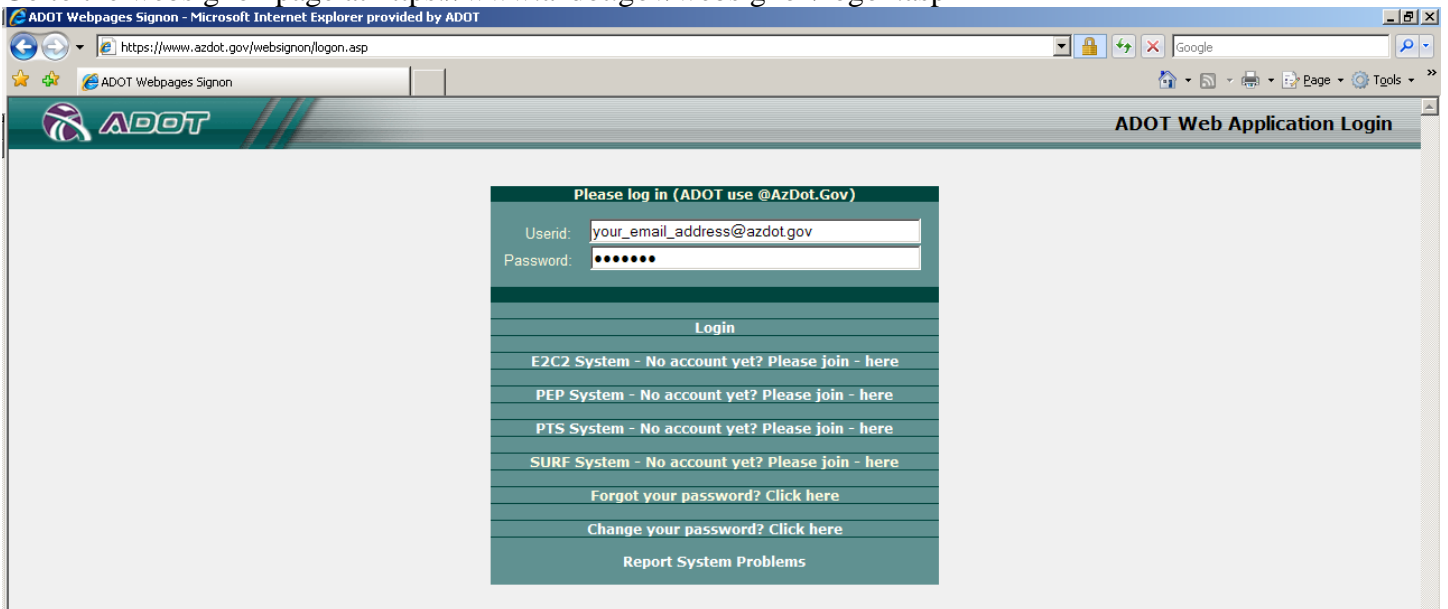


## Program and Project Management Section

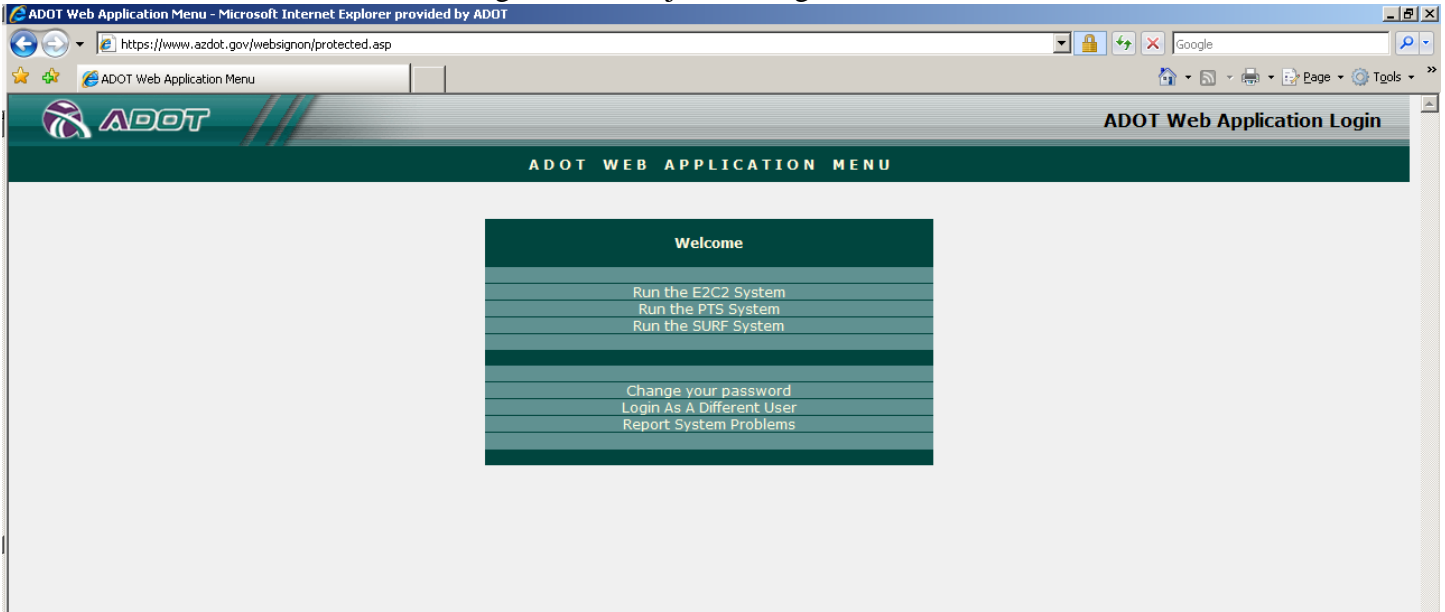


Go to the websignon page at <https://www.azdot.gov/websignon/logon.asp>

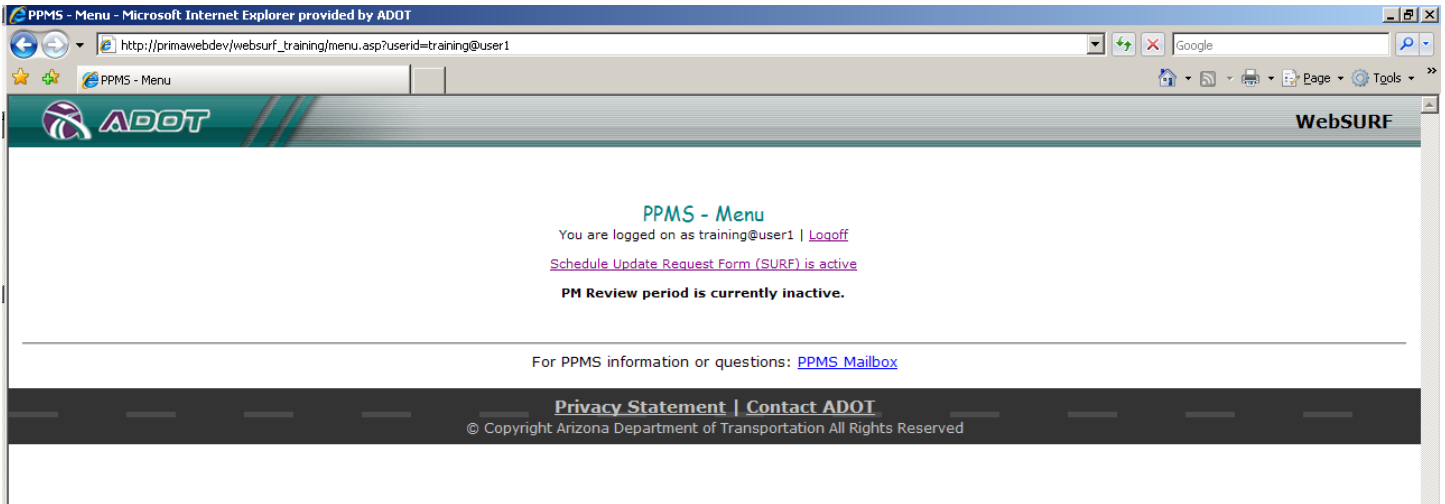


Enter your email address as the userid and enter the password sent to you or the one you changed it to.

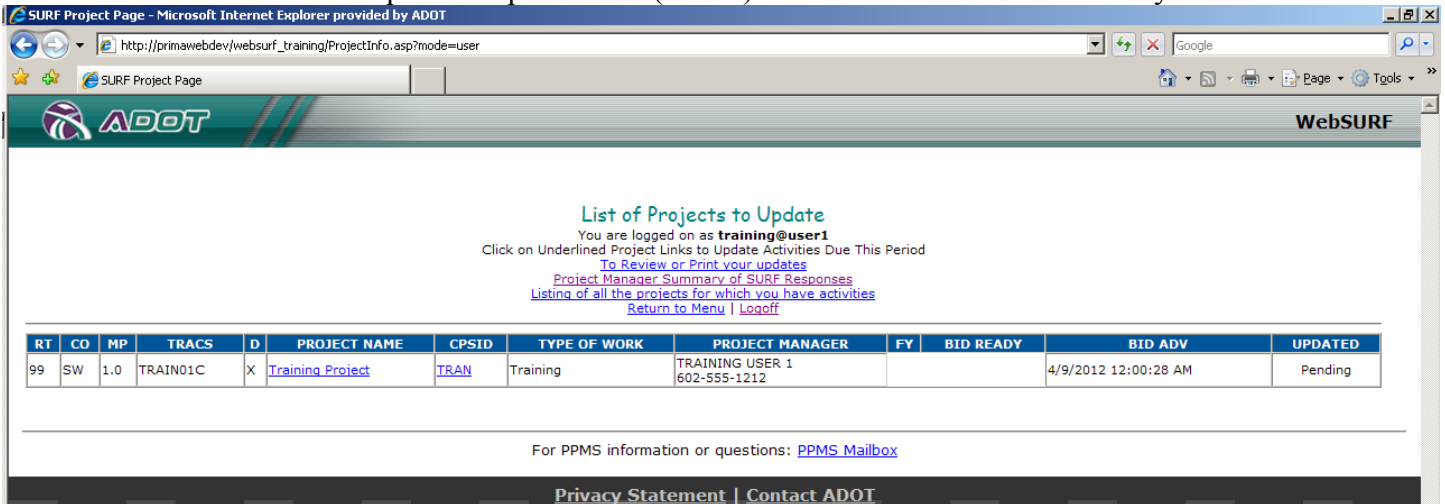
## Program and Project Management Section



If you have access to more than one program you will see this navigation screen, select SURF. If WebSURF is the only application that you have access to through the websignon page you won't see this window.



Click on the link “Schedule Update Request Form (SURF) is active” if SURF isn't active you won't see this.



You know should see a list of projects that you have that need updating. Select the project you want to update; we will use “TRAN” for this training.

## Program and Project Management Section

**List of Activities to Update**  
 You are logged on as **training@user1**  
 The Cutoff Date is **10/31/2011**  
 Use Calendar Icons to Enter Dates, Add Comments if Any  
 Click Update Box at Bottom Left To Submit Update to PPMS  
[HELP](#) | [FAQ](#) | [View Schedule](#) | [Return to Project Page](#) | [Logout](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	FY	BID READY	BID ADV	SCHEDULER
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	TRAINING USER 1 602-555-1212			4/9/2012 12:00:28 AM	

**Data Updated**

Activity ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration
TT42GA	Activity A	01/20/2011	11/30/2011	60	40	01/20/2011			
TT42GB	Activity D	10/12/2011	11/08/2011	20	20				
TT42GB10	Activity C	10/04/2011	10/25/2011	15	15				
TT42GB20	Activity B	10/04/2011	10/11/2011	5	5				

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There are 4 activities to update, Activity A has already started and needs either an Actual Finish, Expected Finish or New Remaining Duration. If you enter a New Remaining Duration or Expected Finish date the system will calculate the other part. If you enter an Actual Finish date it must be before the surf cycle cutoff date. Actual dates have to have happened, estimated dates need to be in the future.

The screenshot shows a portion of the WebSURF interface with three rows of date input fields. Each row has a date field with a calendar icon, a 'Comments' field, and another date field. A calendar tool window is open, showing the month of October 2011. The date 12 is highlighted in red. An arrow points from the text below to the calendar tool.

You **HAVE** to use the calendar tool to enter in the dates. Once you have selected a date the calendar tool will close automatically.

## Program and Project Management Section

After you have updated the activities that you can update please hit the update/confirm status button

TT42GB20	Activity B	10/04/2011	10/11/2011	5	5	
<input type="button" value="Update/Confirm status"/>						

---

## Program and Project Management Section

After you have finished updating your tasks on all projects for which you have been assigned tasks you will want to check your updates. Click on the link “To Review or Print your updates”

**List of Projects to Update**  
 You are logged on as **training@user1**  
 Click on Underlined Project Links to Update Activities Due This Period  
[To Review or Print your updates](#)  
[Project Manager Summary of SURF Responses](#)  
[Listing of all the projects for which you have activities](#)  
[Return to Menu](#) | [Logout](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	FY	BID READY	BID ADV	UPDATED
----	----	----	-------	---	--------------	-------	--------------	-----------------	----	-----------	---------	---------

This will show projects for which you have current tasks that required updates, it does not show all tasks that have been assigned just ones that need updating this SURF cycle.

You are logged on as training@user1 | [Logout](#) | [Print this page](#) | [Return to Project Page](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	<a href="#">TRAINING USER 1</a> 602-555-1212		4/10/2012 12:00:33 AM	
<b>Current Program Co\$t</b>								<b>Program FY</b>			
<b>APSR Comments</b>											
<b>Issues and Actions</b>											
<b>History</b>											
Act ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration		
TT42GA	Activity A	01/20/2011	11/30/2011	60	40	01/20/2011		01/30/2012	60		
<b>Comments</b>											
TT42GB	Activity D	10/12/2011	11/08/2011	20	20						
<b>Comments</b>											
TT42GB10	Activity C	10/04/2011	10/25/2011	15	15						
<b>Comments</b>											
TT42GB20	Activity B	10/04/2011	10/11/2011	5	5						
<b>Comments</b>											

Items that need updating are in **BOLD**. The information that has been updated is in the “Actual Start”, “Actual Finish”, “Expected Finish” and “New Remaining Duration” columns. The Project Manager is an active email link to make it easier to send an email to the Project Manager.

To return to the project listings click on the “Return to Project Page link.”

## Program and Project Management Section

To get a list of all projects that you have been assigned tasks including those not in the current SURF cycle, first return to the project listing page by clicking “Return to Project Page”.

Click on the link “listing of all the projects for which you have activities”

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER
99	SW	1.0	TRAIN01C	X	Training Project	TRAN	Training	TRAINING USER 1 602-555-1212		4/10/2012 12:00:33 AM	

Act ID	Description	Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
TT42GB20	Activity B	10/04/2011	10/11/2011	5	5					Training User 1
TT42GB10	Activity C	10/04/2011	10/25/2011	15	15					Training User 1
TT42GB	Activity D	10/12/2011	11/08/2011	20	20					Training User 1
TT42GA	Activity A		11/30/2011	60	40	01/20/2011		01/30/2012	60	Training User 1

You will get a list of all the projects for which you have been assigned tasks. To return to the project listings click on the “Return to Project Page link.”

## Program and Project Management Section

If you have assigned tasks on multiple projects they will show up in this report, see example below.

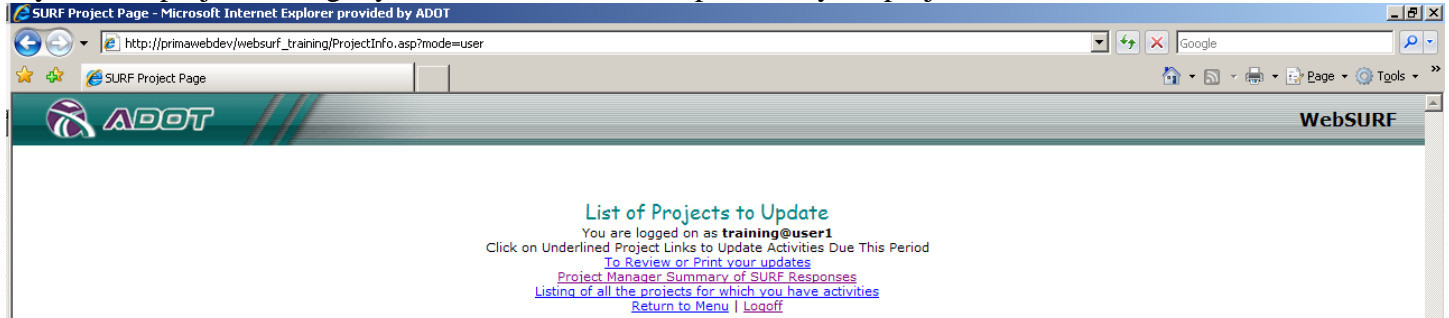
**All the projects for which you have activities**  
 You are logged on as LMakler@azdot.gov | [Logoff](#) | [Print this page](#) | [Return to Project Page](#)

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER		
87	NA	346.0	H717901C	H	HOMOLOVI RUINS STATE PARK	A6SP	CONSTRUCT ROAD	EVELYN MA 602-712-6660	TBD	TBD	Lee Makler (602) 712-8579		
<b>Current Program Co\$t</b>					\$1,025,000		<b>Program FY</b>		14				
<b>APSR Comments</b>					Final submittal is still pending.								
<b>Issues and Actions</b>					Schedule modified/updated per PM.								
<b>History</b>													
Act ID	Description				Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
D9CS998	Bid Package Ready Date (Finish Milestone)					04/25/2050	0	0					Lee Makler
<b>Comments</b>													
D9CS999	Bid Advertisement Date (Finish Milestone)					05/25/2050	0	0					Lee Makler
<b>Comments</b>													
RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER		
82	SC	20.0	H718201C	T	PATAGONIA LAKE (SONOITA CREEK)	AR1E	CONSTRUCT ROAD	EVELYN MA 602-712-6660	TBD	TBD	Lee Makler (602) 712-8579		
<b>Current Program Co\$t</b>					\$550,000		<b>Program FY</b>		12				
<b>APSR Comments</b>					Still working on the RW issues of the trail alignment.								
<b>Issues and Actions</b>													
<b>History</b>													
Act ID	Description				Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
VDCS998	Bid Ready Date (Finish Milestone)					04/25/2050	0	0					Lee Makler
<b>Comments</b>													
VDCS999	Advertisement Date TBD (Finish Milestone)					05/25/2050	0	0					Lee Makler
<b>Comments</b>													
RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	BID READY	BID ADV	SCHEDULER		
10	PM	236.4		T	MARANA ROAD TO CORTARO ROAD	CO1J	RECONSTRUCT & WIDEN FRONTAGE ROADS (DESIGN)	ROBIN RAINE 520-388-4264	Design	Design	Lee Makler (602) 712-8579		
<b>Current Program Co\$t</b>					\$4,000,000		<b>Program FY</b>		15				
<b>APSR Comments</b>					Not my project								
<b>Issues and Actions</b>													
<b>History</b>													
Act ID	Description				Early Start	Early Finish	Original Duration	Previous Remaining Duration	Actual Start	Actual Finish	Expected Finish	New Remaining Duration	Surf User
EBCS998	Bid Advertisement Package Ready (Finish Milestone)					04/25/2050	0	0					Lee Makler
<b>Comments</b>													
EBCS999	Bid Advertisement Date					06/25/2050	0	0					Lee Makler
<b>Comments</b>													

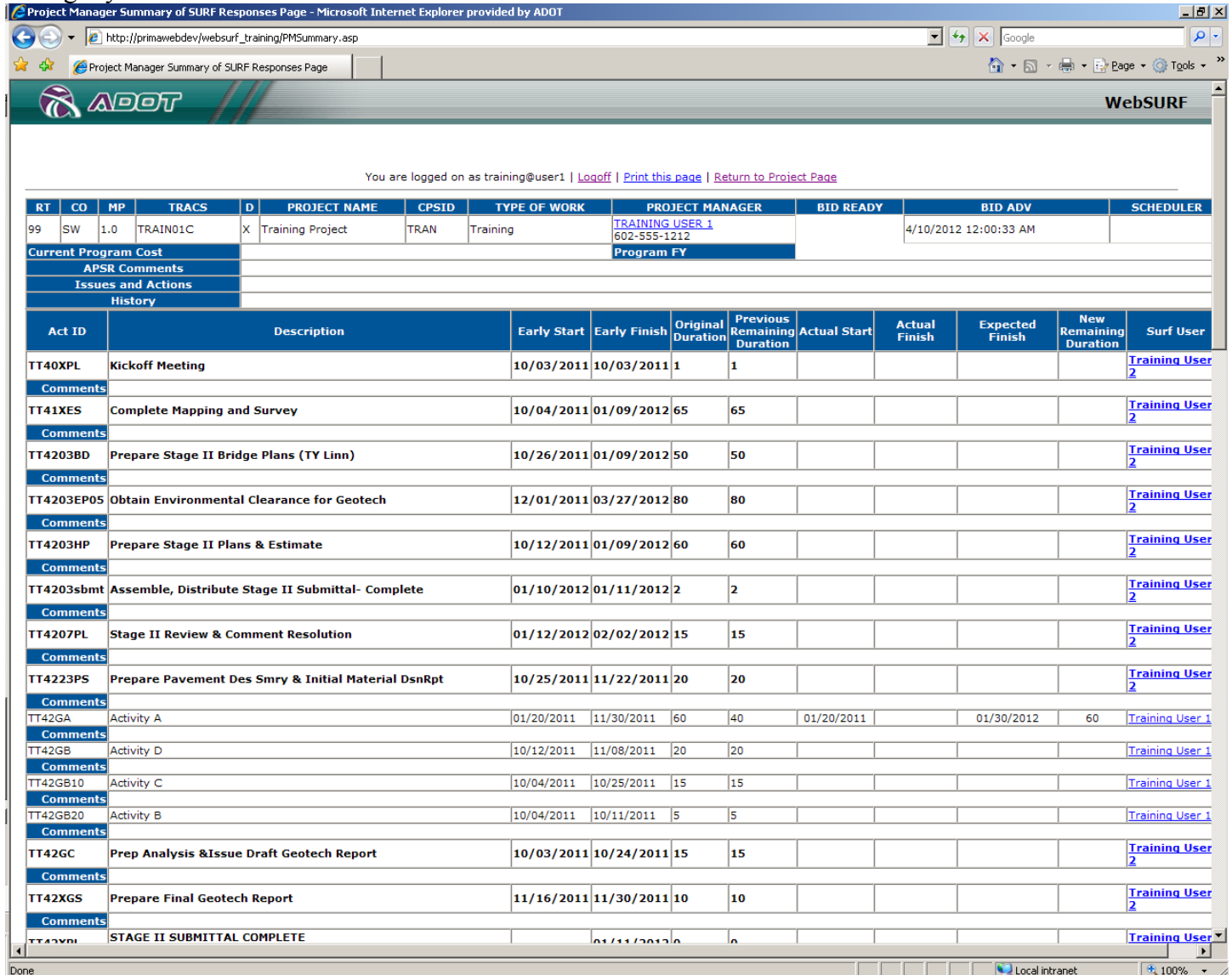
From the “listing of all the projects for which you have activities” page click on the “Return to Project Page link.”

## Program and Project Management Section

If you are a project manager you can also see all the updates to your projects.



On the Project Page click on the “Project Manager Summary of SURF responses” link. If you are not a project manager you won’t see this link.



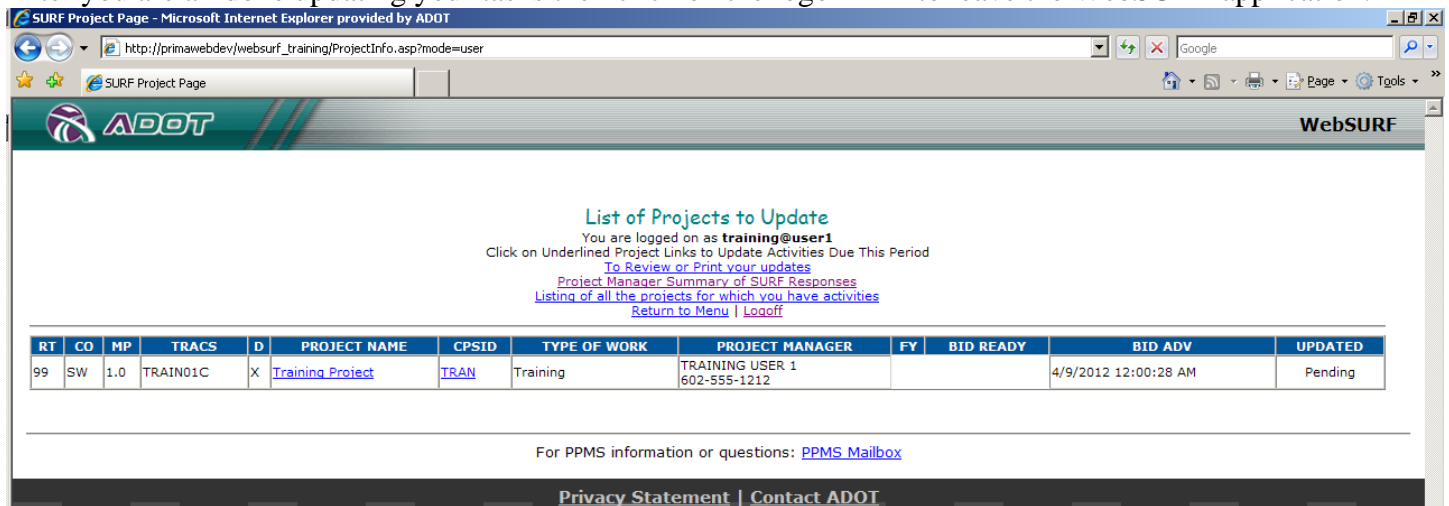
Tasks that are awaiting updates are in **BOLD**. The information that has been updated is in the “Actual Start”, “Actual Finish”, “Expected Finish” and “New Remaining Duration” columns. The Project Manager and Surf User names are active email links to make it easier to send an email to the person responsible for that project or task.

To return to the project listings click on the “Return to Project Page link.”



## Program and Project Management Section

After you are all done updating your tasks then click on the logoff link to leave the WebSURF application.

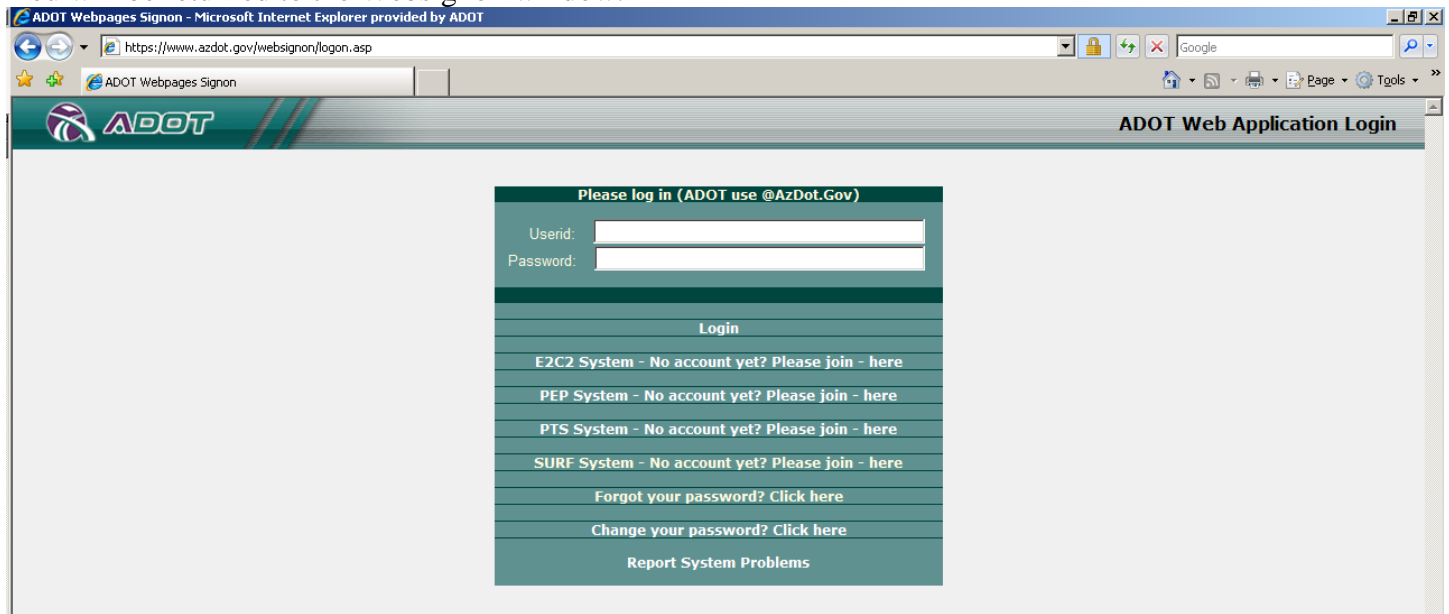


The screenshot shows the WebSURF application interface. At the top, there is a header with the ADOT logo and the text "WebSURF". Below the header, the main content area displays the title "List of Projects to Update" and a message: "You are logged on as training@user1. Click on Underlined Project Links to Update Activities Due This Period." There are several links provided: "To Review or Print your updates", "Project Manager Summary of SURF Responses", "Listing of all the projects for which you have activities", "Return to Menu", and "Logoff". Below this text is a table with the following data:

RT	CO	MP	TRACS	D	PROJECT NAME	CPSID	TYPE OF WORK	PROJECT MANAGER	FY	BID READY	BID ADV	UPDATED
99	SW	1.0	TRAIN01C	X	<a href="#">Training Project</a>	<a href="#">TRAN</a>	Training	TRAINING USER 1 602-555-1212			4/9/2012 12:00:28 AM	Pending

At the bottom of the main content area, there is a link: "For PPMS information or questions: [PPMS Mailbox](#)". Below the main content area is a footer with links for "Privacy Statement" and "Contact ADOT".

You will be returned to the Websignon window.



The screenshot shows the ADOT Webpages Signon window. The title bar reads "ADOT Webpages Signon - Microsoft Internet Explorer provided by ADOT". The address bar shows "https://www.azdot.gov/websignon/login.asp". The main content area features a login form with the following fields and options:

- Header: "Please log in (ADOT use @AzDot.Gov)"
- Userid:
- Password:
- Login button
- E2C2 System - No account yet? Please join - here
- PEP System - No account yet? Please join - here
- PTS System - No account yet? Please join - here
- SURF System - No account yet? Please join - here
- Forgot your password? Click here
- Change your password? Click here
- Report System Problems

Thank you for using WebSURF to update your tasks in the ADOT predesign and design of construction projects. With your help ADOT projects can be advertised in a fast and efficient manner.