



Investment Reporting Tool (IRT)

Training Manual/Users Guide

IRT Version 2.0, Updated June, 2018

TAMC Helpdesk 517-373-7910

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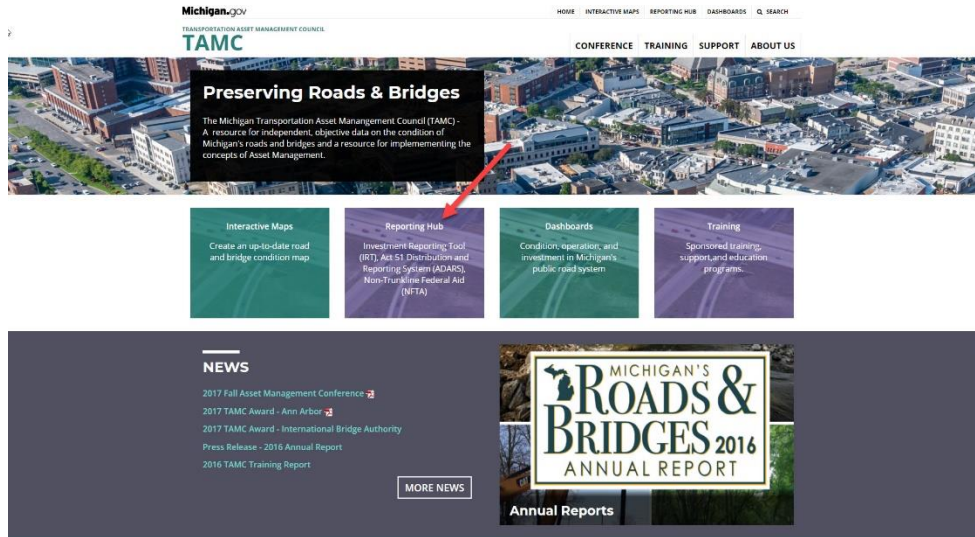
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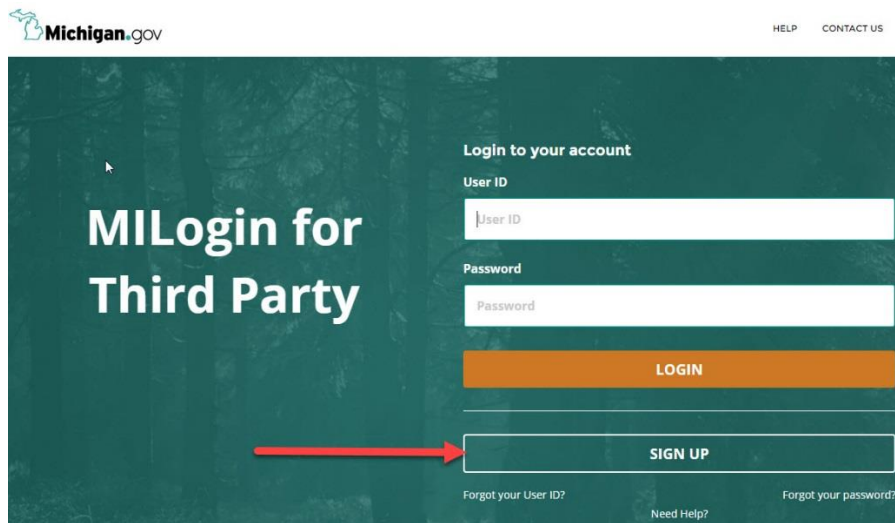
1. How to obtain a MiLogin and receive access to the IRT

Go to TAMC Landing page: www.michigan.gov/tamc

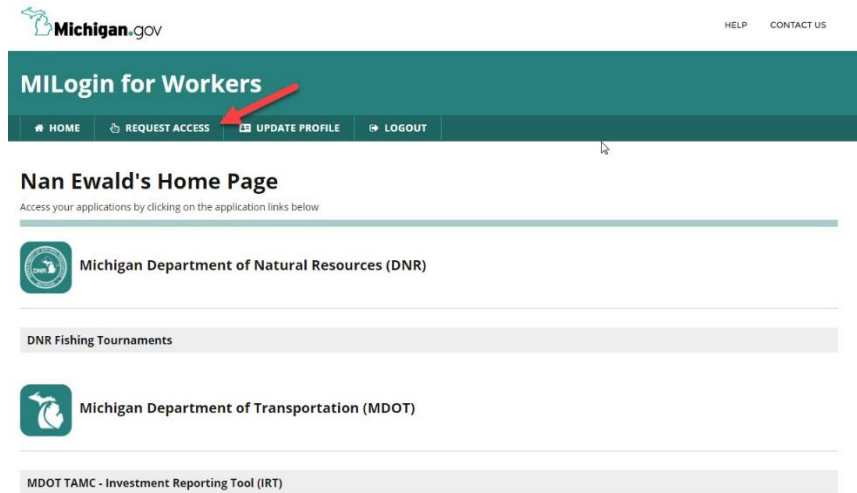
Click on the first purple box on the left side of the screen that says “Reporting Hub”



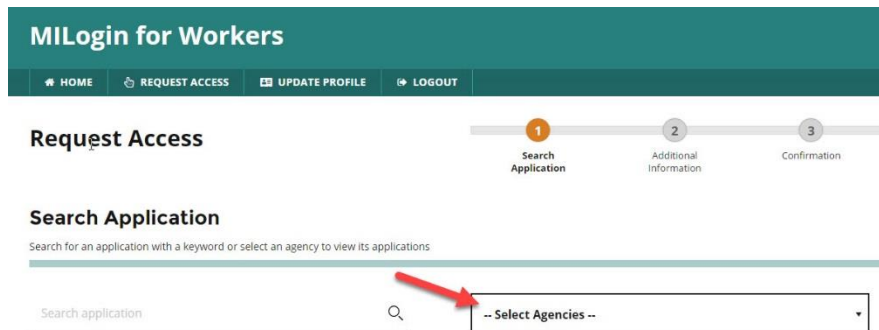
This will bring up a Login/sign up page. If you don't have a login, click the sign up button and create a login and login.



Once you have logged in, you should be on the MILogin Home Page. To access the IRT you must click the REQUEST ACCESS button.



That will take you to a new page. On the right hand side of the page, click in the Select Agencies box and that will give you a set of drop downs. Select Michigan Department of Transportation (MDOT).



That will bring up a list of applications on the left side of the screen. Scroll down until you see the MDOT Investment Reporting Tool (IRT) and click on it.

Request Access



Search Application

Search for an application with a keyword or select an agency to view its applications

Search application Michigan Department of Transportation (MDOT)



1391 Annual Employment Report
1391 Annual Employment Report-Admin
AASHTOWare Project
EFRS - Electronic Field Receipt System
FICS - Fabrication Inspection and Construction System
MDOT - Contract Award Status Tracking
MDOT - LAPMS - Local Agency Project Management System
MDOT - OAP

2. IRT Home Page

Go back to your MiLogin home page and log out and log back in again and you should see the Investment Reporting Tool (IRT) listed. Click on that and it will take you to the IRT home page shown below. **To return to the Home Page at any time, just click on the TAMC Investment Reporting Tool (IRT) logo under Michigan.gov.**

Michigan.gov TAMC ABOUT TAMC Nan Ewald - Lansing

Investment Reporting Tool (IRT)

Welcome

Lansing

Total Road Miles: 414.194
Total Bridges: 33
ADARS Fiscal Year: July 1, 2017 - June 30, 2018
Last Asset Management Plan Submitted: Jun 14, 2017
Next IRT Submittal Due Date: Oct 28, 2017

30 Entered Projects Calendar Years 2015 - 2017

1 Planned Projects Calendar Years 2018 - 2020

Reporting Status

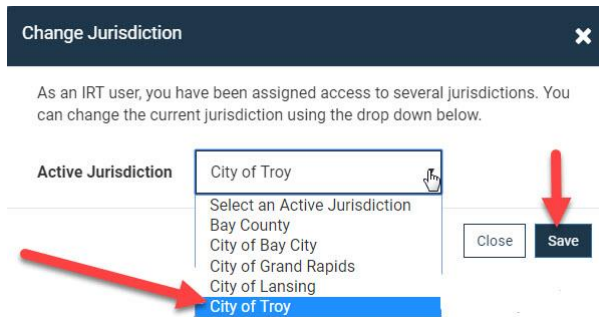
Fiscal Year	Road	Bridge	Asset Management
2017	Completed	Not Completed	Completed
2016	Completed	Completed	Completed
2015	Not Completed	Not Completed	Not Completed

3. Change Jurisdictions

If you have more than one jurisdiction, you can change jurisdictions on this page. Click on the upper right hand corner by your name on the down arrow. A dropdown menu will appear. Click on Change Jurisdiction.



A new window will pop up with a dropdown, click on the dropdown arrow and select the jurisdiction from the list and click the save button.



4. Update Status

IRT Home Page is where you Update your Status for Road and Bridge: To be in Compliance your status must be Completed. ***Please note that your Asset Management Status will Update automatically when you complete the Asset Management question Section.**

Michigan.gov TAMC ABOUT TAMC Nan Ewald - City of Grand Rapids

Investment Reporting Tool (IRT) Projects + Add Map Reports

Welcome
Grand Rapids
Total Road Miles: 593.7
Total Bridges: 46
ADARS Fiscal Year: July 1, 2017 - June 30, 2018
Please submit new Asset Management Information.
Submit Asset Management Information

367 Entered Projects Fiscal Years 2015 - 2017
633 Planned Projects Fiscal Years 2018 - 2020
Currently showing Overview data as Fiscal Years
Change to display as Calendar Years

Reporting Status

Fiscal Year	Road	Bridge	Asset Management
2017	Not Completed	Not Completed	Not Completed
2016	Not Completed	Not Completed	Not Completed
2015	Completed	Completed	Not Completed

Road Project Summary

View All

To Complete your 2016(or another year) Status click on the **Update** button as shown above. The page will change to the Update Status page shown below.

Michigan.gov TAMC ABOUT TAMC Nan Ewald - City of Grand Rapids

Investment Reporting Tool (IRT) Projects + Add Map Reports

Welcome

Grand Rapids

Total Road Miles: 593.7
Total Bridges: 46
ADARS Fiscal Year: July 1, 2017 - June 30, 2018

Please submit new Asset Management Information. Currently showing Overview data as Fiscal Years

[Submit Asset Management Information](#) [Change to display as Calendar Years](#)

367
Entered Projects
Fiscal Years
2015 - 2017

633
Planned Projects
Fiscal Years
2018 - 2020

Reporting Status Cancel Save View All

Fiscal Year	Road	Bridge	Asset Management
2017	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed
2016	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed
2015	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Completed

Cancel **Save**

Click inside the box and a check mark will appear next to the word Completed. Then Click the Save Button and the screen will change with a Saving Reporting Status message and a Successfully saved the report status update message at the top of the page with and ok button. Click on the OK Button.

Secure | <https://miloginworkerqa.michigan.gov/tamcIRT/default.aspx#/>

Investment Reporting Tool (IRT)

Welcome

Grand Rapids

Total Road Miles: 593.7
Total Bridges: 46
ADARS Fiscal Year: July 1, 2017 - June 30, 2018

Please submit new Asset Management Information. Currently showing Overview data as Fiscal Years

[Submit Asset Management Information](#) [Change to display as Calendar Years](#)

367
Entered Projects
Fiscal Years
2015 - 2017

633
Planned Projects
Fiscal Years
2018 - 2020

miloginworkerqa.michigan.gov says:
Successfully saved the report status update.

OK

Saving Reporting Status...

Reporting Status Cancel Save View All

Fiscal Year	Road	Bridge	Asset Management
2017	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed
2016	<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed
2015	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Completed

Cancel **Save**

The Status page will update with your 2016 (or another year) status now being shown as Completed.

Reporting Status

[Update](#) [View All](#)

Fiscal Year	Road	Bridge	Asset Management
2017	Not Completed	Not Completed	Not Completed
2016	Completed	Completed	Completed
2015	Completed	Completed	Not Completed

In addition on the home page there is a Road Project Summary and a Bridge Project Summary (Only if your jurisdiction has bridges) by year.

Road Project Summary

[View All](#)


Calendar Year	Heavy CPM	Light CPM	Reconstruction	Rehabilitation	Total
2018	0.00 mi (0)	0.00 mi (0)	0.00 mi (0)	14.17 mi (10)	14.17 mi (10)
2017	0.00 mi (0)	0.00 mi (0)	1.01 mi (1)	2.77 mi (3)	3.78 mi (4)
2016	271.51 mi (336)	66.62 mi (61)	18.59 mi (42)	57.63 mi (52)	414.35 mi (491)
2015	106.76 mi (89)	49.16 mi (25)	7.12 mi (6)	32.95 mi (30)	195.99 mi (150)
2014	0.00 mi (0)	0.00 mi (0)	0.00 mi (0)	7.40 mi (5)	7.40 mi (5)

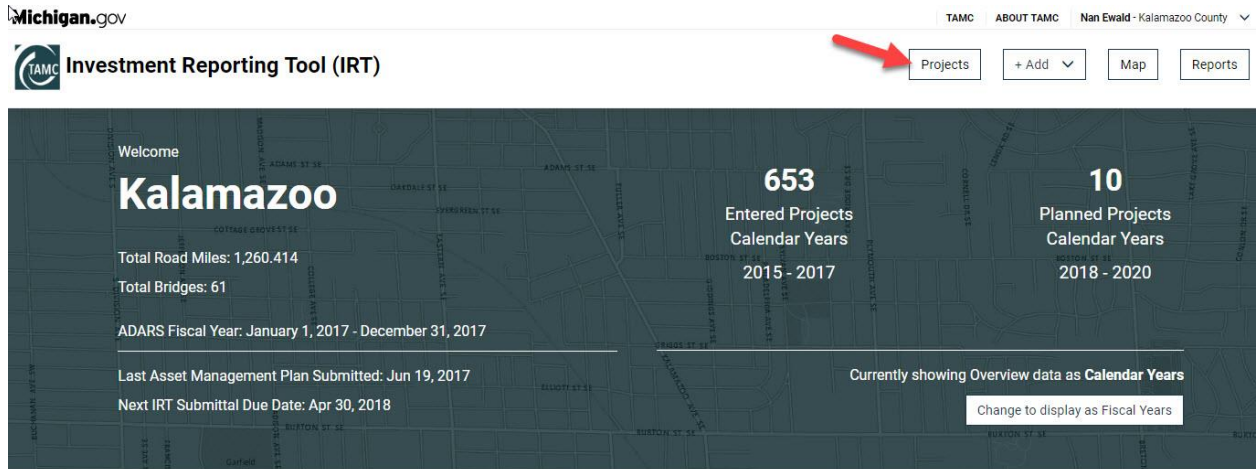
Bridge Project Summary

[View All](#)

Calendar Year	CPM	Rehabilitation	Replacement	Scheduled Maintenance	Structural Improvement	Total
2017	1	0	0	0	0	1
2016	3	1	1	0	0	5
2015	0	2	0	0	0	2
2014	0	1	0	0	0	1
2013	2	0	0	0	0	2

5. View Your Projects

To View your Projects: To view your projects click on the  Button on the IRT Home Page.

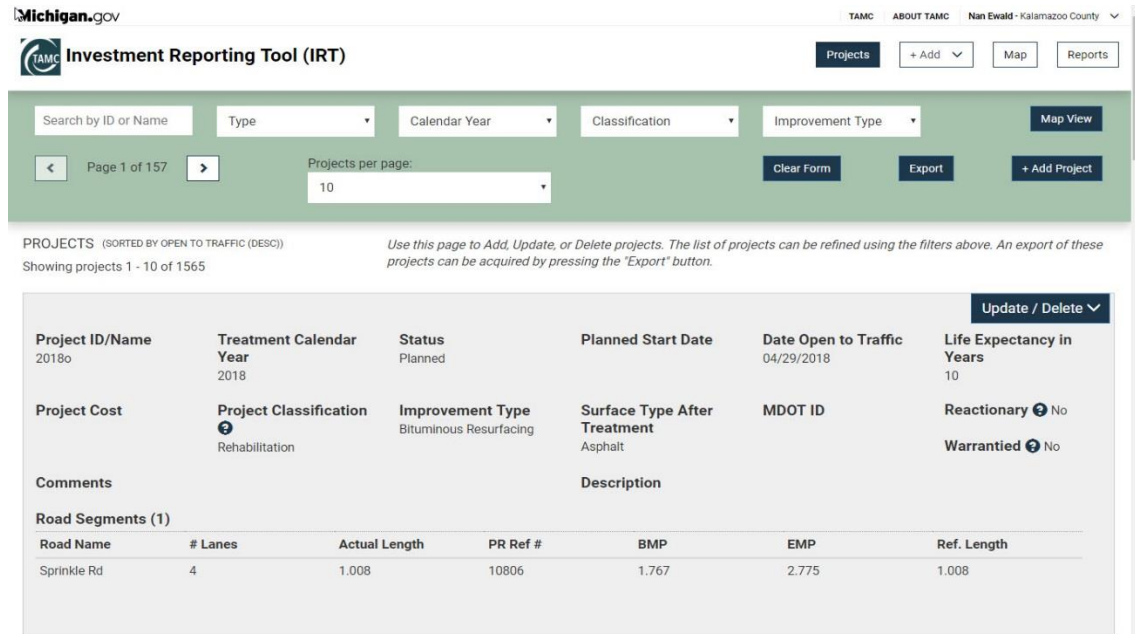


Reporting Status

[Update](#) [View All](#)

Fiscal Year	Road	Bridge	Asset Management
2017	Not Completed	Not Completed	Not Completed
2016	Not Completed	Not Completed	Not Completed
2015	Completed	Completed	Not Completed

The page will change to the Projects page. The boxes at the top of the page allow you to filter your projects by Type, Calendar Year, Classification and Improvement Type, and to Search by ID or Name.



You can also edit or delete any of these projects by clicking the **Update / Delete** button

Michigan.gov TAMC ABOUT TAMC Nan Ewald - Kalamazoo County

Investment Reporting Tool (IRT) Projects + Add Map Reports

Search by ID or Name Type Calendar Year Classification Improvement Type Map View

Page 1 of 157 Projects per page: 10 Clear Form Export + Add Project

PROJECTS (SORTED BY OPEN TO TRAFFIC (DESC)) Showing projects 1 - 10 of 1565 Use this page to Add, Update, or Delete projects. The list of projects can be refined using the filters above. An export of these projects can be acquired by pressing the "Export" button.

Project ID/Name	Treatment Calendar Year	Status	Planned Start Date	Date Open to Traffic	Life Expectancy in Years
2018o	2018	Planned		04/29/2018	10

Project Cost: 0
Project Classification: Rehabilitation
Improvement Type: Bituminous Resurfacing
Surface Type After Treatment: Asphalt
MDOT ID: [blank]
Reactionary: No
Warranted: No

Comments: [blank]
Description: [blank]

Road Segments (1)

Road Name	# Lanes	Actual Length	PR Ref #	BMP	EMP	Ref. Length
Sprinkle Rd	4	1.008	10806	1.767	2.775	1.008

REMINDER: By clicking on the Delete Button you will remove a project completely from the statewide database.

When you click on the Update option the screen the Edit Road Project Screen appears allowing you to make changes and resave the project accordingly.

Michigan.gov TAMC ABOUT TAMC Nan Ewald - City of Grand Rapids

Investment Reporting Tool (IRT) Projects + Add Map Reports

Back Edit Road Project

* = Required

Project ID/Name * 0-S MDOT Job ID 0

Planned Start Date mm/dd/yyyy Open to Traffic Date * 10/26/2030

Life Expectancy * 30 Estimated Cost 0

ADARS Reported Cost Not found.

Project Classification * Reconstruction

Improvement Type * Bituminous Reconstruction

Surface Type Before Treatment Unknown

Surface Type After Treatment * Asphalt

Reactionary Yes No Warranted Yes No

Comment

Cancel Save Project

Projects per page: 10 Clear Form Export + Add Project

Use this page to Add, Update, or Delete projects. The list of projects can be refined using the filters above. An export of these projects can be acquired by pressing the "Export" button.

Year	Status	Planned Start Date	Date Open to Traffic	Life Expectancy in Years
	Planned		10/26/2030	30

Improvement Type: Bituminous Reconstruction
Surface Type After Treatment: Asphalt
MDOT ID: 0
Reactionary: No
Warranted: No

Description: Baker Park - 32nd to Dawes, Paul R - Dawes to Baker Park, Dawes - 32nd to 750 feet south of 32nd, Watermain replacement

Actual Length	PR Ref #	BMP	EMP	Ref. Length
0.251	412310	0	0.251	0.251
0.14	412401	0	0.14	0.14
0.135	3410210	0	0.135	0.135

6. Asset Management Questions

To start the Compliance process, you must answer the Asset Management Questions: You can get to this on the home page. You can click the **+ Add** button and you can select **Asset Management Information** from the dropdown list.

Michigan.gov TAMC ABOUT TAMC Nan Ewald - City of Grand Rapids

TAMC Investment Reporting Tool (IRT) Projects + Add Map Reports

Welcome
Grand Rapids
Total Road Miles: 593.7
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367 Entered Projects Fiscal Years 2015 - 2017

Please submit new Asset Management Information.
Submit Asset Management Information

Currently showing Overview data as Fiscal Years
Change to display as Calendar Years

Reporting Status Update View All

Fiscal Year	Road	Bridge	Asset Management
2017	Not Completed	Not Completed	Not Completed
2016	Completed	Completed	Not Completed

<https://miloginworkerga.michigan.gov/tamcIRT/default.aspx#am>

This will take you to the Asset Management Information page. Click on the button mid screen, Submit New Asset Management Information.

Asset Management Information

REPORTING - PROVIDE BACKGROUND INFORMATION AND ASSET MANAGEMENT PLANS

The questions listed in the New Asset Management Information section are part of the overall reporting requirement of Public Act 499 of 2002 (as amended). It is expected that jurisdictions will answer the questions to the best of their knowledge as to how their agency manages their road and bridge assets. Agencies are encouraged to upload related asset management plans and/or related documentation as this will assist the TAMC and legislators in better understanding the needs and overall processes used by Michigan's road owning agencies.

NOTE: When you open the Submit New Asset Management Information, answering Yes or No to question #1 is mandatory in order to successfully complete the reporting requirements for Public Act 51 reporting. If question #1 is not answered, funding could be potentially withheld. (Please remember to also update the Overview page to indicate "Complete" after entering Road and Bridge projects, as this is also mandatory for reporting.)

NEW ASSET MANAGEMENT INFORMATION

To submit New Asset Management Information, start here:

[Submit New Asset Management Information](#)

PREVIOUS SUBMISSIONS

These are the previous submissions for the currently assigned jurisdictions.

Reporting Year: 2017 Files: 3 [View](#) [Edit](#)

RESOURCES AVAILABLE

Workshops and Training

There are workshops and training related to Asset Management available thru CTT at:
<https://www.ctt.mtu.edu/asset-management-resources>

Additional Reference Material

Clicking the button will extend the window. It is required that you answer question 1 in red to be in compliance. You can then answer the other questions. There is an **+ Add File** button that you can click if you have a digital Asset Management Plan to upload. Then you can hit the **Complete** button at the bottom of the page. If you answer no, then you can go directly to the **Complete** button at the bottom of the form and click.

Once you have clicked on the **Complete** button your status for Asset Management will automatically be updated to completed on the Status Page.

Asset Management Information

REPORTING - PROVIDE BACKGROUND INFORMATION AND ASSET MANAGEMENT PLANS

The questions listed in the New Asset Management Information section are part of the overall reporting requirement of Public Act 499 of 2002 (as amended). It is expected that jurisdictions will answer the questions to the best of their knowledge as to how their agency manages their road and bridge assets. Agencies are encouraged to upload related asset management plans and/or related documentation as this will assist the TAMC and legislators in better understanding the needs and overall processes used by Michigan's road owning agencies.

NOTE: When you open the Submit New Asset Management Information, answering Yes or No to question #1 is mandatory in order to successfully complete the reporting requirements for Public Act 51 reporting. If question #1 is not answered, funding could be potentially withheld. (Please remember to also update the Overview page to indicate "Complete" after entering Road and Bridge projects, as this is also mandatory for reporting.)

NEW ASSET MANAGEMENT INFORMATION

To submit New Asset Management Information, start here:

Submit New Asset Management Information

ASSET MANAGEMENT INFORMATION

Background Information

* = Required

Jurisdiction: Troy *Reporting Year: 2017

To help TAMC better understand the approach and tools used by your agency, please answer the following questions:

*1. Does your agency have a written Asset Management Plan? Yes No

2. Does your agency use an asset management process? Yes No

3. Does your agency have separate plans or condition goals for the Primary Road/Major Street versus the Local Road / Street networks? Yes No

4. Does your agency use pavement management software or tools to identify and prioritize future road projects? Yes No

5. Does your agency use a variety of preventive maintenance and rehabilitation treatments for roads? Yes No

6. Does your agency plan road projects 3 or more years in advance? Yes No

Asset Management Plans

If your agency has a written asset management plan, please share this with TAMC by uploading it here. If you would like to develop a plan, the additional resources above can answer questions and assist in creating one for your agency. (Note: You may upload multiple files as you could have a separate plan for roads and then one for bridges etc.)

Confirmation

I have provided the Asset management information for my agency to the best of my knowledge

+ Add File

Complete Cancel

PREVIOUS SUBMISSIONS

These are the previous submissions for the currently assigned jurisdictions.

Reporting Year: 2017 Files: 3

View Edit

RESOURCES AVAILABLE

Workshops and Training

There are workshops and training related to Asset Management available thru CTT at: <https://www.ctt.mtu.edu/asset-management-resources>

Additional Reference Material

Other Asset Management reference materials are located on the TAMC website at: <http://tamc.mcgi.state.mi.us/tamc/#/support/assetManagement>

Contact Information

If there are questions about the Asset Management templates or other items on this page, please contact the TAMC Coordinator:

Name: Roger Belknap Lansing, MI

Phone: 517-373-2249

Email: belknap@michigan.gov



Roger A. Belknap
TAMC Coordinator
517-373-2249
belknap@michigan.gov

TAMC Help Desk
517-373-7910

Michigan.gov
Feedback

NTFA Submit Tool
Policies

Also on this page, there is a Previous Submissions Section where you can click to **View** any previous submissions. You can also edit them by clicking on the **Edit** button.

PREVIOUS SUBMISSIONS

These are the previous submissions for the currently assigned jurisdictions.

Reporting Year: 2017	Files: 3	View	Edit
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7. Adding a Road Project

Adding a Road Project: If you have treatments to enter, there are 2 ways to enter Treatments either under the **+ Add** drop down button or the **Map** button. We will do the Data Method and then the Map. Go back up to the **+ Add** drop down button and click on it. The drop down list will appear. Click on Road Project.



The page will change with a map of your current Jurisdiction.

Investment Reporting Tool (IRT)

Projects + Add Map Reports

Add Road Project

* = Required

Project ID/Name * MDOT Job ID
Project Name MDOT Job ID

Planned Start Date Open to Traffic Date *
mm/dd/yyyy mm/dd/yyyy

Life Expectancy * Estimated Cost
Years Estimated Project Cost

ADARS Reported Cost
Not found.

Project Classification *
Select a Project Classification

Improvement Type *
Select an Improvement Type

Surface Type Before Treatment
Select the Surface Type before Treatment

Surface Type After Treatment *
Select the Surface Type after Treatment

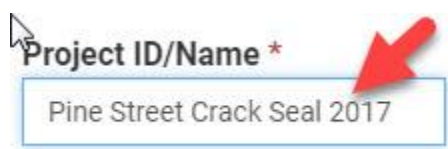
Reactionary Warranted
 Yes No Yes No

Comment

Clear Save Project

When you click the Add button the form changes. There are 6 boxes that you are required to answer and they are followed by a *. The other boxes you can fill in, but they are not requirements and are for your information. If there is a ? next to a box, if you click on it an explanation of what the box is asking is provided.

* Project ID/Name - Fill in the box with a Project ID/Name. This name can be up to 50 characters and must be unique for each project.




* Open to Traffic Date – When you click inside this box a calendar picker will pop up and you can select your date open to traffic.

Open to Traffic Date *

mm/dd/yyyy

July 2017


Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



* Life Expectancy – Key in how long you expect the treatment to last, or use the up/down arrows at the end of the box.

Life Expectancy *

10



* Project Classification – Click inside the box and a dropdown will appear with the options, Heavy CPM, Light CPM, Reconstruction and Rehabilitation. Click on your selection.

Project Classification ? *

Light CPM


Select a Project Classification

Heavy CPM

Light CPM

Reconstruction

Rehabilitation



* Improvement Type – Depending on what Project Classification Type you have selected the dropdown for the Improvement Types Changes. Select the Improvement Type from the dropdown menu.

Improvement Type *

Select an Improvement Type ▼
Select an Improvement Type
Bituminous Crack Treatment
Cape seal or slurry seal or fog seal
Cncr Jnts Reseal
Concrete joint repair and surface spall repair
Concrete Crack Sealing
Concrete joint resealing and cracksealing
Crack Seal
Filling & allow pavement cracks
Fog Seal
MHMA overlay of 0.7 inches average thickness
Overband Crack Fill
Pavement crack seal

* Surface Type After Treatment – Click on a Surface Type listed in the dropdown menu.

Surface Type After Treatment *

Asphalt ▼
Select the Surface Type after Treatment
Asphalt
Brick
Composite
Concrete
Earth
Gravel
Seal Coat
Unknown

Other fields can be filled in but are not required:

- MDOT Job ID
- Planned Start Date
- Estimated Cost
- ADARS Reported Cost

Surface Type Before Treatment

There are 2 Boxes the Council would like you to fill out:

Reactionary 

Yes No

If you click the question mark next to the word Reactionary, a window will pop up giving an explanation of what the Council wants to know.

 **Warrantied** 

Yes No

If you click the question mark next to the word Warrantied, a window will pop up giving an explanation of what the Council wants to know.


There are Comment and Description Boxes to add any project details:

 **Comment**

Description

Adding Segments from Data. Click on the Add Segments Button.

Segments *



Road Segment	Length (mi)	PR	BMP	EMP	Actions
No segments added					

The form will refresh, and Click on the New Segment Button. Once the button has been clicked, it will add the new fields shown below.

Add Segment

*** Required**

Road Name *

Number of Lanes Treated *

Cross Street #1 *

Cross Street #2 *

Treatment Reference Length

Actual Segment Length

Road Segment	Length (mi)	PR	BMP	EMP	Actions
--------------	-------------	----	-----	-----	---------

No segments added

To Add Segment, select the road you are doing treatments on from the dropdown list. When your Jurisdiction is selected it will give you a dropdown list to choose the road from.

Select the Road

Select the first Cross Street.

Select the second Cross Street.

Select a Road

Add Segment

*** Required**

Road Name * <input type="text" value="Select a Road"/>	Number of Lanes Treated * <input type="text"/>	
<ul style="list-style-type: none"> Argyle (PR# 690407) Arlund Way (PR# 607102) Arrowhead (PR# 690410) Arthur (PR# 682508) Arthur (PR# 690504) Ashbury (PR# 4413797) Ashlawn Ct (PR# 4414954) Ashley Dr (PR# 689808) Ashwood Ct (PR# 5503526) Ashwood Dr (PR# 5503524) Aspen (PR# 4410741) Aspinwall (PR# 690506) Aster (PR# 690014) Athena Dr (PR# 607206) Atkins Rd (PR# 625802) Atlas Ct (PR# 690010) Atlas Dr (PR# 690001) Auburn (PR# 690604) Augusta (PR# 4400647) Aurora Dr (PR# 1895907) Austin Ave (PR# 690605) 	Cross Street #2 * <input type="text" value="Cross Street #2"/>	Segment Length <input type="text"/> <div style="text-align: center; margin-top: 10px;">Save</div>
		EMP Actions

Select Cross Street #1

Add Segment

*** Required**

Road Name * <input type="text" value="Atkins Rd (PR# 625802)"/>	Number of Lanes Treated * <input type="text"/>	
Cross Street #1 * <input type="text" value="Select a Cross Street #1"/> <ul style="list-style-type: none"> Select a Cross Street #1 E Square Lake Rd (MP: 0) Emerald Lake Dr (MP: 0.164) Crescent Way (MP: 0.424) Three Lakes Dr (MP: 0.689) John R Rd (MP: 0.757) <div style="text-align: center; margin-top: 5px;"><input type="button" value="Clear"/></div>	Cross Street #2 * <input type="text" value="Select a Cross Street #2"/>	Actual Segment Length <input type="text" value="0"/> <div style="text-align: center; margin-top: 10px;">Save</div>

Select Cross Street #2

Add Segment

*** Required**

Road Name *
Number of Lanes Treated *

Cross Street #1 *
Cross Street #2 *

Treatment Reference Length

- Select a Cross Street #2
- Emerald Lake Dr (MP: 0.164)
- Crescent Way (MP: 0.424)
- Three Lakes Dr (MP: 0.689)
- John R Rd (MP: 0.757)

The **Treatment Reference Length** is automatically filled in, but if you have treated only a portion of the road in the **Actual Segment Length** box a different value can be keyed in.

Add Segment

*** Required**

Road Name *
Number of Lanes Treated *

Cross Street #1 *
Cross Street #2 *

Treatment Reference Length
Actual Segment Length

Road Segment	Length (mi)	PR	BMP	EMP	Actions
No segments added					

Fill in Number of Lanes Treated – You can type the value in or use the arrows on the right side of the box.

Add Segment

*** Required**

Road Name * **Number of Lanes Treated ***

Cross Street #1 * **Cross Street #2 ***

Treatment Reference Length **Actual Segment Length**

Road Segment Length (mi) PR BMP EMP Actions

No segments added

Once all the correct information is filled in, you can hit the save button and the road treatment you have just entered will appear in a list below the save button.

Add Segment

*** Required**

Road Name * **Number of Lanes Treated ***

Cross Street #1 * **Cross Street #2 ***

Treatment Reference Length **Actual Segment Length**

Road Segment	Length (mi)	PR	BMP	EMP	Actions
Atkins Rd	0.757	625802	0	0.757	⌵
Arcola Ave	0.370	4710314	0.127	0.497	⌵

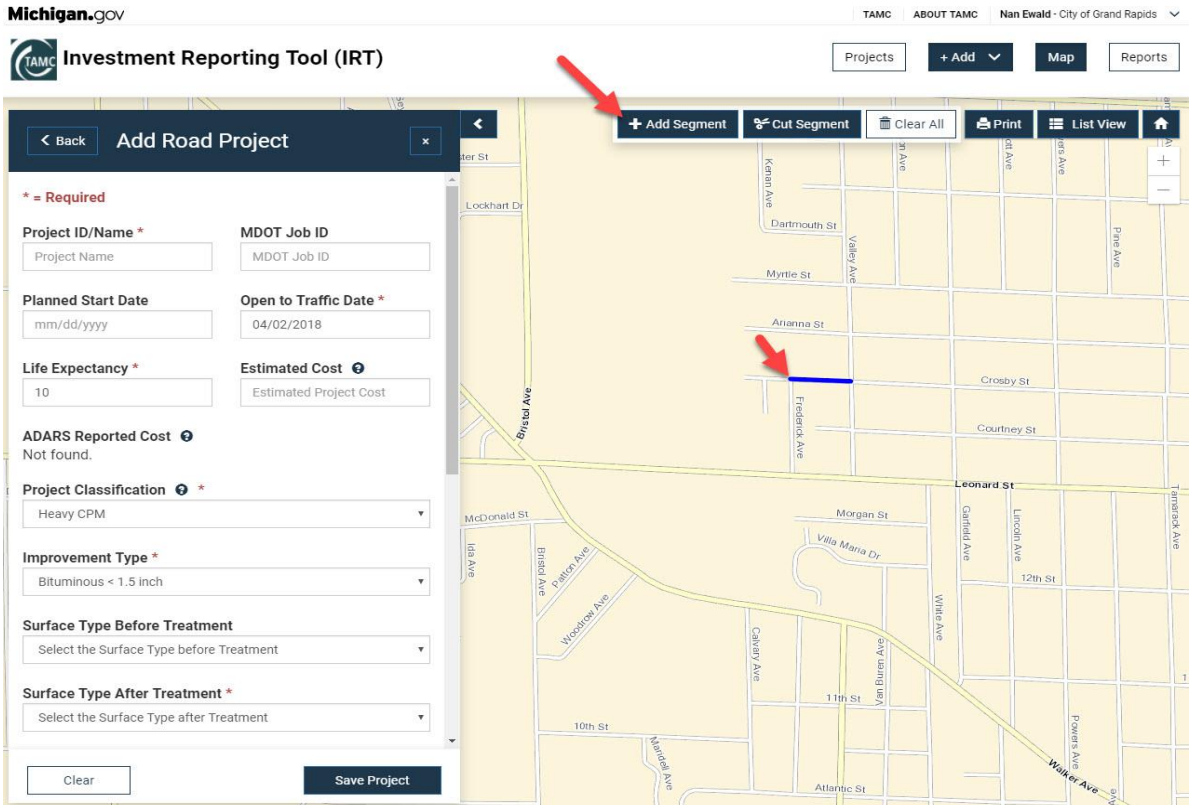
To Add Segments using the Map Method use the following steps:
 Click on the Map Button, then click on the Add Road Project button.

TAMC Investment Reporting Tool (IRT)

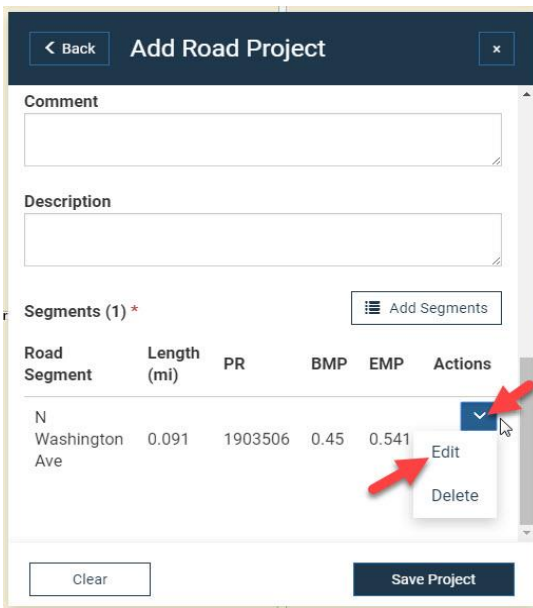
- Projects
- + Add
- Map**
- Reports

The Map View will update to give you the Add Road Project screen and a series of new buttons across the top of the Map.

The Add Road Project screen is the same as the one listed previously with the same 6 required questions. Fill in the *** required** fields as shown in the data steps above. When you have answered the 6 required questions and verified that you are in the correct jurisdiction by checking in the upper right hand corner of the page (next to your name), Zoom into the area where the road treatments are by using the plus (to zoom in) or minus (zoom out) in the upper right corner of the map. Then Click on the **+ Add Segment** button. The button will highlight and then click on the road on the map that has received the specified treatment. The road will turn Blue.



When adding segments on the map the number of lanes treated always defaults to 2 lanes. If you need to change that number after you add the road segment, the road will appear in a list at the bottom of the Add Road Project Screen. Click on the down arrow next to the Road name and 2 buttons will appear. Edit and Delete. Edit allows you to edit the Road information and Delete, deletes the Road and associated information. Please click on the word Edit to edit your lanes.



When you click on Edit the Add Road Project window will change to the Segments window. Here you can edit the Lanes treated, Road Name, Cross Streets and Segment Lengths.

< Back
+ New Segment

Segments (1)

Edit Segment

*** Required**

Road Name *

Number of Lanes Treated *

Cross Street #1 *

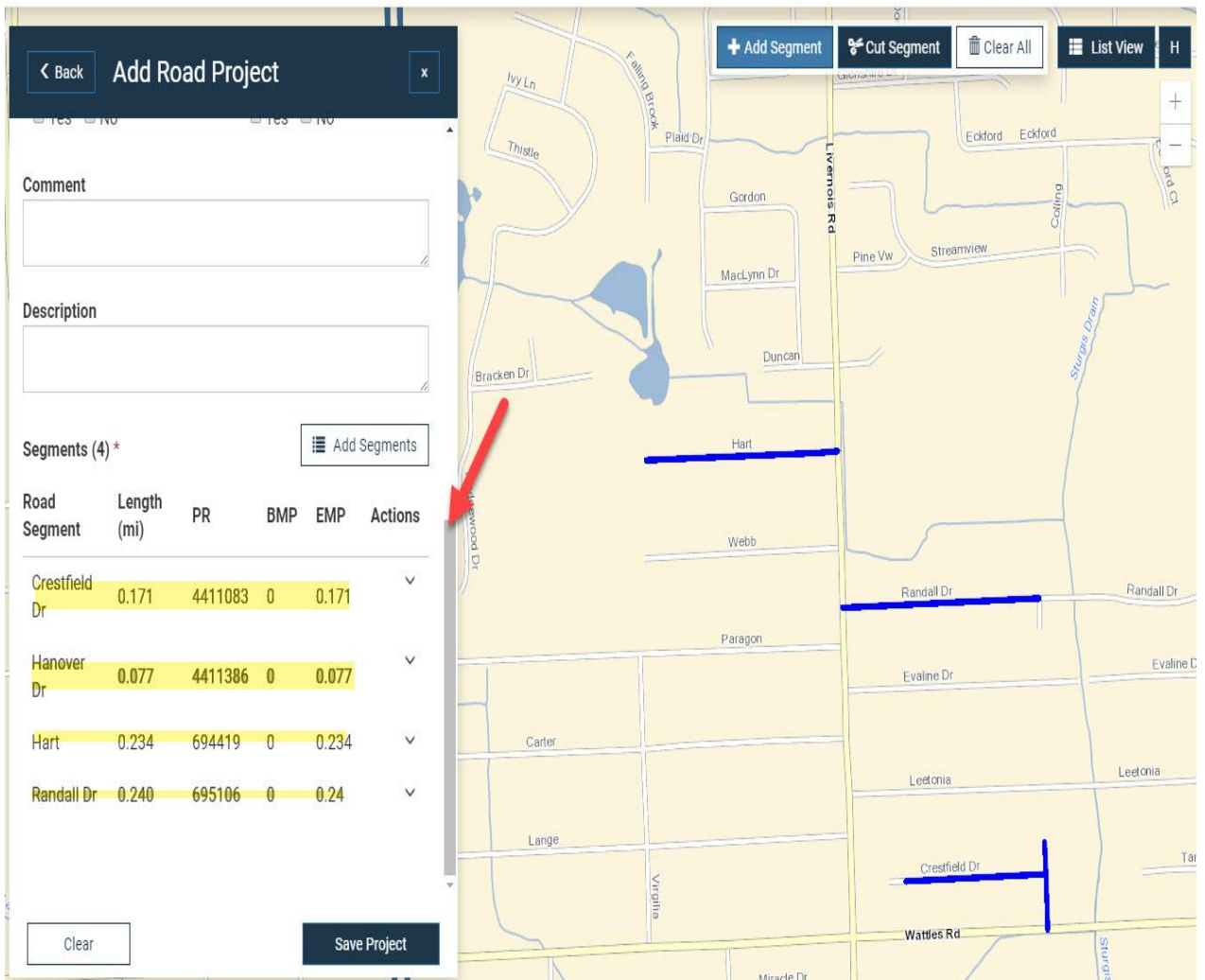
Cross Street #2 *

Treatment Reference Length

Actual Segment Length

Road	Length	PR	BMD	FMD	Actions
<input style="background-color: #1a3d4d; color: white;" type="button" value="Done"/>					

You can also select multiple road segments from the map as long as they all received the same treatment and can have the same Project ID/Name. You can see the list of Roads you are adding by clicking on the scroll bar.



Add Road Project

Comment

Description

Segments (4)* Add Segments

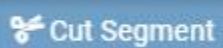
Road Segment	Length (mi)	PR	BMP	EMP	Actions
Crestfield Dr	0.171	4411083	0	0.171	▼
Hanover Dr	0.077	4411386	0	0.077	▼
Hart	0.234	694419	0	0.234	▼
Randall Dr	0.240	695106	0	0.24	▼

Map controls: + Add Segment, Cut Segment, Clear All, List View, H

Map labels: Ivy Ln, Thistle, Plaid Dr, Gordon, MacLynn Dr, Duncan, Bracken Dr, Hart, Webb, Paragon, Carter, Lange, Virginia, Mirade Dr, Livers Rd, Eckford, Streamview, Coaling, Pine Vw, Sturgis Dr, Evaline Dr, Ledonia, Leetonia, Watties Rd, Crestfield Dr, Randall Dr, Evaline C, Randall Dr, Sturgis

Buttons: Clear, Save Project

If you have added a segment in error on the map the segment can be removed by clicking on the



Cut Segment button. The button will highlight. Click on the segment that was added in error. The Blue highlight on the road that indicated the road was selected disappears and the road becomes unhighlighted and the road segment will be removed from the list, and the distance of the unhighlighted road segment will be subtracted.

Investment Reporting Tool (IRT)

Projects + Add Map Reports

Add Road Project

Comment

Description

Segments (4) * Add Segments

Road Segment	Length (mi)	PR	BMP	EMP	Actions
Crestfield Dr	0.171	4411083	0	0.171	▼
Hanover Dr	0.049	4411386	0	0.049	▼
Hart	0.234	694419	0	0.234	▼
Randall Dr	0.240	695106	0	0.24	▼

Clear Save Project

+ Add Segment Cut Segment Clear All List View H

If you have entered the treatment in error and need to clear the form and Map you can click on



the **Clear All** button. This will bring up a message asking if it is ok to clear all Segments. Click ok to clear the map of the highlighted roads and to clear the segments from the list, or you can hit the Clear Button under the Segment List to clear the form and map without the ok message.

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TAMC ABOUT TAMC Nan Ewald - Troy

Investment Reporting Tool (IRT)

Projects + Add Map Reports

miliginworkerqa.michigan.gov says:
Are you sure you wish to clear all segments for this project?
Click 'OK' to continue removing these segments.

OK Cancel

Back Add Road Project

Comment

Description

Segments (4) * Add Segments

Road Segment	Length (mi)	PR	BMP	EMP	Actions
Crestfield Dr	0.171	4411083	0	0.171	▼
Hanover Dr	0.077	4411386	0	0.077	▼
Hart	0.234	694419	0	0.234	▼
Randall Dr	0.240	695106	0	0.24	▼

Clear Save Project

The form will clear and you can restart the process.

Investment Reporting Tool (IRT)

- Projects
- + Add
- Map
- Reports

Add Road Project

Surface Type Before Treatment
Select the Surface Type before Treatment

Surface Type After Treatment *
Select the Surface Type after Treatment

Reactionary Yes No Warranted Yes No

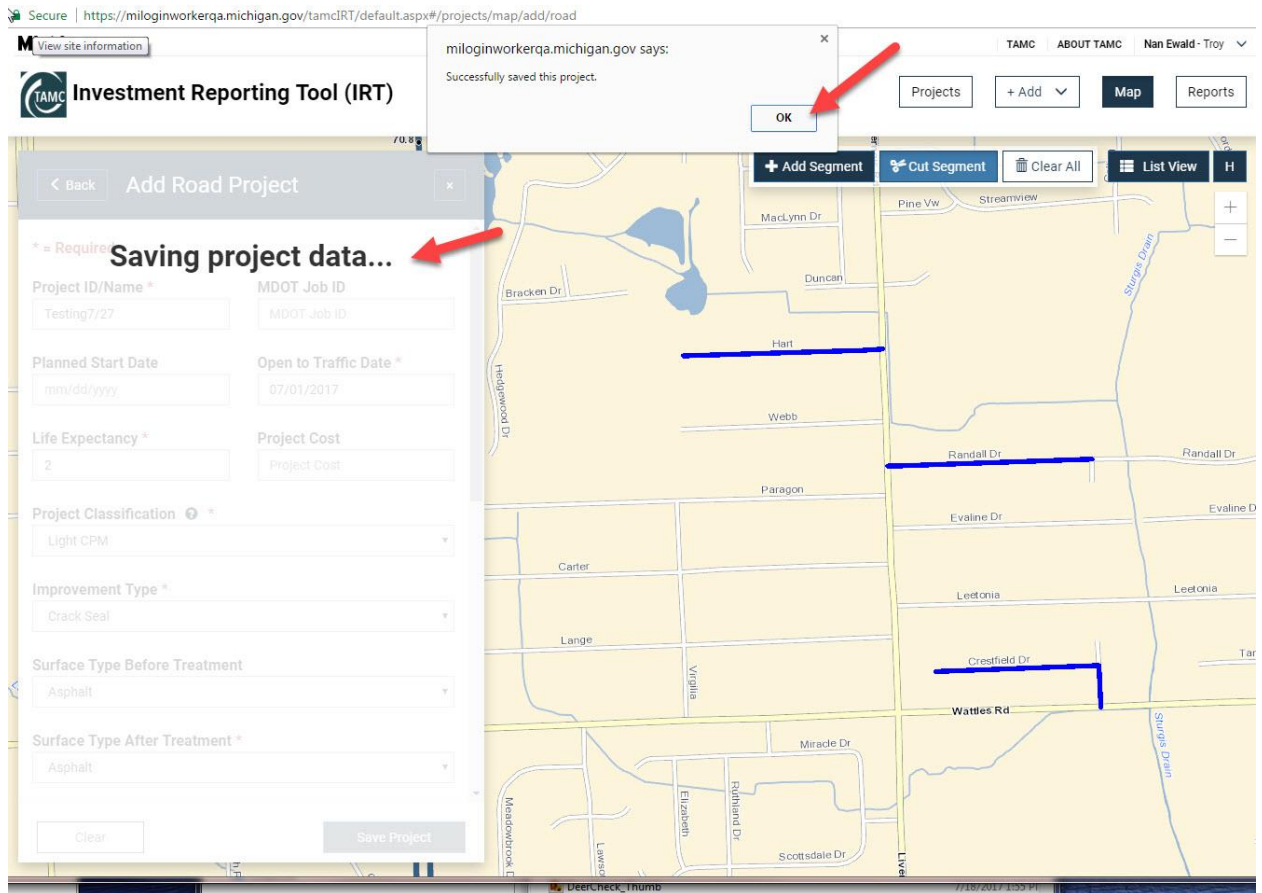
Comment

Description

Segments *

Road Segment	Length (mi)	PR	BMP	EMP	Actions
No segments added					


When you are done adding your road treatments click on the **Save Project** button. The view will change with the following message Saving project data and give you a success message. Click the OK button on the Success Message.



Once you have saved the project successfully you can enter other treatments and repeat the process above.

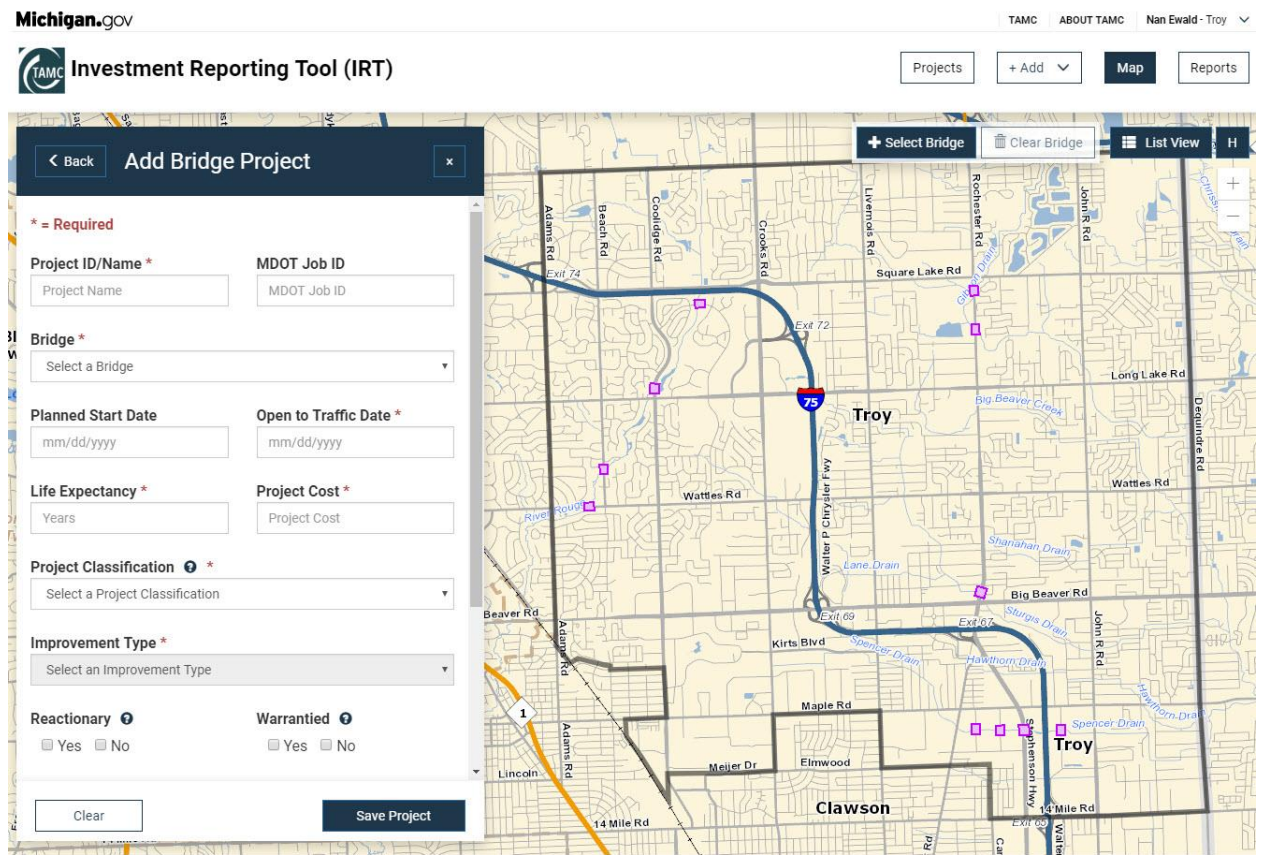
8. Adding a Bridge Project

Adding a Bridge Project: Adding a bridge project can be done with the data method or the map method, very similar process as adding a road. We will start with the data method. On the IRT home page click on the **+ Add** button and select Bridge Project from the dropdown menu

- + Add ▾
- Map
- Road Project
- Bridge Project 
- Roadsoft Upload
- PASER Ratings
- Asset Management

The page will change with a map of your current Jurisdiction, and an Add Bridge Project Screen to the left of the Map. The Add Bridge Project screen has the same 6 questions that you are required to answer and they are followed by a *, plus and additional requirement of Project

Cost *.



Michigan.gov TAMC ABOUT TAMC Nan Ewald - Troy ▾

Investment Reporting Tool (IRT) Projects + Add ▾ Map Reports

Add Bridge Project [Back] [X]

* = Required

Project ID/Name * MDOT Job ID

Bridge *

Planned Start Date Open to Traffic Date *

Life Expectancy * Project Cost *

Project Classification *

Improvement Type *

Reactionary Yes No Warranted Yes No


Clear Save Project

* Project ID/Name - Fill in the box with a Project ID/Name. This name can be up to 50 characters and must be unique for each project.

Project ID/Name *

* Open to Traffic Date – When you click inside this box a calendar picker will pop up and you can select your date open to traffic.

Open to Traffic Date *



A calendar picker for July 2017. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The dates are arranged in a grid. The date 20 is highlighted in yellow, and a red arrow points to it from the right.

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

* Life Expectancy – Key in how long you expect the treatment to last, or use the up/down arrows at the end of the box.

Life Expectancy *

* Project Cost – Key in the costs of the Bridge Project(Do not use commas).

Project Cost *

* Costs for bridges are only reported in the IRT. Costs for Bridge projects are not required in ADARS.

* Project Classification – Click inside the box and a dropdown will appear with the options, Capital Preventative Maintenance, Rehabilitation, Replacement, Scheduled Maintenance and Structural Improvement. Click on your selection.

Project Classification ⓘ *

Select a Project Classification ▼

Select a Project Classification

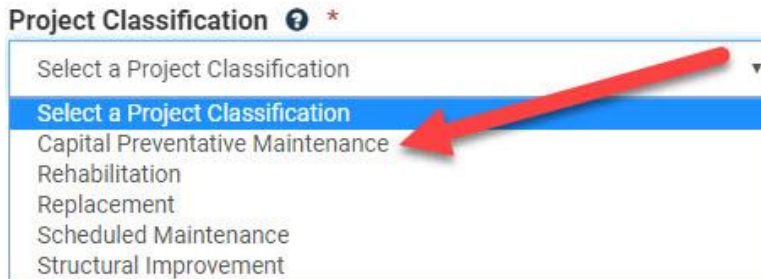
Capital Preventative Maintenance

Rehabilitation

Replacement

Scheduled Maintenance

Structural Improvement



* Improvement Type – Depending on what Project Classification Type you have selected the dropdown for the Improvement Types Changes. Select the Improvement Type from the dropdown menu.

Improvement Type *

Select an Improvement Type ▼

Select an Improvement Type

Deck Patch

Epoxy Overlay

HMA Cap (no membrane)

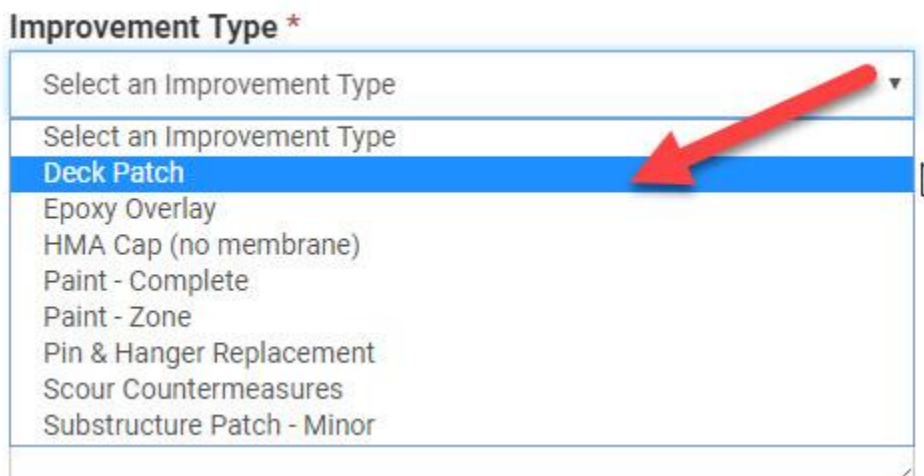
Paint - Complete

Paint - Zone

Pin & Hanger Replacement

Scour Countermeasures

Substructure Patch - Minor



There are 2 Boxes to check:

Reactionary ⓘ

Yes No

If you click the question mark next to the word Reactionary a window will pop up giving an explanation of what the Council wants to know.

Warrantied ⓘ

Yes No

If you click the question mark next to the word Warrantied a window will pop up giving an explanation of what the Council wants to know.

There are Comment and Description Boxes to add any project details:

Comment

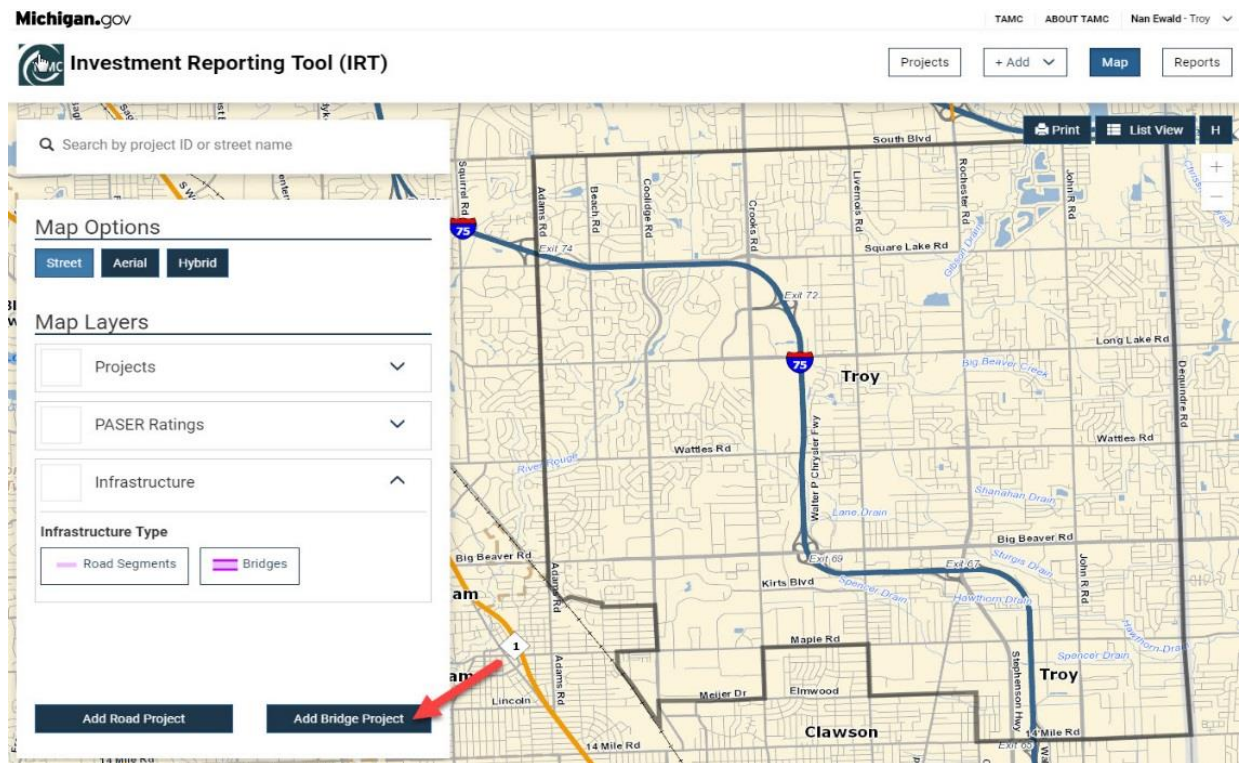
Description

Once you have entered in all the data for the Bridge Project you can click on the **Save Project** button at the bottom of the form. You will get the following messages on your screen when you hit the save project button. Click the OK button on the successfully saved this project window.

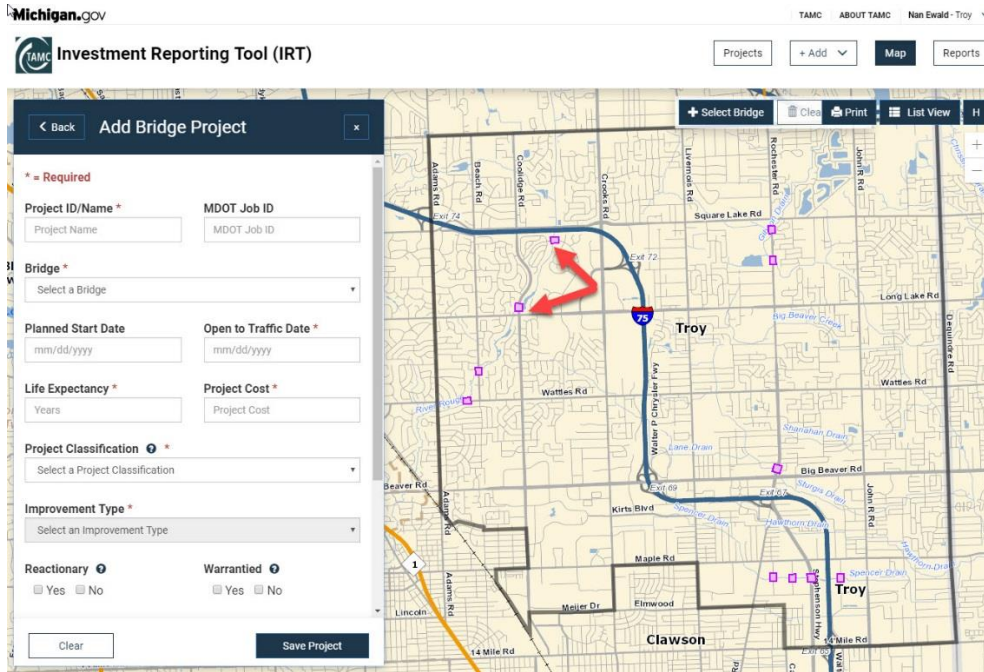
The screenshot displays the Michigan Investment Reporting Tool (IRT) interface. At the top left, the Michigan.gov logo and 'Investment Reporting Tool (IRT)' are visible. A modal dialog box titled 'Saving project data...' is open, showing a progress bar and the text 'Saving project data...'. Below the dialog, a success message from 'miloginworkerqa.michigan.gov' states 'Successfully saved this project.' with an 'OK' button. The background shows the 'Add Bridge Project' form with fields for 'Life Expectancy' (10), 'Project Cost' (250000), 'Project Classification' (Capital Preventative Maintenance), and 'Improvement Type' (Deck Patch). There are also radio buttons for 'Reactionary' and 'Warrantied' (Yes/No). A 'Save Project' button is at the bottom right of the form. The footer includes 'TAMC Help Desk 517-373-7910', 'Michigan.gov Feedback', 'NTFA Submit Tool Policies', and 'COPYRIGHT 2017 STATE OF MICHIGAN'.

Bridge Treatments can also be added from the Map.

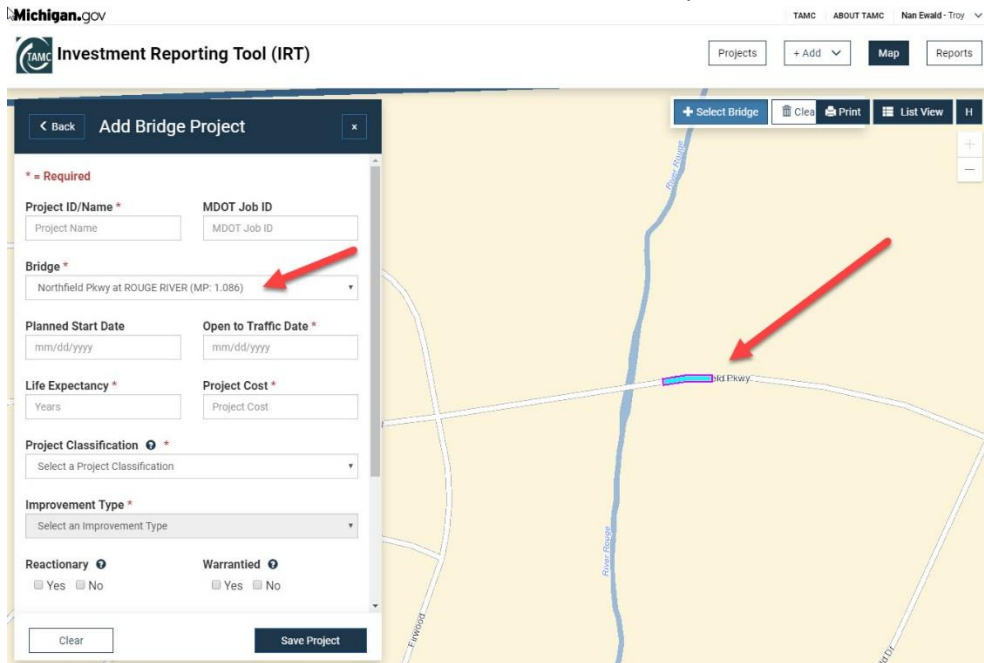
Click on the **Map** button. The screen changes to the Map and the Map Options screen appears to the left of the map. Click on the **Add Bridge Project** button in the lower right corner of the Map Options screen.



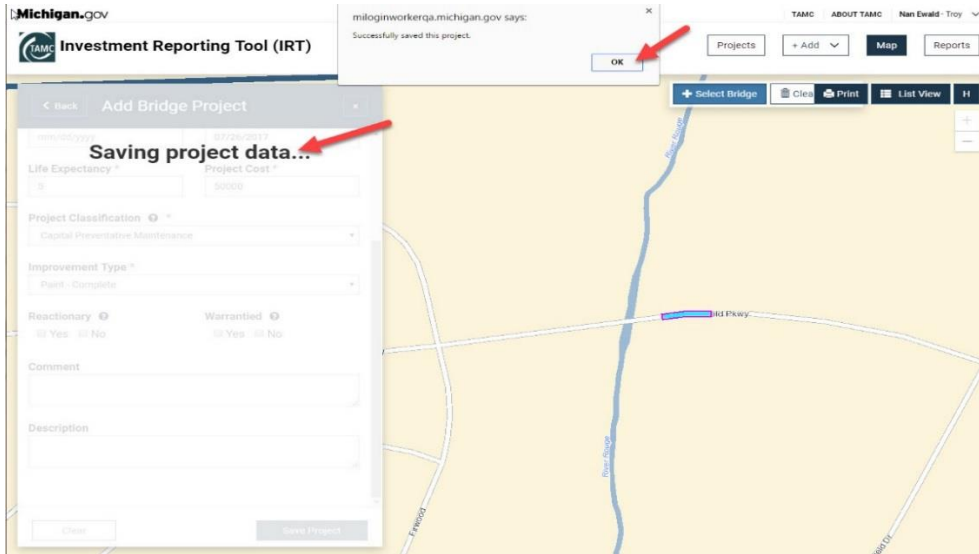
The Bridges will now show on the map.



Click on the **+ Select Bridge** button on the upper right half of the Map page. Once this button is selected, the button will highlight and allow you to select a bridge that shows on the map page. When you select the bridge the map will Zoom into the bridge (If the bridge seems offset from the river this is ok, it is a framework problem that will be corrected), and the Bridge name will now be filled in on the form on the left side of your screen.



Fill in the other six fields with the * required fields as shown in the data steps above and click on the **Save Project** button. A Saving Project Data message will appear in the Add Bridge Project Screen and a message will appear stating that you have Successfully saved this Project. Click the OK button.

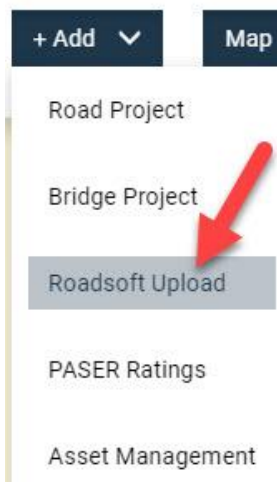


Repeat the process above for additional Bridge Treatment.

9. Uploading Roadsoft Data

For additional information on Roadsoft click on the following link:
<http://roadsoft.org/sites/roadsoft/files/TutorialFiles/IRT-Upload.pdf>

To do a Roadsoft Upload click the **+ Add** button and a dropdown will appear. Select Roadsoft Upload from the dropdown menu.



The screen will change to the Roadsoft File Upload Page.

Investment Reporting Tool (IRT)

Projects + Add Map Reports

Roadsoft File Upload

[View Past Files](#)

Select a Roadsoft File

Please select the Roadsoft XML file you wish to import.

This file should be an export from the Roadsoft software. For instructions on how to export a compatible file, please read the Roadsoft tutorial on "Exporting Roadsoft Project Data to TAMC's Investment Reporting Tool."

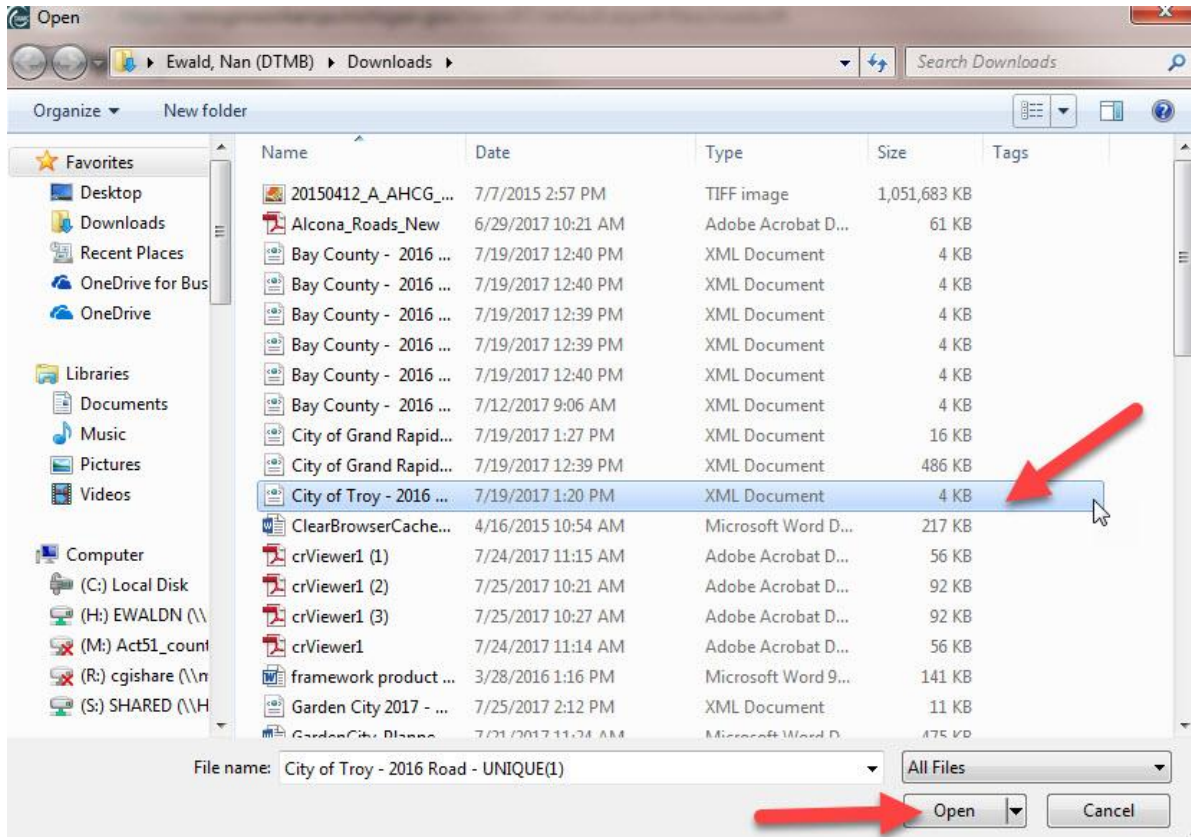
Roadsoft File (.xml)

No file chosen

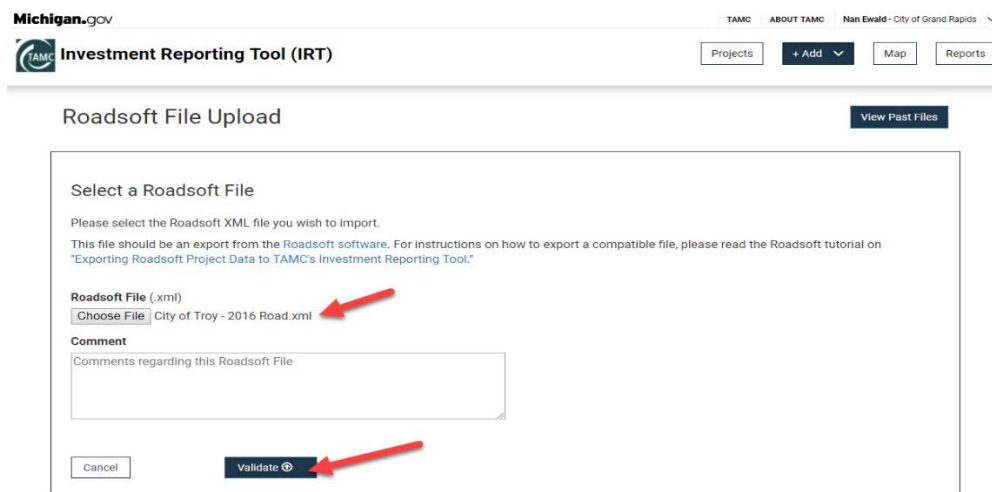
Comment

Comments regarding this Roadsoft File

Click on the Choose File button. This will bring up a window that will allow you to browse to the file you want to select. Click on the file to select and then click on the open button.



The file name will appear next to the Choose File button, then click on the Upload Button.



The screen will change with the Uploaded Roadsoft File results. Click on the

Validate 

Roadsoft File Upload

[Download Past Files](#)

Roadsoft Validation Results

Invalid (0) Valid (1)

Valid Projects

You have treatments that can be loaded into the TAMC database. Click the Next button to save the treatments.

Project ID	Project Date	PR	BMP	EMP	Surface	Treatment	Project Classification	Life Exp.	Num. Lanes	Comment	Feedback
UAT TESTING - 8284 - 20170719	07/30/2017	4402588	0	0.565	Concrete	Troy Industrials Slab Replacement	REHAB	9	5		

Sometimes when you Upload Roadsoft file there will be invalid Treatments

Roadsoft Validation Results

Invalid (6) Valid (2)

Invalid Projects


You have invalid treatments, please review the Feedback and correct as required before submission. **These treatments can not be saved to the TAMC database.**

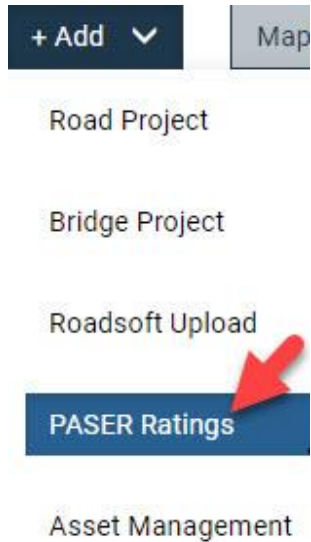
Structure ID	TreatmentTypeDesc	Life Exp.	Date	Planned	Comment	Feedback
5211	Concrete Overlay - Shallow	25	10/08/2016	false		Invalid ProjectID:
5098	Epoxy Overlay	10	07/30/2017	false	Includes the patching of the concrete deck, concrete surface sealer for railings and brush cutting.	Invalid ProjectID:
5188	Epoxy Overlay	10	07/30/2017	false	Includes the concrete surface sealer for railings, scour countermeasures, approach patching and brush cutting.	Invalid ProjectID:
12677	Epoxy Overlay	10	07/30/2017	false	Includes the patching of the concrete deck, concrete surface sealer for railings and brush cutting.	Invalid ProjectID:
5093	Epoxy Overlay	10	07/30/2017	false	Includes the patching of the concrete deck, concrete surface sealer for railings, scour countermeasures and approach patching..	Invalid ProjectID:
5213	HMA Overlay w/ Waterproofing Membrane	10	07/30/2017	false	Also replacement of expansion joints, substructure repair and approach paving.	Invalid ProjectID:

Usually a comment addressing what is invalid is listed under the feedback column on the left.

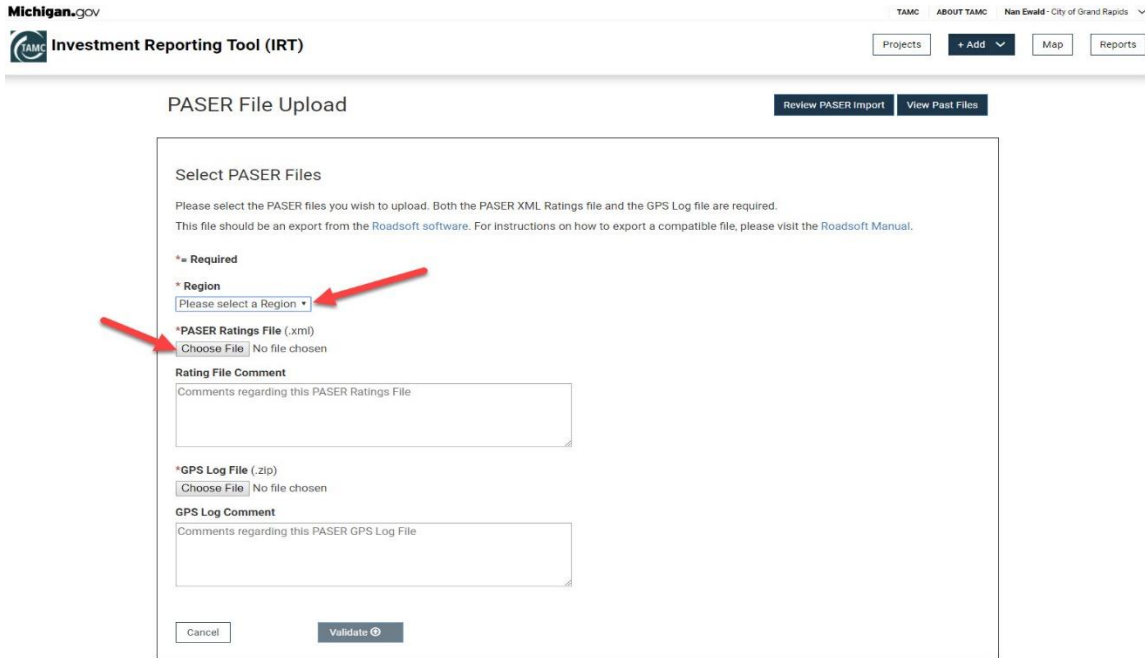
10. Uploading PASER Data

***Note: A document explaining the PASER Upload process is available on the TAMC web site, <https://www.michigan.gov/tamc/> under the Support Tab, in the PASER section, under PASER Data Collection, PASER Data Upload Process.**

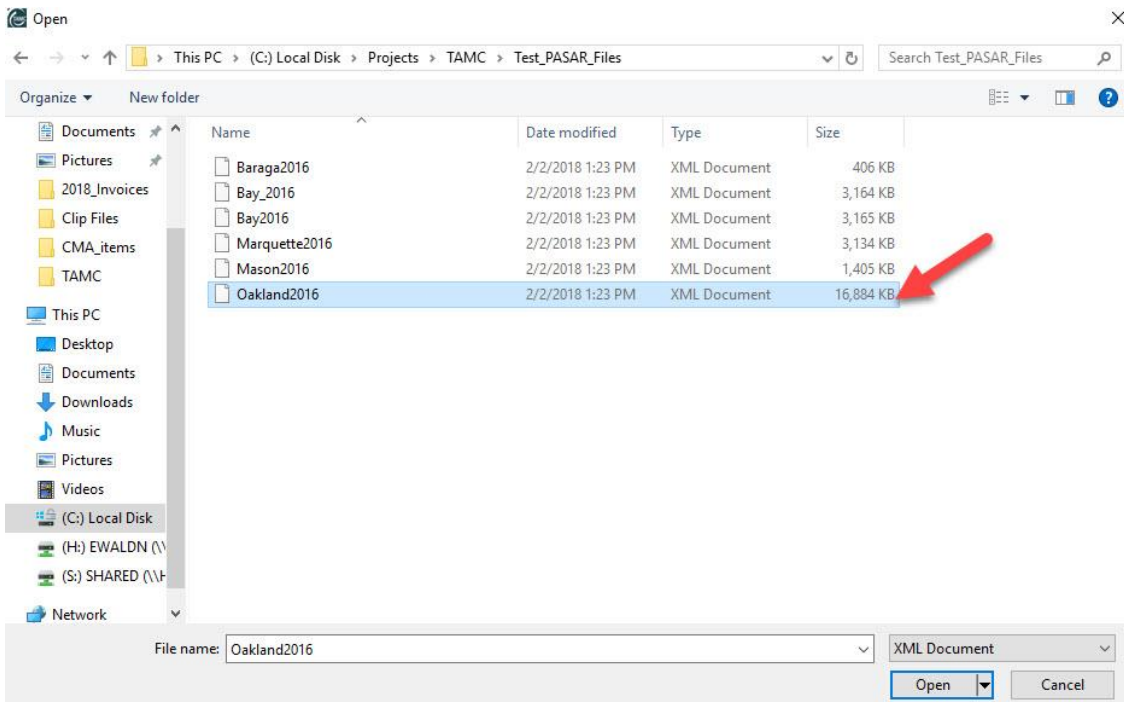
Click on the  button and a dropdown will appear. Select PASER Ratings from the dropdown menu.



The screen will change to the PASER File Upload page. Click on the Please Select a Region button, and Select your Region, then click on the Choose File Button.



This will bring up a window that will allow you to browse to the file you want to select. Click on the file to select and then click on the open button.



The file name will appear next to the Choose File button. Also, click on the GPS Log File Choose File Button and select a zip file, then click on the **Validate** Button.

PASER File Upload

Review PASER Import View Past Files

Select PASER Files

Please select the PASER files you wish to upload. Both the PASER XML Ratings file and the GPS Log file are required.
This file should be an export from the Roadsoft software. For instructions on how to export a compatible file, please visit the Roadsoft Manual.

*= Required

* Region

SEMCOG

*PASER Ratings File (.xml)

Choose File Oakland2016.xml

Rating File Comment

Comments regarding this PASER Ratings File

*GPS Log File (.zip)

Choose File No file chosen

GPS Log Comment

Comments regarding this PASER GPS Log File

Cancel

Validate

A PASER XML Validation Results Screen will appear showing you PASER Ratings. There can be both Valid and Invalid Results.

PASER File Upload

Review PASER Import View Past Files

PASER XML Validation Results

Invalid (15834) Valid (7646)

Valid PASER Ratings

You have PASER ratings that can be loaded into the TAMC database.
Click the 'Upload' button to save these ratings.

ID	Date	PR	BMP	EMP	PR Name	From Desc	To Desc	Rating	Num Lanes	Surface Type	Local Crew	Errors
239994	06/06/2016	607408	6.003	6.06	W 13 Mile Rd	Greenfield Rd	Brentwood	4	2	Asphalt	Mike McBain, Mark Jones, Rod Jackson	
239995	06/06/2016	607408	6.06	6.115	W 13 Mile Rd	Brentwood	Marshall	4	2	Asphalt	Mike McBain, Mark Jones, Rod Jackson	
239996	06/06/2016	607408	6.115	6.171	W 13 Mile Rd	Marshall	Fairfax	5	2	Asphalt	Mike McBain, Mark Jones, Rod Jackson	
239997	06/06/2016	607408	6.171	6.224	W 13 Mile Rd	Fairfax	Everett	5	3	Asphalt	Mike McBain, Mark Jones, Rod Jackson	
239998	06/06/2016	607408	6.224	6.296	W 13 Mile Rd	Everett	Fairview Cres	5	3	Asphalt	Mike McBain, Mark Jones, Rod Jackson	
240016	06/06/2016	607408	7.593	7.838	W 13 Mile Rd	Elbridge Ln	Woodgate Dr	4	2	Asphalt	Mike McBain, Mark Jones, Rod Jackson	
240017	06/06/2016	607408	7.838	7.988	W 13 Mile Rd	Woodgate Dr	Evergreen Rd	4	3	Asphalt	Mike McBain, Mark Jones, Rod Jackson	

Currently displaying 20 rows out of 7646.

Show 20 more rows

Back Cancel

Upload



Once you have reviewed the results click on the Upload Button to upload the PASER data. The screen will change, and a message will appear on the page that the File Uploaded and a button to Upload another File.

PASER File Upload

Review PASER Import View Past Files

PASER Upload Results

File Uploaded

Entries have been uploaded to the system. The system will now process these entries.

Please note: the processing of these entries may take upwards of 10 minutes. While the file has been uploaded, it's possible that there may still be issue with entries within the file. It is recommended that you review the status of the upload at a later date to ensure everything imported correctly. You will be sent an email update after processing has completed.

[Click here to view the File Status Page for this file](#)

Back Cancel

Both the Back Button and the Cancel Button shown above will take you back to the PASER File Upload Page. The [Click here to view the File Status Page for this file](#) will take you to the following page where you can view the status of the file you uploaded.

PASER File Upload

Review PASER Import Upload File View Past Files

File Status

Download File

File Details

Filename Baraga2016.xml	Comments <No comments provided>
Uploaded By ewaldn	Create Date 04/19/2018
Current Status Error processing file check log	Is Valid Yes

Processing Status Information

- Error Logs:**
- No updates, incoming record ratings are the same or older than existing data

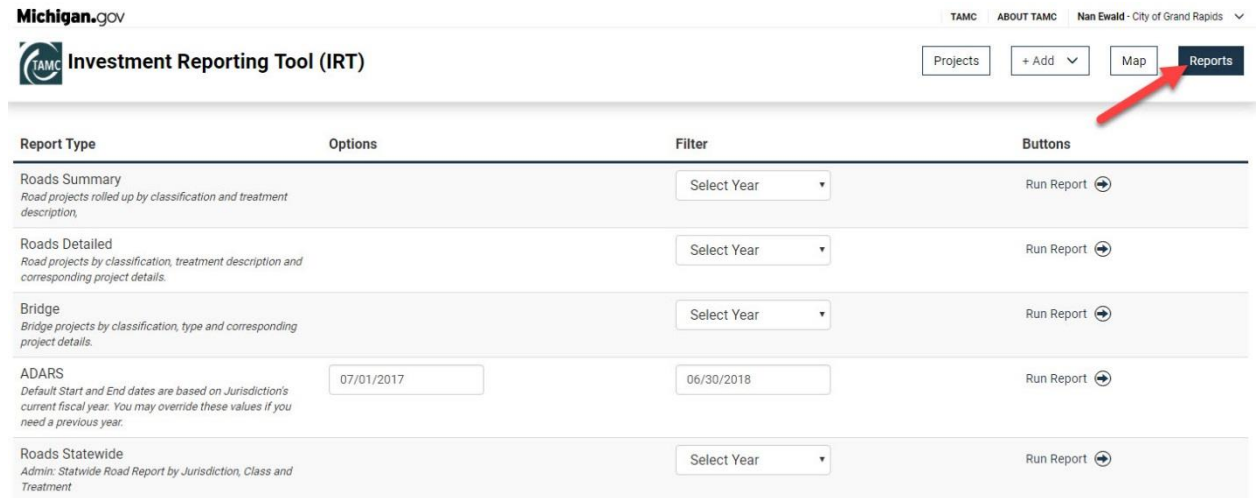
Validation Results

The **View Past Files** button will take you to a new page that allows you to download previously downloaded files again.

In the upper right corner there is a **Upload File** button that will take you back to the original PASER File Upload Page. The **Review PASER Import** takes you to a new page where you can view your PASER Ratings on a Map. You can look at the whole state or just your Jurisdiction.

11. Reports

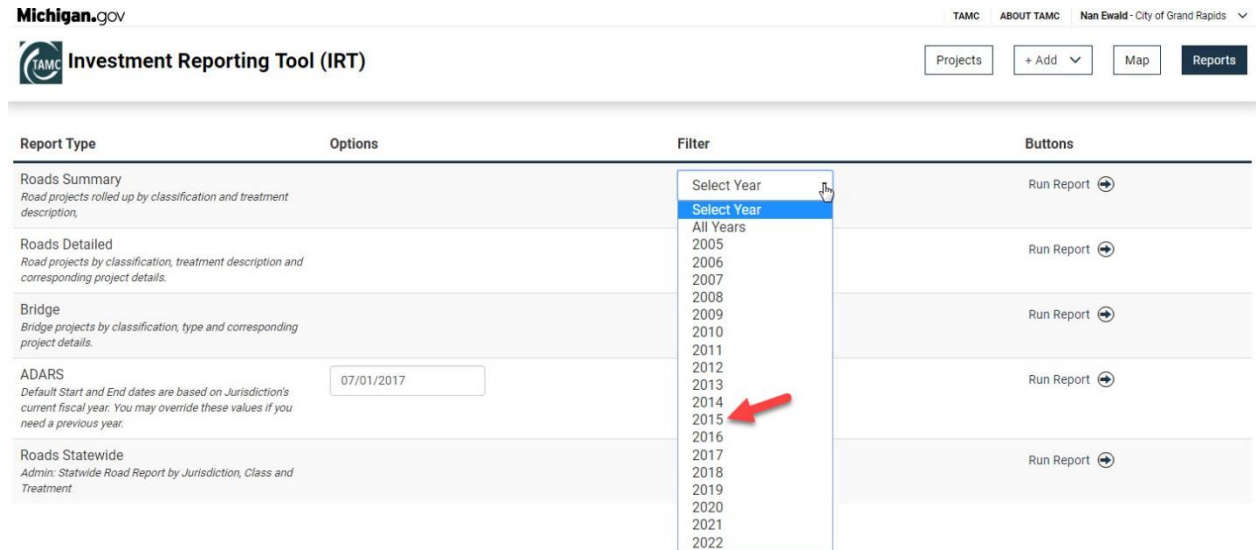
To run Reports from the new IRT, you will need to click on the **Reports** button in the upper right corner. **Please note that the Reports are by calendar year** (in the future the reports will be available by fiscal year). The page will change to the Report Page.



You will notice that you have the option to run 5 different Types of Reports. There is a filter button allowing you to select a year or select All Years, from the dropdown when you click on

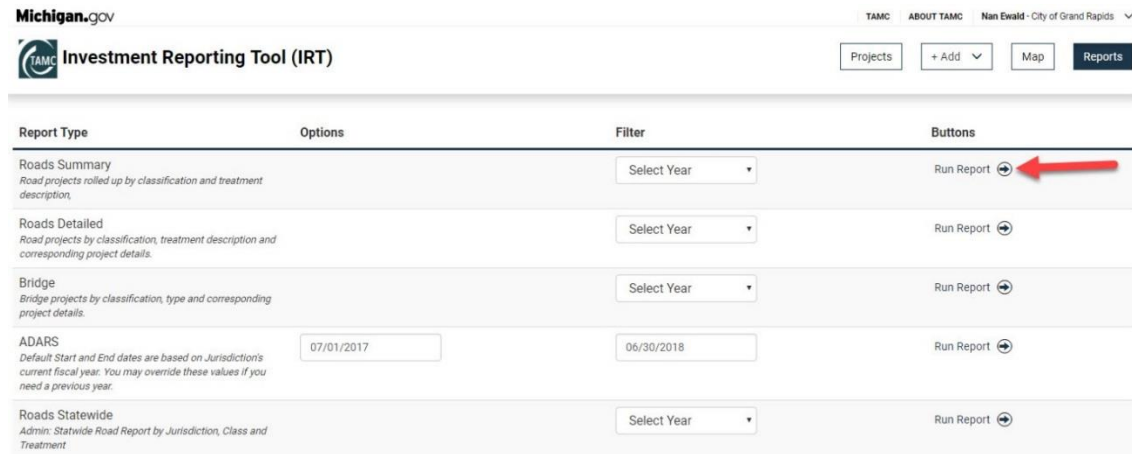


button for each of the different Types of Reports.



Run Report 

When you have selected your year from the dropdown menu, you can click on the button.



A report will be generated for whatever Option you have selected. Reports will vary in size by Type selected and year, but will look similar to the following. It is a Roads Summary Report.



Class and Treatment	Length (mi)
Heavy CPM	26.210
Bituminous Overlay (< 40mm)	26.210
Light CPM	39.423
Bituminous Crack Treatment	15.831
Cncr Jnts Reseal	0.166
Fog Seal	23.426
Reconstruction	6.893
Bituminous Reconstruction	6.540
Concrete Reconstruction	0.212
Recnst Exist, No Widen	0.141
Rehabilitation	17.270
Multiple Course HMA Overlay on Concrete	0.383
Multiple Course HMA Overlay on Flexible Pavement	16.277
Resurf, Mill & Pulver	0.610
Total	89.796

The same type of Reports can be generated for Road Summary, Roads Detailed, Bridge, ADARS, Roads Statewide, and Roads-Statewide-Class by following the steps above.

12. ADARS

At this point you have completed your use of the IRT tool to enter Road and Bridge Projects, and to Update your Status and answer the Asset Management Plan question(s). To complete the compliance process a person in your agency must use the MDOT ADARS program to report your costs for your current fiscal year Road Projects. **Bridge Projects Do Not Need to be Reported in ADARS.** This is the person who does the Act 51 reporting for your agency. The Projects that you entered in the IRT should automatically port over to the ADARS system.

Note: The ADARS report in the IRT will mirror what should appear under the Asset management page in the ADARS system once an ADARS user visits that page.

Michigan.gov Home | [ADARS Home](#) | [Contacts](#) | [FAQs](#) | [Help](#)

Notices | [Report Status](#) | [Report Contact](#) | [Verify/Submit Report](#) | [Change Agency FY](#) | [Approve/Reject Report](#)

Capacity Improvements | Township Mileage | Township Expenditures | **Asset Management**

ASSET MANAGEMENT

No Data/Project Exist for the Reporting Period

The Total Project Cost is required for work completed to open the road to traffic during the fiscal year. Improvement Type: This will be the most significant for the project (i.e. multiple improvement types). This page must be completed for fiscal years ending after September 30, 2014. For more information about the Asset Management page please [click here](#).

Improvement Type	Project ID	Total Project Cost	Date Open To Traffic	Pavement Type
Single Course Chip Seal	474 056 380299 265	\$9,509.19	11/02/2016	Asphalt
Single Course Chip Seal	474 056 380300 266	\$11,580.69	11/02/2016	Asphalt
Single Course Chip Seal	474 056 380300 276	\$11,580.69	11/02/2016	Asphalt
Single Course Chip Seal	474 062 380305 267	\$34,231.84	11/02/2016	Asphalt
Single Course Chip Seal	474 062 380306 158	\$7,637.49	11/02/2016	Asphalt
Single Course Chip Seal	474 064 380318 203	\$33,934.75	11/02/2016	Asphalt
Single Course Chip Seal	474 066 380303 255	\$35,436.48	11/02/2016	Asphalt
Single Course Chip Seal	474 066 380303 256	\$35,436.48	11/02/2016	Asphalt

Update Grid | Generate Report

[Michigan.gov Home](#) | [ADARS Home](#) | [Contacts](#) | [FAQs](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)

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Image of the Asset Management page within ADARS (Act 51 Distribution and Reporting System)

The only field that an ADARS user can update is the cost field. Again, only the current Fiscal year Road projects appear in ADARS (no bridges or future projects). The IRT does offer areas to enter costs but these also need to be entered into ADARS to meet your Act 51 compliance. If you had no road projects during the fiscal year there is a checkbox in the upper left corner of the page that can be used to indicate that.

If you have any issues in seeing information in ADARS please reach out to the TAMC help desk 517-373-7910 as a starting point. They may also have to direct you to the Act 51 ADARS team depending on what the issue might be.