Texas Permitting and Routing Optimization System Online Customer Interface

User Guide

This user guide describes the operational procedures for TxPROS and the screens encountered by users during those procedures. Motor Carriers and Permit Specialists use TxPROS to generate permits and legal, safe routes for oversize/overweight vehicles and loads on Texas roadways.

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WHAT'S NEW?

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Chapter 1 Welcome to TxPROS Online Customer Interface

Purpose & Users

The TxPROS Online Customer Interface is used by Motor Carriers and Wire Services to create and maintain their customer accounts and to create permit applications for OS/OW and temporary registration travel within the State of Texas. This interface provides access to safe and legal routes based on the vehicle and load dimensions and weight for such travel.

Online Permitting & Routing

This web application gives customer users access to the customer account, permit ordering, routing, mapping, and customer reporting capabilities of TxPROS.

Online Permitting & Routing and TxPROS

This web application allows customer users to access their customer data within TxPROS. Using the routing engine and the mapping engine, this application provides route generation and route display for permits ordered through TxPROS. Permits and customer data are accessed from the TxPROS database.

Creating an Account

New users of the TxPROS can create their company account on the Login Page. Existing CPS users can login with their CPS Username and Password. Verify that all company information carried over from CPS is accurate in TxPROS. Update any necessary information as described beginning on page 26.

NOTE: This application will require pop ups. On your browser select **Tools** and allow or do not block pop ups.

To create a new account:

1. Click the link for the TxPROS located on the TxDMV Motor Carrier Division (MCD) homepage www.txdmv.gov.
2. Click the link for **create a new company account** at the top of the page.

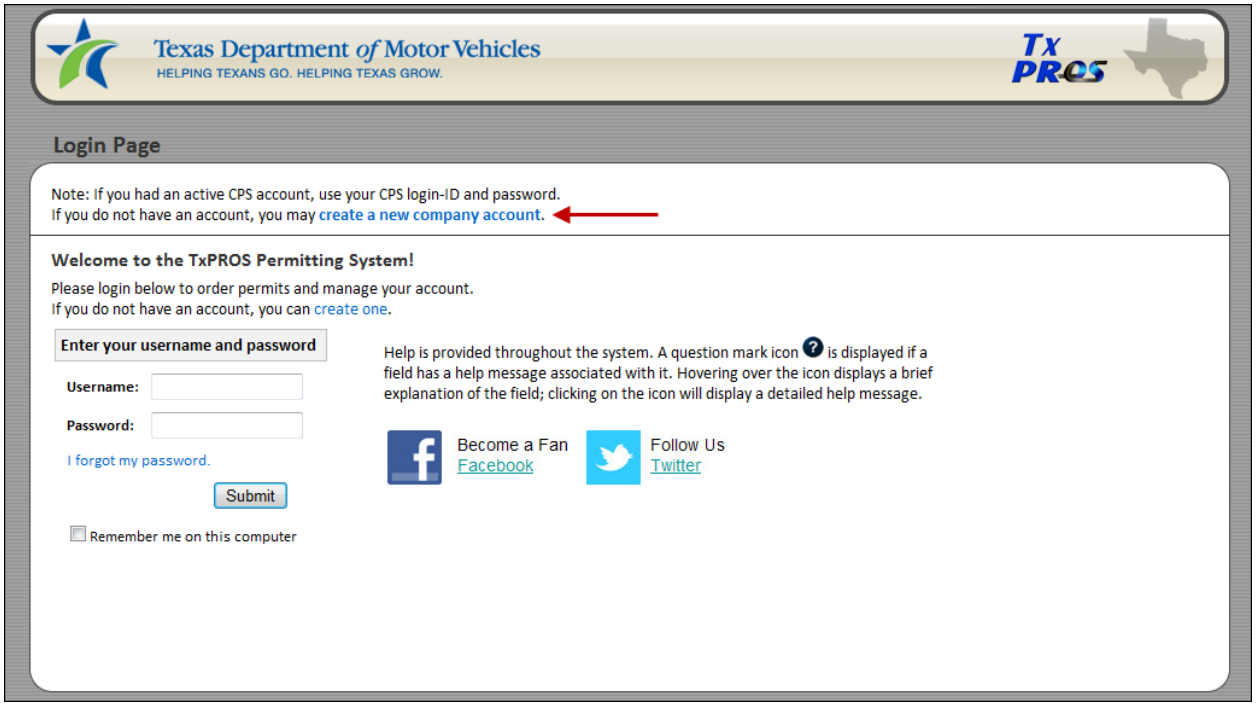


FIGURE 1: LOGIN SCREEN

3. On the **New Company Account Page** screen enter all of your company information.

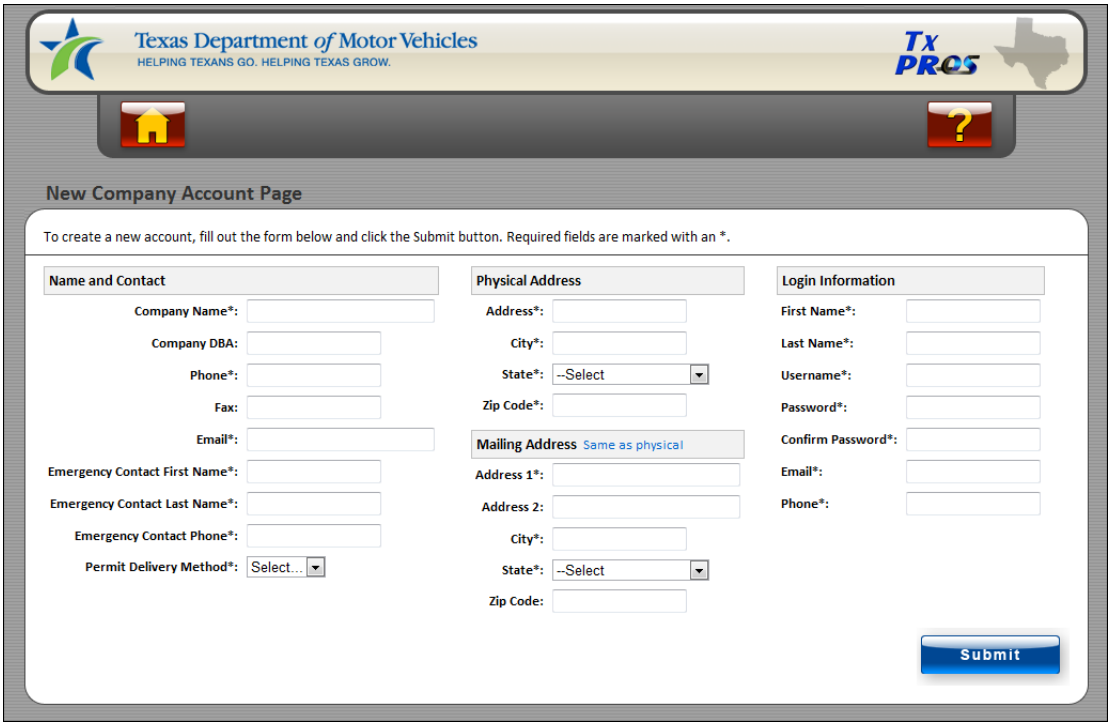


FIGURE 2: NEW COMPANY ACCOUNT PAGE SCREEN

4. Once finished, click the **Submit** button to save the information to TxPROS. If your account set up is successful, you will be redirected to the **Login Page**. This **Login Page** is where you will sign in each time you enter TxPROS. If the login was not successful you should contact MCD for assistance.

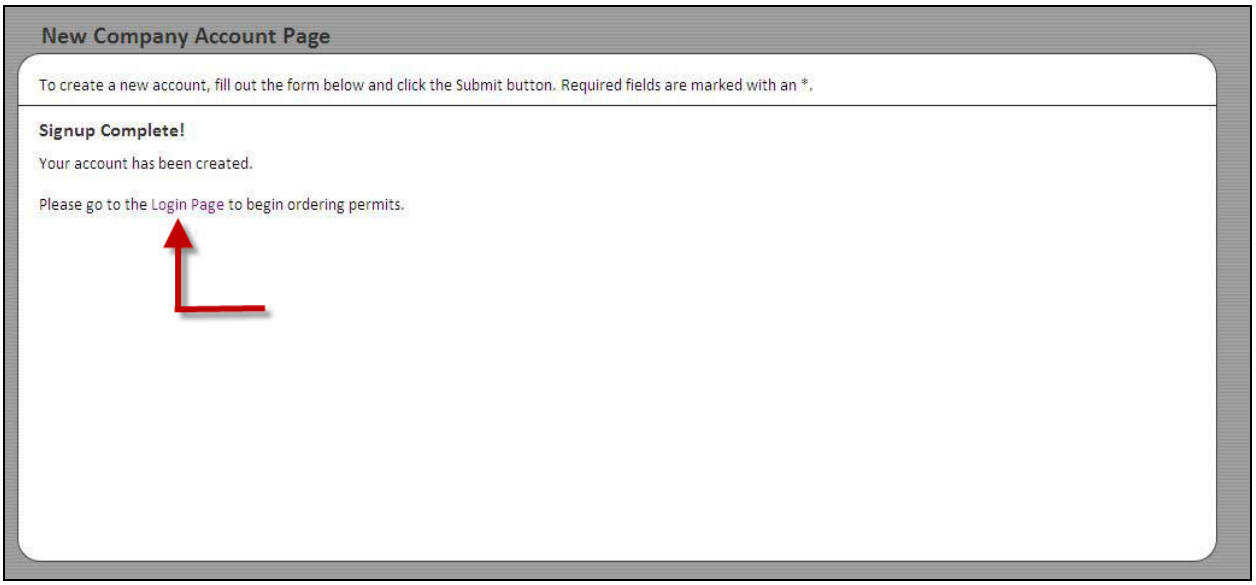


FIGURE 3: SIGNUP COMPLETE

Navigating TxPROS

There are several useful tools to help you navigate TxPROS. These tools are located throughout the application so that you can access them from all applicable pages. The buttons available are dependent on the page you are on in TxPROS.

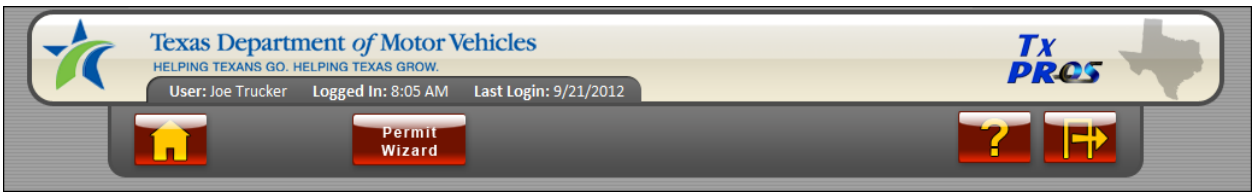


FIGURE 4: TXPROS NAVIGATION BAR

Home Page

Click the **Home** button to navigate to the home page or **Customer Dashboard.**

Permit Wizard

Click the **Permit Wizard** button to initiate the Permit Wizard. The Permit Wizard poses a series of questions to help determine the permit that best fits your needs for the load you have.

Page Help

Click the **?** in the top right corner of the page to access **Help** for the page you are currently on in TxPROS.

Section Help

Hover over a **Blue Circle ?** to access **Help** for the section you are currently on in TxPROS. These **Help** items will explain the purpose of that section or provide an explanation to help you determine what information you need to provide. For more detailed information for the entire page, left click the **Blue Circle ?.**

User Guide

Click the link on the **TxPROS Navigation Bar** to view, print or save the TxPROS Online Customer Interface User Guide.

Permit Notes

Click the **Permit Notes** button to add or read any notes for this permit application. Customers and MCD can add and view notes for the permit application.

Back

Throughout the application when the **Back** button is an option, click **Back** to go back one page rather than using the arrow back in your browser.

Cancel

Click to cancel a permit application or an action.

Expand/Collapse

On the **Enter a Route** screen you can expand and collapse the Enter Trip box to show or hide your routing points. To edit your route expand the box to change any of your routing points. An expand and edit function is available throughout the application where you see the expand/collapse buttons.

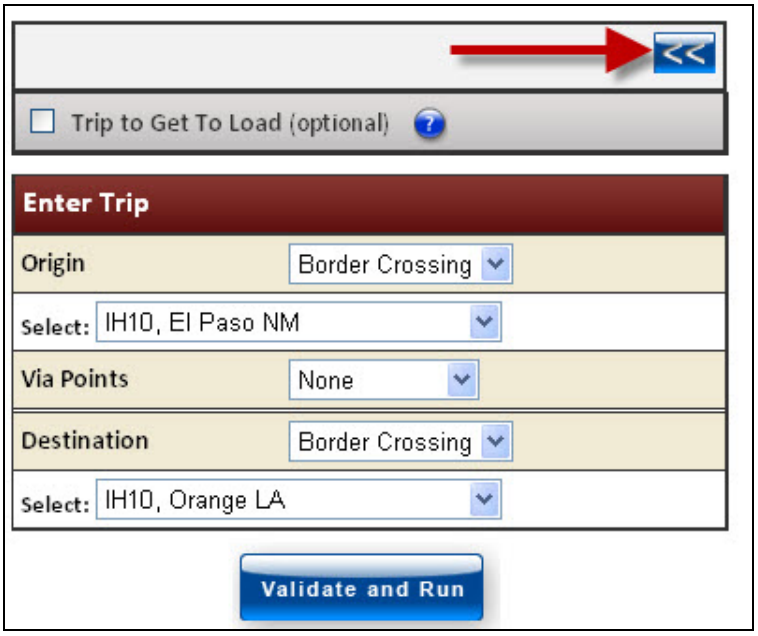
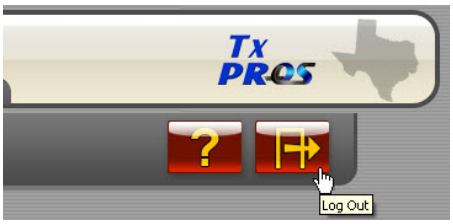


FIGURE 5: COLLAPSE BOX TO HIDE

FIGURE 6: EXPAND TO EDIT ROUTE

Log Out

Click the **Log Out** button to log out of TxPROS.



TxPROS Customer Dashboard

The **Customer Dashboard,** also the home page, is the primary screen for beginning new permits and routes within TxPROS. It is also where you can search permits and store company information including users, yards and vehicle inventory to assist in permit ordering and reporting.

The dashboard is broken into four main parts.

- **Permits Panel**
- **Messages Panel**
- **Statistics Panel**
- **Administrative Panel**

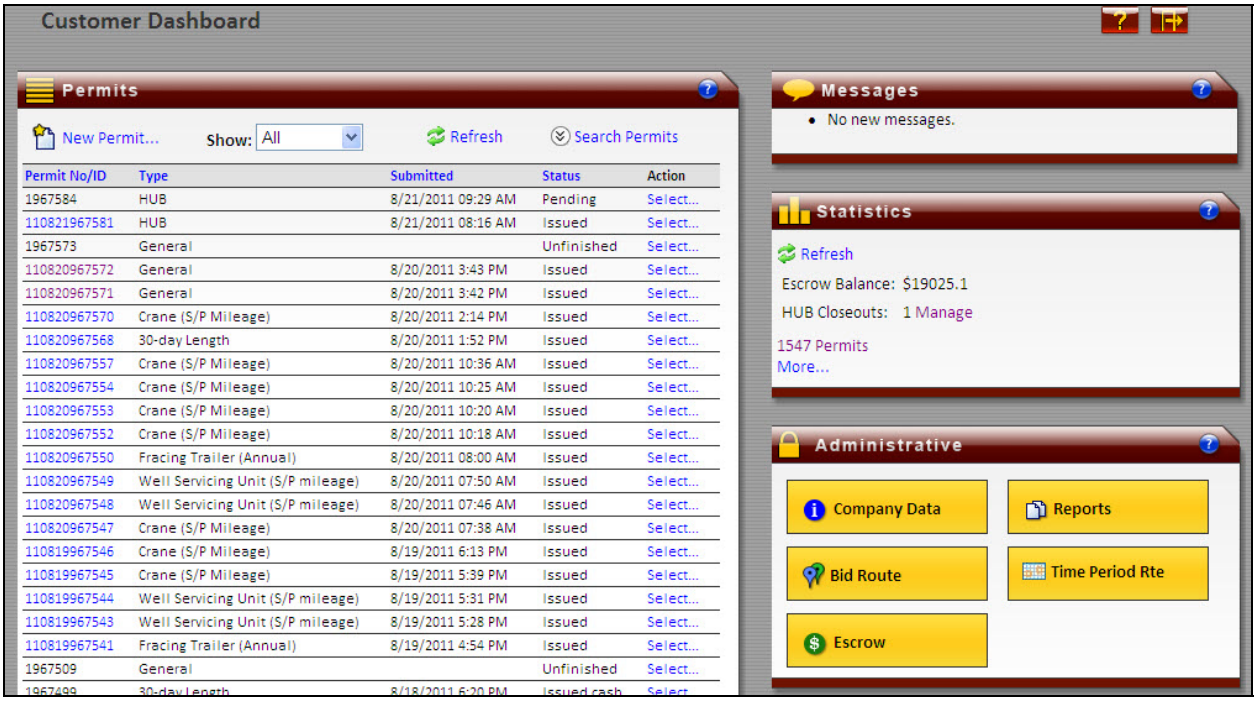
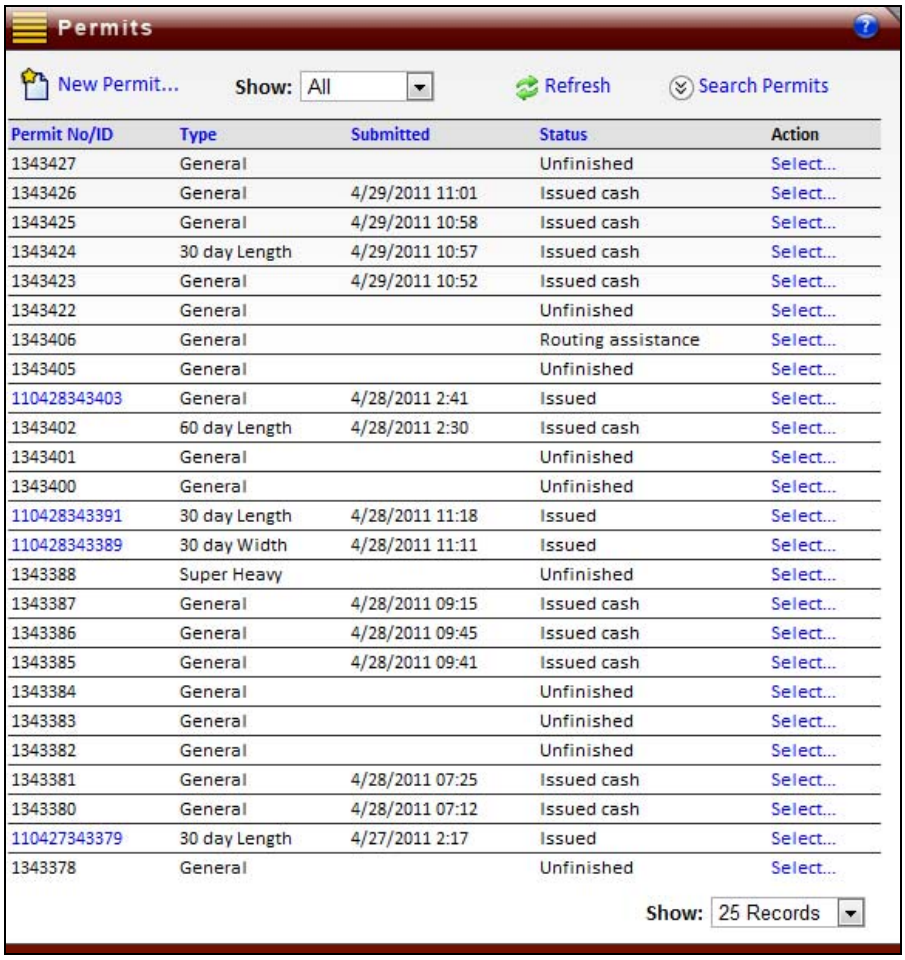


FIGURE 7: CUSTOMER DASHBOARD

PERMITS PANEL

The **Permits Panel** provides a list of all of the permits, active and expired, for your company. This list of permits can be sorted by each header at the top of each row. It is also the starting point for beginning a new permit application. For a description of each item on the Permits Panel, see Table 1: The Permits Panel on page 10.



Permit No/ID	Type	Submitted	Status	Action
1343427	General		Unfinished	Select...
1343426	General	4/29/2011 11:01	Issued cash	Select...
1343425	General	4/29/2011 10:58	Issued cash	Select...
1343424	30 day Length	4/29/2011 10:57	Issued cash	Select...
1343423	General	4/29/2011 10:52	Issued cash	Select...
1343422	General		Unfinished	Select...
1343406	General		Routing assistance	Select...
1343405	General		Unfinished	Select...
110428343403	General	4/28/2011 2:41	Issued	Select...
1343402	60 day Length	4/28/2011 2:30	Issued cash	Select...
1343401	General		Unfinished	Select...
1343400	General		Unfinished	Select...
110428343391	30 day Length	4/28/2011 11:18	Issued	Select...
110428343389	30 day Width	4/28/2011 11:11	Issued	Select...
1343388	Super Heavy		Unfinished	Select...
1343387	General	4/28/2011 09:15	Issued cash	Select...
1343386	General	4/28/2011 09:45	Issued cash	Select...
1343385	General	4/28/2011 09:41	Issued cash	Select...
1343384	General		Unfinished	Select...
1343383	General		Unfinished	Select...
1343382	General		Unfinished	Select...
1343381	General	4/28/2011 07:25	Issued cash	Select...
1343380	General	4/28/2011 07:12	Issued cash	Select...
110427343379	30 day Length	4/27/2011 2:17	Issued	Select...
1343378	General		Unfinished	Select...

FIGURE 8: THE PERMITS PANEL

If the customer has been set up as a wire service, the **Permits Panel** will look slightly different. Each company that the wire service orders permits for will be presented as a dropdown listing within the panel with each of that company's permits displayed. You must contact MCD to be set up as a wire service.

Note: The wire service can only view permits they ordered for the customer. They will not be able to view other permits for that customer. A wire service must know the customer number to order permits for another company.

Clicking the down button will expand the section and allow the active permits for that company to be viewed.

FIGURE 9: PERMITS PANEL FOR A WIRE SERVICE

TABLE 1: THE PERMITS PANEL

Element	Function	
New Permit	Initiates a new permit for the company	
Show (at the top of the **Permit Panel**)	Dropdown that allows you to select different statuses of permits so that they will be displayed in the **Permits Panel**	
	All	Displays all of the permits for that company
	Unfinished	Displays permits which have been started but not yet submitted to TxDMV
	Pending	Displays all permits which have been submitted to TxDMV but have not yet been approved
	Issued	Displays permits which have been issued by TxDMV and are still active
	Expired	Displays permits which have expired
	Call Back	Displays permits the Permit Office has requested additional information for. The permit is put in call back status for the customer to contact the Permit Office.
Refresh	Allows you to refresh the current list in the **Permits Panel**	
Search Permits	Enables the **Search By** function of the panel. When searching for items such as Permit Number, VIN Number, and License Plate, you do not need the entire number. However, the more you enter of the number you are looking for, the more refined your results will be.	
	Permit Number	Search by a particular permit number
	Vehicle	Search by a particular vehicle
	Permit Type	Search by a particular permit type
	Issue Date	Search for permits that were issued on a particular date
	Start Date	Search for permits that have a specific start date
	VIN Number	Search by a particular VIN number

TABLE 1: THE PERMITS PANEL

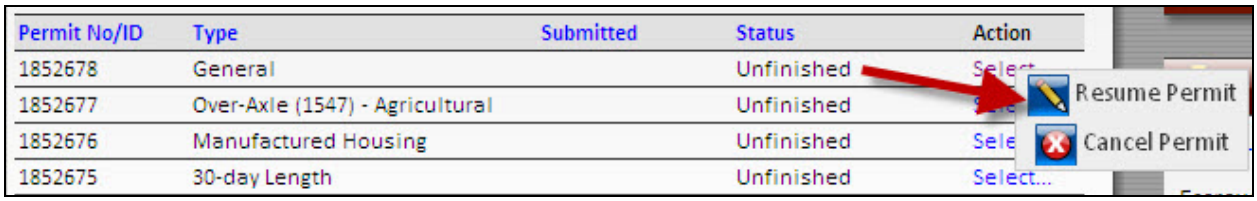
Element	Function	
	License Plate	Search by a particular license number
	Customer Reference	Search by a particular customer reference number. This is an optional field that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference.
	Yard	Search by a particular yard name
Permit No/ID	Lists the permit number for the permit displayed on that row, or the permit ID for an application that has not been completed, or is waiting on some action. Clicking the permit number will allow you to see the PDF of the permit as it was when issued.	
Type	The type of permit listed on that row	
Submitted	Timestamp of when the permit application was submitted to MCD	
Status	The current status of the permit listed on that row	
Action	Various actions that can be applied to the permit listed on that row. For more information on these actions, see page 12. **Note:** The actions available are determined by the status of the permit.	
	View Permit	View permit details of a selected permit
	Edit Permit	Edit the details of a pending permit
	Copy Permit	Copy the variables of a selected permit into a new permit application
	Resume Permit	Resume a permit application that has not been completed and has not been submitted to TxDMV
	Cancel Permit	Cancel a permit before it is approved by TxDMV
	Queue Position	Display the overall placement of a permit in the TxDMV queue
Show (At the bottom of the **Permit Panel**)	Designate how many permits will be displayed on each page of the **Permits Panel**	

Once you have ordered permits or saved a permit application, they will be listed in the **Permits Panel** on your **Customer Dashboard.** From this list of permits there are several actions you can take.

Resume Permit:

Permits that have been started but have not been submitted to TxDMV have a status of Unfinished and can be resumed. Users can make any allowed changes to a permit application when it is resumed and can complete the permit application for issuing. Fields that cannot be changed will be locked.

1. Locate the Unfinished permit application you wish to resume on the **Permits Panel** on the **Customer Dashboard.**
2. In the Action column, click **Select** then **Resume Permit**.



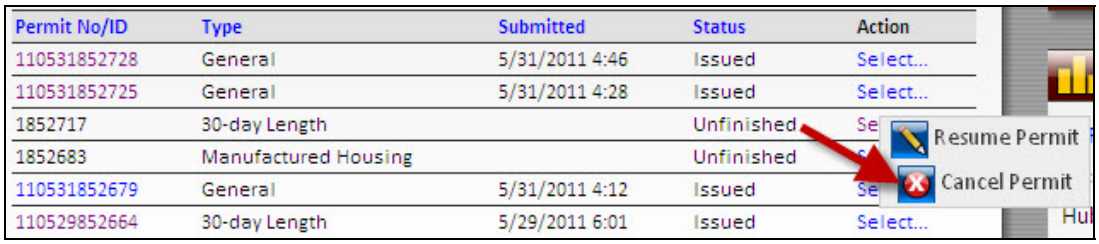
You will be presented with the **Order Permit** screen as described on page 59.

3. Make any allowed changes.
4. Complete the permit application process or click **Save and Exit** to continue at a later time.

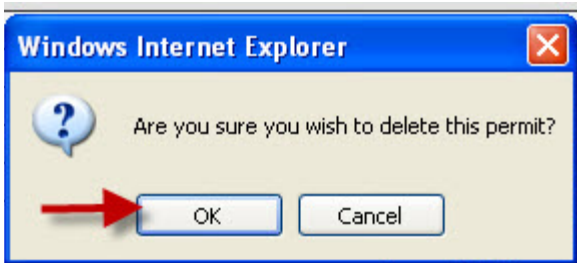
Cancel Permit:

Permits can be canceled if they are Unfinished or Pending in the Status column of the **Permits Panel**. The Unfinished status reflects that you have not completed nor submitted your application to TxDMV. The Pending status reflects that TxDMV has not yet processed the application into a permit.

1. Locate the permit application you wish to cancel on the **Permits Panel**.
2. In the Action column, click **Select** then **Cancel Permit**. The system will ask you to confirm that you wish to delete this permit.



3. Click **OK** to Cancel or delete this permit application.



You can also cancel a permit while in the permit application by clicking the **Cancel** button.

View Permit:

If a permit has a status of Pending or Issued, you can view the permit details for that permits.

1. Locate the Pending or Issued permit you wish to view on the **Permits Panel**.

2. In the Action column, click **Select** then **View Permit**.

When you click **View Permit** from the Action column on the **Customer Dashboard**, the **Permit Details** screen is displayed. From this screen you can view all the history for this particular permit or permit application including the actual permit PDF. You can also email or fax a copy of the permit.

See Table 2: Permit Details on page 15.

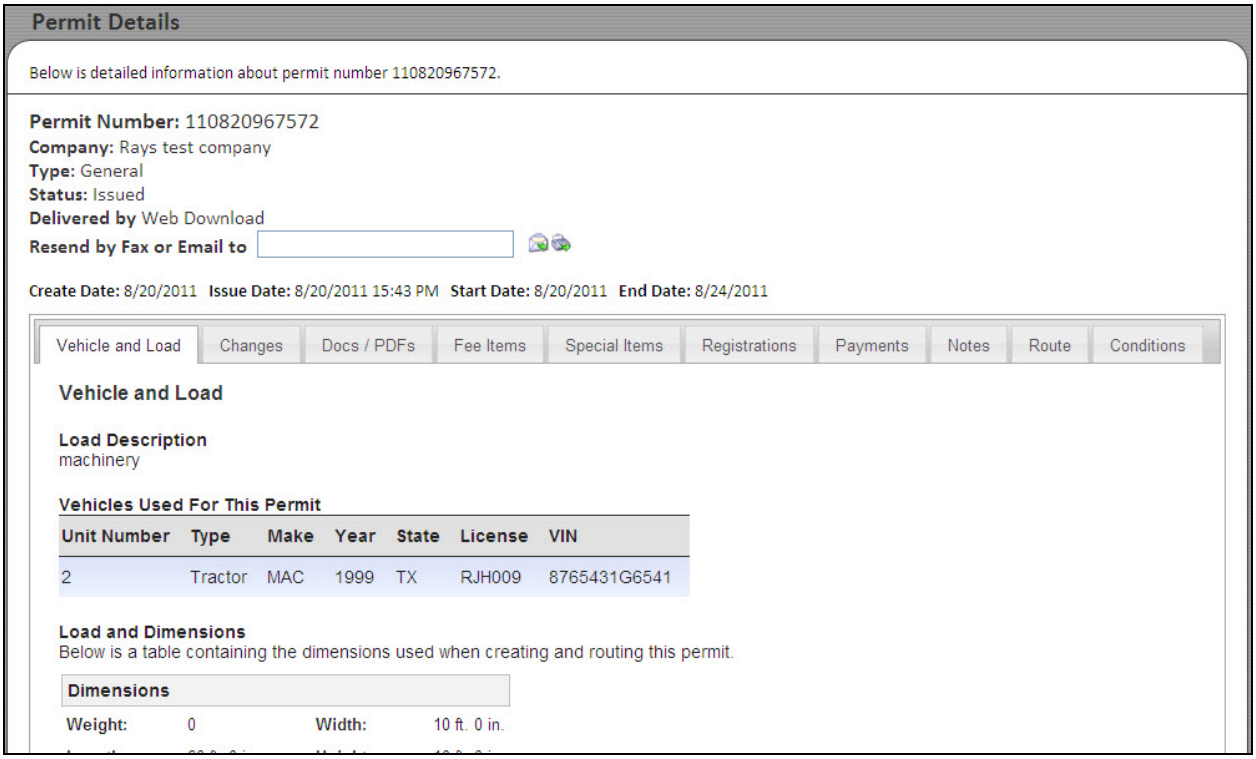


FIGURE 10: VIEW PERMIT DETAIL DISPLAY

TABLE 2: PERMIT DETAILS

Element	Content
Details	Permit number, Company name, Permit type, Permit status, How the permit was delivered and Permit dates
Functions	Resend permit by fax or email. Enter the complete email address or 10 digit phone number (including area code) and click the appropriate send button.
Vehicle and Load	Vehicle and load description from the permit application
Changes	Audit trail of changes throughout the life of the permit including amends
Docs/PDFs	View or add documents for the permit. View the permit PDF.
Fee Items	Fees associated with the permit
Special Items	Special items for the permit
Registrations	Vehicle and trailer registrations with the permit
Payments	Payment amount and method of payment for the permit
Notes	View and add notes for the permit.
Route	View, zoom, and print the map or route for the permit.
Conditions	Conditions for the permit

Edit Permit:

Permits can only be edited when they have a status of Pending as seen in the Status column of the **Permits Panel**. The Pending status reflects that TxDMV has not yet processed the application into a permit. This is the only status that will allow you to edit a permit.

1. Locate the Pending permit application you wish to edit on the **Permits Panel**.
2. In the Action column, click **Select** then **Edit Permit**.

You will be presented with the **Order Permit** screen as described above on page 59.

3. Go through the permit application and edit any allowed fields. Fields that cannot be changed will be locked.

4. Complete the permit application process or click **Save and Exit** to continue at a later time.

Copy Permit:

A permit can be copied to a new permit application when it has a status of Pending or Issued.

1. Locate the Pending or Issued permit you wish to copy on the **Permits Panel**.
2. In the Action column, click **Select** then **Copy Permit**.

   A new permit application will open with all of the information filled in from the copied permit.

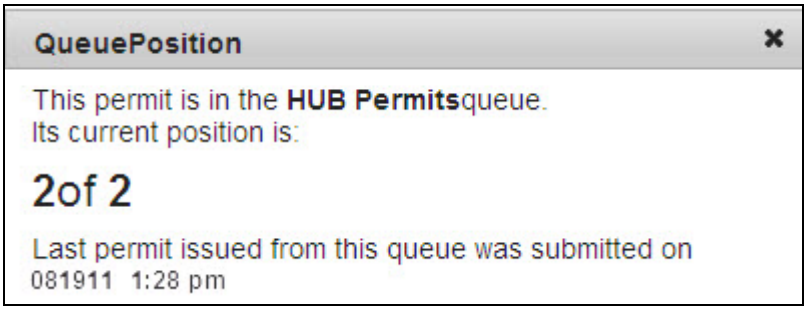
3. Proceed through the permit application verifying and changing any allowed information.
4. Complete the permit application process or click **Save and Exit** to continue at a later time.

Queue Position:

A permit with a status of Pending can display the position it has in the TxDMV Queue.

1. Locate the Pending permit you are inquiring about on the **Permits Panel**.
2. In the Action column, click **Select** then **Queue Position**.

A window will be displayed telling you the position this permit has in the queue and the timestamp of the last permit issued from that queue.



3. Click the **X** to close this window and return to the **Customer Dashboard**.

Messages Panel

The **Messages Panel** will display any messages to your particular company from MCD as well as messages or announcements sent to all customers or to a group of customers if your company is included in that group. Check this panel for messages regarding updates to the system and scheduled downtime as well as helpful hints and functionality changes.

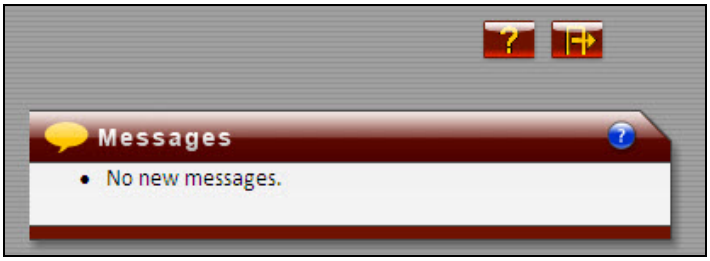


FIGURE 11: MESSAGES PANEL

Statistics Panel

The **Statistics Panel** will display basic information about the company's Escrow, HUB Closeouts and 1547 permits.

FIGURE 12: THE STATISTICS PANEL

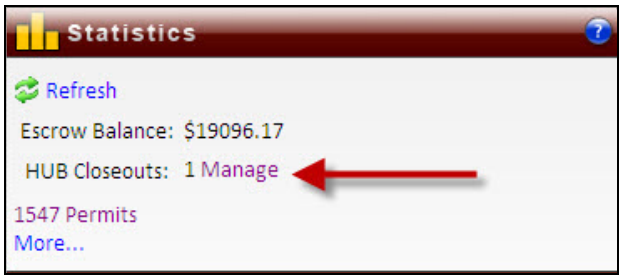
TABLE 3: THE STATISTICS PANEL

Element	Function
Refresh	Refreshes the **Statistics Panel** to display the most recent information
Escrow Balance	The company's current escrow account balance
HUB Closeouts	The number of annual HUB permits that are awaiting closeout or renewal
1547 Permits	A listing of expired 1547 overaxle time permits that can be renewed

HUB CLOSEOUT/REISSUE

On the **Statistics Panel** is the ability to closeout or reissue active HUB permits.

1. To closeout or reissue a HUB permit, click **Manage** to the right of **HUB Closeouts** on the **Statistics Panel**.



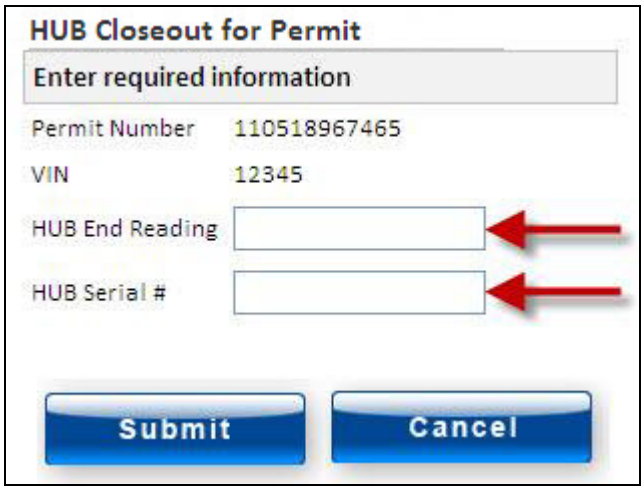
The **HUB Closeout** screen will open listing your current HUB permits.

Current HUB Permits

Permit Number	VIN	Expire Date	Action
110518967465	12345	8/18/2011 12:00:00 AM	Closeout/Reissue

2. Click **Closeout/Reissue** to closeout or reissue this HUB permit.

3. The form that is displayed will list the Permit and VIN numbers from the original HUB permit application. Enter the ending HUB reading and serial number in the spaces provided.



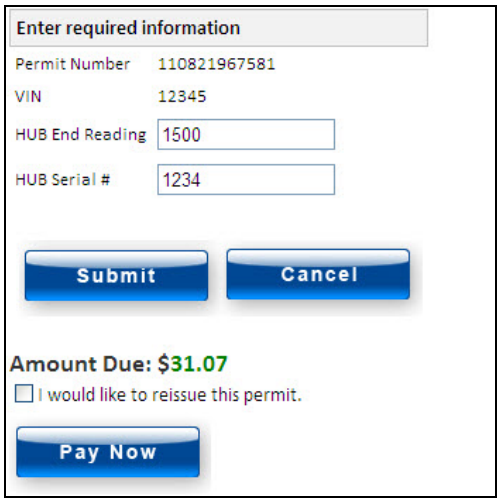
4. Click **Submit** to closeout or reissue this HUB permit or click **Cancel** to cancel this action and return to the **HUB Closeout** screen.

After you click **Submit**, the screen will expand allowing you to pay for this permit and close it out or to reissue and pay the amount currently due.

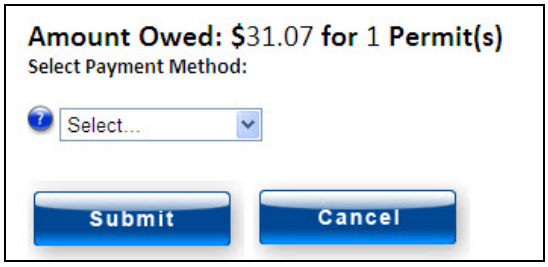
5. To reissue, check the box next to **I would like to reissue this permit** to reissue your HUB permit.

Note: If you do not wish to reissue, do not check the box. Continue to **Pay Now**.

6. Click **Pay Now** to pay the amount due.



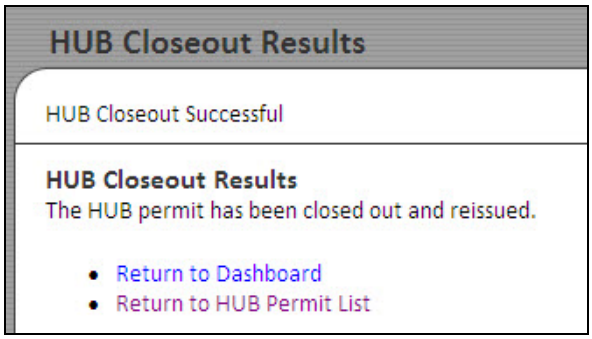
A payment screen will open for you to enter your payment information.



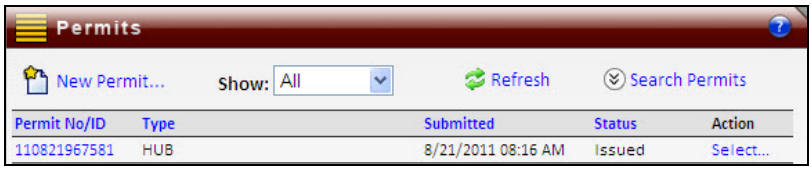
7. Select your method of payment, enter any additional information the system may require such as credit card information, and click **Submit.**

   If your payment is successful, the **HUB Closeout Successful** screen is displayed.

8. Click **Return to Dashboard** to return to the **Home Page** or click **Return to HUB Permit List** to closeout or reissue another HUB permit.



Your reissued HUB permit is now available from the **Customer Dashboard**.

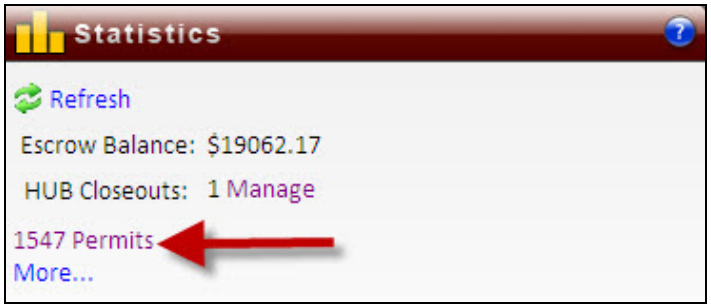


NOTE: If you do not enter the correct serial number or if your ending HUB reading is less than the beginning HUB reading from when your first ordered the permit, the system will prompt you with questions or error messages depending on your entry. You must have the correct serial number and HUB reading to complete the Closeout/Reissue process.

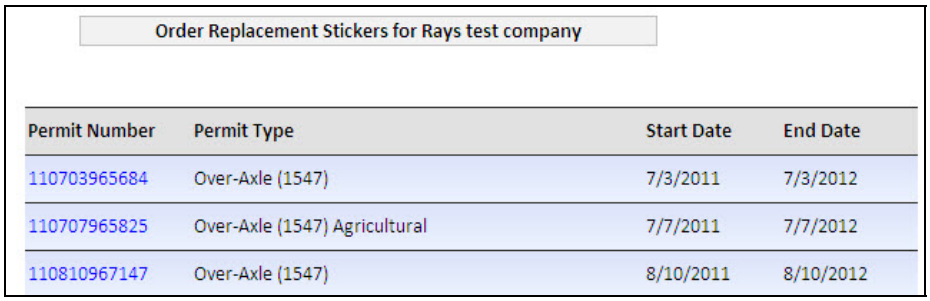
1547 Replacement Stickers

On the **Statistics Panel** is the ability to order replacement stickers for 1547 permits.

1. To order a replacement sticker for a 1547 permit, click **1547 Permits** on the **Statistics Panel**.



The **Order Replacement Stickers** screen will open listing your current 1547 permits.



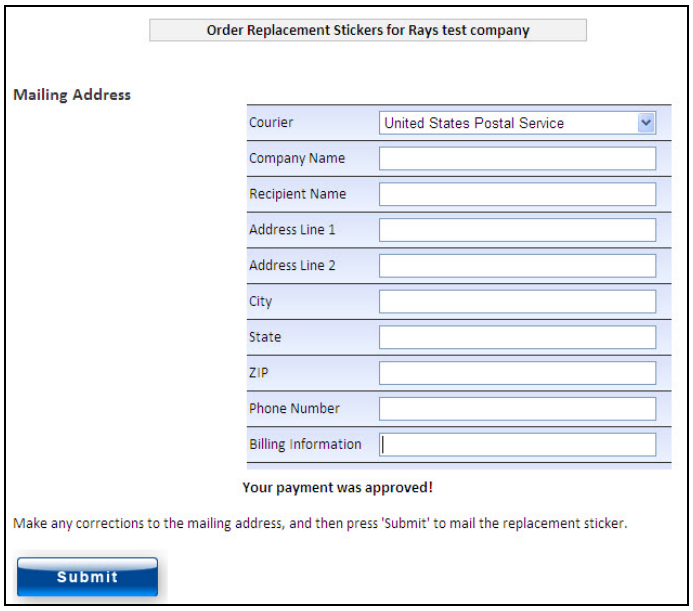
Permit Number	Permit Type	Start Date	End Date
110703965684	Over-Axle (1547)	7/3/2011	7/3/2012
110707965825	Over-Axle (1547) Agricultural	7/7/2011	7/7/2012
110810967147	Over-Axle (1547)	8/10/2011	8/10/2012

2. Click the permit number for the 1547 permit that needs a replacement sticker.

   A payment screen is displayed.

3. Select a payment method and enter the requested payment information. Click **Submit**.

A mailing address screen is displayed.



4. Select a Courier or method of shipping, enter the correct mailing information and provide billing information for the courier. The fields saved in your Customer Data from the **Administrative Panel** on the **Customer Dashboard** will auto populate.

5. Verify all information is complete and correct and click **Submit**.

You will be returned the **Customer Dashboard** and your replacement sticker will be mailed.

The Administrative Panel

The **Administrative Panel** allows each company to define and alter their account information.

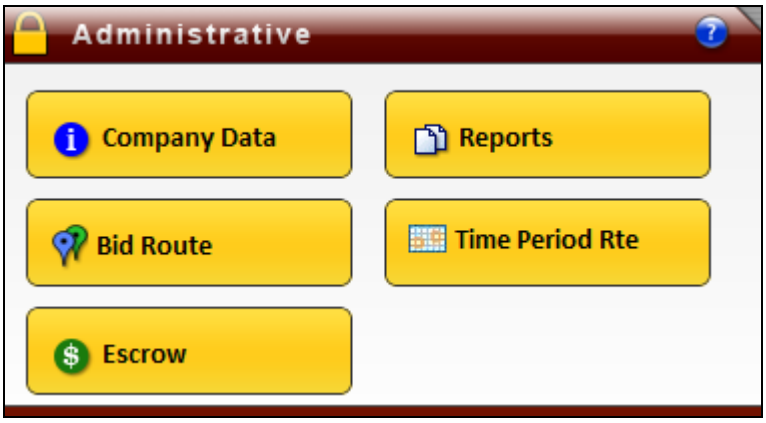


FIGURE 13: THE ADMINISTRATIVE PANEL

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function	
Company Data	Opens the **Company Information** screen	
	Customer #	The customer's unique ID number as given by TxDMV
	Company	The official company name
	DBA	The company's DBA (Doing Business As) if applicable
	Phone	The primary contact phone number for the company
	Fax	The primary fax number for the company
	Email	The primary email address for the company
	USDOT	The company's United States Department of Transportation number (if company has one)
	MCR	The company's Texas Motor Carrier Registration number (if company has one)

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function		
	Delivery Method	The company's default delivery method to be used for issued permits. The delivery method can be changed from the default when ordering a permit.	
		Email	Permits will be emailed to the email address on file.
		Web Download	Permits will be downloaded by the company. These and all other issued permits can be accessed from the **Permits Panel.**
		Fax	Permits will be faxed to the fax number on file.
		Mail	Permits will be shipped to the mailing address on file.
		Courier	Permits will be sent to the company via courier to the physical address on file.
	Contacts	List of contacts for the company	
	Addresses	List of addresses for the company	
	Yards	Contact information for separate yards for the company	
	Users	Contact information for company users	
	Vehicles	Listing of the company's vehicle inventory in TxPROS. These vehicles can be used to populate information on the permit application.	
Bid Route	Allows a route to be generated without actually submitting an application to TxDMV. This feature is provided as a service for quoting loads.		
Escrow	Displays an escrow transaction listing, allows for deposits to escrow with a credit card, and allows for reports to be printed		
Reports	Allows customers to view and print various reports		

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function
Time Period Rte	Allows customers to obtain TxDMV approved routing for a time period permit that was previously obtained

Company Data

The **Company Data** button opens the **Company Information** screen. This screen is partially populated from the information entered when the account was set up. Other information such as the USDOT number and MCR number can be added here to use as an the authority needed when ordering permits. Click **Update** to save changes made on the **Company Information** screen.

In this **Company Information** screen is a place to add, edit, and delete items from your **Company Assets**. Here you can add contacts for your company, add addresses for your company, designate yards for your company, add users that can access your account, and maintain a vehicle inventory.

Note: It is not mandatory to add information to the data fields below. This capability has been provided as an aid to the customer to save time when applying for permits and to provide better reporting capabilities.

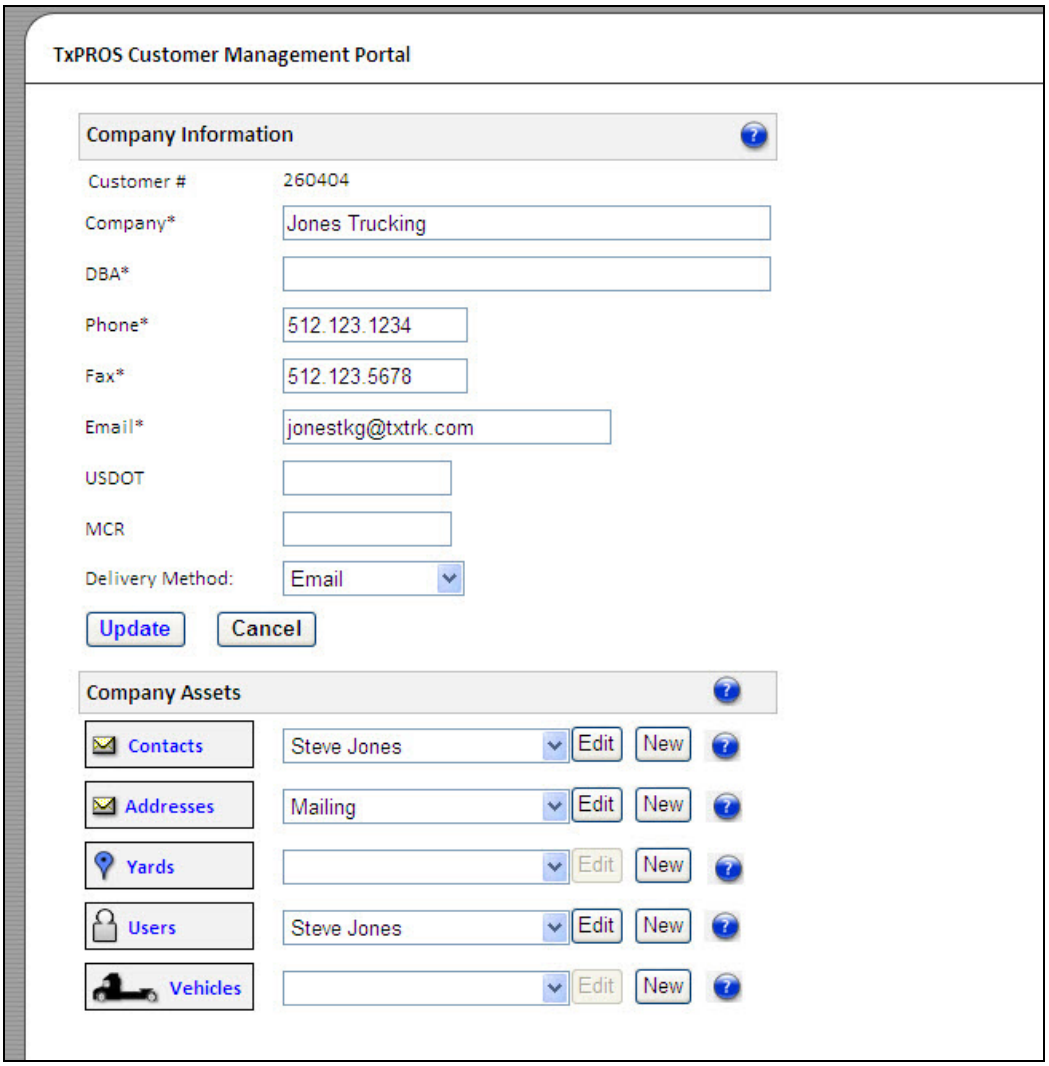


FIGURE 14: COMPANY DATA

CONTACTS

Any person that will need access to TxPROS, or any person that might need to be contacted by TxDMV at any step of the permitting process should be added into the system as a Contact.

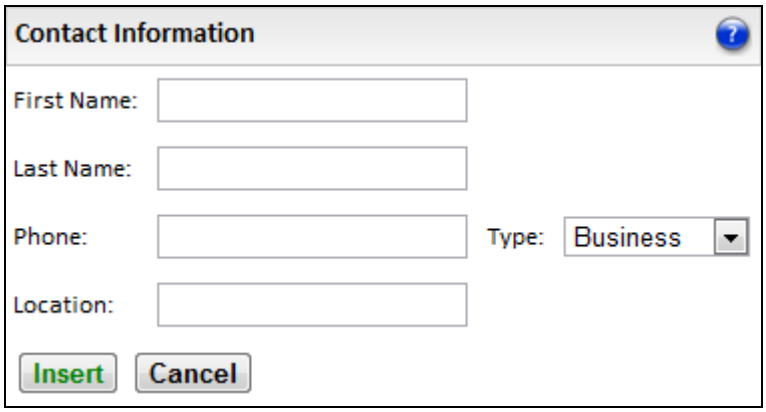
Note: Just because a contact is entered into the system does not mean that they will be able to log into TxPROS. Each contact must be set up as a user to log into TxPROS.

To add a new contact:

1. Click the **Company Data** button in the **Administrative Panel**.

2. Click the **New** button to the right of Contacts.

The **Contact Information** window opens.



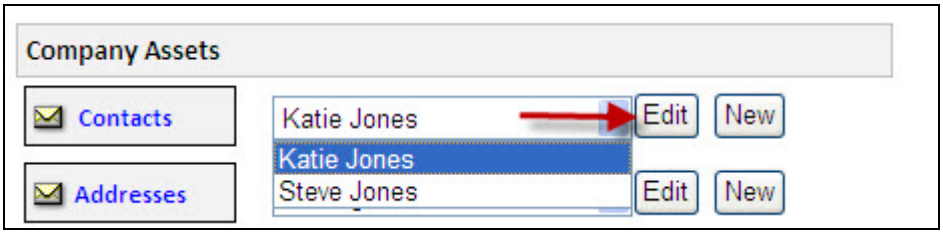
3. Enter the appropriate data for the contact you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.

The new contact will appear in the **Contacts** dropdown list.

To edit a Contact:

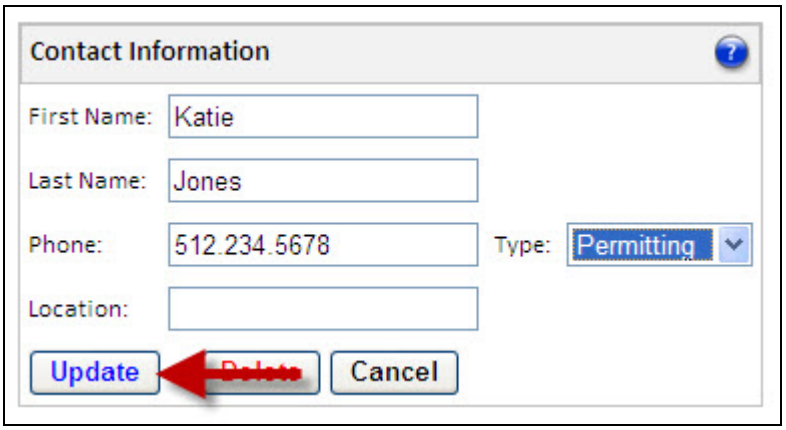
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the contact to be edited from the dropdown list.
3. Click the **Edit** button to the right of Contacts.



The **Contact Information** window opens.

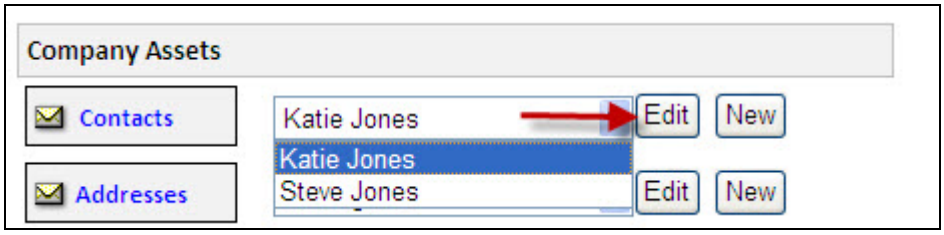
4. Change the information for the contact as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.



To delete a Contact:

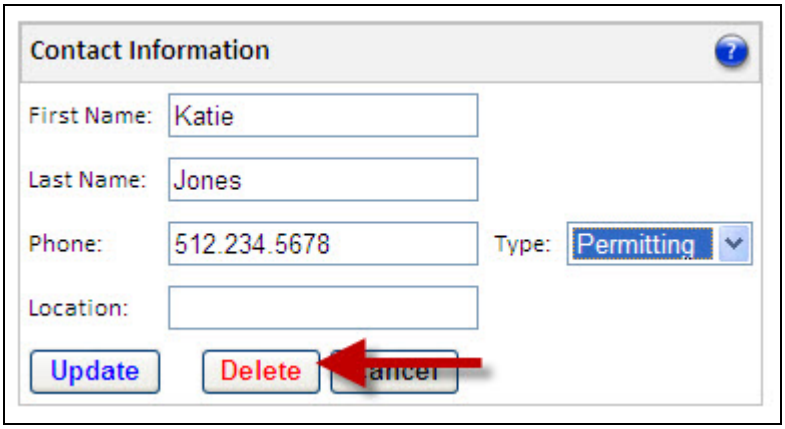
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the contact to be deleted from the dropdown list.
3. Click the **Edit** button to the right of Contacts.



The **Contact Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.



The contact will be deleted.

Addresses

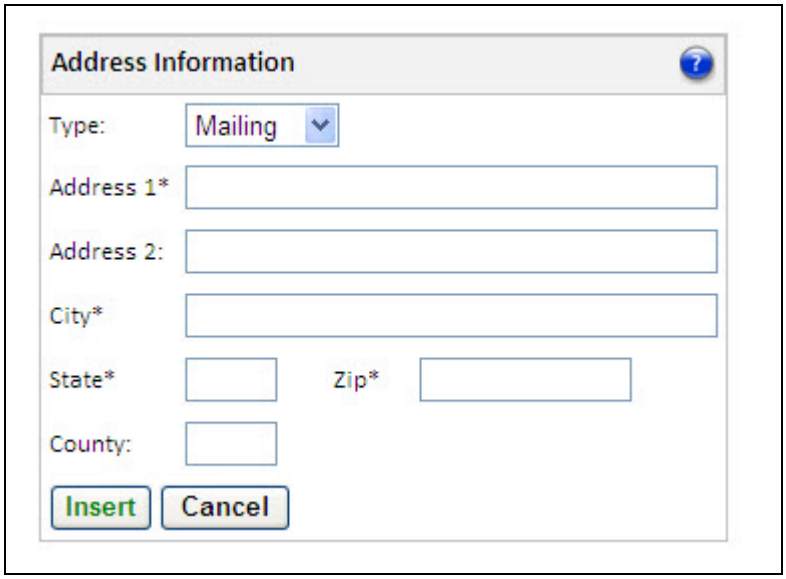
The mailing and physical address information is stored here for the company. The mailing address will be the default address used if the delivery method of mail is chosen for a permit. The physical address will be the default address used if the delivery method of courier is chosen for a permit.

To add a new address:

1. Click the **Company Data** button in the **Administrative Panel**.

2. Click the **New** button to the right of Addresses.

The **Address Information** window opens.

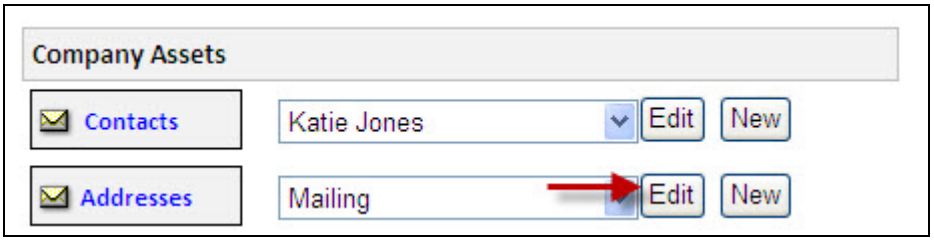


3. Enter the appropriate data for the address you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.
   The new address will appear in the **Addresses** dropdown list.

To edit an Address:

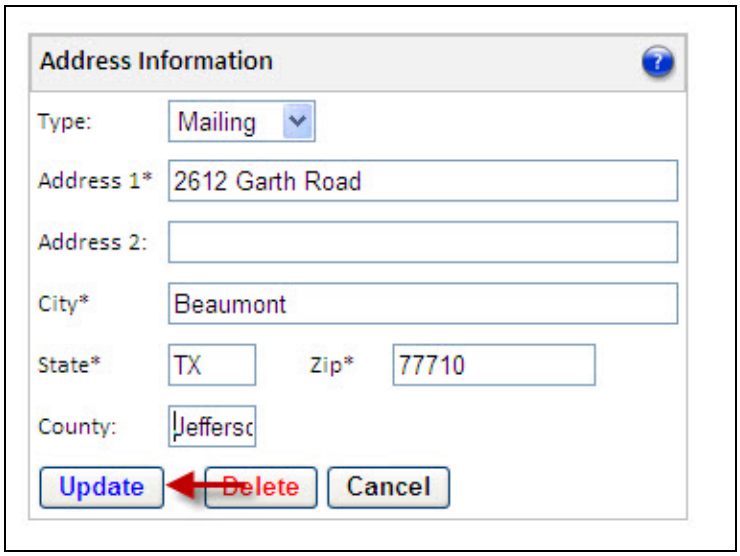
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the address to be edited from the dropdown list.
3. Click the **Edit** button to the right of Addresses.



The **Address Information** window opens.

4. Change the information for the address as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.



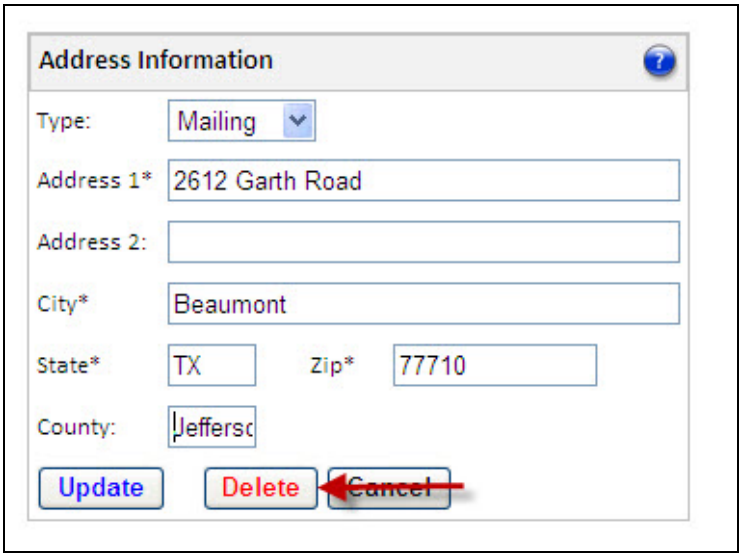
To delete an Address:

1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the address to be deleted from the dropdown list.
3. Click the **Edit** button to the right of Addresses.

The **Address Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.



The address will be deleted.

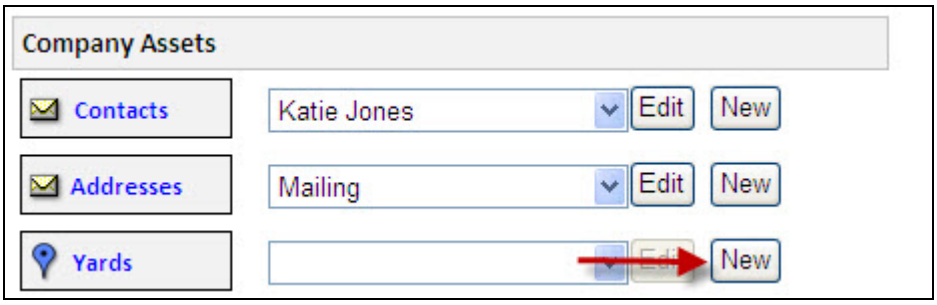
YARDS

Some companies divide their operations into separate operating units. These operating units may be called Yards, Divisions, Terminals, or another preferred terminology. TxPROS allows customers to divide their fleet into separate operating units and uses the term yards to define these. Vehicles can be assigned to a yard. Permits requested for these vehicles will be assigned to the vehicle's yards. For some companies, this capability facilitates searching for permits and reporting on permitting operations. This yard capability is provided by MCD as a service to its customers and is optional. Customers are not required to use this service. Permits ordered by MCD permit specialists will not have yard information.

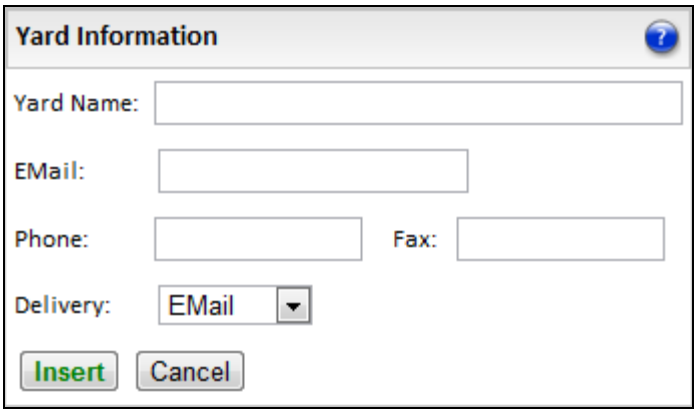
To add a new Yard:

1. Click the **Company Data** button in the **Administrative Panel**.

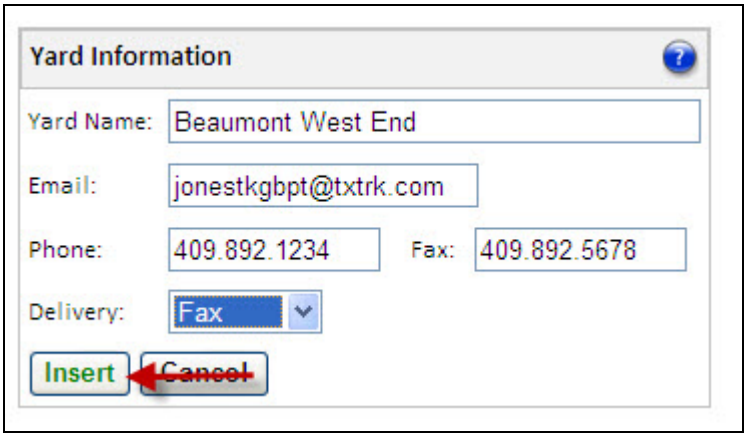
2. Click the **New** button to the right of Yards.



The **Yard Information** window opens.



3. Enter the appropriate data for the yard you are adding, and select a default delivery method for permits.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.

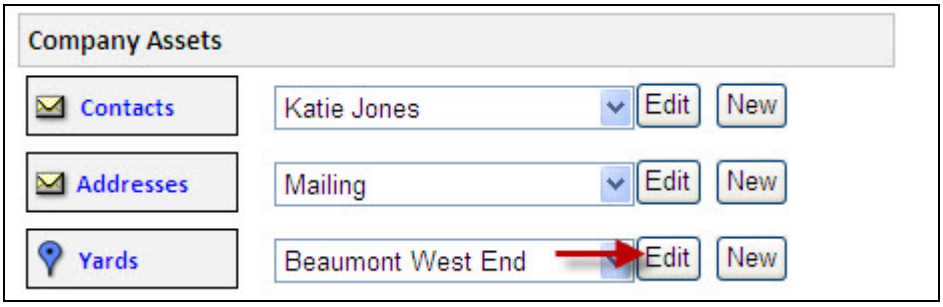


The new yard will appear in the **Yards** dropdown list.

To edit a Yard:

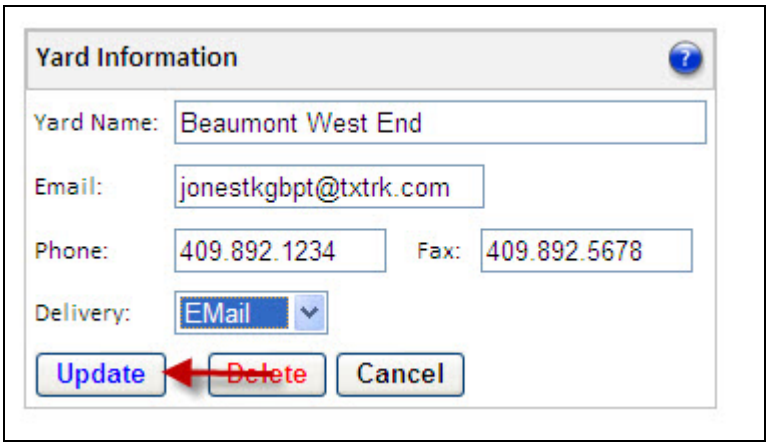
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the yard to be edited from the dropdown list.
3. Click the **Edit** button to the right of Yards.



The **Yard Information** window opens.

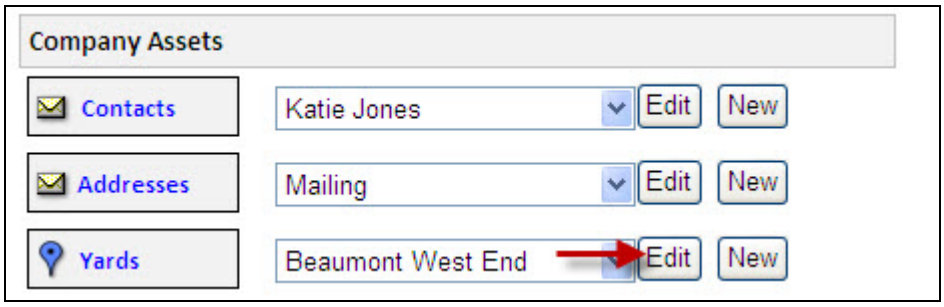
4. Change the information for the yard as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.



To delete a Yard:

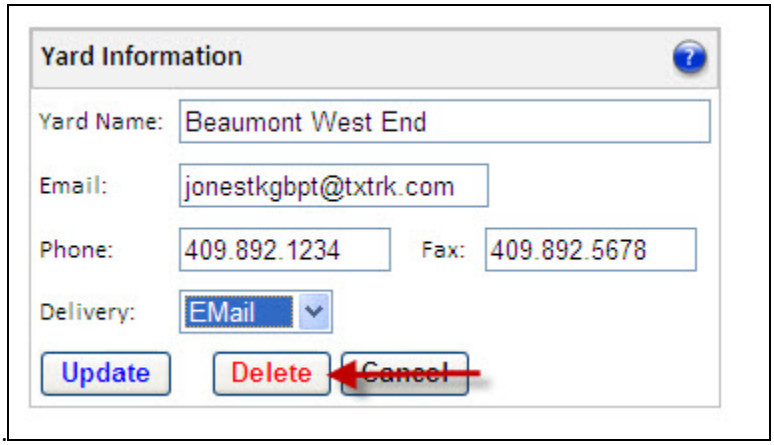
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the yard to be deleted from the dropdown list.
3. Click the **Edit** button to the right of Yards.



The **Yard Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.



The yard will be deleted.

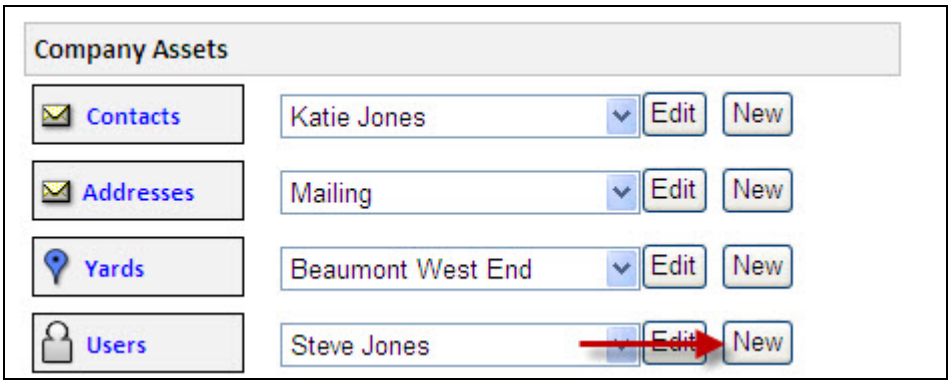
Company Users

TxPROS users will have the ability to log into TxPROS and order permits. The person who sets up the company account will be designated as an account supervisor and have the ability to add new users to the company account. When a user is added they will be designated as an account supervisor or as a user. Only account supervisors can add, edit and delete other users.

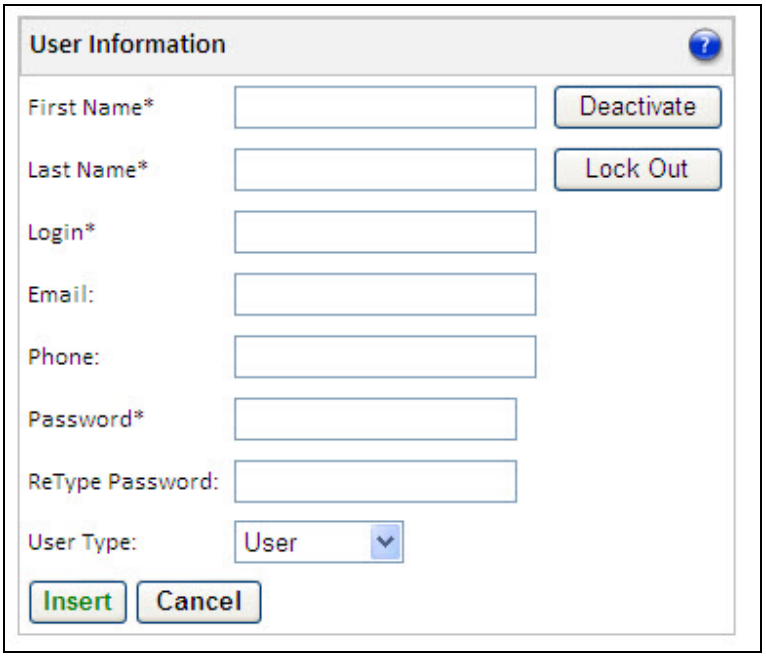
To Add a New User:

1. Click the **Company Data** button in the **Administrative Panel**.

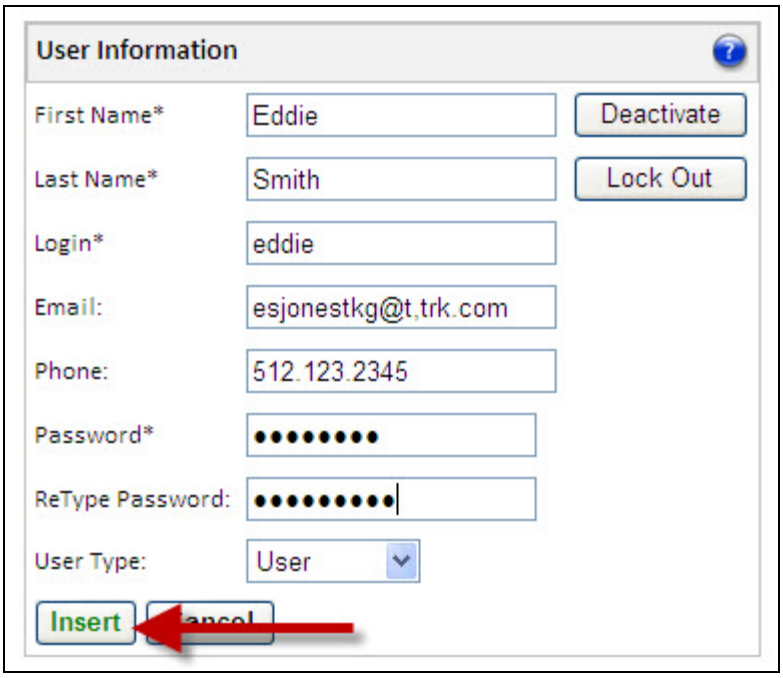
2. Click the **New** button to the right of Users.



The User Information window opens.



3. Enter the appropriate data for the user you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.



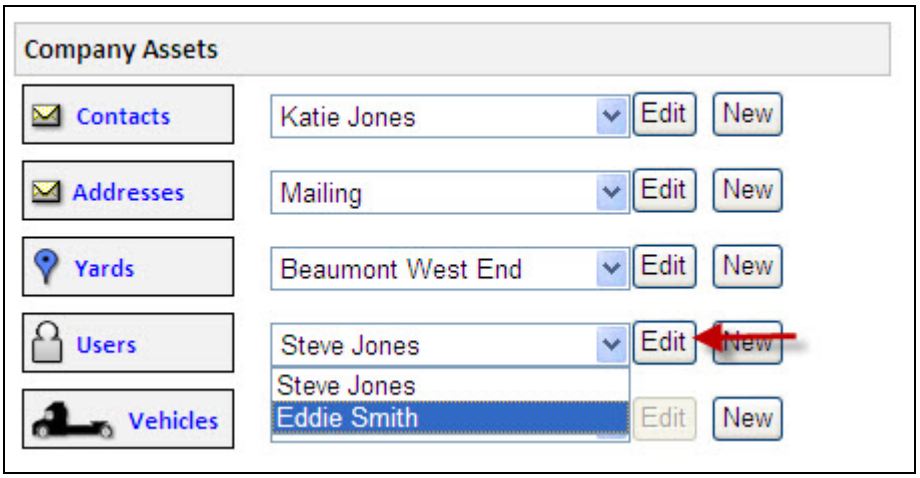
The new user will appear in the **Users** dropdown list.

Note: The new user will immediately become active and can log into TxPROS using the username and password you supplied.

To edit a User:

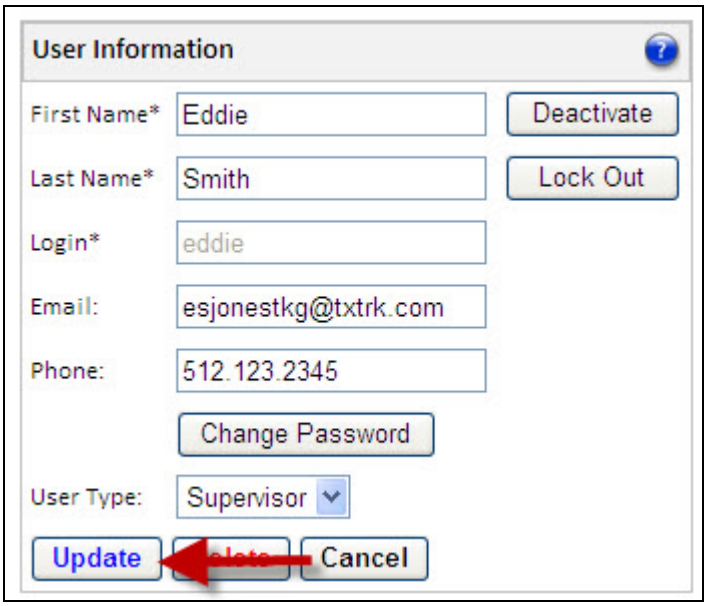
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the user to be edited from the dropdown list.
3. Click the **Edit** button to the right of Users.



The **User Information** window opens.

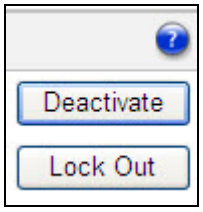
4. Change the information for the user as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.



To deactivate a User:

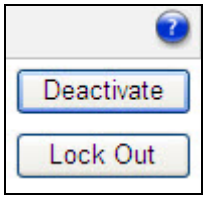
There may come a time when you need to deactivate a user. To do this, follow the same steps as editing a user but click **Deactivate** rather than **Update**. This user will not be able to log in to the system. Only customer users set up as a supervisor can deactivate another user for the company.

When you deactivate a user, the button will change to say **Activate**. To activate a deactivated user, follow the same steps as editing a user but click **Activate** rather than **Update**.



To unlock a User:

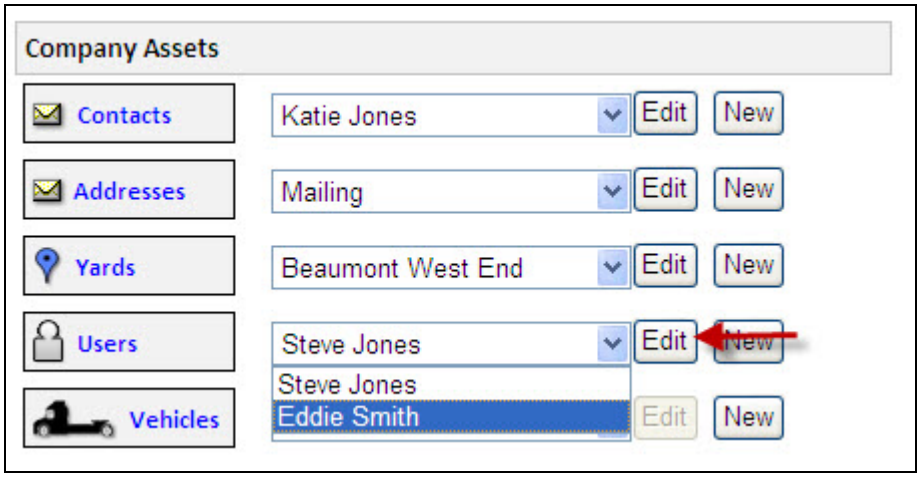
Should a user become locked out of the system due to too many attempts to log in with the incorrect log in information, a company supervisor can unlock them. Once a user is locked out, the **Lock Out** button will change to **Unlock**. Click **Unlock** to allow the user to log in to the system.



To delete a User:

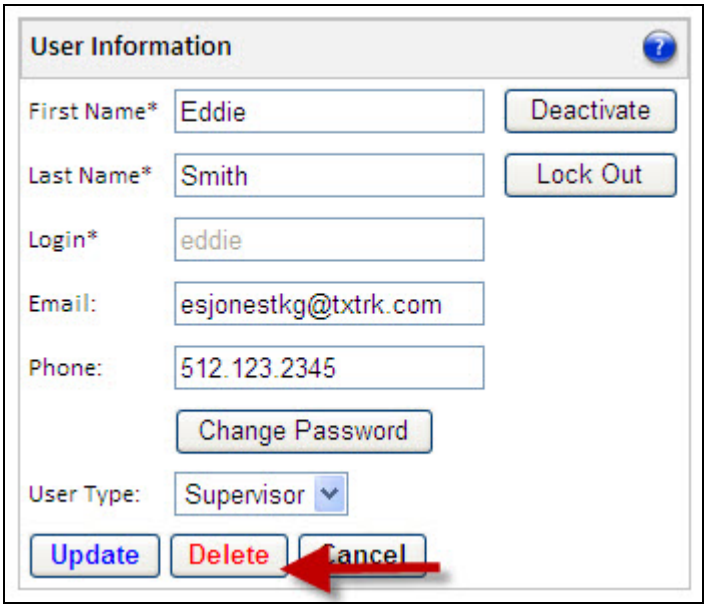
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the user to be deleted from the dropdown list.
3. Click the **Edit** button to the right of Users.



The **User Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.



The user will be deleted and will be unable to login to TxPROS.

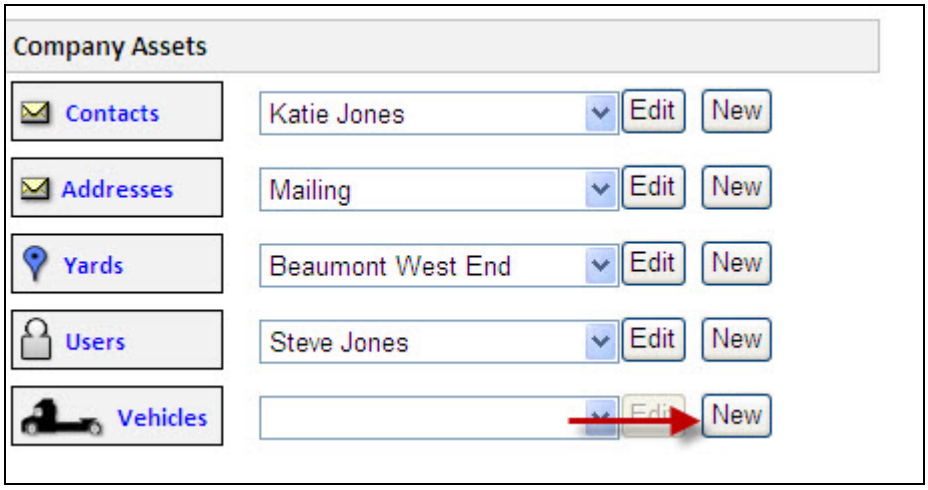
VEHICLES

A company can choose to keep a listing of its vehicle inventory. These vehicles can be used to populate information on the permit application. Vehicles can also be assigned to a yard to aid in reporting by yard or location. Yards must be entered in the Yard Company Data before assigning to a vehicle.

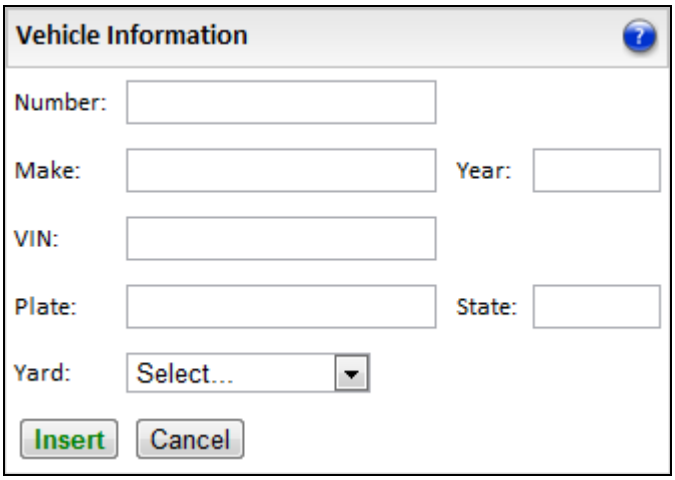
To Add a New Vehicle:

1. Click the **Company Data** button in the **Administrative Panel**.

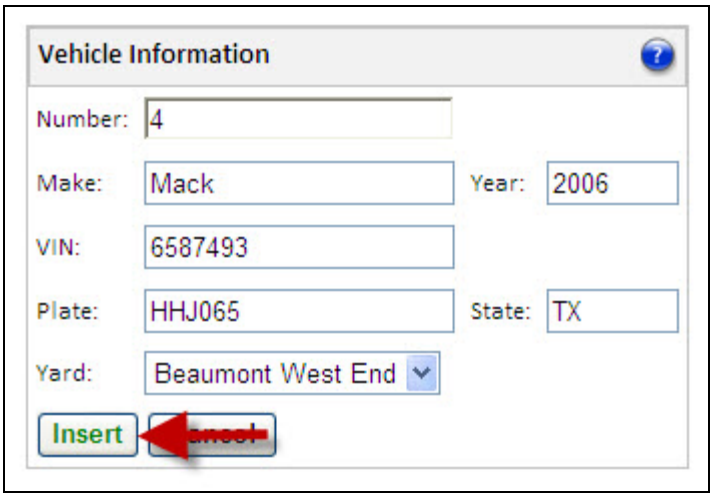
2. Click the **New** button to the right of Vehicles.



The **Vehicle Information** window opens.



3. Insert the appropriate data for the vehicle you are adding.
4. Click the **Insert** button to save or the **Cancel** button to discard changes.

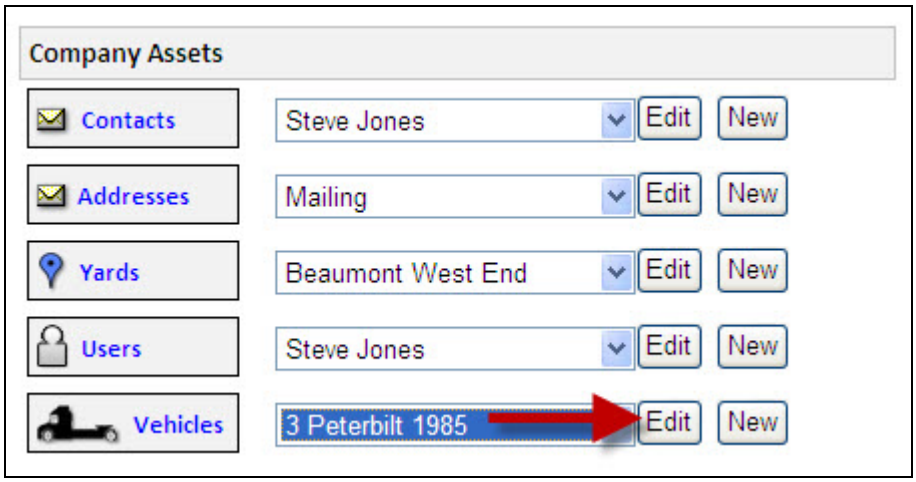


The new vehicle will appear in the **Vehicles** dropdown list.

To edit a Vehicle:

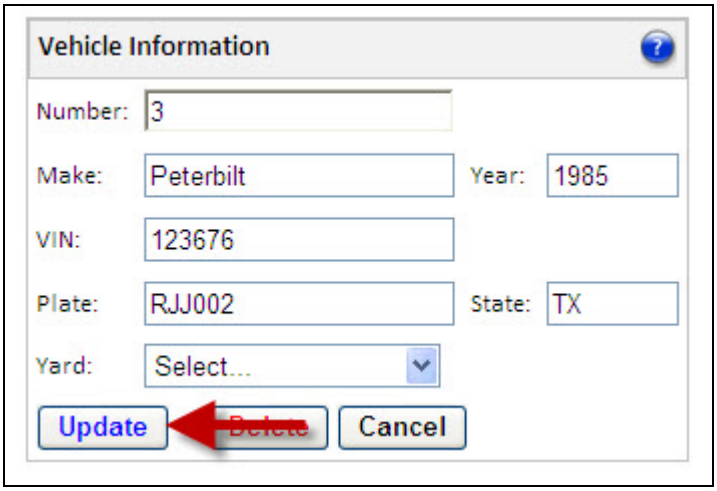
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the vehicle to be edited from the dropdown list.
3. Click the **Edit** button to the right of Vehicles.



The **Vehicle Information** window opens.

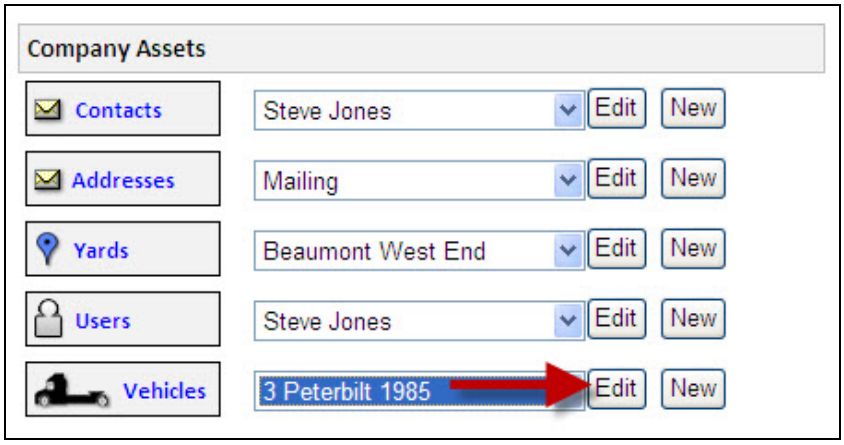
4. Change the information for the vehicle as needed.
5. Click the **Update** button to save or the **Cancel** button to discard changes.



To delete a Vehicle:

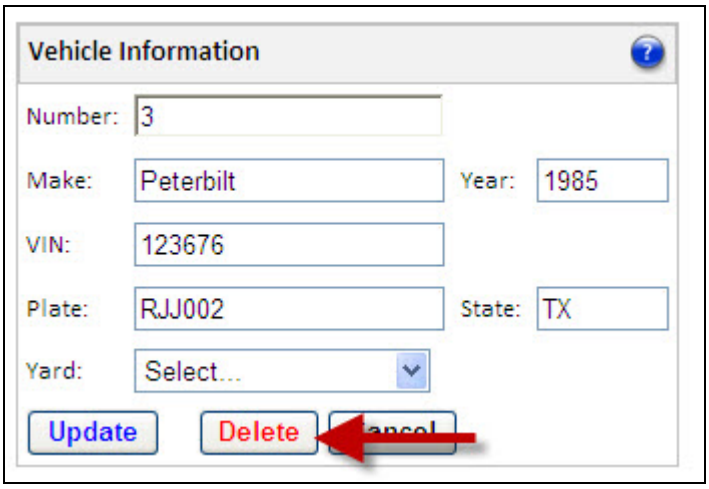
1. Click the **Company Data** button in the **Administrative Panel**.

2. Choose the vehicle to be deleted from the dropdown list.
3. Click the **Edit** button to the right of Vehicles.



The **Vehicle Information** window opens.

4. Click the **Delete** button to delete or click **Cancel** to exit without deleting.



The vehicle will be deleted.

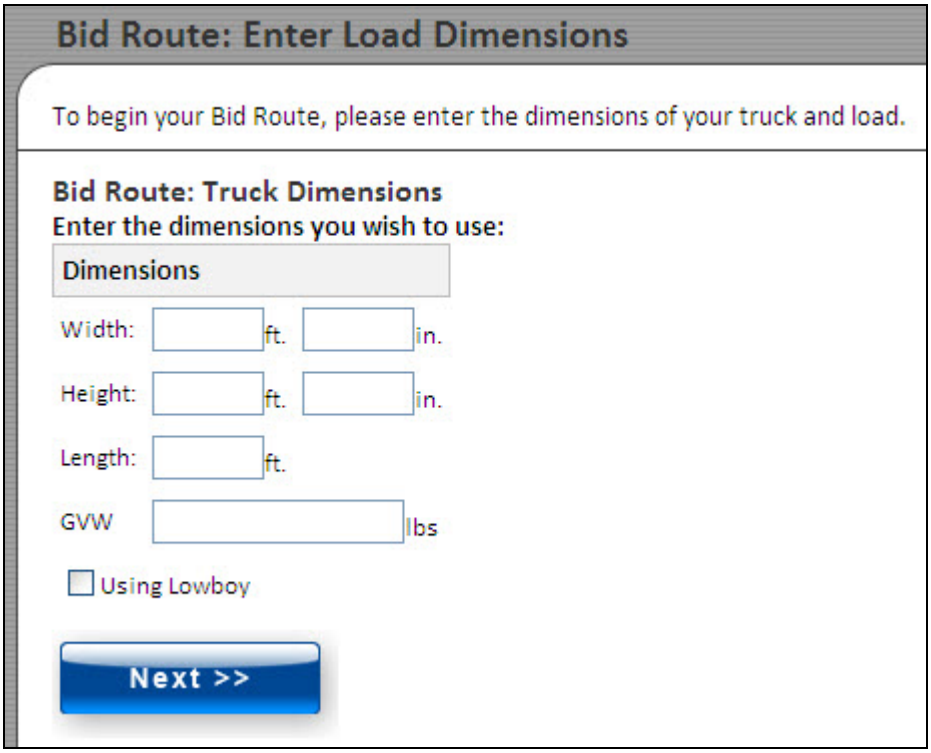
Bid Route

The **Bid Route** page will allow a user to enter a vehicle and its load dimensions to create a route without submitting a permit application to TxDMV. This feature is provided as a service for quoting loads. A valid permit and route will be required for travel. The supplied route cannot be guaranteed and should not be used on the date of travel. This tool is for quoting purposes only.

To use Bid Route:

1. Click the **Bid Route** button in the **Administrative Panel**.

2. Enter your load dimensions into the **Enter Load Dimensions** screen.



3. Click the **Next** button to continue**.**
4. The **Enter a Route** screen will be displayed. Proceed to enter a trip as described in the **Enter a Route Screen** on page 80.
5. Once your trip points are entered click the **Validate and Run** button and review your trip results.
6. If the trip needs to be revised, expand the **Enter a Route** screen to change the origin or destination points, or add in one or more via points.
7. Once satisfied with the trip results given for your quote, click the **Home** button above the map or the **Return to Dashboard** link to return to the **Customer Dashboard**.

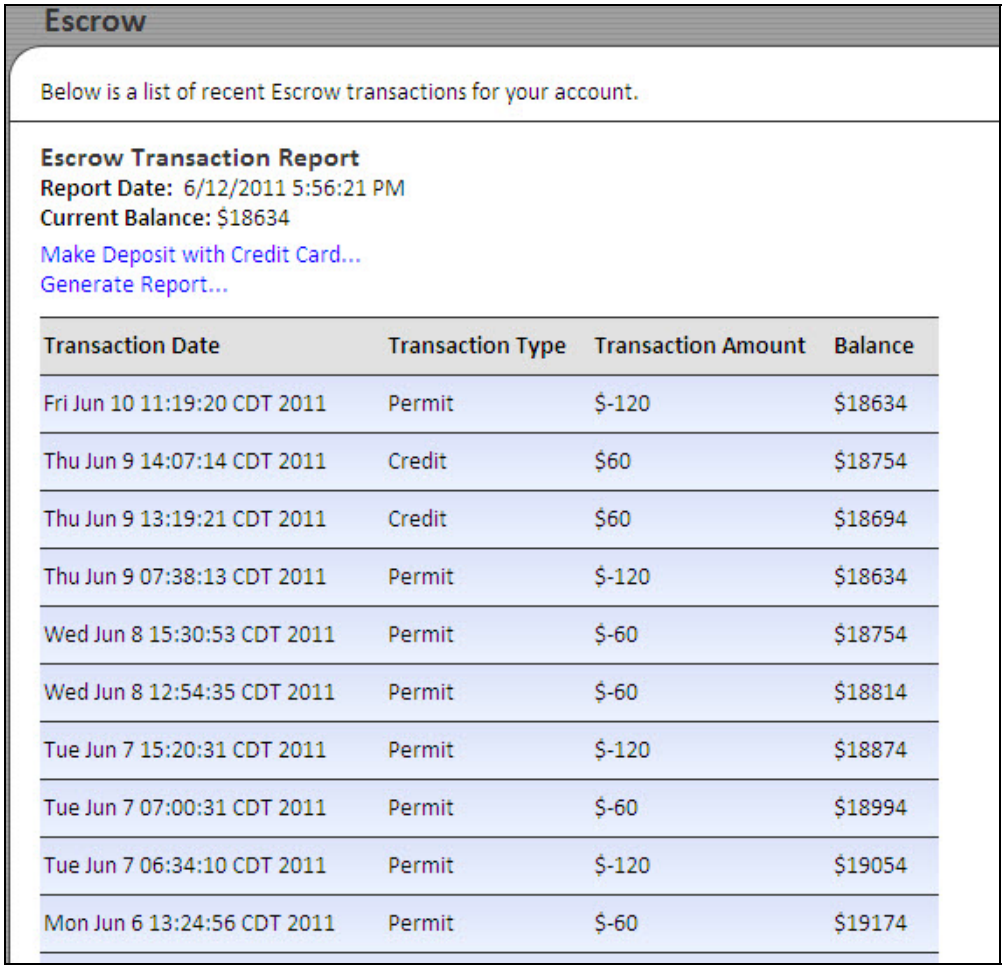
Escrow

The **Escrow** function in TxPROS allows you to track Escrow transactions and the balance of your escrow account at TxDMV, add money to your escrow account with a credit card, and run reports.

To view your escrow account activity:

1. Click the **Escrow** button in the **Administrative Panel**.

The Escrow Transaction Report page will be displayed.



Escrow

Below is a list of recent Escrow transactions for your account.

Escrow Transaction Report
Report Date: 6/12/2011 5:56:21 PM
Current Balance: $18634

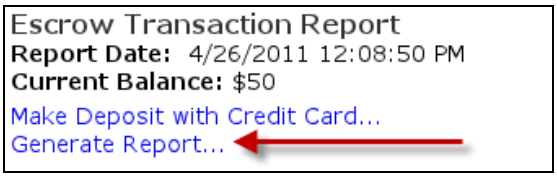
Make Deposit with Credit Card...
Generate Report...

Transaction Date	Transaction Type	Transaction Amount	Balance
Fri Jun 10 11:19:20 CDT 2011	Permit	$-120	$18634
Thu Jun 9 14:07:14 CDT 2011	Credit	$60	$18754
Thu Jun 9 13:19:21 CDT 2011	Credit	$60	$18694
Thu Jun 9 07:38:13 CDT 2011	Permit	$-120	$18634
Wed Jun 8 15:30:53 CDT 2011	Permit	$-60	$18754
Wed Jun 8 12:54:35 CDT 2011	Permit	$-60	$18814
Tue Jun 7 15:20:31 CDT 2011	Permit	$-120	$18874
Tue Jun 7 07:00:31 CDT 2011	Permit	$-60	$18994
Tue Jun 7 06:34:10 CDT 2011	Permit	$-120	$19054
Mon Jun 6 13:24:56 CDT 2011	Permit	$-60	$19174

The Escrow Transaction List will show the last month's activity along with the current balance of the escrow account.

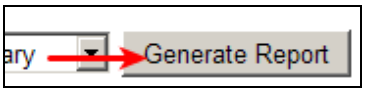
To view a printable PDF report of the escrow account activity:

1. Click the **Escrow** button in the **Administrative Panel**.
   The Escrow Transaction Report page will be displayed.
2. Click the **Generate Report** link above the table.

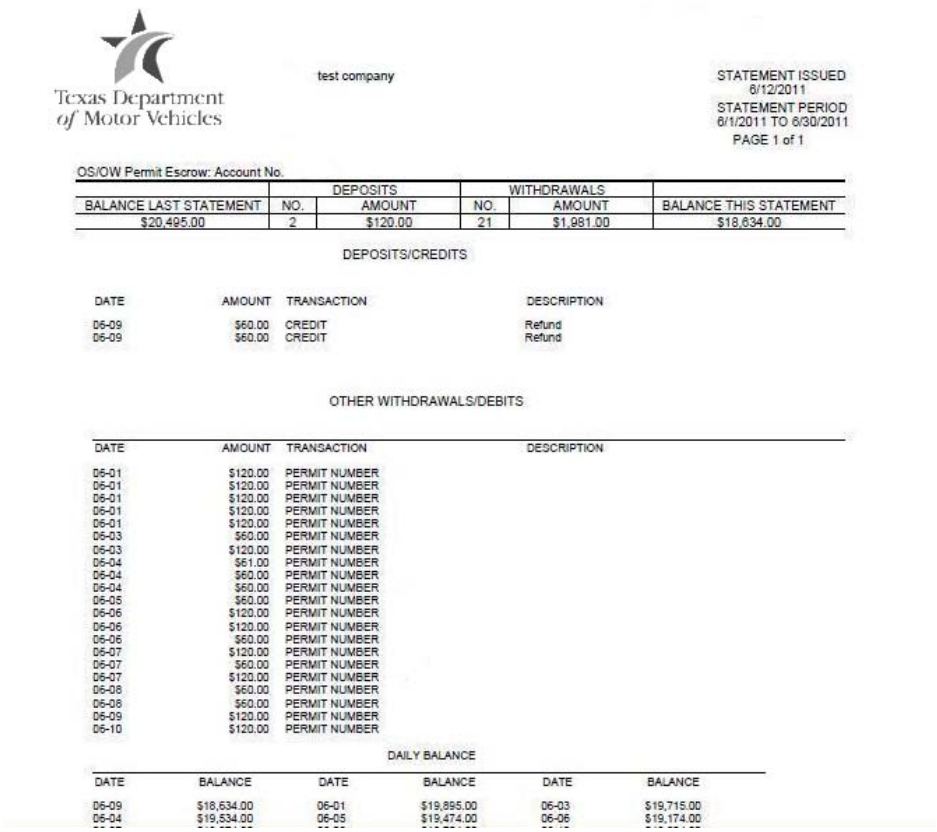


3. Select the month and year of the report desired.

4. Click the **Generate Report** button.



A PDF is displayed allowing you to view your TxDMV Escrow account activity. This PDF can be viewed, saved or printed.



Texas Department of Motor Vehicles

test company

STATEMENT ISSUED 6/12/2011
STATEMENT PERIOD 6/1/2011 TO 6/30/2011
PAGE 1 of 1

OS/OW Permit Escrow: Account No.

	DEPOSITS		WITHDRAWALS		
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT	BALANCE THIS STATEMENT
$20,495.00	2	$120.00	21	$1,981.00	$18,634.00

DEPOSITS/CREDITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-09	$60.00	CREDIT	Refund
06-09	$60.00	CREDIT	Refund

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
06-01	$120.00	PERMIT NUMBER	
06-01	$120.00	PERMIT NUMBER	
06-01	$120.00	PERMIT NUMBER	
06-01	$120.00	PERMIT NUMBER	
06-01	$120.00	PERMIT NUMBER	
06-03	$60.00	PERMIT NUMBER	
06-03	$120.00	PERMIT NUMBER	
06-04	$61.00	PERMIT NUMBER	
06-04	$60.00	PERMIT NUMBER	
06-04	$60.00	PERMIT NUMBER	
06-05	$60.00	PERMIT NUMBER	
06-06	$120.00	PERMIT NUMBER	
06-06	$120.00	PERMIT NUMBER	
06-06	$60.00	PERMIT NUMBER	
06-07	$120.00	PERMIT NUMBER	
06-07	$60.00	PERMIT NUMBER	
06-07	$120.00	PERMIT NUMBER	
06-08	$60.00	PERMIT NUMBER	
06-08	$60.00	PERMIT NUMBER	
06-09	$120.00	PERMIT NUMBER	
06-10	$120.00	PERMIT NUMBER	

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06-09	$18,634.00	06-01	$19,895.00	06-03	$19,715.00
06-04	$19,534.00	06-05	$19,474.00	06-06	$19,174.00

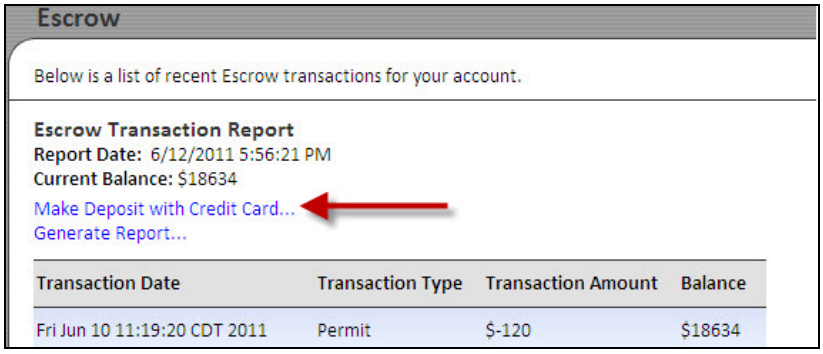
5. Close the PDF of the report to continue in TxPROS.

To add money to your escrow account with a credit card:

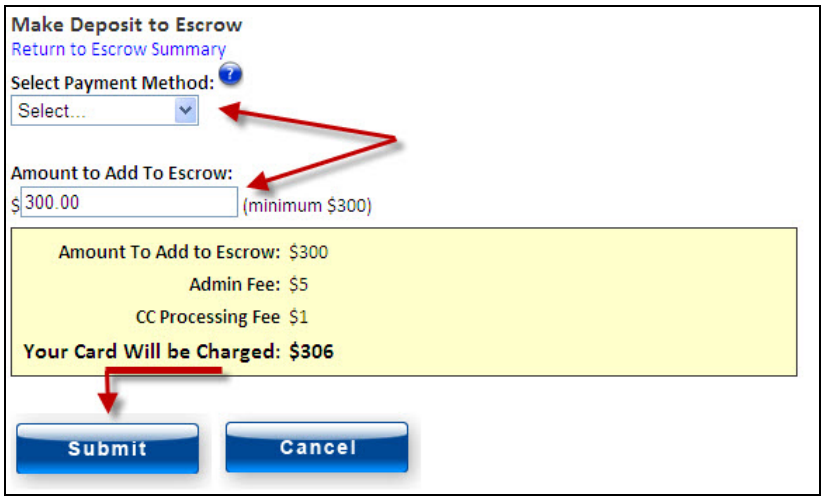
NOTE: The minimum amount that can be added to escrow with a credit card is $300.00.

1. Click the **Escrow** button in the **Administrative Panel**.

The Escrow Transaction Report page will be displayed.



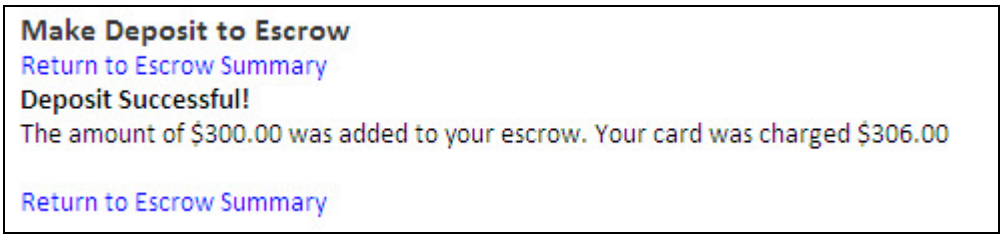
2. Click the link **Make Deposit with Credit Card…** The **Make Deposit to Escrow** screen is opened.



3. Select the type of credit card to use for **Select Payment Method** and enter the **Amount to Add to Escrow.** Do not enter a dollar sign and use only a decimal point to divide the dollar and cents. Ex: 300.00

4. Click **Submit** to process your credit card for a deposit to escrow or click **Cancel** to cancel the transaction.

If the transaction is successful, a **Deposit Successful** message will be displayed, and the money is deposited and available for use in your escrow account.



5. Click **Return to Escrow Summary** to return to the **Escrow** screen.
6. Click the **Home** button to return to the **Customer Dashboard**.

NOTE: The minimum amount that can be added to escrow with a credit card is $300.00.

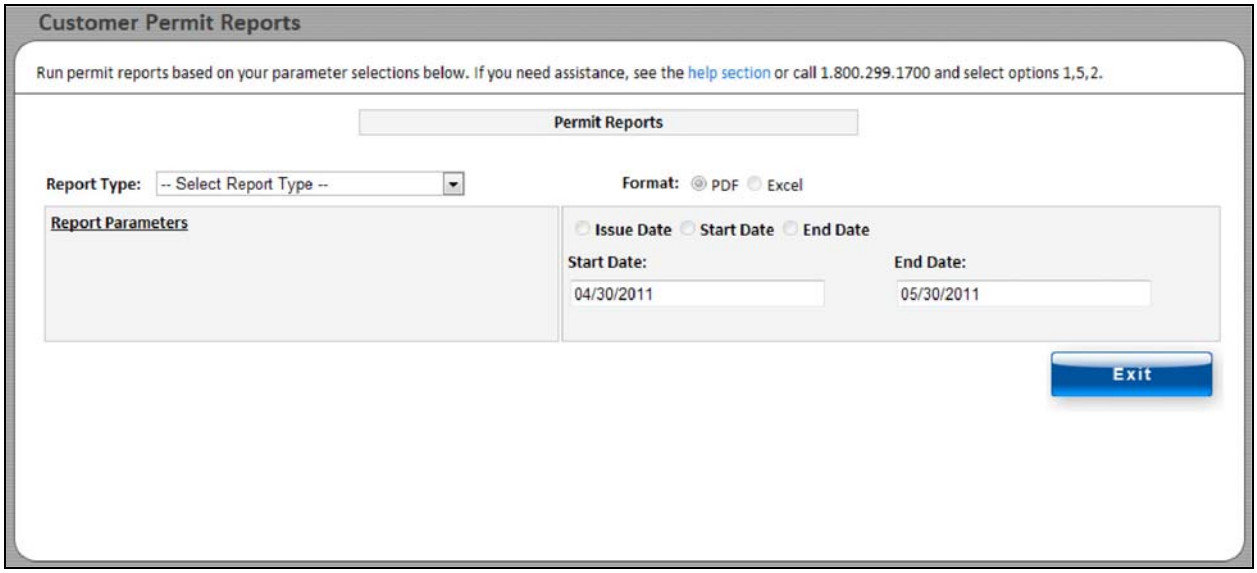
Reports

The **Reports** function from the TxPROS **Customer Dashboard** allows you to run a journal report in different formats that will help you track your permitting activity.

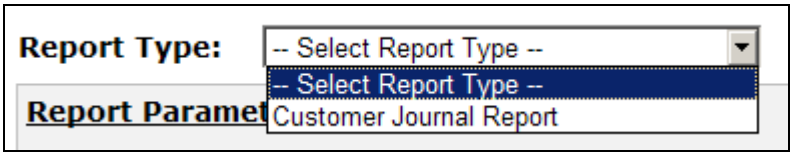
To run a Customer Journal Report:

1. Click the **Reports** button on the **Administrative Panel**.

The Customer Permit Reports Page will be displayed.



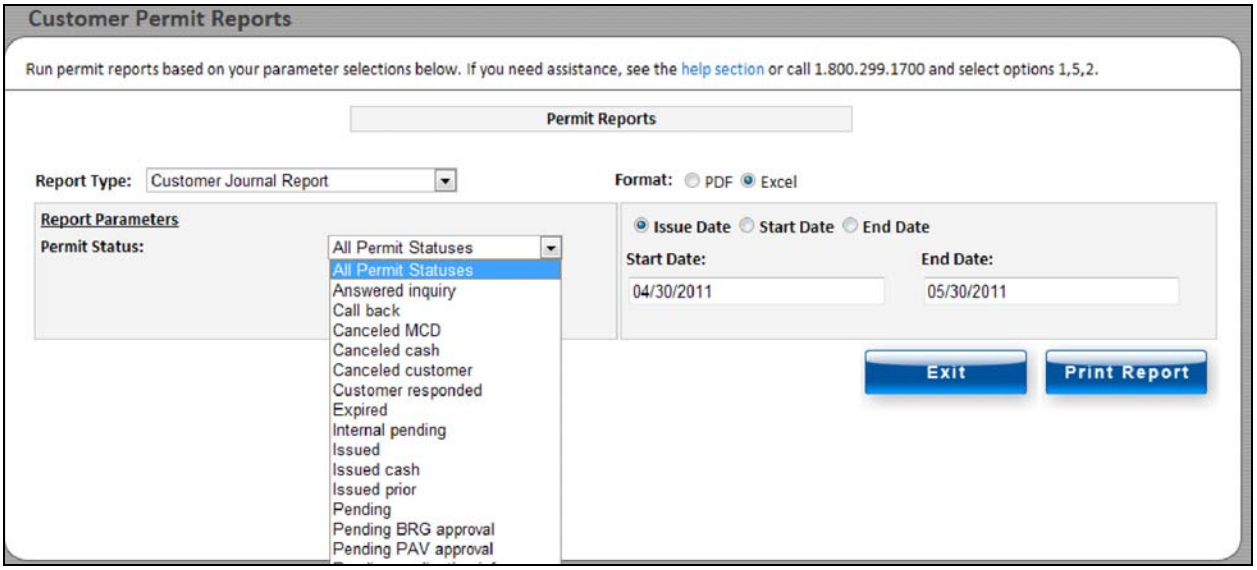
2. Choose the report type from the Report Type dropdown.



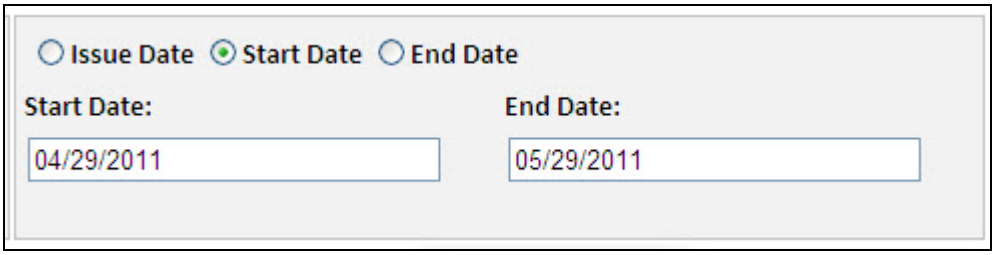
Once the particular report is chosen, the Report Parameters will appear.

3. Select a format type from the Format radio buttons.

4. Choose the permit status from the **Permit Status** dropdown menu to narrow your search criteria.



5. Select the desired date search format.



a. Select the desired date search format from the following options:
   i. Issue Date
   ii. Start Date
   iii. End Date
b. Enter the starting date of the search into the Start Date field.
c. Enter the ending date of the search into the End Date field.

6. Click the **Print Report** button at the bottom right.

The report will be displayed in the format requested. This report can be viewed, saved or printed.

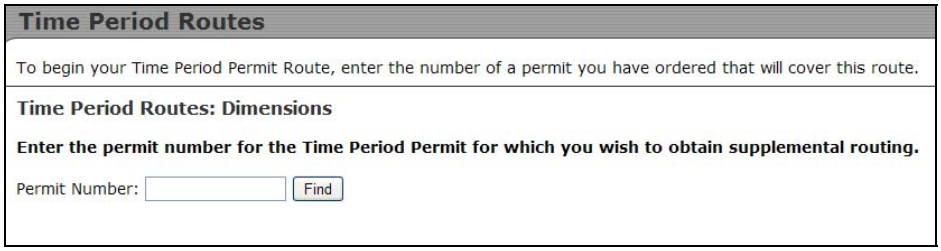
Time Period Route

The **Time Period Rte** function will allow for a TxDMV approved route to be generated for time based permits.

To generate a time based route:

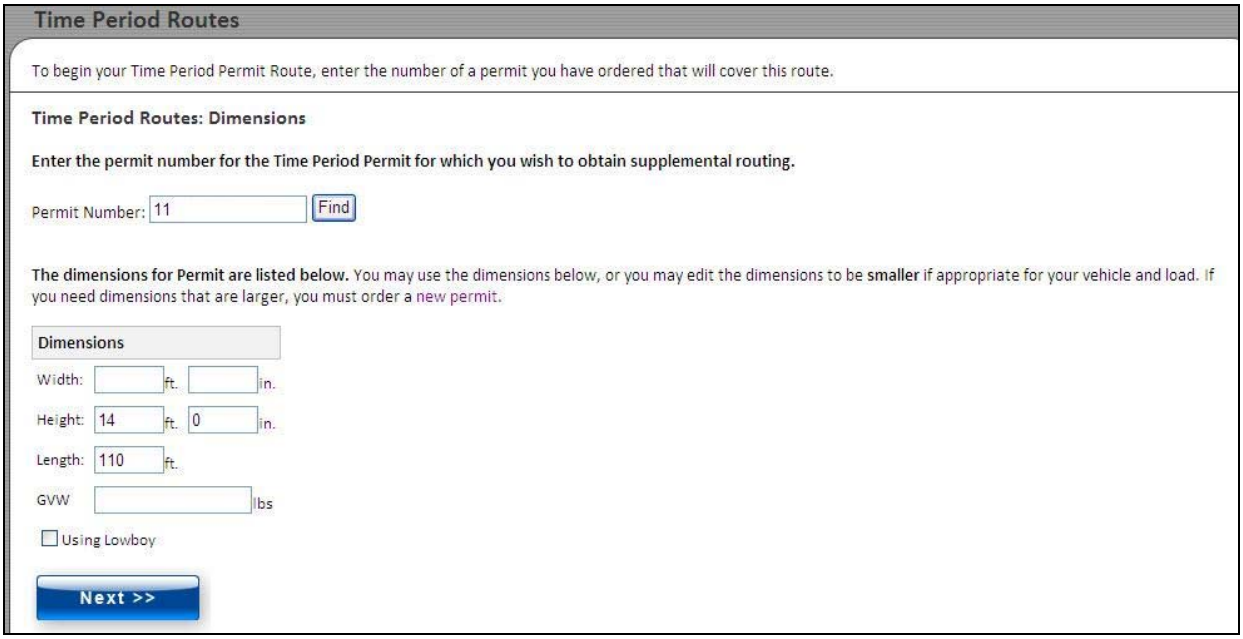
1. Click the **Time Period Rte** button in the **Administrative Panel**.

The Time Period Routes page will be displayed.



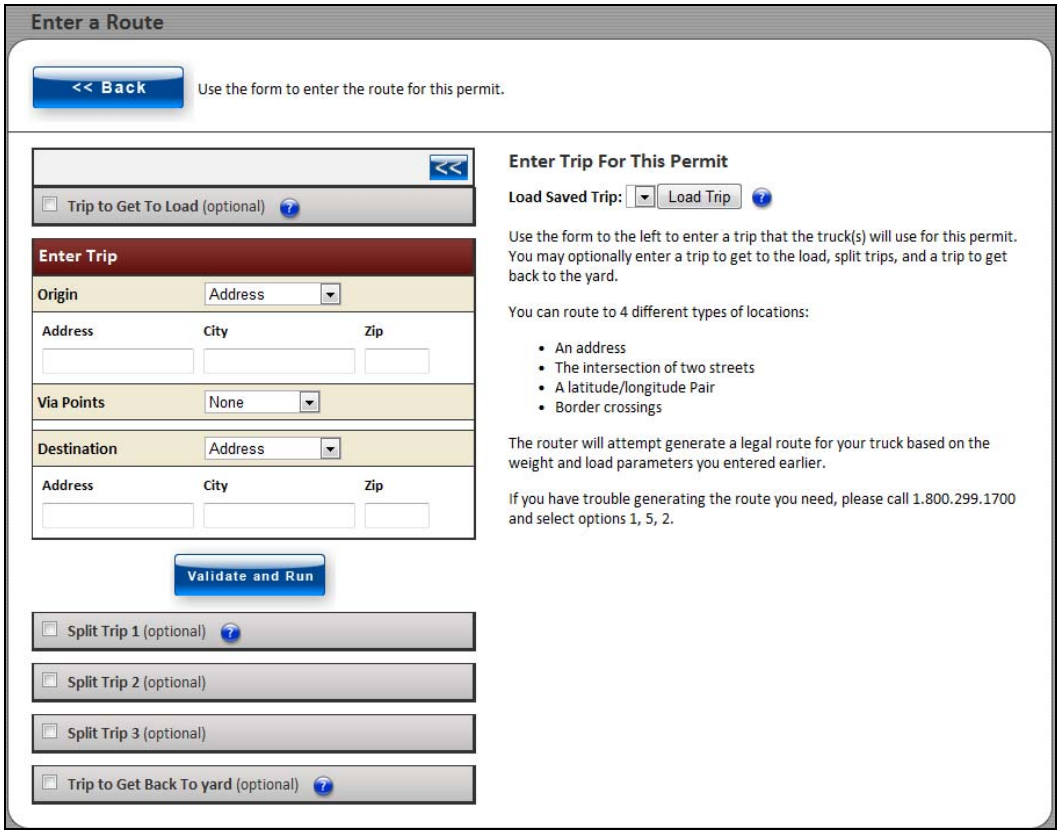
2. Enter the permit number for a time based permit assigned to your company and click the **Find** button. The dimensions that were saved to the permit during the order permit process are displayed in the dimension fields. The saved dimensions can be used, or you can enter dimensions that are less than the ones shown on the screen.

   If you enter a permit number that is not a time based permit or a permit number for a company other than your own, the system will not find the permit.



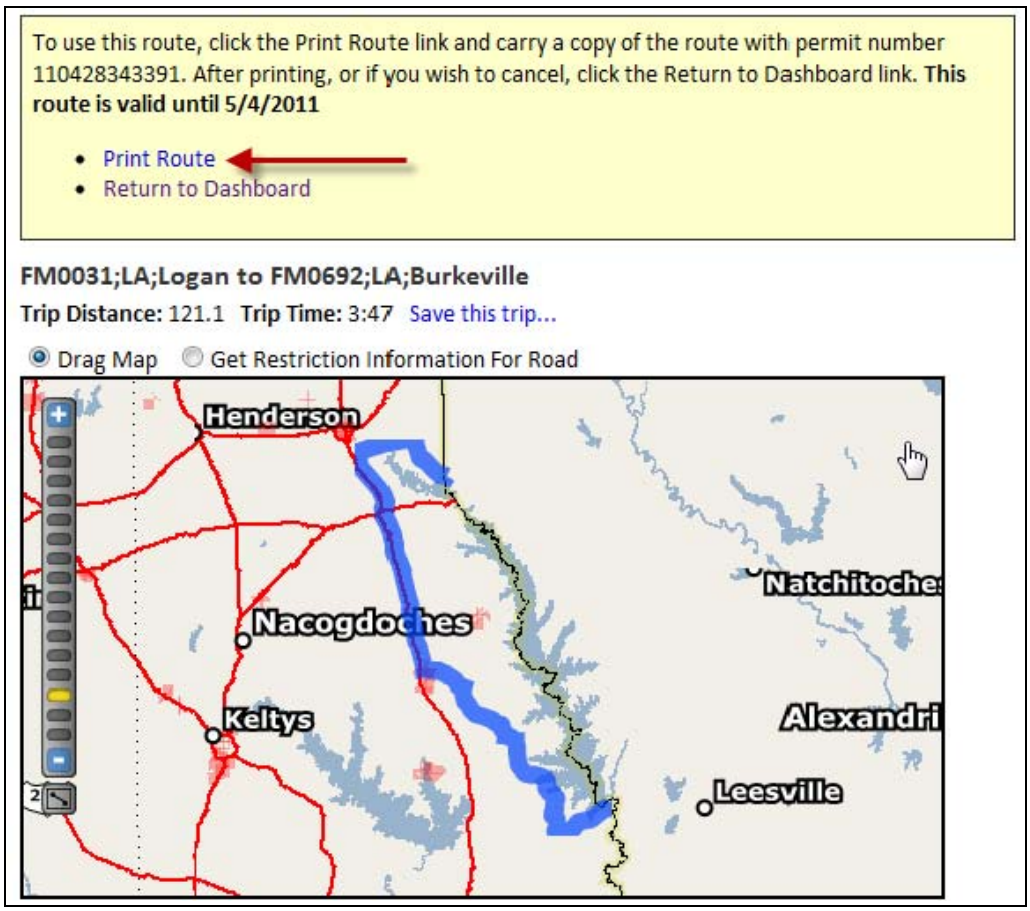
3. Click the **Next** button.

   The **Enter a Route** screen will be displayed.



From this point routes can be generated as described on page 80.

After the trip has been calculated, it can be printed to be used with the permit. Click the **Print Route** link at the top of the **Results** screen to print.



A window will appear allowing you to print the route. The printed document will reference the permit number entered, and will only be valid for four days after the route was printed.

State of Texas
Department *of* Motor Vehicles
OS/OW Permits

Route for Permit 120910864644

Valid Until: 9/28/2012
Route Generated On: Mon Sep 24 2012

Route

Miles	Route	To	Distance	Time
Origin: FM0031;LA;Logan				
9.5	FM31 w	Turn left onto FM2517 w [FM 2517] (JOAQUIN to LONGSTREET)	9.5	00:14
10.9	FM2517 w	Turn left onto US59 se [US-59] (to TENAHA)	20.4	00:31
12.3	US59 se	Continue Straight on US96 s [TOWNEAST RD]	32.7	00:44
30	US96 se	Turn left onto SH21 e (to SAN AUGUSTINE)	62.7	1:17
8.3	SH21 e	Continue Straight on FM1 s [FM 1]	71	1:29
4.2	FM1 s	Merge onto FM1592 se [FM-1592]	75.2	2:36
8.7	FM1592 se	Turn left onto SH184 se [TX-184] (to YELLOWPINE)	83.9	2:49
2.3	SH184 e	Turn right onto SH87 s [FM83] [1ST ST] [MANN ST]	86.2	2:52
22.8	SH87 s	Turn left onto RR255 ne [RTE-255] (to WIERGATE)	109	2:26
10.8	RR255 e	Turn left onto FM692 ne [FM-692]	119.8	3:45
1	FM692 n	Continue Straight on FM692 (to ANACOCO)	120.8	3:47
0		Beginning Non - State Maintained Travel;	120.8	00:00
0.2	FM692 n	Jct & by ANACOCO	121	3:47
0.1	FM692	Jct FM692 Local	121.1	3:47
Final Destination: FM0692;LA;Burkeville				
			121.1	**3:47**

Abbreviated Route

==> FM0031;LA;Logan <==FM31 w (JOAQUIN to LONGSTREET), FM2517 w (to TENAHA), US59 se, US96 se (to SAN AUGUSTINE), SH21 e, FM1 s, FM1592 se (to YELLOWPINE), SH184 e, SH87 s (to WIERGATE), RR255 e, FM692 n (to ANACOCO), , FM692 n, FM692==> FM0692;LA;Burkeville <==

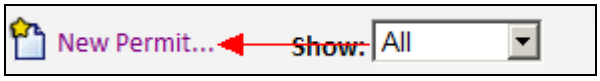
ORDERING A PERMIT

The TxPROS Customer Interface allows customers to create permit applications for OS/OW and temporary registration travel within the State of Texas. If the parameters of the load are within limits set by MCD, the permit can be self-issued by the customer. Permit applications exceeding these limits or applications that need assistance from the Permit Office will be submitted to the Permit Office for issuing.

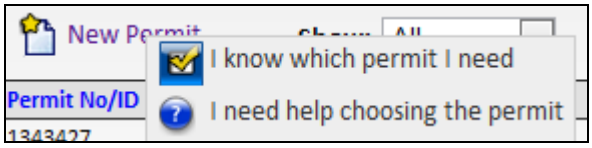
This chapter will deal mainly with applications that are self-issue. If a permit application exceeds the parameters envelope for self-issue, or if the customer would like assistance from the Permit Office, the application will be submitted to the Permit Office for review. The progress of this permit application can be tracked on the **Customer Dashboard** in the **Permits Panel**. More information regarding applications that are not self-issue is found in Chapters 3 and 4.

START A PERMIT ORDER APPLICATION:

1. Click the **New Permit** link at the top left of the **Permits Panel**.



2. If you know what type of permit you need choose **I know which permit I need**. Otherwise select **I need help choosing the permit**.



Choosing **I need help choosing a permit** will open the **Permit Wizard** which will ask you several questions designed to help you determine what permit best fits your needs for this load.

If you are ordering a permit for your company, the information entered and saved from the **Company Information** screen will be filled in for you on the Order Permit page.

If you are a wire service and the permit is being ordered for another company, enter the Customer Number for the company you are ordering the permit for.

3. Choose a primary and additional delivery method from the drop down menus. If the delivery method information does not populate, enter the necessary information. If the information does populate from your saved customer information but you want to change it for this permit, enter the updated information.
4. You may enter a Customer Reference for this permit. This is an optional field on the permit application that enables you to associate a permit to a particular job, job number, or some other internal tracking. This option is not required and has been provided as a service to MCD customers. If information is entered for the Customer Reference, you will be able to search on that information and generate a report for all permits associated to that reference. This reference will also print on the permit.

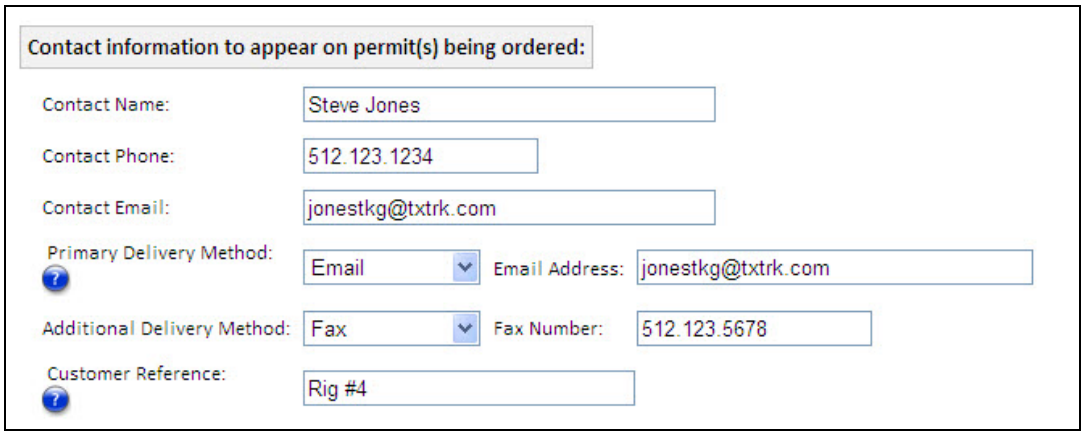


FIGURE 15: CUSTOMER ORDER PERMIT SCREEN

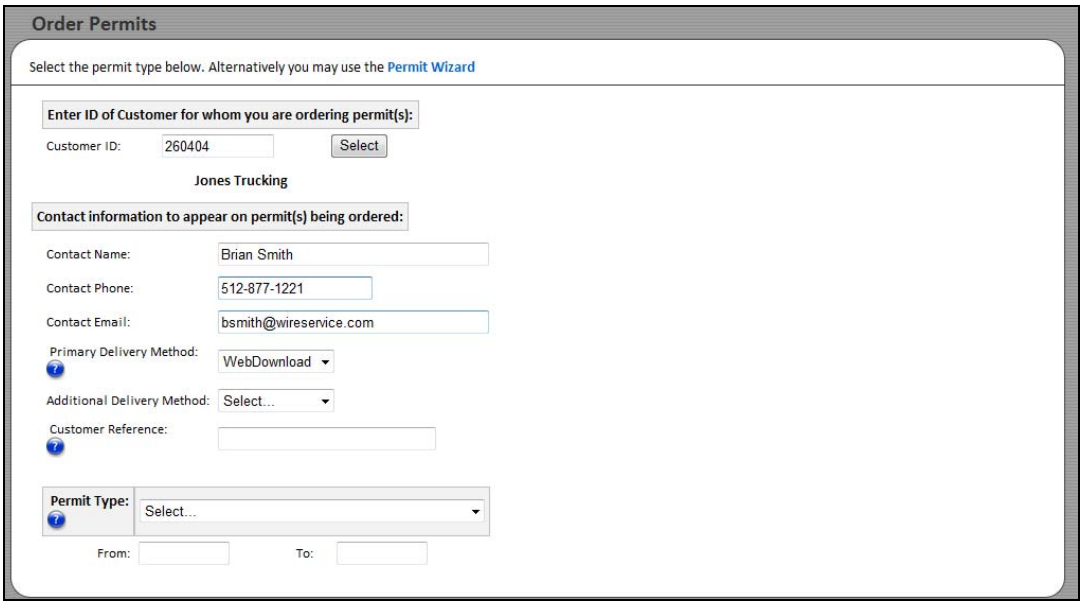
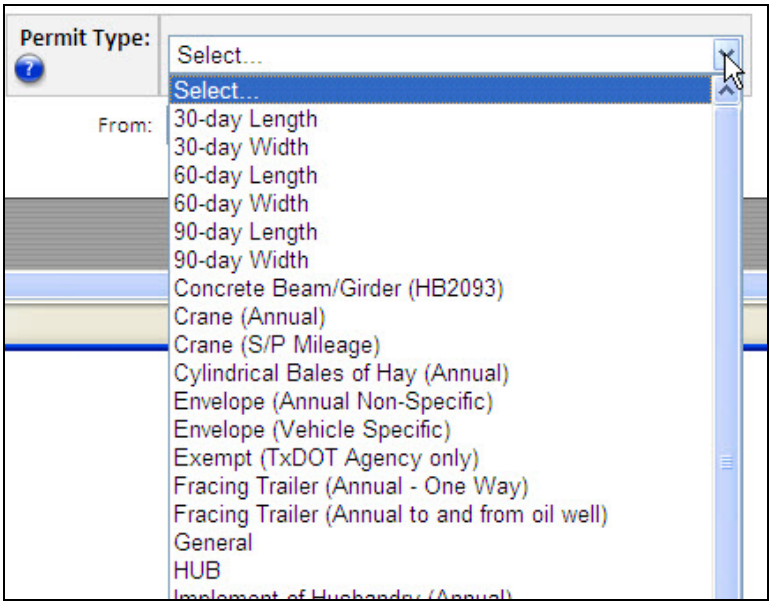
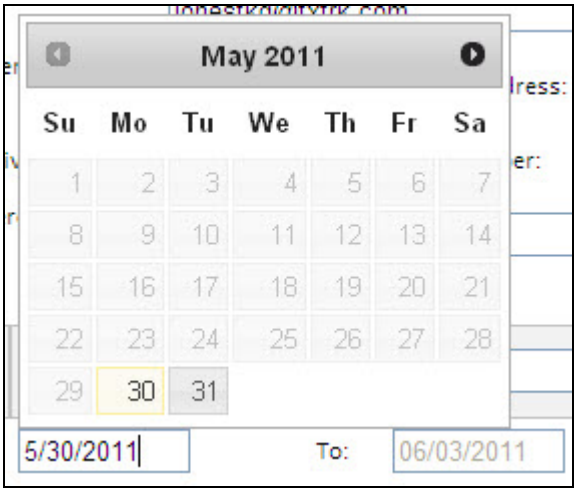


FIGURE 16: WIRE SERVICE ORDER PERMIT SCREEN

5. Select the type of permit that you need by choosing it from the **Permit Type** dropdown list. After choosing a permit type, the **Next** and **Cancel** buttons appear at the bottom.

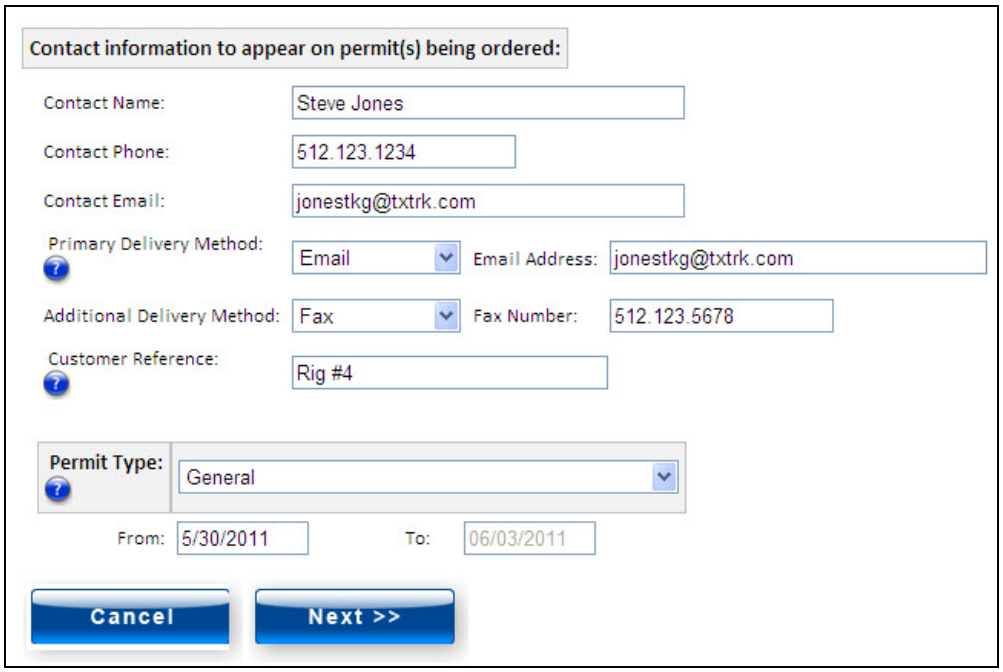


6. Enter the start date for the permit by clicking in the **From** box and choosing a date from the calendar. The start date cannot be earlier than today and is limited by the permit type as to how many days in advance it can be ordered.



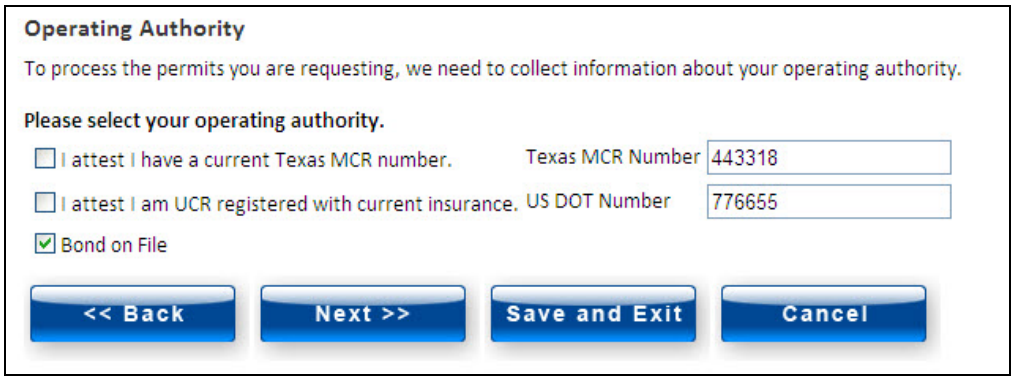
The End Date will be automatically populated for you based on the particular permit that you requested.

7. Click the **Next** button to proceed with the permit or **Cancel** to cancel this permit application.



8. Choose the Operating Authority information by selecting the Operating Authority you will use for this permit. Operating Authority options will be different based on the particular permit selected. If an Operating Authority is not required for the permit type selected, this screen will not be shown.

   Some Operating Authority values can be predefined by entering the USDOT and MCR numbers into the **Company Data** screen. See page 27.



9. Click the **Next** button to proceed with the order process, the **Save and Exit** button to save your progress and resume the application later as described on page 12, or the **Cancel** button to cancel the permit application.

Enter Vehicle and Load Information:

1. Enter information about your load in the **Vehicle and Load Information** screen.

   If you have already saved a Vehicle in the **Company Data** screen as described on page 27, you can choose that vehicle from the dropdown list. It will auto-populate the known information about the vehicle into the form.

   If the unit you are entering is not in your unit list in the **Company Data** screen, the program will ask you if it should add the unit to the list. If you choose **OK** the unit will appear in the unit list and will be available in the future when ordering a permit.

Note: For optimal routing, enter exact load dimensions.

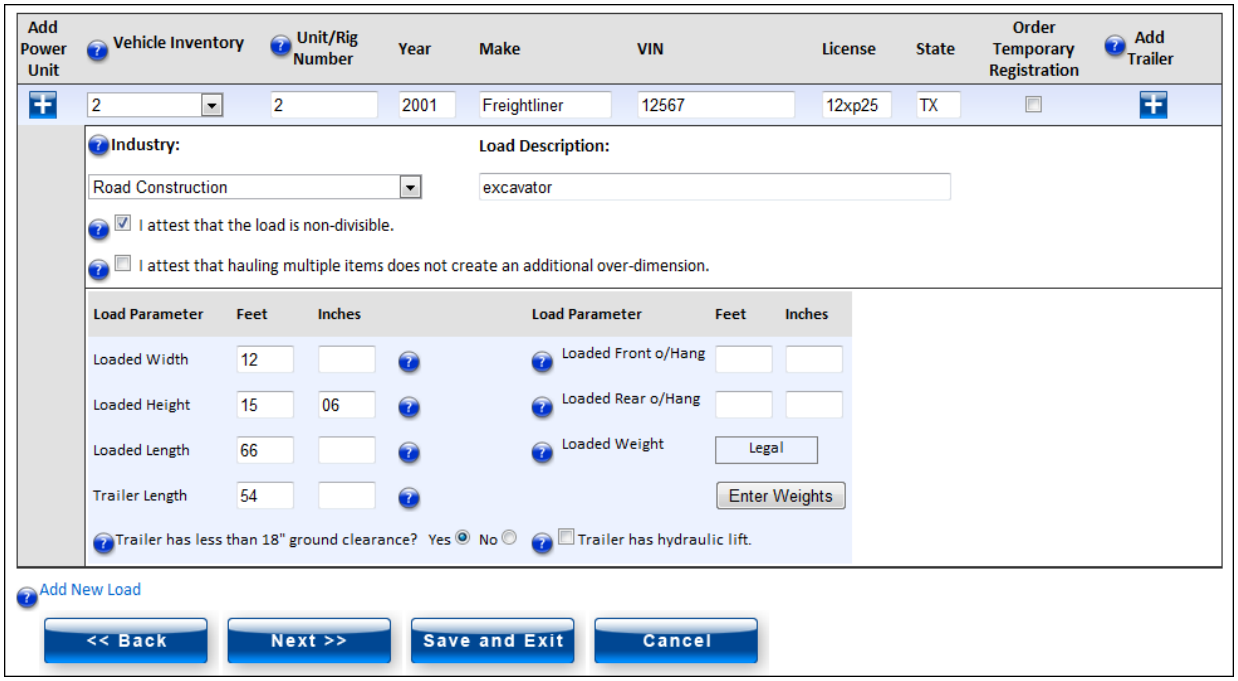


FIGURE 17: VEHICLE AND LOAD INFORMATION SCREEN

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
Vehicle	Information for the vehicle that will be on the permit		
	Add vehicle Button	Create another permit for another vehicle on this application. All vehicle and load parameters and the permit dates must be the same for each vehicle to use this option.	No
	Delete Vehicle Button	Delete a permit request for additional vehicle on this application	No
	Vehicle Inventory	List of saved vehicles and trailers in the customer's TxPROS account	No
	Rig/Unit Number	Unit number of the vehicle on the permit	No
	Year	Model year of the vehicle on the permit	Yes
	Make	Manufacturer of the vehicle on the permit	Yes

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
	VIN	Vehicle Identification Number of the vehicle on the permit	Yes
	License	License number of the vehicle on the permit	Yes
	State	State that issued the license for the vehicle on the permit	Yes
	Order Temporary Registration	Select this check box if a temporary registration permit is requested.	No
	Temp Registration	Select the time period for the temporary registration. The time period can be different if ordering temporary registration for 2 vehicles.	Yes if temporary registration is ordered
	Start Date	Select the start date for the temporary registration	Yes if temporary registration is ordered
	Start Time	Select the start time for the temporary registration	Yes if temporary registration is ordered
	Unladen	Click this check box if the vehicle and/or trailer are unladen when traveling under this permit. **Note:** Certain temporary registrations are unavailable if the vehicle and/or trailer are laden.	Yes if temporary registration is ordered
	Add Trailer Button	Add a line to enter trailer information for the permit	No

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
Trailer	Information for the trailer that will be on the permit. Trailers are not required to be entered for all permits types. Some permits will not allow a trailer to be entered, some will require having one entered, while others will allow a trailer to be entered at the user's discretion.		
	Vehicle Inventory	List of saved vehicles and trailers in the customer's TxPROS account.	Yes
	Rig/Unit Number	Unit number of the trailer on the permit	Yes
	Year	Model year of the trailer on the permit	Yes
	Make	Manufacturer of the trailer on the permit	Yes
	VIN	Vehicle Identification Number of the trailer on the permit	Yes
	License	License number of the trailer on the permit	Yes
	State	State that issued the license for the trailer on the permit	Yes
	Order Temporary Registration	Select this check box if a temporary registration permit is requested.	No
	Start Date	Select the start date for the temporary registration	Yes if temporary registration is ordered
	Start Time	Select the start time for the temporary registration	Yes if temporary registration is ordered
	Unladen	Click this check box if the trailer is unladen when traveling under this permit. Note: Certain temporary registrations are unavailable if the trailer is laden.	Yes if temporary registration is ordered
Industry	An appropriate industry for the items being hauled must be selected from this dropdown box		Yes

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
Load Description	A brief description of the load being hauled		Yes
I attest that the load is non-divisible	By checking this option you confirm that the load being hauled cannot be broken down further or disassembled as per TxDMV rules. If the load **IS** divisible then the legally stacked option must be confirmed.		Yes
I attest that hauling multiple items does not create an additional over-dimension	This checkbox confirms to TxDMV that the load is legally stacked per TxDMV rules.		Yes
Load Measurements All measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see http://www.txdmv.gov/motor_carrier/overweight_permit/weight_limits.htm			
The fields in this section are related to describing the dimensions of the load.			
Load Parameter	Dimension values of the load		
	Loaded Width	Greatest width of the vehicle and load	
	Loaded Height	Greatest height of the vehicle and load	
	Loaded Length	Length of the vehicle and load	
	Trailer Length	Length of the trailer	
	Loaded Front o/Hang	Length of the load extending beyond the foremost point of the vehicle	
	Loaded Rear o/Hang	Length of the load extending beyond the rearmost point of the vehicle	
	Trailer has less than 18” ground clearance	Select yes or no stating if you have a lowboy type trailer which is a trailer with less than 18 inches of ground clearance.	
	Trailer has hydraulic lift	This checkbox will mark the lowboy trailer as having hydraulics.	

TABLE 5: SET VEHICLE AND LOAD INFORMATION

Element	Function		Required?
	Loaded Weight	Gross weight of the vehicle and load. Set automatically by the **Enter Weights** button (see below).	
	Feet	Number of complete feet and inches of each load parameter. **Note 1:** The Inches value should be rounded up. For example, if the Load Width is 13 feet, 7.5 inches, then enter the Feet value of 13, and the Inches value of 8 **Note 2:** This value is not applicable to the Loaded Weight parameter.	Yes
	Inches		
Enter Weights	Enter the axle weights for the vehicle and load. This feature **IS** required if the weight exceeds legal. See **Axle Weights Screen** on page 68.		No
Add New Load	Add a second vehicle/load parameter box that can be filled out separately to order two or more permits of the same type at the same time. This would be used for a Rig Move.		No
Clone Previous Load Information	When adding a new load (see above) this option can be selected to copy all of the load dimensions into the newly added vehicle/load parameter box. This would be used for a Rig Move.		No
Back	Return to the previous screen		
Next	Continue to the next screen		
Save and Exit	Save the permit and load information and exit without submitting the permit application to TxDMV. This application can be resumed at a later time as described on page 12.		
Cancel	Cancel a permit application		

2. Click the **Enter Weights** button to enter the appropriate axle weights and spacings if the loaded weight exceeds legal.

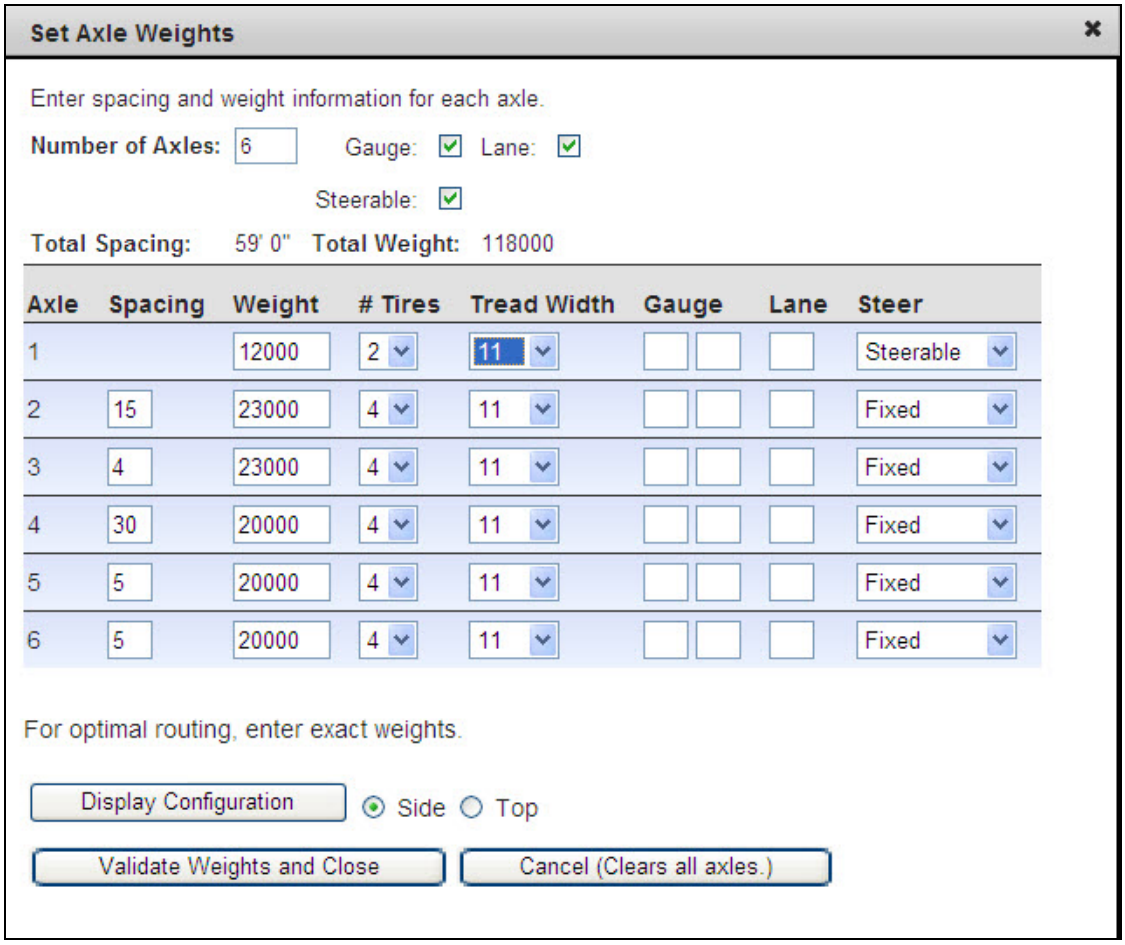


FIGURE 18: AXLE WEIGHTS SCREEN

TABLE 6: SET AXLE WEIGHTS

Element	Function
Number of Axles	Total amount of axles for the load and power unit
Gauge	Show or hide the Axle Gauge column
Lane	Show or hide the Lane column
Steerable	Show or hide the Steer dropdown list for each axle. This option should be selected (shown) if you have a steering or articulated axle other than the first axle.
Total Spacing	Total axle spacing for the vehicle and the load. This is an informative feature that is auto-updated as you enter axles.
Total Weight	Total weight for the vehicle and the load. This is an informative feature that is auto-updated as your enter weights.
Axle	The order of the axles from the steering axle backwards OR From the first axle in a trailer backwards
Spacing Feet	The space between the current axle and the axle in front of it in feet measured according to TxDMV regulations. Spacing must be entered in whole feet. The minimum spacing between axles is 4 feet.
Weight	The load borne by the current axle Note: The weight measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see http://www.txdmv.gov/motor_carrier/overweight_permit/weight_limits.htm
# Tires	Number of tires on the current axle
Tread Width	Tread width of the tires on the current axle as measured according to TxDMV regulations
Gauge (Column)	The inside gauge of the axle measured from the inside of inboard wheels. Only applicable if part of a trunion.

TABLE 6: SET AXLE WEIGHTS

<table>
<tr><th>Element</th><th>Function</th></tr>
<tr><td>Lane (Column)</td><td>Indicate the Lane the axle is in using the following table.

TABLE 7: AXLE LANE DESIGNATORS
<table>
<tr><th>Element</th><th>Description</th></tr>
<tr><td>C</td><td>Center lane of travel. This is the default lane option used and will be assumed if box is left blank.</td></tr>
<tr><td>R</td><td>Right lane of travel</td></tr>
<tr><td>L</td><td>Left lane of travel</td></tr>
<tr><td>A</td><td>Right outrigger</td></tr>
<tr><td>X</td><td>Left outrigger</td></tr>
</table></td></tr>
<tr><td>Steer (Column)</td><td>Indicate if the axle is steerable, articulating, or fixed.</td></tr>
<tr><td>Display Configuration</td><td>Displays the axle configuration in a diagram with a side or top view:

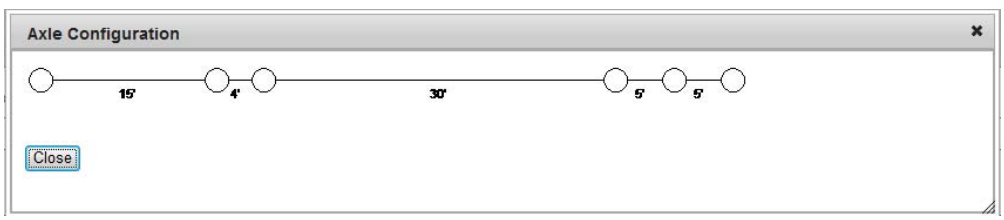
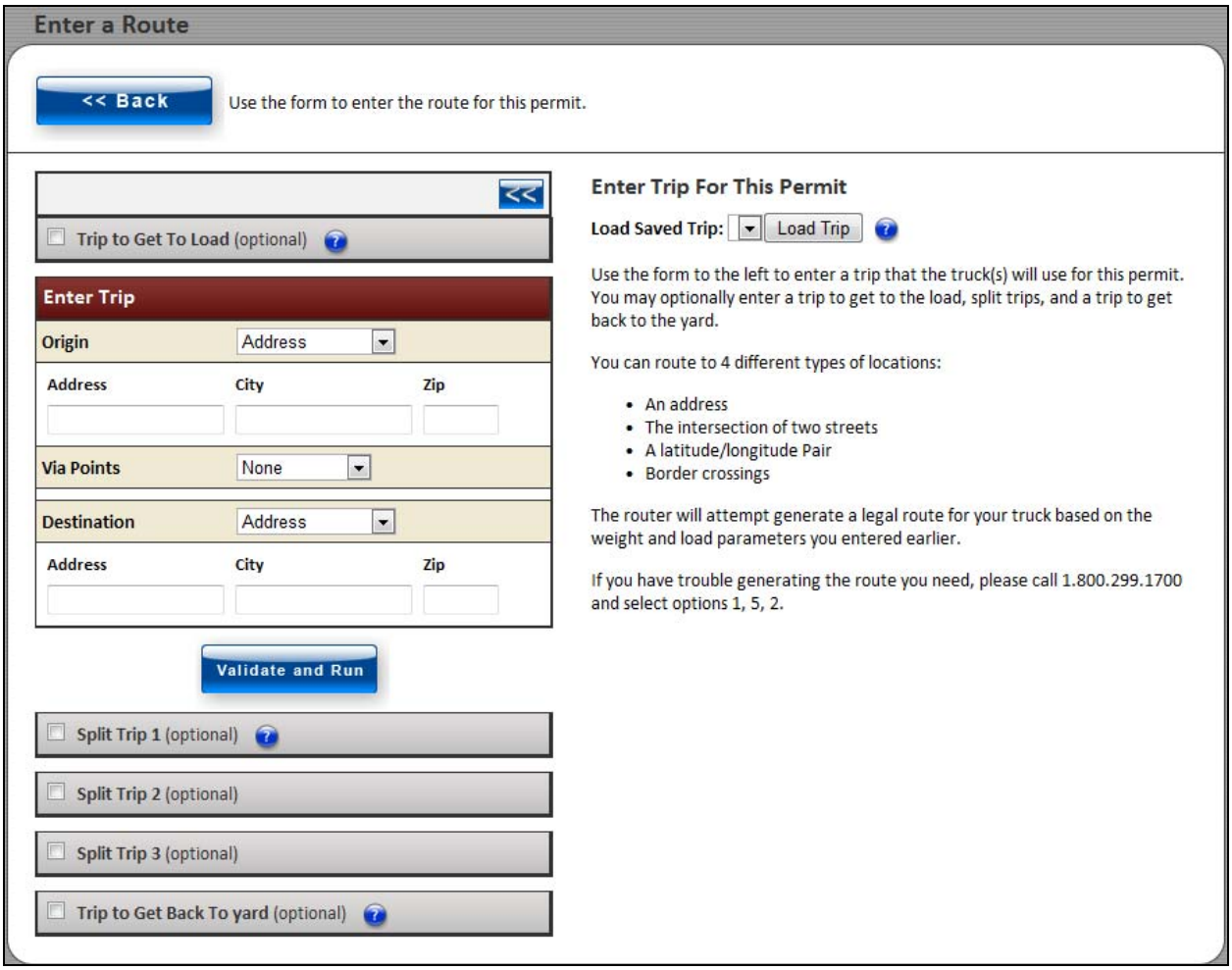
 

FIGURE 19: AXLE CONFIGURATION</td></tr>
<tr><td>Validate Weights & Close</td><td>Once weights are entered this validates that the axle weights and spacings are legal and closes the window.</td></tr>
<tr><td>Cancel (Clears all axles)</td><td>Clears all axle information for this permit application</td></tr>
</table>

3. Enter information about the axle dimensions and axle weights of your load.
4. Click Display Configuration to view a side or top view diagram of the axle configuration to confirm settings. Make changes if necessary.
5. Click **Validate Weights and Close**.
6. Click the **Next** button to continue.

If you do not want to continue with the permit you can click the **Save and Exit** button and return to the **Company Dashboard**. This permit application can be resumed at a later time as described on page 12.

Enter a Route



From this screen you can:

- Generate a simple point to point route (see page 94)
- Generate a route through specified map points (see page 99)
- Generate a route over specified highways (see page 96)

You can also generate multiple routes each with a separate origin and destination when you:

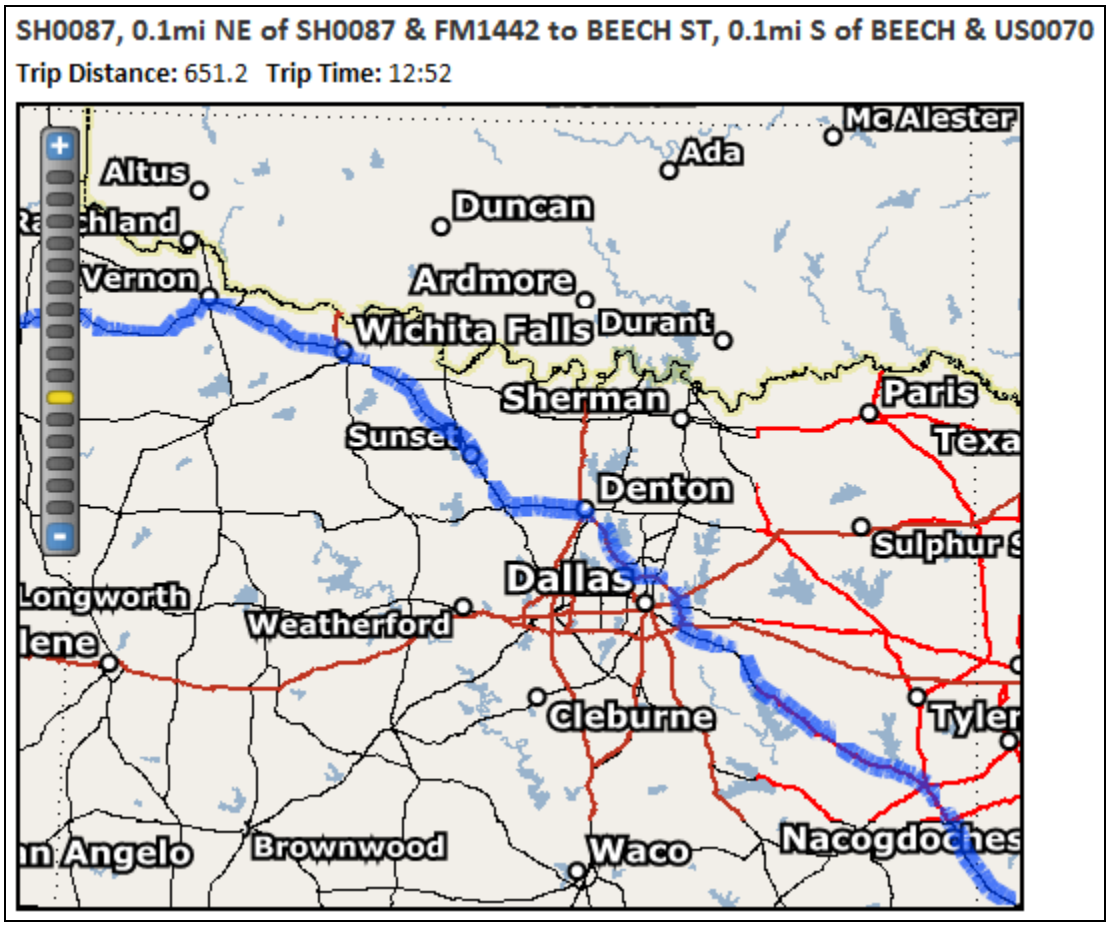
- Generate a split route (see page 102)
- Generate a route for an Empty Load, if an unloaded vehicle is oversize or overweight and if it:
  - Must travel empty to pick up the load (see page 104)
  - Must travel empty to a storage facility after dropping its load (see page 106)

1. Choose your origins and destinations to be any combination of specific addresses, intersections, border crossing, and latitude/longitude of a location selected on the map.

   Note: Each of these multiple routes can be simple point-to-point, routed through via points, or routed over specified roadways. For example, you can generate one leg of a split route as simple point-to-point, and select the origin by an intersection and the destination by its address. Another leg could stipulate that it will travel over specified roadways. The origin could be a border crossing and the destination could be selected by clicking on the map. An Empty Load permit route could be generated at the beginning and end of the trip route.

2. When you have made all your routing selections, click **Validate and Run**.

   The Trip Results page is displayed (see Trip Results Screen on page 108.)

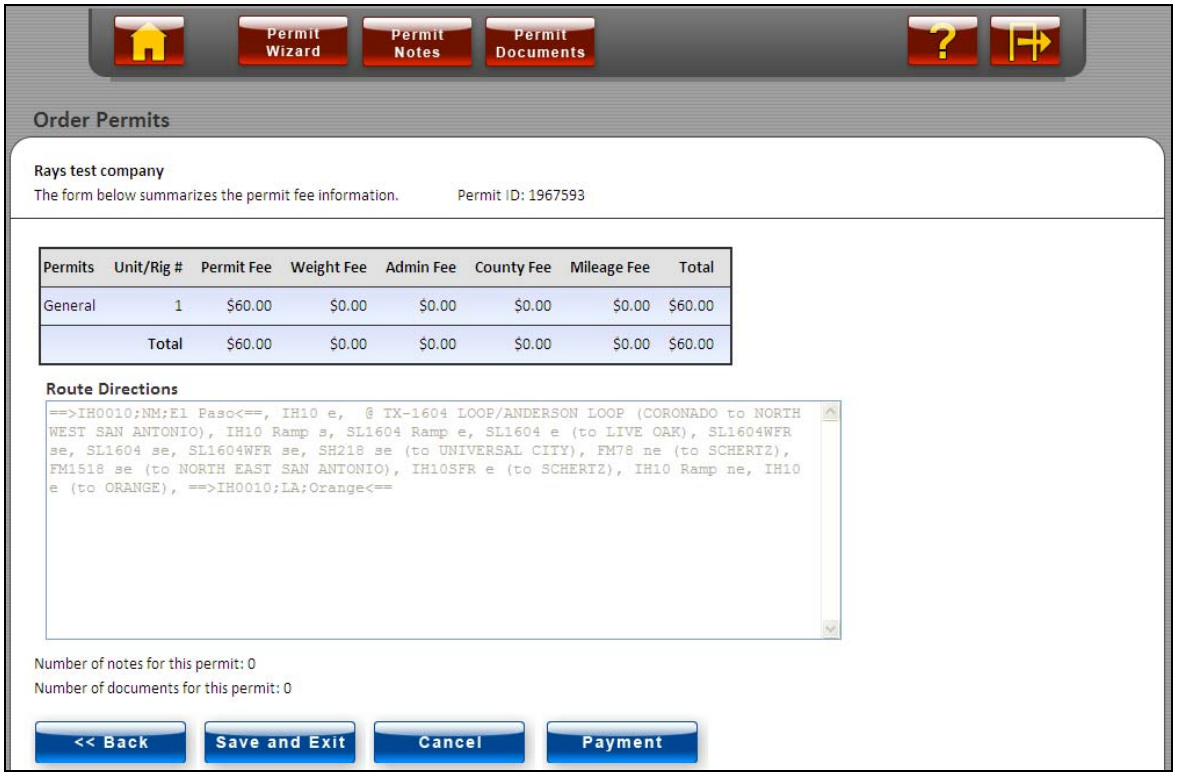


If the system requires additional information to generate the route or if it cannot generate a route based on the information provided, the Validate Locations area gives you the opportunity to provide more information or to expand the Enter Trip box to modify your route details.

When the system has collected sufficient information to generate a route, the Trip Results page displays the route and additional information about the route.

3. Once the trip looks satisfactory click the **Next** button on the top-right of the map.

The **Order Permits** screen will show you the total cost of the permit and a summary of your route directions.



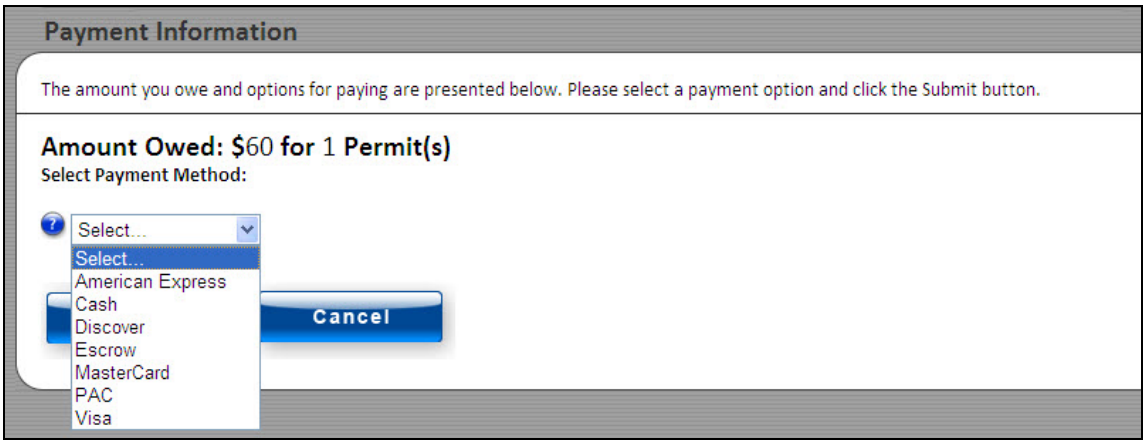
4. Review the cost, route directions, and view any notes regarding this application. Click the **Permit Notes** button in the Navigation Bar to review these notes.

5. If there are any documents that need to be attached, click **Permit Documents** and add a PDF of the document you would like included with the permit application.

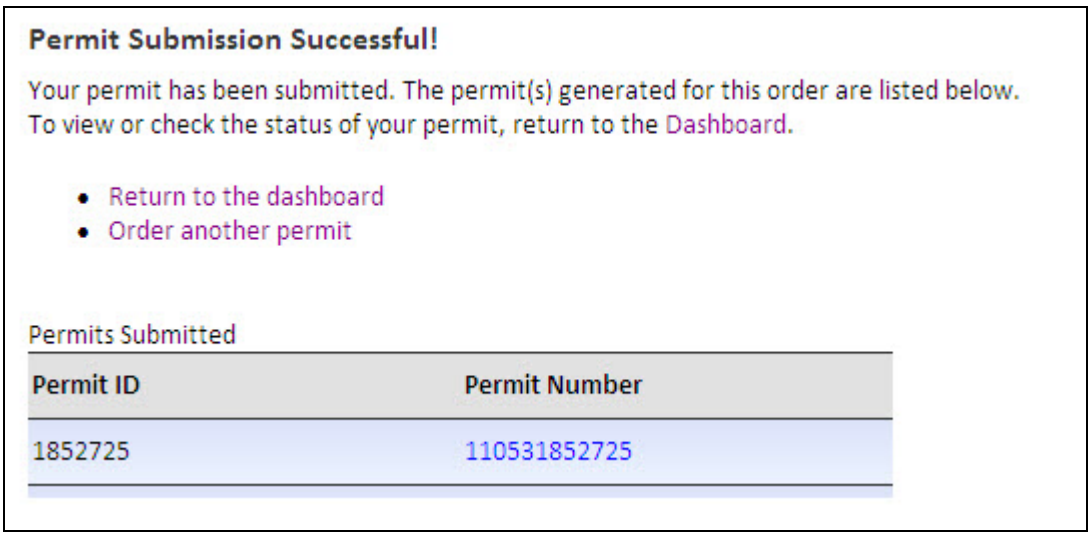
6. Click **Save and Exit** to resume the permit application at a later time or click **Payment** to continue to the payment page or click **Cancel** to cancel the permit application.

7. If you clicked **Payment**, select the payment method to purchase the permit. If Cash is selected you must also identify which location you will pay for and pick up your permit.

   NOTE: Cash permits cannot be accessed by the customer until paid for at the selected location. If you need to change your cash permit payment location, you must contact MCD.



8. Once the payment is processed, you will receive a "Permit Submission Successful" message. Click the Permit listed in the Permit Number column to print a copy of your permit and driving directions. You can also click **Return to the dashboard** and locate this permit on the **Permits Panel** and print the permit. You can **Order another permit** from this screen or from the **Customer Dashboard**.



PERMIT ENQUEUED:

When you order a permit that is not self-issue, the system will allow you to go through the permit application process from start to finish including gathering information for your payment once the application is complete. Instead of the Payment Successful message, you will be notified that your permit in enqueued or that it has been placed in a permit office queue for processing. Your application will have a **Permit ID** as a reference number. You will not receive a **Permit Number** and your payment will not be processed until your permit is issued.

Permits Enqueued: Permit type not self issue

Permit ID	Permit Number
1967083	

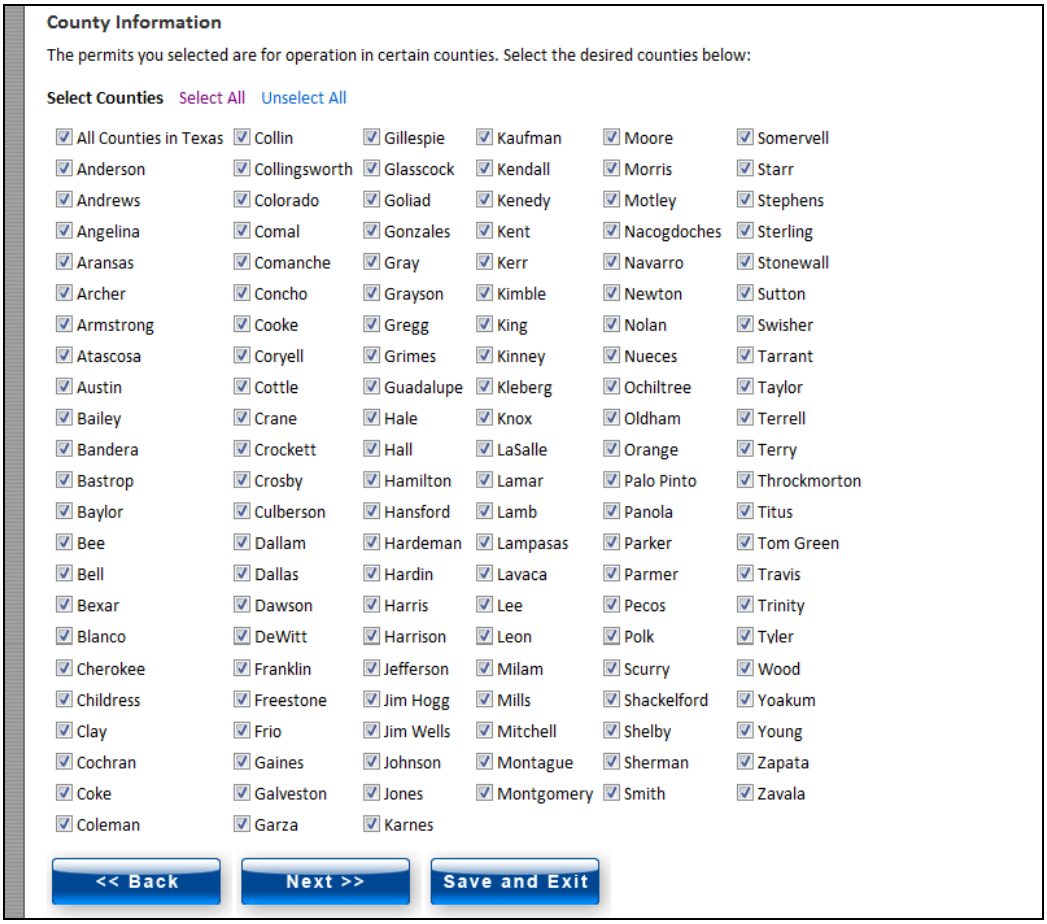
Permits that are enqueued can be found on your **Customer Dashboard** listed by the **Permit ID.**

Other Permit Entry Screens

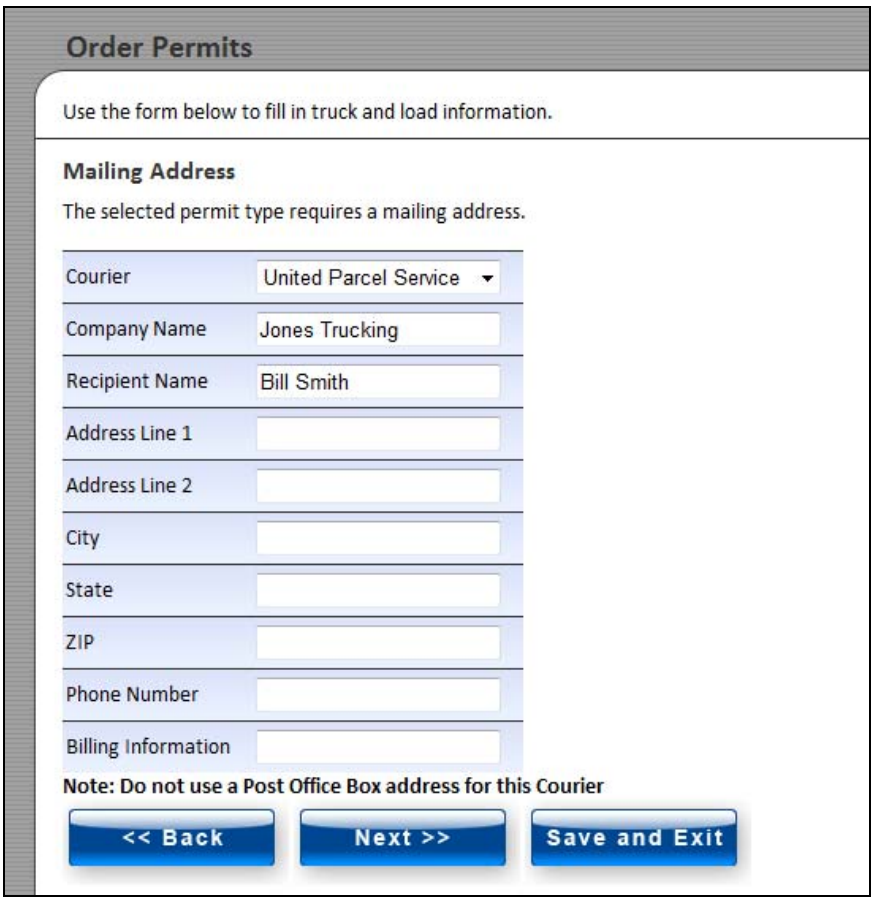
TxPROS will display other application screens depending on the permit type.

- Certain permit types require special data items to be provided for the permit. Manufactured Housing is an example of such a permit. These items are entered using the **Special Items** screen. Each **Special Items** screen will be different based on the information needed. Hover over the question marks for additional information for each field.

- Permits such as the 1547 permit require the user to select the counties to include on the permit. The counties are selected using the **County Information** screen.



- Permits that must be mailed have a screen for the user to enter a mailing address and courier payment information.



TYPES OF ROUTES

The following types of routes can be generated:

- From one location to another location (see page 94)
- From one location to another location through specified via points selected on the map (see page 99)
- From one location to another location along specified roadways or through specified intersections (see page 96)

You can use the above options to do any or all of the following:

- Generate a split route (see page 102)
- Add a leg to the beginning of the route for the vehicle to pick up the load (see page 104)
- Add a leg to the end of the route to drop the unloaded vehicle to a storage yard (see page 106)

Enter a Route Screen

This screen is used to enter the following details about routes to be generated:

- The origin/destination of the route (see page 82)
- Path conditions of the route such as the VIA points it should pass through or the roadways it should attempt to use (see page 99)
- Whether the permit needs to include getting the vehicle to the load or return the vehicle to yard (see pages 104 thru 106)

The fields and options vary based on your selections.

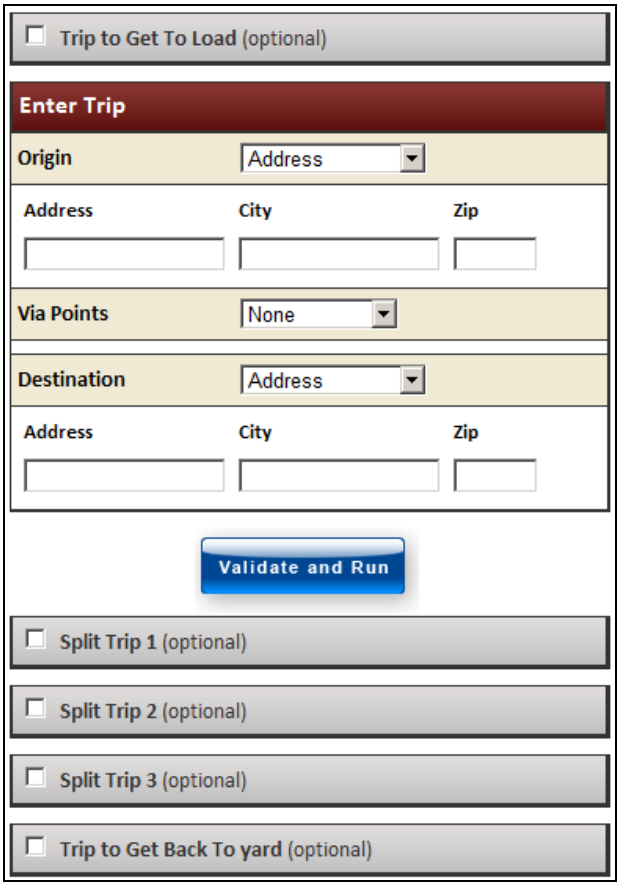


FIGURE 20: ENTER ROUTE POINTS: POINT-TO-POINT, NO VIA POINTS

TABLE 8: ENTER A ROUTE SCREEN ELEMENTS

Element	Function	
Route Area		
Origin/Destination dropdowns	The beginning and ending locations of a route. The available fields for each vary based on the way you select the origin or destination. See Selecting an Origin and Destination on page 82 for more information.	
Via Points dropdown **None** option	Select to generate a basic point to point route with no specified via points or highways. See page 94 for more information.	**Note:** You can also use any of these methods for the routes of a Split Trip or an Empty Load permit route.
Via Points dropdown **Highway** option	Select to display fields to specify road names to use in the route. See page 96 for more information.	
Via Points dropdown **Find on Map** option	Select to display **Select on Map** to pick a location from the map. See page 99 for more information.	
Additional Routes Area		
Split Trip	Select to display extra Route fields for two or more separate routes under the same permit.	
Trip to get to load	Select to display an extra Route field for an oversize/overweight vehicle to drive empty to the location of the load.	
Trip to get back to yard	Select to display an extra Route field for an oversize/overweight vehicle to drive empty from dropping off the load to a storage location.	
Additional Route Details		
Validate and Run	Click to generate a route based on your selections. This action will collapse the Enter Trip box. You can expand the box to change the route choices.	

Selecting an Origin and Destination

When generating a route, you can enter the details of the origin or destination using a variety of methods. Different fields are available depending on the method you choose. The methods are:

- Specific address
- Intersection (see page 85)
- Border crossing (see page 89)
- Location select on a map – Lat/Lon/Map (see page 90)

By Specific Address

To enter a specific address of an origin or destination:

1. Generate a route as described on page 58.
2. On the **Enter a Route** screen, in an Origin or Destination field, select **Address**.
   The fields change to allow you to enter the details regarding the address.

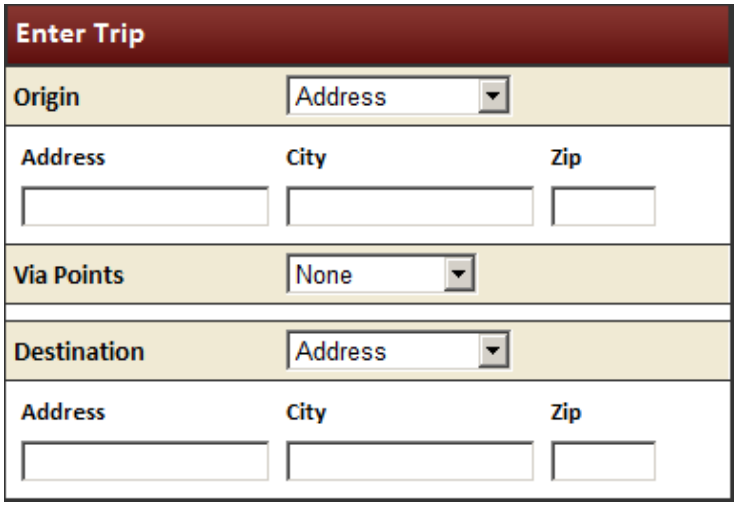
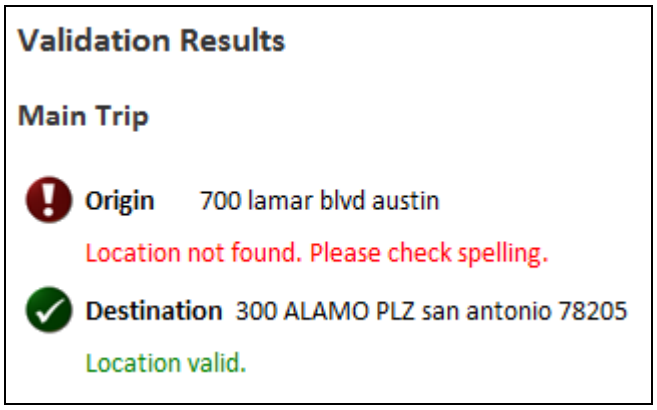


FIGURE 21: ENTER ROUTE POINTS: ORIGIN OR DESTINATION ADDRESS

3. Enter a street address in the **Address** field.
4. Enter the city and/or Zip code of the address in the **City** and **Zip** fields.
5. Enter the rest of your origin and destination and click **Validate and Run**.

If you have entered an address that TxPROS cannot find, the system displays the following message:



6. Re-enter the trip trying a different address.
7. Click **Validate and Run**.

   When the system no longer has any problems with the address information or any other location entered, the **Trip Results** screen displays your route.

TABLE 9: VALIDATION RESULTS SCREEN OPTIONS

Element	Function	
Location	Submitted routing point	
Type	Routing point type selected from the **Enter Routing Points** screen	
	Address	Route point is a street address, city, and Zip code
	Intersection	Route point is the intersection of two roadways. The user has the option of specifying a city.
	Border Crossing	Route point is a border crossing
	Lat/Lon / Map	Route point is a location on the map manually selected by the user
Alternatives	Potential routing points based on the information entered in the **Enter Routing Points** screen	
	Route points that the system has successfully resolved are labeled with a chevron.	
	Route points that have multiple potential resolutions are labeled with a question mark.	
	Route points that cannot be resolved by the system are labeled with an exclamation mark.	
Continue Button	Click to continue generate route after selecting from multiple potential resolutions. This button is only displayed when at least one route point is labeled with: …and no route points are labeled with:	
Edit Route Button	Click to return to the **Enter a Route** screen to re-enter your route point information	

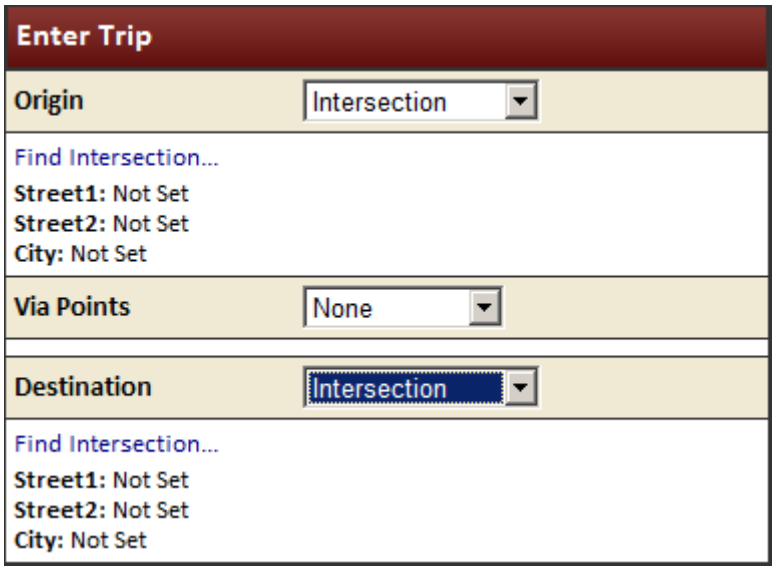
TABLE 9: VALIDATION RESULTS SCREEN OPTIONS

Element	Function
Validating Button	Displayed while the system calculates a route and as long as any route point is labeled with:

By Intersection

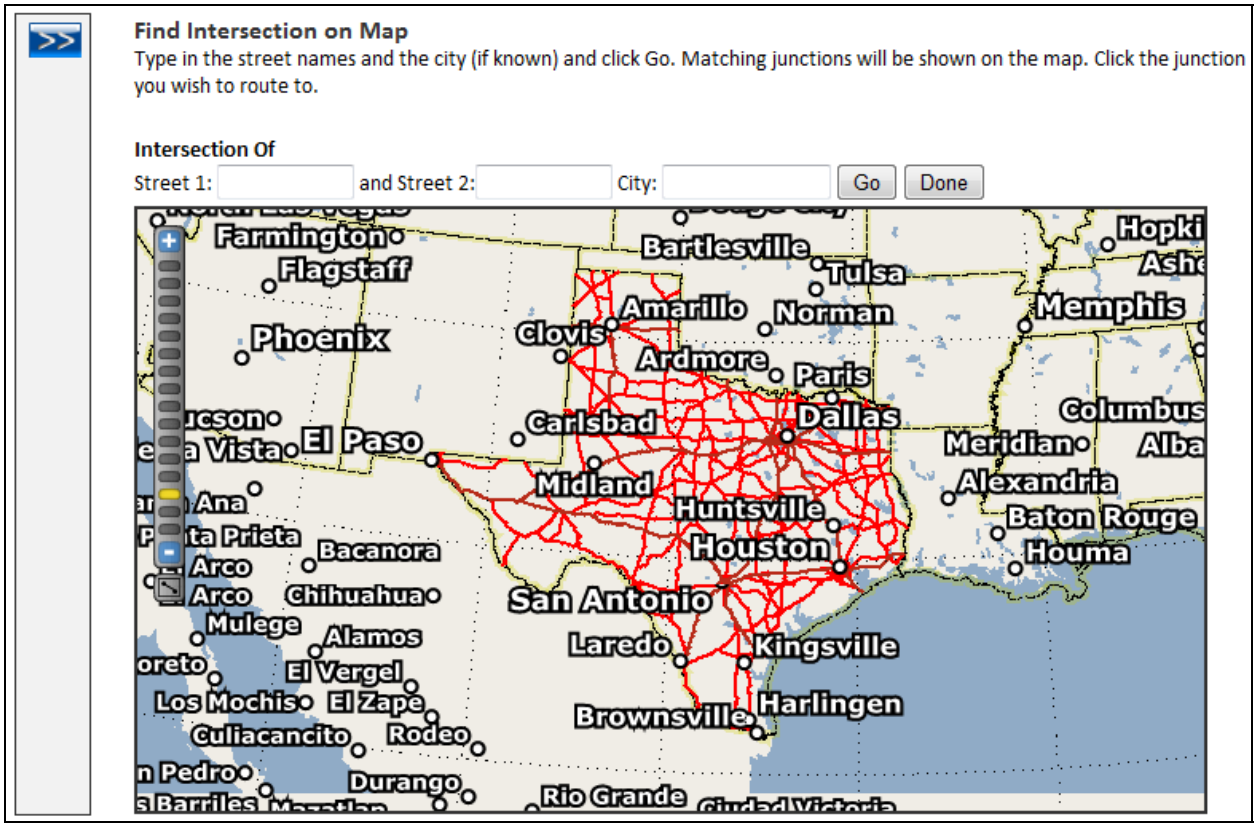
To select an origin or destination using an intersection:

1. Generate a route as described on page 58.
2. On the **Enter a Route** screen, in an Origin or Destination field, select **Intersection**.
   The fields change to allow you to enter the details regarding the intersection.



3. Click the **Find Intersection** link beneath Origin or Destination.

A map panel will open to the right.



4. Enter the two street locations in the **Street 1** and **Street 2** boxes. You can also enter a city, but it is not required. If you are not certain of the city boundaries, you may get better results without the city name. If the streets are Texas highways, the street names should be entered using the Texas Department of Transportation (TxDOT) standard names. See Table 12: Official TxDOT Highway Names on page 99.

5. Click the **Go** button.

If you click **Done** instead of **Go** it will take you back to the Enter Trip box to make a different routing selection.

All of the possible intersection matches will be found on the map, each marked with a numbered pushpin.

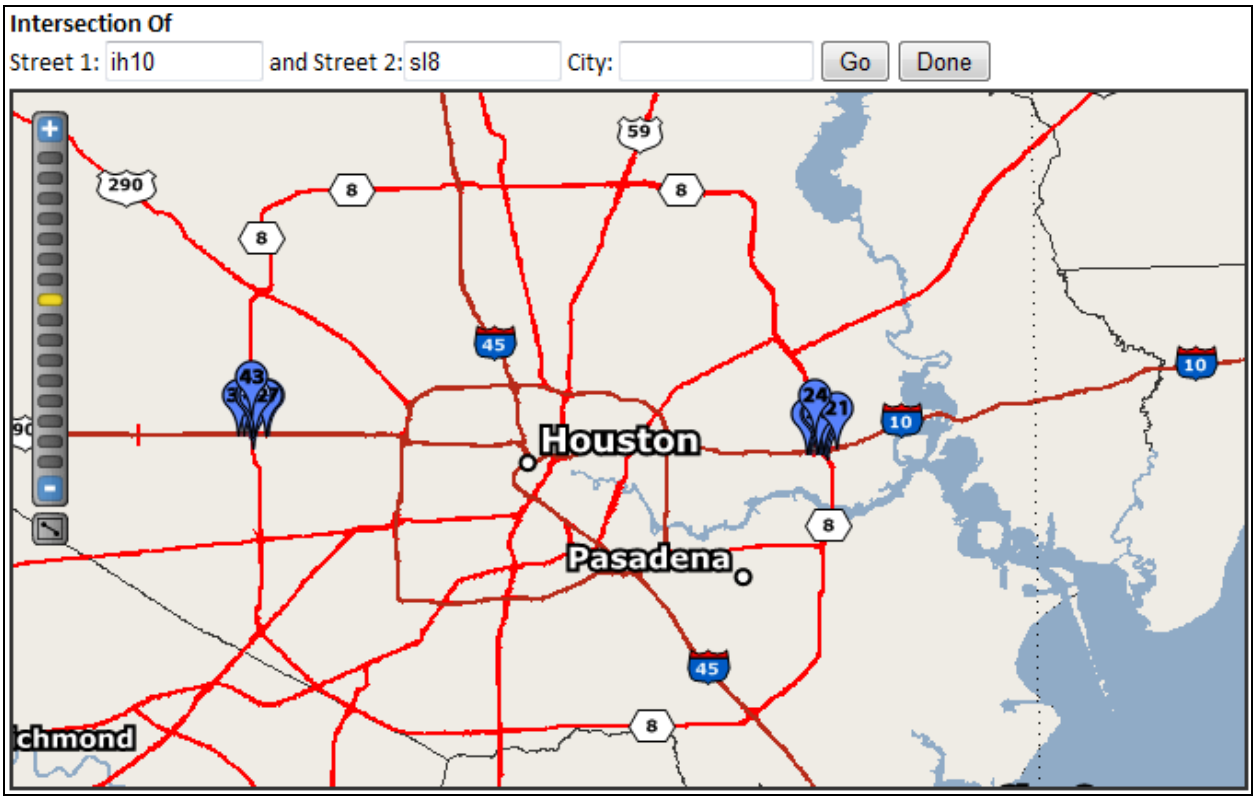


FIGURE 22: INTERSECTION LOCATION FOUND

6. Zoom in and click the pushpin that marks the location that you wish to use. That location will be added to the Origin or Destination box to the left.

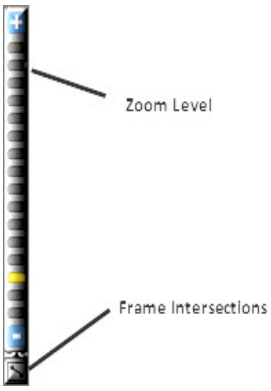
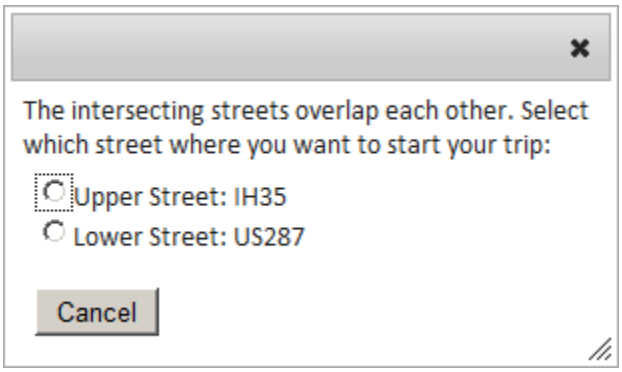


TABLE 10: MAP ZOOM TOOL

Element	Description
Zoom Level	Click the Zoom Level buttons (1-16) to zoom to the center of the map
Frame Intersection	Click to zoom to the lowest level and map location so that map displays all the potential intersections

If an intersection has multiple possible matches at the same location the pushpin will be split. This denotes a possible upper and lower location found. These split locations are typically found in overpasses, etc. When you click on one of these split locations a pop up box will appear listing the upper and lower locations for that intersection. Choose the proper location to continue.



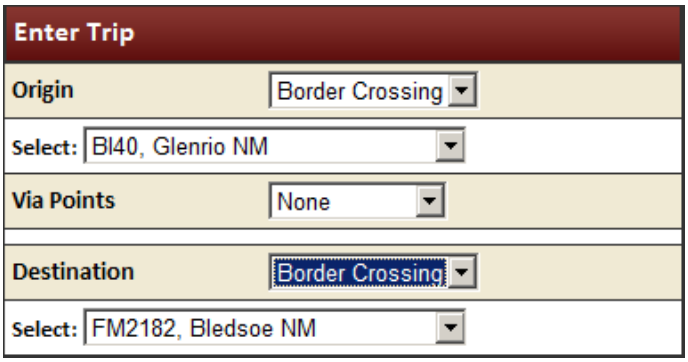
7. Enter the rest of your origin and destination and click **Validate and Run**.

   The **Trip Results** screen displays your route.

By Border Crossing

To select an origin or destination at a border crossing:

1. Generate a route as described on page 58.
2. On the **Enter a Route** screen, in an Origin or Destination field, select **Border Crossing**.
   The fields change to allow you to select a border crossing into the State.



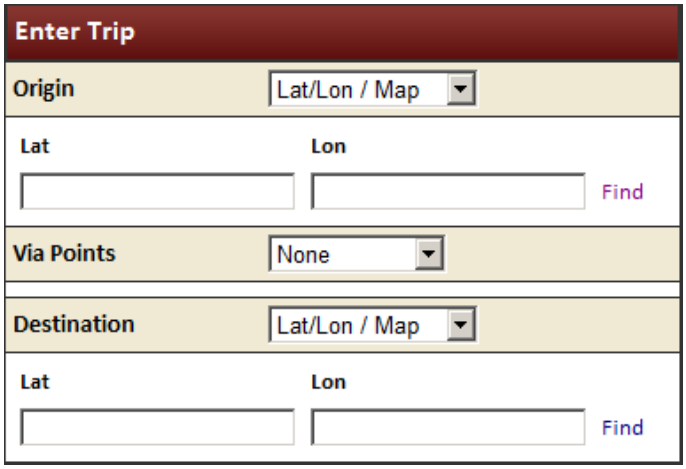
3. From the dropdown box beneath the Origin or Destination box, select the proper border crossing.
   The border crossing list displays the Texas highway name, the name of the city within Texas closest to the border crossing, and the state that the border crossing is with.
4. Enter the rest of your origin and destination, and click **Validate and Run**.

   The **Trip Results** screen displays your route.

By Selecting a Location on a Map

To select an origin or destination of a route by clicking on a location on the map:

1. Generate a route as described on page 58.
2. In the Enter Trip box, in an Origin or Destination field, select **Lat/Lon /Map**.



3. If you know the actual latitude and longitude location of the location to be used, enter that information into the **Lat** and **Lon** boxes. If you do not know the latitude and longitude locations, click the **Find** link to the right of the **Lat** and **Lon** boxes.

The **Find Lat Lon on Map** screen is displayed to the right.

4. Use the **Find Lat Lon on Map** screen to select a routing origin or destination by clicking on a map. See Set Location Screen Options on page 93 for more information on using and navigating this screen.

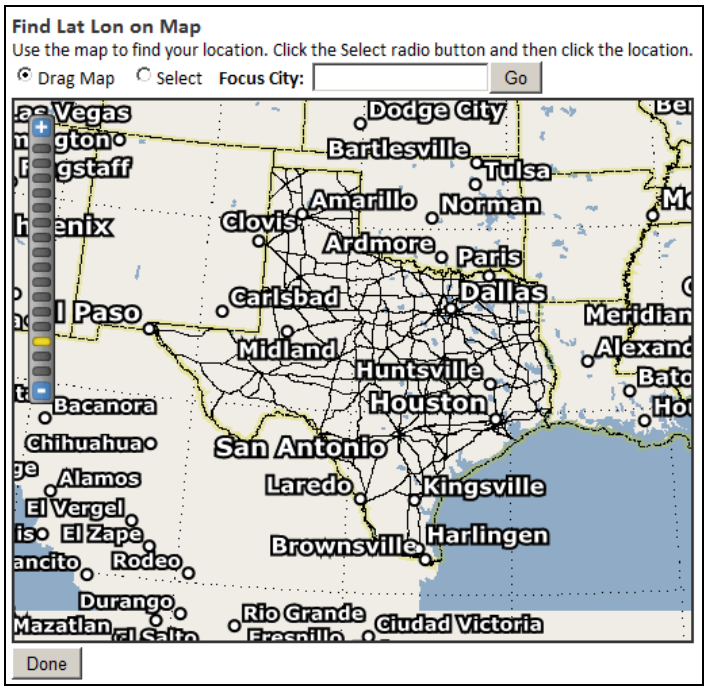
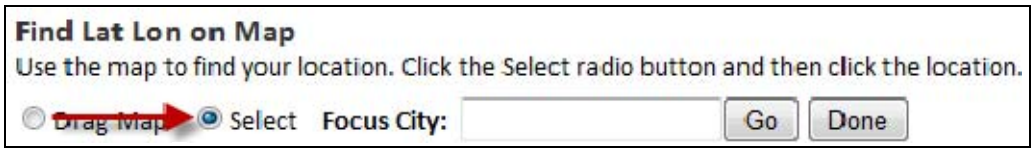


FIGURE 23: FIND LAT LON ON MAP SCREEN

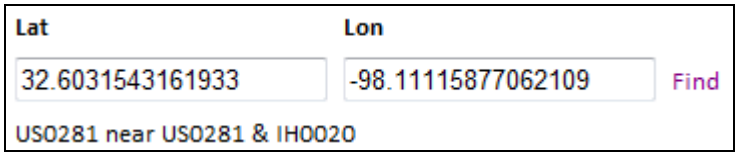
TABLE 11: SELECT LOCATION SCREEN ELEMENTS

Element	Function
Map Area	Displays roads in the State
Zoom toolbar	Use to zoom in an out of the map area. See Table 10 on page 87.
Drag Map option	Select to drag the map to view it better.
Select	Select to set an origin or destination location to route.
Focus City Tool	Enter the name of a city or town and click **Focus City** to center the map on that city and zoom to a level where the city fills the screen.
Go Button	Click to go to the city or town you want to zoom in to after clicking **Focus City** and entering the city name.
Done Button	Click to have the lat/lon of the area selected on the map entered into the origin or destination location.

5. Use the Zoom tool (see Table 10 on page 87) and the Focus City tool to locate the origin or destination location.
6. Choose the Select option.



7. Click a location on the map.
   The **Select Location** screen is closed and the new location is entered in the Lat and Lon fields on the **Enter a Route** screen.



8. Enter the rest of your origin and destination, and click **Validate and Run**.
   The Trip Results are displayed to the right.

Set Location Screen Options

To select an origin or destination location to be routed after choosing the Lat/Lon/Map option and clicking Find:

1. Use the Zoom tool (see Table 10 on page 87) and the Focus City tool to locate origin or destination location.
2. Select the **Select** radio button.
3. Click a location on the map.
   The **Find Lat Lon on Map** screen is closed and the new location is entered in the Lat/Lon fields on the **Enter a Route** screen.

To use the Focus City tool:

1. Enter the name of a city or town within the State.
2. Click **Go**.
   The map centers to the city or town that you entered and zooms to a set level.

Map Zoom Operations

There are several methods to zoom in and out of the map area.

To center in to a location on the map:

1. Double-click a location on the map.
   The map centers to that location.

To drag the map to a select location:

1. Select the **Drag Map** radio button.
2. Place the cursor in the map area, left-click with your mouse, and hold the button down.
3. Move the cursor around.
   The map area moves with the cursor.

To zoom into a location on the map:

1. Double click a map location to center it on the map.
2. Use the Zoom tool (see Table 10 on page 87) or place your cursor on a map location and dial the scroll button on your mouse.
   The map view zooms into the location where your cursor is located.

Routing Methods

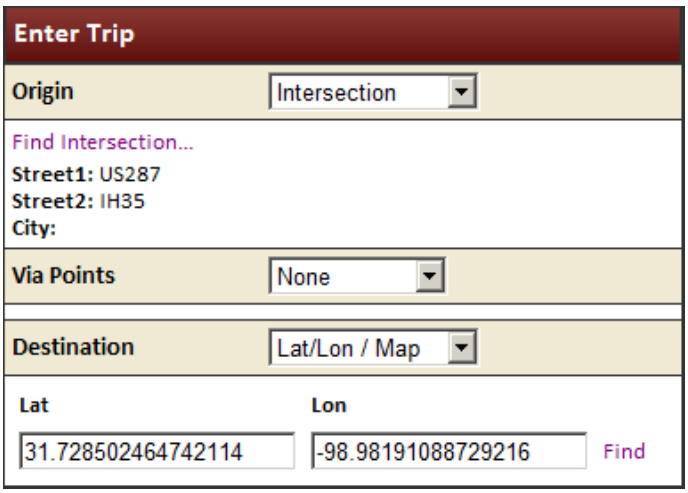
You can generate a basic point to point route, or you can stipulate that a route be generated:

- Through specified via points (see page 99)
- Along specified roadways and through designated intersections (see page 95)

Point-To-Point

To generate a point-to-point route without designated via points or roadways:

1. Begin generating a route as described on page 58.
   The **Enter a Route** screen is displayed.



2. Select the **None** option in the Via Points option.
3. Choose your origins and destinations to be any combination of the following:
   - Specific address
   - Intersection
   - Border crossing
   - Lat/Lon / Map
4. Click **Validate and Run**.
   The Trip Results page is displayed to the right.

HIGHWAY NAMES

This routing method lets you:

- Stipulate a path between an origin and destination
- Identify one or more intersections to use as a “via point” within the generated route.

To use this feature, list the roadways that you want your route to take.

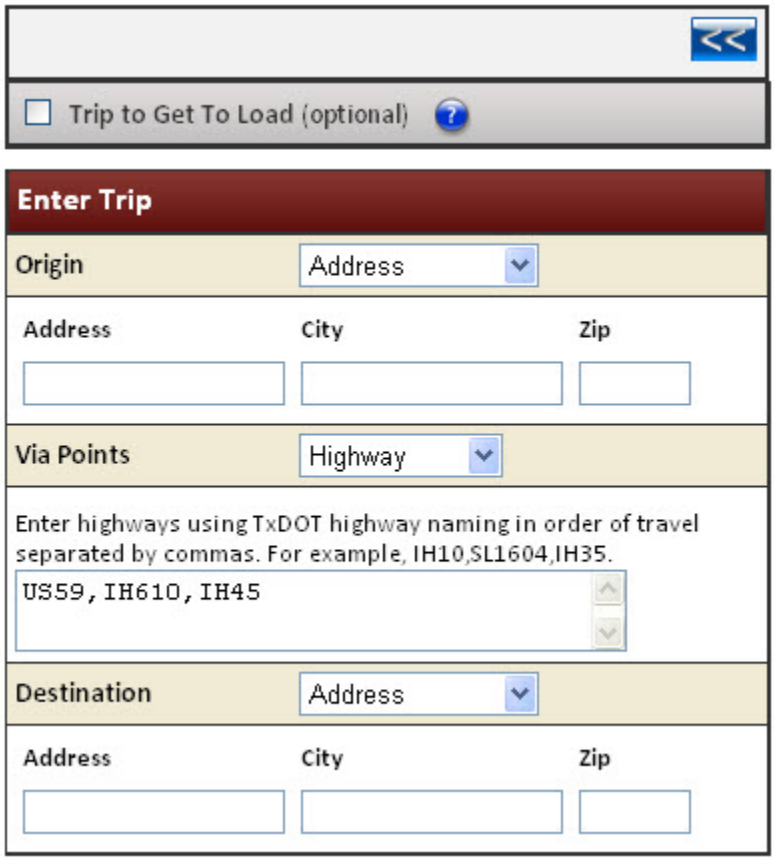
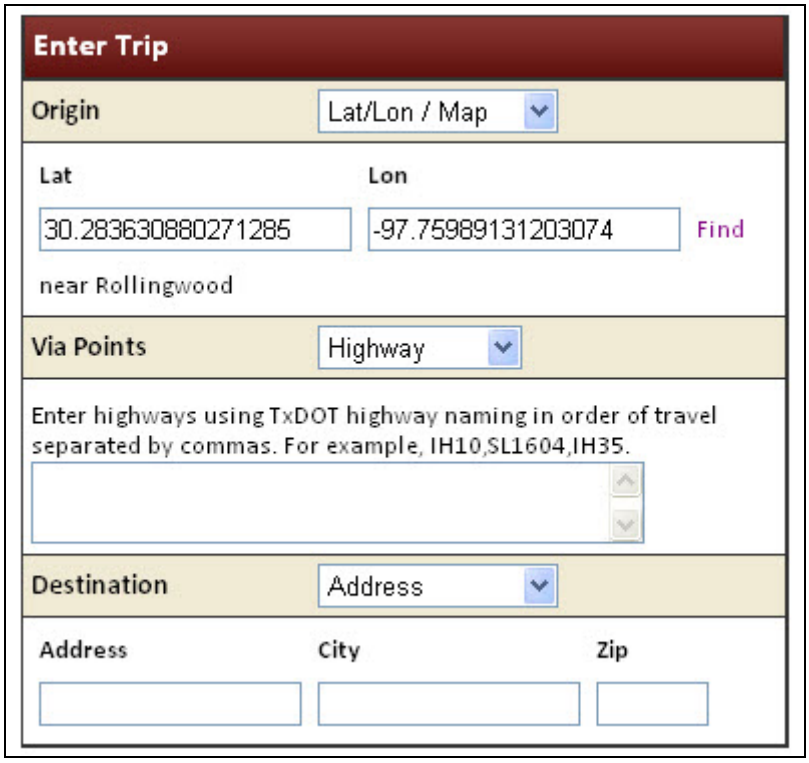


FIGURE 24: ENTER ROUTE POINTS: HIGHWAY FIELDS

To generate a route via specified roadways:

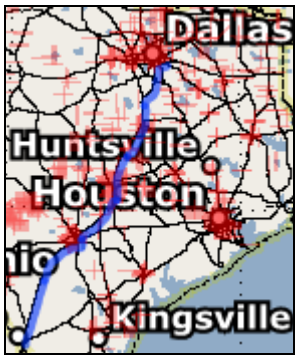
1. Select an origin and destination as described on page 58.
2. In the **Via Points** section, select the option **Highway**.
   The Highway Names fields are displayed.



3. In the **Highway Names** fields enter the names of roadways that the system should use to generate the route in the order of travel separated by commas.
4. Click **Validate and Run.**
   The Trip Results page is displayed showing your route from origin to destination via the highway(s) you entered.

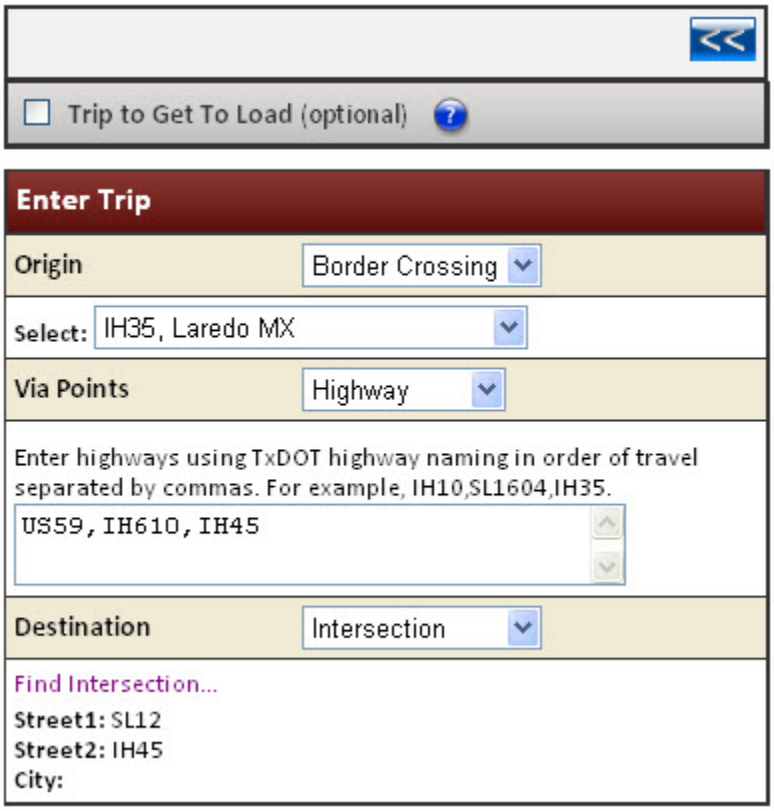
UNDERSTANDING HIGHWAY NAMES

To use an extreme example, if you are routing from Laredo to Dallas, Routing will greatly prefer to take interstate 35 as that is the most direct route, as shown to the right.

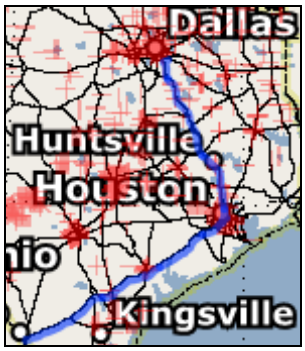


However, using Highway Names, you could recommend that TxPROS Online Routing take the following path if reasonable:

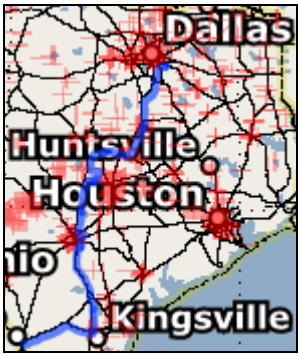
- US Highway 59
- From 59 to Loop 610
- From 610 to Interstate 45


Trip to Get To Load (optional)
Enter Trip
Origin
Border Crossing
Select:
IH35, Laredo MX
Via Points
Highway
Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35.
US59,IH610,IH45
Destination
Intersection
Find Intersection...
Street1: SL12
Street2: IH45
City:

The route could be generated as like this:



You can also use Highway Names to stipulate an intersection that you want your route to cross. As another extreme example, consider the Laredo to Dallas route again. You can enter the Highway names U.S. highway 281 (US281) and U.S. highway 190 (US190). The system will use those two adjacent values as an intersection (located west of Temple) through which it will attempt to route.



Troubleshooting Highway Names

The entered roadways are recommendations, not requirements. If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route. In the previous example, if you stipulated:

- US Highway 59
- From 59 to Loop 610
- From 610 to Interstate 45
- From 45 to SH79
- From 79 to Interstate 20
- Take I-20 into Dallas

In this case, the Highway 79 that intersects with I-45 is UNITED STATES highway (US79); not a STATE highway (SH79). If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route.

For best results, use the official TxDOT highway names:

TABLE 12: OFFICIAL TXDOT HIGHWAY NAMES

Road Type	Naming Convention	Examples
Interstate highways	IHXX Where XX is the route number	IH35, IH610
US highways	USXX Where XX is the route number	US96, US287
State highways	SHXX Where XX is the route number	SH71, SH349
Farm to market roads	FMXXXX Where XXXX is the road number	FM307, FM1442
Ranch to market roads	RMXXXX Where XXXX is the road number	RM2248
State spur	SPXXXX Where XXXX is the spur number	SP600
State loop	SLXXXX Where XXXX is the route number	SL1
Business Interstate highways	BIXX Where XX is the route number	BI35
Business US highways	BUXX Where XX is the route number	BU96

Find On Map

To generate a route through designated map points:

1. Select an origin and destination as described on page 58.
2. In the **Via Points** section, select the option **Find on Map**.

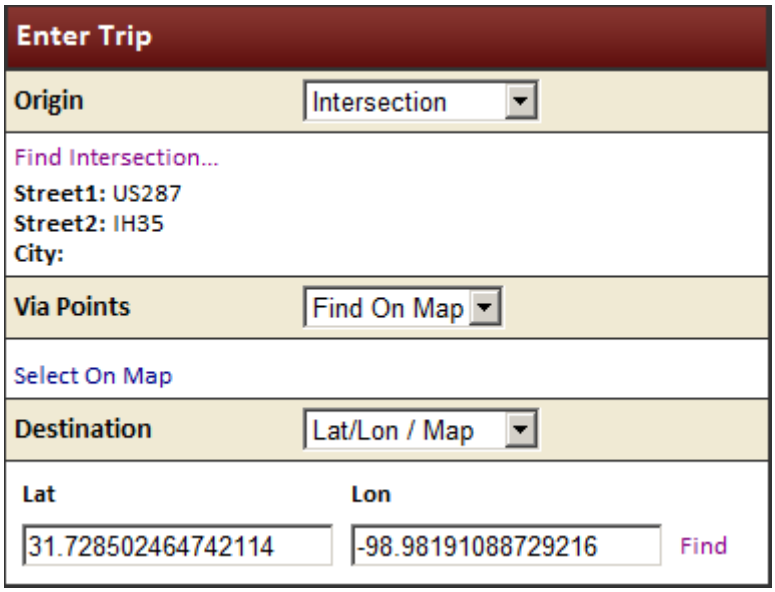


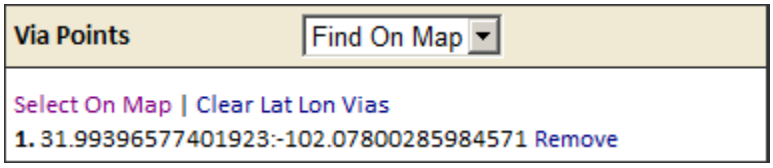
FIGURE 25: ENTER ROUTE POINTS: FIND ON MAP

3. Click the **Select on Map** link, and the **Select Lat/Lon Vias on Map** window is opened.

4. Zoom in and move around the map as described on page 93. You must be zoomed in to a level 14 to click a location on the map as a via point.
5. To select a via point select the **Select** radio button and left click on the map in the location you wish to add.
6. The via point selected will be added to the list beneath the map and a numbered marker will be added to the map.

#	Lat	Lon	Remove
1	31.99396577401923	-102.07800285984571	Remove

The same via point location will be placed in the Via Points section of the Enter Trip box.



7. Add additional via points to the list by repeating the above two steps.

Via points can be individually removed from the list by clicking the **Remove** link on that line. The entire list can be removed by clicking on the **Clear Lat Lon Vias** link in the Via Points box on the left.

Once finished click the **Done** button. The vias will be entered into the trip between the origin and the destination.

8. Click **Validate and Run.**
   The Trip Results page is displayed showing your route from origin to destination via the Find on Map via(s) you entered.

Generate Split Route

Split routes are two or more separate routes under the same permit. Split route permits are used when:

- A vehicle/load will leave the State and re-enter on same or different highway
- The vehicle/load must travel on off-system roadways in the middle of a route

To generate a split route:

1. Generate a route as described on page 58.

On the **Enter a Route** screen, additional split trips can be entered by selecting one of the **Split Trip** boxes beneath the Enter Trip box.

2. Click in the checkbox to the left of a **Split Trip** box to provide an additional Enter Trip box.

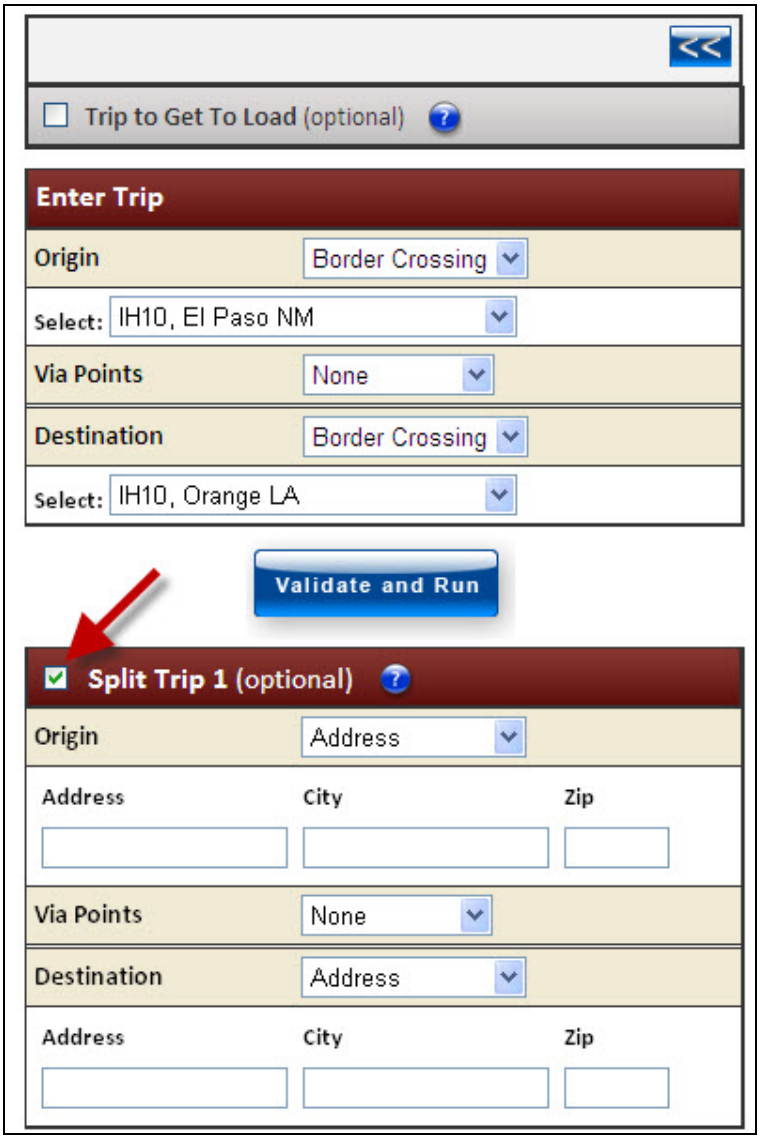


FIGURE 26: ENTER ROUTE POINTS: SPLIT ROUTE, POINT-TO-POINT

You can route any split routes through specified locations as described on page 99.
You can route any split routes over specified roadways as described on page 96.
You can add an Empty Load permit route before the split routes as described on page 104.
You can add an Empty Load permit route after the split routes as described on page 106.

3. Choose your origins and destinations to be any combination of the following:
   - Specific address
   - Intersection
   - Border crossing
   - Lat/Lon / Map
4. Enter the split route information.
5. Click **Validate and Run**.
   The Trip Results are displayed to the right.

Note: Split routes cannot be self-issued.

Generate a Route with an Empty Load Route for Before the Trip

If the motor carrier's vehicle is oversize/overweight even without a load, they might need to include the route from the storage area to the original location of the load. Since the vehicle is not carrying a load, the weight and (maybe) the dimensions will be different. The Empty Load route is treated as an additional leg of the route but is subject to the roadway restrictions based on its altered weight and size.

To add a leg of the route run the vehicle/load empty before the trip:

1. Begin generating a basic route as described in Chapter 2 Ordering a Permit on page 58.
   The **Enter a Route** screen is displayed.
2. Select the Trip to Get to Load check box.
   The Empty To Load area is displayed below the **Trips to Get To Load** check box.
3. Complete this routing section with the same options as Enter Trip.
4. Enter the dimensions of the vehicle as it is before it picks up the load.
5. Complete the routing for origin and destination based on the vehicle and load parameters entered in the permit application.

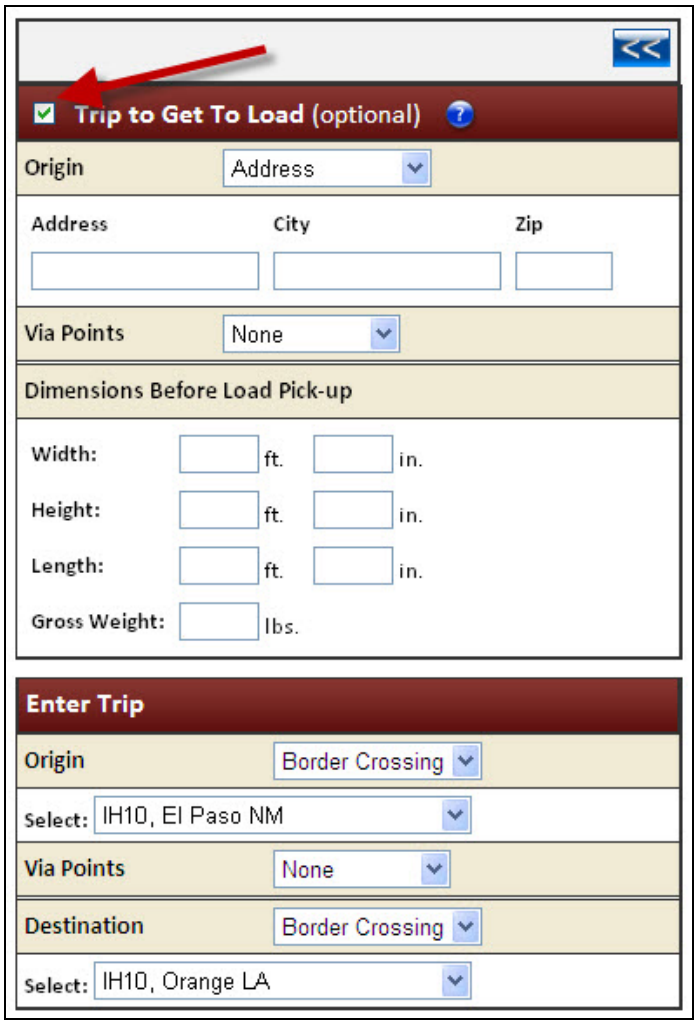


FIGURE 27: ENTER ROUTE POINTS: EMPTY LOAD BEFORE TRIP, POINT-TO-POINT

TABLE 13: EMPTY TO LOAD /RETURN TO YARD FIELDS

Element	Function	
Width	Width of the empty vehicle if the width of the empty vehicle exceeds legal	
Height	Height of the empty vehicle if the height of the empty vehicle exceeds legal	
Length	Length of the empty vehicle if the length of the empty vehicle exceeds legal	
Gross Weight	Weight of the empty vehicle if the gross weight of the empty vehicle exceeds legal	
Via Points dropdown **None** option	To generate a basic point to point route with no specified via points or highways. See page 94 for more information.	**Note:** You can use any of these methods for the routes of a Split Trip or an Empty Load permit route.
Via Points dropdown **Highway** option	Select to display fields to specify road names to use in the route. See page 96 for more information.	
Via Points dropdown **Find on Map** option	Select to display Select on Map to pick a location from the map. See page 99 for more information.	

Generate a Route with an Empty Load Route for After the Trip

If the motor carrier's vehicle is oversize/overweight even without a load, they might need to include the route from the destination to the vehicle storage yard. Since the vehicle is not carrying a load, the weight and (maybe) the dimensions will be different. The Empty Load route is treated as an additional leg of the route but is subject to the roadway restrictions based on its altered weight and size.

To generate a route with an Empty Load permit after the trip:

1. Begin generating a basic route as described in Chapter 2 Ordering a Permit on page 58.
   The **Enter a Route** screen is displayed.
2. Select the **Trip to Get Back To Yard** check box.
3. Complete this routing section with the same options as Enter Trip.
4. Enter the dimensions of the vehicle as it is without the load.
5. Complete the routing for origin and destination based on the vehicle and load parameters entered in the permit application.

The return to yard routing area is displayed below the **Trip to Get Back To Yard** check box. See Table 13 on page 105 for more information on the fields in this area.

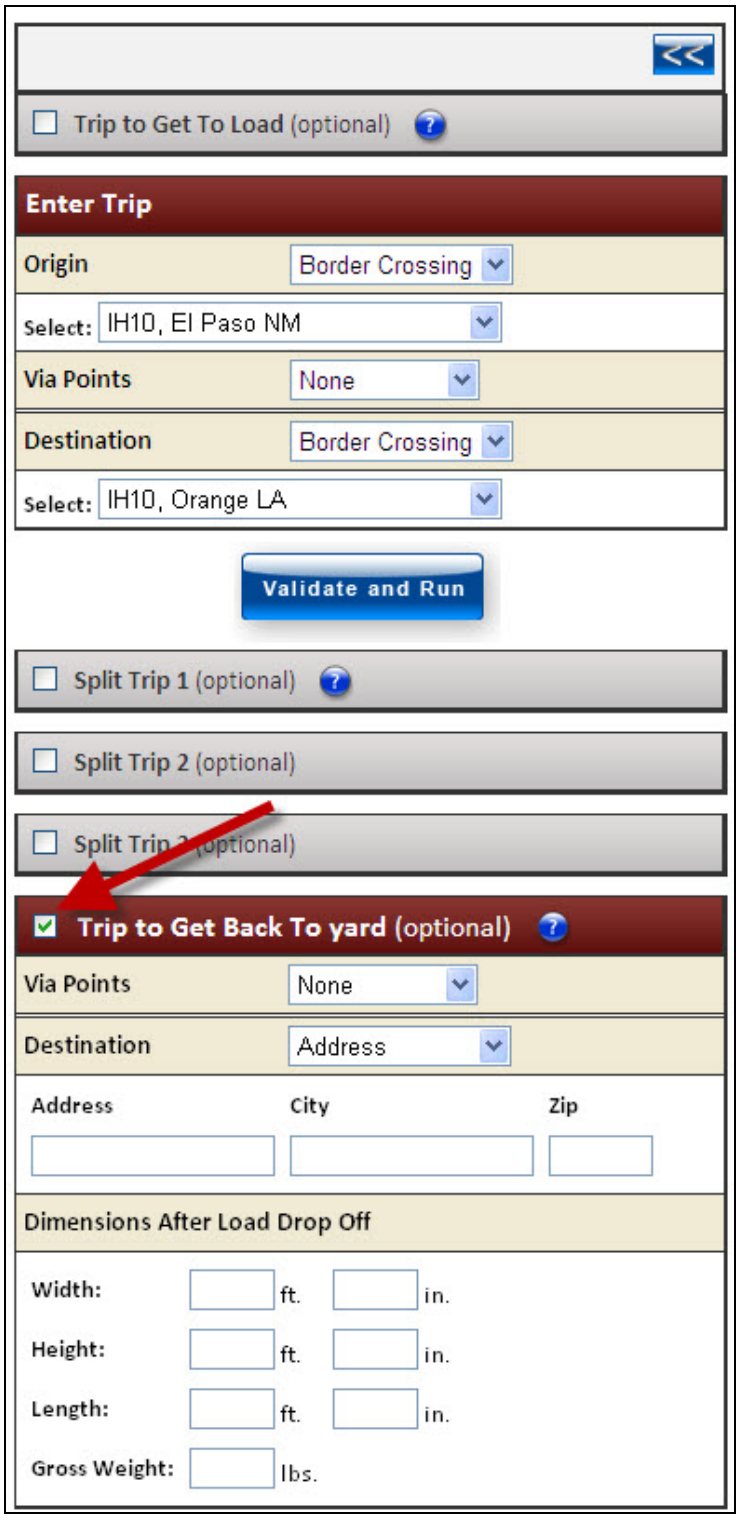


FIGURE 28: ENTER ROUTE POINTS: RETURN TO YARD, POINT-TO-POINT

TRIP RESULTS SCREEN

The **Trip Results** screen displays the route generated based on:

- Information the user entered about the load
- Permit type for which the user is applying
- The origin and destination required by the user
- Restrictions on the available roadways between the origin and destination

This **Trip Results** screen consists of the following elements:

- Route Overview Area
- Route Details Area
    - Load Dimensions Used During Routing
    - Route Description (Abbreviated Driving Directions)
- Turn-by-Turn Driving Directions

Trip Results: Route Overview

This area of the **Trip Results** screen provides a brief overview of the current generated route. The route is colored blue.

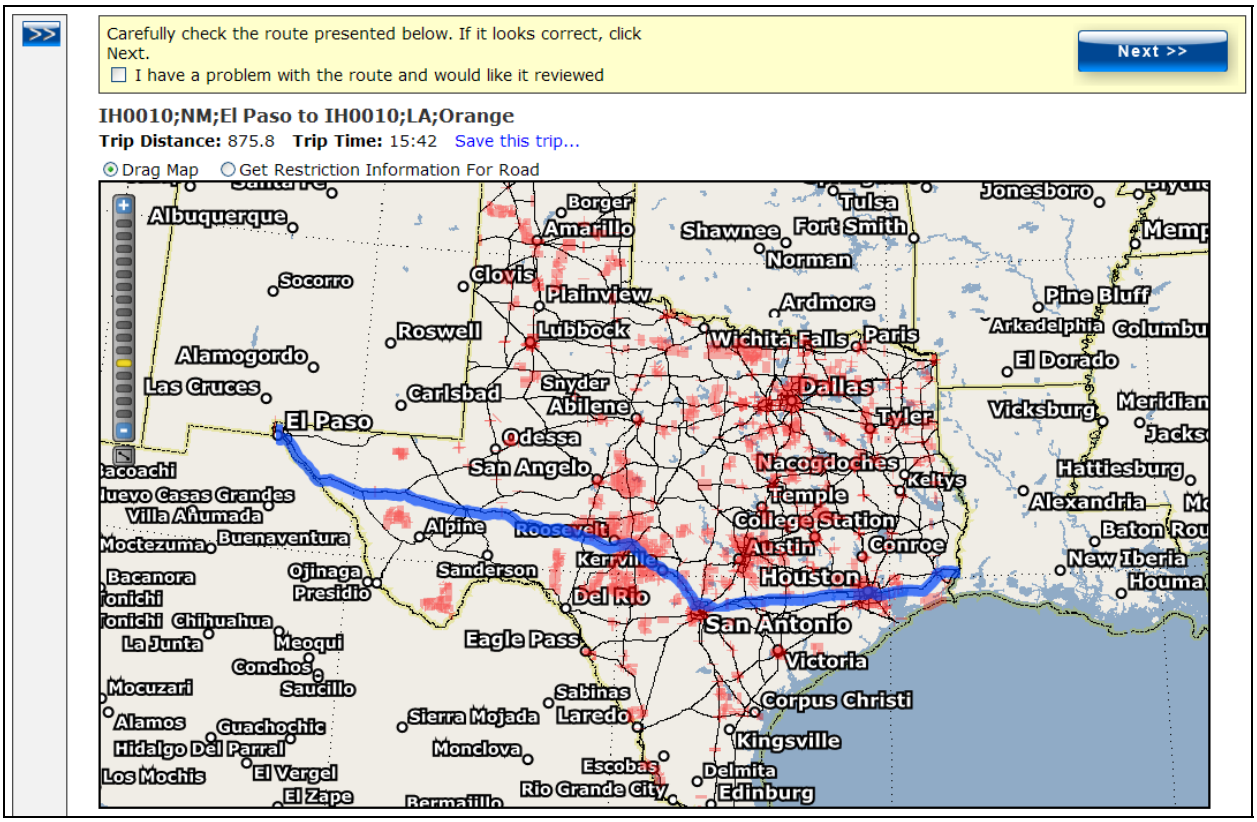
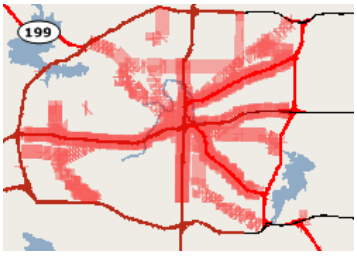
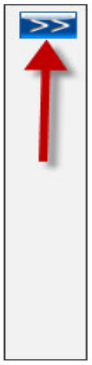


FIGURE 29: TRIP RESULTS: ROUTE OVERVIEW

TABLE 14: TRIP RESULTS: ROUTE OVERVIEW

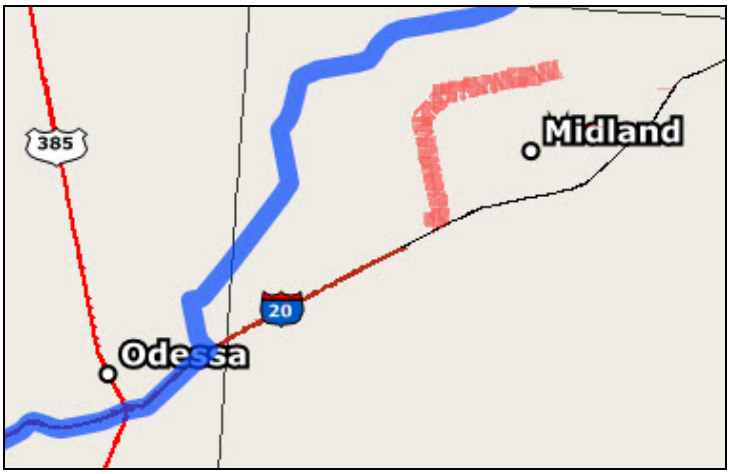
Element	Function
Origin/Destination	The origin and final destination of the current route
Trip Distance	The total distance of the calculated trip in miles
Trip Time	The estimated traveling time for the vehicle calculated
Save this trip…	Allows the current trip to be saved to the account so that it can be used again later in a different permit application
Drag Map	Select the radio button to drag the map to view it better.
Get Restriction Information For Road	Select radio button then click on a red highlighted roadway in the Trip Results map to display the restrictions assigned to that roadway (see page 111).
Map Area	Displays a map of the current route. ←The Zoom Tool provides methods to quickly zoom in and out in the Map Area. See Table 10 on page for 87 and Map Zoom Operations on page 93 for more information. The roadways that are restricted for the current vehicle/load are shown on the map as red highlights→ 
Expand Route Details	 Click to expand and edit the route details to obtain a different route.

Trip Results: Get Restriction Information

After generating a route, restrictions that apply to your vehicle dimensions will be displayed on the map as red highlights. You can get some basic information regarding these restrictions by using the **Get Restriction Information For Road** option.

To view the restriction information on a particular road:

1. Generate a route as describe earlier.
2. Zoom into the area where the particular restriction you want information about is located on the map.
3. Choose the **Get Restriction Information For Road** option from above the map.
4. Left click on the red highlighted road.



The **Restriction Viewer** window will appear.

This window will list any restrictions associated to the particular road segment that you selected. Each Restriction will include the official TxDMV text for that restriction, and the dimension, or dimensions that are associated with it. At least one of the restrictions for that section of road will apply to the vehicle you are routing since it was highlighted red.

After viewing the restrictions click the **Close** button at the top or the bottom of the window to close the Restriction Viewer and return to your trip.

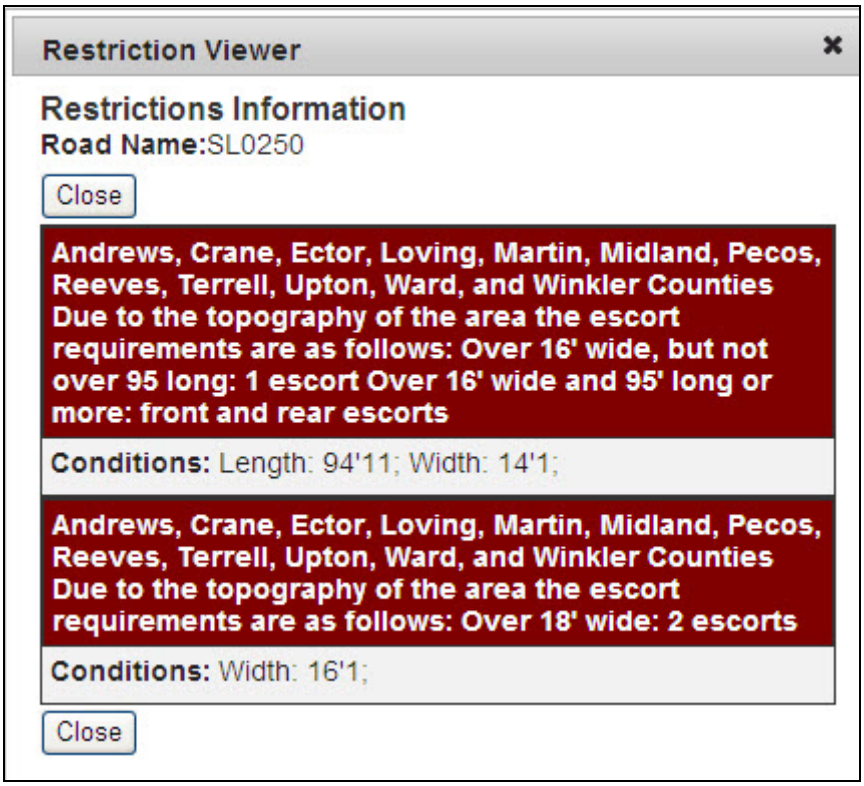


FIGURE 30: RESTRICTION VIEWER

Trip Results: Route Details

This section of the **Trip Results** screen provides details about the roadways used in the current route. This information is also available in the Permit Details. See page 14.

FIGURE 31: TRIP RESULTS: ROUTE DETAILS AREA

TABLE 15: TRIP RESULTS: ROUTE DETAILS AREA ELEMENTS

Element	Function
Load Dimensions Used During Routing	Expands to display the load dimensions used for the trip that was calculated
Route Description	Expands to display an abbreviated listing of the route, and a listing of any additional route text items that will appear on the permit.

Trip Results: Load Dimensions

Beneath the map there is a dropdown box that will populate with the load dimensions that were entered prior to calculating the trip. This is provided as an error checking feature to ensure that the route generated matches to the vehicle parameters you intended.

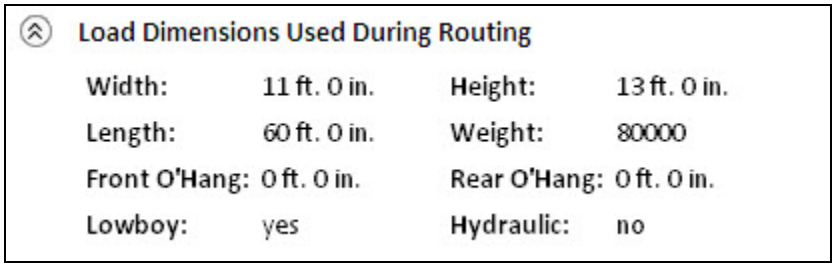


FIGURE 32: LOAD DIMENSIONS DROPDOWN

TABLE 16: TRIP RESULTS: LOAD DIMENSIONS DETAILS

Dimension	Definition
Note: All measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see http://www.txdmv.gov/motor_carrier/overweight_permit/weight_limits.htm	
Width	Greatest width of the vehicle and load
Height	Greatest height of the vehicle and load
Length	Length of the vehicle and load
Weight	Total weight of the vehicle and load
Front o/Hang	Length of the load extending beyond the foremost point of the vehicle
Rear o/Hang	Length of the load extending beyond the rearmost point of the vehicle
LowBoy	Denotes whether unit entered is a lowboy or not
Hydraulic	Denotes whether the trailer is equipped with hydraulics

Trip Results: Route Description

The **Trip Results** screen displays the route as it is printed on the permit. It is a shortened form of the Turn-by-Turn Driving Directions. If the route has multiple legs (as for split routes or Empty Load permit routes), each origin and destination is set between a ==> and a <== .

Route Description

==> FM2182;NM;Bledsoe FM2182;NM;Bledsoe <==, FM2182 s (BLEDSOE), SH125 e (to MORTON), SH214 n (to FRIONA), GRAND AVE n, US60 e (to CENTRAL AMARILLO), IH27 ne, IH40 e (to EAST AMARILLO), IH40 Ramp e, IH40SFR e, SL335 n, SL335 Ramp n, BI40D e (to SAINT FRANCIS), US60 e (to GLAZIER), SH305 nw (to DARROUZETT), SH15 e (to FOLLETT), FM1454 n, Local s, ==> FM1454;OK;Follett FM1454;OK;Follett <==

FIGURE 33: TRIP RESULTS: ABBREVIATED DRIVING DIRECTIONS

Trip Results: Detailed Driving Directions

This area of the **Trip Results** screen displays turn-by-turn instructions for completing the current route. It is formatted so that a motor carrier can easily print it and use it for dock-to-dock transport or as a template for a route inspection.

Driving Directions

Miles	Route	To	Distance	Time
Origin: IH0035;MX;Laredo				
18.1	IH35 n	Take Exit 18 toward US-83 N CARRIZO SPRINGS & UVALDE (EL CENTRO)	18.1	00:00
0.3	IH35 Ramp ne	Turn left onto US83 w [US-83 w]	18.4	00:18
208.6	US83 w	Continue Straight on IH10 Ramp nw (to JUNCTION)	227.1	00:37
0.1	IH10 Ramp nw	Bear to the right onto IH10 nw [US83 nw] [I-10 W nw]	227.3	5:43
5.1	IH10 nw	Take Exit 456 toward US-377/US-83 N MASON & MENARD	232.4	9:49
0.3	IH10 Ramp nw	Turn right onto US83 ne [US377 ne] [US 83 ne]	232.7	13:00
87.8	US83 ne	Turn right onto STRONG AVE ne (to BALLINGER)	320.5	17:12
0	STRONG AVE ne	Turn left onto BROADWAY ST nw	320.6	23:60
0	BROADWAY ST nw	Turn right onto US83 ne [US67 ne] [HUTCHINS AVE ne]	320.7	29:48
141.2	US83 ne	Turn right onto CR 143 e (to GUTHRIE)	461.9	35:35
2	CR 143 e	Take Ramp to the right	463.9	43:57
5.2	RAMP n	Turn RIGHT onto US83 n [US 83 n]	469.2	51:23
97.3	US83 n	Turn right onto CR T e (to WELLINGTON)	566.6	60:57
1.9	CR T e	Turn left onto CR 210 n	568.6	70:18
4.3	CR 210 n	Continue Straight on FM3446 n [FM ROAD 3446 n]	572.9	81:42
0.6	FM3446 n	Continue Straight on CR 210 n	573.5	91:14
4.1	CR 210 n	Turn left onto FM1439 w [RANCH ROAD 1439 w] (to SAMNORWOOD)	577.7	102:47
3	FM1439 w	Turn right onto US83 n [US-83 n]	580.8	112:26
67.1	US83 n	Continue Straight on US60 n [US 60 n] (to CANADIAN)	648	123:12
8	US60 n	Turn left onto SH305 nw [HIGHWAY 305 nw] [HWY -305 nw] (to GLAZIER)	656	135:10
29.6	SH305 nw	Turn right onto SH15 e [TX 15 e] (to DARROUZETT)	685.6	147:17
8.8	SH15 e	Turn left onto FM1454 n [RANCH ROAD 1454 n] (to FOLLETT)	694.4	160:9
4.4	FM1454 n	Continue Straight on FM1454 n [RANCH ROAD 1454 n]	698.9	173:13
0	Local s	Arrive at FM1454;OK;Follett, TX	698.9	186:26
Final Destination: FM1454;OK;Follett				
			698.9	**13:12**

FIGURE 34: TRIP RESULTS: DETAILED DRIVING DIRECTIONS

TABLE 17: TRIP RESULTS: DETAILED DRIVING DIRECTIONS

Dimension	Definition
Miles	Number of miles for the current segment of travel
Route	Roadway on which the driver is traveling while performing the current segment of travel
To	Instructions to the driver in completing the current segment of travel
Distance	Total distance covered at the completion of the current segment of travel
Time	Total estimated time traveled at the completion of the current segment of travel

Submit a Route for Manual Review

You can submit a route for manual review to the Permit Office if you are not able to get the route needed for travel. If you are not able to get the necessary route due to restrictions, the Permit Office may be able to obtain temporary override permission if the load is needed in the restricted area. You must enter your origin and destination and click **Validate and Run** before you can submit the route for manual review.

To submit a route for manual review:

1. Generate a route as described on page 58.
   The **Trips Results** screen displays the details of the generated route.
2. Check the box next to, I have a problem with the route and would like it reviewed field. In the text box below enter the reason you would like the route reviewed.

FIGURE 35: SUBMITTING A ROUTE FOR REVIEW

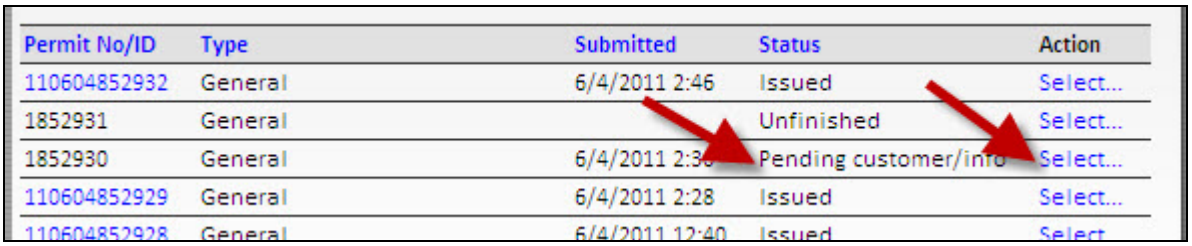
3. Click **Next**.
4. Continue through the payment process. Once your permit application is completed by the Permit Office, they can collect payment to prevent a longer wait for your permit. The payment will not be processed by the Permit Office until the permit application is complete.

This permit will be submitted to TxDMV for review. As such the permit will not be generated until TxDMV reviews and approves the application. Once your permit application is approved, you will receive it via the delivery method you chose. The permit will also be available for printing from the **Permits Panel** on your **Customer Dashboard.**

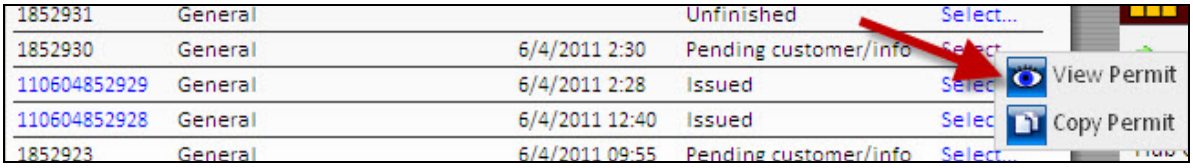
During the approval process, the Permit Office may need to contact you for more information. They may put your permit in Call Back status with a message that they need you to contact them regarding the permit. You will be able to track your permit application from the **Permits Panel** on your **Customer Dashboard.** If you have a permit listed there that has a status of **Call Back**, you need to contact the Permit Office and reference that **Permit ID**. The Permit ID is available from the **Permits Panel** on your **Customer Dashboard.**

The Permit Office can also email or fax you **Notes** from the system that may require a response. If you receive a **Note** from the Permit Office, access that application from the **Permits Panel** on your **Customer Dashboard.**

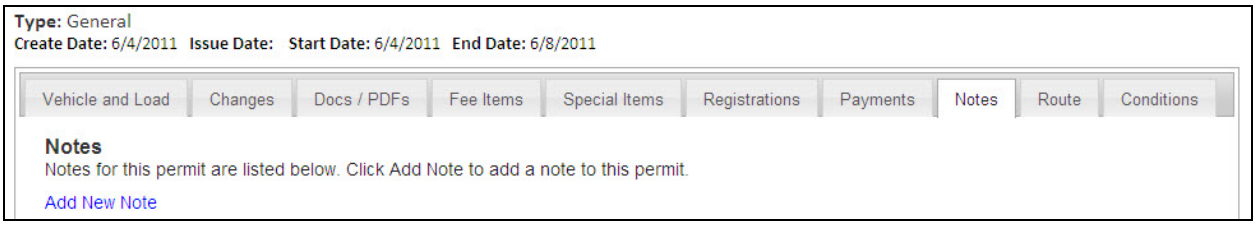
1. Locate the permit application from the **Permits Panel** on your **Customer Dashboard** and click **Select**.



2. Click **View Permit**.



3. Click the **Notes** tab and then click the link to **Add New Note**.

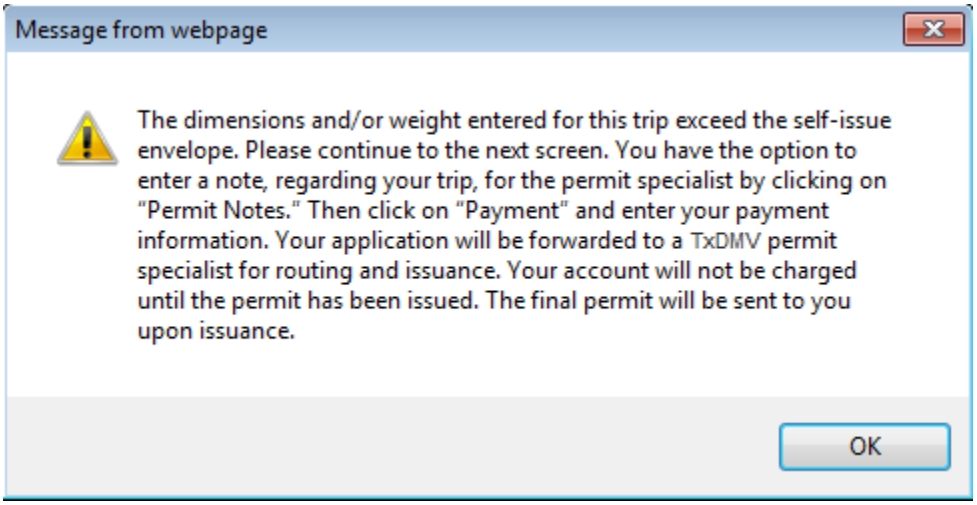


You will be able to view the notes from the Permit Office and will be able to add a response note so that your permit application can be completed.

4. Click **Save Note** to have your note saved and submitted to the Permit Office.

Route Dimensions Require Routing Specialist

If your requested route has vehicle parameters that exceed those allowed for self-issue permits by TxDMV, you will get the below message and the permit application will be submitted to the Permit Office for review.



1. Click **OK**.

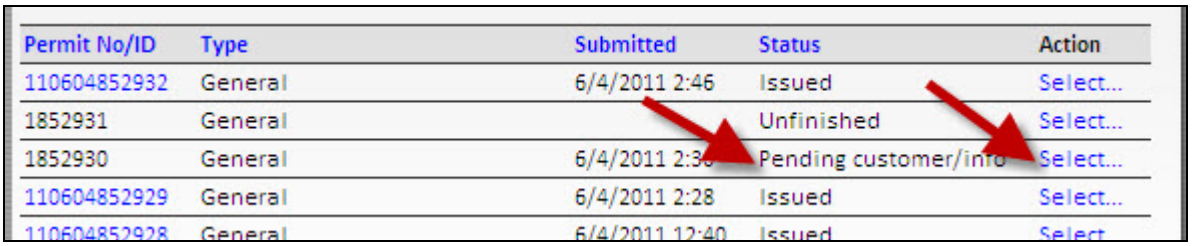
2. Continue through the payment process. Once your permit application is completed by the Permit Office, they can process the payment to prevent a longer wait for your permit. The payment will not be processed by the Permit Office until the permit application is complete.

This permit will be submitted to TxDMV for review. As such a permit will not be generated until TxDMV reviews and approves the application. Once your permit application is approved, you will receive it via the delivery method you chose. The permit will also be available for printing from the **Permits Panel** on your **Customer Dashboard.**

During the approval process, the Permit Office may need to contact you for more information. They may put your permit in Call Back status with a message that they need you to contact them regarding the permit. You will be able to track your permit application from the **Permits Panel** on your **Customer Dashboard.** If you have a permit listed there that has a status of **Call Back**, you need to contact the Permit Office and reference that **Permit ID**. The Permit ID is available from the **Permits Panel** on your **Customer Dashboard.**

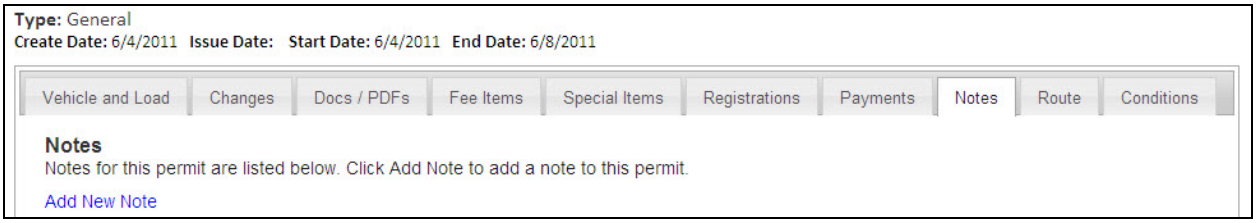
The Permit Office can also email or fax you Notes from the system that may require a response. If you receive a **Note** from the Permit Office, access that application from the **Permits Panel** on your **Customer Dashboard.**

1. Locate the permit application from the **Permits Panel** on your **Customer Dashboard** and click **Select**.



2. Click **View Permit**.

3. Click the **Notes** tab and then click the link to **Add New Note**.



You will be able to view the notes from the Permit Office and will be able to add a response note so that your permit application can be completed.

4. Click **Save Note** to have your note saved and submitted to the Permit Office.

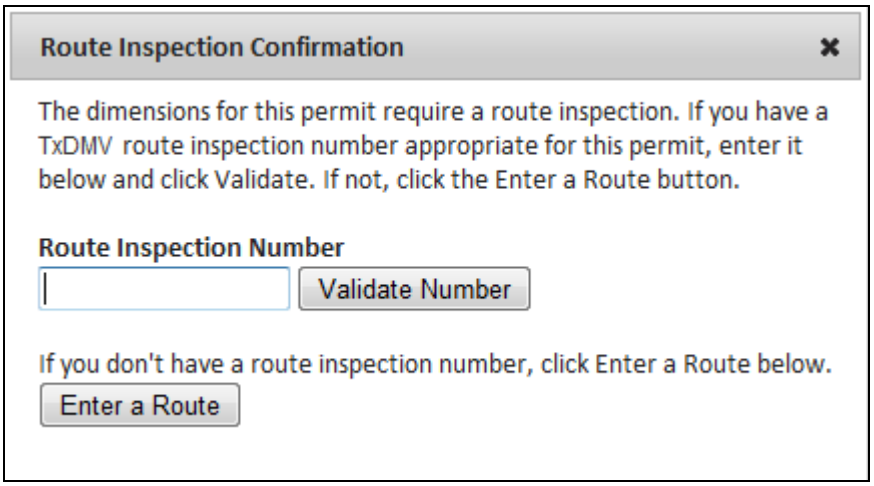
Route Inspection Loads

If the vehicle and load dimensions exceed the Route Inspection limits, the customer is required to perform a route survey for the trip and return the signed Route Inspection form to TxDMV. Once the Route Inspection form has been received and approved, users are able to issue permits using this route survey.

To enter a permit that exceeds the Route Inspection limits:

1. Enter the contact, moving authority, and vehicle and load information. See Ordering a Permit on page 58.

When you go to the route information page, the following pop up will be displayed:



2. If you have a valid Route Inspection, enter the route inspection number and click the **Validate Number** button. If the route inspection is validated, the system will enter the route from the Route Inspection, and the user can pay for and issue the permit.
3. If the user needs to create a route inspection, click the **Enter a Route** button. The system will allow the user to enter the route and print a Route Inspection form. After the customer performs the route survey, they can fax or mail the Route Inspection form back to MCD. When the Route Inspection is received by MCD and approved, it is entered into TxPROS. The customer is notified by email or fax that the route inspection has been approved.
4. The customer is able to resume the permit process and enter the Route Inspection number into the screen above and issue the permit.

APPENDIX A TABLE OF SHORTCUTS

N/A

APPENDIX B INSTALLING AND LAUNCHING ONLINE CUSTOMER INTERFACE

This application can be accessed from the link for TxPROS located on the TxDMV Motor Carrier Division (MCD) homepage http://www.txdmv.gov/motor_carrier/overweight_permit/default.htm.

NOTE: This application will require pop-ups. On your browser select **Tools** and allow or do not block pop-ups.

Terms	Definitions
Bid Route	A feature that enables the user to create a route based on the vehicle and load parameters without submitting a permit application to TxDMV. This feature is provided as a service for quoting loads.
Condition	A single detail of a restriction such as Length (that is, the maximum allowable vehicle length on the restricted roadways) or No Permit (no oversize/overweight vehicles can use the roadway).
Customer Reference	An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and will print on the permit.
Off-system	Roads not maintained by TxDOT which need approval from another authority (for example: district, county, or city) in order to route oversize/overweight vehicles
On-system	Roads maintained by TxDOT on which TxDMV has the authority to route oversize/overweight vehicles
Restriction	A Restriction is an object in TxPROS that affects OS/OW routing. This object can be a physical Restriction such as a bridge with limits on clearance or it can be a legal Restriction such as no travel during an area at set times.
Yard	Some companies divide their operations into separate operating units. These operating units may be called Yards, Divisions, Terminals, or another preferred terminology. TxPROS allows customers to divide their fleet into separate operating units and uses the term yard to define these.

UPDATE HISTORY

The revision history shows the changes of this document as it approaches the final release version. This section will be eliminated.

Version	Date	Name	Description
0.01	02/09/2009	James Wynn	Creation
0.02	09/07/2009	James Wynn	Update
0.03	10/22/2009	James Wynn	Updated
0.04	11/04/2009	James Wynn	Updated
0.05	02/11/2011	Brian Murphy	Major Update
0.06	03/11/2011	Brian Murphy	Updated with new system functionality.
0.07	04/29/2011	Brian Murphy	Document split into two separate documents; One for the customer, the other for the TxDMV user. Screenshots updated to match most current application.
0.08	05/13/2011	Brian Murphy	Incorporated recent functionality of the system into the document.
0.09	06/07/2011	Tim Pilcher, Michelle Hudson	Updated with recent functionality and screenshots and submitted as part of Deliverable 3.9.3 for MS12.
0.10	08/22/2011	Tim Pilcher, Michelle Hudson	Added section in Chapter 2 for Other Permit Entry Screens, added note for zoom to level 14 for selecting vias, changed screen shot and directions for selecting via HWYs, and added temp registration. Updated all document cross references, added indexes, and verified page layout, headers and footers for the final documentation deliverable as part of Deliverable 5.2.3 for MS15.
0.11	08/23/2011	Michelle Hudson	Incorporated changes from BSS. Delivered as final for Deliverable 5.2.3 for MS15.

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Signature Page

Tim Pilcher, Project Manager	Date
Michelle Hudson, Documentation Manager	Date

TXDMV Reviewers/Approvers

By signing below, you signify that you have reviewed this document and approve the project to move forward to the next phase.

Lois Johnson, Technical Project Contract Admin.	Date
DuWayne Murdock, MCD Business Area Manager	Date