Transportation Alternatives Program

Online Application
User Guide

Background: ODOT TOPS was built in 2013 to provide a new way for business partners to be able to interact with the department. The initial application area supported Consulting Engineering project solicitations. Soon after, online invoicing was added to the system. Now, support for TAP applications is supported. In several areas of this document, the acronym TOPS is used, and covers functions and capabilities that are providing support to TAP. In many cases, the terms are interchangeable since TOPS provides the foundation that includes TAP.

This purpose of this guide is to focus on the issues faced by sponsors of projects that are included in the TAP program.

In order for an organization to be able to work in TOPS, the user must register with the system and create a userid. The first person to do so for the organization will become the administrator for that organization profile. Additional users can register with that organization, and the administrator must grant access to those new users to work on behalf of the organization.

Main steps to use the system:

1) Register as a user – specify your organization
2) Retrieve your temporary password from your email
3) Log in and change the password
4) Verify your user account and organization profile
5) Enter project information

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Getting Started – Create a userid and Log in to TOPS

https://biappsrv.odot.ok.gov/apex/f?p=604:50

If this is your initial access into the system, you need to establish your user account.

Creating a Userid:

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Transportation Online Professional Services

About this page

This is the portal to the Engineering Contract Solicitation site for ODOT. In order to submit a Letter of Interest, you need to have an account for your Company and obtain a userid that is authorized to act on behalf of that Company. If you already have a userid, then login and proceed to the site. If you don't have a userid, click on the link that allows you to create one. If you are the first userid for the Company, then you will be set as the Primary Company Account Manager and will be able to manage any other users who request access to act on behalf of the Company. Complete all of the fields when requesting a userid, submit your request, and check your email for additional instructions.

For those firms that have additional users trying to register to do business for the firm - you MUST enter the company or firm name EXACTLY the same as it was entered when it was first registered (including spaces, commas, periods, ...). If you don't, the system considers it to be a different company name and it will generate a new company record.

Don't have a userid?

Click on this button to view the solicitations, but you can NOT submit a response via this button.
[View Solicitations]

Or, if you want to be able to submit a response packet, you must register with the system using this button... [Create A New Userid] ...and then come back here and log in with your userid. You only need to register 1 time to get your userid.

Login	
Username	
Password	[Login]

Trouble Logging In? Use one of these to email info to yourself.
Forgot My Password!
Forgot My Username!

This link brings up a page that will allow you to register as a user, and if you are the first one to specify a organization name, you will become the organization profile administrator.   Enter all of the fields in the screen to set up your userid.

The organization profile administrator can be changed by the current profile administrator or the IT Staff at ODOT.

Step 1) Complete this form and submit your request.
Step 2) Go to your email and look for the message from this process.
Step 3) Follow the link to log in using the userid and password in the email. You will be asked to change your password.
Step 4) You can then log in and begin using the system.

Contract Administration Access Request

Company Name

First Name   Middle   Last Name

Street

City

Oklahoma City, Tulsa, Norman, Edmond, Moore
State

OK
Zip

include the dash if entering zip + 4
Email

Phone

Enter as 9999999999
Title

User Name / User ID (this will be your login id - please do not use spaces in the name)

Submit

After you click the submit button, the system will create your user account, and then it will send a message to your email address that contains a temporary password. Go and retrieve that email message and then come back to the initial screen so you can log in with your userid and that temporary password. You will be prompted to change the password.

If your email link doesn't work, just come back to this page in your browser and log in with your userid:

https://biappsrv.odot.ok.gov/apex/f?p=604:50

After you change your password to one that you create, you will have to come back through the logon process again.   Once you do that, your screen should look like the one below.   Make sure you are on the TAP tab:

Getting around in the system – navigation elements

Key features that will make the user experience less frustrating begin with understanding the navigation elements.

Your home page has a menu navigation block in the upper left corner of the screen. Links in this block take you to various pages that help you manage your data. Each of those links will be covered in more detail in this document. Other features are identified here so that you get an understanding of where to look for those components that make the web site easier to work with.

A very important area is the breadcrumb region of the page. That is the portion where links appear as you move deeper into the web site structure that will help you get back to where you started (or anywhere along the way). Here is an image of what this region might contain:

As you can see, the current page breadcrumb entry is at the end of the string, with the greater than sign between the entries. Each portion of the breadcrumb is a link that will take you back to a specific page that you visited.

We also use icons that represent "edit a specific record"

That icon (the pencil and paper) is typically on the left side of the screen on each record when you are allowed to edit it. It is the method we use to navigate to the page used for data entry.

Another icon you will see represents the "view" or "drill-down" function. This works like the edit icon, but is used to move into a page that may not have editable fields.

Filter and sorting Options: Another feature you need to be aware of is the ability to filter the report section of some of the pages so you only see specific records. That feature lives in the "gray bar" that holds links for specific things. Any time you see this bar, you should know how to help limit the amount of data that is being displayed:

If you click on the column headings in that bar, a small window will open that allows you to filter the data based on the value you select in the list. Also, you can sort the data as well as create control breaks for the data values in this column. Once you work with this user interface a bit, it will be very easy for you to operate.

Record sets: Once you understand the navigation elements, you should notice that the system groups certain types of records together. That group is a "record set" and can be thought of as the different projects you might have. The relationship between the different types of records is represented by the hierarchical model. For example, your organization has 1 or more individuals who can enter data into TOPS. That relationship is a 1 to 1 or 1 to many relationship between the organization and user. By using the visual representation of the data in TOPS, you should be able to see the action needed in order to create a new record for a set, or to be able to edit an existing record in the set. By understanding this concept, the navigation buttons and icons should be easy to understand.

Your organization profile

The organization profile specifies which user accounts are authorized to edit data on behalf of the organization.   From your home page, you can click on the edit icon for the organization (if you are the organization profile manager, you will be allowed to edit the data). That will take you into a page similar to the one shown below.

Created Date: 27-AUG-13

Users Authorized to act on behalf of My Organization

Edit	User Name	First Name	Last Name	Address	City	State	Zip	Email	Phone	Title	Self-Serve Organization Name	Authorized Organization Name	Primary Account Manager
📝	PHILIP2	PHILIP2	WALLACE	-	-	-	-	PHILIP@APEXCUSTOMDESIGNS.NET	--	-	ICFI	ICFI	N
📝	PHILIP	PHILIP	WALLACE	4712 E 109	MEEKER	OK	74855	PWALLACE@ODOT.ORG	405-522-1082	-	ICFI	ICFI	Y
📝	153549	SUE	SURESH	200 NE 21ST STREET	OKLAHOMA CITY	OK	73105	sue.suresh@omes.ok.gov	405-522-1334	ADMIN	ICFI	ICFI	N

Users who registered with my Organization Name but are Not Authorized to act on behalf of My Organization

no data found

List Organization Logo / Image Records

Edit / Upload	Logo Seq	Created Date	Mimetype	Filename	Last Update	Charset	Logo Status	Description	Logo File	Logo Image
📝	1	13-NOV-2014	image/png	icfi-Logo-small-300x300.fw.png	22-APR-15	-	Active	icfi IT solutions Apex Custom Designs Logo	Download	

Sections of this page allow you to specify who is authorized to work on behalf of your organization, view users who are not authorized for the organization (and change their status so they are authorized), and a mechanism that allows you to upload a logo.

Creating Projects

Sponsors must create records that identify potential projects that will be considered for inclusion in the TAP program. In order to create a project, you click on the link that takes you to a page for maintaining that project data:

Your page should look something like this:

Use the Create a new project button to start the process of entering information for your project.

Required fields are identified with the asterisk character.   Use a project id that helps you identify this project.   For the application status, leave it blank or change it to **Pending** if you want to. The management process for the TAP program will handle the values for this field.   Enter all of your data and press the **Create** button. This will save the project record, and you can then start adding more information to that set of data.

Once you have created the initial project record, you can add information that identifies additional data components that are needed.   In order to understand the navigation elements that are part of the system, you need to recognize the page elements that allow you to edit a record, or create a new one. The edit icon is the pencil and paper, and it is normally on the left end of a record in a "report region" that shows existing records. For the project records, that page looks like this, and the edit icon appears to the left:

Click on that icon to bring up the data entry page. You should notice that additional data sections are visible once the record exists. Some of those sections include the Project Development Status, Funding Information, Project Activities, and the ability to provide GPS coordinates for the project.

GPS Coordinates for the Project

The system provides a way for the user to provide a single lat/long coordinate, which should correspond to the central point of the project. To do this, edit your project and click on the button to bring up a map that allows you to drag a map pointer to the location of the project. Once you have the pointer on the correct location, click on the save coordinates button.

Describe any public involvement or public support for the project.
How does the public benefit including any safety enhancements?

Describe your maintenance plan for the completed project and who will be responsible

Provide GPS Coordinates for this project

Project Development Status (number of days)

Create

no data found

TAP Project Funding Information

Create

no data found

TAP Project Activities

Create

no data found

My Project Info

Cancel

Organization Name	Org Type	User Name	Project Id	Project Desc
ICFI	Other	Philip Wallace	Project ID#1	This is my project description for Project ID#1
				1 - 1

Map

Save Coordinates

Map   Satellite
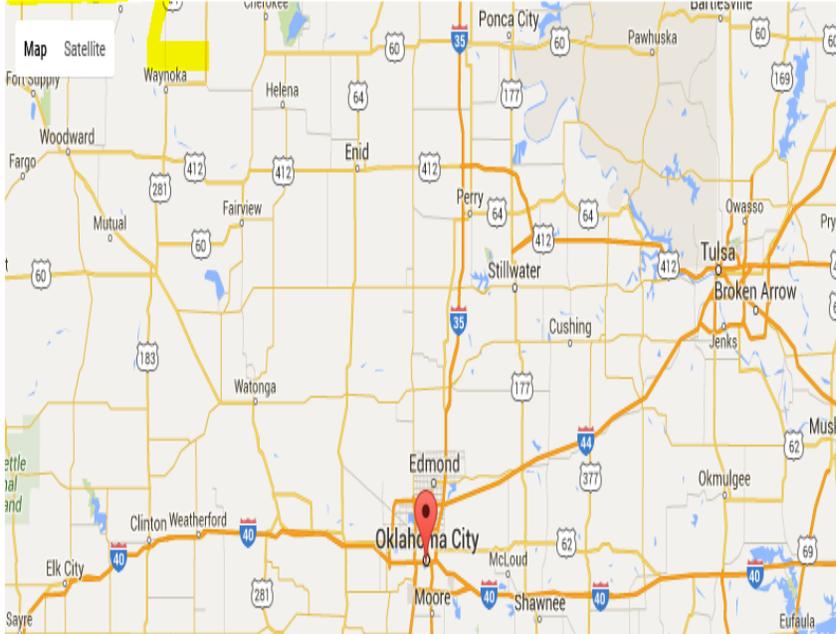
Marker status:
Click and drag the marker to desired location.

Current position:
35.45624, -97.517427

Closest matching address:
26 Skydance Pedestrian Bridge, Oklahoma City, OK 73109, USA

Resulting position latitude:

Resulting position longitude:

Project Development Status

To enter the development status of the project (number of days for specific functions to be performed), use the create button.

Project Funding Information

Use this section to provide the funding information for the project.

Project Activities

The project activities section is where the user identifies major activities that will be part of the project. This page in the system is dynamic – when the user clicks on the Yes or Show radio button, an additional section is presented to the user so the needed data items can be identified. The default page is shown in the images below – with all of the radio buttons in their neutral condition so the expanded sections do not show. Each section is further identified and shown in the guide below.

Activity 7: Vegetation Management   ○ Yes   ○ No

Activity 8: Archaeological Activities   ○ Yes   ○ No

Activity 9: Stormwater Management   ○ Yes   ○ No

Activity 10: Wildlife Mortality Mitigation   ○ Yes   ○ No

Safe Routes to Schools Infrastructure Related   ○ Yes   ○ No

Safe Routes to Schools - Non Infrastructure   ○ Yes   ○ No

NEPA Questions and Issues   ○ Show
                            ○ Hide

Right of Way Questions and Issues   ○ Show
                                    ○ Hide

Activity 1: Bicycle and pedestrian facilities

Activity 2: Safe Routes for non-drivers

Activity 3: Conversion of abandoned railroad corridors to trails

Activity 4: Scenic turnouts and overlooks

Activity 5: Outdoor advertising management

Activity 6: Historic preservation of transportation facilities

Activity 7: Vegetation management
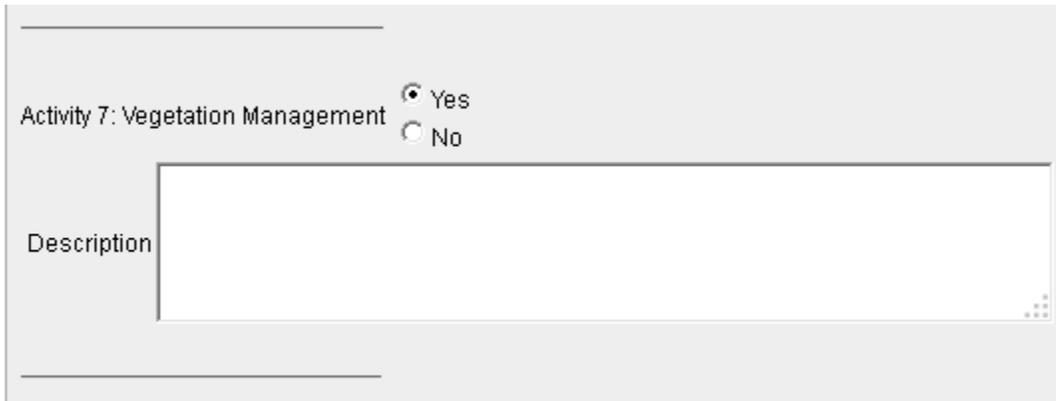
Activity 8: Archaeological activities

Activity 9: Stormwater management
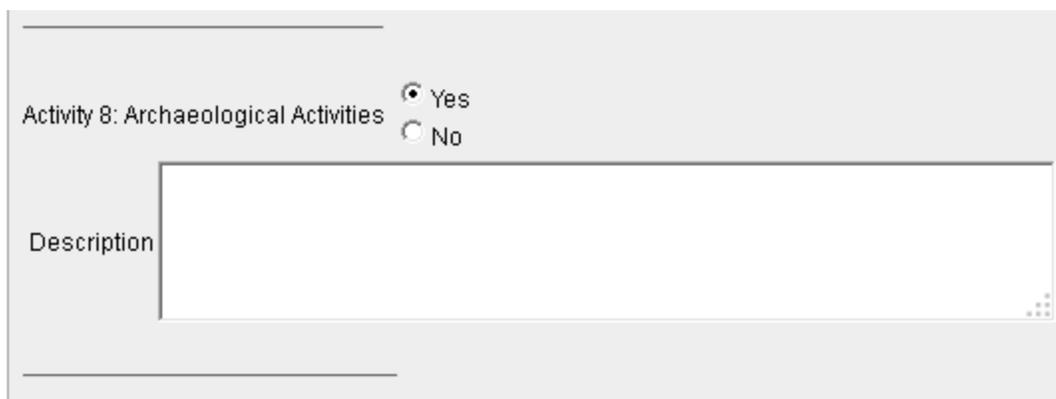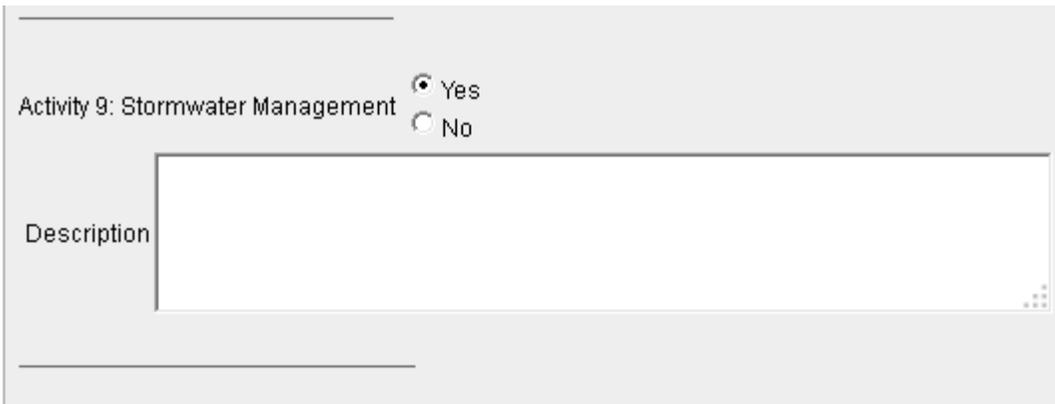
Activity 10: Wildlife mortality mitigation
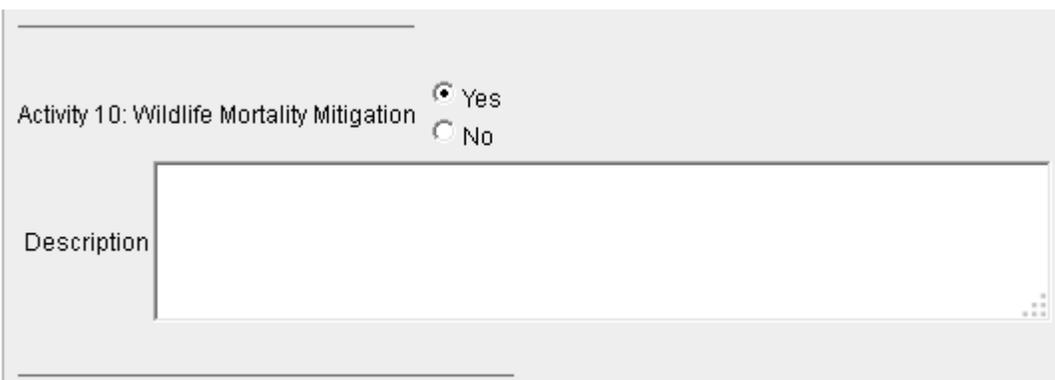
Safe routes to schools – infrastructure related

Safe Routes to Schools Infrastructure Related
- Yes
- No

Sidewalk improvements: new sidewalks, widening, gap closures, curbs, gutters, ramps ☐
Traffic Calming and speed reduction improvements ☐
Pedestrian and Bicycle Crossing Improvements ☐
On-street bicycle facilities: new bicycle lanes, widened lanes or shoulders ☐
Off-street bicycle and pedestrian improvements: trails and pathways separated from a roadway ☐
Secure bicycle parking facilities: secured, lighted, and covered facilities ☐
Traffic Diversion Improvements: separation from vehicular traffic ☐

Safe routes to schools – non-infrastructure related

Safe Routes to Schools - Non Infrastructure
- Yes
- No

Public awareness campaigns and outreach to press and community leaders ☐
Traffic Education and enforcement in the vicinity of schools ☐
Student sessions on bicycle and pedestrian safety, health, and environment ☐
Funding for training, volunteers, and managers of safe routes to school programs ☐

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NEPA questions and issues

Right of way questions and issues

File Attachments for a project

The system provides a way for the user to upload file attachments that provide additional supporting information for the project. Use the create button to upload documents.

Project Boundaries

The system provides a way for users to identify the project boundaries / sponsors for a project. Use the appropriate create button to go to the page where specific information can be entered:

Decide which of the options are appropriate for your organization and create the record(s) that provide the detail information needed.   Each of the detail screens are shown below:

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TAP Home > TAP Projects > Edit TAP Project > **Edit TAP Project County**

Edit TAP Project County [Cancel] [Create]

Select the County and enter the percentage of the project that is in that county.

County No [- Select One - ▼]

Project Pct [_____]

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TAP Home > TAP Projects > Edit TAP Project > **Edit TAP Project School District**

Edit TAP Project School District [Cancel] [Create]

Select the school district and enter the percent of the project that resides in that district.

School District [_____ ▲]

Project Pct [_____]

OKLA

Edit TAP Project Indian Tribe   Cancel   Create

Select Indian Tribe and enter the percentage of the project for that tribe.

Indian Tribe [_____]

Project Pct [_____]

OKLA

Edit TAP Project City or Town   Cancel   Create

Select the City / Town and enter the percentage of the project for that tribe.

City or Town [_____]

Project Pct [_____]

OKL

Edit TAP Project RTA / MPO   Cancel   Create

Select the RTA and enter the percentage of the project for that area.

RTA, COG, or MPO   - Select One -   ▼

Project Pct