

Transportation Utility Management System (TUMS)

Training and Reference Manual

Comments Module



Wisconsin Department of Transportation

Table of Contents

Comments in TUMS	3
Comment Levels	3
1. Effort-level comments	3
2. Project-level comments	3
Comment Types.....	3
1. Effort	3
2. USR (Utility Status Report).....	3
3. Utility Worksheet	3
4. Monthly Update.....	3
Comments Security.....	4
1. Viewer	4
2. Basic and Intermediate Consultants	4
3. Expert Consultants	4
4. DOT Staff.....	5
How to View, Add, Edit and Delete Comments	5
Comments – View	6
Comments – Add.....	7
Comments – Edit.....	8
Comments – Delete	9
Comments and Multi-Project Efforts – A Closer Look	10
Let’s Look at an Example:.....	11

Transportation Utility Management System (TUMS)

Training – Comments Module

Comments in TUMS

Users can **add**, **edit**, **delete** and **view** comments in TUMS. Comments in TUMS can be added to a TUMS Effort from the Effort Summary Screen (ESS). Each comment is allowed a maximum of 1000 characters. Comments are maintained at the **effort level** or the **project level**, depending on the **Comment Type**.

Comment Levels

1. **Effort-level comments.** All comments for an Effort apply to all projects contained within that Effort. If an Effort is a multi-project effort, and the projects are later split apart, all effort-level comments will be copied to each new project after the projects are split apart.
2. **Project-level comments.** Comments entered apply to one specific project in a multi-project effort. When created, the user must select the correct project ID to assign the comment. For example, a TUMS Effort contains two projects: 73 and 74. When the user creates a comment, they must select either project 73 or project 74 to assign the comment to the correct project.

Also, once the multi-project effort is split apart into separate projects, project-level comments will only be moved/copied to the specifically-assigned project.

Comment Types

Currently, there are four **Comment Types** in TUMS

1. **Effort.** An effort-level comment; this type is a general comment that applies to all projects within a TUMS Effort.
2. **USR (Utility Status Report).** This type is a project-level comment that auto-fills onto form DT1080, *Utility Status Report*, in the **Comments** section of the form.
3. **Utility Worksheet.** This type is an effort-level comment and will [eventually; does not currently] auto-fill onto form DT2236, *Utility Worksheet*, for all projects contained in one TUMS Effort.
4. **Monthly Update.** This type is an effort-level comment that is to be used by consultants to provide monthly updates to DOT staff regarding the status of their utility coordination projects.

Comments Security

1. **Viewer.** View-only access to all comments; cannot add/edit/delete any comments.

Example logged on as a Viewer (can only **view** comments)

Current User: Victor Viewer

Maintain Comments Page

[Back](#)

[1071-08-74](#) La Crosse - Sparta

Comments Details:

No.	Project Id	Type	Created date	Last updated by	Last updated date	
1		EFFORT	09/30/2011	Lynn Fiore	09/30/2011	View
2		UTLWKSHT	05/23/2012	Lynn Fiore	05/23/2012	View
3		UTLWKSHT	05/23/2012	Lynn Fiore	05/23/2012	View
4		EFFORT	04/30/2013	Lynn Fiore	04/30/2013	View
5	1071-08-74	USR	05/23/2012	Lynn Fiore	05/23/2012	View
6	1071-08-74	USR	05/23/2012	Lynn Fiore	05/23/2012	View

[Back](#)

2. **Basic and Intermediate Consultants.** **Basic** and **Intermediate** users can add/edit/delete their own comments only; can view all comments.

Example logged on as a Basic Consultant

Current User: Brad Basic

Comment saved successfully.

Maintain Comments Page

[Back](#)

[4485-02-71](#) T Chilton, CTH E

Comments Details: [Add](#)

No.	Project Id	Type	Created date	Last updated by	Last updated date	
1		EFFORT	06/17/2012	Lynn Fiore	09/12/2012	View
2		EFFORT	09/24/2012	Lynn Fiore	09/24/2012	View
3		EFFORT	04/30/2013	Lynn Fiore	04/30/2013	View
4		EFFORT	11/21/2013	Brad Basic	11/21/2013	Edit Delete
5		UTLWKSHT	11/21/2013	Brad Basic	11/21/2013	Edit Delete
6		MONTHUPDATE	11/21/2013	Brad Basic	11/21/2013	Edit Delete
7	4485-02-71	USR	11/21/2013	Brad Basic	11/21/2013	Edit Delete

Basic Consultant: can only view these comments because they were not created by Basic.

Basic Consultant: can add, edit and delete these comments because they were created by Basic.

[Back](#)

3. **Expert Consultants.** Experts have full access (view/add/edit/delete) to all comments, including comments created by other users.

4. **DOT Staff.** DOT Staff have full access (view/add/edit/delete) to all comments, including comments created by other users.

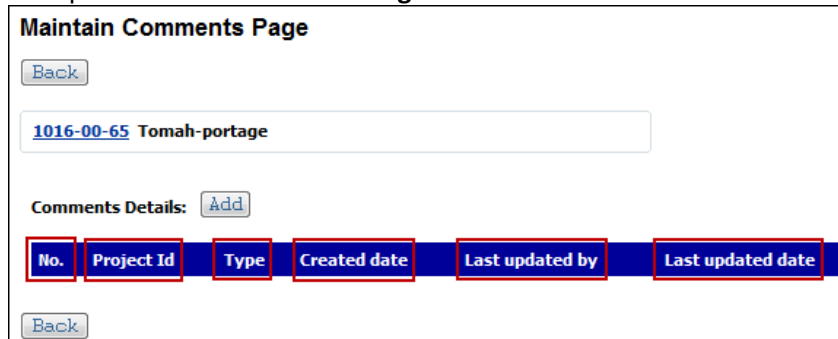
How to View, Add, Edit and Delete Comments

1. To work with comments in TUMS, click on the **Comments** button which is located on the Effort Summary Screen (ESS).



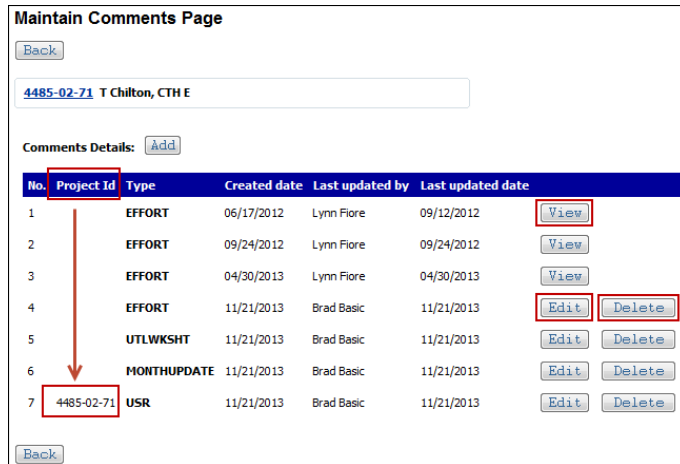
2. The **Maintain Comments Page** will open. The following data items are tracked for each comment:
 - a. **No.** The comment number simply keeps track of how many comments are added to an Effort.
 - b. **Project Id.** This is the specific **Project Id** that a comment is assigned to, and only applies to project-level comments.
 - c. **Created date.** This is the date that an individual comment was originally added to the Effort.
 - d. **Last updated by.** This is the name of the person logged into TUMS who created the comment, or last edited the comment.
 - e. **Last updated date.** This is the date the comment was last updated or edited.

Example **Maintain Comments Page**: Data Items Tracked for Each Comment



3. When several comments have been added to the Effort, the **Maintain Comments Page** will look something like the following:
 - a. Note the addition of **View**, **Edit** and **Delete** buttons.
 - b. Note that one of the comments is a **project-level comment** and is assigned to a specific **Project Id**.

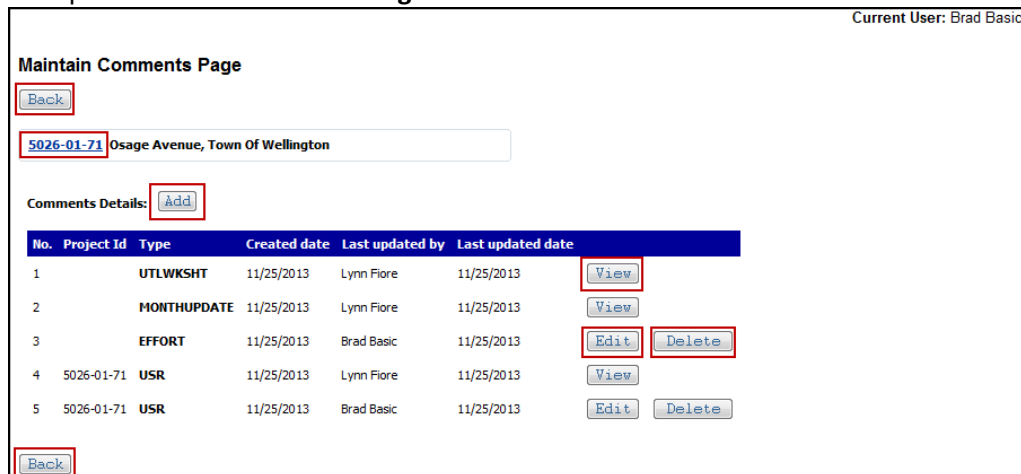
Example **Maintain Comments Page**: View, Edit Delete buttons



4. On the **Maintain Comments Page**, there are six actions users can take:
 - a. **Back**. Press the **Back** button to return to the previous page (ESS).
 - b. **Project ID link**. Click on a **Project ID** number to navigate to the **details** page for a project.
 - c. **Add**. Click on the **Add** button to add a comment for this Effort. The **Add Comment** page opens.
 - d. **View**. Click on the **View** button to view a comment.

Note: **Viewer**, **Basic** and **Intermediate** users can only view comments created by other users. **Expert** users have full access to all comments.
 - e. **Edit**. Click on the **Edit** button to edit a comment. The **Edit Comment** page opens.
 - f. **Delete**. Click on the **Delete** button to delete a comment. A delete message window opens.

Example **Maintain Comments Page**: Six Actions to Take



Comments – View

To view a comment in TUMS:

1. Click the **View** button on **Maintain Comments Page**.
2. The **Edit Comment** screen opens.

3. On this screen, users can view the comment, but cannot edit it.
4. Exit this screen by clicking either the **Back** button or the **Cancel** button.

Comments – Add

To add a comment to TUMS:

1. Click the **Add** button on **Maintain Comments Page**.
2. The **Add Comment** screen opens.
3. **Comment Type**. From dropdown menu, select a Comment Type.

The screenshot shows the 'Add Comment' form. At the top left is a 'Back' button. Below it is the 'Comment Type:' dropdown menu, which is open and shows a list of options: 'Effort', 'Effort', 'USR', 'Utility Worksheet', and 'Monthly Update'. The first 'Effort' option is highlighted. Below the dropdown is the 'Enter Comments:' text input field.

4. **Project(s) in Effort**.
 - a. This field only appears when a **project-level Comment Type** is selected in the previous step. The comment type “**USR**” is an example of this type of comment.
 - b. If there is only one project in the Effort, the project ID auto-fills into this field.

Note: A **single-project Effort** means there is only one project ID in the TUMS Effort. For *single-project efforts*, the correct project ID auto-fills into the **Project(s) in Effort** box; there is no need to select a project ID since it auto-fills in this case.

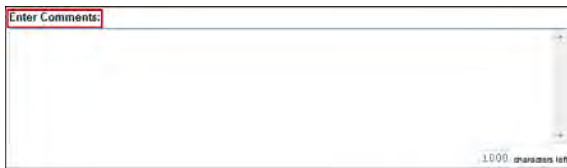
The screenshot shows the 'Add Comment' form. The 'Comment Type:' dropdown is set to 'USR'. Below it is the 'Project(s) in Effort:' dropdown menu, which is open and shows the option '5026-01-71'. This dropdown is highlighted with a red box. Below it is the 'Enter Comments:' text input field, which also contains '5026-01-71'.

- c. If there are multiple projects in the Effort, select a project ID from dropdown menu.

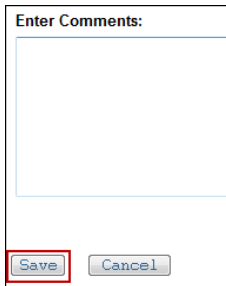
Note: A **multi-project Effort** means there are two-or-more project IDs in the TUMS Effort. For *multi-project efforts*, if a **project-level Comment Type** is entered, users must select the correct project ID from the dropdown menu.

Comment Types are described in this document in section titled: **Comment Types in TUMS**.
Comment Levels are described in this document in section titled: **Comment Levels in TUMS**.

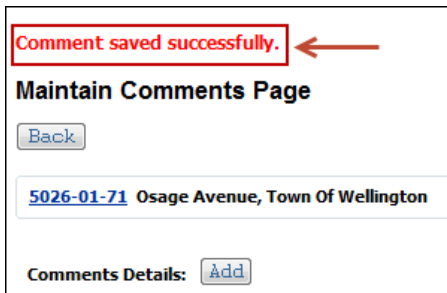
5. Type a comment in the **Enter Comments:** box. This field is limited to 1000 characters of text.



6. Click the **Save** button to save the comment.



7. Once the **Save** button is clicked, the comment is saved and user is returned to the **Maintain Comments Page**. The message **Comment saved successfully** appears near the top of this screen.



Note: On the **Add Comment** screen, users can exit from **Add Comment** screen without saving any changes by clicking either the **Back** button or the **Cancel** button before clicking the **Save** button. In this case, any text entered by user will not be saved.

Comments – Edit

To edit a comment in TUMS:

1. Click the **Edit** button on **Maintain Comments Page**.
2. The **Edit Comment** screen opens and displays all information related to that specific comment.
 - a. **No.** This is the comment number assigned to a comment when it is first created. TUMS simply keeps track of how many comments are added to an Effort.
 - b. **Last updated by.** This is the name of the person logged into TUMS who created the comment, or last edited the comment.
 - c. **Last updated date.** This is the date the comment was last updated or edited.
 - d. **Comment Type.** This is the comment type that user selected when creating the comment.

- e. **Project.** This is the specific **Project ID** that a comment is assigned to, and only applies to project-level comments.

Edit Comment

[Back](#)

No.: 6
Last updated by: Brad Basic
Last updated date: 11/25/2013
Comment Type: USR
Project: 5026-01-71

Enter Comments:

Brad Basic add comment on 11-25-13. Update Comments training manual.

932 characters left

[Save](#) [Cancel](#)

3. Click in the **Enter Comments:** box. Make desired changes. This field is limited to 1000 characters of text.
4. Click on the **Save** button to save changes.
5. Once the **Save** button is clicked, the comment is saved and user is returned to the **Maintain Comments Page**. The message **Comment saved successfully** appears near the top of this screen.

Comment saved successfully. ←

Maintain Comments Page

[Back](#)

5026-01-71 Osage Avenue, Town Of Wellington

Comments Details: [Add](#)

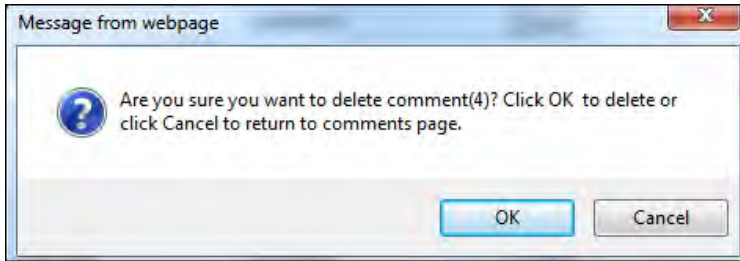
Note: On the **Edit Comment** screen, users can exit from **Edit Comment** screen without saving any changes by clicking either the **Back** button or the **Cancel** button before clicking the **Save** button. In this case, any text entered by user will not be saved.

Comments – Delete

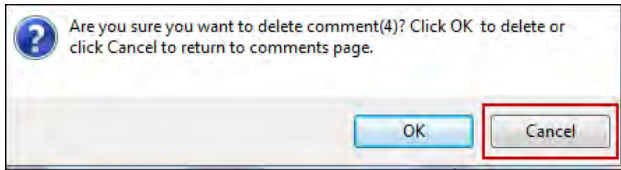
To delete a comment in TUMS:

1. Click the **Delete** button on **Maintain Comments Page**.

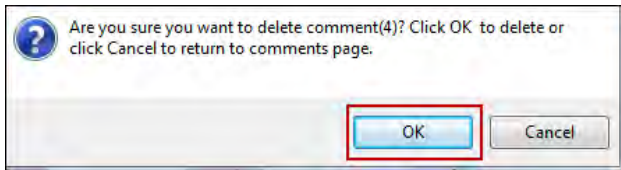
2. A **Message from webpage** window opens, asking user to confirm delete action, or cancel.



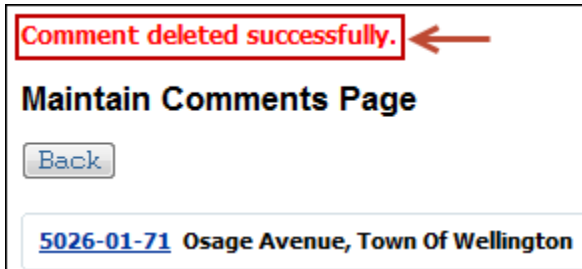
3. Click the **Cancel** button to cancel the delete action. If **Cancel** is selected, the delete will not process and the comment will remain in TUMS.



4. Otherwise, click **OK** button to continue with delete action.



5. Once the **OK** button is clicked, the comment is deleted and user is returned to the **Maintain Comments Page**. The message **Comment deleted successfully** appears near the top of this screen.



Comments and Multi-Project Efforts – A Closer Look

For TUMS purposes, the term **multi-project Effort** means there are two-or-more project IDs contained within one TUMS Effort (one effort; two-or-more project IDs).

The term **single-project Effort** means there is only one project ID contained within one TUMS Effort (one effort; one project ID).

In TUMS a **multi-project Effort** can be split apart - into individual efforts (**single-project Efforts**) – by using the **Split Project** feature in TUMS.

At the time projects are split apart, all **effort-level Comments** will be copied to the new/individual **single-project Efforts** created from the split. Also, once the projects are split apart:

1. Any new comments created/entered by user will be inserted into the currently-selected **Effort** only.
2. If the original comments no longer apply to either the old Effort or the new Effort, users will need to manually delete the specific comments that no longer apply to either Effort.

Let's Look at an Example:

1. A TUMS **multi-project Effort** contains two projects: 9999-00-88 and 9999-00-77 (one effort; two projects).
2. User enters 10 new **effort-level comments** for the multi-project Effort.
Note: at this point, there is only one set of 10 effort-level comments.
3. User then splits the Effort into two, new **single-project Efforts**.
 - a. Effort A: project 9999-00-88 (one effort; one project)
 - b. Effort B: project 9999-00-77 (one effort; one project)
 - c. All 10 original **effort-level comments** are automatically copied to each, new **single-project Effort**.
Note: at this point, there are two sets of 10 effort-level comments; one set with Effort A and one set with Effort B.
 - d. If some of the comments are not needed for either Effort, the user will need to delete those no longer needed in each respective Effort.
 - e. Any new comments entered for Effort A are unique to Effort A from this point forward.
 - f. Any new comments entered for Effort B are unique to Effort B from this point forward.
4. If you need further instruction on TUMS comments, please contact the Business Area Expert.