

APPENDIX F

IHIS GENERAL INSTRUCTIONS

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- 1) Accessing IHIS.
 - a) Obtain a Central ID from the Bureau of Information Processing
 - b) Open a Web browser such as Internet Explorer
 - c) In the address bar type <http://intraapps.dot.illinois.gov/IHIS/ihis.aspx>

- 2) Open a Roadway Inventory one of three ways
 - a) Map Click.
 - i) Click "Show Map"
 - ii) Activate the Select tool
 - iii) Zoom in and click on roadway
 - b) Roadway Directory.
 - i) Click "Roadway Directory"
 - ii) Click on arrow next to appropriate County name
 - iii) Click on arrow next to appropriate Key Route Type
 - iv) Click on appropriate Inventory number.
 - v) Click "OK".
 - c) Under the phrase "Roadway Directory", type the Inventory Number

- 3) Viewing Inventory Data
 - a) Click one of seven data buttons.
 - i) Construction History
 - ii) CRS
 - iii) Operations
 - Geographical
 - Operations

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- iv) Physical Attributes
 - Lanes
 - Shoulders
 - Right of Way
 - v) Reference Points
 - vi) Route Identification
 - Road Name
 - Routes
 - vii) Traffic Counts
- b) Data presented in grid format
- i) Each grid has columns for From and To stationing, Last Changed By, Change Date, and Remarks
 - ii) Each grid has fields specific to that grid
 - iii) Routes and Construction history can have overlapping stationing but all other grids do not have overlapping stationing
- c) Map behavior
- i) After a route is opened, a red line will display on the map representing the entire length of the roadway
 - ii) Each time grid rows are selected, the map will highlight the selected section as well as display the begin and end termini
 - iii) A “Find” option is available to locate municipalities and other landmarks
 - iv) Display measure button allows the user to identify a specific measure along a route
- 4) Reports
- a) Multiple selection criteria options are available
 - i) All roads in a County

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- ii) All roads in a Municipality
- iii) Specific road Types
- iv) Specific roads
- b) Report outputs available
 - i) Screen
 - ii) Adobe document
 - iii) Printer
- c) Available reports
 - i) Change
 - ii) CRS
 - iii) Field
 - iv) Geographical
 - v) Key Route Alignment
 - vi) Local Agency
 - vii) Maintenance Jurisdiction Change
 - viii) Operations
 - ix) Physical Characteristics
 - x) Roadway Index
 - xi) Traffic Count