



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

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GEODETIKS BULLETIN NO. 24 - 01

Regarding implementation of the TDOT Survey Request Application

Effective on June 1, 2024, requests for information or data collection from Geodetics staff across TDOT will ***only*** be accepted through the "TDOT Survey Request" electronic Application. **This Geodetic Bulletin applies to all survey requests except for those in Activity 0SY1 and 1SY1 from the Project Delivery Network (PDN) Process.** Geodetics requests for Activity 0SY1 and 1SY1 from the PDN developed projects will be made as part of the Team discussion and will not be entered in the Survey Request Application.

Attached to this instructional bulletin is a guidance document to show the users how to use the survey request application to make a request.

The TDOT Survey Request Application can be accessed from the TDOT SharePoint site, Geodetics Section, under the Quick Links. Here is a direct link to the tool: [TDOT Survey Request Application](#).

Shane M. Hester, PE
Engineering Division Director

SMH:JHW
June 1, 2024

| Application Instructions | |
|--|----------------------------|
|  | |
| Survey Request Application | |
| | EFFECTIVE: 6/1/2024 |
| | |
| | ATTACHMENTS: None |
| | |

1.0 APPLICATION DESCRIPTION

This application allows for the input and tracking of Survey Requests

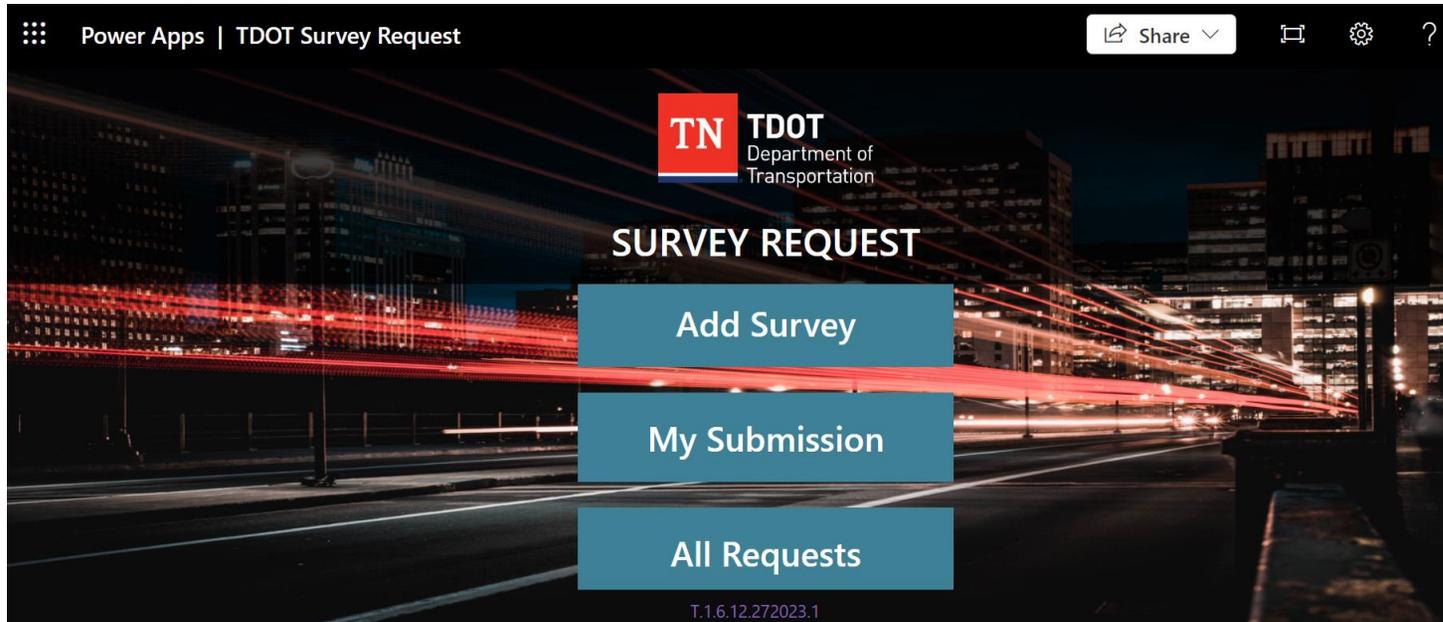
2.0 AUDIENCE

This application is intended to be used by any person needing to enter a request for survey work and any person involved in the process of accepting and tracking those requests.

3.0 APPLICATION INSTRUCTIONS

- To open the application, find the associated link found in the following location(s)
 - [TDOT Survey Request Application](#)

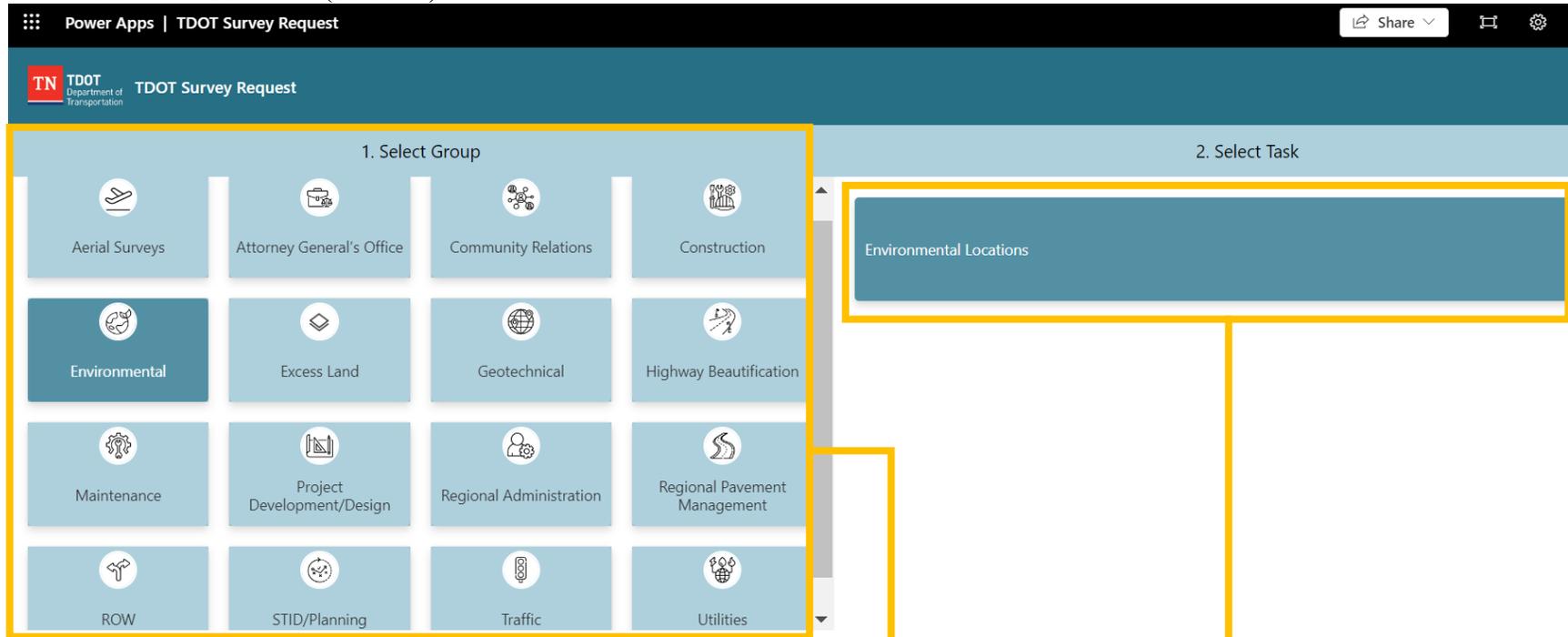
3.2 HOME SCREEN



NOTE: The Initials of the user currently logged into the application will appear in the top right corner of the application Home Screen

- **Add Survey:** Begins a new 'Survey Request'
- **My Submission:** Opens the 'My Requests' screen to view Survey Requests submitted by the currently logged in User
- **All Requests:** Opens the 'All Requests' screen where ADMIN users can view ALL submitted requests. (Only ADMIN Users see this option.)

3.3 ADD SURVEY (Screen 1)



- **Select Group:** The user selects the group from the buttons above
- **Select Task:** The user selects a task
 - .1 **NOTE:** The tasks will change based on the Group selection made

3.4 ADD SURVEY (Screen 2)

Power Apps | Survey Request

Share

TN TDOT Department of Transportation TDOT Survey Request

Aerial Surveys > Aerial Survey Request

* Requester: Mark Denney

Accuracy needed: [Empty]

Pixel size: [Empty]

Area of interest: [Empty]

When do you need it?: [Empty]

Coordinate system and GeolD: [Empty]

Datum adjustment factor: [Empty]

Control received?: [Empty]

Point of contact: [Empty]

DTM width from centerline (How far from centerline do you need data?). 300ft is normal, for each side so 600ft total: [Empty]

Lidar needed: [Empty]

What deliverable do you need: [Empty]

Comments: [Empty]

X Submit

NOTE: The “X” button will cancel the Survey Request submission

NOTE: The Submit button will not be available to select if any Required Fields (fields with an *) are not filled out.

- **Fields:** You’ll find various types of fields across the many different Tasks selectable from within the app. Any fields marked with an asterisk (*) are “Required” fields and will prevent submission of the request until a value is entered.
- **Submit Button:** When all needed fields are filled, selecting the “Submit” button will send the request to the team and notify the appropriate parties via email. The submitting user will also receive an email detailing the expectations of their request moving forward.

3.5 MY SUBMISSION & ADMIN (Screen 3)

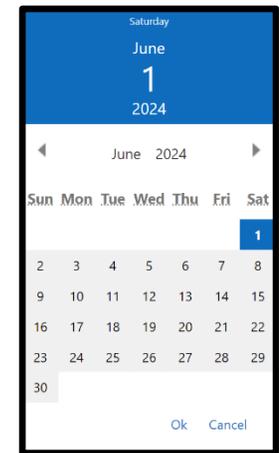
NOTE: Filter the selection of displayed submissions using the options presented in this row

NOTE: These symbols indicate the status of the request.

-  **Not Started**
-  **In Progress**
-  **Completed**

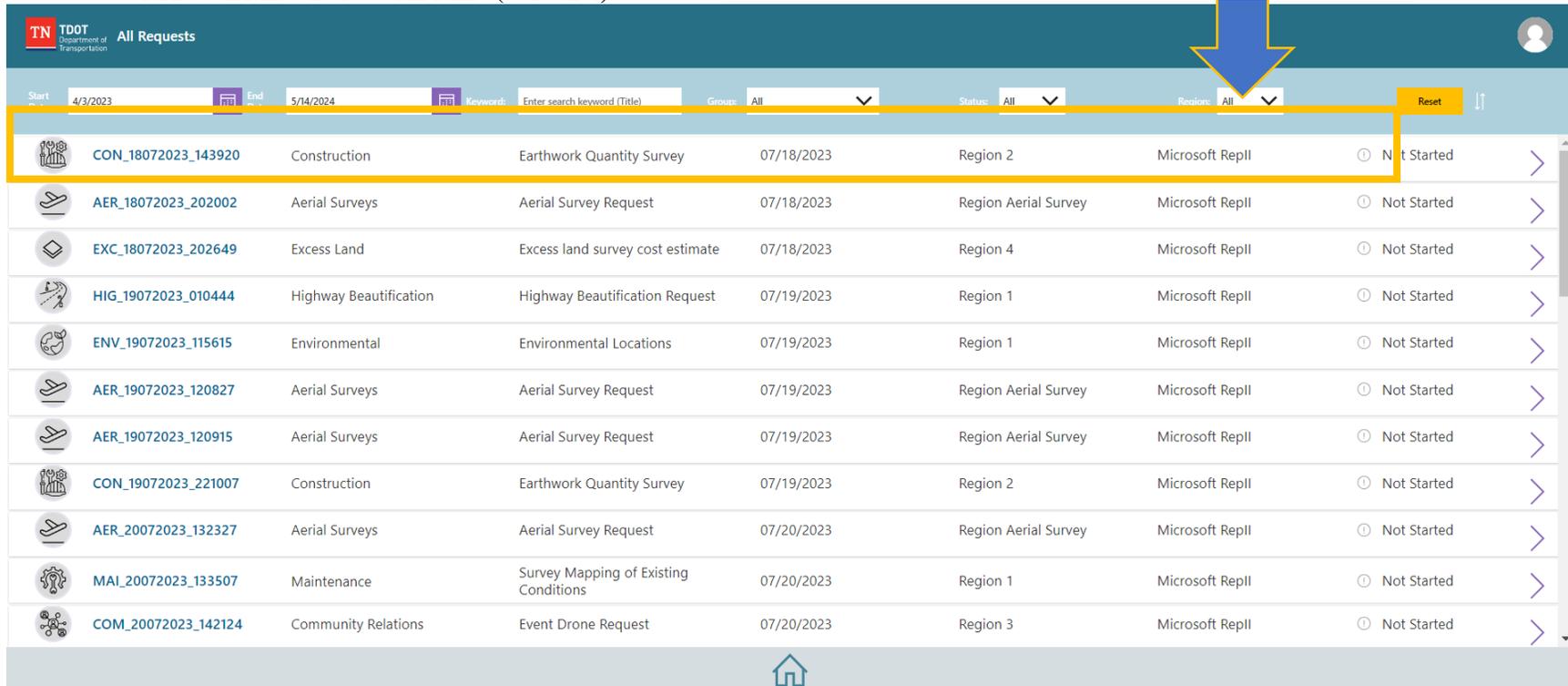
- **Request Details:** At a glance details of users various requests is available here. Select the buttons for the request to view the form fields and further details.
- **Filter Options:** Filter the displayed requests using the options at the top of the page
 - 1 **NOTE:** The Start Date and End Date fields can be filled using text entry or by selecting the purple Calendar icon

NOTE: The Survey Application is designed as a Responsive Application. This means that depending on the device a user opens the application with the screen size determines the look of the application. For Example, Screens 3.5 and 3.6 are available with both the “My Submission” tool and the “All Requests” tool, depending on the screen size or zoom ratio



3.6 MY SUBMISSION & ADMIN (Screen 4)

NOTE: Use this section to filter the submissions present on the screen



| Start | End | Keywords | Group | Status | Region | Reset | |
|---|---------------------|------------------------------|---------------------------------------|------------|----------------------|-----------------|-----------------|
| 4/3/2023 | 5/14/2024 | Enter search keyword (Title) | All | All | All | | |
|  | CON_18072023_143920 | Construction | Earthwork Quantity Survey | 07/18/2023 | Region 2 | Microsoft RepII | ⓘ Not Started > |
|  | AER_18072023_202002 | Aerial Surveys | Aerial Survey Request | 07/18/2023 | Region Aerial Survey | Microsoft RepII | ⓘ Not Started > |
|  | EXC_18072023_202649 | Excess Land | Excess land survey cost estimate | 07/18/2023 | Region 4 | Microsoft RepII | ⓘ Not Started > |
|  | HIG_19072023_010444 | Highway Beautification | Highway Beautification Request | 07/19/2023 | Region 1 | Microsoft RepII | ⓘ Not Started > |
|  | ENV_19072023_115615 | Environmental | Environmental Locations | 07/19/2023 | Region 1 | Microsoft RepII | ⓘ Not Started > |
|  | AER_19072023_120827 | Aerial Surveys | Aerial Survey Request | 07/19/2023 | Region Aerial Survey | Microsoft RepII | ⓘ Not Started > |
|  | AER_19072023_120915 | Aerial Surveys | Aerial Survey Request | 07/19/2023 | Region Aerial Survey | Microsoft RepII | ⓘ Not Started > |
|  | CON_19072023_221007 | Construction | Earthwork Quantity Survey | 07/19/2023 | Region 2 | Microsoft RepII | ⓘ Not Started > |
|  | AER_20072023_132327 | Aerial Surveys | Aerial Survey Request | 07/20/2023 | Region Aerial Survey | Microsoft RepII | ⓘ Not Started > |
|  | MAI_20072023_133507 | Maintenance | Survey Mapping of Existing Conditions | 07/20/2023 | Region 1 | Microsoft RepII | ⓘ Not Started > |
|  | COM_20072023_142124 | Community Relations | Event Drone Request | 07/20/2023 | Region 3 | Microsoft RepII | ⓘ Not Started > |

- **Page Details:** Admins can view the details of submissions for all groups or filter to a specific request via the options at the top of the screen
- **Request Status:** Select the Status symbol on each submission and Edit the submission to change the status of the request
 - .1 **Note.** Upon opening the request, the details and status of the request will be “read-only”. Selecting the pencil icon will allow editing and update of the status for the request. The submitting user will receive and email update when the status of a request is changed.

NOTE: The Survey Application is designed as a Responsive Application. This means that depending on the device a user opens the application with the screen size determines the look of the application. For Example, Screens 3.5 and 3.6 are available with both the “My Submission” tool and the “All Requests” tool, depending on the screen size or zoom ratio