



Using the Michigan Web Permitting and Routing System

Mi-PARS

Prepared for:



February 2007

Submitted by:

Bentley Systems, Incorporated
5889 Greenwood Plaza Blvd, Suite 310
Englewood, CO 80111
303.967.0840





This Documentation is proprietary to Bentley Transportation.

© Copyright 2004 Bentley- Transportation

Unpublished - All rights reserved

Restricted Rights Legend: Use, Duplication or Disclosure by the Government is Subject to Restrictions as Set Forth in Paragraph (c) (1) (ii) of the Rights in Technical Data and Computer Software Clause at DFARS 252.227-7013. Bentley Transportation

Bentley Transportation
5889 Greenwood Plaza Blvd., Suite 310,
Englewood, CO 80111

First issue: September, 2004

This manual is provided under license from Bentley Transportation. This manual is, and shall remain, the exclusive property of Bentley Transportation. Its use is governed by the terms of the applicable license agreement. Any copying of this manual except as permitted in the applicable license agreement is expressly prohibited. The information contained in this document is subject to change without notice and should not be construed as a commitment by Bentley Transportation. Bentley Transportation assumes no responsibility for any errors or omissions that may appear in this document.



Table of Contents

- 1.0 Introduction..... 5
 - 1.1 About the Course..... 5
 - 1.2 Course Objectives..... 5
 - 1.3 Prerequisites 5
- 2.0 Getting Started 6
 - 2.1 Logging into Mi-PARS 7
 - 2.1.1 Initial Login..... 7
 - 2.1.2 Standard Login 13
 - 2.2 Change Your Password 14
 - 2.3 The Mi-PARS Interface..... 15
 - 2.3.1 The Screen Layout 15
 - 2.3.2 Permit Application Buttons 16
 - 2.4 Access the Online Help and the FAQ..... 18
 - 2.4.1 Help Link 18
 - 2.4.2 FAQ Link 20
 - 2.5 Exit Mi-PARS 21
- 3.0 Applying for a Permit 22
 - 3.1 Exercise 1: A Simple Permit 23
 - 3.1.1 The Permittee Tab 23
 - 3.1.2 The Load Tab 26
 - 3.1.3 The Route Tab..... 29
 - 3.1.4 Submitting an Application for Processing 31
 - 3.2 Exercise 2: An Overweight Permit..... 33
 - 3.2.5 Section 1 – Filling in permittee and load tabs 33
 - 3.2.6 The Weight Tab..... 34
 - 3.2.7 Completing the Routing Information 36
 - 3.2.8 Submitting the Application 40
- 4.0 Advanced Routing 42
 - 4.1 Exercise 1 43



4.2	Exercise 2	47
4.3	Exercise 3	48
5.0	Copy and Edit Existing Applications and Permits	57
5.1	Exercise 1: Searching for an Existing Application	57
5.2	Exercise 2: Editing and Re-submitting an Existing Application	60
5.3	Exercise 3: Re-opening Your Most Recent Application	62
6.0	Send Notes to and Receive Notes from the Permit Office	63
	Appendix	64

1.0 Introduction

1.1 About the Course

Welcome to a half day of training. In today's class you will learn the skills necessary to use the Mi-PARS 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.

1.2 Course Objectives

Today's training focuses on your ability to perform specific objectives. 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 Mi-PARS 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 and understand 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
- Copy and edit previous applications and permits
- Send and receive notes to/from the permit office

1.3 Prerequisites

You should have an understanding of basic computer skills (*i.e.*, mouse and keyboard operation, 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.



2.0 Getting Started

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

Objectives:

After completing this unit, you should be able to:

- Open the Mi-PARS Web application
- Enter the default password and change your password
- Access the Online Help and FAQ
- Understand the screen layout
- Select items from the Mi-PARS links

2.1 Logging into Mi-PARS

2.1.1 Initial Login

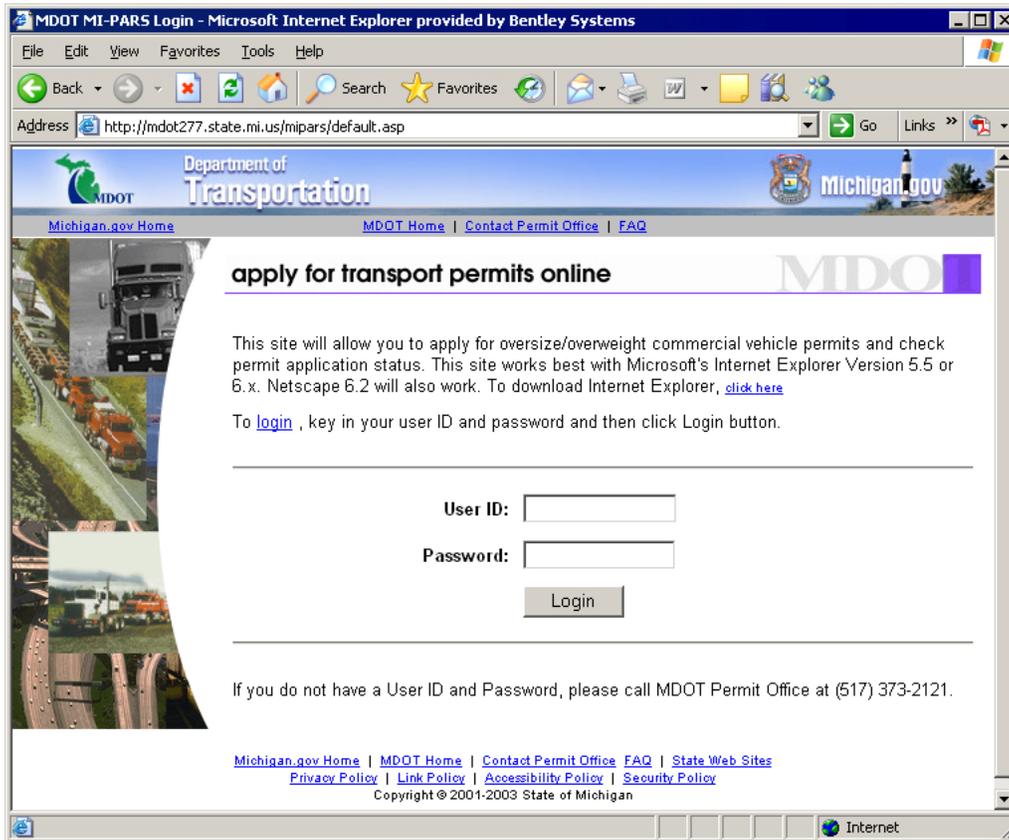
The very first time you log in to Mi-PARS, you will be required to change your password. This Initial Login procedure will lead you through the complete process. See the Standard Login and Change Your Password procedures for instructions on the regular operation of these functions.

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:

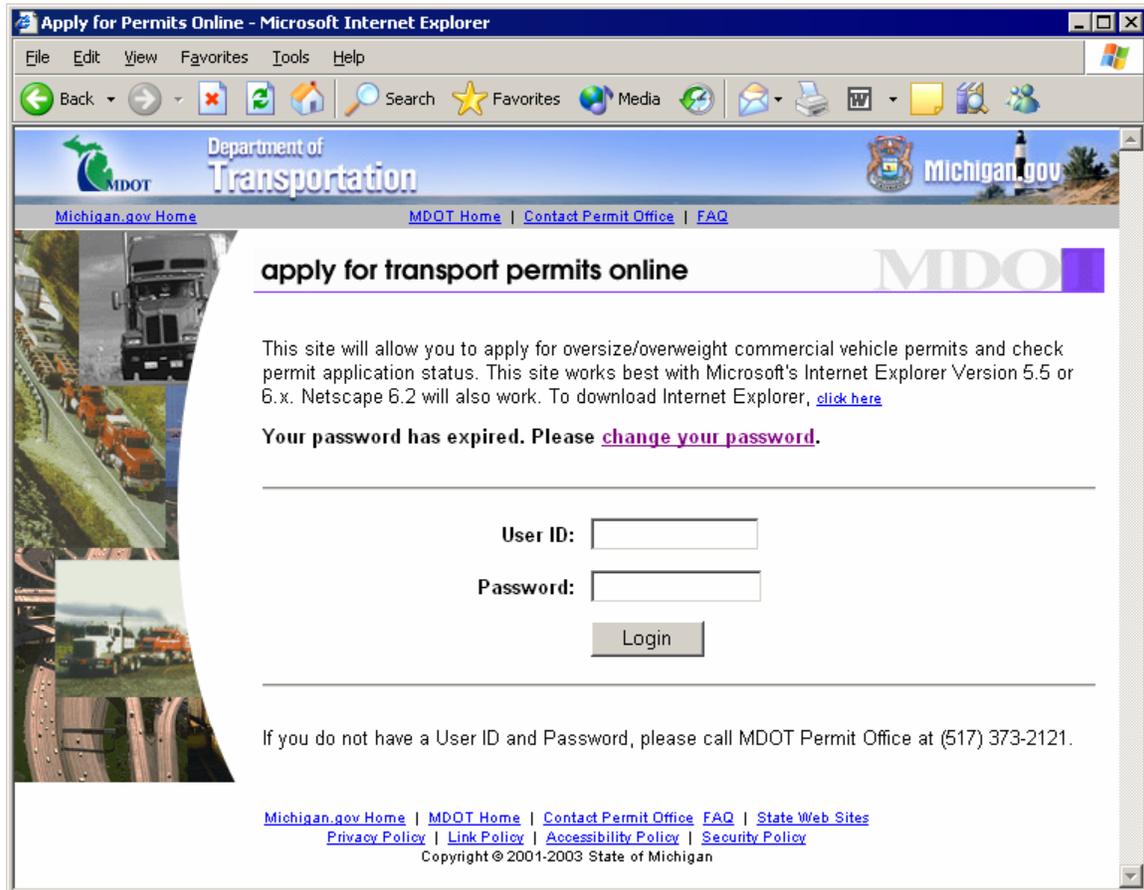
<http://mdot277.state.mi.us/mipars/>



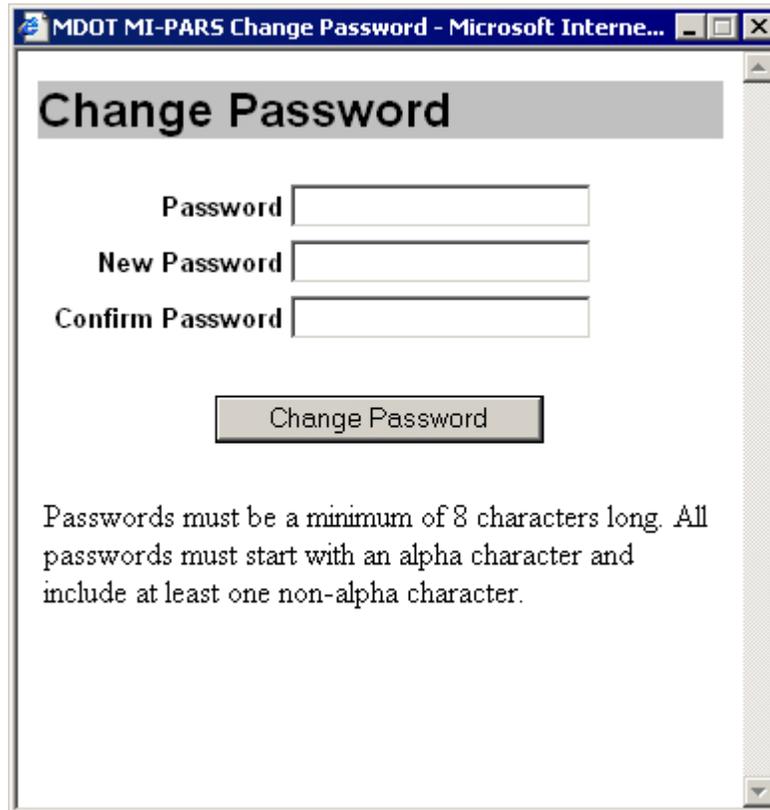
- If you have set up the Mi-PARS application page as one of your Favorites, click the **Favorites** selection on the top line.
3. The Mi-PARS Login Page displays. Enter the **User ID** and **Password** provided in the appropriate boxes and then press the **Login** button.



In a moment, the screen will re-display with a message stating that “Your password has expired. Please **change your password.**”



4. Click the **change your password** link to display the *Change Password* dialog.



MDOT MI-PARS Change Password - Microsoft Interne...

Change Password

Password

New Password

Confirm Password

Passwords must be a minimum of 8 characters long. All passwords must start with an alpha character and include at least one non-alpha character.

5. Enter the provided (default) **Password**, your **New Password**, and **Confirm** your new password in the appropriate boxes. Press the **Change Password** button.

Note: Passwords are case-sensitive, so you must use the same case or the system will not recognize your password.



MDOT MI-PARS Change Password - Microsoft Interne...

Change Password

Your password has been changed successfully. Please use the new password to log on to the system.

6. On the confirmation dialog, click the **Exit** icon (⌫).



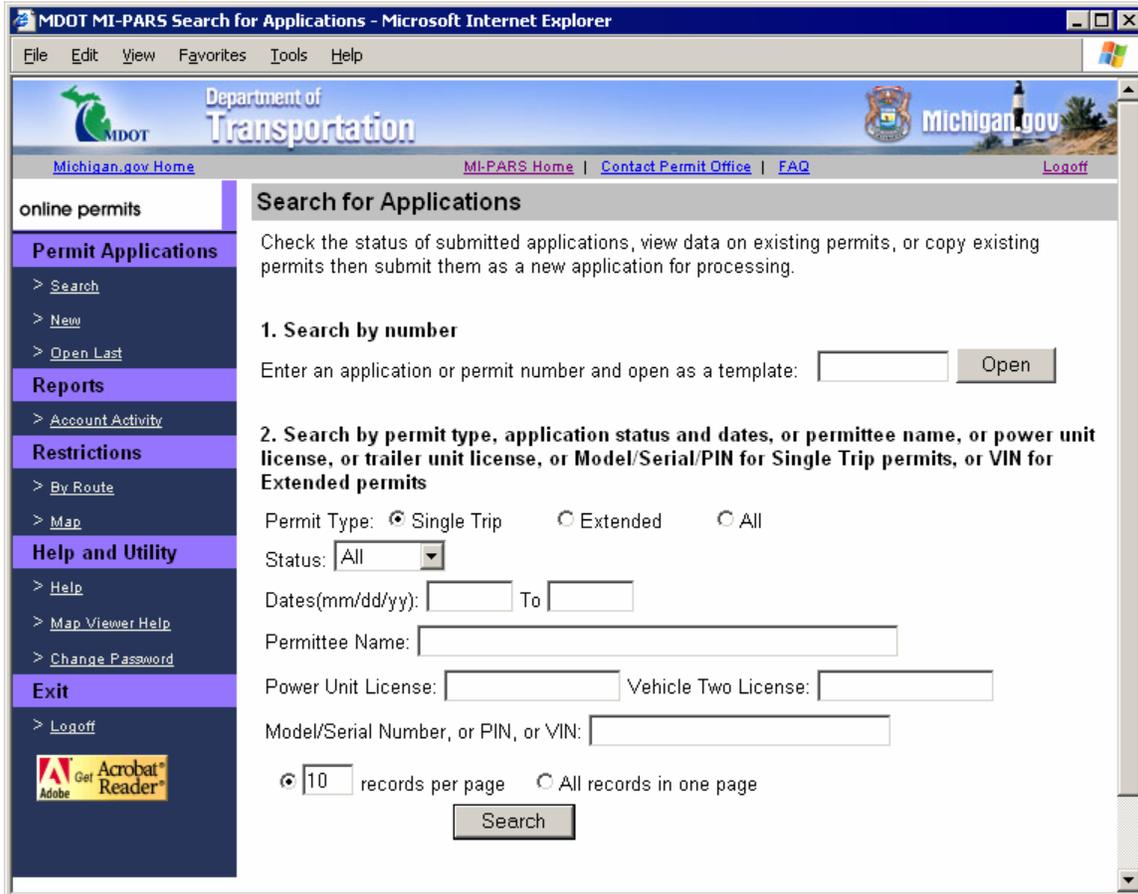
If you have made an error in entering information, the system will notify you of the error immediately.

Note: Mi-PARS 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.

7. Enter your **User ID** and your new **Password** on the login screen then press the **Login** button.



8. The *MI-PARS Search* page displays and you are logged into the MI-PARS Web System.



9. Be sure to write down your User ID and Password.



2.1.2 Standard Login

1. In the **User ID** field, type your user name then strike the Tab key on your keyboard.
The User ID is case sensitive. If you make a mistake, use the backspace key to delete characters.
2. In the **Password** field, type your password.
The password is case sensitive. Each letter you type displays as an asterisk (*) on the screen, for security.
3. Click the **Login** button.
 - If you typed your User ID and password correctly, the MI-PARS Web page displays.
 - If you typed your User ID and password incorrectly, an error message displays.
 - Click the **OK** button, check whether [**Caps Lock**] is activated on your keyboard, and type the User ID and Password correctly.

2.2 Change Your Password

You can change your password at any time, once you have logged into the MI-PARS Web Interface.

1. From the “Help and Utility” menu, click the **Change Password** link.

The *Change Password* screen displays.



2. In the **Password** field, enter your current password.
3. In the **New Password** field, enter your new password.
4. In the **Confirm Password** field, enter your new password again.
5. Click the **Change Password** button.

A confirmation message displays, confirming the password changed.

You must use the new password to next time you log into the system.



2.3 The Mi-PARS Interface

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

The Web interface provides a secure method for industry users to access Mi-PARS 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.

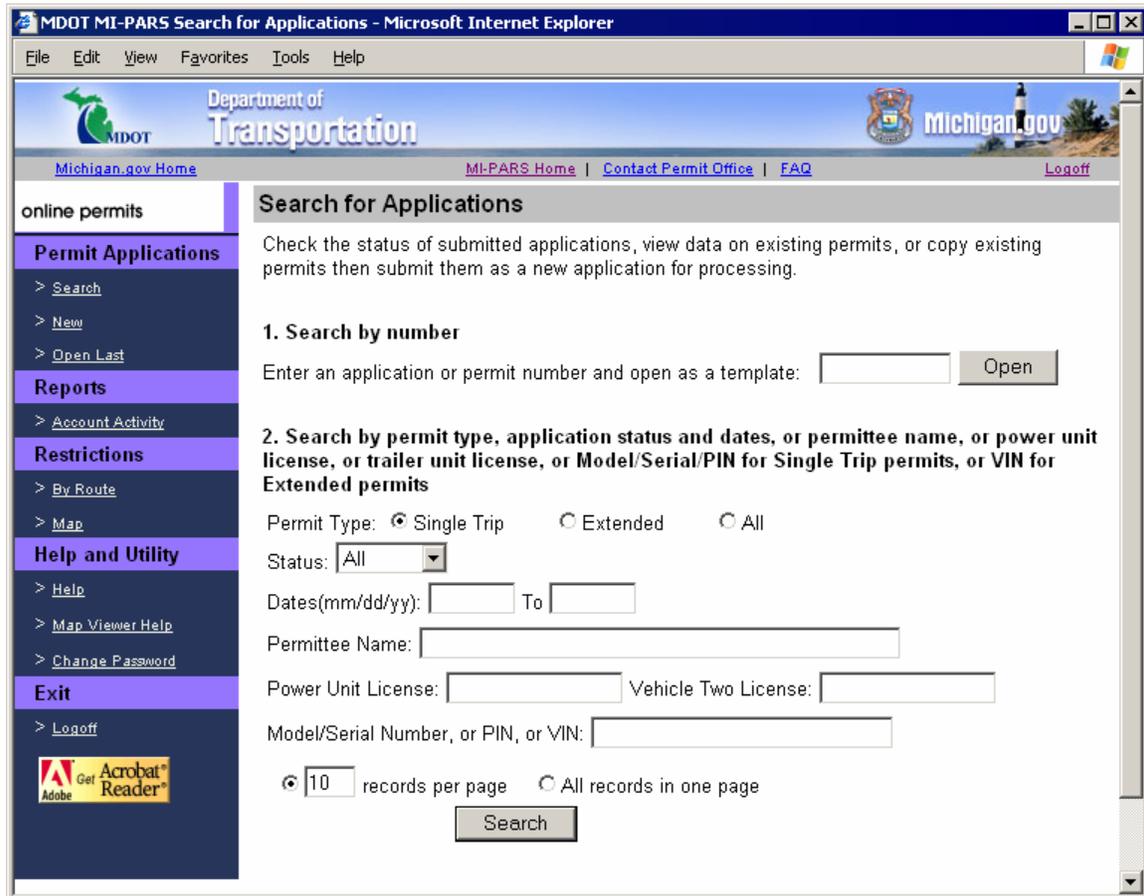
The Exit icon (✕) in the upper right hand corner of the active window will close the browser. The browser window can be minimized but kept active by clicking the Minimize icon (≡). Click the Maximize icon (☐) to set the window size to full screen.

The Mi-PARS Web Interface provides standard browser navigation capabilities. Underlined items are links to other functions. Most functions are controlled by clicking 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.

2.3.1 The Screen Layout

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



The screenshot shows a web browser window titled "MDOT MI-PARS Search for Applications - Microsoft Internet Explorer". The page header includes the Michigan DOT logo and "Department of Transportation" with "Michigan.gov" branding. 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 sections:

- Search for Applications**: 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**: Enter an application or permit number and open as a template: [input field] [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**:
 - Permit Type: Single Trip Extended All
 - Status: [All dropdown]
 - Dates(mm/dd/yy): [input] To [input]
 - Permittee Name: [input field]
 - Power Unit License: [input field] Vehicle Two License: [input field]
 - Model/Serial Number, or PIN, or VIN: [input field]
 - 10 records per page All records in one page
 - [Search button]

A left-hand navigation menu includes: online permits, Permit Applications (with sub-links: Search, New, Open Last), Reports (with sub-link: Account Activity), Restrictions (with sub-links: By Route, Map), Help and Utility (with sub-links: Help, Map Viewer Help, Change Password), and Exit (with sub-link: Logoff). An Adobe Acrobat Reader logo is visible at the bottom of the menu.

- The Michigan DOT headers and footers include links to the State of Michigan site, the Mi-PARS home page and links to other sites. The headers and footers will display in your browser while you are on this site.
- The function panel provides links to the available functions. Links to functions and information are underlined.
- The information area is where data can be entered or 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.

2.3.2 Permit Application Buttons

 The **Submit** button displays on all of the permit application tabs. Click it to submit an application for processing once all application information has been entered. When the button is clicked, 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.



 Click the **Add Notes** button to compose messages for the permit office. When the button is clicked, the notes field opens, allowing 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.

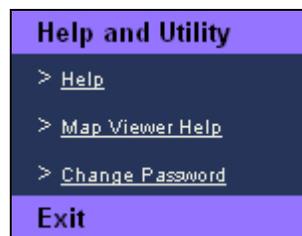
Label Buttons are various buttons on the individual application tabs. These buttons either provide a list of values to select from or change the way that items are displayed on the screen.

2.4 Access the Online Help and the FAQ

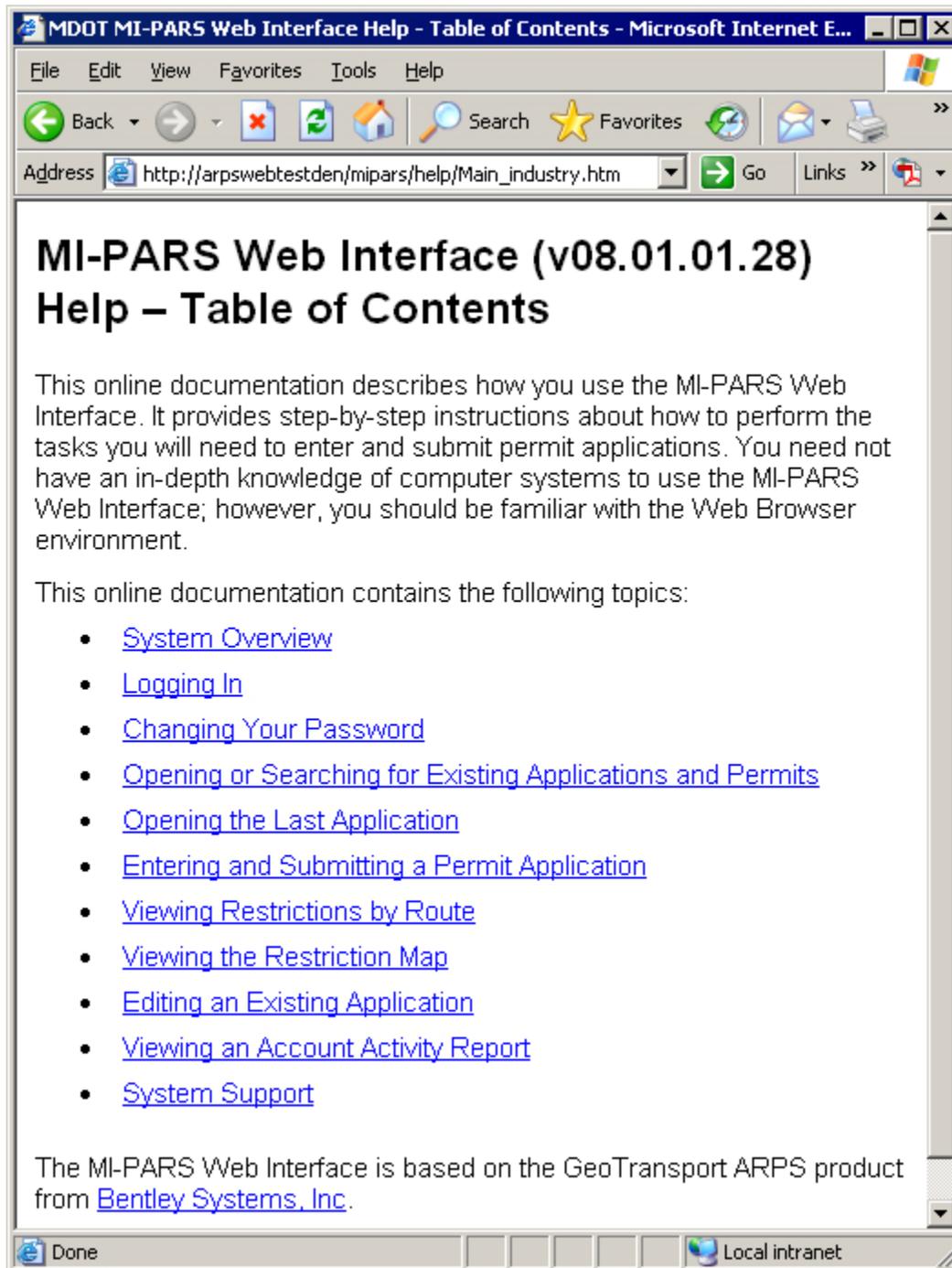
2.4.1 Help Link

Click the Help link allows you to access the Mi-PARS Online Help. Each screen, tab, and function of the Mi-PARS application is covered in the online help. Use the Table of Contents and the links within the individual topics to navigate the help.

1. From the *Help and Utility* menu, click the **Help** link.



The *Mi-PARS Web Interface Help* opens in a separate browser window.



2. Navigate the *Table of Contents* by clicking the topic links.
3. Click the Exit icon (X) in the top right corner of the browser window to close the online help.

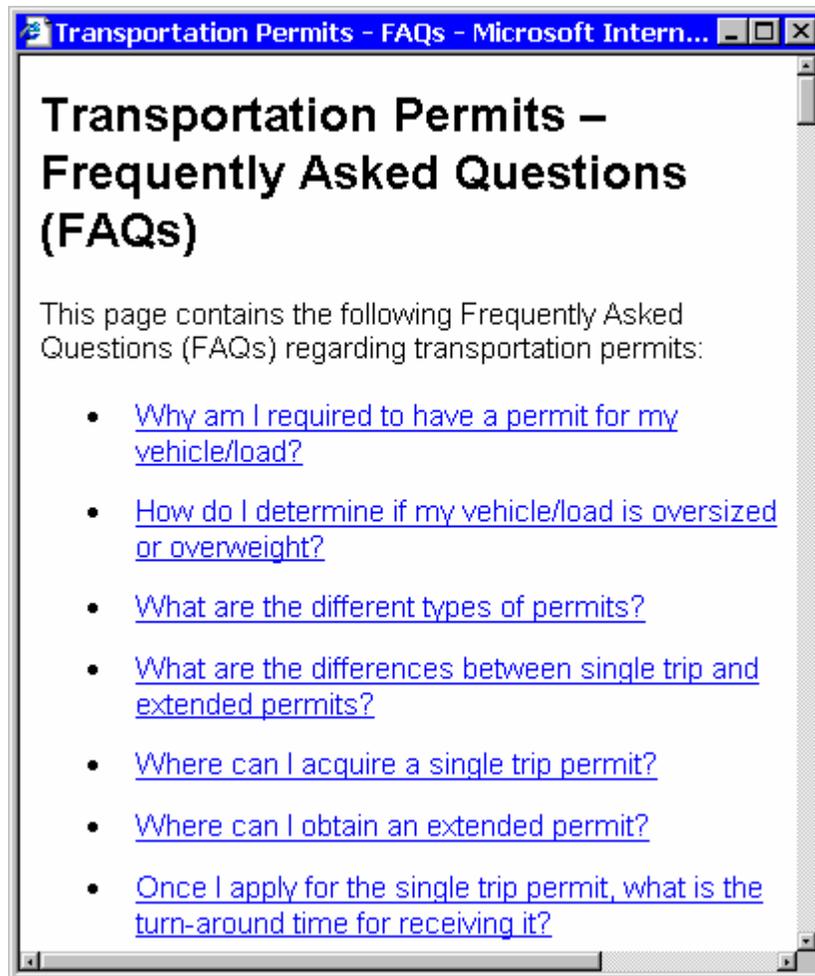
2.4.2 FAQ Link

The Mi-PARS Web Interface includes a list of frequently asked questions (FAQ) to provide users with answers to commonly asked questions.

1. Click the **FAQ** link at the bottom of the screen.



The *FAQ* opens in a separate browser window.



2. Navigate the *FAQ* by clicking the question links.
3. Click the Exit icon (X) in the top right corner of the browser window to close the *FAQ*.

2.5 Exit Mi-PARS

1. When you are ready to end your session with Mi-PARS, click either the **Logoff** link from the *Exit* menu or the Logoff link in the top right corner of the browser window.



2. Logging off returns you to the Login screen. Click the Exit icon (✕) in the top right corner of the browser window to close the Internet Explorer.

3.0 Applying for a Permit

The process of applying for a permit requires that you enter data into a variety of tabs. This information is then used to issue the appropriate permit. It is important that accurate, complete, detailed information be provided so that the permit may 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 listings, and motor carrier rules and procedures can help during the process.

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
- Select and enter object descriptions, dimensions, and weights
- Enter required application weight information
- Enter simple routes



3.1 Exercise 1: A Simple Permit

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

3.1.1 The Permittee Tab

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.

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:	mi@mdot.state.us		
Email2:			
Effective Dates:			
11Feb07	12Feb07	13Feb07	14Feb07
15Feb07	<input type="checkbox"/> Weekend Move		
Sunday	Monday	Tuesday	Wednesday
Thursday			

1. Log into the Mi-PARS Web application.

- When the user interface screen displays, click the **New** link to begin a new application.

For new permits, all fields on the Permit Tab are empty.

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

- In the applicant box, enter “Det”. After you have entered three characters, press the lookup button; a list of matching entries displays. Use the **arrow** key to highlight Detroit Edison then press the button to select.

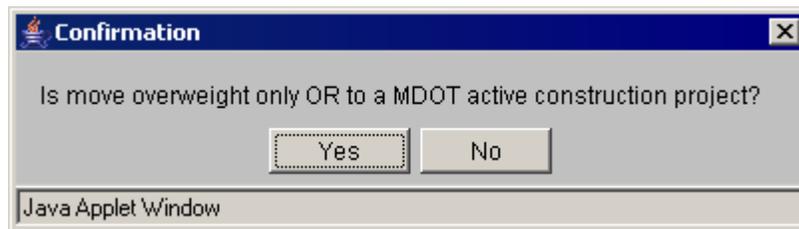
Note: To select items on a list, first highlight the item, then press the **OK** button.

All of the applicant information is filled in.

- Enter your name in the **Requestor** box.
- The **Delivery By** field is highlighted. Click the drop-down icon () next to the field to open the list of available choices then select **email**.

Note: You can also use the **arrow** keys to move through any list.

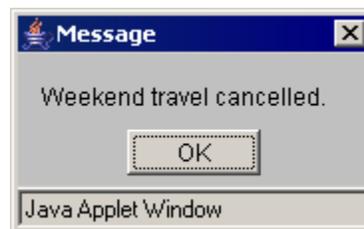
- Change the first effective date to tomorrow’s date and strike the Tab key. Notice that all of the grayed-out dates change.
- Check the **Weekend Move** box. The weekend move confirmation dialog displays.



- Click **Yes**. Notice that the dates will now allow travel on Saturday and Sunday.

Note: 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.

- Un-check the **Weekend Move** box. The weekend travel cancellation dialog displays.



- Click the **OK** button. Notice that the dates now change to exclude weekend movement.

Note: When an action may change information already entered, MI-PARS will notify you with a warning message that a change is being made.

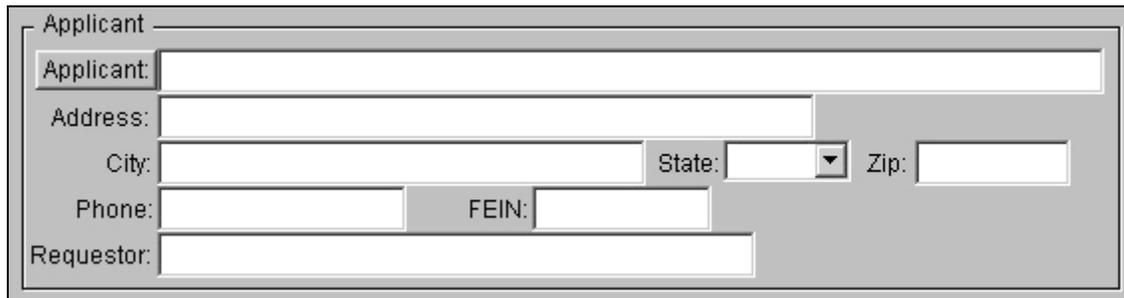
11. Before you leave this screen, go back to the applicant field and type the transporting company's name in the field then press **Applicant**. The *Permittee: No Records* message pop-up displays.



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

12. Click **OK**.

13. Enter your contact information in the appropriate fields of the *Applicant* area.



3.1.2 The Load Tab

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, 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.

Permittee	Load	Weight	Route
-----------	-------------	--------	-------

Object Only

Description: MOD/MOB-

Model/Serial #: Unit No.:

Weight: lbs Width: ft in Height: ft in Length: ft

Legal Weights: Yes No Total # of Axles: Conveyance

Self Propelled Towed Loaded

	Unit One	Vehicle 2	Vehicle 3
Type:	<input type="text"/>	<input type="text"/>	<input type="text"/>
License:	<input type="text"/> St: <input type="text"/>	<input type="text"/> St: <input type="text"/>	<input type="text"/> St: <input type="text"/>
Make:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Model:	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weight:	<input type="text"/> lbs	<input type="text"/> lbs	<input type="text"/> lbs

Overall Dimensions

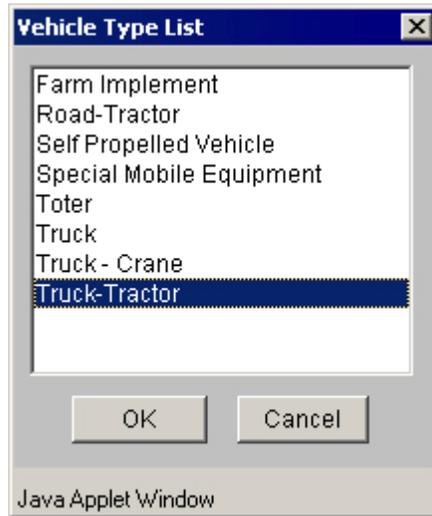
Trailer Length: ft Width: ft in Height: ft in Length: ft

Rear Overhang: ft in Weight: lbs

1. Move to the *Load* tab.
2. Click the **Description** button and select “MOD/MOB” – For the movement of Modular or Mobile Homes or “Other” – from the *Load Description List*.



3. Click **OK**.
4. Click just past the dash and enter object description.
5. Type in object description after the dash then strike the Tab key.
6. Now fill in **Model/Serial Number**.
Notice that the Unit No field is grayed-out. It is only required for MOD/MOB type.
7. Enter object weight in the **Weight** field and strike the Tab key.
8. Enter Width, Height, and Length.
9. Select the appropriate radio button for legal weights.
Note: When a default value has been entered in a field, just strike the Tab to accept it.
10. Enter number of axles.
11. Check the appropriate box for the conveyance.
Note: You can use the space bar to select/deselect the highlighted check box.
12. In the *Unit One* area, click the **Type** button.
13. From the *Vehicle Type* List, choose **Vehicle** then click **OK**.



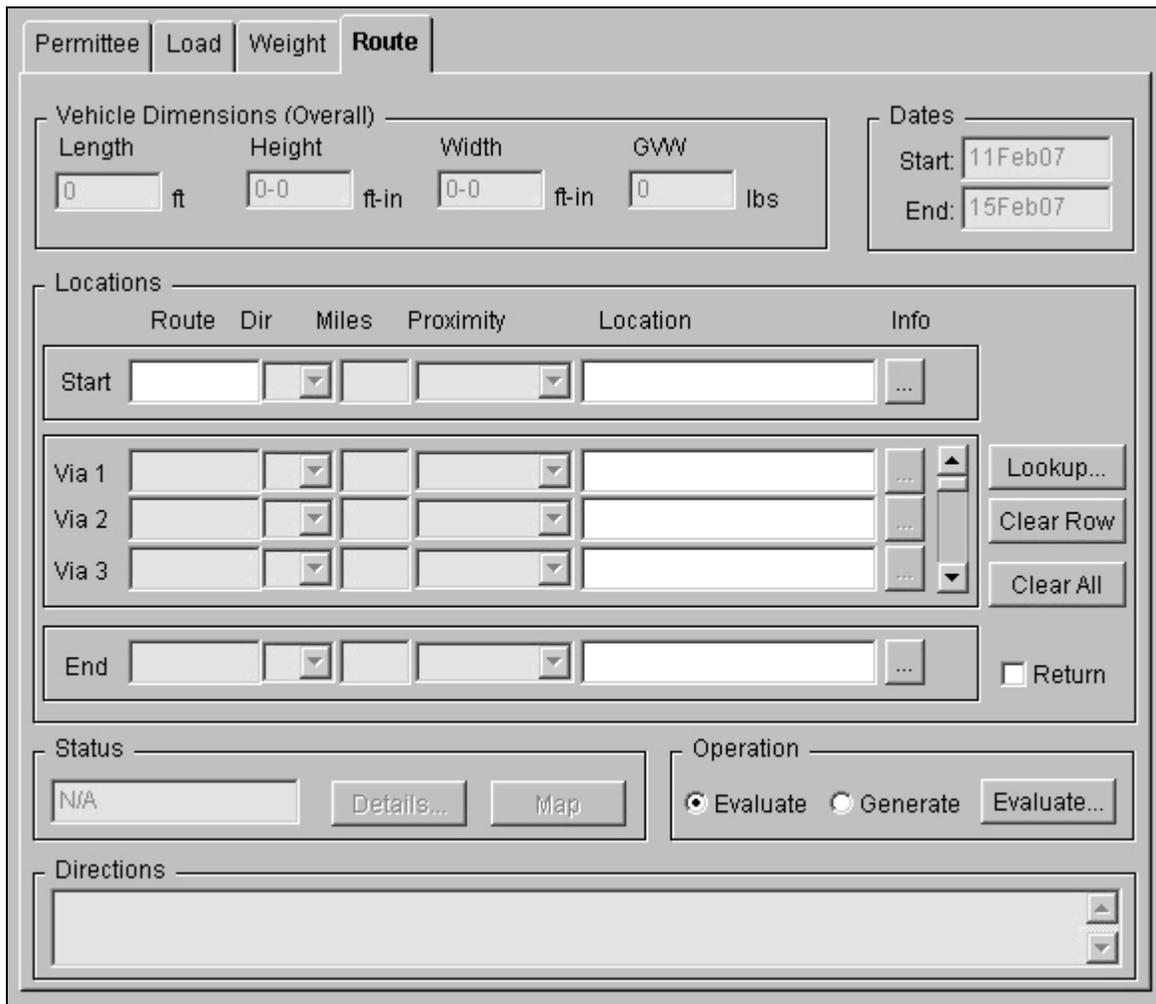
14. Enter plate number for the **License** number.
15. Click the drop-down icon (▼) and choose the **State**.
16. Click in the *Vehicle 2 Type* field then click the **Type** button.
17. From the *Vehicle Type List*, select **vehicle** then click **OK**.



18. Enter the following *Overall Dimensions*: **Trailer Length; Width; Height; Length; Rear Overhang**.

3.1.3 The Route Tab

The Route tab covers the application's origin, destination, and requested route of travel. There are additional functions 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 a later session, we will spend quite a bit of time detailing many of the complexities of requesting a route.



1. Click on the **Route** tab.
2. In the **Route** field of the **Start** line, type "50" then strike the Tab key.

Note: The routing system knows that there is only one 50 in the state and that it is a Michigan route.

Note: It is not necessary to enter the letter prefix for a route



- The cursor has moved to the Location field. Type "t" and strike the Tab key.

The following menu displays to show all towns on M-50 that start with "T".

- Select "Tompkins Center" then click the **OK** button

The *Route* field of the *End* line is disabled and displays "M-50".

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

- In the **Route** field of the **Via 1** line, enter "124".

The *Route* field of the *End* line has now changed to "M-124" and the **Location** field of the *Via 1* line displays "Jct M50 M124".

Note: 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.

- In the Junction field of the End line, enter "12" and strike the Tab key.

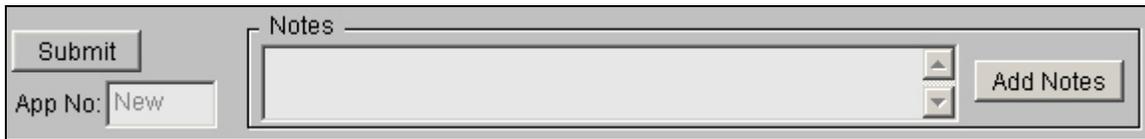
The system supplies the end point as the junction of US12 and M124 (JCT US12 M124).

Locations						
	Route	Dir	Miles	Proximity	Location	Info
Start	M-50	E		VICINITY C	TOMPKINS CENTER	...
Via 1	M-124	E		AT	JCT M-50 M-124	...
Via 2						...
Via 3						...
End	M-124	E		AT	JCT US-12 M-124	...

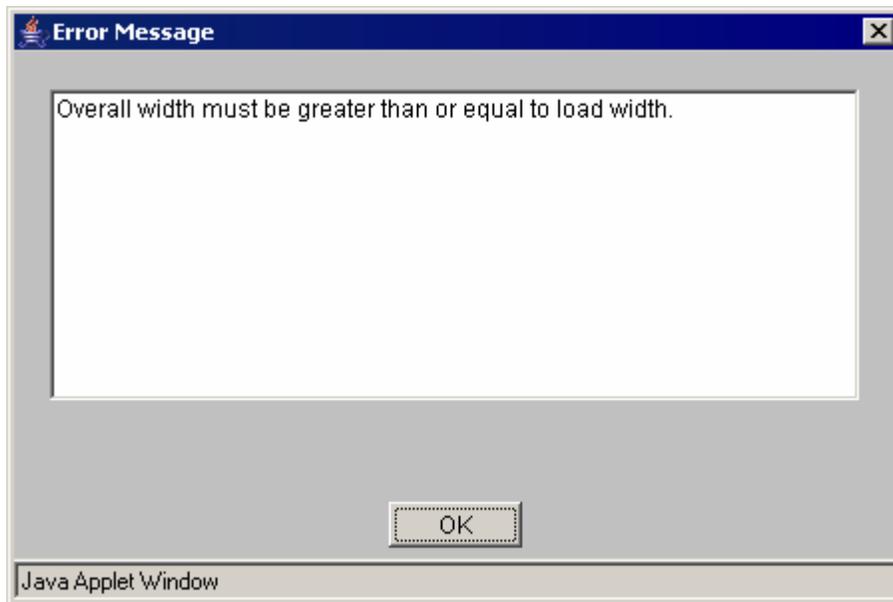
Return

3.1.4 Submitting an Application for Processing

1. Click the **Submit** button to initiate the issuance process.

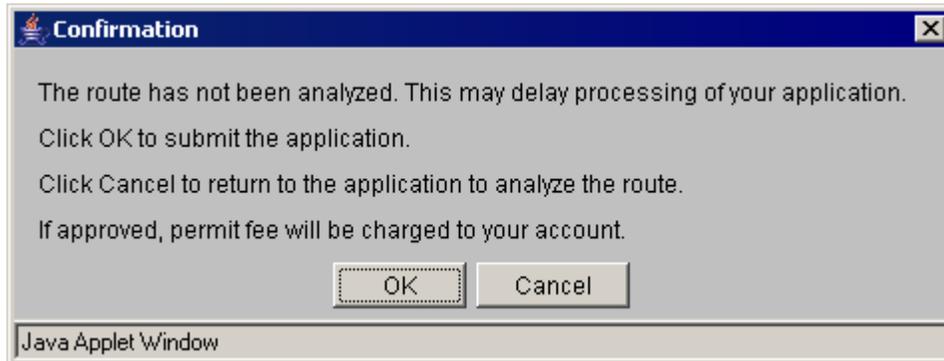
A web form for submitting an application. It features a 'Submit' button on the left, an 'App No:' field with the value 'New', a large 'Notes' text area with scrollbars, and an 'Add Notes' button on the right.

An error message notifies you that there is an inconsistency in the information that you entered.



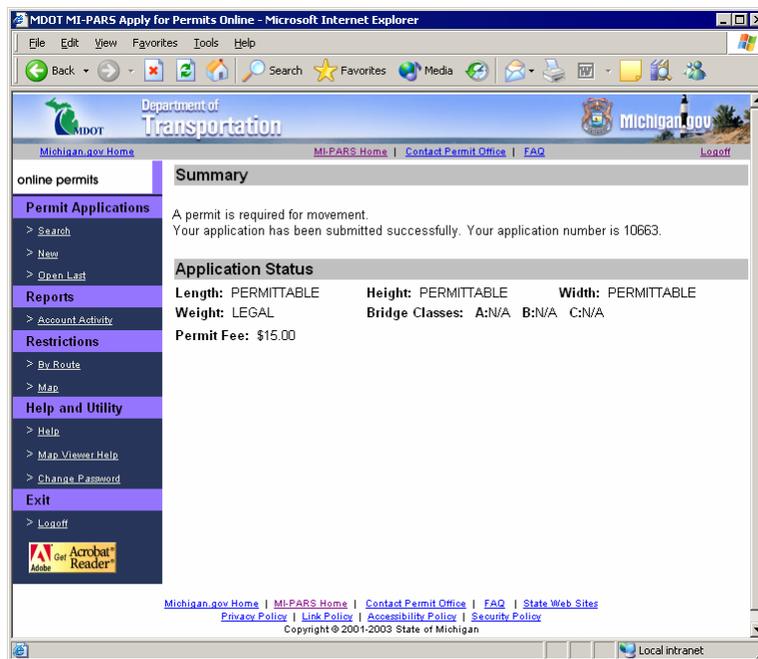
2. Correct the error and resubmit the application.

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.

The Evaluation screen displays the computed permit fee, the dimension and weight status, and the bridge classification. If there are any problems with the application, these fields will be blank and the reasons why the application cannot be processed will be listed in the text box.



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

3.2 Exercise 2: An Overweight Permit

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

3.2.5 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 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** radio button.



3.2.6 The Weight Tab

The *Weight* tab is only active when the **No** radio button of the *Legal Weight* options is clicked on the *Load* tab. Enter axle weight, axle gauge (width), number and size of tires, and axle spacing for each axle in the spaces provided. This information is always required for overweight applications. If there are more than 11 axles, the buttons on the bottom of the page display, allowing you to enter more axle information.

Notes

App No:

Permittee

Load

Weight

Route

Axles

	1	2	3	4	5	6	7	8	9	10	11
Weight(lbs):	<input type="text"/>										
Gauge(ft-in):	<input type="text"/>										
No. of Tires:	<input type="text"/>										
Tire Width:	<input type="text"/>										
Tire Weight:	<input type="text"/>										
Spacing(ft-in):	<input type="text"/>										

1. Click the **Weight** tab.

February 2007

34

CONFIDENTIALITY STATEMENT

The contents of this document, including system ideas and concepts, are confidential and proprietary in nature and are not to be distributed in any form without the prior written consent of Bentley Systems inc.

Note: There are a number of entry fields on this tab for axle information for overweight moves. The grayed-out row for tire weight is automatically computed.

2. Enter the following information for Axle 1:

- a) Enter “15400” in the **Weight** line and strike the Tab key.
- b) The default value is acceptable in the **Gauge** line, so strike the Tab key.
- c) The default value is acceptable in the **No. of Tires** line, so strike the Tab key.
- d) Enter “12.25” in the **Tire Width** line and strike the Tab key.
- e) Enter “10-11” for the axle **Spacings** for axle one to two.

Note: Dimensions on the Weight tab must be entered in the format “feet dash inches (ft-in)”.

Axles		1	2
Weight(lbs):	15400		
Gauge(ft-in):	8-0	8-0	
No. of Tires:	2	4	
Tire Width:	12.25		
Tire Weight:	628		
Spacing(ft-in):	10-11	0	

3. Enter the following for Axle 2:

- a) Enter “18” in the **Weight** line and strike the Tab key.
- b) The default value is acceptable in the **Gauge** line, so strike the Tab key.
- c) The default value is acceptable in the **No. of Tires** line, so strike the Tab key.
- d) Enter “12” in the **Tire Width** line and strike the Tab key.
- e) Enter “4-2” for the axle **Spacings** for axle two to three.

Note: 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.

4. For axle 3 and 4, enter 18000 for the **Weight**, accept the default axle **Gauge**, and 12 for the **Tire Width** and **Spacings** of 4’2” and 43’0”.

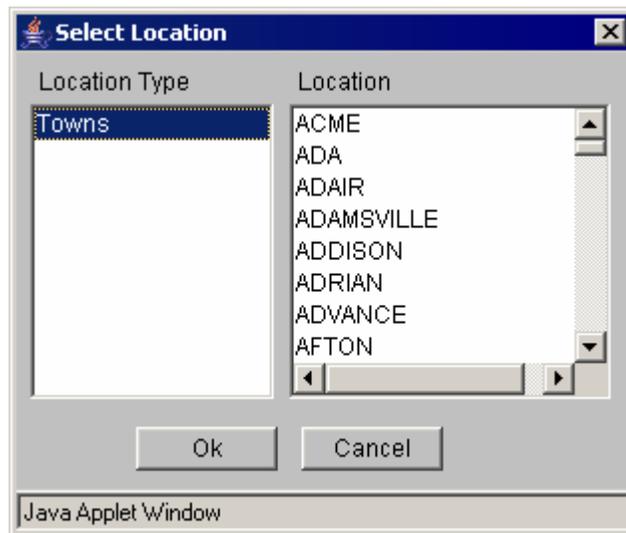
5. For axles 5 through 8, enter: 18000 for the **Weight**, 8’6” for the axle **Gauge**, 300 for the **Tire Width**, and **Spacings** of 4’2”, 4’6” and 4’6”.

Note: Tire widths needs to be entered in feet and inches.

3.2.7 Completing the Routing Information

1. Click the **Route** tab.
2. Click in the **Location** field of the **Start** line. Then click the **Lookup** button.

The *Select Location* dialog displays.

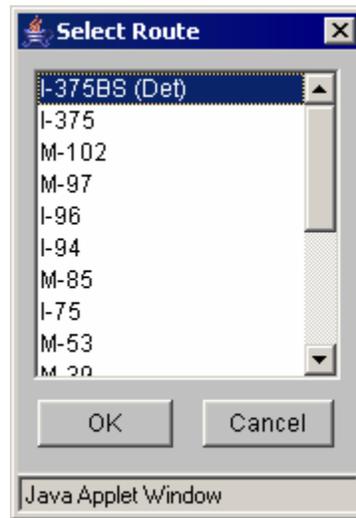


Note: The Route tab Lookup function provides intelligent selection lists based on the location of the cursor.

3. Choose **Detroit** from the *Location* list and click **OK**.

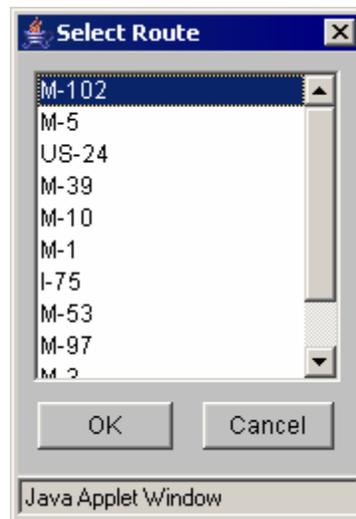
Note: To reset the location lookup function, first select the location type box on the left then the first item in the location box on the right.

The *Select Route* dialog displays.



Note: This list displays all of the routes that are located in Detroit, because Detroit was selected as the location.

4. Select **M102** and click **OK**.
5. Click in the **Route** field of the **Via 1** line. 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.



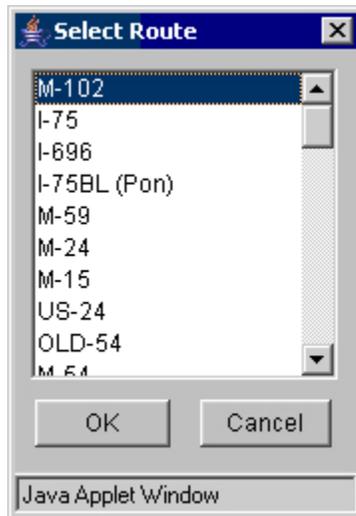
6. Select **I-75** and click **OK**.

At this point, the route you are building started in Detroit going Eastbound on M102 to I-75, now it's going Northbound on I-75.

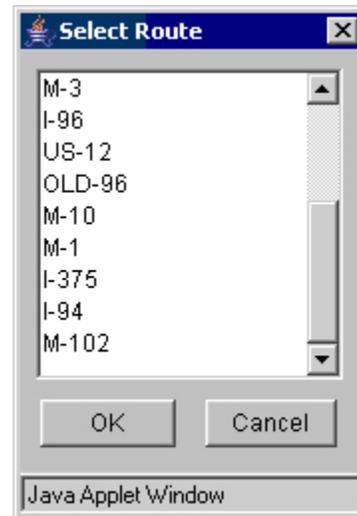
Note: When building a route, be sure that the direction of travel is correct or you may not get the results that you are expecting.

7. Click in the **Route** field of the **Via 2** line and click the **Lookup** button. Notice that the next route 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 **Via 1 Dir** field and change the direction to **S**(outh). Now click in the **Via 2 Route** field and click the **Lookup** button.

I-75 Northbound List



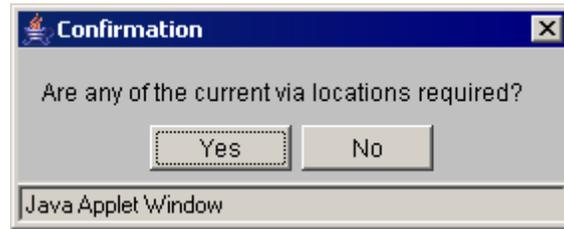
I-75 Southbound List



8. Select **I-94** and click **OK**.
9. Enter “96” in the **Via 3 Route** field then strike the Tab key. 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.



10. End route at desired junction or town.
11. Click the **Evaluate** button to analyze the route.
12. Notice that the status displays “Fail Constraint”.
13. Click the **Details...** button to display the reason why the route failed.
14. Click the **Generate** radio button. Notice that the operation button label has changed to “Generate”.
The system displays a confirmation message.



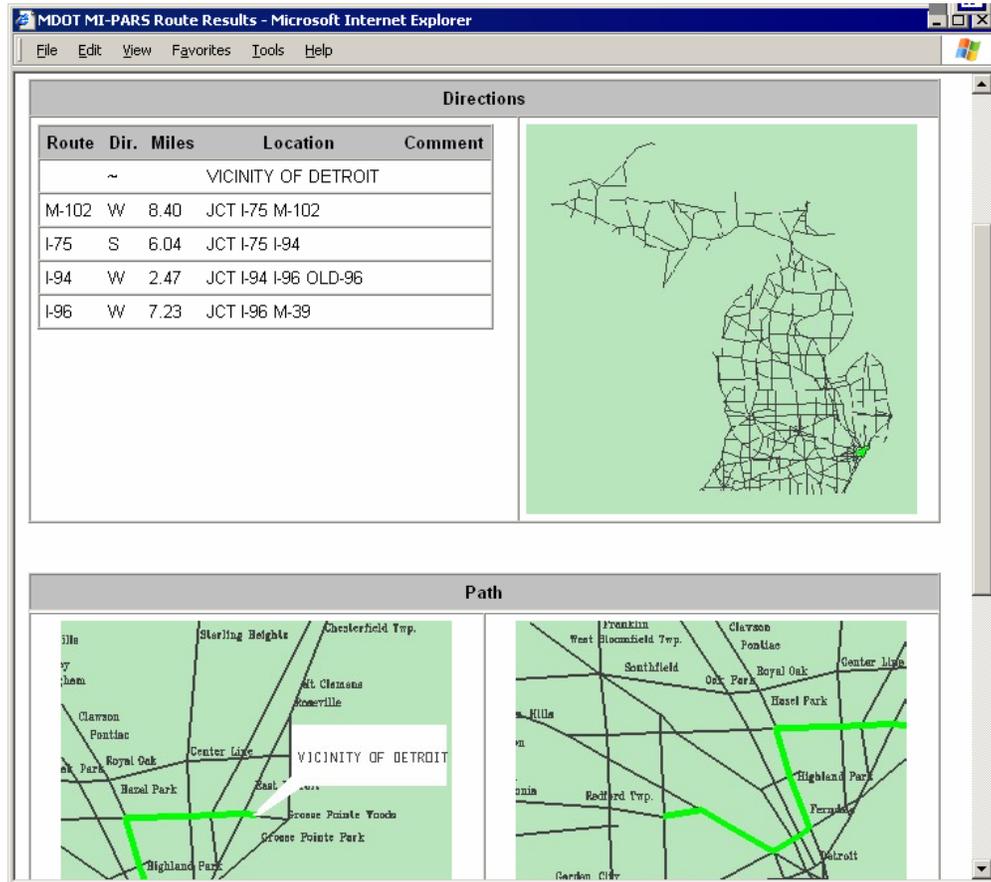
15. Click the **No** button then click the  button.

In the **Directions** field, the system displays a route that will allow passage.

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

16. Click the **Map** button to display a map of the route.

Note: You must analyze a route before you can display the route map.



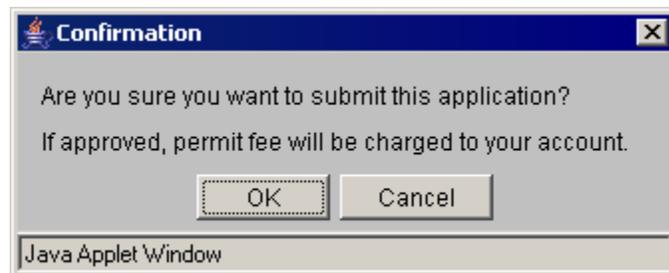
Directions

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

3.2.8 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 Mi-PARS.





MDOT
Michigan Department of Transportation

Issued To:
BENTLEY TRANSPORTATION
8549 Greenwood Plaza Blvd
Englewood CO 80111

Michigan Department of Transportation
Lansing, Michigan 48909

SPECIAL TRANSPORTATION OR BUILDING MOVING PERMIT

ST
Page 1 of 2

Permit Number: **022930000**
Permit Fee: \$ **50.00**
Effective Dates: **21Oct2002**
22Oct2002
23Oct2002
24Oct2002
25Oct2002

Object Description: **OTHER- JOHN DEERE DOZER (850)**
From: **M-102 - VICINITY OF DETROIT**
To: **I-96 - JCT I-96 M-39**
Via: **M-102 E / I-75 S / I-94 W / I-96 W**
This permit NOT VALID on County Roads or city streets

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

Vehicle	Type		License (State)
1	Truck-Tractor		TE456 (MI)
2	Semi Trailer		THY67 (MI)

Axle No:	1	2	3	4	5	6	7	8
Weights:	15,400	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Spacing:		10'11"	4'02"	4'02"	4'3'00"	4'02"	4'06"	4'06"
Gauge:	8'00"	8'00"	8'00"	8'00"	8'06"	8'06"	8'06"	8'06"
Tires:	2/12.25	4/12	4/12	4/12	4/300	4/300	4/300	4/300

Special Restrictions

MAXIMUM SPEED 45 MPH - 4 OR MORE LANES; 35 MPH - LESS THAN 4 LANES.

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.
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.
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.
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.
- 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.
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.

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.

PERMIT IS NOT VALID UNLESS SIGNED BY PERMITTEE.

Permittee: _____
4882

APPROVED: *Gerald L. Keszke*
By: **manager** On: **20Oct02**

Date: _____
Entered: 10/20/02 10:03

Issued: 10/20/02 10:03

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

4.0 Advanced Routing

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 Mi-PARS 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.

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

Introduction to Routes:

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

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

Note: 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

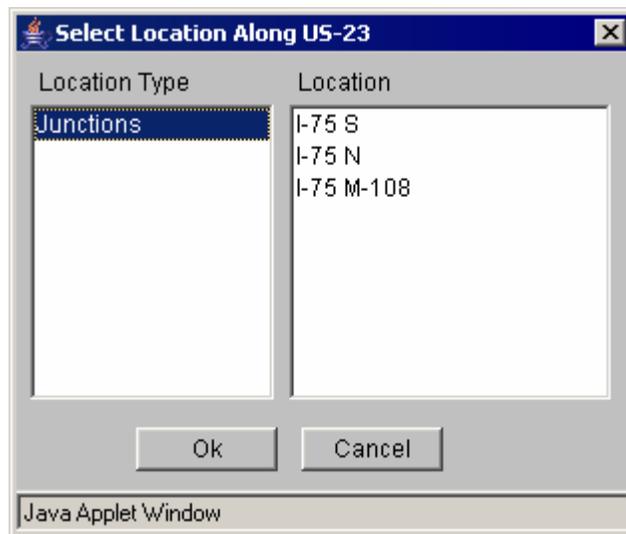
Exiting and Reentering the State System

- Using the Info Box
- The Info button

4.1 Exercise 1

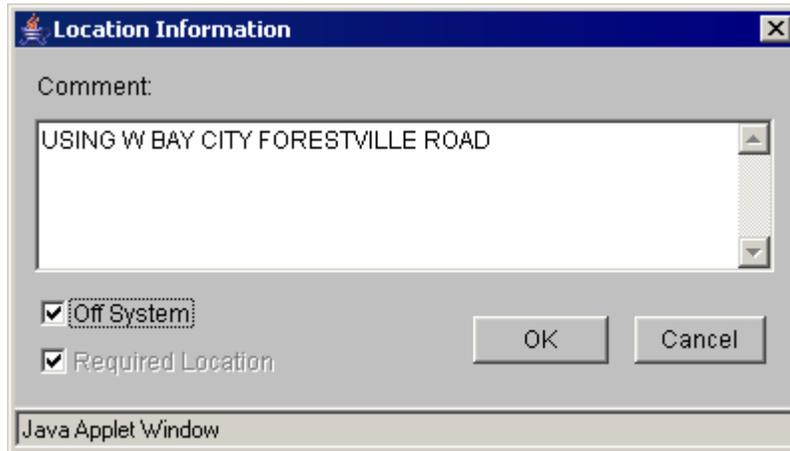
In this exercise, you will put all of the skills that you have learned so far to use and enter routes that use non-State roads. These routes are probably similar to those you will be entering.

1. Start Mi-PARS.
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.



Note: 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.



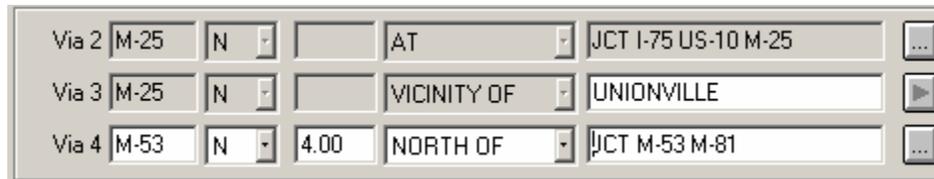
Note: To go “Off System” you should enter the route twice – once where you begin travel on the route (JCT I-75 M25, in this exercise) and again where you are leaving the route (M25 Unionville)

9. Click Off System.

10. Select M53 at M81.

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

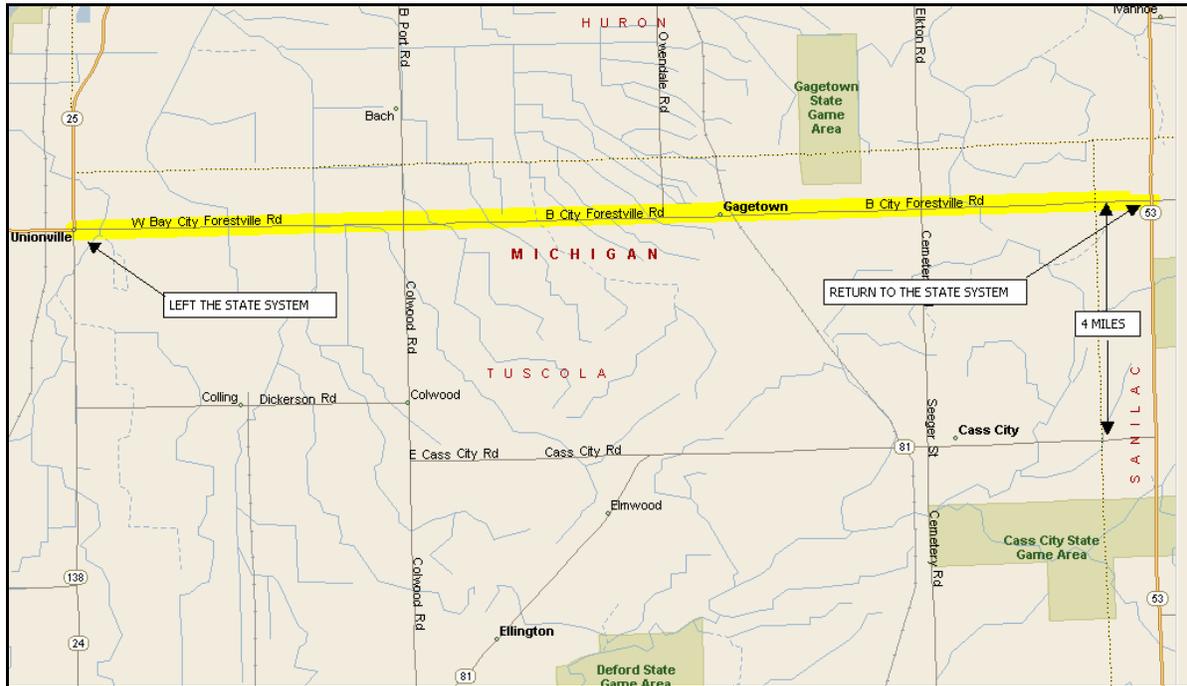
11. Click the Miles box and enter 4.0. The Proximity changes to NORTH OF.



Via 2	M-25	N		AT	JCT I-75 US-10 M-25	...
Via 3	M-25	N		VICINITY OF	UNIONVILLE	▶
Via 4	M-53	N	4.00	NORTH OF	JCT M-53 M-81	...

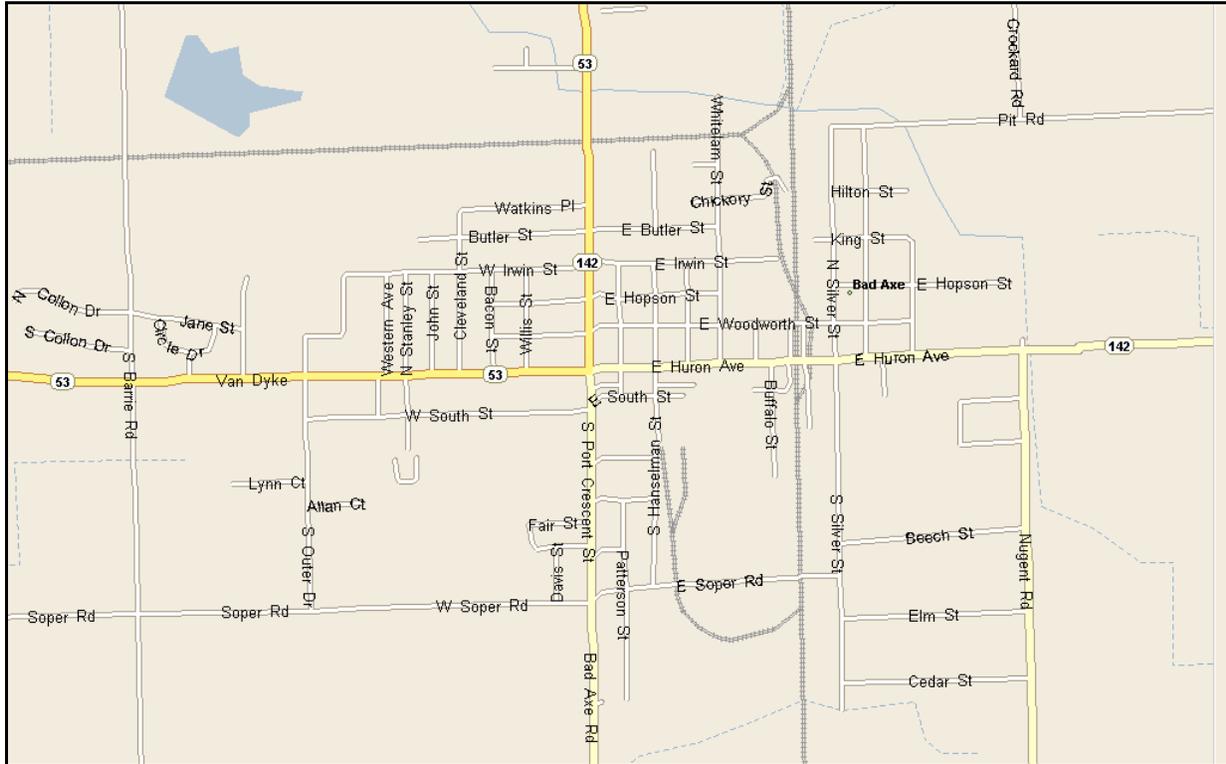
Note: The proximity like the route direction is always set to the increasing mileage direction

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



12. 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.

Note: 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

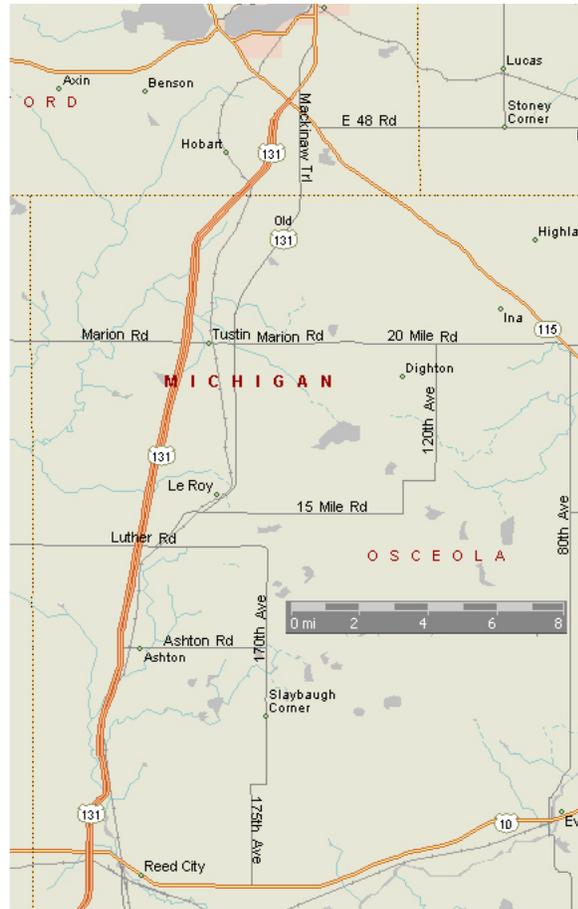


13. Submit your application for processing.

4.2 Exercise 2

You will need the following maps to complete this exercise.

1. Enter another practice application except for the route.

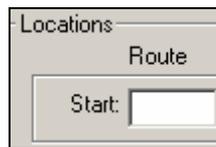


2. Enter the following new route:
3. Starting in LeRoy then, using US131 to US 10, take Old State Highway to M61 and end in Harrison.

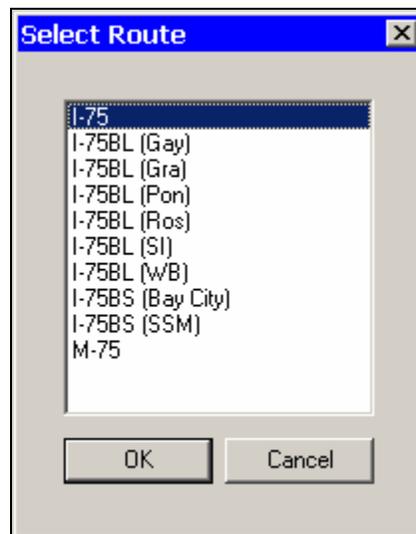
4.3 Exercise 3

Follow this process to select a route of travel completely on the State system (I-/US-/M- routes).

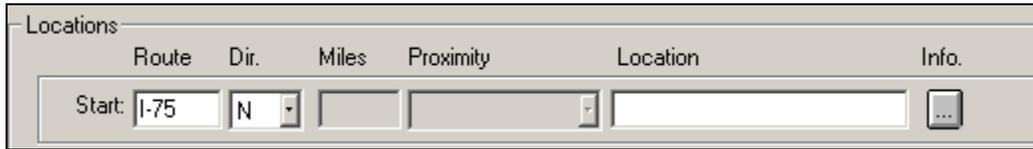
1. To begin entry of a route, the cursor should be flashing in the (Start) **Route** text box.
 - Enter a route number or a route system with the dash (I-/US-/M-) and a route number then strike the Tab key to accept your entry. You can also use the **Lookup** function to select a route.



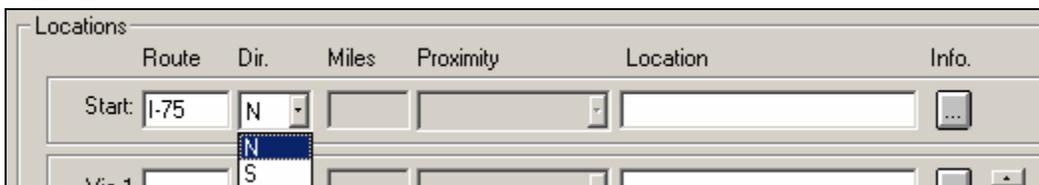
- The number will be displayed in the box or if there is more than one route that matches what you entered, a list of matching routes will be displayed. The letters directly after the route number indicate a business route (BR), business loop (BL) or business spur (BS). The letters in parenthesis after 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” for St. Ignace, and “SSM” for 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.

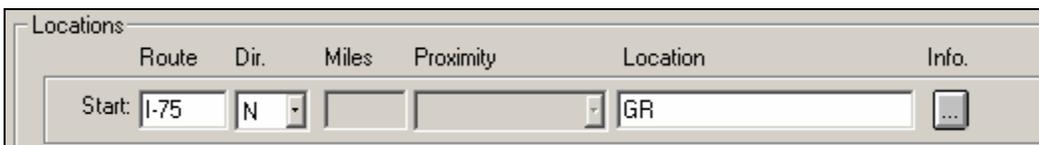


- The (Start) **Dir** text box is filled in by the system with the increasing (from low to high mileage) direction. This is usually the way the route is signed on the road. This default direction can be changed by clicking the box and selecting the opposite direction. Be sure that the direction indicates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

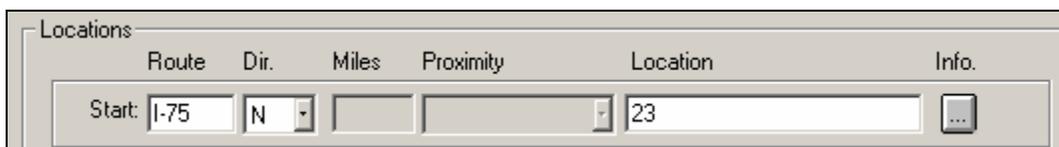


2. The cursor will move to the (Start) **Location** text box.

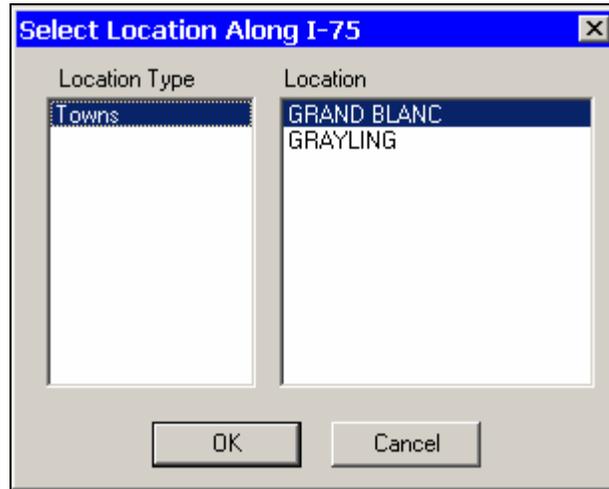
- If you are starting at or near a city or town, type in the first few letters of the town's name then strike the Tab key to accept your entry.



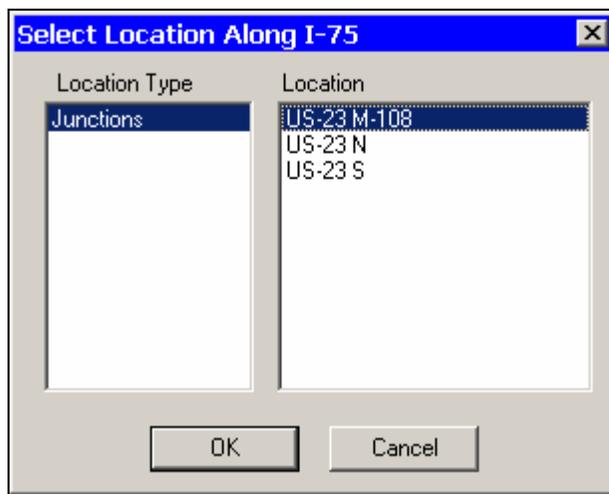
- If you are starting at or near a junction with another road, type in the number or the system and route number of the intersecting route then strike the Tab key to accept your entry.



- 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.

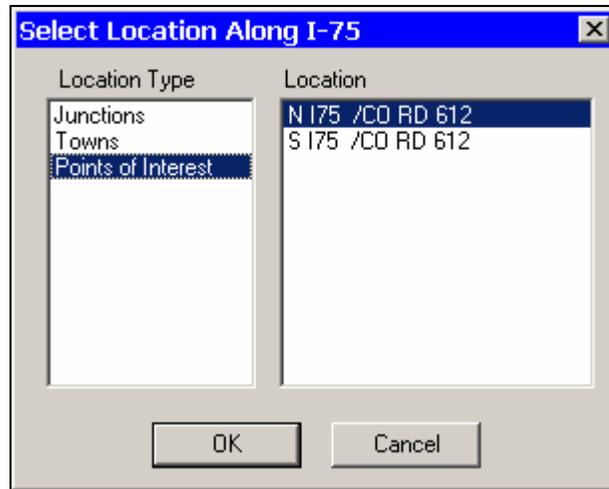


- There are a number of instances throughout the state where roads intersect at multiple points. In this case, you will be presented with a list from which to select. This list will include all the different points in the state where the two highways meet. This list usually includes a direction indicator 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: 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 Interstates, 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.)



- 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).

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

At this time, you have the ability to click:

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

Locations						
	Route	Dir.	Miles	Proximity	Location	Info.
Start:	I-75	N	1.00	NORTH OF	JCT I-75 US-23 S	...
Via 1				<ul style="list-style-type: none"> AT <li style="background-color: #000080; color: white;">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.



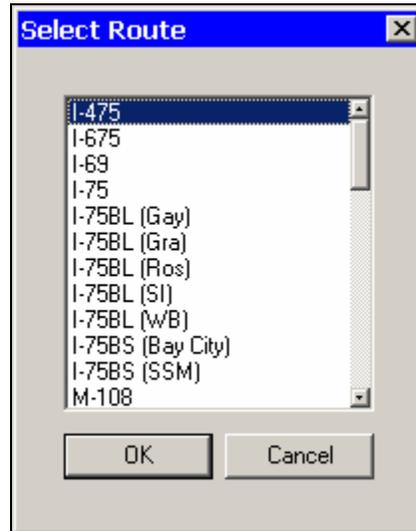
Locations						
	Route	Dir.	Miles	Proximity	Location	Info.
Start:	I-75	N	1.00	NORTH OF	JCT I-75 US-23 S	...
Via 1	M-46	E		AT	JCT I-75 M-46	...
Via 2	M-53	N		AT	JCT M-46 M-53	...
Via 3						...
End:	M-53	N				...

- 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	...

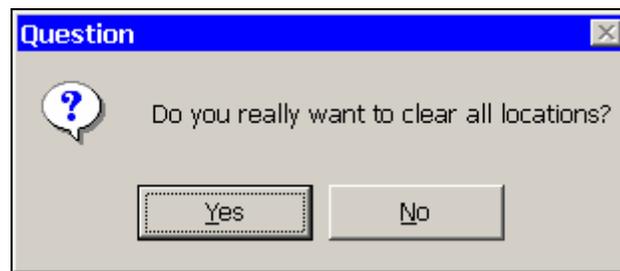
Return

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

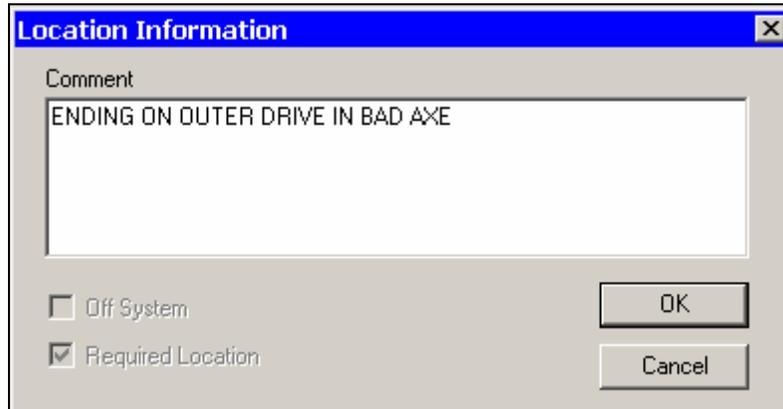


The **Lookup** button provides a list of potential entries, depending on the location of the cursor. For example: for the (Start) **Location** of “I-75 1.00 Miles North of JCT I-75 US-23 S”, clicking the **Lookup** button with the cursor in the Via 1 Route box would provide a list of all routes intersecting 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.



9. 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  indicating that there is a comment. All comments print on the permit as part of the directions.



Location Information [X]

Comment
ENDING ON OUTER DRIVE IN BAD AXE

Off System

Required Location

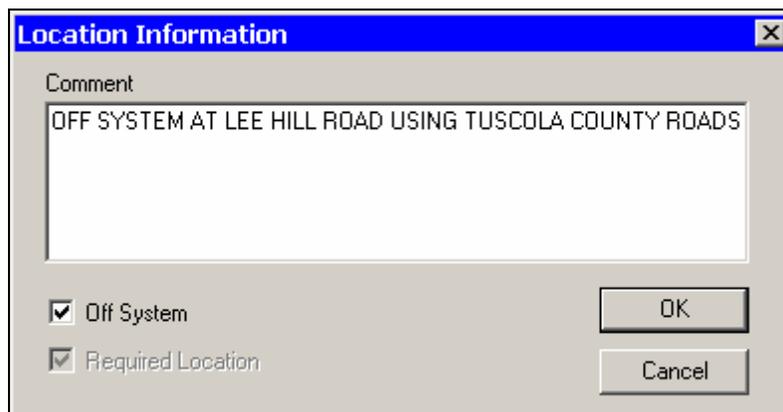
OK

Cancel

10. 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:
 - a) Enter the last state route of travel again in the next Via **Route** field.
 - b) Click the **Info** Button then check the “Off System” box on the Info dialog. 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.



Location Information [X]

Comment
OFF SYSTEM AT LEE HILL ROAD USING TUSCOLA COUNTY ROADS

Off System

Required Location

OK

Cancel

- c) 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	

11. 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.

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	
Via 3	M-46	E	1.00	WEST OF	KINGSTON	

12. Click the **Info** button and enter information, if appropriate, concerning the re-entry 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

13. Continue entering Via routes and the End location.

5.0 Copy and Edit Existing Applications and Permits

Mi-PARS provides methods to copy old applications, edit them, and resubmit them to save re-typing 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 re-submitted.

Objectives:

After completing this unit, you should be able to:

- Duplicate your last application
- 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

5.1 Exercise 1: Searching for an Existing 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 place it back into the processing workflow for later completion.

1. Login to Mi-PARS.
2. From the *Permit Applications* menu, click the **Search** link.
3. If you know the number of the application or permit, enter it in the field provided and click **Open**.

1. Search by number

Enter an application or permit number and open as a template:

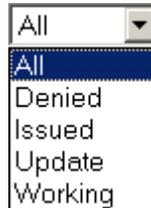
The desired application or permit will open.

4. If you do not know the number, use any combination of the **Search by...** fields establish search criteria and filter search results.
 - From the **Permit Type** radio buttons, select the type of permit to search:
 - Single Trip
 - Extended Permit
 - All

Permit Type: Single Trip Extended All

- From the **Status** drop-down list, select the application status:

- All – Displays applications with any status
- Issued – Displays issued and cancelled applications
- Working – Displays applications submitted to the permit office that are being processed (Working, Evaluated, Routed, or Held for MDOT processing)
- Update – Displays applications returned for update



- In the **Dates** fields, enter the date range from which the application was submitted or the permit issued.

Dates(mm/dd/yy): To

- This box should always have a value to limit the size of the returned list.
- In the **Permittee Name** field, enter the permittee name that appears on the permit application.

Permittee Name:

- In the **Power Unit License** field, enter the Power Unit license number.

Power Unit License:

- In the **Vehicle Two License** field, enter the Non-Power Unit license number.

Vehicle Two License:

- In the **Model/Serial Number, or PIN, or VIN** field, specify a Model Number, Serial Number, or PIN for a Single Trip permit, or a VIN for an Extended Permit by which to search.

Model/Serial Number, or PIN, or VIN:

5. Select how you want your results to display:

10 records per page All records in one page

- To display all records in one page, click the **All records in one page** radio button.



- To display only a certain number of records per page, enter a value in the **records per page** text box.

6. Click the **Search** button.

The applications that match your criteria display the following information:

- App# – the assigned application number
- Permit# – the permit number (for issued applications only)
- Status – the current status
- Permittee – the permittee name for the application/permit
- License – the license of the power unit
- Date/Time – the date and time the application was initially submitted to the system or the permit was issued

If the results are longer than one page, the following navigation buttons display at the bottom of the screen:

- **First Page** – displays the first page of the listing
- **Previous Page** – displays the previous page of the listing
- **Next Page** – displays the next page of the listing
- **Last Page** – displays the last page of the listing

7. Select how you will want the application data to display (when you select an application in step 6):

- Click the **Open as Template** radio button to copy the application you select in the Application Submittal tab-screens to edit and submit as a new application.
- Click the **Open for Editing** radio button to open the application you select in the Application Submittal tab-screens for editing.

Note: You can only open applications for editing that have a status of Update or Working.

- Click the **View Permit (PDF)** radio button to display the permit information as a Portable Document Format (PDF) file for viewing and printing.

Note: You can only display Issued permits.

8. Click on the linked application number of the application or permit you want to open.

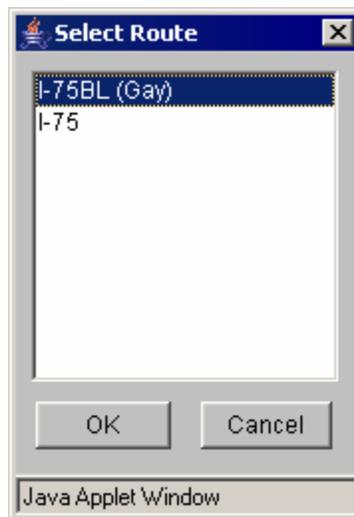
- If you selected the "Open as Template" display option, the application opens, populating the Application Submittal tab-screens. You can edit any details and submit it as a new application. (For field descriptions or instructions on submitting, see the Entering and Submitting a Permit Application help page.)
- If you selected the "Open for Edit" display option, the application opens, populating the Application Submittal tab-screens. You can edit any details and re-submit the application. (For field descriptions or instructions on submitting, see the Entering and Submitting a Permit Application help page.)
- If the application has already been processed by the permit office, an error message will display.
- If you selected the "View Permit (PDF)" display option, the permit data displays as a PDF, which you can view or print.

Keep this application open for use in Exercise 2.

5.2 Exercise 2: Editing and Re-submitting an Existing Application

Until an application is processed, you can re-open 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.

1. With the application from the previous exercise open, click on the **Routing** tab.
2. Change the route to Start in Atlanta on the lower numbered route to I-75 then end in Grayling.



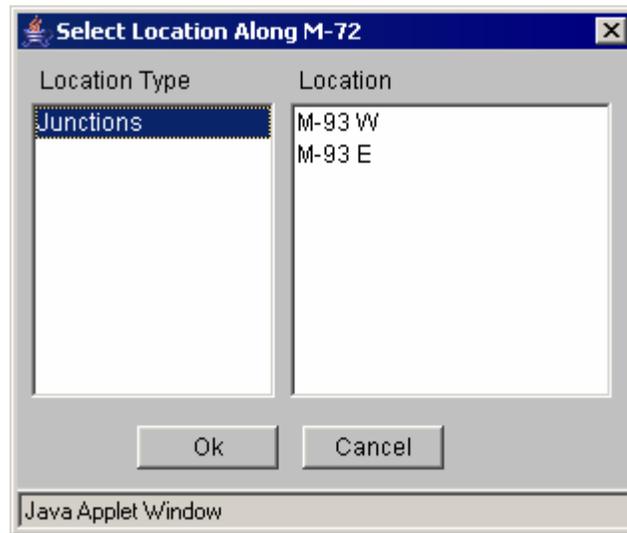
Note: When you enter 75 the Select Route dialog displays because there are 2 – 75s.

Note: Mi-PARS will always provide a selection dialog if there is more than one route item matching your entry

3. Evaluate the route then resubmit the application.
4. Copy the last application using the Open Last link.
5. Change the route to start on M-72 at M-93. Then take M-66 to US-131 and end at M-88. As you enter each via route, click the  button.

Note: 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.

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



6. Submit this application.
7. Go to the Search page and query all of the application that you have entered.
8. Exit Mi-PARS.

5.3 Exercise 3: Re-opening Your Most Recent Application

As an Industry User, you can open the last permit application to use as a template for a new application.

1. Click the **Open Last** link on the *Permit Applications* menu.



This will copy the data from the last application into a new application.

Note: The permit application Permittee page is displayed, and the application date changes to today's date.

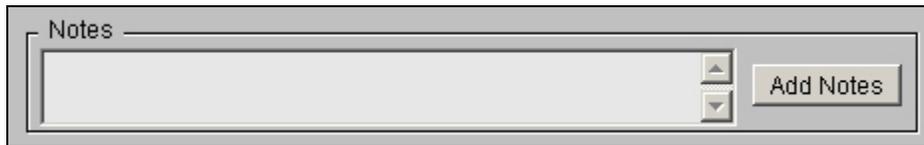
2. You may now edit the details and submit the new application.

Note: A new application number will be assigned if the application is submitted.

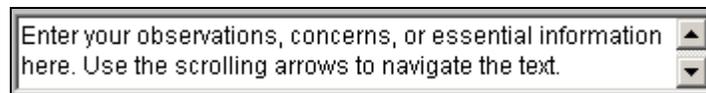
6.0 Send Notes to and Receive Notes from the Permit Office

Use the Notes field to relay important information regarding an application.

1. To add notes at any time, click the **Add Notes** button.

A screenshot of a web interface showing a 'Notes' field. The field is a large, empty text box with a light gray background and a thin border. To the right of the text box are two small, vertical, gray arrows (up and down) for scrolling. Further to the right is a rectangular button with the text 'Add Notes' in a sans-serif font.

2. The text box is activated, so click inside then type your note.

A screenshot of the 'Notes' field after it has been activated. The text box now contains the text: 'Enter your observations, concerns, or essential information here. Use the scrolling arrows to navigate the text.' The text is in a standard sans-serif font. The two vertical scrolling arrows are visible on the right side of the text box.

3. When you submit the application, your note will accompany it.

Appendix

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

Answer: 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 name. Then, click in the Route box and click the Lookup button to see all of the routes associated with the town.

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

Answer: 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 in the Location field then click the Lookup button to search for the known locations on the last via route.

Question: How do I enter a location where I am coming into or leaving the State?

Answer: 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.

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

Answer: 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 field.

Question: Is it better to select a town or junction to start or end my route?

Answer: A junction is a more exact location than a town, which can span many miles. For example, if a route starts in Detroit on M-102 at I-75 and the user selects 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.



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

Answer: 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.

Question: I notice that the Info button looks different sometimes.

Answer: 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.

Question: 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.

Answer: 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.

Question: 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?

Answer: 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.

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

Answer: Click in the Location field then click the Lookup button before entering a (Start) Route in the Route field 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 field.

Question: 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.

Answer: 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.

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

Answer: 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.

Question: My map shows two route numbers on a route, which should I use?

Answer: 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 M-60; if the map shows US-27 and I-69, use I-69.

Question: How does route generation work?

Answer: The route generation function is designed to find the “best” route based on the vehicle/load dimensions and road constraints.

Certain items determine what the “best” route is. These items were developed during initial routing discussions with an individual state along with standard criteria. Safety is always the primary consideration for any generated route then protection of the state’s infrastructure and finally convenience of the trucker. The “standard” criteria were developed with a routing expert with over +25 years of experience at the time. Unlike an evaluated route that only verifies that the vehicle/load configuration can physically traverse the requested routes, generated routes add the system's expertise to determine the “best” route.

If all routes between two locations will physically allow a load to pass, the following criteria are used. In most cases the shortest route is the preferable route; however, the load dimensions and weights can mandate a longer route because it is considered “safer” and therefore better. For example, a wide load is considered safer on a divided highway so even though an undivided highway may be a few miles shorter, a divided road will be favored. In addition the route classification has an effect on the generated route. Interstate routes are favored over US routes that are favored over state routes. Business routes are usually used only for movement from and to start or end locations. In addition non-physical route conditions can be considered. There were no non-physical conditions discovered during the routing implementation sessions with Michigan and therefore none are a part of the routing criteria. While a load may be allowed for an evaluated route, it may be considered “less safe” for a generated route. For example, a ten foot wide load would be allowed for an evaluated route on ten foot wide lanes, but generation considers off tracking and would favor an eleven or twelve foot lane over the ten foot lanes unless the 11/12 foot width section of route would be substantially longer.

In addition to the above criteria, the system limits the search area to increase performance and to eliminate finding a potential route that could go all over the state to traverse a short distance between the start and end location. A certain amount of customization of



route generation can be accomplished as long as application information and data are available to support the decision making processes.