

Montana Department of Transportation Information Services Division

Manage ROW Parcel Documents User's Manual

Version 1.0.0 April 2016

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1. Overview

The MDT Right of Way Bureau is responsible for the acquisition of land in support of the department's mission of creating and maintaining the state's highway transportation infrastructure.

The program described in this document has been designed to increase the efficiency & accuracy of the parcel document publication process and streamline the publication of Right of Way acquisition documents.

The MDT Manage ROW Parcel Documents program allows MDT Right-of-Way design staff to Manage Creation and Publication of Right-of-Way Parcel for access by MDT Right-of-Way.

2. Main Form

When the program is first started, the user is presented with the "main" form shown below. This is where all actions start.

Manage ROW Parcel Documents (Options Utilities Help	(version 1.0.0)				
A CONTRACTOR OF A					
Current Book Information				- [Exit
Book File:				Load Book	
District:		Project		Build New Book	
DMS Directory		Units:			
Manage Parcel Documents Print Par	cel Exhibit Check Plots Publish P	arcel Documents Un-Publish Par	cel Documents Close Project Pa	rcels Parcel Documents St.	⊣ atus Information
-ParcelInformation		Selected Parcel Conveyance	•		
Select Book Parcel Below:		Document File Location			
	<u></u>	Document File Name:			
Parcel Status:		Document ne mane.	. 1	a a 1	
			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parc	el Add Parcel(s)				-
-Selected Parcel Exhibits Information	ation:				
Edit Current Parcel Exhibits	Current Exhibits Page Info	ormation			
Insert After Current Page	Design File Location:				
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates				Select Exhibit
Reorder Pages		Г К	ep Fence		Design File
neuluerrayes	4		Sheet 3		10
Page Of	- Und	ate MicroStation Fence	Sheet 2 Sheet 1		
Page Of					

The main form has menu options as follows.

Menus

File Options Utilities Help

There are four main level menus that are displayed.

There are one or more options that are displayed under each menu item. The following shows the main menu items and the sub-items for each.

File Menu

Option	Description
Book > Load Book	Allows for selection of an existing ROW parcels book to be opened.
Book > Build New Book	Allows for building a new ROW parcels book.
Exit	Closes the application.

Options Menu

Option	Description
User Options	Opens form for editing user's default "Plotter", "District", "Prompt Before Making Changes" or "Prompt To Send Email Notifications" options settings.

Utilities Menu

Option	Description
View ROW Parcel Docs Update Requests	Opens form displaying the ROW Parcel Documents Update Requests in the Request Queue.
List ROW Parcels Book Parcels Conveyance Document and Exhibit Pages	Creates text file containing current ROW Parcels Book Parcel Conveyance and Exhibit Pages information.

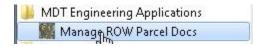
Help Menu

Option	Description
About Manage ROW Parcel Documents	Opens form displaying information about the Manage ROW Parcel Documents Application, including Version and Support contact information.
View User's Manual	Opens the PDF version of the Manage ROW Parcel Documents User's Manual

3. General Operations

3.1 Start Manage ROW Parcel Documents

Click on the Manage ROW Parcel Docs shortcut (shown below) in the *All Programs* \rightarrow *MDT Engineering Applications* program group on your computer to start the MDT Manage ROW Parcel Documents program.



The Manage ROW Parcel Documents main form will be displayed as shown below.

urrent Book Information					Exit
Book File:				Load Book	
District:		Project		Build New Book	
DMS Directory		Units:			
lanage Parcel Documents Print P. Parcel Information Select Book Parcel Below: Parcel Status:	arcel Exhibit Check Plots Publish	Parcel Documents Un-Publish F Selected Parcel Conveyanc Document File Location Document File Name:	arcel Documents Close Project Par e Document Information: Remove	cels Parcel Documents Sta	tus Information) Select
Delete Parcel Edit Par			Document File	File	Document File
Selected Parcel Exhibits Infor		5 D2 - K20			
Edit Current Parcel Exhibits	Current Exhibits Page I	ntormabon			
Save Current Page	Design File Name:				
	Fence Coordinates	Ē	Keep Fence Sheet 3		Select Exhibit Design File
Delete Current Page Reorder Pages			Sheet 2		

After the main form completes loading the next steps are to either build a new ROW Parcels book (Build New Book) or load an existing ROW Parcels book (Load Book).

4. Build a New ROW Parcels Book

To build a new ROW Parcels book, select the **Build New Book** button as shown below.

urrent Book Information					Exit
Book File:				Load Book	
District:		Project		Build New Book	
DMS Directory		Units:			
lanage Parcel Documents Print Par Parcel Information	cel Exhibit Check Plots Publish	n Parcel Documents Un-Publish Par Selected Parcel Conveyance		rcels Parcel Documents St	atus Information
Select Book Parcel Below:		Document File Location			
		Document File Name:			
Parcel Status:			Remove Document File	Save Document File	Select Document File
and the second	. 1		Document rile	rne	Document File
Delete Parcel Edit Parc	el Add Parcel(s)				
Selected Parcel Exhibits Inform	ation:				
Edit Current Parcel Exhibits	Current Exhibits Page I	nformation			
Insert After Current Page	Design File Location:				
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates	22501			Select Exhibit
		∏ Ki	eep Fence Sheet 3		Design File
Reorder Pages			Sheet 2		
Reorder Pages			aneet 2		

Alternatively, selecting the *File* menu \rightarrow *Book* sub-item \rightarrow *Build New Book* sub-item option will start the process of building a new ROW Parcels book.

A *Build New ROW Parcels Book* form will be displayed as shown below.

Select District Below		
Misequia	C Great Falls	C Billings
⊂ Butte	C Glendive	
elect Project Directory	Below:	
855002 137000 930000		
elected DMS Directory	For Project	
elected DMS Directory		ct DMS Directory For Projec
elected DMS Directory Select The Project Uni	Sele	ct DMS Directory For Projec
Select The Project Uni	Sele	ct DMS Directory For Projec
	Sele	ct DMS Directory For Projec
Select The Project Uni • English • Metric	Sele	1
Select The Project Uni C English Metric Validation Errors: Project is not selected.	Sele	1
Select The Project Uni English Metric Validation Errors: Project is not selected.	Sele	1
English	Sele	1

The users default district will be selected when the form opens. For the above example, the default district was Missoula. To build a new book for a project in a different district select the desired district option in the Select District Below section at the top of the form.

The existing projects in the Draft Deeds share for the selected district are displayed in the list box under the Select Project Directory Below: label, as shown above.

Next, select the desired project for the new book from the list of projects, as shown below.

elect District Below			
Missoula	C Great Falls	C Billings	
C Butte	C Glendive		
lect Project Directory	Below:		
55002			
137000 330000 N			
130000			
15			
45			
45			
45			
45			
νς			
	For Project		
75		Jact DMS Directory For	Proie
		elect DMS Directory For	r Proje
		lect DMS Directory For	r Proje
elected DMS Directory	Se	lect DMS Directory For	r Proje
elected DMS Directory	Se	lect DMS Directory For	r Proje
elected DMS Directory	Se	elect DMS Directory For	r Proje
elected DMS Directory Select The Project Unit © English	Se ts Below	1	
elected DMS Directory Select The Project Unit	Se ts Below	elect DMS Directory For	
elected DMS Directory Select The Project Unit © English	Se ts Below	1	
elected DMS Directory Select The Project Unit © English © Metric	Se ts Below	1	
elected DMS Directory Select The Project Unit © English	Selow C	1	

Next, click the **Select DMS Directory For Project** button to select the DMS Directory for the project. (The DMS directory must be provided by the user in order for the system to be able to find the reference files attached to the ROW Exhibit design files.)

elect District Below		A New York
Missoula	C Great Falls	C Billings
C Butte	C Glendive	
elect Project Directory	Below:	
355002 137000		
330000		
elected DMS Directory	For Project	
	Sel	ect DMS Directory For Proje
	Sel	ect DMS Directory For Proje
		ect DMS Directory For Proje
Select The Project Unit		ect DMS Directory For Proje
100		ect DMS Directory For Proje
Select The Project Unit		ect DMS Directory For Proje
100	ts Below	Incel Add Parcels
English	ts Below	1
 English Metric 	ts Below	1
English Metric	ts Below	1
English Metric alidation Errors:	ts Below	1
 English Metric 	ts Below	1
English Metric	ts Below	1
 English Metric alidation Errors: 	ts Below	1
C Metric	ts Below	1
English	ts Below	1

The *Select DMS Directory For Exhibits Reference Files* form is displayed, as shown below.

nter DMS Directory Here> elect DMS Directory Below:	7930000
'918000 '919000 '920000 '921000 '922000 '923000 '923000 '924000 '925000 '926000 '927000	7930000
7928000 7929000 7930000	Cancel Okay

The *Enter DMS Directory Here* \rightarrow text entry box will be pre-populated with the selected Project from the previous form. A list of existing DMS directories is displayed under the Select DMS Directory Below: label. The DMS directory in the list that is closest to the text entered into the *Enter DMS Directory Here* \rightarrow text box will be displayed and selected in the list of DMS directories. If not match is found then no selection will be highlighted in the list.

Find and select the DMS Directory for the project in the list. The selected DMS directory is displayed in the text box under the *Selected DMS Directory:* label.

Once the proper DMS Directory for the project has been selected, select the **Okay** button to continue, as shown below.

Enter DMS Directory Here>	7930000
Select DMS Directory Below:	Selected DMS Directory:
7918000 7919000 7920000 7921000 7922000 7923000 7924000 7925000 7926000	7930000
7927000 7928000 7929000 7930000	Cancel Okay

The *Build New ROW Parcels Book* form will be re-displayed with the selected DMS directory for the project displayed, as shown below:

elect District Below		
Missoula	C Great Falls	C Billings
C Butte	C Glendive	
-last Basiant Directory	Dalaua	
elect Project Directory 855002	DERUW.	
137000		
930000		
330000		
330000		
330000		
330000		
elected DMS Directory		
elected DMS Directory		ect DMS Directory For Pro
		ect DMS Directory For Pro
elected DMS Directory	Sele	ect DMS Directory For Pro
Selected DMS Directory 1930000 Select The Project Uni	Sele	ect DMS Directory For Pro
Selected DMS Directory 1930000	Sele	ect DMS Directory For Pro

Next, select the units for the project in the *Select The Project Units Below* section at the bottom of the form. In the example above the units are left at the default English value.

Next, select the **Add Parcels** button as shown below to add parcels to the new book.

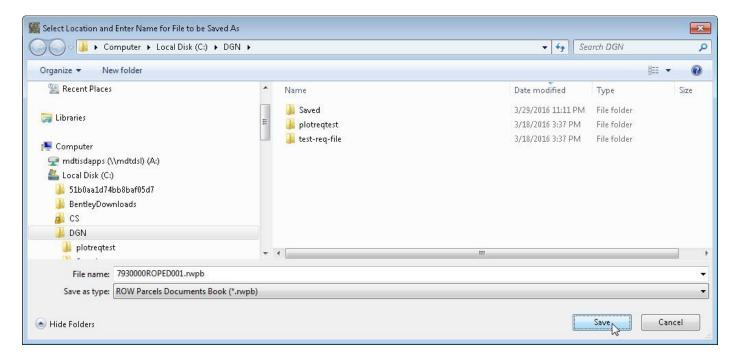
elect District Below		
• Missoula	C Great Falls	C Billings
C Butte	C Glendive	
elect Project Directory	Below:	
55002		
37000		
30000		
30000		
30000		
30000		
lected DMS Directory		
elected DMS Directory		ct DMS Directory For Project
lected DMS Directory 30000	Sel	ect DMS Directory For Project
elected DMS Directory 30000	Sel	ct DMS Directory For Project
elected DMS Directory 30000 Select The Project Uni © English	Sel	ect DMS Directory For Project

Next, you will be prompted to select the location and name for the ROW Parcels book file to be saved as, as shown below.

Select Location and	Enter Name for File to be Saved As		
🖉 🖉 🖡 🕨 Col	mputer 🕨 Local Disk (C:) 🕨 DGN	•	← 🍫 Search DGN
Organize 🔻 Nev	w folder		i 💷 🔹 📢
📃 Recent Places		 Name 	Date modified Type Size
🥽 Libraries		 Baved ■ plotreqtest 	3/29/2016 11:11 PM File folder 3/18/2016 3:37 PM File folder
 Computer mdtisdapps (\' Local Disk (C:) 51b0aa1d74k BentleyDowr CS DGN plotreqtest 	bb8baf05d7 nloads	test-req-file	3/18/2016 3:37 PM File folder
pionequest		• (m
File name:	7930000ROPED001.rwpb		
Save as type:	ROW Parcels Documents ook (*.n	wpb)	
🕤 Hide Folders			Save Cancel

The File name will be pre-populated with a file name following DMS file naming standards, starting with the DMS directory for the project followed by the RO workgroup and the PED (Parcel Exhibit and Conveyance Document) class and ending with the ROW Parcels Book file extension (.rwpb), as shown above.

After selecting the desired location and file name select the **Save** button to save the selection and continue the Build New Book operations.



Next, the *Add Parcels To New Book* form will be displayed, as shown below.

urrent DMS Directory For Project sisting Parcels:	7930000		
	Selected Parcel Description	Select Parcel Select Parcel Desc	ription Below:
	Enter Grantor/Grantee New Parcel ID: Add New Parcel	>>	
		Cancel	Add Exhibit Pages

This form is used to define the parcels for the new book being created.

To add parcels first select the **Select Parcel** button, as shown below:

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cted Parcel Description	Select Pa	rcel Descrip	tion Below:
	tee>>		
	C	ancel	Add Exhibit Pages
	ParceIID:	dNewParcel	

A *Select Parce* form will be displayed as shown below.

Select Parcel	
Parcel Selection Method	
Get Parcel From ROW Par ■	cels Database
C Manually Enter Parcel	
Get Parcel From ROW Parce	els D atabase
	< Enter Parcel To Find In List
Select Parcel Below:	Selected Parcel:
1	
2 3 4	
4 4L1	
4L2	
÷	

Using this form the user can identify the Parcel number by either selecting from the parcels stored in the ROW Parcels database or by manually entering the parcel number.

The *Get Parcel From Parcels Database* option is selected by default. When this option is selected the parcels stored in the ROW Parcels database are displayed in the list below the *Selected Parcel Below:* label, as shown above.

The user can start entering the desired Parcel number to find in the list into the text box next to the *Enter Parcel to Find In List* label and the entered value will be searched for and selected in the list, as shown below.

Select Parcel	
Parcel Selection Method	
Get Parcel From ROW Parcel	cels Database
C Manually Enter Parcel	
Get Parcel From ROW Parce	els D atabase
1	< Enter Parcel To Find In List
Select Parcel Below:	Selected Parcel:
1	1
2 3 4 4L1 4L2	
	0
	Cancel Okay

The selected parcel number is displayed in the text box under the **Selected Parcel** label, as shown above.

Alternatively, the user can select the *Manually Enter Parcel* option and enter the Parcel number in the text box, as shown below.

Select Parcel	- • •
Parcel Selection Method	
C Get Parcel From ROW Parcels Database	
Manually Enter Parcel	
Manually Enter Parcel	
Enter Parcel> 1	
45	
Cance	el Okay
	///

After selecting the Parcel number select the **Okay** button to continue, as shown below.

Select Parcel	
Parcel Selection Method	
Get Parcel From ROW Pare	cels Database
C Manually Enter Parcel	
Get Parcel From RO₩ Parce	els D atabase
1	< Enter Parcel To Find In List
Select Parcel Below:	Selected Parcel:
	1
2 3 4 4L1 4L2	
1	Cancel Cancel

The program will then return to the *Add Parcels To New Book* form with the selected Parcel number populated, as shown below.

urrent DMS Directory For Project 793 xisting Parcels:	Define New Parcel		
	Selected Parcel	Select Parcel	
	S Sected Parcel Description	Select Parcel Desc	ription Below:
	Enter Grantor/Grantee	->>	
	New Parcel ID:		
alidation Errors:		Cancel	Add Exhibit Pages

Next, select the parcel description from the dropdown list of available parcel descriptions, as shown below.

Current DMS Directory For Project 79300	100			
Existing Parcels:	Define New Parcel			
	Selected Parcel			
	1	Select Parcel		
	Selected Parcel Description	Select Parcel Descr	iption Below:	
	ACQ	ACQ	•	
	19762	ACQ EASE	Irrigation, Access,	Roadw
	Enter Grantor/Grantee>>	REM 🔓 CONDRW	=	
	New Parcel ID: Parcel-1_ACQ	CONDEASE CORR		
	Add New Parcel	RESS LEGDESC	-	
		Cancel	Add Exhibit Pages	

Note that an explanation of the parcel description selected in the dropdown is displayed near the dropdown list to help the user in choosing the proper description.

After selecting the desired parcel description from the dropdown list the description is displayed in the *Selected Parcel Description* text box, as shown below.

Current DMS Directory For Project 79	30000		
xisting Parcels:	Define New Parcel		
	Selected Parcel	1	
	1	Select Parcel	
	Selected Parcel Description	Select Parcel Description Below:	
	EASE	EASE	
	Enter Grantor/Grantee - New Parcel ID: Parcel-1_EASI	, 	
	Add New Parcel		

If desired the Grantor or Grantee name can be entered in the *Enter Grantor/Grantee -- >>* text box shown above. In this example it is left blank as it is not required. After setting the required Parcel number and Parcel Description the **Add New Parcel** is enabled.

Next, select the **Add New Parcel** button to complete saving the new parcel, as shown below.

Current DMS Directory For Project 793	30000		
xisting Parcels:	Define New Parcel		
	Selected Parcel		
	1	Select Parcel	
	Selected Parcel Description	Select Parcel Desc	ription Below:
	EASE	EASE	
	Enter Grantor/Grantee New Parcel ID: Parcel-1_EAS Add New Parcel	1.0 H	

The new parcel will be added to the book and displayed in the *Exiting Parcels* list, as shown below.

🎆 Add Parcels To New Book		
Current DMS Directory For Project 793000	0	
Existing Parcels: Parcel-1_EASE	_ Define New Parcel Selected Parcel	· · · · · · · · · · · · · · · · · · ·
6	1	Select Parcel
	Selected Parcel Description	Select Parcel Description Below:
	EASE	EASE
	Enter Grantor/Grantee - New Parcel ID: Parcel-1_EASI Add New Parcel	
		Cancel Add Exhibit Pages

The user can continue adding new parcels as necessary by following the same steps as outlined above (Select Parcel number, Select Parcel Description, enter Grantor\Grantee if desired, select Add New Parcel button).

The Other Parcel Description option allows the user to enter a description that does not match any of the descriptions in the list. To enter other descriptions select the *Other* Parcel Description and an *Enter Other Description -- >>* text box will be displayed for use in entering the other parcel description, as shown below.

Current DMS Directory For Project 793	0000	
xisting Parcels: Parcel-1_EASE Parcel-2_ACQ_Some-Grantor	Define New Parcel Selected Parcel	
alcerz_Acg_Joinerananoi	3	Select Parcel
	Selected Parcel Description	Select Parcel Description Below: OTHER
	Some-Other-Description	
	Enter Other Description>> Enter Grantor/Grantee>>	Some-Other-Description I
	New Parcel ID: Parcel-3_Some-O	ther-Description
	Add New Parcel	
		Cancel Add Exhibit Pages

When done adding all of the desired parcels, select the **Add Exhibit Pages** button to continue the Build New Book process, as shown below.

Current DMS Directory For Project [793	30000		
xisting Parcels:	Define New Parcel		
Parcel-1_EASE Parcel-2_ACQ_Some-Grantor	Selected Parcel	· · · · · · · · · · · · · · · · · · ·	
Parcel-3_Some-Other-Description	3	Select Parcel	
	Selected Parcel Description	Select Parcel Description Below:	
	Some-Other-Description	OTHER -	
	Enter Other Description>> Enter Grantor/Grantee>>	Some-Other-Description	
	New Parcel ID: Parcel-3_Some-O	ther-Description	
	Add New Parcel		

The *Build Exhibits Pages For New Book* form will be displayed, as shown below.

Reset Sheets	Selected	Exhibit Design File			Select Exhi Design Fil
Sheet 3	Exhibits P	ages for Selected Parcet			
Sheet 2	Page No.	File Name	Sheet No.		
Sheet 1					
Save Selected Sheet To					
elected Parcel					
				Cancel	Add Conveyand Documents
lation Errors:				Book U	nits: English

To add Exhibit pages to a parcel first select the parcel from the dropdown under the *Select Book Parcel Below* label at the top of the form, as shown below.

elect Book Parcel Be		-			
arcel-2_ACQ_Some-Gra arcel-3_Some-Other-De	intor				Select Exhibi Design File
Sheet 3	Exhibits P	ages for Selected Parcet			
Sheet 2	Page No.	File Name	Sheet No.]	
Sheet 1					
Save Selected					
Sheet To Selected Parcel					
	1			Cancel	Add Conveyanc Documents
idation Errors:				Book U	nits: English
hibit Design File is blan	k.				
arcel is blank.					

After selecting the parcel, click the **Select Exhibit Design File** button to select the Exhibit design file for the parcel from the Draft Deeds share, as shown below.

rcel-1_EASE		_			
Reset Sheets	Selected E	Exhibit Design File			Select Exhib
Sheet 3	- ' Exhibits Pa	ages for Selected Parcet			Design File
Sheet 2	Page No.	File Name	Sheet No.		
Sheet 1					
oncori					
Save Selected					
Sheet To Selected Parcel					
	1			Cancel	Add Conveyanc Documents
				Book U	Inits: English
idation Errors: hibit Design File is bla					

A *Select Exhibit Design File* form will be displayed with the path set to the project folder on the Draft Deeds share, as shown below.

🖁 Select Exhibit Design File	▶ ROWTest ▶	ROW > Draft-Deeds > DISTR	ICT-1-MISSOULA 🕨 7930000 🕨		- - + j	Search 793	0000		
Organize 🔻 New folder							• 33		(?
 GreatFalls Havre Helena ITAppDoc ITSysData Kalispell Lewistown MDT MDTScan MilesCity Missoula MSU TempStore Admin 		Name PARCEL_1 PARCEL_2 PARCEL_3 PARCEL_4	Date modified 3/23/2016 8:32 AM 3/23/2016 8:32 AM 3/23/2016 8:32 AM 3/23/2016 8:32 AM	Type File folder File folder File folder File folder		Size			
File name:					•	ROW Exhibit	:s Design F	iles (*.dj Cancel	

Browse to the desired Exhibit design file and select the file and then select the **Open** button to complete the design file selection, as shown below.

Select Exhibit Design File	▶ ROW ▶ Draft-Deeds ▶ DISTRICT	-1-MISSOULA > 7930000 > PA	RCEL_1 🗸 🎸	Search PARCE	11 C	×
Organize 🔻 New folder				1	≡ - 🗇 🤅	
📕 Jake 🔦	Name	Date modified	Туре	Size		
🎍 Jay 퉲 Kayme	2930000ROEXH001_P1.DGN	6/3/2015 2:43 PM	Bentley MicroStati	153 KB		
🗿 Marija						
🕌 Rick						
B ROW						
Draft-Deeds						
DISTRICT-1-MISSOULA						
6137000						
3 7930000						
PARCEL_1						
File name: 7930000ROEXH00	1.01.0.01		•		esign Files (*.dg 🔻	3
File name: 7930000ROEXHU	 T-LT'DQIA				Cancel]]

The selected Exhibit design file is displayed in the text box next to the button, as shown below.

Parcel-1_EASE		•			
Reset	Selected	Exhibit Design File			
Sheets	0W\Draft-I	Deeds\DISTRICT-1-MISSOL	LA\7930000\PARCEL_1\7930	000R0EXH001_P1.	DGN Select Exhibit Design File
Sheet 3	Exhibits P	ages for Selected Parcet			
Sheet 2	Page No.	File Name	Sheet No.	_	
Sheet 1					
Save Selected Sheet To					
Selected Parcel					
	1			Cancel	Add Conveyance

Next, select the Sheet Number in the Exhibit design file for the Exhibit page by selecting the **Sheet Number** button on the left hand side of the form, as shown above. In this example **Sheet 1** is being selected.

After selecting the Sheet Number the selected sheet number button is indicated with an asterisk (*) as shown below.

lect Book Parcel B	eiow.				
rcel-1_EASE		_			
Reset	Selected F	Exhibit Design File			
Sheets	0W\Draft-E	Deeds\DISTRICT-1-MISSOUL	A\7930000\PARCEL_1\7930	000ROEXH001_P1.DG	N Select Exhibit Design File
Sheet 3	Exhibits P	ages for Selected Parcet			
Sheet 2	Page No.	File Name	Sheet No.	_	
Sheet 2					
Save Selected					
Sheet To Sheet Parcel					
Selected Parcel	1				
				Cancel	Add Conveyance

Next, click the **Save Selected Sheet To Selected Parcel** button to save the Exhibit design file information for the Exhibit Page, as shown above.

elect Book Parcel Be	low:				
arcel-1_EASE		_			
Reset	Selected	Exhibit Design File			
Sheets	0W\Draft-0	Deeds\DISTRICT-1-MISSOULA\7930	000\PARCEL_1\79300	DOORDEXHOO1_P1.DGN	Select Exhibi Design File
Sheet 3	E xhibits P	ages for Selected Parcet	No. 1995		
	Page No.	File Name	Sheet No.		
Sheet 2	1	7930000R0EXH001_P1.DGN	N ¹		
			63		
Save Selected					
Sheet To Selected Parcel					
	1			Cancel	Add Conveyance Documents

The list displaying the *Exhibits Pages for Selected Parcel* will be updated to display the saved information, as shown above.

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The user can continue adding Exhibits pages from the selected Exhibits design file by selecting the Sheet Number for the next Exhibits page and then clicking the **Save Selected Sheet To Selected Parcel** button.

After finishing adding the desired Exhibit pages for the parcel, select another parcel from the *Select Book Parcel Below* dropdown, as shown below.

elect Book Parcel Below:	1				
'arcel-1_EASE		-			
arcel-1_EASE	F				
arcel-2 ACQ_Some-Grantor arcel-3_Some-Other-Descrip		ages for Selected Parcet	000\PARCEL_1\7930	000ROEXH001_P1.DGN	Select Exhibit Design File
	Page No.	- File Name	Sheet No.	1	
	1	7930000R0EXH001_P1.DGN	1	-	
	2	7930000R0EXH001_P1.DGN	2		
	3	7930000R0EXH001_P1.DGN	3		
10 C					
Save Selected Sheet To Selected Parcel					

Next, add the Exhibits pages for the parcel in the same manner as above.

Continue adding Exhibits pages to the parcels until all Exhibits pages have been added for all parcels, as shown below.

ct Book Parcel Be el-3_Some-Other-De					
Reset	T .	Exhibit Design File			
Sheets)eeds\DISTRICT-1-MISSOULA\7930	000\PARCEL_3\7930	0000ROEXH001_P3.DGN	Select Exhib Design File
	Exhibits P	ages for Selected Parcet			
	Page No.	File Name	Sheet No.		
	1	7930000R0EXH001_P3.DGN	1		
	2	7930000R0EXH001_P3.DGN	2		
	3	7930000R0EXH001_P3.DGN	3		
Save Selected Sheet To elected Parcel					
	1			Cancel	Add Conveyance

Next, click the **Add Conveyance Documents** button to continue the Build New Book process, adding Conveyance documents to the parcels. After clicking the **Add Conveyance Documents** button a *Select Conveyance Documents to be Published* form will be displayed as shown below.

🎇 Select Conveyance Documents to be Published			
Select Book Parcel Below:	Save Selected Conveyance Doc To Selected Parcel		
Selected Conveyance Document File			Select Conveyance Document File
		Cancel	Okay
Validation Errors: Conveyance Document File is blank. Parcel is blank.			

To add a Conveyance document to a parcel first select the parcel from the dropdown list of parcels below the *Select Book Parcel Below* label at the top of the form, as shown below.

S ave Selected Conveyance Doc T o Selected Parcel		
		Select Conveyance Document File
	Cancel	Okay
		To Selected Parcel

Next, click the **Select Conveyance Document File** button to select the desired file, as shown below.

🎆 Select Conveyance Documents to be Published	d			
Select Book Parcel Below:				
Parcel-1_EASE	•	Save Selected Conveyance Doc To Selected Parcel		
Selected Conveyance Document File				
				elect Conveyance Document File
				65
			Cancel	Okay
Validation Errors:				
Conveyance Document File is blank.				*
				-
				ii.

A *Select Conveyance Document File* form will be displayed, as shown below.

rganize 🔻 New folder					822 -	- 🔟 (
 Network mdthq AppData AppUpload Billings Bozeman Butte Glendive GreatFalls Havre Helena 	<	Name 1930000_P01.DOCX 1930000_P02.DOCX 1930000_P02E_AC.docx 1930000_P03.DOCX	Date modified 6/1/2015 10:05 AM 8/12/2015 2:03 PM 3/2/2016 8:19 AM 7/24/2015 1:41 PM	Type MS Office Word O MS Office Word O MS Office Word O MS Office Word O	Size 28 KB 28 KB 28 KB 29 KB	
Administration	-					

Select the desired Conveyance document file and then click the **Open** button to continue the document selection process, as shown below.

anize 🔻 New folder					:=:	•
	^	Name	Date modified	Туре	Size	
Network		P01.DOCX	6/1/2015 10:05 AM	MS Office Word O	28 KB	
📕 mdthq	-	7930000_P02.DOCX	8/12/2015 2:03 PM	MS Office Word O	28 KB	
👱 mdtshares 鷆 AppData	=	🗐 7930000_P02E_AC.docx	3/2/2016 8:19 AM	MS Office Word O	28 KB	
 AppUpload Billings Bozeman Butte Glendive GreatFalls Havre Helena Administration 	÷	· 1930000_P03.DOCX	7/24/2015 1:41 PM	MS Office Word O	29 KB	
Administration	+	(ROW Conveyance	e Docur

The program will return to the *Select Conveyance Documents to be Published* form with the selected document file displayed as shown below.

Select Book Parcel Below:		
Parcel-1_EASE	Save Selected Conveyance Doc To Selected Parcel	
Selected Conveyance Document File TempStore\ISD\ROWTest\ROW\Draft-Deeds\DISTRIC	T-1-MISSOULA\7930000\PARCEL_1\7930000_P01.DOCX	Select Conveyance Document File

Next, click the **Save Selected Conveyance Doc To Selected Parcel** button, as shown above, to save the document file information to the selected parcel.

Continue adding Conveyance documents to the other parcels by selecting the parcels one by one and adding the Conveyance document to the parcel.

elect Book Parcel Below:		
Parcel-1_EASE	Save Selected Conveyance Doc To Selected Parcel	
arcel-1_EASE		
arcel-2_ACU_Some-Grantor arcel-3_Some-Other-Description >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		Select Conveyan Document File
	Car	ncel Okay
alidation Errors:		
onveyance Document File is blank.		

Once done adding the Conveyance documents to the parcels select the **Okay** button to complete the Build New Book process, as shown below.

Select Book Parcel Below:		100 000 000 000 100 1		
Parcel-3_Some-Other-Description	•	Save Selected Conveyance Doc To Selected Parcel		
Selected Conveyance Document File				
and the second se	ISTRICT-1-MIS	SOLU 417930000\P4BCEL_317930000	POSDOCX	Select Conveyance
TempStore\ISD\ROWTest\ROW\Draft-Deeds\DI	ISTRICT-1-MIS	SOULA\7930000\PARCEL_3\7930000_	P03.DOCX	Select Conveyance Document File

The Build New Book process will be completed with the new book built. The program will load the newly built book, displaying the book information in the main form as shown below.

urrent Book Information					Exit
Book File: C:\DGN\7930000R	OPED001.rwpb			Load Book	Exit
District: DISTRICT-1-MISSO	ULA	Project 7930000		Build New Book	1
DMS Directory 7930000		Units: English		and 10 Mar	
anage Parcel Documents Print Parc	el Exhibit Check Plots Publis	h Parcel Documents Un-Publish Par	cel Documents Close Project Pa	rcels Parcel Documents S	tatus Information
Parcel Information]	Selected Parcel Conveyance	Document Information:		
Select Book Parcel Below:		Document File Location \\mdthq	\mdtshares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MI	SSOULA\7930000
Parcel-1_EASE		Document File Name: 7930000)_P01.D0CX		
Parcel Status:			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parce	el Add Parcel(s)	1.1 1]			- 15
Selected Parcel Exhibits Informa	tion:				
Edit Current Parcel Exhibits	Current Exhibits Page	Information			
Insert After Current Page	Design File Location:				
	Design File Name:				
Save Current Page	Fence Coordinates	222303			Select Exhibit
Save Current Page	rence coordinates	E Ki	eep Fence		Design File
	Pence Coordinates		Sheet 3		
Delete Current Page	Fence Coordinates	januti 1 V	Sheet 2		

This completed the Build New Book process.

5. Load an Existing ROW Parcels Book

To load an existing ROW Parcels book, select the **Load Book** button as shown below.

urrent Book Information					Exit
Book File:				Load Book	EXIC
District:		Project		Build New Book	
DMS Directory		Units:			
lanage Parcel Documents Print Par	cel Exhibit Check Plots Publish	Parcel Documents Un-Publish Parc	el Documents Close Project Pa	rcels Parcel Documents Sta	tus Information
ParcelInformation		Selected Parcel Conveyance [ocument Information		
Select Book Parcel Below:		Document File Location			
		Document File Name:			
Parcel Status:			Remove	Save Document	Select
			Document File	File	Document File
Delete Parcel Edit Parc	el AddParcel(s)				
Selected Parcel Exhibits Information	ation:				
Edit Current Parcel Exhibits	Current Exhibits Page I	nformation			
Insert After Current Page	Design File Location:				
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates				Select Exhibit
Reorder Pages		E Ke	ep Fence Sheet 3		Design File
ricordorr ugos			Sheet 2		
Page Of		pdate MicroStation Fence	OTIOOT E		

Alternatively, selecting the *File* menu \rightarrow *Book* sub-item \rightarrow *Load Book* sub-item option will start the process of loading an existing ROW Parcels book.

A *Select ROW Parcels Documents Book* form will be displayed as shown below.

Manage ROW Parcel Documents User's Manual

😡 🚽 🕨 🕻 Computer 🔸 Local Disk		3			
rganize 🔻 New folder				· · ·	
Favorites	Anne Name	Date modified	Туре	Size	
🤜 Desktop	7930000ROPED001.rwpb	3/31/2016 1:50 AM	RWPB File	23 KB	
鷆 Downloads	🗏 🔋 🔋 plotreqtest	3/30/2016 3:49 PM	File folder		
🖳 Recent Places	📃 📔 ref	3/30/2016 3:47 PM	File folder		
	归 🔡 test-req-file	3/30/2016 3:46 PM	File folder		
🚽 Libraries	📕 CheckRefs	3/30/2016 1:26 PM	File folder		
	👪 Saved	3/29/2016 11:11 PM	File folder		
🖳 Computer					
😪 mdtisdapps (\\mdtdsl) (A:)					
🚣 Local Disk (C:)					
📕 51b0aa1d74bb8baf05d7					
BentleyDownloads					
DGN					
🎍 CheckRefs	*		44-54		
File name:			- ROW Parc	els Book (*.rwpb)	

Browse to and select the desired ROW Parcels Book to open, as shown below.

🕒 🚽 🕨 🕨 Computer 🕨 Local Dis	k (C:) ▶ DGN ▶	✓ Sean	ch DGN
rganize 🔻 New folder			III 🔹 🗂 🌘
Favorites	Name	Date modified 🔻 Type	Size
🧫 Desktop	7930000ROPED001.rwpb	3/31/2016 1:50 AM RWPB File	23 KB
👪 Downloads	plotreqtest	3/30/2016 3:49 PM File folder	
强 Recent Places	🛄 🔑 ref	3/30/2016 3:47 PM File folder	
	🍶 test-req-file	3/30/2016 3:46 PM File folder	
🗃 Libraries	🍶 CheckRefs	3/30/2016 1:26 PM File folder	
	🎒 Saved	3/29/2016 11:11 PM File folder	
🖳 Computer			
坖 mdtisdapps (\\mdtdsl) (A:)			
🚢 Local Disk (C:)			
퉬 51b0aa1d74bb8baf05d7			
🎉 BentleyDownloads			
🔒 DGN			
퉬 CheckRefs	*		
File name: 7930000	ROPED001.rwpb	- Row I	Parcels Book (*.nwpb)
)pen Cancel

Click the **Open** button, as shown above, to continue the Load Book operation.

The program will return to the main form with the selected book loaded, displaying the book information on the main form, as shown below.

Load an Existing ROW Parcels Book

rrent Book Information					ı Exit
Book File: C:\DGN\7930000R	IOPED001.rwpb			Load Book	
District: DISTRICT-1-MISSO	JULA	Project 7930000		Build New Book	1
DMS Directory 7930000		Units: English			
anage Parcel Documents Print Par	cel Exhibit Check Plots Publish	Parcel Documents Un-Publish Parcel	Documents Close Project Pa	rcels Parcel Documents S	tatus Information
ParcelInformation		-Selected Parcel Conveyance Do	cument Information:		
Select Book Parcel Below:		Document File Location \\mdthq\mo	ltshares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MI	SSOULA\7930000
Parcel-1_EASE		Document File Name: 7930000_P	01.DOCX		
Parcel Status:			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parce	el Add Parcel(s)	3			- 131
	stion:				
	stion: Current Exhibits Page In	formation			
Selected Parcel Exhibits Informa		formation			
Selected Parcel Exhibits Informa Edit Current Parcel Exhibits	Current Exhibits Page In	formation			
Selected Parcel Exhibits Informa Edit Current Parcel Exhibits Insert After Current Page	Current Exhibits Page In Design File Location:				Select Exhibit
Selected Parcel Exhibits Informa Edit Current Parcel Exhibits Insert After Current Page Save Current Page	Current Exhibits Page In Design File Location: Design File Name:	oformation	Fence Sheet 3		Select Exhibit Design File

6. View ROW Parcels Book Information

Once a book is loaded the book information can be viewed in the main form.

The main form (shown below) is organized as follows:

arrent Book Information Book File: C:\DGN\7930000F	ROPED001.rwpb			Load Book	Exit
District: DISTRICT-1-MISS	OULA	Project 7930000		Build New Book	
MS Directory 7930000		Units: English			1
nage Parcel Documents Print Par	rcel Exhibit Check Plots Publish	Parcel Documents Un-Publish Parcel D	ocuments Close Project Par	cels Parcel Documents S	tatus Information
arcel Information		Selected Parcel Conveyance Doci	ument Information:		
Select Book Parcel Below: Parcel-1_EASE		Document File Location \\mdthq\mdts	hares\Helena\ROW\Draft-Dr	eedsTEST\DISTRICT-1-MI	SSOULA\7930000
-		Document File Name: 7930000_P01	.DOCX		
Parcel Status:			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parc	cel Add Parcel(s)		Document rite		DOCUMENT
	abon:				
elected Parcel Exhibits Inform		224 C 22			
Edit Current Parcel Exhibits	Current Exhibits Page In	nformation			
Edit Current Parcel Exhibits Insert After Current Page	Current Exhibits Page In Design File Location:	nformation			
Edit Current Parcel Exhibits	Current Exhibits Page In	nformation			
Edit Current Parcel Exhibits Insert After Current Page	Current Exhibits Page In Design File Location:				Select Exhibit
Edit Current Parcel Exhibits Insert After Current Page Save Current Page	Current Exhibits Page I Design File Location: Design File Name:	nformation	ence Sheet 3		Select Exhibit Design File

The *Current Book Information section* in the upper left part of the form (surrounded by the blue box) displays the Book File, District, Project, DMS Directory and Units for the loaded book and contains the buttons for loading a book or building a new book.

The lower part of the form contains a series of Tabs that are selected by clicking on the tab text.

When a book is loaded the *Manage Parcel Documents* tab (surrounded by the purple box) is selected. The *Manage Parcel Documents* tab has three main sections as follows:

• The *Parcel Information* section in the upper left part of the tab (surrounded in red) is used for parcel selection and parcel information display and modification operations.

When the book loads the first parcel will automatically be selected in the *Select Book Parcels Below:* dropdown list, as shown above (in this example the first parcel (Parcel-1_EASE) has been automatically selected).

The status for the selected parcel is displayed in the *Parcel Status:* text box. Possible statuses are blank (parcel has never been published), Published, Un-Published and Closed. In the example above the Parcel Status is blank indicating that the parcel has never been published.

The Add Parcel(s) button is used to add parcels to the loaded book.

The **Edit Parcel** button is used to edit the information for the selected parcel. The information that can be edited is the Parcel Number, Parcel Description and/or Grantor/Grantee. Since editing a parcel changes the Parcel ID, a parcel that is published or closed cannot be edited. A published parcel has an existing Parcel folder and parcel documents under the District – Project folder on the published documents share. When parcels are published, the conveyance document is removed from the Draft Deeds location and only exists in the published parcel doc folder. Un-publishing the parcel returns the conveyance document to its original Draft Deeds location with its original file name so that it can be modified and is available for re-publication. Closed parcels cannot be edited as they are no longer active.

The **Delete Parcel** button is used to delete the selected parcel. Since deleting a parcel removes the parcel, a parcel that is published or closed cannot be deleted. Published parcels must first be un-published so that the conveyance document is returned to its original Draft Deeds location with its original file name and is therefore available for modification and/or publication. Closed parcels cannot be deleted as they are no longer active.

- The *Selected Parcel Exhibit Pages Information* section in the lower part of the tab (surrounded in green) is used for exhibit page selection and exhibit page information display and modification operations for the selected parcel.
- The *Selected Parcel Conveyance Document Information* section in the upper right part of the tab (surrounded in yellow) is used for conveyance document information display and modification operations for the selected parcel.

View ROW Parcels Book Information

D001.rwpb			– Load Book	Exit
	Project 7930000		Build New Book	
	Units: English			
hibit Check Plots Publish	n Parcel Documents Un-Publish Parcel [Documents Close Project Par	rcels Parcel Documents St	⊣ atus Information
	Selected Parcel Conveyance Doc	ument Information:		
	Document File Location \\mdthq\mdt	tshares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MIS	SOULA\7930000
	Document File Name: 7930000_P0	л.DOCX		
G		Remove Document File	Save Document File	Select Document File
Add Parcel(s)	1. 1.]			
Current Exhibits Page I	nformation			
Design File Location:				
Design File Name: 📗				
Fence Coordinates	3324344			Select Exhibit
	🕅 Кеер Г	Fence Sheet 3		Design File
	Add Parcel(s) Current Exhibits Page I Design File Location: Design File Name:	thibit Check Plots Publish Parcel Documents Un-Publish Parcel Doc Document File Location \\mdthq\mdt Document File Name: 7930000_P0 Current Exhibits Page Information Design File Location: Design File Name: File Name: Fence Coordinates	thibit Check Plots Publish Parcel Documents Un-Publish Parcel Documents Close Project Par Selected Parcel Conveyance Document Information: Document File Location \\mdthq\mdtshares\Helena\R0W\Draft-Du Document File Name: 7330000_P01.DDCX Remove Document File Current Exhibits Page Information Design File Location: Design File Name: Fence Coordinates	thibit Check Plots Publish Parcel Documents Un-Publish Parcel Documents Close Project Parcels Parcel Documents Sta Selected Parcel Conveyance Document Information Document File Location \\mdthq\mdtshares\Helena\R0W\Draft-DeedsTEST\DISTRICT-1-MIS Document File Name: 7330000_P01.DDCX Current Exhibits Page Information Design File Location: Design File Location: Fence Coordinates Keep Fence

🔏 Manage ROW Parcel Documents (Version 1.0.0)				
ile Options Utilities Help					
Current Book Information					Exit
Book File: C:\DGN\7930000R	OPED001.rwpb			Load Book	E XII
District: DISTRICT-1-MISSO	ULA	Project 7930000		- Build New Book	
DMS Directory 7930000		Units: English			
Manage Parcel Documents Print Parcel	al Eulisia Charall Black Deublis	h Barad Daarmanta I Ha Bukin	Proved Description 1 Classe Desired Des	anda Davanda Davaranta Ci	
	er Exhibit Check Flots Fublis	Selected Parcel Conveyar		ceis Parcel Documents Si	aus monation
Select Book Parcel Below:			dthg\mdtshares\Helena\ROW\Draft-D		SSOLIL 617930000
Parcel-1_EASE	•	Document File Name: 793	•	66631E31 (2)3111161 (14)1	
Parcel Status:		Document rile Name. [735	Bemove	Save Document	Select
			Document File	File	Document File
Delete Parcel Edit Parce	el Add Parcel(s)	-11 1-3			
Selected Parcel Exhibits Informa	tion:				
Edit Current Parcel Exhibits	Current Exhibits Page	Information			
Insert After Current Page	Design File Location:				1
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates				Select Exhibit
Reorder Pages		Γ	Keep Fence Sheet 3		Design File
			Sheet 2		
Page 0 Of 3	L	pdate MicroStation Fence	Sheet 1		
• N	(
	4				

Manage ROW Parcel Documents User's Manual

rrent Book Information					
				Load Book	Exit
Book File: C:\DGN\7930000R					
District: DISTRICT-1-MISSO	ULA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
fanage Parcel Documents Print Parc	el Exhibit Check Plots Publish	Parcel Documents Un-Publish P	arcel Documents Close Project Par	cels Parcel Documents St	⊣ atus Information
ParcelInformation		Selected Parcel Conveyance	e Document Information:		
Select Book Parcel Below:		Document File Location \\mdth	ng\mdtshares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MIS	SOULA\7930000
Parcel-1_EASE		Document File Name: 79300	00_P01.DOCX		
Parcel Status:			- Remove	Save Document	Select
			Document File	File	Document File
Delete Parcel Edit Parce	Add Parcel(s)				
Selected Parcel Exhibits Informa	tion:				
Edit Current Parcel Exhibits	Current Exhibits Page I	nformalion			
Insert After Current Page			raft-DeedsTEST\DISTRICT-1-MISS(111 AV7930000	
	-			56544 556666	
Save Current Page	Design File Name: [79.	30000R0EXH001_P1.DGN			
Delete Current Page	Fence Coordinates		Keep Fence		Select Exhibit
Delete culterit age	50041.6500.50041.6500		Sheet 3		Design File
Reorder Pages			Sheet 2		
			310012		

7. Add/Edit Parcels Operations

To add parcel(s) to the current book select the **Add Parcel(s)** button, as shown below.

Options Utilities Help					
urrent Book Information					Exit
Book File: C:\DGN\7930000F	IOPED002.rwpb			Load Book	
District: DISTRICT-1-MISS	JULA	Project 7930000		Build New Book	1
DMS Directory 7930000		Units: English			
lanage Parcel Documents Print Par	cel Exhibit Check Plots Publisł	n Parcel Documents Un-Publish Parcel	I Documents Close Project Par	rcels Parcel Documents S	tatus Information
ParcelInformation		Selected Parcel Conveyance Do	ocument Information:		
Select Book Parcel Below.		Document File Location \\mdthq\m	dtshares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MI	SSOULA\7930000
Parcel-1_ACQ		Document File Name: 7930000_F	201.DOCX		
Parcel Status:			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parc	el Add Parcel(s)		Document rie		
Selected Parcel Exhibits Information	xion:				
Edit Current Parcel Exhibits	Current Exhibits Page I	nformation			
Euri Currenti arcere Anibas	Design File Location:				
Insert After Current Page	Design ne Location.				
	Design File Name:				
Insert After Current Page		212086			Select Exhibit
Insert After Current Page Save Current Page	Design File Name:	Г Кеер			Select Exhibit Design File
Insert After Current Page Save Current Page Delete Current Page	Design File Name:	Г Кеер	5 Fence Sheet 3 Sheet 2		

The *Add Parcels To Current Book* form will be displayed, as shown below.

This form works the same as the *Add Parcels to New Book* form shown here.

urrent DMS Directory For Project xisting Parcels:	7930000 Define New Parcel		
Parcel-1_EASE Parcel-2_ACQ_Some-Grantor Parcel-3_Some-Other-Description	Selected Parcel	Select Parcel	
_	Selected Parcel Description	Select Parcel Desc	ription Below:
	Enter Grantor/Grantee New Parcel ID: Add New Parcel	· ->>	
		Cancel	Add Exhibit Pages
alidation Errors:			

To edit the current parcel select the **Edit Parcel** button, as shown below.

irrent Book Information						1
Book File: C:\DGN\7930000RC	IPED002.rwpb				Load Book	Exit
District: DISTRICT-1-MISSOU	JLA	Project 7930000			Build New Book	
DMS Directory 7930000		Units: English				
anage Parcel Documents Print Parce	el Exhibit Check Plots Publis	h Parcel Documents Un-Publi	sh Parcel Docume	ents Close Project Pa	cels Parcel Documents St	⊣ atus Information
ParcelInformation		Selected Parcel Convey	ance Document	Information:		
Select Book Parcel Below:		Document File Location	mdthq\mdtshares\	Helena\R0W\Draft-D	eedsTEST\DISTRICT-1-MIS	SOULA\7930000
Parcel-1_ACQ		Document File Name: 79	30000_P01.DOC	<		
Parcel Status:				Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parce	Add Parcel(s)			2 <u></u>		
Selected Parcel Exhibits Informati	on:					
E dit Current Parcel Exhibits	Current Exhibits Page	Information				
Insert After Current Page	Design File Location:					
Save Current Page	Design File Name:					
Delete Current Page	Fence Coordinates		<u></u>			Select Exhibit
			📕 Keep Fence	Sheet 3		Design File
Reorder Pages				Sheet 2		
Reorder Pages		pdate MicroStation Fence				

An *Edit Current Parcel Confirmation* form will be displayed, prompting to confirm the edit current parcel operation, as shown below.

Edit Current Parcel	Confirmation	23
Are you sure you	want to edit the cur	rent parcel?
	Yes	No
	Tes	

If the **Yes** button is selected, the *Edit Parcel* form will be displayed, as shown below.

Current DMS Directory For Project [79 Current Parcel ID:	30000	
Parcel-1_EASE	Selected Parcel	Select Parcel
	Selected Parcel Description	Select Parcel Description Below:
	100	
Aodified Parcel ID:	Enter Grantor/Grantee New Parcel ID: Save Parcel Info	>> [
Modified Parcel ID:	New Parcel ID:	>> Cancel Okay

This form works similar to the *Add Parcels to New Book* form shown here.

The user selects the Parcel Number, Description and optionally the Grantor/Grantee for the modified parcel id. The modified parcel id information is displayed in the *Modified Parcel ID:* text box.

Once the modified parcel id has been identified select the **Okay** button to complete the Edit Parcel operation, saving the changes to the Parcel ID for the parcel and returning to the main form with the updated parcel id displayed.

To delete the current	narcel select the	Doloto Darcol	hutton	as shown helow
			bullon,	as shown below.

urrent Book Information					
Book File: C:\DGN\7930000F	OPED002.rwpb			Load Book	Exit
District: DISTRICT-1-MISSO	JULA	Project 7930000		- Build New Book	
DMS Directory 7930000		Units: English	-		
fanage Parcel Documents Print Par	cel Exhibit Check Plots Publish	n Parcel Documents Un-Publish Parc	cel Documents Close Project Par	cels Parcel Documents St	atus Information
ParcelInformation		Selected Parcel Conveyance [•
Select Book Parcel Below.		Document File Location \\mdthq		eedsTEST\DISTRICT-1-MIS	SOULA\7930000
Parcel-1_ACQ		Document File Name: 7930000			
Parcel Status:		Document nie Manie. prosocoo	Bemove	Save Document	Select
			Document File	File	Document File
Delete Parcel Edit Parc	el Add Parcel(s)				- Cr
Selected Parcel Exhibits Informa		412 - 611			
Edit Current Parcel Exhibits	Current Exhibits Page I	nformation			
1	Design File Location:				
Insert After Current Page					
1	Design File Name:				
Insert After Current Page	Design File Name:				Select Exhibit
Insert After Current Page Save Current Page		Г Ке	eep Fence Sheet 3		SelectExhibit DesignFile
Insert After Current Page Save Current Page Delete Current Page		∏ Ke			

A *Delete Current Parcel Confirmation* form will be displayed, prompting to confirm the delete current parcel operation, as shown below.

Delete Current Par	cel Confirmation	23
Are you sure you	ı want to delete the cu	rrent parcel?
	Yes	No

If the **Yes** button is selected, the parcel is deleted from the book and the main form is updated with the deleted parcel removed.

8. Modifying Parcel Exhibit Pages

After selecting a parcel a user can view and/or modify exhibit pages for the parcel using the controls in the *Selected Parcel Exhibits Information* section of the form.

To insert an exhibit page in the current parcel the user can select the **Insert After Current Page** button, as shown below.

Manage ROW Parcel Documents (Version 1.0.0)				
e Options Utilities Help					
Current Book Information					Exit
Book File: C:\DGN\7930000F	OPED001.rwpb			Load Book	E XII
District: DISTRICT-1-MISSO	DULA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English		H	
1anage Parcel Documents Print Par	cel Exhibit Check Plots Publis	n Parcel Documents Un-Publish Parc	el Documents Close Project Par	cels Parcel Documents S	atus Information
ParcelInformation		Selected Parcel Conveyance D	ocument Information:		
Select Book Parcel Below:		Document File Location \\mdthq\	mdtshares\Helena\ROW\Draft-De	edsTEST\DISTRICT-1-MI	SSOULA\7930000
Parcel-1_EASE		Document File Name: 7930000_	P01.DOCX		
Parcel Status:			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parc	el Add Parcel(s)		X		
Selected Parcel Exhibits Informa	ation:				
Edit Current Parcel Exhibits	Current Exhibits Page	nformation			
Insert After Current Page	Design File Location: 🕔	.mdthq\mdtshares\Helena\ROW\Drafi	-DeedsTEST\DISTRICT-1-MISSC)ULA\7930000	
Save Current Page	Design File Name: 79	330000R0EXH001_P1.DGN			
Delete Current Page	Fence Coordinates	Г Ке	ep Fence		Select Exhibit Design File
Reorder Pages	50041.6500,50041.6500),53375.0500,52175.6500	Sheet 3		Design rife
Page 1 Of 3	U	pdate MicroStation Fence	Sheet 2 Sheet 1		
	Land				

If the "Prompt Before Making Changes" user option is checked the user will be prompted to confirm the *Insert After Current Page* operation, as shown below.

nsert After Current Page C	onfirmation	23
Are you sure you want to	insert a page after the c	urrent page?

If the user selects the **Yes** button, the *Insert Page in Exhibits for Current Parcel* form will be displayed, as shown below.

This form works the same as the *Build Exhibits Pages For New Book* form shown <u>here</u>.

rcel-1_EASE	Ĩ				
Reset Sheets	Selected F	xhibit Design File			
Sheet 3	Exhibits P	ages for Selected Parcet		2.1	
	Page No.	File Name	Sheet No.		
Sheet 2	1	7930000R0EXH001_P1.DGN	1		
Sheet 1	2	7930000R0EXH001_P1.DGN	2		
	3	7930000R0EXH001_P1.DGN	3		
Save Selected					
Sheet To					
Selected Parcel					
				Cancel	Okay
dation Errors:				Book Un	its: English
nibit Design File is bl	ank				
indicide of original filler is bli	anit. See				

The scroll bar or Page number text box can be used to view the exhibit page information for the various pages. To move to a different exhibit page enter the page number in the Page text box or use the scroll bar to move to the page. Once the desired page is selected the exhibit design file and sheet in the file are displayed.

The Exhibit design file for the current parcel exhibit page can be changed by selecting the Select Exhibit Design File button and selecting the desired Exhibit design file.

The Sheet for the exhibit page in the current parcel can be changed by selecting the Sheet Number button.

After making changes to the exhibit design file and/or sheet on the current exhibit page select the **Save Current Page** button to save the changes, as shown below.

urrent Book Information					Exit
Book File: C:\DGN\7930000R	OPED001.rwpb			Load Book	Exit
District: DISTRICT-1-MISSO	IULA	Project 7930000		Build New Book	1
DMS Directory 7930000		Units: English			
anage Parcel Documents Print Parc	cel Exhibit Check Plots Publ	ish Parcel Documents Un-Publish Parce	el Documents Close Project Pa	rcels Parcel Documents S	
ParcelInformation		Selected Parcel Conveyance D	ocument Information:		
Select Book Parcel Below:		Document File Location \\mdthq\n	ndtshares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MI	SSOULA\7930000
Parcel-1_EASE		Document File Name: 7930000_	P01.DOCX		
Parcel Status:			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parc	el Add Parcel(s)			<u></u>	
Selected Parcel Exhibits Informa	tion:	ę			
Edit Current Parcel Exhibits	Current Exhibits Pag	e Information			
Insert After Current Page	Design File Location:	\\mdthq\mdtshares\Helena\ROW\Draft-	DeedsTEST\DISTRICT-1-MISS	OULA\7930000	
Save Current Page	Design File Name:	7930000R0EXH001_P1.DGN			
Delete Current Page	Fence Coordinates				Select Exhibit
Delete Lurrent Fade			p Fence		Design File
	50041.6500,50041.65	00,53375.0500,52175.6500	Sheet 3 Sheet 2		
Reorder Pages					

To delete an exhibit page from a parcel move to the desired page and select the **Delete Current Page** button, as shown below.

🌃 Manage ROW Parcel Documents (Version 1.0.0)				
File Options Utilities Help				
Current Book Information				Exit
Book File: C:\DGN\7930000R0PED001.rwpb			Load Book	Exit
District: DISTRICT-1-MISSOULA	Project 7930000		Build New Book	
DMS Directory 7930000	Units: English			
Manage Parcel Documents Print Parcel Exhibit Check Plots Public Parcel Information Select Book Parcel Below:	sh Parcel Documents Un-Publish Parcel D Selected Parcel Conveyance Doc Document File Location \\\mdthq\mdt	ument Information:		
Parcel-1_EASE	Document File Name: 7930000_P0	1.DOCX		
Parcel Status: Delete Parcel Edit Parcel Add Parcel(s)		Remove Document File	Save Document File	Select Document File
Selected Parcel Exhibits Information: Edit Current Parcel Exhibits Current Exhibits Page	Information \mdthg\mdtshares\Helena\ROW\Draft-De	edsTEST\DISTRICT-1-MISSC	ULA\7930000	
	930000R0EXH001_P1.DGN			
Delete Current Page Reorder Pages	☐ Keep f	Fence Sheet 3		Select Exhibit Design File
	Jpdate MicroStation Fence	Sheet 2 Sheet 1		

To reorder the exhibit pages for a parcel select the **Reorder Pages** button as shown below.

Manage ROW Parcel Documents (/ersion 1.0.0)					
File Options Utilities Help						
Current Book Information						Exit
Book File: C:\DGN\7930000R	DPED001.rwpb				Load Book	
District: DISTRICT-1-MISSO	ULA	Project 7930000			Build New Book	
DMS Directory 7930000		Units: English				
Manage Parcel Documents Print Parc	el Exhibit Check Plots Publis	sh Parcel Documents Un-Pu	blish Parcel Docum	ents Close Project Pa	rcels Parcel Documents St	 atus Information
ParcelInformation		Selected Parcel Conve	eyance Documen	t Information:		
Select Book Parcel Below:		Document File Location	\\mdthq\mdtshares	\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MIS	SOULA\7930000
Parcel-1_EASE	Document File Name:	7930000 P01.DOC	×			
Parcel Status:				Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parce	Add Parcel(s)					
-Selected Parcel Exhibits Information	ion:					
Edit Current Parcel Exhibits	Current Exhibits Page	Information				
Insert After Current Page	Design File Location: 🕅	\mdthq\mdtshares\Helena\R	0W\Draft-DeedsTE	ST\DISTRICT-1-MISS	OULA\7930000	
Save Current Page	Design File Name: 7	930000R0EXH001_P1.DGN				
Delete Current Page	Fence Coordinates					
Reorder Pages			🔲 Keep Fence			Select Exhibit Design File
neorder Pages	50041.6500,50041.650	0,53375.0500,52175.6500		Sheet 3		
Page 1 Of 3	l	Jpdate MicroStation Fence		Sheet 2 Sheet 1		
•						
	 All 					

The *Reorder Parcel "Parcel ID" Exhibits Pages* form will be displayed as shown below.

New Page No.	Current Page No.	File Name	Sheet No.
1 <== 2 <== 3 <==	1 2 3	7930000R0EXH001_P1.DGN 7930000R0EXH001_P1.DGN 7930000R0EXH001_P1.DGN	1 2 3

Right click on the row containing the page to be moved and hold down the mouse button and drag the row to the desired new page location and then release the right click button on the mouse to drop the row, moving the exhibit sheet to the new page.

When done reordering the pages select the **Okay** button to save the changes, returning to the main form.

9. Modifying Parcel Conveyance Document

After selecting a parcel a user can view and/or modify the conveyance document for the parcel using the controls in the *Selected Parcel Conveyance Document Information* section of the form.

To add or change the conveyance document for a parcel the user can select the **Select Document File** button, as shown below.

🎆 Manage ROW Parcel Documents (Version 1.0.0)				
File Options Utilities Help					
Current Book Information					Exit
Book File: C:\DGN\7930000R	OPED002.rwpb			Load Book	
District: DISTRICT-1-MISSC	JULA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
Manage Parcel Documents Print Pare	cel Exhibit Check Plots Publish	Parcel Documents Un-Publish Parce	el Documents Close Project Pa	rcels Parcel Documents St	⊣ atus Information
ParcelInformation		-Selected Parcel Conveyance D	ocument Information:		
Select Book Parcel Below:		Document File Location			
Parcel-2_EASE		Document File Name:			
Parcel Status:			Remove	Save Document	Select_
			Document File	File	Document
Delete Parcel Edit Parce	el Add Parcel(s)				
Selected Parcel Exhibits Informa	lion:				
Edit Current Parcel Exhibits	Current Exhibits Page I	nformation			
Insert After Current Page	Design File Location:				1
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates	<u></u>			Select Exhibit
Reorder Pages		C Kee	p Fence Sheet 3		Design File
Page 0 Of 3			Sheet 2		
	Up	odate MicroStation Fence	Sheet 1		
<u>*</u>					

The *Select Conveyance Document File* form will be displayed, as shown below.

rganize 🔻 New folder				855	•
🌉 mdthq	*	Name	Date modified	Туре	Size
👤 mdtshares		7930000_P01.DOCX	6/1/2015 10:05 AM	MS Office Word O	28 KE
퉬 AppData	E	7930000_P02.DOCX	8/12/2015 2:03 PM	MS Office Word O	28 KE
🌽 AppUpload		🗐 7930000_P02E_AC.docx	3/2/2016 8:19 AM	MS Office Word O	28 KE
Billings		🗐 7930000_P03.DOCX	7/24/2015 1:41 PM	MS Office Word O	29 KE
🎍 Bozeman 🎍 Butte					
Glendive					
GreatFalls					
📕 Havre					
퉬 Helena					
🛃 Administration	+				
File name:				ROW Conveyance	2 2

Browse to and select the desired conveyance document from the Draft Deeds share and then select the **Open** button, as shown below.

rganize 🔻 New folder	1.221			÷==	•
🖳 mdthq	^	Name	Date modified	Туре	Size
👱 mdtshares	E	🗐 7930000_P01.DOCX	6/1/2015 10:05 AM	MS Office Word O	28 KE
🌽 AppData		1930000_P02.DOCX	8/12/2015 2:03 PM	MS Office Word O,	28 KE
🍌 AppUpload		7930000_P02E_AC.docx	3/2/2016 8:19 AM	MS Office Word O	28 KE
Billings		👜 7930000_P03.DOCX	7/24/2015 1:41 PM	MS Office Word O	29 KE
Butte					
Glendive					
📕 GreatFalls					
📕 Havre					
퉬 Helena					
👩 Administration	+				

The program will return to the main form with the selected document file information displayed in the *Selected Parcel Conveyance Document Information* section of the form, as shown below.

urrent Book Information						Exit		
Book File: C:\DGN\7930000R	OPED002.rwpb				Load Book			
District: DISTRICT-1-MISSO	ULA	Project 7930000			Build New Book	1		
DMS Directory 7930000		Units: English						
anage Parcel Documents Print Par	el Exhibit Check Plots Publis	h Parcel Documents Un-Put	blish Parcel Docu	ments Close Project Pa	rcels Parcel Documents S	itatus Information		
ParcelInformation		Selected Parcel Conve	yance Docume	ent Information:				
Select Book Parcel Below:				Document File Location \\mdthq\mdtshares\Helena\ROW\Draft-DeedsTEST\DISTRICT-1-MISSOULA\7930000				
Parcel-2_EASE	<u> </u>	Document File Name:	7930000_P02.DC	ICX				
Parcel Status:			ß	Remove Document File	Save Document File	Select Document File		
Delete Parcel Edit Parce	el Add Parcel(s)							
Selected Parcel Exhibits Informa	tion:							
Edit Current Parcel Exhibits	Current Exhibits Page	Information						
Insert After Current Page	Design File Location:							
Save Current Page	Design File Name:							
Delete Current Page	Fence Coordinates		<u></u>			Select Exhibit		
Reorder Pages			🔲 Keep Fenc	e Sheet 3		Design File		
				Sheet 2				
Page 0 0f 3								

Next, select the **Save Document File** button, as shown below, to save the selected document file information as the conveyance document for the selected parcel.

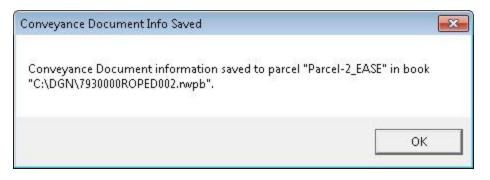
Options Utilities Help						
urrent Book Information						Exit
Book File: C:\DGN\7930000RI	DPED002.rwpb				Load Book	
District: DISTRICT-1-MISSO	ULA	Project 793	30000		Build New Book	
DMS Directory 7930000		Units: En	glish			
anage Parcel Documents Print Parc	el Exhibit Check Plots Publish	Parcel Documents	Un-Publish Parcel Doo	cuments Close Project Pa	rcels Parcel Documents Sta	⊣ itus Information
Parcel Information			Conveyance Docum	•		
Select Book Parcel Below:		Document File Lo	cation \\mdthq\mdtsha	ares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MIS	SOULA\7930000
Parcel-2_EASE		Document File I	Name: 7930000_P02.0)0CX		
Parcel Status:			1	Bemove	Save Document	Select
				Document File	File	Document File
Delete Parcel Edit Parce	Add Parcel(s)	1.1				
Selected Parcel Exhibits Informa	lion:					
Edit Current Parcel Exhibits	Current Exhibits Page I	nformation				
Insert After Current Page	Design File Location:					
Save Current Page	Design File Name:					
Delete Current Page	Fence Coordinates					Select Exhibit
Reorder Pages			📕 Keep Fer			Design File
neuluei rayes				Sheet 3		10
Page 0 Of 3		pdate MicroStation Fe	nce	Sheet 2		
Page 0 Of 3						

A *Save Current Parcel Conveyance Document Confirmation* form will be displayed, as shown below, prompting for confirmation of the save current parcel conveyance document operation.

Save Current Parcel Conveyance Document	Confirmation	83
Are you sure you want to save the changes Document?	to the current parcel (Conveyance
	Yes	No

Select the **Yes** button to complete the conveyance document save operation.

A *Conveyance Document Info Saved* confirmation form will be displayed, providing notification that the conveyance document information has been saved to the current book, as shown below.

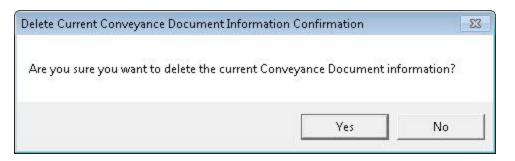


After selecting the **OK** button, the program will return to the main form.

To remove the conveyance document for a parcel the user can select the **Remove Document File** button, as shown below.

urrent Book Information					-
Book File: C:\DGN\7930000R	OPED002.rwpb			– LoadBook	Exit
District: DISTRICT-1-MISSO		Project 7930000		Build New Book	1
DMS Directory 7930000		Units: English			1
fanage Parcel Documents Print Par	cel Exhibit Check Plots Publis	h Parcel Documents Un-Publish Parcel I	Documents Close Project Pa	rcels Parcel Documents S	tatus Information
Parcel Information		Selected Parcel Conveyance Doc	ument Information:		
Select Book Parcel Below:		Document File Location \\mdthq\md	shares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MI	SSOULA\7930000
Parcel-2_EASE		Document File Name: 7930000_P0	2.DOCX		
Parcel Status:		· · · · · ·	Remove Documpot File	Save Document File	Select Document File
Delete Parcel Edit Parc	el Add Parcel(s)	<u></u> 			
Selected Parcel Exhibits Informa	lion:				
Edit Current Parcel Exhibits	Current Exhibits Page	Information			
Insert After Current Page	Design File Location:				
interitienter barronter ago	Design File Name:				
Save Current Page		23520597			Select Exhibit
	Fence Coordinates		Tanaa		Design File
Save Current Page	Fence Coordinates	Г Кеер			
Save Current Page Delete Current Page	Fence Coordinates	Г Кеер	Sheet 3 Sheet 2		

A **Delete Current Parcel Conveyance Document File Confirmation** form will be displayed, as shown below, prompting for confirmation of the delete current parcel conveyance document file operation.



Select the **Yes** button to complete the conveyance document deletion operation.

A *Conveyance Document Info Deleted* confirmation form will be displayed, providing notification that the conveyance document information has been saved to the current book, as shown below.

Conveyance Document Info Deleted	×
Conveyance Document information deleted from parcel "Parcel-2_EASE" "C:\DGN\7930000ROPED002.nvpb".	' in book
	ок

After selecting the **OK** button, the program will return to the main form with the information for the current parcel updated to show no conveyance document, as shown below.

View ROW Parcels Book Information

		E site
	LoadBook	Exit
Project 7930000	Build New Book	
Units: English		
Plots Publish Parcel Documents Un-Publish Parcel Documents	Close Project Parcels Parcel Documents Sta	atus Information
Selected Parcel Conveyance Document Info	mation:	
Document File Location		
Document File Name:		
	Remove Save Document	Select
	ocument File	Document File
hibits Page Information		
Location:		
ile Name:		
ordinates		Select Exhibit
Keep Fence	Sheet 3	Design File
	Sheet 2	
	Units: English Plots Publish Parcel Documents Un-Publish Parcel Documents Selected Parcel Conveyance Document Info Document File Location Document File Name: D hibits Page Information Location: ile Name:	Project 7930000 Build New Book Units: English Plots Publish Parcel Documents Close Project Parcels Parcel Documents Sta Selected Parcel Conveyance Document Information: Document File Location Document File Name: Remove Document File Save Document File

10. Printing Check Plots

To user can use the Print Parcel Exhibit Check Plots tab to get check plot prints.

To start the process of getting parcel exhibit check plots first select the *Print Parcel Exhibit Check Plots* tab on the main form, as shown below.

Current Book Information				1	Exit
Book File: C:\DGN\7930000R	JPED002.rwpb			LoadBook	
District: DISTRICT-1-MISSO	ULA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
anage Parcel Documents Print Parc	el Exhibit/Check Plots Publish	n Parcel Documents Un-Publish Parce	el Documents Close Project Parce	Is Parcel Documents Sta	tus Information
ParcelInformation	~~~~	Selected Parcel Conveyance D	ocument Information:		
Select Book Parcel Below:		Document File Location			
Parcel-2_EASE		Document File Name:			
Parcel Status:			Remove	Save Document	Select
			Document File	File	Document File
Delete Parcel E dit Parce	Add Parcel(s)				2
Selected Parcel Exhibits Informa	ion:				
Edit Current Parcel Exhibits	Current Exhibits Page I	nformation			
Insert After Current Page	Design File Location:				
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates				Select Exhibit
Reorder Pages		🗖 Kee	p Fence		Design File
			Sheet 3 Sheet 2		11

The *Print Parcel Exhibit Check Plots* tab will be displayed, as shown below.

rent Book Information Book File: C:\DGN\7930000R0PED002.rwpb		Load Book	Exit
District: DISTRICT-1-MISSOULA	Project 7930000	Build New Book	
IS Directory 7930000	Units: English		
Select Parcel(s) to Print Exhibit Check Plots For All Parcels With Exhibit Pages In Book: Parcel-1_ACQ Parcel-1_EASE Parcel-2_EASE	Selec	Printer to Print Check Plots to Below: cted Printer nt1\mis4pl Select Printer nt1\mis4pl Change Default Printer	
		Print Exhibit Check P For Selected Parcel	

The steps to perform to print exhibit check plots for parcels is as follows:

First, select the printer for the check plot prints to be printed to using the **Select Printer** button.

Next, select the parcel(s) to be printed in the list of parcels with exhibit pages under the *All Parcels With Exhibit Pages In Book:* label.

Finally, select the **Print Exhibit Check Plots For Selected Parcel(s)** button to submit the request for the printed exhibit check plots, as shown below.

View ROW Parcels Book Information

rent Book Information				Exit
Book File: C:\DGN\7930000R0PED002.rwpb			Load Book	
District: DISTRICT-1-MISSOULA	Project 7930000		Build New Book	
IS Directory 7930000	Units: English			
age Parcel Documents Print Parcel Exhibit Check Plot	s Publish Parcel Documents Un-Publis	h Parcel Documents Close Project Pa	arcels Parcel Documents Status In	nformation
Select Parcel(s) to Print Exhibit Check Plots For	from Available Parcels Below.	Select Printer to Print Chec	:k Plots to Below:	1
All Parcels With Exhibit Pages In Book:		Selected Printer		
Parcel-1_ACQ Parcel-1_EASE		\\mdtprint1\isd7pr	Select Printer	
Parcel-2_EASE				
		\\misnt1\mis4pl	Change Default Printer	
		4	Print Exhibit Check Plots For Selected Parcel(s)	
				-

A *View ROW Parcel Documents Update Queue Requests* form will be displayed, as show below.

***** U0791223120 *****	03-Apr-2016	22:31:21	
			Refresh
			Close

The request will be processed by the Network Batch Plotters and the plots will be printed to the selected printer.

Click the **Close** button to close the form, returning to the main form.

11. Publish Parcel Documents

Once the parcel documents have been completed and checked, the user can use the Publish Parcel Documents tab to publish the parcel document, making them available for Right-of-Way staff to access the documents.

To start the process of publishing parcels first select the *Publish Parcel Documents* tab on the main form, as shown below.

Options Utilities Help					
urrent Book Information					Exit
Book File: C:\DGN\7930000F	(OPED002.rwpb			Load Book	E XI
District: DISTRICT-1-MISSO	JULA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
anage Parcel Documents Print Par	cel Exhibit Check Plots Publish	Parcel Decuments Un-Publish Parce	I Documents Close Project Par	cels Parcel Documents Sta	 atus Information
ParcelInformation		Selected Parcel Conveyance D	ocument Information:		
Select Book Parcel Below:		Document File Location			
Parcel-2_EASE		Document File Name:			
Parcel Status:			Remove	Save Document	Select
			Document File	File	Document File
Delete Parcel Edit Parc	el Add Parcel(s)				
Selected Parcel Exhibits Informa	xion:				
Edit Current Parcel Exhibits	Current Exhibits Page In	formation			
Insert After Current Page	Design File Location:				
involtintor ouriontil ago	Design File Name:				
Save Current Page					
	Fence Coordinates	0.020105			Select Exhibit
Save Current Page		T Kee	p Fence Sheet 3		Select Exhibit Design File
Save Current Page Delete Current Page	Fence Coordinates	Г Кее			

The *Publish Parcel Documents* tab will be displayed, as shown below.

Manage ROW I File Options L	Parcel Documents (Version 1.0.0)		
Current Book I			Load Book Exit
00000000	C:\DGN\7930000R0PED002.rwpb		
	DISTRICT-1-MISSOULA	Project 7930000	Build New Book
DMS Directory	7930000	Units: English	
Select Par	rcel(s) to Publish from Available Parcels Below: Thed Parcels: .CQ .ASE	Parcel Documents Un-Publish Parcel Documents Close Project Parcels Publish Documents For Selected Parcels Note: Publishing Automatically Archives Previo	

The steps to perform to publish parcels are as follows:

First, select the parcel(s) to be published in the list of un-published parcels under the *Un-Published Parcels:* label.

Next, select the **Publish Documents For Selected Parcel(s)** button to submit the request to publish the parcel documents, as shown below.

View ROW Parcels Book Information

🌃 Manage ROW I	Parcel Documents (Version 1.0.0)		
File Options L	Jtilities Help		
Current Book I			Exit
Book File:	C:\DGN\7930000R0PED002.rwpb		Load Book
District:	DISTRICT-1-MISSOULA	Project 7930000	Build New Book
DMS Directory	7930000	Units: English	
Select Par	rcel(s) to Publish from Available Parcels Below: -hed Parcels: -CQ ASE	Color Un-Publish Parcel Documents Close Project Parcels Publish Documents For Selected Plycet(s) Note: Publishing Automatically Archives Previously	

A *View ROW Parcel Documents Update Queue Requests* form will be displayed, as show below.

***** U0791223120 ***** ***** U0791224724 *****	03-Apr-2016 03-Apr-2016		
			Refresh
			Close
On\\MDTHQ\ITTEST\4	PPDATANROWPA	RCELDOCSREQ Queue)	

The request will be processed by the Network Batch Plotters and the Parcel Exhibit plot and PDF files will be created and published and the conveyance document will be published.

Click the **Close** button to close the form.

If the "Prompt To Send Email Notifications" option is checked on in the User Options, a *Send Publication Notification?* form will be displayed, prompting to select whether or not to send an e-mail notification, as shown below.

Send Publication Notification?		23
Parcel Publication Request was crea notification?	ated, do you want to sen	d an e-mail
	Yes	No

If Yes is selected, a new outlook e-mail message will be initialized with the Subject and body containing Parcel Publication notification information, ready for the user to complete and send, as shown below.

iste ▼ →	BZ BZ-	lew Roman × 12 × <u>U</u> III × III × A × IIII = Z = III Basic Text	A`∧` ≇≇ ⊛	Address Check Book Names Names	 Attach File Attach Item * Signature * Include 	 Follow Up * High Importance Low Importance Tags 5 	Q Zoom Zoom
= end	To Cc Subject:	Parcels being Publish	ed for Prc	oject 7930000			
-1. 	ject 7930 1 ACQ	000 the Following	Parcels	s Are Being Pub	lished:		

Click the **Close** button to close the form, returning to the main form.

12. Un-Publish Parcel Documents

After parcel documents have been published it may be necessary to make modifications. Before making modifications the parcels will need to be un-published as the published documents are no longer valid and the published conveyance document file must be returned to its original Draft Deeds location.

To start the process of un-publishing parcels first select the *Un-Publish Parcel Documents* tab on the main form, as shown below.

urrent Book Information					1
Book File: C:\DGN\7930000R0	PED002.rwpb			Load Book	E xit
District: DISTRICT-1-MISSOL	ILA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
fanage Parcel Documents Print Parce	l Exhibit Check Plots Publisi	n Parcel Documents Un-Publish Parce	I Dopuments Close Project Parc	els Parcel Documents Sta	itus Information
ParcelInformation		Selected Parcel Conveyance Do	63		
Select Book Parcel Below:		Document File Location			
Parcel-2_EASE		Document File Name:			
Parcel Status:			Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parcel	Add Parcel(s)				
Selected Parcel Exhibits Informati	DIAC				
Edit Current Parcel Exhibits	Current Exhibits Page	nformation			
Insert After Current Page	Design File Location:				
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates				Select Exhibit
		🗖 Keej	5 Fence Sheet 3		Design File
Reorder Pages			Sheet 2		
Reorder Pages					

The *Un-publish Parcel Documents* tab will be displayed, as shown below.

and the second s	Parcel Documents (Version 1.0.0)		
File Options L	Jtilities Help		
Current Book I	nformation		Exit
Book File:	C:\DGN\7930000R0PED002.rwpb		Load Book
District:	DISTRICT-1-MISSOULA	Project 7930000	Build New Book
DMS Directory	7930000	Units: English	
	rcel(s) to Un-Publish from Available Parce I Parcels: .CQ	Publish Parcel Documents Un-Publish Parcel Documents Close Projests Below: Un-Publish Documents For Selected Parcel(s) Note: Un-Publishing Returns Conveyance I and Archives Previously Published Documents Note:	Document To Draft Deed Location

The steps to perform to un-publish parcels are as follows:

First, select the parcel(s) to be un-published in the list of published parcels under the *Published Parcels:* label.

Next, select the **Un-publish Documents For Selected Parcel(s)** button to submit the request to un-publish the parcel documents, as shown below.

View ROW Parcels Book Information

🌃 Manage ROW I	Parcel Documents (Version 1.0.0)		
File Options L	Jtilities Help		
Current Book I	nformation		Exit
Book File:	C:\DGN\7930000R0PED002.rwpb		Load Book
District:	DISTRICT-1-MISSOULA	Project 7930000	Build New Book
DMS Directory	7930000	Units: English	
	icel(s) to Un-Publish from Available Parcels Below. Parcels: C0	Documents Un-Publish Parcel Documents Close Project Parce Un-Publish Documents For Selected Parcel(s) Note: Un-Publishing Returns Conveyance Docume and Archives Previously Published Document	

A *View ROW Parcel Documents Update Queue Requests* form will be displayed, as show below.

	fresh
C	ose
PARCELDOCSREQ Queue)	
	PARCELDOCSREQ Queue)

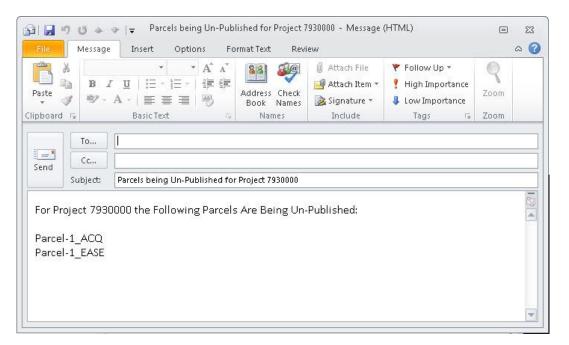
The request will be processed by the Network Batch Plotters and the Parcel Exhibit plot and PDF files will be archived and the conveyance document will be archived and returned to the its original Draft Deeds location.

Click the **Close** button to close the form.

If the "Prompt To Send Email Notifications" option is checked on in the User Options, a **Send Unpublication Notification?** form will be displayed, prompting to select whether or not to send an e-mail notification, as shown below.

Send Un-Publication Notification?		23
Parcel Un-Publication Request was construction?	reated, do you want to sen	ıd an e-mail
	Yes	No

If **Yes** is selected, a new outlook e-mail message will be initialized with the Subject and body containing Parcel Un-publication notification information, ready for the user to complete and send, as shown below.



13. Close Parcel Documents

After parcel documents have been published for all of the parcels in the project and the project is completed the parcel documents will need to be closed.

To start the process of closing parcels first select the *Close Project Parcels* tab on the main form, as shown below.

Options Utilities Help					
Current Book Information					Exit
Book File: C:\DGN\7930000R()PED002.rwpb			Load Book	
District: DISTRICT-1-MISSO	JLA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
anage Parcel Documents Print Parc	el Exhibit Check Plots Publish	Parcel Documents Un-Publish Parc	el Documents Close Project Pa	rcels Parcel Documents St	
Parcel Information	1	Selected Parcel Conveyance D	ocument Information:		
Select Book Parcel Below.		Document File Location			
Parcel-2_EASE		Document File Name:			
Parcel Status: Published Edit and Delete NotAllowed For I	Dunnale		Remove	Save Document	Select
With Published Or ClosedDocum			Document File	File	Document File
Delete Parcel Edit Parce	Add Parcel(s)				
Selected Parcel Exhibits Informat	ion:				
Edit Current Parcel Exhibits	Current Exhibits Page Ir	nformation			
Insert After Current Page	Design File Location:				
Save Current Page	Design File Name:				
D.L.C. ID	Fence Coordinates	598016			Select Exhibit
Delete Current Page		🗖 Ke	ep Fence Sheet 3		Design File
Reorder Pages					
			Sheet 2		

The *Close Project Parcels* tab will be displayed, as shown below.

inage ROW Parcel Documents (Version 1.0.0 Options Utilities Help)	
rrent Book Information		
Book File: C:\DGN\7930000R0PED002.rw	de	Load Book Exit
District: DISTRICT-1-MISSOULA	Project 7930000	Build New Book
MS Directory 7930000	Units: English	
nage Parcel Documents Print Parcel Exhibit Ch - Closing The Project Parcels Requires All Published Parcels: Parcel-2_EASE	eck Plots Publish Parcel Documents Un-Publish Parcel Documents Parcels Be In the Published List Below: Un-Published Parcels: Parcel-1_ACQ Parcel-1_EASE	Close Project Parcels Parcel Documents Status Information Close The Project Parcels Note: All Parcels Must Be Published Before the Project Parcels Can Be Closed.
Note:		

All parcel folders must be published before the project parcels can be closed. Hence, in the example above the **Close The Project Parcels** button is disabled as two parcels in the project are currently un-published.

Once all parcels have been published for a project the Close Project Parcels tab display shows all parcels in the *Published Parcels:* list and the **Close the Project Parcel** button is enabled, as shown below.

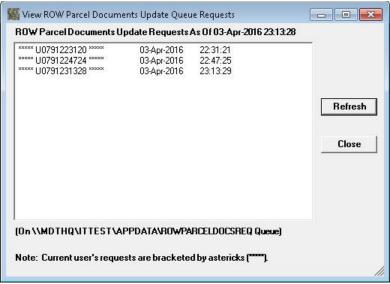
View ROW Parcels Book Information

ent Book Information		Exit
Book File: C:\DGN\7930000R0PED002.rwpb		Load Book
District: DISTRICT-1-MISSOULA	Project 7930000	Build New Book
S Directory 7930000	Units: English	
age Parcel Documents Print Parcel Exhibit Check	Relots Publish Parcel Documents Un-Publish Parcel Documents	Close Project Parcels Parcel Documents Status Information
Published Parcels: Parcel-1 ACQ	Un-Published Parcels:	Close The Project Parcels
Parcel-1_EASE Parcel-2_EASE		Note: All Parcels Must Be Published Before the Project Parcels Can Be Closed.
2		
lote:	cel Folders from the Published Location, Deleting All	

Select the **Close the Project Parcels** button to submit the request to close the project parcels, as shown below.

ent Book Information		Load Book Exit
Book File: C:\DGN\7930000R0PED002 District: DISTRICT-1-MISSOULA	Project 7930000	
energy and a second sec		Build New Book
S Directory 7930000	Units: English	
	Check Plots Publish Parcel Documents Un-Publish Parcel Documents All Parcels Be In the Published List Below.	Close Project Parcels Parcel Documents Status Information
Published Parcels:	Un-Published Parcels:	Close The Project Parcels
Parcel-1_ACQ Parcel-1_EASE Parcel-2_EASE		Note: All Parcels Must Be Published Before the Project Parcels Can Be Closed.

A *View ROW Parcel Documents Update Queue Requests* form will be displayed, as show below.



The request will be processed by the Network Batch Plotters and the Project Parcels will be closed.

Click the **Close** button to close the form.

If the "Prompt To Send Email Notifications" option is checked on in the User Options, a *Send Close Notification?* form will be displayed, prompting to select whether or not to send an e-mail notification, as shown below.

Send Close Notification?		23
Parcel Close Request was created, do yo	u want to send an e-mail r	notification?
	Yes	No

If **Yes** is selected, a new outlook e-mail message will be initialized with the Subject and body containing Project Parcels Closure notification information, ready for the user to complete and send, as shown below.

69 🛃 🖉	7 U + ·		ing Closed for P	roject 793I	0000 - Message (HT	ML)	۰	23
File	Message	Insert Option	s Format Te	d Rev	iew		۵	
A CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR AND A CONTRAC	w		評評 Addre Book	ss Check	 Attach File Attach Item * Signature * Include 	 Follow Up * High Importance Low Importance Tags 	Q Zoom Zoom	
Send	To Cc Subject:	 	or Project 79300	00				

14. View Parcel Documents Status Information

At any time during the Parcel Document processing process users can view the status of all parcels using the Parcel Documents Status Information tab.

To start the process of viewing parcel status information first select the *Parcel Documents Status Information* tab on the main form, as shown below.

Manage ROW Parcel Documents (Version 1.0.0)				
ile Options Utilities Help					
Current Book Information				1	Exit
Book File: C:\DGN\7930000R	OPED002.rwpb			Load Book	
District: DISTRICT-1-MISSO	IULA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
Manage Parcel Documents Print Parcel Parcel Information Select Book Parcel Below:	cel Exhibit Check Plots Publis	h Parcel Documents Un-Publish Parce Selected Parcel Conveyance D Document File Location	•	els Parcel Documents Sta	tus Information
Parcel-2_EASE	<u> </u>	Document File Name:			
Parcel Status: Published Edit and Delete NotAllowed For With Published Or ClosedDocur Delete Parcel Edit Parce	nents.		Remove Document File	Save Document File	Select Document File
Selected Parcel Exhibits Informa	tion:				
Edit Current Parcel Exhibits	Current Exhibits Page	Information			
Insert After Current Page	Design File Location:				1
Save Current Page	Design File Name:				
Delete Current Page	Fence Coordinates -	1.551.044			Select Exhibit
Reorder Pages		n Kee	p Fence Sheet 3		Design File
Page 0 Of 3		pdate MicroStation Fence	Sheet 2 Sheet 1		
•	J [

The *Parcel Documents Status Information* tab will be displayed, as shown below.

Irrent Book Information Book File: C:\DGN\7930000R0PED002.rwpb			Load Bool	c Exit	
District: DISTRICT-1-MISSOULA	Project 7930000		Build New B	Book	
DMS Directory 7930000	Units: English				
	Child. [English				
anage Parcel Documents Print Parcel Exhibit Check I	Plots Publish Parcel Documents Un-Publish	Parcel Documents Close Project P	arcels Parcel Docume	ents Status Information	
Parcel ID	No. of Exhibit Pages	Conveyance Document File	Status	Status Date	
Parcel-1_ACQ Parcel-1_EASE	4	7930000_P01.D0CX 7930000_P02.D0CX	UnPublished UnPublished	04-03-2016 04-03-2016	
Parcel-1_EASE Parcel-2_EASE	3	7930000_P02.D0LX	Published	04-03-2016	

As shown above, for all of the parcels in the book the Parcel ID, number of Exhibit page, Conveyance Document File, Status and Date of Status change are displayed.

15. Setting or Changing Default User Options

To set or change the Default Printer or Default District user options select the **Options** menu \rightarrow **User Options** sub-item, as shown below.

User Options			
Book File:			Load Book Exit
District:	Project		Build New Book
DMS Directory	Units:		Dullu New DOOK
DMS Directory	Units.]		
anage Parcel Documents Print Parcel B	xhibit Check Plots Publish Parcel Documents Un-Publish	Parcel Documents Close Proiect Parcels	Parcel Documents Status Information
ParcelInformation	Selected Parcel Conveyand	•	1
Select Book Parcel Below:	Document File Location	Se D'OGUMEIR INDINGIOL	
	Document File Name:		
Parcel Status:	Document File Name.		
		Remove Document File	Save Document Select File Document File
Delete Parcel Edit Parcel	Add Parcel(s)		
V			
Selected Parcel Exhibits Information			
E dit Current Parcel Exhibits	Current Exhibits Page Information		
Insert After Current Page	Design File Location:		
Save Current Page	Design File Name:		
Delete Current Page	Fence Coordinates		Select Exhibit
		Keep Fence Sheet 3	Design File
Reorder Pages			
Reorder Pages		Sheet 2	

The *User Options* form will be displayed, as shown below.

Default Printer:	Select
\\misnt1\mis4pl	Printer
Default District:	
Missoula	
Prompt Before Making Changes	
Prompt To Send Email Notificati	

The current Default Printer is displayed in the Default Printer: text box (in this example the Default Printer is \\misnt1\mis4pl).

The current Default District is shown in the Default District: dropdown list (in this example the default district is Missoula).

The current Prompt Before Making Changes and Prompt To Send Email Notifications options are also shown on the form. In this example both the *Prompt Before Making Changes* and *Prompt To Send Email Notifications* options are selected.

To change the Default Printer select the Select Printer button as shown below.

Default Printer:	Select
\\misnt1\mis4pl	Prir
Default District:	
Missoula	
Prompt Before Making Changes	
Prompt To Send Email Notifications	

Note: Options that are checked are turned on.

The *Choose From Approved ROW Plotters Listed Below* form will be displayed as shown below.

oose From Approved ROW Plot	ters Listed Below 📃 🔲
Select Plotter	
C Missoula (District 1)	\\misnt1\mis4pl 👻
C Butte (District 2)	\\butnt1\but6pl
C Great Falls (District 3)	\\gtfnt1\gtf4pl
C Glendive (District 4)	\\gldnt1\gld6pl 🚽
C Billings (District 5)	\\blgnt1\blg3pl 🚽
C Helena	\\mdtprint1\row8pr
Cancel	OK
Selected Plotter	\\misnt1\mis0pr

Next, select the District for the desired printer, as shown below (in this example the Butte (District 2) option has been selected).

Select Plotter	
C Missoula (District 1)	\\misnt1\mis0pr _▼
Evitte (District 2)	\\butnt1\but6pl 💽
Great Falls (District 3)	\\gtfnt1\gtf4pl
C Glendive (District 4)	∖\gldnt1\gld6pl
C Billings (District 5)	\\blgnt1\blg3pl
C Helena	\\mdtprint1\row8pr
Cancel	ок
Selected Plotter	\\butnt1\but6pl

Next, select the desired printer from the dropdown list next to the selected district as shown below (in this example the \\butnt1\but3pl printer is being selected).

elect Plotter	
C Missoula (District 1)	\\misnt1\mis0pr
Butte (District 2)	\\butnt1\but6pl 🚽
C Great Falls (District 3)	\\butnt1\but6pl \\butnt1\but3pl
C Glendive (District 4)	\\gldnt1\gld6pl
C Billings (District 5)	\\blgnt1\blg3pl
C Helena	\\mdtprint1\row8pr 💌
Cancel	ок
Selected Plotter	\\butnt1\but6pl

After selecting the desired printer, the selected printer will be displayed in the Selected Printer text box, as shown below.

Select Plotter	
C Missoula (District 1)	\\misnt1\mis0pr
• Butte (District 2)	\\butnt1\but3pl
C Great Falls (District 3)	\\gtfrit1\gtf4pl
C Glendive (District 4)	∖\gldnt1\gld6pl _
C Billings (District 5)	\\blgnt1\blg3pl
C Helena	\\mdtprint1\row8pr
Cancel	ок
Selected Plotter	\\butnt1\but3pl

Next, select the **OK** button as shown above to complete the default plotter selection process. The form will close and the new default printer will be displayed in the *User Options* form as shown below.

User Options	
Default Printer: \\butnt1\but3pl	Select Printer
Default District:	21
Missoula	•
✓ Prompt Before Making Changes	
Prompt To Send Email Notifications	
ОК	Cancel

To change the Default District select the desired district from the Default District dropdown list, as shown below (in this example the Butte district item is being selected form the dropdown).

Default Printer:	Selec
\\butnt1\but3pl	Printe
Default District: Missoula	
Missoula	
Butte Great Falls Glendive Billings	2

After selecting the desired district from the Default District dropdown list the selected item will be displayed in the dropdown list, as shown below.

User Options		
Default Printer:	Select	
\\butnt1\but3pl	Printer	
Default District:		
Buttel	_	
Prompt Before Making Changes		
☑ Prompt To Send Email Notifications		
ок	Cancel	

To change the *Prompt Before Making Changes* option click on the item, as shown below.

User Options	
Default Printer:	Select
\\butnt1\but3pl	Printer
Default District:	
Butte	_
Prompt Before Making Changes	
Prompt To Send Email Notifications	
ОК	Cancel

After changing the *Prompt Before Making Changes* option the changed selection is displayed as shown below.

efault Printer:	Select
\butnt1\but3pl	Printer
efault District:	
utte	
Prompt Before Making Changes	
Prompt To Send Email Notification:	

To change the *Prompt To Send Email Notifications* option click on the item, as shown below.

Default Printer:	Select
\\butnt1\but3pl	Printer
Default District:	
Butte	
Prompt Before Making Changes	
R Prompt To Send Email Notifications	
S nompe to send Email Notifications	
ок	Cancel

After changing the *Prompt To Send Email Notifications* option the changed selection is displayed as shown below.

lser Options	
Default Printer:	Select
\\butnt1\but3pl	Printer
Default District:	
Butte	
Prompt Before Making Changes	
Prompt To Send Email Notifications	
ок	Cancel

Select the **OK** button, as shown below, to complete the Default Printer and/or Default District and/or Prompt Before Making Changes and/or Prompt To Send Email Notifications User Options selection process.

Default Printer: \\butnt1\but3pl	Select Printer
Default District:	1
Butte	-
Prompt Before Making Changes	

The *User Options* form will close and the main form will be displayed. The new user options will be used for all future operations.

16. Viewing Request Queue Requests

The ROW Parcel Documents Updates Request Queue can be viewed to check for requests in the queue.

To check for requests select the *Utilities* menu \rightarrow *View ROW Parcel Docs Update Requests* sub-item, as shown below.

Manage ROW Parcel Documents (e Options Utilities Help	Version 1.0.0)			
	el Docs Update Requests			
Current Dool	Is Book Parcels Conveyance Document and Exhibit Page:	5	– Load Book	Exit
District:	Project		Build New Book	
			Build New Book	
DMS Directory	Units:			
Parcel Information Select Book Parcel Below: Parcel Status:	el Exhibit Check Plots Publish Parcel Documents Un-Publis Selected Parcel Conveya Document File Location Document File Name:		Save Document File	Select Document File
Delete Parcel Edit Parce Selected Parcel Exhibits Informa Edit Current Parcel Exhibits				
Insert After Current Page	Design File Location:			
Save Current Page	Design File Name:			
Delete Current Page Reorder Pages	Fence Coordinates	Keep Fence Sheet 3		Select Exhibit Design File
Page 0f	Update MicroStation Fence	Sheet 2 Sheet 1		
A STATE OF	Least-	10000 C		

The View ROW Parcel Documents Update Queue Requests form will be displayed, as shown below.

**** U0791223120 *****	03-Apr-2016	22:31:21	
**** U0791224724 *****	03-Apr-2016	22:47:25	
**** U0791231328 *****	03-Apr-2016	23:13:29	
**** U0791234155 *****	03-Apr-2016	23:41:55	
**** U0791235939 *****	03-Apr-2016	23:59:40	
**** U0791000053 *****	04-Apr-2016	00:00:53	Refresh
**** U0791000133 *****	04-Apr-2016	00:01:33	nellesn
**** U0791001018 *****	04-Apr-2016	00:10:18	
**** U0791004311 *****	04-Apr-2016	00:43:11	
			Close
			10
)n\\MDTHQ\ITTEST\A	FEDALAMOWER		1

The logged in user's requests are bracketed by asterisks to make it easier to find the user's requests.

Select the **Close** button to close the form.

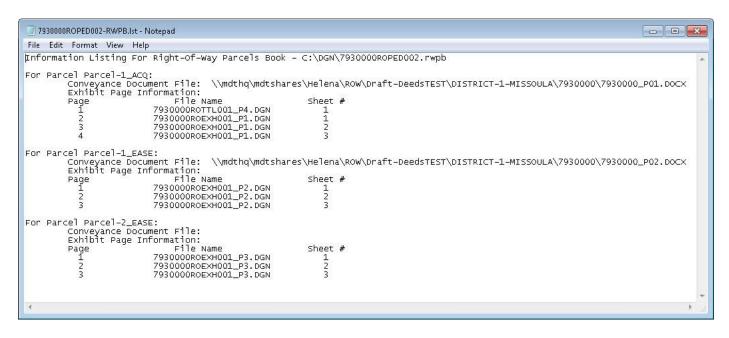
17. List ROW Parcels Book Parcels Conveyance Document and Exhibit Pages Information

The ROW Parcels Book Parcels Conveyance Document and Exhibit Pages Information can be listed to help with working with parcel documents.

To list the ROW Parcels Book parcels conveyance document and exhibit pages information select the *Utilities* menu → *List ROW Parcels Book Parcels Conveyance Document and Exhibit Pages Information* sub-item, as shown below.

Options Utilities Help					
Current Bool View ROW Par	cel Docs Update Requests				
Book Fi List ROW Parci	els Book Parcels Conveyance [)ocument and Exhibit Pages		Load Book	Exit
District: DISTRICT-1-MISS	JULA	Project 7930000		Build New Book	
DMS Directory 7930000		Units: English			
anage Parcel Documents Print Par	cel Exhibit Check Plots Publish	Parcel Documents Un-Publish Parcel	Documents Close Project Pa	rcels Parcel Documents SI	tatus Information
ParcelInformation		Selected Parcel Conveyance Do	cument Information:		
Select Book Parcel Below:		Document File Location \\mdthq\mo	ltshares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MI	SSOULA\7930000
Parcel-1_ACQ		Document File Name: 7930000_P	01.DOCX		
Parcel Status: UnPublished		×	Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parce					
Selected Parcel Exhibits Inform	stion:				
Edit Current Parcel Exhibits	Current Exhibits Page In	formation			
Insert After Current Page	Design File Location:				
	Design File Name:				
Save Current Page		336099			Select Exhibit
Save Current Page Delete Current Page	Fence Coordinates				Distance File
	Fence Coordinates	Г Кеер	Fence Sheet 3		Design File
Delete Current Page		✓ Keep date MicroStation Fence			Design File

The book information is written to a text file and opened in Notepad, as shown below.



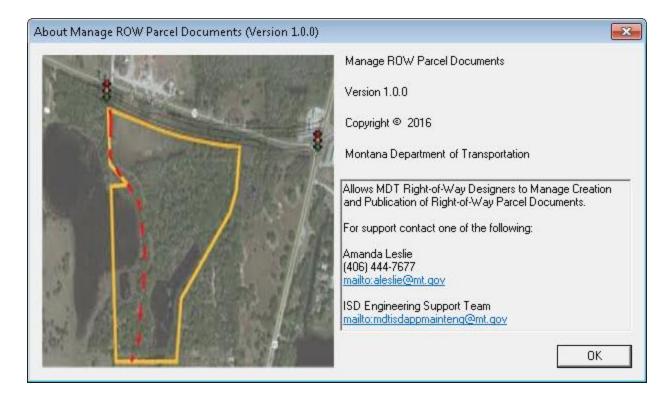
The text file is saved in the C:\Dgn folder with the name displayed at the top of the Notepad form.

18. Viewing Information About The Program

To view information about the program, including Support contact information select the *Help* menu \rightarrow *About Manage ROW Parcel Documents* sub-item, as shown below.

Abo	ut Manage _l ROW Parcel Docum	ents				
	Users Manual	cho			Load Book	Exit
						·
District: DISTRICT-1-MISSC	JULA	Project	7930000		Build New Book	
MS Directory 7930000		Units: 🛛	English			
anage Parcel Documents Print Par	cel Exhibit Check Plots Publish F	arcel Document	s Un-Publish Parcel Doc	cuments Close Project Par	rcels Parcel Documents St	atus Information
Parcel Information	1	Selected Parc	el Conveyance Docum	nent Information:		
Select Book Parcel Below: Docume		Document File I	ocation \\mdthq\mdtsha	ares\Helena\ROW\Draft-D	eedsTEST\DISTRICT-1-MIS	SOULA\7930000
Parcel-1_ACQ		Document Fi	le Name: 7930000_P01.D			
Parcel Status: UnPublished				Remove Document File	Save Document File	Select Document File
Delete Parcel Edit Parc	el Add Parcel(s)					
elected Parcel Exhibits Information	bion:					
	Current Exhibits Page Inf	ormation				
E dit Current Parcel Exhibits						
Edit Current Parcel Exhibits	Design File Location:					
	a second s					
Insert After Current Page	Design File Location: Design File Name:					Calast Eukibit
Insert After Current Page Save Current Page Delete Current Page	Design File Location:		🖵 Keep Fen			Select Exhibit Design File
Insert After Current Page Save Current Page	Design File Location: Design File Name:		T Keep Fen	10e Sheet 3 Sheet 2		

The *About Manage ROW Parcel Documents* form will be displayed as shown below.



The form displays information about the program including the Version number (in this example the version information is Version 1.0.0). The form also displays support contact information in the lower right section of the form. To e-mail a support contact click on the mailto:..... hyperlink text, as shown below.

About Manage ROW Parcel Documents (Version 1.0.0)	
C.C.	Manage ROW Parcel Documents
Providence in the second	Version 1.0.0
	Copyright © 2016
and the second states and the second states and	Montana Department of Transportation
	Allows MDT Right-of-Way Designers to Manage Creation and Publication of Right-of-Way Parcel Documents.
The second second	For support contact one of the following:
A A A A A A A A A A A A A A A A A A A	Amanda Leslie (406) 444-7677 mailto:aleslie@mt.gov
	ISD Engineering Support Team <u>mailto:mdtisdappmainteng@mt.gov</u> رالس
	ОК

A new Outlook e-mail message will be created with the To.. populated with the e-mail address for the support contact and the Subject: populated with a program support request subject item, as shown below.

Paste	a B 2 ∮ ≌2 -	<u>u</u> <u>≡</u> • <u>1</u> ≣ • 1	X ∧ F ∰ B B	Address Check Book Names Names	 Attach File Attach Item * Signature * Include 	 ♥ Follow Up ♥ Inportance Low Importance Tags □ 	Q Zoom Zoom
	(121.			. <u>1995</u> . (31)	and the second
	То	mdtisdappmainteng@mt.	gov				
Send	Cc						
	Subject:	Manage ROW Parcel D	ocument	ts (Version 1.0.0) Su	apport Request		
ľ	ucher, P.E						
Tim Bo	nuter Su	stems Analyst					
Sr. Con		·					
Sr. <i>C</i> on Inform	ation Ser	vices Division					
Sr.Con Inform							

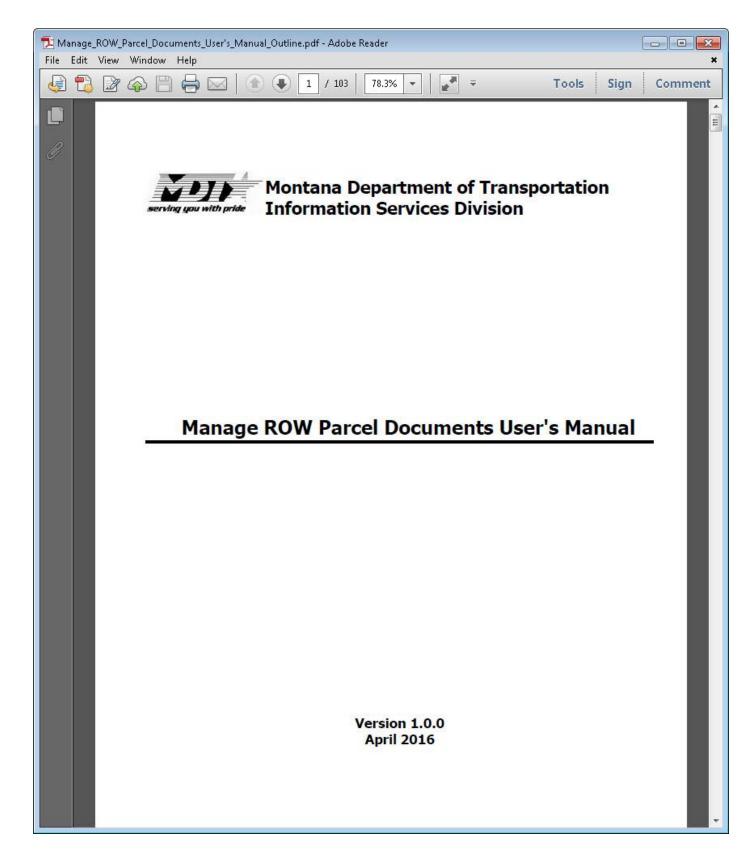
Simply fill out the desired message content and send the message. The support contact will receive the e-mail message and start the process of addressing the support request.

19. Viewing The Program User's Manual

To view a PDF of the program user's manual select the **Help Menu** \rightarrow **View Users Manual** option, as shown below.

Irrent Book Informati Abou	ut Manage ROW Parcel Docu	uments					
	Users _M anual				– Load Book] Exit	
		- 201			_	J	
District: DISTRICT-1-MISSO			7930000		Build New Book		
MS Directory 7930000		Units:	English				
nage Parcel Documents Print Parc	cel Exhibit Check Plots Publis	h Parcel Documer	its Un-Publish Parcel	Documents Close Project Pa	rcels Parcel Documents S	tatus Information	
'arcelInformation		Selected Par	cel Conveyance Do	cument Information:		•	
		Document File	ent File Location \\mdthq\mdtshares\Helena\ROW\Draft-DeedsTEST\DISTRICT-1-MISSOULA\7930000				
Parcel-1_ACQ		Document File Name: 7930000_P01.DOCX					
Parcel Status: UnPublished				Remove Document File	Save Document File	Select Document File	
Delete Parcel Edit Parce	el Add Parcel(s)	e 11 Tec 1					
elected Parcel Exhibits Informa	lion:						
Edit Current Parcel Exhibits	Current Exhibits Page	Information					
Insert After Current Page	Design File Location:						
	Design File Name:						
Save Current Page	Fence Coordinates		<u></u>			Select Exhibit	
Save Current Page Delete Current Page	Torroo ooorania.coo		🥅 Кеер	Fence Sheet 3		Design File	
				orieet a			
Delete Current Page		lpdate MicroStatio		Sheet 2			

The PDF version of the Manage ROW Parcel Documents User's Manual will be displayed, as shown below.



20. Technical Support

To obtain technical support, contact one of the following:

Amanda Leslie Right-of-Way Bureau Phone: 406-444-7677 <u>aleslie@mt.gov</u>

ISD Engineering Support Team mdtisdappmainteng@mt.gov