

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.

The screenshot shows the IRT dashboard with a dark background. On the left, there are statistics: Total Road Miles: 1,260.414, Total Bridges: 61, Road Projects with ADARS Information: 157 (of 383), ADARS Fiscal Year: January 1, 2019 - December 31, 2019, Last Asset Management Plan Submitted: Feb 22, 2018, and Next IRT Submittal Due Date: Apr 29, 2020. On the right, there are sections for 'Entered Projects Calendar Years' (2017 - 2019) and 'Planned Projects Calendar Years' (2020 - 2022). A red arrow points to the 'Update' button in the 'Reporting Status' section.

Fiscal Year	Road	Bridge	Asset Management
2019	Not Completed	Not Completed	Not Completed
2018	Not Completed	Not Completed	Not Completed
2017	Completed	Completed	Completed

The screenshot shows the 'Reporting Status' table with checkboxes for 'Completed' status. A red arrow points to the 'Completed' checkbox for the Road column in 2019. Another red arrow points to the 'Completed' checkbox for the Bridge column in 2019. A third red arrow points to the 'Save' button.

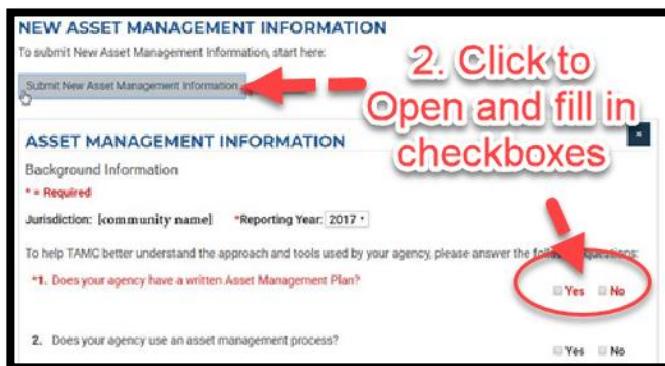
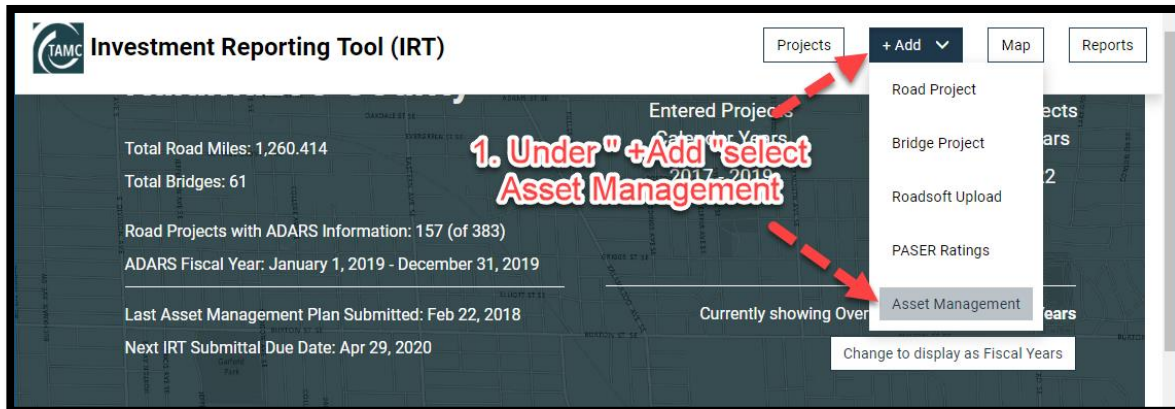
Fiscal Year	Road	Bridge	Asset Management
2019	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed	Not Completed
2018	<input type="checkbox"/> Completed	<input type="checkbox"/> Completed	Not Completed
2017	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Completed	Completed

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)

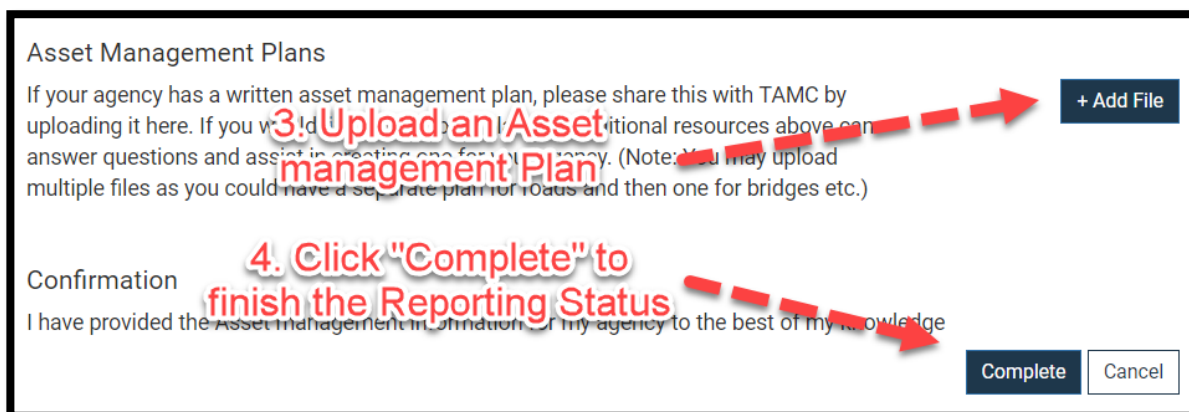
Click on the **+Add** tab near the top banner and then select **Asset Management**.

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.