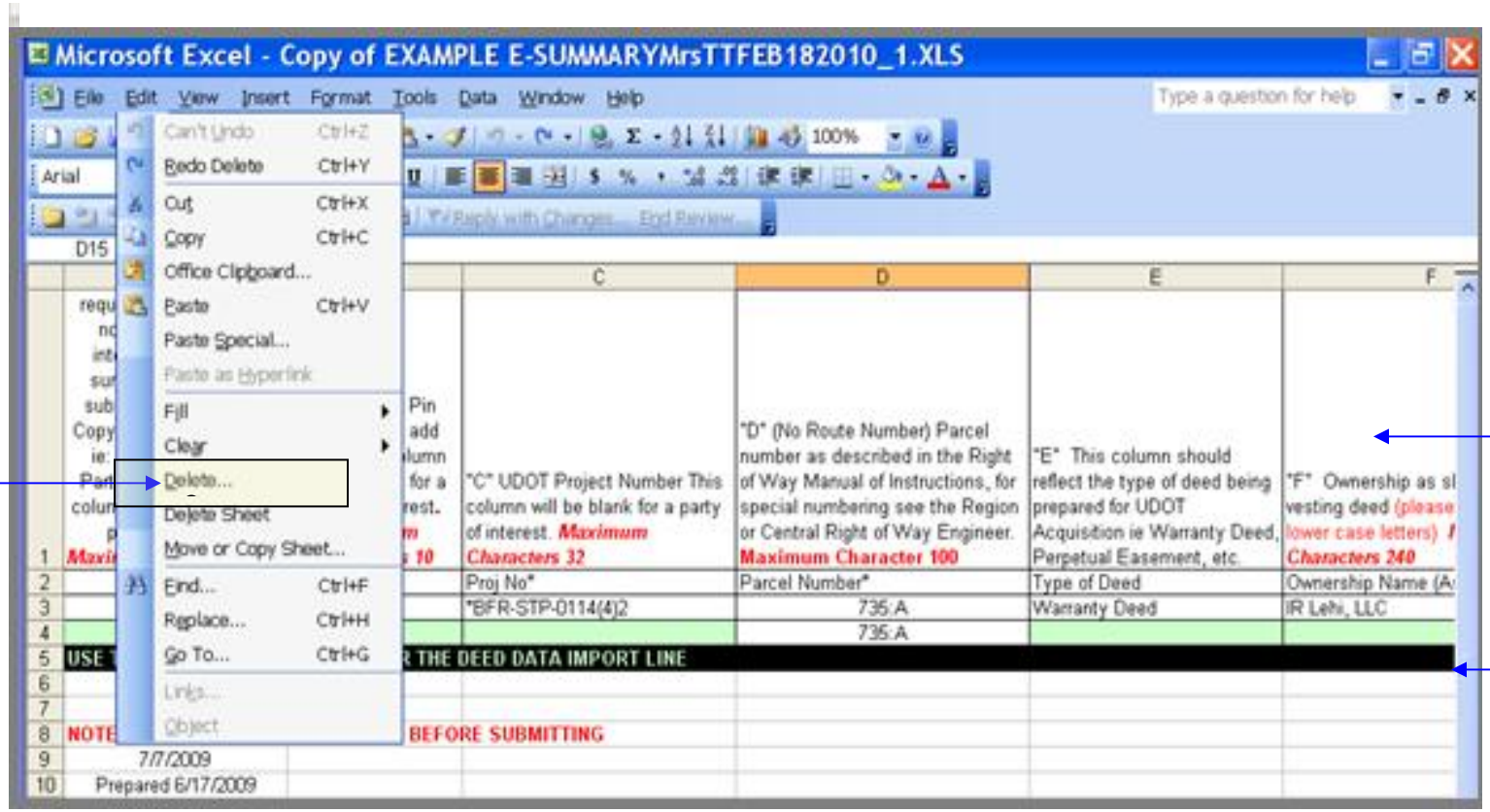
Entering Projects into ePM for Right of Way

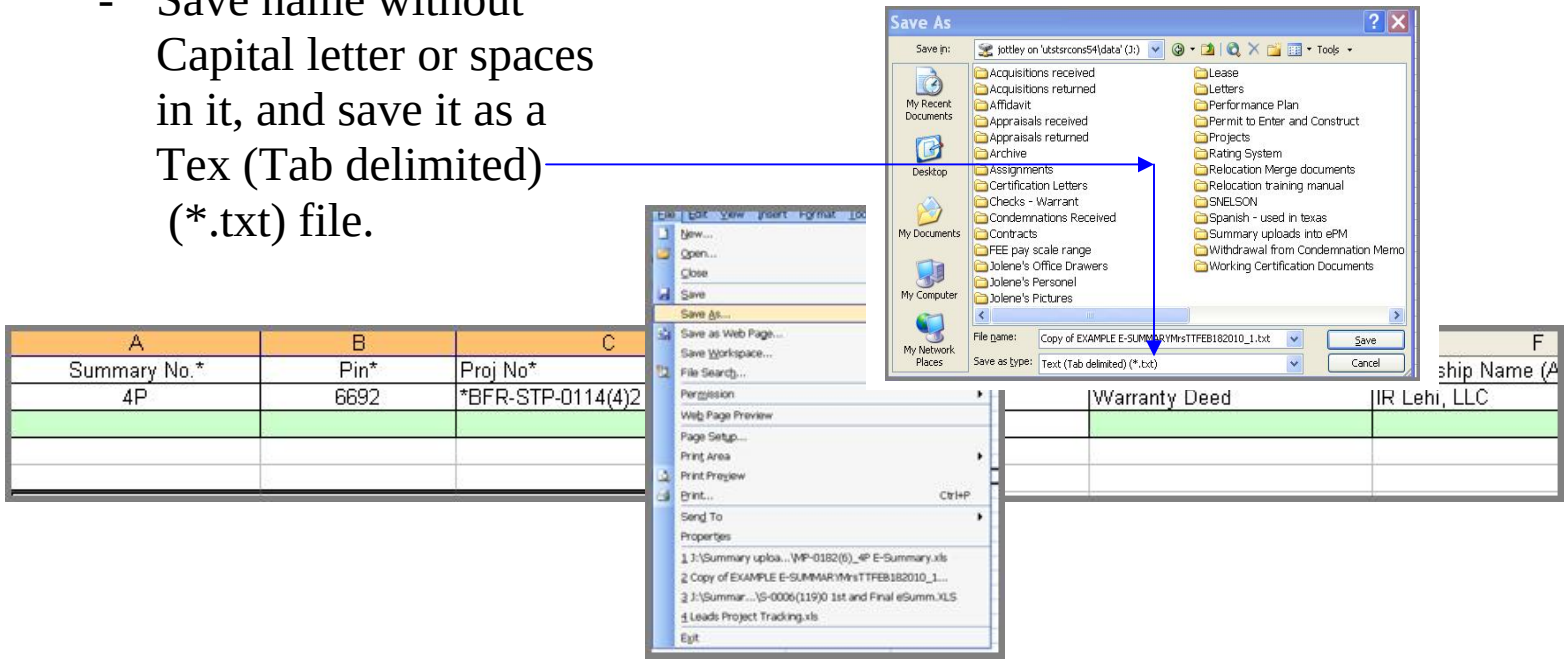
- Check the spreadsheet:
  - No spaces in Summary No,*Pin*, Project No*, or Parcel Number* columns
  - No commas in Parcel Size column
  - Spell check

A	B	C	D	E	F
"A" NOTE: * means required field except as noted for parties of interest. This is the summary number as submitted on the Hard Copy of the RW-53 form, ie: First and Original Partial Summary. This column will be blank for a party of interest. ***Maximum Characters 10***	"B" UDOT Pin number (no add ons) This column will be blank for a party of interest. ***Maximum Characters 10***	"C" UDOT Project Number This column will be blank for a party of interest. ***Maximum Characters 32***	"D" (No Route Number) Parcel number as described in the Right of Way Manual of Instructions, for special numbering see the Region or Central Right of Way Engineer. **Maximum Character 100**	"E" This column should reflect the type of deed being prepared for UDOT Acquisition ie Warranty Deed, Perpetual Easement, etc.	"F" Ownership as s vesting deed (please lower case letters) ***Characters 240***
Summary No.*	Pin*	Proj No*	Parcel Number*	Type of Deed	Ownership Name (A
4P	6692	*BFR-STP-0114(4)2	735:A	Warranty Deed	IR Lehi, LLC
			735:A		
4P	6692	*BFR-STP-0114(4)2	3:A	Quit Claim Deed	Cinda R. Parratt, Ro
			3:A		
4P	6692	*BFR-STP-0114(4)2	3B:A	Quit Claim Deed	Cinda R. Parratt, Ro
			3B:A		

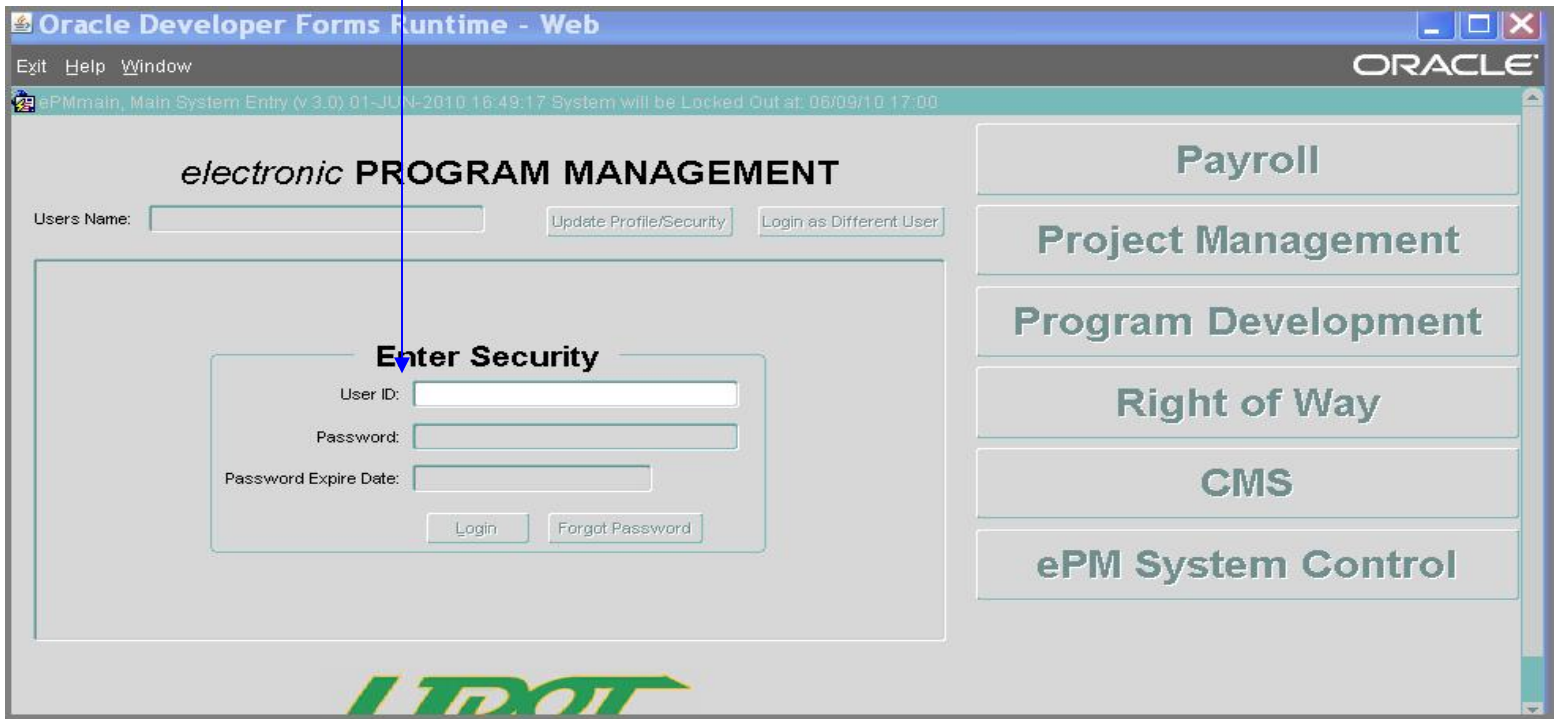


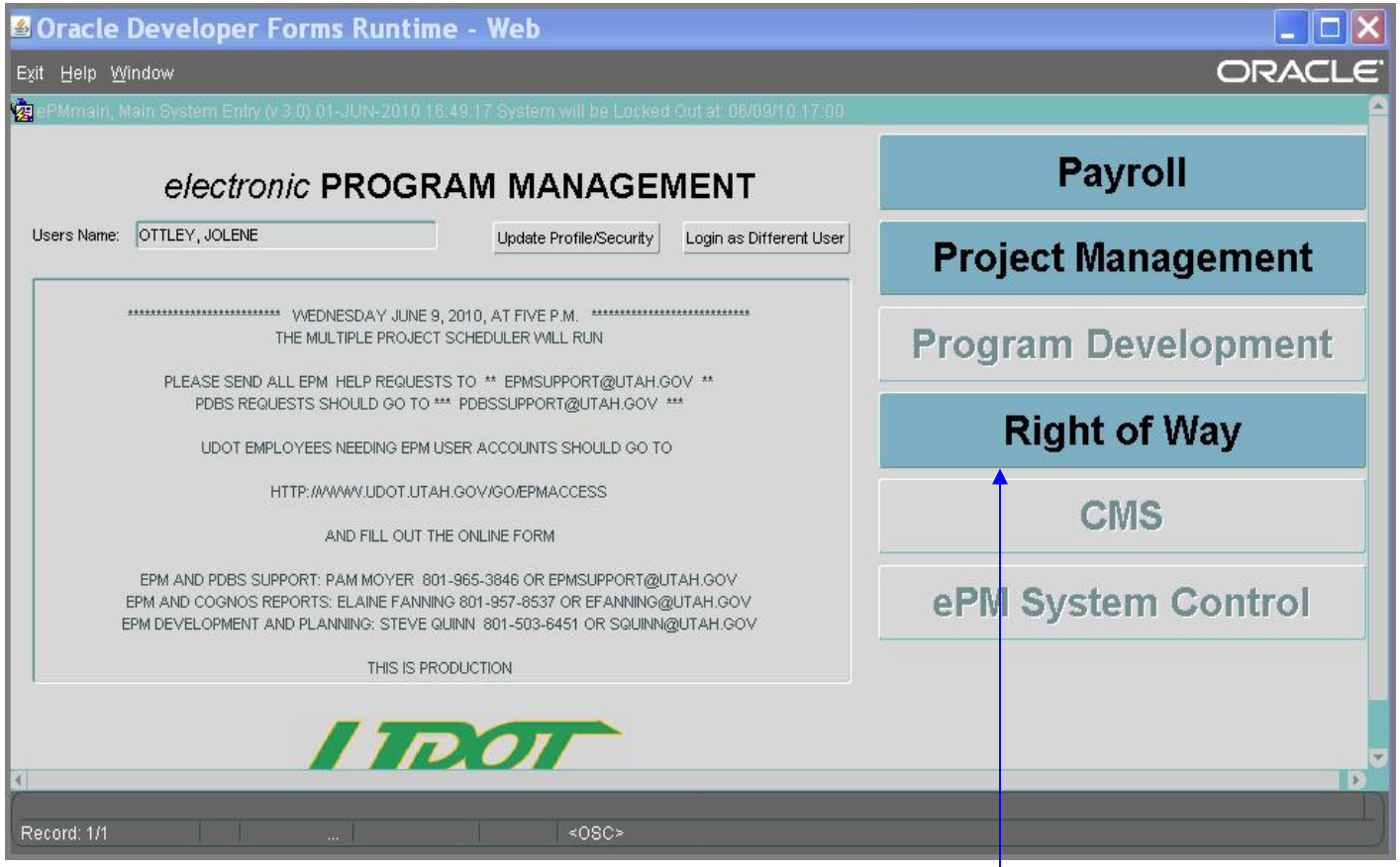
- Remove the instruction lines from the top and bottom of the spreadsheet by deleting the rows that they are in.

- Save the spreadsheet:
  - File
  - Save As…
  - Local Disk (C:)
  - Import Summary Folder
  - Save name without Capital letter or spaces in it, and save it as a Tex (Tab delimited) (*.txt) file.

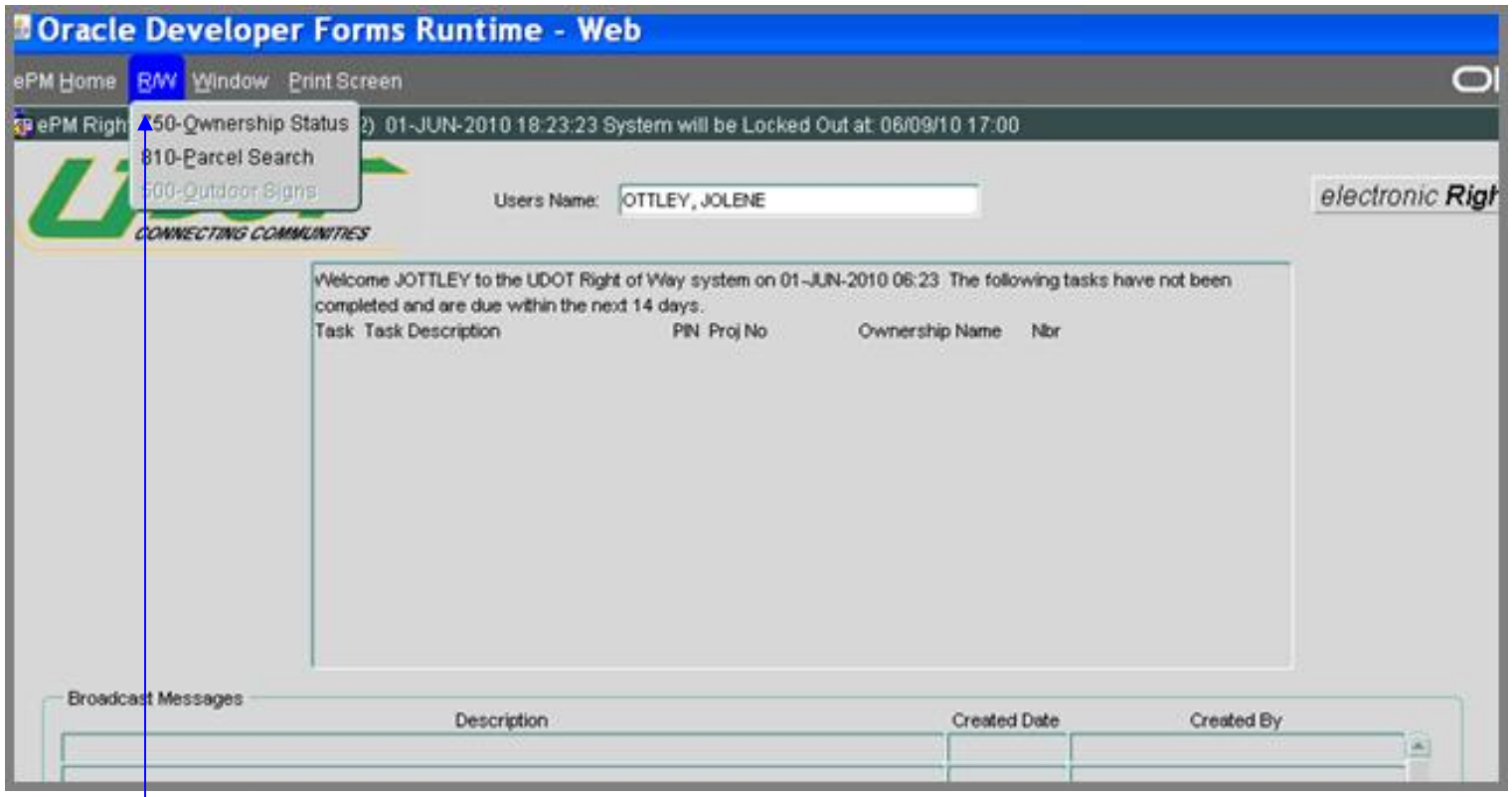


- Log in to ePM

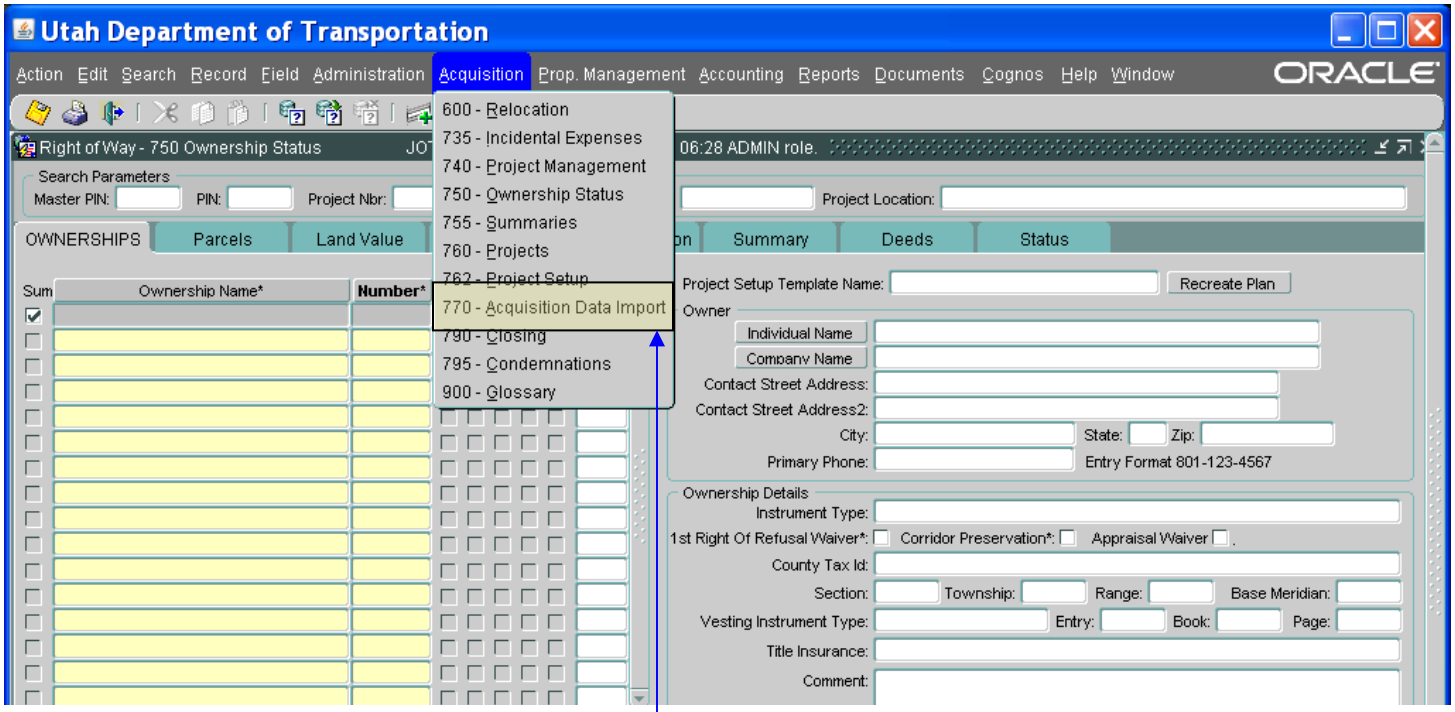

Oracle Developer Forms Runtime - Web
Exit Help Window
ORACLE
ePMmain, Main System Entry (v 3.0) 01-JUN-2010 16:49:17 System will be Locked Out at: 06/09/10 17:00
electronic PROGRAM MANAGEMENT
Users Name:
Update Profile/Security
Login as Different User
Enter Security
User ID:
Password:
Password Expire Date:
Login
Forgot Password
Payroll
Project Management
Program Development
Right of Way
CMS
ePM System Control



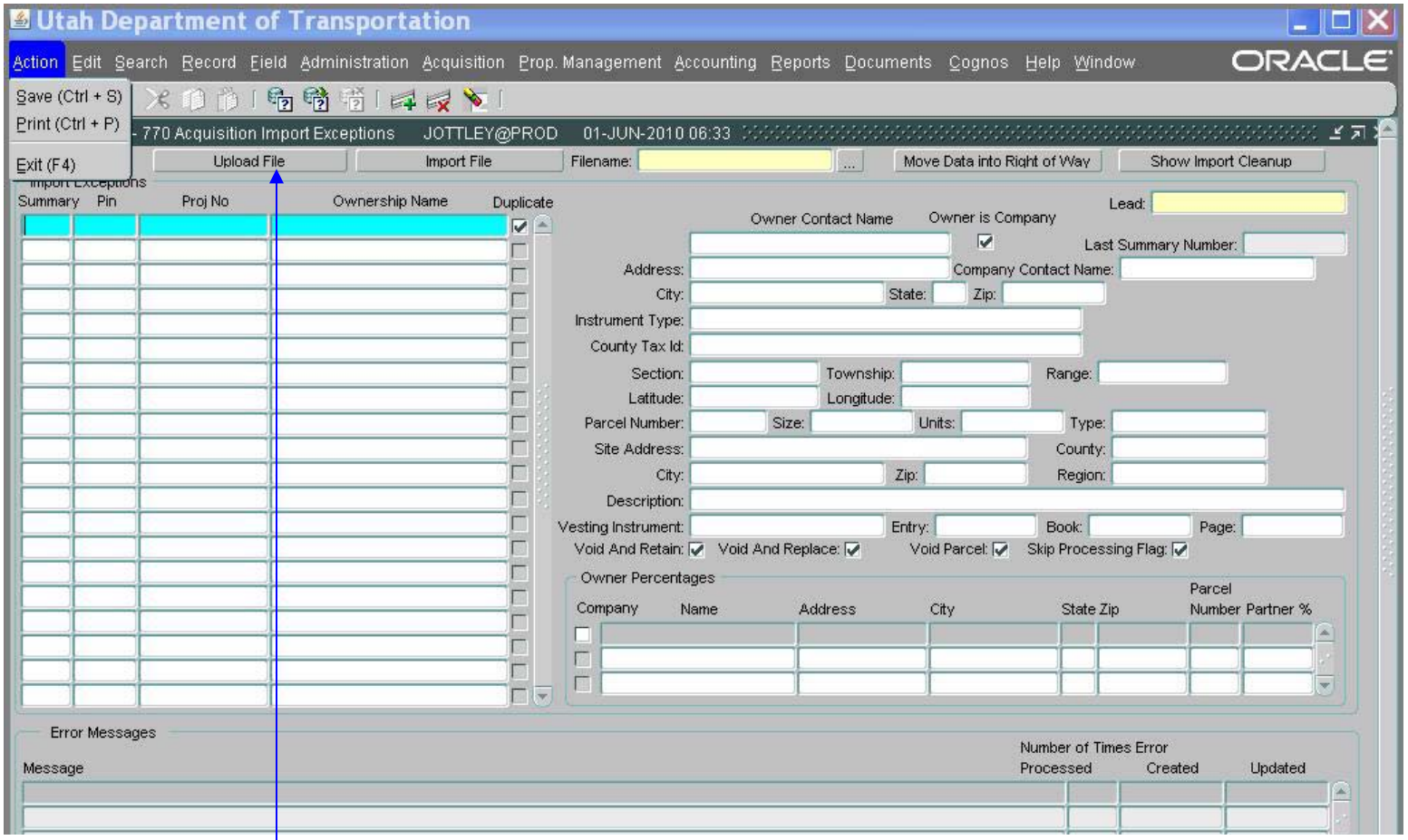
- Select Right of Way from right column



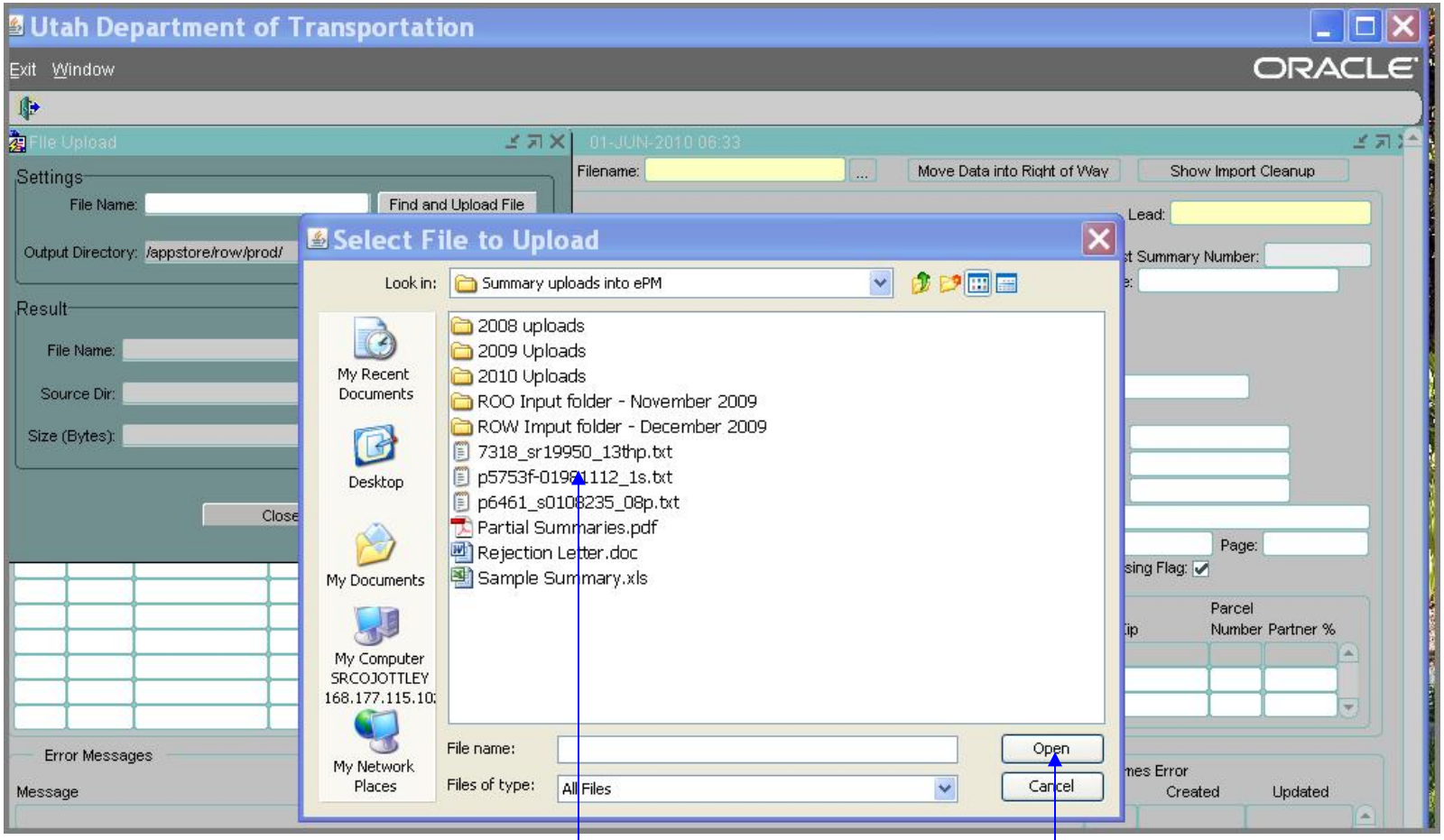
- Select 750 Ownership Status from R/W menu



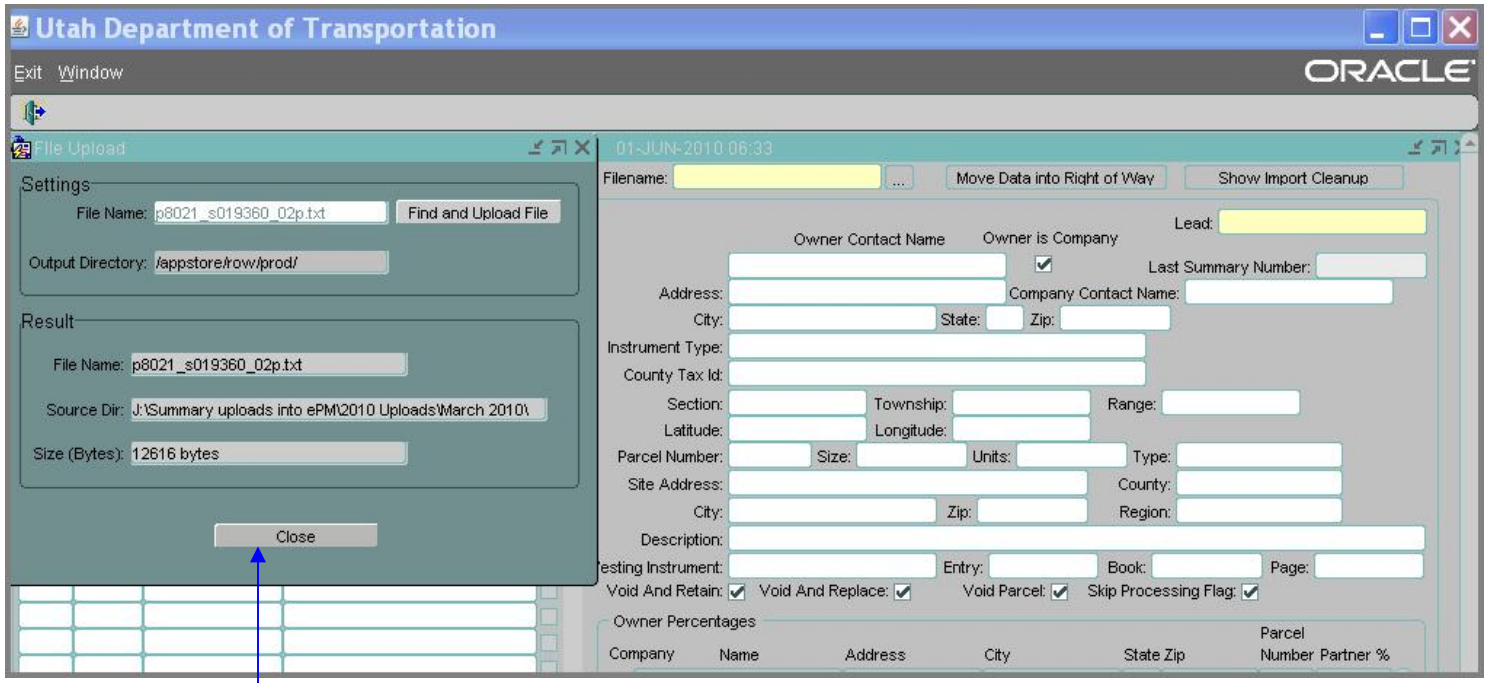
- Select 770 Acquisition Date Import from Acquisition menu



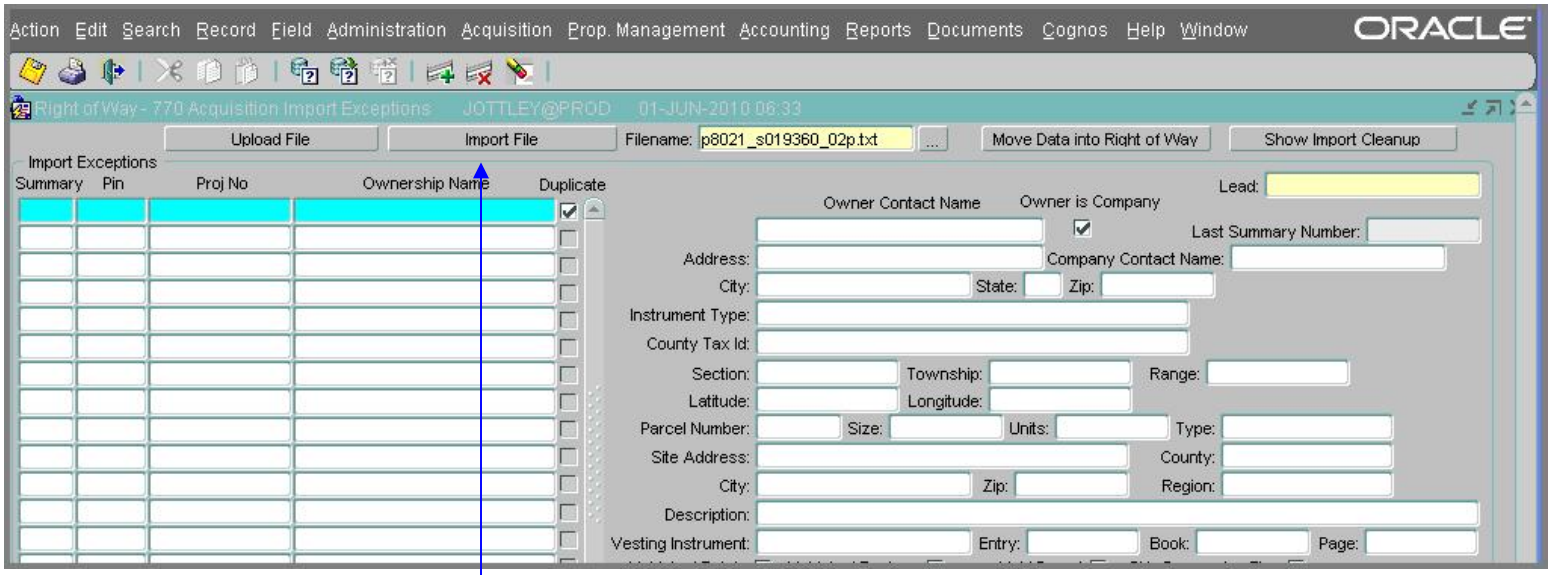
- Click Upload File Button



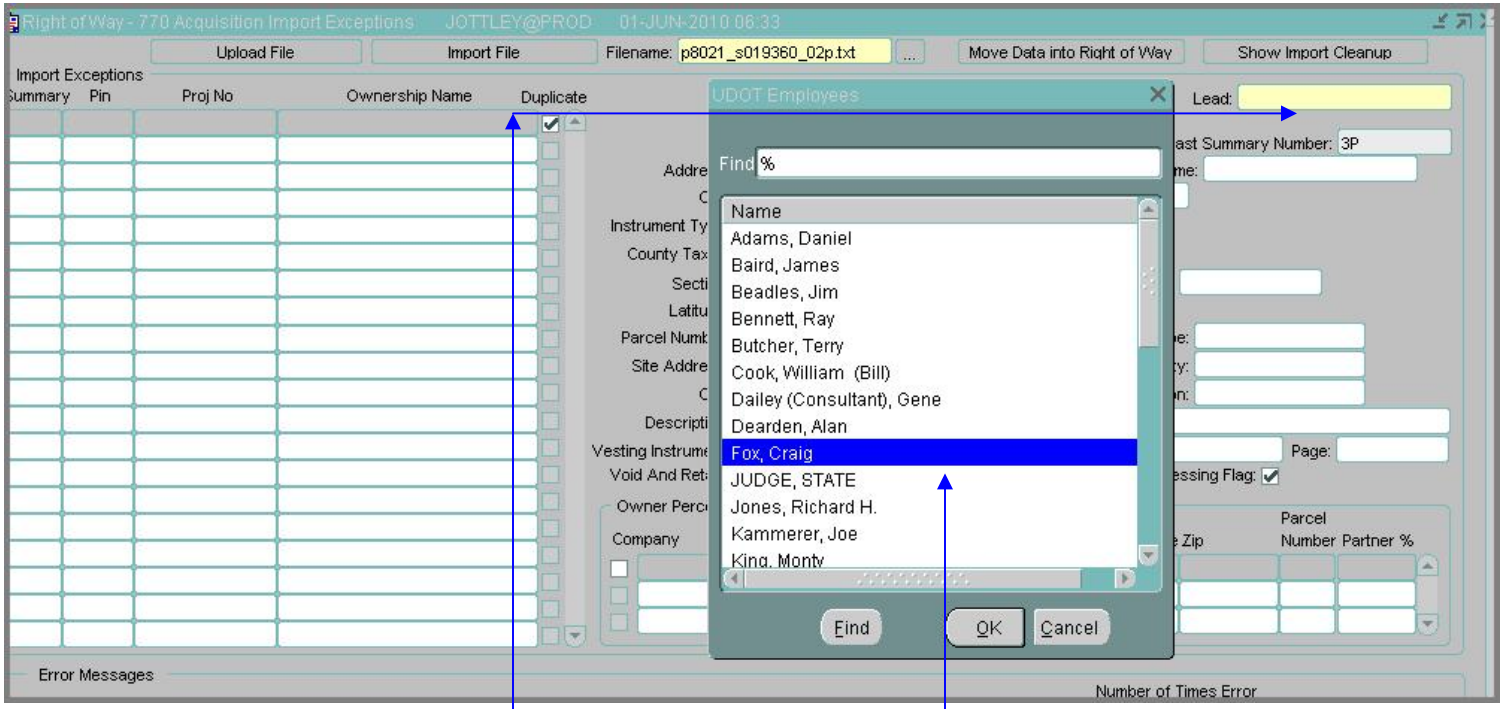
- Select the spreadsheet file and open it.



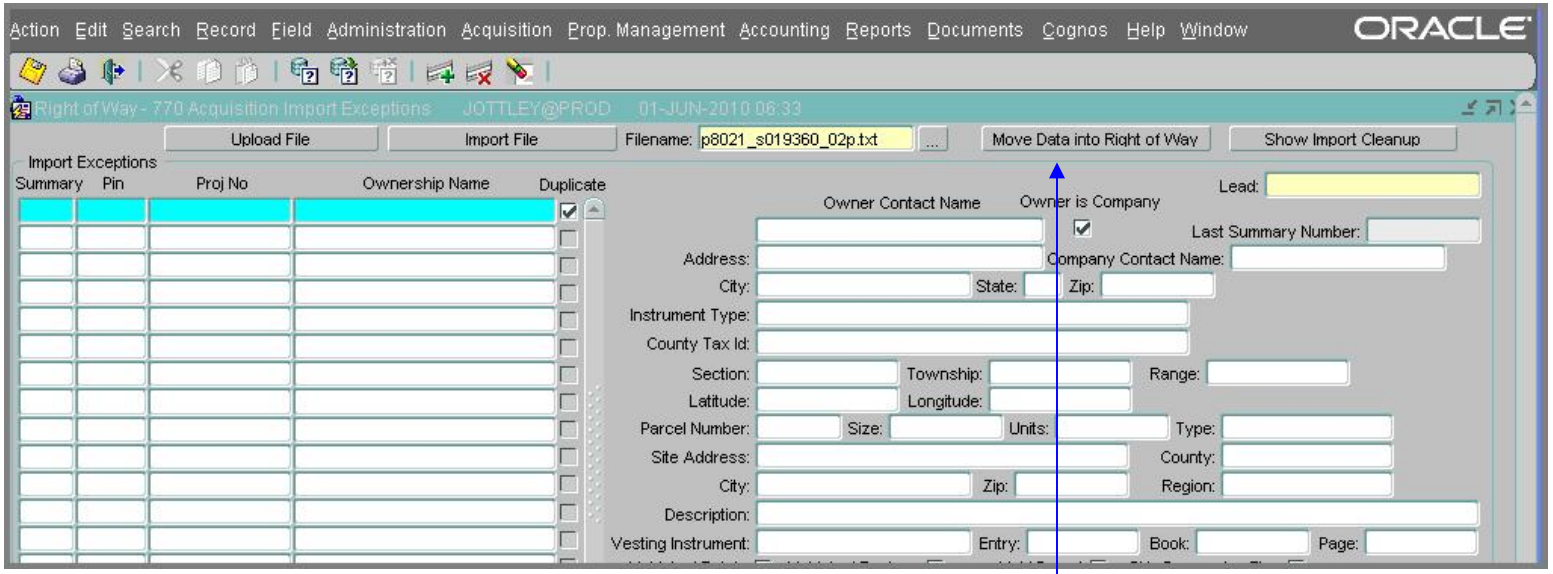
- Click Close button



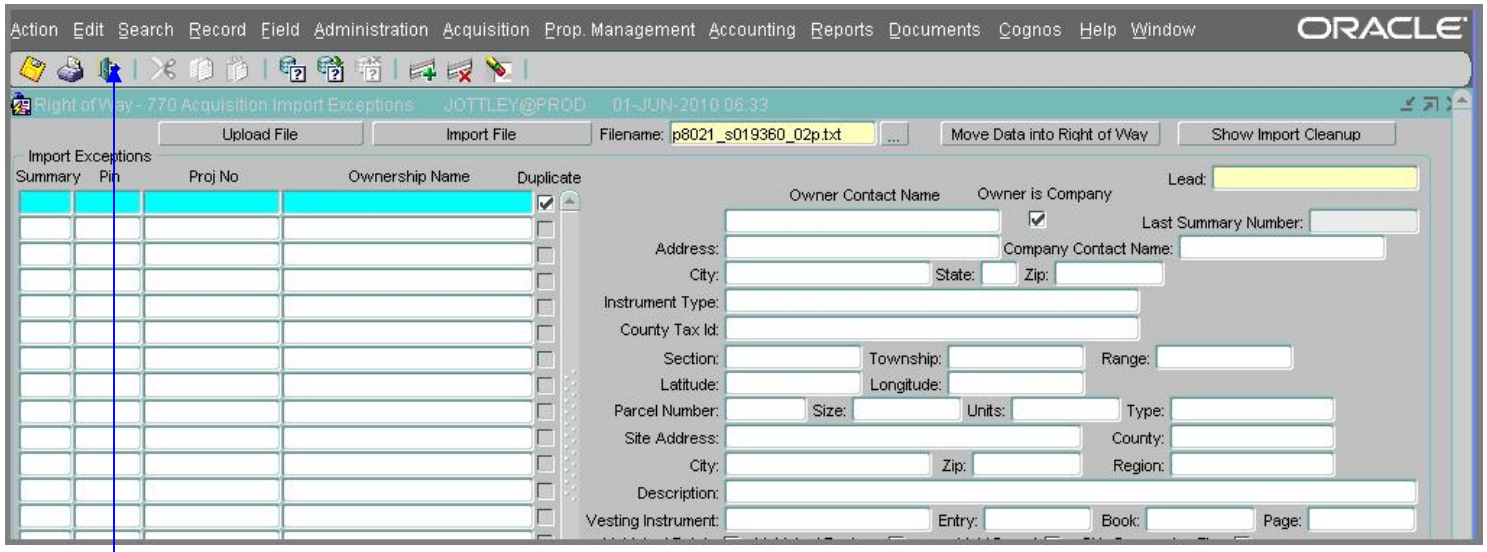
- Click Import File Button



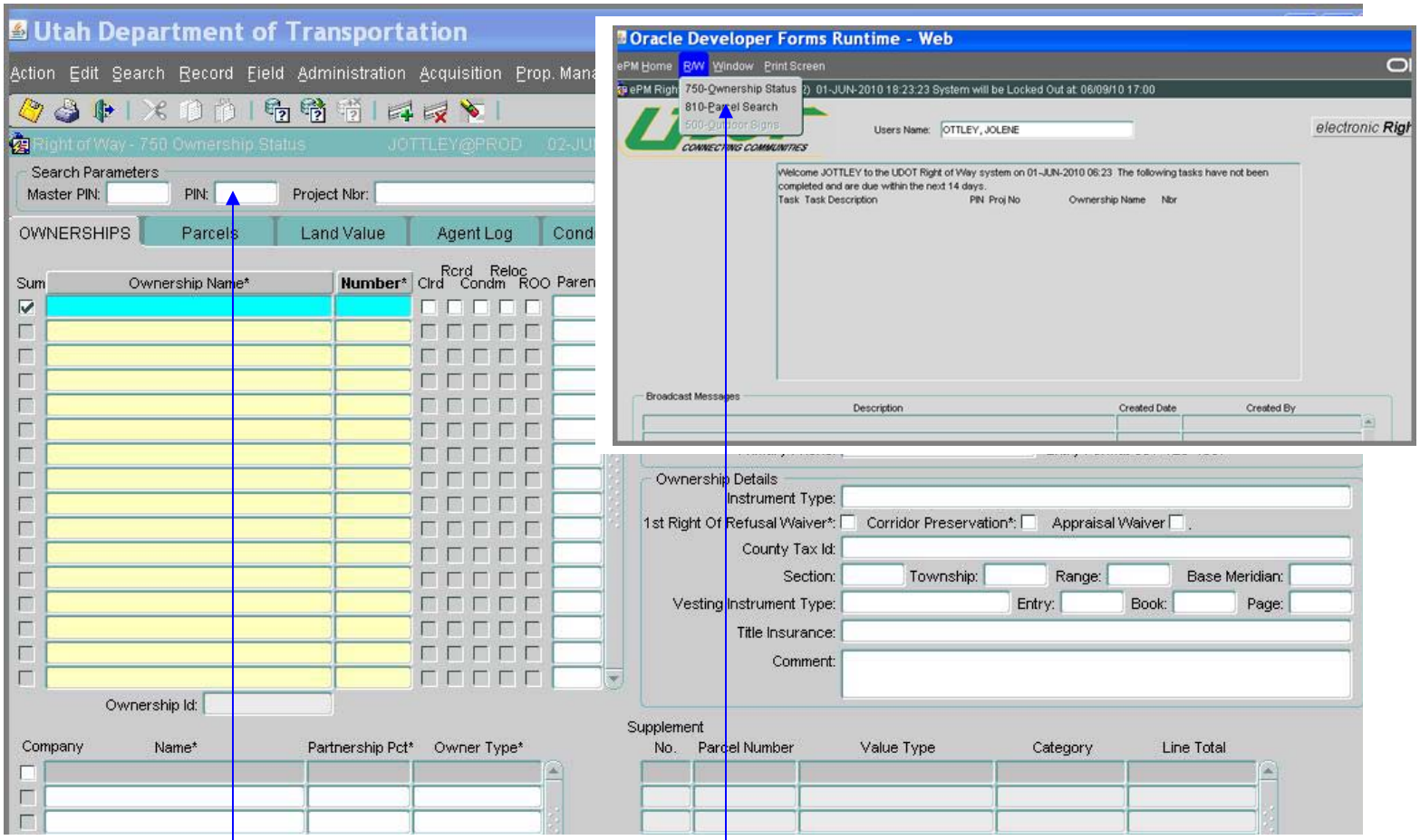
- Double click Lead box and select the lead for the project, click OK.



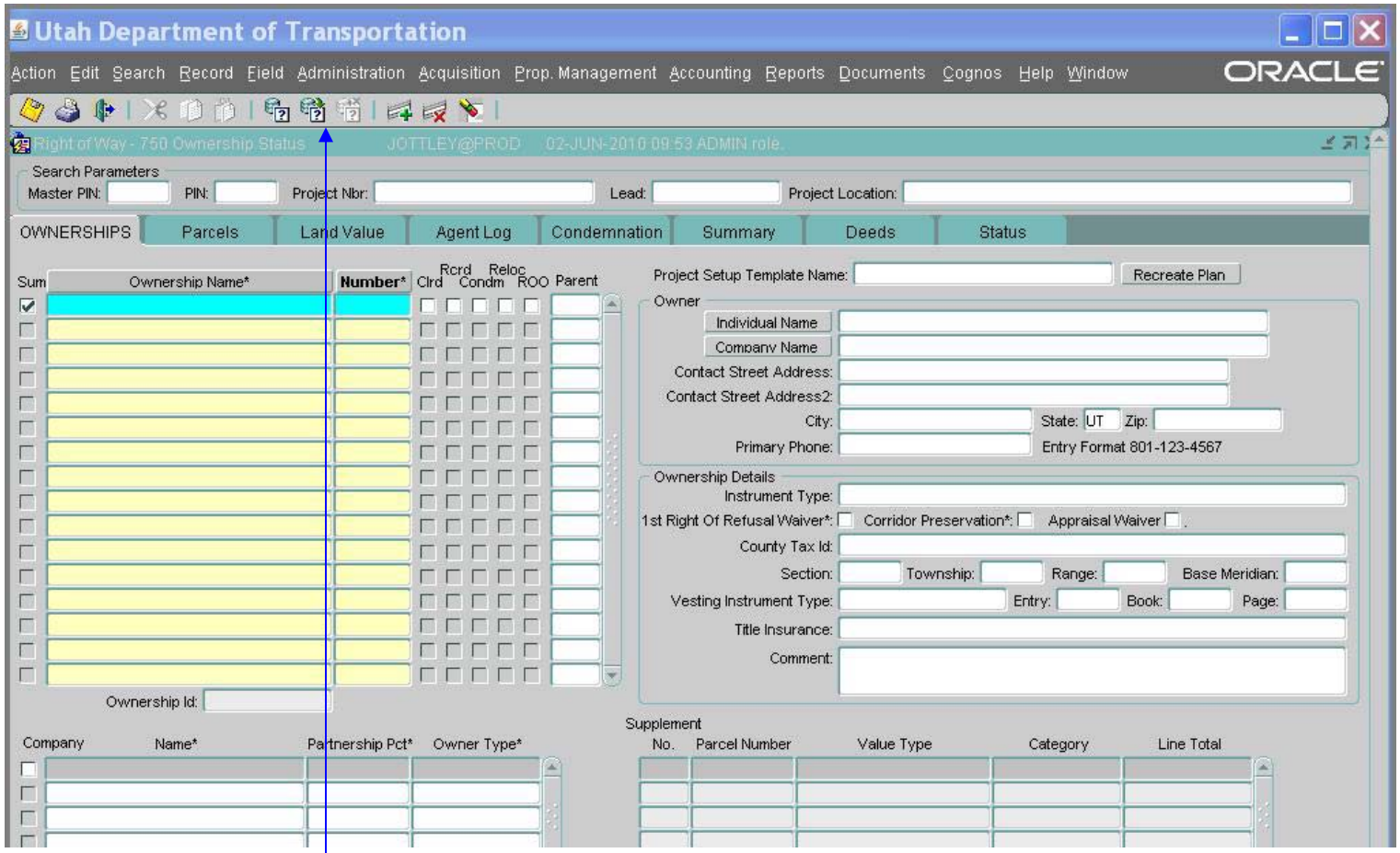
- Click Move Data into Right of Way button



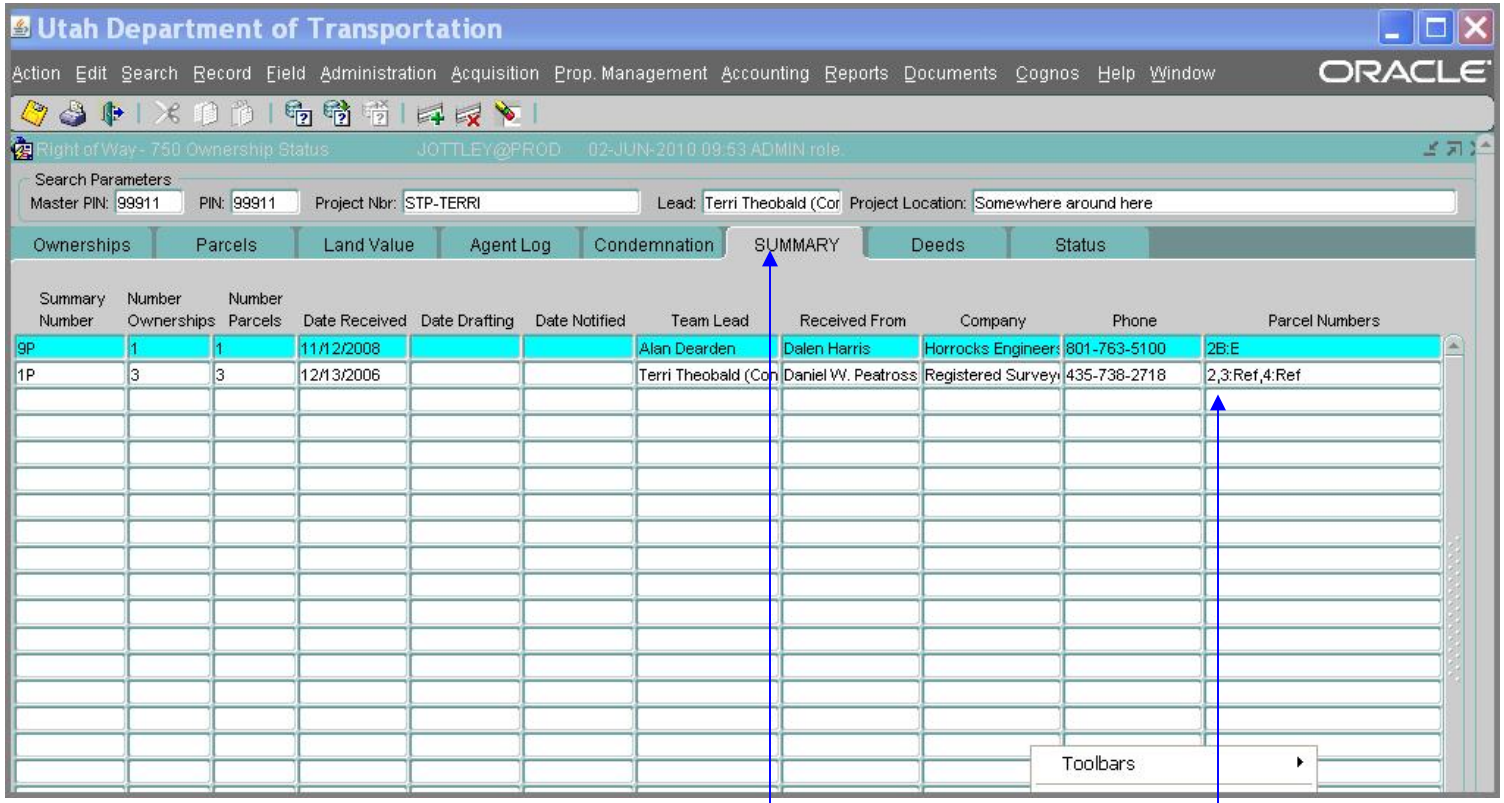
- Click the Exit button



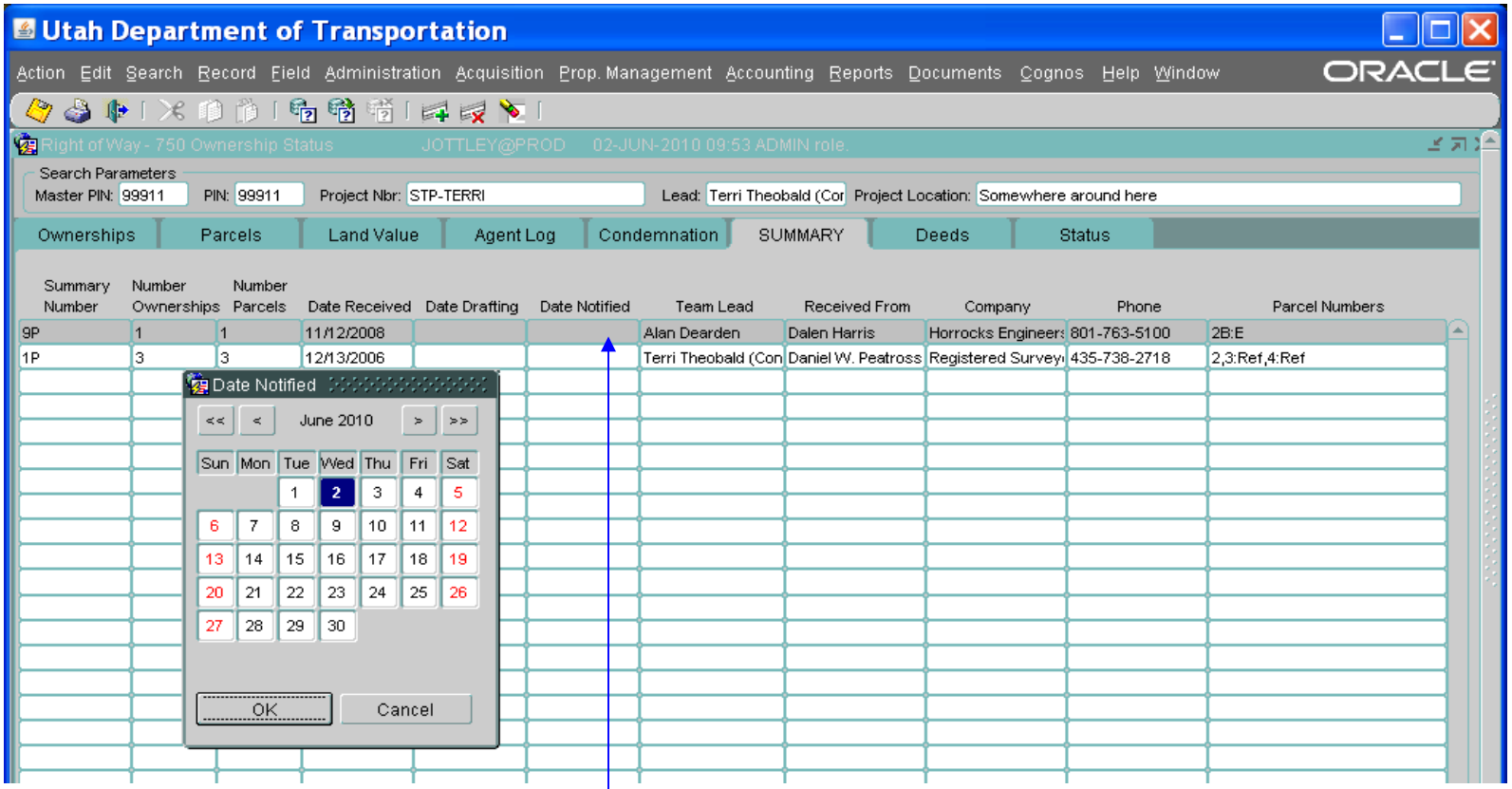
- Go top the 750 Ownership Status Screen.
- Enter the Pin of the project that was just entered.



- Click the eXecute botton

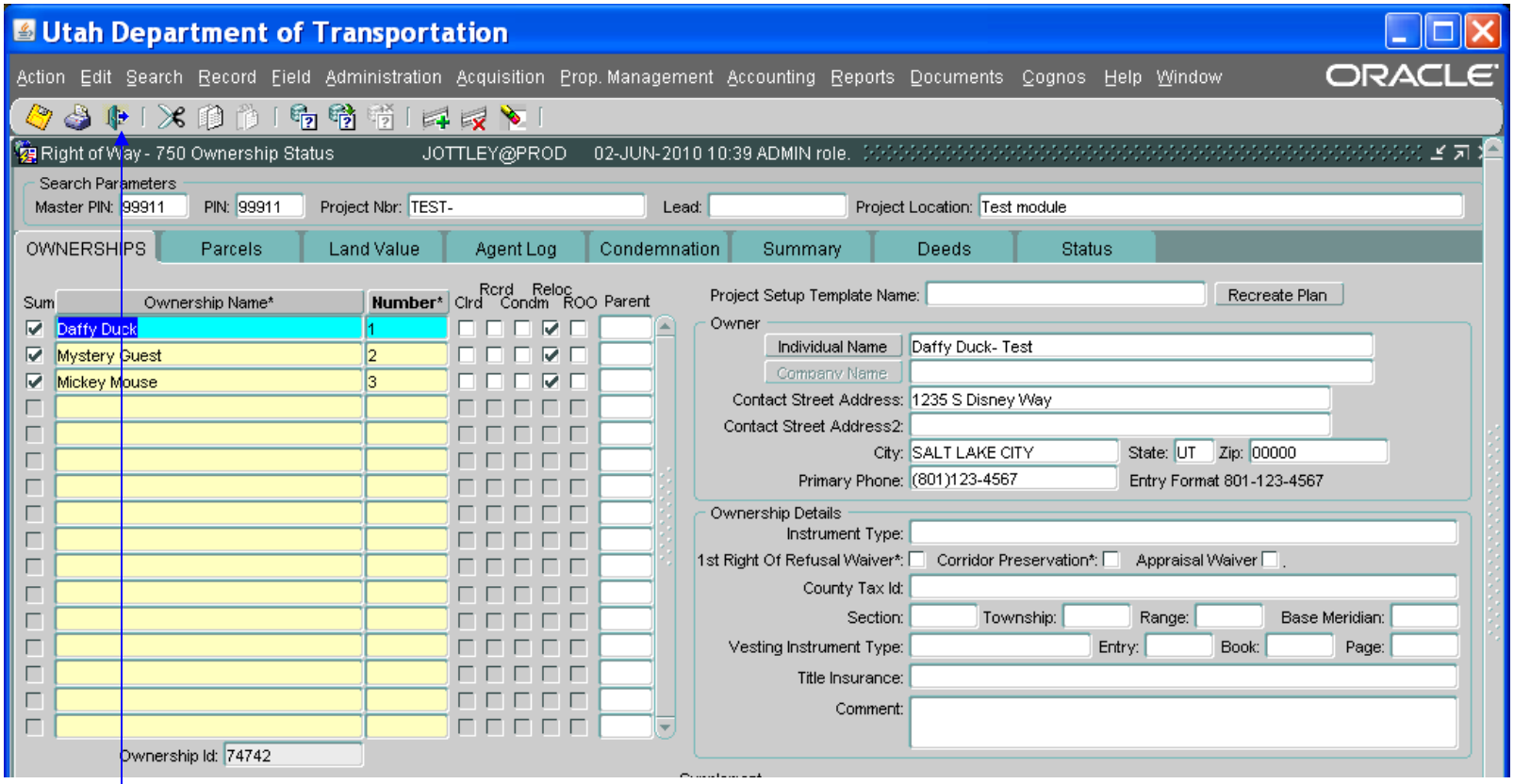


- Open Summary tab
- Verify that the information entered correctly.

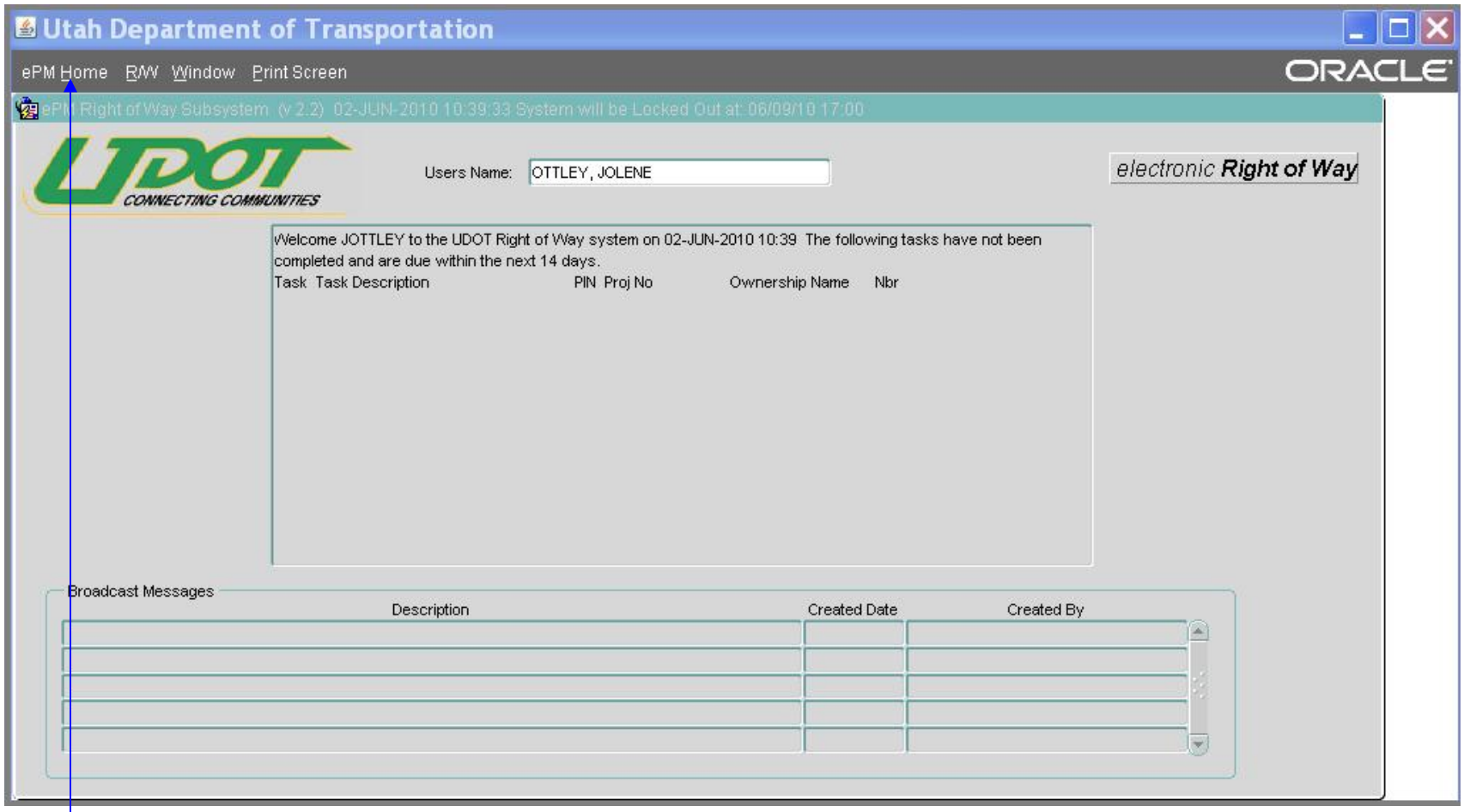


- Enter date notified
- Double click Date Notified box and select the date. Click OK.

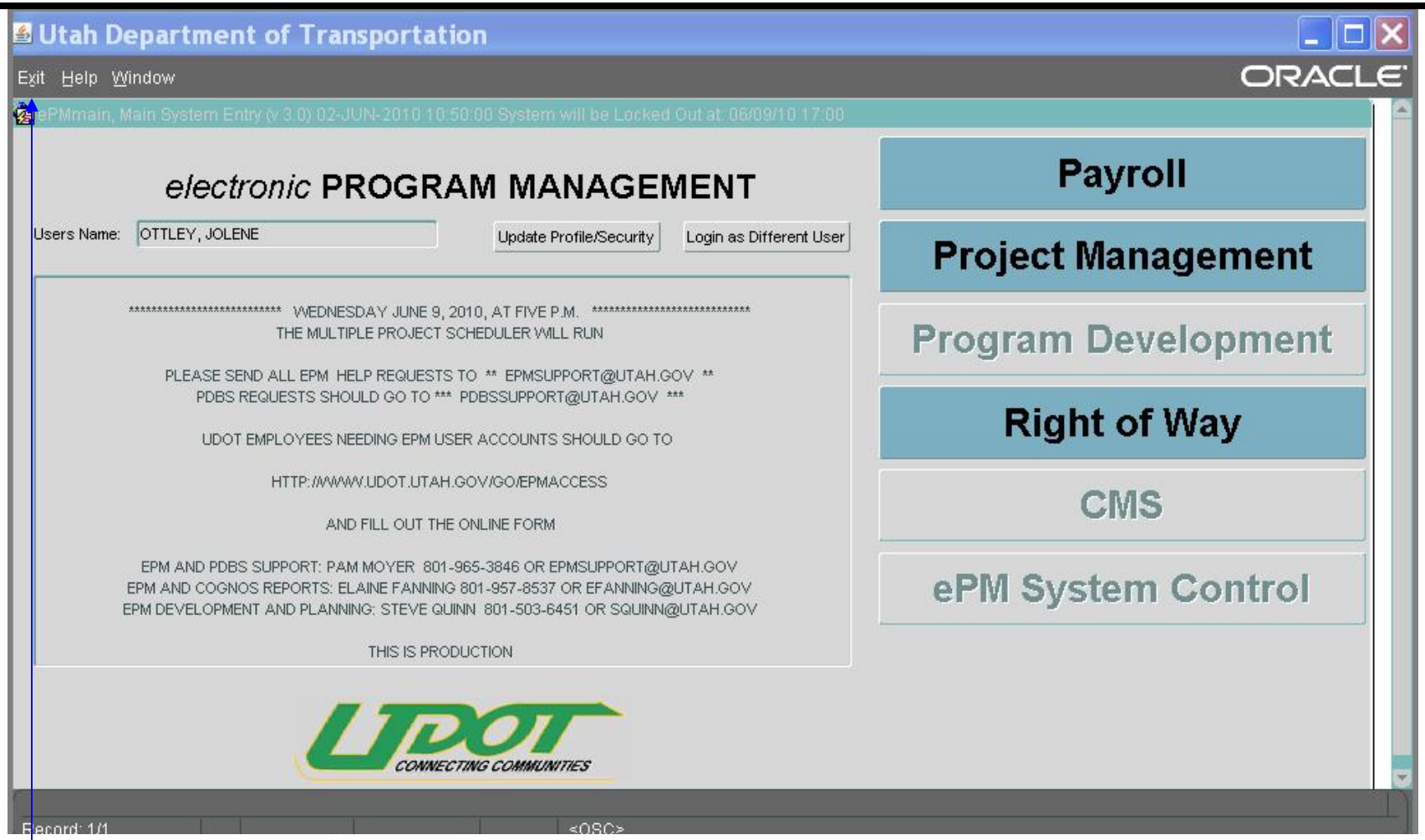
To exit ePM



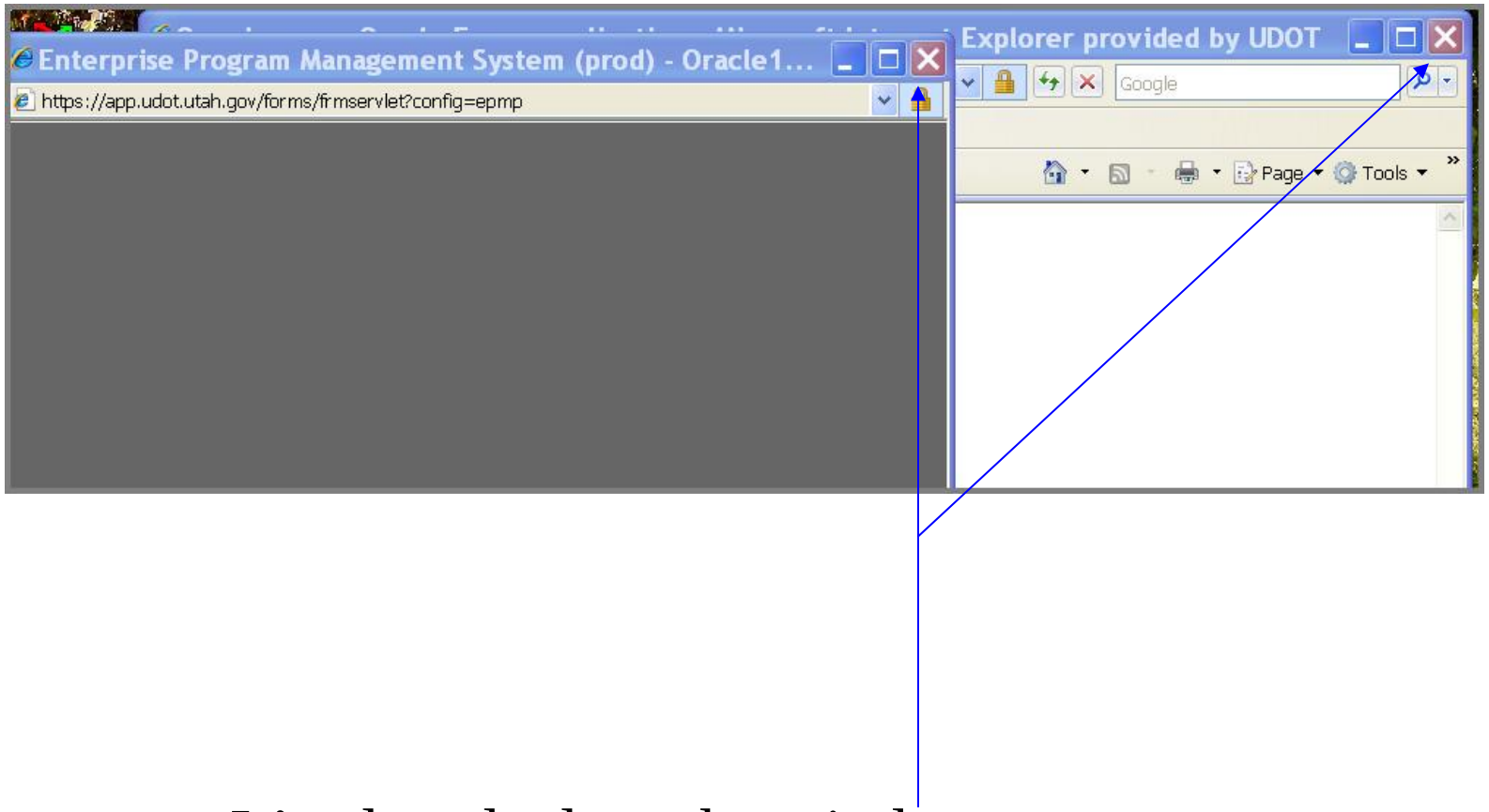
- Select Exit button at the top of the screen.



- Select **ePM Home** at the top of the screen.



- Select **Exit** at the top of the screen.



- It’s closed, close the window.

Please direct uploading questions to:

Alan Dearden 801-965-4256

Jolene Ottley 801-965-4246