

Bulk Upload Feature

A TxDOTCONNECT Job Aid

Who?

- Letting Management Coordinator
- UTP Coordinator
- STIP Coordinator
- District & Division Project Managers
- Funding Manager District
- Civil Rights Coordinator
- Professional Engineer (& Consultant)
- Engineer's Estimate Coordinator (& Consultant)
- Landscape Architect
- Design Coordinator

When?

May 2019

Bulk Upload Overview

The **Bulk Upload** feature in TxDOTCONNECT allows users with certain roles to update data on many projects at once by uploading a single file.

The data types that can be updated in this way, as well as the security roles that can upload them, are shown below:

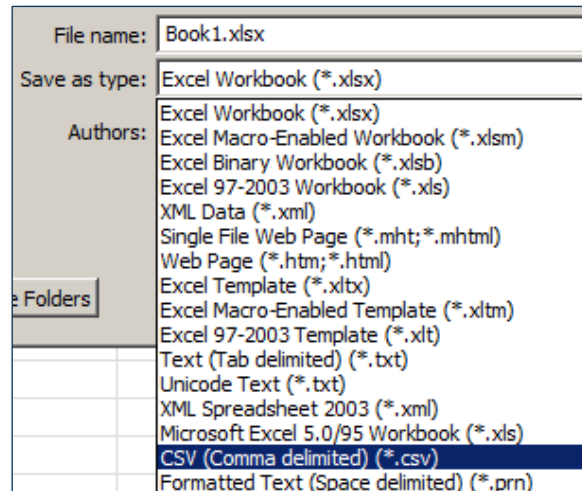
Data Type	Authorized Security Roles
Federal Project Number	Letting Management Coordinator
Minute Order Number	Letting Management Coordinator
Planning Targets	Letting Management Coordinator, UTP Coordinator
FHWA Approval Date	STIP Coordinator
District/MPO Scores	District & Division Project Managers and District Funding Managers
DBE & SBE Goals	Civil Rights Coordinators
Engineer's Estimate	Professional Engineer & corresponding consultants, Engineer's Estimate Coordinator & corresponding consultants, Landscape Architect, District Project Managers, Design Coordinators




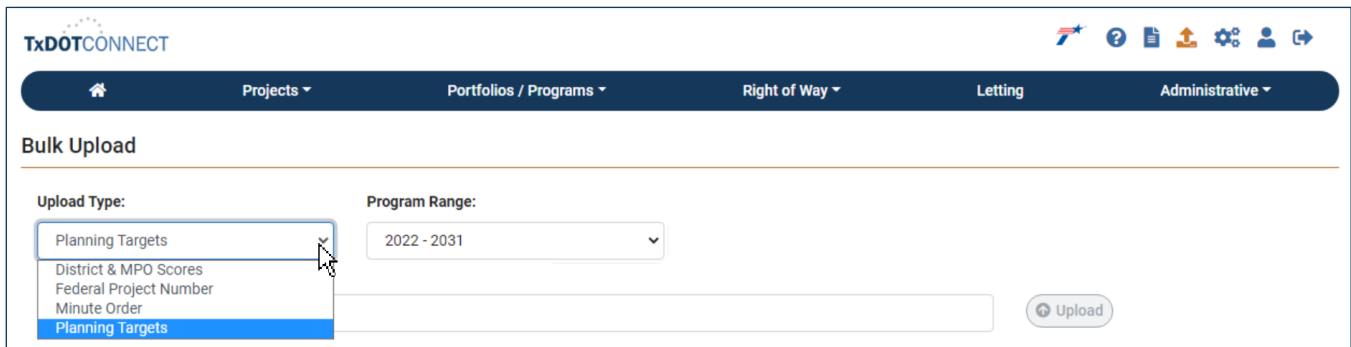
Bulk Upload

1. Populate a template with the data you wish to use to update projects in TxDOTCONNECT.

- You must use the proper template according to the type of data being uploaded. See **Templates by Data Type** below.
- The template must be saved as a .CSV file or the upload will not be accepted.



2. Click  **Bulk Upload** in the Tools Menu to navigate to the **Bulk Upload Page** shown below.




3. Select the desired **Upload Type** once on the Bulk Upload Page.

 You will only be able to see the upload type(s) for which you have permission.

4. Click  **Browse** to browse for the correct file.

5. Select the desired Excel file.

 The file must be formatted properly and saved as a .CSV file.

6. Click  **Upload Button** to upload the file.



Templates by Data Type

Federal Project Number (Letting Management Coordinators)

To upload Federal Project Number data, the template must be formatted with three columns:

- CCSJ
- CSJ
- Federal Project Number

	A	B	C
1	Federal Project Number		
2	CCSJ	CSJ	Federal Project Number
3	XXXX-XX-XXX	XXXX-XX-XXX	
4	XXXX-XX-XXX	XXXX-XX-XXX	

Link: [Federal Project Number Template](#)

FHWA Approval Date (STIP Coordinator)

To upload FHWA Approval Date data, the template must be formatted as shown.

Projects are identified by their Revision Date and optionally by their CSJ.



When updating FHWA Approval Dates, TxDOTCONNECT sends notifications to all Project Managers assigned on the Resources page (if Notifications are on).

	A	B
1	STIP: FHWA Approval Date	
2	FHWA Approval Date	MM/DD/YYYY
3	Revision Date	MM/YYYY
4	CSJ	
5	CSJ	
6	CSJ	

Link: [FHWA Approval Date Template](#)

Minute Order for Funding (Letting management Coordinator)

To upload Minute Order data, the template must be formatted as shown.

Link: [Minute Order for Funding Template](#)

	A	B	C
1	Minute Order		
2	Minute Order Number		
3	Minute Order Date	MM/YYYY	
4	Estimated Let Date Start	MM/YYYY	
5	Estimated Let Date End	MM/YYYY	
6	PID Exclusions	109	List next



Planning Targets (Letting Management Coordinator, UTP Coordinator)

To upload Planning Target data, the data must be formatted in accordance with the example shown.

Link: [Planning Targets Template](#)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Planning Targets																	
2		YYYY	YYYY															
3		District/MPO/Division	Category 1	2	4R	4U	5	6	7	8	9PTN	9TMA (WPs based on recipient)	11 DD	11 PES	3 DB	12 CL	Strategic	
4	District	Abilene																
5	District	Amarillo																
6	District	Atlanta																
7	District	Austin																
8	District	Beaumont																
9	District	Brownwood																
10	District	Bryan																
11	District	Childress																
12	District	Corpus Christi																
13	District	Dallas																

District/MPO Scores (District & Division Project Manager, District Funding Manager)

To upload District/MPO Scores to a district or division program, the data must be formatted in accordance with the example shown.

Link: [District/MPO Scores Template](#)

	A	B	C	D	E	F
1	Program ID	Version	CSJ	District Score	MPO Score	
2			0			
3						
4						
5						
6						
7						
8						



Engineer’s Estimate

(Professional Engineer & Consultant, Engineer’s Estimate Coordinator & Consultant, Landscape Architect, District Project Manager roles, Design Coordinator)

	A	B	C	D	E	F	G	H	I
1	CSJ	Category of Work	NBI/Utility ID	Bid Code/Force Account ID	Quantity	Unit Price	Plan Set Location	Alt Bid Group	Federally Funded
2	XXX-XX-XXXX			XXXX-XXXX					

- Data on the final tab titled **Engineers Estimate Bulk Upload** must be formatted according to the example shown.
- For instructions on how to enter Bid Items directly into the spreadsheet, see the first tab titled **Instructions.**”



Mobilization can only have a **Quantity** up to **1 decimal point**.
 All other bid codes can have a Quantity up to **3 decimal points**.

Link (pending): [Engineer’s Estimate Spreadsheet Template](#)



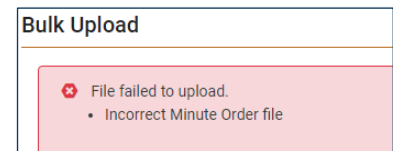
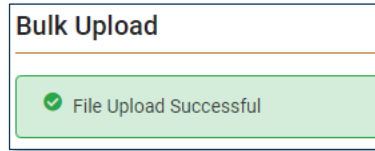
The Engineer’s Estimate spreadsheet template is programmed with formulas essential to performing a successful upload into TxDOTCONNECT and must **not** be altered. (If an issue arises that requires an update to the spreadsheet, please contact the Design Division at DES_PD_WEBHELP@txdot.gov for assistance.)



Bulk Upload: TxDOTCONNECT Results

1. TxDOTCONNECT checks the format of the file and its data.

The system will either display “File Upload Successful” or return an error message.



2. The File Processing History updates to reflect your upload. You can see the file history of the data types for which you have permission to upload (e.g., a STIP Coordinator can see all past FHWA Approval Date uploads).

Upload Type	File Name	By	Date of Upload
STIP: FHWA Approval Date	FHWA Approval Date Bulk Upload Template.csv	Ernest Roth	04/12/2019
STIP: FHWA Approval Date	FHWA Approval Date Bulk Upload Template.csv	Ernest Roth	04/11/2019
Planning Targets	Bulk_Uploads_Planning_Targets_Successful.csv	Kevin Le	04/10/2019
Planning Targets	Bulk_Uploads_Planning_Targets_Successful.csv	Kevin Le	04/10/2019
Planning Targets	Bulk_Uploads_Planning_Targets_Successful.csv	Kevin Le	04/10/2019

3. The individual who uploaded the file receives an email notification (if their Email notifications are turned on) with the following information:

- Type of Upload
- Date of Upload
- File Name
- Number of Records in the File
- Number of Records Processed
- Number of Records Unsuccessful

