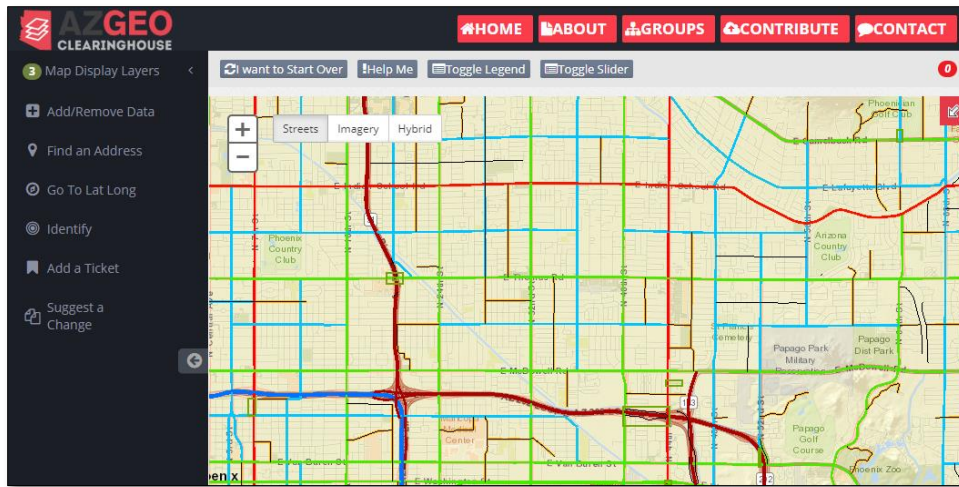


AZGEO "We Love Your Input" Application Help Documentation

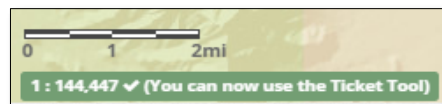
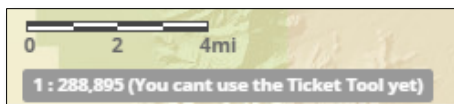
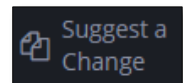


Overview

The "We Love Your Input" Application is used to submit a request to change the Federal Functional Classification (FFC) of a road and/or edit ADOT's record of road ownership and maintainership. Requests will notify ADOT and other agencies in which the request is being made. For first time users, you may want to collaborate with ADOT GIS personnel to get a guided tour of the application. Please note that this process is being finalized as part of a current process improvement.

Requesting an FFC Change or Editing Ownership/Maintainership

The main tool in the application is the "Suggest a Change" tool located on the left side bar. The map must be zoomed in to at least 1:250,000 before you can add a ticket. The current level of zoom is displayed in the lower left corner of the map, below the scale bar. It appears gray if you are not at an appropriate zoom, and green if you are and can use the tool.



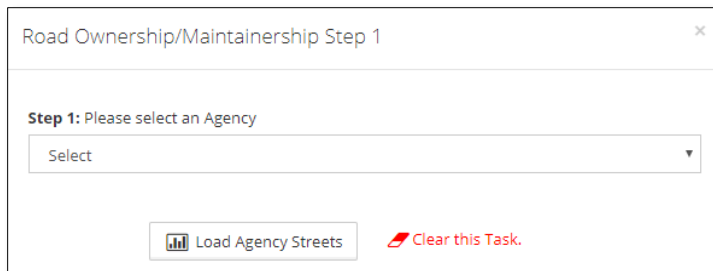
To use the tool, zoom in to your area of interest on the map. You can use the plus (+) or minus (-) buttons located in the top left corner of the map to zoom in or out. You can also click inside the map once, then use the mouse's scroll wheel to zoom in and out. Double Clicking the left mouse button will zoom in by a fixed amount. You can left click and move the mouse to pan the map. You should zoom in as tight as you can when ready to use the tool. Once you have zoomed in to a scale of at least 1:250,000, click "Suggest a Change" on the left side bar.

A popup box will appear asking you to select a function (ROW Ownership, ROW Maintainership, Functional Classification).

ROW Ownership	ROW Maintainership	Functional Classification
NHS	STRAHNET	Freight

If you are using the ROW Ownership or Maintainership functions, you will then be presented with a popup box that allows you to select an agency to review. Use the drop-down box to select the desired agency, then click "Load Agency Streets".

The next page will display a horizontal bar chart showing the amount of the selected agency's roadway mileage within each Federal Functional Classification category. By clicking the three lines at the top right of the bar chart, there are options for printing or downloading the chart. A spreadsheet of all roadway segments may be downloaded as well by clicking the "Download data" button at the bottom center of the page. You may also pick a different agency by clicking the "Pick another area" button at the bottom right. To continue to change the ownership or maintainership of the road, click "Save & select segments." You will then be able to use the map interface to select the road segment(s) you would like to edit.

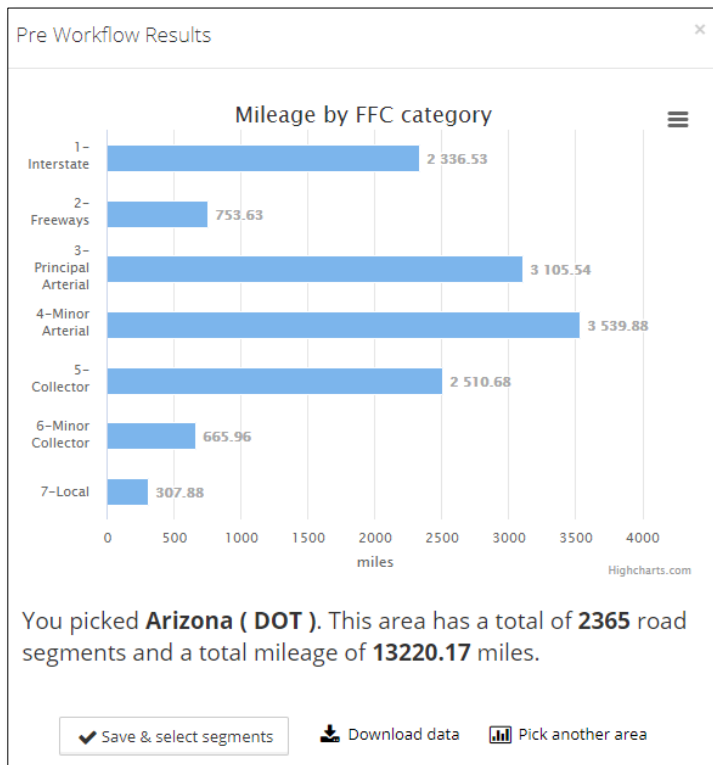


Road Ownership/Maintainership Step 1

Step 1: Please select an Agency

Select

Load Agency Streets Clear this Task

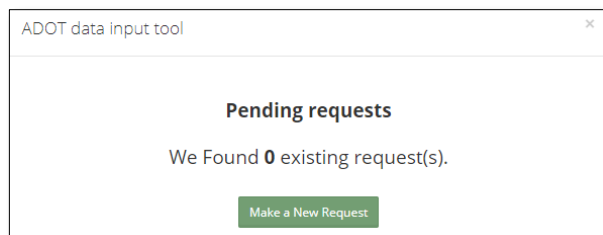
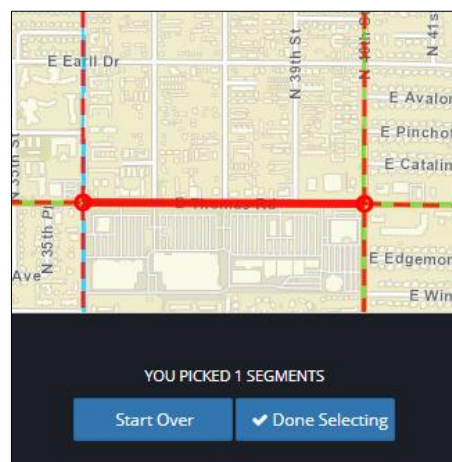


Selecting Road Segments

After clicking the FFC function, or after reviewing the agency for making an Ownership/Maintainership change, you will be able to select the road segment(s) you would like to edit or request an FFC change for.

When you select a road segment on the map, you will be given the opportunity to select other segments you would like included in your request. Once you have selected your desired segments, click "Done Selecting."

The application will search the segments for existing requests and a new popup will appear with the results of this search. If no requests were found, you will be presented with the option to "Make a New Request" by clicking the button in the popup. If one or more other tickets were found within the area of interest, you will be presented with the option to "Make a New Request" or "View Existing Requests".



ADOT data input tool

Pending requests

We Found **0** existing request(s).

Make a New Request

Make a New Request

Once you have clicked “Make a New Request” within the popup, you will be presented with a four-step process to create the request. You may move back and forth through the steps by clicking on the round step numbers along the top or by clicking the “Previous” or “Next” buttons.

Step One

Review the available information for the road segment (Road, From, To, Current FFC, Suggested FFC if any, Owner, Maintainer, Length). Click "Next" to proceed to Step 2.

Step Two (FFC Function)

Proposed FFC: Select the preferred FFC from the drop-down list. For FFC Criteria, see [FHWA Highway Functional Classification \(Section 3\)](#); or contact ADOT.

Request Criteria: Please provide justifications for the FFC change request. If applicable, provide any pertinent information that will help to justify the request. This may include roadway characteristics, traffic patterns, etc.

Comments: Use this text box to provide additional information about this request, such as a road name change, or other details you wish to provide.

AADT Source: You may provide traffic volume data to help in justifying your request. This data may already be in your agency’s Traffic Count Database System. You can check by clicking on the link after “AADT Source”. You may also click "Not on MS2-click to provide here" and enter the AADT and count date in the corresponding text boxes.

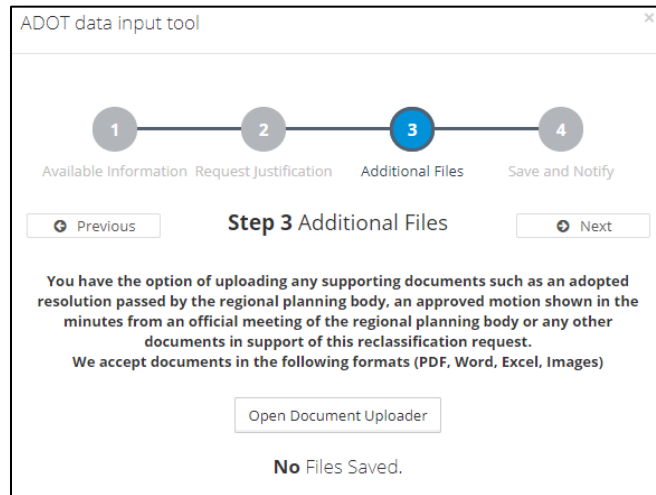
Has a regional planning body approved this request: If the proposed request has not been approved by a regional planning body, select "Not Yet" and proceed to Step 3. If it has, you may provide the date of approval and attach documentation in Step 3.

Step Two (Ownership or Maintainership Function)

Use the drop-down list to select the correct Ownership and Maintainership agency. For situations where two agencies collectively own the road segment, please change the DualOwner drop-down from Single Owner to another option. Otherwise, the default will be “Single Owner.”

Step Three

You have the option of uploading any supporting documents such as an adopted resolution passed by the regional planning body, an approved motion shown in the minutes from an official meeting of the regional planning body or any other documents in support of this reclassification request. To upload a document, click "Open Document Uploader", which will open in a new window. Click "Choose File" and navigate to the document you wish to upload. Then click "Upload the file". Proceed to Step 4.

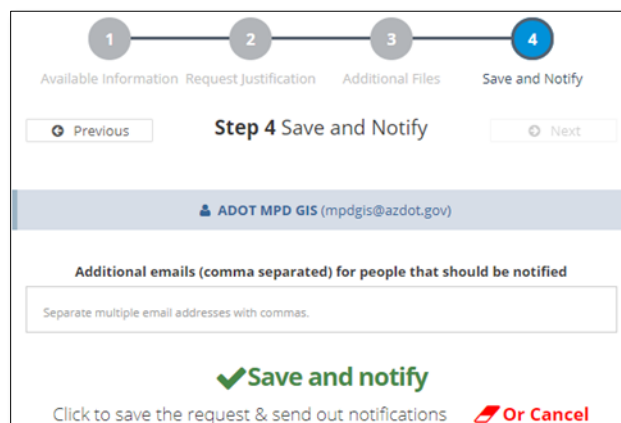


Step Four

This page shows a list of email addresses of people who will be notified of this request including the local agency (city or county), regional agency (MPO, COG, or Association of Governments), and ADOT (which may include an ADOT contractor).

If the email address of the person making the request does not appear, or if someone else should be notified of the request that is not on the list, add the email address to the Additional emails text box. Separate multiple emails addresses with commas. If you know of someone who needs to be notified with every request made in a certain jurisdiction that is not on the list, please notify ADOT so the automatic email list can be updated.

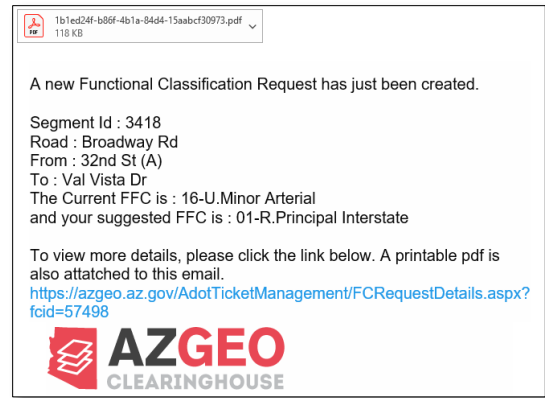
Click "Save and notify". This will send the request information to the email addresses on the list.



After submitting the request:

Check your email. An email will be sent to the agencies involved in the review and approval of the change. The email will contain:

1. The request information
2. A PDF with the request information
3. A link to the request manager on AZGEO



Check the status of the request by following the link in the email or on the PDF. The request manager allows you to:

1. See the status of the request on the top of the page. Toward the top of the page is a status bar (Left in red when "Request Created", center in yellow for "In Process", and right in green when "Resolved".)

Functional Classification Information

Request Information

This request has 3 total segments associated with it.

Segment Id : 3497

Desired Functional Classification : 6-Minor Collector

Status : PUBLISHED

AADT Source : MS2

AADT Count : 0 AADT Count Date : Fri Dec 27 2019 17:09:48 GMT-0700 (Mountain Standard Time)

Request Criteria : Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehend

Child Segment Information

We have identified the following road centerlines,Cactus Rd between 83rd Ave and 75th Ave.,75th Ave between Peoria Ave and Cactus Rd.,Peoria Ave between 75th Ave and 67th Ave.

Section Id	Creation Date	Information
3497	Fri Dec 27 2019 17:09:48 GMT-0700 (Mountain Standard Time)	Cactus Rd from 83rd Ave to 75th Ave , existing func code is 4
2928	Fri Dec 27 2019 17:09:48 GMT-0700 (Mountain Standard Time)	75th Ave from Peoria Ave to Cactus Rd , existing func code is 4
5214	Fri Dec 27 2019 17:09:48 GMT-0700 (Mountain Standard Time)	Peoria Ave from 75th Ave to 67th Ave , existing func code is 4

2. See comments made by others on the request in the "Comments & Timeline" section. Comments are in chronological with the newest comments on top.
3. Add a comment
 - a. Click the "Add a Comment" button at the upper right portion of the "Comments & Timeline" section of the page.
 - b. Write your comments in the text boxes provided. You may also upload additional files if needed.
 - c. Click "Save"

Comments & Timeline (newest on top)

Add a Comment Mark As Resolved Resend Emails Mark for Deletion

Issue : Starting a new functional classification request.

Suggested Resolution : Starting a new functional classification request.

Noticed By : AZGEO Functional Classification Tester

Posted by: AZGEO Functional Classification Tester for null,null

© Fri Dec 27 2019 17:11:25 GMT-0700 (Mountain Standard Time)

4. Review the request information (center of page), uploaded files, vicinity map, and list of email addresses the request was sent to (lower right of page).

Continue to use the "Comment & Timeline" section to discuss the change request with the reviewing agencies until the request is resolved (approved or not approved).