



# Bulk Upload Feature

A TxDOTCONNECT Job Aid

## Roles Impacted

Letting Management Coordinator  
UTP Coordinator  
STIP Coordinator  
District & Division Project Managers  
Funding Manager District  
Civil Rights Coordinator  
Professional Engineer (& Consultant)  
Engineer's Estimate Coordinator (& Consultant)  
Landscape Architect  
Design Coordinator

## Last Revised

April 2024

R6.2.0.0



## Bulk Upload Overview

The **Bulk Upload** feature in TxDOTCONNECT allows users with certain roles to update data on many projects at once by uploading a single file.

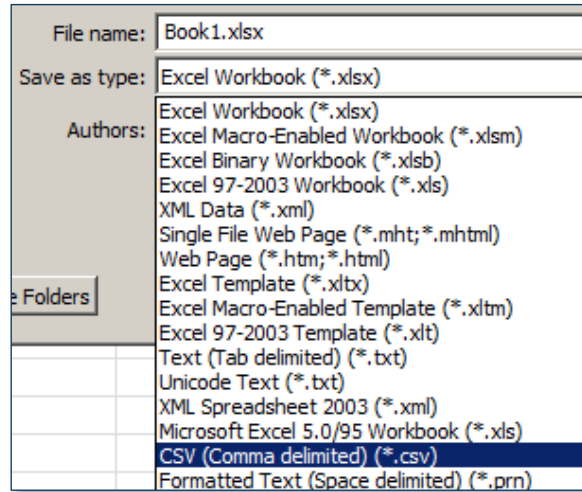
The data types that can be updated in this way, as well as the security roles that can upload them, are shown below:


Data Type	Authorized Security Roles
<b>Federal Project Number</b>	Letting Management Coordinator
<b>Minute Order</b>	Letting Management Coordinator
<b>Planning Targets</b>	Letting Management Coordinator UTP Coordinator
<b>District &amp; MPO Scores</b>	District & Division Project Managers District Funding Managers Project Manager Initiate Funding Manager
<b>DBE &amp; SBE Goals</b>	Civil Rights Coordinators
<b>Engineer's Estimate</b>	Professional Engineer & Consultants Engineer's Estimate Coordinator & Consultant Landscape Architect & Consultants District Project Managers Design Coordinators
<b>Category Analysis: Allocations</b>	Letting Management Coordinator
<b>Category Analysis: Carryover</b>	Letting Management Coordinator
<b>Category Analysis: Fund Transfer Requests</b>	Letting Management Coordinator
<b>General Notes</b>	Professional Engineer & Consultants Landscape Architect & Consultants
<b>Performance &amp; Need Based Scores</b>	UTP Coordinator
<b>Parcel Survey</b>	ROW Project Manager ROW GIS Reviewer Surveyor & Consultants
<b>STIP: FHWA Approval Date</b>	STIP Coordinator

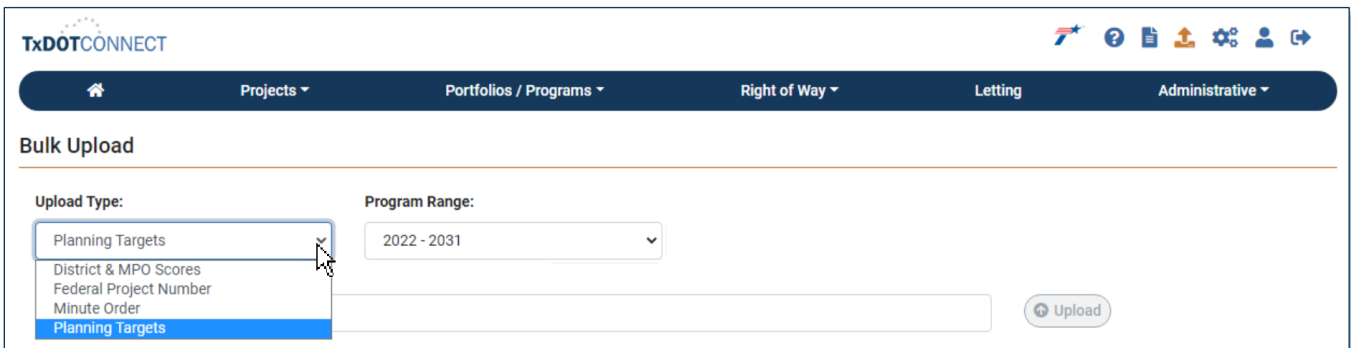






## Bulk Upload

- Populate a template with the data you wish to use to update projects in TxDOTCONNECT.
  - You must use the proper template according to the type of data being uploaded. See **Templates by Data Type** below.
  - The template must be saved as a .CSV file or the upload will not be accepted.



- Click  **Bulk Upload** in the Tools Menu to navigate to the **Bulk Upload Page** shown below.



- Select the desired **Upload Type** once on the Bulk Upload Page.
  -  You will only be able to see the upload type(s) for which you have permission.
- Click  **Browse** to browse for the correct file.
- Select the desired Excel file.
  -  The file must be formatted properly and saved as a .CSV file.
- Click  **Upload Button** to upload the file.



## Templates by Data Type

### Federal Project Number (Letting Management Coordinators)

To upload Federal Project Number data, the template must be formatted with three columns:

- CCSJ
- CSJ
- Federal Project Number

	A	B	C
1	Federal Project Number		
2	CCSJ	CSJ	Federal Project Number
3	XXXX-XX-XXX	XXXX-XX-XXX	
4	XXXX-XX-XXX	XXXX-XX-XXX	


Link: [Federal Project Number Template](#)

### FHWA Approval Date (STIP Coordinator)

To upload FHWA Approval Date data, the template must be formatted as shown.

Project has to be identified by their CSJ, Group Project ID and Phase.

	A	B	C
1	CSJ Number (XXXX-XX-XXX)	Group Project ID (Pick from list)	Phase (Pick from list)
2		500000952   Preventative Maintenance and Rehabilitation	Construction
3		500000950   PE-Preliminary Engineering	PE
4		500000951   Right of Way Acquisition	ROW
5		500000956   Landscaping	Construction
6	0567-23-546		Construction
7	0376-54-435		PE
8	0444-25-234		Construction

-  When updating FHWA Approval Dates, TxDOTCONNECT sends notifications to all Project Managers assigned on the Resources page (if Notifications are on).

Link: [FHWA Approval Date Template](#)

### Minute Order for Funding (Letting management Coordinator)

To upload Minute Order data, the template must be formatted as shown.

Link: [Minute Order for Funding Template](#)

	A	B	C
1	Minute Order		
2	Minute Order Number		
3	Minute Order Date	MM/YYYY	
4	Estimated Let Date Start	MM/YYYY	
5	Estimated Let Date End	MM/YYYY	
6	PID Exclusions	109	List next



## Planning Targets (Letting Management Coordinator, UTP Coordinator)

To upload Planning Target data, the data must be formatted in accordance with the example shown.

Link: [Planning Targets Template](#)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Planning Targets																	
2		YYYY	YYYY															
3		District/MPO/Division	Category 1	2	4R	4U	5	6	7	8	9PTN	9TMA (WPs based on recipient)	10	11 DD	11 PES	3 DB	12 CL	Strategic
4	District	Abilene																
5	District	Amarillo																
6	District	Atlanta																
7	District	Austin																
8	District	Beaumont																
9	District	Brownwood																
10	District	Bryan																
11	District	Childress																
12	District	Corpus Christi																
13	District	Dallas																

## District/MPO Scores (District & Division Project Manager, District Funding Manager)

To upload District/MPO Scores to a district or division program, the data must be formatted in accordance with the example shown.

Link: [District/MPO Scores Template](#)

	A	B	C	D	E	F
1	Program ID	Version	CSJ	District Score	MPO Score	
2			0			
3						
4						
5						
6						
7						
8						



## Engineer's Estimate

(Professional Engineer & Consultant, Engineer's Estimate Coordinator & Consultant, Landscape Architect, District Project Manager roles, Design Coordinator)

Quantity	Unit Price	Plan Set Location	Alt Bid Group	Federally Funded
1.00	\$ 10,017,360.48			Yes
12.00	\$ 55,000.00			Yes
2.00	\$ 0.75	STA 10+00 - STA 20+00	1A	Yes
4.00	\$ 0.75	STA 30+00 - STA 40+00	1A	Yes
5.00	\$ 0.75	STA 40+00 - STA 50+00	1A	Yes
2.00	\$ 0.76	STA 10+00 - STA 20+00	1B	Yes
4.00	\$ 0.76	STA 30+00 - STA 40+00	1B	Yes
5.00	\$ 0.76	STA 40+00 - STA 50+00	1B	Yes
33.00	\$ 1.04	STA 10+00 - STA 20+00		Yes
56.00	\$ 1.04	STA 20+00 - STA 30+00		Yes
99.00	\$ 1.04	STA 30+00 - STA 40+00		Yes
31.00	\$ 0.02	STA 10+00 - STA 20+00		Yes
2.00	\$ 0.02	STA 40+00 - STA 50+00		Yes
5.00	\$ 3.40	Sheet 30		Yes



Populate the Design Division workbook with the data you wish to use to update projects in TxDOTCONNECT. For instructions on how to enter Bid Items directly into the spreadsheet, see the first tab titled **Instructions**.



- Mobilization can only have a **Quantity** up to **1 decimal point**.
- All other bid codes can have a Quantity up to **3 decimal points**.
- Category of Work in the spreadsheet must correspond with options in the Category of Work Dropdown menu in the Engineer's Estimate AG grid.
- NBI/Utility IDs must be numeric.

To prepare the Engineer's Estimate spreadsheet for upload:

1. Navigate to the "Engineer's Estimate Bulk Upload" tab.
2. Click the red "Populate Engineer's Estimate" button. All bid items from throughout the spreadsheet will populate.
3. Click the green "Create TxDOTCONNECT File" button to create a file for upload.
4. Rename and save the new spreadsheet as a .CSV file. The template must be saved as a .CSV file or the upload will not be accepted.



**Bulk Upload**


Upload Type: \*CSJ: Probability Confidence Level:

Engineer Estimate  
District & MPO Scores  
**Engineer Estimate**  
Performance & Need Based Scores  
Planning Targets

123121234

P90 Confidence Level



Upload

1. Click  **Bulk Upload** in the Tools Menu to navigate to the **Bulk Upload Page**.
2. Select **Engineer's Estimate** from the **Upload Type** dropdown menu.
3. Enter the **Control Section Job (CSJ)** number into the required field.



If aCSJ for which an Engineer's Estimate already exists is entered, a warning message:

*"An Engineer's Estimate already exists for this Project. Uploading again will overwrite current Engineers Estimate. Proceed?"*

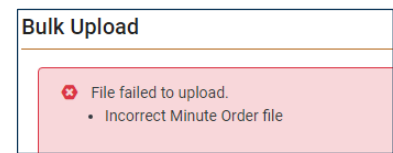
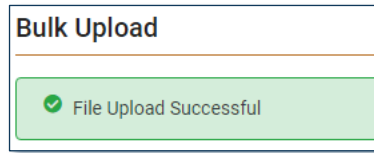
4. Select the **Probability Confidence Level** from the dropdown if the project or district requires it.
5. Click  **Browse** to browse for the correct file.
6. Click  **Upload Button** to upload the file.



## Bulk Upload: TxDOTCONNECT Results

1. TxDOTCONNECT checks the format of the file and its data.

The system will either display “File Upload Successful” or return an error message.



2. The **File Processing History** updates to reflect your upload. You can see the file history of the data types for which you have permission to upload (e.g., a STIP Coordinator can see all past FHWA Approval Date uploads).

Upload Type	File Name	By	Date of Upload
STIP: FHWA Approval Date	FHWA Approval Date Bulk Upload Template.csv	Ernest Roth	04/12/2019
STIP: FHWA Approval Date	FHWA Approval Date Bulk Upload Template.csv	Ernest Roth	04/11/2019
Planning Targets	Bulk_Uploads_Planning_Targets_Successful.csv	Kevin Le	04/10/2019
Planning Targets	Bulk_Uploads_Planning_Targets_Successful.csv	Kevin Le	04/10/2019
Planning Targets	Bulk_Uploads_Planning_Targets_Successful.csv	Kevin Le	04/10/2019

3. The individual who uploaded the file receives an email notification (if their Email notifications are turned on) with the following information:

- Type of Upload
- Date of Upload
- File Name
- Number of Records in the File
- Number of Records Processed
- Number of Records Unsuccessful

