

WinCPMS Quick Reference

To Install WinCPMS: <http://WinCPMSProdAS/WinCPMSinstall/>

Project Selector
Supports Typing and Drop-Down List of Recent Projects

Navigation
Project KA-0431-09

Go Button
Loads the Project entered in the Project Selector

Apply Template

Initiate 883

Project Summary
Current Project Authorization Document
All Project Authorization Documents...
External Documents...

Activities
Quick Project Search...
Standard Project Search...
Search Draft Project...

Validation Errors
Hold mouse over red icon to see validation error description.

Favorites
Manage your favorite projects just like you do in your Web browser.

Menu Bar
Top-level navigation for WinCPMS screens and operations.

Menu Bar
File View Documents Favorites Help

Navigation
Project KA-0112-01

Project Summary
Add to Favorites...
Manage Favorites...
Load Favorite

Validation Error Example:
FY Programmed: 2007
Fiscal Programmed Year (2007) is less than the Inflation Base Year (2008)

Display Only
You can never edit.

Project Number: K-0106-01 Fed. Proj. Num.: BC-00651

Technical Name: NO-AL CO LINE N TO 0.3 MI SE OF HUMBOLDT

Technical Name: CORR WALNUT ST IN OGDEN, NE TO NEAR K-113 IN M

Read Only
You can sometimes edit based on:
• Project State (Active, Closed, etc.)
• Security
• Other business rules

Editable
You can add, edit and remove text.

More Text Indicator
Click to see/edit more text.

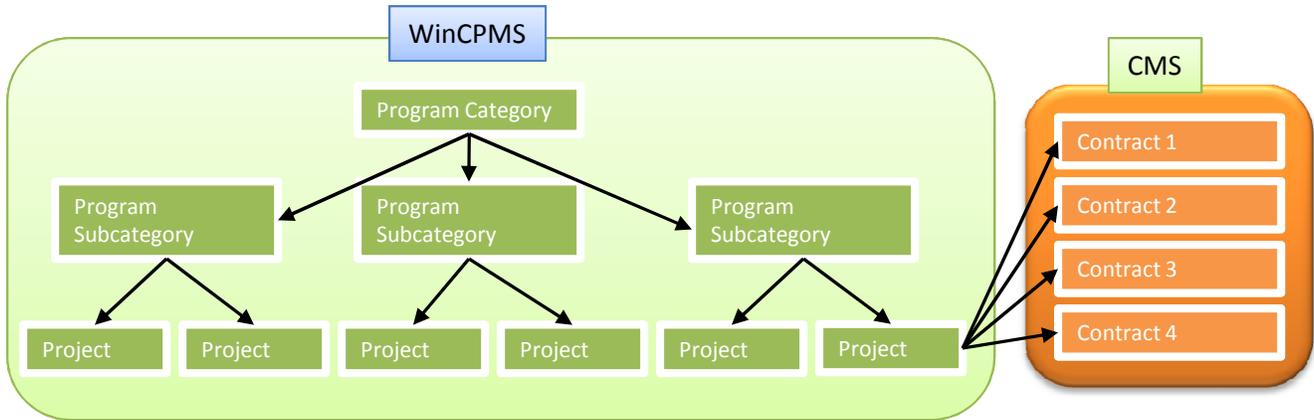
Column Sorting
Sorted column indicator. Click to toggle sort order.

Pin Columns
Pin a column to stop it from scrolling.

Filter Row
Start typing to filter or drop down to see more options.

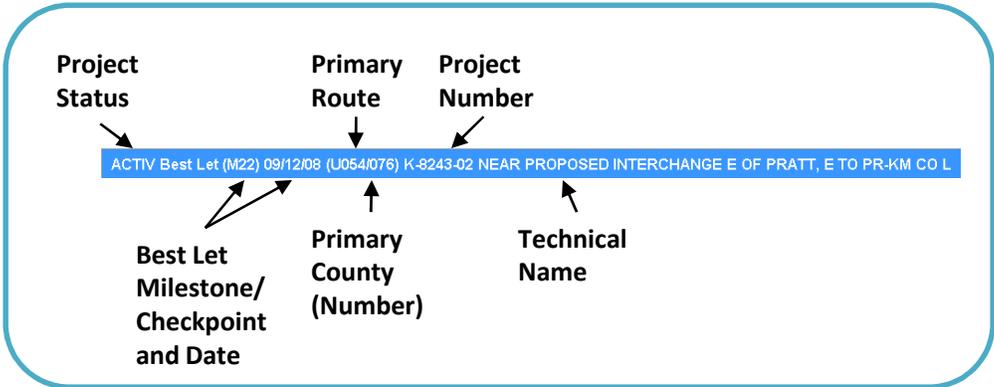
Project Number	Primary Route	Primary County
KA-0110-01	(Custom)	Leavenworth
KA-0111-01	(Blanks)	Cowley
KA-0112-01	(NonBlanks)	Riley
KA-0131-01	1035	Barton
KA-0132-01	1135	Johnson
	1235	
	1435	

Print & Export
These buttons allow you to print the grid or export to Excel for further processing.



Project Numbers: KA-0423-01, R-6310-09, AD-3500-10

↑ ↑ ↑
 Jurisdiction Serial # Stage #



Jurisdiction Breakout	Work Phase	Non-Work Phase
Construction (Primary Work Function)	C, K, KA, M, N, TE, U, X	----
Non-Construction (Any Primary Work Function that is not Construction)	<u>Planning:</u> AV, L, P, PT, RA, RR, SP, TR <u>Research:</u> RE <u>Support:</u> TP	<u>Operations:</u> A, AA, B, E, EN, FA, FC, FM, R, RS <u>Planning:</u> Z <u>Support:</u> AD, IT

Important Keystrokes:
 F1 for Field-Specific Help
 Shift+F1 for Screen-Specific Help
 F12 for Per-Field Audit

Get Help!

- Press **F1** within WinCPMS
- Email: #HelpDesk@ksdot.org
- Phone: (785) 296-0136