

Approving a TMP – Quick Guide

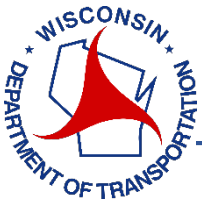
Use the following link to navigate to the WisTMP System¹ log-in screen. Use your WisTransportal user ID to log-in into the WisTMP system.

<http://transportal.cee.wisc.edu/tmp/>

The screenshot shows the homepage of the WisTransportal System. At the top left is the Wisconsin Department of Transportation logo. The main header reads "Wisconsin Traffic Operations and Safety Laboratory The WisTransportal System". Below this is a navigation bar with "Home > Web Applications > TMP". A left sidebar contains links for Home, Services, Products, Applications, Documents, Traffic Video, and Resources. The main content area is titled "Wisconsin TMP System - Transportation Management Plans" and features a "RULE on WORK ZONE Safety and Mobility" graphic. Below the graphic are several links: "Wisconsin TMP System LIVE Site" (marked with a red '1'), "WisTMP User Manual and Documentation", "Wisconsin TMP System Training Site", "New User Account Request Form", and "WisTMP Contact Information".

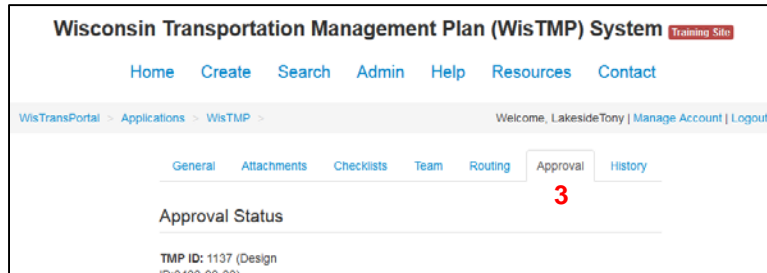
After logging in, locate the appropriate TMP from your Inbox² on the Home screen.

The screenshot shows the "Wisconsin Transportation Management Plan (WisTMP) System" home screen. It has a navigation menu with "Home", "Create", "Search", "Admin", "Help", "Resources", and "Contact". The "Home" section contains a message box with three items: "WisTMP is now live. (WisDOT Message)", "General Comments emails (System Message)", and "FIPS data update (System Message)". Below this is an "INBOX" section (marked with a red '2') containing a table with columns for "TMP ID", "Type", "Design ID", "County", "Highway", and "PM User ID".



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Users with appropriate authorization will be able to sign a TMP through the use of an electronic signature. Signatories will only be able to sign TMPs that are in their Inbox. Signatures cannot be undone. To sign or approve a TMP, start by selecting the Approval³ tab.



Signing⁴ a TMP will notify the PM of who has signed and when it was signed. Once all required parties have signed the document for approval the TMP can be routed once again to the next step (60%, 90%, amended, or complete).

Review (80%)

Action	Reviewer Role	Review Status	Reviewer	Reviewed On
Review	Regional Traffic (RT)	Not Reviewed		

Approval (80%)

Action	Signature Role	Signature Status	Signatory	Signed On
Sign	Bureau of Project Development (BPD)	Signed	Allen Greco	02-05-2014 07:33
Sign	Project Manager (PM)	Signed	Allen Greco	02-05-2014 07:28
Sign	Regional Traffic (RT)	Signed	Allen Greco	02-05-2014 07:33
Sign	Regional Project Development Chief (RPDC)	Signed	Allen Greco	02-05-2014 07:33
Sign	Other Signatory (OS)	Not Signed	Tony Bubitz	

Every time a TMP is signed or reviewed there will be the option to leave any comments related to the signing during the confirmation step.

Confirm Signature ×

[Confirm](#) [Cancel](#)

The TMP is then automatically routed to the next approver. There is no need for the current signer/approver to route the TMP.