



**Montana Department of Transportation**  
**Right-of-Way Bureau & Information Services Division**

# **Access ROW Parcel Documents User's Manual**

**Version 1.0.0**  
**April 2016**



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## **1. Overview**

The MDT Right of Way Bureau is responsible for the acquisition of land in support of the department's mission of creating and maintaining the state's highway transportation infrastructure.

The program described in this document has been designed to increase the efficiency & accuracy of the parcel document publication process and streamline the publication of Right of Way acquisition documents.

The MDT Access ROW Parcel Documents program provides MDT Right-of-Way staff access to Right-of-Way Parcel documents that have been published for distribution by MDT Right-of-Way design staff.



## 2. Main Form

When the program is first started, the user is presented with the "main" form shown below. This is where all actions start.

Access ROW Parcel Documents (Version 1.0.0)

File Options Help

**Select District Below**

Missoula       Great Falls       Billings  
 Butte       Glendive

**Select Project Directory Below:**

7930000

**Select Parcel(s) Below:**

**Parcel Documents Request Options**

Print Exhibit(s) on Selected Printer  
 Get Copy of Exhibit PDF(s)  
 Get Copy of Conveyance Document(s)

**Selected Printer**

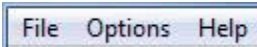
\\misnt1\mis0pr      **Select Printer**

\\misnt1\mis0pr      **Change Default Printer**

**Submit Request**      **Exit**      **Help**

The main form has menu options as follows.

### Menus



There are three main level menus that are displayed.

There are one or more options that are displayed under each menu item. The following shows the main menu items and the sub-items for each.

#### File Menu

Option	Description
Exit	Closes the application.

#### Options Menu

Option	Description
User Options	Opens form for editing user's default "Plotter" or "District" options settings.

#### Help Menu

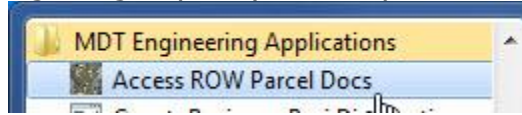
Option	Description
About Access ROW Parcel Documents	Opens form displaying information about the Access ROW Parcel Documents Application, including Version and Support contact information.
View User's Manual	Opens the PDF version of the Access ROW Parcel Documents User's Manual.



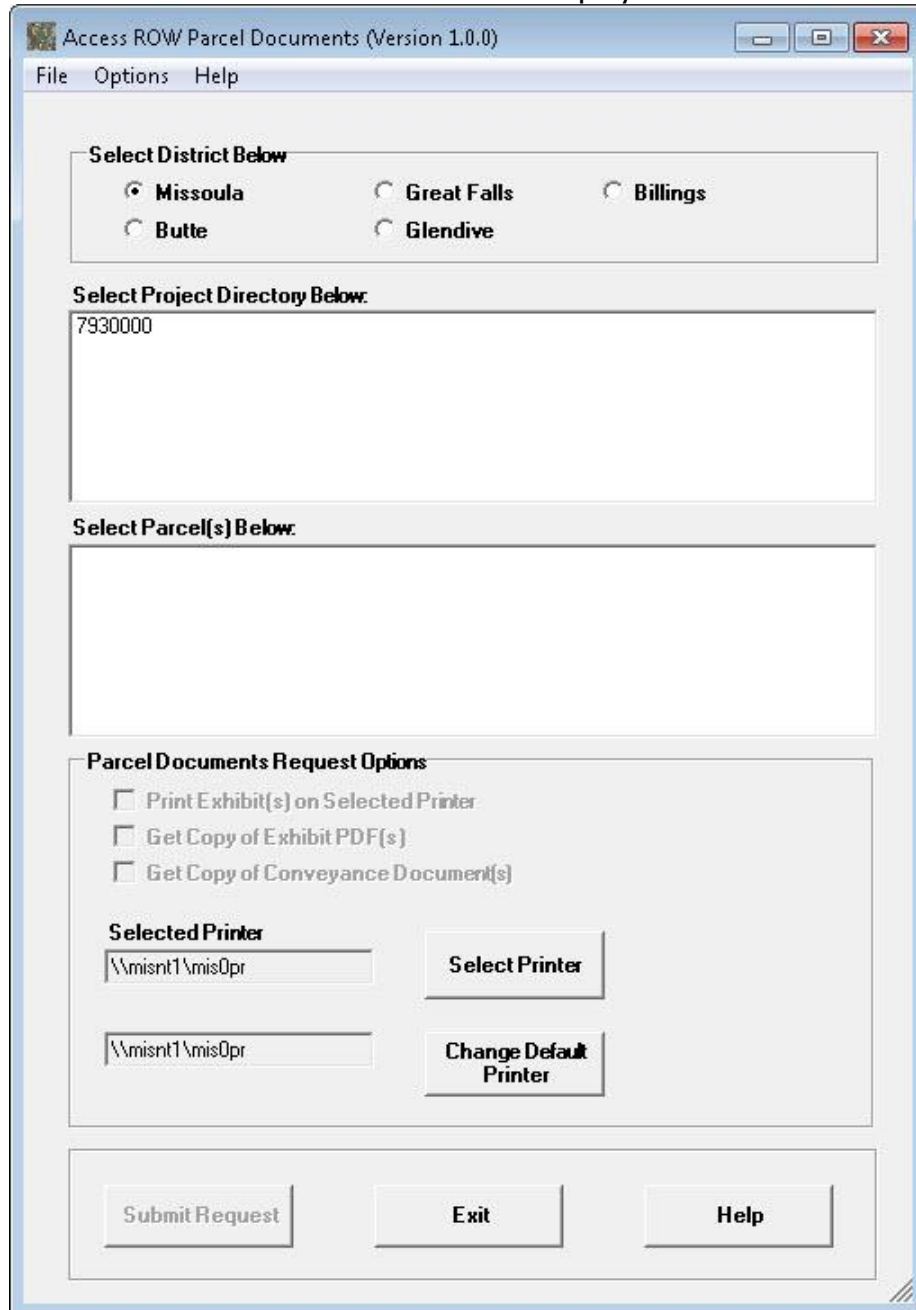
### 3. General Operations

#### 3.1 Starting The Access ROW Parcel Documents Program

Click on the Access ROW Parcel Docs shortcut (shown below) in the **All Programs** → **MDT Engineering Applications** program group on your computer to start the program.



The Access ROW Parcel Documents main form will be displayed as shown below.





## 4. Accessing Published Parcel Documents

After the main form completes loading the basic steps to access published Parcel documents are:

1. [Step 1](#) Select the desired District if it is not already selected.  
Note: If no projects have published parcels for a district the list of projects for the selected district will be empty.
2. [Step 2](#) Select the desired Project from the available projects listed for the selected district.  
Note: Only one project can be selected at a time. If no parcels have been published for a project the list of parcels for the selected project will be empty.
3. [Step 3](#) Select the desired Parcel(s) from the available parcels listed for the selected project.  
Note: One, all, or any combination of listed parcels can be selected for request processing.
4. [Step 4](#) Select the Parcel Documents Request options (Print Exhibits, Get Exhibit PDFs and/or Get Conveyance Documents) that are available for the selected parcel(s).  
Note: Each of the Parcel Documents Request options will only be enabled for selection if there is at least one document available for access for at least one of the selected parcels.

The three available Parcel Documents Request Options and their usage are as follows:

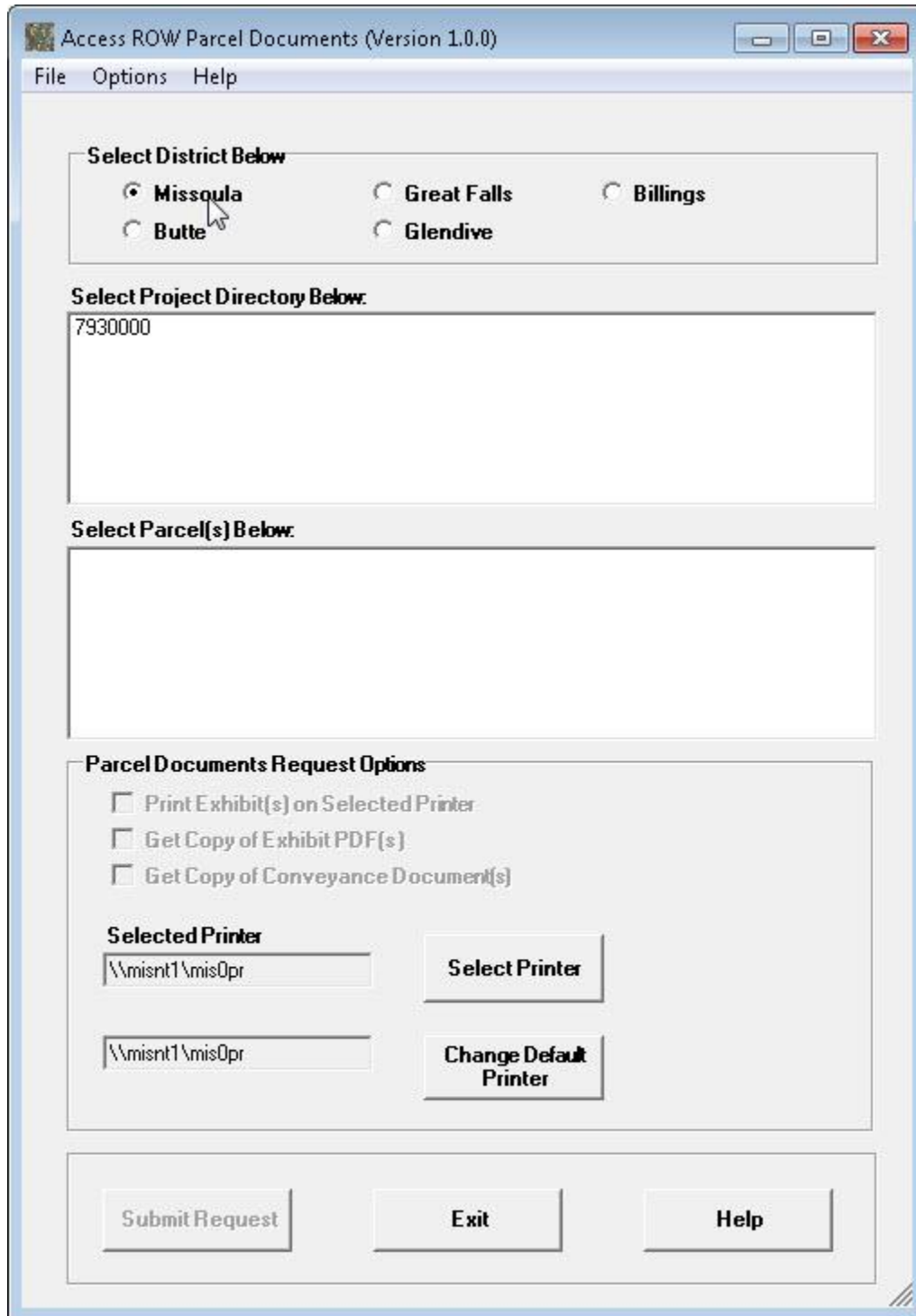
- a. [Step 4a](#) Print Exhibit(s) on Selected Printer-
  - Produces printed Exhibit pages of the available printouts for the selected Parcel(s) to the printer selected by the user.
  - Select the desired printer for printing the Exhibit pages using the Select Printer button before clicking the Submit Request button.
- b. Get Copy of Exhibit PDF(s)-
  - Provides a copy of the Exhibit PDF(s) that are available for the selected Parcel(s) to the C:\Dgn folder on the user's computer.
- c. Get Copy of Conveyance Document(s)-
  - Provides a copy of the Conveyance Document(s) that are available for the selected Parcel(s) to the C:\Dgn folder on the user's computer.

Note: If no Exhibits have been published for any of the selected parcels the Print Exhibit(s) on Selected Printer and Get Copy of Exhibit PDF(s) Request options will not be enabled. Also, if no Conveyance Documents have been published for any of the selected parcels the Get Copy of Conveyance Document(s) option will not be enabled.

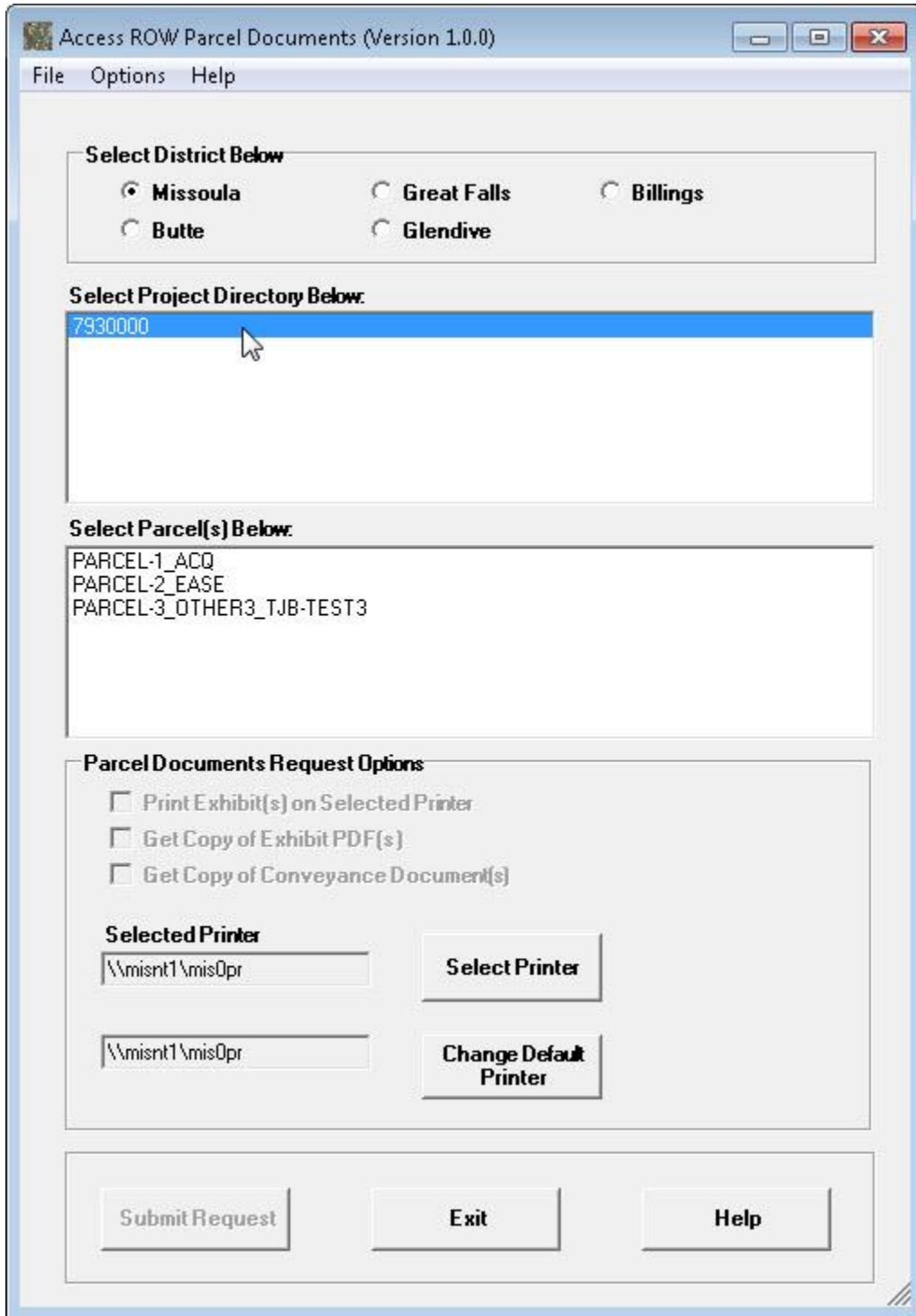
5. [Step 5](#) Click the **Submit Request** button to process the parcel document request(s).  
Note: The Submit Request button is only enabled if at least one of the Parcel Documents Request options is enabled and selected.

# Manage ROW Parcel Documents User's Manual

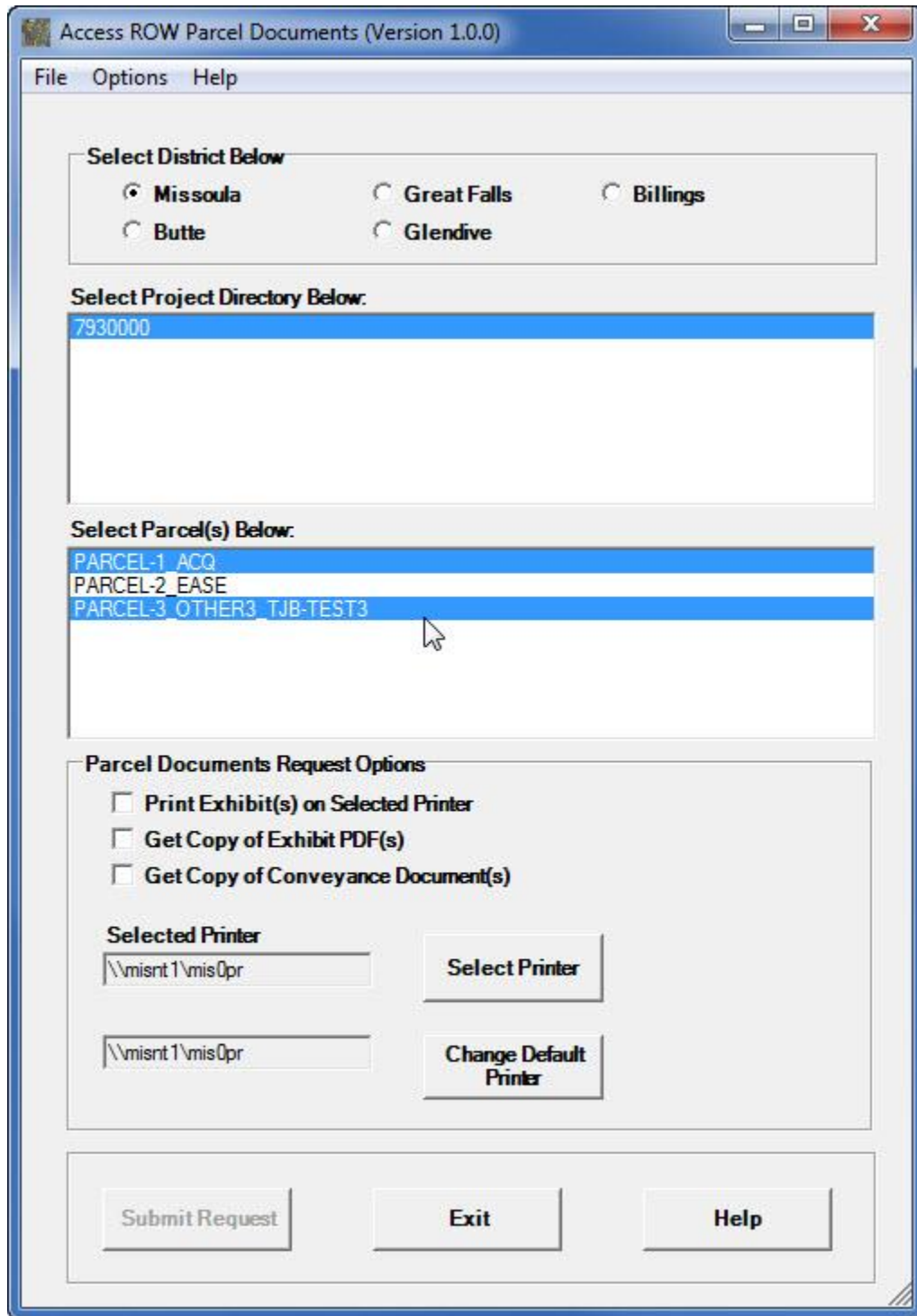
Step 1. Select the desired District (Missoula district has been selected in the example shown below).



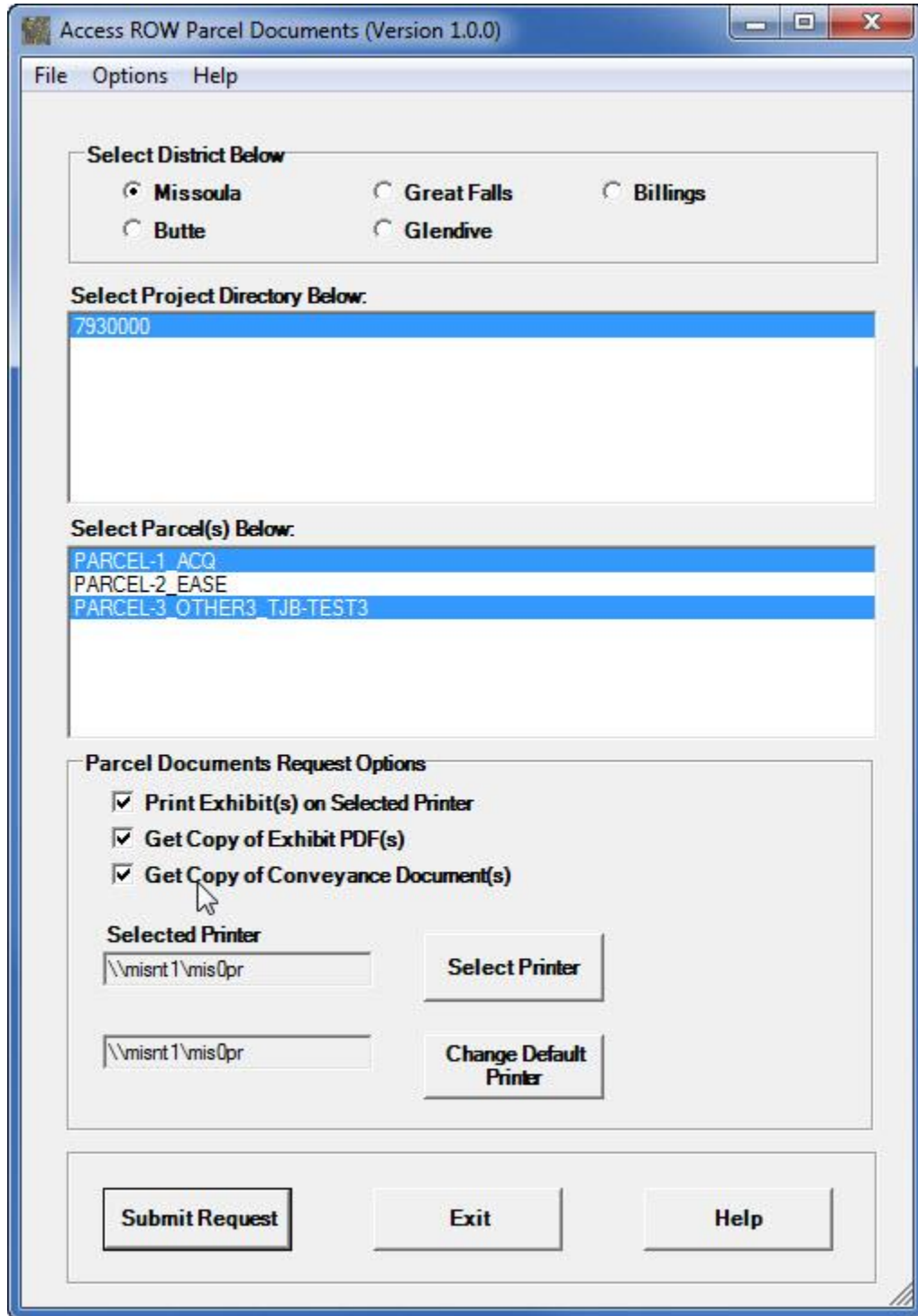
Step 2. Select the desired Project for the selected district (project 7930000 has been selected in the example below).



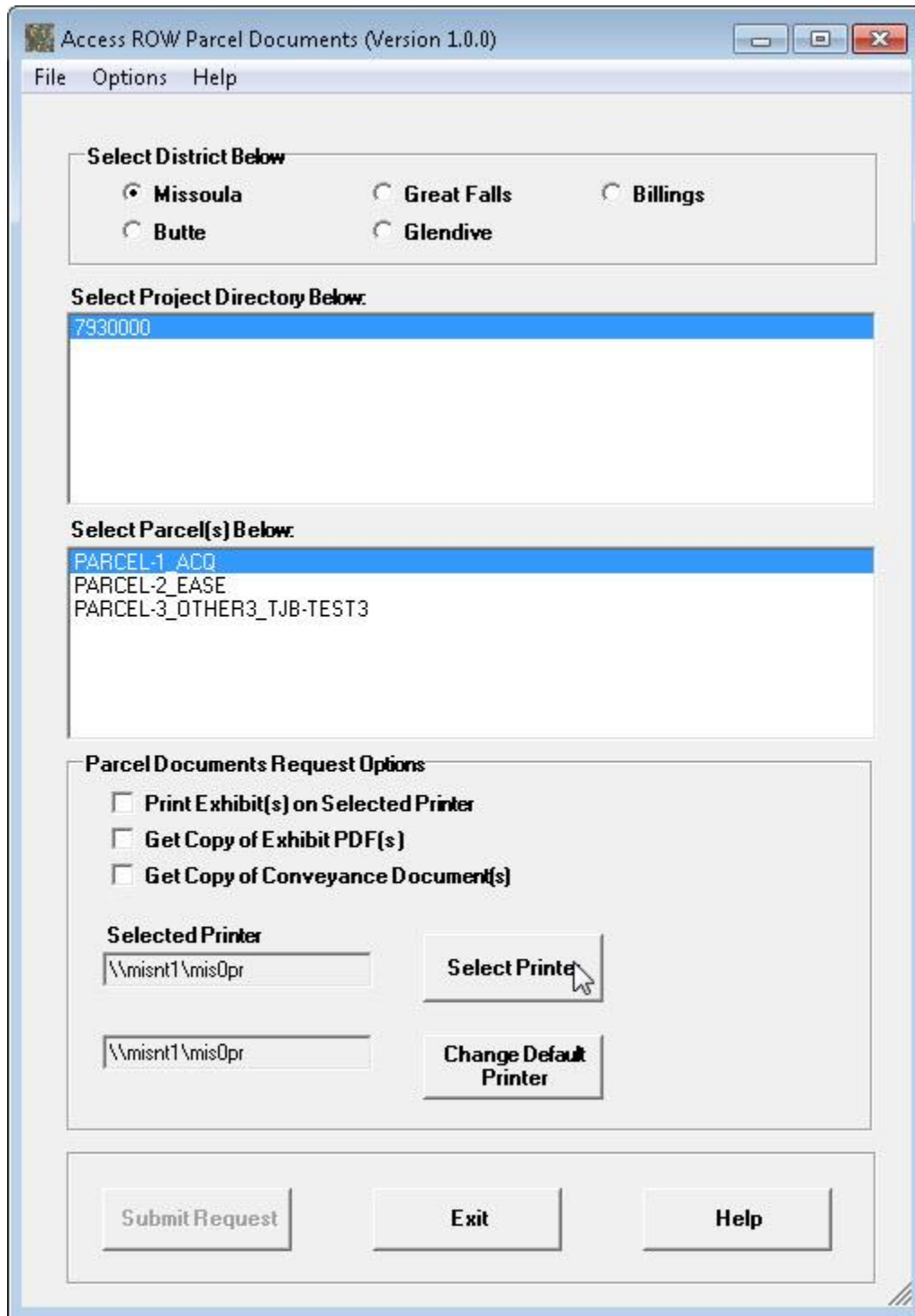
Step 3. Select the desired Parcel(s) for the selected project (parcels PARCEL-1\_ACQ and PARCEL-3\_OTHER3\_TJB-TEST3 have been selected in the example below).



Step 4. Select the desired Parcel Documents Request options for the selected parcels (all 3 of the Parcel Documents Request Options have been selected in the example below).

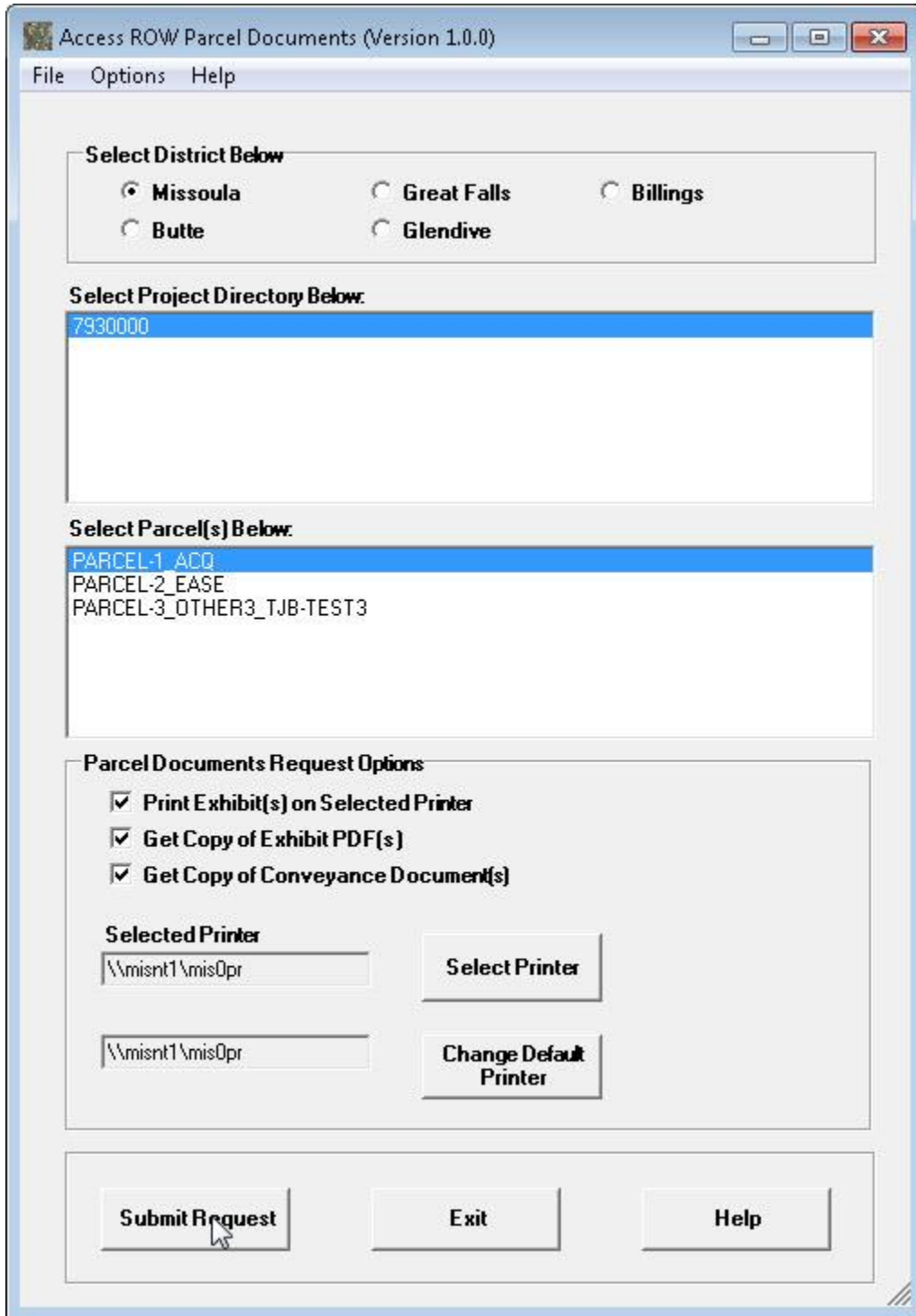


Step 4a. If necessary, select the desired printer for printing the Exhibit pages using the **Select Printer** button, as shown below.

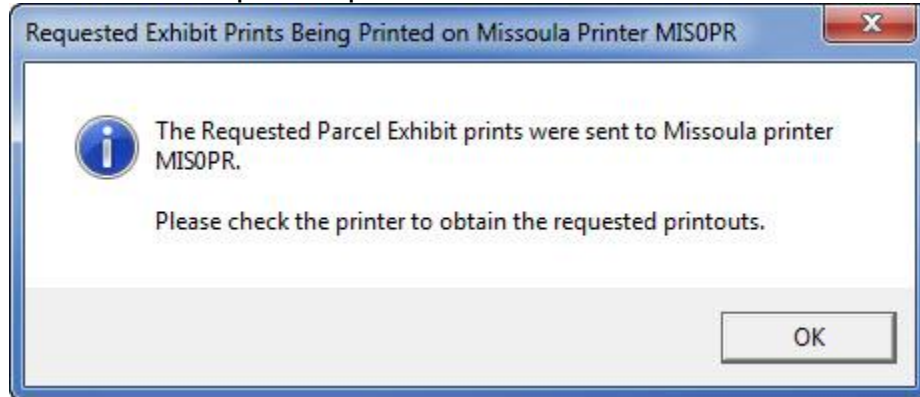




Step 5. Click the **Submit Request** button to process the parcel document request(s), as shown below.

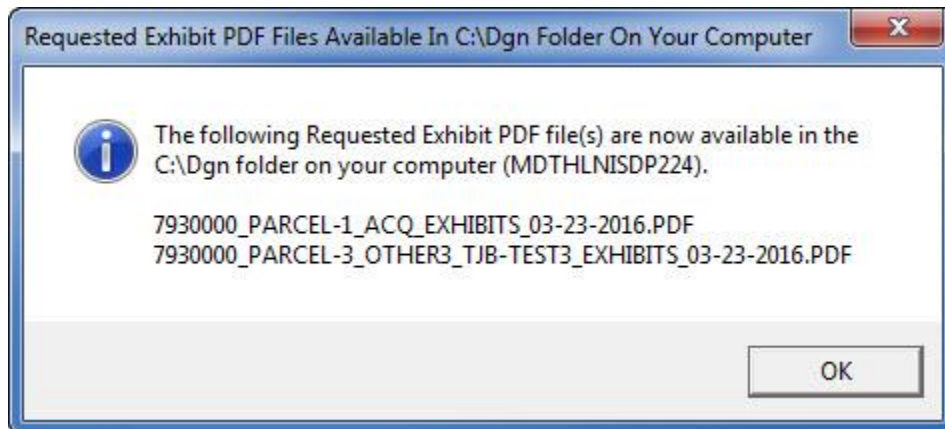


After selecting the **Submit Request** button, if the Print Exhibit(s) on Selected Printer parcel documents request option was selected the following message will be displayed informing the user that the requested exhibit pages are being printed on the selected printer. The message includes information regarding what printer the prints were sent to and prompting the user to check to printer to obtain the requested printouts.



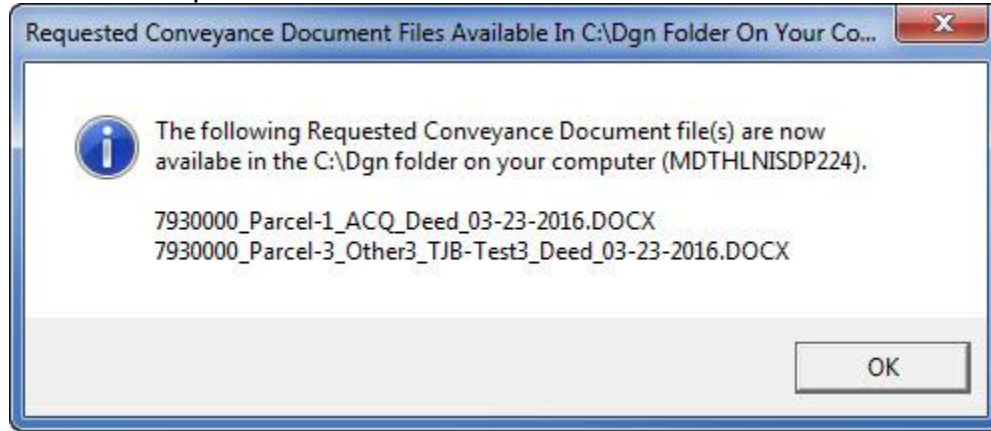
Select the **OK** button to continue with the processing.

After selecting the **Submit Request** button, if the Get Copy of Exhibit PDF(s) parcel documents request option was selected, the following message will be displayed informing the user that the requested exhibit PDF files are now available in the C:\Dgn folder on their computer. The message includes information regarding the actual PDF files that were delivered to the user's computer.



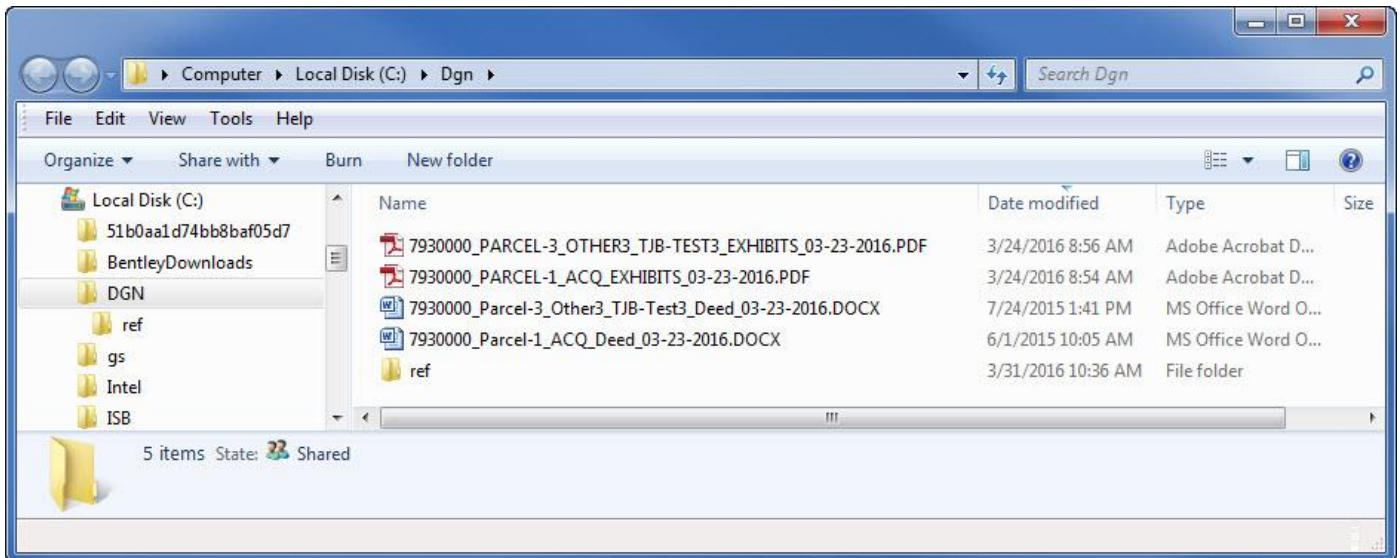
Select the **OK** button to continue with the processing.

After selecting the **Submit Request** button, if the Get Copy of Conveyance Document(s) parcel documents request option was selected, the following message will be displayed informing the user that the requested conveyance document files are now available in the C:\Dgn folder on their computer. The message includes information regarding the actual document files that were delivered to the user's computer.



Select the **OK** button to continue with the processing.

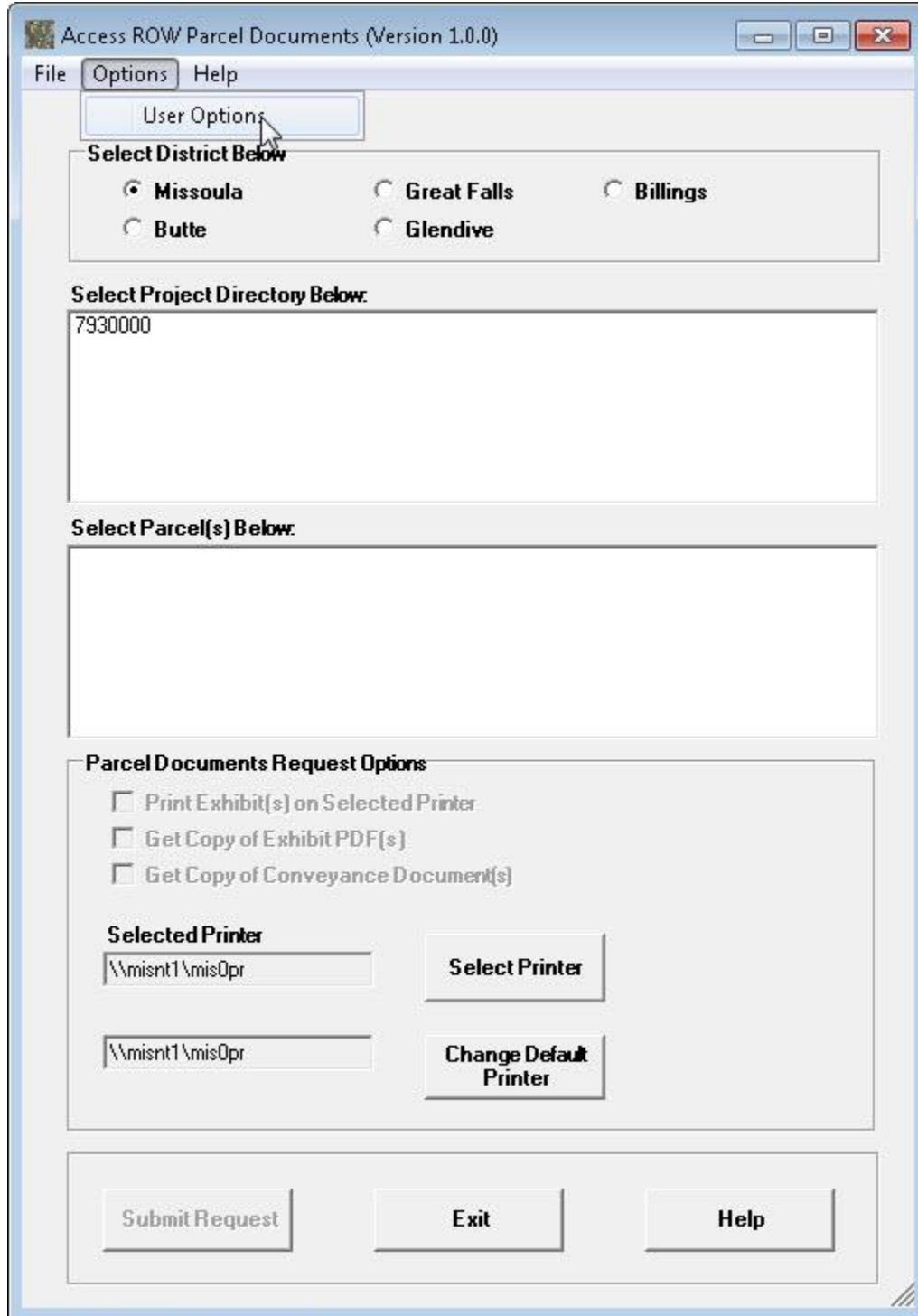
If either the Get Copy of Exhibit PDF(s) or Get Copy of Conveyance Document(s) parcel documents request options were selected, the C:\Dgn folder will be opened in Windows Explorer so that the user can access the files that were sent to their computer, as shown below.



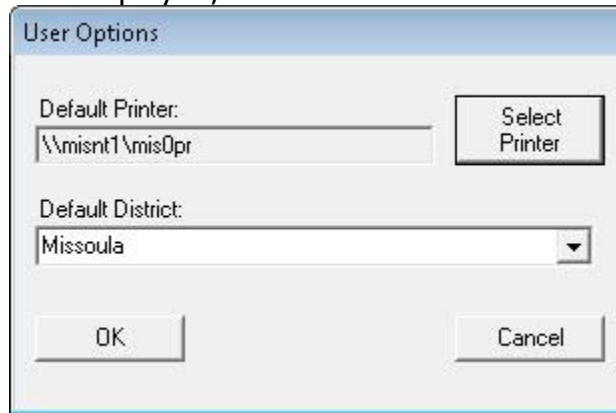


## 5. Setting or Changing Default User Options

To set or change the Default Printer or Default District user options select the **Options** menu → **User Options** sub-item, as shown below.



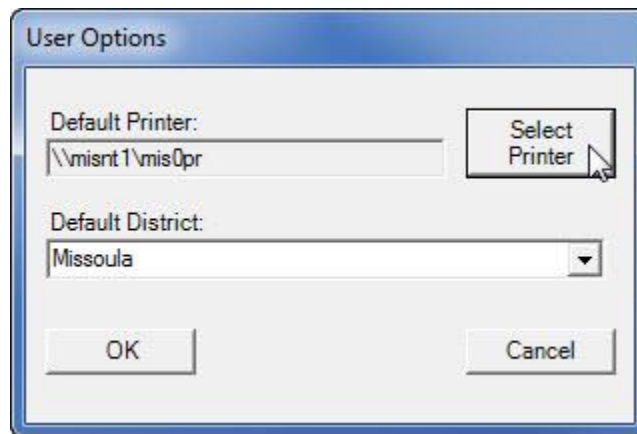
The **User Options** form will be displayed, as shown below.



The current Default Printer is displayed in the Default Printer: text box (in this example the Default Printer is \\misnt1\mis0pr).

The current Default District is shown in the Default District: dropdown list (in this example the default district is Missoula).

To change the Default Printer select the Select Printer button as shown below.



The ***Choose From Approved ROW Plotters Listed Below*** form will be displayed as shown below.

The dialog box is titled "Choose From Approved ROW Plotters Listed Below". It contains a "Select Plotter" section with the following options and paths:

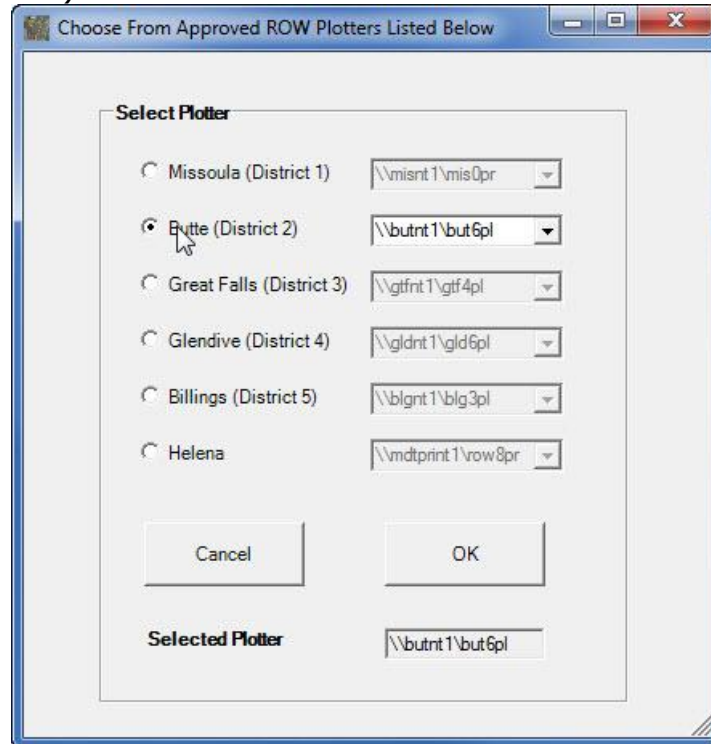
Plotter Name	Path
<input type="radio"/> Missoula (District 1)	\\misnt1\mis4pl
<input type="radio"/> Butte (District 2)	\\butnt1\but6pl
<input type="radio"/> Great Falls (District 3)	\\gftnt1\gft4pl
<input type="radio"/> Glendive (District 4)	\\gldnt1\gld6pl
<input type="radio"/> Billings (District 5)	\\blgnt1\blg3pl
<input type="radio"/> Helena	\\mdtprint1\row8pr

Buttons: Cancel, OK

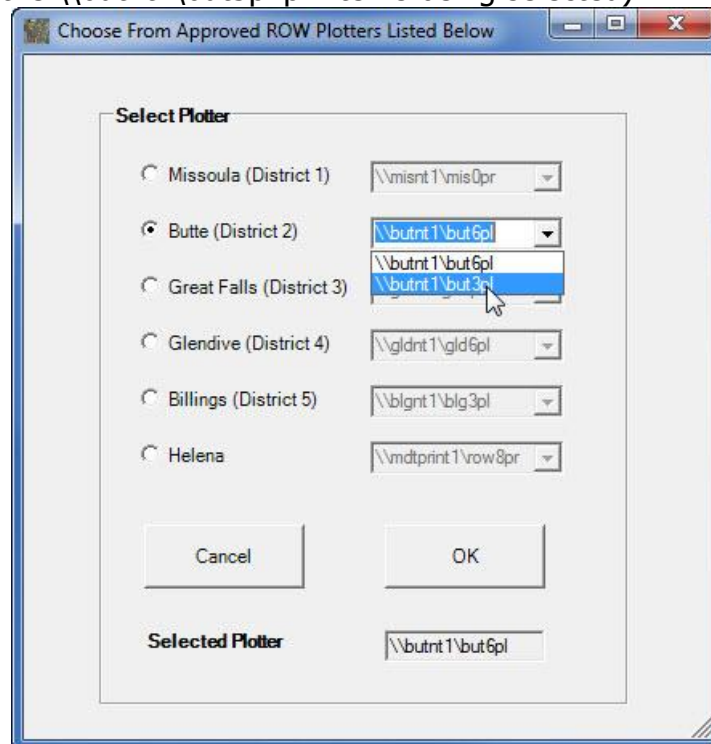
Selected Plotter: \\misnt1\mis0pr

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Next, select the District for the desired printer, as shown below (in this example the Butte (District 2) option has been selected).

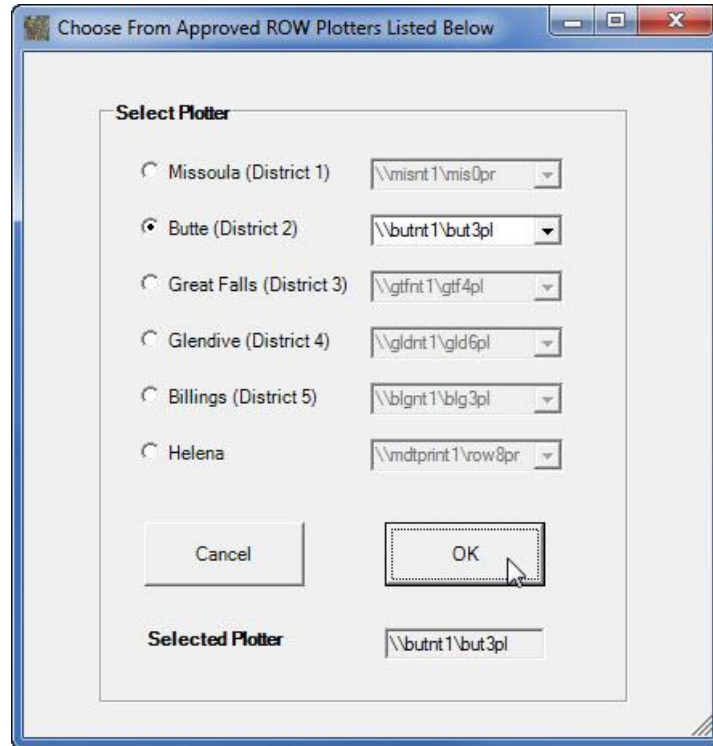


Next, select the desired printer from the dropdown list next to the selected district as shown below (in this example the \\butnt1\but3pl printer is being selected).

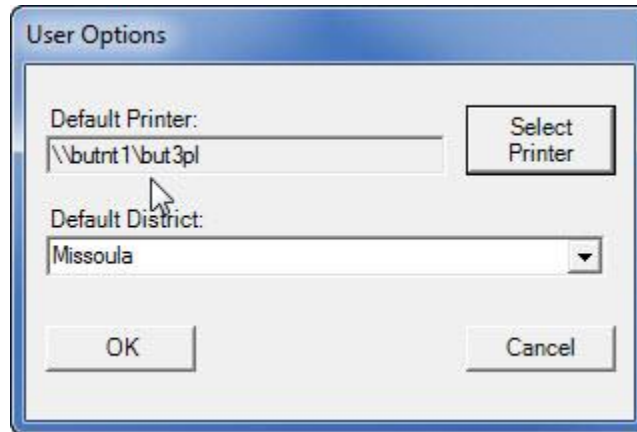




After selecting the desired printer, the selected printer will be displayed in the Selected Printer text box, as shown below.

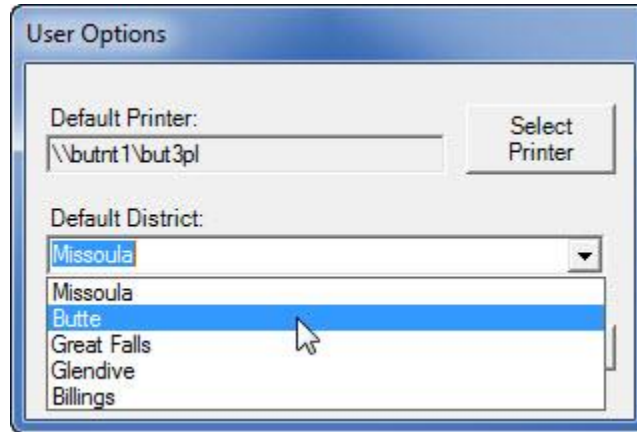


Next, select the **OK** button as shown above to complete the default plotter selection process. The form will close and the new default printer will be displayed in the **User Options** form as shown below.

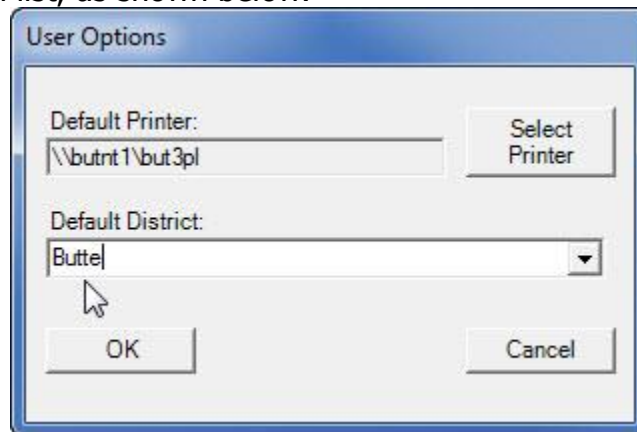


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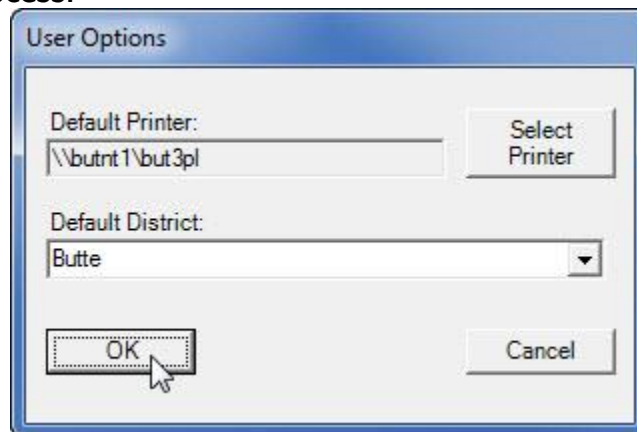
To change the Default District select the desired district from the Default District dropdown list, as shown below (in this example the Butte district item is being selected from the dropdown).



After selecting the desired district from the Default District dropdown list the selected item will be displayed in the dropdown list, as shown below.



Select the **OK** button, as shown below, to complete the Default Printer and/or Default District User Options selection process.



The **User Options** form will close and the main form will be updated to use the new default district and new default printer options as shown below (in this example the selected District option is the new default Butte district and the Selected Printer and Default Printer are the new default \\butnt1\but3pl printer).

Access ROW Parcel Documents (Version 1.0.0)

File Options Help

Select District Below

Missoula       Great Falls       Billings

Butte       Glendive

Select Project Directory Below:

Select Parcel(s) Below:

Parcel Documents Request Options

Print Exhibit(s) on Selected Printer

Get Copy of Exhibit PDF(s)

Get Copy of Conveyance Document(s)

Selected Printer

\\butnt1\but3pl      Select Printer

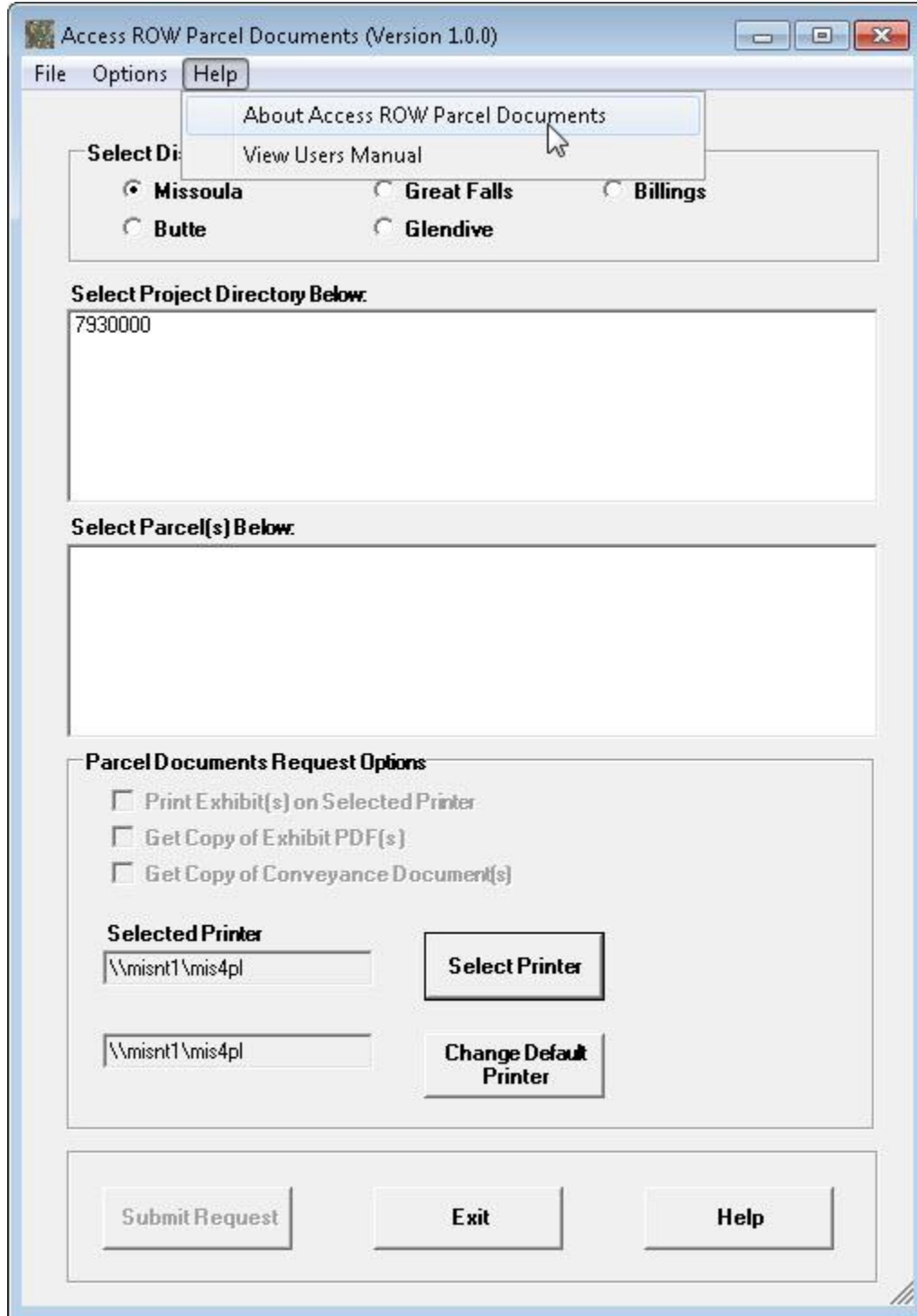
\\butnt1\but3pl      Change Default Printer

Submit Request      Exit      Help

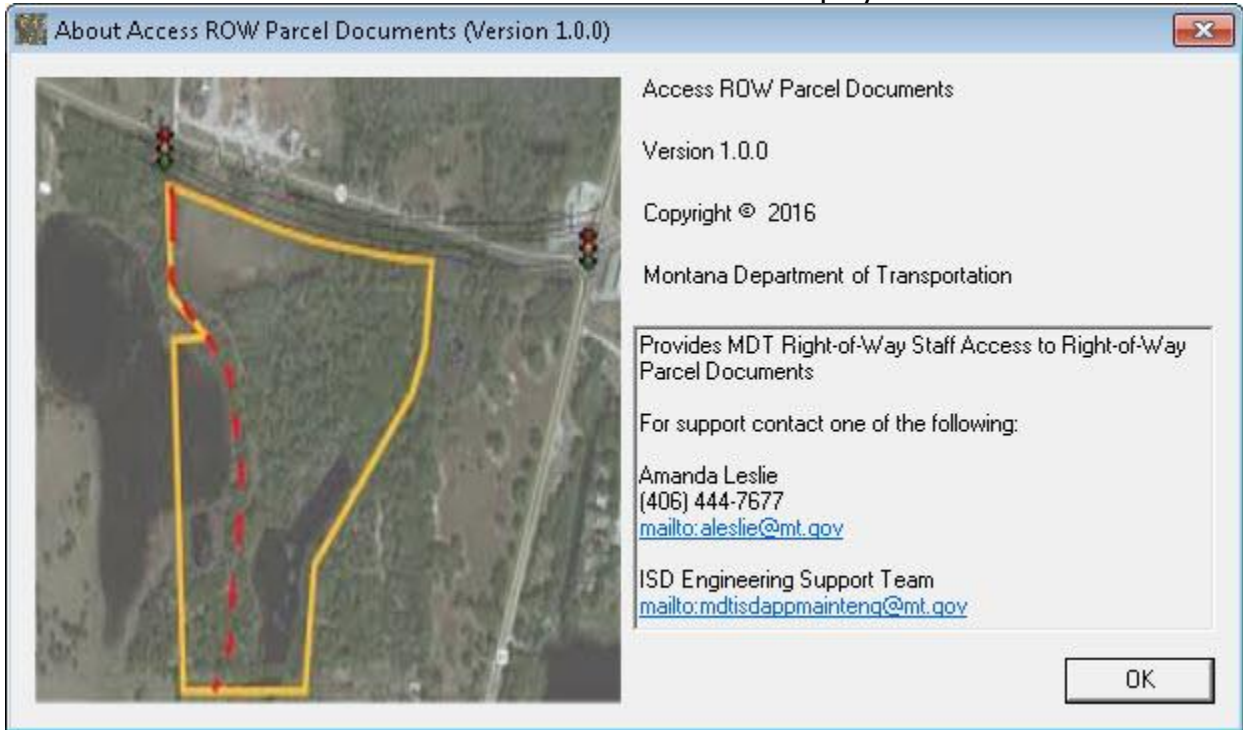


## 6. Viewing Information About The Program

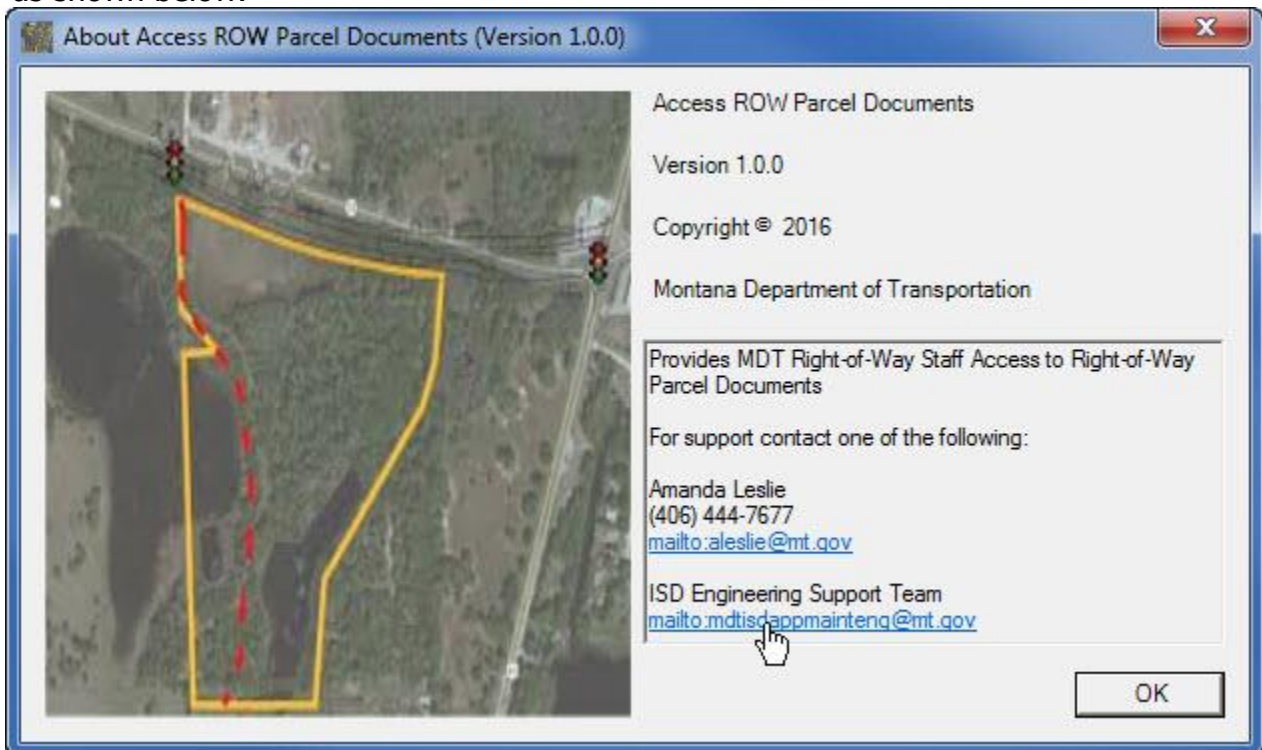
To view information about the program, including Support contact information select the **Help** menu → **About Access ROW Parcel Documents** sub-item, as shown below.



The **About Access ROW Parcel Documents** form will be displayed as shown below.

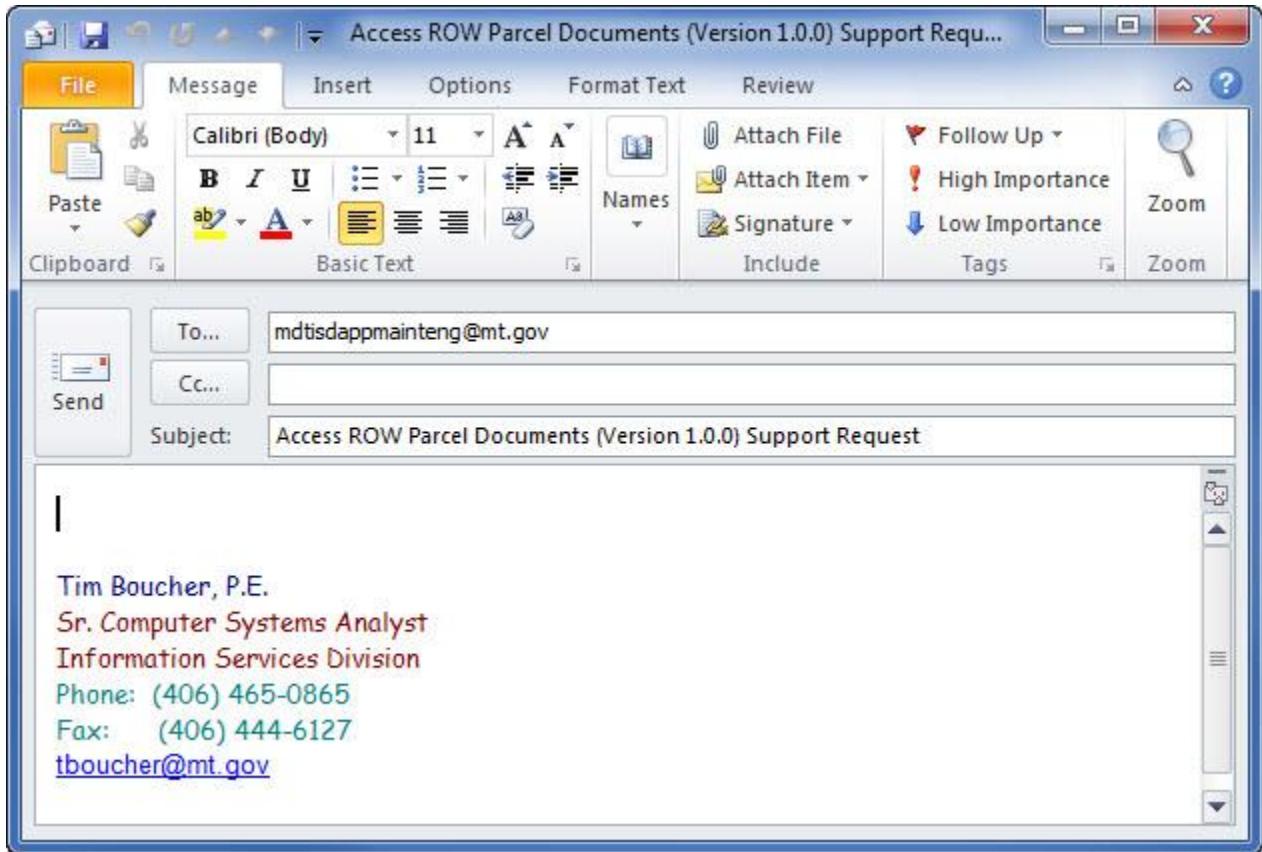


The form displays information about the program including the Version number (in this example the version information is Version 1.0.0). The form also displays support contact information in the lower right section of the form. To e-mail a support contact click on the mailto:..... hyperlink text, as shown below.



## Viewing Information About The Program

A new Outlook e-mail message will be created with the To.. populated with the e-mail address for the support contact and the Subject: populated with a program support request subject item, as shown below.



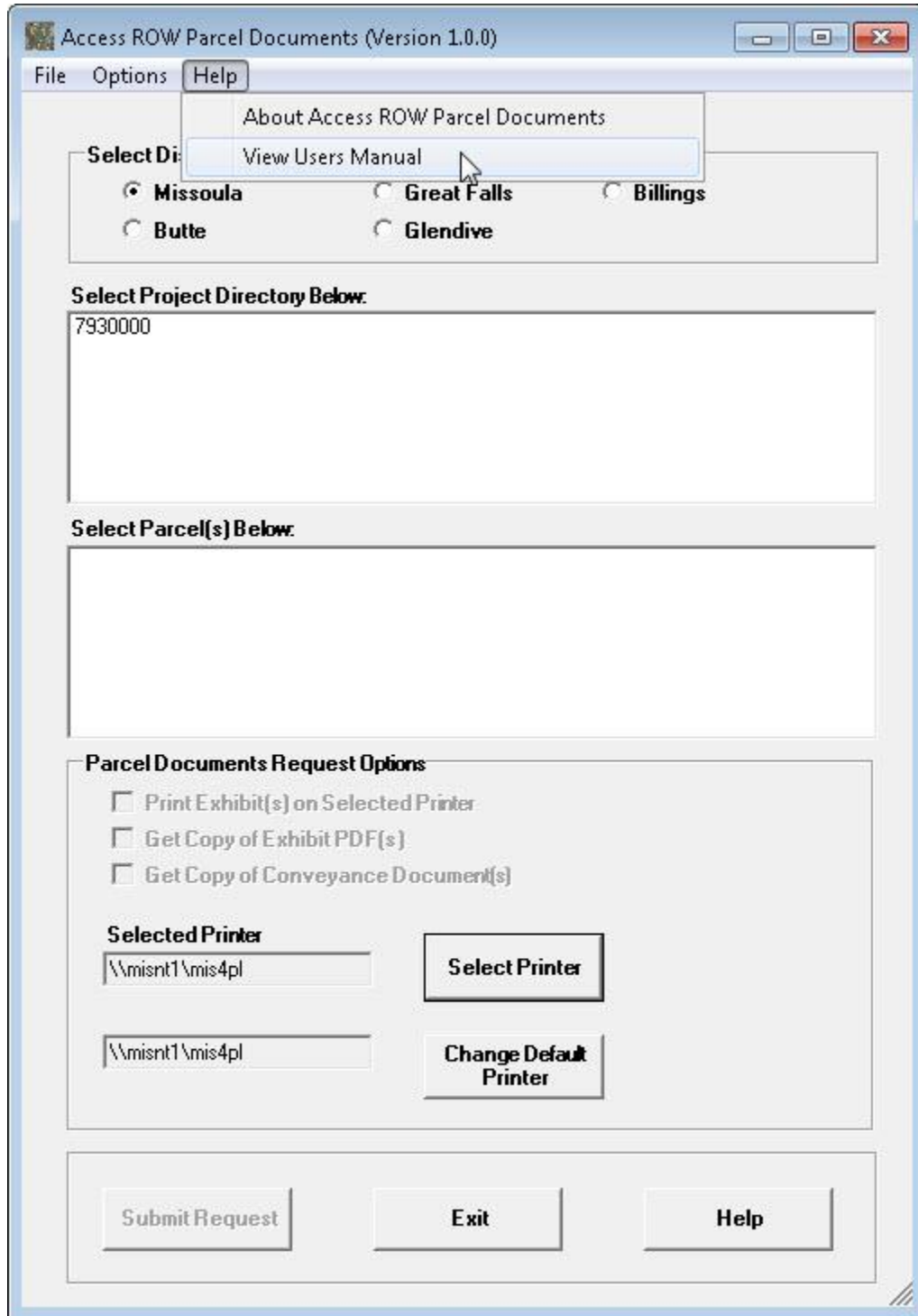
Simply fill out the desired message content and send the message. The support contact will receive the e-mail message and start the process of addressing the support request.





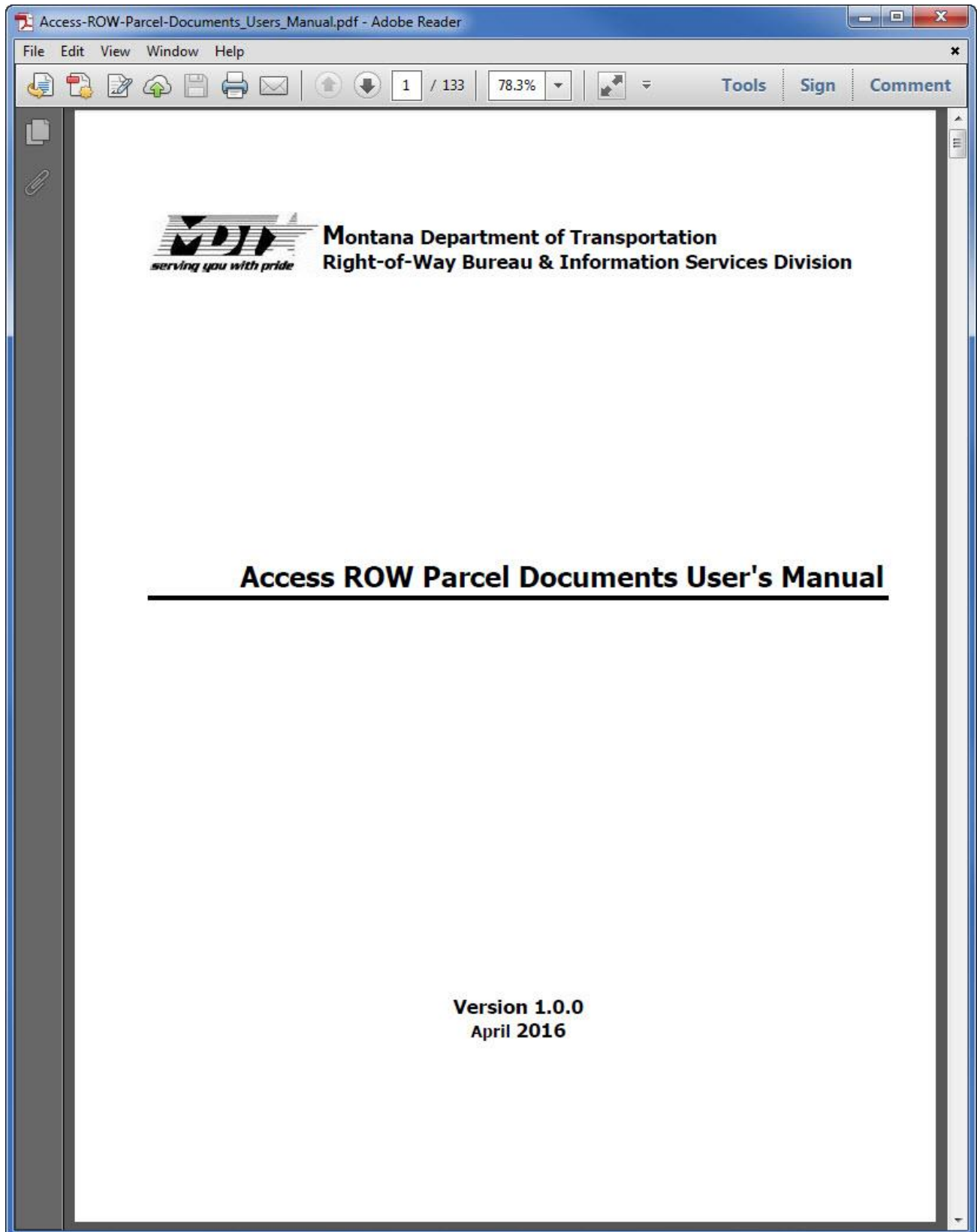
## 7. Viewing The Program User's Manual

To view a PDF of the program user's manual select the **Help Menu** → **View Users Manual** option, as shown below.



## Manage ROW Parcel Documents User's Manual

The PDF version of the Access ROW Parcel Documents User's Manual will be displayed, as shown below.



## **8. Technical Support**

To obtain technical support, contact one of the following:

Amanda Leslie  
Right-of-Way Bureau  
Phone: 406-444-7677  
[aleslie@mt.gov](mailto:aleslie@mt.gov)

ISD Engineering Support Team  
[mdtisdappmainteng@mt.gov](mailto:mdtisdappmainteng@mt.gov)