING BORDERS BIKE LANE EPOXY

