



National Park Service/Federal Highway
Administration

Roads Portal User Manual



Version 5.0

Prepared by the Roads Work Group

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1 Introduction

The National Park Service (NPS) works directly with the Federal Highway Administration (FHWA) to maintain the roads, parking areas, road bridges and road tunnels that the NPS owns or operates. Both agencies have separate databases used to store data on their unique roads-related assets. To facilitate information sharing between the two agencies, the NPS created the Roads Portal (Portal). The Portal is a web-based application that compares NPS data with FHWA data and allows the transfer of specific information from one system to another.

The Portal pulls information from three sources:

- **The NPS Facility Management Software System (FMSS):** The FMSS contains data on road locations, including roads (1100 asset type location), parking areas (1300 asset type location), road bridges (1700 asset type location) and road tunnels (1800 asset type location).
- **The FHWA Roads Inventory Program (RIP):** The RIP database contains information on roads and parking areas. The Highway Pavement Management Application (HPMA) is the software application that analyzes the RIP data and makes recommendations about work treatments.
- **The FHWA Bridge Inspection Program (BIP):** The BIP database contains information for structures, including road bridges and road tunnels. The database, which the FHWA created for this program, is known as the Structure Data Management System (SDMS). Data from the SDMS is used for several purposes, including the determination of deferred maintenance (DM) and current replacement value (CRV) estimates, location naming and numbering conventions and the provision of repair and maintenance recommendations.

The instructions in this manual are aimed to assist NPS employees as the primary users of the Portal. For support with the Roads Portal, contact the [NPS Facility Management Program \(FMP\) Help Desk](#) at 303-969-2609.

1.1 About This Manual

The Portal is intended for NPS parks and regions and the FHWA to align road inventory information, including DM estimates. The Portal is a comprehensive tool that parks can use to manage their road assets.

The information in this manual is organized into the following chapters:

- **Section 1: Introduction:** Provides a general overview of the manual, including Portal data sources, intended users and manual organization.
- **Section 2: Portal Tools and Modules:** Describes the Portal and its components, enhancements, user permissions and flow of tasks.
- **Section 3: Using the Portal – The Basics:** Includes steps for completing basic tasks and describes the user interface.

- **Section 4: Home Page:** Provides guidance on navigating the home page, including customizing tables and figures for easy data analysis.
- **Section 5: Alignment:** Details procedures for aligning location and asset data in the Portal and updating asset specification templates with data from the FHWA.
- **Section 6: Alignment Approval:** Describes how parks, regions and the FHWA approve or reject the alignment of location records with RIP and BIP records.
- **Section 7: Specification Template Alignment:** Details how to transfer data from the FHWA to the FMSS for aligned locations.
- **Section 8: Management:** Describes how to use the DM Approval Tool and how to create and manage work orders through the Portal.
- **Section 9: Reporting:** Describes how to customize and run reports.
- **Section 10: Assistance:** Lists additional tools to help users understand the Portal's tools and functions.
- The **appendices** include reference information, including definitions of acronyms used in the manual, Portal points of contact, document references and required licenses.

2 Portal Tools and Modules

The Portal was developed to create an interactive link between the various NPS and FHWA databases; it consists of several tools and modules summarized in Table 1.

Table 1: Description of Portal Tools and Modules

Alignment Tool
<p>With the Alignment Tool, users can review and match FMSS location and asset records with RIP or BIP records. Note that, in light of Financial and Business Management System (FBMS) requirements, the ability to combine location records in the Portal has been disabled as of early 2013. This functionality will be revisited at a later date.</p>
<p>Location Alignment is used to review and match FMSS records with RIP or BIP records at the location level.</p> <p>It is important to note that because two separate organizations depend on the accuracy of information in the Portal, personnel from both the NPS and the FHWA review and approve (or reject) proposed alignments in the system. This review process ensures that modifications are in line with servicewide best practices and that roads, parking areas, road bridges and road tunnels are consistently classified and clearly defined.</p>
<p>Asset Alignment is used to review FMSS assets and align them with RIP or BIP features. Asset alignments do not require approval from NPS regional users or the FHWA. Park and regional users may log in to the Alignment Tool to make alignments. The changes are accepted in real time. Users can also align asset specification templates through the Alignment Tool. All FMSS location records with corresponding FHWA records can be aligned using the Portal.</p>
Alignment Approval Module
<p>The Alignment Approval Module enables NPS park users, NPS regional users/coordinators and FHWA managers to review and approve (or reject) location alignment actions that users request in the Alignment Tool. This module ensures that both sides are in agreement on the correct alignment and definition of location records so that data can be transferred between systems properly. The park user is the first to approve an alignment. After the park, the FHWA user will take an approval action. If the FHWA user approves the location alignment, the regional user will have seven days to review and approve the change. If no action is made during that time period, the park's location alignment actions are automatically approved.</p>
Specification Template Alignment Module
<p>The Specification Template Alignment Module enables NPS users to align the FMSS location specification template data with RIP and BIP data. If the NPS aligns data using this module but the values between the FMSS and the RIP or BIP data specification templates do not match, the FHWA is notified so that the FHWA can update its records with more accurate information.</p>
Deferred Maintenance Management Module

The Deferred Maintenance Management Module includes several tools to manage DM stored in the FMSS. Users can also create FMSS work orders using existing FHWA data in this module.

The DM Approval Module enables parks to review detailed FHWA estimates of DM for aligned locations (1100, 1300, 1700 and 1800 asset types) and review FMSS DM work order totals for each NPS location. With respect to the FHWA DM estimates, the module gives NPS users three options: accept, reject or do nothing. For more information about the impact of these options, see Section 8.2. If users accept the FHWA DM estimate, the FHWA figure is written to the appropriate specification template field in the FMSS. Through this module, the NPS can generate more accurate DM reports and comply with Federal Accounting Standards Advisory Board (FASAB) accounting standards. Regional coordinators can also review each park's DM in this module, but if no action occurs within seven days, the park's actions are automatically approved.

The FMSS Work Order Management Module enables users to import HPMa and Bridge Inspection Report data as well as wall and guardrail work treatment recommendations from the FHWA directly into FMSS work orders. Additionally, users may align existing FMSS work orders with FHWA work treatment recommendations.

Reports Module

The Reports Module enables users to run standard reports for roads, parking areas, road bridges and road tunnels. These reports may be customized to provide different levels of detail.

The **O&M report** provides information on the operations and maintenance (O&M) costs for each road location (the module does not include parking areas, road bridges or road tunnels.) These costs are categorized by facility operations, recurring maintenance and preventive maintenance. The **O&M Analysis Tool** within the module enables users to review a list of activities and the related costs. Users may accept or decline the work activity to obtain a more accurate O&M estimate.

Because the O&M module provides an analytical reporting function, no data altered in the module is updated in the FMSS. It simply calculates one estimate of O&M costs for a road location. The report can be exported to Microsoft Excel.

The Portal enables the NPS and the FHWA to accurately identify locations and assets. The DM Management Module facilitates and enhances the process for reviewing and transferring condition assessment data from the FHWA to the NPS by enabling parks to develop work orders based on FHWA recommendations. Additionally, the alignment of specification template attributes at both the location and asset levels enables the NPS to greatly improve its asset management data for roads, parking areas, road bridges and road tunnels.

2.1 Summary of Version 5.0 Enhancements

The latest Portal version offers several major enhancements that benefit users:

1. Addition of functionality to allow parks to transfer repair recommendations for walls and guardrails data to the FMSS as work orders
2. Modifications to the O&M module to improve data display and usability, and allow users to construct O&M scenarios

3. Inclusion of a clear explanation page for the user showing the DM and Facility Condition Index (FCI) amounts for a location and the items that contributed to the calculation to encourage editing for accuracy
4. Addition of three data scorecard completeness reports and an alignment statistics summary report to the report menu.

2.2 User Permissions

To access the Portal, users must have secured appropriate permissions, which are managed through the FMSS User Management Process (FUMP) accounts. If you require access to the Portal, but are not able to login using your FUMP username and password, request access via the [FUMP](#). Table 2 illustrates the functions available to each access level.

Table 2: Roads Portal Access Levels

Task	User/Access Level		
	NPS Parks	NPS Regions	FHWA
Matching location records	✓	✓	
Matching location specification templates	✓	✓	
Matching asset records	✓	✓	
Matching asset specification templates	✓	✓	
Unmatching locations	✓	✓	
Unmatching assets	✓	✓	
Requesting the addition of FHWA records	✓	✓	
Requesting the removal of FHWA records	✓	✓	
Creating new FMSS asset records using FHWA data	✓	✓	
Grouping features	✓	✓	
Accepting/rejecting/doing nothing with DM estimates	✓	✓	
Approving location alignment	✓	✓	✓
Approving DM	✓	✓	
Using the DM calculator	✓	✓	✓
Creating new FMSS work orders using FHWA data	✓	✓	
Estimating O&M costs	✓	✓	✓
Running reports	✓	✓	✓

3 Using the Portal – The Basics

This section includes some of the basic information you need to navigate through the Portal.

3.1 Logging In

To access the Portal, go to the link below and log in using your regular FMSS user name and password:

Portal Link: <http://pfmd.nps.gov/tmp/roadsportal/>

Note: FUMP permissions limit the park alpha drop-down list to displaying only the park(s) for which you are responsible.

You can remain logged in to the Portal as long as needed. However, if the Portal is inactive for 40 minutes, you will be automatically logged out. As soon as you complete any action (e.g., select a record or change screens), the countdown for automatically logging you out is reset. You can view a timer in the top right corner of the Portal (Figure 1) to see how much time you have left before being automatically logged out.



Figure 1: Automatic Logout Timer

Three minutes prior to being automatically logged out, a notification message appears (Figure 2).

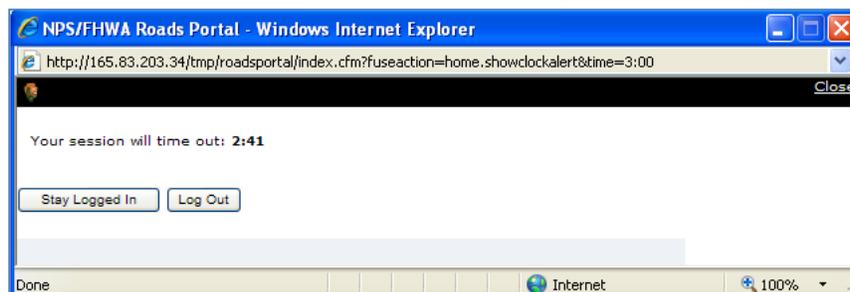


Figure 2: Logout Notification

3.2 Selecting Records

You can only view records for parks for which you have FUMP authorizations. Most users only have an authorization for a single park. However, if you are authorized for more than one park, you can use the park alpha to sort the records by park.

You can click records to select them in the Asset Alignment, Alignment Approval, Specification Template Alignment and DM Management modules. Once a record is selected, it will be highlighted. In many cases, you can select more than one record. To do this, simply click each record. As you select multiple records, they are highlighted (Figure 3). To deselect a record, click it again, and the highlight is removed.

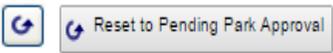
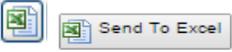
Asset Code	Park Alpha	FMSS Location Number	FMSS Location Description	RIP/BIP ID	RIP/BIP Description	Last Updated
1100 1300	GRSM					
1100	GRSM	57947	Collins Creek Road, SD RT 0206	GRSM-0206	COLLINS CREEK ROAD	
1100	GRSM	57694	Foothills Parkway West, CC RT 0008H	GRSM-0008H	FOOTHILLS PARKWAY SECTION 8H	
1100	GRSM	83089	Jakes Creek Administrative Road, ND RT 0708	GRSM-0485	JAKES CREEK TRAIL / ROAD	

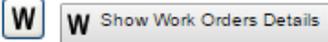
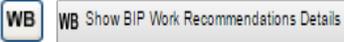
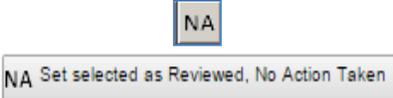
Figure 3: Selecting Records

3.3 Using Portal Buttons

The Portal contains buttons to enable basic functions. Table 3 lists each button and describes its function.

Table 3: Portal Buttons

Button	Description
	<p>The Previous and Next buttons. Used to move between lists of records. Unlike the back button (see below), the Previous and Next buttons keep you in the same module but advance you through a set of records. For example, if your park has 100 records and only 25 are displayed, the Previous and Next buttons move you from one set of 25 records to the next set of records.</p>
	<p>The Transfer button. Used to align asset records (and later asset specification templates) and transfer data into location specification templates. This button is also used to transfer work recommendations in the DM Management Module.</p>
	<p>The Search button. Used to execute any search criteria entered into the search fields (e.g., searching for all 1100 asset type location records).</p>
	<p>The Additional Information button. Used when additional information about a field or additional search criteria are available.</p>
	<p>The Copy button. Used to copy information from one field into another (e.g., FHWA work treatment information into FMSS work order fields).</p>
	<p>The Field Reset button. Used to reset fields to their original values.</p>
	<p>The Search Reset button. Used to remove all search criteria.</p>
	<p>The Excel button. Used to export displayed results to a Microsoft Excel worksheet. You may have to temporarily allow pop-ups to use this feature.</p>
	<p>The Modify Display button. Used to edit the fields displayed.</p>
	<p>The Main Search Form button. Used to search with and display additional fields. Also used to display detailed DM calculation information.</p>

Button	Description
	The Back button. Used to return you to the previous screen. Unlike the Next and Previous buttons (see above), the back button takes you back to the previous screen within the Portal.
	The Show Work Order Details button. Used to show the work orders for any selected record(s).
	The Show RIP Work Treatments button. Used to show the RIP work treatments recommended for selected road and parking area location(s).
	The Show BIP Work Treatments button. Used to show the BIP work recommendations for selected road bridge and road tunnel location(s).
	The Accept button. Used to accept park alignments or DM estimates by all approvers.
	The Reject button. Used to reject park alignments or DM estimates.
	The Reviewed, No Action Taken button. Used to acknowledge the FWHA DM estimate, but not to accept or reject the estimate.
	The Select All button. Used to select all records on the page.
	The Deselect All button. Used to clear any selections made on the page.
	The Approve All button. Used to approve all records on a page. This button is only available in the DM Management tool and is not available to park users.
	The Category Summary button. Used to display a snapshot of facility operations, preventive maintenance and recurring maintenance costs by category.
	The O&M Analysis button. Used to conduct further analysis on the O&M costs associated with a specific location record.

3.4 Filtering in the Portal

You can filter or sort each screen by clicking column headings (Figure 4).



Figure 4: Using Column Headings to Filter/Sort

Clicking a column heading completes one of the following actions:

1. Automatically sorts records in ascending or descending order (Figure 4).
2. Brings up a screen that enables you to sort records, as desired (Figure 5).

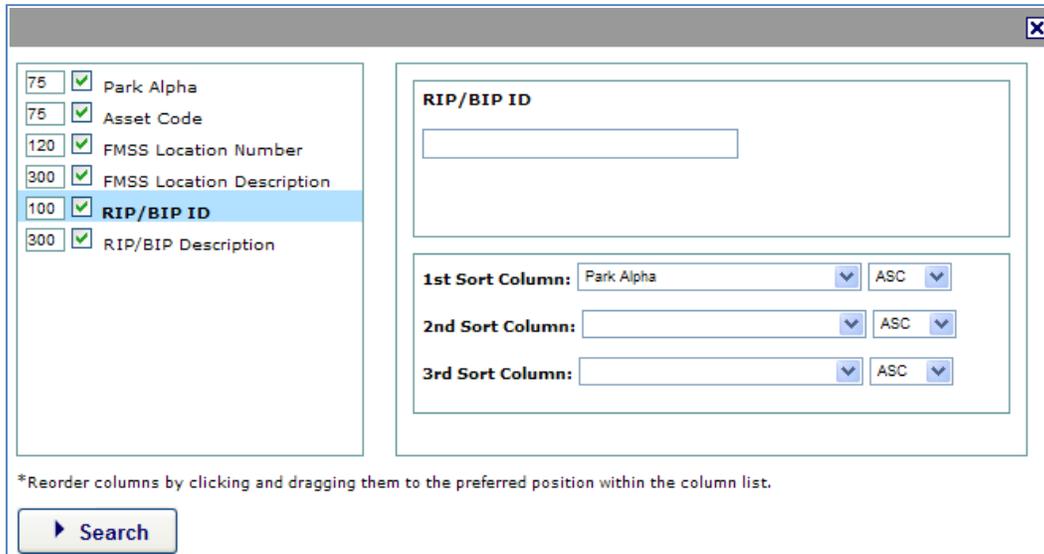


Figure 5: Filtering Criteria

3.5 Understanding Tool Tips

Tool tips are available throughout the Portal. You can hover over most fields, buttons and text in the Portal for additional information about that feature. For example, in Figure 6, the tool tip “FHWA Work Treatment/Recommendation” appears when you hover over the treatment/recommendation description, “Mill <= 2 Inches and Asphalt/Concrete Overlay <= 2 Inches.”

Park Alpha	Asset Code	FHWA Route/Structure ID	FMSS Location Number	FHWA Work Treatment/Recommendation	From Milepoint	To Milepoint	FMSS Work Order	Work Order Status
GRSM	1100 1300							APPR CAN
GRSM	1300	GRSM-1013	103482	Mill <= 2 Inches and Asphalt/Concrete Overlay <= 2 Inches FHWA Work Treatment/Recommendation	0	0.1		
GRSM	1300	GRSM-1040	103522	Mill <= 2 Inches and Asphalt/Concrete Overlay <= 2 Inches	0	0.01		
GRSM	1300	GRSM-1041	103523	Mill <= 2 Inches and Asphalt/Concrete Overlay <= 2 Inches	0	0.03		

Figure 6: Tool Tip

4 Home Page

The Portal's home page (Figure 7) consists of two components: system news and key performance indicators.

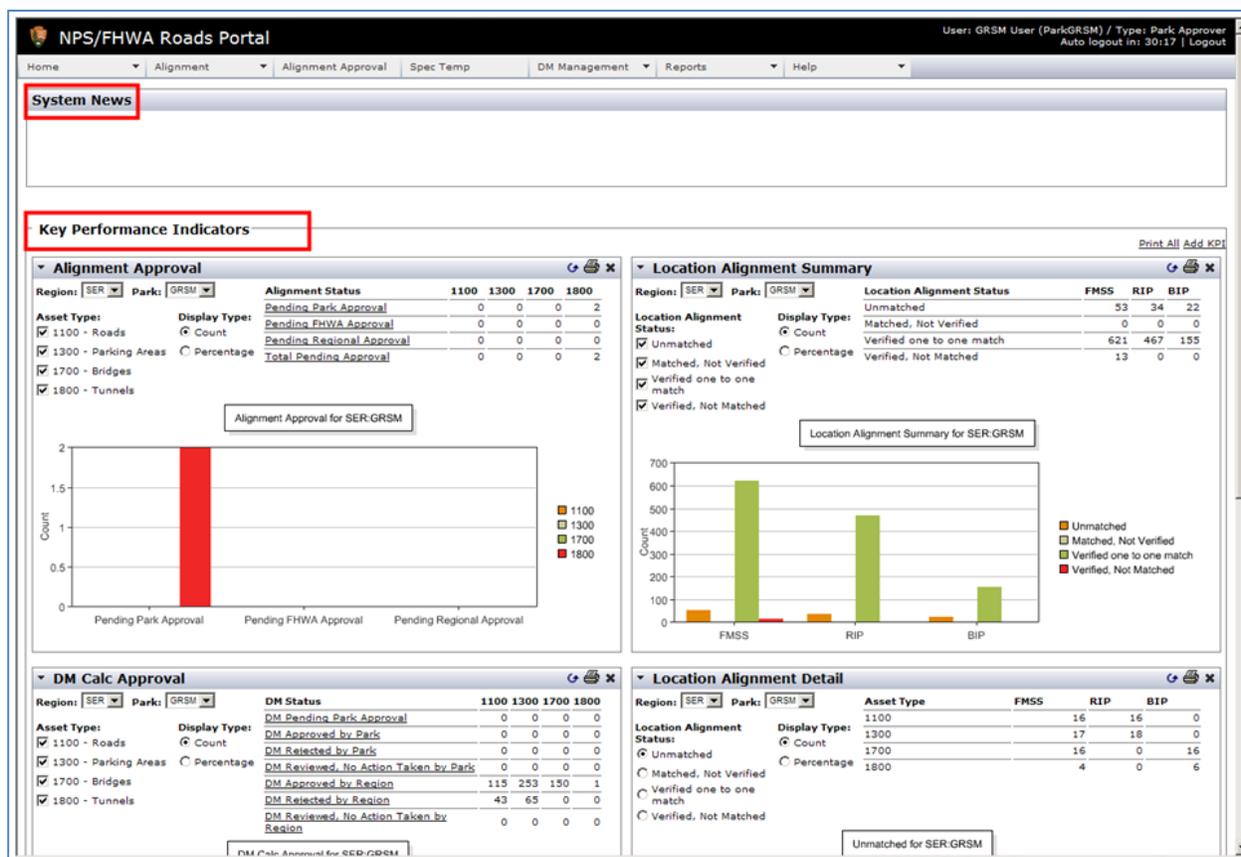


Figure 7: Portal Home Page

4.1 System News

System news is found at the top of the home page. This space may be used by the NPS to convey important messages about upcoming updates to Portal users.

4.2 Key Performance Indicators

The key performance indicators (KPIs) enable users to compare data in the Portal visually and succinctly. The KPIs are divided into four modules (Figure 7, from top to bottom, left to right): alignment approval, DM Calculation Approval, Location Alignment Summary and Location Alignment Details. All four modules have a similar set-up with a table and a graph. The following steps explain how to use the KPI summary module.

1. Select a region and a park. The available options will be different depending on access level. For example, if you are logged in as a park user, you can only select your region and park. If you are logged in as a regional user, you can choose from any park in your region (Figure 8).

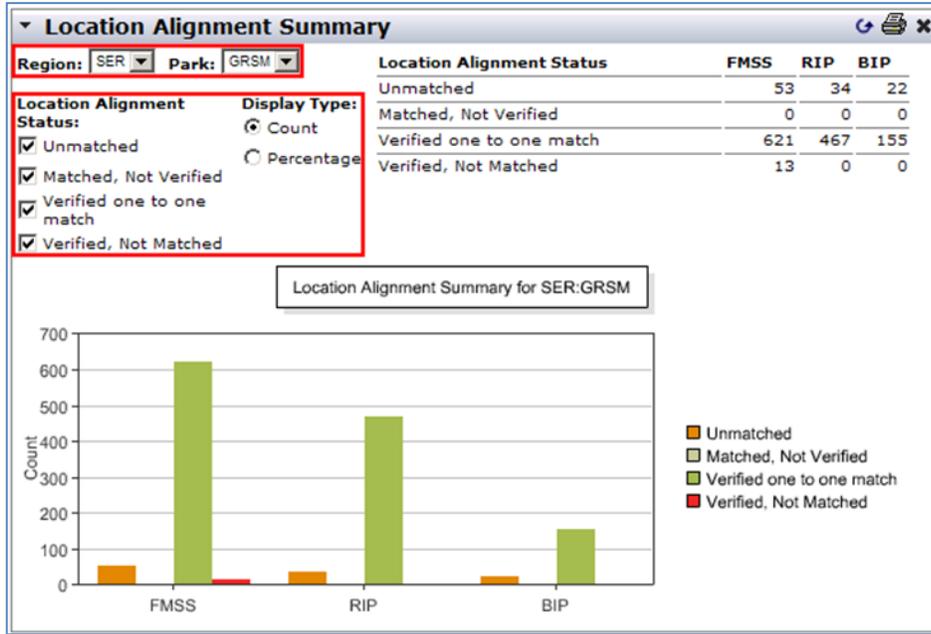


Figure 8: KPI Example – Location Alignment Summary

2. Filter the results by selecting or clearing the various location alignment status boxes. You may also change the display type from count to percentage.
3. To view more than one module at a time, click “Add KPI” at the upper right corner of the KPI section of the home page (Figure 9).

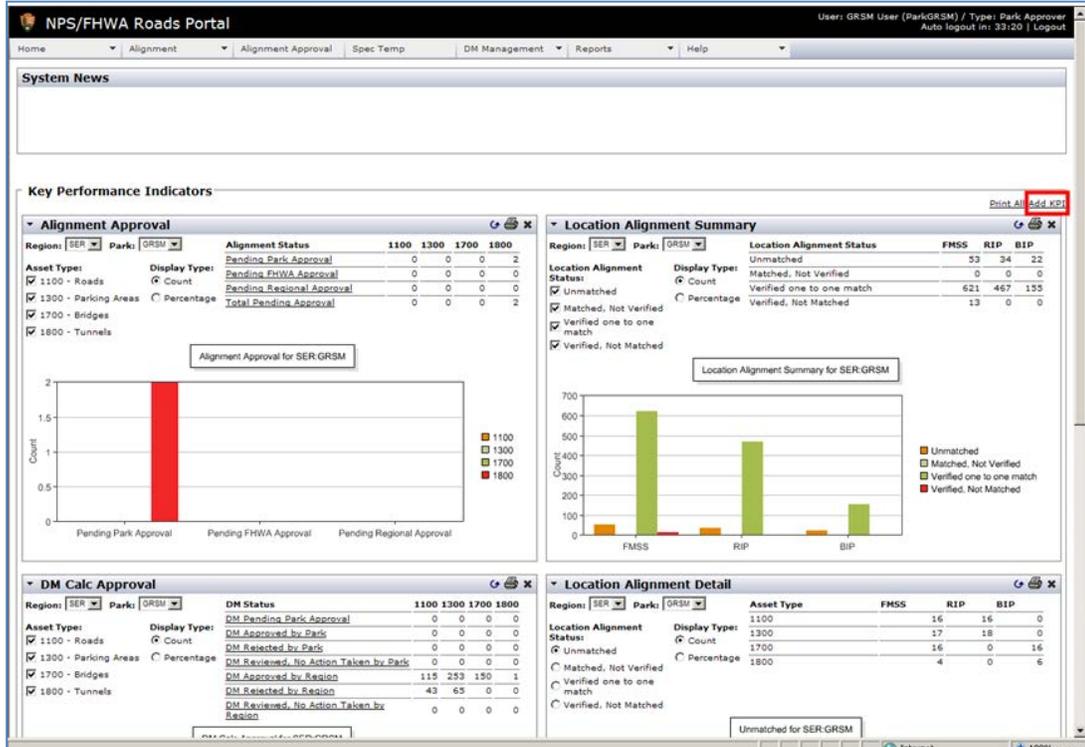


Figure 9: Adding a KPI to the Home Page

A user selection window appears (Figure 10).

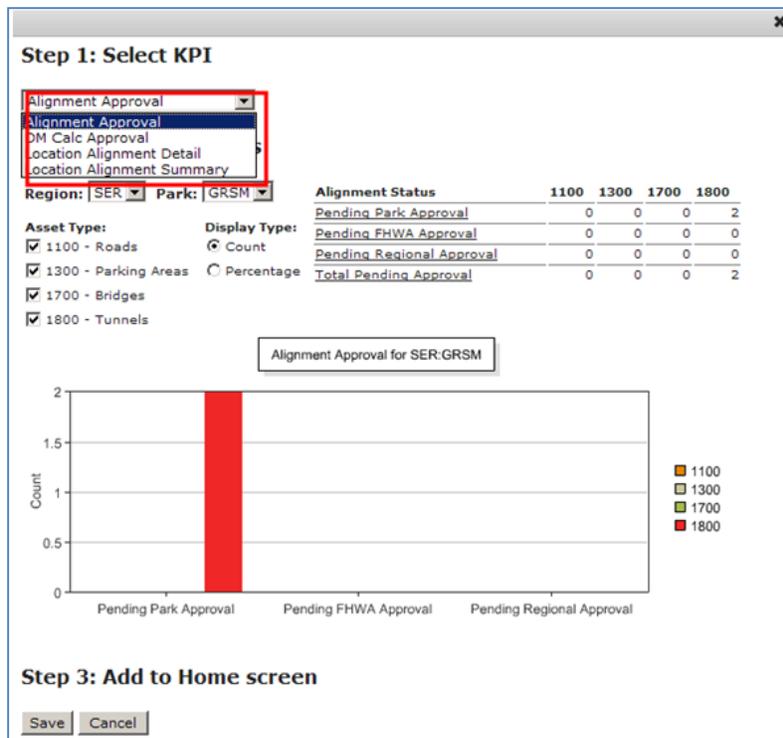


Figure 10: User Selection for Adding a KPI to the Home Page

4. Select the module type (Alignment Approval, DM Calculation Approval, Location Alignment Detail or Location Alignment Summary). If applicable, select the region and/or park.
5. Click Save.

The new report appears on the home page.

You can also customize the look of the home page by collapsing, deleting or rearranging KPIs as follows:

1. To collapse a KPI, click the down arrow located at the top left corner of the KPI (Figure 11). To expand the KPI, click this arrow again.
2. To delete a KPI, click the “x” located at the top right corner of the KPI (Figure 11).
3. To rearrange a KPI, hover the cursor over a KPI header. While the cursor is displayed as a four arrowed star, left-click and hold the left mouse button anywhere on the KPI header. Drag the KPI to another area in the KPIs section. Release the mouse button when the outline box appears.

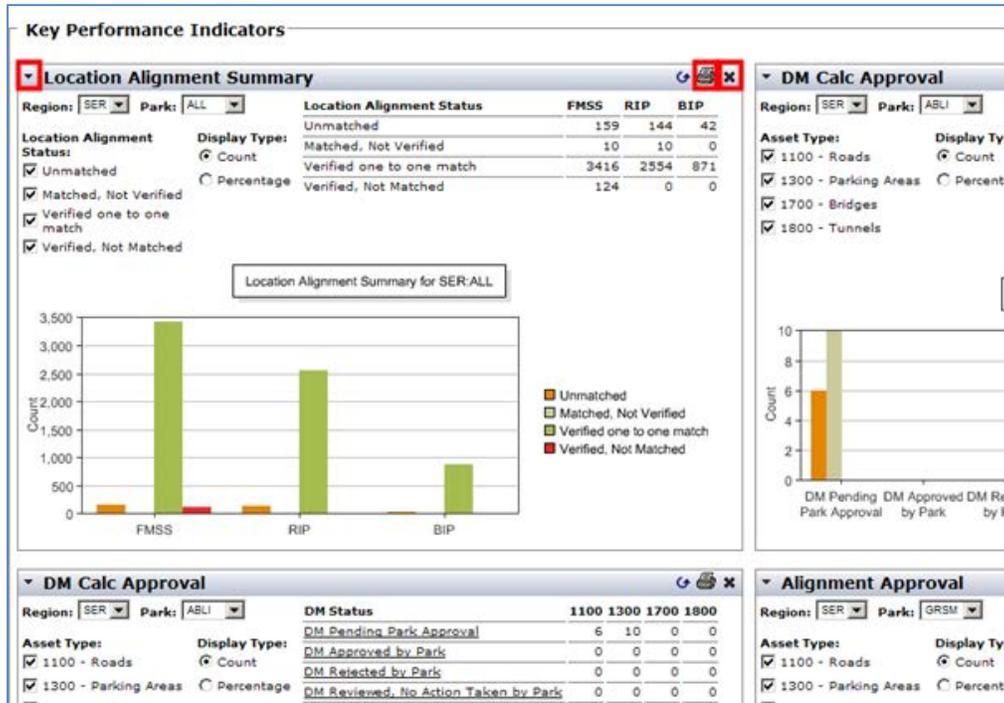


Figure 11: Collapsing or Deleting a KPI

Checking and printing the KPIs regularly allow users to set baselines and mark progress:

1. To print an individual KPI, click the printer icon in the top right corner of each KPI.
2. To print all KPIs on the home page, click “Print All” (Figure 12).

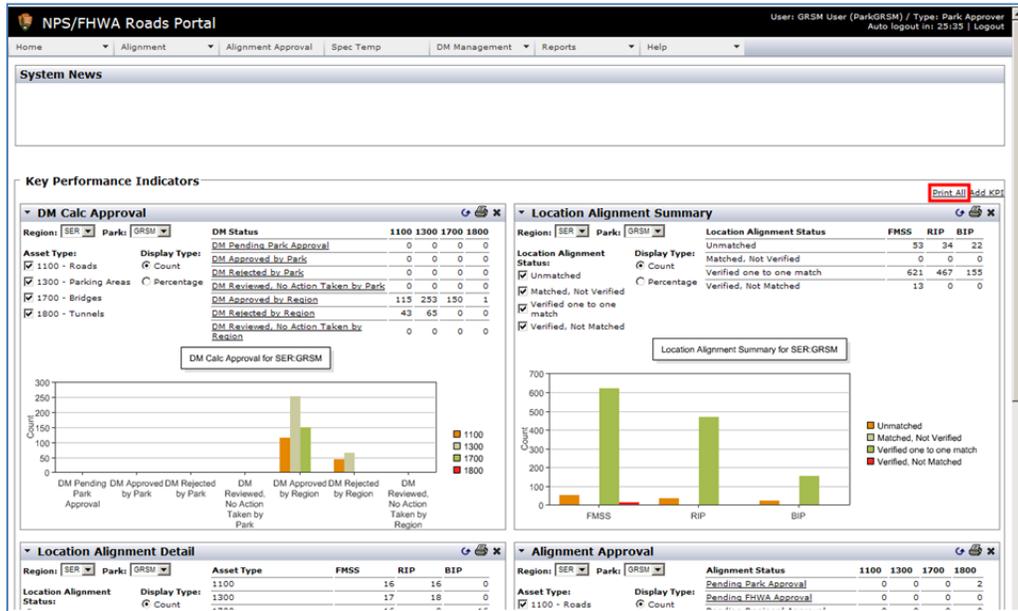


Figure 12: Printing All KPIs on the Home Page

5 Alignment

The Alignment Tool enables you to review the alignment status of FMSS location and asset records with FHWA records. Some FMSS records may not be in the RIP or BIP databases. The Alignment Tool may also point out erroneous records that may exist in FHWA databases and that the FHWA will need to remove. The process for handling these situations—called alignment—is described in this section.

Location alignments must be approved by the park, the FHWA and the region. The Alignment Tool draws data directly from the FMSS, so it is important that all location records are up-to-date and accurate in that system to facilitate the alignment and approval processes. Therefore, before starting to align records, you must ensure that essential location-level data in the FMSS, such as location number and location description, are current.

Note that, in light of FBMS requirements, the ability to combine location records in the Portal has been disabled as of early 2013. This functionality will be revisited at a later date.

The Alignment Tool enables you to complete the following actions for location records:

- Match and verify non-aligned FMSS locations with RIP and BIP records
- Request the addition or removal of RIP or BIP records from the RIP and BIP databases
- Request the combination or splitting of RIP records in the RIP database
- Verify, but not match, that records existing in the FMSS do not have a corresponding match in the RIP or the BIP database.

The Alignment Tool enables you to complete the following actions for asset records of aligned locations:

- Match non-aligned FMSS assets with RIP and BIP records
- Unmatch aligned FMSS assets and RIP and BIP records
- Transfer FHWA data to the asset specification template.

5.1 Getting Started

Prior to starting the alignment process, complete the following steps:

1. Generate the asset hierarchy report with the following parameters:
 - Park alpha: Select your park alpha
 - Asset codes: Select roads (1100), parking areas (1300), road bridges (1700) and road tunnels (1800)
 - Top-level asset: Select All

You can locate this report in the [Asset Management Reporting System](#).

2. Obtain the most recent RIP and BIP cycle reports for your park
3. Obtain concession contract numbers for concession operated or maintained locations
4. Verify the accuracy of all FMSS location records
5. Ensure that all FMSS locations have an attached specification template.

5.2 Using the Alignment Tool for Location Records

The Alignment Tool has been designed to assist you in quickly and efficiently completing the alignment process. The following steps outline the process for accessing and using the Alignment Tool.

5.2.1 Receiving the Locked Parks Notification

Occasionally, the FHWA locks a park’s ability to align records at the location record level. The purpose of the lock is to maintain version control and data accuracy. A park is notified of the lock via the Location Alignment Tool in the Portal (Figure 13).

The screenshot shows the NPS/FHWA Roads Portal interface. At the top, there is a navigation menu with options like Home, Alignment, Alignment Approval, Spec Temp, DM Management, Reports, and Help. The main content area is titled 'Alignment' and contains a notification box. The notification text reads: "Some parks are locked for alignment and alignment approval by FHWA. [Click here to view a list of locked parks](#). No alignments are allowed for roads or parking areas in this park because RIP has temporarily locked this park." Below this, it states: "Parks will be locked shortly after the RIP Cycle 3 Route ID Meeting and will remain locked while in the queue in RIP. Parks will be unlocked when Cycle 5 data is delivered to the park." and provides contact information for Tammy Ratliff. A red box highlights the notification text, and a callout box explains: "No alignments are allowed for roads or parking areas in this park because RIP has temporarily locked this park." Below the notification, there are filters for Park Alpha Code (YELL), RIP/BIP ID (All), and Asset Code (All, 1100, 1300, 1700, 1800). There are two data tables: 'FMSS Data' and 'RIP/BIP Data'. The 'FMSS Data' table has 528 locations in current view and 528 total locations. The 'RIP/BIP Data' table has 546 records in current view and 546 total records. Both tables have columns for Location, Location Description, RIP/BIP ID, Asset Code, and Notes. The 'Notes' column for the first row in FMSS Data contains the notification text. A 'Reset' button is at the bottom.

Figure 13: Locked Park Notification

As seen in Figure 13, if a park is locked, the following notification appears in the notes section of the Location Alignment Tool home screen: “No alignments are allowed for roads or parking areas in this park because RIP has temporarily locked this park.”

The notes section also provides you with access to a list of locked parks by clicking a hyperlink.

All questions concerning locked parks should be directed to [Tammy Ratliff](#) at the FHWA.

5.2.2 Accessing Location Alignment and Reviewing Existing Alignments

Follow these steps to access location and review existing alignments:

1. From the Portal home page, click **Alignment** and then **Locations**.
2. Review the main Alignment page (Figure 14). At the bottom of the screen are buttons for the various activities.

NOTE: Only location records with the following status can be viewed in the Portal: Operating, Operating/Obsolete, Inactive and Excess. If a location is aligned in the Portal, you cannot change the record to a non-operating status (e.g., planned, removed, decommissioned, N/A). Instead, contact the [FMP Help Desk](#).

The screenshot shows the 'Alignment' page in the NPS/FHWA Roads Portal. At the top, there is a navigation menu with options like Home, Alignment, Alignment Approval, Spec Temp, DM Management, Reports, and Help. A user profile is visible in the top right corner. A central note states that the alignment and approval sections are currently enabled. Below this, there are filter controls for Park Alpha Code (set to SEKI), RIP/BIP ID (set to All), and Asset Code (with checkboxes for All, 1100, 1300, 1700, and 1800). A 'Filter' button is present. The main content area is divided into two panels: 'FMSS Data' on the left and 'RIP/BIP Data' on the right. Each panel displays a table of records with columns for Location, Location Description, RIP/BIP ID, Asset Code, and Notes. The FMSS Data table shows 171 locations, and the RIP/BIP Data table shows 162 records. At the bottom of the screen, there are several action buttons: Reset, Match, Unmatch, Mark Combine, Mark Split, Mark Remove, and Add to BIP/RIP.

Figure 14: Location Alignment Screen

At the top of the screen, there are various filters (Figure 15), followed by two large panes that display FMSS location records (on the left) and RIP/BIP records (on the right).

This close-up shows the filter controls. The 'Park Alpha Code' dropdown is set to 'SEKI'. The 'RIP/BIP ID' dropdown is set to 'All'. The 'Asset Code' section has checkboxes for 'All', '1100', '1300', '1700', and '1800', all of which are checked. A 'Filter' button is located to the right of these checkboxes.

Figure 15: Park Alpha, Asset Code and RIP Route Number Filters

3. Select the appropriate park code from the “Park Alpha Code” list (if more than one is available).
4. Select an appropriate Asset Code to filter the FMSS location records that appear in the left pane. Doing so also filters the FHWA records.
5. Click **Filter** to filter the results.

6. Click **Sort Color** to review the alignment status of records as well as the alignment notes from the “Notes” column in the location record display boxes. All records will be highlighted in one of the following four colors:
 - Orange – Unmatched
 - Gray – Matched, Not Verified
 - Green – Verified, One-to-One Match
 - Red – Verified, Not Matched.
7. Click **Show Legend and Summary** for additional alignment information.

Figure 16 shows the resulting legend summary.

Legend	Summary Data		
	FMSS	RIP	BIP
Orange - Unmatched	8	14	0
Gray - Matched, Not Verified	0	0	0
Green - Verified one-to-one match	163	148	0
Red - Verified, Not Matched	0	0	0

Figure 16: Color Legend and Summary

NOTE: You should primarily review all orange, gray and red records. Green records are verified one-to-one matches based on your park’s previous alignment activity. They do not need to be re-verified. However, if a verified alignment status has changed for any of those “green” records, then select that record to make any changes to the alignment status.

5.2.3 Matching Location Records

Follow these steps to match location records:

1. Click the **Option** button next to the FMSS location record you want to match to select it for matching, and then click the **Option** button next to the RIP/BIP record to be aligned with the FMSS location record.
2. Click **Match** to confirm/verify the match.

A confirmation page appears (Figure 17).

Figure 17: Location Alignment Confirmation Page

3. Confirm that the match conforms to the relevant business practices as listed on the confirmation page, and add additional comments as necessary.
4. Click **Next** on the Alignment Confirmation Page.

A message appears confirming that the match is complete (Figure 18).

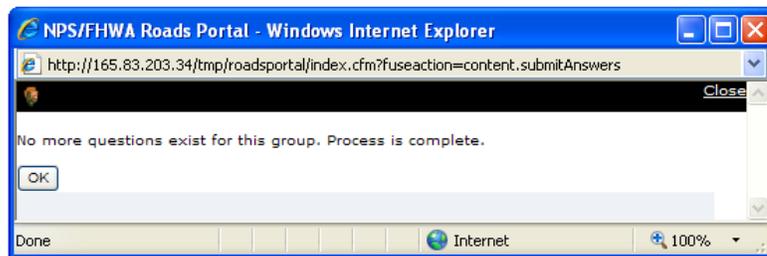


Figure 18: Match Confirmation Screen

5.2.4 Requesting the Addition of FHWA Records

NOTE: It is strongly recommended that FMSS locations first be added in the FMSS before requesting an FHWA addition.

For existing FMSS location records that do not have a match in the FHWA RIP or BIP databases, follow these steps to request an FHWA record addition:

1. On the main Location Alignment page, click **Add to BIP/RIP** (Figure 19).

The screenshot shows the 'NPS/FHWA Roads Portal' interface. At the top, there's a navigation bar with 'Home', 'Alignment', 'Alignment Approval', 'Spec Temp', 'DM Management', 'Reports', and 'Help'. Below this is a 'Alignment' section with a note: 'The alignment and alignment approval sections of the Roads Portal are currently enabled.' There are filters for 'Park Alpha Code' (SEKI) and 'RIP/BIP ID' (All). Below the filters are two data tables. The 'FMSS Data' table has columns for Location, Location Description, RIP/BIP ID, Asset Code, and Notes. The 'RIP/BIP Data' table has columns for RIP/BIP ID, Location Description, Location, Asset Code, and Notes. At the bottom, there are buttons for 'Reset', 'Match', 'Unmatch', 'Add to BIP/RIP' (highlighted in red), 'Mark Combine', 'Mark Verified, Not Matched', 'Mark Split', and 'Mark Remove'.

Figure 19: Add to BIP/RIP

2. Click the appropriate button to request the addition (road, parking area or BIP [bridge or tunnel]) from the Add Location screen (Figure 20).

The 'Add Location' dialog box contains the following text: 'To add an FMSS location, please use Maximo. Once the location is entered in Maximo, simply click on 'Get Current Park FMSS Records' on the main alignment page to refresh your FMSS data and retrieve the new location.' Below this, it says: 'To add a RIP record, click 'Add Road' (1100) or 'Add Parking Area' (1300)'. There are two buttons: 'Add Road' and 'Add Parking Area'. Then it says: 'To add a BIP Bridge (1700) or Tunnel (1800) click 'Add BIP''. There is one button: 'Add BIP'.

Figure 20: Add Location Screen

3. Review the populated fields in the Add BIP/RIP record screen. Complete empty fields, if needed (Figure 21).

* indicates a required field

Add RIP: Road (1100)

Park: SEKI

Asset Code: 1100

* Route Name: [Empty]

Road Type: Paved

Surface Type: [Empty]

* Paved Miles: 0.00

* Route Length: 0.00

Functional Class: Class I

Public/Non Public: Public

Beginning Point Description (From/To): [Empty]

Ending Point Description (From/To): [Empty]

Number of Lanes: [Empty]

Concession (Y/N): Yes

Maintenance District (if applicable): [Empty]

Save Reset Cancel

Figure 21: Add BIP/RIP Record Screen

Although not all fields are required, enter all available information. At a minimum, provide enough information for FHWA approvers to recognize the need for a new record in the RIP or BIP databases.

4. Click **Save**.

The RIP/BIP record is added to the main alignment page with a placeholder RIP/BIP ID. At this time, the RIP/BIP record enters the approval process as PARK-00_###. PARK refers to the park alpha code, and ### is a random number from 1 to 500. This placeholder is replaced by an actual RIP/BIP ID after the RIP or BIP record is imported to the Portal.

5.2.5 Requesting the Removal of FHWA Records

If intending to remove a RIP or BIP record that has a corresponding FMSS record, first remove the record from the FMSS according to standard NPS disposition policies, which can be found on InsideNPS in the Asset Management Toolbox under [Real Property Inventory Reporting](#).

If the intent is to combine one location into another location record, note that, in light of FBMS requirements, the ability to combine location records in the Portal has been disabled as of early 2013. This functionality will be revisited at a later date.

To request the removal of a RIP or BIP record, follow these steps:

1. Select the appropriate RIP or BIP ID number.
2. Click **Mark Remove**.

A window confirming that this record will be removed appears (Figure 22).

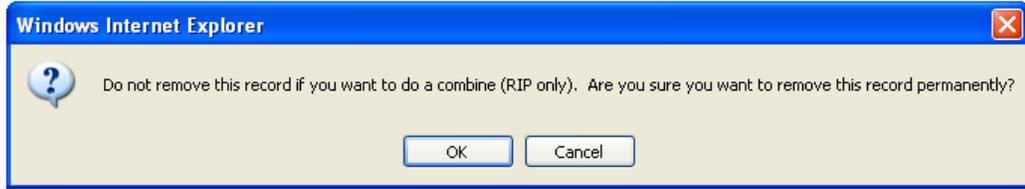


Figure 22: Removal Confirmation Screen

3. Click the reason for the request from the Reason list and type in any comments to explain the request (Figure 23).

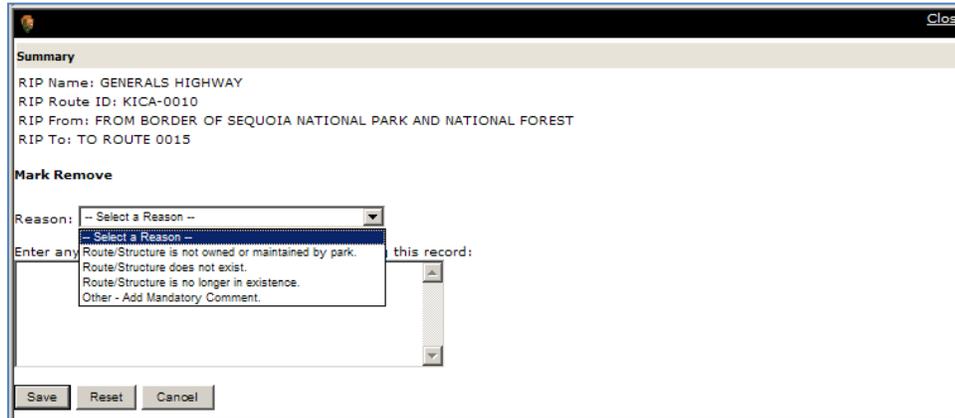


Figure 23: Remove RIP/BIP Record Justification Screen

4. Click **Save**.

The request is sent to the FHWA for approval.

5.2.6 Splitting FHWA Records

Locations must be split in the FMSS prior to using the Alignment Tool. You should initiate requests to split records in the RIP database using the Alignment Tool. Requests are reviewed and approved before any changes are made.

To request a split in the RIP database, follow these steps:

1. Click the Option button next to the RIP/BIP record being split.
2. Click **Mark Split**.
3. Click **OK** on the confirmation screen that appears (Figure 24).



Figure 24: Split Confirmation Screen

4. Verify the request using the confirmation page (Figure 25).

Close

Summary
RIP/BIP Name: JENNY'S CREEK ROAD / OLD VA 614
RIP/BIP ID: BLRI-0492
RIP/BIP From: FROM ROUTE 0408ZZ
RIP/BIP To: TO PARK BOUNDARY

Mark Split

Confirmation of conformance to business practices
* All check boxes must be selected prior to proceeding to the next step *

Guidance Business Requirement for Splitting

View Location proposed to be split is a particularly long road which is managed by the park in discrete sections

into how many total sections would you like to split this road (minimum: 2)?

Cancel Next >>

Figure 25: Split Confirmation Page

5. Type the number of sections into which the original location record should be split in the text box.
6. Click **Next**.
7. Describe the proposed split and the sections for which new RIP route IDs are requested in the text box on the splitting details page (Figure 26).

Close

Summary (Section 1)

RIP Name: JENNY'S CREEK ROAD / OLD VA 614
RIP Route ID: BLRI-0492
RIP From: FROM ROUTE 0408ZZ
RIP To: TO PARK BOUNDARY

Split Route Into 2 Discrete Sections

Describe where the split begins. Enter any other comments about this split:

Section 2

Park	<input type="text" value="BLRI"/>
Asset Code	<input type="text" value="1100"/>
Location Name	<input type="text" value="JENNY'S CREEK ROAD / OLD VA ("/>
Beginning Point Description (From/To)	<input type="text"/>
Ending Point Description (From/To)	<input type="text"/>
Concession (Y/N)	<input type="text" value="No"/>
Surface Type	<input type="text" value="AS - Asphaltic Concrete Pavement"/>
Road Type	<input type="text" value="Paved"/>
Paved Miles	<input type="text"/>
Number of Lanes	<input type="text"/>
Functional Class	<input type="text" value="6"/>
Route Length	<input type="text"/>
Public/Non Public	<input type="text" value="Public"/>
Maintenance District (if applicable)	<input type="text"/>

Figure 26: Split Details Page

8. Click **Save** when complete.

Once the split is saved, a temporary RIP ID is created. You can view the new ID on the location alignment screen. However, you are not able to align the record until the FWHA assigns a permanent ID.

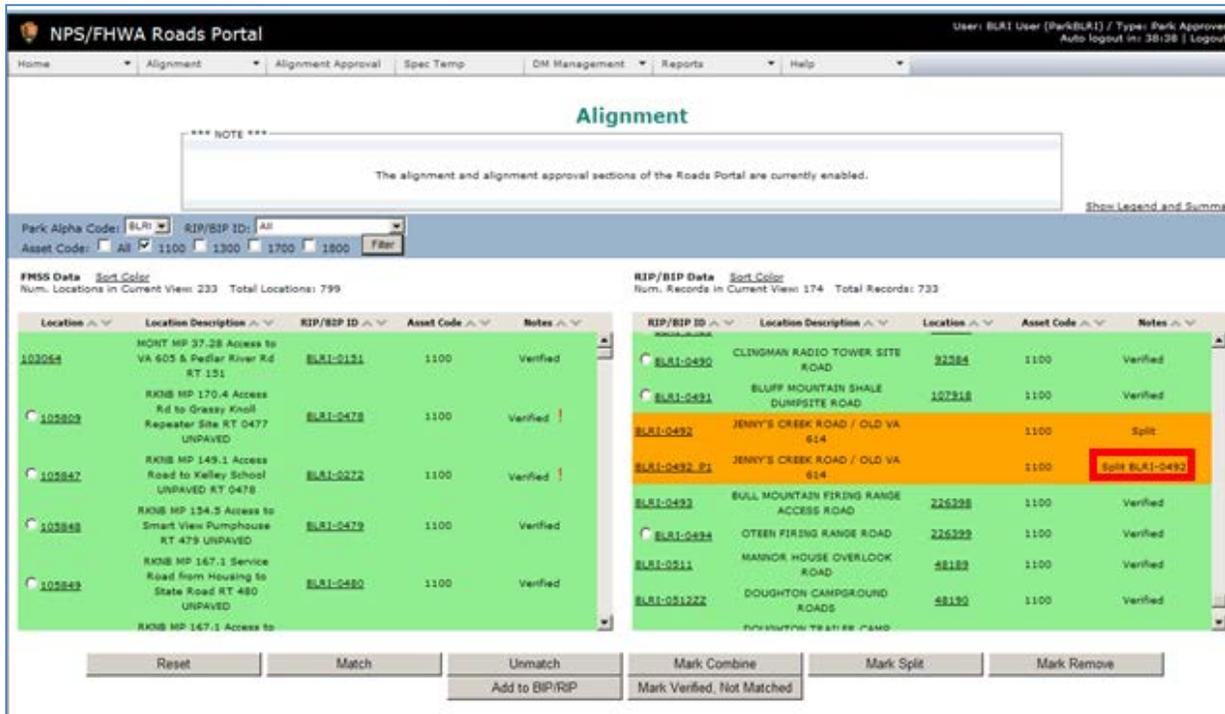


Figure 27: Temporary RIP ID for Split Records

If the request is approved by both the FHWA and the region, the initiator of the split is notified via email.

5.2.7 Unmatching Records

NOTE: Records can only be unmatched if the park has taken no DM-related action in the Portal for the record (e.g., the user has not yet reviewed and chosen to accept/reject/take no action with the FHWA estimate). In the circumstances in which a DM-related action has already taken place, contact the [FMP Help Desk](#) for assistance.

Follow these steps to unmatch location records:

1. Click either the Option button next to the FMSS record or the Option button next to the RIP/BIP record.
2. Click **Unmatch**.
3. Click **OK** to confirm the action (Figure 28).

Unmatching records does not require regional or FHWA approval.



Figure 28: Unmatch Confirmation

5.3 Using the Alignment Tool for Asset Records

The Alignment Tool can be used to align asset records. The steps to align asset records follow below.

5.3.1 Matching Existing Asset Records and Asset Specification Template

To match existing asset records, follow these steps:

1. From the Portal home screen, hover over Alignment.
2. When the menu appears, click **Assets**.

The Locations for Specification Template Alignment screen appears (Figure 29).

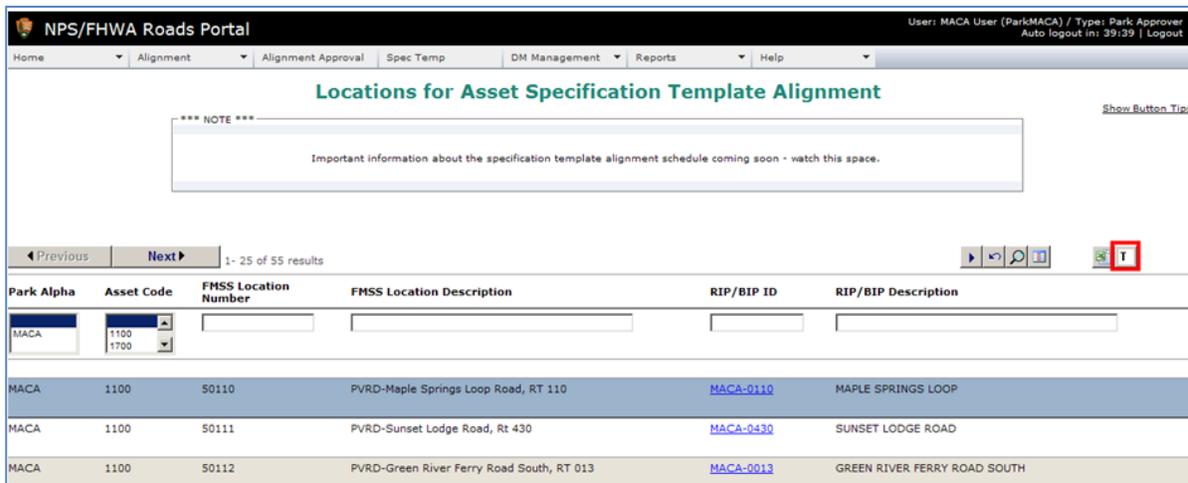


Figure 29: Locations for Asset Specification Template Alignment Screen

3. Choose (highlight) a location and click the **T (transfer) icon**.

The Alignment screen appears (Figure 30). Notice that this screen has two tabs (outlined in red in Figure 30), one for FMSS asset records and one for FHWA records.

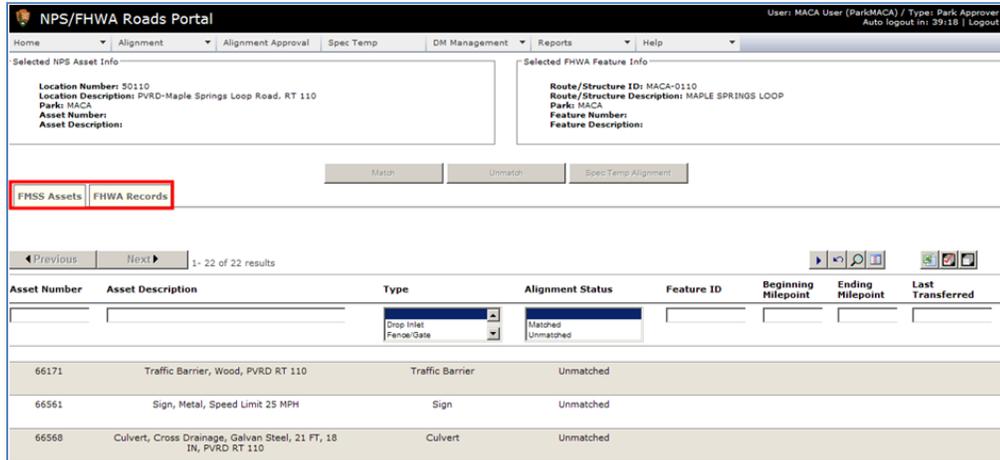


Figure 30: Asset Alignment Screen

- On the FMSS Assets tab, click on the asset you want to align.

The FMSS Asset Info data populates when an asset record is selected (Figure 31).

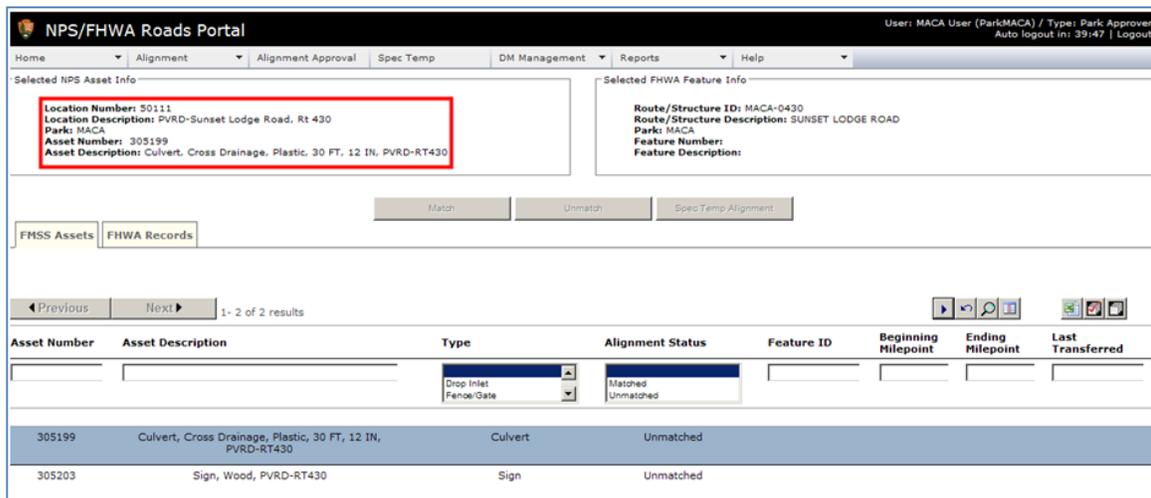


Figure 31: Selecting the FMSS Asset for Asset Alignment

- Click the **FHWA** tab.
- Click the **FHWA Asset** to which you would like to align.

The FHWA Feature Info data populates once a record is selected (Figure 32).

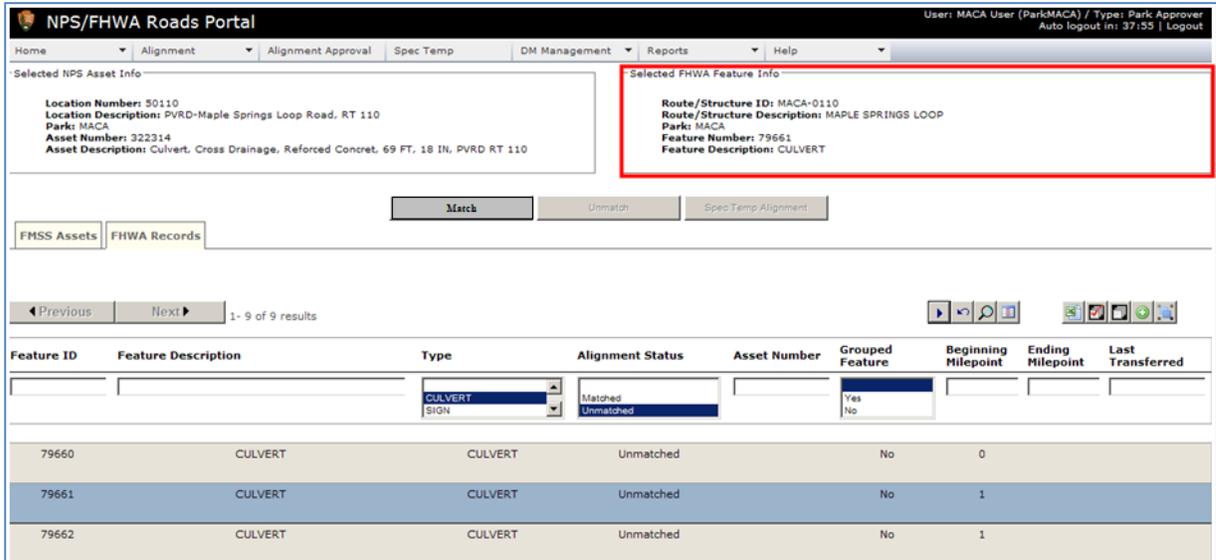


Figure 32: Selecting the FHWA Asset for Asset Alignment

- Click **Match** (Figure 32).
- Click **OK** on the match confirmation screen (Figure 33).



Figure 33: Match Confirmation Screen

- Click **OK** to display the Asset Specification Template Transfer Form. A scroll bar on the right allows you to see all asset specification template fields (Figure 34).

Alignment specifications for asset 1 of 1.

Copy or modify the attributes for this asset that you would like to transfer to FMSS. Hover the mouse over an FMSS attribute name for its description.

If an attribute's FHWA value is blank and you try to copy it to the FMSS data column, you will not be able to overwrite the FMSS value.

Road Asset Specification Template Transfer Form

Park: **MACA** FMSS Location Number: **50110** FMSS Asset Number: **322314** FHWA Feature ID: **79611**

FMSS Attribute	FHWA Data	Copy All	FMSS Data	Reset All
FACEMATL	NONE	<input type="button" value="Copy All"/>	None	<input type="button" value="Reset All"/>
GPSTALAT	35.726087	<input type="button" value="Copy All"/>	35.726087	<input type="button" value="Reset All"/>
GPSTALNG	-83.515594	<input type="button" value="Copy All"/>	-83.515594	<input type="button" value="Reset All"/>
MLPNTST	0	<input type="button" value="Copy All"/>	1.7	<input type="button" value="Reset All"/>
MLPNTND	0	<input type="button" value="Copy All"/>	1.7	<input type="button" value="Reset All"/>
MXWLGH	10.3	<input type="button" value="Copy All"/>	10.3	<input type="button" value="Reset All"/>
OFFSETND	25.0	<input type="button" value="Copy All"/>	25.0	<input type="button" value="Reset All"/>
OFFSETST	42	<input type="button" value="Copy All"/>	44.84	<input type="button" value="Reset All"/>
RWIPWLID	GRSM-0011n-0.259-L	<input type="button" value="Copy All"/>	GRSM0011n1.696L	<input type="button" value="Reset All"/>
SIDE	Left	<input type="button" value="Copy All"/>	Left	<input type="button" value="Reset All"/>
WALLFUNC	Fill Wall	<input type="button" value="Copy All"/>	Fill Wall	<input type="button" value="Reset All"/>

Figure 34: Road Asset Specification Template Transfer Form

10. Click **Copy All** to copy all FHWA data displayed into the FMSS.

Note: Click the individual copy buttons to copy only select FHWA data into the FMSS. To reset, click **Reset All** or click the individual reset buttons. You can also manually type in data into the FMSS data boxes.

Although it is not shown in Figure 34, a gray line separates the bottom third of the form from the top. This line distinguishes the FMSS information from FHWA information. Everything above the line is collected by the FHWA. The information below the line comes from the FMSS and is designated next to the attribute on the screen as “Not collected by FHWA.”

11. Once complete, click **Transfer**.

A message appears confirming that the transfer has been completed (Figure 35).

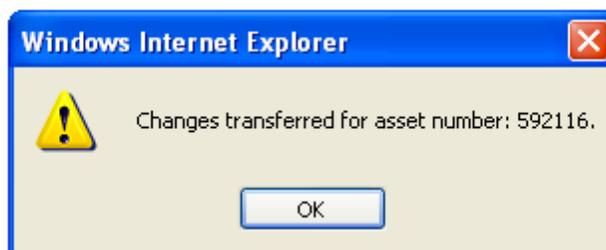


Figure 35: Asset Specification Template Transfer Confirmation Screen

The asset now shows as being matched.

5.3.2 Creating New FMSS Asset Records Using FHWA Data

To create new FMSS asset records using FHWA data, follow these steps:

1. From the Portal Home screen, hover over Alignment (Figure 36).

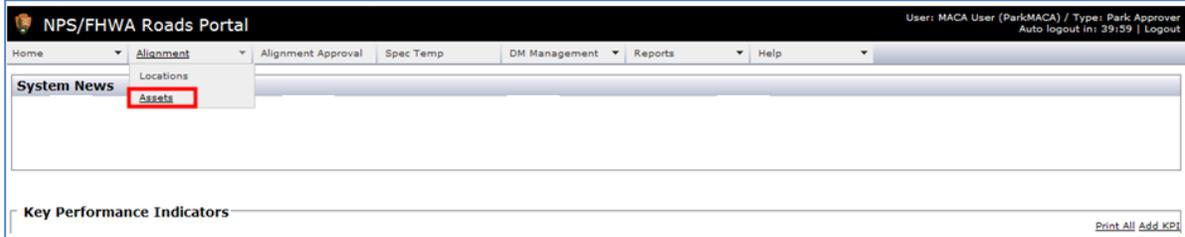


Figure 36: Accessing the Asset Specification Template Alignment Screen

2. When the menu appears, click **Assets**.

The Locations for Specification Template Alignment Screen appears (Figure 37).

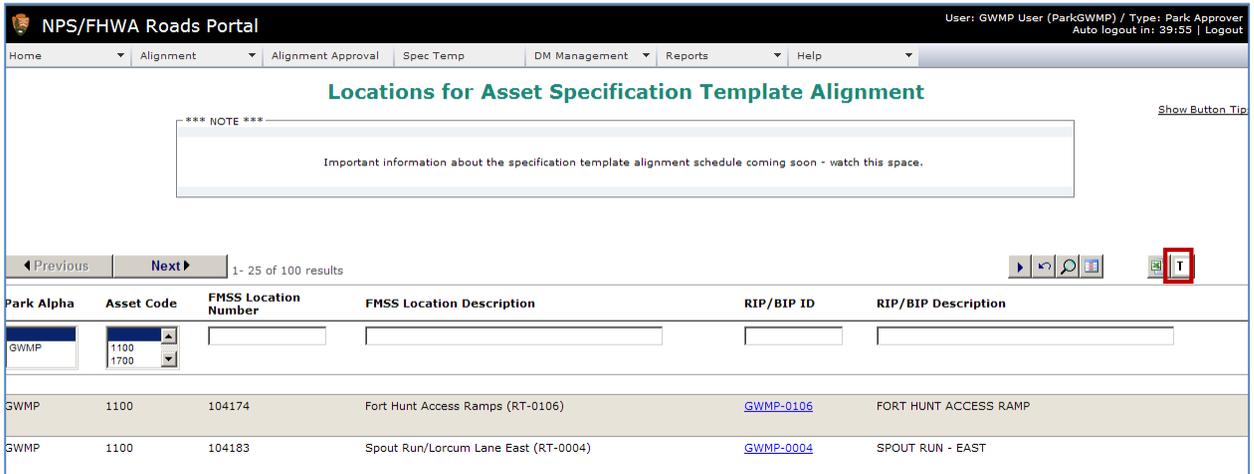


Figure 37: Locations for Asset Specification Template Alignment Screen

3. Choose a location by highlighting it and click the **T (transfer)** icon to display the Alignment screen (Figure 38). Notice that this screen has two tabs (outlined in red in Figure 38): one for FMSS asset records and one for FHWA records.

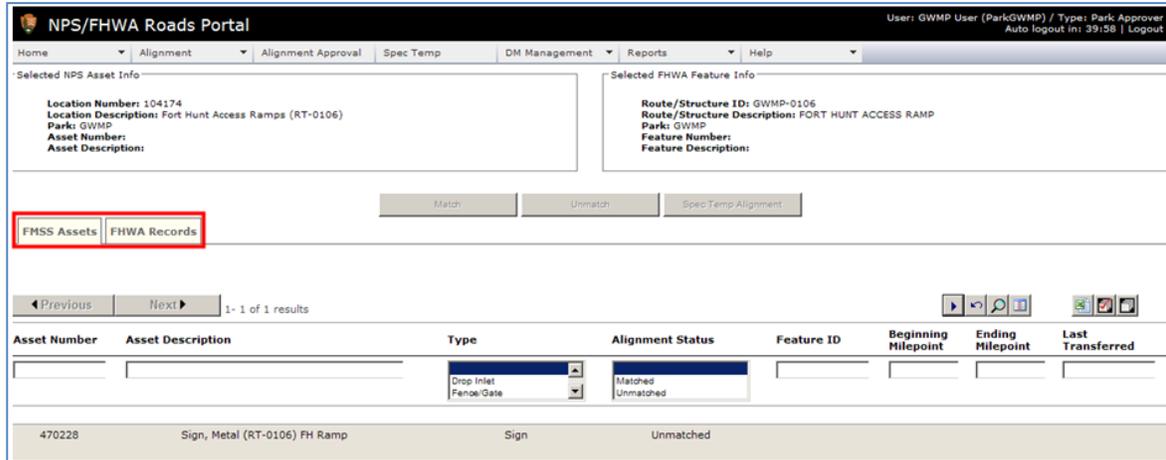


Figure 38: Asset Alignment Screen

4. Highlight an unmatched record on the FHWA Records tab.
5. Click the **Add Feature to the FMSS** icon (Figure 39).

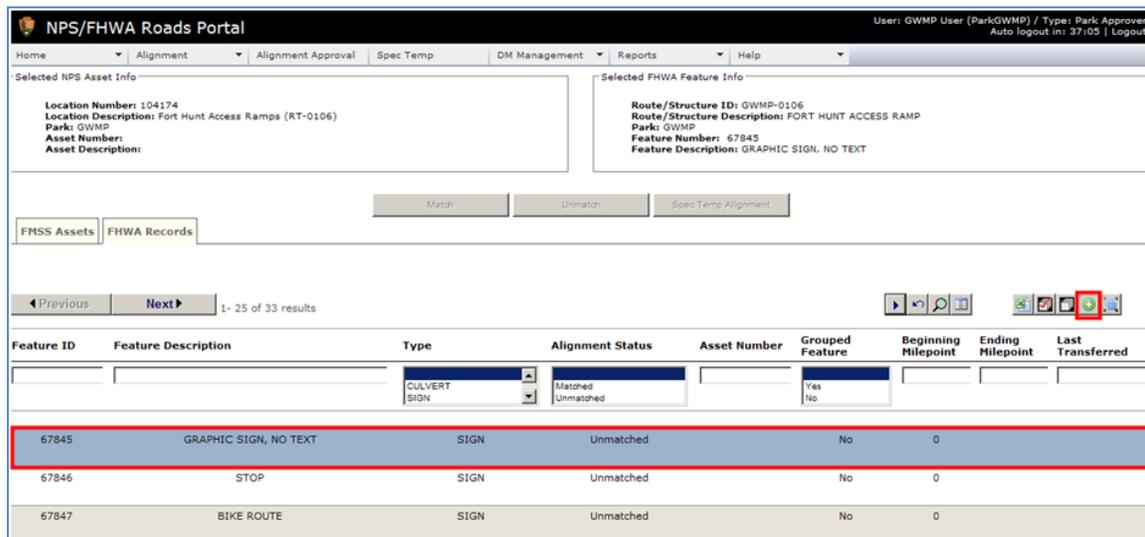


Figure 39: Creating a New FMSS Asset Record

A message appears confirming that you want to create a new FMSS asset record (Figure 40).



Figure 40: New Asset Creation Confirmation

6. Click **OK** to display the Asset Specification Template Transfer Form (Figure 41).

Alignment specifications for asset 1 of 1.

Copy or modify the attributes for this asset that you would like to transfer to FMSS. Hover the mouse over an FMSS attribute name for its description.

If an attribute's FHWA value is blank and you try to copy it to the FMSS data column, you will not be able to overwrite the FMSS value.

Road Asset Specification Template Transfer Form

Park: GWMP FMSS Location Number: 104174 FMSS Asset Number: 1163053 FHWA Feature ID: 67845

Cancel Transfer

FMSS Attribute	FHWA Data	Copy All	FMSS Data	Reset All
COMMENT		▶▶	<input type="text"/>	↺
SIDE	Right	▶▶	<input type="text"/>	↺
MUTCD	W3-1	▶▶	<input type="text"/>	↺
MILEPNT	0	▶▶	<input type="text"/> MI	↺
GPSLAT	38.7155	▶▶	<input type="text"/> NAD83	↺
GPSLONG	-77.046989	▶▶	<input type="text"/> NAD83	↺
SIGNTYPE	Not collected by FHWA		<input type="text"/>	↺
NONTYPE	Not collected by FHWA		<input type="text"/>	↺
NPSTYPE	Not collected by FHWA		<input type="text"/>	↺
SIGNMAT	Not collected by FHWA		<input type="text"/>	↺

Figure 41: Asset Specification Template Transfer Form

A scroll bar (highlighted in red in Figure 41) on the right of the transfer form allows you to see all asset specification template fields.

A gray line separates the bottom third of the form from the top. This line distinguishes FMSS from FHWA information. Everything above the line is collected by the FHWA. The information below the line comes from the FMSS and is designated next to the attribute on the screen as “Not collected by FHWA.”

7. Click **Copy All** to copy all FHWA data displayed into the FMSS.

Note: Click the individual copy buttons to copy only select FHWA data into the FMSS. To reset, click **Reset All** or click the individual reset buttons. You can also manually type in data into the FMSS data boxes.

8. Once complete, click **Transfer**.

A message appears confirming that the transfer has been completed (Figure 42).



Figure 42: Asset Specification Template Transfer Confirmation Screen

The new asset appears under the FMSS asset tab and shows as being matched.

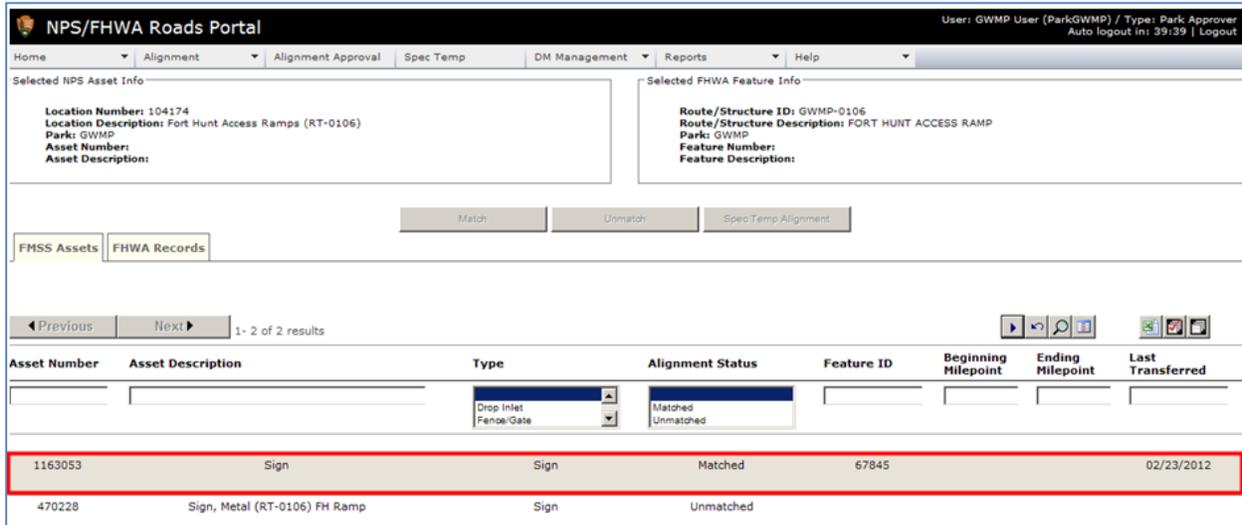


Figure 43: Asset Specification Template Transfer Confirmation Screen

5.3.3 Grouping Features to Create a New FMSS Asset

You can request that several FHWA features be combined and recorded as a new asset in the FMSS. The steps below outline the process for grouping features:

1. From the Portal home screen, hover over Alignment.
2. When the menu appears, click **Assets**.

The Locations for Specification Template Alignment Screen appears (Figure 44).

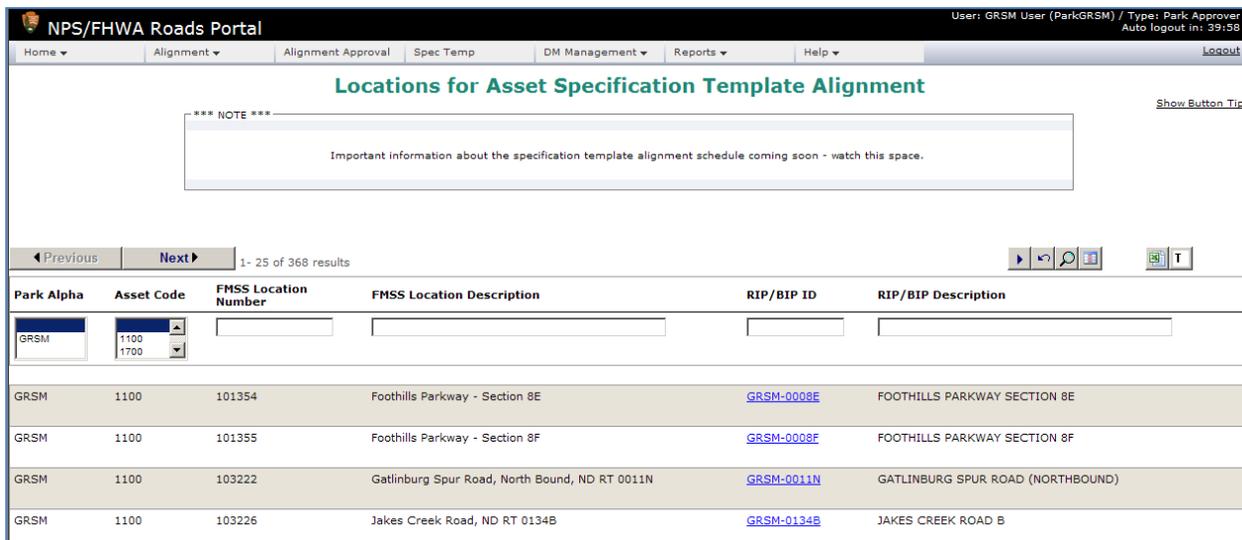


Figure 44: Locations for Asset Specification Template Alignment Screen

- Choose a location and click the **T (transfer)** icon to display the Alignment screen (Figure 45). Notice that this screen has two tabs (outlined in red in Figure 45), one for FMSS asset records and one for FHWA records.

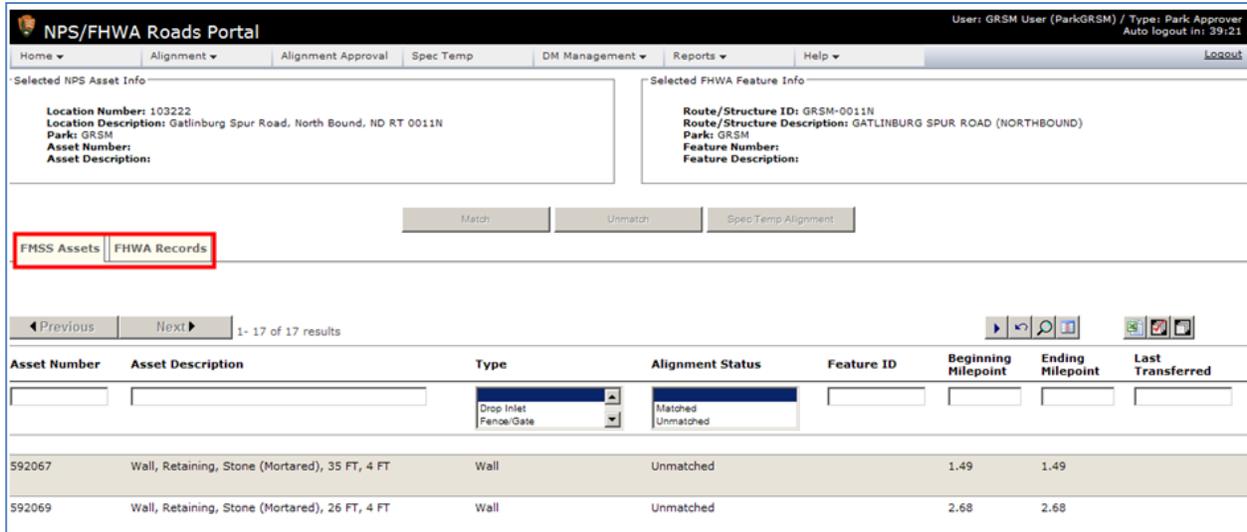


Figure 45: Asset Alignment Screen

- On the FHWA tab, highlight one of the features you want to group, and then click the **Group Features** button (Figure 46, middle right outlined in red).

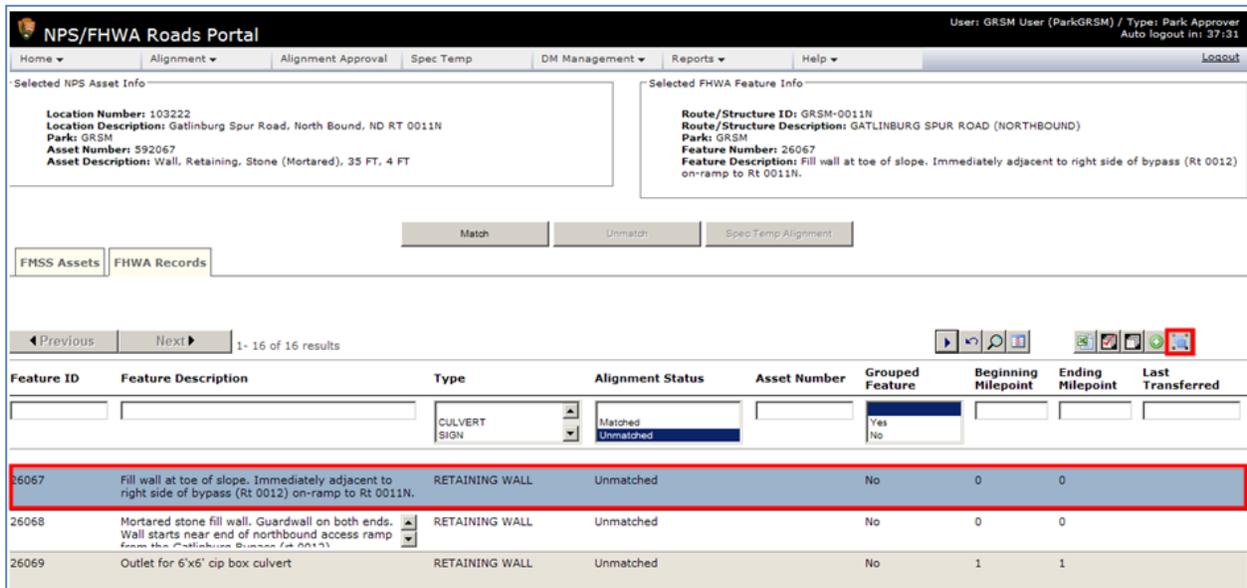


Figure 46: Grouping Features

The grouping selection window appears (Figure 47).

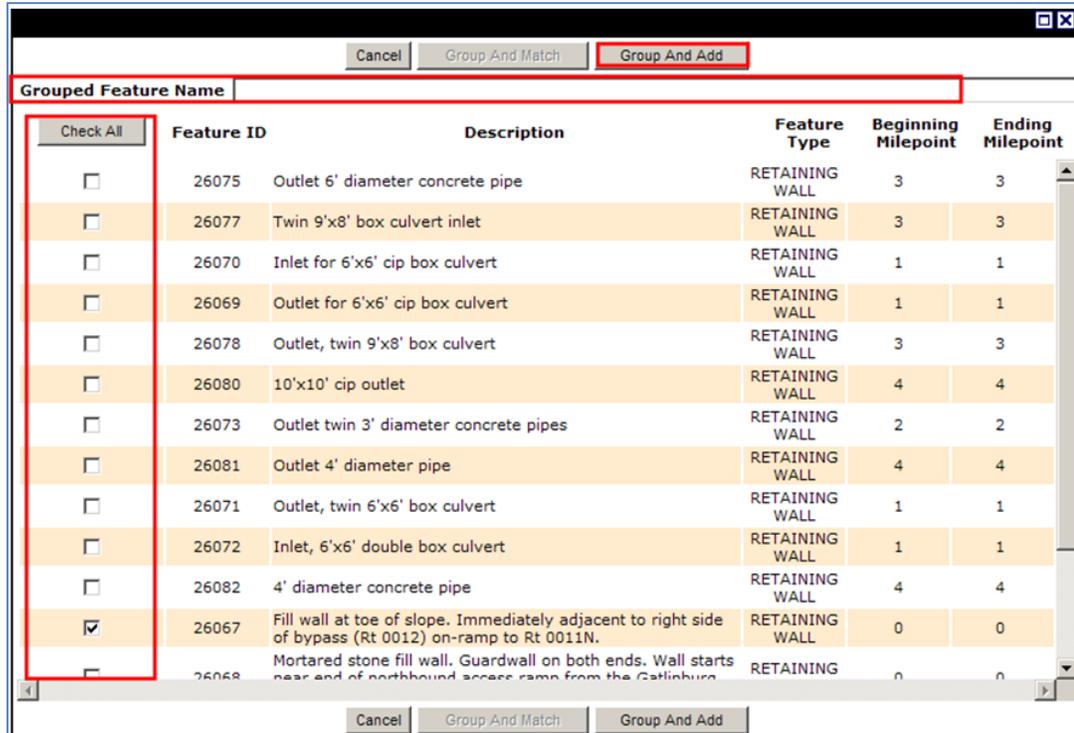


Figure 47: Grouping Selection Window

5. Type in a name in the Group Feature Name box.
6. Select each of the features you want to group.
7. Click **Group And Add**.

A message appears confirming that the features were grouped and matched to a newly created asset record with the new asset number included in the message (Figure 48).



Figure 48: Grouping Confirmation

5.3.4 Grouping Features and Matching the Group to an Existing FMSS Record

You can request that several FHWA features be combined and aligned with a specific FMSS asset record. The steps below outline the process for grouping features:

1. From the Portal home screen, hover over Alignment.
2. When the menu appears, click **Assets**.

The Locations for Specification Template Alignment Screen appears (Figure 49).

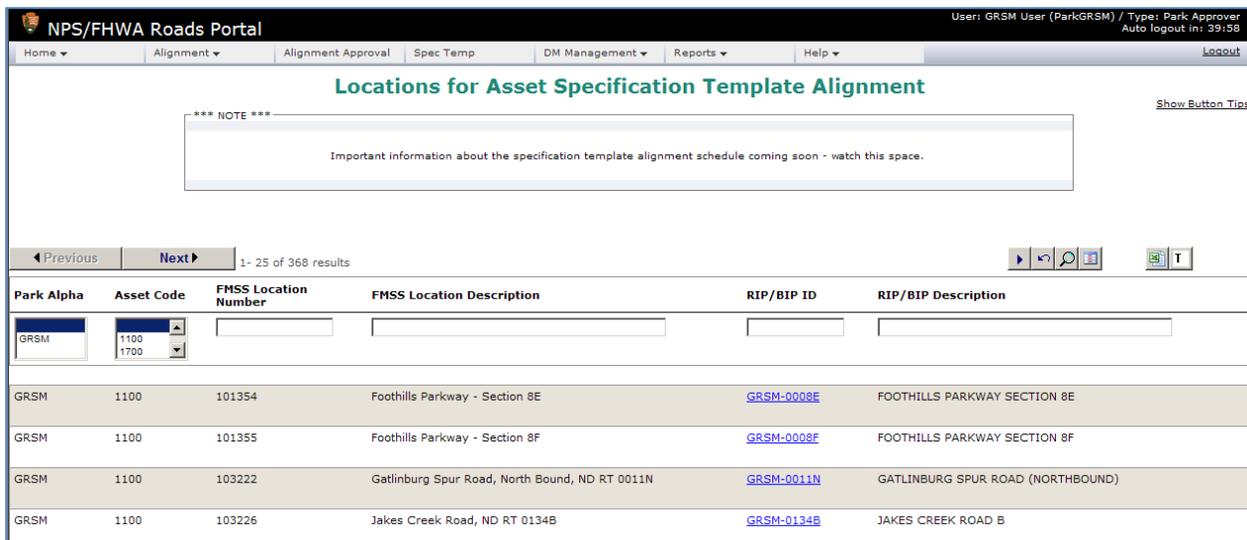


Figure 49: Locations for Asset Specification Template Alignment Screen

3. Choose a location and click the **T (transfer)** icon to display the asset specification alignment screen (Figure 50). Notice that this screen has two tabs (outlined in red in Figure 50), one for FMSS asset records and one for FHWA records.
4. If you want to match to an existing asset, highlight that asset on the FMSS tab.

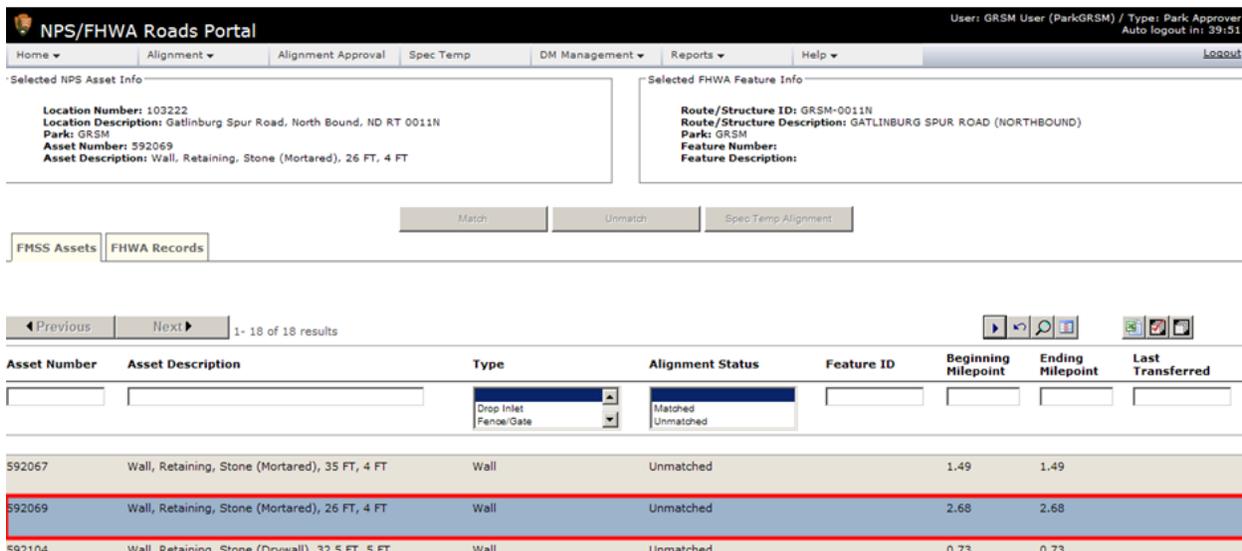


Figure 50: Asset Specification Alignment Screen

5. On the FHWA tab, highlight one of the features you want to group, and then click **Group Features** (Figure 51).

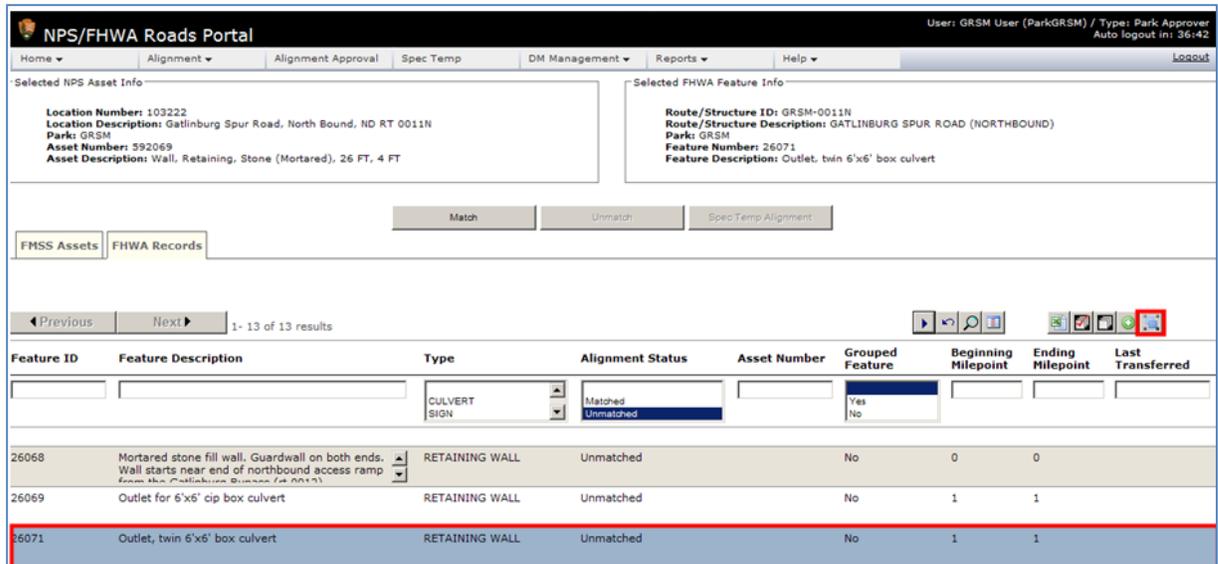


Figure 51: Group Features

The grouping selection window appears (Figure 52).

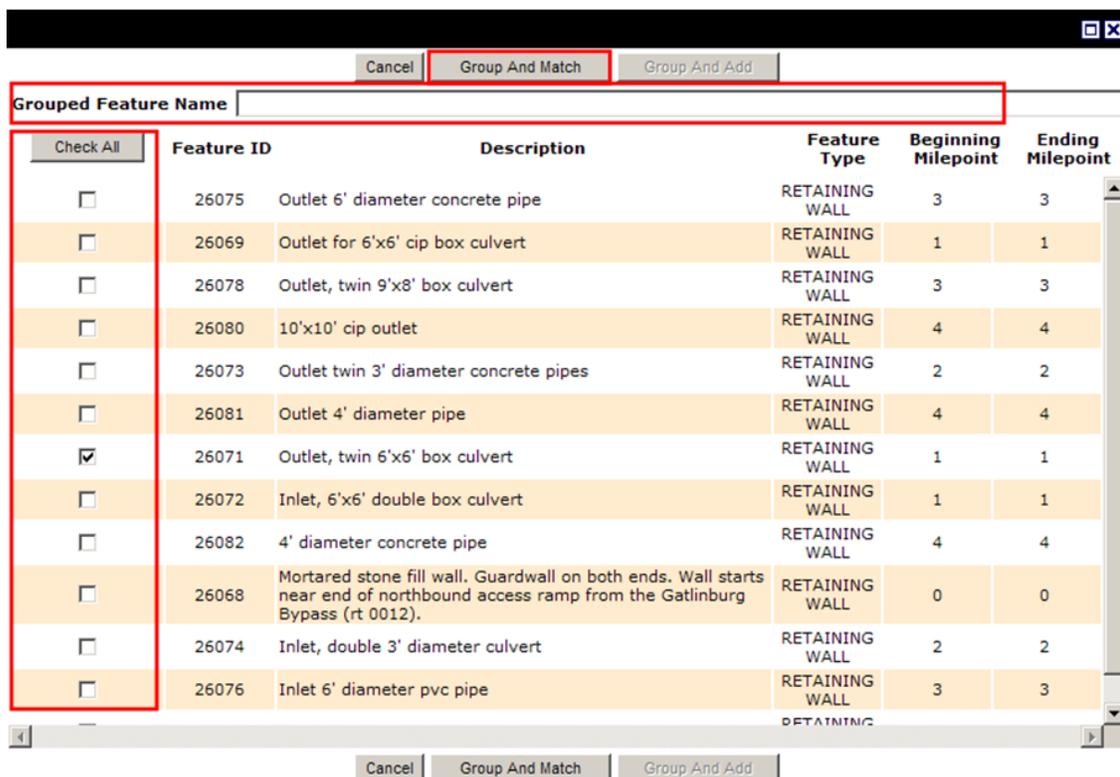


Figure 52: Grouping Selection Window

6. Type in a name in the Group Feature Name box.
7. Select each of the features you want to group.
8. Click **Group And Match**.

A message appears confirming that the features were grouped and matched to an existing asset record (Figure 53). The existing asset record number is included in the message.



Figure 53: Grouping Confirmation

5.3.5 Unmatching Assets

To unmatch assets, follow these steps:

1. From the Portal home screen, hover over Alignment.
2. When the menu appears, click **Assets**.

The Locations for Specification Template Alignment Screen appears (Figure 54).

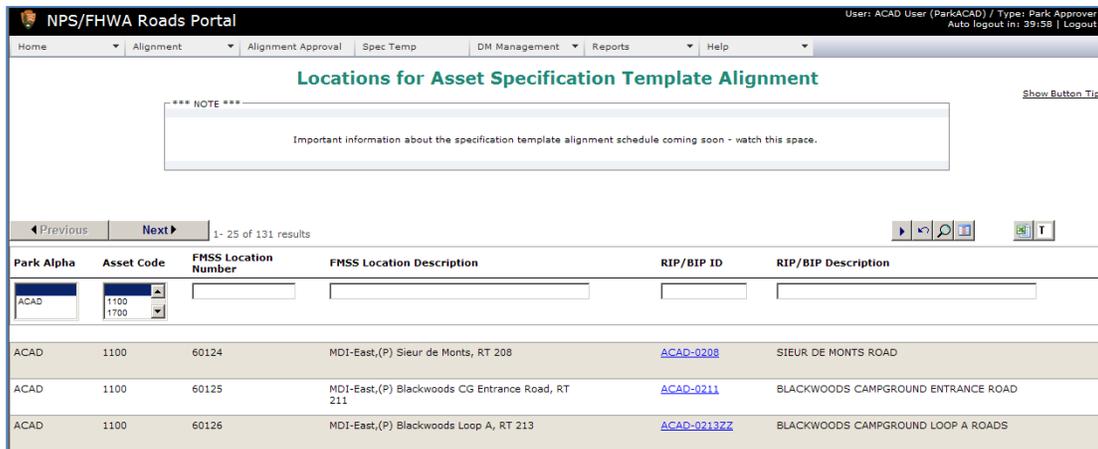


Figure 54: Locations for Asset Specification Template Alignment Screen

3. Highlight a location and click the **T (transfer)** icon to display the Alignment screen (Figure 55). Notice that this screen has two tabs (outlined in red in Figure 55), one for FMSS asset records and one for FHWA records.

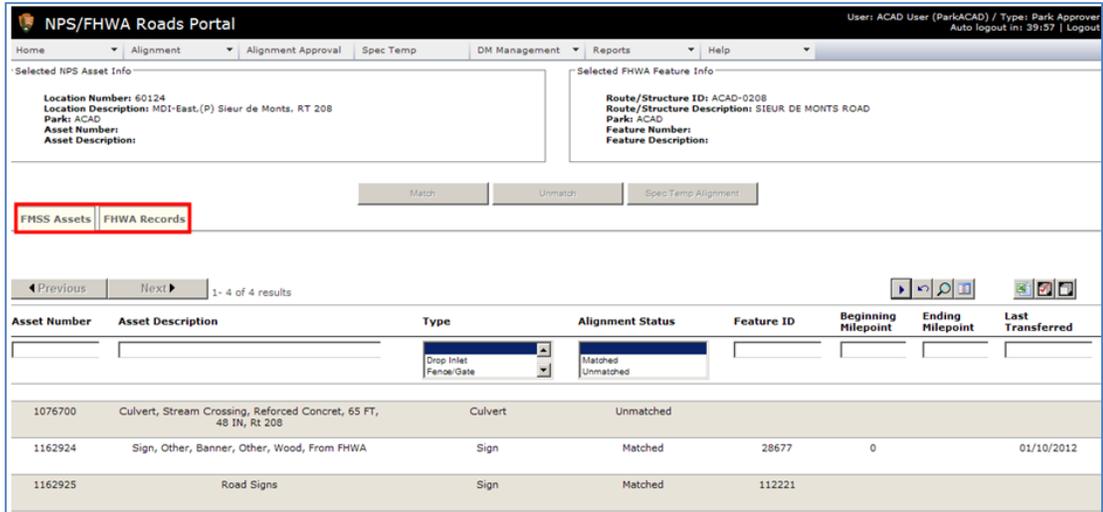


Figure 55: Asset Alignment Screen

4. On the FMSS tab, highlight a matched asset.
5. Click **Unmatch** (Figure 56).

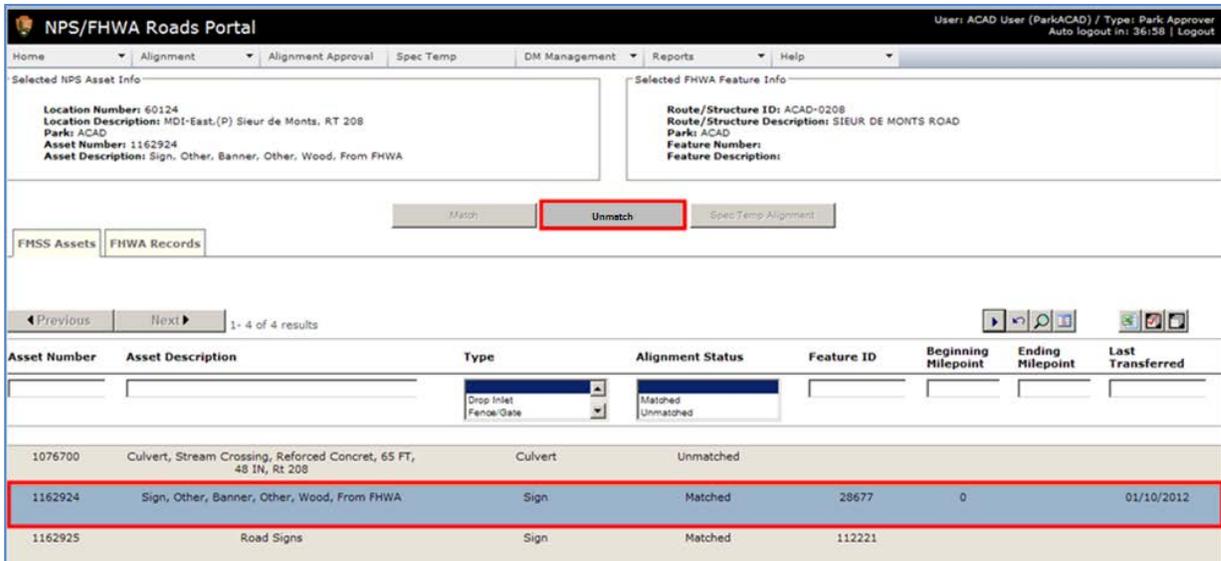


Figure 56: Asset Unmatch Screen

6. Click **OK** on the confirmation window (Figure 57).



Figure 57: Asset Unmatch Confirmation Window

7. Click **OK** on the window confirming that the unmatch was completed successfully (Figure 58).



Figure 58: Asset Unmatch Successful Screen

6 Alignment Approval

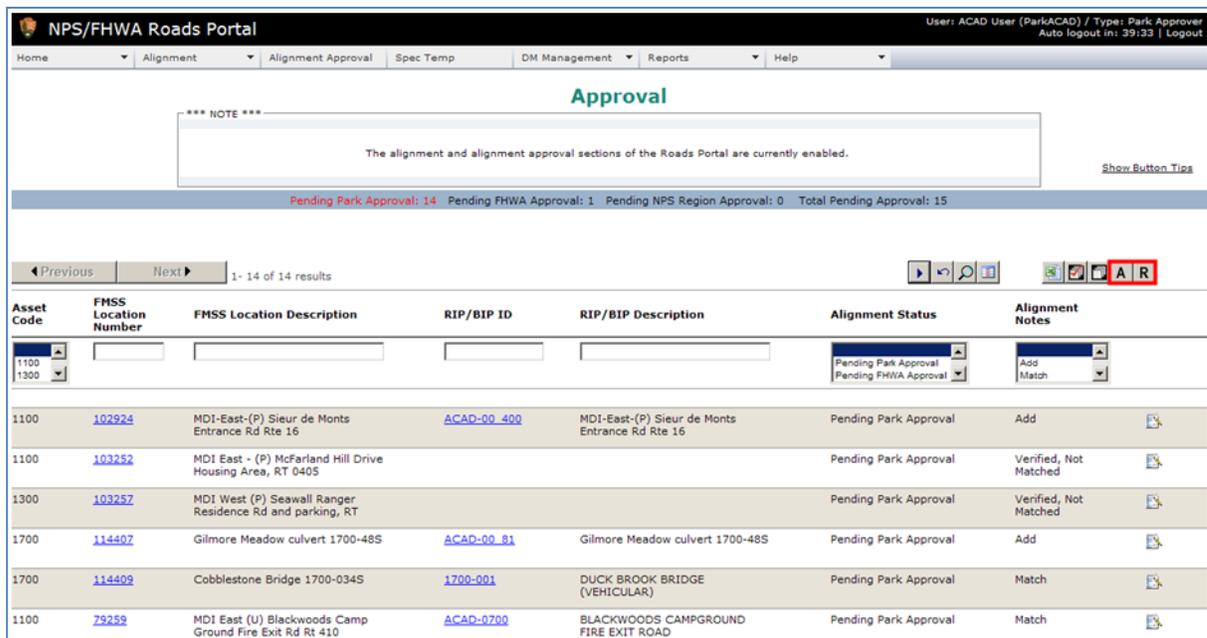
The Alignment Approval module enables parks, regions and the FHWA to review and approve or reject the alignment of locations. The approval process occurs in three stages: (1) park, (2) FHWA and (3) NPS regions. Only park approvers can complete alignment activities using the tool, so if a regional or FHWA reviewer finds an error, the request is rejected and sent back to the park.

Approvers should approve matches on the basis that an underlying match exists between the location and the route/structure. In some cases, specific attribute data may not always align (e.g., functional class, surface type), yet the two records are indeed referring to the same location. Approvers should use their best judgment to determine whether a fundamental match exists and only reject instances in which the records are clearly misaligned.

6.1 Park Approval Process

To approve or reject a record or records, follow these steps:

1. Highlight a record (or records).
2. Click either the “**A**” (**Approve**) or “**R**” (**Reject**) icon on the right side of the screen (Figure 59).



*** NOTE ***
The alignment and alignment approval sections of the Roads Portal are currently enabled.

Pending Park Approval: 14 Pending FHWA Approval: 1 Pending NPS Region Approval: 0 Total Pending Approval: 15

1- 14 of 14 results

Asset Code	FMS Location Number	FMS Location Description	RIP/BIP ID	RIP/BIP Description	Alignment Status	Alignment Notes
1100	102924	MDI-East-(P) Sieur de Monts Entrance Rd Rte 16	ACAD-00_400	MDI-East-(P) Sieur de Monts Entrance Rd Rte 16	Pending Park Approval	Add
1100	103252	MDI East - (P) McFarland Hill Drive Housing Area, RT 0405			Pending Park Approval	Verified, Not Matched
1300	103257	MDI West (P) Seawall Ranger Residence Rd and parking, RT			Pending Park Approval	Verified, Not Matched
1700	114407	Gilmore Meadow culvert 1700-485	ACAD-00_81	Gilmore Meadow culvert 1700-485	Pending Park Approval	Add
1700	114409	Cobblestone Bridge 1700-0345	1700-001	DUCK BROOK BRIDGE (VEHICULAR)	Pending Park Approval	Match
1100	79259	MDI East (U) Blackwoods Camp Ground Fire Exit Rd Rt 410	ACAD-0700	BLACKWOODS CAMPGROUND FIRE EXIT ROAD	Pending Park Approval	Match

Figure 59: Location Alignment Approval

If the match is approved, the alignment status will change. If the match is rejected, complete the following step:

3. Type in rejection comments (required) to help other users understand the justification for the action (Figure 60). You must first select a reason for the rejection before entering text into the comment box.

Entering comments for 1 of 1

Reject Reasons
 -Select a Reason for Rejection-

Please enter the reasons for not approving the previously saved alignment information below:

Cancel Submit Reject all selected records with the same comment.

Current Location Information

FMSS									
Location Num	Park	Location Name	Status	Route ID	Facility Type	Func Class	Marked As	Asset Code	
79259	ACAD	MDI East (U) Blackwoods Camp Ground Fire Exit Rd Rt 410	OPERATING	ACAD-0700	Unpaved	Class III		1100	

RIP													
Location Num	Park	Location Name	Route ID	From	To	Func Class	Paved Miles	SQFT	Surface Type	Unpaved Miles	Route Length	Public/Non-Public	Marked As
79259	ACAD	BLACKWOODS CAMPGROUND FIRE EXIT ROAD	ACAD-0700	FROM BLACKWOODS CAMPGROUND LOOP A 212	PARK LOOP ROAD RT 300	3	0.00	0	GR	0.00	0	PUBLIC	

Figure 60: Location Alignment Rejection Review and Comment Screen

4. Click **Submit**.

If the alignment is rejected, the initiator of the alignment is notified via email. The initiator can review the reason provided for the rejection in the Portal. If the initiator believes that the rejection was not justified, he/she may directly contact the FHWA user or regional user that rejected the alignment action.

6.2 FHWA Approval Process

Once a park approves an alignment, the FHWA must also approve the action. An FHWA user should follow the same general steps outlined in Section 6.1.

6.3 Regional Approval Process

Regional approval is the last step, following the park and FHWA approvals, and is intended as a final check. In many cases, this approval is a formality and regions typically approve most of what has already been approved at the park and FHWA levels. Therefore, the Portal has automated this step of the approval process so that, if a region takes no action within seven days of an FHWA approval, the alignments are automatically approved. Up to that seven-day cut-off, a regional reviewer can review and possibly reject any actions pending approval.

If you represent a region, you have the option to approve all pending DM management records by clicking the “All” button. This button is located at the top right of the page next to the approve and reject buttons. This option is not available for location and asset alignment approval.

In the event of a one-to-one match, the Route ID on the location's specification template is updated when the initial match is made. The Route ID is removed if the alignment is rejected during the approval process. For all approved, verified and matched records, the FMSS Location ID is written to the RIP/BIP databases.

In the event of a one-to-one match, the Route ID on the location specification template is updated when the initial match is made. The Route ID is removed if the alignment is rejected during the approval process.

6.4 Viewing Previous Alignments

When an item has been approved or rejected, it no longer appears in the list on the alignment approval page. However, this record does not disappear from the system. You may view the approved records by using filters (Figure 61).

The screenshot displays the 'Approval' page in the NPS/FHWA Roads Portal. At the top, there is a navigation bar with links for Home, Alignment, Alignment Approval, Spec Temp, DM Management, Reports, and Help. The user is identified as 'GRSM User (ParkGRSM) / Type: Park Approver' with an auto-logout time of 39:42. A note states that the alignment and approval sections are currently enabled. Below the note, a summary bar shows: 'Pending Park Approval: 1 Pending FHWA Approval: 1 Pending NPS Region Approval: 0 Total Pending Approval: 2'. The main content area shows a table with 1 result. The table has columns: Asset Code (1100, 1300), FMSS Location Number, FMSS Location Description, RIP/BIP ID, RIP/BIP Description, Alignment Status (Pending Park Approval, Pending FHWA Approval), and Alignment Notes (Add, Match). A red box highlights the 'Alignment Status' dropdown menu, and another red box highlights the search button (magnifying glass icon) above the table.

Asset Code	FMSS Location Number	FMSS Location Description	RIP/BIP ID	RIP/BIP Description	Alignment Status	Alignment Notes
1100 1300					Pending Park Approval Pending FHWA Approval	Add Match

Figure 61: Viewing Approved Location Alignment Using Filters

To view approved location alignments, highlight a level of approval in the Alignment Status section. Once a selection is highlighted, click the Search button. If you want to see all pending approvals, highlight the blank space, and then click the Search button.

7 Specification Template Alignment

The Specification Alignment module enables parks to transfer location data from the FHWA directly into the FMSS. Values are copied into the location specification template. In addition, if you want to enter a value different from the one that the FHWA provided or what is already in the FMSS, you can input it here manually to have it uploaded to the FMSS. This module enables parks to review, edit and save all location-level specification template attributes in the FMSS.

7.1 Aligning Location Specification Templates

To align location specification templates, follow these steps:

1. Click **Spec Temp** from the Portal home page.

The screen displays each aligned location and corresponding RIP or BIP record.

2. Highlight the record you want to align, and then click the **T (transfer)** icon (Figure 62).

NOTE: Attributes can only be reset prior to clicking the Transfer button. After the data has been transferred, it cannot be reset to what it was prior to transfer.

Asset Code	Park Alpha	FMSS Location Number	FMSS Location Description	RIP/BIP ID	RIP/BIP Description	Last Updated
1100	ABLI					
1100	ABLI	66953	Birthplace Picnic Area Loop Road	ABLI-0011	PICNIC LOOP	
1100	ABLI	67253	Maintenance Service Road	ABLI-0400	SERVICE ACCESS	
1100	ABLI	102542	Old Quarters Road	ABLI-0403	OLD QUARTERS ROAD	

Figure 62: Location Specification Template Alignment Screen

The transfer form appears (Figure 63).

Aligning specifications for location 1 of 1.

Copy or modify the attributes for this location that you would like to transfer to FMSS. Hover the mouse over an FMSS attribute name for its description.

If an attribute's FHWA value is blank and you try to copy it to the FMSS data column, you will not be able to overwrite the FMSS value.

Road Specification Template Transfer Form

Park: ABLI FMSS Location Number: 66953 Route ID: ABLI-0011

Cancel Transfer

FMSS Attribute	FHWA Data	Copy All	FMSS Data	Reset All
Facility Type	1110 - Paved	▶▶	1110 - Paved	↺
RTENAME	PICNIC LOOP	▶▶		↺
RTLNGTH	0.19	▶▶	.19 MI	↺
NOLANE	2	▶▶	2 EA	↺
PMNTWDTH	0	▶▶	19	↺
FROMDESC	FROM U.S. HIGHWAY 31 E	▶▶		↺
TODESC	TO END OF LOOP	▶▶		↺
FCLASS	Class I	▶▶	Class III	↺
FAOPRESP	Not collected by FHWA		NPS	↺
FAMARESP	Not collected by FHWA		NPS	↺
FLATRD	Not collected by FHWA			↺

Figure 63: Location Specification Template Transfer Form

1. Use the scroll bar on the right to scroll down to view other attributes.

Only attributes that the FHWA collected can be transferred over into the FMSS. Those fields are displayed in Figure 63 as above the gray dividing line.

2. Click **Copy All** to copy all FHWA data displayed into the FMSS.

NOTE: Click the individual Copy buttons to copy only select FHWA data into the FMSS. To reset, click **Reset All** or click the individual Reset buttons.

You can edit all FMSS specification template attributes through this window.

3. To edit a value that the FHWA did not provide, or to type in a value different from the FHWA value, type in the value in the appropriate box, or click the value from the value list (Figure 64).

CONTNUM	Not collected by FHWA	<input type="text"/>	
BUSINAM	Not collected by FHWA	<input type="text"/>	
FASABCLA	Not collected by FHWA	General	
PRIMUSE	Not collected by FHWA	General Stewardship	
<input type="button" value="Cancel"/> <input type="button" value="Transfer"/>			

Figure 64: Transferring Park Entered Data for Location Specification Template Alignment

- When the desired FHWA has been copied to the FMSS Data column, click **Transfer** at the top or bottom of the transfer window to write the values to the location specification template attributes in the FMSS.

If you do not want to transfer the data, click **Cancel** to return to the Specification Template Alignment page (Figure 64).

8 Deferred Maintenance Management

The DM calculator module helps you determine the appropriate total DM estimate for each road, parking area, road bridge and road tunnel location so that it can be stored in the FMSS, the system of record for reporting DM. To use the DM Calculator module, parks must have completed alignment activities for the year and have most, if not all, FMSS locations aligned with RIP/BIP records. The calculation and transfer of FHWA DM cannot occur for NPS locations that are not aligned properly with FHWA RIP/BIP records.

8.1 Getting Started

Prior to using the DM Calculator, do the following:

1. Review guidance on DM calculation (available under the Help tab in the Portal). This provides information on how surface and non-surface DM is calculated.
2. Obtain the most recent RIP/BIP cycle reports for the park.
3. Ensure that all FMSS DM work orders are accurate and current. It is important to have accurate DM work orders, with appropriate classifications, to allow the tool to accurately calculate the FHWA amount for surface and non-surface DM. In particular, review the work order status, work sub-type, component classification and estimated cost in those work orders.

8.2 Approving Deferred Maintenance

The DM approval tool displays each matched FMSS location record along with the total FHWA DM, FMSS DM and the calculated FHWA DM not in FMSS Work Orders. Note that there are two lines for each aligned location, one for surface DM and one for non-surface DM. For more information on the difference between these values, see the guidance on the DM calculation process (available under the Help tab in the Portal).

The different types of DM that this tool calculates are described in Table 4 and Table 5.

Table 4. Road and Parking Area Deferred Maintenance Terminology

Term	Surface Definition	Non-Surface Definition
FHWA DM	The total estimated amount of DM calculated by the FHWA using the HPMA.	The value of non-surface DM work calculated by the FHWA. This value is 59% of the FHWA surface DM.
FMSS DM	The sum of all FMSS DM work orders that meet the following criteria: <ul style="list-style-type: none"> • Status not equal to WACOST, WAPPR, CAN, HISEDIT or CLOSE • Asset or work order with a paved surface classification or both the asset and work order classification fields blank • Work order sub-type of DM, CRDM or RMDM 	The value of sum of all FMSS DM work orders that meet the following criteria: <ul style="list-style-type: none"> • Status not equal to WACOST, WAPPR, CAN, HISEDIT or CLOSE • Asset and work order with a classification other than paved surface • Work order sub-type of DM, CRDM or RMDM
FHWA DM not in FMSS Work Order	The FHWA DM less the FMSS DM. If the FMSS DM is greater than the	The FHWA DM less the FMSS DM. If the FMSS DM is greater than the FHWA DM, this

Term	Surface Definition	Non-Surface Definition
	FHWA DM, this value shows as zero.	value shows as zero.

Table 5. Road Bridge and Road Tunnel Deferred Maintenance Terminology

Term	Definition
FHWA DM	The total estimated amount calculated by the FHWA BIP database for FHWA-inspected road bridges and road tunnels.
FMSS DM	The sum of all work orders that meet the following criteria: <ul style="list-style-type: none"> • Status not equal to WACOST, WAPPR, CAN, HISEDIT or CLOSE • Work order sub-type of DM, CRDM or RMDM.

8.2.1 Using the Deferred Maintenance Calculator – Park

To complete the DM management process, you must review and either approve, reject or do nothing with the FHWA DM for each aligned location record.

For all paved roads, parking areas and FHWA-inspected structures, you must review and approve, reject or do nothing with the FHWA DM.

Follow these steps to use the DM calculator:

1. Select the DM Management menu on the home page.
2. Hover over the Approval (Surface/Non-Surface/Structure DM).
3. Click on **Detail**.
4. Review the list of records and associated DM figures (Figure 65). For more information about filtering, refer to Section 3.4.

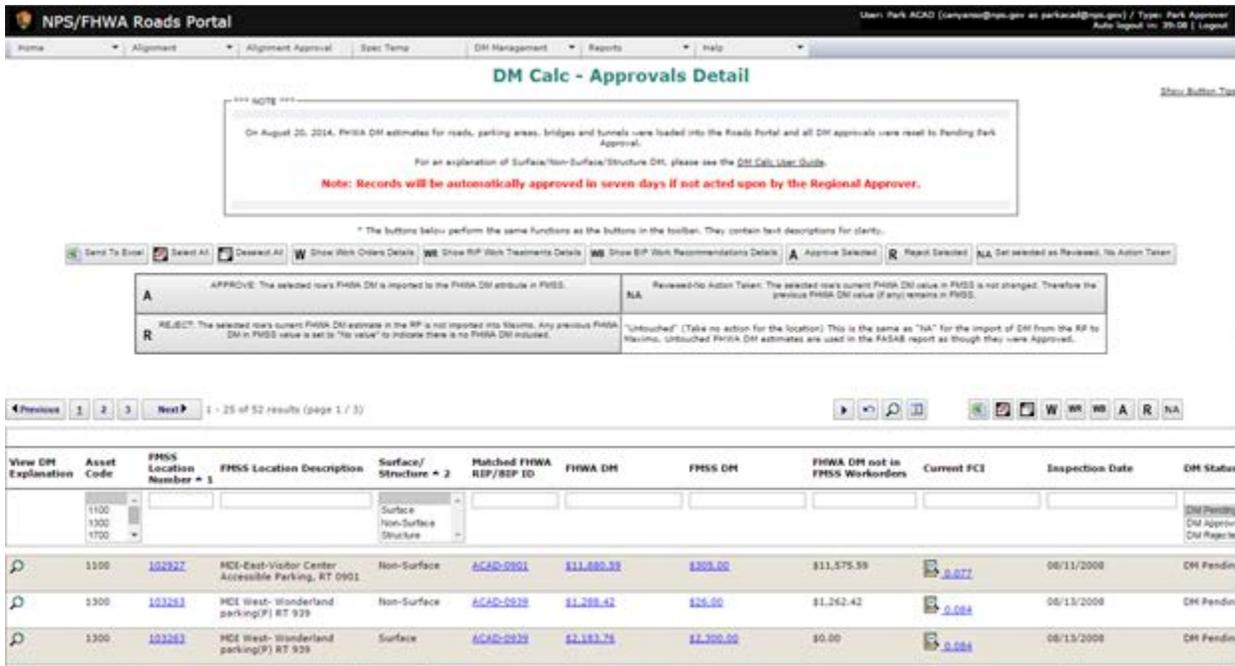


Figure 65: DM Calculator Approval Screen

5. Click the hyperlinked dollar figures to view additional information on the FMSS work orders and FHWA work recommendations (Figure 66). See Appendix B: List of Federal Highway Administration Treatments and Descriptions for a description of each work treatment.

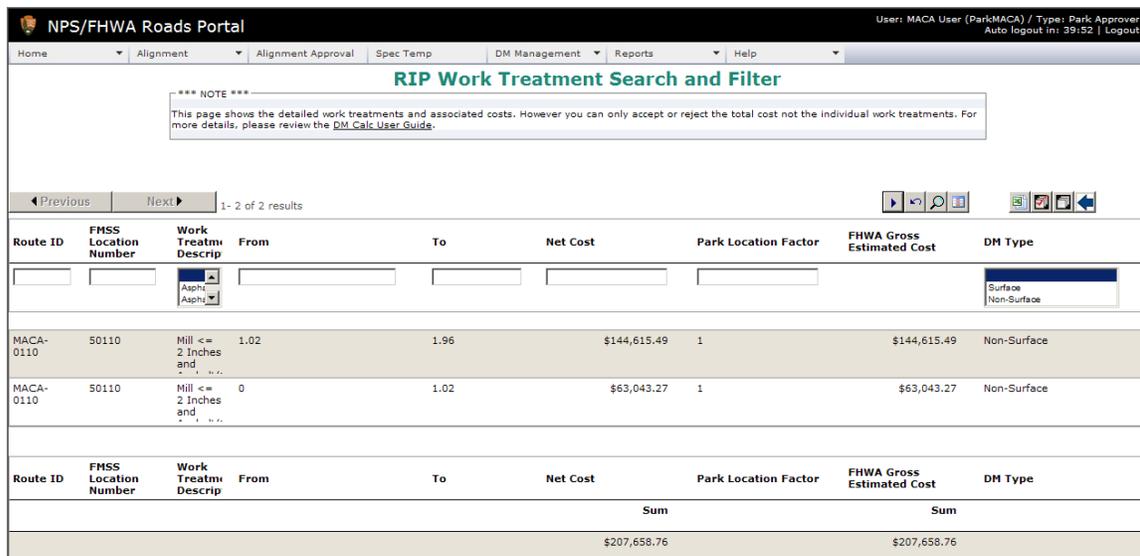


Figure 66: RIP Work Treatments Screen

NOTE: For roads and parking areas, there is a surface DM amount and a non-surface DM amount for each aligned location record.

6. Click on the magnifying glass icon under the View DM Explanation column to view more detailed information about how the DM is calculated for that location record.

The DM Explanation Page appears (Figure 67). This page provides explanatory and descriptive text for the elements that contribute to the calculation of the DM for a selected location.

Deferred Maintenance (DM) Explanation Page		
Location	102540	
Description	Maintenance Shop Parking Area	
Sum of Open Surface DM Work Orders	\$	0.00
FHWA DM Cost Not in FMSS (Surface)	+ \$	5,701.30
Sum of Open Non-Surface DM Work Orders	+ \$	0.00
FHWA DM Cost Not in FMSS (Non-Surface)	+ \$	3,363.76
Deferred Cost	\$	9,065.06

- + FHWA DM Cost Not in FMSS (Surface)
- + FHWA DM Cost Not in FMSS (Non-Surface)
- + Deferred Maintenance Work Orders
- + FHWA Work Treatments/Recommendations

Figure 67: DM Explanation – 1100 and 1300 Assets

7. Click on the following collapsible rows to display the elements involved in the DM calculation for roads and parking areas:

- FHWA DM Cost Not in FMSS (Surface)
- FHWA DM Cost Not in FMSS (Non Surface).

Click on the FHWA DM Not in FMSS (Structure) collapsible row to display the elements involved in the DM calculation for road bridges and road tunnels (Figure 68).

Deferred Maintenance (DM) Explanation Page		
Location	62329	
Description	Jordan Stream West Branch Bridge, #1700- 0075	
Sum of Open Structure DM Work Orders	\$	26,395.16
FHWA DM Cost Not in FMSS (Structure)	+ \$	0.00
Deferred Cost	\$	26,395.16

- + FHWA DM Cost Not in FMSS (Structure)
- + Deferred Maintenance Work Orders
- + FHWA Work Treatments/Recommendations

Figure 68: DM Explanation – 1700 and 1800 Assets

8. Click on the following collapsible rows for additional context and information on how DM is calculated:

- Deferred Maintenance Work Orders
- FHWA Work Treatments/Recommendations.

9. Click the “x” in the upper right corner to close the DM Explanation Page window.

- Click the hyperlinked Current FCI value to access the FCI Explanation Page for that location record.

Facility Cost Index Explanation Page		
LOCATION	102927	
DESCRIPTION	MDI-East-Visitor Center Accessible Parking, RT 0901	
FACILITY TYPE	1110 - Paved	
FHWA ROUTE ID	ACAD-0901	
API	48	
UNIT COST (per MI)	\$ 3,215,146.20	A low unit cost indicates a low CRV which may be the cause of FCI over 1
FCI Calculation		
DEFERRED COST (DM)	\$ 20,441.60	Deferred Cost is the sum of Open DM work orders and Surface and Non-Surface FHWA DM Costs not in FMSS work orders. *Calculation is below
CRV	÷ \$ 321,514.62	Current Replacement Value
FCI	<u>0.064</u>	Facility Condition Index = Deferred Cost / CRV
Deferred Maintenance Cost Calculation*		
Sum of Open Surface DM Work Orders	\$ 0.00	
FHWA DM Cost Not in FMSS (Surface)	+ \$ 20,136.60	
Sum of Open Non-Surface DM Work Orders	+ \$ 305.00	
FHWA DM Cost Not in FMSS (Non-Surface)	+ \$ 0.00	
DEFERRED COST*	<u>\$ 20,441.60</u>	
- FHWA DM Cost Not in FMSS (Surface)		
Total FHWA DM (Surface)	\$ 20,136.60	This is the amount sent by FHWA that was Accepted and Imported to FMSS
FMSS Surface DM Field	- \$ 0.00	FMSS Surface DM Field amount includes DM work orders close after the FHWA Import Date (Surface)
FHWA DM Cost Not in FMSS (Surface)	\$ 20,136.60	FHWA DM Cost Not in FMSS (Surface) = (Total FHWA DM (Surface) - FMSS Surface DM Field)
FHWA Import Date (Surface)	09/04/2013	Note: if the result is less than \$0, the value is returned as zero dollars. The date the FHWA DM was Accepted in the Roads Portal and imported to FMSS. This date is used to determine which Closed DM work orders should be used in calculating the Surface and Non-surface FHWA DM Cost Not in FMSS.
Date FHWA Generated DM (Surface)	12/17/2013	This is the date FHWA last sent the DM amount to the Roads Portal.
- FHWA DM Cost Not in FMSS (Non-Surface)		
Total FHWA DM (Non-Surface)	\$ 0.00	This is the amount sent by FHWA that was Accepted and Imported to FMSS
FMSS Non-Surface DM	- \$ 305.00	FMSS surface DM Field amount includes DM work orders close after the FHWA Import Date (Non-Surface)
FHWA DM Cost Not in FMSS (Non-Surface)	\$ 0.00	FHWA DM Cost Not in FMSS (Non-Surface) = (Total FHWA DM (Non-Surface) - FMSS Non-Surface DM Field)
FHWA Import Date (Non-Surface)	11/26/2013	Note: If the result is less than \$0, the value is returned as zero dollars. The date the FHWA DM was Accepted in the Roads Portal and imported to FMSS. This date is used to determine which Closed DM work orders should be used in calculating the Surface and Non-surface FHWA DM Cost Not in FMSS.
Date FHWA Generated DM (Non-Surface)	12/17/2013	This is the date FHWA last sent the DM amount to the Roads portal.
+ Deferred Maintenance Work Orders		

Figure 69: FCI Explanation Page

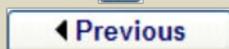
- Once the details are reviewed, navigate back to the main DM Calculations Approvals page by clicking **Back** in the Internet Explorer browser window or the blue **Back** icon on the far right-hand side of the screen.

NOTE: Do not confuse the back button with the Previous button, which only scrolls between pages of results for the current search.

Back Button



Previous Button



12. To approve, reject or do nothing with a value, highlight the appropriate row(s), and then click the “A” (Approve), “R” (Reject) or “NA” (Reviewed-No Action Taken) button in the center of the screen (Figure 70).

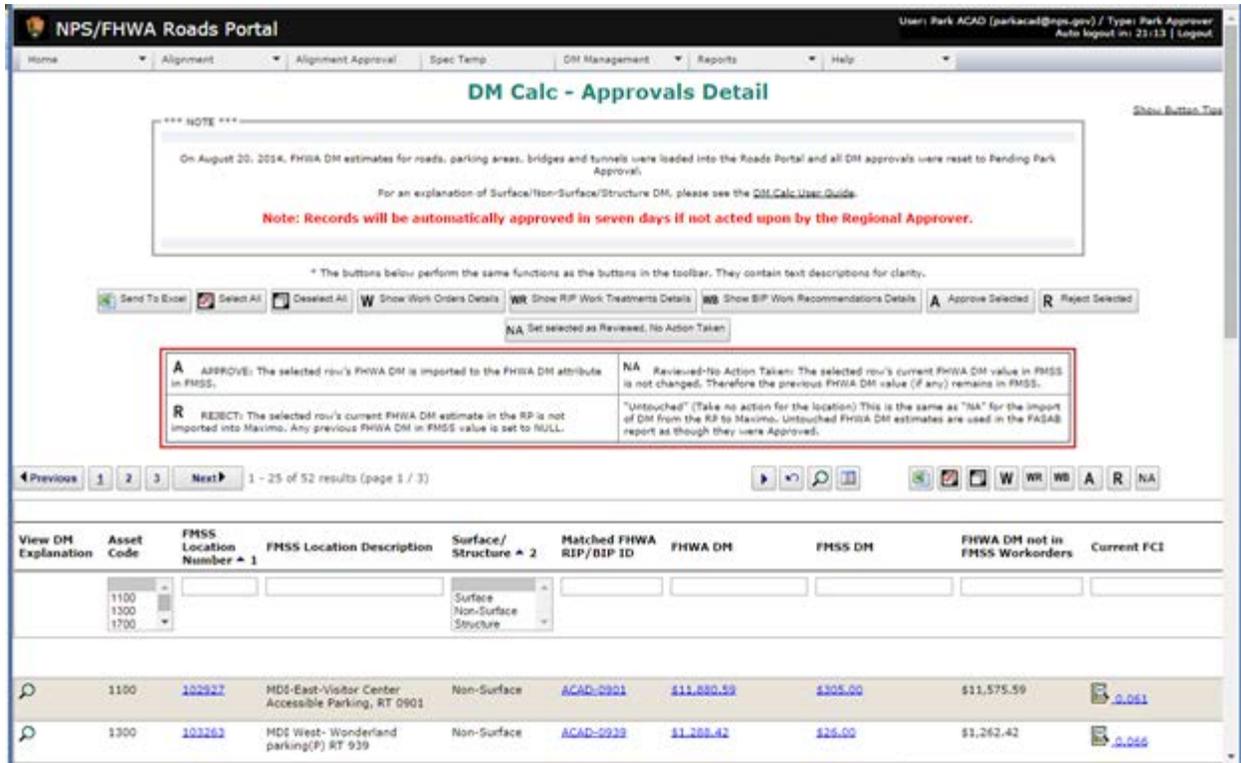


Figure 70: Selecting Records and Approving or Rejecting DM

Your actions have the following results:

- Approve results in the import of the FHWA DM
- Reject removes any existing FHWA DM value from the specification template
- Reviewed–No Action Taken leaves the current FHWA value intact. It has no impact on the FMSS DM value.

For more information on how DM is calculated for roads, parking areas, road bridges and road tunnels, refer to the DM Calculation document on the Help menu of the Portal.

8.2.2 Using the Deferred Maintenance Calculator – Region

Regional users are required to review and approve or reject all park requests. When a FHWA DM amount is approved by both a park and a region, it is automatically imported from the Portal into the FMSS. If an amount is rejected by the park, the region has two choices: 1) accept this, meaning that no amount is imported and any existing FHWA DM is removed from the specification template or 2) reject the park’s

rejection and send the amount back to the park for review again. If the region decides to override a park’s decision, it should contact the park to explain this decision and work with the park to resolve the issue.

NOTE: Regional reviewers have a maximum of seven days to review park actions before the park’s decisions are automatically approved.

Regional users should follow these steps to review and approve or reject park actions:

1. Select **DM Management** menu on the home page.
2. Click **Approval** (Surface/Non-Surface/Structure DM).
3. Review the list of records, associated DM figures and DM statuses.
4. To approve, reject or do nothing with a value, highlight the appropriate row(s) and then select the **“A” (Approve)**, **“R” (Reject)**, **“NA” (Reviewed-No Action Taken)** or **“All” (Accept All)** (Figure 71).

Figure 71: Regional DM Review

NOTE: The following are the possible scenarios for regional response to park actions:

Park Action	Region Action	Result
Accept DM	Accept DM	The new DM figure is written back to the FMSS.
Accept DM	Reject DM	The FHWA DM field in the FMSS is blank.
Accept DM	Do Nothing	The current level of FHWA DM remains unchanged.
Reject DM	Accept DM	The new DM figure is written back to the FMSS.
Reject DM	Reject DM	The FHWA DM field in the FMSS is blank.
Reject DM	Do Nothing	The current level of FHWA DM remains unchanged.
Do Nothing	Accept DM	The new DM figure is written back to the FMSS.
Do Nothing	Reject DM	The FHWA DM field in the FMSS is blank.
Do Nothing	Do Nothing	The current level of FMSS DM remains unchanged.

When reviewing DM, the regional user is not accepting or rejecting park actions. The regional user is actually determining whether DM should be imported (accepted) into the FMSS or rejected.

8.3 FMSS Work Order Management

The FMSS Work Order Management module enables parks to create FMSS work orders from FHWA recommendations, including FHWA work treatments and recommendations for all aligned guardrails and retaining walls.

To use the FMSS work order management module, follow these steps:

1. Select the **DM Management** menu on the Portal home page.
2. Click **FMSS Work Order Management**.

The FMSS Work Order Management screen appears (Figure 72). Note that the following columns have been added:

- FMSS Asset Number
- FHWA Feature ID
- FHWA Program.

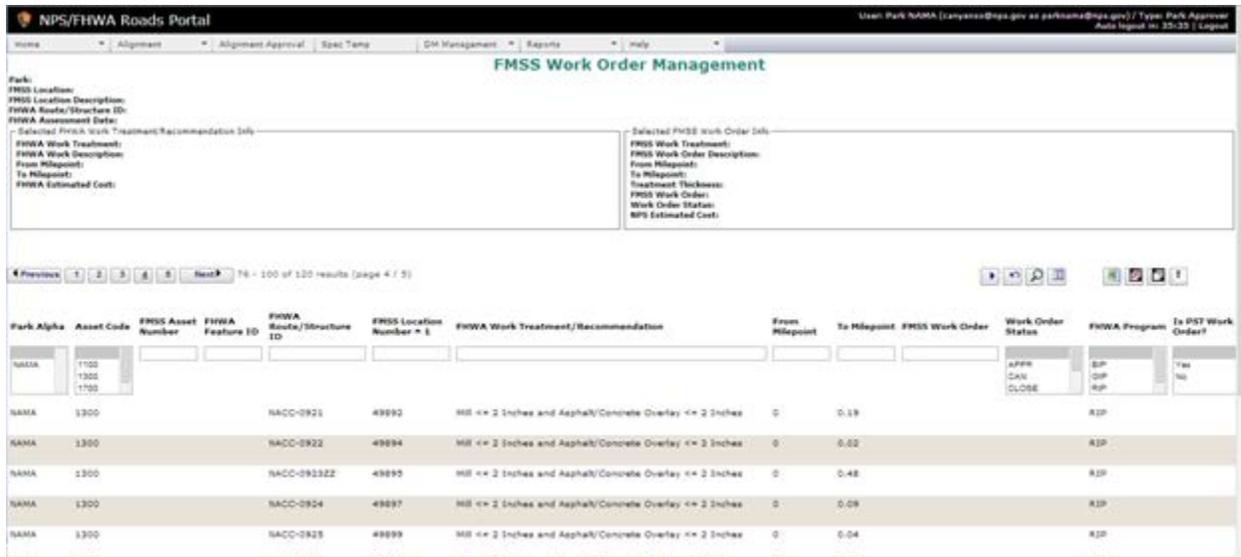


Figure 72: FMSS Work Order Management

Parks can display additional Guardrail Inventory Program or Wall Inventory Program data by selecting a guardrail or retaining wall record on the FMSS Work Order Management screen. If available, detailed FMSS Work Order information related to the guardrail or retaining wall is displayed.

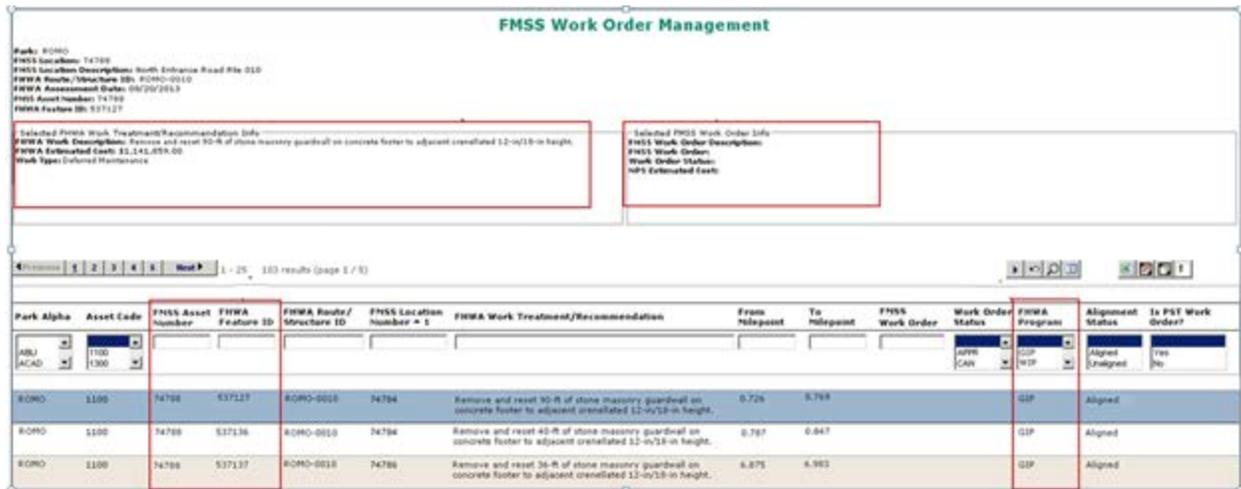


Figure 73: FMSS Work Order Management Screen – Guardrails

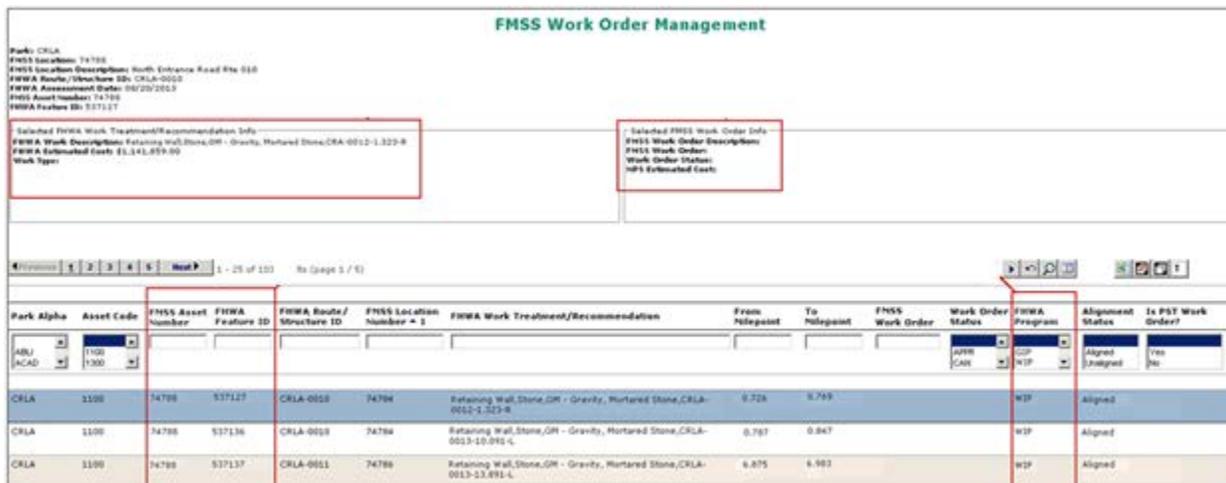


Figure 74: FMSS Work Order Management Screen – Retaining Walls

3. Highlight a Work Treatment/Recommendation.

The selected FHWA Work Treatment/Recommendation Info section (Figure 75) populates with data relevant to the selected item.

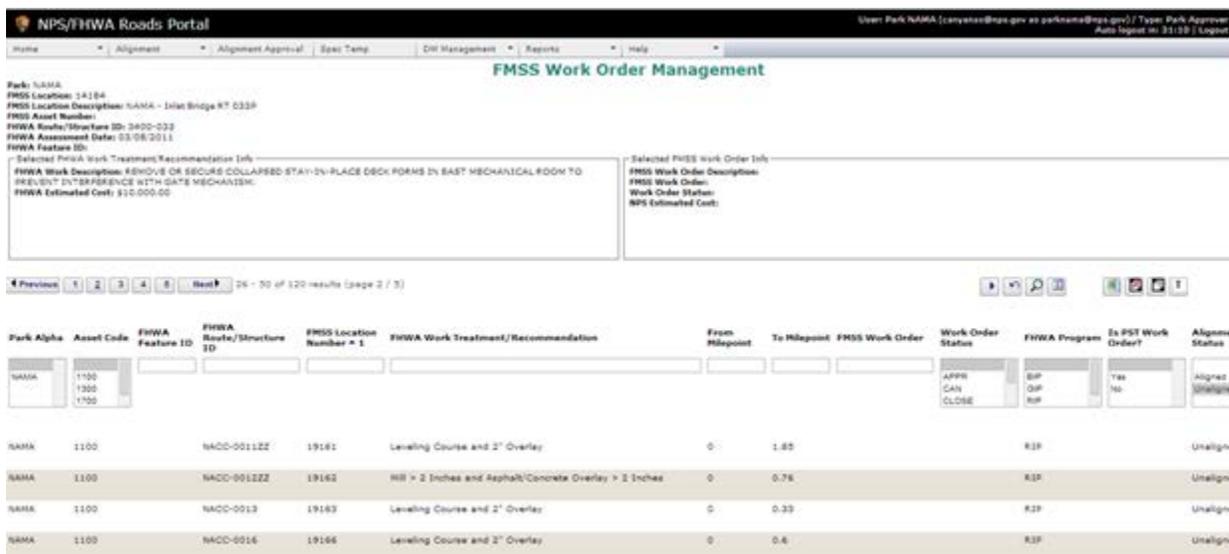


Figure 75: Selecting a FHWA Work Treatment/Recommendation

If the selected treatment/recommendation has already been aligned with an FMSS work order, the corresponding selected FMSS Work Order Info section also populates with the relevant work order information. The data provided in these windows differs between roads/parking areas and road bridges/road tunnels.

4. Highlight an unaligned record (RIP, BIP, GIP or WIP), and then click the **T (transfer)** icon to display the FHWA Work Transfer Form (Figure 76).

NOTE: You can only select one record at a time in the FMSS work order management module.

FHWA Work Transfer Form

Park: ACAD **FMSS Location:** 103150 **FMSS Location Description:** SD-(P) Musetti Drive Rt 264 **FHWA Route ID/Structure:** ACAD-0264

Cancel Transfer

Work Order Attribute	FHWA Data	Copy All	FMSS Data	Reset All
FHWA Work Treatment	AC_2	»»	<input type="text"/>	↺
FHWA Work Description	Asphalt/Concrete Overlay <= 2.5 Inches		<input type="text"/>	
From Mile Point	0.00	»»	<input type="text"/>	↺
To Mile Point	0.19	»»	<input type="text"/>	↺
Estimated Cost	\$36,900.36	»»	<input type="text"/>	↺

FMSS Work Order Number	<input type="text"/>	↺
FMSS Work Order Short Description	<input type="text"/>	↺
Work Order Priority	<input type="text"/>	↺
Asset Number	<input type="text"/>	↺
Work Order Status	COSTED	↺
Estimated Treatment Thickness	<input type="text"/>	↺
Quantity	<input type="text"/>	↺
Unit of Measure	SF	↺
Supervisor	<input type="text"/>	↺
Crew	<input type="text"/>	↺
Lead	<input type="text"/>	↺
Work Group	<input type="text"/>	↺
Vendor	<input type="text"/>	↺

Cancel Transfer

Figure 76: FHWA Work Transfer Form – RIP or BIP

Figure 77: FHWA Work Transfer Form – GIP or WIP

Table 6 and Table 7 provide information about each work transfer field.

Table 6: Work Transfer Fields – Roads and Parking Areas

Field	Notes
FHWA Work Treatment	May prompt user to select a specific work treatment when transferring.
FHWA Work Description	Is automatically populated based on work treatment selected.
From Mile Point	Starting mile marker for work.
To Mile Point	Ending mile marker for work.
Estimated Cost	FHWA estimated surface cost to complete.
FMSS Work Order Number	Can select an existing work order with which to align the FHWA treatment/recommendation. If not populated, the FMSS creates a new work order.
FMSS Work Order Description	Required. Is automatically populated based on work treatment selected. Can be edited as needed.
Work Order Priority	Required. Selected from menu.

Field	Notes
Asset Number	Required. A surface asset must be selected using the list available by clicking the magnifying glass.
Work Order Status	Is automatically populated. Cannot be edited in the Portal.
Estimated Treatment Thickness	The actual planned surface treatment thickness.
Quantity	User may enter numeric value for quantity.
Unit of Measure	Is automatically populated based on the classification assigned to the asset. This field is editable via a look-up field if the asset is not a critical system.
Supervisor	User can look up and select value.
Crew	User can look up and select value.
Lead	User can look up and select value.
Work Group	User can look up and select value.
Vendor	User can look up and select value.

Table 7: Work Transfer Fields – Road Bridges, Road Tunnels, Guardrails and Retaining Walls

Field	Notes
<ul style="list-style-type: none"> • FHWA Work Description • Estimated Cost 	<ul style="list-style-type: none"> – Display the following work order attributes and their corresponding FHWA and FMSS data values when a road bridge, road tunnel, guardrail or retaining wall work treatment is selected: <ul style="list-style-type: none"> • FHWA Work Description • Estimated Cost – Display attributes (mapped to the Long Description) at the end of the text in the FHWA Work Description field under the FHWA data column.
<ul style="list-style-type: none"> • FMSS Work Order Number • FMSS Work Order Description • Work Order Priority • Asset Number • Work Order Status 	<p>Display the following work order attributes and their corresponding FMSS data when a road bridge, road tunnel, guardrail or retaining wall work recommendation is selected:</p> <ul style="list-style-type: none"> • FMSS Work Order • FMSS Work Order Description (required) • Work Order Priority (required) • Asset Number • Work Order Status.
Asset Number	Default the Asset field to the asset on the work treatment.
Transfer button	– Create a new work order when a user transfers a work treatment without entering the FMSS work order

Field	Notes
	<ul style="list-style-type: none"> – If a new work order is created, align the work treatment to the new FMSS work order – If a work order exists, align the work treatment to the selected FMSS work order.
Quantity	User may enter numeric value for quantity.
Unit of Measure	Is automatically populated based on the classification assigned to the asset. This field is editable via a look-up field if the asset is not a critical system.
Supervisor	User can look up and select value.
Crew	User can look up and select value.
Lead	User can look up and select value.
Work Group	User can look up and select value.
Vendor	User can look up and select value.

The following buttons are used in the FHWA Work Transfer form (Figure 76):

- The Cancel button returns the user to the previous page without saving any changes in the FHWA Work Transfer Form.
- The Transfer button can only be used once all required fields have been completed. This button will transfer the FHWA data into the FMSS.
- The Copy All button brings over all FHWA data into the FMSS fields.
- The Reset All button clears all fields.
- Individual FHWA fields can be copied using the  button.
- Individual FMSS fields can be cleared using the  button.
- The magnifying glass provides a list of field options. You cannot enter a value that does not appear on these lists.
- The red asterisk indicates a required field.

Note: When selecting a work treatment/recommendation, the Work Treatment selection window may appear, prompting the selection of a specific work treatment (Figure 78).



Figure 78: Work Treatment Selection

5. Click the appropriate treatment to proceed.
6. After all fields are populated, click **Transfer**.

A window appears to confirm that you want to create a new work order (Figure 79). If you are aligning data with an existing work order, the screen below does not appear.

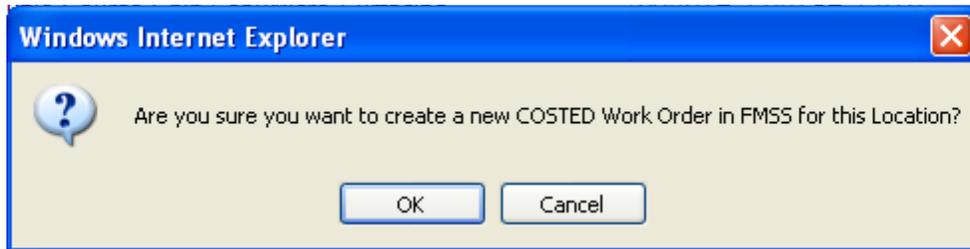


Figure 79: Work Order Confirmation Screen

Once complete, a confirmation appears that a new work order has been created and aligned or that an existing work order has been aligned to a FHWA treatment/recommendation (Figure 80). This message includes the new work order number.

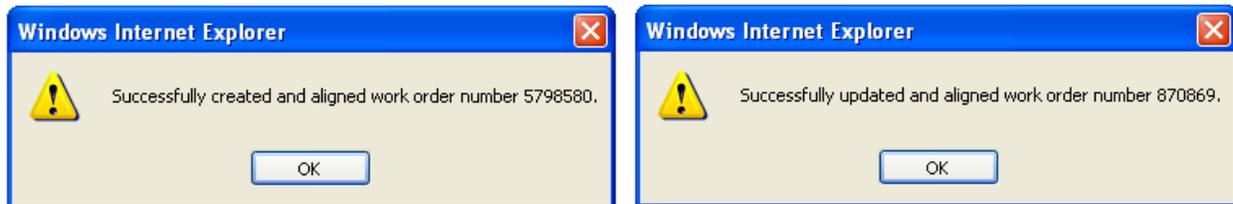


Figure 80: Confirmation of Work Order Creation or Alignment

9 Reporting

Several standard reports are available in the Portal. To run reports, follow these steps:

1. Click the **Reports** menu from the Portal home page to display a list of all available reports (Figure 81).

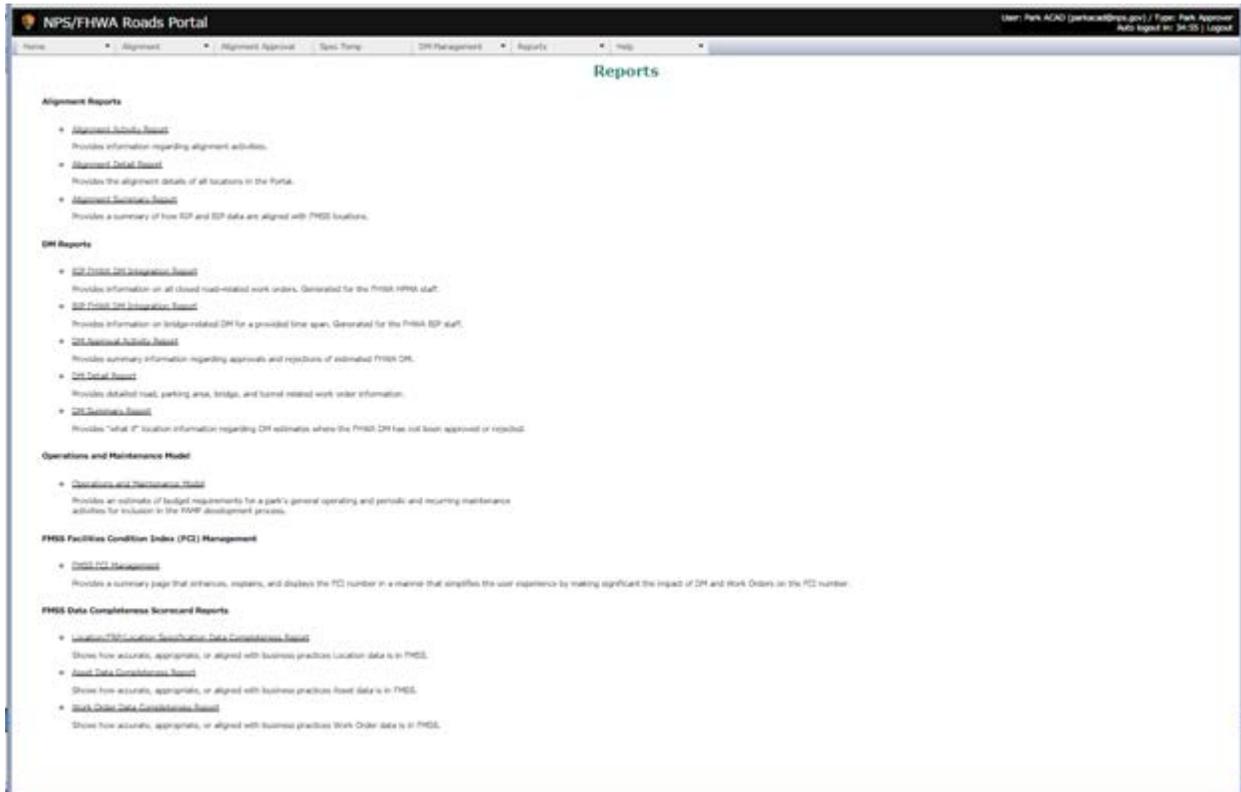


Figure 81: Reports Screen

2. Click a report to select it.

The following sections provide additional information about each report.

NOTE: See Section 2.2, User Permissions, for information on additional options within reports.

9.1 Alignment Reports

The Portal includes three alignment reports: the alignment activity report, the alignment detail report and the location alignment summary report.

1. Click on one of these reports to display the search criteria screen (Figure 82) and display options (Figure 83).

The screenshot shows the 'Alignment Activity Report' search criteria screen. At the top, there is a navigation bar with 'Home', 'Alignment', 'Alignment Approval', 'Spec Temp', 'DM Management', 'Reports', and 'Help'. The user information 'User: Mgmt User (MUser) / Type: PFMD' and 'Auto logout in: 34:56 | Logout' is displayed in the top right. Below the navigation bar, the title 'Alignment Activity Report' is centered, with a 'Show Button Tips' link on the right. A 'Search' button and a 'Reset' button are located below the title. The 'Search Criteria' section contains several fields: 'Asset Code' (dropdown with values 1100, 1300), 'Region' (dropdown with values AKR, IMR), 'Park' (dropdown with values ABLI, ACAD), 'Route ID/Structure Number' (text input with a search icon), 'Route/Structure Description' (text input with a search icon), 'Location (Number)' (text input with a search icon), 'Location Description' (text input with a search icon), 'Alignment Status' (dropdown with values Add, Match), 'Parent' (text input with a search icon), 'Matching Method' (dropdown with values One-To-One Match, Combined Match), 'Approval Status' (dropdown with values Pending Park Approval, Pending FHWA Approval), and 'Comments' (text input with a search icon).

Figure 82: Search Criteria Screen

The screenshot shows the 'Display Options' screen. It includes three dropdown menus for 'First Sort Column', 'Second Sort Column', and 'Third Sort Column', each with a default value of 'Location (Number)' and a sort order of 'ASC'. Below these is a 'Modify Returned Fields' section. This section contains two columns: 'Available Fields' and 'Selected Fields to be Displayed in Results'. The 'Available Fields' list includes 'Route/Structure Description' and 'Comments'. The 'Selected Fields to be Displayed in Results' list includes 'Asset Code', 'Region', 'Park', 'Route ID/Structure Number', 'Location (Number)', 'Location Description', 'Alignment Status', and 'Parent'. A 'Position' column with up and down arrows is located to the right of the selected fields list.

Figure 83: Display Options

2. After selecting the search criteria and display options, click **Search** at the top of the screen. The report appears (Figure 84).

Asset Code	Region	Park	Route ID/Structure Number	Location (Number)	Location Description	Alignment Status	Parent	Matching Method	Approval Status
1100	AKR	DENA	DENA-0205	39578	Sanctuary Campground Access Road, Route 205	Sum (Matched)	39578	Combined Match	Pending FHWA Approval
1100	AKR	DENA	DENA-0407	39760	Headquarters Housing Area Roads RT_407ZZ	Sum (Matched)	39760	Combined Match	Pending FHWA Approval
1100	AKR	DENA	DENA-0421			Remove			Pending FHWA Approval

Figure 84: Example Report

The location alignment summary report provides a summary of how RIP and BIP data are aligned with FMSS locations (Figure 85).

*** NOTE ***
The following statistics are based on FMSS data unless otherwise noted.

Total Number of Parks in FHWA: 1
Total Locations in FMSS: 12
Total Locations in FHWA: 12
Total Number of Unmatched Locations in FMSS: 0
Total Number of Unmatched Locations in FHWA: 0
Percentage of Aligned Locations: 100%

Percentage of Matched 1100 Locations By Location: 100%
Percentage of Matched 1100 Locations By Paved Miles: 100%
Percentage of Matched 1300 Locations By Location: 100%
Percentage of Matched 1300 Locations By Paved Miles: 100%
Percentage of Matched 1700 Locations By Location: N/A
Percentage of Matched 1800 Locations By Location: N/A

FMSS Region	FMSS Park	FHWA Park	FMSS/FHWA Park	FMSS Location	FMSS Location Description	Route ID/Structure Number	Route/Structure Description	FMSS Asset Code	FHWA Asset Code	FT
SER	ABLI	ABLI	ABLI	66953	Birthplace Picnic Area Loop Road	ABLI-0011	BIRTHPLACE PICNIC AREA LOOP ROAD	1100	1100	PA
SER	ABLI	ABLI	ABLI	67240	Visitor Center Entrance Road	ABLI-0012	VISITOR CENTER ENTRANCE ROAD	1100	1100	PA
SER	ABLI	ABLI	ABLI	67253	Maintenance Service Road	ABLI-0400	MAINTENANCE SERVICE ROAD	1100	1100	PA
SER	ABLI	ABLI	ABLI	102544	Memorial Access Road	ABLI-0401	MEMORIAL ACCESS ROAD	1100	1100	UP

Figure 85: Location Alignment Summary Report

9.2 DM Reports

Several DM reports are available in the Portal. You can run the following:

- **RIP FHWA DM Integration Report:** Provides information on all closed road-related work orders. Generated for the FHWA HPM staff.
- **BIP FHWA DM Integration Report:** Provides information on bridge-related DM for a provided time span. Generated for the FHWA BIP staff.
- **DM Approval Activity Report:** Provides summary information on approvals and rejections of estimated FHWA DM.

- **DM Detail Report:** Provides detailed roads, parking area, road bridge and road tunnel-related work order information.
- **DM Summary Report:** Provides “what if” location information on DM estimates in which the FHWA DM has not been approved or rejected.

Follow the same steps as presented in Section 9.1, Alignment Reports, to display one of these reports.

9.3 Administrative Reports

Administrators have access to one report not available to other users: the FASAB report. The data included in this report is used for federal reporting.

9.4 Operations and Maintenance Model

The O&M model provides an estimate of budget requirements for a park’s general operating and periodic and recurring maintenance activities for budgeting purposes or work order planning, including for execution of the park’s park asset management plan.

NOTE: Because the module is a reporting function, no data altered in the module is updated in the FMSS.

Follow these steps to operate the calculator:

1. Click the **Reports** menu from the Portal home page to display a list of all available reports (Figure 81).
2. Click the **Operations and Maintenance Model** to display the search criteria and display options (Figure 86).

Search Criteria

Park: CANY

Location: []

Location Description: []

API: []

Maintenance Responsibility: ASSOCIATIO CITY GOV

FO Total: []

PM Total: []

RM Total: []

Grand Total: []

Display Options

First Sort Column: Location ASC

Second Sort Column: [] ASC

Third Sort Column: [] ASC

Modify Returned Fields

Available Fields

- RIP/BIP ID
- Status
- CRV
- FCI
- FO Total per Lane Mile
- PM Total per Lane Mile
- RM Total per Lane Mile
- Grand Total per Lane Mile

Selected Fields to be Displayed in Results

- Park
- Location
- Location Description
- Lane Miles
- API
- Maintenance Responsibility
- FO Total
- PM Total

Figure 86: Search Criteria and Display Options Screen

- After selecting the search criteria and display options, click **Search** at the top of the screen. The report appears (Figure 87).

1 - 25 of 125 results (page 1 / 5)

Park	Location	Location Description	Lane Miles	API	Maintenance Responsibility	FO Total	PM Total	RM Total	Grand Total
ACAD	103123	SD-(P) Schooner Club Lane Rt 267	0.14	78	NPS	\$208.32	\$28.83	\$292.93	\$530.09
ACAD	103152	SD-(P) Alvey Drive Rt 272	0.32	7	NPS	\$476.16	\$65.91	\$668.56	\$1,211.63
ACAD	242468	MDI East (U), Mars Road, Rt 0424	0.3	23		\$351.31	\$0.00	\$0.00	\$351.31
ACAD	242470	MDI East (U), Eagle Lake Bus Turnaround, Rt 0740	0.08	36		\$95.36	\$0.00	\$0.00	\$95.36
ACAD	242904	MDI East (P), Jordan Pond House Bus Loop, Rt 0274	0.22	77		\$257.63	\$0.00	\$0.00	\$257.63
ACAD	60117	MDI-East.(P) West Street Extension, RT 100	0.64	30	NPS	\$1,914.37	\$509.34	\$2,678.24	\$5,101.95

Figure 87: Example Operations and Maintenance Model Report

NOTE: Only roads information is displayed in the report. The module does not include parking areas, road bridges, road tunnels or other structures.

- To conduct further analysis, highlight a specific record, and click the O&M Analysis button (Figure 88).

Park	Location	Location Description	Lane Miles	API	Maintenance Responsibility	FO Total	PM Total	RM Total	Grand Total
CANY	102569	NFSF-Squaw Flat Campground Loop B Spur RT 229	2	73	NPS	\$2,226.87	\$575.15	\$2,861.06	\$5,663.09
CANY	45621	NFNA-Needles Access Road RT 10	43.52	88	NPS	\$97,278.83	\$35,720.22	\$124,513.49	\$257,512.54
CANY	45624	NFWS-Wooden Shoe Loop RT 102	3.88	80	NPS	\$8,672.84	\$3,184.61	\$11,100.93	\$22,958.38

Figure 88: O&M Model Analysis Tool Main Page Report

The O&M Model Analysis tool appears. The tool has four tabs: Facilities Operations (FO), Preventive Maintenance (PM), Recurring Maintenance (RM) and Activity Summary. On the PM tab (see Figure 89), the tool lists the associated tasks associated with the record.

Location	Pothole Patching	Deep Patching/Base Repair	Shoulder Clipping	Roadside Brushing	Clean Drainage Structure	Clean/Reshape Ditches and/or Slopes	Blade/Reshape Unpaved Road	Apply Dust Control	Total
62277	\$843.21	\$0.00	\$0.00	\$0.00	\$0.00	\$1,520.33	\$3,955.39	\$369.95	\$6,688.89
Average Cost To Complete Once:	\$4,216.07	\$888.45	\$931.48	\$9,446.62	\$0.00	\$57.59	\$1,582.16	\$3,699.51	
Annual Frequency:	0.2	0	0	0	0.25	28.4	2.8	0.1	
Total	\$843.21	\$0.00	\$0.00	\$0.00	\$0.00	\$1,520.33	\$3,955.39	\$369.95	\$6,688.89
Total Hours	8.4	0.0	0.0	0.0	0.0	15.3	33.9	0.3	58.0

Figure 89: Preventative Maintenance Costs in the O&M Model Analysis Tool

- Depending on the needs of the road, select or deselect any of the PM tasks by selecting the check box directly under that specific task. If an item is deselected, the dollar amount associated with the task is crossed out and deducted from the total cost.
- When the user clicks on an “Average Cost to Complete Once” dollar amount from any of the tabs FO, PM or RM, it opens the activity calculation details page (Figure 90).

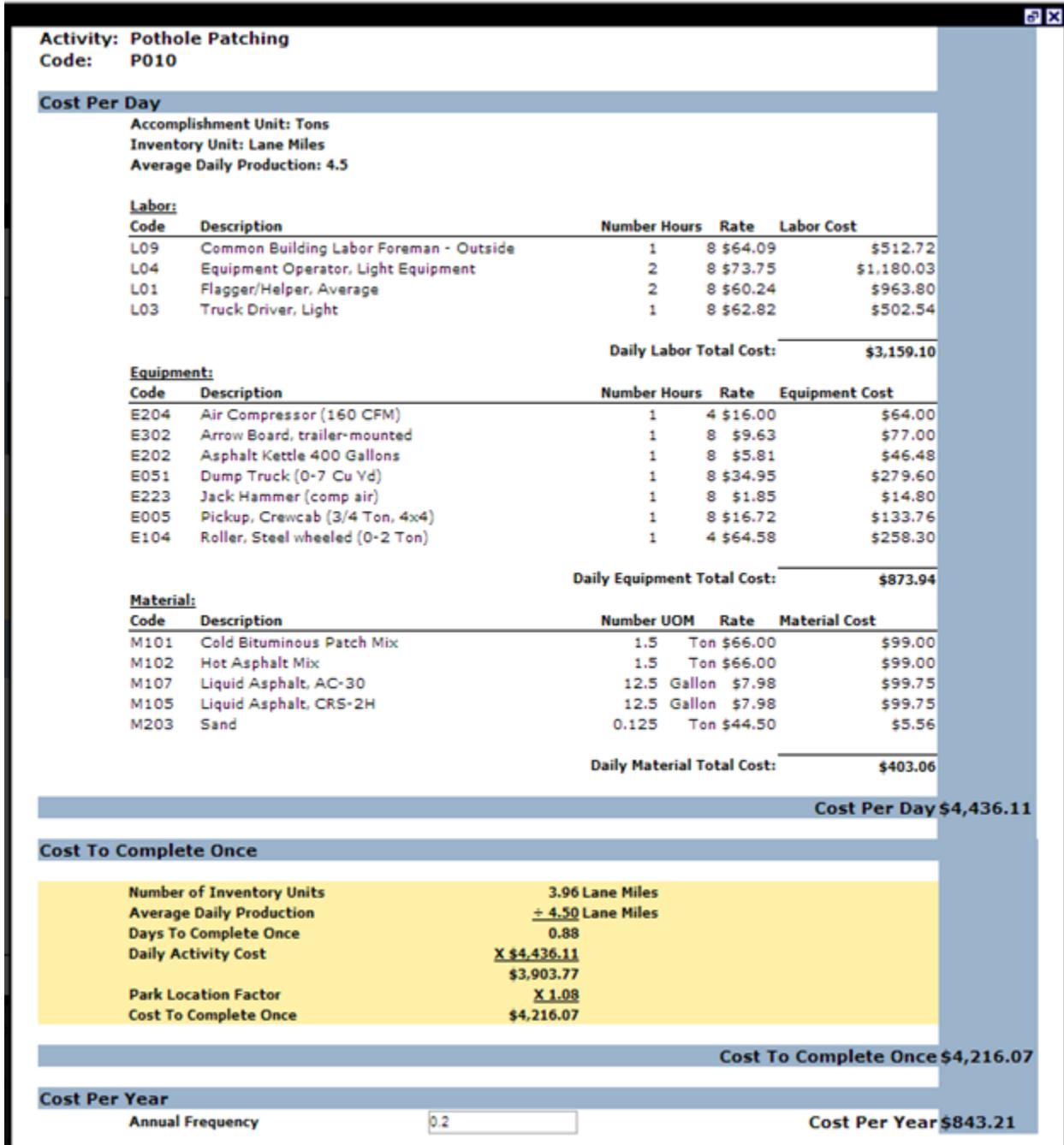


Figure 90: O&M Model Analysis Tool – Activity Calculation Details Page

This page shows the breakdown of labor, tools and materials costs associated with completing this activity one time.

- Alternatively, if the user selects an activity from any of the FO, PM or RM tabs, it opens the O&M explanation page (Figure 91).

Activity: Mow Road Reserve
 Code: 0010 Inventory Unit: Mowable Acres
 Accomplishment Unit: Mowable Acres
 Average Daily Production: 5

Labor:

Code	Description	Number	Hours	Rate	Labor Cost
L04	Equipment Operator, Light Equipment	1	8	\$73.75	\$590.02
L03	Truck Driver, Light	1	8	\$62.82	\$502.54
Daily Labor Total Cost:					\$1,092.56

Equipment:

Code	Description	Number	Hours	Rate	Equipment Cost
E302	Arrow Board, trailer-mounted	2	7	\$9.63	\$134.75
E118	Mower, lawn, self-propelled (48" deck)	1	7	\$2.98	\$20.86
E003	Pickup (3/4 Ton, 2x4)	1	1	\$14.95	\$14.95
E117	Tractor with mower	1	7	\$22.40	\$156.80
Daily Equipment Total Cost:					\$327.36

Activity: Mow Road Reserve Daily Activity Cost: **\$1,419.92**

Figure 91: O&M Model Analysis Tool – O&M Explanation Page

This page shows the breakdown of labor, tools and materials costs associated with this activity.

- On the FO tab, in the “additional lump sum expense” box, include the cost of any additional tasks not captured on this screen.

This lump sum is used for unusual or large, one-time costs and is added to the total cost. The total cost is listed in both dollars and full-time equivalents. The additional lump sum expense option is only available on the FO tab. You cannot add a lump sum for PM or RM expenses.

- Select the check boxes on the FO, PM or RM tabs to add or remove tasks to the O&M total.
- Proceed to the Activity Summary tab (Figure 92). This tab summarizes the costs for FO, PM and RM.

Operations and Maintenance Model Analysis									
Facilities Operations (FO)	Preventative Maintenance (PM)	Recurring Maintenance (RM)	Activity Summary						
Location	Facilities Operations (FO) Activity	Frequency	Cost	Preventative Maintenance (PM) Activity	Frequency	Cost	Recurring Maintenance (RM) Activity	Frequency	Cost
62277	Mow Road Reserve	3	\$9,274.70	Pothole Patching	0.2	\$843.21	Crack Sealing and Joint Repair	0	\$0.00
	Chemical Vegetation Control	1.5	\$583.82	Deep Patching/Base Repair	0	\$0.00	Clean Up	0	\$0.00
	Machine Sweeping	0	\$0.00	Shoulder Clipping	0	\$0.00	Chip Seal	0	\$0.00
	Litter Patrol	0.25	\$75.21	Roadside Brushing	0	\$0.00	Spot Overlay	0	\$0.00
	Scheduled Inspections	2	\$136.12	Clean Drainage Structure	0.25	\$0.00	Shoulder Buildup	0	\$0.00
	Snow & Ice Control	6	\$0.00	Clean/Reshape Ditches and/or Slopes	26.4	\$1,520.33	Stripping/Pavement Marking	0	\$0.00
	Test	0	\$0.00	Blade/Reshape Unpaved Road	2.5	\$3,955.39	Gravel Resurfacing	0.2	\$0.00
	Additional Lump Sum Expense		\$0.00	Apply Dust Control	0.1	\$369.95			
			Total: \$10,069.84			Total: \$6,688.89			Total: \$0.00

Figure 92: O&M Model Analysis Tool – Activity Summary

11. Click **Close**.

The changes made in the O&M model analysis tool are reflected on the main page of the O&M model report.

NOTE: The O&M model is designed to create an O&M baseline for the park. To further manipulate the data, export the report into a Microsoft Excel file.

12. Users can also create, edit or delete scenarios for a proposed location by clicking the respective buttons on the O&M Model page (Figure 93).

Operations and Maintenance Model

1 - 25 of 125 results (page 1 / 5)

Park Alpha	Location	Location Description	Lane Miles	API	Maintenance Responsibility	FO Total	PM Total	RM Total	Grand Total
ACAD	103123	SD-(F) Schooner Club Lane Rt 267	0.14	78	NPS	\$208.32	\$26.83	\$292.93	\$530.09
ACAD	103152	SD-(F) Alvey Drive Rt 272	0.32	7	NPS	\$476.16	\$65.91	\$669.56	\$1,211.63
ACAD	242468	MDI East (U), Mars Road, Rt 0424	0.3	23		\$351.31	\$0.00	\$0.00	\$351.31
ACAD	242470	MDI East (U), Eagle Lake Bus Turnaround, Rt 0740	0.08	38		\$95.36	\$0.00	\$0.00	\$95.36
ACAD	242504	MDI East (P), Jordan Pond House Bus Loop, Rt 0274	0.22	77		\$257.63	\$0.00	\$0.00	\$257.63
ACAD	60117	MDI-East,(P) West Street Extension, RT 100	0.64	30	NPS	\$1,914.37	\$509.34	\$2,678.24	\$5,101.95

Figure 93: Operations and Maintenance Model

13. To add a scenario, click the Add Scenario button. The Add New Scenario window is displayed (Figure 93).

Add New Scenario

Use the form below to model a new location scenario. The data provided will be used to calculate activity costs. Applicable activities and their frequencies may be edited on the O&M Analysis page.

Park Alpha Park Location Factor (PLF)

Location Data

Location Description	<input type="text"/>	Quantity (Number of Miles)	<input type="text"/>	Number of Lanes	<input type="text"/>
FCI	<input type="text"/>	API	<input type="text"/>	CRV	<input type="text"/>
Functional Classification	<input type="text"/>	Road Type	<input type="text"/>	Unpaved Road Usage Category	<input type="text"/>

Inventory Units

Paved Ditch Feet	<input type="text"/>	Drop Inlet Count	<input type="text"/>	Culvert Count	<input type="text"/>
------------------	----------------------	------------------	----------------------	---------------	----------------------

Figure 94: Add New Scenario

The user may choose to model a scenario from an existing location, and then edit the attributes. The scenario includes a baseline of the breakdown of the operating, preventative and recurring maintenance activity costs by individual work categories and activities based on the data entered when the scenario was created.

Users can also create a scenario from scratch by completing the scenario form.

14. Enter the desired data, and click **Save**.
15. To edit an existing scenario, select the row containing the scenario that you wish to edit. Select the “Edit Scenario” button on the Operations and Maintenance Model page. Make any desired changes to the scenario attributes, and click **Save**.

The screenshot shows a web-based form titled "Edit Scenario Form". At the top, there are two input fields: "Park Alpha" with the value "ABLI" and "Park Location Factor (PLF)" with the value "1.04". To the right of the PLF field is a button labeled "Import values from existing location". Below this is a section titled "Location Data" containing several input fields and dropdown menus: "Location Description" (Knob Creek Backcountry #), "Quantity (Number of Miles)" (2), "Number of Lanes" (1), "FCI" (0.250), "API" (48), "CRV" (04155.35), "Functional Classification" (Class II), "Road Type" (Unpaved), and "Unpaved Road Usage Category" (4WD). Below the "Location Data" section is a section titled "Inventory Units" with three input fields: "Paved Ditch Feet" (0), "Drop Inlet Count" (0), and "Culvert Count" (0). At the bottom of the form are three buttons: "Save", "Reset", and "Cancel".

Figure 95: Edit Scenario Form

16. To delete a scenario, click the Delete Scenario button on the Operations and Maintenance Model page. You will be asked to confirm the deletion by clicking **OK** (Figure 96).

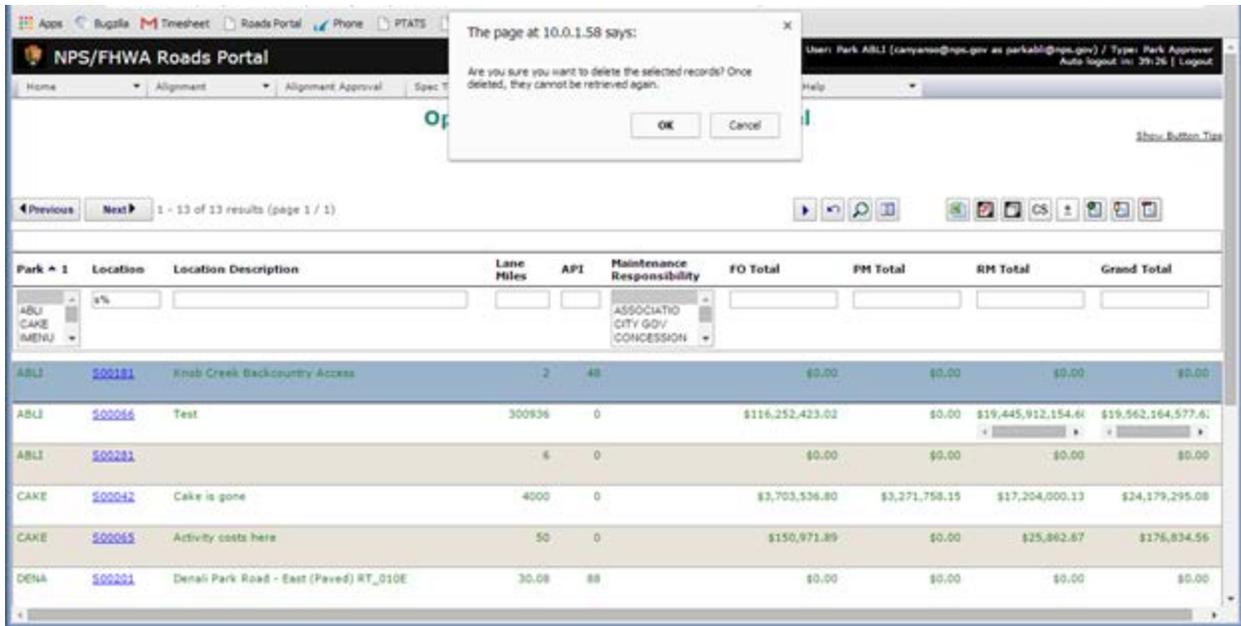


Figure 96: Delete Scenario

9.5 Data Completeness Scorecard Reports

There are three FMSS data completeness scorecard reports available in the Portal:

- Location/FRP/Location Specification Data Completeness report:** Highlights location data fields that are missing values in the FMSS ().

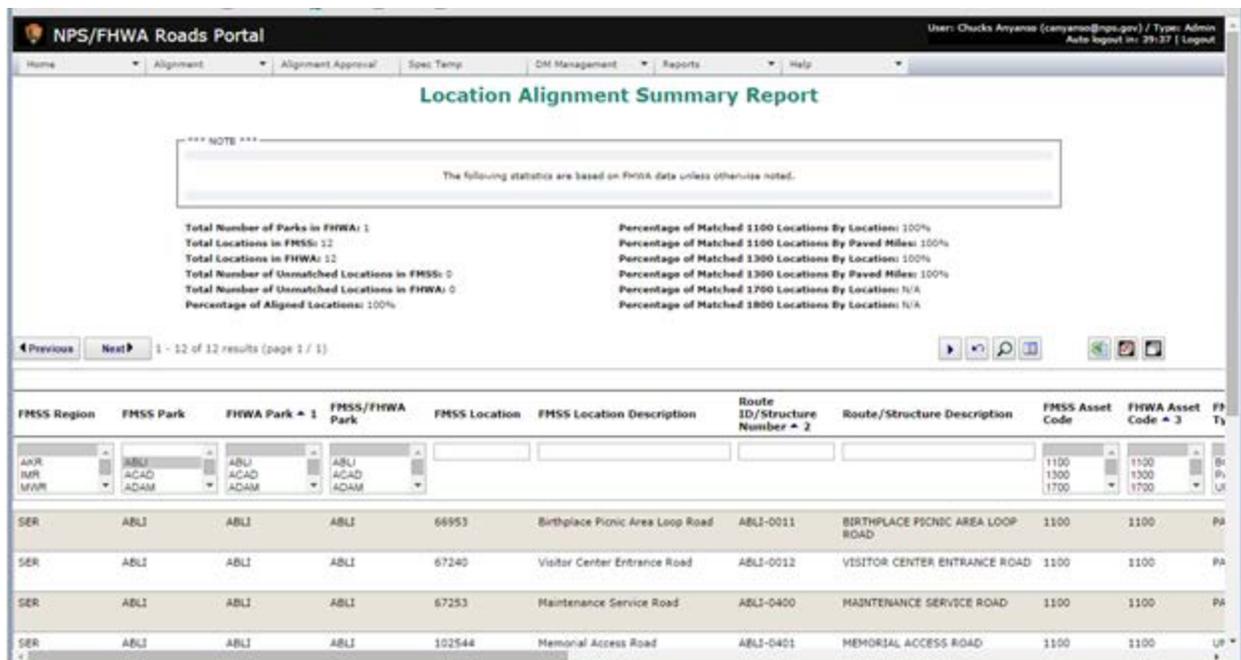


Figure 97: Example Location/FRP/Location Specification Data Completeness Report

- Asset Data Completeness report:** Highlights asset data fields that are missing values in the FMSS.

Missing Data	Asset #	Description	Region	Park #	Location Number	Location Description	Occupant	Location
No	452407	Traffic Surface, Surface, Bituminous, .04 MI, 12 FT	SER	ABLI	102449	Quarters Parking Area	NPS	OP
No	452413	Traffic Surface, Surface, Bituminous	SER	ABLI	102540	Maintenance Shop Parking Area	NPS	OP
No	453448	Generic Surface	SER	ABLI	102541	Overflow Parking	NPS	OP
No	394673	Traffic Surface, Surface, Bituminous, 12 FT	SER	ABLI	102542	Old Quarters Road	NPS	EX
No	453374	Traffic Surface, Surface, Soil, 8 FT	SER	ABLI	102543	Knob Creek Backcountry Access	NPS	OP
No	403111	Traffic Surface, Surface, Gravel, 12 FT	SER	ABLI	102544	Memorial Access Road	NPS	OP
No	403150	Fence/Gate, Gate, Other, 9 FT, 4 FT, Aluminum	SER	ABLI	102544	Memorial Access Road	NPS	OP
No	149924	Traffic Surface, Surface, Bituminous, 20 FT	SER	ABLI	66953	Birthplace Picnic Area Loop Road	NPS	OP

Figure 98: Example Asset Data Completeness Report

- **Work Order Data Completeness report:** Highlights work order data fields that are missing values in the FMSS.

Missing Data	Work Order #	Description	Region	Park #	FMSS Location Number	Location Description	Occupant	Asset #
Yes	10800872	PPH0HFM1Z.AB0000 - Inspection	SER	ABLI	102449	Quarters Parking Area	NPS	13C
Yes	10800873	PPH0HFM1Z.M00000 -Corrective Maintenance	SER	ABLI	102449	Quarters Parking Area	NPS	13C
Yes	10800874	PPH0HFM1Z.P00000 - Preventative Maintena	SER	ABLI	102449	Quarters Parking Area	NPS	13C
Yes	10800875	PPH0HFM1Z.AB0000 - Inspection	SER	ABLI	102540	Maintenance Shop Parking Area	NPS	13C
Yes	10800876	PPH0HFM1Z.M00000 -Corrective Maintenance	SER	ABLI	102540	Maintenance Shop Parking Area	NPS	13C
Yes	10800877	PPH0HFM1Z.P00000 - Preventative Maintena	SER	ABLI	102540	Maintenance Shop Parking Area	NPS	13C
Yes	10800878	PPH0HFM1Z.AB0000 - Inspection	SER	ABLI	102541	Overflow Parking	NPS	13C

Figure 99: Example Work Order Data Completeness Report

9.6 FMSS FCI Management

The FMSS FCI management report (see Figure 97) displays FCI values for roads, parking areas, road bridges and road tunnels location records in the FMSS. This report helps users to identify anomalies in roads FCI data (i.e., FCI values that are greater than 1).

NPS/FHWA Roads Portal User: Park ACAD (campes@nps.gov as parkac@nps.gov) / Type: Park Approval
Auto Logout in 26:01 | Logout

Home Alignment Alignment Approval Spec Temp DM Management Reports Help

FMSS FCI Management

Show Buttons Tool

Previous 1 2 3 4 5 6 7 8 9 10 Next 1 - 25 of 232 results (page 1 / 10)

Park Alpha	Asset Code	FHWA Route/Structure ID	FMSS Location Number	FMSS Description	FMSS CRV	FMSS Total Location CR	FMSS FCI %	FMSS Total DM Work Orders	FHWA Total DM Estimate	FHWA DM Not in Work Orders	FMSS Assessment Date
ACAD	1300	ACAD-0361	103247	MDI East - (F) Brown Mtn Dahabouse residence	\$23,033.23	\$33,447.00	1.43%	\$33,447.00	\$0.00	\$0.00	11/27/2013
ACAD	1300	ACAD-0308	81766	MDI-East, Jordan Pond / Sandbrook Parking, RT	\$1,058,748.34	\$896,987.06	0.84%	\$812,496.70	\$0.00	\$0.00	12/18/2013
ACAD	1100	ACAD-0251	81825	MDI-West, (U) Oak Hill Road, RT 292	\$64,167.18	\$72,703.96	0.82%	\$72,703.96	\$0.00	\$0.00	10/24/2012
ACAD	1300	ACAD-0348	103288	Warden Farm Road (P) RT 948	\$131,442.78	\$107,176.88	0.81%	\$88,916.00	\$0.00	\$0.00	09/10/2013
ACAD	1700	1700-028	82071	MDI - Stanley Brook Bridge #2, #1700-028P	\$183,283.46	\$142,362.97	0.78%	\$0.00	\$0.00	\$0.00	01/26/2014
ACAD	1300	ACAD-0323	81783	MDI-East, Parkman Mountain Parking Area	\$72,035.04	\$46,202.00	0.64%	\$46,202.00	\$0.00	\$0.00	12/18/2013

Figure 100: FMSS FCI Management Report

10 Portal Assistance

Additional tools are available within the Portal to assist you in fully understanding the Portal's tools and functions. Under the Help tab at the top of the page, you can find the following resources:

- Most recent version of the Roads Portal User Manual
- Links to business practices, best management practices and inspection guidance
- DM calculation document
- Training videos
 - Work Order Management
 - RIP Work Transfer
 - RIP Work Treatment Alignment
 - BIP Work Transfer
 - Road Related BIP Work Transfer
 - Linear Work Order Fields
 - Asset Alignment
 - Making One-to-One Alignments
 - Unmatching Alignments
 - Creating Assets
 - Grouping and Adding Assets
 - Reports Overview

These videos are easily accessed by clicking the name of the video.

Appendix A: Acronyms and Abbreviations

The following acronyms and abbreviations are used in this document:

Acronym	Definition
API	Asset Priority Index
BIP	Bridge Inspection Program
CRV	Current Replacement Value
CRDM	Component Renewal Deferred Maintenance
DM	Deferred Maintenance
FCI	Facility Condition Index
FASAB	Federal Accounting Standards Advisory Board
FHWA	Federal Highway Administration
FMP	Facility Management Program
FMSS	Facility Management Software System
FO	Facilities Operations
FRP	Federal Real Property
FUMP	FMSS User Management Process
HPMA	Highway Pavement Management Application
KPI	Key Performance Indicator
NPS	National Park Service
O&M	Operations and Maintenance
PM	Preventive Maintenance
RIP	Road Inventory Program
RM	Recurring Maintenance
RMDM	Recurring Maintenance Deferred Maintenance
SDMS	Structure Data Management System

Appendix B: List of Federal Highway Administration Treatments and Descriptions

Treatment ID	Treatment Description
AC_2	Asphalt/Concrete Overlay \leq 2 Inches
AC_Const3	Asphalt/Concrete Reconstruction (3" Asphalt/Concrete and 6" Base)
AC_Const5	Asphalt/Concrete Reconstruction (5" Asphalt/Concrete and 4" Base)
Crack_Seal	Clean Out and Seal Cracks
FDR&AC2	Pulverization and Asphalt/Concrete Overlay \leq 3 Inches
FDR&AC5	Pulverization and Asphalt/Concrete Overlay $>$ 3 Inches
Jt&Crk Rep	PCC Joint and Crack Repair
L&2AC	Leveling Course and 2" Overlay
Mill2&AC2	Mill \leq 2 Inches and Asphalt/Concrete Overlay \leq 2 Inches
Mill4&AC4	Mill $>$ 2 Inches and Asphalt/Concrete Overlay $>$ 2 Inches
PC_Const	PCC Reconstruction (8" PCC and 4" Base)
PC_SlabRep	PCC Individual Slab Replacement or Patching PCC
ST_1	Fog Seal, Single Course Chip Seal, Slurry Seal
ST_2	Double Course Chip Seal/Micro-Surfacing, Asphalt/Concrete Overlay $<$ 1.5 Inches, NOVA Chip