



TxDOT Active Engineering and Engineering Related Contracts (Rider 51) Dashboard User Guidance

TxDOT/Professional Engineering and Procurement
Services Division

09/01/2025/Version 1.0

This is a guidance document for the **TxDOT Active Engineering and Engineering Related Contracts (Rider 51)** dashboard. This dashboard displays basic contract information for contracts that have been executed, but not yet terminated (active), and those that may be in suspended status.

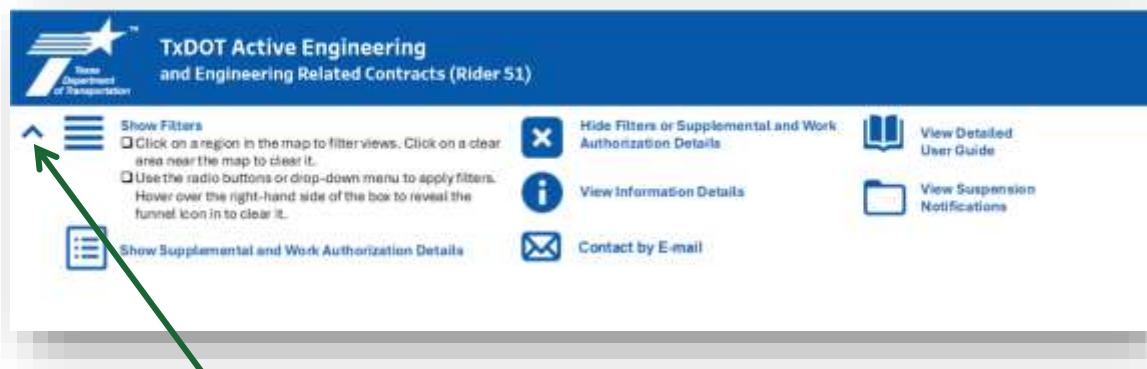
1. Bookmark this dashboard using the following link:
<update with link here>.
2. Hover over the **info icon** to see detailed notes. This will show the current data scope.



3. Click the book icon to view this User Guidance.



4. Hide or show the Help window using the up or down arrow.



Hide Help Window

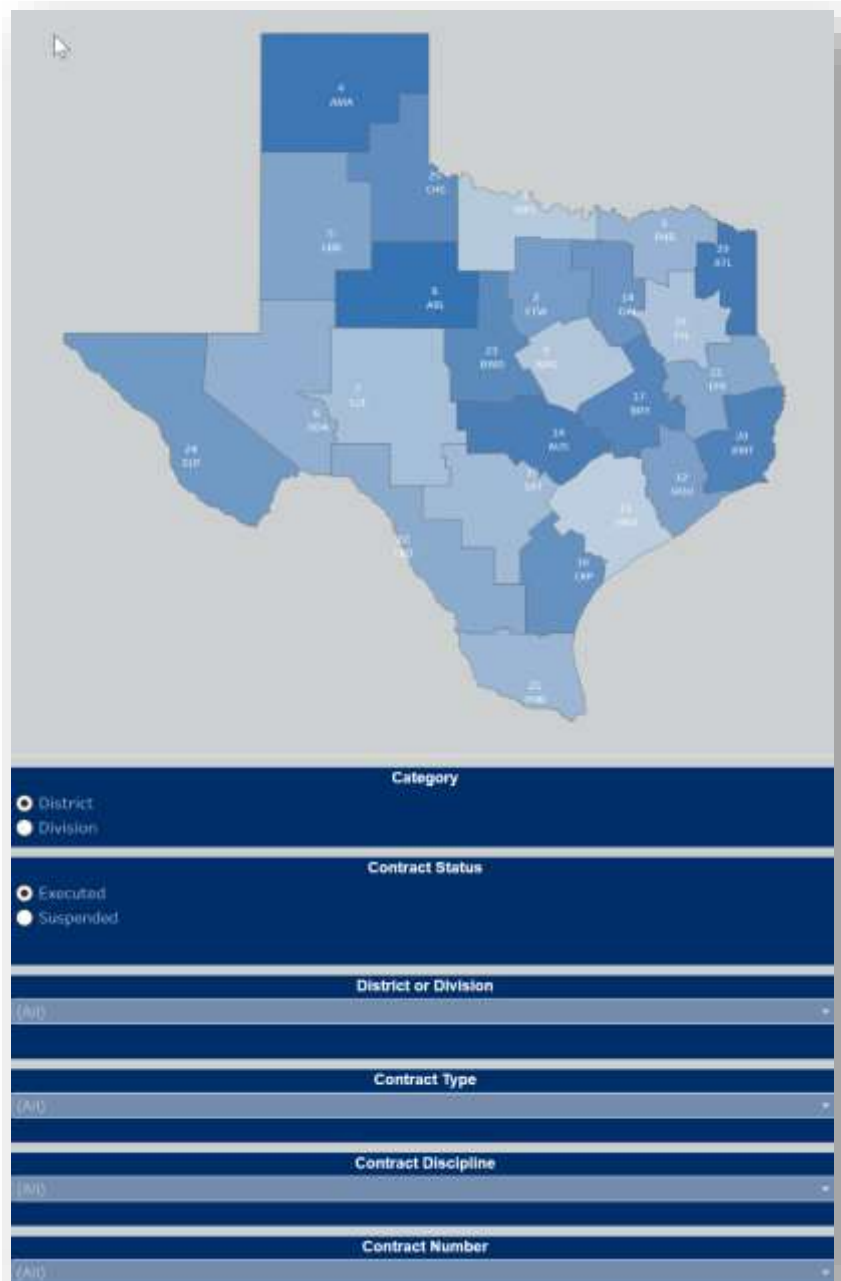


Show Help Window

5. Use the **filters** to select and customize the view.



- Click a region on the map to limit the work authorization by district or division.
- All divisions are represented by Austin district on the map.
- If there is no geography for the Work Authorization, then the map will display the Contract's district or division.
- Click on a region near the map to clear the map filter.



- Filter by Category, Contract Status, District or Division name, Contract Type, Contract Discipline Type, and Contract Number.
- Note that filters have an autofill functionality. Enter text in the textbox to narrow down options. All filters have this functionality and can be used simultaneously.
- Click on any open white space in the dashboard to apply a selection.
- Check the **ALL** option or click on the **x** near the **funnel icon** to clear filters.



6. Hide the filters by clicking on the large **X** icon located in the top menu.



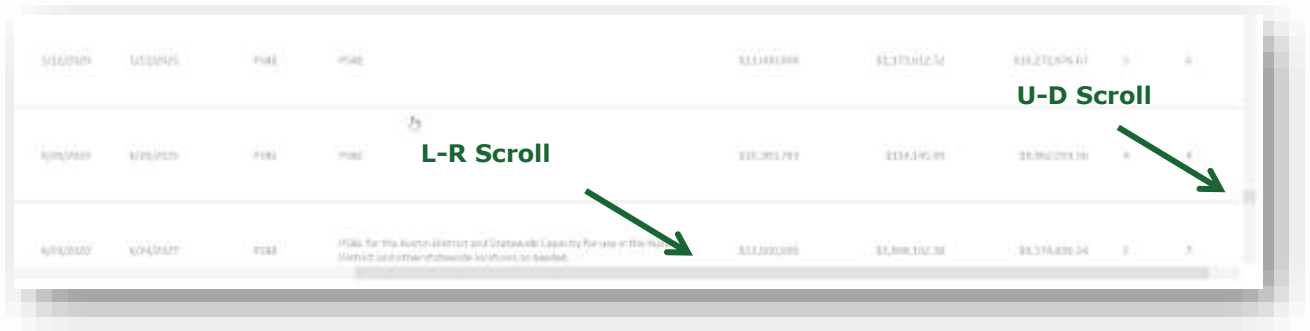
- Click on the three horizontal bars to view the filter options again.



7. The main display shows contracts and relevant information including, but not limited to, the contract type, discipline type, contract district, execution and termination dates.

Contract Number	Contract Type	Contract District or Division	Firm Name	Contract Execution Date	Contract Termination Date
012SDP5001	SDWD	Paris	VOLKERT, INC.	7/1/2022	7/31/2028

- Drag the **gray bar** on the right-hand side or the bottom of the main window to scroll up and down or left to right



- Click on the details icon to view supplemental or work authorization details (ID/Number and execution dates).



- Select a contract number in the main display to filter the supplemental details window.

Select Contract Number to filter supplemental details.

SA & SWA ID/Number and Execution Dates

The screenshot shows a dashboard with a table of contracts. The first contract, 010DP1030, is highlighted in blue. An arrow points from the text "Select Contract Number to filter supplemental details." to this highlighted row. Below the main table, there are two sections: "Supplemental Agreements" and "Work Authorizations (WA) and Supplemental Work Authorizations (SWA)". An arrow points from the text "SA & SWA ID/Number and Execution Dates" to the "Work Authorizations" section, which contains a table with columns for Contract Number, WA Number, WA District or Division, WA Execution Date, SWA Number, and SWA Execution Date.

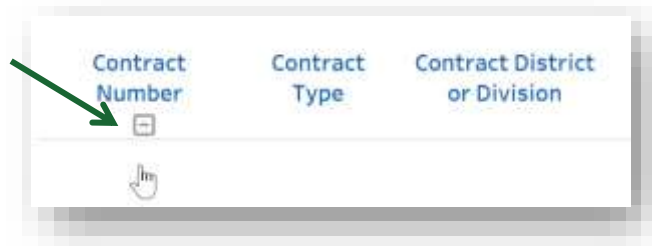
Supplemental Agreements				Work Authorizations (WA) and Supplemental Work Authorizations (SWA)					
Contract Number	Contract District or Division	Contract Supplemental Agreement ID	Contract Supplemental Execution Date	Contract Number	WA Number	WA District or Division	WA Execution Date	SWA Number	SWA Execution Date
010DP1030	Paris	02	4/12/2022	010DP1030	2	Paris	4/16/2021	1	9/23/2021
								2	10/18/2021
								3	6/6/2026

- Hide the supplemental details by clicking on the large **X** icon located in the top menu.



10. Use the **plus or minus symbol** to expand/collapse columns to view/hide details.

- Hover over the header Contract Number, a **minus** (-) sign will appear, indicating **collapsible** capability. Click it to hide columns.



- Hover over the header Contract Number, a **plus** (+) sign will appear, indicating **expandable** capability. Click it to show columns.
- Continue to expand the fields until the plus sign no longer appears. This means the view is fully expanded.



11. Click on the folder icon to view notification letters for suspended contracts.



12. Click on the contact icon to e-mail icon to send inquiries to PEPS_Controls_Center@txdot.gov.

