

Pavement Analyst - Basic Navigation Training Exercises

- [How to Log into the System](#)
- [Menus and Icons](#)
- [How to Display a Window by "Point & Click"](#)
- [Display Window via Quick Links](#)
- [Window Display Description](#)
- [Find - Right-Click Menu Option](#)
- [Sort - Right-Click Menu Option](#)
- [Filter - Selecting Data to Display](#)
- [Adding Attachments \(Files\) to a Record](#)
- [Exporting Data](#)
- [Editing of Records](#)

How to Log into the System

By completing the exercises below, the participant should be able to successfully log in the application.

Exercise - 1: Logging into the system.

- **Log onto the system.**
- **On the Department / Security Role screen, change the default department by selecting another department.**
- **When finished, click 'Submit' to go to the home screen.**

Menus and Icons

By completing the exercises below, the participant should be able to move from one module to another, display a menu and its sub-menus, access different admin units (departments), and open multiple working sessions.

Exercise - 2: Understanding Menus and Icons

- **Log onto the system**
- **Change the default module you are in by selecting another module (i.e. from Pavement Analyst module to Maintenance module).**
- **Click on a few menu headers and menu items to understand their relationships.**
- **Change the admin. unit/department you are login to by selecting a different admin. unit/department.**
- **Open 2 additional working sessions by using the 'Create new session' option.**

How to Display a Window by "Point & Click"

By completing the exercises below, the user should be able to open any window within a module using the point & click option.


Exercise - 3: Point & Click to display a window

- **Change the default module you are in by selecting another module.**
- **Select any menu using the point & click option to see its sub-menus.**
- **Click on a sub-menu to open the window.**

Display Window via Quick Links

By completing the exercises below,, the user should be able to quickly open any window that was saved as a Quick Link.

Exercise - 4: Create Quick Links to display a window

- **Select the Pavement Analyst module for this exercise.**
- **Open any window (i.e. Optimization Analysis)**
- **Click the  icon to create a Quick Link to this window.**
- **Navigate to another module to test out the Quick Link.**
- **Click the Quick Links drop-down on the menu bar and select the Quick Link you created (for the Optimization Analysis).**

Window Display Description

By completing the exercises below, the user should be able to display a window/pane in either Grid view or Form view based on the his/her preference.

Exercise - 5: Display a window in different views.

- Go to the Pavement Analyst module (if you are in another module)
- Open the Master Work Plan window (found under the Analysis menu)

- Click on the Grid View  icon to switch to Form view.

- Click the Free Form View  icon again to switch back to Grid view.

Find - Right-Click Menu Option

By completing the exercises below, the participant should be able to find a text or a phrase in any column of a window.

Exercise - 6: Find records in the system using the Find option.

- Open any window in Grid view (i.e. Traffic Data)
- Scroll downward in any column of interest and write down a few records (i.e. AADT column)
- Open the 'Find' dialog box, type in one of the records you wrote down and click Find.
- Repeat this process for the reminder of the records that were copied.

Sort - Right-Click Menu Option

By completing the exercises below, the participant should now have a good understanding of how to sort data based on the output that he/she prefers.

Exercise - 7: Sort records displayed in a window using the sort option.

- Open any window in Grid view (i.e. Traffic Data).
- Sort a single column in the window by using the double-click option.
- Open the Sort pop-up window and select a few columns to be sorted in ascending order and then click the OK button.
- Remove one of the columns that you previously selected to be sorted and click the OK button again.

Filter - Selecting Data to Display

By completing the exercises below, the user should be able to filter data based on the output that he/she desires.

Exercise - 8: Filtering records using the Filter command or Filter by this value command

- Open any window in Grid view (i.e. Roadway Inventory).
- Setup a filter using the 'Filter' option to see a specific value in the window (i.e. Pavement Type).
- Reset/clear the filter that you created.
- Setup another filter using the 'Filter By This value' option to see a specific value in the window (i.e. County).

Adding Attachments (Files) to a Record

By completing these exercises, the participant should be able to attach a single file or multiple files to any record in the system.

Exercise - 9: Attaching external files to records.

- Display any window in Grid view (i.e. Roadway Inventory).
- Select a record in the window and attach a file (word, excel, pdf, etc.) to that record.
- Change the window layout to Form View and attach another file.
- Delete the attach files from the record and save the record.

Exporting Data

By completing these exercises, the participant should be able to export data from the AgileAssets system to an external file.

Exercise - 10: Export data in different formats from the application

- Display any window in Grid view (i.e. Traffic Data).
- Open the Export Data window.
- Accept the default settings in the Export Data pop-up window and export the data.
- Select a few columns in the Export Data window, choose a different output format (i.e. comma separated) and export the data.
- Reset the export data settings and export the data again but showing only 10 rows of records.

Editing of Records

By completing these exercises the user should be able to create a new record, delete an existing record, as well as modify existing records.

Exercise - 11: Editing record in the application

- Display either the Work Orders or Work Request window.
- Insert a new record and save your work.
- Use the copy command to copy data from another record into the record you created.
- Save the record and refresh the page.
- Delete the record you created and save again.