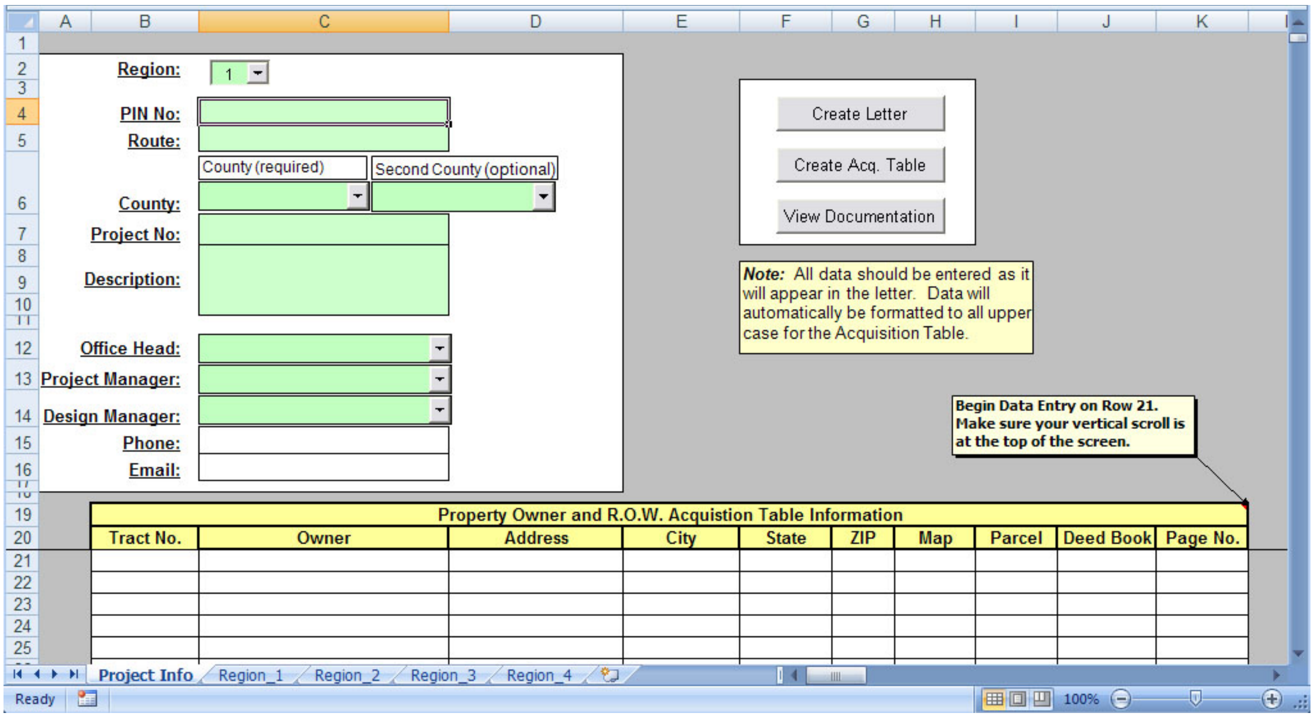
Survey Contact Letter & R.O.W. Acquisition Table Creator

This document describes the functions from Excel file **Survey_Contact_Acq_Create.xltm**.

Excel Spreadsheet Project Info

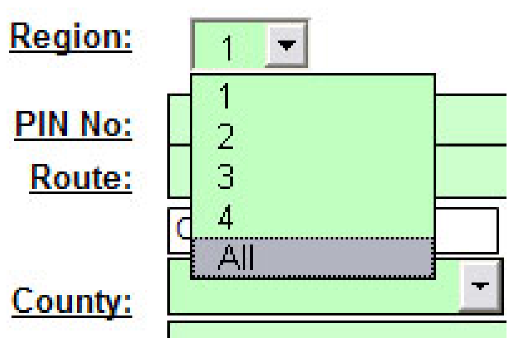
The image shown below is the main worksheet **Project Info** which is used for creating letters and R.O.W. acquisition tables. This will be referred to as the main view in this document.



This worksheet provides locations for entry/selection of data required to build the letter or R.O.W. acquisition table.

Individual components of this page are described below:

Region Drop-down



Use this drop-down box to select the region the project is either located in or in which the personnel handling the project are located.

Click the black down arrow to display the list of regions (1, 2, 3, 4 and All) and select the desired value.

The region selected populates the County, Office Head, Project Manager, and Design Manager drop-downs with the values stored on the corresponding Region worksheet. If you would like the boxes to be populated with all values from all four Region worksheets, select "All".

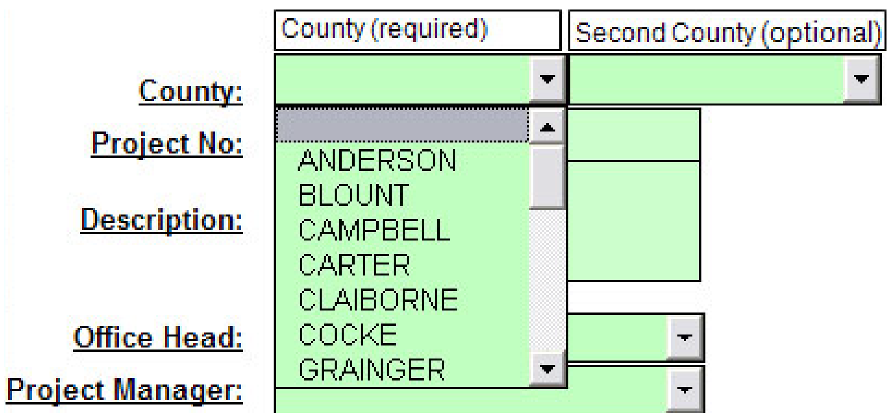
Note:
The value shown in the Region drop-down will signify the Region worksheet used to populate the Letter Setup dialog. Therefore, if a Carbon Copy Name, Contact, or Signature that will be used in the letter is not in the same region as the Project, "All" should be selected prior to clicking the Create Letters button.

PIN No. and Route Cells

PIN No: Enter the Project Identification Number (PIN) into this cell. Note: The value will automatically be formatted to show two decimal places. If no decimal value is entered the value will be in this format: 123456.00.

Route: Enter the Route number or other identifying information for the project in this cell.

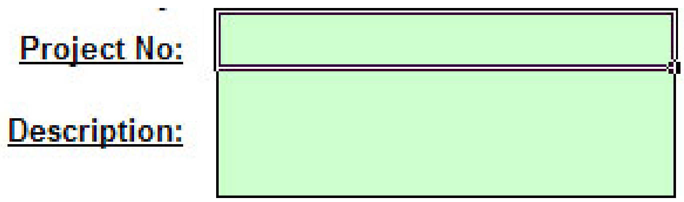
County Drop-downs



The County drop-downs are populated with counties listed under the County column of the Region worksheet. Depending on the selection in the Region Drop-down, the counties for that region will be displayed. To view all counties, set the Region Drop-drop down to **All**.

The left county drop-down is required while the second county drop-down is optional. This is for instances where a project may cross county lines.

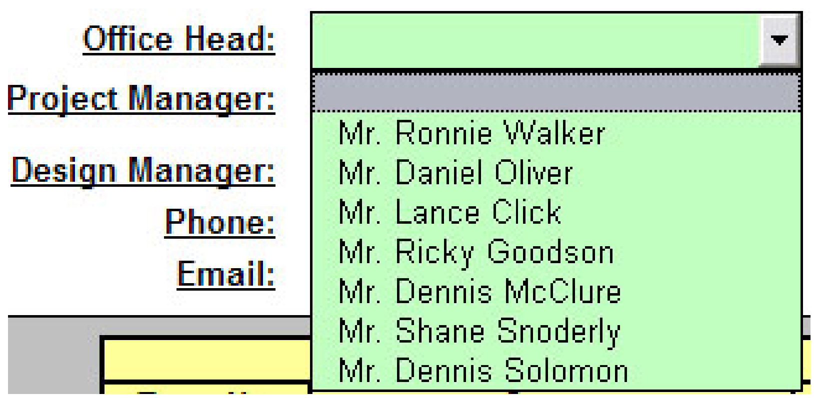
Project No. and Description Cells



Project No: Enter the project number(s)

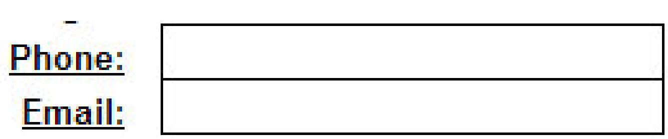
Description: Enter the project description as you would like it to appear on the letters or acquisition table.

Office Head Drop-down



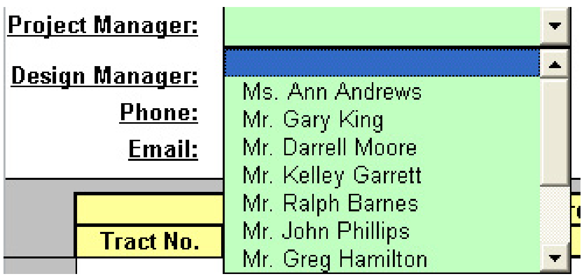
The Office Head drop down is populated by the values stored under the Office Head column of each Region worksheet. The values displayed in the drop-down are dependent on the region selected in the Region drop-down. Select the Office Head you wish to be displayed in the letter.

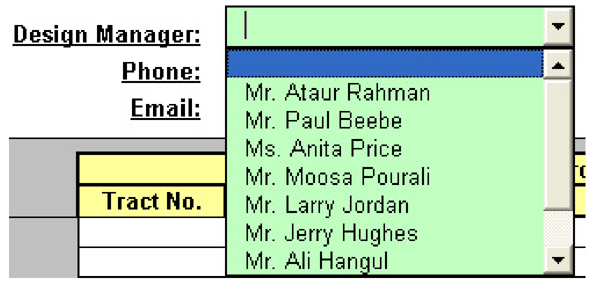
When you select the Office Head, the corresponding Office Head Phone number and Office Head Email address will be displayed in their respective cells if values for these are provided in the Region worksheet.



Note:
It is possible to type values in the Office Head Name, Phone, and Email cells if desired.

Project Manager and Design Manager Drop-Downs

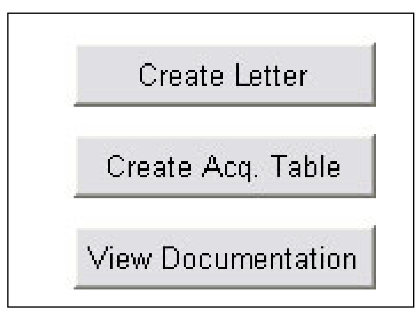




Use the drop down arrows to select the Project Manager and Design Manager to be used in the letters. Values correspond to the values listed under the Project Manager and Design Manager columns on the Region worksheet. The values displayed in the drop-downs are dependent on the region selected in main view Region Drop-down. Values can be selected from the drop-down or keyed in.

Note:
If the Project Manager and Design Manager values are set in the main view, then they are automatically added to the top of the Carbon Copy list on the Letter Setup dialog.

Create Letter, Create Acq. Table and View Documentation Buttons



Clicking the **Create Letter** button will begin the letter creation process and invokes the Letter Setup dialog.

Clicking the **Create Acq. Table** button will generate the R.O.W. Acquisition Table using the standard TDOT formatted Excel spreadsheet.

Clicking **View Documentation** opens this documentation file.

Property Owner and R.O.W. Acquisition Table Information

Property Owner and R.O.W. Acquistion Table Information									
Tract No.	Owner	Address	City	State	ZIP	Map	Parcel	Deed Book	Page No.

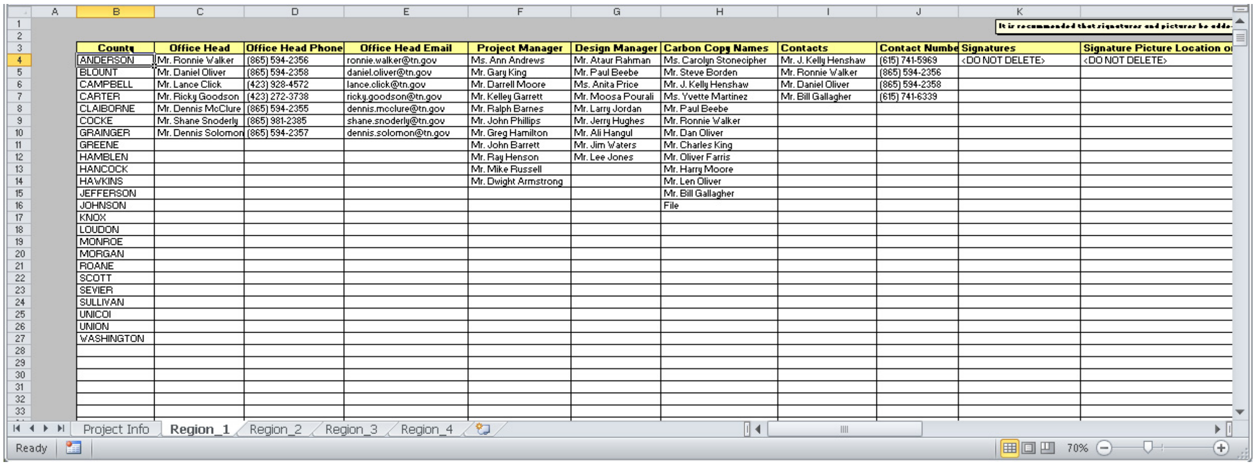
Enter in the property owner information in this section of the main view. Each row corresponds to a separate property. Data entry must begin on row 21 or the program will not execute and an error message will be displayed. The column **Owner** represents the owner's name and the rest of the columns are self-explanatory. A letter will be created for each property entered.

When creating the R.O.W. acquisition table, only properties that have a value in the **Tract No.** column will be placed in the acquisition table. The entries will be sorted in ascending order based on the tract number.

The header columns are locked so that the user can scroll up and down to edit or add new owner information while still seeing what goes in each column.

Note:
All data should be entered as it will appear in the letters. Data will automatically be formatted to all upper case for the R.O.W. Acquisition Table.

Excel Spreadsheets Region_*



County	Office Head	Office Head Phone	Office Head Email	Project Manager	Design Manager	Carbon Copy Names	Contacts	Contact Numbe	Signatures	Signature Picture Location or
ANDERSON	Mr. Ronnie Walker	(865) 594-2356	ronnie.walker@tn.gov	Ms. Ann Andrews	Mr. Ataur Rahman	Ms. Carolyn Stonecipher	Mr. J. Kelly Henshaw	(615) 741-5969	<DO NOT DELETE>	<DO NOT DELETE>
BLOUNT	Mr. Daniel Oliver	(865) 594-2358	daniel.oliver@tn.gov	Mr. Gary King	Mr. Paul Beebe	Mr. Steve Borden	Mr. Ronnie Walker	(865) 594-2356		
CAMPBELL	Mr. Lance Click	(423) 928-4572	lance.click@tn.gov	Mr. Darrell Moore	Ms. Anita Price	Mr. J. Kelly Henshaw	Mr. Daniel Oliver	(865) 594-2358		
CARTER	Mr. Ricky Goodson	(423) 272-3738	ricky.goodson@tn.gov	Mr. Kelley Garrett	Mr. Moosa Pourali	Ms. Yvette Martinez	Mr. Bill Gallagher	(615) 741-6339		
CLAIBORNE	Mr. Dennis McClure	(865) 594-2355	dennis.mcclure@tn.gov	Mr. Ralph Barnes	Mr. Larry Jordan	Mr. Paul Beebe				
COCKE	Mr. Shane Snoderly	(865) 981-2385	shane.snoderly@tn.gov	Mr. John Phillips	Mr. Jerry Hughes	Mr. Ronnie Walker				
GRAINGER	Mr. Dennis Solomon	(865) 594-2357	dennis.solomon@tn.gov	Mr. Greg Hamilton	Mr. Ali Hangul	Mr. Dan Oliver				
GREENE				Mr. John Barrett	Mr. Jim Waters	Mr. Charles King				
HAMBLEN				Mr. Ray Henson	Mr. Lee Jones	Mr. Oliver Farris				
HANCOCK				Mr. Mike Russell		Mr. Harry Moore				
HAWKINS				Mr. Dwight Armstrong		Mr. Len Oliver				
JEFFERSON						Mr. Bill Gallagher				
JOHNSON						File				
KNOX										
LOUDON										
MONROE										
MORGAN										
ROANE										
SCOTT										
SEVIER										
SULLIVAN										
UNICOI										
UNION										
WASHINGTON										

The values displayed in the main view drop-downs are stored on the four worksheets in the workbook labeled **Region_1, Region_2, Region_3,** and **Region_4.** Each of these sheets contain columns labeled for the data that should be entered in each column. This data is used in various ways by the program in creating the letters. Prior to running the program the data in these columns should be checked and/or modified for accuracy so that the letters created will be accurate and their creation will be less time consuming.

To edit or add values, simply select the cell you wish to change and type in the new value.

When adding data to the columns, take special care that no spaces are left between column entries. The program reads data in the column from top to bottom and will stop reading a column when an empty cell is encountered.

Consultant survey managers will need to add their information to the **Office Head** columns so that they will be available in the main view drop downs.

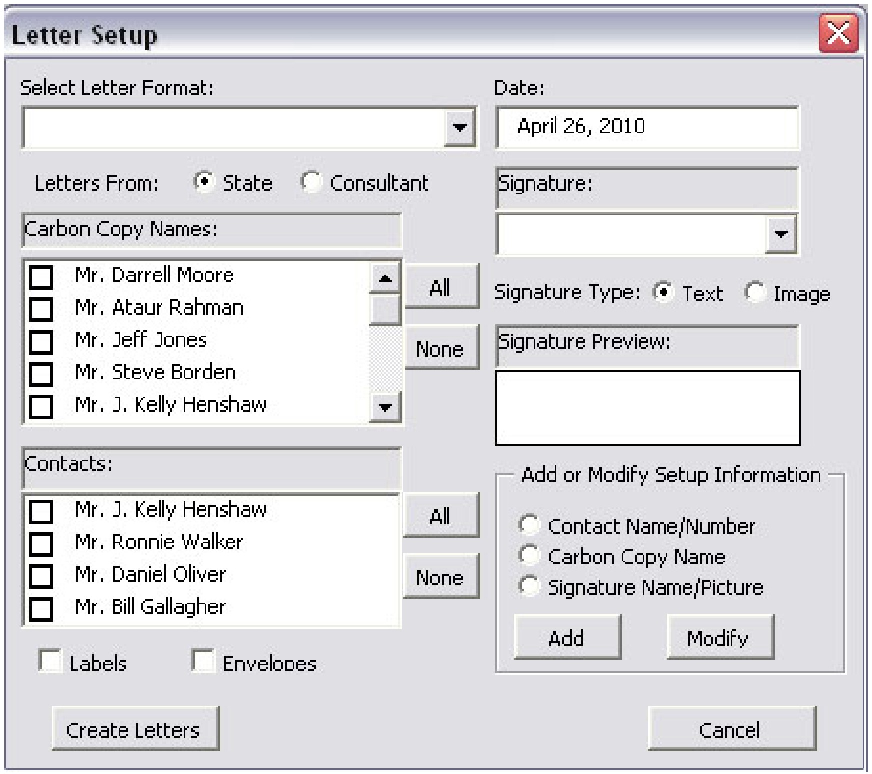
It is highly recommended that when adding or modifying the locations for signature pictures you use the **Add or Modify Setup Information** section of the Letter Setup dialog. This is to ensure the path to the picture is accurate. Signatures can be placed as pictures or in a cursive font so the column used for the picture path is alternately used to identify the cursive font that should be used. If some cursive font other than the default Script MT Bold is desired for the signature then you must revise it on the Region worksheet after creation.

Note:
The signature columns are blank by default except for the text **<DO NOT DELETE>** which is on the top line to prevent errors if the first signature is added from the Letter Setup dialog. If signature data is entered manually it should start on the 2nd line after that text.

Create Letters

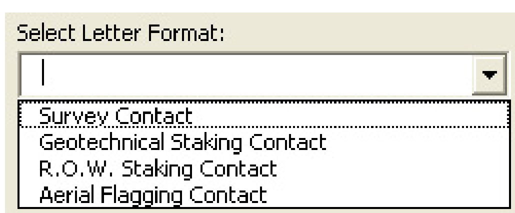
Click the **Create Letter** button on the main view to open the **Letter Setup** dialog.

Letter Setup Dialog



To create the letters follow the following steps:

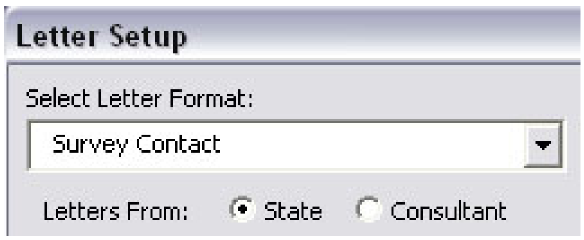
1. Choose the type of letter to create from the **Select Letter Format:** drop-down.



Click the arrow to show the list of letters available for creation. The type of letter will tell the program which Word template to use for the letter.

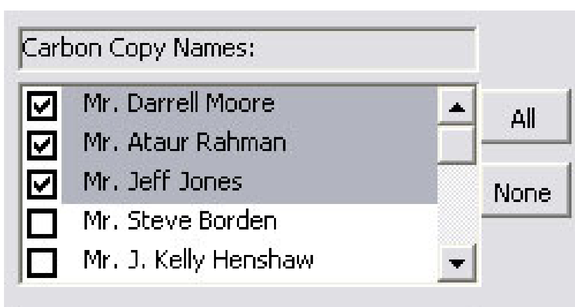
All letter types display a **Region Letterhead Control** option at the bottom which is used to determine which address to use in the letterhead of each letter. If the Region value on the main view is set to any specific region rather than All, that value is used to automatically set this control.

2. Set the **Letters From:** option as needed. By default it is set to State but when being used by a consultant surveyor they will need to reset it to Consultant.



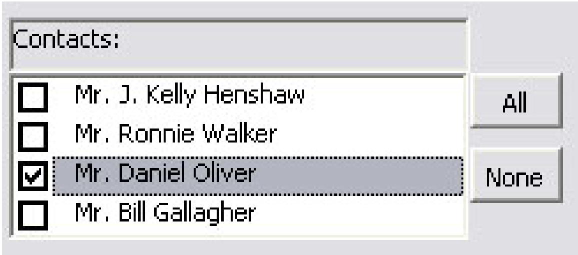
This control will include an extra line below the signature on consultant generated letters specifying that it was sent "**For"** the regional office head. That name is set on the Region worksheets in the Consultant – For State Name column and is dependent on the region selected in the main view Region drop-down.

3. Select the **Carbon Copy Names** to appear in the cc: section of the letter. Clicking **All** will select all listed names. There is a 15 name limit, so if more than 15 names are selected, only the first 15 will be displayed in the letter.



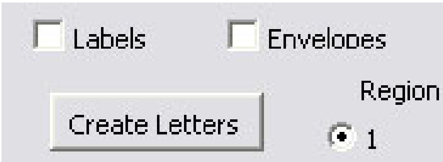
The names displayed in this box are based on the names stored in the Carbon Copy Names column of the Region worksheets and are dependent on the region selected in the main view Region drop-down.

4. Select the **Contacts** to appear in the letter in addition to the Office Head specified on the main view. Clicking **All** will select all listed names. The limit for the additional contacts is 3, so if more than three names are selected only the first three will be displayed.



These names are displayed at the end of the letter in the contacts section. They are based on the names stored in the Contacts column of the Region worksheets and are dependent on the region selected in the main view Region drop-down.

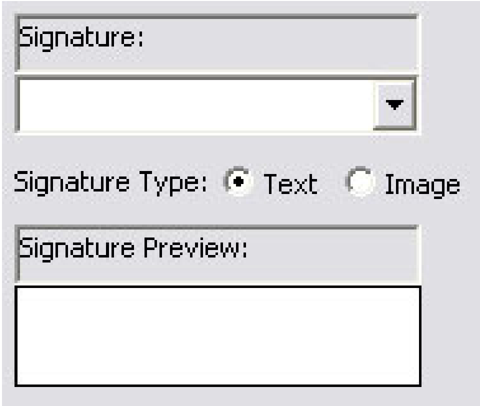
5. If labels or envelopes are desired check the appropriate box.



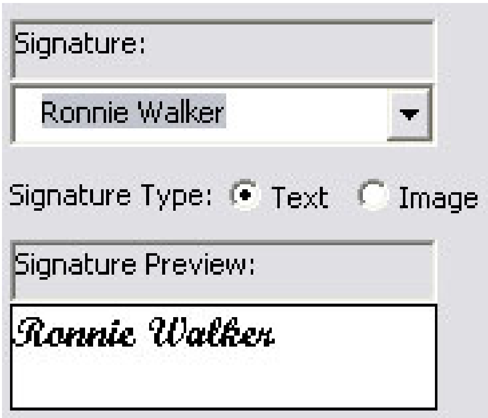
6. Set the **Date** as you wish it to appear in the letter. The box is automatically populated with your computer systems current date but may be edited.

The date will appear at the top of each created letter.

7. Select the **Signature** to be displayed after the closing remarks of each letter if desired. If a picture has been specified for the signature name, click Image for the **Signature Type**.

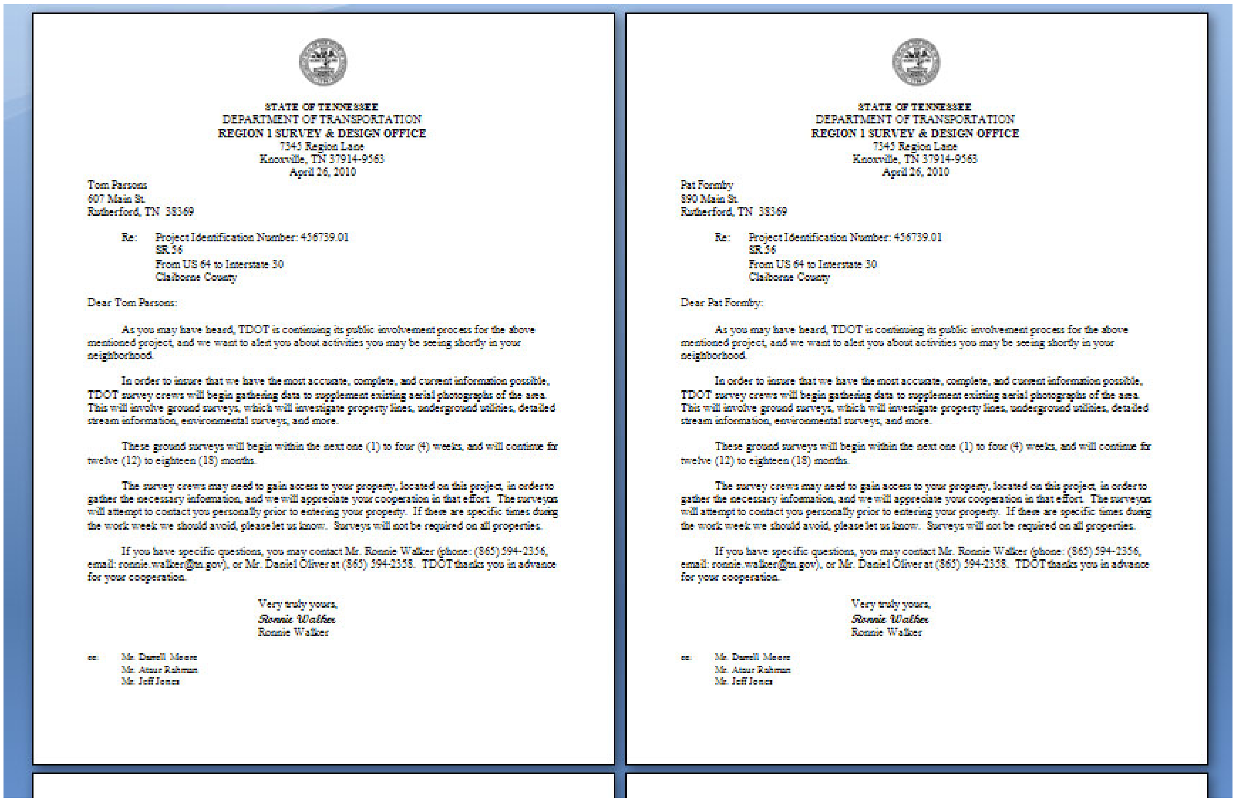


Either cursive font text or the signature's image will be displayed in the Signature Preview area.



Specifying a signature is **not** required at this point. If neither a cursive font signature nor signature picture is specified, a blank space will be left in each letter for signing after letter creation.

8. Click **Create Letters** on the Letter Setup dialog to execute the program. You will be prompted for a save location for the Excel file. The name of the file will default to a combination of the PIN and the type of letter created. The created letters will be saved in the same location under the same name. All letters will be in one Word document.



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
REGION 1 SURVEY & DESIGN OFFICE
7345 Region Lane
Knoxville, TN 37914-9563
April 26, 2010

Tom Parsons
607 Main St.
Rutherford, TN 38369

Re: Project Identification Number: 456739.01
SR 56
From US 64 to Interstate 30
Claiborne County

Dear Tom Parsons:

As you may have heard, TDOT is continuing its public involvement process for the above mentioned project, and we want to alert you about activities you may be seeing shortly in your neighborhood.

In order to insure that we have the most accurate, complete, and current information possible, TDOT survey crews will begin gathering data to supplement existing aerial photographs of the area. This will involve ground surveys, which will investigate property lines, underground utilities, detailed stream information, environmental surveys, and more.

These ground surveys will begin within the next one (1) to four (4) weeks, and will continue for twelve (12) to eighteen (18) months.

The survey crews may need to gain access to your property, located on this project, in order to gather the necessary information, and we will appreciate your cooperation in that effort. The surveyors will attempt to contact you personally prior to entering your property. If there are specific times during the work week we should avoid, please let us know. Surveys will not be required on all properties.

If you have specific questions, you may contact Mr. Ronnie Walker (phone: (865) 594-2356, email: ronnie.walker@tn.gov), or Mr. Daniel Oliver at (865) 594-2358. TDOT thanks you in advance for your cooperation.

Very truly yours,
Ronnie Walker
Ronnie Walker

cc: Mr. Darrell Moore
Mr. Ataur Rahman
Mr. Jeff Jones

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
REGION 1 SURVEY & DESIGN OFFICE
7345 Region Lane
Knoxville, TN 37914-9563
April 26, 2010

Pat Formby
890 Main St.
Rutherford, TN 38369

Re: Project Identification Number: 456739.01
SR 56
From US 64 to Interstate 30
Claiborne County

Dear Pat Formby:

As you may have heard, TDOT is continuing its public involvement process for the above mentioned project, and we want to alert you about activities you may be seeing shortly in your neighborhood.

In order to insure that we have the most accurate, complete, and current information possible, TDOT survey crews will begin gathering data to supplement existing aerial photographs of the area. This will involve ground surveys, which will investigate property lines, underground utilities, detailed stream information, environmental surveys, and more.

These ground surveys will begin within the next one (1) to four (4) weeks, and will continue for twelve (12) to eighteen (18) months.

The survey crews may need to gain access to your property, located on this project, in order to gather the necessary information, and we will appreciate your cooperation in that effort. The surveyors will attempt to contact you personally prior to entering your property. If there are specific times during the work week we should avoid, please let us know. Surveys will not be required on all properties.

If you have specific questions, you may contact Mr. Ronnie Walker (phone: (865) 594-2356, email: ronnie.walker@tn.gov), or Mr. Daniel Oliver at (865) 594-2358. TDOT thanks you in advance for your cooperation.

Very truly yours,
Ronnie Walker
Ronnie Walker

cc: Mr. Darrell Moore
Mr. Ataur Rahman
Mr. Jeff Jones

If the Labels or Envelopes options were clicked on, then you would have been prompted for the template to use. That is discussed in more detail later in this documentation.

Add or Modify Setup Information

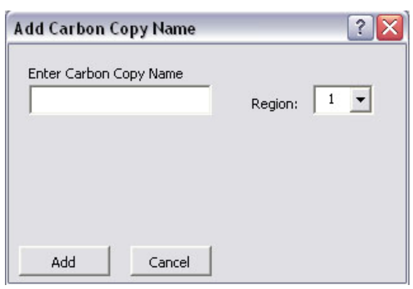
From the **Letter Setup** dialog, it is possible to add or modify the Carbon Copy Names, Contact Names, and Signatures displayed in the dialog.

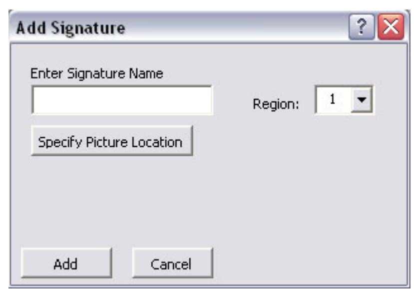
To add a value, select the type of information you would like to add (Carbon Copy Name, Contact, or Signature) and click the **Add** button.

To modify a value, select the type of information you would like to change (Carbon Copy Name, Contact, or Signature) and click the **Modify** button.

The following dialogs appear depending on the type of adjustment you choose to make on the setup information.

Add

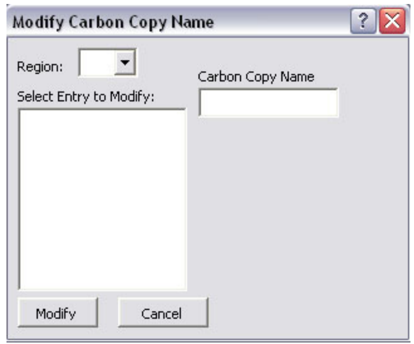


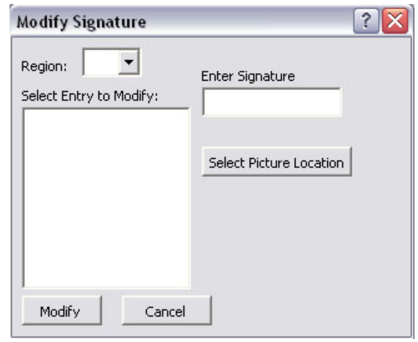


The Region value defaults to the region selected in the main view Region drop-down. That value will determine which Region worksheet that the new entry will be added to. Enter the required information and click **Add**.

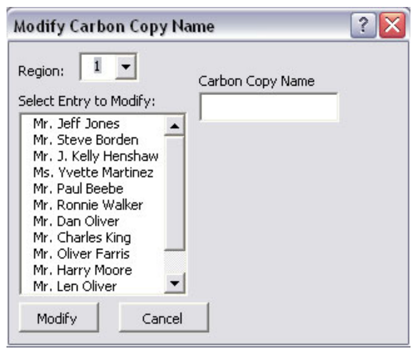
By default new signatures are put in with the cursive font Script MT Bold. If you wish to use a signature picture\image file, use the command button provided to set the picture filename. If you wish to use a cursive font other than the default, it will be necessary to go to the Region worksheet after creation and edit the name specified in the **Signature Picture Location or Text Font Name** data column.

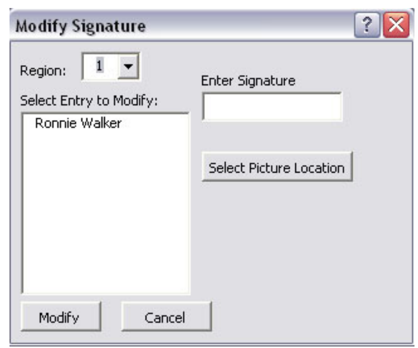
Modify





The Region value is not set automatically in the Modify dialogs. This allows the user to pick a specific Region number or All which is then used to build the list of names that could be modified.





Once the Region value is set, you can select the name to modify from the list. Enter the required change and click **Modify**.

Note:
When you click the Add or Modify buttons on their dialogs the changes are immediately written to the Region worksheets. After closing the Add or Modify dialogs, all changes are reflected in the lists on the Letter Setup dialog.

Creating Signature Pictures

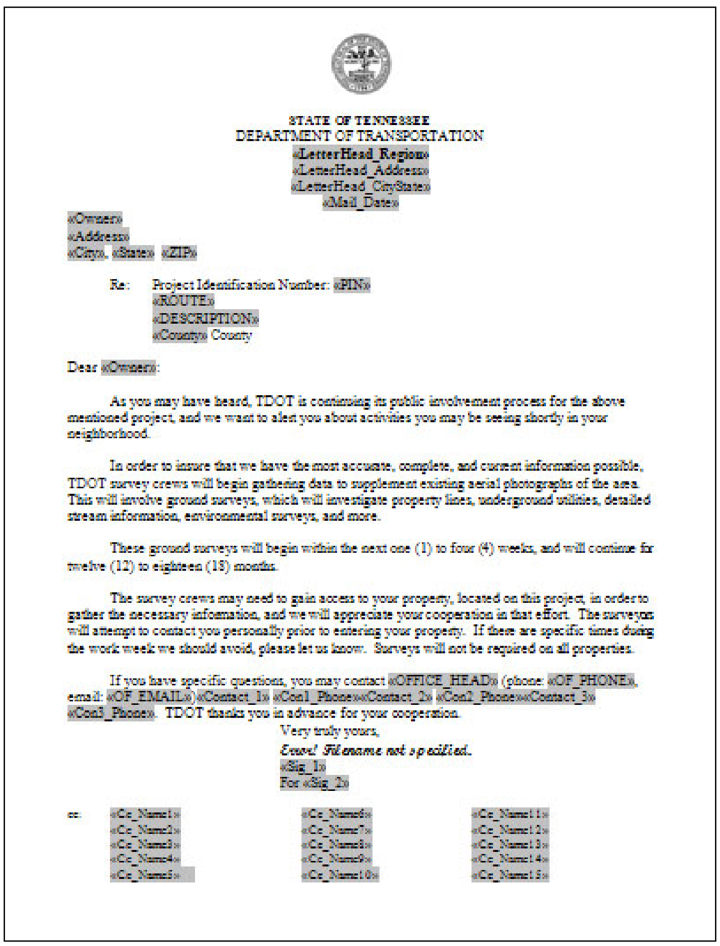
Signatures may be any type picture/image file. Create signatures by scanning a signed document and cutting the signature using Paint or some other software. Another method would be to reference the scanned signature into MicroStation and tracing it with the line color set to white (0). Press ALT + Print Scrn and then paste the screen image into Paint. Click Image > Invert Colors and cut the signature and paste it into a new paint file. Save this file as the signature image. Any method that renders the signature as a picture is fine. Size of the stored image doesn't matter, though you may wish to play with different sizes to fine tune the image's appearance on the letter.

Letter Template Files

There are four Microsoft Word Template files necessary for creating the letters. The files provide the template for the different types of TDOT Survey Contact letters available for creation using this program.

To view how the letters are laid out, open the desired letter's template file from C:\Users\Public\Office Standards\Survey\. You will notice highlighted fields on the form. The highlighted fields represent the locations that the data from the Excel spreadsheet will be placed. The fields are labeled with a somewhat representative name of the data that will occupy them.

For example: CC_Name1 through CC_Name15 represent the 15 possible carbon copy names. Contact_1 and Con1_Phone represent one of the contacts' name and number. Viewing this you can see how the program relates the values you select and enter in the spreadsheet to the created letters.



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
«LetterHead_Region»
«LetterHead_Address»
«LetterHead_CityState»
«Mail_Date»

«Owner»
«Address»
«City», «State» «ZIP»

Re: Project Identification Number: «PIN»
«ROUTE»
«DESCRIPTION»
«County» County

Dear «Owner»:

As you may have heard, TDOT is continuing its public involvement process for the above mentioned project, and we want to alert you about activities you may be seeing shortly in your neighborhood.

In order to insure that we have the most accurate, complete, and current information possible, TDOT survey crews will begin gathering data to supplement existing aerial photographs of the area. This will involve ground surveys, which will investigate property lines, underground utilities, detailed stream information, environmental surveys, and more.

These ground surveys will begin within the next one (1) to four (4) weeks, and will continue for twelve (12) to eighteen (18) months.

The survey crews may need to gain access to your property, located on this project, in order to gather the necessary information, and we will appreciate your cooperation in that effort. The surveyors will attempt to contact you personally prior to entering your property. If there are specific times during the work week we should avoid, please let us know. Surveys will not be required on all properties.

If you have specific questions, you may contact «OFFICE_HEAD» (phone: «OF_PHONE», email: «OF_EMAIL»)«Contact_1» «Con1_Phone»«Contact_2» «Con2_Phone»«Contact_3» «Con3_Phone». TDOT thanks you in advance for your cooperation.

Very truly yours,
Error! Filename not specified.
«Sig_1»
For «Sig_2»

cc:	«Cc_Name1»	«Cc_Name6»	«Cc_Name11»
	«Cc_Name2»	«Cc_Name7»	«Cc_Name12»
	«Cc_Name3»	«Cc_Name8»	«Cc_Name13»
	«Cc_Name4»	«Cc_Name9»	«Cc_Name14»
	«Cc_Name5»	«Cc_Name10»	«Cc_Name15»

Below the closing, the following text is shown: ***Error! Filename Not Specified***. This is the location for the Signature. Do not delete or modify this field or any field in the template as it will cause the program to produce undesired results.

Label and Envelope Template Files

Two template files are provided for generating envelopes or labels. When either of these options is clicked on in the Letter Setup dialog you will be prompted to identify the template file to use. Default templates can be found at

C:\Users\Public\Office Standards\Survey

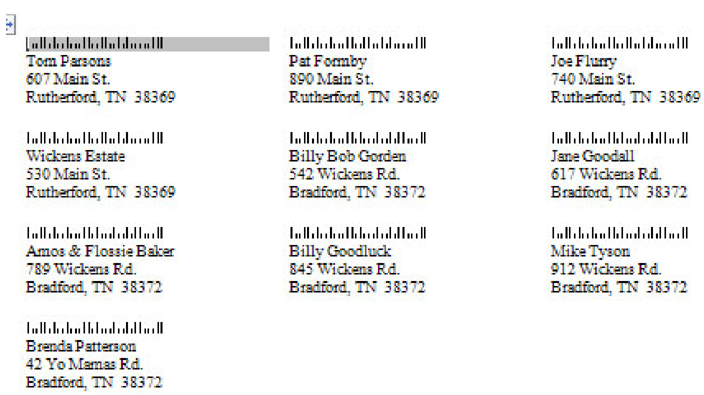
Labels: **SuveyContact_Avery5160_Labels.docx**
Envelopes: **SuveyContact_Envelopes.docx** **(**#9 size)

If different size envelopes and/or labels are desired you will need to create a template file for that size. Refer to Microsoft Office help for procedures to build mail merge documents. Note that your data source will be the table **MergeValues** and data items **Owner, Address, City, State** and **Zip**.

The document should look similar to the default label template depicted below before mail merge:

«Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»
«Next Record» «Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»
«Next Record» «Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»
«Next Record» «Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»	«Next Record» «Owner» «Address» «City», «State» «ZIP»

And after mail merge …



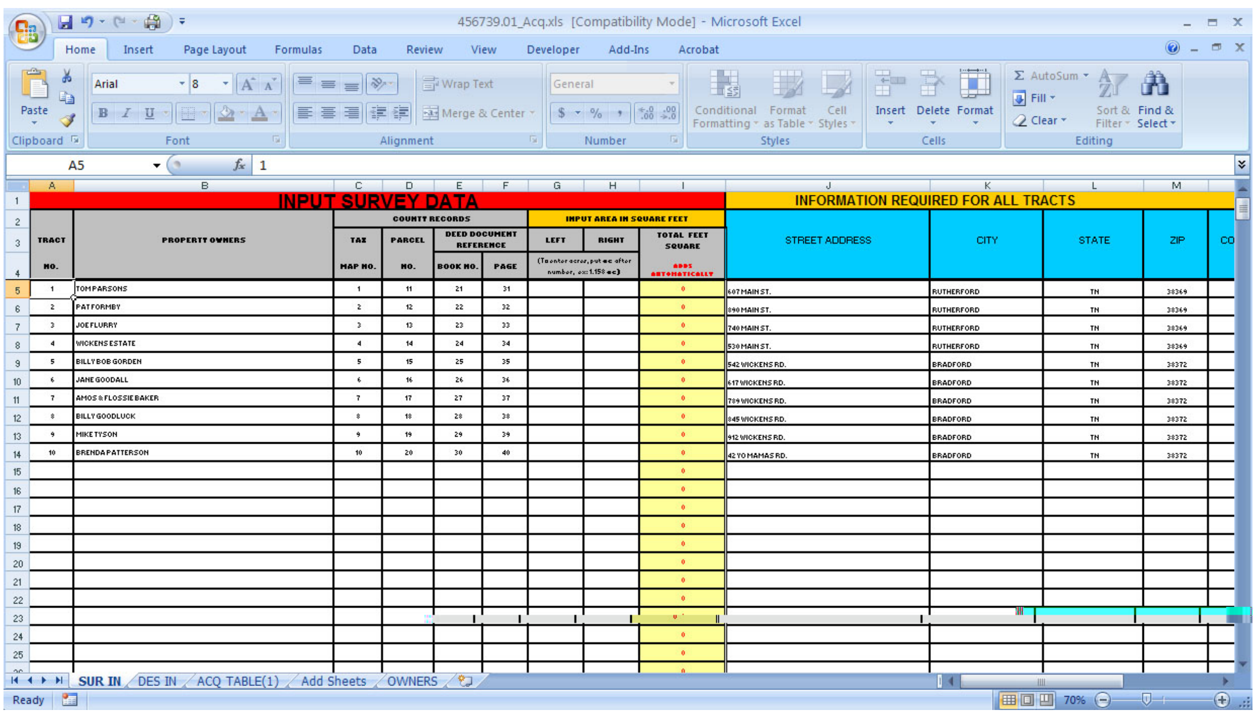
Tom Parsons 607 Main St. Rutherford, TN 38369	Pat Formby 890 Main St. Rutherford, TN 38369	Joe Flurry 740 Main St. Rutherford, TN 38369
Wickens Estate 530 Main St. Rutherford, TN 38369	Billy Bob Gorden 542 Wickens Rd. Bradford, TN 38372	Jane Goodall 617 Wickens Rd. Bradford, TN 38372
Amos & Flossie Baker 789 Wickens Rd. Bradford, TN 38372	Billy Goodluck 845 Wickens Rd. Bradford, TN 38372	Mike Tyson 912 Wickens Rd. Bradford, TN 38372
Brenda Patterson 42 Yo Mamas Rd. Bradford, TN 38372		

Creating the R.O.W. Acquisition Table

There is no dialog or special steps that are required to create the R.O.W. Acquisition Table. When all of the property owner data has been entered in the **Property Owner and R.O.W. Acquisition Table Information** area of the main view, click the **Create Acq. Table** button.

A copy of the standard template file **ROWAcqTable.xltm** is set up and its worksheet **SUR IN** is populated with the property owner information. The name of the new file will default to a combination of the PIN number and the letters "**Acq**" and is set up to be saved in the same folder location as the survey contact Excel file.

Note:
Only properties under the Property Owner and R.O.W. Acquisition Table Information that have a value in the **Tract No.** column will be placed in the acquisition table. The entries will be sorted in ascending order based on the tract number. Data is automatically formatted to all upper case for the R.O.W. Acquisition Table.



As property tract areas from deeds, field location, etc. are worked out, this information can be added to the R.O.W. Acquisition Table. See documentation file ROWAcqTables.pdf for further information on the use of this Excel file and its special functions.

Microsoft Office Version Issues

These templates and their programs are currently based on Microsoft Office 2010. Older versions of Microsoft Office **will not** recognize some aspects of the Visual Basic for Applications code and some programs will fail to function.