

**Local Access Road Projects  
Status Update  
Instruction Manual**

# Accessing the Application

The Local Access Road (LAR) Projects Status Update is now a part of the EADHS web application. You can access the EADHS web application directly by browsing to <https://app.eadhs.org/>

Alternatively, links to the web application can be found on the EADHS portal located at <https://www.eadhs.org/>

## User Authentication

While many features of the EADHS web application are available for unauthenticated users, some features, such as editing the table data, requires a user to be authenticated with our web application. To facilitate this, we have created user accounts based on the state or agency to which our users belong.

To access the website, an EADHS website administrator will send you user credentials directly, as we do not allow users to register personal accounts with the web application. Use the contact information at the end of this document or on the EADHS web portal to request credentials from an administrator.

## Entering your credentials

Follow these steps to authenticate yourself with the web application.

1. Use your browser to access the web application at <https://app.eadhs.org/>
2. Locate the “Login” button located at the top right of the website. If you are already logged in, this button will not say “Login” but will instead display your username.
3. Click the Login button. A dialog window will pop-up with inputs for your username and password.
4. Enter the provided username and password and click the green “Login” button at the bottom left of the dialog window.
5. If you entered the credentials correctly, the dialog window will disappear and the “Login” button at the top right of the website will display your username.
6. You can now access all of the features of the EADHS web application.

## Using the Navigation Menu

The EADHS web application is divided into multiple application modules, such as the Cost to Complete Estimate, and additional modules may be added in the future.

To navigate between the available modules, use the navigation menu located at the top of the website. Hover over an application module (or tap on mobile) in the navigation menu to expand the available

options for each module. Most modules are divided into sub-modules, usually a table viewer and editor, a GIS map, and a report viewer.

To access the Local Access Road Projects module, find the “Local Access Road Projects” navigation menu link and use the menu to open the Local Access Road Projects table by clicking on the “Table” sub-menu item.

## Table Viewer/Editor Overview

The Local Access Road Projects table lists the local access road projects (including ARC funded, FHWA bound non-LAR projects) for your state. You can switch the table view to examine other states by using the drop-down selector located at the top left of the website, though some features are only available for you to use if you belong to an agency of the selected state and are currently logged in as an authenticated user.

## Printing the Table

To facilitate printing a clean and refined version of the table, we have a printer-friendly view that can be opened in a new browser tab. Click the white “Print” button located at the top right of the table to open the new tab. From there, you can use your browser to print the simplified black-and-white web page.

## Creating a New Project

If you are logged in as an authenticated user, you can insert a row into the table for your state by clicking the green “Insert Row” button located at the top right of the table viewer. This will allow you to insert a new project by creating an empty row at the top of the table. Follow the instructions below to edit the row and save your changes.

## Editing and Updating Data

If you are logged in as an authenticated user, the first column on the left side of the table for your state will display an “Edit” link. You can click the Edit link to expand that row of the table. Expanding the row will display some additional details and grant you access to edit and update the table data.

## Data Overview

**ARC Project Number.** The project number assigned by ARC to this LAR project. The number must be five digits in length, but a -R or -C suffix can be appended to the five digit project number, accompanied by a number (e.g., 12345-R1). Because a single ARC project may be associated with multiple FHWA projects, you may assign the same ARC project number to multiple rows. Rows that share one ARC project number will be grouped together, signified by the lack of a row separator between the rows.

**FHWA Project Number.** The FHWA FMIS project number of the FHWA project associated with this ARC project. The input can be any combination of letters or numbers up to 7 characters in length. You may leave this input empty, such as in cases where the project has not been authorized or established in FMIS.

**Fiscal Year of Approval by ARC.** The fiscal year when the project was approved by ARC (e.g., 2004). The input must be a number between 1900 and 2100.

**Project Status.** The project's current status. Available options are "Closed", "Active - (Design)", "Active - (PE)", "Active - (Construction)", and "Cancelled". If "Closed" is selected in the row editor, a data input for "Date Closed" will be displayed below the Project Status input. Please enter a date in the format "MM/DD/YYYY".

**Project Title or Description.** The title or a brief description of the project. The input can be up to 128 characters in length.

**FMIS Program Codes.** The FMIS program codes associated with this project. You can select multiple program codes using the checkbox inputs. The last checkbox item allows users to input a custom program code, which can be up to 4 characters in length.

**Total Amount of Funds Approved by ARC.** The dollar amount approved by ARC for this project. This input allows only numbers. You should leave this input empty if the row shares an ARC project number with another LAR project (i.e., it is grouped below another project). This facilitates the calculation of the Total Amount of Funds Not Obligated (see below).

**Total Amount of Funds Obligated.** The dollar amount of the funds that have been obligated for this project. This input allows only numbers.

**Latest Date of Obligation.** The most recent date for which funds were obligated in the format "MM/DD/YYYY". You may leave this input empty, if necessary.

**Total Amount of Funds Not Obligated.** The amount of funds remaining to be obligated. This is calculated automatically by subtracting the Total Amount of Funds Obligated from the Total Amount of Funds Approved by ARC.

**Comments.** You can enter any additional information about the project, such as more details or explanations about the project status or funding situation. The input can be up to 500 characters in length. You may leave this input empty. This information is only available in the row editor and is not displayed in the table view.

## Saving or Discarding Your Changes

If you make any changes to the data using the table row editing tools, you have the option of either saving your changes or discarding them. To save your changes, click the green “Save Changes” button located at the bottom left of the row editor. To discard your changes, click the white “Discard Changes” button located at the bottom left of the row editor. Alternatively, you can simply close the row editor interface by clicking the red circle button with the “X” at the top right of the row editor.

## Deleting a Project

To permanently delete a project, you must be logged in as an authenticated user. Click the “Edit” link to open the row editor for a project in your state. Then find the red “Delete Row” button at the bottom left of the row editor. Clicking the button will display a confirmation dialog window. Click the green “Confirm Delete” button to permanently delete the project. Click “Cancel” to close the dialog window without deleting the project.

## Uploading and Attaching Documents

If you are an authenticated user, you can upload and attach documents to projects. Click the “Edit” link to open the row editor for a project in your state. Then find the blue “Upload Attachment” button at the bottom right of the row editor. Clicking the button will display the file picker dialog window, which allows you to browse for local files on your computer. Select a file and click the “Open” button in the file picker dialog window to upload the document and attach it to the selected project. Once uploaded, the uploaded file will be displayed as a small blue “chip” along the bottom of the row editor.

## Viewing Attached Documents

To view or download an attached document, you will need to be an authenticated user. Click the “Edit” link to open the row editor for a project in your state. Any documents uploaded and attached to the project will be displayed along the bottom of the row editor as a series of small, blue “chips”. To view or download an attachment, click on the filename in the chip. This will either display a download dialog to save the file to your computer or open the document in a new blank tab, depending on the type of file you selected.

## Deleting Attached Documents

As an authenticated user, you can delete any uploaded documents that have been attached to projects in your state. Click the “Edit” link to open the row editor for a project in your state. Any documents uploaded and attached to the project will be displayed along the bottom of the row editor as a series of small, blue “chips”. To delete an attachment, click on the “X” located to the right of the filename in the chip. Clicking the “X” will display a confirmation dialog. Click to confirm, and the file will be permanently deleted.

## Additional Resources

Thank you for participating in the Local Access Road Projects Status Update.

You can find additional resources at the EADHS web portal at <https://www.eadhs.org/>

If you have any questions about policy, please contact Jason Wang at [jwang@arc.gov](mailto:jwang@arc.gov).

If you have any questions about the web application, please contact Brad Cains at [cainsb@muati.org](mailto:cainsb@muati.org).