Searching for a Project in TxDOTCONNECT

A TxDOTCONNECT Job Aid
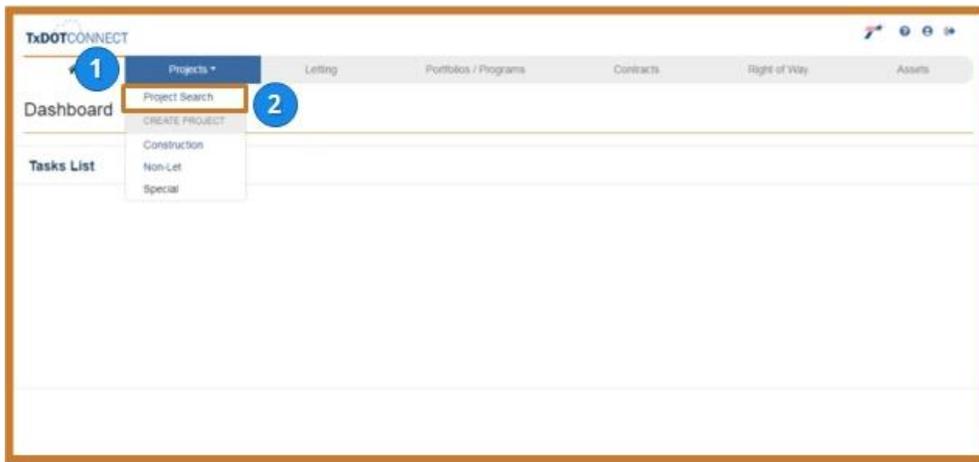
Who?

**All TxDOTCONNECT Users**

When?

**Release One**

Searching for an Existing Project

1. Click the projects tab to search for a project.
2. A drop-down menu will appear, click the **Project Search** option.

   The project search screen will appear.

When you select **Project Search** from the Top Menu Bar, you are taken to the **Project Search** page. This page differs depending on whether you are a district or a division employee.
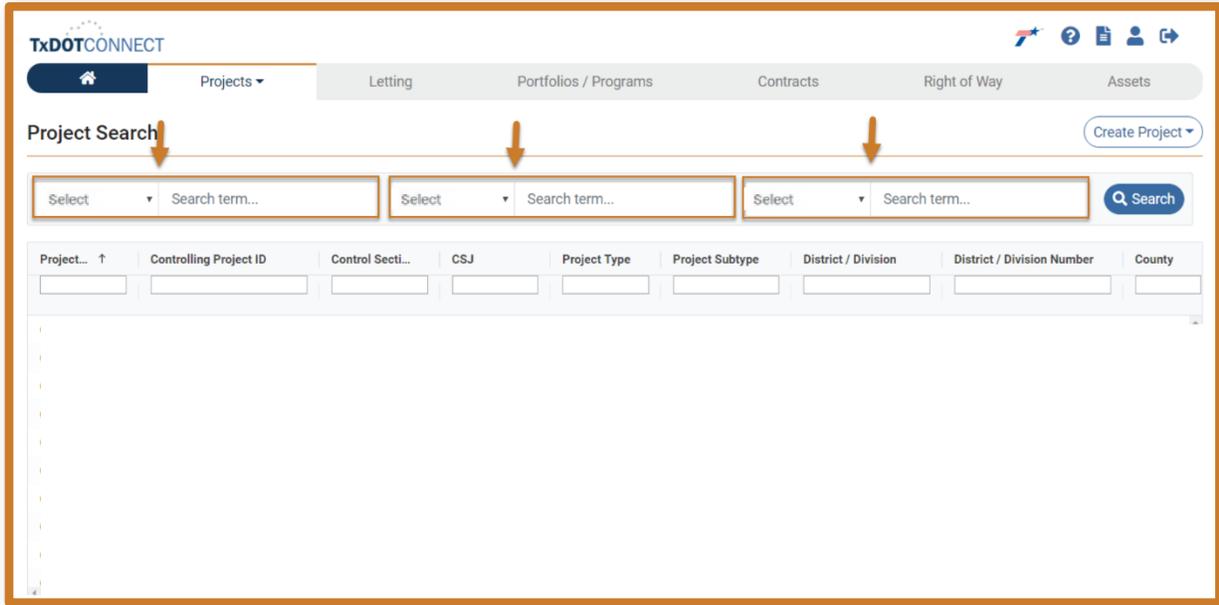

You can search using up to three criteria (see above).

3 Use the "Select" dropdown menu to select the criteria to be used in your search

- ▪ **District staff** will see *active* (not *all*) projects in their district by default.
- ▪ **Division staff** will see no projects until they perform a search.
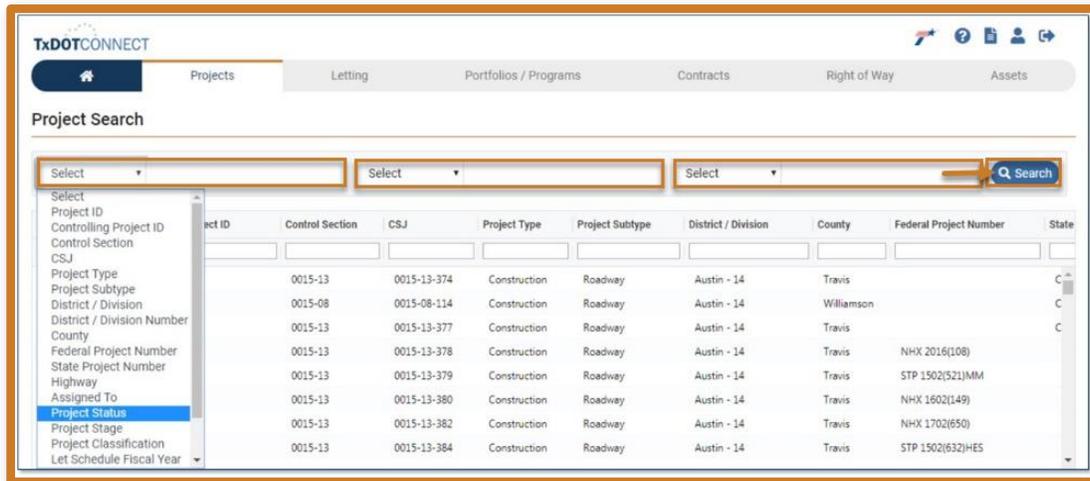
4 Once you've selected one or more search criteria, enter a search term and click Search. Your search result will populate.
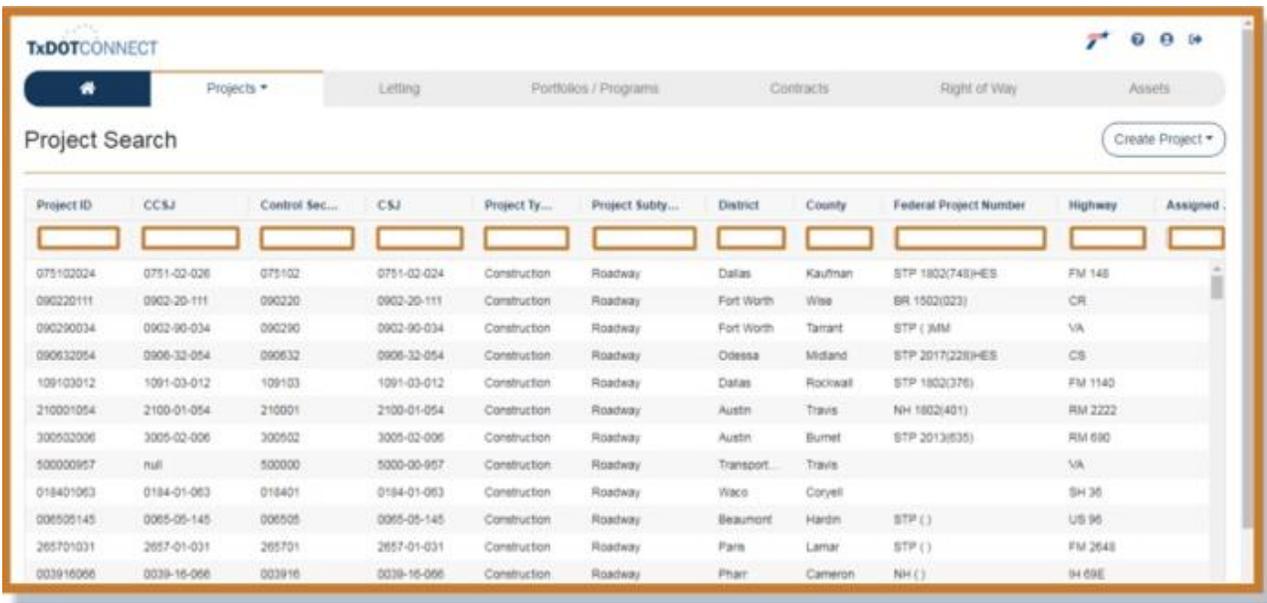
5. For District employees, TxDOTCONNECT currently displays all active projects and their data by default.

   The Project List can be filtered by typing data into one or more column header fields

   The list will filter as you type to include only those projects that contain matching data! This is known as "type-ahead filtering."
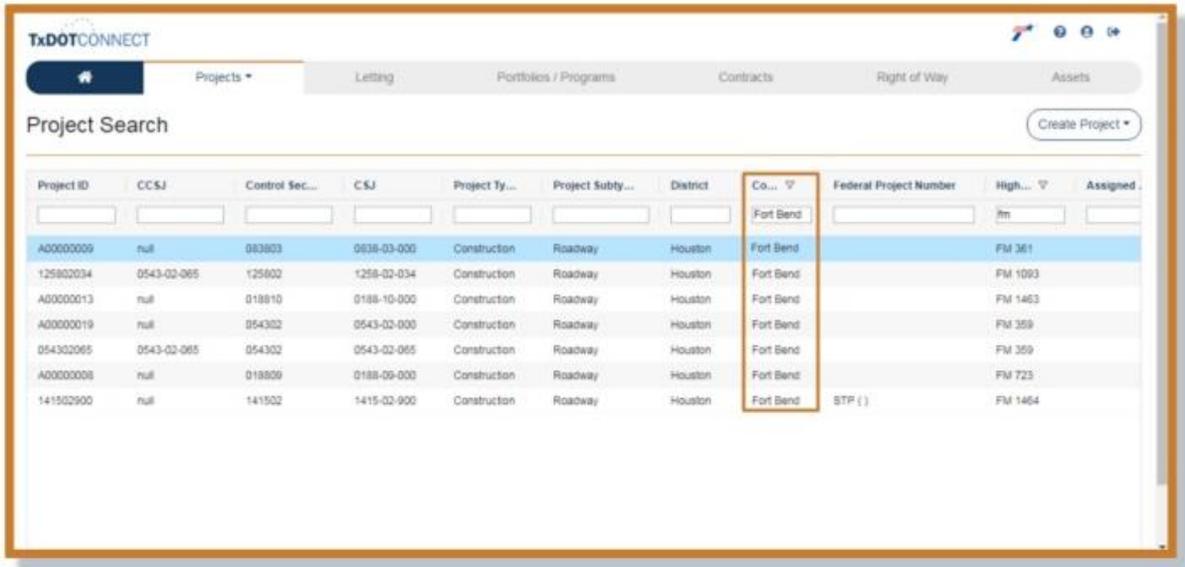
6. TxDOTCONNECT will recognize your search term and automatically filter the list for you! It is that easy to search for and find the project you are looking for.

A TxDOTCONNECT JOB AID

Not finding what you're looking for? Remember these tips:

- Is the project closed? Select **Project Status** in your Search Criteria and type "Closed."
- Was the project created in DCIS? Select **Project Subtype** in your Search Criteria and type "Legacy."
- Is the project in a different district? Select **District/Division** in your Search Criteria and type the district's name.
- **Remember:** You can search by partial information – there is no need for a "wildcard" character.