User Documentation for

New York State Department of Transportation’s

HIGHWAY WORK PERMIT APPLICATION
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**HWP USER DOCUMENTATION INTRO**

**HWP** is New York State Department of Transportation’s Statewide **Highway Work Permit** application. It provides the means to enter, update, track and print permits for Highway Work.

Whenever an individual requests a permit, whether it is in the regions or residencies, a Transportation representative can now enter all the information gathered from the applicant directly into the new application.

HWP runs on an internal NYSDOT web server, and was developed using Oracle Application Express. It requires no software installation at the user’s desktop, and is accessed via a standard web browser.

Much of the information entered in HWP is input via check boxes and pull-down menus and also allows the user to duplicate a previous application. This allows for fast input of standardized data, which in turn ensures that reports are comprehensive. Most of all, once information on an application is entered, HWP provides for quick access for updates and approvals.

This documentation provides users with instructions on how to enter data into HWP, as well as how to run reports, as they become available.
GETTING STARTED

To access the HWP system, point your browser to one of the following URL’s on NYSDOT’s internal network:

Production Tier:  http://prodas1.nysdot.private:7785/pls/apex30/?p=HWP

You will first receive the standard network login screen, shown above. Enter your User ID and Password. Then press Enter or click the Login button, which brings you to the HWP new application page, shown on the next page.  (Screen views B & C)
Screen View 2
Screen View 3
Each screen in HWP contains the following tabs at the top of the page:

- **PERMIT APPS IN PROGRESS** - This tab shows all the applications that are currently in progress, and not have been approved for issuance. Links from this screen provide all the necessary screens to add, update or approve a new permit application.

- **ACTIVE PERMITS** - This tab shows all the applications that have been approved but have not yet been closed. Links from this screen provide all the necessary screens to view, add progress updates, print the actual permit and close the permit.

- **CLOSED PERMITS** - This tab shows all the applications that have been closed. Links from this screen provide all the necessary screens to view data, view the actual permit and search based on filters.

- **VIEW LOCATIONS** - This tab brings up a report of all the locations from all the permits currently In Progress, Active or Closed.

- **REPORTS** - This tab takes you to the financial reports and work accomplishment report screen. There are tabs on this page to select six other reports, **FIN 400 Log of Cash Receipts**, **FIN 400 Guarantee Deposit**, **FIN 401 Log of Charges**, **FIN 400 Major Commercial**, **PERM 21C**, and **Work Accomplishment Report (WAR)**.

- **ADMIN** - This tab takes you to the screen where you have a choice of adding Users, Resident Engineers and Regional Traffic Engineers. This tab will only show on your screen if you have Admin rights.

- **HOME** - This tab brings you to a calendar page for reference only.

In the upper right corner of each screen is a **LOGOUT** button. Next to it is the username of the user who is currently logged in. Since the HWP system does not log users out after a period of time, be sure to log out when you have finished using the application.
When a new application needs to be entered, log into the application using the link above, which will bring up the screen for adding a new application, as shown here. The fields highlighted in red and denoted with an asterisk, are the required minimum fields that must be entered. Permit Type required field is populated after you have selected either Utility or Non-Utility fees page. If you are already logged into the application, click the PERMIT APPS IN PROGRESS tab at the top and then click the button that says Create New Application. If you are already on the application page, select the Create New button and you will be presented with a blank page to start fresh.
Within the **APPLICANT INFO** box, fill in the fields as follows:

- Enter the Applicant Name, Address, Phone, etc. Directly next to the applicant, there is a second section for a joint applicant. If there are more than two applicants, there is a button below the applicant information to add up to 2 more joint applicants. Be sure to **Save Application** first before adding additional joint applicants or you will lose any data you have entered when you return to this screen.

- The Project ID No: box is where the Major Commercial PIN is entered.

- Please use the icon that looks like a calendar when entering dates. If the dates aren’t entered in the exact format, errors will occur.

- **Charge Account Code** - Only Permittee 1 may have a charge account code so the user must enter a Utility Company with a **Charge Account Code** as *Permittee 1*.

**RETURN INFO**

- If the Permit or Deposit/Bond are to be returned to someone other than the primary applicant, the names and address need to be filled out in this section.

**WORK INFORMATION**

- In this section, the **Proposed Work** box must be filled in. This can hold up to 4000 characters. To the right of the box, there is verbiage that states Description Items (click here). If clicked, a box will pop up that will show frequently used description items that can be cut and pasted into the **Proposed Work** box. A list of these description items need to be sent to IT in order to be pre-populated in the drop down list. Items for the **Proposed Work** box can also be cut and pasted from your own word documents.

Once the previous sections are completed, click **Save Application** at the top of the page. This will result in additional buttons being present to complete the rest of the application. These buttons bring you to different pages and are updated as described in the next section. The resulting screen is shown below on page 10.
Screen View 5

This screen allows you to access all the necessary input pages to complete the HWP application.
Screen View 6

Top portion of the Utility Fee Schedule input page.
### Utility Fee Selection - Microsoft Internet Explorer

#### Single Job
- Repairing, making replacements, relocation, performing herbicide work, etc. (Indicate footage or poles, although no additional fee)
- **Base Fee**: $32

#### Annual
- **Base Fee**: $2500
- **Base Fee**: $625

#### D.O.T. requested maintenance
- **Base Fee**: $32
- **Fee Waived**: Yes

#### After original construction
- **Base Fee**: $2800
- **Base Fee**: $625

#### Commercial service sub-surface connection(s)
- **Base Fee**: $22
- **Base Fee**: $19
- **Base Fee**: $32

#### Miscellaneous
- **Base Fee**: $32

#### Sub Total
- **Fee Waived**: Yes

#### Total Permit Fee:
- **Total Permit Fee**: 

---

**Help**: refer to list of waived permits.
Select the appropriate fee schedule choice button based on the application being entered, Utility or Non-Utility. This will bring you to a new page which will list the types of work being performed and the corresponding fees that will need to be applied.

Select the fees needed by clicking in the box next to the description of the work to be done. For Non-Utility work, Insurance fees are also present to be selected. Some of the items also require additional information such as number of feet, number of units, and number of signs...etc. These units, such as number of signs and number of poles, will not appear on the printed permit unless noted in the work description.
Select the **Operational Type** at the top right of the screen. Click the dropdown and select one of the types based on which fee you’ve selected and its corresponding numbers and letters at the left of the screen.

When selections are finished, click on **Apply Fees**. This will calculate the sub total and total fees and add this information to the application.

Once this information is complete, click **Return** to bring you back to the main application page. You will now notice that only one selection appears in the **Fee Schedule Choice**. It is the choice you have just chosen and updated.
CREATE/EDIT LOCATIONS

- Click the **Create/Edit** Locations button and the screen for entering the location information will appear.

Screen View 8

- Click the down arrow for **COUNTY** and select from the menu displayed. Once a county is selected, the **Municipality** and **Route** drop downs will be populated based on the county you have chosen.

- Next, click the down arrow for **MUNICIPALITY** and select from the menu. Note that you will not receive a menu for this field until choosing a County.

- Next, click the down arrow for **ROUTE** and select from the menu. Note that you will not receive a menu for this field until choosing a **County**. Once a **Route** has been selected, the reference marker drop downs will be populated.

- **SH Number** can be entered directly into the box next to it.
If desired, select the **Beg Ref Marker** and **End Ref Marker** information from their respective drop downs.

Once all the information has been populated, click the button at the top of the page that states **Add Location**. This will put that information in a table in the Work Locations section in the bottom half of the page.

Repeat this process until all locations have been added. Be aware that you will not be able to approve this application until at least one Location has been added.

You will be able to revisit this page to update or add locations until the application has been approved.

To edit a location, select the **Edit** button that corresponds to the location that needs to be updated, as shown below.

Select **Return/Done** to return to the main application page. Be aware that clicking this button without first selecting the **Add Location** button will not save any of the information you have just entered.
ADD/EDIT ATTACHMENTS

- Click the **Add/Edit Attachments** button and the screen for selecting the many attachments will be displayed.
Screen View 11

- Select the appropriate attachments to be identified by clicking in the box to the left of that specific attachment description.

- Enter the additional information in the boxes provided, only if those particular attachments have been chosen.

- When you have completed the attachment screen, click the button at top labeled **Save/Update** to save the information you have chosen.

- **Select Return/Done** to return to the main application page. Be aware that clicking this button without first selecting the **Save/Update** button will not save any of the information you have just entered.

- The attachment pages may only be updated until the permit has been approved.
INSURANCE AND BONDING DEPOSIT

Screen View 12

- Checked boxes will be saved to the permit file, for future reference, but are not printed on the approved HWP.

- Note that the information has already been populated based on the information provided on the main application page.

- Select **Return/Done** to return to the main application page. Be aware that clicking this button without first selecting the **Save/Update** button will not save any of the information you have just entered.

- The attachment pages may only be updated until the permit has been approved.
ENTER APPROVAL INFORMATION

- Once all the required elements have been entered, one more button will appear that reads **Enter Approval Information**.

Screen View 13

- Click the **Enter Approval Information** button and the screen for approving the application will be displayed.
Each section of the approval page must be done separately.

**Approval Recommended:**

- Select the appropriate **Residency** from the drop down menu. Once this is selected, the **Residency Num** and **Resident Engineer** will be populated.
- Enter the **Approval Recommended Date** and the name of the person approving. This would be yourself.
- Click **Save Approval Recommended** and this information will be added to the permit application.

**Approval:**

- Select the appropriate **Region** from the drop down menu. Once this is selected, the name of the **Regional Traffic Engineer** will be populated.
- Enter the **Approval Date** and the name of the person approving. This would be yourself.
Select the **Permit Expiration Date** from the date picker calendar.

- Click **Save Approval** and this information will be added to the permit application.

**Final Approval:**

- Once both approvals have been completed, the application is ready to become an actual permit.

- Be aware that almost all of the information provided on this application may no longer be updated once the final approval is done.

- Click **Approve This Application** and this information will be added to the permit application. The application will be removed from the **In Progress** file and added to the **Active Permits** file.

- The resulting screen will be the listing of all the approved applications.

- Note: The Record ID that has been used throughout the application process, has now become the permit number. The Permit Number consists of 3 parts. The first 4 digits is the fiscal year of when the application was approved. The second part is the Region Number where it was approved. The third part is the unique Record ID given to the application when originally created.

- The list of Active Permits starts out with the most current Record ID on top so make a note of the Approved Permit’s Record ID so you can find it the list more quickly.
Screen View 15
Note: If you did not fill in one or more of the required fields, you will receive a notification at the top of the screen which specifies what errors occurred, as shown below.
UPDATE HIGHWAY WORK PERMIT APPLICATIONS

Once an application has been created and added to the database, the user may return to that application for editing purposes. Only users that have admin or write privileges will be able to do edits. All others will only be able to view the permits and applications and edit buttons will not be visible on the screen.

To edit an application, select the “Permit Apps In Progress” tab along the top of the screen. This will display a list of the applications that are currently in the system that have not been approved or closed.

Screen View 17

This report can be sorted by Record ID by clicking on the Record ID heading. The arrow lets the user know whether it is sorted in ascending or descending order.
There are currently two filters above the table, **Permittee Name Filter** and **Created By**. Clicking on the drop down arrow and selecting an item in the list will limit what is displayed on the page by the item selected in either or both filters. This makes it much quicker to locate an application that needs to be revisited. There is also the option of paging through the applications at the bottom of the page but this takes much longer.

A second way to search for the permit you need is to click on the blue **Go to Generic Search** button above the report. This displays the same report but with the ability to enter any word or phrase within the application that you want to search for. The **Generic Search** searches the following data items: **Proposed Work Description**, **Fee Sched Type**, **Applicant 1 Name**, and **Created By**. Type the words you want to search by in the **SEARCH** box. Then click on the **Go** button. The results will be a list of permits with those words in any of the data items listed above.

Once the application that needs to be edited has been located in the report, click the blue **Edit** button to the left of the specific row of the application needed. This will display the application in the same format as when it was originally created. All information that was previously entered will be displayed. For instructions on specific pages to be edited, see the corresponding page instructions above in the **New Highway Work Permit Application** section.
ACTIVE HIGHWAY WORK PERMITS

- Once an application has been approved, it is removed from the “Permit Apps In Progress” and added to “Active Permits”.

- To view an “Active Permit”, select the “Active Permits” tab along the top of the screen. This will display a list of the permits that have been approved and are currently active in the system and have not been closed.

- The list of Active Permits starts out with the most current Record ID on top so make a note of the Approved Permit’s Record ID so you can find it the list more quickly.

This report can be sorted by Permit Number, Record ID, Approved Region, Residency Num, Permitee Name and Fee Sched Type by clicking on the corresponding heading. The arrow lets the user know whether it is sorted in ascending or descending order and which column it is being sorted by.
There are currently two filters above the table, Region Filter and Residency Filter. Clicking on the drop down arrow and selecting an item in the list will limit what is displayed on the page by the item selected in either or both filters. This makes it much quicker to locate a permit that needs to be viewed or printed. There is also the option of paging through the applications at the bottom of the page but this takes much longer.

A second way to search for the permit you need is to click on the blue Go to Generic Search button above the report. This displays the same report but with the ability to enter any word or phrase within the application that you want to search for. The columns shown in blue may be sorted by clicking on that column. The gray arrow in the column heading shows which column is currently being sorted and in which direction. The Generic Search searches the following data items: Permit Number, Proposed Work Description, Fee Sched Type, Applicant 1 Name, and Created By. Type the words you want to search by in the SEARCH box. Then click on the Go button. The results will be a list of permits with those words in any of the data items listed above.

Selecting the Reset button on either of the search pages will wipe out the search and filter fields and the resulting display will again be all applications.
Once the Permit has been found, you may click the blue **View All** link to the left of the specific row of the Permit needed to view all data entered for that specific Permit, as shown below.
VIEW PERMIT

Clicking the blue View Permit link will take you to the page where you can actually view and/or print the Permit, as shown below.

Screen View 22

From this page, you can go to the actual permit by clicking the Proceed To Permit button or you can click the button labeled Add/View Progress Entry/Close Out and enter information in the progress log or close out the permit.
ADD OR VIEW PROGRESS ENTRIES:

- Click the Add/View Progress Entry/Close Out button and the screen for adding progress information will be displayed.

Screen View 23

- Type the description of the progress to be documented.

- Select Add Progress Entry and it will appear in a table in the Progress Log section in the bottom half of the page.
Screen View 24

- The Progress Entries can be added throughout the history of the permit, after it has been approved and after it has been closed.

- Select **Return/Done** to return to the main application page. Be aware that clicking this button without first selecting the **Add Progress Entry** button will not save any of the information you have just entered.
CLOSE OUT PERMIT:

- Click the **Close Out Permit** button on the **Add/View Progress Entry/Close Out** page to close the permit. This will remove the permit from the **Permit Apps In Progress** table and move it to the **Closed Permits** table. Once this button is clicked, a Close Out Date is created and the resulting screen will be a list of all closed permits, as shown below.

![Screen View 25](image-url)
VIEW ACTIVE PERMIT

From the Active Permits report, select the link labeled View Permit which is to the left of the Permit Number you would like to View or Print.

Screen View 26
Clicking **View Permit** will bring you to the following screen:

![Screen View 27](image)

**Screen View 27**

This screen loads the data in preparation to print the permit. Click on **Proceed To Permit** to view the actual permit.

The following screen shots show the Permit:
State Of New York
Department Of Transportation
Highway Work Permit

Permit No.: 20000483
Date Issued: 01-JUN-2009
Project ID No.: 123456
Expiration Date: 06-30-2009
Closeout Date:

*Permittee 1:
Test Non Utility
123 ya da ya da
dvr
address line 2
Here, NY 12345-1234
Emergency Contact: no one
Emergency Number: 123-123-1234 Ext: 1234

*Permittee 2:
The Fourth
123 again
second line
Albany, NY 12345-1234
Emergency Contact: same as same of
Emergency Number: 518-123-1234 Ext: 1234

Under the provisions of the Highway Law, or Vehicle & Traffic Law, permission is hereby granted to the permittee to:

...additional text...


as set forth and represented in the attached application at the particular location or areas, or over the route as stated therein, if required and pursuant to the conditions and regulations appear on special, and methods of performing work, if any, all of which are set forth in the application and form of this permit. See additional conditions on PAGE 2.

THIS PERMIT IS ISSUED BASED ON ALL LOCAL, STATE, AND FEDERAL REQUIREMENTS BEING SATISFIED.

Dated at: Rochester Date Signed: 01-JUN-2009 Commissioner of Transportation By: David Goshling

IMPORTANT:
THIS PERMIT, WITH APPLICATION AND DRAWING (OR COPIES THEREOF) ATTACHED, SHALL BE PLACED IN THE HANDS OF THE CONTRACTOR BEFORE ANY WORK BEGINS. THE HIGHWAY WORK PERMIT SHALL BE AVAILABLE AT THE SITE DURING CONSTRUCTION.

BEFORE WORK IS STARTED AND UPON ITS COMPLETION, THE PERMITTEE ABSOLUTELY MUST NOTIFY THE RESIDENT ENGINEER.

Mike Johnson 518-765-2841

"UPON COMPLETION OF WORK", SECOND TO LAST PAGE, MUST BE COMPLETED, SIGNED BY THE PERMITTEE, AND DELIVERED TO THE RESIDENT ENGINEER.
State of New York
Department of Transportation
Highway Work Permit

Permit No.: 2000481
Date/Time Issued: 01-JUN-2009
Project ID No.: 123456
Expiration Date: 06/30/2009
Closeout Date: 

The issuing authority reserves the right to suspend or revoke this permit at its discretion without a hearing or the necessity of showing cause, either before or during the operations authorized.

The Permittee will cause an approved copy of the application to be made and remain attached herein until all work undertaken under the permit is satisfactorily completed, in accordance with the terms of the attached applications. All damaged or disturbed areas resulting from work performed pursuant to this permit will be repaired to the satisfaction of the Department of Transportation.

1 Upon completion of the work within the state highway rights of way authorized by the work permit, the person, firm, corporation, municipality, or state department or agency, and his or her successors in interest, shall be responsible for the maintenance and repair of such work or portion of such work as is set forth within the terms and conditions of the work permit.

| Permit Fee | $2,600.00 |
| Return Deposit to | Franks 
| County | 
| Address | 127 My house |
| County | 
| Second line | Albany, NY 12245 |
| Amt Rec'd 1 | $5,000.00 |
| Amt Rec'd 2 | $3,500.00 |
| Check/NO Num | 123456 |
| Check Date | 16-JUN-09 |
| Check Date 2 | 26-JUN-09 |
| App 1 Bond # | 46284613 |
| App 1 Deposit Amt | $1,850.00 |
| App 2 Bond # | 21121603 |
| App 2 Bond Amt | $1,500.00 |
| Dep Ck/MO # | 466778 |
| Dep Ck/MO # 2 | |
| Dep Ck Dated | 16-JUN-09 |
| App 3 Bond # | 2134963521 |
| App 3 Deposit Amt | $3,000.00 |
| App 4 Bond Amt | $2,000.00 |
| Dep Ck/MO # 3 | |
| Dep Ck/MO # 4 | |
| Dep Ck Dated | 252325 |

Attachments and additional requirements to this Highway Work Permit include:

- PERM 32 - Highway Work Permit Application for Utility Work
- PERM 33 - Highway Work Permit Application for Non-Utility Work
- PERM 34 - Application for use of State Highway for Special Event or for Multi-county Speed Contest
- PERM 35 - Application for Utility Work
- PERM 36 - Attachment to Permit - Consultant Inspection Agreement
- PERM 37 - Inspection and/or Supervision Payment Agreement for Highway Work Permits
- PERM 38 - Inspection and/or Supervision Payment Agreement for Highway Work Permits for Public Utilities
- FORM SM-0001 - Application and Permit to Install and Operate a Traffic Control Signal on State-owned Property
- FORM SM-0002 - Application and Permit to Install and Operate a Traffic Control Signal on City-owned Property
- FORM SM-0003 - Application to Purchase Traffic Control Signal Equipment for Use on State-owned Signals

END OF ATTACHMENTS
Screen View 31
PERMIT PRINT INSTRUCTIONS

- In order to see the black boxes on the Inspection Report, page 4, you need to set background printing in your browser. To do this, click on tools at the top of the screen. Then select Internet Options and then click on the Advanced tab.

- Scroll down to the Printing section, shown below, and click on the box labeled, Print background colors and images. Click OK.
- You must check the size paper you will need to print the Permit.
- Select File again from the top of the screen.

Screen View 33

Click on Print Preview from the drop down. If the number of pages is more than 4, you will need to print your permit on legal size paper, 8 ½ x 14. This usually happens if there are more than 2 Permittees or numerous attachments. If it's only 4, the default of letter size paper, 8 ½ x 11, is perfect.

Screen View 34
- Click on File, again, at the top of the screen.

- This time, click on Page Setup.

Screen View 35

- Change all 4 margins to 0.166. If you type 0 in all boxes, it will automatically default to 0.166. Some settings are set at .25 and cannot be changed. This is fine as well.

- If your number of pages was greater than 4, change the Paper Size to Legal instead of letter.

- If your number of pages was greater than 4, change the Paper Size to Legal instead of letter, as shown below.
Once the page has been setup, click OK on the Page Setup screen, close the Print Preview Screen and click Print at the bottom of the Permit Page.
When you’re finished, click Return and you will be returned to the following screen:
CLOSED HIGHWAY WORK PERMITS

- Select the “Closed Permits” tab at the top of the screen to navigate to the list of Closed Permits shown below.

Screen View 39

This report can be sorted by Permit Number, Record ID, Approved Region, Residency Num, Permittee 1 Name, Close Out Date, and Close Storage Box Num. Initiate the sort by clicking on the corresponding heading. The arrow lets the user know whether it is sorted in ascending or descending order and which column it is being sorted by.

There are currently two filters above the table, Region Filter and Residency Filter. Clicking on the drop down arrow and selecting an item in the list will limit what is displayed on the page by the item selected in either or both filters. This makes it much quicker to locate a permit that needs to be viewed or printed. There is also the option of paging through the applications at the bottom of the page but this takes much longer.
A second way to search for the permit you need is to click on the blue Go to Generic Search button above the report. This displays the same report but with the ability to enter any word or phrase within the application that you want to search for. The columns shown in blue may be sorted by clicking on that column. The gray arrow in the column heading shows which column is currently being sorted and in which direction. The Generic Search searches the following data items: Permit Number, Record ID, Permittee 1 Name, Close Out Date, Close Storage Box Num, Created By and Last Updated By. Type the words you want to search by in the SEARCH box. Then click on the Go button. The results will be a list of permits with those words in any of the data items listed above.

Screen View 40

Selecting the Reset button on either of the search pages will wipe out the search and filter fields and the resulting display will again be all applications.

Once the Permit has been found, you may click the blue View All link to the left of the specific row of the Permit needed to view all data entered for that specific Permit or click the View Permit link to view or print the actual permit.
“VIEW ALL” CLOSED PERMIT

The View All link brings up the screen show below. From here, all information pertaining to a particular Permit may be viewed in much the same manner as an Active Permit. The difference is that the Progress Log and/or Storage Box Number may also be updated from this screen with the additional button labeled “Update Progress/Storage.”
Once the Permit has been closed, there are two fields that may be updated. These fields are the Progress Log and the Storage Box Number. To update either of these two fields, click the button labeled “Update Progress/Storage” and the resulting screen will look like the screen below.

- To add a Progress Log entry, type the information in the Description box and then click the button labeled “Add Progress Entry”. When added, it will show up in the report at the bottom of the screen.

- To enter or update the Close Storage Box #, type the number in the space provided below the Close Storage Box # label and then click “Update Storage Box” located to the right of the entry box.
DUPLICATE A PERMIT – IN PROGRESS, ACTIVE AND CLOSED

- Click the appropriate tab to find the Permit to be duplicated.
- From the resulting report page, click “View Permit” within the line of the report of the Record ID or Permit # to be duplicated, shown below.

Screen View 43

- From the resulting page, click the yellow button labeled, “Create Duplicate”, located at the top left of the screen.
This will copy portions of the permit, assign it a new record ID and bring you to the “Permit Apps In Progress” report page. The newly created permit will be the first one on the page. If you have previously changed the sort order for this report, click the heading for Record ID until the arrow next to the heading is pointing down.
Screen View 45

- All information for all applicants (name, address, phone, emergency contact), all information for the return of deposit and all information for the return of permit will be transferred to the newly created permit.
**REPORTS**

***Please note that all reports need to be printed in landscape. In addition, Perm21C must be printed on legal size paper. Instructions for changing these settings are described with each report.***

**FIN400 – LOG OF CASH RECEIPTS**

- Select the “Reports” tab at the top of the screen as shown below.

  Screen View 46

- This will automatically direct you to the FIN400 - Log Of Cash Receipts report. The report will be populated once the “inclusive” dates are selected.

- Click the calendar icon next to the “From” box and select the beginning date desired.

- Click the calendar icon next to the “To” box and select the ending date desired.
- Click the “Go” button on the right of the screen. The results of your inquiry will be displayed as shown below.

Screen View 47
PRINT INSTRUCTIONS FOR FIN400 - LOG OF CASH RECEIPTS

- Click the word “Print” at the very top right of the screen. This brings you to the print version of the report.

Screen View 48

- This report needs to be printed in landscape. Select “File” in the browser window at the top left of the page, shown above. From the drop down, select “Page Setup”.

- Select “Landscape” from the Orientation section, shown below, and then click OK.

- If you are unable to select “Landscape” from this location, do the next step.

- Select the “Printer” button on the bottom right. Select the “Properties” button at the top right. Select the “Basics” tab at the top. Select “Landscape” at the bottom left.

- Click “File” again at the top left of the page and then select “Print”. Select the printer you want the report to print on and the number of copies. Click “Print” at the bottom of the Print page to print the report.
Screen View 49
FIN400 – GUARANTEED DEPOSITS

- Select the “Reports” tab at the top of the screen and then the second tab labeled “Fin400 Guar Dep”, as shown below.

Screen View 50

- Select the “Inclusive” From and To dates and click the “Go” button. The resulting report will be “All” regions.

- To limit the report to a specific “Region”, click the drop down box with the words “—ALL—” and select the desired region. The resulting report will be all Permits within the date range for the region selected.
Screen View 51
PRINT INSTRUCTIONS FOR FIN400 - GUARANTEED DEPOSITS

- Click the word “Print” at the very top right of the screen. This brings you to the print version of the report.

Screen View 52

- This report needs to be printed in landscape. Select “File” in the browser window at the top left of the page, shown above. From the drop down, select “Page Setup”.
- Select “Landscape” from the Orientation section, shown below, and then click OK.
- If you are unable to select “Landscape” from this location, do the next step.
- Select the “Printer” button on the bottom right. Select the “Properties” button at the top right. Select the “Basics” tab at the top. Select “Landscape” at the bottom left.
- Click “File” again at the top left of the page and then select “Print”. Select the printer you want the report to print on and the number of copies. Click “Print” at the bottom of the Print page to print the report.
FIN400 – LOG OF CHARGES

- Select the “Reports” tab at the top of the screen and then the second tab labeled “Fin400 Log Of Charges”, as shown below.

Screen View 53

- Select the “Inclusive” From and To dates and click the “Go” button. The resulting report will be “All” regions.

- To limit the report to a specific “Region”, click the drop down box with the words “—ALL —” and select the desired region. The resulting report will be all Permits within the date range for the region selected.
Screen View 54
PRINT INSTRUCTIONS FOR FIN400 - LOG OF CHARGES

- Click the word “Print” at the very top right of the screen. This brings you to the print version of the report.

Screen View 55

- This report needs to be printed in landscape. Select “File” in the browser window at the top left of the page, shown above. From the drop down, select “Page Setup”.

- Select “Landscape” from the Orientation section, shown below, and then click OK.

- If you are unable to select “Landscape” from this location, do the next step.

- Select the “Printer” button on the bottom right. Select the “Properties” button at the top right. Select the “Basics” tab at the top. Select “Landscape” at the bottom left.

- Click “File” again at the top left of the page and then select “Print”. Select the printer you want the report to print on and the number of copies. Click “Print” at the bottom of the Print page to print the report.
FIN400 – MAJOR COMMERCIAL

- Select the “Reports” tab at the top of the screen and then the second tab labeled “Fin400 Major Commercial”, as shown below.

Screen View 56

- Select the “Inclusive” From and To dates and click the “Go” button. The resulting report will be “All” regions.

- To limit the report to a specific “Region”, click the drop down box with the words “—ALL—” and select the desired region. The resulting report will be all Permits within the date range for the region selected.
### Screen View 57

#### DEPARTMENT OF TRANSPORTATION

**LOG OF CASH RECEIPTS**

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Control Number</th>
<th>Date of Receipt</th>
<th>Check Number</th>
<th>Date of Check</th>
<th>Payer</th>
<th>Payer Amount</th>
<th>Permit Fee</th>
<th>INS Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>20090481</td>
<td>01</td>
<td>01-JUN-09</td>
<td>123456</td>
<td>30-JUN-09</td>
<td>Test Non-Utility</td>
<td>$2,315.00</td>
<td>$2,690.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>200901101</td>
<td>102</td>
<td>01-JUN-09</td>
<td>147</td>
<td>01-JUN-09</td>
<td>fee waived non utility</td>
<td>$75.00</td>
<td>$0.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>200901221</td>
<td>221</td>
<td>04-JUN-09</td>
<td>12345656</td>
<td>04-JUN-09</td>
<td>Scooby Doo Rules</td>
<td>$146.56</td>
<td>$146.56</td>
<td></td>
</tr>
</tbody>
</table>
PRINT INSTRUCTIONS FOR FIN400 - MAJOR COMMERCIAL

- Click the word “Print” at the very top right of the screen. This brings you to the print version of the report.

Screen View 58

- This report needs to be printed in landscape. Select “File” in the browser window at the top left of the page, shown above. From the drop down, select “Page Setup”.

- Select “Landscape” from the Orientation section, shown below, and then click OK.

- If you are unable to select “Landscape” from this location, do the next step.

- Select the “Printer” button on the bottom right. Select the “Properties” button at the top right. Select the “Basics” tab at the top. Select “Landscape” at the bottom left.

- Click “File” again at the top left of the page and then select “Print”. Select the printer you want the report to print on and the number of copies. Click “Print” at the bottom of the Print page to print the report.
Screen View 59
PERM 21C

- Select the “Reports” tab at the top of the screen and then the second tab labeled “PERM 21C”, as shown below.

Screen View 60

- Select the “Inclusive” Dates of Coverage: and click the “Go” button. The resulting report will be “All” regions.

- To limit the report to a specific Region, click the drop down box with the words “—ALL —” and select the desired region. The resulting report will be all Permits within the date range for the region selected.
### Screen View 61

**NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

**HIGHWAY WORK PERMITS - TRANSMITTAL OF HIGHWAY WORK FEES**

**FROM:** Rep. Traffic Engineer, Rep #

**TO:** Debra Hartman, Traffic Safety & Mobility, M.O., POD 4-2

<table>
<thead>
<tr>
<th>PERMIT NUMBER</th>
<th>CONTROL NAME &amp; ADDRESS OF NUMBER PERMITTEE</th>
<th>PERMIT FEE</th>
<th>INS FEES PERM 17 OR UNDER TAKING</th>
<th>AMOUNT OF CHECKS OR $9 ORDERS</th>
<th>CHARGE ACCOUNT CODE</th>
<th>CHECK OR MONEY ORDER NUMBERS</th>
<th>BOND AMOUNT</th>
<th>GUARANTEE DEPOSIT</th>
<th>PERMIT FEE WAIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>200901802</td>
<td>fee waived non utility fee waived non utility</td>
<td>$0.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>147</td>
<td></td>
<td></td>
<td></td>
<td>Permit Fee Waived</td>
</tr>
<tr>
<td>200901816</td>
<td>4 bonds 4 bonds 4 bonds, ny 12365-</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200901221</td>
<td>Sookey Dos Rules 122 4450856</td>
<td>$146.50</td>
<td>$5,000.00</td>
<td>1234556</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PRINT INSTRUCTIONS FOR PERM 21C

- Click the word “Print” at the very top right of the screen. This brings you to the print version of the report.

Screen View 62

- This report needs to be printed in landscape on legal size paper. Select “File” in the browser window at the top left of the page, shown above. From the drop down, select “Page Setup”.

- Select “Legal” from the Paper Size and Select “Landscape” from the Orientation section, shown below, and then click OK.

- If you are unable to select “Landscape” from this location, do the next step.

- Select the “Printer” button on the bottom right. Select the “Properties” button at the top right. Select the “Basics” tab at the top. Select “Landscape” at the bottom left.

- Click “File” again at the top left of the page and then select “Print”. Select the printer you want the report to print on and the number of copies. Click “Print” at the bottom of the Print page to print the report.
Screen View 63
WAR (WORK ACCOMPLISHMENT REPORT)

- Select the “Reports” tab at the top of the screen and then the second tab labeled “WAR”, as shown below.

Select the “Inclusive” Dates of Coverage and click the “Go” button. The resulting report will be “All” regions.

To limit the report to a specific “Region”, click the drop down box with the words “—ALL—” and select the desired region. The resulting report will be all Permits within the date range for the region selected.
### Screen View 65

**WAR Report**

NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
HIGHWAY WORK PERMITS - WORK ACCOMPLISHMENT REPORT

FROM: Regional Permit Engineer, Req #
TO: Highway Work Permit Unit, Room 311, Building 3

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Highway Work Permits Issued</td>
<td>19</td>
</tr>
<tr>
<td>Number of Highway Work Permits Issued under N.Y.S. Blanket Insurance Policy</td>
<td>10</td>
</tr>
<tr>
<td>Number of Highway Work Permits Issued with Bond Attached</td>
<td>10</td>
</tr>
<tr>
<td>Number of Highway Work Permits Issued with Guarantied Deposits</td>
<td>13</td>
</tr>
<tr>
<td>Highway work Permit - Permit Fees</td>
<td></td>
</tr>
<tr>
<td>Actually Paid</td>
<td>$75640.5</td>
</tr>
<tr>
<td>Charged</td>
<td>$86,32</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$214716.66</td>
</tr>
<tr>
<td>Amount of Money Collected for Highway Work Permit Insurance Fee</td>
<td>$1025</td>
</tr>
<tr>
<td>Total Amount of Money Collected for Highway Work Permits</td>
<td>$75640.5</td>
</tr>
</tbody>
</table>

Date: 05/03/2009 11:09
PRINT INSTRUCTIONS FOR WAR (WORK ACCOMPLISHMENT REPORT)

- Click the word "Print" at the very top right of the screen. This brings you to the print version of the report.

Screen View 66

- This report does not need to be printed in landscape.

- Click "File" at the top left of the page and then select "Print". Select the printer you want the report to print on and the number of copies. Click "Print" at the bottom of the Print page to print the report.
INTERACTIVE REPORTS

- Interactive reports are reports that you may customize to obtain information that may not be in the reports made available in the “Reports” tab of the application.

- There are 3 interactive reports, one for “Permit Apps In Progress”, one for “Active Permits” and one for “Closed Permits”. Click the tab along the top of the screen to get to the permit type needed, as shown below.

  Screen View 67

  - Within each of these tabs, there are sub tabs. One of the tabs on each of these pages is labeled “Interactive Report”.

  - Click “Interactive Report” to navigate to that particular screen.
Screen View 68
PERMIT APPS IN PROGRESS - INTERACTIVE REPORT

- When the Permit Apps In Progress Interactive Report is loaded, it will look like this:

![Interactive Report Screenshot](image)

Screen View 69

- The column headings have been preset to include “Record ID”, “Region”, “Permit Type”, “Total Permit Fees”, “App1 Name”, “Bond Num” and “Bond Amt”.

- The circled items are called filters. If you only wanted to view the permits in your own region, click the box next to the region you need and the results will only the permits within that region.

- Clicking the icon that looks like a sheet of paper, next to a record ID, will give you a view of just that record in a different view, shown below. To return to the report, click the button labeled “< Report View”.


If you would like to add columns or remove columns, this can be done by clicking the green icon that resembles a gear at the top of the report, shown below.
This will display a drop down menu of icons that relate to different functions that may be needed.
To add or remove columns, click the icon labeled “Select Columns”, which will result in the following screen.

![Select Columns](image)

To add a column that does not currently appear in a heading, click the column in the section labeled “Do Not Display” on the left of the page. Once it is selected, click the single “>” to move that column to the right side of the page in the section labeled “Display in Report”. Repeat this process until all needed columns are in the right side.

To remove columns, just reverse the process and move the items from the right to the left.

Once all changes have been made, click “Apply” and the new columns will now show in the report. Please note that these changes are only temporary and the next time you log in, the report will return to the defaults.

To add or remove filters, click the icon that looks like a funnel, shown below
The resulting screen will look like this:
Choose the Column name of the item that needs to be filtered, select the Operator type and then the Expression, which is a list of values currently within that particular column.

Click “Apply” and the resulting screen will use the filter just created. The filter is added to the list and has a check mark to show that it is being used. To remove the filter, remove the check mark.
Screen View 76

- Sorting the report. There are two ways to sort the report.
- To sort on just one column, click the column heading of the item to be sorted. This will result in a drop down menu that looks like the following.
Clicking on a specific item will result in only that record appearing in the report.
Clicking the up or down arrow will result in the report being sorted by that column in either ascending or descending order.
Clicking the icon with the red X will remove that column from the report.
To sort on more than one column, click the green gear at the top of the report and then click on the "Sort" icon as shown below.
Screen View 78

- This results in the following screen.
Select the columns to be sorted from the Column drop down and the order it’s to be sorted in from the Direction column. Click “Apply” and the report will be sorted based on the criteria selected.

To add Column totals, click the Aggregate icon from the drop down after clicking on the gear. This results in the following screen.
Click the drop down for Aggregation and a list of column names and a function will appear. Select the column to be totaled or click the Function drop down, select the function type (sum, average, count, etc) and then select the column to be aggregated.

Click apply.

To “Download” the report to Excel, click the green gear again and then select “Download” from the resulting drop down.

This will result in the following screen.
Click the icon for CSV.

Click either Open or Save. Clicking save will require you to name the file and select a destination to save it to.

Clicking open results in the following screen
Screen View 82

- Format the column headings and your report is ready.
ACTIVE PERMITS - INTERACTIVE REPORT

- When the page is loaded, it will look like the following.

Screen View 83

- The column headings have been preset to include “Permit #”, “Region”, “Total Permit Fees”, “Approval Date”, “App1 Name”, “Bond Num” and “Bond Amt”.

- Click the plus (+) sign to reveal the pre-defined filters. If you only wanted to view the permits in your own region, click the box next to the region you need and the results will show only the permits within that region.

- Clicking the icon that looks like a sheet of paper, next to a Permit #, will give you a view of just that record in a different view. To return to the report, click the button labeled “<Report View”.

- For directions on how to manipulate the report, see the instructions for Permit apps in progress - interactive report in the previous section of this document.
CLOSED PERMITS - INTERACTIVE REPORTS

- When the page is loaded, it will look like the following.

![Interactive Report Closed - Microsoft Internet Explorer](image)

Screen View 84

- The column headings have been preset to include “Permit #”, “Approval Date”, “Close Out Date”, “Region”, “Total Permit Fees”, “App1 Name”, “Bond Num” and “Bond Amt”.

- Click the plus (+) sign to reveal the pre-defined filters. If you only wanted to view the permits in your own region, click the box next to the region you need and the results will show only the permits within that region.

- Clicking the icon that looks like a sheet of paper, next to a Permit #, will give you a view of just that record in a different view. To return to the report, click the button labeled “< Report View”.

- For directions on how to manipulate the report, see the instructions for Permit apps in progress - interactive report in this document.