eTIP User Training
Mapping Projects and Attaching Documents

April 2017
PROJECT INFORMATION: MAP
Map – Overview

- Google maps background
  - Google search for address, city, etc.
  - Zoom in/out
  - Map, satellite, and street views

- Separate Roads++ and Bikeways layers

- Custom tools
  - Select features
  - Create nodes
  - Measure
  - Adjust segments

- Mini-Session Topic: Monday, April 10 at 1:30 pm
Map – Required Projects

• All projects must be mapped, except:
  – Transit projects are auto-map based on selected line(s)
  – New roads/extensions that do not exist
  – Various locations that are not defined, or too numerous to make sense
  – Off-road bike/ped that are not part of regional system
  – Vehicles, operations, non-infrastructure

• If can’t map project in eTIP, attach documents showing location
Map - Layers

• Roads Layer
  – Highway Segments: IDOT IRIS segments (line)
  – Intersection Nodes: IDOT IRIS points (square)
  – Bridges/Structures: IDOT ISIS points (triangle)
  – Transit Stops and Stations: CMAP modified service board data (circles) – omitted within 500’ of intersections
  – Rail Stations, Yards, Crossings: CMAP data (circles) – omitted within 500’ of intersections

• Bikeways Layer
  – Regional Greenways & Trails Plan (2009) line segments
Map - Symbols

- Train Station
- Bridge/Structure
- Rail/Hwy Grade Crossing
- Selected Road Segment
- Intersection
Map – Zooming In

- Auto-zoom to general area based on first location line (if possible)
- Use address search box (Google maps based)
- Select layer
- Zoom in until segments/features appear
- In areas with short segments, zoom in further
Map – Selecting Roads

• Click on each individual segment
• Generally segmented by changes in roadway characteristics (median, pavement, speed, etc.)
• Watch for short segments (especially around intersections, interchanges, and bridges) – don’t leave gaps!
Map – Selecting Intersections

- For facilities/projects that also have additional work at specific intersections, select the segments *and* intersections within those limits
- For intersections that have work beyond the intersection, select the intersection(s) *and* the continuing segment(s)
Map – Selecting Bridges

- Locations may not appear logical (structure end)
- IDOT website: locations same as eTIP – check description to verify
  http://apps.dot.illinois.gov/bridgesinfosystem
Map – Selecting Transit/Rail points
Map – Selecting Bikeways

- On/Near Road: Select Road
- Off-Road: Select from Bikeways layer
  - If not included, attach a map on the documents tab
Map – Adjusting Segments or Adding Nodes

Select Multiple Segments | Create New Node | Measure a Distance | Adjust Segment Start/End

Click on a road to create a new node at that location. [Exit]

Step 2: Drag the markers to adjust the length of the segment. [Exit]
Map - Measuring

- Use to complete length fields on TIP Programming form
- Remember for distances shown in feet on the map, divide by 5,280 to calculate miles
Map – Do’s and Don’t’s

- Do update the map if you’ve changed the information in the Location section of the TIP Programming form
- Do zoom in enough to prevent leaving gaps
- Do adjust segment endpoints and add nodes where appropriate
- Do select all locations described on the TIP Programming tab
  - Segments
  - Intersections
  - Bridges/Structures
- Don’t select every intersection for linear projects, only those with specific work
- Don’t select adjacent segments for projects “at” an intersection
Map – Other notes

• Maps can be added/updated at any time and are not an amendment
• Maps must be saved on the Map tab
• Maps are included in the public site project overview and amendment reports
PROJECT INFORMATION:
DOCUMENTS
Documents - overview

- eTIP is a place to store project-related documents
  - Cost changes/estimates
  - IDOT Forms
  - Project information (especially if the description/location is not clear in the TIP Programming form)
  - Project Milestones
  - Public Involvement/Media Coverage

- Helps State and Federal review agencies better understand the project and can speed up approvals

- Mini-Session Topic: Monday, April 10 at 1:30 pm
Documents - overview

• Anyone can attach files related to projects
• Can only delete files you uploaded
  • (X to right of file)
• Technical, applications, correspondence, media/public info.
• Currently only available to view on secure site – select files on public site in future
Documents - Viewing

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### Project Document

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CONTACT CMAP: 2.55s

EMAIL ETIPHELP@ECINTERACTIVE.COM

Chicago Metropolitan Agency for Planning
Documents – Uploading

- Click on Cloud icon
- Enter the document date
- Enter short description or file name
- Select the type of document
- Click “Choose File” to open your computer’s files
- Repeat for up to 6 files at a time
- Click “Upload Selected” to attach
- Wait until the screen refreshes before moving on
Documents - Uploading

Upload Project Documents

Enter a description and then select the document you want to upload by clicking on the "choose file" button.

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Upload Selected
GETTING HELP
Q&A
Additional Training

- Mini-Sessions
  - *Understanding Program, Project, and Amendment Versions and Status* | Monday, April 10 at 9:00 am
  - *Using the eTIP Public Website* | Monday, April 10 at 10:30 am
  - Generating, Reading, and Understanding Financial Constraint Reports | Thursday, April 13 at 9:00 am
  - Understanding Obligation Information (for non-transit users) | Thursday, April 13 at 11:00 am
  - Completing the TIP Programming Form | Friday, April 14 at 9:00 am

- Review Agency Training | TBD in Springfield
Getting Help - CMAP

• CMAP Staff
  Kama Dobbs | 312-386-8710 | kdobbs@cmap.illinois.gov
  Teri Dixon | 312-386-8754 | tdixon@cmap.illinois.gov
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  Jen Maddux | 312-386-8691 | jmaddux@cmap.illinois.gov
  Russell Pietrowiak | 312-386-8798 | rpietrowiak@cmap.illinois.gov
  Barbara Zubek | 312-386-8836 | bzubek@cmap.illinois.gov

• CMAP website: TIP Programmer Resources
  http://www.cmap.illinois.gov/programs-and-resources/tip/tip-programmer-resources