



# UR-EDMS/URMS Blackout

## Info for PennDOT District Utility Units

 Pennsylvania Department of Transportation

## UR-EDMS/URMS Blackout Period

The Blackout Period is a time of transition between UR-EDMS and URMS. During the blackout, UR-EDMS will be placed into a read-only mode and new projects will not be able to be launched in the system. For URMS, the development team will first put the latest code into the URMS Production Environment. Then, data about utility companies, projects, and users will be transferred to the application. Finally, both the development team and PennDOT will verify the data in URMS.

## Blackout Period Schedule

**Timeframe: October 30 to November 21**

- October 29, 8:00 PM - UR-EDMS converted to read-only access.
- October 30 to November 8 - URMS populated with data and verified. No access for any users.
- November 9 to November 21 - PennDOT has access to URMS to confirm existing data, add new data, and upload files for active projects. Utilities and consultants do not have access to URMS.
- November 22 - URMS Go Live for all users

## URMS Help During Blackout

Email [RA-PDURMSHELP@pa.gov](mailto:RA-PDURMSHELP@pa.gov) for assistance.

## URMS Link and Login

Those that pre-registered for URMS access (all District Utility Unit staff and PMs that provided their contact information) can login during the Blackout Period. Others will need to register when URMS goes live.

- **Application Link** - During the blackout period and thereafter, the link to URMS is <https://urms.penndot.gov>. Do not use old links.
- **Login and Password** - Use your CWOPA login and password to access URMS.



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## Project Process During Blackout

### Projects Without Engineering Authorization

- In General - Projects in this status will be worked on in URMS when it becomes available for use.
- Utility Company Access to URMS - Utilities will not be able to work in URMS during blackout. They will need to email information to the District Utility Unit.
- October 30 to November 8 - Collect any relevant project data or plans from utilities and save it locally. URMS will not be available during this week.
- November 9 to November 21 - Review projects that were migrated from UR-EDMS to URMS and add data or upload documents that were collected for the project. Create new projects in URMS and add project data and documents. Utility companies will not be able to work within URMS until November 9, but the District Utility Unit can complete tasks on behalf of utilities until that time.

### Projects with Engineering Authorization - Paper Projects

- In General - Projects in this status are considered “Paper Projects” and will continue to use paper or PDF forms from DM-5 to complete the project.
- Identification in URMS - These projects will be identified with a folder icon on any list pages and with a message at the top of the Project Information page. 
- Project List - A list of Paper Projects can be viewed in URMS at **Dashboard > View All Projects**. Look for the folder icon. 
- Utility Company Access to URMS - Utilities will not be able to work on Paper Projects. They will need to email information to the District Utility Unit.

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## Project Process During Blackout

### Projects with Engineering Authorization - Paper Projects (continued)

- Communication between Utilities and District Utility Unit - The District Utility Unit can upload data to URMS that Utility Companies have emailed to them. Paper Projects in URMS do not send any notifications. All notifications will have to be done manually by email.
- Communication between District Utility Unit and Central Office - Utility Units and Central Office can upload forms and documents to URMS to transmit them, however notifications will have to be done manually by email.
- October 30 to November 8 - Collect any relevant project data and documents (DM-5 forms, plans, conflicts, etc.) and save it locally. URMS will not be available during this week.
- November 9 to November 21 - URMS will be available to District Utility Units to upload and store forms and documents.



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## Project Process After URMS Go Live

### Projects Without Engineering Authorization

- In General - Projects in this status will be started and completed in URMS using all of the application's features and workflows.

### Projects with Engineering Authorization - Paper Projects

- In General - Projects in this status are considered "Paper Projects" and will continue to use paper or PDF forms from DM-5 to complete the project.
- Identification in URMS - These projects will be identified with a folder icon on any list pages and with a message at the top of the Project Information page. 
- Project List - A list of Paper Projects can be viewed in URMS at **Dashboard > View All Projects**. Look for the folder icon. 
- Utility Company Access to URMS - Utilities will have access to URMS but cannot upload documents to Paper Projects. They will need to email information to the District Utility Unit.
- Communication between Utilities and District Utility Unit - The District Utility Unit can upload data to URMS that Utility Companies have emailed to them. Paper Projects in URMS do not send any notifications. All notifications will have to be done manually by email.
- Communication between District Utility Unit and Central Office - Utility Units and Central Office can upload forms and documents to URMS to transmit them, however notifications will have to be done manually by email.