

INDOT | BRIDGE LOAD RATING AIDS

LOAD RATING REQUEST APPLICATION REQUEST INSTRUCTIONS | APRIL 9, 2020

MAKING LOAD RATING REQUESTS USING INDOT'S LOAD RATING REQUEST APPLICATION

Using INDOT's Load Rating Request Application (LRRR), Designers, INDOT Bridge Asset Engineers, INDOT Bridge Inspectors and/or other users with Requestor permissions are able to create new load rating requests and monitor the status of those load rating requests.

The following procedure is to be used when making load rating requests:

1. Request access to the Load Rating Request Application through the INDOT Technical Application Pathway (ITAP).

ITAP - Login

INDOT Employees ☒ Others ☐

User Name [Forgot User Name?](#)

Password [Forgot Password?](#)

Login

For external users this portal serves the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)

Do you need to apply for a user account? [Complete a user enrollment form.](#)

Supported browsers are: IE Version 7.0 and 8.0 (for any later version, turn on compatibility mode), Firefox 3.0 version and later. Please contact [ITAP Support](#) for any questions.

Indiana Department of Transportation

2. For the ability to make load rating requests, check the box to select the **Load Rating Requestor** role.

View/Edit Roles

Filter: AND

Select	Role
<input type="checkbox"/>	Load Rating Analyst
<input type="checkbox"/>	Load Rating Coordinator
<input type="checkbox"/>	Load Rating Requestor


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- When accessing LRRA, the Dashboard displays the Load Rating Request Task Summary panel for all load rating requests that have been made. The **My Task** panel shows the Requestor detailed status information such as **Status**, **Request Response Due** date and **Request Type** for all load ratings requested by the user.

Request ID	Created By	Organization	NB #	Dns #	Structure #	Assigned To	Request Type	Created Date	Days In Progress	Days On Hold	Team Member On Date	Team Lead On Date	Request Response Due	Status
3041	Corice, Zachariah	INDOT - Engineering	017540		045-15-01887 A	Frederick, Brian	Condition Change	03/23/2020	11	0	03/30/2020	03/30/2020	03/30/2020	Final Review
3050	Corice, Zachariah	INDOT - Engineering	036300		05-234-04892 A	Frederick, Brian	Condition Change	03/23/2020	10	0	04/10/2020	04/12/2020	04/17/2020	Final Review
3049	Corice, Zachariah	INDOT - Engineering	045200	1592377	174-148-04338 B...	Frederick, Brian	Construction Complete	03/23/2020	10	0	Requested Hold	Requested Hold	Requested Hold	Review
3043	Corice, Zachariah	INDOT - Engineering	045410	1600018	174-171-04895 B...	Frederick, Brian	New Design	03/23/2020	10	0	Requested Hold	Requested Hold	Requested Hold	Review
3047	Corice, Zachariah	INDOT - Engineering	014250	0200634	041-82-04999 B...	Frederick, Brian	Construction Complete	03/23/2020	11	0	04/10/2020	04/12/2020	04/17/2020	Final Review

- To start a new load rating request, click the **New Request** icon  at the top of **My Tasks** grid.
- Select the desired load rating **Request Type** from the options available in the **dropdown** box.

Add Load Rating Request

Request Type

* Fields with this color

Condition Change

Construction Complete

In Service Condition

New Design

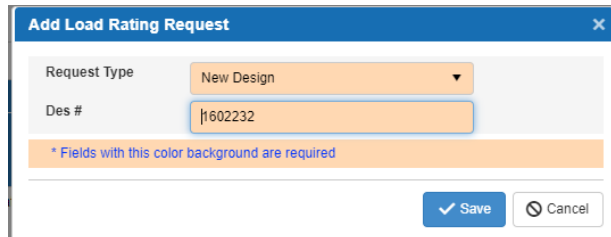
Project Scoping

Save Cancel

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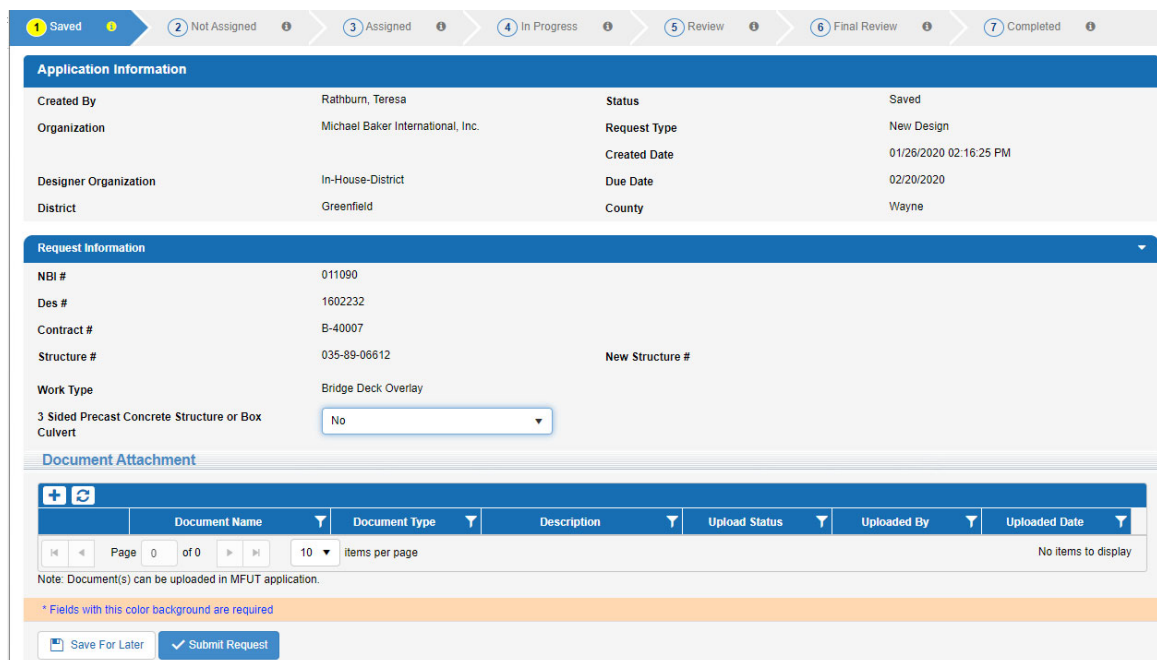
6. Enter the DES # for the Load Rating Request.



A dialog box titled "Add Load Rating Request" with a close button (X). It contains two input fields: "Request Type" with a dropdown menu showing "New Design", and "Des #" with a text input field containing "1602232". Below these fields is a note: "* Fields with this color background are required". At the bottom right are "Save" and "Cancel" buttons.

Designers must have a DES number in SPMS assigned in order to create a New Design Load Rating Request. (Inspectors must have the NBI number to create a Condition Change Request.) The Load Rating Request Application will validate the DES number with SPMS and check for duplicate New Design Load Rating Requests. Click **Save** to save and open the form. Click **Cancel** to exit without saving.

7. Indicate whether or not the request is for a 3 Sided Precast Concrete Structure using the **Dropdown**. Edit the provided the New Structure # field as necessary for the proposed design load rating evaluation.




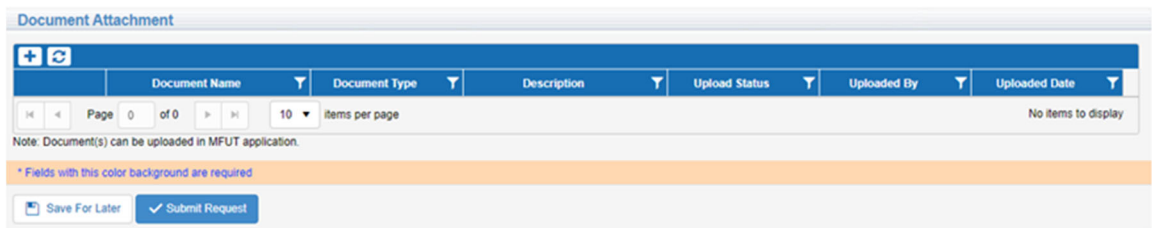
The main application form is titled "Load Rating Request Application" and features a progress bar at the top with seven steps: 1. Saved, 2. Not Assigned, 3. Assigned, 4. In Progress, 5. Review, 6. Final Review, and 7. Completed. The form is divided into several sections:

- Application Information:** A table with fields for Created By (Rathburn, Teresa), Organization (Michael Baker International, Inc.), Designer Organization (In-House-District), District (Greenfield), Status (Saved), Request Type (New Design), Created Date (01/26/2020 02:16:25 PM), Due Date (02/20/2020), and County (Wayne).
- Request Information:** A section with fields for NBI # (011090), Des # (1602232), Contract # (B-40007), Structure # (035-89-06612), New Structure #, Work Type (Bridge Deck Overlay), and a dropdown for "3 Sided Precast Concrete Structure or Box Culvert" (set to "No").
- Document Attachment:** A section with a table for document uploads. The table has columns: Document Name, Document Type, Description, Upload Status, Uploaded By, and Uploaded Date. Below the table is a note: "Note: Document(s) can be uploaded in MFUT application." and a footer with "Save For Later" and "Submit Request" buttons.

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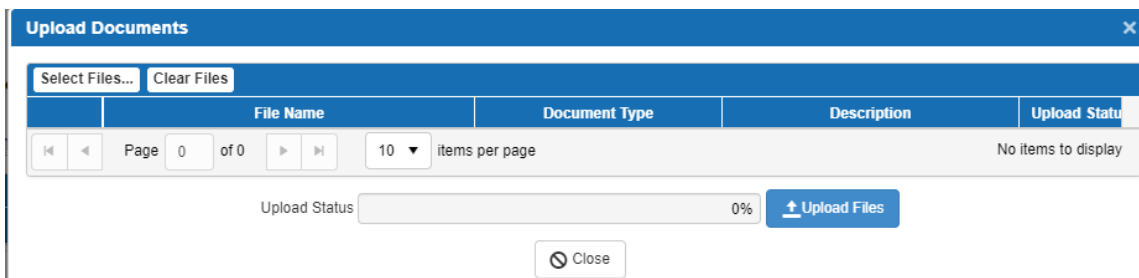
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8. The LOADRTG LoadRtgRvwPlans [DES] for Bridge Services.pdf are uploaded using the **Document Attachment**. Click the icon  at the top of Document Attachment grid.



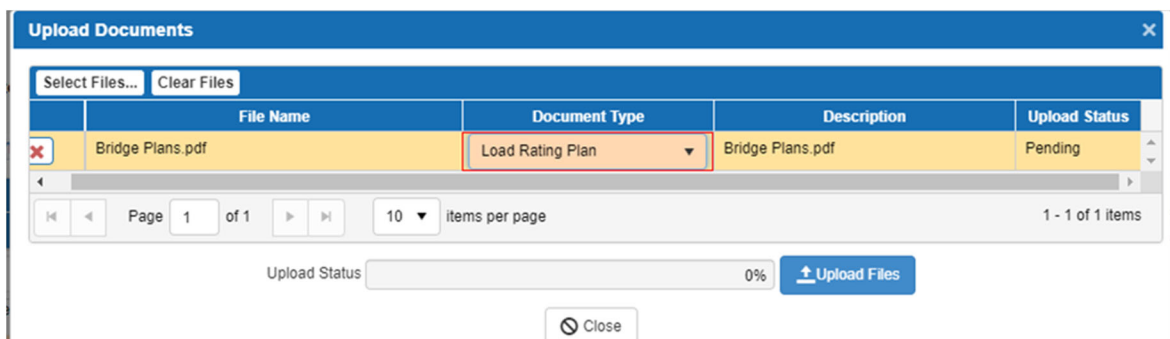
The screenshot shows the 'Document Attachment' interface. At the top, there is a blue header bar with a plus icon and a refresh icon. Below this is a table with columns: Document Name, Document Type, Description, Upload Status, Uploaded By, and Uploaded Date. The table is currently empty, showing 'Page 0 of 0' and '10 items per page'. A note states: 'Note: Document(s) can be uploaded in MFUT application.' Below the table, there is a blue bar with the text '* Fields with this color background are required'. At the bottom, there are two buttons: 'Save For Later' and 'Submit Request'.

9. Click **Select Files** to access a pdf of the load rating review plans to be uploaded.



The screenshot shows the 'Upload Documents' interface. It has a blue header bar with a close icon. Below the header, there are two buttons: 'Select Files...' and 'Clear Files'. Below these buttons is a table with columns: File Name, Document Type, Description, and Upload Status. The table is currently empty, showing 'Page 0 of 0' and '10 items per page'. Below the table, there is a progress bar labeled 'Upload Status' with a value of '0%'. To the right of the progress bar is a blue button labeled 'Upload Files'. At the bottom, there is a 'Close' button.

10. Assign the document type to **Load Rating Plans** by selecting the **Document Type** from the options available in the dropdown menu.



The screenshot shows the 'Upload Documents' interface with one document added. The table has columns: File Name, Document Type, Description, and Upload Status. The first row shows 'Bridge Plans.pdf' in the File Name column, 'Load Rating Plan' in the Document Type column (highlighted with a red box), 'Bridge Plans.pdf' in the Description column, and 'Pending' in the Upload Status column. The table shows 'Page 1 of 1' and '10 items per page'. Below the table, there is a progress bar labeled 'Upload Status' with a value of '0%'. To the right of the progress bar is a blue button labeled 'Upload Files'. At the bottom, there is a 'Close' button.

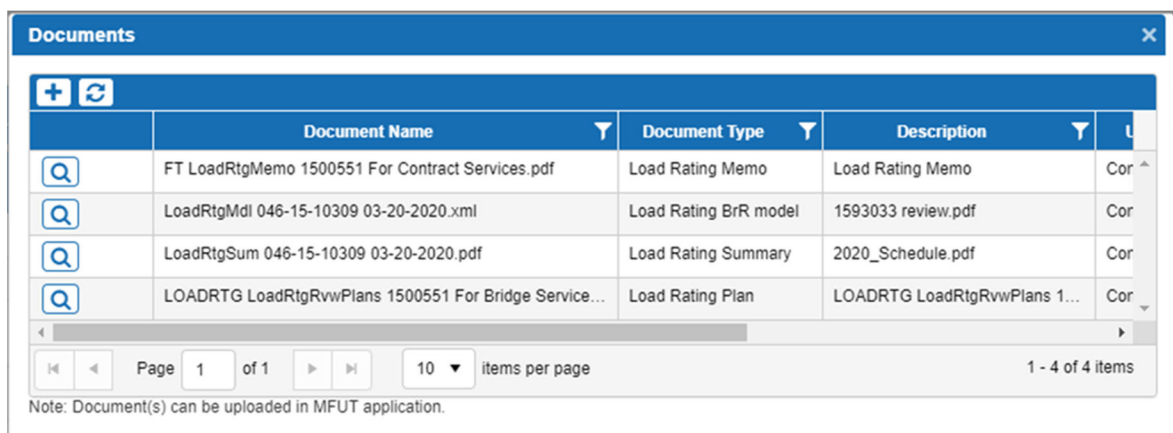
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The Load Rating Request Application applies the ERMS file naming convention when the load rating review plans are uploaded. The load rating review plans are stored within the Load Rating Request Application.

11. When the upload process has completed, click **Submit Request** to start the load rating request. Clicking **Save For Later** allows the Designer to come back and submit the load rating request at a later date.

The Load Rating Memo is generated by LRRR as FT LoadRtgMemo [DES] for Contract Services.pdf. The Load Rating Memo may be accessed through LRRR or ERMS and is not required to be uploaded to ERMS.



Documents				
	Document Name	Document Type	Description	
	FT LoadRtgMemo 1500551 For Contract Services.pdf	Load Rating Memo	Load Rating Memo	Cor ^
	LoadRtgMdl 046-15-10309 03-20-2020.xml	Load Rating BrR model	1593033 review.pdf	Cor
	LoadRtgSum 046-15-10309 03-20-2020.pdf	Load Rating Summary	2020_Schedule.pdf	Cor
	LOADRTG LoadRtgRvwPlans 1500551 For Bridge Service...	Load Rating Plan	LOADRTG LoadRtgRvwPlans 1...	Cor v

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Note: Document(s) can be uploaded in MFUT application.

LRRR STATUS DEFINITIONS

The status of the Load Rating Request may be monitored by accessing the LRRR Dashboard. Once complete, the Requestor has access to review the Load Rating Memo, DRAFT Load Rating Summary Report and Draft Load Rating Model.

Not Assigned: The Requestor has uploaded the Load Rating Request plans and has saved the load rating request.

Assigned: The INDOT Administrator has assigned the load rating request to the Load Rating Coordinator.

In Progress: The Load Rating Coordinator has assigned the load rating request to the Load Rating Analyst.

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Review: The load rating has been completed by the Load Rating Analyst and is being reviewed by the Load Rating Coordinator.

Final Review: The Load Rating Coordinator has submitted the load rating to be reviewed by the INDOT Administrator.

Complete: The load rating request is complete. Notification has been emailed to the Requestor stating that the load rating request has either been approved or denied. If the load rating request has been approved, the Load Rating Memo is available for review in LRRR and ERMS.

For all other load rating inquiries, please contact LoadRating@indot.IN.gov.