This User Guide describes the operational procedures for K-TRIPS and the screens encountered by users during those procedures. Motor Carriers and KS Agency Users utilize K-TRIPS to generate permits and legal, safe routes for oversize/overweight vehicles and loads on Kansas roadways.
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What's New?

This document represents version 2.0 dated 05.17.2017.

- Edited document for formatting consistency
- Updated screen shots to reflect current functionality
- Added information about K-TRIPS Mobile
- Added Superload section
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Chapter 1 Welcome to K-TRIPS

Purpose & Users
The K-TRIPS Online Company Interface is used by Motor Carriers and Permit Services to create and maintain company accounts and to create permit applications for Oversize/Overweight (OS/OW) travel within the State of Kansas. This interface provides access to safe and legal routes based on the vehicle and load dimensions and weight for such travel.

Online Permitting & Routing
This web interface gives Industry Users access to the company account, permit ordering, routing, mapping, and company reporting capabilities in K-TRIPS.

Online Permitting & Routing and K-TRIPS
This web interface allows Industry Users to access their Company Data within K-TRIPS. Using the routing engine and the mapping engine, this interface provides route generation and route display for permits ordered through K-TRIPS. Permits and Company Data are accessed from the K-TRIPS database.
Chapter 1 Welcome to K-TRIPS

CREATING AN ACCOUNT
New users of K-TRIPS can create their company account on the Login Page. You must have an account to order a permit.

TO CREATE A NEW ACCOUNT


   Note: This interface will require pop-ups. On your browser, select the Tools button and allow or do not block pop-ups.

2. Click create a new account at the top of the page.

   ![The Login Page](image)

   FIGURE 1: THE LOGIN PAGE

   The Create New Company Account screen will be displayed.

3. Select Yes or No to answer if you have a valid USDOT number. If you do not have a valid USDOT Number, you will still be able to order permits, but the Permit Office must approve all permit applications before the permits are issued.
Chapter 1 Welcome to K-TRIPS

For this example, we will select **Yes**.

*The fields for USDOT Number and Tax Identification Number (TIN) will be displayed.* The USDOT Number and the Tax Identification Number (TIN) will be validated so they must be associated to the company and entered correctly.

4. Enter the USDOT Number and TIN in the **USDOT Number** and **Tax Identification Number (TIN)** fields and click **Validate Numbers** to create a company account. Click **Clear** to return to the dropdown list or click **Cancel** to return to the **Login Page**.

*A confirmation message will be displayed if the USDOT Number and TIN were found.**

5. Verify that the Company Name and Address are correct. If the Company Name and Address are not correct, check the USDOT Number and TIN entered for accuracy.

6. Click **OK** on the confirmation message if the Company Name and Address are correct and click **Create Account** on the **Create New Company Account** screen.
Chapter 1 Welcome to K-TRIPS

**Note:** If you receive the following message, check the USDOT Number entered for accuracy. If you continue to receive this message after verifying the USDOT Number entered is correct, contact the Kansas Permit Office to receive log in credentials for access to your account.

![Message from webpage](image1)

**Note:** If you selected No, you will click the Create Account button to go forward and will be allowed to set up terminals, users, vehicles, and Escrow.

**Note:** KS Agency Users can update the account to include a USDOT Number and TIN at a later date if the company acquires them.

The *Create New Company Account - Company Information* screen will be displayed.

![Create New Company Account - Company Information](image2)

*FIGURE 2: THE CREATE NEW COMPANY ACCOUNT - COMPANY INFORMATION SCREEN*
Chapter 1  Welcome to K-TRIPS

Note: Any available information from the Federal Motor Carrier Safety Administration (FMCSA) that corresponds to the USDOT Number will be populated. Those fields marked with an asterisk (*) must have a value entered. Those that are grayed out were acquired from FMCSA and cannot be changed within K-TRIPS. This information must be changed with FMCSA and synched with K-TRIPS by clicking the Synch with USDOT Data button on the Company Information screen. For more information on synching with USDOT information that is updated with FMCSA, see Table 2: Company Information Screen on page 32.

7. Select the Primary Delivery Method. The Primary Delivery Method is how permits will be delivered when ordered. This will be your default delivery method. During the Order Permits Process the delivery method can be changed for any permit.

![Permit Delivery Method and Login Information](image)

Note: Web means that you will access your permits on the Company Dashboard when you log in to K-TRIPS.

8. Complete all known information and all required fields including the Username and Password. Passwords must be at least 8 characters in length, have at least 1 lower-case and 1 upper-case letter, and include at least 1 number. The Login Information will allow you to log in to K-TRIPS.

9. Click the Same as physical link next to the Mailing Address heading to pre-populate the fields if the company’s mailing address is the same as the physical address.
10. Click the **Submit** button once all information has been entered.

![Create New Company Account - Company Information](image)

**Note:** The information entered will be validated to ensure all of the proper fields have been completed.

**Note:** If the password entered does not meet the minimum password requirements, you will receive the following message after clicking **Submit**. Passwords must be at least 8 characters in length, have at least 1 lower-case and 1 upper-case letter, and include at least 1 number.

![Message from webpage](image)
11. Continue to build your company’s data by continuing through the subsequent screens or click the **Home** button to return to the **Login Page**. Company Data can be established now or at a later time. Follows is a brief overview of how to add Company Data. More detail is provided in **Company Data on page 29**.

*The new account will be created.*

*The Create New Company Account - Terminals screen will be displayed.*

**Note:** Terminals are used if a company has multiple yard or terminal locations. This information is helpful when reporting on the permit activity and being able to tell which terminal ordered which permits.

12. Click **New** to add a terminal location. Click **Next Page** to skip terminals or click the **Home** button to return to the **Login Page**.

*The Terminal Information screen will be displayed.*

13. Complete all fields for **Terminal Information**.

14. Click the **Insert** button to save the terminal information entered. Click the **Cancel** button to exit **Terminal Information** and return to the **Create New Company Account - Terminals** screen without saving. Continue adding terminals by clicking **New** each time until complete.
Chapter 1  Welcome to K-TRIPS

15. Click the Next Page button when finished adding terminals to continue to the Create New Company Account - Users screen.

The Create New Company Account - Users screen will be displayed. This screen will display the user who set up the company account in the dropdown list.

16. Click Edit to review and complete the original user information or click New to add a new user. Click Next Page to skip adding Users or click the Home button to return to the Login Page.

The User Information screen will be displayed if Edit or New were selected. The available fields vary depending on the selected option.

Note: The user who set up the company account is defaulted to a User Type of Supervisor. A Supervisor User for a company can see and edit all company information and Company Users’ information. A Company User that has a User Type of User can only edit their information. All Company Users can order permits.
Chapter 1  Welcome to K-TRIPS

17. Complete the User Information fields including the Prompt Question and Response. Without this information, the system cannot assist you if you forget your password.

18. Click the Insert button to save the user information entered. Click the Cancel button to exit User Information and return to the Create New Company Account - Users screen without saving. Continue adding users by clicking New each time until complete.

19. Click the Next Page button when finished adding Users to continue to the Create New Company Account - Vehicles screen.

*The Create New Company Account - Vehicles screen will be displayed.*

20. Add vehicles to your inventory to recall during the permit ordering process if desired. K-TRIPS also has a Vehicle Import feature that allows you to upload a spreadsheet of your entire vehicle inventory so that you don’t have to enter one at a time. See Vehicle Import on page 80 for more information. If you would like to enter a vehicle, click New.

*The Vehicle Information screen will be displayed.*

21. Enter the vehicle information. See Table 6: Set Truck and Load Information on page 126 for a description of the data to be entered.
Chapter 1  Welcome to K-TRIPS

22. Click the Insert button to save the vehicle information entered. Click the Cancel button to exit Vehicle Information and return to the Create New Company Account - Vehicles screen without saving. Continue adding vehicles by clicking New each time until complete.

23. Set up an Escrow account or go to the Login Page. The money added to Escrow can be used to order permits in K-TRIPS. For this scenario, we will set up Escrow. Click Setup Escrow Account.

The Attest to Create New Escrow Account attest statement will be displayed.

---

24. Read the attest statement. You will be able to add funds to your Escrow account after you log in to K-TRIPS. Check I agree and click Create Escrow Account.

A confirmation message will be displayed.

25. Click the OK button.

You will be routed to the K-TRIPS Login Page.

26. Enter the Username and Password established during company setup. Check the box for Remember me on this computer to have your computer remember your log in information.
Welcome to K-TRIPS!

27. Click Submit.
Navigating K-TRIPS

There are several useful tools to help you navigate K-TRIPS. These tools are located throughout the interface so that you can access them from all applicable pages. The buttons available are dependent on the page you are on in K-TRIPS.

**Home Page**
Click the Home button to navigate to the Home Page or Company Dashboard.

**Permit Wizard**
Click the Permit Wizard button to initiate the Permit Wizard. The Permit Wizard poses a series of questions to help determine the permit that best fits your needs for the load you are hauling. The text and images for the Permit Wizard are populated by both the vendor and KDOT.

**Permit Notes**
Click the Permit Notes button to add or view any notes for a permit application. Company and KS Agency Users can add and view notes for the permit application. If there is a previously added note, there will be an envelope on the Permit Notes button letting the user know there is a note waiting.
PERMIT DOCUMENTS
Click the Permit Documents button to add or review any documents for a permit application. Company and KS Agency Users can add or view documents. To add a document it must already be saved to your computer. You can browse your computer files to locate the document, select it, and then upload it to K-TRIPS. You can select a document type from the dropdown list to better identify the type of document being added such as a Vehicle VIN Verification, Title or Previous Registration, and Loading Diagram. You can also add a note to give any explanation needed for the document.

LIVE CHAT
Live Chat is available to communicate online with K-TRIPS Live Chat Support Specialists. Live Chat is only available when K-TRIPS Live Chat Support Specialists are logged in to accept chats. If Live Chat is not available, the Live Chat button will not display in the Navigation Bar. Customer Users can additionally request a Support Call Back. For more information on Live Chat, see Live Chat Log In on page 100.

REQUEST SUPPORT CALL BACK
To request a Call Back, click the Request Support Call Back button and the K-TRIPS Support Call Back Request screen will be displayed. To complete the form, enter a name, phone number, email address, and a message stating what assistance is needed from support. When the form is completed and all information is entered, click the Request Call Back button. The message will be sent to a Support Call Queue. Messages will be answered within 1 business day and during normal Permit Office business hours.
Chapter 1 Welcome to K-TRIPS

PAGE HELP
Click the Page Help button in the K-TRIPS Navigation Bar to access Page Help for the page you are currently on in K-TRIPS.

FREQUENTLY ASKED QUESTIONS
K-TRIPS provides a section for frequently asked questions and answers for both Company and KS Agency Users. Click the FAQ button to access the FAQ And Answers screen.

LOG OUT
Click the Log Out button to log out of K-TRIPS.

USER GUIDE
Click the Guide button to access a PDF of the KS Company User Guide.
K-TRIPS User Tutorial Videos
Click the K-TRIPS User Tutorial Videos link on the Login Page to view helpful information for navigating K-TRIPS. This link will provide access to help items such as tutorial videos and transcripts, Permit Office contact information, a User Guide, and a Permit Price Sheet.

Section Help
K-TRIPS contains Section Help icons that can be hovered over to present the user with useful text for explanation. The Section Help icons can also be clicked to open a pop-up window to display help for the current page of the system.

Note: Not all Section Help icons have the click Page Help option. Some, such as those on the Special Items page in the permit application process, are hover only.

Back
Throughout the interface when the Back button is an option, click the Back button to go back one page rather than using the back arrow in your browser.
Chapter 1  Welcome to K-TRIPS

SAVE AND EXIT
Click the Save and Exit button to save progress in a permit application and exit the current process.

NEXT
Click the Next button to move to the next page of the current process.

DELETE PERMIT
Click the Delete Permit button to delete a permit application.

CANCEL
Click the Cancel button to close without saving. This will not delete the permit application in most circumstances. One exception to this is on the Order Permits screen where the Permit Type is selected. Clicking Cancel from this page will delete the permit application because it has not created a Permit ID.

PERMIT ID
Once a permit application proceeds past selecting a Permit Type, the screens that follow will display the company name and Permit ID number as a reference for the user to identify the company and Permit ID that is being worked.

Order Permits
ProMiles
Use the form below to fill in truck and load information. Permit ID: 19434
Chapter 1  Welcome to K-TRIPS

EXPAND/Collapse
On the Enter a Route screen you can Expand and Collapse the Enter Trip Panel to display or hide your routing points. To edit your route, expand the panel to change any of your routing points. The expand and collapse feature is available whenever the Expand/Collapse Chevron icons are displayed throughout the system.

![Figure 4: Collapse Box to Hide](image)
![Figure 5: Expand Box to Edit](image)

Validate and Run
Click the Validate and Run button to generate a route based on your Origin and Destination choices. This option is also used when you change your Route Points, Origin, or Destination.

Radio Button
Radio Buttons are used throughout K-TRIPS. A radio button, or option button, is a type of graphical user interface element that allows the user to choose one of a predefined set of options. Only one radio button can be chosen for each selection. In the example, the Issue Date radio button is selected. To select a radio button, click in the circle.

![Issue Date Buttons](image)
MATCH MIDDLE
Throughout K-TRIPS there are search options for performing different functions. Once you have selected the search criteria, K-TRIPS will provide a list of possible matches as you type. If you would like to match any part of your search, check the box for Match middle. In the example we checked Match middle and searched for all company names with “haul” included in the name. K-TRIPS provided a list of 103 Records Found as possible matches.

CALENDAR SELECTIONS
Throughout K-TRIPS, clicking in a From or To field for a date selection will result in a calendar display. To select the date you would like to use, click the appropriate date on the calendar. In most cases, such as in Reports, you cannot type in the date. The exception to this is on the Order Permits screen where the Permit Type is selected and on the Renew Permits screen when renewing Annual Permits. On these pages you can type in the beginning date for the permit application in a MM/DD/YYYY format.

PERMIT PDF
From Permit Details and/or the Customer Dashboard, the user can view the Permit PDF. Click the Permit PDF icon or Permit Number hyperlink to view a copy of the permit. The Permit PDF can be printed and/or saved. Once the permit has been issued, the Permit PDF can be printed on the Customer Dashboard, until it expires.
MAP LAYERS

K-TRIPS offers three (3) features to aid in creating permit routes. Click the Layers icon located in the top right corner of the Trip Results Panel to access these features.

- The **On-System** checkbox turns the green highlighted roads on and off. When the box is checked, Kansas state maintained roads are designated on the map with green highlights.
- The **KS Districts** checkbox turns the multi-colored highlights and numbers on and off. When the box is checked, the Kansas district boundaries are designated on the map with multi-colored highlights and numbers.
- The **Restrictions** checkbox turns the red highlighted areas that contain restrictions on and off. When the box is checked, restrictions are designated on the map with red highlights.

TRAVEL ON STATE MAINTAINED ROADS

Roads approved for OS/OW travel are called state maintained roads. If you select a location that is not on a state maintained road, the system will prompt you to pick another location and will display all state maintained roads highlighted green to aid in your selection. You must zoom in very close for the map to display separate directions of travel on divided highways. Be sure to pick the proper direction of travel when selecting routes on divided highways.
I FORGOT MY PASSWORD

On the Login Page, a user can request their password be sent to them if they have forgotten the password. Click the I forgot my password link on the Login Page. Enter your username in the empty field and click Display Security Prompt. The system will display your security question and give you the opportunity to enter your security question answer. After entering the correct answer, click Send Me My Password. K-TRIPS will send the password to the email on file for that username.

Note: The password prompt question, the prompt response, and email address are necessary to enable the Forgot Password function. Entering the prompt question, prompt response, and email address can be completed initially when setting up the user, or it can be added later to the user information accessed in Company Data.
Chapter 1 Welcome to K-TRIPS

Note: If there was a problem retrieving your password the following screen will be displayed.

K-TRIPS MOBILE
Customer Users can utilize functionality such as copying and self-issuing permits, generating routes, and paying for permits from a mobile device. To access K-TRIPS Mobile, enter www.k-trips.com into the device’s mobile browser. Users will automatically be directed to the mobile version of K-TRIPS. Click the Full Site link at the bottom of the page to access the full site. To access K-TRIPS Mobile from a device that is not mobile, enter www.k-trips.com/mobile into the web browser.
CHAPTER 2 THE COMPANY DASHBOARD

The **Company Dashboard**, also the Home Page, is the primary screen for beginning new permits and routes within K-TRIPS. It is also where you can search permits and store company information including users, terminals, and vehicle inventory to assist in permit ordering and reporting.

The **Company Dashboard** is broken into six (6) main parts.

- Administrative Panel
- Customer Support Panel
- Permits Panel
- Shopping Cart Panel
- Messages Panel
- Statistics Panel

![Company Dashboard](image)

**FIGURE 6: THE COMPANY DASHBOARD**
Administrative Panel

The Administrative Panel allows each company to access functionality such as defining and altering their account information, running reports, funding Escrow, renewing Annual Permits, importing vehicle inventory, and obtaining routes for Annual Permits and for quoting loads. Permit Services can additionally set up new companies from the Administrative Panel.

![Image of Administrative Panel]

FIGURE 7: THE COMPANY ADMINISTRATIVE PANEL

![Image of Permit Service Administrative Panel]

FIGURE 8: THE PERMIT SERVICE ADMINISTRATIVE PANEL
### Table: The Administrative Panel

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renew Annual Permits</td>
<td>Allows companies to search for Annual Permits by Permit Type and expiration date and renew multiple permits at once</td>
</tr>
<tr>
<td>Bid Route</td>
<td>Allows a route to be generated without actually submitting an application to K-TRIPS. This feature is provided as a service for quoting loads.</td>
</tr>
<tr>
<td>Company Data</td>
<td>Opens the <em>Company Information</em> screen</td>
</tr>
<tr>
<td>Reports</td>
<td>Allows companies to view and print various reports</td>
</tr>
<tr>
<td>Annual Permit Route</td>
<td>Allows companies to obtain a K-TRIPS approved route for an active Annual Permit</td>
</tr>
<tr>
<td>Escrow</td>
<td>Displays an Escrow transaction list, allows for deposits to Escrow with a credit card, allows for reports to be printed, and allows for the setup of Escrow</td>
</tr>
<tr>
<td>Vehicle Import</td>
<td>Allows companies to upload a spreadsheet of their vehicle inventory to avoid individual entry</td>
</tr>
<tr>
<td>Shopping Cart Permits</td>
<td>Allows customers to purchase or print approved permits</td>
</tr>
<tr>
<td>New Company</td>
<td>Allows Permit Services to set up a new company in K-TRIPS. See <em>To Create a New Company as a Permit Service</em> on page 140 for more information.</td>
</tr>
</tbody>
</table>
RENEW ANNUAL PERMITS

The Renew Annual Permits feature allows you to search for Annual Permits by Permit Type and expiration date, and renew multiple permits at once. Permits with an incomplete VIN will not be displayed on the Renew Permits screen. Permits with incomplete VINs or a VIN that does not validate must be ordered as a new permit. If a VIN fails validation, users will need to update the vehicle information in the vehicle inventory. For more information, see To Edit an Existing Vehicle on page 61.

TO RENEW ANNUAL PERMITS

1. Click the Renew Annual Permits link in the Administrative Panel on the Company Dashboard.

The Renew Permits screen will be displayed.
2. Select the Annual Permit Type to renew from the Select Permit Type to Renew dropdown list.

For this example, we will search for Annual Cotton permits.

3. Enter the date range of the permit expiration dates by clicking in the From Date and To Date fields and selecting a date from the calendar. You can also type in the dates in a MM/DD/YYYY format.

4. Click Search Permits.

A list of permits that fit your search criteria will be displayed.

Note: If the permit that is being renewed has not expired, the Start Date will default to the day after the existing permit’s expiration date. If the permit has expired, the Start Date will default to today’s date. The Start Date can be changed to a later date.

5. Update any allowed fields.

6. Check the box beside the permits to renew or check All to renew all permits in the list.

7. Click Renew Selected Permits.
A message will display confirming that the renewed permit(s) have been added to your Shopping Cart.

![Image of renewed permits]

8. Click the **Home** button to return to the **Company Dashboard**.

**Note:** Please see *Shopping Cart* on page 85 for information on purchasing permits from the Shopping Cart.
BID ROUTE

The Bid Route interface allows a user to enter dimensions for a vehicle and load to create a route without submitting a permit application to K-TRIPS. This feature is provided as a service to companies for quoting loads. A valid permit and route will be required for travel. The suggested route should not be used in place of a permit. This tool is for quoting purposes only.

Note: Be aware when using Bid Route that axle spacings are not taken into consideration for routing. Any route suggested in Bid Route is subject to change if the Permit Type requires axle spacings, or if a Bridge Analysis is required.

TO USE BID ROUTE

1. Click the Bid Route link in the Administrative Panel on the Company Dashboard.

   The Bid Route: Enter Load Dimensions screen will be displayed.

2. Enter your load dimensions into the appropriate fields using numbers only. If there are no inches for a parameter, leave the field blank. Do not enter zero as a dimension.

   Note: All fields for dimensions can be left blank. Leaving these fields blank will assume that all dimensions are legal or below legal dimensional guidelines.
Chapter 2  The Company Dashboard

3. Click **Next** to continue.

   *The Enter a Route screen will be displayed.*

4. Proceed to enter a trip as described in *Chapter 3 Generating a Route* on page 143.

5. Click **Validate and Run** and review your trip results once your trip points are entered.

6. Click the **Expand Chevron** icon in the **Enter Trip Panel** and change the **Origin** or **Destination** points, or add one or more Via Points if the trip needs to be revised.

7. Once satisfied with the trip results, click the **Return to Dashboard** link above the map or click the **Home** button to return to the **Company Dashboard**.

**Note:** For all routing options see *Chapter 3 Generating a Route* on page 143.

**Note:** New information will not be saved if the user clicks the **Back** button.
COMPANY DATA

The Company Data link opens the Company Information screen that contains all of the company information. This screen is partially populated from the information entered when the account was created. If the information displayed is acquired from the USDOT Data, it cannot be changed. It must be updated with the USDOT Number and synched in K-TRIPS by clicking the Synch with USDOT Data button. Other information can be added for use when ordering permits.

The Company Information screen is a place for users with the proper permissions to add, edit, and delete items from your Company Assets. Here you can add contacts and addresses, designate terminals, add users that can order permits, and maintain the vehicle inventory for your company.

TO ACCESS COMPANY DATA

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.
The Company Information screen will be displayed.

Note: It is not mandatory to add information to the data fields. This capability has been provided as an aid to the customer to save time when applying for permits and to provide better reporting capabilities. The Company Assets consist of contacts, addresses, terminals, users, and vehicles. See Table 2: Company Information Screen on page 32 for more information about the fields encountered on this screen.

2. Click the Home button to return to the Company Dashboard.
### TABLE 2: COMPANY INFORMATION SCREEN

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company</strong></td>
<td>The official company name</td>
</tr>
<tr>
<td><strong>DBA</strong></td>
<td>The company’s DBA (Doing Business As) name if applicable</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>The primary contact phone number for the company</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>The primary fax number for the company</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td>The primary email address for the company</td>
</tr>
<tr>
<td><strong>USDOT Number</strong></td>
<td>The company’s United States Department of Transportation Number (if the company has one). A KS Agency User can add a USDOT Number for a company account at a later date if the company acquires a USDOT Number.</td>
</tr>
<tr>
<td><strong>TIN Number</strong></td>
<td>The Tax Identification Number associated to the company. A KS Agency User can add a TIN Number for a company account at a later date if the company acquires a TIN Number.</td>
</tr>
</tbody>
</table>
| **Delivery Method** | The company’s default delivery method to be used for issued permits. The delivery method can be changed from the default delivery method when ordering a permit.  
**Note:** Regardless of the delivery method, all issued permits can be accessed from the Permits Panel on the Company Dashboard. |
| **Email**        | Permits will be emailed to the email address on file.                                                |
| **Web Download** | Permits will be downloaded by the company. These and all other issued permits can be accessed from the Permits Panel on the Company Dashboard. |
| **Fax**          | Permits will be faxed to the fax number on file.                                                     |
| **Escrow contract on file?** | Specifies if a company has setup Escrow and checked and accepted the attest statement |
| **Escrow Balance** | The company’s Escrow balance                                                                         |
| **Synch with USDOT Data** | If the company information has been updated with FMCSA, click to update the data in K-TRIPS.         |
| **Update**       | Click to save any edited or updated information on the Company Information screen.                  |
TABLE 2: COMPANY INFORMATION SCREEN

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close</td>
<td>Click to close the <em>Company Information</em> screen. Any new information not saved by clicking the <em>Update</em> button will be lost.</td>
</tr>
<tr>
<td>Contacts</td>
<td>List of contacts for the company. A contact must be set up as a user to order permits. A Supervisor User has the ability to add, edit, and delete contacts for the company.</td>
</tr>
<tr>
<td>Addresses</td>
<td>List of the mailing and physical address information for the company. A Supervisor User has the ability to edit addresses for the company if they are not acquired from FMCSA and synched with the USDOT Number.</td>
</tr>
<tr>
<td>Terminals</td>
<td>List of operating units for the company. A Supervisor User has the ability to add, edit, and delete terminals for the company.</td>
</tr>
<tr>
<td>Users</td>
<td>Contact information for Company Users. Users are able to order permits through K-TRIPS. Company Users can be added with a User Type of User or Supervisor User. A Supervisor User has the ability to add, edit, and delete users for the company. A Company User with the User Type of User will be able to order permits but will have not have access to certain functionality in K-TRIPS such as Company Data.</td>
</tr>
<tr>
<td>Vehicles</td>
<td>List of the company’s vehicle inventory used to populate information on the permit application. A Supervisor User has the ability to add, edit, and delete vehicles for the company.</td>
</tr>
</tbody>
</table>


**CONTACTS**

Any person that may need to be contacted by KDOT at any step of the permitting process should be added into the system as a Contact.

**Note:** Entering a Contact into the system does not give that person the ability to log in to K-TRIPS. Each Contact must be set up as a user to log in to K-TRIPS and order permits.

**TO ADD A NEW CONTACT**

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Click New to the right of Contacts.

The Contact Information screen will be displayed.
Chapter 2 The Company Dashboard

3. Enter the appropriate data for the contact you are adding. A Business Contact would be someone to contact for finance questions or company information, and a Permitting Contact would be someone who will be familiar with permits ordered through K-TRIPS. If uncertain, make the Contact Type: Permitting.

4. Click Insert to save the new contact or click Cancel to exit the Contact Information screen and return to the Company Information screen without saving the new contact.

5. Click the Home button to return to the Company Dashboard.
Chapter 2  The Company Dashboard

TO EDIT AN EXISTING CONTACT

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Choose the contact to be edited from the Contacts dropdown list.

3. Click Edit to the right of Contacts.
Chapter 2  The Company Dashboard

The Contact Information screen will be displayed.

4. Change the information for the contact as needed.

5. Click Update to save the changes or click Cancel to exit the Contact Information screen and return to the Company Information screen without saving changes.

6. Click the Home button to return to the Company Dashboard.
Chapter 2  The Company Dashboard

To Delete a Contact

1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.

![Company Data Link](image1)

2. Choose the contact to be deleted from the **Contacts** dropdown list.

![Contacts Dropdown](image2)

3. Click **Edit** to the right of **Contacts**.

![Edit Contact](image3)
Chapter 2  The Company Dashboard

The Contact Information screen will be displayed.

4. Click Delete to delete the contact or click Cancel to exit the Contact Information screen and return to the Company information screen without deleting the contact.

5. Click the Home button to return to the Company Dashboard.
Chapter 2  The Company Dashboard

**ADDRESSES**

The mailing and physical address information is stored in K-TRIPS for the company. You cannot add or delete an address, but can edit the mailing and physical addresses unless the physical address is associated to the USDOT Number. USDOT information must first be updated with FMCSA and then synched with K-TRIPS by clicking the **Synch with USDOT Data** button on the **Company Information** screen.

**TO EDIT AN EXISTING ADDRESS**

1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.

![Company Data Link](image)

2. Choose the address to be edited from the **Addresses** dropdown list.

![Addresses Dropdown List](image)

3. Click **Edit** to the right of **Addresses**.

![Edit Address](image)
The Address Information screen will be displayed.

4. Change the information for the address as needed.

5. Click Update to save the changes or click Cancel to exit the Address Information screen and return to the Company Information screen without saving changes.

6. Click the Home button to return to the Company Dashboard.
TERMINALS
Some companies divide their operations into separate operating units. These operating units may be called yards, divisions, terminals, or another preferred terminology. K-TRIPS allows companies to divide their fleet into separate operating units and uses the term **Terminals** to define these. Vehicles, contacts, and users can be assigned to a terminal. Permits requested for these vehicles will be assigned to the vehicle’s terminal. For some companies, this capability facilitates searching for permits and reporting on permitting operations. This terminal capability is provided by Kansas as a service to its companies and is optional.

**TO ADD A NEW TERMINAL**

1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.

2. Click **New** to the right of **Terminals**.
Chapter 2  The Company Dashboard

The Terminal Information screen will be displayed.

3. Enter the appropriate data for the terminal you are adding, and select a default delivery method for permits.

4. Click Insert to save the new terminal or click Cancel to exit the Terminal Information screen and return to the Company Information screen without saving the new terminal.

5. Click the Home button to return to the Company Dashboard.
Chapter 2 The Company Dashboard

TO EDIT AN EXISTING TERMINAL

1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.

![Company Data link](image)

2. Choose the terminal to be edited from the **Terminals** dropdown list.

![Terminals dropdown list](image)

3. Click **Edit** to the right of **Terminals**.

![Edit button](image)
The Terminal Information screen will be displayed.

4. Change the information for the terminal as needed.

5. Click Update to save the changes or click Cancel to exit the Terminal Information screen and return to the Company Information screen without saving changes.

6. Click the Home button to return to the Company Dashboard.
TO DELETE A TERMINAL

1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.

2. Choose the terminal to be deleted from the **Terminals** dropdown list.

3. Click **Edit** to the right of **Terminals**.
Chapter 2 The Company Dashboard

The Terminal Information screen will be displayed.

![Terminal Information Screen]

4. Click **Delete** to delete the terminal or click **Cancel** to exit the Terminal Information screen and return to the Company Information screen without deleting the terminal.

5. Click the **Home** button to return to the Company Dashboard.

**Note:** Deleting a terminal will delete the assignment of a terminal to a vehicle or user. The vehicle or user will remain in Company Data but will no longer contain information regarding the deleted terminal.
COMPANY USERS
K-TRIPS Users have the ability to log in to K-TRIPS and order permits. The person who creates the company account will be designated as an Account Supervisor and will have the ability to add new users to the company account. When a Company User is added they will be designated as a Supervisor or as a User. Only Supervisors can add, edit, and delete other users.

TO ADD A NEW USER

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Click New to the right of Users.
The User Information screen will be displayed.

3. Enter the appropriate data for the user you are adding. The password Prompt Question and Response are necessary to enable the Forgot Password function.

Note: The Start Date and End are not required but can be entered if you wish for the user to have access only during a certain time period. Leave these fields blank unless you want to establish a firm start/end date for the user.

4. Click Insert to save the new user or click Close to exit the User Information screen and return to the Company Information screen without saving the new user.

5. Click the Home button to return to the Company Dashboard.

Note: The new user will be active and will be able to log in to K-TRIPS using the username and password you provided.
TO EDIT AN EXISTING USER

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Choose the user to be edited from the Users dropdown list.
3. Click **Edit** to the right of **Users**.

The **User Information** screen will be displayed.

![User Information Screen](image-url)
4. Change the information for the user as needed. The username cannot be edited.

Note: The Start Date and End are not required but can be entered if you wish for the user to have access only during a certain time period. Leave these fields blank unless you want to establish a firm start/end date for the user.

5. Click Update to save the changes or click Close to exit the User Information screen and return to the Company Information screen without saving changes.

6. Click the Home button to return to the Company Dashboard.
TO DELETE A USER

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

![Company Data Link]

2. Choose the user to be deleted from the Users dropdown list.

![Users Dropdown List]

3. Click Edit to the right of Users.

![Users Edit Option]
The User Information screen will be displayed.

4. Click Delete to delete the user or click Close to exit the User Information screen and return to the Company Information screen without deleting the user.

A confirmation message will be displayed

5. Click OK to delete the user or click Cancel to exit the confirmation message and return to the User Information screen without deleting the user. Click the Close button to exit the User Information screen and return to the Company Information screen.

6. Click the Home button to return to the Company Dashboard.

Note: The deleted user will be unable to log in to K-TRIPS.
DEACTIVATE A USER

There may come a time when you need to deactivate a user. Only Customer Users set up as a supervisor can deactivate another user for the company.

When you deactivate a user, the button will change to say Activate. To activate a deactivated user, follow the same steps as deactivating a user but click Activate rather than Deactivate. Click the Close button to close the User Information screen.

TO DEACTIVATE AN ACTIVE USER

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Choose the user to be deactivated from the Users dropdown list.
3. Click **Edit** to the right of **Users**.

![Company Assets](image)

*The User Information screen will be displayed.*

![User Information](image)

4. Click **Deactivate**. When you deactivate a user, the button will change to say **Activate**.

**Note:** To activate a deactivated user, follow the same steps as deactivating a user but click **Activate** rather than **Deactivate**.

5. Click **Close** to exit the **User Information** screen and return to the **Company Information** screen.

6. Click the **Home** button to return to the **Company Dashboard**.

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Chapter 2  The Company Dashboard

**UnLock a User**
Should a user become locked out of the system due to too many attempts to log in with the incorrect log in information, a Company Supervisor User can unlock them.

When a user is unlocked, the button will change to **Lock Out**. To lock out an unlocked user, follow the same steps as unlocking a user but click **Lock Out** rather than **Unlock**. Click the **Close** button to close the **User Information** screen.

![Buttons](image)

**To UnLock a Locked User**

1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.

![Dropdown](image)

2. Choose the **User** to be unlocked from the **Users** dropdown list.
Chapter 2 The Company Dashboard

3. Click **Edit** to the right of **Users**.

![Company Assets](image)

*The User Information screen will be displayed.*

![User Information](image)

4. Click **Unlock**. When you unlock a user, the button will change to say **Lock Out**.

**Note:** To lock out a user, follow the same steps as unlocking a user but click **Lock Out** rather than **Unlock**.

5. Click **Close** to exit the **User Information** screen and return to the **Company Information** screen.

6. Click the **Home** button to return to the **Company Dashboard**.
Chapter 2  The Company Dashboard

VEHICLES
A company can choose to keep a list of its vehicle inventory. These vehicles can be used to populate information on the permit application. Vehicles can also be assigned to a terminal to aid in reporting by terminal or location. Terminals must be entered in the Terminal Information screen before assigning to a vehicle. Vehicle inventory can also be uploaded to K-TRIPS using a spreadsheet. See Vehicle Import on page 80 for more information.

TO ADD A NEW VEHICLE

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Click New to the right of Vehicles.
The **Vehicle Information** screen will be displayed.

3. Insert the appropriate data for the vehicle you are adding. See *Table 6: Set Truck and Load Information* on page 126 for a description of the data to be entered.

4. Click **Insert** to save the new vehicle or click **Cancel** to exit the **Vehicle Information** screen and return to the **Company Information** screen without saving the new vehicle.

5. Click the **Home** button to return to the **Company Dashboard**.

**Note:** K-TRIPS checks the VIN against the make, model, and year but only during the permit application. If a VIN fails validation, users will need to update the vehicle information in the vehicle inventory. For more information, see *To Edit an Existing Vehicle* on page 61.
Chapter 2 The Company Dashboard

TO EDIT AN EXISTING VEHICLE

1. Click the **Company Data** link in the Administrative Panel on the Company Dashboard.

2. Choose the **Vehicle** to be edited from the **Vehicles** dropdown list.
3. Click **Edit** to the right of **Vehicles**.

The **Vehicle Information** screen will be displayed.

4. Change the information for the vehicle as needed.

5. Click **Update** to save the changes or click **Cancel** to exit the **Vehicle Information** screen and return to the **Company Information** screen without saving changes.

6. Click the **Home** button to return to the **Company Dashboard**.
Chapter 2 The Company Dashboard

TO DELETE A VEHICLE

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Choose the vehicle to be deleted from the Vehicles dropdown list.

3. Click Edit to the right of Vehicles.
Chapter 2  The Company Dashboard

The Vehicle Information screen will be displayed.

4. Click **Delete** to delete the vehicle or click **Cancel** to exit the Vehicle Information screen and return to the Company Information screen without deleting the vehicle.

5. Click the **Home** button to return to the **Company Dashboard**.
Chapter 2 The Company Dashboard

TO VIEW AN EXCEL LIST OF YOUR VEHICLE INVENTORY

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Click the Excel icon to the right of Vehicles.

Note: An Excel prompt will ask if you would like to Open or Save the Excel sheet. Click the Open button to open the Excel sheet to view a list of vehicles in your vehicle inventory. The format of this sheet can be used as a guide when uploading vehicle inventory as described in To Import Vehicle Inventory on page 80.
Chapter 2  The Company Dashboard

Reports
K-TRIPS provides Reports for company accounts to reconcile their permit and payment history. Reports allow the user to select parameters for the reports. Such parameters can include:

- Payment Method
- Permit Type
- Format Type: PDF or Excel
- Date Range

To Print a Report

1. Click the Reports link in the Administrative Panel on the Company Dashboard.

![Customer Permit Reports](image)

The Customer Permit Reports screen will be displayed.

2. Select the desired Report Type and Report Parameters.

Note: At the time of the writing of this document the Customer Reconciliation Report is the only report available to Company Users in Customer Permit Reports. Permit Service Users have access to the Company List Report and the Permit Service Reconciliation Report. The Company List Report shows a complete list of companies with accounts in K-TRIPS and the date of the last permit issued for that company.
3. Select the desired format for the report, **PDF** or **Excel**, by clicking the corresponding radio button.

![Customer Permit Reports](image1)

4. Select the date range for your report by clicking in the **Start Date** and **End Date** fields and selecting a date from the calendar.

**Note:** The Start Date and End Date default to today’s date.

![Customer Permit Reports](image2)

5. Click **Generate Report**.

![Customer Permit Reports](image3)
Chapter 2 The Company Dashboard

A report will be generated displaying the payment and permit history for the given date range.

6. Close the Customer Reconciliation Report screen to exit the report and return to the Customer Permit Reports screen.

7. Click Exit or click the Home button to exit the Customer Permit Reports screen and return to the Company Dashboard.
Chapter 2  The Company Dashboard

**ANNUAL PERMIT ROUTE**

The **Annual Permit Route** feature allows a K-TRIPS suggested route to be generated for an Annual Permit. These routes are good for a configurable number of days as defined by KDOT.

**TO GENERATE AN ANNUAL PERMIT ROUTE**

1. Click the **Annual Permit Route** link in the **Administrative Panel** on the **Company Dashboard**.

   ![Administrative Panel]

   The **Time Period Routes** screen will be displayed.

2. Enter the **Permit Number** for an Annual Permit assigned to your company and click **Find**.

   ![Time Period Routes]

   **Note:** If you enter a Permit Number that is not an Annual Permit or a Permit Number for a company other than your own, the system will not find the permit.
Chapter 2  The Company Dashboard

The **Time Period Routes** screen will display the dimension fields populated with the load dimensions that were saved to the permit during the Order Permits Process.

Note: The saved dimensions can be used, or you can enter dimensions that are lower than the saved dimensions. You will need to order a new permit if dimensions need to be higher than those that are saved.

3. Click **Enter Weights** and enter your axle weights and spacings. K-TRIPS requires axle weight entry for all annual permit routes. For more information on axle weights and spacings, see *Table 7: Set Axle Weights* on page 130.

4. Click **Next**.
Chapter 2 The Company Dashboard

The **Enter a Route** screen will be displayed.

5. Proceed to enter a trip as described in *Chapter 3 Generating a Route* on page 143.

6. Click **Validate and Run** and review your trip results once your trip points are entered.

7. Click the **Expand Chevron** icon in the **Enter Trip Panel** and change the Origin or Destination points, or add in one or more Via Points if the trip needs to be revised.

   After the trip has been calculated, a window will be displayed giving you the option to print the route.

8. Click the **Print Route** link at the top of the **Trip Results Panel** to print once satisfied with your trip results.

   ![Print Route](image.png)

   **Note:** The printed document will reference the Permit Number entered and is to be used in conjunction with the permit. This route is only valid for a configurable number of days as defined by KDOT.

9. Close the **Annual Permit Route** screen to exit the annual permit route and return to the **Enter a Route** screen.

10. Click **Return to Dashboard** or click the **Home** button to exit the **Enter a Route** screen and return to the **Company Dashboard**.
ESCROW

The **Escrow** feature in K-TRIPS allows the company to maintain their Escrow account and supplies reports to reflect Escrow activity. This is provided to the company to enable Escrow activity and reconciliation directly from the **Company Dashboard**. If a company has an established Escrow account, the Escrow balance will be displayed in the **Statistics Panel** on the **Company Dashboard**.

**TO ESTABLISH AN ESCROW ACCOUNT**

1. Click the **Escrow** link in the **Administrative Panel** on the **Company Dashboard**.

   ![Administrative Panel](image)

   *The Attest to Create New Escrow Account screen will be displayed.*

2. Read the attest statement. Check the **I agree** box and click **Create Escrow Account**.
Chapter 2 The Company Dashboard

A confirmation message will be displayed.

3. Click OK.

4. Click the Home button to return to the Company Dashboard.

Note: After the account has been created, the company must deposit money into the Escrow to order permits. Money can be deposited online using a credit card or electronic check, or by mailing in a check with the Escrow Deposit Submittal form. Customer User’s can additionally access functionality such as creating Escrow reports and viewing a transaction history.
Chapter 2  The Company Dashboard

TO ADD MONEY TO YOUR ESCROW ACCOUNT BY MAILING IN A CHECK

1. Click the Escrow link in the Administrative Panel on the Company Dashboard.

   ![Escrow Panel]

   The Escrow screen will be displayed.

2. Click Print Escrow Deposit Submittal Form.

   ![Print Escrow Deposit Submittal Form]

   An Escrow Deposit Submittal form will be displayed for printing.

3. Print the Escrow Deposit Submittal form.

4. Close the Escrow Deposit Submittal form to return to the Escrow screen.

5. Click the Home button to return to the Company Dashboard.

Note: Complete the requested information on the form and mail in the form and your check for deposit. The Kansas Department of Revenue will post the funds to your account once the payment is received.
Chapter 2  The Company Dashboard

TO ADD MONEY TO YOUR ESCROW ACCOUNT WITH A CREDIT CARD

1. Click the Escrow link in the Administrative Panel on the Company Dashboard.

   The Escrow screen will be displayed.

2. Click Make Deposit with Credit Card / Electronic Check.
The Escrow Processing screen will be displayed.

![Escrow Processing Screen]

**Current Balance:** $0.00

- **Amount:** $500  $200
- **Description:**
- **Reference Text:**

**Note:** The amount that can be added to Escrow by credit card is limited to a configurable amount as determined by KDOT.

3. Select an amount of **$500** or **$200** to add to Escrow. Additionally, enter a **Description** and a **Reference Text**. This text can be any description and reference that will aid in reporting and reconciling. Both fields will print on the Escrow Statement.

4. Click **Submit**.
The LexisNexis credit card processing screen will be displayed.

FIGURE 10: THE LEXISNEXIS CREDIT CARD PROCESSING SCREEN

5. Complete the credit card/electronic check information and precede through the LexisNexis screens until your transaction is complete. Click the Click here to Return to K-TRIPS link. If your transaction was successful, the funds will automatically be posted to your Escrow account and will be reflected in your new Escrow balance.

A confirmation message will be displayed.

6. Click OK to close the confirmation message and return to the Escrow Processing screen.

7. Click the Home button to return to the Company Dashboard.
Chapter 2  The Company Dashboard

**To View and Print Your Escrow Account Activity**

1. Click the **Escrow** link in the Administrative Panel on the **Company Dashboard**.

   ![Administrative Panel Screenshot](image)

   The **Escrow** screen will be displayed.

   ![Escrow Screen](image)

   - **Escrow Transaction Report**
   - **Report Date:** 8/29/2016 7:36:48 PM
   - **Current Balance:** $16486.24
   - **Transaction Details:**
     - Mon Aug 29 2016 07:50:17 GMT-0500 (Central Daylight Time) Permit $-20.00 $16456.24
     - Thu Aug 25 2018 08:46:29 GMT-0500 (Central Daylight Time) Permit $-20.00 $16476.24
     - Thu Aug 25 2016 08:28:16 GMT-0500 (Central Daylight Time) Permit $8.00 $16496.24
     - Thu Aug 25 2016 08:23:14 GMT-0500 (Central Daylight Time) Permit $-20.00 $16516.24

2. Click **Generate Report**.
Chapter 2 The Company Dashboard

**The Select Year and Select Month dropdown lists will be displayed.**

3. Select the month and year of the report by selecting the year in the **Select Year** dropdown list and the month in the **Select Month** dropdown list.

4. Click **Generate Report**.

![Image of Escrow Transaction Report]

The **Escrow Account Activity Report** screen will be displayed showing all of your company Escrow activity for the month selected.

![Image of Escrow Account Activity Report]

The report can be printed and/or saved from this screen.

5. Close the **Escrow Account Activity Report** screen to exit the report and return to the **Escrow** screen.

6. Click the **Home** button to return to the **Company Dashboard** 🔍.
VEHICLE IMPORT

Vehicle Import is made available to assist in easy entry of vehicle inventory. The vehicle information saved in the vehicle inventory is used to populate information on the permit application. To add vehicles individually to the company’s vehicle inventory see To Add a New Vehicle on page 59.

TO IMPORT VEHICLE INVENTORY

1. Click the Vehicle Import link in the Administrative Panel on the Company Dashboard.

   The Import Vehicle Inventory screen will be displayed.

   ![Import Vehicle Inventory Screen](image-url)
2. Click **Browse** to locate the file on your computer that has your vehicle inventory listed. The file must contain **Unit Numbers**, **Model Year**, **Vehicle Make**, **Vehicle Identification Number**, **Vehicle License Plate Number**, **Vehicle License Plate State**, and **Vehicle Type**. It can additionally include **KS GVW** and the **Terminal** the vehicle is assigned. Follows is an example of the file layout.

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Year</th>
<th>Make</th>
<th>VIN</th>
<th>Type</th>
<th>Plate</th>
<th>State</th>
<th>KS Registered GVW</th>
<th>Terminal</th>
</tr>
</thead>
<tbody>
<tr>
<td>3123456</td>
<td>2005</td>
<td>PETERBILT</td>
<td>1XPS09X5D6D03000</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>KS</td>
<td>80000 BL</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2002</td>
<td>INTERNATIONAL</td>
<td>1HSN3422H508842</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>IL</td>
<td>80000 OWSR</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>2013</td>
<td>INTERNATIONAL</td>
<td>3HSQ3MR29N150077</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>NE</td>
<td>85500 SME</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>2012</td>
<td>SAF-T-LINER MVP</td>
<td>1TBE5427C14B271</td>
<td>BUS / LIMOUSINE</td>
<td>12345</td>
<td>KS</td>
<td>36000 TOW</td>
<td></td>
</tr>
<tr>
<td>1744</td>
<td>2000</td>
<td>PETERBILT</td>
<td>1XPS09X3D0D03000</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>KS</td>
<td>80000 BL</td>
<td></td>
</tr>
<tr>
<td>185</td>
<td>2011</td>
<td>PETERBILT</td>
<td>1XPS09X3D0D03000</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>KS</td>
<td>80000 OWSR</td>
<td></td>
</tr>
<tr>
<td>2676</td>
<td>2020</td>
<td>KENWORTH</td>
<td>1XKQ04X9992X9340</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>KS</td>
<td>85500 TOW</td>
<td></td>
</tr>
<tr>
<td>281</td>
<td>2005</td>
<td>IHC</td>
<td>1XPS09X3D0D03000</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>KS</td>
<td>80000 OWSR</td>
<td></td>
</tr>
<tr>
<td>570</td>
<td>2010</td>
<td>PETERBILT</td>
<td>1XPS09X3D0D03000</td>
<td>TRUCK/TRACTOR</td>
<td>12345</td>
<td>KS</td>
<td>85500 BL</td>
<td></td>
</tr>
</tbody>
</table>

3. Double click the file that you wish to import.

![Image of file list with Vehicle List highlighted](image)

*The file name will be listed on the **Import Vehicle Inventory** screen.*

![Image of Import Vehicle Inventory screen](image)
4. Click Upload File.

The Import Vehicle Inventory Step 2 screen will be displayed.

5. Designate which column the data is located. In the sample, the Unit Number is found in Column 1. Additionally, in this example, the data starts on Row 3. Go through all of the dropdown lists and designate which column the listed data is located.

6. Click Import Sheet.
Chapter 2  The Company Dashboard

A confirmation message will be displayed confirming the vehicles were successfully imported.

![Vehicle Import Results](image)

If there are any errors in the data, a failure message will be displayed.

![Vehicle Import Results](image)

7. Click View Load Failures.

8. Click the Open button to view the Vehicle Import Exceptions Report. Correct any errors in column numbers associated to the data and verify that there is data in all of the required fields. Remember the required fields are Unit Numbers, Model Year, Vehicle Make, Vehicle Identification Number, Vehicle License Plate Number, Vehicle License Plate State, and Vehicle Type.

9. Repeat steps in To Import Vehicle Inventory starting on page 80 to correct load failures.

   If all errors have been addressed, you will receive a confirmation message confirming the vehicles were successfully imported.

10. Click the Return to Dashboard link or click the Home button to return to the Company Dashboard.

**Note:** K-TRIPS checks the VIN against the make, model, and year but only during the permit application. If a VIN fails validation, users will need to update the vehicle information in the vehicle inventory. For more information, see To Edit an Existing Vehicle on page 61.
Chapter 2  The Company Dashboard

To View the Imported Vehicle Inventory

1. Click the Company Data link in the Administrative Panel on the Company Dashboard.

2. Click the dropdown list for Vehicles.

3. Verify the list of vehicles.

Note: See To View an Excel List of your Vehicle Inventory on page 65 to view an Excel list of your vehicle inventory in K-TRIPS.

4. Click the Home button to return to the Company Dashboard.
SHOPPING CART

Once a permit application has been approved by a KS Agency User or has been self-issued by K-TRIPS, the permit will be available for purchase in the Shopping Cart. The Shopping Cart can be accessed from the Shopping Cart link or from the Shopping Cart button, both located on the Company Dashboard. The Shopping Cart link provides detailed information regarding permits available for purchase. The Shopping Cart button provides a summary of what is in your Shopping Cart awaiting payment. Approved permits will remain in the Shopping Cart until they are purchased or until their active start date. Once the active start date has passed, the approved permit will be deleted if it has not been purchased.

Note: Users can purchase a maximum of ten permits at one time.
TO PURCHASE PERMITS IN YOUR SHOPPING CART WITH ESCROW

1. Click the Shopping Cart Permits link in the Administrative Panel on the Company Dashboard.

The Permits ready for payment and/or printing screen will be displayed.
From this screen you can View the permit details, Cancel the permit, or Pay for the permit.

2. Check the Pay box above each individual permit, or select all to pay for all permits in the Shopping Cart.

The Order Total will display the total dollar amount selected for payment.

Note: Users can purchase a maximum of ten permits at one time.

Note: On this screen you can additionally click View Permit to view the permit details before paying for it to verify it is the permit you intended. You can also click Cancel Permit to cancel this permit application and have it removed from the Shopping Cart.

3. Click Pay Now.
Chapter 2  The Company Dashboard

The Pay for permits screen will be displayed.

The following permits have been previously authorized and are verified for payment: 19832

| Pay For Verified Permits | Cancel |

4. Verify that the permit(s) listed for payment are those you selected to pay. Click Pay for Verified Permits to continue to the Payment Information screen or click Cancel to cancel and return to the Company Dashboard.

The Payment Information screen will be displayed listing the payment total for your order.

5. Select Escrow from the dropdown list.

Your Escrow Balance will be displayed.

Note: Verify there are sufficient funds in Escrow. If the Escrow Balance is not sufficient to pay the amount of the purchase, you can change your payment method to CC/Electronic check or add funds to Escrow.

6. Click Submit to purchase the permit(s) or click Cancel to cancel and return to the Company Dashboard without purchasing.
Your purchase will be complete and the permit will be sent to you via the permit delivery method selected when the permit was ordered.

*The Issued Permits screen will be displayed.*

From this screen you can Return to the dashboard, Order another permit, or you can click the Permit Number hyperlink to view and print a copy of the issued permit.

7. Click the Return to the dashboard link or click the Home button to return to the Company Dashboard.
TO ADD MONEY TO ESCROW WHILE PURCHASING PERMITS IN YOUR SHOPPING CART

1. Click the Shopping Cart Permits link in the Administrative Panel on the Company Dashboard.

The Permits ready for payment and/or printing screen will be displayed.

From this screen you can View the permit details, Cancel the permit, or Pay for the permit.
2. Check the **Pay** box above each individual permit, or select **all** to pay for all permits in the **Shopping Cart**.

![Permits ready for payment and/or printing.](image)

*The Order Total will display the total dollar amount selected for payment.*

**Note:** Users can purchase a maximum of ten permits at one time.

**Note:** On this screen you can additionally click **View Permit** to view the permit details before paying for it to verify it is the permit you intended. You can also click **Cancel Permit** to cancel this permit application and have it removed from the **Shopping Cart**.
3. Click **Pay Now**.

The **Pay for permits** screen will be displayed.

4. Verify that the permit(s) listed for payment are those you selected to pay. Click **Pay for Verified Permits** to continue to the **Payment Information** screen or click **Cancel** to cancel and return to the **Company Dashboard**.

The **Payment Information** screen will be displayed listing the payment total for your order.

5. Select **Escrow** from the dropdown list.
Chapter 2  The Company Dashboard

Your Escrow Balance will be displayed.

**Note:** If the Escrow Balance is not sufficient to pay the amount of the purchase, you can change your payment method to **CC/Electronic check** or add funds to Escrow.

6. Click **Add Funds to Escrow**.

![Payment Information](image1)

A confirmation message will be displayed verifying that you want to leave this page.

![Message from webpage](image2)

7. Click **OK** to continue.

*The Escrow Processing screen will be displayed.*

![Escrow Processing](image3)
8. Select an amount of $500 or $200 to add to Escrow. These are the only amounts that can be added to Escrow with a credit card or electronic check. Additionally, enter a Description and a Reference Text. This text can be any description and reference that will aid in reporting and reconciling. Both fields will print on the Escrow Statement.

![Escrow Processing Screen]

9. Click Submit.

The LexisNexis credit card processing screen will be displayed.

![LexisNexis Credit Card Processing Screen]

10. Complete the credit card/electronic check information and precede through the LexisNexis screens until your transaction is complete. Click the Click here to Return to K-TRIPS link. You will be returned to the Company Dashboard. If your transaction was successful, the funds will automatically be posted to your Escrow account and will be reflected in your new Escrow balance. You must access the permit from the Shopping Cart to complete the purchase.
Chapter 2  The Company Dashboard

To purchase permits in your shopping cart with a credit card or electronic check

1. Click the Shopping Cart Permits link in the Administrative Panel on the Company Dashboard.

The permits ready for payment and/or printing screen will be displayed.

From this screen you can View the permit details, Cancel the permit, or Pay for the permit.
2. Check the Pay box above each individual permit, or select all to pay for all permits in the Shopping Cart.

The Order Total will display the total dollar amount selected for payment.

Note: Users can purchase a maximum of ten permits at one time.

Note: On this screen you can additionally click View Permit to view the permit details before paying for it to verify it is the permit you intended. You can also click Cancel Permit to cancel this permit application and have it removed from the Shopping Cart.

3. Click Pay Now.
The Company Dashboard

Chapter 2 The Company Dashboard

The *Pay for permits* screen will be displayed.

![Pay for permits screen](image)

4. Verify that the permit(s) listed for payment are those you selected to pay. Click *Pay for Verified Permits* to continue to payment information or click *Cancel* to cancel and return to the Company Dashboard.

The *Payment Information* screen will be displayed listing the payment total for your order.

![Payment Information screen](image)

5. Select *CC/Electronic check* from the dropdown list.

![Selected Payment Method](image)

The *LexisNexis credit card processing* screen will be displayed.

6. Complete the credit card/electronic check information and precede through the LexisNexis screens until your transaction is complete. Click the *Click here to Return to K-TRIPS* link. You will be returned to the Company Dashboard. If your transaction was successful, the permit will be delivered to you via the delivery method selected when the permit was ordered. The permit can also be accessed from the Permits Panel on the Company Dashboard. See *Permits Panel* on page 106 for more information.
Chapter 2  The Company Dashboard

TO PRINT A NO CHARGE PERMIT

K-TRIPS enables KDOT to issue permits at no charge when deemed necessary. The permit will still go to the Shopping Cart once it is approved but before it is issued. No Charge permits must be printed to be active.

1. Click the Shopping Cart link in the Administrative Panel on the Company Dashboard.

The Permits ready for payment and/or printing screen will be displayed.
2. Check the box beside each no charge permit to print or check all to select all no charge permits.

![Image showing permit selection](image)

3. Click the Print Now button. Printing the permit is equivalent to issuing the permit. The permit will be delivered to you via the delivery method selected when the permit was ordered. The permit can also be accessed from the Permits Panel on the Company Dashboard. See Permits Panel on page 106 for more information.

*The Issued Permits screen will be displayed.*

![Image showing Issued Permits](image)

From this screen you can Return to the dashboard, Order another permit, or you can click the Permit Number to view and print a copy of the issued permit.

4. Click the Return to the dashboard link or click the Home button to return to the Company Dashboard.
CUSTOMER SUPPORT PANEL

The Customer Support Panel consists of Live Chat and Support Call Back. These features are available to Company Users to assist in answering questions regarding permitting, routing, and using K-TRIPS. These options provide answers to your questions without phone hold times.

![Figure 11: The Customer Support Panel](image)

LIVE CHAT LOG IN

Live Chat is available to communicate online with K-TRIPS Live Chat Support Specialists. Live Chat is only available when K-TRIPS Live Chat Support Specialists are logged in to accept chats. If Live Chat is not available, the Live Chat button will have an Offline status. Customer Users can additionally request a Support Call Back.

TO LOG IN TO LIVE CHAT


   ![Live Chat Live](image)

   The K-TRIPS Live Chat Support screen will be displayed.
2. Enter the name to display in the message center during chat sessions. This is usually your first name.

![K-TRIPS Live Chat Support](image)

3. Click **Log In to Chat**.

   *The K-TRIPS Live Chat Support screen will be displayed with a welcome message.*

![K-TRIPS Live Chat Support](image)

4. Wait for the message stating a K-TRIPS Live Chat Support Specialist has joined the Chat.

![K-TRIPS Live Chat Support](image)
5. Type your question in the empty field. Click **Send Text**.

![K-TRIPS Live Chat Support](image)

*Your message will be sent to the K-TRIPS Live Chat Support Specialist and will be displayed in the chat box.*

![K-TRIPS Live Chat Support](image)


![K-TRIPS Live Chat Support](image)
Chapter 2  The Company Dashboard

7. Continue to type and **Send Text** and allow the K-TRIPS Live Chat Support Specialist to answer your questions. To provide additional information, click **Send Copy of My Screen** to send a copy of your K-TRIPS screen to the K-TRIPS Live Chat Support Specialist.

8. Click **End Chat Session** to end the Chat Session and return to the **Company Dashboard** once the K-TRIPS Live Chat Support Specialist has answered your questions.
REQUEST SUPPORT CALL BACK

Customer Users can request to receive a call back from a support specialist to answer permitting and routing questions. Submitted call back requests will be sent to a Support Call Queue and will be answered within 1 business day and during normal Permit Office business hours.

TO REQUEST A SUPPORT CALL BACK


The K-TRIPS Support Call Back Request screen will be displayed.

2. Complete all of the requested information including your Name, Phone number with area code, and Email address.
3. Type your question or request in the Message field.

![K-TRIPS Support Call Back Request](image)

4. Click Request Call Back.

The following message will be displayed.

```
Thank you. A support specialist will contact you within 1 business day. This window will automatically close.
```

You will be returned to the Company Dashboard when the screen automatically closes. A support specialist will contact you within 1 business day and during normal Permit Office business hours.
PERMITS PANEL

The **Permits Panel** on the **Company Dashboard** is the central location of most of the company's permit business within K-TRIPS. From here you can order a **New Permit**, **Search Permits**, **Filter Permits** in the queue, and perform actions such as **View**, **Copy**, **Resume**, and **Cancel** permit applications.

![Company Dashboard](image)

**FIGURE 12: THE PERMITS PANEL**

The list of permits displayed can be filtered by the permit **Status** to show All, Unfinished, Pending, Issued, Expired, and On Hold permits.
## TABLE 3: PERMIT STATUS FILTER

<table>
<thead>
<tr>
<th>Permit Status Filter</th>
<th>Permit Status Filter Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Show to display <strong>All</strong> permits in the queue with the most recent listed first</td>
</tr>
<tr>
<td>Unfinished</td>
<td>Show to display <strong>Unfinished</strong> permit applications in the queue. Unfinished permit applications were started by a Company User and have not been completed. Click <strong>Select</strong> then <strong>Resume Permit</strong> to complete the permit application.</td>
</tr>
<tr>
<td>Pending</td>
<td>Show to display <strong>Pending</strong> permit applications in the queue. These permit applications were started by a Company User and submitted to the KS Permit Office for review. These permits have not been approved.</td>
</tr>
<tr>
<td>Issued</td>
<td>Show to display <strong>Issued</strong> permits. These are permits that have been approved and purchased and are currently active.</td>
</tr>
<tr>
<td>Expired</td>
<td>Show to display <strong>Expired</strong> permits. These are permits that have been approved and purchased but are no longer active.</td>
</tr>
<tr>
<td>On Hold</td>
<td>Show to display <strong>On Hold</strong> permits. These are permit applications that have been submitted to the KS Permit Office but are on hold waiting for additional KDOT approvals such as bridge or districts.</td>
</tr>
</tbody>
</table>
Chapter 2 The Company Dashboard

**TO FILTER THE LIST OF PERMITS DISPLAYED IN THE PERMITS PANEL**

Permits listed in the **Permits Panel** can be filtered by the six status options in the **Show** dropdown list: All, Unfinished, Pending, Issued, Expired, and On Hold.

1. Click the **Show** dropdown list in the **Permits Panel** on the **Company Dashboard**.
2. Select the filter for displaying the permits.

   For this example, we will select **Expired**.

   ![Company Dashboard](image)

   *The Expired permits will be displayed in the list of permits.*

3. Click **Refresh** to return to the full results in the **Permits Panel**.

   *Full results will be displayed in the Permits Panel.*
Chapter 2 The Company Dashboard

To Search for a Permit in the Permits Panel

Permits listed in the Permits Panel can be searched by the ten options in the Search By: dropdown list: Permit Number, Permit ID, Vehicle, Permit Type, Issue Date, Start Date, VIN Number, License Plate, Company Reference, or Terminal.

1. Click the Expand Chevron icon for Search Permits in the Permits Panel on the Company Dashboard.

   ![Company Dashboard](image1)

   The Search By: dropdown list will be displayed.

   ![Company Dashboard](image2)

2. Select one Search By: criteria from Permit Number, Permit ID, Vehicle, Permit Type, Issue Date, Start Date, VIN Number, License Plate, Company Reference, or Terminal and then enter the corresponding search information.

   ![Company Dashboard](image3)
For this example, we will search by Permit Number 16000240.

3. Click Go.

The permit will be listed in the results.

4. Click the Collapse Chevron icon to close Search Permits.
5. Click **Refresh** to return to full results in the **Permits Panel**.

Full results will be displayed in the **Permits Panel**.
Chapter 2 The Company Dashboard

To Sort Permits in the Permits Panel

Permits listed in the Permits Panel can be sorted by the four column headers: Permit No/ID, Type, Submitted, and Status.

1. Click the column header for the sort in the Permits Panel on the Company Dashboard. To sort permits by Permit Type, click Type.

   ![Company Dashboard](image)

   The permits will be sorted by Type.

   **Note:** Permits will be sorted in alphabetical order from A-Z. To sort the permits in order from Z-A, click the Type link a second time.

2. Click other headers to sort by that header.

3. Click Refresh to return to full results in the Permits Panel.

   Full results in the Permits Panel on the Company Dashboard will be displayed.
To Determine the Number of Permits Displayed

The number of permits listed in the Permits Panel can be adjusted by the five options in the Show: dropdown list: 25 Records, 50 Records, 100 Records, 150 Records, or 200 Records. The default number of permits shown is 25.

1. Click the Show: dropdown list in the bottom of the Permits Panel on the Company Dashboard.

2. Select an option from the dropdown list to determine the number of permits displayed in the Permits Panel.

The selected number will determine the number of permits displayed in the Permits Panel.

Note: The default number of permits shown is 25. To return back to the default permits shown, select 25 Records from the Show: dropdown list.
Chapter 2 The Company Dashboard

Permit Actions
From the Permits Panel, you can perform several actions including viewing the Permit Details or Permit PDF, editing a permit application, copying a permit application, resuming an unfinished application, or canceling an unfinished application. You additionally can see the Queue Position of your pending application.

Note: The various actions available to users are dependent upon the Permit Status.

Note: Clicking Queue Position informs you of the current position of your permit in the queue.
### Table 4: Permit Actions

<table>
<thead>
<tr>
<th>Element</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Permit</td>
<td>In the <strong>Action</strong> column click <strong>Select</strong>. Click <strong>View Permit</strong>. The <em>Permit Details</em> screen will be displayed. See <em>Permit Details</em> on page 116 for more information. This action is available for permits with a status of <em>Issued</em>, <em>Issued Prior</em>, <em>Expired</em>, or <em>Pending</em>.</td>
</tr>
<tr>
<td>Edit Permit</td>
<td>In the <strong>Action</strong> column click <strong>Select</strong>. Click <strong>Edit Permit</strong>. This will display the permit application for you to make changes. This action is available for permits that a KS Agency User hasn’t started working and with a status of <em>Pending</em>.</td>
</tr>
<tr>
<td>Copy Permit</td>
<td>In the <strong>Action</strong> column click <strong>Select</strong>. Click <strong>Copy Permit</strong>. A new permit application will open containing the information from this permit. Review and complete this new permit application. All fields, except Company Name and Permit Type can be changed on this copied permit. This action is available for permits with a status of <em>Issued</em>, <em>Issued Prior</em>, <em>Expired</em>, or <em>Pending</em>.</td>
</tr>
<tr>
<td>Queue Position</td>
<td>In the <strong>Action</strong> column click <strong>Select</strong>. Click <strong>Queue Position</strong>. This will let you know where in the queue the permit application resides. This action is only available for permits with a status of <em>Pending</em>.</td>
</tr>
<tr>
<td>Resume Permit</td>
<td>In the <strong>Action</strong> column click <strong>Select</strong>. Click <strong>Resume Permit</strong>. This action will display an existing incomplete permit application for you to review and complete. This action is available for permits with a status of <em>Unfinished</em>.</td>
</tr>
<tr>
<td>Cancel Permit</td>
<td>In the <strong>Action</strong> column click <strong>Select</strong>. Click <strong>Cancel Permit</strong>. This action deletes the permit application. This action is available for permits with a status of <em>Unfinished</em> or <em>Pending</em>.</td>
</tr>
<tr>
<td>View Permit PDF</td>
<td>Click the <strong>Permit Number</strong> hyperlink in the <strong>Permits Panel</strong> to view a copy of the actual permit. This action is available for permits with a status of <em>Issued</em> or <em>Issued Prior</em>. Permit PDFs for permits with a status of <em>Expired</em> will be unavailable.</td>
</tr>
</tbody>
</table>
PERMIT DETAILS

From the Permit Details screen you can view the history for a particular permit or permit application including the Permit PDF. For more information, see Table 5: Permit Details on page 118.

![Permit Details Screen](image)

**FIGURE 13: THE PERMIT DETAILS SCREEN**
TO VIEW THE PERMIT DETAILS FOR A PERMIT

1. Click Select in the Action column in the Permits Panel on the Company Dashboard.

2. Click View Permit.

The Permit Details screen will be displayed.

From this screen you can view the history for the particular permit or permit application including the Permit PDF.

3. Click the Home button to return to the Company Dashboard.
### TABLE 5: PERMIT DETAILS

<table>
<thead>
<tr>
<th>Element</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Permit Number, Permit ID, Company Name, Contact Name, Permit Service name if applicable, Contact Number, Permit Type, Commodity Type, Permit Status, Delivered By, Issue Date, Permit Effective Dates, and Related Permits</td>
</tr>
<tr>
<td>Functions</td>
<td>Resend permits with a status of Issued or Issued Prior. To resend the permit PDF to the original email or fax, click the Fax/Email icon next to the Delivered by email or fax number. To resend the permit PDF to a new email or fax, enter the fax number or email address and click the Fax/Email icon. For more information on resending a permit, see Resend a Permit on page 119.</td>
</tr>
<tr>
<td>Vehicle and Load</td>
<td>Vehicle and load description from the permit application</td>
</tr>
<tr>
<td>Changes</td>
<td>Audit trail of changes throughout the life of the permit</td>
</tr>
<tr>
<td>Docs / PDFs</td>
<td>View or add documents for the permit. View the Permit PDF.</td>
</tr>
<tr>
<td>Fee Items</td>
<td>Fees associated to the permit</td>
</tr>
<tr>
<td>Special Items</td>
<td>Special items for the permit such as permit specific attest statements</td>
</tr>
<tr>
<td>Registrations</td>
<td>Vehicle registrations associated to the permit</td>
</tr>
<tr>
<td>Payments</td>
<td>Payment amount and method of payment for the permit</td>
</tr>
<tr>
<td>Notes</td>
<td>View and add notes for the permit</td>
</tr>
<tr>
<td>Route</td>
<td>View, zoom, and print the map or route for the permit</td>
</tr>
<tr>
<td>Conditions</td>
<td>Conditions for the permit</td>
</tr>
<tr>
<td>Chats</td>
<td>Chat sessions associated to the permit</td>
</tr>
</tbody>
</table>
RESEND A PERMIT
A permit can be resent to the original fax number or email address or a new fax number or email address from the Permit Details screen. This functionality is not available for permits that have not been paid for and/or issued.

TO RESEND A PERMIT TO AN EMAIL ADDRESS OR FAX NUMBER
1. Access Permit Details as described in Permit Details on page 116.
2. Click the Envelope or Fax icon to resend the permit to the Fax Number or Email Address the permit PDF was delivered to upon issuance.

TO RESEND A PERMIT TO A NEW EMAIL ADDRESS OR FAX NUMBER
1. Access Permit Details as described in Permit Details on page 116.
2. Enter the delivery information in the Resend by Fax or Email to field.
3. Click the Envelope/Fax icon to resend the permit to the Fax Number or Email Address you entered in the field.
4. Click the Home button to return to the Company Dashboard.

Note: When a permit is delivered by fax, a link will be displayed to the right of the Envelope/Fax icon in the Permit Details that is a timestamp of the fax delivery. Click the Delivered by Fax link to view the Fax History. The Fax History displays the Fax ID, Fax Number, Subject, Attempt Timestamp, Result, and Attempt Number for all fax attempts and deliveries for the permit.
Chapter 2 The Company Dashboard

Ordering a Permit
The K-TRIPS Company Interface allows companies to create permit applications for Oversize/Overweight (OS/OW) travel within the State of Kansas. If the parameters of the load are within limits set by KDOT, the permit can be self-issued by the customer. Permit applications exceeding these limits, or applications that need assistance from a KS Agency User, will be submitted to K-TRIPS for issuing and/or review. This section will deal mainly with applications that are self-issue. The progress or status of the permit application can be tracked on the Company Dashboard in the Permits Panel.

Note: To be set up as a Permit Service and order permits for other companies, contact the Permit Office to flag your account as a Permit Service account.

Self-issue - Many permits issued through K-TRIPS can be self-issued without any assistance from a KS Agency User from a desktop computer or a mobile device. Superload and Large Structure permits must be reviewed by a KS Agency User before they can be approved. Superload permits without an existing Bridge Study cannot be ordered less than three days before the start date to allow for Bridge Analysis. Approved Bridge Studies can be used nine additional times and are good for thirty days. If the company has adjusted the route from the default route in K-TRIPS and has increased the miles of the trip by more than 25%, the permit application must be reviewed by KDOT and will not be self-issued. Lastly, permit applications outside of the self-issue parameters set in K-TRIPS must be reviewed by KDOT. As of the writing of this document in May 2017, the self-issue parameters are a GVW of 120,000 pounds, height of 15’, width of 16’6”, and length of 126’. If your load exceeds any of these parameters, the permit application must be reviewed by a KS Agency User and will not be self-issued.

To Start a Permit Application

1. Click the New Permit link in the Permits Panel on the Company Dashboard.

2. Choose I know which permit I need.

Note: Selecting I need help choosing the permit will display the Permit Wizard which will ask you several questions designed to help you determine what permit best fits your needs for the load. Once the Permit Wizard is complete, you will be redirected to the Order Permits screen.
The Order Permits screen will be displayed.

![Order Permits Screen](image)

**FIGURE 14: THE COMPANY ORDER PERMITS SCREEN**

**Note:** If you are ordering a permit for your company, the information entered and saved from the Company Information screen will be filled in for you on the Order Permits screen.

3. Choose a Primary Delivery Method and optionally an Additional Delivery Method from the associated dropdown lists. If the delivery method information does not populate, enter the necessary information. If the information does populate from your saved customer information but you want to change it for the permit, enter the updated information.
Chapter 2  The Company Dashboard

Additional Delivery Method
An optional field on the permit application that enables the customer to enter a secondary delivery option for the Permit PDF after issuance.

Company Reference
An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable and reportable.

Note: You may enter a Company Reference for the permit. This is an optional field on the permit application that enables you to associate a permit to a particular job, job number, or some other internal tracking. This option is not required and has been provided as a service to K-TRIPS companies. If information is entered in the Company Reference field you will be able to search for all permits associated to that reference.
4. Select the type of permit that you need by choosing it from the **Permit Type** dropdown list.

![Order Permits](image)

After choosing a Permit Type, the **Next** button will be displayed beneath the selected Permit Type.

**Note:** If you choose **Overdimension Large Structure** as the Permit Type, an attest statement will be displayed. You will be required to check the box for the attest statement to continue. Large Structure permits can take up to two days to be processed.

![Permit Type](image)

5. Enter the Start Date for the permit by clicking in the **From** field and choosing a date from the calendar.
Note: The start date cannot be earlier than today and is limited by the Permit Type as to how many days in advance it can be ordered.

The End Date will automatically populate for you based on the particular Permit Type that you requested.

6. Click Next to proceed with the permit application or Cancel to cancel without saving the permit application.

The Truck and Load Information screen will be displayed.
Note: Throughout the permit application, when the company name is displayed in blue, it is a hyperlink to access the Company Information screen.

Order Permits

ProMiles Test 1
Use the form below to fill in truck and load information. Permit ID: 20039

![Image of truck and load information screen]

FIGURE 15: THE TRUCK AND LOAD INFORMATION SCREEN

7. Enter information about your vehicle and load. If you have already saved a vehicle on the Company Information screen, you can choose that vehicle from the Vehicle Inventory dropdown list. It will pre-populate the known information about the vehicle into the form.

Note: For optimal routing, enter exact load dimensions.

Note: Table 6: Set Truck and Load Information on page 126 defines all possible fields for all Permit Types. All fields will not be applicable to all Permit Types.
<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td>Information for the vehicle that is on the permit</td>
<td></td>
</tr>
<tr>
<td>Add Power Unit</td>
<td>Create another permit for another vehicle on the application. All vehicle and load parameters and the permit dates must be the same for each vehicle to use this option.</td>
<td>No</td>
</tr>
<tr>
<td>Delete Vehicle</td>
<td>Delete a permit request for an additional vehicle on the application. This will only display if a user has clicked Add Power Unit.</td>
<td>No</td>
</tr>
<tr>
<td>Vehicle Inventory</td>
<td>List of saved vehicles in the company’s K-TRIPS account</td>
<td>No</td>
</tr>
<tr>
<td>Unit/Rig Number</td>
<td>Unit or Rig number of the vehicle on the permit</td>
<td>No</td>
</tr>
<tr>
<td>Year</td>
<td>Model year of the vehicle on the permit</td>
<td>Yes</td>
</tr>
<tr>
<td>Make</td>
<td>Manufacturer of the vehicle on the permit. Enter the full name of the manufacturer such as Volvo, Mack, Freightliner, etc.</td>
<td>Yes</td>
</tr>
<tr>
<td>VIN</td>
<td>Vehicle Identification Number of the vehicle on the permit. Enter the full VIN of the vehicle with no spaces or special characters. <strong>Note:</strong> K-TRIPS checks the VIN against the make, model, and year but only during the permit application. If a VIN fails validation, users will need to update the vehicle information in the vehicle inventory. For more information, see To Edit an Existing Vehicle on page 61.</td>
<td>Yes</td>
</tr>
<tr>
<td>License</td>
<td>License number of the vehicle on the permit</td>
<td>Yes</td>
</tr>
<tr>
<td>State</td>
<td>State that issued the license for the vehicle on the permit</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### TABLE 6: SET TRUCK AND LOAD INFORMATION

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>KS GVW</td>
<td>If your vehicle has a Kansas license plate or is an IRP plate, select the registered gross vehicle weight from the registration. If your license plate is not a KS plate or is not an IRP plate, select NO KS GVW.</td>
<td>Yes</td>
</tr>
<tr>
<td>Type</td>
<td>Vehicle type of the vehicle on the permit</td>
<td>Yes</td>
</tr>
<tr>
<td>Commodity Type</td>
<td>An appropriate commodity type for the items being hauled must be selected from this dropdown list.</td>
<td>Yes</td>
</tr>
<tr>
<td>Load Description</td>
<td>A brief description of the load being hauled</td>
<td>Yes</td>
</tr>
<tr>
<td>I attest that the load is non-divisible</td>
<td>By checking this option you confirm that the load being hauled cannot be broken down further or disassembled as per Kansas rules. If the load IS divisible then the legally stacked option must be confirmed.</td>
<td>Yes/or below option</td>
</tr>
<tr>
<td>I attest that hauling multiple items does not create an additional over-dimension</td>
<td>This checkbox confirms to Kansas that the load is legally stacked per Kansas permitting rules.</td>
<td>Yes/or above option</td>
</tr>
</tbody>
</table>

**Load Measurements**

All measurements are performed according to Kansas permitting regulations.

The fields in this section are related to describing the dimensions of the load.

<table>
<thead>
<tr>
<th>Load Parameter</th>
<th>Dimension values of the load.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Feet</td>
<td>Number of complete feet and inches of each load parameter</td>
<td>Yes</td>
</tr>
<tr>
<td>Note 1:</td>
<td>The Inches value should be rounded up.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For example, if the Load Width is 13 feet, 7.5 inches, then enter the Feet value of 13, and the Inches value of 8.</td>
<td></td>
</tr>
<tr>
<td>Note 2:</td>
<td>This value is not applicable to the Loaded Weight parameter.</td>
<td></td>
</tr>
<tr>
<td>Element</td>
<td>Function</td>
<td>Required?</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Enter Weights</td>
<td>Enter the axle weights for the vehicle and load. This feature is required if the weight exceeds legal and can be used for optimal routing if the weight is less than legal. For more information, see Table 7: Set Axle Weights on page 130.</td>
<td>No/unless exceeds legal</td>
</tr>
<tr>
<td>Loaded Length</td>
<td>Length of the vehicle and load</td>
<td></td>
</tr>
<tr>
<td>Loaded Width</td>
<td>Greatest width of the vehicle and load</td>
<td></td>
</tr>
<tr>
<td>Loaded Height</td>
<td>Greatest height of the vehicle and load</td>
<td></td>
</tr>
<tr>
<td>Loaded Front o/Hang</td>
<td>Length of the load extending beyond the foremost point of the vehicle</td>
<td></td>
</tr>
<tr>
<td>Loaded Rear o/Hang</td>
<td>Length of the load extending beyond the rearmost point of the vehicle</td>
<td></td>
</tr>
<tr>
<td>Loaded Weight</td>
<td>Gross weight of the vehicle and load. Set automatically by the Enter Weights button. For more information, see Table 7: Set Axle Weights on page 130.</td>
<td></td>
</tr>
<tr>
<td>Add New Load</td>
<td>Add a second vehicle and load parameter box that can be filled out separately to order two or more permits of the same type at the same time with different dimensions. This would be used for a Rig Move. In a Rig Move, the system will use the largest aggregate dimensions of all the loads and route all associated permits on the same route.</td>
<td>No</td>
</tr>
<tr>
<td>Back</td>
<td>Return to the previous screen. New information on the current search will not be saved if the user clicks the Back button before saving or before going to the next screen.</td>
<td></td>
</tr>
<tr>
<td>Save and Exit</td>
<td>Save the permit and load information and exit. The application can be resumed at a later time.</td>
<td></td>
</tr>
<tr>
<td>Next</td>
<td>Continue to the next screen.</td>
<td></td>
</tr>
<tr>
<td>Delete Permit</td>
<td>Delete a permit application.</td>
<td></td>
</tr>
</tbody>
</table>
8. Click **Enter Weights** to enter the appropriate **Spacing** and **Weight** of each axle if the loaded weight exceeds a configurable weight set by KDOT or required for the Permit Type.

![Set Axle Weights Screen](image)

**FIGURE 16: THE SET AXLE WEIGHTS SCREEN**

**Note:** If a load is less than legal, the axle spacings and weights can also be entered for optimal routing.
## Table 7: Set Axle Weights

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Axles</td>
<td>Total number of axles for the load and power unit</td>
</tr>
<tr>
<td>Axle Type</td>
<td>Check to display Steer Column</td>
</tr>
<tr>
<td>Total Spacing</td>
<td>Total axle spacing for the vehicle and load. This is an informative feature that is auto-updated as you enter axles.</td>
</tr>
<tr>
<td>Total Weight</td>
<td>Total weight for the vehicle and load. This is an informative feature that is auto-updated as you enter weights.</td>
</tr>
<tr>
<td>Axle</td>
<td>The order of the axles from the steering axle backwards or from the first axle on a trailer backwards</td>
</tr>
<tr>
<td>Spacing</td>
<td>The space between the current axle and the axle in front of it in feet and inches measured according to Kansas permitting regulations. Spacing must be entered in feet and inches.</td>
</tr>
<tr>
<td>Weight</td>
<td>The load borne by the current axle</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The weight measurements are performed according to Kansas regulations.</td>
</tr>
<tr>
<td>Group</td>
<td>The axle group the axle belongs to starting with 1 for the first group. The groups must be according to Kansas regulations.</td>
</tr>
<tr>
<td>Width</td>
<td>The width in feet and inches of the axle from outside edge of the outside tires on either side of the axle</td>
</tr>
<tr>
<td>Steer</td>
<td>Indicate if the axle is steerable, fixed, or is a drive axle. This column is only displayed when the <strong>Axle Type</strong> box is checked.</td>
</tr>
</tbody>
</table>
9. Enter information about the axle dimensions and axle weights of the load.

10. Click the **Display Configuration** button to view a side or top view diagram of the axle configuration to confirm settings. Make changes if necessary on the **Set Axle Weights** screen.

11. Click the **Validate Weights and Close** button.

12. Click the **Next** button to continue, the **Save and Exit** button to save the application and return to the **Company Dashboard**, or the **Delete** button to delete the permit application. You can also click the **Back** button to go back a page.

**Note:** New information will not be saved if the user clicks the **Back** button before saving or before going to the next screen.
Chapter 2 The Company Dashboard

Note: For vehicles not plated in Kansas with certain GVW, clicking the Next button will display the Order Additional Permits screen. For more information on the Order Additional Permits screen, see Other Permit Entry Screens on page 138.

The Enter a Route screen will be displayed.

Note: For more detailed information on obtaining a route, see Chapter 3 Generating a Route on page 143. The process described here is meant as a high level explanation of the Order Permits Process.

From this screen you can:

- Generate a simple point-to-point route
- Generate a route through specified map points
- Generate a route over specified highways
- Choose your Origin and Destination to be any combination of a specific Address, Intersection, Border Crossing, Latitude/Longitude or location Select on Map, Road and Mile Marker, Landmark, and Crossing State Road
- You can generate multiple routes each with a separate Origin and Destination when you:
  - Generate a split trip

Note: Each of these multiple routes can be simple point-to-point or routed over specified roadways. For example, you can generate one leg of a split trip as simple point-to-point, and select the Origin by an intersection and the Destination by its address. Another leg could stipulate that it will travel over specified roadways, and the Origin could be a border crossing and the Destination could be selected by clicking the map.
13. Click **Validate and Run** when you have made all your routing selections.

The **Trip Results Panel** will be displayed.
Chapter 2 The Company Dashboard

**Note:** If the system requires additional information to generate the route, or if it cannot generate a route based on the information provided, the Validation Results screen gives you the opportunity to provide more information or to expand the Enter Trip Panel to modify your route details. When the system has collected sufficient information to generate a route, the Trip Results Panel will display the route and additional information about the route. For more information on the Validation Results screen, see Validation Results Screen on page 147.

**Note:** If the trip is not satisfactory and needs to be reviewed, check the box located at the top of the Trip Results Panel, indicating you have a problem with the route provided. When the I have a problem with the route and would like it reviewed box is checked, a blank field will be displayed. You will be required to enter the reason you would like the route reviewed into the field. See Submit a Route for Manual Review on page 194 for more information.

14. Click Next on the top right of the map if the trip looks satisfactory.
Chapter 2 The Company Dashboard

The Permit Fee Summary screen will display a summary of the application including the cost of the permit being ordered.

15. Check the attest statement that you have read and understand all the legal requirements for ordering a permit. The Submit button is not available until the attest statement is checked.

Note: Click the Permit Regs button to view a PDF of Kansas Permit Regulations.

16. Click the Back button to go back a page or the Save and Exit button to exit the application to complete it at a later time. Click Delete Permit to delete the permit application. Click the Submit button to continue.
Chapter 2  The Company Dashboard

The Permit Submission Successful screen will be displayed.

![Order Permits]

The following permits have been approved:

<table>
<thead>
<tr>
<th>Permit ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>20039</td>
</tr>
</tbody>
</table>

From this screen you can Return to the dashboard, Order another permit, or Pay for the permits now. If you do not pay for your permit at this time, it can be paid by the active date from the Shopping Cart. See Shopping Cart on page 85 for instructions on paying for the permit.

17. Click Pay for the permits now.

The Pay for permits screen will be displayed.

![Pay for permits]

18. Click Pay For Verified Permits.
Chapter 2  The Company Dashboard

19. Select the Payment Method from the Select Payment Method dropdown list and complete the required payment information.

![Payment Information](image)

Once the payment is complete, the permit will be delivered to you via the delivery method selected when the permit was ordered. The permit can also be accessed from the Permits Panel on the Company Dashboard.

**Note:** If the permit was not approved when you clicked Submit due to routing issues or the permit being outside of self-issue limits, you will receive a message stating that the permit has been enqueued for further processing. The permit will be listed in the Permits Panel. Once the permit has been approved by a KS Agency User, the status of your permit will be Pending Payment and the permit will be located in your Shopping Cart for payment.

![Permit Submission Successful](image)

**Self-Issue** - Many permits issued through K-TRIPS can be self-issued without any assistance from a KS Agency User from a desktop computer or a mobile device. Superload and Large Structure permits must be reviewed by a KS Agency User before they can be approved. Superload permits without an existing Bridge Study cannot be ordered less than three days before the start date to allow for Bridge Analysis. Approved Bridge Studies can be used nine additional times and are good for thirty days. If the company has adjusted the route from the default route in K-TRIPS and has increased the miles of the trip by more than 25%, the permit application must be reviewed by KDOT and will not be self-issued. Lastly, permit applications outside of the self-issue parameters set in K-TRIPS must be reviewed by KDOT. As of the writing of this document in May 2017, the self-issue parameters are a GVW of 120,000 pounds, height of 15’, width of 16’6”, and length of 126’. If your load exceeds any of these parameters, the permit application must be reviewed by a KS Agency User and will not be self-issued.
Chapter 2  The Company Dashboard

OTHER PERMIT ENTRY SCREENS
K-TRIPS will display other application screens depending on the Permit Type. Certain Permit Types require special data items to be provided for the permit. For example, the Order Additional Permits screen gives the user an opportunity to order additional temporary permits such as Registration and Fuel.

Order Additional Permits

One or more vehicles in the permit application may not have all of the credentials needed to move in Kansas. Please describe the license plate for each vehicle below to assist in the identification of needed credentials.

Unit Plate IRP / Plate

107 123456 [IRP: Kansas on Cab Card]

Next

Return to Vehicle Dimensions  Save and Exit

SHOPPING CART PANEL
The Shopping Cart Panel provides a summary of what is in the Shopping Cart. The Shopping Cart Panel allows you to Go to Cart or Pay for all Permits. Refer to Shopping Cart on page 85 for screens you will encounter in the Shopping Cart and when paying for permits.

Go to Cart

5 Permits ready for payment
Annual Farm Implement Dealer: $150.00
Annual Cotton: $150.00
Overdimension Oversize / Overweight: $20.00
Overdimension Large Structure: $30.00
Overdimension Large Structure: $30.00
Cart Total: $380.00

Pay for all Permits
**MESSAGES PANEL**

The **Messages Panel** will display messages regarding permit and routing information. Scheduled down times for K-TRIPS maintenance will also display in the **Messages Panel**.

![Messages Panel](image)

- **4/6/2017**: Click Here For Kansas Trucking Website
- **4/6/2017**: Due to inclement weather the permit office will be closed today, April 6, 2017.

**STATISTICS PANEL**

The **Statistics Panel** is a quick reference to monitor progress for the current day. This display allows a Company User to view the total number of permits they have issued today, shows how many of those permits were self-issued, and shows the company Escrow Balance. This display allows a Permit Service User to view all of the same statistics as a Company User with the addition of how many permits were issued today for customers. To ensure the most recent statistics will be displayed click **Refresh**.

![Statistics Panel](image)

- **Permits Issued Today**: 11
- **Permits Self-Issued Today**: 3
- **Escrow Balance**: $7229.74

**FIGURE 18: THE COMPANY STATISTICS PANEL**

**FIGURE 19: THE PERMIT SERVICE STATISTICS PANEL**
TABLE 8: THE STATISTICS PANEL

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh</td>
<td>Refreshes the Statistics Panel to display the most recent information</td>
</tr>
<tr>
<td>Permits Issued Today</td>
<td>Allows the user to view the total number of permits that have been processed today for their company, including both self-issue permits and KDOT issued permits</td>
</tr>
<tr>
<td>Permits Self-Issued Today</td>
<td>Allows the user to view the total number of permits that have been self-issued today for their company</td>
</tr>
<tr>
<td>Permits Issued Today for Customers</td>
<td>Allows Permit Service Users to view the total number of permits that have been processed for other customers for the current day</td>
</tr>
<tr>
<td>Escrow Balance</td>
<td>The company or Permit Service’s current Escrow account balance</td>
</tr>
</tbody>
</table>

PERMIT SERVICE

In K-TRIPS a Permit Service is the same as a Company User with a few distinct differences. The Permit Service will, in most cases, not have a USDOT Number. Normally a company without a USDOT Number cannot self-issue permits. The Permit Service is an exception to this. The companies that the Permit Service orders permits for must have a USDOT Number for their permits to be self-issued. Permits ordered by a Permit Service for a company without a USDOT Number will be submitted to K-TRIPS for review. All companies that receive a permit must have an account in K-TRIPS. The Permit Service can create an account for companies that do not already have one.

Note: To be set up as a Permit Service and order permits for other companies, contact the Permit Office to flag your account as a Permit Service account.

TO CREATE A NEW COMPANY AS A PERMIT SERVICE

1. Click the New Company link in the Administrative Panel on the Company Dashboard.

2. Continue to set up the new company account as described in Creating an Account on page 2.
Chapter 2 The Company Dashboard

**Note:** Before creating a new company, always verify that the company/USDOT Number does not already exist in K-TRIPS by checking the Company List Report or starting a new permit and searching for the USDOT Number/Company Name. For more information on running a report, see To Print a Report on page 66. For more information on starting a new permit as a Permit Service User, see Permit Service Orders a Permit on page 142.

3. Complete the Login Information if the customer will also use the account. If a Permit Service will always order for the company, check the box to Create Account Without Login. The company will not have access to the account.

4. Complete the new account creation. You will be able to order permits for the company.

**Permit Service Permits Panel**

The Permit Service Permits Panel is separated by companies. The functions are the same as described in Table 4: Permit Actions on page 115.
PERMIT SERVICE ORDERS A PERMIT

The Permit Service Order Permits Process is the same as the Company Order Permits Process as described in *Ordering a Permit* on page 120 with one exception; the Permit Service must select a company for the permit. The company can be selected by its USDOT Number or Company Name. Permits ordered by a Permit Service cannot be accessed by the company in K-TRIPS.

![Order Permits](image)

**Note:** The *Search* function will auto-find results matching your entry as you type the first characters. If you don’t know the first part of the search, you can check the box for *Match Middle*. For instance, if you are looking for a company with the word “miles” in the name but aren’t sure of the first word in the company name, you can check *Match Middle*, select *Company Name*, and enter the word miles. All company names with the word miles anywhere in their company name will be displayed.

**Note:** The Permit Service will deliver the Permit PDF to the customer based on the requested delivery method.
CHAPTER 3 GENERATING A ROUTE

ENTER A ROUTE SCREEN

The *Enter a Route* screen is the starting point for generating a route.

![Image of the Enter a Route screen]

**FIGURE 20: THE ENTER A ROUTE SCREEN**
## Table 9: Enter a Route Screen Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Button</td>
<td>Click to go back one page in the permit application process. New information will not be saved if the user clicks the Back button before saving or before going to the next screen.</td>
</tr>
<tr>
<td>Save and Exit Button</td>
<td>Click to save your progress and exit the permit application</td>
</tr>
<tr>
<td>Save Button</td>
<td>Click to save your progress</td>
</tr>
<tr>
<td>Enter Trip Panel</td>
<td>The Enter Trip Panel is used to enter details about routes to be generated. See Enter Trip Panel on page 145 for more information.</td>
</tr>
<tr>
<td>Enter Trip For This Permit Panel</td>
<td>The Enter Trip For This Permit Panel provides information on Origin and Destination location options. See Enter Trip For This Permit Panel on page 188 for more information.</td>
</tr>
<tr>
<td>Validations Results Screen</td>
<td>The Validation Results screen provides information on Origin and Destination location options when K-TRIPS is unable to generate a route based on the information submitted. See Validation Results Screen on page 147 for more information.</td>
</tr>
<tr>
<td>Trip Results Panel</td>
<td>The Trip Results Panel provides an overview of the current generated route. See Trip Results Panel on page 191 for more information.</td>
</tr>
</tbody>
</table>
**ENTER TRIP PANEL**

The **Enter Trip Panel** is used to enter the following details about routes to be generated:

- The Origin/Destination of the route
- Path conditions of the route such as the Via Points it should pass through or the roadways it should attempt to use
- Multiple route segments each with a separate Origin and Destination when you use the **Split Trip** feature

The fields and options vary based on your selections.

![Figure 21: The Enter Trip Panel](image-url)
### TABLE 10: ENTER TRIP PANEL ELEMENTS

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Route Area</strong></td>
<td></td>
</tr>
<tr>
<td>Origin/Destination Dropdown List</td>
<td>The beginning and ending locations of a route. The available fields for each vary based on the way you select the Origin or Destination. For more information, see <em>Types of Routes</em> on page 148.</td>
</tr>
<tr>
<td>Via Points Dropdown None Option</td>
<td>Select to generate a basic point-to-point route with no specified Via Points or highways. For more information, see <em>Routing Methods</em> on page 175.</td>
</tr>
<tr>
<td>Via Points Dropdown Highway Option</td>
<td>Select to display fields to specify road names to use in the route. For more information, see <em>Highway Names</em> on page 177.</td>
</tr>
<tr>
<td>Via Points Dropdown Find On Map Option</td>
<td>Select to display the <strong>Select On Map</strong> link to pick a location from the map. For more information, see <em>Find On Map</em> on page 180.</td>
</tr>
<tr>
<td><strong>Note:</strong> You can also use any of these methods for the routes of a split trip.</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Route Details</strong></td>
<td></td>
</tr>
<tr>
<td>Validate and Run</td>
<td>Click to generate a route based on your selections. This action will collapse the <strong>Enter Trip Panel</strong>. You can expand the panel to change the route choices by clicking the <strong>Expand Chevron</strong> icon.</td>
</tr>
<tr>
<td><strong>Additional Routes Area</strong></td>
<td></td>
</tr>
<tr>
<td>Add Split Trip</td>
<td>Select to display extra route fields for two or more separate route legs under the same permit. This feature is used primarily when entering and exiting the state maintained road network.</td>
</tr>
</tbody>
</table>
**VALIDATION RESULTS SCREEN**

If K-TRIPS is unable to generate a route based on the Origin and Destination submitted in the **Enter Trip Panel**, the **Validation Results Screen** is used to inform the user why the trip failed and alternative routing points to enter to calculate the desired route of travel.

![Validation Results Screen](image-url)

**FIGURE 22: THE VALIDATION RESULTS SCREEN**

**TABLE 11: VALIDATION RESULTS SCREEN ELEMENTS**

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Submitted routing point</td>
</tr>
<tr>
<td>Type</td>
<td>Routing point type selected from the <strong>Enter Trip Panel</strong></td>
</tr>
<tr>
<td>Address</td>
<td>Route point is a street address, city, and/or ZIP code.</td>
</tr>
<tr>
<td>Intersection</td>
<td>Route point is the intersection of two roadways. The user has the option of specifying a city.</td>
</tr>
<tr>
<td>Border Crossing</td>
<td>Route point is a state border crossing.</td>
</tr>
<tr>
<td>Lat/Lon / Map</td>
<td>Route point is a location on the map manually selected by the user or entered latitude and longitude coordinates.</td>
</tr>
<tr>
<td>Road and Mile Marker</td>
<td>Route point is a location listing the roadway, mile marker, and direction of travel.</td>
</tr>
<tr>
<td>Landmark</td>
<td>Route point is a saved location in K-TRIPS that is identified as a common Origin or Destination for oversize travel.</td>
</tr>
<tr>
<td>Crossing State Road</td>
<td>Route point to route over a State Road when traveling off-system roads.</td>
</tr>
<tr>
<td>Alternatives</td>
<td>Potential routing points based on the information entered in the <strong>Enter Trip Panel</strong></td>
</tr>
</tbody>
</table>
Chapter 3 Generating a Route

### TABLE 11: VALIDATION RESULTS SCREEN ELEMENTS

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Check Mark]</td>
<td>Route points that the system has successfully resolved are labeled with a check mark.</td>
</tr>
<tr>
<td>![Question Mark]</td>
<td>Route points that have multiple potential resolutions are labeled with a question mark.</td>
</tr>
<tr>
<td>![Exclamation Mark]</td>
<td>Route points that cannot be resolved by the system are labeled with an exclamation mark.</td>
</tr>
<tr>
<td>Edit Route</td>
<td>Click to return to the <strong>Enter Trip Panel</strong> to re-enter your route point information.</td>
</tr>
<tr>
<td>Expand Chevron</td>
<td></td>
</tr>
</tbody>
</table>

**Validating Button**

Displayed while the system calculates a route

---

**TYPES OF ROUTES**

The following types of routes can be generated:

- From one location to another location
- From one location to another location along specified roadways or through specified intersections
- From one location to another location through specified Via Points selected on the map

You can also use the previously listed options to:

- Generate multiple route segments each with a separate Origin and Destination when you use the **Split Trip** feature
SELECTING AN ORIGIN AND DESTINATION

When generating a route, you can enter the details of the Origin or Destination using a variety of methods. Different fields are available depending on the method you choose. The methods are:

- Address (see page 149)
- Intersection (see page 152)
- Border Crossing (see page 157)
- Lat/Lon / Map - Location select on map (see page 165)
- Road and Mile Marker (see page 169)
- Landmark (see page 172)
- Crossing State Road (see page 174)

BY ADDRESS

A user may route a trip using a specific address as an Origin or Destination if the trip needs to begin or end at a specific point on an on-system road. This route point is a street address and city, and an optional ZIP code.

TO SELECT AN ORIGIN OR DESTINATION USING A SPECIFIC ADDRESS

1. Begin a permit application to the point of entering a route as described in Ordering a Permit on page 120.

2. Select Address in an Origin or Destination field in the Enter Trip Panel.

   The fields will change to allow you to enter the details regarding the address.

3. Enter a street address in the Address field.

4. Select a city from the City dropdown list and optionally enter the ZIP code of the address in the Zip field.

5. Enter the remainder of your Origin and Destination and click Validate and Run.
If you have entered an address that the system cannot find, the system will display the following message:

6. Re-enter the trip trying a different address or using the system suggestions.

7. Click **Validate and Run**.
Chapter 3 Generating a Route

The Trip Results Panel will be displayed.

![Map Image]

**Note:** When the system no longer has any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

8. Click **Next** to continue the permit application process.

**Note:** New information will not be saved if the user clicks the **Back** button before saving or before going to the next screen.

**Note:** On the Permit Fee Summary screen you have the option to **Delete Permit**, click the Save and Exit button to save your progress and return to the Company Dashboard, or to **Submit**.

**Helpful Hints:**

If the system cannot locate the entered address:

- Verify the address. If you feel the address is correct, verify the spelling.
- Some addresses, especially industrial location addresses, may not be in the system.
- If the address includes a prefix direction such as N, NE, etc., try the address without the prefix.
- If the address includes an indicator such as road, street, drive, etc., try the address without the indicator.
BY INTERSECTION
A user may route a trip using an intersection as an Origin or Destination if the trip needs to begin or end at the cross section of two roads. This route point is the intersection of two roadways with the option of specifying a city.

TO SELECT AN ORIGIN OR DESTINATION USING AN INTERSECTION

1. Begin a permit application to the point of entering a route as described in Ordering a Permit on page 120.
2. Select Intersection in an Origin or Destination field in the Enter Trip Panel.

   *The fields will change to allow you to enter the details regarding the intersection.*

3. Click the Find Intersection link beneath Origin or Destination.
The *Find Intersection on Map* screen will be displayed.

4. Enter the two street locations in the **Street 1** and **Street 2** fields. You can also select a city from the **City** dropdown list, but it is not required. If you are not certain of the city boundaries, you may get better results without the city name. For suggested street name entry, see Table 14: *Official KDOT Highway Names* on page 180.

5. Click **Go**.

**Note:** If you click **Done** instead of **Go**, K-TRIPS will take you back to the **Enter Trip Panel** to make a different routing selection.
All of the possible intersection matches will be displayed on the map. Each will be marked with a numbered pushpin.

**FIGURE 25: INTERSECTION LOCATION FOUND**

*Note:* If you would like to see a location in Google Maps before selecting it as an Origin or Destination, click the radio button for **Open click point in Google Maps** and then click a location on the map. Google Maps will open to display the location you selected. Close Google Maps to continue.

6. Zoom in and click the pushpin that marks the location that you wish to use. The **Trip Results Panel** will close and that location will be added to the **Origin** or **Destination** field in the **Enter Trip Panel** to the left.
Chapter 3 Generating a Route

**TABLE 12: MAP ZOOM TOOL**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom Level</td>
<td>Click the Zoom Level buttons (+/-) to zoom in and out of the center of the map.</td>
</tr>
<tr>
<td>Full Screen View</td>
<td>Click to view the map in full screen view</td>
</tr>
</tbody>
</table>

**Note:** See Map Zoom Operations on page 169 for additional map zoom operations.

**Note:** If an intersection has multiple possible matches at the same location the pushpin will be split.

This denotes a possible upper and lower location found. These split locations are typically found at overpasses, etc. When you click one of these split locations, a pop-up window will display listing the upper and lower locations for that intersection. Choose the proper location to continue or click **Cancel** to close the pop-up window.

7. Choose the proper location to continue or click **Cancel** to close the pop-up window.

8. Enter the remainder of your Origin or Destination and click **Validate and Run**.

**Note:** When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the **Enter Trip Panel** if you want to make any changes. Changes will require you to click the **Validate and Run** button to update your route.
Chapter 3 Generating a Route

9. Click the **Next** button to continue the permit application process.

**Note:** New information will not be saved if the user clicks the **Back** button before saving or before going to the next screen.

**Note:** On the **Permit Fee Summary** screen you have the option to **Delete Permit**, click the **Save and Exit** button to save your progress and return to the **Company Dashboard**, or to **Submit**.

**Helpful Hints:**

If the system cannot locate the entered intersection:

- Enter your Street 1 or Street 2 names using the format for Highway Names as described in **Table 14: Official KDOT Highway Names** on page 180.
- Remove the city name to see all possible matches.
- When there are multiple possible matches, select the intersection that best represents your Origin or Destination.
- If Street 1 or Street 2 names include a prefix direction such as N, NE, etc., try the street name without the prefix.
- If Street 1 or Street 2 names include an indicator such as road, street, drive, etc., try the street name without the indicator.
Chapter 3  Generating a Route

**BY BORDER CROSSING**

A user may route a trip using a border crossing as an Origin or Destination if the trip needs to begin or end at the border of a neighboring state. This route point is a road, city, and state of a border crossing.

**TO SELECT AN ORIGIN OR DESTINATION USING A BORDER CROSSING**

1. Begin a permit application to the point of entering a route as described in **Ordering a Permit** on page 120.

2. Select **Border Crossing** in the **Origin** or **Destination** field in the **Enter Trip Panel**.

   *The fields will change to allow you to select a border crossing into the state.*

![FIGURE 26: ENTER TRIP POINTS: ORIGIN OR DESTINATION BORDER CROSSING](image)
3. Select the proper border crossing from the dropdown list beneath Origin or Destination. The Border Crossing list displays the Kansas highway name, the name of the city within the bordering state closest to the border crossing, and the state that the border crossing is with.

4. Enter the remainder of your Origin or Destination and click Validate and Run.
Chapter 3 Generating a Route

The Trip Results Panel will be displayed.

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

5. Click Next to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.
Chapter 3  Generating a Route

BY SELECTING A LOCATION ON THE MAP

A user may route a trip using a latitude and longitude as an Origin or Destination if the trip needs to begin or end at a specific point on an on-system road. This route point is a location on the map manually selected by the user.

TO SELECT AN ORIGIN OR DESTINATION BY CLICKING THE MAP

1. Begin a permit application to the point of entering a route as described in Ordering a Permit on page 120.

2. Select Lat/Lon / Map in the Origin or Destination field in the Enter Trip Panel.

   *The fields will change to allow you to enter latitude and longitude coordinates.*

3. Enter the latitude and longitude in the Lat and Lon fields if you know the actual coordinates of the location to be used. If you do not know the latitude and longitude coordinates, click the Find link to the right of the Lat and Lon fields.

![Diagram of Enter Trip panel]

**FIGURE 27: ENTER TRIP POINTS: ORIGIN OR DESTINATION LAT/LON / MAP**
The Find Lat Lon on Map screen will be displayed.

![Find Lat Lon on Map Screen](image)

**FIGURE 28: THE FIND LAT LON ON MAP SCREEN**

4. Use the Find Lat Lon on Map screen to select a routing Origin or Destination by clicking the map. See Set Location Options on page 164 for more information on using and navigating this screen.
### TABLE 13: SELECT LOCATION SCREEN ELEMENTS

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map Area</td>
<td>Will display roads in the state</td>
</tr>
<tr>
<td>Zoom Level</td>
<td>Click the <strong>Zoom Level</strong> buttons (+/-) to zoom in and out of the center of the map</td>
</tr>
<tr>
<td>Full Screen View</td>
<td>Click to view the map in full screen view</td>
</tr>
<tr>
<td>Drag Map Option</td>
<td>Select to drag the map to the area you would like to view</td>
</tr>
<tr>
<td>Select</td>
<td>Select to set a point on the map to use as a location to route</td>
</tr>
<tr>
<td>Focus City Tool</td>
<td>Select the name of a city or town from the <strong>Focus City</strong> dropdown list and click the <strong>Go</strong> button to center the map on that city and zoom to a level where the city fills the screen.</td>
</tr>
<tr>
<td>Go Button</td>
<td>Click to go to the city or town you want to zoom into after selecting the city name from the <strong>Focus City</strong> dropdown list</td>
</tr>
<tr>
<td>Open click point in Google Maps</td>
<td>If you would like to see a location in Google Maps before selecting it as an Origin or Destination, click the radio button for <strong>Open click point in Google Maps</strong> and then click a location on the map. Google Maps will open to display the location you selected. Close Google Maps to continue.</td>
</tr>
<tr>
<td>Done Button</td>
<td>Click to return to the <strong>Enter Trip Panel</strong></td>
</tr>
</tbody>
</table>

5. Use the **Focus City** tool (see To Use the **Focus City Tool** on page 165) and the **Zoom** tool (see **Map Zoom Operations** on page 169) to locate the Origin or Destination location. Make sure you are zoomed in close enough to see both directions of travel.

6. Click the **Select** radio button.

7. Click the desired location on the map.
The **Find Lat Lon on Map** screen will be closed and the new location will be entered in the **Lat** and **Lon** fields in the **Enter Trip Panel**.

8. Enter the remainder of your Origin or Destination and click **Validate and Run**.
Chapter 3  Generating a Route

The Trip Results Panel will be displayed.

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

9. Click Next to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.

Helpful Hints:

- When selecting a location, zoom in sufficiently to view both lanes of travel for divided highways.
- Select the location traveling in the correct direction.
- If you click too close to an intersection, the system will assume the intersection as your location selection.
- If you select a location that is not on a state maintained road, the system will prompt you to pick another location and will display all state maintained roads highlighted green to aid in your selection.
Chapter 3 Generating a Route

SET LOCATION OPTIONS

TO SELECT AN ORIGIN OR DESTINATION USING THE LAT/LON / MAP OPTION

1. Use the Focus City tool (see To Use the Focus City Tool on page 165) and the Zoom tool (see Map Zoom Operations on page 169) to locate the Origin or Destination location. Make sure you are zoomed in close enough to see both directions of travel.

2. Click the Select radio button.

3. Click a location on the map.

The Find Lat Lon on Map screen will be closed and the new location will be entered in the Lat and Lon fields in the Enter Trip Panel.

TO USE THE FOCUS CITY TOOL

1. Select Lat/Lon / Map in the Origin or Destination field in the Enter Trip Panel.

2. Click the Find link to the right of the Lat and Lon fields.
The *Find Lat Lon on Map* screen will be displayed.

3. Select the name of a city or town within the state from the **Focus City** dropdown list.
4. Click Go.

   The map will center to the city or town that you entered and will zoom to a set level.

Note: If you click Done instead of Go, K-TRIPS will take you back to the Enter Trip Panel to make a different routing selection.
Chapter 3  Generating a Route

TO DRAG THE MAP TO A SELECT LOCATION

1. Select Lat/Lon / Map in the Origin or Destination field in the Enter Trip Panel.

![Enter Trip Panel]

2. Click the Find link to the right of the Lat and Lon fields.

   The Find Lat Lon on Map screen will be displayed.

3. Leave the Drag Map radio button selected. This is the default radio button.

4. Place the cursor in the map area, click with your mouse, and hold the mouse button down.

5. Drag the cursor around.

   The map area will move with the cursor.
Chapter 3  Generating a Route

**MAP ZOOM OPERATIONS**
There are several methods to zoom in and out of the map area.

**TO ZOOM INTO A LOCATION ON THE MAP**
You may use any of these methods to zoom in on the map area.

- Double click a map location to center it on the map.
- Use the Zoom tool (see Table 12: Map Zoom Tool on page 155)
- Place your cursor on a map location and dial the scroll button on your mouse. The map view will zoom into the location where your cursor is located.
- Use the Focus City tool (see To Use the Focus City Tool on page 165)

**BY ROAD AND MILE MARKER**
A user may route a trip using a road and mile marker as an Origin or Destination if the trip needs to begin or end on an interstate, Kansas highway, or US highway that has physical mile markers. This route point is a location listing the roadway, mile marker, and direction of travel.

**TO SELECT AN ORIGIN OR DESTINATION USING ROAD AND MILE MARKER**
1. Begin a permit application to the point of entering a route as described in Ordering a Permit on page 120.
2. Select Road and Mile Marker in an Origin or Destination field in the Enter Trip Panel.

![Figure 29: Enter Trip Points: Origin or Destination Road and Mile Marker](image)

3. Select the Road and the direction of travel from the associated dropdown lists.
Chapter 3 Generating a Route

4. Enter the mile marker number in the Mile Marker field.

5. Enter the rest of your Origin and Destination, and click Validate and Run.

The Trip Results Panel will be displayed.
Chapter 3 Generating a Route

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

6. Click the Next button to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.

Helpful Hints:

- Select the correct direction of travel for divided highways.
- Verify the mile marker number. If you feel the mile marker number is correct, check the road selected.
BY LANDMARK

A user may route a trip using a landmark as an Origin or Destination if the trip needs to begin or end at a specific common location in Kansas. This route point is a saved location in K-TRIPS that is identified as a common Origin or Destination for oversize travel.

TO SELECT AN ORIGIN OR DESTINATION USING A LANDMARK

1. Begin a permit application to the point of entering a route as described in Ordering a Permit on page 120.

2. Select Landmark in an Origin or Destination field in the Enter Trip Panel.

3. Select the location using the dropdown list.
Chapter 3 Generating a Route

4. Enter the rest of your Origin or Destination and click Validate and Run.

The Trip Results Panel will be displayed.

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

5. Click the Next button to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.
BY CROSSING STATE ROAD
A user may route a trip using a crossing state road as an additional part of a route if the user is traveling on off-system roads but must cross a state maintained road. Users can attain a permit for one or more crossing state roads alone or use in conjunction with an Origin and Destination.

TO ENTER A CROSSING STATE ROAD

1. Begin a permit application to the point of entering a route as described in Ordering a Permit on page 120.

2. Select Crossing State Road in the Origin field in the Enter Trip Panel.

3. Enter the Road, Location, Direction of travel, and District of the crossing location.

4. Click Validate and Run.

5. Click the Next button to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.

Helpful Hints:

- A crossing state road is not associated to a road segment so is not routed on the map.
- If using in conjunction with one Origin and Destination, or more in case of a Split Trip, enter all crossing state road locations at the end of the route.
Routing Methods
You can generate a basic point-to-point route, or you can stipulate that a route be generated:

- Along specified roadways and through designated intersections (see To Generate a Route Via Specified Roadways on page 177)
- Through specified Via Points (see To Generate a Route Through Designated Map Points on page 180)

Point-to-Point

To Generate a Route Without Designated Via Points

1. Generate a route as described in Chapter 3 Generating a Route beginning on page 143.

2. Expand the Enter Trip Panel by clicking the Expand Chevron icon.

   The Enter Trip Panel will be displayed.

3. Select the None option in the Via Points section. This is the default selection.

   ![Figure 32: Enter Trip Points: Via Points None](FIGURE 32: ENTER TRIP POINTS: VIA POINTS NONE)

4. Click Validate and Run.
The Trip Results Panel will be displayed.

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

5. Click Next to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.
Chapter 3 Generating a Route

HIGHWAY NAMES
This routing method allows you to:

- Stipulate a path between an Origin and Destination
- Identify one or more roadways to use as a Via Point within the generated route

To use this feature, list the roadways that you want your route to take.

![FIGURE 33: ENTER TRIP POINTS: VIA POINTS HIGHWAY](image)

**Note:** Before entering any highway names or find on map vias, select the Origin and Destination and click Validate and Run to generate the system defaulted route.

**TO GENERATE A ROUTE VIA SPECIFIED ROADWAYS**

1. Generate a route as described in Chapter 3 Generating a Route beginning on page 143.

2. Expand the Enter Trip Panel by clicking the Expand Chevron icon.

   *The Enter Trip Panel will be displayed.*

![Enter Trip Panel](image)

3. Select the Highway option, in the Via Points section.
Chapter 3 Generating a Route

The *Highway Names* field will be displayed.

4. Enter the names of roadways that the system should use to generate the route in the *Highway Names* field. Highway names should be entered in the order of travel separated by commas.

Note: It is best to not duplicate the Origin and/or Destination in the list of via highways.

5. Click **Validate and Run**.
The Trip Results Panel will be displayed.

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

6. Click Next to continue the permit application.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.
Chapter 3 Generating a Route

Understanding Highway Names

The entered roadways are recommendations, not requirements. If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route.

For best results, use the official KDOT highway names:

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Naming Convention</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interstate Highways</td>
<td>I-XX Where XX is the route number</td>
<td>I-35</td>
</tr>
<tr>
<td>US Highways</td>
<td>US-XX Where XX is the route number</td>
<td>US-169</td>
</tr>
<tr>
<td>State Highways</td>
<td>KS-XX Where XX is the route number</td>
<td>KS-10</td>
</tr>
</tbody>
</table>

Find On Map

To Generate a Route Through Designated Map Points

1. Generate a route as described in Chapter 3 Generating a Route beginning on page 143.

2. Expand the Enter Trip Panel by clicking the Expand Chevron icon.

   *The Enter Trip Panel will be displayed.*
Chapter 3 Generating a Route

3. Select the Find On Map option, in the Via Points section.

![Figure 34: Enter Trip Points: Via Points Find On Map](image)

4. Click the Select On Map link.

   *The Select Lat/Lon Vias On Map screen will be displayed.*

5. Zoom in and move around the map as described in *To Drag the Map to a Select Location* on page 168. You must be zoomed in very close to click a location on the map as a Via Point.

6. Select a Via Point by clicking the Select radio button and clicking the map in the location you wish to add.
Chapter 3 Generating a Route

The Via Point selected will be added to the list beneath the map and a numbered marker will be added to the map.

<table>
<thead>
<tr>
<th>#</th>
<th>Lat</th>
<th>Lon</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>39.114764551134435</td>
<td>-95.69754781962752</td>
<td>Remove</td>
</tr>
</tbody>
</table>

The same Via Point location will be placed in the Via Points section in the Enter Trip Panel.

7. Add additional Via Points to the list by repeating the previous steps. Via Points do not have to be entered in consecutively traveled order.
Chapter 3 Generating a Route

Note: When selecting each Via Point, decide if you want to add this point to the end of the list or before a specific Via Point.

Via Points can be individually removed from the list by clicking the **Remove** link on that line. The entire list can be removed by clicking the **Clear Lat Lon Vias** link in the **Via Points** section on the left.

8. Click the **Done** button once finished.

   *The Vias will be entered into the trip between the Origin and the Destination.*

9. Click the **Validate and Run** button.

**Note:** If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route. It is best to not duplicate the Origin or Destination in the list of Find on Map vias.
Chapter 3 Generating a Route

The Trip Results Panel will be displayed.

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

10. Click Next to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.

Helpful Hints:

- When selecting a location, zoom in sufficiently to view both lanes of travel for divided highways.
- Select the location traveling in the correct direction.
- If you click too close to an intersection, the system will assume the intersection as your location selection.
- If you select a location that is not on a state maintained road, the system will prompt you to pick another location and will display all state maintained roads highlighted green to aid in your selection.
**Chapter 3 Generating a Route**

**Generate Split Trip**
Split trips are two or more separate routes under the same permit. Split trip permits are used when:

- A vehicle and load will leave the state maintained road network and re-enter on same or different road segment
- A vehicle and load must travel on off-system roadways in the middle of a route

**To Generate a Split Trip**

1. Begin a permit application to the point of entering a route as described in *Ordering a Permit* on page 120.

2. Click **Add Split Trip** in the **Enter Trip Panel**.

![Enter Trip Panel]

---

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K-TRIPS Company User Guide
An additional Enter Trip Panel for the split trip will be displayed.

- You can route split trips over specified roadways as described in To Generate a Route Via Specified Roadways on page 177.
- You can route split trips through specified locations as described in To Generate a Route Through Designated Map Points on page 180.

3. Choose your Origin and Destination for each leg of the trip to be any combination of the following:
   - Address
   - Intersection
   - Border Crossing
   - Lat/Lon / Map
   - Road and Mile Marker
   - Landmark
   - Crossing State Road
4. Click **Validate and Run**.
Chapter 3 Generating a Route

The Trip Results Panel will be displayed.

The driving directions will be split for each leg of the split trip.

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

5. Click Next to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.
Chapter 3  Generating a Route

ENTER TRIP FOR THIS PERMIT PANEL

The Enter Trip For This Permit Panel is used to load saved trips for routes to be generated.

LOAD SAVED TRIP

If you would like to use the Origin, Destination, and other routing points from a previously saved trip, select a trip from the Load Saved Trip: dropdown list and click Load Trip. The routing information will be populated. This information can be edited or kept the same. To obtain a route using the routing information, click Validate and Run. The system will validate the route and provide a route based on current restrictions. See To Save This Trip on page 195 for more information on how to save a trip.

TO LOAD A SAVED TRIP

1. Begin a permit application to the point of entering a route as described in Ordering a Permit on page 120.

2. Select a trip from the Load Saved Trip: dropdown list in the Enter Trip For This Permit Panel and click Load Trip.

The routing information will be populated in the Enter Trip Panel.

Note: This information can be edited or kept the same.

3. Click Validate and Run.

The Trip Results Panel will be displayed.
Chapter 3  Generating a Route

Note: When the system doesn’t have any problems with the information entered, the Trip Results Panel will display your route. Review your route and driving directions. Expand the Enter Trip Panel if you want to make any changes. Changes will require you to click the Validate and Run button to update your route.

4. Click Next to continue the permit application process.

Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.

Note: On the Permit Fee Summary screen you have the option to Delete Permit, click the Save and Exit button to save your progress and return to the Company Dashboard, or to Submit.
CHAPTER 4 WORKING WITH YOUR TRIP RESULTS

TRIP RESULTS PANEL
Once you have entered an Origin and Destination and clicked the Validate and Run button, the Trip Results Panel will display as shown in the example. Table 15: Trip Results Panel Elements on page 192 defines the information found in the Trip Results Panel.

FIGURE 36: THE TRIP RESULTS PANEL
### TABLE 15: TRIP RESULTS PANEL ELEMENTS

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back Button</td>
<td>Click to go back one page in the permit application process</td>
</tr>
<tr>
<td>Save and Exit Button</td>
<td>Click to save your progress and exit the permit application</td>
</tr>
<tr>
<td>Save Button</td>
<td>Click to save your progress</td>
</tr>
<tr>
<td>Expand Chevron</td>
<td>Click to expand the <strong>Enter Trip Panel</strong> to view/edit your route points</td>
</tr>
<tr>
<td>Route Review Checkbox</td>
<td>Check this box to have your route reviewed. A field will display to add notes describing what you would like for the route to do.</td>
</tr>
<tr>
<td>Next Button</td>
<td>Click to proceed to the next page in the permit application process once routing is complete</td>
</tr>
<tr>
<td>Origin/Destination</td>
<td>The Origin and final Destination of the current route</td>
</tr>
<tr>
<td>Trip Distance</td>
<td>The total distance of the calculated trip in miles</td>
</tr>
<tr>
<td>Trip Time</td>
<td>The estimated traveling time for the vehicle calculated</td>
</tr>
<tr>
<td>Save this trip... Link</td>
<td>Click this link to name the trip and have it recalled for future permit applications.</td>
</tr>
<tr>
<td>Drag Map</td>
<td>Default radio button. This will allow you to click the map and drag it to view different areas of the map. For more information, see To Drag the Map to a Select Location on page 168.</td>
</tr>
<tr>
<td>Get Restriction Information For Road</td>
<td>Select this radio button to view restriction information for a red highlighted road segment on the map. After you click this option, click the road segment in question. You must be zoomed in very close.</td>
</tr>
<tr>
<td>Restrictions in Box</td>
<td>Select this radio button and then click the <strong>Select area</strong> button. Resize the box and zoom in so the area is seen clearly within the box. For more information, see Restrictions in Box on page 200.</td>
</tr>
<tr>
<td>Open click point in Google Maps</td>
<td>Select this radio button then click a point on the map to open the location in Google Maps. Close Google Maps to continue with your permit application.</td>
</tr>
</tbody>
</table>
### TABLE 15: TRIP RESULTS PANEL ELEMENTS

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Map Area</strong></td>
<td>The <em>Zoom</em> tool provides methods to quickly zoom in and out of the Map Area.</td>
</tr>
<tr>
<td></td>
<td>The roadways that are restricted for the current vehicle and load are displayed on the map as red highlights.</td>
</tr>
<tr>
<td><strong>Load Dimensions Used During Routing</strong></td>
<td>Expand this section to review the load dimensions used in the permit application</td>
</tr>
<tr>
<td><strong>Route Description</strong></td>
<td>Expand this section to view the abbreviated route without the turn-by-turn driving directions, distance, and time calculations. The abbreviated route mimics manual routing terminology.</td>
</tr>
<tr>
<td><strong>Driving Directions</strong></td>
<td>This section will display the detailed turn-by-turn driving directions along with the calculated distance and time for travel.</td>
</tr>
</tbody>
</table>
Submit a Route for Manual Review

You can **Submit a Route for Manual Review** if you are not able to get the route needed for travel. If you are not able to get the necessary route due to restrictions, a KS Agency User may be able to obtain temporary override permission if the load is needed in the restricted area. You must enter your Origin and Destination and click the **Validate and Run** button before you can submit the route for manual review.

To Submit a Route for Manual Review

1. Generate a route as part of a permit application as described in *Chapter 3 Generating a Route* on page 143.

   *The Trip Results Panel will be displayed showing the details of the generated route.*

2. Check the box next to **I have a problem with the route and would like it reviewed.**
3. Enter the reason you would like the route reviewed in the empty field.

4. Click **Next** to continue the permit application process.

   *Your permit application will be submitted to the KS Permit Office for review and routing assistance.*

**Note:** New information will not be saved if the user clicks the **Back** button before saving or before going to the next screen.

**Save This Trip**

From the **Trip Results Panel**, you can save a trip to recall for use at a later time. See **Load Saved Trip** on page 189 for more information on how to load a previously saved trip.

**To Save This Trip**

1. Generate a route as part of a permit application as described in **Chapter 3 Generating a Route** on page 143.

   *The **Trip Results Panel** will be displayed.*

2. Click **Save this trip...** to open the **Save Trip** box.

   *The **Save Trip** box will be displayed.*

3. Enter a name for the trip and click **Save Trip** or click **Cancel** to exit the **Save Trip** box and return to the **Trip Results Panel** without saving. If saved, the Origin, Destination, and other routing points will be saved to recall for a later route. See **Load Saved Trip** on page 189 for more information on how to load a previously saved trip.
Restrictions that Affect Your Route

After generating a route, restrictions that apply to your vehicle and load dimensions will be displayed on the map as red highlights. Viewing the details for these restrictions can assist you in identifying where you can or cannot travel with your specific load size.

To View the Restriction Information for a Particular Road

1. Generate a route as part of a permit application as described in Chapter 3 Generating a Route on page 143.

   The Trip Results Panel will display the roadways with the roadways restricted to the current vehicle and load by highlighting them in red.

2. Select the Get Restriction Information For Road radio button above the map area.

3. Zoom to a level where the restricted roadway you want to examine can be seen clearly.
4. Click the restricted roadway.

The Restriction Information screen will be displayed.

Note: This screen will list any restrictions associated to the particular road segment that you selected. Each restriction will include the official KS text for that restriction, and the dimension, or dimensions that are associated to it. At least one of the restrictions for that section of road will apply to the vehicle and load you are routing since it was highlighted red.
5. Click the Close button to exit Restriction Information and return to the Trip Results Panel.

**Note:** If you receive the following error message, zoom in closer on the map and be sure to click the road segment that is highlighted red.

![Message from webpage](image)

**TABLE 16: RESTRICTION INFORMATION SCREEN ELEMENTS**

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Name</td>
<td>The K-TRIPS routing system name of the current road segment</td>
</tr>
<tr>
<td>Road ID</td>
<td>The K-TRIPS Road Segment ID</td>
</tr>
<tr>
<td>Close Button</td>
<td>Click to close the Restriction Information screen</td>
</tr>
<tr>
<td>Conditions</td>
<td></td>
</tr>
<tr>
<td>Axle Weight</td>
<td>Roadway restriction prohibits vehicle with any single axle greater than the stated weight.</td>
</tr>
<tr>
<td>Group Axle Weight</td>
<td>Roadway restriction prohibits vehicle with any single axle group greater than the stated weight. The Tandem is for any 2 axle group, the Tridem is for any 3 axle group, the Quad is for any 4 axle group.</td>
</tr>
<tr>
<td>GVW - Any Vehicle</td>
<td>Roadway restriction prohibits loads that have a gross weight greater than the stated weight for any vehicle.</td>
</tr>
<tr>
<td>GVW - Combination</td>
<td>Roadway restriction prohibits loads that have a gross weight greater than the stated weight for any combination vehicle. A combination vehicle is any vehicle that can be separated into a power unit and a trailer.</td>
</tr>
<tr>
<td>GVW - LCV</td>
<td>Roadway restriction prohibits loads that have a gross weight greater than the stated weight for any vehicle that meets the definition of a Kansas Long Combination Vehicle.</td>
</tr>
<tr>
<td>GVW - Single</td>
<td>Roadway restriction prohibits loads that have a gross weight greater than the stated weight for any single vehicle. A single vehicle is any vehicle that cannot be separated.</td>
</tr>
<tr>
<td>Element</td>
<td>Function</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Height</td>
<td>Roadway restriction prohibits loads that are greater than the stated height.</td>
</tr>
<tr>
<td>Length</td>
<td>Roadway restriction prohibits loads that are greater than the stated length.</td>
</tr>
<tr>
<td>No Permits</td>
<td>Roadway restriction prohibits any OS/OW travel.</td>
</tr>
<tr>
<td>Non-Routing</td>
<td>Roadway restriction does not affect routing but instead allows for the inclusion of restriction wording on the permit.</td>
</tr>
<tr>
<td>Permit Type</td>
<td>Roadway restriction that affects the selected Permit Type.</td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
</tr>
<tr>
<td>Width</td>
<td>Roadway restriction prohibits loads that are greater than the stated width.</td>
</tr>
</tbody>
</table>
Restrictions in Box

From the Trip Results Panel, you can view restrictions by clicking the restricted road segment as described in To View the Restriction Information for a Particular Road on page 196, or you can draw a box on the map to display all restrictions within the shape.

To View the Restriction Information for an Area on the Map

1. Generate a route as part of a permit application as described in Chapter 3 Generating a Route on page 143.

   The Trip Results Panel will display the roadways with the roadways restricted to the current vehicle and load by highlighting them in red.

2. Select the radio button for Restrictions in Box from the Trip Results Panel.
3. Click **Select area**.

The **Restriction Information** screen will be displayed along with the highlighted box.
Chapter 4 Working With Your Trip Results

Note: All restrictions contained within the highlighted box on the map will be listed on the **Restriction Information** screen.

4. Zoom to a level where the restricted roadway you want to examine can be seen clearly.

5. Resize this box until the area in question is included within the box.

6. Click **Select area within current zoom**.
The Restriction Information screen will be displayed. This screen displays the restrictions found in the highlighted area.
Chapter 4  Working With Your Trip Results

7. Click **Remove selection** to reset the highlighted box and repeat previous steps.

8. Click **Close** to return to the map.

**Note:** If there are a large number of restrictions displayed, reduce the size of the box for best results.
Chapter 4 Working With Your Trip Results

**Trip Results: Route Details**

This section in the Trip Results Panel provides details about the load and roadways used in the current route. This information is also available in the Permit Details. See Permit Details on page 116.

![Figure 39: Trip Results: Route Details](image)

**Table 17: Trip Results: Route Details**

<table>
<thead>
<tr>
<th>Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Dimensions Used During Routing</td>
<td>Expand this section to review the load dimensions used in the permit application.</td>
</tr>
<tr>
<td>Route Description</td>
<td>Expand this section to view the abbreviated route without the turn-by-turn driving directions, distance, and time calculations. The abbreviated route mimics manual routing terminology.</td>
</tr>
</tbody>
</table>

**Trip Results: Load Dimensions**

Beneath the map there is a dropdown list that will populate with the load dimensions that were entered prior to calculating the trip. This is provided as an entry error checking feature to ensure that the route generated matches the vehicle and load parameters you intended.

![Figure 40: Trip Results: Load Dimensions](image)
TABLE 18: TRIP RESULTS: LOAD DIMENSIONS

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width</td>
<td>Greatest width of the vehicle and load</td>
</tr>
<tr>
<td>Height</td>
<td>Greatest height of the vehicle and load</td>
</tr>
<tr>
<td>Length</td>
<td>Total length of the vehicle and load</td>
</tr>
<tr>
<td>Weight</td>
<td>Total weight of the vehicle and load</td>
</tr>
<tr>
<td>Front O’Hang</td>
<td>Length of the load extending beyond the foremost point of the vehicle</td>
</tr>
<tr>
<td>Rear O’Hang</td>
<td>Length of the load extending beyond the rearmost point of the vehicle</td>
</tr>
<tr>
<td>Lowboy</td>
<td>Denotes whether unit entered is a lowboy or not. This is a display item only and is not currently used in K-TRIPS.</td>
</tr>
<tr>
<td>Hydraulic</td>
<td>Denotes whether the trailer is equipped with hydraulics. This is a display item only and is not currently used in K-TRIPS.</td>
</tr>
</tbody>
</table>

TRIP RESULTS: ROUTE DESCRIPTION

The Route Description is an abbreviated route excluding turn-by-turn directions, distance, and time. The abbreviated route mimics manual routing terminology. The Route Description will be displayed when the Expand Chevron icon is clicked.

FIGURE 41: TRIP RESULTS: ROUTE DESCRIPTION
CHAPTER 5 SUPERLOADS

ROUTING USING BRIDGE STUDIES

In order to route a Superload in K-TRIPS a user must utilize a Bridge Study. The route will be tied to the Bridge Study, and the user will not be able to make changes to the route. The process for issuing the first permit using a Bridge Study is different from the process for issuing subsequent permits.

Note: The user will only be able to issue additional permits for a Bridge Study if the Bridge Study has been approved for more than one permit.

TO BEGIN THE FIRST SUPERLOAD PERMIT APPLICATION FOR A BRIDGE STUDY

1. Begin a new permit application as described in Ordering a Permit on page 120.

2. Select Overdimension Superload from the Permit Type dropdown list.

![Order Permits](Image)

Note: KDOT requires a three day wait for the first Superload processed on a Bridge Study. Users must submit the permit application at least three days from the start date of the permit. If a user has an approved Bridge Study for a Superload Permit that has already been issued, and the Bridge Study is valid for subsequent permits, users can put that approved Bridge Study ID number in the empty field and click Validate Bridge Study ID to override the waiting period for the permit start date. Approved Bridge Studies are valid for 30 days and for up to ten subsequent permits as determined during the first permit application. A subsequent permit cannot be issued using an approved Bridge Study if the permit expiration date extends past the expiration date of the Bridge Study. For example, if the Bridge Study is good for two more days, a new Superload cannot be ordered using the approved Bridge Study because the permit is valid for seven days. A new Bridge Study would need to be generated for the permit.
Chapter 5  Superloads

3. Select a Start Date for the permit at least three days from today’s date.

**Note:** The Start Date will default to today’s date.

4. Attest to the attest statement acknowledging that this permit will require additional approvals that may affect the start date.

```
Permit Type: Overdimension Superload
From: 05/03/2017   To: 05/09/2017

This permit will require additional approvals that may affect the start date.
```

5. Click the **Next** button.

**Note:** If you do not select a Start Date three days from today’s date, you will receive the following pop-up. Click **OK** to exit the pop-up and return to the **Order Permits** screen to select a new Start Date on or after the suggested date.

```
Message from webpage

Earliest allowed start date for this permit type is 5/06/2017. A minimum of three days, between submittal and issuance, is required for bridge analysis and review for every Superload.

OK
```

6. Enter the vehicle and load information. (See page 126)

7. Click **Next**.
As the *Enter a Route* screen is displayed, K-TRIPS will display the *Bridge Study Confirmation* screen.

8. Click *Enter a Route* for the first permit for the Bridge Study.

The *Bridge Study Confirmation* screen will display a field asking for the number of permits to be used with the Bridge Study. This field will default to the maximum of ten (10).

**Note:** Users do not have to utilize all subsequent permits on a Bridge Study, however, up to ten permits are allowed to use a Bridge Study if approved by the Bridge User.
9. Enter the desired number of permits to be used with the Bridge Study. The default and maximum is ten (10).

10. Click **Enter a Route**.

![Bridge Study Confirmation](image)

*The Bridge Study Confirmation screen will close.*

11. Enter the routing information for the desired route as described starting on page 143.

12. Click the **Validate and Run** button.

* A confirmation message will be displayed.

![Message from webpage](image)

13. Click **OK**.

**Note:** The Trip Results Panel will not display with the route. The permit will be routed by the KDOT Bridge Office. If you would like to include additional information on the permit application other than your origin and destination, you can do so by adding a note. For more information on adding notes to a permit application, see Permit Notes on page 12.
Chapter 5  Superloads

*The Permit Fee Summary* screen will display a summary of the application including the cost of the permit being ordered.

14. Check the attest statement that you have read and understand the legal requirements for ordering a permit. The **Submit** button is not available until the attest statement is checked.

**Note:** Click the **Permit Regs** button to view a PDF of Kansas Permit Regulations.

15. Click the **Submit** button.

*The Permit Submission Successful* screen will be displayed and the permit will be enqueued for further processing.
Chapter 5 Superloads

16. Click the Return to the dashboard link or click the Home button to return to the Company Dashboard.

Note: Once the first Superload Permit for a Bridge Study is submitted there is a three day wait for approvals. Once the Bridge Study and the permit have been approved, the permit will go to your Shopping Cart, and you will receive an email that the permit is there awaiting payment/issuance. For more information on paying for a permit out of the Shopping Cart, see Shopping Cart on page 85.

Note: Approved Bridge Studies are valid for 30 days, and any subsequent permits submitted that are associated to an approved Bridge Study will self-issue as long as the vehicle and load dimensions are the same, the route is the same, and there are no new restrictions that affect the route. The approved Bridge Study ID will be displayed on the Permit PDF as seen in the example. This Bridge Study ID can be used for up to ten subsequent permits as determined during the first permit application. A subsequent permit cannot be issued using an approved Bridge Study if the permit expiration date extends past the expiration date of the Bridge Study. For example, if the Bridge Study is good for two more days, a new Superload cannot be ordered because the permit is valid for seven days. A new Bridge Study would have to be ordered for the permit.
Chapter 5  Superloads

**TO PROCESS SUBSEQUENT PERMIT APPLICATIONS USING AN APPROVED BRIDGE STUDY**

If a Bridge Study has been approved for more than one permit, users will be able to self-issue additional permits using that Bridge Study.

**Note:** Subsequent permits submitted that are associated to an approved Bridge Study will self-issue as long as the vehicle and load dimensions are the same, the route is the same, and there are no new restrictions that affect the route.

1. Begin a new permit application as described in *Ordering a Permit* on page 120.

2. Select **Overdimension Superload** as the **Permit Type**.

![Permit Application Screenshot]

**Note:** KDOT requires a three day wait for the first Superload processed on a Bridge Study. Users must submit the permit application at least three days from the start date of the permit. If a user has an approved Bridge Study for a Superload Permit that has already been issued, and the Bridge Study is valid for subsequent permits, users can put that approved Bridge Study ID number in the empty field and click **Validate Bridge Study ID** to override the waiting period for the permit start date. Approved Bridge Studies are valid for 30 days and for up to ten subsequent permits as determined during the first permit application. A subsequent permit cannot be issued using an approved Bridge Study if the permit expiration date extends past the expiration date of the Bridge Study. For example, if the Bridge Study is good for two more days, a new Superload cannot be ordered using the approved Bridge Study because the permit is valid for seven days. A new Bridge Study would need to be generated for the permit.

3. Select the Start Date for the permit.

**Note:** The Start Date will default to today’s date. If you are using an approved Bridge Study ID to issue this permit, you can choose a Start Date for today’s date or after.

4. Attest to the attest statement acknowledging that this permit will require additional approvals that may affect the start date.
5. Enter the approved Bridge Study ID number in the empty field and click **Validate Bridge Study ID**.

   ![Image of Permit Type dropdown with Overdimension Superload selected and date range from 5/4/2017 to 5/10/2017]

   *A confirmation message will be displayed if the Bridge Study ID is valid.*

6. Click **Next**.

7. Enter the vehicle and load information. (See page 126)

8. Click the **Next** button.

   *As the *Enter a Route* screen is displayed, K-TRIPS will display the *Bridge Study Confirmation* screen.*
9. Enter the Bridge Study Number for subsequent permits associated to the approved Bridge Study.

10. Click Validate Number.

* A confirmation message will be displayed.

11. Click OK.

K-TRIPS will validate that the Bridge Study is valid for all dates of the permit, that permits remain available for the Bridge Study, that the dimensions and weights match, and that the route does not have any new restrictions. If all of the conditions are met, K-TRIPS will display the route on the map and the driving directions.
Chapter 5  Superloads

Note: The user will be unable to change the route.

12. Click the Next button to continue.

The Permit Fee Summary screen will display a summary of the application including the cost of the permit being ordered.

13. Check the attest statement that you have read and understand the legal requirements for ordering a permit. The Submit button is not available until the attest statement is checked.

Note: Click the Permit Regs button to view a PDF of Kansas Permit Regulations.

14. Click the Submit button.
Chapter 5 Superloads

The Permit Submission Successful screen will be displayed and the permit will be approved.

From this screen you can Return to the dashboard, Order another permit, or Pay for the permits now. If you do not pay for your permit at this time, it can be paid by the active date from the Shopping Cart. See Shopping Cart on page 85 for instructions on paying for the permit.

Note: Approved Bridge Studies are valid for 30 days, and any subsequent permits submitted that are associated to an approved Bridge Study will self-issue as long as the vehicle and load dimensions are the same, the route is the same, and there are no new restrictions that affect the route. The approved Bridge Study ID will be displayed on the Permit PDF as seen in the example. This Bridge Study ID can be used for up to ten subsequent permits as determined during the first permit application. A subsequent permit cannot be issued using an approved Bridge Study if the permit expiration date extends past the expiration date of the Bridge Study. For example, if the Bridge Study is good for two more days, a new Superload cannot be ordered because the permit is valid for seven days. A new Bridge Study would have to be ordered for the permit.
APPENDIX A INSTALLATION OF KS COMPANY USER INTERFACE

This interface can be accessed from the Kansas Department of Transportation homepage at http://www.ksdot.org/, from a link on the Kansas Department of Revenue Motor Carrier Information homepage at http://www.truckingks.org, or accessed directly at https://www.k-trips.com. The K-TRIPS Mobile interface can be accessed at www.k-trips.com on any mobile device or www.k-trips.com/mobile.

Note: This interface will require pop-ups. On your browser select Tools and allow or do not block pop-ups.
## Glossary

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Route</td>
<td>A feature that enables the user to create a route based on the vehicle and load parameters without submitting a permit application to K-TRIPS. This feature is provided as a service for quoting loads.</td>
</tr>
<tr>
<td>Condition</td>
<td>A single detail of a restriction such as Length (that is, the maximum allowable vehicle length on the restricted roadways) or No Permit (no oversize/overweight vehicles can use the roadway).</td>
</tr>
<tr>
<td>Company Reference</td>
<td>An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable and reportable.</td>
</tr>
<tr>
<td>Off-system</td>
<td>Roads not maintained by KDOT which need approval from another authority (for example: district, county, or city) in order to route oversize/overweight vehicles.</td>
</tr>
<tr>
<td>On-system</td>
<td>Roads maintained by KDOT on which they have the authority to route oversize/overweight vehicles.</td>
</tr>
<tr>
<td>Radio Button</td>
<td>Radio buttons are used throughout K-TRIPS. A radio button or option button is a type of graphical user interface element that allows the user to choose one of a predefined set of options. Only one radio button can be chosen for each selection.</td>
</tr>
<tr>
<td>Restriction</td>
<td>A restriction is an object in K-TRIPS that affects OS/OW routing. This object can be a physical restriction such as a bridge with limits on clearance or it can be a legal restriction such as no travel in an area at set times.</td>
</tr>
<tr>
<td>Terminal</td>
<td>Some companies divide their operations into separate operating units. These operating units may be called yards, divisions, terminals, or another preferred terminology. K-TRIPS allows companies to divide their fleet into separate operating units and uses the term Terminal to define these.</td>
</tr>
</tbody>
</table>