



Searching for a Project in TxDOTCONNECT

A TxDOTCONNECT Job Aid

Impacted Roles

All TxDOTCONNECT Users

Last Revised

October 2021

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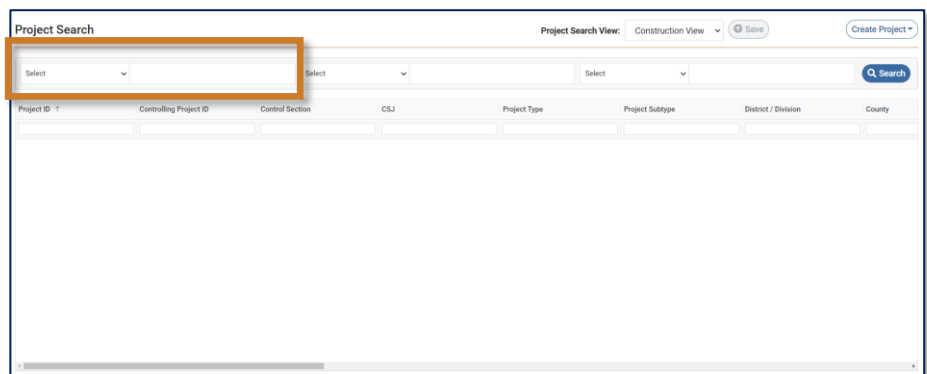
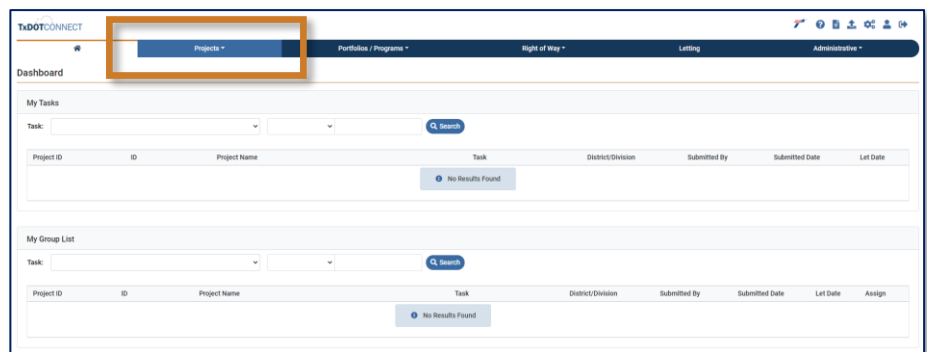
Searching for an Existing Project

1. Click the **Projects Tab** to search for a project.
2. Click the **Project Search** option. The project search screen will appear.

 District staff will see active (not all) projects in their district by default.

 Division staff will see no projects until they perform a search.

3. Click into one of the search fields using up to three criteria (see right) and enter the search data.





4. Click **Select** dropdown menus to select the criteria to be used in your search.

The screenshot shows the 'Project Search' interface. At the top right, there is a 'Project Search View' dropdown set to 'Construction View', a 'Save' button, and a 'Create Project' button. Below this, there are three 'Select' dropdown menus for filtering. A search bar with a magnifying glass icon and the word 'Search' is on the right. A table with columns: Controlling Project ID, Control Section, CSJ, Project Type, Project Subtype, District / Division, and County is visible. On the left, a dropdown menu is open, listing various search criteria such as Project ID, Controlling Project ID, Control Section, CSJ, Project Type, Project Subtype, District / Division, Full Authority, District / Division Number, County, Estimated Let Date, Major Project, Federal Project Number, State Project Number, Highway, Limits From, Limits To, and Assigned To.

5. Base on your search, all projects matching the criteria will populate. The fields under the column headers may be used to refine your search. Click in any of these fields to type additional criteria to narrow the search.

The screenshot shows the 'Project Search' interface with search results. The 'District / Division' dropdown is set to 'Austin'. The search results table has the following columns: Project ID, Controlling Project ID, Control Section, CSJ, Project Type, Project Subtype, District / Division, County, Estimated Let Date, Major Project, Federal Project Number, and State Pr. The table contains 15 rows of project data.

Project ID	Controlling Project ID	Control Section	CSJ	Project Type	Project Subtype	District / Division	County	Estimated Let Date	Major Project	Federal Project Number	State Pr
A00000435	0015-07-063	0015-08	0015-08-120	Construction	Legacy	Austin - 14	Williamson	06/2006			C 15
A00002443	0836-02-047	0836-01	0836-01-010	Construction	Legacy	Austin - 14	Williamson	06/1999			CD E
A00002444	0836-02-044	0836-01	0836-01-011	Construction	Legacy	Austin - 14	Williamson	01/2003		STP 2002(678)	
A00003227	0014-09-098	0914-22	0914-22-060	Non-Let	Legacy	Austin - 14	Caldwell	08/2011		STP 2011(375)FRS	
A00005989	0015-13-277	0015-13	0015-13-277	Construction	Legacy	Austin - 14	Travis	09/1998			C 15
A00005990	0015-13-278	0015-13	0015-13-278	Construction	Legacy	Austin - 14	Travis	08/2000		IM 35-3(214)	
A00005991	0015-13-279	0015-13	0015-13-279	Construction	Legacy	Austin - 14	Travis	06/2000		NCL 2000(856)HES	
A00005992	0015-13-280	0015-13	0015-13-280	Construction	Legacy	Austin - 14	Travis	11/1998		IM 35-3(209)	
A00005993	0015-13-280	0015-13	0015-13-281	Construction	Legacy	Austin - 14	Travis	11/1998			CPM
A00005994	0015-13-282	0015-13	0015-13-282	Construction	Legacy	Austin - 14	Travis	08/1999		IM 35-3(213)	
A00005995	0015-13-283	0015-13	0015-13-283	Construction	Legacy	Austin - 14	Travis	08/1999		STP 99(485)MM	
A00005996	0015-13-284	0015-13	0015-13-284	Construction	Legacy	Austin - 14	Travis	08/1999		STP 99(496)MM	
A00005997	0015-13-285	0015-13	0015-13-285	Construction	Legacy	Austin - 14	Travis	01/1999		STP (JMM)	



Customizing the Column Headers

TxDOTCONNECT allows users to customize the Project Search Page ensuring the user can filter projects by the Search Field Column Headers preferred.

The screenshot shows the 'Project Search' interface. At the top right, there is a 'Project Search View:' dropdown menu with the following options: 'Construction View', 'Custom View' (highlighted in blue), 'Maintenance View', and 'Right of Way View'. To the right of the dropdown are 'Save' and 'Create Project' buttons. Below the dropdown are three 'Select' dropdown menus and a 'Search' button. At the bottom, a table header is visible with columns: 'Project ID ↑', 'Controlling Project ID', 'Control Section', 'CSJ', 'Project Type', 'Project Subtype', and 'District'.

Users may choose from the following Preset Views:

- **Construction View** for use with Construction and most other project types.
- **Maintenance View** for use with Maintenance Projects.
- **Right of Way View** for use by ROW user roles.
- **Custom View** to establish a personalized view of project criteria.

Custom View

In Custom View, the user can choose the search criteria column headers displayed using the drop down menu displayed after selecting **Custom View**.

Select or deselect the check box to enable or disable the column headers desired to be displayed on the **Project Search Page**.

