CONNECTICUT DEPARTMENT OF TRANSPORTATION

DIGITAL DESIGN ENVIRONMENT GUIDE

CONNECT EDITION

Volume 9 – OpenRoads Designer Boundary Surveys

Published Date: March 12, 2025

Table of Contents

Course Overview

Skills Taught

In these exercises you will learn how to:

- Create Property Maps
- create Acquisition Parcels and Property Management shapes for GIS Exporting
- Create ROW Maps

Exercise 1 – Property Map Creation

Coming Soon

Exercise 2 – Parcel Posting Workflow

1.1 Startup

Before attempting to open or create DGN files users should make sure the following is in place:

1. CTDOT users should have the CTDOT CONNECT DDE synced through SharePoint with the COMPASS Project Synced along with the CAD Configuration.

2. Consultants should have CTDOT DDE properly installed or be syncing to the CTDOT DDE SharePoint/COMPASS system.

3. Make note of the **Coordinate System** you will be working in. If you have existing survey data, you will need to find out what system is being used **(NAD 83/NAVD 88 or NAD 27/NAVD 29).**

4. Log on to the CONNECTION Client. Bentley Connect licensing requires users to log into their Bentley account to secure a software license. CTDOT users should log in using your CTDOT email address and Bentley password.If you do not see the dialog box, select the ∧ icon on the bottom Windows Screen. Click on the Connection Client Icon and select **Open**.
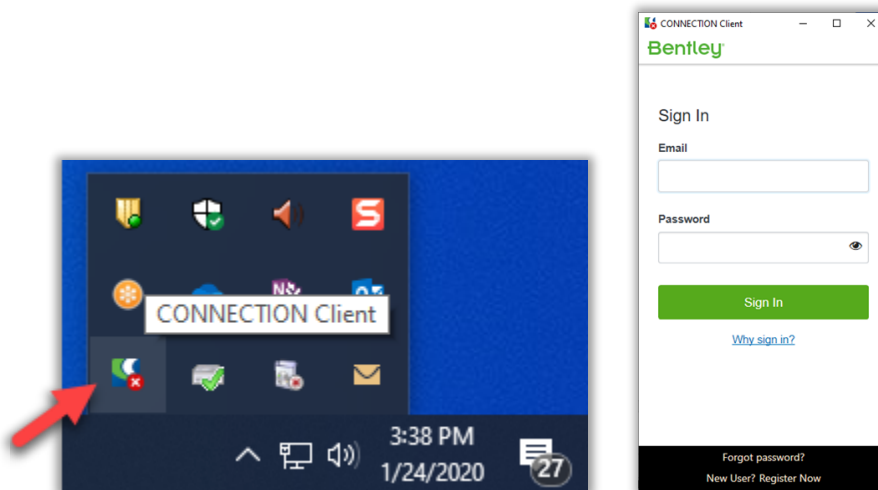

Figure 1 CONNECTION Client System tray

5. Launch the Application.
   - **Consultants**
     Start the software via an appropriate **CTDOT DDE** icon
   - **CTDOT employees**
     On your desktop double click on the **CAD Accounting** icon.

6. On the CT DOT Accounting Menu there will be select **_Compass OpenRoads CE_**
    In the **_Run Program_** field select the needed program, the **_Available Account_** (funding
    source) and **_Resource Type_**. Click on the **Start** button to load the program.
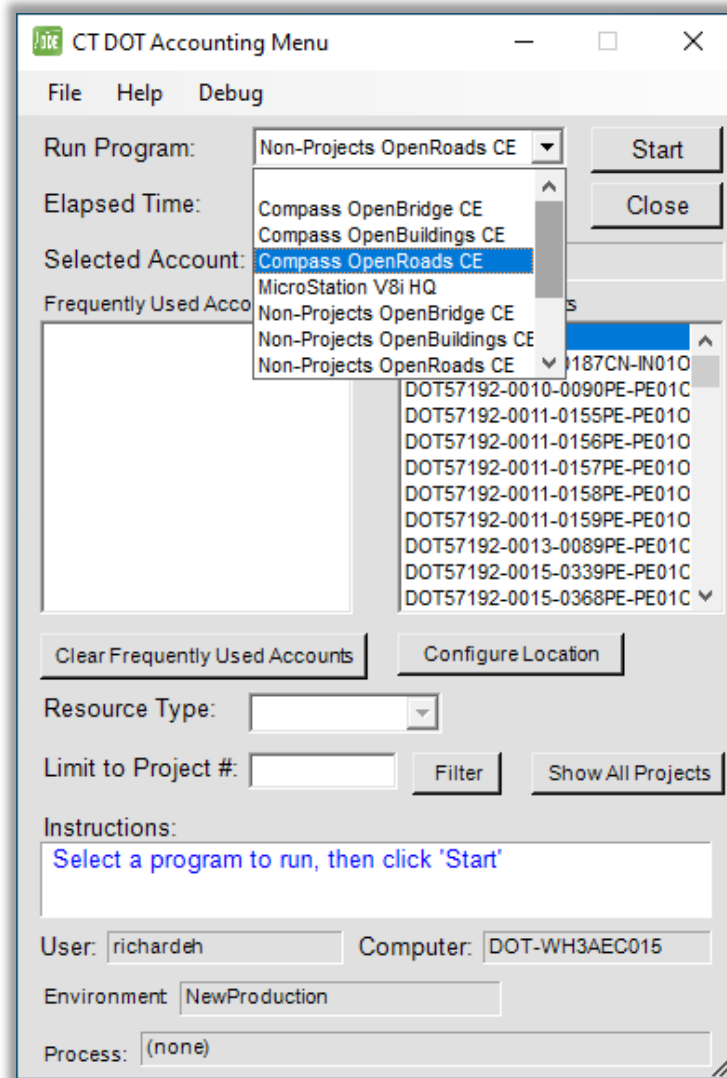

Figure 2 CAD Accounting dialog box

7. After launching the program, a Welcome Screen for **_OpenRoads Designer_** will appear.
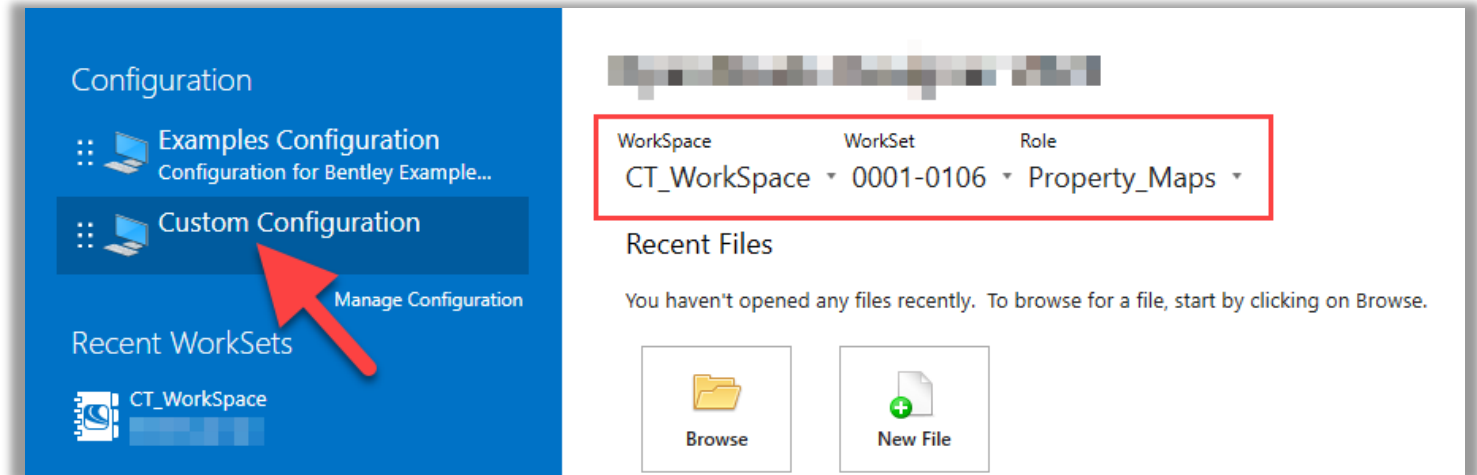

Figure 3 OpenRoads Splash Screen

8. Select **Custom Configuration**, using the small drop-down arrows select the Workspace **CT_Workspace**, the needed **WorkSet** and **Role**.

   If you do not see the Project Number listed, please request a Compass/CAD Setup using this link New CAD Project Request

1.2   Creating a New File

1. Select **New File icon**.

   Note: *Do not copy DGN files created with V8i SELECTseries or InRoads SS2, SS3, SS4, or SS10 to the new CTDOT CONNECT Project/Workset folders to use for your shape placement base file.*

2. Browse to your specific discipline folder and enter a **File name.**

3. On the New dialog box click the **Browse** button to select the 2D seed file.
   _…CT_Configuration|Organization|Seed|PMap|Seed2D-CT_SurveyPMap-ROW.dgn_

    If the survey was done in an old Datum, use the 2D Seed Files in this folder
   _…CT_Configuration|Organization|Seed|GCS|_

4. After the DGN file is created open File Explorer and browse to the file, **right click** and select **View online**.
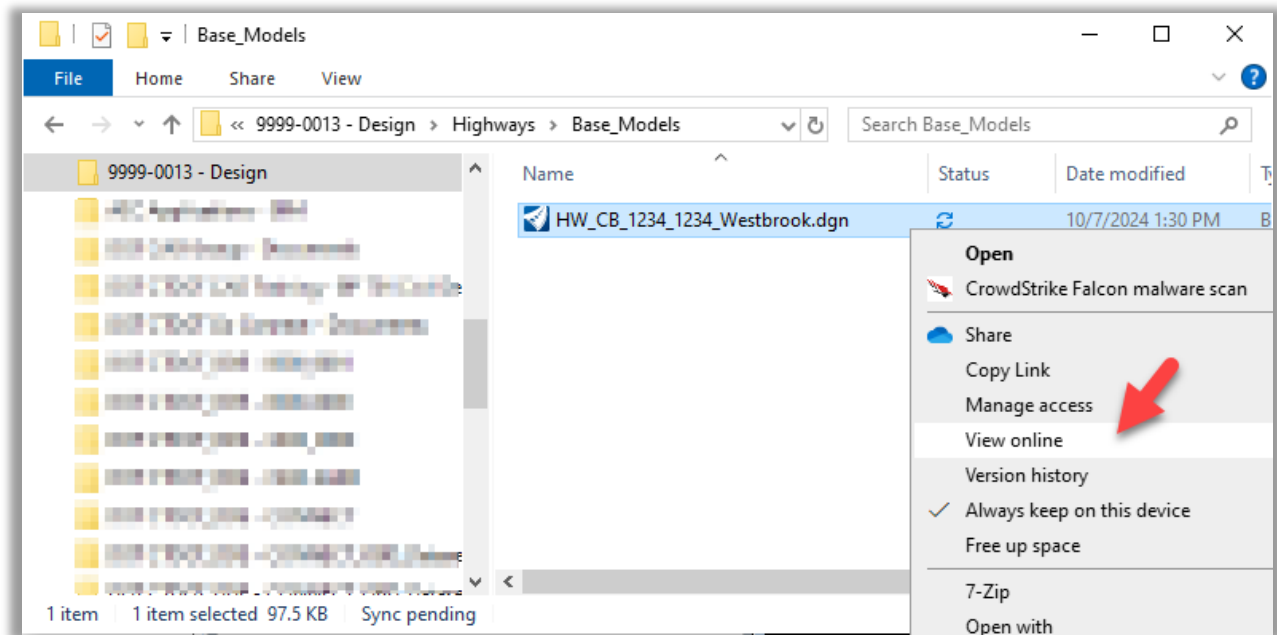

Figure 4 File Explorer View online tool

5. The Projects SharePoint site will open, sort by **Date**, click on the **three dots**, select **More ›** **Check Out**

> **Note:** *When you are done working on the DGN file, exit the program and go back to the SharePoint Site and* **Check In** *the file.*
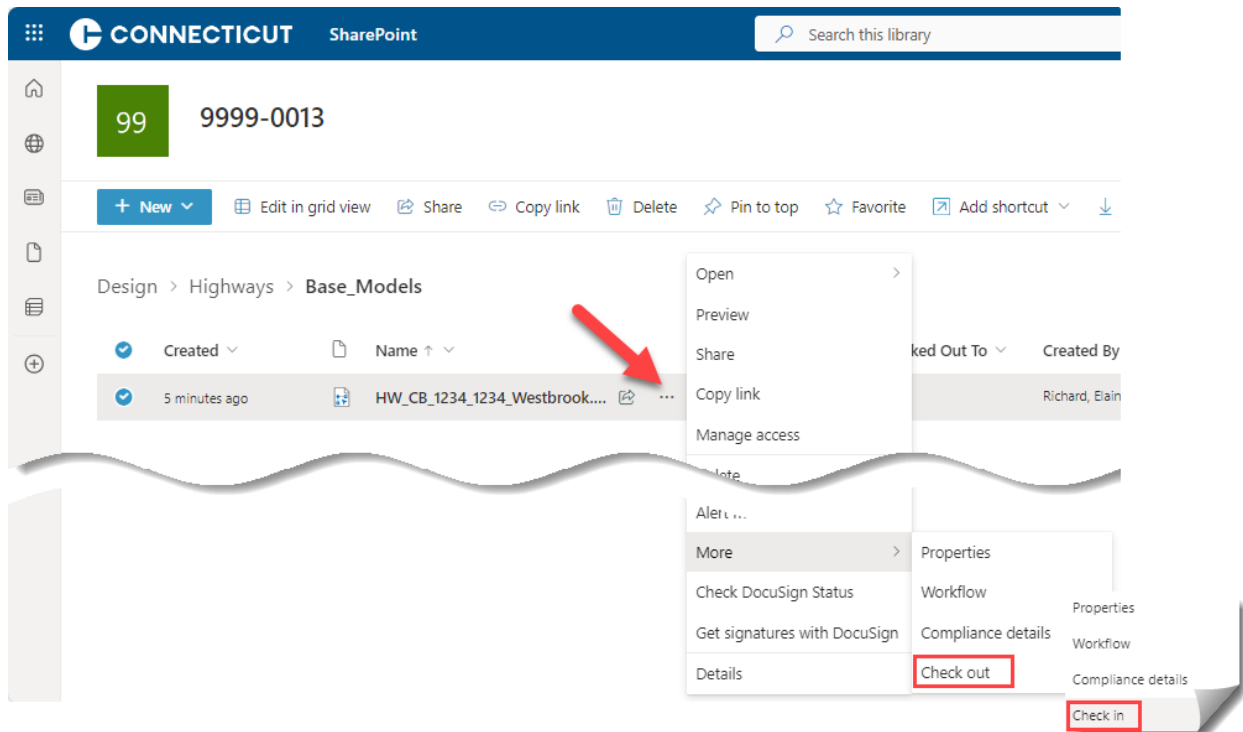

Figure 5 SharePoint Check out

1.3   Reference in the ROW DGN files

1. Select the **CTDOT** workflow **Home** tab, in the **Primary** section select the **Attach Tool** drop down and choose **References**. Navigate to the folder and reference the file.

    On the reference Attachment Properties box

    - Choose the needed **Model**

    - To the Nested Attachments: to **Live Nesting** and add a **Nesting Depth:** number.

    Click **OK**.

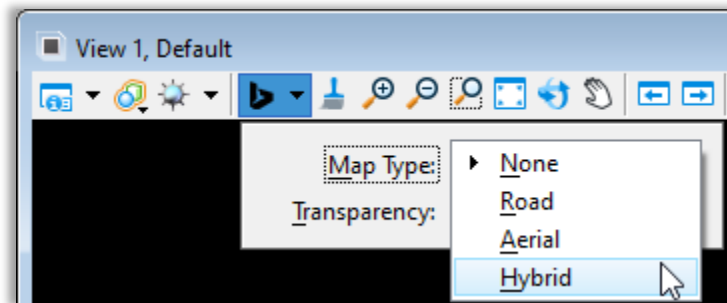2. In the view window display the Background Map.

Figure 6 Background Map

3. If the graphics to not line up with the background image this maybe an older DGN Files and will need to be referenced in with certain settings to get them to line up in the correct Geospatial location. For older reference files turn **True Scale** off and set the Scale to *1:1*.

4. Select **Level Display** and turn off the desired levels in the reference files. Show only ROW lines. Copy in the needed lines.

5. Select **Save Settings**.

1.4   Create Shapes

1. Click on the Property Maps tab. In the **Shape Files** section select one of the top tools as needed and follow the prompts to create a shape. Click inside of the needed areas.

2. Fill in the Properties as needed. If you are using NAD 27 please adjust the COORDINATE_SYSTEM field.

3. Save Settings.

1.5   Validate & Post Shapes

1. Once you have all the required parcel information filled and saved you are ready to upload the data. On the Property Maps tab, Shape Files section, click on ***validation portal*** link to load the ***CDOT ROW Parcels CAD Submission Validation Portal***.

2. The validation portal will open in a browser.

3. Click on **Upload File** and browse to the dgn file. Then click **Open** to upload.

4. Once your CAD file is uploaded, click **OK** to start the validation process and **WAIT** for the result.

5. If the data validation result is a success, you will see a ***big green check mark***.

6. Click on **Final Upload Here** to start the upload process.

7. It will then open this page, click on **Upload File** to upload you validated CAD file. Then ***browse*** to the file and click **Open**.

8. Click **Ok** to start the parcel posting.

9. When the posting to the database is complete, you will see this message "***COMPLETED***". That concludes the posting process.

1.6   Review your posted parcel in GIS

1. Once the posting is completed, you can view the parcel in this app https://gisportal.dot.ct.gov/portal/apps/webappviewer/index.html?id=04df3779ccd84b7d9a24e1ce2edb6539, you will need to have a portal login account.

    - If you are not sure whether you have a portal account or not, you may click HERE and check.

    - If you see you don't have a portal account, you may request an account by filling out this FORM

    - Once you get the account, send a support request to get access to the app using this link https://ctdotcompass.atlassian.net/servicedesk/customer/portal/9/group/25/create/113

2. In the search File Number, type the parcel file number you posted. When you see it listed, click on it and it will zoom to the parcel with properties displayed.

    If you need support /assistance from AEC , you may submit a support ticket by following this LINK

Exercise 3 – ROW Map Creation

Coming Soon