

AERO PM FAQ and TIPS.....as of 5/20/15

- **REMINDER** - It's very important to be in the CORRECT status for a concept. For example, for a SPONSORALL or SPONSOR role, you need to select "Sponsor Review" status for concepts in the status of Sponsor Review to be able to review concepts that were created, edit a concept, return to author concepts and/or submit concepts to Draft ACIP to MDOT. Another example, you need to select "Draft ACIP to MDOT" status for concepts in that status in order to select concepts to submit to Final ACIP to MDOT status. This applies to using the other modules in AERO PM as well.
- **How do I see concepts for my (a) specific airport?** If you want to see concepts for several development years, click on the Show Dev Year Range box and type in a beginning Development Year and an end Development Year. You also have to select which concepts you want to view by selecting a status. To see "ALL", check the "ALL" status. (Note: The "ALL" status is a viewable status only – no action can take place in this status.)
- **What if I only want to see the concepts that are in the status of Sponsor Review?** You need to select the appropriate status to see these concepts. You'd also need to click on the Show Dev Year Range box and type in a beginning Development Year and an end Development Year if you want to see concepts for several development years. If you only want to view a particular year, just choose that year in the Dev Year dropdown.
- **What if I want to generate a report showing all concepts in the Sponsor Review status to determine which concepts I want to submit to Draft ACIP to MDOT?** Go to the Reports module and print your applicable Sponsor ACIP report for Preview Draft ACIP to MDOT status. This report can be generated in either pdf or excel formats.
- **I (Sponsor) was reviewing a concept in the status of Sponsor Review and I (Sponsor) edited the Work Type and the Supplemental Description. After reviewing my changes, I saved the concept. Why can't I see the changes that I made to the concept when I view the Sponsor Concept list screen?** If this happens, you may need to go into another module and get back in to the Project Concept module. The system may need to refresh for you to see the changes on the Sponsor Concept list screen (or in other situations).

- **What if I want to generate a report showing all concepts in the Draft ACIP to MDOT and save for the upcoming MAP meeting?** Go to the Reports module and print your applicable Sponsor ACIP report for Draft ACIP to MDOT status. This report can be generated in either pdf or excel formats.
- **What if I want to generate a report showing all concepts in the Final ACIP to MDOT and save for future use?** Go to the Reports module and print your applicable Sponsor ACIP report for Final ACIP to MDOT status. This report can be generated in either pdf or excel formats.
- **What if I want to generate an ACIP report that also includes of all the attachments (ex. Cost estimates, location sketch, concept narratives)?** AERO PM currently does not have this functionality but it is planned as a 2014 enhancement. MDOT hopes to have this enhancement available for 2014 MAP meetings (fall 2014).
- **How many times can I submit concepts to Draft ACIP to MDOT or Final ACIP to MDOT?** The system only allows ONE submittal without requesting MDOT administratively uncheck the submitted box to allow a resubmittal. You need to contact your AERO Program Manager (Betsy – Block Grant or Dave – Primary) to assistance if you need to resubmit.
- **As a sponsor role, why can't I unsuspend a concept that I placed in Suspended status?** Only your AERO Program Manager can move a suspended concept back to Return to Author status for a sponsor or consultant to edit.
- **What if I want to edit concepts already submitted to MDOT before the MAP meeting?** We strongly recommend that whatever concepts were submitted as your draft ACIP remain until your MAP meeting is held. If you absolutely need to resubmit your draft ACIP, you'll need to contact your AERO Program Manager (Betsy Steudle - Block Grant or Dave Baker - Primary) to request that they administratively uncheck the submitted box to allow a resubmittal. They would also have to change the status of those affected concepts that need to be edited to "Return to Author" so those can be edited and resubmitted. The unaffected concepts already submitted to Draft ACIP to MDOT will remain as submitted.
- **What if I want to add concepts to my Draft ACIP before the MAP meeting?** We strongly recommend that whatever concepts were submitted as your draft ACIP remain until your MAP meeting is held. If you absolutely need to resubmit your draft

ACIP, you'll need to contact your AERO Program Manager (Betsy Steudle – Block Grant or Dave Baker - Primary) to request that they administratively uncheck the submitted box so you can add more concepts and submit those to Draft ACIP to MDOT. If adding a new concept, you'll need to select the New Concept status and have only one development year shown. This will allow you to click on the Add New Concept button (lower left) and create a new concept to submit to Sponsor Review and then to Draft ACIP to MDOT status. The unaffected concepts already submitted to Draft ACIP to MDOT will remain as submitted.

- **What if I want to edit and add concepts to my Draft ACIP before the MAP meeting?**
We strongly recommend that whatever concepts were submitted as your draft ACIP remain until your MAP meeting is held. If you absolutely need to resubmit your draft ACIP, you'll need to contact your AERO Program Manager (Betsy Steudle - SBGP or Dave Baker - Primary) to request that they administratively uncheck the submitted box. They'd also have to change the status of those concepts that need to be edited to Return to Author so those affected concepts can be edited and submitted to Sponsor Review. If adding a new concept, you'll need to select the New Concept status and have only one development year shown. This will allow you to click on the Add New Concept button (lower left) and create a new concept to submit to Sponsor Review. Once all concepts you either edited or created are in the Sponsor Review status you can move them to Draft ACIP to MDOT status. The unaffected concepts already submitted to Draft ACIP to MDOT will remain as submitted.
- **What if I want to edit concepts at or after the MAP meeting prior to submitting to Final ACIP to MDOT? ?** If possible, our goal during the MAP meeting (particularly the Block Grant MAP meetings) is to have the sponsor and consultant, if applicable, make any changes to their concepts, etc. while at the MAP meeting so that concepts can be submitted to Final ACIP to MDOT before the meeting is over. Sometimes this may not happen but that's the goal for the Block Grant sites. ***To achieve this goal, you'll need to bring your laptop(s) to the MAP meeting.*** If after the MAP meeting, you'll need to contact your AERO Program Manager (Betsy Steudle - SBGP or Dave Baker - Primary) to request that they administratively uncheck the draft ACIP submittal box. They'd also have to change the status of those concepts that need to be edited to Return to Author so those can be edited and submitted to Sponsor Review and then to Draft ACIP to MDOT. The unaffected concepts already submitted to Draft ACIP to MDOT will remain as submitted. Once you've resubmitted the affected concepts to Draft ACIP to MDOT, you then are able to submit all of the applicable concepts to Final ACIP to MDOT.

- **What if I want to add concepts at or after the MAP meeting prior to submitting to Final ACIP to MDOT?** If possible, our goal during the MAP meeting (particularly the Block Grant MAP meetings) is to have the sponsor and consultant, if applicable, make any changes to their concepts, etc. while at the MAP meeting so that concepts can be submitted to Final ACIP to MDOT before the meeting is over. Sometimes this may not happen but that's the goal for the Block Grant sites. ***To achieve this goal, you'll need to bring your laptop(s) to the MAP meeting.*** If after the MAP meeting, you'll need to contact your AERO Program Manager (Betsy Steudle - SBGP or Dave Baker - Primary) to request that they administratively uncheck the draft ACIP submittal box. To add a new concept, you'll need to select the New Concept status and have only one development year shown. This will allow you to click on the Add New Concept button (lower left) and create a new concept and submit to Sponsor Review and then to Draft ACIP to MDOT. The unaffected concepts already submitted to Draft ACIP to MDOT will remain as submitted. Once you've submitted the additional concept(s) to Draft ACIP to MDOT, you then are able to submit all of the applicable concepts to Final ACIP to MDOT.
- **What if I want to EDIT and ADD concepts at or after the MAP meeting prior to submitting to Final ACIP to MDOT?** If possible, our goal during the MAP meeting (particularly the Block Grant MAP meetings) is to have the sponsor and consultant, if applicable, make any changes to their concepts or add new concepts, etc. while at the MAP meeting so that concepts can be submitted to Final ACIP to MDOT before the meeting is over. Sometimes this may not happen but that's the goal for the Block Grant sites. ***To achieve this goal, you'll need to bring your laptop(s) to the MAP meeting.*** If after the MAP meeting, you'll need to contact your AERO Program Manager (Betsy Steudle - SBGP or Dave Baker - Primary) to request that they administratively uncheck the draft ACIP submittal box. They'd also have to change the status of those concepts that need to be edited to Return to Author so those can be edited and resubmitted. If adding a new concept, you'll need to select the New Concept status and have only one development year shown. This will allow you to click on the Add New Concept button (lower left) and create a new concept to submit to Sponsor Review and then to Draft ACIP to MDOT. Once all concepts you either edited or created are in the Sponsor Review status you can move them to Draft ACIP to MDOT. The unaffected concepts already submitted to Draft ACIP to MDOT will remain as submitted. Once you've resubmitted the revised and new concepts to Draft ACIP to MDOT, you then are able to submit all of the applicable concepts to Final ACIP to MDOT.

REMINDER - AERO Program Managers have full editing capability for concepts in the Final ACIP to MDOT status. AERO Program Managers have the ability to suspend or

abandon concepts in the status of Draft ACIP to MDOT or Final ACIP to MDOT. AERO Program Managers have the ability to create concepts on behalf of a sponsor.

- **Why is the Airport Name underlined and shown in blue?** If you click on the airport name, you will see informational data about the airport that MDOT has on file that was uploaded into AERO PM.
- **TIP** – You can sort concepts by clicking on the right-hand side of the Development Year or Priorities columns.
- **TIP** – You may need to get out of a module and get back in if system “locks” up or you can’t see a change that you made after saving.
- **TIP** – Very important to consider a concept’s component phase when creating a concept. This sets the stage for how a Job will be set up after its been transferred and approved by the Michigan Aeronautics Commission.
- **Concepts that are 100% locally funded** – these concepts should not be entered into AERO PM. If a Sponsor wishes to include locally-funded projects on their ACIP for their own purposes, the Sponsor can generate an Excel (.xls) file of their draft and/or final ACIP from AERO PM and save it. Once saved for their own benefit, the Sponsor (or Consultant) can add locally-funded projects. **DO NOT ENTER 100% LOCAL concepts in AERO PM.**
- **TIP** – Suggest periodically clearing your Internet file cookies. This can be done by going to your computer’s control panel and selecting Internet Options. Under Browsing History, select Settings, then View Files under the Temporary Internet Files and History Settings, select CTRL “A” to select all files, and delete files.
- **TIP** – If necessary, right click on an attachment file once opened and click on “rotate clockwise”. This will allow you to change the file’s orientation for viewing.