

WisTMP – Frequently Asked Questions

WisTMP System FAQs

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2. How can I be added to the system?
3. Who has system administrative access and what features are they permitted access?
4. Does the system accommodate Local Program TMPs?
5. What tools are available to help with learning this new system?
6. Who should I contact if I have questions or problems?

WisTMP Home/Create FAQs

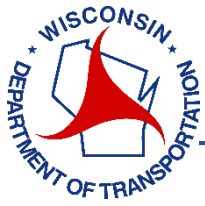
1. What is the difference between the INBOX, ACTIVE TMPS, and BOOKMARKED TMPS sections on the Home page?
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WisTMP Routing/Approval FAQs

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2. Does the system provide any e-mail notifications?
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WisTMP – Frequently Asked Questions

WisTMP System FAQs

1. How do I get access to the WisTMP system?

The WisTMP system is accessible at the following link: <http://transportal.cee.wisc.edu/tmp/>. Users must have a WisTransportal account to log into the WisTMP system. An account may be requested here: <https://transportal.cee.wisc.edu/forms/secure/account-request.pl>.

2. How can I be added to the system?

Any user required to approve a TMP must be added into the WisTMP system through the ADMIN interface. These roles include: PROJECT MANAGER (PM), REGIONAL TRAFFIC ENGINEER (RT), REGIONAL PROJECT DEVELOPMENT CHIEF (RPDC), BUREAU OF PROJECT DEVELOPMENT (BPD), BUREAU OF TRAFFIC OPERATIONS (BTO), FEDERAL HIGHWAY ADMINISTRATION (FHWA), LOCAL PROGRAM MANAGEMENT CONSULTANT (MC), AND LOCAL PROGRAM PROJECT MANAGER (LPPM). You can contact the regional work zone engineer listed on the contact information page (<http://transportal.cee.wisc.edu/tmp/contact.html>) or send an e-mail to wistmp@topslab.wisc.edu requesting access. Any user that is preparing a TMP (WisDOT or consultant staff) needs to have a WisTransportal account to be added at an individual TMP team by the PROJECT MANAGER.

3. Who has system administrative access and what features are they permitted access?

The regional work zone engineers along with the WisTMP management team have admin access for the system. Admin privileges allows access to post messages on the HOME page, manage users loaded in the system, modify individual TMP teams, and view TMP content prior to routing for approval.

4. Does the system accommodate Local Program TMPs?

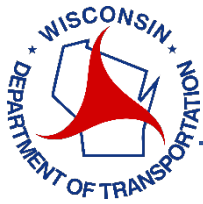
Yes, the system was designed to accommodate Local Program projects. There are two specific roles for local program projects: MANAGEMENT CONSULTANT (MC) and WisDOT LOCAL PROGRAM PROJECT MANAGER (LPPM). The MC is equivalent to a PROJECT MANAGER (PM) role. When the MC creates a new TMP, the system will automatically assign 'yes' to the LOCAL PROGRAM field in Section 1. This will prompt the system to follow the Local Program TMP approval process, which is different than the approval process for other WisDOT projects.

5. What tools are available to help with learning this new system?

There are several different tools available to assist with using the system. This includes a User Manual, Quick Reference Guides, Training Presentations, and Webinar Recordings. This information is available prior to logging into the system (<http://transportal.cee.wisc.edu/tmp/>) or within the HELP tab within the WisTMP system. In addition, a training website is available for users to practice using the WisTMP system.

6. Who should I contact if I have questions or problems?

Regional contact information and system contact information is available here: <http://transportal.cee.wisc.edu/tmp/contact.html>. Any questions with the system may be e-mailed to: wistmp@topslab.wisc.edu



WisTMP – Frequently Asked Questions

WisTMP Home/Create FAQs

1. What is the difference between the INBOX, ACTIVE TMPS, and BOOKMARKED TMPS sections on the Home page?

The HOME page is customized for each individual user. The INBOX section includes any TMP which requires an action from you such as review or approval. The ACTIVE TMPS section includes any TMP that the user is a team member for or the user signed/reviewed the TMP (once the TMP reaches the next approval status this will drop out of this section). The BOOKMARKED TMPS allows the user to add or remove TMPS from this section utilizing the BOOKMARK button within the individual TMP.

2. Who is allowed to initially create a TMP?

Only the PROJECT MANAGER and MANAGEMENT CONSULTANT has system permissions to initially create a TMP record.

3. What is the TMP ID used for?

The TMP ID is a unique system ID automatically assigned once you create a new TMP. The TMP ID is only used within the WisTMP system and is not used for any other WisDOT design purposes.

4. Can one design ID have multiple TMPS?

Yes, multiple TMPS can be created under one design ID. Each TMP will be given a different unique TMP ID.

5. Are the questions in the WisTMP system different than the previous TMP form?

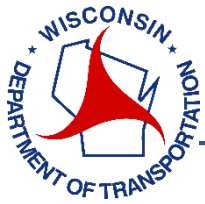
No, the questions and required content is the same as the previous TMP worksheet form (with the exception of Section 1C).

6. Can one TMP have multiple construction IDs?

Yes, multiple construction IDs may be added in Section 1 of the TMP.

7. How should the highway field be completed for projects on non-state highways?

The HIGHWAY dropdown menu is automatically filtered based on the COUNTY selected. If your impacted roadway is not an Interstate, US Highway, or State Highway, select the “Other-County Highway” or “Other-Local Road” option. You may more accurately describe the roadway name in the PROJECT TITLE text box.



WisTMP – Frequently Asked Questions

WisTMP Editing FAQs

1. What restrictions are there for editing Section 1?

Only the PROJECT MANAGER or MANAGEMENT CONSULTANT is allowed to edit Section 1A, with the exception of the AADT and AADT YEAR fields. Section 1B and 1C may be edited by a preparer or PM. Once the TMP has been routed for approval, changing the TMP TYPE, REGION, and LOCAL PROGRAM Y/N is prohibited.

2. Why was Section 1C added to the TMP form?

Section 1C is the only change to the previous TMP worksheet form. This section was added to assign geo-located highway information to each TMP. This information could be used for future mapping applications. Similar to the Lane Closure System (LCS), highways should be added directionally. Multiple locations may be added for each TMP. Remember to select the CONFIRM button after entering the highway information.

3. Why can't I see the information that has been completed for a TMP?

Prior to a TMP being submitted for approval, the draft content may only be viewed by the TMP team members or a user with ADMIN access.

4. Will my TMP be archived in the system?

Yes, the system was developed as a repository to archive all TMPs.

5. Can multiple users edit a TMP at the same time?

No, there is function within the system which prevents multiple users from editing a TMP at the same time.

6. Can I have multiple TMPs open at one time in different internet browsers?

Yes, you may work in multiple TMPs at one time from different internet browsers. However, using multiple tabs within one internet browser is not supported by the system.

7. Does the system have a time-out feature?

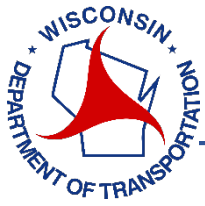
Yes, the system will time-out after 30 minutes of inactivity. It is recommended that you save your work frequently and ensure you receive the prompt that your work was successfully saved.

8. Can I attach other files to my TMP for submittal?

Yes, the ATTACHMENTS tab within the individual TMP allows you to create a folder structure for various TMP attachments. There are no restrictions on the attachment format therefore you may attached MS Office documents, PDFs, pictures, etc. The attachments uploaded during the approval process will be noted on the TMP PDF form.

9. Does the system have a spell checker?

No, spell check is not available within the WisTMP system.



WisTMP – Frequently Asked Questions

10. What restrictions are there within the text boxes?

The text boxes only allow text characters such as letters, numbers, and symbols. Tables, charts, pictures, maps, and graphs are not permitted in the text boxes, therefore this information should be included as an attachment. Bullets and tabs may not be used, but can be substituted with other characters such as *, -, ~, @ and spaces. If copying from other documents, it is best to “paste as text”.

11. Can I print a copy of the TMP or save an electronic file?

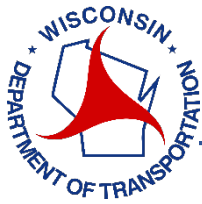
Yes, select the blue PRINT button in the upper right corner of the TMP General tab. The dropdown menu to the left of the button will allow you to choose the appropriate version. This function will print the TMP to a PDF file. It is recommended that you preview the PDF to ensure the formatting is correct. Special characters copied from other documents may affect the appearance of the PDF version.

12. Can I revise my TMP after it is submitted for approval?

Yes, TMPs may be revised and edited after they are submitted for approval. However, once the final signature is completed, that version of the TMP (60% Approved, 90% Approved) will be locked. TMP amendments are permitted after the 90% Approved status.

13. Does the system automatically save my work?

No, you must select the SAVE button to save your work. It is recommended to save your work frequently to avoid losing any content. Additionally, when you select the SAVE button, a confirmation pop-up window will confirm that the changes have been saved.



WisTMP – Frequently Asked Questions

WisTMP Routing/Approval FAQs

1. Which users are allowed to perform the routing functions?

Generally the PROJECT MANAGER and the MANAGEMENT CONSULTANT are the users who are permitted to perform the routing functions. The one exception is that a preparer may route the TMP to the PM or MC for their approval.

2. Does the system provide any e-mail notifications?

Yes, the system provides several e-mail notifications described in the table below:

Routing/Signature Action	E-mail Initiated By (Local Program)	E-mail Recipient (Local Program)	E-mail Notification Content
Route For Preparation	PM (MC)	Preparers, PM Designee	TMP is ready for preparation
Route for PM Approval	Preparer, PM Designee, PM (MC)	PM (MC)	TMP is ready for PM Approval
Routed for Review 60%/90%	PM	RT, BTO	TMP is available for review
Review	Automatically routed after RT or BTO REVIEW	PM	TMP has been reviewed
Route for 60%/90% Approval	PM (MC)	RT (BTO or LPPM)	TMP requires approval
Approval/Sign	Automatically routed after approval	RPDC (LPPM), BPD, FHWA	TMP requires approval
60%/90% Approved Status	Automatically after the final signature	PM, RT, RPDC, BPD, FHWA (MC, LPPM, BTO)	TMP has been approved
Route for Amendment	PM	Approvers	Notification that an amended TMP requires signature

3. How do I route a TMP back to a Preparer or Project Manager to make changes after my review?

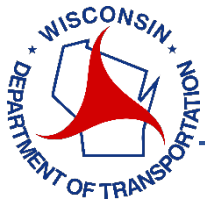
TMPs are never routed backward, only forward. If a TMP requires a change, that change can be made at any time prior to the final signature.

4. Can I skip the 60% approval stage?

No, the system is designed to follow the 60% and 90% approval milestones. It is not possible to skip the 60% approval stage and move directly to 90% approval.

5. Is the REVIEW stage a required step in the approval process?

No, the REVIEW stage is an optional step in the TMP approval process. After the TMP is Routed for Review, it may be immediately Routed for Approval. However, it is recommended that three business days be given to allow for BTO and RT reviews to occur before Routing for Approval.



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6. After I sign the TMP, do I need to route it to the next approver?

No, the WisTMP system follows a specific workflow for TMP approval. Only the PM and MC need to perform a routing action after signature. The RT, RPDC, BPD, FHWA, BTO, and LPPM do not need to perform a routing function after signature. That is completed automatically within the system.

7. How does the system understand when FHWA approval is required?

The FHWA OVERSIGHT field in Section 1 determines if the TMP should be routed to FHWA for approval. If 'yes' is selected, then it will be routed to FHWA for the final TMP signature. If 'no' is selected, then BPD will be the final signature for WisDOT projects and the LPPM is the final signature for Local Program projects.