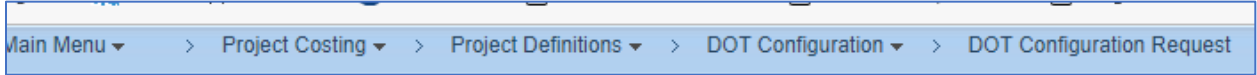# ONLINE DOT CONFIGURATION FORM INSTRUCTIONS

When the DOT needs to request a standard configuration change or addition, they will utilize the online form. The following steps should be taken.

Understand configuration needs for the DOT

Users should understand why each configuration is being requested, and how it impacts the processing of data in Core CT

| Main Menu ▼ | > | Project Costing ▼ | > | Project Definitions ▼ | > | DOT Configuration ▼ | > | DOT Configuration Request |

Navigate to the 'Form' tab of the Configuration request and begin to complete the form with self-explanatory information (i.e., name, COREID etc.). Review the tab labeled 'Instructions' which reiterates the need to follow each form's individual instructions.

| Form | Instructions | Attachments |

DOT Configuration Request

*Subject [_____]

Priority [3-Standard ▼]   Due Date [_____] 📅

Status Initial

AGENCY INFORMATION   USER INFORMATION

*Requester Address [_____]   *First Name [_____]
*City [_____]   *Last Name [_____]
                                                  *Email [_____]
                                           *Phone Number [_____]
                                                 *COREID [_____]
                                      *Configuration Type [_____ ▼]

More Information

[   ]

[Save]

[📧 Notify]

Form | Instructions | Attachments

ONLINE DOT CONFIGURATION FORM INSTRUCTIONS

Move to the Attachments tab and locate the configuration form that aligns with the request. Download the form from the selection option, complete the form including the top of the form which is kept on record at CORE. Once the form is competed the user may opt to keep a copy for themselves but should upload their completed form using the ATTACH option.

Use the 'Attachments' tab to Attach Standard Configuration Documents and other Documents Deemed Pertinent

Standard Configuration forms can be found inside the form area marked as 'Attachments'. If the form cannot be located, then a 'Footprints' ticket will need to be completed since this system only allows for Standard configurations.

The request must be saved after attaching the file for the attachment to be retained.

One attachment per request

Return to the 'Form' tab and insure all required * fields are complete and Click 'Save' at bottom of form.

ONLINE DOT CONFIGURATION FORM INSTRUCTIONS

When the form is saved, a 'Seq. #' appears in the top left of form, and the 'Preview Approval' and 'Submit' buttons also appear at the top of form.

***Review for Accuracy and b*egin the submittal process by clicking on the 'Submit' button.**

Misc.

If a Configuration needs to be rescinded or corrected, please proceed to the previously issued sequence ID and utilize the cancel request button to halt submission of the request phone or email contact to module lead is also acceptable.

Security Role for this process assigned to CT AGY PC DOT CONFIGURATION