

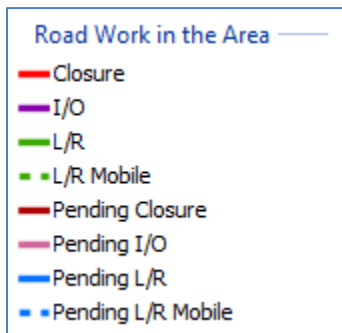
RITA

Morning Update

- ~~1. Open the RITA.mxd: <G:\RITA\RITA.mxd>~~
- ~~2. Change the date to the next ACHD working day and save the map~~
- ~~3. Change to Data View (opens in Layout View) and start an Edit session to activate projects starting tomorrow~~
 - ~~a. Open the Roadwork in the Area Attribute Table & sort by START field~~
 - ~~b. Scroll down to the projects that begin on the next ACHD work day (I like to highlight them)~~
 - ~~c. In the SYMBOL Column, remove the word "Pending" on projects starting tomorrow~~
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 - ~~e. **Save your edits**~~

Add a New Project

1. Open RITA.mxd: <G:\RITA\RITA.mxd>
2. Change to Data View
3. Zoom to the location of the project using the Geocoding tool
4. Click the appropriate restriction and draw it on road or intersection



Closure = Road Closure

I/O = Information Only (Pedestrian Restrictions, Shoulder Work – Everything that isn't a Road Closure or a Lane Restriction of some kind)

L/R = Lane Restrictions

L/R Mobile – Mobile Lane Restrictions (means there is flagging)

Same for Pending, which are future projects (not next day)

Add a New Project Continued on Next Page

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5. Open the Attribute Table and fill in the information.
 - a. The italicized below is a sample project that needs to be added. Under it is how it was entered in the Attribute Table

*Please add the following to RITA:
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Map Lanewood from Venetian going north 500’.
Thanks!*

SYMBOL	L/R
Group	Current Projects
PRJ_NO	80
ROADWAY	Lanewood Rd
LOCATION	north of Venetian Dr
START	11/28/2017
FINISH	12/1/2017
CITY	Eagle
PURPOSE	Water Main Installation to New Subdivision
CONTRACTOR	L2 Excavation
INSPECTOR	Jayme R
TYPE	Lane Restrictions w/Flagging
PermitNo	Sub17-0771

“Group” will be either Current Projects (if it starts the next day) or Pending Projects.

To assign a project number, sort Road Work in the Area Attribute Table ascending by Proj_NO and find a number not being used. (I like to make a list at the beginning of the day.)

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Proj. #	INSPECTOR	ROUTE/ST	LOCATION	START	FINISH	CITY	ROUTE	CONSTRUCTION	TYPE	Priority
73	Rayne H	OSP St	Berlin St to Merion St	10/23/2017	11/28/2017	Boise	Water Main & Services	Tues, Knife River	Road Closure	Zones 1-3
43	Rayne H	Libin St	Frank St to Marline St	6/11/2017	11/24/2017	Boise	Construction	Tues, Knife River	Lane & Ped Restrictions	Zones 1-3
130	Harold B	Amity Rd	4th to Mainline Way	10/11/2017	11/24/2017	Meridian	Sanitation Heritage Work	C Wright	UT w/Flagging	2467-2713
3	Harold B	Meridian Rd	Adison Dr to Lake Park Dr	11/22/2017	11/27/2017	Meridian	Paving	Construction	UT w/Flagging	2467-2881
40	Jayme R	Park Ln	Beacon Light Rd to Nightwood Ln	10/28/2017	11/27/2017	Bagley	Search, Water and Plumbing Work for New Sanitation	Thousand	UT w/Flagging	2467-2811
133	Jerry R	Cherland Rd	Hobert St to Merion St	11/20/2017	11/27/2017	Boise	Utility Work	Century Link, Truck	UT	Zones 1-3
40	Jerry R	Manitou Ave R	Let the Intersection	11/20/2017	11/27/2017	Boise	Replace Fire Hydrant	Tues, Knife River	UT w/Flagging	Zones 1-3
40	Kevin C	Crosscut Blvd	Alta Marina Hill Rd to	11/20/2017	11/27/2017	Boise	Water Service Work	Tues, Knife River	UT w/Flagging	Zones 1-3
15	MARK C	SEABUILDING St	Dagwood Rd to	11/20/2017	11/27/2017	Boise	Installing 4 Sewer Services	Shelving Excavation	Road Closure	Zones 1-3
81	Kevin B	Magpie Grove Rd	Jenick Rd to	11/16/2017	11/27/2017	Boise	Tree Trimming	Approach Tree Services	UT	Zones 1-3
131	Kevin B	Deep St	Princeton Dr to Evans Ferry Dr	11/24/2017	11/27/2017	Boise	Utility Work	Century Link, Truck	UT	Zones 1-3
133	Steve W	Lyndar Rd	17th Lake Road Rd	11/20/2017	11/27/2017	Kuna	Power Pole Work	Idaho Power	UT w/Flagging	Zones 1-3
68	Steve W	Lyndar Rd	Archer Rd to Wood Owl Dr	11/20/2017	11/27/2017	Kuna	Overhead Cable Work	Cable One, J.A. Miller	UT w/Flagging	Zones 1-3
45	Trina L	Getzengrove Way	17th Jasmine Way	11/20/2017	11/27/2017	Meridian	Sewer, Water, Gas and Curb Work	Utah Contractors	Road Closure	Zones 1-3
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9. ~~Publish RITA~~

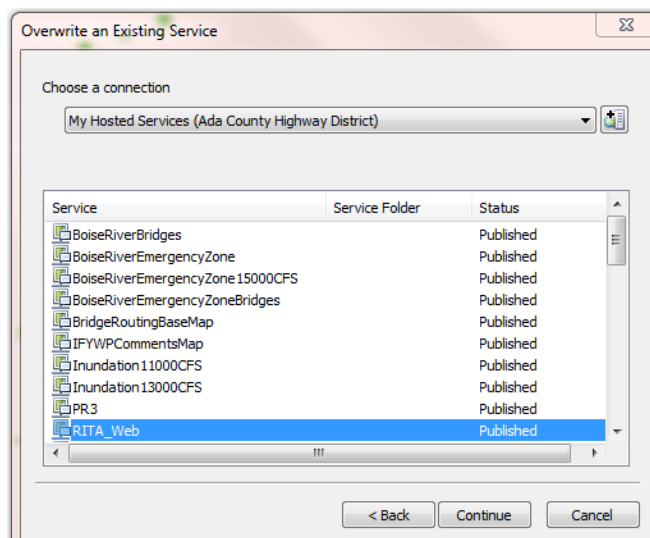
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 - ~~i. Go to File, Sign in~~
 - ~~ii. Username: achdgis~~
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- ~~d. Click "Continue"~~
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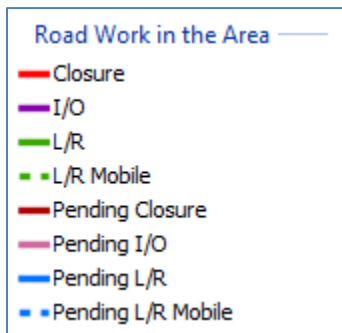
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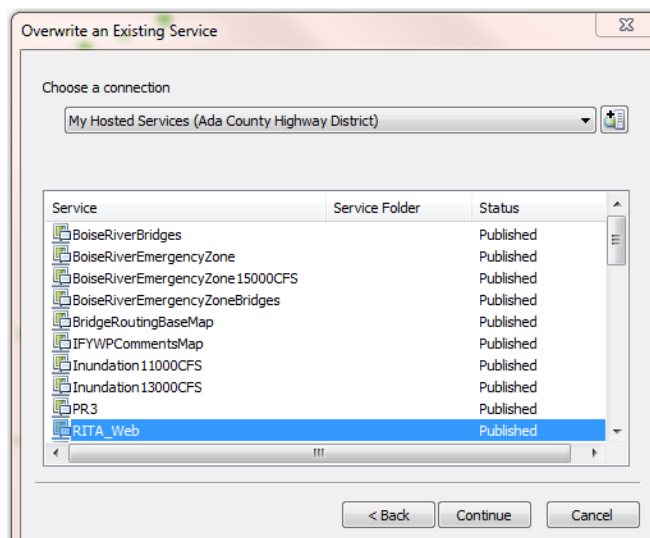
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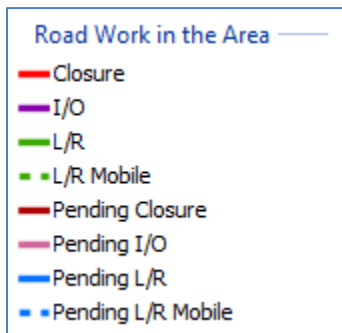
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81	Karen B	Magpie Grove Rd	Jensen Rd to McMillan Rd	11/16/2017	11/27/2017	Boise	Tree Trimming	Approvals Tree Services	UT	Zones 1-3
111	Karen B	Deep St	Prattman Dr to Evans Ferry Dr	11/24/2017	11/27/2017	Boise	Utility Work	Century Link, Truck	UT	Zones 1-3
113	Steve W	Linder Rd	170 Lake Mead Rd	11/20/2017	11/27/2017	Kuna	Power Pole Work	Idaho Power	UT w/Flagging	Zones 1-3
68	Steve W	Linder Rd	Archer Rd to Wood Owl Dr	11/20/2017	11/27/2017	Kuna	Overhead Cable Work	Cable One, J.A. Miller	UT w/Flagging	Zones 1-3
45	Trina L	Getzengraber Way	170 Jasmine Way	11/20/2017	11/27/2017	Meridian	Sewer, Water, Curb and Gutter Work	Utah Contractors	Road Closure	Zones 1-3
61	Trina L	Wade & Stralight	at the intersection	11/21/2017	11/27/2017	Star	Power Installation	Idaho Power, Truck	UT w/Flagging	Zones 1-3

9. ~~Publish RITA~~

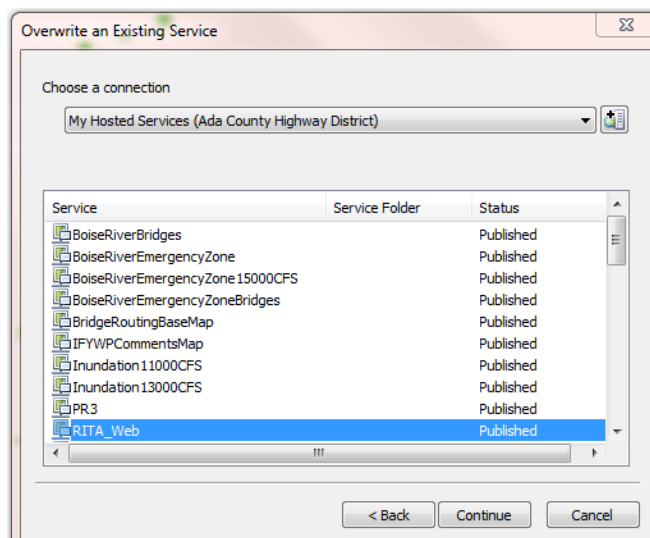
- ~~a. Open the RITA_Web.mxd found here: G:\RITA\RITA_Web.mxd~~
- ~~b. You need to be signed in

 - ~~i. Go to File, Sign in~~
 - ~~ii. Username: achdgis~~
 - ~~iii. Password: gisrocks77~~~~
- ~~c. To Publish

 - ~~i. Go to File, Share as, Service

 - ~~1. A window will open, click on

 - ~~a. "Overwrite an existing service"~~
 - ~~b. Click "Next"~~
 - ~~c. This window will open. Make sure that RITA_Web is highlighted~~~~~~~~



- ~~d. Click "Continue"~~
- ~~e. A Warning message will open. Click "Yes."~~
- ~~f. On the next window that opens, click "Publish" in the upper right hand corner~~
- ~~g. You will receive a message when Publishing is successful~~
- ~~h. Click OK and close the map~~