
KANSAS TRUCK ROUTING INTELLIGENT PERMITTING SYSTEM (K-TRIPS)

K-TRIPS Company User Guide

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.

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

1. Access the **K-TRIPS Login Page** directly at <https://www.k-trips.com>.

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.

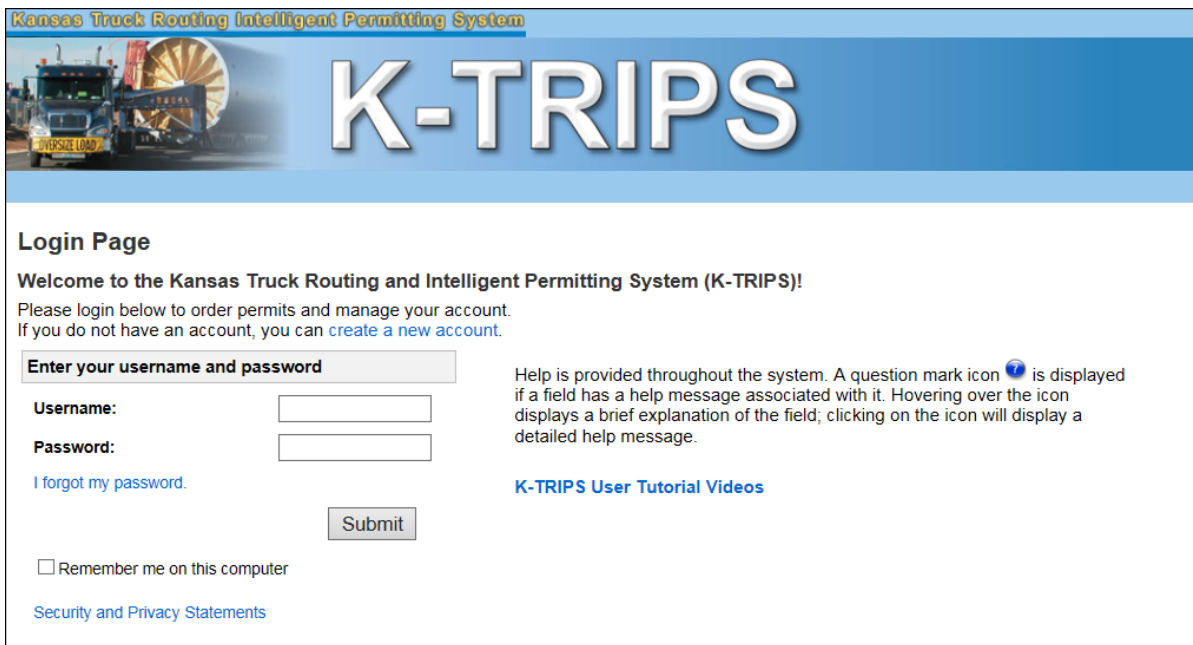
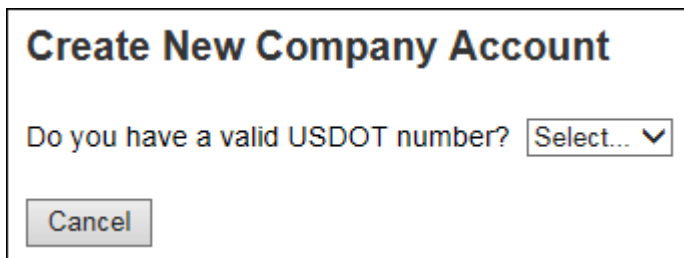
The screenshot shows the K-TRIPS Login Page. At the top, there is a banner with the text "Kansas Truck Routing Intelligent Permitting System" and a large "K-TRIPS" logo. Below the banner, the page is titled "Login Page" and welcomes users to the system. It provides instructions on how to login and a link to "create a new account" if the user does not have one. There are input fields for "Username:" and "Password:", a "Submit" button, and a link for "I forgot my password." A checkbox for "Remember me on this computer" and a link for "Security and Privacy Statements" are also present. On the right side, there is a help message about the question mark icon and a link for "K-TRIPS User Tutorial Videos".

FIGURE 1: THE LOGIN PAGE

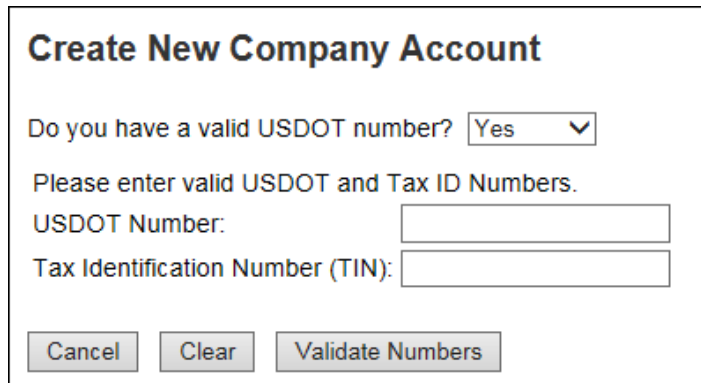
The **Create New Company Account** screen will be displayed.

The screenshot shows the "Create New Company Account" screen. It features a title "Create New Company Account" and a question "Do you have a valid USDOT number?" followed by a dropdown menu labeled "Select...". There is a "Cancel" button at the bottom left.

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.

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.



Create New Company Account

Do you have a valid USDOT number? Yes ▼

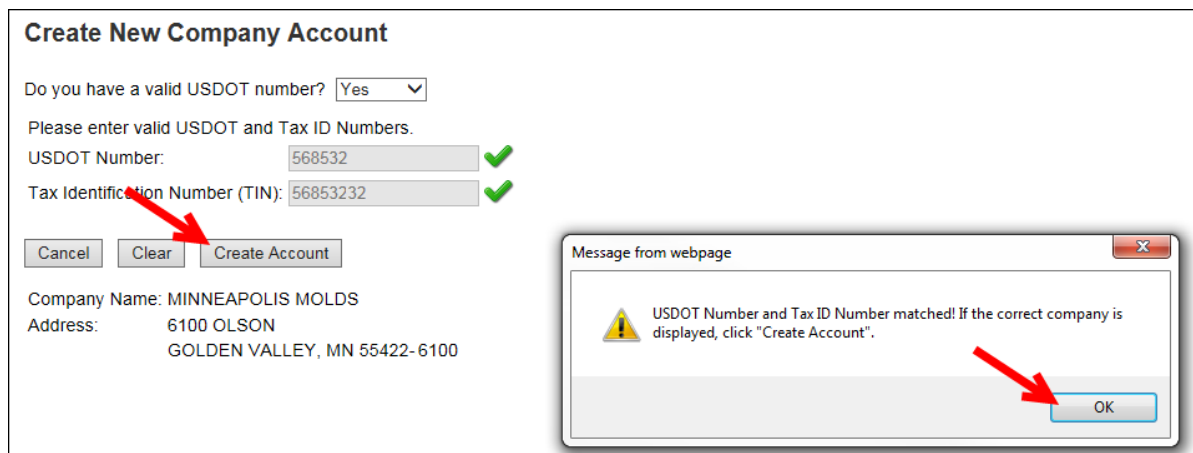
Please enter valid USDOT and Tax ID Numbers.

USDOT Number:

Tax Identification Number (TIN):

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.



Create New Company Account

Do you have a valid USDOT number? Yes ▼

Please enter valid USDOT and Tax ID Numbers.

USDOT Number: ✓

Tax Identification Number (TIN): ✓

Company Name: MINNEAPOLIS MOLDS
Address: 6100 OLSON
GOLDEN VALLEY, MN 55422-6100

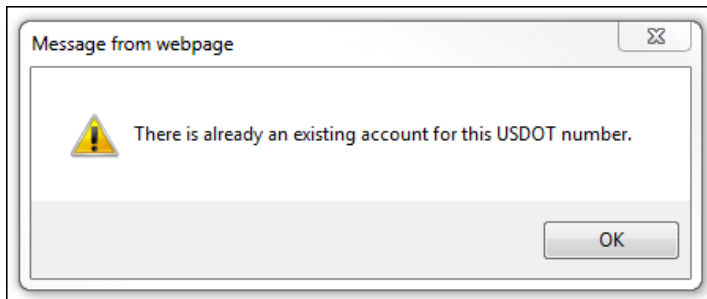
Message from webpage

USDOT Number and Tax ID Number matched! If the correct company is displayed, click "Create Account".

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.



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

To create a new account, fill out the form below and click the Submit button. Required fields are marked with an *.

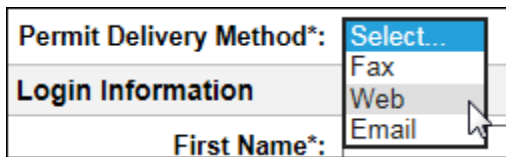
Name and Contact	Physical Address
Company Name*: MINNEAPOLIS MOLDS	Address*: 6100 OLSON
Company DBA:	City*: GOLDEN VALLEY
Phone: (612) 545-0678 Ext.	State*: Minnesota
Fax: (612) 545-0679 Ext.	Zip Code*: 55422-6100
Email*: jsmith4@trucking.com	Mailing Address Same as physical
Permit Delivery Method*: Select...	Address 1*:
Login Information	Address 2*:
First Name*:	City*:
Last Name*:	State*: Select...
Username*:	Zip Code*:
Password*:	
Retype Password*:	
Password Requirements Passwords are case sensitive	
Login Email*:	
Retrieval Prompt Question:	
Retrieval Response:	

Submit

FIGURE 2: THE CREATE NEW COMPANY ACCOUNT - COMPANY INFORMATION SCREEN

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 syncing 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.

A screenshot of a web form. The form has a section titled "Permit Delivery Method*" with a dropdown menu. The dropdown menu is open, showing three options: "Select...", "Fax", and "Web". A mouse cursor is pointing at the "Web" option. Below the dropdown menu, there is a section titled "Login Information" with a label "First Name*:" followed by a text input field.

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

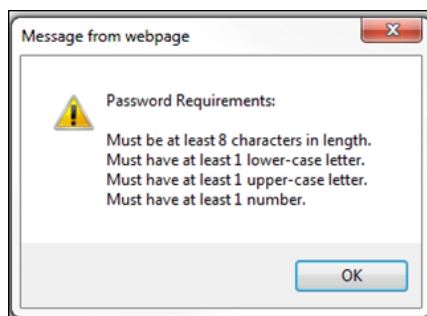
To create a new account, fill out the form below and click the Submit button. Required fields are marked with an *.

Name and Contact Company Name*: MINNEAPOLIS MOLDS Company DBA: Phone*: (612) 545-0678 Ext. Fax: (612) 545-0679 Ext. Email*: jsmith4@trucking.com Permit Delivery Method*: Web	Physical Address Address*: 6100 OLSON City*: GOLDEN VALLEY State*: Minnesota Zip Code*: 55422-6100 Mailing Address Same as physical Address 1*: 6100 OLSON Address 2: City*: GOLDEN VALLEY State*: Minnesota Zip Code*: 55422-6100
Login Information First Name*: John Last Name*: Smith Username*: johnsmith4 Password*: Retype Password*: Password Requirements Passwords are case sensitive Login Email*: jsmith4@trucking.com Retrieval Prompt Question: What is your dog's name? Retrieval Response: Fido	

Submit

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

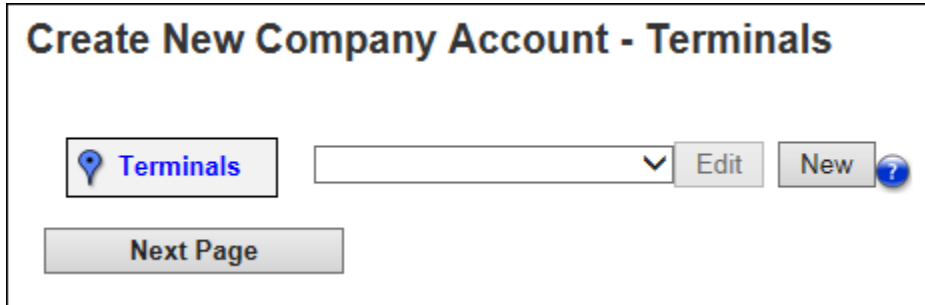
Note: If the password entered does not meet the minimum password requirements, you will receive the following message after clicking **Submit**. Passwords must be at least 8 characters in length, have at least 1 lower-case and 1 upper-case letter, and include at least 1 number.



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.

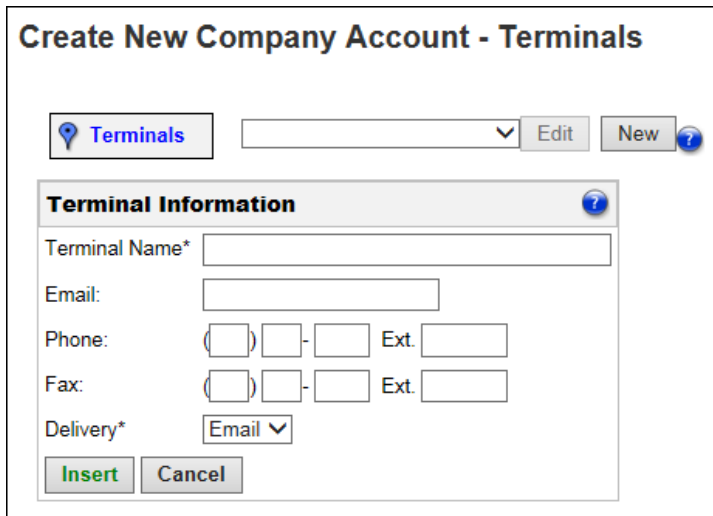
*The **Create New Company Account - Terminals** screen will be displayed.*



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** .

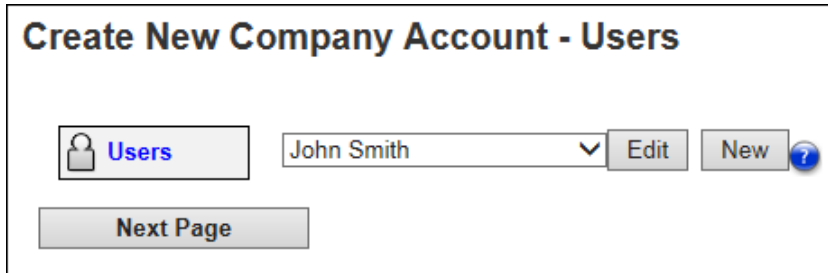
*The **Terminal Information** screen will be displayed.*



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.

- 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.



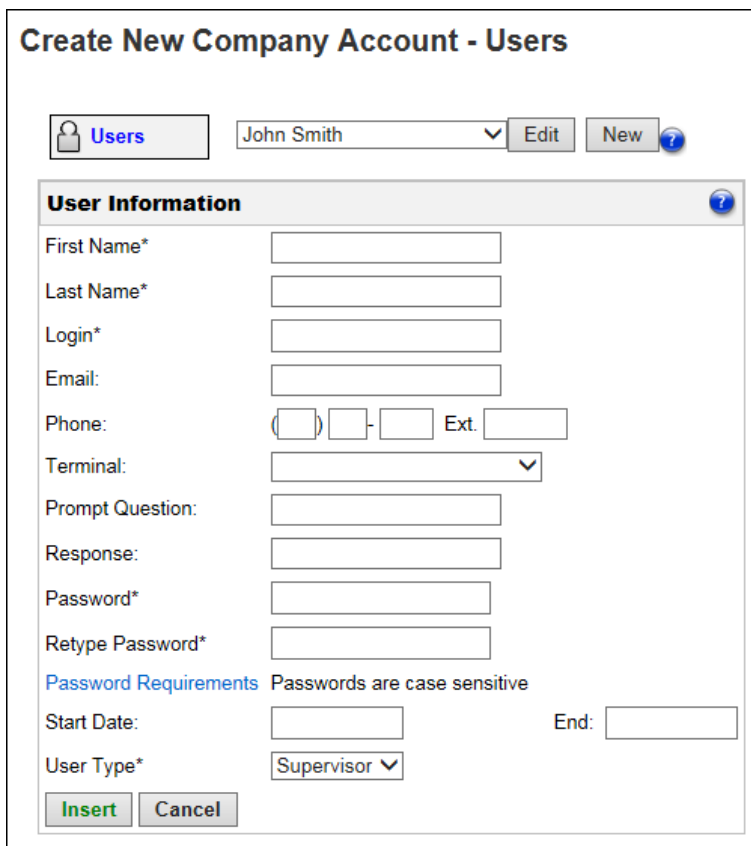
Create New Company Account - Users

 **Users** John Smith ▼ Edit New ?

Next Page

- 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.



Create New Company Account - Users

 **Users** John Smith ▼ Edit New ?

User Information ?

First Name*

Last Name*

Login*

Email:

Phone: () - Ext.

Terminal:

Prompt Question:

Response:

Password*

Retype Password*

[Password Requirements](#) Passwords are case sensitive

Start Date: End:

User Type*

Insert Cancel

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.

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.

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**.

Go to Login Now	Setup Escrow Account
---------------------------------	--------------------------------------

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

Attest to Create New Escrow Account ☐ I agree I agree to the following terms and conditions required to purchase Kansas Permits using an escrow account: •The Company will deposit with the Kansas Department of Revenue (KDOR), Central Permit, a minimum of \$100 in an escrow account. •Allow Kansas Department of Revenue (KDOR), Central Permit to draw funds from this account to pay for permit(s) issued. •Each time a permit is issued the fee will be deducted from the escrow account. •If the escrow account reaches a zero balance, further permits will not be issued until the escrow account is replenished. •In no case shall the balance in said account fall below a zero balance. •The Company is responsible for monitoring the balance of their escrow account and must replenish funds as needed. •Escrow Funds can be replenished using the on line credit card or ACH payment process (a convenience fee applies); or by mailing a check with the escrow deposit form to KDOR, Central Permit. •Returned checks will result in the loss of the privilege to use an escrow account. •The Kansas Department of Revenue will not be held liable for the misuse of funds deposited in this escrow account. Create Escrow Account
--

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.

27. Click **Submit**.



Kansas Truck Routing Intelligent Permitting System

K-TRIPS

Login Page

Welcome to the Kansas Truck Routing and Intelligent Permitting System (K-TRIPS)!

Please login below to order permits and manage your account.
If you do not have an account, you can [create a new account](#).

Enter your username and password

Username:

Password:

[I forgot my password.](#)

☐ Remember me on this computer

[Security and Privacy Statements](#)

Help is provided throughout the system. A question mark icon  is displayed if a field has a help message associated with it. Hovering over the icon displays a brief explanation of the field; clicking on the icon will display a detailed help message.

[K-TRIPS User Tutorial Videos](#)

Welcome to K-TRIPS!

Navigating K-TRIPS

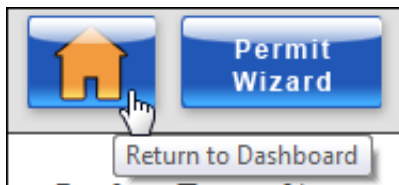
There are several useful tools to help you navigate K-TRIPS. These tools are located throughout the interface so that you can access them from all applicable pages. The buttons available are dependent on the page you are on in K-TRIPS.



FIGURE 3: THE K-TRIPS NAVIGATION BAR

HOME PAGE

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



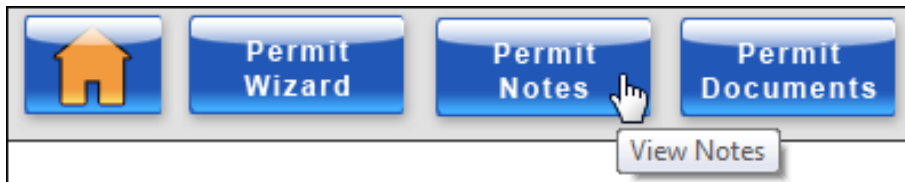
PERMIT WIZARD

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.



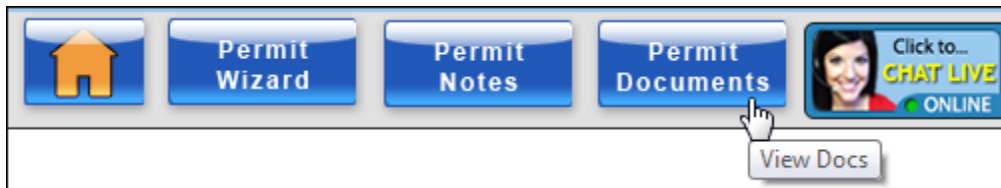
PERMIT NOTES

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.



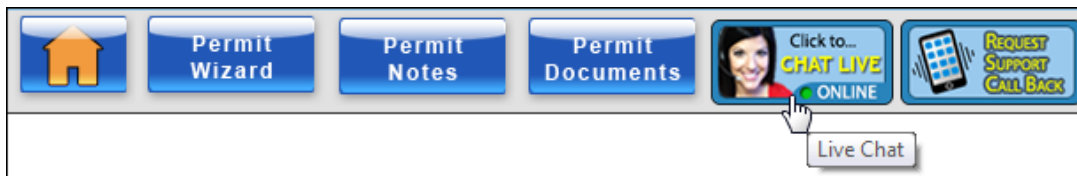
PERMIT DOCUMENTS

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.



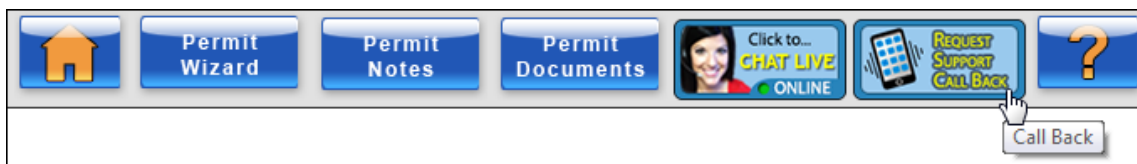
LIVE CHAT

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

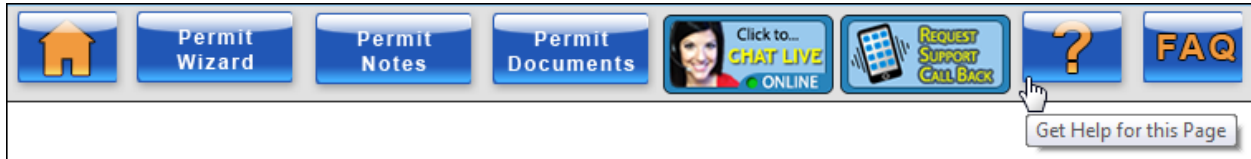
To request a Call Back, click the **Request Support Call Back** button and the **K-TRIPS Support Call Back Request** screen will be displayed. To complete the form, enter a name, phone number, email address, and a message stating what assistance is needed from support. When the form is completed and 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

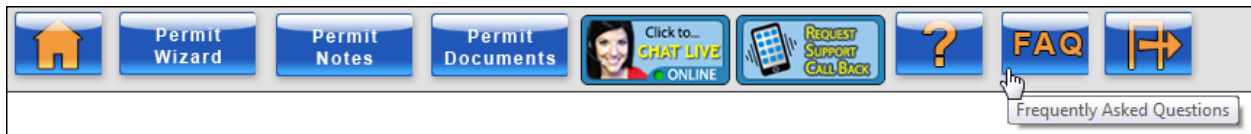
PAGE HELP

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.



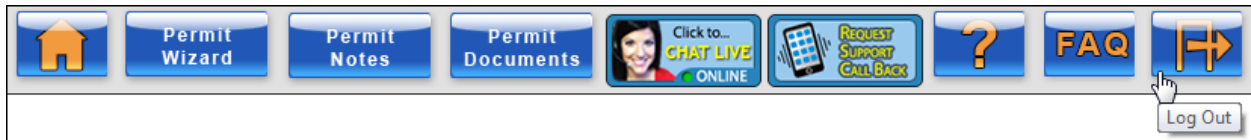
FREQUENTLY ASKED QUESTIONS

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

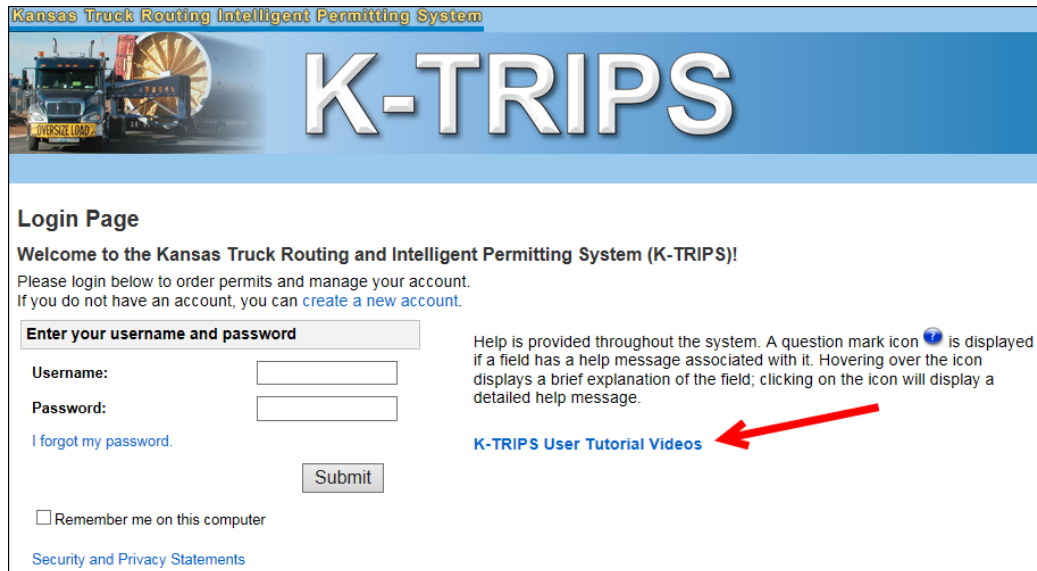
Click the **Guide** button to access a PDF of the KS Company User Guide.



Chapter 1 Welcome to K-TRIPS

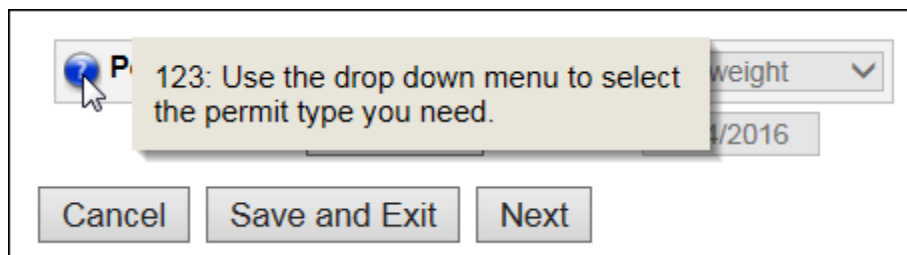
K-TRIPS USER TUTORIAL VIDEOS

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.



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.



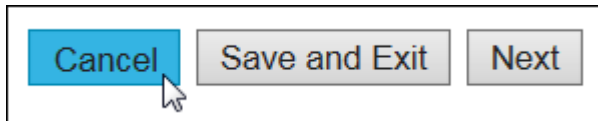
DELETE PERMIT

Click the **Delete Permit** button to delete a permit application.



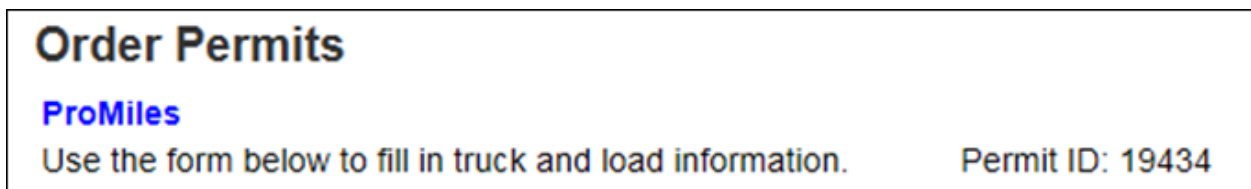
CANCEL

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.



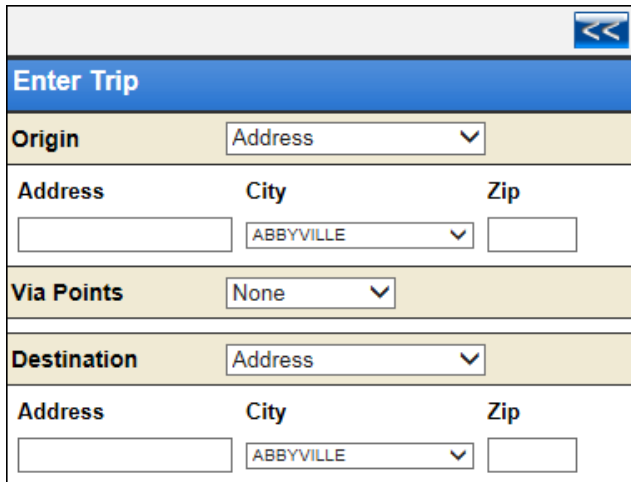
PERMIT ID

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.



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.



Enter Trip		
Origin	Address ▾	
Address	City	Zip
	ABBYVILLE ▾	
Via Points	None ▾	
Destination	Address ▾	
Address	City	Zip
	ABBYVILLE ▾	

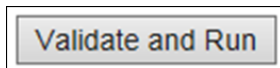
FIGURE 4: COLLAPSE BOX TO HIDE



FIGURE 5: EXPAND BOX TO EDIT

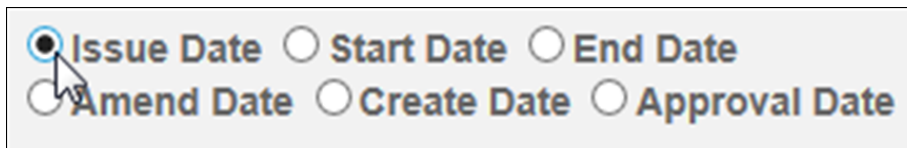
VALIDATE AND RUN

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	☐ Start Date	☐ End Date
☐ Amend Date	☐ Create Date	☐ Approval Date

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.

Order Permits
Select the permit type below. Alternatively you may use the [Permit Wizard](#)

Select company for which you are ordering permit(s):

 Search By: Company Name ▼

☒ Match middle

Records Found: 100

DOT	Name	Address	City	State	Phone
2172643	ACE HEAVY HAUL LLC	39 E MAIN STREET STE 200	MOORESTOWN	NJ	856-996-1060
2353788	ANDYS HEAVY HAUL LLC	16680 SWEET RD	PEYTON	CO	719-314-7928

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.

From: To:

July 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PERMIT PDF

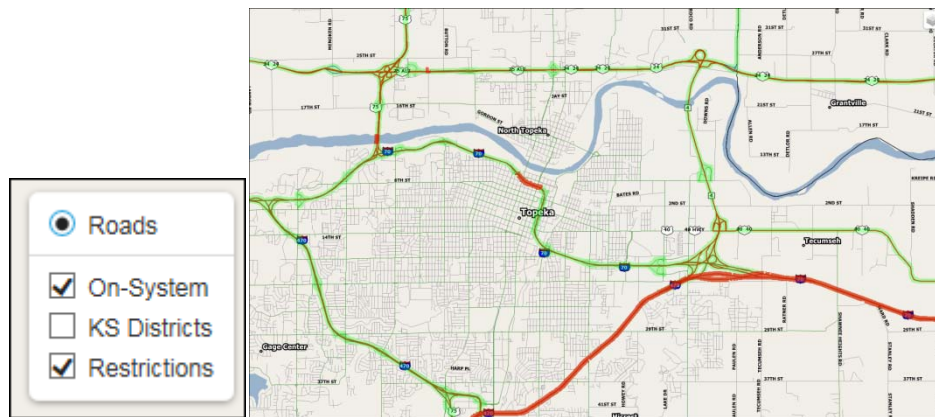
From **Permit Details** and/or the **Customer Dashboard**, the user can view the Permit PDF. Click the **Permit PDF** icon or **Permit Number** hyperlink to view a copy of the permit. The Permit PDF can be printed and/or saved. Once the permit has been issued, the Permit PDF can be printed on the Customer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



MAP LAYERS

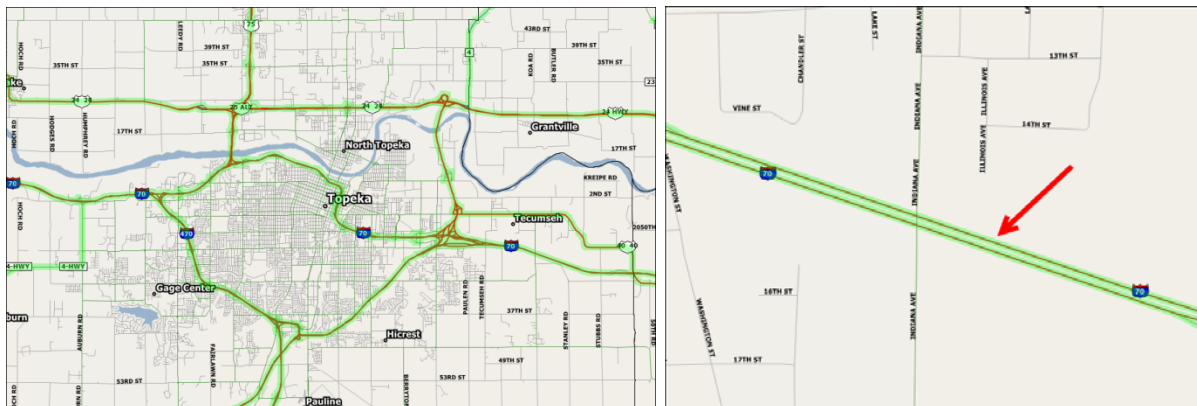
K-TRIPS offers three (3) features to aid in creating permit routes. Click the **Layers** icon  located in the top right corner of the **Trip Results Panel** to access these features.

- 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.



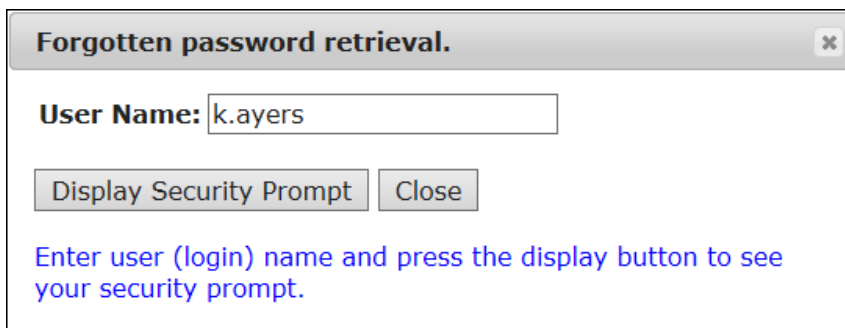
I FORGOT MY PASSWORD

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.

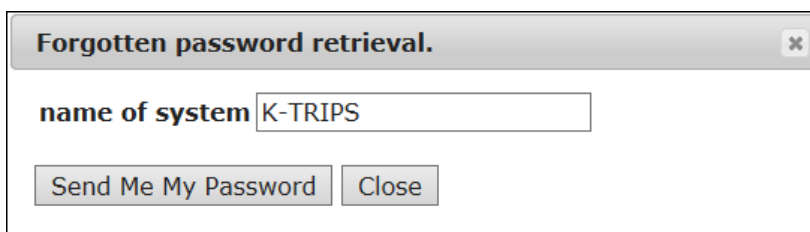
Note: The password prompt question, the prompt response, and email address are necessary to enable the *Forgot Password* function. Entering the prompt question, prompt response, and email address can be completed initially when setting up the user, or it can be added later to the user information accessed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



The screenshot shows the K-TRIPS Login Page. At the top, there's a banner with the text "Kansas Truck Routing Intelligent Permitting System" and a large "K-TRIPS" logo. Below the banner, the page is titled "Login Page" and welcomes users to the system. It provides instructions on how to login and a link to create a new account. There are input fields for "Username:" and "Password:", a "Submit" button, and a link "I forgot my password." with a mouse cursor hovering over it. A "Remember me on this computer" checkbox is also present. A help message explains that a question mark icon provides help. A link "K-TRIPS User Tutorial Videos" is also visible.

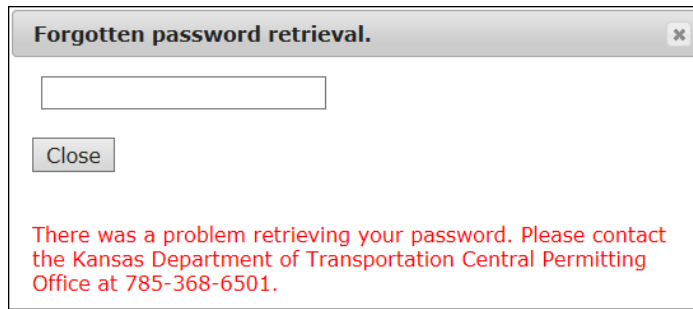


The screenshot shows a dialog box titled "Forgotten password retrieval." with a close button (X). It contains a "User Name:" label and a text input field with the value "k.ayers". Below the input field are two buttons: "Display Security Prompt" and "Close". At the bottom, there is a blue instruction: "Enter user (login) name and press the display button to see your security prompt."



The screenshot shows another dialog box titled "Forgotten password retrieval." with a close button (X). It contains a "name of system" label and a text input field with the value "K-TRIPS". Below the input field are two buttons: "Send Me My Password" and "Close".

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**

The screenshot displays the K-TRIPS Company Dashboard. At the top, a banner features a truck and the text "K-TRIPS" and "TruckingKS". Below the banner, the "Company Dashboard" title is centered. On the left, a vertical menu lists options: Renew Annual Permits, Bid Route, Company Data, Reports, Annual Permit Route, Escrow, Vehicle Import, and Shopping Cart (0) Permits. Below this menu is a "Click to... CHAT LIVE ONLINE" button and a "Request Support Chat Box" button. The main content area is titled "Permits issued and permits requiring further processing." and includes a "New Permit..." button, a "Show:" dropdown set to "All", a "Refresh" button, and a "Search Permits" button. A table lists permits with columns for Permit NoID, Type, Submitted, Status, and Action. The table contains 25 records, all with a status of "Unfinished" or "No Payment". On the right, there is a "Shopping Cart (0) Permits" button, a "Messages" section with "No new messages.", and a "Statistics" section with a "Refresh" button and data for "Permits Issued Today: 0", "Permits Self-Issued Today: 0", and "Escrow Balance: \$0.00".

Kansas Truck Routing Intelligent Permitting System

K-TRIPS

TruckingKS

Renew Annual Permits
Bid Route
Company Data
Reports
Annual Permit Route
Escrow
Vehicle Import
Shopping Cart (0) Permits

Click to... CHAT LIVE ONLINE
Request Support Chat Box

Company Dashboard

Permits issued and permits requiring further processing.

New Permit... Show: All Refresh Search Permits

Permit NoID	Type	Submitted	Status	Action
325050	Overdimension Oversize and/or Overweight		No Payment	Select...
314851	Overdimension Superload		Unfinished	Select...
312824	Overdimension Oversize and/or Overweight		Unfinished	Select...
312821	Overdimension Oversize and/or Overweight		Unfinished	Select...
312820	Overdimension Oversize and/or Overweight		Unfinished	Select...
312799	Overdimension Oversize and/or Overweight		Unfinished	Select...
303675	Overdimension Oversize and/or Overweight		Unfinished	Select...
300716	Overdimension Oversize and/or Overweight		Unfinished	Select...
300704	Overdimension Oversize and/or Overweight		Unfinished	Select...
300694	Harvest Overdimension		Unfinished	Select...
295258	Overdimension Oversize and/or Overweight		Unfinished	Select...
292873	Hay - Annual Hay		Unfinished	Select...
286671	Fuel & Registration 3 Day Permit		No Payment	Select...
285555	Overdimension Oversize and/or Overweight		Unfinished	Select...
285420	Government Oversize and/or Overweight		Unfinished	Select...
284053	Overdimension Large Structure		Unfinished	Select...
283188	Fuel & Registration 3 Day Permit		No Payment	Select...
282922	Overdimension Oversize and/or Overweight		Unfinished	Select...
282146	Fuel 24 Hour		Unfinished	Select...
282118	Overdimension Oversize and/or Overweight		Unfinished	Select...
282077	Overdimension Oversize and/or Overweight		No Payment	Select...
281651	Overdimension Oversize and/or Overweight		Unfinished	Select...
279626	Overdimension Oversize and/or Overweight		Unfinished	Select...
279623	Overdimension Poles, Beams and Girders		Unfinished	Select...
279621	Overdimension Oversize and/or Overweight		Unfinished	Select...

Show: 25 Records

(0) Permits

Messages

No new messages.

Statistics

Refresh

Permits Issued Today: 0
Permits Self-Issued Today: 0
Escrow Balance: \$0.00

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**.



FIGURE 7: THE COMPANY ADMINISTRATIVE PANEL



FIGURE 8: THE PERMIT SERVICE ADMINISTRATIVE PANEL

TABLE 1: THE ADMINISTRATIVE PANEL

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

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.

Renew Permits ⓘ
Selection criteria for renewable permits.

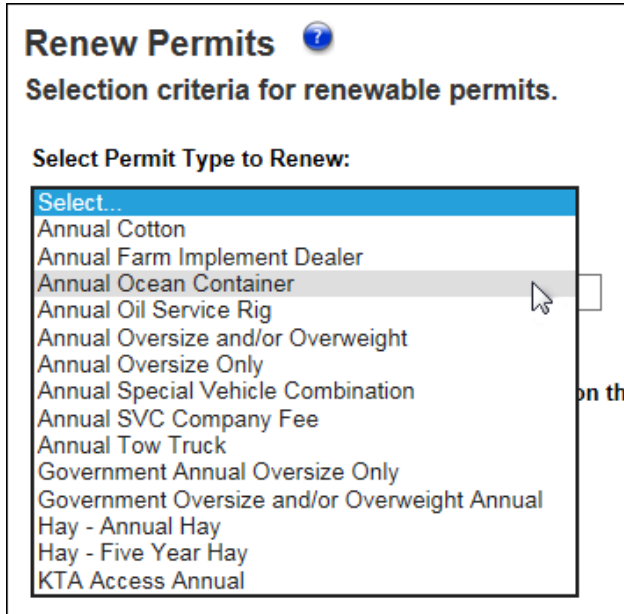
Select Permit Type to Renew:

Enter range of permit expiration dates to search:
From Date: To Date:

Permits with an incomplete VIN are not displayed on this renewal page. Permits with incomplete VINs or a VIN that does not validate must be ordered as a new permit.

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.



Renew Permits ?

Selection criteria for renewable permits.

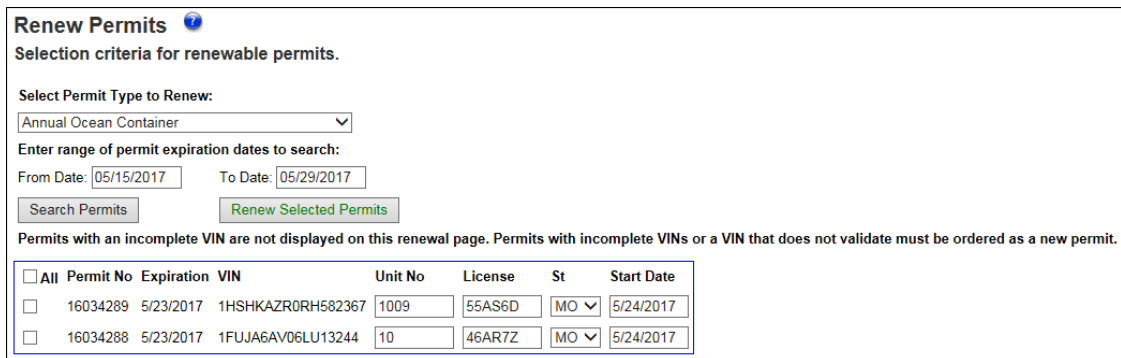
Select Permit Type to Renew:

- Select...
- Annual Cotton
- Annual Farm Implement Dealer
- Annual Ocean Container
- Annual Oil Service Rig
- Annual Oversize and/or Overweight
- Annual Oversize Only
- Annual Special Vehicle Combination
- Annual SVC Company Fee
- Annual Tow Truck
- Government Annual Oversize Only
- Government Oversize and/or Overweight Annual
- Hay - Annual Hay
- Hay - Five Year Hay
- KTA Access Annual

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.



Renew Permits ?

Selection criteria for renewable permits.

Select Permit Type to Renew:

Annual Ocean Container

Enter range of permit expiration dates to search:

From Date: 05/15/2017 To Date: 05/29/2017

Permits with an incomplete VIN are not displayed on this renewal page. Permits with incomplete VINs or a VIN that does not validate must be ordered as a new permit.

☐ All	Permit No	Expiration	VIN	Unit No	License	St	Start Date
☐	16034289	5/23/2017	1HSHKAZR0RH582367	1009	55AS6D	MO	5/24/2017
☐	16034288	5/23/2017	1FUJA6AV06LU13244	10	46AR7Z	MO	5/24/2017

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**.

Chapter 2 The Company Dashboard

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

The renewals for Permits 16034289 and 16034288 have been added to the shopping cart.

☒ All	Permit No	Expiration	VIN	Unit No	License	St	Start Date
☒	16034289	5/23/2017	1HSHKAZR0RH582367	1009	55AS6D	MO v	5/24/2017
☒	16034288	5/23/2017	1FUJA6AV06LU13244	10	46AR7Z	MO v	5/24/2017

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.

Bid Route: Enter Load Dimensions

 To begin your Bid Route, please enter the dimensions of your truck and load.

Bid Route: Truck Dimensions

Enter the dimensions you wish to use:

Dimensions

Length: ft.

Width: ft.

Height: ft.

GVW lbs

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.

3. Click **Next** to continue.

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

Enter a Route

Back

Enter Trip

Origin

Address

Address

City

ABBYVILLE

Zip

Via Points

None

Destination

Address

Address

City

ABBYVILLE

Zip

Validate and Run

Add Split Trip

Enter Trip For This Permit

Load Saved Trip: Load Trip

Use the form to the left to enter a trip that the truck(s) will use for this permit.

You have 7 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets – Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; K-TRIPS produces turn-by-turn directions so choose the marker that best represents your location.
- Border crossings – If you are entering from another state or leaving Kansas, select your highway and the nearest city to where you will cross the state line.
- Lat/Lon/Map – If you have the geocode for your location, you may enter it. Example: 39.069953, -95.703458. You can also click Find after selecting Lat/Lon/Map to click a location on the map.
- Road & Mile Marker – Enter the road, mile marker and direction of travel.
- Landmark – Select from a dropdown of KS landmark locations.
- Crossing State Road – List the road name, text description of the location, direction of travel and district for the crossing. This option is primarily used for loads that are traveling off system but must cross a state road.

You have the option to enter via points for your route.

- Highway – Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map – Click on "Select on Map" to open the map and select your highway via points.

Click **Validate and Run**. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options.

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.

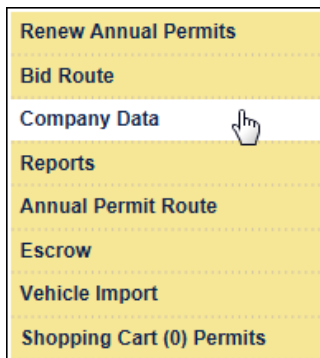
COMPANY DATA

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.

K-TRIPS Company Management Portal

Company Information ?

Company* ProMiles Test 1

DBA* ProMiles Test 1

Phone* (409) 555-1212 Ext.

Fax (409) 555-1212 Ext.

Email* k.ayers@promiles.com

USDOT Number 606056

TIN Number XX-XXXX582

Delivery Method: Web Download ▾

Escrow contract on file? Yes Escrow Balance: \$6959.74

[Synch with USDOT Data](#) ? [Update](#) [Close](#)

Company Assets ?

Contacts John Boehner ▾ [Edit](#) [New](#) ?

Addresses Physical ▾ [Edit](#) ?

Terminals PORT ARTHUR ▾ [Edit](#) [New](#) ?

Users Korri Ayers ▾ [Edit](#) [New](#) ?

Vehicles 107 SAF-T-LINER MVP 20 ▾ [Edit](#) [New](#) ?

FIGURE 9: COMPANY DATA

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

Element	Function	
Company	The official company name	
DBA	The company's DBA (Doing Business As) name if applicable	
Phone	The primary contact phone number for the company	
Fax	The primary fax number for the company	
Email	The primary email address for the company	
USDOT Number	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.	
TIN Number	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.	
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

Element	Function
Close	Click to close the <i>Company Information</i> screen. Any new information not saved by clicking the Update button will be lost.
Contacts	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.
Addresses	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.
Terminals	List of operating units for the company. A Supervisor User has the ability to add, edit, and delete terminals for the company.
Users	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 not have access to certain functionality in K-TRIPS such as Company Data.
Vehicles	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.

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**.

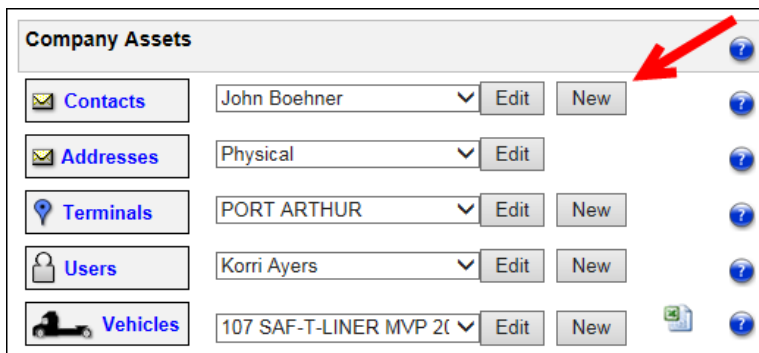
Note: Entering a **Contact** into the system does not give that person the ability to log in to K-TRIPS. Each **Contact** must be set up as a user to log in to K-TRIPS and order permits.

TO ADD A NEW CONTACT

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



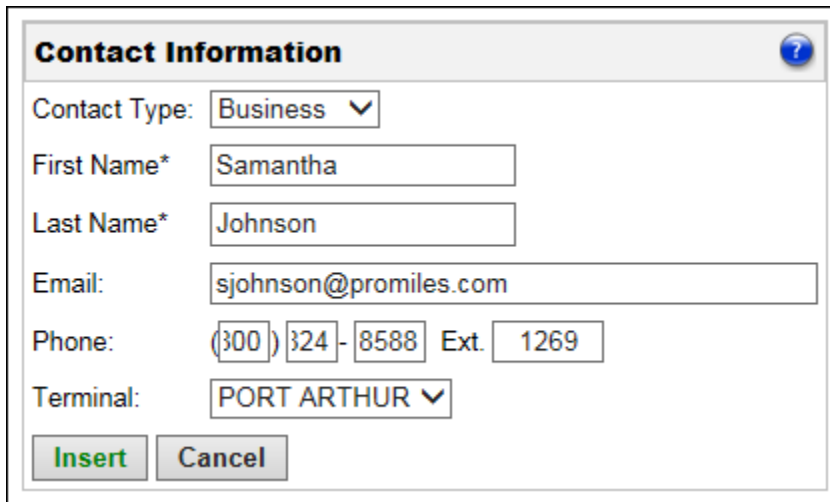
2. Click **New** to the right of **Contacts**.



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

The 'Contact Information' screen displays a form with the following fields: 'Contact Type' (Business), 'First Name*', 'Last Name*', 'Email:', 'Phone:' (with area, exchange, and extension boxes), and 'Terminal:' (Select...). At the bottom are 'Insert' and 'Cancel' buttons.

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**.



The image shows a 'Contact Information' form with a title bar and a help icon. The form contains the following fields: 'Contact Type' (a dropdown menu with 'Business' selected), 'First Name*' (text box with 'Samantha'), 'Last Name*' (text box with 'Johnson'), 'Email' (text box with 'sjohnson@promiles.com'), 'Phone' (a group of four text boxes: '(300)', '324', '8588', and 'Ext. 1269'), and 'Terminal' (a dropdown menu with 'PORT ARTHUR' selected). At the bottom are two buttons: 'Insert' (highlighted in green) and 'Cancel'.

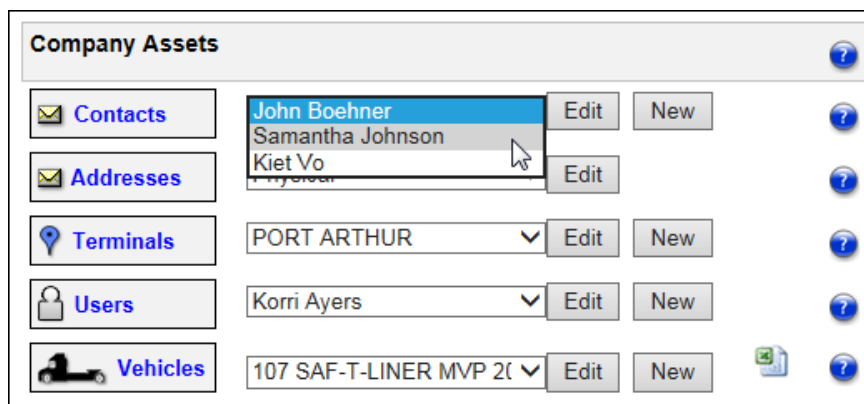
4. Click **Insert** to save the new contact or click **Cancel** to exit the **Contact Information** screen and return to the **Company Information** screen without saving the new contact.
5. Click the **Home** button to return to the **Company Dashboard** .

TO EDIT AN EXISTING CONTACT

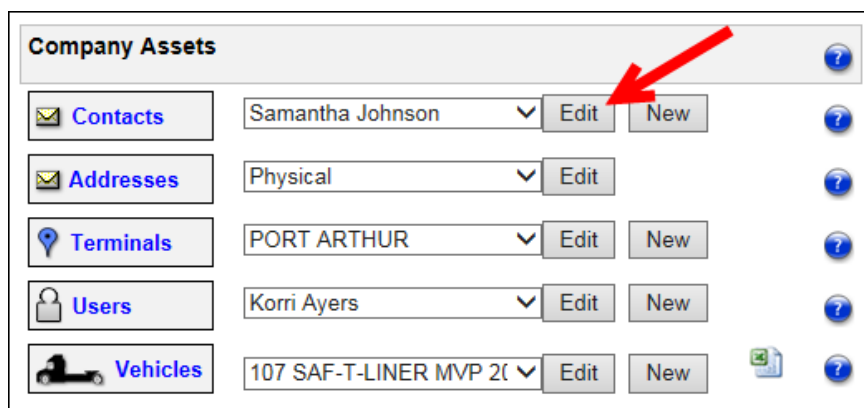
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



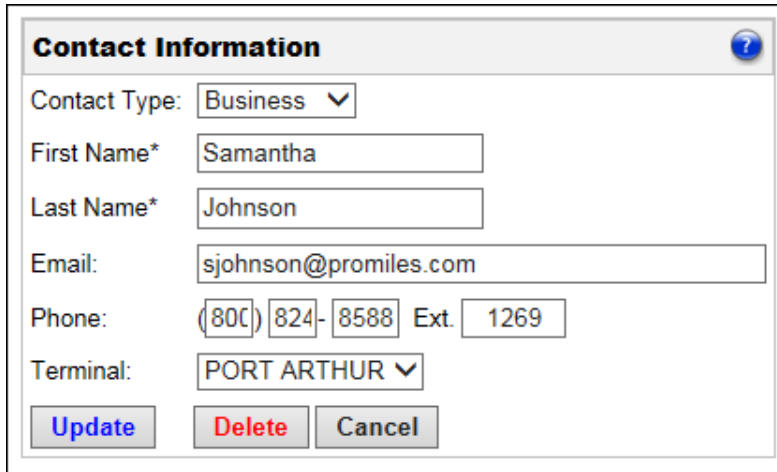
2. Choose the contact to be edited from the **Contacts** dropdown list.



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



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



Contact Information ⓘ

Contact Type: Business ▾

First Name* Samantha

Last Name* Johnson

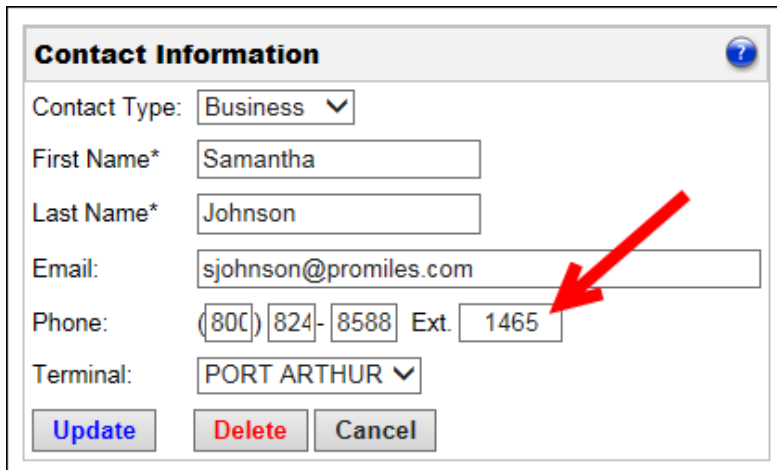
Email: sjohnson@promiles.com

Phone: (800) 824-8588 Ext. 1269

Terminal: PORT ARTHUR ▾

Update **Delete** **Cancel**

4. Change the information for the contact as needed.



Contact Information ⓘ

Contact Type: Business ▾

First Name* Samantha

Last Name* Johnson

Email: sjohnson@promiles.com

Phone: (800) 824-8588 Ext. 1465

Terminal: PORT ARTHUR ▾

Update **Delete** **Cancel**

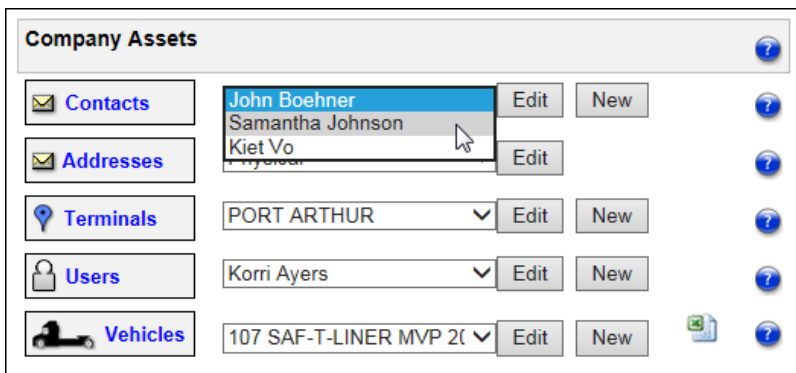
5. Click **Update** to save the changes or click **Cancel** to exit the **Contact Information** screen and return to the **Company Information** screen without saving changes.
6. Click the **Home** button to return to the **Company Dashboard** .

TO DELETE A CONTACT

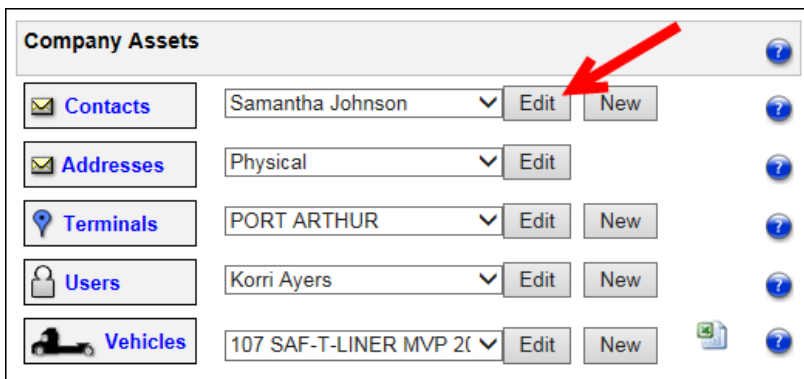
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



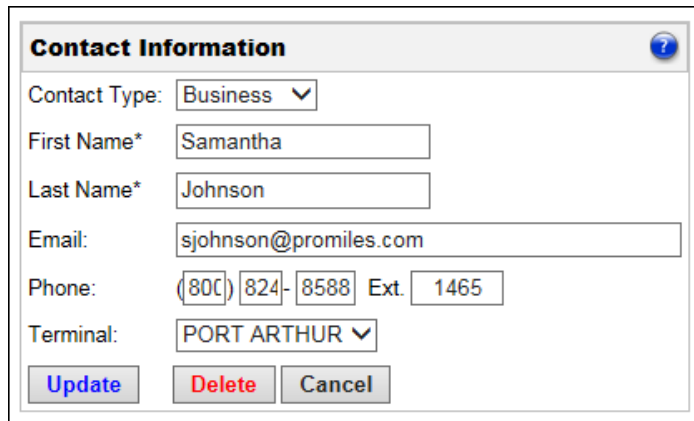
2. Choose the contact to be deleted from the **Contacts** dropdown list.



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



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



The screenshot shows a web form titled "Contact Information" with a help icon in the top right corner. The form contains the following fields and controls:

- Contact Type:** A dropdown menu with "Business" selected.
- First Name*:** A text input field containing "Samantha".
- Last Name*:** A text input field containing "Johnson".
- Email:** A text input field containing "sjohnson@promiles.com".
- Phone:** A series of input fields for a phone number: "(800)", "824", "8588", "Ext.", and "1465".
- Terminal:** A dropdown menu with "PORT ARTHUR" selected.
- Buttons:** Three buttons at the bottom: "Update" (blue), "Delete" (red), and "Cancel" (grey).

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

ADDRESSES

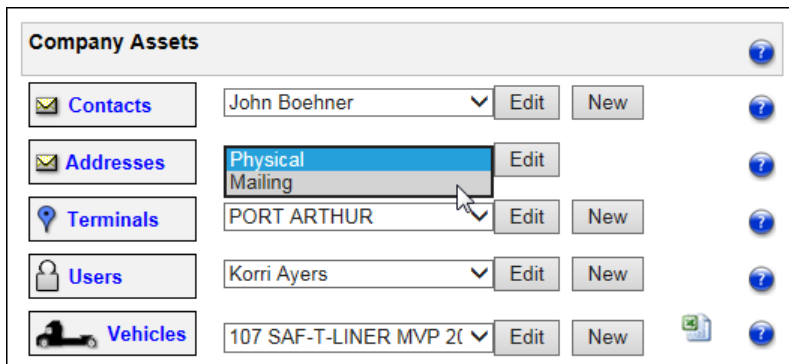
The mailing and physical address information is stored in K-TRIPS for the company. You cannot add or delete an address, but can edit the mailing and physical addresses unless the physical address is associated to the USDOT Number. USDOT information must first be updated with FMCSA and then synched with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

TO EDIT AN EXISTING ADDRESS

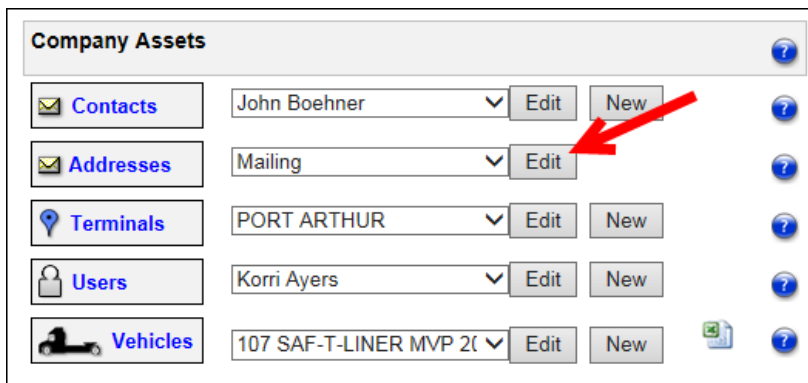
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



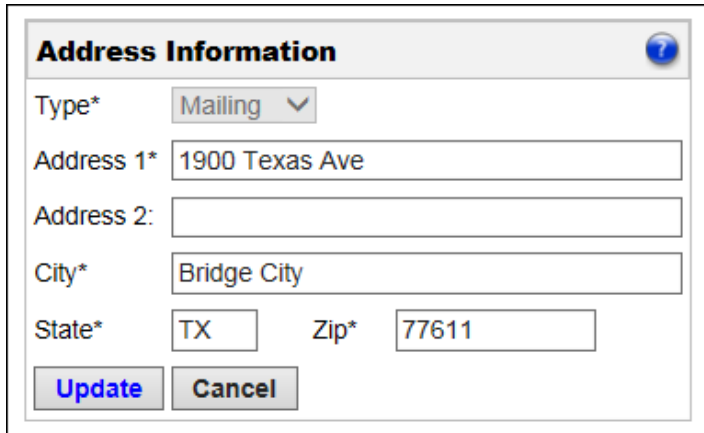
2. Choose the address to be edited from the **Addresses** dropdown list.



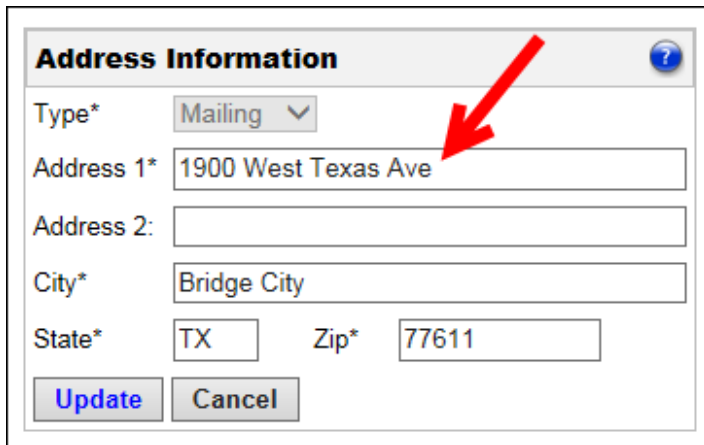
3. Click **Edit** to the right of **Addresses**.



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

A screenshot of the 'Address Information' form. The form has a title bar with the text 'Address Information' and a help icon. Below the title bar, there are several input fields: 'Type*' with a dropdown menu showing 'Mailing', 'Address 1*' with the text '1900 Texas Ave', 'Address 2:' with an empty field, 'City*' with the text 'Bridge City', 'State*' with a dropdown menu showing 'TX', and 'Zip*' with the text '77611'. At the bottom of the form are two buttons: 'Update' and 'Cancel'.

4. Change the information for the address as needed.

A screenshot of the 'Address Information' form, identical to the one above, but with a red arrow pointing to the 'Address 1*' field. The text in the 'Address 1*' field has been changed from '1900 Texas Ave' to '1900 West Texas Ave'.

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

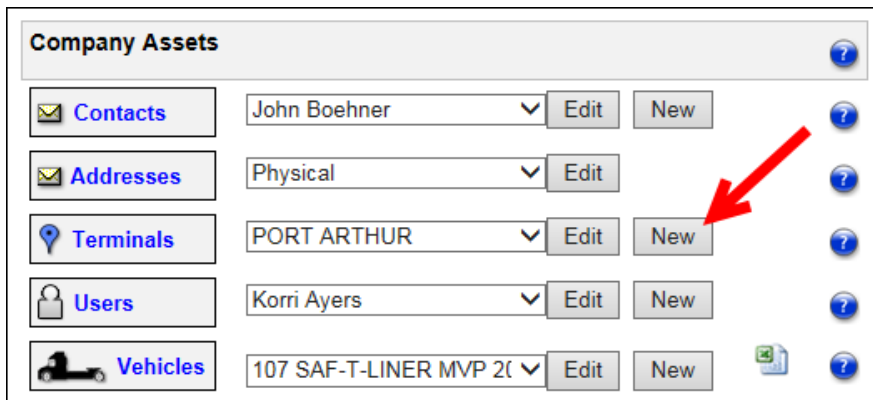
Some companies divide their operations into separate operating units. These operating units may be called yards, divisions, terminals, or another preferred terminology. K-TRIPS allows companies to divide their fleet into separate operating units and uses the term **Terminals** to define these. Vehicles, 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

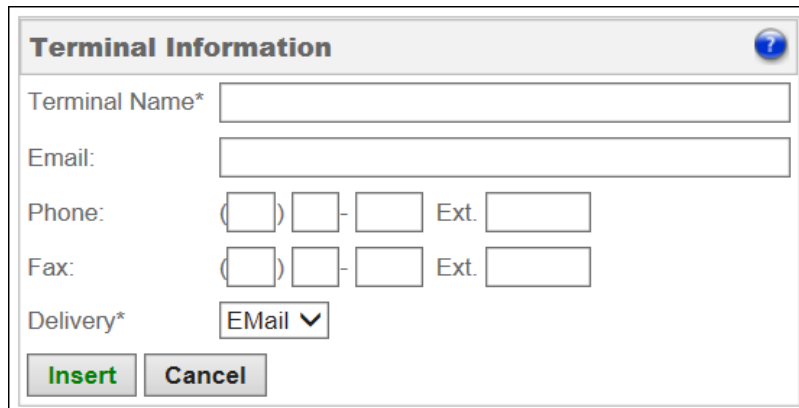
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



2. Click **New** to the right of **Terminals**.

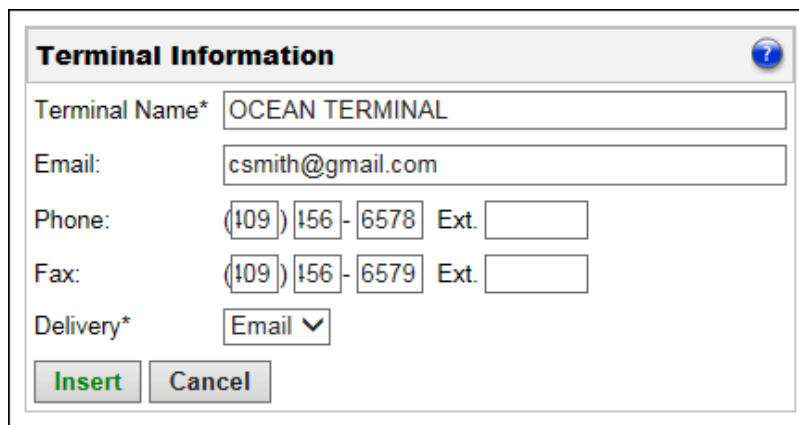


The **Terminal Information** screen will be displayed.



The image shows a web form titled "Terminal Information" with a help icon in the top right corner. The form contains the following fields: "Terminal Name*" (a text input field), "Email:" (a text input field), "Phone:" (a field with three sub-inputs for area code, prefix, and number, followed by an "Ext." field), "Fax:" (a similar field to the phone number), and "Delivery*" (a dropdown menu currently showing "Email"). At the bottom of the form are two buttons: "Insert" (in green) and "Cancel" (in grey).

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



The image shows the same "Terminal Information" form, but now it is populated with data. The "Terminal Name*" field contains "OCEAN TERMINAL". The "Email:" field contains "csmith@gmail.com". The "Phone:" field has "(109)" in the first sub-input, "156" in the second, and "6578" in the third, with an empty "Ext." field. The "Fax:" field has "(109)" in the first sub-input, "156" in the second, and "6579" in the third, with an empty "Ext." field. The "Delivery*" dropdown menu still shows "Email". The "Insert" and "Cancel" buttons are still at the bottom.

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** .

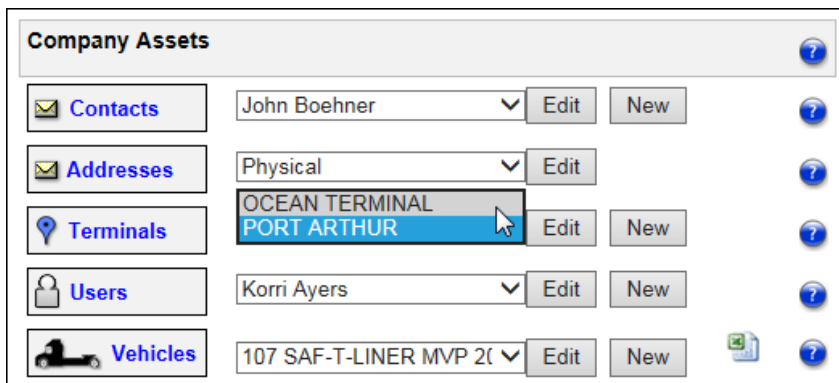
Chapter 2 The Company Dashboard

TO EDIT AN EXISTING TERMINAL

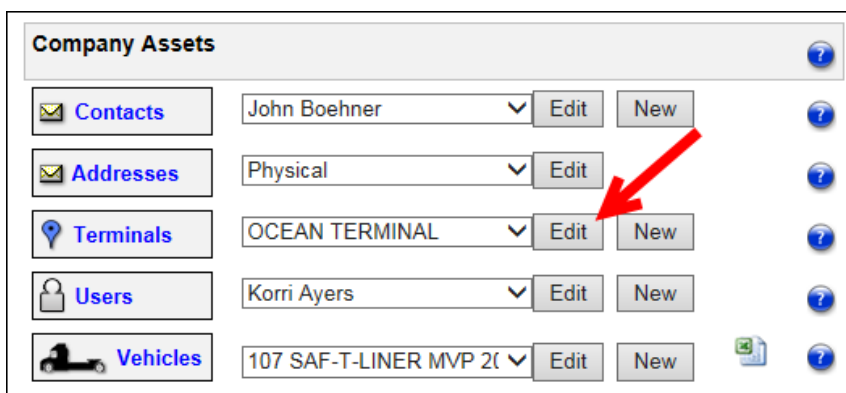
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



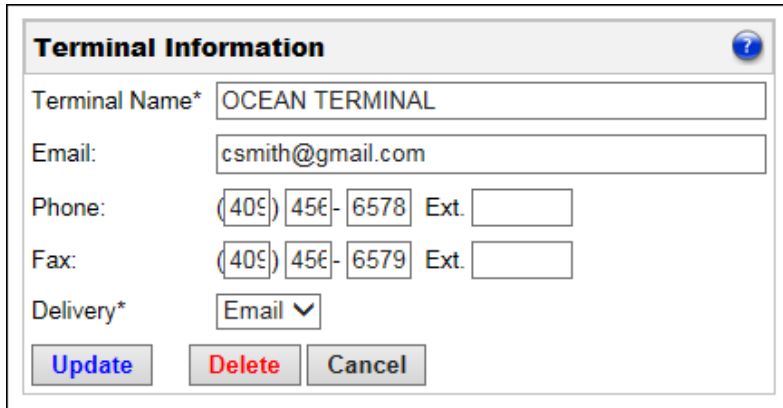
2. Choose the terminal to be edited from the **Terminals** dropdown list.



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



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



Terminal Information ⓘ

Terminal Name* OCEAN TERMINAL

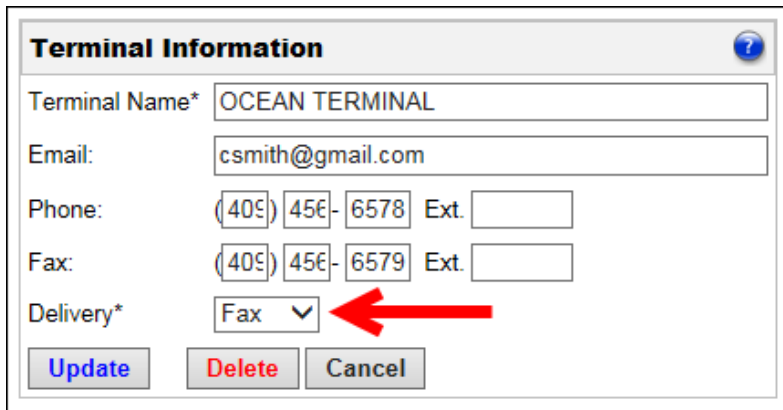
Email: csmith@gmail.com

Phone: (409) 456- 6578 Ext.

Fax: (409) 456- 6579 Ext.

Delivery* Email ▾

4. Change the information for the terminal as needed.



Terminal Information ⓘ

Terminal Name* OCEAN TERMINAL

Email: csmith@gmail.com

Phone: (409) 456- 6578 Ext.

Fax: (409) 456- 6579 Ext.

Delivery* Fax ▾ 

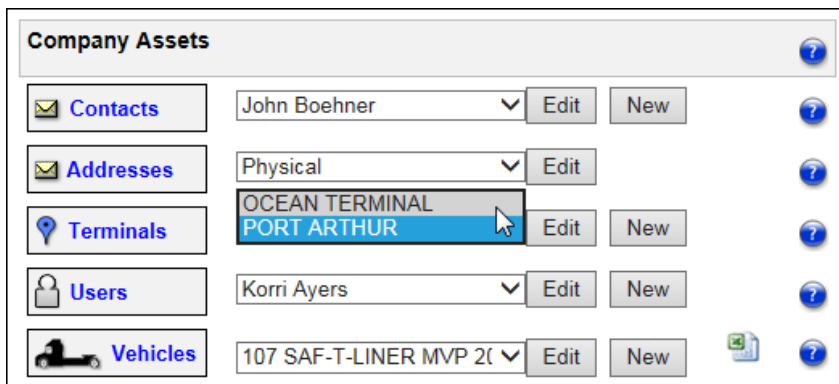
5. Click **Update** to save the changes or click **Cancel** to exit the **Terminal Information** screen and return to the **Company Information** screen without saving changes.
6. Click the **Home** button to return to the **Company Dashboard** .

TO DELETE A TERMINAL

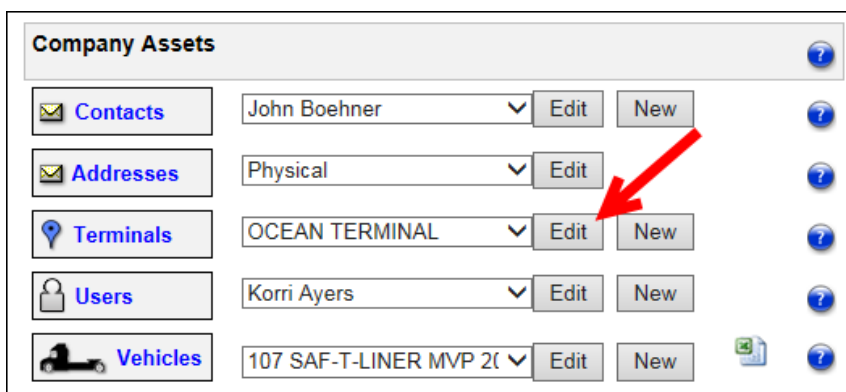
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



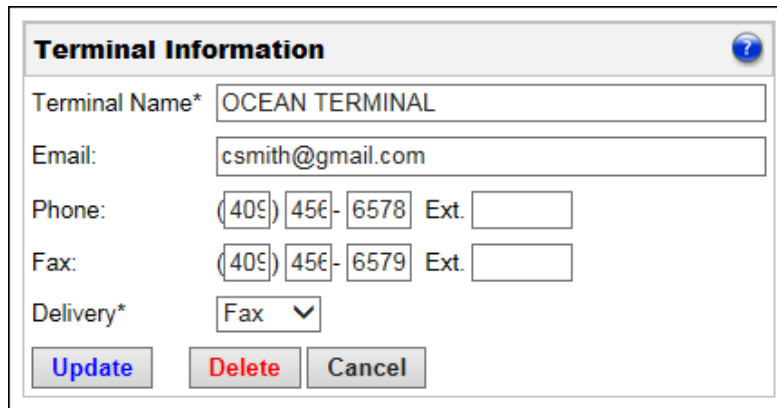
2. Choose the terminal to be deleted from the **Terminals** dropdown list.



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



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



The screenshot shows a web form titled "Terminal Information" with a help icon (question mark in a blue circle) in the top right corner. The form contains the following fields and controls:

- Terminal Name***: A text input field containing "OCEAN TERMINAL".
- Email:**: A text input field containing "csmith@gmail.com".
- Phone:**: A group of input fields for a phone number: "(408)" (area code), "456" (prefix), "6578" (line number), and "Ext." (extension).
- Fax:**: A group of input fields for a fax number: "(408)" (area code), "456" (prefix), "6579" (line number), and "Ext." (extension).
- Delivery***: A dropdown menu currently showing "Fax".
- Buttons**: Three buttons at the bottom: "Update" (blue text), "Delete" (red text), and "Cancel" (gray text).

- 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.
- 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

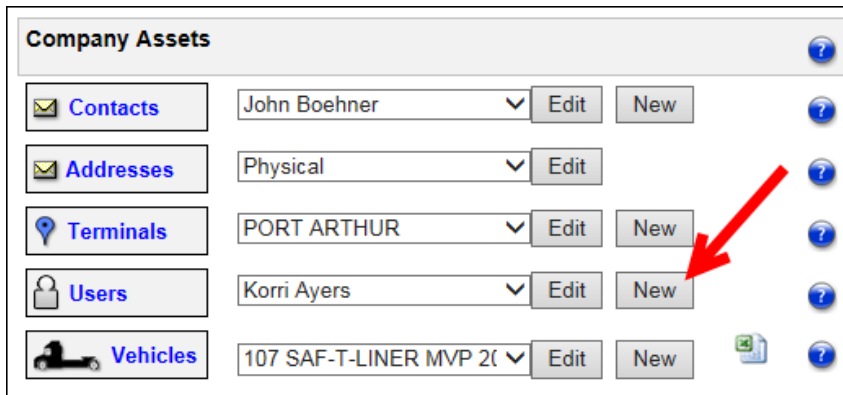
K-TRIPS Users have the ability to log in to K-TRIPS and order permits. The person who creates the company account will be designated as an Account Supervisor and will have the ability to add new users to the company account. When a **Company User** is added they will be designated as a Supervisor or as a User. Only Supervisors can add, edit, and delete other users.

TO ADD A NEW USER

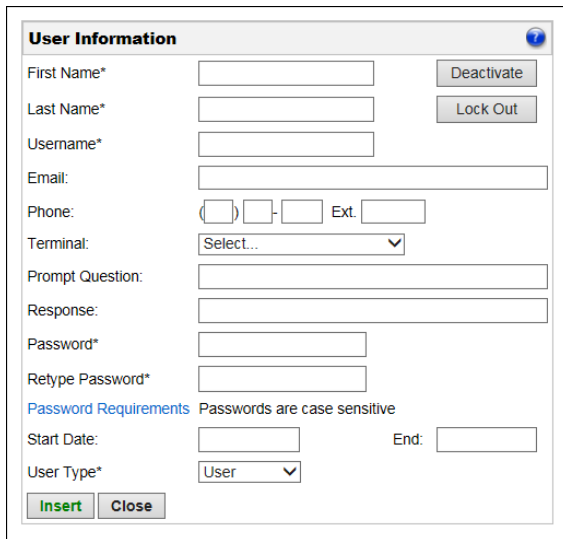
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



2. Click **New** to the right of **Users**.



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

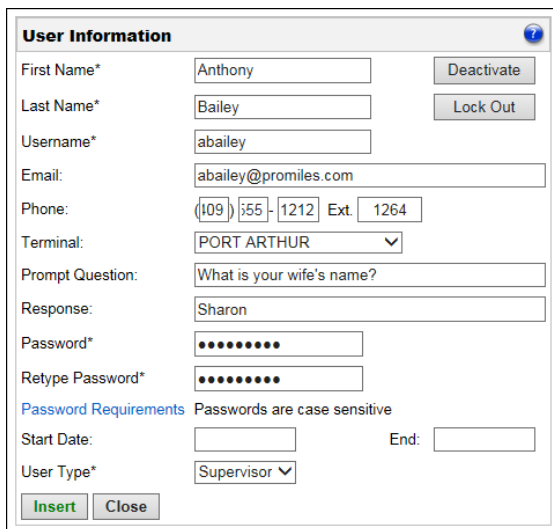


The screenshot shows the 'User Information' form with the following fields and controls:

- First Name***: Text input field.
- Last Name***: Text input field.
- Username***: Text input field.
- Email**: Text input field.
- Phone**: Three digit input fields followed by 'Ext.' and another digit input field.
- Terminal**: Dropdown menu with 'Select...' as the current selection.
- Prompt Question**: Text input field.
- Response**: Text input field.
- Password***: Text input field.
- Retype Password***: Text input field.
- Password Requirements**: Link text followed by 'Passwords are case sensitive'.
- Start Date**: Text input field.
- End**: Text input field.
- User Type***: Dropdown menu with 'User' selected.
- Buttons**: 'Deactivate' and 'Lock Out' buttons are located next to the First Name and Last Name fields respectively. At the bottom are 'Insert' and 'Close' buttons.

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.



The screenshot shows the 'User Information' form with the following sample data entered:

- First Name***: Anthony
- Last Name***: Bailey
- Username***: abailey
- Email**: abailey@promiles.com
- Phone**: (109) 555-1212 Ext. 1264
- Terminal**: PORT ARTHUR
- Prompt Question**: What is your wife's name?
- Response**: Sharon
- Password***: [Masked with dots]
- Retype Password***: [Masked with dots]
- Password Requirements**: Link text followed by 'Passwords are case sensitive'.
- Start Date**: [Empty]
- End**: [Empty]
- User Type***: Supervisor
- Buttons**: 'Deactivate' and 'Lock Out' buttons are located next to the First Name and Last Name fields respectively. At the bottom are 'Insert' and 'Close' buttons.

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** .

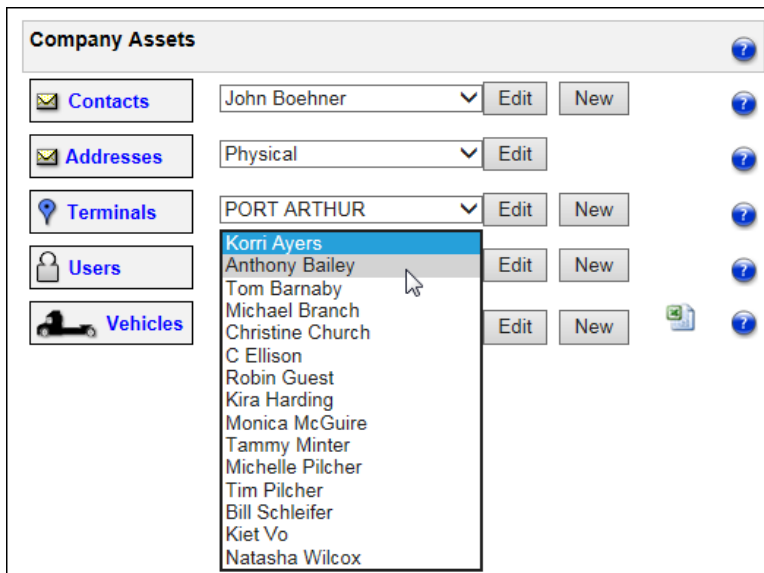
Note: The new user will be active and will be able to log in to K-TRIPS using the username and password you provided.

TO EDIT AN EXISTING USER

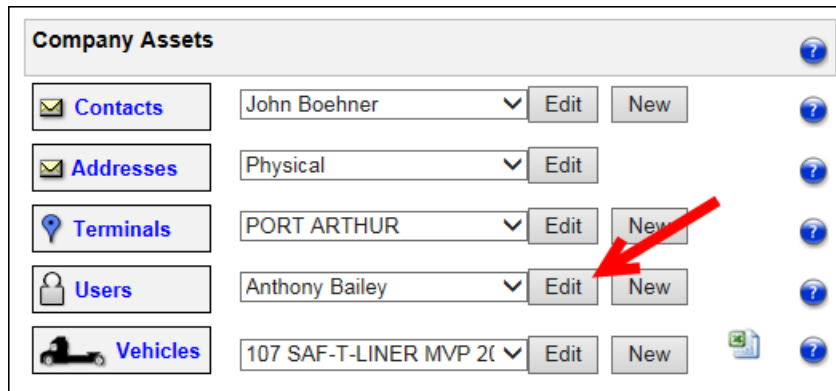
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



2. Choose the user to be edited from the **Users** dropdown list.



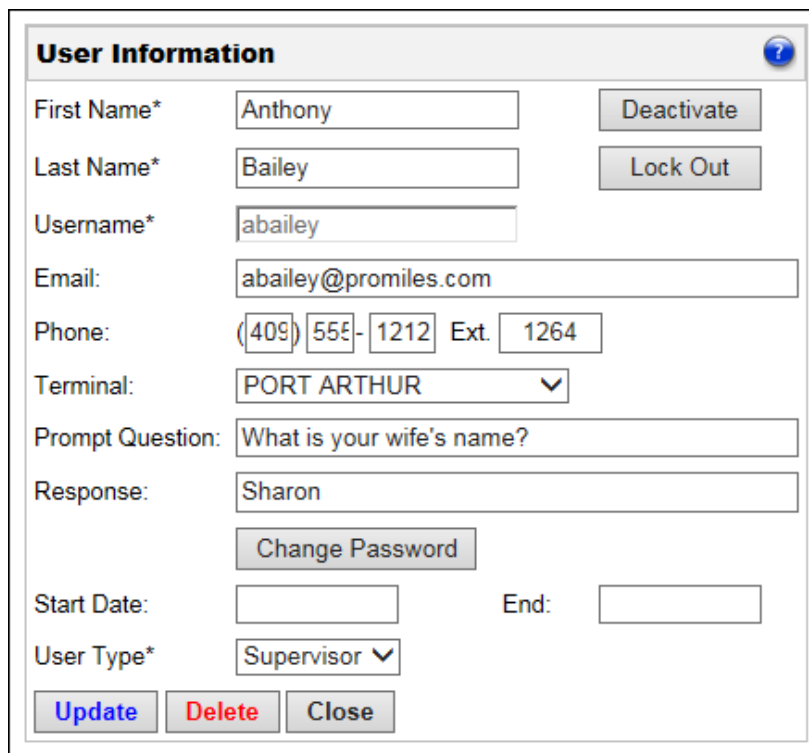
- Click **Edit** to the right of **Users**.



Company Assets

Contacts	John Boehner	Edit	New
Addresses	Physical	Edit	
Terminals	PORT ARTHUR	Edit	New
Users	Anthony Bailey	Edit	New
Vehicles	107 SAF-T-LINER MVP 2000	Edit	New

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



User Information

First Name*

Last Name*

Username*

Email:

Phone: Ext.

Terminal:

Prompt Question:

Response:

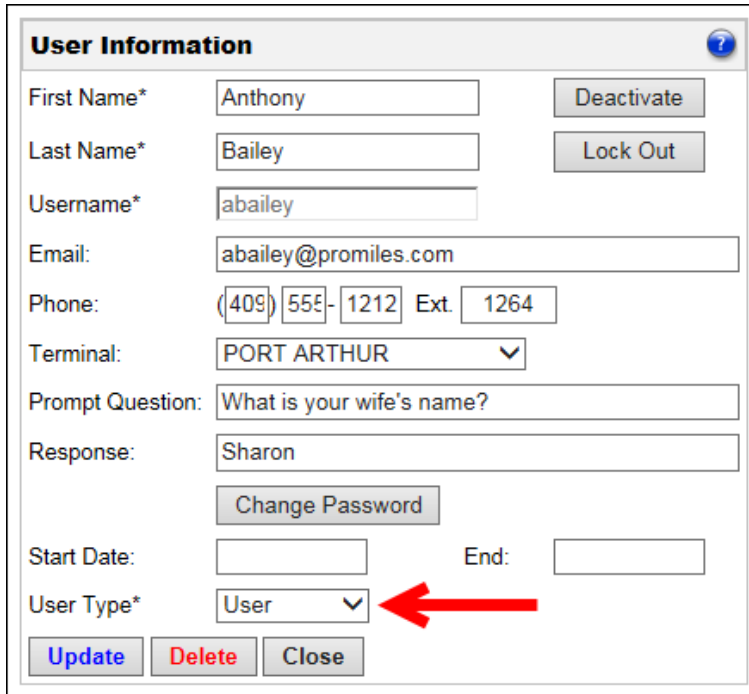
Start Date: End:

User Type*

Chapter 2 The Company Dashboard

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.

A screenshot of a web form titled "User Information" with a help icon in the top right corner. The form contains several input fields and buttons. The fields are: First Name* (Anthony), Last Name* (Bailey), Username* (abailey), Email (abailey@promiles.com), Phone (with sub-fields for area code 409, number 555, extension 1212, and Ext. 1264), Terminal (PORT ARTHUR with a dropdown arrow), Prompt Question (What is your wife's name?), and Response (Sharon). There is a "Change Password" button below the Response field. At the bottom, there are fields for Start Date and End, and a User Type* dropdown menu currently set to "User". A red arrow points to the User Type dropdown. At the very bottom are three buttons: "Update" (blue), "Delete" (red), and "Close" (grey).

First Name*	Anthony	Deactivate
Last Name*	Bailey	Lock Out
Username*	abailey	
Email:	abailey@promiles.com	
Phone:	(409) 555- 1212 Ext. 1264	
Terminal:	PORT ARTHUR	
Prompt Question:	What is your wife's name?	
Response:	Sharon	
	Change Password	
Start Date:		End:
User Type*	User	
Update Delete Close		

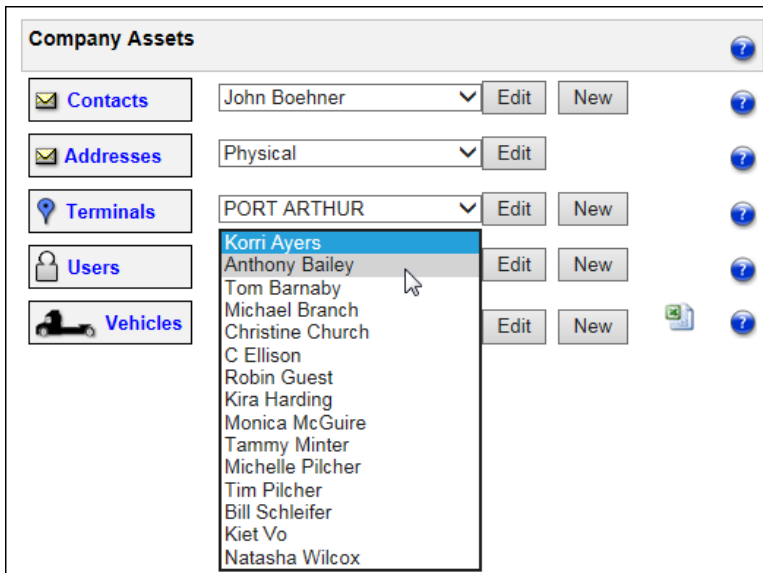
5. Click **Update** to save the changes or click **Close** to exit the **User Information** screen and return to the **Company Information** screen without saving changes.
6. Click the **Home** button to return to the **Company Dashboard** .

TO DELETE A USER

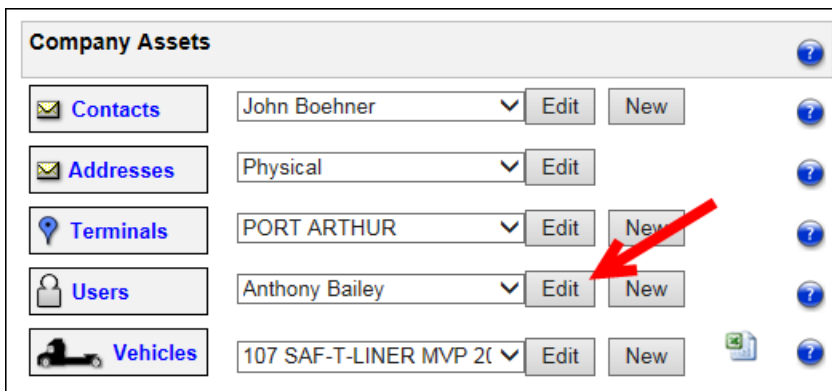
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



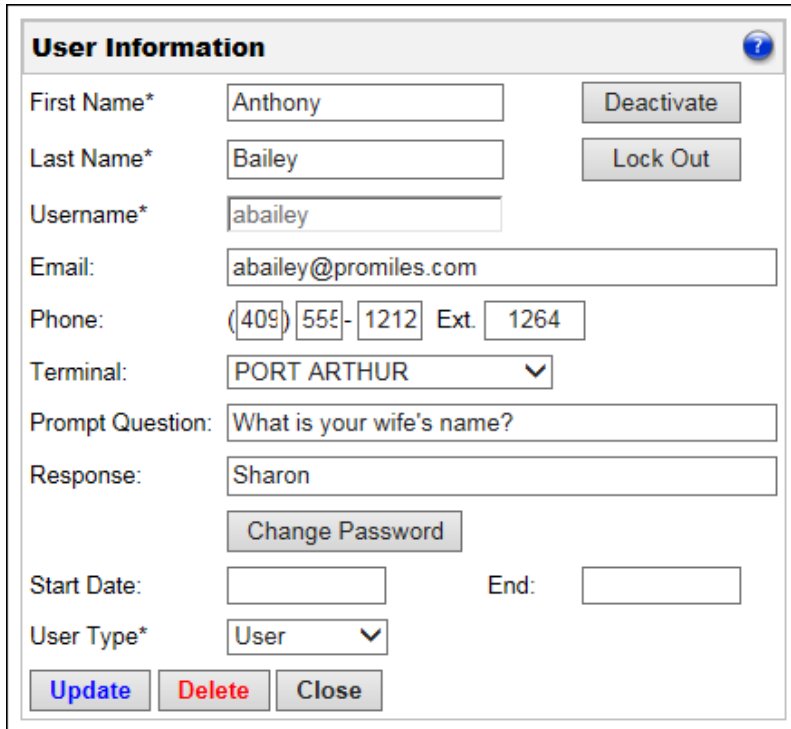
2. Choose the user to be deleted from the **Users** dropdown list.



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

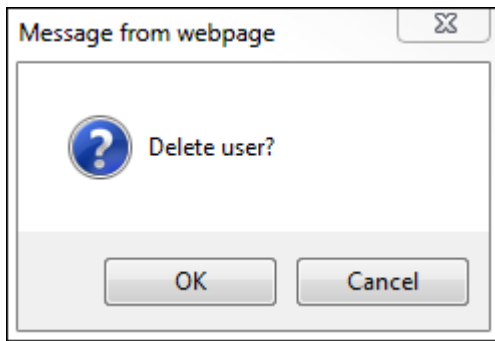


The **User Information** screen will be displayed.

The 'User Information' screen is a web form with a title bar containing a question mark icon. It contains several input fields and buttons. The fields are: 'First Name*' with the value 'Anthony', 'Last Name*' with 'Bailey', 'Username*' with 'abailey', 'Email:' with 'abailey@promiles.com', 'Phone:' with a split input showing '(409) 555-1212 Ext. 1264', 'Terminal:' with a dropdown menu showing 'PORT ARTHUR', 'Prompt Question:' with 'What is your wife's name?', and 'Response:' with 'Sharon'. There are also 'Start Date:' and 'End:' empty date fields, and a 'User Type*' dropdown menu showing 'User'. Buttons include 'Deactivate' and 'Lock Out' on the right, 'Change Password' below the response field, and 'Update' (blue), 'Delete' (red), and 'Close' at the bottom.

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

The 'Message from webpage' dialog box has a title bar with a close icon. It contains a question mark icon and the text 'Delete user?'. At the bottom are 'OK' and 'Cancel' buttons.

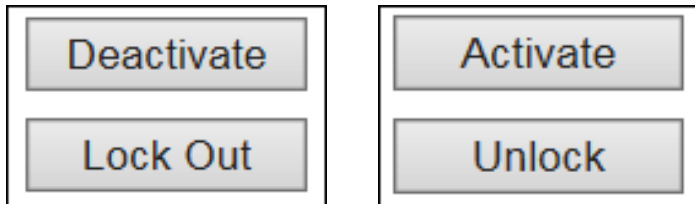
5. Click **OK** to delete the user or click **Cancel** to exit the confirmation message and return to the **User Information** screen without deleting the user. Click the **Close** button to exit the **User Information** screen and return to the **Company Information** screen.
6. Click the **Home** button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

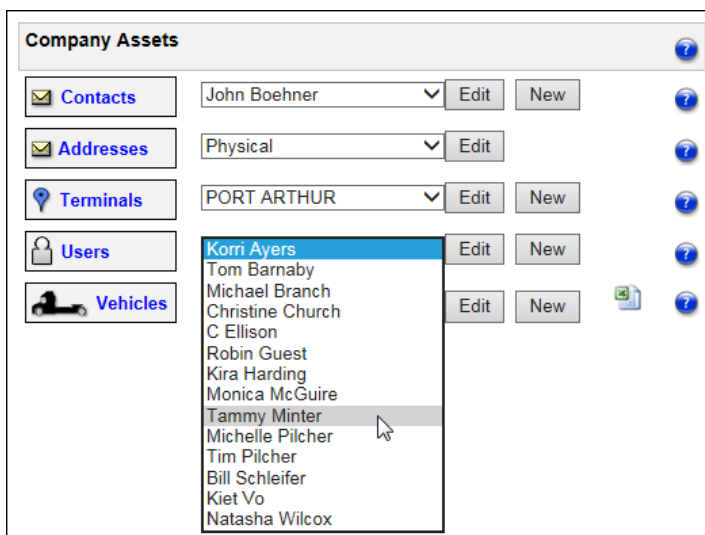


TO DEACTIVATE AN ACTIVE USER

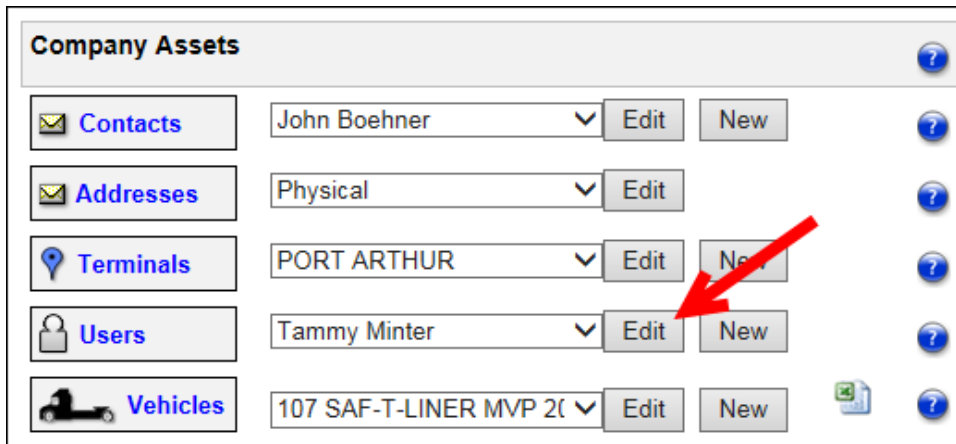
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



2. Choose the user to be deactivated from the **Users** dropdown list.

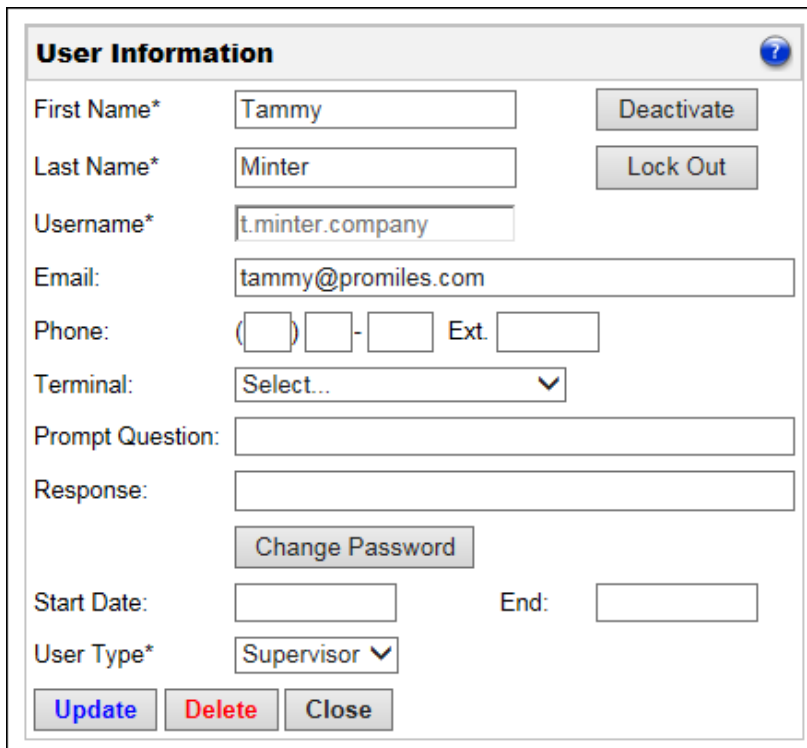


3. Click **Edit** to the right of **Users**.



Company Assets	
Contacts	John Boehner Edit New
Addresses	Physical Edit
Terminals	PORT ARTHUR Edit New
Users	Tammy Minter Edit New
Vehicles	107 SAF-T-LINER MVP 20 Edit New

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



User Information	
First Name*	Tammy Deactivate
Last Name*	Minter Lock Out
Username*	t.minter.company
Email:	tammy@promiles.com
Phone:	() - Ext.
Terminal:	Select...
Prompt Question:	
Response:	
	Change Password
Start Date:	End:
User Type*	Supervisor
Update Delete Close	

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**.

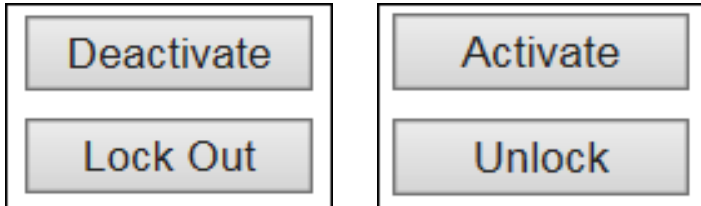
5. Click **Close** to exit the **User Information** screen and return to the **Company Information** screen.

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

UNLOCK A USER

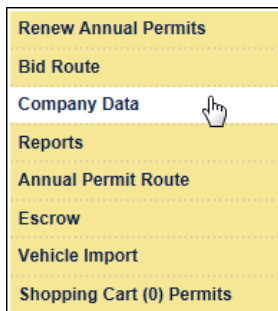
Should a user become locked out of the system due to too many attempts to log in with the incorrect log in information, a Company Supervisor User can unlock them.

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.

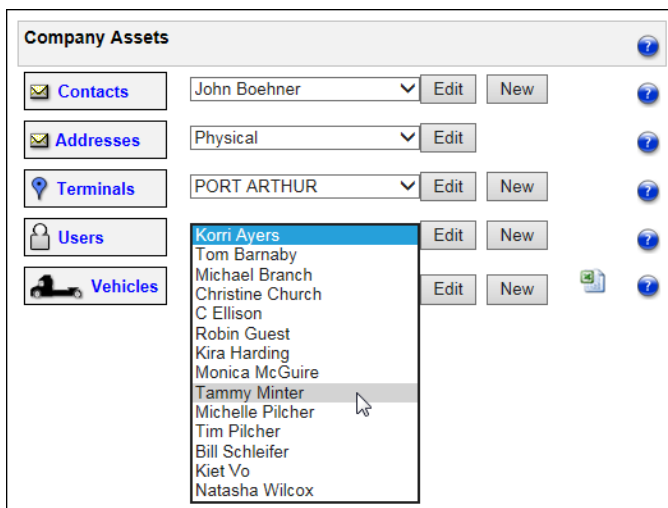


TO UNLOCK A LOCKED USER

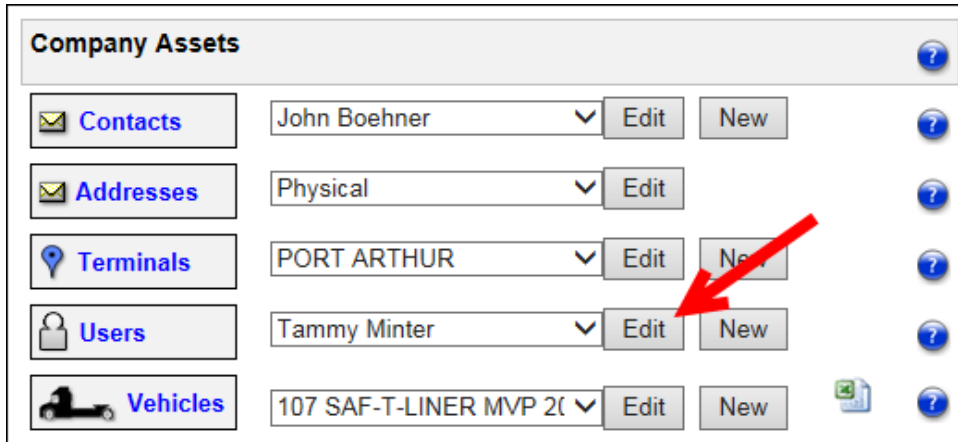
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



2. Choose the **User** to be unlocked from the **Users** dropdown list.



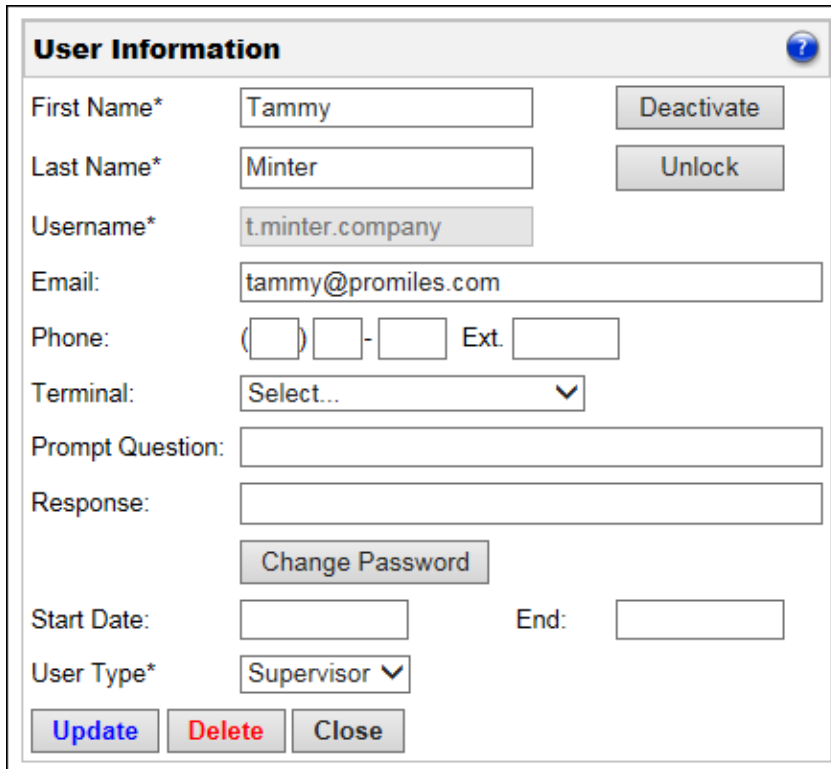
3. Click **Edit** to the right of **Users**.



The screenshot shows the 'Company Assets' interface. It has a header bar with the title 'Company Assets' and a help icon. Below the header is a table of assets. Each row has an icon, a label, a value, and buttons for 'Edit' and 'New'. The 'Users' row is highlighted, and a red arrow points to its 'Edit' button.

Icon	Label	Value	Edit	New
✉	Contacts	John Boehner	✓	✓
✉	Addresses	Physical	✓	
📍	Terminals	PORT ARTHUR	✓	✓
🔒	Users	Tammy Minter	✓	✓
🚗	Vehicles	107 SAF-T-LINER MVP 20	✓	✓

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



The screenshot shows the 'User Information' screen. It has a header bar with the title 'User Information' and a help icon. Below the header are various input fields and buttons. The fields are: First Name* (Tammy), Last Name* (Minter), Username* (t.minter.company), Email (tammy@promiles.com), Phone (with area code, number, and extension boxes), Terminal (Select... dropdown), Prompt Question (empty), Response (empty), Start Date (empty), End (empty), and User Type* (Supervisor dropdown). The buttons are: Deactivate, Unlock, Change Password, Update, Delete, and Close.

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**.

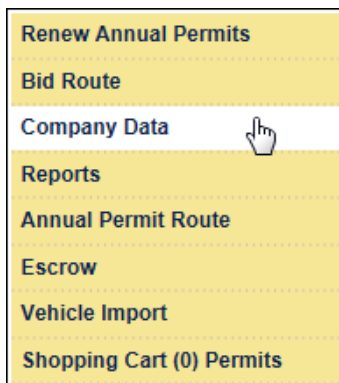
5. Click **Close** to exit the **User Information** screen and return to the **Company Information** screen.
6. Click the **Home** button to return to the **Company Dashboard** .

VEHICLES

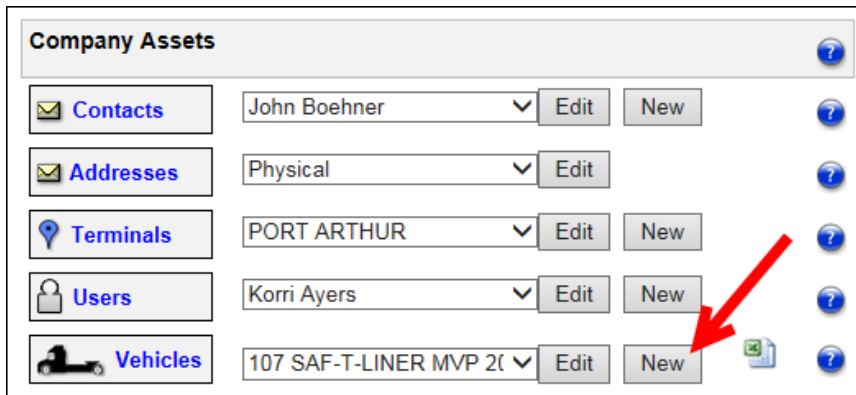
A company can choose to keep a list of its vehicle inventory. These vehicles can be used to populate information on the permit application. Vehicles can also be assigned to a terminal to aid in reporting by terminal or location. Terminals must be entered in the **Terminal Information** screen before 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

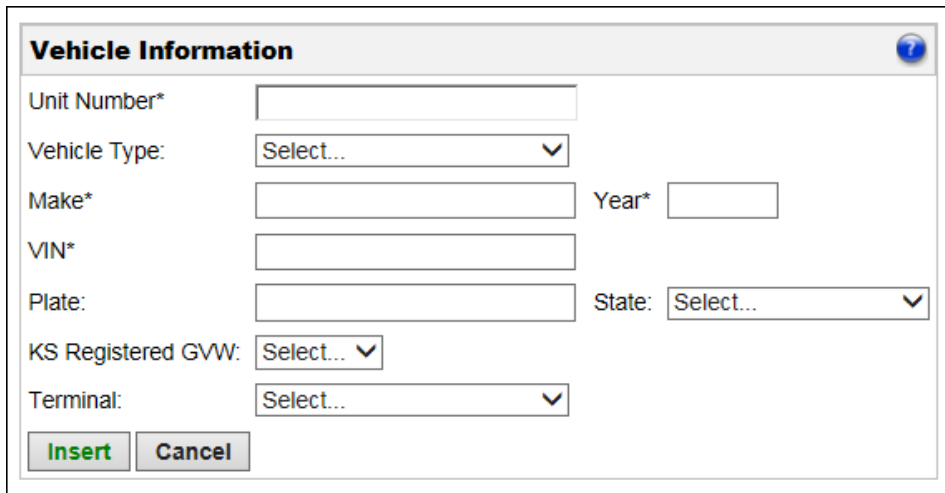
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



2. Click **New** to the right of **Vehicles**.



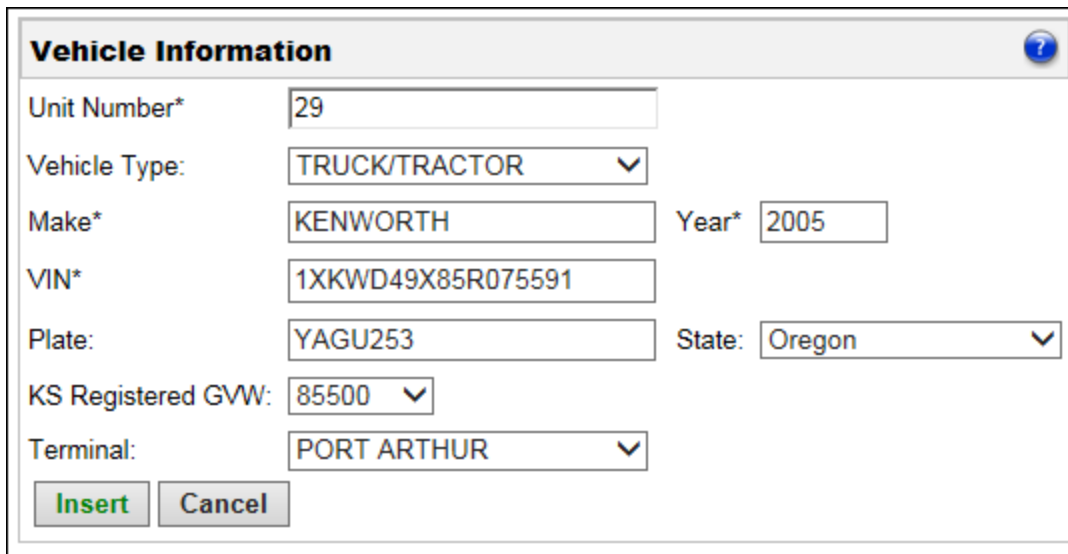
The **Vehicle Information** screen will be displayed.



The screenshot shows the 'Vehicle Information' form with the following fields and controls:

- Unit Number*:
- Vehicle Type:
- Make*:
- Year*:
- VIN*:
- Plate:
- State:
- KS Registered GVW:
- Terminal:
-

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.



The screenshot shows the 'Vehicle Information' form with the following data entered:

- Unit Number*: 29
- Vehicle Type: TRUCK/TRACTOR
- Make*: KENWORTH
- Year*: 2005
- VIN*: 1XKWD49X85R075591
- Plate: YAGU253
- State: Oregon
- KS Registered GVW: 85500
- Terminal: PORT ARTHUR
-

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.

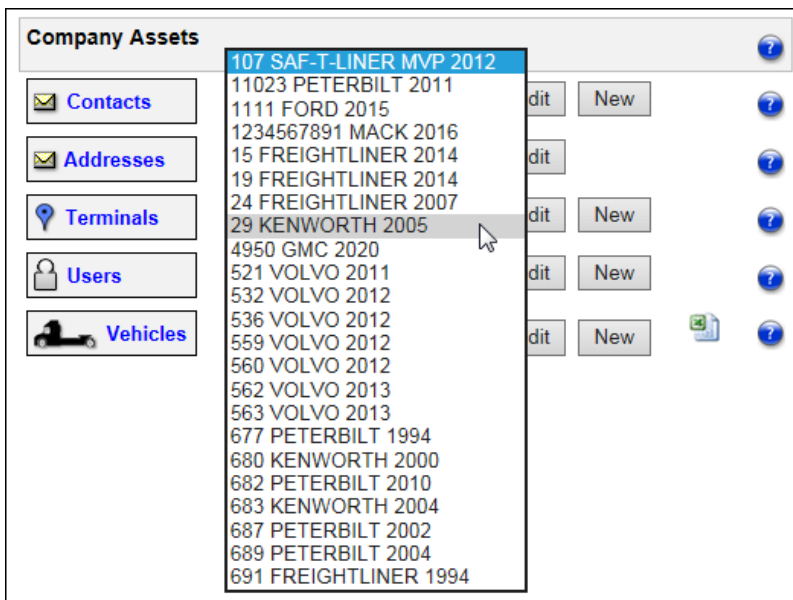
Chapter 2 The Company Dashboard

TO EDIT AN EXISTING VEHICLE

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

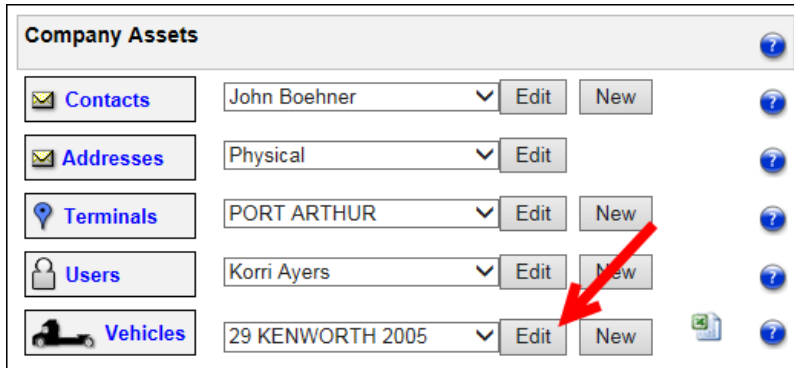


2. Choose the **Vehicle** to be edited from the **Vehicles** dropdown list.



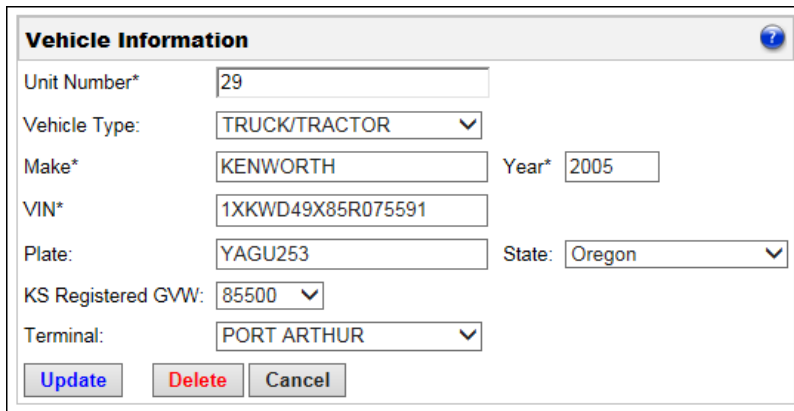
Chapter 2 The Company Dashboard

- Click **Edit** to the right of **Vehicles**.



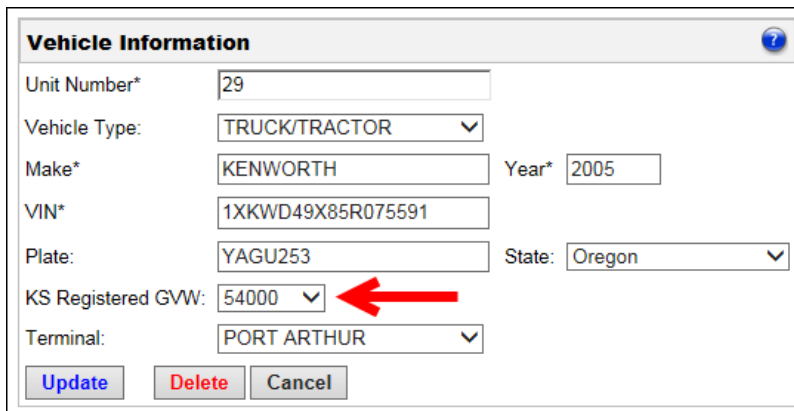
The screenshot shows the 'Company Assets' window with a list of assets. The assets are: Contacts (John Boehner), Addresses (Physical), Terminals (PORT ARTHUR), Users (Korri Ayers), and Vehicles (29 KENWORTH 2005). Each asset has an 'Edit' button and a 'New' button. A red arrow points to the 'Edit' button for the '29 KENWORTH 2005' vehicle.

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



The screenshot shows the 'Vehicle Information' window. The fields are: Unit Number* (29), Vehicle Type: (TRUCK/TRACTOR), Make* (KENWORTH), Year* (2005), VIN* (1XKWD49X85R075591), Plate: (YAGU253), State: (Oregon), KS Registered GVW: (85500), and Terminal: (PORT ARTHUR). At the bottom are buttons for 'Update', 'Delete', and 'Cancel'.

- Change the information for the vehicle as needed.



The screenshot shows the 'Vehicle Information' window with the same fields as before, but the 'KS Registered GVW' field is now set to 54000. A red arrow points to the '54000' value.

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

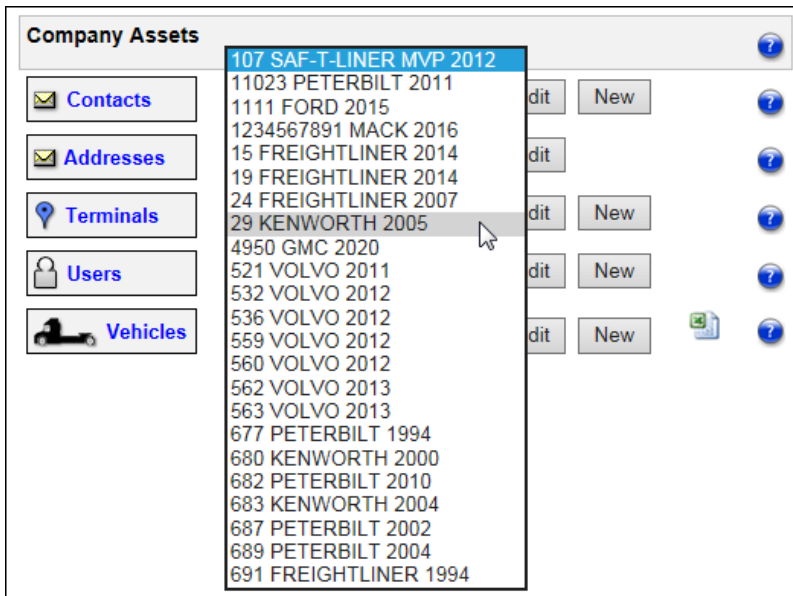
Chapter 2 The Company Dashboard

TO DELETE A VEHICLE

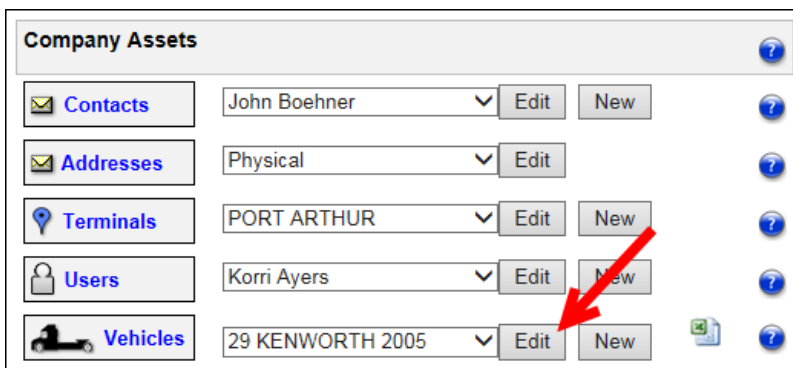
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



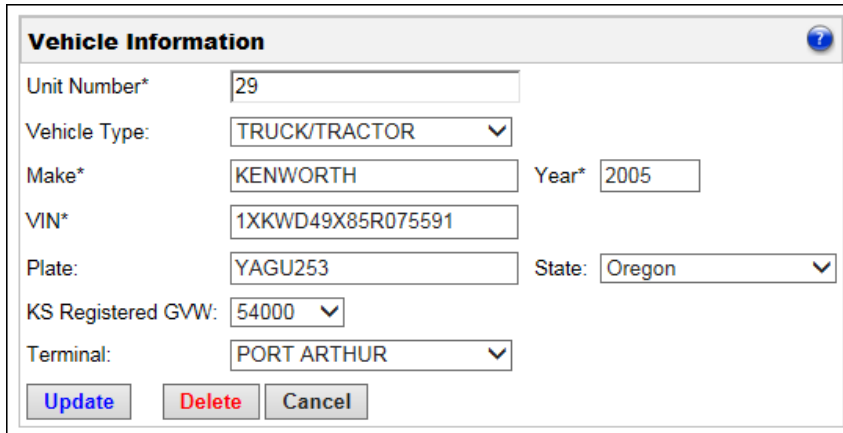
2. Choose the vehicle to be deleted from the **Vehicles** dropdown list.



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



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

A screenshot of the 'Vehicle Information' screen. The title bar at the top says 'Vehicle Information' with a question mark icon on the right. The form contains several fields: 'Unit Number*' with the value '29'; 'Vehicle Type:' with a dropdown menu showing 'TRUCK/TRACTOR'; 'Make*' with the value 'KENWORTH'; 'Year*' with the value '2005'; 'VIN*' with the value '1XKWD49X85R075591'; 'Plate:' with the value 'YAGU253'; 'State:' with a dropdown menu showing 'Oregon'; 'KS Registered GVW:' with a dropdown menu showing '54000'; and 'Terminal:' with a dropdown menu showing 'PORT ARTHUR'. At the bottom of the form are three buttons: 'Update' (blue), 'Delete' (red), and 'Cancel' (grey).

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** .

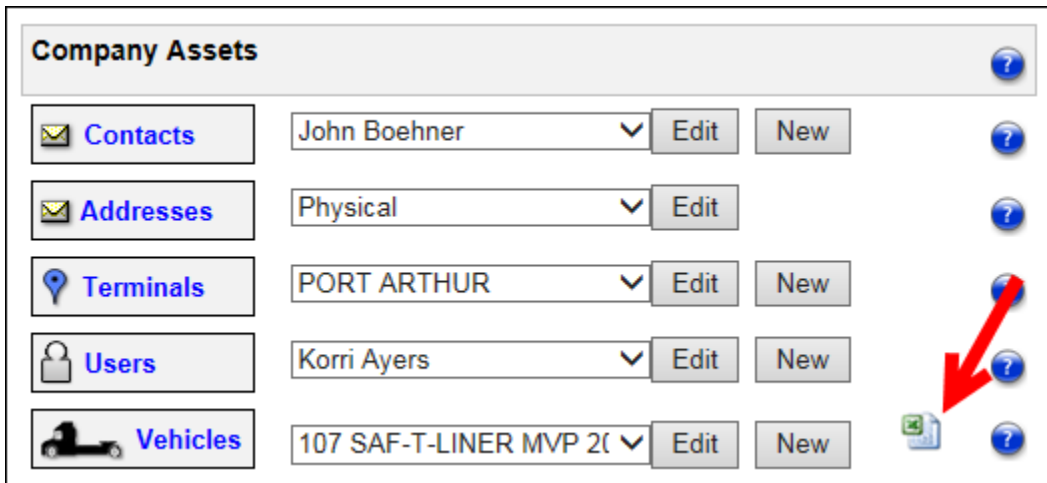
Chapter 2 The Company Dashboard

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.

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:

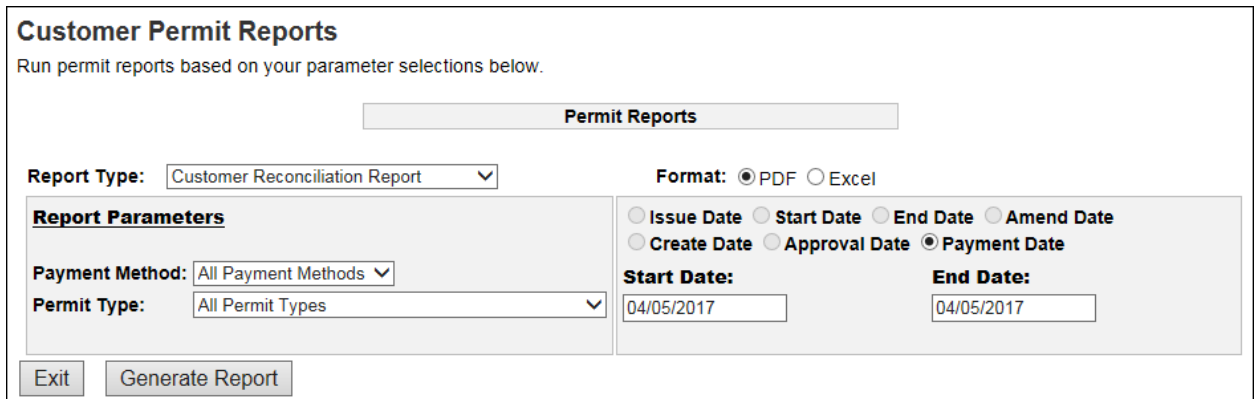
- Payment Method
- Permit Type
- Format Type: PDF or Excel
- Date Range

TO PRINT A REPORT

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



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** 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.

Chapter 2 The Company Dashboard

3. Select the desired format for the report, **PDF** or **Excel**, by clicking the corresponding radio button.

Customer Permit Reports
Run permit reports based on your parameter selections below.

Permit Reports

Report Type: Customer Reconciliation Report

Format: ☒ PDF ☐ Excel

Report Parameters

Payment Method: All Payment Methods

Permit Type: All Permit Types

Start Date: 04/05/2017 **End Date:** 04/05/2017

Issue Date ☐ **Start Date** ☐ **End Date** ☐ **Amend Date** ☐
Create Date ☐ **Approval Date** ☐ **Payment Date** ☒

Exit **Generate Report**

Red arrows point to the PDF and Excel radio buttons in the Format section.

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
Run permit reports based on your parameter selections below.

Permit Reports

Report Type: Customer Reconciliation Report

Format: ☒ PDF ☐ Excel

Report Parameters

Payment Method: All Payment Methods

Permit Type: All Permit Types

Start Date: 01/01/2017 **End Date:** 04/05/2017

Issue Date ☐ **Start Date** ☐ **End Date** ☐ **Amend Date** ☐
Create Date ☐ **Approval Date** ☐ **Payment Date** ☒

Exit **Generate Report**

Red arrows point to the Start Date and End Date input fields.

5. Click **Generate Report**.

Customer Permit Reports
Run permit reports based on your parameter selections below.

Permit Reports

Report Type: Customer Reconciliation Report

Format: ☒ PDF ☐ Excel

Report Parameters

Payment Method: All Payment Methods

Permit Type: All Permit Types

Start Date: 01/01/2017 **End Date:** 04/05/2017

Issue Date ☐ **Start Date** ☐ **End Date** ☐ **Amend Date** ☐
Create Date ☐ **Approval Date** ☐ **Payment Date** ☒

Exit **Generate Report**

A red arrow points to the Generate Report button.

Chapter 2 The Company Dashboard

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

Customer Reconciliation Report
ProMiles Test 1
Payment Date: 1/1/2017 to 4/5/2017
All Payment Methods
All Permit Types

Payment Method	Count	Amount
Escrow	154	7326.50
Total:	154	\$7326.50

Payment Type: Escrow

Permit	Pmt Date	Permit Type	Amount
17000001	01/04/2017	Overdimension Oversize / Overweight	20.00
17000002	01/05/2017	Overdimension Oversize / Overweight	20.00
17000003	01/06/2017	Overdimension Oversize / Overweight	20.00
17000004	01/10/2017	Overdimension Oversize / Overweight	20.00
17000005	01/10/2017	Overdimension Oversize / Overweight	20.00
17000006	01/10/2017	Overdimension Oversize / Overweight	20.00
17000007	01/10/2017	Overdimension Oversize / Overweight	20.00
17000008	01/10/2017	Overdimension Oversize / Overweight	20.00
17000009	01/10/2017	Overdimension Oversize / Overweight	20.00
17000010	01/10/2017	Overdimension Oversize / Overweight	20.00
17000011	01/11/2017	Overdimension Oversize / Overweight	20.00
17000012	01/16/2017	Annual Cotton	150.00
17000013	01/26/2017	Overdimension Oversize / Overweight	20.00
17000014	01/30/2017	Overdimension Oversize / Overweight	20.00
17000015	01/31/2017	Overdimension Oversize / Overweight	20.00
17000016	02/01/2017	Annual Cotton	150.00
17000017	02/01/2017	Annual Farm Implement Dealer	150.00

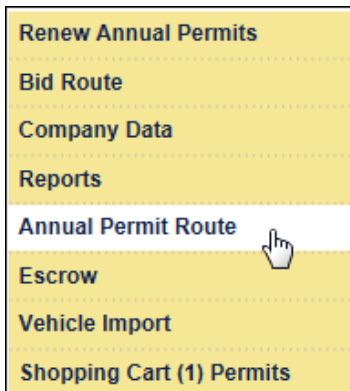
6. Close the **Customer Reconciliation Report** screen to exit the report and return to the **Customer Permit Reports** screen.
7. Click **Exit** or click the **Home** button to exit the **Customer Permit Reports** screen and return to the **Company Dashboard** .

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**.



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

Time Period Routes

 To begin your Time Period Permit Route, enter the number of a permit you have ordered that will cover this route.

Time Period Routes: Dimensions

Enter the permit number for the Time Period Permit for which you wish to obtain supplemental routing.

Permit Number:

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

Time Period Routes

 To begin your Time Period Permit Route, enter the number of a permit you have ordered that will cover this route.

Time Period Routes: Dimensions

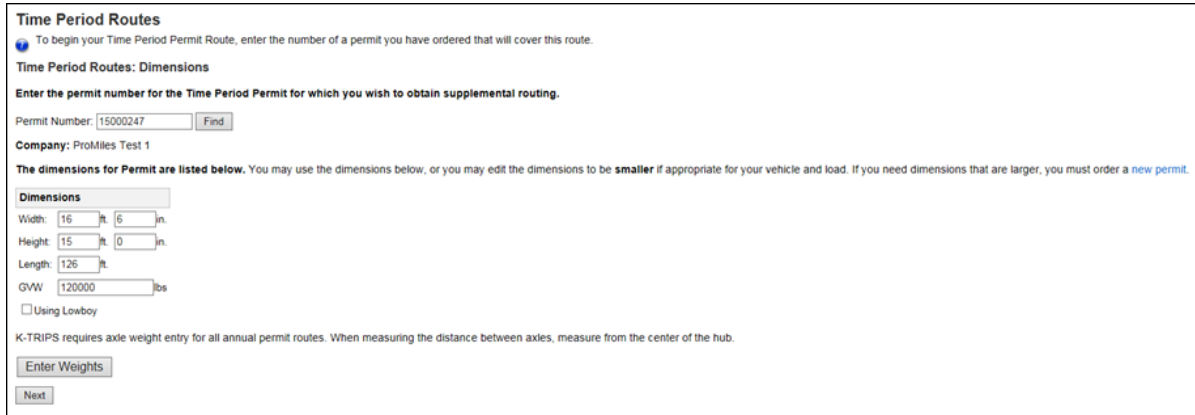
Enter the permit number for the Time Period Permit for which you wish to obtain supplemental routing.

Permit Number:

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.



Time Period Routes
To begin your Time Period Permit Route, enter the number of a permit you have ordered that will cover this route.

Time Period Routes: Dimensions

Enter the permit number for the Time Period Permit for which you wish to obtain supplemental routing.

Permit Number: 15000247

Company: ProMiles Test 1

The dimensions for Permit are listed below. You may use the dimensions below, or you may edit the dimensions to be **smaller** if appropriate for your vehicle and load. If you need dimensions that are larger, you must order a [new permit](#).

Dimensions

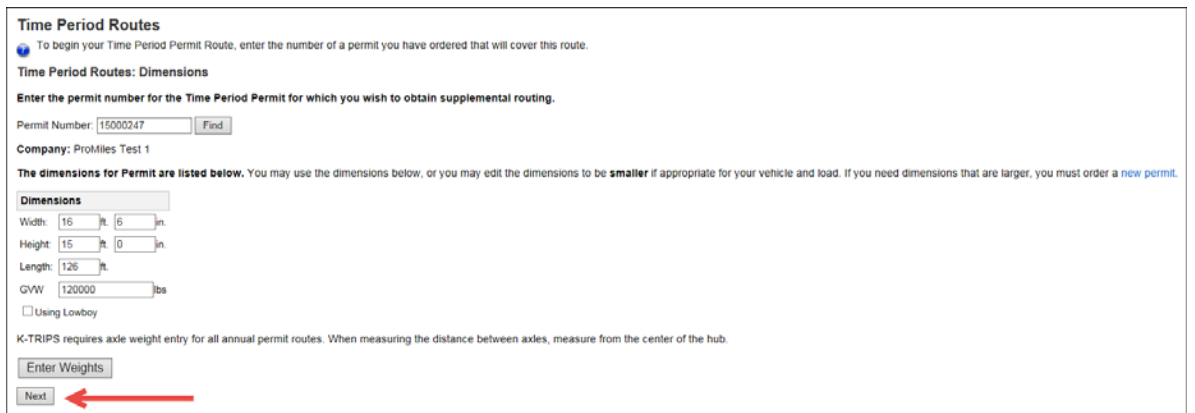
Width: 16 ft. 6 in.
Height: 15 ft. 0 in.
Length: 126 ft.
GVW: 120000 lbs

☐ Using Lowboy

K-TRIPS requires axle weight entry for all annual permit routes. When measuring the distance between axles, measure from the center of the hub.

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.

- 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.
- Click **Next**.



Time Period Routes
To begin your Time Period Permit Route, enter the number of a permit you have ordered that will cover this route.

Time Period Routes: Dimensions

Enter the permit number for the Time Period Permit for which you wish to obtain supplemental routing.

Permit Number: 15000247

Company: ProMiles Test 1

The dimensions for Permit are listed below. You may use the dimensions below, or you may edit the dimensions to be **smaller** if appropriate for your vehicle and load. If you need dimensions that are larger, you must order a [new permit](#).

Dimensions

Width: 16 ft. 6 in.
Height: 15 ft. 0 in.
Length: 126 ft.
GVW: 120000 lbs

☐ Using Lowboy

K-TRIPS requires axle weight entry for all annual permit routes. When measuring the distance between axles, measure from the center of the hub.

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

Enter a Route

Back

Enter Trip

Origin Address City Zip

Via Points None

Destination Address City Zip

Validate and Run

Add Split Trip

Enter Trip For This Permit

Load Saved Trip: Load Trip

Use the form to the left to enter a trip that the truck(s) will use for this permit.

You have 7 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets - Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; K-TRIPS produces turn-by-turn directions so choose the marker that best represents your location.
- Border crossings - If you are entering from another state or leaving Kansas, select your highway and the nearest city to where you will cross the state line.
- Lat/Lon/Map - If you have the geocode for your location, you may enter it. Example: 39.069953, -95.703458. You can also click Find after selecting Lat/Lon/Map to click a location on the map.
- Road & Mile Marker - Enter the road, mile marker and direction of travel.
- Landmark - Select from a dropdown of KS landmark locations.
- Crossing State Road - List the road name, text description of the location, direction of travel and district for the crossing. This option is primarily used for loads that are traveling off system but must cross a state road.

You have the option to enter via points for your route.

- Highway - Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map - Click on "Select on Map" to open the map and select your highway via points.

Click **Validate and Run**. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options.

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.

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.

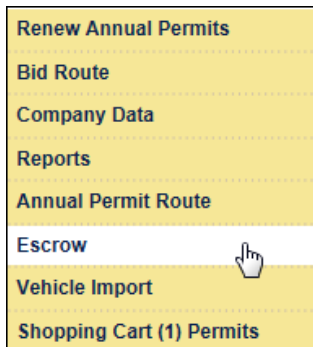
9. Close the **Annual Permit Route** screen to exit the annual permit route and return to the **Enter a Route** screen.
10. Click **Return to Dashboard** or click the **Home** button to exit the **Enter a Route** screen and return to the **Company Dashboard**.

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**.



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

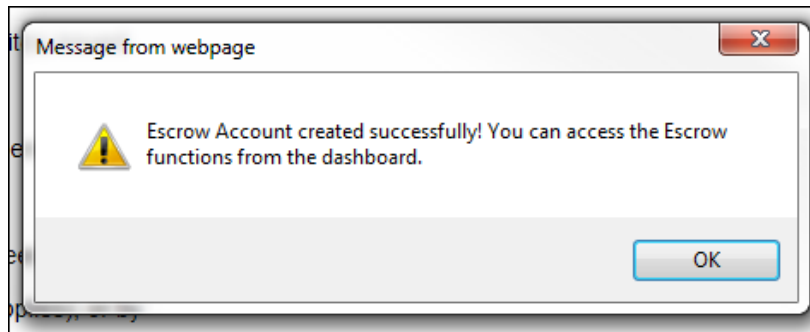
Attest to Create New Escrow Account
☐ I agree
I agree to the following terms and conditions required to purchase Kansas Permits using an escrow account:

- The Company will deposit with the Kansas Department of Revenue (KDOR), Central Permit, a minimum of \$100 in an escrow account.
- Allow Kansas Department of Revenue (KDOR), Central Permit to draw funds from this account to pay for permit(s) issued.
- Each time a permit is issued the fee will be deducted from the escrow account.
- If the escrow account reaches a zero balance, further permits will not be issued until the escrow account is replenished.
- In no case shall the balance in said account fall below a zero balance.
- The Company is responsible for monitoring the balance of their escrow account and must replenish funds as needed.
- Escrow Funds can be replenished using the on line credit card or ACH payment process (a convenience fee applies); or by mailing a check with the escrow deposit form to KDOR, Central Permit.
- Returned checks will result in the loss of the privilege to use an escrow account.
- The Kansas Department of Revenue will not be held liable for the misuse of funds deposited in this escrow account.

Create Escrow Account

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

A confirmation message will be displayed.



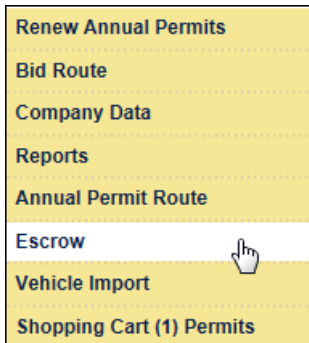
3. Click **OK**.
4. Click the **Home** button to return to the **Company Dashboard** .

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.

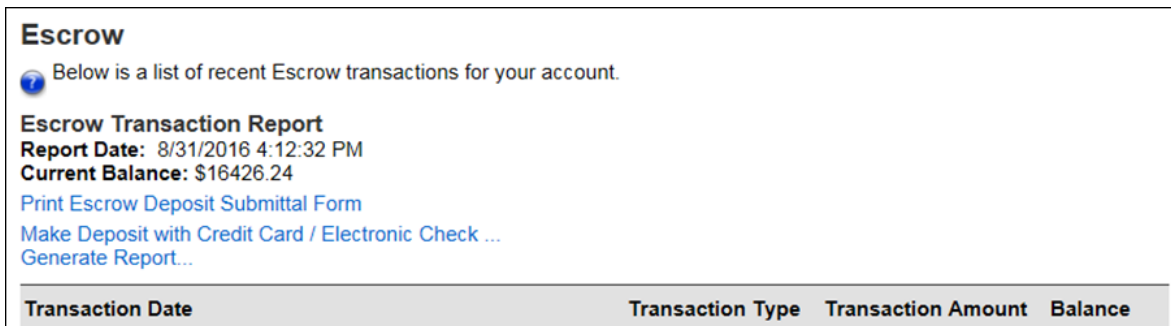
Chapter 2 The Company Dashboard

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

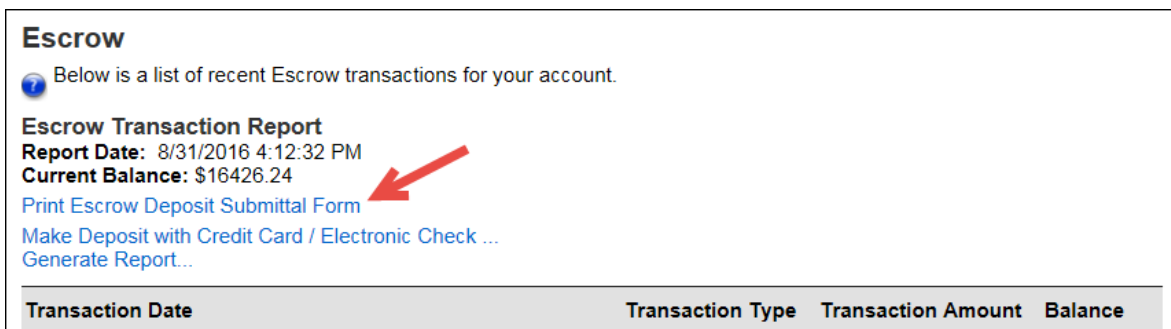
1. Click the **Escrow** link in the **Administrative Panel** on the **Company Dashboard**.



The **Escrow** screen will be displayed.



2. Click **Print Escrow Deposit Submittal Form**.



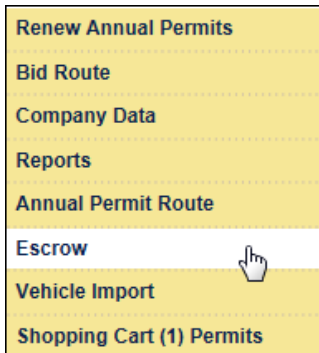
An **Escrow Deposit Submittal** form will be displayed for printing.

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** .

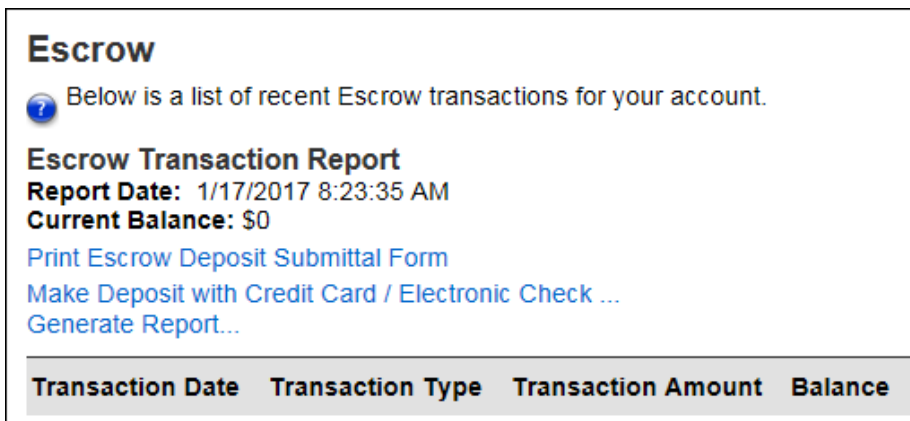
Note: Complete the requested information on the form and mail in the form and your check for deposit. The Kansas Department of Revenue will post the funds to your account once the payment is received.

TO ADD MONEY TO YOUR ESCROW ACCOUNT WITH A CREDIT CARD

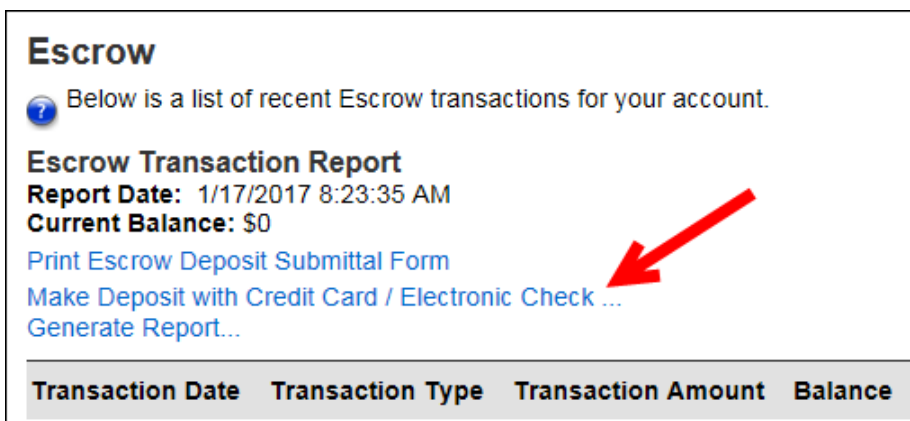
1. Click the **Escrow** link in the **Administrative Panel** on the **Company Dashboard**.



The **Escrow** screen will be displayed.



2. Click **Make Deposit with Credit Card / Electronic Check**.



The **Escrow Processing** screen will be displayed.

Escrow Processing

Add funds to the Promiles 1 escrow account

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.

Kansas Commercial Motor Vehicle Office - Permits	
Agency Amount	\$500.00
LexisNexis Service Fee	\$15.00
Total Amount	\$515.00

Billing Address
Address Type
☐ Domestic (US and Puerto Rico)
☐ Military (APO/FPO)
☒ International (including Canada, Mexico)

Cardholder First Name*
Cardholder Last Name*
Billing Address Line1*
Billing Address Line2
Billing City*
Billing State/Province
Billing Zip Code
Billing Country*
E-mail*
Confirm E-mail*
Phone Number*

Payment Information
Payment Type
☒ Credit Card

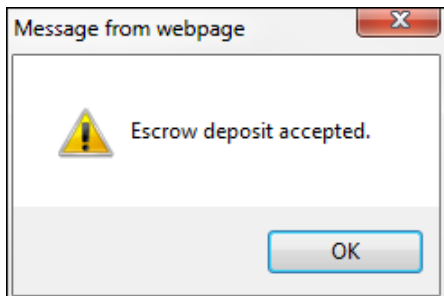
Card Number*
Expiration Date*
Security Code*
We've provided this sample credit card to assist you in finding the security code.
MasterCard, Visa, Discover

[Home](#) | [Payment Solutions](#) | [Contact Us](#)
[Terms and Conditions](#) | [Privacy Policy](#)

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.

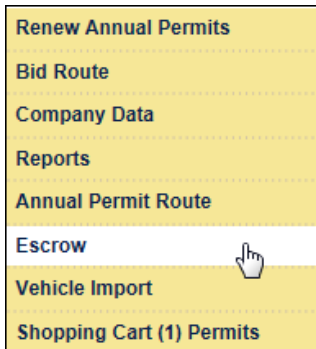


6. Click **OK** to close the confirmation message and return to the **Escrow Processing** screen.
7. Click the **Home** button to return to the **Company Dashboard**

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**.



The **Escrow** screen will be displayed.

Escrow
 Below is a list of recent Escrow transactions for your account.
Escrow Transaction Report
Report Date: 8/29/2016 2:36:48 PM
Current Balance: \$16456.24
[Print Escrow Deposit Submittal Form](#)
[Make Deposit with Credit Card / Electronic Check ...](#)
[Generate Report...](#)

Transaction Date	Transaction Type	Transaction Amount	Balance
Mon Aug 29 2016 07:50:17 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16456.24
Thu Aug 25 2016 08:46:29 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16476.24
Thu Aug 25 2016 08:26:16 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16496.24
Thu Aug 25 2016 08:23:14 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16516.24

2. Click **Generate Report**.

Escrow
 Below is a list of recent Escrow transactions for your account.
Escrow Transaction Report
Report Date: 8/29/2016 2:36:48 PM
Current Balance: \$16456.24
[Print Escrow Deposit Submittal Form](#)
[Make Deposit with Credit Card / Electronic Check ...](#)
[Generate Report...](#)

Transaction Date	Transaction Type	Transaction Amount	Balance
Mon Aug 29 2016 07:50:17 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16456.24
Thu Aug 25 2016 08:46:29 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16476.24
Thu Aug 25 2016 08:26:16 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16496.24
Thu Aug 25 2016 08:23:14 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16516.24

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**.

Escrow
Below is a list of recent Escrow transactions for your account.

Escrow Transaction Report
Report Date: 8/29/2016 2:36:48 PM
Current Balance: \$16456.24
[Print Escrow Deposit Submittal Form](#)
[Make Deposit with Credit Card / Electronic Check ...](#)
[Generate Report...](#)

Select Year: 2016 **Select Month:** January **Generate Report**

Transaction Date	Transaction Type	Transaction Amount	Balance
Mon Aug 29 2016 07:50:17 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16456.24
Thu Aug 25 2016 08:46:29 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16476.24
Thu Aug 25 2016 08:26:16 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16496.24
Thu Aug 25 2016 08:23:14 GMT-0500 (Central Daylight Time)	Permit	\$-20.00	\$16516.24

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

K-TRIPS
Kansas Truck Routing Intelligent Permitting System

ProMiles Test 1

STATEMENT ISSUED
10/14/2016
STATEMENT PERIOD
1/1/2016 TO 1/31/2016
Page 1 of 2

OS/OW Permit Escrow: US DOT Number 606056

BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT		
\$23,790.75	3	\$60.00	44	\$1,273.13		\$22,577.62

DEPOSITS/CREDITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION	REFERENCE
01-15	\$20.00	CREDIT	Refund 16000035	
01-15	\$20.00	CREDIT	Refund 16000001	
01-15	\$20.00	CREDIT	Refund 15000334	

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION/REFERENCE
01-05	\$20.00	PERMIT NUMBER 16000001	
01-05	\$20.00	PERMIT NUMBER 16000002	
01-05	\$20.00	PERMIT NUMBER 16000005	

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

ProMiles Test 1

Select a .csv, .xls, or .xlsx file on your computer that has information about your fleet. The file must contain unit numbers, model year, vehicle make, vehicle identification number (VIN), license plate number, license plate state, and the vehicle type.

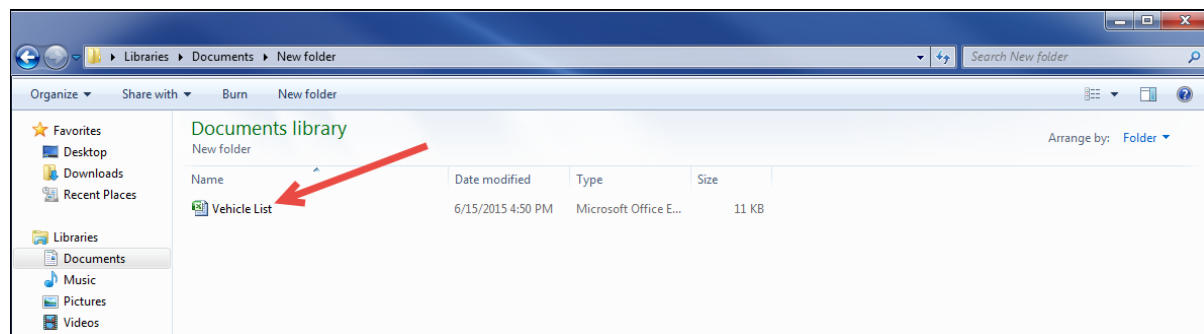
Select File:

Chapter 2 The Company Dashboard

- 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.

Unit Number	Year	Make	VIN	Type	Plate	State	KS Registered GVW	Terminal
5123456	2005	PETERBILT	1XP5DB9X55D826069	TRUCK/TRACTOR	P701055	IL	80000	BL
1	2002	INTERNATIONAL	1HSHNAHR22H508642	TRUCK/TRACTOR	12345	KS	80000	OWSR
100	2013	INTERNATIONAL	3HSDLSMR2DN150077	TRUCK	170192	NE	85500	SME
107	2012	SAF-T-LINER MVP	1T88S4E27C1148271	BUS / LIMOUSINE	511686	KS	36000	TOW
1714	2000	PETERBILT	1XP5DB9X3YD505619	TRUCK/TRACTOR	RK7T20	TX	80000	TK
189	2001	PETERBILT	1XP5PBEXX1N559058	TRUCK/TRACTOR	A406289	MS	80000	OWSR
2476	2009	KENWORTH	1XKDP4TX99J249146	TRUCK/TRACTOR	YAHB126	OR	85500	TOW
281	2005	IHC	42881	TRUCK/TRACTOR	67250	KS	80000	OWSR
370	2010	PETERBILT	1XPXP4EX4AD106824	TRUCK/TRACTOR	122430	KS	85500	BL

- Double click the file that you wish to import.



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

Import Vehicle Inventory

ProMiles Test 1

Select a .csv, .xls, or .xlsx file on your computer that has information about your fleet. The file must contain unit numbers, model year, vehicle make, vehicle identification number (VIN), license plate number, license plate state, and the vehicle type.

Select File:

C:\Users\k.ayers\Desktop Browse... Upload File

Chapter 2 The Company Dashboard

- Click **Upload File**.

Import Vehicle Inventory

ProMiles Test 1

Select a .csv, .xls, or .xlsx file on your computer that has information about your fleet. The file must contain unit numbers, model year, vehicle make, vehicle identification number (VIN), license plate number, license plate state, and the vehicle type.

Select File:

C:\Users\k.ayers\Desktop Browse... Upload File

The **Import Vehicle Inventory Step 2** screen will be displayed.

Import Vehicle Inventory Step 2

The first part of your file is shown below. Match the column numbers with the data type. Columns marked with a * are required.

*The Unit Number is in column

*The Vehicle Make is in column

*The Licence Plate Number is in column

*The Vehicle Type is in column

*The Unit Model Year is in column

*The VIN is in column

*The License Plate State is in column

The Registered Kansas Weight is in column

The Terminal Name (optional) is in column

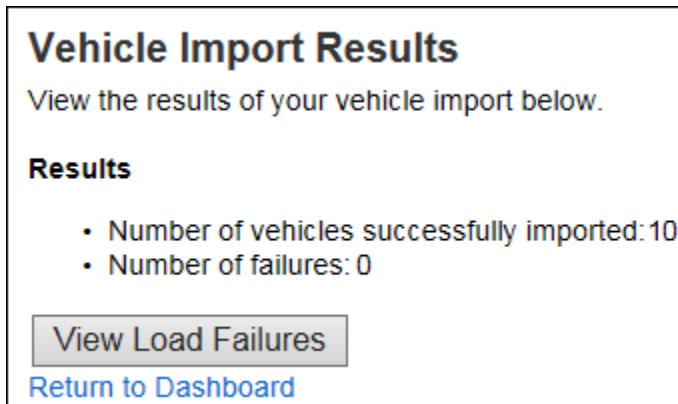
*Data starts on row

Preview

Row/Col	1	2	3	4	5	6	7	8	9
1	Customer Vehicle List for ProMiles Drayage								
2	Unit Number	Year	Make	VIN	Type	Plate	State	KS Registered GW	Terminal
3	2323	2012	MACK	MAKVIN4923	TRUCK/TRACTOR	M4923	KS	74000	EL DORADO
4	34022	2003	FORD	1FUJA6CG23LH34022	TRUCK/TRACTOR	125740	KS	85500	
5	4950	2012	MACK	MAKVIN4950	TRUCK	M4950	KS	74000	
6	4952	2012	VOLVO	VOLVIN24680	TRUCK/TRACTOR	V24680	KS	85500	
7	4954	2010	WHITE	WHVIN08642	OIL WELL SERVICING RIG	W08642	KS	85500	
8	5049	2010	GMC	GMCVIN13579	TRUCK/TRACTOR	G13579	KS	85500	EL DORADO
9	9876	2013	FORD	123456	TRUCK/TRACTOR	P34211	IL	85500	
10	G2000-9	2000	GMC	1GTCS1955Y8242842	TRUCK	GMC2000	KS	74000	Wichita
11	K2011-9	2011	KIA	KNDJT2A26B7343493	TRUCK/TRACTOR	KIA2011	KS	33333	Salina
12	T2011-9	2011	Toyota	5TFRM5F18BX023710	TRUCK	TOY2011	KS	85500	Wichita

- 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.
- Click **Import Sheet**.

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



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



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.

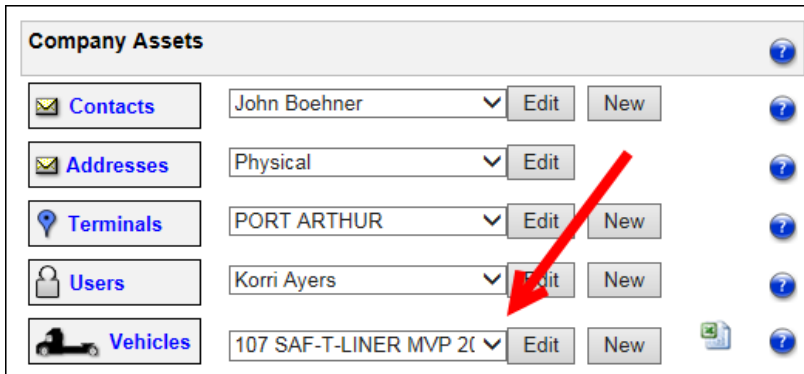
Chapter 2 The Company Dashboard

TO VIEW THE IMPORTED VEHICLE INVENTORY

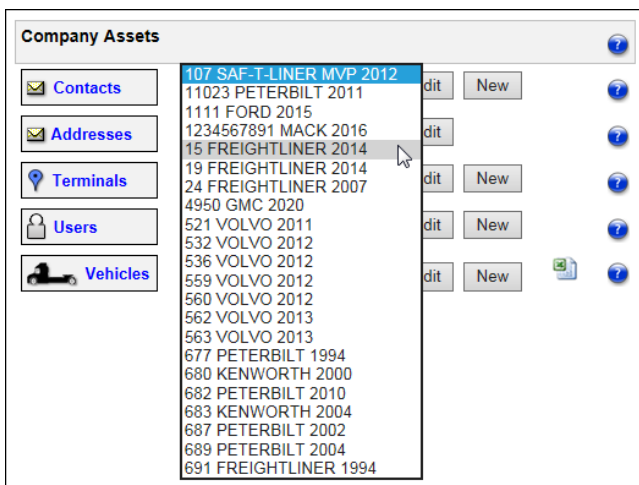
1. Click the **Company Data** link in the **Administrative Panel** on the **Company Dashboard**.



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.

Kansas Truck Routing Intelligent Permitting System

K-TRIPS

TruckingKS

Company Dashboard

Permits issued and permits requiring further processing.

New Permit... Show: All Refresh Search Permits

Permit No/ID	Type	Submitted	Status	Action
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...
17000152	Overdimension Oversize / Overweight	4/4/2017 08:15 AM	Issued	Select...
17000151	Overdimension Oversize / Overweight	4/3/2017 08:34 AM	Issued	Select...
17000150	Overdimension Oversize / Overweight	3/31/2017 12:23 PM	Issued	Select...
17000149	Overdimension Oversize / Overweight	3/31/2017 10:02 AM	Issued	Select...
17000148	Overdimension Oversize / Overweight	3/31/2017 10:00 AM	Issued	Select...
17000147	Overdimension Oversize / Overweight	3/31/2017 09:58 AM	Issued	Select...
17000146	Overdimension Oversize / Overweight	3/31/2017 09:51 AM	Issued	Select...
17000145	Overdimension Oversize / Overweight	3/31/2017 09:49 AM	Issued	Select...
17000144	Overdimension Oversize / Overweight	3/31/2017 09:47 AM	Issued	Select...
17000143	Overdimension Oversize / Overweight	3/31/2017 09:44 AM	Issued	Select...
17000142	Overdimension Oversize / Overweight	3/31/2017 09:41 AM	Issued	Select...
17000141	Overdimension Oversize / Overweight	3/29/2017 3:47 PM	Issued	Select...
20010	Overdimension Superload	3/28/2017 4:07 PM	Pending	Select...
17000140	Overdimension Oversize / Overweight	3/23/2017 4:43 PM	Issued	Select...
17000139	Overdimension Oversize / Overweight	3/23/2017 4:40 PM	Issued	Select...
17000138	Overdimension Oversize / Overweight	3/22/2017 5:12 PM	Issued	Select...

Show: 25 Records

Renew Annual Permits
Bid Route
Company Data
Reports
Annual Permit Route
Escrow
Vehicle Import
Shopping Cart (10) Permits

CHAT IS OFFLINE
REQUEST SUPPORT
CALL 800-455-4555

Shopping Cart (10) Permits

Messages

- 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

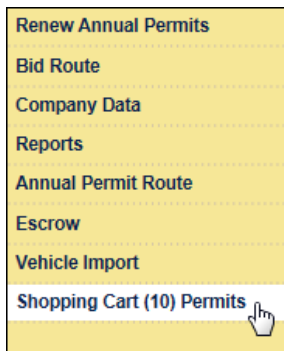
Refresh

Permits Issued Today: 6
Permits Self-Issued Today: 0
Escrow Balance: \$6839.74

Chapter 2 The Company Dashboard

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.

Permits ready for payment and/or printing. ?

Select individual permits for payment or select all ☐

Pay	Amount
☐ Pay Overdimension Superload ID#: 19932 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 3/28/2017 View Permit Cancel Permit	\$50.00
☐ Pay Overdimension Oversize / Overweight ID#: 19926 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017 View Permit Cancel Permit	\$20.00
☐ Pay Annual Farm Implement Dealer ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017 View Permit Cancel Permit	\$150.00
☐ Pay Annual Cotton ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017 View Permit Cancel Permit	\$150.00
☐ Pay Overdimension Oversize / Overweight ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017 View Permit Cancel Permit	\$20.00
☐ Pay Overdimension Large Structure (2 notes) ID#: 19930 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/17/2017 View Permit Cancel Permit	\$30.00
☐ Pay Overdimension Large Structure ID#: 19901 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 3/25/2017 View Permit Cancel Permit	\$30.00

Select individual permits to print or select all ☐

Print	Amount
☐ Print Government Annual Oversize Only ID#: 20037 Vehicle: 107 Company: ProMiles Test 1 Start Date: 4/6/2017 View Permit Cancel Permit	No charge
☐ Print Government Annual Oversize Only ID#: 20036 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 4/6/2017 View Permit Cancel Permit	No charge
☐ Print Overdimension Oversize / Overweight ID#: 19927 Vehicle: 107 Company: ProMiles Test 1 Start Date: 4/6/2017 View Permit Cancel Permit	No charge

Order Total
\$0.00
(0) Permits selected to purchase

No charge ?
(0) Permits selected to print

Chapter 2 The Company Dashboard

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. ⓘ

Select individual permits for payment or select all ☐

☐ **Pay** \$50.00

Overdimension Superload [View Permit](#) [Cancel Permit](#)

ID#: 19832 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 3/28/2017

☐ **Pay** \$20.00

Overdimension Oversize / Overweight [View Permit](#) [Cancel Permit](#)

ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017

☐ **Pay** \$150.00

Annual Farm Implement Dealer [View Permit](#) [Cancel Permit](#)

ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017

☐ **Pay** \$150.00

Annual Cotton [View Permit](#) [Cancel Permit](#)

ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017

Order Total
\$0.00
(0) Permits selected to purchase

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**.

Permits ready for payment and/or printing. ⓘ

Select individual permits for payment or select all ☐

☒ **Pay** \$50.00

Overdimension Superload [View Permit](#) [Cancel Permit](#)

ID#: 19832 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 3/28/2017

☐ **Pay** \$20.00

Overdimension Oversize / Overweight [View Permit](#) [Cancel Permit](#)

ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017

☐ **Pay** \$150.00

Annual Farm Implement Dealer [View Permit](#) [Cancel Permit](#)

ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017

Order Total
\$50.00
(1) Permits selected to purchase
[Pay Now](#)

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

Pay for permits.

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

Pay For Verified PermitsCancel

- 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.

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Amount Owed: \$ 50.00 for 1 Permit(s)

Select Payment Method:



SubmitCancel

Press submit only once.

- 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.

- Click **Submit** to purchase the permit(s) or click **Cancel** to cancel and return to the **Company Dashboard** without purchasing.

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Amount Owed: \$ 50.00 for 1 Permit(s)

Select Payment Method:



Escrow Balance:
\$6839.74 Add Funds to Escrow

SubmitCancel

Press submit only once.

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.*

Issued Permits

Permit finalization complete.

The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

Permits Issued

Permit ID
19832 17000161

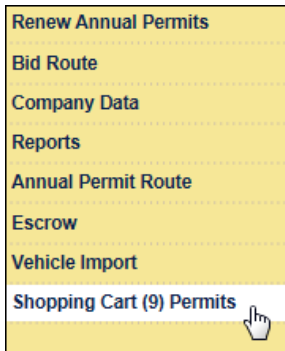
From this screen you can **Return to the dashboard**, **Order another permit**, or you can click the Permit Number hyperlink to view and print a copy of the issued permit.

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

Chapter 2 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.

Permits ready for payment and/or printing.

Select individual permits for payment or select all ☐

☐ Pay	\$20.00
Overdimension Oversize / Overweight	
ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017	
View Permit	Cancel Permit
☐ Pay	\$150.00
Annual Farm Implement Dealer	
ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017	
View Permit	Cancel Permit
☐ Pay	\$150.00
Annual Cotton	
ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017	
View Permit	Cancel Permit
☐ Pay	\$20.00
Overdimension Oversize / Overweight	
ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017	
View Permit	Cancel Permit

Order Total
\$0.00
(0) Permits selected to purchase

From this screen you can **View** the permit details, **Cancel** the permit, or **Pay** for the permit.

Chapter 2 The Company Dashboard

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. 

Select individual permits for payment or select all ☐

☐ Pay	\$20.00
Over Dimension Oversize / Overweight	
ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017	
View Permit	Cancel Permit
☐ Pay	\$150.00
Annual Farm Implement Dealer	
ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017	
View Permit	Cancel Permit
☐ Pay	\$150.00
Annual Cotton	
ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017	
View Permit	Cancel Permit
☐ Pay	\$20.00
Overdimension Oversize / Overweight	
ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017	
View Permit	Cancel Permit

Order Total
\$0.00
(0) Permits selected to purchase

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**.

Permits ready for payment and/or printing. 

Select individual permits for payment or select all ☐

☒ Pay \$20.00
Overdimension Oversize / Overweight View Permit Cancel Permit
ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017

☐ Pay \$150.00
Annual Farm Implement Dealer View Permit Cancel Permit
ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017

☐ Pay \$150.00
Annual Cotton View Permit Cancel Permit
ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017

☐ Pay \$20.00
Overdimension Oversize / Overweight View Permit Cancel Permit
ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017

Order Total

\$20.00

(1) Permits selected to purchase

[Pay Now](#)

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

Pay for permits.

The following permits have been previously authorized and are verified for payment:
19826

[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.*

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Amount Owed: \$ 20.00 for 1 Permit(s)

Select Payment Method:



[Submit](#)[Cancel](#)

Press submit only once.

5. Select **Escrow** from the dropdown list.

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
The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.
Amount Owed: \$ 20.00 for 1 Permit(s)
Select Payment Method:

 Escrow ▼

Escrow Balance:
\$6789.74 **Add Funds to Escrow**

Press submit only once.

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

Message from webpage

 Press OK to leave this page and add funds to the escrow account.

7. Click **OK** to continue.

*The **Escrow Processing** screen will be displayed.*

Escrow Processing
Add funds to the ProMiles Test 1 escrow account

Current Balance: \$6,789.74
Amount ☒ \$500 ☐ \$200
Description
Reference Text:

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
Add funds to the ProMiles Test 1 escrow account

Current Balance: \$6,789.74

Amount ☒ \$500 ☐ \$200
Description
Reference Text:

9. Click **Submit**.

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

Kansas Commercial Motor Vehicle Office - Permits

Agency Amount	\$500.00
LexisNexis Service Fee	\$15.00
Total Amount	\$515.00

Billing Address
Address Type
☐ Domestic (US and Puerto Rico)
☐ Military (APO/FPO)
☒ International (including Canada, Mexico)

Cardholder First Name*
Cardholder Last Name*
Billing Address Line1*
Billing Address Line2*
Billing City*
Billing State/Province
Billing Zip Code
Billing Country*
E-mail*
Confirm E-mail*
Phone Number*

Payment Information
Payment Type
☒ Credit Card

Card Number*
Expiration Date*
Security Code*
We've provided this sample credit card to assist you in finding the security code.

MasterCard, Visa, Discover

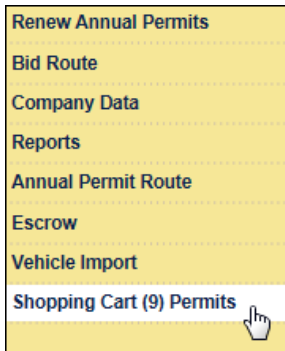
 Home | Payment Solutions | Contact Us
Terms and Conditions | Privacy Policy
 

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.

Permits ready for payment and/or printing.

Select individual permits for payment or select all ☐

☐ Pay	\$20.00
Overdimension Oversize / Overweight	
ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017	
View Permit	Cancel Permit
☐ Pay	\$150.00
Annual Farm Implement Dealer	
ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017	
View Permit	Cancel Permit
☐ Pay	\$150.00
Annual Cotton	
ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017	
View Permit	Cancel Permit
☐ Pay	\$20.00
Overdimension Oversize / Overweight	
ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017	
View Permit	Cancel Permit

Order Total
\$0.00
(0) Permits selected to purchase

From this screen you can **View** the permit details, **Cancel** the permit, or **Pay** for the permit.

Chapter 2 The Company Dashboard

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. ?

Select individual permits for payment or select all ☐

☐ Pay \$20.00

Overdimension Oversize / Overweight View Permit Cancel Permit
ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017

☐ Pay \$150.00

Annual Farm Implement Dealer View Permit Cancel Permit
ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017

☐ Pay \$150.00

Annual Cotton View Permit Cancel Permit
ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017

☐ Pay \$20.00

Overdimension Oversize / Overweight View Permit Cancel Permit
ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017

Order Total
\$0.00
(0) Permits selected to purchase

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**.

Permits ready for payment and/or printing. ?

Select individual permits for payment or select all ☐

☒ Pay \$20.00

Overdimension Oversize / Overweight View Permit Cancel Permit
ID#: 19826 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/16/2017

☐ Pay \$150.00

Annual Farm Implement Dealer View Permit Cancel Permit
ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017

☐ Pay \$150.00

Annual Cotton View Permit Cancel Permit
ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017

☐ Pay \$20.00

Overdimension Oversize / Overweight View Permit Cancel Permit
ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017

Order Total
\$20.00
(1) Permits selected to purchase
Pay Now

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

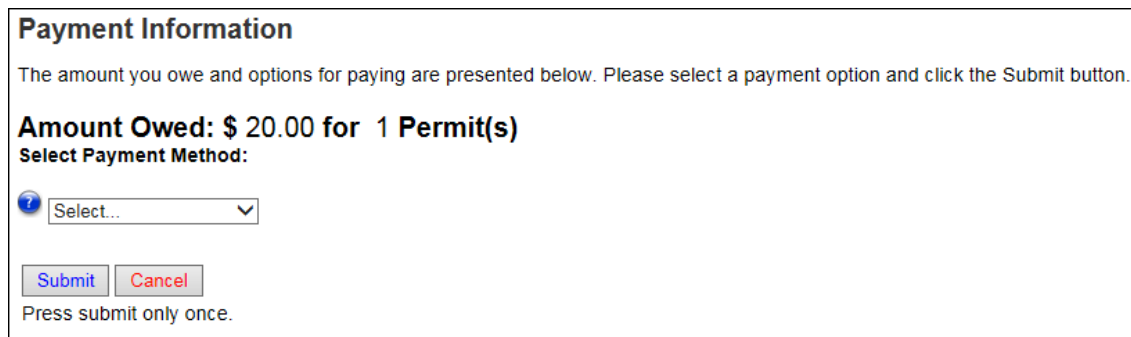


Pay for permits.

The following permits have been previously authorized and are verified for payment:
19826

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

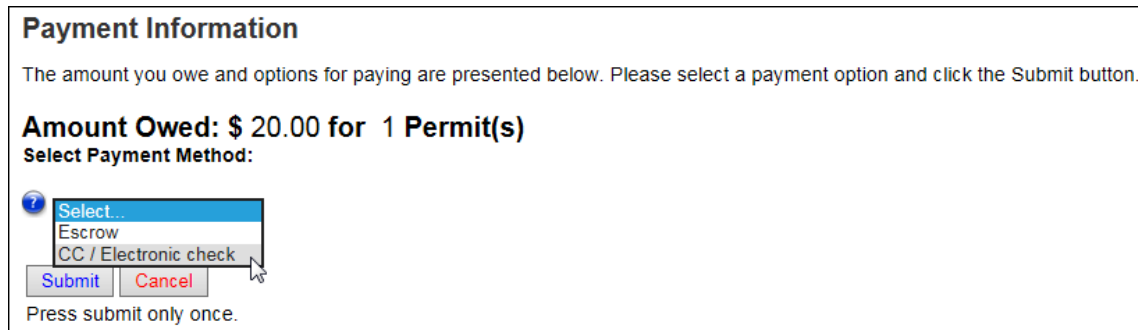
The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Amount Owed: \$ 20.00 for 1 Permit(s)

Select Payment Method:

Press submit only once.

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



Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Amount Owed: \$ 20.00 for 1 Permit(s)

Select Payment Method:

Escrow
CC / Electronic check

Press submit only once.

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

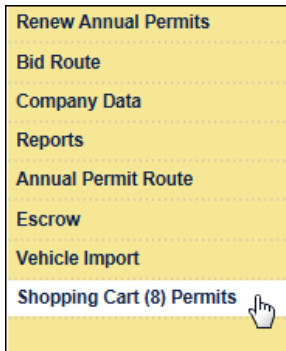
6. Complete the credit card/electronic check information and precede through the LexisNexis screens until your transaction is complete. Click the **Click here to Return to K-TRIPS** link. You will be returned to the **Company Dashboard**. If your transaction was successful, the permit will be delivered 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 (8) Permits** link in the **Administrative Panel** on the **Company Dashboard**.



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

Permits ready for payment and/or printing. ⓘ

Select individual permits for payment or select all ☐

☐ Pay		\$150.00
Annual Farm Implement Dealer View Permit Cancel Permit		
ID#: 19799 Vehicle: Company: ProMiles Test 1 Start Date: 2/15/2017		

☐ Pay		\$150.00
Annual Cotton View Permit Cancel Permit		
ID#: 19798 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/15/2017		

☐ Pay		\$20.00
Overdimension Oversize / Overweight View Permit Cancel Permit		
ID#: 19986 Vehicle: 107 Company: ProMiles Test 1 Start Date: 3/21/2017		

☐ Pay		\$30.00
Overdimension Large Structure (2 notes) View Permit Cancel Permit		
ID#: 19830 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 2/17/2017		

☐ Pay		\$30.00
Overdimension Large Structure View Permit Cancel Permit		
ID#: 19801 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 3/25/2017		

Select individual permits to print or select all ☐

☐ Print		No charge
Government Annual Oversize Only View Permit Cancel Permit		
ID#: 20037 Vehicle: 107 Company: ProMiles Test 1 Start Date: 4/6/2017		

☐ Print		No charge
Government Annual Oversize Only View Permit Cancel Permit		
ID#: 20036 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 4/6/2017		

☐ Print		No charge
Overdimension Oversize / Overweight View Permit Cancel Permit		
ID#: 19827 Vehicle: 107 Company: ProMiles Test 1 Start Date: 4/6/2017		

Order Total
\$0.00
(0) Permits selected to purchase

No charge ⓘ
(0) Permits selected to print

2. Check the box beside each no charge permit to print or check **all** to select all no charge permits.

Select individual permits to print or select all ☐

☐ Print	No charge
Government Annual Oversize Only ID#: 20037 Vehicle: 107 Company: ProMiles Test 1 Start Date: 4/6/2017	View Permit Cancel Permit
☐ Print	No charge
Government Annual Oversize Only ID#: 20036 Vehicle: 11023 Company: ProMiles Test 1 Start Date: 4/6/2017	View Permit Cancel Permit
☐ Print	No charge
Overdimension Oversize / Overweight ID#: 19827 Vehicle: 107 Company: ProMiles Test 1 Start Date: 4/6/2017	View Permit Cancel Permit

No charge
(0) Permits selected to print

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.*

Issued Permits

Permit finalization complete.
The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

Permits Issued

Permit ID
20037
17000163

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

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

1. Click **Chat Live** in the **Customer Support Panel** on the **Company Dashboard**.



The K-TRIPS Live Chat Support screen will be displayed.

K-TRIPS Live Chat Support

Please tell us your name and press Log In to request your chat session.

Name:

2. Enter the name to display in the message center during chat sessions. This is usually your first name.

K-TRIPS Live Chat Support

Please tell us your name and press Log In to request your chat session.

Name:

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

Welcome, Michelle, to K-TRIPS Live Chat Support. A support specialist will be with you shortly.

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

K-TRIPS Live Chat Support

Welcome, Michelle, to K-TRIPS Live Chat Support. A support specialist will be with you shortly.

Tim: Hello, Michelle. How may I help you?

5. Type your question in the empty field. Click **Send Text**.

K-TRIPS Live Chat Support

Welcome, Michelle, to K-TRIPS Live Chat Support. A support specialist will be with you shortly.

Tim: Hello, Michelle. How may I help you?

I have a question regarding axle weights.

Send Text

Send Copy of My Screen

End Chat Session

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

Welcome, Michelle, to K-TRIPS Live Chat Support. A support specialist will be with you shortly.

Tim: Hello, Michelle. How may I help you?

Michelle: I have a question regarding axle weights.

6. Wait for the K-TRIPS Live Chat Support Specialist's response.

K-TRIPS Live Chat Support

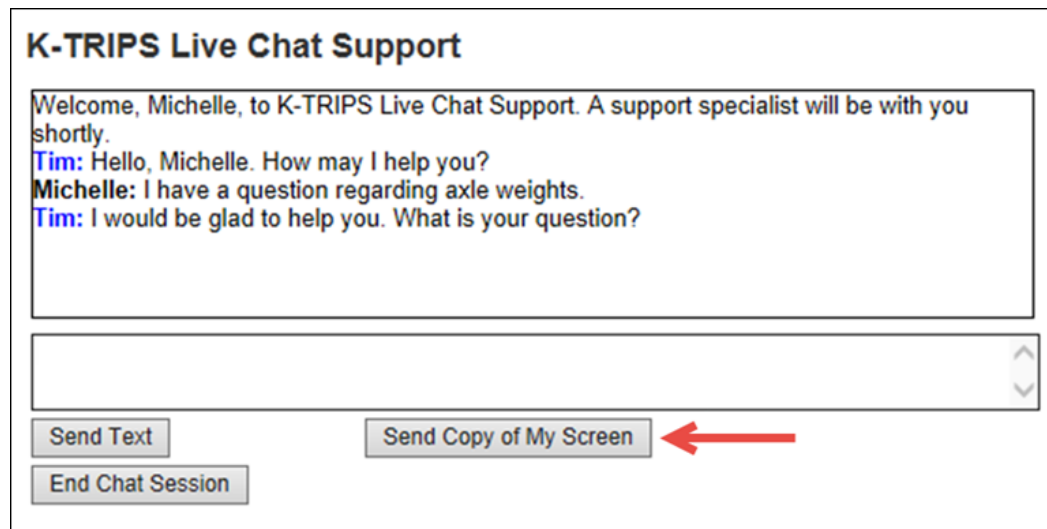
Welcome, Michelle, to K-TRIPS Live Chat Support. A support specialist will be with you shortly.

Tim: Hello, Michelle. How may I help you?

Michelle: I have a question regarding axle weights.

Tim: I would be glad to help you. What is your question?

- 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.



K-TRIPS Live Chat Support

Welcome, Michelle, to K-TRIPS Live Chat Support. A support specialist will be with you shortly.

Tim: Hello, Michelle. How may I help you?

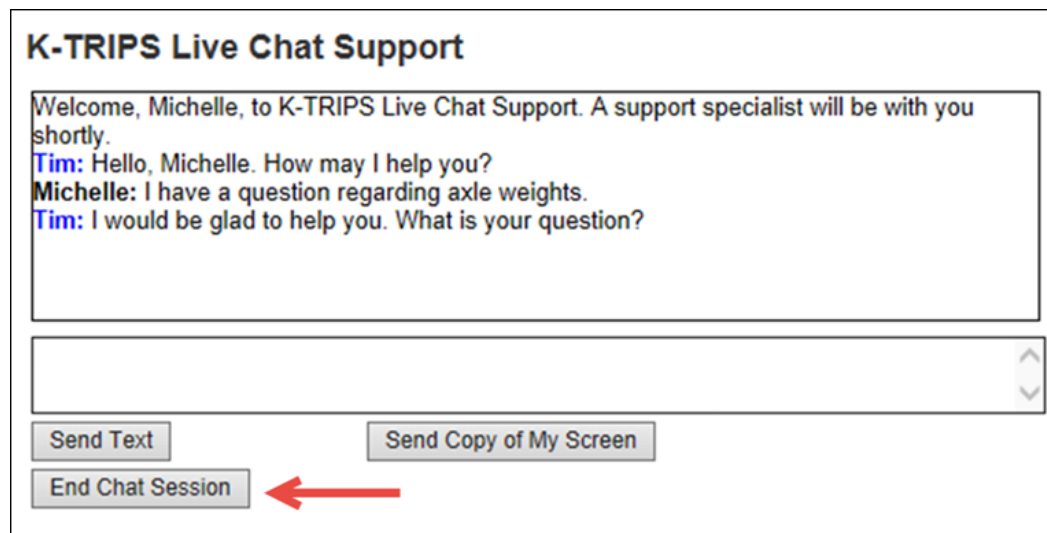
Michelle: I have a question regarding axle weights.

Tim: I would be glad to help you. What is your question?

Send Text Send Copy of My Screen End Chat Session

A red arrow points to the "Send Copy of My Screen" button.

- 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.



K-TRIPS Live Chat Support

Welcome, Michelle, to K-TRIPS Live Chat Support. A support specialist will be with you shortly.

Tim: Hello, Michelle. How may I help you?

Michelle: I have a question regarding axle weights.

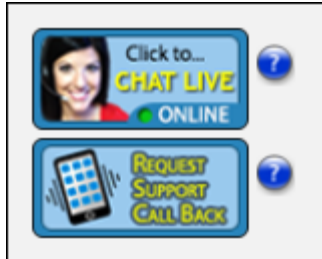
Tim: I would be glad to help you. What is your question?

Send Text Send Copy of My Screen End Chat Session

A red arrow points to the "End Chat Session" button.

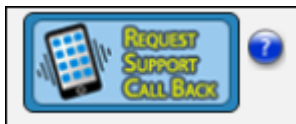
REQUEST SUPPORT CALL BACK

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

1. Click **Request Support Call Back** in the **Customer Support Panel** on the **Company Dashboard**.



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

K-TRIPS Support Call Back Request

Please leave your name and contact information.

Name:

Phone:

Email:

Message:

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

Please leave your name and contact information.

Name:

Phone:

Email:

Message:

Please call me at your earliest convenience. I have a question about renewing an Annual Permit.

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

Permits issued and permits requiring further processing.

 [New Permit...](#)
 Show: All 
 [Refresh](#)
 [Search Permits](#)


Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...
17000152	Overdimension Oversize / Overweight	4/4/2017 08:15 AM	Issued	Select...
17000151	Overdimension Oversize / Overweight	4/3/2017 08:34 AM	Issued	Select...
17000150	Overdimension Oversize / Overweight	3/31/2017 12:23 PM	Issued	Select...
17000149	Overdimension Oversize / Overweight	3/31/2017 10:02 AM	Issued	Select...
17000148	Overdimension Oversize / Overweight	3/31/2017 10:00 AM	Issued	Select...
17000147	Overdimension Oversize / Overweight	3/31/2017 09:58 AM	Issued	Select...
17000146	Overdimension Oversize / Overweight	3/31/2017 09:51 AM	Issued	Select...
17000145	Overdimension Oversize / Overweight	3/31/2017 09:49 AM	Issued	Select...
17000144	Overdimension Oversize / Overweight	3/31/2017 09:47 AM	Issued	Select...
17000143	Overdimension Oversize / Overweight	3/31/2017 09:44 AM	Issued	Select...
17000142	Overdimension Oversize / Overweight	3/31/2017 09:41 AM	Issued	Select...
17000141	Overdimension Oversize / Overweight	3/29/2017 3:47 PM	Issued	Select...
20010	Overdimension Superload	3/28/2017 4:07 PM	Pending	Select...
17000140	Overdimension Oversize / Overweight	3/23/2017 4:43 PM	Issued	Select...

Show: 25 Records 

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

Permit Status Filter	Permit Status Filter Description
All	Show to display All permits in the queue with the most recent listed first
Unfinished	Show to display Unfinished permit applications in the queue. Unfinished permit applications were started by a Company User and have not been completed. Click Select then Resume Permit to complete the permit application.
Pending	Show to display Pending 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.
Issued	Show to display Issued permits. These are permits that have been approved and purchased and are currently active.
Expired	Show to display Expired permits. These are permits that have been approved and purchased but are no longer active.
On Hold	Show to display On Hold 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.

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

Permits issued and permits requiring further processing.

New Permit... Show: **All** Refresh Search Permits ?

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize a		Unfinished	Select...
17000163	Government Annu	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...

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

Company Dashboard

Permits issued and permits requiring further processing.

New Permit... Show: **Expired** Refresh Search Permits ?

Permit No/ID	Type	Submitted	Status	Action
17000010	Overdimension Oversize / Overweight	1/10/2017 4:35 PM	Expired	Select...
17000009	Overdimension Oversize / Overweight	1/10/2017 4:34 PM	Expired	Select...
17000008	Overdimension Oversize / Overweight	1/10/2017 4:32 PM	Expired	Select...
17000007	Overdimension Oversize / Overweight	1/10/2017 4:27 PM	Expired	Select...
17000006	Overdimension Oversize / Overweight	1/10/2017 4:18 PM	Expired	Select...
17000005	Overdimension Oversize / Overweight	1/10/2017 3:56 PM	Expired	Select...
17000004	Overdimension Oversize / Overweight	1/10/2017 3:19 PM	Expired	Select...
17000003	Overdimension Oversize / Overweight	1/6/2017 1:39 PM	Expired	Select...
17000001	Overdimension Oversize / Overweight	1/4/2017 3:29 PM	Expired	Select...
16000350	Overdimension Oversize / Overweight	12/27/2016 10:48 AM	Expired	Select...

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

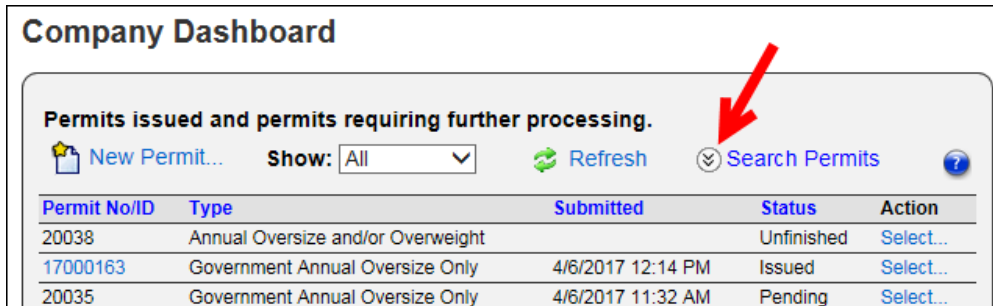
Full results will be displayed in the **Permits Panel**.

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**.



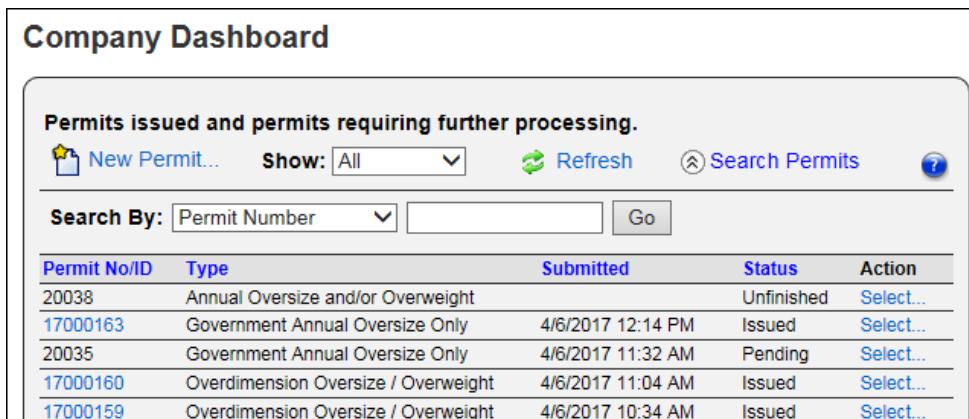
Company Dashboard

Permits issued and permits requiring further processing.

[New Permit...](#) **Show:** All [Refresh](#) [Search Permits](#)

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...

The **Search By:** dropdown list will be displayed.



Company Dashboard

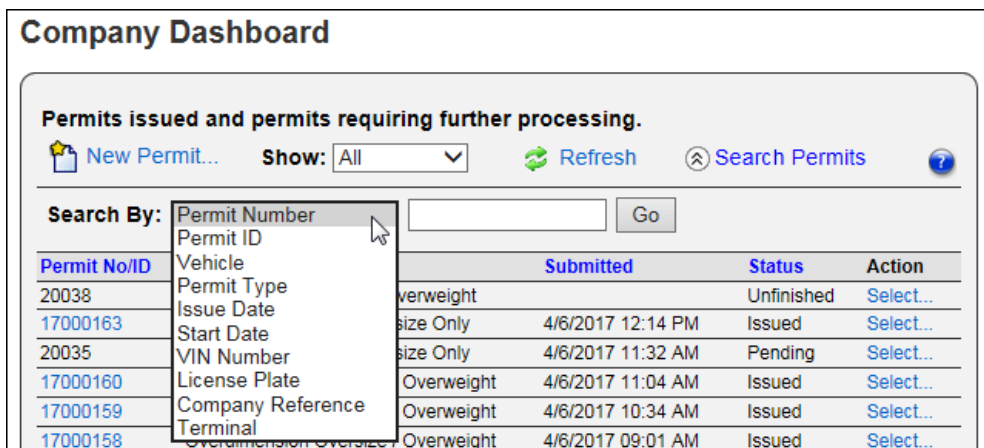
Permits issued and permits requiring further processing.

[New Permit...](#) **Show:** All [Refresh](#) [Search Permits](#)

Search By: Permit Number [Go](#)

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...

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

Permits issued and permits requiring further processing.

[New Permit...](#) **Show:** All [Refresh](#) [Search Permits](#)

Search By: Permit Number [Go](#)

- Permit ID
- Vehicle
- Permit Type
- Issue Date
- Start Date
- VIN Number
- License Plate
- Company Reference
- Terminal

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...

Chapter 2 The Company Dashboard

For this example, we will search by Permit Number 16000240.

Company Dashboard

Permits issued and permits requiring further processing.

 [New Permit...](#) **Show:** All  [Refresh](#)  [Search Permits](#) 

Search By: Permit Number

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...

- Click **Go**.

The permit will be listed in the results.

Company Dashboard

Permits issued and permits requiring further processing.

 [New Permit...](#) **Show:** All  [Refresh](#)  [Search Permits](#) 

Search By: Permit Number

Permit No/ID	Type	Submitted	Status	Action
16000240	Overdimension Oversize / Overweight	8/23/2016 09:52 AM	Expired	Select...

Show: 25 Records

- Click the **Collapse Chevron** icon to close **Search Permits**.

Company Dashboard

Permits issued and permits requiring further processing.

 [New Permit...](#) **Show:** All  [Refresh](#)  [Search Permits](#) 

Search By: Permit Number

Permit No/ID	Type	Submitted	Status	Action
16000240	Overdimension Oversize / Overweight	8/23/2016 09:52 AM	Expired	Select...

Show: 25 Records

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

Company Dashboard

Permits issued and permits requiring further processing.

 [New Permit...](#) **Show:** All  [Refresh](#)  [Search Permits](#) 

Permit No/ID	Type	Submitted	Status	Action
16000240	Overdimension Oversize / Overweight	8/23/2016 09:52 AM	Expired	Select...

Show: 25 Records

Full results will be displayed in the **Permits Panel**.

Company Dashboard

Permits issued and permits requiring further processing.

 [New Permit...](#) **Show:** All  [Refresh](#)  [Search Permits](#) 

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...
17000152	Overdimension Oversize / Overweight	4/4/2017 08:15 AM	Issued	Select...
17000151	Overdimension Oversize / Overweight	4/3/2017 08:34 AM	Issued	Select...
17000150	Overdimension Oversize / Overweight	3/31/2017 12:23 PM	Issued	Select...
17000149	Overdimension Oversize / Overweight	3/31/2017 10:02 AM	Issued	Select...
17000148	Overdimension Oversize / Overweight	3/31/2017 10:00 AM	Issued	Select...
17000147	Overdimension Oversize / Overweight	3/31/2017 09:58 AM	Issued	Select...
17000146	Overdimension Oversize / Overweight	3/31/2017 09:51 AM	Issued	Select...
17000145	Overdimension Oversize / Overweight	3/31/2017 09:49 AM	Issued	Select...
17000144	Overdimension Oversize / Overweight	3/31/2017 09:47 AM	Issued	Select...
17000143	Overdimension Oversize / Overweight	3/31/2017 09:44 AM	Issued	Select...
17000142	Overdimension Oversize / Overweight	3/31/2017 09:41 AM	Issued	Select...
17000141	Overdimension Oversize / Overweight	3/29/2017 3:47 PM	Issued	Select...
20010	Overdimension Superload	3/28/2017 4:07 PM	Pending	Select...
17000140	Overdimension Oversize / Overweight	3/23/2017 4:43 PM	Issued	Select...

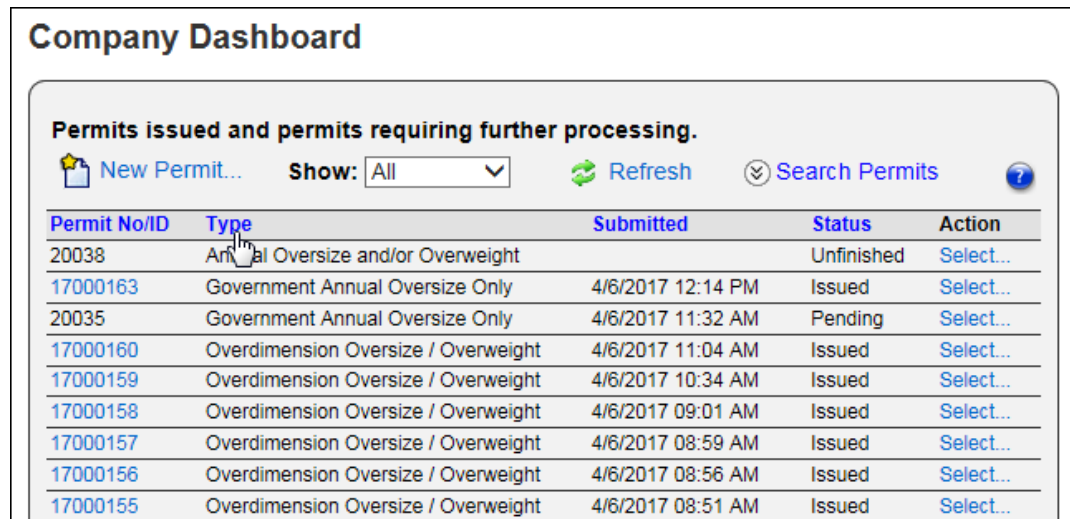
Show: 25 Records

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**.



The screenshot shows the 'Company Dashboard' with a section titled 'Permits issued and permits requiring further processing.' Below this title are several controls: a 'New Permit...' button with a star icon, a 'Show:' dropdown menu currently set to 'All', a 'Refresh' button with a circular arrow icon, a 'Search Permits' button with a magnifying glass icon, and a help icon. Below these controls is a table with the following columns: 'Permit No/ID', 'Type', 'Submitted', 'Status', and 'Action'. The table contains 10 rows of permit data. The 'Type' column is highlighted, indicating it is the active sort criterion. The data is as follows:

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...

*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.*

Chapter 2 The Company Dashboard

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**.

Company Dashboard

Permits issued and permits requiring further processing.

 [New Permit...](#) **Show:**  [Refresh](#)  [Search Permits](#) 

Permit No/ID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...
17000152	Overdimension Oversize / Overweight	4/4/2017 08:15 AM	Issued	Select...
17000151	Overdimension Oversize / Overweight	4/3/2017 08:34 AM	Issued	Select...
17000150	Overdimension Oversize / Overweight	3/31/2017 12:23 PM	Issued	Select...
17000149	Overdimension Oversize / Overweight	3/31/2017 10:02 AM	Issued	Select...
17000148	Overdimension Oversize / Overweight	3/31/2017 10:00 AM	Issued	Select...
17000147	Overdimension Oversize / Overweight	3/31/2017 09:58 AM	Issued	Select...
17000146	Overdimension Oversize / Overweight	3/31/2017 09:51 AM	Issued	Select...
17000145	Overdimension Oversize / Overweight	3/31/2017 09:49 AM	Issued	Select...
17000144	Overdimension Oversize / Overweight	3/31/2017 09:47 AM	Issued	Select...
17000143	Overdimension Oversize / Overweight	3/31/2017 09:44 AM	Issued	Select...
17000142	Overdimension Oversize / Overweight	3/31/2017 09:41 AM	Issued	Select...
17000141	Overdimension Oversize / Overweight	3/29/2017 3:47 PM	Issued	Select...
20010	Overdimension Superload	3/28/2017 4:07 PM	Pending	Select...
17000140	Overdimension Oversize / Overweight	3/23/2017 4:43 PM	Issued	Select...

Show:

25 Records

50 Records

100 Records

150 Records

200 Records

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.

Company Dashboard

Permits issued and permits requiring further processing.

New Permit... Show: All Refresh Search Permits

Permit NoID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...
17000152	Overdimension Oversize / Overweight	4/4/2017 08:15 AM	Issued	Select...
17000151	Overdimension Oversize / Overweight	4/3/2017 08:34 AM	Issued	Select...

View Permit
Copy Permit

Company Dashboard

Permits issued and permits requiring further processing.

New Permit... Show: All Refresh Search Permits

Permit NoID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...

Resume Permit
Cancel Permit

Company Dashboard

Permits issued and permits requiring further processing.

New Permit... Show: All Refresh Search Permits

Permit NoID	Type	Submitted	Status	Action
20038	Annual Oversize and/or Overweight		Unfinished	Select...
17000163	Government Annual Oversize Only	4/6/2017 12:14 PM	Issued	Select...
20035	Government Annual Oversize Only	4/6/2017 11:32 AM	Pending	Select...
17000160	Overdimension Oversize / Overweight	4/6/2017 11:04 AM	Issued	Select...
17000159	Overdimension Oversize / Overweight	4/6/2017 10:34 AM	Issued	Select...
17000158	Overdimension Oversize / Overweight	4/6/2017 09:01 AM	Issued	Select...
17000157	Overdimension Oversize / Overweight	4/6/2017 08:59 AM	Issued	Select...
17000156	Overdimension Oversize / Overweight	4/6/2017 08:56 AM	Issued	Select...
17000155	Overdimension Oversize / Overweight	4/6/2017 08:51 AM	Issued	Select...
17000154	Overdimension Oversize / Overweight	4/5/2017 10:04 AM	Issued	Select...
17000153	Overdimension Oversize / Overweight	4/4/2017 10:59 AM	Issued	Select...

View Permit
Edit Permit
Copy Permit
Queue Position
Cancel Permit

Note: Clicking **Queue Position** informs you of the current position of your permit in the queue.

QueuePosition

This permit is in the **Oversize / Overweight** queue.
Its current position is: **47** of **74**

TABLE 4: PERMIT ACTIONS

Element	Content
View Permit	In the Action column click Select . Click View Permit . The Permit Details screen will be displayed. See <i>Permit Details</i> on page 116 for more information. This action is available for permits with a status of Issued , Issued Prior , Expired , or Pending .
Edit Permit	In the Action column click Select . Click Edit Permit . 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 Pending .
Copy Permit	In the Action column click Select . Click Copy Permit . 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 Issued , Issued Prior , Expired , or Pending .
Queue Position	In the Action column click Select . Click Queue Position . This will let you know where in the queue the permit application resides. This action is only available for permits with a status of Pending .
Resume Permit	In the Action column click Select . Click Resume Permit . 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 Unfinished .
Cancel Permit	In the Action column click Select . Click Cancel Permit . This action deletes the permit application. This action is available for permits with a status of Unfinished or Pending .
View Permit PDF	Click the Permit Number hyperlink in the Permits Panel to view a copy of the actual permit. This action is available for permits with a status of Issued or Issued Prior . Permit PDFs for permits with a status of Expired will be unavailable.

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
Below is detailed information about permit number 17032011.
Permit Number: 17032011
PermitID: 425207
Company: CLARKSON CONSTRUCTION COMPANY
Contact Name: mickey bartling
Contact Number: 816-483-8800
Type: Overdimension Oversize and/or Overweight
Commodity Type: General Construction Equipment
Status: Issued
Delivered by Fax to 816-462-0252
Delivered by Email to mbartling@clarksonconstruction.com
Resend by Fax or Email to **Delivered by Fax at 05/17/2017 8:54AM**
Issue Date: 5/17/2017 08:48 AM **Start Date:** 5/17/2017 **End Date:** 5/23/2017

Vehicle and Load

Changes

Docs / PDFs

Fee Items

Special Items

Registrations

Payments

Notes

Route

Conditions

Chats

Vehicle and Load
Load Description
dozer with balde
Vehicles Used For This Permit

Unit Number	Type	Make	Year	State	License	VIN	Registered GVW
8431	Tractor	PETERBILT	2008	MO	88AN2W	1XPTDBEX18N749163	85500

Load and Dimensions
Below is a table containing the dimensions used when creating and routing this permit.

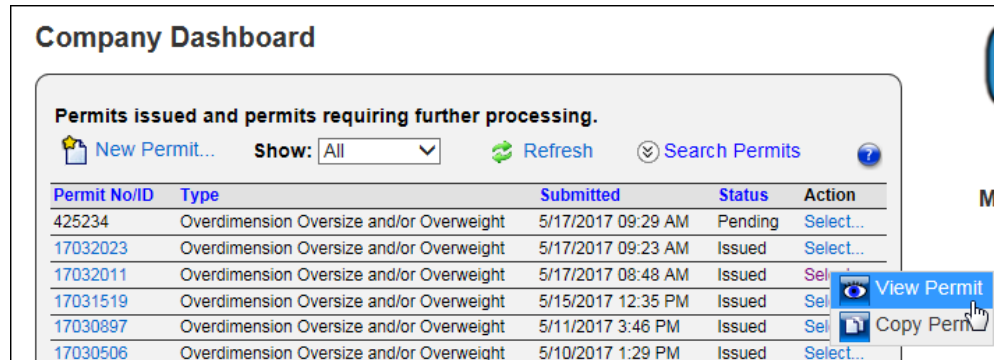
Dimensions			
Width:	13 ft. 6 in.	Height:	13 ft. 5 in.
Length:	68 ft.	Weight:	Legal
Front O'Hang:	Legal	Rear O'Hang:	Legal

FIGURE 13: THE PERMIT DETAILS SCREEN

Chapter 2 The Company Dashboard

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**.



Company Dashboard

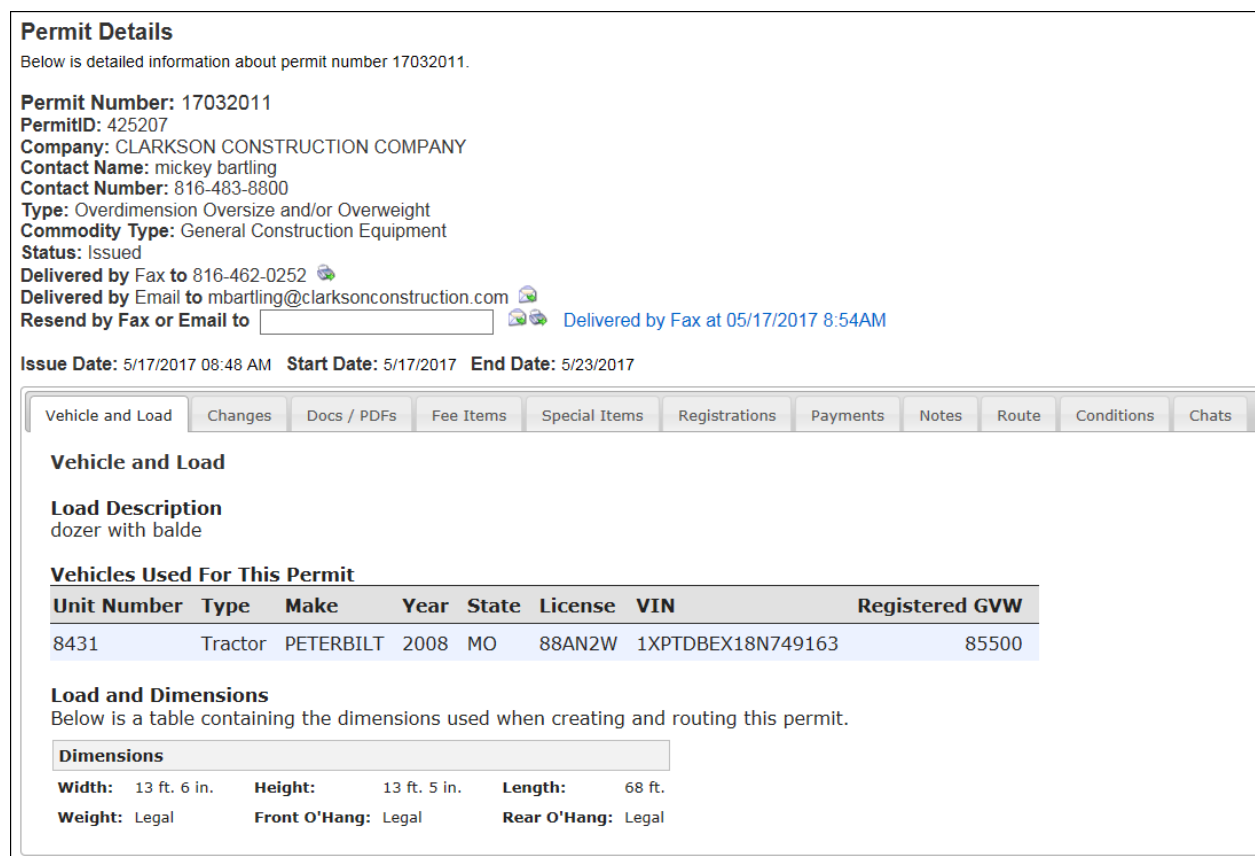
Permits issued and permits requiring further processing.

 [New Permit...](#) **Show:**  [Refresh](#)  [Search Permits](#) 

Permit No/ID	Type	Submitted	Status	Action
425234	Overdimension Oversize and/or Overweight	5/17/2017 09:29 AM	Pending	Select...
17032023	Overdimension Oversize and/or Overweight	5/17/2017 09:23 AM	Issued	Select...
17032011	Overdimension Oversize and/or Overweight	5/17/2017 08:48 AM	Issued	Select...
17031519	Overdimension Oversize and/or Overweight	5/15/2017 12:35 PM	Issued	Select...
17030897	Overdimension Oversize and/or Overweight	5/11/2017 3:46 PM	Issued	Select...
17030506	Overdimension Oversize and/or Overweight	5/10/2017 1:29 PM	Issued	Select...

View Permit tooltip:  [View Permit](#)  [Copy Permit](#)

The **Permit Details** screen will be displayed.



Permit Details

Below is detailed information about permit number 17032011.

Permit Number: 17032011
PermitID: 425207
Company: CLARKSON CONSTRUCTION COMPANY
Contact Name: mickey bartling
Contact Number: 816-483-8800
Type: Overdimension Oversize and/or Overweight
Commodity Type: General Construction Equipment
Status: Issued
Delivered by Fax to 816-462-0252 
Delivered by Email to mbartling@clarksonconstruction.com 
Resend by Fax or Email to  [Delivered by Fax at 05/17/2017 8:54AM](#)

Issue Date: 5/17/2017 08:48 AM **Start Date:** 5/17/2017 **End Date:** 5/23/2017

Vehicle and Load **Changes** **Docs / PDFs** **Fee Items** **Special Items** **Registrations** **Payments** **Notes** **Route** **Conditions** **Chats**

Vehicle and Load

Load Description
dozer with balde

Vehicles Used For This Permit

Unit Number	Type	Make	Year	State	License	VIN	Registered GVW
8431	Tractor	PETERBILT	2008	MO	88AN2W	1XPTDBEX18N749163	85500

Load and Dimensions
Below is a table containing the dimensions used when creating and routing this permit.

Dimensions			
Width:	13 ft. 6 in.	Height:	13 ft. 5 in.
Length:	68 ft.	Weight:	Legal
Front O'Hang:	Legal	Rear O'Hang:	Legal

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

Element	Content
Details	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
Functions	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 <i>Resend a Permit</i> on page 119.
Vehicle and Load	Vehicle and load description from the permit application
Changes	Audit trail of changes throughout the life of the permit
Docs / PDFs	View or add documents for the permit. View the Permit PDF.
Fee Items	Fees associated to the permit
Special Items	Special items for the permit such as permit specific attest statements
Registrations	Vehicle registrations associated to the permit
Payments	Payment amount and method of payment for the permit
Notes	View and add notes for the permit
Route	View, zoom, and print the map or route for the permit
Conditions	Conditions for the permit
Chats	Chat sessions associated to the permit

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.



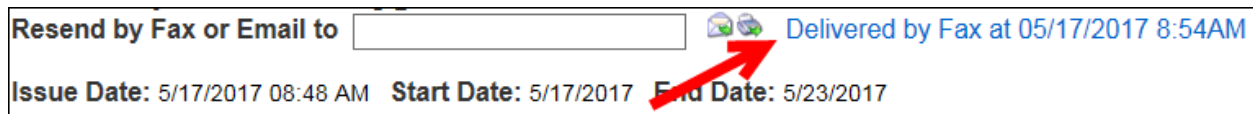
TO RESEND A PERMIT TO A NEW EMAIL ADDRESS OR FAX NUMBER

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.



Fax History					
Fax ID	Fax Number	Subject	Attempt Timestamp	Result	Attempt Number
35271	18164620252	Production OS/OW Permit Number 17032011	05/17/2017 8:54AM	Success	1
Close					

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.

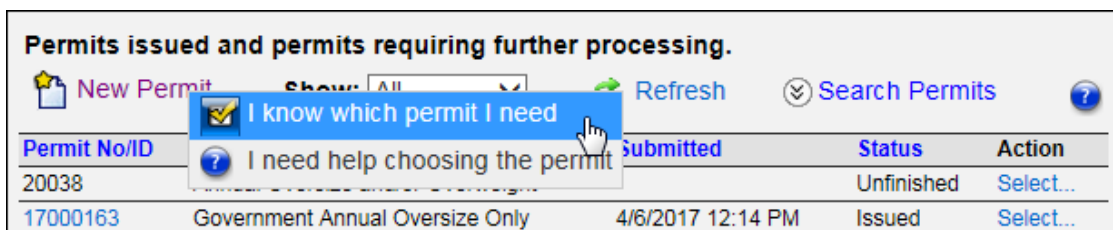
Self-issue - Many permits issued through K-TRIPS can be self-issued without any assistance from a KS Agency User from a desktop computer or a mobile device. Superload and Large Structure permits must be reviewed by a KS Agency User before they can be approved. Superload permits without an existing Bridge 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
Select the permit type below. Alternatively you may use the [Permit Wizard](#)

ProMiles Test 1 606056

Contact information to appear on permit(s) being ordered:

Contact Name:

Contact Phone:

Contact Email:

Primary Delivery Method:

Additional Delivery Method:

Company Reference:

Permit Type:

From: To:

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.

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.

Order Permits

Select the permit type below. Alternatively you may use the [Permit Wizard](#)

ProMiles Test 1 606056

Contact information to appear on permit(s) being ordered:

Contact Name:

Korri Ayers

Contact Phone:

409-555-1212

Contact Email:

k.ayers@promiles.com

 Primary Delivery Method:

WebDownload ▼

 Additional Delivery Method:

Select... ▼

 Company Reference:

 Permit Type:

Select... ▼

From:

To:

Cancel

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
Select the permit type below. Alternatively you may use the [Permit Wizard](#)

ProMiles Test 1 606056

Contact information to appear on permit(s) being ordered:

Contact Name:
Contact Phone:
Contact Email:
Primary Delivery Method: Email Address:
Additional Delivery Method:

Permit Type:

From:

- Fuel & Registration 3 Day Permit
- Fuel 10 Day Permit
- Fuel 24 Hour
- Fuel 7 Day Permit
- Fuel 72 Hour
- Government Annual Oversize Only
- Government Oversize / Overweight
- Government Oversize Overweight Annual
- Government Superload
- Harvest 30 Day Permit Foreign Based
- Harvest 30 Day Permit Kansas Based
- Harvest 60 Day Permit Foreign Based
- Harvest Overdimension
- Hay - Annual Hay
- Hay - Five Year Hay
- KTA Access 6 Month
- KTA Access Annual
- Liquid Fuel Temporary
- Oil Service Rig Single Trip
- Overdimension Large Structure
- Overdimension Oversize / Overweight
- Overdimension Poles, Beams and Girders
- Overdimension Superload
- Registration 30 Day
- Registration 6 Day
- Registration 72 Hour
- Registration Beyond Local
- Registration Dealer Demo
- Registration Dealer Demo 15 Day
- Registration Hunter

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:

From: **To:**

☐ Large Structure permits may require up to 2 days for processing. I understand and agree to this.

5. Enter the Start Date for the permit by clicking in the **From** field and choosing a date from the calendar.

Chapter 2 The Company Dashboard

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.

Order Permits

Select the permit type below. Alternatively you may use the [Permit Wizard](#)

ProMiles Test 1 606056

Contact information to appear on permit(s) being ordered:

Contact Name:

Korri Ayers

Contact Phone:

409-555-1212

Contact Email:

k.ayers@promiles.com

Primary Delivery Method:

Email

Email Address:

k.ayers@promiles.com

Additional Delivery Method:

Select...

Company Reference:

Permit Type:

Overdimension Oversize / Overweight

From:

4/06/2017

To:

04/12/2017

Cancel

Next

April 2017

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

- 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.*

Chapter 2 The Company Dashboard

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

Add Power Unit	Vehicle Inventory	Unit/Rig Number	Year	Make	VIN	License	State	KS GVW	Type
+	Select...		Select...					NO KS GVW	Select...

Commodity Type: -- Select One --
Load Description:
☐ I attest that the load is non-divisible.
☐ I attest that hauling multiple items does not create an additional over-dimension.

Load Parameter	Feet	Inches	Load Parameter	Feet	Inches
Loaded Length			Loaded Front o/Hang		
Loaded Width			Loaded Rear o/Hang		
Loaded Height			Loaded Weight		

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 6: SET TRUCK AND LOAD INFORMATION

Element	Function		Required?
Vehicle	Information for the vehicle that is on the permit		
	Add Power Unit Button 	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.	No
	Delete Vehicle Button 	Delete a permit request for an additional vehicle on the application. This will only display if a user has clicked Add Power Unit .	No
	Vehicle Inventory	List of saved vehicles in the company's K-TRIPS account	No
	Unit/Rig Number	Unit or Rig number of the vehicle on the permit	No
	Year	Model year of the vehicle on the permit	Yes
	Make	Manufacturer of the vehicle on the permit. Enter the full name of the manufacturer such as Volvo, Mack, Freightliner, etc.	Yes
	VIN	Vehicle Identification Number of the vehicle on the permit. Enter the full VIN of the vehicle with no spaces or special characters. 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 <i>To Edit an Existing Vehicle</i> on page 61.	Yes
	License	License number of the vehicle on the permit	Yes
	State	State that issued the license for the vehicle on the permit	Yes

TABLE 6: SET TRUCK AND LOAD INFORMATION

Element	Function		Required?
	KS GVW	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.	Yes
	Type	Vehicle type of the vehicle on the permit	Yes
Commodity Type	An appropriate commodity type for the items being hauled must be selected from this dropdown list.		Yes
Load Description	A brief description of the load being hauled		Yes
I attest that the load is non-divisible	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.		Yes/or below option
I attest that hauling multiple items does not create an additional over-dimension	This checkbox confirms to Kansas that the load is legally stacked per Kansas permitting rules.		Yes/or above option
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.			
Load Parameter	Dimension values of the load.		
	Feet	Number of complete feet and inches of each load parameter Note 1: The Inches value should be rounded up. 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. Note 2: This value is not applicable to the Loaded Weight parameter.	Yes
	Inches		

TABLE 6: SET TRUCK AND LOAD INFORMATION

Element	Function		Required?
	Enter Weights	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 <i>Table 7: Set Axle Weights</i> on page 130.	No/unless exceeds legal
	Loaded Length	Length of the vehicle and load	
	Loaded Width	Greatest width of the vehicle and load	
	Loaded Height	Greatest height of the vehicle and load	
	Loaded Front o/Hang	Length of the load extending beyond the foremost point of the vehicle	
	Loaded Rear o/Hang	Length of the load extending beyond the rearmost point of the vehicle	
	Loaded Weight	Gross weight of the vehicle and load. Set automatically by the Enter Weights button. For more information, see <i>Table 7: Set Axle Weights</i> on page 130.	
Add New Load	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.		No
Back	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.		
Save and Exit	Save the permit and load information and exit. The application can be resumed at a later time.		
Next	Continue to the next screen.		
Delete Permit	Delete a permit application.		

- 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 ✕

Enter spacing and weight information for each axle.

Number of Axles: **Axle Type:** ☐

Total Spacing: 75' 11" **Total Weight:** 80000

Axle	Spacing	Weight	Group	Width
1		12000	1 ▼	8 6
2	16 7	17000	2 ▼	8 6
3	4 4	17000	2 ▼	8 6
4	51	17000	3 ▼	8 6
5	4	17000	3 ▼	8 6

For optimal routing, enter exact weights.

When measuring the distance between axles, measure from the center of the hub.

☒ Side ☐ Top

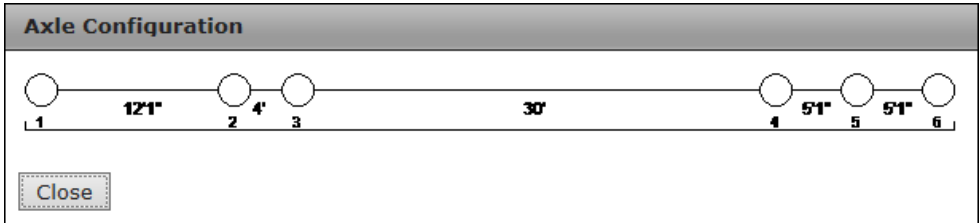
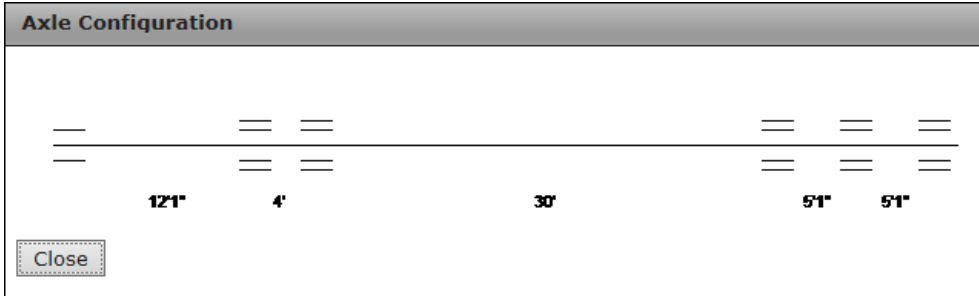
FIGURE 16: THE SET AXLE WEIGHTS SCREEN

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

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

TABLE 7: SET AXLE WEIGHTS

Element	Function
Display Configuration	Will display the axle configuration in a diagram with a side or top view: Side View  Top View  FIGURE 17: AXLE CONFIGURATIONS
Validate Weights and Close	Once weights are entered this validates that the axle weights and spacings are legal and closes the screen.
Cancel (Clears all axles.)	Will clear all axle information for the permit application

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.

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.*

Enter a Route

Back Save and Exit Save

Enter Trip

Origin Address City Zip

Address City Zip

Via Points None

Destination Address City Zip

Address City Zip

Validate and Run

Add Split Trip

Enter Trip For This Permit

Load Saved Trip: Load Trip

Use the form to the left to enter a trip that the truck(s) will use for this permit.

You have 7 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets - Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; K-TRIPS produces turn-by-turn directions so choose the marker that best represents your location.
- Border crossings - If you are entering from another state or leaving Kansas, select your highway and the nearest city to where you will cross the state line.
- Lat/Lon/Map - If you have the geocode for your location, you may enter it. Example: 39.069953, -95.703458. You can also click Find after selecting Lat/Lon/Map to click a location on the map.
- Road & Mile Marker - Enter the road, mile marker and direction of travel.
- Landmark - Select from a dropdown of KS landmark locations.
- Crossing State Road - List the road name, text description of the location, direction of travel and district for the crossing. This option is primarily used for loads that are traveling off system but must cross a state road.

You have the option to enter via points for your route.

- Highway - Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map - Click on "Select on Map" to open the map and select your highway via points.

Click **Validate and Run**. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options.

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:
 - o 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.

Chapter 2 The Company Dashboard

13. Click **Validate and Run** when you have made all your routing selections.

Enter a Route

Back Save and Exit Save

Enter Trip

Origin

Border Crossing

Select:

IH35, Kansas City MO

Via Points

None

Destination

Border Crossing

Select:

KS25, Guymon OK

Validate and Run

Add Split Trip

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

Enter a Route

Back Save and Exit Save

Carefully check the route presented below. If it looks correct, click Next.
☐ I have a problem with the route and would like it reviewed.

IH0035;MO;Kansas City to KS0025;OK;Guymon

Trip Distance: 465.3 Trip Time: 07:48 Save this trip.

☒ Drag Map ☐ Get Restriction Information For Road ☐ Restrictions in Box ☐ Open click point in Google Maps

① Load Dimensions Used During Routing

② Route Description

Driving Directions	Miles	Route	To	Distance	Time
Origin: IH0035;MO;Kansas City					
4.2	I-35 South	Take Ramp toward I-35 S		4.2	00:04
15.3	I-35 South	Take Ramp toward I-35 S		19.5	00:17
10.5	I-35 South	Take Exit 546 toward I-35 S		30	00:26
77.8	I-35 South	Continue Straight on I-35		107.8	01:33
0.5	I-35	Bear to the South onto I-35 (KANSAS TPKE)		108.3	01:33
84.2	I-35 South	Take Exit 42 toward I-135/235/US-81 WICHITA & SALINA		192.5	02:45
0.3	I-35	Bear to the North onto I-135		192.8	02:46
0.6	I-135 North	Take Exit 10 (LEFT) toward I-235		193.4	02:46
7	I-235 North	Take Exit 7B toward US-54 (W/US-400 WINKELHOOG AVE		200.4	02:52
0.2	I-235	Bear to the West onto US-54 (US-400)		200.6	02:52
179.9	US-54 West	Turn West onto US-160		200.5	06:09
30.7	US-160 West	Turn West onto US-56		411.2	06:42
43.2	US-56 West	Turn South onto KS-25		454.4	07:29
10.9	KS-25 South	Arrive at destination.		465.3	07:48
Final Destination: KS0025;OK;Guymon				465.3	07:48

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K-TRIPS Company User Guide

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.

Enter a Route

☐ Carefully check the route presented below. If it looks correct, click Next.
☐ I have a problem with the route and would like it reviewed.

(indicated by a red arrow)

Route: I40035;MO;Kansas City to K50025;OK;Guymon
Trip Distance: 465.3 Trip Time: 07:48 [Save this trip](#)

☐ Drag Map ☐ Get Restriction Information For Road ☐ Restrictions in Box ☐ Open click point in Google Maps

Load Dimensions Used During Routing

Route Description

Miles	Route	To	Distance	Time
0.0	Origin: I40035;MO;Kansas City			
4.2	I-35 South	Take Ramp toward I-35 S	4.2	00:04
15.3	I-35 South	Take Ramp toward I-35 S	19.5	00:17
10.5	I-35 South	Take Exit 346 toward I-35 S	30	00:26
77.8	I-35 South	Continue Straight on I-35	107.8	01:33
0.5	I-35	Bear to the South onto I-35 (KANSAS TPKE)	106.3	01:33
84.2	I-35 South	Take Exit 42 toward I-35A/US-51 WICHITA & SALINA	192.5	02:45
0.3	I-35	Bear to the North onto I-135	192.8	02:46
0.6	I-135 North	Take Exit 1C (LEFT) toward I-235	193.4	02:46
7	I-235 North	Take Exit 7B toward US-54 W/US-400 WINELLODGE AVE	200.4	02:52
0.3	I-235	Bear to the West onto US-54 (US-400)	200.6	02:52
179.9	US-54 West	Turn West onto US-160	330.5	06:09
30.7	US-160 West	Turn West onto US-56	411.2	06:42
43.2	US-56 West	Turn South onto KS-25	454.4	07:29
10.9	KS-25 South	Arrive at destination	465.3	07:48
	Final Destination: K50025;OK;Guymon		465.3	07:48

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.

Order Permits
ProMiles Test 1
Permit fee summary. Permit ID: 20039

Permits	Unit/Rig #	Permit Fee	Temp Weight	Temp Reg	Temp Fuel	Mileage	Total
Overdimension Oversize / Overweight	11023	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00
Total		\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00

☐ I attest that I have read and understand all the legal requirements for ordering a permit within the Kansas Truck Routing and Intelligent Permitting System (K-TRIPS).



Route Directions
==> IH0035;MO;Kansas City <==I-35 South, @ I-35 S, @ I-35 S, @ I-35 S, I-35, I-35 South, @ I-135/I-235/US-81 WICHITA & SALINA, I-35, I-135 North, @ I-235, I-235 North, @ US-54 W/US-400 W/KELLOGG AVE, I-235, US-54 West, US-160 West, US-56 West, KS-25 South==> KS0025;OK;Guymon <==

Back

Save And Exit

Delete Permit

15. 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.

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.

The **Permit Submission Successful** screen will be displayed.

Order Permits

ProMiles Test 1
Permit ID: 20039

Permit Submission Successful!

Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

The following permits have been approved.

Permit ID
20039

[Pay for the permits now.](#)

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.

The following permits have been previously authorized and are verified for payment:
20039

18. Click **Pay For Verified Permits**.

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

Payment Information
The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.
Amount Owed: \$ 20.00 for 1 Permit(s)
Select Payment Method:

?

Select...
Escrow
CC / Electronic check

Submit Cancel

Press submit only once.

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!
Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

The following permits were enqueued for further processing.
Exceeds envelope

Permit ID
16340

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.

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.

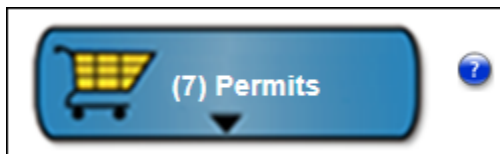
Unit	Plate	IRP / Plate
107	123456	IRP: Kansas on Cab Card ▼

[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

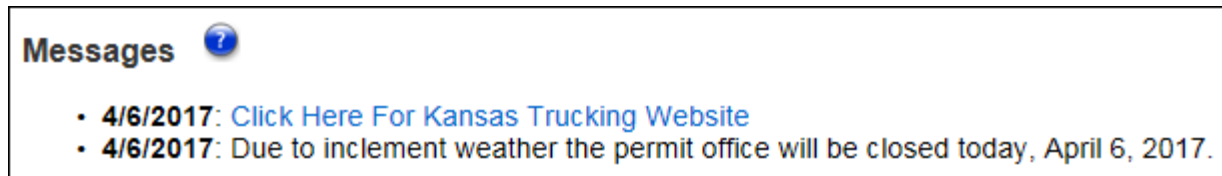
5 Permits ready for payment

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**.



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**.

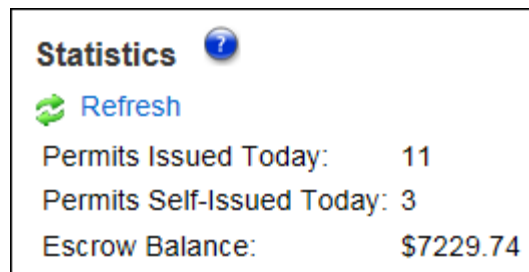


FIGURE 18: THE COMPANY STATISTICS PANEL

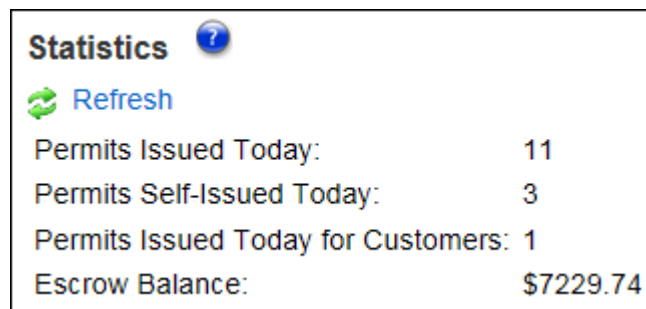


FIGURE 19: THE PERMIT SERVICE STATISTICS PANEL

TABLE 8: THE STATISTICS PANEL

Element	Function
Refresh	Refreshes the Statistics Panel to display the most recent information
Permits Issued Today	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
Permits Self-Issued Today	Allows the user to view the total number of permits that have been self-issued today for their company
Permits Issued Today for Customers	Allows Permit Service Users to view the total number of permits that have been processed for other customers for the current day
Escrow Balance	The company or Permit Service's current Escrow account balance

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.

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.

Login Information
☐ Create Account Without Login

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.

Permits issued and permits requiring further processing.				
 New Permit...	Show: All 	 Refresh	 Search Permits	
 ProMiles Delivery - 18				
 ProMiles Express - 3				
 ProMiles Test 1 - 3				
Show: 25 Records 				

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

Select the permit type below. Alternatively you may use the [Permit Wizard](#)

Select company for which you are ordering permit(s):

Search By: US DOT Number
Company Name

ProMiles Delivery null ☐ Match middle

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.

ENTER A ROUTE SCREEN

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

Enter a Route

Back

Save and Exit

Save

<<

Enter Trip

Origin

Address

Address

City

Zip

ABBYVILLE

Via Points

None

Destination

Address

Address

City

Zip

ABBYVILLE

Validate and Run

Add Split Trip

Enter Trip For This Permit

Load Saved Trip:

Load Trip

Use the form to the left to enter a trip that the truck(s) will use for this permit.

You have 7 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets - Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; K-TRIPS produces turn-by-turn directions so choose the marker that best represents your location.
- Border crossings - If you are entering from another state or leaving Kansas, select your highway and the nearest city to where you will cross the state line.
- Lat/Lon/Map - If you have the geocode for your location, you may enter it. Example: 39.069953, -95.703458. You can also click Find after selecting Lat/Lon/Map to click a location on the map.
- Road & Mile Marker - Enter the road, mile marker and direction of travel.
- Landmark - Select from a dropdown of KS landmark locations.
- Crossing State Road - List the road name, text description of the location, direction of travel and district for the crossing. This option is primarily used for loads that are traveling off system but must cross a state road.

You have the option to enter via points for your route.

- Highway - Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map - Click on "Select on Map" to open the map and select your highway via points.

Click **Validate and Run**. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options.

FIGURE 20: THE ENTER A ROUTE SCREEN

TABLE 9: ENTER A ROUTE SCREEN ELEMENTS

Element	Function
Back Button	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.
Save and Exit Button	Click to save your progress and exit the permit application
Save Button	Click to save your progress
Enter Trip Panel	The Enter Trip Panel is used to enter details about routes to be generated. See <i>Enter Trip Panel</i> on page 145 for more information.
Enter Trip For This Permit Panel	The Enter Trip For This Permit Panel provides information on Origin and Destination location options. See <i>Enter Trip For This Permit Panel</i> on page 188 for more information.
Validations Results Screen	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 <i>Validation Results Screen</i> on page 147 for more information.
Trip Results Panel	The Trip Results Panel provides an overview of the current generated route. See <i>Trip Results Panel</i> on page 191 for more information.

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.

The screenshot shows the 'Enter Trip' panel with a blue header and a light yellow background. At the top right is a blue button with two white arrows pointing left. The panel is divided into sections: 'Origin' with a dropdown menu open showing options like 'Address', 'Intersection', 'Border Crossing', 'Lat/Lon / Map', 'Road and Mile Marker', 'Landmark', and 'Crossing State Road'; 'Address' with a text input field; 'Via Points' with a text input field; 'Destination' with a dropdown menu set to 'Address'; and a section with 'Address', 'City' (set to 'ABBYVILLE'), and 'Zip' input fields. At the bottom are a 'Validate and Run' button and a blue link 'Add Split Trip' with a question mark icon.

FIGURE 21: THE ENTER TRIP PANEL

TABLE 10: ENTER TRIP PANEL ELEMENTS

Element	Function	
Route Area		
Origin/Destination Dropdown List	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 <i>Types of Routes</i> on page 148.	
Via Points Dropdown None Option	Select to generate a basic point-to-point route with no specified Via Points or highways. For more information, see <i>Routing Methods</i> on page 175.	Note: You can also use any of these methods for the routes of a split trip.
Via Points Dropdown Highway Option	Select to display fields to specify road names to use in the route. For more information, see <i>Highway Names</i> on page 177.	
Via Points Dropdown Find On Map Option	Select to display the Select On Map link to pick a location from the map. For more information, see <i>Find On Map</i> on page 180.	
Additional Route Details		
Validate and Run	Click to generate a route based on your selections. This action will collapse the Enter Trip Panel . You can expand the panel to change the route choices by clicking the Expand Chevron icon.	
Additional Routes Area		
Add Split Trip	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.	

VALIDATION RESULTS SCREEN

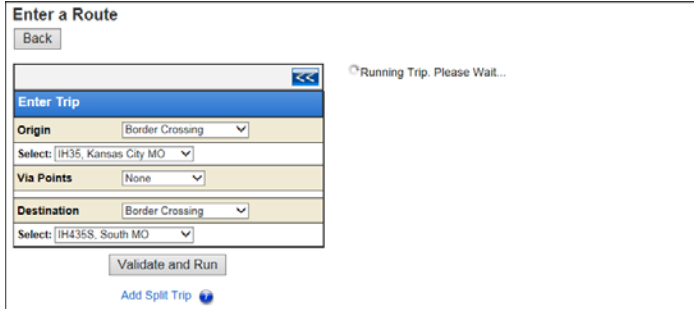
If K-TRIPS is unable to generate a route based on the Origin and Destination submitted in the **Enter Trip Panel**, the **Validation Results Screen** is used to inform the user why the trip failed and alternative routing points to enter to calculate the desired route of travel.

FIGURE 22: THE VALIDATION RESULTS SCREEN

TABLE 11: VALIDATION RESULTS SCREEN ELEMENTS

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

TABLE 11: VALIDATION RESULTS SCREEN ELEMENTS

Element	Function
	Route points that the system has successfully resolved are labeled with a check mark.
	Route points that have multiple potential resolutions are labeled with a question mark.
	Route points that cannot be resolved by the system are labeled with an exclamation mark.
Edit Route Expand Chevron	Click to return to the Enter Trip Panel to re-enter your route point information.
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.

The screenshot shows a web interface titled "Enter Trip". It has a blue header bar with a back arrow icon. Below the header, there are two main sections: "Origin" and "Destination". Each section has a dropdown menu set to "Address". Under the "Origin" section, there are three input fields: "Address", "City" (which has a dropdown menu showing "ABBYVILLE"), and "Zip". Similarly, the "Destination" section has "Address", "City" (dropdown showing "ABBYVILLE"), and "Zip" fields. Below these sections is a "Validate and Run" button and a link "Add Split Trip" with a question mark icon.

FIGURE 23: ENTER TRIP POINTS: ORIGIN OR DESTINATION 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**.

Chapter 3 Generating a Route

If you have entered an address that the system cannot find, the system will display the following message:

Validation Results
Main Trip

 **Origin** 19060 MILLS AV ABBYVILLE 67510
Location valid.

 **Destination** 771 OLD US 40 ABILENE 67410
Address not found. Please check spelling.

6. Re-enter the trip trying a different address or using the system suggestions.
7. Click **Validate and Run**.



Enter Trip

Origin

Address 

Address

19060 WEST MILLS

City

ABBYVILLE 

Zip

67510

Via Points

None 

Destination

Lat/Lon / Map 

Lat

38.915516

Lon

-97.213891

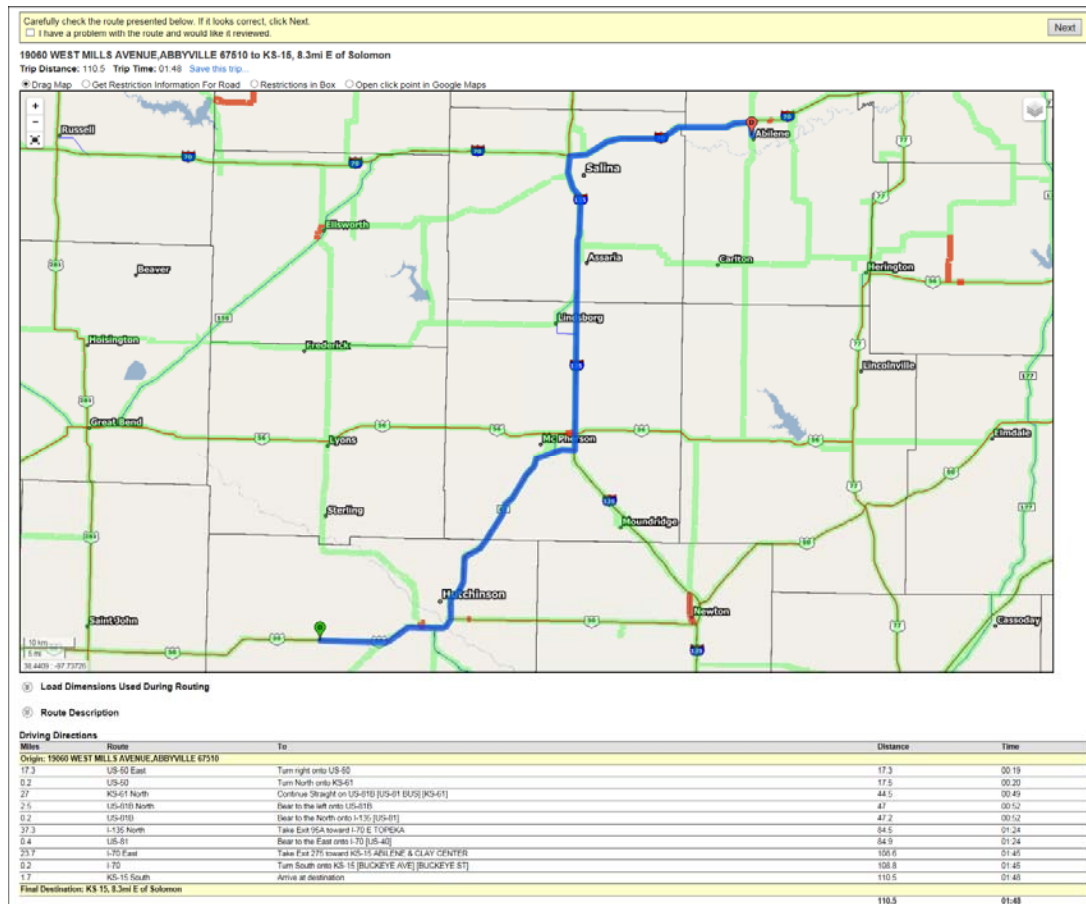
[Find](#)

KS-15 near Solomon

Validate and Run

Add Split Trip 

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



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**.

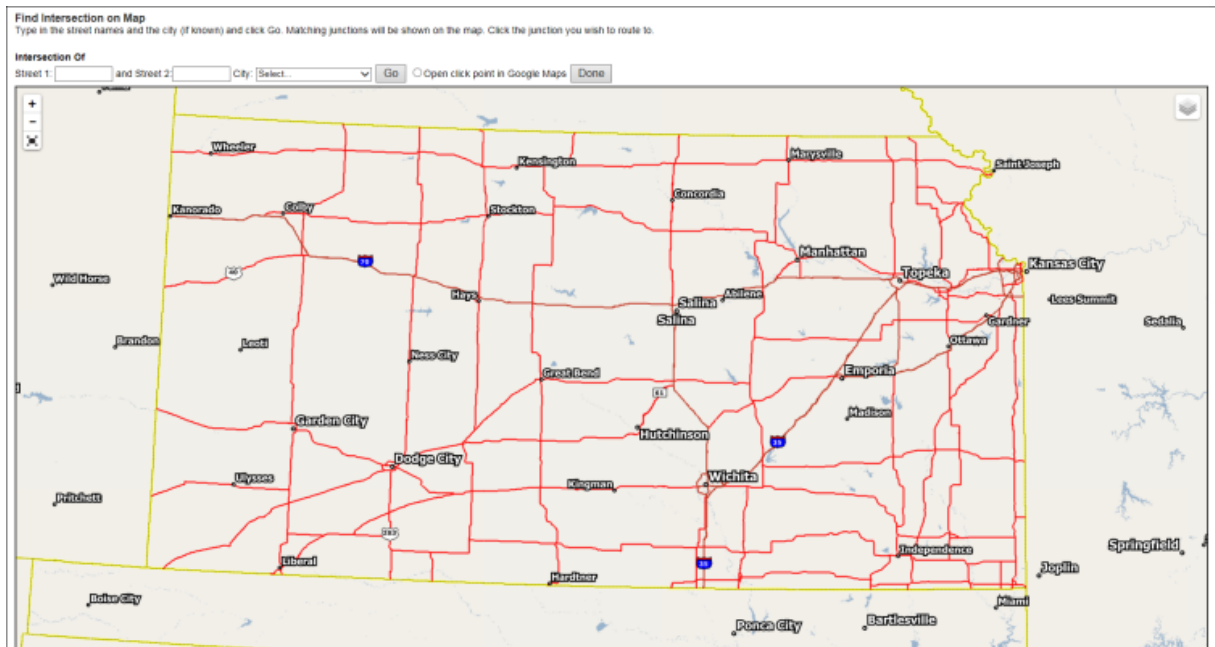
The fields will change to allow you to enter the details regarding the intersection.

The screenshot shows a web interface titled "Enter Trip". It has a blue header bar with the title. Below the header, there are two main sections for "Origin" and "Destination". Each section has a dropdown menu currently set to "Intersection". Under each dropdown, there is a blue link "Find Intersection...". Below the link, there are three text input fields: "Street1: Not Set", "Street2: Not Set", and "City: Not Set". Between the "Origin" and "Destination" sections, there is a "Via Points" dropdown menu set to "None". At the bottom of the panel, there is a "Validate and Run" button and a link "Add Split Trip" with a question mark icon.

FIGURE 24: ENTER TRIP POINTS: ORIGIN OR DESTINATION 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.

Find Intersection on Map
Type in the street names and the city (if known) and click Go. Matching junctions will be shown on the map. Click the junction you wish to route to.

Intersection Of
Street 1: and Street 2: City: ☐ Open click point in Google Maps

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.



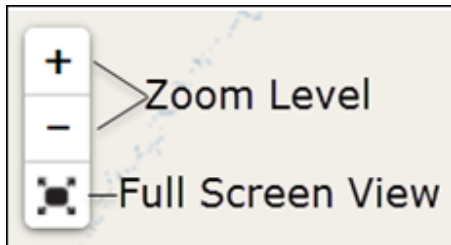
FIGURE 25: INTERSECTION LOCATION FOUND

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.

TABLE 12: MAP ZOOM TOOL

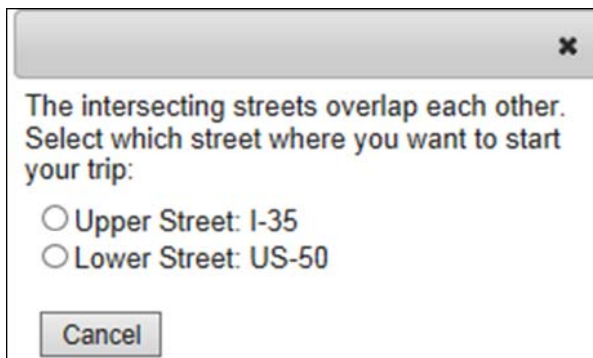
Element	Description
Zoom Level	Click the Zoom Level buttons (+/-) to zoom in and out of the center of the map.
Full Screen View	Click to view the map in full screen view



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.

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.

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.

The screenshot shows a web interface titled "Enter Trip" with a blue header bar. Below the header, there are two main sections: "Origin" and "Destination". Each section has a dropdown menu set to "Border Crossing" and a "Select:" dropdown menu showing "IH35, Kansas City MO". Between these sections is a "Via Points" section with a dropdown menu set to "None". At the bottom of the panel, there is a "Validate and Run" button and a link "Add Split Trip" with a question mark icon.

FIGURE 26: ENTER TRIP POINTS: ORIGIN OR DESTINATION BORDER CROSSING

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.

Enter a Route

Back Save and Exit Save

Enter Trip

Origin: Border Crossing

Select: IH35, Kansas City MO

Via Points: None

Destination: Border Crossing

Address:

Zip:

Run

Border Crossing List:

- IH35, Kansas City MO
- IH35, Hunnewell OK
- IH70, Kanorado CO
- IH435N, North MO
- IH435S, South MO
- IH635, Kansas City MO
- IH670, Kansas City MO
- KS1, Buttermilk OK
- KS7, White Cloud NE
- KS7, Treece OK
- KS8, Franklin NE
- KS8, Kiowa OK
- KS14, Superior NE
- KS15, Morrowville NE
- KS15, Grainola OK
- KS23, Forgan OK
- KS25, Atwood NE
- KS25, Guymon OK
- KS27, Haigler NE
- KS51, Walsh CO
- KS52, Amorett MO
- KS63, Du Bois NE
- KS66, Galena MO
- KS68, Louisburg MO
- KS92, Leavenworth MO
- KS96, Towner CO
- KS99, Summerfield NE
- KS99, Chautauqua OK
- KS117, Hemdon NE
- KS126, Pittsburg MO

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

Enter Trip

Origin: Border Crossing

Select: IH35, Kansas City MO

Via Points: None

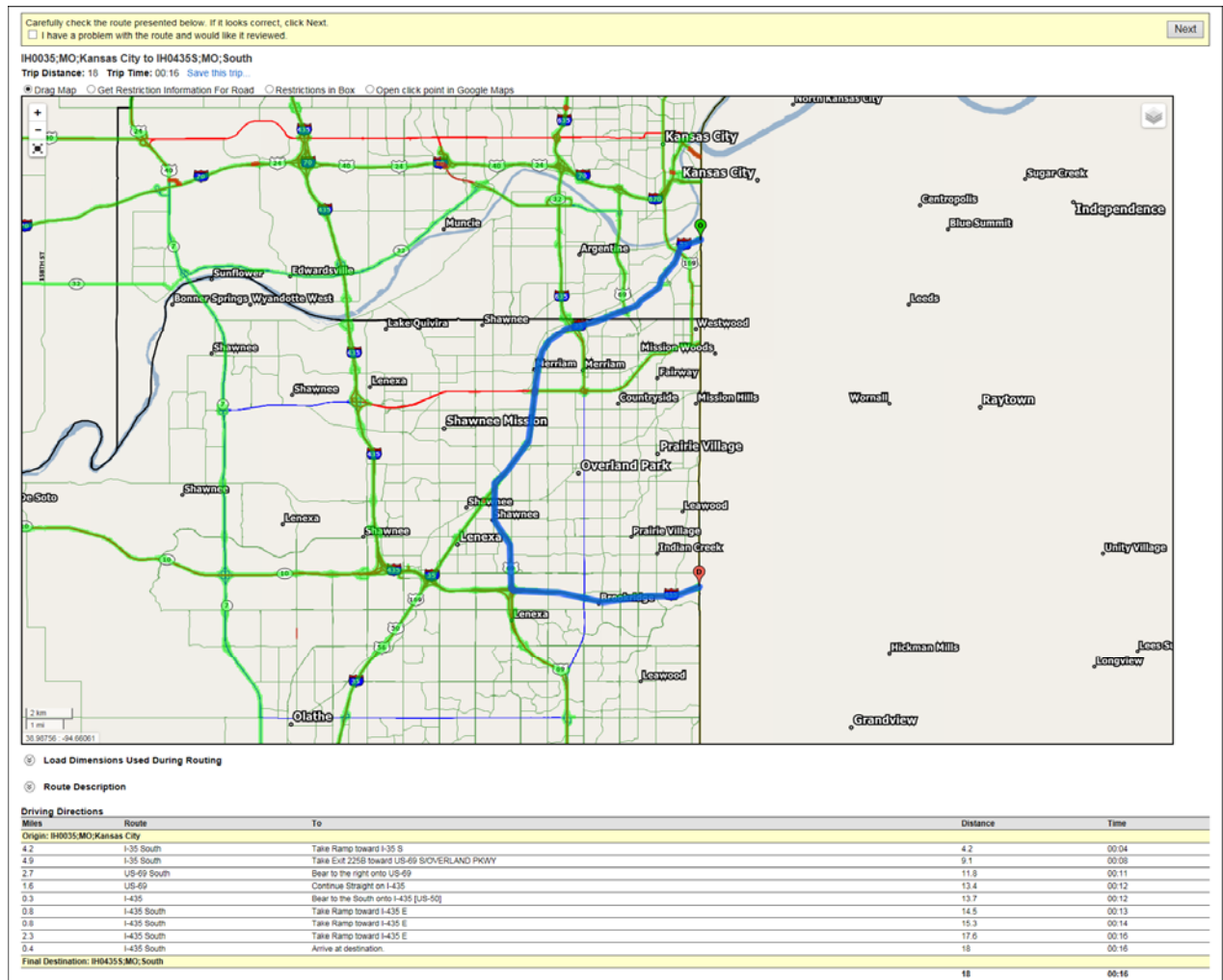
Destination: Border Crossing

Select: IH435S, South MO

Validate and Run

Add Split Trip ?

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**.

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.

The screenshot shows a web interface titled "Enter Trip" with a blue header bar. Below the header, there are two main sections: "Origin" and "Destination". Each section has a dropdown menu set to "Lat/Lon / Map". Under each dropdown, there are two input fields labeled "Lat" and "Lon", and a "Find" link to the right of the "Lon" field. Between the "Origin" and "Destination" sections, there is a "Via Points" dropdown menu set to "None". At the bottom of the panel, there is a "Validate and Run" button and a link "Add Split Trip" with a question mark icon.

FIGURE 27: ENTER TRIP POINTS: ORIGIN OR DESTINATION LAT/LON / MAP

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.

The **Find Lat Lon on Map** screen will be displayed.

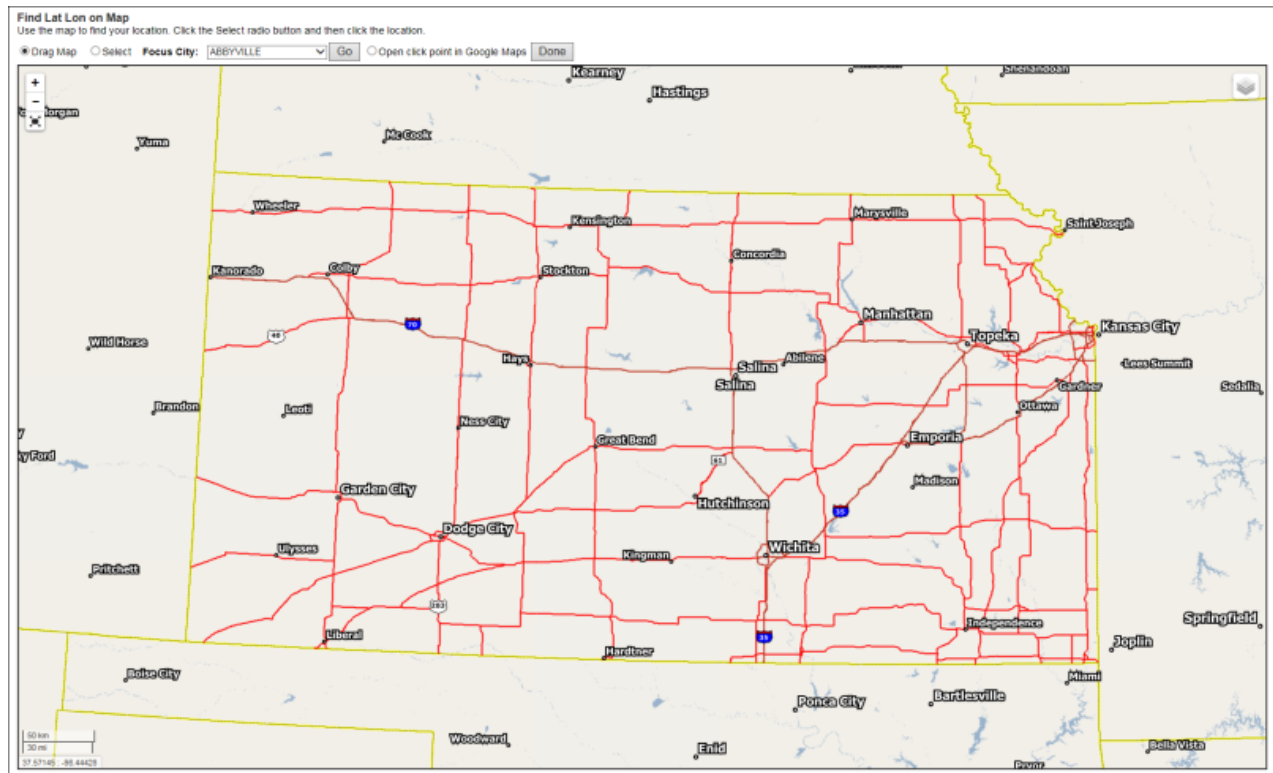
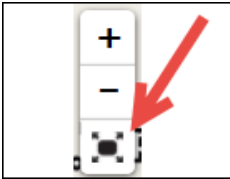


FIGURE 28: THE FIND LAT LON ON MAP SCREEN

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

Element	Function
Map Area	Will display roads in the state
Zoom Level	Click the Zoom Level buttons (+/-) to zoom in and out of the center of the map
Full Screen View	Click to view the map in full screen view 
Drag Map Option	Select to drag the map to the area you would like to view
Select	Select to set a point on the map to use as a location to route
Focus City Tool	Select the name of a city or town from the Focus City dropdown list and click the Go button to center the map on that city and zoom to a level where the city fills the screen.
Go Button	Click to go to the city or town you want to zoom into after selecting the city name from the Focus City dropdown list
Open click point in Google Maps	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.
Done Button	Click to return to the Enter Trip Panel

- 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.
- Click the **Select** radio button.

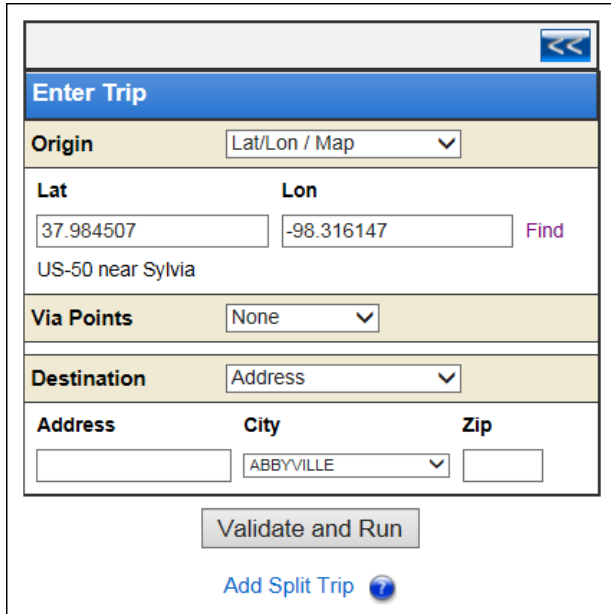
Find Lat Lon on Map

Use the map to find your location. Click the Select radio button and then click the location.

☐ Drag Map
 ☒ **Select**
☐ Focus City:
☐ Open click point in Google Maps

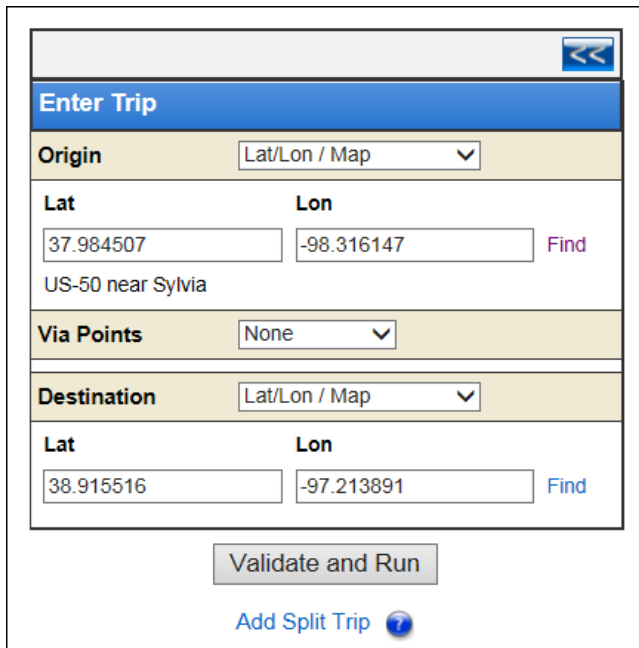
- Click the desired location on the map.

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**.



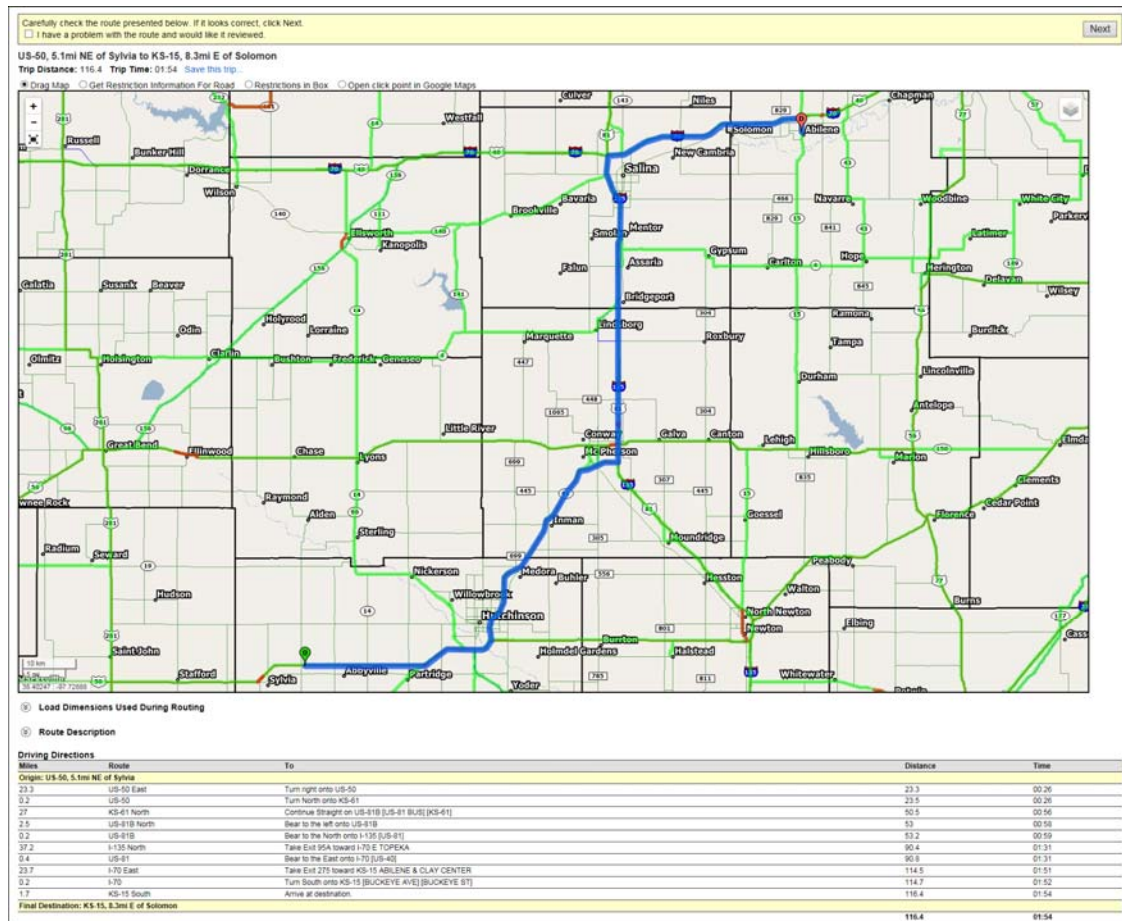
The screenshot shows the 'Enter Trip' panel with a blue header and a light gray background. At the top right is a blue button with two white arrows pointing left. The panel is divided into several sections. The first section is 'Origin' with a dropdown menu showing 'Lat/Lon / Map'. Below this are two input fields: 'Lat' with the value '37.984507' and 'Lon' with the value '-98.316147'. To the right of these fields is a purple 'Find' button. Below the fields is the text 'US-50 near Sylvia'. The next section is 'Via Points' with a dropdown menu showing 'None'. Below this is the 'Destination' section with a dropdown menu showing 'Address'. Under 'Destination' are three input fields: 'Address' (empty), 'City' (showing 'ABBYVILLE' with a dropdown arrow), and 'Zip' (empty). At the bottom of the panel is a gray button labeled 'Validate and Run' and a blue link labeled 'Add Split Trip' with a blue question mark icon.

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



The screenshot shows the 'Enter Trip' panel with the same layout as the previous one. The 'Origin' section remains the same. The 'Destination' section now has a dropdown menu showing 'Lat/Lon / Map'. Below this are two input fields: 'Lat' with the value '38.915516' and 'Lon' with the value '-97.213891'. To the right of these fields is a blue 'Find' button. The 'Validate and Run' button and the 'Add Split Trip' link are still at the bottom.

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.

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

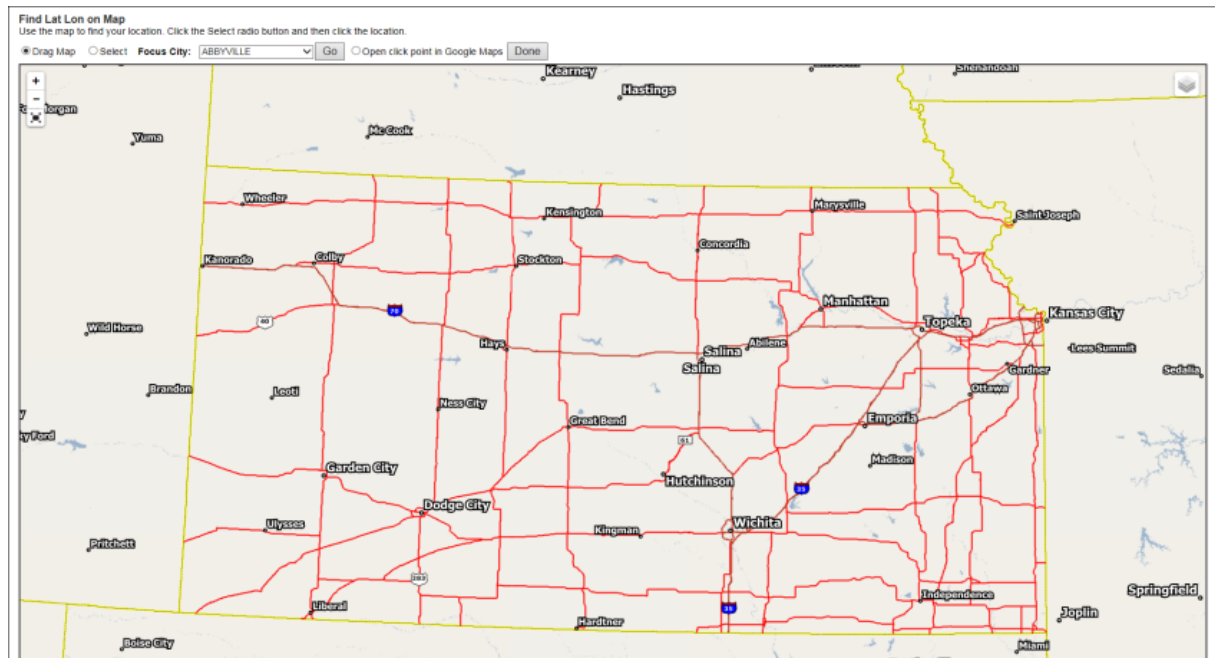
1. Select **Lat/Lon / Map** in the **Origin** or **Destination** field in the **Enter Trip Panel**.

The screenshot shows the 'Enter Trip' panel. At the top is a blue header bar with a back arrow icon. Below the header, the panel is divided into sections. The first section is 'Origin', which has a dropdown menu showing 'Lat/Lon / Map'. Below this dropdown are two input fields, one for 'Lat' and one for 'Lon', with a 'Find' link to the right of the 'Lon' field. The second section is 'Via Points', with a dropdown menu showing 'None'. Below this is the 'Destination' section, which also has a dropdown menu showing 'Lat/Lon / Map', followed by 'Lat' and 'Lon' input fields and a 'Find' link. At the bottom of the panel, there is a 'Validate and Run' button and a link 'Add Split Trip' with a question mark icon.

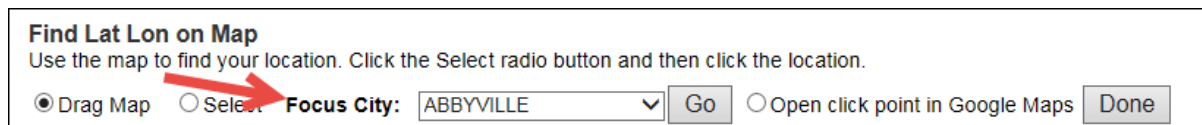
2. Click the **Find** link to the right of the **Lat** and **Lon** fields.

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The **Find Lat Lon on Map** screen will be displayed.



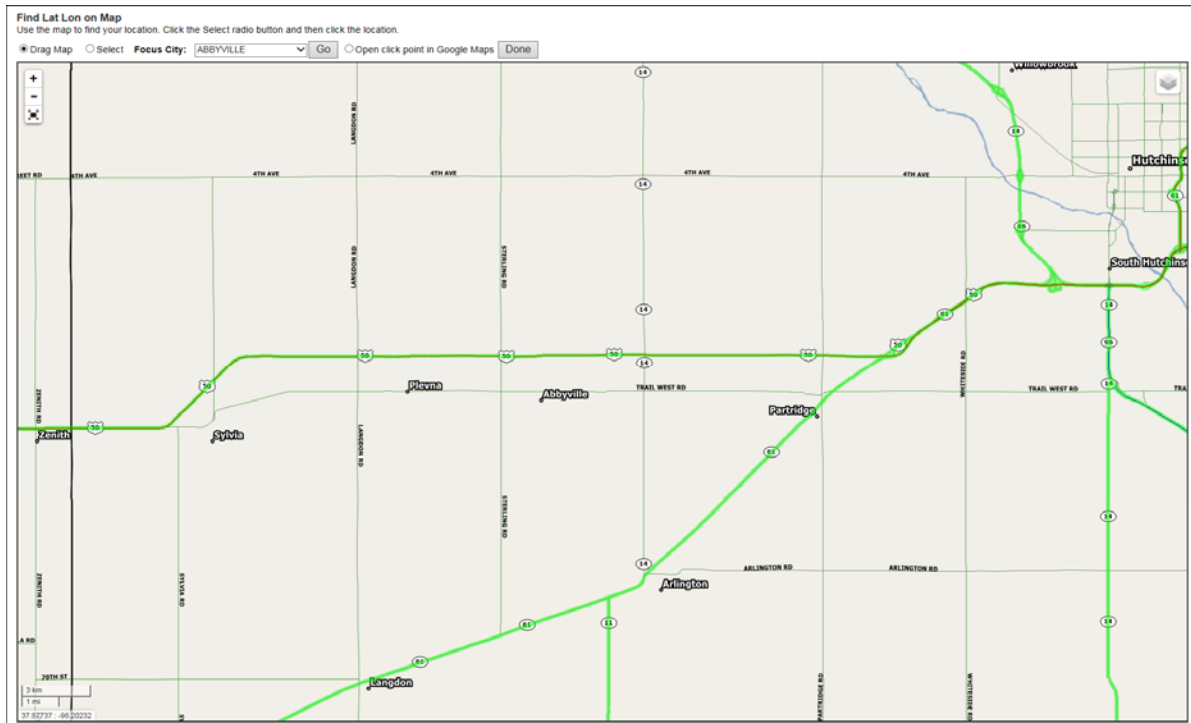
3. Select the name of a city or town within the state from the **Focus City** dropdown list.



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4. Click **Go**.

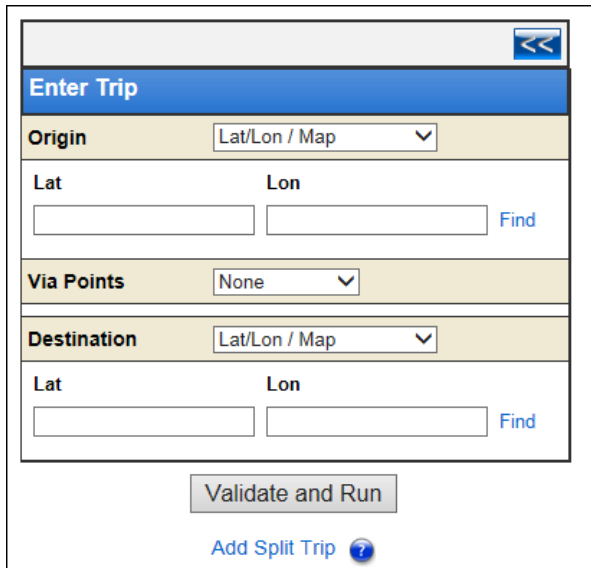
The map will center to the city or town that you entered and will zoom to a set level.



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.

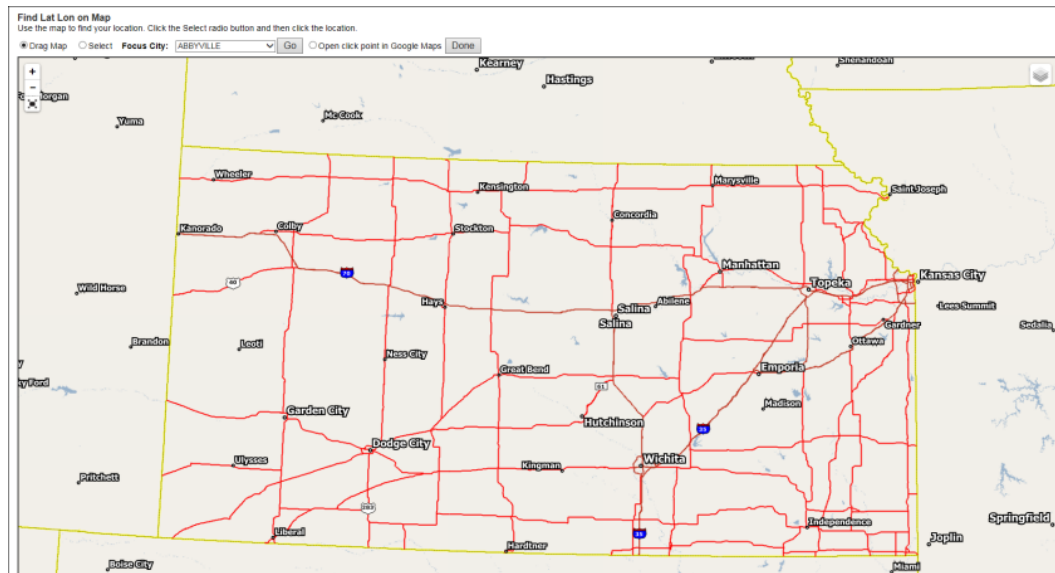
TO DRAG THE MAP TO A SELECT LOCATION

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. 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.

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**.

The screenshot shows a web interface titled "Enter Trip". It has a blue header bar with the title. Below the header, there are two main sections: "Origin" and "Destination". Each section has a dropdown menu set to "Road and Mile Marker". Under the "Origin" section, there are three input fields: "Road:" with a dropdown showing "15", "Mile Marker:" with an empty text box, and a direction dropdown showing "N". The "Destination" section has identical fields. Below these sections is a "Via Points" dropdown set to "None". At the bottom of the panel, there is a "Validate and Run" button and a link "Add Split Trip" with a question mark icon.

FIGURE 29: ENTER TRIP POINTS: ORIGIN OR DESTINATION ROAD AND MILE MARKER

3. Select the **Road** and the direction of travel from the associated dropdown lists.

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:

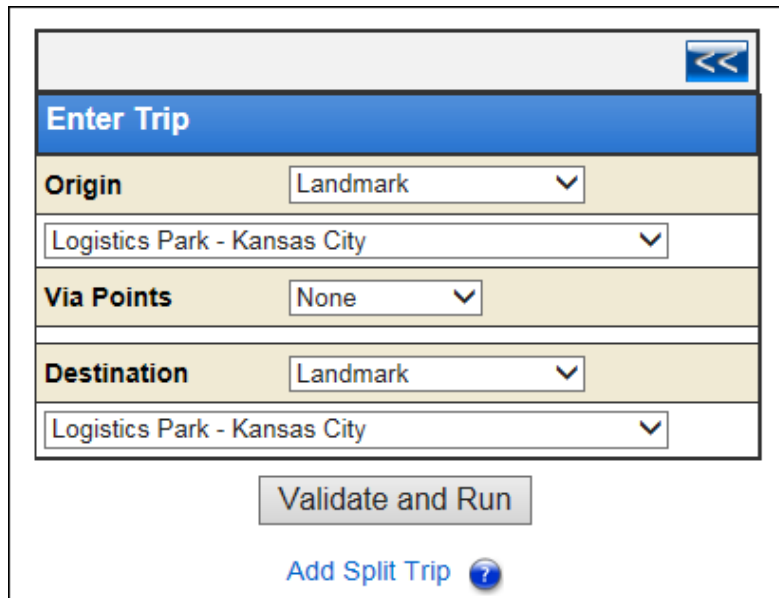
- Select the correct direction of travel for divided highways.
- Verify the mile marker number. If you feel the mile marker number is correct, check the road selected.

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

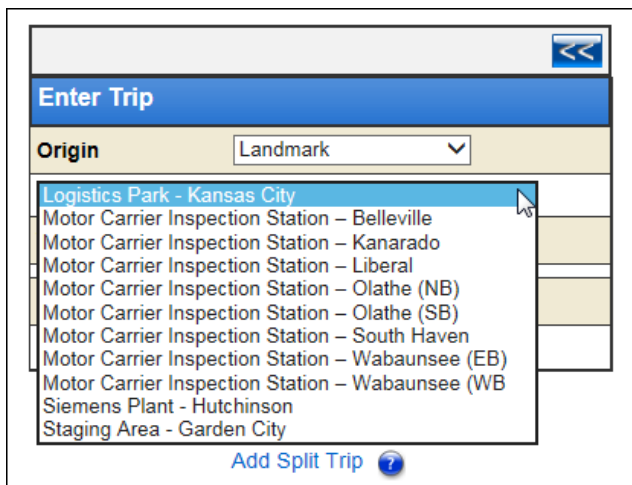
1. Begin a permit application to the point of entering a route as described in *Ordering a Permit* on page 120.
2. Select **Landmark** in an **Origin** or **Destination** field in the **Enter Trip Panel**.



The screenshot shows the 'Enter Trip' panel with a blue header and a white background. The 'Origin' field is set to 'Landmark' and the 'Destination' field is also set to 'Landmark'. Both fields have a dropdown arrow. Below the 'Origin' field, a dropdown menu is open, showing a list of locations: 'Logistics Park - Kansas City', 'Motor Carrier Inspection Station - Belleville', 'Motor Carrier Inspection Station - Kanarado', 'Motor Carrier Inspection Station - Liberal', 'Motor Carrier Inspection Station - Olathe (NB)', 'Motor Carrier Inspection Station - Olathe (SB)', 'Motor Carrier Inspection Station - South Haven', 'Motor Carrier Inspection Station - Wabaunsee (EB)', 'Motor Carrier Inspection Station - Wabaunsee (WB)', 'Siemens Plant - Hutchinson', and 'Staging Area - Garden City'. The 'Logistics Park - Kansas City' option is highlighted. At the bottom of the panel, there is a 'Validate and Run' button and an 'Add Split Trip' link with a question mark icon.

FIGURE 30: ENTER TRIP POINTS: ORIGIN OR DESTINATION LANDMARK

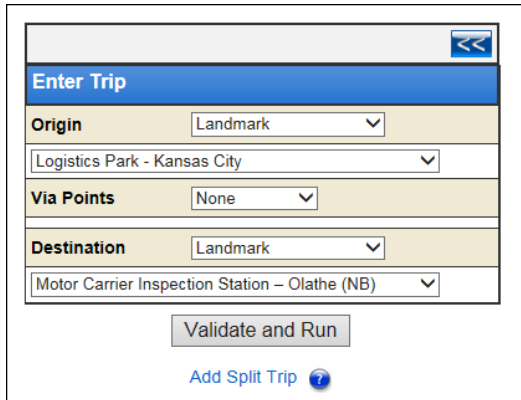
3. Select the location using the dropdown list.



This screenshot is similar to the previous one, but it shows the 'Origin' field with the dropdown menu open. The 'Logistics Park - Kansas City' option is highlighted, and a mouse cursor is visible over it. The 'Destination' field is still set to 'Landmark'. The 'Add Split Trip' link and question mark icon are also visible at the bottom.

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



Enter Trip

Origin Landmark ▼

Logistics Park - Kansas City ▼

Via Points None ▼

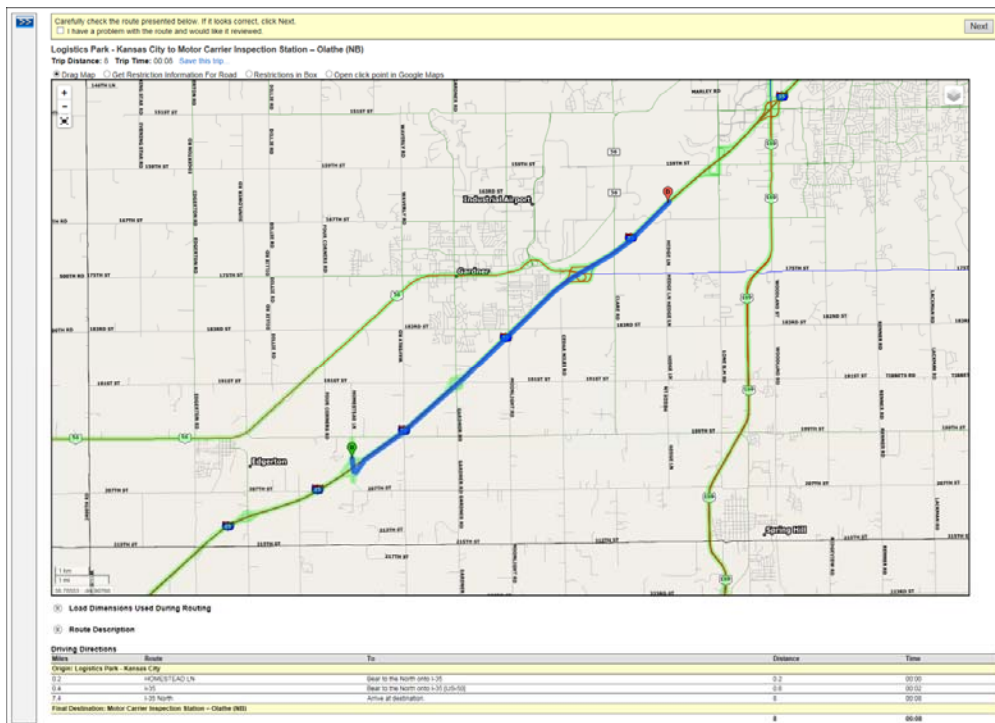
Destination Landmark ▼

Motor Carrier Inspection Station - Olathe (NB) ▼

Validate and Run

[Add Split Trip](#) 

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.

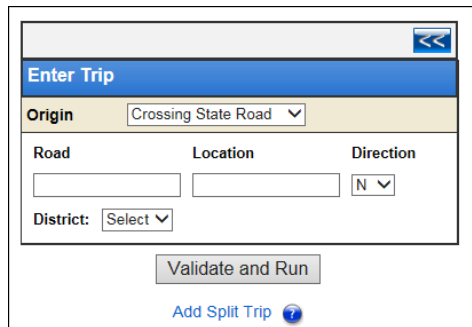
Note: On the **Permit Fee Summary** screen you have the option to **Delete Permit**, click the **Save and Exit** button to save your progress and return to the **Company Dashboard**, or to **Submit**.

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

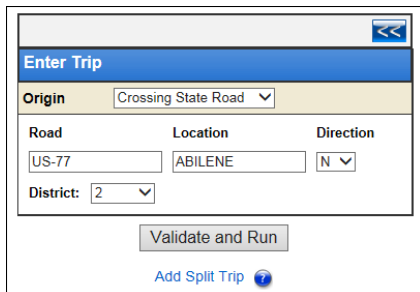
1. Begin a permit application to the point of entering a route as described in *Ordering a Permit* on page 120.
2. Select **Crossing State Road** in the **Origin** field in the **Enter Trip Panel**.



The screenshot shows the 'Enter Trip' panel with a blue header. Below the header, the 'Origin' dropdown is set to 'Crossing State Road'. There are three input fields: 'Road', 'Location', and 'Direction'. The 'Road' field is empty, the 'Location' field is empty, and the 'Direction' dropdown is set to 'N'. Below these fields is a 'District' dropdown set to 'Select'. At the bottom of the panel is a 'Validate and Run' button and a link 'Add Split Trip' with a question mark icon.

FIGURE 31: ENTER TRIP POINTS: ORIGIN CROSSING STATE ROAD

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



The screenshot shows the 'Enter Trip' panel with the same layout as Figure 31. The 'Road' field is now filled with 'US-77', the 'Location' field is filled with 'ABILENE', the 'Direction' dropdown is set to 'N', and the 'District' dropdown is set to '2'. The 'Validate and Run' button and the 'Add Split Trip' link are still at the bottom.

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)

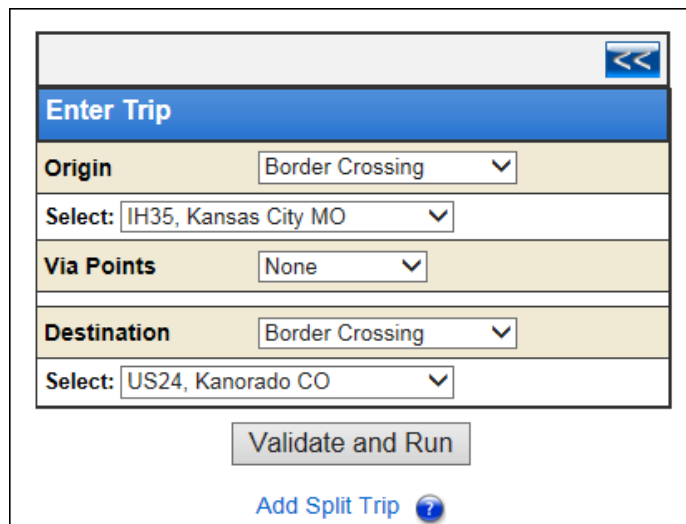
POINT-TO-POINT

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.

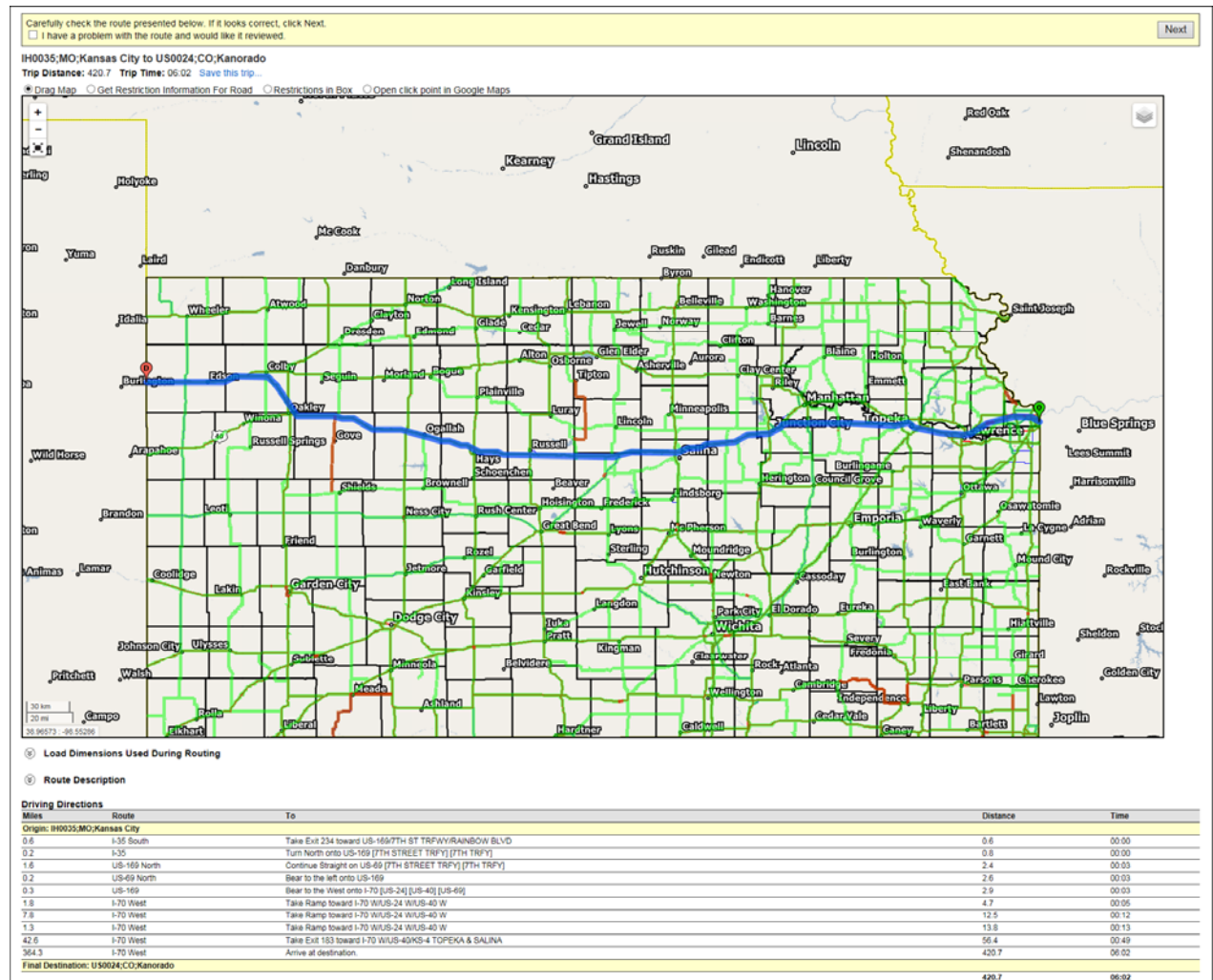


Enter Trip	
Origin	Border Crossing
Select:	IH35, Kansas City MO
Via Points	None
Destination	Border Crossing
Select:	US24, Kanorado CO
Validate and Run	
Add Split Trip ?	

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**.

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.

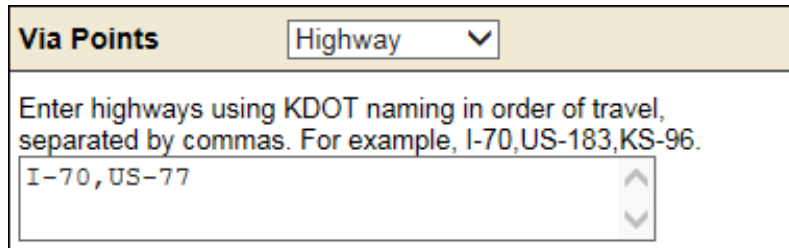


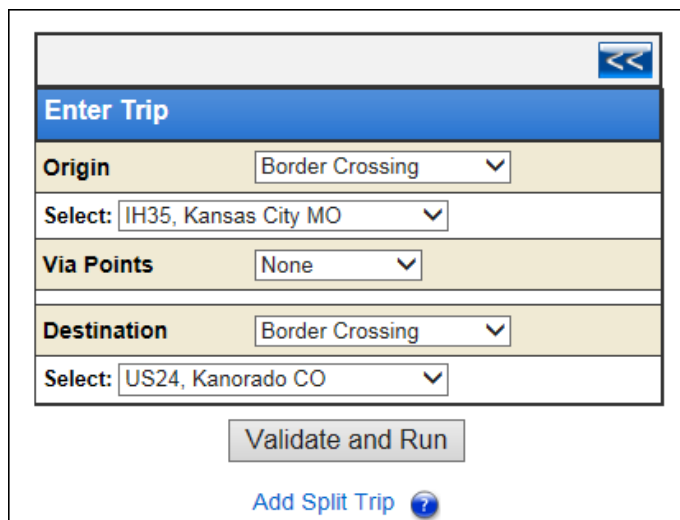
FIGURE 33: ENTER TRIP POINTS: VIA POINTS HIGHWAY

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

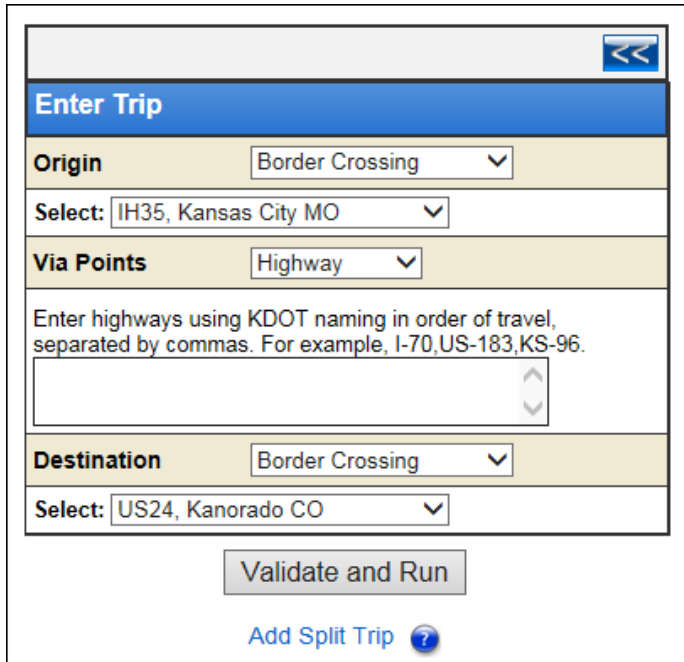
1. Generate a route as described in *Chapter 3 Generating a Route* beginning on page 143.
2. Expand the **Enter Trip Panel** by clicking the **Expand Chevron** icon.

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



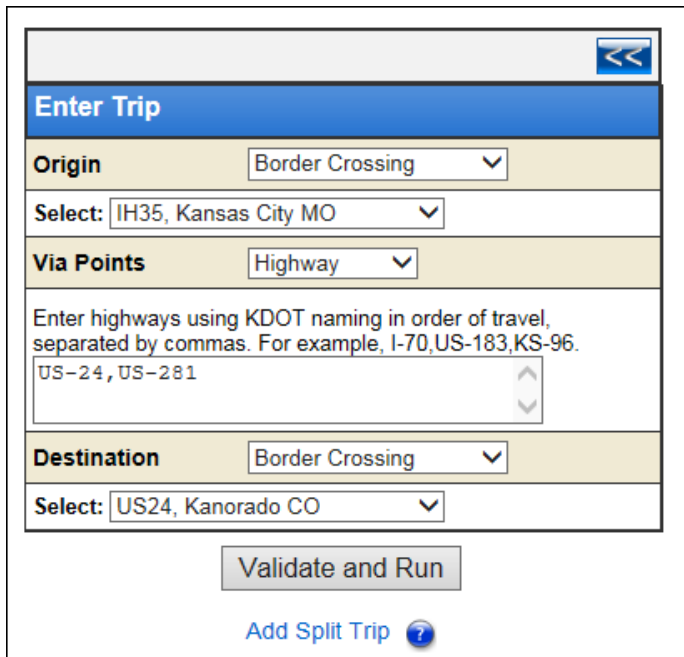
3. Select the **Highway** option, in the **Via Points** section.

The **Highway Names** field will be displayed.



The screenshot shows the 'Enter Trip' form. At the top is a blue header bar with the text 'Enter Trip' and a back arrow icon. Below the header are several input fields: 'Origin' with a dropdown menu showing 'Border Crossing', 'Select:' with a dropdown menu showing 'IH35, Kansas City MO', 'Via Points' with a dropdown menu showing 'Highway', and 'Destination' with a dropdown menu showing 'Border Crossing'. Below the 'Destination' field is a 'Select:' dropdown menu showing 'US24, Kanorado CO'. Below these fields is a 'Validate and Run' button and a link 'Add Split Trip' with a question mark icon. The 'Via Points' field is highlighted with a yellow background. Below the 'Via Points' dropdown menu is a text area with the instruction 'Enter highways using KDOT naming in order of travel, separated by commas. For example, I-70,US-183,KS-96.' and a text input field containing 'US-24, US-281'.

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.



This screenshot is identical to the previous one, but the text input field under the 'Via Points' section now contains the text 'US-24, US-281'.

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.

Carefully check the route presented below. If it looks correct, click Next.
☐ I have a problem with the route and would like it reviewed.

Next

IH0035;MO;Kansas City to US0024;CO;Kanorado
 Trip Distance: 434 Trip Time: 07:40 [Save this trip](#)

☒ Drag Map ☐ Get Restriction Information For Road ☐ Restrictions in Box ☐ Open click point in Google Maps

Load Dimensions Used During Routing

Route Description

Miles	Route	To	Distance	Time
0.0	Origin: IH0035;MO;Kansas City			
0.6	I-35 South	Take Exit 234 toward US-169/7TH ST TRIPWAY/RAINBOW BLVD	0.6	00:00
0.2	I-35	Turn north onto US-169 (7TH STREET TRIPY) (7TH TRIPY)	0.5	00:00
1.6	US-169 North	Continue straight on US-69 (7TH STREET TRIPY) (7TH TRIPY)	2.4	00:03
0.2	US-69 North	Bear to the left onto US-169	2.6	00:03
0.3	US-169	Bear to the West onto I-70 (US-24) (US-40) (US-69)	2.9	00:03
1.8	I-70 West	Take Ramp toward I-70 W/US-24 W/US-40 W	4.7	00:05
7.9	I-70 West	Take Ramp toward I-70 W/US-24 W/US-40 W	12.5	00:12
1.3	I-70 West	Take Ramp toward I-70 W/US-24 W/US-40 W	13.8	00:13
3.2	I-70 West	Bear to the right onto I-70	17	00:15
0.7	I-70	Turn North onto KS-7 (130TH ST)	17.7	00:17
0.4	KS-7 North	Continue straight on US-24 (US-40) (US-72) (K 7 HWY)	18.1	00:17
1.4	US-24 West	Bear to the West onto US-24 (US-40) (US-72)	19.5	00:19
0.4	US-24	Bear to the West onto US-24 (US-40) (STATE AVE)	19.9	00:19
100.1	US-24 West	Bear to the West onto US-24	120	02:08
0.1	US-24	Turn West onto US-24 (KS-13) (KS-177) (TUTTLE CREEK BLVD)	120.1	02:09
269.3	US-24 West	Turn right onto I-70	269.4	07:00
45.6	I-70 West	Arrive at destination	434	07:40
	Final Destination: US0024;CO;Kanorado		434	07:40

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**.

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 14: OFFICIAL KDOT HIGHWAY NAMES

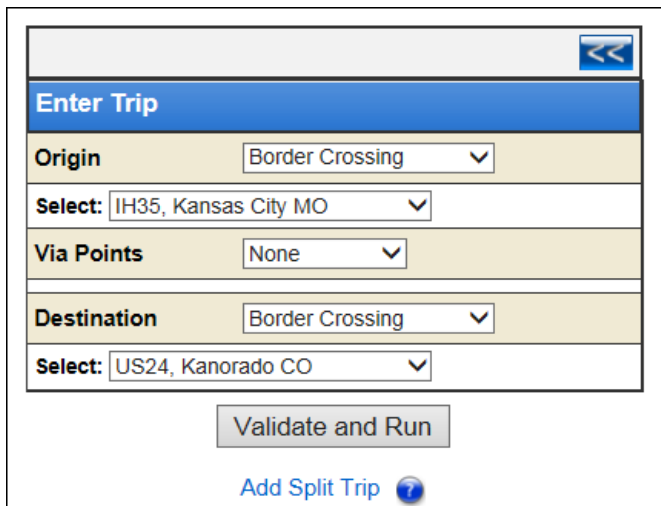
Road Type	Naming Convention	Examples
Interstate Highways	I-XX Where XX is the route number	I-35
US Highways	US-XX Where XX is the route number	US-169
State Highways	KS-XX Where XX is the route number	KS-10

FIND ON MAP

TO GENERATE A ROUTE THROUGH DESIGNATED MAP POINTS

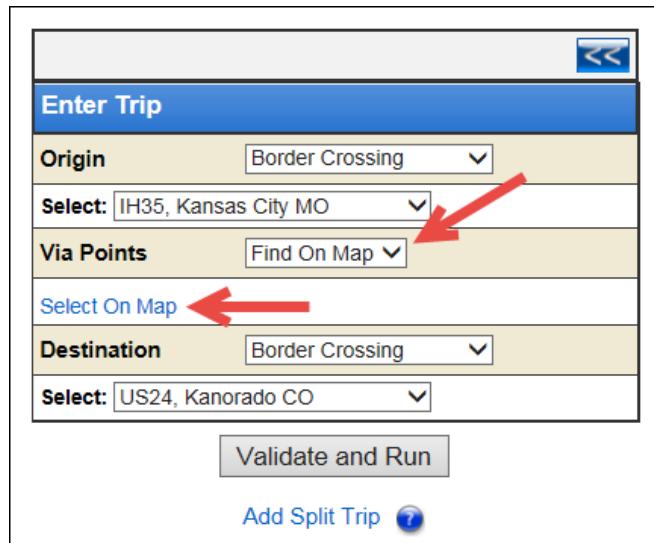
1. Generate a route as described in *Chapter 3 Generating a Route* beginning on page 143.
2. Expand the **Enter Trip Panel** by clicking the **Expand Chevron** icon.

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



The screenshot shows a software interface for generating a route. At the top right of the panel is a blue chevron icon pointing left. Below this is a blue header bar with the text "Enter Trip". The main area contains several input fields: "Origin" with a dropdown menu showing "Border Crossing", "Select:" with a dropdown menu showing "IH35, Kansas City MO", "Via Points" with a dropdown menu showing "None", "Destination" with a dropdown menu showing "Border Crossing", and "Select:" with a dropdown menu showing "US24, Kanorado CO". Below these fields is a grey button labeled "Validate and Run". At the bottom is a blue link labeled "Add Split Trip" followed by a blue question mark icon.

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

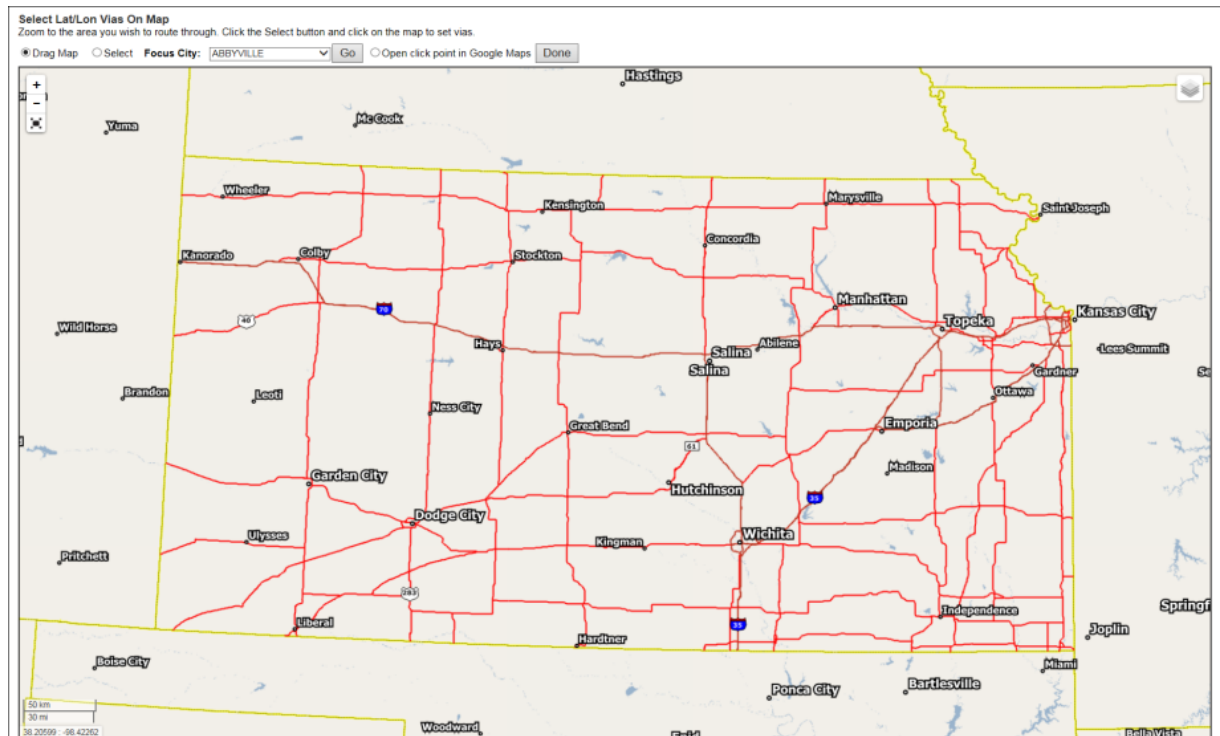


The screenshot shows a web form titled "Enter Trip". It has several input fields: "Origin" with a dropdown menu showing "Border Crossing"; "Select:" with a dropdown menu showing "IH35, Kansas City MO"; "Via Points" with a dropdown menu showing "Find On Map"; "Select On Map" with a blue link; "Destination" with a dropdown menu showing "Border Crossing"; and "Select:" with a dropdown menu showing "US24, Kanorado CO". Below these fields are two buttons: "Validate and Run" and "Add Split Trip" with a question mark icon. Two red arrows point to the "Find On Map" dropdown and the "Select On Map" link.

FIGURE 34: ENTER TRIP POINTS: VIA POINTS FIND ON MAP

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.

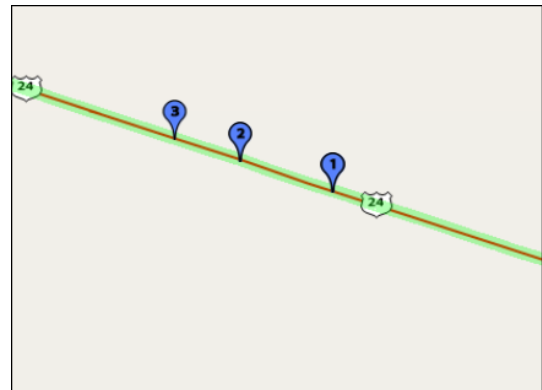
#	Lat	Lon	Remove
1	39.114764551134435	-95.89754781962752	Remove

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

Via Points	Find On Map ▼
Select On Map Clear Lat Lon Vias	
1. 39.114764551134435:-95.89754781962752 Remove	

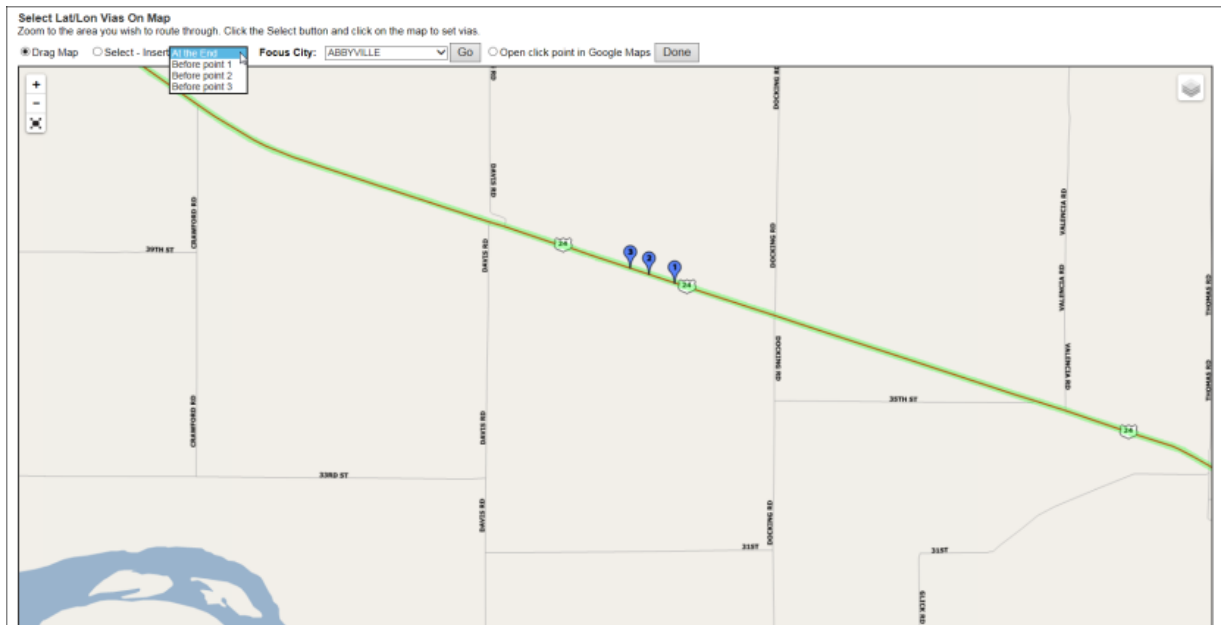
7. Add additional Via Points to the list by repeating the previous steps. Via Points do not have to be entered in consecutively traveled order.

Enter Trip	
Origin	Border Crossing ▼
Select:	IH35, Kansas City MO ▼
Via Points	Find On Map ▼
Select On Map Clear Lat Lon Vias	
1. 39.114764551134435:-95.89754781962752 Remove	
2. 39.11518562706322:-95.8992208919771 Remove	
3. 39.11549253339063:-95.90040994337748 Remove	
Destination	Border Crossing ▼
Select:	US24, Kanorado CO ▼
Validate and Run	
Add Split Trip 	



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.

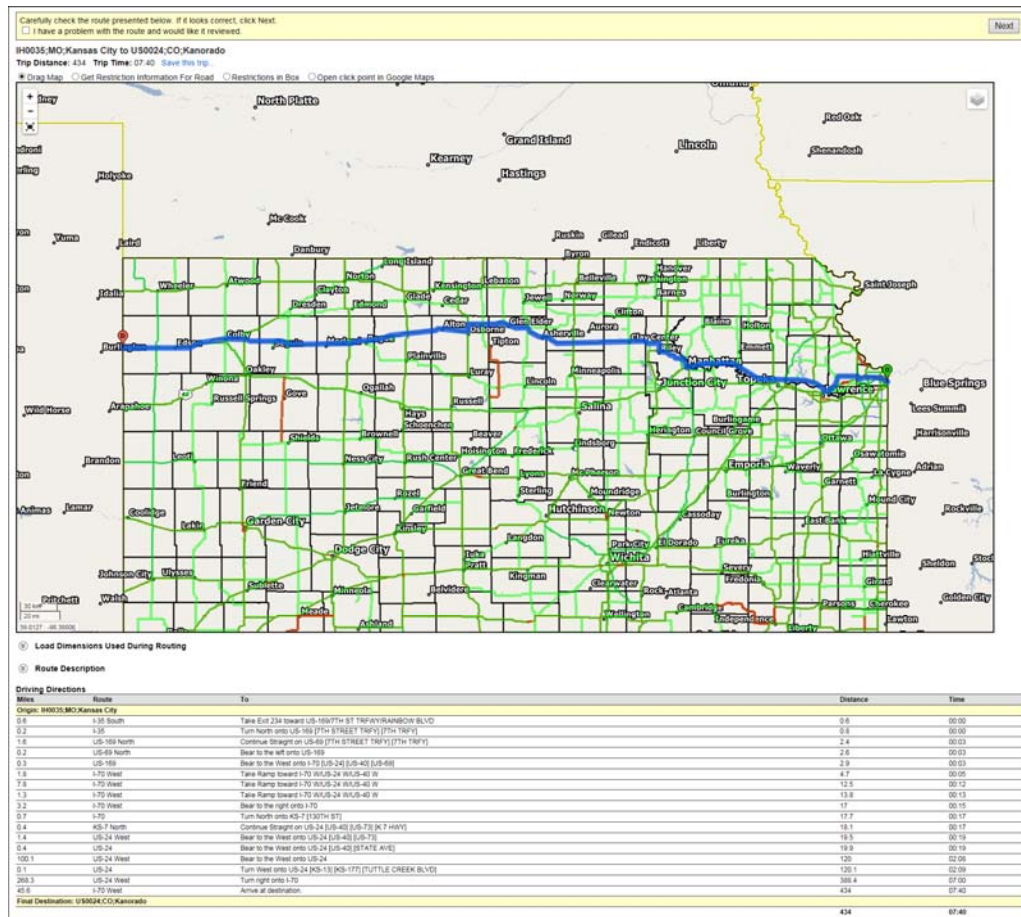
8. Click the **Done** button once finished.

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.

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.

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**.

The screenshot shows the 'Enter Trip' panel with the following fields and values:

Enter Trip		
Origin	Address ▼	
Address	City	Zip
	ABBYVILLE ▼	
Via Points	None ▼	
Destination	Address ▼	
Address	City	Zip
	ABBYVILLE ▼	

Below the form is a 'Validate and Run' button. A red arrow points to the 'Add Split Trip' link, which is accompanied by a help icon.

An additional **Enter Trip Panel** for the split trip will be displayed.

The image shows a software interface for entering trip information. It consists of two main panels, one above the other. The top panel is titled 'Enter Trip' in a blue header. It contains fields for 'Origin' (a dropdown menu with 'Address' selected), 'Address' (a text input), 'City' (a dropdown menu with 'ABBYVILLE' selected), and 'Zip' (a text input). Below these is a 'Via Points' dropdown menu with 'None' selected. The bottom section of the top panel is for 'Destination', with similar fields for 'Address', 'City' (dropdown with 'ABBYVILLE'), and 'Zip'. Below the top panel is a grey button labeled 'Validate and Run'. Underneath the button is a link that says 'Add Split Trip' with a blue question mark icon. The bottom panel is titled 'Split Trip' in a blue header, with a checked checkbox to its left. It contains identical fields to the top panel: 'Origin' (dropdown with 'Address'), 'Address' (text input), 'City' (dropdown with 'ABBYVILLE'), 'Zip' (text input), 'Via Points' (dropdown with 'None'), and 'Destination' (dropdown with 'Address'), followed by 'Address', 'City' (dropdown with 'ABBYVILLE'), and 'Zip' (text input).

FIGURE 35: ENTER TRIP POINTS: SPLIT TRIP, POINT-TO-POINT

- 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**.



Enter Trip

Origin

Lat

Lon

[Find](#)

US-50 near Abbyville

Via Points

Destination

Lat

Lon

[Find](#)

US-50 near Abbyville

Validate and Run

[Add Split Trip](#) 

☒ **Split Trip**

Origin

Lat

Lon

[Find](#)

KS-61 near Abbyville

Via Points

Destination

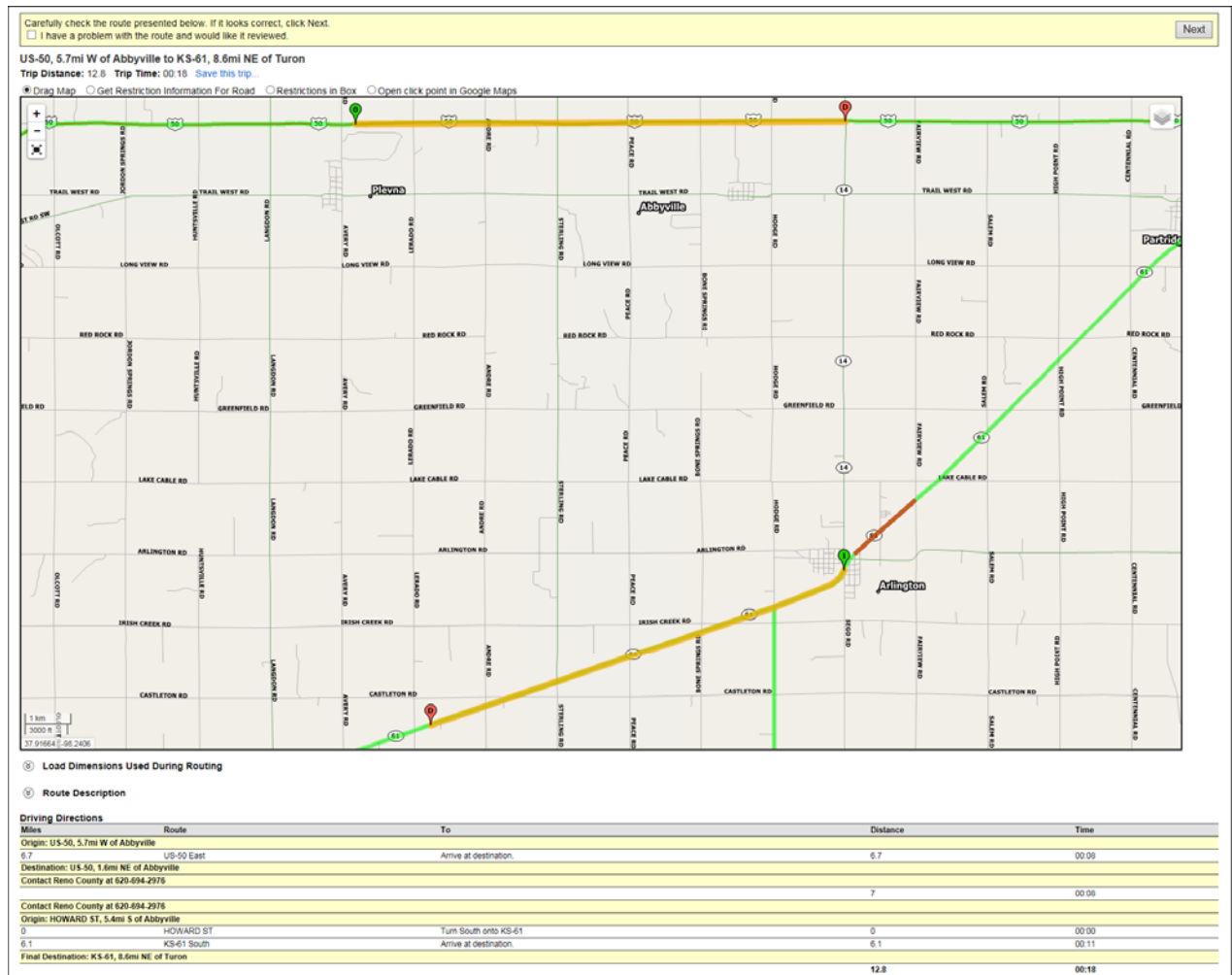
Lat

Lon

[Find](#)

KS-61 near Turon

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**.

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**.

Enter a Route

Back

Enter Trip

Origin

Address

City

Zip

Address

ABBYVILLE

Via Points

None

Destination

Address

City

Zip

Address

ABBYVILLE

Validate and Run

Add Split Trip

Enter Trip For This Permit

Load Saved Trip: Kansas City MO-OK

Load Trip

Use the form to the left to enter a trip that the truck(s) will use for this permit.

You have 7 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets – Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; K-TRIPS produces turn-by-turn directions so choose the marker that best represents your location.
- Border crossings – If you are entering from another state or leaving Kansas, select your highway and the nearest city to where you will cross the state line.
- Lat/Lon/Map – If you have the geocode for your location, you may enter it. Example: 39.069953, -95.703458. You can also click Find after selecting Lat/Lon/Map to click a location on the map.
- Road & Mile Marker – Enter the road, mile marker and direction of travel.
- Landmark – Select from a dropdown of KS landmark locations.
- Crossing State Road – List the road name, text description of the location, direction of travel and district for the crossing. This option is primarily used for loads that are traveling off system but must cross a state road.

You have the option to enter via points for your route.

- Highway – Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map – Click on "Select on Map" to open the map and select your highway via points.

Click **Validate and Run**. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options.

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.

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**.

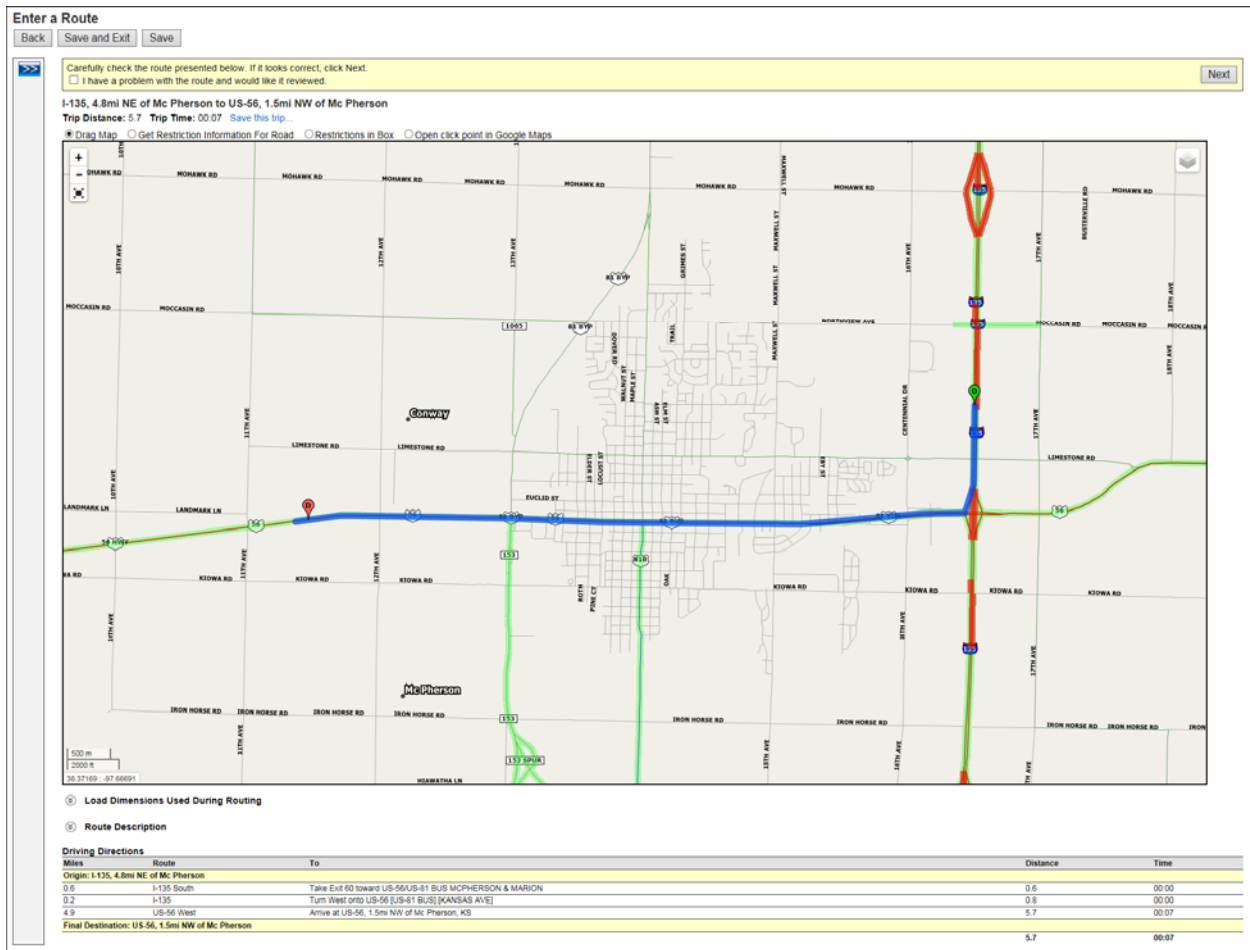


FIGURE 36: THE TRIP RESULTS PANEL

TABLE 15: TRIP RESULTS PANEL ELEMENTS

Element	Function
Back Button	Click to go back one page in the permit application process
Save and Exit Button	Click to save your progress and exit the permit application
Save Button	Click to save your progress
Expand Chevron	Click to expand the Enter Trip Panel to view/edit your route points
Route Review Checkbox	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.
Next Button	Click to proceed to the next page in the permit application process once routing is complete
Origin/Destination	The Origin and final Destination of the current route
Trip Distance	The total distance of the calculated trip in miles
Trip Time	The estimated traveling time for the vehicle calculated
Save this trip... Link	Click this link to name the trip and have it recalled for future permit applications.
Drag Map	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 <i>To Drag the Map to a Select Location</i> on page 168.
Get Restriction Information For Road	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.
Restrictions in Box	Select this radio button and then click the Select area button. Resize the box and zoom in so the area is seen clearly within the box. For more information, see <i>Restrictions in Box</i> on page 200.
Open click point in Google Maps	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.

TABLE 15: TRIP RESULTS PANEL ELEMENTS

Element	Function
Map Area	The <i>Zoom</i> tool provides methods to quickly zoom in and out of the Map Area.  The roadways that are restricted for the current vehicle and load are displayed on the map as red highlights.
Load Dimensions Used During Routing	Expand this section to review the load dimensions used in the permit application
Route Description	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.
Driving Directions	This section will display the detailed turn-by-turn driving directions along with the calculated distance and time for travel.

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.

Carefully check the route presented below. If it looks correct, click Next.
☐ I have a problem with the route and would like it reviewed.

Next

IH0035,MO:Kansas City to U50024,CO:Kanorado
 Trip Distance: 434 Trip Time: 07:40 Save this trip

☒ Drag Map ☐ Get Restriction Information For Road ☐ Restrictions in Box ☐ Open click point in Google Maps

Load Dimensions Used During Routing

Route Description

Miles	Route	To	Distance	Time
0.0	1-35 South	Take Exit 234 toward US-169/7TH ST TRIPWAY/RAINBOW BLVD	0.6	00:00
0.2	1-35	Turn north onto US-169 (7TH STREET TRIPY) (7TH TRIPY)	0.6	00:00
1.8	US-169 North	Continue straight on US-49 (7TH STREET TRIPY) (7TH TRIPY)	2.4	00:03
0.2	US-49 North	Bear to the left onto US-169	2.6	00:03
0.3	US-169	Bear to the west onto I-70 (US-24) (US-40) (US-40)	2.9	00:03
1.8	I-70 West	Take Ramp toward I-70 W/US-24 W/US-40 W	4.7	00:05
7.8	I-70 West	Take Ramp toward I-70 W/US-24 W/US-40 W	12.5	00:12
1.2	I-70 West	Take Ramp toward I-70 W/US-24 W/US-40 W	13.8	00:13
3.2	I-70 West	Bear to the right onto I-70	17	00:15
0.7	I-70	Turn north onto I-70 (130TH ST)	17.7	00:17
0.4	I-70 North	Continue straight on US-24 (US-40) (US-70) (K T HWY)	18.1	00:17
1.4	US-24 West	Bear to the west onto US-24 (US-40) (US-70)	19.5	00:19
0.4	US-24	Bear to the west onto US-24 (US-40) (STATE AVE)	19.9	00:19
120.1	US-24 West	Bear to the west onto US-24	120	02:28
0.1	US-24	Turn west onto US-24 (KS-177) (TUTTLE CREEK BLVD)	120.1	02:29
288.3	US-24 West	Turn right onto I-70	388.4	07:00
45.6	I-70 West	Arrive at destination	434	07:40
Final Destination: U50024,CO:Kanorado				

2. Check the box next to **I have a problem with the route and would like it reviewed.**

Carefully check the route presented below. If it looks correct, click Next.
☒ I have a problem with the route and would like it reviewed.

Please enter the reason you would like the route reviewed:

Next

Chapter 4 Working With Your Trip Results

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

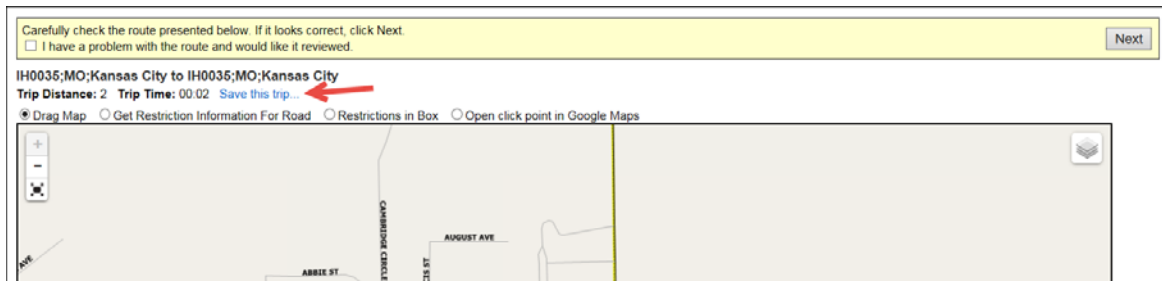
From the **Trip Results Panel**, you can save a trip to recall for use at a later time. See *Load Saved Trip* on page 189 for more information on how to load a previously saved trip.

TO SAVE THIS TRIP

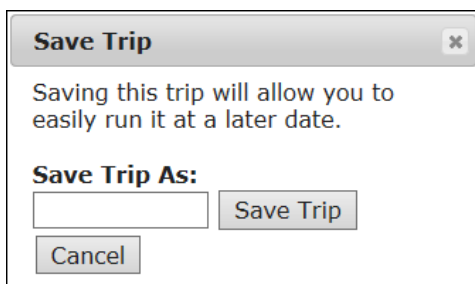
1. Generate a route as part of a permit application as described in *Chapter 3 Generating a Route* on page 143.

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.*

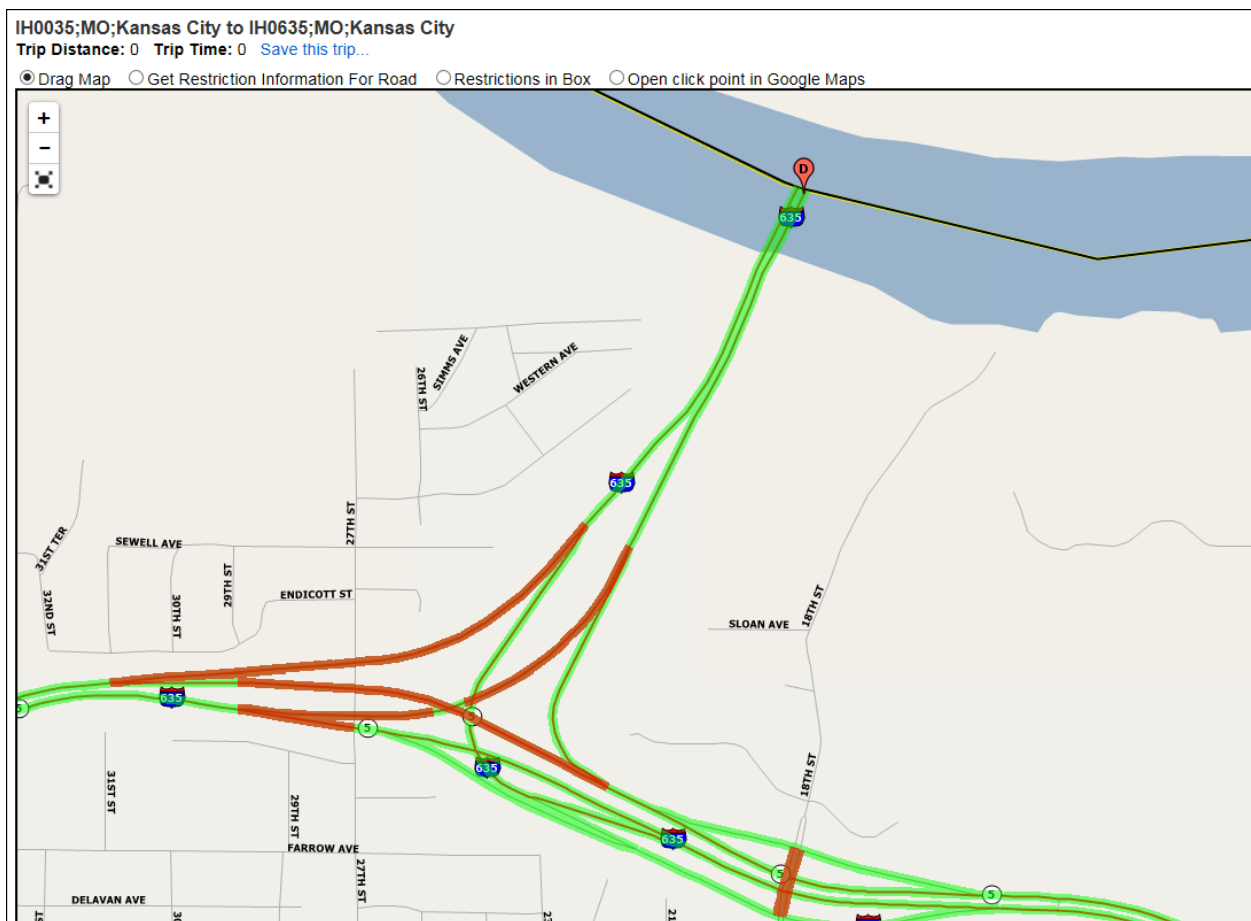
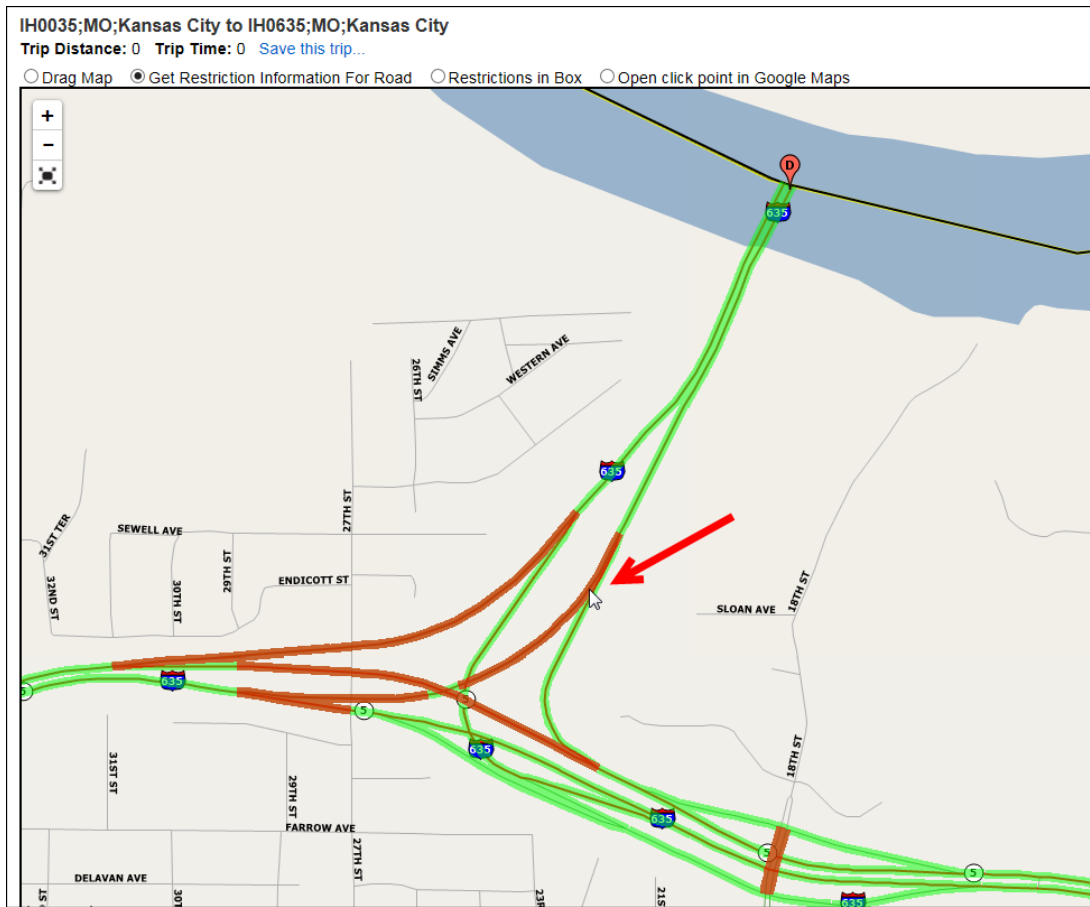


FIGURE 37: RESTRICTION ON YOUR ROUTE

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.

- 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.

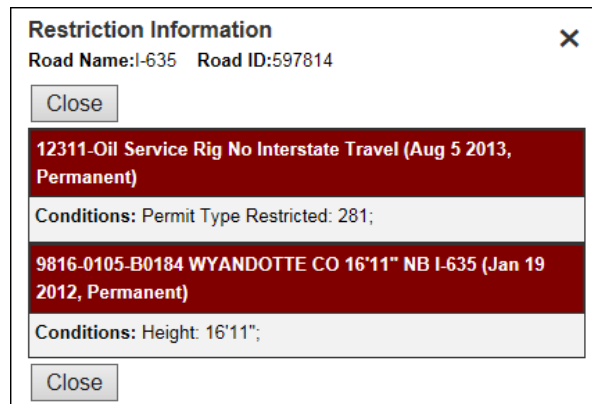


FIGURE 38: THE RESTRICTION INFORMATION SCREEN

- 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.

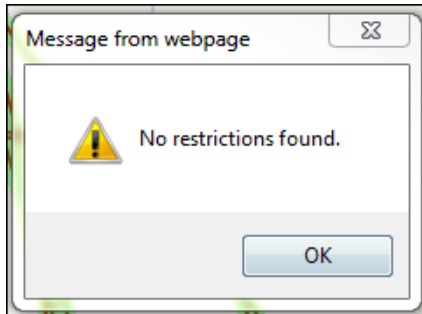


TABLE 16: RESTRICTION INFORMATION SCREEN ELEMENTS

Element	Function	
Road Name	The K-TRIPS routing system name of the current road segment	
Road ID	The K-TRIPS Road Segment ID	
Close Button	Click to close the Restriction Information screen	
Conditions	Axle Weight	Roadway restriction prohibits vehicle with any single axle greater than the stated weight.
	Group Axle Weight	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.
	GVW - Any Vehicle	Roadway restriction prohibits loads that have a gross weight greater than the stated weight for any vehicle.
	GVW - Combination	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.
	GVW - LCV	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.
	GVW - Single	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.

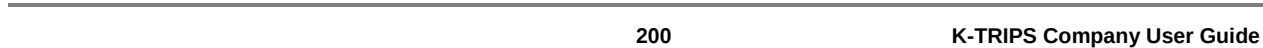
TABLE 16: RESTRICTION INFORMATION SCREEN ELEMENTS

Element	Function	
	Height	Roadway restriction prohibits loads that are greater than the stated height.
	Length	Roadway restriction prohibits loads that are greater than the stated length.
	No Permits	Roadway restriction prohibits any OS/OW travel.
	Non-Routing	Roadway restriction does not affect routing but instead allows for the inclusion of restriction wording on the permit.
	Permit Type Restricted	Roadway restriction that affects the selected Permit Type.
	Width	Roadway restriction prohibits loads that are greater than the stated width.

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.

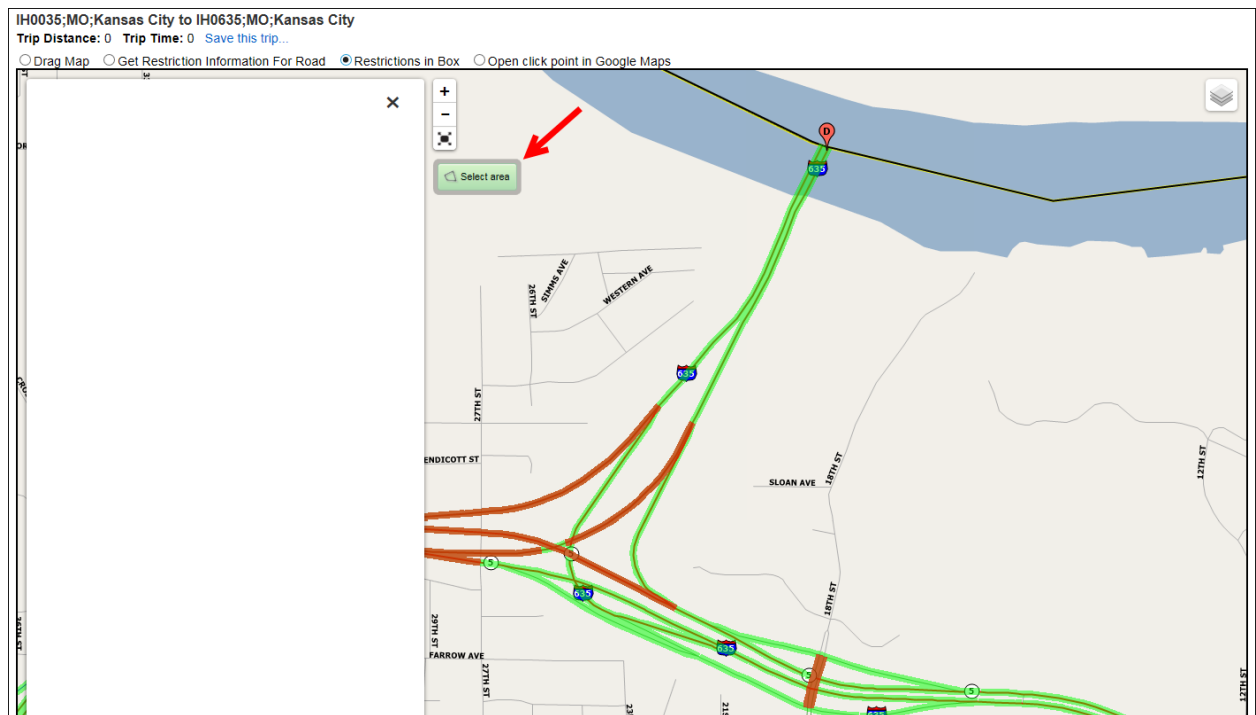
1. Generate a route as part of a permit application as described in *Chapter 3 Generating a Route* on page 143.

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

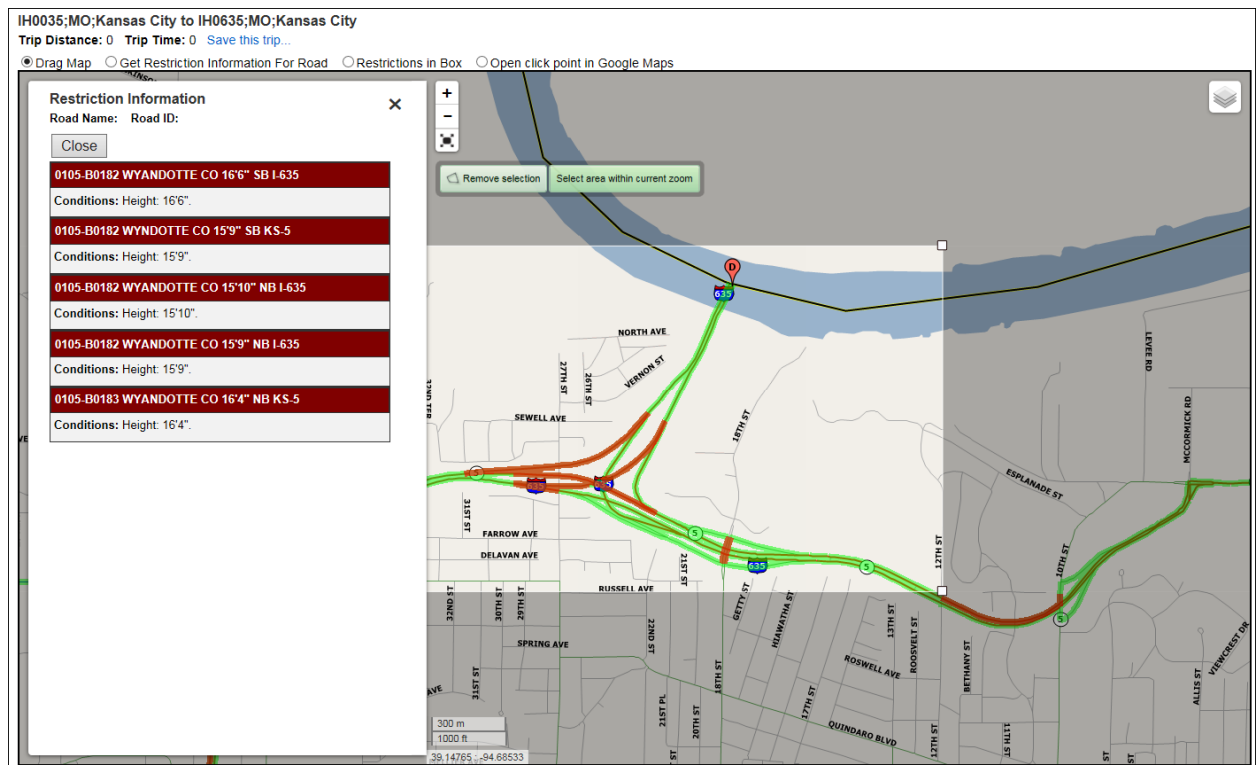


Chapter 4 Working With Your Trip Results

3. Click **Select area**



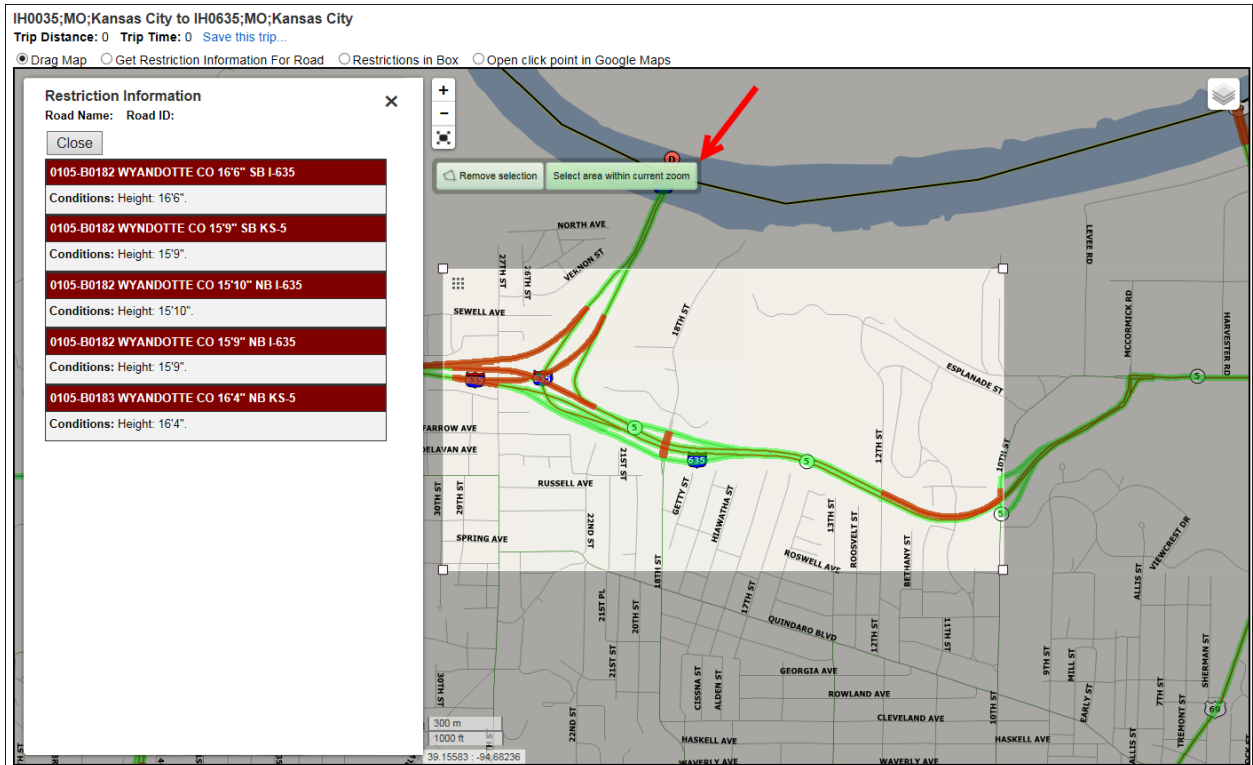
The **Restriction Information** screen will be displayed along with the highlighted box.



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.

Restriction Information ✕

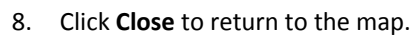
Road Name: Road ID:

Close

0105-B0055 WYANDOTTE CO 16'7" SB I-635
Conditions: Height: 16'7".
0105-B0151 WYANDOTTE CO 15'1" NB US-69
Conditions: Height: 15'1".
0105-B0182 WYANDOTTE CO 16'6" SB I-635
Conditions: Height: 16'6".
0105-B0182 WYANDOTTE CO 15'9" SB KS-5
Conditions: Height: 15'9".
0105-B0182 WYANDOTTE CO 15'10" NB I-635
Conditions: Height: 15'10".
0105-B0182 WYANDOTTE CO 15'9" NB I-635
Conditions: Height: 15'9".
0105-B0183 WYANDOTTE CO 16'4" NB KS-5
Conditions: Height: 16'4".
0105-B0184 WYANDOTTE CO 16'11" NB I-635
Conditions: Height: 16'11".
0105-B0190 WYANDOTTE CO 15'7" SB KS-5
Conditions: Height: 15'7".
0105-B0311 WYANDOTTE CO 16'11" NB I-635
Conditions: Height: 16'11".

Close

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



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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.

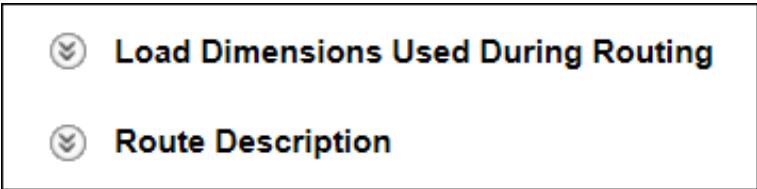


FIGURE 39: TRIP RESULTS: ROUTE DETAILS

TABLE 17: TRIP RESULTS: ROUTE DETAILS

Element	Function
Load Dimensions Used During Routing	Expand this section to review the load dimensions used in the permit application.
Route Description	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.

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.

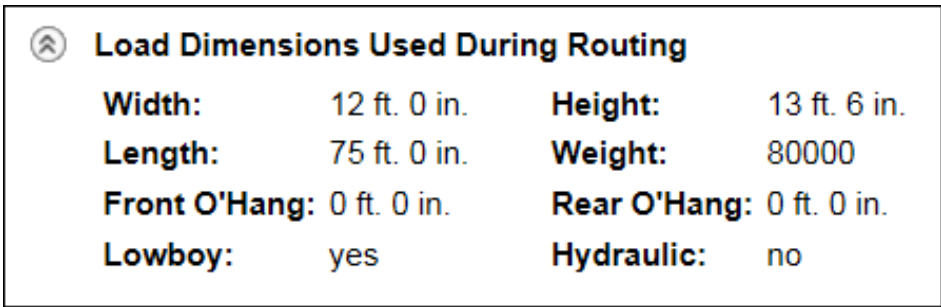


FIGURE 40: TRIP RESULTS: LOAD DIMENSIONS

TABLE 18: TRIP RESULTS: LOAD DIMENSIONS

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

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.

 Route Description ==> IH0035;MO;Kansas City <==I-35 South, @ US-169/7TH ST TRFWY/RAINBOW BLVD, I-35, US-169 South, I-35, I-35 North==> IH0035;MO;Kansas City <==
--

FIGURE 41: TRIP RESULTS: ROUTE DESCRIPTION

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
Select the permit type below. Alternatively you may use the [Permit Wizard](#)

ProMiles Test 1 606056

Contact information to appear on permit(s) being ordered:

Contact Name:
Contact Phone:
Contact Email:
Primary Delivery Method:
Additional Delivery Method:
Company Reference:

Permit Type:
From: To:
☐ This permit will require additional approvals that may affect the start date.

A valid bridge study number allows you to override the waiting period for the permit start date.
If you have valid bridge study number, you may enter it now.

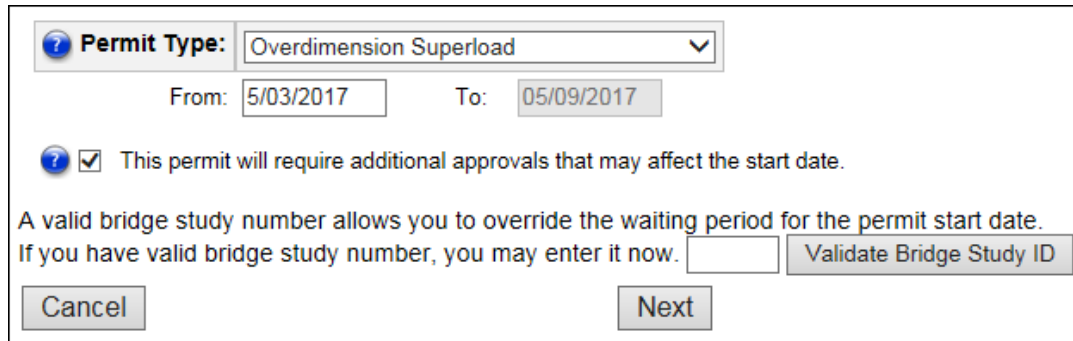
Note: KDOT requires a three day wait for the first Superload processed on a Bridge Study. Users must submit the permit application at least three days from the start date of the permit. If a user has an approved Bridge Study for a Superload Permit that has already been issued, and the Bridge Study is 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.

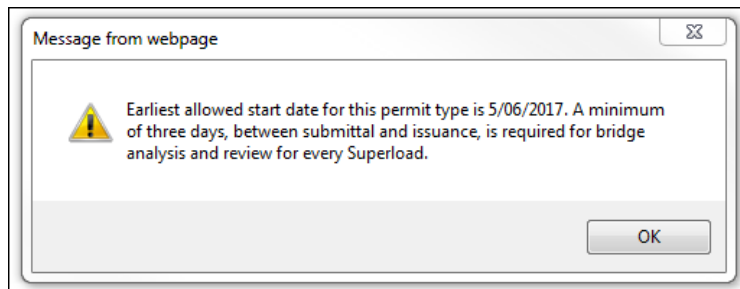
4. Attest to the attest statement acknowledging that this permit will require additional approvals that may affect the start date.



The screenshot shows a web form for selecting a permit type. At the top, there is a dropdown menu labeled "Permit Type:" with "Overdimension Superload" selected. Below this, there are two date input fields: "From: 5/03/2017" and "To: 05/09/2017". A checkbox is checked, with the text "This permit will require additional approvals that may affect the start date." to its right. Below the checkbox, there is a paragraph of text: "A valid bridge study number allows you to override the waiting period for the permit start date. If you have valid bridge study number, you may enter it now." followed by a text input field and a button labeled "Validate Bridge Study ID". At the bottom of the form, there are two buttons: "Cancel" on the left and "Next" on the right.

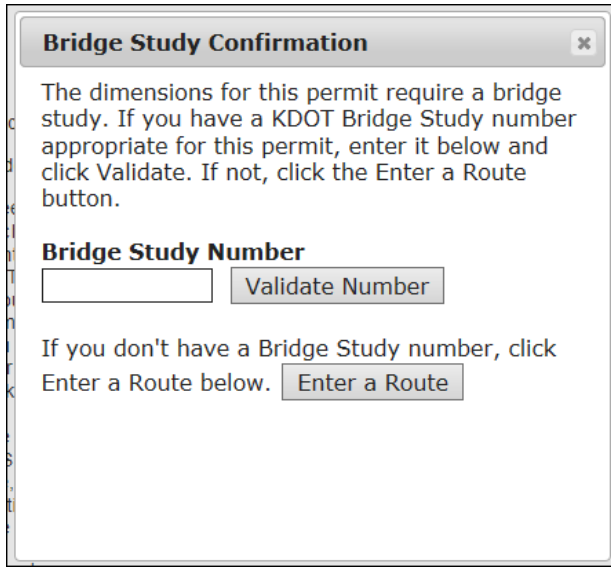
5. Click the **Next** button.

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.



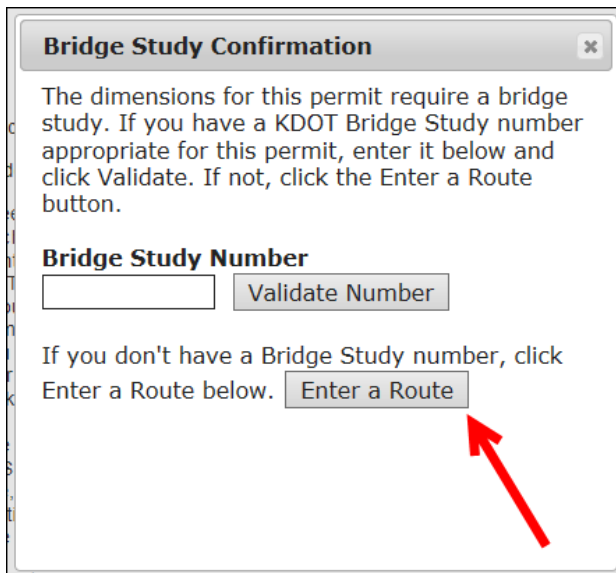
6. Enter the vehicle and load information. (See page 126)
7. Click **Next**.

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



The screenshot shows a dialog box titled "Bridge Study Confirmation" with a close button (X) in the top right corner. The text inside reads: "The dimensions for this permit require a bridge study. If you have a KDOT Bridge Study number appropriate for this permit, enter it below and click Validate. If not, click the Enter a Route button." Below this text is a section titled "Bridge Study Number" containing a text input field and a "Validate Number" button. Further down, it says "If you don't have a Bridge Study number, click Enter a Route below." followed by an "Enter a Route" button.

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

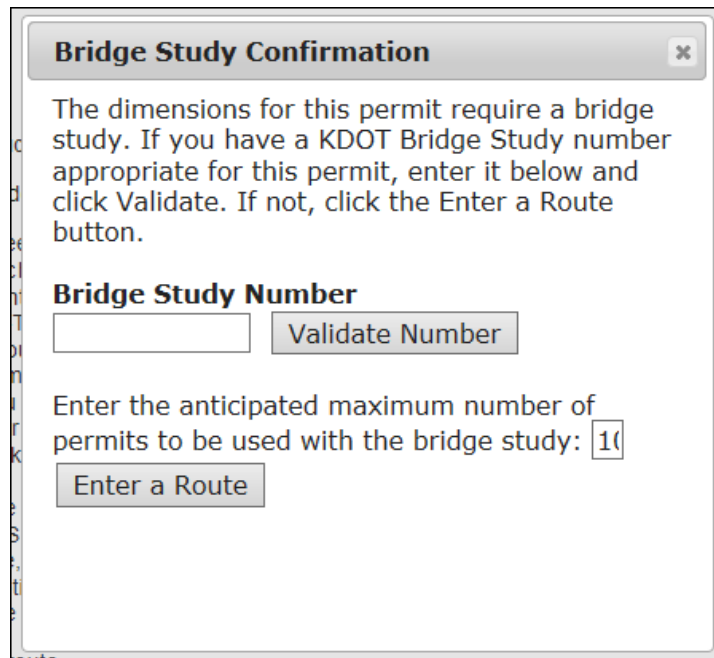


This screenshot is identical to the previous one, showing the "Bridge Study Confirmation" dialog box. A red arrow is added, pointing from the bottom right towards the "Enter a Route" button, indicating the action to be taken.

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**.



The dimensions for this permit require a bridge study. If you have a KDOT Bridge Study number appropriate for this permit, enter it below and click Validate. If not, click the Enter a Route button.

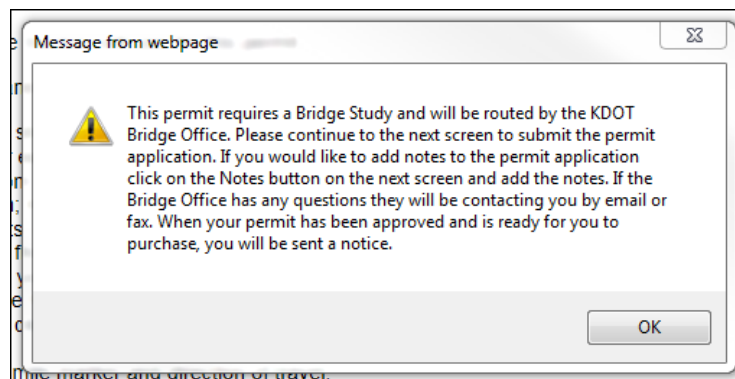
Bridge Study Number

Enter the anticipated maximum number of permits to be used with the bridge study:

*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

 This permit requires a Bridge Study and will be routed by the KDOT Bridge Office. Please continue to the next screen to submit the permit application. If you would like to add notes to the permit application click on the Notes button on the next screen and add the notes. If the Bridge Office has any questions they will be contacting you by email or fax. When your permit has been approved and is ready for you to purchase, you will be sent a notice.

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.

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

Order Permits

ProMiles Test 1
Permit fee summary. Permit ID: 20088

Permits	Unit/Rig #	Permit Fee	Temp Weight	Temp Reg	Temp Fuel	Mileage	Total
Overdimension Superload	11023	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
Total		\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00

☐ I attest that I have read and understand all the legal requirements for ordering a permit within the Kansas Truck Routing and Intelligent Permitting System (K-TRIPS).



Route Directions

Back Save And Exit Delete Permit

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.

Order Permits

ProMiles Test 1
Permit ID: 20088

Permit Submission Successful!

Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

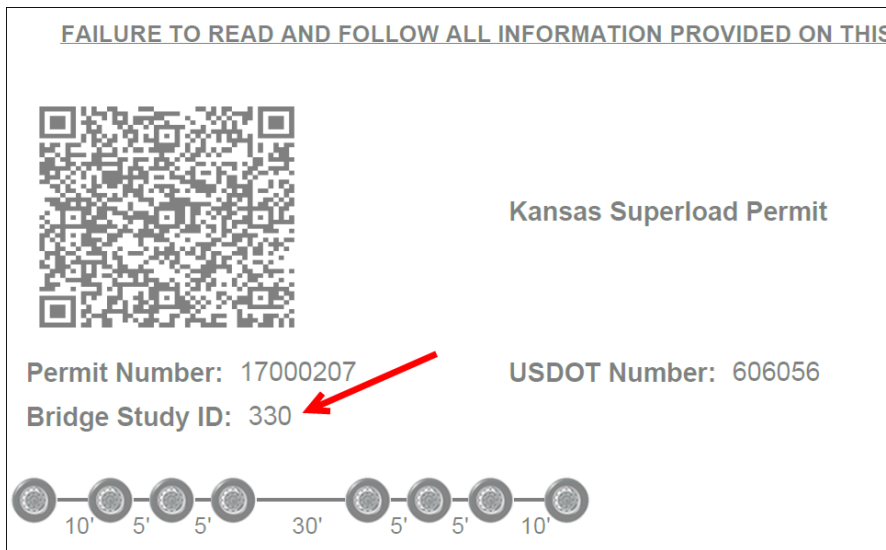
The following permits were enqueued for further processing.

Permit ID
20088

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.



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**.

Order Permits
Select the permit type below. Alternatively you may use the [Permit Wizard](#)

ProMiles Test 1 606056

Contact information to appear on permit(s) being ordered:

Contact Name:
Contact Phone:
Contact Email:
Primary Delivery Method:
Additional Delivery Method:
Company Reference:

Permit Type:
From: To:
☐ This permit will require additional approvals that may affect the start date.

A valid bridge study number allows you to override the waiting period for the permit start date.
If you have valid bridge study number, you may enter it now.

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**.

The screenshot shows a web form for an 'Overdimension Superload' permit. The 'Permit Type' dropdown is set to 'Overdimension Superload'. The 'From' date is 5/04/2017 and the 'To' date is 05/10/2017. A checkbox is checked with the text 'This permit will require additional approvals that may affect the start date.' Below this, a message states: 'A valid bridge study number allows you to override the waiting period for the permit start date. If you have valid bridge study number, you may enter it now.' There is an input field containing '330' and a 'Validate Bridge Study ID' button. At the bottom are 'Cancel' and 'Next' buttons.

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

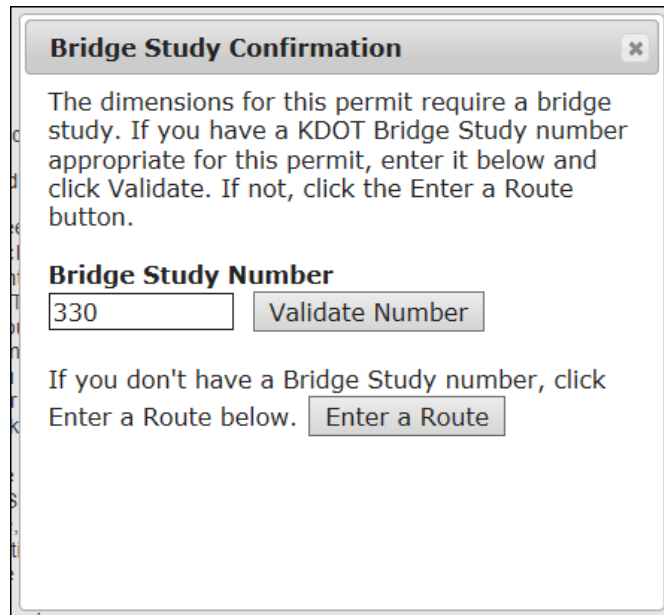
This screenshot is identical to the previous one, but with a green confirmation message added: 'The bridge study is valid. You may enter a starting date as early as today.' The message also repeats: 'A valid bridge study number allows you to override the waiting period for the permit start date. If you have valid bridge study number, you may enter it now.' The '330' is still in the input field, and the 'Validate Bridge Study ID' button is present.

6. Click **Next**.
7. Enter the 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.*

The screenshot shows a dialog box titled 'Bridge Study Confirmation'. It contains the text: 'The dimensions for this permit require a bridge study. If you have a KDOT Bridge Study number appropriate for this permit, enter it below and click Validate. If not, click the Enter a Route button.' Below this, there is a section 'Bridge Study Number' with an input field and a 'Validate Number' button. At the bottom, it says 'If you don't have a Bridge Study number, click Enter a Route below.' with an 'Enter a Route' button.

9. Enter the Bridge Study Number for subsequent permits associated to the approved Bridge Study.



Bridge Study Confirmation [X]

The dimensions for this permit require a bridge study. If you have a KDOT Bridge Study number appropriate for this permit, enter it below and click Validate. If not, click the Enter a Route button.

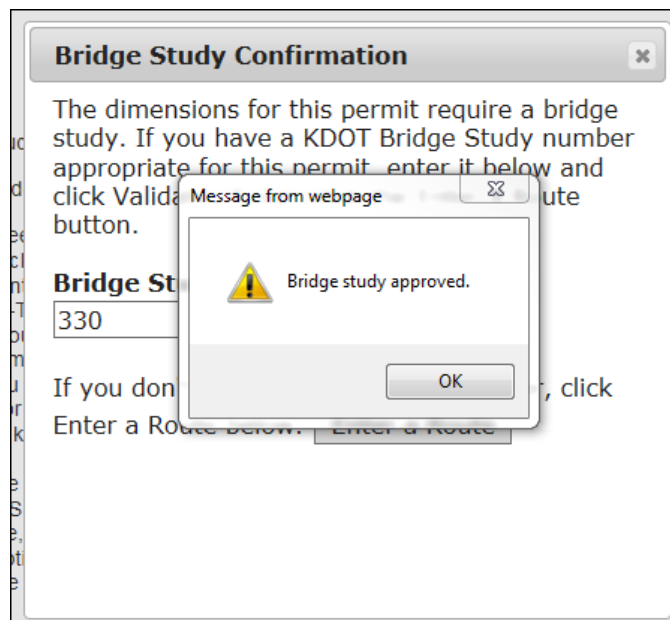
Bridge Study Number

330 [Validate Number]

If you don't have a Bridge Study number, click Enter a Route below. [Enter a Route]

10. Click **Validate Number**.

A confirmation message will be displayed.



Bridge Study Confirmation [X]

The dimensions for this permit require a bridge study. If you have a KDOT Bridge Study number appropriate for this permit, enter it below and click Validate. If not, click the Enter a Route button.

Bridge Study Number

330 [Validate Number]

If you don't have a Bridge Study number, click Enter a Route below. [Enter a Route]

Message from webpage [X]

 Bridge study approved.

[OK]

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.

Order Permits

ProMiles Test 1
Permit fee summary. Permit ID: 20093

Permits	Unit/Rig #	Permit Fee	Temp Weight	Temp Reg	Temp Fuel	Mileage	Total
Overdimension Superload	11023	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
Total		\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00

☐ I attest that I have read and understand all the legal requirements for ordering a permit within the Kansas Truck Routing and Intelligent Permitting System (K-TRIPS).

Route Directions

Back

Save And Exit

Delete Permit

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.

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

Order Permits

ProMiles Test 1
Permit ID: 20093

Permit Submission Successful!

Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

The following permits have been approved.

Permit ID
20093

[Pay for the permits now.](#)

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.

FAILURE TO READ AND FOLLOW ALL INFORMATION PROVIDED ON THIS



Kansas Superload Permit

Permit Number: 17000605 USDOT Number: 606056

Bridge Study ID: 330



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.

Terms	Definitions
Bid Route	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.
Condition	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).
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.
Off-system	Roads not maintained by KDOT which need approval from another authority (for example: district, county, or city) in order to route oversize/overweight vehicles.
On-system	Roads maintained by KDOT on which they have the authority to route oversize/overweight vehicles.
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.
Restriction	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.
Terminal	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.