

TIP Template User Guide

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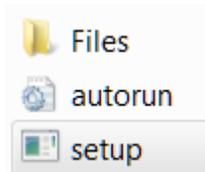
Getting Started

System Requirements

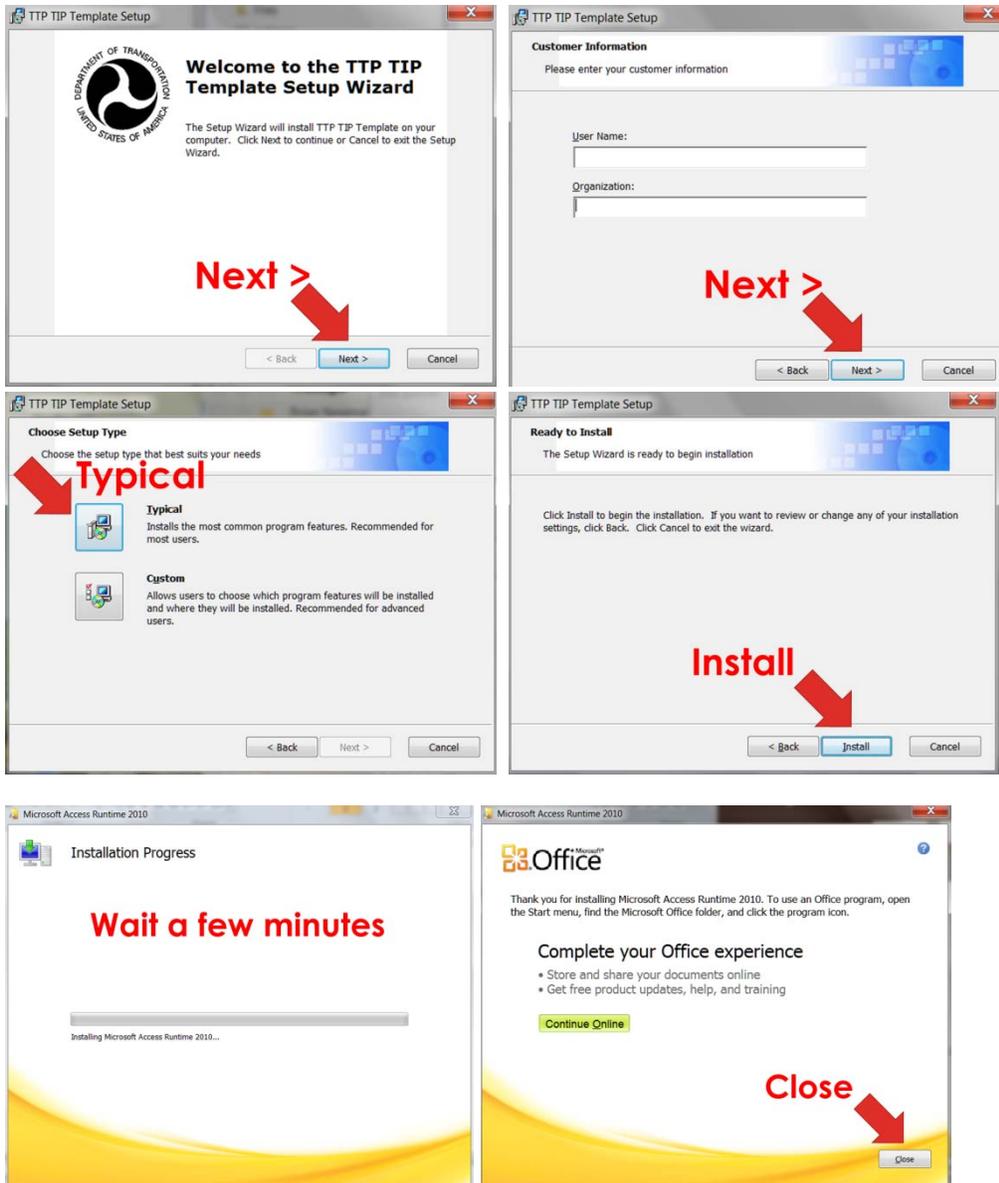
One of these operating systems: Windows 7, Windows 8, Windows Server 2003 R2 (32-Bit x86), Windows Server 2003 R2 x64 editions, Windows Server 2008 R2, Windows Server 2008 Service Pack 2, Windows Vista Service Pack 1, Windows XP Service Pack 3. Only the 32-bit Access 2010 Runtime is supported on Windows XP Service Pack 3.

Installer CD

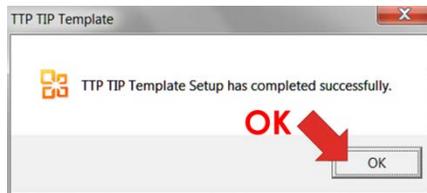
1. Insert the install package CD or USB Drive into your computer. Or, if you have downloaded the installation package please open it. If one of these was not provided to you, please contact FHWA to obtain your copy.
2. Your computer should automatically start the Installer. If not, follow these steps:
 - a. Open the installer package in windows



- b. Open the file labeled "setup.exe"
 - c. Several dialog boxes should be displayed one after another. Please progress through these by selecting the buttons indicated in the following figures:



- d. If installation is successful a confirmation message should appear. Please choose OK.



- e. Upon successful installation please skip to the “Using the TIP Template” section below.

Multiple TIPs Needed

Some users may be managing more than one TIP. An example would be a consultant who is contracted with more than one tribe to assist with the Tribal Transportation Program’s planning process. Those users may copy the TIP database by doing the following:

1. Open your “My Documents” (or equivalent) folder.
2. Find the folder called “TTP TIP Template”
3. You should find a Microsoft Access file. Make one copy of this file for each of the TIPs that you intend to manage.
4. Alternatively, you may find a blank version of the TIP template as described in the “Unable to Use Installer” section below.

Multiple Users

Draft copies of the TIP may be easily shared among computers using the “Export PDF” button in Step 3 of the TIP Template. However, some users may wish to open the TIP template on more than one computer for editing. To accomplish this, the file must be stored in a common network location and must be edited by only one computer at a time. Each computer that will be editing the TIP must have a copy of Access 2010 or Runtime Access 2010 installed. Here are the steps to locate the file that must be moved:

1. Open your “My Documents” (or equivalent) folder.
2. Find the folder called “TTP TIP Template”
3. You should find a Microsoft Access file. Move this file to the network location.
4. Alternatively, you may find a blank version of the TIP template as described in the “Unable to Use Installer” section below.

Unable to Use Installer

This template requires Microsoft Access 2010 or [Microsoft Access Runtime 2010](#) be installed in order to properly function. Older versions of Microsoft Access can result in loss of functionality in the TIP Template.

If you have Access 2010 or Access Runtime 2010 already on your computer and are unable or do not wish to use the installer, you may alternatively do the following:

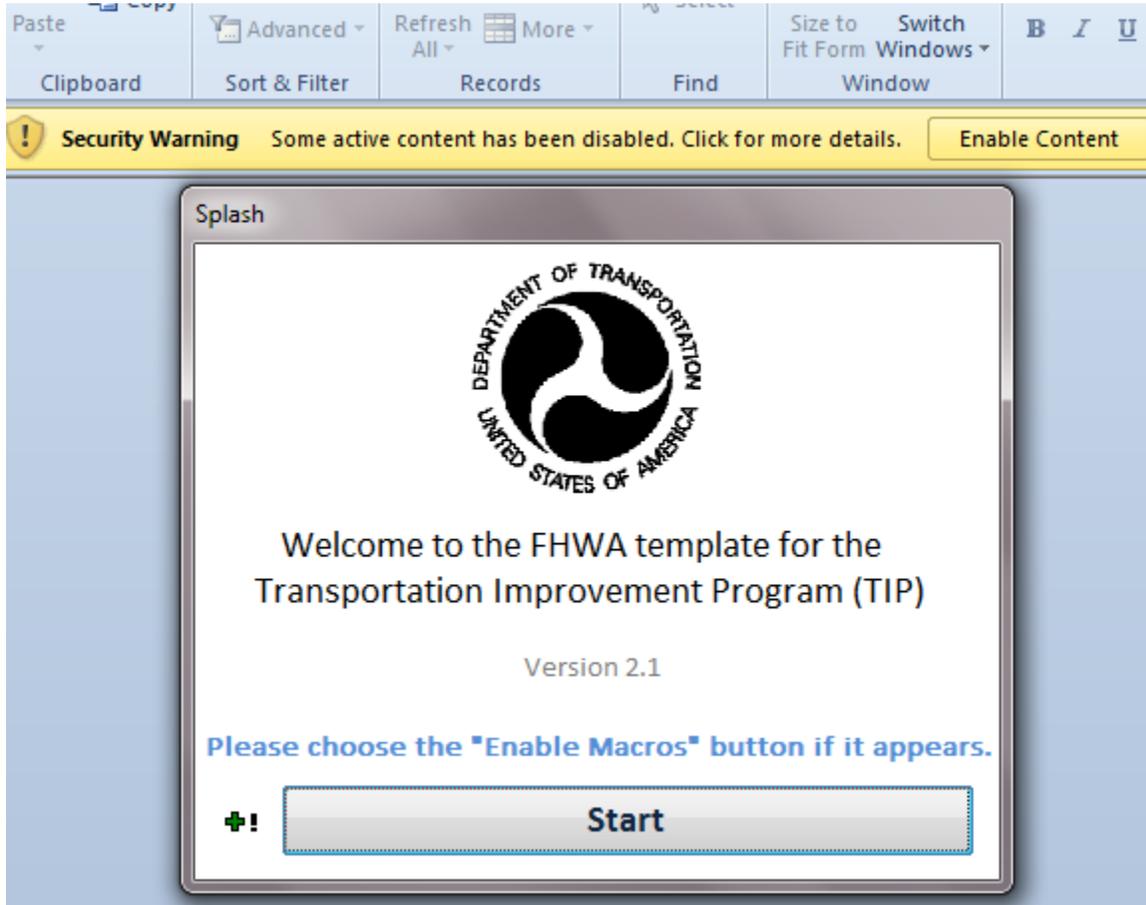
1. Open the CD, USB Drive, or Downloaded files
2. Open the folder “Files”
3. Right-click the file called “TTP TIP Template to Tribes X.accdb”
4. Choose “Copy”
5. Right-click in an easily accessible location on your computer (possibly the “Desktop”) and choose “Paste”

Using the TIP Template

1. If you have not yet installed the tool please refer to the “Getting Started” section above.
2. Find an icon on your desktop that looks like this:
3. Open the “TIP Template for Tribes” by double clicking on the icon.



4. When you open the template for the first time you may be presented with a Security Warning similar to that shown in Figure 3. Please choose “Enable Content” or other similar button.



5. If you were provided a configuration file by FHWA, please see the next section. Otherwise, click “Start”.
6. The “Step 1: Available Funding” form should appear. Enter the transportation funding you expect to have available during the next five years.
 - a. Additional instruction may be found by clicking on the “help” button.
7. Click “Continue to Step 2: Enter Project Details”
 - a. Enter the details for your first project. For additional instruction on specific fields hold your mouse cursor over the field for a few seconds or click the “help” button.
 - b. Add additional project pages by clicking the “Add New Project”
 - c. You may navigate between projects using the “Previous” and “Next” buttons.
8. Click “Continue to Step 3: Fiscal Constraint”
 - a. Follow the green or red directions at the top of the page.
 - b. Use the “Export PDF” to generate a printable copy of the completed TIP for review.
 - c. When the TIP is ready to be sent to FHWA for approval, click the check box next to the “Export PDF” button and a “Send Final to FHWA” button will appear. Use this button to send the Council approved TIP to FHWA.

9. All data is saved automatically when you close the TIP template.

Using a configuration file from FHWA

FHWA can provide a configuration file that contains your previous TIP information so that you do not have to start from a blank TIP. If you have received a configuration file do the following:

1. Save the file in a location where you can find it.
2. Open the TIP Template. (See steps 1-3 of the section “Using the template”)
3. Choose the small add icon on the start screen of the Template ()
4. Press “OK” on the message box.
5. Select the file you saved in step 1.
6. Wait a few minutes for the configuration to occur. Upon completion “Step 1: Enter Available Funds” should be displayed.
7. Edit the TIP (See steps 6-9 of the section “Using the TIP Template”).