Tips for Successful ADARS-IRT Investment Reporting – 3-8-2019

Below are helpful tips to make the Act 51 Reporting process smoother. Reporting through the Investment Reporting Tool (IRT) can be done in less than 10 minutes if you follow these tips. (Reminder: Similar to ADARS, you must have MILogin access to use the IRT and may have already entered any Road and Bridge projects.)

Part 1 - Updating Your Agency's Road and Bridge Reporting Status: (3 Steps)

Once logged into the IRT, click on the **Update** button to the right side of the landing page. You can then toggle the Road and Bridge boxes to "Completed" and click the **Save** button.

Your Road and Bridge Status should then be identified in black text as "Completed" and no longer showing red "Not Completed." This indicates that you have finished Road and Bridge project entry for that selected Reporting Year. (**Asset Management** is covered in the next section, Part 2)

**Part 2 – Updating Your Asset Management Information (4 Steps)**
Click on the **+Add** tab near the top banner and then select **Asset Management**.
This then opens a questionnaire where the first question is mandatory.
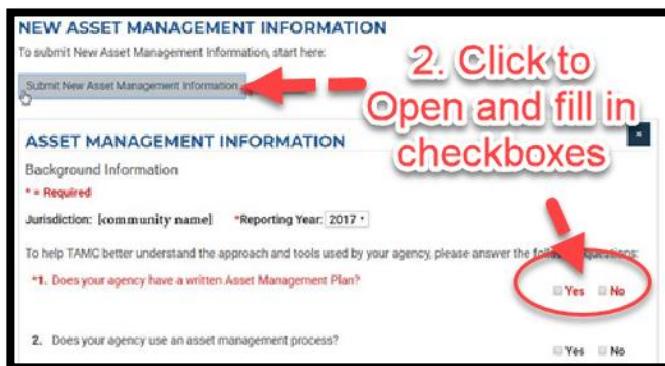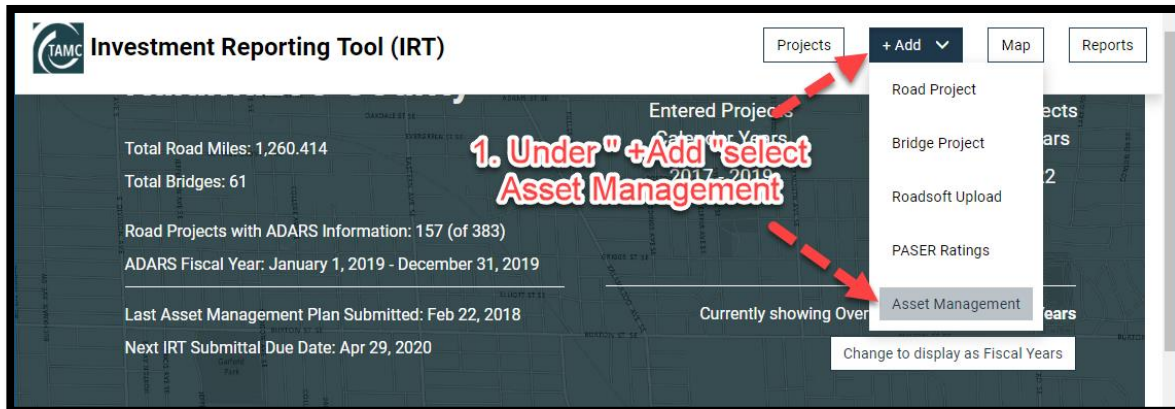
After finishing the questions, you are given the opportunity to share an asset management plan.
The Final step is to click on the **Complete** button that updates the Reporting Status on the home page.
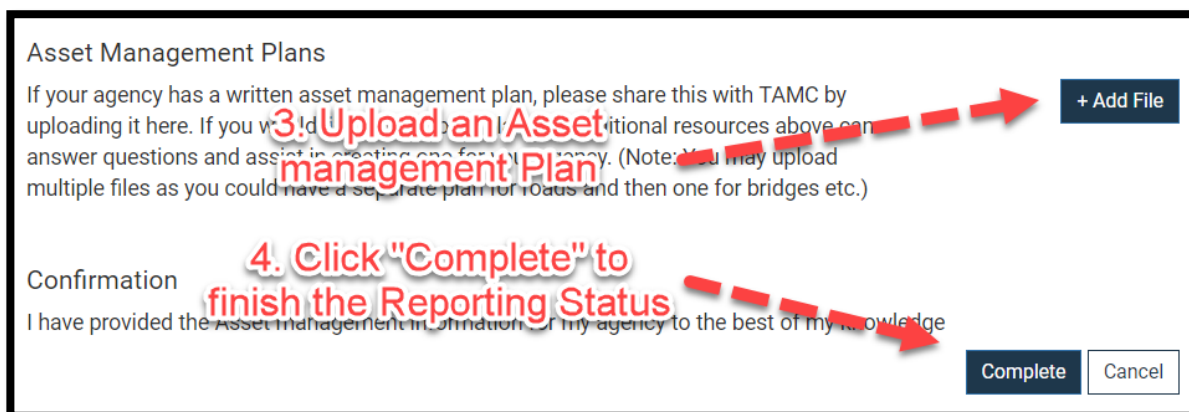
These tips should help reduce many missed reporting items. If you would like more details, you can find the full IRT training guide (pages 6-14) and instructional videos at the TAMC IRT training page:
https://www.michigan.gov/tamc/0,7308,7-356-82158_82605---,00.html

If you have any other questions, please contact Dave Jennett with MDOT/TAMC at jennettd@michigan.gov.