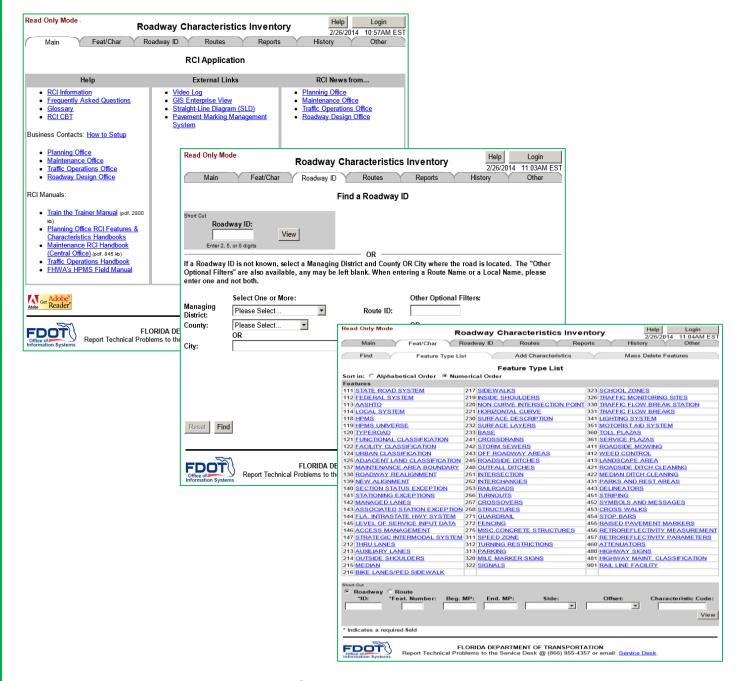
# Florida Department of Transportation

# RCI USER MANUAL

(How to use and update RCI data)



# **Roadway Characteristics Inventory**

(General Interest Roadway Data Features and Characteristics)

Published MARCH 2014

# The $RCI\ USER\ MANUAL$ is produced by:

# Transportation Statistics Office Florida Department of Transportation MARCH 2014

Copies may be downloaded in PDF format from the Transportation Statistics Office website: <a href="http://www.fdot.gov/planning/statistics/rci/Sections/RCI%20User%20Manual.pdf">http://www.fdot.gov/planning/statistics/rci/Sections/RCI%20User%20Manual.pdf</a>

# Suggestions and Errata

The Transportation Statistics Office desires that the March 2014 RCI User Manual be as useful as possible to those working with the Roadway Characteristics Inventory. Your suggestions for improvement, desired additions, and notice of errors or omissions are welcome. Please send any comments to:

Transportation Statistics Office

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7	49	Removed - Route Sequencing chapter	Mar 2014

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# RCI TABS OVERVIEW

The purpose of this manual is to provide you with process steps for completing tasks and to provide general information about the Roadway Characteristics Inventory (RCI) database. The RCI database supports the business processes for the identification, collection, storage, and retrieval of roadway information. A multitude of applications throughout the Department use RCI data.

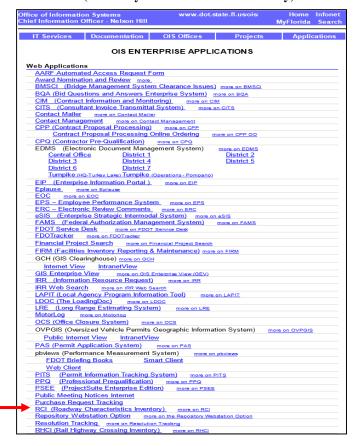
Navigating and understanding the RCI database is a learning process. Please take the time to explore and become familiar with its functions.

# Accessing RCI

Use this link, http://webapp01.dot.state.fl.us/RoadwayCharacteristicsInventory/, or follow the directions below.

Navigate to FDOT's Infonet site (http://infonet.dot.state.fl.us/).

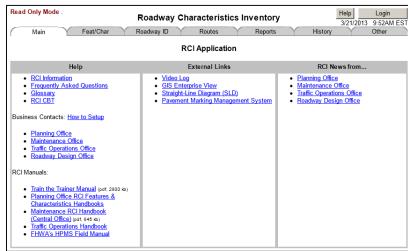




**NOTE:** Users can create a bookmark for the page to the right.

Upon accessing the RCI application, you are in read only mode. This means you cannot update any RCI data, however, you can run reports.

In order to update data, you must click **Login** in the top right corner. This requires a user ID, password, and resource access control facility (RACF) authority.



## **RCI Tabs Overview**

RCI opens with a primary screen presenting seven option tabs, each leading to a different function of the program. This manual will cover each tab in detail as it relates to basic RCI general interest functions. The seven tabs are:

Maii

Roadway ID

Reports

Other

♦ Feat/Char

♦ Routes

♦ History

**NOTE:** Throughout the application, tabs do not save roadway ID numbers or selected information only sub-tabs retain data.

If you login and have RACF authority, then text boxes and dropdown menus activate. Otherwise, data is read only and editing options are disabled.

#### Main Tab

The **Main** tab is RCI's primary screen. This tab contains links to handbooks, manuals, web applications, and offices under three heading categories:

- ♦ Help
- External Links
- ♦ RCI News from...

# Feat/Char Tab (Features and Characteristics)

The **Feat/Char** tab provides two methods to find feature/characteristics data. Its sub-tabs are:

♦ Fine

Add Characteristics

♦ Feature Type List

♦ Mass Delete Features

## Roadway ID Tab

The Roadway ID tab offers search criteria for finding roadway IDs. Its sub-tabs are:

♦ Fine

♦ Route Li

♦ Feature Data

♦ Detail

#### Routes Tab

The Routes tab helps find a route by searching its route ID, route type, county, or name. It has no sub-tabs.

#### Reports Tab

The **Reports** tab allows you to generate reports. You do not need to be logged in to run reports. Its sub-tabs are:

• Standard

♦ User – no longer supported

♦ Historical

♦ Ad Hoc – no longer supported

#### <u>History Tab</u>

The **History** tab allows you to view past RCI data. It has no sub-tabs. Search by using one of the following three areas:

- ♦ Features and Characteristics History
- ♦ Roadway ID History
- ♦ Route History

#### Other Tab

The **Other** tab contains RCI administrative items and includes the View/Update/Delete Roadway ID screen. Only users with proper authority may update administrative data. Its sub-tabs are:

- ♦ Administrative Function
- ♦ Import Data
- ♦ Export Data

# Help Button

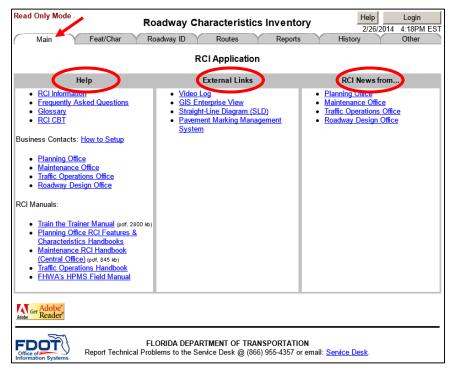
A **Help** button appears in the top right corner of almost every screen, and it will provide information regarding the current screen. The *Online Help* screen provides information about purpose, buttons, data fields, navigation, choosing proper data entries, and understanding the terminology used.

# Login/Logoff Button

To login or logoff RCI at any time, click the **Login/Logoff** button located in the top right corner of the screen.

The **Main** tab is the default screen for the RCI application. It contains links for definitions, training, office emails, handbooks and manuals, external applications, and news from owning offices. A **Help** button, in the top right corner, also provides assistance to understand the **Main** tab better. The three sections of the **Main** tab are:

- ♦ Help
- ♦ External Links
- RCI News from....



# **Help Section**

The help section provides links to general information of interest to the RCI user. Specific subjects include the following:

- ♦ RCI Information Provides you with information about the RCI system
- Frequently Asked Questions Provides a listing of frequently asked questions and answers relating to RCI provided by TranStat.
- ♦ Glossary Produces definitions of RCI terms.
- RCI CBT (Computer-based Training) These training courses present overview information for the RCI application, handbooks, SLDs, and other subjects. The information provided is brief and is a general overview. For more complete and detailed training, please contact TranStat.

#### **Business Contacts**

Provides a contact email for each office. The **How to Setup** link is outdated, please ignore it. Contact emails are provided for:

- ♦ Planning Office CO-RCI\_Planning\_Contacts@dot.state.fl.us
  - o Maintenance Office CO-RCI\_Maintenance\_Contacts@dot.state.fl.us
  - $\circ \qquad Traffic\ Operations\ Office-CO-RCI\_Traffic\_Operations\_Contacts@dot.state.fl.us$
  - o Roadway Design Office CO-RCIRoadwayDesign@dot.state.fl.us

Click on one of the office links and the following window to the right appears. Click **Allow** to automatically generate the email through the program displayed in the window.



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#### **RCI Manuals**

This provides links to various RCI reference documents. Users can read, reference the documents on-line, or download them for printing. The reference documents listed are:

- ♦ Train the Trainer Manual Provides information about the RCI application, the functions of the pages, and guidance on how to perform certain tasks.
- Planning Office RCI Features and Characteristics Handbooks TranStat provides the RCI Features & Characteristics Handbook and the RCI Planning Data Handbook as RCI reference documents. The RCI Features & Characteristics Handbook concentrates on field procedures and includes details of all features and characteristics in RCI. The RCI Planning Data Handbook presents additional RCI data inventory processes and concentrates on office procedures.
- Maintenance RCI Handbook (Central Office) References the features and characteristics collected and managed by the Office of Maintenance.
- Traffic Operations Handbook This link takes you to a screen showing features and characteristics sponsored by the Traffic Operations Office, as well as links to other related information.
- FHWA's HPMS Field Manual This link accesses the Federal Highway Administration's Highway Performance Monitoring System (HPMS) Field Manual, which provides information on requirements for HPMS.

# **External Links Section**

The External Links section presents links to external programs. These include:

- ♦ Video Log The Department's roadway video log provides a visual record of the State Highway System (SHS). The images are collected with a specially equipped van that records digital high-resolution front and side images. Use the built in search features to find the roadway of your choice.
- ♦ GIS Enterprise View An online mapping application where you can display various levels of information layers. No login is required. A help link is available at the top right hand corner.
- ♦ Straight-line Diagram (SLD) An online application for viewing SLDs on the SHS. It consists of a map search or dropdown search according to District, county, or roadway. For more information on SLDs, refer to the SLD Handbook.
- ◆ Pavement Marking Management System (PMMS) A search and download application for PMMS data.

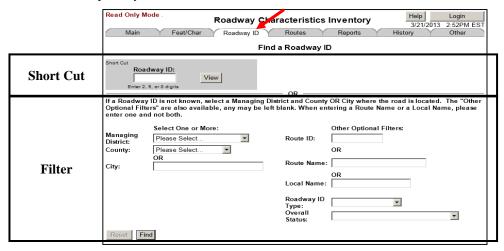
## **RCI News from... Section**

This section provides access to news and information relating to RCI from the Planning, Maintenance, Traffic Operations, and Roadway Design Offices. Click on the appropriate link to access this information.

Main Tab - Page 4 March 2014

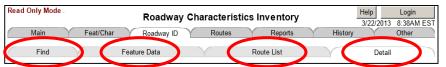
# **Roadway ID Tab**

The **Roadway ID** tab helps you find roadway IDs and view roadway ID data. The **Roadway ID** tab's primary screen is the *Find a Roadway ID* screen, but this is also the Find sub-tab. There are four sub-tabs within the **Roadway ID** tab, however, they are not shown on the primary screen.



Its four sub-tabs are:

- ♦ Find Enables you to search for roadway IDs (see page 5).
- ♦ Feature Data Lists all coded features for the roadway ID (see page 8).
- ♦ Route List Shows route IDs for any interstate, US route, state road, or county road associated with the roadway ID (see page 9).
- ◆ Detail Displays the *View//Update/Delete Roadway ID (V/U/D)* screen (see page 9).



#### Find Sub-tab

The *Find a Roadway ID* screen is divided into two sections, separated by a horizontal "OR" divider. It provides two ways to access roadway ID information, a short cut method and a filter method.

#### Short Cut Method

Use this to view known roadway IDs. Enter the eight-digit roadway ID then click **View**. The result displays on the V/U/D screen.

The short cut method also functions as a search by entering two or five digits of a roadway ID. Entering two digits produces all roadways in a county. Entering five digits produces all roadways with the matching county code and section numbers. The results display on the *Roadway ID List* screen.

# Filter Method

When a roadway ID is unknown, the bottom half of the screen contains several filters to help find it.

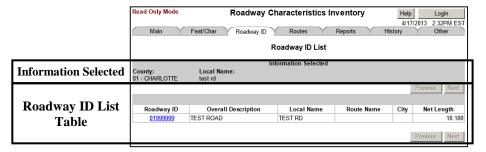
- ♦ Managing District (required) Refers to the District that manages and maintains the roadway ID.
- ◆ County (required) Refers to the county name in which the roadway ID resides. Select the county from the dropdown list containing county names listed alphabetically.
- ♦ City (required) A field to enter a city name or FIPS code.
- ♦ Route Name A field to enter the route name.
- ♦ Local Name A field to enter the Local Name (LOCALNAM) of the roadway. Enter it exactly as it appears in RCI.
- ♦ Roadway ID Type A dropdown list of roadway types.
- ♦ Overall Status A dropdown list of overall statuses.

**NOTE:** Of the three required fields, only one needs to be filled out before searching. All other fields are optional.

After selecting the necessary information, click Find. The results display on the Roadway ID List screen.

# **Roadway ID List Screen**

The *Roadway ID List* screen lists all roadway IDs that match the criteria selected. It contains an Information Selected header and a roadway ID list table. Clicking on the roadway ID link opens the *V/U/D* screen.



#### Information Selected

Displays the search criteria chosen for quick reference.

#### Roadway ID List Table

Each roadway ID listed contains specific data in a table format such as:

- Roadway ID Link to the V/U/D screen.
- Overall Description Taken from the V/U/D screen.
- ♦ Local Name Taken from Feature 114.
- ♦ Route Name Taken from Features 111 and/or 113.
- ♦ City Taken from Feature 124.
- ♦ Net Length Gross length minus exception(s) length.
- Next and Previous Buttons Used to navigate multiple pages of results.

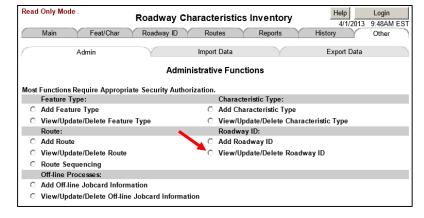
# View/Update/Delete Roadway ID Screen

The V/U/D screen is a key screen in RCI and provides roadway ID summary information.



# Find a Roadway ID Using the Other Tab

Select the View/Update/Delete Roadway ID radio button.

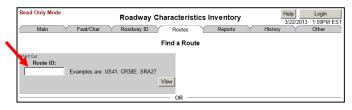


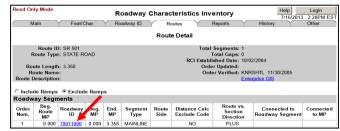
Enter a roadway ID number then click **View**, the resulting page will be the V/U/D screen.



# Find a Roadway ID Using the Routes Tab

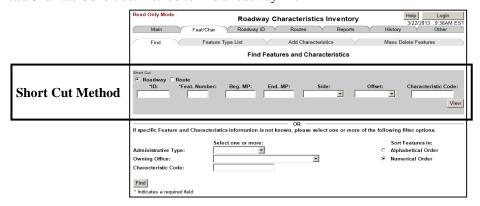
The **Routes** tab displays segments of routes. Each segment has a corresponding roadway ID link. Enter a route ID then click **View**. On the *Route Detail* screen, the roadway ID link takes you to the *V/U/D* screen.





# Find a Roadway ID Using the Feat/Char Tab

Use the Feat/Char tab's short cut method to find a roadway ID.



# Short Cut Method

The short cut method involves filling out the fields in the short cut then clicking **View**. This area contains both required and optional fields. The required fields are:

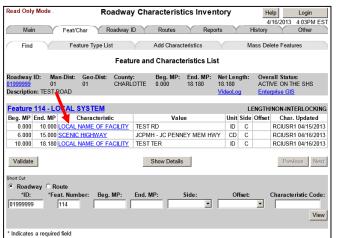
- ♦ ID Enter a roadway ID or route.
- ♦ Feat. Number Enter a feature number.

#### Optional fields include:

- ♦ Beg. MP Enter a beginning milepoint (BMP).
- ♦ End. MP Enter an ending milepoint (EMP).
- ♦ Side Select composite, left, or right from the dropdown list.
- ♦ Offset Select right & left, right, or left from the dropdown list.
- ♦ Characteristic Code Enter the characteristic code.

**NOTE:** This short cut is available at the bottom of every page throughout the **Feat/Char** tab.

Using the short cut method will open the *Feature and Characteristics List* screen. Click on one of the blue characteristic links to access the *Features and Characteristics Detail List* screen.



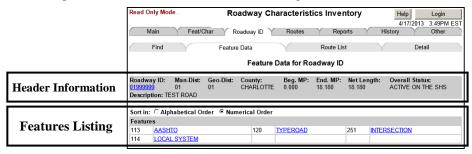


# **Feature Data Sub-tab**

On the primary **Roadway ID** tab screen, the Feature Data sub-tab is not visible. There is no direct access to this sub-tab. It only displays in conjunction with the V/U/D screen. This sub-tab contains every feature that has been coded for the roadway. It displays the *Feature Data for Roadway ID* screen.

# **Feature Data for Roadway ID Screen**

This screen has two parts, header information and features listing.



# Header Information

- Roadway ID Link to the V/U/D screen.
- ♦ Man-Dist The managing district.
- ♦ Geo-Dist The geographic district.
- ♦ County The county.
- ♦ Beg. MP The BMP.
- ♦ End. MP The EMP.
- ♦ Net Length Gross length minus exception(s) length.
- Overall Status Taken from the V/U/D screen.
- lacktriangle Description The overall description taken from the V/U/D screen.

# Features Listing

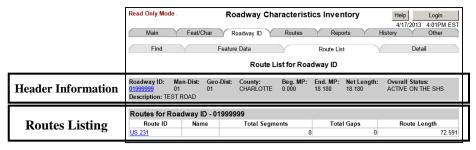
- Sort feature (sort alphabetically or numerically).
- Feature number.
- Feature name link (opens the *Feature and Characteristics List* screen).

# **Route List Sub-tab**

On the primary **Roadway ID** tab screen, the Route List sub-tab is not visible. There is no direct access to this sub-tab. It only displays in conjunction with the V/U/D screen. This sub-tab lists every interstate, US route, state road (SR), and county road (CR) associated with the roadway ID. It displays the *Route List for Roadway ID* screen.

# **Route List for Roadway ID Screen**

This screen has two parts, the header information and routes listing.



#### Header Information

- Roadway ID Link to the V/U/D screen.
- ♦ Man-Dist The managing district.
- ♦ Geo-Dist The geographic district.
- ♦ County The county.
- ♦ Beg. MP The BMP.
- ♦ End. MP The EMP.
- ♦ Net Length Gross length minus exception(s) length.
- Overall Status Taken from the V/U/D screen.
- Description The overall description taken from the V/U/D screen.

# Routes Listing

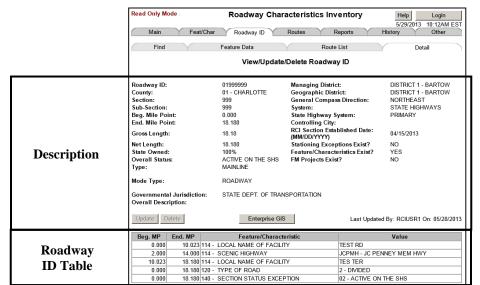
- ♦ Route ID Link to the *Route Detail* screen.
- Name Gives the local name of the route.
- Total Segments Number of total segments for the route.
- ♦ Total Gaps Number of total gaps for the route.
- ♦ Route Length Its length in miles.

# **Detail Sub-tab**

On the primary **Roadway ID** tab screen, the Detail List sub-tab is not visible. There is no direct access to this sub-tab. It only displays in conjunction with the V/U/D screen. The V/U/D screen is this sub-tab's primary screen.

# View/Update/Delete Roadway ID Screen

A more detailed explanation is given in the RCI Planning Data Handbook.



#### **Description**

- ♦ Roadway ID The eight-digit roadway ID number.
- ♦ County The county code and county name where the roadway exists.
- Section Taken from the roadway ID.
- Sub-section Taken from the roadway ID.
- ♦ Beg. Mile Point The milepoint assigned to the beginning point of a roadway ID.
- ♦ End. Mile Point The milepoint assigned to the ending point of a roadway ID.

- ♦ Gross Length The EMP minus the BMP.
- ♦ Net Length Gross length minus the exception(s) length.
- ♦ State Owned The percentage of roadway length owned by the State. This is automatically calculated by the RCI system.
- Overall Status Indicates the assigned functionality of the entire roadway segment as coded in Feature 140. The following overall statuses are:

0	01 – Pending	0	10 – GIS Route	0	17 - Active Off
0	02 – Active On the SHS	0	12 – Active with		Exclusive
0	04 – Inactive		Combination	0	91 – Pending Rail Line
0	05 – Deleted	0	16 – Local Roads with	0	92 – Active Rail Line
0	07 – Active Exclusive		FM Projects	0	94 - Inactive Rail Line
0	09 – Active Off the SHS				

◆ Type (Road Type) – Provides a consistent way to determine road inventory needs. They are not relevant for other purposes, such as highway access or highway design. The following types are:

```
        ○
        00 − Mainline
        ○
        03 − Frontage Road
        ○
        90 − Rail Line

        ○
        01 − Ramp
        ○
        08 − Managed Lane
```

- ♦ Mode Type Indicates the mode of travel. These modes are:
  - Non-motorized Way
  - o Rail Line
  - o Roadway
- ♦ Governmental Jurisdiction Refers to the government body that is legally responsible for the maintenance of the roadway. The most widely used ones in the State of Florida are listed below:
  - o 01 State Dept. of Transportation (maintained by the state)
  - o 02 County (maintained by a specific county)
  - o 04 Municipal (maintained by a specific city)
  - 21 State Toll Authority (maintained by the state, must have OWNAUTH and TOLLROAD coded in Feature 122)
- ♦ Overall Description The common local name for the roadway, i.e. MAIN ST SW
- ♦ Managing District The District that manages the roadway.
- ♦ Geographic District The District in which the roadway exists. For example, roadway ID 08470001 is managed by Turnpike, but its geographic District is District 7.
- ♦ General Compass Direction The predominant direction of the roadway.

```
      ○ 1 - North
      ○ 4 - Southeast
      ○ 7 - West

      ○ 2 - Northeast
      ○ 5 - South
      ○ 8 - Northwest

      ○ 3 - East
      ○ 6 - Southwest
```

♦ System – Describes the system on which the road resides.

10 - Federal Highways
 12 - County Roads
 15 - Private Roads
 Only
 13 - City Streets
 90 - SIS Rail Line
 14 - State Park Roads

♦ State Highway System – A general description for the majority of the road.

o 1 − Interstate o 3 − Primary o 9 − None o 2 − Turnpike o 4 − Int./Art.

- ♦ Controlling City –The current place code and city name.
- ♦ RCI Section Established Date The origination date of the roadway ID.
- ♦ Stationing Exceptions Exist? If yes, then there are stationing exceptions. If no, then there are no exceptions.
- Feature/Characteristics Exist? If yes, then features and characteristics exist. If, no, then there are none.
- FM Projects Exist? If yes, then FM projects exist. If no, then they do not exist.
- Update/Delete Buttons Used for updating or deleting roadway IDs. This requires RACF authority.
- ♦ Enterprise Button A button that opens the Enterprise GIS application.
- ♦ Last Updated By Gives the user ID of the person who last updated anything on the V/U/D screen. A date is also given.

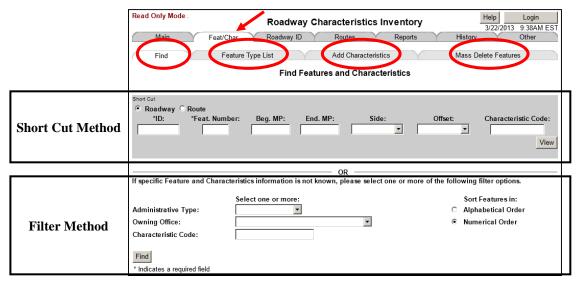
# Roadway ID Table

- ♦ Beg. MP BMP of the characteristic.
- ♦ End. MP EMP of the characteristic.
- Feature/Characteristic Displays the feature number and characteristic name.
- ♦ Value Displays the value/code.

The **Feat/Char** tab is used to find data on a specific roadway, look up features and characteristics, add characteristics data, and mass delete features. Its sub-tabs are:

- Find Helps you find features and characteristics for a roadway ID. This is also the primary screen.
- Feature Type List Provides an alphabetical or numerical list of all feature types.
- ♦ Add Characteristics Controls the function to add characteristics.
- ♦ Mass Delete Features Allows the deletion of a feature and related characteristics for a given roadway ID.

Below is the **Feat/Char** tab's primary screen. It is divided into two sections separated by a horizontal "OR" divider. The top portion contains the short cut and the bottom contains filters for searching.



# Find Sub-tab

The Find sub-tab opens the *Find Features and Characteristics* screen. This screen facilitates searching for features and characteristics data for a specific roadway two basic ways: the short cut method and the filter method.

#### **Find Features and Characteristics Screen**

#### **Short Cut Method**

The short cut method involves filling out the fields in the short cut then clicking the view button. This area contains both required and optional fields. The required fields are:

- ♦ Roadway ID Enter a roadway ID number.
- ♦ Route ID Enter a route ID.
- ♦ Feat. Number Enter a feature number.

#### Optional fields include:

- ♦ Beg. MP Enter a BMP.
- ♦ End. MP Enter an EMP.
- $\bullet \quad \text{Side-Select composite, left, or right from the dropdown list.}$
- ♦ Offset Select right & left, right, or left from the dropdown list.
- ♦ Characteristic Code Enter the characteristic code.

NOTE: This short cut is available at the bottom of every page throughout the Feat/Char tab.

Using the short cut method will open one of two screens. When searching for a roadway ID, the *Feature and Characteristics List* screen opens. When searching for a route ID, the *Roadway Segment List with... Data* screen opens.

March 2014 Feat/Char Tab - Page 11

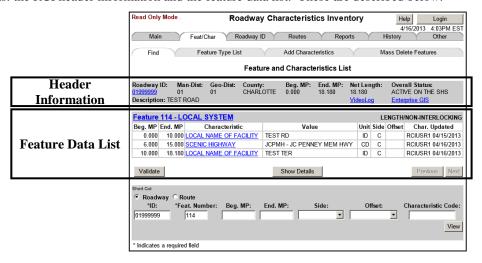
#### Filter Method

The filter method is in the lower portion of the screen, and is used if specific feature and characteristic information is not known. Select one or more of the following fields:

- ♦ Administrative Type Refers to the management type of features. The dropdown menu contains administrative, maintenance, operational, physical, and rail line.
- Owning Office Refers to the jurisdiction or office that manages and maintains the RCI feature. The dropdown menu contains Roadway Design, Transportation Statistics Office, Maintenance Office, Traffic Eng. & Ops. Office, and Rail Office.
- ♦ Characteristic Code Enter the characteristic code if known.
- ♦ Sort Features Sort the feature alphabetically or numerically.

#### **Feature and Characteristics List Screen**

The *Feature and Characteristic List* screen identifies characteristics for a particular roadway ID. This screen is divided into two areas: the RCI header information and the feature data list. These are described below.



#### **RCI** Header Information

- ♦ Roadway ID Clicking on the link opens the V/U/D screen.
- ♦ Man-Dist The managing District.
- ♦ Geo-Dist The geographic District.
- ♦ County County in which the road is located.
- ♦ Beg. MP BMP of the roadway ID.
- ♦ End. MP EMP of the roadway ID.
- ♦ Net Length The gross length minus the exception(s) length.
- ♦ Overall Status States whether a road is on or off the State Highway System.
- Description Reflects the overall description as shown on the V/U/D screen.
- ♦ Video Log A link that opens the Video Log homepage.
- ♦ Enterprise GIS A link that opens the Enterprise GIS application.

# Feature Data List

- Feature number, feature name, type of feature/interlocking or non-interlocking.
- ♦ Beg. MP BMP of the characteristic.
- ♦ End. MP EMP of the characteristic.
- ♦ Characteristic The name of the characteristic. The name is also a link that opens the *Feature and Characteristics Details List* screen.
- Value Value or code of the characteristic.
- ♦ Unit Unit of measurement.
- ♦ Side The side of the roadway on which the characteristic is found.
- ♦ Char. Updated Date and name of person who made the changes.
- Validate Button Checks the entry for errors and takes you to the Validate Feature and Characteristics Data screen for the result(s).
- ♦ Show Details Button Shows the details for all the characteristics.
- ♦ Hide Details Button Hides the details for all characteristics.
- Previous/Next Buttons Allow for the viewing of previous or next pages when multiple pages exist.

Feat/Char Tab - Page 12 March 2014

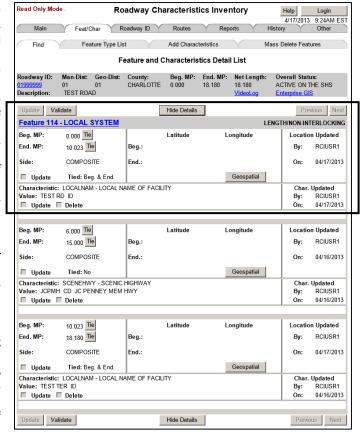
#### **Feature and Characteristics Detail List Screen**

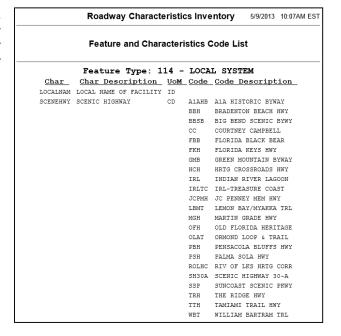
Click the characteristic link or show details button to go to the *Feature and Characteristics Detail List* screen. This screen contains all the characteristic details of each characteristic under the feature selected.

- ♦ Update Button Refers to updating characteristic information. Clicking on it updates the changes made.
- Validate Button Checks the entry for errors and takes you to the Validate Feature and Characteristics Data screen for the result(s).
- Hide Details Button Hides the details for all characteristics.
- Previous/Next Buttons Allow for the viewing of previous or next pages when multiple pages exist.
- Feature Information Feature number, name, type, and interlocking or non-interlocking.
- ♦ Beg. MP BMP of the Characteristic.
- ♦ End. MP EMP of the Characteristic.
- Tie Button Allows you to tie the characteristic to another characteristic.
- Side Side of roadway on which the characteristic is located.
- ♦ Update Checkbox Used to update information.
- ♦ Tied Shows whether or not the characteristic is tied.
- Latitude and Longitude Shows the beginning and ending coordinates for latitude and longitude.
- Geospatial Button Allows you to input latitude, longitude, elevation, datum, projection, and collection method information.
- ◆ Location Updated The last you who changed the milepoint(s) and date changed.
- ♦ Characteristic The characteristic code and its definition.
- ♦ Value The value of the characteristic and its code.
- ♦ Update Checkbox Used to update information.
- ♦ Delete Checkbox Used to delete the characteristic.
- ♦ Char. Updated The last who modified the value and date modified.

# **Feature and Characteristics Code List Screen**

Each feature name on the *Feature and Characteristics List* screen, *Feature and Characteristics Detail List* screen, and *Characteristic List* screen is a link to the *Feature and Characteristics Code List* screen. This screen lists characteristics along with their description, unit of measurement, code, and code description.





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# Route Roadway Segment List with... Data Screen

This screen provides a list of segments on a specified route that contain the specified feature number. To reach this screen, use the **Short Cut** on the Find sub-tab. Select the **Route** radio button, enter an **ID**, enter a **Feature Number**, and then click **View**.

- ♦ Include/Exclude Ramps Offers the choice to include ramps or exclude ramps along the route.
- Order Number The order the roadway ID appears along that route.
- ♦ Beg. Route MP BMP of the route, not the roadway ID. All routes should begin with 0.000 unless there is a gap at the beginning of the route.
- ♦ Roadway ID The route segment's roadway ID.
- ◆ Beg. MP BMP of the roadway ID and a link to the *Feature and Characteristics List* screen.
- ♦ End. MP Ending milepoint (EMP) of the roadway ID.
- ◆ Segment Type Either mainline or ramp.
- Route Side Refers to the route designation side of the roadway, whether it is right, center, or left.
- Route vs. Section Direction Indicates whether or not the milepoints for a given roadway segment are in the same direction as the milepoints (plus), or are in the opposite direction (minus).

Main Feat/Char

Include Ramps ○ Exclude Ramps
 Roadway Segments on Route SR 31

Route

251

0.000 12090000

4.684 01030000

Beg. Route MP

Feature Type List

Roadway Beg. ID MP

\*Feat. Number: Beg. MP:

0.000 4.684 MAINLINE

0.000 18.337

End. MP

Find

Number

Roadway

\*ID:

SR31

- Connected to Roadway Segment If the route type is ramp, then the roadway ID connecting that ramp to a mainline roadway ID should be entered. This column records the roadway ID mainline that contains the ramp.
- ♦ Connected to MP Milepoint location of the connected roadway segment.
- Previous/Next Buttons Allow for the viewing of previous or next pages when multiple pages exist.

NOTE: If a BMP or EMP is specified, it refers to the roadway milepoint and not the route segment milepoint.

# **Feature Type List Sub-tab**

# **Feature Type List Screen**

The Feature Type List sub-tab opens the *Feature Type List* screen. Sort the RCI features in alphabetical or numerical order. Click one of the feature name links to view the *Character List* screen.

#### **Alphabetical Order** Read Only Mode Login Roadway Characteristics Inventory 10:40AM ES Roadway ID Routes Reports Feat/Char Feature Type List Feature Type List Sort in: Alphabetical Order Numerical Order Features 323 <u>SCHOOL ZONES</u> 140 <u>SECTION STATUS EXCEPTION</u> 146 ACCESS MANAGEMENT 341 LIGHTING SYSTEM 125 ADJACENT LAND CLASSIFICATION 114 LOCAL SYSTEM 143 ASSOCIATED STATION EXCEPTION 137 MAINTENANCE AREA BOUNDARY 217 SIDEWALKS 460 ATTENUATORS 142 MANAGED LANES 213 AUXILIARY LANES 422 MEDIAN DITCH CLEANING 111 STATE ROAD SYSTEM 233 BASE 216 BIKE LANES/PED SIDEWALK 320 MILE MARKER SIGNS 141 STATIONING EXCEPTIONS 453 CROSS WALKS 241 CROSSDRAINS 275 MISC.CONCRETE STRUCTURES 454 STOP BARS 351 MOTORIST AID SYSTEM 242 STORM SEWERS 147 STRATEGIC INTERMODAL SYSTEM 139 NEW ALIGNMENT 220 NON CURVE INTERSECTION POINT 443 DELINEATORS 451 STRIPING 258 STRUCTURES 230 SURFACE DESCRIPTION 232 SURFACE LAYERS 122 FACILITY CLASSIFICATION 112 FEDERAL SYSTEM 243 OFF ROADWAY AREAS 248 OUTFALL DITCHES 272 FENCING 214 OUTSIDE SHOULDERS 144 FLA. INTRASTATE HWY SYSTEM 121 FUNCTIONAL CLASSIFICATION 313 PARKING 431 PARKS AND REST AREAS 452 SYMBOLS AND MESSAGES 212 THRU LANES 901 RAIL LINE FACILITY 253 RAILROADS 455 RAISED PAVEMENT MARKERS 271 GUARDRAIL 360 TOLL PLAZAS 480 HIGHWAY SIGNS 331 TRAFFIC FLOW BREAKS 456 RETROREFLECTIVITY MEASUREMENT 457 RETROREFLECTIVITY PARAMETERS 221 HORIZONTAL CURVE 326 TRAFFIC MONITORING SITES 312 TURNING RESTRICTIONS 119 HPMS UNIVERSE 421 ROADSIDE DITCH CLEANING 256 TURNOUTS 245 ROADSIDE DITCHES 411 ROADSIDE MOWING 252 INTERCHANGES 124 URBAN CLASSIFICATION 251 INTERSECTION 138 ROADWAY REALIGNMENT 412 WEED CONTROL View Indicates a required field

#### Read Only Mode Help Login Roadway Characteristics Inventory 5/9/2013 10:42AM ES Roadway ID Routes Reports Feat/Char Feature Type List Feature Type List Sort in: C Alphabetical Order 🔞 Numerical Order Features 111 STATE ROAD SYSTEM 112 FEDERAL SYSTEM | 2219 | INSIDE SHOULDERS | 226 | TRAFFIC HOMITORING SITES | 220 | NON CURVE INTERSECTION POINT | 330 | TRAFFIC FLOW BREAK STAT | 221 | HORIZONTAL CURVE | 331 | TRAFFIC FLOW BREAKS | 113 AASHTO 114 LOCAL SYSTEM 118 HPMS 119 HPMS UNIVERSE 120 TYPEROAD 341 LIGHTING SYSTEM 351 MOTORIST AID SYSTEM 230 SURFACE DESCRIPTION 232 SURFACE LAYERS 233 BASE 360 TOLL PLAZAS 121 FUNCTIONAL CLASSIFICATION 122 FACILITY CLASSIFICATION 241 CROSSDRAINS 361 SERVICE PLAZAS 242 STORM SEWERS 411 ROADSIDE MOWING 124 URBAN CLASSIFICATION 243 OFF ROADWAY AREAS 412 WEED CONTRO 125 ADJACENT LAND CLASSIFICATION 137 MAINTENANCE AREA BOUNDARY 138 ROADWAY REALIGNMENT 413 LANDSCAPE AREA 421 ROADSIDE DITCH CLEANING 248 OUTFALL DITCHES 422 MEDIAN DITCH CLEANING 431 PARKS AND REST AREAS 443 DELINEATORS 251 INTERSECTION 252 INTERCHANGES 139 NEW ALIGNMENT 140 SECTION STATUS EXCEPTION 253 RAILROADS 141 STATIONING EXCEPTIONS 142 MANAGED LANES 451 STRIPING 452 SYMBOLS AND MESSAGES 143 ASSOCIATED STATION EXCEPTION 258 STRUCTURES 453 CROSS WALKS 454 STOP BARS 455 RAISED PAVEMENT MARKERS 144 FLA. INTRASTATE HWY SYSTEM 145 LEVEL OF SERVICE INPUT DATA 272 FENCING 146 ACCESS MANAGEMENT 147 STRATEGIC INTERMODAL SYSTEM 456 RETROREFLECTIVITY MEASUREMENT 457 RETROREFLECTIVITY PARAMETERS 311 SPEED ZONE 212 THRU LANES 312 TURNING RESTRICTIONS 460 ATTENUATORS 480 HIGHWAY SIGNS 481 HIGHWAY MAINT. CLASSIFICATION 213 AUXILIARY LANES 214 OUTSIDE SHOULDERS 320 MILE MARKER SIGNS 901 RAIL LINE FACILITY 322 SIGNALS 216 BIKE LANES/PED SIDEWALK \*ID: Beg. MP: End. MP: View Indicates a required field

**Numerical Order** 

Roadway Characteristics Inventory

Route Roadway Segment List with 251 - INTERSECTION Data

selecting a roadway segment's Beg. MP will display a list of features and characteristics for that segment of the rout

Segment Type

MAINLINE

End. MP:

Add Characteristics

Route Side

Roadway ID Routes Reports

Login 9:03AM ES

Connected to MP

Mass Delete Features

Connected to

Roadway Segment

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MP 0.000 End. Route MP 36.177

Route vs

Section

Direction

PLUS

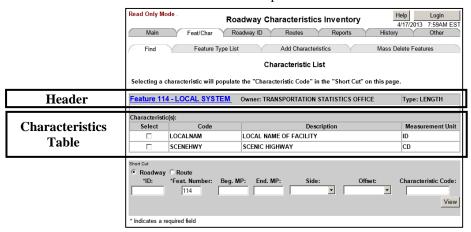
PLUS

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Feat/Char Tab - Page 14 March 2014

#### **Characteristic List Screen**

The Character List screen shows all characteristics under a particular feature.



#### <u>Header</u>

- ♦ Feature Number/Name
- ♦ Owner
- ♦ Type

# **Characteristics Table**

- ♦ Selection checkbox
- ♦ Code
- Description
- Measurement Unit

Check a checkbox in the characteristics table section to populate the short cut bar's **Characteristic Code**. Without any selected characteristics, the default view will display all coded characteristics. A range of milepoints can be specified to go directly to known points. If no milepoints are specified, then the default view will display the entire section range starting with the BMP.

March 2014 Feat/Char Tab - Page 15

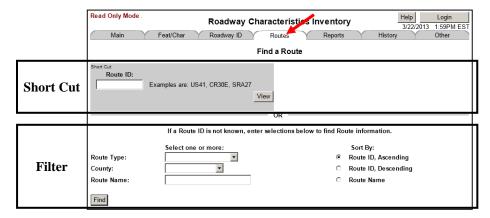
# **FINDING A ROUTE**

# **Routes Tab**

This section instructs you how to search for interstates, US routes, state roads (SRs), and county roads (CRs) using the **Routes** tab. There are no sub-tabs associated with the **Routes** tab. Its primary screen is the *Find a Route* screen. It is divided into two sections, separated by a horizontal "OR" divider. The top section contains the short cut, which can be used to reach the route information quickly if the route ID is known. The bottom section is used if the route ID is not known or if you want to see a list of routes for the selections given.

A route ID is made of four parts. The first part is the route type, which identifies the type of route, such as CR or SR. The second part is the optional prefix, which can be blank, "A" for alternate, or "B" for business. The third part is the route number, which can be up to four digits in length. The last part is the suffix, or an optional letter that can be blank or "A" through "Z."

A route is a linkage of roadway segments. Segments can be contiguous or non-contiguous. A segment can be a portion of a roadway ID or an entire roadway ID. Sometimes there are gaps between the segments. These are caused by geographical objects, administrative decisions, and if a route extends into another county/state then returns.



# Find a Route Screen

This is the primary screen for the **Routes** tab. It provides two methods for finding route information, a short cut method and a filter method.

#### **Short Cut Method**

Use this when the route ID is known. Enter the **Route ID** then click **View**. If multiple routes exist for US routes, interstates, and SRs, the *Route List* screen opens. If multiple routes exist for CRs and off system routes, the *Route List* (with Duplicates) screen opens.

**NOTE:** Off system routes are not the same as roadways with a section status of Active Off the SHS. An off system route i.e. OS 30, designates an old state road number that was removed from the SHS. Roadways under the old state road system are referred to as off system routes, which happened when a SR was transferred off the SHS to a city or county.

# **Filter Method**

If a route ID is not known, enter one or more of the selections below to find route information:

- ♦ Route Type Dropdown menu containing CR, interstate, off system route, SR, and US route.
- County Dropdown menu containing county names in alphabetical order.
- ♦ Route Name A specified name unrelated to Features 111, 113, and 114.
- ♦ Sort By Have the results listed numerically or alphabetically.

Click **Find** and the *Route List* screen opens.

The rest of this chapter displays and explains the screens within the **Routes** tab.

# Route List (with Duplicates) Screen

This screen displays multiple route IDs that match the search criteria. The reasoning behind this is that CRs and off system routes can have the same name but refer to different routes. Interstates, US routes, and SRs have the same name and refer to the same route. This page contains the following information:

- Route ID A link to the V/U/D screen.
- ♦ County Name of county through which the route runs.
- Name A specified name unrelated to Features 111, 113, and 114.
- ♦ Total Segments The number of segments that comprise the route.
- ♦ Total Gaps The total number of gaps along a route.
- ♦ Route Length The calculated length of the route.
- ◆ Previous and Next Buttons Help navigate multiple pages of results.

Clicking a route ID link opens the Route Detail screen.

#### **Route Detail Screen**

The *Route Detail* screen provides information for all roadway ID segments comprising the route. Ramps may be included or excluded. If ramps are excluded, the order number may appear to have gaps. This screen is comprised of a header section and a roadway segments table.

Login 8:03AM

17.149

10.970

6.402

Previous Next

Roadway Characteristics Inventory

Route List (with Duplicates)

Total Gaps

Roadway ID Routes

Feat/Char

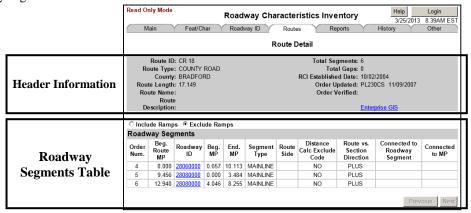
BRADFORD

COLUMBIA

UNION

Route ID

CR 18



#### **Header Information**

- ♦ Route ID The name of the route.
- Route Type Identifies if the route is an interstate, US route, SR, CR, or off system route.
- ♦ Route Length The calculated length of the route.
- Route Name A specified name unrelated to Features 111, 113, and 114.
- ♦ Route Description Provides additional information about the route.
- ♦ Total Segments The number of segments that comprise the route.
- ◆ Total Gaps The total number of gaps along the route.
- ♦ RCI Established Date The date on which the route was established in RCI.
- ♦ Order Updated The date when the route order was updated.
- Order Verified Date The date shown when route sequencing occurred. This date is input manually.

#### Roadway Segments Table

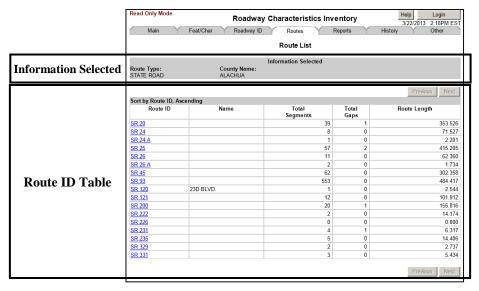
- Include/Exclude Ramps Offers the choice to include ramps or exclude ramps along the route.
- ♦ Order Number The order the roadway ID appears along the route.
- ♦ Beg. Route MP Beginning milepoint (BMP) of the route, not the roadway ID. All routes should begin with 0.000 unless there is a gap at the beginning of the route.
- ♦ Roadway ID A link to the *V/U/D* screen.
- ♦ Beg. MP BMP of the roadway ID.
- ◆ End. MP EMP of the roadway ID.
- ♦ Segment Type Either mainline or ramp.
- ♦ Route Side Refers to the route designation side of the roadway, whether it is right, center, or left.
- Distance Calc Exclude Code Indicates whether or not to exclude this section from the calculation of a route's distance.
- ♦ Route vs. Section Direction An indicator that records whether the milepoints for a given roadway segment are in the same direction as the milepoints (plus), or are in the opposite direction (minus).
- Connected to Roadway Segment If the route type is ramp, then the roadway ID connecting that ramp to a mainline roadway ID should be entered. This column records the roadway ID mainline that contains the ramp.
- ♦ Connected to MP Milepoint location of the connected roadway segment.

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## **Route List Screen**

If multiple routes exist for interstates, US routes, and SRs, this screen lists all the routes that match the criteria selected by route ID. If multiple routes exist for CRs and off system routes, the *Route List* (with Duplicates) screen opens. The *Route List* screen has two sections, information selected and route ID table.

**NOTE:** Off system routes are not the same as roadways a with section status of Active Off the SHS. An off system route i.e. OS 30, designates an old state road number that was removed from the SHS. Roadways under the old state road system are referred to as off system routes, which happened when a SR was transferred off the SHS to a city or county.



#### Information Selected

• Presents the information selected to perform the search.

## Route ID Table

- ♦ Sort by Reflects the sort selected from the *Find a Route* screen.
- ♦ Route ID The name of the route.
- ♦ Name A specified name unrelated to Features 111, 113, and 114.
- ♦ Total Segments –The number of segments that comprise the route.
- ♦ Total Gaps The total number of gaps along a route.
- ♦ Route Length The calculated length of the route.
- Previous and Next Buttons Help navigate multiple pages of results.

Click on any route ID link to open the *Route Detail* screen.

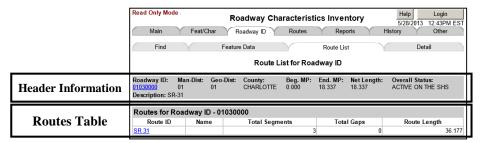
Finding a Route - Page 18 March 2014

# **How to Find a Route Using Different Tabs**

# Use the Roadway ID Tab Way #1

The Route List sub-tab under the **Roadway ID** tab brings up the *Route List for Roadway ID* screen. The steps used in this method are:

- 1. Click the **Roadway ID** tab.
- 2. Enter a valid roadway ID in the short cut then click **View**.
- 3. While on the *V/U/D* screen, click Route List sub-tab to see any routes that exist on any portion of the selected roadway ID. This will open the *Route List for Roadway ID* screen.



#### **Header Information**

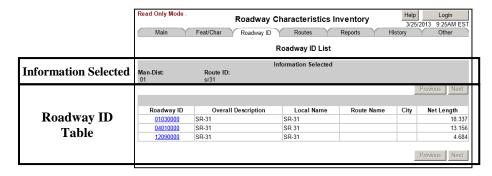
- Roadway ID A link to the V/U/D screen.
- ♦ Man-Dist The managing district.
- ♦ Geo-Dist The geographic district.
- ♦ County The county.
- ♦ Beg. MP The BMP.
- ♦ End. MP The EMP.
- ♦ Net Length Gross length minus exception(s) length.
- Overall Status Taken from the V/U/D screen.
- lacktriangle Description The overall description taken from the V/U/D screen.

## Routes for Roadway ID Table

- ♦ Route ID A link to the *Route Detail* screen.
- ♦ Route Name Gives the name of the route.
- Number of Total Segments Gives the total number of route segments.
- ♦ Gaps Gives the total number of route gaps.
- ♦ Route Length Shows the route length in miles.

# Use the Roadway ID Tab Way #2

- 1. Click on the **Roadway ID** tab.
- 2. Select a District, county, or city from the options on the left of the filter selections.
- 3. Enter a route name to display the *Roadway ID List* screen.



#### Information Selected

Presents the information selected to perform the search.

#### Roadway ID Table

- Previous/Next Buttons Allow for the viewing of previous or next pages when multiple pages exist.
- Roadway ID A link to the V/U/D screen.
- ♦ Overall Description Taken from the *V/U/D* screen.
- ♦ Local Name Taken from Feature 114 LOCALNAM.
- ♦ Route Name Gives the route name.
- City Gives the city or cities through which the route runs.
- Net Length Shows the route length in miles.

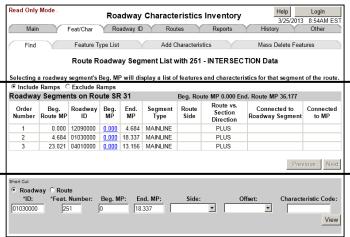
# Use the Feat/Char Tab, Find Sub-tab, Route ID Short Cut Method

- 1. Click the **Feat/Char** tab.
- 2. Click the **Route** radio button.
- 3. Enter a feature number in the short cut box.
- 4. Click View.

This will bring up the Route Roadway Segment List with ... Data screen.

- Include/Exclude Ramps Offers the choice to include ramps or exclude ramps along the route.
- Order Number The order the roadway ID appears along that route.
- ◆ Beg. Route MP BMP of the route, not the roadway ID. All routes should begin with 0.000 unless there is a gap at the beginning of the route.
- ♦ Roadway ID A link to the *V/U/D* screen.
- ♦ Beg. MP BMP of the roadway ID.
- ♦ End. MP EMP of the roadway ID.
- ♦ Segment Type Either mainline or ramp.
- Route Side Refers to the route designation side of the roadway, whether it is right, center, or left.
- Route vs. Section Direction Indicates whether or not the milepoints for a given roadway segment are in the same direction as the milepoints (plus), or are in the opposite direction (minus).
- ♦ Connected to Roadway Segment If the route type is ramp, then the roadway ID connecting that ramp to a mainline roadway ID should be entered. This column records the roadway ID mainline that contains the ramp.
- ♦ Connected to MP Milepoint location of the connected roadway segment.
- ♦ Previous/Next Buttons Allow for the viewing of previous or next pages when multiple pages exist.

NOTE: If a BMP or EMP is specified, it refers to the roadway milepoint and not the route segment milepoint.



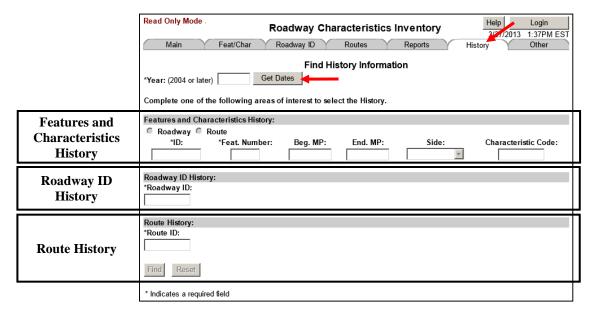
Use the **History** tab to find old RCI data. Its primary screen is called the *Find History Information* screen. There are no subtabs. When viewing history information, you view what was in the RCI database on a given date. History data is recorded on the last day of each month. History data cannot be changed. All pages showing history information are read-only and have no input boxes or update buttons. Each history screen looks like its corresponding screen except for one difference, the history date is shown at the top of every screen.

# Find History Information Screen

The Find History Information screen allows selection of historical information, using three general methods:

- Features and Characteristics History
- ♦ Roadway ID History
- ♦ Route History

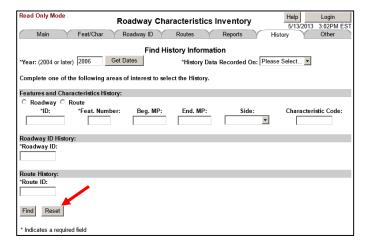
Each of these methods occupies a separate portion of the screen.



Prior to choosing any of the three methods, determine the year of history desired. Then click **Get Dates** to see a listing of available dates. Choose one from the dropdown menu. Once a date is specified, use any of the three methods to proceed.

# Reset Button

The **Reset** button on the primary screen will clear all information except for the year.



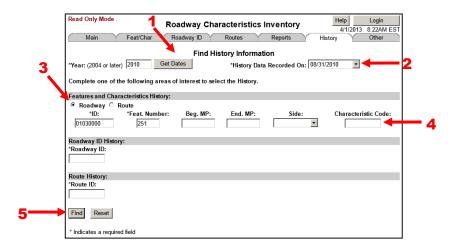
March 2014 History Tab - Page 21

# The Features and Characteristics History Method

Feature and characteristic history can be viewed by choosing either a roadway ID or a route ID.

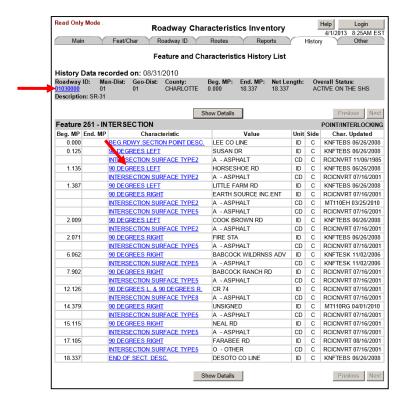
# Searching for a Roadway ID

- 1. Enter the **Year** then click **Get Dates**.
- 2. Select a date from the dropdown menu.
- Select the Roadway radio button.
- 4. Enter at least an **ID** and **Feat Number**.
- 5. Click Find.



#### Feature and Characteristics History List Screen

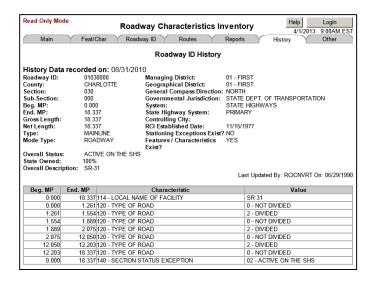
There are two ways to obtain further information, click on the Roadway ID or click on a Characteristic.



History Tab - Page 22 March 2014

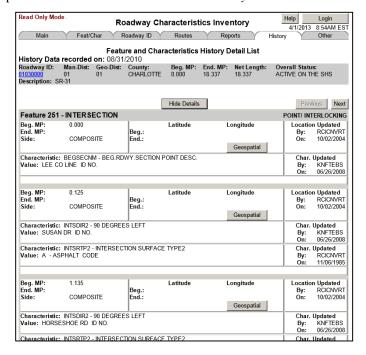
#### Roadway ID History Screen

Clicking the roadway ID link opens the *Roadway ID History* screen, which is the **History** tab's version of the *View/Update/Delete Roadway ID* screen.



# Feature and Characteristics History Detail List Screen

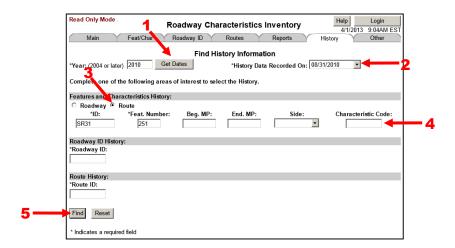
Clicking a characteristic link opens the Feature and Characteristics History Detail List screen.



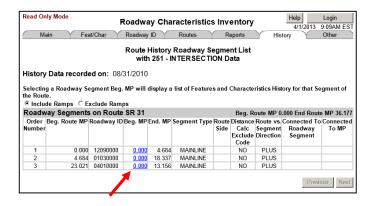
March 2014 History Tab - Page 23

# Searching for a Route ID

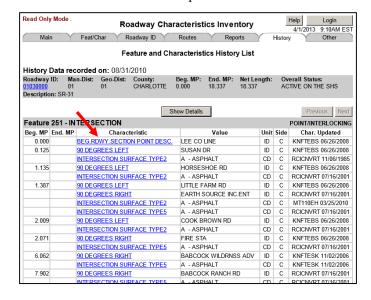
- 1. Enter the **Year** then click **Get Dates**.
- 2. Select a date from the dropdown menu.
- 3. Select the **Route** radio button.
- 4. Enter at least an **ID** and **Feat Number**.
- 5. Click Find.



Click a Beg. MP column link to open the Feature and Characteristics History List screen.



Click a Characteristic link to open the Feature and Characteristics History Detail List screen.

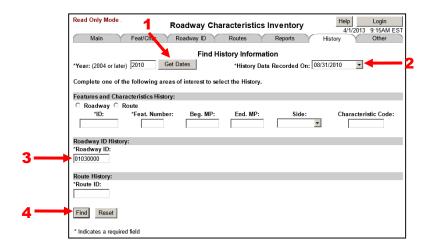




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# The Roadway ID Method

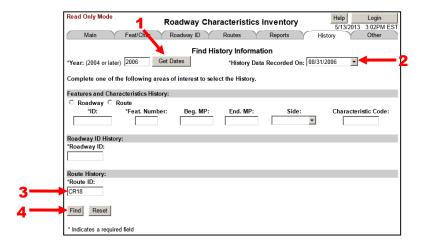
- 1. Enter the **Year** then click **Get Dates**.
- 2. Select a date from the dropdown menu.
- 3. Enter a Roadway ID.
- Click Find.



This will open the Roadway ID History screen.

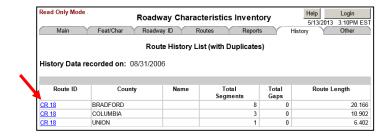
# The Route History Method

- 1. Enter the **Year** then click **Get Dates**.
- 2. Select a date from the dropdown menu.
- 3. Enter a **Route ID**.
- 4. Click Find.



#### Route History List (with Duplicates) Screen

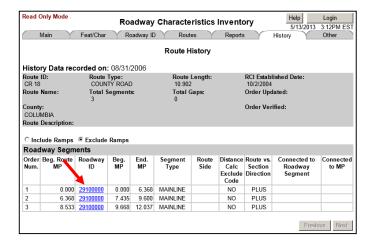
If more than one route exists with the same route ID, the *Route History List (with Duplicates)* screen will open. Click on a **Route ID** link to open the *Route History* screen.



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# Route History Screen

This screen displays the **History Data Recorded on** date, route header information, and the **Roadway Segments** table. Click a **Roadway ID** link to open the *Roadway ID History* screen (previously shown).



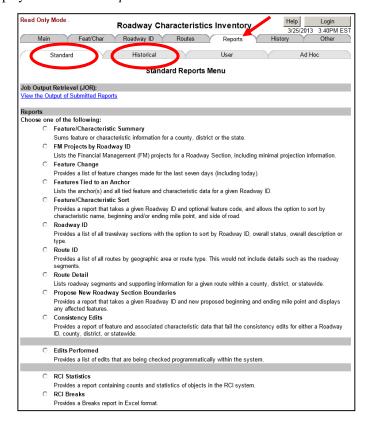
History Tab - Page 26 March 2014

The **Reports** tab has two functioning sub-tabs that allow for preparation of several types of reports. You do not have to be logged in to RCI to use the **Reports** tab. When not logged in, the reports are generated from a general user account. Remember the job number. If you are logged in, then any reports you generate will be associated with your user account. That means only you can view/download them.

- ♦ Standard Provides a list of predefined reports.
- Historical Provides a historical report.
- ♦ User No longer supported.
- ♦ Ad Hoc No longer supported.

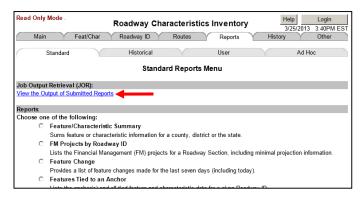
## **Standard Sub-tab**

The Standard sub-tab displays the Standard Reports Menu screen.



# Job Output Retrieval (JOR) Link

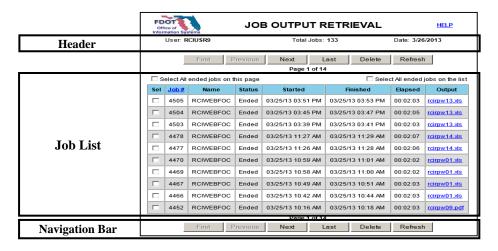
This link opens the *Job Output Retrieval* screen.



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# **Job Output Retrieval Screen**

Use this to view/download generated reports. It may take several minutes for the report to generate. In order to refresh the list, use the refresh button, not the browser's refresh button. Click on the link in the output column to retrieve a report. To delete the report, select the checkbox then click the delete button. Reports are automatically deleted every few days. This screen has three sections, header, job list, and navigation bar.



#### Header

- ♦ User The user ID of the user that has submitted the batch job. The batch job runs using this identification.
- ◆ Total Jobs The total number of jobs submitted by the user existing in the job list.
- ♦ Date Current date.

#### Job List

- ♦ Job # A unique job number that is assigned to each batch job. If the number appears as a link, clicking it opens the job log.
- ♦ Job Name The job name specified for the batch job.
- ♦ Status Current status of the batch job. Some status values are followed by a number in parenthesis. This value is the status code for the batch job. Possible values for status include:
  - Initializing Used when a job is first submitted. If the status does not change after 60 seconds, the job submission did not complete successfully.
  - Awaiting Exec. The job is waiting to execute.
  - Canceled(nn) The job was canceled by the user, an administrator, or a server operator (nn=64). The job canceled because it exceeded
    the allowed CPU time for the job (nn=61). The job was canceled because it exceeded the allowed elapsed time for the job (nn=62). The
    job was canceled because it exceeded the allowed memory for the job (nn=63).
  - o Ended(nn) The job has terminated with a status code of nn. If nn is negative, the batch job has terminated abnormally.
  - o Fix then Release The job has been held by the batch job server because an error occurred during the job submission or when the batch job server attempted to start the job. Refer to the job's log to determine the cause of the error. Once the problem is corrected, use the release job(s) command to release the job for execution.
  - Held by Operator All jobs awaiting execution (including this one) have been held by an administrator or server operator. Only an
    administrator or server operator can release the job.
  - o Pending Release The job has been held (use the release job(s) command to release the job for execution).
  - O Running(nn) The job is currently running and the status code is set to nn.
  - Unknown The batch job server was not running when this job terminated. This status will normally be displayed for jobs that are lost when the server has crashed and is then restated.
  - Waiting to Purge The job is about to be purged from the active job list.
- ♦ Started The date and time the job execution started.
- ♦ Finished The date and time the job execution ended.
- Elapsed The elapsed time for the job in HH:MM:SS format.
- Output Shows the output file names. A job creates one or more output files. For every output file, a separate row in the list is displayed. If the file name appears as a link, clicking it opens the output file.

#### Navigation Bar

- Select All ended jobs on this page By checking this checkbox, all the ended jobs in the page are checked. By unchecking this checkbox, all the ended jobs in the page are unchecked.
- ♦ Select All ended jobs on the list Checking this checkbox indicates the delete button to delete all the ended jobs when the delete button is clicked. When this checkbox is checked, the select all ended jobs on this page checkbox and each individual job checkbox are disabled.
- ♦ First Go to the first page.
- Previous Go to the previous page.
- ♦ Next Go to the next page.
- ◆ Last go to the last page.
- ♦ Delete Deletes selected jobs.
- ♦ Refresh Redisplay the page to reflect the current status.

Reports Tab - Page 28 March 2014

# **Reports**

The following reports are available on the *Standard Reports Menu* screen. Examples of these screens and reports are shown on the following pages.

- ♦ Feature/Characteristic Summary
- ♦ FM Projects by Roadway ID
- ♦ Feature Change
- ♦ Features Tied to an Anchor
- Feature/Characteristic Sort
- ♦ Roadway ID
- ♦ Route ID

- ♦ Route Detail
- ♦ Propose New Roadway Section Boundaries
- ♦ Consistency Edits
- ♦ Edits Performed
- ♦ RCI Statistics
- ♦ RCI Breaks

Click the appropriate radio button for the desired report. Enter the reporting criteria, then click **Submit**. This takes you back to the Standard sub-tab but has the text, "YOUR REQUEST HAS BEEN SUBMITTED. REPORT NUMBER IS: XXXX." To view the report, click the link in the **Output** column.

#### Feature/Characteristic Summary

Sums feature or characteristic information for a county, District, or statewide.

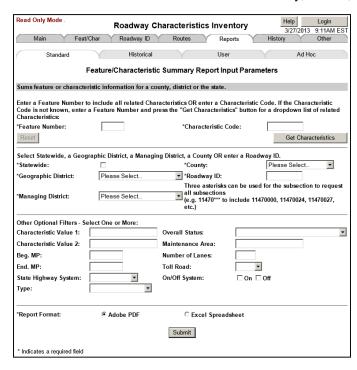


Figure 6B – Example Feature/Characteristic Summary Report

Roadway	/ Characte	eristics	Inventory	10: 1							
Page: 1 SUMMARIZE FEATURE/CHARACTERISTIC REPORT											
Totals for Geographic D Feature : 113 - AASHTO	istrict - 06										
CHARACTERISTIC	VALUE	UNIT	LENGTH/TOTAL								
US ROUTE NUMBER	I 75	ID	13.338	MI							
	I 95	ID	36.231	MI							
	I 195	ID	6.021	MI							
	I 395	ID	3.771	MI							
	US 1	ID	179.996	MI							
	US 27	ID	19.882	MI							
	US 41	ID	51.679	MI							
	US 441	ID	16.348	MI							

# FM Projects by Roadway ID

Lists the Financial Management (FM) projects for a roadway section, including minimal projection information.

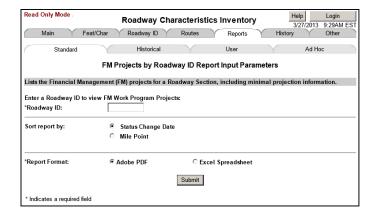


Figure 6C – Example FM Projects by Roadway ID Report

			Roadway Charact	eristics Inventory		Page:	31
Run Date: 05/16/2013 County: 01 CHARLOTTE Roadway II: 000 Beg MP: .000 End MP: 18.337		FM PRO	IJECTS by ROADWAY ID	(Sorted by Status Cha	nge Date)	rage.	31
FM Project 193749-1	Project Name SR 31	From REPLAC	E BR#S 15 & 18		То		
	Lanes Improved 0	Lanes Added 0	FromMP .000	ToMP 18.337	Length 18.337		
	Status Code Status 100 - LINE ITEM CO	OMPLETED	Status Change Date 12/01/1970	Financial Project No 19374916101	Federal Project No		
	Work Mix REPLACE LOW LET	VEL BRIDGE					
FM Project 193750-1	Project Name SR 31	From LEE CO	LINE		To DESOTO CO LINE		
	Lanes Improved 0	Lanes Added 0	FromMP .000	ToMP 18.337	Length 18.337		
	Status Code Status 100 - LINE ITEM CO	OMPLETED	Status Change Date 02/01/1966	Financial Project No 19375015201	Federal Project No		
	Work Mix RESURFACING						

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#### Feature Change

Provides a list of feature changes made for the last seven days, including the day the report was run.

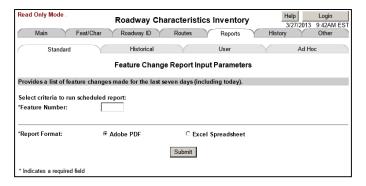


Figure 6D - Example Feature Change Report

				Roady	way Ch	aract	eristics Inventory		_
or addi	itional informati			d Date Ran	ge: 201	3-03-21	114 LOCAL SYSTEM THROUGH 2013-03-27 As of	: 09:44:29	Page:
Dist	County	Roadway	Beg MP	End MP	Side	Unit	Characteristics	Value	Changed
03	BAY	46130000	.000	.744	С	ID	LOCAL NAME OF FACILITY	EAST AVE	LOCATION
03	BAY	46130000	.744	2.387	С	ID	LOCAL NAME OF FACILITY	N EAST AVE	LOCATION
	BAY	COUNTY TO	TAL: 2						
03	OKALOOSA	57040000	10.350	12.258	С	ID	LOCAL NAME OF FACILITY	GOVERNMENT ST	LOCATION
03	OKALOOSA	57040000	12.258	15.642	C	ID	LOCAL NAME OF FACILITY	JOHN SIMS PKWY	LOCATION
03	OKALOOSA	57040000	15.642	20.278	C	ID	LOCAL NAME OF FACILITY	SR-20	VALUE
	OKAL	OOSA COUN	TY TOTAL:	3					

# Features Tied to an Anchor

Lists the anchor(s) and all tied feature and characteristic data for a given roadway ID.

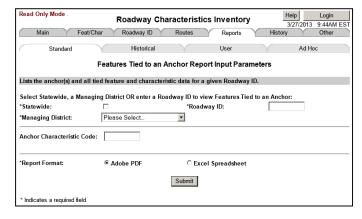
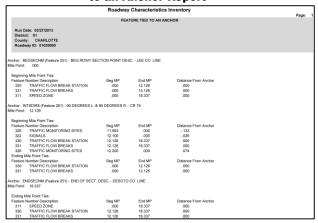


Figure 6E – Example Features Tied to an Anchor Report



# Feature/Characteristic Sort

Provides a report of sorted features and characteristics for a roadway ID.

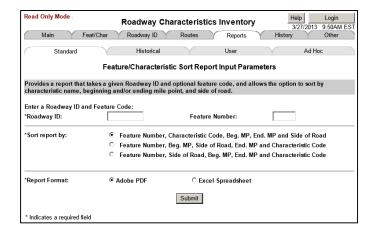


Figure 6F – Example Feature/Characteristic Sort Report

					Roadway C	haracteristics Inventory				
					FEATURE	VCHARACTERISTIC SORT				Page:
					PEATURE	CHARACTERISTIC SORT				
Run Di	te: 03/27	2013 Ro	ın Time	09.55.33						
Roadw	ay ID: 100	30000								
Sorted	By: Char	acteristic (	Code, E	leg. MP, End. MP	and Side of Road					
FEAT	BEG	End		Characteristic						
NUM	MP	MP	Side	Code	Description	Value	Unit	Tied	Last Updated	
124	000.000	003.015	C	HWYLOGAL	HIGHWAY LOCATION CODE	4 - INSIDE CITY, AND URBAN	CD	1100	RCICNVRT	04/01/199
124	000.000	017 936	c	HWYLOCAL HWYLOCAL	HIGHWAY LOCATION CODE	3 - INSIDE URBAN, OUTSIDE CITY	CD		RCICNVRT	06/21/200
124			c	HWYLOGAL	HIGHWAY LOCATION CODE	4 - INSIDE CITY, AND URBAN	CD		RCICNVRT	07/13/199
124	021.556	024.378	č	HWYLOGAL	HIGHWAY LOCATION CODE	3 - INSIDE URBAN, OUTSIDE CITY	CD		KNT30PM	11/15/200
124			č	HWYLOCAL HWYLOCAL	HIGHWAY LOCATION CODE	4 - INSIDE CITY, AND URBAN	CD		RCICNVRT	06/06/199
124	024.376	003.015	c	PLACECO	CENSUS PLACE (CITY) CODE	2075 - TAMPA	CD		RCICNVRT	04/01/199
124	017 936	021.556	c	PLACECO	CENSUS PLACE (CITY) CODE	1790 - PLANT CITY	CD		RCICNVRT	12/05/199
124		024.593	c	PLACECO	CENSUS PLACE (CITY) CODE	1760 - PLANT CITY	CD		RCICNVRT	05/06/199
124	024.376		č	URBAREA	URBAN AREA NUMBER	2075 - TAMPA	CD		RCICNVRT	06/21/200
124	000.000	024.593	c	LIRBSIZE	URBAN SIZE	5 - METROPOLITAN	CD		RCICNVRT	06/21/200
125	000.000	003.014	c	ROUGHIND	PAVEMENT ROUGHNESS INDEX	133	EA		KNMEIGP	05/02/201
125			č	ROUGHIND	PAVEMENT ROUGHNESS INDEX	67	EA		KNMEIGP	05/02/201
125	003.511		c	ROUGHIND	PAVEMENT ROUGHNESS INDEX	92	FA		KNMEIGP	05/02/201
125	000.911		c	ROUGHIND	PAVEMENT ROUGHNESS INDEX	67	EA		KNMEIGP	05/02/201
125	018.990		č	ROUGHIND	PAVEMENT ROUGHNESS INDEX	148	EA		KNMEIGP	05/02/201
125	019.529		č	ROUGHIND	PAVEMENT ROUGHNESS INDEX	128	EA		KNMEIGP	05/02/201
125	021.062	021.666	č	ROUGHIND	PAVEMENT ROUGHNESS INDEX	162	EA		KNMEIGP	05/02/201
125		024.593	č	ROUGHIND	PAVEMENT ROUGHNESS INDEX	89	EA		KNMEIGP	05/02/201
137	000.000	024.593	č	CONUMBER	COST CENTER NUMBER	796 - TAMPA MAINTENANCE	CD		MT796LP	02/23/201
138	004.772		č	NALIGNOT	NEW ALIGNMENT DATE	03/15/2002	DA		KNMEIAK	03/09/201
138	004.772	006.498	č	NALIGNID	SECT /SUBSECT OF NEW ALKINMENT	10030102	ID.		KNMEJAK	03/09/201
138			č	NALNBOPT	NEW ALIGNMENT BEG. PT.	10030708	MI		KNIMEJAK	03/09/201
38			c	NALNENPT	NEW ALIGNMENT END PT.	1.755	M		KNMEJAK	03/09/201
140	004.772	006.498	č	OSDATE	ON OR OFF-SYSTEM DATE	12/31/2002	DA		RCICNVRT	04/10/200
140	000.000	004.772	Č	STATEXPT	SECTION STATUS EXCEPTION	02 - ACTIVE ON THE SHS	CD		RCICNVRT	06/21/200
140			c	STATEXPT	SECTION STATUS EXCEPTION	05 - DELETED	CD		RCICNVRT	06/21/200
140	006.498	024.593	č	STATEXPT	SECTION STATUS EXCEPTION	02 - ACTIVE ON THE SHS	CD		RCICNVRT	05/21/200
143	019.631		č	BEGSECPT	BEG SECT PT OF EXCEPTION FIELD	14.767	MI		RCICNVRT	02/22/199
143			c	BEGSECPT	BEG SECT PT OF EXCEPTION FIELD	0.757	M		RCICNVRT	11/08/198
143			c	ENDSECPT	END SECT PT OF EXCEPTION FIELD	15.664	M		RCICNVRT	02/22/199
143	021.026	024.593	c	ENDSECPT	END SECT PT OF EXCEPTION FIELD	4.324	MI		RCICNVRT	11/06/196
43	019.631		č	ROWNID	COUNTY SECT SUB-SECTION	10090000	ID.		RCICNVRT	02/22/196
143		024.993	c	ROWNID	COUNTY SECT SUB-SECTION	10100000	ID.		RCICNVRT	11/08/198
145		001.002	c	LOSSTOK	LOS STANDARD K FACTOR	9	EA		PS-934TH	11/21/201
145		000.002		LOSSTON	LOS STANDARD K FACTOR		64		DEGGATH	11/21/201

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#### Roadway ID

Provides a list of roadway IDs with the option to sort by roadway ID, overall status, overall description, or type.

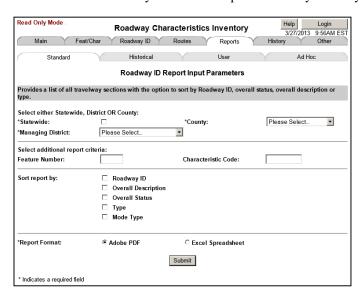
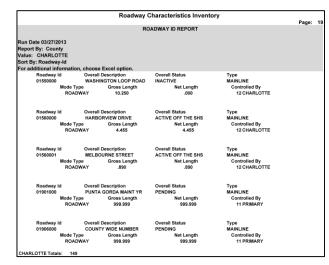


Figure 6G - Example Roadway ID Report



#### Route ID

Provides a list of all routes by geographic area or route type. This does not include details such as roadway segment milepoints.

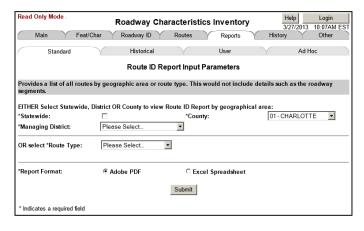


Figure 6H – Example Route ID Report

		110	adway Chara	010110100		Page:
			ROUTE	ID REPORT		raye.
un D	ate: 03/2	7/2013				
epor	t by: Co	unty - CHARLOTTE				
	•	RCI	Order			
Rout	o ID	Established Date	Verified Date	Segments	Gaps	Route Name
Rout	e ID	Established Date	verilled Date	Segments	Gaps	Route Name
CR	74	10/02/2004		1		
CR	764	10/02/2004		1		
CR	765	10/02/2004		1		
CR	765 A	10/02/2004		1		
CR	768	10/02/2004		3		
CR	771	10/02/2004		1		
CR	775	10/20/2011		1		
CR	776	10/02/2004		3		
CR	776 A	10/02/2004		1		
1 '	75	10/02/2004	10/23/2008	467		
SR	31	10/02/2004	12/29/2005	3		
SR	35	10/02/2004	09/07/2007	26	4	
SR	45	10/02/2004	05/06/2008	62		
SR	93	10/02/2004	05/06/2008	553		
SR	776	10/02/2004	12/29/2005	3		
US	17	10/02/2004	05/11/2005	87	1	SPESSARD HOLLAND PKW
	41	10/02/2004	12/29/2005	79		TAMIAMI TRAIL

## Route Detail

Lists roadway segments and supporting information for a given route within a county, District, or statewide.

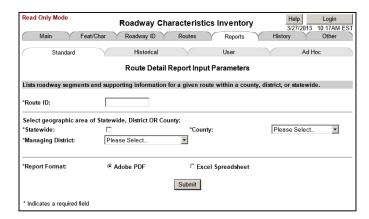


Figure 6I - Example Route Detail Report

					Roadway (	Characte	ristics Invento	ry			Page:
ROUTE DETAIL REPORT									ruge.		
Report by	: County - BRA	ADFORD									
Route ID CR 18 Route Na Route De					Route Type COUNTY ROAD Total Segments 6			Route 17.1 Total 0			
	Y SEGMENTS								Connected		
Order Num.	Beg. Route MP	Roadway ID	Beg. MP	End. MP	Segment Type	Route Side	Distance Calc Exclude Code	Route VS. Section Direction	to Roadway Segment	Connected To MP	
			_	_		-			o o gillolli		
1	.000	28630001	.000	.332	MAINLINE		YES	PLUS		.000	
2	.000	28630002	.000	.407	MAINLINE		YES	PLUS		.000	
3	.000	28630003	.000	.340	MAINLINE		YES	PLUS		.000	
4	.000	28060000	.657	10.113	MAINLINE		NO	PLUS		.000	
5	9.456	28080000	.000	3.484	MAINLINE		NO	PLUS		.000	
6	12.940	28080000	4.046	8.255	MAINLINE		NO	PLUS		.000	

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#### Propose New Roadway Section Boundaries

Provides a list of features and characteristics that will be effected if a roadway is shortened or lengthened.

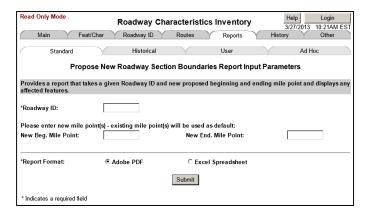
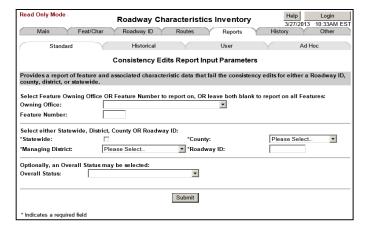


Figure 6J – Example Propose New Roadway Section Boundaries Report

Roadway Characteristics Inventory										
	PROPOSE NEW ROADWAY SECTION B	OLINDABIES		age:						
THE GET HEN READINATED THE SKIT SKIT										
Run Date: 03/27/2013										
oadway ID: 01030000										
	Beg MP: 9.000 Actual Beg MP: .000									
roposed E	ind MP: 18.000 Actual End MP: 18.3	37								
he Propos	ed Begining Milepoint will cause an er	ror with the	following fe	atures	•					
Feature										
Number	Feature Description	Beg. MP	End. MP	Side	е					
					=					
111	STATE ROAD SYSTEM	.000	18.337	С						
112	FEDERAL SYSTEM	.000	18.337	С						
114	LOCAL SYSTEM	.000	18.337	С						
118	HPMS	7.902	12.126	С						
119	HPMS UNIVERSE	.000	12.026	С						
119	HPMS UNIVERSE	7.902	12.126	С						
120	TYPEROAD	.000	1.261	С						
120	TYPEROAD	1.261	1.554	С						
120	TYPEROAD	1.554	1.889	С						
120	TYPEROAD	1.889	2.075	С						
120	TYPEROAD	2.075	12.050	С						
121	FUNCTIONAL CLASSIFICATION	.000	18.337	С						
122	FACILITY CLASSIFICATION	.000	18.337	С						
124	URBAN CLASSIFICATION	.000	18.337	С						
125	ADJACENT LAND CLASSIFICATION	.000	12.026	С						
137	MAINTENANCE AREA BOUNDARY	.000	18.337	С						

#### Consistency Edits

Provides a report the data that failed the consistency edits for a roadway ID, county, District, or statewide.

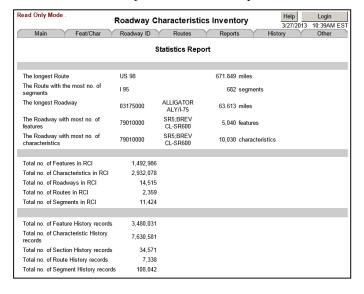


# **Edits Performed**

Provides a list of edits that are being checked programmatically within the system. The list is too long to add a screen shot.

# **RCI Statistics**

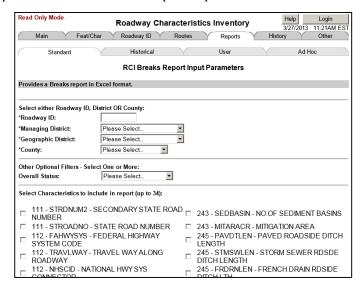
Provides a report containing counts and statistics of objects in RCI. This report is not downloadable.



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#### **RCI Breaks**

Provides a way to search for specific characteristics. The report output is an Excel file.



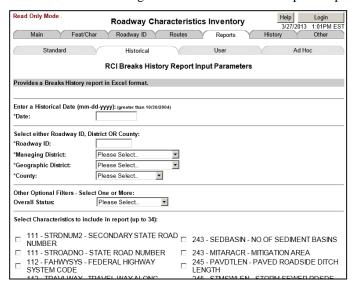
# **Historical Sub-tab**

The Historical sub-tab provides one report option, RCI Breaks History. This report is just like the RCI breaks option under the Standard sub-tab except it uses historical data.



# **RCI Breaks History**

Provides a way to search for specific characteristics using historical RCI data. The report output is an Excel file.



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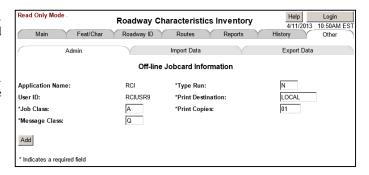
# **UPDATING AND DELETING RCI DATA**

#### Off-line Jobcard Information

# **Add Off-line Jobcard Information**

The off-line jobcard is essential for batch updating data. Use this option when an off-line jobcard has not been added to the system.

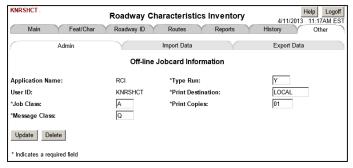
Most, if not all of the information is automatically entered. To add the information to the system click **Add**. Once the information is added to the system, it is saved.



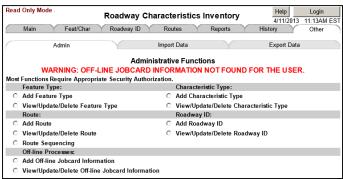
# **View/Update/Delete Off-line Jobcard Information**

Log in and use this option to verify that the system has your off-line jobcard information correct.

.



If the off-line jobcard information is missing, incorrect, or if you is in read only mode, then the following screen will display.



# **Validate Button**

After making any changes to RCI data, it is good practice to click Validate. The Validate button opens the Validate Feature and Characteristics Data screen. If there is an error, it is noted as shown on the screen below.

#### Validate Feature and Characteristics Data Screen

This screen lists the RCI header information as well as the feature table data. The feature table data shows the items below:

- ♦ Feature Number Related to the error.
- ♦ Beg. MP BMP of the error.
- ♦ End. MP EMP of the error.
- ♦ Characteristic The characteristic that contains the error.
- Value The characteristic value in error.
- ♦ Side The side of road with the error.
- ♦ Error Message A description of the error.

# Roadway Characteristics Inventory 4/15/2013 11:44AM EST Validate Feature and Characteristics Data Roadway ID: Man-Dist: Geo-Dist: County: Beg. MP: End. MP: Net Length: Overall Status: 7/7040000 05 05 SEMINOLE 0.000 16:100 14:915 ACTIVE WITH COMBINATION Description: SR 46 FROM SR 15 TO VOLUSIA CO LINE Feature Beg. MP End. MP Characteristic Value Side Error There are no errors for the data selected.

# Validate Button Error Message Examples

Detailed validate button error examples are:

- TYPEROAD value not uniform for the roadway segment. TYPEROAD could be set to composite, but a median is also coded for the same alignment.
- BEGSECNM not found for the roadway.

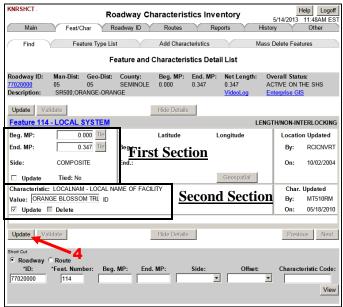
# **Update Feature and Characteristic Data**

This section addresses updating feature and characteristic data. You will need RACF authority in order to update.

- Open the Feature and Characteristics List screen then click Show Details.
- The first section contains the milepoint, roadway side, and geospatial information. If anything has changed, update the data and check the **Update** checkbox within this section.
- The second section has characteristic information. If anything has changed, update the data and check the Update checkbox within this section.
- 4. Click **Update** at the top or bottom to save the changes.

All buttons except the **Update** button are disabled when one or more checkboxes are checked.

After making changes, the Location Updated information and/or the Char. Updated information update automatically.

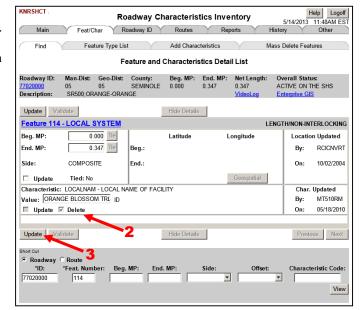


# **Delete Feature and Characteristic Data**

# Single Delete Method

This method deletes selected characteristics within a feature. It requires RACF authority.

- Open the Feature and Characteristics List screen then click Show Details.
- Check at least one B checkbox.
- 3. Click Update.



#### Mass Delete Method

Mass deleting requires RACF authority. The Mass Delete Features sub-tab deletes entire features, characteristics, or specified characteristics.

- Click the Feat/Char tab then click the Mass Delete Features sub-tab.
- 2. Enter a roadway ID, the feature number, BMP (optional), EMP (optional), and side (optional).
- 3. Click Delete.
- 4. A window will appear saying, "Are you SURE you want to Delete this Feature Number?" Click **OK**.

RCIUSR1.	Roadway Characte	ristics Inventory	Help Logoff
Main Feat	/Char Roadway ID Rout	es Reports	5/14/2013 10:50AM EST History Other
Find F	eature Type List Add C	haracteristics	Mass Delete Features
	Mass Delete Features	and Characteristics	
*Roadway ID:	01010000	Feature Number:	138
Beginning Mile Point:	5	Side:	v
Ending Mile Point:	6		
Delete	3		
* Indicates a required field			

#### Mass Delete Rules

- Feature 139 New Alignment cannot be deleted directly. In order to delete it, delete Feature 138.
- ♦ Feature 143 Associated Station Exceptions cannot be deleted directly. In order to delete it, delete Feature 141.
- If a milepoint range and/or a side of road are given for the mass delete, any portion of those features and characteristics that fall in the specified range will be deleted.
- If a BMP is not specified, then the starting point will be the BMP of the roadway ID.
- If an EMP is not specified, then the ending point will be the EMP of the roadway ID.
- If a side is not specified, then all sides of the roadway will be deleted.
- If all characteristics for one feature location are deleted, then the feature record will be deleted as well.

# **Deleting Exceptions**

For information on how to delete exceptions see above, Delete Feature and Characteristic Data.

# **Deleting Realignments**

For information on how to delete realignments see above, Delete Feature and Characteristic Data.

# **Deleting Roadway Segments from a Route**

Delete roadway segments from a route by deleting the route's data under Features 111 and 113. See above, Delete Feature and Characteristic Data.

# **ADDING CHARACTERISTICS**

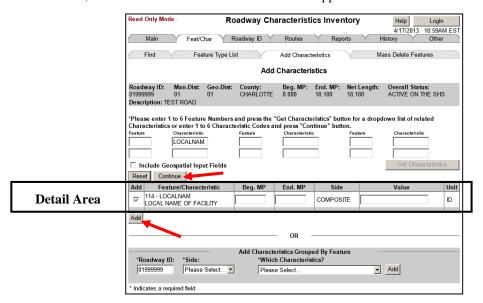
# **Add Characteristics Sub-tab**

This sub-tab allows you to add characteristic data to roadway IDs. Up to six characteristics can be added at a time. There are three methods of adding characteristics: type in, get characteristics, and adding characteristics by group (this is only for Office of Maintenance).

Read Only Mode .	Roadway Ch	aracteristics	Inventory	Help	Login			
				5/29/2013	1:38PM EST			
Main Feat/Char	Roadway ID	Routes	Reports	History	Other			
Find Feature T	ype List	Add Characteristi	ics	Mass Delete Feat	ures			
	Add	Characteristics	s					
Characteristics or enter 1 to 6 CI	"Roadway ID:  Please enter 1 to 6 Feature Numbers and press the "Get Characteristics" button for a dropdown list of related Characteristics or enter 1 to 6 Characteristic Codes and press "Continue" button.  Feature Characteristic Feature Characteristic    Characteristic   Feature Characteristic   Characteristic							
		- or						
*Roadway ID: *Side: Please Select	*Whic	eristics Grouped B h Characteristics? e Select		Add				
* Indicates a required field								

# Type in Method

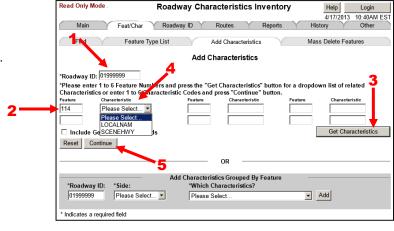
A short cut for adding characteristics is to skip entering the feature number and enter a characteristic code. Enter a roadway ID and a characteristic code, then click **Continue**. The detail area will appear.



Fill in the BMP, EMP, and value fields accordingly. (Depending on the characteristic, the required fields will differ. Enter the necessary information.) Finally, click **Add**. The *Add Characteristics* screen refreshes and the detail area disappears.

# **Get Characteristics Method**

- 1. Enter a roadway ID.
- 2. Enter a feature number or feature numbers.
- 3. Click Get Characteristics.
- 4. Choose a characteristic from the dropdown menu.
- 5. Click **Continue** and the detail area will appear.



Roadway Characteristics Inventory

Add Characteristics

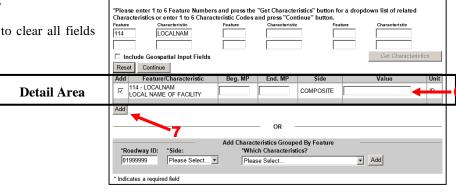
Roadway ID Routes

County: CHARLOTTE Help

Login

- 6. Fill in the BMP, EMP, and value fields accordingly. (Depending on the characteristic, the required fields will differ. Enter the necessary information.)
- 7. Click the add button. The Add Characteristics sub-tab refreshes and the detail area disappears.

**NOTE:** Use the reset button at any time to clear all fields except for the roadway ID.



Read Only Mode

Feat/Char

Roadway ID: Man-Dist: Geo-Dist: 01999999 01 01
Description: TEST ROAD

Feature Type List

<u>Interlocking Features with Interlocking Characteristics</u>
To the right, characteristics for Feature 215 will be interlocked. Using the **Copy** button reduces milepoint errors and ensures interlocking.

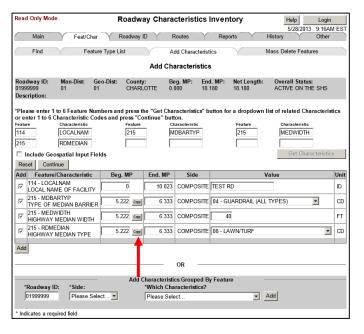
Interlocking means characteristics are coded with the same beginning and ending milepoint range. Once the characteristics within the feature interlock, only the BMP and EMP of the interlocking characteristic group need to be changed, the RCI system will automatically change the milepoints for the entire interlocking group of characteristics.

**NOTE:** Only characteristics within the same feature can be interlocked. Features cannot be interlocked with other features.

Once the characteristics are interlocked within a feature, they cannot be unlocked. In order to unlock them, the single characteristic or group of characteristics must be deleted then re-added.

After clicking **Continue**, using either method, the detail area appears.

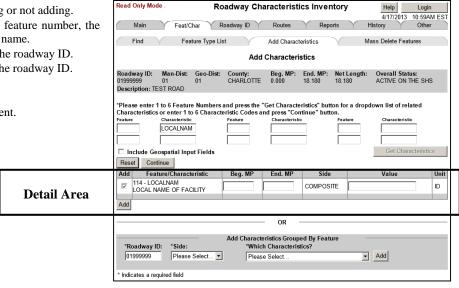
Interlocking characteristics will appear grouped together like in the image to the right.



Feature	Feature 215 - MEDIAN LENGTH/INTERLOCKING									
Beg. MP	End. MP	Characteristic	Value	Unit	Side	Offset	Char. Updated			
5.222	6.333	HIGHWAY MEDIAN WIDTH	40	FT	С		RCIUSR1 05/28/2013			
		HIGHWAY MEDIAN TYPE	08 - LAWN/TURF	CD	С		RCIUSR1 05/28/2013			
		TYPE OF MEDIAN BARRIER	04 - GUARDRAIL (ALL TYPES)	CD	С		RCIUSR1 05/28/2013			
Validate	е		Show Details				Previous Next			

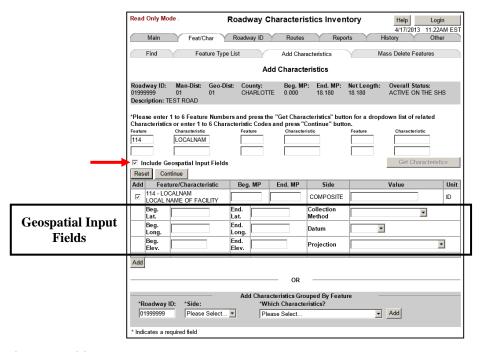
#### Detail Area

- ♦ Add Contains a checkbox for adding or not adding.
- Feature/Characteristic Contains the feature number, the characteristic code, and characteristic name.
- Beg. MP– Field to enter the BMP of the roadway ID.
- End. MP– Field to enter the EMP of the roadway ID.
- ♦ Side Left, right, or composite.
- ♦ Value Field to enter the value/code.
- ♦ Unit Contains the unit of measurement.



# **Include Geospatial Input Fields Checkbox**

The Add Characteristics sub-tab includes a checkbox called **Include Geospatial Input Fields**. Check the checkbox to add GPS coordinate information.



# **Geospatial Input Fields**

- ♦ Beg. Lat. Field to enter the beginning latitude.
- Beg. Long. Field to enter the beginning longitude.
- ♦ Beg. Elev. Field to enter the beginning elevation.
- ♦ End Lat. Field to enter the ending latitude.
- ♦ End Long. Field to enter the ending longitude.
- ♦ End Elev. Field to enter the ending elevation.
- Collection Method Dropdown menu containing aerial photography, mapping grade GPS, satellite, survey grade GPS, traditional survey, and video log GPS.
- ♦ Datum Dropdown menu containing HARN 98, HPGN, NAD 27, NAD 83, WGS 72, and WGS 84.
- ◆ Projection Dropdown menu containing Albers, none (decimal degrees), none (deg/min/sec), St Plane FL E FIPS 0901 FT, St Plane FL E FIPS 0901 M, St Plane FL N FIPS 0903 FT, St Plane FL N FIPS 0903 M, St Plane FL W FIPS 0902 FT, St Plane FL W FIPS 0902 M, UTM Zone 16 North, and UTM Zone 17 North.

# **Adding Exceptions**

For information on how to add exceptions, see the RCI Planning Data Handbook chapter 5, Feature 141.

# **Adding Realignments**

For more information on adding realignments see the RCI Planning Data Handbook chapter 5, Realignments.

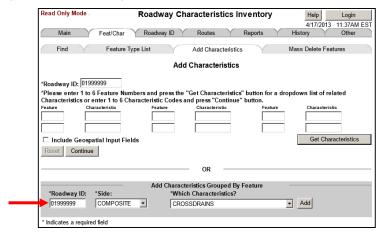
# **Adding Roadway Segments to a Route**

Enter data for Features 111 and 113 for a roadway ID. The steps involved with adding routes are the same as adding characteristics. See above, Add Characteristics Sub-tab.

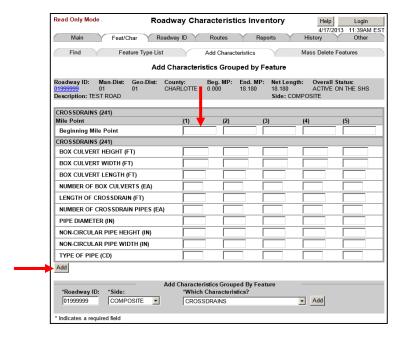
# **Adding Characteristics by Group**

The bottom of the page contains a section called **Add Characteristics Grouped By Feature**. This method is only used by the Office of Maintenance.

Enter a Roadway ID, Side, and Characteristic, then click Add.

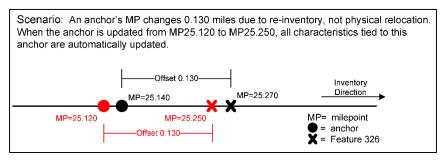


On the Add Characteristics Grouped by Feature screen, enter data by columns, not by rows. After all information is entered, click Add.



Tying a characteristic associates it with a milepoint. This minimizes the amount of manual data entry and synchronization required to adjust the location of characteristics when milepoint information is shifted. The milepoints used for tying are referred to as anchors.

Tying a characteristic anchors it to a specific milepoint. If the milepoint shifts, the tied characteristic moves with it – keeping the same distance between them.



Tying rules:

- Only the data coded under Feature 251 are used as anchors.
- The same anchor may be used for multiple characteristics.
- Not all characteristics can be tied to anchors.
- The deletion of data from Feature 251that are being used as anchors will be prevented.
- A characteristic that is tied to an anchor may be deleted without affecting the anchor to which it is tied.

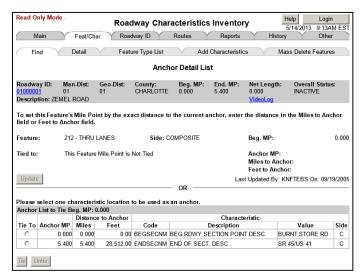
## **Anchor Detail List Screen**

Click **Tie** on the *Features and Characteristics Detail List* screen to bring up the *Anchor Detail List* screen. The *Anchor Detail List* screen allows the selected characteristic to be tied to a particular anchor milepoint. If a characteristic cannot be tied, then **Tie** will not appear on the page.



The Anchor Detail List screen is divided into two halves separated by an "OR." The bottom of the screen is used to create the tie between a characteristic and an anchor. The top of the screen is used to adjust the desired distance between the characteristic and anchor.

In the **Anchor List to Tie...** table at the bottom of the screen, select a **Tie To** radio button. The table gives the location of the anchor. Distance from the anchor is indicated with a positive number or negative number. A positive number exists at or after the characteristic, and a negative number exists before the characteristic.



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Items on this screen are as follows:

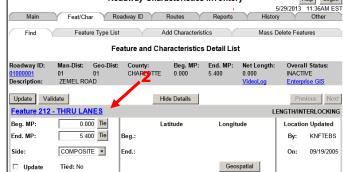
- RCI Header Information Same as previously discussed.
- Feature The feature number and name.
- Side Side of roadway.
- Tied to Milepoint to which the characteristic is tied.
- Beg. MP BMP of the characteristic.
- Anchor MP The milepoint of the anchor.
- Miles to Anchor Distance from the characteristic's BMP to the anchor selected in miles.
- Feet to Anchor Distance from the characteristic's BMP to the anchor selected in feet.
- Last Updated By The last date the characteristic was tied and who performed the tie.
- Update Button Used to update the top half of the screen.
- Tie To Radio button to select an anchor.
- Anchor MP The milepoint of the anchor.
- Distance to Anchor Miles-distance in miles. Feetdistance in feet.
- Characteristic Code-characteristic code. Descriptioncharacteristic description. Value-value of the characteristic. Side-side of the roadway.
- Tie Button Used to tie a characteristic.
- Untie Button Used to untie a characteristic.

**NOTE:** Click **Help** on the *Anchor Detail List* screen for more information.

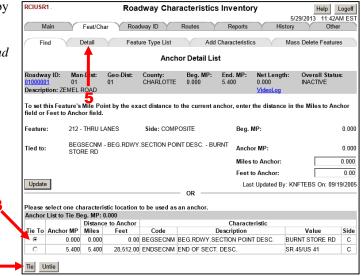
# **How to Tie a Characteristic**

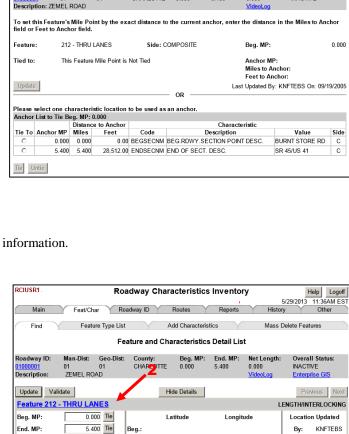
To tie a feature, start with any roadway ID's Feature and Characteristics Detail List screen.

- 1. Click Show Details.
- Click the **Tie** button for the milepoint you want to tie.



- Select an anchor that references the correct location by clicking its radio button in the **Tie To** column.
- Click **Tie** at the bottom of the page.
- Click the Detail sub-tab to return to the Feature and Characteristics Detail List screen.





Roadway Characteristics Inventory

Anchor Detail List

Add Characteristics

Other

Roadway ID Routes Reports

Feature Type List

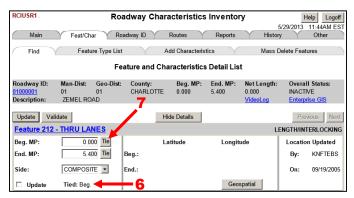
Read Only Mode

Feat/Char

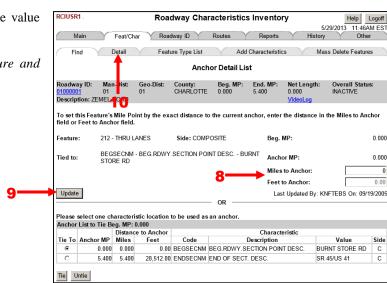
Man-Dist:

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- 6. Verify that the characteristic is tied to the anchor.
- 7. Click on the same **Tie** button that was previously clicked to navigate back to the *Anchor Detail List* screen.



- 8. Use the **Distance to Anchor** column to enter the value for either **Miles to Anchor** or **Feet to Anchor**.
- 9. Click **Update**.
- 10. Click the Details sub-tab to return to the *Feature and Characteristics Detail List* screen.

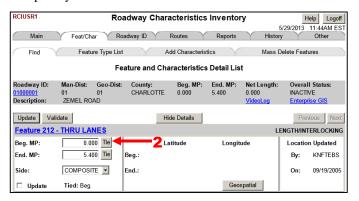


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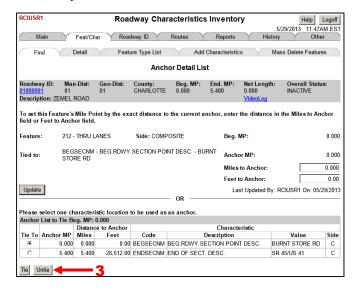
# **How to Untie a Characteristic**

To untie a feature, start with any roadway ID's Feature and Characteristics Detail List screen.

- Click Show Details.
- 2. Click the **Tie** button for the milepoint you want to untie.



- 3. Click **Untie**. The system will automatically navigate to the *Feature and Characteristics Detail List* screen.
- 4. Verify that the untie was successful.





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# **GEOSPATIAL INFORMATION AND OFFSETS**

# Finding Geospatial Information

Click **Geospatial** on the *Feature and Characteristics Detail List* screen to open the *Geospatial Information* screen.



#### **Geospatial Information Screen**

The Geospatial Information screen displays all the GPS coordinate information that is available for the selected characteristic.

- ♦ RCI Header Information As previously discussed.
- ♦ Beg. MP BMP of the characteristic.
- ♦ End. MP EMP of the characteristic.
- ◆ Side Side of road.
- Beginning Latitude Geographical coordinate for the BMP.
- Beginning Longitude Geographical coordinate for the BMP.
- Ending Latitude Geographical coordinate for the EMP.
- Ending Longitude Geographical coordinate for the EMP.
- Beginning Elevation Elevation of the BMP.
- ♦ Ending Elevation Elevation of the EMP.
- ◆ Datum Reference datum used for elevation.
- Projection Map projection method used.
- ♦ Collection Method Method of data collection.
- ♦ Update Button Updates the information.

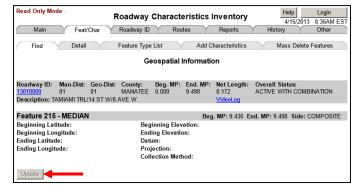
#### Read Only Mode Login 8:36AM EST Help Roadway Characteristics Inventory Roadway ID Routes Feat/Char Detail Feature Type List Add Characteristics Mass Delete Features Geospatial Information adway ID: Man-Dist: Geo-Dist: County: Beg. MP: End. MP: 010000 01 01 MANATEE 0.000 9.498 Overall Status: ACTIVE WITH COMBINATION Description: TAMIAMI TRL/14 ST W/8 AVE W Feature 215 - MEDIAN Beg. MP: 9.436 End. MP: 9.498 Side: COMPOSITE Beginning Latitude: Beginning Elevation: Beginning Longitude: Ending Elevation: Ending Latitude: Datum: Ending Longitude: Update

# **Adding Geospatial Information**

See page 39, Include Geospatial Input Fields Checkbox.

# **Deleting Geospatial Information**

On the *Geospatial Information* screen, clear all data from the entry box(es), then click **Update**.



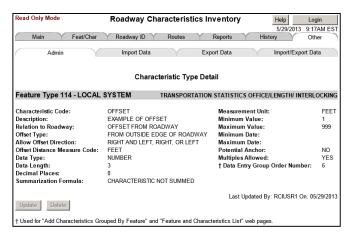
# **Viewing Historical Geospatial Information**

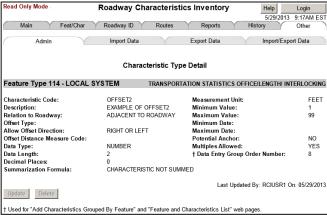
History for geospatial information may also be viewed using the **History** tab. See chapter 7 History tab.

# **Offsets**

Characteristics can exist on right and left sides of roadways.

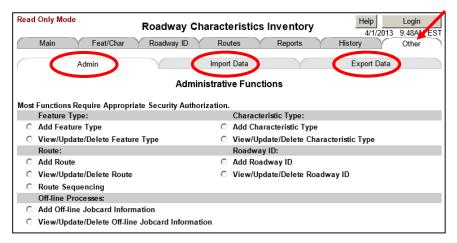
- Offset Type: Identifies what the offset is from, either centerline or other line parallel to the centerline.
- Offset Direction: Refers to the side of road: composite, right or left.
- ♦ Offset Distance Measure Code: Distance from a specified part of the roadway where the characteristic is located.





The **Other** tab provides administrative, import data, and export data functions. Its primary screen is the *Administrative Functions* screen. It has three sub-tabs:

- ♦ Admin Offers 11 administrative functions.
- ♦ Import Data Helps you set up criteria for importing data.
- Export Data Helps you set up criteria for exporting data.



# **Admin Sub-tab**

The 11 administrative function of this sub-tab are explained below:

#### Feature Type

- ♦ Add Feature Type Used to add new features to RCI.
- ♦ View/Update/Delete Feature Type Used to view, update, and/or delete features from RCI.

# Characteristic Type

- ♦ Add Characteristic Type Used to add new characteristics to RCI.
- ♦ View/Update/Delete Characteristic Type Used to view, update, and/or delete characteristics from RCI.

# Route

- ♦ Add Route Used to add new routes to RCI.
- ♦ View/Update/Delete Route Used to view, update, and/or delete routes from RCI.
- Route Sequencing Used to establish route sequencing order for routes.

# Roadway ID

- Add Roadway ID: Used to add new characteristics to RCI.
- View/Update/Delete Roadway ID: Used to view, update, and/or delete roadway IDs from RCI.

# Off-line Processes

- ♦ Add Off-line Jobcard Information Used to set up off-line jobcard information.
- ♦ View/Update/Delete Off-line Jobcard Information Used to view, update, and/or delete off-line jobcard information.

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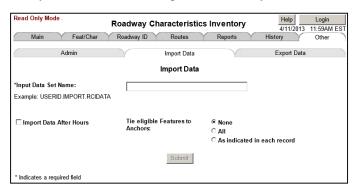
# **Import Data Sub-tab**

The import data functionality allows you to upload information to RCI using an off-line (batch) method. This is useful for processing large amounts of data. Some users currently export data to make changes easier through the TSO/ISPF editor and then import the data back into RCI. You need to have off-line jobcard information in RCI to perform this process.

In addition to update privileges, special security authorization is required to use this process. Currently, Districts do not have permission to use this function. Thus, if the import of data is necessary, contact TranStat to import the data for you.

The following steps are involved in the use of this method.

- Click the Import Data sub-tab.
- Enter information for the input data set name field then click Submit.
- Tie and anchor instructions are optional.
- A message will appear stating that the request has been submitted.
- An email message will be sent to your inbox upon completion of the job.



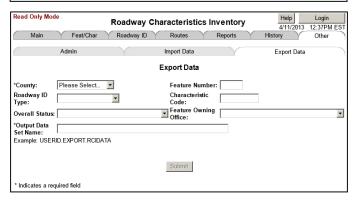
# **Export Data Sub-tab**

The export data functionality allows you to extract information from RCI in an off-line (batch) method. This is useful for processing large amounts of data. Special security authorization is not required to extract RCI data. You need to have off-line jobcard information in RCI to perform this process.

The following steps are involved to export data:

- Click the Export Data sub-tab.
- Select the desired information for the export by field then click Continue.
- On the Export Data screen, enter the desired information.
   At a minimum, enter the required fields and an output data set name then click Submit.
- A message will appear stating that the request has been submitted.
- An email message will be sent to your inbox upon completion of the job.





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# **Flow Diagrams**

Figure 1 - Main Tab Flow Diagram

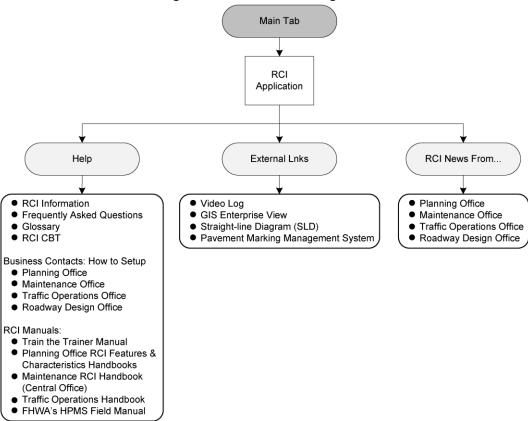
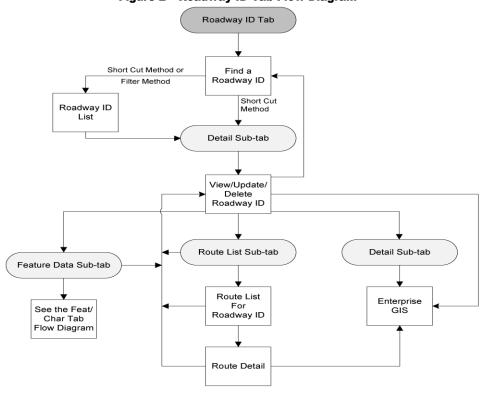


Figure 2 – Roadway ID Tab Flow Diagram



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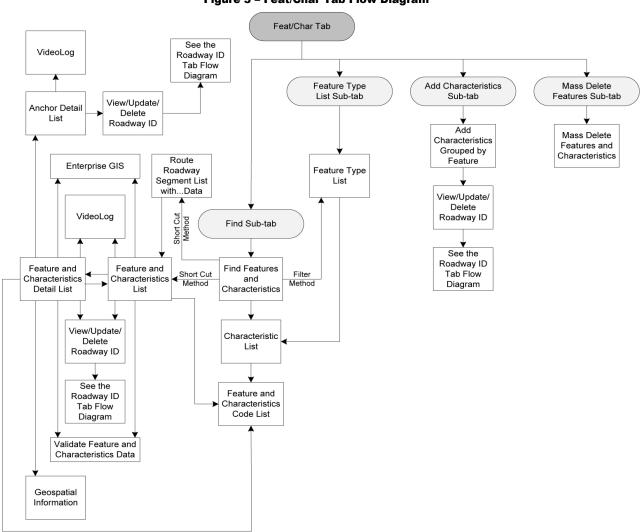
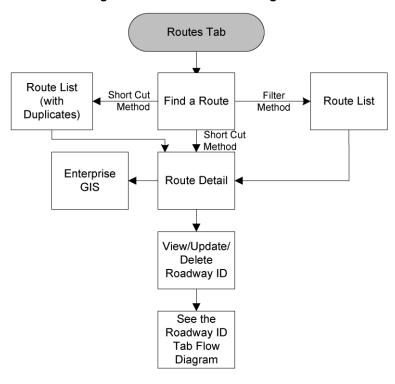


Figure 3 - Feat/Char Tab Flow Diagram





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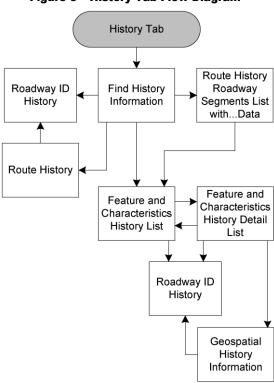
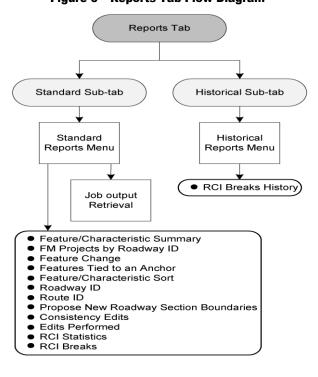


Figure 5 – History Tab Flow Diagram

Figure 6 – Reports Tab Flow Diagram



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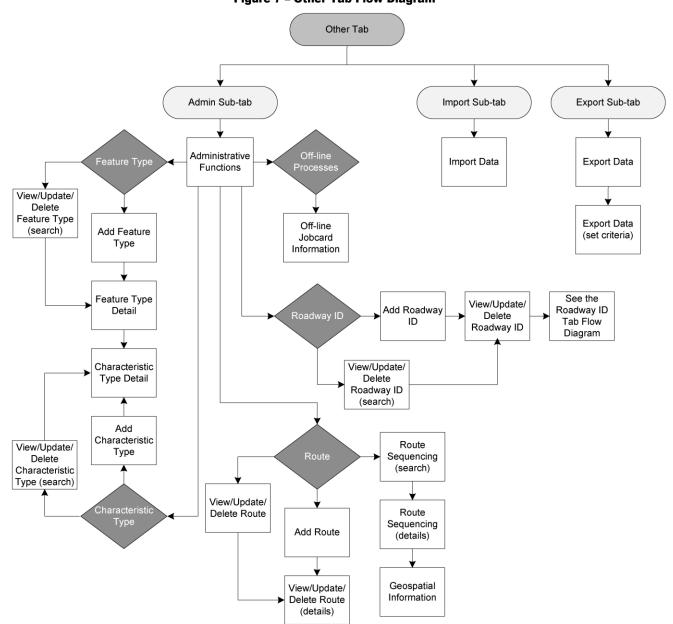


Figure 7 – Other Tab Flow Diagram

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# Glossary

#### Access

- 1. To read, enter, or retrieve data.
- 2. The ability to drive onto or across a roadway.

#### Access Road

Roads currently designated as access roads should now be designated mainlines, connectors, ramps, frontage roads, or other roads as defined in this section. The term, access road, is no longer applicable in RCI.

#### **Active Off the SHS**

The roadway ID or a segment of a roadway ID that is not part of the SHS, which is maintained by others (counties or cities), yet for which FDOT collects certain data for reporting purposes.

#### Active On the SHS

All roads owned and maintained by FDOT as part of the SHS.

#### **Active Exclusive**

Ramp, frontage road, connector, or other facility. Active Exclusive mileage is not counted as official mileage on the SHS.

#### Anchor

A characteristic milepoint used as a semi-permanent point on a roadway. If the characteristic is eligible as an anchor, this milepoint (location) may be used to tie other feature locations to it. If the anchor's milepoint shifts, the associated (or tied) feature moves with it, keeping the same distance between them.

# Begin Milepoint (BMP)

Denotes the beginning milepoint for a roadway segment.

#### Centerline

A virtual line parallel to a roadway, usually at or near the center of the travel lanes.

#### Characteristic

- 1. A property of a feature.
- 2. An object in a feature collection.

# **City Street System**

Roads and streets that are owned by the cities and municipalities.

# County

One of the 67 administrative subdivisions of the State of Florida. The county number is part of the numeric identifier for a roadway ID (digits 1 and 2).

# **Data Change Date**

The date that the data value stored in the database changes.

#### **Deleted**

This term designates the roadway segment or portion of the roadway that has been physically removed. Any data currently in RCI must remain in the database for a minimum of five years after status change. Prior to deletion of RCI data, the Safety Office must be notified.

## Distance

A length between two points. In RCI, distances are usually measured along the centerline of a curving roadway, and not on a straight line cutting across the curve.

# District

Organizational subdivision of the State for FDOT use. RCI uses two forms of District: Managing District and Geographical District.

#### **Divided Roadway**

Any road that has a median.

#### **End Milepoint (EMP)**

Denotes the ending milepoint for a roadway segment.

#### **Exception**

Occurs when two or more roadway IDs overlap the same road. To avoid duplication in data reporting, the information is only reported under one roadway ID.

#### **Feature**

A feature is a group of characteristics that pertain to a similar subject. Features determine characteristic attributes like administrative type, owning office, feature type, roadside, whether it is tied, and whether it is interlocked.

## **Feature Administrative Types**

The five feature types are: 1) Administrative, 2) Maintenance, 3) Operational, 4) Physical, and 5) Rail Line.

# Federal Highway Administration (FHWA)

The FHWA, one of the administrations of the U.S. Department of Transportation, deals with highway transportation in its broadest scope, administering all federal highway transportation programs.

## Federal Roads

Roads that are owned by agencies of the U. S. Government. Interstate highways are not included as they are owned by the states, not by the federal government.

# Frontage Road

A road that allows for some control of access between a mainline and nearby commercial areas or residences. The majority of the traffic on frontage roads comes from a nearby mainline, or goes to it. A road that allows for access control between a mainline and nearby areas, but has significant traffic going to or from other roads in addition to the mainline, is itself another mainline and not a frontage road.

#### Gap

A term used to designate a discontinuity in a route. The discontinuity may be caused by a geographical object or by an administrative decision not to define a roadway segment as part of the route. For example, a gap could be a roadway segment that extends into another state but then returns. The only information recorded in RCI about the gap is that it exists and at what sequence it is located.

# **General Compass Direction**

The overall direction of a roadway ID, using the eight points of a compass (north, northeast, east, southeast, south, etc.). This direction is determined by the overall direction in which the roadway ID milepoints ascend. The general compass direction of a particular portion of a route is <u>not</u> necessarily the same as the overall roadway direction. For example, I-4 is considered a west to east route although the compass direction for a number of its roadway IDs is coded as south to north.

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#### **Geographic District**

One of the Districts into which the 67 counties are divided. Used for reporting purposes, but does not imply management responsibility for the roads located there.

# **Geographic Information System (GIS)**

A computer-based system that links the geographic location of map features to text information or databases.

#### **GIS Route**

A valid roadway ID with an "8" in the 6th digit place. These roadways are placed in both RCI and the GIS basemap upon the request of the GIS Support Section and are not intended for use by other Central Office or District personnel.

# Global Positioning System (GPS)

A method of determining earth positions (usually latitude/longitude) using communications with satellites. The GPS is a government-owned system of 24 earth-orbiting satellites. These satellites transmit data to ground-based receivers, with the resulting system having the ability to generate extremely accurate latitude/longitude ground positions for the military precise positioning service with slightly less accurate positions for civilian use.

#### **Gross Length**

The difference between the EMP and the BMP of the roadway ID, without regard to the status. Also known as section length.

# **Highway Performance Monitoring System (HPMS)**

A report to the FHWA using general interest roadway data to describe the roadway conditions in the U.S.

#### Inactive

A characteristic value that indicates a road and its associated data for which the roadway ID will no longer be considered as an operational number. (Operational number is a roadway ID currently being used to store RCI data.) RCI data currently coded under this number must be retained for an indefinite period. This road may or may not be of any interest at a later date.

# **Interlocking Features**

Characteristics in a feature interlock when the BMP and EMP of each characteristic are identical. This allows you to change the milepoint for one in a group of entries and the computer will automatically change the milepoints for the others.

### Jurisdiction

Control over a road's operation and maintenance, usually conferred by ownership. For RCI purposes, jurisdiction may be State, County, or City.

# **Last Update Date**

The most recent date that the data value stored in the database changed.

#### **Length Features**

Length features begin at a particular point and end at a particular point.

## Mainline

Through lanes and other lanes that carry traffic. It can be on or off the SHS and is included in the Department's standard mileage reports.

# Maintain (a road)

- 1. To have jurisdiction over a road (see Jurisdiction).
- 2. To keep a road in good condition.

#### **Managing District**

One of eight Departmental entities that manage State roads. Districts 1-7 manage non-Turnpike roads in their respective geographical areas. The Turnpike manages roads in the other District's geographical areas.

#### Median

A barrier or other physical separation between two lanes of traffic traveling in opposite directions.

#### Milepoint

Any point on a roadway section that is identified by its distance in miles from the beginning of the roadway section. Milepoints increase in the direction of inventory and are used to designate or record the position or location of features along a roadway section. The milepoints in RCI are recorded as a number with three significant decimal places (1.234).

#### **Net Length**

The sum of all the segments on a roadway ID that are drivable and that do not have their data carried under a different roadway ID. This excludes portions that are shown in Feature 140 to be Inactive, Deleted, or Pending, or that have an exception coded in Feature 141.

#### Offset Direction

Offsets allow for the coding of features within a roadway side. All offset directions require an offset distance. Offsets only apply to characteristics.

#### **Offset Distance**

The lateral distance of an object from the outside edge of pavement or from roadway median. This applies to characteristics only.

### Off-System

See Active Off the SHS.

# On-System

See Active On the SHS.

#### Pending

New construction anticipated to be added to the SHS.

## **RACF Authority**

An FDOT-issued RACF (resource access control facility) user ID account and password for accessing RCI and the mainframe.

#### Ramp

A segment of road with the primary purpose of allowing traffic to enter or exit 1) a road with full or partial control of access, or 2) another ramp. A ramp usually has one-way traffic.

# **RCI Break**

A point on a roadway where significant changes in traffic volumes and vehicle classifications occur. It is described by a milepoint. A break is always located at the beginning and ending of each roadway ID, and at milepoints within the roadway ID where significant changes in traffic volumes and vehicle classifications occur.

# Resource Access Control Facility (RACF)

The official FDOT security repository.

# Roadway Characteristics Inventory (RCI)

The Department's inventory of roadway data.

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#### Roadway ID

A unique eight-digit identification number assigned to a roadway or section of a roadway either on or off of the SHS for which information is maintained in the Department's RCI database. The first two digits represent the county code, the next three digits represent the section number, and the last three digits represent the sub-section number.

#### **Roadway Section**

A physically contiguous length of roadway described by a unique roadway ID. Always entirely within a single county, or treated as such. This is a portion of a roadway ID.

#### Roadway Segment

A part of a roadway ID, defined for assembling into routes or for other purposes.

#### Roadway Side

Roadway side indicates which side of the roadway the characteristic appears. If the roadway is divided, the characteristics that are not composite must be entered for both the left side and the right side of the road: C for composite, R for right, and L for left. All characteristics found to exist on the physical centerline and to the right of the physical centerline, as determined by direction of stationing, shall be recorded as right. All characteristics to the left of the physical centerline will be recorded as left.

#### **Route**

- 1. A path between two points, namable and repeatable.
- 2. A linkage of roadway segments which can be non-contiguous.

#### **Route Length**

The sum of all the route roadway segment lengths where each segment's overall status is equal to either Active On the SHS, Active Off the SHS, or Active with Combination and where distance calculation exclude code is set to include it. Gaps are not included in this length since no information is known about a gap.

#### **Route Name**

A term used to describe a route.

#### **Route Sequencing**

Determining the order of route segments to properly constitute a route.

# **Route vs. Section Direction**

An indicator that records whether the milepoints for a given roadway segment are ascending (plus) in the same direction as the route or descending (minus) in the opposite direction of the route.

#### Section

- 1. A length of roadway described by a unique roadway ID. See Roadway Section.
- 2. Part of the roadway ID (digits 3, 4, and 5).

#### **Section Number**

Part of the roadway ID (digits 3, 4, and 5).

#### Section Status

Indication of whether a road is on or off the SHS and whether it is currently used in mileage reports. There is an overall roadway ID status, and exceptions to this roadway ID status are shown in Feature 140.

#### Segment

A portion or part of a roadway.

#### Side of Road

See Roadway Side.

#### State Highway System (SHS)

Roads owned and maintained by the State of Florida. Includes roads signed as interstate highways, U.S. routes, and state roads.

#### Straight Line Diagram (SLD)

A linear graphical representation of select physical and descriptive characteristics along the travelway of a roadway.

#### **Sub-Section**

Part of the roadway ID (digits 6, 7, and 8).

#### **Tied Feature**

A feature associated with an anchor (see Anchor) on a roadway. Tied features are used to minimize the amount of manual data entry and synchronization required for adjusting the location of associated features when milepoint information is shifted.

#### TranStat

Transportation Statistics Office under the State Transportation Planning Office of the Florida Department of Transportation.

#### Value

Values are assigned to each characteristic to correspond with the particular unit of measure. Where decimals are permitted, each decimal place does not count as a character space (99.9 contains three characters, .9 contains one).

# Video Log

A visual record of the SHS comprised of digital images taken every 26.4 feet.

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