

PROJECT SCHEDULE SIGN STRUCTURES (VERSION 2.0.0) INSTRUCTIONS

Project Schedule (Sign Structure) is an Excel Worksheet created using *Microsoft office 2003 Professional or Microsoft Excel 2003*.

I. HOW TO DOWNLOAD THIS EXCEL FILE FOR YOUR PROJECT?

Download the **Sign Structure field Inspection & Report Submission Schedule** file from our webpage at <http://www.state.nj.us/transportation/eng/structeval/downloads.shtm>.

After the download is complete, change the name of this file as:

GGGG_YYYYMMDD_PSNN_XX.xls

where, ***GGGG*** are the four to five characters of **Group Number** (e.g., ***21B7***)

YYYYMMDD is the current **Submission Date** of this schedule (e.g., ***20070131***)

PS stands for Project Schedule

NN indicates the **Project Agreement, Mod/Add.** (e.g. “00” for Original Agreement)

XX indicates the **Submission Sequence Number** (e.g., ***01, 02...***)

Note: This name must be **UNIQUE**. The same method is used for naming exported XML files, except extension is changed from “*.xls*” to “*.xml*”.

II. WHAT TO DO WITH THIS EXCEL FILE?

The Excel file contains three main sections, shown and described below:

Button Bar Section: Performs actions necessary to complete the spreadsheet.

Add	Delete	Delete	Insert	Sort	Export	Import	Print	PROJECT SCHEDULE SIGN STRUCTURES
NEW Row	LAST Row	SELECT Row	NEW Row	LIST	XML	XML	Preview	

Project Information Section: Information common for all inspections in the project.

Project*				*Notice to Proceed Date			FOR STATE USE ONLY PDF CD Received by State _____ Working Files CD Received by State _____ Database CD Received by State _____ Final Invoices Received by State _____
Consultant*							
Agreement*	*Agreement Date			*Preliminary Reports Due Date			
Group*	*Modification/Addendum Code			*Final Reports Due Date			
Total Inps*	Modification/Addendum Date			Authorized Time Extension Date			

* Required Fields

Inspection Schedule Section: Contains one row for each inspection in the project.

Insp Type (IR)	Route	Division	MP	Structure Number	Previous Insp Date	Approved Inspection Date	Actual Inspection Date	Approved Final Report Submission Date	Final Report Received by State	State Comments Received by Consultant	Revised Final Report Received by State	Insp Equip / MOT Services Required	Special Testing / NDT Services Required	Remarks
A*	B*	C*	D*	E*	F*	G*	H	I	J	K	L	M	N	O

Instructions:

Fill in the **Project Information Section** according to the details of the project. Some cells contain built-in data validation rules that require the user input data in a certain format (example: date fields must be in the form MM/DD/YYYY). If data of an improper format is entered, an error message will be displayed indicating to the user the proper format to input. DO NOT enter any data in the shaded red area marked “**FOR STATE USE ONLY**”.

After completing the **Project Information Section**, complete the **Inspection Schedule Section**. Each separate inspection will require its own row. Use the buttons contained in the **Button Bar Section** as follows:

Add NEW Row	Add a new row to the bottom of the <i>LIST</i> .
Insert NEW Row	Insert a new row at a desired location within the <i>LIST</i> .
Delete LAST Row	Delete the bottom row contained in the <i>LIST</i> , except first the row.
Delete SELECT Row	Delete any row at a desired location within the <i>LIST</i> , except the first row.
Sort LIST	Sort the <i>LIST</i> first by <i>Inspection Type</i> , then by <i>Previous Inspection Date</i> , and last by <i>Structure Number</i> .
Export XML	Exports <i>XML</i> data file. File naming convention is same as mention above (e.g. “XS9A_20091212_PS00_01.xml”)
Import XML	Not applicable to Sign Structure Projects at this time.
Print Preview	Button to enter the Microsoft Office print preview screen.

Fill in both the sections according to your project and inspection schedule. **TYPE-IN ALL THE NECESSARY DATA INTO THE EXCEL SPREADSHEET; and/or if the following applies.**

- If the Excel is **not setup** for *XML* and *LIST* objects, then see “[How to setup the downloaded Excel file for XML and LIST tools?](#)”
- If **Initial XML data file** is provided to you by the Department, then see “[How to fill in information using Initial XML data file?](#)”

III. HOW TO CREATE AN XML DATA FILE USING EXCEL SPREADSHEET?

Once all required information has been entered in the Excel spreadsheet, generate an *XML* data file for State submission using following instructions.

- a. Create *XML* data file for your Project Schedule by clicking the  Button.
- b. The *XML* file is saved as same name as Excel file except with **.xml** extension:

GGGG_YYYYMMDD_PSNN_XX.xml

where, *GGGG* is the four character Group Number (e.g., *21B7*)

YYYYMMDD is the current submission date in this schedule (e.g. *20090215*)

PS stands for Project Schedule

NN indicates the **Project Agreement, Mod/Add.** (e.g. “00” for Original Agreement)

XX indicates the Submission Sequence Number (e.g., *01, 02...*)

Note: This name must be **UNIQUE**.

- c. Email this *XML* data file as an attachment to the Department Project Manager.
Include file name in the subject of this email.

Note: See sample below.

Excel Sample

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	PROJECT SCHEDULE SIGN STRUCTURES														
	Add Delete Delete Insert Sort Export Import Print NEW Row LAST Row SELECT Row NEW Row LIST XML XML XML Preview														
3	Project*														
4	ABC Consultants														
5	Consultant*	*Notice to Proceed Date 5/1/2009													
6	Agreement*	2009B1123X	*Final Reports Due Date 1/1/2010												
7	Group*	CGGG	*Revised Final Reports Due Date 5/1/2010												
8	Total Inps	3	Authorized Time Extension Date												
* Required Fields															
9	Insp Type (LR)	Route	Direc	MP	Structure Number	Previous Insp Date	Approved Inspection Date	Actual Inspection Date	Approved Final Report Submission Date	Final Report Received by State	States Comments Received by Consultant	Revised Final Report Received by State	Insp Equip / MOT Services Required	Special Testing / NDT Services Required	Remarks
10	A*	B+	C+	D+	E+	F+	G+	H	I	J	K	L	M	N	O
11	R	295	NB	12.12	xxxx101	12/12/2007									
12	R	295	SB	12.12	xxxx102	12/12/2007									
13	R	1		1.30	xxxx103	12/19/2007									

XML Sample

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
- <root>
  - <root_info>
    <project_name>Some project</project_name>
    <consultant>ABC Consultants</consultant>
    <agreement>2009BI123X</agreement>
    <group_number>GGGG</group_number>
    <total_inspections>3</total_inspections>
    <agreement_date>2009-04-01</agreement_date>
    <mod_add_code>00</mod_add_code>
    <mod_add_date />
    <ntp_date>2009-05-01</ntp_date>
    <final_reports_date>2010-01-01</final_reports_date>
    <rev_final_reports_date>2010-05-01</rev_final_reports_date>
    <auth_time_ext_date />
    <final_invoice_received_date />
    <work_files_cd_received_date />
    <database_cd_received_date />
  </root_info>
  - <root_row>
    <sign_insp_type>R</sign_insp_type>
    <sign_route>295</sign_route>
    <sign_direction>NB</sign_direction>
    <sign_milepost>12.12</sign_milepost>
    <sign_structure_number>xxxx101</sign_structure_number>
    <sign_previous_insp_date>2007-12-12</sign_previous_insp_date>
    <sign_app_insp_date />
    <sign_actual_insp_date />
    <sign_app_final_report_date />
    <sign_final_report_received_date />
    <sign_state_comments_date />
    <sign_rev_final_report_received_date />
    <sign_insp equip_mot_services />
    <sign_special_testing_ndt_services />
    <remarks />
  </root_row>
```

What are XML and LIST objects?

An **XML** file is a data sharing file. This is how it looks when opened in Internet Explorer:

```

<?xml version="1.0" encoding="UTF-8" standalone="no" ?>
- <root>
- <root_row>
  <userbrdg_route>9011</userbrdg_route>
  <bridge_structure_number>1100012</bridge_structure_number>
  <previous_insp_date>2007-05-15</previous_insp_date>
</root_row>
- <root_row>
  <userbrdg_route>9011</userbrdg_route>
  <bridge_structure_number>1100015</bridge_structure_number>
  <previous_insp_date>2007-05-30</previous_insp_date>
</root_row>
- <root_row>
  <userbrdg_route>9011</userbrdg_route>
  <bridge_structure_number>1100017</bridge_structure_number>
  <previous_insp_date>2007-05-31</previous_insp_date>
</root_row>
- <root_row>
  <userbrdg_route>9011</userbrdg_route>
  <bridge_structure_number>1100018</bridge_structure_number>
  <previous_insp_date>2007-05-31</previous_insp_date>
</root_row>
- <root_row>
  <userbrdg_route>9011</userbrdg_route>
  <bridge_structure_number>1100037</bridge_structure_number>
  <previous_insp_date>2007-05-21</previous_insp_date>
</root_row>
- <root_row>
  <userbrdg_route>9011</userbrdg_route>
  <bridge_structure_number>1100041</bridge_structure_number>
  <previous_insp_date>2007-05-15</previous_insp_date>
</root_row>

```

A **LIST** is Excel object which includes self-controlled list of records. This is where we are using a list in our Excel file:

	Insp Type (LR)	Route	Direction	MP	Structure Number	Previous Insp Date	Approved Inspection Date	Actual Inspection Date	Approved Final Report Submission Date	Final Report Received by State	State Comments Received by Consultant	Revised Final Report Received by State	Insp Equip / MOT Services Required	Special Testing / NDT Services Required	Remarks
9	A*	B*	C*	D*	E*	F*	G*	H	I	J	K	L	M	N	O
11	R	295	NB	12.12	xxxx101	12/12/2007									
12	R	295	SB	12.12	xxxx102	12/12/2007									
13	R	1		1.30	xxxx103	12/19/2007									
14															

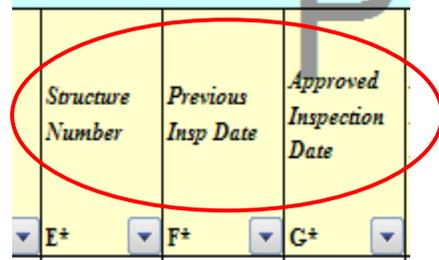
List of Data rows for various fields in the column

How to setup the downloaded Excel file for XML and LIST tools?

The **initial setup** is done internally in Version 2.0.0 by using the Excel programming.

How to fill in information using Initial XML data file?

Initial **XML** data file is provided by the Department. It contains previous inspection data: *Route*, *Structure Number*, and *Previous Inspection Date*.



Structure Number	Previous Insp Date	Approved Inspection Date
E+	F+	G+

To import this file, do the following:



Click on this button **Import XML** and browse the file to import.