Documentation for HUTF Web Application

WebHUT, Version 2

9/28/2015

HUTF WebHUT Application is a web based editing program for the Highway User Tax Fund (HUTF) database maintained by the CDOT GIS Section. CDOT developed the WebHUT Application to enable updating of the local road inventory database by local government staff via the internet.

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Introduction

HUTF WebHUT Application is a web based editing program for the Highway User Tax Fund (HUTF) database maintained by the CDOT GIS Section. CDOT developed the WebHUT Application to enable updating of the local road inventory database by local government staff via the internet. By using this program to enter updates, local staff can avoid "marking up" database printouts with changes, and filling out "System Change Reports" for additions to their road system. It is still necessary to provide an annotated map of system changes, as well as plats, for any new streets or annexations *unless* usable GIS, CAD or scanned files are available that can be uploaded to WebHUT for CDOT's use.

WebHUT is a menu driven system, with each function invoked by a single click on a menu button. WebHUT requires the user have access to the internet, and have a current email address. It assumes a moderate amount of computer literacy, and a basic understanding of the HUTF database.

WebHUT functionality has three primary components: View Data, Edit Existing Data, and Add/Remove Data.

Login/Welcome Page

This is the first page the users see, it allows the user to login to the HUTF Web Application via a username and password (if you have forgotten your password, the login screen provides a function to reset it). Based on the user credentials the application will display the appropriate roadway data for that jurisdiction. CDOT controls access to the HUTF Web Application to ensure data integrity by assigning user accounts to the individuals involved in the HUTF submittal process. This means that only authorized users from participating Colorado jurisdictions will be able to access the application, but it can support a concurrent user editing environment.

User Roles

Purpose: Roles are in place so that CDOT can control user access and maintain data integrity. The roles are based on the user's role in the HUTF submittal process.

1. Simple – user can access a read-only tabular view of the HUTF inventory
2. Advanced – user can view and edit the HUTF inventory for their jurisdiction
3. CDOT – user can view and edit data for all HUTF jurisdictions

Home Page and Toolbar

From the home page the user has access to three sections: **View Data, Edit Existing Data, and Add/Remove Data.** When using any of the functions in WebHUT, the user will always be brought back to this page or can select **Home** at the top of the window when in any function.

The user can access **Home, Help, Contact Us, and Logoff f**rom the tool bar at the top of the page

Toolbar
Home
Purpose: This function is available from any point in the application. The user can select Home at any time to return to the main page

Help

Purpose: By selecting Help from the main page, the user is taken to a help repository that links to help pages for all the functions in WebHUT. The Help information is also contextual, so the user can review specific help topics based on the function they are working within.

*All the functions in dark gray are the links to a function specific help page

Resources

Purpose: This function is accessible from any function within WebHUT. When selected, the user is directed to a page providing links to HUTF Instructions, WebHUT Users Guide, WebHUT Contact listing and websites for both CDOT and the Department of the Treasury.

Contact Us

Purpose: This function is accessible from any function within WebHUT. When selected, the user is directed to a fillable form that will be sent directly to CDOT. The user does not have to leave the application to contact us with comments, concerns, issues, etc. that they may encounter while working on their report. CDOT's physical address is also located on this page.

The required fields are **Name, Email, Phone, Subject** (there is a drop down of commonly used subjects)**, and Comment/Question**. When finished filling out the form, select **Send Message** and CDOT will receive an email and respond as soon as possible. Also, you will need to go through a "reCaptcha" challenge designed to protect the website from spam and abuse.

Logoff

Purpose: This function is used when the user is finished working on their report temporarily. When you log into the application again, your edits from the previous session will remain intact. NOTE: This function does not submit final HUTF reports for the year. Final submittal for the year is accomplished by using **Submit Data** tool within **Review/Submit Mileage** function.

View Data

View My Segments

Purpose: This page displays a tabular view of the HUTF inventory for your jurisdiction. This is a read-only view. Use the navigation buttons to the top or bottom of the grid to page forward and back through the entries. You can also select a row and it will change color to visually help you follow the segment's attributes as you move the slider bar at the bottom of the table to the left or right. This inventory reflects changes live as the user makes changes. From this page, the user can download a PDF report of their HUTF inventory.

View Other Segments

Purpose: This page displays a tabular grid view of user-defined jurisdiction's HUTF segments. The user selects a County or City from the two drop downs on the top of the page. This is a read-only view. Use the navigation buttons at the top or bottom of the grid to page forward and back through the entries. You can also select a row and it will change color to visually help you follow the segment's attributes as you move the slider bar at the bottom of the table to the left or right. From this page, the user can also download a PDF report of the selected jurisdiction's HUTF inventory.

Show HUTF Changes

Purpose: This page displays a grid view of all changes made so far to the HUTF inventory by the user. All changed attributes are highlighted yellow in the grid. You can select a row and it will change color to visually help you follow the segment's attributes as you move the slider bar at the bottom of the table to the left or right.

Grid Details

There are three columns of functions on the right hand side of the grid: **Details, Edit, and Map.** Selecting the blue **Details** arrow opens the grid up to show the "original" data value for the changed attribute as well as the 'current' value.

Selecting the pencil icon will take you to the **Edit** page where you can edit the segment's attributes. Selecting the globe icon will take you to the **Map View** of this segment (this function not enabled for Add New segments).

Show HUTF Changes Filters

Changed Columns
Purpose: To present the user with the ability to view edited segments by attribute change type. Only edited segments within the selected columns will be displayed in the grid. For example, you may only want to see those segments that had a change to surface type and/or length.
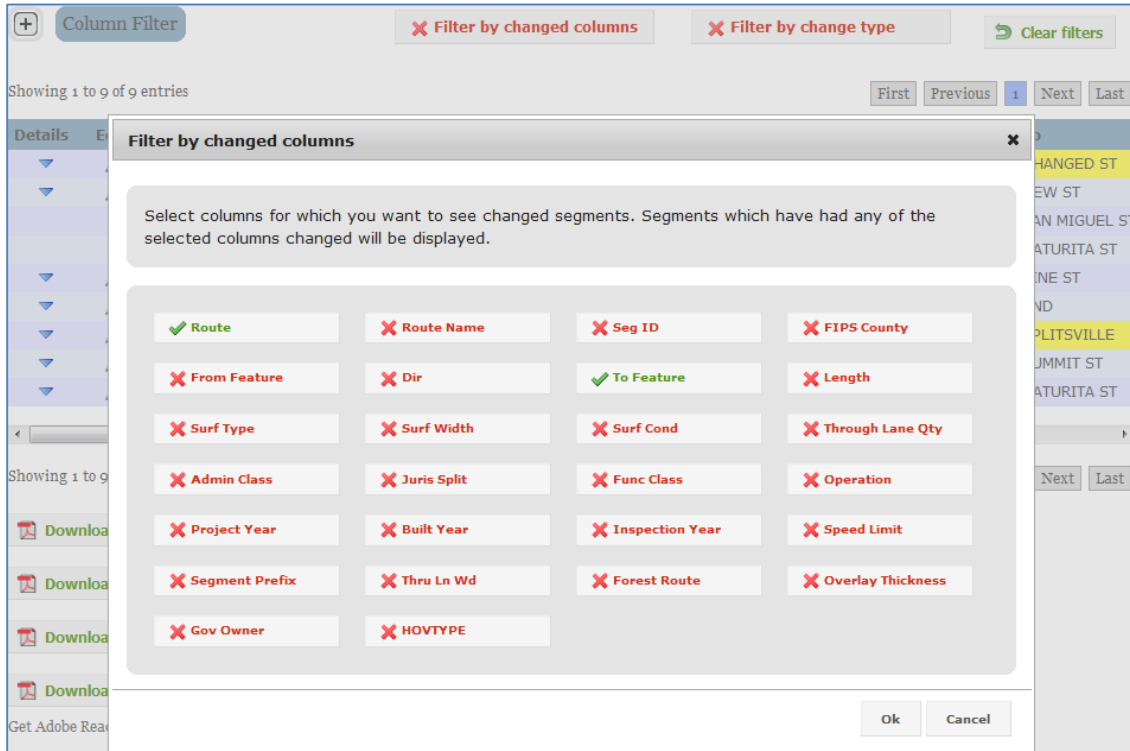
Change Type
Purpose: To present the user with the ability to view edited segments by specified change types. For example, you may only want to see those segments that were combined and/or annexed.
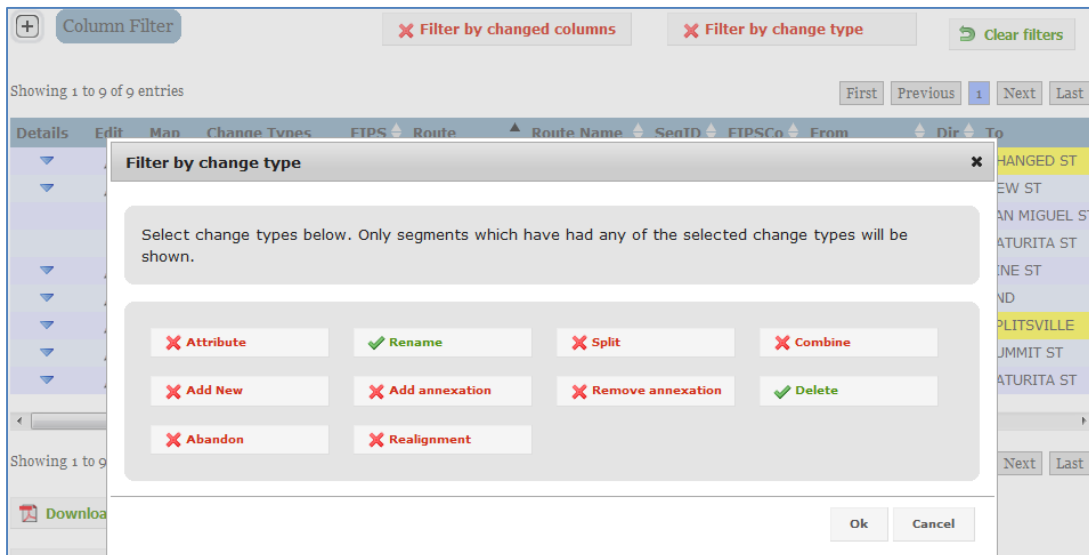
Show HUTF Changes Reports

Purpose: To present changes to the HUTF inventory in a report form. All the reports are in PDF format, if the user does not have Adobe Reader there is a link on the Show HUTF Changes page for the user to download the free software.

Attribute Change Report

Purpose: This function presents a report that shows attribute changes to roadway segments including the "before" and "after" values sorted by route, segment ID, and the date/time it was committed to the database.

Attribute Changes Report
All Segments

Route	Route Name	Seg ID				
	Column		Old Value	New Value	UserName	Timestamp
LINCOLN ST	LINCOLN ST	100				
	PRISURF		2	5	CityNew	8/2/2011 1:29:46 PM
LUCERN ST	LUCERN ST	100				
	LENGTH		0.070	0.020	CityNew	7/25/2011 2:00:17 PM
	TOFEATURE		SH 145	SPLIT	CityNew	7/25/2011 2:00:17 PM
NATURITA ST	NATURITA ST	300				
	ADMINCLASS		2	6	CityNew	8/2/2011 1:30:20 PM
	PRISURFWD		24	60	CityNew	8/2/2011 1:30:20 PM
	THRULNWD		12	30	CityNew	8/2/2011 1:30:20 PM
	ELIGIBLE		True	False	CityNew	8/2/2011 1:30:20 PM

Major Changes Report

Purpose: This function presents a report showing all major changes to roadway segments, sorted by route and segment ID. Major changes are Add New Segment, Add Annexation, Remove Annexation, Combine Segment, Split Segment, Abandon, Delete, and Realign Segment

Major Changes Report
All Segments

Route	Segmid	Annex FIPS	Old Route	Old Segmid	Length	HPMSID	HOV	Countid	AC	FC	User	Timestamp	Change Type
11TH ST	100		11TH ST	100	0.040	No	No	No	2	7	cdot	8/23/2011 11:27:58 AM	abandon
12TH ST	100		12TH ST	100	0.040	No	No	No	2	7	cdot	8/23/2011 11:28:11 AM	delete
14TH ST	100		14TH ST	200	0.180	No	No	No	2	7	cdot	8/23/2011 11:28:37 AM	combine
7TH ST	100	013		0	0.220	No	No	No	1	6	cdot	8/23/2011 11:30:23 AM	removeannex
9TH ST	100		9TH ST	100	10.070	No	No	No	2	7	cdot	8/23/2011 11:28:51 AM	realignment
ADAMS ST	200		ADAMS ST	100	0.030	No	No	No	2	7	cdot	8/23/2011 11:28:26 AM	split
ADDANNEX ST	25	00760	ASPEN ST	25	0.110	No	No	No	2	7	cdot	8/23/2011 11:30:02 AM	addannex
ADDNEW ST	100		ADDNEW ST	100	3.000	No	No	No	2	7	cdot	8/23/2011 11:29:30 AM	addnew
RENAME ST	100		10TH ST	100	0.100	No	No	No	2	7	cdot	8/23/2011 11:27:50 AM	rename

Plat Info Report

Purpose: This function presents a report showing all of the plat information that has been captured when using Add New, Add Annexation, and Remove Annexation for roadway segments and/or land.

Plat Info Report

Map Change #	Plat Name	Plat #	Comment	PltFIPS	PltRte		PltSeg	Change Type
3	f			54880	NEW	ST	100	addnew
6	new			003	ANNEX	ST	100	addannex
5	anned			003	FOREST	ST	100	removeannex
1	New Subdivision	345		54880	ASPEN	ST	10000	addnew
2	Add Annex	874		005	1.0		200	addannex

Review/Submit Mileage Data

Purpose: This function lets the user view detailed aggregate information about HUTF Eligible and non-HUTF Eligible mileage. This page can be printed, but does not represent the official Signature Sheet. However, this function does provide a button that allows the user to download their Signature Sheet when reporting is completed. The Signature Sheet will need to be printed, signed, and then mailed back to CDOT.

The final function on the page is the **Submit Data Function**

Mileage Statistics & Totals for Denver

HUTF Eligible

CenterLine Miles

Paved:		Arterial:	
1848.73		409.63	
Unpaved:		Local:	
27.95		1467.06	
Total eligible:			
1876.68			

Lane Miles

Paved:		Arterial:	
4062.30		1145.42	
Unpaved:		Local:	
55.96		2972.84	
Total:			
4118.26			

Non-eligible

CenterLine Miles

Paved:	
53.35	
Unpaved:	
1.64	
Total non-eligible:	
54.99	

Lane Miles

Paved:	
131.85	
Unpaved:	
3.28	
Total:	
135.13	

Download signature sheet (pdf)   Submit data

Get Adobe Reader

Print this page

Submit Data

Purpose: This function is what the user will use to notify CDOT that the local jurisdiction is finished editing their HUTF inventory for the year. Note that when you submit your data to CDOT, you will no longer be able to edit your segments, although you will still be able to log on to the application to review your data

Upload/Download Data

Purpose: This function allows the user and CDOT to share data files without the need to email or use an FTP site. Tools within this function focus on three primary tasks below. The Date added and File Size will be displayed for all uploaded documents. Note: there is a maximum size of 16MB for any single file attachment.

1. Download the GIS or tabular information that CDOT has on file for your jurisdiction to a location on your computer.
2. Download any information requested from CDOT that we will post to this area and can be copied to a location on your computer for your use.
3. Upload GIS data, scanned images, and/or other materials from a location on your computer that you need to supply to CDOT in support of your HUTF submittal.

Edit Existing Data

Edit Single Segment
Purpose: The function allows you to edit existing HUTF Inventory data for a single segment.
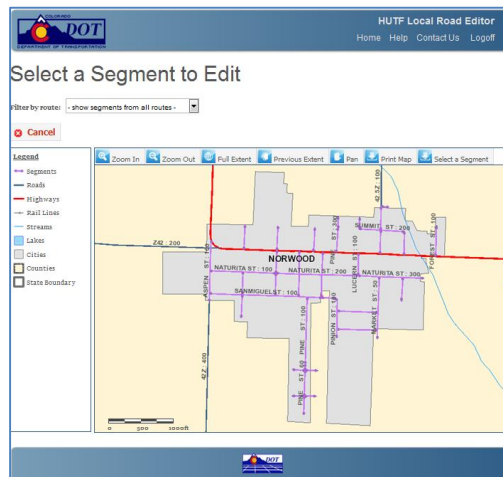
Segment Selector
This window is used throughout the program. From this window the user selects a route via the drop down menu (Image A) or can click on the 'Select from Map' button to use the map selection tool (Image B). The user is then presented with a window to select an individual segment within that route by clicking the pencil icon (Image C).
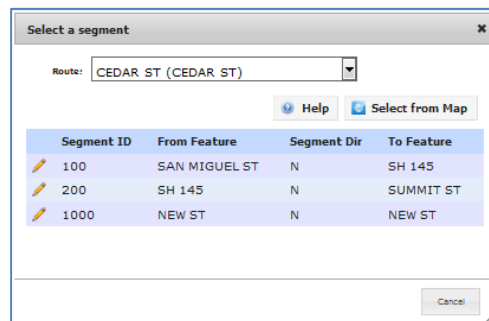
A.
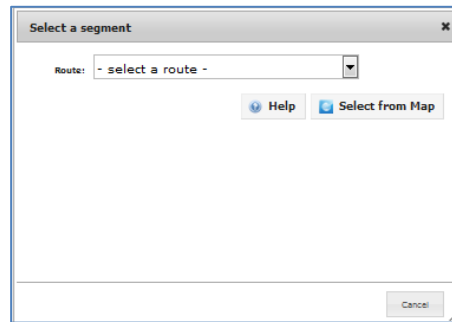
B.

C.

Edit Single Segment Window

From this window the user can edit 21 different fields for the selected segment. In addition to the editable fields there are 10 fields displayed (but grayed out) that are not editable but available for reference. For an explanation of the codes and standard abbreviations used in these fields, see the "*Instructions for Completing the HUTF Mileage Certification*", pages 2, 7-8 and 11-14. Many editable fields have either a drop down menu, where you can click the down arrow and select from a list of values, or an 'intellisense' feature, where if you begin typing in that field and the application will build a list of similar values for you to choose. If you do not find the value, just enter the value you want by typing. The user can **Reverse Segment Direction** which will simply swap the From Feature, To Feature and Direction 180 degrees.

Undo Rename

Purpose: This function is used when a segment has been Renamed in Edit Single Segment but needs to be changed back to the original name. The Undo Rename button will appear only when the segment has been previously renamed, and then selected again.

Edit Multiple Segments

Purpose: This function allows the user to select and edit multiple segments. There are two options available for the user: *Edit selected segments individually*, and *Edit selected segments globally*. The global edit function lets the user make the same edit to multiple segments at the same time.

Select Multiple Segments Window

From this window the user selects the route/routes they want to make multiple edits to through the **Route drop-down** list, or through **Select from Map**.

Select from Route Drop Down

Using the Route drop-down, find and select a Route for which you would like to choose segments to edit. The user then selects whether they want to edit selected segments individually or globally. Once the route is chosen, all of the segments from that Route are populated in the **Available Segments** section.

From here the user can **select all** or individually select the segments. When the segments for that route have been selected click the **Down Arrow** and all the segments are moved into the **Selected Segments** section; now the user can select a new route and add more segments to be edited. If there are segments in the Selected Segments section that should not be edited, the user can select that segment and click the **Up Arrow** to remove them from selected segments.

Once all segments that the user intends to edit are in the **Selected Segments** window, click on the **Select** button at the bottom of the page to begin editing.

Select From Map

From the map the user selects segments using the **Select a Segment** tool. Once the segments are selected they appear in the section below the map. If the user selects a segment they do not want to edit, click the red "x" to the left of the Route and the segment will be removed from the editable list. After all the segments are selected for editing the user needs to select whether they want to edit selected segments individually or globally.

Edit Multiple Window (Individually Edit)

When the user selects to **Edit Segments Individually**, they get advanced to the edit window. All of the same fields from **Edit Single Segment** are available for the user to edit except for **Route Name**, **Segment ID** and **Reverse Segment Direction**. Use the navigation buttons on this window to move through the selected segments. When done editing the last segment, select finished to be taken back to the home page.

Edit Multiple Window (Globally Edit)

When the user selects to **Edit Segments Globally**, they are advanced to the edit window. All of the same fields from **Edit Single Segment** are available for the user to edit except for **Route Name**, **Segment ID** and **Reverse Segment Direction**. Make attribute edits, then select save. The edits are made to all selected segments and the user is taken back to the home page.

Edit Segments with File Upload

Purpose: Editing your segments with a file upload provides a method of performing edits outside of the application in an Excel file. Only certain roadway attribute changes will be supported through this function. More complex functions such as Add, Delete, Annex, Split, Combine, etc. will still need to be performed with traditional WebHUT tools. The "Tools" section on the right side of the page will guide you through the three-step workflow in using this function.

First, you should download the Requirements and Change Validation document in Step 1. Familiarity with this information will help to better understand messaging you may encounter.

In Step 2, click the link and the application will generate a roadway inventory for you to download. Save this to your local drive. All changes should be entered into this file. Fields highlighted in tan indicate those that are for reference and cannot be changed. Refer to the Requirements document to review the list of roadway attributes that are available for editing. Also, if you currently have invalid data within your inventory, these rows are highlighted in orange with red cells containing invalid data.

FIPS	ROUTE	SEGMENT PREFIX	ROUTE NAME	SEGMENT ID	FROM FEATURE	SEGMENT DIRECTION	TO FEATURE
27425	CANYON AV		CANYON AV	200	MAGNOLIA ST	NE	OAK ST
27425	CAPECOD CI		CAPE COD CI	100	KINGSLEY DR	NE	KINGSLEY DR
27425	CAPSTONE CT		CAPSTONE CT	100	BGN	N	SUNSTONE DR
27425	CARAVELLEDR		CARAVELLE DR	100	CDS	N	CDS
27425	CARDINAL CT		CARDINAL CT	100	KILDEER DR	E	END
27425	CARDINALFCT		CARDINAL FLOWER CT	100	MUSKRAT CREEK DR	N	CDS
27425	CARIBOU RD		CARIBOU RD	100	AUTOMATION WY	E	TIMBERLINE RI
27425	CARIBOU RD		CARIBOU RD	200	TIMBERLINE RD	E	SUNSTONE DR
27425	CARIBOU RD		CARIBOU RD	300	SUNSTONE DR	N	HORSETOOTH
27425	CARLTON DR		CARLTON DR	100	HORSETOOTH RD	N	COLLINDALE D
27425	CARLTON DR		CARLTON DR	200	COLLINDALE DR	NE	WESTCHESTER
27425	CARLTON DR		CARLTON DR	300	WESTCHESTER LN	N	WATERFORD L
27425	CARMELA CT		CARMELA CT	100	CDS	E	SENECA ST
27425	CARMICHAEST		CARMICHAEL ST	100	TRILBY RD	N	HARVEST ST
27425	CARMICHAEST		CARMICHAEL ST	200	HARVEST ST	Z	CHANDLER ST
27425	CARRICK RD		CARRICK RD	100	PADDINGTON RD	N	CDS
27425	CARRINGTOCI		CARRINGTON CI	100	CARRINGTON RD	E	CARRINGTON I
27425	CARRINGTOCT		CARRINGTON CT	100	CARRINGTON RD	E	CDS
27425	CARRINGTORD		CARRINGTON RD	100	ANTELOPE RD	S	STOCKBURY DF
27425	CASAGRANDBD		CASA GRANDE BD	100	DUNBAR AV	SE	BOWIE ST

Once your changes have been completed and saved, you will use the "Browse" or "Choose File" button in Step 3 to locate the file containing your changes. Once added, click the "Apply Changes" button. Once WebHUT is finished processing your changes, you will either receive a message that your changes were added successfully or it will notify you that problems were found.

If there were problems, they will be displayed in the "Upload Results" window. These are also available on the "Error Report" that can be downloaded. The error messages will guide you through what must be fixed in order to have a successful upload.

Split Segment

Purpose: This function is used to split an existing segment into two segments. This is required where a major characteristic for part of the former segment has changed (surface type, width, jurisdiction, etc.).

Once the pop up appears the user will choose a segment by using the **Select from Map** or **Route drop-down.**

Select From Map

To select a segment to split use the **Select a Segment** tool. Once the user selects the segment from the map it populates the section below the map. Click the **Split Segment** icon to the left of the route to be directed to the **Split Segment** window.

Screen when selecting from Route Drop Down, or after Select from Map

The available segments to spilt are then displayed with limited reference information. User is allowed to split multiple segments within a route and requires user to update Segment ID, Length, and Description. The application will generate a default Segment ID value, but it can be altered by the user to come either before or after the 'parent' segment. The split icon will take

the user into the split function: the pencil icon takes the user back to the **Edit Single Screen** for the segment identified.

Combine Segments

Purpose: This function is used to combine two segments into a single segment. This usually will be appropriate where the characteristic difference(s) that previously required a separation has changed. (e.g., one segment was widened, paved, or resurfaced so that both now have the same characteristics).

Select Combine Segments from the home page. Once the pop up window appears choose a segment by using the **Route drop-down** or **Select from Map.** Once a route is selected the window is populated with the segments for that route and requires the user to designate the segment to **Extend** and the segment to **Eliminate**. This function will only allow the user to combine neighboring segments, so that while other segments might be displayed in the window, you will only be able to select segments that are next to each other. Also, you can only combine two segments within a single transaction. Once you have the two segments selected that you would like to Extend and Eliminate, click the Combine button at the bottom of the page. The application might disallow the combine (with a warning) if certain fields are not similar. (e.g., different traffic count values). See Combine Rules section below for more details.

Combine Rules

There are some Segment combinations that are not allowed due to the fact that underlying CDOT data would be compromised. These include when the segments to be combined have different values for fields critical to our business needs or the feature between segments to be combined is a required breakpoint and must be retained. Some of the fields where differing values would preclude combination are not directly editable by the user. If you feel the values within the fields below are in error, please contact CDOT staff to discuss.

Access – An indication of the type of access control assigned to a segment of road by Staff Right of Way as defined by FHWA

FIPSCounty – The FIPS code for the County in which the segment is located

FuncClass – The functional classification of the segment

GovLevel – The government level owning the facility (Federal, State, County or Municipal)

HOVT - The type of High-Occupancy lane in use on the roadway segment

HPMS sample ID – The Highway Performance Monitoring Sample ID

NAAQSID – Indicates whether the road segment is within an EPA designated nonattainment area

NHS - National Highway System designation

Population – A code for whether the segment is in a rural, small urban, urbanized or large urban area

SpecialSys code - A code that indicates whether the roadway segment is on the STRAHNET or is a STRAHNET connector. STRAHNET is used by the Department of Defense (DOD) to identify strategic deployment routes.

TrkRestrict – The road segment has been designated as a truck route under Federal regulatory authority in 23 CFR 658

Urban – The ID of the urban area, for those segments falling within urbanized or large urban areas

CountStationID's - Numeric identifier for traffic monitoring station where data are collected.

PriIRIDate - The calendar year for which the IRI applies on the Primary Direction of Travel

Some of the fields where different values preclude combination ARE editable by you, including adminClass, JurSplit type, Thru Lane Quantity and Operation. While you can edit these, you need to strongly consider them before changing the values to allow a combination. For example, do NOT change the adminClass from a funding-ineligible category (0, 4, 8 or 9) to a funding-eligible one (1 or 2) simply to force the combine to be accepted.

Realign Segment

Purpose: This action is used for roads that have had major construction that has realigned the physical layout and/or length of a roadway and the user feels it should be designated more clearly than what the **Edit Single Segment** function would allow.

Select Realign Segment from the main HUTF page. The function itself is identical to **Edit Single Segment**; see Edit Single Segment for explanation of how to use.

Delete or Abandon Segment

Use this function for the purposes of removing segments from your current inventory. Use the Delete Duplicate function to remove segments which are in error or are duplicated within your existing inventory; use Abandon to remove a segment that, while it still exists, is no longer going to be maintained by your jurisdiction. In order to designate the segment to be removed, the user selects a route via the drop down menu or can click on the 'Select from Map' button to use the map selection tool. A page will appear that will allow you to either Abandon or Delete the segment by clicking the appropriate button.

Abandon

Purpose: This function is used to identify segments to be removed from your inventory because they have either been taken off your road system (removed from maintenance), or vacated and deconstructed.

- Note: If the segment being dropped from maintenance will remain open to the public, and you wish to retain it on your inventory and maps, change the Administrative Classification code to "9" to make the segment non-HUTF-eligible
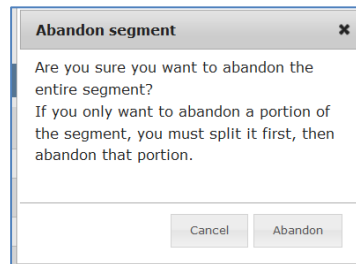
* *This function cannot be used to abandon part of a segment. If you are abandoning a portion of the length of a segment, first use the "**Split Segment**" function to divide the segments at the point of abandonment, and then abandon the relevant portion of the newly split segment.*

Delete Duplicate

Purpose: This function is used to identify segments to be removed from your inventory because they are duplicates.
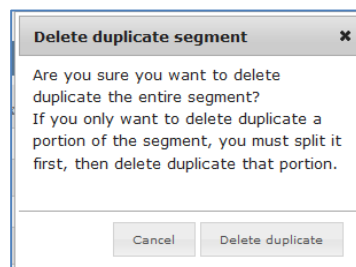
This function cannot be used to delete part of a segment. If you are deleting a portion of the length of a segment, first use the "Split Segment**" function to divide the segments at the point of duplication, and then delete the relevant portion of the newly split segment.*

Add/Remove Data

Add New Segment

Purpose: This function is used to add new segments to the inventory.

Select Add New Segment from the main page and you'll be greeted with a pop-up to select the template to be used when adding the route. Typically, the template segment is a near neighbor of the segment you wish to add. When adding a new segment, this template segment is used

to determine the default values for a number of fields for the new segment. These fields are often geographically specific and/or are critical to proper database functioning. These "invisible" fields, as well as the ones you can see and edit, must be initialized from the template segment before a new segment can be created.
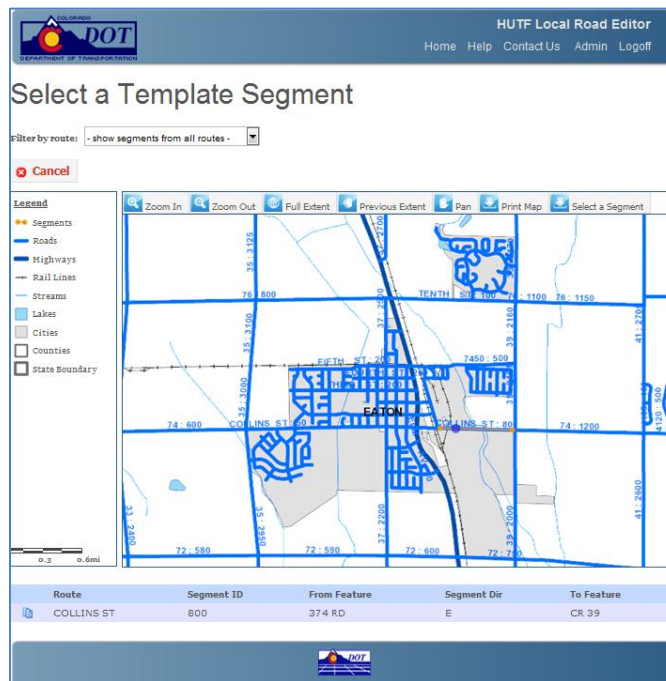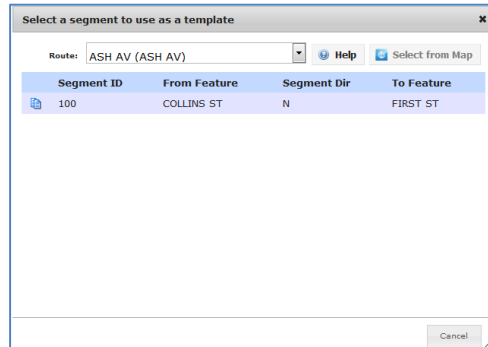
Note: See **"Combine"** documentation to get a list of the fields which are not visible to users. To add a new segment, you must first select an existing segment which can be done using the **Route drop down** or **Select from Map**. In the **Select a Segment to use as a Template** click on the blue **Double File** icon next to the segment you want to use as the template.

The user will be taken to a page that looks very similar to **Edit Single Segment**, except the beginning of the page has a section for **Plat Information**. Required information includes the Map Change Number (that corresponds to the map change number you indicate on your map that is provided as part of the submittal), and Plat Name.   If you have more than one newly added segment with the same Plat Name, you can just give them an identical Map Change Number and we will be able to group them accordingly.

Note: If you are submitting GIS data for you new segments, the Map Change # should be an attribute column in the GIS layer rather than a handwritten number on the CDOT map.

For editing segment attributes, you will notice that the fields are identical to that used in **Edit Single Segment**. You should change the Route Name (Municipality) or Route (County) if the new segment is not part of the route used by the template segment. The Segment ID, Length and From and To Features are required fields and will need to be set by the user.

Add Annexation

Purpose: Add Annexation is used to transfer roadway segments from a neighboring jurisdiction to your jurisdiction. This function should be used for segments that have been annexed by formal City Council/Town Board/County Commission action and have an annexation ordinance filed on or BEFORE 12/31 of the update year.

Select Add Annexation from the home page. Once the annexation pop up window appears, the user will first select the "transferring" jurisdiction (the list will be all jurisdictions in Colorado, so choose carefully) and then a route. Once the jurisdiction is selected the user also has the

option to **Select from Map**. After selecting both the jurisdiction and the route the user will be shown the segments within that route and can select which to add an annexation to by clicking on the **Double File icon**.

Select From Route Drop Down

Select From Map

Annex Segment Edit Window

The user is presented with a warning stating that if the segment length you are annexing is not the full length make sure to change length to reflect the proper annexation length.

Once "OK" is selected the editing window is similar to **Add New Segment** in that it will ask you for the associated Plat Information.

For editing segment attributes, you will notice that the fields are identical to that used in **Edit Single Segment**. Make sure to provide the Route Name (Municipalities) or Route (Counties) and Segment ID for the segment because these fields will default to those of the former jurisdiction, and may be different as a result of the jurisdiction change. The user also needs to fill in the County FIPS Code this is left blank for the user to populate with their county code. Once you have completed your edits, or if there are no attribute changes, click the "Save" button to finish.


Remove Annexation

Purpose: Remove Annexation is used to identify segments formerly under your jurisdiction that have been transferred to an adjacent jurisdiction. In the case of a Municipality, it is used for

segments that have been de-annexed by formal City Council/Town Board action and have reverted to County Jurisdiction. In the case of Counties, it is used to identify former County segments that have been annexed by a municipality.

Select Remove Annexation from the home page. Once the pop up dialog box appears the user will be able to select the segment that is being removed. At this point the user has the option to select the segment from the **Route Drop Down** or **Select from Map.** After selecting the route the user will be shown the segments within that route and can select which to remove by annexation by clicking on the **Pencil icon**.

Select Route from Drop Down
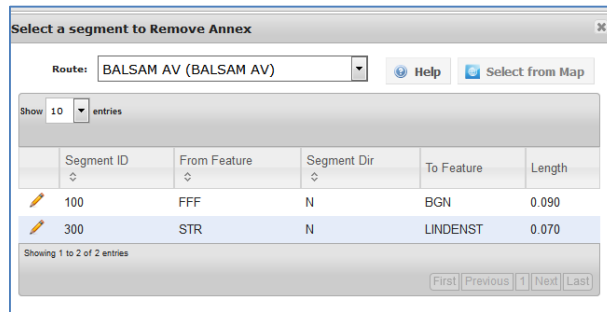
Select Route from Map
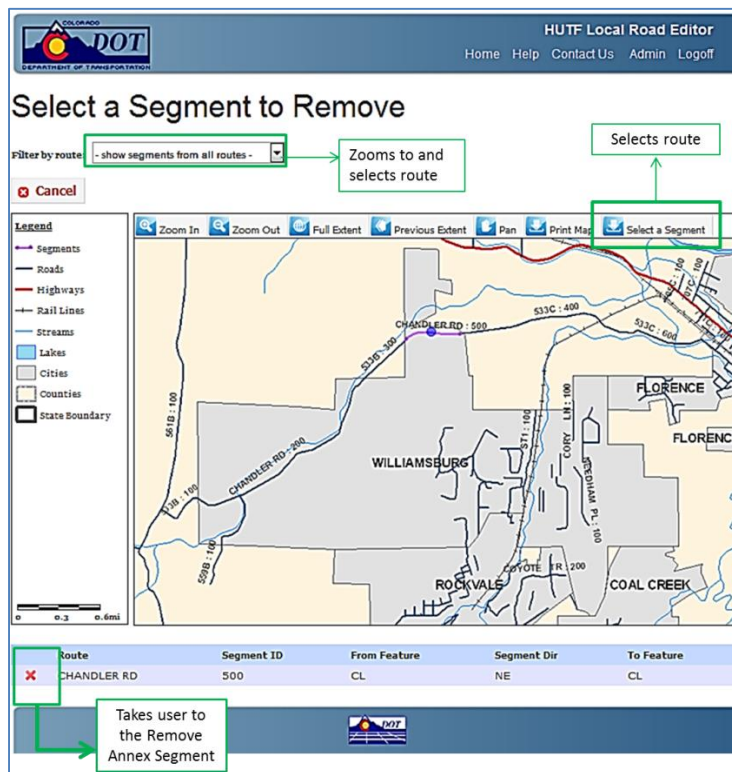
This function cannot be used to Remove a portion of a segment. You can only Remove complete segments. If you are removing a portion of the length, first use the **Split Segment**

function to divide the segments at the point of annexation, and then Remove the transferred portion of the newly-split segment.

When **Continue** is selected the user is taken to the **Remove Annexation** page, where you must supply Map Change Number (that corresponds to the reference number on the map you provide), Plat Name (if none exists, you can just write "Remove Annex"), Plat Number (if one exists, not required), and select the jurisdiction the segment will be transferred to.

Recover Deleted Segments

Purpose: This function is used to recover segments that have been incorrectly removed from your inventory.

Select Recover Deleted Segments from the home page. Once the pop up appears select the route that has the segment you want to recover and a list of all deleted segments in that route will appear. Just click on the green **recycle** symbol to the left of the segment ID to recover that segment. Once you do so the pop up will close and you'll receive a notice that the segment was restored.

Add Land Annexation

Purpose: This function is used to enter annexations that do not include roadways.

Only plat information is required for this function. Required information includes the map change number (that corresponds to the reference number that you wrote on the large map), Plat Name (if the plat doesn't have a name, make one up and write it on the plat and enter here), and plat number (enter the plat/page number for multi-plat annexations or 1 for single plats).

Remove Land Annexation

Purpose: This function is used to enter land that has been annexed to a neighboring jurisdiction that does not include HUTF – eligible roads.

Only plat information is required for this function. Required information includes the Map Change Number (that corresponds to the reference number on the map you provide), Plat Name (if none exists, you can just write "Land Annex"), Plat Number (if one exists, not required.

Tools for Viewing Customization

Purpose: These are some tips and tricks to customize your viewable area as you navigate through various functions within the WebHUT application.

Filter by Route
Purpose: The user can select a route out of a drop down list to narrow the list of viewable segments to only those that fall on a certain route. The drop down list is presented in alphanumeric order.

Column Filter

Purpose: This filtering capability will allow the user to control the data items that will be visible

Sorting

Purpose: Clicking the up/down arrows next to the column heading sorts the table in ascending or descending order by column.

Collapsible Windows

Purpose: This feature allows the user to customize the viewing window when using certain functions within the application. It will allow for a more efficient use of the viewable area on your computer monitor. This feature exists in many functions throughout the WebHUT application. The window is collapsible by selecting the "-" sign in the left hand corner of the windows and are then expandable by selecting the "+" sign.

View/Select Map

Purpose: This feature allows the user to view their HUTF inventory geographically. This feature exists in many functions throughout the application and is invoked by clicking on the 'View on Map' button, and 'Select from Map'.

The user can view their jurisdiction map through **View My Segments**. From here the user can zoom to a specific segment, pan, zoom in and out, and even print a map to a PDF file that uses a preset legend and scale bar. These same functions can be used when viewing other jurisdictions through the **View Other Segments.**

The 'Select from Map' feature will give the user access to the map and all its functions for selecting segments in **Edit, Split, Combine, Realign, selecting a template for Add New, Add Annexation, and Remove annexation.**