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**
Overtype 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.

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