

Transportation Utility Management System (TUMS)

Training and Reference Manual

Basic Consultant Module



Wisconsin Department of Transportation

TABLE OF CONTENTS

ACCESS AND SECURITY.....	4
1. Getting Authorization to Access TUMS	4
2. System Requirements for Client Workstations	4
TUMS LAUNCH PAGE AND LOGGING IN	5
1. Finding the TUMS Launch Page from inside DOT Network (Intranet)	5
2. Finding the TUMS Launch Page from outside DOT Network (Internet).....	7
3. Logging into TUMS	8
TUMS SEARCH SCREEN.....	10
1. Menu Items and Features on TUMS Search Screen	10
2. Favorite Projects - Features.....	12
MILESTONE SUMMARY REPORT (MSR).....	14
1. Menu Items and Features on Milestone Summary Report.....	14
EFFORT SUMMARY SCREEN (ESS)	16
1. Menu Items and Action Buttons on Effort Summary Screen	16
a. Menu Items	16
b. Action Buttons.....	17
2. Links on Effort Summary Screen	18
a. Roles	18
b. Project IDs	19
c. Project details.....	19
d. Utility Companies	19
3. Project Data for Utility Coordinators on Effort Summary Screen	20
4. Trans 220 Tracking Dates on Effort Summary Screen	20
COMMENTS SCREEN	21
PROJECT DETAILS SCREEN	21
1. Action Buttons on Project details screen	22
2. How to Add Participants.....	23
3. How to Delete Participants	24

MANAGE TRACKING SCREEN..... 24

UTILITY FACILITY OWNER DETAILS SCREEN (UFODS) 25

APPENDICES 26

 APPENDIX A: Glossary of Acronyms 26

 APPENDIX B: Glossary of Terms 28

 APPENDIX C: Resources and Links..... 29

 APPENDIX D: WAMS Frequently Asked Questions..... 30

Transportation Utility Management System (TUMS)

Training - Basic Consultant Module

ACCESS AND SECURITY

Basic Consultant users are given limited access to TUMS in order to assist with data-entry of Trans. 220 milestone dates, and other project data. Before Basic Consultant users can begin this work, they need to obtain authorization to access TUMS.

1. Getting Authorization to Access TUMS

- a. Consultant user contacts region utility coordinator.
- b. Region utility coordinator will submit a request by email to the **TUMS Inbox** indicating the security level needed for consultant. Note: If outside the DOT network, send email to: dotdtsdtums@dot.wi.gov; this is the **TUMS Inbox** internet email address.
- c. The TUMS Administrator will then provide setup instructions by email to consultant, and copy the region utility coordinator.
- d. The setup instructions require that a **WAMS ID** be created by consultant. The instructions provided will explain the process for obtaining a **WAMS ID**. See **Appendix A** for **WAMS ID Frequently Asked Questions**.
- e. Once created, the **WAMS ID** must be provided to the TUMS Administrator, along with other information as requested in the setup instructions.
- f. Once the information has been provided, the authorization process will be completed by the TUMS Administrator.
- g. Consultant user, and region utility coordinator, will be notified by email when authorization is completed and consultant can access TUMS.

2. System Requirements for Client Workstations

- a. Access to the Internet
- b. Internet Explorer 6.x or higher to access the application
- c. WisDOT does not support use of other browsers (Firefox, Safari, Opera, etc.)

TUMS LAUNCH PAGE AND LOGGING IN

Figure 1.0 displays the **TUMS application launch page**. Users can log into TUMS from inside the DOT Network, using the **WisDOT intranet**, also known as **dotnet**. Users can also log into TUMS from outside the DOT Network, using the **internet**.

The screenshot shows the 'Transportation Utility Management System (TUMS) - Application launch page' on the Wisconsin Department of Transportation website. The page features a navigation menu on the left with options like 'Home', 'Transmittals', 'TUMS', and 'Search'. The main content area contains a table with the following information:

How do I log on?	Enter TUMS to go to the Transportation Utility Management System (TUMS). Log in using a Wisconsin ID . <small>(For obtaining a Wisconsin ID, see section below titled "What do I need before I can use this application?")</small>
Application name	Transportation Utility Management System (TUMS)
System downtimes	System unavailable weekly: Monday-Friday from 9:30 p.m. - 3:30 a.m. Sunday 6 - 8 a.m.
Who should use TUMS?	WisDOT Regional Utility Coordinators, their supervisors, and Utility and Access Unit staff.
What does TUMS do?	Designed to assist Utility Coordinators with identification of utility facilities impacted by future highway construction projects, followed by the management and tracking of utility coordination in accordance with WisDOT Guide to Utility Coordination and administrative rule Trans 220.
What is needed before using TUMS?	<ul style="list-style-type: none">• Authorization from the TUMS Security Administrator• Internet Explorer• User training• Wisconsin ID For more information on accessing TUMS, email DOT DTSD TUMS .
Who can perform updates?	Use of TUMS is currently restricted to WisDOT Utility Coordinators and their management. For changes in TUMS authorization, email DOT DTSD TUMS .
Who do I call for help?	For technical problems with TUMS, contact: WisDOT Computer Help Desk (608) 266-9434 or (800) 362-3050 DOT Computer Help Desk

Below the table, there are links for 'Intranet system requirements' and 'Download free readers/viewers for: Word, Excel, PowerPoint, Audio/Video, PDF or WinZip files'. At the bottom, it says 'Questions about the content of this page: Contact [dotnet@wisdot.gov](#). Last Modified: November 8, 2013'.

Figure 1.0 TUMS Application Launch Page

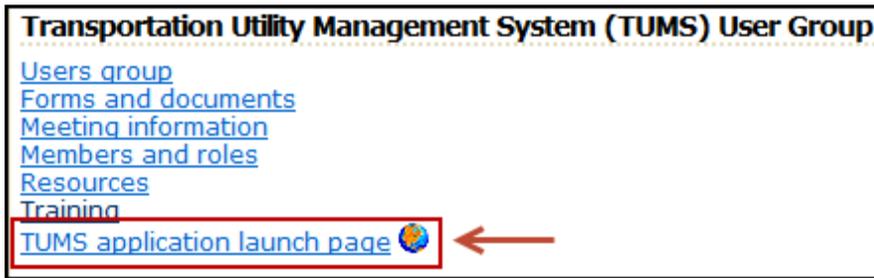
1. Finding the TUMS Launch Page from inside DOT Network (Intranet)

There are several shortcuts available on **dotnet** (intranet) for logging into TUMS. Some of these shortcuts are described here:

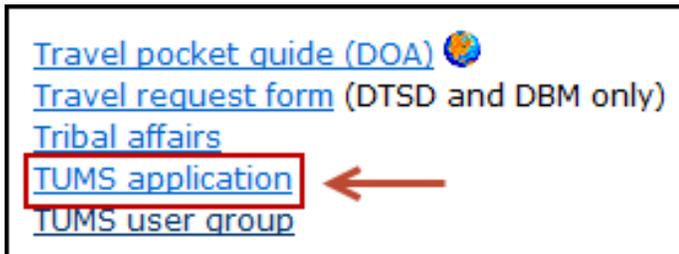
- dotnet / A -Z Index / T / Transportation Utility Management System (TUMS) application



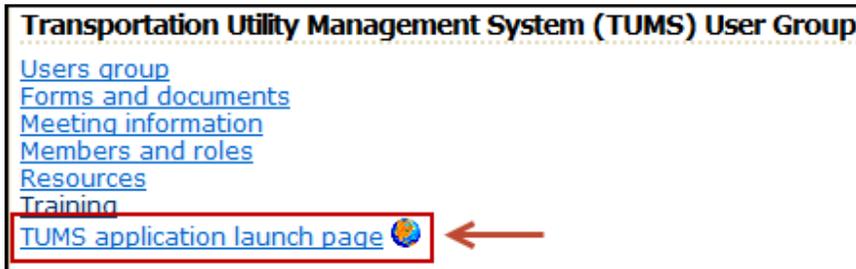
- b. dotnet / A–Z Index / T / Transportation Utility Management System (TUMS) user group / TUMS application launch page



- c. dotnet / A-Z index / T / TUMS application



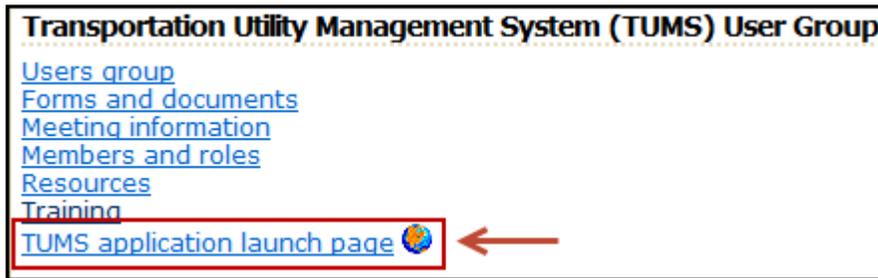
- d. dotnet / A-Z index / T / TUMS user group / TUMS application launch page



- e. dotnet / A–Z Index / U / Utility, Transportation Utility Management System (TUMS) application



- f. dotnet / A–Z Index / U / Utility, Transportation Utility Management System (TUMS) user group / TUMS application launch page



- g. dotnet / Transportation System Development / Technical services / Utilities / TUMS application launch page (scroll down page, under **Utility Coordinator Tools** heading)



2. Finding the TUMS Launch Page from outside DOT Network (Internet)

To log into TUMS from the *internet*, there are a couple options. Follow the steps described here:

A. Option 1 Internet

- Open Internet Explorer browser
- Type the following address into the address bar at the top of your browser window:
http://roadwaystandards.dot.wi.gov/standards/util/tums/index.htm
- Press **Enter** key and the **TUMS application launch page** will open
- Add this page to your browser **Favorites** for easier access next time you want to use the application, or create a shortcut on your desktop for quick access to the launch page.

B. Option 2 Internet

- Open Internet Explorer browser
- Type the following address into the address bar at the top of your browser window:
http://www.dot.wisconsin.gov/

- c. Press **Enter** key to go to the **Wisconsin Department of Transportation** Home page
- d. Click to select A-Z Index on upper-right of screen



- e. Click "T" (for "Transportation...")



- f. Scroll down to **Transportation Utility Management System (TUMS)**

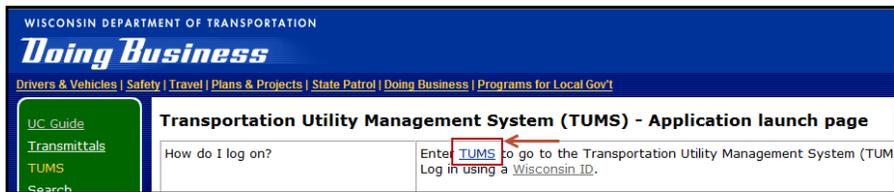


- g. Click on link to select it and the **TUMS application launch page** will open
- h. Add this page to your browser **Favorites** for easier access next time you want to use TUMS, or create a shortcut on your desktop for quick access to the launch page.

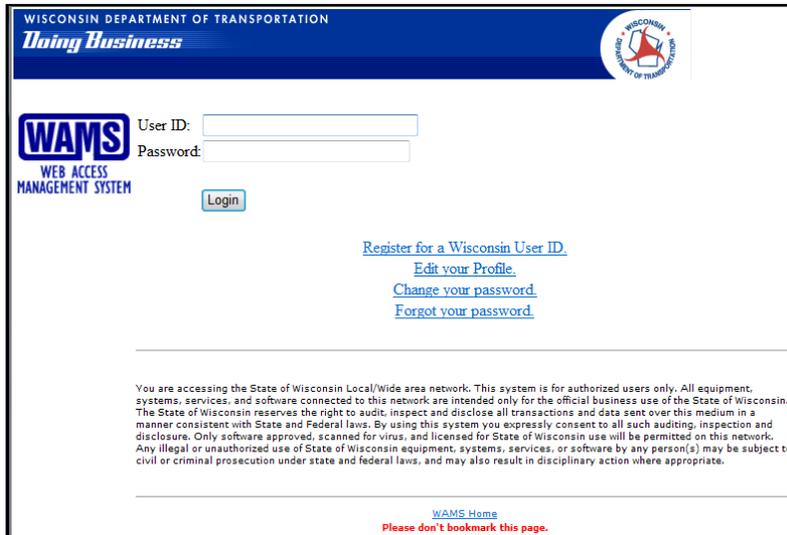
3. Logging into TUMS

Follow these steps to log into TUMS from the application launch page:

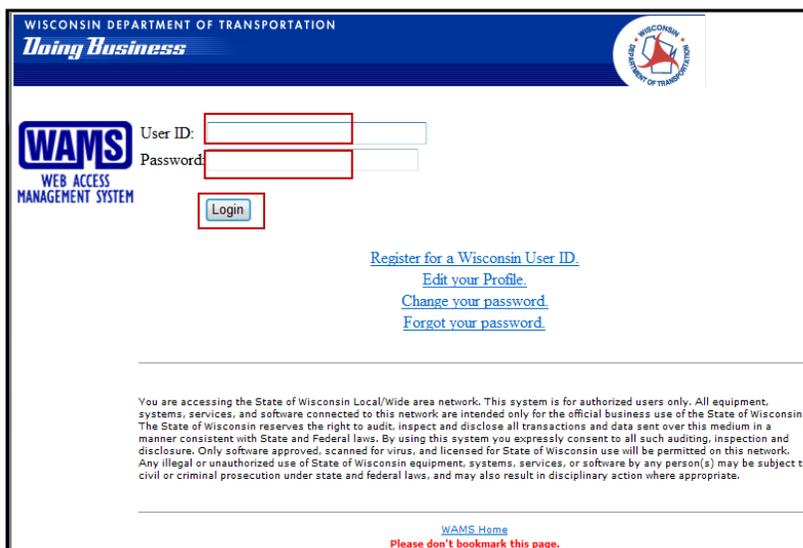
- a. Click on the **TUMS** link near top of page



- b. The **WAMS Home** page will open



- c. Type your **WAMS ID** into the **User ID** box
- d. Type your **WAMS password** into the **Password** box
- e. Click the **Login** button



- f. The **Transportation Utility Management System (TUMS) Search** screen will open. You are now logged into TUMS.
- g. Note: Once logged into TUMS, users are timed-out in 30 minutes if no commands are executed.

TUMS SEARCH SCREEN

The **TUMS Search** screen is the initial screen users see when they log into TUMS. Figure 2.0 displays the **TUMS Search** screen, as it looks for Basic Consultant users.

Project Id	Type	Title	County	Route	PS&E Date	Remove
1022-09-74	Construction	Eau Claire - Osseo	Eau Claire	IH 94	05/01/2017	
1060-33-72	Construction	Zoo Ic, Watertown Plank Interchange	Milwaukee	USH 45	05/01/2013	
1060-33-75	Construction	Zoo Ic, Upr&sth100 Bridges Ovr 194	Milwaukee	STH 100	05/01/2013	
1060-33-97	Construction	Zoo Ic, Integrated Corridors 2	Milwaukee	IH 94	02/01/2014	
1060-34-73	Construction	Zoo Ic, Dpw Site Facilities	Milwaukee	USH 45	11/01/2014	
1196-00-60	Construction	Minong - Solon Springs	Douglas	USH 53	08/01/2022	
3738-02-73	Construction	104th St, Vill Of Pleasant Prairie	Kenosha	STH 165	10/01/2015	
4485-02-71	Construction	T Chilton, CTH E	Calumet	CTH E	05/01/2013	

Figure 2.0 TUMS Search Screen

1. Menu Items and Features on TUMS Search Screen

The **TUMS Search** screen contains information, features and functions that allow users to keep track of utility coordination work. Let's review each part of the screen.

- a. **Menu items** are displayed near the top-left of the TUMS Search Screen, and are described in Table 1-0.

Milestone Summary Logoff	
Menu Item	Description

Milestone Summary	Click this menu item to see the TUMS Milestone Summary Report screen. For Basic Consultants, the TUMS Milestone Summary Report screen provides a list of utility projects that have been assigned to them in TUMS.
Logoff	Click this menu item to logoff and exit the TUMS application completely. The TUMS logout screen will appear. From the TUMS logout screen, the user will be reminded to close their browser window completely for security reasons.

Table 1-0 TUMS Search Screen Menu Items

- b. **Current User.** The name of the person currently logged into TUMS displays in the upper-right corner of the screen. See Figure 3.0 below.
- c. **Favorite Projects.** A list of projects assigned to the current logged on user (Basic Consultant) displays here. The projects are assigned to a Basic Consultant user by a WisDOT region utility coordinator. If a project is missing from the list, contact a local WisDOT region utility coordinator for assistance.

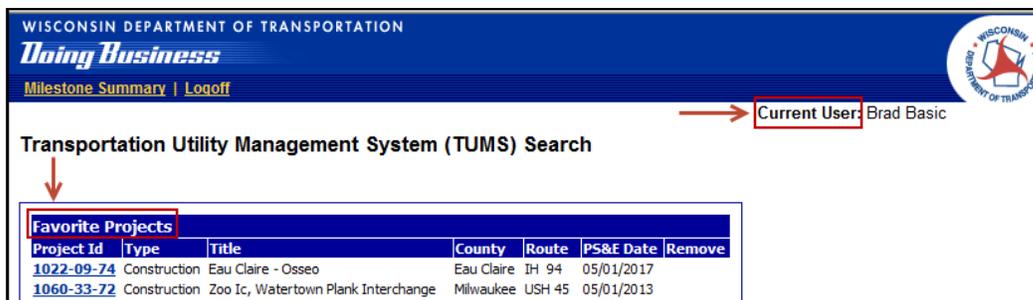


Figure 3.0 Current [Logged On] User and Favorite Projects (location on screen)

- d. **Find Projects by Project ID** is located near the bottom of the TUMS Search Screen. This feature is not available to Basic Consultants. See Figure 4.0 below.
- e. **Find Projects by County, Route** is located near the bottom of the TUMS Search Screen. This feature is not available to Basic Consultants.

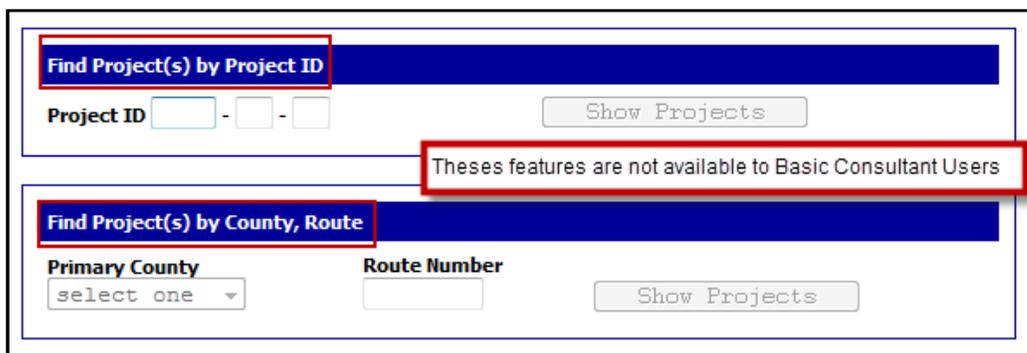


Figure 4.0 Find Projects by Project ID and Find Projects by County, Route

2. Favorite Projects - Features

Figure 5.0 displays the **Favorite Projects** area of the **TUMS Search Screen**. Most of the information displayed here comes from the **Financial Integrated Improvement Programming System (FIIPS)**, a WisDOT application.

Project Id	Type	Title	County	Route	PS&E Date	Remove
1022-09-74	Construction	Eau Claire - Osseo	Eau Claire	IH 94	05/01/2017	Remove
1060-33-72	Construction	Zoo Ic, Watertown Plank Interchange	Milwaukee	USH 45	05/01/2013	
1060-33-75	Construction	Zoo Ic, Uprr&sth100 Bridges Ovr 194	Milwaukee	STH 100	05/01/2013	
1060-33-97	Construction	Zoo Ic, Integrated Corridors 2	Milwaukee	IH 94	02/01/2014	
1060-34-73	Construction	Zoo Ic, Dpw Site Facilities	Milwaukee	USH 45	11/01/2014	
1196-00-60	Construction	Minong - Solon Springs	Douglas	USH 53	08/01/2022	Remove
3738-02-73	Construction	104th St, Vill Of Pleasant Prairie	Kenosha	STH 165	10/01/2015	
4485-02-71	Construction	T Chilton, CTH E	Calumet	CTH E	05/01/2013	Remove

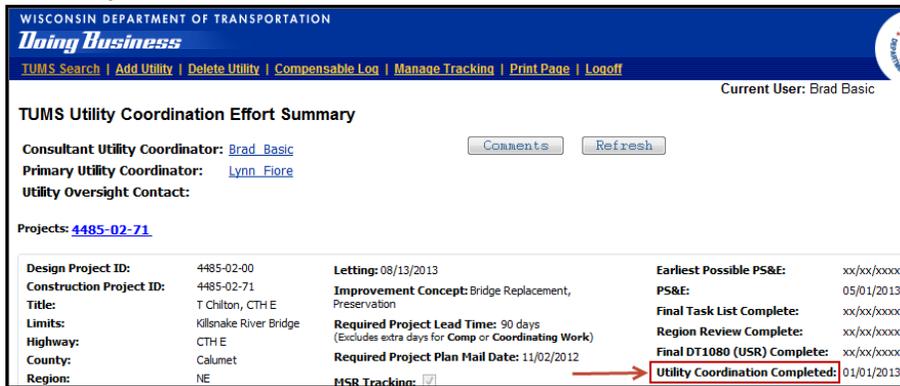
Figure 5.0 TUMS Search screen / **Favorite Projects** area

- Project Id.** This column lists all the assigned projects for current logged on user. User can click on any **Project Id** number and the **Effort Summary Screen** for that specific project will open. Detailed project information is displayed on the **Effort Summary Screen**.

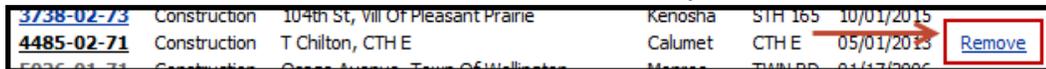
- The Basic Consultant user must be assigned to the role of **Consultant Utility Coordinator** on the **Effort Summary Screen** in order to see a specific project in their **Favorite Projects** list when logged into TUMS.

- A **Project Id** is assigned to a Basic Consultant user by a WisDOT region utility coordinator. If a project is missing from your **Favorite Projects** list, contact your local WisDOT region utility coordinator for assistance.
 - A **Project Id** is also known as a **TUMS Effort**, **TUMS Project** or **project**.
- Type.** This column displays the **Type** assigned to this project in FIIPS. In TUMS, users typically work with **Construction** project types. Other types can be: **Design** or **Planning and Admin**.

- c. **Title.** This column displays the **Title** assigned to this project in FIIPS.
- d. **County.** This column displays the primary **County** assigned to this project in FIIPS.
- e. **Route.** This column displays the Route (or Highway) assigned to this project in FIIPS.
- f. **PS&E Date.** This column displays the PS&E Date assigned to this project in FIIPS.
- g. **Remove link.** This link appears for projects that have a **Utility Coordination Completed (UCC)** date entered on the **Effort Summary Screen**. The link will not appear if the **UCC** date has not been entered. The link works as follows:
 - A WisDOT region utility coordinator must enter the **UCC** date for a project on the **Effort Summary Screen**. A Basic Consultant user is not allowed to enter this date.



- If the **UCC** date for a project has been entered on the **Effort Summary Screen**, the Basic Consultant user will see a **Remove** link in the **Favorite Projects** list.



- If desired, the Basic Consultant user can click the **Remove** link, to remove the project from their **Favorite Projects** list; otherwise, the project will remain on the list.
- Once the **Project Id** is removed from the list, it cannot be recalled by the Basic Consultant user.
- The local WisDOT region utility coordinator can re-link the Project Id for the user by re-assigning the Basic Consultant user in the role of **Consultant Utility Coordinator** on the Effort Summary Screen.

MILESTONE SUMMARY REPORT (MSR)

The **Milestone Summary Report (MSR)** is intended to be used as a project management tool or “dashboard” for WisDOT utility coordinators. The MSR displays projects and utility coordination progress as related to highway improvement projects and the Trans. 220 process. On the MSR, the user will see alerts for any project that needs review. In addition, important milestone dates are displayed, as well as a link that alerts users to important FIIPS project changes that could affect utility coordination. This tool is useful for managing multiple utility projects.

For Basic Consultant users, the **TUMS Milestone Summary Report** screen displays a list of the same projects found on the **TUMS Search** screen (I.E., a list of the utility projects that have been assigned to them by WisDOT utility staff).

Figure 6.0 displays a typical MSR screen for a Basic Consultant user. The Basic Consultant user does not need to understand this screen completely. A summary of MSR features relevant to the Basic user are provided below.

Project	Status	Changes to FIIPS Project Data	1077			1078		Work Plan		Compensable Parcel Status		Milestones Approaching		
			1077 Sent	Response Received	Maps Received	1078 Sent	Response Received	Required Return	Work Plan Approval Sent	Parcel to Central Office	Central Office Approval Date	EPS&E or PS&E Date	FIIPS Schedule Date for Utility IDs	Let Date
1022-09-74	Coordination Completed											05/01/2017		11/14/2017
1060-33-72	In-Progress	changed	overdue			overdue		overdue				05/01/2013	07/25/2013	09/10/2013
1060-33-75	In-Progress	changed	overdue			overdue		overdue				05/01/2013	08/25/2013	09/10/2013
1060-33-97	In-Progress	changed	overdue			overdue	overdue					02/01/2014		05/13/2014
1060-34-73	In-Progress		overdue									11/01/2014		03/10/2015
1196-00-60	Coordination Completed											08/01/2022		01/10/2023
3738-02-73	In-Progress			overdue		overdue						10/01/2015		02/09/2016
4485-02-71	Coordination Completed											05/01/2013		08/13/2013

Figure 6.0 TUMS Milestone Summary Report (MSR) Screen

1. Menu Items and Features on Milestone Summary Report

- Menu items** are displayed near the top-left of the MSR screen, and are described in Table 2-0.

TUMS Search Logoff	
Menu Item	Description
TUMS Search	Click this menu item to return to the TUMS Search screen.

Logoff	Click this menu item to logoff and exit the TUMS application completely. The TUMS logout screen will appear. From the TUMS logout screen, the user will be reminded to close their browser window completely for security reasons.
--------	--

Table 2-0 Milestone Summary Report (MSR) Menu Items

b. **Project.** This column lists all the projects available to the current user based on their preference settings. Basic Consultant users are not allowed to change preferences, and do not have a preference option displayed on the menu bar. They simply see a list of all projects that have been assigned to them by a WisDOT region utility coordinator.

- Click on a specific **Project** number to open the **Effort Summary Screen (ESS)** for that project. On the ESS, the user can review all project detail.
- From the ESS, the user can click on the **Back to Milestone Summary** button; user will be returned to the MSR where they can make a new selection.



- The **Project** column (and all columns on the MSR) can be sorted by clicking on the column heading. For example, click the heading to sort column in ascending order (0-9 or A-Z). Click the heading again to sort column in descending order (9-0 or Z-A).

c. **Changes to FIIPS Project Data.** This column will display a link to a list of important FIIPS changes that could affect utility coordination. Click the **changed** link to see a list of project-related items that changed in FIIPS. If there are not any new FIIPS changes, a link will not appear in this column.

d. **All MSR columns.** All columns on the MSR can be sorted by clicking on the column heading. For example, click the heading to sort column in ascending order (0-9 or A-Z). Click the heading again to sort column in descending order (9-0 or Z-A).

e. All other items on the MSR are handled by advanced system users and will not be used by Basic Consultant users.

EFFORT SUMMARY SCREEN (ESS)

The **TUMS Utility Coordination Effort Summary screen (ESS)** opens when users click on a specific project ID from either the MSR screen or the TUMS Search screen. The ESS displays detailed information about the selected TUMS project, and has links to other features, screens and functions related to the selected project. Updated project information is downloaded from FIIPS into TUMS each night, Monday through Friday.

Figure 7.0 displays a typical ESS for a Basic Consultant user. The Basic Consultant user does not need to understand this screen completely. A description of ESS features relevant to the Basic user are provided below.

WISCONSIN DEPARTMENT OF TRANSPORTATION
Doing Business
 TUMS Search | Add Utility | Delete Utility | Compensable Log | Manage Tracking | Print Page | Logoff
 Current User: Brad Basic

TUMS Utility Coordination Effort Summary

Consultant Utility Coordinator: [Brad Basic](#) Comments Refresh
 Primary Utility Coordinator: [Lynn Fiore](#)
 Utility Oversight Contact:

Projects: [5026-01-71](#)

Design Project ID: 5026-01-00 Letting: 04/11/2006 Earliest Possible PS&E: xx/xx/xxxx
 Construction Project ID: 5026-01-71 Improvement Concept: Bridge Replacement, Preservation PS&E: 01/17/2006
 Title: Osage Avenue, Town Of Wellington
 Limits: Billings Creek Br & Appr/B410269 Required Project Lead Time: 90 days (Excludes extra days for Comp or Coordinating Work) Final Task List Complete: xx/xx/xxxx
 Highway: TWN RD Required Project Plan Mail Date: 07/21/2005 Region Review Complete: xx/xx/xxxx
 County: Monroe MSR Tracking: Final DT1080 (USR) Complete: xx/xx/xxxx
 Region: SW Trans 220 Non-Trans 220 Utility Coordination Completed: xx/xx/xxxx
[_details...](#)

Utility Name	Type	1077 Notification (60 days)			1078 Project Plan			Utility Work Plan		Utility Work Plan Approval		
		Sent 220.04(3)	Acknow rec	Sys maps or desc rec 220.04(5)	Sent 220.05(1)	Acknow rec	Revised Sent 220.05(12)	Required Return 220.05(4)	Actual Return	Denied & Return Utility	Revised Received 220.05(7)	Approved/ Start Work Notice/ Sent 220.05(7)(9)
CenturyLink	Communication Line	11/07/2013										
CenturyLink	Communication Line	11/07/2013			09/01/2009		05/15/2010	07/14/2010				
Mediacom LLC Wisconsin	Communication Line	11/07/2013			01/01/2013			05/01/2013				
Vernon Electric Coop	Electricity	11/07/2013			01/01/2008			04/30/2008				

Legend
 NLV-No Longer Valid
 NFPD-No Facilities as Per DT1077
 NOP-Not On Project

Figure 7.0 TUMS Utility Coordination Effort Summary Screen (ESS)

1. Menu Items and Action Buttons on Effort Summary Screen

- Menu Items** are displayed across the top of the ESS, and are described in Table 3-0.

TUMS Search Add Utility Delete Utility Compensable Log Manage Tracking Print Page Logoff	
Menu Item	Description
TUMS Search	Click this menu item to return to the TUMS Search screen.

Add Utility	Click this menu item to add a new utility to the project’s list of utilities. TUMS automatically creates a list of utilities from the TUMS Spatial Editor application when a new TUMS Effort (project) is first created. Occasionally, a utility is identified that has not been entered into the TUMS Spatial Editor . This menu item allows the user to add a utility to the list if they know it exists and needs to be notified of Trans 220 work deadlines.
Delete Utility	Click this menu item to delete a “manually added” utility from the project’s list of utilities. Users can only delete those utilities that they have manually added to the project. Once the utility is added to the TUMS Spatial Editor application, it can no longer be manually deleted.
Add Project (not available)	This feature is not available for Basic Consultant users and does not appear on the menu bar.
Compensable Log	Click this menu item to display the Compensable Log screen. This screen is display-only and consolidates all compensable information for one project into one screen. The data displayed here comes from other areas in TUMS such as: Effort Summary Screen and the UFO Details screen. This screen replaces the DT2246 form.
DOCR-Manage Packets (not available)	This feature is not available for Basic Consultant users and does not appear on the menu bar. See the TUMS training module for DOCR.
Manage Tracking	Click this menu item to open the Manage UC Tracking screen. All tracking dates for Trans 220 and the utility coordination process can be manually added to TUMS on this screen. Once the dates are added here, they will display in the corresponding column on the Effort Summary Screen. Basic Consultant users will perform this task. See the TUMS training module for Manage Tracking.
Print Page	Click this menu item to send a copy of the Effort Summary Screen to the printer. The screen will print out. This printout replaces the 1079 Log.
Logoff	Click this menu item to logoff and exit the TUMS application completely. The TUMS logout screen will appear. From the TUMS logout screen, the user will be reminded to close their browser window completely for security reasons.

Table 3-0 TUMS Utility Coordination Effort Summary Screen (ESS) Menu Items

b. **Action Buttons** are displayed near the top-right of the ESS, and are described in Table 4-0.

	
Button	Description

Comments	Click this button to open the Maintain Comments Page . For complete training on the Comments function in TUMS, refer to the TUMS training module for Comments .
Refresh	Click this button to sync tracking dates in DOCR with tracking dates in TUMS. DOCR tracking dates will auto-fill onto the ESS, and the Manage UC Tracking screens as applicable. DOCR is a separate application from TUMS. For a thorough understanding of the Refresh function, refer to the TUMS training module for DOCR . Basic Consultant users are not allowed to use the DOCR application, so DOCR and Refresh are not included in training for Basic Consultants.

Table 4-0 TUMS Utility Coordination Effort Summary Screen (ESS) Action Buttons

2. Links on Effort Summary Screen

In general, items that are underlined on the ESS link to other information or screens related to the current TUMS project. Basic Consultant users have access to those links that are underlined. DOT staff and Expert users have access to various **date** links on the ESS. Basic users do not have access to any **date** links on this screen.

- a. **Roles.** The names of people assigned to specific roles for a TUMS project appear in the upper-left portion of the ESS. These roles are assigned by DOT staff or Expert users, and cannot be changed by Basic Consultant users. There are three roles to be assigned.



- **Consultant Utility Coordinator (CUC).** This role is assigned by WisDOT staff or Expert Consultant users. It typically holds the name of the Basic Consultant user assigned to the project. The role is intended to hold the name of *any* consultant utility coordinator assigned to the project. At times, the Consultant Utility Coordinator can be the same person as assigned in the Primary Utility Coordinator role. If there is not any consultant assigned to the project, then no name appears in this role.
- **Primary Utility Coordinator (PUC).** This role is assigned by WisDOT staff or Expert Consultant users. It typically holds the name of the Expert Consultant Utility Coordinator or WisDOT Utility Coordinator responsible for oversight of CUC. PUC is responsible for the majority of the utility coordination on the project. Also, the name of the person assigned here auto-fills in most forms and letters in the DOCR application.

- **Utility Oversight Contact (UOC).** This role is assigned by WisDOT staff or Expert users and typically holds the name of the WisDOT staff person responsible for oversight and review of entire TUMS project. UOC typically has sign-off responsibility on the DT1080 Form, *Utility Status Report*. The title of the person in this role varies per region-office. This role can be assigned to: Team Leader, Utility Supervisor, Utility Unit Engineer or Primary Utility Coordinator.

- b. **Project IDs.** Project IDs are displayed as links because users can navigate between projects for **multi-project efforts** by clicking on a **Project ID** link. For single-project efforts, this feature is not useful.

- c. **Project details.** The link labeled as follows: [details...](#) opens the **Project details screen**. The link is located near the center-left of the ESS. This screen is described in more detail in this document. See section titled: PROJECT DETAILS SCREEN.

- d. **Utility Companies.** A list of the utility companies possibly affected by WisDOT's project is displayed on the lower-left portion of the ESS. Each company name links to a screen that displays detailed information about that specific utility company.

Utility	
Name	Type
AT&T Legacy	Communication Line
CenturyLink	
Charter Comm	
Eau Claire Electric	
Northern States Powe	Gas/Petroleum
WI DOT	Communication Line
Windstream KDL, Inc.	Communication Line
Zone Telecom Inc	Communication Tower

Each name links to detailed information about that company.

The linked/detailed utility company screen is labeled: **Utility Facility Owner Details screen**, and is also referred to as the **UFO Details screen** or **UFODS**. The **UFODS** is described in more detail in this document. See section titled: UTILITY FACILITY OWNER DETAILS screen (UFODS).

3. Project Data for Utility Coordinators on Effort Summary Screen

Key project data and dates for utility coordinators are displayed on the Effort Summary Screen (ESS) near the center of the screen. See Figure 8.0 for an example. The information displayed here is updated each night, Monday through Friday, via a download from FIIPS, or it is entered into TUMS by the Primary Utility Coordinator for the TUMS Project. Basic Consultant users can view the data, but they cannot access or edit it.

Design Project ID:	1643-05-04	Letting:	06/10/2008	Earliest Possible PS&E:	xx/xx/xxxx
Construction Project ID:	1643-05-74	Improvement Concept:	Reconditioning	PS&E:	03/18/2008
Title:	USH 14 & STH 171 Intersection	Required Project Lead Time:	120 days (Excludes extra days for Comp or Coordinating Work)	Final Task List Complete:	xx/xx/xxxx
Limits:	.15 M W Of Intersection Ely .43 M	Required Project Plan Mail Date:	08/21/2007	Region Review Complete:	xx/xx/xxxx
Highway:	USH 14	MSR Tracking:	<input checked="" type="checkbox"/>	Final DT1080 (USR) Complete:	xx/xx/xxxx
County:	Richland	Trans 220	<input type="checkbox"/>	Utility Coordination Completed:	04/30/2009
Region:	SW	Non-Trans 220	<input type="checkbox"/>		
_details...					

Figure 8.0 Key Project Data on Effort Summary Screen in TUMS

4. Trans 220 Tracking Dates on Effort Summary Screen

Administrative Rule TRANS 220 (Trans 220) outlines specific actions that must take place in a timely manner during the utility coordination process. TUMS tracks specific actions and dates related to Trans 220 and the utility coordination process. The Trans 220 tracking dates for each utility company are displayed in a table at the bottom of the Effort Summary Screen (ESS) in TUMS. See an example in Figure 9.0

Utility		1077 Notification (60 days)			1078 Project Plan			Utility Work Plan		Utility Work Plan Approval		
Name	Type	Sent 220.04(3)	Acknow rec	Sys maps or desc rec 220.04(5)	Sent 220.05(1)	Acknow rec	Revised Sent 220.05(12)	Required Return 220.05(4)	Actual Return	Denied & Return Utility	Revised Received 220.05(7)	Approved/ Start Work Notice/ Sent 220.05(7)(9)
ABC Tel Co (4-tstng)	Communication Line	04/09/2008										
Alliant Energy	Electricity	08/14/2007	08/21/2007	08/21/2007	09/06/2007	09/13/2007		11/01/2007	10/09/2007	12/10/2007	01/04/2008	02/21/2008
Dairyland Power Coop	Electricity	08/14/2007	08/21/2007	NFPD								
Frontier Communicati	Communication Line	04/01/2008			02/11/2008	02/14/2008		02/25/2008	02/20/2008			02/21/2008
GTE Corp	Communication Line	08/14/2007			08/14/2007	NLV						
Richland Electric Co	Electricity	08/14/2007	08/16/2007			02/14/2008		11/01/2007	01/02/2008			02/21/2008
Richland Grant Tele	Communication Line	08/14/2007	09/13/2007		11/19/2007	12/06/2007		11/01/2007	12/06/2007			02/21/2008
Tech Comm, Inc	Communication Line	08/14/2007	09/11/2007	NFPD								
Town & Country TV &	Communication Line	06/01/0007	NOP									
Verizon Business	Communication Line	08/14/2007	09/17/2007	NFPD								

Legend
NLV-No Longer Valid
NFPD-No Facilities as Per DT1077
NOP-Not On Project

Figure 9.0 Example of Trans 220 Tracking Dates on Effort Summary Screen in TUMS

The dates displayed for a project can be entered into TUMS in two ways:

- a. **DOCR export process.** This process/application is available to DOT staff and Expert users only, and is not covered in the Basic Consultant training module. Complete training on the **DOCR** application is covered in the TUMS training module for **DOCR**.
- b. **Manage UC Tracking screen.** Dates can be manually entered into TUMS via the **Manage UC Tracking** screen.

This is the method that will be used by Basic Consultants to enter dates into TUMS. Basic Consultant users will be assigned to specific TUMS projects, and should contact local WisDOT utility staff for assignments.

Instructions on how to enter these dates is covered fully in the TUMS training module for **Manage Tracking**. For complete training on the **Manage Tracking** function in TUMS, refer to the TUMS training module for **Manage Tracking**.

COMMENTS SCREEN

See the TUMS training module for **Comments**.

PROJECT DETAILS SCREEN

The **Project details** screen opens when users click on the **details...** link from the Effort Summary Screen (ESS).

The **Project details** screen displays additional detail about a TUMS effort such as construction/design project IDs, project title, limits, county, region, highway, concept and letting date. It also displays Public Land Survey System (PLSS) information, and project Participants specific to the current TUMS Effort.

Basic Consultant users are allowed to add and delete Participants to a project on the **Project details** screen. Figure 10.0 displays a typical **Project details** screen.

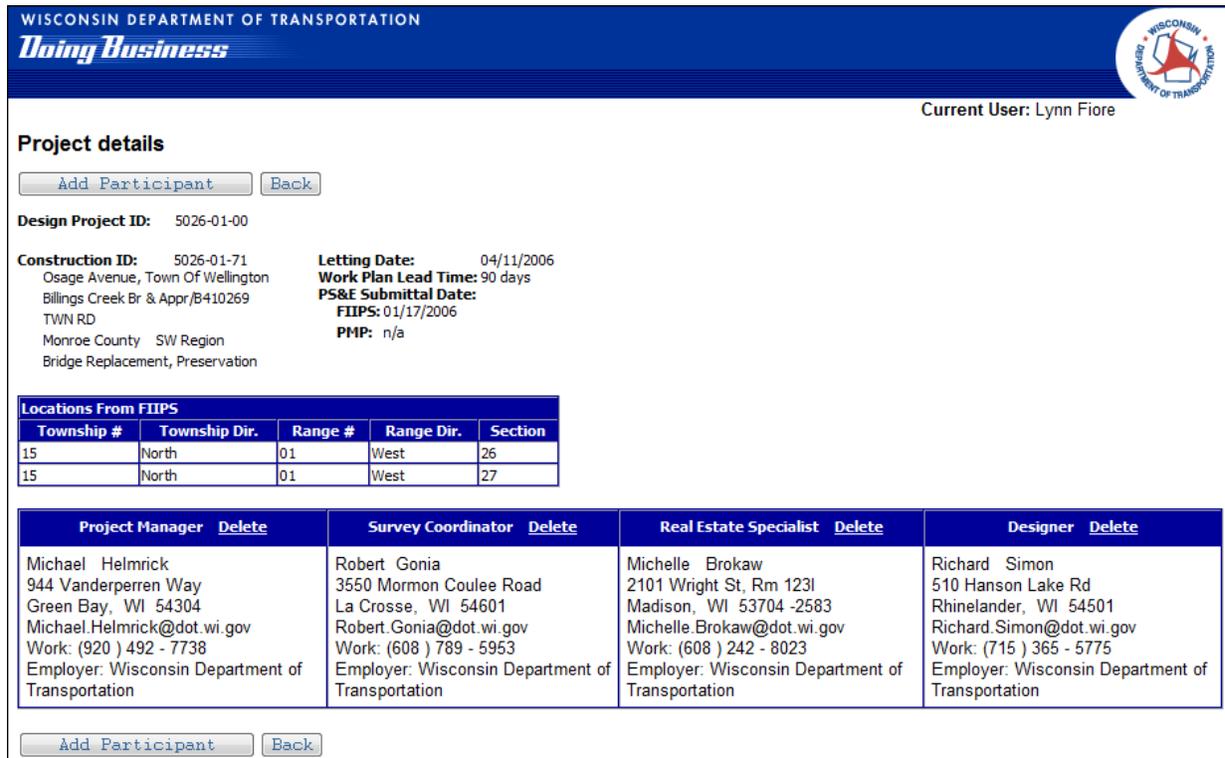


Figure 10.0 **Project details** screen

1. Action Buttons on Project details screen

Action Buttons are displayed near the top-left and bottom-left of the **Project details** screen, and are described in Table 5-0.

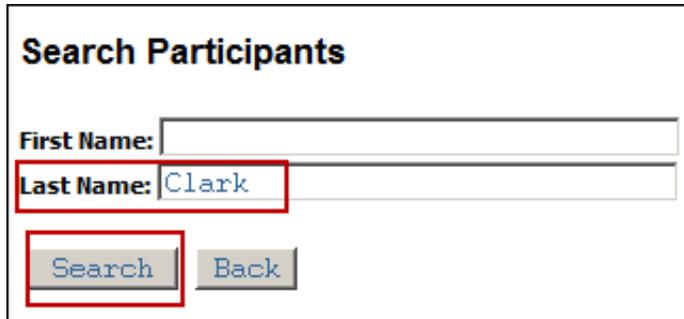
 	
Button	Description
Add Participant	Click this button to Add Participants relevant to this specific TUMS project. For example, participants such as: Designer, Real Estate Specialist, Project Manager, Survey Coordinator and others can be added. Add those participants specifically assigned to work on this project. These participants will auto-fill into other screens and correspondence for this project in TUMS and DOCR.
Back	Click this button to return to the previous screen.

Table 5-0 Project details screen-Action Buttons

2. How to Add Participants

Participants, in general, are WisDOT staff assigned to work on the current project. To add participants to a project, follow these steps.

- Click the **Add Participant** button.
- Enter a participant's last name in the **Last Name** box.
- Click the **Search** button.

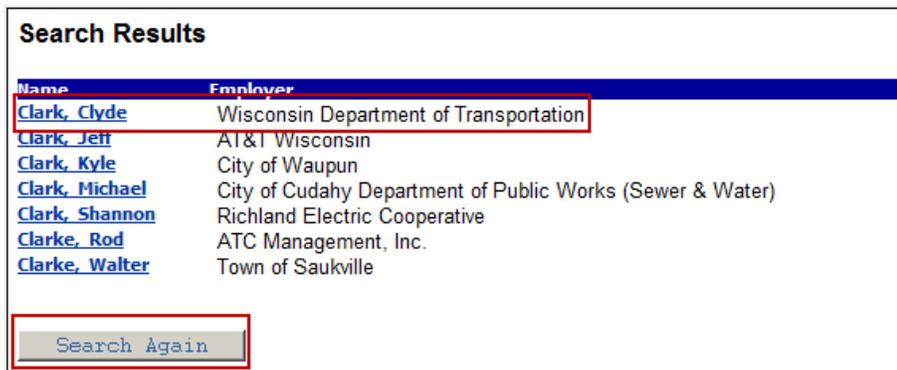


Search Participants

First Name:

Last Name:

- On the **Search Results** screen, either click the name of desired participant, or click the **Search Again** button to enter a different **Last Name**.



Search Results

Name	Employer
Clark, Clyde	Wisconsin Department of Transportation
Clark, Jeff	AT&T Wisconsin
Clark, Kyle	City of Waupun
Clark, Michael	City of Cudahy Department of Public Works (Sewer & Water)
Clark, Shannon	Richland Electric Cooperative
Clarke, Rod	ATC Management, Inc.
Clarke, Walter	Town of Saukville

- On the **Add Participant** screen, click the **down-arrow** and select a **Participant type** from the dropdown list.
- Click the **Add** button to add this participant.
Or, click **Back** button to return to previous screen.
Or, click the **Back to Results** button to return to the **Search Results** screen.

Add Participant

Clyde Clark
 TUMS ID: 8903
 2101 Wright St, Rm 87D
 Madison, WI 53704
 Clyde.Clark@dot.wi.gov
 (608) 246-7905

Employer: Wisconsin Department of Transportation

Participant type:
 Utility Coordinator

g. The new participant is added to the **Project details** screen near the bottom.

Survey Coordinator Delete	Real Estate Specialist Delete	Utility Coordinator Delete	Designer Delete
Robert Gonia 3550 Mormon Coulee Road La Crosse, WI 54601 Robert.Gonia@dot.wi.gov Work: (608) 789 - 5953 Employer: Wisconsin Department of Transportation	Michelle Brokaw 2101 Wright St, Rm 1231 Madison, WI 53704 -2583 Michelle.Brokaw@dot.wi.gov Work: (608) 242 - 8023 Employer: Wisconsin Department of Transportation	Clyde Clark 2101 Wright St, Rm 87d Madison, WI 53704 -2583 Clyde.Clark@dot.wi.gov Work: (608) 246 - 7905 Employer: Wisconsin Department of Transportation	Richard Simon 510 Hanson Lake Rd Rhineland, WI 54501 Richard.Simon@dot.wi.gov Work: (715) 365 - 5775 Employer: Wisconsin Department of Transportation

3. How to Delete Participants

To delete participants from a project, follow these steps:

a. Click the [Delete](#) function, next to participant's title.

Designer Delete
Richard Simon 510 Hanson Lake Rd Rhineland, WI 54501 Richard.Simon@dot.wi.gov Work: (715) 365 - 5775 Employer: Wisconsin Department of Transportation

b. Participant is removed from **Project details** screen.

MANAGE TRACKING SCREEN

See the TUMS training module for **Manage Tracking**.

UTILITY FACILITY OWNER DETAILS SCREEN (UFODS)

The **Utility Facility Owner Details screen (UFODS)** displays detailed compensable information related to a specific utility company for one TUMS project.

Basic consultant users have view-only access to all information on the UFODS, with a few exceptions. Full access is allowed to these features: Add Contacts, Delete Contacts, set **Work to be done** value.

For detailed steps on using these features, please see the training manual referenced here.

See the TUMS training module for **Utility Facility Owner Details**.

APPENDICES

APPENDIX A: Glossary of Acronyms

ACQ = Acquired
APP = Approval or Approved
BITS = Bureau of Information Technology
BTS = Bureau of Technical Services
CO = Central Office
COMP = Compensable or Compensation
COR = Conveyance of Rights in Land
CUC = Consultant Utility Coordinator
DOCR = Document Creator (WisDOT application)
DOT = Department of Transportation
ESS = Effort Summary Screen
ETL = Electronic Transfer Load
FIIPS = Financial Integrated Improvement Programming System
IWA = Invoice Without Agreement
LUG = Local Unit of Government
MSR = Milestone Summary Report
NFPD = No Facilities Per DT1077 Form
NLV = No Longer Valid
NOP = Not on Project
OGC = Office of General Counsel
PMIC = Nightly Data Transfer from FIIPS
PMP = Project Management Plan (WisDOT application)
PUC = Primary Utility Coordinator
R/W = Right of Way
ROR = Release of Rights
RR = Required Return date
Trans 220 = Administrative Rule Trans 220, part of Wisconsin Statute 84.063
TUMS = Transportation Utility Management System (WisDOT application)
UA # = Utility Agreement Number
UA NO = Utility Agreement Number
UAADD = Utility Agreement Approval Desired Date
UC = Utility Coordinator
UCC = Utility Coordination Completed
UFO = Utility Facility Owner
UFOD = Utility Facility Owner Details
UFODS = Utility Facility Owner Details Screen
UNAI = Utility Number and Agreement Information
UOC = Utility Oversight Contact
USR = Utility Status Report

UTL # = Utility Number (used to be: Utility Parcel)
UTL NO = Utility Number (used to be: Utility Parcel)
WAMS = Wisconsin Access Management System
WisDOT = Wisconsin Department of Transportation
WPUAA = Work Plan Utility Agreement Approval

APPENDIX B: Glossary of Terms

See the *WisDOT Guide to Utility Coordination (UC Guide)* for detailed definition of these terms.

1077 Process = Trans 220 process whereby WisDOT notifies the owner of utility facilities by regular mail, or email, of a proposed highway project; the utility acknowledges receipt of said notice, and then provides necessary utility facility information to WisDOT within specified timeframes.

1078 Process = Trans 220 process whereby WisDOT sends their highway improvement project plans to a utility; the utility acknowledges receipt of said plans, and then provides their (utility's) work plan to WisDOT within specified timeframes.

Effort = (also known as: Utility Coordination Effort). A term used to describe the process whereby utility coordination tasks and documents are tracked and managed within the TUMS system. An **Effort** can contain multiple projects.

Packet = For TUMS purposes, **Packet** is a term used to describe multiple, interrelated letters, forms and documents that are sent to utilities affected by a proposed highway project. The letters, forms and documents in one packet are typically all sent together at the same time. In other words, a "packet" of information is sent to the utilities. A packet can be hardcopy (actual paper documents) or electronic (such as email with electronic file attachments).

Project = A proposed WisDOT highway construction project that requires utility coordination efforts. The construction project usually has corresponding design, utility and/or right-of-way (RW) projects associated with it.

Trans 220 = Administrative Rule TRANS 220, a policy set forth in Chapter 84.063 of the Wisconsin Statutes requiring special action by the State, the Utility Companies and the Highway Contractor for projects let to contract on the State Trunk Highway System.

APPENDIX C: Resources and Links

Bureau of Technical Services, Utilities Web Page (dotnet; internal users only)

Facilities Development Manual (FDM) 

Highway Maintenance Manual 

TUMS User Group Web Page (dotnet; internal users only)

Utility Accommodation Policy (UAP) 

WisDOT Guide to Utility Coordination (UC Guide) 

Legend:

 = Extranet document

 = Internet document

APPENDIX D: WAMS Frequently Asked Questions

Wisconsin Access Management System (WAMS) Frequently Asked Questions

Q How do I gain access to TUMS?

A Please see the instructions on Page 3 of this document titled: Getting Authorization to Access TUMS.

Q What is a WAMS? What is a WAMS ID?

A WAMS is an acronym for Wisconsin Access Management System. This system is used by all Wisconsin State agencies to provide access to web resources, and is managed by the Wisconsin Dept. of Administration. Users must request a WAMS ID in order to access WisDOT web resources through WAMS. WAMS and TUMS are entirely separate systems.

Q Is it OK to share my WAMS logon ID or password?

A No, WAMS IDs are associated with individuals. They may not be shared; never share your WAMS password with anyone.

Q I forgot my WAMS password, what should I do?

A Use WAMS Account Recovery at <https://on.wisconsin.gov/WAMS/home>. WisDOT staff cannot reset your WAMS password.

Q My WAMS ID is disabled due to "intruder detection." What should I do?

A Follow the same process as if you forgot your password. Use Account Recovery at <https://on.wisconsin.gov/WAMS/home>.

Q Do I have to change my WAMS password periodically?

A No, your WAMS ID and password do not need to be changed periodically.

Q Is it OK to change my WAMS ID?

A Changing your WAMS ID is not recommended. If it is necessary, you must contact the DOT Computer Help Desk. You will not be able to access TUMS until your TUMS account is updated to match your WAMS account.

Q My email address has changed. What should I do?

A Update your email address using WAMS Profile Management at <https://on.wisconsin.gov/WAMS/home>. WisDOT staff cannot change the email associated with your WAMS ID. Please also notify the TUMS Inbox (dotdtsdtums@dot.wi.gov) so your email address can be updated in TUMS.