



Quick Help

EBASE Groups

Group Number	County: STEVENS (Select First)
1	Control Section Number: 333400
2	Fund Number: 1
3	Group Description: SR 20 STEVENS COUNTY 355.86 TO 378.60
4	Program: I2 Program Item Number: 600025E
5	State Route Number: 020 Tax Rate: 7.60%
6	Federal Work Type Code: Y002 TRAFFIC SIGNS
7	
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13	
14	
Move Group	Print Add Delete Save Sort

A separate Group will be necessary when:

- There is a change in the Program Number (PIN).
- A change in the Program or Sub-Program (P1, I2, etc.)
- A change in Funding (participants, rates, source of funding)
- Control Section break.
- A separate Group is required for Third Party Damages.



ENTERING AND SETTING UP EBASE GROUPS

INITIAL GROUP

Overtyping the "INITIAL DEFAULT GROUP" wording in the group description field. Click the SAVE button. Enter the group specific information in the blank fields. You may utilize the pull-down lists.

ADDING GROUPS

Click "ADD" to create additional Groups. In the Group Number box, enter the number of the new group (i.e. 1..2..3 *) and click OK.

Select a County for the Group. EBASE will generate a Control Section table based on the County entered.

COUNTY (DO THIS FIRST)

Select the County where the work assigned to this Group is taking place.

When you select a County all the Control Sections/Tax Rates for that county will become available for selection.

CONTROL SECTION

Select a Control Section number that applies to the area where the work is to be performed. When a Control Section is selected the State Route Number and Tax Rate fields will automatically be completed. [Control Sections are sorted by State Route then MP]

ASSIGN A FUND that will pay for the work. Use a fund that has previously been setup on the funds tab of your EBASE to allocate a funding source for the Group.

ENTER A GROUP DESCRIPTION that is descriptive of the type of work being performed and / or the location of the work.

 When Multiple SR's are in the project, be sure to include the SR with the MP description.

PROGRAM AND PIN

Select the program (P1, I2 etc.) and enter a Program Item Number (P.I.N.) associated with the work.

MOVING GROUPS IN THE LIST

To move a group, Click on the **Move Group** Button. Once the Move Group dialog box is displayed, fill-in the fields provided, specifying which group you wish to move and what group number you would like it to become. Once you have the fields filled-in, click the **Go** button. The group will be moved to the new location and the remaining groups will be re-numbered

sequentially. (i.e. move group 5 to group 3... group 5 becomes group 3, group 3 becomes group 4, and group 4 becomes group 5).

 Group/Column ties remain intact and the re-numbered group(s) are automatically updated on the columns tab as well.

DELETING A GROUP

To delete a group, highlight the group number that you wish to delete and click on the DELETE button. When you delete a group, all columns associated with that group will remain in the system. Any columns associated solely with a deleted group must also be deleted or reassigned to other groups.

Control Section Guide

Control Section Sub-Section # 17 02 **01**

Highway Type Sub-Section

Rural - Unincorporated	00
Urban or Incorporated Area	01 - 14
National Forest	15 - 19
Couplet	20 - 24
National Wildlife Refuge	25 - 29
PTBA	30 - 34
National Scenic Area	35 - 39
Indian Reservation	40 - 49
National Historic Reserve	50 - 54
Military	55 - 59
National Recreation Area	60 - 64
National Monument	65 - 69
Department of Energy	70 - 74
National Volcanic Monument	75 - 79
National Park	80 - 84
Rest Area	91 - 95

CONTROL SECTIONS GOVERNED BY RULE 171 HIGHLIGHTED IN YELLOW



*Please note that although EBASE will accommodate the creation of more than 99 groups, other systems such as CAPS are limited to 99. Do not exceed this 99 Group limit.

Additional CAPS requirements are that EBASE entries do not use **Group # 60 or # 90**. These are reserved in the CAPS system for **ENGINEERING and MATERIALS ON HAND**.



All Groups must be assigned to a Column.