

## FIND ORPHAN RECORDS IN CULVERT COST PC APP

Orphan **Labor, Equipment and Materials (LEM)** records occur when the Repair ID is not entered. If the Repair ID is blank, the cost will not be included with any repair. If the Repair ID is entered wrong, the item may be added to a different repair.

### Review the "Individual Repair Details" Report to check each Repair for completeness:

1. Go to the reports at <http://dotapp7.dot.state.mn.us/wigccreports> (log in as yourself)
2. Select **Individual Repair Details** Report
3. Select Repair ID for repair you are working on and click View Report –
4. Report shows all LEM records for that Repair ID (but won't show the ones where Repair ID was left blank or is wrong)
5. Get all repairs for your District by choosing the District instead of the Repair ID

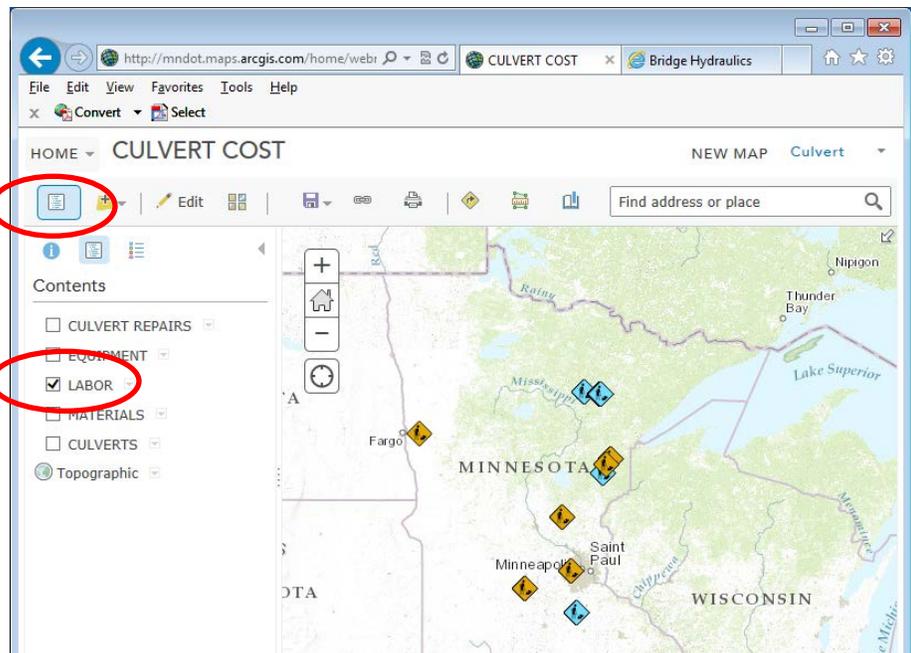
### Use Culvert Cost Web Application to Find and Fix Orphan Records:

Go to [Culvert Cost Web Application](#):

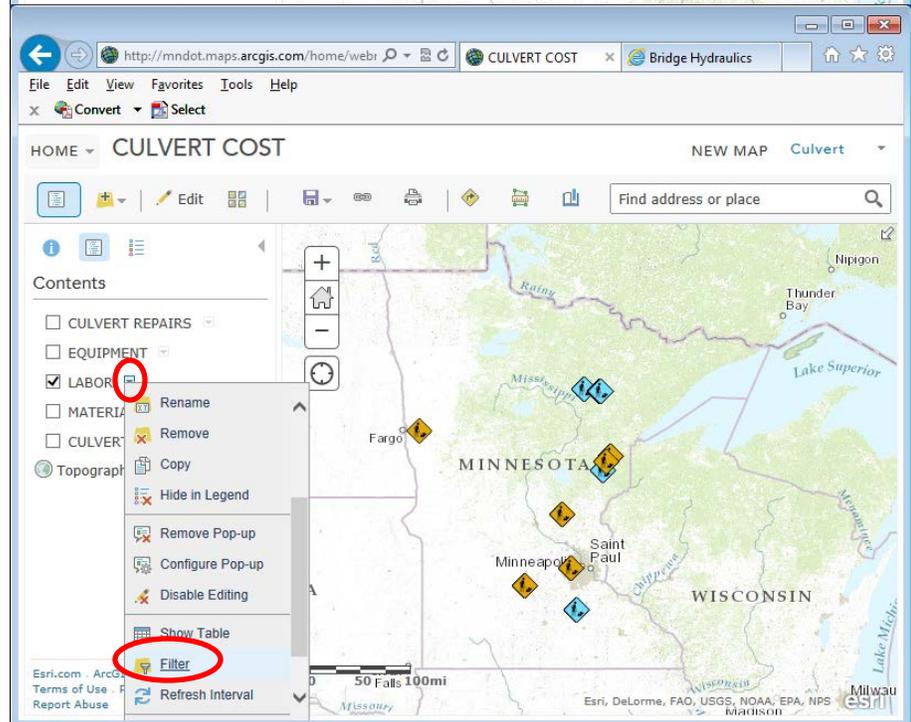
Sign in

Filter for Orphan Records – web Application:

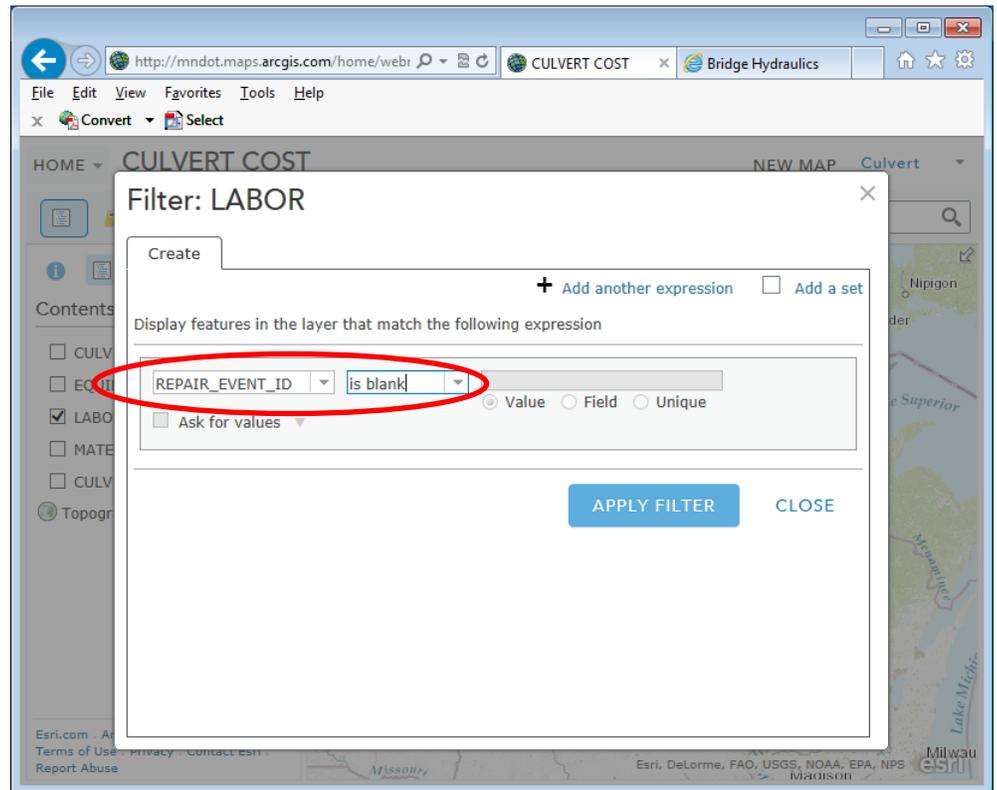
1. Select the Show **Contents** of the map option
2. Turn off all layers except for the resource to be checked



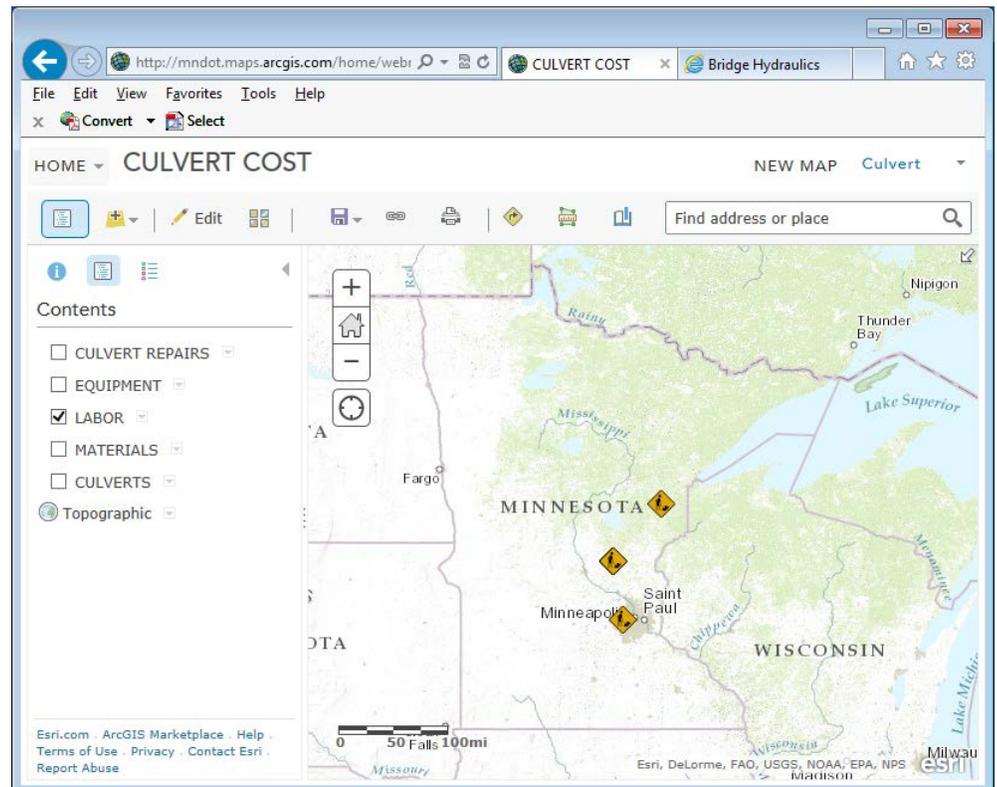
3. Click on arrow next to the resource and select **Filter**



- Fill in Filter for **Repair\_Event\_ID** (or **Repair\_ID**) = **is blank** and then Apply Filter to show orphans records



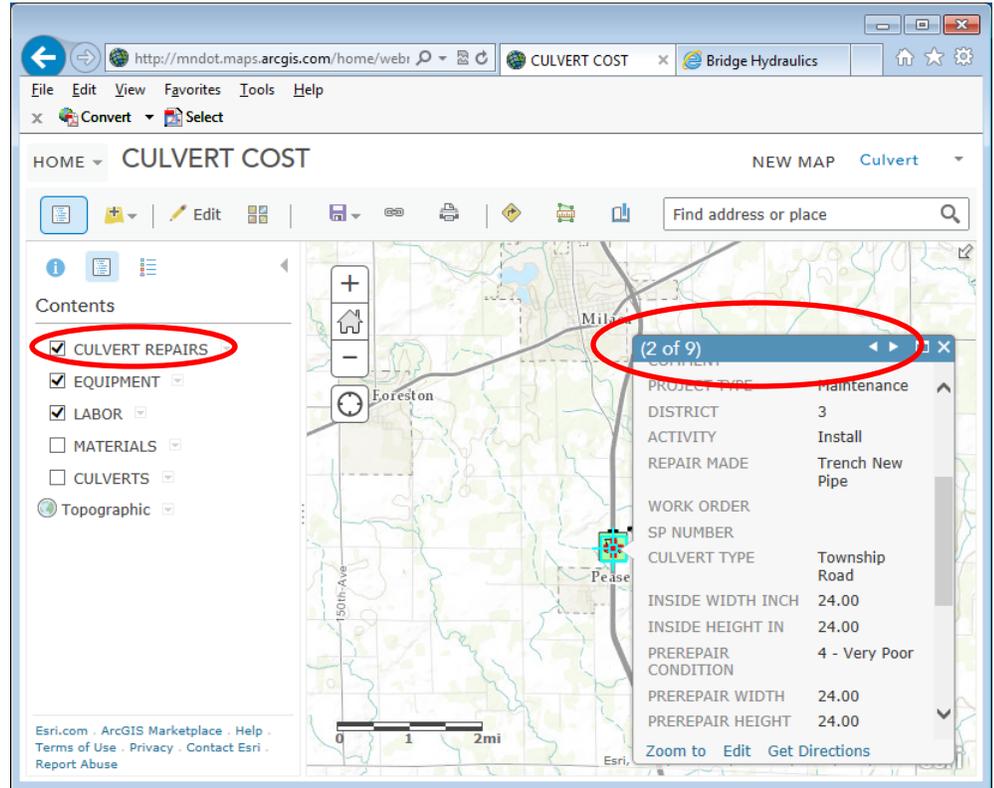
- Only records with no repair ID will be shown on the map – if one is in your district, zoom in and turn on Culvert Repairs layer to get more information and to Edit.



## Fix Orphan Records using Web Application

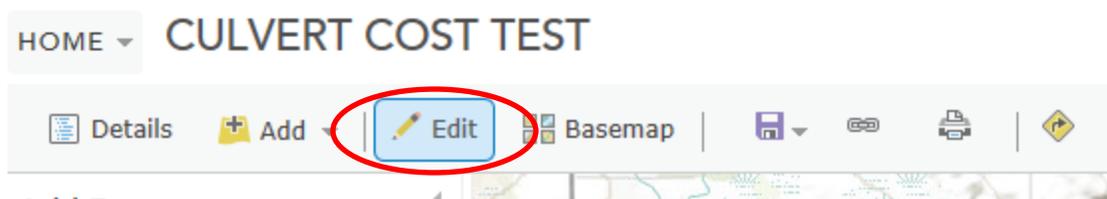
Apply **Filter** for **Repair\_Event\_ID** (or "Repair\_ID") is **blank** for the Labor, Equipment and Materials records (shown above). If any of the orphan records are in your District, then you will need to edit each to include the Repair ID, or delete the record if it's bogus.

1. Zoom into the area of orphan record
2. Turn on the Culvert Repair layer
3. Click on the repair
4. Click the arrow buttons to page through the records and find the missing Repair ID



5. Turn off the Culvert Repairs layer – only items that should be displayed are the orphan LEM Records

6. Select Edit on the menu bar



7. Click on the icon for Labor, Equipment, or Materials to bring up the edit box and use the arrows on top of the dialog to toggle through each of the records.
8. Enter the Repair ID for each orphan or delete bogus records