# New Speed Zone

## How do I access the form?

The form can be accessed using the following link: [http://trdms.dot.state.oh.us](http://trdms.dot.state.oh.us/)

## How do I log in?

Enter your ODOT username and password

## Recommended before adding a new Speed Zone:

In order to avoid duplication, conduct a search in the database for the Route Number, Route Name, Revision Number, etc. to determine if the record already exists.

## What data is required?

The items in **Green** are the required fields.

## What is the recommended formatting?

###  Route Numbers

 Route numbers should be in a 5 number format.

Ex. IR-75 would be input as **00075**

###  Hyperlinks

 Be sure to add the **complete** link to the file location.

 Ex. \\itcfs007\odrive as opposed to O:\

## How do I document revisions which span multiple jurisdictions but have the same Revision Number?

Add the data as separate entries with the same revision number. Anytime the NLFID will change, a new entry should be created.

# Search Feature

## How do I export data to Excel?

First, set the search parameters. Press the search button. On the Speed Zone Search Results page, an “Export to Excel” button exists in the upper left corner of the window. Click this button to export data.

## How do I search by Jurisdiction?

First, the District, County, and Jurisdiction Label fields must be filled in, in order to populate the Jurisdiction menu.

## How do I search by County?

In order to search by county, one of the following must be entered into the form first: Revision Number, District, or Route Number.

## When I search for a certain road name, no results exist.

The search is case sensitive. Try different variations on capitalization.

 Ex. If Airport does not work, try AIRPORT