

Standard Work for: Creating new TIP cycle numbers in ESTIP

Description of the task:		Instructions to create Fiscal Year starting TIP cycle numbers for each COG/MPO and ADOT Statewide program.		Revision Date: 6/1/2020
Process Owner:		Bret Anderson		Revision #: 2
Purpose:		Instructions to create Fiscal Year starting TIP cycle numbers for each COG/MPO and ADOT Statewide program in ESTIP.		Document Owner: Mark Hoffman
Supplies & safety equipment required:		Active ESTIP account		
WHAT?	<i>Important Steps:</i> <i>List the critical steps of the operation that advance the work</i>	HOW?	<i>Key Points:</i> <i>List the tasks that allow you to complete the steps successfully.</i>	Include a picture, a map, additional contacts or resources that are relevant for success when performing this job
1	Using Chrome, sign into ESTIP at https://estip.azdot.gov/secure/login			
2	Complete the following to create Fiscal Year starting TIP cycle numbers for each COG/MPO and ADOT Statewide program			
3		On the home page/dashboard, click on Add New TIP Action in the top right corner of the TIP Actions Pending MPO/COG Approval.		
4		In the Adding New TIP Document block, complete the following for each COG/MPO/Statewide Program: <ul style="list-style-type: none"> - Select TIP Adoption in the top row - MPO; from the drop down select an MPO/COG or statewide - Under TIP; input the TIP number as xx-00. All TIP cycles start out with numbering XX-00. The first two numbers refer to the TIP Cycle associated with the document year. If the TIP number is 21-00, then it is the 2021 TIP cycle. The next two numbers refer to amendments made within that 		

TIP cycle. As amendments are made, these numbers increase sequentially. For example, COG/MPO generated amendments will use the numbers 21-01 through 21-10 and state generated amendments will use 21-11 and higher.

- **FFY DOC Year**; select the year corresponding to the TIP cycle
- **Create Date**; auto filled
- **MPO Approval Date**; leave blank until all project updates are completed under the new TIP cycle number (if approval date is entered it will lock the TIP and no project updates can be made to the new TIP cycle action.
- **Open TIP**; should be checked
- **Lead Agency**; Drop Down select ADOT or the COG/MPO associated with the TIP action
- **DISPLAY TO PUBLIC WEBSITE FOR PUBLIC COMMENT** – Leave unchecked
- **Notes**; Example to enter would be “Draft TIP for FY21-24”
- Select Save Changes and repeat process for each COG/MPO and the Statewide Program
- After saving changes the new TIP numbers will be displayed on the home page/dashboard under TIP Actions Pending MPO/COG Approval.
- **To add TIP action documents complete the following:**
 - On the home page/dashboard under TIP Actions Pending MPO/COG Approval locate the TIP Cycle xx-00 and click on the cloud with the arrow in the second to last column under DOC. Complete the fields in the TIP Action Documents block to upload any documents