

Alaska DOT&PF Permitting Application Software

Encroachment Permit Staff Training Guide

Role: Reviewer

This document is a desktop guide on how to operate the new Alaska DOT&PF Permitting Application Software for Encroachment Permits. It is specifically written for those acting in the role of reviewer.

Access the DOT&PF employee portal:

<https://adotak.workflow.opengov.com>

Login with your State of Alaska email. You will not need to enter a password as we have Single Sign On access. If you have trouble signing in, please contact Kelly Summers at Kelly.summers@alaska.gov

WHERE THINGS ARE

Inbox

Upon login, you are directed to your Inbox.



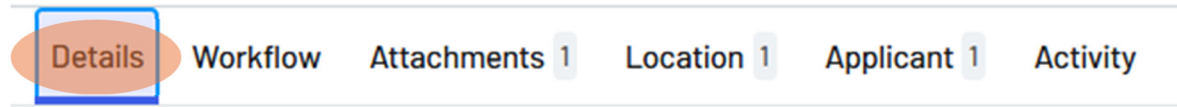
Here you see all the permit applications that are currently assigned to you.

Using the dropdowns located in the upper right-hand corner of the left side of the screen, the user may filter and sort the permits assigned to them by status (Active, Complete, On Hold, Reject, Inactive, or Skip), task (All Tasks, Approval, Payment, or Inspection), and due date (Oldest First or Newest First).

From your inbox, select the permit application you wish to review, and click “Open Task” in the upper right corner.

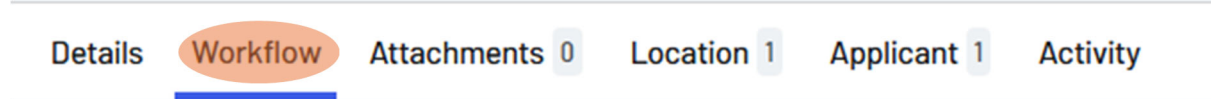
A blue rectangular button with the text 'Open Task' in white, bold font.

Details Tab



The “Details” tab displays all the data entry fields associated with the encroachment permit application. This information is broken down into several sections. Additional information on each section is provided below under “**STEP 2: DOT&PF – Permit Application Review**”. Please note that which sections you see can vary with each permit application.

Workflow Tab

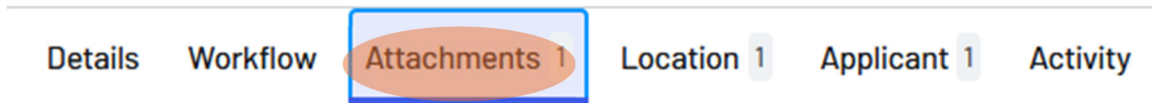


This tab displays the process steps associated with the permit (left side), and task-specific details (right side). The tasks listed will vary depending on the information entered into the system. The step color reflects the Record Status (Blue = Active, Green = Complete, Orange = On Hold, Red = Rejected, White = Inactive/Skipped). The table below shows all workflow steps in the encroachment permit application process. The steps with gray highlight are associated with the role of Right-of-Way Agent and are not discussed in this guide. Please refer to the Right-of-Way Agent Staff Training guide for information on those workflow steps.

Workflow Step	Step Name
1	DOT&PF – Assign Reviewers
2	DOT&PF – Permit Application Review
3	Permittee – Application Fee
4a	DOT&PF – Functional Group Technical Review
4b	DOT&PF – Functional Group Technical Review: Select Reviewers from among: Environmental, Highway Design, Maintenance & Operations, Planning, Right-of-way Property Management, Traffic Safety, Utilities (functional groups can be added or deleted as needed)
5a	DOT&PF – Economic Rent Valuation
5b	DOT&PF – Appraisal
6	DOT&PF – Consolidate Comments
7a	DOT&PF – Draft Short Permit for Review
7b	DOT&PF – Draft Long Permit for Review
8	DOT&PF – Regional Right-of-Way Chief Review
9	DOT&PF – Request Permittee Signature

10a	Permittee – Signature
10b	DOT&PF – Generate Complete Short Permit
10c	DOT&PF – Generate Complete Long Permit
11	DOT&PF – Regional Right-of-Way Chief Signature/Execution
12a	DOT&PF – Generate Executed Short Permit
12b	DOT&PF – Generate Executed Long Permit
13	Permittee – Pay Economic Rent

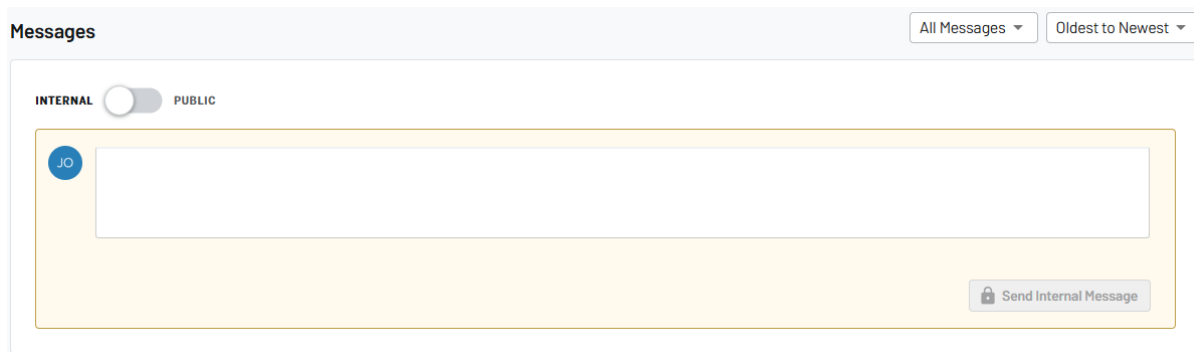
Attachments Tab



This is where documents are uploaded by the applicant. A site plan and photos of Site (minimum of 3) are required to be uploaded by the applicant with all encroachment permit applications.

HOW TO MESSAGE INTERNAL STAFF

At any step in the Workflow, you can send a message to internal staff. To do this, click the “Workflow” tab. On the right side of the screen, locate the message section and verify the toggle is on “Internal”. In the text box type “@name” (first name last name) and if that person has an account, their name will auto-fill. You can tag multiple individuals in each message. Type your message in the text box, then select “Send Internal Message”. The staff you tagged will receive an email prompting them to login to the permit application.



HOW TO REVIEW THE INFORMATION SUBMITTED BY THE APPLICANT

Download the attachments that were submitted by the applicant under the “Attachments” tab. Then review the information submitted by the applicant under the “Details” tab. The “Details” tab displays all the data entry fields associated with the encroachment permit application. Some of these data entry fields were entered by the applicant, and some were entered by the ROW Agent. The fields that the ROW Agent entered are identified by a padlock icon. The information is broken down into several sections which have been outlined below. Please note that which sections you see can vary with each permit application. Required data entry field are denoted with an asterisk icon. All sections are explained below:

1. *Internal Use*: For Agents to input information as determined by the application.
2. *Short Form*: For Agents to indicate short form information for the permit.
3. *Long Form*: For Agents to indicate long form information for the permit.
4. *Call Log*: The Call Log for Agent use.
5. *Permit Signature*: The permittee signature.
6. *Applicant Information*: This is the information submitted by the applicant.
7. *General Information*: Continues information submitted by the applicant.
8. *Application/Renewal For Encroachment Permit*: Continues information submitted by the applicant.
9. *Instructions And Other Information*: General instruction to the applicant.
10. *Acknowledgement*: Applicant’s signature and what they agreed to upon submission.
11. *Electronic Signature*: The agent requests the applicant sign the permit electronically after the Regional ROW Chief has approved the draft permit.

STEP 3b: DOT&PF – Functional Group Technical Review

The ROW Agent selects which functional groups should review the permit application.

STEP 7a: DOT&PF – Draft Short Permit for Review

STEP 7b: DOT&PF – Draft Long Permit for Review

This workflow step contains the draft Long Permit or Short Permit, as selected by the ROW Agent.

STEP 8: DOT&PF – Regional Right-of-Way Chief Review

When the draft permit is ready for review by the Regional ROW Chief, the ROW Agent assigns this step to them. The Regional ROW Chief receives an email alerting them that a draft permit is waiting for review. Click on the link in the email to be taken to the permit application, then click the workflow step “**DOT&PF – Draft Short Permit or Long Permit for Review**” to view the draft permit. Review the information

submitted by the applicant as described above under “**HOW TO REVIEW INFORMATION SUBMITTED BY THE APPLICANT**”.

To submit comments to the ROW Agent, see above section “**HOW TO MESSAGE INTERNAL STAFF**”. If changes are requested, the ROW Agent make the changes and send the reviewer an internal message to review the updated draft permit. The reviewer receives an email alerting them that the draft permit is ready for review again. Click on the link in the email to be taken to the permit application, then click the workflow step “**DOT&PF – Draft Permit for Review**” to review the updated draft permit. If additional changes are required, submit them again as just described. To approve the draft permit, click “complete step” at the bottom right corner of the screen to complete the step.

STEP 11a: DOT&PF – Generate Complete Short Permit

STEP 11b: DOT&PF – Generate Complete Long Permit

This workflow step contains the updated draft permit for final review.

STEP 12: DOT&PF – Regional Right-of-Way Chief Signature/Execution

When the updated draft permit is ready for final review by the Regional ROW Chief, the ROW Agent assigns this step to them. Review the updated draft permit and submit comments or approve as described above under “**STEP 8: DOT&PF – Regional ROW Chief Review**”. To approve the updated draft permit, click “complete step” at the bottom right corner of the screen to complete the step.

STEP 13a: DOT&PF – Generate Executed Short Permit

STEP 13b: DOT&PF – Generate Executed Long Permit

Immediately upon completion of the prior step, a fully executed permit is created and automatically sent to the applicant.
