



SUPERLOAD

CT-ePASS

*Connecticut Permit Administration and
Routing Software System Internet Interface*

User's Manual

Updated, December 2004



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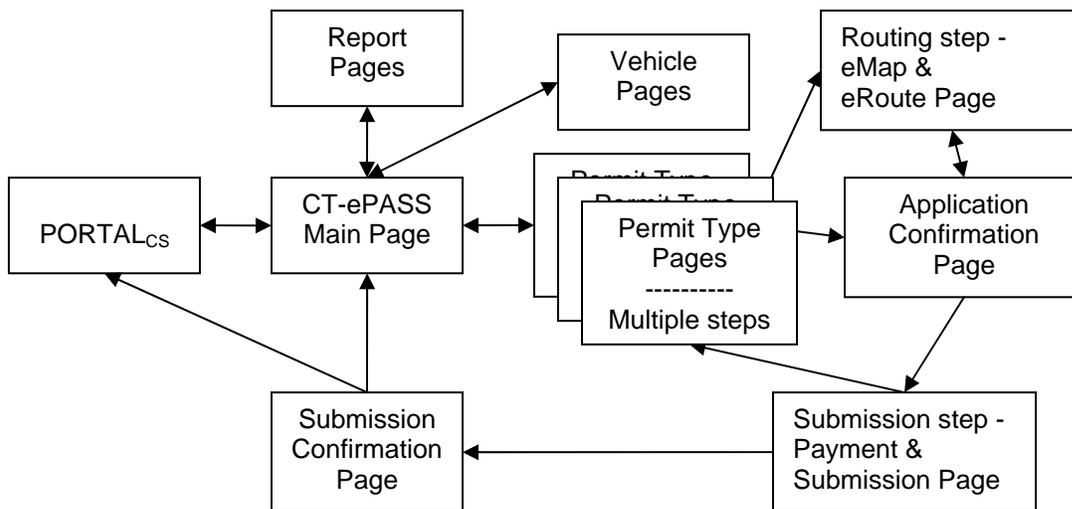
1 Introduction

1.1 What is CT-ePASS?

CT-ePASS is the Web-based component of the Connecticut Department of Transportation implementation of PASS™. PASS is C.W. Beilfuss & Associates' Permit Administration Software System (PASS). PASS provides all the functionality needed to obtain and enter requests for permitted travel, analyze the request, keep track of communications related to the approval of a request, issue the permit, and provide extensive reporting capabilities. ePASS is a complete solution for the Internet entry of permit applications in support of PASS. Selected permit types can be system issued by the ePASS process as discussed in later sections.

1.2 How CT-ePASS Works

CT-ePASS provides an easy-to-use Internet interface that facilitates rapid entry of permit request information. The CT-ePASS user interface is a typical Web application. The figure below shows the interface interaction in schematic form. CT-ePASS is launched from PORTAL_{CS} bringing up the main CT-ePASS Web page. It is integrated with PASS and SUPERLOAD to provide real-time analysis of selected trip paths. SUPERLOAD is C.W. Beilfuss & Associates' graphical, map-based tool that facilitates the load and clearance analysis of all bridges encountered along a specified path. CT-PASS coordinates with SUPERLOAD to verify clearance and load capabilities of all the structures a vehicle will interact with along the selected trip. With the results of that analysis, CT-PASS can safely allow the issuance of the requested permit. CT-ePASS maintains a vehicle library by Carrier for the permitting application process so that vehicle information can be recalled and increase the speed with which a permit can be applied for. Permit issuance is accomplished through CT-ePASS for DOT specified permit types and by CT-PASS for all other types by processing information stored from Internet applications, and by graphically selecting the route over which a permit vehicle will travel.



1.2.1 Application GUI

CT-ePASS uses Web pages similar to any other browser-based application. The figure above shows the interface interaction in schematic form. The major CT-ePASS Web pages shown in the figure are discussed in the following Sections.

All actions begin with the CT-ePASS Main Web page. The CT-ePASS Main Web page has menus and controls for all actions that can occur. To assist in the entire permit application process, the CT-ePASS Main Web page gives updated status information and helps to guide the user through the process by activating and deactivating options as necessary.

1.2.2 Permit Requests

Permit requests are the key idea behind the entire CT-ePASS process. The Web pages solicit information from the Applicant related to the trip itself, and specific information about the vehicle that will be used. The Applicant uses the Internet Routing process made up of SUPERLOAD eMap and eRoute to establish the requested route. The Internet Routing process features a graphical, map-based tool that facilitates the load and clearance analysis of all bridges encountered along a specified path. Using the eMap Web page the Applicant graphically selects the exact routes the request involves. Once the trip is selected, eRoute traces the entire trip and determines every bridge that is crossed under or over. eRoute will verify whether the vehicle will safely pass all the clearances along every bridge that is passed in the trip. Depending on the type of permit, the integrated SUPERLOAD Bridge process (future) will also perform a real-time, live load analysis of any bridges the vehicle will cross over. Using some of the commands within the Internet Routing process, a user can quickly see if the request passed, or if there needs to be an attempt to find a different route that may succeed. Once all the trip request information is complete, the application is reviewed for completeness and is ready to be either system issued (DOT specified permit types) or submitted to CT-PASS for approval. The permit application status can be reviewed at any time by the Applicant using facilities within CT-ePASS.

1.2.3 Analysis - Integration with SUPERLOAD

Permit applications that have been previously analyzed using the Internet Routing process are automatically ready for Permit Issuance. For permit applications that cannot be system issued the CT DOT Motor Transport Unit Technicians quickly review the application before proceeding to the Permit Issuance process. For trip requests that could not be successfully routed for some reason the DOT Permit Technicians use the In-State SUPERLOAD process for analysis.

1.2.4 Permit Issuance

As mentioned above permit applications that have been previously analyzed using the Internet Routing process are automatically ready for Permit Issuance. If system issuance is authorized for a permit type or condition then the permit is automatically issued by CT-ePASS. For permit applications that cannot be system issued, if SUPERLOAD passes the selected trip, CT-PASS allows a permit to be issued. In either case the issued permit is then faxed to the telephone number provided on the Application. Again, the permit application status can be reviewed at any time by the Applicant using facilities within CT-ePASS.

1.3 System Issuance of Permits

The SUPERLOAD PASS and ePASS, Internet Permit Application modules require CT DOT Permit Technician approval of the permit. For certain predetermined permit types, the ePASS System Issue module produces an approval and issues the permit without permit technician approval or intervention, if the vehicle and selected route are acceptable, in accordance with pre-established standards and successfully analyzed by the Internet Routing process.

The System Issuance capability is controlled by the State. Permit types and characteristics of the permits that can be system issued are established. The capability can be enabled and disabled as required. When the System Issuance capability is enabled the Internet permit application process is identical through the completion of the basic application. For permits that require routing, the Internet Routing Web page is launched and the Applicant performs the routing function. A message in the Application Confirmation Web page message area indicates if the permit **cannot be system issued** when the permit application is complete and confirmed. When the Applicant clicks the Submit action button and final payment processing is approved, the Submission Confirmation Web page is launched and the permit generation and transmission information is displayed.



2 Getting Started

CT-ePASS has been designed with ease of use as a top priority. One way that this has been accomplished is by adhering to the common practices and standards used by well-behaved browser-based applications. Though ease of use is crucial to the continued use of a product capable of permitting, administrative, and advanced engineering functions, there are some conventions that may as yet be unfamiliar to the typical Internet browser user. This section will attempt to detail what will be needed to get started using CT-ePASS, as well as describe some of the conventions CT-ePASS users will use stepping through the system while making use of its most robust functionality.

2.1 System Requirements

CT-ePASS is a browser-based application that only requires an Internet browser. Hardware requirements vary based on the particular version of Windows being used. CT-ePASS has been designed to work under the minimum hardware requirements of the particular Windows operating system. However, as with most applications, CT-ePASS will perform better on faster CPUs. Though CT-ePASS will operate under the base hardware requirements for a particular version of Windows, it is suggested that the system's video card and monitor support resolutions of at least 1024x768. Likewise, CT-ePASS will operate over a dial-up Internet connection; it will perform better over a high-speed Internet connection.

2.2 Documentation Conventions

The conventions used throughout the manual for specifying various user input and actions are:

Bold	Web page names, Menu items, Web page Controls, and Commands
<u>Bold Underline</u>	Signifies the text is very important and may cause confusion if not thoroughly understood.
<u>Underline</u>	Signifies choices within an option list

2.3 Application Usage Conventions

This manual assumes the user is familiar with terms like left and right click, double-click, minimize and maximize, and other common Windows actions. Any questions related to these terms or other undocumented terms in this manual should be referred to the Windows User's Guide. This section will document actions and terms specific to accomplishing tasks unique to the CT-ePASS application.

2.3.1 Length and Distance Information

CT-ePASS supports length values entered in three different formats. Those formats are 1.) feet, 2.) inches, 3.) feet and inches. CT-ePASS uses the single quote (') to denote feet and the double quote (") to denote inches. The following rules are used to determine the actual values of the input length values. All input is in imperial units.

- If a length has only one item and ends with a ', or has no length indicator, the value is considered to be in feet. Example: 7' or 7 = 7 feet
- If a length has only one item and ends with a ", the value is considered to be in inches. Example: 3" = 3 inches
- If a length has two items with a ' on the first item and optionally, a " on the second item, the value is considered to be in feet and inches format. Example: 5' 2" or 5'2 = 5 feet 2 inches

Spaces, dashes, and length indicators (' or ") can be used to separate the items in a CT-ePASS length field. Tire sizes may be entered in imperial or metric units. The process automatically interprets the appropriate size.

2.3.2 CT-ePASS Web Page Interaction

All Web pages have been designed with ease of navigation in mind. Data can be entered by keying data into input fields or by selecting the data from pick lists or by typing the first few characters of a value in the pick list. The Tab key can be used to move forward between fields and Shift-Tab can be used to move backward. Pick lists can be opened via the keyboard by pressing Alt-Down Arrow. Check boxes can be checked (or unchecked) by selecting the space bar.



3 Applying For a Permit Using CT-ePASS

The CT-ePASS Main Web Page is launched from the PORTAL_{CS} Credentialing Interface. The user logs-in to the PORTAL_{CS} at the CT Government Web Site. Once control has been passed to CT-ePASS, the main Web page shown in the figure below is displayed and the user’s log-in name is displayed in the Message Area.

3.1 CT-ePASS Main Web Page

The CT-ePASS Main Web page is the main control feature for CT-ePASS. All actions that need to occur are started from this page. As stated above, once control has been passed to CT-ePASS, the main Web page shown in the figure below is displayed and the user’s log-in name is displayed in the Message Area. All of the other controls within this page are discussed in the following paragraphs by type.

The screenshot shows the CT-ePASS Main Web Page. At the top, there is a navigation bar with the following elements:

- CT.gov logo with 'STATE OF CONNECTICUT' text below it.
- STATE OF CONNECTICUT AUTOMATED PERMITTING SYSTEM header.
- F M C S A logo with 'Federal Motor Carrier Safety Administration' text below it.
- Navigation tabs: HOME, APPLICATION, MY VEHICLES, MY REPORTS, CT DOT.

 Below the navigation bar, the main content area displays:

- A welcome message: 'WELCOME HERB HOLDEN TRUCKING INC'.
- Links for 'APPLICATION STATUS', 'DOWNLOADABLE FORMS', and 'FAQs'.
- A 'Bulletin' section with the text: 'System Issue Test september 9, 2004.'.
- A 'Create a new (empty) application' section with two columns:
 - Single Trip**: Oversize and / or Overweight Trip & Return, Account Code Trip Request, Radioactive.
 - Periodic**: Radioactive Pharmaceutical.
- A 'Logout' button.
- A 'Supported Browsers' section with the text: 'Website use is maximized by Microsoft® Internet Explorer® 5.5 or higher and Netscape® 6.2 or higher. Some of the website's functions may not operate correctly and may result in permit applications not being properly submitted if a different version of the Internet Browser is used.' and a list:
 - Microsoft® Internet Explorer® 5.5 or higher
 - Netscape® 6.2 or higher
- A note: 'If you have a different version from the Internet Browsers listed above, please visit the Microsoft or Netscape websites and download a more recent version'.
- A 'System Configuration, Information, & Troubleshooting' section with the text: 'Select Here to view the complete list of system requirements for this site.'
- A footer navigation bar: HOME | APPLICATION | MY VEHICLES | MY REPORTS | CT DOT.
- Footer text: 'State of Connecticut Disclaimer, Privacy Policy, and Web Site Accessibility Policy. Site Map Copyright © 2002-2004 State of Connecticut and 2003-2004 C.W. Beilfuss & Associates, Inc. All rights reserved. v1.27.530'.

Main CT-ePASS Web Page

3.1.1 CT Standard Web Page Banner (with menu)

The Web page banner as well as the entire page layout conforms to the Connecticut Web interface standards and appears exactly as other CT Web pages. The banner displays the title **State of Connecticut Automated Permitting System** and features a menu of available options including the following.



Web Page Banner with Menu

State of Connecticut – Selecting the State of Connecticut menu item terminates the CT-ePASS session, closes the CT-ePASS Web pages and returns control to the main State of Connecticut Web page.

Home – Selecting the Home menu item transfers control to the CT-ePASS Main Web page.

Application – Selecting the Application menu item transfers control to the CT-ePASS Main Web page so a new permit application can be started.

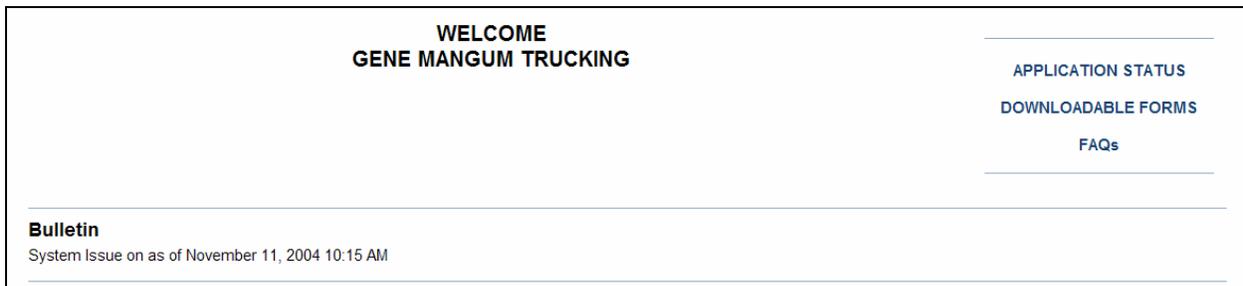
My Vehicles – Selecting the My Vehicles menu item transfers control to the My Vehicles Web page. This Web page allows carriers to manage their fleets. This transfer does not occur unless a valid Carrier is logged-in. Managing vehicles is discussed in Section 4.

My Reports – Selecting the My Reports menu item transfers control to the My Reports Web page. Reporting is discussed in Section 5.

CT DOT – Selecting the CT DOT menu item transfers control to the CT DOT Web pages.

3.1.2 Message, Menu, and Bulletin Area

The Message Area is used to display important information to the user. All this information is “read-only”. For example, the User’s log-in name is displayed in this area. The Menu Area is used to launch specific Web pages and activities as discussed in the following paragraphs. The Bulletin Area is used to receive important messages from the CT DOT Motor Transport Unit.



Message, Menu, and Bulletin Area

Application Status – Selecting the Application Status action button launches a standard CT-ePASS Web page that shows the most recent permit applications and permits and their status. The Application Status web Page is discussed in Section 5.

APPLICATION STATUS

Downloadable Forms – Selecting the downloadable Forms action button transfers control to a CT DOT Web page that allows users to download existing forms, regulations, etc.

[DOWNLOADABLE FORMS](#)

FAQ - Selecting the FAQ action button transfers control to a CT DOT Web page that displays frequently asked questions regarding CT OS/OW Permitting regulations, permitting procedures, etc.

[FAQs](#)

3.1.3 Carrier Area

The Carrier Area is used only if a permit service or a CT DOT Administrator is “logged-in”. The Carrier can be recalled by entering either a valid USDOT Number or a valid FEIN/SSN in the appropriate text box or by entering a valid Carrier name and selecting the **Lookup** action button. A type-ahead feature is used to assist in the search for Carriers using partially entered Carrier names. When recalled, the Carrier’s USDOT Number, FEIN/SSN or both are populated in the text box; see the figure below. A permit service or a CT DOT Administrator can enter information about a new carrier by selecting the **New Carrier** action button. Selecting this action button passes control to the **Create Haulers** Web page shown and discussed in Section 3.1.5.

The screenshot shows a web interface titled "WELCOME COMDATA TRANSCEIVER". On the right side, there are three links: "APPLICATION STATUS", "DOWNLOADABLE FORMS", and "FAQs". Below these links is a "Bulletin" section with the text "System Issue on as of November 11, 2004 10:15 AM". The main area is divided into two columns: "Carrier Identification" and "Carrier Lookup".

Carrier Identification
USDOT:
or
FEIN/SSN:

Carrier Lookup
If you don't know the USDOT of the Carrier, please enter the Carrier name and select the lookup button to find the USDOT.

Multiple Carriers were found. Please select the correct Carrier
 ABCO TREE SERVICES LLC - WOLCOTT, CT
 ABC TRANSPORT - MIDDLEBURY, CT
If the Carrier's USDOT cannot be found, use "New Carrier" to enter the Carrier information

Carrier Identification Look-up

3.1.4 Permit Application Area

The Permit Application Area contains the list of Permits that can be applied for over the Internet as shown in the figure to the right. The Internet is the preferred application method for **Oversize and/or Overweight Trip & Return** and **Radioactive**. Two other permit types, **Account Code Trip Request** (single trip) and **Radioactive Pharmaceutical** permits can also be selected by selecting them in the list. **These two types are only available if a carrier is logged in; they are not available if a permit service is logged in.**

The screenshot shows a web interface titled "Create a new (empty) application". It lists several permit types under two categories: "Single Trip" and "Periodic".

Single Trip
[Oversize and / or Overweight Trip & Return](#)
[Account Code Trip Request](#)
[Radioactive](#)

Periodic
[Radioactive Pharmaceutical](#)

When a permit type is clicked, control is passed to the Permit Application Web pages, discussed in Section 3.2. Selecting the **Logout** action button terminates the CT-ePASS session, closes the CT-ePASS Web pages, and returns control to the PORTAL_{CS} Web page.



3.1.5 Supported Browsers, System Configuration, Etc. Area

This area indicates the browsers supported by CT-ePASS and how to acquire an appropriate browser from the suppliers. It also contains controls that allow the user to determine the appropriate system configuration. The area also shows the various copyright notices and the software version identification. The various controls are discussed below the figure.

Supported Browsers

Website use is maximized by Microsoft® Internet Explorer® 5.5 or higher and Netscape® 6.2 or higher. Some of the website's functions may not operate correctly and may result in permit applications not being properly submitted if a different version of the Internet Browser is used.

- Microsoft® Internet Explorer® 5.5 or higher
- Netscape® 6.2 or higher

If you have a different version from the Internet Browsers listed above, please visit the [Microsoft](#) or [Netscape](#) websites and download a more recent version

System Configuration, Information, & Troubleshooting

Select [Here](#) to view the complete list of system requirements for this site.

[HOME](#) | [APPLICATION](#) | [MY VEHICLES](#) | [MY REPORTS](#) | [CT DOT](#)

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Supported Browsers, System Configuration, etc.

Microsoft – Selecting the **Microsoft** hyperlink passes control to www.microsoft.com.

Netscape - Selecting the **Netscape** hyperlink passes control to www.netscape.com

Here – Selecting the **Here** hyperlink passes control to a Web page describing the complete system requirements for CT-ePASS.

Disclaimer - Selecting the **Disclaimer** hyperlink passes control to a Web page describing the terms of use for the CT-ePASS application.

Bottom Text Menu – The top-level menu items are repeated at the bottom of each page as delimited text fields. They perform the same operations as the top-level items.

Privacy Policy - Selecting the **Privacy Policy** hyperlink passes control to a Web page describing the privacy policy in use for the CT-ePASS application.

Web Site Accessibility Policy - Selecting the **Web Site Accessibility Policy** hyperlink passes control to the State of Connecticut Web Site Accessibility Committee Web Site.

Site Map - Selecting the **Site Map** hyperlink passes control to a Web page describing the Web site organization for CT-ePASS.

3.1.6 Create Haulers Web Page

As discussed in Section 3.1.3 above a permit service or a CT DOT Administrator can enter information about a new carrier by selecting the **New Carrier** action button within the Carrier Area. Selecting this action button passes control to the **Create Haulers** Web page shown on the following page.



Create Haulers

This form is to be used to ...

Hauler Information

Name

FEIN

USDOT#

Address

City

State

Zip

Country

Phone

Fax

Email

Insurance Information

Company

Address

City

Zip

State

Phone

Effective Date

Amount

Expiration Date

Policy

Create Haulers Web Page

Information for the new carrier is entered in the text fields. When all the information is complete the **Submit** action button is clicked to store the new carrier information in the CT-PASS database. The information is evaluated for completeness before storage. If the information is valid control is passed back to the CT-ePASS Main Web page. Otherwise control is passed back to this page for data correction. The **Cancel** Action button is clicked to pass control back to the CT-ePASS Main Web page without storing any information.

3.2 Permit Application Web Pages – Initial Application Steps

When any of the permit types is selected on the CT-ePASS Main Web page, control is passed to the Permit Application Web page. The permit application process consists of five steps: Step1, Acknowledgement of Permit Conditions; Step 2, Vehicle Configuration; Step 3, Travel Dates; Step 4, Route Information; and Step 5, Application Review. Each of these steps is described in the following paragraphs.

3.2.1 Step 1, Acknowledgement of Permit Conditions

Before completing the remainder of the application, the user must agree to the terms and conditions set forth on the Web page by checking the **“I accept these terms and conditions stated above”** box as shown in the figure on the following page.

Step 1 Acknowledgement of Permit Conditions

Please read and understand the following statements. Please click the box next to the acknowledgement statement to check the box if you agree with the following conditions and will adhere to the conditions in applying for the permit and in making the permitted moves. If you cannot or will not comply with the following statements, you will not be issued a permit.

The applicant confirms the information submitted for permit consideration is correct, complete, and factual. Application for an overdimensional permit is for cargo that can not be reasonably divided or reduced so that the remaining cargo is within the legal limitations by statute or rule. "Reasonably divided" shall be as interpreted in the sole discretion of the permit issuing authority. The applicant further agrees to indemnify and hold harmless the state, its officers, contractors and developers, agents and employees from and against any and all claims, damages, for any liability arising from or related to the issuance of the permit. Permit applicability is the sole responsibility of the user and will not be considered a defense to avoid enforcement action or prosecution.

I accept these terms and conditions stated above.

Step 1, Acknowledgement of Permit Conditions

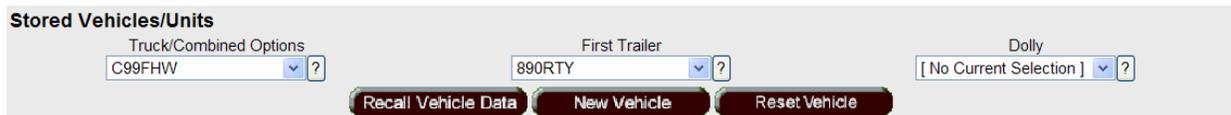
3.2.2 Step 2, Vehicle Configuration

The definition of the vehicle configuration consists of several sub-steps. The information varies by permit type and is the same as required for PASS. Not all the fields are relevant for all permit types and in some cases the dimensional and weight data must be legal. The sub-steps for each permit application are discussed in the following paragraphs.

3.2.2.1 Oversize and/or Overweight Trip & Return

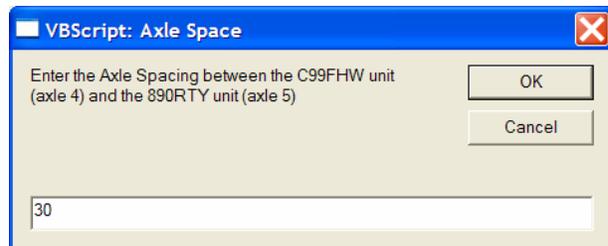
The vehicle definition sub-steps for an Oversize and/or Overweight Trip & Return application are shown in the figure on the following page. There are four sub-steps associated with this permit type. The controls for each step are discussed in the bullets below and following the overall figure.

Stored Vehicles/Units Controls - The three drop-down list boxes, **Truck/Combined Options**, **Trailer**, and **Dolly** can be used to retrieve previously stored vehicle information as shown in the figure below.



Stored Vehicles/Units Controls

First the user selects the Truck or a combined unit from the **Truck/Combined Options** drop-down list box. Then if desired a trailer can be selected from the **First Trailer** drop-down list box. Likewise, a dolly can be selected from the **Dolly** drop-down list box. Information about the previously stored vehicles is loaded into the appropriate fields by selecting the **Recall Vehicle Data** action button. When a Tractor/Trailer combination is selected the dialog box shown here is launched. The user indicates the distance from the last axle of the tractor to the first axle of the trailer and selects OK. If a dolly is selected a second dialog box is launched. The user indicates the distance from the last axle of the trailer to the first axle of the dolly and selects OK.



For new vehicles all the information must be entered in the fields. The **New Vehicle** action button is clicked to transfer control to the Vehicle Information web page for defining new vehicles. This Web page is discussed in Section 4. The **Reset Vehicle** action button is clicked to reset the vehicle information controls.

Step 2 Vehicle Configuration

Please define the vehicle to be permitted. If you have saved any vehicles / units in your My Vehicles library, you can select one or more of those vehicles / units from the following lists and select Recall Vehicle Data to fill in the fields with that saved information. You can then modify that information as needed. If you do not have any saved vehicle information, or do not want to use a saved vehicle, skip the fields to load saved information and just enter all of the requested values. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.

Stored Vehicles/Units

Truck/Combined Options: C99FHW [?] First Trailer: 890RTY [?] Dolly: [No Current Selection] [?]

Recall Vehicle Data New Vehicle Reset Vehicle

Vehicle Information

1 Trailer w/ Power Unit [?]

Power Unit License State TX [?] Plate # C99FHW Year 1998 VIN/Serial Number VIN1 Registered Weight 80000
 Trailer License State TX [?] Plate # 890RTY Year 2002 VIN/Serial Number VIN2 Registered Weight 130000

Load Description: [No Current Selection] [?]

Overall Dimensions

Width LEGAL Height LEGAL Total Length 48' 0" Number of Loaded Axles 7 Gross Weight 132000 Rear Overhang 0' Front Overhang 2' 0"

Axle and Load Information

Number of Axles 7 [?] Oversize Only

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load	12000	20000	20000	20000	20000	20000	20000
Number of Tires	2	4	4	4	4	4	4
Tire Width	11	11	11	11	11	11	11
Space Between	14' 0"	4' 6"	4' 6"	30	4' 6"	4' 6"	
	Axle 8	Axle 9	Axle 10	Axle 11	Axle 12	Axle 13	Axle 14
Load							
Number of Tires							
Tire Width							
Space Between							
	Axle 15	Axle 16	Axle 17	Axle 18	Axle 19	Axle 20	
Load							
Number of Tires							
Tire Width							
Space Between							

Step 2, Vehicle Configuration, OS/OW Single Trip & Return

Vehicle Information Controls - The **Vehicle Type** drop-down list box is used to select the vehicle type: Power Unit, 1 Trailer w/ Power Unit, or 2 Trailers w/ Power Unit. For the Power Unit, Trailer (if applicable), and Dolly (if

Vehicle Information

1 Trailer w/ Power Unit [?]

Power Unit License State TX [?] Plate # C99FHW Year 1998 VIN/Serial Number VIN1 Registered Weight 80000
 Trailer License State TX [?] Plate # 890RTY Year 2002 VIN/Serial Number VIN2 Registered Weight 130000

Load Description: Backhoe [?]

applicable) there are text boxes and drop-down list boxes in which the relevant vehicle data is entered or recalled.

These include: – the **License State** drop-down list box, the **Plate #** text box, the **Year** text box, the **VIN/Serial Number** text box, and the **Licensed Weight** text box. If a particular component is not relevant then the controls are not displayed for that component. The **Load Description** drop-down list box is used to retrieve legitimate loads.

Overall Dimension Controls – Text boxes are included for entering or recalling **Width, Height, Total Length, Number of Loaded Axles, Gross Weight, Rear Overhang,** and **Front Overhang.** The **Number of Loaded Axles** and **Gross Weight** fields are read-only and not editable. The information displayed in these fields is computed and automatically displayed as discussed next.

Overall Dimensions						
Width	Height	Total Length	Number of Loaded Axles	Gross Weight	Rear Overhang	Front Overhang
LEGAL	LEGAL	48' 0"	7	132000	0'	2' 0"

Overall Dimensions Controls

Axle and Load Information Controls – The configuration of these controls varies depending on the **Oversize Only** toggle. These two conditions are discussed below.

- Oversize Only Toggle Unchecked** – First, the number of axles is entered or recalled into the **Number of Axles** text box. If the vehicle is **overweight** then the **Oversize Only** toggle is not checked. Then, depending on the number of axles the appropriate text boxes for the axles is enabled. For each, axle information is entered or recalled into the **Load, Number of Tires, Tire Width,** and **Space Between** text boxes. The number of loaded axles and gross weight are computed and displayed as discussed above.

Axle and Load Information							
Number of Axles	7						
Oversize Only	<input type="checkbox"/>						
	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load	12000	20000	20000	20000	20000	20000	20000
Number of Tires	2	4	4	4	4	4	4
Tire Width	11	11	11	11	11	11	11
Space Between	14' 0"	4' 6"	4' 6"	30	4' 6"	4' 6"	

Axle and Load Information Controls, Oversize Only Toggle Unchecked

- Oversize Only Toggle Checked** – First, the number of axles is entered or recalled into the **Number of Axles** text box. If the vehicle is **not overweight** then the **Oversize Only** toggle is checked. Then, depending on the number of axles the appropriate text boxes for the axles is enabled. For each, axle information is entered or recalled into the **Number of Tires, Tire Width,** and **Space Between** text boxes. The **Load** text boxes are disabled, **0** is automatically entered in the **Number of Loaded Axles** textbox, and **Legal** is automatically entered in the **Gross Weight** text box as shown in the figure below.

Overall Dimensions						
Width	Height	Total Length	Number of Loaded Axles	Gross Weight	Rear Overhang	Front Overhang
11	LEGAL	66	0	LEGAL	0'	2' 0"

Axle and Load Information							
Number of Axles	7						
Oversize Only	<input checked="" type="checkbox"/>						
	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load							
Number of Tires	2	4	4	4	4	4	4
Tire Width	11	11	11	11	11	11	11
Space Between	14' 0"	4' 6"	4' 6"	30	4' 6"	4' 6"	

Axle and Load Information Controls, Oversize Only Toggle Checked

3.2.2.2 Account Code Trip Request

The vehicle definition sub-steps for an Account Code Trip Request application are shown in the figure below. There are five sub-steps associated with this permit type. The controls for each step are discussed following the overall figure.

Step 2 Vehicle Configuration

Please define the vehicle to be permitted. If you have saved any vehicles / units in your My Vehicles library, you can select one or more of those vehicles / units from the following lists and select Recall Vehicle Data to fill in the fields with that saved information. You can then modify that information as needed. If you do not have any saved vehicle information, or do not want to use a saved vehicle, skip the fields to load saved information and just enter all of the requested values. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.

Account Code Information

Account Year:

Account Code:

Account Type: **OverSize and OverWeight**

Vehicle Information

Tractor-Trailer Combination:

Truck/Combined Options: Dolly:

Power Unit	License State	Plate #	Year	VIN/Serial Number	Registered Weight
Trailer	CT	22567A	1989	1M2AY10Y8KM004118	80000
	CT	V4091	1988	1RBH53409JAR21121	138600

Load Description:

Overall Dimensions

Width	Height	Total Length	Account Code Weight	Number of Loaded Axles	Gross Weight	Rear Overhang	Front Overhang
<input type="text" value="LEGAL"/>	<input type="text" value="LEGAL"/>	<input type="text" value="LEGAL"/>	140000	7	137120	<input type="text" value="LEGAL"/>	<input type="text" value="LEGAL"/>

Axle and Load Information

Number of Axles **7** Oversize Only

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load	<input type="text" value="12000"/>	<input type="text" value="22000"/>	<input type="text" value="22000"/>	<input type="text" value="20280"/>	<input type="text" value="20280"/>	<input type="text" value="20280"/>	<input type="text" value="20280"/>
Number of Tires	<input type="text" value="2"/>	<input type="text" value="4"/>					
Tire Width	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="255"/>	<input type="text" value="255"/>	<input type="text" value="255"/>	<input type="text" value="255"/>
Axle Type	F	F	F	F	F	F	L
Space Between	<input type="text" value="13' 5"/>	<input type="text" value="4' 7"/>	<input type="text" value="33"/>	<input type="text" value="4' 2"/>	<input type="text" value="4' 2"/>	<input type="text" value="4' 5"/>	

	Axle 8	Axle 9	Axle 10	Axle 11	Axle 12	Axle 13	Axle 14
Load							
Number of Tires							
Tire Width							
Axle Type							
Space Between							

	Axle 15	Axle 16	Axle 17	Axle 18	Axle 19	Axle 20
Load						
Number of Tires						
Tire Width						
Axle Type						
Space Between						

Step 2, Vehicle Configuration, Account Code Trip Request

Account Code Information Controls – The user selects the appropriate year for the account code from the **Account Year** drop-down list box. The control defaults to the current year. The account code is then selected from the **Account Code** drop-down list box. Only valid account codes for the Carrier are displayed in the list. When satisfied with the selection the **Submit** action button is clicked to recall information for the selected account code. The type of account code is then displayed in the **Account Type** read-only text box.

Account Code Information

Account Year: 2004/2005

Account Code: 469

Account Type: **OverSize and OverWeight**

Account Code Information Controls

Vehicle Information Controls - The valid combination type for the selected account code is shown in the **Vehicle Type** drop-down list box. Valid vehicle types include: Truck, Crane, Tractor-Trailer Combination, and Tractor-Trailer-Dolly. For Truck or Crane the **Truck/Combined Options** and **Dolly** drop-down list boxes display No Stored Vehicles since they are not relevant to this type of account code.

Vehicle Information

Tractor-Trailer Combination

Truck/Combined Options: 22570A CT

Dolly: [No Stored Vehicles]

Vehicle Information Controls

For Truck-Trailer Combination or Tractor-Trailer-Dolly the two drop-down list boxes display the valid tractors and dollies that can be combined with the trailer and can be used to retrieve previously stored vehicle information. Information about the previously stored vehicles is loaded into the appropriate fields by selecting the **Recall Vehicle Data** action button. When a Tractor/Trailer combination is selected the dialog box shown here is launched. The user indicates the distance from the last axle of the tractor to the first axle of the trailer and selects OK. If a dolly is selected a second dialog box is launched. The user indicates the distance from the last axle of the trailer to the first axle of the dolly and selects OK. The **Reset Vehicle** action button is clicked to reset the vehicle information controls.

VBScript: Axle Space

Enter the Axle Spacing between the 22570A CT unit (axle 4) and the V52665 CT unit (axle 5)

30

Recalled Vehicle Information Controls – For each vehicle combination component: Power Unit, Trailer, and Dolly there are text boxes and drop-down list boxes in which the relevant vehicle data is recalled. These include: – the **License State** drop-down list box, the **Plate #** text box, the **Year** text box, the **VIN/Serial Number** text box, and the **Licensed Weight** text box. If a particular component is not relevant then the controls are not displayed for that component. The **Load Description** drop-down list box is used to retrieve legitimate loads.

Power Unit	License State	Plate #	Year	VIN/Serial Number	Registered Weight
Trailer	CT	22570A	1999	1M2AD62YXXW007216	80000
	CT	V52665	2000	40FSK664XY1019884	136060

Load Description: Conveyor

Recalled Vehicle Information Controls

Overall Dimension Controls – Text boxes are included for entering or recalling **Width**, **Height**, **Total Length**, **Rear Overhang**, and **Front Overhang**. For Account codes that can be overweight the legitimate weight is automatically entered in the **Account Code Weight** read-only text field. For over-dimensional only Account Codes, Legal is automatically displayed in this field. The number of axles that are loaded is automatically entered in the **Number of Loaded Axles** read-only text box. Likewise, the computed weight of the vehicle is automatically displayed in the **Gross Weight** read-only text box. For over-dimensional only Account Codes, Legal is automatically displayed in this field.

Overall Dimensions							
Width	Height	Total Length	Account Code Weight	Number of Loaded Axles	Gross Weight	Rear Overhang	Front Overhang
10 6	LEGAL	LEGAL	159060	6	97800	LEGAL	LEGAL

Overall Dimension Controls

Axle and Load Information Controls – The configuration of these controls varies depending on the **Oversize Only** toggle. These two conditions are discussed below.

- Oversize Only Toggle Unchecked** – First, the number of axles is entered or recalled into the **Number of Axles** text box. If the vehicle is **overweight** then the **Oversize Only** toggle is not checked. Then, depending on the number of axles the appropriate text boxes for the axles is enabled. For each, axle information is entered or recalled into the **Load**, **Number of Tires**, **Tire Width**, and **Space Between** text boxes. The **Axle Type** toggle indicates whether the axle is fixed “**F**” or lift “**L**”; only lift axles can have zero weight, indicating that the axle is lifted. The number of loaded axles and gross weight are computed and displayed as discussed above.

Axle and Load Information							
Number of Axles 7	Oversize Only <input type="checkbox"/>						
	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load	12000	22000	22000	20280	20280	20280	20280
Number of Tires	2	4	4	4	4	4	4
Tire Width	11	11	11	255	255	255	255
Axle Type	F	F	F	F	F	F	L
Space Between	13' 5"	4' 7"	33	4' 2"	4' 2"	4' 5"	

Axle and Load Information Controls, Oversize Only Toggle Unchecked

- Oversize Only Toggle Checked** – First, the number of axles is entered or recalled into the **Number of Axles** text box. If the vehicle is **not overweight** then the **Oversize Only** toggle is checked. Then, depending on the number of axles the appropriate text boxes for the axles is enabled. For each, axle information is entered or recalled into the **Number of Tires**, **Tire Width**, and **Space Between** text boxes. The **Load** text boxes are disabled, **0** is automatically entered in the **Number of Loaded Axles** textbox, and **Legal** is automatically entered in the **Gross Weight** text box as shown in the figure below. The **Axle Type** toggle still indicates whether the axle is fixed “**F**” or lift “**L**”.

Overall Dimensions							
Width	Height	Total Length	Account Code Weight	Number of Loaded Axles	Gross Weight	Rear Overhang	Front Overhang
LEGAL	LEGAL	LEGAL	140000	0	LEGAL	LEGAL	LEGAL

Axle and Load Information							
Number of Axles 7	Oversize Only <input checked="" type="checkbox"/>						
	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load							
Number of Tires	2	4	4	4	4	4	4
Tire Width	11	11	11	255	255	255	255
Axle Type	F	F	F	F	F	F	L
Space Between	13' 5"	4' 7"	33	4' 2"	4' 2"	4' 5"	

Axle and Load Information Controls, Oversize Only Toggle Checked

3.2.2.3 Radioactive Single Trip

The vehicle definition sub-steps for a Radioactive (Single Trip) application are shown in the figure on the following page. There are four sub-steps associated with this permit type. The controls for each step are also discussed following the overall figure.

Step 2 Vehicle Configuration

Please define the vehicle to be permitted. If you have saved any vehicles / units in your My Vehicles library, you can select one or more of those vehicles / units from the following lists and select Recall Vehicle Data to fill in the fields with that saved information. You can then modify that information as needed. If you do not have any saved vehicle information, or do not want to use a saved vehicle, skip the fields to load saved information and just enter all of the requested values. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.

Stored Vehicles/Units

Truck/Combined Options: RAD TRK [?] First Trailer: [No Current Selection] [?]

Recall Vehicle Data New Vehicle Reset Vehicle

Vehicle Information

1 Trailer w/ Power Unit [v]

	License State	Plate #	Year	VIN/Serial Number	Registered Weight	Make	Color
Power Unit	TX [v]	GR638	1999	VIN 6	80000	MACK	RED
Trailer	TX [v]	PT6712	1997	VIN 7	80000	FRUEHAUF	SILVER

Driver(s): Smith and Jones

Load Description: **Radioactive Material**

Quantity (Becquerrels): 1.23 e4

Add Isotopes (Hold down CTRL key for multiple selections) Ship Name + Group (Hold down CTRL key for multiple selections) Shipper

U-234 [v]
U-235 [v]
U-238 [v]
U-NAT [v]
XE-133 [v]

LSA I [v]
LSA II [v]
LSA III [v]
SCO I [v]
SCO II [v]

Yankee

Overall Dimensions

Width	Height	Total Length	Gross Weight	Rear Overhang	Front Overhang
LEGAL	LEGAL	LEGAL	LEGAL	0'	2' 0"

Step 2, Vehicle Configuration, Radioactive (Single Trip)

Stored Vehicles/Units Controls - The two drop-down list boxes, **Truck/Combined Options**, and **Trailer** can be used to retrieve previously stored vehicle information. For new vehicles all the information must be entered in the fields.

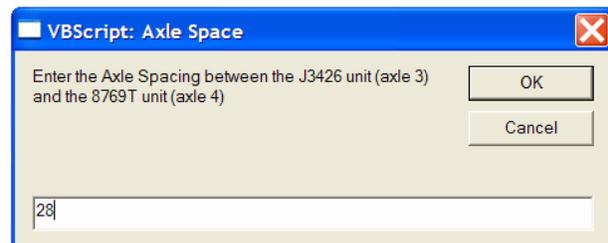
Stored Vehicles/Units

Truck/Combined Options: RAD TRK [?] First Trailer: [No Current Selection] [?]

Recall Vehicle Data New Vehicle Reset Vehicle

Stored Vehicles/Units Controls

First the user selects the Truck or a combined unit from the **Truck/Combined Options** drop-down list box. Then if desired a trailer can be selected from the **First Trailer** drop-down list box. Information about the previously stored vehicles is loaded into the appropriate fields by selecting the **Recall Vehicle Data** action button. When a Tractor/Trailer combination is selected the dialog box shown here is launched. The user indicates the distance from the last axle of the tractor to the first axle of the trailer and selects OK. The **New Vehicle** action button is clicked to transfer control to the Vehicle Information web page for defining new vehicles. This Web page is discussed in Section 4. The **Reset Vehicle** action button is clicked to reset the vehicle information controls.



VBScript: Axle Space

Enter the Axle Spacing between the J3426 unit (axle 3) and the 8769T unit (axle 4)

28

OK Cancel

Vehicle Information Controls - The **Vehicle Type** drop-down list box is used to select the vehicle type: Power Unit or 1 Trailer w/ Power Unit. For the Power Unit, and Trailer (if applicable), there are text boxes and drop-down

list boxes in which the relevant vehicle data is entered or recalled. These include: – the **License State** drop-down list box, the **Plate #** text box, the **Year** text box, the **VIN/Serial Number** text box, the **Registered Weight** text box, the **Make** text box, and the **Color** text box. If a particular component is not relevant then the controls are not displayed for that component.

Vehicle Information							
1 Trailer w/ Power Unit							
	License State	Plate #	Year	VIN/Serial Number	Registered Weight	Make	Color
Power Unit	TX	GR638	1999	VIN 6	80000	MACK	RED
Trailer	TX	PT6712	1997	VIN 7	80000	FRUEHAUF	SILVER

Vehicle Information Controls

Specific Radioactive Permit Application Controls - Load descriptions for radioactive permits are automatically set to be “Radioactive Materials”, so no load description is needed. The names of the driver or drivers must be entered in the **Driver(s)** text box. The quantity of radioactive material being carried is entered in the **Quantity (Becquerrels)** text box. Radioactive isotopes can be selected from the **Add Isotopes** multi-selection list box. Selected isotopes are added to the Comments field on the permit. For any radioactive permit request, the ship name(s) and group(s) must be selected from the **Ship Name + Group** multi-selection list box. Likewise, the shippers name must be entered in the **Shipper** text box.

Driver(s)	Smith and Jones	Load Description:	Radioactive Material
Quantity (Becquerrels)	1.23 e4	Add Isotopes (Hold down CTRL key for multiple selections)	Ship Name + Group (Hold down CTRL key for multiple selections)
		<ul style="list-style-type: none"> U-234 U-235 U-238 U-NAT XE-133 	<ul style="list-style-type: none"> LSA I LSA II LSA III SCO I SCO II
			Shipper
			Yankee

Specific Radioactive Permit Application Controls

Overall Dimension Controls – Text boxes are included for entering or recalling **Width, Height, Total Length, Gross Weight, Rear Overhang,** and **Front Overhang.** For Radioactive permit requests, the Overall Width, Height, Length, Front and Rear Overhang, and Gross Vehicle Weight must be legal. If any of these are beyond legal limits, then a separate OS/OW permit is also required.

Overall Dimensions					
Width	Height	Total Length	Gross Weight	Rear Overhang	Front Overhang
LEGAL	LEGAL	LEGAL	LEGAL	0'	2' 0"

Overall Dimension Controls

3.2.2.4 Radioactive Single Trip

The vehicle definition sub-steps for a Radioactive Pharmaceutical application are shown in the figure on the following page. There are three sub-steps associated with this permit type. The controls for each step are discussed in the bullets following the figure.

Step 2 Vehicle Configuration

Please define the vehicle to be permitted. If you have saved any vehicles / units in your My Vehicles library, you can select one or more of those vehicles / units from the following lists and select Recall Vehicle Data to fill in the fields with that saved information. You can then modify that information as needed. If you do not have any saved vehicle information, or do not want to use a saved vehicle, skip the fields to load saved information and just enter all of the requested values. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.

Stored Vehicles/Units

Truck/Combined Options: VAN [?] First Trailer: [No Current Selection] [?]

Recall Vehicle Data New Vehicle Reset Vehicle

Vehicle Information

Power Unit: [Power Unit]

License State: TX Plate #: 6SKY78 Year: 2002 VIN/Serial Number: VIN 5 Registered Weight: 6500 Make: FORD Color: WHITE

Driver(s): On File With State Load Description: **Radioactive Material**

Quantity (Becquerrels): 2.45 e6 Add Isotopes (Hold down CTRL key for multiple selections): U-238, U-NAT, XE-133, ZN-65, Add Ship Name + Group (Hold down CTRL key for multiple selections): LSA I, LSA II, LSA III, SCO I, SCO II Shipper: Ace Pharmaceuticals

Step 2, Vehicle Configuration, Radioactive Pharmaceutical

Stored Vehicles/Units Controls - The two drop-down list boxes, **Truck/Combined Options**, and **Trailer** can be used to retrieve previously stored vehicle information. For new vehicles all the information must be entered in the fields. Information about the previously stored vehicles is loaded into the appropriate fields by selecting the **Recall Vehicle Data** action button. The **New Vehicle** action button is clicked to transfer control to the Vehicle Information web page for defining new vehicles. This Web page is discussed in Section 4. The **Reset Vehicle** action button is clicked to reset the vehicle information controls.

Stored Vehicles/Units

Truck/Combined Options: VAN [?] First Trailer: [No Current Selection] [?]

Recall Vehicle Data New Vehicle Reset Vehicle

Stored Vehicles/Units Controls

Vehicle Information Controls - The **Vehicle Type** drop-down list box is used to select the vehicle type: Power Unit or 1 Trailer w/ Power Unit. For the Power Unit, and Trailer (if applicable), there are text boxes and drop-down list boxes in which the relevant vehicle data is entered or recalled. These include: – the **License State** drop-down list box, the **Plate #** text box, the **Year** text box, the **VIN/Serial Number** text box, the **Licensed Weight** text box, the **Make** text box, and the **Color** text box. If a particular component is not relevant then the controls are not displayed for that component.

Vehicle Information

Power Unit: [Power Unit]

License State: TX Plate #: 6SKY78 Year: 2002 VIN/Serial Number: VIN 5 Registered Weight: 6500 Make: FORD Color: WHITE

Vehicle Information Controls

Specific Radioactive Permit Application Controls - Load descriptions for radioactive permits are automatically set to be Radioactive Materials, so no load description is needed. The names of the driver or drivers must be entered in the **Driver(s)** text box. The quantity of radioactive material being carried is entered in the **Quantity (Becquerrels)** text box. Radioactive isotopes can be selected from the **Add Isotopes** multi-selection list box. Selected isotopes are added to the Comments field on the permit. For any radioactive permit request, the ship name(s) and group(s) must be selected from the **Ship Name + Group** multi-selection list box. Likewise, the shippers name must be entered in the **Shipper** text box.

The screenshot shows a web form titled "Specific Radioactive Permit Application Controls". It contains several input fields and multi-selection lists. The "Driver(s)" field is set to "On File With State". The "Load Description" is "Radioactive Material". The "Quantity (Becquerrels)" field contains "2.45 e6". The "Add Isotopes" list includes "U-238", "U-NAT", "XE-133", "ZN-65", and "Add". The "Ship Name + Group" list includes "LSA I", "LSA II", "LSA III", "SCO I", and "SCO II". The "Shipper" field contains "Ace Pharmaceuticals".

Specific Radioactive Permit Application Controls

Since all dimensions and weights must be legal for radioactive pharmaceutical permits, this information is not collected.

3.2.3 Step 3, Travel Dates

The Travel Dates are automatically entered by the CT-ePASS system taking the Permit Type and the official PASS Calendar into account (see the Administrative dialog discussion, above, for a discussion of the Calendar). The “From” date can be altered if desired by the Applicant. The “To” date is always calculated. The Travel Dates step is shown in the figure below.

The screenshot shows a form titled "Step 3 Travel Dates". It contains a text box with the instruction: "Please enter the day on which the permit should start. You can see a calendar and click on it to pick the start date by clicking on the calendar icon. The end date will be automatically computed for you based on the permit type." Below this, there is a date range field showing "From 1/16/2004 to 7/15/2004". A calendar icon is visible next to the start date field.

Step 3, Travel Dates

3.2.4 Step 4, Route Information

Required route information varies according to the permit type. The following paragraphs discuss the route information requirements by permit type. For permit types that do not require routing (Radioactive – Pharmaceutical, for example), the Route Information step is not displayed.

Oversize and/or Overweight Trip & Return and Account Code Trip Request - The Route Information step for these Permit Application Types is shown in the figure on the following page, and the controls are discussed below and following the figure.

- **Origin and Destination Drop-down List Boxes** - The origin and destination within the State are retrieved from these drop-down list boxes. Only legitimate origins and destinations are contained within the list boxes and can be selected by typing using a type-ahead technique that assists in finding the name in the list or by cursor selection. This information is passed to the Internet Routing process, discussed later, and printed on the permit document. For these two permit types, when the **Next** button within the **Application Review Step** is clicked the Internet Routing Web page is launched.

Step 4, Route Information - Oversize and/or Overweight Trip & Return and Account Code Trip Request

- Return Trip Information** - Within Connecticut an Applicant can request a return trip for a single trip OS/OW Permit or an Account Code Trip Request. The return trip information is indicated using two controls: the **Return Oversize** check box and the **Return Overweight** check box. Companion check boxes on the issued permit document indicate whether the permit is for a return trip and the configuration. If the **Return Oversize** check box is checked, the laden vehicle configuration is analyzed by the Internet Routing process for both horizontal and vertical clearances for each trip. If the **Return Overweight** check box is checked, the laden vehicle configuration is analyzed by the SUPERLOAD Bridge Analysis process (Future) for bridge structural capacity for each trip.

Radioactive – The Route Information step for this Permit Application Type is shown in the figure below, and the controls are discussed following the figure.

Step 4, Route Information – Radioactive Permit Application

- Origin and Destination Drop-down List Boxes** - The origin and destination within the State are retrieved from these drop-down list boxes. Only legitimate origins and destinations are contained within the list boxes and can be selected by typing using a type-ahead technique that assists in finding the name in the list or by cursor selection. This information is informational, passed to CT-PASS, and printed on the permit document.
- Routes Text Box** – The requested routes for the trip are entered in this list box. The Applicant must enter all the route information from the actual point of origin within the State to the actual destination within the State.

3.2.5 Step 5, Application Review

The Application Review step allows the Applicant to have the application checked at any stage of the application process. The Application Review step is shown in the figure below, and the controls are discussed following the figure.

Step 5, Application Review

Next Action Button – The Next action button is clicked to have the CT-ePASS process evaluate the application. The standard CT-ePASS Application Review Web page is launched to inform the Applicant of any flaws in the application, see the figure below. The Applicant clicks the **Change Application** action button on the Application Review Web page, repairs the flaws, and continues to click the **Next** button to verify the application until the application is accepted. For a single trip OS/OW Permit or an Account Code Trip Request, when the **Next** button within the Application Review Step is clicked the Internet Routing Web page is launched. For the two Radioactive Permit Application types, when the **Next** button is clicked and the application is accepted, then the Permit Application Confirmation page is launched. The Permit Application Confirmation Page is discussed following the Internet Routing web page.



Unable to process your permit application because of the following:

Acknowledgement Not Checked

No Isotope Selected

Missing Load Model

[Change Application](#)

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Application Review Web Page

CVIEW_{CS} Credential Queries – Before proceeding with the application, the CT-ePASS process interrogates the CVIEW_{CS} database to insure that the Carrier and Vehicle to be permitted are in good standing with the State regarding their IFTA and IRP status. When the **Next** action button is selected, an SQL query is prepared and sent to the CVIEW_{CS} database in a sequential fashion as discussed in the following paragraphs.

IFTA Credential Query - First, CT-ePASS submits an SQL query that retrieves the designated IFTA information for the Carrier from the CVIEW_{CS} database and returns the information to CT-ePASS. Business rules are then applied to the result to verify that the Carrier is authorized to apply for a permit. If the permit application is to be denied, then the message shown below is displayed. Otherwise, the process proceeds with the next query.

Unable to process your permit application because of the following:

An IFTA problem has been detected and the issuance of your permit has been denied. For further information, please contact the Department of Revenue Services' (DRS) Motor Carrier/IFTA Registration Unit at (860) 297-4872. Please have your carrier name, FEIN # and IFTA Status Code C available when you call. Tell the DRS employee you received an IFTA denial while applying for a DOT permit for an overdimensional or overweight vehicle. They will be able to assist you.

[Change Application](#)

The Applicant follows the instructions in the message. It is imperative that the Applicant copy down the IFTA Status Code shown in the message prior to telephoning the DRS.

IRP Credential Query - After the IFTA Credential check Ct-ePASS submits an IRP query to the CVIEW_{CS} database that retrieves the designated IRP information for each vehicle from the CVIEW_{CS} database and returns the information to CT-ePASS. As with the IFTA query, business rules are then

applied to the result to verify that the vehicle combination is permissible. If the permit is to be denied, then the message box shown below is displayed. Otherwise, the process proceeds with the next step.

Unable to process your permit application because of the following:

An IRP problem has been detected for your Truck and the issuance of your permit has been denied. For further information, please contact the Department of Motor Vehicles (DMV) International Registration Plan (IRP) Section at (860) 263-5281. Please have your IRP Account Number, carrier name, FEIN #, VIN, and IRP Status Code 901 available when you call. Tell the DMV employee you received an IRP denial while applying for a DOT permit for an overdimensional or overweight vehicle. They will be able to assist you.

[Change Application](#)

The Applicant follows the instructions in the message. It is imperative that the Applicant copy down the IRP Status Code shown in the message prior to telephoning the DMV.

Cancel Action Button – The Cancel button is clicked to exit the application page without saving the application.

Reset Application Action Button – The Reset Application action button is clicked to completely reset the steps within the process, without exiting the page.

3.3 Step 6, Internet Routing Web Page

The Internet Routing capability is available for the two Internet permit application types that require an analysis: Oversize and/or Overweight Trip & Return and Account Code Trip Request. The Internet user completes all the information for steps one through five as described above. For these two permit application types, when the Application Review step is successful, Step 6 Route Selection is launched as shown in the Figure below.

The Internet Routing Web Page is one of the standard ePASS Web pages that has been slightly customized. The customization consists of the addition of two fields to accommodate the Origin and Destination routes. Each of the areas and controls within the Internet Routing Web Page are discussed in the paragraphs following the figure.

Step 6 Route Selection

Select the route of travel for the permit by following the steps below. You can click on the description of each step to perform the action (each step is a hyperlink). You can use the map controls located on the border of the map to navigate around the map and identify items such as routes, intersections, and cities. You cannot continue with the permit application approval process until you select a route that has been successfully analyzed. If you are having problems selecting a route, you can submit your permit application to the permit office for review.

First enter the origin route. If relevant in the Origin Route text field. Then, enter the Destination Route in the same fashion.

Origin Route: 9th ave - summit rd
Destination Route: Glenwood rd - Oak St - Kinnsford Ln

1. Select method of routing
Auto Orig/Dest Routing

2. Select route origin
3. Select route destination
4. Find the route and

Analysis Status:
Passed

5. Route Usage
 Use selected route to request permit
 Request office review (for failing routes or questions)

Optional
Save route for future use
Delete a saved route
Clear the current route

Next
Back
Help

Map controls: Display Full Map, Zoom In, Zoom Out, Move North, Map Options, Clear Highlighted Items, Move West, Move East, Move South, Find / Locate Item, Display Temporary Restrictions

Command: Analyze Trip Prompt: Analyze the defined trip
Current Trip: CT-70 W, I-84 N, SR-536 N, CT-372 E, I-84 E, I-91 N, CT-140 E

Step 6, Route Selection

3.3.1 Origin and Destination Route Area

The Origin and Destination Route area contains two fields: **Origin Route** and **Destination Route** as shown in the figure on the following page. These two controls are discussed following the figure.

First enter the origin route. If relevant in the Origin Route text field. Then, enter the Destination Route in the same fashion.

Origin Route	9th ave - summit rd
Destination Route	Gleewood rd - Oak St - Kinngsford Ln

Origin and Destination Routes

Origin Route - First, the applicant enters the route from the actual point of origin of the requested trip to the nearest access to the Routable SUPERLOAD Network in the **Origin Route** text field as a comma or dash delimited list.

Destination Route - Then, the applicant enters the route from the last access point of the Routable SUPERLOAD Network to the actual ending point of the requested trip in the **Destination Route** text field.

If the trip begins or ends at a State border crossing or on a route within the Routable SUPERLOAD Network, then the appropriate text field is left blank. These data are stored in the CT-PASS database for review by the Motor Transport Permit technician and then printed on the Permit document. If desired the applicant can select the **Through Route** before entering the destination route.

3.3.2 Map Control Area

The Map Control shown in the figure on the following page is used to display the routable network and allow the user to interact with it. Any SUPERLOAD map data can be displayed using the control. When launched, a green circle is shown around the origin of the trip as defined in Step 4; likewise, a red circle is shown around the destination of the trip. There are various controls that allow for manipulation of the graphics displayed within the Map Area. These controls are discussed below and following the figure.

Display Controls – The display controls allow the user to change the scale of the map and pan in any direction. They are discussed in the following bullets.

- **Display Full Map** – Selecting this control sets the drawing scale of the map area to display the entire State.

Display Full Map

- **Zoom In** – Selecting this control sets the cursor as a magnifying glass. When the user clicks with the magnifying glass anywhere within the map area, the map is magnified by 100% from the current scale, essentially zooming in to the selected area. The selected point becomes the center of the new view.

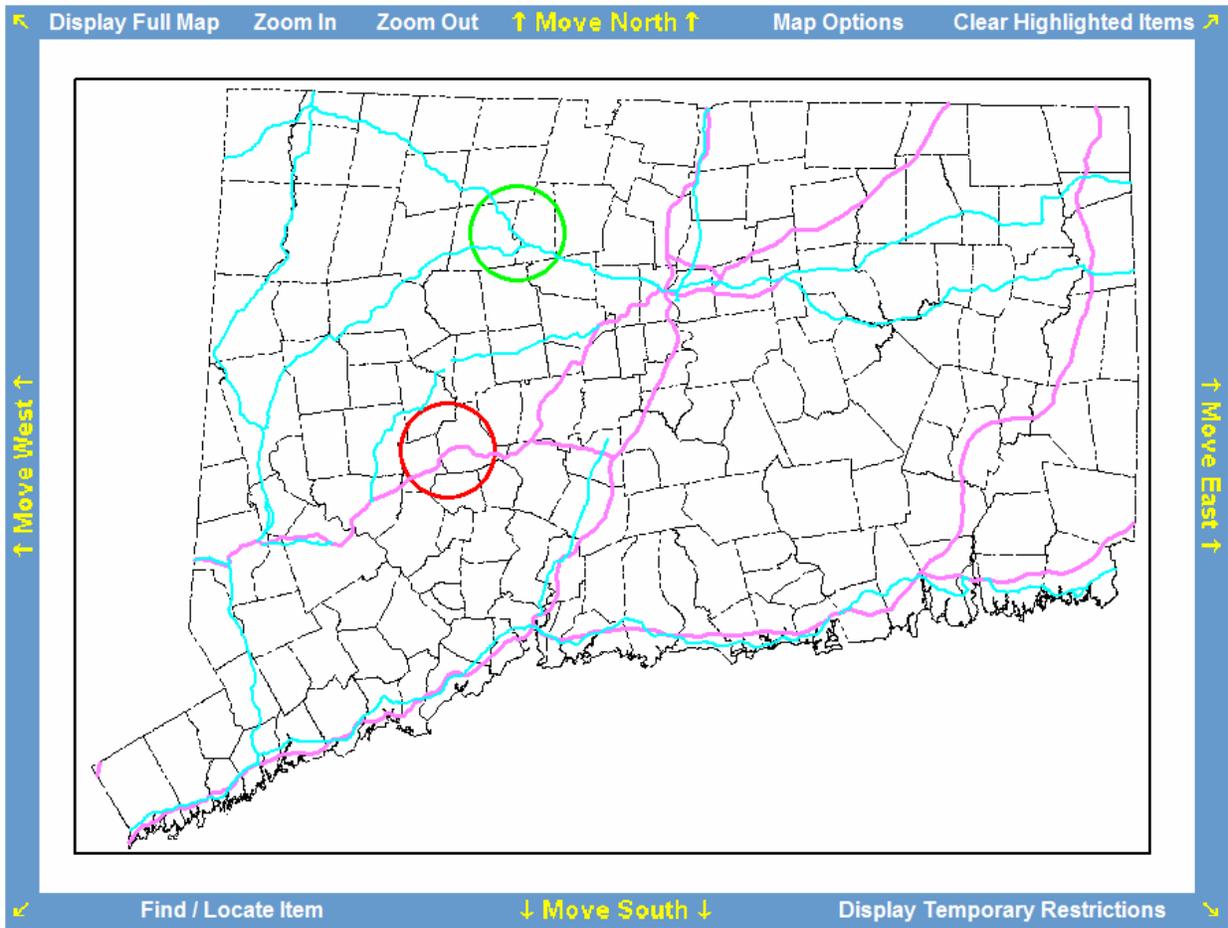
Zoom In

- **Zoom Out** - Selecting this control also sets the cursor as a magnifying glass. When the user clicks with the magnifying glass anywhere within the map area, the map is reduced in scale by 100% from the current scale, essentially zooming out. The selected point becomes the center of the new view.

Zoom Out

- **Move ...** - Selecting the **Move North, South**, etc. controls or the **arrows** that appear in the corners of the map area pans the map area in that direction. The edge or corner becomes the center of the new window and the new view of the map is drawn at the same scale as the previous view.

↑ Move North ↑



Map Control Area

Map Options – Selecting this control launches the dialog box shown on the following page.



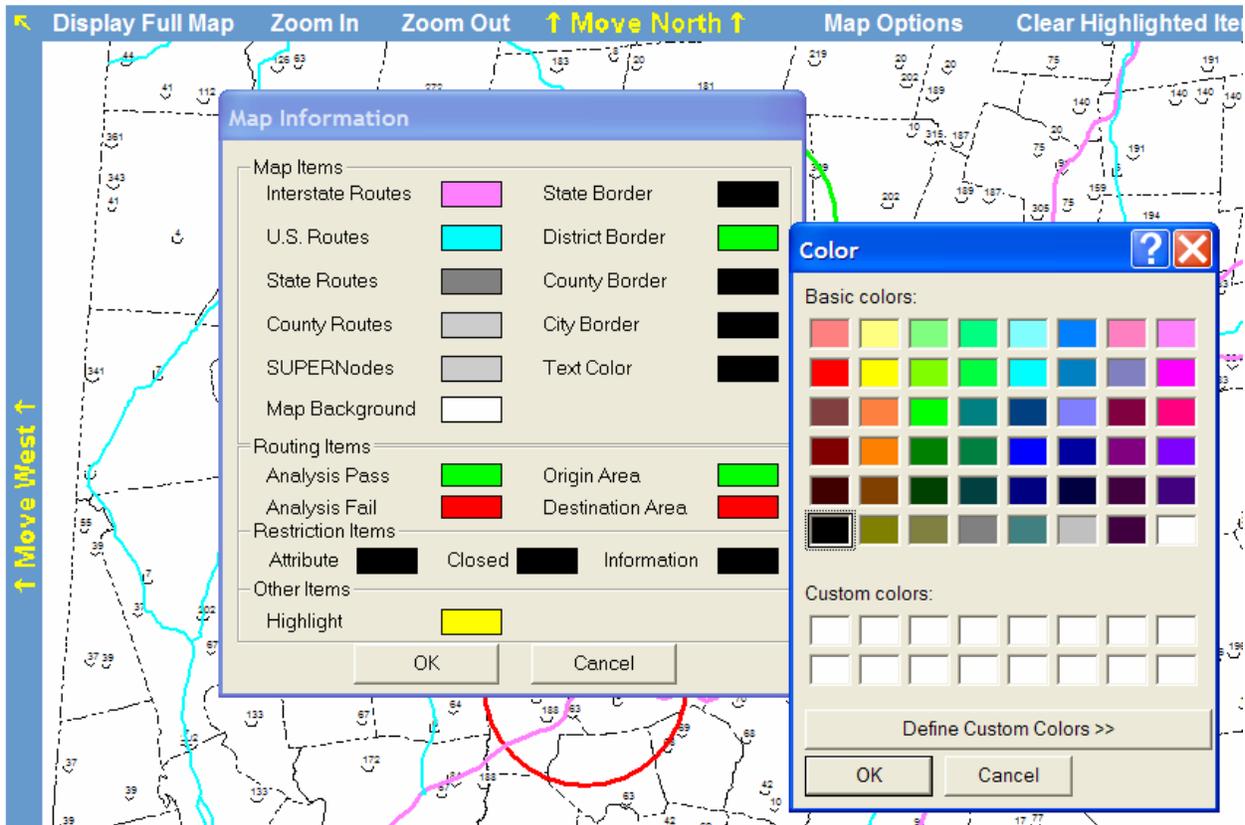
The user can change the appearance of the elements drawn on the map by selecting the colored rectangles next to the description of the feature, thereby launching the color picker dialog. The user selects the desired color and clicks the **OK** action button on the color picker. The selected color is then displayed in the appropriate rectangle. The user can alter as many elements as desired. When the user selects the **OK** action button on the Map Information dialog box the elements are redisplayed in the new colors. The user can cancel the operation by selecting the **Cancel** action button.

Clear Highlighted Items – Selecting this control clears all highlighting within the map area.

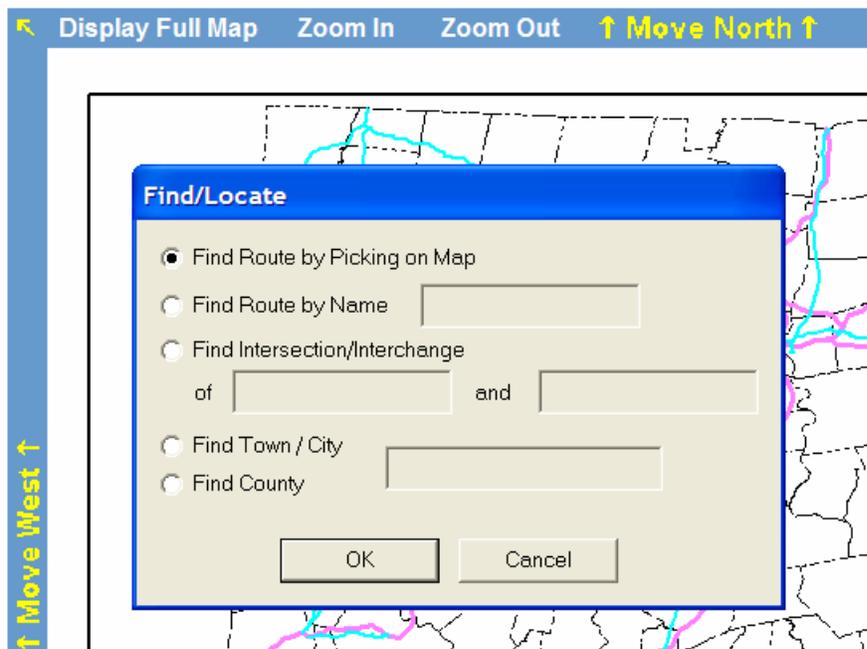


Find/Locate Item – Selecting this control launches the Find/Locate dialog box shown in the figure on the following page. The controls associated with this dialog are discussed following the figure.





Map Options Dialog



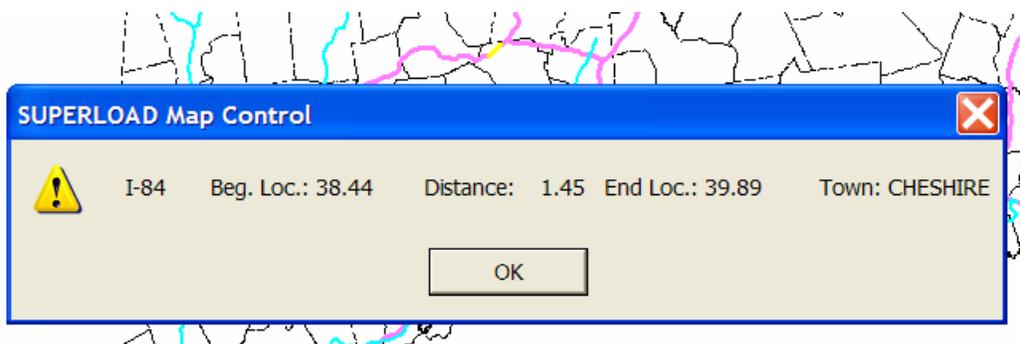
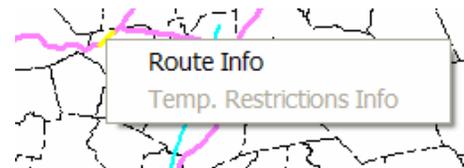
Find/Locate Dialog Box

- **Find Route by Picking on Map** – Selecting this radio button, then selecting **OK** sets the process for picking a route. When the user selects a route in the map area the selected route is highlighted and identified in the prompt area below the map control.
- **Find Route by Name** – Selecting this radio button enables the text field. The user types the name of the route desired in the text field and selects the **OK** action button. The selected route is then highlighted and identified in the prompt area below the map control. If the route is not found a message is displayed.
- **Find Intersection/Interchange** - Selecting this radio button enables the text fields. The user types the names of the intersecting routes in the text fields and selects the **OK** action button. The selected interchange or intersection is then highlighted and the message “Node highlighted” is displayed in the prompt area below the map control. If no intersection occurs between the selected routes a message is displayed.
- **Find Town/City or Find County** - Selecting this radio button enables the text field. The user types the name of the town/city/county desired in the text field and selects the **OK** action button. The selected item is then highlighted and the message “Location highlighted” is displayed in the prompt area below the map control. If the item is not found a message is displayed.
- **Cancel** – In all cases selecting the Cancel action button closes the dialog box with no action taken.

Display Temporary Restrictions – Selecting this control causes all temporary restrictions to be displayed in the map area in the appropriate highlight color.

Display Temporary Restrictions

Right Click on Route – Selecting the right mouse button on a route launches the screen menu shown at the right. The user selects Route Info and the message box shown below is launched displaying the relevant information regarding the selected route segment. This technique can be used at any time.



3.3.3 Menu Area

The Menu Area shown in the figure to the right contains various sub-step controls that are used to interact with the actual Map Control which displays the Routable network. The Menu Controls include the following: **Select Method of Routing**, **Analysis Status**, **Route Usage**, **Optional**, and **Advanced Options**. These sub-steps and controls are discussed in detail below.

1. Select method of routing
 Picking Route Segments ▾

2. Select route on the map
3. Analyze the route

Analysis Status:
 Passed

4. Route Usage

Use selected route to request permit
 Send application to permit office for review

Optional

Save route for future use
 Delete a saved route
 Clear the current route

Advanced Options

Add additional trip
 Remove last trip segment

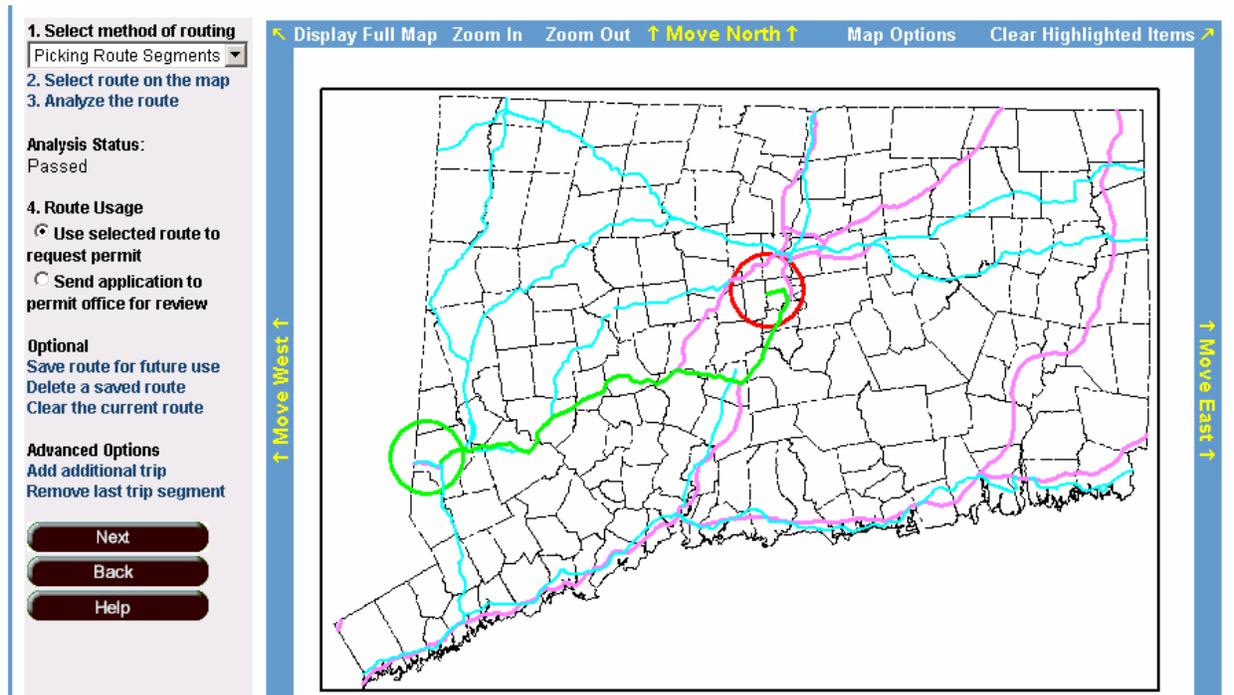
3.3.3.1 Select method of routing Sub-step

The same four routing methods available to workstation users for entering or selecting the through route are available to Internet users: **Text Description**, **Picking Route Segments**, **Automatic Origin/Destination Routing**, and **Loading Saved Trips**. These methods are selected from the **Select Method of Routing** drop-down list box. The default is **Picking Route Segments**. All four methods are discussed in the following paragraphs.

Picking Route Segments – When this method is selected, two sub-steps are displayed as shown in the figure to the right: **2. Select route on the map** and **3. Analyze the route**. These two sub-steps are discussed below.

1. Select method of routing
 Picking Route Segments ▾

2. Select route on the map
3. Analyze the route



Picking Route Segments Method

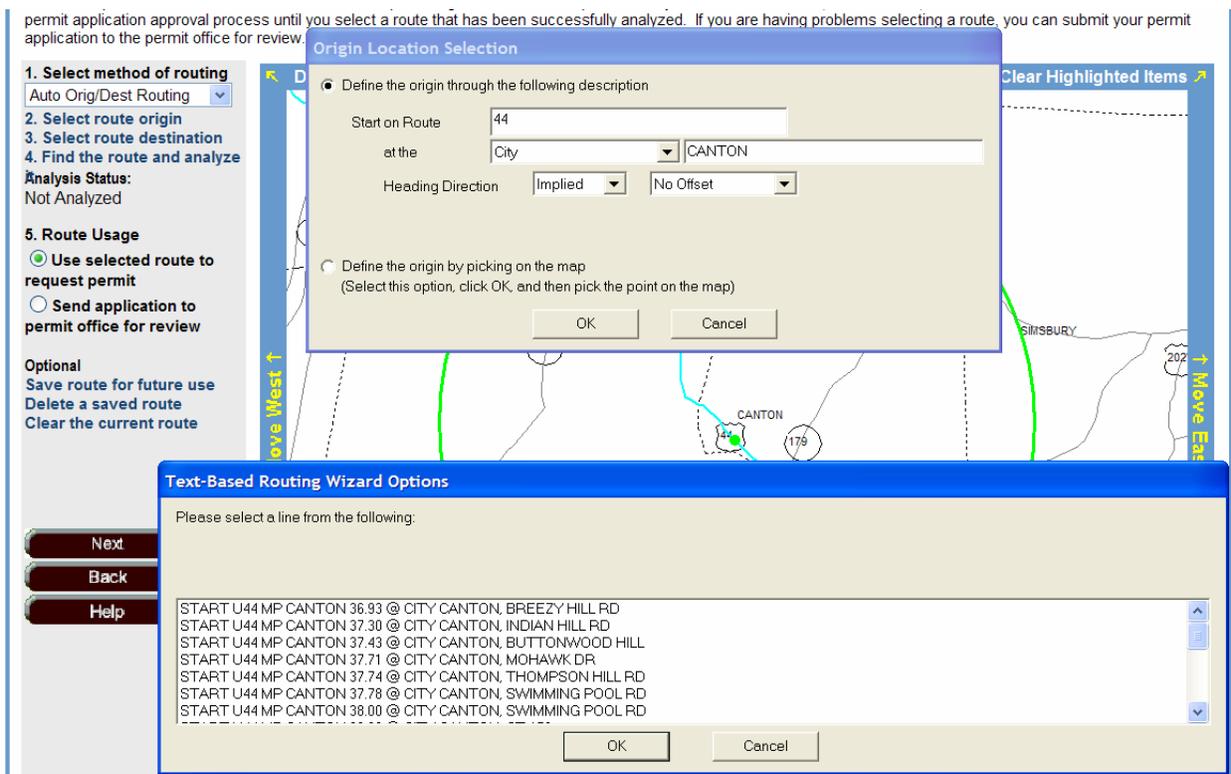
- **2. Select route on the map** - The user clicks on the **Select route on the map** sub-step and then selects the route segments for the trip in the Map Control as shown in the figure on the following page. As each segment is selected it is highlighted. If a segment cannot be added for any reason a message is displayed.

- **3. Analyze the route** - When satisfied with the trip the user clicks the **Analyze the route** sub-step to perform an analysis of the selected route. The result of the analysis is displayed in a message box and shown in the **Analysis Status**, discussed below.

3. Analyze the route

Automatic Origin/Destination Routing – When this analysis method is selected, three sub-steps are displayed as shown in the figure to the right: **2. Select route origin**, **3. Select route destination**, and **4. Find the route and analyze**. These three sub-steps are discussed below.

1. Select method of routing
2. Select route origin
3. Select route destination
4. Find the route and analyze



Text-Based Origin/Destination Definition

- **2. Select route origin** - First, the user clicks the **Select route origin** sub-step. If an origin had been selected in Step 4, the Map control is then zoomed into the origin area and the Origin Location Selection dialog box shown on the following page is launched. The controls within the text-based definition dialog used to enter the information are discussed below.
 - **Define the origin by picking on the map** - The user can select the origin on the Map control by selecting this radio button as shown in the figure below and selecting **OK**. This is the default.

2. Select route origin

- **Define the origin by picking on the map**
(Select this option, click OK, and then pick the point on the map)

- **Define the origin through the following description** - The user can also enter the origin information using the text fields in the dialog shown on the following page by selecting this radio button as shown in the figure below.

Define the origin through the following description

- **Start on Route** – The user enters the route number on which the through route will begin in this text field. 
- **at the** – This drop-down list box is used to select how the origin will be defined. The table below shows what action is associated with each selection. 

“at the” Selection	Action
Milepoint	The user enters the mile point for the origin in the first displayed text field and the town name in the Town text field.
Intersection of	The user enters the intersecting route name in the text field.
Intersection of (with MP)	The user enters the intersecting route name in the first displayed text field, and then enters the mile point in the At Milepoint text box and the town name in the Town text field.
State Border	The user enters the State border name in the text field.
City	The user enters the town name in the text field.

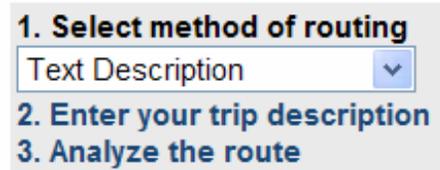
- **Heading Direction** – The user selects the direction of travel using this drop-down list box. The choices include Implied (the default) and N, NE, E, SE, S, SW, W and NW (the cardinal directions). 
- **Offset/Entry or Offset** - This drop-down list box is used to select whether an offset from the origin will be defined, the amount of the offset, and the direction of the offset. The table below shows what action is associated with each selection from the **at the** drop-down list box. 
-

“at the” Selection	List Box Contents	Action
Milepoint	Not Shown	None.
Intersection of	No Offset/Entry	The default. No other fields are shown. No action is taken.
	Offset	The cardinal direction drop-down list box (N, E, S, or W) is displayed. The user selects the appropriate direction. The Miles text field is displayed; the user enters the offset in this field.
	Enter From	A direction drop-down list box (N, NE, E, SE, S, SW, W, or NW) is displayed. The user selects the appropriate entrance direction.
Intersection of (with MP)	No Offset/Entry	The default. No other fields are shown. No action is taken.
	Offset	The cardinal direction drop-down list box (N, E, S, or W) is displayed. The user selects the appropriate direction. The Miles text field is displayed; the user enters the offset in this field.

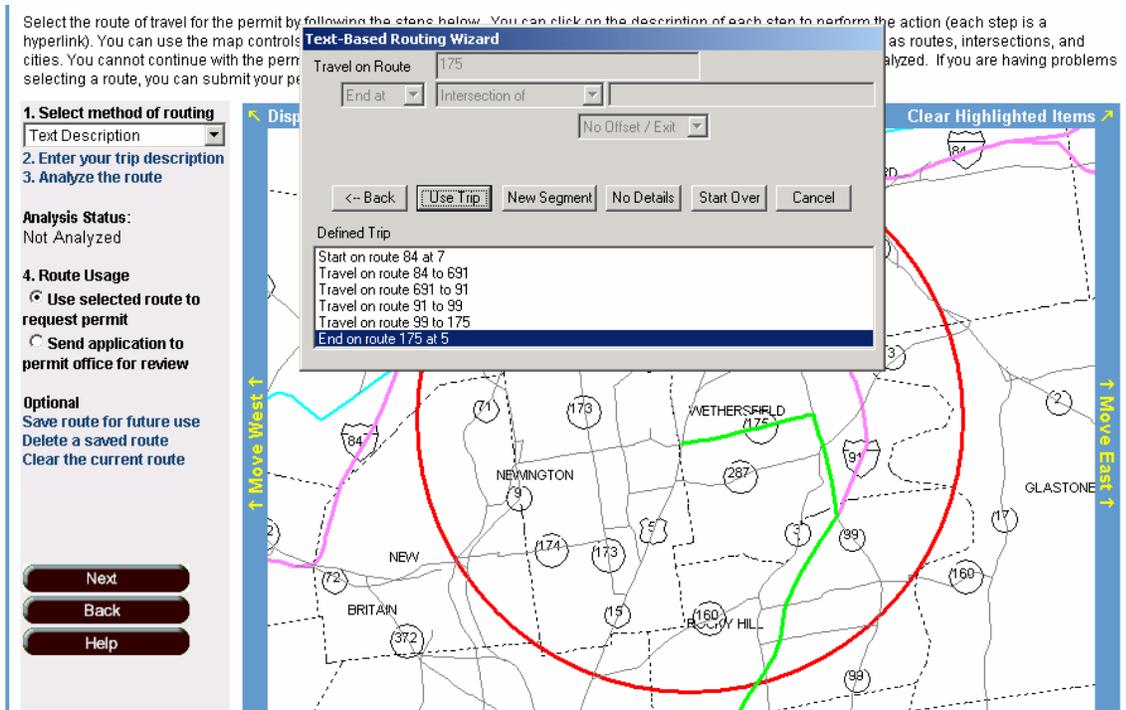
“at the” Selection	List Box Contents	Action
	Enter From	A direction drop-down list box (N, NE, E, SE, S, SW, W, or NW) is displayed. The user selects the appropriate entrance direction.
State Border	No Offset	The default. No other fields are shown. No action is taken
	Offset	The cardinal direction drop-down list box (N, E, S, or W) is displayed. The user selects the appropriate direction. The Miles text field is displayed; the user enters the offset in this field.
City	No Offset	The default. No other fields are shown. No action is taken
	Offset	The cardinal direction drop-down list box (N, E, S, or W) is displayed. The user selects the appropriate direction. The Miles text field is displayed; the user enters the offset in this field.

- **OK Action Button** – If the **at the** drop-down list box is set to City, then all the key points that meet the criteria are displayed in the Text-based Routing Wizard Options dialog box when the **OK** action button is clicked. The user selects the appropriate entry in the list box and selects **OK** on the Text-based Routing Wizard Options dialog. This key point then becomes the Origin point for the through route.
- **3. Select route destination** - Next, the user clicks the **Select route destination** sub-step. The same procedure used to select the trip origin is employed. **3. Select route destination**
- **4. Find the route and analyze** - Finally, the user clicks the **Find the route and analyze** sub-step. This action causes the best path between the origin and destination points to be automatically determined and the analysis automatically executed. The result of the analysis is displayed in a message box and shown in the **Analysis Status**, discussed below. **4. Find the route and analyze**

Text Description – When this method is selected, two sub-steps are displayed as shown in the figure to the right: **2. Enter your trip description** and **3. Analyze the route**. These two sub-steps are discussed below.



- **2. Enter your trip description** - The user clicks on the **Enter your trip description** sub-step and the standard **Text-Based Routing Wizard** dialog box is launched. The user enters the trip segments from the origin to the destination using the fields within this dialog. Key points can be used for the origin and destination of the described route. The definition of the origin for the trip uses the same process and controls used to define the origin in the Automatic Origin/Destination Routing process discussed above. The controls within the **Text-Based Routing Wizard** used for defining the remaining segments are discussed below. When satisfied with the trip, the user selects the **Use Trip** action button on the dialog box. **2. Enter your trip description**



Text-Based Routing

- **Travel on Route** – This read-only text field displays the current route for the trip definition.
- **Go To/End At** – This drop-down list box is used to indicate if a new segment is being added (**Go To**) or the trip is being terminated (**End At**). Several other controls vary depending on the selection. The table on the following page shows this relationship.
- **Segment Termination Condition** – The contents of this drop-down list box vary according to the selection in the **Go To/End At** drop-down list box as shown in the table on the following page.
- **Text Box** - The contents of this text box vary according to the selection in the **Go To/End At** drop-down list box as shown in the table on the following page.
- **Then Head** – This drop-down list box is only displayed if **Go To** is selected from the **Go To/End At** drop-down list box as shown in the table below.

Go To/End At Selection	Segment Termination Condition Drop-down List Box Selection	Action
Go To	Intersection of	The user enters the intersecting route name in the text field. Then the user selects the direction from the Then Head drop-down list box. Choices include <u>I</u> mpli <u>e</u> d (the default) and <u>N</u> , <u>NE</u> , <u>E</u> , <u>SE</u> , <u>S</u> , <u>SW</u> , <u>W</u> , or <u>NW</u> (the cardinal directions).
	Intersection of (with MP)	The user enters the intersecting route name in the first displayed text field, and then enters the mile point in the At Milepoint text box and the town name in the Town text field. Then the user selects the direction from the Then Head drop-down list

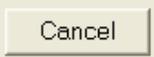
		box. Choices include <u>Implied</u> (the default) and <u>N</u> , <u>NE</u> , <u>E</u> , <u>SE</u> , <u>S</u> , <u>SW</u> , <u>W</u> , or <u>NW</u> (the cardinal directions).
End At	Milepoint	The user enters the mile point for the destination in the first displayed text field and the town name in the Town text field.
	Intersection of	The user enters the intersecting route name in the text field.
	Intersection of (with MP)	The user enters the intersecting route name in the first displayed text field, and then enters the mile point in the At Milepoint text box and the town name in the Town text field.
	State Border	The user enters the State border name in the text field.
	City	The user enters the town name in the text field.

- **Offset/Exit or Offset** - This drop-down list box is only displayed if End At is selected from the **Go To/End At** drop-down list box as shown in the table below. It used to select whether an offset from the destination will be defined, the amount of the offset, and the direction of the offset. The table below shows the list box contents and what action is associated with each selection from the **Segment Termination Condition** drop-down list box.



Segment Termination Condition Drop-down List Box Selection	Offset/Exit or Offset List Box Contents	Action
Milepoint	Not Shown	None.
Intersection of	No Offset/Exit	The default. No other fields are shown. No action is taken.
	Offset	The cardinal direction drop-down list box (<u>N</u> , <u>NE</u> , <u>E</u> , <u>SE</u> , <u>S</u> , <u>SW</u> , <u>W</u> , or <u>NW</u>) is displayed. The user selects the appropriate direction. The Miles text field is displayed; the user enters the offset in this field.
	Exit To	A direction drop-down list box (<u>N</u> , <u>NE</u> , <u>E</u> , <u>SE</u> , <u>S</u> , <u>SW</u> , <u>W</u> , or <u>NW</u>) is displayed. The user selects the appropriate exit direction.
Intersection of (with MP)	No Offset/Exit	The default. No other fields are shown. No action is taken.
	Offset	The cardinal direction drop-down list box (<u>N</u> , <u>NE</u> , <u>E</u> , <u>SE</u> , <u>S</u> , <u>SW</u> , <u>W</u> , or <u>NW</u>) is displayed. The user selects the appropriate direction. The Miles text field is displayed; the user enters the offset in this field.
	Exit To	A direction drop-down list box (<u>N</u> , <u>NE</u> , <u>E</u> , <u>SE</u> , <u>S</u> , <u>SW</u> , <u>W</u> , or <u>NW</u>) is displayed. The user selects the appropriate entrance direction.
State Border	No Offset	The default. No other fields are shown. No action is taken
	Offset	The cardinal direction drop-down list box (<u>N</u> , <u>NE</u> , <u>E</u> , <u>SE</u> , <u>S</u> , <u>SW</u> , <u>W</u> , or <u>NW</u>) is displayed. The user selects the appropriate direction. The Miles text field is displayed;

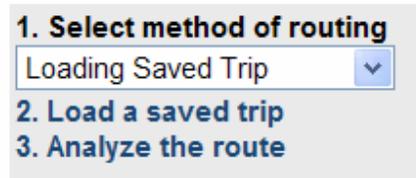
Segment Termination Condition Drop-down List Box Selection	Offset/Exit or Offset List Box Contents	Action
		the user enters the offset in this field.
City	No Offset	The default. No other fields are shown. No action is taken
	Offset	The cardinal direction drop-down list box (N, NE, E, SE, S, SW, W, or NW) is displayed. The user selects the appropriate direction. The Miles text field is displayed; the user enters the offset in this field.

- **Back Action Button** - Selecting the Back action button deletes the current segment. 
- **Next Action Button** – Selecting the Next action button adds the segment being defined. If more than one option exists then all the elements that meet the criteria are displayed in the Text-based Routing Wizard Options dialog box when the Next button is clicked. 
- **Use Trip Action Button** – When all segments have been entered and the destination point has been established, the next button is hidden and the Use Trip button is displayed. Selecting the Use Trip action button exits the dialog and makes the trip available for analysis. 
- **New Segment** – Selecting the New Segment action button allows the user to define discontinuous trips. It allows the user to define a new segment on a different route with a gap between it and the previous segments. 
- **Details/No Details Action Buttons** – Selecting the Details action button causes the details list box to display. When it is displayed selecting the No Details action button causes it to close. 
- **Start Over Action Button** – Selecting the Start over action button deletes all previously defined route segments. 
- **Cancel** – Selecting the Cancel action button closes the dialog box with no action taken. 

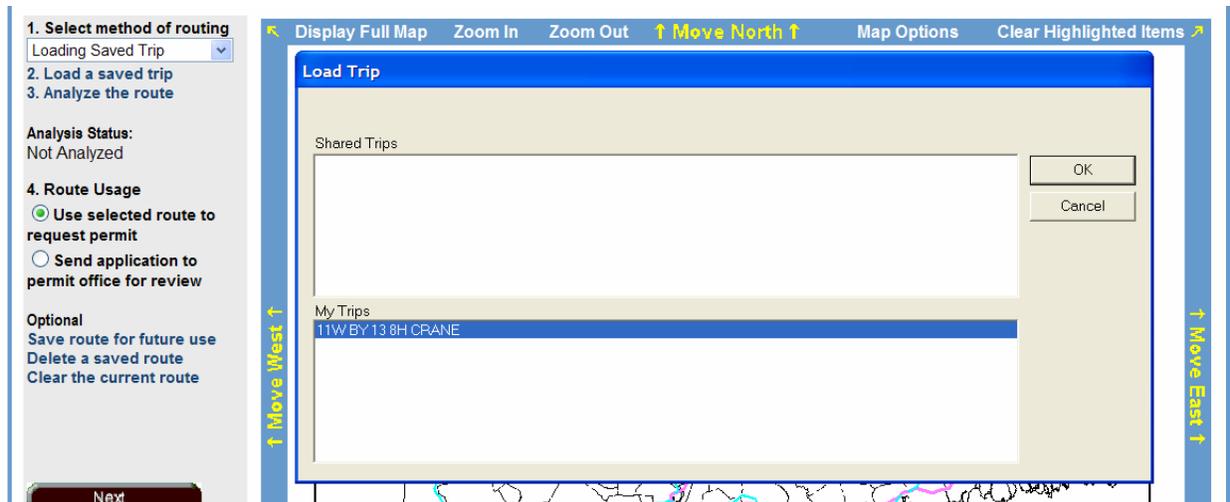
- **3. Analyze the route** - Then the user clicks the **Analyze the route** sub-step to perform an analysis of the selected route. The result of the analysis is displayed in a message box and shown in the **Analysis Status**, discussed below.

3. Analyze the route

Loading Saved Trip - When this method is selected, two sub-steps are displayed as shown in the figure to the right: **2. Load a saved trip** and **3. Analyze the route**. These two sub-steps are discussed below.



- **2. Load a saved trip** - The user clicks on the **Load a saved trip** sub-step and the standard **Load Trip** dialog box shown in the figure on the following page is launched. The **Load Trip** dialog box is used to retrieve stored routes. Storing routes is discussed later. As shown in the figure, the user selects the trip from the list box and clicks the **OK** action button. Selecting the Cancel action button closes the dialog box with no action. 
- **3. Analyze the route** - Then the user clicks the **Analyze the route** sub-step to perform an analysis of the selected route. The result of the analysis is displayed in a message box and shown in the **Analysis Status** sub-step, discussed below. 



Load Trip Dialog Box

3.3.3.2 Analysis Status

As described above, once a route has been determined it is analyzed by selecting the **Analyze the route** sub-step. Initially, only clearance checks will be performed. When the future Bridge Analysis capability is deployed, a full live-load structural analysis will be performed. The status of the analysis is shown as read-only text: Not Analyzed before the trip has been analyzed, Passed when the trip has been analyzed and is OK, and Failed when the trip has been analyzed and does not pass for some reason.

Analysis Status:
Passed

3.3.3.3 Route Usage Sub-step

Selected routes can be used to request a permit or be sent to the CT DOT Permit Staff for review. There is a set of radio buttons that control this: **Use selected route to request permit** and **Send application to permit office for review**. If the analysis passes, the user should select the **Use selected route to request permit** radio button. This action will send the approved route along with the permit application for permit office issuance. When the System Issuance capability is implemented, the analysis must be approved. If the user is unsure about the route or the analysis fails, the user should click the **Send application to permit office for review** radio button. This action sends the unanalyzed route along with the permit application for permit office issuance.

4. Route Usage
 Use selected route to request permit
 Send application to permit office for review

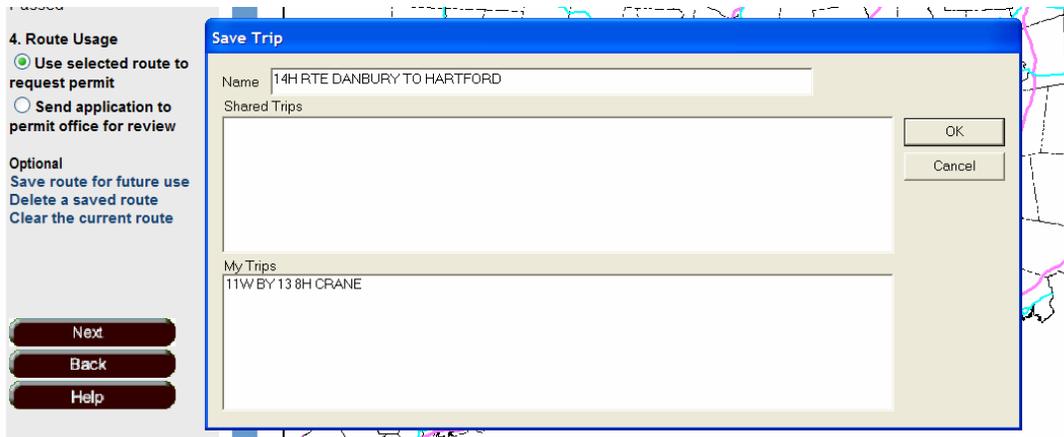
3.3.3.4 Optional Area

The current route can be saved or cleared; likewise a saved route can be deleted. The controls for these functions are shown in the figure to the right and discussed below.

Optional
 Save route for future use
 Delete a saved route
 Clear the current route

Save route for future use - Selecting the **Save route for future use** text launches the standard **Save Route** dialog box shown on the following page. The user enters the name selected for the route in the **Name** text field and clicks the **OK** action button to store the route.

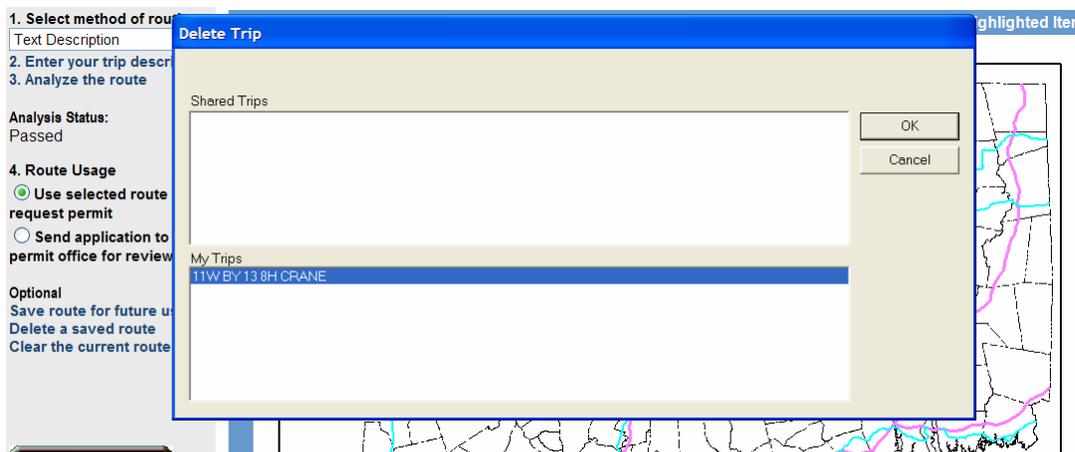
Save route for future use



Save Trip Dialog Box

Delete a saved route - Selecting the **Delete a saved route** text launches the **Delete Trip** dialog box shown on the following page. The user selects the saved route from the **My Trips** or **Shared Trips** list box and clicks the **OK** action button. A confirmation dialog is launched in which the user must confirm the deletion.

Delete a saved route



Delete Trip Dialog Box

Clear the current route - Selecting the **Clear the current route** text erases the current route from the Map control.

Clear the current route

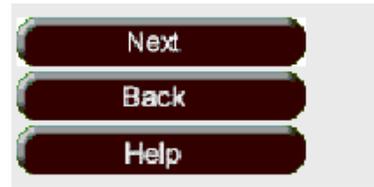
3.3.3.5 Advanced Options

The Advanced Options are only displayed when the **Select method of routing** sub-step is set to **Picking Route Segments**. Users may add additional segments to a previously established route by selecting the **Add additional trip** text. Similarly, users can delete the last segment of a trip by selecting the **Remove last trip segment** text. To remove several segments the user clicks the **Remove last trip segment** text as many times as necessary.

Advanced Options
Add additional trip
Remove last trip segment

3.3.4 Action Buttons

When the **Next** button is clicked and the route is accepted, then the Permit Application Confirmation page is launched. The **Back** action button is clicked to move back to the Application Web page and the **Help** action button is clicked to solicit help.



3.4 Application Confirmation Web Page

The Permit Application Confirmation Web Page displays all the information about the Permit Application, including Carrier information, vehicle information, load description, effective and expiration dates, and the selected routes as shown in the figure on the following page.

The controls associated with the page are discussed below.

Next Action Button – If the Application is OK, the Next action button is clicked to launch the Permit Delivery and Payment Web Page, discussed next.



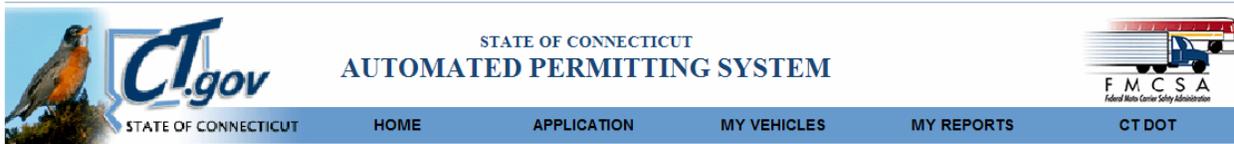
Back Action Button – The Back action button is clicked to return to the application page in order to edit the application.



Change Application Action Button – The Change Application action button is clicked to return to the application page in order to edit the application.



When the System Issue capability is enabled and a permit is NOT able to be system issued, then the message “Your permit application cannot be issued by the system, it will be sent to the Permit Office for review” will be displayed in red as shown in the figure below.



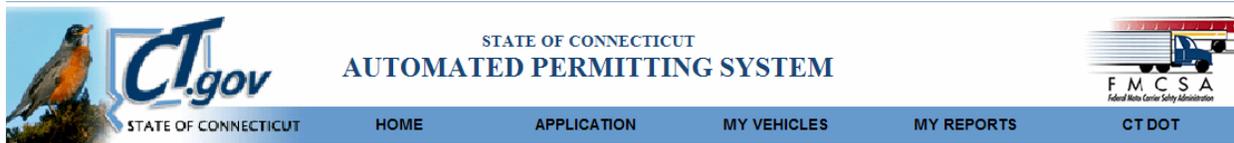
Your permit application cannot be issued by the system, it will be sent to the Permit Office for review

Please review all of the information below to be submitted for your permit. If all of the information is correct, click on the **Next** button to send the information to the permit office, if you need to make changes, click on the **Change Application** button.

Permit Type: Single Trip Oversize and/or Overweight Trip & Return

Application Confirmation Message if Unable to System Issue a Permit

Likewise, When the System Issue capability is enabled and a permit is able to be system issued, then no message indicating that the permit cannot be system issued will be displayed as shown in the figure below.



Permit Type: Single Trip Oversize and/or Overweight Trip & Return

Application Confirmation Message if Able to System Issue a Permit



STATE OF CONNECTICUT
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Your permit application cannot be issued by the system, it will be sent to the Permit Office for review

Please review all of the information below to be submitted for your permit. If all of the information is correct, click on the **Next** button to send the information to the permit office, if you need to make changes, click on the **Change Application** button.

Permit Type: Single Trip Account Code Trip Request

Profile Information

Company Information		Insurance Information
FederalID	061289740	Company
Name	BEST BUILT SHEDS INC	Address
Address	551 BROAD STREET	City
City	FORESTVILLE	State
State	CT	Zip
Zip	06010-5501	Effective Date
Phone	(860) 582-0660	Expiration Date
Fax	(860) 582-0660	Amount
Email	BESTBUILTSHEDS@AOL.COM	Phone

Vehicle Information

Vehicle Type Truck w/ 1 Trailer

Load Storage Shed

Power Unit	License State	Plate Number	Year	License Weight	VIN/Serial Number
Trailer	CT	4C9576	1995	8800	1B7KF26C2SS228464
	CT	V61423	2002	9900	11629

Overall Vehicle Dimensions

Length LEGAL	Width 11	Height LEGAL	Weight 24934	Front Overhang LEGAL	Rear Overhang LEGAL
------------------------	--------------------	------------------------	------------------------	--------------------------------	-------------------------------

Axle Information

Number of Axles 4

	Axle 1	Axle 2	Axle 3	Axle 4
Load	4850	6084	7000	7000
NumTires	2	2	2	2
Tire Width	19	19	14.5	14.5
Spacing	11' 3"		15	2' 9"

Travel Information

Start Date 7/29/2004 **End Date** 8/2/2004

Route Information

Origin CHESHIRE **Destination** ELLINGTON
Return Oversize No **Return Overweight No**
Origin Route 9th ave - summit rd
Destination Route Gleenwood rd - Oak St - Kinngsford Ln

Thru Route

CT-70 W,I-84 N,SR-536 N,CT-372 E,I-84 E,I-91 N,CT-140 E

Detailed Thru Route Description

START CT-70 NW MP CHESHIRE 0.41
 TO CT-70 MP CHESHIRE 0.23 @ I-84 E
 TO I-84 MP PLAINVILLE 49.22 @ SR-536 NE
 TO SR-536 MP PLAINVILLE 1.53 @ CT-372 SE
 TO CT-372 MP PLAINVILLE 3.50 @ I-84 N
 TO I-84 MP HARTFORD 62.55 @ I-91 N
 TO I-91 MP EAST WINDSOR 51.09 @ CT-140 E
 END CT-140 MP ELLINGTON 11.99

Next **Back** **Change Application**

Application Confirmation Web Page

3.5 Permit Delivery and Payment Web Page

The Permit Delivery and Payment Web Page is launched when the Application is complete and the **Next** action button on the Permit Application Confirmation Web Page is clicked. The page is shown in the figure on the following page and the controls associated with the page are discussed below the figure.

Permit Delivery and Payment Web Page

Fees Group – The fees charged to obtain the permit are shown in this group. Fees include the base permit fee, a faxing fee and the total fee.

Permit Fee	\$25.00
Fax Fee	\$0.00
Total Fee	\$25.00

Payment Method Group Controls

Payment Method Group – With the exception of Account Code Trip Requests, all permits applied for over the Internet except those from exempt carriers such as the government or military must be paid for using credit cards. Within this group the **Credit Card #**, the **Type** drop-down list box, **Exp. Date** drop-down list boxes, **Billing Address**, **Billing Zip Code**, and **Credit Card Verification Number** text boxes are displayed. Valid data must be entered or selected in all of these fields. When the **Submit** action button is clicked, this credit card account information is processed as described under “Action Buttons”, below.

Delivery Method Group – Currently, the only delivery method for permits

applied for over the Internet is faxing. So, Fax is the only option within the **Delivery Method** drop-down list box. The telephone number to which the fax is to be sent must be entered in the **Fax Number** text box. The default value is the fax number from the Carrier's profile.

Contact Text Box – The Applicant must enter a contact name in this text box.

Contact	<input type="text" value="william"/>
---------	--------------------------------------

Comments Text Box – Any comments that the Applicant wants to send to the Permit Office can be entered in this text box.

Comments	<input type="text" value="Major isotope(s): CO-60, I-125"/>
----------	---

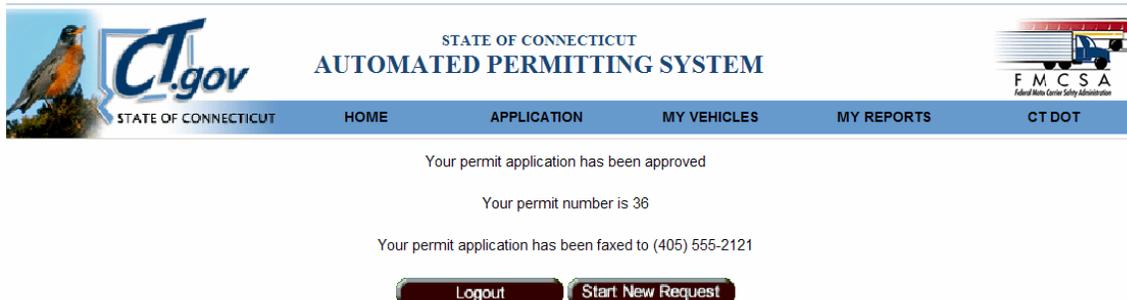
Action Buttons – As stated above, when the **Submit** action button is clicked, the credit card account information is

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

transmitted to the PORTAL_{CS} for processing. If the permit application cannot be system issued and if the card is accepted then PORTAL_{CS} returns a “Delayed Capture” transaction number and it is stored in the CT-PASS database. If not, an error message will be displayed. Later, when the permit is being issued, this “Delayed Capture” transaction number is transmitted to the PORTAL_{CS} for processing. The permit is not issued until an authorization code is received from PORTAL_{CS}. Likewise, the Applicant's credit card is not actually debited until the permit is issued. If the permit can be system issued and if the card is valid then PORTAL_{CS} returns the authorization code, the permit is issued, and the Submission Confirmation Web page, discussed next is launched when the **Submit** action button is selected. The **Cancel** button is clicked to exit the Page without saving the application.

3.6 Submission Confirmation Web Page

The Submission Confirmation Web Page is launched when the Submit action button on the Permit Delivery and Payment Web Page is clicked and the application is accepted or the permit has been issued. If the permit can be system issued, the assigned Permit number is displayed, along with the delivery method and fax number, if relevant, as shown in the figure below.



Submission Confirmation Web Page with System Issuance Message

If the permit cannot be system issued, the page confirms that the permit application has been submitted and displays an Application Reference number for the request. The page is shown in the figure on the following page and the controls associated with the page are discussed below the figure.

Your permit application has been submitted to the permit office

Your request number is **7649**

You can track your permit request by using the above request number in the MyReports section.



Submission Confirmation Web Page without System Issuance

Logout Action Button - Selecting the Logout action button terminates the CT-ePASS session, closes the CT-ePASS Web pages, and returns control to the PORTAL_{CS} Web page.



Start New Request Action Button – Selecting this action button transfers control to the CT-ePASS Main Web page so a new permit application can be started.

This page intentionally left blank



4 Managing Vehicle Fleets

CT-ePASS allows Carriers to maintain a large amount of information about their vehicle fleet. The My Vehicle functions allow users to maintain, modify, and clean up vehicle information in the system. These features are available for Carrier users only; they are disabled for Permit Service users. The My Vehicle functions are accessed by selecting the **My Vehicles** menu item on the CT-ePASS Main Web page.

4.1 My Vehicles Web Page

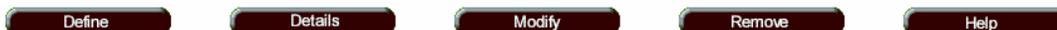
As stated above, the My Vehicles Web Page is launched by selecting the **My Vehicles** menu item on the Main CT-ePASS Web Page. This Web page allows carriers to manage their fleets. This page is not launched unless a valid Carrier is logged-in. The page is shown in the figure below and the controls associated with the page are discussed below the figure.



To add a new vehicle to your List, click 'Define' and enter the vehicle configuration. To view the detailed configuration of any specific vehicle, click 'Details'. To modify the configuration of any specific vehicle, click 'Modify'. To remove a vehicle from the list, click 'Remove'.

Any Vehicle information can be entered and maintained. This vehicle information can then be used to facilitate data entry for permit applications and route reviews. If data is not entered but is needed for a permit application or route review, it will be requested at that time.

Name	Dimensions	Truck License	Trailer License
CH 1234	10' 0"H, 8' 0"W, 22' 0"L, 45000#	CH 1234	
CRANE 1	13' 0"H, 10' 0"W, 40' 0"L, 90000#	HY 8907	
KL 5678	5' 0"H, 8' 6"W, 48' 0"L, 60000#		KL 5678
RT 4536	10' 0"H, 8' 0"W, 22' 0"L, 50000#	RT 4536	



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CT-ePASS My Vehicles Web Page

Vehicle Description List Box –

Previously defined vehicles are displayed in this list box in summary form. Each vehicle is listed by name with critical dimensions and vehicle license number. Trucks/tractors are separated from trailers by license number.

Name	Dimensions	Truck License	Trailer License
CH 1234	10' 0"H, 8' 0"W, 22' 0"L, 45000#	CH 1234	
CRANE 1	13' 0"H, 10' 0"W, 40' 0"L, 90000#	HY 8907	
KL 5678	5' 0"H, 8' 6"W, 48' 0"L, 60000#		KL 5678
RT 4536	10' 0"H, 8' 0"W, 22' 0"L, 50000#	RT 4536	

Define Action Button – Selecting the Define action button launches the Vehicle Information Web page which is used to define and edit vehicles, discussed next.



Details Action Button - Selecting the Details action button launches the Vehicle Details Web page which is used to display vehicle details. The user highlights a vehicle in the Vehicle Description list box and clicks the action button. The Vehicle Details Web page is discussed later in this section.



Modify Action Button – Selecting the Modify action button launches the Vehicle Information Web page which is used to define and edit vehicles. The user highlights a vehicle in the Vehicle Description list box and clicks the action button. The Vehicle Information Web page is discussed next.



Remove Action Button – Selecting the Remove action button deletes vehicles from the Vehicle Description list box. The user highlights a vehicle in the Vehicle Description list box and clicks the action button. A confirmation page is launched and the user must confirm the removal.



Help Action Button – Selecting the Help action button launches a help facility tailored toward managing a vehicle fleet.



4.2 Vehicle Information Web Page

The Vehicle Information Web Page is launched from several places. The web page is launched by selecting the **Define** or **Modify** action buttons on the My Vehicles web page. It is also launched by selecting the **New Vehicle** action button on the Application Web Page, Step 2. The Web page is shown in the figure on the following page and the controls associated with the page are discussed below.

Vehicle Name Text Box – The assigned name for the unit is entered in this text box. Any characters can be used; often the vehicle plate number is used as a name.

Name	CRANE 1
------	---------

Unit Type Drop-down List Box – The Unit Type drop-down list box is used to select the vehicle type: Truck Unit, Trailer Unit, Combined Truck-Trailer Unit, or Combined Truck-Trailer-Dolly Unit.

Unit Type	Truck Unit
-----------	------------

Power Unit	License State	Plate #	Year	Make	Color	VIN#	Registered Weight
	CT	HY 8907	1995	HYLOAD	YELLOW	VIN	80000

Vehicle Information Controls

Vehicle Information Controls - For the Truck Unit, Trailer (if applicable), and Dolly (if applicable) there are text boxes and drop-down list boxes in which the relevant vehicle data is entered or recalled. These include: – the **License State** drop-down list box, the **Plate #** text box, the **Year** text box, the **Make** text box, the **Color** text box, the **VIN/Serial Number** text box, and the **Licensed Weight** text box.

Typical Overall Dimensions (Not required)						
Total Length	Width	Height	Weight	Front Overhang	Rear Overhang	
40' 0"	10' 0"	13' 0"	90000	2' 0"	2' 0"	

Typical Overall Dimension Controls

Typical Overall Dimension Controls (not required) – Text boxes are included for entering or recalling **Total Length, Width, Height, Weight, Front Overhang,** and **Rear Overhang.** This information is not required.

Axle and Load Information							
Number of Axles	4						
	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load	22500	22500	22500	22500			
Number of Tires	2	2	2	2			
Tire Width	16	16	16	16			

Axle and Load Information Controls

Axle and Load Information Controls – The number of axles is entered or recalled into the **Number of Axles** text box. Then, depending on the number of axles the appropriate text boxes for the axles is enabled. For each, axle information is entered or recalled into the **Load, Number of Tires, Tire Width,** and **Space Between** text boxes.

Vehicle Information

Any Vehicle information can be entered and maintained. This vehicle information can then be used to facilitate data entry for permit applications and route reviews. If data is not entered but is needed for a permit application or route review, it will be requested at that time. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.

Name	<input type="text" value="CRANE 1"/>						
Unit Type	<input type="text" value="Truck Unit"/>						
Power Unit	License State	Plate #	Year	Make	Color	VIN#	Registered Weight
<input type="text"/>	<input type="text" value="CT"/>	<input type="text" value="HY 8907"/>	<input type="text" value="1995"/>	<input type="text" value="HYLOAD"/>	<input type="text" value="YELLOW"/>	<input type="text" value="VIN"/>	<input type="text" value="80000"/>

Typical Overall Dimensions (Not required)

Total Length	Width	Height	Weight	Front Overhang	Rear Overhang
<input type="text" value="40' 0"/>	<input type="text" value="10' 0"/>	<input type="text" value="13' 0"/>	<input type="text" value="90000"/>	<input type="text" value="2' 0"/>	<input type="text" value="2' 0"/>

Axle and Load Information

Number of Axles

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Load	<input type="text" value="22500"/>	<input type="text" value="22500"/>	<input type="text" value="22500"/>	<input type="text" value="22500"/>			
Number of Tires	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>			
Tire Width	<input type="text" value="16"/>	<input type="text" value="16"/>	<input type="text" value="16"/>	<input type="text" value="16"/>			
Space Between	<input type="text" value="6' 0"/>	<input type="text" value="20' 0"/>	<input type="text" value="6' 0"/>				
	Axle 8	Axle 9	Axle 10	Axle 11	Axle 12	Axle 13	Axle 14
Load							
Number of Tires							
Tire Width							
Space Between							
	Axle 15	Axle 16	Axle 17	Axle 18	Axle 19	Axle 20	
Load							
Number of Tires							
Tire Width							
Space Between							

Vehicle Information Web Page

Save Action Button – Selecting the Save action button stores the defined or modified vehicle and returns control to the My Vehicles Web Page.



Cancel Action Button – Selecting the Cancel action button returns control to the My Vehicles Web Page without changing any information.



Reset Action Button – Selecting the Reset action button returns all the controls within the Web page to the default settings.



4.3 Vehicle Details Web Page

The Vehicle Details Web Page is launched by selecting a vehicle in the Vehicle Description list box and selecting the **Details** action button on the My Vehicles Web page. Complete detailed information regarding the selected vehicle is then displayed within the Web page as shown in the figure below. Control is returned to the My Vehicles page by selecting the **Back to My Vehicles** action button.



STATE OF CONNECTICUT
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HOME APPLICATION MY VEHICLES MY REPORTS CT DOT

Name RT 4536
Unit Type Truck Unit

Power Unit License State Plate # Year VIN Registered Weight Make Color
OK RT 4536 2000 VIN 80000 KENWORTH WHITE

Typical Overall Dimensions

Total Length	Width	Height	Weight	Front Overhang	Rear Overhang
22' 0"	8' 0"	10' 0"	50000	2' 0"	1' 0"

Axle Information
Number of Axles 3

	Axle 1	Axle 2	Axle 3
Load	10000	20000	20000
NumTires	2	4	4
Tire Width	11	11	11
Spacing	15' 0"	5' 0"	

Back to My Vehicles

Vehicle Details Web Page



5 Status Reporting

Status reporting using CT-ePASS is accomplished in two ways. The User can click the My Reports Menu item or the Application Status Action button both on the Main CT-ePASS web page.

5.1 My Reports Web Pages

The My Reports Web Page is launched by selecting the **My Reports** menu item on the Main CT-ePASS Web Page. This transfer does not occur unless a valid Carrier is logged-in or selected by a valid permit service. The page is shown in the figure below and the controls associated with the page are discussed below the figure.

MY REPORTS

STATE OF CONNECTICUT
AUTOMATED PERMITTING SYSTEM

HOME APPLICATION MY VEHICLES MY REPORTS CT DOT

To view the status on permit, select the appropriate report and click "Submit".

Report By Permit Number

Report By TripID

Most Recent Requests

Submit

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My Reports Web Page

Report Controls – The three radio buttons are used to select the source of the report to be generated. In order to generate a report regarding a particular permit the user clicks the **Report by Permit Number** radio button, enters the requested permit number in the text box, and clicks the **Submit** action button. Likewise, to generate a report regarding a particular Application Reference number the user clicks the **Report by TripID** radio button, enters the requested Application Reference number in the text box, and clicks the **Submit** action button. To generate a report of the most recent requests the user clicks the **Most Recent Requests** radio button and clicks the **Submit** Action Button. In all three cases when the **Submit** Action button is clicked a report is generated and displayed in the **Status Reports** Web Page, shown in the figure on the following page. The user returns to the My Reports Web Page by selecting the **Back to My Reports** action button.

Report By Permit Number

Report By TripID

Most Recent Requests

Submit

Back to MyReports



STATE OF CONNECTICUT
AUTOMATED PERMITTING SYSTEM



STATE OF CONNECTICUT HOME APPLICATION MY VEHICLES MY REPORTS CT DOT

Status Report

11/12/2004 11:03:16 AM

Trip Request: 140358 **Permit:** 1028722
Permit Type: Oversize/Overweight Trip & Return
Hauler Name: GENE MANGUM TRUCKING
License: Truck: C99FHW **Trailer:** 890RTY
Load Description: BULLDOZER
Gross Weight: 132000

Date	Time	Status Description	Login Name
11/11/2004	10:22:45 AM	Permit Issued	DEMO
11/11/2004	10:20:52 AM	Application Submitted	403
11/11/2004	10:20:38 AM	New Application	403

[Back to MyReports](#)

Status Report Web Page

5.2 Application Status Web Page

The Application Status Web Page is launched by selecting the **Application Status** action button on the Main CT-ePASS Web Page. This transfer does not occur unless a valid Carrier is logged-in or selected by a valid permit service. The Application Status web page is shown in the figure below.

APPLICATION STATUS



STATE OF CONNECTICUT
AUTOMATED PERMITTING SYSTEM



STATE OF CONNECTICUT HOME APPLICATION MY VEHICLES MY REPORTS CT DOT

Application Status

11/12/2004 11:05:33 AM

Below is a table listing all the pending permit applications. Questions from the Permits office will be located in Comments column. If a permit is DENIED, you must submit a new application with the requested change.

RequestID	Requested By	Hauler	Date	Status	Comments	Truck License	Route		RequestID
140361	403	GENE MANGUM TRUCKING	11/11/2004 02:46:50 PM	Pending Route Analysis	MAJOR ISOTOPE(S): CO-60	GR638	91 - 95	Remove	140361
140359	403	GENE MANGUM TRUCKING	11/11/2004 11:37:09 AM	Application Submitted	NONE	T 6785	START I-84 E MP DANBURY 0.00 TO I-84 MP CHESHIRE 40.17 @ I-691 E TO I-691 MP MERIDEN 0.00 @ I-91 NE TO I-91 MP HARTFORD 36.66 @ CT-15 NE TO CT-15 MP EAST HARTFORD 82.97 @ SR-502 E TO SR-502 MP MANCHESTER 6.31 @ US-6 E END US-6 MP MANCHESTER 72.03	Remove	140359
140333	403	GENE MANGUM TRUCKING	10/29/2004 03:05:00 PM	Permit Voided	NONE	T 6785	V	Remove	140333
140339	403	GENE MANGUM TRUCKING	10/29/2004 02:54:13 PM	New Application	NONE	C99FHW	865	Remove	140339
140340	403	GENE MANGUM TRUCKING	10/29/2004 02:46:29 PM	Analysis Failed	NONE	C99FHW	START I-84 N MP NEWTOWN 18.00 END I-84 MP MIDDLEBURY 26.53	Remove	140340
140338	403	GENE MANGUM TRUCKING	10/29/2004 02:35:52 PM	Application Submitted	NONE	C99FHW	865	Remove	140338

Application Status Web Page