



Using the Michigan Web Permitting and Routing System

MiPARS

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First issue: September, 2004

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Unit 1 – Introduction to Learning MiPARS

Welcome to a half day of training. In today's class you will learn the skills necessary to use the MiPARS Web application screens to enter and submit permit applications. You will also learn the intricacies of selecting routes of travel for those permits to allow safe movement.

During the class you will learn about these topics and then practice your skills with hands-on exercises. There are additional exercises to allow you to reinforce your skills using independent practice.

If you have questions during the course of the day be sure to ask your instructor for assistance.

Course Objectives

Today's training focuses on your ability to perform specific objectives by the end of the class. The class is designed to give you an understanding of the methods to complete, submit, and track permit applications.

After completing today's session you should be able to perform the following tasks:

- Logon and logoff of the MiPARS system
- Change your password from the default password
- Use the help functions
- Enter a complete application for all types of permits
- Enter complete route paths including understanding how routes must be entered, including routes that use non state roads
- Analyze routes before submitting an application for processing
- Submit applications for processing and understand submit messages
- Track in process applications
- Copy and edit previous applications and permits
- Send and receive notes to/from the permit office

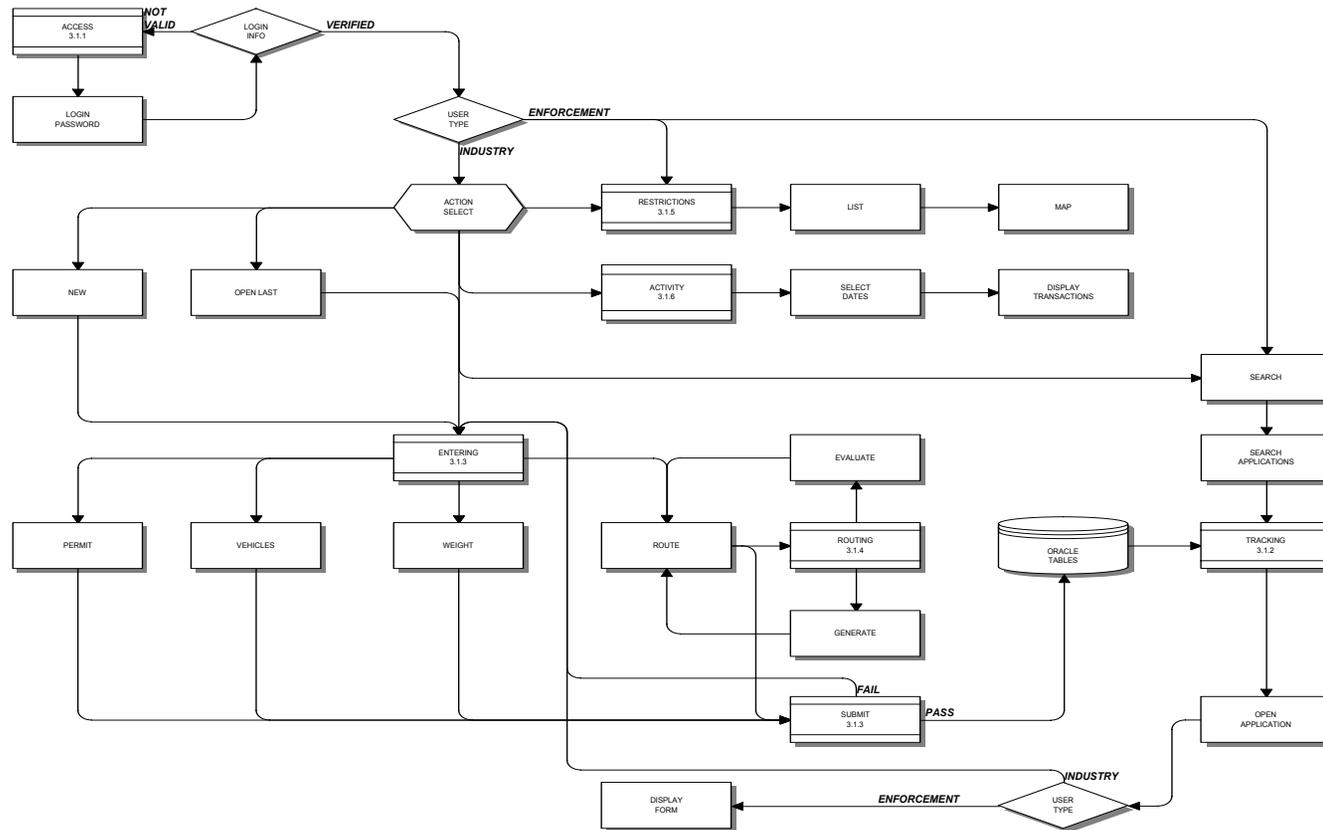
Prerequisites

You should have an understanding of basic computer operation such as mouse and keyboard use, menus and lists, and be familiar with Microsoft Windows especially Internet Explorer. In addition an understanding of motor carrier permit terms is required. It is also helpful to have an understanding of basic oversize permit application processes.

MI-PARS Web Process

The permit approval process shown graphically below includes the following steps:

1. Accessing MiPARS
2. Entering application data
3. Submitting, and tracking applications
4. Permit office processing and approval
5. Permit delivery



Unit 2 – Getting Started with MiPARS

The Michigan Permit and Routing System (MiPARS) is an automated computer system designed to allow entry, processing, and delivery of oversized and overweight permits. It includes various screens and knowledge of Michigan's processes, statutes, and road system to provide the user with a comprehensive method to apply for permits via the Internet.

Unit Objectives

After completing this unit, you should be able to :

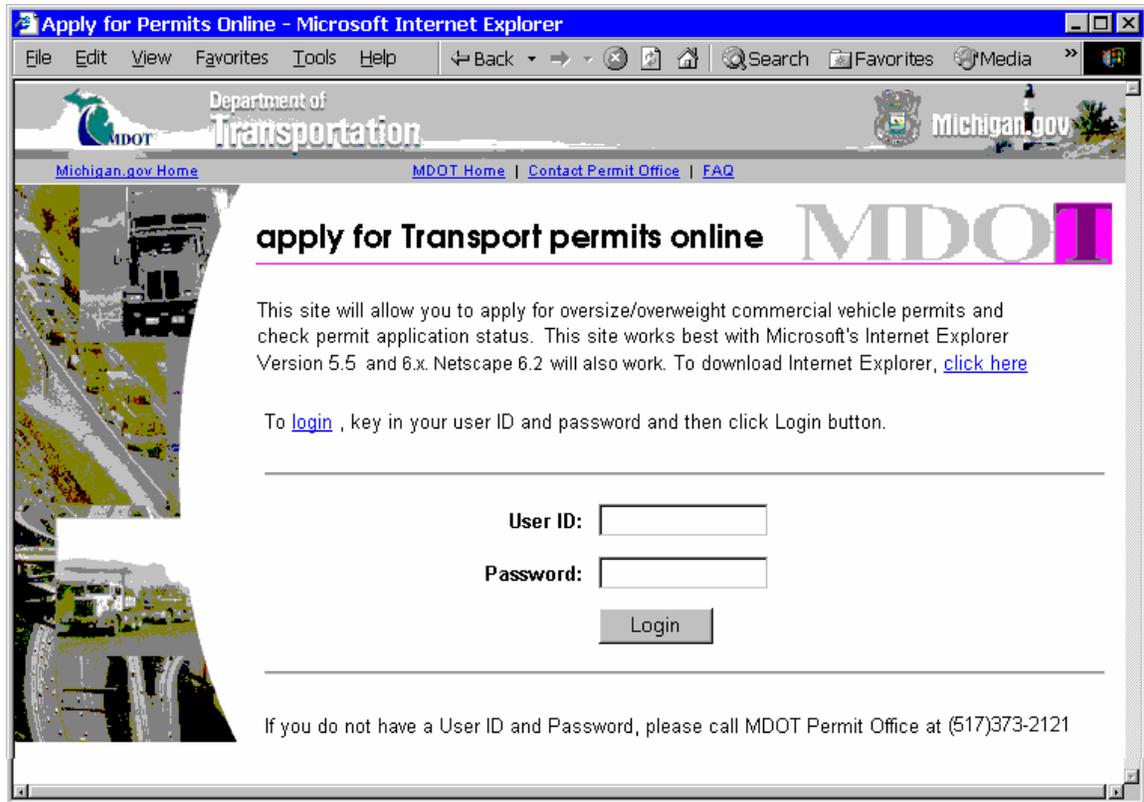
- Understand the MiPARS application process
- Open the MiPARS Web application
- Enter the default password and change your password
- Understand the help and FAQ capabilities
- Understand the screen layout
- Move from screen to screen
- Select items from the MiPARS links

Unit Topics

- Logging on and off of MiPARS
- Password requirements
- Web page layouts
- Function operation
- Keyboard and link actions
- Understanding lookup function buttons

The MiPARS Internet Interface

Once you have started your computer, brought up Explorer and navigated to the MiPARS Web site, the MiPARS login screen displays.



The Web interface provides a secure method for industry users to access MiPARS functions. You will find that with the exception of a few new fields and some additional functions, the interface provides the same capabilities that you are familiar with.

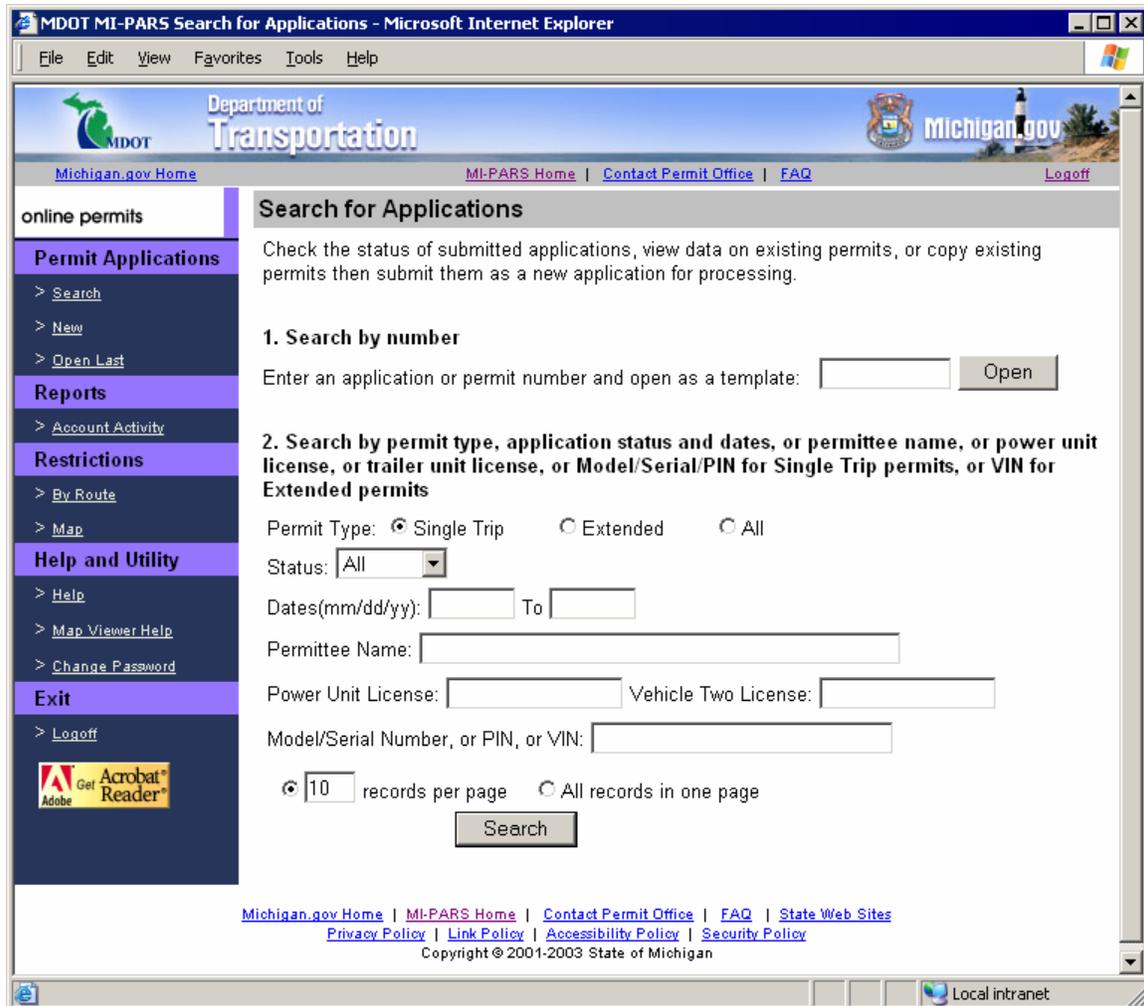
The "X" in the upper right hand corner of the active window will close the browser and exit the window. The browser window can be minimized but kept active by clicking the "–". The screen icon function can be used to set the size to full screen or to size the screen as the user desires.

The MiPARS Web Interface provides standard browser navigation capabilities. Underlined items are links to other functions. Most functions are controlled by clicking the mouse on an underlined item. Each link when clicked will display another screen/page. The top panel contains various Michigan DOT links. When these links are selected your system will be directed to that address and you will lose any information currently entered.

You can configure your screen by using your computer's display characteristics available under the control panel. In addition you can size the user interface panel using normal Windows sizing techniques.

Understanding the MiPARS User Interface

Once you have successfully logged into the MiPARS Web application, the main user interface displays in your browser.



The user interface includes three main sections:

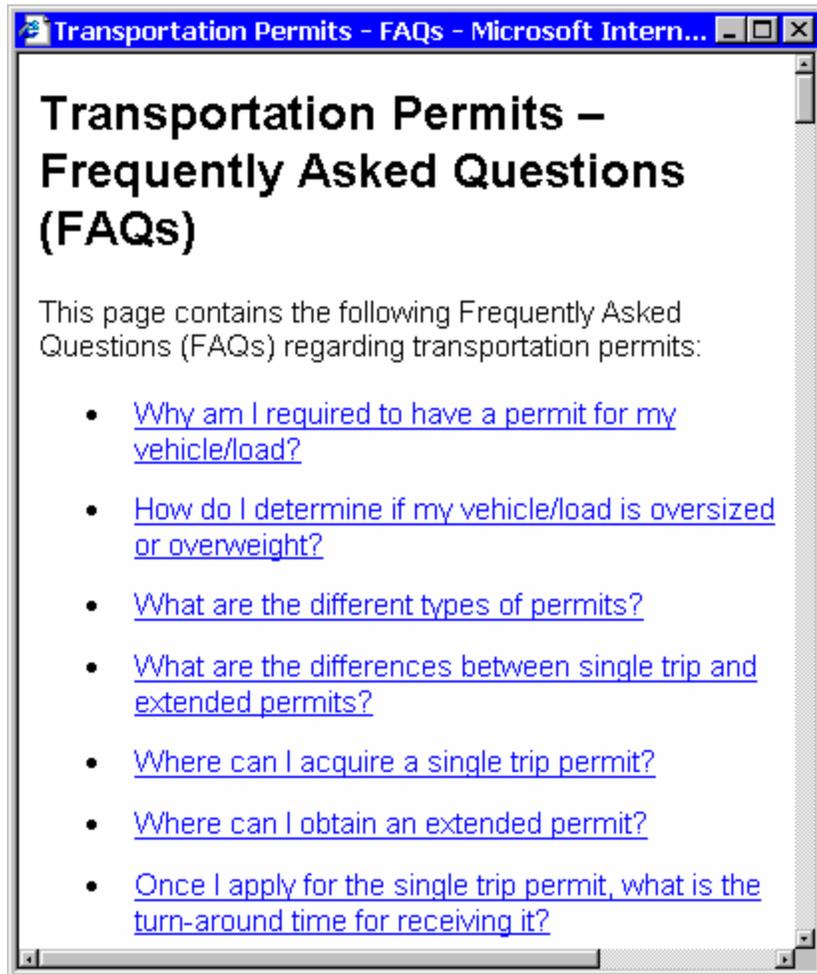
- The Michigan DOT *headers and footers* that includes links to the State of Michigan site, the MiPARS home page and links to other sites. The headers and footers will display in your browser while you are on this site.
- The left *function* panel that provides a list of links to other functions that are available while you are logged into the MiPARS Web application. Links to functions and information are underlined.
- The *information* area where data can be entered or will be displayed. This is the area that is similar to the client application screens that have been in use over the past years for submitting applications.

The various functions accessed by clicking in the left panel, will be explained during the remainder of this class.

FAQ

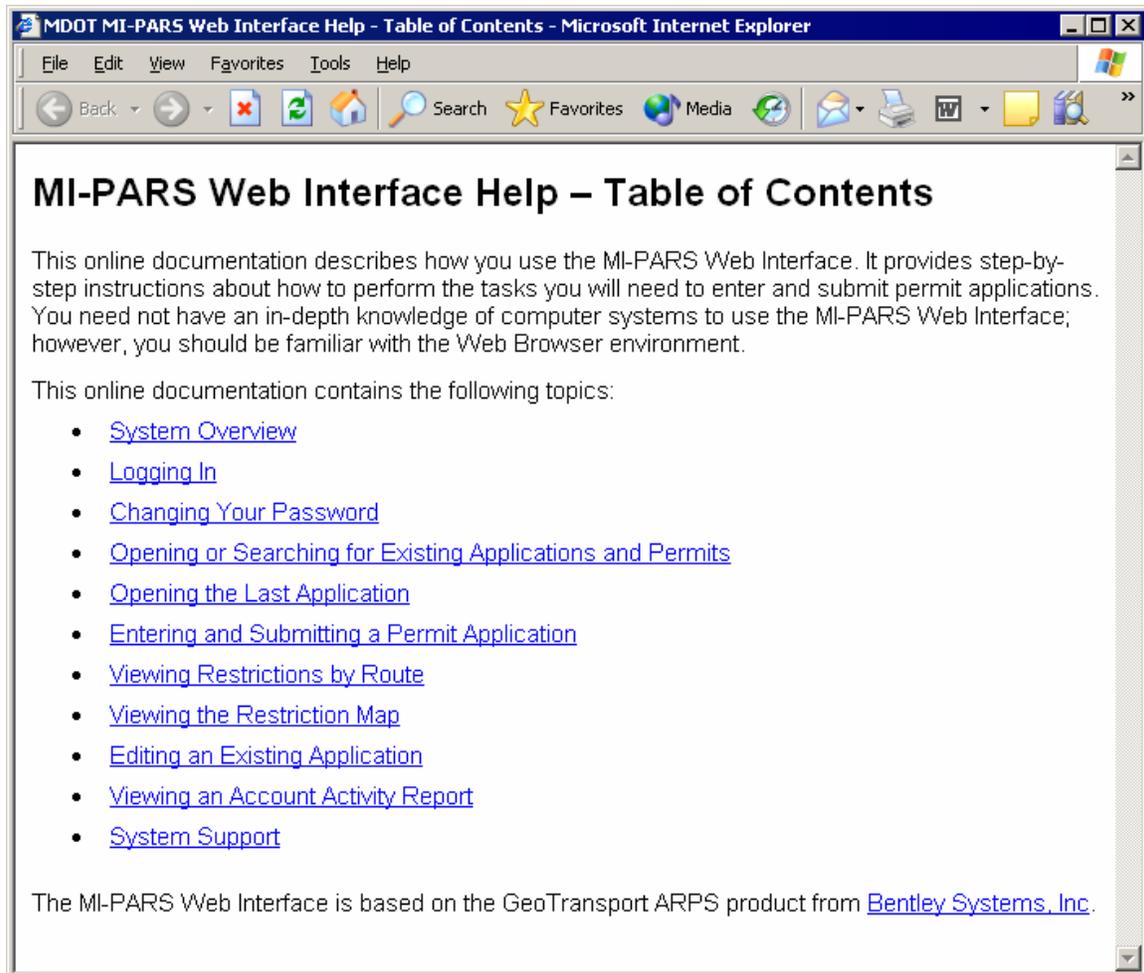
The MiPARS Web Interface includes a list of frequently asked questions ([FAQ](#)) to provide users with answers to commonly asked questions.

Click any of the underlined links to display the related information.



Help Link

The [Help](#) link allows you to display information to assist you in completing the various available functions by selecting the topic of interest.



Exercise 1 – Logging in and out of MiPARS

1. Click the Internet Explorer icon on your desktop.



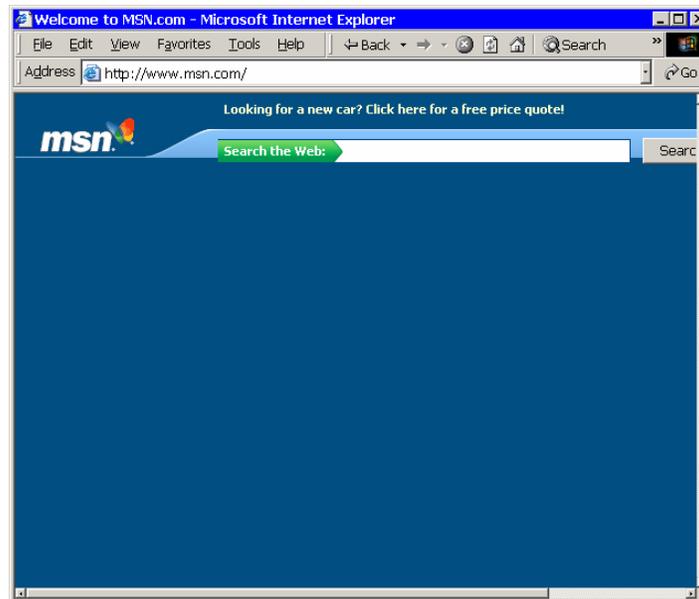
2. Internet Explorer will start and your home page will display.

Enter the following address in the Address line:

<http://mdot277.state.mi.us/mipars/default.asp>

If you have set up the MiPARS application page as one of your Favorites:

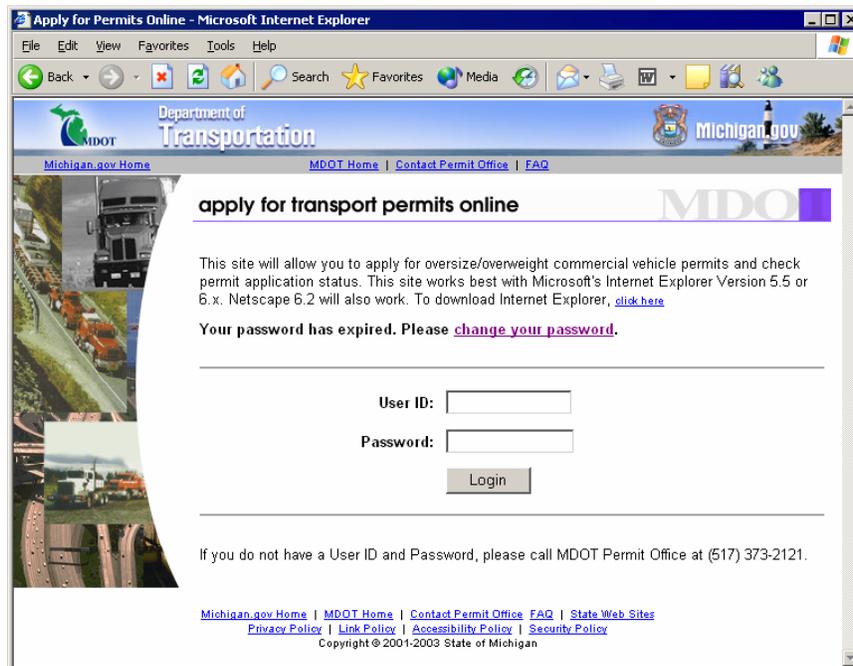
Click the Favorites selection on the top line (or hold down the **a** key and press **A** then select the MiPARS link.



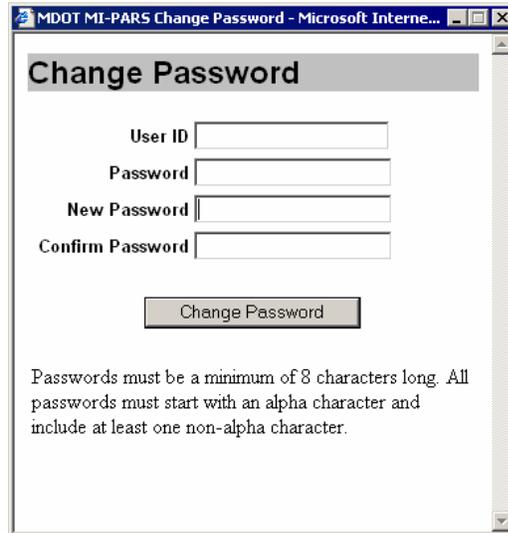
3. The MiPARS Login Page displays. Enter the User ID and password provided in the appropriate boxes and then press



4. In a moment the screen will redisplay with a message stating that 'Your password has expired. Please change your password.' Notice that '...change your password' is a link to another function (underlined).



5. Click the 'change your password' link to display the change password dialog.



6. Enter the User ID, the provided (default) password, your new password and confirm your new password in the appropriate boxes then press.



REMEMBER – Passwords are case sensitive so you must use the same case or the system will not recognize your password.

7. The dialog is dismissed and a confirmation dialog displays. Click the 'X' to remove the dialog.



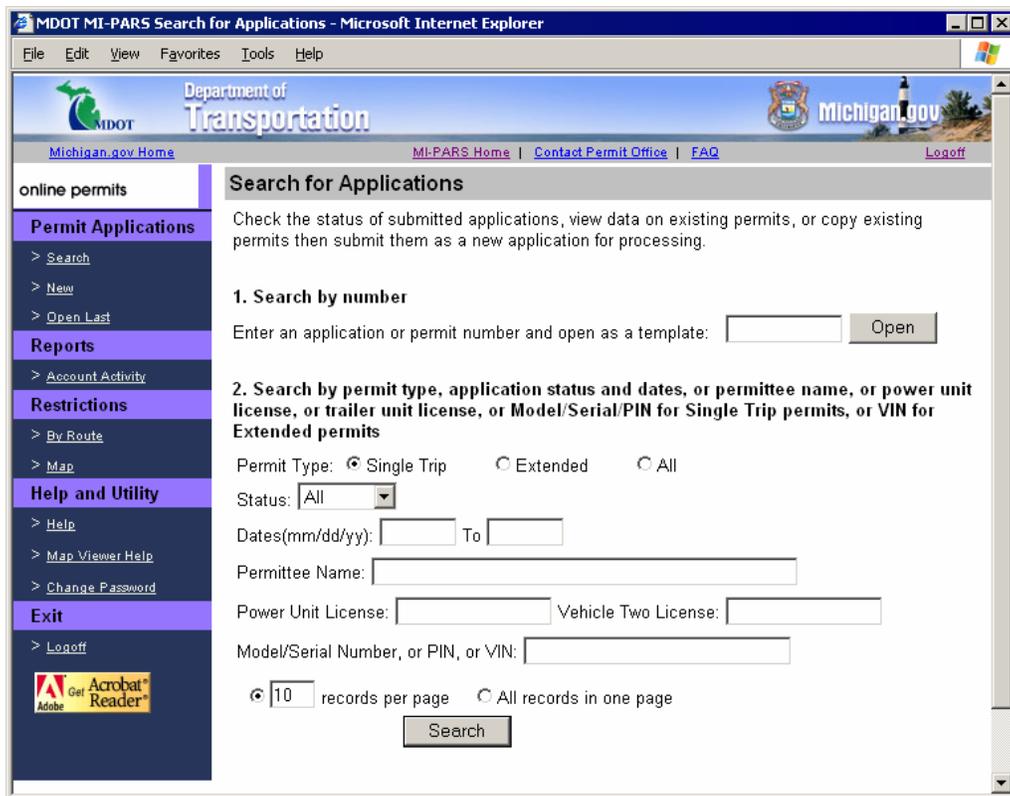
8. If you have made an error in entering information, the system will notify you of the error immediately.

REMEMBER: MiPARS tries to notify you as soon as possible if you have made a mistake or failed to enter required information. Be sure to read the message included in the dialog and take the appropriate action.

9. Enter your user ID and your new password on the login screen then press



10. The MIPARS Search page displays and you are logged into the MIPARS Web System.



11. Be sure to remember your login and password for the next exercise.
12. Go to the help screen, click on the help topics and take a few minutes to review the contents. Click the Logoff link to exit the MIPARS Web page.

Unit 3 Entering and Submitting Applications

The process of applying for a permit requires that you enter data into a variety of tabs on the Permit Application page. This information is then used to issue the appropriate permit. It is important that accurate, complete, detailed information be provided to allow the permit to be issued as quickly as possible. The system tries to help throughout the application process, but it is the applicant's responsibility to ensure the accuracy of the information. Certain other information, not available within the program, such as maps, construction project listing, and motor carrier rules and procedures can help during this process.

Unit Objectives

After completing this unit, you should be able to:

- Add application notes
- Select an existing applicant
- Enter an application for a new applicant
- Change requested permit effective dates
- Understand how dates are computed
- Select and enter object descriptions, dimensions and weight
- Enter required application weight information
- Enter simple routes
- Understand route analysis

Unit Topics

- Application buttons
- Entering Permittee Details
- Entering Load Details
- Entering Weight Details
- Entering Route Details
- Mapping an analyzed route

- **Entering Application Details**

To access the Permit Application pages, click the New or Open Last link. Certain items are already filled in (defaulted) based on your login and password. It is possible that an item is grayed out and will not allow you to change the value. For grayed out values, the item may not currently be available or you may not have access to that function.

Permit Application Buttons

Submit 

The Submit button displays on all of the permit application tabs. It is used to submit an application for processing once all application information has been entered. When pressed, the system will check to ensure that all required information has been entered, that the route has been checked and that the application is permissible.

Add Notes 

The Add Notes button provides a method for you to communicate with the permit office. When pressed, the notes field opens to allow you to enter information not included as a part of the application that may assist the permit office in their processing of your application. If the application has been returned to you for more information, the notes field displays the note from the permit office.

Label Buttons

There are various buttons on the individual application tabs. These buttons either provide a list of values to select from or change the way that items are displayed on the screen

The **Permittee** tab contains information concerning the type of permit, who is paying for the permit, who the permit is being issued to, the delivery method, and the permit effective dates.

MDOT MI-PARS Permit Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help | Back Forward Stop Home Search Favorites Links

Department of Transportation Michigan.gov

Michigan.gov Home | MI-PARS Home | Contact Permit Office | FAQ | Logout

online permits

Permit Applications

- > Search
- > New
- > Open Last

Reports

- > Account Activity

Restrictions

- > By Route
- > Map

Help and Utility

- > Help
- > Map Viewer Help
- > Change Password

Exit

- > Logout

Permit Application

Submit

Notes

App No: New

Add Notes

Permittee | Load | Weight | Route

Permit Type: Single Trip | Credit Card No.: | Payment Type: Account | Expiration: (mm/yy)

Applicant

Applicant: | Address: | City: | State: | Zip: | Phone: | FEIN: | Requestor: |

Deliver By: Fax | Number: 93334444

Email: | Email: |

Effective Dates:

16Mar04	17Mar04	18Mar04	19Mar04	22Mar04	<input type="checkbox"/> Weekend Move
Tuesday	Wednesday	Thursday	Friday	Monday	

Michigan.gov Home | MI-PARS Home | Contact Permit Office | FAQ | Logout | Privacy Policy | Link Policy | Accessibility Policy | Security Policy

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Applet btrans.ars.applets.PmtadminApplet started | Local intranet

The **Load** tab includes information about the type of load and its dimensions, the vehicles used to transport the load, and the overall dimensions of the vehicle/load combination. There are a number of lists to help you complete the steps. It is best to use list button selections if they are available. It is not only easier to enter proper information using list selections, but it also makes processing your application faster when received. Lists are accessed by placing the cursor in the field, then pressing the label button. If a button is grayed out it is not available or required for the type permit being applied for.

The **Weight** tab is available for entry if the “No” button was selected on the load tab for “Legal Weights”. This tab provides a way to enter information concerning the axle weight, axle gauge (width), number and size of tires, and axle spacing for each axle. The system computes and displays the individual weight per inch of tire width for your information. This information is always required for overweight applications.

If there are more than 11 axles, the buttons on the bottom of the page display to allow you to enter and display more axle information.

Department of Transportation
Michigan.gov

Michigan.gov Home | MI-PARS Home | Contact Permit Office | FAQ | Logoff

online permits

Permit Applications

- > Search
- > New
- > Open Last

Reports

- > Account Activity

Restrictions

- > By Route
- > Map

Help and Utility

- > Help
- > Map Viewer Help
- > Change Password

Exit

- > Logoff

Adobe Get Acrobat Reader

Permit Application

Submit

Notes

App No: New

Add Notes

Permittee Load **Weight** Route

Axles

	1	2	3	4	5	6	7	8	9	10	11
Weight(lbs):											
Gauge(ft-in):	8-0	8-0	8-0	8-0	8-0	8-0	8-0	8-0	8-0	8-0	8-0
No. of Tires:	2	4	4	4	4	4	4	4	4	4	4
Tire Width:											
Tire Weight:											
Spacing(ft-in):											

First Axle Previous Axle Next Axle Last Axle

The Route tab includes information about where the permitted movement begins and ends and the requested route of travel. There are additional, new functions that are provided on the Web that will allow a user to analyze a route and display a map of the analyzed route before submitting it for final approval. For this unit we are only going to describe some simple routes. During our last sessions, we will spend quite a bit of time detailing many of the complexities of requesting a route.

Exercise 2 – Entering a simple application

In this exercise you will start and login to MiPARS, then complete a simple application to move an oversized fiberglass tank from Tompkins Center to the junction of US12 and M124.

Section 1 – Starting MiPARS and completing the Permittee page

1. Start the MiPARS Web application. If you need help return to the previous exercise.
2. Enter your Login ID and Password in the appropriate boxes
3. When the user interface screen displays, click the New link to begin a new application.

4. The Permit Application entry tabs should display.

REMEMBER: You can move from field to field on the entry screens by using the mouse or the **↑** key.

5. In the applicant box type “Det”. After you have entered three characters, press the  list button a list of matching entries displays. Use the **↓** to highlight Detroit Edison then press the  button to select.

REMEMBER: To select items on a list, first highlight the item, then press the ‘OK’ button.

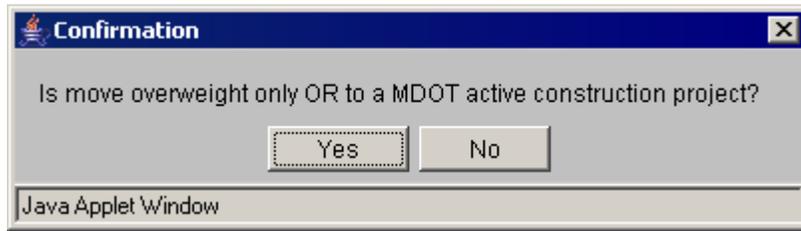
6. All of the applicant information is filled in.
7. Enter your name in the “Requestor” box.

8. The Delivery By field is highlighted. Click the  next to the field to drop down the list of available choices and select email.

NOTE: You can also use the **↓** or **↑** keys to move through any list.

9. Change the first effective date to tomorrows date and press **↑**. Notice that all of the grayed out dates change.

10. Click the “Weekend Move” check box. The weekend move confirmation dialog displays.



11. Click Yes and notice that the dates will now allow travel on Saturday and Sunday.

REMEMBER: Many of the confirmation dialogs will have a selection highlighted, you need to click on all buttons to complete the action and accept the item.

12. Uncheck the “Weekend Move” check box. The weekend travel cancellation dialog displays.



13. Click the OK button and notice that the dates now change to not include weekend movement.

REMEMBER: Anytime that an action may change information already entered, MIPARS will notify you with a warning message that a change is being made.

13. Before you leave this screen, go back to the applicant field and type your name in the field then press . The ' Permitee: No Records' displays.



REMEMBER: Messages may include the field name and the message or just a message

14. Select "OK" in the dialog.
15. Enter your address information into the proper fields.

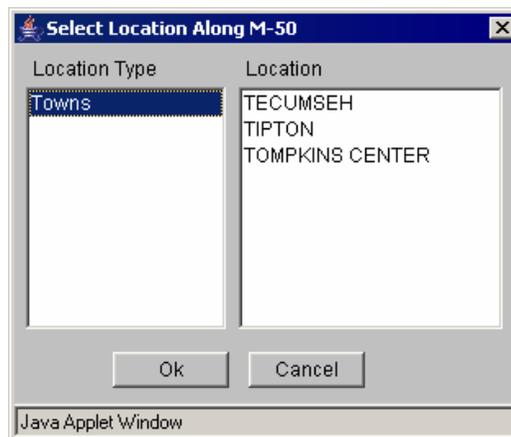
Section 2 – Entering load and vehicle information

1. Move to the Load tab. The cursor is in the Object Only Description field.
REMEMBER: You do not have to complete the screens in order, but can click on any tab.
2. Press the list button and select "Other –".
3. Click in the Object Only Description field and notice that it is highlighted. Press **I**. Notice that the cursor is now just past the dash in "Other" and Other is no longer highlighted.
REMEMBER: Certain fields will allow you to add additional information to the choice by selecting the item from the menu, then pressing **I** to add the extra information.
4. Add "Fiberglass Tank" after the dash then press **t**.
5. Now fill in "None" for "Model/Serial Number"
6. Notice that the Unit No field is grayed out because it is not required for this object type.
7. Enter 20 in the Weight field and press **t**. Notice that the weight is completed by the system and three zeros are added to indicate thousands of pounds.
REMEMBER: Weights can be entered in 'short hand' by entering one, two, three or more digits. The system converts everything to thousands and will automatically add three zeros (one or two digits entered), two zeros (three digits entered) or no zeros (over three digits entered) to your entry.
8. Enter 10'9" width, 14'0" Height, and 45' Length.
8. Select the Legal Weights "Yes" radio button
REMEMBER: When a default value has been entered in a field just press the **t** to accept it.
9. Enter 5 axles.

10. Check "Loaded" for the conveyance.
NOTE: You can select multiple methods of conveyance.
REMEMBER: You can use the space bar to select/deselect the highlighted check box.
11. In the Unit One Type select "Truck Tractor".
12. Enter TY1234 for the license number.
13. Click the and select 'MI' for the state.
14. Select "Lowboy" for vehicle 2 and enter a license number and state.
15. Enter the following overall dimensions: 48' trailer length; 10'0" width; 12'0" height ; 60' length; 0'0' rear overhang

Section 3 – Entering route details

1. Go to the route screen by clicking on the route tab.
2. In the route field type "50" then press **t**.
NOTE: The routing system knows that there is only one 50 in the state and that it is a Michigan route.
REMEMBER: It is not necessary to enter the letter prefix for a route
3. The cursor has moved to the Location field. Type "t" and press **t**.
4. The following menu displays to show all towns on M-50 that start with "T"



5. Select "Tompkins Center" using the mouse then click the OK button, then press **t**.

- The “End route” is set as “Read only” and is M-50. The cursor is now in the route field for Via 1.

NOTE: Each time you enter a new route the End route will change to that route

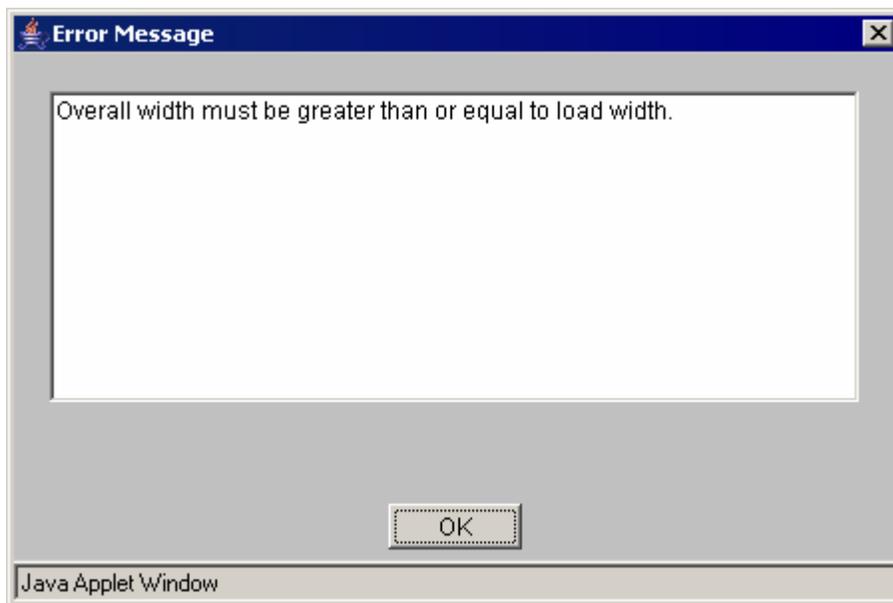
- Enter 124. The End route has now changed to M-124 and the location now says “Jct M50 M124” as you build the route.

REMEMBER: As you are building a route of travel, the system is defining it. In this case you have started on M50 in the Vicinity of Tompkins Center, traveling on M50 to the junction of M124, then moving on M124.

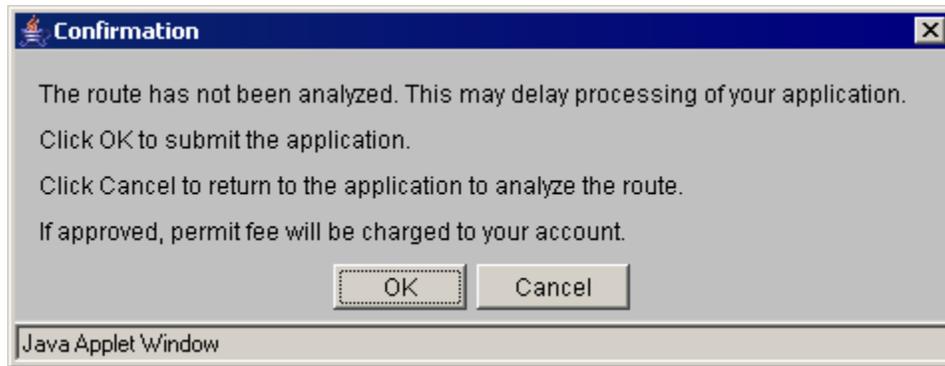
- Click on the End Location field and enter “12” the system supplies the end point as the junction of US12 and M124 (JCT US12 M124).

Section 4 – Submitting the application for processing

- Click the Submit button to enter the application into the processing stream to be issued by the permit office. An error message notifies you that there is an inconsistency in the information that you entered.



- Correct the error and resubmit the application. This time another message displays to notify you that processing may be delayed because the route has not been analyzed.



3. Click the OK button to submit the application.
4. The Evaluation screen displays to indicate the computed permit fee, the dimension and weight status, and the bridge classification. If there are any problems with the application these field will be blank and information why the application cannot be processed will be listed.



REMEMBER: Be sure to write down the application number to use for tracking the progress of your application.

Exercise 3 – Entering an Overweight Application

In this exercise you will build on the skills that you learned in the last exercise and move and oversize an overweight John Deere Dozer through Detroit. You will have an opportunity to begin to learn more workings of the routing tab.

Section 1 – Filling in permittee and load tabs

1. Open a new application.
2. Enter your name as the requestor.
3. Click the Add Notes button. The View Notes dialog displays.
NOTE: The View Notes dialog displays notes being sent back to you from the permit office and also allows you to include notes with your application to the permit office.
4. Add a note saying that this is your second application.
5. Select another applicant, change the delivery type, and ask for weekend travel.
6. Go to the Load Tab. Enter information for a John Deere, Model 850 Dozer with a weight of 90000 pounds and dimensions of 10'3" High, 14' wide, 19' long. It is being transported on a truck-tractor/ 48' semi-trailer combination with 8 axles with an overall height of 13'6", width of 14' and length of 75 feet.
7. Click the Legal Weight 'NO' button.

Section 2 – Filling in the weight tab

1. Go to the Weight Tab.
NOTE: There are a number of entry fields on this tab to enter axle information for overweight moves. The grayed out row for tire weight is automatically computed and read only.
2. Enter the following information for axle 1. 15400, t t t to accept the 8'0" default axle width and number of tires per axle , then 12.25 t.
3. Enter 10-11 for the axle spacings for axle one to two.
REMEMBER: Dimensions on the Weight tab must be entered in the format ' feet dash inches (ft-in)'
4. Enter the following for axle 2: 18 , t t t, 12, 4'2"

REMEMBER: The axle weight column has an auto complete function that will add:

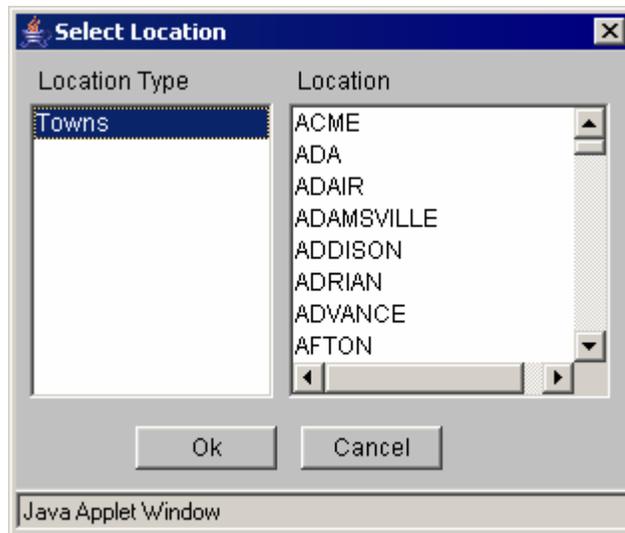
- three zeros if one or two numbers are entered,
- two zeros if three numbers are entered, or
- accept any entry as is if over three numbers are entered.

5. For axle 3 and 4 enter 18000 for the weight, accept the default axle gauge, and 12 for the tire size and spacings of 4'2" and 43'0",
6. For axles 5 through 8 enter: 18000 for the weight, 8'6" for the axle gauge, 300 for the tire size, and spacings of 4'2", 4'6" and 4'6".

REMEMBER: Tire widths can be entered in Imperial or metric units.

Section 3 – Completing the routing information

1. Go to the Route Tab
2. Click in the location field. Then click the "Lookup" button. The town location selection list displays.

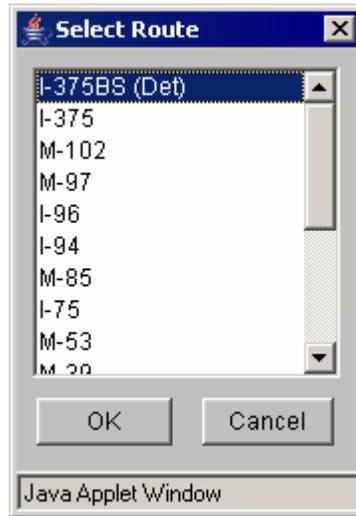


NOTE: The route tab "Lookup" function provides intelligent selection lists based on the location of the cursor.

3. Click in the "Location" area on the right, then select Detroit.

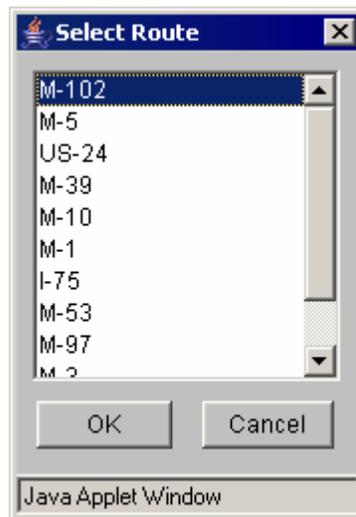
REMEMBER: To reset the location lookup function, first select the location type box on the left, then the first item in the location box on the right.

- Click in the route field. Then click the lookup button. The route selection list displays.

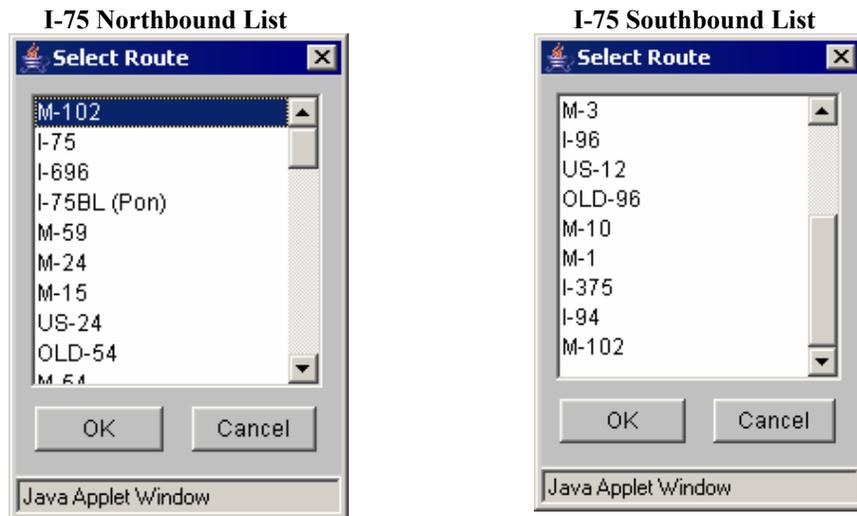


NOTE; This list displays all of the routes that are located in Detroit because Detroit was selected as the location.

- Select M102
- Click in the Via1 route field. Click the lookup button again to display all of the routes that intersect M102. The routes are displayed in travel order from the start of the route to the end of the route.



7. Select I-75. Then press **t** , **t** to get to Via2.
At this point the route you are building is starting in Detroit going Eastbound on M102 to I-75, now going Northbound on I-75.
REMEMBER: When building a route, be sure that the direction of travel is correct or you may not get the results that you are expecting.
8. Then press the lookup button and notice that the next route that you want to travel on, I-94, does not display because I-94 is South of the junction of M102 and I-75. Click the Via1 "Dir" field and change the direction to S(outh). Now click in the Via2 Route field and click the lookup button.

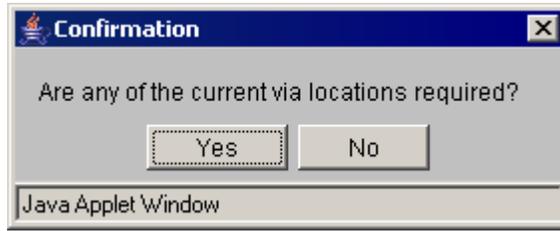


9. Select I-94.
10. Click on the Via3 Route text box and enter 96 then press **t**. The route warning dialog box displays indicating that there is not a "96" in the direction of travel on I-94. Change the direction of travel to allow you to select I-96.



11. End the route at M-39.
12. Click the Evaluate button to analyze the route.

13. Notice that the status displays 'Fail Constraint'
14. Click the  button to display the reason why the route failed.
15. Click the Generate radio button and notice that the operation button label has changed to 'Generate'.
16. The system displays a confirmation message.



17. Click the No button. Then click the  button. The system displays a route that will allow passage in the 'Directions' field.

REMEMBER: Although you can request that the system provide a recommended route of travel of you, IT IS YOUR RESPONSIBILITY TO VERIFY THE ADEQUACY OF ANY TRAVEL ROUTE.

18. Click the Map button to display a Map of the route.
REMEMBER: You must analyze a route before you can display the route map.

MDOT MI-PARS Route Results - Microsoft Internet Explorer

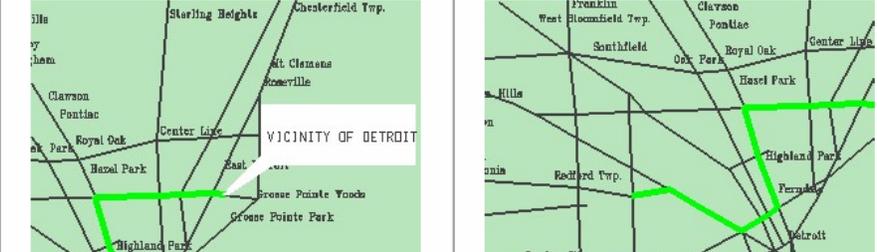
File Edit View Favorites Tools Help

Directions

Route	Dir.	Miles	Location	Comment
~			VICINITY OF DETROIT	
M-102	W	8.40	JCT I-75 M-102	
I-75	S	6.04	JCT I-75 I-94	
I-94	W	2.47	JCT I-94 I-96 OLD-96	
I-96	W	7.23	JCT I-96 M-39	

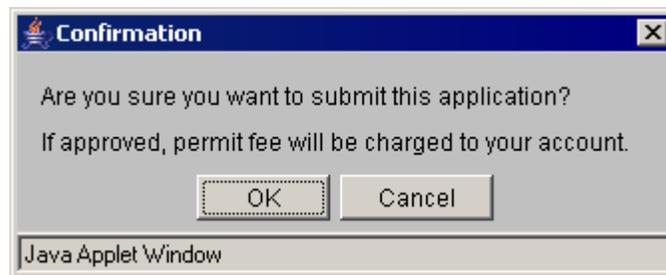


Path



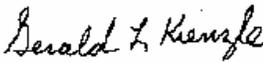
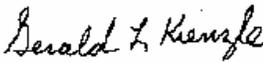
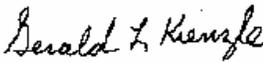
Section 4 – Submitting the application

1. Submit the application for processing.
2. The submit confirmation dialog displays to notify you that the application is complete, the route has been analyzed, and the fee will be charged as soon as the permit is issued.



3. Click the OK button to submit the application.
4. Exit MiPARS

Here is a copy of the permit you just applied for:

 <p>Michigan Department of Transportation</p> <p>Issued To: BENTLEY TRANSPORTATION 8549 Greenwood Plaza Blvd Englewood CO 80111</p>	<p>Michigan Department of Transportation Lansing, Michigan 48909</p> <p>SPECIAL TRANSPORTATION OR BUILDING MOVING PERMIT</p>	<p>ST Page 1 of 2</p> <p>Permit Number: 022930000 Permit Fee: \$ 50.00 Effective Dates: 21Oct2002 22Oct2002 23Oct2002 24Oct2002 25Oct2002</p>																																													
<p>Object Description: OTHER- JOHN DEERE DOZER (850)</p> <p>From: M-102 - VICINITY OF DETROIT</p> <p>To: I-96 - JCT I-96 M-39</p> <p>Via: M-102 E / I-75 S / I-94 W / I-96 W</p> <p>This permit NOT VALID on County Roads or city streets</p>																																															
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 15%;">Dimensions :</td> <td style="width: 15%;">Width</td> <td style="width: 15%;">Height</td> <td style="width: 15%;">Length</td> <td style="width: 15%;">Weight</td> <td style="width: 15%;">Trailer Length: 48' 0"</td> </tr> <tr> <td></td> <td>Object :</td> <td>14' 0"</td> <td>10' 3"</td> <td>19' 0"</td> <td>90,000</td> <td>Overhang:</td> </tr> <tr> <td></td> <td>Overall :</td> <td>14' 0"</td> <td>13' 6"</td> <td>77' 0"</td> <td></td> <td>Total Axles: 8</td> </tr> </table>				Dimensions :	Width	Height	Length	Weight	Trailer Length: 48' 0"		Object :	14' 0"	10' 3"	19' 0"	90,000	Overhang:		Overall :	14' 0"	13' 6"	77' 0"		Total Axles: 8																								
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Tires:	2/12.25	4/12	4/12	4/12	4/300	4/300	4/300	4/300																																							
<div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;">Special Restrictions</div> <p>MAXIMUM SPEED 45 MPH - 4 OR MORE LANES; 35 MPH - LESS THAN 4 LANES.</p> <p>1. Permit valid only if favorable driving and traffic conditions prevail. Daylight hours only, beginning one half hour before sunrise and ending one half hour after sunset.</p> <p>19. Movement will require the vehicle to be equipped with two OVERSIZE LOAD signs 7' long by 18" high with 10" black letters on yellow background. One sign on the front of the vehicle, the other on the rear of the load. If the sign cannot be attached to or is not legible on the load, the sign is to be attached to the rear of the vehicle.</p> <p>3. Movement to be made during periods of reduced traffic. Vehicles traveling under this permit shall maintain a distance of not less than 2,000 feet apart.</p> <p>8. The movement of an overwidth or overlength vehicle or load requires the display of clean plain red or orange flags at least 18" square. One flag shall be displayed at each of the four corners of the vehicle or load, and if any portion of the load extends beyond the width at the corner flag, one additional flag shall be displayed at the widest point of each side of the vehicle or load. Flags should be securely fastened by at least one corner or securely mounted on a staff.</p> <p>One escort vehicle required (passenger car or pickup truck) with at least one flashing or rotating amber light visible for a distance of 500 feet on the roof of the escort vehicle. In addition, there will be displayed on the roof of the escort vehicle, one OVERSIZE LOAD sign 5' long by 12" high with 8" high black letters on yellow background. Escort vehicle to FOLLOW load on 4 or more lanes. Escort vehicle to PRECEDE load on less than 4 lanes.</p> <p>15. Permit is not valid for movement from 7 AM to 9 AM or from 3 PM to 6 PM in the following counties: Genesee, Ingham, Jackson, Kalamazoo, Kent, Macomb, Muskegon, Oakland, Saginaw, Washtenaw, and Wayne.</p> <p>By signing below, permittee agrees that all dimensions and weights shown are correct and permittee accepts all responsibility for damages to the highway, to persons, and to property caused by or arising from operations covered by this permit. Furthermore, Permittee certifies that required insurance is in effect and that all specified restrictions will be complied with as they apply to this movement.</p> <p>PERMIT IS NOT VALID UNLESS SIGNED BY PERMITTEE.</p>																																															
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 20%; text-align: center;">Date</td> <td style="width: 20%;"></td> </tr> <tr> <td style="font-size: small;">Permittee</td> <td style="font-size: small;">Entered: 10/20/02 10:03</td> <td style="font-size: small;">Issued: 10/20/02 10:03</td> </tr> </table>				Date		Permittee	Entered: 10/20/02 10:03	Issued: 10/20/02 10:03																																							
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Unit 4 – Tracking and Copying Applications

Once an application is submitted to the system, users of MiPARS can query the system to determine the current status of their applications. In addition, MiPARS provides methods to copy old applications edit them and then resubmit them to save retyping the same data again. There are certain times when an application is returned to the user for changes. Prior to being processed in the permit office, applications once entered into the permit workflow can also be opened, changed and resubmitted.

Unit Objectives

After completing this unit, you should be able to:

- Duplicate your last application
- Find the current processing status of your applications
- Select and copy an old application or permit into a new permit application
- View or print a copy of an issued permit
- Place applications on hold for later completion
- Order the way applications are displayed

Unit Topics

- Opening the last application
- The Open Screen
- Viewing/ editing, and As Template

The Open screen allows the user to track and locate existing permits and applications by various criteria. The only applications that remote users are able to view are those that they have paid for using their account.

The screenshot shows a web browser window titled "MDDOT MI-PARS Search for Applications - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page header includes the Michigan Department of Transportation logo and the text "Department of Transportation" and "Michigan.gov". Navigation links include "Michigan.gov Home", "MI-PARS Home", "Contact Permit Office", "FAQ", and "Logoff".

The main content area is titled "Search for Applications" and contains the following elements:

- online permits** sidebar with sub-sections: Permit Applications (with links for Search, New, Open Last), Reports (with link for Account Activity), Restrictions (with links for By Route, Map), Help and Utility (with links for Help, Map Viewer Help, Change Password), and Exit (with link for Logoff).
- Search for Applications** section with a description: "Check the status of submitted applications, view data on existing permits, or copy existing permits then submit them as a new application for processing."
- 1. Search by number** section with a form: "Enter an application or permit number and open as a template:" followed by a text input field and an "Open" button.
- 2. Search by permit type, application status and dates, or permittee name, or power unit license, or trailer unit license, or Model/Serial/PIN for Single Trip permits, or VIN for Extended permits** section with the following form elements:
 - Permit Type: Single Trip Extended All
 - Status:
 - Dates(mm/dd/yy): To
 - Permittee Name:
 - Power Unit License: Vehicle Two License:
 - Model/Serial Number, or PIN, or VIN:
 - Records per page: 10 records per page All records in one page
 - Search button

At the bottom of the page, there are links for "Michigan.gov Home", "MI-PARS Home", "Contact Permit Office", "FAQ", "State Web Sites", "Privacy Policy", "Link Policy", "Accessibility Policy", and "Security Policy". The footer text reads "Copyright © 2001-2003 State of Michigan".

Exercise 4 - Finding, Opening and Resubmitting an Application

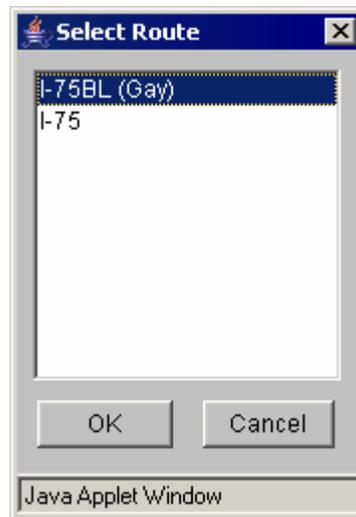
In this exercise you are going to use the Search page to locate one of your applications, copy it, make changes to the route, and then place it back into the processing workflow for later completion.

1. Login to MiPARS
2. Select the Search link.
3. The Search for Applications page displays.
4. Enter your first application number and press the open button.

REMEMBER: Until an application is processed, you can reopen it and make changes. Once the application is processed and issued, the application will be copied as a template and will then be issued as a new permit including the charge for an additional permit.

5. Change the route to Start in Atlanta on the lower numbered route to I-75 then end in Grayling.

NOTE; When you enter 75 the Select Route dialog displays because there are 2 – 75s.



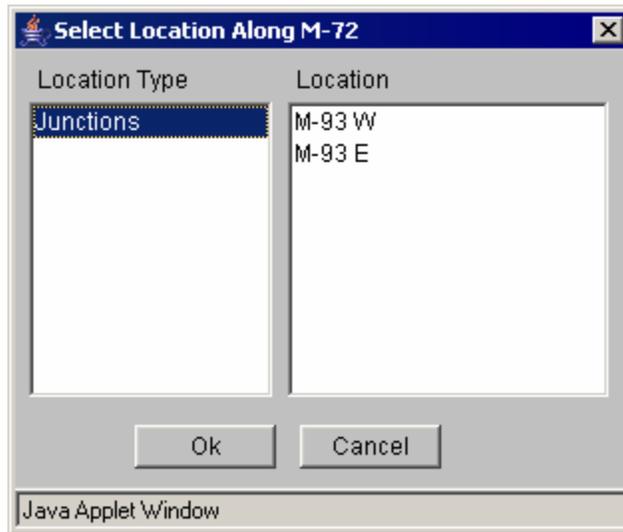
REMEMBER: MiPARS will always provide a selection dialog if there is more than one route item matching your entry

6. Evaluate the route, then resubmit the application.
7. Copy the last application using the Open Last link.

- Change the route to start on M72 at M93. Then take M66 to US131 and end at M88. As you enter each via route, click the  button.

NOTE: When you enter the start location the select location dialog will display. Select the west Junction.

REMEMBER: You can check each segment of the route once you have entered a start location and the first via. The status will show as : Partial Pass with or without restrictions, or fail. When the end location is entered and checked the results will show pass with or without restrictions or fail.



- Submit this application.
- Go to the Search page and query all of the application that you have entered.
- Exit MiPARS

Unit 5 – Routing in the real world

The routing examples that you have completed up until this time were meant to provide you with a basic understanding of the routing system. Unfortunately, the road system that you will be using is much more complex and has a number of anomalies that you will have to deal with. While MiPARS has been designed to help you through the process of applying for permits and developing appropriate routes of travel, it will not replace your knowledge of the route system and a copy of the latest State map.

Unit Objectives

After completing this unit, you should:

- Understand business loops, spurs, and routes
- Be able to identify multiple junction locations
- Understand significance of routes
- Be able to go off and back onto the State route system
- Understand locations and offsets

Unit Topics

- Junctions, towns, and point of interest locations
- Routes
- Selecting start and end locations that are not in a town, at a junction, or point of interest
- The info button
- Using county and city roads

Introduction to Routes:

- Interstate (I) Routes
- United States (US) Routes
- Michigan (M) Routes
- Business Routes (BR)
- Business Loops (BL)
- Business Spurs (BS)
- Connectors (Conn)

REMEMBER: Business routes, loops, and spurs include a city reference in parenthesis. Upper case letters refer to multiple name cities

HINT: If you can't figure out the name from the abbreviation, select the business route, loop, or spur. Clear the location field, do a lookup on the location, select town and the full name will be displayed.

Starting, Ending and Via points.

- Towns
- Junctions
- Points of Interest
- Proximity
- Offsets

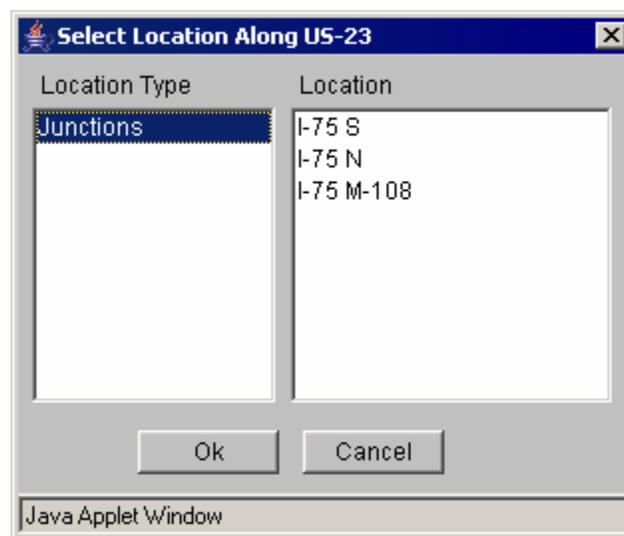
Exiting and Reentering the State System

- Using the Info Box
- The Info button

Exercise 5 & 6 – Entering Complex routes

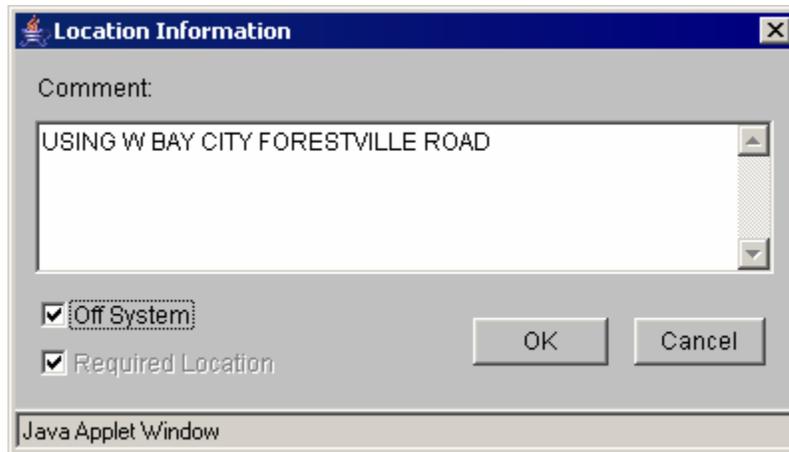
In these exercises you will put all of the skills that you have learned so far to use and enter routes that use non-State roads. These routes are probably similar to those you will be entering.

1. Start MiPARS
2. Enter the practice application you were given except for the route
3. Enter the following route checking each segment as you enter it.
4. Start the route on US23 at I-75 near Standish. The Junction Selection dialog displays.



REMEMBER: The direction of routes is always related to the highest priority route

5. Locate the three junctions listed and select the proper one.
6. Take I-75 to M25.
7. Enter M25 a second time to Unionville.
8. Click the Info button to display the Dialog.



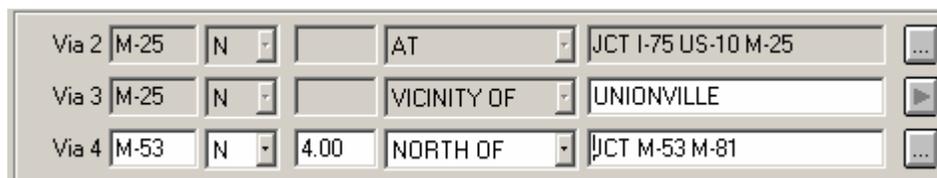
REMEMBER: To go “Off System” you should enter the route twice once where you begin travel on the route (JCT I-75 M25, in this exercise) and again where you are leaving the route (M25 Unionville)

9. Click Off System and Enter “Using W Bay City Forestville Road” in the comment box.

10. Select M53 at M81.

REMEMBER: When you have been off system and return, you can enter any route in the Via route box.

11. Click the Miles box and enter 4.0. The Proximity changes to North of



REMEMBER: The proximity like the route direction is always set to the increasing mileage direction

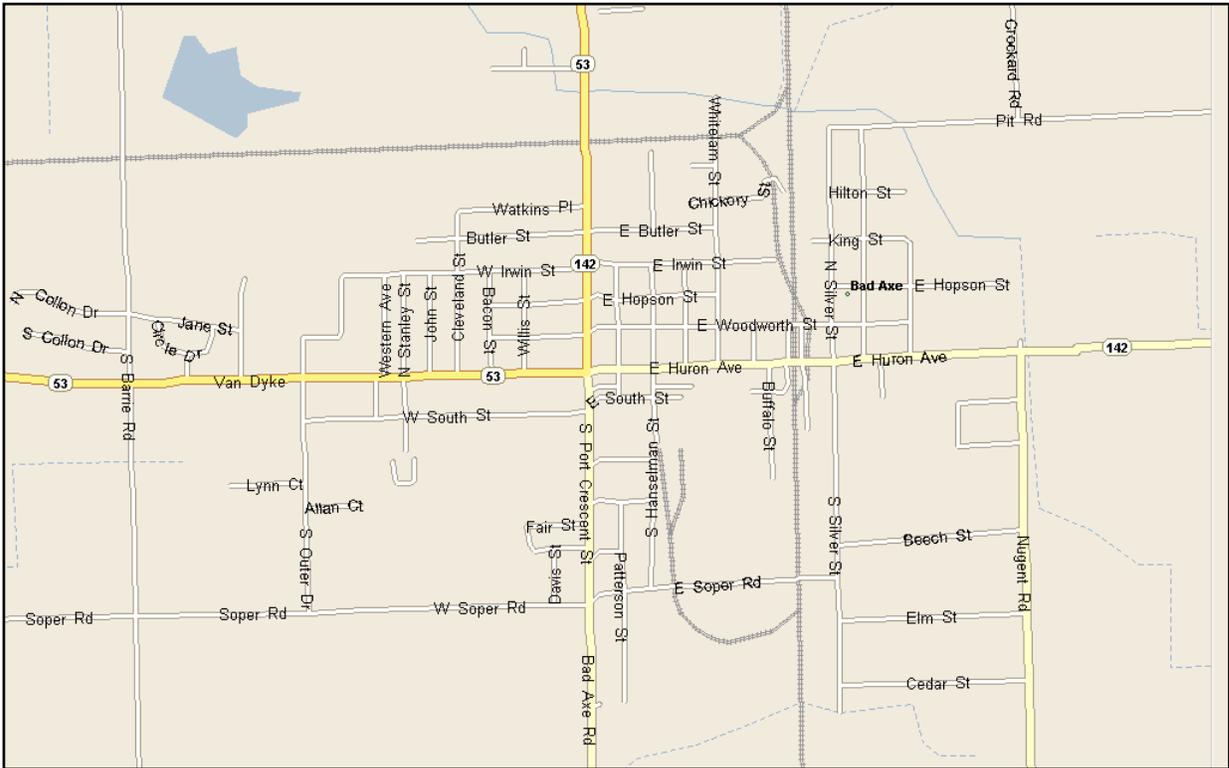
12. Click the Info button and enter “Starting at B City Forestville Rd”

NOTE: Here is a map of what you just completed.



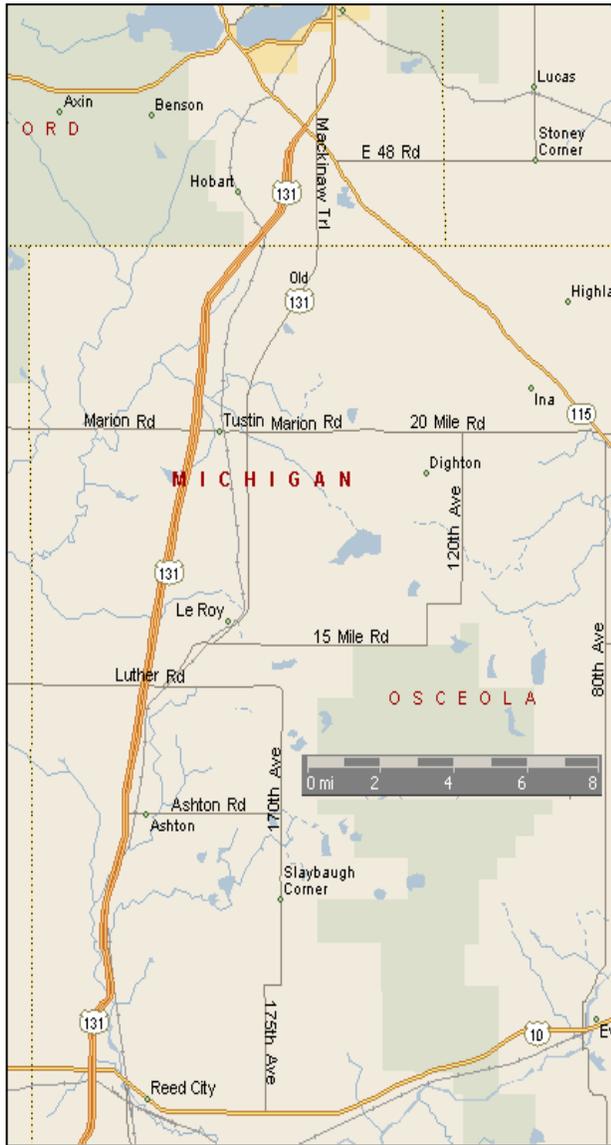
13. End the Route in Bad Axe on Western Ave. Enter Junction of 142, then enter a half mile offset from the junction. Use the following map as a reference.

REMEMBER: There are different ways to begin or end a route - by town name or actual location (Point of Interest or a junction with an offset). By selecting an offset from a junction you are being more specific and the routing system will not check the complete section of road in a town. This is more important when you are in a larger town



14. Why can't you set the proximity to west of the junction?
15. What is wrong with the first and second route entered? How could it be corrected?
16. Submit your application for processing.

You will need the following maps to complete the next exercise.



1. Enter another practice application except for the route.
2. Enter the following new route:
3. Starting in LeRoy then using US131 to US 10, to Old State Highway to M61 and end in Harrison

Unit 6 – Displaying Information

There are two new functions to provide useful information to user's of the MiPARS Internet application.

The new Route Restriction function provides all users with the ability to view and map route restrictions from the browser window before asking for a route of travel. The route restrictions displayed are identical to the ones used when a route is analyzed so a user can be quite confident that a requested route will approved by the permit office.

The Account Activity function provides a login user with a way to look at approved permit transactions including the permit type, permittee name, issued date and charged fee.

Unit Objectives

After completing this unit, you should be able to:

- Display restrictions on an individual route or all routes
- Get detailed information on any restriction
- Be able to map a restriction
- Display a state map with highlighted restrictions
- Use the mapping functions to zoom in and out, pan and get information on each highlighted restriction

Unit Topics

- The route restriction selection list
- The individual restriction map function
- The statewide restriction map
- Using the map interface
- Displaying permit transactions

Department of Transportation
Michigan.gov

Michigan.gov Home | MDOT Home | Contact Permit Office | FAQ | Logoff

online permits

Permit Applications

- > Search
- > New
- > Open Last

Reports

- > Account Activity

Restrictions

- > By Route
- > State Wide Map

Help and Utility

- > Help
- > Map Viewer Help
- > Change Password

Exit

- > Logoff

Permit Restriction

To find out permit restrictions on a particular route, select the route, then click the View button.

Select Route:

- All
- I-196
- I-69
- I-75
- I-94
- M-100
- M-11
- M-120
- M-204
- M-22
- M-33

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Permit Restrictions List

Viewing restrictions

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online permits

Permit Applications

- > Search
- > New
- > Open Last

Reports

- > Account Activity

Restrictions

- > By Route
- > State Wide Map

Help and Utility

- > Help
- > Map Viewer Help
- > Change Password

Exit

- > Logoff

Permit Restriction

To find out permit restrictions on a particular route, select the route, then click the View button.

Select Route:

Route	Permit Restrictions	Details
I-94	Bridge replacement at Old Plank Road over I-96. Both directions of I-96 will be reduced to one lane from 10 p.m. until 5:30 a.m. daily and on weekends.	Details
I-94	Reconstruct one mile between I-275 and Wayne Road. Two lanes maintained in each direction at all times.	Details
I-94	Mill and resurface 3.5 miles between Wyoming Ave. and I-96. Overnight and weekend lane closures.	Details
I-94	Reconstruct and reconfigure interchange at Schaefer Ave. Intermittent lane closures on I-94, ramp closures to Schaefer Ave.	Details
I-94	Resurfacing between M-102 and Masonic Ave. Repair to 18 bridges on I-94 between M-102 and Metropolitan Pky. Eastbound traffic shifted to westbound side lanes between Little Mack Ave. and Metropolitan Pky. Two lanes maintained in each direction.	Details
I-94	Bridge repair on Palms Rd., Smith Creek Rd., and St. Clair Hwy. over I-94. Single lane closures on I-94.	Details
I-94	Reconstruct and reconfigure interchange. No movement from 10 P.M. to 6 A.M.	
I-94	Bridge repair	Details

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Restriction Information

Bulletin 03456-78 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Restriction Summary

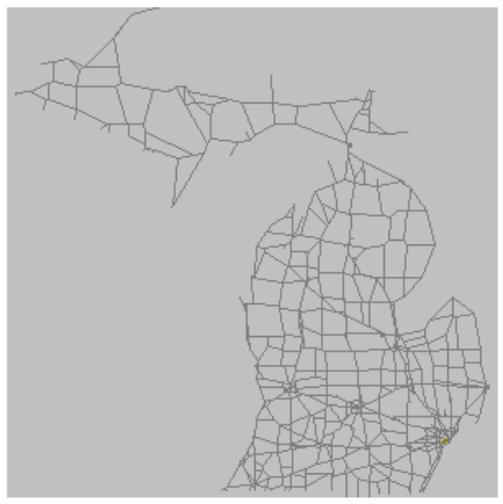
Route
I-94

Dates
Starting Date: 08/01/03 Ending Date: 10/01/03

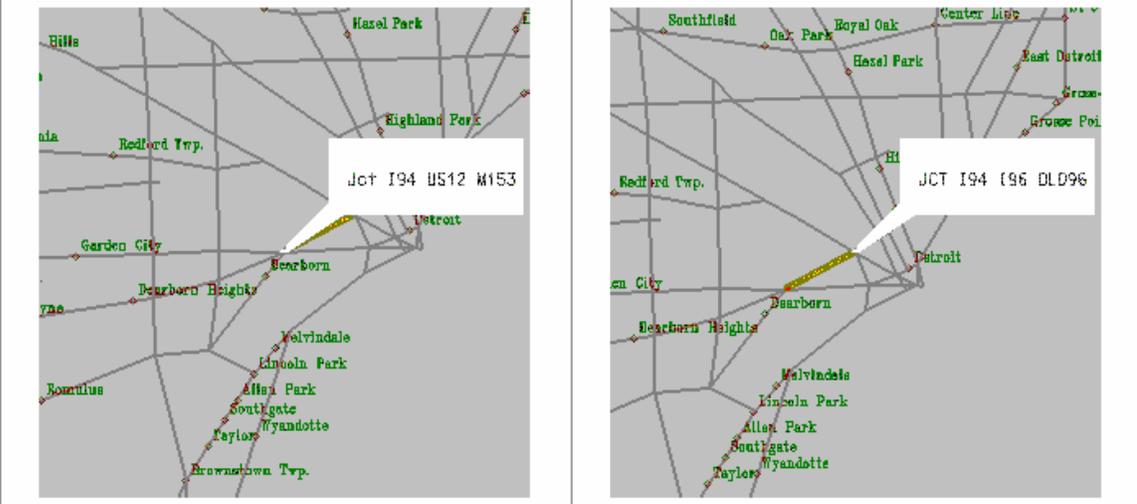
Bulletin
03456-78

Restriction
Height: 11'6"

Notes
Wide loads must follow signed detour.
Bridge repair on Palms Rd, Smith Creek Rd, and St Clair Hwy over I-94. Single lane closures on I-94.

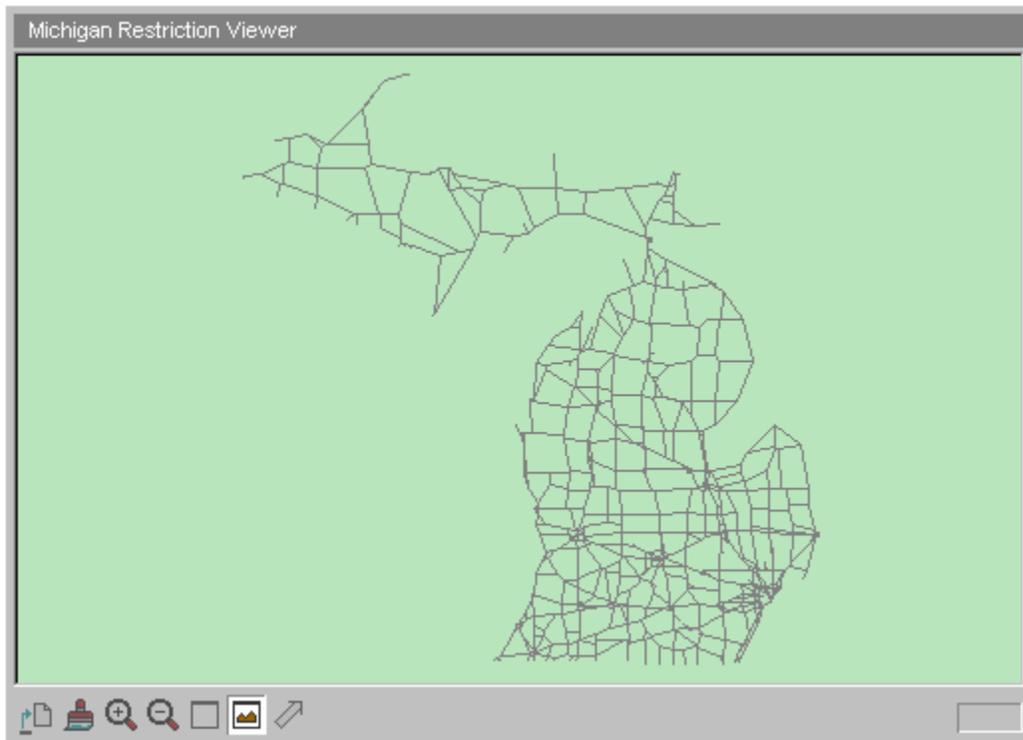


Map



Done Local intranet

Mapping restrictions



State wide restrictions

Icons

- Moving
- Zooming In
- Zooming out
- Displaying the full map
- Displaying a portion of the map
- Displaying details of a highlighted area

Passenger Transportation - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Forward Stop Home Search Favorites Media

Department of Transportation Michigan.gov

Michigan.gov Home MDOT Home Contact Permit Office FAQ Logoff

online permits

Permit Applications

- > Search
- > New
- > Open Last

Reports

- > Account Activity

Restrictions

- > By Route
- > State Wide Map

Help and Utility

- > Help
- > Map Viewer Help
- > Change Password

Exit

- > Logoff

Account Activity Report

To view account activity report, enter the date range you want to report on and click the View Report button. The maximum date range is 31 days.

Report Date(mm/dd/yy)

From: OR

To: OR

10 records per page All records in one page

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Reporting permit activity.

Passenger Transportation - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites Media

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online permits

Permit Applications

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- > State Wide Map

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Name	Permit Type	Permit Number	Issued	Amount
ALL AMERICAN HOMES	Single Trip	032113950	7/30	\$15.00
ALL AMERICAN HOMES	Single Trip	032113970	7/30	\$15.00
ALL AMERICAN HOMES	Single Trip	032113990	7/30	\$15.00
ALL AMERICAN HOMES	Single Trip	032114020	7/30	\$15.00
ALL AMERICAN HOMES	Single Trip	032114110	7/30	\$15.00
ALL AMERICAN HOMES	Single Trip	032114120	7/30	\$15.00
STODDARD MOBILE COURT & SALES	Single Trip	032114180	7/30	\$15.00

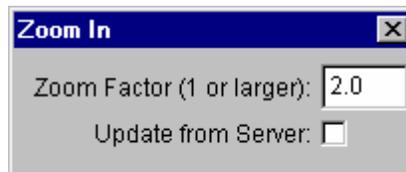
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Exercise 7 – Using the Restriction Map

1. Login to the MiPARS Web application.
2. Select the Restrictions Map function.
3. When the map displays click the  'zoom in' button in the bottom toolbar area of the map screen. Your cursor now changes to a 'zoom box' and the 'zoom factor' dialog displays.



Remember: It is not necessary to check the “Update from Server’ box. It will cause the map to be downloaded from the server again and will cause a delay in completing any of the other mapping functions

4. Locate the ‘zoom box’ over the mid-Michigan area and click the left mouse button.
5. Click the right mouse button and notice that the ‘zoom box’ and ‘zoom factor’ dialog disappear.

Remember: When in the any map function, use the right mouse button to release any selected function or simply select another function from the bottom toolbar.
6. Click the ‘zoom in’ button again. This time change the ‘zoom factor’ to 10.0 and notice that the ‘zoom box’ becomes smaller in size.
7. Zoom into the Lansing area to center one of the highlighted lines indicating a restricted route.

Remember: Only restricted routes on the map are highlighted.

8. Release the ‘zoom in’ function and notice that the  restriction info follow hyperlink function is automatically selected.

Remember: The default selection always returns to the follow hyperlink restriction information tool

9. Move your cursor over one of the highlighted areas and notice that the color changes. Click the left mouse on one of the areas to display the restriction information.
10. Click the  'zoom out' function. Then click anywhere in the main map window and notice that the view zooms out by the default zoom factor of 2.0.
11. Click the  'full map view' function and click anywhere in the main map window to redisplay the complete original map again.
12. Click the  'define area' function, then left click and hold the mouse button down on a general area and drag the mouse in a direction to define an area.
13. Release the mouse and then click the left mouse button to display just the selected area.

Remember: You can define a zoom in area by using either the 'zoom in' or 'define area' function.

14. Complete a full map view function to display the full state.
15. Zoom into an area of the state then click the  'map pan' function.
16. Left click on an area of the state and while holding the mouse button down move the cursor and notice that the map moves as the cursor moves.
17. Release the mouse button, redraw the full map and zoom into an area of the map.
18. Left click on an area of the state and release the mouse and move the mouse slightly away from the original point and click again. A 'pan arrow' displays, now click in the map area to move the displayed area.

Note: The  'repaint map' function normally does not need to be used. This function can be used (usually with the 'Update from server' check box checked) to update the map information displayed after an extended period of inactivity to ensure that displayed data has not changed.

APPENDIX A - ROUTE HELP

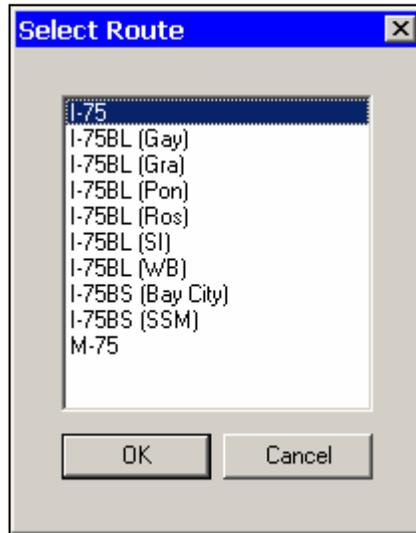
General instructions for selecting a route of travel completely on the State system (I- / US / M routes).

All instructions refer to the MiPARS routing screen pictured above.

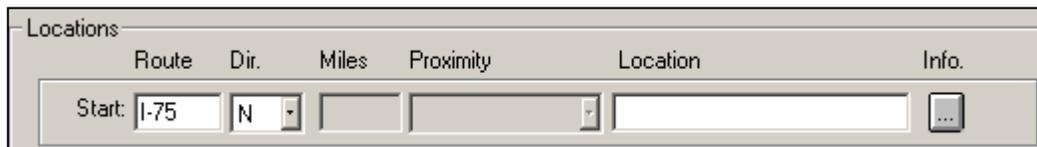
Complete the following steps:

1. To begin entry of a route, the cursor should be flashing in the (Start) **Route** text box.
 - Enter a route number or a route system with the dash (I- / US- / M-) and a route number, then press the tab key to accept your entry. You can also use the **Lookup** function to select a route.

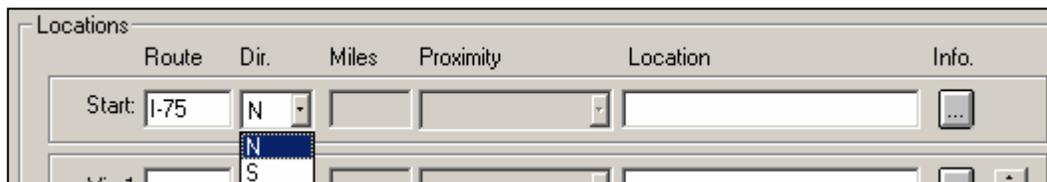
- The number will be displayed in the box or, if there is more than one route that matches what you entered, a list of matching routes will be displayed. The letters directly after the route number indicate a business route (BR), business loop (BL) or business spur (BS). The letters in parenthesis after the route are abbreviations for the city where the route is located. Upper and lower case letters usually describe a one-word city, upper case letters describe cities with more than one word. For example, in the below list “Pon” stands for Pontiac, “SI”, St. Ignace, “SSM”, Sault Ste. Marie.



- Select the proper route by highlighting the route in the box and clicking the OK button. You can use the up/down arrow keys or the mouse to highlight a route. Tab out of the route field to accept the entry.



- The (Start) **Dir** text box is filled in by the system with the increasing (from low to high mileage) direction. This is usually the way the route is signed on the road. This default direction can be changed by clicking the box and selecting the opposite direction. Be sure that the direction indicates the direction of travel because this will effect the valid routes available in the next route box.

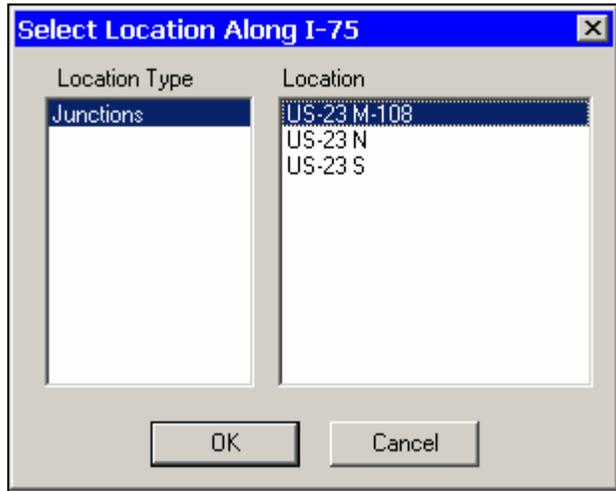


2. The cursor will move to the (Start) **Location** text box.
 - If you are starting at or near a city or town, type in the first few letters of the town then press the tab key to accept your entry.

- If you are starting at or near a junction with another road, type in the number or the system and route number of the intersecting route then press the tab key to accept your entry.

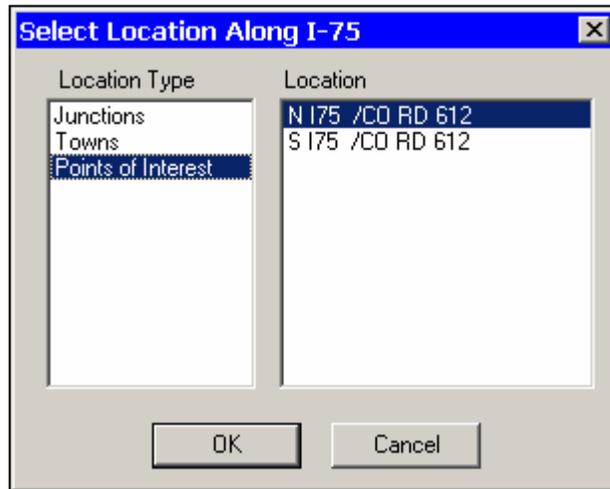
- If there is more than one town name or route that matches your entry, select the proper location from the list provided by highlighting the proper entry and clicking the OK button.

- There are a number of instances throughout the State where roads intersect at multiple points. In this case you will be presented with a list to select from. This list will include all the different points in the state where the two highways meet. This list usually include a direction indicator such as US-23 N or US-23 S to further identify the location. This is not the direction you are traveling, but is an indicator to differentiate the location where the highways connect. In the below example I-75 meets US-23 at three locations: with the at the junction with M-108 in Mackinaw City, a north junction near Standish, and a south junction near Flint. Be sure that you select the proper junction.



The direction indicator is based on the route system and number of the significant route. Significant routes are Interstate, followed by US routes, followed by Michigan routes and their route number in increasing order (lower numbers are more significant). For example:

- I-69 is more significant than I-75 so the direction will be associated with I-69, not I-75;
 - US-2 is more significant than M-1;
 - M-11 and I-96 have an east and west junction, based on the direction of I-96 not on the direction of M-11. Don't confuse this direction with the direction of travel – I-96 is an East-West route and M-11 is a North-South route.
- There are also a limited number of Points of Interest in the system that can either be entered directly or selected from the lookup lists. (See the Lookup button description below for using the lookup lists.)



3. Once the route and location are filled in, the (Start) **Miles** and (Start) **Proximity** boxes are available to change the default (filled in) values. This step is NOT required. Use this function to specify a more precise start or end location when the location is not one of the choices available in the system. For example if travel starts or ends on US-131 near LeRoy, which is not a location associated with US-131, use an offset (proximity) from either Ashton (3.0 miles North of) or an offset from the nearest junction (7.0 North of Jct US-10 US-131)

Route	Dir.	Miles	Proximity	Location	Info.
I-75	N		AT	JCT I-75 US-23 S	...

At this time you have the ability to click:

- in the **Dir** text box to change the direction of travel,
 - Check your direction of travel carefully. This will effect the routes that you will be able to enter or select on the next line.
- in the **Miles** text box to enter a distance away from the location (Junction, Town or Point of Interest)
 - If a distance is entered in the **Miles** text box, the **Proximity** will change to the direction of , such as "North of ". You can select the opposite direction from the drop down list.

Route	Dir.	Miles	Proximity	Location	Info.
I-75	N	1.00	NORTH OF	JCT I-75 US-23 S	...
Via 1			AT NORTH OF SOUTH OF		...

The direction is set based on the signed direction of the route (East-West or North-South) and cannot be changed to an incorrect direction. For example, if you select I-96 at Lansing, you will only be able to select a mileage East or West of Lansing, not North or South of Lansing, even though I-96 travels north of Lansing for a stretch.

There are a few routes that have multiple directions associated with them depending on where they are located in the State. For example, M-25 around the thumb changes increasing signed direction from North to South at the junction with M-53.

4. Once you have filled in the Start route fields as described in Step 1 and 2 (and 3) above, the cursor displays in the (Via 1) **Route** text box. Enter the next route of travel (route number or system and route number as above). The appropriate junction will display in the (Via 1) **Location** text box. If there are multiple values, select from the lists provided as above.
 - You can also click the **Lookup** button when the cursor is in the Route text box to display a list to select from of all routes that intersect the previous route in the direction of travel.

Locations						
	Route	Dir.	Miles	Proximity	Location	Info.
Start:	I-75	N	1.00	NORTH OF	JCT I-75 US-23 S	...
Via 1	M-46	E		AT	JCT I-75 M-46	...
Via 2						...

5. Tab through (do not change) the (Via 1) **Location** text box. Continue entering (Via -) Routes and tabbing through the (Via -) Location text boxes for all proposed routes of travel. As you enter via locations, preceding rows are grayed out and cannot be changed without clearing subsequent rows. (See the **Clear Row** button action described below.)

The only time that you should change any (Via-) **Location** is if you are leaving and returning to the State system. See the instructions below for more information on leaving and returning to the State highway system.

6. Each time a new route is entered in any of the **Route** text boxes, the end route changes to the entered route.

Locations						
	Route	Dir.	Miles	Proximity	Location	Info.
Start:	I-75	N	1.00	NORTH OF	JCT I-75 US-23 S	...
Via 1	M-46	E		AT	JCT I-75 M-46	...
Via 2	M-53	N		AT	JCT M-46 M-53	...
Via 3						...
End:	M-53	N				...

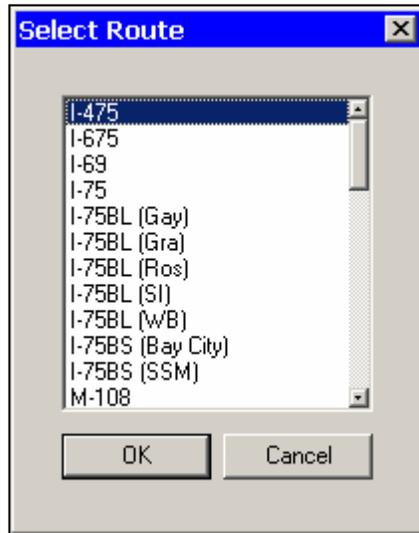
7. When the last Via route is entered, click in the (End) **Location** text box and enter or select the Town, Junction, or Point of Interest location where the permit travel will end like the start location was entered.

Locations						
	Route	Dir.	Miles	Proximity	Location	Info.
Start:	I-75	N	1.00	NORTH OF	JCT I-75 US-23 S	...
Via 1	M-46	E		AT	JCT I-75 M-46	...
Via 2	M-53	N		AT	JCT M-46 M-53	...
Via 3						...
End:	M-53	N		VICINITY OF	BAD AXE	...

Buttons: Lookup..., Clear Row, Clear All, Return

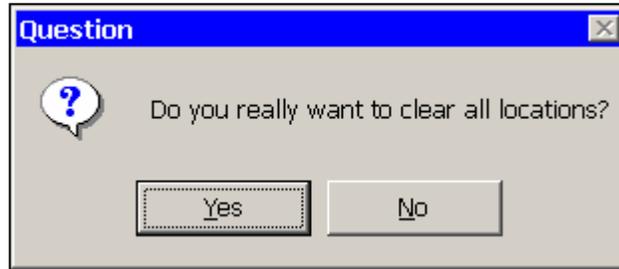
- If the travel will return to the start location using the same routes and a permit is required for the return trip, click the **Return** check box. You do not have to enter the reverse travel directions.

The **Lookup** button provides a list of potential entries, depending on the location of the cursor. For example for the (Start) **Location** of "I-75 1.00 Miles North of JCT I-75 US-23 S" clicking the **Lookup** button with the cursor in the Via1 Route box would provide a list of all routes intersecting I-75 north of the junction of I-75 US23 S.

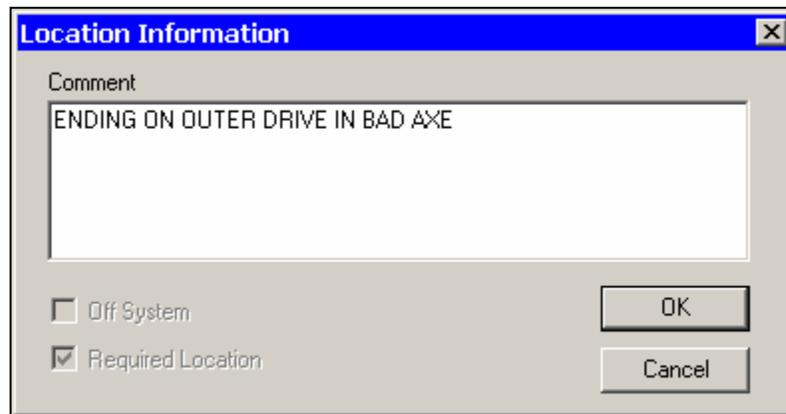


The **Clear Row** button clears all entries for the row where the cursor is located. Rows must be cleared individually from the last via or end to the start.

The **Clear All** button clears all route entries. A dialog requests confirmation before the clear action is completed.



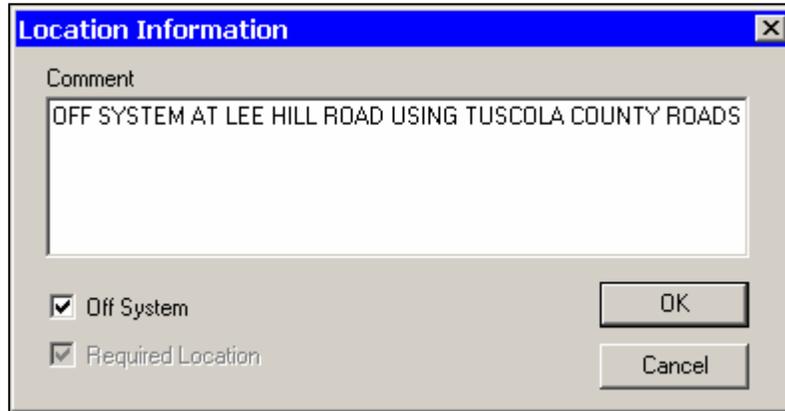
Once any location line has been completed, the **Info** box can be clicked to add additional information concerning the route. For example: if travel begins at a city street inside of a town location or if an up and over move is being made to avoid a bridge clearance problem at an interchange that information could be added in the text box associated with that route. When a comment is entered into the Info dialog, the Info button on the screen changes to **C** indicating that there is a comment. All comments print on the permit as part of the directions.



The **Info** dialog box also allows the User to select **Off System** when leaving the State System. Off System cannot be checked for the Start or Ending locations. Each time a user goes off of the State system they **MUST** return to the system to continue their journey.

To leave and return to the State system (travel Off System) do the following during route entry:

1. Enter the last State route of travel again in the next Via **Route** text box.
2. Click the **Info** Button then click the “Off System” check box in the Info dialog box. When the Off System box is checked “Off System” displays in the comment box. Add additional comments concerning the off system movement in the comment box. NOTE: Any “Off System” movement MUST be authorized by the proper county or city officials.



3. Select or enter the exit point on the route in the Location text box. This can be a town, junction, or point of interest and offsets. The Info button changes to  indicating an off system movement.

Locations	Route	Dir.	Miles	Proximity	Location	Info.
Start:	I-75	S		AT	JCT I-75 US-23 N	...
Via 1	M-46	E		AT	JCT I-75 M-46	... -
Via 2	M-46	E	3.50	EAST OF	JCT M-24 M-46	▶

- On the next Via line enter the route and location as described above where travel will continue on the State system. You MUST enter a re-entry Via point to the state system to continue to the End location.

	Route	Dir.	Miles	Proximity	Location	Info.
Start:	I-75	S		AT	JCT I-75 US-23 N	...
Via 1	M-46	E		AT	JCT I-75 M-46	...
Via 2	M-46	E	3.50	EAST OF	JCT M-24 M-46	
Via 3	M-46	E	1.00	WEST OF	KINGSTON	

- Click the **Info** button and enter information, if appropriate, concerning the reentry point onto the state system. The Info button changes to indicating that there is a comment in the info box.

Location Information X

Comment

RETURNING TO STATE SYSTEM AT PHILLIPS ROAD

Off System
 OK

Required Location
 Cancel

- Continue entering Via routes and the End location.

Appendix B Question / Answer /Suggestions

Q. Once I enter a route then try to enter a few letters of a town, another town displays in the location box?

A. Either you spelled the town incorrectly or the route you entered does not go through the town.

Suggestion:

- Click in the Location box then click the Lookup button, to see all of the towns associated with the route.
- Clear the row, click in the Location box and enter the town, then click the Route box then click the **Lookup** button to see all of the routes associated with the town.

Q. When I enter an end location, I get a message saying that “There are no known items matching the criteria.

A. Either the entry you made (Town, Junction, or Point of Interest) is not associated with the last via route or the location is in the reverse direction of travel for the last via route.

Suggestion:

- Change the direction of the last via route.
- Click on the Location text Box, then click the Lookup function to search for the known locations on the last via route.

Q. How do I enter a location where I am coming into or leaving the State?

A. First enter and/or select the route number in the **Route** text box that you are entering or leaving the State on. With the cursor in the Location text box, enter the two letter abbreviation for the state or province you are coming from or going to.

Suggestion:

- The system recognizes the following location abbreviations: OH (Ohio), IN (Indiana), ON (Ontario), WI (Wisconsin) only.

Q. The route I began with does not show in the directions.

A. When you select a route at a junction of another route, then select the other route as the first via, the system will make a turn immediately onto the second route and only show that route in the direction. For example if you Start on I-75 at the junction with M-3, then Select M-3 as the second route, then end at the junction of M-3 and M-102, the directions will only show M-3.

Suggestion:

- If you are traveling on the first or last route for any distance before or after the junction selected be sure to enter a mileage offset from the junction in the **Miles** text box.

Q. Is it better to select a town or junction to start or end my route?

A. A junction is a more exact location than a town, which can span many miles. For example if a route was starting in Detroit on M-102 at I-75 and the user selected M-102 in Detroit, the system will validate travel on almost 20 miles of M-102 rather than from/to the specific point on M-102.

Suggestion:

- Especially in larger cities, it is much better to specify a junction with or without an offset rather than just the town location as a starting and/or ending location.

Q. My map shows a state road going through a town, but the system tells me the town is not on the state system.

A. Towns have been associated with routes based on available MDOT data. Please report any discrepancies to the permit office so that they may be corrected.

Suggestion:

- Use a nearby junction with a mileage offset to specify the start/end location and add a note in the info box that you are starting in the specific town.

Q. I notice that the **Info** button looks different sometimes.

A. Any time you enter a comment or indicate “Off system”, the button changes to a “C” to indicate a comment or “>” (right arrow) to indicate off system.

Q. When I entered a route number in a via text box, the system gives me a different type of route with the same number. – The system gives me a message that says “No items found matching the given criteria” when I am entering a via.

A. The system determines any route intersecting the previous route entered and uses that route. If it cannot find a route matching what was entered, a warning message will be displayed. If it cannot find a matching route in the direction of travel of the preceding route, a warning message is displayed and the system will change the preceding travel direction to the proper value.

Suggestion:

- By pressing the lookup button while the cursor is in the Via Route field, you can see all of the routes that intersect the previous route in the displayed direction of travel.

Q. Certain routes I enter give me a list of many choices with the route with BR, BL, or BS and letters in parentheses. What do they mean?

A. These are business routes, loops, or spurs. The item in parentheses is an abbreviation for the city associated with the business route. If the abbreviation is all upper case it refers to a two word city (i.e. BC= Battle Creek). If the abbreviation is upper and lower case it usually is the first three letters of a city (i.e. Pon = Pontiac).

Suggestion:

- If you are not sure of an abbreviation, select the business route, then click in the **Location** box and press the lookup button. Select town and the town will be spelled out completely.

Q. How can I see a list off all cities and towns in the system? Of all routes?

A. Click in the **Location** text box, then click the Lookup button before entering a (Start) **Route** in the Route text box to display a list of all of the towns in the system. To see a list of all routes, click the lookup button with the cursor in the (Start) **Route** text box.

Q. I cannot find any of the intersecting routes or towns on the route that I entered and I know that those routes and towns intersect with the route.

A. It is possible to select another intersecting junction for a route rather than the one that you wanted. If you enter a route at a location between junctions with the route that you want in the next via, the system will automatically assume that you want the junction in the default direction of travel. For example if you enter I-75 from US-10 (near Bay City) without changing the direction of travel on I-75 to South, then select US-23, the system will provide you with the junction near Standish and the junction near Mackinaw City to select from. If you select one of the displayed junctions, you will only show junctions and towns north of Bay City.

Suggestion:

- Remember that the route direction is set (defaulted) to the North or East unless you change it. Double check that the previous route travel-direction is the direction you intended.
- Change the previous route direction and see if the intersecting routes or towns show up as you expected.

Q. I have trouble piecing together a route from my origin to destination. How can I find a complete route?

A. The easiest way to find a route is to use the lookup function in the (Via) Route text box once you have selected the starting location. Only intersecting routes in the direction of travel from the previous route will show on the route list in the list.

Q. My map shows two route numbers on a route, which should I use?

A. You should use the more significant numbered route. Interstate first, then US, then Michigan routes and lower numbers first. For example: if the map shows M-60 and M-66, use M60; if the map shows US-27 and I-69, use I-69.