INDOT | ELECTRONIC RECORDS MANAGEMENT SYSTEM (ERMS)

MILESTONE PLAN SUBMITTALS VIA ERMS

ACCESSING ITAP AND ERMS

A first-time user must enroll in ITAP prior to requesting access to ERMS Design Submittals application. Instructions on how to request access to the application are available from the ITAP homepage at https://itap.indot.in.gov/login.aspx.

A current ITAP enrollee should request access to the ERMS Design Submittals application. Users can upload files individually via the UCM URL or upload multiple files concurrently using the multiple file upload tool (MFUT). The MFUT is accessed by selecting the File Upload URL. User Manuals are contained within each of the respective UCM and MFUT applications.

ERMS UPLOADING REQUIREMENTS

All plans and documents should be uploaded into ERMS.

When uploading design documents using the MFUT, the Design Type should be entered as one of the following: INDOT Planning Oversight Committee (IPOC), Non-IPOC Consultant, or Non-IPOC District. Since the conclusion of the Major Moves program, most projects will be Non-IPOC. Non-IPOC Consultant should be entered for Local Public Agency (LPA) projects. The maximum file size for each individual file is 50 Mb.

A specific naming convention is required for documents uploaded into ERMS. It follows the format

[Submittal] [Description] [Des No.] for [Bridge, Roadway or Contract Services].

For items that are reviewed outside of the typical Road or Bridge project review, the "Submittal" and "for" designation should identify the reviewing Division or Office. The Naming Convention document, which includes additional information regarding submittals prior to Final Tracings, is available on the Department's Editable Documents webpage, under Design Submittal.

For Final Tracings, all files should have the Submittal designation "FT". A specific file type format (PDF, Excel, or Word) and ERMS document type are also required for the Final Tracings submission. Consistency in these fields allows standard queries to be developed and ensures files can be released for public view on schedule. The file type and ERMS document type are included on the Final Tracings Checklist, and are available on the Department's Editable Documents webpage under Design Submittal.

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ERMS COORDINATORS

ERMS Coordinators within each district and central office transition files within ERMS for review. The respective district coordinator should be notified when files are uploaded. An example notification email is available on the Department's Editable Documents webpage under Design Submittal.

The coordinators are as follows:

1. Crawfordsville District – Coordinator 1 (e-mail: INDOTcoordinator1@indot.in.gov)

2. Fort Wayne District – Coordinator 2 (e-mail: INDOTcoordinator2@indot.in.gov);

3. Greenfield District – Coordinator 3 (e-mail: INDOTcoordinator3@indot.in.gov);

4. LaPorte District – Coordinator 4 (e-mail: INDOTcoordinator4@indot.in.gov);

5. Seymour District – Coordinator 5 (e-mail: INDOTcoordinator5@indot.in.gov);

6. Vincennes District – Coordinator 6 (e-mail: INDOTcoordinator6@indot.in.gov);

7. Central Office Roadway Services – Coordinator 7 (e-mail: INDOTcoordinator7@indot.in.gov);

8. Central Office Bridge Services – Coordinator 8 (e-mail: INDOTcoordinator8@indot.in.gov)