



Indiana Oversize/Overweight Permitting System (IN OSOWPS)

Customer User Guide

January 2020

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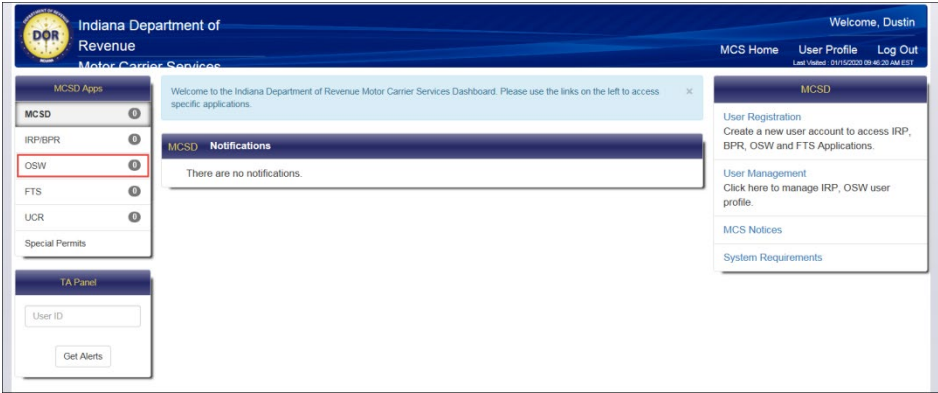
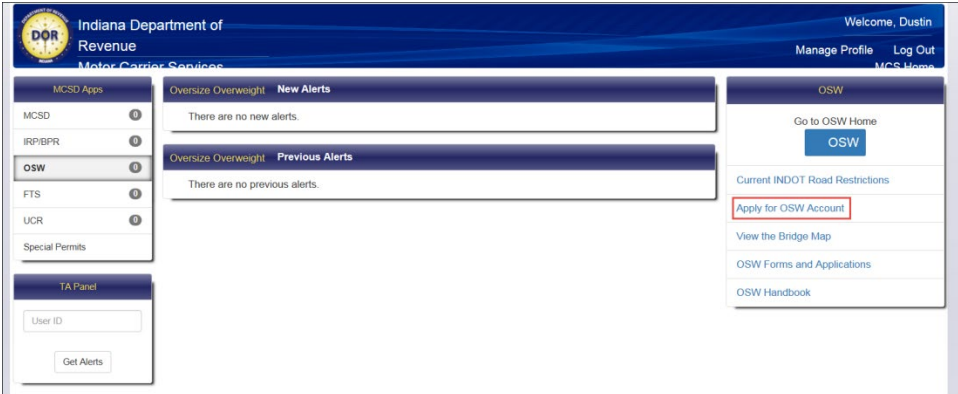
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Welcome to IN OSOWPS

Scenario 1 – Creating an Account


New users of IN OSOWPS can create their company account on the **Login Page**. Users must have an account in IN OSOWPS to order a permit.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Log in to the Indiana Department of Revenue – Motor Carrier Services (MCS) site to access the IN OSOWPS Company Dashboard. https://motorcarrier.dor.in.gov/loginHome.html <p>Note: This interface will require pop-ups. Users should disable the browser’s pop-up blocker.</p> <ul style="list-style-type: none"> Click the OSW button.  <ul style="list-style-type: none"> Click the Apply for OSW Account link. 

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Scenario Steps

Step	Description
2.	<p><i>The Create New Company Account screen will be displayed.</i></p> <div data-bbox="204 380 906 684" style="border: 1px solid black; padding: 10px;"><p>Create New Company Account</p><p>Enter your USDOT number: <input type="text"/> or mark the box if you are USDOT exempt: <input type="checkbox"/> ?</p><p>If you have a FEIN please enter it: <input type="text"/></p><p>Otherwise please enter your SSN: <input type="text"/></p><p><input type="button" value="Cancel"/> <input type="button" value="Clear"/></p></div> <ul style="list-style-type: none">• Enter one of the following combinations of company information. These numbers will be validated so they must be entered correctly. <p>Note: The FEIN is the Federal Employer Identification Number, also known as the Tax Identification Number.</p> <ol style="list-style-type: none">USDOT Number and FEIN NumberUSDOT Number and SSNUSDOT exempt checkbox and FEIN NumberUSDOT exempt checkbox and SSN <p>Note: The Next button will be displayed once all necessary fields are complete.</p> <ul style="list-style-type: none">• Click the Next button to verify the information entered.
3.	<p><u>If Company Account Already Exists</u></p> <p><i>If the company's OSW account already exists, the following error message will be displayed.</i></p> <div data-bbox="204 1241 1149 1671" style="border: 1px solid black; padding: 10px;"><p>Create New Company Account</p><p>Enter your USDOT number: <input type="text" value="11111111"/> or mark the box if you are USDOT exempt: <input type="checkbox"/> ?</p><p>If you have a FEIN please enter it: <input type="text" value="11111111"/></p><p>Otherwise please enter your SSN: <input type="text"/></p><p><input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Next"/></p><div data-bbox="630 1451 1130 1654" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"><p>Message from webpage</p><p> An OSW account exists for the input. To perform oversize/overweight permitting, a new user account can be registered by navigating to MCS Home at the top and click on "User Registration" under the Please Login box. For further assistance, contact MCS support for OSW.</p><p style="text-align: right;"><input type="button" value="OK"/></p></div></div> <ul style="list-style-type: none">• Click the OK button to close the error message and return to the Create New Company Account screen.• Click the Clear button to clear the entries and start over.• Click the Cancel to close the Create New Company Account screen and return to MCS.





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Scenario Steps

Step	Description
4.	<p data-bbox="196 327 521 359"><u>If Company Cannot Be Found</u></p> <p data-bbox="196 380 1435 474">If the company cannot be found in MCS and/or SAFER, the user will still be able to create the new account. The user will not receive a pop-up message and the Next button will be displayed. When the user proceeds to the next screen, the user will be required to manually complete all of the fields.</p> <div data-bbox="201 485 906 810" style="border: 1px solid black; padding: 10px;"><p data-bbox="220 495 537 527">Create New Company Account</p><p data-bbox="212 569 878 600">Enter your USDOT number: <input data-bbox="415 562 581 600" type="text" value="1234567"/> or mark the box if you are USDOT exempt: <input data-bbox="837 569 854 590" type="checkbox"/> <a data-bbox="857 569 873 590" href="#">?</p><p data-bbox="212 621 581 653">If you have a FEIN please enter it: <input data-bbox="415 621 581 659" type="text" value="123456789"/></p><p data-bbox="212 674 581 716">Otherwise please enter your SSN: <input data-bbox="415 674 581 716" type="text"/></p><div data-bbox="212 747 613 789" style="display: flex; justify-content: space-around;">CancelClearNext</div></div>

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Scenario Steps

Step	Description
5.	<p data-bbox="196 327 423 359"><u>If Company Is Found</u></p> <p data-bbox="196 378 1435 438"><i>If the company is found, the Company Name and Address will be displayed based on the information entered. If the Company Name and Address are not correct, check the entered information for accuracy.</i></p> <div data-bbox="196 453 919 888"><p data-bbox="220 464 505 485">Create New Company Account</p><p data-bbox="212 520 812 541">Enter your USDOT number: <input type="text" value="2000000"/> or mark the box if you are USDOT exempt: <input type="checkbox"/> ?</p><p data-bbox="212 562 545 583">If you have a FEIN please enter it: <input type="text" value="200000000"/></p><p data-bbox="212 604 545 625">Otherwise please enter your SSN: <input type="text"/></p><p data-bbox="212 657 581 678"><input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Create Account"/></p><p data-bbox="212 720 435 751">Company Name: PROMILES Address: 1900 TEXAS AVENUE</p><div data-bbox="448 709 902 877"><p data-bbox="448 720 902 741">Message from webpage</p><p data-bbox="480 762 870 804"> Your USDOT number was found in SAFER system, please verify if company is correct with USDOT given. If correct, click "Create Account" to continue.</p><p data-bbox="813 835 886 856"><input type="button" value="OK"/></p></div></div> <p data-bbox="196 909 1117 930">There are three possible messages that will be displayed when the company is found.</p> <ul data-bbox="245 957 1414 1018" style="list-style-type: none"><li data-bbox="245 957 1414 1018">○ If the company is found in MCS, and the company does not already have an OSW account, the following message will be displayed: <div data-bbox="302 1031 976 1304"><p data-bbox="302 1041 976 1062">Message from webpage</p><p data-bbox="342 1115 919 1188"> Company found! If the correct company is displayed, click "Create Account". If the correct company is displayed, click "Create Account". If the company displayed is not correct, verify the information entered and re-validate OR contact MCS support for OSW.</p><p data-bbox="837 1251 911 1272"><input type="button" value="OK"/></p></div> <ul data-bbox="245 1325 1357 1346" style="list-style-type: none"><li data-bbox="245 1325 1357 1346">○ If the company is not found in MCS, but is found in SAFER, the following message will be displayed: <div data-bbox="302 1367 976 1566"><p data-bbox="302 1377 976 1398">Message from webpage</p><p data-bbox="342 1430 919 1482"> Your USDOT number was found in SAFER system, please verify if company is correct with USDOT given. If correct, click "Create Account" to continue.</p><p data-bbox="837 1524 911 1545"><input type="button" value="OK"/></p></div> <ul data-bbox="245 1587 1357 1608" style="list-style-type: none"><li data-bbox="245 1587 1357 1608">○ If the company is found in MCS, and has an OSW account, the following message will be displayed: <div data-bbox="302 1640 976 1850"><p data-bbox="302 1650 976 1671">Message from webpage</p><p data-bbox="342 1692 935 1776"> An OSW account exists for the input. To perform oversize/overweight permitting, a new user account can be registered by navigating to MCS Home at the top and click on "User Registration" under the Please Login box. For further assistance, contact MCS support for OSW.</p><p data-bbox="837 1797 911 1818"><input type="button" value="OK"/></p></div> <ul data-bbox="196 1881 862 1902" style="list-style-type: none"><li data-bbox="196 1881 862 1902">● Click the OK button to proceed with the account creation.

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Scenario Steps

Step	Description		
6.	<p><i>The Request New Account - Account Information screen will be displayed.</i></p> <p>Note: Any available information from MCS that corresponds to the information entered will be populated. Fields marked with an asterisk (*) must have a value entered. Fields that are grayed out were pulled from MCS and cannot be changed within IN OSOWPS. This information must be changed with MCS and synched with IN OSOWPS.</p> <div data-bbox="203 485 1219 1522" style="border: 1px solid black; padding: 10px;"> <p>Request New Account - Account Information</p> <p>To request a new account, fill out the form below and click the Submit button. An asterisk (*) indicates required fields.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <div data-bbox="212 611 789 1312" style="border: 1px solid gray; padding: 5px;"> <p>Name and Contact</p> <p>Legal Name*: <input type="text"/></p> <p>Doing Business As: <input type="text"/></p> <p>OSW Account Type*: <input type="text" value="Select..."/></p> <p>Business Type*: <input type="text" value="Select..."/></p> <p>Phone*: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Email*: <input type="text"/></p> <p>Permit Delivery Method*: <input type="text" value="Select..."/></p> <p>First Name*: <input type="text"/></p> <p>Last Name*: <input type="text"/></p> </div> </td> <td style="width: 50%; vertical-align: top;"> <div data-bbox="824 611 1203 1444" style="border: 1px solid gray; padding: 5px;"> <p>Physical Address</p> <p>Address*: <input type="text"/></p> <p>City*: <input type="text"/></p> <p>State/Province*: <input type="text" value="Select..."/></p> <p>Zip Code*: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Mailing Address Same as Physical</p> <p>Address 1*: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City*: <input type="text"/></p> <p>State/Province*: <input type="text" value="Select..."/></p> <p>Zip Code*: <input type="text"/></p> <p>Country: <input type="text"/></p> </div> </td> </tr> </table> <p align="right" style="margin-top: 10px;"><input type="button" value="Submit"/></p> </div>	<div data-bbox="212 611 789 1312" style="border: 1px solid gray; padding: 5px;"> <p>Name and Contact</p> <p>Legal Name*: <input type="text"/></p> <p>Doing Business As: <input type="text"/></p> <p>OSW Account Type*: <input type="text" value="Select..."/></p> <p>Business Type*: <input type="text" value="Select..."/></p> <p>Phone*: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Email*: <input type="text"/></p> <p>Permit Delivery Method*: <input type="text" value="Select..."/></p> <p>First Name*: <input type="text"/></p> <p>Last Name*: <input type="text"/></p> </div>	<div data-bbox="824 611 1203 1444" style="border: 1px solid gray; padding: 5px;"> <p>Physical Address</p> <p>Address*: <input type="text"/></p> <p>City*: <input type="text"/></p> <p>State/Province*: <input type="text" value="Select..."/></p> <p>Zip Code*: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Mailing Address Same as Physical</p> <p>Address 1*: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City*: <input type="text"/></p> <p>State/Province*: <input type="text" value="Select..."/></p> <p>Zip Code*: <input type="text"/></p> <p>Country: <input type="text"/></p> </div>
<div data-bbox="212 611 789 1312" style="border: 1px solid gray; padding: 5px;"> <p>Name and Contact</p> <p>Legal Name*: <input type="text"/></p> <p>Doing Business As: <input type="text"/></p> <p>OSW Account Type*: <input type="text" value="Select..."/></p> <p>Business Type*: <input type="text" value="Select..."/></p> <p>Phone*: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Email*: <input type="text"/></p> <p>Permit Delivery Method*: <input type="text" value="Select..."/></p> <p>First Name*: <input type="text"/></p> <p>Last Name*: <input type="text"/></p> </div>	<div data-bbox="824 611 1203 1444" style="border: 1px solid gray; padding: 5px;"> <p>Physical Address</p> <p>Address*: <input type="text"/></p> <p>City*: <input type="text"/></p> <p>State/Province*: <input type="text" value="Select..."/></p> <p>Zip Code*: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Mailing Address Same as Physical</p> <p>Address 1*: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City*: <input type="text"/></p> <p>State/Province*: <input type="text" value="Select..."/></p> <p>Zip Code*: <input type="text"/></p> <p>Country: <input type="text"/></p> </div>		
	<ul style="list-style-type: none"> Complete all known information and all required fields. 		

Scenario Steps

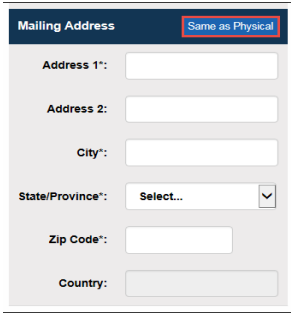
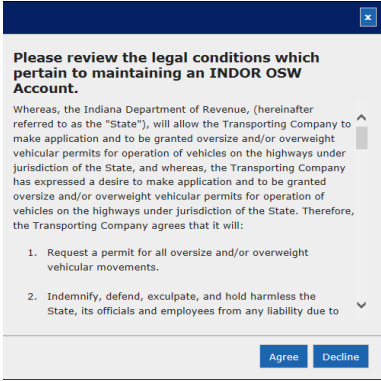
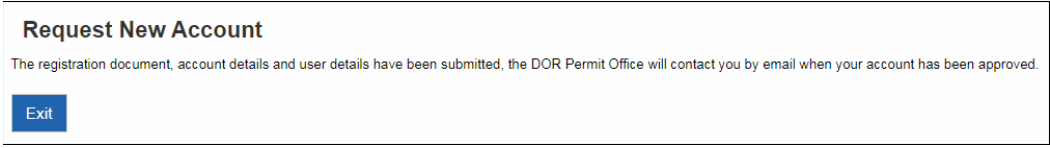
Step	Description
7.	<p><u>OSW Account Type</u></p> <ul style="list-style-type: none"> • Select Carrier if the account is being created for a trucking company. • Select Permit Service if the account is being created for a Permit Service who will be ordering permits on behalf of a trucking company. <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Name and Contact</p> <p>Legal Name*: <input type="text"/></p> <p>Doing Business As: <input type="text"/></p> <p>OSW Account Type*: Select... CARRIER PERMIT SERVICE </p> <p>Business type*: <input type="text"/></p> </div>
8.	<p><u>Business Type</u></p> <ul style="list-style-type: none"> • Select the business classification from the Business Type dropdown list. <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Name and Contact</p> <p>Legal Name*: <input type="text"/></p> <p>Doing Business As: <input type="text"/></p> <p>OSW Account Type*: <input type="text" value="Select..."/></p> <p>Business Type*: Select... GOVT ORG NON PROFIT ORG CORPORATION PARTNERSHIP LLC SOLE PROPRIETOR </p> <p>Phone*: <input type="text"/> Ext. <input type="text"/></p> <p>Fax*: <input type="text"/> Ext. <input type="text"/></p> </div>

Scenario Steps

Step	Description
9.	<p><u>Permit Delivery Method</u></p> <p>The company's default delivery method will determine how permits will be delivered to the customer once the permit is issued.</p> <div data-bbox="203 451 873 745" data-label="Form"> </div> <ul style="list-style-type: none"> • Select Email if permits should be emailed to the email address on file for the customer once the permit is issued. • Select Web Download if the customer will access permits from their Company Dashboard. • Select Fax if permits should be faxed to the number on file for the customer once the permit is issued. <p>Note: If Email or Fax are selected, issued permits will be delivered to the email address or fax number in Company Information. Users can change this information on the permit application. The change will only affect that particular permit application and will not change the default selections in Company Information.</p> <ul style="list-style-type: none"> ○ The Primary Delivery Method can be changed. ○ An optional Additional Delivery Method can be added. ○ The default email address can be changed to a different email address, when Email is selected as the delivery method. ○ The default fax number can be changed to a different fax number, when Fax is selected as the delivery method. <div data-bbox="305 1312 1010 1753" data-label="Form"> </div>

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Scenario Steps

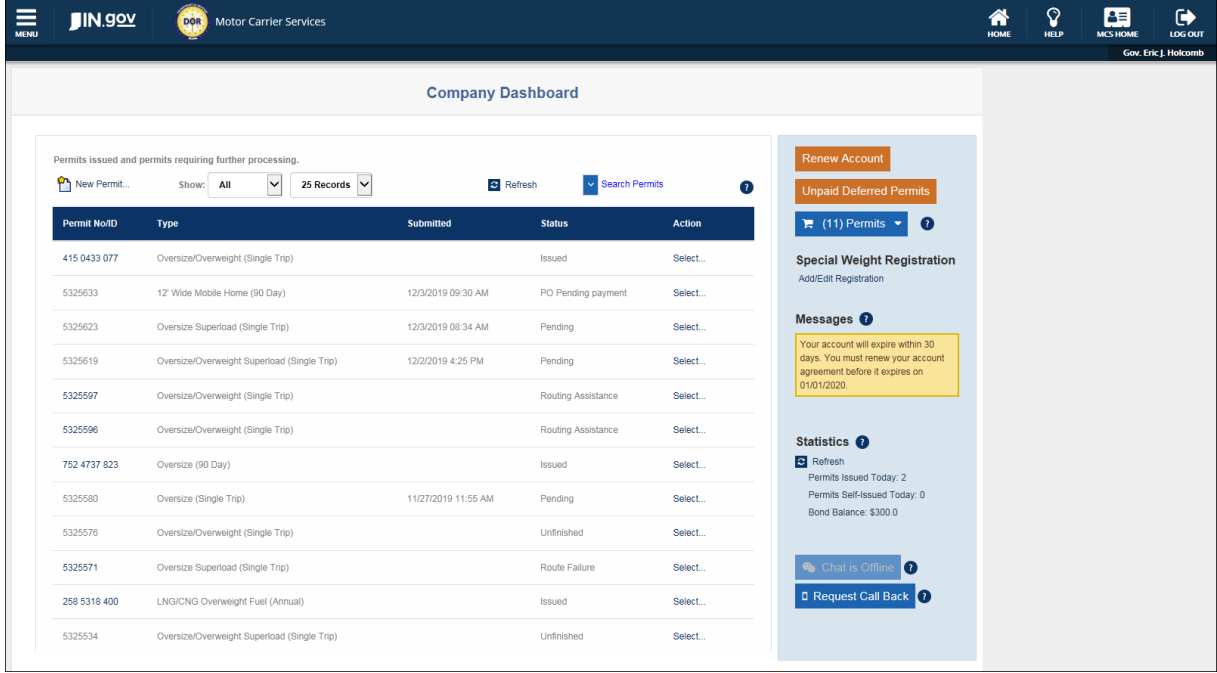
Step	Description
10.	<p><u>Mailing Address</u></p> <ul style="list-style-type: none"> Click the Same as Physical button next to the Mailing Address heading to pre-populate the fields, if the company's mailing address is the same as the physical address. 
11.	<ul style="list-style-type: none"> Click the Submit button once all information is completed. <p>The information entered will be validated to ensure all of the proper fields have been completed and to verify that the account does not already exist.</p> <p>Note: If the account does exist, the system will display a message stating the company is already on file. If the account does not exist in the system, a confirmation message will be displayed.</p> <ul style="list-style-type: none"> Click the OK button. <p><i>The Legal Conditions screen will be displayed.</i></p>  <ul style="list-style-type: none"> Click the Agree button. <p><i>The Request New Account screen will be displayed.</i></p> 
12.	<ul style="list-style-type: none"> Click the Exit button to return to MCS.

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Scenario 2 – Navigating IN OSOWPS

There are several useful tools to help navigate IN OSOWPS. These tools are located throughout the interface so that users can access them from all applicable pages. The buttons available are dependent on the page the user is on in IN OSOWPS.

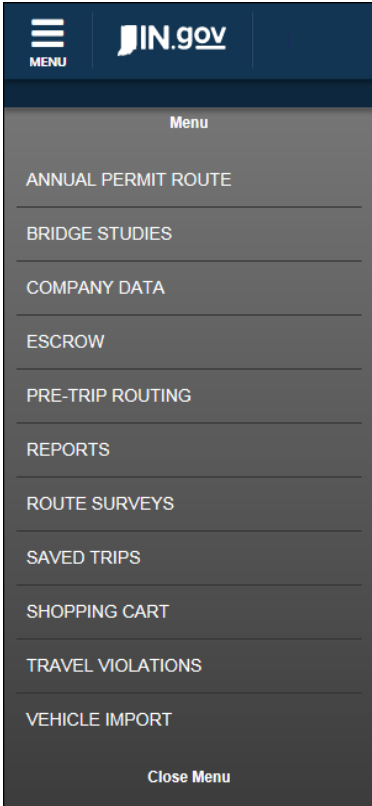
Scenario Steps

Step	Description
	<p><u>Company Dashboard</u></p> <p>The Company Dashboard is broken into four (4) main parts.</p> <ul style="list-style-type: none"> • Navigation Bar • Administrative Panel • Permits Panel • Company Support Panel  <p>The screenshot shows the 'Company Dashboard' interface. At the top, there is a navigation bar with 'IN.gov' and 'Motor Carrier Services' logos, and utility icons for Home, Help, MCS Home, and Log Out. Below the navigation bar, the dashboard is divided into several sections:</p> <ul style="list-style-type: none"> Permits issued and permits requiring further processing: A table with columns for Permit NoID, Type, Submitted, Status, and Action. It lists various permits such as 'Oversize/Overweight (Single Trip)', '12' Wide Mobile Home (90 Day)', and 'Oversize Superload (Single Trip)'. Administrative Panel: Includes buttons for 'Renew Account', 'Unpaid Deferred Permits', and 'Special Weight Registration'. Messages: A notification box stating 'Your account will expire within 30 days. You must renew your account agreement before it expires on 01/01/2020.' Statistics: A section showing 'Permits Issued Today: 2', 'Permits Self-Issued Today: 0', and 'Bond Balance: \$300.0'. Support Panel: Includes buttons for 'Chat is Offline' and 'Request Call Back'.

Scenario Steps



Step	Description												
	<p><u>Navigation Bar</u></p> <p>The bar across the top of the Company Dashboard is called the Navigation Bar.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Function</th> <th style="background-color: #002060; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>Menu</td> <td>Click the Menu button to display the Administrative Panel.</td> </tr> <tr> <td>Home</td> <td>Click the Home button to close the current screen and return to the Company Dashboard.</td> </tr> <tr> <td>Help</td> <td>Click the Help button to display the Page Help for the page the user is currently on in IN OSOWPS.</td> </tr> <tr> <td>MCS Home</td> <td>Click the MCS Home button to navigate to the Indiana Department of Revenue Motor Carrier Services website.</td> </tr> <tr> <td>Log Out</td> <td>Click the Log Out button to log out of IN OSOWPS.</td> </tr> </tbody> </table>	Function	Description	Menu	Click the Menu button to display the Administrative Panel .	Home	Click the Home button to close the current screen and return to the Company Dashboard .	Help	Click the Help button to display the Page Help for the page the user is currently on in IN OSOWPS.	MCS Home	Click the MCS Home button to navigate to the Indiana Department of Revenue Motor Carrier Services website.	Log Out	Click the Log Out button to log out of IN OSOWPS.
Function	Description												
Menu	Click the Menu button to display the Administrative Panel .												
Home	Click the Home button to close the current screen and return to the Company Dashboard .												
Help	Click the Help button to display the Page Help for the page the user is currently on in IN OSOWPS.												
MCS Home	Click the MCS Home button to navigate to the Indiana Department of Revenue Motor Carrier Services website.												
Log Out	Click the Log Out button to log out of IN OSOWPS.												

Scenario Steps

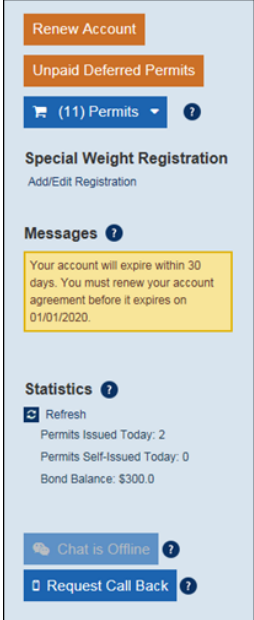




Step	Description
	<p><u>Administrative Panel</u></p> <p>Click the Menu button to access the Administrative Panel. The Administrative Panel allows each company access to functionality such as altering their account information, running reports, importing vehicle inventory, obtaining routes for Annual Permits, and for quoting loads. Permit Services can additionally set up new companies and import vehicle spreadsheets on behalf companies from the Administrative Panel. Click the Close Menu link at the bottom of the listing to close the Administrative Panel. Refer to Administrative Panel on page 20 for more information.</p>  <p>The screenshot shows a dark blue header with a 'MENU' button on the left and the 'IN.gov' logo on the right. Below the header is a vertical list of menu items: ANNUAL PERMIT ROUTE, BRIDGE STUDIES, COMPANY DATA, ESCROW, PRE-TRIP ROUTING, REPORTS, ROUTE SURVEYS, SAVED TRIPS, SHOPPING CART, TRAVEL VIOLATIONS, and VEHICLE IMPORT. At the bottom of the list is a 'Close Menu' button.</p>

**Indiana Oversize/Overweight Permitting System
Customer User Guide**




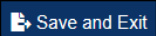





Scenario Steps

Step	Description																																																												
	<p><u>Permits Panel</u></p> <p>The Permits Panel on the Company Dashboard is the central location of most of the company’s permit business within IN OSOWPS. From the Permits Panel, users can order a New Permit, Search Permits, and Filter Permits in the queue and perform actions such as View, Copy, Resume, and Cancel permit applications. Refer to Permits Panel on page 57 for more information.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #0056b3; font-weight: bold;">Company Dashboard</p> <p>Permits issued and permits requiring further processing.</p> <p>  New Permit... Show: All <input type="button" value="v"/> 25 Records <input type="button" value="v"/>  Refresh v Search Permits ? </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>5325193</td> <td>Oversize/Overweight Superload (Single Trip)</td> <td>11/13/2019 2:32 PM</td> <td>Route Survey</td> <td>Select...</td> </tr> <tr> <td>5325192</td> <td>Oversize/Overweight (Single Trip)</td> <td></td> <td>PO Pending payment</td> <td>Select...</td> </tr> <tr> <td>5325190</td> <td>Oversize/Overweight Superload (Single Trip)</td> <td></td> <td>Bridge study</td> <td>Select...</td> </tr> <tr> <td>412 1495 742</td> <td>12' Wide Mobile Home (90 Day)</td> <td></td> <td>Voided</td> <td>Select...</td> </tr> <tr> <td>594 5315 440</td> <td>Oversize (Single Trip)</td> <td></td> <td>Voided</td> <td>Select...</td> </tr> <tr> <td>756 7304 833</td> <td>Oversize (Single Trip)</td> <td></td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>5325141</td> <td>Oversize Superload (Single Trip)</td> <td></td> <td>Unfinished</td> <td>Select...</td> </tr> <tr> <td>5325140</td> <td>Oversize Superload (Single Trip)</td> <td>11/11/2019 2:28 PM</td> <td>District Review Pending</td> <td>Select...</td> </tr> <tr> <td>713 7565 550</td> <td>Oversize (Single Trip)</td> <td></td> <td>Voided</td> <td>Select...</td> </tr> <tr> <td>979 5288 307</td> <td>Oversize (Single Trip)</td> <td></td> <td>Voided</td> <td>Select...</td> </tr> <tr> <td>740 5402 694</td> <td>12' Wide Mobile Home (90 Day)</td> <td></td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table> </div>	Permit No/ID	Type	Submitted	Status	Action	5325193	Oversize/Overweight Superload (Single Trip)	11/13/2019 2:32 PM	Route Survey	Select...	5325192	Oversize/Overweight (Single Trip)		PO Pending payment	Select...	5325190	Oversize/Overweight Superload (Single Trip)		Bridge study	Select...	412 1495 742	12' Wide Mobile Home (90 Day)		Voided	Select...	594 5315 440	Oversize (Single Trip)		Voided	Select...	756 7304 833	Oversize (Single Trip)		Issued	Select...	5325141	Oversize Superload (Single Trip)		Unfinished	Select...	5325140	Oversize Superload (Single Trip)	11/11/2019 2:28 PM	District Review Pending	Select...	713 7565 550	Oversize (Single Trip)		Voided	Select...	979 5288 307	Oversize (Single Trip)		Voided	Select...	740 5402 694	12' Wide Mobile Home (90 Day)		Issued	Select...
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Scenario Steps

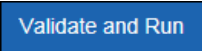
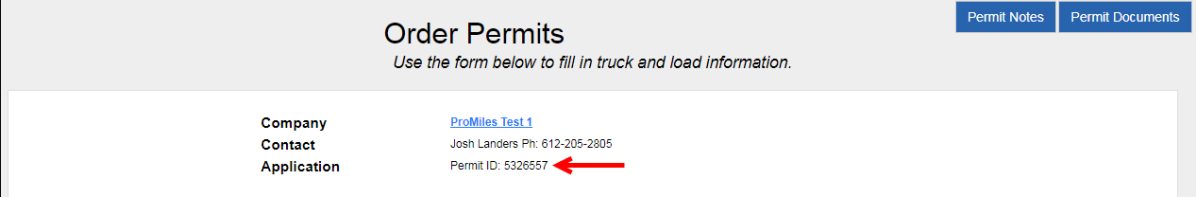
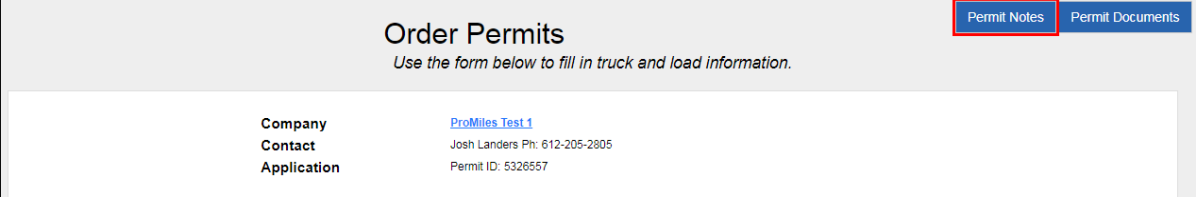
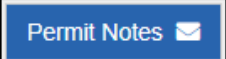
Step	Description
	<p><u>Company Support Panel</u></p> <p>The Company Support Panel allows the company to access functionality such as renewing the account, Shopping Cart, Special Weight Registration, Messages, Statistics, and Call Backs. Refer to the Company Support Panel on page 72 for more information.</p> 
	<p><u>Home</u></p> <p>Click the Home button to close the current screen and return to the Company Dashboard.</p> 
	<p><u>Help</u></p> <p>Click the Help button to access Page Help for the page the user is currently on in IN OSOWPS.</p> 
	<p><u>MCS Home</u></p> <p>Click the MCS Home button to navigate to the Indiana Department of Revenue Motor Carrier Services website.</p> 
	<p><u>Log Out</u></p> <p>Click the Log Out button to log out of IN OSOWPS.</p> 

Scenario Steps

Step	Description
	<p><u>Back</u></p> <p>Click the Back button to return to the previous page of the current process.</p> <p> Back</p> <p>Note: Throughout the application when the Back button is an option, click the Back button to go back one page rather than using the arrow back  in the browser.</p> <p>Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.</p>
	<p><u>Next</u></p> <p>Click the Next button to move to the next page of the current process.</p> <p> Next</p>
	<p><u>Save and Exit</u></p> <p>Click the Save and Exit button to save progress in a permit application and exit the current process.</p> <p> Save and Exit</p>
	<p><u>Delete Permit</u></p> <p>Click the Delete Permit button to delete a permit application.</p> <p> Delete Permit</p>
	<p><u>Cancel</u></p> <p>Click the Cancel button to close without saving. This will not delete the permit application in most circumstances. One exception to this is on the first screen of the permit application; clicking the Cancel button from this screen will delete the permit application because it has not yet created a Permit ID.</p> <p> Cancel</p>
	<p><u>Section/ Page Help</u></p> <p>Hover over a Section Help icon  to access Section Help for the section the user is currently on in IN OSOWPS. These Section Help items will explain the purpose of that section or provide an explanation to help determine what information needs to be provided. For more detailed information for the entire page, click the Page Help button.</p> <p>Note: Not all Section Help icons  have the click Page Help functionality. Some, such as those on the <i>Special Items</i> page in the Order Permits process, are hover only.</p> <div data-bbox="212 1738 683 1864" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>1: Use the Permits panel to order, manage, and track permits.</p> </div>

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Scenario Steps

Step	Description
	<p><u>Validate and Run</u></p> <p>Click the Validate and Run button to generate a route based on Origin and Destination choices. This option is also used when changes are made to Route Via Points, Origin, or Destination.</p> <p></p>
	<p><u>Permit ID</u></p> <p>Once a permit application proceeds past selecting a Permit Type, the screens that follow will display the Permit ID number as a reference for the user to identify the Permit ID that is being worked.</p> <p></p>
	<p><u>Permit Notes</u></p> <p>Click the Permit Notes button to add or view any notes for a permit application. Company and State Users can add and view notes for the application.</p> <p></p> <p>If there is a previously added note, there will be an envelope icon on the Permit Notes button letting the user know there is a note waiting.</p> <p></p>

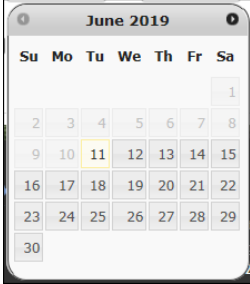
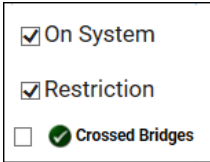
Scenario Steps

Step	Description						
	<p><u>Permit Documents</u></p> <p>Click the Permit Documents button to add or review any documents for a permit application. Company and State Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to IN OSOWPS. Users must select a document type from the dropdown list to better identify the type of document being added such as a Bucket Truck Waiver, Local Permit, or Utility Letter.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h3>Order Permits</h3> <p><i>Use the form below to fill in truck and load information.</i></p> </div> <div style="text-align: right;"> Permit Notes Permit Documents </div> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company</td> <td>ProMiles Test 1</td> </tr> <tr> <td>Contact</td> <td>Josh Landers Ph: 612-205-2805</td> </tr> <tr> <td>Application</td> <td>Permit ID: 5326557</td> </tr> </table> </div> </div> <p>If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting.</p> <div style="border: 1px solid #002060; padding: 5px; display: inline-block; margin-top: 10px;"> Permit Documents </div>	Company	ProMiles Test 1	Contact	Josh Landers Ph: 612-205-2805	Application	Permit ID: 5326557
Company	ProMiles Test 1						
Contact	Josh Landers Ph: 612-205-2805						
Application	Permit ID: 5326557						
	<p><u>Radio Buttons</u></p> <p>Radio Buttons are used throughout IN OSOWPS. A radio button, or option button, is a type of graphical user interface element that allows the user to choose only one of a predefined set of options. Only one radio button can be chosen for each selection. In the example below, the Start Date radio button is selected. Click in the circle to select a radio button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> <input checked="" type="radio"/> Issue Date <input type="radio"/> Start Date <input type="radio"/> End Date <input type="radio"/> Amend Date <input type="radio"/> Create Date <input type="radio"/> Approval Date <input type="radio"/> Payment Date </p> </div>						
	<p><u>Permit PDF</u></p> <p>From reports and/or Permit Details, the user can view the Permit PDF. Click the Permit PDF icon or Permit Number hyperlink to view a copy of the permit. The Permit PDF can be printed.</p> <div style="margin-top: 10px;"> </div>						

Scenario Steps

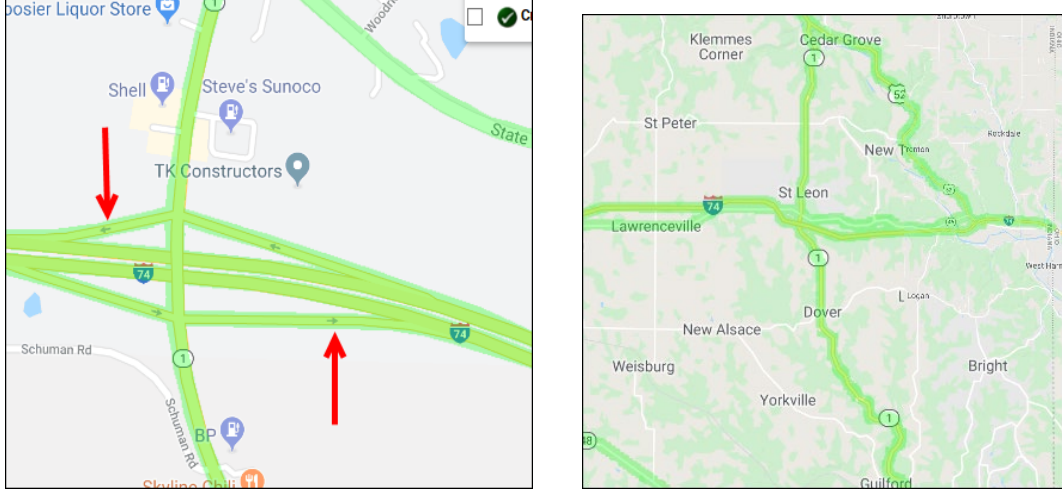
Step	Description						
	<p><u>Expand/Collapse</u></p> <p>On the <i>Enter a Route</i> screen, users can Expand and Collapse the Enter Trip Panel to display or hide the routing points. To edit the route, expand the Enter Trip Panel to change any of the routing points. The Expand and Collapse feature is available whenever the Expand/Collapse Chevron icons are displayed throughout the system.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; margin-right: 20px;"> <p>Permit ID: #5325538</p> <div style="background-color: #002060; color: white; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Enter Trip << </div> <div style="margin-top: 5px;"> <p>Origin</p> <p>Address ▼</p> <p>Entering on system road at 38.6634254;-86.99847. Clear</p> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Address</th> <th style="text-align: left; padding: 2px;">City</th> <th style="text-align: left; padding: 2px;">Zip</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid gray; padding: 2px;">5692 N 900 E</td> <td style="border: 1px solid gray; padding: 2px;">Montgomery</td> <td style="border: 1px solid gray; padding: 2px;">0</td> </tr> </tbody> </table> <p style="margin-top: 5px;">Via Points None ▼</p> </div> <div style="border: 1px solid gray; width: 30px; height: 80px; background-color: #0056b3; display: flex; align-items: center; justify-content: center;"> >> </div> </div>	Address	City	Zip	5692 N 900 E	Montgomery	0
Address	City	Zip					
5692 N 900 E	Montgomery	0					
	<p><u>Spell Check</u></p> <p>On certain screens in IN OSOWPS where there is free form text that can be entered that will be displayed to End Users, IN OSOWPS provides Spell Check. When a user has completed the text entry, click the Check Spelling button. A Spell Check box will be displayed similar to those available in Word. This Spell Check box will display each suggested spelling error and give the option to Ignore Once, Ignore All, Replace, Replace All or Cancel. It will also provide suggestions to replace the word identified as a spelling error. Click the Cancel button to close the Spell Check box to continue in IN OSOWPS.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Spell Check ✖</p> <p>Not In Dictionary:</p> <p>The permi</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Ignore Once Ignore All </div> <p>Replace With:</p> <p>permit</p> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Replace Replace All </div> <p>Suggestions:</p> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">perm i perm it permute permed permeate premed <div style="display: flex; justify-content: flex-end; gap: 10px;"> Cancel </div> <p style="font-size: 0.8em; margin-top: 5px;">Done</p> </div>						

Scenario Steps

Step	Description
	<p><u>Calendar Selections</u></p> <p>Throughout IN OSOWPS, clicking in a Start Date or End Date field for a date selection will result in a calendar display. To select the date to use, click the appropriate date on the calendar.</p> 
	<p><u>Map Layers</u></p> <p>IN OSOWPS offers three features to aid in creating permit routes.</p> <ul style="list-style-type: none"> • The On-System checkbox turns the green highlighted roads on and off. When the box is checked, Indiana state maintained roads are designated on the map with green highlights. • The Restrictions checkbox turns the red highlighted areas that contain restrictions on and off. When the box is checked, restrictions are designated on the map with red highlights. • The Crossed Bridges checkbox allows users to view all bridges that were crossed for the selected route. When the box is checked, the bridges crossed are designated on the map with green checkmarks. 

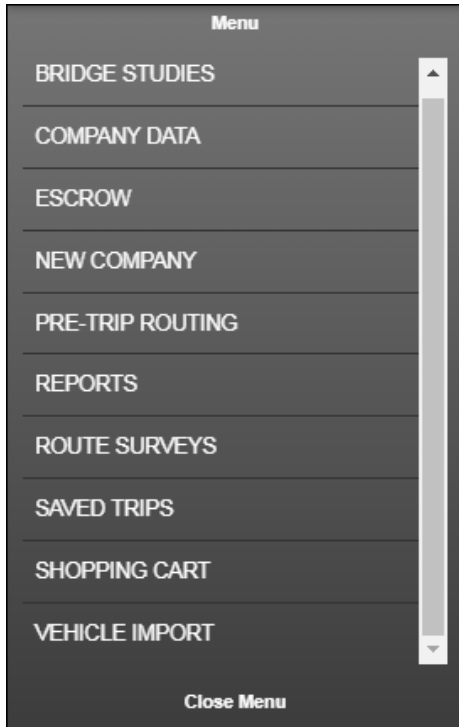
Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
	<p><u>Travel on State Maintained Roads</u></p> <p>Roads approved for OS/OW travel, which are managed by the State of Indiana, are called state maintained roads. If a location is selected that is not on state maintained roads, the system will prompt the user to pick another location and all state maintained roads will be displayed in green highlight to aid in selection. Users must zoom in very close for the map to display separate directions of travel on divided highways. Be sure to pick the proper direction of travel when selecting routes on divided highways.</p> 

Administrative Panel

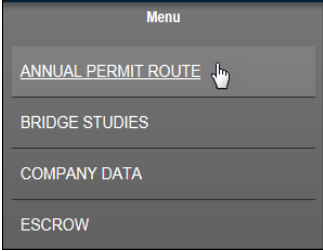
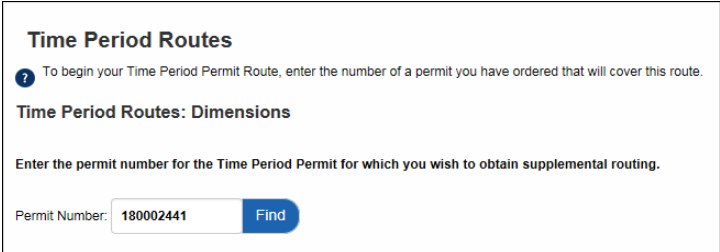
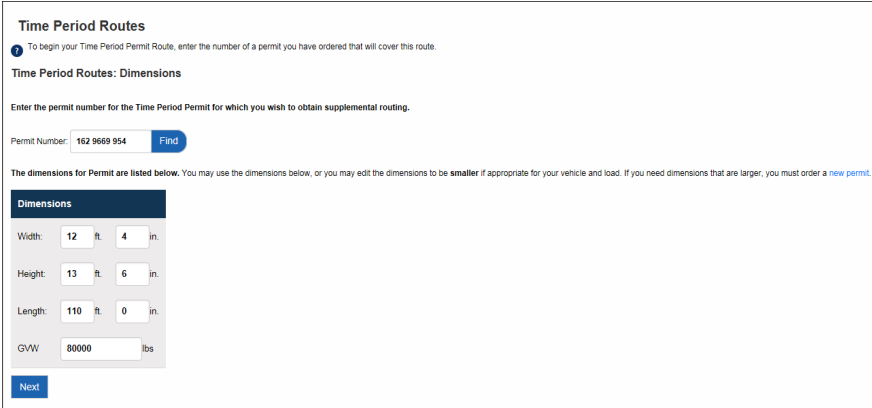
This scenario details the steps needed for a Customer User to utilize the **Administrative Panel**. The **Administrative Panel** allows each company to access functionality such as defining and altering their account information, running reports, importing vehicle inventory, and quoting loads. Permit Services can additionally set up new companies and import vehicle spreadsheets on behalf of companies from the **Administrative Panel**. Click the **Close Menu** link at the bottom of the listing to close the **Administrative Panel**.



Scenario 3 – Annual Permit Route

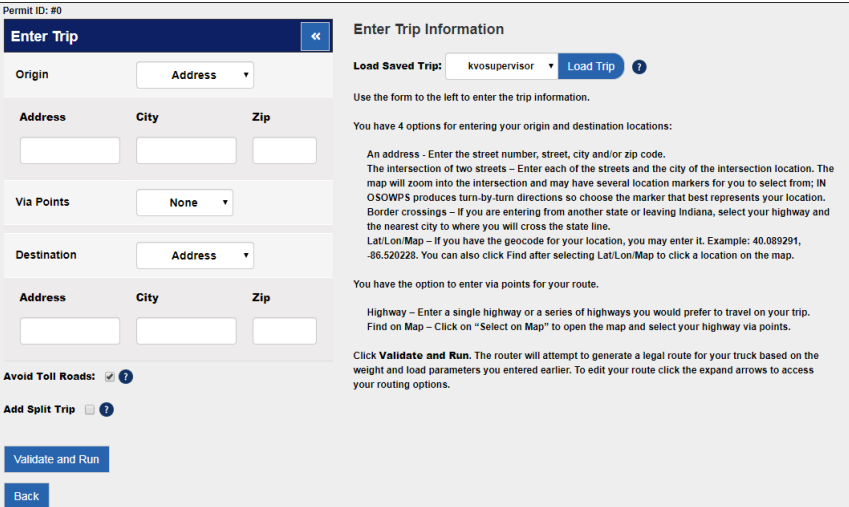
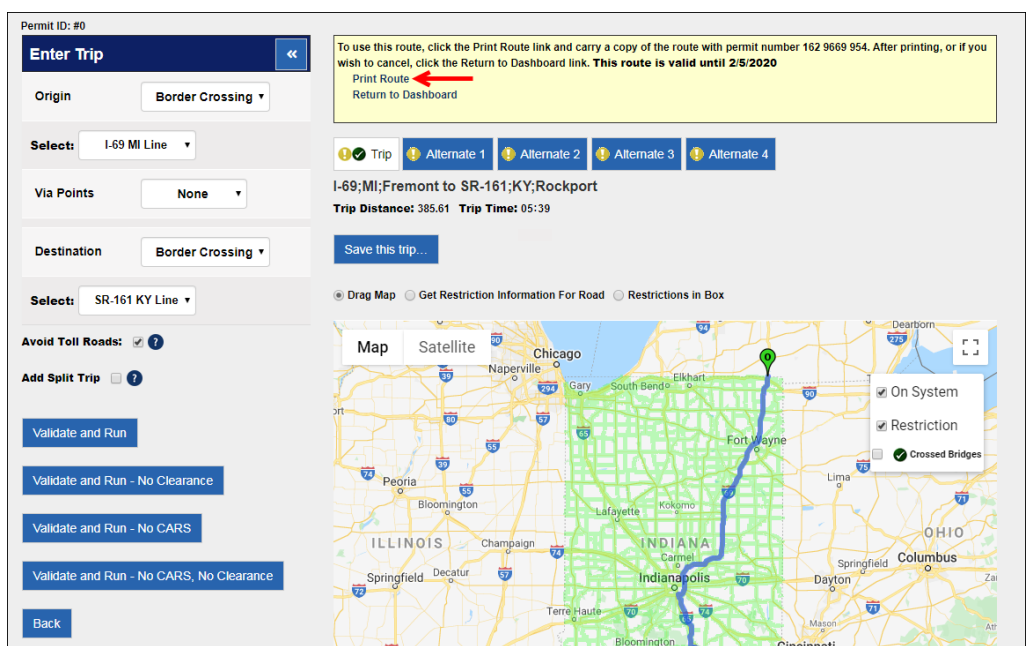
The **Annual Permit Route** feature allows an IN OSOWPS suggested route to be generated for an Annual Permit. These routes are good for a configurable number of days as defined by the State.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the Annual Permit Route link in the Administrative Panel on the Company Dashboard.  <p>The Time Period Routes screen will be displayed.</p> <ul style="list-style-type: none"> Enter the Permit Number for an Annual Permit assigned to your company.  <ul style="list-style-type: none"> Click the Find button. <p>Note: A message will be displayed if the Permit Number entered is not associated to an Annual Permit.</p>
2.	<p>The Time Period Routes screen will be displayed. The Dimension fields will be populated with the road dimensions that were saved to the permit during the Order Permits process.</p>  <p>Note: The saved dimensions can be used, or dimensions can be entered that are lower than the saved dimensions. If dimensions need to be higher than those that are saved, a new permit should be ordered.</p> <ul style="list-style-type: none"> Click the Next button to continue.

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Scenario Steps

Step	Description
3.	<p><i>The Enter a Route screen will be displayed.</i></p>  <p>Proceed to enter a trip as described in Scenario 30 – Generating a Route on page 134.</p> <ul style="list-style-type: none"> Click the Validate and Run button and review your trip results once your trip points are entered. <p><i>The Trip Results Panel will be displayed.</i></p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p>
4.	<ul style="list-style-type: none"> Click the Print Route link at the top of the Trip Results Panel to print once satisfied with your trip results. 

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Customer User Guide**

Scenario Steps

Step	Description																																																																																																																																																																															
5.	<p><i>The Route for Permit screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>Route for Permit 162 9669 954 Valid Until: 2/5/2020 Route Generated On: Tue Feb 04 2020</p> <p>Route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td colspan="5">Origin: I-69;MI;Fremont</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning Non State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>0.01</td> <td>local road</td> <td>Turn right onto I-69 D [DEC]</td> <td>0.01</td> <td>00:00</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>43.03</td> <td>I-69 D South</td> <td>Take Exit 315 toward I-469/US-24/US-30 EAST</td> <td>43.04</td> <td>00:39</td> </tr> <tr> <td>18.13</td> <td>I-69 D South</td> <td>Take Exit 0A toward I-65 SOUTH/INDIANAPOLIS</td> <td>61.17</td> <td>00:16</td> </tr> <tr> <td>96.82</td> <td>I-69 D South</td> <td>Take Exit 200 toward I-465/SR-37 SOUTH</td> <td>157.99</td> <td>01:27</td> </tr> <tr> <td>1.05</td> <td>I-465 037 M South</td> <td>Merge onto I-465 [INC]</td> <td>159.04</td> <td>00:00</td> </tr> <tr> <td>15.42</td> <td>I-465 South</td> <td>Take Exit 53B toward I-65 SOUTH/LOUISVILLE</td> <td>174.46</td> <td>00:14</td> </tr> <tr> <td>1.04</td> <td>I-65 106 M West</td> <td>Continue straight on I-65 106 D [RAMP]</td> <td>175.5</td> <td>00:00</td> </tr> <tr> <td>0.08</td> <td>I-65 106 D South</td> <td>Bear right onto I-65 D [DEC]</td> <td>175.58</td> <td>00:00</td> </tr> <tr> <td>37.48</td> <td>I-65 D South</td> <td>Take Exit 68 toward SR-46 COLUMBUS/NASHVILLE/BLOOMINGTON</td> <td>213.06</td> <td>00:34</td> </tr> <tr> <td>0.18</td> <td>I-65 068 C South</td> <td>Bear left onto I-65 068 L [CONN]</td> <td>213.24</td> <td>00:00</td> </tr> <tr> <td>0.07</td> <td>I-65 068 L South</td> <td>Continue straight on I-65 068 J [CONN]</td> <td>213.31</td> <td>00:00</td> </tr> <tr> <td>0.01</td> <td>I-65 068 J East</td> <td>Bear left onto SR-46</td> <td>213.32</td> <td>00:00</td> </tr> <tr> <td>6.47</td> <td>SR-46 East</td> <td>Continue straight on SR-7 [INC]</td> <td>219.79</td> <td>00:07</td> </tr> <tr> <td>0.56</td> <td>SR-7 East</td> <td>Turn right onto US-31</td> <td>220.35</td> <td>00:00</td> </tr> <tr> <td>23.02</td> <td>US-31 South</td> <td>Turn left onto SR-250</td> <td>243.37</td> <td>07:25</td> </tr> <tr> <td>0.32</td> <td>SR-250 East</td> <td>Turn right onto I-65 041 D [RAMP]</td> <td>243.69</td> <td>00:00</td> </tr> <tr> <td>0.25</td> <td>I-65 041 D South</td> <td>Continue straight on I-65 D [DEC]</td> <td>243.94</td> <td>00:00</td> </tr> <tr> <td>34.95</td> <td>I-65 D South</td> <td>Take Exit 6B toward I-265 WEST/SR-62 WEST/I-64/NEW ALBANY</td> <td>278.89</td> <td>00:32</td> </tr> <tr> <td>0.88</td> <td>I-65 006 C South</td> <td>Continue straight on I-265 D [DEC]</td> <td>279.77</td> <td>00:00</td> </tr> <tr> <td>5.74</td> <td>I-265 D West</td> <td>Bear right onto I-64 121 D [RAMP]</td> <td>285.51</td> <td>00:06</td> </tr> <tr> <td>0.46</td> <td>I-64 121 D South</td> <td>Merge onto I-64 D [DEC]</td> <td>285.97</td> <td>00:00</td> </tr> <tr> <td>42.2</td> <td>I-64 D West</td> <td>Take Exit 79 toward SR-37/TELL CITY/FRENCH LICK</td> <td>328.17</td> <td>00:38</td> </tr> <tr> <td>0.36</td> <td>I-64 079 C West</td> <td>Continue straight on I-64 079 D [RAMP]</td> <td>328.53</td> <td>00:00</td> </tr> <tr> <td>0.3</td> <td>I-64 079 D West</td> <td>Continue straight on I-64 D [DEC]</td> <td>328.83</td> <td>00:00</td> </tr> <tr> <td>21.7</td> <td>I-64 D West</td> <td>Take Exit 57A toward US-231 SOUTH/DALE</td> <td>350.53</td> <td>00:20</td> </tr> <tr> <td>0.4</td> <td>I-64 057 H West</td> <td>Continue straight on US-231 [DEC]</td> <td>350.93</td> <td>00:00</td> </tr> <tr> <td>21.1</td> <td>US-231 South</td> <td>Merge onto US-231 001 C [RAMP]</td> <td>372.03</td> <td>06:48</td> </tr> <tr> <td>0.79</td> <td>US-231 001 C South</td> <td>Turn right onto SR-66</td> <td>372.82</td> <td>00:16</td> </tr> <tr> <td>4.51</td> <td>SR-66 South</td> <td>Turn left onto SR-161</td> <td>377.33</td> <td>00:05</td> </tr> <tr> <td>8.28</td> <td>SR-161 South</td> <td>Arrive at destination.</td> <td>385.61</td> <td>00:10</td> </tr> <tr> <td colspan="3">Final Destination: SR-161;KY;Rockport</td> <td>385.61</td> <td>19:35</td> </tr> </tbody> </table> <p>Abbreviated Route ==> I-69 MI Line <==local road, I-69 D South, @ Exit 315 toward I-469/US-24/US-30 EAST, @ Exit 0A toward I-65 SOUTH/INDIANAPOLIS, @ Exit 200 toward I-465/SR-37 SOUTH, I-465 037 M South, I-465 South, @ Exit 53B toward I-65 SOUTH/LOUISVILLE, I-65 106 M West, I-65 106 D South, I-65 D South, @ Exit 68 toward SR-46/COLUMBUS/NASHVILLE/BLOOMINGTON, I-65 068 C South, I-65 068 L South, I-65 068 J East, SR-46 East, SR-7 East, US-31 South, SR-250 East, I-65 041 D South, I-65 D South, @ Exit 6B toward I-265 WEST/SR-62 WEST/I-64/NEW ALBANY, I-65 006 C South, I-265 D West, I-64 121 D South, I-64 D West, @ Exit 79 toward SR-37/TELL CITY/FRENCH LICK, I-64 079 C West, I-64 079 D West, I-64 D West, @ Exit 57A toward US-231 SOUTH/DALE, I-64 057 H West, US-231 South, US-231 001 C South, SR-66 South, SR-161 South==> SR-161 KY Line <==</p> </div>	Miles	Route	To	Distance	Time	Origin: I-69;MI;Fremont					0		Beginning Non State-Maintained Travel	0	00:00	0.01	local road	Turn right onto I-69 D [DEC]	0.01	00:00	0		Beginning State-Maintained Travel	0	00:00	43.03	I-69 D South	Take Exit 315 toward I-469/US-24/US-30 EAST	43.04	00:39	18.13	I-69 D South	Take Exit 0A toward I-65 SOUTH/INDIANAPOLIS	61.17	00:16	96.82	I-69 D South	Take Exit 200 toward I-465/SR-37 SOUTH	157.99	01:27	1.05	I-465 037 M South	Merge onto I-465 [INC]	159.04	00:00	15.42	I-465 South	Take Exit 53B toward I-65 SOUTH/LOUISVILLE	174.46	00:14	1.04	I-65 106 M West	Continue straight on I-65 106 D [RAMP]	175.5	00:00	0.08	I-65 106 D South	Bear right onto I-65 D [DEC]	175.58	00:00	37.48	I-65 D South	Take Exit 68 toward SR-46 COLUMBUS/NASHVILLE/BLOOMINGTON	213.06	00:34	0.18	I-65 068 C South	Bear left onto I-65 068 L [CONN]	213.24	00:00	0.07	I-65 068 L South	Continue straight on I-65 068 J [CONN]	213.31	00:00	0.01	I-65 068 J East	Bear left onto SR-46	213.32	00:00	6.47	SR-46 East	Continue straight on SR-7 [INC]	219.79	00:07	0.56	SR-7 East	Turn right onto US-31	220.35	00:00	23.02	US-31 South	Turn left onto SR-250	243.37	07:25	0.32	SR-250 East	Turn right onto I-65 041 D [RAMP]	243.69	00:00	0.25	I-65 041 D South	Continue straight on I-65 D [DEC]	243.94	00:00	34.95	I-65 D South	Take Exit 6B toward I-265 WEST/SR-62 WEST/I-64/NEW ALBANY	278.89	00:32	0.88	I-65 006 C South	Continue straight on I-265 D [DEC]	279.77	00:00	5.74	I-265 D West	Bear right onto I-64 121 D [RAMP]	285.51	00:06	0.46	I-64 121 D South	Merge onto I-64 D [DEC]	285.97	00:00	42.2	I-64 D West	Take Exit 79 toward SR-37/TELL CITY/FRENCH 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6.	<ul style="list-style-type: none"> • Click the Return to Dashboard link or click the Home button to exit the <i>Enter a Route</i> screen and return to the Company Dashboard. 																																																																																																																																																																															

Scenario 4 – Bridge Studies

Bridge Studies are used in Indiana as part of the analysis process to determine if very heavy loads can safely travel over bridges. This scenario details the steps needed to view Bridge Studies.

Scenario Steps

Step	Description														
1.	<ul style="list-style-type: none"> Click the Bridge Studies link in the Administrative Panel of the Company Dashboard. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Menu</p> <p style="margin: 2px 0;">ANNUAL PERMIT ROUTE</p> <p style="margin: 2px 0; border: 1px solid #ccc;">BRIDGE STUDIES </p> <p style="margin: 2px 0;">COMPANY DATA</p> <p style="margin: 2px 0;">ESCROW</p> </div> <p><i>The Customer Bridge Studies screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Customer Bridge Studies</p> <p>Choose options below and click search.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="background-color: #003366; color: white; padding: 2px;">Bridge Study Search Parameters</p> <p>Permits Pending Status Has only pending permits ▼</p> <p>Starting Permit # is ▼</p> <p>Starting Permit ID is ▼</p> <p style="text-align: right; margin-top: 5px;">Search Bridge Studies</p> </div> <p>Records Found: 74</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Row</th> <th>Bridge Study ID</th> <th>Permit ID</th> <th>GWV</th> <th>Approved</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1842</td> <td>5326257</td> <td>200099</td> <td></td> <td>12/31/2019</td> <td>1/14/2020</td> </tr> </tbody> </table> </div>	Row	Bridge Study ID	Permit ID	GWV	Approved	Start Date	End Date	1	1842	5326257	200099		12/31/2019	1/14/2020
Row	Bridge Study ID	Permit ID	GWV	Approved	Start Date	End Date									
1	1842	5326257	200099		12/31/2019	1/14/2020									
	<ul style="list-style-type: none"> Select the desired parameters and enter the criteria in the Bridge Study Search Parameters fields. 														

**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

Step	Description										
2.	<p style="text-align: center;">Bridge Study Parameters</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Bridge Study Parameter</th> <th style="background-color: #002060; color: white;">Bridge Study Parameter Description</th> </tr> </thead> <tbody> <tr> <td>Permits Pending Status</td> <td>Select Any permit status to see all Bridge Studies including Bridge Studies associated to issued or expired permits. Select Has only pending permits to view Bridge Studies that are associated to pending permits.</td> </tr> <tr> <td>Starting Permit #</td> <td>To select the Bridge Study associated to a single permit, select the is option and enter the Permit Number. To select Bridge Studies associated to permits with a Permit Number greater than or equal to a selected number, select the is greater or equal to option and enter the number. To select Bridge Studies associated to permits with a Permit Number less than or equal to a selected number, select the is less than or equal to option and enter the number. To select Bridge Studies associated to permits with a Permit Number between two numbers, select the is between option and enter the two numbers. The numbers entered must be valid IN OSOWPS Permit Numbers.</td> </tr> <tr> <td>Starting Permit ID</td> <td>To select the Bridge Study associated to a single permit select the is option and enter the Permit ID. To select Bridge Studies associated to permits with a Permit ID greater than or equal to a selected number, select the is greater or equal to option and enter the Permit ID. To select Bridge Studies associated to permits with a Permit ID less than or equal to a selected number, select the is less than or equal to option and enter the Permit ID. To select Bridge Studies associated to permits with a Permit ID between two numbers select the is between option and enter the two Permit IDs. The numbers entered must be valid IN OSOWPS Permit ID numbers.</td> </tr> <tr> <td>Search Bridge Studies button</td> <td>After selecting the desired parameters, click the Search Bridge Studies button.</td> </tr> </tbody> </table>	Bridge Study Parameter	Bridge Study Parameter Description	Permits Pending Status	Select Any permit status to see all Bridge Studies including Bridge Studies associated to issued or expired permits. Select Has only pending permits to view Bridge Studies that are associated to pending permits.	Starting Permit #	To select the Bridge Study associated to a single permit, select the is option and enter the Permit Number. To select Bridge Studies associated to permits with a Permit Number greater than or equal to a selected number, select the is greater or equal to option and enter the number. To select Bridge Studies associated to permits with a Permit Number less than or equal to a selected number, select the is less than or equal to option and enter the number. To select Bridge Studies associated to permits with a Permit Number between two numbers, select the is between option and enter the two numbers. The numbers entered must be valid IN OSOWPS Permit Numbers.	Starting Permit ID	To select the Bridge Study associated to a single permit select the is option and enter the Permit ID. To select Bridge Studies associated to permits with a Permit ID greater than or equal to a selected number, select the is greater or equal to option and enter the Permit ID. To select Bridge Studies associated to permits with a Permit ID less than or equal to a selected number, select the is less than or equal to option and enter the Permit ID. To select Bridge Studies associated to permits with a Permit ID between two numbers select the is between option and enter the two Permit IDs. The numbers entered must be valid IN OSOWPS Permit ID numbers.	Search Bridge Studies button	After selecting the desired parameters, click the Search Bridge Studies button.
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3.	<ul style="list-style-type: none"> • Click the Search Bridge Studies button. <p>The Bridge Studies that meet the selected parameters will be listed in the Records Found section below the Bridge Study Search Parameters section. The Bridge Studies are listed in date order with the most recent first.</p>										
4.	<ul style="list-style-type: none"> • Click the Home button to return to the Company Dashboard. 										

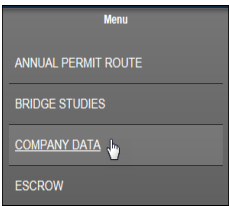
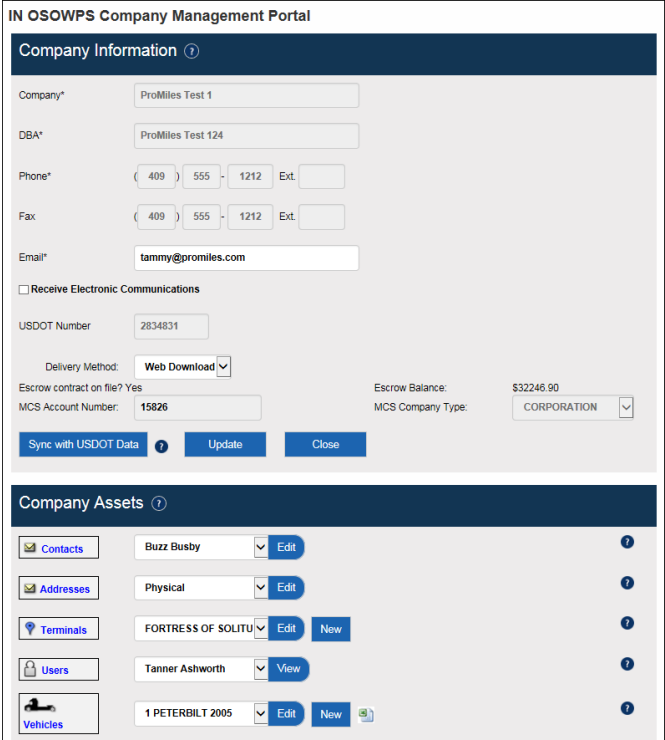
Scenario 5 – Company Data

The **Company Data** link opens the *IN OSOWPS Company Management Portal* screen. This screen is partially populated from the information entered or obtained from Indiana’s Motor Carrier Services system (MCS) when the account was created. If the information displayed is acquired from MCS, it cannot be changed. It must be updated in MCS and synced in IN OSOWPS by clicking the **Sync with USDOT Data** button. Other information can be added for use when ordering permits.

The *IN OSOWPS Company Management Portal* screen is a place for users with the proper permissions to add, edit, and delete items from the **Company Assets**. Here users can add contacts and users, edit addresses, and maintain the vehicle inventory for the company.

Note: The *IN OSOWPS Company Management Portal* screen will display company information to users created with the User Type of Supervisor. All other users will only be able to view **User Information** regarding their personal username.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the Company Data link in the Administrative Panel on the Company Dashboard. <div style="margin-top: 10px;">  <p>The screenshot shows a vertical menu with the following items: ANNUAL PERMIT ROUTE, BRIDGE STUDIES, COMPANY DATA (highlighted with a mouse cursor), and ESCROW.</p> </div> <p><i>The IN OSOWPS Company Management Portal screen will be displayed.</i></p> <div style="margin-top: 10px;">  <p>The screenshot shows the 'IN OSOWPS Company Management Portal' interface. It has a dark blue header with 'Company Information' and a help icon. Below the header are several input fields: Company* (ProMiles Test 1), DBA* (ProMiles Test 124), Phone* (409-555-1212), Fax (409-555-1212), and Email* (tammy@promiles.com). There is a checkbox for 'Receive Electronic Communications' and a 'USDOT Number' field (2834831). A 'Delivery Method' dropdown is set to 'Web Download'. Below these are fields for 'Escrow contract on file? Yes', 'MCS Account Number' (15826), 'Escrow Balance' (\$32246.90), and 'MCS Company Type' (CORPORATION). At the bottom of this section are three buttons: 'Sync with USDOT Data', 'Update', and 'Close'. Below this is another dark blue header for 'Company Assets' with a help icon. Underneath are five rows of asset management items: 'Contacts' (Buzz Busby), 'Addresses' (Physical), 'Terminals' (FORTRESS OF SOLITU), 'Users' (Tanner Ashworth), and 'Vehicles' (1 PETERBILT 2005). Each row has an 'Edit' button and a help icon.</p> </div>

**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

Step	Description																														
	<p><u>Company Information</u></p> <p>Note: All Company Information will be maintained in MCS. All updates to Company Information such as Company Name, USDOT Number, Phone Number, Address, etc. must be updated in MCS, not IN OSOWPS. Once MCS is updated, the new information will be pulled in to IN OSOWPS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Field</th> <th style="background-color: #002060; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>Company</td> <td>The official company name</td> </tr> <tr> <td>DBA</td> <td>The company's DBA (Doing Business As) if applicable</td> </tr> <tr> <td>Phone</td> <td>The primary contact phone number for the company</td> </tr> <tr> <td>Fax</td> <td>The primary fax number for the company</td> </tr> <tr> <td>Email</td> <td>The primary email address for the company</td> </tr> <tr> <td>Receive Electronic Communications</td> <td>Currently not used but has been left in place for future implementation.</td> </tr> <tr> <td>USDOT Number</td> <td>The company's United States Department of Transportation Number (if the company has one) A State User can add a USDOT Number for a company account at a later date if the company acquires a USDOT Number.</td> </tr> <tr> <td rowspan="4">Delivery Method</td> <td>The company's default delivery method to be used for issued permits The delivery method can be changed from the Primary Delivery Method when ordering a permit. Note: Regardless of the delivery method, all issued permits can be accessed from the Permits Panel on the Company Dashboard.</td> </tr> <tr> <td>Email</td> <td>Permits will be emailed to the email address on file.</td> </tr> <tr> <td>Web Download</td> <td>Permits will be downloaded by the company. These and all other issued permits can be accessed from the Permits Panel on the Company Dashboard.</td> </tr> <tr> <td>Fax</td> <td>Permits will be faxed to the fax number on file.</td> </tr> <tr> <td>MCS Account Number</td> <td>The company's account number in Indiana's Motor Carrier Services system</td> </tr> <tr> <td>MCS Company Type</td> <td>The company type listed in Indiana's Motor Carrier Services system. This is a read-only field.</td> </tr> <tr> <td>Escrow contract on file?</td> <td>Does the company have an escrow account on file agreeing to terms and conditions? Default = No; Yes = the account has an escrow contract on file</td> </tr> </tbody> </table>	Field	Description	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	Receive Electronic Communications	Currently not used but has been left in place for future implementation.	USDOT Number	The company's United States Department of Transportation Number (if the company has one) A State User can add a USDOT Number for a company account at a later date if the company acquires a USDOT Number.	Delivery Method	The company's default delivery method to be used for issued permits The delivery method can be changed from the Primary Delivery Method when ordering a permit. Note: Regardless of the delivery method, all issued permits can be accessed from the Permits Panel on the Company Dashboard .	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 on the Company Dashboard .	Fax	Permits will be faxed to the fax number on file.	MCS Account Number	The company's account number in Indiana's Motor Carrier Services system	MCS Company Type	The company type listed in Indiana's Motor Carrier Services system. This is a read-only field.	Escrow contract on file?	Does the company have an escrow account on file agreeing to terms and conditions? Default = No; Yes = the account has an escrow contract on file
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Scenario Steps

Step	Description										
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Close	Click to close the <i>IN OSOWPS Company Management Portal</i> screen without saving any changes made to the Company Information.										

2. To Update Company Information

- Edit the applicable fields.

The screenshot displays the 'IN OSOWPS Company Management Portal' interface. The 'Company Information' section contains the following fields and controls:

- Company*:** Text input field with 'ProMiles Test 1'.
- DBA*:** Text input field with 'ProMiles Test 124'.
- Phone*:** Phone number input field with '(409) 555 - 1212 Ext. []'.
- Fax:** Phone number input field with '(409) 555 - 1212 Ext. []'.
- Email*:** Text input field with 'tammy@promiles.com'.
- Receive Electronic Communications**
- USDOT Number:** Text input field with '2834831'.
- Delivery Method:** Dropdown menu set to 'Web Download'.
- Escrow contract on file? Yes** (checkbox)
- Escrow Balance:** Text input field with '\$32246.90'.
- MCS Account Number:** Text input field with '15826'.
- MCS Company Type:** Dropdown menu set to 'CORPORATION'.

At the bottom of the form are three buttons: 'Sync with USDOT Data', 'Update', and 'Close'. Below the form is the 'Company Assets' section, which includes:

- Contacts:** Buzz Busby (dropdown), Edit button.
- Addresses:** Physical (dropdown), Edit button.
- Terminals:** FORTRESS OF SOLITU (dropdown), Edit button, New button.
- Users:** Tanner Ashworth (dropdown), View button.
- Vehicles:** 1 PETERBILT 2005 (dropdown), Edit button, New button, Add icon.

Note: The ***IN OSOWPS Company Management Portal*** screen contains all of the company information. If the information displayed is acquired from MCS, it cannot be changed. It must be updated with MCS and synced in IN OSOWPS.

- Click the **Update** button.

A confirmation message will be displayed.

- Click the **OK** button.

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Scenario Steps

Step	Description												
	<u>Company Assets</u>												
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Contacts

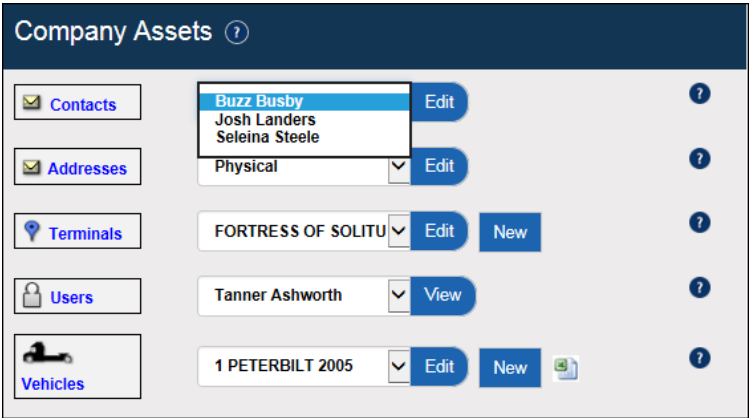
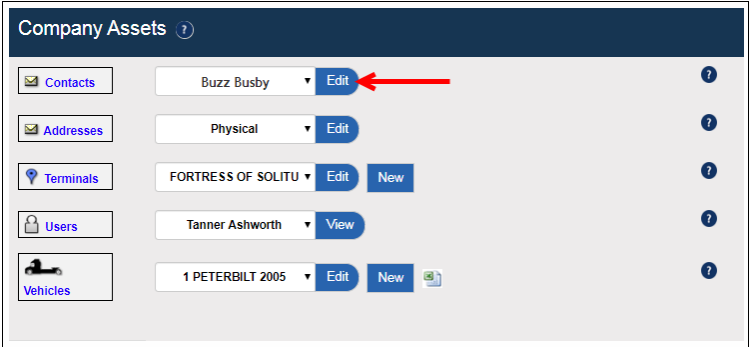
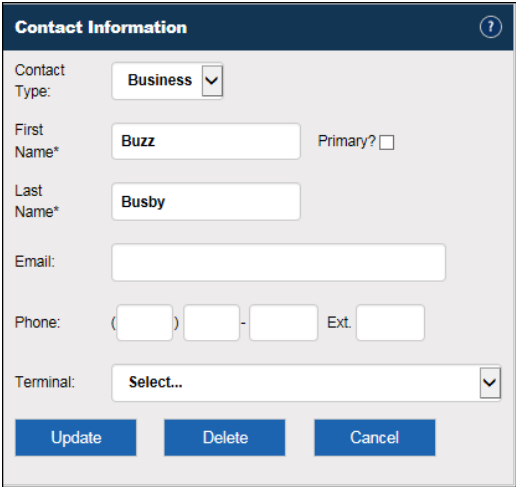
Any person that may need to be contacted by the Permit Office during the Order Permits process should be added into the system as a **Contact**.

Note: Entering a **Contact** into the system does not give that person the ability to log in to IN OSOWPS. Each **Contact** must be set up as a user to log in to IN OSOWPS and order permits.

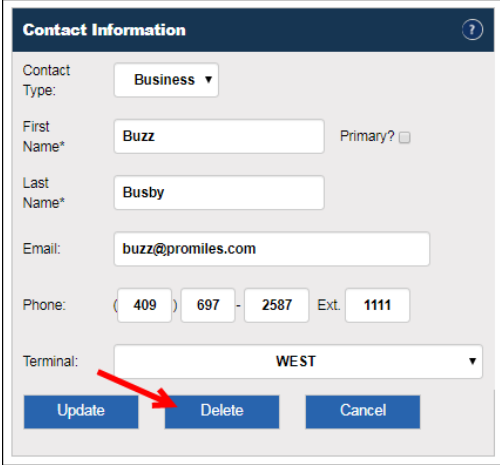
Scenario Steps

Step	Description																				
1.	<ul style="list-style-type: none"> Click the Company Data link in the Administrative Panel on the Company Dashboard. <div data-bbox="240 590 513 814" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Menu</p> <hr/> <p style="margin: 0;">ANNUAL PERMIT ROUTE</p> <hr/> <p style="margin: 0;">BRIDGE STUDIES</p> <hr/> <p style="margin: 0; color: #0070c0;">COMPANY DATA </p> <hr/> <p style="margin: 0;">ESCROW</p> </div> <p><i>The IN OSOWPS Company Management Portal screen will be displayed.</i></p> <div data-bbox="240 877 1044 1776" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #1a3d54; color: white; padding: 5px;">IN OSOWPS Company Management Portal</div> <div style="background-color: #1a3d54; color: white; padding: 5px; margin-bottom: 10px;">Company Information ?</div> <div style="margin-bottom: 10px;"> <p>Company* <input type="text" value="ProMiles Test 1"/></p> <p>DBA* <input type="text" value="ProMiles Test 124"/></p> <p>Phone* (<input type="text" value="409"/>) <input type="text" value="555"/> - <input type="text" value="1212"/> Ext. <input type="text"/></p> <p>Fax (<input type="text" value="409"/>) <input type="text" value="555"/> - <input type="text" value="1212"/> Ext. <input type="text"/></p> <p>Email* <input type="text" value="tammy@promiles.com"/></p> <p><input type="checkbox"/> Receive Electronic Communications</p> <p>USDOT Number <input type="text" value="2834831"/></p> <p>Delivery Method: <input type="text" value="Web Download"/></p> <p>Escrow contract on file? Yes <input type="checkbox"/> Escrow Balance: \$32246.90</p> <p>MCS Account Number: <input type="text" value="15826"/> MCS Company Type: <input type="text" value="CORPORATION"/></p> <p style="text-align: center;"> <input type="button" value="Sync with USDOT Data"/> <input type="button" value="Update"/> <input type="button" value="Close"/> </p> </div> <div style="background-color: #1a3d54; color: white; padding: 5px; margin-bottom: 10px;">Company Assets ?</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"> Contacts</td> <td style="width: 60%;">Buzz Busby <input type="text"/></td> <td style="width: 10%;"><input type="button" value="Edit"/></td> <td style="width: 15%; text-align: right;">?</td> </tr> <tr> <td> Addresses</td> <td>Physical <input type="text"/></td> <td><input type="button" value="Edit"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td> Terminals</td> <td>FORTRESS OF SOLITU <input type="text"/></td> <td><input type="button" value="Edit"/> <input type="button" value="New"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td> Users</td> <td>Tanner Ashworth <input type="text"/></td> <td><input type="button" value="View"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td> Vehicles</td> <td>1 PETERBILT 2005 <input type="text"/></td> <td><input type="button" value="Edit"/> <input type="button" value="New"/></td> <td style="text-align: right;">?</td> </tr> </table> </div>	Contacts	Buzz Busby <input type="text"/>	<input type="button" value="Edit"/>	?	Addresses	Physical <input type="text"/>	<input type="button" value="Edit"/>	?	Terminals	FORTRESS OF SOLITU <input type="text"/>	<input type="button" value="Edit"/> <input type="button" value="New"/>	?	Users	Tanner Ashworth <input type="text"/>	<input type="button" value="View"/>	?	Vehicles	1 PETERBILT 2005 <input type="text"/>	<input type="button" value="Edit"/> <input type="button" value="New"/>	?
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Scenario Steps

Step	Description
	<ul style="list-style-type: none">Choose the Contact to be edited from the Contacts dropdown list.  <ul style="list-style-type: none">Click the Edit button to the right of Contacts.  <p>The Contact Information screen will be displayed.</p> 

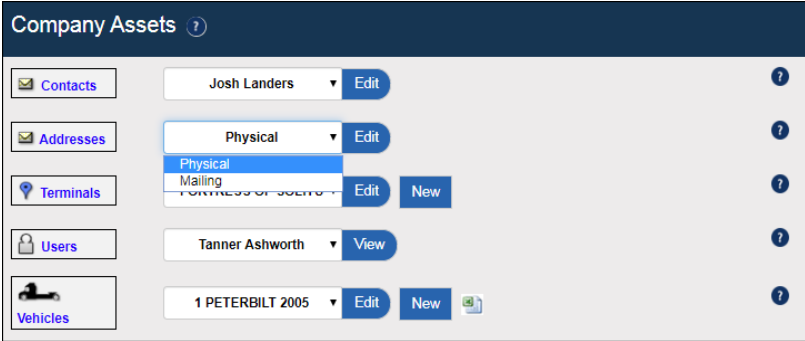
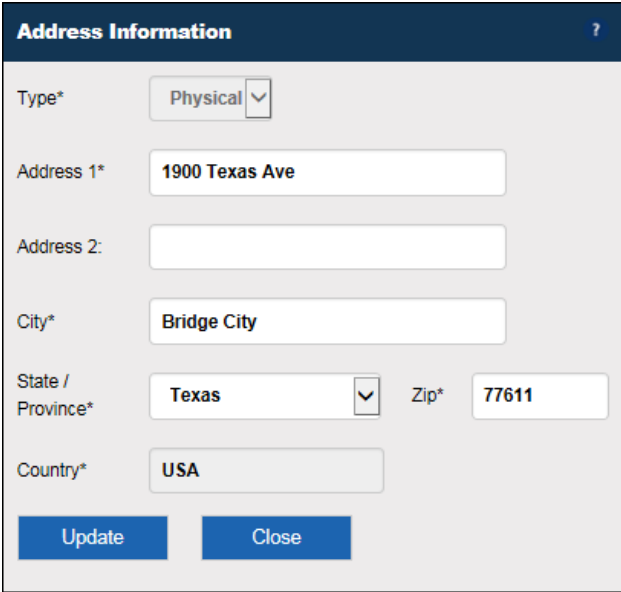
Scenario Steps

Step	Description
2.	<p><u>To Edit an Existing Contact</u></p> <ul style="list-style-type: none">• Edit the desired Contact Information.• Click the Update button to save the changes or click the Cancel button to exit the Contact Information screen and return to the IN OSOWPS Company Management Portal screen without saving changes.• Click the Home button to return to the Company Dashboard. <p>Note: To edit other Company Assets, follow the same steps as editing a contact.</p>
3.	<p><u>To Delete a Contact</u></p> <ul style="list-style-type: none">• Click the Delete button to delete the Contact or click the Cancel button to exit the Contact Information screen and return to the IN OSOWPS Company Management Portal screen without deleting the Contact. <div data-bbox="240 758 737 1220"><p>The screenshot shows a 'Contact Information' form with the following fields: Contact Type (Business), First Name (Buzz), Last Name (Busby), Email (buzz@promiles.com), Phone (409-697-2587 Ext. 1111), and Terminal (WEST). At the bottom, there are three buttons: Update, Delete, and Cancel. A red arrow points to the Delete button.</p></div> <ul style="list-style-type: none">• Click the Home button to return to the Company Dashboard. <p>Note: To delete other Company Assets, follow the same steps as deleting a contact.</p>

Addresses

The Mailing and Physical **Address** information is stored in IN OSOWPS for the company. An Address cannot be added or deleted, but can be edited. USDOT information must first be updated with MCS and then synced with IN OSOWPS by clicking the **Sync with USDOT Data** button on the **IN OSOWPS Company Management Portal** screen.

Scenario Steps

Step	Description
1.	<p><u>To Edit an Existing Address</u></p> <ul style="list-style-type: none"> Select a Physical or Mailing from the dropdown list to edit.  <ul style="list-style-type: none"> Click the Edit button to the right of the Addresses. <i>The Address Information screen will be displayed.</i>  <ul style="list-style-type: none"> Edit the desired Address Information. <p>Note: Fields marked with an asterisk (*) are required fields.</p> <ul style="list-style-type: none"> Click the Update button to save the changes or click the Cancel button to exit the Address Information screen and return to the IN OSOWPS Company Management Portal screen without saving changes. Click the Home button to return to the Company Dashboard.

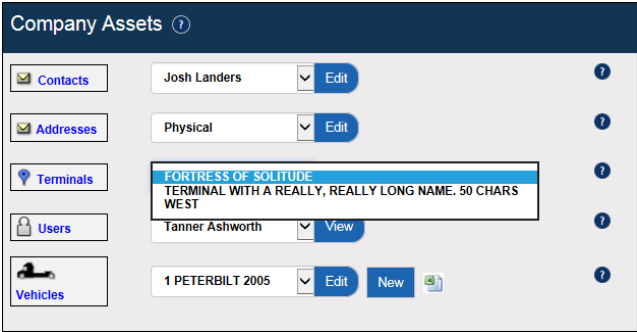
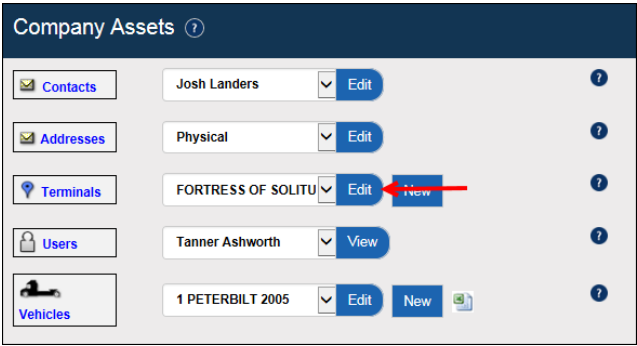
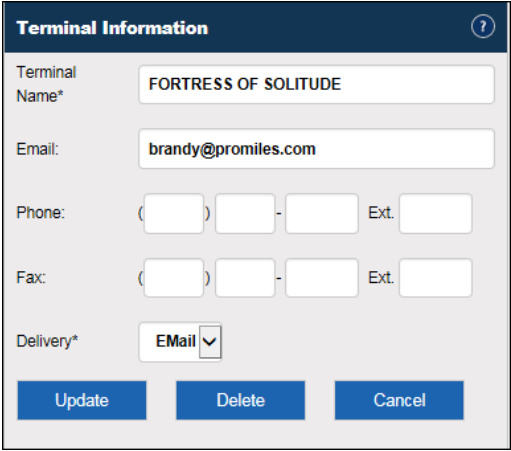
Terminals

Some carriers divide their operations into separate operating units such as yards, divisions, terminals, or other terminology.

Scenario Steps

Step	Description																									
1.	<p><u>To Add a Terminal</u></p> <ul style="list-style-type: none"> Click the New button to the right of the Terminals. <div data-bbox="240 562 878 905" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Company Assets ?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 40%;">Josh Landers</td> <td style="width: 10%; text-align: right;">Edit</td> <td style="width: 10%; text-align: right;">?</td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>Physical</td> <td style="text-align: right;">Edit</td> <td style="text-align: right;">?</td> <td></td> </tr> <tr> <td></td> <td>FORTRESS OF SOLITU</td> <td style="text-align: right;">Edit</td> <td style="text-align: right;">New</td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>Tanner Ashworth</td> <td style="text-align: right;">View</td> <td></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>1 PETERBILT 2005</td> <td style="text-align: right;">Edit</td> <td style="text-align: right;">New</td> <td style="text-align: right;">?</td> </tr> </table> </div> <p><i>The Terminal Information screen will be displayed.</i></p> <div data-bbox="240 968 789 1446" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Terminal Information ?</p> <p>Terminal Name* <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p>Delivery* <input type="text" value="EMail"/> <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Insert"/> <input type="button" value="Cancel"/> </p> </div> <ul style="list-style-type: none"> Enter the desired Terminal Information. <p>Note: Fields marked with an asterisk (*) are required fields.</p> <ul style="list-style-type: none"> Click the Insert button to save the changes or click the Cancel button to exit the Terminal Information screen and return to the IN OSOWPS Company Management Portal screen without saving changes. Click the Home button to return to the Company Dashboard. 		Josh Landers	Edit	?			Physical	Edit	?			FORTRESS OF SOLITU	Edit	New	?		Tanner Ashworth	View		?		1 PETERBILT 2005	Edit	New	?
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	1 PETERBILT 2005	Edit	New	?																						

Scenario Steps

Step	Description
2.	<p><u>To Edit a Terminal</u></p> <ul style="list-style-type: none"> Select a Terminal from the dropdown list to edit.  <ul style="list-style-type: none"> Click the Edit button to the right of the Terminals.  <p>The Terminal Information screen will be displayed.</p>  <ul style="list-style-type: none"> Edit the desired Terminal Information. <p>Note: Fields marked with an asterisk (*) are required fields.</p> <ul style="list-style-type: none"> Click the Update button to save the changes or click the Cancel button to exit the Terminal Information screen and return to the IN OSOWPS Company Management Portal screen without saving changes.

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Scenario Steps

Step	Description
3.	<p><u>To Delete a Terminal</u></p> <ul style="list-style-type: none">• Select a Terminal from the dropdown list to delete.• Click the Edit button to the right of the Terminals.• Click the Delete button to delete the Terminal or click the Cancel button to exit the Terminal Information screen and return to the IN OSOWPS Company Management Portal screen without deleting the Terminal. <p>Note: To delete other Company Assets, follow the same steps as deleting a contact.</p>
4.	<ul style="list-style-type: none">• Click the Home button to return to the Company Dashboard.

Users

Company Users have the ability to log in to IN OSOWPS and order permits. Users must be added through MCS.

Vehicles

To add, edit, and delete vehicles from the company, follow steps as listed for **Terminals** in this scenario on page 34. A company can also choose to keep a list of its vehicle Inventory. These **Vehicles** can be used to populate information on the permit application. Vehicle Inventory can also be uploaded to IN OSOWPS using a spreadsheet. Refer to **Scenario 13 – Vehicle Import** on page 52 for more information.

Scenario 6 – Escrow

The Escrow feature in IN OSOWPS allows the company to maintain their Escrow account and supplies reports to reflect Escrow activity. This is provided to the company to enable Escrow activity and reconciliation directly from the **Company Dashboard**. If a company has an established Escrow account, the Escrow balance will be displayed in **Statistics** in the **Company Support Panel** on the **Company Dashboard**.

Scenario Steps

Step	Description																																																																																				
1.	<ul style="list-style-type: none"> Click the Escrow link in the Administrative Panel on the Company Dashboard. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Menu</p> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">ANNUAL PERMIT ROUTE</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">BRIDGE STUDIES</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">COMPANY DATA</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 2px;">ESCROW</div> <div style="background-color: #f0f0f0; padding: 2px;">PRE-TRIP ROUTING</div> </div> <p><i>The Escrow screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Escrow</p> <p>? Below is your current escrow account balance.</p> <p>Confirmed Balance: \$29311.90 Pending Mail-in/Walk-in Deposits: \$0.00 Pending Mail-in/Walk-in Purchases: \$405.00 TOTAL BALANCE: \$28906.90</p> <p style="font-size: small; color: blue;">Deposit to Escrow using Online, Walk-in or Mail-in Payment</p> <p>Displaying Transactions From <input type="text" value="12/12/2018"/> To <input type="text" value="12/11/2019"/> Refresh Transactions</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #1a3d54; color: white;"> <th>Transaction Date</th> <th>Transaction Type</th> <th>Transaction Ref</th> <th>Permit(s)</th> <th>Transaction Amount</th> <th>Confirmed Balance</th> </tr> </thead> <tbody> <tr><td>11/20/2019 12:04 PM</td><td>Purchase</td><td>4783</td><td>842 6220 023</td><td>\$100.00</td><td>\$29311.90</td></tr> <tr><td>11/20/2019 10:43 AM</td><td>Deposit</td><td>4781</td><td></td><td>\$123.45</td><td>\$29411.90</td></tr> <tr><td>10/21/2019 03:35 PM</td><td>Purchase</td><td>2687</td><td>071 8292 641</td><td>\$405.00</td><td>\$29288.45</td></tr> <tr><td>10/21/2019 03:33 PM</td><td>Deposit</td><td>2686</td><td></td><td>\$2000.00</td><td>\$29693.45</td></tr> <tr><td>10/18/2019 04:37 PM</td><td>Purchase</td><td>2675</td><td>830 2470 770</td><td>\$405.00</td><td>\$27693.45</td></tr> <tr><td>10/18/2019 04:36 PM</td><td>Deposit</td><td>2674</td><td></td><td>\$20000.00</td><td>\$28098.45</td></tr> <tr><td>10/08/2019 03:52 PM</td><td>Purchase</td><td>2627</td><td>381 9820 223</td><td>\$405.00</td><td>\$8098.45</td></tr> <tr><td>10/08/2019 03:42 PM</td><td>Deposit</td><td>2626</td><td></td><td>\$123.45</td><td>\$8503.45</td></tr> <tr><td>10/01/2019 01:26 PM</td><td>Purchase</td><td>2605</td><td>053 6186 108</td><td>\$405.00</td><td>\$8380.00</td></tr> <tr><td>09/26/2019 03:57 PM</td><td>Purchase</td><td>2596</td><td>806 3985 482</td><td>\$405.00</td><td>\$8785.00</td></tr> <tr><td>09/26/2019 01:08 PM</td><td>Purchase</td><td>2593</td><td>566 8700 162</td><td>\$405.00</td><td>\$9190.00</td></tr> <tr><td>09/26/2019 01:04 PM</td><td>Purchase</td><td>2592</td><td>305 8227 321</td><td>\$405.00</td><td>\$9595.00</td></tr> <tr><td>09/26/2019 12:58 PM</td><td>Deposit</td><td>2591</td><td></td><td>\$10000.00</td><td>\$10000.00</td></tr> </tbody> </table> </div>	Transaction Date	Transaction Type	Transaction Ref	Permit(s)	Transaction Amount	Confirmed Balance	11/20/2019 12:04 PM	Purchase	4783	842 6220 023	\$100.00	\$29311.90	11/20/2019 10:43 AM	Deposit	4781		\$123.45	\$29411.90	10/21/2019 03:35 PM	Purchase	2687	071 8292 641	\$405.00	\$29288.45	10/21/2019 03:33 PM	Deposit	2686		\$2000.00	\$29693.45	10/18/2019 04:37 PM	Purchase	2675	830 2470 770	\$405.00	\$27693.45	10/18/2019 04:36 PM	Deposit	2674		\$20000.00	\$28098.45	10/08/2019 03:52 PM	Purchase	2627	381 9820 223	\$405.00	\$8098.45	10/08/2019 03:42 PM	Deposit	2626		\$123.45	\$8503.45	10/01/2019 01:26 PM	Purchase	2605	053 6186 108	\$405.00	\$8380.00	09/26/2019 03:57 PM	Purchase	2596	806 3985 482	\$405.00	\$8785.00	09/26/2019 01:08 PM	Purchase	2593	566 8700 162	\$405.00	\$9190.00	09/26/2019 01:04 PM	Purchase	2592	305 8227 321	\$405.00	\$9595.00	09/26/2019 12:58 PM	Deposit	2591		\$10000.00	\$10000.00
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Scenario Steps

Step	Description																								
2.	<p><u>To View Escrow Account Activity</u></p> <ul style="list-style-type: none"> Click in the From field and select a beginning date from the calendar that will be displayed. Click in the To field and select an ending date from the calendar that will be displayed. <p><i>The records for the entered dates will be displayed in the Transaction list.</i></p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Escrow</p> <p> Below is your current escrow account balance.</p> <p>Confirmed Balance: \$29311.90 Pending Mail-in/Walk-in Deposits: \$0.00 Pending Mail-in/Walk-in Purchases: \$405.00 TOTAL BALANCE: \$28906.90</p> <p>Deposit to Escrow using Online, Walk-In or Mail-In Payment</p> <p>Displaying Transactions From <input type="text" value="12/12/2018"/> To <input type="text" value="12/11/2019"/> Refresh Transactions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Transaction Date</th> <th>Transaction Type</th> <th>Transaction Ref</th> <th>Permit(s)</th> <th>Transaction Amount</th> <th>Confirmed Balance</th> </tr> </thead> <tbody> <tr> <td>11/20/2019 12:04 PM</td> <td>Purchase</td> <td>4783</td> <td>842 6220 023</td> <td>\$100.00</td> <td>\$29311.90</td> </tr> <tr> <td>11/20/2019 10:43 AM</td> <td>Deposit</td> <td>4781</td> <td></td> <td>\$123.45</td> <td>\$29411.90</td> </tr> <tr> <td>10/21/2019 03:35 PM</td> <td>Purchase</td> <td>2687</td> <td>071 8292 641</td> <td>\$405.00</td> <td>\$29288.45</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Click the Refresh Transactions link to refresh the list of displayed transactions. <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Displaying Transactions From <input type="text" value="12/12/2018"/> To <input type="text" value="12/11/2019"/> Refresh Transactions</p> </div>	Transaction Date	Transaction Type	Transaction Ref	Permit(s)	Transaction Amount	Confirmed Balance	11/20/2019 12:04 PM	Purchase	4783	842 6220 023	\$100.00	\$29311.90	11/20/2019 10:43 AM	Deposit	4781		\$123.45	\$29411.90	10/21/2019 03:35 PM	Purchase	2687	071 8292 641	\$405.00	\$29288.45
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3.	<p><u>To View Permit Details linked to an Escrow Transaction</u></p> <ul style="list-style-type: none"> Click the Permit Number link in the Permit(s) column. <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Displaying Transactions From <input type="text" value="12/12/2018"/> To <input type="text" value="12/11/2019"/> Refresh Transactions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Transaction Date</th> <th>Transaction Type</th> <th>Transaction Ref</th> <th>Permit(s)</th> <th>Transaction Amount</th> <th>Confirmed Balance</th> </tr> </thead> <tbody> <tr> <td>11/20/2019 12:04 PM</td> <td>Purchase</td> <td>4783</td> <td>842 6220 023</td> <td>\$100.00</td> <td>\$29311.90</td> </tr> <tr> <td>11/20/2019 10:43 AM</td> <td>Deposit</td> <td>4781</td> <td></td> <td>\$123.45</td> <td>\$29411.90</td> </tr> </tbody> </table> </div> <p><i>The permit PDF will be displayed in a new window.</i></p> <ul style="list-style-type: none"> Close out of the window to return to the Escrow screen. 	Transaction Date	Transaction Type	Transaction Ref	Permit(s)	Transaction Amount	Confirmed Balance	11/20/2019 12:04 PM	Purchase	4783	842 6220 023	\$100.00	\$29311.90	11/20/2019 10:43 AM	Deposit	4781		\$123.45	\$29411.90						
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Scenario Steps

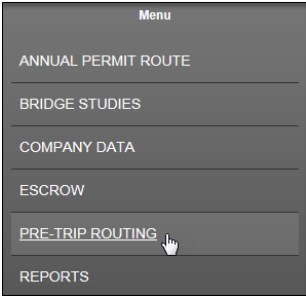
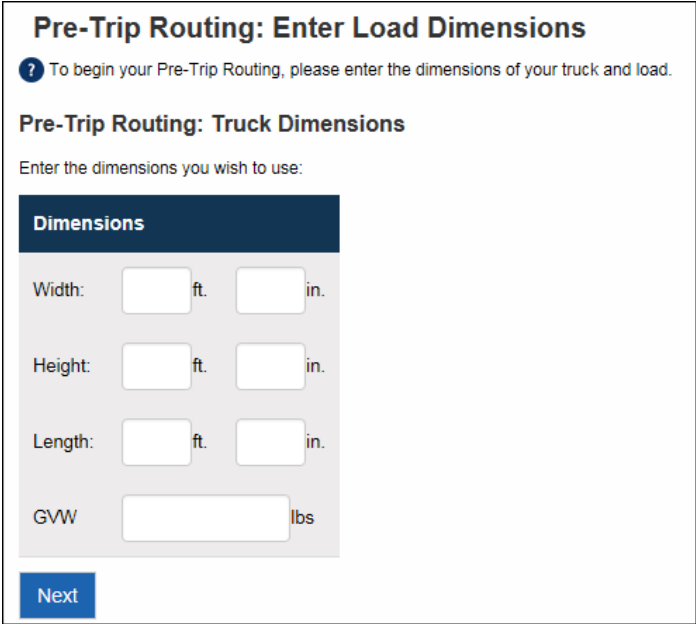
Step	Description																		
4.	<p><u>To Deposit into an Escrow Account</u></p> <ul style="list-style-type: none"> Click the Deposit to Escrow using Online, Walk-In or Mail-In Payment link. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Escrow</p> <p>Below is your current escrow account balance.</p> <p>Confirmed Balance: \$29311.90 Pending Mail-in/Walk-in Deposits: \$0.00 Pending Mail-in/Walk-in Purchases: \$405.00 TOTAL BALANCE: \$28906.90</p> <p style="border: 1px solid red; display: inline-block; padding: 2px;">Deposit to Escrow using Online, Walk-In or Mail-In Payment</p></div> <p>Displaying Transactions From <input type="text" value="12/12/2018"/> To <input type="text" value="12/11/2019"/> Refresh Transactions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Transaction Date</th> <th>Transaction Type</th> <th>Transaction Ref</th> <th>Permit(s)</th> <th>Transaction Amount</th> <th>Confirmed Balance</th> </tr> </thead> <tbody> <tr> <td>11/20/2019 12:04 PM</td> <td>Purchase</td> <td>4783</td> <td>842 6220 023</td> <td>\$100.00</td> <td>\$29311.90</td> </tr> <tr> <td>11/20/2019 10:43 AM</td> <td>Deposit</td> <td>4781</td> <td></td> <td>\$123.45</td> <td>\$29411.90</td> </tr> </tbody> </table> <p><i>The Escrow Processing screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Escrow Processing</p> <p>Add funds to the MCS TEST OSW ESCROW Escrow account</p> <p>Confirmed Balance: \$29311.90 Pending Mail-in/Walk-in Deposits: \$0.00 Pending Mail-in/Walk-in Purchases: \$405.00 TOTAL BALANCE: \$28906.90</p> <p>Deposit Amount: <input style="width: 50px;" type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> Enter the dollar amount in the Deposit Amount field. Click the Submit button. <p>The user will be redirected to Indiana’s online payment processor to continue the payment process. Once the transaction is complete, it will be displayed on the Escrow screen.</p>	Transaction Date	Transaction Type	Transaction Ref	Permit(s)	Transaction Amount	Confirmed Balance	11/20/2019 12:04 PM	Purchase	4783	842 6220 023	\$100.00	\$29311.90	11/20/2019 10:43 AM	Deposit	4781		\$123.45	\$29411.90
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5.	<ul style="list-style-type: none"> Click the Home button to return to the Company Dashboard. 																		

Scenario 7 – Pre-Trip Routing

The Pre-Trip Routing interface allows a user to enter dimensions for a truck and load to create a route without submitting a permit application to IN OSOWPS. This feature is provided as a service to companies for quoting loads. A valid permit and route will be required for travel. The suggested route should not be used in place of a permit. This tool is for quoting purposes only.

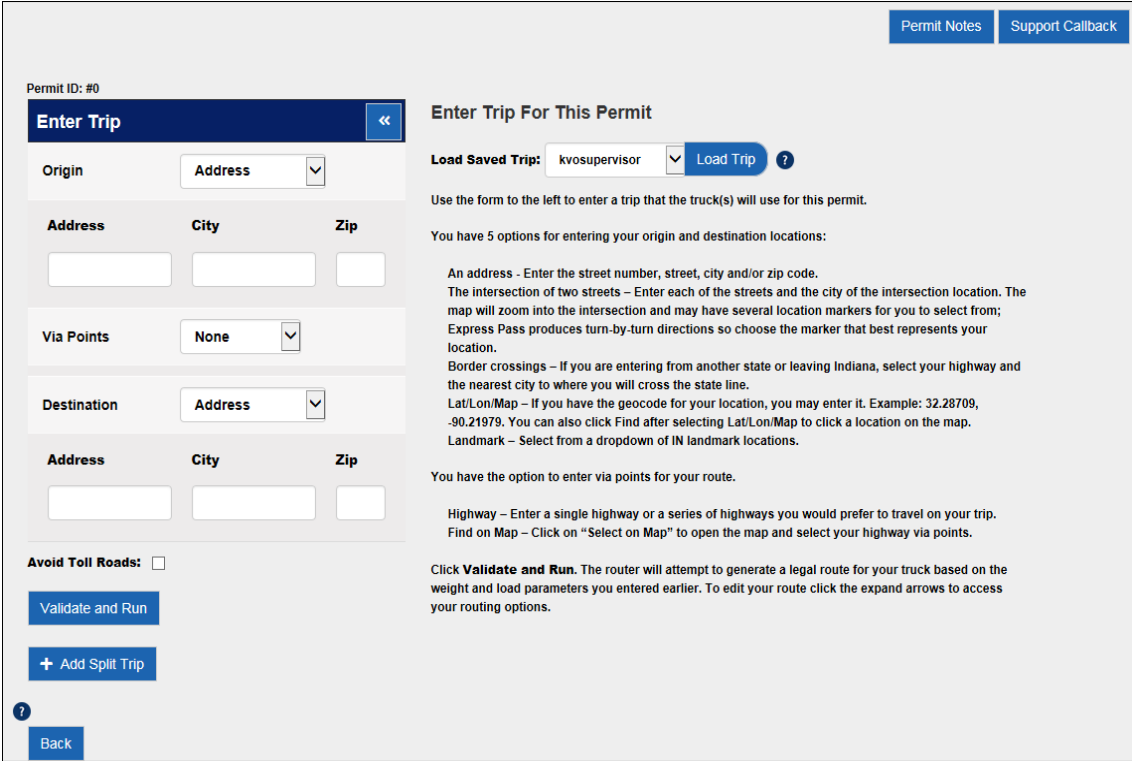
Note: Be aware when using Pre-Trip Routing that axle spacings are not taken into consideration for routing. Any route suggested in Pre-Trip Routing is subject to change if the Permit Type requires axle spacings or a Bridge Analysis.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none">Click the Pre-Trip Routing link in the Administrative Panel on the Company Dashboard.  <p>The Pre-Trip Routing: Enter Load Dimensions screen will be displayed.</p> 

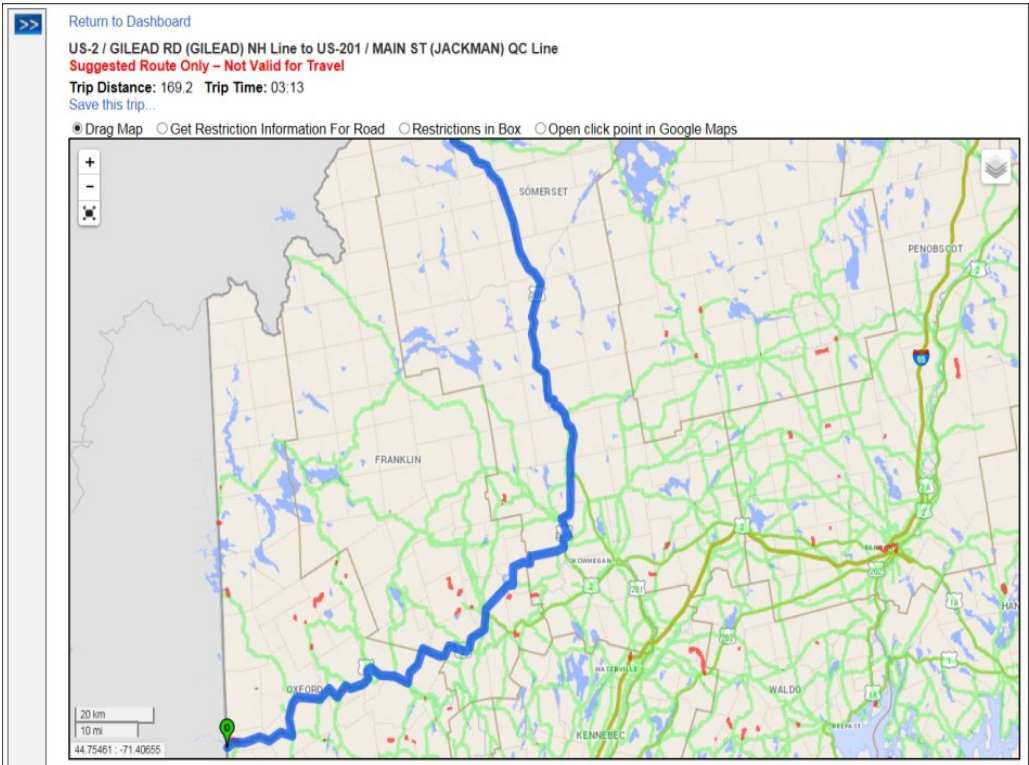
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Scenario Steps

Step	Description
2.	<ul style="list-style-type: none"> Enter your load dimensions into the appropriate fields using numbers only. If there are not inches for a parameter, leave the field blank. Do not enter zero as a dimension. <p>Note: All fields for dimensions can be left blank. Leaving these fields blank will assume that all dimensions are legal.</p> <ul style="list-style-type: none"> Click the Next button to continue. <p><i>The Enter a Route screen will be displayed.</i></p> <div data-bbox="240 548 1365 1304" style="border: 1px solid black; padding: 10px;">  </div>

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Scenario Steps

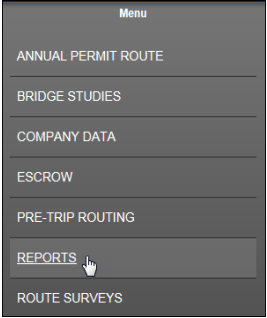
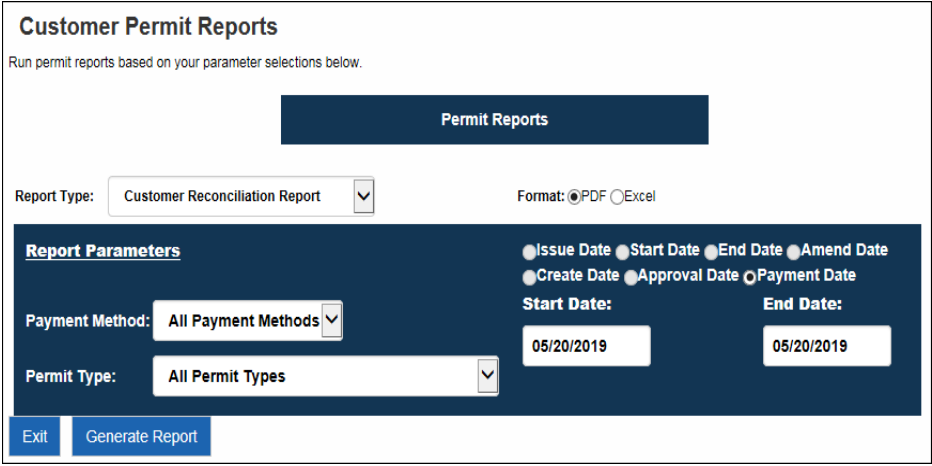
Step	Description
3.	<ul style="list-style-type: none">• Proceed to enter a trip as described in Scenario 30 – Generating a Route on page 134.• Click the Validate and Run button. <p><i>The Trip Results Panel will be displayed.</i></p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p> <div data-bbox="240 579 1263 1339"></div> <p>Note: For all routing options, refer to Scenario 30 – Generating a Route starting on page 134.</p>
4.	<ul style="list-style-type: none">• Click the Return to Dashboard link above the map or click the Home button to return to the Company Dashboard once satisfied with the trip results.

Scenario 8 – Reports

IN OSOWPS provides reports for company accounts to reconcile their permit and payment history. Reports allow the user to select parameters for the reports. Such parameters can include:

- Payment Method
- Permit Type
- Format Type: PDF or Excel
- Date Range

Scenario Steps

Step	Description
1.	<p>To Print a Report</p> <ul style="list-style-type: none">• Click the Reports link in the Administrative Panel on the Company Dashboard.  <p>The Customer Permit Reports screen will be displayed.</p>  <p>The screenshot shows the 'Customer Permit Reports' interface. At the top, it says 'Run permit reports based on your parameter selections below.' Below this is a 'Permit Reports' button. Underneath, there are two dropdown menus: 'Report Type' set to 'Customer Reconciliation Report' and 'Format' with radio buttons for 'PDF' (selected) and 'Excel'. A 'Report Parameters' section contains several options: 'Payment Method' (dropdown set to 'All Payment Methods'), 'Permit Type' (dropdown set to 'All Permit Types'), and date selection options. The date options include radio buttons for 'Issue Date', 'Start Date', 'End Date', and 'Amend Date', and another set for 'Create Date', 'Approval Date', and 'Payment Date'. Below these are input fields for 'Start Date' and 'End Date', both set to '05/20/2019'. At the bottom left are 'Exit' and 'Generate Report' buttons.</p>


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Scenario Steps

Step	Description
2.	<ul style="list-style-type: none">• Select the desired Report Type and Report Parameters.• Select the desired format for the report, PDF or Excel, by clicking the corresponding radio button. <div data-bbox="240 422 1068 772" data-label="Form"><p>Customer Permit Reports Run permit reports based on your parameter selections below.</p><p style="text-align: center;">Permit Reports</p><p>Report Type: Customer Reconciliation Report Format: <input checked="" type="radio"/> PDF <input type="radio"/> Excel</p><p>Report Parameters</p><p>Payment Method: All Payment Methods <input type="radio"/> Issue Date <input type="radio"/> Start Date <input type="radio"/> End Date <input type="radio"/> Amend Date <input type="radio"/> Create Date <input type="radio"/> Approval Date <input type="radio"/> Payment Date</p><p>Permit Type: All Permit Types Start Date: 02/05/2020 End Date: 02/05/2020</p><p>Exit Generate Report</p></div> <ul style="list-style-type: none">• Select the date range for the report by clicking in the Start Date and End Date fields and selecting a date from the calendar. <p>Note: The Start Date and End Date default to today's date.</p> <div data-bbox="240 919 1068 1270" data-label="Form"><p>Customer Permit Reports Run permit reports based on your parameter selections below.</p><p style="text-align: center;">Permit Reports</p><p>Report Type: Customer Reconciliation Report Format: <input type="radio"/> PDF <input type="radio"/> Excel</p><p>Report Parameters</p><p>Payment Method: All Payment Methods <input type="radio"/> Issue Date <input type="radio"/> Start Date <input type="radio"/> End Date <input type="radio"/> Amend Date <input type="radio"/> Create Date <input type="radio"/> Approval Date <input type="radio"/> Payment Date</p><p>Permit Type: All Permit Types Start Date: 02/05/2020 End Date: 02/05/2020</p><p>Exit Generate Report</p></div> <ul style="list-style-type: none">• Click the Generate Report button. <div data-bbox="240 1339 1068 1690" data-label="Form"><p>Customer Permit Reports Run permit reports based on your parameter selections below.</p><p style="text-align: center;">Permit Reports</p><p>Report Type: Customer Reconciliation Report Format: <input type="radio"/> PDF <input type="radio"/> Excel</p><p>Report Parameters</p><p>Payment Method: All Payment Methods <input type="radio"/> Issue Date <input type="radio"/> Start Date <input type="radio"/> End Date <input type="radio"/> Amend Date <input type="radio"/> Create Date <input type="radio"/> Approval Date <input type="radio"/> Payment Date</p><p>Permit Type: All Permit Types Start Date: 01/01/2019 End Date: 02/28/2020</p><p>Exit Generate Report</p></div> <p>Note: Users will need to enable pop-ups before a report will be generated. The report will be displayed in the format that was chosen. The report can be viewed, saved, or printed.</p>

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Scenario Steps

Step	Description																																																																																																																					
3.	<p>A report will be generated showing the payment and permit history for the given date range.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p align="center">Customer Reconciliation Report ProMiles Test 1 Payment Date: 1/1/2019 to 2/28/2019 All Payment Methods All Permit Types</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Payment Method</th> <th>Count</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td align="center">2</td> <td align="right">40.00</td> </tr> <tr> <td>Total:</td> <td align="center">23</td> <td align="right">4735.00</td> </tr> </tbody> </table> <p>Payment Type:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Permit</th> <th>Pmt Date</th> <th>Permit Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="3">Total:</td> <td align="right">\$</td> </tr> </tbody> </table> <p>Payment Type: Cash</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Permit</th> <th>Pmt Date</th> <th>Permit Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>190000141</td><td>01/24/2019</td><td>Toll Road Annual</td><td align="right">40.00</td></tr> <tr><td>190000181</td><td>01/25/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000221</td><td>02/01/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000231</td><td>02/01/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000271</td><td>02/14/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000291</td><td>02/14/2019</td><td>Oversize 90 Day Permit</td><td align="right">100.00</td></tr> <tr><td>190000321</td><td>02/18/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000331</td><td>02/18/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000341</td><td>02/18/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000351</td><td>02/19/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000371</td><td>02/19/2019</td><td>Oversize 90 Day Permit</td><td align="right">100.00</td></tr> <tr><td>190000381</td><td>02/19/2019</td><td>12' Wide Mobile Home 90 Day</td><td align="right">250.00</td></tr> <tr><td>190000401</td><td>02/19/2019</td><td>14' Wide Mobile Home 90 Day</td><td align="right">500.00</td></tr> <tr><td>190000431</td><td>02/19/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000441</td><td>02/19/2019</td><td>Oversize Annual Permit</td><td align="right">405.00</td></tr> <tr><td>190000451</td><td>02/19/2019</td><td>12' Wide Mobile Home Annual</td><td align="right">1000.00</td></tr> <tr><td>190000461</td><td>02/19/2019</td><td>14' Wide Mobile Home Annual</td><td align="right">2000.00</td></tr> <tr><td>190000471</td><td>02/19/2019</td><td>Mobile Home Dealer's Permit Annual</td><td align="right">40.00</td></tr> <tr><td>190000481</td><td>02/19/2019</td><td>Toll Road Annual</td><td align="right">40.00</td></tr> <tr><td>190000491</td><td>02/20/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000501</td><td>02/21/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000511</td><td>02/21/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr><td>190000521</td><td>02/21/2019</td><td>Oversize/Overweight Single Trip</td><td align="right">20.00</td></tr> <tr> <td align="center" colspan="3">Total:</td> <td align="right">\$4735.00</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Close the Customer Reconciliation Report screen to exit the report and return to the Customer Permit Reports screen. 	Payment Method	Count	Amount	Cash	2	40.00	Total:	23	4735.00	Permit	Pmt Date	Permit Type	Amount	Total:			\$	Permit	Pmt Date	Permit Type	Amount	190000141	01/24/2019	Toll Road Annual	40.00	190000181	01/25/2019	Oversize/Overweight Single Trip	20.00	190000221	02/01/2019	Oversize/Overweight Single Trip	20.00	190000231	02/01/2019	Oversize/Overweight Single Trip	20.00	190000271	02/14/2019	Oversize/Overweight Single Trip	20.00	190000291	02/14/2019	Oversize 90 Day Permit	100.00	190000321	02/18/2019	Oversize/Overweight Single Trip	20.00	190000331	02/18/2019	Oversize/Overweight Single Trip	20.00	190000341	02/18/2019	Oversize/Overweight Single Trip	20.00	190000351	02/19/2019	Oversize/Overweight Single Trip	20.00	190000371	02/19/2019	Oversize 90 Day Permit	100.00	190000381	02/19/2019	12' Wide Mobile Home 90 Day	250.00	190000401	02/19/2019	14' Wide Mobile Home 90 Day	500.00	190000431	02/19/2019	Oversize/Overweight Single Trip	20.00	190000441	02/19/2019	Oversize Annual Permit	405.00	190000451	02/19/2019	12' Wide Mobile Home Annual	1000.00	190000461	02/19/2019	14' Wide Mobile Home Annual	2000.00	190000471	02/19/2019	Mobile Home Dealer's Permit Annual	40.00	190000481	02/19/2019	Toll Road Annual	40.00	190000491	02/20/2019	Oversize/Overweight Single Trip	20.00	190000501	02/21/2019	Oversize/Overweight Single Trip	20.00	190000511	02/21/2019	Oversize/Overweight Single Trip	20.00	190000521	02/21/2019	Oversize/Overweight Single Trip	20.00	Total:			\$4735.00
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4.	<ul style="list-style-type: none"> Click the Exit button or click the Home button to exit the Customer Permit Reports screen and return to the Company Dashboard. 																																																																																																																					

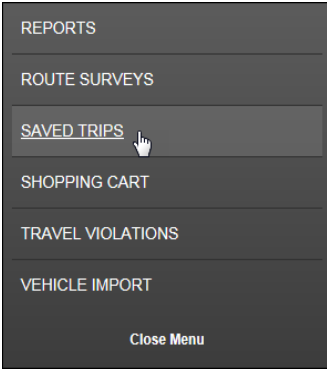
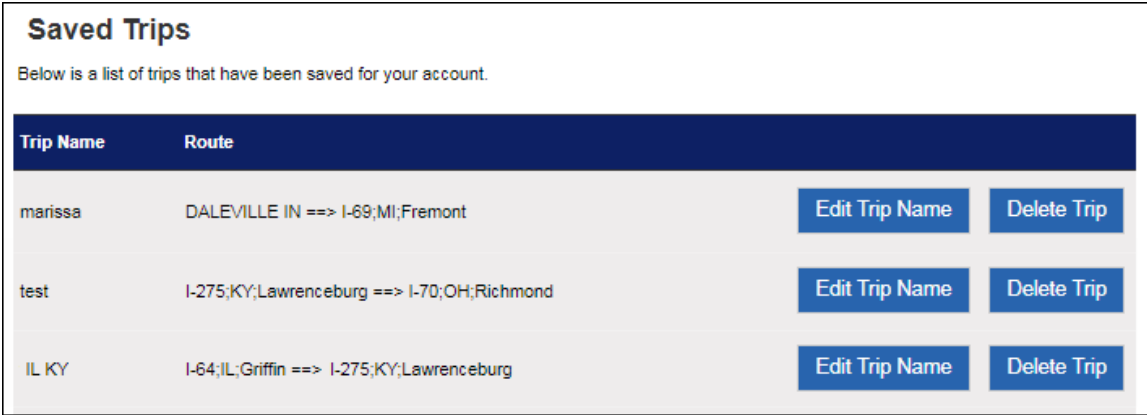
Scenario 9 – Route Surveys

Permits for very large loads require a Route Survey before a permit can be issued. A Route Survey is a document that the trucking or survey company, if used, will sign attesting they are able to safely navigate the system generated route with the load weight and dimensions stated in the permit application. Refer to **Route Surveys** starting on page 176 for further information.

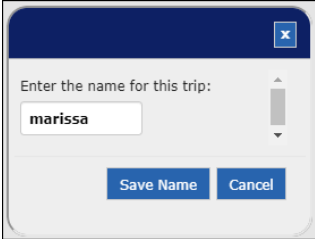
Scenario 10 – Saved Trips

Saved Trips are used by companies to manage trips that were saved during the Order Permits process. Saved Trips are only available to Company Users with a User Type of Supervisor.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the Saved Trips link in the Administrative Panel on the Company Dashboard.  <p>The Saved Trips screen will be displayed.</p> 

Scenario Steps

Step	Description																
2.	<p data-bbox="196 323 488 352"><u>To Edit a Saved Trip Name</u></p> <ul data-bbox="196 380 841 409" style="list-style-type: none">• Click the Edit Trip Name button on the trip to be edited. <div data-bbox="240 422 1339 821"><p data-bbox="261 436 423 466">Saved Trips</p><p data-bbox="253 483 708 504">Below is a list of trips that have been saved for your account.</p><table border="1" data-bbox="253 531 1328 814"><thead><tr><th data-bbox="253 531 342 583">Trip Name</th><th data-bbox="342 531 1003 583">Route</th><th data-bbox="1003 531 1187 583"></th><th data-bbox="1187 531 1328 583"></th></tr></thead><tbody><tr><td data-bbox="253 583 342 667">marissa</td><td data-bbox="342 583 1003 667">DALEVILLE IN ==> I-69;MI;Fremont</td><td data-bbox="1003 583 1187 667">Edit Trip Name</td><td data-bbox="1187 583 1328 667">Delete Trip</td></tr><tr><td data-bbox="253 667 342 751">test</td><td data-bbox="342 667 1003 751">I-275;KY;Lawrenceburg ==> I-70;OH;Richmond</td><td data-bbox="1003 667 1187 751">Edit Trip Name</td><td data-bbox="1187 667 1328 751">Delete Trip</td></tr><tr><td data-bbox="253 751 342 814">IL KY</td><td data-bbox="342 751 1003 814">I-64;IL;Griffin ==> I-275;KY;Lawrenceburg</td><td data-bbox="1003 751 1187 814">Edit Trip Name</td><td data-bbox="1187 751 1328 814">Delete Trip</td></tr></tbody></table></div> <p data-bbox="233 840 813 869"><i>The Enter the name for this trip box will be displayed.</i></p> <div data-bbox="240 884 553 1121"></div> <ul data-bbox="196 1144 1419 1253" style="list-style-type: none">• Enter the new name for the trip in the Enter the name for this trip field.• Click the Save Name button to save the new trip name or click the Cancel button to close the Enter the name for this trip box without saving the new trip name and return to the Saved Trips screen.	Trip Name	Route			marissa	DALEVILLE IN ==> I-69;MI;Fremont	Edit Trip Name	Delete Trip	test	I-275;KY;Lawrenceburg ==> I-70;OH;Richmond	Edit Trip Name	Delete Trip	IL KY	I-64;IL;Griffin ==> I-275;KY;Lawrenceburg	Edit Trip Name	Delete Trip
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IL KY	I-64;IL;Griffin ==> I-275;KY;Lawrenceburg	Edit Trip Name	Delete Trip														

Scenario Steps

Step	Description																
3.	<p>To Delete a Saved Trip</p> <ul style="list-style-type: none">Click the Delete Trip button to the right of the trip to be deleted. <div data-bbox="240 422 1339 821"><p>Saved Trips</p><p>Below is a list of trips that have been saved for your account.</p><table border="1"><thead><tr><th>Trip Name</th><th>Route</th><th></th><th></th></tr></thead><tbody><tr><td>IN to MI</td><td>DALEVILLE IN ==> I-69;MI;Fremont</td><td>Edit Trip Name</td><td>Delete Trip</td></tr><tr><td>test</td><td>I-275;KY;Lawrenceburg ==> I-70;OH;Richmond</td><td>Edit Trip Name</td><td>Delete Trip</td></tr><tr><td>IL KY</td><td>I-64;IL;Griffin ==> I-275;KY;Lawrenceburg</td><td>Edit Trip Name</td><td>Delete Trip</td></tr></tbody></table></div> <p><i>A confirmation message will be displayed.</i></p> <div data-bbox="240 884 675 1106"><p>Message from webpage</p><p>Are you sure you want to delete this trip?</p><p>OK Cancel</p></div> <ul style="list-style-type: none">Click the OK button to delete the selected trip or click the Cancel button to cancel deleting the trip and return to the Saved Trips screen.	Trip Name	Route			IN to MI	DALEVILLE IN ==> I-69;MI;Fremont	Edit Trip Name	Delete Trip	test	I-275;KY;Lawrenceburg ==> I-70;OH;Richmond	Edit Trip Name	Delete Trip	IL KY	I-64;IL;Griffin ==> I-275;KY;Lawrenceburg	Edit Trip Name	Delete Trip
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IL KY	I-64;IL;Griffin ==> I-275;KY;Lawrenceburg	Edit Trip Name	Delete Trip														
4.	<ul style="list-style-type: none">Click the Home button to return to the Company Dashboard.																

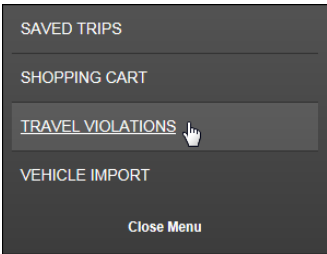
Scenario 11 – Shopping Cart

Once a permit application has been approved by a State User or has been self-issued by IN OSOWPS, the permit will be available for purchase in the **Shopping Cart**. The **Shopping Cart** can be accessed from the **Shopping Cart** link located in the **Administrative Panel** or by clicking the **Shopping Cart** button located on the **Company Dashboard**. The button provides a summary of what is in your **Shopping Cart** awaiting payment. Approved permits will remain in the **Shopping Cart** until they are purchased. Refer to **Scenario 22 – Shopping Cart** starting on page 79 for more information.

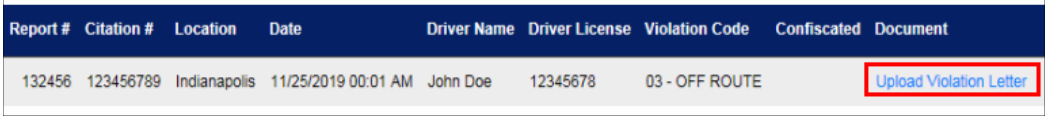
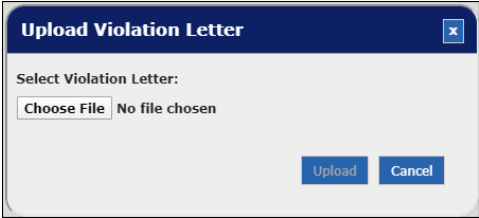
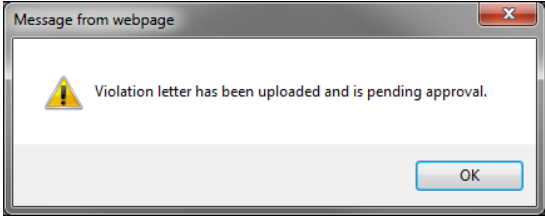
Scenario 12 – Travel Violations

The Travel Violations interface allows companies to view uncleared travel violations and upload a violation letter. Companies with uncleared travel violations will be suspended and unable to order new permits. A red message box will be displayed in **Messages** in the **Company Support Panel** on the **Company Dashboard** stating that the account is on hold for a travel violation. The company will be required to upload a Travel Violations letter for the suspension to be lifted.

Scenario Steps

Step	Description																																													
1.	<ul style="list-style-type: none"> Click the Travel Violations link in the Administrative Panel on the Company Dashboard.  <p>The Travel Violations screen will be displayed.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Travel Violations</p> <p>Please provide the violation letter on your company's letterhead and include the following information:</p> <ol style="list-style-type: none"> Your United States Department of Transportation (USDOT) number and/or Federal Employer Identification (FEIN) number. Your inspection report number or citation number on your ticket/paperwork from the police officer. Name of driver. What was the violation or what happened if an accident occurred? Please explain. Was the permit confiscated or was the load impounded? Please explain. What action will be taken against the driver for this violation? (i.e. verbal, suspension, termination, etc.) What action will be taken against the driver for future violations? What will your company do to avoid future violations? What precautionary measures will be taken? <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Report #</th> <th>Citation #</th> <th>Location</th> <th>Date</th> <th>Driver Name</th> <th>Driver License</th> <th>Violation Code</th> <th>Confiscated</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>132456</td> <td>123456789</td> <td>Indianapolis</td> <td>11/25/2019 00:01 AM</td> <td>John Doe</td> <td>12345678</td> <td>03 - OFF ROUTE</td> <td></td> <td>Upload Violation Letter</td> </tr> </tbody> </table> <p>Show Previously Cleared Violations: <input type="checkbox"/> ON <input type="checkbox"/> <input type="text"/> <input type="button" value="Go"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Report #</th> <th>Citation #</th> <th>Location</th> <th>Date</th> <th>Driver Name</th> <th>Driver License</th> <th>Violation Code</th> <th>Confiscated</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td></td> <td>12345689</td> <td></td> <td>11/8/2019 09:12 AM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> <tr> <td></td> <td>123</td> <td></td> <td>11/7/2019 11:12 PM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> </tbody> </table> </div>	Report #	Citation #	Location	Date	Driver Name	Driver License	Violation Code	Confiscated	Document	132456	123456789	Indianapolis	11/25/2019 00:01 AM	John Doe	12345678	03 - OFF ROUTE		Upload Violation Letter	Report #	Citation #	Location	Date	Driver Name	Driver License	Violation Code	Confiscated	Document		12345689		11/8/2019 09:12 AM			121333		Violation Letter 1		123		11/7/2019 11:12 PM			121333		Violation Letter 1
Report #	Citation #	Location	Date	Driver Name	Driver License	Violation Code	Confiscated	Document																																						
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Scenario Steps

Step	Description
2.	<p><u>To Upload a Travel Violation Letter</u></p> <ul style="list-style-type: none"> Click the Upload Violation Letter link.  <p><i>The Upload Violation Letter window will be displayed.</i></p> <ul style="list-style-type: none"> Click the Choose File button.  <p><i>The Choose File to Upload screen will be displayed.</i></p> <ul style="list-style-type: none"> Select the document to upload. Click the Open button. <p><i>The Upload Violation Letter window will be displayed.</i></p> <ul style="list-style-type: none"> Click the Upload button. <p><i>A confirmation message will be displayed.</i></p>  <ul style="list-style-type: none"> Click the OK button to close the message box. <p><i>The Travel Violations screen will be displayed.</i></p> <p>A notification will be sent to a State User that the document has been uploaded and is awaiting approval.</p>

**Indiana Oversize/Overweight Permitting System
Customer User Guide**

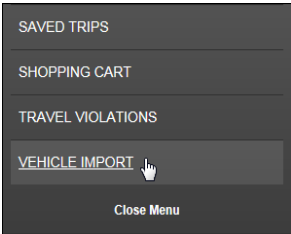
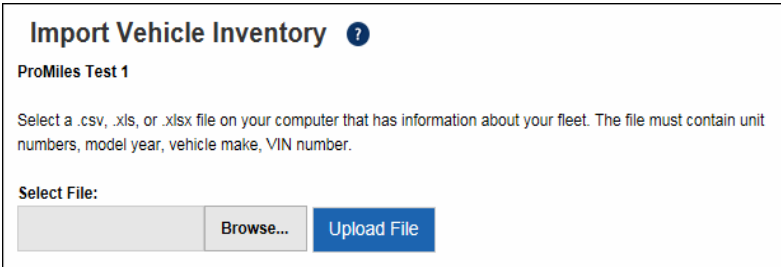
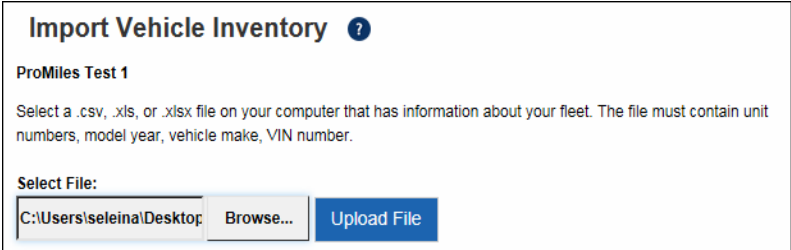
Scenario Steps

Step	Description																																																																																										
3.	<p><u>To Search For Cleared Travel Violations</u></p> <ul style="list-style-type: none"> Select an option from the Show Previously Cleared Violations dropdown list. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Show Previously Cleared Violations: ON Go</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Report #</th> <th>Citation #</th> <th>Location</th> <th>Date</th> <th>Driver Name</th> <th>Driver License</th> <th>Violation Code</th> <th>Confiscated</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td></td> <td>12345689</td> <td></td> <td>11/8/2019 09:12 AM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> <tr> <td></td> <td>123</td> <td></td> <td>11/7/2019 11:12 PM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>11/7/2019 11:12 PM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> <tr> <td></td> <td>123456</td> <td></td> <td>11/6/2019 11:12 PM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Click in the blank field to display the calendar. Select a date from the calendar. Click the Go button. <p><i>The list of Travel Violations matching the selected criteria will be displayed below. The Travel Violations are listed in date order with the most recent listed first.</i></p> <ul style="list-style-type: none"> Click the Violation Letter link to view the Travel Violation letter. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Show Previously Cleared Violations: BEFORE 11/19/2019 Go</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Report #</th> <th>Citation #</th> <th>Location</th> <th>Date</th> <th>Driver Name</th> <th>Driver License</th> <th>Violation Code</th> <th>Confiscated</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td></td> <td>12345689</td> <td></td> <td>11/8/2019 09:12 AM</td> <td></td> <td></td> <td>121333</td> <td></td> <td style="border: 1px solid red;">Violation Letter 1</td> </tr> <tr> <td></td> <td>123</td> <td></td> <td>11/7/2019 11:12 PM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> <tr> <td></td> <td></td> <td></td> <td>11/7/2019 11:12 PM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> <tr> <td></td> <td>123456</td> <td></td> <td>11/6/2019 11:12 PM</td> <td></td> <td></td> <td>121333</td> <td></td> <td>Violation Letter 1</td> </tr> </tbody> </table> </div> <p>Note: If your computer settings do not allow the letter to download, click the Download File button from your warning notice and rerun the report.</p> <p><i>The Travel Violations Letter will be displayed. The document can be viewed, printed, or saved.</i></p> <ul style="list-style-type: none"> Close the Travel Violations Letter and return to the Travel Violations screen. 	Report #	Citation #	Location	Date	Driver Name	Driver License	Violation Code	Confiscated	Document		12345689		11/8/2019 09:12 AM			121333		Violation Letter 1		123		11/7/2019 11:12 PM			121333		Violation Letter 1				11/7/2019 11:12 PM			121333		Violation Letter 1		123456		11/6/2019 11:12 PM			121333		Violation Letter 1	Report #	Citation #	Location	Date	Driver Name	Driver License	Violation Code	Confiscated	Document		12345689		11/8/2019 09:12 AM			121333		Violation Letter 1		123		11/7/2019 11:12 PM			121333		Violation Letter 1				11/7/2019 11:12 PM			121333		Violation Letter 1		123456		11/6/2019 11:12 PM			121333		Violation Letter 1
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	123456		11/6/2019 11:12 PM			121333		Violation Letter 1																																																																																			
4.	<ul style="list-style-type: none"> Click the Home button to return to the Company Dashboard. 																																																																																										

Scenario 13 – Vehicle Import

Vehicle Import is made available to assist in easy entry of **Vehicle Inventory** by allowing users to upload a spreadsheet of multiple vehicles. The **Vehicle Information** saved in the **Vehicle Inventory** is used to populate information on the permit application. To add individual vehicles to the company's **Vehicle Inventory**, refer to **Scenario 5 – Company Data** starting on page 26.

Scenario Steps

Step	Description
1.	<p><u>To Import Vehicle Inventory</u></p> <ul style="list-style-type: none">Click the Vehicle Import link in the Administrative Panel on the Company Dashboard.  <p>The Import Vehicle Inventory screen will be displayed.</p>  <ul style="list-style-type: none">Click the Browse button to locate the file on the workstation.Select the file to be imported.Click the Open button. <p>The file name will be displayed on the Import Vehicle Inventory screen.</p>  <ul style="list-style-type: none">Click the Upload File button. <p>Note: The file must contain the Unit Number, Unit Model Year, Vehicle Make, VIN, and optionally, Terminal information.</p>

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Scenario Steps

Step	Description																																																						
	<p><i>The Import Vehicle Inventory Step 2 screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px;"> <p align="center">Import Vehicle Inventory Step 2</p> <p>The first part of your file is shown below. Match the column numbers with the data type. Columns marked with a * are required.</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="width: 45%;">*The Unit Number is in column <input type="text" value="Column 1"/></div> <div style="width: 45%;">*The Unit Model Year is in column <input type="text" value="Column 2"/></div> <div style="width: 45%;">*The Vehicle Make is in column <input type="text" value="Column 3"/></div> <div style="width: 45%;">*The VIN is in column <input type="text" value="Column 4"/></div> <div style="width: 45%;">*The License Plate Number is in column <input type="text" value="Column 5"/></div> <div style="width: 45%;">*The License Plate State is in column <input type="text" value="Column 6"/></div> <div style="width: 45%;">*The Country is in column <input type="text" value="Column 7"/></div> <div style="width: 45%;">*The Vehicle Type is in column <input type="text" value="Column 8"/></div> <div style="width: 45%;">*Data starts on row <input type="text" value="Row 1"/></div> <div style="width: 45%; text-align: center;"><input type="button" value="Import Sheet"/></div> </div> <p>Preview</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Row/Col</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Unit Number</td> <td>Unit Model Year</td> <td>Vehicle Make</td> <td>VIN</td> <td>License Plate Number</td> <td>License Plate State</td> <td>Country</td> <td>Vehicle Type</td> </tr> <tr> <td>2</td> <td>47</td> <td>2008</td> <td>Sterling</td> <td>85418050339</td> <td>ASD23561</td> <td>IN</td> <td>US</td> <td>Truck</td> </tr> <tr> <td>3</td> <td>127</td> <td>2001</td> <td>Peterbilt</td> <td>18005428742</td> <td>ASD54615</td> <td>CO</td> <td>US</td> <td>Truck</td> </tr> <tr> <td>4</td> <td>112</td> <td>2014</td> <td>Volvo</td> <td>84197658104</td> <td>GSD4F5FD</td> <td>IN</td> <td>US</td> <td>Truck</td> </tr> <tr> <td>5</td> <td>12</td> <td>2012</td> <td>Freightliner</td> <td>33578990489</td> <td>E4AGD156</td> <td>IN</td> <td>US</td> <td>Truck</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Designate which column the data is located in by selecting the column number from each dropdown list. In the example above, the Unit Number is found in Column 1. Additionally, in this example, the data starts on Row 2. Go through all of the dropdown lists and designate which column the listed data is located. Click the Import Sheet button. <p><i>The Vehicle Import Results screen will be displayed indicating the number of vehicles successfully uploaded.</i></p> <div style="border: 1px solid black; padding: 10px;"> <p align="center">Vehicle Import Results</p> <p>View the results of your vehicle import below.</p> <p>Results</p> <p>Number of vehicles successfully imported: 9 Number of failures: 1</p> <p align="center"><input type="button" value="View Load Failures"/></p> <p align="center">Return to Dashboard</p> </div> <p>If there are any errors in the data, the Vehicle Import Results screen will indicate the number of failures.</p>	Row/Col	1	2	3	4	5	6	7	8	1	Unit Number	Unit Model Year	Vehicle Make	VIN	License Plate Number	License Plate State	Country	Vehicle Type	2	47	2008	Sterling	85418050339	ASD23561	IN	US	Truck	3	127	2001	Peterbilt	18005428742	ASD54615	CO	US	Truck	4	112	2014	Volvo	84197658104	GSD4F5FD	IN	US	Truck	5	12	2012	Freightliner	33578990489	E4AGD156	IN	US	Truck
Row/Col	1	2	3	4	5	6	7	8																																															
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5	12	2012	Freightliner	33578990489	E4AGD156	IN	US	Truck																																															

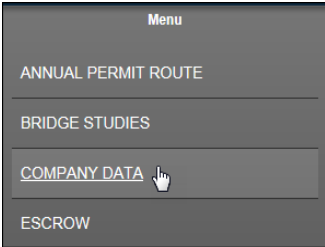
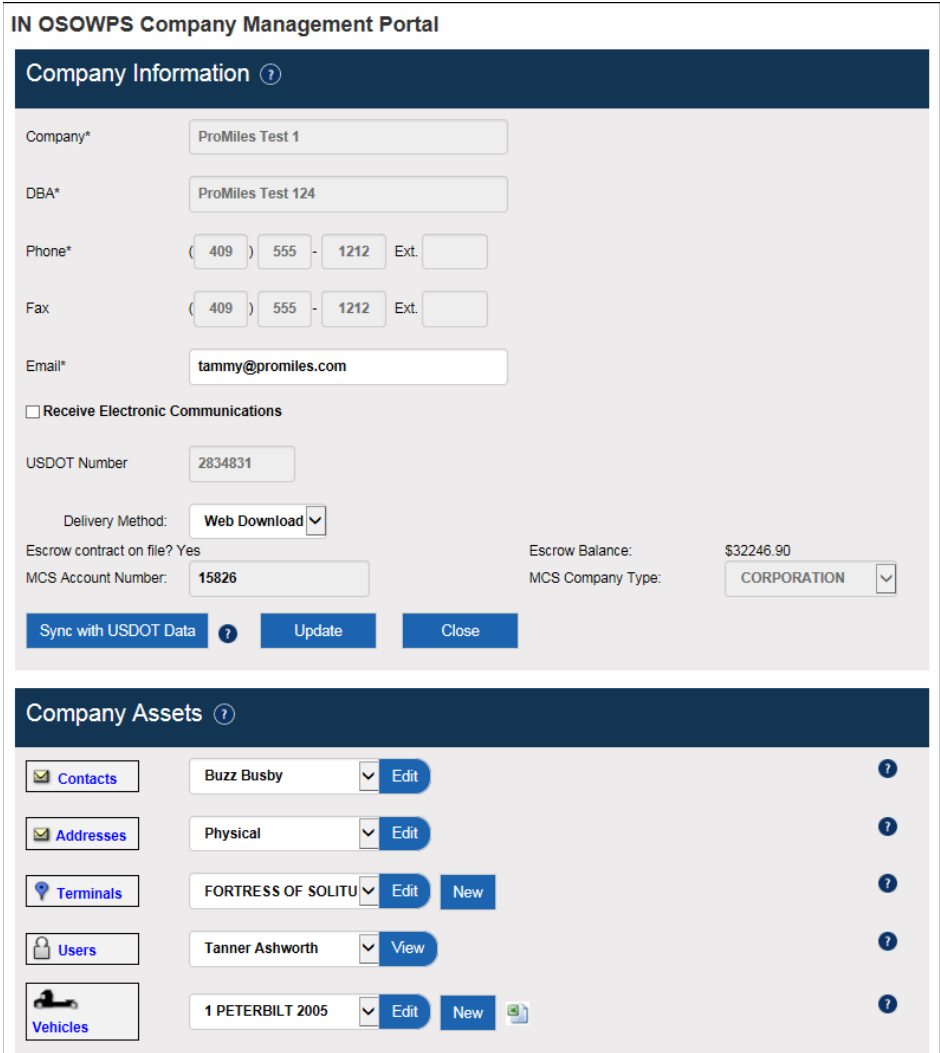
Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
	<ul style="list-style-type: none">• Click the View Load Failures button.• Click the Open button to view the Vehicle Import Exceptions Report. <i>The Vehicle Import Exceptions Report will be displayed.</i>• Correct any errors in column numbers associated to the data and verify that there is data in all of the required fields.• Repeat the steps above to correct load failures. <i>If all errors have been addressed, a confirmation message will be displayed confirming the vehicles were successfully imported.</i>• Click the Return to Dashboard link or click the Home button to exit the Vehicle Import Results screen and return to the Company Dashboard.

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
2.	<p><u>To View Imported Vehicle Inventory</u></p> <ul style="list-style-type: none"> Click the Company Data link in the Administrative Panel on the Company Dashboard.  <p>The <i>IN OSOWPS Company Management Portal</i> screen will be displayed.</p>  <p>The screenshot shows the 'IN OSOWPS Company Management Portal' interface. It features a 'Company Information' section with fields for Company (ProMiles Test 1), DBA (ProMiles Test 124), Phone (409-555-1212), Fax (409-555-1212), and Email (tammy@promiles.com). There are also checkboxes for 'Receive Electronic Communications', a 'USDOT Number' field (2834831), a 'Delivery Method' dropdown (Web Download), and 'Escrow contract on file? Yes' and 'MCS Account Number' (15826) fields. On the right, 'Escrow Balance' is \$32246.90 and 'MCS Company Type' is CORPORATION. At the bottom of this section are 'Sync with USDOT Data', 'Update', and 'Close' buttons.</p> <p>The 'Company Assets' section lists: <ul style="list-style-type: none"> Contacts: Buzz Busby (Edit) Addresses: Physical (Edit) Terminals: FORTRESS OF SOLITU (Edit, New) Users: Tanner Ashworth (View) Vehicles: 1 PETERBILT 2005 (Edit, New) </p>

Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Click the arrow on the Vehicles dropdown list. <div data-bbox="240 371 863 753" data-label="Image"> </div> <ul style="list-style-type: none"> Verify the list of vehicles. <div data-bbox="240 821 514 1270" data-label="Image"> </div> <ul style="list-style-type: none"> Click the Excel icon to view an Excel List of your vehicles. Close the Excel spreadsheet to exit the document to return to the <i>IN OSOWPS Company Management Portal</i> screen.
3.	<ul style="list-style-type: none"> Click the Close button or click the Home button to exit the <i>IN OSOWPS Company Management Portal</i> screen and return to the Company Dashboard.

Indiana Oversize/Overweight Permitting System Customer User Guide

Permits Panel

The **Permits Panel** on the **Company Dashboard** is the central location of most of the company’s permit business within IN OSOWPS. From the **Permits Panel**, users can order a **New Permit**, **Search Permits**, and **Filter Permits** and perform actions such as **View**, **Copy**, **Request Amend**, **Self Service Amend**, **Resume** and **Cancel** permit applications.

Company Dashboard				
Permits issued and permits requiring further processing.				
New Permit... Show: All 25 Records Refresh Search Permits ?				
Permit No/ID	Type	Submitted	Status	Action
523 9666 164	Oversize (90 Day)		Issued	Select...
5325515	Oversize Superload (Single Trip)	11/25/2019 12:43 PM	Route Survey	Select...
5325512	Oversize/Overweight Superload (Single Trip)		Unfinished	Select...
5325495	Oversize/Overweight (Single Trip)		Unfinished	Select...
906 4767 125	Oversize/Overweight (Single Trip)		Voided	Select...
5325482	Oversize/Overweight Superload (Single Trip)	11/22/2019 11:27 AM	Route Survey	Select...
5325481	Oversize/Overweight Superload (Single Trip)	11/22/2019 11:14 AM	Route Survey	Select...
367 9987 404	Oversize/Overweight Superload (Single Trip)		Issued	Select...
5325477	Oversize/Overweight Superload (Single Trip)		Unfinished	Select...
5325450	Oversize/Overweight Superload (Single Trip)		Bridge study	Select...
5325449	Oversize (90 Day)		PO Pending payment	Select...
745 3637 448	Oversize (90 Day)		Voided	Select...
5325438	Oversize/Overweight Superload (Single Trip)	11/23/2019 11:32 AM	Pending	Select...
984 7413 151	Oversize/Overweight (Single Trip)		Issued	Select...
5325421	Oversize/Overweight Superload (Single Trip)	11/21/2019 05:49 AM	Route Survey	Select...
593 2258 887	12' Wide Mobile Home (90 Day)		Issued	Select...
5325373	Special Weight (1 Day)		Pending Online Payment	Select...
971 9588 782	Special Weight (1 Day)		Issued	Select...
5325363	Oversize Superload (Single Trip)	11/19/2019 8:22 PM	Pending	Select...
5325362	Oversize/Overweight Superload (Single Trip)		Bridge study	Select...
5325359	Oversize Superload (Single Trip)		Unfinished	Select...
887 7436 399	14' Wide Mobile Home (Single Trip)		Issued	Select...
973 3322 170	Overweight Commodity (Annual)		Issued	Select...
425 4819 152	Bulk Milk (Annual)		Issued	Select...
5325327	Special Weight (1 Day)	11/19/2019 02:22 AM	Pending Online Payment	Select...

The list of permits displayed can be filtered by the Permit **Status** to show **All**, **Unfinished**, **Pending**, **Issued**, **Expired** and **On Hold** permits.

**Indiana Oversize/Overweight Permitting System
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Permit Status Filter

Permit Status Filter	Permit Status Filter Description
All	Select to display All permits in the queue with the most recent listed first
Unfinished	Select to display Unfinished permit applications in the queue These permit applications were started by a Company User and have not been completed. Click the Select button, then the Resume Permit button to complete this permit application.
Pending	Select to display Pending permit applications in the queue These permit applications were started by a Company User and submitted to the Permit Office for review. These permits have not been approved.
Issued	Select to display Issued permits These are permits that have been approved and purchased and are currently active.
Expired	Select to display Expired permits These are permits that have been approved and purchased, but are no longer active.
On Hold	Select to display On Hold permits These are permit applications that have been submitted to the Permit Office, but are on hold waiting for additional approvals.

Scenario 14 – Filter Permits to be Displayed

Permits listed in the **Permits Panel** can be filtered by the six status options in the **Show:** dropdown list: **All, Unfinished, Pending, Issued, Expired** and **On Hold**.

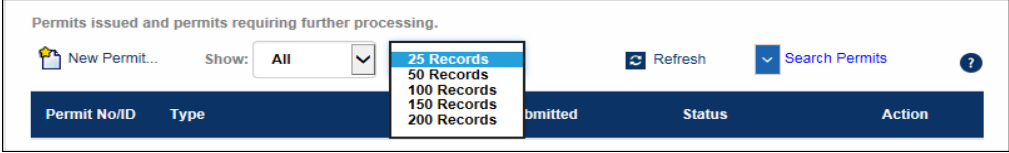
Scenario Steps

Step	Description																				
1.	<ul style="list-style-type: none"> Select a Permit Status Filter from the Show: dropdown list in the Permits Panel. <p>For this example we will select Unfinished.</p> <div data-bbox="240 569 1203 804" data-label="Image"> <p>The screenshot shows the 'Company Dashboard' interface. At the top, it says 'Permits issued and permits requiring further processing.' Below this, there is a 'New Permit...' button, a 'Show:' dropdown menu with 'Unfinished' selected, a '25 Records' dropdown, a 'Refresh' button, and a 'Search Permits' button. Below the controls is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>5325512</td> <td>Oversize/Overweight Superload (Single Trip)</td> <td></td> <td>Unfinished</td> <td>Select...</td> </tr> </tbody> </table> </div> <p><i>Permits for the selected filter will be displayed.</i></p>	Permit No/ID	Type	Submitted	Status	Action	5325512	Oversize/Overweight Superload (Single Trip)		Unfinished	Select...										
Permit No/ID	Type	Submitted	Status	Action																	
5325512	Oversize/Overweight Superload (Single Trip)		Unfinished	Select...																	
2.	<ul style="list-style-type: none"> Change the filter in the Show: dropdown list to All to return to the unfiltered results list in the Permits Panel. <div data-bbox="240 932 1203 1215" data-label="Image"> <p>The screenshot shows the 'Company Dashboard' interface. The 'Show:' dropdown menu is now set to 'All'. The table below shows three records:</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>523 9666 164</td> <td>Oversize (90 Day)</td> <td></td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>5325515</td> <td>Oversize Superload (Single Trip)</td> <td>11/25/2019 12:43 PM</td> <td>Route Survey</td> <td>Select...</td> </tr> <tr> <td>5325512</td> <td>Oversize/Overweight Superload (Single Trip)</td> <td></td> <td>Unfinished</td> <td>Select...</td> </tr> </tbody> </table> </div> <p><i>All permits will be displayed in the Permits Panel on the Company Dashboard.</i></p>	Permit No/ID	Type	Submitted	Status	Action	523 9666 164	Oversize (90 Day)		Issued	Select...	5325515	Oversize Superload (Single Trip)	11/25/2019 12:43 PM	Route Survey	Select...	5325512	Oversize/Overweight Superload (Single Trip)		Unfinished	Select...
Permit No/ID	Type	Submitted	Status	Action																	
523 9666 164	Oversize (90 Day)		Issued	Select...																	
5325515	Oversize Superload (Single Trip)	11/25/2019 12:43 PM	Route Survey	Select...																	
5325512	Oversize/Overweight Superload (Single Trip)		Unfinished	Select...																	

Scenario 15 – Number of Permits to be Displayed

The number of permits listed in the **Permits Panel** can be adjusted by the five options in the **Show:** dropdown list at the top of the **Permit Panel**. The default number of permits shown is **25 Records**, but users can select **50 Records**, **100 Records**, **150 Records**, or **200 Records**.

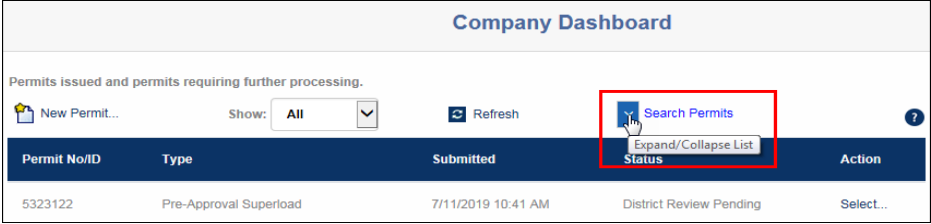
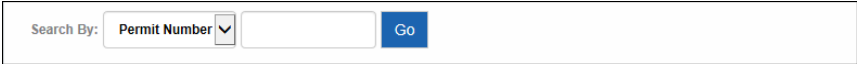
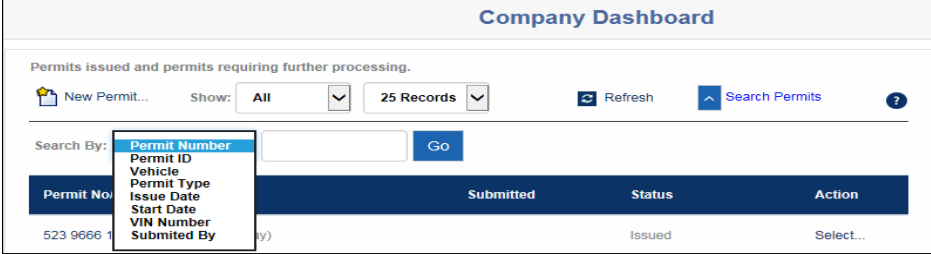
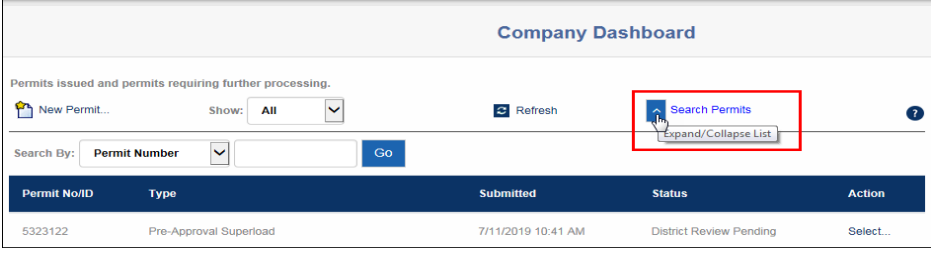
Scenario Steps

Step	Description
1.	<ul style="list-style-type: none">Select the number of Records to be displayed by from the Show: dropdown list located at the top of the Permits Panel.  <p>The selected number will determine the number of permits displayed in the Permits Panel.</p> <p>Note: The default number of permits shown is 25. To return to the default permits shown, select 25 Records from the Show: dropdown list.</p>

Scenario 16 – Search Permits

Permits listed in the **Permits Panel** can be searched by the options in the **Search By:** dropdown list: **Permit Number**, **Permit ID**, **Vehicle**, **Permit Type**, **Issue Date**, **Start Date**, **VIN Number**, or **Submitted By**.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the Expand Chevron icon for Search Permits in the Permits Panel on the Company Dashboard.  <p><i>The Search By: dropdown list and text field will be displayed.</i></p> 
2.	<ul style="list-style-type: none"> Select one Search by: criteria from the dropdown list.  <ul style="list-style-type: none"> Enter the corresponding search information. Click the Go button.
3.	<p><i>The matching result(s) will be displayed in the Permits Panel.</i></p> <ul style="list-style-type: none"> Click the Collapse Chevron icon to close Search Permits. 
4.	<ul style="list-style-type: none"> Click the Refresh button to return to the full list of unfiltered results in the Permits Panel on the Company Dashboard.

Scenario 17 – Sort Permits

Permits listed in the **Permits Panel** can be sorted by four of the five column headers: **Permit No/ID**, **Type**, **Submitted** and **Status**.

Scenario Steps

Step	Description																				
1.	<ul style="list-style-type: none"> Click the column header in the Permits Panel on the Company Dashboard. <p>For this example we will sort by Permit No/ID.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #003366; font-weight: bold;">Company Dashboard</p> <p style="font-size: small;">Permits issued and permits requiring further processing.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> New Permit... Show: All ▼ 25 Records ▼ Refresh Search Permits ? </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 20%;">Permit No/ID</th> <th style="width: 30%;">Type</th> <th style="width: 20%;">Submitted</th> <th style="width: 20%;">Status</th> <th style="width: 10%;">Action</th> </tr> </thead> <tbody> <tr> <td>984 7413 151</td> <td>Oversize/Overweight (Single Trip)</td> <td></td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>973 3322 170</td> <td>Overweight Commodity (Annual)</td> <td></td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>971 9588 782</td> <td>Special Weight (1 Day)</td> <td></td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table> </div> <p><i>The permits will be sorted and displayed numerically.</i></p> <p>Note: Permits will be sorted in alphabetical order or numerical order depending on which column header is used to sort by. Click the header once to sort the permits in order from A-Z and click again to sort Z-A.</p> <ul style="list-style-type: none"> Click the other column headers to sort by those headers. 	Permit No/ID	Type	Submitted	Status	Action	984 7413 151	Oversize/Overweight (Single Trip)		Issued	Select...	973 3322 170	Overweight Commodity (Annual)		Issued	Select...	971 9588 782	Special Weight (1 Day)		Issued	Select...
Permit No/ID	Type	Submitted	Status	Action																	
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973 3322 170	Overweight Commodity (Annual)		Issued	Select...																	
971 9588 782	Special Weight (1 Day)		Issued	Select...																	
2.	<ul style="list-style-type: none"> Click the Refresh button to return to the full list of unfiltered results in the Permits Panel on the Company Dashboard. <p><i>All results will be displayed in the Permits Panel on the Company Dashboard.</i></p>																				

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Scenario 18 – Permit Actions

From the **Permits Panel** several actions can be performed including **Viewing** the **Permit Details** or **Permit PDF**, **Editing** a permit application, **Copying** a permit application, **Resuming** an unfinished application, **Canceling** an unfinished application, checking the **Status** of a submitted application, **Self Service Amend**, or **Requesting an Amend** for a permit.

Note: The various actions available to users are dependent upon the Permit Status.

Permit Actions

Element	Content
Cancel Permit	This action deletes the permit application. This action is available for permits with a status of Unfinished or Pending .
Copy Permit	This action allows a new permit application to be started containing the information from the permit being copied from. All fields, except Company Name and Permit Type, can be changed on this copied permit. This action is available for permits with a status of Issued , Expired , or Pending .
Edit Permit	This action allows a user to make changes to a permit that has not yet been worked by a State User. This action is available for permits with a status of Pending .
Request Amend	This action allows a user to request to make changes to an already issued permit. This action is available for permits with a status of Issued .
Resume Permit	This action allows a user to continue an existing incomplete permit application. This action is available for permits with a status of Unfinished .
Self Service Amend	This action allows a Customer User to amend permits without Permit Office review. This action is available for specific Permit Types that meet the criteria as determined by the State.
View Permit	This action allows a user to view the Permit Details screen. This action is available for permits with a status of Issued , Expired , or Pending .

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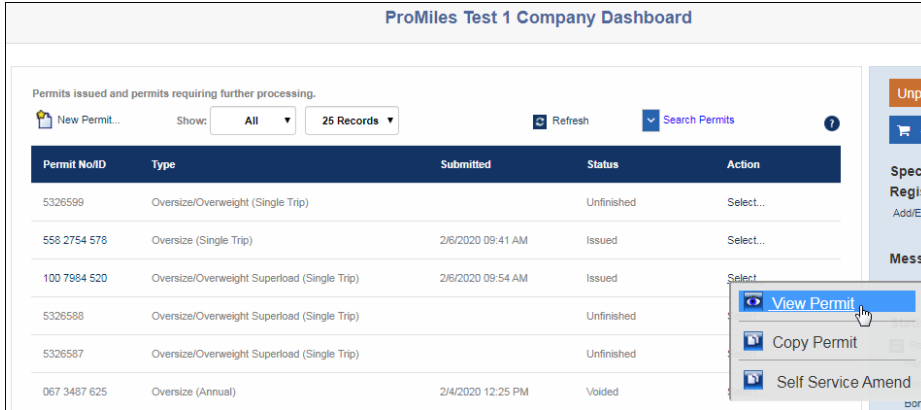
Scenario 19 – Permit Details

From the *Permit Details* screen the user can view the history for a particular permit or permit application including the Permit PDF.

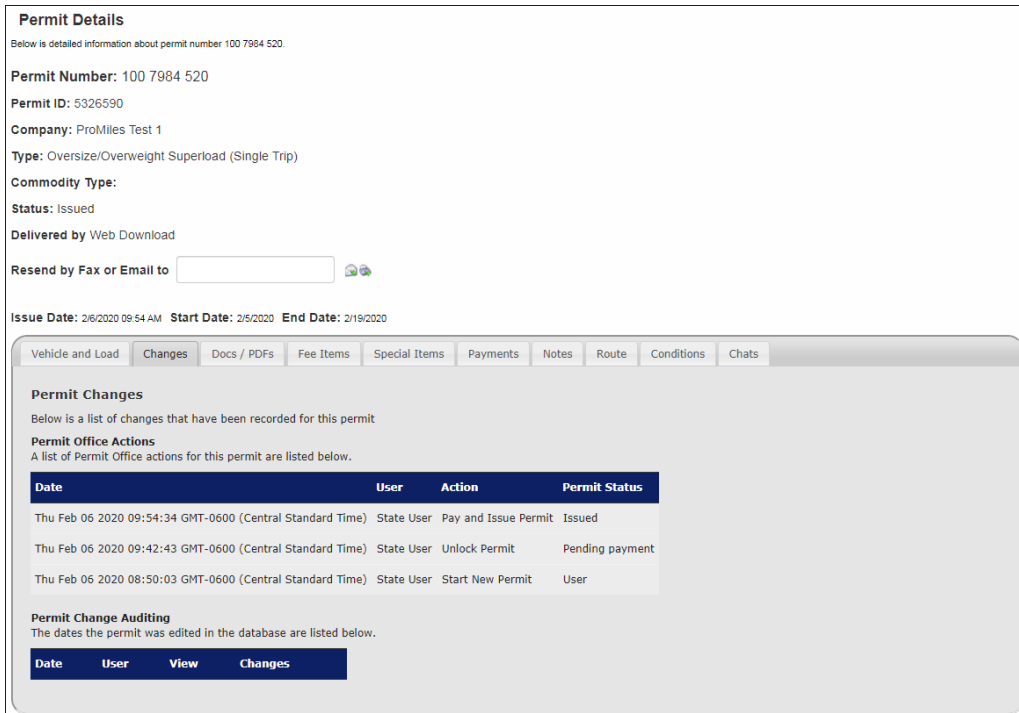
Scenario Steps

Step	Description
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- Click the **Select...** link in the **Action** column in the **Permits Panel** on the **Company Dashboard**.
 - Click the **View Permit** button.



The Permit Details screen will be displayed.

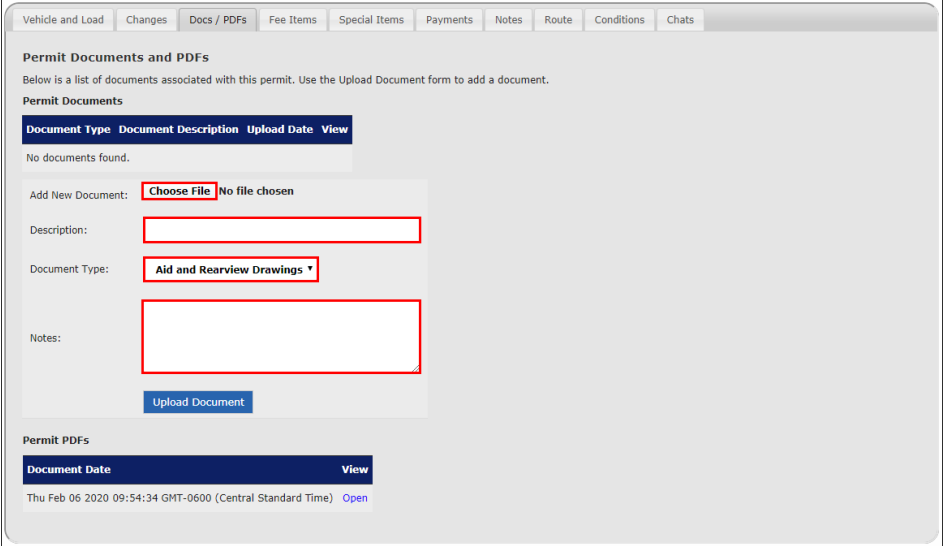


**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description																																																																																																					
2.	<p><u>Vehicle and Load Tab</u></p> <ul style="list-style-type: none"> Click the Vehicle and Load tab. <p>The Vehicle and Load tab will contain the vehicle and load information used during the Order Permits process.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Vehicle and Load</td> <td style="background-color: #e0e0e0;">Changes</td> <td style="background-color: #e0e0e0;">Docs / PDFs</td> <td style="background-color: #e0e0e0;">Fee Items</td> <td style="background-color: #e0e0e0;">Special Items</td> <td style="background-color: #e0e0e0;">Payments</td> <td style="background-color: #e0e0e0;">Notes</td> <td style="background-color: #e0e0e0;">Route</td> <td style="background-color: #e0e0e0;">Conditions</td> <td style="background-color: #e0e0e0;">Chats</td> </tr> </table> <p>Vehicle and Load</p> <p>Load Description test</p> <p>Vehicles Used For This Permit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>Truck-Trailer w/ Fifth Wheel Hook-Up</td> <td>KENWORTH</td> <td>2018</td> <td>Z21351TKY</td> </tr> </tbody> </table> <p>Load and Dimensions Below is a table containing the dimensions used when creating and routing this permit.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="4">Dimensions</th> </tr> </thead> <tbody> <tr> <td>Width:</td> <td>8 ft. 6 in.</td> <td>Height:</td> <td>13 ft. 6 in.</td> </tr> <tr> <td>Length:</td> <td>112 ft.</td> <td colspan="2"></td> </tr> <tr> <td>Weight (lbs.):</td> <td>190000</td> <td colspan="2"></td> </tr> </tbody> </table> <p>Axles</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Axle:</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> </tr> </thead> <tbody> <tr> <td>Distances:</td> <td></td> <td>14 ft. 6 in.</td> <td>4 ft. 7 in.</td> <td>4 ft. 7 in.</td> <td>22 ft. 3 in.</td> <td>5 ft.</td> <td>5 ft.</td> <td>30 ft.</td> <td>5 ft.</td> <td>5 ft.</td> <td>12 ft.</td> <td>2 ft. 3 in.</td> </tr> <tr> <td>Weights:</td> <td>18000</td> <td>17000</td> <td>17000</td> <td>17000</td> <td>17000</td> <td>17000</td> <td>17000</td> <td>17000</td> <td>17000</td> <td>12000</td> <td>12000</td> <td>12000</td> </tr> <tr> <td># of Tires:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tire Sizes:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Vehicle and Load	Changes	Docs / PDFs	Fee Items	Special Items	Payments	Notes	Route	Conditions	Chats	Unit Number	Type	Make	Year	VIN	100	Truck-Trailer w/ Fifth Wheel Hook-Up	KENWORTH	2018	Z21351TKY	Dimensions				Width:	8 ft. 6 in.	Height:	13 ft. 6 in.	Length:	112 ft.			Weight (lbs.):	190000			Axle:	1	2	3	4	5	6	7	8	9	10	11	12	Distances:		14 ft. 6 in.	4 ft. 7 in.	4 ft. 7 in.	22 ft. 3 in.	5 ft.	5 ft.	30 ft.	5 ft.	5 ft.	12 ft.	2 ft. 3 in.	Weights:	18000	17000	17000	17000	17000	17000	17000	17000	17000	12000	12000	12000	# of Tires:													Tire Sizes:												
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3.	<p><u>Changes Tab</u></p> <ul style="list-style-type: none"> Click the Changes tab. <p><i>The Permit Changes section will be displayed.</i></p> <p>Under Permit Office Actions, review the list of actions. If the permit was Amended, Copied, or Issued, those actions will be listed here.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Vehicle and Load</td> <td style="background-color: #e0e0e0;">Changes</td> <td style="background-color: #e0e0e0;">Docs / PDFs</td> <td style="background-color: #e0e0e0;">Fee Items</td> <td style="background-color: #e0e0e0;">Special Items</td> <td style="background-color: #e0e0e0;">Payments</td> <td style="background-color: #e0e0e0;">Notes</td> <td style="background-color: #e0e0e0;">Route</td> <td style="background-color: #e0e0e0;">Conditions</td> <td style="background-color: #e0e0e0;">Chats</td> </tr> </table> <p>Permit Changes</p> <p>Below is a list of changes that have been recorded for this permit</p> <p>Permit Office Actions A list of Permit Office actions for this permit are listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Date</th> <th>User</th> <th>Action</th> <th>Permit Status</th> </tr> </thead> <tbody> <tr> <td>Thu Feb 06 2020 09:54:34 GMT-0600 (Central Standard Time)</td> <td>State User</td> <td>Pay and Issue Permit</td> <td>Issued</td> </tr> <tr> <td>Thu Feb 06 2020 09:42:43 GMT-0600 (Central Standard Time)</td> <td>State User</td> <td>Unlock Permit</td> <td>Pending payment</td> </tr> <tr> <td>Thu Feb 06 2020 08:50:03 GMT-0600 (Central Standard Time)</td> <td>State User</td> <td>Start New Permit</td> <td>User</td> </tr> </tbody> </table> <p>Permit Change Auditing The dates the permit was edited in the database are listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Date</th> <th>User</th> <th>View</th> <th>Changes</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Vehicle and Load	Changes	Docs / PDFs	Fee Items	Special Items	Payments	Notes	Route	Conditions	Chats	Date	User	Action	Permit Status	Thu Feb 06 2020 09:54:34 GMT-0600 (Central Standard Time)	State User	Pay and Issue Permit	Issued	Thu Feb 06 2020 09:42:43 GMT-0600 (Central Standard Time)	State User	Unlock Permit	Pending payment	Thu Feb 06 2020 08:50:03 GMT-0600 (Central Standard Time)	State User	Start New Permit	User	Date	User	View	Changes																																																																							
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Scenario Steps

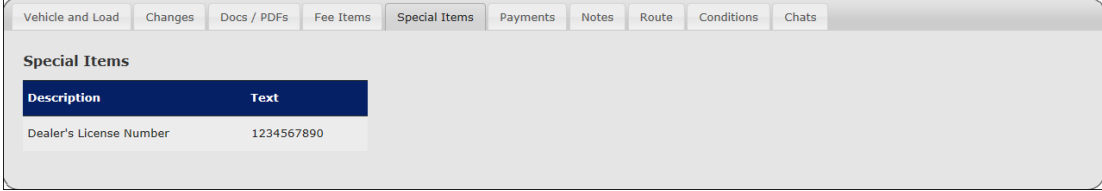
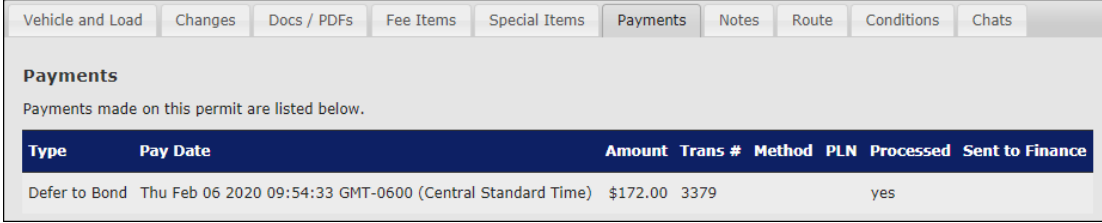
Step	Description
4.	<p><u>Docs/PDFs Tab – Uploading Documents</u></p> <ul style="list-style-type: none"> • Click the Docs/PDFs tab. <i>The Permit Documents and PDFs section will be displayed.</i> • Click the Browse button in the Permit Documents section if you are using Internet Explorer. If you are using Google Chrome, click the Choose File button. <i>The Choose File to Upload screen will be displayed.</i> • Select the document to upload. • Click the Open button. <i>The Permit Details screen will be displayed.</i> • Select a Document Type and enter a Description along with any desired Notes. • Click the Upload Document button. <p>The document will be saved to the permit record.</p> 

Scenario Steps

Step	Description												
5.	<p><u>Docs/PDFs Tab – Viewing Uploaded Documents</u></p> <p>The Permit Documents section will list uploaded documents.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats </div> <p>Permit Documents and PDFs</p> <p>Below is a list of documents associated with this permit. Use the Upload Document form to add a document.</p> <p>Permit Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Document Type</th> <th>Document Description</th> <th>Upload Date</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Aid and Rearview Drawings</td> <td>Feb 2020 Drawings</td> <td>2/6/2020 10:41 AM</td> <td style="text-align: right;">Open</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Click the Open link in the View column. <i>A confirmation message will be displayed.</i> Click the Open button. <i>The previously uploaded document will be displayed.</i> Close the document. 	Document Type	Document Description	Upload Date	View	Aid and Rearview Drawings	Feb 2020 Drawings	2/6/2020 10:41 AM	Open				
Document Type	Document Description	Upload Date	View										
Aid and Rearview Drawings	Feb 2020 Drawings	2/6/2020 10:41 AM	Open										
6.	<p><u>Docs/PDFs Tab – Viewing Permit PDFs</u></p> <p>The Permit PDFs section will list all Permit PDFs created for this permit.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Permit PDFs</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Document Date</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>Thu Feb 06 2020 09:54:34 GMT-0600 (Central Standard Time)</td> <td style="text-align: right;">Open</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Click the Open link in the View column to view a copy of the issued permit PDF. <i>The Permit PDF will be displayed.</i> Close the permit PDF to return to the Permit Details screen. 	Document Date	View	Thu Feb 06 2020 09:54:34 GMT-0600 (Central Standard Time)	Open								
Document Date	View												
Thu Feb 06 2020 09:54:34 GMT-0600 (Central Standard Time)	Open												
7.	<p><u>Fee Items Tab</u></p> <ul style="list-style-type: none"> Click the Fee Items tab. <p>The Fee Items tab will display a list of fee items associated to the permit.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats </div> <p>Fee Items</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Account Number</th> <th>Amount</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>4143</td> <td>\$40.00</td> <td>Oversize Single-Trip Application Fee [Base]</td> </tr> <tr> <td>4143</td> <td>\$57.00</td> <td>Overweight Superload Single Trip</td> </tr> <tr> <td>4142</td> <td>\$75.00</td> <td>Overweight Single-Trip Toll Road Fee</td> </tr> </tbody> </table> </div>	Account Number	Amount	Description	4143	\$40.00	Oversize Single-Trip Application Fee [Base]	4143	\$57.00	Overweight Superload Single Trip	4142	\$75.00	Overweight Single-Trip Toll Road Fee
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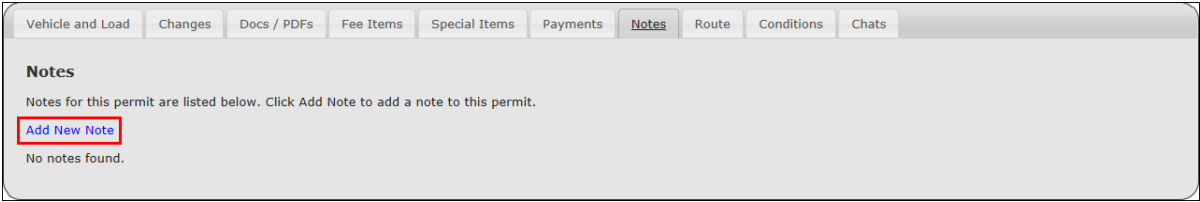
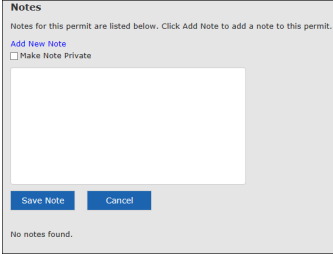
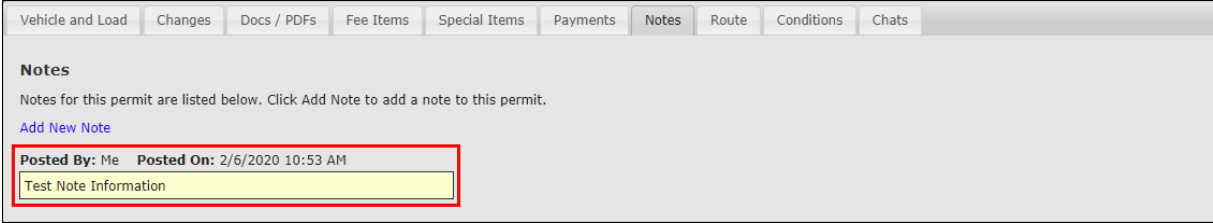
**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description																																
8.	<p><u>Special Items Tab</u></p> <ul style="list-style-type: none"> Click the Special Items tab. <p>The Special Items tab will display any special items required during the Order Permits process.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #003366; color: white;">Special Items</th> </tr> <tr> <th style="background-color: #003366; color: white;">Description</th> <th style="background-color: #003366; color: white;">Text</th> </tr> </thead> <tbody> <tr> <td>Dealer's License Number</td> <td>1234567890</td> </tr> </tbody> </table>	Special Items		Description	Text	Dealer's License Number	1234567890																										
Special Items																																	
Description	Text																																
Dealer's License Number	1234567890																																
9.	<p><u>Payments Tab</u></p> <ul style="list-style-type: none"> Click the Payments tab. <p>The Payments tab will contain all payment transactions related to the permit.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="background-color: #003366; color: white;">Payments</th> </tr> <tr> <th colspan="8" style="background-color: #003366; color: white;">Payments made on this permit are listed below.</th> </tr> <tr> <th style="background-color: #003366; color: white;">Type</th> <th style="background-color: #003366; color: white;">Pay Date</th> <th style="background-color: #003366; color: white;">Amount</th> <th style="background-color: #003366; color: white;">Trans #</th> <th style="background-color: #003366; color: white;">Method</th> <th style="background-color: #003366; color: white;">PLN</th> <th style="background-color: #003366; color: white;">Processed</th> <th style="background-color: #003366; color: white;">Sent to Finance</th> </tr> </thead> <tbody> <tr> <td>Defer to Bond</td> <td>Thu Feb 06 2020 09:54:33 GMT-0600 (Central Standard Time)</td> <td>\$172.00</td> <td>3379</td> <td></td> <td></td> <td>yes</td> <td></td> </tr> </tbody> </table>	Payments								Payments made on this permit are listed below.								Type	Pay Date	Amount	Trans #	Method	PLN	Processed	Sent to Finance	Defer to Bond	Thu Feb 06 2020 09:54:33 GMT-0600 (Central Standard Time)	\$172.00	3379			yes	
Payments																																	
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Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
10.	<p>Notes Tab</p> <ul style="list-style-type: none">Click the Notes tab. <p>The Notes tab will allow users to add notes and/or view any previously added notes.</p> <ul style="list-style-type: none">Click the Add New Note link.  <p><i>A blank field will be displayed.</i></p>  <p>Note: The note will default to public, meaning all users can view the note, unless the checkbox next to Make Note Private is checked.</p> <ul style="list-style-type: none">Enter a brief note in the text field.Click the Save Note button. <p>The note will be added to the bottom of the Notes tab. The Posted By field will display the user who entered the note and the Posted On field will display the date that the note was entered.</p> 

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Scenario Steps

Step	Description																																																																	
11.	<p><u>Route Tab</u></p> <ul style="list-style-type: none"> Click the Route tab. <p>The Route tab will display all route information for this permit.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats </div> <p>Permit Route</p> <p>Route generated for the permit:</p> <p>US-41, 1.4mi SW of Sumava Resorts to US-12, 0.6mi W of Buffington</p> <p>Trip Miles: 37 Trip Time: 10:07</p> <p>Show Map</p> <p>Route Description</p> <p>==>US-41, 1.4mi SW of Sumava Resorts<==US-41, I-80 002 B North, I-80 East, @ Exit 5 toward SR-912/CLINE AVE, I-80 005 A East, I-80 005 F East, I-80 005 C North, SR-912 North, US-12 North==>US-12, 0.6mi W of Buffington<==</p> <p>Bridge Study Number: 1859 Approval Date: Waiting</p> <p>Driving Directions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr style="background-color: #ffff00;"> <td colspan="5">Origin: US-41, 1.4mi SW of Sumava Resorts</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>29.7</td> <td>US-41</td> <td>Continue straight on I-80 002 B [RAMP]</td> <td>29.7</td> <td>09:25</td> </tr> <tr> <td>0.4</td> <td>I-80 002 B North</td> <td>Merge onto I-80 [INC]</td> <td>30</td> <td>00:00</td> </tr> <tr> <td>1.8</td> <td>I-80 East</td> <td>Take Exit 5 toward SR-912/CLINE AVE</td> <td>31.9</td> <td>00:02</td> </tr> <tr> <td>0.2</td> <td>I-80 005 A East</td> <td>Merge onto I-80 005 F [LOOP]</td> <td>32.1</td> <td>00:00</td> </tr> <tr> <td>0.7</td> <td>I-80 005 F East</td> <td>Continue straight on I-80 005 C [RAMP]</td> <td>32.8</td> <td>00:00</td> </tr> <tr> <td>0.5</td> <td>I-80 005 C North</td> <td>Continue straight on SR-912 [DEC]</td> <td>33.3</td> <td>00:00</td> </tr> <tr> <td>1.7</td> <td>SR-912 North</td> <td>Continue straight on US-12 [DEC]</td> <td>34.9</td> <td>00:02</td> </tr> <tr> <td>1.9</td> <td>US-12 North</td> <td>Arrive at destination.</td> <td>36.9</td> <td>00:38</td> </tr> <tr style="background-color: #ffff00;"> <td colspan="5">Destination: US-12, 0.6mi W of Buffington</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">36.9</td> <td style="text-align: right;">10:07</td> </tr> </tbody> </table> </div>	Miles	Route	To	Distance	Time	Origin: US-41, 1.4mi SW of Sumava Resorts					0		Beginning State-Maintained Travel	0	00:00	29.7	US-41	Continue straight on I-80 002 B [RAMP]	29.7	09:25	0.4	I-80 002 B North	Merge onto I-80 [INC]	30	00:00	1.8	I-80 East	Take Exit 5 toward SR-912/CLINE AVE	31.9	00:02	0.2	I-80 005 A East	Merge onto I-80 005 F [LOOP]	32.1	00:00	0.7	I-80 005 F East	Continue straight on I-80 005 C [RAMP]	32.8	00:00	0.5	I-80 005 C North	Continue straight on SR-912 [DEC]	33.3	00:00	1.7	SR-912 North	Continue straight on US-12 [DEC]	34.9	00:02	1.9	US-12 North	Arrive at destination.	36.9	00:38	Destination: US-12, 0.6mi W of Buffington								36.9	10:07
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**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

Step	Description
12.	<p><u>Conditions Tab</u></p> <ul style="list-style-type: none">Click the Conditions tab. <p>The Conditions tab will display any Permit Conditions associated to the permit.</p> <div data-bbox="245 470 1369 869" style="border: 1px solid gray; padding: 5px;"><p>Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p><p>Permit Conditions</p><p>Condition</p><p>The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG</p><p>You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.</p><p>This permit is only good for a ONE time move.</p><p>If there are any railroad crossings in the route that have been surveyed, the carrier must adjust the height of the trailer prior to the railroad crossing. The carrier must be completely through the crossing and allow room for all traffic to clear railroad crossing before pulling over and stopping to make any adjustments to the height of the trailer.</p><p>Permit does not apply to city streets or county roads. Driver / Carrier must contact the appropriate municipality being utilized on such routes prior to movement due to restrictions of oversize overweight loads.</p><p>District accompaniment will be provided for this movement. The district office(s) may have a district permit inspector present while the movement is on state highways, and the applicant will reimburse the state for all inspection costs within ten (10) days from receipt of a statement.</p></div> <p>Note: The conditions will also print on the Permit PDF.</p>
13.	<ul style="list-style-type: none">Click the Home button to return to the Company Dashboard.

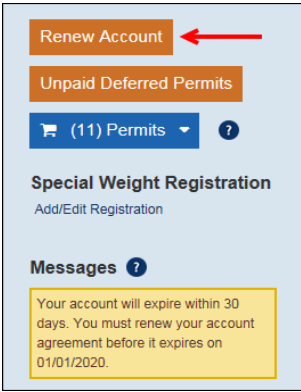
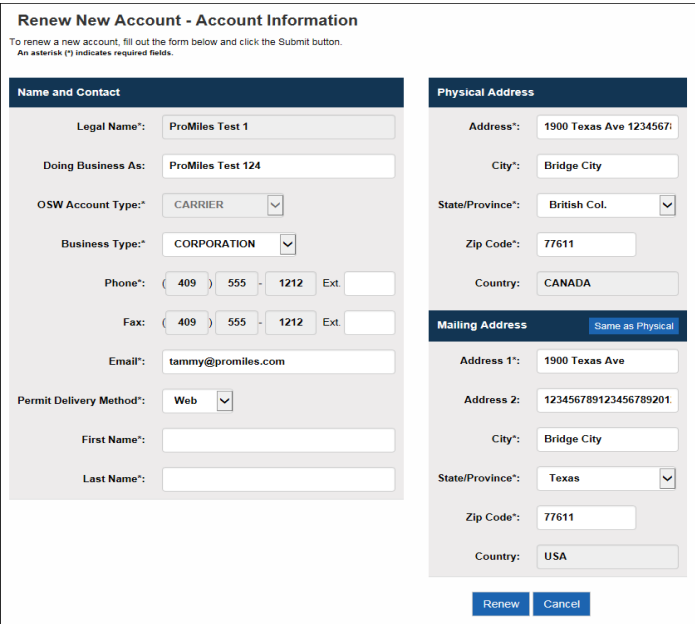
Company Support Panel

The **Company Support Panel** consists of **Renew Account**, **Unpaid Deferred Permits**, **Shopping Cart**, **Special Weight Registration**, **Messages**, **Statistics**, and **Support Call Back**.

Scenario 20 – Renewing an Account

Every customer account will be assigned a renewal date; two (2) years for a Permit Service and five (5) years for a company. The system will send an account renewal letter to the customer thirty (30) days before the renewal date. A message will also be displayed in the **Messages Panel** and a **Renew Account** button will show on the **Company Dashboard**.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the Renew Account button in the Company Support Panel on the Company Dashboard. 
2.	<p><i>The Renew New Account – Account Information screen will be displayed.</i></p>  <p>Note: Company Information will be pre-populated based on the current information in the system. Fields marked with an asterisk (*) must have a value entered.</p>

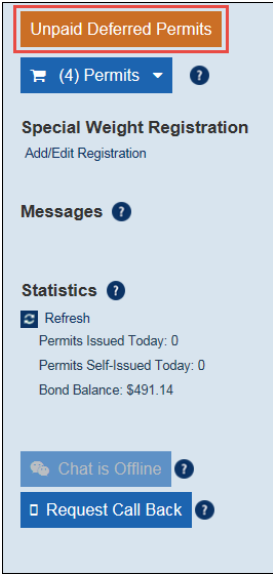
Scenario Steps

Step	Description
3.	<ul style="list-style-type: none">Update any necessary fields.Click the Renew button to submit the account renewal to the Permit Office. <p><i>The Account Renewal screen will be displayed.</i></p> <div data-bbox="240 468 1079 604"><p>Account Renewal</p><p>Your account details have been submitted for renewal. The Permit Office will contact you by email when your account renewal has been approved.</p><p>Return to Dashboard</p></div>
4.	<ul style="list-style-type: none">Click the Return to Dashboard button. <p><i>A verification message will be displayed in the Messages section of the Company Support Panel.</i></p> <div data-bbox="240 737 660 995"><p>Messages ?</p><p>Your account details have been submitted for renewal. The Permit Office will contact you by email when your account renewal has been approved.</p></div> <p>When the Permit Office approves the account, the system will update the renewal date to either two (2) years for a Permit Service or five (5) years for a company.</p>

Scenario 21 – Unpaid Deferred Permits

The **Unpaid Deferred Permits Shopping Cart** will contain all permits that were previously deferred to a bond, with an outstanding balance.

Scenario Steps

Step	Description									
1.	<ul style="list-style-type: none"> Click the Unpaid Deferred Permits button in the Customer Support Panel on the Company Dashboard. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p>The <i>Deferred to bond permits ready for payment and/or printing</i> screen will be displayed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Deferred to bond permits ready for payment and/or printing. ?</p> <p>Showing Permits Deferred During: All Quarters v</p> <hr/> <p>Select individual permits to pay or select all <input type="checkbox"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Pay</td> <td style="width: 25%; text-align: right; color: green;">\$405.00</td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="2">Order Total</td> <td style="text-align: right; color: green;">\$0.00</td> </tr> <tr> <td colspan="3"><small>(0) Permits selected to purchase</small></td> </tr> </table> <div style="margin-top: 10px;"> <p>Permit 1: Oversize (Annual) \$405.00</p> <p>ID #: 5326585 USDOT #: 2834831 Company: ProMiles Test 1</p> <p>Start Date: 2/3/2020 Deferred Date: 2/4/2020</p> <p style="text-align: right;">View Permit</p> </div> <div style="margin-top: 10px;"> <p>Permit 2: Oversize/Overweight (Single Trip) \$76.00</p> <p>ID #: 5326583 USDOT #: 2834831 Company: ProMiles Test 1</p> <p>Start Date: 2/3/2020 Deferred Date: 2/4/2020</p> <p style="text-align: right;">View Permit</p> </div> <div style="margin-top: 10px;"> <p>Permit 3: Oversize/Overweight (Single Trip) (2 notes) \$21.40</p> <p>ID #: 5326547 USDOT #: 2834831 Company: ProMiles Test 1</p> <p>Start Date: 2/2/2020 Deferred Date: 2/3/2020</p> <p style="text-align: right;">View Permit</p> </div> </div>	<input type="checkbox"/> Pay	\$405.00		Order Total		\$0.00	<small>(0) Permits selected to purchase</small>		
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Scenario Steps

Step	Description
2.	<ul style="list-style-type: none">Select a search parameter from the Showing Permits Deferred During dropdown list. <div data-bbox="264 373 1318 617" style="border: 1px solid black; padding: 10px;"><p>Deferred to bond permits ready for payment and/or printing. ?</p><p>Showing Permits Deferred During: All Quarters ▼</p><div style="border: 1px solid black; padding: 2px; margin-left: 100px;"><p>All Quarters</p><p>2020 First Quarter</p><p>2019 Fourth Quarter</p></div></div> <p><i>The list of permits associated to the search criteria selected will be displayed.</i></p>
3.	<p><u>View the Permit</u></p> <ul style="list-style-type: none">Click the View Permit button to view the details of the permit. <div data-bbox="264 800 466 873" style="border: 1px solid black; padding: 5px; text-align: center;"><p>View Permit</p></div> <p><i>The Permit Details screen will be displayed.</i></p> <ul style="list-style-type: none">Click the Back to Shopping Cart button to return to the Shopping Cart. <div data-bbox="264 989 711 1262" style="border: 1px solid black; padding: 10px;"><p>Permit Details</p><p>Below is detailed information about permit number 067 3487 625.</p><div data-bbox="289 1083 477 1119" style="border: 1px solid black; padding: 2px; text-align: center;"><p>Back to Shopping Cart</p></div><p>Permit Number: 067 3487 625</p><p>Permit ID: 5326585</p><p>Company: ProMiles Test 1</p></div>

Scenario Steps

Step	Description																																																																																																																																																																										
4.	<p><u>Pay for the Selected Permit(s)</u></p> <ul style="list-style-type: none"> Select the Pay checkbox next to each individual permit to pay for the selected permit in the Unpaid Deferred Permits Shopping Cart. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Deferred to bond permits ready for payment and/or printing. ?</p> <p>Showing Permits Deferred During: All Quarters ▼</p> <hr/> <p>Select individual permits to pay or select all <input type="checkbox"/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"><input checked="" type="checkbox"/></td> <td style="width: 15%;">Pay</td> <td style="width: 40%;"></td> <td style="width: 15%; text-align: right; color: green;">\$405.00</td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="5"><hr/></td> </tr> <tr> <td colspan="5">Oversize (Annual)</td> </tr> <tr> <td colspan="5">ID #: 5326585 USDOT #: 2834831 Company: ProMiles Test 1</td> </tr> <tr> <td colspan="5">Start Date: 2/3/2020 Deferred Date: 2/4/2020</td> </tr> <tr> <td colspan="5" style="text-align: center;">View Permit</td> </tr> <tr> <td colspan="5"><hr/></td> </tr> <tr> <td colspan="5" style="text-align: right;">Order Total</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right; 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<input type="button" value="View Permit"/>		<input type="button" value="Pay Now"/>																	
6.	<p><i>The Pay for permits screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Pay for permits.</p> <p>The following permits have been previously authorized and are verified for payment: 5326585</p> <p style="text-align: center;"><input type="button" value="Pay For Verified Permits"/> <input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> Click the Pay For Verified Permits button to continue the payment process or click the Cancel button to close the Pay for permits screen without completing the payment process. 																		
7.	<p><i>The Payment Information for Permit ID: XXXXXXX screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Payment Information for Permit ID: 5326585</p> <p>Please select a payment option and click the Submit button.</p> <p>Amount Owed: \$ 405.00 for 1 Permit(s)</p> <p>This is a bond payment for permit(s) previously deferred to bond.</p> <p>Select Payment Method:</p> <p>? Online ▼</p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <p>Press submit only once.</p> </div> <ul style="list-style-type: none"> Click the Submit button. <p><i>The user will be directed to the Indiana MCS site to complete the payment. Once the payment is finalized, the user will be re-directed to the IN OSOWPS to view the Permit PDF.</i></p>																		

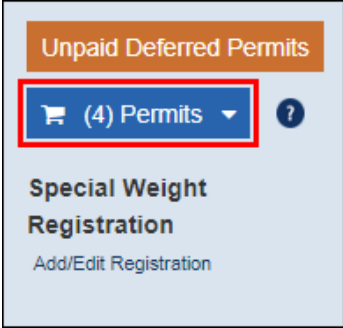
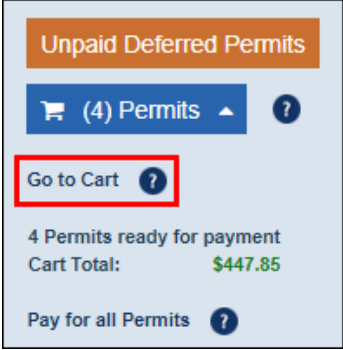
Scenario Steps

Step	Description				
8.	<p><i>The Permit finalization complete screen will be displayed.</i> This screen will list the Permit ID and the Permit Number.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>Permit finalization complete.</p> <p>The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the Dashboard.</p> <p>Return to the dashboard Order another permit</p> <p>Permits Issued</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th style="padding: 5px;">Permit ID</th> <th style="padding: 5px;">Permit #</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">XXXXXXXX</td> <td style="padding: 5px;">XXX XXXX XXX Duplicate</td> </tr> </tbody> </table> </div>	Permit ID	Permit #	XXXXXXXX	XXX XXXX XXX Duplicate
Permit ID	Permit #				
XXXXXXXX	XXX XXXX XXX Duplicate				
9.	<p><u>View the Permit PDF</u></p> <ul style="list-style-type: none"> Click the Permit # link. <i>The Permit PDF will open in a new window.</i> Review the Permit PDF. Close the Permit PDF window. <p><i>The Permit finalization complete screen will be displayed.</i></p> <p>Note: The permit is now issued. The Permit Details can be viewed from the Permits Panel. Refer to Scenario 19 – Permit Details on page 64 for more information.</p>				
10.	<p><u>Order another Permit for the Same Company</u></p> <ul style="list-style-type: none"> Click the Duplicate link to order another permit of the same Permit Type for the same company. 				
11.	<p><u>Begin Another Permit Application</u></p> <ul style="list-style-type: none"> Click the Order another permit link to begin a new permit application for any company. 				
12.	<ul style="list-style-type: none"> Click the Return to the dashboard link or the Home button to return to the Company Dashboard. 				

Scenario 22 – Shopping Cart

Once a permit application has been approved by a State User or has been self-issued by IN OSOWPS, the permit will be available for purchase in the **Shopping Cart**. Approved permits will remain in the **Shopping Cart** until they are purchased.

Scenario Steps

Step	Description
1.	<p><u>To Purchase Permits in the Shopping Cart</u></p> <ul style="list-style-type: none">Click the Shopping Cart button in the Company Support Panel on the Company Dashboard.  <p>A summary of permits waiting in the Shopping Cart will be displayed.</p> <ul style="list-style-type: none">Click the Go to Cart link.  <p>Note: Click the Pay for all Permits link to proceed to pay for all permits in the Shopping Cart.</p> <p>Note: The Shopping Cart can also be accessed by clicking the Shopping Cart link in the Administrative Panel on the Company Dashboard.</p>

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Step	Description																																																																								
	<p><i>The Permits ready for payment and/or printing screen will be displayed.</i></p> <div data-bbox="240 369 1287 961" style="border: 1px solid black; padding: 10px;"> <p>Permits ready for payment and/or printing. ?</p> <hr/> <p>Select individual permits to pay or select all <input type="checkbox"/></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><input type="checkbox"/> Pay</td> <td style="width: 20%; text-align: right;">\$405.00</td> <td style="width: 20%; text-align: right;">Order Total</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2">Oversize (Annual)</td> <td></td> </tr> <tr> <td colspan="2">ID #: 5326638 Vehicle: 12345678 Company: ProMiles Test 1</td> <td>(0) Permits selected to purchase</td> </tr> <tr> <td colspan="2">Start Date: 2/11/2020</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">View Permit</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td><input type="checkbox"/> Pay</td> <td style="text-align: right;">\$40.00</td> <td></td> </tr> <tr> <td colspan="2">Oversize Superload (Single Trip)</td> <td></td> </tr> <tr> <td colspan="2">ID #: 5326621 Vehicle: 100 Company: ProMiles Test 1</td> <td></td> </tr> <tr> <td colspan="2">Start Date: 2/11/2020</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">View Permit</td> </tr> </table> </div> <ul style="list-style-type: none"> • Select the Pay checkbox above each individual permit to pay for the selected permit, or select the Select All checkbox to pay for all permits in the Shopping Cart. <div data-bbox="240 1062 1287 1654" style="border: 1px solid black; padding: 10px;"> <p>Permits ready for payment and/or printing. ?</p> <hr/> <p>Select individual permits to pay or select all <input type="checkbox"/></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><input checked="" type="checkbox"/> Pay</td> <td style="width: 20%; text-align: right;">\$405.00</td> <td style="width: 20%; text-align: right;">Order Total</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="2">Oversize (Annual)</td> <td></td> </tr> <tr> <td colspan="2">ID #: 5326638 Vehicle: 12345678 Company: ProMiles Test 1</td> <td>(0) Permits selected to purchase</td> </tr> <tr> <td colspan="2">Start Date: 2/11/2020</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">View Permit</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td><input type="checkbox"/> Pay</td> <td style="text-align: right;">\$40.00</td> <td></td> </tr> <tr> <td colspan="2">Oversize Superload (Single Trip)</td> <td></td> </tr> <tr> <td colspan="2">ID #: 5326621 Vehicle: 100 Company: ProMiles Test 1</td> <td></td> </tr> <tr> <td colspan="2">Start Date: 2/11/2020</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">View Permit</td> </tr> </table> </div>	<input type="checkbox"/> Pay	\$405.00	Order Total			\$0.00	Oversize (Annual)			ID #: 5326638 Vehicle: 12345678 Company: ProMiles Test 1		(0) Permits selected to purchase	Start Date: 2/11/2020			View Permit						<input type="checkbox"/> Pay	\$40.00		Oversize Superload (Single Trip)			ID #: 5326621 Vehicle: 100 Company: ProMiles Test 1			Start Date: 2/11/2020			View Permit			<input checked="" type="checkbox"/> Pay	\$405.00	Order Total			\$0.00	Oversize (Annual)			ID #: 5326638 Vehicle: 12345678 Company: ProMiles Test 1		(0) Permits selected to purchase	Start Date: 2/11/2020			View Permit						<input type="checkbox"/> Pay	\$40.00		Oversize Superload (Single Trip)			ID #: 5326621 Vehicle: 100 Company: ProMiles Test 1			Start Date: 2/11/2020			View Permit		
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Step	Description		
	<p><i>The Order Total will display the total dollar amount of the permits selected for payment.</i></p> <div data-bbox="240 369 1105 688" style="border: 1px solid black; padding: 10px;"> <p>Permits ready for payment and/or printing. ?</p> <hr/> <p>Select individual permits to pay or select all <input type="checkbox"/></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Pay \$405.00 </td> <td style="width: 50%; vertical-align: top; border: 2px solid red; padding: 5px;"> <p align="center">Order Total <b style="color: green;">\$405.00 <small>(1) Permits selected to purchase</small></p> </td> </tr> </table> <p> <small>Oversize (Annual) ID #: 5326638 Vehicle: 12345678 Company: ProMiles Test 1 Start Date: 2/11/2020</small> </p> <p align="center"> View Permit Pay Now </p> </div> <p>Note: Users can purchase an unlimited number of permits in a single transaction. Approved permits will remain in the Shopping Cart until they are purchased. If the permit is not purchased within 72 hours, the company account will be suspended and the company will not be able to order additional permits until the balance is paid.</p> <p>Note: On this screen the user can additionally click the View Permit button to view the Permit Details before completing payment to verify it is the permit intended for purchase. Click the Cancel Permit button to cancel this permit application and have it removed from the Shopping Cart.</p> <ul style="list-style-type: none"> Click the Pay Now button. <p><i>The Pay for permits screen will be displayed.</i></p> <div data-bbox="240 1031 755 1220" style="border: 1px solid black; padding: 10px;"> <p>Pay for permits.</p> <p><small>The following permits have been previously authorized and are verified for payment: XXXXXXX</small></p> <p align="center"> Pay For Verified Permits Cancel </p> </div> <ul style="list-style-type: none"> Verify the permit(s) listed for payment are those intended to purchase. Click the Pay for Verified Permits button to continue the payment process or click the Cancel button to cancel and return to the Company Dashboard. <p><i>The Payment Information screen will be displayed.</i></p> <div data-bbox="240 1419 782 1734" style="border: 1px solid black; padding: 10px;"> <p>Payment Information for Permit ID: XXXXXXX</p> <p><small>Please select a payment option and click the Submit button.</small></p> <p>Amount Owed: \$ 405.00 for 1 Permit(s)</p> <p><small>Select Payment Method:</small></p> <p> ? Select... ▼ </p> <p align="center"> Submit Cancel </p> <p><small>Press submit only once.</small></p> </div> <ul style="list-style-type: none"> Select the payment method from the Payment Method dropdown list. Click the Submit button. 	<input checked="" type="checkbox"/> Pay \$405.00	<p align="center">Order Total <b style="color: green;">\$405.00 <small>(1) Permits selected to purchase</small></p>
<input checked="" type="checkbox"/> Pay \$405.00	<p align="center">Order Total <b style="color: green;">\$405.00 <small>(1) Permits selected to purchase</small></p>		

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Scenario Steps

Step	Description
2.	<p data-bbox="196 325 406 352">No Charge Permits</p> <ul data-bbox="196 380 1442 445" style="list-style-type: none"><li data-bbox="196 380 1442 445">• Select the Print checkbox above each permit to print or select the select all checkbox to select all permits in the Shopping Cart. <div data-bbox="240 466 1036 697"><p data-bbox="256 485 716 506">Select individual permits to print or select all <input type="checkbox"/></p><hr/><p data-bbox="264 541 324 562"><input checked="" type="checkbox"/> Print No charge No charge <small>(1) Permits selected to print</small></p><p data-bbox="269 573 672 594">LNG/CNG Overweight Fuel (Annual)</p><p data-bbox="269 598 672 619">ID #: 5325312 Vehicle: 12345678 Company: ProMiles Test 1</p><p data-bbox="269 621 412 642">Start Date: 11/17/2019</p><p data-bbox="277 653 367 674">View Permit Print Now</p></div> <ul data-bbox="196 722 532 749" style="list-style-type: none"><li data-bbox="196 722 532 749">• Click the Print Now button. <div data-bbox="240 770 1036 1001"><p data-bbox="256 789 651 810">Select individual permits to print or select all <input type="checkbox"/></p><hr/><p data-bbox="264 846 324 867"><input checked="" type="checkbox"/> Print No charge No charge <small>(1) Permits selected to print</small></p><p data-bbox="269 877 505 898">LNG/CNG Overweight Fuel (Annual)</p><p data-bbox="269 903 672 924">ID #: 5325312 Vehicle: 12345678 Company: ProMiles Test 1</p><p data-bbox="269 926 412 947">Start Date: 11/17/2019</p><p data-bbox="277 957 367 978">View Permit Print Now</p></div> <p data-bbox="196 1029 849 1056">Note: Printing the permit is equivalent to issuing the permit.</p> <p data-bbox="196 1077 1442 1167">Note: The permit will be delivered via the delivery method selected during the Order Permits process. The permit can also be accessed from the Permits Panel on the Company Dashboard. Refer to Scenario 19 – Permit Details on page 64 for more information.</p>

Scenario Steps

Step	Description				
3.	<p><i>The Permit finalization complete screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Permit finalization complete.</p> <p>The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the Dashboard.</p> <p>Return to the dashboard Order another permit</p> <p>Permits Issued</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="padding: 5px;">Permit ID</th> <th style="padding: 5px;">Permit #</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">XXXXXXXX</td> <td style="padding: 5px;">XXX XXXX XXXX Duplicate</td> </tr> </tbody> </table> </div> <p>This screen will list the Permit ID and the Permit Number.</p> <p><u>To View Permit</u></p> <ul style="list-style-type: none"> • Click the Permit # link. <i>The Permit PDF will open in a new window.</i> • Review the Permit PDF. • Close the Permit PDF window. <i>The Permit finalization complete screen will be displayed.</i> <p>Note: The permit is now issued. The Permit Details can be viewed from Search results. Refer to Scenario 19 – Permit Details on page 64 for more information.</p> <p><u>To Order another Permit for the Same Company</u></p> <ul style="list-style-type: none"> • Click the Duplicate link to order another permit of the same Permit Type for the same company. <p><u>To Begin Another Permit Application</u></p> <ul style="list-style-type: none"> • Click the Order another permit link to begin a new permit application for any company. 	Permit ID	Permit #	XXXXXXXX	XXX XXXX XXXX Duplicate
Permit ID	Permit #				
XXXXXXXX	XXX XXXX XXXX Duplicate				
4.	<ul style="list-style-type: none"> • Click the Return to the Dashboard link or the Home button to return to the Company Dashboard. 				

Scenario 23 – Special Weight Registration

Companies are required to have a Special Weight Registration on the file to order a Special Weight Permit.

Scenario Steps

Step	Description																																		
1.	<p><u>To View Special Weight Registration</u></p> <ul style="list-style-type: none"> Click the Add/Edit Registration link in the Company Support Panel on the Company Dashboard. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="background-color: #e6f2ff; padding: 2px;">Special Weight Registration</p> <p style="font-size: small; color: #003366;">Add/Edit Registration</p> </div> <p><i>The Special Weight Registration screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Special Weight Registration</p> <p>If you wish to place a bond on file to pay for Special Weight permits on a quarterly basis, complete form M-219 (Permit Fee Bond) and fax to (317) 615-7241 or contact our office at (317) 615-7320 for more information.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="2">Carrier Details</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;">Name:</td> <td>ProMiles Test 1</td> </tr> <tr> <td>Physical Address:</td> <td>1900 Texas Ave 1234567890abcdefghijklmnopqrstuvwxy Bridge City, BC 77611</td> </tr> <tr> <td>Mailing Address:</td> <td>1900 Texas Ave 1234567891234567892012345678912345678940123456789 Bridge City, TX 77611</td> </tr> <tr> <td>Phone:</td> <td>409-555-1212</td> </tr> <tr> <td>Fax:</td> <td>409-555-1212</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="4">Registration Status</th> </tr> <tr> <th style="width: 10%;">Year</th> <th style="width: 30%;">Description</th> <th style="width: 20%;">Registration #</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>Registered</td> <td>7850691713</td> <td style="text-align: right;">Edit Vehicles</td> </tr> <tr> <td>2020</td> <td>Registered</td> <td>9465314344</td> <td style="text-align: right;">Edit Vehicles</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="2">New Registration</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Registration Year</td> <td><input type="text" value="Select..."/></td> </tr> <tr> <td>Renewal Notification</td> <td><input type="checkbox"/> (Check this if you would like to receive a renewal email at the end of the year)</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Next"/> </div> </div> <p>From this screen you can view Carrier Details, view Registration Status, and add a New Registration.</p> <p>Note: A maximum of two (2) registrations are allowed on file for a company. One (1) for the current year and one (1) for the following year. A user can use the Edit Vehicles link to modify an existing registration.</p>	Carrier Details		Name:	ProMiles Test 1	Physical Address:	1900 Texas Ave 1234567890abcdefghijklmnopqrstuvwxy Bridge City, BC 77611	Mailing Address:	1900 Texas Ave 1234567891234567892012345678912345678940123456789 Bridge City, TX 77611	Phone:	409-555-1212	Fax:	409-555-1212	Registration Status				Year	Description	Registration #		2019	Registered	7850691713	Edit Vehicles	2020	Registered	9465314344	Edit Vehicles	New Registration		Registration Year	<input type="text" value="Select..."/>	Renewal Notification	<input type="checkbox"/> (Check this if you would like to receive a renewal email at the end of the year)
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Scenario Steps

Step	Description																																																																														
2.	<p><u>To Add a New Vehicle</u></p> <ul style="list-style-type: none"> Click the Edit Vehicles link. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="4">Registration Status</th> </tr> <tr> <th style="width: 10%;">Year</th> <th style="width: 20%;">Description</th> <th style="width: 20%;">Registration #</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>Registered</td> <td>7850691713</td> <td align="right"> Edit Vehicles </td> </tr> <tr> <td>2020</td> <td>Registered</td> <td>9465314344</td> <td align="right">Edit Vehicles</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="2">New Registration</th> </tr> </thead> <tbody> <tr> <td style="width: 30%;">Registration Year</td> <td><input type="text" value="Select..."/></td> </tr> <tr> <td>Renewal Notification</td> <td><input type="checkbox"/> (Check this if you would like to receive a renewal email at the end of the year)</td> </tr> </tbody> </table> <p align="right"> <input type="button" value="Cancel"/> <input type="button" value="Next"/> </p> </div> <p><i>The Special Weight Registration Vehicles screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="2">Instructions</th> </tr> </thead> <tbody> <tr> <td colspan="2">To add a new vehicle to this registration, type in the vehicle information in the form below and click on the "Add New Vehicle" button.</td> </tr> <tr> <td colspan="2">To edit one of the vehicles present on the current registration, click on the "Edit" link corresponding to that vehicle.</td> </tr> <tr> <td colspan="2">To delete a vehicle, click on the corresponding "Delete" link. 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Scenario Steps

Step	Description																																
	<ul style="list-style-type: none"> Enter the Vehicle Information in the Add New Vehicle Panel. Click the Add New Vehicle button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="background-color: #003366; color: white; padding: 2px;">Add New Vehicle</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">VIN</td> <td><input type="text" value="MSJF847FNHFS6312"/></td> </tr> <tr> <td>Make</td> <td><input type="text" value="FREIGHTLINER"/></td> </tr> <tr> <td>Model Year</td> <td><input type="text" value="2017"/> ▼</td> </tr> <tr> <td>License Plate</td> <td><input type="text" value="JSN73DD"/></td> </tr> <tr> <td>State Plated In</td> <td><input type="text" value="IN"/> ▼</td> </tr> <tr> <td>Unit #</td> <td><input type="text" value="3"/></td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> <input style="border: 2px solid red;" type="button" value="Add New Vehicle"/> </div> </div> <p>The vehicle will be added to the list of vehicles in the Registered Vehicles Panel.</p> <ul style="list-style-type: none"> Continue adding vehicles to the Special Weight Registration until all vehicles have been entered. <p>Note: Companies may add an unlimited amount of vehicles to the Special Weight Registration. Vehicles can be added, edited, and deleted at a later time.</p> <ul style="list-style-type: none"> Click the Save button. 	VIN	<input type="text" value="MSJF847FNHFS6312"/>	Make	<input type="text" value="FREIGHTLINER"/>	Model Year	<input type="text" value="2017"/> ▼	License Plate	<input type="text" value="JSN73DD"/>	State Plated In	<input type="text" value="IN"/> ▼	Unit #	<input type="text" value="3"/>																				
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3.	<p><u>To Edit an Existing Vehicle</u></p> <ul style="list-style-type: none"> Click the Edit link associated to the vehicle to be edited in the Registered Vehicles Panel. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="background-color: #003366; color: white; padding: 2px;">Registered Vehicles</div> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 10%;">Unit #</th> <th style="width: 20%;">VIN</th> <th style="width: 15%;">Make</th> <th style="width: 10%;">Year</th> <th style="width: 10%;">State</th> <th style="width: 15%;">License</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>123456789ASDFGHJK</td> <td>KENWORTH</td> <td>2018</td> <td>IN</td> <td>ASDF1234</td> <td>Edit Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>HDFD73HWQJKJWQ12</td> <td>PETERBILT</td> <td>2015</td> <td>IN</td> <td>ASLD9231</td> <td>Edit Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>MSJF847FNHFS6312</td> <td>FREIGHTLINER</td> <td>2017</td> <td>IN</td> <td>JSN73DD</td> <td><input style="border: 2px solid red;" type="button" value="Edit"/> Delete</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input style="background-color: #003366; color: white;" type="button" value="Delete Selected Vehicles"/> </div> <div style="text-align: right; margin-top: 10px;"> <input style="background-color: #003366; color: white;" type="button" value="Back"/> <input style="background-color: #003366; color: white;" type="button" value="Cancel"/> <input style="background-color: #003366; color: white;" type="button" value="Save"/> </div> </div>		Unit #	VIN	Make	Year	State	License		<input type="checkbox"/>	1	123456789ASDFGHJK	KENWORTH	2018	IN	ASDF1234	Edit Delete	<input type="checkbox"/>	2	HDFD73HWQJKJWQ12	PETERBILT	2015	IN	ASLD9231	Edit Delete	<input type="checkbox"/>	3	MSJF847FNHFS6312	FREIGHTLINER	2017	IN	JSN73DD	<input style="border: 2px solid red;" type="button" value="Edit"/> Delete
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Scenario Steps

Step	Description																																								
	<p>The Edit Vehicle screen will be displayed.</p> <ul style="list-style-type: none"> Edit the applicable information. Click the Submit button. <div data-bbox="240 470 766 896" data-label="Form"> </div> <p>The Special Weight Registration Vehicles screen will be displayed.</p> <ul style="list-style-type: none"> Click the Save button. 																																								
4.	<p><u>To Delete a Vehicle</u></p> <ul style="list-style-type: none"> Click the Delete link for the associated vehicle to be deleted in the Registered Vehicles Panel. <div data-bbox="240 1129 1071 1423" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="8">Registered Vehicles</th> </tr> <tr> <th><input type="checkbox"/></th> <th>Unit #</th> <th>VIN</th> <th>Make</th> <th>Year</th> <th>State</th> <th>License</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>123456789ASDFGHJK</td> <td>KENWORTH</td> <td>2018</td> <td>IN</td> <td>ASDF1234</td> <td>Edit Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>HDFD73HWQJKJWQ12</td> <td>PETERBILT</td> <td>2015</td> <td>IN</td> <td>ASLD9231</td> <td>Edit Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>MSJ847NFHS5AS2</td> <td>FREIGHTLINER</td> <td>2015</td> <td>IN</td> <td>JSN73DF</td> <td>Edit Delete</td> </tr> </tbody> </table> </div> <p>A confirmation message will be displayed.</p> <ul style="list-style-type: none"> Click the OK button. <p>The vehicle will be removed from the list of vehicles in the Registered Vehicles Panel.</p> <ul style="list-style-type: none"> Click the Save button. 	Registered Vehicles								<input type="checkbox"/>	Unit #	VIN	Make	Year	State	License		<input type="checkbox"/>	1	123456789ASDFGHJK	KENWORTH	2018	IN	ASDF1234	Edit Delete	<input type="checkbox"/>	2	HDFD73HWQJKJWQ12	PETERBILT	2015	IN	ASLD9231	Edit Delete	<input type="checkbox"/>	3	MSJ847NFHS5AS2	FREIGHTLINER	2015	IN	JSN73DF	Edit Delete
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Scenario Steps

Step	Description																																								
5.	<p><u>To Delete Multiple Vehicles</u></p> <ul style="list-style-type: none"> Select the checkboxes next to the appropriate vehicles to be deleted. Click the Delete Selected Vehicles button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="8">Registered Vehicles</th> </tr> <tr> <th style="width: 5%;"></th> <th style="width: 10%;">Unit #</th> <th style="width: 20%;">VIN</th> <th style="width: 15%;">Make</th> <th style="width: 10%;">Year</th> <th style="width: 10%;">State</th> <th style="width: 15%;">License</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1</td> <td>123456789ASDFGHJK</td> <td>KENWORTH</td> <td style="text-align: center;">2018</td> <td style="text-align: center;">IN</td> <td>ASDF1234</td> <td style="text-align: right;">Edit Delete</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">2</td> <td>HDFD73HWQJKJWQ12</td> <td>PETERBILT</td> <td style="text-align: center;">2015</td> <td style="text-align: center;">IN</td> <td>ASLD9231</td> <td style="text-align: right;">Edit Delete</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">3</td> <td>MSJ847NFHS5AS2</td> <td>FREIGHTLINER</td> <td style="text-align: center;">2015</td> <td style="text-align: center;">IN</td> <td>JSN73DF</td> <td style="text-align: right;">Edit Delete</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> Delete Selected Vehicles </div> </div> <p><i>A confirmation message will be displayed.</i></p> <ul style="list-style-type: none"> Click the OK button. The vehicles will be removed from the list of vehicles in the Registered Vehicles Panel. Click the Save button. 	Registered Vehicles									Unit #	VIN	Make	Year	State	License		<input type="checkbox"/>	1	123456789ASDFGHJK	KENWORTH	2018	IN	ASDF1234	Edit Delete	<input checked="" type="checkbox"/>	2	HDFD73HWQJKJWQ12	PETERBILT	2015	IN	ASLD9231	Edit Delete	<input checked="" type="checkbox"/>	3	MSJ847NFHS5AS2	FREIGHTLINER	2015	IN	JSN73DF	Edit Delete
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6.	<ul style="list-style-type: none"> Click the Cancel button or click the Home button to return to the Company Dashboard. 																																								

Scenario 24 – Messages

The **Messages Panel** will display messages regarding permit and routing information. Scheduled down times for IN OSOWPS maintenance will also be displayed in the **Messages** section of the **Company Support Panel**.



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Scenario 25 – Statistics

The **Statistics Panel** is a quick reference to monitor the progress for the current day. This display allows a Company User to view the total number of permits issued today for the company, and shows how many of those permits were self-issued, and also the bond balance. This display allows a Permit Service User to view all of the same statistics as a Company User with the addition of how many permits were issued today for customers. To ensure the most recent statistics are displayed, click the **Refresh** link.



COMPANY STATISTICS PANEL



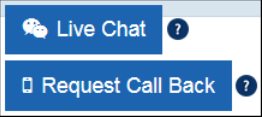
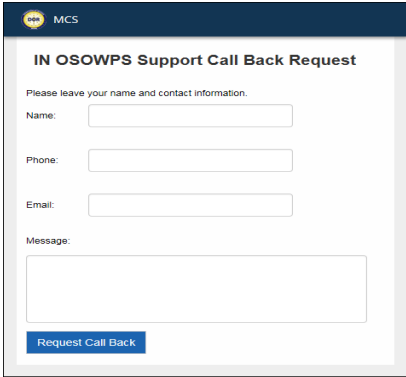
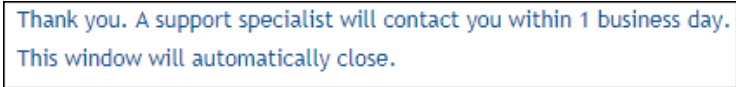
PERMIT SERVICE STATISTICS PANEL

Element	Function
Refresh	Refreshes the Statistics Panel to display the most recent information
Permits Issued Today	Allows the user to view the total number of permits that have been processed today for their company, including both self-issue permits and State issued permits
Permits Self-Issued Today	Allows the user to view the total number of permits that have been self-issued today for their company
Bond Balance	Allows the user to view the balance of the bond on file
Permits Issued Today for Customers	Allows Permit Service Users to view the total number of permits that have been processed for other customers for the current day

Scenario 26 – Call Backs

Company Users can request to receive a call back from a State Support Specialist to answer permitting and routing questions. Submitted call back requests will be sent to a **Support Call Queue** and will be answered during normal Permit Office business hours.

Scenario Steps

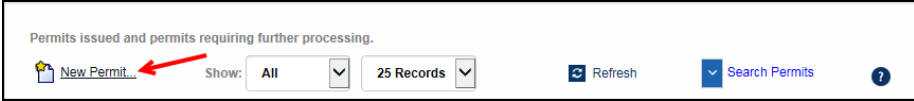
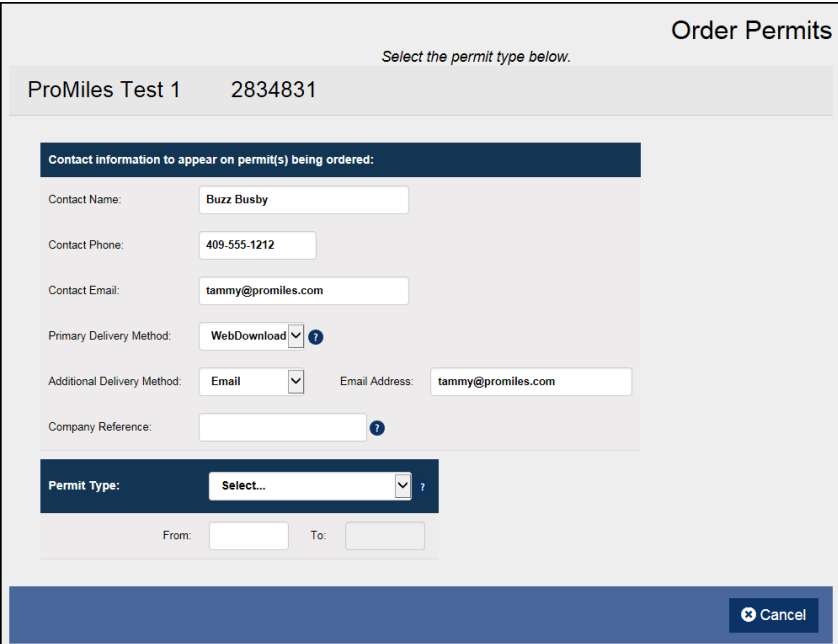
Step	Description
1.	<ul style="list-style-type: none"> Click the Request Support Call Back button in the Customer Support Panel on the Company Dashboard. 
2.	<p><i>The IN OSOWPS Support Call Back Request screen will be displayed.</i></p> 
3.	<ul style="list-style-type: none"> Complete all requested information including your Name, Phone number with the area code, and Email address. Type the question or request in the Message field. Click the Request Call Back button.
4.	<p><i>The following message will be displayed.</i></p> 
5.	<p>The user will be returned to the Company Dashboard when the window automatically closes.</p>

Permits

This scenario details the steps needed for a Customer User to create permit applications.

Scenario 27 – Creating a Single Trip Permit

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the New Permit link in the Permits Panel on the Company Dashboard. 
2.	<p><i>The Order Permits screen will be displayed.</i></p> 

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

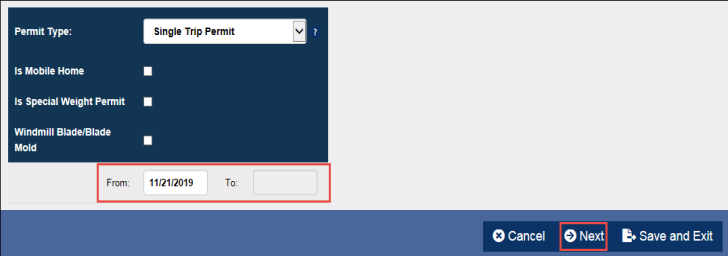
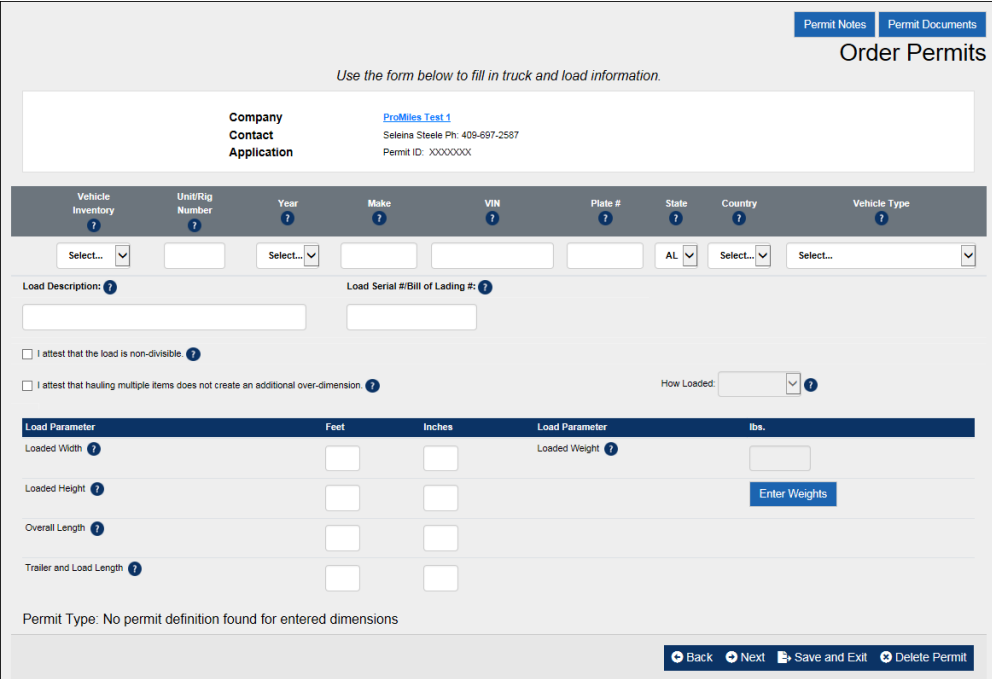
Step	Description				
3.	<p><i>The saved contact information will pre-populate in the permit application from the IN OSOWPS Company Management Portal screen.</i></p> <ul style="list-style-type: none"> • Complete the fields not pre-populated. <ul style="list-style-type: none"> ○ The Primary Delivery Method will pre-populate from the IN OSOWPS Company Management Portal screen; however, it can be changed for this permit application. Changes made to the Primary Delivery Method in the permit application will NOT affect the Primary Delivery Method saved on the IN OSOWPS Company Management Portal screen. ○ The Additional Delivery Method and Company Reference are optional fields. <table border="0" style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 25%; vertical-align: top;">Additional Delivery Method</td> <td style="border-left: 1px solid black; padding-left: 10px;">An optional field on the permit application that enables the customer to choose a second delivery method for their permit delivery. Example: the customer could choose to have the permit both emailed and faxed to them.</td> </tr> <tr> <td style="vertical-align: top;">Company Reference</td> <td style="border-left: 1px solid black; padding-left: 10px;">An optional field on the permit application that enables the company to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and can print on the permit.</td> </tr> </table> <div style="border: 1px solid gray; padding: 10px; margin-top: 20px; width: fit-content;"> <p>Primary Delivery Method: WebDownload ?</p> <p>Additional Delivery Method: Email Email Address: tammy@promiles.com</p> <p>Company Reference: ?</p> </div>	Additional Delivery Method	An optional field on the permit application that enables the customer to choose a second delivery method for their permit delivery. Example: the customer could choose to have the permit both emailed and faxed to them.	Company Reference	An optional field on the permit application that enables the company to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and can print on the permit.
Additional Delivery Method	An optional field on the permit application that enables the customer to choose a second delivery method for their permit delivery. Example: the customer could choose to have the permit both emailed and faxed to them.				
Company Reference	An optional field on the permit application that enables the company to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and can print on the permit.				
4.	<ul style="list-style-type: none"> • Select the type of permit from the Permit Type: dropdown list. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px; width: fit-content;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Permit Type:</td> <td style="border: 1px solid gray; padding: 2px;"> <div style="border: 1px solid gray; padding: 2px;"> Select... ? </div> <ul style="list-style-type: none"> 90 Day Permit Annual Permit Bulk Milk Permit Overweight Commodity Permit Pre-Approval Superload Single Trip Permit </td> </tr> <tr> <td style="padding-top: 5px;">From:</td> <td style="border: 1px solid gray; padding: 2px;"></td> </tr> </table> </div> <p>Note: Once a Permit Type is selected, the Next and Save and Exit buttons will be displayed.</p>	Permit Type:	<div style="border: 1px solid gray; padding: 2px;"> Select... ? </div> <ul style="list-style-type: none"> 90 Day Permit Annual Permit Bulk Milk Permit Overweight Commodity Permit Pre-Approval Superload Single Trip Permit 	From:	
Permit Type:	<div style="border: 1px solid gray; padding: 2px;"> Select... ? </div> <ul style="list-style-type: none"> 90 Day Permit Annual Permit Bulk Milk Permit Overweight Commodity Permit Pre-Approval Superload Single Trip Permit 				
From:					

Scenario Steps

Step	Description														
5.	<p><i>The Permit Type selected will determine if an additional dropdown list will be displayed.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Permit Type</th> <th style="background-color: #002060; color: white;">Additional Dropdown List Displayed</th> </tr> </thead> <tbody> <tr> <td>90 Day Permit</td> <td>Permit Subtype</td> </tr> <tr> <td>Annual Permit</td> <td>Permit Subtype</td> </tr> <tr> <td>Bulk Milk Permit</td> <td>N/A</td> </tr> <tr> <td>Overweight Commodity Permit</td> <td>Commodity Type</td> </tr> <tr> <td>Pre-Approval Superload</td> <td>N/A</td> </tr> <tr> <td>Single Trip Permit</td> <td>Additional checkboxes will be displayed.</td> </tr> </tbody> </table> <p>For this example, Single Trip Permit will be selected.</p> <div style="background-color: #002060; color: white; padding: 5px; border: 1px solid black;"> Permit Type: Single Trip Permit ▼ ? </div> <p><i>Additional checkboxes will be displayed.</i></p> <p>Note: For demonstration purposes, the remainder of this scenario follows the workflow as if none of the additional checkboxes were selected.</p> <p>Note: Users are not required to select one of these options; however, if one of these options is selected, the requirements of the permit application will change.</p> <div style="border: 1px solid black; padding: 10px; background-color: #002060; color: white;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Permit Type: Single Trip Permit ▼ ? </div> <div style="margin-top: 10px;"> <p>Is Mobile Home <input type="checkbox"/></p> <p>Is Special Weight Permit <input type="checkbox"/></p> <p>Windmill Blade/Blade Mold <input type="checkbox"/></p> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> From: 8/01/2019 To: </div> </div>	Permit Type	Additional Dropdown List Displayed	90 Day Permit	Permit Subtype	Annual Permit	Permit Subtype	Bulk Milk Permit	N/A	Overweight Commodity Permit	Commodity Type	Pre-Approval Superload	N/A	Single Trip Permit	Additional checkboxes will be displayed.
Permit Type	Additional Dropdown List Displayed														
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Annual Permit	Permit Subtype														
Bulk Milk Permit	N/A														
Overweight Commodity Permit	Commodity Type														
Pre-Approval Superload	N/A														
Single Trip Permit	Additional checkboxes will be displayed.														

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
6.	<p>Note: The From: date will auto-populate the current date; however, it can be changed. The From: date cannot be earlier than today and is limited by the Permit Type as to how many days in advance it can be ordered.</p> <ul style="list-style-type: none"> Enter the start date for the permit by clicking in the From: field and choosing a date from the calendar. <p>Note: The To: date will not be populated at this time.</p> <ul style="list-style-type: none"> Click the Next button. <p>Note: Once the user advances to the next screen, the Permit Type cannot be changed for this permit application.</p>  <p>Note: Click the Save and Exit button to close the permit application without losing the entries made. The permit application can be resumed from the Permit Panel on the Company Dashboard at a later time.</p>
7.	<p><i>The Truck and Load Information screen will be displayed.</i></p>  <p>Note: Throughout the permit application, when the company name appears in blue, it is a hyperlink to access the IN OSOWPS Company Management Portal screen.</p> <p>Note: The Permit ID will be displayed at the top of the permit application. It is helpful to note the Permit ID in the event the permit application must be saved and reopened at a later time.</p>

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description		
<p>The following table defines all possible fields on the Truck and Load Information screen for all Permit Types.</p> <p>All fields will not be applicable to all Permit Types.</p>			
Set Truck and Load Information			
Element	Function		System Required?
Vehicle	Information for the vehicle that in on the permit application		
	Add Power Unit Button	Create another permit for another vehicle on this application. All Truck and load parameters and the permit dates must be the same for each vehicle to use this option.	No
	Delete Power Unit Button	Delete a permit request for an additional vehicle on this application. This only will be displayed if a user has clicked the Add Power Unit button.	No
	Vehicle Inventory	List of saved vehicles in the company's IN OSOWPS account	No
	Unit/Rig Number	Unit number of the vehicle on the permit	No
	Year	Year of the vehicle on the permit	Yes
	Make	Manufacturer of the vehicle on the permit Enter the full name of the manufacturer such as Volvo, Mack, Freightliner, etc.	Yes
	VIN	Vehicle Identification Number	Yes
	Plate Number	License plate number of the vehicle on the permit	Yes
	State	State that issued the registration for the vehicle on the permit	Yes
	Country	Country where the registration State is located Note: The Country field will auto-populate based on the State chosen.	Yes
	Vehicle Type	Type of vehicle on the permit Note: The Vehicle Type selected will determine the maximum dimensions allowed on the permit application.	Yes
Load Description	A brief description of the load being hauled. Note: The Permit Type selected will determine if the Load Description will auto-populate or if the user will enter the Load Description in a free-form text box.	Yes	
Load Serial # / Bill of Lading #	The serial number or Bill of Lading number associated to the load being hauled. This is an alpha-numeric field. Note: If there is no such number for the load, enter N/A.	Yes	

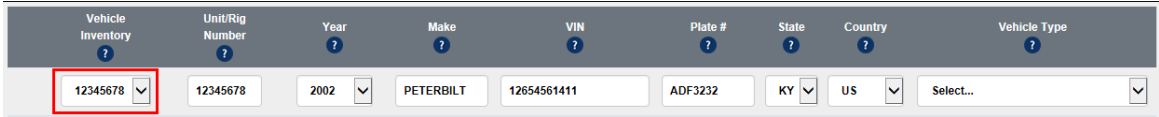


**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description	
	Set Truck and Load Information	
	Element	Function
	I attest that the load is non-divisible	By checking this option users confirm that the load being hauled cannot be broken down further or disassembled as per Indiana permitting rules. If the load IS divisible then the legally stacked option must be confirmed.
	I attest that hauling multiple items does not create an additional over-dimension	This checkbox confirms to the State that the load is legally stacked per Indiana permitting rules.
	How Loaded	The way the truck was loaded. Note: The Loading Method options available will be determined by the Attest Statement selected. The Loading Method selected will determine the maximum dimensions allowed and if additional requirements must be met.
	System Required?	
		Yes/or below option
		Yes/or above option
		Yes, if "I attest that hauling multiple items does not create an additional over-dimension" is selected.
	Load Measurements	
	All measurements are performed according to Indiana permitting regulations. The fields in this section are related to describing the dimensions of the load.	
	Load Parameter	Dimension values of the load
	Feet	Number of complete feet and inches of each load parameter Note 1: When rounding, the Inches value should be rounded up. For example, if the Loaded 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.
	Inches	
	Loaded Width	Greatest width of the truck and load
	Loaded Height	Greatest height of the truck and load
	Overall Length	Overall length of the vehicle and trailer
	Trailer and Load Length	Greatest length of the trailer and load
	Loaded Weight	Gross weight of the Truck and load This value is either set automatically by the Enter Weights button or by the Permit Definition configuration.
	Enter Weights	Enter the axle weights for the truck and load. This feature is required if the weight exceeds legal. This feature can be used for optimal routing if the weight is less than legal.
		Yes
		Yes unless grayed out
		Yes unless grayed out
		Yes unless grayed out
		Yes unless grayed out
		Yes unless grayed out
		Yes unless grayed out

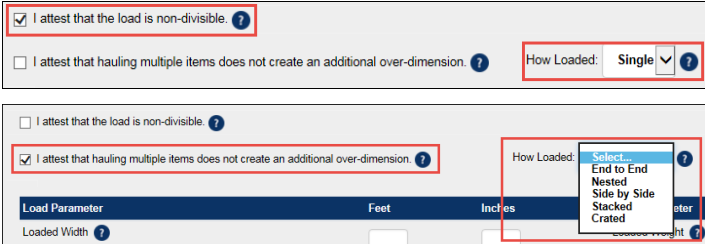
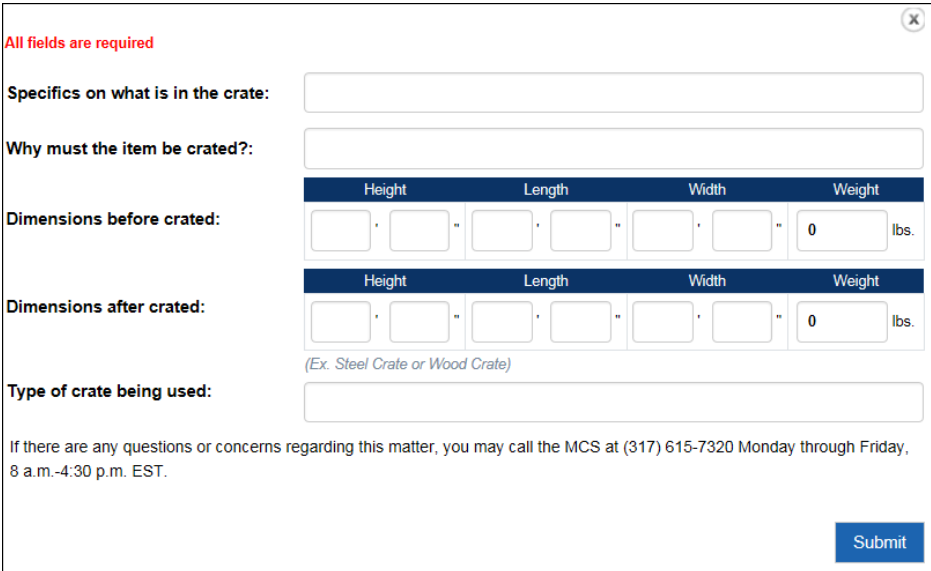
**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

Step	Description												
	<p>Set Truck and Load Information</p> <table border="1"> <thead> <tr> <th style="background-color: #002060; color: white;">Element</th> <th style="background-color: #002060; color: white;">Function</th> </tr> </thead> <tbody> <tr> <td>Permit Type</td> <td>The Permit Type selected will be displayed at the bottom of the Truck and Load Information screen. Note: When Single Trip is selected as the Permit Type, the system will determine the exact type of Single Trip permit needed once the dimensions and weights are entered. Once the Permit Type is determined, the correct Permit Type will be displayed.</td> </tr> <tr> <td>Back</td> <td>Return to the previous screen New information on the current screen will not be saved if the user clicks the Back button before saving or before going to the next screen.</td> </tr> <tr> <td>Next</td> <td>Continue to the next screen</td> </tr> <tr> <td>Save and Exit</td> <td>Save the permit and load information and exit This application can be resumed at a later time.</td> </tr> <tr> <td>Delete Permit</td> <td>Delete a permit application</td> </tr> </tbody> </table>	Element	Function	Permit Type	The Permit Type selected will be displayed at the bottom of the Truck and Load Information screen. Note: When Single Trip is selected as the Permit Type, the system will determine the exact type of Single Trip permit needed once the dimensions and weights are entered. Once the Permit Type is determined, the correct Permit Type will be displayed.	Back	Return to the previous screen New information on the current screen will not be saved if the user clicks the Back button before saving or before going to the next screen.	Next	Continue to the next screen	Save and Exit	Save the permit and load information and exit This application can be resumed at a later time.	Delete Permit	Delete a permit application
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Next	Continue to the next screen												
Save and Exit	Save the permit and load information and exit This application can be resumed at a later time.												
Delete Permit	Delete a permit application												
8.	<ul style="list-style-type: none"> Select a unit from the Vehicle Inventory dropdown list if the company has saved Vehicle Inventory.  <p>Note: If the company has saved Vehicle Inventory, all saved vehicle information will auto-populate once a vehicle is selected from the Vehicle Inventory dropdown list.</p> <ul style="list-style-type: none"> Enter the Year, Make, VIN, Plate, and State of the vehicle if the company does not have saved Vehicle Inventory. <i>The system will determine the Country once the State is selected.</i> Select the type of vehicle to permit from the Vehicle Type dropdown list.  <p>Note: The Vehicle Type dropdown list will only contain vehicle types allowed for the Permit Type selected.</p> <p>Note: The Vehicle Type selected will determine the maximum dimensions allowed for the permit application.</p>												
9.	<p><u>Load Description</u></p> <ul style="list-style-type: none"> Enter a description of the load in the Load Description field. <p><u>Load Serial #/Bill of Lading #</u></p> <ul style="list-style-type: none"> Enter the serial number or Bill of Lading number in the Load Serial #/Bill of Lading # field. This is an alpha-numeric field. <ul style="list-style-type: none"> If there is no such number for this load, enter N/A in the field. 												

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
10.	<ul style="list-style-type: none"> Select the appropriate Attest Statement. <p><i>When an Attest Statement is selected, the How Loaded dropdown list will be activated, with the applicable options listed.</i></p>  <p>Loading Method</p> <ul style="list-style-type: none"> Select the loading method from the How Loaded dropdown list. <p>The Loading Method selected will determine the maximum dimensions allowed and if additional requirements must be met.</p> <p><i>If Crated is selected as the loading method, the following screen will be displayed.</i></p>  <p>Note: If Crated is selected as the loading method, the permit cannot be self-issued and will be sent to the Permit Office for review/approval.</p> <ul style="list-style-type: none"> Complete the fields. Click the Submit button. <p><i>The Truck and Load Information screen will be displayed.</i></p>

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Scenario Steps

Step	Description
11.	<p>At this time, the Permit Type has not been determined. Once the dimension and weight information is entered, the IN OSOWPS will determine the Permit Type. The determined Permit Type will be displayed under the Load Parameters.</p> <ul style="list-style-type: none"> • Single Trip Oversize • Single Trip Overweight • Single Trip Oversize/Overweight • Single Trip Oversize Superload • Single Trip Overweight Superload • Single Trip Oversize/Overweight Superload

Company
Contact
Application

[ProMiles Test 1](#)
Buzz Busby Ph: 409-555-1212
Permit ID: XXXXXXXX

Vehicle Inventory	Unit/Rig Number	Year	Make	VIN	Plate #	State	Country	Vehicle Type
12345678	12345678	2002	PETERBILT	12654561411	ADF3232	KY	US	Tractor-Trailer

Load Description: Load Serial #/Bill of Lading #:

I attest that the load is non-divisible. I attest that hauling multiple items does not create an additional over-dimension. How Loaded:

Load Parameter	Feet	Inches	Load Parameter	lbs.
Loaded Width	<input type="text"/>	<input type="text"/>	Loaded Weight	<input type="text"/>
Loaded Height	<input type="text"/>	<input type="text"/>		<input type="button" value="Enter Weights"/>
Overall Length	<input type="text"/>	<input type="text"/>		
Trailer and Load Length	<input type="text"/>	<input type="text"/>		

Permit Type: No permit definition found for entered dimensions

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

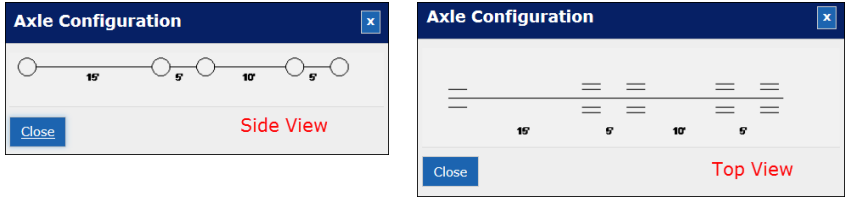
Step	Description																									
12.	<ul style="list-style-type: none"> Enter the load information in the Loaded Width, Loaded Height, Overall Length, and Trailer and Load Length fields. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Load Parameter</th> <th style="background-color: #003366; color: white;">Feet</th> <th style="background-color: #003366; color: white;">Inches</th> <th style="background-color: #003366; color: white;">Load Parameter</th> <th style="background-color: #003366; color: white;">lbs.</th> </tr> </thead> <tbody> <tr> <td>Loaded Width ?</td> <td style="text-align: center;">13</td> <td style="text-align: center;"><input type="text"/></td> <td>Loaded Weight ?</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Loaded Height ?</td> <td style="text-align: center;">15</td> <td style="text-align: center;"><input type="text"/></td> <td colspan="2" style="text-align: center;"><input type="button" value="Enter Weights"/></td> </tr> <tr> <td>Overall Length ?</td> <td style="text-align: center;">140</td> <td style="text-align: center;"><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Trailer and Load Length ?</td> <td style="text-align: center;">10</td> <td style="text-align: center;"><input type="text"/></td> <td colspan="2"></td> </tr> </tbody> </table> </div> <p>Rear Steerable Axle</p> <p>As the dimensions are entered, if an Overall Length greater than 130' is entered, the following message will be displayed.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Does this vehicle have a rear steerable axle?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <ul style="list-style-type: none"> Click Yes if the vehicle has a rear steerable axle. If this option is selected, a Route Survey will NOT be required for this permit application. Click No if the vehicle does not have a rear steerable axle. If this option is selected, a Route Survey will be required for this permit application. The Route Survey will be created at the end of the process. 	Load Parameter	Feet	Inches	Load Parameter	lbs.	Loaded Width ?	13	<input type="text"/>	Loaded Weight ?	<input type="text"/>	Loaded Height ?	15	<input type="text"/>	<input type="button" value="Enter Weights"/>		Overall Length ?	140	<input type="text"/>			Trailer and Load Length ?	10	<input type="text"/>		
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Overall Length ?	140	<input type="text"/>																								
Trailer and Load Length ?	10	<input type="text"/>																								
13.	<ul style="list-style-type: none"> Click the Enter Weights button to enter the axle weights and spacings. The axle weights and spacings entered will determine the Loaded Weight. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Load Parameter</th> <th style="background-color: #003366; color: white;">Feet</th> <th style="background-color: #003366; color: white;">Inches</th> <th style="background-color: #003366; color: white;">Load Parameter</th> <th style="background-color: #003366; color: white;">lbs.</th> </tr> </thead> <tbody> <tr> <td>Loaded Width ?</td> <td style="text-align: center;">21</td> <td style="text-align: center;"><input type="text"/></td> <td>Loaded Weight ?</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Loaded Height ?</td> <td style="text-align: center;">16</td> <td style="text-align: center;"><input type="text"/></td> <td colspan="2" style="text-align: center;"><input type="button" value="Enter Weights"/></td> </tr> <tr> <td>Overall Length ?</td> <td style="text-align: center;">131</td> <td style="text-align: center;"><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td>Trailer and Load Length ?</td> <td style="text-align: center;">10</td> <td style="text-align: center;"><input type="text"/></td> <td colspan="2"></td> </tr> </tbody> </table> <p style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;">Permit Type: No permit definition found for entered dimensions</p> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save and Exit"/> <input type="button" value="Delete Permit"/> </p> </div>	Load Parameter	Feet	Inches	Load Parameter	lbs.	Loaded Width ?	21	<input type="text"/>	Loaded Weight ?	<input type="text"/>	Loaded Height ?	16	<input type="text"/>	<input type="button" value="Enter Weights"/>		Overall Length ?	131	<input type="text"/>			Trailer and Load Length ?	10	<input type="text"/>		
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Trailer and Load Length ?	10	<input type="text"/>																								

Scenario Steps

Step	Description
14.	<p><i>The Set Axle Weights screen will be displayed.</i></p> <ul style="list-style-type: none"> Enter the number of axles for the truck in the Number of Axles: field. <p>Note: If the number of axles changes, press the Tab key to allow the specified number of axle fields to load.</p> <p>Note: Select the # Tires, Non-Standard Gauge, Axle Type, and/or Tread Width and Rim Size checkbox (es) to display those entry fields.</p> <ul style="list-style-type: none"> Enter the axle spacings for each axle in the fields provided. <div data-bbox="240 598 812 1165" data-label="Image"> </div> <p>Note: As axle weights and spacings are entered, the Total Spacing, Total Weight, and ESAL calculation will be updated. The final ESAL calculation will determine the Permit Type needed. If it is determined that the Permit Type needs to change, the following message will be displayed.</p> <div data-bbox="203 1297 844 1533" data-label="Image"> </div>


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Scenario Steps

Step	Description
Set Axle Weights	
Element	Function
Number of Axles	Total number of axles for the truck and load
# Tires	Select this checkbox to display column for entering number of tires on each axle
Non-Standard Gauge	Select this checkbox to display column for entering width of each axle
Axle Type	Select this checkbox to display column for selecting axle type of each axle
Tread Width and Rim Size	Select this checkbox to display column for selecting the tread width and rim size
Total Spacing	Total axle spacing for the truck and load This is an informative feature that is auto-updated as axles are entered.
Total Weight	Total weight for the truck and load This is an informative feature that is auto-updated as weights are entered.
ESAL	The Equivalent Single Axle Load calculated by the system based on the axle weights and spacing entered. The ESAL will determine if additional requirements will be applied to the permit application.
Axle	The order of the axles from the front to the rear of the vehicle or any combination
Spacing	The space between the current axle and the axle in front of it, in feet and inches, measured according to Indiana permitting regulations Spacing must be entered in feet and inches.
Weight	The load borne by the current axle Note: The weight measurements are performed according to Indiana regulations.
Display Configuration	Displays the axle configuration in a diagram with a side or top view: 
Validate Weights & Close	Once weights are entered this validates that the axle weights and spacings are legal and closes the window.
Cancel (Clears all axles)	Clears all axle information for this permit application
Clear all axles and Close	Clears all axle information for this permit application and closes the Set Axle Weights screen

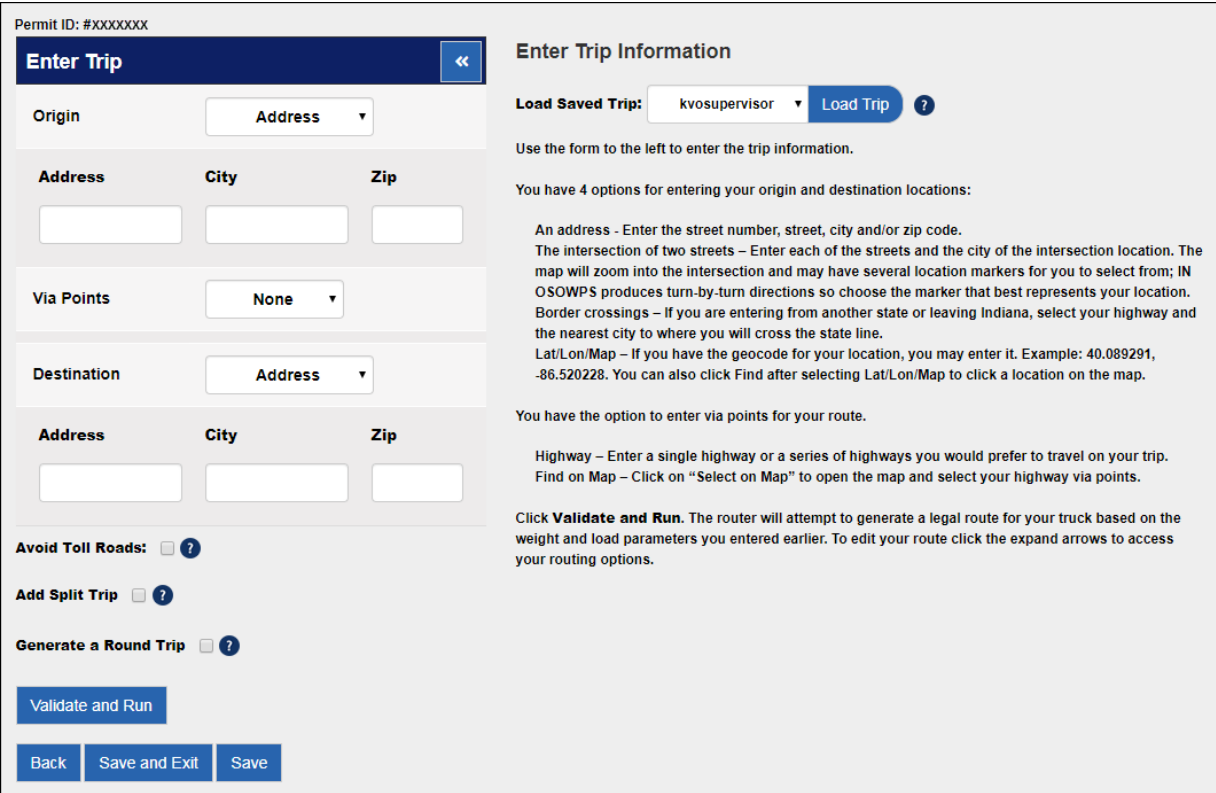
**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description																																			
15.	<ul style="list-style-type: none"> Click the Display Configuration button to view a side or top view diagram of the axle configuration. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Click the Close button. <i>The Set Axle Spacing screen will be displayed.</i> Click the Validate Weights and Close button. <i>The Truck and Load Information screen will be displayed.</i> <p>Note: Based on the load information entered, the IN OSOWPS will determine the type of Single Trip permit required. That Permit Type will be displayed under the Load Parameters.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Load Parameter</th> <th>Feet</th> <th>Inches</th> <th>Load Parameter</th> <th>lbs.</th> </tr> </thead> <tbody> <tr> <td>Loaded Width ?</td> <td style="text-align: center;">10</td> <td></td> <td>Loaded Weight ?</td> <td style="text-align: center;">100000</td> </tr> <tr> <td>Loaded Height ?</td> <td style="text-align: center;">11</td> <td></td> <td colspan="2" style="text-align: right;">Enter Weights</td> </tr> <tr> <td>Overall Length ?</td> <td style="text-align: center;">100</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Trailer and Load Length ?</td> <td style="text-align: center;">10</td> <td></td> <td colspan="2"></td> </tr> <tr> <td colspan="5" style="padding: 5px;">Permit Type: Oversize/Overweight (Single Trip)</td> </tr> <tr> <td colspan="5" style="text-align: right; padding: 5px;"> Back Next Save and Exit Delete Permit </td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Click the Next button to proceed to the next page of the permit application. <p>Note: The Vehicle Type and Loading Method selected will determine the maximum dimensions allowed for this permit application. If a dimension entered exceeds the maximum allowed, a message similar to this will be displayed.</p>	Load Parameter	Feet	Inches	Load Parameter	lbs.	Loaded Width ?	10		Loaded Weight ?	100000	Loaded Height ?	11		Enter Weights		Overall Length ?	100				Trailer and Load Length ?	10				Permit Type: Oversize/Overweight (Single Trip)					Back Next Save and Exit Delete Permit				
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Scenario Steps

Step	Description
16.	<p><i>The Enter a Route screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'Enter Trip Information' screen. At the top left, it says 'Permit ID: #XXXXXXX'. The main heading is 'Enter Trip Information'. On the left side, there is a form with the following fields: 'Origin' (Address dropdown), 'Address', 'City', 'Zip', 'Via Points' (None dropdown), 'Destination' (Address dropdown), 'Address', 'City', 'Zip'. Below the form are three checkboxes: 'Avoid Toll Roads', 'Add Split Trip', and 'Generate a Round Trip'. At the bottom of the form are three buttons: 'Validate and Run', 'Back', 'Save and Exit', and 'Save'. On the right side of the screen, there is a 'Load Saved Trip' dropdown menu with 'kvosupervisor' selected and a 'Load Trip' button. Below this, there is a paragraph of instructions: 'Use the form to the left to enter the trip information. You have 4 options for entering your origin and destination locations: An address - Enter the street number, street, city and/or zip code. The intersection of two streets - Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; IN OSOWPS produces turn-by-turn directions so choose the marker that best represents your location. Border crossings - If you are entering from another state or leaving Indiana, select your highway and the nearest city to where you will cross the state line. Lat/Lon/Map - If you have the geocode for your location, you may enter it. Example: 40.089291, -86.520228. You can also click Find after selecting Lat/Lon/Map to click a location on the map. You have the option to enter via points for your route. Highway - Enter a single highway or a series of highways you would prefer to travel on your trip. Find on Map - Click on "Select on Map" to open the map and select your highway via points. Click Validate and Run. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options.'</p> </div> <p>Note: For more detailed information on obtaining a route, refer to Routing starting on page 127. The process described here is meant as a high level explanation of the Order Permits process.</p> <p>From this screen, users can:</p> <ul style="list-style-type: none"> ● Generate a simple point-to-point route ● Generate a route through specified map points ● Generate a route over specified highways ● Generate multiple routes each with a separate Origin and Destination when: <ul style="list-style-type: none"> ○ A split trip is generated ● Choose the Origin and Destination to be any combination of specific Addresses, Intersections, Border Crossing, and Latitude/Longitude. <p>Note: Each of these multiple routes can be simple point-to-point or routed over specified roadways. For example, one leg of a split trip can be generated as simple point-to-point, and select the Origin by an intersection and the Destination by an address. Another leg could stipulate that it will travel over specified roadways, and the Origin could be a border crossing and the Destination could be selected by selecting a lat/lon on map.</p>

Indiana Oversize/Overweight Permitting System Customer User Guide

Scenario Steps

Step	Description
17.	<ul style="list-style-type: none"> Enter the Origin, Destination, and any Via Points. Click the Validate and Run button when all routing selections have been made. <p><i>The Trip Results Panel will be displayed. Refer to Scenario 31 – Working With Your Trip Results starting on 163 for more information.</i></p>

Permit ID: #0000000

Enter Trip Carefully check the route presented below. If it looks correct, click Next.

Origin: Border Crossing I have a problem with the route and would like it reviewed

Selects: I-275 KY Line **Next**

Via Points: None

Destination: Border Crossing

Selects: US-27 OH Line

Avoid Toll Roads: 1

Add Split Trip: 1

Validate and Run **Save this trip.**

Back Save and Exit Save

I-275:KY:Lawrenceburg to US-27:OH:West College Corner
Trip Distance: 80.61 Trip Time: 09:15

Map Satellite + -

On System
Restriction
Crossed Bridges

Load Dimensions Used During Routing

Route Description

Driving Directions

Miles	Route	To	Distance	Time
Origin: I-275:KY:Lawrenceburg				
0		Beginning State-Maintained Travel	0	00:00
1.43	I-275	Continue straight on I-275 016 F [LOOP]	1.43	00:00
0.86	I-275 016 F North	Continue straight on I-275 016 C [RAMP]	2.29	00:00
0.35	I-275 016 C West	Merge onto SR-1	2.64	00:00
0.91	SR-1 West	Turn left onto US-50	2.65	00:00
3.08	US-50 South	Turn right onto SR-48	5.73	00:00
15.8	SR-48 West	Bear right onto SR-101	21.53	00:18
6.21	SR-101 North	Turn right onto I-74 156 B [RAMP]	27.74	00:07
0.22	I-74 156 B East	Continue straight on I-74 [NC]	27.96	00:00
13.09	I-74 East	Take Exit 169 toward US-52 WEST WEST HARRISON/BROOKVILLE	41.05	00:12
0.28	I-74 169 F East	Turn right onto US-52 [NC]	41.33	00:00
14.87	US-52 West	Continue straight on SR-1	56.3	04:50
0.19	SR-1 North	Continue straight on SR-101	56.49	00:00
16.36	SR-101 North	Turn right onto US-27 [NC]	72.84	00:19
7.76	US-27 East	Arrive at destination.	80.61	02:30
Final Destination: US-27:OH:West College Corner			80.61	09:15

**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

Step	Description
18.	<p>Note: If the system requires additional information to generate the route or if it cannot generate a route based on the information provided, the Validation Results Panel informs the user why the trip failed and provides alternative routing points to enter to calculate the desired route of travel. Modify the route details in the Enter Trip Panel. When the system has collected sufficient information to generate a route, the Trip Results Panel will display the route and additional information about the route.</p> <ul style="list-style-type: none">• Click the Next button if the trip looks satisfactory. <div data-bbox="240 548 1214 751" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"><p>Carefully check the route presented below. If it looks correct, click Next.</p><p><input type="checkbox"/> I have a problem with the route and would like it reviewed</p><p style="text-align: right;">Next</p></div> <p>Note: If the user is unable to get the desired route, click the I have a problem with the route and would like it reviewed checkbox. The permit application will be sent to the Permit Office to process and review the route.</p>

Indiana Oversize/Overweight Permitting System

Customer User Guide

Scenario Steps

Step	Description																																																																																																																																																																																																																										
19.	<p><i>The Order Permits: Permit Summary screen will be displayed providing a summary of the permit application including the total cost of the permit being ordered.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="text-align: right; margin-bottom: 10px;"> Permit Notes Permit Documents </div> <h3 style="text-align: center;">Order Permits</h3> <p style="text-align: center; font-size: small;">Permit fee summary.</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Company Contact Application</p> </div> <div style="width: 65%;"> <p>Profile Test 1 Hakey Brack Ph: 612-205-2805 Permit ID: XXXXXXXX</p> </div> </div> <hr/> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="background-color: #003366; color: white;">Permits</th> <th style="background-color: #003366; color: white;">Unit/Qty #</th> <th style="background-color: #003366; color: white;">Permit Fee</th> <th style="background-color: #003366; 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margin-top: 5px;">Route Directions ==>I-275 KY/Laurensburg==>I-275, I-275 016 F North, I-275 016 C West, SR-1 West, US-50 South, SR-48 West, SR-101 North, I-74 156 B East, I-74 East, SR-101 North, US-52 West, SR-101 North, US-27 East==>US-27 OH/West College Corner==></p> <h4>Permit Provisions</h4> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="background-color: #003366; color: white;">Seq</th> <th style="background-color: #003366; color: white;">Condition</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The carrier/owner is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. 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Driver / Carrier must contact the appropriate municipality being utilized on such routes prior to movement due to restrictions of oversize overweight loads.</td> </tr> </tbody> </table> <hr/> <h4>Attest/Accept Statement</h4> <p><input type="checkbox"/> Attestable Travel I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p> <p><input type="checkbox"/> General Terms and Conditions</p> <p style="font-size: x-small;">a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor. b. The General Provisions which can be found at www.in.gov/indot/permits/permits20.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness or the transmitting of this permit as a whole or any part thereof, including General or Special Provisions. c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force. d. I attest that I have read and accept the terms set forth above.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Back Save and Exit Delete Permit Submit </div> </div>	Permits	Unit/Qty #	Permit Fee	Total	Oversize (Single Trip)	3001	\$30.00	\$30.00	Total		\$30.00	\$30.00	Unit Number	Type	Make	Year	VIN	Plate #	State	3001	Traction-Trailer	KENWORTH	2005	1NKL80665007369	RL7838	PA	Dimensions				Width:	10 F. 0 in.	Height:	13 F. 6 in.	Trailer and Load Length:	43 F. 0 in.	Weight (lbs.):	24444	Axles				Axle:	1	2		Distances:			12 F.	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15	7.8	02:12	US-27 East	Arrive at destination	80.80	06:38	IN																																																																																																																																																																																																																				
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Step	Description																		
24a	<p>From the Order Permits: Permit Summary screen, a Company User can do the following:</p> <ul style="list-style-type: none"> ○ Review the payment and route information ○ Add or review notes and documents for the permit application. <p>Refer to Steps 24b to 24k in this scenario for a better understanding of the Order Permits: Permit Summary screen.</p>																		
24b	<p>The top section of the Order Permits: Permit Summary screen displays the Company Name, Contact Name, Permit ID, Permit Type, Unit/Rig Number, Permit Fee, and effective dates for the permit.</p> <p>Note: When the company name appears in blue, it is a hyperlink to access the IN OSOWPS Company Management Portal screen.</p> <p>Note: The Start and End Date will reflect a Single Trip permit.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h3>Order Permits</h3> <p><i>Permit fee summary.</i></p> </div> <div style="text-align: right;"> Permit Notes Permit Documents </div> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company</td> <td>ProMiles Test 1</td> </tr> <tr> <td>Contact</td> <td>Haley Brack Ph: 612-205-2805</td> </tr> <tr> <td>Application</td> <td>Permit ID: XXXXXXXX</td> </tr> </table> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 30%;">Permits</th> <th style="width: 20%;">Unit/Rig #</th> <th style="width: 20%;">Permit Fee</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Oversize (Single Trip)</td> <td style="text-align: center;">3001</td> <td style="text-align: right;">\$30.00</td> <td style="text-align: right;">\$30.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">\$30.00</td> <td style="text-align: right;">\$30.00</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px; background-color: #003366; color: white; padding: 5px;"> <h3>Order Review</h3> </div> <div style="margin-top: 10px; background-color: #e6f2ff; padding: 10px;"> <p>Permit Type: Oversize (Single Trip)</p> <p>Start Date: 2/6/2020 End Date: 2/20/2020</p> </div> </div>	Company	ProMiles Test 1	Contact	Haley Brack Ph: 612-205-2805	Application	Permit ID: XXXXXXXX	Permits	Unit/Rig #	Permit Fee	Total	Oversize (Single Trip)	3001	\$30.00	\$30.00	Total		\$30.00	\$30.00
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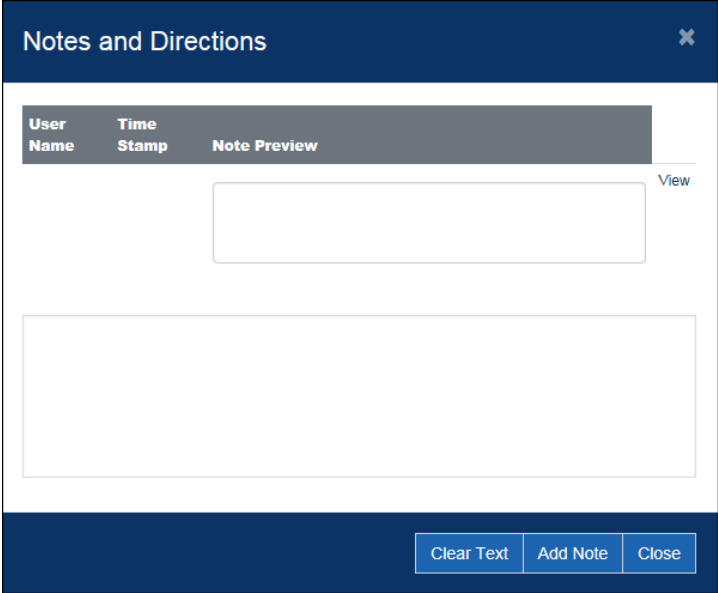
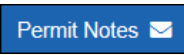
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24c	<p>The next section of the Order Permits: Permit Summary screen will display all the load information entered in the permit application. Users should review these fields for accuracy. If changes are needed, click the Back button to return to the previous screens.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Load Load Description: tes Load Serial #/Bill of Lading #: 12345</p> <p>Vehicles Used For This Permit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> <th>Plate #</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>3001</td> <td>Tractor-Trailer</td> <td>KENWORTH</td> <td>2005</td> <td>1NKDLB0X65J087369</td> <td>IRJ7836</td> <td>PA</td> </tr> </tbody> </table> <p>Load Dimensions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">Dimensions</th> </tr> </thead> <tbody> <tr> <td>Width:</td> <td>10 ft. 0 in.</td> <td>Height:</td> <td>13 ft. 6 in.</td> <td>Length:</td> <td colspan="2">100 ft. 0 in.</td> </tr> <tr> <td>Trailer and Load Length:</td> <td>43 ft. 0 in.</td> <td>Weight (lbs.):</td> <td colspan="4">24444</td> </tr> </tbody> </table> <p>Axle Spacings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="3">Axles</th> </tr> </thead> <tbody> <tr> <td>Axle:</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Distances:</td> <td></td> <td style="text-align: center;">12 ft.</td> </tr> <tr> <td>Weights (lbs.):</td> <td style="text-align: center;">12222</td> <td style="text-align: center;">12222</td> </tr> <tr> <td># of Tires:</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Tread Width and Rim Size:</td> </tr> </tbody> </table> </div>	Unit Number	Type	Make	Year	VIN	Plate #	State	3001	Tractor-Trailer	KENWORTH	2005	1NKDLB0X65J087369	IRJ7836	PA	Dimensions							Width:	10 ft. 0 in.	Height:	13 ft. 6 in.	Length:	100 ft. 0 in.		Trailer and Load Length:	43 ft. 0 in.	Weight (lbs.):	24444				Axles			Axle:	1	2	Distances:		12 ft.	Weights (lbs.):	12222	12222	# of Tires:			Tread Width and Rim Size:																					
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24e	<p>The Route Description is an abbreviated route excluding turn-by-turn driving directions, distance, and time calculations. The abbreviated route mimics manual routing terminology.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Route Directions</p> <pre style="background-color: #f0f0f0; padding: 5px;">==>I-275;KY;Lawrenceburg<==I-275, I-275 016 F North, I-275 016 C West, SR-1 West, US-50 South, SR-48 West, SR-101 North, I-74 156 B East, I-74 East, @ Exit 169 toward US-52 WEST/WEST HARRISON/BROOKVILLE, I-74 169 F East, US-52 West, SR-1 North, SR-101 North, US-27 East==>US-27;OH;West College Corner<==</pre> </div>												
24f	<p><u>Permit Provisions</u></p> <p>The Permit Provisions section will display all provisions assigned to the permit.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Permit Provisions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Seq</th> <th style="text-align: left;">Condition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG</td> </tr> <tr> <td style="text-align: center;">2</td> <td>You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>This permit is only good for a ONE time move.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>If there are any railroad crossings in the route that have been surveyed, the carrier must adjust the height of the trailer prior to the railroad crossing. The carrier must be completely through the crossing and allow room for all traffic to clear railroad crossing before pulling over and stopping to make any adjustments to the height of the trailer.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Permit does not apply to city streets or county roads. Driver / Carrier must contact the appropriate municipality being utilized on such routes prior to movement due to restrictions of oversize overweight loads.</td> </tr> </tbody> </table> </div>	Seq	Condition	1	The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG	2	You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.	3	This permit is only good for a ONE time move.	4	If there are any railroad crossings in the route that have been surveyed, the carrier must adjust the height of the trailer prior to the railroad crossing. The carrier must be completely through the crossing and allow room for all traffic to clear railroad crossing before pulling over and stopping to make any adjustments to the height of the trailer.	5	Permit does not apply to city streets or county roads. Driver / Carrier must contact the appropriate municipality being utilized on such routes prior to movement due to restrictions of oversize overweight loads.
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Scenario Steps

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24g	<p data-bbox="196 323 609 352">Add a Note to the Permit Application</p> <p data-bbox="196 371 917 401">Company Users can add and view notes for the permit application.</p> <div data-bbox="203 420 657 493"></div> <ul data-bbox="203 514 1079 546" style="list-style-type: none">• Click the Permit Notes button to add or view notes for the permit application. <p data-bbox="235 562 779 592"><i>The Notes and Directions screen will be displayed.</i></p> <div data-bbox="240 609 954 1197"></div> <ul data-bbox="203 1218 1226 1396" style="list-style-type: none">• Enter the text of the note in the free-form text box.• Click the Clear Text button to remove the note text entered.• Click the Add Note button to save and add the note to the permit application.• Click the Close button to close the Notes and Directions screen without saving the changes. <p data-bbox="196 1417 1437 1507">Note: If there was a previously added note, there will be an envelope on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the top of the Notes and Directions screen, with the User Name, Time Stamp, Note Preview, and a View link to view the note.</p> <div data-bbox="203 1522 386 1575"></div>

Scenario Steps

Step	Description										
24h	<p><u>Add a Document to the Permit Application</u></p> <p>Company Users can add or view documents from the permit application. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to IN OSOWPS. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.</p> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 10px;"> Permit Notes Permit Documents </div> <ul style="list-style-type: none"> Click the Permit Documents button to add or view documents for the permit application. <p><i>The Permit Documents screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Permit Documents</p> <p>Edit Documents.</p> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;">Previously Uploaded Documents</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>User Name</th> <th>Time Stamp</th> <th>Document Description and Notes</th> <th>Document Type</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="font-size: small; color: red;">Instructions for uploading a new document. 1: Select the document type. 2: Browse to find the document you wish to upload. 3: Enter both a title and a brief description for the document. 4: Press 'Upload Document' to add the new document to the list.</p> <p>Document Type: <input type="text" value="Select..."/> ▼</p> <p>Document Name and Path: <input type="text"/> Browse...</p> <p>Title: <input type="text"/></p> <p>Description: <input style="height: 40px;" type="text"/></p> <div style="margin-top: 10px;"> Close Upload Document </div> </div> <ul style="list-style-type: none"> Select the type of document from the Document Type dropdown list. Click the Browse button to locate the document. Enter the title of the document in the Title field. Enter a description of the document in the Description field. Click the Close button to close the Edit Documents screen without saving the changes. Click the Upload Document button to save and add the document to the permit application. <p>Note: If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting.</p> <div style="margin-top: 10px;"> Permit Documents </div>	User Name	Time Stamp	Document Description and Notes	Document Type	View Document					
User Name	Time Stamp	Document Description and Notes	Document Type	View Document							

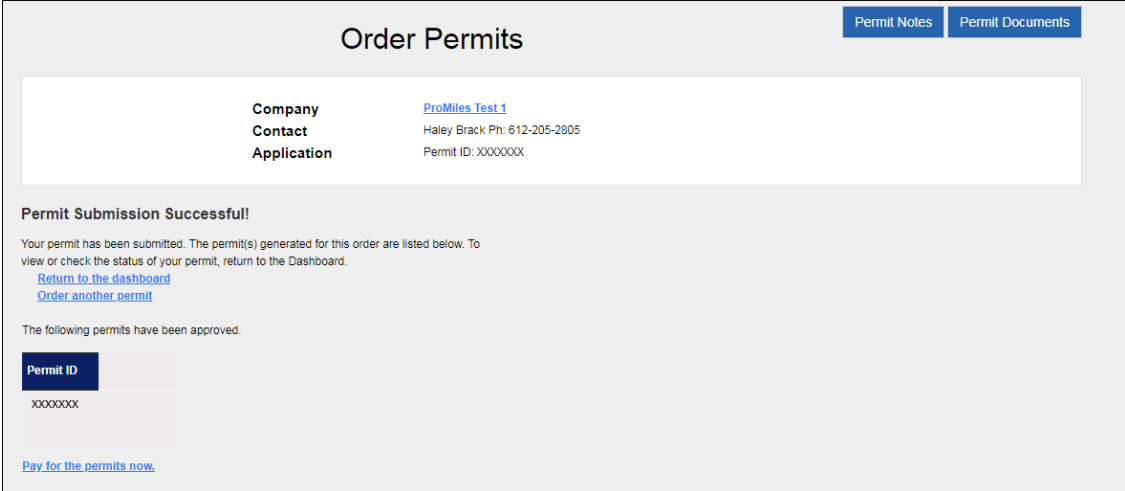
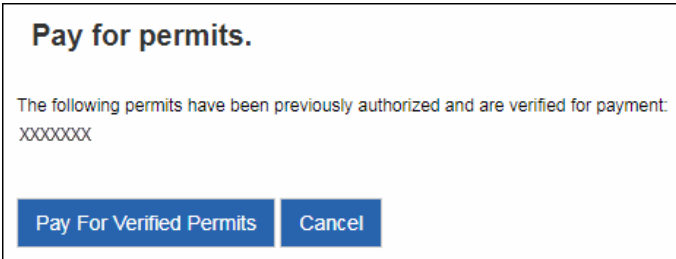
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25.	<p><u>I Attest/Accept Statement</u></p> <p>Both of the following attest statement boxes must be checked to process through the <i>Order Permits: Permit Summary</i> screen.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #003366; color: white; padding: 2px;">I Attest/Accept Statement</p> <p><input type="checkbox"/> <u>Allowable Travel</u> I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p> <p><u>General Terms and Conditions</u></p> <p>a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor.</p> <p>b. The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the Generate Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions.</p> <p>c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is truck, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force</p> <p>d. I attest that I have read and accept the terms set forth above.</p> </div>
26.	<p>Once the <i>Order Permits: Permit Summary</i> screen has been reviewed, and the Company User feels that no changes are needed, the permit application can either be saved or submitted to the next step in the permit process workflow.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> <div style="display: flex; justify-content: space-around; gap: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Back</div> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Save and Exit</div> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Delete Permit</div> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Submit</div> </div> </div> <ul style="list-style-type: none"> Click the Back button to return to the previous screen. Click the Save and Exit button to close the permit application and process at a later time. The permit application will be placed in the Permits Panel on the Company Dashboard. The permit can be processed from the Permits Panel at a later time. Click the Delete Permit button to delete the permit. Click the Submit button to complete the Order Permits process. <p>Note: If the permit dimensions are eligible for self-issue, the customer will have the option to pay for the permit once submitted.</p> <p>Note: If the permit dimensions are NOT eligible for self-issue, the permit will be sent to the State for review.</p>

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Scenario Steps

Step	Description
27.	<p data-bbox="196 323 829 352"><i>The Permit Submission Successful screen will be displayed.</i></p> <div data-bbox="201 369 1320 856"><p>The screenshot shows the 'Order Permits' interface. At the top right are 'Permit Notes' and 'Permit Documents' buttons. Below is a box with company details: 'Company: ProMiles Test 1', 'Contact: Haley Brack Ph: 612-205-2805', and 'Application: Permit ID: XXXXXXXX'. A 'Permit Submission Successful!' message follows, stating the permit has been submitted and listing links for 'Return to the dashboard' and 'Order another permit'. Below this, it says 'The following permits have been approved.' and shows a 'Permit ID' field with 'XXXXXXX'. A 'Pay for the permits now.' link is at the bottom.</p></div> <ul data-bbox="201 877 1354 907" style="list-style-type: none">• Click the Return to Dashboard link to return to the Company Dashboard without paying for the permit. <p data-bbox="196 928 1263 957">Note: If the permit is not paid for at this time, it will be available in the Shopping Cart for payment.</p> <p data-bbox="237 976 1474 1035">The Customer User will receive an email notification letting them know the permit has been approved and is ready for payment.</p> <ul data-bbox="201 1056 1062 1131" style="list-style-type: none">• Click the Order another permit link to order a new permit.• Click the Pay for the Permits now link to proceed with the payment process.
28.	<p data-bbox="196 1169 678 1199"><i>The Pay for permits screen will be displayed.</i></p> <div data-bbox="201 1215 873 1472"><p>The screenshot shows the 'Pay for permits.' screen. It states 'The following permits have been previously authorized and are verified for payment:' followed by 'XXXXXXX'. At the bottom are two buttons: 'Pay For Verified Permits' and 'Cancel'.</p></div> <ul data-bbox="201 1493 1328 1568" style="list-style-type: none">• Click the Cancel button to close the Pay for permits screen without completing the payment process.• Click the Pay For Verified Permits button to continue the payment process.

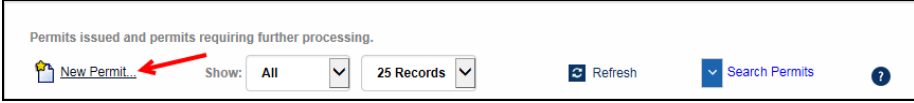
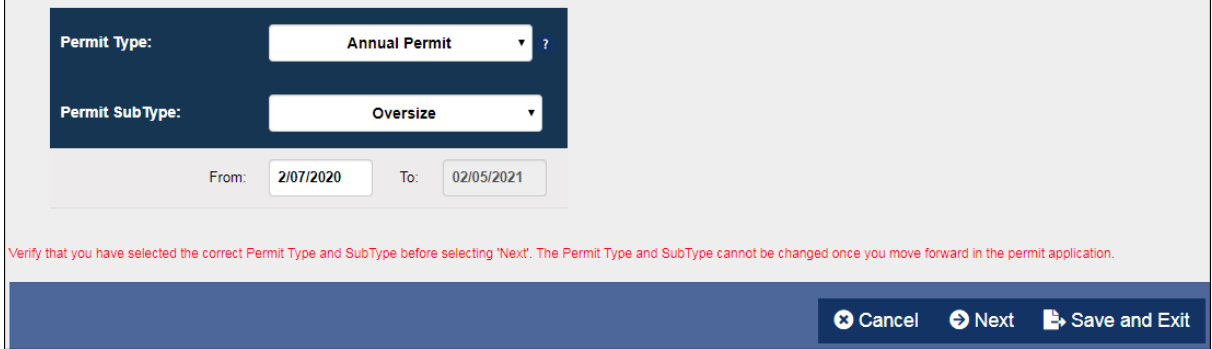
**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

Step	Description				
29.	<p><i>The Payment Information for Permit ID: XXXXXXXX screen will be displayed.</i></p> <div data-bbox="203 367 625 619" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Payment Information for Permit ID: XXXXXXXX Please select a payment option and click the Submit button.</p> <p>Amount Owed: \$ 30.00 for 1 Permit(s) Select Payment Method:</p> <p>Select...</p> <p>Submit Cancel</p> <p><small>Press submit only once.</small></p> </div> <ul style="list-style-type: none"> • Select a payment method from the Select Payment Method dropdown list. <p>Note: If the company has a bond on file, skip to Step 30 as the permit will automatically defer to the bond.</p> <ul style="list-style-type: none"> • Click the Submit button. 				
30.	<p><i>The Permit finalization complete screen will be displayed.</i></p> <div data-bbox="203 850 901 1186" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Permit finalization complete.</p> <p>The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the Dashboard.</p> <p>Return to the dashboard Order another permit</p> <p>Permits Issued</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Permit ID</th> <th>Permit #</th> </tr> </thead> <tbody> <tr> <td>XXXXXXX</td> <td>634 5017 151 Duplicate</td> </tr> </tbody> </table> </div> <p><u>To View the Permit PDF</u></p> <ul style="list-style-type: none"> • Click the Permit # link. <p><i>The Permit PDF will open in a new window.</i></p> <ul style="list-style-type: none"> • Review the Permit PDF. • Close the Permit PDF window. <p><i>The Permit finalization complete screen will be displayed.</i></p> <p><u>To Order another Permit for the Same Company</u></p> <ul style="list-style-type: none"> • Click the Duplicate link to order another Oversize/Overweight (Single Trip) permit for the same company. <p><u>To Begin Another Permit Application</u></p> <ul style="list-style-type: none"> • Click the Order another permit link to begin a new permit application for a new company. <p><u>To Return to the Company Dashboard</u></p> <ul style="list-style-type: none"> • Click the Return to the Dashboard link or the Home button to return to the Company Dashboard. <p>Note: The permit is now issued. The Permit Details can be viewed the Permits Panel.</p>	Permit ID	Permit #	XXXXXXX	634 5017 151 Duplicate
Permit ID	Permit #				
XXXXXXX	634 5017 151 Duplicate				

Scenario 28 – Creating an Oversize Annual Permit

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the New Permit link in the Permits Panel on the Company Dashboard. 
2.	<ul style="list-style-type: none"> Select Annual Permit from the Permit Type dropdown list. <i>The Permit Subtype dropdown list will be displayed.</i> Select Oversize from the Permit Subtype dropdown list. The From date will auto-populate the current date; however, it can be changed. The From date cannot be earlier than today and is limited by the Permit Type as to how many days in advance it can be ordered. <p>Note: The To date is automatically populated based on the particular Permit Type requested.</p>  <ul style="list-style-type: none"> Click the Next button to proceed with the permit application or click the Cancel button to cancel without saving this permit application. <p>Note: Once the user advances to the next screen, the Permit Type cannot be changed for this permit application.</p> <p>Note: Click the Save and Exit button to close the permit application without losing the entries made. The permit application can be resumed from the Permits Panel on the Company Dashboard at a later time.</p>

Scenario Steps

Step	Description																				
3.	<p><i>The Truck and Load Information screen will be displayed. Refer to Set Truck and Load Information on page 95 for more information.</i></p> <p>Note: Throughout the permit application, when the company name appears in blue, it is a hyperlink to access the IN OSOWPS Company Management Portal screen.</p> <p>Note: The Permit ID will be displayed at the top of the permit application. It is helpful to note the Permit ID in the event the permit application must be saved and reopened at a later time.</p> <ul style="list-style-type: none"> • Select a unit from the Vehicle Inventory dropdown list if the company has saved Vehicle Inventory. <p>Note: If the company has saved Vehicle Inventory, all saved vehicle information will auto-populate once a vehicle is selected from the Vehicle Inventory dropdown list.</p> <p>Note: The company Vehicle Inventory is saved in the IN OSOWPS Company Management Portal. Refer to To View Imported Vehicle Inventory on page 55 for more information.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">Add Power Unit</td> <td style="text-align: center; font-size: small;">Vehicle Inventory</td> <td style="text-align: center; font-size: small;">Unit/Rig Number</td> <td style="text-align: center; font-size: small;">Year</td> <td style="text-align: center; font-size: small;">Make</td> <td style="text-align: center; font-size: small;">VIN</td> <td style="text-align: center; font-size: small;">Plate #</td> <td style="text-align: center; font-size: small;">State</td> <td style="text-align: center; font-size: small;">Country</td> <td style="text-align: center; font-size: small;">Vehicle Type</td> </tr> <tr> <td style="text-align: center;">+</td> <td style="text-align: center;">Select... ▾</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">Select... ▾</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;">AL ▾</td> <td style="text-align: center;">Select... ▾</td> <td style="text-align: center;">Select... ▾</td> </tr> </table> </div> <ul style="list-style-type: none"> • Enter the Year, Make, VIN, Plate, and State of the vehicle if the company does not have saved Vehicle Inventory. <p><i>The system will determine the Country once the State is selected.</i></p> <ul style="list-style-type: none"> • Select the type of vehicle to permit from the Vehicle Type dropdown list. <p>Note: The Vehicle Type dropdown list will only contain vehicle types allowed for the Permit Type selected.</p> <p>Note: The Vehicle Type selected will determine the maximum dimensions allowed for the permit application.</p> <p>Note: Click the Add Power Unit icon and complete the information for the additional power unit to purchase multiple permits at once.</p> <p>The Load Description will auto-populate to Varies and cannot be edited.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Load Description: ?</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <p style="color: #666;">Varies</p> </div> </div>	Add Power Unit	Vehicle Inventory	Unit/Rig Number	Year	Make	VIN	Plate #	State	Country	Vehicle Type	+	Select... ▾	<input type="text"/>	Select... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	AL ▾	Select... ▾	Select... ▾
Add Power Unit	Vehicle Inventory	Unit/Rig Number	Year	Make	VIN	Plate #	State	Country	Vehicle Type												
+	Select... ▾	<input type="text"/>	Select... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	AL ▾	Select... ▾	Select... ▾												

**Indiana Oversize/Overweight Permitting System
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Step	Description																				
4.	<p>The vehicle's Loaded Width, Loaded Height, and Loaded Weight dimensions will automatically populate for the maximum dimensions allowed for the Permit Type. The Overall Length will automatically populate for the maximum length allowed for the Vehicle Type selected.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Load Parameter</th> <th>Feet</th> <th>Inches</th> <th>Load Parameter</th> <th>lbs.</th> </tr> </thead> <tbody> <tr> <td>Loaded Width ?</td> <td style="text-align: center;">12</td> <td style="text-align: center;">4</td> <td>Loaded Weight ?</td> <td style="text-align: center;">80000</td> </tr> <tr> <td>Loaded Height ?</td> <td style="text-align: center;">13</td> <td style="text-align: center;">6</td> <td></td> <td></td> </tr> <tr> <td>Overall Length ?</td> <td style="text-align: center;">60</td> <td style="text-align: center;">0</td> <td></td> <td></td> </tr> </tbody> </table> <p>Permit Type: Oversize (Annual)</p> <div style="text-align: right; background-color: #003366; color: white; padding: 5px;"> ⬅ Back ➡ Next 💾 Save and Exit ✖ Delete Permit </div> </div> <p>Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen. If exiting the permit without granting approval, click the Save and Exit button to save progress.</p> <ul style="list-style-type: none"> Click the Next button to proceed to the next page of the permit application. 	Load Parameter	Feet	Inches	Load Parameter	lbs.	Loaded Width ?	12	4	Loaded Weight ?	80000	Loaded Height ?	13	6			Overall Length ?	60	0		
Load Parameter	Feet	Inches	Load Parameter	lbs.																	
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Loaded Height ?	13	6																			
Overall Length ?	60	0																			

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Step	Description																																																						
5.	<p><i>The Order Permits: Permit Summary screen will be displayed providing a summary of the permit application including the total cost of the permit being ordered.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 10px;"> Permit Notes Permit Documents </div> <h3 align="center">Order Permits</h3> <p align="center"><i>Permit fee summary.</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Company ProMiles_Test_1 Contact Josh Landers Ph: 612-205-2805 Application Permit ID: XXXXXXXX</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Permits</th> <th>Unit/Rig #</th> <th>Permit Fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Oversize (Annual)</td> <td>12345678</td> <td>\$405.00</td> <td>\$405.00</td> </tr> <tr> <td align="right" colspan="3">Total</td> <td>\$405.00</td> </tr> </tbody> </table> <h3>Order Review</h3> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Permit Type: Oversize (Annual) Start Date: 2/10/2020 End Date: 2/8/2021</p> </div> <h3>Load</h3> <p>Load Description: Varies</p> <h3>Vehicles Used For This Permit</h3> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> <th>Plate #</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>12345678</td> <td>Tractor-Trailer</td> <td>PETERBILT</td> <td>2002</td> <td>12654561411</td> <td>ADF3232</td> <td>KY</td> </tr> </tbody> </table> <h3>Load Dimensions</h3> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="6">Dimensions</th> </tr> </thead> <tbody> <tr> <td>Width:</td> <td>12 ft. 4 in.</td> <td>Height:</td> <td>13 ft. 6 in.</td> <td>Length:</td> <td>110 ft. 0 in.</td> </tr> <tr> <td>Weight (lbs.):</td> <td>80000</td> <td colspan="4"></td> </tr> </tbody> </table> <h3>Allowable Travel</h3> <p>Over all state roads open to traffic except Indiana Toll Road. Not valid or permitted inside I-465, I-65 and I-70 inside I-465 and Indiana Toll Road.</p> <h3>Permit Provisions</h3> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Seq</th> <th>Condition</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG</td> </tr> <tr> <td>2</td> <td>You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.</td> </tr> <tr> <td>3</td> <td>This permit is allowed MULTIPLE TRIPS up until the expiration date.</td> </tr> <tr> <td>4</td> <td>Must be legal on all axes.</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Attest/Accept Statement</p> <p><input type="checkbox"/> <u>Allowable Travel</u> I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p> <p><input type="checkbox"/> <u>General Terms and Conditions</u> a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor. b. The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions. c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force d. I attest that I have read and accept the terms set forth above.</p> <p><input type="checkbox"/> <u>Permit Type Attest Statement</u> I acknowledge that this vehicles dimensions are within the Indiana legal limits for Oversize Annual Permits. Vehicle must not exceed 13 feet 6 inches height, 12 feet 4 inches width, 110 feet in length, 80,000 lbs. gross weight and/or legal axle weights.</p> </div> <div style="margin-top: 10px;"> Back Save and Exit Delete Permit Submit </div> </div>	Permits	Unit/Rig #	Permit Fee	Total	Oversize (Annual)	12345678	\$405.00	\$405.00	Total			\$405.00	Unit Number	Type	Make	Year	VIN	Plate #	State	12345678	Tractor-Trailer	PETERBILT	2002	12654561411	ADF3232	KY	Dimensions						Width:	12 ft. 4 in.	Height:	13 ft. 6 in.	Length:	110 ft. 0 in.	Weight (lbs.):	80000					Seq	Condition	1	The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG	2	You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. 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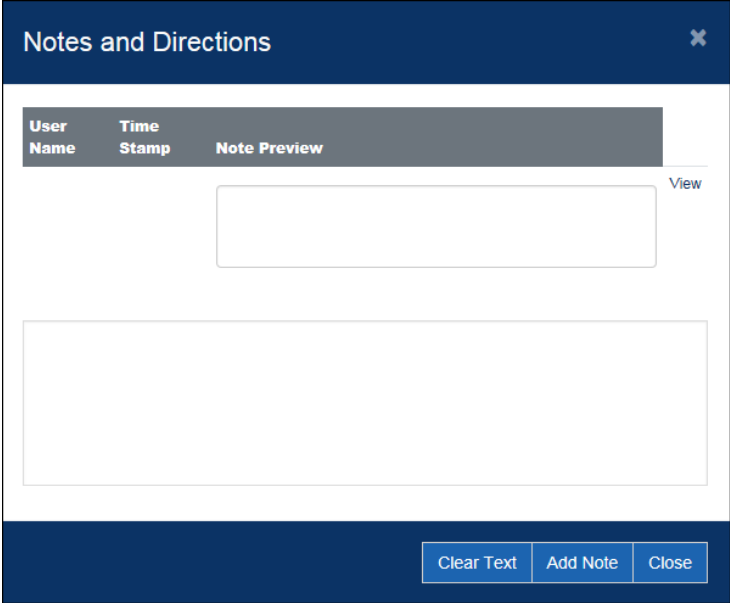
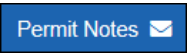
Step	Description																																
6a	<p>From the Order Permits: Permit Summary screen, a Company User can do the following:</p> <ul style="list-style-type: none"> ○ Review the payment information ○ Add or review notes and documents for the permit application. <p>Refer to Steps 6b to 6k in this scenario for a better understanding of the Order Permits: Permit Summary screen.</p>																																
6b	<p>The top section of the Order Permits: Permit Summary screen displays the Company Name, Contact Name, Permit ID, Permit Type, Unit/Rig #, Permit Fee, and effective dates for the permit.</p> <p>Note: When the company name appears in blue, it is a hyperlink to access the IN OSOWPS Company Management Portal screen.</p> <p>Note: The Start and End Date will reflect an Annual Permit.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 5px;"> Permit Notes Permit Documents </div> <h3 style="text-align: center; margin: 0;">Order Permits</h3> <p style="text-align: center; margin: 0;"><i>Permit fee summary.</i></p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 30%;">Company</td> <td>ProMiles Test 1</td> </tr> <tr> <td>Contact</td> <td>Josh Landers Ph: 612-205-2805</td> </tr> <tr> <td>Application</td> <td>Permit ID: XXXXXXXX</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 30%;">Permits</th> <th style="width: 20%;">Unit/Rig #</th> <th style="width: 20%;">Permit Fee</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Oversize (Annual)</td> <td>12345678</td> <td>\$405.00</td> <td>\$405.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>\$405.00</td> <td>\$405.00</td> </tr> </tbody> </table> <div style="background-color: #003366; color: white; padding: 5px; margin-top: 10px; text-align: center;"> Order Review </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; background-color: #f0f0f0;"> <p>Permit Type: Oversize (Annual)</p> <p>Start Date: 2/10/2020 End Date: 2/8/2021</p> </div> </div>	Company	ProMiles Test 1	Contact	Josh Landers Ph: 612-205-2805	Application	Permit ID: XXXXXXXX	Permits	Unit/Rig #	Permit Fee	Total	Oversize (Annual)	12345678	\$405.00	\$405.00	Total		\$405.00	\$405.00														
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6c	<p>The next section of the Order Permits: Permit Summary screen will display the vehicle selected and the load dimensions pre-set for this permit application. Users should review these fields for accuracy. If changes are needed, click the Back button to return to the previous screens.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <h4>Load</h4> <p>Load Description: Varies</p> <h4>Vehicles Used For This Permit</h4> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 15%;">Unit Number</th> <th style="width: 15%;">Type</th> <th style="width: 15%;">Make</th> <th style="width: 10%;">Year</th> <th style="width: 15%;">VIN</th> <th style="width: 10%;">Plate #</th> <th style="width: 10%;">State</th> </tr> </thead> <tbody> <tr> <td>12345678</td> <td>Tractor-Trailer</td> <td>PETERBILT</td> <td>2002</td> <td>12654561411</td> <td>ADF3232</td> <td>KY</td> </tr> </tbody> </table> <h4>Load Dimensions</h4> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="6">Dimensions</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;">Width:</td> <td style="width: 20%;">12 ft. 4 in.</td> <td style="width: 20%;">Height:</td> <td style="width: 20%;">13 ft. 6 in.</td> <td style="width: 20%;">Length:</td> <td style="width: 20%;">110 ft. 0 in.</td> </tr> <tr> <td>Weight (lbs.):</td> <td>80000</td> <td colspan="4"></td> </tr> </tbody> </table> </div>	Unit Number	Type	Make	Year	VIN	Plate #	State	12345678	Tractor-Trailer	PETERBILT	2002	12654561411	ADF3232	KY	Dimensions						Width:	12 ft. 4 in.	Height:	13 ft. 6 in.	Length:	110 ft. 0 in.	Weight (lbs.):	80000				
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Step	Description										
6d	<p>The next section of the Order Permits: Permit Summary screen will display the Allowable Travel statement specific for this Permit Type.</p> <p>Note: This statement will print on the Permit PDF.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Allowable Travel Over all state roads open to traffic except Indiana Toll Road. Not valid or permitted inside I-465, I-65 and I-70 inside I-465 and Indiana Toll Road.</p> </div>										
6e	<p>The Permit Provisions section will display all provisions that were assigned to this Permit Type in Permit Definitions.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Permit Provisions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Seq</th> <th style="background-color: #003366; color: white;">Condition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG</td> </tr> <tr> <td style="text-align: center;">2</td> <td>You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>This permit is allowed MULTIPLE TRIPS up until the expiration date.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Must be legal on all axles.</td> </tr> </tbody> </table> </div>	Seq	Condition	1	The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG	2	You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.	3	This permit is allowed MULTIPLE TRIPS up until the expiration date.	4	Must be legal on all axles.
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4	Must be legal on all axles.										

Scenario Steps

Step	Description
6f	<p data-bbox="196 325 609 352"><u>Add a Note to the Permit Application</u></p> <p data-bbox="196 373 917 401">Company Users can add and view notes for the permit application.</p> <div data-bbox="203 420 657 493">A screenshot showing two buttons: 'Permit Notes' and 'Permit Documents'. The 'Permit Notes' button is highlighted with a red border.</div> <ul data-bbox="196 514 1079 598" style="list-style-type: none">• Click the Permit Notes button to add or view notes for the permit application. <i>The Notes and Directions screen will be displayed.</i> <div data-bbox="240 609 966 1207">A screenshot of the 'Notes and Directions' screen. It features a dark blue header with the title and a close button. Below is a table with columns for 'User Name', 'Time Stamp', and 'Note Preview'. A 'View' link is positioned to the right of the table. There are two large text input areas. At the bottom, there are three buttons: 'Clear Text', 'Add Note', and 'Close'.</div> <ul data-bbox="196 1228 1226 1407" style="list-style-type: none">• Enter the text of the note in the free-form text box.• Click the Clear Text button to remove the note text entered.• Click the Add Note button to save and add the note to the permit application.• Click the Close button to close the Notes and Directions screen without saving the changes. <p data-bbox="196 1428 1437 1522">Note: If there was a previously added note, there will be an envelope on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the top of the Notes and Directions screen, with the User Name, Time Stamp, Note Preview, and a View link to view the note.</p> <div data-bbox="203 1533 389 1585">A screenshot of the 'Permit Notes' button, which includes a small envelope icon to its right.</div>

Scenario Steps

Step	Description										
6g	<p><u>Add a Document to the Permit Application</u></p> <p>Company Users can add or view documents from the permit application. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to IN OSOWPS. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.</p> <div style="border: 1px solid #002060; padding: 5px; margin-bottom: 10px;"> Permit Notes Permit Documents </div> <ul style="list-style-type: none"> Click the Permit Documents button to add or view documents for the permit application. <p><i>The Permit Documents screen will be displayed.</i></p> <div style="border: 1px solid #002060; padding: 10px; margin-bottom: 10px;"> <p>Permit Documents</p> <p>Edit Documents.</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Previously Uploaded Documents</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th>User Name</th> <th>Time Stamp</th> <th>Document Description and Notes</th> <th>Document Type</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="color: red; font-size: small;">Instructions for uploading a new document. 1: Select the document type. 2: Browse to find the document you wish to upload. 3: Enter both a title and a brief description for the document. 4: Press 'Upload Document' to add the new document to the list.</p> <p>Document Type: <input type="text" value="Select..."/> ▼</p> <p>Document Name and Path: <input type="text"/> Browse...</p> <p>Title: <input type="text"/></p> <p>Description: <input style="height: 40px;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Close Upload Document </div> </div> <ul style="list-style-type: none"> Select the type of document from the Document Type dropdown list. Click the Browse button to locate the document. Enter the title of the document in the Title field. Enter a description of the document in the Description field. Click the Close button to close the Edit Documents screen without saving the changes. Click the Upload Document button to save and add the document to the permit application. <p>Note: If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting.</p> <div style="border: 1px solid #002060; padding: 5px; margin-top: 10px;"> Permit Documents </div>	User Name	Time Stamp	Document Description and Notes	Document Type	View Document					
User Name	Time Stamp	Document Description and Notes	Document Type	View Document							

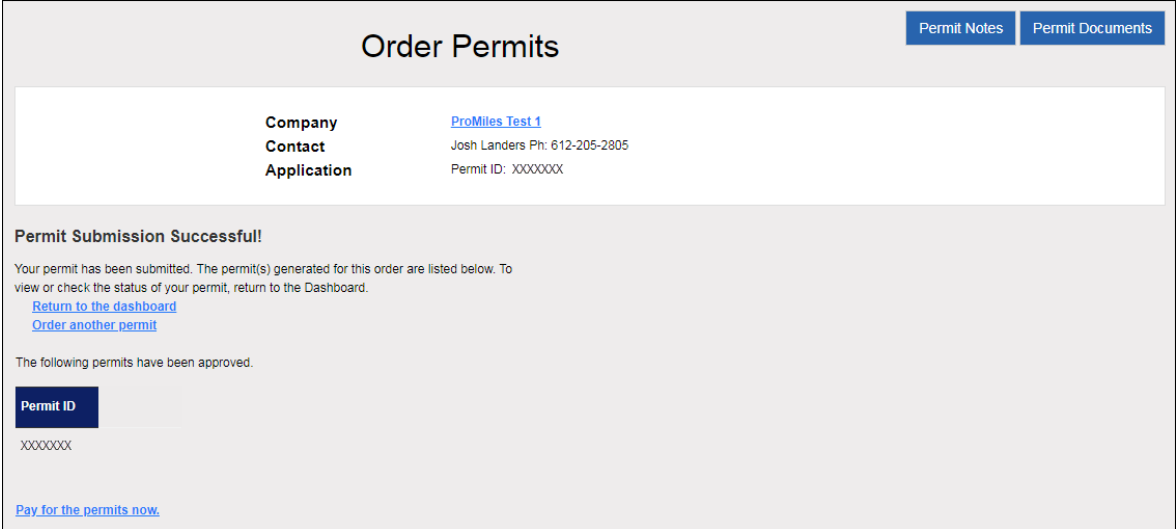
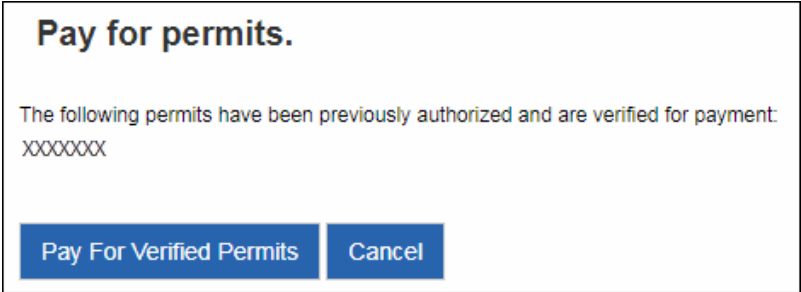
**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
7.	<p><u>I Attest/Accept Statement</u></p> <p>The following attest statement boxes must be checked to process through the <i>Order Permits: Permit Summary</i> screen.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="background-color: #003366; color: white; padding: 2px;">I Attest/Accept Statement</div> <div style="padding: 5px;"> <p><input checked="" type="checkbox"/> <u>Allowable Travel</u> I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p> <p><u>General Terms and Conditions</u> a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor. b. The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions. c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is truck, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force d. I attest that I have read and accept the terms set forth above.</p> <p><u>Permit Type Attest Statement</u> I acknowledge that this vehicles dimensions are within the Indiana legal limits for Oversize Annual Permits. Vehicle must not exceed 13 feet 6 inches height, 12 feet 4 inches width, 110 feet in length, 80,000 lbs. gross weight and/or legal axle weights.</p> </div> </div>
8.	<p>Once the <i>Order Permits: Permit Summary</i> screen has been reviewed, and the Company User feels that no changes are needed, the permit application can either be saved or submitted to the next step in the permit process workflow.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> <div style="display: flex; justify-content: space-around; gap: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Back</div> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Save and Exit</div> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Delete Permit</div> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Submit</div> </div> </div> <ul style="list-style-type: none"> Click the Back button to return to the previous screen. Click the Save and Exit button to close the permit application and process at a later time. The permit application will be placed in the Permits Panel on the Company Dashboard. The permit can be processed from the Permits Panel at a later time. Click the Delete Permit button to delete the permit. Click the Submit button to complete the Order Permits process. <p>Note: If the permit dimensions are eligible for self-issue, the customer will have the option to pay for the permit once submitted.</p> <p>Note: If the permit dimensions are NOT eligible for self-issue, the permit will be sent to the State for review.</p>

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Scenario Steps

Step	Description
9.	<p data-bbox="196 323 829 352"><i>The Permit Submission Successful screen will be displayed.</i></p> <div data-bbox="201 369 1370 894"></div> <ul data-bbox="201 919 1354 949" style="list-style-type: none">• Click the Return to Dashboard link to return to the Company Dashboard without paying for the permit. <p data-bbox="196 966 1263 995">Note: If the permit is not paid for at this time, it will be available in the Shopping Cart for payment.</p> <p data-bbox="237 1012 1406 1075">The Customer User will receive an email notification letting them know the permit has been approved and is ready for payment.</p> <ul data-bbox="201 1096 1062 1171" style="list-style-type: none">• Click the Order another permit link to order a new permit.• Click the Pay for the Permits now link to proceed with the payment process.
10.	<p data-bbox="196 1209 678 1239"><i>The Pay for permits screen will be displayed.</i></p> <div data-bbox="201 1255 997 1545"></div> <ul data-bbox="201 1570 1328 1646" style="list-style-type: none">• Click the Cancel button to close the Pay for permits screen without completing the payment process.• Click the Pay For Verified Permits button to continue the payment process.

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Scenario Steps

Step	Description				
11.	<p><i>The Payment Information for Permit ID: XXXXXXXX screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Payment Information for Permit ID: XXXXXXXX</p> <p>Please select a payment option and click the Submit button.</p> <p>Amount Owed: \$ 405.00 for 1 Permit(s)</p> <p>Select Payment Method:</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> ? <input type="text" value="Select..."/> </div> <div style="margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div> <p style="font-size: 0.8em;">Press submit only once.</p> </div> <ul style="list-style-type: none"> • Select a payment method from the Select Payment Method dropdown list. • Click the Submit button. 				
12.	<p><i>The Permit finalization complete screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Permit finalization complete.</p> <p>The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the Dashboard.</p> <p>Return to the dashboard</p> <p>Order another permit</p> <p>Permits Issued</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Permit ID</th> <th>Permit #</th> </tr> </thead> <tbody> <tr> <td>XXXXXXX</td> <td> 892 7441 265 Duplicate </td> </tr> </tbody> </table> </div> <p><u>To View the Permit PDF</u></p> <ul style="list-style-type: none"> • Click the Permit # link. <p style="margin-left: 20px;"><i>The Permit PDF will open in a new window.</i></p> <ul style="list-style-type: none"> • Review the Permit PDF. • Close the Permit PDF window. <p style="margin-left: 20px;"><i>The Permit finalization complete screen will be displayed.</i></p> <p><u>To Order another Permit for the Same Company</u></p> <ul style="list-style-type: none"> • Click the Duplicate link to order another Oversize/Overweight (Single Trip) permit for the same company. <p><u>To Begin Another Permit Application</u></p> <ul style="list-style-type: none"> • Click the Order another permit link to begin a new permit application for a new company. <p><u>To Return to the Company Dashboard</u></p> <ul style="list-style-type: none"> • Click the Return to the Dashboard link or the Home button to return to the Company Dashboard. <p>Note: The permit is now issued. The Permit Details can be viewed from the Permits Panel.</p>	Permit ID	Permit #	XXXXXXX	892 7441 265 Duplicate
Permit ID	Permit #				
XXXXXXX	892 7441 265 Duplicate				

Routing

Scenario 29 - Enter a Route Screen

This scenario provides a general overview of the Enter a Route screen components. This scenario is not intended to be followed step by step. For detailed steps on generating a route, refer to **Scenario 30 – Generating a Route** on page 134.

Scenario Steps

Step	Description
	<p>The Enter a Route screen is the starting point for generating a route and is broken into 3 main parts:</p> <ul style="list-style-type: none"> • Enter Trip Panel • Enter Trip Information Panel • Trip Results Panel <p>Note: The Trip Results Panel will not be displayed until a route is generated by clicking the Validate and Run button.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <p>Note: A route can be generated by any of the following: Address, Intersection, Border Crossing, Selecting a Location (Lat/Lon / Map), or by Landmark.</p>

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Scenario Steps

Step	Description																
	Enter a Route Screen Elements																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Element</th> <th style="background-color: #002060; color: white;">Function</th> </tr> </thead> <tbody> <tr> <td>Enter Trip Panel</td> <td>The Enter Trip Panel is used to enter details about routes to be generated.</td> </tr> <tr> <td>Enter Trip Information Panel</td> <td>The Enter Trip For This Permit Panel provides information on Origin and Destination location options.</td> </tr> <tr> <td>Validation Results Panel</td> <td>The Validation Results Panel provides information on Origin and Destination location options when IN OSOWPS is unable to generate a route based on the information submitted.</td> </tr> <tr> <td>Trip Results Panel</td> <td>The Trip Results Panel provides an overview of the current generated route.</td> </tr> <tr> <td>Back Button</td> <td> <p>Click to go back one page in the Order Permits process</p> <p>Note: Once the route has been validated, if a user clicks the Back button, the following message will be displayed:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #666;">Do you want to save trip information before going back?</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> <ul style="list-style-type: none"> ○ Click the OK button to save the route information. ○ Click the Cancel button to go back without saving. </td> </tr> <tr> <td>Save and Exit Button</td> <td>Click to save progress and exit the permit application</td> </tr> <tr> <td>Save Button</td> <td>Click to save any progress</td> </tr> </tbody> </table>	Element	Function	Enter Trip Panel	The Enter Trip Panel is used to enter details about routes to be generated.	Enter Trip Information Panel	The Enter Trip For This Permit Panel provides information on Origin and Destination location options.	Validation Results Panel	The Validation Results Panel provides information on Origin and Destination location options when IN OSOWPS is unable to generate a route based on the information submitted.	Trip Results Panel	The Trip Results Panel provides an overview of the current generated route.	Back Button	<p>Click to go back one page in the Order Permits process</p> <p>Note: Once the route has been validated, if a user clicks the Back button, the following message will be displayed:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #666;">Do you want to save trip information before going back?</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> <ul style="list-style-type: none"> ○ Click the OK button to save the route information. ○ Click the Cancel button to go back without saving. 	Save and Exit Button	Click to save progress and exit the permit application	Save Button	Click to save any progress
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Save Button	Click to save any progress																

Scenario Steps

Step	Description
	<p><u>Enter Trip Panel</u></p> <p>The Enter Trip Panel is used to enter the following details about routes to be generated:</p> <ul style="list-style-type: none">• The Origin and Destination of the route• Path conditions of the route such as the highways it should attempt to use or the Via Points it should pass through• Multiple route segments each with a separate Origin and Destination when the Split Trip feature is used <p>The fields and options available vary based on the Origin and Destination selections.</p> <div data-bbox="207 621 867 1575"><p>Enter Trip <<</p><p>Origin Address ▾</p><p>Address City Zip</p><p>Via Points None ▾</p><p>Destination Address ▾</p><p>Address City Zip</p><p>Avoid Toll Roads: <input type="checkbox"/> ?</p><p>Add Split Trip <input type="checkbox"/> ?</p><p>Generate a Round Trip <input type="checkbox"/> ?</p><p>Validate and Run</p></div>

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Scenario Steps

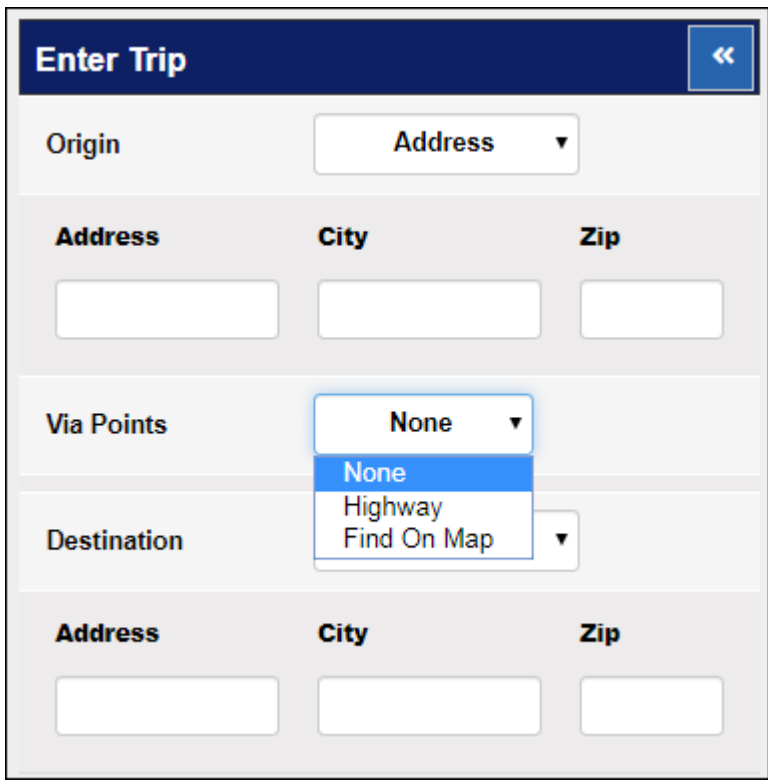
Step	Description	
	Enter Trip Panel Elements	
	Element	Function
	Origin/Destination dropdown list	<p>The beginning and ending locations of a route</p> <p>The available fields for each vary based on the selected routing option for the Origin or Destination.</p> <p>The following types of routes can be generated:</p> <ul style="list-style-type: none"> ○ From one location to another location ○ From one location to another location along specified highways or through specified intersections ○ From one location to another location through specified Via Points selected on the map <p>Users can also use the above option to:</p> <ul style="list-style-type: none"> ○ Generate multiple route segments each with a separate Origin and Destination when utilizing the Split Trip feature
	Via Points dropdown None option	<p>Select to generate a basic point-to-point route with no specified highways or Via Points</p> <p>Note: Via Points and Via Highways are for use when editing the route. It is recommended that the user first try to create the route with only an Origin and Destination. If the desired route is not generated, edit the route by expanding the Enter Trip Panel and adding Via Points and Via Highways.</p>
	Via Points dropdown Highway option	Select to display fields to specify road names to use in the route
	Via Points dropdown Find on Map option	Select to display the Select on Map link to pick a location from the map
	Avoid Toll Roads	Select to avoid being routed on any toll roads in the state of Indiana. Note: This checkbox will be selected by default.
	Add Split Trip	<p>Select to display extra route fields for two or more separate route legs under the same permit</p> <p>This feature is used primarily when entering and exiting the state maintained road network.</p>
	Generate a Round Trip	<p>Select to display extra route fields for two separate routes under the same permit</p> <p>This feature is primary used when a vehicle/load travels to a destination and will return to their origin on their return trip.</p> <p>Note: The Generate a Round Trip checkbox will not be available if the permitted load is greater than 200,000 pounds or if the route includes a Border Crossing.</p>
	Validate and Run	<p>Click to generate a route based on the selections</p> <p>This action will collapse the Enter Trip Panel. Users can expand the panel to change the routing options by clicking the Expand Chevron icon.</p>
		Note: Users can also use any of these methods for the routes of a Split Trip.

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Scenario Steps

Step	Description										
	<p><u>Types of Routes</u></p> <p>The following types of routes can be generated:</p> <ul style="list-style-type: none"> • From one location to another location • From one location to another location along specified highways or through specified intersections • From one location to another location through specified Via Points selected on the map <p>Users can also use the previously listed options to:</p> <ul style="list-style-type: none"> • Generate multiple route segments each with a separate Origin and Destination when using the Split Trip feature 										
	<p><u>Selecting an Origin and Destination</u></p> <p>When generating a route, users can enter the details of the Origin or Destination using a variety of methods. Different fields are available depending on the method chosen. The methods are:</p> <ul style="list-style-type: none"> • Address (refer to By Address on page 135) • Intersection (refer to By Intersection on page 137) • Border Crossing (refer to By Border Crossing on page 141) • Select Location on Map (refer to By Selecting a Location on a Map (Lat/Lon / Map) on page 144) <p style="text-align: center;">Origin and Destination Methods</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Element</th> <th style="background-color: #002060; color: white;">Description</th> </tr> </thead> <tbody> <tr> <td>Address</td> <td>An Address is used as an Origin or Destination if the trip needs to begin or end at a specific point. This route point is a street address and city, and an optional ZIP code.</td> </tr> <tr> <td>Intersection</td> <td>An Intersection is used as an Origin or Destination if the trip needs to begin or end at the cross section of two roads. This route point is the intersection of two roadways with the option of specifying a city.</td> </tr> <tr> <td>Border Crossing</td> <td>A Border Crossing is used as an Origin or Destination if the trip needs to begin or end at the border of a neighboring state. This route point is a road name and State that the Border Crossing is with. Note: The Generate a Round Trip option will not be available on routes that include a Border Crossing.</td> </tr> <tr> <td>Selecting a Location on a Map (Lat/Lon / Map)</td> <td>A Lat/Lon is used as an Origin or Destination if the trip needs to begin or end at a specific point. This route point is a location on the map manually selected by the user.</td> </tr> </tbody> </table>	Element	Description	Address	An Address is used as an Origin or Destination if the trip needs to begin or end at a specific point. This route point is a street address and city, and an optional ZIP code.	Intersection	An Intersection is used as an Origin or Destination if the trip needs to begin or end at the cross section of two roads. This route point is the intersection of two roadways with the option of specifying a city.	Border Crossing	A Border Crossing is used as an Origin or Destination if the trip needs to begin or end at the border of a neighboring state. This route point is a road name and State that the Border Crossing is with. Note: The Generate a Round Trip option will not be available on routes that include a Border Crossing.	Selecting a Location on a Map (Lat/Lon / Map)	A Lat/Lon is used as an Origin or Destination if the trip needs to begin or end at a specific point. This route point is a location on the map manually selected by the user.
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Scenario Steps

Step	Description
	<p data-bbox="203 325 397 357"><u>Routing Methods</u></p> <p data-bbox="203 378 1372 409">Users can generate a basic point-to-point route or stipulate that a route be generated in the following ways.</p> <ul data-bbox="251 430 1128 504" style="list-style-type: none">• Along specific highways and through designated intersections (see page 153)• Through specified Via Points (see page 155) <div data-bbox="300 514 1063 1291"></div> <p data-bbox="203 1312 1429 1417">Note: Via Highways and Via Points are for use when editing the route. It is recommended that the user first try to create the route with only an Origin and Destination. If the desired route is not generated, edit the route by expanding the Enter Trip Panel and adding Via Highways or Via Points.</p>

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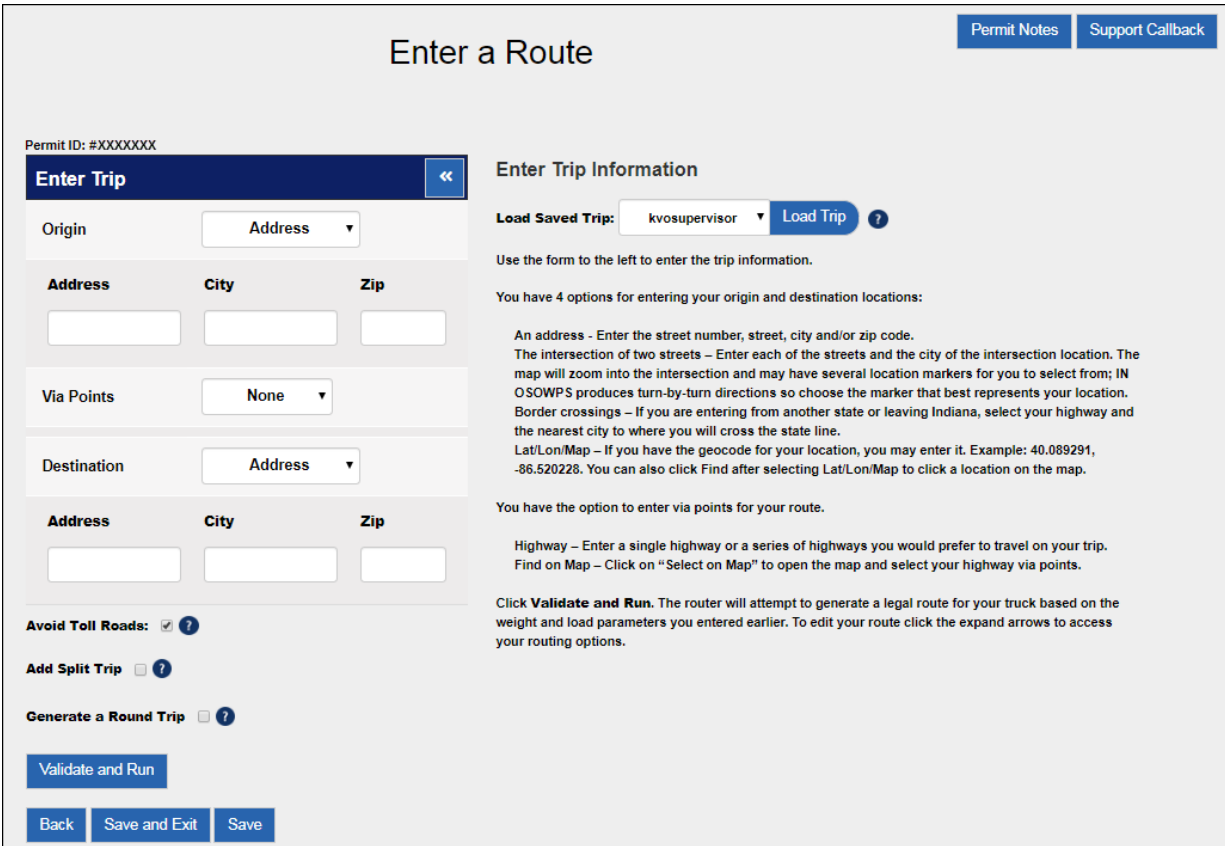
Scenario Steps

Step	Description																																																																						
1	<p>Trip Results Panel</p> <p>Once an Origin and Destination have been entered and the user has clicked the Validate and Run button, the Trip Results Panel will be displayed as shown below. Refer to Scenario 31 – Working With Your Trip Results on page 163 for more information.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #f9f9f9; padding: 5px; border: 1px solid #ccc; margin-bottom: 10px;"> <p style="font-size: 0.8em; margin: 0;">Carefully check the route presented below. If it looks correct, click Next.</p> <p style="margin: 0;"><input type="checkbox"/> I have a problem with the route and would like it reviewed</p> <p style="text-align: right; margin: 0;">Next</p> </div> <div style="margin-bottom: 10px;"> <p style="font-size: 0.8em; margin: 0;"> Trip Alternate 1 </p> <p style="font-size: 0.8em; margin: 0;">I-275;KY;Lawrenceburg to I-74;OH;West Harrison</p> <p style="font-size: 0.8em; margin: 0;"> Trip Distance: 43.24 Trip Time: 01:39 </p> <p style="margin: 0;">Save this trip...</p> <p style="font-size: 0.8em; margin: 0;"> <input checked="" type="radio"/> Drag Map <input type="radio"/> Get Restriction Information For Road <input type="radio"/> Restrictions in Box </p> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; font-size: 0.8em; margin: 0;"> Map Satellite </div> </div> <div style="font-size: 0.8em; margin-bottom: 10px;"> <p>Load Dimensions Used During Routing</p> <p>Route Description</p> <p>Driving Directions</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td colspan="5">Origin: I-275;KY;Lawrenceburg</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>1.43</td> <td>I-275</td> <td>Continue straight on I-275 016 F [LOOP]</td> <td>1.43</td> <td>00:00</td> </tr> <tr> <td>0.86</td> <td>I-275 016 F North</td> <td>Continue straight on I-275 016 C [RAMP]</td> <td>2.29</td> <td>00:00</td> </tr> <tr> <td>0.35</td> <td>I-275 016 C West</td> <td>Merge onto SR-1</td> <td>2.64</td> <td>00:00</td> </tr> <tr> <td>0.01</td> <td>SR-1 West</td> <td>Turn left onto US-50</td> <td>2.65</td> <td>00:00</td> </tr> <tr> <td>3.08</td> <td>US-50 South</td> <td>Turn right onto SR-48</td> <td>5.73</td> <td>00:60</td> </tr> <tr> <td>15.8</td> <td>SR-48 West</td> <td>Bear right onto SR-101</td> <td>21.53</td> <td>00:18</td> </tr> <tr> <td>6.21</td> <td>SR-101 North</td> <td>Turn right onto I-74 156 B [RAMP]</td> <td>27.74</td> <td>00:07</td> </tr> <tr> <td>0.22</td> <td>I-74 156 B East</td> <td>Continue straight on I-74 [INC]</td> <td>27.96</td> <td>00:00</td> </tr> <tr> <td>15.28</td> <td>I-74 East</td> <td>Arrive at destination.</td> <td>43.24</td> <td>00:14</td> </tr> <tr> <td colspan="5">Final Destination: I-74;OH;West Harrison</td> </tr> <tr style="font-weight: bold;"> <td></td> <td></td> <td></td> <td>43.24</td> <td>01:39</td> </tr> </tbody> </table> </div> </div> </div>	Miles	Route	To	Distance	Time	Origin: I-275;KY;Lawrenceburg					0		Beginning State-Maintained Travel	0	00:00	1.43	I-275	Continue straight on I-275 016 F [LOOP]	1.43	00:00	0.86	I-275 016 F North	Continue straight on I-275 016 C [RAMP]	2.29	00:00	0.35	I-275 016 C West	Merge onto SR-1	2.64	00:00	0.01	SR-1 West	Turn left onto US-50	2.65	00:00	3.08	US-50 South	Turn right onto SR-48	5.73	00:60	15.8	SR-48 West	Bear right onto SR-101	21.53	00:18	6.21	SR-101 North	Turn right onto I-74 156 B [RAMP]	27.74	00:07	0.22	I-74 156 B East	Continue straight on I-74 [INC]	27.96	00:00	15.28	I-74 East	Arrive at destination.	43.24	00:14	Final Destination: I-74;OH;West Harrison								43.24	01:39
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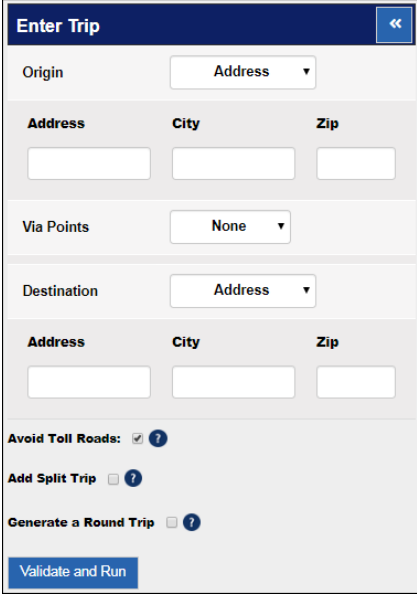
Scenario 30 – Generating a Route

This scenario details the steps needed to generate a route.

Scenario Steps

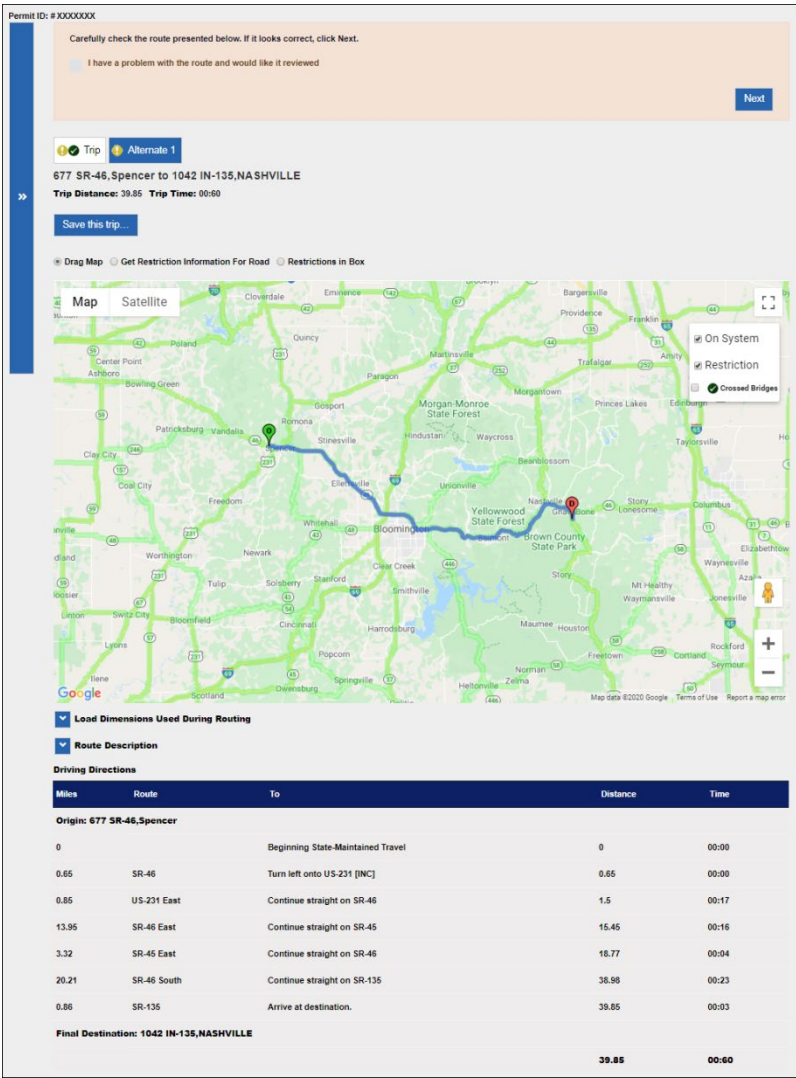
Step	Description
1.	<p>The Enter a Route screen is the starting point for generating a route.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

Scenario Steps

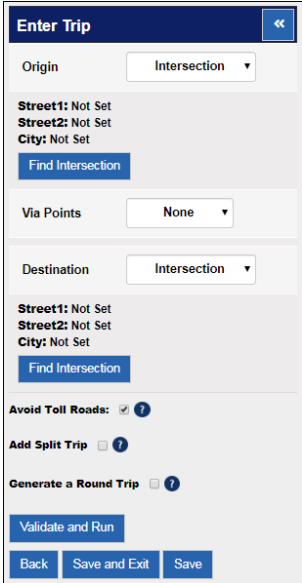
Step	Description
2.	<p><u>By Address</u></p> <p>A user may route a trip using a specific address as an Origin and Destination if the trip needs to begin or end at a specific point. This route point is a street address and city, and an optional ZIP code.</p> <ul style="list-style-type: none"> Select Address from the Origin and/or Destination dropdown list in the Enter Trip Panel. <p><i>The fields will change to allow users to enter the details regarding the address.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Enter the street address in the Address field. Enter the city in the City field and/or the ZIP code of the address in the Zip field. Enter the remainder of the Origin or Destination. Click the Validate and Run button. <p>Note: If the system cannot locate the address entered, the following message will be displayed:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Validation Results for Main Trip</p> <div style="background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb; margin-bottom: 5px;"> <p style="text-align: center;">Origin Location Not Found</p> <p style="text-align: center;">340 Atwater St Handy not found. Please check spelling.</p> </div> </div> <p>Note: If the system located the address, but the address is not on a state maintained road, the following message will be displayed:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Validation Results for Main Trip</p> <div style="background-color: #fff3cd; padding: 5px; border: 1px solid #ffeeba; margin-bottom: 5px;"> <p style="text-align: center;">Origin Location Needs Attention</p> <p style="text-align: center;">The address you entered was found, but it is not on state maintained roads. Type in another address or select an on-system road near the address on the map.</p> <p style="text-align: center;">Select On-System Road</p> </div> </div>

Indiana Oversize/Overweight Permitting System Customer User Guide

Scenario Steps

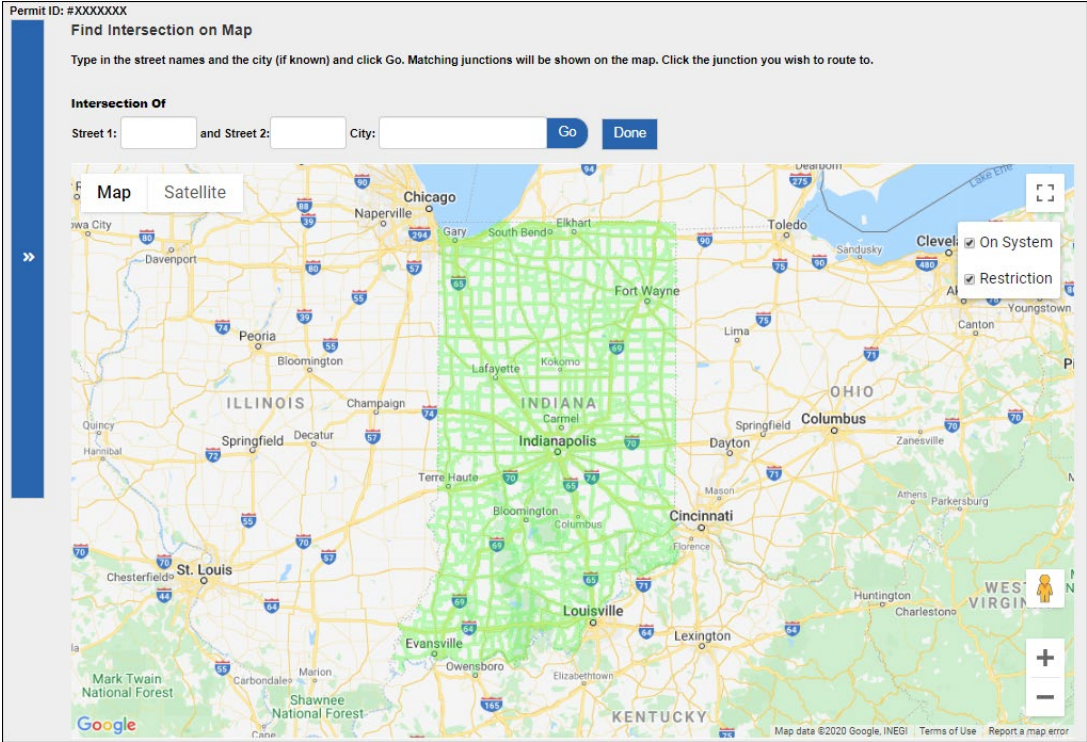
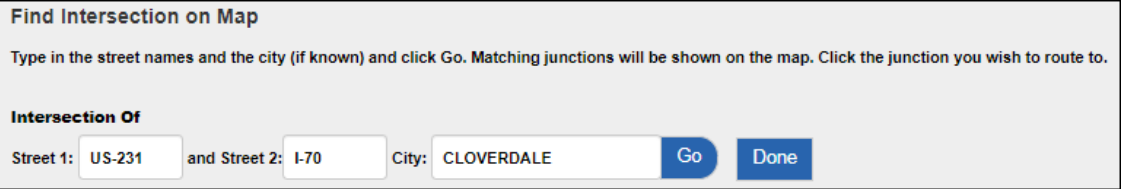
Step	Description																																																							
	<p>If the system can locate a valid address, the Trip Results Panel will be displayed. Refer to Scenario 31 – Working With Your Trip Results on page 163 for more information.</p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p>  <p>Permit ID: #XXXXXXX</p> <p>Carefully check the route presented below. If it looks correct, click Next.</p> <p><input type="checkbox"/> I have a problem with the route and would like it reviewed</p> <p style="text-align: right;">Next</p> <p>Trip Alternate 1</p> <p>677 SR-46, Spencer to 1042 IN-135, NASHVILLE</p> <p>Trip Distance: 39.85 Trip Time: 00:60</p> <p>Save this trip...</p> <p><input type="radio"/> Drag Map <input type="radio"/> Get Restriction Information For Road <input type="radio"/> Restrictions in Box</p> <p>Map Satellite</p> <p>On System Restriction Crossed Bridges</p> <p>Load Dimensions Used During Routing</p> <p>Route Description</p> <p>Driving Directions</p> <table border="1"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td colspan="5">Origin: 677 SR-46, Spencer</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>0.65</td> <td>SR-46</td> <td>Turn left onto US-231 [INC]</td> <td>0.65</td> <td>00:00</td> </tr> <tr> <td>0.85</td> <td>US-231 East</td> <td>Continue straight on SR-46</td> <td>1.5</td> <td>00:17</td> </tr> <tr> <td>13.95</td> <td>SR-46 East</td> <td>Continue straight on SR-45</td> <td>15.45</td> <td>00:16</td> </tr> <tr> <td>3.32</td> <td>SR-45 East</td> <td>Continue straight on SR-46</td> <td>18.77</td> <td>00:04</td> </tr> <tr> <td>20.21</td> <td>SR-46 South</td> <td>Continue straight on SR-135</td> <td>36.98</td> <td>00:23</td> </tr> <tr> <td>0.86</td> <td>SR-135</td> <td>Arrive at destination.</td> <td>39.85</td> <td>00:03</td> </tr> <tr> <td colspan="5">Final Destination: 1042 IN-135, NASHVILLE</td> </tr> <tr> <td></td> <td></td> <td></td> <td>39.85</td> <td>00:60</td> </tr> </tbody> </table>	Miles	Route	To	Distance	Time	Origin: 677 SR-46, Spencer					0		Beginning State-Maintained Travel	0	00:00	0.65	SR-46	Turn left onto US-231 [INC]	0.65	00:00	0.85	US-231 East	Continue straight on SR-46	1.5	00:17	13.95	SR-46 East	Continue straight on SR-45	15.45	00:16	3.32	SR-45 East	Continue straight on SR-46	18.77	00:04	20.21	SR-46 South	Continue straight on SR-135	36.98	00:23	0.86	SR-135	Arrive at destination.	39.85	00:03	Final Destination: 1042 IN-135, NASHVILLE								39.85	00:60
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Final Destination: 1042 IN-135, NASHVILLE																																																								
			39.85	00:60																																																				

Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Click the Next button to continue the Order Permits process. <p>Note: If the route has been validated and the Back button is clicked, a Do you want to save trip information message will be displayed.</p> <ul style="list-style-type: none"> Click the OK button to save the route information. Click the Cancel button to go back without saving. <p>Note: On the <i>Order Permits: Permit Summary</i> screen users have the option to Delete Permit, click the Save and Exit button to save any progress and return to the Company Dashboard, or to Submit.</p> <p>Helpful Hints:</p> <p>If the system cannot locate the entered address:</p> <ul style="list-style-type: none"> Verify the address. If the address is correct, verify the spelling. Some addresses, especially industrial or residential location addresses, may not be in the state maintained road network. If the address includes a prefix direction such as N, NE, etc., try the address without the prefix. If the address includes an indicator such as road, street, drive, etc., try the address without the indicators.
3.	<p><u>By Intersection</u></p> <p>A user may route a trip using an intersection as an Origin or Destination if the trip needs to begin or end at the cross section of two roads. This route point is the intersection of two roadways with the option of specifying a city.</p> <ul style="list-style-type: none"> Select Intersection from the Origin and/or Destination dropdown list in the Enter Trip Panel. <p>The fields will change to allow the user to enter or select the details regarding the intersection.</p>  <p>The screenshot shows the 'Enter Trip' panel with the following details:</p> <ul style="list-style-type: none"> Origin: Intersection (dropdown) Street1: Not Set Street2: Not Set City: Not Set Find Intersection: (button) Via Points: None (dropdown) Destination: Intersection (dropdown) Street1: Not Set Street2: Not Set City: Not Set Find Intersection: (button) Avoid Toll Roads: <input checked="" type="checkbox"/> (checkbox with help icon) Add Split Trip: <input type="checkbox"/> (checkbox with help icon) Generate a Round Trip: <input type="checkbox"/> (checkbox with help icon) Validate and Run: (button) Back, Save and Exit, Save: (buttons)

**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

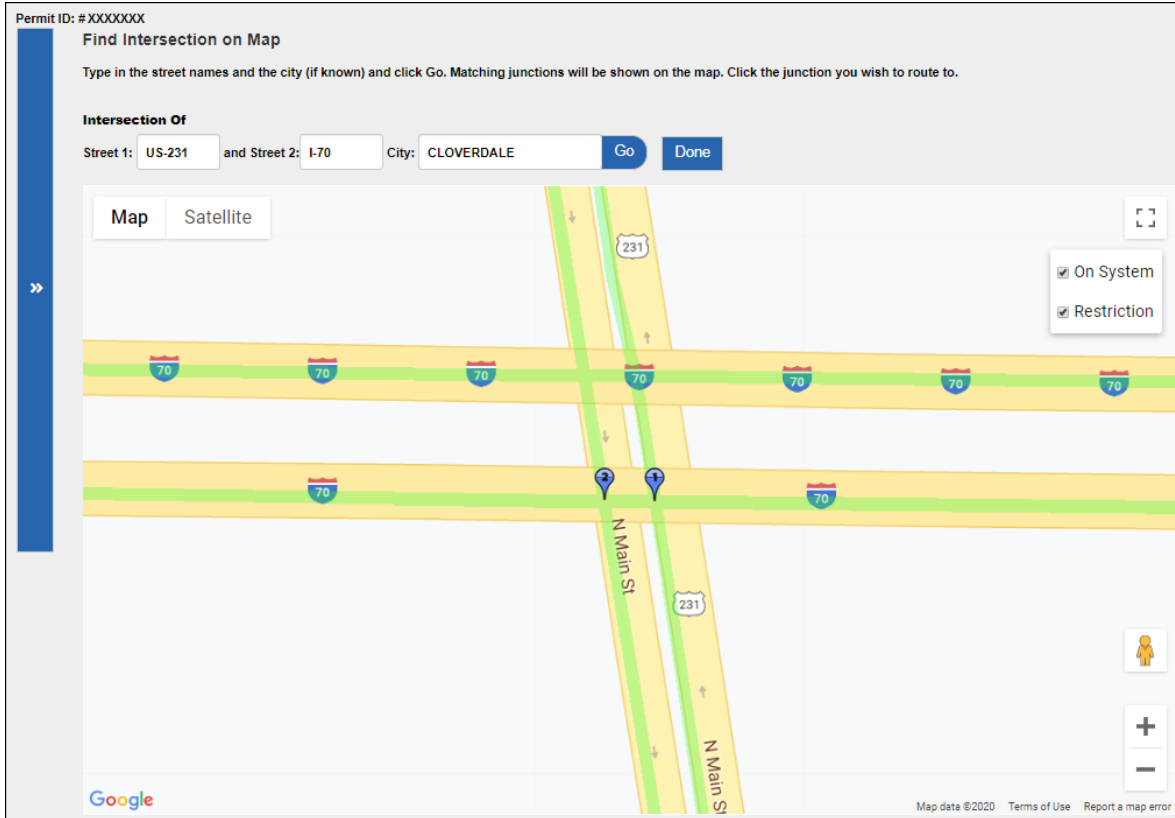
Step	Description
	<ul style="list-style-type: none"> Click the Find Intersection button beneath the Origin or Destination dropdown list. <p><i>The Find Intersection on Map screen will be displayed.</i></p>  <ul style="list-style-type: none"> Enter the two street locations in the Street 1 and Street 2 fields. <p>Note: Users can also enter a city in the City field, but it is not required. If city boundaries are unknown or uncertain, users may get better results without the city name. Refer to INDOT Highway Names on page 154 for suggested street name entry.</p>  <ul style="list-style-type: none"> Click the Go button. <p>Note: If users click the Done button instead of the Go button, users will be returned to the Enter Trip Panel to make a different routing selection.</p>

**Indiana Oversize/Overweight Permitting System
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Scenario Steps


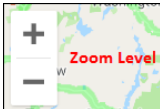
Step	Description
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All possible intersection matches will be displayed on the map. Each will be marked with a numbered pushpin.



- Zoom in and click the pushpin that marks the location to be used. The location will be added to the **Origin** or **Destination** field in the **Enter Trip Panel**.

Map Zoom Tool

Element	Description
Full Screen View	Click to view map in full screen view 
Zoom Level	Click the Zoom Level icons (+/-) to zoom in and out of the center of the map. 

Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
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- Enter the remainder of the Origin or Destination.
- Click the **Validate and Run** button.

The **Trip Results Panel** will be displayed. Refer to **Scenario 31 – Working With Your Trip Results** on page 163 for more information.

Note: When the system doesn't have any problems with the information entered, the **Trip Results Panel** will display the route. Review the route and driving directions. Expand the **Enter Trip Panel** to make any changes. Changes will require the user to click the **Validate and Run** button to update the route.

Permit ID: #XXXXXXX

Carefully check the route presented below. If it looks correct, click Next.

I have a problem with the route and would like it reviewed Next

Trip
Intersection of US-231 and I-70 in CRADICK CORNER IN to Intersection of US-231 and US-40 in PUTNAMVILLE IN
Trip Distance: 3.71 Trip Time: 01:12

Drag Map Get Restriction Information For Road Restrictions in Box

Map Satellite

On System
 Restriction
 Crossed Bridges

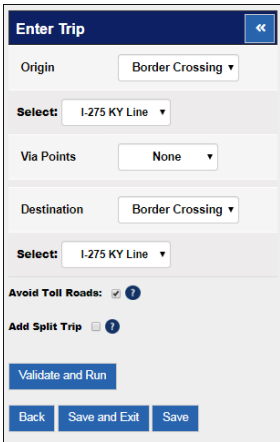
Load Dimensions Used During Routing

Route Description

Driving Directions

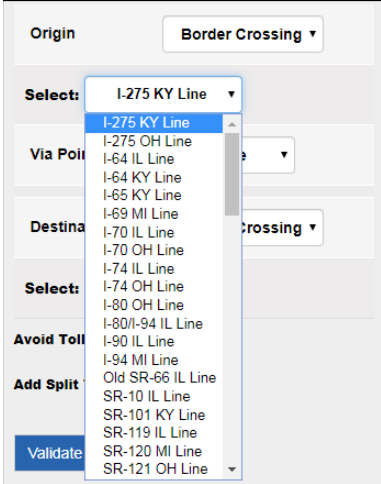
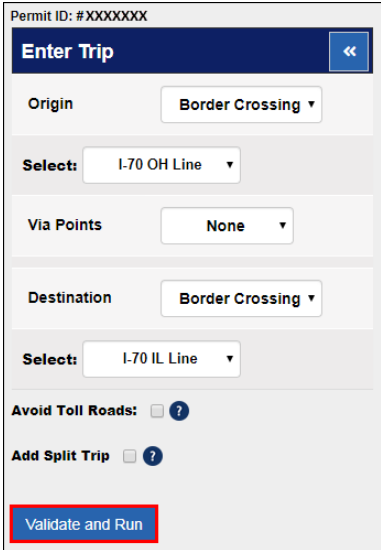
Miles	Route	To	Distance	Time
Origin: Intersection of US-231 and I-70 in CRADICK CORNER IN				
0		Beginning State-Maintained Travel	0	00:00
3.71	US-231 North	Continue straight on US-231 [N/C]	3.71	01:12
Final Destination: Intersection of US-231 and US-40 in PUTNAMVILLE IN				
			3.71	01:12

Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Click the Next button to continue the Order Permits process. <p>Note: If the route has been validated and the Back button is clicked, a Do you want to save trip information message will be displayed.</p> <ul style="list-style-type: none"> Click the OK button to save the route information. Click the Cancel button to go back without saving. <p>Note: On the <i>Order Permits: Permit Summary</i> screen users have the option to Delete Permit, click the Save and Exit button to save any progress and return to the Company Dashboard, or to Submit.</p> <p>Helpful Hints:</p> <p>If the system cannot locate the entered intersection:</p> <ul style="list-style-type: none"> Enter the Street 1 or Street 2 names using the format for Highway Names as described in INDOT Highway Names on page 154. Remove the city name to see all possible matches. When there are multiple possible matches, select the intersection that best represents the desired Origin or Destination. If Street 1 or Street 2 names include a prefix direction such as N, NE, etc., try the street name without the prefix. If Street 1 or Street 2 names include an indicator such as road, street, drive, etc., try the street name without the indicator.
4.	<p><u>By Border Crossing</u></p> <p>A user may route a trip using a Border Crossing as an Origin or Destination if the trip needs to begin or end at the border of a neighboring state. This route point is a road name and the State line that the Border Crossing is with.</p> <ul style="list-style-type: none"> Select Border Crossing from the Origin and/or Destination dropdown list in the Enter Trip Panel. <p><i>The fields will change to allow users to select a Border Crossing in to or out of the state.</i></p>  <p>Note: The Generate a Round Trip checkbox is not display on routes with Border Crossings as the Origin and/or Destination.</p>

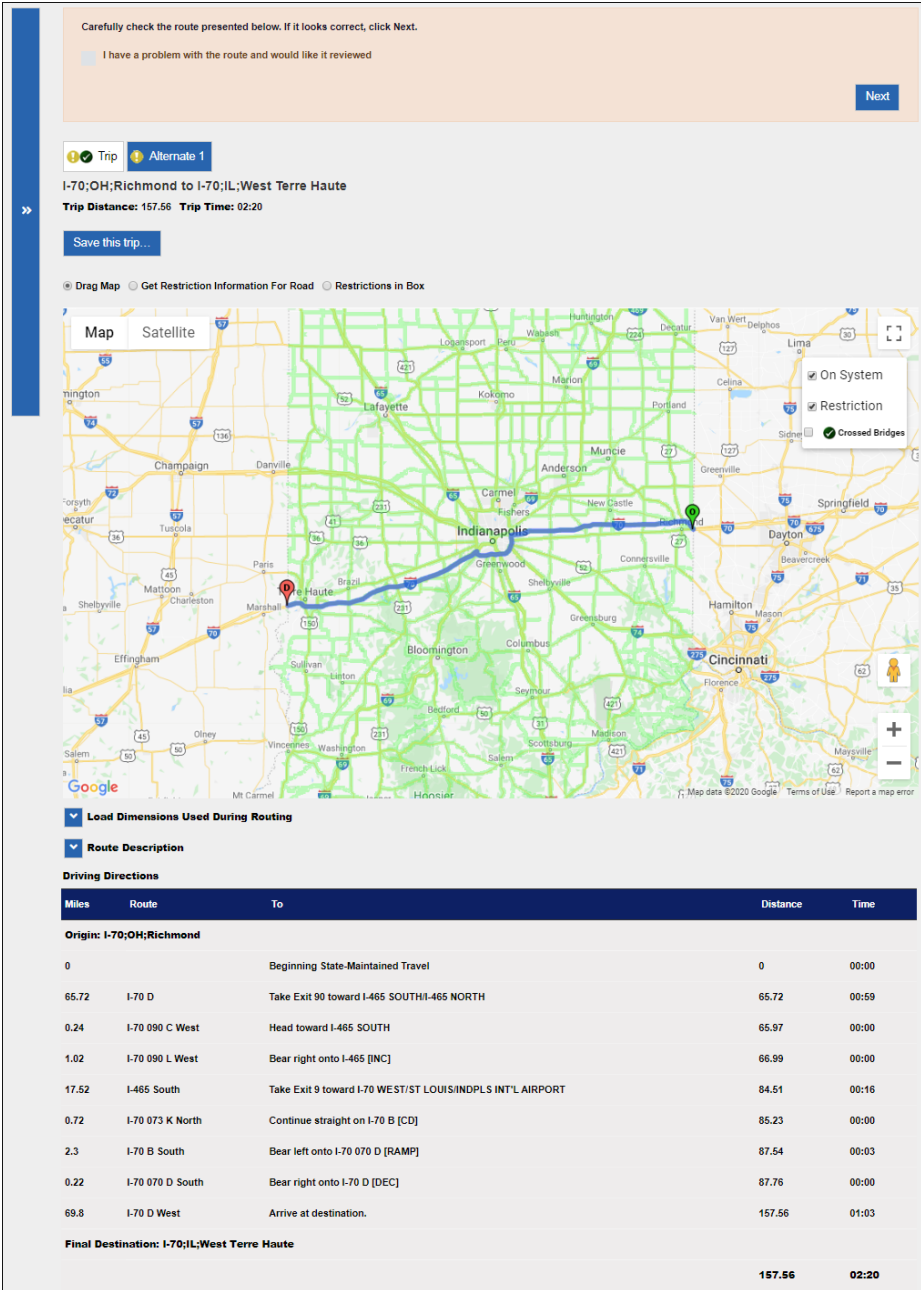
Indiana Oversize/Overweight Permitting System
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Scenario Steps

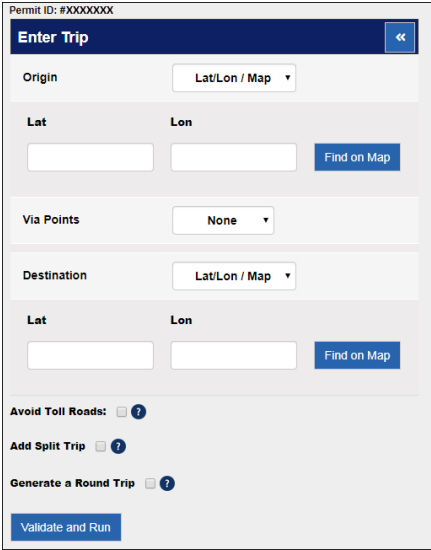
Step	Description
	<ul style="list-style-type: none">• Select the desired Border Crossing from the dropdown list beneath Origin or Destination. The Border Crossing list displays the Indiana road name and State that the Border Crossing is with.  <ul style="list-style-type: none">• Enter the remainder of the Origin or Destination.• Click the Validate and Run button. 

Indiana Oversize/Overweight Permitting System Customer User Guide

Scenario Steps

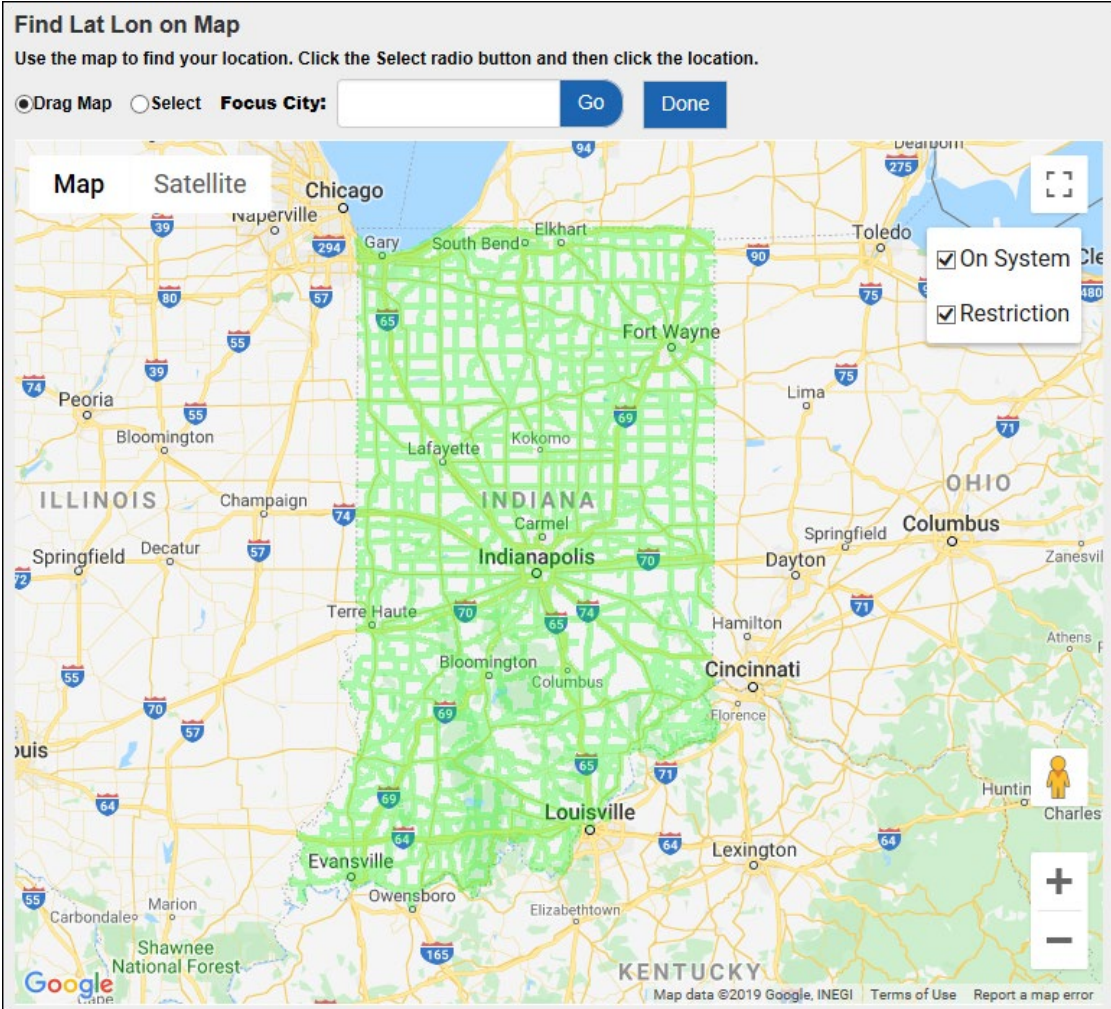
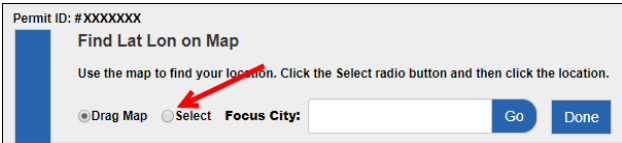
Step	Description																																																																	
	<p><i>The Trip Results Panel will be displayed. Refer to Scenario 31 – Working With Your Trip Results on page 163 for more information.</i></p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p>  <p>The screenshot shows the Trip Results Panel with the following details:</p> <ul style="list-style-type: none"> Origin: I-70;OH;Richmond to I-70;IL;West Terre Haute Trip Distance: 157.56 Trip Time: 02:20 Map showing the route from Richmond, OH to Terre Haute, IN. Map controls: Drag Map, Get Restriction Information For Road, Restrictions in Box. Map filters: On System, Restriction, Crossed Bridges. Load Dimensions Used During Routing: Expanded. Route Description: Expanded. Driving Directions Table: <table border="1" data-bbox="267 1396 1117 1795"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td colspan="5">Origin: I-70;OH;Richmond</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>65.72</td> <td>I-70 D</td> <td>Take Exit 90 toward I-465 SOUTH/I-465 NORTH</td> <td>65.72</td> <td>00:59</td> </tr> <tr> <td>0.24</td> <td>I-70 090 C West</td> <td>Head toward I-465 SOUTH</td> <td>65.97</td> <td>00:00</td> </tr> <tr> <td>1.02</td> <td>I-70 090 L West</td> <td>Bear right onto I-465 [INC]</td> <td>66.99</td> <td>00:00</td> </tr> <tr> <td>17.52</td> <td>I-465 South</td> <td>Take Exit 9 toward I-70 WEST/ST LOUIS/INDPLS INT'L AIRPORT</td> <td>84.51</td> <td>00:16</td> </tr> <tr> <td>0.72</td> <td>I-70 073 K North</td> <td>Continue straight on I-70 B [CD]</td> <td>85.23</td> <td>00:00</td> </tr> <tr> <td>2.3</td> <td>I-70 B South</td> <td>Bear left onto I-70 070 D [RAMP]</td> <td>87.54</td> <td>00:03</td> </tr> <tr> <td>0.22</td> <td>I-70 070 D South</td> <td>Bear right onto I-70 D [DEC]</td> <td>87.76</td> <td>00:00</td> </tr> <tr> <td>69.8</td> <td>I-70 D West</td> <td>Arrive at destination.</td> <td>157.56</td> <td>01:03</td> </tr> <tr> <td colspan="5">Final Destination: I-70;IL;West Terre Haute</td> </tr> <tr> <td colspan="3"></td> <td>157.56</td> <td>02:20</td> </tr> </tbody> </table>	Miles	Route	To	Distance	Time	Origin: I-70;OH;Richmond					0		Beginning State-Maintained Travel	0	00:00	65.72	I-70 D	Take Exit 90 toward I-465 SOUTH/I-465 NORTH	65.72	00:59	0.24	I-70 090 C West	Head toward I-465 SOUTH	65.97	00:00	1.02	I-70 090 L West	Bear right onto I-465 [INC]	66.99	00:00	17.52	I-465 South	Take Exit 9 toward I-70 WEST/ST LOUIS/INDPLS INT'L AIRPORT	84.51	00:16	0.72	I-70 073 K North	Continue straight on I-70 B [CD]	85.23	00:00	2.3	I-70 B South	Bear left onto I-70 070 D [RAMP]	87.54	00:03	0.22	I-70 070 D South	Bear right onto I-70 D [DEC]	87.76	00:00	69.8	I-70 D West	Arrive at destination.	157.56	01:03	Final Destination: I-70;IL;West Terre Haute								157.56	02:20
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Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Click the Next button to continue the Order Permits process. <p>Note: If the route has been validated and the Back button is clicked, a Do you want to save trip information message will be displayed.</p> <ul style="list-style-type: none"> Click the OK button to save the route information. Click the Cancel button to go back without saving. <p>Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.</p> <p>Note: On the Order Permits: Permit Summary screen users have the option to Delete Permit, click the Save and Exit button to save any progress and return to the Company Dashboard, or to Submit.</p>
5.	<p><u>By Selecting a Location on a Map (Lat/Lon / Map)</u></p> <p>A user may route a trip using a latitude and longitude coordinate as an Origin or Destination if the trip needs to begin or end at a specific point. This route point is a location on the map manually selected by the user.</p> <ul style="list-style-type: none"> Select Lat/Lon / Map from the Origin and/or Destination dropdown list in the Enter Trip Panel. <p><i>The fields will change to allow users to enter latitude and longitude coordinates.</i></p>  <ul style="list-style-type: none"> Enter the latitude and longitude values of the location to be used in the Lat and Lon fields if the coordinates are known. If the latitude and longitude coordinates are unknown, click the Find on Map button to the right of the Lat and Lon fields.

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Scenario Steps

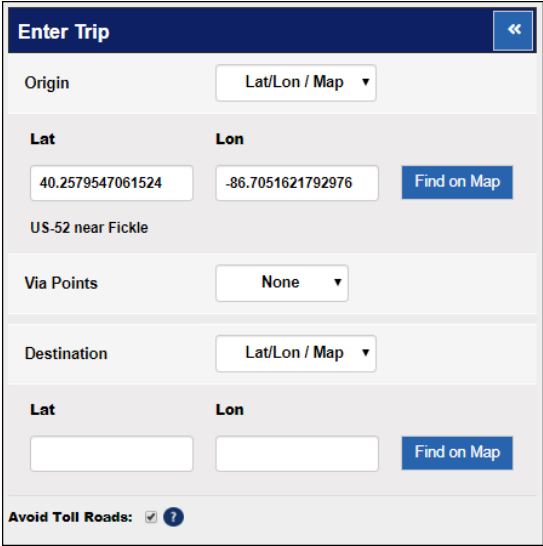
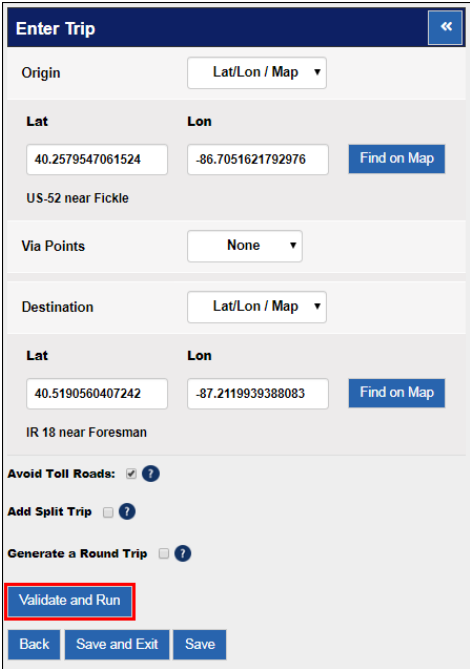
Step	Description
	<p>The Find Lat Lon on Map screen will be displayed.</p>  <ul style="list-style-type: none"> • Use the Find Lat Lon on Map screen to select a routing Origin and/or Destination by clicking on the map. • Use the <i>Focus City</i> (refer to Using the Focus City Tool on page 149) and the <i>Zoom</i> tool to locate the Origin and/or Destination location. Be sure to zoom in close enough to see both directions of travel. • Click the Select radio button. 

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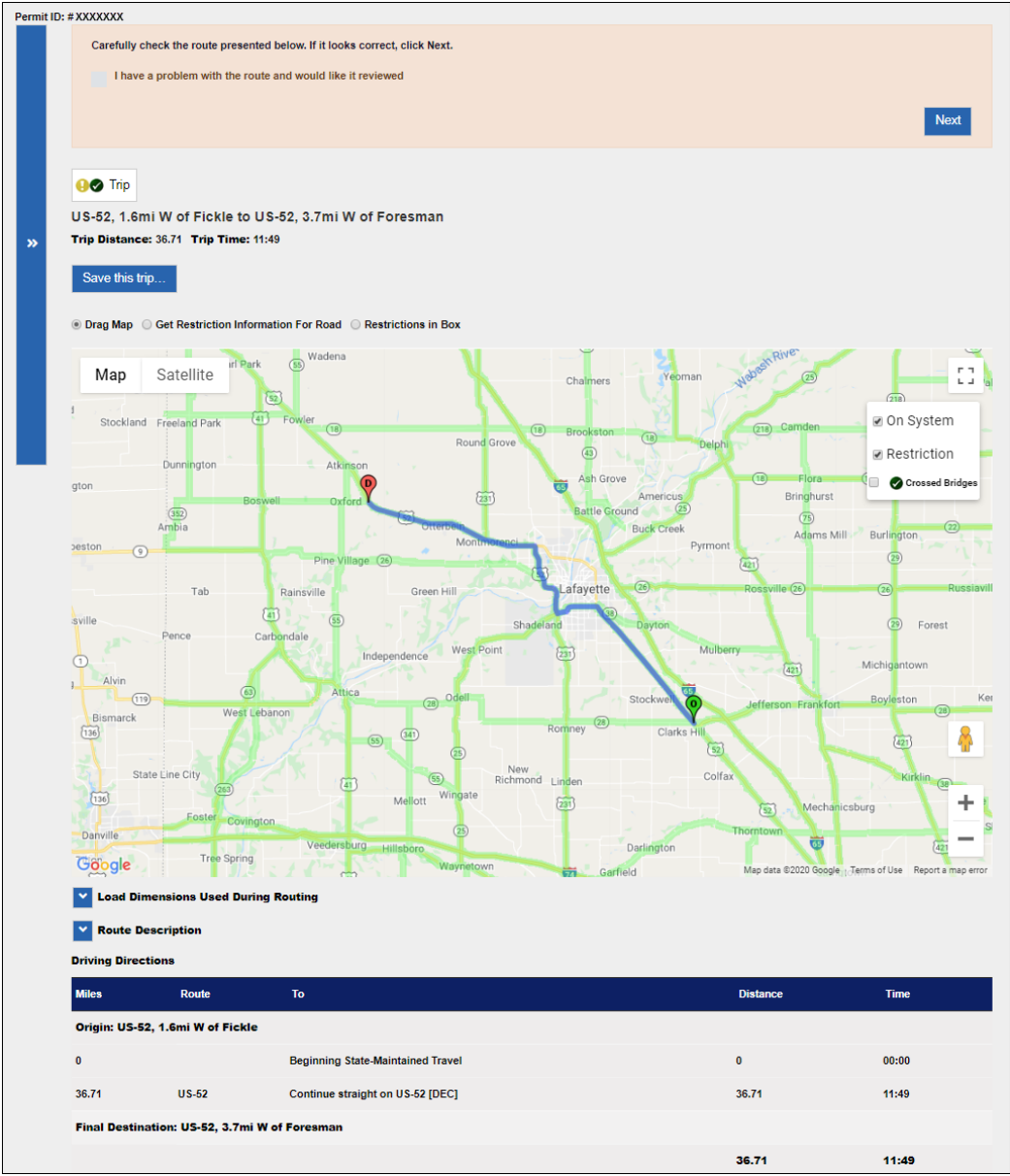
Step	Description		
	Select Location Screen Elements		
	Element	Description	
	Drag Map Radio Button	Select to drag the map to the area the user would like to view	
	Select Radio button	Select to set an Origin or Destination location to route	
	Focus City field	Enter the name of a city or town and click the Go button 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 the user wants to zoom in to after entering the city name in the Focus City field	
	Done Button	Click to return to the Enter Trip Panel	
	Map Area Note: These tools are provided by Google Maps and could change at any time. PSDC has no control over the availability of these tools.	Displays roads in the State	
		Map button	The Map button allows the user to toggle to Map view.
		Terrain checkbox	The Terrain checkbox allows the user to view terrain on the map.
		Satellite button	The Satellite button allows the user to toggle to Satellite view.
		Labels checkbox	The Labels checkbox allows the user to turn labels on the map on and off.
		Full Screen View	Click to view the map in full screen view
		Pegman icon	The Pegman icon allows users to view a specific location on the map, in Street view.
		Zoom Level	Click the Zoom Level icons (+/-) to zoom in and out of the center of the map.

Scenario Steps

Step	Description
	<ul style="list-style-type: none">Click the desired location on the map. <i>The Find Lat Lon on Map screen will be closed and the location will be entered in the Lat and Lon fields in the Enter Trip Panel.</i>  <ul style="list-style-type: none">Enter the remainder of the Origin and/or Destination.Click the Validate and Run button. 

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Scenario Steps

Step	Description																														
	<p><i>The Trip Results Panel will be displayed. Refer to Scenario 31 – Working With Your Trip Results on page 163 for more information.</i></p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p>  <p>The screenshot shows the 'Trip Results Panel' with the following details:</p> <ul style="list-style-type: none"> Permit ID: #XXXXXXXX Instruction: Carefully check the route presented below. If it looks correct, click Next. Checkbox: <input type="checkbox"/> I have a problem with the route and would like it reviewed Next button Trip icon and title: US-52, 1.6mi W of Fickle to US-52, 3.7mi W of Foresman Trip Distance: 36.71 Trip Time: 11:49 Save this trip... button Map controls: Drag Map, Get Restriction Information For Road, Restrictions in Box Map showing route with various overlays (On System, Restriction, Crossed Bridges) Load Dimensions Used During Routing Route Description Driving Directions table: <table border="1" data-bbox="279 1516 1222 1717"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td colspan="5">Origin: US-52, 1.6mi W of Fickle</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>36.71</td> <td>US-52</td> <td>Continue straight on US-52 [DEC]</td> <td>36.71</td> <td>11:49</td> </tr> <tr> <td colspan="5">Final Destination: US-52, 3.7mi W of Foresman</td> </tr> <tr> <td></td> <td></td> <td></td> <td>36.71</td> <td>11:49</td> </tr> </tbody> </table>	Miles	Route	To	Distance	Time	Origin: US-52, 1.6mi W of Fickle					0		Beginning State-Maintained Travel	0	00:00	36.71	US-52	Continue straight on US-52 [DEC]	36.71	11:49	Final Destination: US-52, 3.7mi W of Foresman								36.71	11:49
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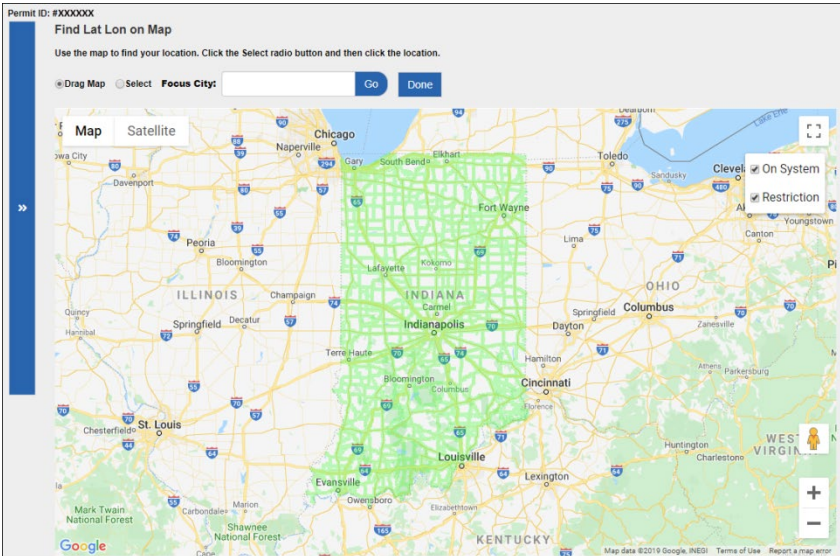
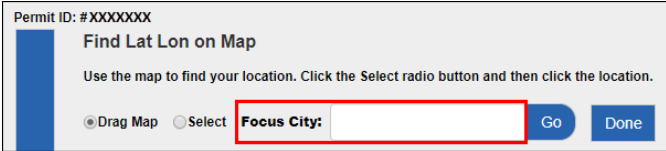
- Click the **Next** button to continue the Order Permits process.

Scenario Steps

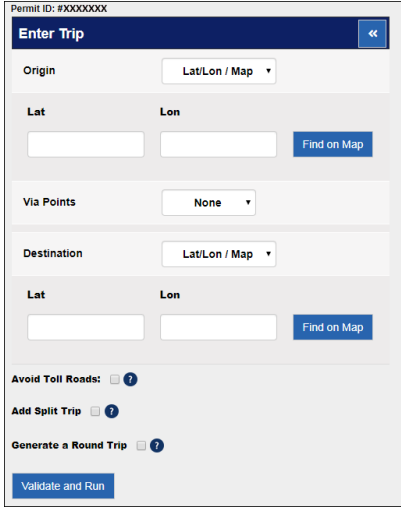
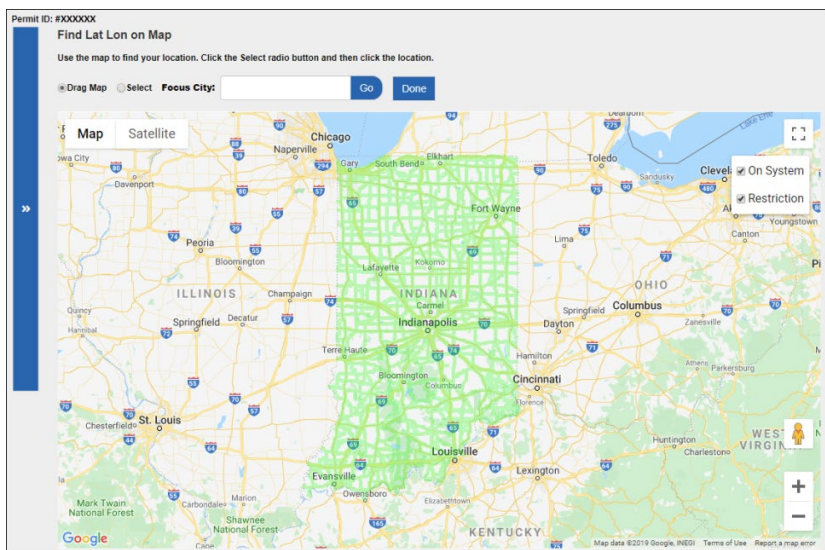
Step	Description
	<p>Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.</p> <p>Note: On the Order Permits: Permit Summary screen users have the option to Delete Permit, click the Save and Exit button to save any progress and return to the Company Dashboard, or to Submit.</p> <p>Helpful Hints:</p> <ul style="list-style-type: none"> • When selecting a location, zoom in sufficiently to view both lanes of travel for divided highways. • Select the location traveling in the correct direction. • If the user clicks too close to an intersection, the system will assume the intersection as the location selection. • If the user selects a location that is not on a state maintained road, the system will prompt the user to pick another location and will display all state maintained roads highlighted green to aid in selection. <p>Note: If IN OSOWPS is unable to generate a route based on the Origin and Destination submitted in the Enter Trip Panel, the Validation Results Panel is used to inform the user why the trip failed and provide alternative routing points to enter to calculate the desired route of travel. See Validation Results Panel on page 161 for more information.</p>
6.	<p><u>Using the Focus City Tool</u></p> <ul style="list-style-type: none"> • Select Lat/Lon / Map from the Origin and/or Destination dropdown list in the Enter Trip Panel. <i>The fields will change to allow users to enter latitude and longitude coordinates.</i> <div data-bbox="240 1056 695 1598" data-label="Form"> </div> <ul style="list-style-type: none"> • Click the Find on Map button to the right of the Lat and Lon fields.

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Scenario Steps


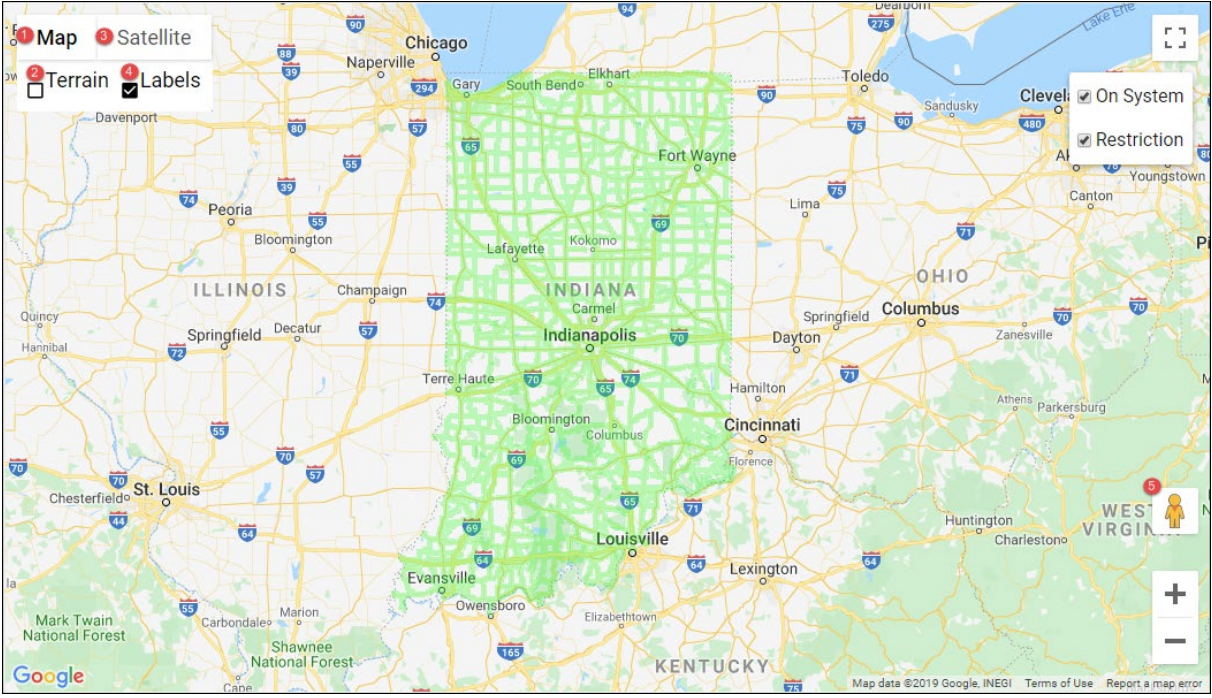


Step	Description
	<p>The Find Lat Lon on Map screen will be displayed.</p>  <ul style="list-style-type: none">• Enter the name of a city or town within the State in the Focus City field.  <ul style="list-style-type: none">• Click the Go button. <p><i>The map will center to the city or town entered and will zoom to a set level.</i></p> <p>Note: If the Done button is clicked instead of the Go button, the user will be returned to the Enter Trip Panel to make a different routing selection.</p>

Scenario Steps

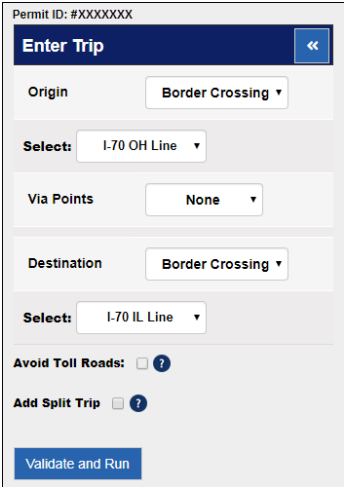
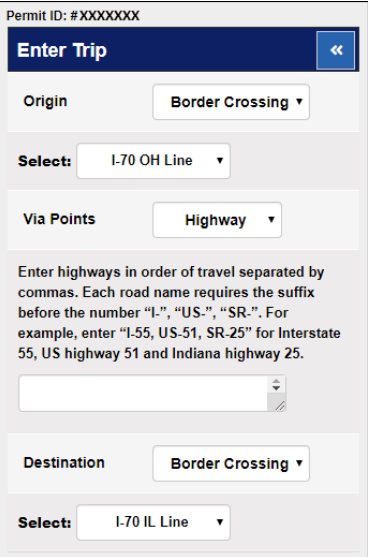
Step	Description
7.	<p data-bbox="203 325 479 357">Using the Drag Map Tool</p> <ul data-bbox="203 378 1274 451" style="list-style-type: none"><li data-bbox="203 378 1274 451">• Select Lat/Lon / Map from the Origin and/or Destination dropdown list in the Enter Trip Panel. <i>The fields will change to allow users to enter latitude and longitude coordinates.</i> <div data-bbox="243 472 641 976"></div> <ul data-bbox="203 997 958 1071" style="list-style-type: none"><li data-bbox="203 997 958 1071">• Click the Find on Map button to the right of the Lat and Lon fields. <i>The Find Lat Lon on Map screen will be displayed.</i> <div data-bbox="243 1081 1063 1627"></div> <ul data-bbox="203 1648 1055 1827" style="list-style-type: none"><li data-bbox="203 1648 1055 1680">• Leave the Drag Map radio button selected. This is the default radio button.<li data-bbox="203 1690 600 1722">• Place the cursor in the map area.<li data-bbox="203 1732 665 1764">• Click and hold the mouse button down.<li data-bbox="203 1774 503 1806">• Drag the cursor around. <p data-bbox="235 1837 673 1869"><i>The map area will move with the cursor.</i></p>

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Scenario Steps

Step	Description																								
8.	<p>Google Map Tools</p> <p>IN OSOWPS interfaces with Google Maps. Google Maps provides additional tools for navigating the map.</p> <p>Note: The following tools are provided by Google Maps and could change at any time. PSDC has no control over the availability of these tools.</p> <p align="center">Google Map Tools</p> <table border="1"> <thead> <tr> <th>Legend</th> <th>Element</th> <th>Symbol</th> <th>Function</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Map button</td> <td><input type="checkbox"/> Map</td> <td>The Map button allows the user to toggle to Map view.</td> </tr> <tr> <td>2</td> <td>Terrain checkbox</td> <td><input type="checkbox"/> Terrain</td> <td>The Terrain checkbox allows the user to view terrain on the map.</td> </tr> <tr> <td>3</td> <td>Satellite button</td> <td><input type="checkbox"/> Satellite</td> <td>The Satellite button allows the user to toggle to Satellite view.</td> </tr> <tr> <td>4</td> <td>Labels checkbox</td> <td><input checked="" type="checkbox"/> Labels</td> <td>The Labels checkbox allows the user to turn labels on the map on and off.</td> </tr> <tr> <td>5</td> <td>Pegman icon</td> <td></td> <td>The Pegman icon allows users to view a specific location on the map, in Street view.</td> </tr> </tbody> </table>  <p>The screenshot shows a Google Maps interface with a map of Indiana highlighted in green. The top-left corner contains navigation controls: 'Map' (selected), 'Satellite', 'Terrain', and 'Labels' (checked). The bottom-right corner shows a 'Pegman' icon (labeled '5') and zoom controls. A 'WEST VIRGINIA' label is visible on the right side of the map.</p>	Legend	Element	Symbol	Function	1	Map button	<input type="checkbox"/> Map	The Map button allows the user to toggle to Map view.	2	Terrain checkbox	<input type="checkbox"/> Terrain	The Terrain checkbox allows the user to view terrain on the map.	3	Satellite button	<input type="checkbox"/> Satellite	The Satellite button allows the user to toggle to Satellite view.	4	Labels checkbox	<input checked="" type="checkbox"/> Labels	The Labels checkbox allows the user to turn labels on the map on and off.	5	Pegman icon		The Pegman icon allows users to view a specific location on the map, in Street view.
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Scenario Steps

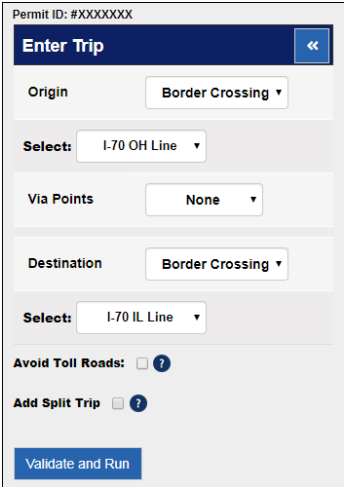
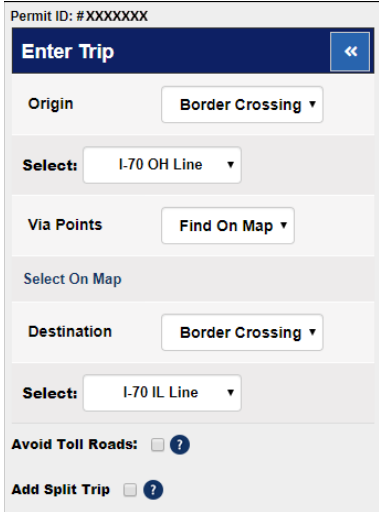
Step	Description
9.	<p>Using Via Points – Highway</p> <p>The Via Highways routing method is for use when editing the route. It is recommended that the user first try to create the route with only an Origin and Destination. If the desired route is not generated, edit the route by expanding the Enter Trip Panel and adding Via Highways or Via Points.</p> <ul style="list-style-type: none"> Expand the Enter Trip Panel by clicking the Expand Chevron. <p><i>The Enter Trip Panel will be displayed.</i></p>  <p>The screenshot shows the 'Enter Trip' panel with the following settings: Permit ID: #XXXXXXXX, Origin: Border Crossing, Select: I-70 OH Line, Via Points: None, Destination: Border Crossing, Select: I-70 IL Line, Avoid Toll Roads: [] [?], Add Split Trip: [] [?], and a 'Validate and Run' button.</p> <ul style="list-style-type: none"> Select the Highway option from the Via Points dropdown list. <p><i>The Highway Names field will be displayed.</i></p>  <p>The second screenshot shows the 'Enter Trip' panel with the following settings: Permit ID: #XXXXXXXX, Origin: Border Crossing, Select: I-70 OH Line, Via Points: Highway, Destination: Border Crossing, Select: I-70 IL Line. Below the 'Via Points' dropdown, there is a text input field with a help icon. The text below the input field reads: 'Enter highways in order of travel separated by commas. Each road name requires the suffix before the number "I-", "US-", "SR-". For example, enter "I-55, US-51, SR-25" for Interstate 55, US highway 51 and Indiana highway 25.'</p>

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Step	Description									
	<ul style="list-style-type: none"> Enter the names of roadways that the system should use to generate the route in the Highway Names field in the order of travel separated by commas. <p>Note: It is best to not duplicate the Origin and/or Destination in the list of Via Highways.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Permit ID: #XXXXXXXX</p> <div style="background-color: #003366; color: white; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Enter Trip << </div> <p>Origin Border Crossing ▾</p> <hr/> <p>Select: I-70 OH Line ▾</p> <hr/> <p>Via Points Highway ▾</p> <p style="font-size: small;">Enter highways in order of travel separated by commas. Each road name requires the suffix before the number "L", "US-", "SR-". For example, enter "I-55, US-51, SR-25" for Interstate 55, US highway 51 and Indiana highway 25.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> SR-103,SR-38,US-36 </div> <p>Destination Border Crossing ▾</p> <hr/> <p>Select: I-70 IL Line ▾</p> </div> <ul style="list-style-type: none"> Click the Validate and Run button. <p>Note: 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.</p> <p>For best results, use the official INDOT Highway Names:</p> <p style="text-align: center;">INDOT Highway Names</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Road Type</th> <th style="background-color: #003366; color: white;">Naming Convention</th> <th style="background-color: #003366; color: white;">Examples</th> </tr> </thead> <tbody> <tr> <td>Interstate Highways</td> <td>I-XX where XX is the route number</td> <td>I-275</td> </tr> <tr> <td>US Highways</td> <td>US-XX where XX is the route number</td> <td>US-36</td> </tr> </tbody> </table>	Road Type	Naming Convention	Examples	Interstate Highways	I-XX where XX is the route number	I-275	US Highways	US-XX where XX is the route number	US-36
Road Type	Naming Convention	Examples								
Interstate Highways	I-XX where XX is the route number	I-275								
US Highways	US-XX where XX is the route number	US-36								

Scenario Steps

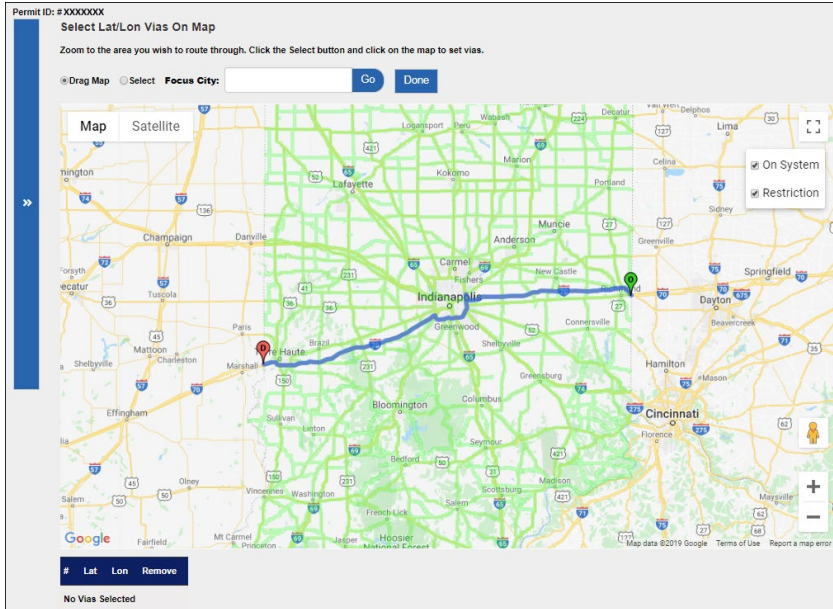
Step	Description
10.	<p><u>Using Via Points – Find on Map</u></p> <p>The Via Points routing method is for use when editing the route. It is recommended that the user first try to create the route with only an Origin and Destination. If the desired route is not generated, edit the route by expanding the Enter Trip Panel and adding Via Highways or Via Points.</p> <ul style="list-style-type: none"> Expand the Enter Trip Panel by clicking the Expand Chevron. <p><i>The Enter Trip Panel will be displayed.</i></p>  <p>The screenshot shows the 'Enter Trip' panel with the following settings: Permit ID: #XXXXXXXX, Origin: Border Crossing, Select: I-70 OH Line, Via Points: None, Destination: Border Crossing, Select: I-70 IL Line, Avoid Toll Roads: [] [?], Add Split Trip: [] [?], and a 'Validate and Run' button.</p> <ul style="list-style-type: none"> Select the Find on Map option from the Via Points dropdown list. <p><i>The Select on Map link will be displayed.</i></p>  <p>The screenshot shows the 'Enter Trip' panel with the following settings: Permit ID: #XXXXXXXX, Origin: Border Crossing, Select: I-70 OH Line, Via Points: Find On Map, Select On Map (link), Destination: Border Crossing, Select: I-70 IL Line, Avoid Toll Roads: [] [?], Add Split Trip: [] [?].</p> <ul style="list-style-type: none"> Click the Select on Map link.

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Scenario Steps

Step	Description
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The Select Lat/Lon Vias on Map screen will be displayed.



- Zoom in and move around the map. Be sure to zoom in very close to click a location on the map as a Via Point.
- Select a Via Point by clicking the **Select** radio button and clicking the map in the selected location to add a Via Point.

The Via Point selected will be added to the list beneath the map and a numbered marker will be added to the map.

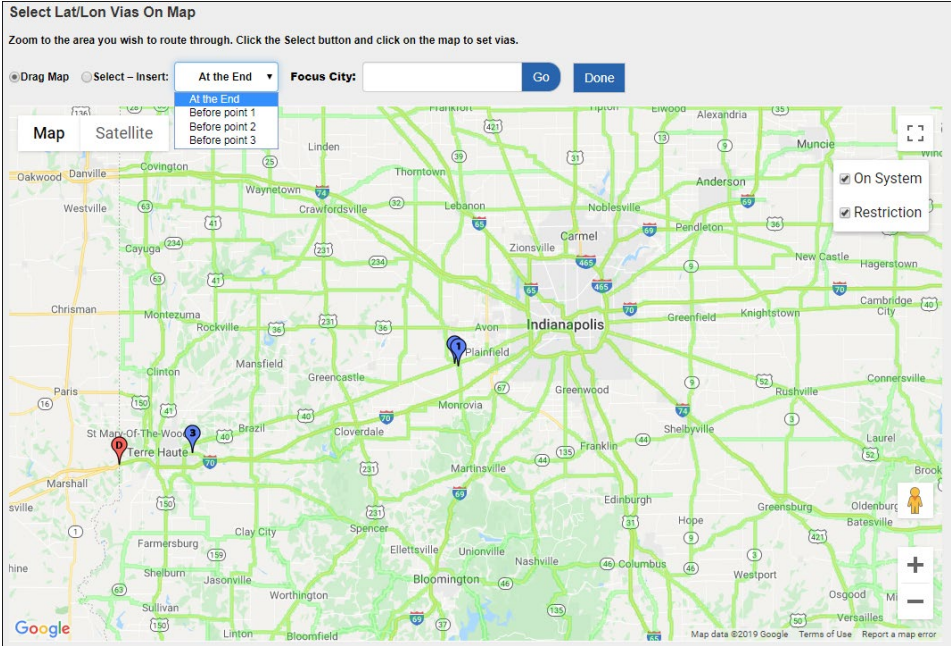
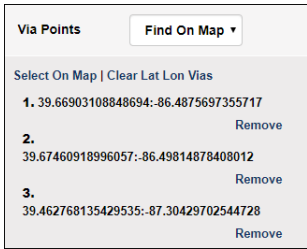
#	Lat	Lon	Remove
1	39.66903108848694	-86.4875697355717	Remove
2	39.67460918996057	-86.49814878408012	Remove
3	39.462768135429535	-87.30429702544728	Remove

*The same Via Point location will be placed in the **Via Points** section of the **Enter Trip Panel**.*

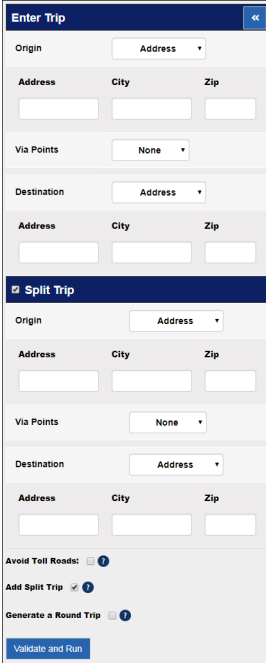
Via Points	Find On Map ▾
Select On Map Clear Lat Lon Vias	
1. 39.66903108848694:-86.4875697355717	Remove
2. 39.67460918996057:-86.49814878408012	Remove
3. 39.462768135429535:-87.30429702544728	Remove

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Scenario Steps

Step	Description										
	<ul style="list-style-type: none">• Add additional Via Points to the list by repeating the previous steps. <p>Note: When selecting each Via Point, decide if this point should be added to the end of the list or before a specific Via Point.</p>  <p><i>Via Points can be individually removed from the list by clicking the Remove link on the line. The entire list can be removed by clicking the Clear Lat Lon Vias link in the Via Points section on the left.</i></p>  <table border="1"><thead><tr><th>Via Points</th><th>Find On Map</th></tr></thead><tbody><tr><td>Select On Map Clear Lat Lon Vias</td><td></td></tr><tr><td>1. 39.66903108848694: -86.4875697355717</td><td>Remove</td></tr><tr><td>2. 39.67460918996057: -86.49814878408012</td><td>Remove</td></tr><tr><td>3. 39.462768135429535: -87.30429702544728</td><td>Remove</td></tr></tbody></table> <ul style="list-style-type: none">• Click the Done button once finished. <p><i>The Via Points will be entered into the trip between the Origin and Destination.</i></p> <p>Note: 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. It is best to not duplicate the Origin and Destination in the list of Find on Map vias.</p>	Via Points	Find On Map	Select On Map Clear Lat Lon Vias		1. 39.66903108848694: -86.4875697355717	Remove	2. 39.67460918996057: -86.49814878408012	Remove	3. 39.462768135429535: -87.30429702544728	Remove
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Scenario Steps

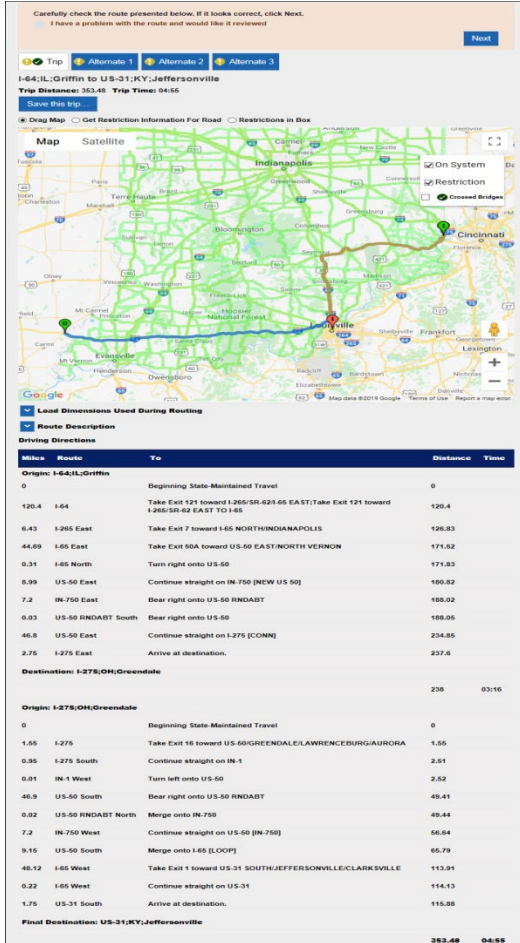
Step	Description
11.	<p><u>Generating a Split Trip</u></p> <p>Split Trips are two or more separate routes under the same permit. Split trip permits are used when vehicle and load will leave the state maintained road network and re-enter on the same or different road segment or when a vehicle and load must travel on off-system roadways in the middle of a route.</p> <p>Note: Permits containing a split trip cannot be self-issued and will be sent to the Permit Office for review and approval before the permit can be issued.</p> <ul style="list-style-type: none"> • Select the Add Split Trip checkbox in the Enter Trip Panel. <p><i>An additional Enter Trip Panel for the Split Trip will be displayed.</i></p>  <ul style="list-style-type: none"> • Choose the Origin and Destination for each leg of the trip. <p>Note: Split trips can be routed over specified roadways as described in Using Via Points – Highway on page 153. Users can also route split trips through specified locations as described in Using Via Points – Find on Map on page 155.</p> <ul style="list-style-type: none"> • Click the Validate and Run button. <p>Note: 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. It is best to not duplicate the Origin and/or Destination in the list of Find on Map vias.</p>

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Scenario Steps

Step	Description
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The Trip Results Panel will be displayed. Refer to Scenario 31 – Working With Your Trip Results on page 163 for more information.



The driving directions will be split for each leg of the Split Trip.

- Click the **Next** button to continue the Order Permits process.

Note: New information will not be saved if the user clicks the **Back** button before saving or before going to the next screen.

Note: On the **Order Permits: Permit Summary** screen users have the option to **Delete Permit**, click the **Save and Exit** button to save any progress and return to the **Company Dashboard**, or to **Submit**.

Note: If IN OSOWPS is unable to generate a route based on the Origin and Destination submitted in the **Enter Trip Panel**, the **Validation Results Panel** is used to inform the user why the trip failed and provide alternative routing points to enter to calculate the desired route of travel. Refer to **Validation Results Panel** on page 161 for more information.

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Scenario Steps

Step	Description
12.	<p><u>Load Saved Trips</u></p> <p>The Load Saved Trip feature allows a user to use the Origin, Destination, and other routing points from a previously saved trip. The system will always validate the route and provide a route based on current restrictions.</p> <p>Note: Refer to To Save This Trip on page 166 for more information on how to save a trip.</p> <ul style="list-style-type: none"> • Select a trip from the Load Saved Trip dropdown list in the Enter Trip Information Panel. • Click the Load Trip button. <div data-bbox="245 611 807 781" data-label="Image"> </div> <p><i>The routing information will be populated in the Enter Trip Panel.</i></p> <div data-bbox="245 842 1266 1375" data-label="Image"> </div> <p>Note: The routing options can be edited or kept the same.</p> <ul style="list-style-type: none"> • Click the Validate and Run button. <p><i>The Trip Results Panel will be displayed.</i></p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p>

Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Click the Next button to continue the Order Permits process. <p>Note: If the route has been validated and the Back button is clicked, a Do you want to save trip information message will be displayed.</p> <ul style="list-style-type: none"> Click the OK button to save the route information. Click the Cancel button to go back without saving. <p>Note: On the <i>Order Permits: Permit Summary</i> screen users have the option to Delete Permit, click the Save and Exit button to save any progress and return to the Company Dashboard, or to Submit.</p>
13.	<p><u>Validation Results Panel</u></p> <p>If IN OSOWPS is unable to generate a route based on the Origin and Destination submitted in the Enter Trip Panel, the Validation Results Panel is used to inform the user why the trip failed and provide alternative routing points to enter to calculate the desired route of travel. If the location entered was found, but is not on a state maintained road, the Select On-System Road button will be displayed to allow the user to select a point from the map.</p> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Validation Results for Main Trip</p> <div style="background-color: #f8d7da; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-weight: bold; font-size: 0.9em;">Origin Location Not Found</p> <p style="font-size: 0.8em;">340 Atwater St Handy not found. Please check spelling.</p> </div> <div style="background-color: #d4edda; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-weight: bold; font-size: 0.9em;">Destination Location Is Valid</p> <p style="font-size: 0.8em;">2903 Hoosier Heartland Hwy Lafayette is a valid location.</p> </div> </div> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Validation Results for Main Trip</p> <div style="background-color: #fff3cd; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-weight: bold; font-size: 0.9em;">Origin Location Needs Attention</p> <p style="font-size: 0.8em;">The address you entered was found, but it is not on state maintained roads. Type in another address or select an on-system road near the address on the map.</p> <div style="background-color: #007bff; color: white; text-align: center; padding: 2px 10px; font-weight: bold; font-size: 0.8em; margin-top: 5px;"> Select On-System Road </div> </div> </div>

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Scenario Steps

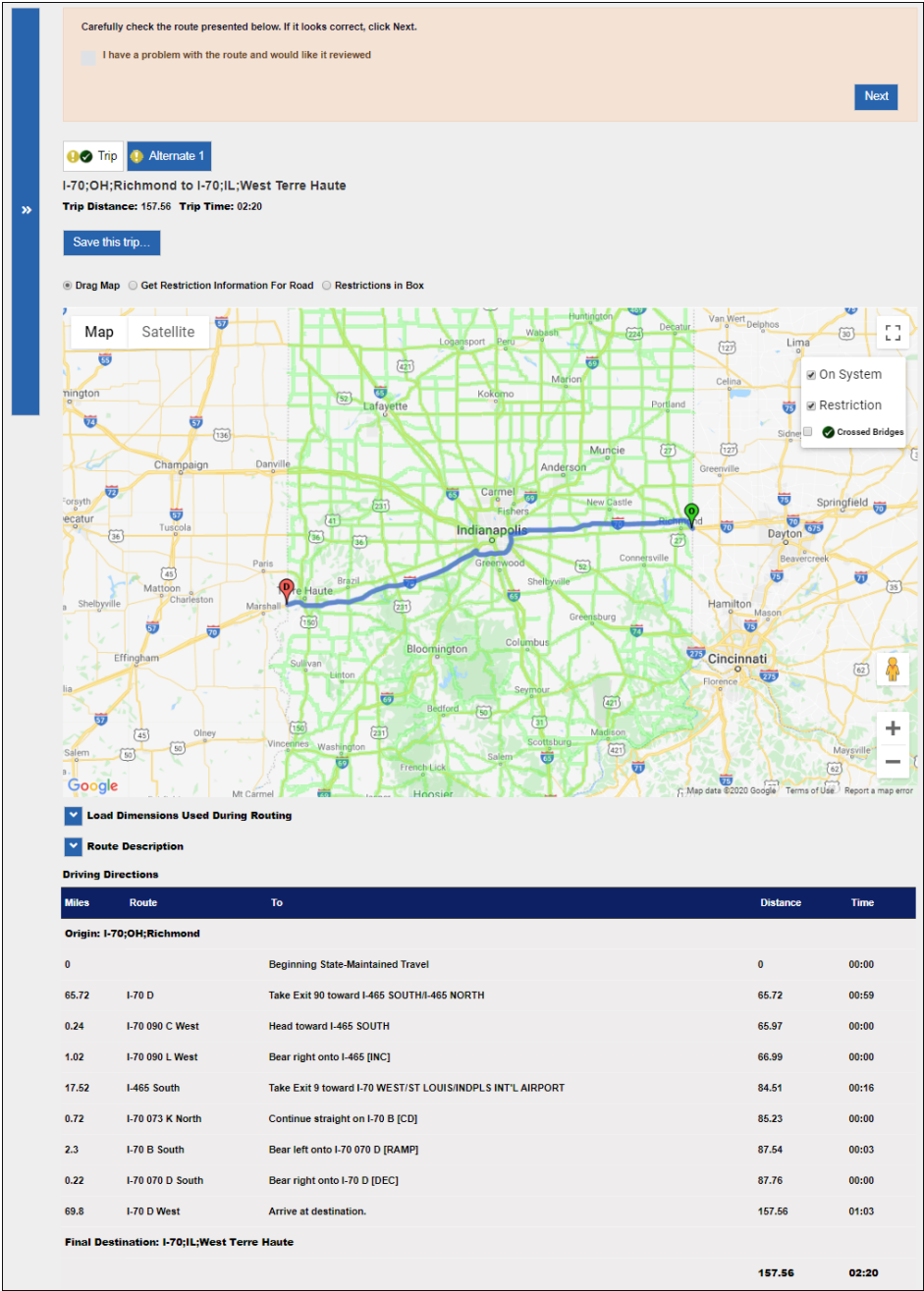
Step	Description																				
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Element</th> <th style="background-color: #002060; color: white;">Function</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>Submitted routing point</td> </tr> <tr> <td rowspan="5">Type</td> <td>Routing point type selected from the Enter Trip Panel</td> </tr> <tr> <td>Address</td> <td>Route point is a street address and city/town, and/or ZIP code</td> </tr> <tr> <td>Intersection</td> <td>Route point is the intersection of two roadways The user has the option of specifying a city/town.</td> </tr> <tr> <td>Border Crossing</td> <td>Route point is a Border Crossing</td> </tr> <tr> <td>Lat/Lon / Map</td> <td>Route point is a location on the map manually selected by the user or entered latitude and longitude coordinates</td> </tr> <tr> <td>Alternatives</td> <td>Potential routing points based on the information entered in the Enter Trip Panel</td> </tr> <tr> <td>Select On System Road</td> <td>Click to display the map and manually select a point on the map</td> </tr> <tr> <td>Edit Route Expand Chevron</td> <td>Click to return to the Enter Trip Panel to re-enter the route point information</td> </tr> </tbody> </table>	Element	Function	Location	Submitted routing point	Type	Routing point type selected from the Enter Trip Panel	Address	Route point is a street address and city/town, and/or ZIP code	Intersection	Route point is the intersection of two roadways The user has the option of specifying a city/town.	Border Crossing	Route point is a Border Crossing	Lat/Lon / Map	Route point is a location on the map manually selected by the user or entered latitude and longitude coordinates	Alternatives	Potential routing points based on the information entered in the Enter Trip Panel	Select On System Road	Click to display the map and manually select a point on the map	Edit Route Expand Chevron	Click to return to the Enter Trip Panel to re-enter the route point information
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Scenario 31 – Working With Your Trip Results

This scenario details the steps needed to understand the trip results after a route is generated.

Scenario Steps

Step	Description																																																																	
1.	<p>Once an Origin and Destination have been entered and the user has clicked the Validate and Run button, the Trip Results Panel will be displayed.</p>  <p>The screenshot shows the Trip Results Panel with the following details:</p> <ul style="list-style-type: none"> Buttons: Trip, Alternate 1 Route: I-70;OH;Richmond to I-70;IL;West Terre Haute Trip Distance: 157.56, Trip Time: 02:20 Map: Shows a route from Richmond, OH to West Terre Haute, IN. Map Controls: Drag Map, Get Restriction Information For Road, Restrictions in Box Map Legend: On System, Restriction, Crossed Bridges Map Dimensions Used During Routing Route Description Driving Directions Table: <table border="1"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td colspan="5">Origin: I-70;OH;Richmond</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>65.72</td> <td>I-70 D</td> <td>Take Exit 90 toward I-465 SOUTH/I-465 NORTH</td> <td>65.72</td> <td>00:59</td> </tr> <tr> <td>0.24</td> <td>I-70 090 C West</td> <td>Head toward I-465 SOUTH</td> <td>65.97</td> <td>00:00</td> </tr> <tr> <td>1.02</td> <td>I-70 090 L West</td> <td>Bear right onto I-465 [INC]</td> <td>66.99</td> <td>00:00</td> </tr> <tr> <td>17.52</td> <td>I-465 South</td> <td>Take Exit 9 toward I-70 WEST/ST LOUIS/INDOPLS INT'L AIRPORT</td> <td>84.51</td> <td>00:16</td> </tr> <tr> <td>0.72</td> <td>I-70 073 K North</td> <td>Continue straight on I-70 B [CD]</td> <td>85.23</td> <td>00:00</td> </tr> <tr> <td>2.3</td> <td>I-70 B South</td> <td>Bear left onto I-70 070 D [RAMP]</td> <td>87.54</td> <td>00:03</td> </tr> <tr> <td>0.22</td> <td>I-70 070 D South</td> <td>Bear right onto I-70 D [DEC]</td> <td>87.76</td> <td>00:00</td> </tr> <tr> <td>69.8</td> <td>I-70 D West</td> <td>Arrive at destination.</td> <td>157.56</td> <td>01:03</td> </tr> <tr> <td colspan="5">Final Destination: I-70;IL;West Terre Haute</td> </tr> <tr> <td></td> <td></td> <td></td> <td>157.56</td> <td>02:20</td> </tr> </tbody> </table>	Miles	Route	To	Distance	Time	Origin: I-70;OH;Richmond					0		Beginning State-Maintained Travel	0	00:00	65.72	I-70 D	Take Exit 90 toward I-465 SOUTH/I-465 NORTH	65.72	00:59	0.24	I-70 090 C West	Head toward I-465 SOUTH	65.97	00:00	1.02	I-70 090 L West	Bear right onto I-465 [INC]	66.99	00:00	17.52	I-465 South	Take Exit 9 toward I-70 WEST/ST LOUIS/INDOPLS INT'L AIRPORT	84.51	00:16	0.72	I-70 073 K North	Continue straight on I-70 B [CD]	85.23	00:00	2.3	I-70 B South	Bear left onto I-70 070 D [RAMP]	87.54	00:03	0.22	I-70 070 D South	Bear right onto I-70 D [DEC]	87.76	00:00	69.8	I-70 D West	Arrive at destination.	157.56	01:03	Final Destination: I-70;IL;West Terre Haute								157.56	02:20
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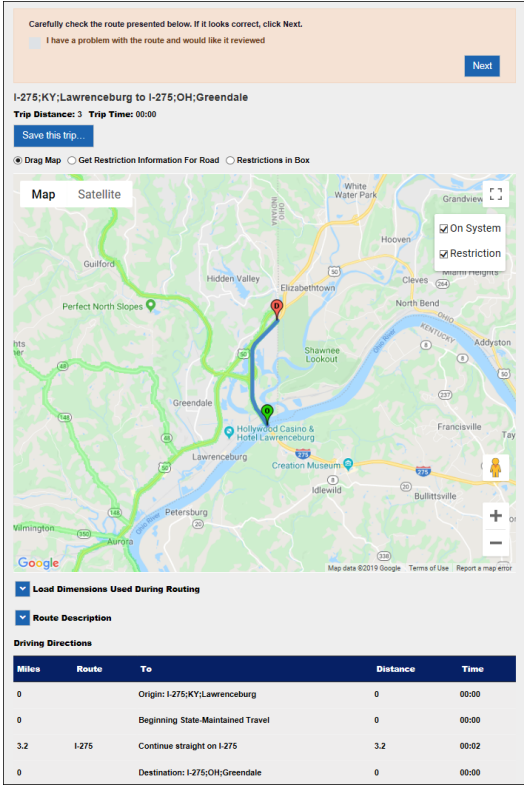
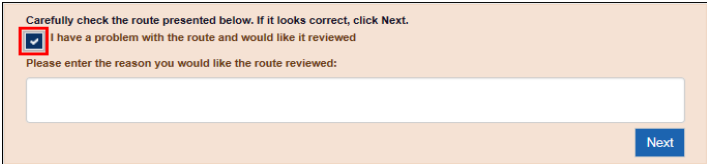
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Scenario Steps

Step	Description																																
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An empty field will be displayed to add notes describing the reason for the route review request.</td> </tr> <tr> <td>Trips</td> <td>The generated trip and any alternate routes calculated</td> </tr> <tr> <td>Origin/Destination</td> <td>The Origin and final Destination of the current route</td> </tr> <tr> <td>Trip Distance</td> <td>The total distance of the calculated trip in miles</td> </tr> <tr> <td>Trip Time</td> <td>The estimated traveling time for the vehicle and load calculated</td> </tr> <tr> <td>Save this trip... link</td> <td>Click the Save this trip link to name this trip and have it recalled for future permit applications. Refer to To Save This Trip on page 166 for more information.</td> </tr> <tr> <td>Drag Map</td> <td>This radio button allows users to click on the map and drag it to view different areas of the map. Refer to Drag Map on page 167 for more information. Note: This is the default radio button.</td> </tr> <tr> <td>Get Restriction Information for Road</td> <td>Select this radio button to view restriction information for a red highlighted road segment on the map. After clicking this option, click the road segment in question. Users must be zoomed in very close. Refer to Restrictions Affecting a Route on page 167 for more information.</td> </tr> <tr> <td>Restrictions in Box</td> <td>Select this radio button and then click the Select area button to view the restrictions for multiple roadways. Resize the box and zoom in so the area is clearly seen within the box. Refer to Restrictions in Box on page 169 for more information.</td> </tr> <tr> <td>Map Area</td> <td>The roadways that are restricted for the current vehicle and load are displayed on the map as red highlights. The Zoom tool provides methods to quickly zoom in and out of the Map Area.</td> </tr> <tr> <td>Load Dimensions Used During Routing</td> <td>Expand this section to view the load dimensions used in the permit application. Refer to Trip Results: Load Dimensions Used During Routing on page 171 for more information.</td> </tr> <tr> <td>Route Description</td> <td>Expand this section to view the abbreviated route without the turn-by-turn driving directions, distance, and time calculations. The abbreviated route mimics manual routing terminology. Refer to Trip Results: Route Description on page 172 for more information.</td> </tr> <tr> <td>Driving Directions</td> <td>This section will display the detailed turn-by-turn driving directions, distance, and time calculations.</td> </tr> </tbody> </table>	Element	Description	Next button	Click the Next button to proceed to the next page in the Order Permits process once routing is complete.	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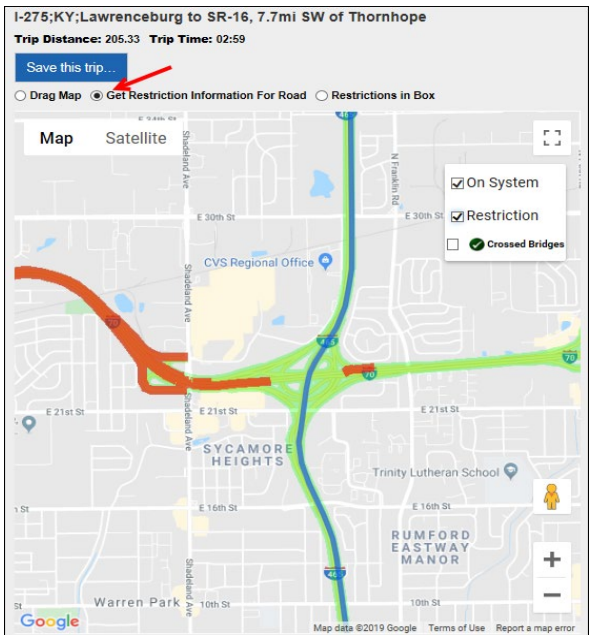
Step	Description																									
2.	<p><u>To Submit a Route for Manual Review</u></p> <p>A route may be submitted for manual review if the user is unable to get the route needed for travel. If the user is unable to get the necessary route due to restrictions, a State User may be able to obtain temporary override permission if the load is needed in the restricted area. Enter the Origin and Destination and click the Validate and Run button before submitting a route for manual review.</p> <ul style="list-style-type: none"> • Generate a route as part of a permit application as described in Scenario 30 – Generating a Route on page 134. <i>The Trip Results Panel will be displayed showing the details of the generated route.</i>  <p>Driving Directions</p> <table border="1"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td>Origin: I-275:KY:Lawrenceburg</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>3.2</td> <td>I-275</td> <td>Continue straight on I-275</td> <td>3.2</td> <td>00:02</td> </tr> <tr> <td>0</td> <td></td> <td>Destination: I-275:OH:Greendale</td> <td>0</td> <td>00:00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Check the box next to I have a problem with the route and would like it reviewed.  <ul style="list-style-type: none"> • Enter the reason for the route review in the text box. • Click the Next button to continue the Order Permits process. <p>The permit application will be submitted to the Permit Office for review and routing assistance.</p>	Miles	Route	To	Distance	Time	0		Origin: I-275:KY:Lawrenceburg	0	00:00	0		Beginning State-Maintained Travel	0	00:00	3.2	I-275	Continue straight on I-275	3.2	00:02	0		Destination: I-275:OH:Greendale	0	00:00
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Scenario Steps


Step	Description
3.	<p><u>Alternate Routes</u></p> <p>By default, the system will display the “preferred” route in the Trip Results Panel; however, there will be times when alternate routes are also available. <i>The alternate routes will be displayed above the Origin and Destination.</i></p> <div data-bbox="207 464 982 680" data-label="Image"> </div> <ul style="list-style-type: none"> • Click the Alternate X button to view the route on the map. • Continue viewing the alternate routes until the desired route is determined. • Click the Next button to proceed with the Order Permits process.
4.	<p><u>To Save This Trip</u></p> <ul style="list-style-type: none"> • Generate a route as part of a permit application as described in Scenario 30 – Generating a Route on page 134. <i>The Trip Results Panel will be displayed.</i> • Click the Save this trip... link to open the Save Trip window. <div data-bbox="240 1098 1144 1362" data-label="Image"> </div> <p><i>The Save Trip window will be displayed.</i></p> <div data-bbox="240 1436 678 1669" data-label="Image"> </div> <ul style="list-style-type: none"> • Enter a name for the trip in the Save Trip As field. • Click the Save Trip button or click the Cancel button to exit the Save Trip box and return to the Trip Results Panel without saving. If saved, the Origin, Destination and other routing points are saved to recall for a later permit. Refer to Load Saved Trips on page 160 for more information on how to load a previously saved trip.

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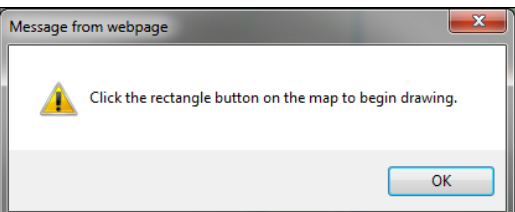

Scenario Steps

Step	Description
5.	<p><u>Drag Map</u></p> <p>Drag Map allows users to click on the map and drag it to view different areas of the map. Refer to XX on page XX for more information.</p>
6.	<p><u>Restrictions Affecting a Route</u></p> <p>After generating a route, restrictions that apply to the vehicle and load dimensions used during the Order Permits process will be displayed on the map as red highlights. Viewing the details for these restrictions can assist in identifying the areas where travel is restricted for the specific load size.</p> <ul style="list-style-type: none">• Select the Get Restriction Information For Road radio button above the map area.  <p>The screenshot shows a Google Maps interface with a route from Lawrenceburg to SR-16, 7.7mi SW of Thornhope. The trip distance is 205.33 and the trip time is 02:59. There are three radio buttons: 'Drag Map', 'Get Restriction Information For Road' (selected), and 'Restrictions in Box'. A red arrow points to the 'Get Restriction Information For Road' button. The map shows a route with red highlights indicating restrictions. A legend on the right shows 'On System' and 'Restriction' checked, and 'Crossed Bridges' unchecked.</p>

Scenario Steps

Step	Description
	<ul style="list-style-type: none">• Zoom to a level where the restricted roadway to be examined can be clearly seen.• Click the restricted roadway. <p><i>The Restriction Information screen will be displayed for the selected roadway.</i></p> <p>Note: The Restriction Information screen will list any restrictions associated to the particular road segment that was selected. Each restriction will include the official Indiana text for that restriction and the associated dimension(s). At least one of the restrictions for that section will apply to the vehicle and load being routed since it was highlighted in red.</p> <div data-bbox="207 646 657 1003"></div> <p>Note: If a No restrictions found message is displayed, click the OK button, zoom in closer on the map and be sure to click the road segment that is highlighted in red.</p> <ul style="list-style-type: none">• Click the Close button to exit the Restriction Information screen and return to the Trip Results Panel.• Click the Next button to continue the Order Permits process.

Scenario Steps

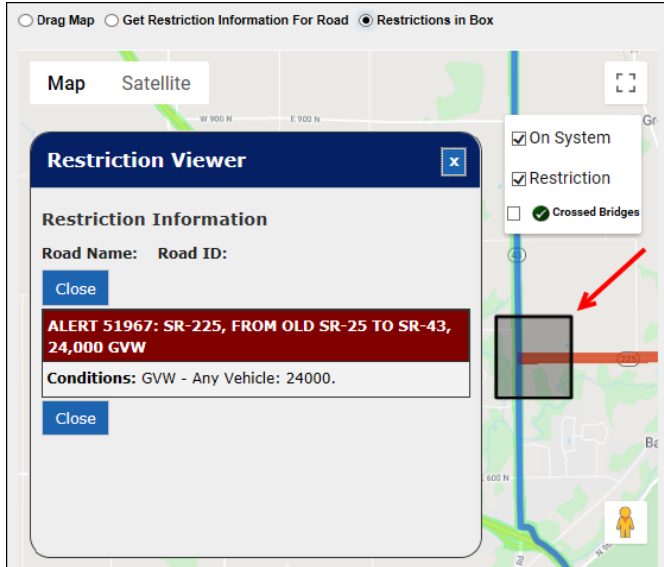
Step	Description
7.	<p data-bbox="203 325 414 357"><u>Restrictions in Box</u></p> <p data-bbox="203 378 1453 483">From the Trip Results Panel, users can view restrictions by clicking the restricted road segment as described in Restrictions Affecting a Route on page 167, or users can draw a box on the map to display all restrictions within the shape.</p> <ul data-bbox="203 504 1015 535" style="list-style-type: none">• Select the Restrictions in Box radio button from the Trip Results Panel.  <p data-bbox="235 1039 682 1071"><i>The following message will be displayed.</i></p>  <ul data-bbox="203 1323 917 1396" style="list-style-type: none">• Click the OK button. <p data-bbox="235 1365 917 1396"><i>A hand and a rectangle will appear at the top of the map area.</i></p>  <ul data-bbox="203 1501 1128 1533" style="list-style-type: none">• Zoom to a level where the restricted roadway to be examined can be clearly seen.

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Scenario Steps

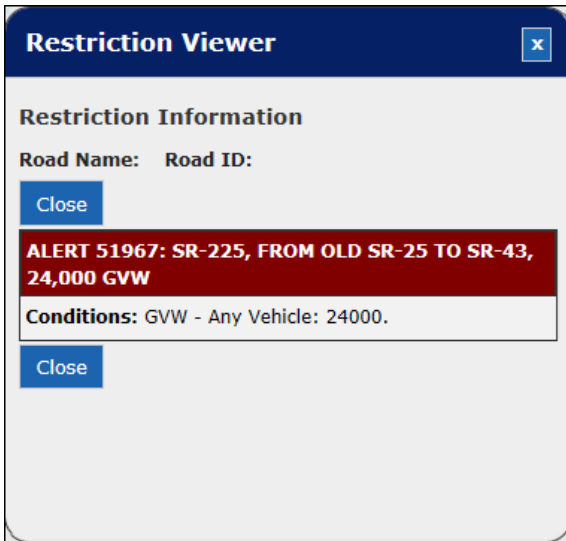
Step	Description
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- Click the rectangle box and drag over restricted area to form a box.



The **Restriction Viewer** screen will be displayed.

All restrictions contained within the highlighted area on the map are listed on the **Restriction Information** screen.




Note: If there are a large number of restrictions displayed, reduce the size of the box for the best results.

- Click the **Close** button to return to the **Trip Results Panel**.

Scenario Steps

Step	Description																						
8.	<p><u>Trip Results: Route Details</u></p> <p>This section of the Trip Results Panel provides details about the load and roadways used in the current route. This information is also available in the Permit Details. Refer to Scenario 19 – Permit Details on page 64.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> ▼ Load Dimensions Used During Routing </div> <div style="background-color: #f0f0f0; padding: 5px;"> ▼ Route Description </div> </div> <p style="text-align: center;">Trip Results: Route Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Elements</th> <th style="background-color: #003366; color: white;">Functions</th> </tr> </thead> <tbody> <tr> <td>Load Dimensions Used During Routing</td> <td>Expand this section to view the load dimensions used during the Order Permits process.</td> </tr> <tr> <td>Route Description</td> <td>Expand this section to view the abbreviated route without the turn-by-turn driving directions, distance, and time calculations. The abbreviated route mimics manual routing terminology.</td> </tr> </tbody> </table>	Elements	Functions	Load Dimensions Used During Routing	Expand this section to view the load dimensions used during the Order Permits process.	Route Description	Expand this section to view the abbreviated route without the turn-by-turn driving directions, distance, and time calculations. The abbreviated route mimics manual routing terminology.																
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9.	<p><u>Trip Results: Load Dimensions Used During Routing</u></p> <p>The Load Dimensions Used During Routing section will list the load dimensions entered during the Order Permits process. This is provided as an entry error checking feature to ensure that the route generated matches the truck and load parameters as intended.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> ▲ Load Dimensions Used During Routing </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Width:</td> <td style="width: 20%;">8 ft. 6 in.</td> <td style="width: 30%;">Height:</td> <td style="width: 20%;">13 ft. 6 in.</td> </tr> <tr> <td>Length:</td> <td>60 ft. 0 in.</td> <td>Weight:</td> <td>112000</td> </tr> </table> </div> <p style="text-align: center;">Trip Results: Route Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Elements</th> <th style="background-color: #003366; color: white;">Functions</th> </tr> </thead> <tbody> <tr> <td>Width</td> <td>Greatest width of the truck and load</td> </tr> <tr> <td>Height</td> <td>Greatest height of the truck and load</td> </tr> <tr> <td>Length</td> <td>Total length of the truck and load</td> </tr> <tr> <td>Weight</td> <td>Total weight of the truck and load</td> </tr> <tr> <td>Front Overhang</td> <td>Length of the load extending beyond the foremost point of the truck and load</td> </tr> <tr> <td>Rear Overhang</td> <td>Length of the load extending beyond the rearmost point of the truck and load</td> </tr> </tbody> </table>	Width:	8 ft. 6 in.	Height:	13 ft. 6 in.	Length:	60 ft. 0 in.	Weight:	112000	Elements	Functions	Width	Greatest width of the truck and load	Height	Greatest height of the truck and load	Length	Total length of the truck and load	Weight	Total weight of the truck and load	Front Overhang	Length of the load extending beyond the foremost point of the truck and load	Rear Overhang	Length of the load extending beyond the rearmost point of the truck and load
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Scenario Steps

Step	Description
10.	<p><u>Trip Results: Route Description</u></p> <p>The Route Description is an abbreviated route excluding turn-by-turn directions, distance, and time calculations. The abbreviated route mimics manual routing terminology. The Route Description will be displayed when the Expand Chevron icon is clicked.</p> <p>Note: Road conditions and closures will also be listed in this section.</p> <div style="text-align: center; margin: 10px 0;"> <p>Trip Results: Route Description</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p> Route Description</p> <p>==> I-275 KY Line <==I-275, IN-1 West, US-50 South, IN-48 West, IN-101 North, I-74 West, @ Exit 101 toward PLEASANT VIEW ROAD, I-465 C North, I-465 North, @ Exit 31 toward US-31 NORTH/WESTFIELD/KOKOMO, I-465 West, US-31 L North, US-31 North, US-35 West, IN-218 East, US-31 North, US-24 North, OLD US 24 SEC 2 East, I-69 East, @ Exit 354 toward SR-127/SR-120/ORLAND/FREMONT, I-69 North, IN-127 North, IN-120 East==> SR-120 MI Line <==</p> <p>**ALERT 88355: I-69, FROM CR-10 TO E 700 S, LANE CLOSURE There are alternating lane closures. The road is being repaved. Speed limit 55 MPH.**</p> <p>**ALERT 90736: I-275, FROM START OF I-275 TO END OF I-275, ROADWORK Bridge construction work is in progress. There are temporary lane markings. Speed limit 55 MPH.**</p> </div>

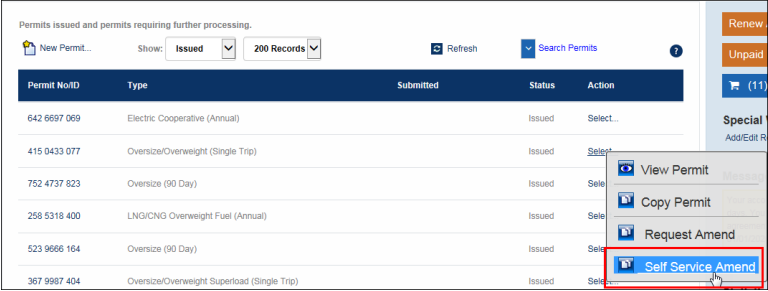
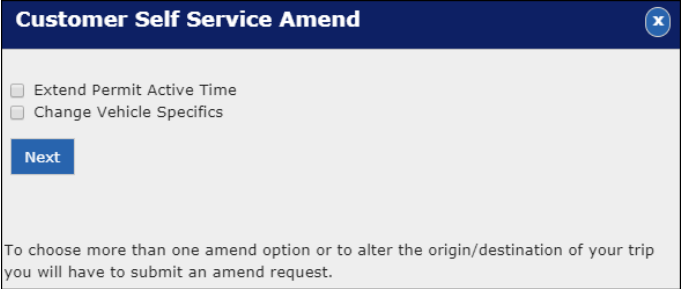
**Indiana Oversize/Overweight Permitting System
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Amends

Depending on the Permit Type and the reason for the amend, there are some Self-Service Amends that Customer Users can process themselves without any Permit Office interaction. Any other amend reasons outside of the Self-Service Amend reasons can only be **requested** by Customer Users. The Amend Requests must be reviewed and approved by a State User.

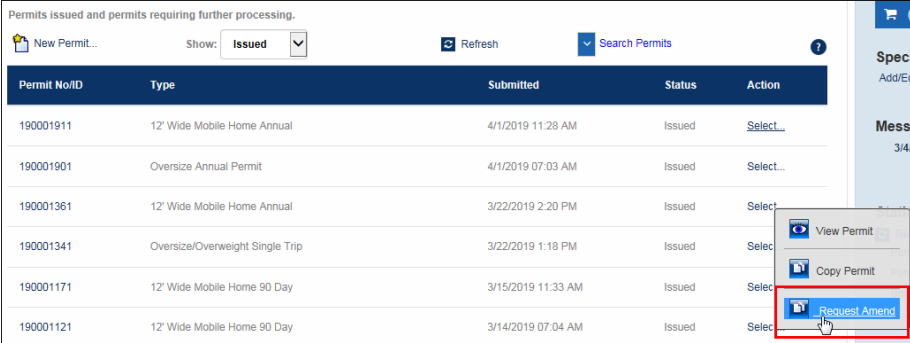
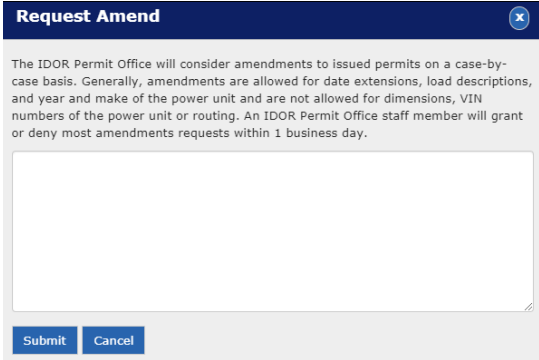
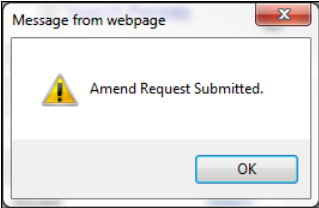
Scenario 32 – Requesting and Performing Amends

Scenario Steps

Step	Description
1.	<p><u>To Perform a Self-Service Amend</u></p> <p>Note: When applicable, Customer Users can perform a Self-Service Amend during the first 72 hours after the permit has been issued. After the 72 hour period, Self Service Amends are only allowed for date extensions on active (not expired) permits.</p> <ul style="list-style-type: none"> Click the Select... link in the Action column in the Permits Panel on the Company Dashboard. Click the Self Service Amend link.  <p>The screenshot shows a 'Permits Panel' with a table of permits. The table has columns for Permit No/ID, Type, Submitted, Status, and Action. The 'Action' column contains 'Select...' links. A context menu is open over one of the 'Select...' links, showing options: View Permit, Copy Permit, Request Amend, and Self Service Amend. The 'Self Service Amend' option is highlighted with a red box.</p>
2.	<p><i>The Customer Self Service Amend popup box will be displayed.</i></p>  <p>The screenshot shows a 'Customer Self Service Amend' popup box. It has a title bar with a close button. Below the title bar, there are two checkboxes: 'Extend Permit Active Time' and 'Change Vehicle Specifics'. A 'Next' button is located below the checkboxes. At the bottom of the popup, there is a note: 'To choose more than one amend option or to alter the origin/destination of your trip you will have to submit an amend request.'</p> <ul style="list-style-type: none"> Select a Self Service Amend option and complete the information needed. <p>Note: Amended permits must be paid for within 72 hours of the amend approval. If an amended permit remains in the Customer Shopping Cart for more than 72 hours with no payment, the Customer’s account will be suspended and the customer will not be able to order permits.</p>

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Scenario Steps

Step	Description
3.	<p>To Request an Amend</p> <ul style="list-style-type: none">Click the Select... link in the Action column in the Permits Panel on the Company Dashboard.Click the Request Amend link.  <p>The Request Amend window will be displayed.</p>  <ul style="list-style-type: none">Enter a reason for the Amend Request in the text box.Click the Submit button. <p>The Amend Request Submitted screen will be displayed.</p> 

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Scenario Steps

Step	Description
	<ul style="list-style-type: none">• Click the OK button. <p>The Amend Request will be sent to the Permit Office for processing.</p> <p>Note: If the Amend Request is approved, the user will receive notification that the amended permit has been sent to the Shopping Cart. The Shopping Cart can be accessed from the Company Dashboard. Refer to Scenario 22 – Shopping Cart on page 79 for more information. Once the Payment has been processed, the permit PDF will be sent via the delivery method selected during the Order Permits Process. The PDF will also be available from the Company Dashboard once the permit is approved. Customer Users will only have access to the most recent Permit PDF.</p> <p>Note: Amended permits must be paid for within 72 hours of the amend approval. If an amended permit remains in the Customer Shopping Cart for more than 72 hours, with no payment, the Customer's account will be suspended and the customer will not be able to order permits.</p>

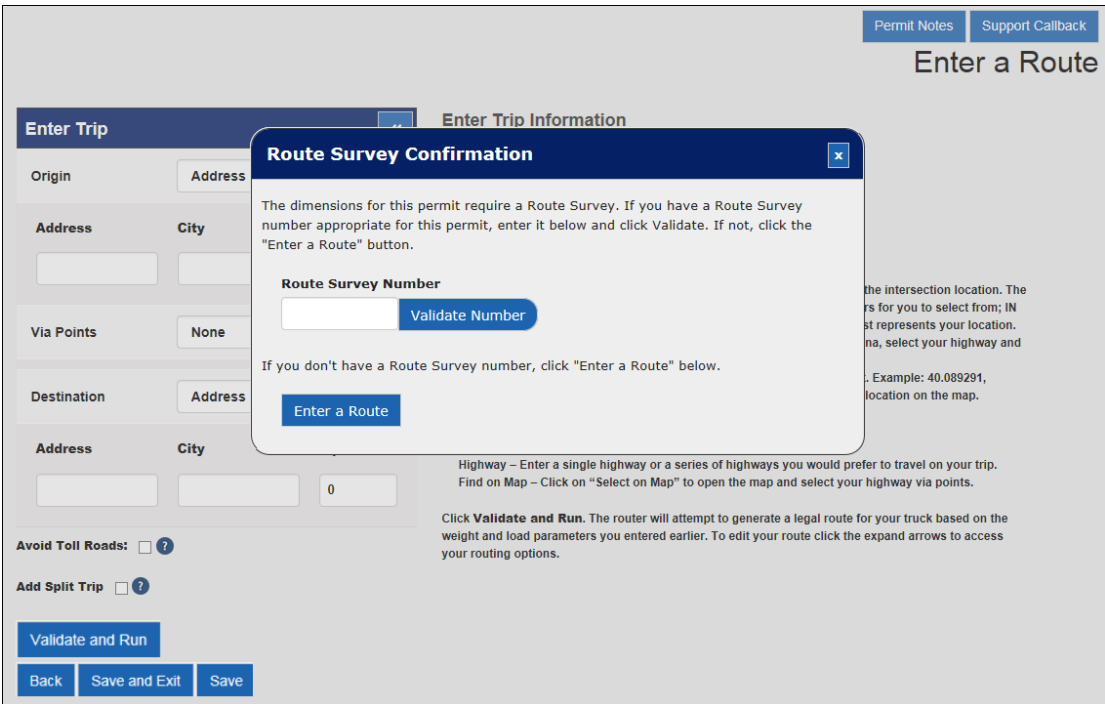
Route Surveys

Permits for very large loads require a Route Survey before a permit can be issued. A Route Survey is a document that the trucking or survey company, if used, will sign attesting they are able to safely navigate the system generated route with the load weight and dimensions stated in the permit application. The company will create the route for the Route Survey and print the document. In some instances, restrictions will have to be overridden for the route to be created. In these instances, State Users will have to create the Route Survey. After the route survey has been created and signed, it has to be submitted and approved. Once it has been approved, the user will be able to complete the Order Permits process and pay for the permit.

Route Surveys are valid for a predetermined time period from the date a State User approves it or when a new restriction makes the route unusable. Companies are able to use an approved Route Survey again for the same route for vehicles with the same or smaller dimensions and within a set number of days of the Route Survey's initial approval.

Scenario 33 – Accessing Route Surveys

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Begin a permit application to the point of entering a route as described in Scenario 27 – Creating a Single Trip Permit starting on page 91. <p><i>The Enter a Route screen and the Route Survey Confirmation window will be displayed.</i></p> 

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Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Click the Enter a Route button to enter a route for the permit requiring a Route Survey. <div data-bbox="240 369 1052 800" data-label="Image"> </div> <p><i>The Route Survey Confirmation screen will close and the Enter a Route screen will be displayed.</i></p> <ul style="list-style-type: none"> Enter the route information and generate a route by clicking the Validate and Run button. <p><i>The Trip Results Panel will be displayed.</i></p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p> <ul style="list-style-type: none"> After reviewing the route and driving directions, click the Next button. <p><i>The Permit Summary screen will be displayed.</i></p> <ul style="list-style-type: none"> Select the Attest Statement checkboxes, if applicable. Click the Create Route Survey button at the bottom of the screen. <p><i>The Route Survey Information screen will be displayed.</i></p> <div data-bbox="240 1318 1052 1860" data-label="Image"> </div>

Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Enter all known information into the Route Survey Information fields, making it as complete as possible. Select the checkbox to attest that the performing company certifies that there are safe and sufficient clearances throughout the route detailed above. Click the Submit button. <p><i>The Submission Complete screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Your route survey has been created.</p> <p>You may print the route survey at this time, or proceed to further permit processing.</p> <p>Print route survey.</p> <p>Order another permit</p> <p>Return to the dashboard</p> </div> <ul style="list-style-type: none"> Click the Print route survey link to print the Route Survey form. Click the Order another permit link to create a new permit. Click the Return to the dashboard link to return to the Company Dashboard.
2.	<p><u>To Search For a Route Survey</u></p> <ul style="list-style-type: none"> Click the Route Surveys link in the Administrative Panel on the Company Dashboard. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>REPORTS</p> <p>ROUTE SURVEYS</p> <p>SAVED TRIPS</p> <p>SHOPPING CART</p> <p>TRAVEL VIOLATIONS</p> <p>VEHICLE IMPORT</p> <p style="text-align: center;">Close Menu</p> </div> <p><i>The Route Survey Search screen will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Route Survey Search</p> <p>Enter at least one search filter below and click search.</p> <div style="border: 1px solid #002060; padding: 5px;"> <p style="background-color: #002060; color: white; padding: 2px;">Route Survey Details</p> <p>Route Survey # <input type="text" value="is"/> ▼</p> <p>Starting Permit # <input type="text" value="is"/> ▼</p> <p>Starting Permit ID <input type="text" value="is"/> ▼</p> <p style="text-align: right;"> <input type="button" value="Search"/> <input type="button" value="Reset Form"/> </p> </div> </div> <ul style="list-style-type: none"> Select the desired parameters and enter the criteria in the Route Survey Details box.

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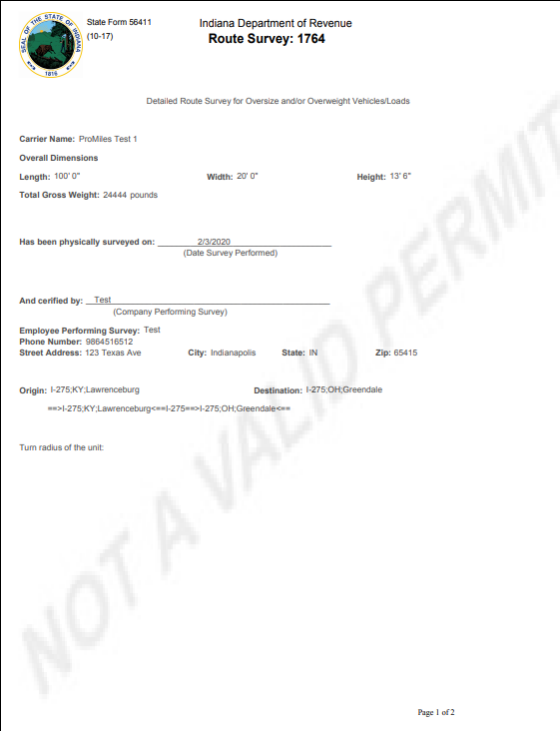
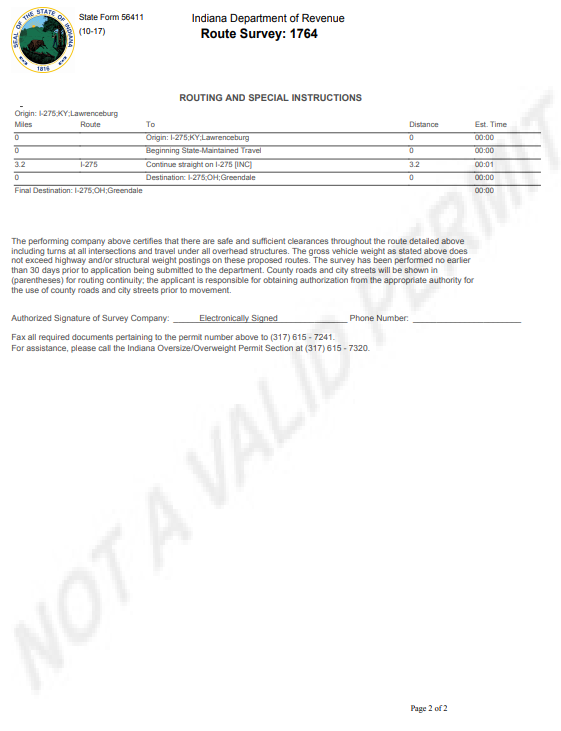
Scenario Steps

Step	Description								
	Route Survey Search Parameters								
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Scenario Steps

Step	Description
	<ul style="list-style-type: none"> Click the Search button. <p>The Route Surveys that meet the parameters chosen will be listed in the Records Found section listed below the Route Survey Details box. The Route Surveys are listed in numerical order by Route Survey #.</p> <p>Note: Click the Reset Form button to enter new search criteria.</p>

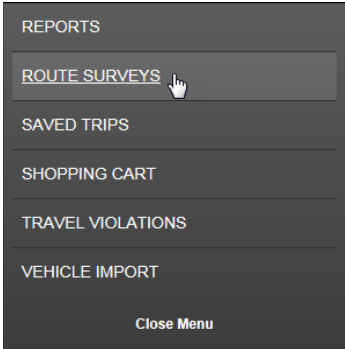
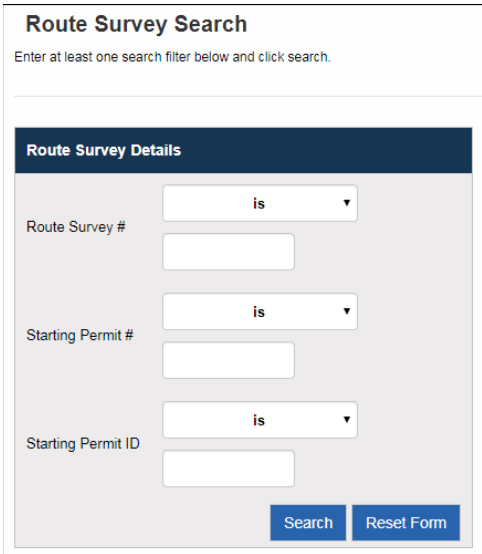
3.	<p>To View the Route Survey Form</p> <ul style="list-style-type: none"> Click the PDF icon in the Form column to view the Route Survey Form. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>View</th> <th>Route Survey #</th> <th>Permit ID</th> <th>Approved</th> <th>Date Survey Performed</th> <th>End Date</th> <th>Form</th> <th>Permits</th> </tr> </thead> <tbody> <tr> <td>Upload</td> <td>1764</td> <td>5326621</td> <td></td> <td>02/03/2020</td> <td>02/24/2020</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1748</td> <td>5326530</td> <td></td> <td>01/29/2020</td> <td>02/12/2020</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1733</td> <td>5326430</td> <td style="text-align: center;">✔</td> <td>01/16/2020</td> <td>01/30/2020</td> <td></td> <td>View</td> </tr> </tbody> </table> <p><i>The Route Survey Form will be displayed.</i></p> <p>Note: If the Route Survey form was completed electronically, the information entered will auto-populate on the Route Survey form.</p> <p>If the Route Survey form was created during the Order Permits process, but was not completed electronically, the Route Survey form will only contain information from the permit application; the Route Survey information will not auto-populate on the Route Survey form.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>State Form 56411 (10-17) Indiana Department of Revenue Route Survey: 1764</p> <p>Detailed Route Survey for Oversize and/or Overweight Vehicles/Loads</p> <p>Carrier Name: ProMiles Test 1</p> <p>Overall Dimensions Length: 100' 0" Width: 20' 0" Height: 13' 6" Total Gross Weight: 24444 pounds</p> <p>Has been physically surveyed on: 2/3/2020 (Date Survey Performed)</p> <p>And certified by: Test (Company Performing Survey)</p> <p>Employee Performing Survey: Test Phone Number: 5064516512 Street Address: 123 Texas Ave City: Indianapolis State: IN Zip: 65415</p> <p>Origin: I-275,KY,Lawrenceburg Destination: I-275,OH,Greendale ==>I-275,KY,Lawrenceburg==>I-275==>I-275,OH,Greendale==></p> <p>Turn radius of the unit:</p> <p align="right">Page 1 of 2</p> </div> <div style="width: 45%;">  <p>State Form 56411 (10-17) Indiana Department of Revenue Route Survey: 1764</p> <p align="center">ROUTING AND SPECIAL INSTRUCTIONS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Est. Time</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td>Origin: I-275,KY,Lawrenceburg</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>3.2</td> <td>I-275</td> <td>Continue straight on I-275 [N/C]</td> <td>3.2</td> <td>00:01</td> </tr> <tr> <td>0</td> <td></td> <td>Destination: I-275,OH,Greendale</td> <td>0</td> <td>00:00</td> </tr> <tr> <td></td> <td></td> <td>Final Destination: I-275,OH,Greendale</td> <td></td> <td>00:00</td> </tr> </tbody> </table> <p>The performing company above certifies that there are safe and sufficient clearances throughout the route detailed above including turns at all intersections and travel under all overhead structures. The gross vehicle weight as stated above does not exceed highway and/or structural weight postings on these proposed routes. The survey has been performed no earlier than 30 days prior to application being submitted to the department. County roads and city streets will be shown in (parentheses) for routing continuity; the applicant is responsible for obtaining authorization from the appropriate authority for the use of county roads and city streets prior to movement.</p> <p>Authorized Signature of Survey Company: _____ Electronically Signed _____ Phone Number: _____</p> <p>Fax all required documents pertaining to the permit number above to (317) 615- 7241. For assistance, please call the Indiana Oversize/Overweight Permit Section at (317) 615- 7320.</p> <p align="right">Page 2 of 2</p> </div> </div> <ul style="list-style-type: none"> Review the Route Survey Form. Close the Route Survey Form to return to the Route Survey Search screen. 	View	Route Survey #	Permit ID	Approved	Date Survey Performed	End Date	Form	Permits	Upload	1764	5326621		02/03/2020	02/24/2020			Upload	1748	5326530		01/29/2020	02/12/2020			Upload	1733	5326430	✔	01/16/2020	01/30/2020		View	Miles	Route	To	Distance	Est. Time	0		Origin: I-275,KY,Lawrenceburg	0	00:00	0		Beginning State-Maintained Travel	0	00:00	3.2	I-275	Continue straight on I-275 [N/C]	3.2	00:01	0		Destination: I-275,OH,Greendale	0	00:00			Final Destination: I-275,OH,Greendale		00:00
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Scenario Steps

Step	Description																																																																
4.	<p><u>To Upload a Signed Route Survey</u></p> <ul style="list-style-type: none"> Click the Upload link. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">View</th> <th style="background-color: #002060; color: white;">Route Survey #</th> <th style="background-color: #002060; color: white;">Permit ID</th> <th style="background-color: #002060; color: white;">Approved</th> <th style="background-color: #002060; color: white;">Date Survey Performed</th> <th style="background-color: #002060; color: white;">End Date</th> <th style="background-color: #002060; color: white;">Form</th> <th style="background-color: #002060; color: white;">Permits</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Upload</td> <td>1764</td> <td>5326621</td> <td></td> <td>02/03/2020</td> <td>02/24/2020</td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Upload</td> <td>1748</td> <td>5326530</td> <td></td> <td>01/29/2020</td> <td>02/12/2020</td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Upload</td> <td>1733</td> <td>5326430</td> <td style="text-align: center;">✔</td> <td>01/16/2020</td> <td>01/30/2020</td> <td style="text-align: center;"></td> <td style="text-align: center;">View</td> </tr> </tbody> </table> <p><i>The Upload Signed Route Survey screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p style="margin: 0;">Upload Signed Route Survey ✕</p> <p style="margin: 5px 0;">Date Survey Performed: <input style="width: 100px;" type="text"/></p> <p style="margin: 5px 0;">Select Route Study: <input style="width: 100px;" type="text"/> Browse...</p> <p style="margin: 5px 0; text-align: right;">Upload</p> </div> <ul style="list-style-type: none"> Click the Browse button. <p><i>The Choose File to Upload screen will be displayed.</i></p> <ul style="list-style-type: none"> Select the document to upload. Click the Open button. Click the Upload button. <p>The Upload Signed Route Survey screen will be closed and user will be returned to the Route Survey Search screen. A PDF icon will replace the Upload link when complete.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">View</th> <th style="background-color: #002060; color: white;">Route Survey #</th> <th style="background-color: #002060; color: white;">Permit ID</th> <th style="background-color: #002060; color: white;">Approved</th> <th style="background-color: #002060; color: white;">Date Survey Performed</th> <th style="background-color: #002060; color: white;">End Date</th> <th style="background-color: #002060; color: white;">Form</th> <th style="background-color: #002060; color: white;">Permits</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>1764</td> <td>5326621</td> <td></td> <td>02/11/2020</td> <td>02/24/2020</td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Upload</td> <td>1748</td> <td>5326530</td> <td></td> <td>01/29/2020</td> <td>02/12/2020</td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="text-align: center;">Upload</td> <td>1733</td> <td>5326430</td> <td style="text-align: center;">✔</td> <td>01/16/2020</td> <td>01/30/2020</td> <td style="text-align: center;"></td> <td style="text-align: center;">View</td> </tr> </tbody> </table> <p>Note: Once the Route Survey information is uploaded, it is sent to the Permit Office for approval. After the Route Survey has been approved by a State User, a green checkmark will be displayed in the Approved column.</p>	View	Route Survey #	Permit ID	Approved	Date Survey Performed	End Date	Form	Permits	Upload	1764	5326621		02/03/2020	02/24/2020			Upload	1748	5326530		01/29/2020	02/12/2020			Upload	1733	5326430	✔	01/16/2020	01/30/2020		View	View	Route Survey #	Permit ID	Approved	Date Survey Performed	End Date	Form	Permits		1764	5326621		02/11/2020	02/24/2020			Upload	1748	5326530		01/29/2020	02/12/2020			Upload	1733	5326430	✔	01/16/2020	01/30/2020		View
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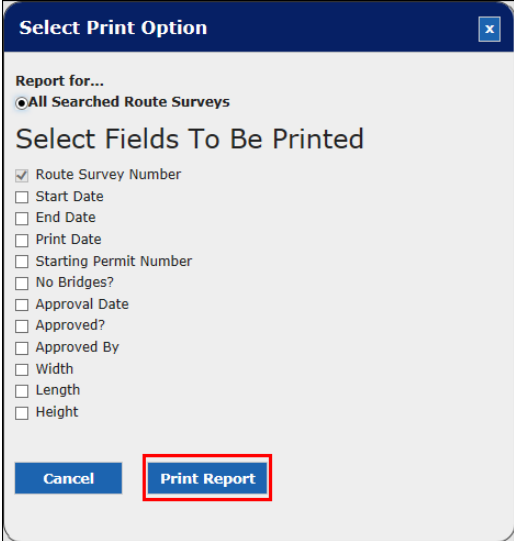
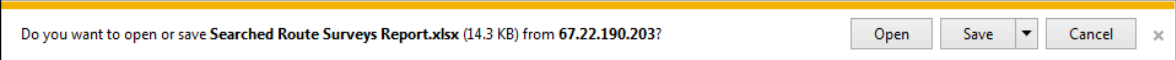
Scenario Steps

Step	Description
6.	<p data-bbox="196 327 540 352"><u>To Print a Route Survey Report</u></p> <ul data-bbox="196 380 1159 405" style="list-style-type: none">• Click the Route Surveys link in the Administrative Panel on the Company Dashboard. <div data-bbox="240 422 583 768"><p>A vertical menu with a dark background and light text. The items are: REPORTS, ROUTE SURVEYS (highlighted with a mouse cursor), SAVED TRIPS, SHOPPING CART, TRAVEL VIOLATIONS, and VEHICLE IMPORT. At the bottom is a 'Close Menu' button.</p></div> <p data-bbox="237 789 773 814"><i>The Route Survey Search screen will be displayed.</i></p> <div data-bbox="240 831 719 1381"><p>The 'Route Survey Search' screen has a title bar and a subtitle: 'Enter at least one search filter below and click search.' Below this is a 'Route Survey Details' section with three rows of search filters. Each row has a dropdown menu with 'is' selected and a text input field. The filters are: 'Route Survey #', 'Starting Permit #', and 'Starting Permit ID'. At the bottom right are 'Search' and 'Reset Form' buttons.</p></div> <ul data-bbox="196 1402 1419 1512" style="list-style-type: none">• Select the desired parameters and enter the criteria in the Route Survey Details box.• Click the Search button to produce a list of all route Surveys that fit the search criteria or click the Reset Form button to reset the entries.

Scenario Steps

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	<p><i>The Records Found screen will be displayed with all Route Surveys that match the search criteria.</i></p> <div data-bbox="203 367 820 903" style="border: 1px solid black; padding: 5px;"> <p>Records Found: 205 Print Report</p> <p>1 - 100 101 - 200 201 - 205</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>View</th> <th>Route Survey #</th> <th>Permit ID</th> <th>Approved</th> <th>Date Survey Performed</th> <th>End Date</th> <th>Form</th> <th>Permits</th> </tr> </thead> <tbody> <tr> <td></td> <td>1649</td> <td>5325754</td> <td style="text-align: center;">✔</td> <td>12/04/2019</td> <td>12/22/2019</td> <td></td> <td></td> </tr> <tr> <td></td> <td>1648</td> <td>5325753</td> <td style="text-align: center;">✔</td> <td>12/02/2019</td> <td>12/19/2019</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1647</td> <td>5325742</td> <td></td> <td>12/05/2019</td> <td>12/18/2019</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1644</td> <td>5325623</td> <td style="text-align: center;">✔</td> <td>12/03/2019</td> <td>12/17/2019</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1642</td> <td>5325619</td> <td style="text-align: center;">✔</td> <td>11/26/2019</td> <td>12/16/2019</td> <td></td> <td>View</td> </tr> <tr> <td>Upload</td> <td>1639</td> <td>5324925</td> <td style="text-align: center;">✔</td> <td>11/26/2019</td> <td>11/13/2019</td> <td></td> <td>View</td> </tr> <tr> <td></td> <td>1638</td> <td>5325515</td> <td></td> <td>11/25/2019</td> <td>12/09/2019</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1637</td> <td>5325438</td> <td style="text-align: center;">✔</td> <td>11/19/2019</td> <td>12/05/2019</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1635</td> <td>5325493</td> <td style="text-align: center;">✔</td> <td>11/21/2019</td> <td>12/05/2019</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Note: If there is more than one route Survey found, the Route Surveys will be listed by the Route Survey # with the most recent first.</p> <ul style="list-style-type: none"> Click the Print Report link. <div data-bbox="240 1050 966 1186" style="border: 1px solid black; padding: 5px;"> <p>Records Found: 186 Print Report</p> <p>1 - 100 101 - 186</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>View</th> <th>Route Survey #</th> <th>Permit ID</th> <th>Approved</th> <th>Date Survey Performed</th> <th>End Date</th> <th>Form</th> <th>Permits</th> </tr> </thead> <tbody> <tr> <td>Upload</td> <td>1617</td> <td>5325266</td> <td style="text-align: center;">✔</td> <td>11/15/2019</td> <td>11/29/2019</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p><i>The Select Print Option screen will be displayed.</i></p> <div data-bbox="240 1249 609 1638" style="border: 1px solid black; padding: 5px;"> <p>Select Print Option</p> <p>Report for... All Searched Route Surveys</p> <p>Select Fields To Be Printed</p> <p><input checked="" type="checkbox"/> Route Survey Number <input type="checkbox"/> Start Date <input type="checkbox"/> End Date <input type="checkbox"/> Print Date <input type="checkbox"/> Starting Permit Number <input type="checkbox"/> No Bridges? <input type="checkbox"/> Approval Date <input type="checkbox"/> Approved? <input type="checkbox"/> Approved By <input type="checkbox"/> Width <input type="checkbox"/> Length <input type="checkbox"/> Height</p> <p>Cancel Print Report</p> </div> <p>Users now have the option of selecting the criteria for the information that will appear in the report. The criteria chosen will be applied to the report created for the Route Surveys listed in the Record Found results.</p>	View	Route Survey #	Permit ID	Approved	Date Survey Performed	End Date	Form	Permits		1649	5325754	✔	12/04/2019	12/22/2019				1648	5325753	✔	12/02/2019	12/19/2019			Upload	1647	5325742		12/05/2019	12/18/2019			Upload	1644	5325623	✔	12/03/2019	12/17/2019			Upload	1642	5325619	✔	11/26/2019	12/16/2019		View	Upload	1639	5324925	✔	11/26/2019	11/13/2019		View		1638	5325515		11/25/2019	12/09/2019			Upload	1637	5325438	✔	11/19/2019	12/05/2019			Upload	1635	5325493	✔	11/21/2019	12/05/2019			View	Route Survey #	Permit ID	Approved	Date Survey Performed	End Date	Form	Permits	Upload	1617	5325266	✔	11/15/2019	11/29/2019		
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View	Route Survey #	Permit ID	Approved	Date Survey Performed	End Date	Form	Permits																																																																																										
Upload	1617	5325266	✔	11/15/2019	11/29/2019																																																																																												

Scenario Steps

Step	Description
	<ul style="list-style-type: none">Click the Print Report button to print the report with the selected criteria or click the Cancel button to cancel printing the report.  <p>Note: A prompt will ask if the user would like to Open or Save the Excel file. Click the Open button to open the file. Click the Save button to save the file to your computer. An Excel spreadsheet will be generated.</p>  <p><i>The Excel Report will be displayed.</i></p> <p>The Excel report can be viewed, printed, saved and can be manipulated for other reports from here.</p> <ul style="list-style-type: none">Close the Excel report to return to the Route Survey Search screen.

**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

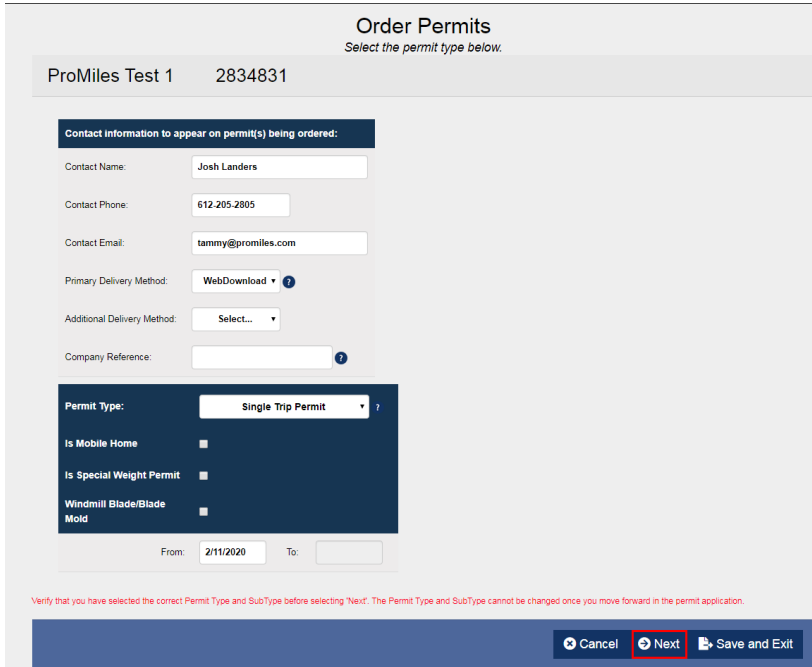
Step	Description																																																														
7.	<p><u>To View Permits Associated to a Route Survey</u></p> <ul style="list-style-type: none"> Click the View link. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>View</th> <th>Route Survey #</th> <th>Permit ID</th> <th>Approved</th> <th>Date Survey Performed</th> <th>End Date</th> <th>Form</th> <th>Permits</th> </tr> </thead> <tbody> <tr> <td>Upload</td> <td>1764</td> <td>5326621</td> <td></td> <td>02/03/2020</td> <td>02/24/2020</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1748</td> <td>5326530</td> <td></td> <td>01/29/2020</td> <td>02/12/2020</td> <td></td> <td></td> </tr> <tr> <td>Upload</td> <td>1733</td> <td>5326430</td> <td style="text-align: center;"></td> <td>01/16/2020</td> <td>01/30/2020</td> <td></td> <td style="text-align: center;">View</td> </tr> </tbody> </table> <p><i>The Route Survey Permits screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="5">Route Survey Permits</th> </tr> </thead> <tbody> <tr> <td colspan="5">Route Survey Number: 1733</td> </tr> <tr> <td colspan="5">Permits Using This Route Survey</td> </tr> <tr style="background-color: #003366; color: white;"> <th>Permit Number</th> <th>Permit Type</th> <th>Issue Date</th> <th>Date Survey Performed</th> <th>End Date</th> </tr> <tr> <td>761 7663 296</td> <td>Oversize Superload (Single Trip)</td> <td>1/16/2020</td> <td>1/15/2020</td> <td>1/29/2020</td> </tr> <tr> <td colspan="5" style="text-align: center;">Close</td> </tr> </tbody> </table> </div>	View	Route Survey #	Permit ID	Approved	Date Survey Performed	End Date	Form	Permits	Upload	1764	5326621		02/03/2020	02/24/2020			Upload	1748	5326530		01/29/2020	02/12/2020			Upload	1733	5326430		01/16/2020	01/30/2020		View	Route Survey Permits					Route Survey Number: 1733					Permits Using This Route Survey					Permit Number	Permit Type	Issue Date	Date Survey Performed	End Date	761 7663 296	Oversize Superload (Single Trip)	1/16/2020	1/15/2020	1/29/2020	Close				
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8.	<ul style="list-style-type: none"> Click the Home button to return to the Company Dashboard. 																																																														

Bridge Studies

Scenario 34 – Bridge Route Failure

In order to route a specific Permit Type with predetermined dimensions in IN OSOWPS, the user must utilize a Bridge Study. The route will be tied to the Bridge Study, and the user will not be able to make changes to the route.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none">Begin a new permit application that requires axle entry as described in Scenario 27 – Creating a Single Trip Permit on page 91.Select a Permit Type from the Permit Type dropdown list.Select a Start Date for the permit. <p>Note: The Start Date will default to today's date.</p>  <ul style="list-style-type: none">Click the Next button. <p><i>The Truck and Load Information screen will be displayed.</i></p> <ul style="list-style-type: none">Enter the Truck and Load Information.Click the Next button.

Scenario Steps

Step	Description
2.	<p>The Enter a Route screen will be displayed.</p> <ul style="list-style-type: none">Generate a route as described in Scenario 30 – Generating a Route starting on page 134. <p>The following message will be displayed if the route is unable to generate due to a Bridge Route Failure.</p> <div data-bbox="230 468 1349 646" style="border: 1px solid black; padding: 5px;"><p>Bridge Route Failure</p><p>IN OSOWPS was unable to generate a route for your trip. This is most likely due to construction restrictions or low overhead obstructions. Please continue to the next screen and enter your payment information. Your application will be forwarded to a INDOT permit specialist for routing and issuance. Your account will not be charged until the permit has been issued. The final permit will be sent to you upon issuance. You can adjust your trip or continue your order to have your trip reviewed.</p></div> <ul style="list-style-type: none">Click the Continue your order to have your trip reviewed link. <p>A confirmation message will be displayed.</p> <div data-bbox="230 762 662 947" style="border: 1px solid gray; padding: 5px;"><p>Message from webpage</p><p>Would you like to add a note for the permit specialist?</p><p>OK Cancel</p></div> <ul style="list-style-type: none">Click the OK button to add a note to the permit.
3.	<p>The Attach Notes screen will be displayed.</p> <div data-bbox="191 1077 672 1316" style="border: 1px solid gray; padding: 5px;"><p>Attach Note</p><p>Please enter your note for the permit specialist that will be reviewing your application:</p><p><input type="text"/></p><p>Submit Cancel</p></div> <ul style="list-style-type: none">Enter a note in the text box.Click the Submit button.

Indiana Oversize/Overweight Permitting System Customer User Guide

Scenario Steps

Step	Description																																																																																																																																																																																																																								
4.	<p>The Order Permits: Permit Fee Summary screen will be displayed.</p> <p>Order Permits Permit fee summary</p> <p>Company Contact Application DuMina Test 1 Jean Lawrence RN #13-209-2029 Permit ID: 3000002</p> <table border="1"> <thead> <tr> <th>Permits</th> <th>Quantity #</th> <th>Permit Fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Overweight Superload (Single Trip)</td> <td>1</td> <td>\$942.00</td> <td>\$942.00</td> </tr> <tr> <td colspan="2"></td> <td>Total</td> <td>\$942.00</td> </tr> </tbody> </table> <p>Order Review</p> <p>Permit Type: Overweight Superload (Single Trip) Start Date: 2/11/2020 End Date: 2/26/2020</p> <p>Load Load Description: Truss Load Serial #/Bill of Lading #: 56142875</p> <p>Vehicles Used For This Permit</p> <table border="1"> <thead> <tr> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> <th>Plate #</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Other/Truck</td> <td>MAACK</td> <td>2019</td> <td>123456789012345678</td> <td>1234567</td> <td>IL</td> </tr> </tbody> </table> <p>Load Dimensions</p> <table border="1"> <thead> <tr> <th>Dimensions</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Width</td> <td>10 ft. 0 in.</td> </tr> <tr> <td>Height</td> <td>12 ft. 0 in.</td> </tr> <tr> <td>Length</td> <td>100 ft. 0 in.</td> </tr> <tr> <td>Trailer and Load Length</td> <td>50 ft. 0 in.</td> </tr> <tr> <td>Weight (lbs.)</td> <td>20000</td> </tr> </tbody> </table> <p>Axle Spacings</p> <table border="1"> <thead> <tr> <th>Axles</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> </tr> </thead> <tbody> <tr> <td>Distances</td> <td>10 ft. 0 in.</td> <td>3 ft. 1 in.</td> <td>3 ft. 4 in.</td> <td>3 ft. 4 in.</td> <td>3 ft. 4 in.</td> <td>3 ft. 4 in.</td> <td>3 ft. 4 in.</td> <td>3 ft. 4 in.</td> <td>3 ft. 4 in.</td> <td>6 ft.</td> <td>24 ft. 1 in.</td> </tr> <tr> <td>Weights (lbs.)</td> <td>16000</td> <td>16000</td> <td>16000</td> <td>20000</td> <td>19000</td> <td>14000</td> <td>20000</td> <td>20000</td> <td>20000</td> <td>19000</td> <td>23000</td> </tr> </tbody> </table> <p>Origin and Destination Origin: I-275 N/Lawrenceburg Destination: I-70 CH/Richmond</p> <p>Turn by Turn Directions</p> <table border="1"> <thead> <tr> <th>Seq</th> <th>Miles</th> <th>Minutes</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> <th>State</th> </tr> </thead> <tbody> <tr><td>0</td><td>0.0</td><td></td><td></td><td>Origin: I-275 N/Lawrenceburg</td><td>0.0</td><td>00:00</td><td></td></tr> <tr><td>1</td><td>0.0</td><td></td><td></td><td>Begining State-Maintained Travel</td><td>0.0</td><td>00:00</td><td>IN</td></tr> <tr><td>2</td><td>1.4</td><td>00:00</td><td>I-275</td><td>Continue straight on I-275 016 P (I-275)</td><td>1.40</td><td>00:00</td><td>IN</td></tr> <tr><td>3</td><td>0.9</td><td>00:00</td><td>I-275 016 P North</td><td>Continue straight on I-275 016 C (RAMP)</td><td>2.30</td><td>00:00</td><td>IN</td></tr> <tr><td>4</td><td>0.4</td><td></td><td>I-275 016 C West</td><td>Merge onto SR-1</td><td>2.70</td><td>00:00</td><td>IN</td></tr> <tr><td>5</td><td>0.0</td><td></td><td>SR-1 West</td><td>Turn left onto US-50</td><td>2.70</td><td>00:00</td><td>IN</td></tr> <tr><td>6</td><td>25.1</td><td>09:23</td><td>US-50 South</td><td>Turn right onto US-421</td><td>30.80</td><td>09:24</td><td>IN</td></tr> <tr><td>7</td><td>25.4</td><td></td><td>US-421 North</td><td>Bear right onto I-74 112 G (I-275)</td><td>56.20</td><td>09:34</td><td>IN</td></tr> <tr><td>8</td><td>0.6</td><td>00:00</td><td>I-74 112 G North</td><td>Merge onto I-74 (DEC)</td><td>56.60</td><td>09:34</td><td>IN</td></tr> <tr><td>9</td><td>18.8</td><td>00:17</td><td>I-74 West</td><td>Take Exit 113 toward SR-93/HELVILLE/GREENFIELD</td><td>75.60</td><td>09:20</td><td>IN</td></tr> <tr><td>10</td><td>0.4</td><td></td><td>I-74 113 C West</td><td>Turn right onto SR-9</td><td>76.00</td><td>09:20</td><td>IN</td></tr> <tr><td>11</td><td>10.9</td><td>00:21</td><td>SR-9 North</td><td>Turn right onto I-70 104 B (RAMP)</td><td>84.90</td><td>09:41</td><td>IN</td></tr> <tr><td>12</td><td>0.3</td><td></td><td>I-70 104 B East</td><td>Merge onto I-70 (INC)</td><td>85.20</td><td>09:41</td><td>IN</td></tr> <tr><td>13</td><td>61.8</td><td>00:47</td><td>I-70 East</td><td>Arrive at destination</td><td>147.00</td><td>10:27</td><td>IN</td></tr> <tr><td>14</td><td>147.00</td><td></td><td></td><td>Destination: I-70 CH/Richmond</td><td>147.00</td><td>10:27</td><td></td></tr> </tbody> </table> <p>Route Directions</p> <p>Permit Provisions</p> <table border="1"> <thead> <tr> <th>Seq</th> <th>Condition</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The carrier/shipper is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. 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The General Provisions which can be found at www.in.gov/indot/oc/oc/bureau/OC2017.pdf are incorporated by reference into this permit and are an integral part of the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the contents of the transportation of the permit as a whole or any part thereof, including General or Special Provisions. c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transportation agreement apply in full force. d. I affirm that I have read and accept the terms set forth above.</p> <p><input type="button" value="Back"/> <input type="button" value="Save and Exit"/> <input type="button" value="Delete Permit"/> <input type="button" value="Submit"/></p>	Permits	Quantity #	Permit Fee	Total	Overweight Superload (Single Trip)	1	\$942.00	\$942.00			Total	\$942.00	Unit Number	Type	Make	Year	VIN	Plate #	State	1	Other/Truck	MAACK	2019	123456789012345678	1234567	IL	Dimensions	Value	Width	10 ft. 0 in.	Height	12 ft. 0 in.	Length	100 ft. 0 in.	Trailer and Load Length	50 ft. 0 in.	Weight (lbs.)	20000	Axles	1	2	3	4	5	6	7	8	9	10	11	Distances	10 ft. 0 in.	3 ft. 1 in.	3 ft. 4 in.	3 ft. 4 in.	3 ft. 4 in.	3 ft. 4 in.	3 ft. 4 in.	3 ft. 4 in.	3 ft. 4 in.	6 ft.	24 ft. 1 in.	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**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

Step	Description																		
4a	<p>From the Order Permits: Permit Summary screen, a Customer User can:</p> <ul style="list-style-type: none"> Review the fee and route information Add notes or documents to the permit application Submit the permit application to the Permit Office for review <p>Refer to Steps 4b to 4j in this scenario for a better understanding of the Order Permits: Permit Summary screen.</p>																		
4b	<p>The top section of the Order Permits: Permit Summary screen displays the Company Name, Contact Name, Permit ID, Permit Type, Unit/Rig Number, Permit Fee, and effective dates for the permit.</p> <p>Note: When the company name appears in blue, it is a hyperlink to access the IN OSOWPS Company Management Portal screen.</p> <p>Note: The Start and End Date will reflect a Single Trip permit.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">Order Permits</h2> <p style="margin: 0;"><i>Permit fee summary.</i></p> </div> <div style="text-align: right;"> Permit Notes ✉ Permit Documents </div> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company</td> <td>ProMiles Test 1</td> </tr> <tr> <td>Contact</td> <td>Josh Landers Ph: 612-205-2805</td> </tr> <tr> <td>Application</td> <td>Permit ID: XXXXXXXX</td> </tr> </table> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 50%;">Permits</th> <th style="width: 15%;">Unit/Rig #</th> <th style="width: 15%;">Permit Fee</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Oversize/Overweight Superload (Single Trip)</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$942.00</td> <td style="text-align: right;">\$942.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">\$942.00</td> <td style="text-align: right;">\$942.00</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px; background-color: #003366; color: white; padding: 5px;"> <h3 style="margin: 0;">Order Review</h3> </div> <div style="margin-top: 10px; background-color: #e6f2ff; padding: 10px; border: 1px solid #ccc;"> <p>Permit Type: Oversize/Overweight Superload (Single Trip)</p> <p>Start Date: 2/11/2020 End Date: 2/25/2020</p> </div> </div>	Company	ProMiles Test 1	Contact	Josh Landers Ph: 612-205-2805	Application	Permit ID: XXXXXXXX	Permits	Unit/Rig #	Permit Fee	Total	Oversize/Overweight Superload (Single Trip)	1	\$942.00	\$942.00	Total		\$942.00	\$942.00
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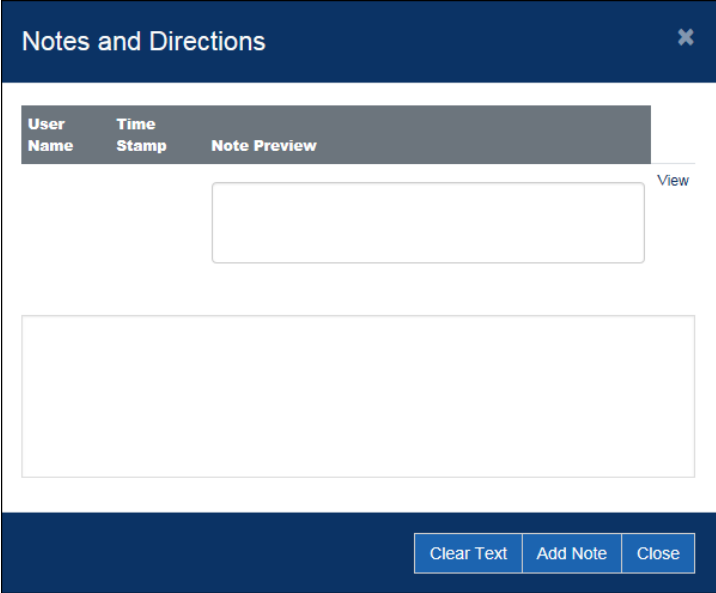
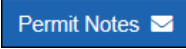
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4g	<p>The next section of the Order Permits: Permit Summary screen contains any attestation statements required prior to processing through the screen.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">I Attest/Accept</th> <th style="text-align: left;">Statement</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td> <p><u>Allowable Travel</u></p> <p>I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td> <p><u>General Terms and Conditions</u></p> <p>a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor.</p> <p>b. The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions.</p> <p>c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is truck, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force</p> <p>d. I attest that I have read and accept the terms set forth above.</p> </td> </tr> </tbody> </table> </div>	I Attest/Accept	Statement	<input type="checkbox"/>	<p><u>Allowable Travel</u></p> <p>I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p>	<input type="checkbox"/>	<p><u>General Terms and Conditions</u></p> <p>a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor.</p> <p>b. The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions.</p> <p>c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is truck, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force</p> <p>d. I attest that I have read and accept the terms set forth above.</p>								
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Scenario Steps

Step	Description
4h	<p data-bbox="183 325 597 352">Add a Note to the Permit Application</p> <p data-bbox="183 373 906 401">Company Users can add and view notes for the permit application.</p> <div data-bbox="191 420 646 493"></div> <ul data-bbox="183 514 1068 546" style="list-style-type: none">• Click the Permit Notes button to add or view notes for the permit application. <p data-bbox="224 562 766 590"><i>The Notes and Directions screen will be displayed.</i></p> <div data-bbox="228 609 940 1197"></div> <ul data-bbox="183 1218 1214 1396" style="list-style-type: none">• Enter the text of the note in the free-form text box.• Click the Clear Text button to remove the note text entered.• Click the Add Note button to save and add the note to the permit application.• Click the Close button to close the Notes and Directions screen without saving the changes. <p data-bbox="183 1417 1360 1507">Note: If there was a previously added note, there will be an envelope on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the top of the Notes and Directions screen, with the User Name, Time Stamp, Note Preview, and a View link to view the note.</p> <div data-bbox="191 1528 375 1575"></div>

Scenario Steps

Step	Description																																			
4i	<p><u>Add a Document to the Permit Application</u></p> <p>Company Users can add or view documents from the permit application. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to IN OSOWPS. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.</p> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 10px;"> Permit Notes Permit Documents </div> <ul style="list-style-type: none"> Click the Permit Documents button to add or view documents for the permit application. <p><i>The Permit Documents screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Permit Documents Edit Documents.</p> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Previously Uploaded Documents</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>User Name</th> <th>Time Stamp</th> <th>Document Description and Notes</th> <th>Document Type</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="padding: 5px;"> <p style="color: red; font-size: small;">Instructions for uploading a new document.</p> <p style="color: red; font-size: x-small;">1: Select the document type. 2: Browse to find the document you wish to upload. 3: Enter both a title and a brief description for the document. 4: Press 'Upload Document' to add the new document to the list.</p> </td> </tr> <tr> <td style="padding: 5px;">Document Type:</td> <td colspan="4" style="padding: 5px;"> <input type="text" value="Select..."/> </td> </tr> <tr> <td style="padding: 5px;">Document Name and Path:</td> <td colspan="4" style="padding: 5px;"> <input type="text"/> Browse... </td> </tr> <tr> <td style="padding: 5px;">Title:</td> <td colspan="4" style="padding: 5px;"> <input style="width: 90%;" type="text"/> </td> </tr> <tr> <td style="padding: 5px;">Description:</td> <td colspan="4" style="padding: 5px;"> <input style="width: 90%; height: 40px;" type="text"/> </td> </tr> <tr> <td colspan="5" style="padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Close Upload Document </div> </td> </tr> </tbody> </table> </div>	User Name	Time Stamp	Document Description and Notes	Document Type	View Document	<p style="color: red; font-size: small;">Instructions for uploading a new document.</p> <p style="color: red; font-size: x-small;">1: Select the document type. 2: Browse to find the document you wish to upload. 3: Enter both a title and a brief description for the document. 4: Press 'Upload Document' to add the new document to the list.</p>					Document Type:	<input type="text" value="Select..."/>				Document Name and Path:	<input type="text"/> Browse...				Title:	<input style="width: 90%;" type="text"/>				Description:	<input style="width: 90%; height: 40px;" type="text"/>				<div style="display: flex; justify-content: space-between;"> Close Upload Document </div>				
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Permit Documents

Document

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Scenario Steps

Step	Description								
4j	<p>Once the Order Permits: Permit Summary screen has been reviewed and no changes are needed, the permit application can be submitted to the next step in the Order Permits process.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> Back Save and Exit Delete Permit Submit </div> </div> <ul style="list-style-type: none"> • Click the Back button to return to the previous screen. • Click the Save and Exit button to close the permit application and process at a later time. The permit application will be placed in the Permits Panel on the Company Dashboard. The permit will be given a status of "User" and will not be available for State Users to see. The permit can be resumed by the customer at a later time. • Click the Delete Permit button to delete the permit. • Click the Submit button to submit the permit application to the Permit Office for help with getting a route. 								
5.	<p><i>The Permit Submission Successful screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">Order Permits</h2> </div> <div style="text-align: right;"> Permit Notes Permit Documents </div> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company</td> <td>ProMiles Test 1</td> </tr> <tr> <td>Contact</td> <td>Josh Landers Ph: 612-205-2805</td> </tr> <tr> <td>Application</td> <td>Permit ID: XXXXXXXX</td> </tr> </table> </div> <div style="margin-top: 10px;"> <p>Permit Submission Successful!</p> <p>Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the Dashboard.</p> <p>Return to the dashboard Order another permit</p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p>The following permits were enqueued for further processing: Route Requires Review</p> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Permit ID</td> <td>XXXXXXX</td> </tr> </table> </div> </div>	Company	ProMiles Test 1	Contact	Josh Landers Ph: 612-205-2805	Application	Permit ID: XXXXXXXX	Permit ID	XXXXXXX
Company	ProMiles Test 1								
Contact	Josh Landers Ph: 612-205-2805								
Application	Permit ID: XXXXXXXX								
Permit ID	XXXXXXX								
	<ul style="list-style-type: none"> • Click the Return to the dashboard link. <p><i>The Company Dashboard will be displayed.</i> The permit application will be displayed in the Permits Panel with a status of Routing Assistance.</p>								

Permit Service

In IN OSOWPS, a Permit Service is the same as a Company User with a few distinct differences. In most cases, the Permit Service will not have a USDOT Number. All companies that receive a permit must have an account in IN OSOWPS. The Permit Service can create an account for companies that do not already have one.

Note: The Account Type must be set to Permit Service when the OSW account is created.

Scenario 35 – Permit Service Permits Panel

The **Permit Service Permits Panel** is separated by companies. The functions are the same as described in **Scenario 18 – Permit Actions** on page 63.



Scenario 36 – Permit Service Orders a Permit

The process for a Permit Service ordering a permit is the same as the Order Permits Process as described in **Scenario 27 – Creating a Single Trip Permit** on page 91 with one exception; the Permit Service must select a company for the permit. The company can be selected by its USDOT Number or Company Name.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the New Permit link in the Permits Panel on the Company Dashboard. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; color: #003366;">ProMiles Permit Service Company Dashboard</p> <hr/> <p style="font-size: small;">Permits issued and permits requiring further processing.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> New Permit... Show: All ▼ 25 Records ▼ Refresh Search Permits ? </div> </div>

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Scenario Steps

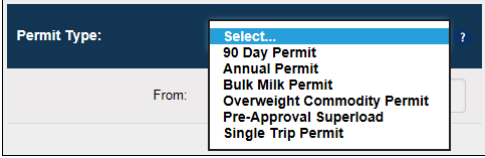
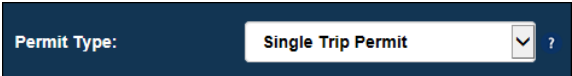
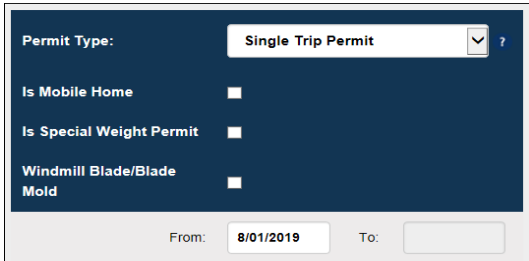
Step	Description																														
2.	<p><i>The Order Permits screen will be displayed.</i></p> <div data-bbox="203 367 711 976" data-label="Form"> </div> <ul style="list-style-type: none"> • Select US DOT Number or Company Name from the Search By dropdown list. <div data-bbox="240 1039 906 1201" data-label="Form"> </div> <ul style="list-style-type: none"> • Enter the company name to search for in the text box. <i>Companies matching will be displayed in the Records Found section.</i> • Click the Name link of the company to order a permit. <div data-bbox="240 1365 906 1789" data-label="Table"> <table border="1"> <thead> <tr> <th>DOT</th> <th>Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>200008</td> <td>Promiles</td> <td>1200 TEXAS AVE</td> <td>Bridge City</td> <td>SC</td> <td>111-222-3333</td> </tr> <tr> <td>2834831</td> <td>ProMiles Test 1</td> <td>1900 Texas Ave</td> <td>Bridge City</td> <td>TX</td> <td>612-205-2805</td> </tr> <tr> <td></td> <td>ProMiles Testing</td> <td>1900 Texas Ave</td> <td>Bridge City</td> <td>TX</td> <td>409-555-5555</td> </tr> <tr> <td></td> <td>PromilesTest9</td> <td>555 Main st</td> <td>Louisville</td> <td>KY</td> <td>502-555-1234</td> </tr> </tbody> </table> </div>	DOT	Name	Address	City	State	Phone	200008	Promiles	1200 TEXAS AVE	Bridge City	SC	111-222-3333	2834831	ProMiles Test 1	1900 Texas Ave	Bridge City	TX	612-205-2805		ProMiles Testing	1900 Texas Ave	Bridge City	TX	409-555-5555		PromilesTest9	555 Main st	Louisville	KY	502-555-1234
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Scenario Steps

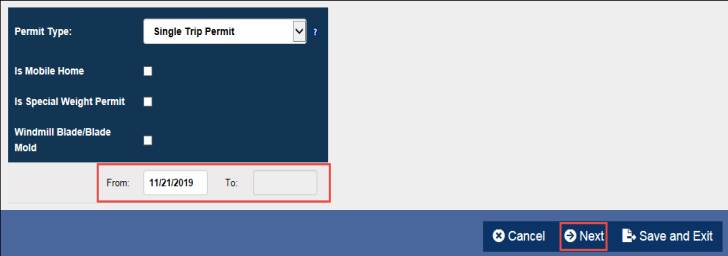
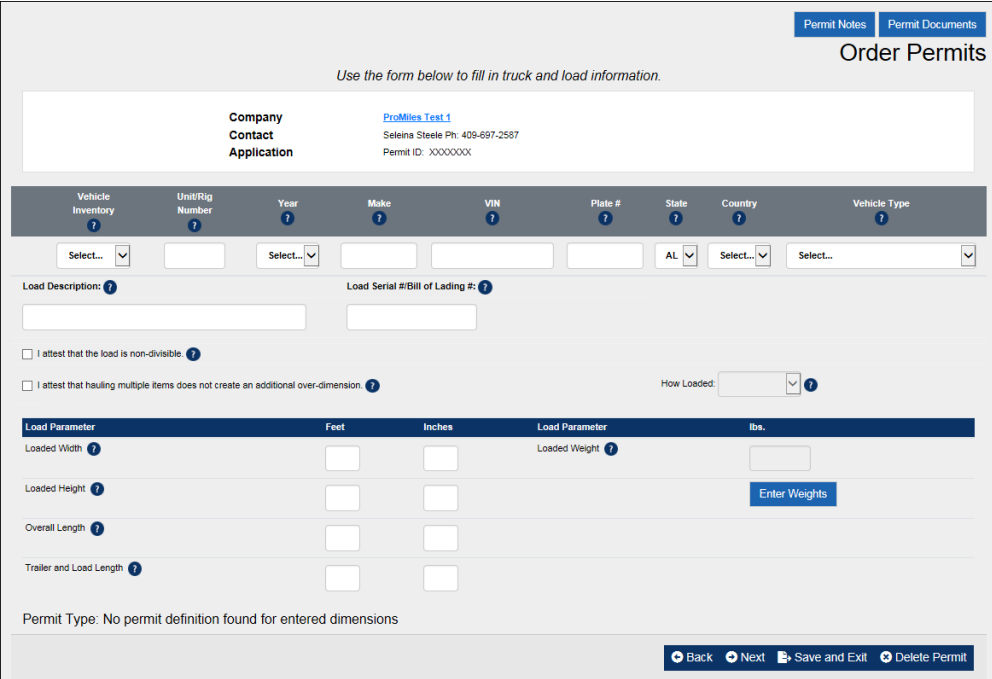
Step	Description				
3.	<p><i>The saved contact information will pre-populate in the permit application from the IN OSOWPS Company Management Portal screen.</i></p> <div data-bbox="203 403 1021 905" style="border: 1px solid gray; padding: 5px;"> <p>ProMiles Test 1 2834831</p> <hr/> <p>Contact information to appear on permit(s) being ordered:</p> <p>Contact Name: <input type="text" value="Josh Landers"/></p> <p>Contact Phone: <input type="text" value="612-205-2805"/></p> <p>Contact Email: <input type="text" value="tammy@promiles.com"/></p> <p>Primary Delivery Method: <input type="text" value="WebDownload"/> ?</p> <p>Additional Delivery Method: <input type="text" value="Email"/> Email Address: <input type="text" value="haley@promiles.com"/></p> <p>Company Reference: <input type="text"/> ?</p> </div> <ul style="list-style-type: none"> • Complete the fields not pre-populated. <ul style="list-style-type: none"> ○ The Primary Delivery Method will pre-populate from the IN OSOWPS Company Management Portal screen; however, it can be changed for this permit application. Changes made to the Primary Delivery Method in the permit application will NOT affect the Primary Delivery Method saved on the IN OSOWPS Company Management Portal screen. ○ The Additional Delivery Method and Company Reference are optional fields. <table border="1" data-bbox="337 1163 1437 1476" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Additional Delivery Method</td> <td style="padding: 5px;">An optional field on the permit application that enables the customer to choose a second delivery method for their permit delivery. Example: the customer could choose to have the permit both emailed and faxed to them.</td> </tr> <tr> <td style="padding: 5px;">Company Reference</td> <td style="padding: 5px;">An optional field on the permit application that enables the company to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and can print on the permit.</td> </tr> </table> <div data-bbox="298 1493 1195 1692" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Primary Delivery Method: <input type="text" value="WebDownload"/> ?</p> <p>Additional Delivery Method: <input type="text" value="Email"/> Email Address: <input type="text" value="tammy@promiles.com"/></p> <p>Company Reference: <input type="text"/> ?</p> </div>	Additional Delivery Method	An optional field on the permit application that enables the customer to choose a second delivery method for their permit delivery. Example: the customer could choose to have the permit both emailed and faxed to them.	Company Reference	An optional field on the permit application that enables the company to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and can print on the permit.
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Company Reference	An optional field on the permit application that enables the company to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and can print on the permit.				

Scenario Steps

Step	Description														
4.	<ul style="list-style-type: none"> Select the type of permit from the Permit Type: dropdown list.  <p>Note: Once a Permit Type is selected, the Next and Save and Exit buttons will be displayed.</p>														
5.	<p><i>The Permit Type selected will determine if an additional dropdown list will be displayed.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #003366; color: white;">Permit Type</th> <th style="background-color: #003366; color: white;">Additional Dropdown List Displayed</th> </tr> </thead> <tbody> <tr> <td>90 Day Permit</td> <td>Permit Subtype</td> </tr> <tr> <td>Annual Permit</td> <td>Permit Subtype</td> </tr> <tr> <td>Bulk Milk Permit</td> <td>N/A</td> </tr> <tr> <td>Overweight Commodity Permit</td> <td>Commodity Type</td> </tr> <tr> <td>Pre-Approval Superload</td> <td>N/A</td> </tr> <tr> <td>Single Trip Permit</td> <td>Additional checkboxes will be displayed.</td> </tr> </tbody> </table> <p>For this example, Single Trip Permit will be selected.</p>  <p><i>Additional checkboxes will be displayed.</i></p> <p>Note: For demonstration purposes, the remainder of this scenario follows the workflow as if none of the additional checkboxes were selected.</p> <p>Note: Users are not required to select one of these options; however, if one of these options is selected, the requirements of the permit application will change.</p> 	Permit Type	Additional Dropdown List Displayed	90 Day Permit	Permit Subtype	Annual Permit	Permit Subtype	Bulk Milk Permit	N/A	Overweight Commodity Permit	Commodity Type	Pre-Approval Superload	N/A	Single Trip Permit	Additional checkboxes will be displayed.
Permit Type	Additional Dropdown List Displayed														
90 Day Permit	Permit Subtype														
Annual Permit	Permit Subtype														
Bulk Milk Permit	N/A														
Overweight Commodity Permit	Commodity Type														
Pre-Approval Superload	N/A														
Single Trip Permit	Additional checkboxes will be displayed.														

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Step	Description
6.	<p>Note: The From: date will auto-populate the current date; however, it can be changed. The From: date cannot be earlier than today and is limited by the Permit Type as to how many days in advance it can be ordered.</p> <ul style="list-style-type: none"> Enter the start date for the permit by clicking in the From: field and choosing a date from the calendar. <p>Note: The To: date will not be populated at this time.</p> <ul style="list-style-type: none"> Click the Next button. <p>Note: Once the user advances to the next screen, the Permit Type cannot be changed for this permit application.</p>  <p>Note: Click the Save and Exit button to close the permit application without losing the entries made. The permit application can be resumed from the Permit Panel on the Company Dashboard at a later time.</p>
7.	<p><i>The Truck and Load Information screen will be displayed.</i></p>  <p>Note: Throughout the permit application, when the company name appears in blue, it is a hyperlink to access the IN OSOWPS Company Management Portal screen.</p> <p>Note: The Permit ID will be displayed at the top of the permit application. It is helpful to note the Permit ID in the event the permit application must be saved and reopened at a later time.</p>

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Scenario Steps

Step	Description																																													
8.	<p>The following table defines all possible fields on the Truck and Load Information screen for all Permit Types.</p> <p>All fields will not be applicable to all Permit Types.</p>																																													
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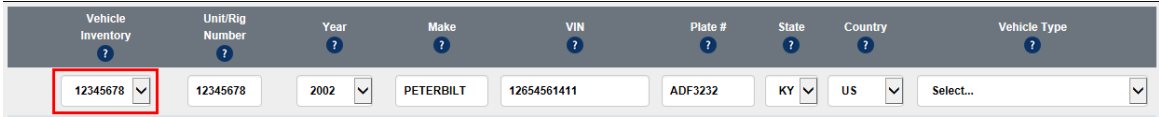


**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

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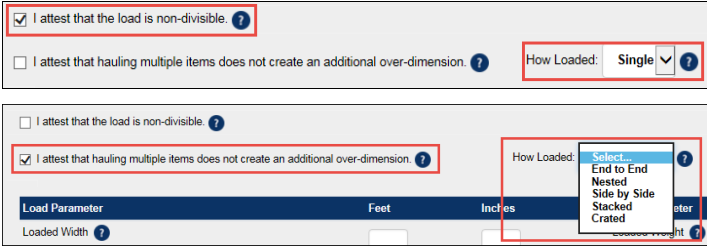
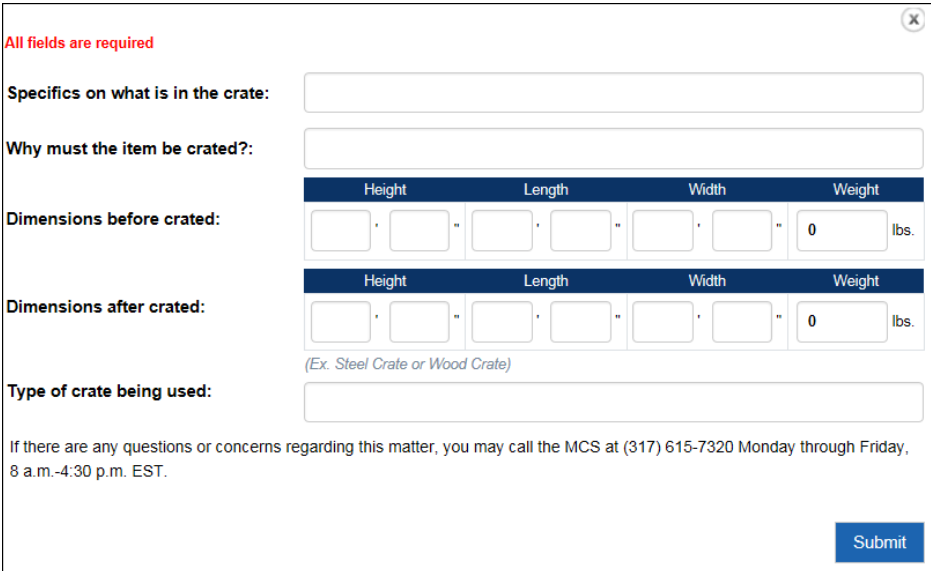
**Indiana Oversize/Overweight Permitting System
Customer User Guide**

Scenario Steps

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9.	<ul style="list-style-type: none"> Select a unit from the Vehicle Inventory dropdown list if the company has saved Vehicle Inventory.  <p>Note: If the company has saved Vehicle Inventory, all saved vehicle information will auto-populate once a vehicle is selected from the Vehicle Inventory dropdown list.</p> <ul style="list-style-type: none"> Enter the Year, Make, VIN, Plate, and State of the vehicle if the company does not have saved Vehicle Inventory. <i>The system will determine the Country once the State is selected.</i> Select the type of vehicle to permit from the Vehicle Type dropdown list.  <p>Note: The Vehicle Type dropdown list will only contain vehicle types allowed for the Permit Type selected.</p> <p>Note: The Vehicle Type selected will determine the maximum dimensions allowed for the permit application.</p>												
10.	<p><u>Load Description</u></p> <ul style="list-style-type: none"> Enter a description of the load in the Load Description field. <p><u>Load Serial #/Bill of Lading #</u></p> <ul style="list-style-type: none"> Enter the serial number or Bill of Lading number in the Load Serial #/Bill of Lading # field. This is an alpha-numeric field. <ul style="list-style-type: none"> If there is no such number for this load, enter N/A in the field. 												

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
11.	<ul style="list-style-type: none"> Select the appropriate Attest Statement. <p><i>When an Attest Statement is selected, the How Loaded dropdown list will be activated, with the applicable options listed.</i></p>  <p>Loading Method</p> <ul style="list-style-type: none"> Select the loading method from the How Loaded dropdown list. <p>The Loading Method selected will determine the maximum dimensions allowed and if additional requirements must be met.</p> <p><i>If Crated is selected as the loading method, the following screen will be displayed.</i></p>  <p>Note: If Crated is selected as the loading method, the permit cannot be self-issued and will be sent to the Permit Office for review/approval.</p> <ul style="list-style-type: none"> Complete the fields. Click the Submit button. <p><i>The Truck and Load Information screen will be displayed.</i></p>

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

Step	Description
12.	<p>At this time, the Permit Type has not been determined. Once the dimension and weight information is entered, the IN OSOWPS will determine the Permit Type. The determined Permit Type will be displayed under the Load Parameters.</p> <ul style="list-style-type: none"> • Single Trip Oversize • Single Trip Overweight • Single Trip Oversize/Overweight • Single Trip Oversize Superload • Single Trip Overweight Superload • Single Trip Oversize/Overweight Superload

Company
Contact
Application

[ProMiles Test 1](#)
Buzz Busby Ph: 409-555-1212
Permit ID: XXXXXXXX

Vehicle Inventory	Unit/Rig Number	Year	Make	VIN	Plate #	State	Country	Vehicle Type
12345678	12345678	2002	PETERBILT	12654561411	ADF3232	KY	US	Tractor-Trailer

Load Description: Load Serial #/Bill of Lading #:

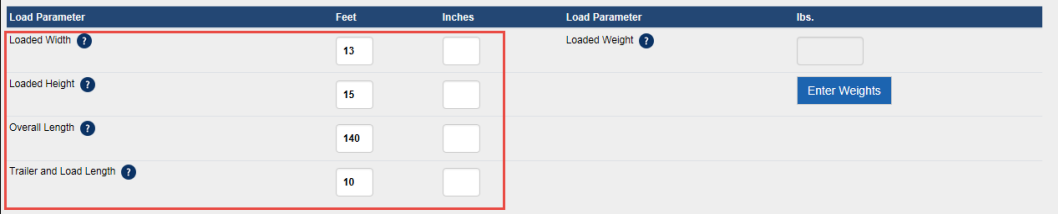
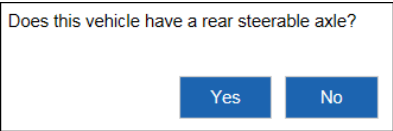
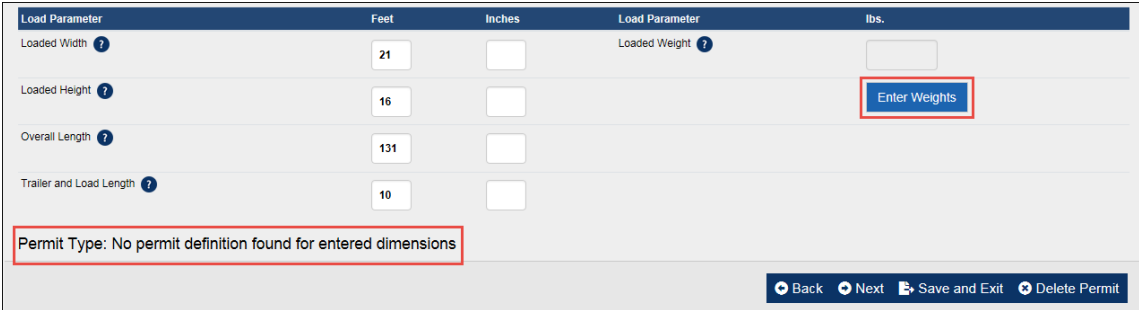
I attest that the load is non-divisible. I attest that hauling multiple items does not create an additional over-dimension. How Loaded:

Load Parameter	Feet	Inches	Load Parameter	lbs.
Loaded Width	<input type="text"/>	<input type="text"/>	Loaded Weight	<input type="text"/>
Loaded Height	<input type="text"/>	<input type="text"/>		<input type="button" value="Enter Weights"/>
Overall Length	<input type="text"/>	<input type="text"/>		
Trailer and Load Length	<input type="text"/>	<input type="text"/>		

Permit Type: No permit definition found for entered dimensions

**Indiana Oversize/Overweight Permitting System
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Scenario Steps

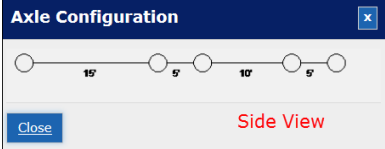
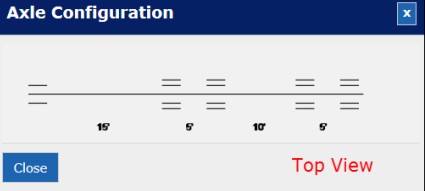
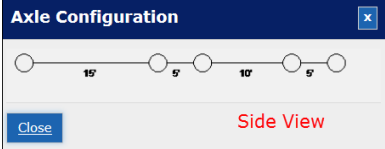
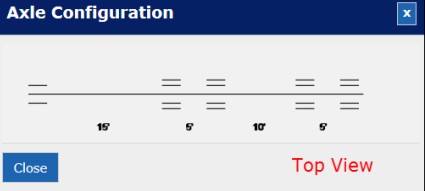
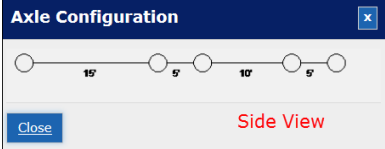
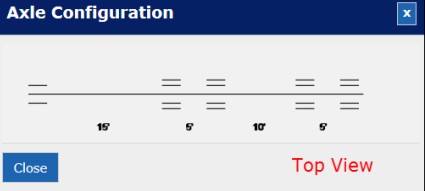
Step	Description
13.	<ul style="list-style-type: none"> Enter the load information in the Loaded Width, Loaded Height, Overall Length, and Trailer and Load Length fields.  <p>Rear Steerable Axle</p> <p>As the dimensions are entered, if an Overall Length greater than 130' is entered, the following message will be displayed.</p>  <ul style="list-style-type: none"> Click Yes if the vehicle has a rear steerable axle. If this option is selected, a Route Survey will NOT be required for this permit application. Click No if the vehicle does not have a rear steerable axle. If this option is selected, a Route Survey will be required for this permit application. The Route Survey will be created at the end of the process.
14.	<ul style="list-style-type: none"> Click the Enter Weights button to enter the axle weights and spacings. The axle weights and spacings entered will determine the Loaded Weight. 

Scenario Steps

Step	Description
15.	<p><i>The Set Axle Weights screen will be displayed.</i></p> <ul style="list-style-type: none"> Enter the number of axles for the truck in the Number of Axles: field. <p>Note: If the number of axles changes, press the Tab key to allow the specified number of axle fields to load.</p> <p>Note: Select the # Tires, Non-Standard Gauge, Axle Type, and/or Tread Width and Rim Size checkbox (es) to display those entry fields.</p> <ul style="list-style-type: none"> Enter the axle spacings for each axle in the fields provided. <div data-bbox="240 598 812 1165" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div> <p>Note: As axle weights and spacings are entered, the Total Spacing, Total Weight, and ESAL calculation will be updated. The final ESAL calculation will determine the Permit Type needed. If it is determined that the Permit Type needs to change, the following message will be displayed.</p> <div data-bbox="203 1297 844 1533" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> </div>

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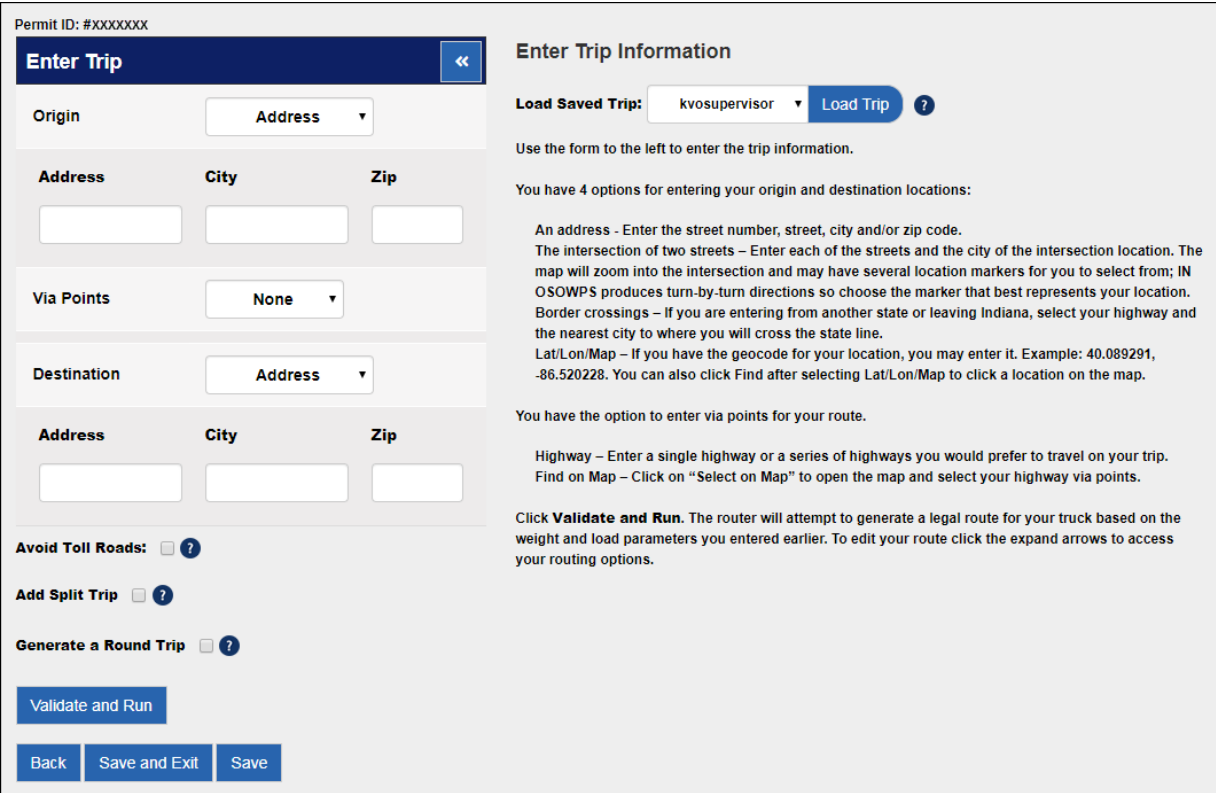
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Scenario Steps

Step	Description																																			
16.	<ul style="list-style-type: none"> Click the Display Configuration button to view a side or top view diagram of the axle configuration. <div data-bbox="240 373 863 573" data-label="Diagram"> </div> <ul style="list-style-type: none"> Click the Close button. <i>The Set Axle Spacing screen will be displayed.</i> Click the Validate Weights and Close button. <i>The Truck and Load Information screen will be displayed.</i> <p>Note: Based on the load information entered, the IN OSOWPS will determine the type of Single Trip permit required. That Permit Type will be displayed under the Load Parameters.</p> <div data-bbox="201 865 1390 1188" data-label="Form"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Load Parameter</th> <th>Feet</th> <th>Inches</th> <th>Load Parameter</th> <th>lbs.</th> </tr> </thead> <tbody> <tr> <td>Loaded Width ?</td> <td style="text-align: center;">10</td> <td></td> <td>Loaded Weight ?</td> <td style="text-align: center;">100000</td> </tr> <tr> <td>Loaded Height ?</td> <td style="text-align: center;">11</td> <td></td> <td colspan="2" style="text-align: right;">Enter Weights</td> </tr> <tr> <td>Overall Length ?</td> <td style="text-align: center;">100</td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Trailer and Load Length ?</td> <td style="text-align: center;">10</td> <td></td> <td colspan="2"></td> </tr> <tr> <td colspan="5" style="border: 1px solid red; padding: 5px;">Permit Type: Oversize/Overweight (Single Trip)</td> </tr> <tr> <td colspan="5" style="text-align: right; padding-top: 5px;"> ← Back Next → Save and Exit Delete Permit </td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Click the Next button to proceed to the next page of the permit application. <p>Note: The Vehicle Type and Loading Method selected will determine the maximum dimensions allowed for this permit application. If a dimension entered exceeds the maximum allowed, a message similar to this will be displayed.</p>	Load Parameter	Feet	Inches	Load Parameter	lbs.	Loaded Width ?	10		Loaded Weight ?	100000	Loaded Height ?	11		Enter Weights		Overall Length ?	100				Trailer and Load Length ?	10				Permit Type: Oversize/Overweight (Single Trip)					← Back Next → Save and Exit Delete Permit				
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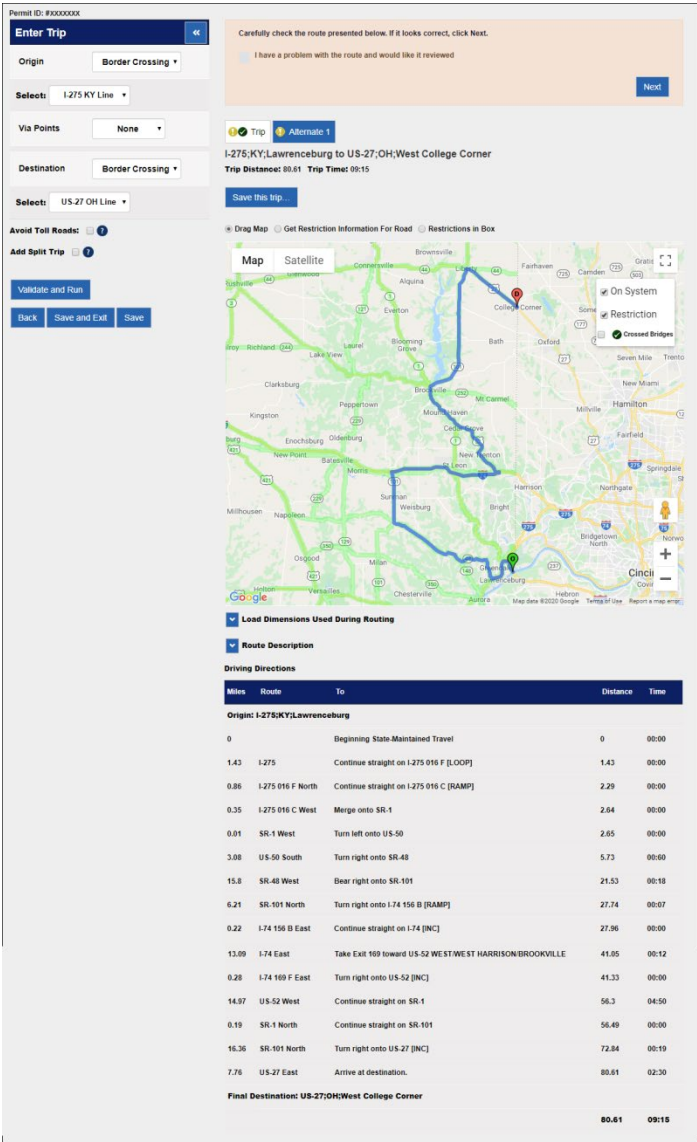
Scenario Steps

Step	Description
17.	<p><i>The Enter a Route screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the 'Enter Trip Information' screen. At the top left, it says 'Permit ID: #XXXXXXX'. The main heading is 'Enter Trip' with a back arrow. Below this, there are two 'Origin' sections, each with an 'Address' dropdown menu. The first 'Origin' section has input fields for 'Address', 'City', and 'Zip'. Below that is a 'Via Points' dropdown menu set to 'None'. The second 'Origin' section is labeled 'Destination' and also has an 'Address' dropdown menu and input fields for 'Address', 'City', and 'Zip'. At the bottom of the form, there are three checkboxes: 'Avoid Toll Roads', 'Add Split Trip', and 'Generate a Round Trip', each with a help icon. A 'Validate and Run' button is located below the checkboxes. At the very bottom, there are three buttons: 'Back', 'Save and Exit', and 'Save'.</p> </div> <p>Enter Trip Information</p> <p>Load Saved Trip: kvosupervisor Load Trip ?</p> <p>Use the form to the left to enter the trip information.</p> <p>You have 4 options for entering your origin and destination locations:</p> <p>An address - Enter the street number, street, city and/or zip code. The intersection of two streets - Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; IN OSOWPS produces turn-by-turn directions so choose the marker that best represents your location. Border crossings - If you are entering from another state or leaving Indiana, select your highway and the nearest city to where you will cross the state line. Lat/Lon/Map - If you have the geocode for your location, you may enter it. Example: 40.089291, -86.520228. You can also click Find after selecting Lat/Lon/Map to click a location on the map.</p> <p>You have the option to enter via points for your route.</p> <p>Highway - Enter a single highway or a series of highways you would prefer to travel on your trip. Find on Map - Click on "Select on Map" to open the map and select your highway via points.</p> <p>Click Validate and Run. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options.</p>
	<p>Note: For more detailed information on obtaining a route, refer to Scenario 30 – Generating a Route starting on page 134. The process described here is meant as a high level explanation of the Order Permits process.</p> <p>From this screen, users can:</p> <ul style="list-style-type: none"> ● Generate a simple point-to-point route ● Generate a route through specified map points ● Generate a route over specified highways ● Generate multiple routes each with a separate Origin and Destination when: <ul style="list-style-type: none"> ○ A split trip is generated ● Choose the Origin and Destination to be any combination of specific Addresses, Intersections, Border Crossing, and Latitude/Longitude. <p>Note: Each of these multiple routes can be simple point-to-point or routed over specified roadways. For example, one leg of a split trip can be generated as simple point-to-point, and select the Origin by an intersection and the Destination by an address. Another leg could stipulate that it will travel over specified roadways, and the Origin could be a Border Crossing and the Destination could be selected by selecting a Lat/Lon on map.</p>

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Scenario Steps

Step	Description
18.	<ul style="list-style-type: none"> Enter the Origin, Destination, and any Via Points. Click the Validate and Run button when all routing selections have been made. <p><i>The Trip Results Panel will be displayed. Refer to Scenario 31 – Working With Your Trip Results starting on 163 for more information.</i></p>



The screenshot shows the 'Enter Trip' interface. On the left, there are input fields for Origin (Border Crossing), Selects (I-275 KY Line), Via Points (None), Destination (Border Crossing), and Selects (US-27 OH Line). There are also checkboxes for 'Avoid Toll Roads' and 'Add Split Trip'. A 'Validate and Run' button is visible. The main area shows a map with a blue route and a 'Route Description' table.

Miles	Route	To	Distance	Time
Origin: I-275;KY;Lawrenceburg				
0		Beginning State-Maintained Travel	0	00:00
1.43	I-275	Continue straight on I-275 016 F [LOOP]	1.43	00:00
0.86	I-275 016 F North	Continue straight on I-275 016 C [RAMP]	2.29	00:00
0.35	I-275 016 C West	Merge onto SR-1	2.64	00:00
0.91	SR-1 West	Turn left onto US-50	2.65	00:00
3.08	US-50 South	Turn right onto SR-48	5.73	00:00
15.8	SR-48 West	Bear right onto SR-101	21.53	00:18
6.21	SR-101 North	Turn right onto I-74 156 B [RAMP]	27.74	00:07
0.22	I-74 156 B East	Continue straight on I-74 [NC]	27.96	00:00
13.09	I-74 East	Take Exit 169 toward US-52 WEST WEST HARRISON/BROOKVILLE	41.05	00:12
0.28	I-74 169 F East	Turn right onto US-52 [NC]	41.33	00:00
14.87	US-52 West	Continue straight on SR-1	56.3	04:50
0.19	SR-1 North	Continue straight on SR-101	56.49	00:00
16.36	SR-101 North	Turn right onto US-27 [NC]	72.84	00:19
7.76	US-27 East	Arrive at destination.	80.61	02:30
Final Destination: US-27;OH;West College Corner			80.61	09:15

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Step	Description
19.	<p>Note: If the system requires additional information to generate the route or if it cannot generate a route based on the information provided, the Validation Results Panel informs the user why the trip failed and provides alternative routing points to enter to calculate the desired route of travel. Modify the route details in the Enter Trip Panel. When the system has collected sufficient information to generate a route, the Trip Results Panel will display the route and additional information about the route.</p> <ul style="list-style-type: none">Click the Next button if the trip looks satisfactory. <div data-bbox="240 548 1214 751" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"><p>Carefully check the route presented below. If it looks correct, click Next.</p><p><input type="checkbox"/> I have a problem with the route and would like it reviewed</p><p style="text-align: right;">Next</p></div> <p>Note: If the user is unable to get the desired route, click the I have a problem with the route and would like it reviewed checkbox. The permit application will be sent to the Permit Office to process and review the route.</p>

Indiana Oversize/Overweight Permitting System

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Scenario Steps

Step	Description																																																																																																																																																																																																																										
20.	<p><i>The Order Permits: Permit Summary screen will be displayed providing a summary of the permit application including the total cost of the permit being ordered.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="text-align: right; margin-bottom: 10px;"> Permit Notes Permit Documents </div> <h3 style="text-align: center; margin: 0;">Order Permits</h3> <p style="text-align: center; margin: 0;">Permit fee summary.</p> <hr/> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 30%;"> <p>Company Contact Application</p> </div> <div style="width: 65%;"> <p>ProMiles Test 1 Haley Brack-Ph: 612-205-2805 Permit ID: XXXXXXXX</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th>Permits</th> <th>Unit/Qty #</th> <th>Permit Fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Oversize (Single Trip)</td> <td style="text-align: center;">3001</td> <td style="text-align: right;">\$30.00</td> <td style="text-align: right;">\$30.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">\$30.00</td> <td style="text-align: right;">\$30.00</td> </tr> </tbody> </table> <h4 style="margin: 0;">Order Review</h4> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Permit Type: Oversize (Single Trip) Start Date: 2/6/2020 End Date: 2/20/2020</p> </div> <p>Load Load Description: 105 Load Serial #/RR #/Lading #: 0105</p> <p>Vehicles Used For This Permit</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> <th>Plate #</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>3001</td> <td>Traction-Trailer</td> <td>KENWORTH</td> <td>2005</td> <td>1NKL80685007369</td> <td>HL7838</td> <td>PA</td> </tr> </tbody> </table> <p>Load Dimensions</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th colspan="4">Dimensions</th> </tr> </thead> <tbody> <tr> <td>Width:</td> <td style="text-align: right;">10' 8" 0 in.</td> <td>Height:</td> <td style="text-align: right;">13' 5" 6 in.</td> </tr> <tr> <td>Trailer and Load Length:</td> <td style="text-align: right;">43' 8" 0 in.</td> <td>Weight (lbs.):</td> <td style="text-align: right;">24444</td> </tr> </tbody> </table> <p>Axle Spacings</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th colspan="4">Axles</th> </tr> </thead> <tbody> <tr> <td>Axle:</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td>Distances:</td> <td></td> <td></td> <td style="text-align: right;">12 ft.</td> </tr> <tr> <td>Weights (lbs.):</td> <td></td> <td style="text-align: center;">12222</td> <td style="text-align: center;">12222</td> </tr> <tr> <td># of Tires:</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Trailer Width and Rim Size:</td> </tr> </tbody> </table> <p>Origin and Destination Origin: I-275 KY/Laurensburg Destination: US-27 OH/West College Corner</p> <p>Turn by Turn Directions</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th>Sq.</th> <th>Miles</th> <th>Meters</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> <th>Status</th> </tr> </thead> <tbody> <tr><td>0</td><td>0.0</td><td></td><td></td><td>Origin: I-275 KY/Laurensburg</td><td>0.0</td><td>00:00</td><td></td></tr> <tr><td>1</td><td>0.0</td><td></td><td></td><td>Beginning State-Maintained Travel</td><td>0.0</td><td>00:00</td><td>IN</td></tr> <tr><td>2</td><td>1.4</td><td>00:00</td><td>I-275</td><td>Continue straight on I-275 016 F [LOOP]</td><td>1.40</td><td>00:00</td><td>IN</td></tr> <tr><td>3</td><td>0.9</td><td>00:00</td><td>I-275 016 F North</td><td>Continue straight on I-275 016 C [RAMP]</td><td>2.30</td><td>00:00</td><td>IN</td></tr> <tr><td>4</td><td>0.4</td><td></td><td>I-275 016 C West</td><td>Merge onto SR-1</td><td>2.70</td><td>00:00</td><td>IN</td></tr> <tr><td>5</td><td>0.0</td><td></td><td>SR-1 West</td><td>Turn left onto US-50</td><td>2.70</td><td>00:00</td><td>IN</td></tr> <tr><td>6</td><td>3.1</td><td>00:00</td><td>US-50 South</td><td>Turn right onto SR-48</td><td>5.80</td><td>01:00</td><td>IN</td></tr> <tr><td>7</td><td>15.8</td><td></td><td>SR-48 West</td><td>Bear right onto SR-101</td><td>21.60</td><td>01:00</td><td>IN</td></tr> <tr><td>8</td><td>6.2</td><td>00:07</td><td>SR-101 North</td><td>Turn right onto I-74 156 B [RAMP]</td><td>27.80</td><td>01:07</td><td>IN</td></tr> <tr><td>9</td><td>0.2</td><td></td><td>I-74 156 B East</td><td>Continue straight on I-74 [JCT]</td><td>28.00</td><td>01:07</td><td>IN</td></tr> <tr><td>10</td><td>13.1</td><td>00:12</td><td>I-74 East</td><td>Take Exit 169 toward US-52 WEST/WEST HARRISON/BROOKVILLE</td><td>41.10</td><td>01:19</td><td>IN</td></tr> <tr><td>11</td><td>0.3</td><td></td><td>I-74 169 F East</td><td>Turn right onto US-52 [JCT]</td><td>41.40</td><td>01:19</td><td>IN</td></tr> <tr><td>12</td><td>15.0</td><td>04:50</td><td>US-52 West</td><td>Continue straight on SR-1</td><td>56.40</td><td>06:08</td><td>IN</td></tr> <tr><td>13</td><td>0.2</td><td></td><td>SR-1 North</td><td>Continue straight on SR-101</td><td>56.60</td><td>06:08</td><td>IN</td></tr> <tr><td>14</td><td>16.4</td><td>00:19</td><td>SR-101 North</td><td>Turn right onto US-27 [JCT]</td><td>73.00</td><td>06:26</td><td>IN</td></tr> <tr><td>15</td><td>7.8</td><td>02:12</td><td>US-27 East</td><td>Arrive at destination</td><td>80.80</td><td>06:38</td><td>IN</td></tr> <tr><td>16</td><td>80.80</td><td></td><td></td><td>Destination: US-27 OH/West College Corner</td><td>80.80</td><td>06:38</td><td></td></tr> </tbody> </table> <p>Route Directions</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>====>I-275 KY/Laurensburg====I-275, I-275 016 F North, I-275 016 C West, SR-1 West, US-50 South, SR-48 West, SR-101 North, I-74 156 B East, I-74 East, SR-101 North, US-50 West/WEST HARRISON/BROOKVILLE, I-74 169 F East, US-52 West, SR-1 North, SR-101 North, US-27 East====US-27 OH/West College Corner====</p> </div> <p>Permit Provisions</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th>Seq</th> <th>Condition</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The carrier/owner is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. 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Driver / Carrier must contact the appropriate municipality being utilized on such routes prior to movement due to restrictions of oversize/overweight loads.</td> </tr> </tbody> </table> <p>Attest/Accept Statement</p> <p><input type="checkbox"/> Attestable Travel I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p> <p><input type="checkbox"/> General Terms and Conditions</p> <p>a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor.</p> <p>b. The General Provisions which can be found at www.in.gov/indot/permits/2019.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness or the transmitting of this permit as a whole or any part thereof, including General or Special Provisions.</p> <p>c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force.</p> <p>d. I attest that I have read and accept the terms set forth above.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Back Save and Exit Delete Permit Submit </div> </div>	Permits	Unit/Qty #	Permit Fee	Total	Oversize (Single Trip)	3001	\$30.00	\$30.00	Total		\$30.00	\$30.00	Unit Number	Type	Make	Year	VIN	Plate #	State	3001	Traction-Trailer	KENWORTH	2005	1NKL80685007369	HL7838	PA	Dimensions				Width:	10' 8" 0 in.	Height:	13' 5" 6 in.	Trailer and Load Length:	43' 8" 0 in.	Weight (lbs.):	24444	Axles				Axle:	1	2		Distances:			12 ft.	Weights (lbs.):		12222	12222	# of Tires:				Trailer Width and Rim Size:				Sq.	Miles	Meters	Route	To	Distance	Time	Status	0	0.0			Origin: I-275 KY/Laurensburg	0.0	00:00		1	0.0			Beginning State-Maintained Travel	0.0	00:00	IN	2	1.4	00:00	I-275	Continue straight on I-275 016 F [LOOP]	1.40	00:00	IN	3	0.9	00:00	I-275 016 F North	Continue straight on I-275 016 C [RAMP]	2.30	00:00	IN	4	0.4		I-275 016 C West	Merge onto SR-1	2.70	00:00	IN	5	0.0		SR-1 West	Turn left onto US-50	2.70	00:00	IN	6	3.1	00:00	US-50 South	Turn right onto SR-48	5.80	01:00	IN	7	15.8		SR-48 West	Bear right onto SR-101	21.60	01:00	IN	8	6.2	00:07	SR-101 North	Turn right onto I-74 156 B [RAMP]	27.80	01:07	IN	9	0.2		I-74 156 B East	Continue straight on I-74 [JCT]	28.00	01:07	IN	10	13.1	00:12	I-74 East	Take Exit 169 toward US-52 WEST/WEST HARRISON/BROOKVILLE	41.10	01:19	IN	11	0.3		I-74 169 F East	Turn right onto US-52 [JCT]	41.40	01:19	IN	12	15.0	04:50	US-52 West	Continue straight on SR-1	56.40	06:08	IN	13	0.2		SR-1 North	Continue straight on SR-101	56.60	06:08	IN	14	16.4	00:19	SR-101 North	Turn right onto US-27 [JCT]	73.00	06:26	IN	15	7.8	02:12	US-27 East	Arrive at destination	80.80	06:38	IN	16	80.80			Destination: US-27 OH/West College Corner	80.80	06:38		Seq	Condition	1	The carrier/owner is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. 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Scenario Steps

Step	Description																		
21b	<p>From the Order Permits: Permit Summary screen, a Company User can do the following:</p> <ul style="list-style-type: none"> ○ Review the payment and route information ○ Add or review notes and documents for the permit application. <p>Refer to Steps 21b to 21k in this scenario for a better understanding of the Order Permits: Permit Summary screen.</p>																		
21c	<p>The top section of the Order Permits: Permit Summary screen displays the Company Name, Contact Name, Permit ID, Permit Type, Unit/Rig Number, Permit Fee, and effective dates for the permit.</p> <p>Note: When the company name appears in blue, it is a hyperlink to access the IN OSOWPS Company Management Portal screen.</p> <p>Note: The Start and End Date will reflect a Single Trip permit.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h3>Order Permits</h3> <p><i>Permit fee summary.</i></p> </div> <div style="text-align: right;"> Permit Notes Permit Documents </div> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Company</td> <td>ProMiles Test 1</td> </tr> <tr> <td>Contact</td> <td>Haley Brack Ph: 612-205-2805</td> </tr> <tr> <td>Application</td> <td>Permit ID: XXXXXXXX</td> </tr> </table> </div> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 30%;">Permits</th> <th style="width: 20%;">Unit/Rig #</th> <th style="width: 20%;">Permit Fee</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>Oversize (Single Trip)</td> <td style="text-align: center;">3001</td> <td style="text-align: right;">\$30.00</td> <td style="text-align: right;">\$30.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">\$30.00</td> <td style="text-align: right;">\$30.00</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px; background-color: #003366; color: white; padding: 5px;"> <h3>Order Review</h3> </div> <div style="margin-top: 10px; background-color: #e6f2ff; padding: 10px; border: 1px solid #add8e6;"> <p>Permit Type: Oversize (Single Trip)</p> <p>Start Date: 2/6/2020 End Date: 2/20/2020</p> </div> </div>	Company	ProMiles Test 1	Contact	Haley Brack Ph: 612-205-2805	Application	Permit ID: XXXXXXXX	Permits	Unit/Rig #	Permit Fee	Total	Oversize (Single Trip)	3001	\$30.00	\$30.00	Total		\$30.00	\$30.00
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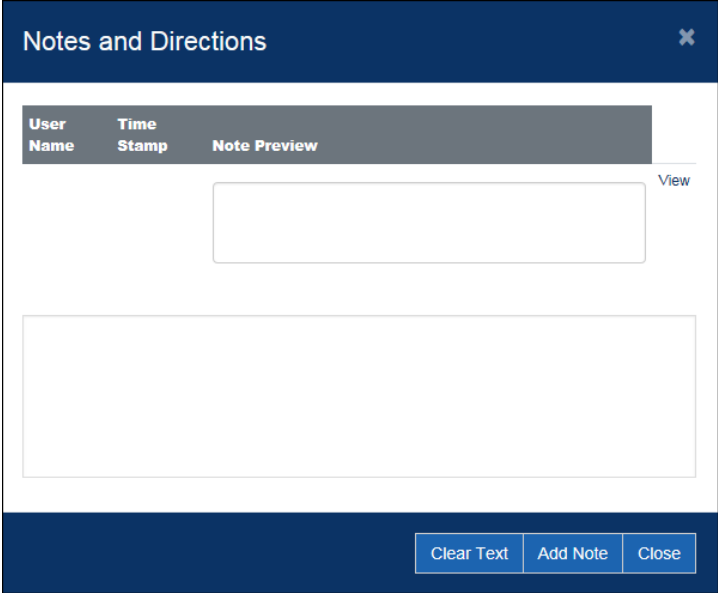
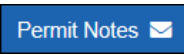
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21d	<p>The next section of the Order Permits: Permit Summary screen will display all the load information entered in the permit application. Users should review these fields for accuracy. If changes are needed, click the Back button to return to the previous screens.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Load Load Description: tes Load Serial #/Bill of Lading #: 12345</p> <p>Vehicles Used For This Permit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> <th>Plate #</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>3001</td> <td>Tractor-Trailer</td> <td>KENWORTH</td> <td>2005</td> <td>1NKDLB0X65J087369</td> <td>IRJ7836</td> <td>PA</td> </tr> </tbody> </table> <p>Load Dimensions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="7">Dimensions</th> </tr> </thead> <tbody> <tr> <td>Width:</td> <td>10 ft. 0 in.</td> <td>Height:</td> <td>13 ft. 6 in.</td> <td>Length:</td> <td colspan="2">100 ft. 0 in.</td> </tr> <tr> <td>Trailer and Load Length:</td> <td>43 ft. 0 in.</td> <td>Weight (lbs.):</td> <td colspan="4">24444</td> </tr> </tbody> </table> <p>Axle Spacings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="3">Axles</th> </tr> </thead> <tbody> <tr> <td>Axle:</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Distances:</td> <td></td> <td style="text-align: center;">12 ft.</td> </tr> <tr> <td>Weights (lbs.):</td> <td style="text-align: center;">12222</td> <td style="text-align: center;">12222</td> </tr> <tr> <td># of Tires:</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Tread Width and Rim Size:</td> </tr> </tbody> </table> </div>	Unit Number	Type	Make	Year	VIN	Plate #	State	3001	Tractor-Trailer	KENWORTH	2005	1NKDLB0X65J087369	IRJ7836	PA	Dimensions							Width:	10 ft. 0 in.	Height:	13 ft. 6 in.	Length:	100 ft. 0 in.		Trailer and Load Length:	43 ft. 0 in.	Weight (lbs.):	24444				Axles			Axle:	1	2	Distances:		12 ft.	Weights (lbs.):	12222	12222	# of Tires:			Tread Width and Rim Size:																					
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Step	Description												
21f	<p>The Route Description is an abbreviated route excluding turn-by-turn driving directions, distance, and time calculations. The abbreviated route mimics manual routing terminology.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Route Directions</p> <pre style="background-color: #f0f0f0; padding: 5px;">==>I-275;KY;Lawrenceburg<==I-275, I-275 016 F North, I-275 016 C West, SR-1 West, US-50 South, SR-48 West, SR-101 North, I-74 156 B East, I-74 East, @ Exit 169 toward US-52 WEST/WEST HARRISON/BROOKVILLE, I-74 169 F East, US-52 West, SR-1 North, SR-101 North, US-27 East==>US-27;OH;West College Corner<==</pre> </div>												
21g	<p><u>Permit Provisions</u></p> <p>The Permit Provisions section will display all provisions assigned to the permit.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Permit Provisions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Seq</th> <th style="text-align: left;">Condition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG</td> </tr> <tr> <td style="text-align: center;">2</td> <td>You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>This permit is only good for a ONE time move.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>If there are any railroad crossings in the route that have been surveyed, the carrier must adjust the height of the trailer prior to the railroad crossing. The carrier must be completely through the crossing and allow room for all traffic to clear railroad crossing before pulling over and stopping to make any adjustments to the height of the trailer.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Permit does not apply to city streets or county roads. Driver / Carrier must contact the appropriate municipality being utilized on such routes prior to movement due to restrictions of oversize overweight loads.</td> </tr> </tbody> </table> </div>	Seq	Condition	1	The carrier/driver is responsible to verify that there are no road or construction restrictions along the specified route prior to travel. HTTP://INTR.CARSPROGRAM.ORG	2	You may stop for fuel as long as you are not going under any underpasses to ramp off or back on route on any state maintained highway. Fuel stop must be no more than 1/2 mile from the route traveled.	3	This permit is only good for a ONE time move.	4	If there are any railroad crossings in the route that have been surveyed, the carrier must adjust the height of the trailer prior to the railroad crossing. The carrier must be completely through the crossing and allow room for all traffic to clear railroad crossing before pulling over and stopping to make any adjustments to the height of the trailer.	5	Permit does not apply to city streets or county roads. Driver / Carrier must contact the appropriate municipality being utilized on such routes prior to movement due to restrictions of oversize overweight loads.
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Scenario Steps

Step	Description
21h	<p data-bbox="196 323 609 352">Add a Note to the Permit Application</p> <p data-bbox="196 371 917 401">Company Users can add and view notes for the permit application.</p> <div data-bbox="203 420 657 493">A screenshot showing two buttons: 'Permit Notes' and 'Permit Documents'. The 'Permit Notes' button is highlighted with a red border.</div> <ul data-bbox="203 514 1079 546" style="list-style-type: none">• Click the Permit Notes button to add or view notes for the permit application. <p data-bbox="235 562 779 592"><i>The Notes and Directions screen will be displayed.</i></p> <div data-bbox="240 609 954 1197">A screenshot of the 'Notes and Directions' screen. It features a table with columns for 'User Name', 'Time Stamp', and 'Note Preview'. Below the table is a large text input area. At the bottom, there are three buttons: 'Clear Text', 'Add Note', and 'Close'. A 'View' link is positioned to the right of the table.</div> <ul data-bbox="203 1218 1226 1396" style="list-style-type: none">• Enter the text of the note in the free-form text box.• Click the Clear Text button to remove the note text entered.• Click the Add Note button to save and add the note to the permit application.• Click the Close button to close the Notes and Directions screen without saving the changes. <p data-bbox="196 1417 1437 1507">Note: If there was a previously added note, there will be an envelope on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the top of the Notes and Directions screen, with the User Name, Time Stamp, Note Preview, and a View link to view the note.</p> <div data-bbox="203 1522 386 1575">A screenshot of the 'Permit Notes' button, which includes a small envelope icon to its right.</div>

Scenario Steps

Step	Description										
22.	<p><u>Add a Document to the Permit Application</u></p> <p>Company Users can add or view documents from the permit application. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to IN OSOWPS. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.</p> <div style="border: 1px solid #003366; padding: 5px; margin-bottom: 10px;"> Permit Notes Permit Documents </div> <ul style="list-style-type: none"> Click the Permit Documents button to add or view documents for the permit application. <p><i>The Permit Documents screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Permit Documents</p> <p>Edit Documents.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="background-color: #e0e0e0; padding: 2px;">Previously Uploaded Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>User Name</th> <th>Time Stamp</th> <th>Document Description and Notes</th> <th>Document Type</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <p style="font-size: small; color: red;">Instructions for uploading a new document.</p> <ol style="list-style-type: none"> Select the document type. Browse to find the document you wish to upload. Enter both a title and a brief description for the document. Press 'Upload Document' to add the new document to the list. <p>Document Type: <input type="text" value="Select..."/> ▼</p> <p>Document Name and Path: <input type="text"/> Browse...</p> <p>Title: <input type="text"/></p> <p>Description: <input style="height: 40px;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Close Upload Document </div> </div> <ul style="list-style-type: none"> Select the type of document from the Document Type dropdown list. Click the Browse button to locate the document. Enter the title of the document in the Title field. Enter a description of the document in the Description field. Click the Close button to close the Edit Documents screen without saving the changes. Click the Upload Document button to save and add the document to the permit application. <p>Note: If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting.</p> <div style="border: 1px solid #003366; padding: 5px; margin-top: 10px;"> Permit Documents </div>	User Name	Time Stamp	Document Description and Notes	Document Type	View Document					
User Name	Time Stamp	Document Description and Notes	Document Type	View Document							

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Step	Description
23.	<p><u>I Attest/Accept Statement</u></p> <p>Both of the following attest statement boxes must be checked to process through the <i>Order Permits: Permit Summary</i> screen.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="background-color: #003366; color: white; padding: 2px;">I Attest/Accept Statement</p> <p><input type="checkbox"/> <u>Allowable Travel</u> I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.</p> <p><u>General Terms and Conditions</u></p> <p>a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor.</p> <p>b. The General Provisions which can be found at www.in.gov/dor/mcs/pdfs-forms/m204.pdf are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the Generate Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions.</p> <p>c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is truck, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force</p> <p>d. I attest that I have read and accept the terms set forth above.</p> </div>
24.	<p>Once the <i>Order Permits: Permit Summary</i> screen has been reviewed, and the Company User feels that no changes are needed, the permit application can either be saved or submitted to the next step in the permit process workflow.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> Back Save and Exit Delete Permit Submit </div> <ul style="list-style-type: none"> Click the Back button to return to the previous screen. Click the Save and Exit button to close the permit application and process at a later time. The permit application will be placed in the Permits Panel on the Company Dashboard. The permit can be processed from the Permits Panel at a later time. Click the Delete Permit button to delete the permit. Click the Submit button to complete the Order Permits process. <p>Note: If the permit dimensions are eligible for self-issue, the customer will have the option to pay for the permit once submitted.</p> <p>Note: If the permit dimensions are NOT eligible for self-issue, the permit will be sent to the State for review.</p>

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Step	Description								
25.	<p data-bbox="196 323 829 352"><i>The Permit Submission Successful screen will be displayed.</i></p> <div data-bbox="201 369 1320 856" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">Order Permits Permit Notes Permit Documents</p><table border="1" style="width: 100%;"><tr><td style="width: 30%;">Company</td><td>ProMiles Test 1</td></tr><tr><td>Contact</td><td>Haley Brack Ph: 612-205-2805</td></tr><tr><td>Application</td><td>Permit ID: XXXXXXXX</td></tr></table><p>Permit Submission Successful!</p><p>Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the Dashboard.</p><p>Return to the dashboard Order another permit</p><p>The following permits have been approved.</p><table border="1" style="width: 100%;"><tr><th style="background-color: #0056b3; color: white;">Permit ID</th></tr><tr><td>XXXXXXXX</td></tr></table><p>Pay for the permits now.</p></div> <ul style="list-style-type: none">• Click the Return to Dashboard link to return to the Company Dashboard without paying for the permit. <p>Note: If the permit is not paid for at this time, it will be available in the Shopping Cart for payment.</p> <p>The Customer User will receive an email notification letting them know the permit has been approved and is ready for payment.</p> <ul style="list-style-type: none">• Click the Order another permit link to order a new permit.• Click the Pay for the Permits now link to proceed with the payment process.	Company	ProMiles Test 1	Contact	Haley Brack Ph: 612-205-2805	Application	Permit ID: XXXXXXXX	Permit ID	XXXXXXXX
Company	ProMiles Test 1								
Contact	Haley Brack Ph: 612-205-2805								
Application	Permit ID: XXXXXXXX								
Permit ID									
XXXXXXXX									
26.	<p data-bbox="196 1169 678 1199"><i>The Pay for permits screen will be displayed.</i></p> <div data-bbox="201 1215 873 1472" style="border: 1px solid black; padding: 10px;"><p>Pay for permits.</p><p>The following permits have been previously authorized and are verified for payment: XXXXXXXX</p><table style="width: 100%;"><tr><td style="background-color: #0056b3; color: white; padding: 5px;">Pay For Verified Permits</td><td style="background-color: #0056b3; color: white; padding: 5px;">Cancel</td></tr></table></div> <ul style="list-style-type: none">• Click the Cancel button to close the Pay for permits screen without completing the payment process.• Click the Pay For Verified Permits button to continue the payment process.	Pay For Verified Permits	Cancel						
Pay For Verified Permits	Cancel								

Scenario Steps

Step	Description				
27.	<p><i>The Payment Information for Permit ID: XXXXXXXX screen will be displayed.</i></p> <div data-bbox="203 367 646 640" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Payment Information for Permit ID: XXXXXXXX Please select a payment option and click the Submit button.</p> <p>Amount Owed: \$ 30.00 for 1 Permit(s) Select Payment Method:</p> <p> <input type="text" value="Select..."/> </p> <p> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> <p><small>Press submit only once.</small></p> </div> <ul style="list-style-type: none"> • Select a payment method from the Select Payment Method dropdown list. <p>Note: If the company has a bond on file, skip to Step 30 as the permit will automatically defer to the bond.</p> <ul style="list-style-type: none"> • Click the Submit button. 				
28.	<p><i>The Permit finalization complete screen will be displayed.</i></p> <div data-bbox="203 865 896 1207" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Permit finalization complete.</p> <p>The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the Dashboard.</p> <p> Return to the dashboard Order another permit </p> <p>Permits Issued</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Permit ID</th> <th>Permit #</th> </tr> </thead> <tbody> <tr> <td>XXXXXXX</td> <td> 634 5017 151 Duplicate </td> </tr> </tbody> </table> </div> <p><u>To View the Permit PDF</u></p> <ul style="list-style-type: none"> • Click the Permit # link. <p><i>The Permit PDF will open in a new window.</i></p> <ul style="list-style-type: none"> • Review the Permit PDF. • Close the Permit PDF window. <p><i>The Permit finalization complete screen will be displayed.</i></p> <p><u>To Order another Permit for the Same Company</u></p> <ul style="list-style-type: none"> • Click the Duplicate link to order another Oversize/Overweight (Single Trip) permit for the same company. <p><u>To Begin Another Permit Application</u></p> <ul style="list-style-type: none"> • Click the Order another permit link to begin a new permit application for a new company. <p><u>To Return to the Company Dashboard</u></p> <ul style="list-style-type: none"> • Click the Return to the Dashboard link or the Home button to return to the Company Dashboard. <p>Note: The permit is now issued. The Permit Details can be viewed the Permits Panel.</p>	Permit ID	Permit #	XXXXXXX	634 5017 151 Duplicate
Permit ID	Permit #				
XXXXXXX	634 5017 151 Duplicate				

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Update History

Version #	Date	Author	Description
0.1	2/1/2020	PSDC	Initial draft developed for Customer User Guide