



Design Consultant Submittals

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Submission and Review Process

**Electronic Records Management System**

Revision History			
Revision Number	Description	Initials	Date
1	Design Submittals by Consultants	UM	5/21/2014
2	Submission Type 4: Coordinators uploading docs to Consultant Coord state	UM	9/19/2014



## ITAP Enrollment and Login

Design Submittals are accessed using ITAP (INDOT Technical Application Pathway) . Consultants will be using the link below – Figure 1, that says Design Submittals – Consultants. Rest of INDOT users can access Design Submittals through ITAP using the appropriate links based on district and department they are working in.

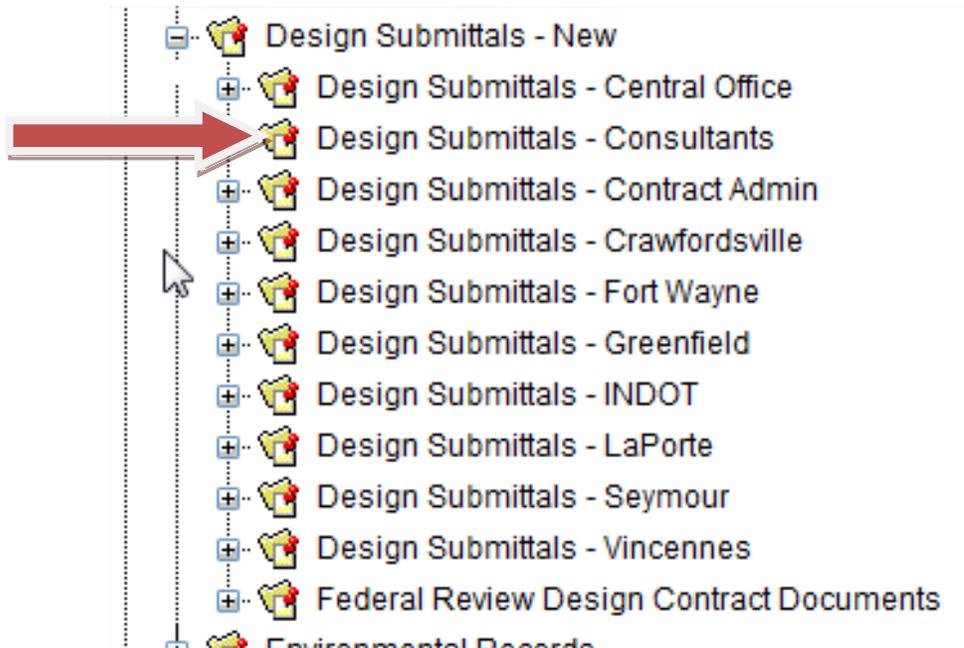


Figure 1

There are 3 types under Design Types

**NON-IPOC Consultant** - These are the projects that are not Major Moves projects.

These projects can either be managed by districts or central office

If a Central Office PM is managing the project and it is being designed by the consultant then the document need to be uploaded with this design type.



IPOC - These are the projects that are Major Moves projects. These projects are managed by Central office. So they need to be uploaded with design type set to IPOC

**NON-IPOC District** - These are the projects managed by District and Designed by either Central Office Designers or District Designers.

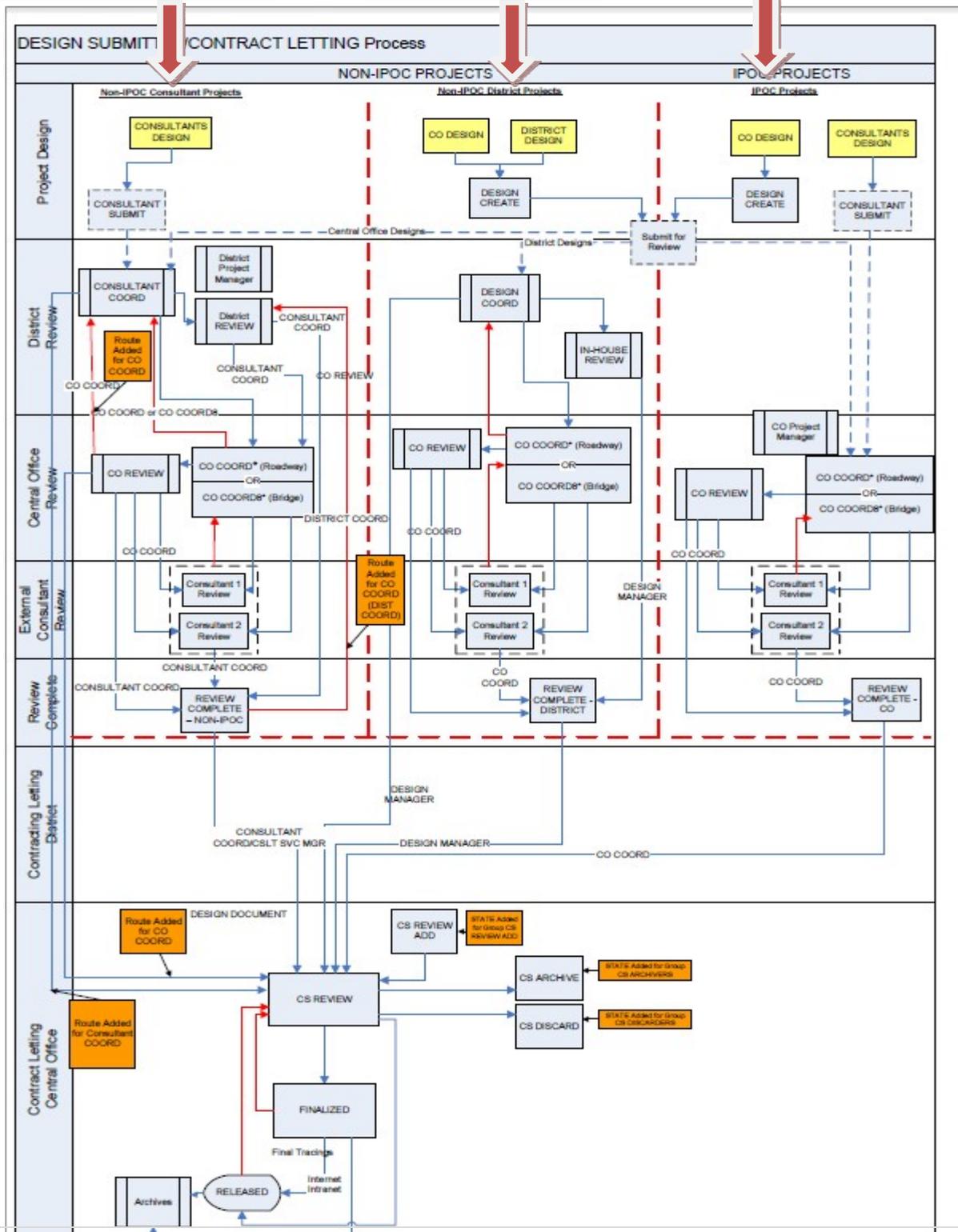


# INDIANA DEPARTMENT OF TRANSPORTATION

NON-IPOC Consultant

NON-IPOC District

IPOC



\* CO COORD is the state for Roadway Design Documents. CO COORD\* is the state for Bridge Design Documents. CO COORD and CO COORD\* can transition along the same lifecycle.



There are some special cases to these but basically above are the criteria when uploading documents.

## Submission Type 1: Design Type: NON-IPOC Consultant

A consultant submitting designs to INDOT as “NON-IPOC Consultant” design type needs to enter appropriate metadata information to have the document sent to proper destination. Below is a lookup table provided for the consultant’s use when uploading the documents to this specific design type.

Design Type	Status	Designed By	Managed By	RoadBridge Indicator	DocumentType	Destination
<b>NON-IPOC Consultant</b>	CONSULTANT SUBMIT	Consultant	Central Office	Bridge	Load Rating	CO COORD8
<b>NON-IPOC Consultant</b>	CONSULTANT SUBMIT	Consultant	Central Office	Roadway	Load Rating	CO COORD8
<b>NON-IPOC Consultant</b>	CONSULTANT SUBMIT	Consultant	District	Bridge	Load Rating	CO COORD8
<b>NON-IPOC Consultant</b>	CONSULTANT SUBMIT	Consultant	Central Office	RoadWay	Any	CO COORD
<b>NON-IPOC Consultant</b>	CONSULTANT SUBMIT	Consultant	Central Office	Bridge	Any	CO COORD8
<b>NON-IPOC Consultant</b>	CONSULTANT SUBMIT	Consultant	District	RoadWay	Any	CONSULTANT COORD
<b>NON-IPOC Consultant</b>	CONSULTANT SUBMIT	Consultant	District	Bridge	Any	CONSULTANT COORD

**Note:** Usually a Load Rating Document type is uploaded only if it is a Bridge project. But if a user by mistake selects Roadway and the document type of Load Rating, even then the system sends it to CO COORD8.

## Submission Type 2: Design Type: NON-IPOC District



Design Type	Status	Designed By	Managed By	RoadBridge Indicator	DocumentType	Destination
<b>NON-IPOC District</b>	DESIGN CREATE	Central Office	Any option	Bridge	Any	CONSULTANT COORD
<b>NON-IPOC District</b>	DESIGN CREATE	Central Office	Any option	Roadway	Any	CONSULTANT COORD
<b>NON-IPOC District</b>	DESIGN CREATE	District	Any option	Bridge	Any	DESIGN COORD
<b>NON-IPOC District</b>	DESIGN CREATE	District	Any option	RoadWay	Any	DESIGN COORD

### Submission Type 3: Design Type:IPOC

Design Type	Status	Designed By	Managed By	RoadBridge Indicator	DocumentType	Destination
<b>IPOC</b>	DESIGN CREATE	Central Office	Any option	Bridge	Any option	CONSULTANT COORD
<b>IPOC</b>	DESIGN CREATE	Central Office	Any option	Roadway	Any option	CONSULTANT COORD
<b>IPOC</b>	CONSULTANT SUBMIT	Consultant	Any option	Bridge	Any option	CO COORD8
<b>IPOC</b>	CONSULTANT SUBMIT	Consultant	Any option	RoadWay	Any option	CO COORD
<b>IPOC</b>	CONSULTANT SUBMIT	Consultant	Any option	Any option	ROW	CONSULTANT COORD



## Content Check-In Form for Design Document

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\* Files   [Upload More Files...](#)

### Design Documents [ Hide ]

Content ID

\* Type DESIGN DOCUMENT

\* Security Group

\* Account

\* Title

\* Status

\* DES Number

\* Design Type

\* Profile

\* Document Type

\* District

\* Road Bridge Indicator

\* Contract Number

\* Managedby

\* Designed By

LettingDate

PrimaryDESNumber

Project Number

Structure Number

Route Number

County

Location

Beginning Reference Post

Profile Trigger

Author CSLT\_AAP



## Submission Type 4

This is a special case where the Coordinators have to upload documents on behalf of Consultants. And the documents need to go to Consultant Coord state. The workflow is not designed to handle this scenario yet. But here is what user can do to send it to the route they need. The Coordinators need to follow below highlighted criteria to send it to CONSULTANT COORD.

Design Type	Status	Designed By	Managed By	RoadBridge Indicator	DocumentType	Destination
NON-IPOC District	DESIGN CREATE	Central Office	Any option	Bridge	Any	CONSULTANT COORD
NON-IPOC District	DESIGN CREATE	Central Office	Any option	Roadway	Any	CONSULTANT COORD
NON-IPOC District	DESIGN CREATE	District	Any option	Bridge	Any	DESIGN COORD
NON-IPOC District	DESIGN CREATE	District	Any option	RoadWay	Any	DESIGN COORD



## Glossary:

Metadata Field	Description	Value to be entered
<b>Type</b>	Document Type	This will be prepopulated with DESIGN DOCUMENT
<b>Security Group</b>	design_document	This will be prepopulated with design_document
<b>Account</b>	This determines the access privileges of the document	This will be prepopulated for the user
<b>Title</b>	This shows up on the results page when searched for the documents. This would be similar to the filename without the extension	This needs to be populated based on the naming conventions established by Design Section
<b>Status</b>	Based on the value selected in this field, the document will be sent to that specific status	Please refer Figure 2. That provides users what to select in this field. This will be 'CONSULTANT SUBMIT' for a consultant when submitting to INDOT.
<b>DES Number</b>	A multi value field. Multiple field values can be added to the textbox with a comma delimiter	
<b>Design Type</b>	This determines the lifecycle route of the document	User needs to select one of the following: 'NON-IPOC CONSULTANT' – design submitted by consultants 'IPOC' – Designs submitted by Central Office designers or Consultants for IPOC or major moves projects 'NON-IPOC DISTRICT' – Design documents submitted by in-house district designers or central office designers
<b>Profile</b>	System related information.	This field is prepopulated.
<b>Document Type</b>	User can select the document type being uploaded	
<b>District</b>	Districts	
<b>Road Bridge Indicator</b>	Select either Roadway or Bridge. Based on this value, the document is set to appropriate coordinator	Please refer Figure 2 to lookup this information
<b>Contract Number</b>	Contract Number related to the document	
<b>Managed By</b>	If this project is managed by Central Office or District	Selecting this as Central Office will send it to Central Office for review process



<b>Designed by</b>	This field helps routing the document to the right track	Select Consultant if the consultant is the designer, District if a district designer designed it, or Central office if is designed by Central Office.
<b>Letting Date</b>	Project Related Data	These values help in searching for documents
<b>Primary DES Number</b>	Project Related Data	These values help in searching for documents
<b>Project Number</b>	Project Related Data	These values help in searching for documents
<b>Structure Number</b>	Project Related Data	These values help in searching for documents
<b>Route Number</b>	Project Related Data	These values help in searching for documents
<b>County</b>	Project Related Data	These values help in searching for documents
<b>Location</b>	Project Related Data	These values help in searching for documents
<b>Beginning Reference Post</b>	Project Related Data	These values help in searching for documents