



Search for a Project in TxDOTCONNECT

A TxDOTCONNECT Job Aid

Impacted Roles

All TxDOTCONNECT Users

Last Revised

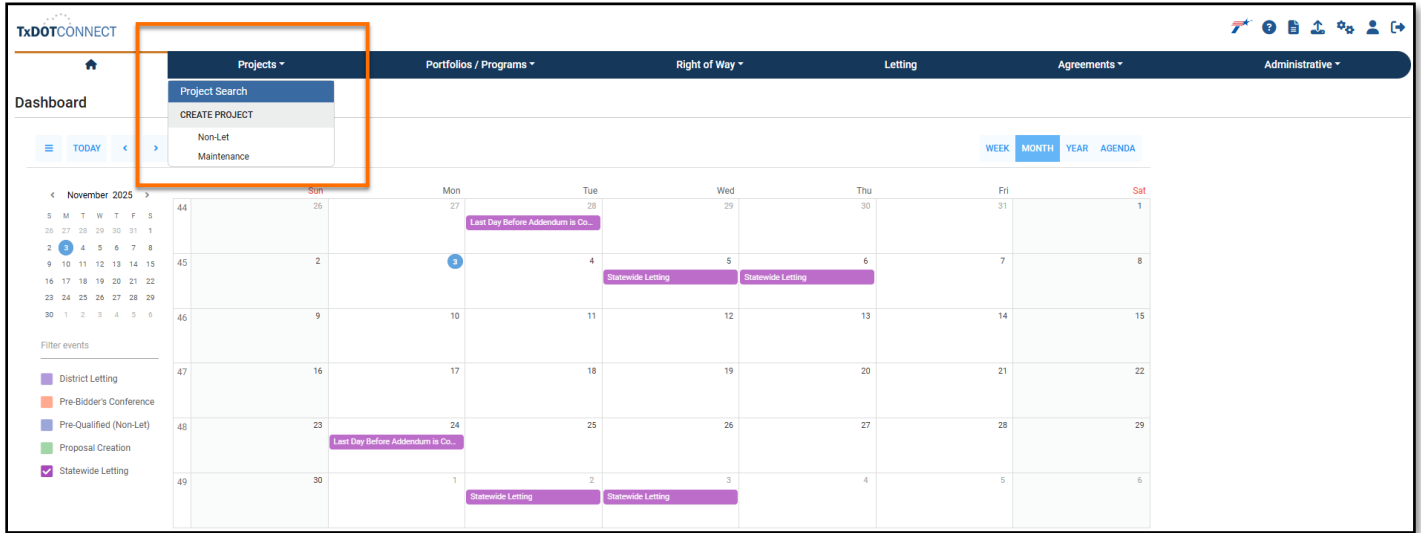
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R9.6.0.0**



Project Search Page

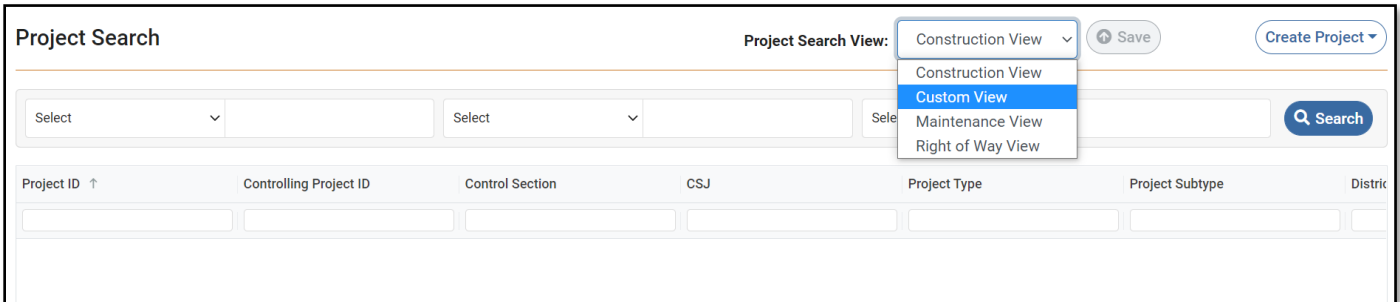
1. Click the **Projects Tab** to search for a project.
2. Click the **Project Search** option. The project search screen will appear.

- ✔ District staff will see active (not all) projects in their district by default
- ✔ Division staff will see no projects until they perform a search.



Customizing the Column Headers

TxDOTCONNECT allows users to customize the Project Search Page ensuring the user can filter projects by the Search Field Column Headers preferred.



Users may choose from the following Preset Views:

- **Construction View** for use with Construction and most other project types.
- **Maintenance View** for use with Maintenance Projects.
- **Right of Way View** for use by ROW user roles.
- **Custom View** to establish a personalized view of project criteria.



Custom View

In Custom View, the user can choose the search criteria column headers displayed using the drop-down menu displayed after selecting **Custom View**.

Select or deselect the check box to enable or disable the column headers desired to be displayed on the **Project Search Page**.

The screenshot shows the 'Project Search View' interface. At the top, there is a dropdown menu set to 'Custom View' and a 'Save' button. To the right is a 'Create Project' button. Below this is a search bar with a 'Select' dropdown and a 'Search' button. The main area displays a table with columns for 'County', 'Estimated Let Date', and 'Major Project'. A 'Columns' panel is open on the right, listing various search criteria with checkboxes. Most are checked, but 'Row Selected Flag', 'District / Division Number', and 'NBI Number' are unchecked.

County	Estimated Let Date	Major Project

- Project ID
- Controlling Project ID
- Control Section
- CSJ
- Project Type
- Project Subtype
- District / Division
- County
- Estimated Let Date
- Major Project
- Federal Project Number
- State Project Number
- Highway
- Limits From
- Limits To
- Assigned To
- Project Status
- Project Stage
- Project Classification
- Let Schedule Fiscal Year
- Date Created
- ROW CSJ
- Row Selected Flag
- District / Division Number
- ROW Project Status
- ROW Project Stage
- Number of Parcels
- Full Authority Date
- NBI Number



Searching for an Existing Project

1. Click into one of the search fields using up to three criteria (see right) and enter the search data.

The screenshot shows the 'Project Search' interface. At the top, there is a 'Project Search View' dropdown set to 'Construction View', a 'Save' button, and a 'Create Project' button. Below this, there are three dropdown menus, each with 'Select' as the current selection. A blue 'Search' button is to the right of these menus. Below the search area, there is a table with column headers: Project ID ↑, Controlling Project ID, Control Section, CSJ, Project Type, Project Subtype, and District. The table is currently empty.

2. Click the select dropdown menus to select the criteria to be used in your search.

The screenshot shows the 'Project Search' interface with the first dropdown menu open. The menu lists the following search criteria: Select, Project ID, Controlling Project ID, Control Section, CSJ, Project Type, Project Subtype, District/Division, Full Authority, County, Let Type, Estimated Let Date, Approved Let Date, Bids Received Until Date, Major Project, Federal Project Number, and State Project Number. The table below is empty.

3. Based on your search, all projects matching the criteria will populate. The fields under the column headers may be used to refine your search. Click in any of these fields to type additional criteria to narrow the search.

The screenshot shows the 'Project Search' interface with search results populated. The 'District/Division' dropdown is set to 'waco'. The table below contains the following data:

Project ID ↑	Controlling Project ID	Control Section	CSJ	Project Type	Project Subtype	District/Division	County	Let Type	Estimated Let Date	Approved Let Date	Bids Received Until Date
A00000001	0014-05-027	0014-05	0014-05-027	Construction	Legacy	Waco - 09	Hill	Statewide Let	02/01/1998	02/01/1998	02/09/1998
A00000002	0014-05-028	0014-05	0014-05-028	Construction	Legacy	Waco - 09	Hill	Statewide Let	02/01/1992	02/01/1992	02/04/1992
A00000003	0014-05-029	0014-05	0014-05-029	Construction	Legacy	Waco - 09	Hill	Statewide Let	02/01/1995	02/01/1995	02/08/1995
A00000004	0014-05-030	0014-05	0014-05-030	Construction	Legacy	Waco - 09	Hill	Statewide Let	04/01/1996	04/01/1996	04/09/1996
A00000005	0014-05-031	0014-05	0014-05-031	Construction	Legacy	Waco - 09	Hill	Statewide Let	05/01/2012	05/01/2012	05/03/2012
A00000006	0014-05-031	0014-05	0014-05-032	Construction	Legacy	Waco - 09	Hill	Statewide Let	05/01/2012	05/01/2012	05/03/2012
A00000007	0014-05-033	0014-05	0014-05-033	Construction	Legacy	Waco - 09	Hill	Statewide Let	12/01/2000	12/01/2000	12/06/2000
A00000008	0014-05-034	0014-05	0014-05-034	Construction	Legacy	Waco - 09	Hill	Statewide Let	01/01/2006		
A00000009	0055-04-028	0014-05	0014-05-035	Construction	Legacy	Waco - 09	Hill	Statewide Let	02/01/2007	02/01/2007	02/08/2007
A00000010	0184-01-059	0014-05	0014-05-036	Construction	Legacy	Waco - 09	Hill	Statewide Let	10/01/2012	10/01/2012	10/10/2012
A00000011	0014-05-037	0014-05	0014-05-037	Construction	Legacy	Waco - 09	Hill	Statewide Let	02/01/2014	02/01/2014	02/05/2014
A00000012	0724-05-008	0014-05	0014-05-038	Construction	Legacy	Waco - 09	Hill	Statewide Let	12/01/2013	12/01/2013	12/04/2013
A00000013	0014-05-027	0014-06	0014-06-030	Construction	Legacy	Waco - 09	Hill	Statewide Let	02/01/1988	02/01/1988	02/09/1988
A00000014	0014-06-031	0014-06	0014-06-031	Construction	Legacy	Waco - 09	Hill	Statewide Let	10/01/1993		
A00000015	0014-06-032	0014-06	0014-06-032	Construction	Legacy	Waco - 09	Hill	Statewide Let	06/01/1995	06/01/1995	06/06/1995
A00000016	0014-05-029	0014-06	0014-06-033	Construction	Legacy	Waco - 09	Hill	Statewide Let	02/01/1995	02/01/1995	02/08/1995
A00000017	0014-06-034	0014-06	0014-06-034	Construction	Legacy	Waco - 09	Hill	Statewide Let	06/01/1998	06/01/1998	06/02/1998
A00000018	0014-05-033	0014-06	0014-06-035	Construction	Legacy	Waco - 09	Hill	Statewide Let	12/01/2000	12/01/2000	12/06/2000
A00000019	0184-01-053	0014-06	0014-06-036	Construction	Legacy	Waco - 09	Hill	Statewide Let	11/01/2002	11/01/2002	11/07/2002
A00000020	0014-06-037	0014-06	0014-06-037	Construction	Legacy	Waco - 09	Hill	Statewide Let	06/01/2014		