TIP Template User Guide

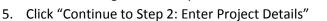## Getting Started

System Requirements

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

Software Requirements

This template requires at least Microsoft Access 2010 or Microsoft Access Runtime 2010 be installed to properly function. Older versions of Microsoft Access can result in loss of functionality in the TIP Template.

Using the TIP Template

1. Open the "TIP Template for Tribes" by double clicking on the icon.
2. When you open the template for the first time you may be presented with a Security Warning similar to that shown in Figure 3. Please choose "Enable Content" or other similar button.
3. Click "Start".
4. The "Step 1: Available Funding" form should appear. Enter the transportation funding you expect to have available during the next five years.
   a. Additional instruction may be found by clicking on the "help" button.
5. Click "Continue to Step 2: Enter Project Details"
   a. Enter the details for your first project. For additional instruction on specific fields hold your mouse cursor over the field for a few seconds or click the "help" button.
   b. Add additional project pages by clicking the "Add New Project"
   c. You may navigate between projects using the "Previous" and "Next" buttons.
6. Click "Continue to Step 3: Fiscal Constraint"
   a. Follow the green or red directions at the top of the page.
   b. Use the "Export PDF" to generate a printable copy of the completed TIP for review.
   c. When the TIP is ready to be sent to FHWA for approval, click the check box next to the "Export PDF" button and a "Send Final to FHWA" button will appear. Use this button to send the Council approved TIP to FHWA.
7. All data is saved automatically when you close the TIP template.