ELECTRONIC SUBMITTAL INFORMATION FOR 2013

Again this year, you have the option to submit the update information electronically.   These forms are available as an Excel spreadsheet for each county at our website, http://www.iowadotmaps.com/countysec.   The spreadsheet has been developed to allow users to quickly select the fields to update.   If roads need to be split or combined, please include this information in the comment column or in a note in the email when returning this form.

Please note that on the excel form the northbound information is displayed in red and the southbound information is in blue.

Please feel free to submit an electronic version of your map or Project Plan (if available) in addition to the H & T map showing alignments of new construction.   Acceptable electronic formats are MicroStation design (dgn) files, AutoCAD drawing (dwg) files, and AutoCAD Exchange (dxf) files.   If submitting road plans, please include a minimum of two reference points such as section corners or road intersections to correctly position the addition on the H&T map.

Again this year, we are offering the option to electronically submit the map updates.   In the past all map corrections and new construction information had to be hand-drawn on the paper map and returned to us, however the new Commenting Function in Adobe Reader 7.0 offers you the ability to make notations on a PDF copy of your H&T map and return it to us via email. Additionally, these PDF versions of the H&T maps, with the ability to be commented on, will remain available online for you to download and markup for your in-office use.   You will be able to download as many copies as you need and save them with special markups for different projects.   If you are interested in submitting an electronic version of your map updates, please contact at 515-239-1360, or hermes.diaz@dot.iowa.gov, for a complete set of instructions.

ELECTRONIC INSTRUCTIONS

By utilizing the electronic version of the Secondary Road update, we hope to make the input and update of information easier for everyone involved.   Following are some guidelines for electronic submittal to make the process as seamless as possible

       Download Instructions: Right click on the link and select "save as" and save the file to your local system.   If you do a standard left click on the link, it may open up in your web browser.   You can go to the top menu bar and click "file" and then select "save as" and save the file to your local system.

       When you open the file, depending on which version of Microsoft Excel you have, you may be prompted to "enable macros" or a similar message may appear regarding macros.   You do not have to enable macros to be able to edit the sheet.   Select "no" that you do not want to enable the macros.   The file should open and function properly no matter which you chose, however we would suggest selecting "no".

The file is a protected Microsoft Excel spreadsheet. Protected means that certain columns of data cannot be updated. Only the rows that you do not need to update have been protected, which will allow us to quickly incorporate your updates into our database. **Please DO NOT unprotect the sheet**. Update only the fields which you have access to change.

On the spreadsheet for **roads only**, as you scroll down or across the sheet, notice that the top row with the column headings always stays visible. This is to make it easier to see which column you are looking at. The first few columns that give the identifying data for a road segment also remain on the screen so you can scroll across and not lose track of which row you are working on.

On the spreadsheet for **roads only**, several of the fields also have drop down entries that have a list of possible entries. These boxes are noticeable if you click on a cell and it shows a down arrow. Clicking the down arrow provides valid choices that may be entered into the cell.

On the spreadsheet for **roads only**, at the end of each row, we have included a cell for entering comments about that particular segment. Please use this cell to type in any additional information you need to share with us that you cannot change elsewhere. Type all comments that deal with that particular row. This cell is formatted to increase in size as you type so there is no need to be concerned with condensing your text.

On the spreadsheet for **roads only,** you will notice that there are certain columns that have colored text in them. The RED columns contain data that pertains to all non-divided roadways or North/East bound direction of divided roadways. The BLUE columns contain data that pertain to only divided roadways in the South/West bound direction.

When you have completed your updates, please save your own copy of the excel spreadsheet for future reference.

If you have any questions with the process or would like to make suggestions for future developments of the electronic submittal, please contact Hermes Diaz at 515-239-1360 or hermes.diaz@dot.iowa.gov.