



# WEPS

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Web Excavation Permit System  
Fort Hood Directorate of Public Works

## Requestor User Guide

# TABLE OF CONTENTS

Chapter 1	Introduction	2
Chapter 2	Accessing WEPS	
	WEPS Access	4
	First Time Requestors	4
	Logging In With User ID and Password	5
	Logging In with Permit ID and Password	6
	Editing User Information	7
	Exiting WEPS	7
Chapter 3	New Permit Applications	
	Creating New Permit Applications	8
	Step 1 – Navigate to Location of Proposed Excavation	9
	View Tools	9
	IDENTIFY	10
	MEASURE	10
	LOCATE	11
	Display Features	11
	Step 2- Identify Area to be Excavated	12
	DRAW Tools	12
	Additional Tools	13
	Step 3 – Add Notes for the Approvers (optional)	13
	Step 4 – Verify Excavator Information, if necessary	14
	Step 5 – Describe the Proposed Excavation	14
	Submit the Application	15
Chapter 4	Submitted Applications	
	Reviewing Previously Submitted Applications	16
	With User ID and Password	16
	With Permit ID and Password	16
	Map Navigation Tools	17
	Review Tools	17
	The Inspection	18

# 1. INTRODUCTION

## **Purpose**

Any person or organization, be it private contractor or military personnel, whose activities require them to excavate deeper than 4” into the ground at Fort Hood must first obtain a digging permit from the Directorate of Public Works (“DPW”). A copy of the digging permit is required for each site.

The purpose of the digging permit process is two-fold. First, the process is designed to protect physical assets of the base that lie beneath ground surface, such as utilities or communications lines, that might be damaged or destroyed during excavation. Such events may result in temporary loss of utilities for potentially large segments of the base and costly repairs.

Second, the process is designed to protect cultural (e.g., historical archaeological artifacts) and natural resources (e.g., endangered species habitats) that exist on the property that would be disturbed by excavation or land work. There are numerous federal and state regulatory requirements with which the base must comply. Violation can and has resulted in fines and remediation.

The **Web Excavation Permit System (WEPS)** is an online, intranet-based tool designed to replace what has been until now a paper-only process. Previously, a user (the “**Requestor**”) could initiate and submit his/her permit application only in person at the DPW offices. One single paper copy of the application was circulated among the necessary departments, and application status at any given time was difficult to determine. Now, through WEPS, anyone with access to the Fort Hood intranet need only access the DPW home page where the required information can be submitted online. WEPS also allows a Requestor to check the status of his/her application, initiate

and receive communications or comments from others reviewing the application; and print out copies of the approved permit to maintain at each construction site.

WEPS is a simple system to use. There are three basic functions of the system, which are covered in this manual. They are

- 1) Enter WEPS - create User ID and Password and edit user information;
- 2) Create and submit application (site location and details, excavation purpose, etc.); and,
- 3) Review previously submitted applications.

The opening screen contains some useful information on WEPS and its purpose.

## 2. ACCESSING WEPS

### WEPS Access

WEPS can be used one of two ways:

- (1) A user can access WEPS to create and submit new digging permit applications. That user can then return to the system to check on the approval status of that application. This type user has full editing rights to that application, including review and modification of the permit request; or,
- (2) A user can access the system to review applications submitted by other users, though he/she might not be the one who submitted the original request. This type user can only review the status of the application and cannot alter or modify the request.

### First Time Requestors

If this is your first time using WEPS, you must obtain a **User ID** and **Password** in order to access the system. This information is unique to each individual and identifies that person in the system. To do so, please complete the following steps:

- 1) At the Login screen, click the **New User** button.



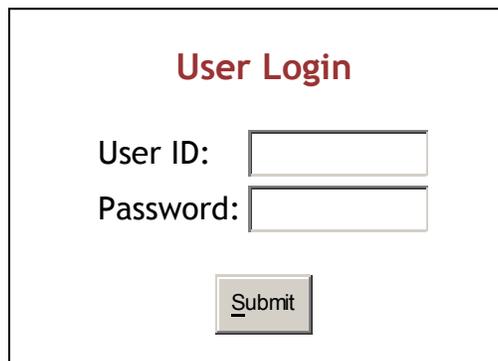
- 2) Complete the contact information form in the **New User Information** screen. Required fields are designated with a "\*" character and must be entered in order to proceed. If you make a mistake and wish to clear all fields and begin again, click **Reset**. When you have completed the online form and are satisfied with the information provided, click **Create User**.
- 3) The system will acknowledge receipt of the information provided and

automatically generate a **User ID** and **Password** for each new user. This information is required each time you enter WEPS to create a new application and/or edit existing applications.

Record this information and store it in a safe place. You will need this information when you return to the system. Please note that this information is *case-sensitive* and must be entered exactly as they appear.

Once you have recorded your **User ID** and **Password**, click **Main Login** to proceed to WEPS.

### Logging In With User ID and Password



The image shows a 'User Login' form. At the top, the title 'User Login' is displayed in red. Below the title, there are two input fields: 'User ID:' followed by a text box, and 'Password:' followed by a text box. Below these fields is a 'Submit' button with a small icon of a mouse cursor pointing at it.

If you log in to WEPS with a **User ID** and **Password**, you can

- Create and submit new digging permit applications,
- Review and/or edit applications you previously submitted, and/or
- Change your user profile.

In WEPS, each application is attributed to the Requestor that created it. Consequently, for security purposes, only that person maintains full access, including editing, rights to that application.

Returning Requestors should use the **User ID** and **Password** that were assigned when the user account was created. To enter the system,

- 1) At the Login screen, enter your **User ID** and **Password** in the appropriate fields. This information is case-sensitive and must be entered exactly as they were assigned by the system.
- 2) Click on **Submit** to enter the system.

If you have forgotten your Password, you should contact the WEPS Administrator. Click on **Forgot Your Password?**. The information will be sent to you via e-mail.

### Logging In With Permit ID and Password



**Permit Login**

Permit ID:

Password:

WEPS also permits users to review pending applications submitted by other Requestors. To do so, you must have the **Permit ID** and **Password** which were assigned to that application by WEPS when it was submitted (See *Chapter 3 – New Permit Applications*). This information can be obtained from the Requestor that originated the application.

- 1) At the Login screen, enter the **Permit ID** and **Password** in the appropriate fields. This information is case-sensitive and must be entered exactly as they were assigned by the system.
- 2) Click on **Submit** to enter the system.

Accessing WEPS through this method allows viewing and printing of only that application. An existing permit application can only be modified by

the original requestor (user that created and submitted the permit) and the user logged into WEPS under that Requestor's **User ID** and **Password**.

### **Update User Information**



If you wish to edit the contact information you provided when you created your user account, as well as change your password from the one that WEPS assigned you, you may do so by pressing the **Update User** button. Correct the fields you wish to modify and press **Update Info** to apply the changes.

### **Exiting WEPS**

To exit the system at any time, click **Logout**.

### 3. NEW PERMIT APPLICATIONS

#### Creating New Permit Applications

Creating a new digging permit application using WEPS is a five-step process. WEPS will guide you through these steps online. For easy reference, the step number that you are on is listed in a dialog box located in the upper left corner of the screen. Up until the point when you submit your application, you can move in either direction throughout these steps by using the arrow buttons located in this box.



To further assist you, the dialog window at the bottom center portion of the screen contains helpful instructions regarding each step. Sometimes these instructions will also include buttons to advance you to the next step.

The steps are summarized as follows:

Step 1 – Navigate to location of proposed excavation.

Step 2 – Identify area to be excavated.

Step 3 – Add notes for the Approvers (optional).

Step 4 – Verify excavator information (the person that will be performing the dig), if necessary.

Step 5 – Describe the proposed excavation.

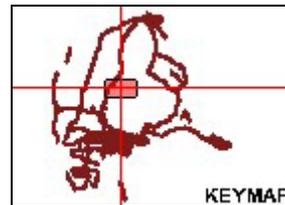
More detailed explanations of each step are provided below. To begin, press the **New Permit** button.



### Step 1 – Navigate to Location of Proposed Excavation.

This first step requires the user to identify the location of the proposed excavation on a map of Fort Hood. By zooming in or out, or panning left, right, up or down on the online map, the user should pinpoint the exact site.

A KEYMAP of Fort Hood appears at the top right corner of the screen to indicate the location on the property of the enlarged portion displayed in the Main window.



### VIEW Tools

The **VIEW** Tools will help you navigate within the map of Fort Hood provided.



-  (Zoom In) – Enlarges size of objects in center of map
-  (Zoom Out) – Reduces size of objects in center of map
-  (Fit All) – Displays map of the entire base
-  (Previous) – Returns to the previous view/window
-  (Draw Rectangle) – Zooms to display an area in the map specified by a rectangular window. Click on one point of the map and drag the mouse to create the rectangle to be viewed. Releasing the mouse click displays that area.



(Pan) – Shifts the map in the direction specified without changing the size of the objects in the map. Click on the map and drag mouse in the direction desired.

## IDENTIFY



When navigating through the online map, you might find it helpful to be able to identify features on a given objects within the map. These might include buildings, roads, boundaries, etc. This can be done using the **IDENTIFY** tool:

To use this tool, select a feature type (Buildings, Road Boundaries, etc.) from the pull-down menu within the bottom window. Then click on the particular object you wish to identify. WEPS will display any information it contains regarding that feature type for the object selected. Please remember, however, that if the incorrect feature type is associated with an object, WEPS will return a null response.

## MEASURE

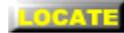


This tool allows the user to measure a specific distance from a given reference point. For example, a user might want to excavate starting 5 feet from the road edge.

To use this tool, click on the button and use the cursor to place the starting point. Clicking again anchors the initial point. As you drag the cursor away from that point, the distance from the anchor is displayed in the bottom window.

You can change the unit of measure using the drop down menu in the bottom window.

## LOCATE



In addition to maneuvering through the online map as described above, you can also be directed to a specific point in the map. This can be done one of two ways.

### *Using x,y-coordinates*



First, if you know the exact x,y-coordinates of the location of the proposed excavation, you can enter that information and have the map centered on that point. To do so, click on the **LOCATE** button, then the **X,Y COORD** button. Enter the x- and y-coordinates and click **GOTO**. A crosshair will appear in the map at the location of the coordinate requested. To remove the crosshair, just click **Clear**. (Coordinate system is specified in UTM WGS84 zone 14, Meters).

### *Using Facility Number*



Another option is by entering a facility number. By clicking on **LOCATE**, then **Facility**, you will be prompted to enter the facility number for the building you wish to locate. Enter that information and click **GOTO**. The map scale will change to accommodate a good zoom ratio depending on the size of the facility.

## Display Features

Appearing on the right side of your screen, this tool allows you to determine what set of features (also known as “themes”) and/or reference points are displayed in the map in the main window. To display a feature, check the box next to the list, and click **Refresh Map**. You may select more than one. The map will be regenerated and any objects corresponding to the items checked in the features list lying within the area in the window will be displayed.

Once you are satisfied that the area displayed in the main window amply covers the proposed excavation site, click → to proceed to Step 2.

## Step 2 – Identify Area to be Excavated.

Once you have identified the site of the proposed work, you must then draw the area, both size and shape, which is to be excavated.

### **DRAW** Tools

The **DRAW** Tools will help you depict the proposed excavation site on the map of Fort Hood provided. To use each tool, click on the button and follow the instructions below:

 (Draw Rectangle) – draws a rectangle; specify first corner with mouse click; drag mouse to create the desired size and release mouse button on second corner to complete.

 (Draw Circle) – draws a circle; specify center of circle with mouse click; drag mouse to create desired size and click on circle edge to complete. To change radius of drawn circle, enter the desired distance in the radius text box and click **Apply**.

 (Draw Line with Custom Width) – draws a line with specified buffer width; use the left mouse button to specify the beginning point of line; use the left mouse button to specify the end of that and any additional segments; use the right mouse button when you have completed. In the dialog box in the bottom of the screen, change the width of the line from the default to the desired value and click **Apply**.

 (Draw Custom Shape) – draws a polygon with multiple sides; use the mouse to click on the corners of the shape you wish to form; click the right mouse button when you are finished.

 (Move drawn area) – shifts the selected object (permit area) to a new location; click on the object and release the mouse button; move the cursor to drag the shape to a new place; click to anchor the object in its new location and right click when you are finished.

 (Modify Area) – changes the geometry of a shape already drawn (shape types are rectangle, circle, and polygon).

For a circle shape, you can adjust the radius. For a rectangle and a polygon, you can move the vertices/corners.

Clicking on a shape will enable the handles, which appear as large shaded dots at each vertex. These handles will allow the movement or stretching of that vertex. Use the cursor to modify the object to the desired shape and left-click to set that shape. Right click to exit Modify Area.

 (Erase) – deletes the shape drawn and allows you to start over.

Note: Clicking on any button to draw a different shape also resets the map by erasing any shape already drawn.

#### Additional Tools

**Draw Color** – allows you to change the color of the shape you are drawing. The default color is pink. Select the desired color from the pull down menu.

**Set UM** (Unit of Measure) – allows you to change the units in which you are working to feet (FT), inches (IN), meters (M), centimeters (CM) and millimeters (MM). Select desired unit of measure from pull down menu.

#### Step 3 – Add Notes for the Approvers (optional).

##### **NOTES**

A user may find it helpful to include map notes and/or comments within the map to help clarify or explain any aspect of the proposed excavation. This could preempt questions an approver might have and reduce time spent getting them answered. These notes can be placed at specific locations on the map.

To include a note in the map, click on the **NOTES** button. Type your comments in the window provided next to “New:”. When you have completed typing your note, click **Add** and move the cursor to the map in the main window. Clicking on the map places a note number at that location. A dialog box will appear to confirm your location for the note. You can add as many notes as you wish.

You may remove any notes added in this step by clicking the **REMOVE** button next to the note in the bottom window. However, once the permit has been submitted, the notes become part of the permanent application record and can not be removed.

**Step 4 – Verify  
Excavator Information,  
if necessary.**

WEPS assumes that the user requesting the digging permit will be the person performing the actual excavation. If, however, this is not the case, the identity and contact information on the excavator must be provided. This person shall be the one contacted regarding the site inspection, and the one required to attend.

If the information included in the fields is not correct, the user should edit it accordingly before moving on to the next step. Please make sure all required fields have been completed.

**Step 5 – Describe the  
Proposed Excavation.**

This step asks the user to provide additional information regarding the proposed excavation including the project, project manager, the contract covering the work, the type of excavation tool used, the purpose for the excavation, start and completion date, and depth of the dig. This gives those reviewing the permit application further clarification on the proposed work and may prevent time lost having to contact the user. Please complete the fields in this screen. Required fields are designated with a “\*” character beside the field.

## **Submit the Application**

Once all this information is complete, the permit application is ready to be submitted and assigned an application number. To do so, press the **Submit Request** button.

If the application is complete, WEPS will assign it unique **Permit ID** and **Permit Password**. Record this information and store it in a safe place. Please note that this information is *case-sensitive* and must be entered exactly as they appear. The **Permit ID** and **Password** can be given to other users to allow them read-only access to this application.

You may return to WEPS at any time to review the status of the permit application (check on what approvals have been obtained and which ones are still pending). WEPS will also notify you via e-mail regarding site inspection scheduling.

## 4. SUBMITTED APPLICATIONS

### Reviewing Previously Submitted Applications

WEPS allows you to check the status of your permit application at any time. The system provides information on which approvals and/or disapprovals have been received, which reviews are still pending, and information regarding the inspection, if it has been scheduled.

With User ID and Password

If you have logged in to WEPS using your **User ID** and **Password**, a list of the Permit IDs for permit applications you have already submitted will appear. To review an application, highlight the Permit ID number. Its origination date, final decision date, and current Status will appear in the fields to the right. Click **View Permit** to call up the application with full read and edit privileges.

**SELECT PERMIT**

<b>Permit IDs:</b>	<input type="text" value="16"/> <input style="background-color: #000080; color: white;" type="text" value="18"/> <input type="text"/>	<b>Definition:</b>	
		<b>Start Date:</b>	<input type="text" value="2/28/2003"/>
		<b>End Date:</b>	<input type="text"/>
		<b>Status:</b>	<input type="text" value="Pending"/>

With Permit ID and Password

If you have logged into WEPS using a **Permit ID** and **Password**, WEPS will call up that specific application only. You will be able to view the application and its status, but you will not be able to edit it.

## Map Navigation Tools

The application review screen contains various tools (**VIEW**, **Identify**, **Measure**, **Locate**, and **Display Features**) that can be used to navigate through the map in the main window. These are the same tools that were described in the previous *Chapter 3 - New Permit Applications*. Please refer to that chapter for further information on how to use these tools.

## Review Tools

There are new tools to use when reviewing a previously submitted application. They are described below.

**FIT** – centers the onscreen map on the proposed excavation area

**NOTES** – calls up any map notes that have been placed in the map, including those added by Approvers. You may also add new notes at this point if necessary by pressing the **Add New** button in the bottom dialog window. Type your comment in the window provided. Click **Add** and move the cursor to the desired location in the map. Clicking on that spot will anchor the note. To remove a note, press **Remove** next to that note. When you are finished, click **Submit New Notes** to submit all newly created notes.

**INFO** – opens a window containing a table with information provided by the user when creating the application including excavation description, and Requestor and Excavator contact information.

**STATUS** – displays the current status of the application. This screen lists all disciplines that must review and approve the application before it can be issued. The table also displays the review status of each discipline (Pending, Approved, or Disapproved) and additional requirements or comments issued by the Approver.

To call up contact information on the Approver designate for a particular discipline, click on the discipline title (e.g., “Archeology”, “Utilities”, etc.) This information will not be available until an

Approver has been assigned to the particular discipline.

Status fields for all disciplines must be set to “Approved” in order for the permit to be considered approved and in effect. Any discipline set as “Disapproved” will render the permit invalid.

**PRINT** – opens a new window and generates WEPS FORM 420-X10-A and B for printing. A digging permit application does not become a formal digging permit until all necessary approvals are obtained. The form will list all disciplines and each one’s review status under the COMMENTS field.

**E-MAIL** – calls up a form to use to contact via e-mail those people designated as Approvers for each discipline.

In the **Send To** window, select the persons/disciplines to which you wish to direct your communication. Type your note in the window marked **Message Body** and click **Send Message** to send. Click **Reset Fields** to start over.

## The Inspection

### **INSPECTION**

A meeting between the individual performing the actual excavation) and DPW Inspectors at the proposed excavation site (the “inspection”) is generally required prior to issuance of the digging permit. Inspectors from other departments (e.g., Archeology, DOIM, etc.) or outside organizations (e.g., cable, utilities, etc.) may also be asked to attend.

Once the permit application has been completed and submitted online, the System Administrator will be notified to schedule the inspection. Once the time and date of the inspection have been set, the WEPS Administrator will e-mail the Requestor with that information. However, Requestors are also encouraged to check online for this information.

Clicking **INSPECTION** at the top of the screen will call up a form that will show the dates if the inspection has been schedule.