



## Certified Disadvantaged Owned Business Enterprise Search User Guide

<https://entapps.indot.in.gov/DBELocator/>

Enter the above URL into your browser and it will take you to this webpage.

This web application is provided as an aid in examining the locations of DBE Firms. Use the filter settings to limit the DBE search. Use the apply button to execute a search and the clear button to clear the results. In the search results table click the magnifier to zoom to that DBE Firm location.

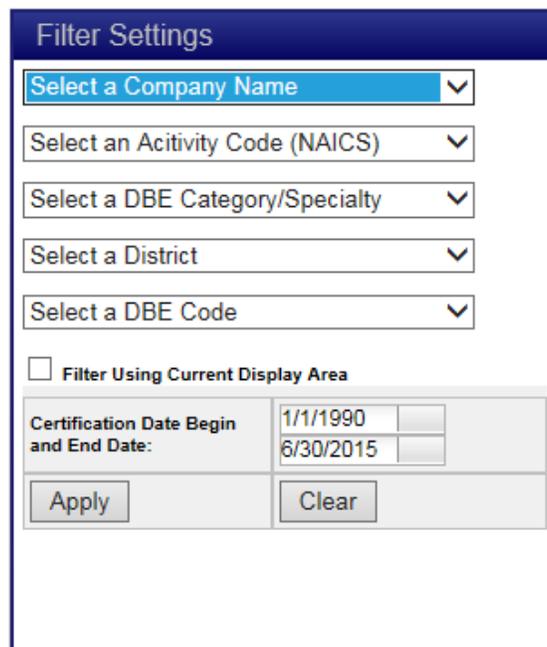
The screenshot shows the web application interface. At the top, there is a header with the Indiana Department of Transportation logo and the title "State of Indiana Directory of Certified Disadvantaged Owned Business Enterprise Search". Below the header is a map of the United States. To the right of the map is a "Filter Settings" panel with several dropdown menus: "Select a Company Name", "Select an Activity Code (NAICS)", "Select a DBE Category/Specialty", "Select a District", and "Select a DBE Code". There is also a checkbox for "Filter Using Current Display Area" and two date input fields for "Certification Date Begin" (1/1/1990) and "End Date" (6/30/2015). Below the filter settings are "Apply" and "Clear" buttons. At the bottom of the interface is a table with the following columns: "Zoom to", "Company Name", "DBE Code/Category (Specialty)", "Description", "DBE Code Certification Comment", "NAICS #", "App Type", "District", "dba", "Owner", and "Address Line 1".

### Contents:

1. Filter Settings
2. Map
3. Results
4. Additional Information

## 1. Filter Settings

On the right hand side of the screen you will see the filter settings listed. Each setting contains a drop down list of all the available options.



The screenshot shows a 'Filter Settings' dialog box with a dark blue header. It contains five dropdown menus: 'Select a Company Name', 'Select an Activity Code (NAICS)', 'Select a DBE Category/Specialty', 'Select a District', and 'Select a DBE Code'. Below these is a checkbox labeled 'Filter Using Current Display Area'. At the bottom, there is a section for 'Certification Date Begin and End Date:' with two date input fields (1/1/1990 and 6/30/2015) and two buttons: 'Apply' and 'Clear'.

Select a Company Name ▼

The first option under the filter settings is to select the company name. This lists all the DBE companies certified by the Indiana Department of Transportation. You can select a company by its name, and it will filter the results to only return those with that company name.

Select an Activity Code (NAICS) ▼

The second option under the filter settings is to select an activity code. This lists all the activity codes from the NAICS. You can select an activity code and it will filter the results to only return those DBE companies under that activity code.

Select a DBE Category/Specialty ▼

(\*Codes listed below)

The third option under the filter settings is to select a DBE Category/Specialty. This lists all DBE Categories available. You can select a DBE Category/Specialty and it will filter the results to only return DBE Companies in that category or specialty area.

Select a District ▼

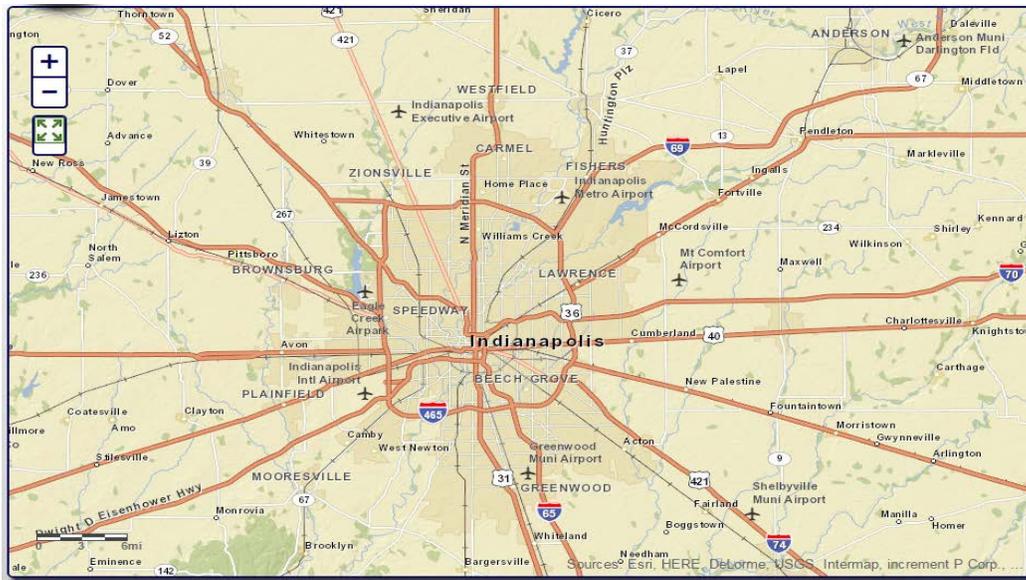
The fourth option under the filter settings is to select a INDOT District. This lists all of the INDOT Districts available in Indiana. You can select a INDOT District and it will filter the results to only return DBE Companies that work in that INDOT District.

Select a DBE Code ▼

The fifth option under the filter settings is to select an INDOT DBE Code. This lists all of the INDOT DBE Codes available. You can select a DBE Code and it will filter the results to only return DBE Companies that are under that code.

## Filter Using Current Display Area

Underneath the filter settings listed above is the option to filter using current display area. By selecting this option, the results will be filtered only in the area of the map that is visible. For example, if this is the area shown on your map below, then only results in this area will be shown. To use this option, clear any filter settings if necessary, select the desired map area first (zoom in or out), then choose the filter settings options, click the check box next to “Filter Using Current Display Area”, Click Apply.



|  |                                      |                      |
|--|--------------------------------------|----------------------|
| Certification Date Begin and End Date: | 1/1/1990                             | <input type="text"/> |
|  | 6/30/2015                            | <input type="text"/> |
| <input type="button" value="Apply"/>   | <input type="button" value="Clear"/> |                      |

The final option under the filter settings is to select the certification begin and end date of the DBE company. You can select a beginning date and/or ending date which will return results of DBE companies that have a certification date that falls between the applied date filter.

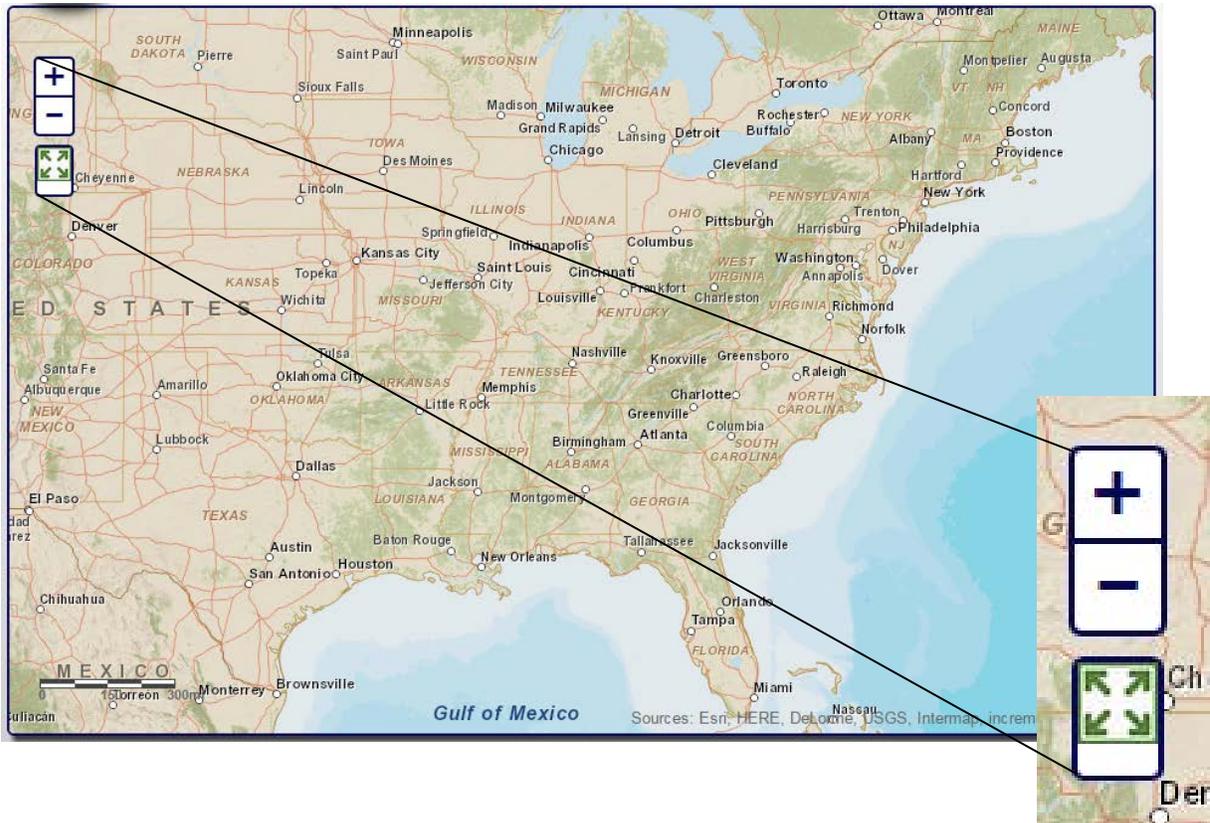
| Zoom to | ▲ Company Name          | DBE Code/Category (Specialty) | Description   | DBE Code Certification Comment  | NAICS # | App Type | District         | dba                | Owner       | Address Line 1 |
|---------|-------------------------|-------------------------------|---|---|---------|----------|------------------|--------------------|-------------|----------------|
|         | Bryant Associates, Inc. | 0051.40C                      | Other Heavy and Civil Engineering Construction      |   | 237990  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |
|         | Bryant Associates, Inc. | 0051.7C                       |   |   | 237310  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |
|         | Bryant Associates, Inc. | 0052.28E                      | Surveying and Mapping (except Geophysical) Services | Land Surveying only   | 541370  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |
|         | Bryant Associates, Inc. | 0052.33E                      |   | Transportation, Civil, Site, Structural, Traffic & Marine Engineering | 541330  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |

Once you have selected one or more options under the filter settings you can either hit Apply or Clear. If you select Apply, it will apply all of the filter settings

that you chose and find all the available results. The results will be listed in the bottom portion of the screen as shown below. If you select Clear, it will reset all of the filter settings. See Results section for further information.

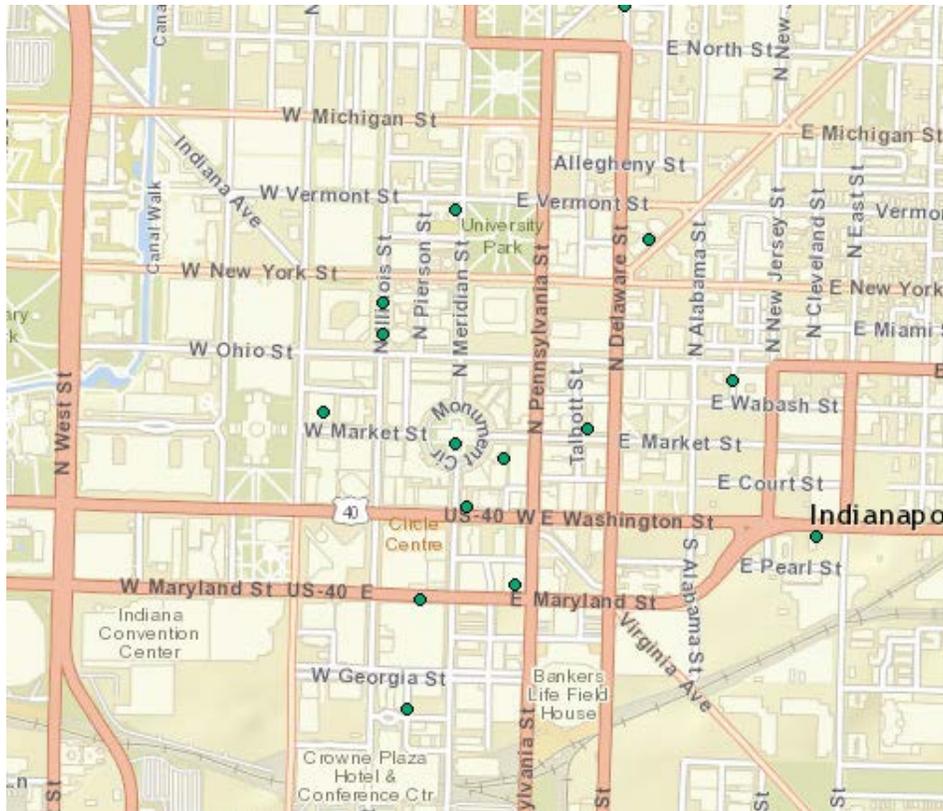
## 2. Map

When the web application is opened, the map will default to this image below.

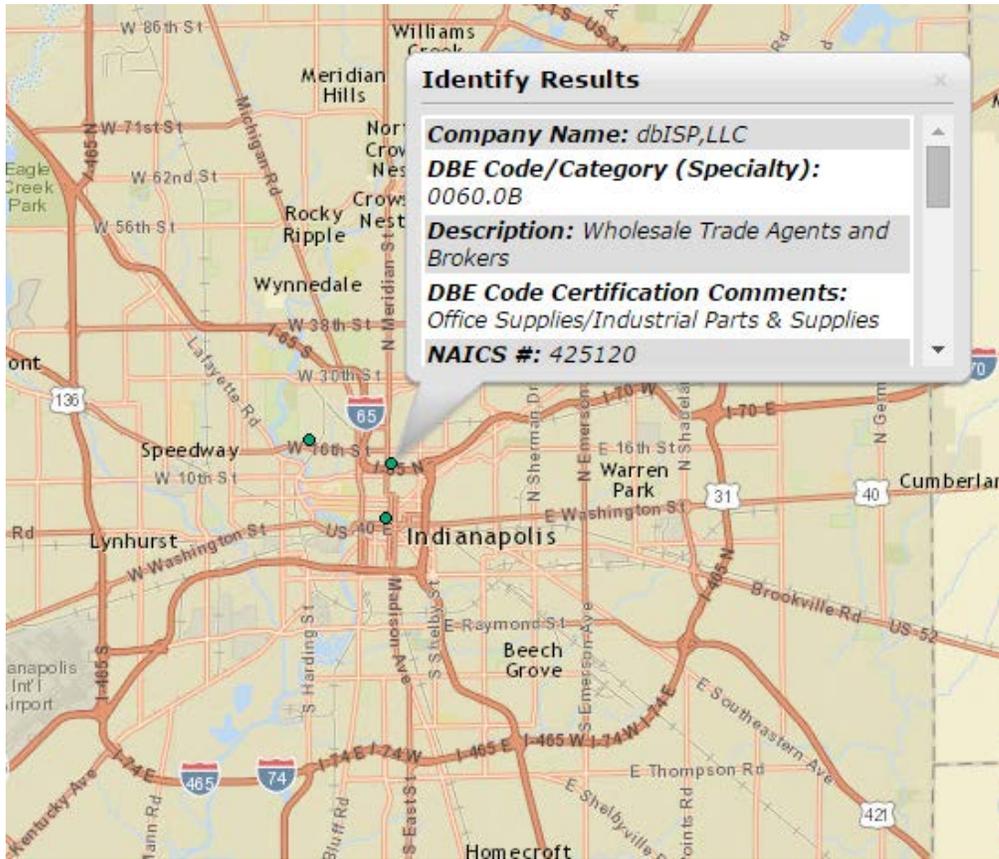


The map gives you the option to zoom and move around using the buttons shown above. The button with the four green arrows will reset the map to its default zoom level, as shown in the image above. You can also use the mouse scroll wheel to zoom in and out as well as click and hold on the map to move around the map.

When you apply filter settings the results that are found will display on the map as green dots as shown below. Each green dot represents a company and its office location. You can click on the green dot and it will bring up additional information about the company.



When a green dot is clicked, the DBE company information will pop up in a window like the one shown below. It displays the additional information about the company inside the window.



### 3. Results

When you apply the filter settings, the results will display at the bottom of the screen as shown below. The height of the table and the column widths can be adjusted by hovering the cursor in the areas shown below till the  or  icon is displayed, then holding down the mouse button till the desired height or width is reached.

| Zoom to | Company Name            | DBE Code/Category (Specialty) | Description   | DBE Code Certification Comment  | NAICS # | App Type | District         | dba                | Owner       | Address Line 1 |
|---------|-------------------------|-------------------------------|---|---|---------|----------|------------------|--------------------|-------------|----------------|
|         | Bryant Associates, Inc. | 0051.40C                      | Other Heavy and Civil Engineering Construction      |   | 237990  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |
|         | Bryant Associates, Inc. | 0051.7C                       |   |   | 237310  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |
|         | Bryant Associates, Inc. | 0052.28E                      | Surveying and Mapping (except Geophysical) Services | Land Surveying only   | 541370  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |
|         | Bryant Associates, Inc. | 0052.33E                      |   | Transportation, Civil, Site, Structural, Traffic & Marine Engineering | 541330  | DBE      | Seymour District | BA Engineers, Inc. | Jack Bryant | 90 Canal St.   |

Number of Records Returned: 36  
Export Table to Excel

You can scroll left and right using the scroll bar to see all of the available fields of information. You can click on the header of the category to sort the column alphabetically or numerically by the category selected. The number of DBE Firms Found is also listed to right of the table. There is also an Export Table to Excel button located to the right of the table which will export all of the information in the table into an Excel spreadsheet.

In the results section, the following information about each DBE Firm found can be seen.

- Zoom to ~ will automatically zoom in to that company's location on the map
- Company Name
- DBE Code/Category(Specialty)
- Description
- DBE Code Certification Comment
- NAICS #
- App Type
- District
- dba (Doing Business As)
- Owner
- Address Line 1
- Address Line 2
- City
- State
- Zip
- Phone Number
- Fax Number
- Email ID
- Certification Date

#### 4. Additional Information

The letter at the end of the DBE codes corresponds to the DBE category. For example; for 0052.18E the “E” represents an Engineering Sub-consultant, for 0051.34C the “C” represents a Construction Sub.



- (AC) Airport Concession Sub
- (B) Broker
- (C) Construction Sub
- (D) Supplier - Regular Dealer
- (E) Engineering Sub
- (G) General Sub
- (H) Hauler Lease
- (I) Industrial Sub
- (M) Medical Sub
- (N) Supplier – Manufacturer
- (P) Professional
- (R) Supplier – Broker
- (T) Transit

#### Help Documentation



The User Guide is available by selecting the question mark icon.