Tips on Using the ADOT HPT Portal

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1. **Once logged in to the Citrix virtual desktop, the web address for the HPT Portal is** http://adotnetapp/hptportal/.

2. **Map Application:** Remember to activate the layers you want to use in the Options box, and remember to use the Identify tool with the right layer selected (it asks you which layer to identify from). Some layers can only be active at certain zoom levels, so if something doesn't seem to be in the list, zoom in. The map application is great for:

   A. Tracking down mileposts, and measuring to or from mileposts;

   B. Determining what USGS quads are in your project area;

   C. Determining section, township, range info;

   D. Determining land ownership, BLM Field Offices, and tribal land boundaries;

   E. Determining Tribal Claims Areas (very important!); zoom in for this information, and map will bounce out again with selection; hover over a tribe in the list and map will highlight the TCA; make a list and go to the Contacts list to follow up;

   F. Using different base maps to see topos, aerials, and a variety of other options: explore them!

   G. "ADOT Projects" layer may give you some helpful information, but it's outdated;

   H. "Archived Surveys" is not working at present.

3. **Use the portal flexibly.** Search the "Documents/Letters" as there is more data in documents than in the map application itself when you are looking for reports and/or consultation letters.

   A. Search for documents by route and milepost (use the map to find this if you don't have it already).

   B. Search by titles (just a portion of the title will work, like name of the highway or project area).

   C. If you know of a specific report, try the author name and county.

   D. If you need site information, which is still sadly lacking in the map application, look for reports in your area, which can provide lots of field information.

   E. Search the site number in "Documents" titles.

   F. Search Results list always defaults to 10 per page: you can change the "Items per Page" at the bottom of the list, up to 200; unfortunately, it keeps resetting to 10 per page.

   G. Note that you can change the order of the listings at the top of each column by clicking on the underlined column headers; this helps when looking for a particular date.

   H. Also note that if you adjust the width of the window on your desktop, you can change the width of the columns. This will often make it easier to see the list (especially of Linked Letters) more neatly stacked and easier to read.

   I. Remember that uploaded docs in the Portal are the result of a few mass uploads and many individual uploads: the information listed may be incomplete (or even incorrect!). TRACS numbers may be missing, route/milepost info may be missing, dates seem to be missing quite often; that's why you need to search flexibly. Try a different approach if the first one doesn't yield results. Editing and cleaning up the portal listings is an ongoing process;

   J. Explore the other options: there are many ways to dive into the portal!

4. **Be sure to click on "Clear Search Criteria" in between searches, as it sometimes gets confused.**

5. **Contacts List: one of the best resources in the HPT Portal!**

A. Once you've tracked down your tribal/agency consulting parties on the map, the Contacts list will tell you exactly who to address the original letter to, who to copy to, whether they want electronic correspondence; list has addresses, emails and phone numbers.

B. Read the consultation protocols: this will tell you exactly how to proceed, and how to get the consultation letters prepared correctly (ask your HPT Specialist for help if you are unsure of something).

C. The contact information is an ongoing, constant process, so check it for each project; if you know of changes at an agency or tribe, please let me know.

6. **UPLOADS:**

A. **First, upload only pdf copies of reports and signed responses to consultation**, not all of the original Word documents. Most signed responses are pdfs already. If you receive a response in the mail, scan it to pdf first (as you would for your own files), and upload the pdf**.**

B. **Then, study previous upload "titles" especially for letters.** Figure out what will work if someone is searching for your letter (or how you would be searching for it). Make it relevant, not just SHPO_concurrence or SHPO_letter: concurrence on what? Which SHPO letter?

C. There's not a set formula for this but keep it short and simple, trying to keep them all the same length (makes it easier to find them later, see 3H above).

D. Generally use something like H7245 Init106 NHPA SHPO 7-5-16 or H7245 Contg106 NAE BLM 7-6-14. **Figure out what is important about your letter: TRACS number or LPA number, phase of work (Init or Contg or ScopeChg or…), consulting party (abbreviate except certain tribes (use SanCarlos, not SCAT), date of concurrence**. No need for "consultation" or "concurrence" as that is what all of these letters are about.

E. In the "Letter Date" box, put the concurrence date. An error in the initial instructions years ago told us to put the date of concurrence signing, though this should have been the original letter date, which makes more sense. Let's at least be consistent in the error.

F. **DO NOT upload multiple copies of a letter**. Instead list multiple locations in the "Area Covered by Document" section: you can list a whole bunch of locations there. Just keep clicking the "Add Area Index" button and adding another one until your locations are complete. Your letter will have only one upload but will come up under each location you have entered. Multiple copies of the same letter take up lots of extra storage space and are confusing. I am trying to eliminate them as I see them but it's a lot of work.

G. **Make your entries complete, with route and milepost**: don't skip this, even for letters!

H. If the letter relates to a local government project or something else that isn't on a major highway/freeway, use a route/milepost close to the project, perhaps within a mile or two. That way someone searching the area will come across it. Sometimes it's just not close to anything; then put "Unknown" and "0" in the route and milepost boxes, and try to work the location into the letter title. Examples: SR192 Sec106 NAE 5thSt.UPRR SHPO 8-10-12 or SS915.SS916 106 GilbertRd NAE SHPO 3-12-12.

I. For report titles, it's helpful to add report numbers (helps to pinpoint a search), and if it's a revision or not. These are not necessary but very helpful. Lots of these report title sound alike.

J. Remember to link reports and letters: if you forget to do this at first, you can go back to "Edit Document" and link your letters, or even add TRACS numbers or anything else.

K. **Please don't shortcut your entries:** for the Portal to have value, it must be searchable, and the data you enter will make it easier for someone after you to find what they need quickly and easily. Hopefully, careful entry has helped you find something you needed at some point. Continuous Portal improvement helps everyone who is using it for research!

L. **If you have an author who is not listed in the pulldown menu, email the name to me.** The add-a-new-author feature on the Portal is not working. It's on the fix-it list.

7. **Remember to close the portal, and to log off of the virtual network (Citrix) when you finish.**

8. **You should logon to the portal at least once each 30 days for your account to remain active.** After 75 days I get notices from security telling me who hasn't logged in and is in danger of being terminated, which I have to pass on to consultants. It is very helpful to avoid this process, so if you could please put a reminder in your calendar (or whatever works for you) to log in every now and then (whether you need it or not!), we would very much appreciate it.

9. Remember, the Portal is a work in progress: if you see things that need correcting, let me know. If you have reports that aren't there but should be, send them to me and I'll upload them (or you can upload them yourselves). If you have suggestions on improvements, let me know; I already have a long list for the programmers when I next get a shot at changes. Any other ideas: let me know!

10. If you need to reset a password or PIN, or are having technical problems, call the ADOT Service Desk at 602-712-7249.

11. If you have other questions, problems or comments, please call Shearon Vaughn at 602-712-6428. I may end up referring you to the Service Desk anyway, but I can try!