


Tips for
Maintaining and
Governing Your
Roadsoft Asset
Management Data



Y – Yearly Review of ALL Data, necessary to ensure the

I – INTEGRITY,

E – EXACTNESS,

L – LEGITIMACY, and

D – DEPENDABILITY of Your Data.

Roadway Asset Management
Roadsoft[®]
software suite



Y – Yearly Review of ALL Data



INTEGRITY


PR: ALL Selected Segments

PRNo	PRName	Bmp	Emp	From	To	Lanes	Width	RightOfWay	CityTwp	MaintainedBy	Memo
17647	27th St	0.000	0.024	Old Us 33	Unnamed Rd	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17647	27th St	0.024	0.055	Unnamed Rd	La Rue St	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17647	27th St	0.055	0.121	La Rue St	Pennsylvania	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17647	27th St	0.121	0.141	Pennsylvania	Dead-End	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17694	45th St	0.000	0.062	Arizona Ave	Oregon Ave	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17694	45th St	0.062	0.124	Oregon Ave	Florda Ave	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17694	45th St	0.124	0.187	Florda Ave	Carolina Ave	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17694	45th St	0.187	0.247	Carolina Ave	Unnamed Rd	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17694	45th St	0.247	0.293	Unnamed Rd	County Road 16	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17698	48th St	0.000	0.062	Cleveland Ave	Cardinal Ave	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17698	48th St	0.062	0.125	Cardinal Ave	Arizona Ave	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	
17698	48th St	0.125	0.187	Arizona Ave	Oregon Ave	2	0.00	0.00	Baugo Twp	<input checked="" type="checkbox"/>	



E - EXACTNESS

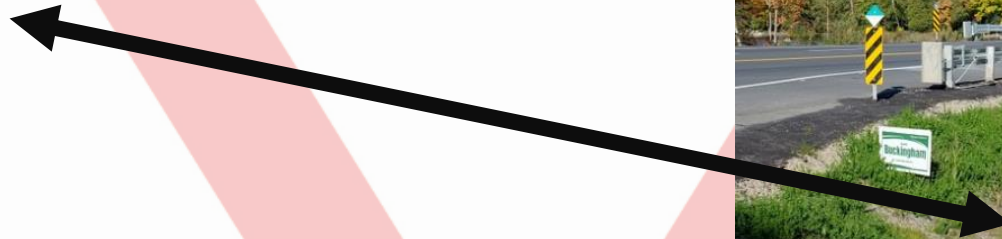
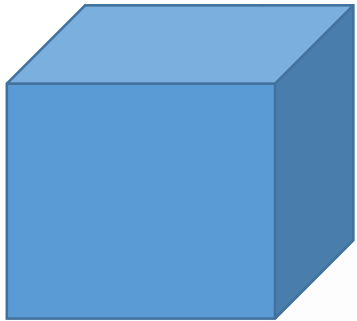
Sign Inventory

R1-1  [Add Sign...](#)

[Open Sign Library...](#)

MUTCD Code	R1-1
MUTCD Description	STOP
User Description	
Sheeting Install Date	5/24/2012
Inventory Number	S-4732
Pay Item Code	Undefined
Sight Distance	
Direction Faces	East
Bottom Height	
<input checked="" type="checkbox"/> Substrate Material	Aluminum Sheet
<input type="checkbox"/> Sheet Dimensions	
Height	35 Inches
Width	36 Inches
<input type="checkbox"/> Background Material: Color - Red	
ASTM Type	Type IV Prismatic
<input checked="" type="checkbox"/> Backgrd Product	Undefined,
Lot Number	
<input type="checkbox"/> Legend Material: Color - White	
ASTM Type	Type IV Prismatic
<input checked="" type="checkbox"/> Legend Product	Undefined,
Lot Number	
<input type="checkbox"/> Misc	
Memo	CR 26 CR 26 Between CR 1 And CR 101 CLID Number: 02629250
Archive Indicator	False
Archive Date	1/1/1900

[Delete/Archive Sign...](#)



L – LEGITIMACY

Support Location

County Road 1 & County Road 26

Reference ID: 0.005 mi. (0.1 ft.)

Reference Date: 1/09

Misc: County Road 26

Segment Name: North-East

Subst. Name: 0

Subst. Code: 0

Subst. Type: True

Subst. Code: A1 62331

GPS Location: 36 04117

Latitude: 36 04117

Longitude: 36 04117

Sign Information

Description: Rectangular

Support Type: 12 Feet

Size: 1

Length: 12 Feet

Material: Concrete

Base Type: Undefined

Location Code: 0

Pay Item Num: Existing

Log Job Num: 12345

Status: 12345

Memo: 12345

Active: False

Install Date: 1/1/1900

Misc

Memo 12345 North Main Street

Sign Inventory

MUTCD Code: R1-1

MUTCD Description: STOP

User Description: R1-1

Inventory Number: STOP

Sheeting Install Date: 5-24-2012

Pay Item Code: S-4722

Sight Distance: Undefined

Direction Faces: East

Bottom Faces: Undefined

Substrate Material: Aluminum Sheet

Sheet Dimensions: 36 Inches

Height: 36 Inches

Weight: 36 Inches

Background Material: Color - Field

ASTM Type: Type IV Plasmatic

Legend Product: Type IV Plasmatic

Legend Material: Color - White

Legend Type: Type IV Plasmatic

Legend Product: Undefined

Memo: 12345

Active: False

Install Date: 1/1/1900

Ordinance #12345

Ordinance #: 12345

Ordinance Number 12345

Ordinance Number: 12345

D - DEPENDABILITY



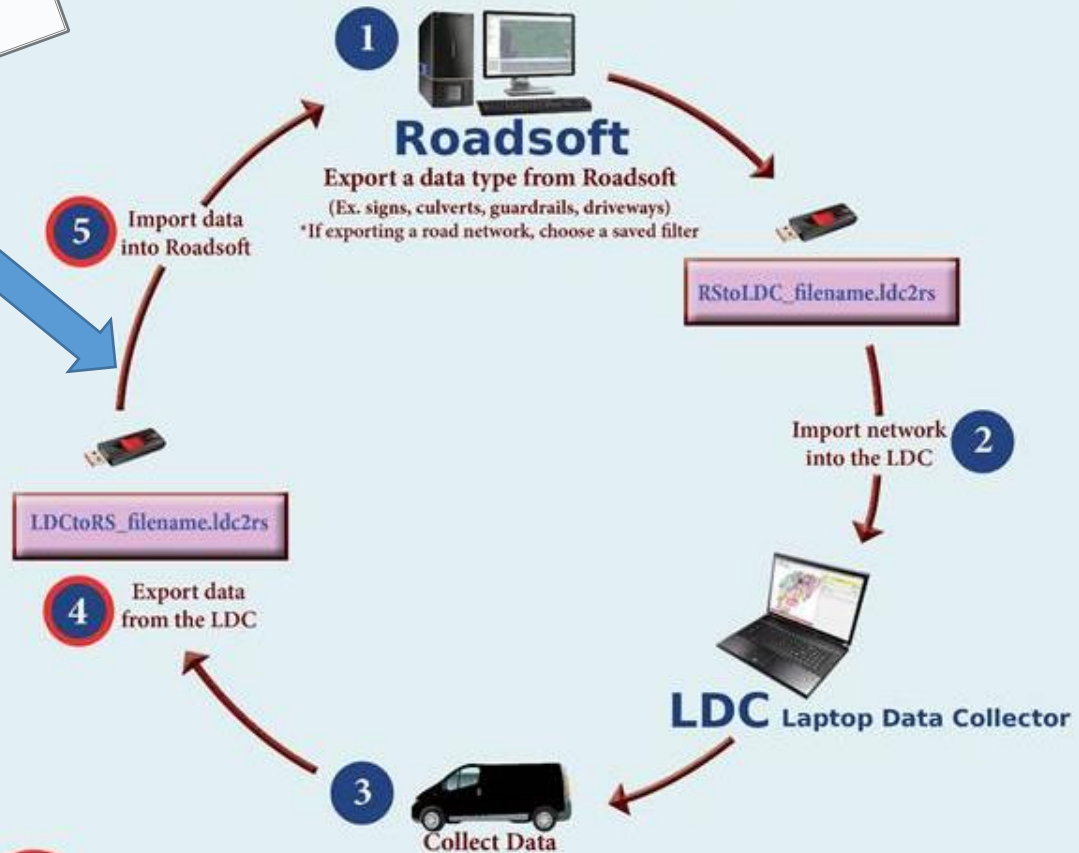
Create a BACKUP prior to:

- **Major Updates and/or Mass Edits**
- **Major Roadsoft Software Releases**
- **Application of Hotfixes and/or Map Updates**
- **Year End**

**CREATE A
BACKUP OF
YOUR DATA
HERE!**

Data Collection Cycle

Roadsoft and the Laptop Data Collector



NOTE

Performing steps 4 and 5 after data collection ensures that all of your assets are stored in Roadsoft for managing, reviewing and reporting data. The data cycle should be completed whenever you are collecting data using the LDC.

**SPOT CHECK
YOUR DATA
AFTER:**



LDC AND MOBILE APP IMPORTS

MAJOR EDITS

APPLYING HOTFIXES

APPLYING MAJOR ROADSOFT RELEASES



**A
U
D
I
T**




FOR EACH MODULE, EXPORT ALL DATA TO A CSV FILE

The image shows the 'Export Sign To CSV' dialog box and an Excel spreadsheet. The dialog box has two panes: 'Available Fields to Export' and 'Fields to Export'. The 'Fields to Export' pane lists various fields such as BackgdASTM, BackgdProd, Base Type, DirFaces, InspDate, IsGPS, Latitude, LatOffset, LegendASTM, LegendProd, Length, Locale Type, and Longitude. The Excel spreadsheet below shows a table with columns: SuppDesc, LatOffset, SideOfSt, SuppSize, SuppLength, SuppCond, NumLegs, Material, BaseType, MMUTCD, SignSize, BottomHt, and DirFaces. A red arrow points to the 'SuppCond' column in row 147.

	F	G	H	I	J	K	L	M	N	O	P	Q	R
	SuppDesc	LatOffset	SideOfSt	SuppSize	SuppLength	SuppCond	NumLegs	Material	BaseType	MMUTCD	SignSize	BottomHt	DirFaces
140		O E			12 ft	Satisfactory		1 Steel	Earth	BETWEEN SIGNS	24 x 18 in		S
141		O W			12 ft	Satisfactory		1 Steel	Earth	BETWEEN SIGNS	0 x 0 Und		Und
142		O E			12 ft	Satisfactory		1 Steel	Earth	BETWEEN SIGNS	24 x 18 in		S
143		O W			12 ft	Satisfactory		1 Steel	Earth	BETWEEN SIGNS	24 x 18 in		N
144		O N			12 ft	Satisfactory		1 Steel	Earth	BETWEEN SIGNS	0 x 0 Und		E
145		O S			10 ft	Satisfactory		1 Steel	Earth	BETWEEN SIGNS	18 x 12 in		W
146		O S			10 ft	Satisfactory		1 Steel	Earth	BETWEEN SIGNS	0 x 0 Und		W
147		O N			0 Und	Not Rated		Undefined	Undefined	BETWEEN SIGNS	0 x 0 Und		E
148		O W			0 Und	Satisfactory		1 Steel	Conc.	BIKE LFR	0 x 0 Und		N
149		O E			0 Und	Satisfactory		1 Steel	Conc.	BIKE LFR	0 x 0 Und		S
150		O S			0 Und	Satisfactory		1 Steel	Conc.	BIKE LFR	0 x 0 Und		W
151		O N			0 Und	Satisfactory		1 Steel	Conc.	BIKE LFR	0 x 0 Und		E
152		O N			0 Und	Satisfactory		1 Steel	Conc.	BIKE LFR	0 x 0 Und		E
153		O S			0 Und	Satisfactory		1 Steel	Conc.	BIKE LFR	0 x 0 Und		W
154		O E			11 ft	Satisfactory		1 Steel	Earth	BLIND CHILD	30 x 30 in		S
155		O N			0 Und	Satisfactory		1 Steel	Conc.	BLIND CHILD	0 x 0 Und		E
156		O S			0 Und	Satisfactory		1 Steel	Conc.	BLIND CHILD	0 x 0 Und		W
157		O E			0 Und	Satisfactory		1 Steel	Conc.	BLIND CHILD	0 x 0 Und		S
158		O W			0 Und	Satisfactory		1 Steel	Conc.	BLIND X	0 x 0 Und		N
159		O E			0 Und	Satisfactory		1 Steel	Conc.	BLIND X	0 x 0 Und		S
160		O N			0 Und	Satisfactory		1 Steel	Conc.	BLIND X	0 x 0 Und		E
161		O S			0 Und	Satisfactory		1 Steel	Conc.	BLIND X	0 x 0 Und		W

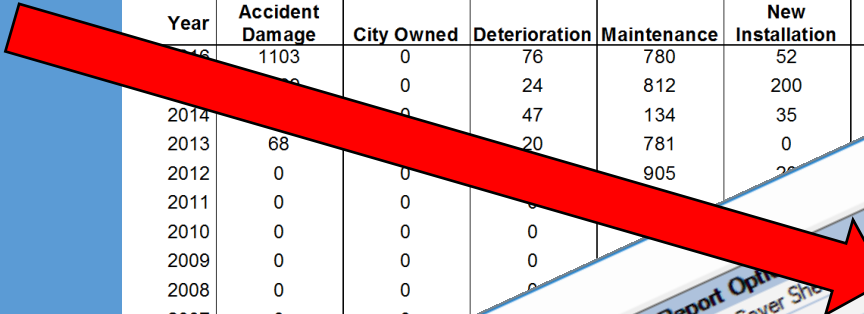
Data	Count
Road - Linear Miles	2067.648
Road - Lane Miles	4190.429
Surface Type Defined (Ln Miles)	2603.551
Asphalt-Standard (Ln Miles)	2423.867
Composite (Ln Miles)	8.892
Concrete-Standard (Ln Miles)	35.909
Graded Earth (Ln Miles)	0.390
Gravel-Standard (Ln Miles)	134.493
Surface Rated (Ln Miles)	2495.987
Good (Ln Miles)	630.416
Fair (Ln Miles)	1465.022
Poor (Ln Miles)	400.549
Culverts	4360
Culverts Rated	1573
Culverts Maintained	840
Culvert Work Orders Open	3
Driveways	4634
Guardrails	123
Guardrails Inspected	2
Guardrails Maintained	6
Guardrail Work Orders Completed	1
Guardrail Work Orders Open	2
Linear PMarks	6547
Linear PMarks (miles)	1081.478
Point PMarks	1169
Point PMarks Maintained	507
Sidewalks	418
Sign Supports	10217
Supports Archived	370
Supports Inspected	10494
Supports Maintained	10492
Signs	11660
Signs Archived	461
Signs Inspected	11016
Signs Maintained	10955
Sign Work Orders Completed	265
Sign Work Orders Open	3
Traffic Count Stations	710
Crashes	5174
2014	2081
2015	1721
2016	1372



**TAKE A
SNAPSHOT OF
THE ROADSOFT
DATA STATISTICS
REPORT**

Sign and Support Maintenance Work Reason By Year Report

Year	Accident Damage	City Owned	Deterioration	Maintenance	New Installation	No Work Needed	Obsolete	St...
2016	1103	0	76	780	52	249	2	
2015	0	0	24	812	200	0		
2014	0	0	47	134	35	0		
2013	68	0	20	781	0	0		
2012	0	0	0	905	26	0		
2011	0	0	0	0	0	0		
2010	0	0	0	0	0	0		
2009	0	0	0	0	0	0		
2008	0	0	0	0	0	0		
2007	0	0	0	0	0	0		
2006	0	0	0	0	0	0		
2005	0	0	0	0	0	0		
2004	0	0	0	0	0	0		
2003	0	0	0	0	0	0		



Sign Reports

Report Type: Work Related

Report Name: Sign and Support Maintenance Work Reason By Time Period Re

Counts of sign maintenance work reasons by time period. If maintenance is done on both support and sign, each is included in the count.

Report Options

Include Cover Sheet: No

Start Date: 1/1/2016

End Date: 12/31/2016

User Defined Headings

Use Defined Headings: No

Custom Heading

Custom Subheading

Custom Footer

[Define/Change Report Headings...](#)

Preview

Export

Save Options

Delete Options




RUN ANNUAL REPORTS

View/Edit Lookup/Defaults

Culvert

Lookup Table	Description	Abbreviation
Culvert Activity	Clear Debris	Clear Debris
Culvert Activity Type	Embankment Stabilization	Embank. Stabil.
Culvert Type	Inspection	Inspection
Culvert End Structure	Install New Culvert	Install New
Culvert Shape	Invert Paving	Invert Paving
Culvert Work Authorization	Joint Sealing	Joint Sealing
	Joint Sealing +	Joint Sealing +
	Lengthening of Culvert	Lengthening
	Other	Other
	Repair barrel	Repair barrel
	Repair headwall/wingwall	Repair hdwall
	Replace barrel	Replace barrel
	Replace Culvert	Replace Culvert
	Replace headwall/wingwall	Replace hdwall
	Scour Hole Repair	Scour Hole
	Streambed Paving	Stream. Paving
	Vector/Jet Cleaned	Vector/Jet Cleaned

Edit values in lookup table

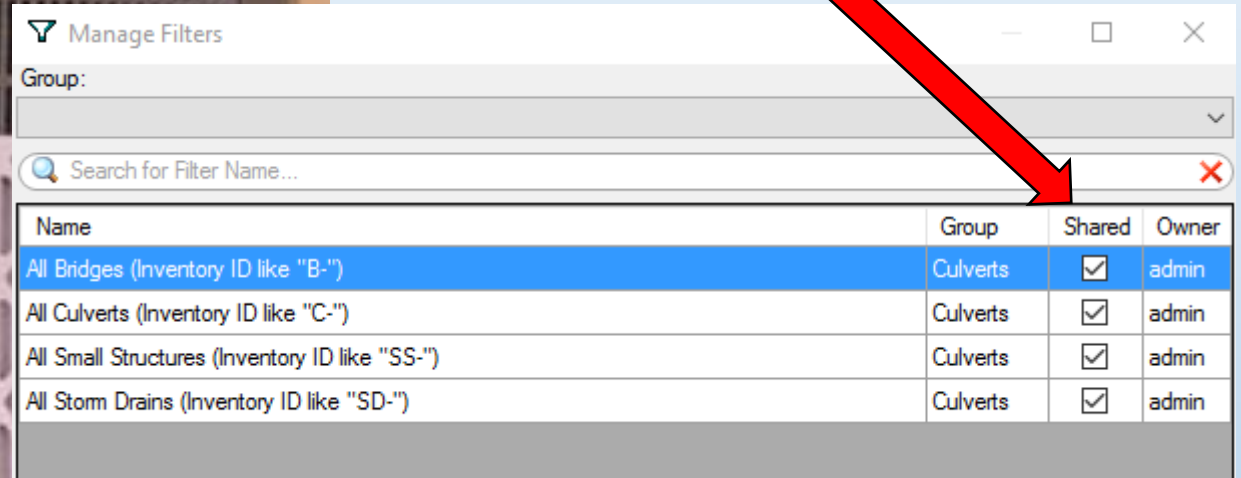
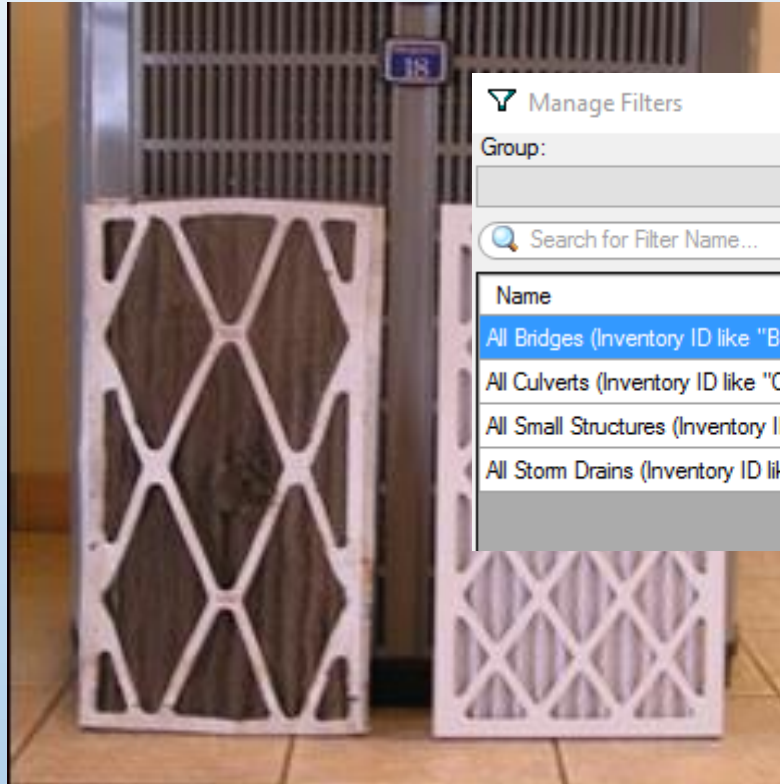
 Delete
  Edit
  Add

REVIEW DATA FIELD TYPES AND USER DEFINED FIELDS

A hand holding a white squeegee against a blue sky with white clouds, symbolizing cleaning or removal. The squeegee is positioned diagonally across the frame, with the hand on the right side. The background is a bright blue sky with scattered white clouds. The overall image conveys a sense of freshness and removal.

**DELETE
OBSOLETE
CLOUD FILES**

DELETE OBSOLETE AND ONE-TIME-USE FILTERS



Name	Group	Shared	Owner
All Bridges (Inventory ID like "B-")	Culverts	<input checked="" type="checkbox"/>	admin
All Culverts (Inventory ID like "C-")	Culverts	<input checked="" type="checkbox"/>	admin
All Small Structures (Inventory ID like "SS-")	Culverts	<input checked="" type="checkbox"/>	admin
All Storm Drains (Inventory ID like "SD-")	Culverts	<input checked="" type="checkbox"/>	admin

CREATE NEW FILTERS FOR UPCOMING YEAR

ROADSOFT SIGN/SUPPORT WORK ORDER

Work Order ID: 2016-0829-1540

Assigned To: Anthony H.

Entered On: 8/29/2016

Priority: Normal

Status: Open

Work Order By: Bonnie B.

Record Township; R/M down @ CR18/Keltner



Check if Completed

Work Order

LOCATION

Intersection: Dover Ct & County Road
Road Name: Keltner Rd
MP: 0.006
Side of Street: West

GPS

Long: 41.6595
Lat: -85.9389

Applies To:

SUPPORT

Work Type: **Other**
Support Desc:
Locale Type: RoadSide
Base Type: Concrete
Support Type: Round

Number

Support Size

Support Material: S

defined

SIGN

Work Type: **Other**

MUTCD Code: **D3-1**

STREET NAME



**REVIEW MAP
CHANGES.**

**REMOVE
(ARCHIVE) OR
ADD ASSETS AS
NEEDED.**



REVIEW ROADSOFT USER LIST

Add Roadsoft User

* Login ID:

First Name:

Last Name:

Power User

Module Permissions	
Bridge Module	Read/Write access
Crash Module	No access
Culvert Module	Read/Write access
Driveway Module	Read/Write access
Guardrail Module	Read/Write access
Interchange Module	Read/Write access
Intersection Module	Read/Write access
Linear Pavement Marking Module	Read/Write access
Point Pavement Marking Module	Read/Write access
Road Module	Read/Write access
Sidewalk Module	Read/Write access
Sign Module	Read/Write access
Traffic Count Module	Read/Write access
Traffic Signal Module	Read/Write access

Right-click permissions grid for options.

* required field



**Don't
Forget
To Backup**



Thank You!
Carla Schubert