UDOT's Consultant Marketing Report

Interactive Report Instructions

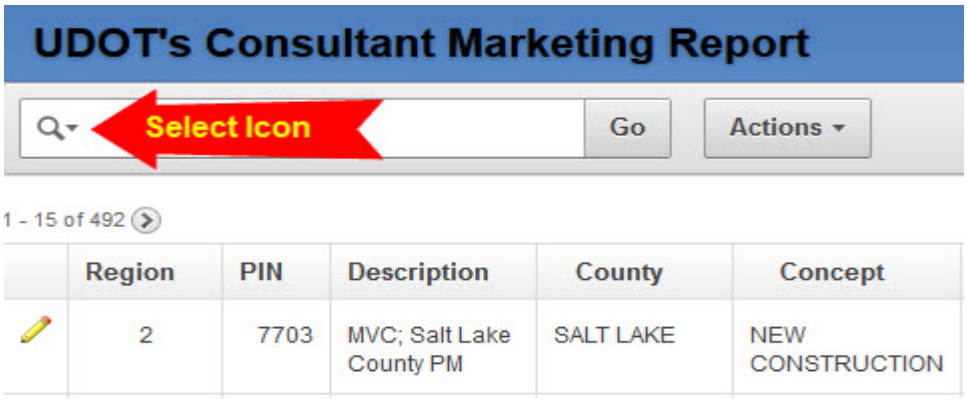
Interactive Report

This Marketing Report is a User Interactive Report. An Interactive Report enables users to customize their reports, but does not allow users to modify data. Users can alter the layout of report data by choosing or hiding columns, applying filters for specific data, sorting by columns and define control breaks. Users can create multiple variations of the report, save them as named reports and download to a comma-delimited file (CSV) file format for Microsoft Excel.

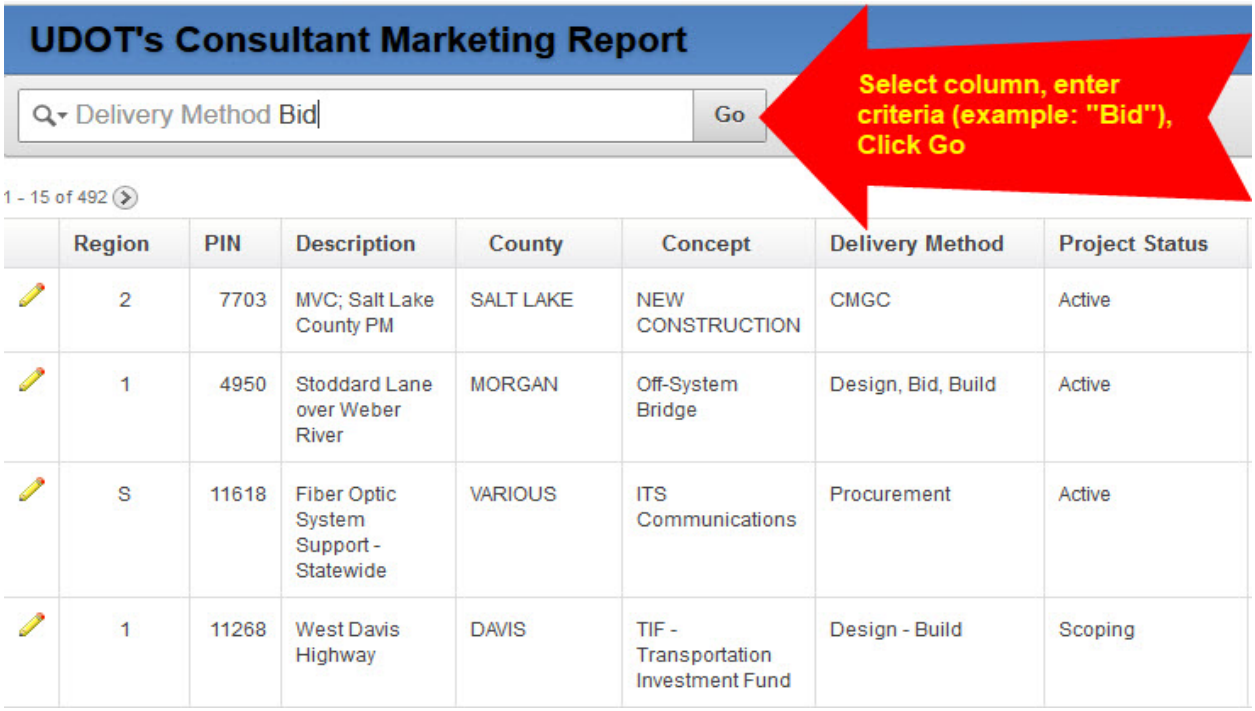
1. Report Search Bar

A search bar displays at the top of the interactive reports and includes the following features:

- Select columns to search icon - Resembles a magnifying glass.
  - Click this icon to narrow your search to specific columns. To search all columns, select "All".
  - Text area - Enter case insensitive search criteria and then click Go.
  - Go button - Executes a search.
  - See Examples 1.1, 1.2 and 1.3.
- The Text area without selecting a column.
  - Enter case insensitive search criteria and then click Go.
  - This action searches the entire report for the requested search criteria.
  - See Examples 1.4 and 1.5.
- Actions menu - Use the Actions menu to customize an interactive report. See Actions Menu.

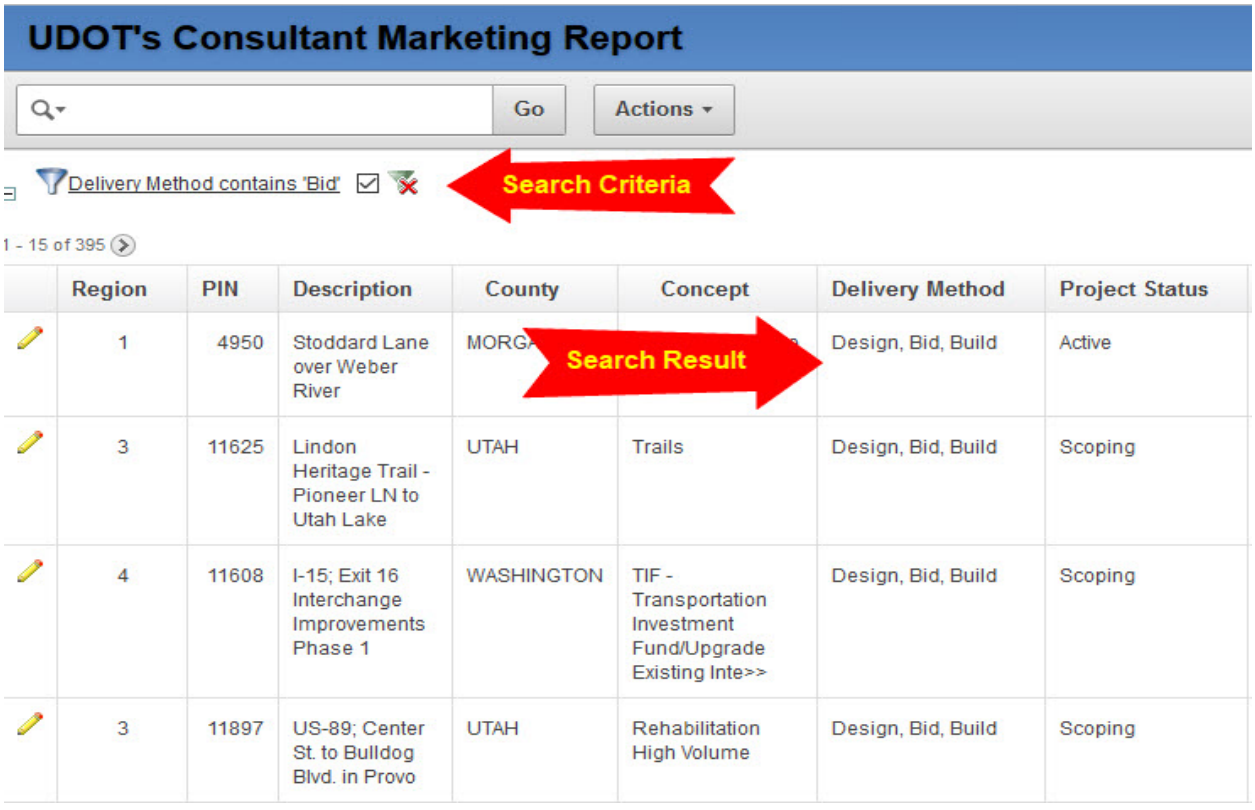


Example 1.1



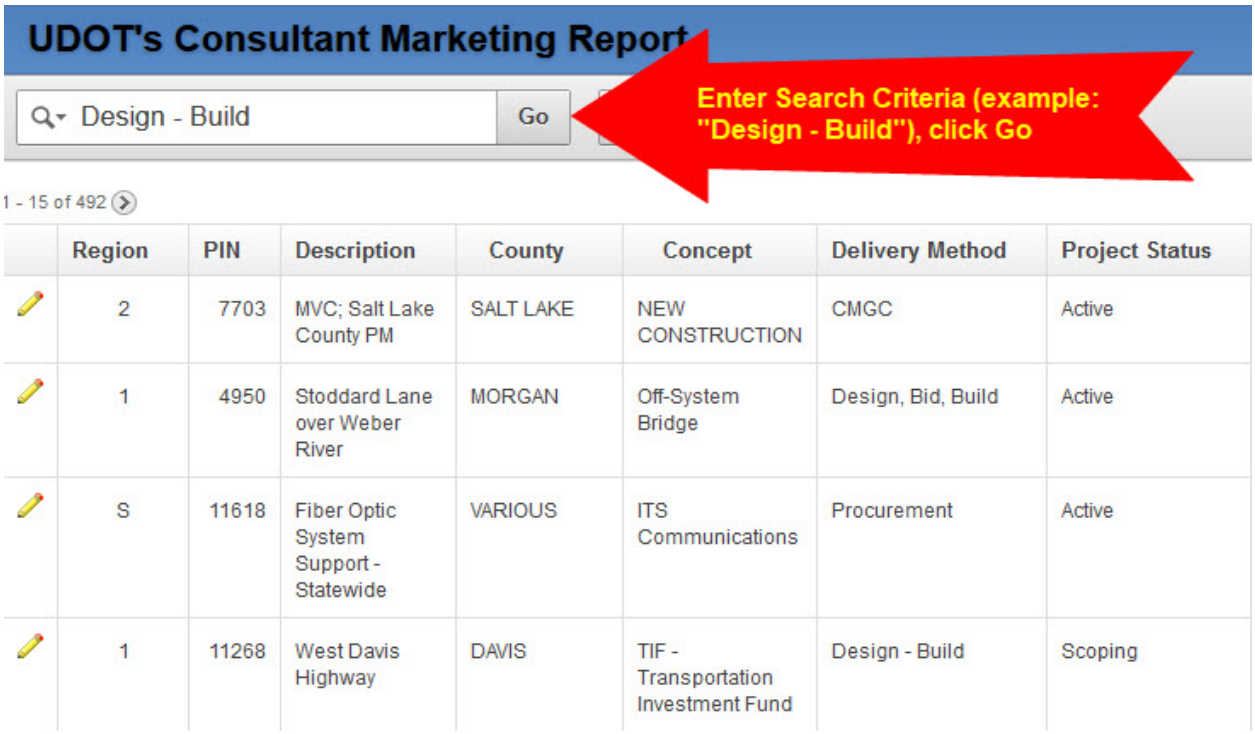
	Region	PIN	Description	County	Concept	Delivery Method	Project Status
	2	7703	MVC; Salt Lake County PM	SALT LAKE	NEW CONSTRUCTION	CMGC	Active
	1	4950	Stoddard Lane over Weber River	MORGAN	Off-System Bridge	Design, Bid, Build	Active
	S	11618	Fiber Optic System Support - Statewide	VARIOUS	ITS Communications	Procurement	Active
	1	11268	West Davis Highway	DAVIS	TIF - Transportation Investment Fund	Design - Build	Scoping

Example 1.2



	Region	PIN	Description	County	Concept	Delivery Method	Project Status
	1	4950	Stoddard Lane over Weber River	MORG		Design, Bid, Build	Active
	3	11625	Lindon Heritage Trail - Pioneer LN to Utah Lake	UTAH	Trails	Design, Bid, Build	Scoping
	4	11608	I-15; Exit 16 Interchange Improvements Phase 1	WASHINGTON	TIF - Transportation Investment Fund/Upgrade Existing Inte>>	Design, Bid, Build	Scoping
	3	11897	US-89; Center St. to Bulldog Blvd. in Provo	UTAH	Rehabilitation High Volume	Design, Bid, Build	Scoping

Example 1.3



	Region	PIN	Description	County	Concept	Delivery Method	Project Status
	2	7703	MVC; Salt Lake County PM	SALT LAKE	NEW CONSTRUCTION	CMGC	Active
	1	4950	Stoddard Lane over Weber River	MORGAN	Off-System Bridge	Design, Bid, Build	Active
	S	11618	Fiber Optic System Support - Statewide	VARIOUS	ITS Communications	Procurement	Active
	1	11268	West Davis Highway	DAVIS	TIF - Transportation Investment Fund	Design - Build	Scoping

Example 1.4

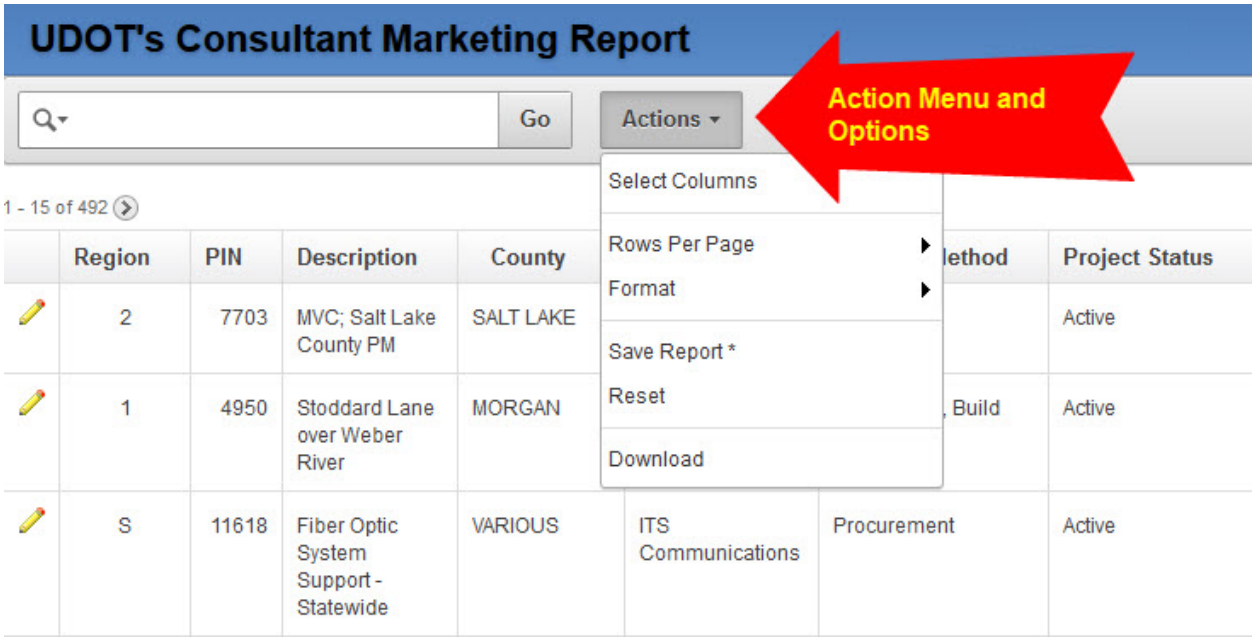
	Region	PIN	Description	County	Concept	Delivery Method	Project Status
	1	11268	West Davis Highway	DAVIS	TIF -	Design - Build	Scoping
	2	12587	I-15; SB 12300 South to SR-201	SALT LAKE	TIF - Transportation Investment Fund/Widen Existing Facili>>	Design - Build	Advertised
	3	12158	I-15; Lehi Main to SR-92, Technology Corridor	UTAH	Widen Existing Facility	Design - Build	Advertised

Example 1.5

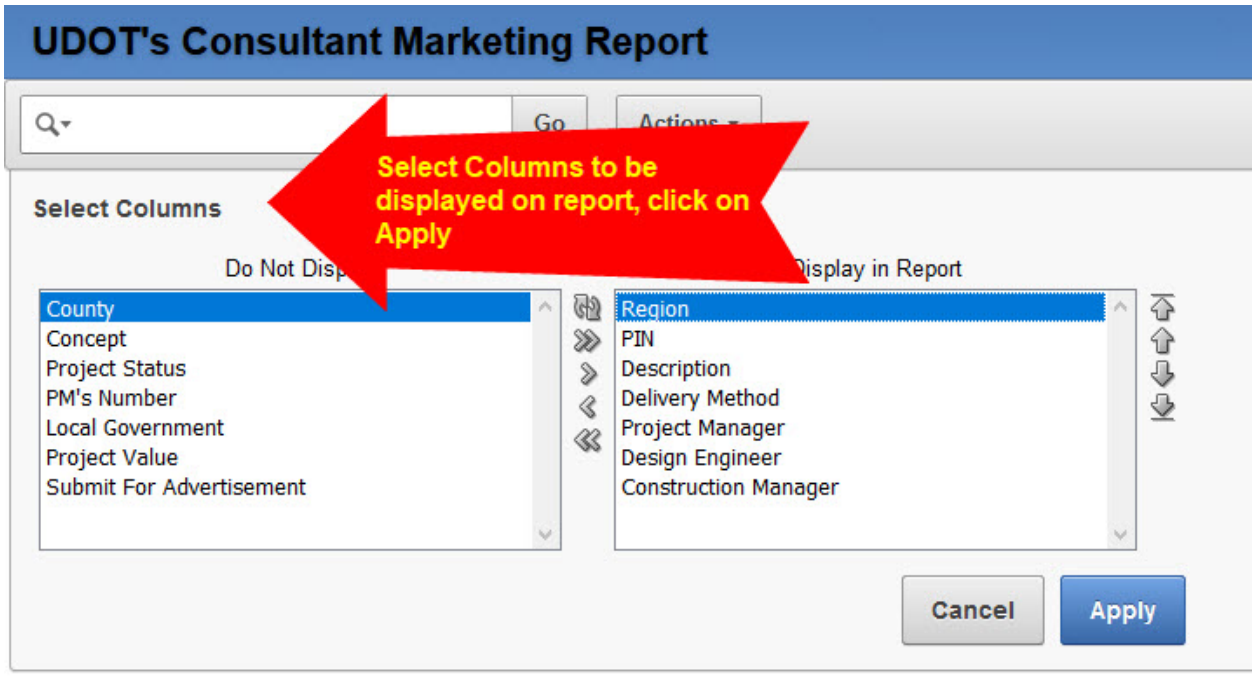
2. Actions Menu

The Actions Menu contains the following options (See Example 2.1):

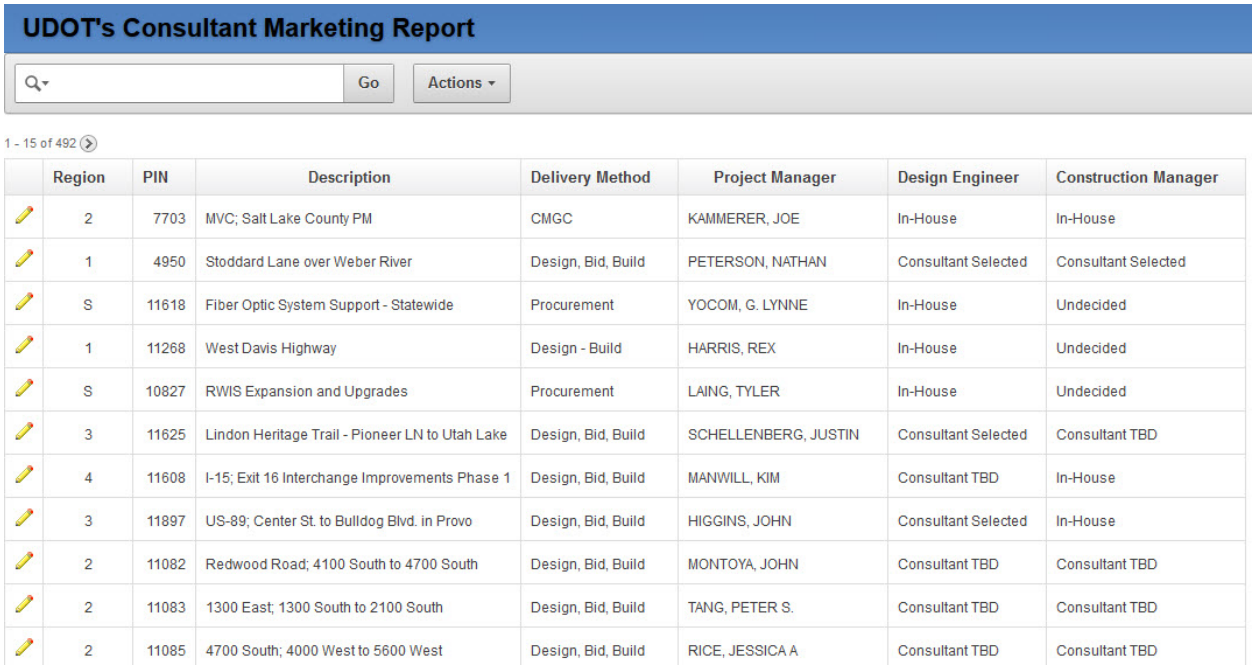
- **Select Columns** – provides the user with the ability to select or deselect columns on the report. It also provides the user with the ability to rearrange columns in the report. See Example 2.2 and 2.3.
- **Rows Per Page** - determines how many rows display in the current report. See Example 2.4.
- **Format** contains the following submenu (See Example 2.5):
  - **Sort** - Changes the columns to sort on and determines whether to sort in ascending or descending order. See Examples 2.6 and 2.7.
  - **Control Break** - Creates a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record. See Examples 2.8 and 2.9.
- **Save Report** - Saves the interactive report. Depending upon their user credentials, users can save different types of reports. Reports can be saved as a Primary Default Report Type or as an Alternate Report Type. Alternate Report Types require a name to identify the Alternate.
- **Reset** - Resets the report back to the default report settings.
- **Download** - Downloads a report to a CSV file for Excel. See Examples 2.10 and 2.11.



Example 2.1

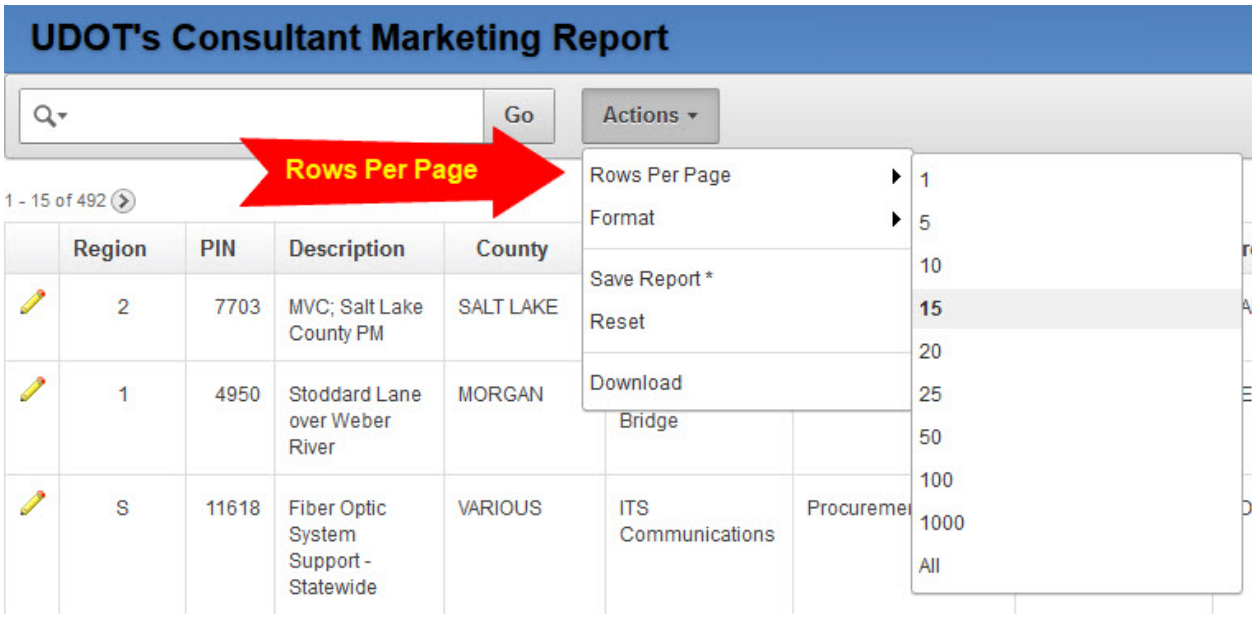


Example 2.2

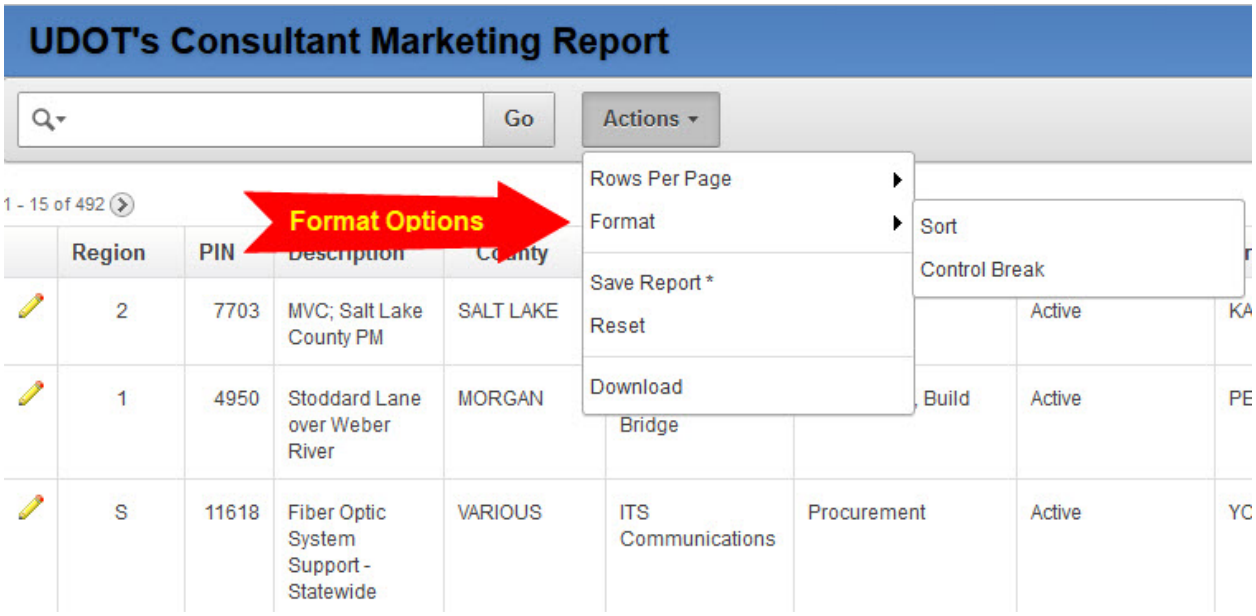


	Region	PIN	Description	Delivery Method	Project Manager	Design Engineer	Construction Manager
	2	7703	MVC; Salt Lake County PM	CMGC	KAMMERER, JOE	In-House	In-House
	1	4950	Stoddard Lane over Weber River	Design, Bid, Build	PETERSON, NATHAN	Consultant Selected	Consultant Selected
	S	11618	Fiber Optic System Support - Statewide	Procurement	YOCOM, G. LYNNE	In-House	Undecided
	1	11268	West Davis Highway	Design - Build	HARRIS, REX	In-House	Undecided
	S	10827	RWIS Expansion and Upgrades	Procurement	LAING, TYLER	In-House	Undecided
	3	11625	Lindon Heritage Trail - Pioneer LN to Utah Lake	Design, Bid, Build	SCHELLENBERG, JUSTIN	Consultant Selected	Consultant TBD
	4	11608	I-15; Exit 16 Interchange Improvements Phase 1	Design, Bid, Build	MANWILL, KIM	Consultant TBD	In-House
	3	11897	US-89; Center St. to Bulldog Blvd. in Provo	Design, Bid, Build	HIGGINS, JOHN	Consultant Selected	In-House
	2	11082	Redwood Road; 4100 South to 4700 South	Design, Bid, Build	MONTOYA, JOHN	Consultant TBD	Consultant TBD
	2	11083	1300 East; 1300 South to 2100 South	Design, Bid, Build	TANG, PETER S.	Consultant TBD	Consultant TBD
	2	11085	4700 South; 4000 West to 5600 West	Design, Bid, Build	RICE, JESSICA A	Consultant TBD	Consultant TBD

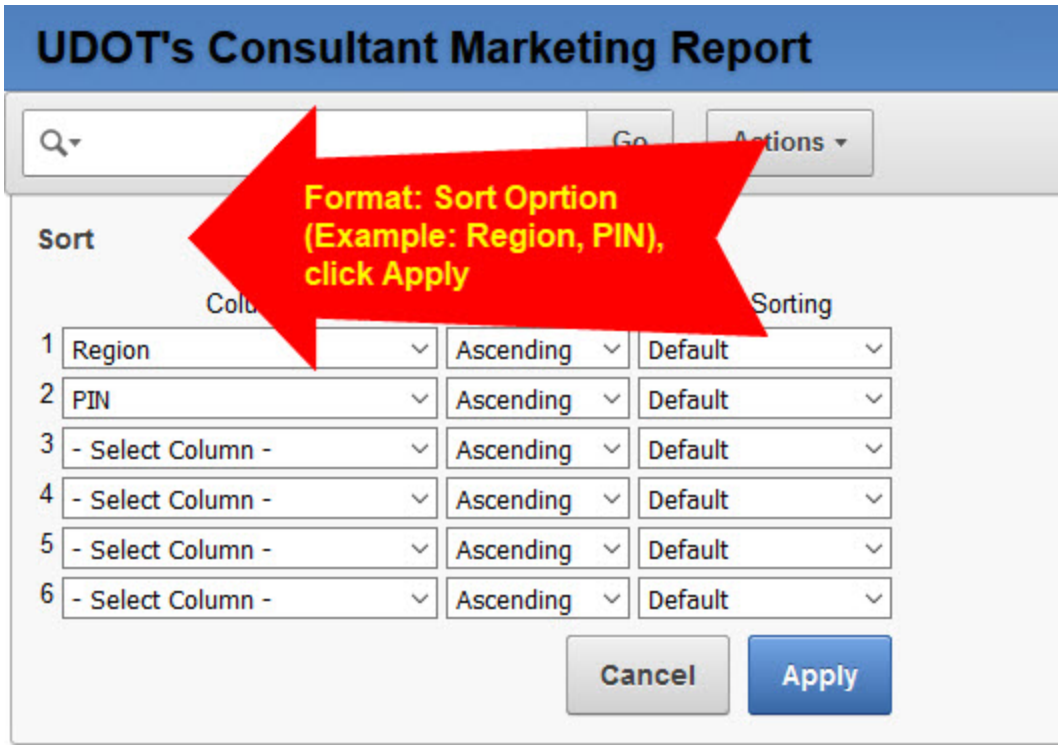
Example 2.3



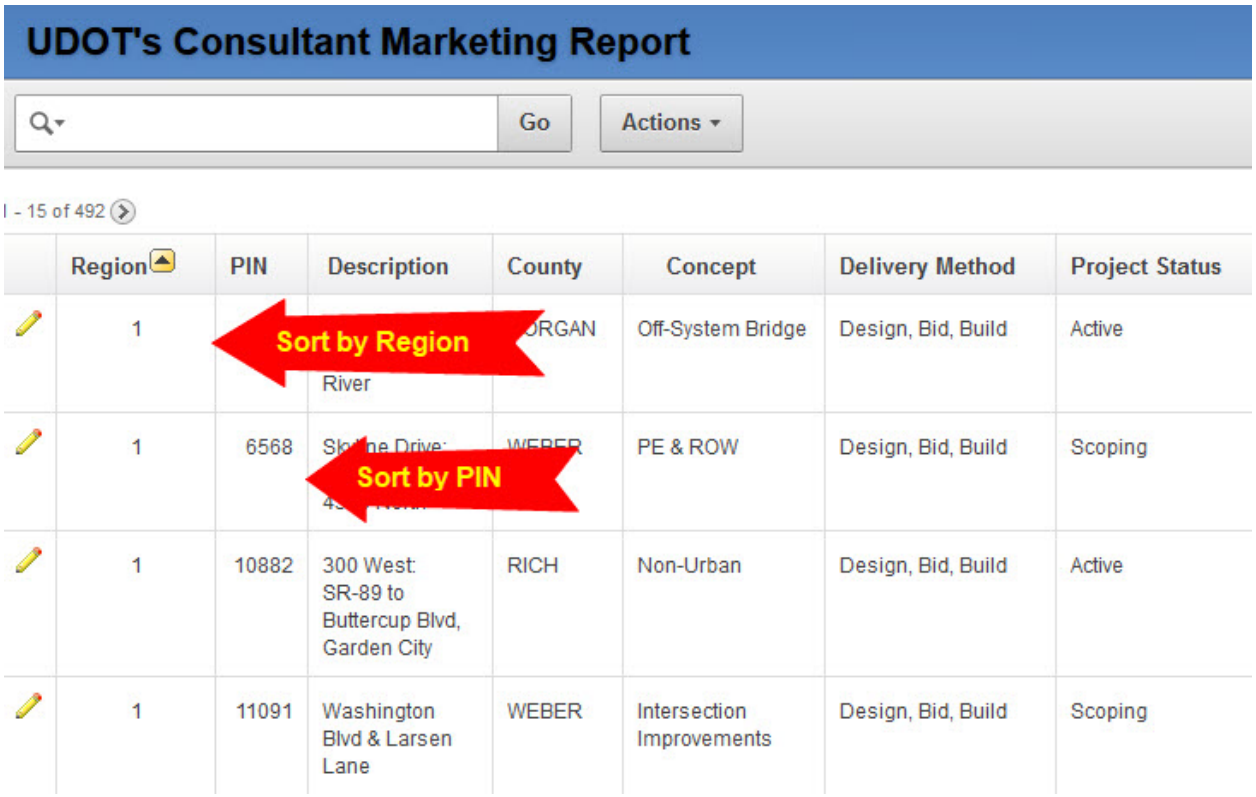
Example 2.4



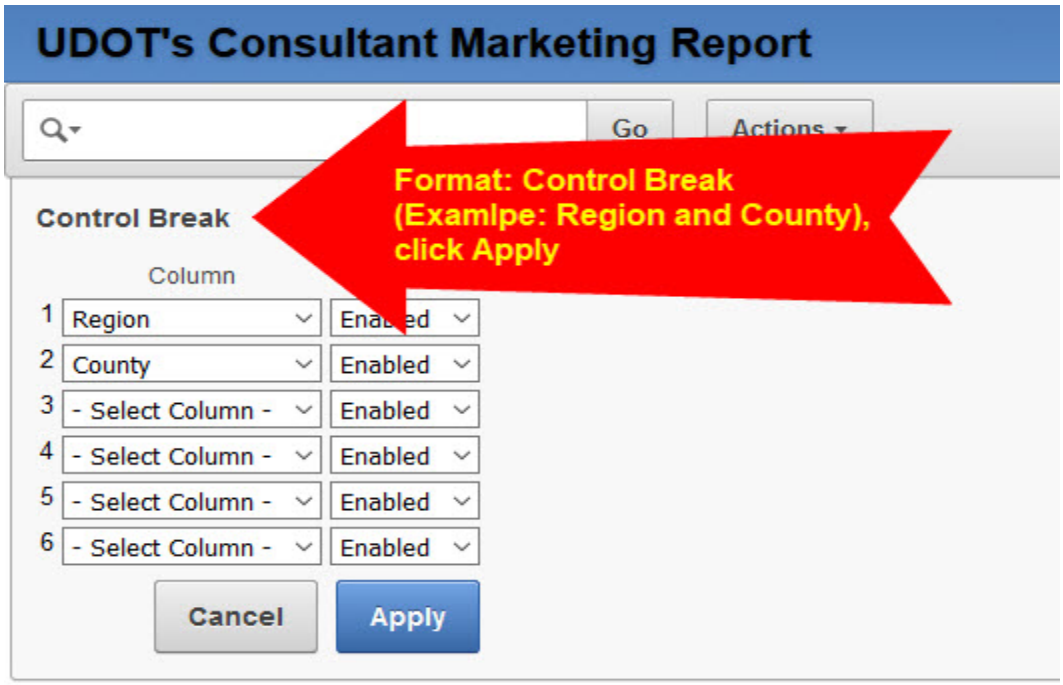
Example 2.5



Example 2.6

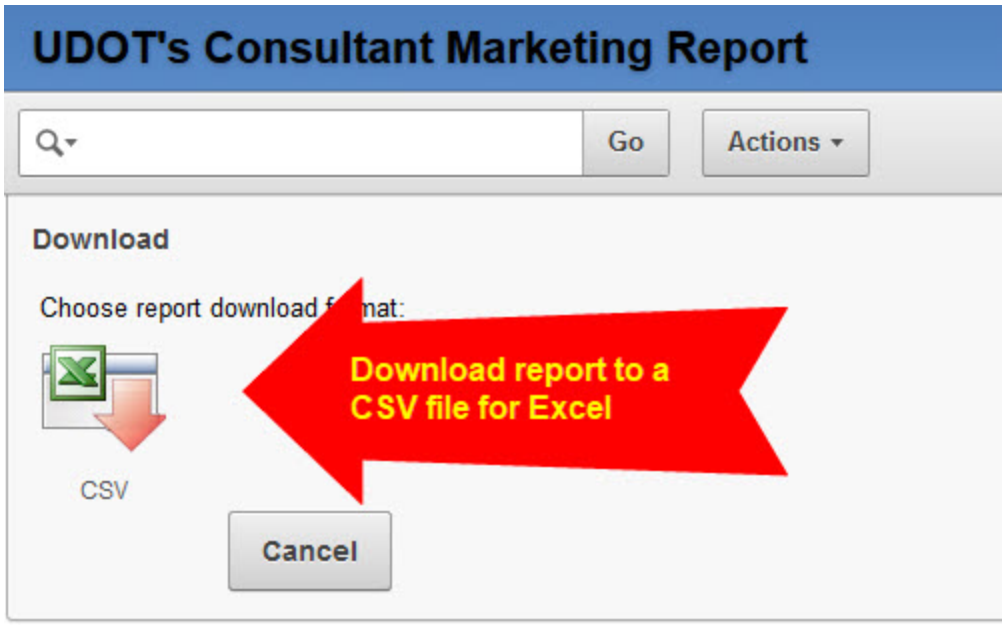


Example 2.7

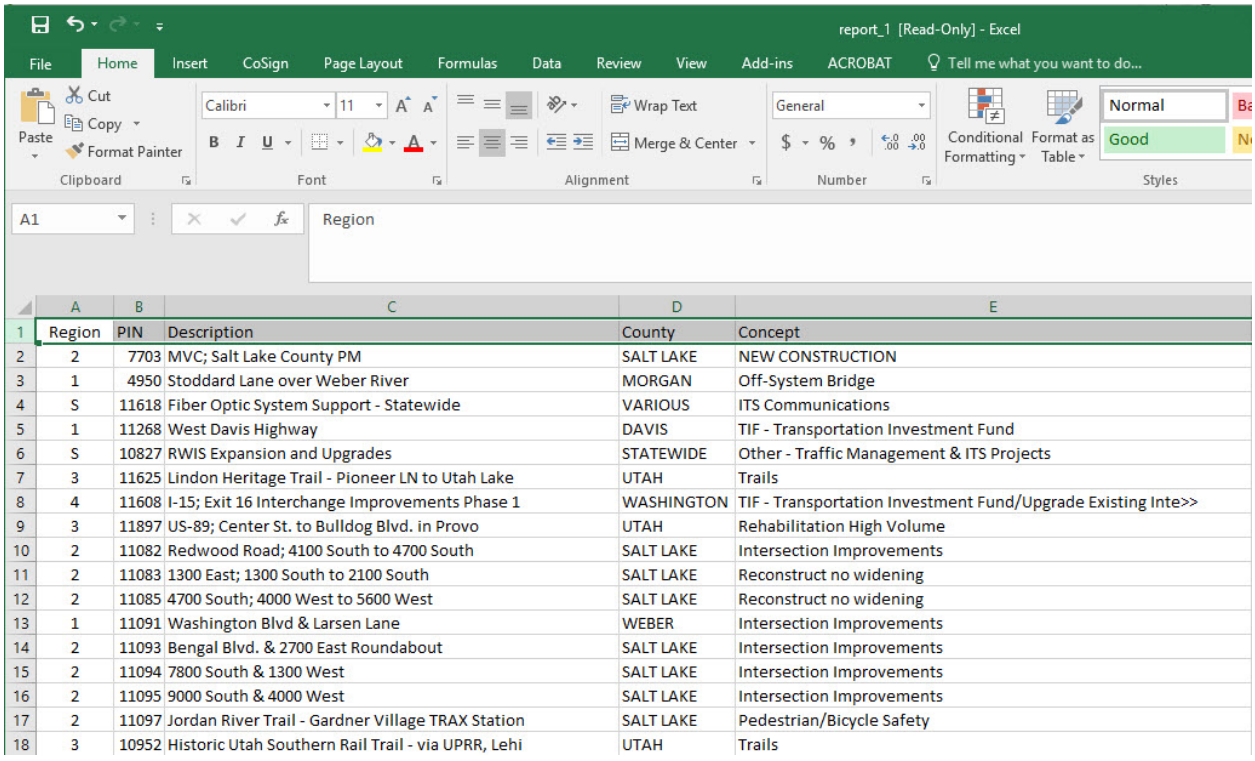


Example 2.8

Example 2.9



Example 2.10



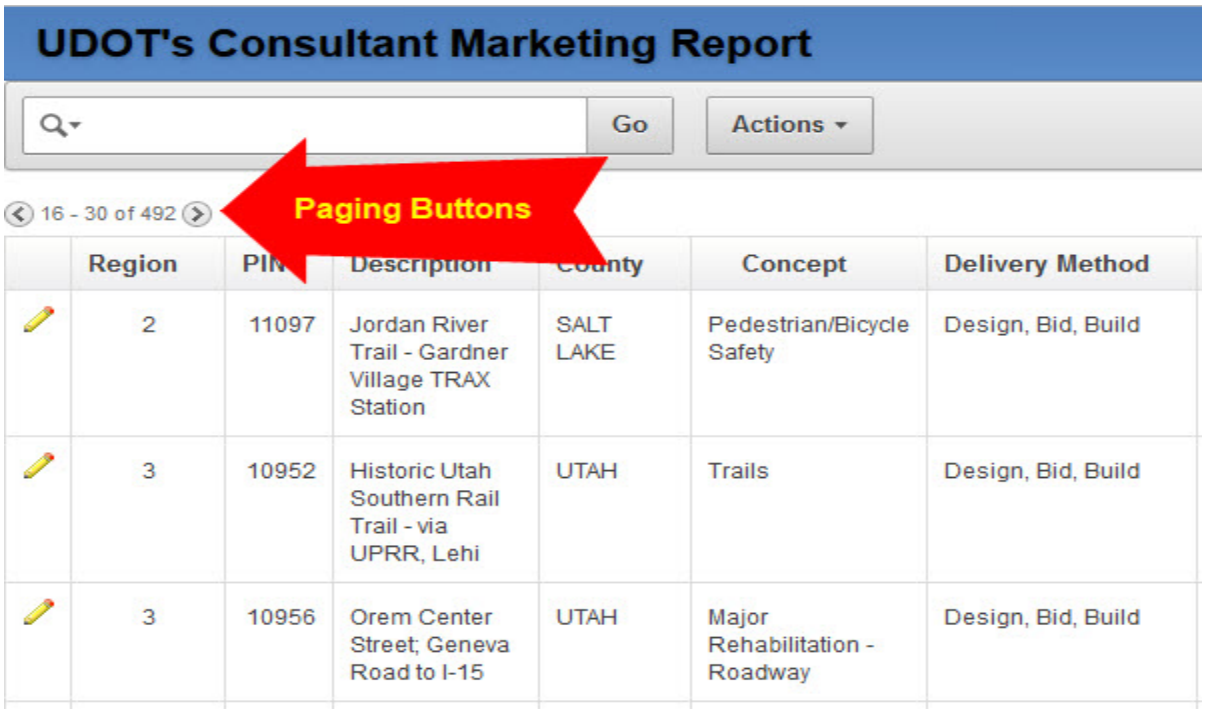
	A	B	C	D	E
1	Region	PIN	Description	County	Concept
2	2	7703	MVC; Salt Lake County PM	SALT LAKE	NEW CONSTRUCTION
3	1	4950	Stoddard Lane over Weber River	MORGAN	Off-System Bridge
4	S	11618	Fiber Optic System Support - Statewide	VARIOUS	ITS Communications
5	1	11268	West Davis Highway	DAVIS	TIF - Transportation Investment Fund
6	S	10827	RWIS Expansion and Upgrades	STATEWIDE	Other - Traffic Management & ITS Projects
7	3	11625	Lindon Heritage Trail - Pioneer LN to Utah Lake	UTAH	Trails
8	4	11608	I-15; Exit 16 Interchange Improvements Phase 1	WASHINGTON	TIF - Transportation Investment Fund/Upgrade Existing Inte>>
9	3	11897	US-89; Center St. to Bulldog Blvd. in Provo	UTAH	Rehabilitation High Volume
10	2	11082	Redwood Road; 4100 South to 4700 South	SALT LAKE	Intersection Improvements
11	2	11083	1300 East; 1300 South to 2100 South	SALT LAKE	Reconstruct no widening
12	2	11085	4700 South; 4000 West to 5600 West	SALT LAKE	Reconstruct no widening
13	1	11091	Washington Blvd & Larsen Lane	WEBER	Intersection Improvements
14	2	11093	Bengal Blvd. & 2700 East Roundabout	SALT LAKE	Intersection Improvements
15	2	11094	7800 South & 1300 West	SALT LAKE	Intersection Improvements
16	2	11095	9000 South & 4000 West	SALT LAKE	Intersection Improvements
17	2	11097	Jordan River Trail - Gardner Village TRAX Station	SALT LAKE	Pedestrian/Bicycle Safety
18	3	10952	Historic Utah Southern Rail Trail - via UPRR, Lehi	UTAH	Trails

Example 2.11

3. Paging

Paging through the report is done by clicking on the > button to move forward, the < button to move back. These buttons, along with the number of reports rows being displayed, are located on the left side of the report, above the report column heading. See Examples 3.1 and 3.2.

Example 3.1



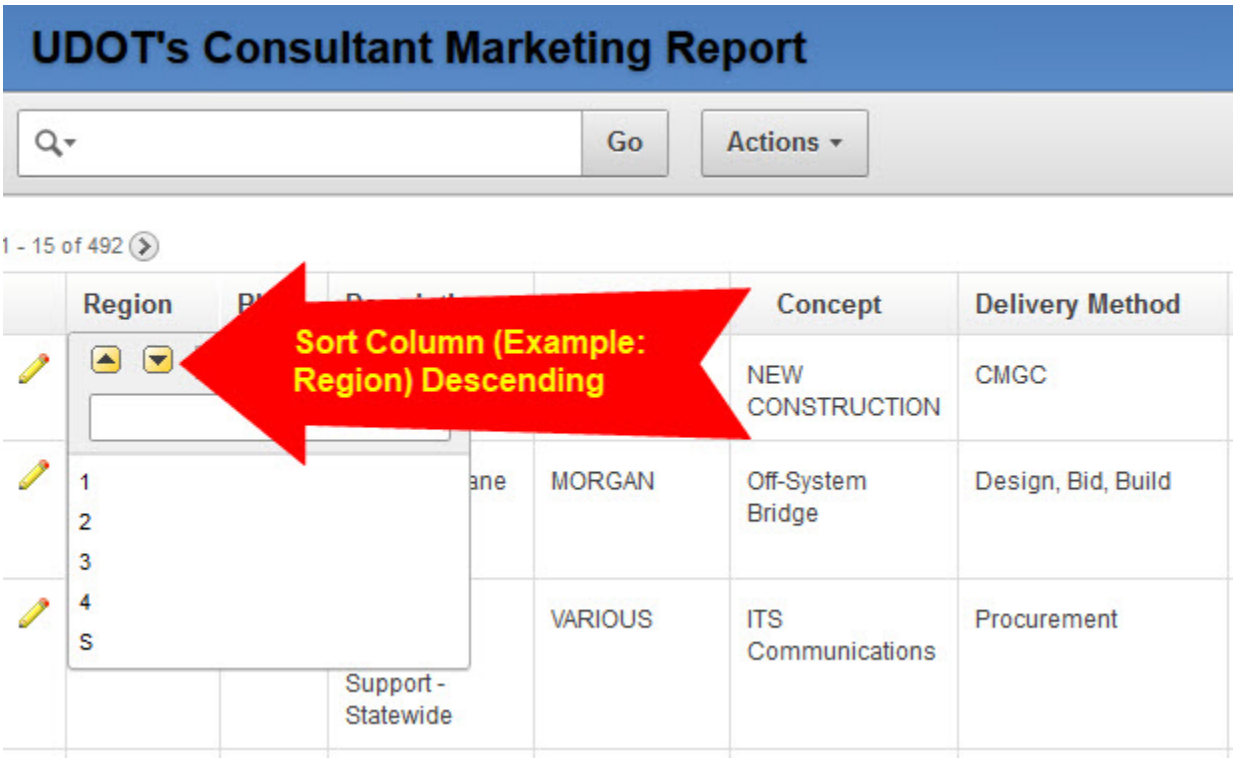
Example 3.2

4. Column Heading Menu

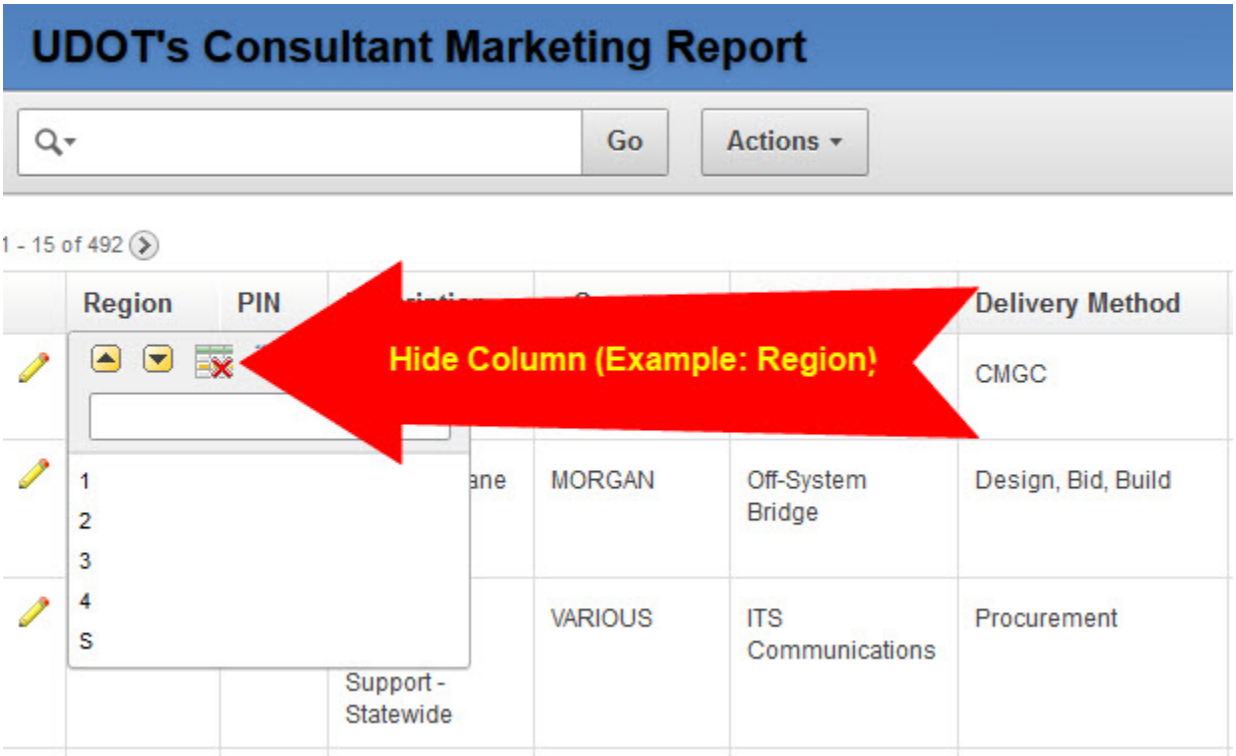
Column Heading Menu options include:

- **Sort Ascending** - Sorts the report by the column in ascending order. See Example 4.1.
- **Sort Descending** - Sorts the report by the column in descending order. See Example 4.2.
- **Hide Column** – This icon removes (hides) the column from the report. See Example 4.3. Not all columns can be hidden. If a column is locked and cannot be hidden, the Hide Column icon does not display.
- **Control Break** - Creates a break group on the column. This pulls the column out of the report as a master record. See Example 4.4.
- **Column Filter** – This is a List of Values to select from. Select a value to trigger the filter. See Example 4.5.
- **Text Area** - Used to enter a case insensitive search criteria. This is a filter for the Column's List of Values. Entering a value reduces the list of values at the bottom of the menu. You can then select a value from the bottom. The selected value will be created as a filter using either the equal sign (=) or contains depending on the List of Values Column Filter Type. See Example 4.5.

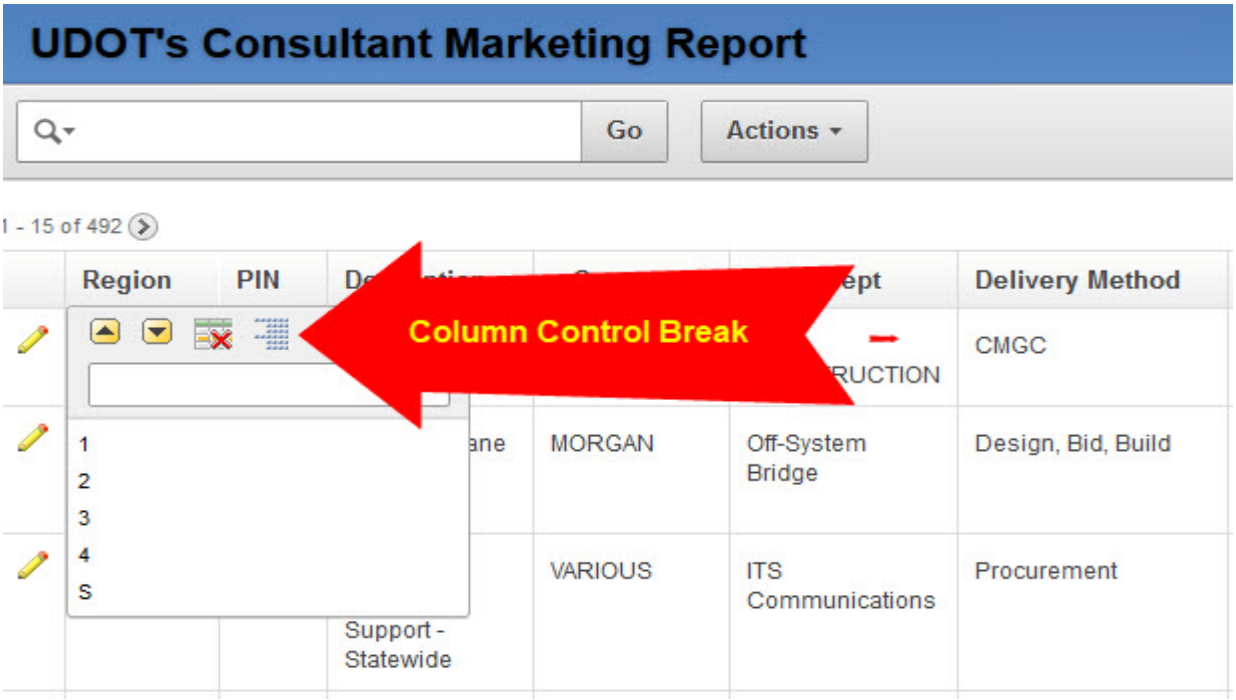
Example 4.1



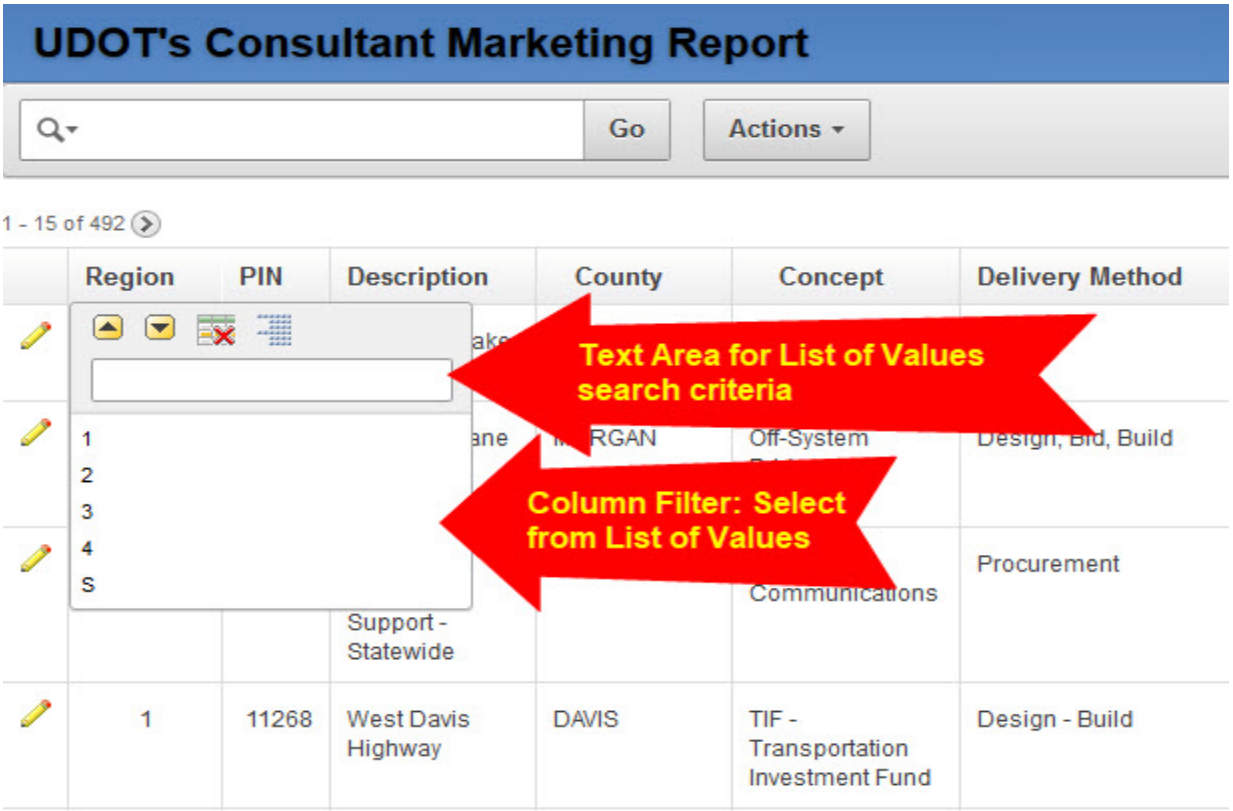
Example 4.2



Example 4.3



Example 4.4


UDOT's Consultant Marketing Report
Go
Actions
1 - 15 of 492
Region
PIN
Description
County
Concept
Delivery Method
Text Area for List of Values search criteria
Column Filter: Select from List of Values
1
2
3
4
5
Off-System
Design, Bid, Build
Procurement
Communications
Support - Statewide
1
11268
West Davis Highway
DAVIS
TIF - Transportation Investment Fund
Design - Build

Example 4.5