MSAS Needs Application Quick Guide

Working in the Needs Application

For NEW USERS (to request access to the Needs)

- Go to the SALT website at http://www.dot.state.mn.us/stateaid/msas.html
- Simply send an email request directly to Bill Lanoux at william.lanoux@state.mn.us. Type "Requesting Needs Account" in the email header. In your email request, state the city you represent and supply your contact information. We will send your account info.

Logging In and Viewing MSAS segment listings for your City

- Go to the SALT website at http://www.dot.state.mn.us/stateaid/msas.html
- Click on 'SA NEEDS 3 Application' under **Application & Information** header**.**
- Enter 'User Name' and 'Password'. The Login brings you to the **Segments** page.
- When you first log in, the `My City` tab should already be highlighted on the top of page.
- To get to your roadway Segments, choose your Municipality then click `Search`.   All segments for the selected city will be listed on one page. (Note: you can view segments for other cities by selecting `All Cities (read-only)` However, you can only make edits to your city)
- You can refine searches using the **Control Section, Sequence #** and **Status** options.

EXAMPLES OF TYPICAL EDITS FOR CITY USERS

The following are basic tasks to get Users started in the Needs. For more detailed tasks, or for any other specific questions concerning the Needs Application, please feel free to contact the MSA Needs Unit.

Ex. #1: **Create a new segment**.

- From the **Segments** page, Click `Add Segment.`
- Fill in all fields. (note: that required fields are denoted with an *. Also note that the green highlight indicates that the field's information has been entered, or is acceptable left blank)
- `Save` when finished. (*Note that AADT is entered by the city for new designations*)
- On the `Road Segment` page for your selected segment, you can select `Saneeds Money` to see Need Computations for that segment.
- To return to the **Segments** page, either select '*Segments*' under the `Needs Data` dropdown tab, or click 'Back to Search' from the road segment detail page. 'Back to Search' will always get you back to your list of segments

Ex. #2: **Copy a segment.** (*This function is useful when the user wants to create a new segment that has similar attributes to an existing segment, or if the user would like to split up an existing segment.*)

- Click on a segment from the segment listing and then select `Copy` . Enter a 'Control Section'* and a new 'Sequence'* Number for the new segment. Make any other desired changes and save.

- Return to the **Segments** page ('Back to Search'). The new segment is now a part of the city's segment list.

Ex. #3: **Adding a signal leg**
- Click on segment. Change 'Existing Number of Signal Legs'. Click Save.

Ex. #4: **Add a Bridge** (note that Box Culverts and Bridges are entered similarly.)
- Click on the segment that has a bridge you'd like to input.
- under **Bridge**, click 'Add'
- Enter information / attributes and save. (Note: 'Structure Length' drives the Needs for bridges)
- (Note on Culverts: when entering a Culvert, 'culvert width' is the field that drives the Needs. For new Culverts, enter the number of barrels, and the width for one barrel.)

AFTER THE FACT COSTS (ATF)
ALL *After-the-Fact* costs are now being managed outside of the Needs application. For new ATF adjustments on the following items, please fill out the After-the-fact Needs request form from our website and then submit it your DSAE.
- Right of Way
- Retaining Walls
- Railroad Crossing Adjustments
- Railroad Bridge over MSAS Adjustments

RAILROAD CROSSINGS
Cities do not draw continuous Needs on Railroad Crossings. Only Railroad Crossing Improvement projects are considered for ATF adjustments. Railroad Crossings are in the database for INFORMATION PURPOSES ONLY.   Maintaining / Adding railroad crossings in the Needs Application is optional.

Ex. #5: **Add a Railroad Crossing**
- Click on the segment that has a Railroad you'd like to input.
- Under **Railroad**, click 'Add'
- Enter information and save.

DOWNLOADING NEEDS DATA
- The 'List Download' tab will download a CSV file of all your segments
- When on a single segment, the 'Segment Report' tab produces PDF for the selected segment
- When on the entire segment listing, the tab '1 to xxx Segments Report' will produce a PDF report for all segments.

SUBMIT CITY when finished. When you are done updating, select 'Submit City' from the Needs Data tab. Once you submit your Needs, they are sent to the District level and are ready for DSAE review.