Utility Relocation Electronic Document Management System (UREDMS)

PennDOT’s UREDMS
PennDOT’s EDMS

PennDOT’s electronic document management system (EDMS) functions as an electronic filing cabinet.

The electronic storage and indexing of these documents allows for easier search, faster retrieval, better revision control, and recovery of valuable office space.
PennDOT’s UREDMS

UREDMS is part of EDMS that is used for Utility Relocations.
Why was it implemented

As part of the Secretary of Transportation’s moving PA forward agenda in 2000.
Why was it implemented

The Deputy Secretary was also committed to maintaining a strong leadership role in PennDOT’s use of technology and was looking for ways we can use technology to improve our work lives.
When was UREDMS implemented

PennDOT’s Utility Relocation Units used a mainframe system from 1988 to 2002.

The mainframe system was used to store and track utility information (not documents).
When was UREDMS implemented

The development tool that was used to create the mainframe system was going to be phased out by the Department as a supported product.
How was UREDMS implemented

In 2001 and information technology (IT) submission to the Information Technology Management Center (ITMC) was submitted to replace the mainframe system with a system that is in line with the Department’s current technology direction.
How was UREDMS implemented

PAW (Project Application Worksheet) for IT projects needed to be completed as part of the business budget plan.
How was UREDMS implemented

ITMC sent the PAWs funding recommendation to PMC (Program Management Committee).

The request included costs / benefits analysis and payback period.

It also included the benefits UREDMS would have on users.
Cost and Design of UREDMS

The original design was to develop the system in phases.

- Phase 1 ($134,000)
- Phase 2 ($210,000)

The total cost for these phases was $344,000.
Cost and Design of UREDMS

Phase 3 was developed in 2006.

The purpose was to enhance UREDMS.

The enhancement made portions of the system web accessible to utility organizations including but not limited to electric, gas, steam, sanitary sewerage, pipelines, telecommunications and/or local authorities.
Cost and Design of UREDMS

The total cost of phase 3 was around $640,000.

It included input and suggestions from the Districts & Utility Companies, the development, some training and limited support.
PennDOT’s UREDMS is Two Parts

UREDMS Internal (which is intranet based) is for PennDOT’s District and Central Office personnel.

UREDMS External (which is internet based) is for Utility Company personnel.
PennDOT’s UREDMS

The system is used to download and upload main documents and packages for:

- utility relocation agreements
- utility relocation permits
- utility cost sharing requests
- utility real property interest documents
- utility relocation plans
- utility requests for incorporated utility work
PennDOT’s UREDMS

When users log into the homepage, they have access to:

- different links along the left hand side of the page.

- information about what’s new in the middle of the page.
PENNDOT’S (INTERNAL) UREDMS HOMEPAGE

Home

Did You Know?

Search Results: Click once on the column heading to sort in ascending order. Click again to sort in descending order.

What’s New in EDMS

03/08/2010 New This Month:

- **UREDMS**
  - UREDMS will now also identify Project Level Documents for which previous notifications to utilities have been sent. District users will see these identified by 📂 in front of the document in the package list on the Project Level Notification screen.
  - UREDMS will now allow users to enter the Real Interest Property (RIP) Legal Opinion Data on the Relocation Tab for a utility project. This data will also automatically become part of the Estimate Transmittal form and the Agreement Worksheet when they are generated by the system.

11/09/2009 New This Month:

- **UREDMS**
  - District users will now be able to easily identify which utility packages they have previously notified their utilities. In the package list on the Notification screen, these are identified by 📂 in front of the document.

- **GCEDMS**
  - Users can now react the search criteria when searching for Projects or Crossings. The reset button will clear the previous search criteria and return the fields to their default state.

08/31/2009 Now This Month:

- **GCEDMS**
  - Users can now search for Crossings by County and SR or by County and Municipality. This provides additional flexibility when searching for a crossing. To update Search Crossing screen update either the District or County fields. This will blank out the check mark by the SR or Municipality Fields.
  - **Crossing Details Screen**
PENNDOT’S (INTERNAL) UREDMS WORK MANAGER

From the work manager users have access to:

- different projects and utility work items for projects.

- links to tabs (i.e. the utility address book and project level notifications).
**PENNDOT’S (INTERNAL) UREDMS WORK MANAGER SCREEN**

The image shows a screenshot of a computer screen displaying the PENNDOT’s UREDMS Work Manager application. The screen is populated with a table that lists various utilities and their corresponding data, including utility type and comments. The table is searchable by utility, services, and locations, indicated by icons in the sidebar.

### Table Details:

<table>
<thead>
<tr>
<th>Service/Section</th>
<th>MPN/S#</th>
<th>Utility</th>
<th>Utility Type</th>
<th>Comments</th>
<th>Quo</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-00-ER</td>
<td>2156</td>
<td>Central Electric Co-op., Inc.</td>
<td>Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>2154</td>
<td>National Fuel Gas Distribution Corporation</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>2154</td>
<td>National Fuel Gas Distribution Corporation</td>
<td>Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>1381</td>
<td>National Fuel Gas Supply Corporation</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>1381</td>
<td>Verizon Pennsylvania Inc.</td>
<td>Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>77162</td>
<td>Pennsylvania Power Company</td>
<td>Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>77175</td>
<td>National Fuel Gas Supply Corporation</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>77185</td>
<td>National Fuel Gas Distribution Corporation</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>76696</td>
<td>Erie City</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>76696</td>
<td>Erie Water Works</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>76696</td>
<td>Millcreek Township Sewer Authority</td>
<td>Sanitary Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>76696</td>
<td>National Fuel Gas Distribution Corporation</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>76696</td>
<td>Pennsylvania Electric Company</td>
<td>Natural Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000-00-ER</td>
<td>76696</td>
<td>Verizon North</td>
<td>Telecommunications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The interface includes buttons for actions like Open, Launch, Address Book, Dept Force, Gen Docs, Refresh, Import, Config, Notify, and Close, along with a question mark icon for help or further assistance.
When users log into the (external) homepage, they have access to different links along the left hand side of the page. The links are for:

- PennDOT’s Homepage
- PennDOT’s Utility Personnel Contact List
- PennDOT’s Registration Process
- PennDOT’s Project Letting Schedule
- UREDMS ETraining
PENNDOT’S (EXTERNAL) UREDMS HOMEPAGE

Utility Relocation - Electronic Document Management System

You must be an ECMS registered user to login to the UREDMS Login

Did You Know?

- In order to take advantage of the many benefits of doing business electronically with PennDOT, Utility Companies must use UREDMS. Some of the key benefits are:
  - saves time and money
  - quicker submission and response times
  - electronic document storage capability

Contacts

- For questions regarding this site or the business partner registration process, please contact the ECMS Help Desk at (717) 783-7711.

This site is best viewed with Internet Explorer 6.0/SP1 and a screen resolution of 1024x768
PENNDOT’S (EXTERNAL) UREDMS CURRENT PROJECT SCREEN

When users click on the current projects link, they have access to:

- different types of documents and packages to download and upload.

- project specific information.
PENNDOT’S (EXTERNAL) UREDMS CURRENT PROJECT SCREEN
When external users open the e-training, they have access to a detailed electronic training video that shows how to use UREDMS.

The complete e-training video is available to everyone and is about 45 minutes.
UREDMS E-TRAINING
ftp://ftp.dot.state.pa.us/transfer/UREDMS/eTraining/
Questions

If there are any questions about PennDOT’s Utility Relocation Electronic Document Management System, please contact the PennDOT Central Office Utility Relocation Unit at one of the phone numbers listed below.

- Larry Ditty at 717-214-8762
- Chris Magness at 717-787-5305
- Mike Tavani at 717-787-4037