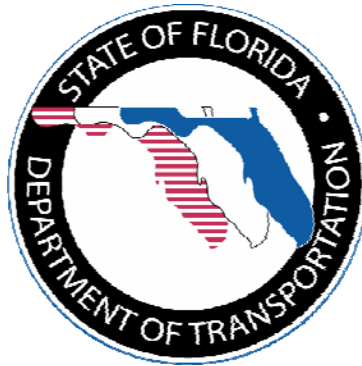


Data Entry Style Guide for FL-ATIS

**RELEASE VERSION 1.6 (FINAL)
MARCH 31, 2011**



Data Entry Style Guide for FL-ATIS

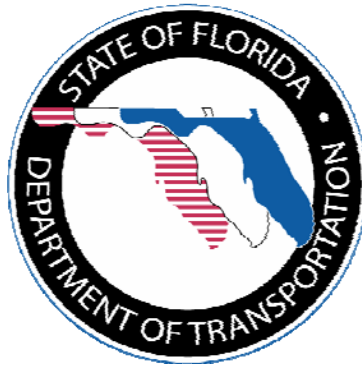


Table of Contents

| | | |
|-------|----------------------------------------------------|----|
| 1. | Roadway Description..... | 3 |
| 2. | EM Location Long Name | 6 |
| 3. | Cities and Metro Areas | 10 |
| 4. | EM Reference Point Long Name | 13 |
| 5. | Exit Number and Suffix..... | 17 |
| 6. | Mile Marker..... | 19 |
| 7. | TVT Link Description | 21 |
| 8. | DMS Location Description | 24 |
| 9. | DMS Messaging | 27 |
| 10. | CCTV Location Description | 28 |
| 11. | Primary & Secondary Alternate Roads: | 31 |
| 12. | Latitude/Longitude (Lat/Long)..... | 33 |
| 13. | EM Extract Spreadsheets: Extended IVR Portion..... | 37 |
| 13.1. | Roadway Alias field | 37 |
| 13.2. | Roadway Spoken Name field | 39 |
| 13.3. | Cross Street Alias field | 40 |
| 13.4. | Cross Street Spoken Name field | 42 |
| 13.5. | Travel Time Links Spoken Name field | 44 |

Data Entry Style Guide for FL-ATIS

1. Roadway Description

Event Management/Location Configuration/Roadways/Description field
(see Figure 1)

200 character maximum length (no abbreviations)

This field is crucial to the operation of the FL-ATIS/511 system. It affects the basic functionality of the IVR (phone) system and Web site.

FL-ATIS System usage:

Roadway Description is commonly referred to as “Covered Roadways.” This includes roadways on which the FL-ATIS system provides traffic information. Entries in the “Description Field” appear on the Web site under the designation “Highway” in event pop-ups and incident lists.

Consistency in this field is important because it affects how Roadways appear in the filter drop-down menus on the Web site. If different districts name a single roadway differently, FL-ATIS will assume they are different Roadways, and present them as such to users.

For example:

Since I-95 runs through Districts Six, Four, Five and Two, all Districts must name it the same or FL-ATIS will show users four different I-95s.

Some roadways with a single State Road or U.S. highway designator (SR-434 or US-441) have different local names between counties or districts. In these cases, the Roadway Description should include only the designator and/or name that is consistent over the length of the roadway. (Multiple local names can be included in the Roadway Alias field in the Extended IVR Portion — see section 13 of this document.)

For example:

SR-434 is called Alafaya Trail in Orange County, but has no local name in Seminole County. In this case, the Roadway Name should only include SR-434.

Data Entry Style Guide for FL-ATIS

Figure 1 — Roadway Description

The screenshot shows the SunGuide Administrative Editor interface. The browser window title is 'SunGuide Software Administration Application - Windows Internet Explorer'. The address bar shows 'http://192.168.8.14/SunGuideAdmin/'. The page has a header with the SunGuide logo and the text 'SunGuide™ Administrative Editor'. The left sidebar contains a tree view with the following items: 511, AVL/RR, CCTV / VS, Data Archive, DMS, Event Management (highlighted with a red box), Activity Types, Agencies, Agencies Contacts, Comment Types, Event Status Types, Event Types, Injury Types, Organizations, Location Configuration (highlighted with a red box), Locations, Counties, Lane Maps, Lane Types, Reference Points, Roadways (highlighted with a red box), Mailing Lists, and Mailing Lists Contacts. The main content area is titled 'Edit Roadway'. It contains a 'Short Name' field with the value 'I-10' and a 'Description' field with the value 'I-10' (highlighted with a red box). Below these fields is a checkbox for 'Performance Measures' which is checked. There are two sections: 'Assign Counties' and 'Assign Directions'. Each section has a table with 'Roadway' and 'Available' columns. The 'Assign Counties' table shows 'Leon' and 'Gadsden' in the 'Roadway' column and 'Jefferson' and 'Hamilton' in the 'Available' column. The 'Assign Directions' table shows 'Eastbound' and 'Westbound' in the 'Roadway' column and 'Northbound', 'Southbound', 'Innerloop', and 'Outerloop' in the 'Available' column. Below each table are 'Delete Selections' and 'Add Selections' buttons. At the bottom of the main area are 'Save and Exit' and 'Cancel' buttons. The browser status bar at the bottom shows 'Done' and 'Internet'.

The Roadways Description field should follow this format:

Interstate Highways:

I-XX (where XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

U.S. Roads:

US-XX (where XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

State Roads:

SR-XX (where XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

County Roads:

CR-XX (where XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

Note that for each selection:

The roadway designator is in all capital letters

There is a hyphen (-) between the letters and the roadway number

There are no spaces between the letters and the hyphen or the hyphen and the numbers

There are no periods after the letters in the highway designation

Data Entry Style Guide for FL-ATIS

The Turnpike:

Florida's Turnpike

Named Roadways:

Capitalize the first letter of each word in the roadway name and designation, except where noted below.

For example:

Davie Boulevard (NOT DAVIE BOULEVARD)

There should not be abbreviations in roadway names (unless otherwise noted). We cannot assume everyone is going to know what our abbreviations mean.

For example:

Residents in Jacksonville frequently refer to J Turner Butler Boulevard as JTB or Butler Boulevard. However, those less familiar with the road will look for the full roadway designation. Another example, residents in Orlando frequently refer to Orange Blossom Trail as OBT or The Trail. To foster understanding by the broadest possible audience, always use the full name of the roadway.

For highway names that are abbreviations or acronyms, the name should be in all caps.

For example:

PGA Boulevard (NOT Pga Boulevard)

LPGA Boulevard (NOT Lpga Boulevard)

Roadway designations also should be spelled out fully: Avenue, Boulevard, Causeway, Expressway, Highway, Parkway, Road, Trail, Turnpike and Street.

When a direction is part of a roadway name, spell out the direction.

For example:

North Jones Road

Southwest Davis Boulevard

East Branch Highway

General note on Roadway Descriptions:

The direction of travel should not be included when not a part of the roadway name.

Direction of travel is entered into another field in SunGuide.

Data Entry Style Guide for FL-ATIS

2. EM Location Long Name

Event Management/Location Configuration/Locations/Long Name field
(See Figure 2)

50 character maximum length (abbreviations allowed)

This field is not crucial to the operation of the FL-ATIS/511 system, but is necessary in the long-term to establish the consistency and excellence of the FL-ATIS data.

FL-ATIS System usage:

The EM Location Long Name field is used to define what shows on the Web site under Traffic/Incidents tab/Location column. It also populates the Location field in an “event pop-up” on the Map page.

Consistency and style are important to present a predictable incident or event location to FL-ATIS users. It also provides a more professional, consistent look to FDOT’s data.

Figure 2: EM Location Long Name

The screenshot shows the SunGuide Administrative Editor web application in a Windows Internet Explorer browser. The browser address bar shows <http://192.168.8.14/SunGuideAdmin/>. The application interface includes a left-hand navigation menu with the following items: DMS, Event Management (highlighted with a red box), Activity Types, Agencies, Agencies Contacts, Comment Types, Event Status Types, Event Types, Injury Types, Organizations, Location Configuration (highlighted with a red box), Locations (highlighted with a red box), Counties, Lane Maps, Lane Types, Reference Points, Roadways, Mailing Lists, Mailing Lists Contacts, Procedural Errors, Response Plans, Vehicle Tracking, Weather Conditions, and Express Lanes. The main content area displays the configuration for a location. At the top, it shows 'County: Leon', 'Roadway: I-10', and 'Direction: Westbound'. Below this, there are two lists: 'Reference Point' and 'Locations'. The 'Reference Point' list includes: SR364-Baum Road, SR154-Chaires Cross Road, US90East-Mahan Drive, US90West-Mahan Drive, CR151-Centerville, SR146-Miccosukee Road, Olson Road, US319-Capital Circle NE, SR-61, SR61-Thomasville, and SR155-North Meridian Road. The 'Locations' list includes: MM 213, MM 213, and MM 213. Below these lists, there are several input fields: 'Short Name' (containing 'i10Wb_AF_mm213'), 'Long Name' (highlighted with a red box), 'Description', 'Sort Order' (containing '68710'), 'Metro Area', and a dropdown menu for 'MM 213 [68710]'. The bottom of the browser window shows the status bar with 'Done' and 'Internet'.

Data Entry Style Guide for FL-ATIS

Note on abbreviations:

Complete roadway name may use too many characters. When necessary for space constraints, the roadway name should be the most-used name for the road.

Abbreviations should follow the U.S. Postal Service Guidelines, which can be found at: http://www.usps.com/ncsc/lookups/usps_abbreviations.html

Abbreviations are Hwy, Blvd, Rd, Trl, Expy, Pkwy, Cswy, Ave, Tpke and St

Abbreviations should be in title case, i.e. first letter is capitalized, other letters are lower case. There is no punctuation with abbreviated designations.

EM Locations can be exits, cross streets, mile markers, rest areas, toll plazas and other points of interest.

Most EM locations are exits.

The preferred style for EM locations which are exits is to include the exit number at the beginning of the field. This is not required since this information also exists in another SunGuide field. **FDOT is currently considering an enhancement to the FL-ATIS project that would pull exit information from other fields and concatenate that information with the EM location before presenting it on the Web site.**

Those districts that choose to include exit numbers in their EM locations should follow the following format:

Exit XX: Name of Exit (where XX is the number of the exit, whether it is 1, 2 or 3 digits in length)

For example:

Exit 8: Florida's Turnpike/ US-441/ SR-7

Exit 19: I-595/ SR-862

Exit 25: SR-84/ SW 24th St/ Marina Mile Blvd

Exit 80B: US-441/ Orange Blossom Trl SB

Exit 10A: I-95 NB

Exit 18: SR-858/ Hallandale Beach Blvd

The word "Exit" in the Location field should be capitalized.

Regardless of whether exit numbers are included in an EM location, follow this format:

Wherever possible, the EM Location Long Name should follow roadway signage with regard to the names of roadways included.

If the exit name includes the names of multiple Interstates, U.S. Highways, State Roads, County Roads, etc. the following hierarchy should be used to maintain common format:

(Exit XX:) I-XX (or Floridas Turnpike)/ US-XX/ SR-XX/ CR-XX/ Regional Name/ Local Name/ Attraction or Point of Interest

NOTE: there should be a space after every forward slash to avoid unusual text wrapping on the Web site.

Treat Florida's Turnpike as an Interstate Highway in this hierarchy.

Always use "Floridas Turnpike."

Capitalize the first letter of each word in the roadway name and designation.

Data Entry Style Guide for FL-ATIS

Due to space limitations in the field, when a direction is part of a roadway name, the direction can be abbreviated.

For example:

N Jones Road
SW Davis Boulevard
E Branch Highway

Always use ordinal extensions for numbered streets.

For example:

1st Avenue (NOT 1 Avenue)
22nd Street (NOT 22 Street)
3rd Avenue (NOT 3 Avenue)
85th Boulevard (NOT 85 Boulevard)

Exits without numbers should be designated as an "Exit" with the colon after, then the cross street or location name as per other exits.

For example:

Exit: Northwest 37th Avenue/ Airport

For EM Locations that are Mile Markers, use this format:

MM XX (where XX is the number of the mile marker, whether it is 1, 2 or 3 digits in length, no space between the two Ms, but a space between MM and the number)

For example:

MM 5
MM 37
MM 210

For EM Locations that are Toll Plazas, use this format:

Toll Plazas should include an additional description to make it clear to the user which toll plaza is being referenced.

For example:

Broward County Alligator Alley Toll Plaza
Collier County Toll Plaza

For EM Locations that are other locations or points of interest, use this format:

Make the name descriptive enough that it will be unique and provide enough information that a tourist or visitor will know the location that is being referenced.

For example:

Fuller Warren Bridge
Mims Rest Area

General notes on EM Location Long Name:

EM Location Long Name should not include

Covered Roadway (Roadway Description) name

For example:

A location on I-4 should not include "I-4" in its name.

Data Entry Style Guide for FL-ATIS

City or Metro Area Names — because the City Name will be in the City (at cross street location) field. This will shorten the EM Location Long Names.

Abbreviations in roadway names (unless otherwise noted). We cannot assume everyone is going to know what our abbreviations mean.

For example:

Residents in Jacksonville frequently refer to J Turner Butler Boulevard as JTB or Butler Boulevard. However, those less familiar with the road will look for the full roadway designation. Another example, residents in Orlando frequently refer to Orange Blossom Trail as OBT or The Trail. To foster understanding of the broadest possible audience, always use the full name of the roadway.

All abbreviated highway names should be in all caps.

For example:

PGA Boulevard (NOT Pga Boulevard)
LPGA Boulevard (NOT Lpga Boulevard)

Data Entry Style Guide for FL-ATIS

3. Cities and Metro Areas

Event Management/Location Configuration/Locations/City and Metro Area fields
(see Figure 3)

This field is crucial to the operation of the FL-ATIS/511 system. It affects the basic functionality of the IVR (phone) system.

It is recommended, but not required, that each EM Location have an associated City or Metro Area, recognizing that EM Locations may not have associated cities or metro areas in rural parts of the state.

Because these fields are located on the same SunGuide screen as EM Location Long Name, they can be edited at the same time.

FL-ATIS System usage:

City and Metro Area names are used by the Interactive Voice Response (phone) system to allow a caller to request traffic information based on a city or metro area. The system's main menu encourages callers to ask for information by City, County or Highway.

EM Locations that do not include a city and/or metro area may not be reported when a caller asks for that city or metro area.

For example:

An incident occurs on I-10 at Thomasville Road. If "Tallahassee" is not put in as a city or metro area for that EM Location, and a caller asks for Tallahassee, they may not receive the incident report. However, if they ask for I-10 or Leon County, they would receive the report.

Metro Areas are helpful in cases where common perception is that a location or area is "in" a major city, but in fact resides "outside" of that city, but in the general area (or Metro Area).

For example:

An incident occurs on I-4 at SR-436/ Semoran Boulevard. This incident would be located in the city of Altamonte Springs, which is located in the metro Orlando area. Many area visitors may not be familiar with Altamonte Springs as a city, and believe they are still in Orlando. If a caller asks for "Orlando" and "Orlando" is not entered as a Metro Area, the caller might not receive the report, even though it would be available by asking for I-4 or Seminole County.

Multiple cities can be associated with a single EM Location if that location is close to both cities. In those cases, each city name should be separated by a comma.

For example:

Hollywood, Pembroke Pines (along Florida's Turnpike)
Altamonte Springs, Casselberry (on SR-436/Semoran Blvd)

If an EM Location is not in a City or Metro Area, the Metro Area and City fields in SunGuide should be left blank. Any other entry (for example: N/A, none) will cause errors in FL-ATIS and the 511 IVR system.

Data Entry Style Guide for FL-ATIS

Figure 3: Cities and Metro Areas

SunGuide Software Administration Application - Windows Internet Explorer

http://192.168.8.14/SunGuideAdmin/

File Edit View Favorites Tools Help

SunGuide Software Administration Application

SunGuide™ Administrative Editor

County: Leon Roadway: I-10 Direction: Eastbound

Reference Point

US-27
SR-203
SR155-North Meridian Road
SR61-Thomasville
SR-61
US319-Capital Circle NE
Olson Road
CR161-Centerville
SR146-Micosukee Road
US90West-Mahan Drive
US90East-Mahan Drive

Locations

US-27

Short Name 10EB/US-27

Long Name US-27

Description

Sort Order 19935 US-27 [19935]

Metro Area

City

Mile Marker 199

Exit Number 199

Exit Suffix

Latitude 30482050

Longitude -84309210

Reference Point Offset at

Nearest Cross Street US90-W. Tennessee

Nearest Cross Street Offset before

Lane Map (S)(T)(I)(S)

The Cities and Metro Areas fields should follow this format:

City and Metro Area names should be entered with an initial cap, not all caps or all lower case letters.

For example:

Orlando (NOT ORLANDO or orlando)

Only use the word "City" when it is a part of the official city name.

For example:

Dade City

There can be multiple City and Metro Area names listed in each field. Each name needs to be separated by commas.

For example:

Saint Petersburg, Clearwater

Kissimmee, Saint Cloud, Celebration

Data Entry Style Guide for FL-ATIS

City names should be spelled out completely, even though certain parts of the name may ordinarily be abbreviated. This will ensure the IVR system always reads out the correct name.

For example:

Fort Myers
North Fort Myers
Fort Lauderdale
Saint Cloud
Saint Augustine
Port Saint Lucie

Data Entry Style Guide for FL-ATIS

4. EM Reference Point Long Name

Event Management/Location Configuration/Reference Points/Long Name field
(See Figure 4)

50 character maximum length (abbreviations allowed)

This field is crucial to the operation of the FL-ATIS/511 system. It affects the basic functionality of the Web site and My Florida 511 Personalized Services.

FL-ATIS System usage:

This field is a portion of the data included in the Description column of an event on the Web site. Consistency and style are important in this field so that the user is clear about where an event is taking place. It also provides a more professional, consistent look to FDOT's data.

This field is also used in the My Florida 511 Personalized Services to allow users to create their personalized routes. The Reference Point Long Name is used to create the Segment Starting Point and Segment Ending Points, which a user chooses to define the limits of a route.

Reference Point Long Name is also used by the SunGuide Response Plan Generator (RPG) to fill in the "Cross Street" variable on Dynamic Message Signs (DMSs). This means that this field needs to be configured to accommodate DMS message limitations.

The Reference Point Long Name should only be the name of the cross street, mile marker, rest area, toll plaza or other point of interest (reference point) closest to where the event takes place.

General notes for DMS Messaging: EM Reference Points

When an event is posted to a DMS through the DMS Response Plan Generator, SunGuide pulls from the Reference Point Long Name field. This field will have to be consistent with the requirements listed in the Manual for Uniform Traffic Control Devices (MUTCD), which does not allow hyphens in roadway names.

For example:

State Road 61 in FL-ATIS would be SR-61

State Road 61 on a DMS by MUTCD standards would be SR 61

Data Entry Style Guide for FL-ATIS

Figure 4: EM Reference Point Long Name

The screenshot shows the SunGuide Administrative Editor interface. The left sidebar contains a tree view with the following items: DMS, Event Management (highlighted with a red box), Activity Types, Agencies, Agencies Contacts, Comment Types, Event Status Types, Event Types, Injury Types, Organizations, Location Configuration (highlighted with a red box), Locations, Counties, Lane Maps, Lane Types, Reference Points (highlighted with a red box), Roadways, Mailing Lists, Mailing Lists Contacts, Procedural Errors, Response Plans, Vehicle Tracking, Weather Conditions, and Express Lanes. The main area is titled 'Edit Reference Point' and contains the following fields: Short Name (US90-W. Tennessee), Long Name (US90-W. Tennessee, highlighted with a red box), Description (US90-Midway), Sort Order (10100), Exit Number (192), Exit Suffix, and a Cross Street checkbox (checked). A message below the checkbox states: 'Cross Street cannot be changed because the Reference Point was assigned to a Location.' At the bottom are 'Save and Exit' and 'Cancel' buttons.

Note on abbreviations:

Complete cross street name may use too many characters. When necessary for space constraints, the cross street (reference point) name should be the most-used name for the cross street (reference point).

Abbreviations should follow the Manual on Uniform Traffic Control Devices (MUTCD) Guidelines, which can be found at: http://mutcd.fhwa.dot.gov/kno_2009.htm

The abbreviations are found on page 24 of the 2009 edition.

Abbreviations are Hwy, Blvd, Rd, Trl, Expy, Pkwy, Cswy, Ave, Tpke and St

Abbreviations should be in title case, i.e. first letter is capitalized, other letters are lower case. There is no punctuation with abbreviated designations.

Most EM Reference Points are exits. In those cases, use the name of the exit or the cross street.

Do not include the following information in the EM Reference Point Long Name:

- The word "Exit"

- The exit number

- The name of the Covered Roadway (Roadway Description)

- The city or county name

Data Entry Style Guide for FL-ATIS

EM Reference Points should include ONLY the most commonly-used name for the roadway.

For example:

Florida's Tpke
I 595
US 441/ O B T S B
I 95 N B
Sawgrass Expy

If the exit name includes the names of multiple Interstates, US Highways, State Roads, County Roads, etc. — and there is room on the DMS to include more than one roadway name — the following hierarchy should be used to maintain common format:

I-XX (or Florida's Turnpike)/ US-XX/ SR-XX/ CR-XX/ Regional Name/ Local Name/ Attraction or Point of Interest

NOTE: there should be a space after every forward slash to avoid unusual text wrapping on the Web site.

NOTE: FL-ATIS will change any group of characters in all caps to only capitalize the first letter (OBT SB will become Obt Sb). Exceptions are made for US, SR and CR designators. To circumvent this function, place a space between letters that should be capitalized (O B T S B).

Treat Florida's Turnpike as an Interstate Highway in this hierarchy.

Always use "Florida's Tpke."

Capitalize the first letter of each word in the roadway name and designation.

Due to space limitations in the field, when a direction is part of a roadway name, the direction can be abbreviated.

NOTE: FL-ATIS will change any group of characters in all caps to only capitalize the first letter (SW Davis Blvd will become Sw Davis Blvd). To circumvent this function, place a space between letters that should be capitalized.

For example:

N Jones Rd
S W Davis Blvd
E Branch Hwy

It is preferred to use ordinal extensions for numbered streets, but an exception can be made if doing so would make the roadway name too long to fit on a DMS.

For example:

1st Ave (NOT 1 Ave)
22nd St (NOT 22 St)
3rd Ave (NOT 3 Ave)
85th Blvd (NOT 85 Blvd)

Cross Street names (reference point) can be abbreviated when local residents commonly refer to the roadway by its abbreviated name.

For example:

Residents in Jacksonville frequently refer to J Turner Butler Boulevard as J T B. Residents in Orlando frequently refer to Orange Blossom Trail as O B T.

All abbreviated cross street (reference point) names should be in all caps. The FL-ATIS system is programmed to change any word in all caps to a word with only the first letter capitalized. To circumvent this function, any cross street that should be in all caps must be entered into SunGuide with a space between each capitalized letter.

Data Entry Style Guide for FL-ATIS

For example:

P G A Boulevard (NOT PGA or Pga Boulevard)
L P G A Boulevard (NOT LPGA or Lpga Boulevard)

For EM Reference Points that are Mile Markers, use this format:

MM XX (where XX is the number of the mile marker, whether it is 1, 2 or 3 digits in length, no space between the two Ms, but a space between MM and the number)

For example:

MM 5
MM 37
MM 210

For EM Reference Points that are Toll Plazas or Rest Areas, use this format:

Toll Plazas and Rest Areas can simply be called "Toll Plaza" or "Rest Area" in EM Reference Point Long Name ONLY. Drivers who see this reference on a DMS will know that it is the toll plaza or rest area immediately ahead of them on the roadway. FL-ATIS/511 users will see the EM Location Long Name on the Web site, which will explain which toll plaza or rest area is being referenced. Since the IVR (phone) system uses the EM Location Long Name, phone users will be given the full description of the toll plaza or rest area.

For EM Reference Points that are other locations or points of interest, use this format:

Make the name descriptive enough that it will be unique and provide enough information that a tourist or visitor will know the location that is being referenced. Abbreviations may be used.

For example:

Fuller Warren Brg
St Johns River Brg

Incident Management Operational Exception Allowed

If, for Traffic Incident Management operational purposes, it is more efficient to include a Mile Marker number before a street name in the EM Reference Point Long Name, this is allowed. The street name should still follow the Style Guide formats. There should also be two dashes (--) with no spaces before or after between the Mile Marker number and the street name to allow FL-ATIS to filter out the Mile Marker number before presenting it on the Web site.

For example:

MM 92--SR 436/ Semoran Blvd

Data Entry Style Guide for FL-ATIS

5. Exit Number and Suffix

Event Management/Location Configuration/Locations/Exit Number and Exit Suffix fields
(see Figure 5)

This field is not crucial to the operator of the FL-ATIS/511 system, but is necessary in the long-term to establish the consistency and excellence of the FL-ATIS data.

FL-ATIS System usage:

These fields are used in incident descriptions on the FL-ATIS Web site, on both the map and list pages. They are concatenated with the word Exit and any offsets to provide a detailed description of the location. They are also used in My Florida 511 Personalized Services to create Segment Start and End locations, where they are concatenated with "Exit" and the EM Reference Point Long Name.

When both fields are present, they are put together to create a single exit number. When there is no suffix, the Exit Number is used alone.

Figure 5: Exit Number and Suffix

The screenshot displays the SunGuide Administrative Editor interface within a Windows Internet Explorer browser. The browser's address bar shows the URL <http://192.168.8.14/SunGuideAdmin/>. The application's title bar reads "SunGuide Software Administration Application - Windows Internet Explorer". The main content area is titled "SunGuide™ Administrative Editor" and features a sidebar on the left with a tree view of navigation options. The "Event Management" and "Location Configuration" sections are expanded, with "Locations" selected. The main panel shows configuration details for a location, with "County: Leon", "Roadway: I-10", and "Direction: Eastbound" at the top. A "Reference Point" list on the left includes items like "US-27", "SR-203", and "SR155-North Meridian Road". The "Locations" list on the right shows "US-27". Below these lists, various fields are populated: "Short Name" is "10EB/US-27", "Long Name" is "US-27", "Sort Order" is "19935", "Metro Area" is empty, "City" is empty, "Mile Marker" is "199", "Exit Number" is "199", "Exit Suffix" is empty, "Latitude" is "304828.50", and "Longitude" is "-843092.10". On the right side, "Reference Point Offset" is set to "at", "Nearest Cross Street" is "US90-W, Tennessee", "Nearest Cross Street Offset" is "before", and "Lane Map" is "(S)(T)(T)(S)". The bottom status bar indicates "Done" and "Internet" connectivity.

Data Entry Style Guide for FL-ATIS

For exits where there is a single ramp or exit, enter only the Exit Number and leave the Exit Suffix blank.

Follow this format for the Exit Number field:

XX (where XX is the number of the exit, whether it is 1, 2 or 3 digits in length)

For example:

On I-10, the exit for I-110 is Exit 12. Enter "12" in the Exit Number field and leave the Exit Suffix blank.

(Note: do not enter the quotation marks, just the number)

For exits that have multiple ramps or exits, each with its own letter suffix, enter the numeric portion of the Exit designation in the Exit Number field and the letter portion of the designation in the Exit Suffix field.

Follow this format for the Exit Number field:

XX (where XX is the number of the exit, whether it is 1, 2 or 3 digits in length)

Follow this format for the Exit Suffix field:

Y (where Y is the letter designator for the individual ramp, whether it is A, B, C, D, etc.)

For example:

On I-95, there are two exits for Yamato Road, one for Yamato Rd. EB (Exit 48A) and one for Yamato Rd. WB (Exit 48B).

For Yamato R. EB, enter "48" in the Exit Number field and "A" in the Exit Suffix field.

For Yamato R. WB, enter "48" in the Exit Number field and "B" in the Exit Suffix field.

(Note: do not enter the quotation marks, just the number or letter)

For Exits that begin or terminate a highway

When a covered roadway (normally a spur) begins at another covered roadway, use Exit 0 as the designator. This will make the order of exits in My Florida 511 Personalized Services make sense to the user, with the beginning or end of the highway coming at Exit 0 which is before Exit 1.

If there are multiple ramps going in different directions, use Exit 0A and Exit 0B, etc. This change would be made in the EM Reference Point Long Name field.

For example:

I-375 is a spur off I-275. For I-375 Westbound, the interchange with I-275 would include Exit 0A to I-275 Southbound and Exit 0B to I-275 Northbound. For I-375 Eastbound, the interchange would include Exit 0A from I-275 Southbound and Exit 0B from I-275 Northbound. These would be at the same locations as Exits 23A and 23B on I-275 to I-375.

SR-528/ Beachline Expressway begins at I-4. For SR-528 Westbound, the interchange with I-4 would include Exit 0A to I-4 Eastbound and Exit 0B to I-4 Westbound. For SR-528 Eastbound, the interchange would include Exit 0A from I-4 Westbound and Exit 0B from I-4 Eastbound. These would be at the same locations as Exit 72 I-4 to SR-528.

Data Entry Style Guide for FL-ATIS

6. Mile Marker

Event Management/Location Configuration/Locations/Mile Marker field
(see Figure 6)

This field is not crucial to the operation of the FL-ATIS/511 system, but is necessary in the long-term to establish the consistency and excellence of the FL-ATIS data.

FL-ATIS System usage:

Mile Markers are used in a variety of ways in FL-ATIS. The most crucial is that callers to the IVR (phone) system can check traffic conditions by asking for a highway name or number, then narrow down their search by Mile Marker. If a Mile Marker is not present in the system, FL-ATIS will return that the location the user requested is not valid.

Mile Markers are used on the Web site to provide the location of an incident, construction or congestion.

Interstate highways, Florida's Turnpike, expressways, state roads and U.S. highways that have regularly posted mile markers should list all of those mile markers as EM Locations in SunGuide. This is not required on State roads and U.S. highways that do not have mile markers posted roadside.

For example:

US-1/ Overseas Highway in Monroe County/The Keys has regular mile markers which should be listed in SunGuide as EM Locations. US-1/ South Dixie Highway in Miami-Dade County does not have mile markers posted roadside and would not have mile markers listed in SunGuide.

Data Entry Style Guide for FL-ATIS

Figure 6: Mile Marker

The screenshot shows the SunGuide Administrative Editor web application in a Windows Internet Explorer browser. The address bar shows the URL <http://192.168.8.14/SunGuideAdmin/>. The page title is "SunGuide™ Administrative Editor". The left sidebar contains a tree view with the following items: Data Archive, DMS, Event Management (highlighted with a red box), Location Configuration (highlighted with a red box), Locations (highlighted with a red box), Counties, Lane Maps, Lane Types, Reference Points, Roadways, Mailing Lists, Mailing Lists Contacts, Procedural Errors, Response Plans, Vehicle Tracking, Weather Conditions, Express Lanes, HAR, Incident Detection, Inventory/Maintenance, Reporting, RMS, RWIS, and Safety Barrier. The main content area displays the configuration for a Mile Marker. The top section shows "County: Leon", "Roadway: I-10", and "Direction: Eastbound". Below this, there are two lists: "Reference Point" and "Locations". The "Reference Point" list contains the following items: US-27, SR-283, SR155-North Meridian Road, SR61-Thomasville, SR-61, US319-Capitol Circle NE, Olson Road, CR151-Centerville, SR140-Miccosukee Road, US80-West-Mahan Drive, and US80-East-Mahan Drive. The "Locations" list contains the item: US-27. Below these lists, there are several input fields and dropdown menus: "Short Name" (10EB/US-27), "Long Name" (US-27), "Description" (empty), "Sort Order" (19935), "US-27 (19935)" (dropdown), "Metro Area" (empty), "City" (empty), "Mile Marker" (199, highlighted with a red box), "Exit Number" (199), "Exit Suffix" (empty), "Latitude" (304820.50), "Longitude" (-843092.10), "Reference Point Offset" (at, dropdown), "Nearest Cross Street" (US80-W. Tennessee, dropdown), "Nearest Cross Street Offset" (before, dropdown), and "Lane Map" ((S)(T)(S), dropdown). The bottom status bar shows "Done" and "Internet" with a 75% zoom level.

Format for Mile Marker EM Locations should be consistent with the descriptions in EM Location Long Name and EM Reference Point Long name in other sections of this document.

For EM Locations and Reference Points that are Mile Markers, use this format:

MM XX (where XX is the number of the mile marker, whether it is 1, 2 or 3 digits in length, no space between the two Ms, but a space between MM and the number)

For example:

MM 5
MM 37
MM 210

Data Entry Style Guide for FL-ATIS

7. TVT Link Description

TVT/Travel Time Links/Link Description field
(see Figure 7)

128 character maximum length (abbreviations allowed)

This field is not crucial to the operation of the FL-ATIS/511 system, but is necessary in the long-term to establish the consistency and excellence of the FL-ATIS data.

FL-ATIS System usage:

TVT Link Description is used on the Web site to designate unique Travel Time Links. It appears in the Estimated Travel Times pop-up and the Estimated Travel Times tab. Each name must be unique.

FL-ATIS users will use Travel Time Links to get an approximate travel time for their commute. It is important they can quickly, easily and accurately identify the Links that are on their daily commute. Since these appear in list format on the Web site, consistency will help make that list easier to read.

Data Entry Style Guide for FL-ATIS

Figure 7: TVT Link Description

SunGuide Software Administration Application - Windows Internet Explorer

http://192.168.8.14/SunGuideAdmin/

File Edit View Favorites Tools Help

SunGuide Software Administration Application

SunGuide™ Administrative Editor

Edit Travel Time Link

Travel Time Link Name: I-10 EB from US-27 to US-319

Link Description: I-10 EB from US-27 to US-319

Associated TSS Links:

- RTMS-06-link1 (District 9)
- RTMS-07-link1 (District 9)
- RTMS-08-link1 (District 9)

Available TSS Links:

- AVI_US-319_SR-12_SR-219 (District 9)
- RMS-D9-T2-link1-ML (District 9)
- RMS-D9-T2-link2-RQ (District 9)
- RMS-D9-T2-link3-AQ (District 9)
- RMS-D9-T2-link4-ML2 (District 9)
- RMS-D9-T2-link5-ML3 (District 9)
- RMS-D9-T2-link6-RQ2 (District 9)
- RMS-D9-T2-link7-AQ2 (District 9)
- RTMS-01-link1 (District 9)
- RTMS-01-link2 (District 9)
- RTMS-02-link1 (District 9)
- RTMS-02-link2 (District 9)

Link Length (mi):

Add/Modify Link Length

☐ Publish to FL511 Website

Upper Bound (min): (optional)

Note on Abbreviations:

TVT Link Descriptions have a higher allowable character limit, but must also include more information than other names or descriptions. Abbreviated roadway designations without periods (Ave, St, Blvd, etc.) should be used. Avoid other abbreviations unless necessary to make the Description unique or clear to the user.

TVT Links should include the following information in this order:

Covered Roadway (following the Roadway Description naming style, except allowing abbreviations)

Direction of travel (abbreviated: NB, SB, EB, WB)

from

Starting Point (Mile Marker XX, Exit XX or Cross Street)

to

Ending Point (Mile Marker XX, Exit XX or Cross Street)

For example:

I-75 NB from Broward/ Miami-Dade Line to I-595

SR-826 SB from NW 67th Ave to I-75

I-95 SB from I-10 to J Turner Butler Blvd

I-275 SB from Exit 45: I-4 to Exit 39: SR-60/ West Tampa Airport

Data Entry Style Guide for FL-ATIS

County lines must refer to the two counties.

For example:

I-95 NB from Broward/ Palm Beach County line to Mile Marker XX

When a Cross Street is a numbered street, always use ordinal extensions.

For example:

1st Avenue (NOT 1 Avenue)

22nd Street (NOT 22 Street)

3rd Avenue (NOT 3 Avenue)

85th Boulevard (NOT 85 Boulevard)

Note on Direction of Travel

Some roadways travel in two different directions because of curves or other factors (for example: the same roadway might travel west up to a certain point, then turn south). In those cases, include the direction of travel that local drivers will be most likely to recognize. Another option would be to include both directions of travel.

For example:

SR-826 W/SB from NW 37th Ave to I-75

Additional Note on TVT Links and FL-ATIS:

There are other aspects of TVT Links beyond the naming that affect FL-ATIS functionality.

TVT links that overlap can create confusion and frustration among 511 users. For example, when a user selects a start and end point (on a roadway) and is then presented with information from multiple links along the same roadway.

Overlapping TVT links (where a single point on a highway is included in multiple TVT links) should be kept to a minimum, except where this might create gaps in reporting.

There are additional guidelines for TVT links being developed to address current system inconsistencies.

Data Entry Style Guide for FL-ATIS

8. DMS Location Description

DMS/Signs/Location Description field
(see Figure 8)

63 character maximum length (abbreviations allowed)

This field is not crucial to the operation of the FL-ATIS/511 system, but is necessary in the long-term to establish the consistency and excellence of the FL-ATIS data.

FL-ATIS System usage:

DMS Location Description is used on the Web site to designate unique DMSs. It appears in the DMS pop-up and the Message Sign tab. Each name must be unique.

When a FL-ATIS user scrolls through the list of DMS messages on the Web site, they need to be able to quickly and easily identify the DMS messages relevant to their commute or trip. Naming these consistently and clearly will make sure users can find the information they need quickly and accurately.

Data Entry Style Guide for FL-ATIS

Figure 8: DMS Location Description

SunGuide Software Administration Application - Windows Internet Explorer

http://192.168.8.14/SunGuideAdmin/

File Edit View Favorites Tools Help

SunGuide Software Administration Application

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

SunGuide™
Administrative Editor

SunGUIDE™
Rev 2.0.0.0 - 2004-04-01

S11
AVL/RR
CCTV / VS
Data Archive
DMS
Approved Words
Connection Types
Fonts
Manufacturers
Polling Process Names
Signs
Event Management
Activity Types
Agencies
Agencies Contacts
Comment Types
Event Status Types
Event Types
Injury Types
Organizations
Location Configuration
Locations
Counties

Edit Sign

Sign Name: DMS_I10EB_MM191
Center ID: District 9
Protocol: NTCIP (SNMP)
Connection Type: Direct
Poll Process: DmsPolling1
Packet Timeout: 5
Packet Retry Limit: 6
Command Retry Limit: 3
Op Status: Active
Type: LED
Manufacturer: Skyline
Number of Lines: 3
Number of Columns: 25
Beacons: ☐ Beacon Address:
Day Brightness Level: 255

Location Description: Mile Marker 191
Roadway: I-10
Direction: Eastbound
Latitude: 30493267
Longitude: -84438600
Address Type 1: PMPP
Address Type 2: UDP Port Server
Address: 1
Port Server IP: 192.168.11.91
Port Server Port Number: 65002
Read Community Name: public
Write Community Name: public

Internet 100%

Note on Abbreviations:

DMS names are limited in the number of characters allowed; therefore abbreviations are appropriate for DMS Location Description. Both Covered Roadways and Cross Streets can be abbreviated when naming a DMS.

Complete Covered Roadway name will use too many characters. Instead, the Covered Roadway name should be the most commonly used name for the road in your region. For example, “US-441/ US-17/92/ Orange Blossom Trail” might read as “Orange Blossom Trl” in District 5.

Abbreviations should follow the U.S. Postal Service Guidelines, which can be found at: http://www.usps.com/ncsc/lookups/usps_abbreviations.html

Abbreviations are Hwy, Blvd, Rd, Trl, Expy, Pkwy, Cswy, Ave, Tpke and St

Abbreviations should be in title case, i.e. first letter is capitalized, other letters are lower case. There should be no punctuation with abbreviated designations.

DMS Location Descriptions should follow this hierarchy:

Covered Roadway (following the Roadway Description naming style, except allowing abbreviations)

Direction of Travel (abbreviated: NB, SB, EB, WB)

Data Entry Style Guide for FL-ATIS

Directional Offset (N of, S of, E of, W of — capitalize the direction, put “of” in lower case — or “at” in lower case)

Cross Street (or Mile Marker)

For example:

I-4 WB E of SR-436

I-95 SB at Fuller Warren Bridge

I-95 NB at Saint Johns County Rest Area

SR-528 WB W of A1A/ Port Canaveral

US-1 NB at MM 7.5

When a Cross Street is a numbered street, always use ordinal extensions.

For example:

1st Avenue (NOT 1 Avenue)

22nd Street (NOT 22 Street)

3rd Avenue (NOT 3 Avenue)

85th Boulevard (NOT 85 Boulevard)

Data Entry Style Guide for FL-ATIS

9. DMS Messaging

This is not crucial to the operation of the FL-ATIS/511 system, but is necessary in the long-term to establish the consistency and excellence of the FL-ATIS data.

DMS messages are not a part of FL-ATIS, except that the DMS messages do appear on the Web site, on the maps page when a user clicks on a DMS icon, and on the Message Boards tab under the Traffic section.

It is important that the DMS messages that appear on the roadways match as closely as possible to the information that will be presented on the FL-ATIS Web site and IVR system. This is to help users of both systems understand that they are connected and receiving data from the same source. This increases the reliability and user trust of FDOT's ITS systems. Research has shown people do use both systems to check traffic conditions.

Because FL-ATIS has the flexibility to offer more detailed information than DMSs, it is important a user can read a DMS message then use that message to call 511 and get more details on an event.

Figure 7 shows how the DMSs relate to FL-ATIS and 511.

Figure 9: DMS Suggested Response Plan window

| Suggested Response Plan | | | Event ID: 1320 |
|-------------------------|----------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Selected Plan Items: | | | |
| DMS | Equipment ID: DMS_10EB_MM202 Center: District 9 Owner: dms | Duration: Until Cancelled Priority: 3 | I-10 EB BLOCKED ADD UNCL BEYOND SR61-THOMASVILLE |
| HAR | Equipment ID: TERL Test HAR Center: District 1 Owner: har | Duration: Until Cancelled Priority: 10 | ABANDONED VEHICLE BEYOND [LANDMARK NAME] ON I-10 EASTBOUND. RIGHT LANE BLOCKED. |
| EMAIL | Subject: Abandoned Vehicle: Location: LEON I-10 EB Beyond null null SR61- Thomasville Rd. | Email Groups: | 1 Right Lane (of 2 Lanes) Blocked |
| 511 ATIS | | | Abandoned vehicle in Leon county, going Eastbound on I 10 beyond MM 204 with Right lane blocked Last updated 3/12/2009 9:38:40 AM |

Search by distance: DMS (miles): 3 HAR (miles): 10 Get New Suggestion

Other available suggestions: Automatically Generated View Plan

To apply the above response plan to the event, select an option below and click the "Set as Response" button.

Make this the response plan Set as Response

Roadway and Cross Street names that appear in DMS messages should conform to the styles described in previous sections of this document. Exceptions can be made to shorten names to fit on DMS signs or to modify names to comply with MUTCD guidelines.

Data Entry Style Guide for FL-ATIS

10. CCTV Location Description

CCTV/VS/Cameras/Location Description field
(see Figure 10)

30 character maximum length (abbreviations allowed)

This field is not crucial to the operation of the FL-ATIS/511 system, but is necessary in the long-term to establish the consistency and excellence of the FL-ATIS data.

FL-ATIS System usage:

The CCTV Location Description is used on the Web site to designate unique CCTV camera locations. It appears in the CCTV pop-up and the Cameras tab. Each name must be unique.

When a FL-ATIS user scrolls through the list of CCTV cameras on the Web site, they need to be able to quickly and easily identify the CCTV cameras relevant to their commute or trip. Naming these consistently and clearly will make sure users can find the information they need quickly and accurately.

Note on CCTV Location Description on camera images

At some point, the CCTV camera location — which is hard-coded onto each camera image — should match the CCTV camera location description entered in to SunGuide for FL-ATIS. This is not crucial to system launch, and can be accomplished as new cameras are added to District ITS networks, older cameras are replaced or maintenance is performed on cameras to make this process as convenient as possible for District personnel.

Data Entry Style Guide for FL-ATIS

Figure 10 - CCTV Location Description

The screenshot shows the SunGuide Administrative Editor web application. The left sidebar contains a tree view with categories like AVL/RR, Cameras, Video Destinations, Video Sources, Data Archive, DMS, Approved Words, Connection Types, Fonts, Manufacturers, Polling Process Names, Signs, Event Management, Activity Types, Agencies, Agencies Contacts, Comment Types, Event Status Types, Event Types, Injury Types, and Organizations. The 'Cameras' category is selected, and the 'Edit Camera' form is displayed. The form contains the following fields:

| Field | Value |
|-------------------------|-------------------------------------|
| Camera Name | 001-CCTV-Springhill@TEF |
| Center ID | District 9 |
| Protocol | SNMP (PMPP) |
| Poll Process | NTCIP_1 |
| Manufacturer | cohu |
| Location Description | TERL ITS Field Site |
| Roadway | Springhill Road |
| Direction | Northbound |
| Latitude | 30410200 |
| Longitude | -84321000 |
| Op Status | Active |
| Address Type 1 | PMPP Address |
| Address Type 2 | Port Server Address |
| Attach to Video Device | <input checked="" type="checkbox"/> |
| Video Device IP Address | 192.168.11.23 |
| Blackout | <input type="checkbox"/> |
| Video Device Type | Encoder |
| IP Streaming Driver ID | switch1 |
| Card Number | 1 |
| Manufacturer | impath |
| Model | i4100e |
| Streaming Type | transport |
| Secondary Interface | <input type="checkbox"/> |
| Snapshot Requested | <input type="checkbox"/> |

Note on Abbreviations:

CCTV Location names are limited in the number of characters allowed; therefore abbreviations are appropriate for CCTV Location Description. Covered Roadways, Cross Streets and Mile Markers can be abbreviated when naming a CCTV.

Complete Covered Roadway name will use too many characters. Instead, the Covered Roadway name should be the most-used name for the road. For example, "US-441/ US-17/92/ Orange Blossom Trail" might read as "Orange Blossom Trl" in District 5.

Abbreviations should follow the U.S. Postal Service Guidelines, which can be found at: http://www.usps.com/ncsc/lookups/usps_abbreviations.html

Abbreviations are Hwy, Blvd, Rd, Trl, Expy, Pkwy, Cswy, Ave, Tpke and St

Abbreviations should be in title case, i.e. first letter is capitalized, other letters are lower case. There should be no punctuation with abbreviated designations.

When naming CCTVs, use the following hierarchy:

Covered Roadway (following the Roadway Description naming style, except allowing abbreviations)

Directional Offset (N of, S of, E of, W of — capitalize the direction, put "of" in lower case — or "at" in lower case)

Cross Street (or Mile Marker)

Data Entry Style Guide for FL-ATIS

For example:

I-4 E of SR-436
I-275 W of Howard Frank Br Hump
I-95 at SW 18th Rd

An exception to the CCTV naming protocol can be made when two CCTVs are located at the same point along a roadway (usually in cases where a wooded median prevents a camera from seeing both directions of travel, or with fixed-direction cameras). In this case, each camera would be named using the following hierarchy:

Covered Roadway

Direction of the highway the camera is monitoring (NB, SB, EB, WB)

Offset (before, at or beyond – all lower case)

Cross Street (or mile marker)

For example:

SR-408 EB W of Woodbury Rd
SR-408 WB W of Woodbury Rd

When a Cross Street is a numbered street, always use ordinal extensions.

For example:

1st Avenue (NOT 1 Avenue)
22nd Street (NOT 22 Street)
3rd Avenue (NOT 3 Avenue)
85th Boulevard (NOT 85 Boulevard)

Other exceptions to these naming protocols should be discussed with FDOT Central Office on an as-needed basis.

Data Entry Style Guide for FL-ATIS

11. Primary & Secondary Alternate Roads:

Event Management/Location Configuration/Locations/Primary & Secondary Alternate Roads fields

(see Figure 10)

This field is not crucial to the operation or the ongoing operation of the FL-ATIS/511 system. Districts that choose to employ the Alternate Roads functionality in

FL-ATIS System usage:

The Primary and Secondary Alternate Roads are presented by FL-ATIS through the 511 system when a roadway is closed. It is important that these be consistent so users will be able to easily and accurately identify their detour or alternate route.

General notes on Primary and Secondary Alternate Roads

When Alternate Roads are entered, follow the protocols for EM Long Name above.

Note however, that Alternate Roads may include direction of travel, but that the direction should be spelled out.

Include only the name of one roadway (not complete directions).

For example:

SR-XX Northbound

Not: Take SR-XX Northbound to CR-YY

Data Entry Style Guide for FL-ATIS

Figure 10 - Primary & Secondary Alternate Roads

SunGuide Software Administration Application - Windows Internet Explorer

http://192.168.8.14/SunGuideAdmin/

File Edit View Favorites Tools Help

SunGuide Software Administration Application

SunGuide™ Administrative Editor

County: Leon Roadway: I-10 Direction: Eastbound

Reference Point

Locations

Short Name

Long Name

Description

Sort Order

Metro Area

City

Mile Marker

Exit Number

Exit Suffix

Latitude

Longitude

Reference Point Offset

Nearest Cross Street

Nearest Cross Street Offset

Lane Map

Primary Alternate Road

Secondary Alternate Road

Short Name

Description

Short Name

Description

Data Entry Style Guide for FL-ATIS

12. Latitude/Longitude (Lat/Long)

This information affects the appearance of the website and personalized services. This data consistency work should be started as soon as possible.

FL-ATIS System usage:

Lat/Long is used by the FL-ATIS System to determine individual locations on the FL511.com maps, including the My Florida 511 Personalized Services map. Devices (CCTV cameras and DMSs), incident locations, Travel Time mapping and personalized services route mapping are all placed on the maps using the Lat/Long values entered into SunGuide.

Figure 12.1 – Lat/Long for CCTV Cameras

The screenshot shows the SunGuide Software Administration Application in a Windows Internet Explorer browser window. The address bar shows the URL <http://192.168.8.14/SunGuideAdmin/>. The page title is "SunGuide™ Administrative Editor". The left sidebar contains a tree view with the following items: 511, AVL/RR, CCTV / VS (highlighted with a red box), Cameras (highlighted with a red box), Video Destinations, Video Sources, Data Archive, DMS, Approved Words, Connection Types, Fonts, Manufacturers, Polling Process Names, Signs, Event Management, Activity Types, Agencies, Agencies Contacts, Comment Types, Event Status Types, Event Types, Injury Types, and Organizations. The main content area is titled "Edit Camera" and contains the following fields:

| Field | Value |
|-------------------------|-------------------------------------|
| Camera Name | 001-CCTV-Springhill@TEF |
| Center ID | District 9 |
| Protocol | SNMP (PMPP) |
| Poll Process | NTCIP_1 |
| Manufacturer | cohu |
| Location Description | TERL ITS Field Site |
| Roadway | Springhill Road |
| Direction | Northbound |
| Latitude | 30410200 |
| Longitude | -84321000 |
| Op Status | Active |
| Address Type 1 | PMPP Address |
| Address Type 2 | Port Server Address |
| Attach to Video Device | <input checked="" type="checkbox"/> |
| Video Device IP Address | 192.168.11.23 |
| Blackout | <input type="checkbox"/> |
| Video Device Type | Encoder |
| IP Streaming Driver ID | switch1 |
| Card Number | 1 |
| Manufacturer | impath |
| Model | i4100e |
| Streaming Type | transport |
| Secondary Interface | <input type="checkbox"/> |
| Snapshot Requested | <input type="checkbox"/> |

Data Entry Style Guide for FL-ATIS

Figure 12.2 - Lat/Long for DMSs

The screenshot displays the SunGuide Administrative Editor interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL `http://192.168.8.14/SunGuideAdmin/`. The page title is "SunGuide Software Administration Application - Windows Internet Explorer". The SunGuide logo is visible in the top right corner.

The left sidebar contains a tree view of the application's navigation menu. The "DMS" item is highlighted with a red box. Other items in the menu include "511", "AVL/RR", "CCTV / VS", "Data Archive", "Approved Words", "Connection Types", "Fonts", "Manufacturers", "Polling Process Names", "Signs", "Event Management", "Activity Types", "Agencies", "Agencies Contacts", "Comment Types", "Event Status Types", "Event Types", "Injury Types", "Organizations", "Location Configuration", "Locations", and "Counties".

The main content area is titled "Edit Sign". It contains a form with various fields for configuring a sign. The "Sign Name" field is set to "DMS_I10EB_MM191". The "Center ID" field is set to "District 9". The "Protocol" field is set to "NTCIP (SNMP)". The "Connection Type" field is set to "Direct". The "Poll Process" field is set to "DmsPolling1". The "Packet Timeout" field is set to "5". The "Packet Retry Limit" field is set to "6". The "Command Retry Limit" field is set to "3". The "Op Status" field is set to "Active". The "Type" field is set to "LED". The "Manufacturer" field is set to "Skyline". The "Number of Lines" field is set to "3" and the "Number of Columns" field is set to "25". The "Beacons" checkbox is unchecked. The "Beacon Address" field is empty. The "Day Brightness Level" field is set to "255".

The "Location Description" field is set to "Mile Marker 191". The "Roadway" field is set to "I-10". The "Direction" field is set to "Eastbound". The "Latitude" field is set to "30493267" and the "Longitude" field is set to "-84438600". The "Address Type 1" field is set to "PMPP". The "Address Type 2" field is set to "UDP Port Server". The "Address" field is set to "1". The "Port Server IP" field is set to "192.168.11.91". The "Port Server Port Number" field is set to "65002". The "Read Community Name" field is set to "public". The "Write Community Name" field is set to "public".

Data Entry Style Guide for FL-ATIS

Figure 12.3 - Lat/Long for EM Locations

The screenshot shows the SunGuide Administrative Editor web application in a Windows Internet Explorer browser. The address bar shows <http://192.168.8.14/SunGuideAdmin/>. The page title is "SunGuide™ Administrative Editor". The left sidebar contains a tree view with the following items: Data Archive, DMS, Event Management (highlighted with a red box), Activity Types, Agencies, Agencies Contacts, Comment Types, Event Status Types, Event Types, Injury Types, Organizations, Location Configuration (highlighted with a red box), Locations (highlighted with a red box), Counties, Lane Maps, Lane Types, Reference Points, Roadways, Mailing Lists, Mailing Lists Contacts, Procedural Errors, Response Plans, Vehicle Tracking, Weather Conditions, Express Lanes, HAR, Incident Detection, Inventory/Maintenance, Reporting, RMS, RWIS, and Safety Barrier. The main content area displays the "Location Configuration" form for "US-27". The form includes the following fields: County: Leon, Roadway: I-10, Direction: Eastbound, Reference Point (US-27), Locations (US-27), Short Name (10EB/US-27), Long Name (US-27), Description, Sort Order (19935), Metro Area, City, Mile Marker (199), Exit Number (199), Exit Suffix, Latitude (304826.50), Longitude (-843092.10), Reference Point Offset (at), Nearest Cross Street (US90-W, Tennessee), Nearest Cross Street Offset (before), and Lane Map ((S)(T)(T)(S)). The Latitude and Longitude fields are highlighted with a red box.

The Lat/Long for TvT/TSS Links are defined using the SunGuide Link Editor. Reference the Software User's Manual (SUM) for instructions in how to use this editor properly. Note that the more accurate the links are drawn within the SunGuide Link Editor, the better they will appear within FL-ATIS.

Lat/Long Format:

Lat/Long values are saved within SunGuide in microdegrees (i.e. degrees x 10^6). Values entered into SunGuide in degrees are invalid and will not be displayed properly from FL-ATIS. Keep in mind that in Florida latitude and longitude values should fall within the following approximate ranges:

- Latitude Values in Florida: 24543532 to 30998800 microdegrees
- Longitude Values in Florida: -80030937 to -87636566 microdegrees

Values entered into SunGuide that lie outside the approximate range listed above are likely invalid and will not display properly from FL-ATIS.

Data Entry Style Guide for FL-ATIS

Note that when converting from degrees to microdegrees, if the available degrees value does not have at least six points of precision (or significant digits), the value must be padded with zeros.

For example:

The value 26.58 has a microdegrees value of 26580000

General Note on Lat/Long:

Lat/Long values entered into SunGuide should be as accurate as possible. Inaccurate Lat/Long values can result in:

- » CCTV cameras and DMS signs being placed a significant distance off the covered roadway
- » Travel Time or Personalized Services routes veering off the designated roadway or being incorrect or impossible

These inaccuracies reflect poorly on FDOT and the FL-ATIS System.

Latitude and Longitude values in SunGuide should place the EM or hardware location accurately on the map. EM Locations should appear on the map at the actual intersection, exit or mile marker. Device icons should appear on or adjacent to the roadway on which it is located when viewed at the lowest zoom level. Lat/Long on Interstates and other multi-lane highways should have different values for the different directions of travel (NB/SB or EB/WB), since FL-ATIS does show different Travel Time paths for the different sides of the highway.

There are many Internet tools available to assist in determining the accurate Lat/Long values for any given location.

Data Entry Style Guide for FL-ATIS

13. EM Extract Spreadsheets: Extended IVR Portion

This information is crucial to the operation of the FL-ATIS/511 system. It affects the basic functionality of the IVR (phone) system.

There are a number of specific fields in the Extended portion of the EM Extract spreadsheets that contain information used by the FL-ATIS IVR (phone) system to recognize what users request and deliver (speak) information to users. This information does not come from SunGuide, but is entered into the spreadsheet after the data is extracted from SunGuide. These specific fields include:

- “Alias ??”
- IVR Roadway Spoken Name
- Cross Street name and-or Exit # or other Location of Interest
- IVR Intersection Spoken Name
- Travel Time Links Segment Name

13.1. Roadway Alias field

Information in the “Roadway Alias” field is used to create alternate names for the Roadway Name which the IVR (phone) system will recognize. This is not a SunGuide field and it only exists in the Covered Roadways and EM Extract spreadsheets.

This field should include ALL variations of frequently used names for the Covered Roadway. These are any names a user might call a Covered Roadway when asking for information. The alias list can also include defunct names or names that are being phased out, but that are still in common usage among drivers. These aliases are used for recognition only and are not spoken out to the user.

NOTE 1: The “Roadway Name (Direction not to be read out)” field directly left of the Roadway Alias field is NOT picked up by the IVR, thus any entries that are in that field must be duplicated in the Roadway Alias field as well.

NOTE 2: Entries into this field MUST be separated by a comma. Parentheses are NOT recognized by the IVR as a separator, and other common separators are already in use in the roadway naming styles.

For example:

SR-528/ Beachline Expressway would also be called SR-528, The Beachline Expressway, The Beachline, or The Bee Line (no longer the official name of the roadway, though many people still refer to it that way)
Enter: State Road 528, The Beachline Expressway, The Beachline, The Bee Line, The 528

US-41 would also be called US-41/ Tamiami Trail, Tamiami Trail, 9th Street (in Collier County), or Cleveland Avenue (in Lee County)
Enter: US-41/ Tamiami Trail, Tamiami Trail, 9th Street, Cleveland Avenue, Highway 41

Florida’s Turnpike would also be called Turnpike or The Turnpike. Portions of the Turnpike are still referred to as the HEFT or Homestead Extension
Enter: Florida’s Turnpike, The Turnpike, Homestead Extension, HEFT, Ronald Reagan Turnpike

Data Entry Style Guide for FL-ATIS

J Turner Butler Boulevard would also be called JTB, JT Butler Boulevard and J Turner Boulevard, Turner Boulevard, JT Butler, J Turner
Enter: J Turner Butler Boulevard, JTB, JT Bulter Boulevard, J Turner Butler, JT Butler, J Turner, State Road 202

The IVR (phone) system will recognize aliases that are entered into the system, but may not immediately recognize additional names, such as casual, colloquial or rarely used names mentioned by system users. (For example, I-4 is also called SR-400, but most users will never call it SR-400.) Overloading the system with too many aliases could slow processing and create a frustrating experience for users, but the system needs to include as many aliases as users might reasonably be expected to use, so they get the information they want on their first request.

The IVR (phone) system is programmed to understand abbreviations such as: I, SR, CR, US and others, so there is no need to enter both SR-50 and State Road 50. However, all other alias names should be spelled out completely to avoid confusion.

For example:

Spell out "Old Saint Augustine Road" to avoid confusion between
St. (Saint) and St. (Street)
Spell out "Port Saint Johns Parkway"

Data Entry Style Guide for FL-ATIS

13.2. Roadway Spoken Name field

The “Roadway Spoken Name” is what the IVR (phone system) uses to speak out the name of a Covered Roadway to the user. This is not a SunGuide field and it only exists in the Covered Roadways and EM Extract spreadsheets

Entries in this field should duplicate what is in the SunGuide Roadway Description (see Section 1) field to provide the FL-ATIS system with consistency among IVR, Web and other delivery methods.

The Roadway Spoken Name should include the top one or two names for a roadway that a user will expect to hear repeated.

For example:

SR-826 should be SR-826/ Palmetto Expressway since most users will ask for one or the other and expect to hear repeated back what they asked for.

SR-50 should be SR-50/ Colonial Drive

Roadway Spoken Name should therefore follow the same format as the Roadway Description, but for the spoken word:

Interstate Highways:

I-XX (“I” is spoken as “eye”) and where XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

U.S. Roads:

US-XX (where “US” is spoken as “you ess” and XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

State Roads:

SR-XX (where “SR” is spoken as “State Road” and XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

County Roads:

CR-XX (where “CR” is spoken as “County Road” and XX is the number of the highway, whether it is 1, 2 or 3 digits in length)

Named Roadways:

Do not include abbreviations in roadway names. We cannot assume everyone is going to know what our abbreviations mean.

For example:

J Turner Butler Boulevard instead of JTB or Butler Boulevard

Orange Blossom Trail instead of OBT or The Trail

When a direction is part of a roadway name, the direction should be used.

For example:

North Jones Road

Southwest Davis Boulevard

East Branch Highway

Direction of travel (Northbound, Southbound, etc.), when not a part of the roadway name, should not be included.

Data Entry Style Guide for FL-ATIS

13.3. Cross Street Alias field

Information in the “Cross Street Alias” field is used by the IVR (phone) system to recognize the location along a Covered Roadway for which a user wants information. This relates to EM Location Long Name and EM Reference Point Long Name. The system will recognize any name combination entered into this field when a user requests information.

NOTE 1: This field should include ALL variations of frequently used names for the Cross-Street or Exit.

NOTE 2: This field MUST include either the exit number (Exit XX Y — where XX is the exit number, whether one, two or three digits, and Y is the letter suffix, A, B, C, D, etc. the XX and Y should be separated by a space) or Mile Marker number (MM XX) and the Cross Street or Location Name.

Do NOT include both a Mile Marker and Exit number, as the IVR (phone) system understands the two are normally interchangeable.

This information must be entered in this Cross Street Alias field since the IVR does NOT read from other fields in the database to determine the exit or mile marker.

NOTE 3: Entries into this field MUST be separated by a comma. Parentheses are NOT recognized by the IVR as a separator, and other common separators are already in use in the roadway naming styles.

For example:

Exit 80 B: US-17/92 /US-441/ Orange Blossom Trail, Exit 80 B: OBT, Exit 80 B: US-17/92, Exit 80 B: US-441, Exit 80 B: 17/92, Exit 80 B: 441, US-17/92 /US-441/ Orange Blossom Trail, OBT, US-17/92, US-441, 17/92, 441, Exit 80 B

MM 229: Canoe Creek Road, Canoe Creek Road, Canoe Creek, MM 229

The information in this field should be as generic as possible to avoid confusion within the system. Any differences in a Cross Street Name will cause the system to believe they are two different locations, and request the user to clarify their request.

For example:

An entry of “Southwest 8th Street” in one row and “Southwest 8th Street East” in another will cause the IVR (phone) system to believe they are different locations. These entries should reflect a more generic version of the intersection name, “Southwest 8th Street,” to avoid this confusion.

Roadway names in this field should also be spelled out completely and should be entered consistently each time.

For example:

The IVR (phone) system does not know that Martin Luther King Boulevard, Martin Luther King Blvd and MLK Boulevard are the same roadway. It believes they are different, and will ask a user to clarify their request. Usually, the system would then say something like, “Did you mean Martin Luther King Boulevard, Martin Luther King Boulevard or MLK Boulevard?”

The Cross Street Alias field should NOT include the offset (before, at, beyond, ramp to, ramp from) or any information contained in another field. This, too, will cause the IVR (phone) system to ask the user to clarify their request.

Data Entry Style Guide for FL-ATIS

Special Note regarding Missing Mile Markers

In some Districts, not every Mile Marker is entered as an EM Location. This could mean that a user asking for information near a missing mile marker, might not receive information on their location, or their request could be entirely rejected by the system as being invalid.

To prevent such an occurrence, when a District decides to “skip” a mile marker between EM Locations, the “missing” mile markers are entered into the nearest “Cross Street name and-or Exit # or other Location of Interest” field to the skipped mile marker. Since these entries are completely manual, the cells containing these entries should be annotated (highlighted) to show that they contain additional information beyond the actual Location information otherwise shown on that row in the spreadsheet.

Data Entry Style Guide for FL-ATIS

13.4. Cross Street Spoken Name field

The “Cross Street Spoken Name” is what the user hears when an incident or event is located at (or near) that exit or intersection. The spoken name may also be used to confirm a location when a user asks for something contained in a Cross Street name and-or Exit # or other Location of Interest field.

This field should include enough information to let the user know the system has correctly heard their request for a location along a Covered Roadway. Keep the name as brief as possible to help the user and maintain brevity in the system.

The Cross Street Spoken Name is not a SunGuide field, but should closely follow the EM Location Long Name field (see Section 2) to provide the FL-ATIS system with consistency among the IVR, Web and other delivery methods.

When the location is an Exit, always include “Exit XX” in the spoken name.

When the location is a Mile Marker, even if the location also has a cross-street name, the term “Mile Marker XX” should always be included in the spoken name.

Always list “Exit XX” or “Mile Marker XX” first, followed by the name, where applicable, to make all IVR (phone) voice prompts consistent among the districts. Do not assume this edit will be made when the voice prompts are recorded.

The IVR Intersection Spoken Name should follow this format:

Exit XX: Name of Exit

For example:

Exit 8: Florida's Turnpike/ US-441/ SR-7

Exit 19: I-595/ SR-862

Exit 25: SR-84/ SW 24th St/ Marina Mile Blvd

Exit 80B: US-441/ Orange Blossom Trl SB

Exit 10A: I-95 NB

Exit 18: SR-858/ Hallandale Beach Blvd

IVR Intersection Spoken Name should not include:

Covered Roadway (Roadway Description) name

For example:

A location on I-4 should not include “I-4” in its name

The offset or reference to “before, at, after, ramp to or ramp from”

City, Metro Area or County name

Abbreviations (unless otherwise noted). We cannot assume everyone is going to know what our abbreviations mean.

For example:

Residents in Jacksonville frequently refer to J Turner Butler Boulevard as JTB or Butler Boulevard. However, those less familiar with the road will look for the full roadway designation.

Another example, residents in Orlando frequently refer to Orange Blossom Trail as OBT or The Trail. To foster understanding of the broadest possible audience, always use the full name of the roadway.

Toll Plazas should include an additional description to make it clear to the user which toll plaza is being referenced.

Data Entry Style Guide for FL-ATIS

For example:

Broward County Alligator Alley Toll Plaza
Collier County Toll Plaza

Data Entry Style Guide for FL-ATIS

13.5. Travel Time Links Spoken Name field

On the TVT Links Spreadsheet, this column is shown as “Travel Time Links Spoken Name (New - With End Points)”

The spoken name of the Travel Times Links is not derived from SunGuide data. Even though the names of the end points may be EM Locations, they are not directly linked in SunGuide.

The names of the Travel Time Link Segments are based on the end points and direction of travel, and should follow this format (the covered roadway name is not spoken, and the FL-ATIS system add the “from” automatically):

Starting Point (MM XX, Exit XX or Cross Street)

to

Ending Point (MM XX, Exit XX or Cross Street)

For example:

Broward/ Miami-Dade Line to I-595

NW 67th Ave to I-75

I-10 to J Turner Butler Blvd

Exit 45: I-4 to Exit 39: SR-60/ West Tampa Airport

County lines must refer to the two counties.

For example:

Broward/ Palm Beach County line to MM XX

Additional Note on TVT Links and FL-ATIS:

There are other aspects of TVT Links beyond the naming that affect FL-ATIS functionality.

TVT links that overlap can create confusion and frustration among 511 users, for example when a user selects a start and end point (on a roadway) and is then presented with information from multiple links along the same roadway.

Overlapping TVT links (where a single point on a highway is included in multiple TVT links) should to be kept to a minimum, except where this might create gaps in reporting.

There are additional guidelines for TVT links being developed to address current system inconsistencies.

List of Acronyms

| | | |
|----------------|---|-------------------------------------------------------------------------------------------------------------|
| CCTV | — | Closed Circuit Television cameras (also called traffic surveillance cameras) |
| DMS | — | Dynamic Message Sign (also called Variable Message Signs or overhead message signs) |
| EM | — | Event Management, as defined by SunGuide |
| FDOT | — | the Florida Department of Transportation |
| FL-ATIS | — | Florida Advanced Traveler Information System (also referred to as Florida's 511) |
| IVR | — | Interactive Voice Response (the telephone portion of 511 that hears and recognizes voice prompts by a user) |
| MUTCD | — | Manual for Uniform Traffic Control Devices |
| RPG | — | Response Plan Generator, as implemented in SunGuide |
| TVT | — | Travel Time |

Change Tracking Table

Release 1.0: March 20, 2009

No previous versions or releases.

Release 1.1: April 8, 2009

Section 2. EM Location Long Name: note added to provide timing for data changes. Edited to allow abbreviations of Mile Marker. Edited to allow Exit number entries optional for Districts pending a FL-ATIS enhancement.

Section 3. Cities and Metro Areas: note added to provide timing for data changes, edits to clarify use of the Metro Area field

Section 4. EM Reference Point Long Name: note added to provide timing for data changes, edits to clarify use of data in My Florida 511 Personalized Services, remove requirement to spell out Mile Marker and allow it to be abbreviated MM. Copy edited to make field compatible with DMS requirements.

Section 5. TVT Link Description: note added to provide timing for data changes. Edited to allow for roadways with multiple directions of travel.

Section 6, DMS Location Description: note added to provide timing for data changes. Edited to remove SunGuide offsets and replace with directional offsets.

Section 7, DMS Messaging:

Section 7.1, DMS Messaging: Covered Roadways: removed references to SunGuide fields and added reference to SunGuide Software User's Manual. Note added to provide timing for data changes.

Section 7.2, DMS Messaging: EM Locations: removed detail and referred users to Section 4 for information about updating EM Reference Point Long Name.

Section 8, CCTV Location Description: note added to provide timing for data changes. Edited to allow abbreviation of Mile Marker. Edited to remove direction reference from most CCTV locations, allowing exceptions when necessary. Edited to remove SunGuide offsets and replace with directional offsets.

Section 9, Primary & Secondary Alternate Roads: note added to provide timing for data changes and reinforce the optional nature of this field.

Section 10.2. IVR Roadway Spoken Name field: changed "State Route" to "State Road"

Release 1.3: May 4, 2008

Section 4, EM Reference Point Long Name: this section was edited to allow an exception to the Style Guide for TIM operational needs, allowing Reference Points to include Mile Marker number before cross street name

Section 5, Exit Number and Suffix: this section was added new to give direction about entering exit numbers and how to deal with interchanges between covered highways. All subsequent sections were re-numbered, accordingly.

Section 6, Mile Marker: this section was added to give new direction about entering Mile Markers as EM Locations on highways with roadside mile markers. All subsequent sections were re-numbered, accordingly.

Section 9, CCTV Location Description: this section was edited to request Districts to make the hard-coded location description on cameras match the location description in SunGuide for FL-ATIS.

Data Entry Style Guide for FL-ATIS

Section 12, EM Extract Spreadsheets: Extended IVR Portion: Edits made to make IVR (phone) covered roadway, cross street and intersection naming consistent and complete throughout the system.

Release 1.4: Aug. 18, 2010

Old Section 12 (New Section 13), EM Extract Spreadsheets: Extended IVR Portion: Edits made to the titles of the various columns and sections for brevity and consistency, including Roadway Alias, Roadway Spoken Name, Cross Street Alias and Cross Street Spoken Name.

Crucial notes on each section modified to be consistent with fact that the FL-ATIS system has already launched.

New Section 12 added to cover requirements for Latitude and Longitude. Previous Section 12 is renumbered to Section 13.

Travel Time Links Segments Name field (section 13.5) was changed to Travel Time Links Spoken Name field.

Release 1.5: Sept. 30, 2010

Added new instructions in EM Reference Point Long Name to places spaces between letters in anything that needs to remain all caps.

Added new instructions to Roadway Name that roadways which have different local roadway names between counties or districts should maintain consistency in naming.

Added two notes to Cities/Metro Areas: multiple cities can be entered when separated by a comma, and City and Metro Areas should be left blank for EM Locations outside of cities.

Release 1.6: March 31, 2011

Edited the EM Reference Point Long Name to replace abbreviation rules. The *Manual for Uniform Traffic Control Devices* (MUTCD) replaces the US Postal Service guidelines as the authority for abbreviations.