

User's Manual

KYTC Landslide Hazard Rating System Web Application

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1. INTRODUCTION

The Kentucky Transportation Cabinet's (KYTC) Landslide Hazard Rating System web application¹ -- <http://kylhrs.uky.edu/> is intended to be a platform for submitting landslide hazard information to KYTC centered database by KYTC personnel. The system is set up to automatically fill in hazard scores based on survey data input from the users and is intended to be used from **Info. & Rating** tab at the page settings. The user can submit their pictures and documents from **Attachments** tab as well.

It is anticipated that there will be two (2) primary users of the web application — KYTC Engineers and Officers engaged in repairing and administrating landslide hazards along the Kentucky highway. Primary users (Submitters) from districts or counties can submit landslide hazard surveys online, central office can accept surveys online, and communications circulate among submitters and central office when they submit or accept landslide hazard surveys.

To assist users of the web application, the following sections highlight many of its features and provide guidance on their use. The web application's various graphical user interfaces are illustrated and described.

¹ Referred to hereafter in this guide as *web application*.

2. OVERALL WEB PAGE SETTING

All functioning web pages on the web application are divided into three sections — **Header**, **Main Content**, and **Footer** (Figures 1).



Figure 1. Overall web page setting: Links to other pages and LOGIN page are in Header Portion

2.1 Header

The **Header** is fixed at the top of each page and has two different settings for before and after login. The content present before *and* after login include web title, date and time, and links to **HOME** and **INSTRUCTIONS**. Before login, there are also links to **LOGIN** (upper right corner of the page), **REGISTER**, **FAQ**, and **CONTACT US**. After login, the user's first name appears on the top line and the **LOGIN** link is replaced with **LOGOUT** in the top right corner. Links for **EXISTING SITE**, **NEW SITE** and **MY ACCOUNT** appear for users who are registered as Submitters and Central Office Landslide Hazard Rating System manager. Additional link, **USER ADMIN** appears for Central Office Landslide Hazard Rating System manager.

2.2 Main Content

The **Main Content** section of each page hosts the different functioning pages, which are illustrated in detail later.

2.3 Footer

The **Footer** contains links to related web sites such as **KYTC Division of Maintenance**, **Kentucky Transportation Cabinet**, and **Kentucky Transportation Center**.

3. USER AS A NON-REGISTERED USER

Non-registered user can register as **Submitter** and receive instant approval from the web application's management system. The functions described below are available to non-registered users in the **Header** section.

3.1 HOME – Default Page of Web Application

The **HOME** link is the first link in the **Header**'s last line (Figure 1). Clicking this link loads the web application's home page (Figure 1). This is the web application's default page and briefly introduces the application.

3.2 REGISTER – Get Approval Instantly from Web Application Management System

The **REGISTER** link is the second link in the **Header**'s last line (Figure 1). After clicking this link, users are asked to supply personal information to create their account (Figure 2). If a red asterisk appears next to a field, the user must provide the required information to complete their registration. Required information includes **First Name, Last Name, Email** (which is used as the **Login ID** by the user and for all correspondence email sent by administrators), **Password** (created by the user), **Phone Number, Street Address, City, State, Zip Code, Country,** and **Organization. Submitter** is the only option for user **Designation** for now. If registrant's email domain contains "gmail" or "yahoo", or does not exist in current user database, they will be assigned as a **UserTBA** temporarily and wait further verification by administrator from web application. The **UserTBA** can view all the existing sites in different stages, such as **Surveyed, Submitted, Accepted,** and **All Existing Sites**. Some information (e.g., **Fax Number, Web Site,** and **Description**) is optional. Information supplied by the user is confidential and maintained in the web application management system. Passwords are encrypted and stored in the web application management system as well.

After the user enters all the required information and clicks the **Register** button, the page shown in Figure 3 appears. This page informs the user: *"An activation link has been sent to your email address. Please follow the instructions in the email to activate your account."*



Registration

Please provide following information to create your account

First Name *

Last Name *

Email *

This will be your Log In ID
An account activation Email will be sent to this address
Also, in case you forget your password, this address will be used for reset

Password * Minimum 6 characters

Retype Password *

Phone Number xxx-xxx-xxxx *

Fax Number [optional]

Web Site [optional]

Address 1 Street Number Street Name *

Address 2 [optional]

City *

State *

Zip Code *

Country *

Organization *

Designation Submitter

Description

* Required Fields

Figure 2. REGISTRATION screen



Registration

An activation link has been sent to your email address.
Please follow the instructions in the email to activate your account.
Thank you!

Read Carefully

Figure 3. Information after **Register** button is clicked

Figure 4 is an image of the email sent to the user.

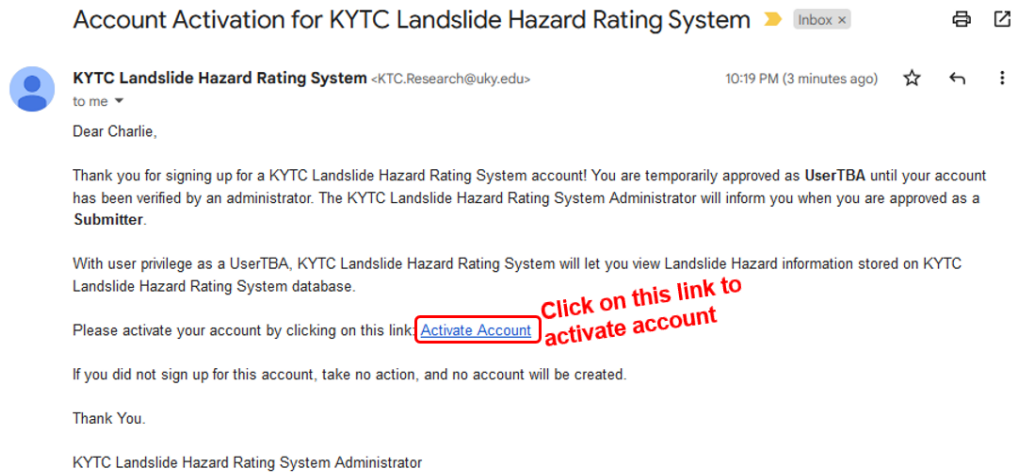


Figure 4. Email provides a link to activate user's account

A user can automatically activate their account by clicking on the link provided in the email. The **Activation** page (Figure 5) informs the new user of their account activation status. If activation is successful, the registered user may click on the **LOGIN** link, which is located on the upper right corner of the page, to log into the system by using **LOGIN** page (Figure 10).

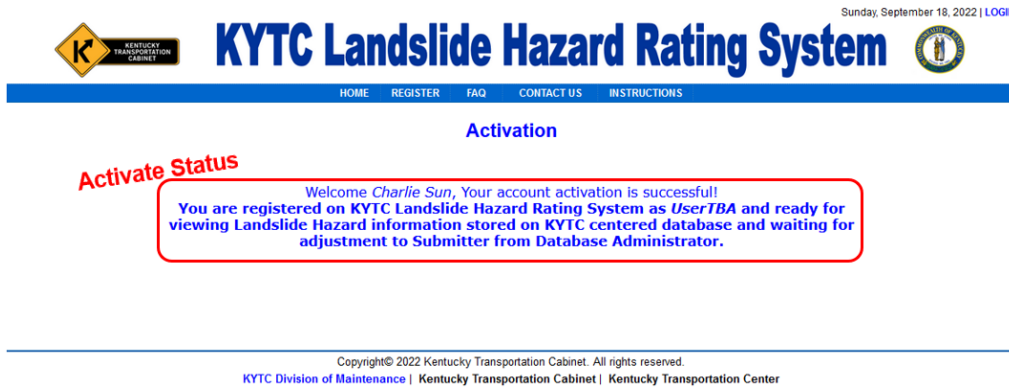


Figure 5. Screen after activating user's account

3.3 FAQ – Frequently Asked Questions

FAQ link is the third link in the **Header**'s last line (Figure 1). This link provides straightforward answers to frequently asked questions about the web application (Figure 6).

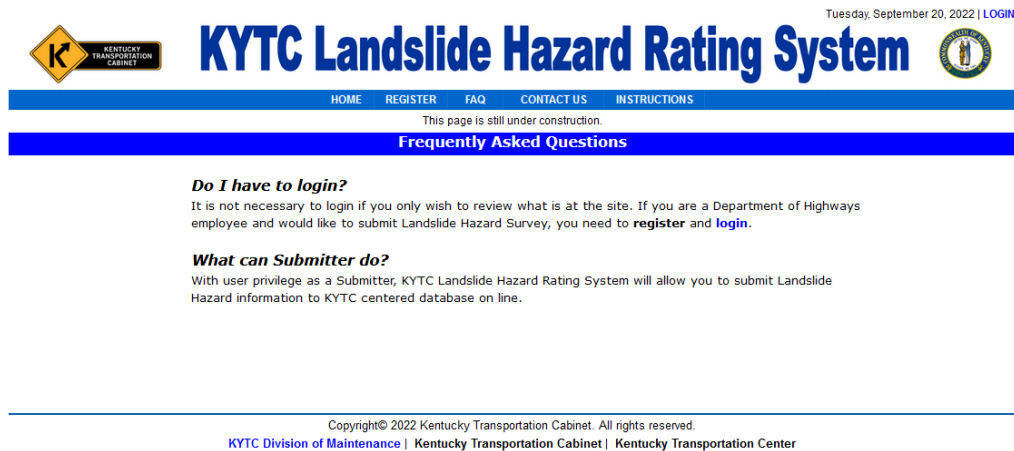


Figure 6. FAQ page provides straightforward answers to frequently asked questions about the web application

3.4 CONTACT US – Communicating with Web Application Administrator

The **CONTACT US** link is the fourth link in the **Header**'s last line (Figure 1). The **CONTACT US** page offers a portal for users to communicate with a system administrator (Figure 7). The users may either use physics address to send regular mail; or they may supply the required information and click the **Send** button. Clicking the **Send** button generates an email that is sent by the system to both the sender and the web application administrator.

Sunday, July 31, 2022 | [LOGIN](#)

KYTC Landslide Hazard Rating System

HOME REGISTER FAQ **CONTACT US** INSTRUCTIONS

Contact Us

Please contact **Division of Maintenance**, Kentucky Transportation Cabinet via email, phone or the form below if you have any comments, questions, suggestions, or concerns about Landslide Hazard Rating System web site.

You can send regular mail to:

Division of Maintenance
200 Mero Street
Frankfort, KY 40622
Phone: (502) 564-4556

Use this address to Send regular mail

Or, you can send email by filling following information:

Your Name *

Email Address *

Organization

Phone Number

Fax Number

Subject *

Comments *

*Required Fields

Send message after filling in all the information

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Figure 7. **CONTACT US** screen

3.5 INSTRUCTIONS

The **INSTRUCTIONS** link is the **Header**'s final link (Figure 1). Under this link, users find a *Quick Start Guide* and a *User's Manual* (Figure 8). The *Quick Start Guide* presents a brief instruction for using this web application; the *Manual* provides more detailed instructions. Users can view it online or download a copy for printing.



Figure 8. **INSTRUCTIONS** screen

4. USER AS A SUBMITTER

Submitter is a registered user and belongs to a major group on the web application. They can instantly activate their account after registering and following directions shown on the screen. If the **Submitter** does not activate their account, the administrator can send them a notification email with the activating link or activate the account on their behalf. Personal information can be modified by clicking on the **MY ACCOUNT** link. Unlike non-registered users, a **Submitter** can access accepted landslide hazard sites as well as the landslide hazard surveys **Initiated**, **Submitted**, and **All Existing Sites** (Figure 9). A **Submitter** also can submit their landslide hazard surveys or share surveys with other submitters who are in the same group, submit their surveys online, and upload attachments.



Figure 9. Submitters can view all the surveys at different stages

4.1 LOGIN

Figure 10 displays the **LOGIN** page. This page is the gateway for registered users to access the web application. A **Submitter** may **Log In** by entering their email address, password into the appropriate fields in the **Login** area, and clicking on **Sign In** button.

The screenshot shows the login interface for the KYTC Landslide Hazard Rating System. At the top, there is a blue navigation bar with the KYTC logo on the left and links for HOME, REGISTER, FAQ, CONTACT US, and INSTRUCTIONS on the right. The page title is "KYTC Landslide Hazard Rating System" in large blue font. Below the title, the word "Login" is centered. A message reads "Please login using your Email Address and Password." The form consists of two input fields: "Email Address" and "Password". A red box highlights both input fields, with a red diagonal annotation that says "Type email address and password to login". To the right of the "Password" field is a "Forgotten Password" link, which is circled in red with another red diagonal annotation that says "Forgotten Password". Below the input fields is a blue "Sign In" button. At the bottom of the page, there is a copyright notice: "Copyright© 2022 Kentucky Transportation Cabinet. All rights reserved. KYTC Division of Maintenance | Kentucky Transportation Cabinet | Kentucky Transportation Center".

Figure 10. **LOGIN** page

4.2 FORGOTTEN PASSWORD

If user forgets their login password, they can click **Forgotten Password** link shown in Figure 10. Clicking this link takes the user to a page where they can reset their password (Figure 11). On the **Forgotten Password** page, a user enters their registered email address and clicks the **Reset Password** button. This creates a temporary, randomly generated password and emails it to the user. An instance instruction is shown on screen (Figure 12) and the email is like one in Figure 13. Once the user logs in with their temporary password, the user is prompted to immediately proceed to the **MY ACCOUNT** page and update their password.

Sunday, July 31, 2022 | LOGIN

KYTC Landslide Hazard Rating System

HOME REGISTER FAQ CONTACT US INSTRUCTIONS

Forgotten Password

To reset your password, please enter the email address when you registered on Landslide Hazard Rating System.

Email Address:

[Reset Password](#)

Click to reset password *Input email address when registered on KYTC HRS*

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Figure 11. **Reset Password** screen

Sunday, July 31, 2022 | LOGIN

KYTC Landslide Hazard Rating System

HOME REGISTER FAQ CONTACT US INSTRUCTIONS

Forgotten Password

An email has been sent to [redacted].
In the email you will find a temporary password to log in.
You will be redirected to the Login page in seconds.

Read carefully

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Figure 12. Brief instruction is shown on screen

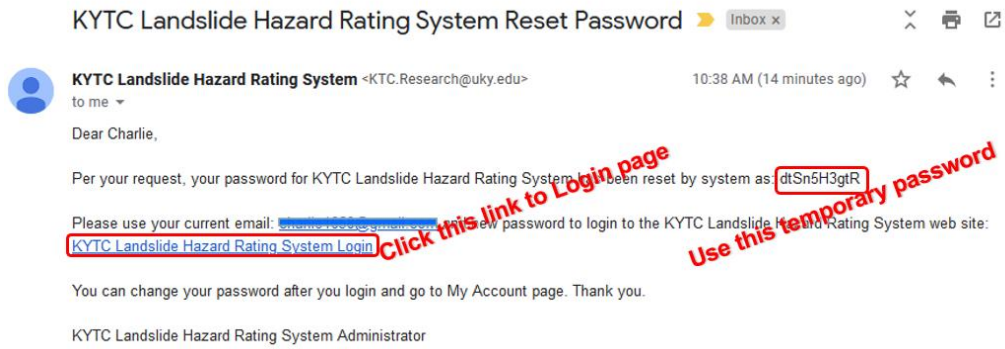


Figure 13. Temporary password created and included in email

4.3 Starting Page after LOGIN

The **INSTRUCTIONS** page (Figure 9) appears following login. The **Submitter** has access to new links like **EXISTING SITE**, **NEW SITE**, and **MY ACCOUNT**. A submitter can edit their own and their group’s existing surveys which have not been submitted from the site list; they can enter the new survey by clicking on **NEW SITE** link; and they can modify their personal information by clicking on **MY ACCOUNT** link.

4.4 EXISTING SITE

Sub-links for **Surveyed**, **Submitted**, **Accepted** and **All Existing Sites** will show up when a user mouse over the link **EXISTING SITE** (Figure 9). Each sub-link will open a corresponding list per site status. Figure 14 shows a list including all existing sites currently housed in the web application when the sub-link **All Existing Sites** is clicked. All titles of columns function like “**sort by**” key when any title is clicked. The list in Figure 14 is sorted by column of **County**, which is default sort order. The first clicking on any title will bring list sorted ascending by this column; the second clicking on same title will bring list sorted descending by this column. Keeping clicking on same title will bring the list sorted back and forth between ascending and descending by this column.

The screenshot shows the KYTC Landslide Hazard Rating System interface. At the top right, it displays the date 'Sunday, September 25, 2022' and the user 'Hello, Charlie' with a 'LOGOUT' link. The navigation bar includes 'HOME', 'EXISTING SITE', 'NEW SITE', 'MY ACCOUNT', and 'INSTRUCTIONS'. The main heading is 'List of Existing Landslide Hazard Sites'. Below this is a search bar with the text 'String Included:' and a 'Search Design' button. The table below lists the following data:

District	County	Route No.	AADT	Hazard Score	Consequence Score	Total Score	Total Repair Cost	Survey Date	Submit By	Submit Date	Accept Date
6	Boone	I 275	13375	144	54	7776	20000.00	2022-7-30			
8	Clinton	KY 696	1043	306	96	29376	30000.00	2022-7-31			
11	Harlan	KY 38	1760	288	48	13824	50000.00	2022-7-31			
6	Kenton	KY 1486	1436	162	48	7776	30000.00	2022-7-31			
12	Lawrence	US 23	25797	282	210	59220	50000.00	2022-7-31	Charlie Sun	2022-7-31	2022-7-31
10	Owsley	KY 847	260	306	114	34884	40000.00	2022-7-31	Charlie Sun	2022-7-31	
11	Whitley	KY 92	2453	270	150	40500	50000.00	2022-7-31			

At the bottom of the page, there is a copyright notice: 'Copyright© 2022 Kentucky Transportation Cabinet. All rights reserved. KYTC Division of Maintenance | Kentucky Transportation Cabinet | Kentucky Transportation Center'.


Figure 14. List of all existing sites sorted by County when the sub-link **All Existing Sites** is clicked

Users can view site detail information by clicking on an item in any column, such as **District**, **County**, **Route No.**, **AADT**, **Hazard Score**, **Consequence Score**, **Total Score**, or **Total Repair Cost** from the list in Figure 14. Two (2) tabs are visible to users on the view site page —**Info. & Rating** and **Attachments**.

4.4.1 Info. & Rating – Shows site information and rating

Figure 15 displays contents under the first tab, **Info. & Rating**. This tab contains detailed information, including Site Information, Hazard Factor Rating, Consequence Factor Rating, and Overall Score and Comments. The button, Print Survey Form can print survey information on screen in PDF format.

Friday, September 23, 2022 | Hello, Charlie | LOGOUT



KYTC Landslide Hazard Rating System

HOME EXISTING SITE MY ACCOUNT INSTRUCTIONS

[View Site](#)

Info. & Rating Attachments

Site Information

Survey No. Survey Date

County District

Route No. Direction

Speed Limit M.P.H. Site Description

MP from to Latitude Longitude

Hazard Factor Rating

Annual Precipitation (in.) <input type="text" value="48.76"/> <small>Based on data 6/2021 - 5/2022</small>	Annual Precipitation Score <input type="text" value="3"/>
Influence of Surface Water <input type="text" value="Seasonal Drainages"/>	Influence of Surface Water Score <input type="text" value="9"/>
Pavement Damage <input type="text" value="Extensive Cracking: > 6 in. offset"/>	Pavement Damage Score <input type="text" value="81"/>
Failure Frequency <input type="text" value="Movement observed annually"/>	Failure Frequency Score <input type="text" value="27"/>
Slope (Rise : Run) <input type="text" value="(Rise : Run) ≥ 1 : 1"/>	Slope Score <input type="text" value="81"/>
Height of Slope (ft.) <input type="text" value="80"/>	Height of Slope Score <input type="text" value="81"/>

Consequence Factor Rating

Depth to Slide Plane (ft.) <input type="text" value="H0"/>	Depth to Slide Plane Score <input type="text" value="81"/>
Road Width Affected <input type="text" value="50% - 75%"/>	Road Width Affected Score <input type="text" value="27"/>
Length of Highway Affected (ft.) <input type="text" value="350"/>	Length of Highway Affected Score <input type="text" value="9"/>
AADT <input type="text" value="25797"/> <small>KYTC Traffic Count</small>	AADT Score <input type="text" value="81"/>
Detour Options <input type="text" value="Onsite, lane shift, reduce Speed"/>	Detour Options Score <input type="text" value="9"/>
Annual Maintenance Costs <input type="text" value="5000.00"/>	Annual Maintenance Costs Score <input type="text" value="3"/>

Rating Remarks

Overall Score and Comments

Hazard Score: Consequence Score: Total Score:

Total Repair Costs

Rating Comments

[Print Survey Form](#)

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Figure 15. Landslide hazard site detail information and rating

4.4.2 Attachments – Shows uploaded attachments by submitter

On the **Attachments** tab, the user may view or download attachments about this site uploaded by the submitter (Figure 16). Clicking on a file name will view this attachment.

Friday, September 23, 2022 | Hello, Charlie | LOGOUT

KYTC Landslide Hazard Rating System

HOME EXISTING SITE MY ACCOUNT INSTRUCTIONS

View Site

Info. & Rating **Attachments**

Select the attachment you wish to view and click on it. If a window appears asking DO YOU WANT TO SAVE THIS FILE? that means you must save the file to your hard drive. We apologize for the inconvenience.

Attached Files for This Landslide Hazard Site

File Name	Type	Size	Uploaded By	Organization	Date
7455_1.jpg	image/jpeg	44460	Charlie Sun	UKTC	Jul 31, 2022
7455_2.jpg	image/jpeg	36356	Charlie Sun	UKTC	Jul 31, 2022

Link to the site documents (Limited to 120 characters):

Print Survey Form

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Figure 16. Layout under **Attachments** Tab

4.5 NEW SITE – Create and Submit a New Landslide Hazard Survey

The **Submitter** can enter a new landslide hazard site information by clicking the **NEW SITE** link. The page displayed in Figure 17 appears once a user clicks this link. The tab, **Info. & Rating** is visible once the link is opened.

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Figure 17. Screen for inputting a new site information

The tabs contain three kinds of entry fields:

1. Required Fields are denoted with *
 - Required fields must be completed to view scores or save their site.
2. Field with gray background
 - Ignorable fields will be automatically filled by program when user inputs corresponding information.
3. Fields without any mark:
 - Optional fields — information can be entered in them, or they can be left blank.

4.5.1 Info. & Rating – Entering Site Information, Hazard and Consequence Factors

When the **NEW SITE** is clicked, some fields are pre-selected or have default values. The default values for “Survey By” is user’s name; “Survey Date” is today’s date; hazard and consequence factors in dropdown lists are pre-selected as “Unknown”. Clicking on the [Based on data 6/2021 - 5/2022](#) hot link beside “Annual Precipitation” opens NOAA National Centers for Environmental Information web page, where users can find most updated annual precipitation data. Clicking on the [KYTC Traffic Count](#) hot link opens KYTC’s Traffic Count Reporting System web page, where users can gather AADT data.

The **District** and **Annual Precipitation** fields are automatically populated after making a **County** selection. Annual precipitation amount is based on the data June 2021 – May 2022 from NOAA web page. All the hazard and consequence factor scores are automatically filled after entering the corresponding factors. “Hazard Score”, “Consequence Score” and “Total Score” are automatically posted when corresponding factors are entered.

Figure 18 shows an example of data entered for a new site.

Sunday, July 31, 2022 | Hello, Charlie | LOGOUT

KYTC Landslide Hazard Rating System

HOME EXISTING SITE **NEW SITE** MY ACCOUNT INSTRUCTIONS

New Site

Info. & Rating

Site Information

Survey By: Survey Date:

County: District:

Route No.: e.g. US 27 Direction:

Speed Limit: M.P.H. Site Description:

MP from: to: Latitude: Longitude:

Hazard Factor Rating

Annual Precipitation (in.): <input type="text" value="57.38"/> Based on data 6/2021 - 5/2022	Annual Precipitation Score: <input type="text" value="27"/>
Influence of Surface Water: <input type="text" value="Seasonal Drainages"/>	Influence of Surface Water Score: <input type="text" value="9"/>
Pavement Damage: <input type="text" value="Extensive Cracking: > 6 in. offset"/>	Pavement Damage Score: <input type="text" value="81"/>
Failure Frequency: <input type="text" value="Movement observed annually"/>	Failure Frequency Score: <input type="text" value="27"/>
Slope (Rise : Run): <input type="text" value="(Rise : Run) ≥ 1 : 1"/>	Slope Score: <input type="text" value="81"/>
Height of Slope (ft.): <input type="text" value="20"/>	Height of Slope Score: <input type="text" value="81"/>

Consequence Factor Rating

Depth to Slide Plane (ft.): <input type="text" value="15"/>	Depth to Slide Plane Score: <input type="text" value="27"/>
Road Width Affected: <input type="text" value="50% - 75%"/>	Road Width Affected Score: <input type="text" value="27"/>
Length of Highway Affected (ft.): <input type="text" value="800"/>	Length of Highway Affected Score: <input type="text" value="27"/>
AADT: <input type="text" value="260"/> KYTC Traffic Count	AADT Score: <input type="text" value="3"/>
Detour Options: <input type="text" value="Offsite, < 5 mi."/>	Detour Options Score: <input type="text" value="27"/>
Annual Maintenance Costs: <input type="text" value="4000"/>	Annual Maintenance Costs Score: <input type="text" value="3"/>

Rating Remarks:

Overall Score and Comments

Hazard Score: Consequence Score: Total Score:

Total Repair Costs:

Rating Comments:

Save **Reset**

Click to save the data entered

Figure 18. Example of data entered for a new site

4.5.2 Save Button

Clicking the **Save** button saves a landslide hazard survey after all required data have been entered. One more tab, one dropdown list, and three more buttons are brought up after the **Save** button is clicked (Figure 19). Users can upload attachments to the server by using functions on the **Attachments** tab. They can save the design *as Update* or *as New Site* by choosing the appropriate option in the dropdown list. Users can delete the current design by clicking **Delete**, submit surveys by clicking **Submit**, and print out the Landslide Hazard Survey Form by clicking **Print Survey Form**.

The screenshot displays the 'Modify Site' page of the KYTC Landslide Hazard Rating System. The page is divided into several sections: 'Site Information', 'Hazard Factor Rating', 'Consequence Factor Rating', and 'Overall Score and Comments'. The 'Attachments' tab is highlighted in red. The 'Site Information' section includes fields for Survey By (Charlie Sun), County (Wolfe), Route No. (KY 1486), Speed Limit (45 M.P.H.), MP from (6.6 to 14.53), Survey Date (2022-09-25), District (10), Direction (Eastbound), and Site Description (Wolfe County; Route: KY 1486; Eastbound). The 'Hazard Factor Rating' section includes fields for Annual Precipitation (57.16), Influence of Surface Water (Contact with River or Reservoir), Pavement Damage (Extensive Cracking: > 6 in. offset), Failure Frequency (Movement observed annually), Slope (Rise : Run) (1 : 1), and Height of Slope (ft.) (38). The 'Consequence Factor Rating' section includes fields for Depth to Slide Plane (ft.) (40), Road Width Affected (>75%), Length of Highway Affected (ft.) (596), AADT (2453), Detour Options (Offsite, < 5 mi.), and Annual Maintenance Costs (5000.00). The 'Overall Score and Comments' section shows a Hazard Score of 378, Consequence Score of 228, and Total Score of 606. The page also features a 'Rating Remarks' field and a 'Rating Comments' field. At the bottom, there are four buttons: 'Save as Update', 'Delete', 'Submit', and 'Print Survey Form'. The page is overlaid with red diagonal text: 'Work on attachments', 'Save as Update or New Site', 'Delete current design', 'Submit design', and 'Print design form'. The top navigation bar includes links for HOME, EXISTING SITE, NEW SITE, MY ACCOUNT, and INSTRUCTIONS. The page footer contains copyright information for 2022 Kentucky Transportation Cabinet.

Figure 19. More functions show up after **Save** Button is clicked

4.5.3 Attachments – Uploading and managing Attachments

After saving a landslide hazard site information, Submitters can upload attachments (e.g., pictures; .PDF, .doc, or .zip files) using the page shown in Figure 20 and following these steps:

1. Click **Browse** to identify a file to upload.
2. Click **Upload** to send the selected file to the web application server.

Screenshot of the KYTC Landslide Hazard Rating System interface. The page title is "KYTC Landslide Hazard Rating System" and the user is logged in as "Charlie Sun" on "Sunday, September 25, 2022". The interface shows the "Attachments" tab selected. A table titled "Attached Files for This Landslide Hazard Site" lists three files: 3951_1.jpg, 3951_2.jpg, and 3951_3.jpg, all uploaded by Charlie Sun from the University of Kentucky on July 30, 2022. A red box highlights the table, and a red arrow points to the "File Name" column with the text "File Name - uploaded pictures". Below the table is an "Upload File/Files (Pictures, .pdf, .doc, or .zip)" section with a "Browse..." button and an "Upload" button. At the bottom, there is a "Link to the site documents (Limited to 120 characters):" field and a "Print Survey Form" button.

File Name	Type	Size	Uploaded By	Organization	Date
3951_1.jpg	image/jpg	62928	Charlie Sun	University of Kentucky	Jul 30, 2022
3951_2.jpg	image/jpg	86975	Charlie Sun	University of Kentucky	Jul 30, 2022
3951_3.jpg	image/jpg	63587	Charlie Sun	University of Kentucky	Jul 30, 2022

Figure 20. Upload and manage attachments under **Attachment** Tab

4.5.4 Save Option Dropdown List

The **Save Option Dropdown List** contains two save options — *as Update* and *as New Site*. Save *as New Site* creates a new site when a user begins it with some common data as the current site.

4.5.5 Delete Button


Clicking the **Delete** button deletes the current site information. It begins a new landslide hazard survey after deleting.

4.5.6 Submit Button

Users will send landslide hazard site information to Central Office Landslide Hazard Rating System (LHRS) Manager after they click the **Submit** button. When users successfully submit their survey form, emails with the **Survey Form** attached as a PDF file are sent to the **Central Office LHRS Manager** and **Submitter**. The message “*Your pavement design has been successfully submitted. Thank you.*” appears onscreen. All the information for the current site is locked. No one can make changes.

4.5.7 Print Survey Form Button

Clicking the **Print Survey Form** button creates a PDF version of the **Landslide Hazard Survey Form** (Figure 21). Users can save this file on their local hard drive or open it onscreen using software for viewing PDFs (e.g., Adobe Reader or Acrobat) and save it later. The printed form is identical to the form sent to **Central Office LHRS Manager**.



**KENTUCKY TRANSPORTATION CABINET
DIVISION OF MAINTENANCE**

Site Information:

Survey By <u>Charlie Sun</u>	Survey Date <u>2022-09-25</u>
County <u>Wolfe</u>	District <u>10</u>
Route No. <u>KY 1486</u>	Direction <u>Eastbound</u>
Speed Limit <u>45</u> MPH	Site Description <u>Wolfe County; Route: KY 1486; Eastbound</u>
MP from <u>6.6</u> to <u>14.53</u>	Latitude <u>36.8965444</u> Longitude <u>-83.118613</u>

Hazard Factor Rating:

Annual Precipitation (in.) <u>57.16</u>	Annual Precipitation Score <u>27</u>
Influence of Surface Water <u>Contact with River or Reservoir</u>	Influence of Surface Water Score <u>81</u>
Pavement Damage <u>Extensive Cracking: > 6 in. offset</u>	Pavement Damage Score <u>81</u>
Failure Frequency <u>Movement observed annually</u>	Failure Frequency Score <u>27</u>
Slope (Rise : Run) <u>(Rise : Run) 1 : 1</u>	Slope Score <u>81</u>
Height of Slope (ft.) <u>38</u>	Height of Slope Score <u>81</u>

Consequence Factor Rating:

Depth to Slide Plane (ft.) <u>40</u>	Depth to Slide Plane Score <u>81</u>
Road Width Affected <u>>75%</u>	Road Width Affected Score <u>81</u>
Length of Highway Affected (ft.) <u>596</u>	Length of Highway Affected Score <u>27</u>
AADT <u>2453</u>	AADT Score <u>9</u>
Detour Options <u>Offsite, < 5 mi.</u>	Detour Options Score <u>27</u>
Annual Maintenance Costs <u>\$5000.00</u>	Annual Maintenance Costs Score <u>3</u>

Overall Score and Comments:

Hazard Score: 378 Consequence Score: 228 Total Score: 86184

Total Repair Costs \$50000.00


This survey has not been submitted yet.

Figure 21. Landslide Hazard Survey Form in PDF format


4.6 MY ACCOUNT -- Modify Personal Information

Clicking **MY ACCOUNT** brings up the page depicted in Figure 22. A registered user can update their profile and change their password or contact information on this page (except for their email address, which serves as the user ID).

Monday, August 1, 2022 | Hello, Charlie | [LOGOUT](#)



KYTC Landslide Hazard Rating System



HOME EXISTING SITE NEW SITE MY ACCOUNT INSTRUCTIONS

My Account

Please provide following information to update your account

User Email: charlie1658@gmail.com

Password: [Change Password](#) *Click to change password*

First Name *

Last Name *

Phone Number xxx-xxx-xxxx *

Fax Number [optional]

Web Site [optional]

Address 1 Street Number Street Name *

Address 2 [optional]

City *

State *

Zip Code *

Country *

Organization *

Description

* Required Fields

[Update](#) [Cancel](#) *Click to save changes*

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Figure 22. Update user's account from **MY ACCOUNT** link

5. USER AS A CENTRAL OFFICE LHRS MANAGER

The **Central Office LHRS Manager** has the most user privileges in the web application. In addition to the links **Submitters** can access, the **Central Office LHRS Manager** sees the following links on the **Header** after logging in: **USER ADMIN** → (**User Admin, User List and Groups**) – see Figure 23. The **Central Office LHRS Manager** has final authority to accept or request changes for survey. **USER ADMIN** → (**User Admin, User List and Groups**) links to pages for maintaining all the information of registered users and groups. On these pages, new users can be added and information for existing users can be modified. On all pages listing existing sites, the **Central Office Manager** can activate or archive sites. Attachments can be managed on the **Attachments** tab. To learn how to navigate privileges available to **Submitters**, refer to the following sections:

4.3 Starting Page after LOGIN

4.5 NEW SITE – Create and Submit a New Landslide Hazard Survey

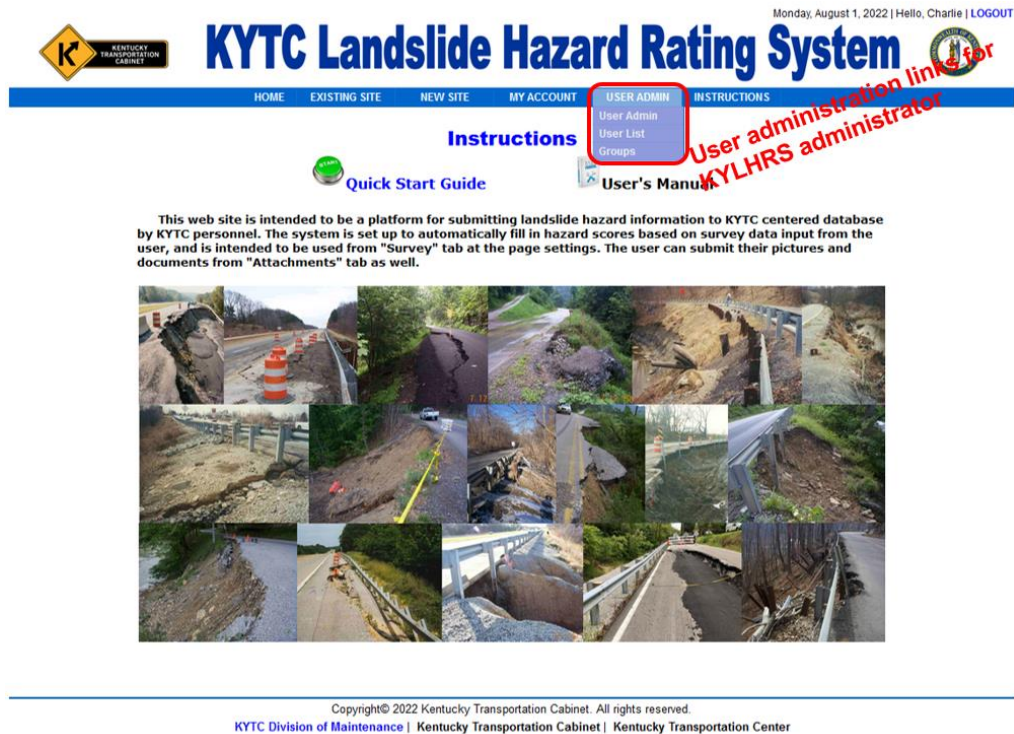


Figure 23. **Header** – after a **Central Office LHRS Manager** logs in

5.1 Screen for Managing Existing Project List

On the page listing existing sites, the **Central Office LHRS Manager** can archive or activate a landslide hazard survey site by checking or unchecking the archive checkbox and clicking the **Update** Button (Figure 24). The **Central Office LHRS Manager** can click on **Retrieve Archive** or **Retrieve All** to view different groups of landslide hazard survey sites.

Monday, August 1, 2022 | Hello, Charlie | LOGOUT

KYTC Landslide Hazard Rating System

HOME EXISTING SITE NEW SITE MY ACCOUNT USER ADMIN INSTRUCTIONS

List of Existing Landslide Hazard Sites

String Included: Search Design

District	County	Route No.	AADT	Hazard Score	Consequence Score	Total Score	Total Repair Cost	Survey Date	Submit By	Submit Date	Accept Date	Archived
6	Boone	1275	13375	144	54	7776	20000.00	2022-7-30				<input type="checkbox"/>
8	Clinton	KY 696	1043	306	96	29376	30000.00	2022-7-31				<input type="checkbox"/>
11	Harlan	KY 38	1760	288	48	13824	50000.00	2022-7-31				<input type="checkbox"/>
6	Kenton	KY 1486	1436	162	48	7776	30000.00	2022-7-31				<input type="checkbox"/>
12	Lawrence	US 23	25797	282	210	59220	50000.00	2022-7-31	Charlie Sun	2022-7-31	2022-7-31	<input type="checkbox"/>
10	Owsley	KY 847	260	306	114	34884	40000.00	2022-7-31	Charlie Sun	2022-7-31		<input type="checkbox"/>
11	Whitley	KY 92	2453	270	150	40500	50000.00	2022-7-31				<input type="checkbox"/>

Archive Checkbox

Function Buttons: Retrieve Archive Retrieve All Update

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Figure 24. Archive/active sites by a **Central Office LHRS Manager**

5.2 Screen for Managing Attachments

The **Central Office LHRS Manager** can review or download attachments that have been uploaded by the **Submitter** on the survey site page's **Attachment** tab. Following review, they can decide whether to delete the attachment by checking the appropriate box. Once a **Central Office LHRS Manager** has made their selection(s), they should click the **Update Attachments** button (Figure 25).

Screenshot of the KYTC Landslide Hazard Rating System interface showing the Attachments management screen. The page includes a navigation bar with 'HOME', 'EXISTING SITE', 'NEW SITE', 'MY ACCOUNT', 'USER ADMIN', and 'INSTRUCTIONS'. The main content area shows a table of attached files for a specific site, with columns for File Name, Type, Size, Uploaded By, Organization, and Date. A 'Delete' checkbox is visible next to each file. Below the table is an 'Upload File/Files' section with a 'Browse...' button and an 'Upload' button. A 'Link to the site documents' field is also present. The page footer contains copyright information for 2022.

File Name	Type	Size	Uploaded By	Organization	Date	Delete
6658_00.jpg	image/jpg	52228	Charlie Sun	UKTC	Jul 31, 2022	<input type="checkbox"/>
6658_01.jpg	image/jpg	72164	Charlie Sun	UKTC	Jul 31, 2022	<input type="checkbox"/>
6658_02.jpg	image/jpg	52595	Charlie Sun	UKTC	Jul 31, 2022	<input type="checkbox"/>

Upload File/Files (Pictures, .pdf, .doc, or .zip)

Select a file: No file selected.

Link to the site documents (Limited to 120 characters):

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Figure 25. Manage attachments by **Central Office LHRS Manager**

5.3 Accept or Request Changes – Central Office LHRS Manager’s Decision

After the **Central Office LHRS Manager** logs in, if a landslide hazard survey site is awaiting their acceptance, the portion of **Central Office LHRS Manager's Decision** under **Accept** tab will be active (Figure 26). After deciding to **Accept** or **Request Changes**, the **Central Office LHRS Manager** fills out the corresponding information and clicks the **Submit** button. Once submitted, individual emails containing the **Landslide Hazard Survey Form** in PDF format are sent to the **Submitter** who submitted the survey site. A copy of this email is sent to the **Central Office LHRS Manager** for recordkeeping purposes.

If the **Central Office LHRS Manager** requests changes, emails which include the suggestions or modifications for further consideration are sent to the **Submitter**.

The screenshot displays the 'View Site' page of the KYTC Landslide Hazard Rating System. At the top, there is a navigation bar with links for HOME, EXISTING SITE, NEW SITE, MY ACCOUNT, USER ADMIN, and INSTRUCTIONS. The page title is 'View Site'. Below the title, there are tabs for 'Info. & Rating', 'Attachments', and 'Accept', with 'Accept' being the active tab. The main content area shows site details: County (Owsley), District (10), Route No. (KY 847), Route Direction (Southbound), Hazard Score (206), Consequence Score (114), Total Score (34894), Total Repair Costs (40000.00), Submit By (Charlie Sun), and Submit Date (2022-07-31). Below this, a message states 'This landslide hazard rating has been accepted by:' followed by a field for the Central Office KYLHRS Manager and an 'Accept Date' field. A large red-bordered box highlights the 'Central Office KYLHRS Manager's Decision' section, which contains radio buttons for 'Accept' and 'Request Changes'. Below this, there is a section for 'The following email will be sent to submitter by system:' with fields for 'Hello (First Name)', 'My Name', 'Central Office KYLHRS Administrator', and 'My Phone Number'. There is also a section for 'You can customize red portion by modifying following to fit your needs if you want:' with a text area for '(item list customized by sender)'. A 'Comments (Limited to 120 characters):' field contains the text 'ask change something.'. At the bottom of the decision section, there is a 'Submit' button. A red diagonal watermark reads 'The portion for Central Office Manager's Decision'. At the bottom of the page, there is a 'Print Survey Form' button and a footer with copyright information: 'Copyright© 2022 Kentucky Transportation Cabinet. All rights reserved. KYTC Division of Maintenance | Kentucky Transportation Cabinet | Kentucky Transportation Center'.

Figure 26. Central Office LHRS Manager submits their decision

5.4 USER ADMIN – User Administration

In the **Header** section, the **Central Office LHRs Manager** has access to **USER ADMIN** → **User Admin**. Clicking on this link brings up the **User Administration** page. This page contains three tabs — **Pending Submitter**, **All Existing Users**, and **Add New User**. Figure 27 displays the **Pending Submitter** tab, which lets the **Central Office LHRs Manager** approve or delete pending requests for **Submitter** by clicking the corresponding buttons.

The screenshot shows the 'User Administration' page for the 'KYTC Landslide Hazard Rating System'. The page has a blue header with navigation links: HOME, EXISTING SITE, NEW SITE, MY ACCOUNT, USER ADMIN, and INSTRUCTIONS. The current page is 'User Administration', and the 'Pending Submitter' tab is selected. Below the navigation, there are three tabs: 'Pending Submitter', 'All Existing Users', and 'Add New User'. The main content area is titled 'Submitter Requests Unverified' and features a dropdown menu with 'charlie.sun@uky.edu' selected. Below the dropdown are two buttons: 'Approve Submitter' and 'Delete Submitter'. A red box highlights these buttons with the text 'Approve/Delete selected Designer'. Below the buttons is a red-bordered box containing user information: 'Creation Date: 2/6/2017 12:00:00 AM', 'User Email: charlie.sun@uky.edu', 'User Type: Submitter', 'First Name: Charlie', 'Last Name: Sun', 'Phone: 859-257-7330', 'Address1: 277 Raymond Building', 'Address2: City: Lexington, State: KY, Zip Code: 40506, Country: USA', 'Organization: University of Kentucky', 'User Group: [Unsigned]', and 'Description: Any description'. A red arrow points to this box with the text 'Selected user's information'. Below the user information is a section titled 'UserTBA Requests Unverified' with the text 'No Approval pending'. The footer contains copyright information: 'Copyright © 2022 Kentucky Transportation Cabinet. All rights reserved. KYTC Division of Maintenance | Kentucky Transportation Cabinet | Kentucky Transportation Center'.

Figure 27. **User Administration** page with **Submitter** in pending

5.4.1 Pending Submitter -- Approve/Reject Pending Submitter

The area on this tab depends on whether **Submitter** requests are pending. These situations arise only when a user has registered on web application management system but not activated their account yet. If there are users who have not activated their accounts, dropdown lists appear. When the dropdown list under **Submitter Requests Unverified** is clicked and a user is selected, the user information appears as seen in Figure 27.

The **Central Office LHRs Manager** may approve a **Submitter**'s request by clicking the **Approve Submitter** button. They can reject or delete a request by clicking the **Delete Submitter** button. If a **Submitter** is approved, the web application management system sends an email to the **Submitter** notifying them of the approval. If there are no requests pending, "No Approval pending" appears under **Submitter Requests Unverified**.

5.4.2 All Existing Users -- Maintain All Registered User's Information

A second tab — **All Existing Users** — provides the **Central Office Manager** with a dropdown list of all existing registered users. When a user is selected from the dropdown list, their personal information appears beneath the dropdown list, which the **Central Office LHRS Manager** can modify (Figure 28). The **Central Office LHRS Manager** can save changes to a user's profile by clicking the **Update** button; change their status by clicking the **Change Status** button; or reset their password by clicking the **Reset Password** button. Clicking the **Reset Password** sends the selected user an email with a new password automatically generated by the system.

The screenshot shows the 'User Administration' page for the 'KYTC Landslide Hazard Rating System'. The page header includes the KYTC logo, the system name, and the date 'Sunday, September 25, 2022 | Hello, Charlie | LOGOUT'. A navigation bar contains links for 'HOME', 'EXISTING SITE', 'NEW SITE', 'MY ACCOUNT', 'USER ADMIN', and 'INSTRUCTIONS'. The main content area is titled 'User Administration' and has three tabs: 'Pending Submitter', 'All Existing Users' (which is selected and highlighted with a red box), and 'Add New User'. Below the tabs, the 'All Existing Users' section shows a dropdown menu with the selected user: 'UKTC, Charlie Sun, charlie1658@gmail.com - UserTBA, Active'. The user's profile information is displayed in a form with the following fields: 'User Email' (charlie1658@gmail.com), 'First Name' (Charlie), 'Last Name' (Sun), 'User Type' (UserTBA), 'User Group' (UK Development), 'Phone Number' (859-227-8363), 'Fax Number' (optional), 'Web Site' (optional) (www), 'Address1 Street Number Street Name' (UKTC), 'Address2' (optional), 'City' (Lexington), 'State' (Kentucky), 'Zip Code' (40506), 'Country' (USA), 'Organization' (UKTC), and 'Description' (Try function. Admin). A 'Check Availability' button is located to the right of the 'User Email' field. A red box highlights the 'Update', 'Cancel', 'Reset Password', and 'Change Status' buttons at the bottom of the form. A red arrow points from the text 'Function buttons' to these buttons. A red box around the form fields is labeled 'Modifiable Information' in red text. The footer contains the copyright notice: 'Copyright © 2022 Kentucky Transportation Cabinet. All rights reserved. KYTC Division of Maintenance | Kentucky Transportation Cabinet | Kentucky Transportation Center'.

Figure 28. User info appears when user is selected on **All Existing Users** tab

5.4.3 Add New User -- Add/Invite New User

Clicking the **Add New User** button lets the **Central Office LHRs Manager** registering and activating a new user on their behalf (Figure 29). This user does not need to activate their account and can directly login to the web application management system via the **LOGIN** link. This page looks nearly identical to the **Registration** page seen in Figure 2 except the **Central Office LHRs Manager** can select **User Type** and **Group** for the invited user directly. No activation from user's side is needed. After clicking **Register**, the web application management system instantly sends an email to the invited user that includes the **LOGIN** link.

Sunday, September 25, 2022 | Hello, Charlie | LOGOUT

KYTC Landslide Hazard Rating System

HOME EXISTING SITE NEW SITE MY ACCOUNT USER ADMIN INSTRUCTIONS

User Administration
Add New User Tab

Pending Submitter All Existing Users **Add New User**

Please provide following information to create a new account

First Name *
Last Name *
Email * [Check Availability](#)
This will be new user's Log In ID
An Invitation Email will be sent to this address
Also, in case s/he forgets her/his password, this address will be used for reset
Password * @ Minimum 6 characters
Retype Password *
Phone Number xxx-xxx-xxxx
Fax Number [optional]
Web Site [optional]
Address1 Street Number Street Name *
Address2 [optional]
City *
State *
Zip Code *
Country *
Organization *
User Type Submitter Administrator
User Group * Please Select ...
Description
* Required Fields
[Register](#) [Reset](#)

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Figure 29. Add New User tab lets Central Office LHRs Manager to add/invite new users

5.5 USER List

The **Central Office LHRS Manager** has access to the **USER ADMIN → User List** link in the **Header**. Clicking this link takes the **Central Office LHRS Manager** to the **User List** page (Figure 30). On this page, the **Central Office LHRS Manager** can search users by using any string included in any fields. All titles of columns function like “**sort by**” key when any title is clicked. The **Central Office LHRS Manager** can copy users’ email addresses by selecting the checkboxes in the front of users and clicking the button of **Copy Selected Email Addresses**. They can go to user detail page and modify their data by clicking on a user.

Sunday, September 25, 2022 | Hello, Charlie | LOGOUT

KYTC Landslide Hazard Rating System

HOME EXISTING SITE NEW SITE MY ACCOUNT USER ADMIN INSTRUCTIONS

String Search User List

String Included: Search User

Unselect All Copy Selected Email Addresses

brian.schroeder@ky.gov; tony.beckham@ky.gov; michael.carpenter@ky.gov; brad.rister@uky.edu; charlie.sun@uky.edu; charlie1658@gmail.com

Titles work as sort by keys

Select	First Name	Last Name	Email Address	Phone No.	Organization	Street	City	State	RegisterDate	Active
<input checked="" type="checkbox"/>	Brian	Schroeder	brian.schroeder@ky.gov	(502) 564-4556	KYTC	Division of Maintenance	Frankfort	KY	2022-7-27	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Tony	Beckham	tony.beckham@ky.gov	(502) 564-	KYTC	Geotechnical Branch	Frankfort	KY	2022-8-1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Michael	Carpenter	michael.carpenter@ky.gov	(502) 782-3837	KYTC	Division of Structural Design	Frankfort	KY	2022-8-1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Brad	Rister	brad.rister@uky.edu	859-257-7331	UKTC	176 Raymond Bldg	Lexington	KY	2022-8-1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Charlie	Sun	charlie.sun@uky.edu	859-257-7330	University of Kentucky	277 Raymond Building	Lexington	KY	2022-7-27	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Charlie	Sun	charlie1658@gmail.com	859-227-8363	UKTC	UKTC	Lexington	KY	2022-8-2	<input checked="" type="checkbox"/>

Function Buttons Retrieve Inactive Retrieve All Update

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Figure 30. **USER ADMIN → User List** page provides Central Office Manager an interface maintaining user information and copy user email addresses

5.6 GROUP ADMIN – Group Administration

The **Central Office LHRS Manager** has access to the **USER ADMIN → Groups** link in the **Header**. Clicking this link takes the **Central Office LHRS Manager** to the **User Group List** page (Figure 31). On this page, the **Central Office LHRS Manager** can modify existing groups' information and add new groups.

Screenshot of the KYTC Landslide Hazard Rating System User Group List page. The page header includes the KYTC logo, the title "KYTC Landslide Hazard Rating System", and the date "Sunday, September 25, 2022 | Hello, Charlie | LOGOUT". The navigation bar contains links for HOME, EXISTING SITE, NEW SITE, MY ACCOUNT, USER ADMIN, and INSTRUCTIONS. The main content area is titled "User Group List" and displays a table of user groups. The table has two columns: "Group Name" and "Group ID". The groups listed are KYTC District 1 through 12, KYTC Central Office, JK Development, and TBA. The "JK Development" group is highlighted with a red box. Below the table is a form to add a new group, with fields for "Group Name" (containing "JK Development") and "Group ID" (containing "21"). The form includes "Add New" and "Save to Database" buttons. A red diagonal watermark reads "Central Office Manager can maintain Group information".

Group Name	Group ID
KYTC District 1	1
KYTC District 2	2
KYTC District 3	3
KYTC District 4	4
KYTC District 5	5
KYTC District 6	6
KYTC District 7	7
KYTC District 8	8
KYTC District 9	9
KYTC District 10	10
KYTC District 11	11
KYTC District 12	12
KYTC Central Office	20
JK Development	21
TBA	927

Group Name:

Group ID:

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Figure 31. **USER ADMIN → Groups** page provides **Central Office LHRS Manager** an interface maintaining group information

6. USER AS AN ADMINISTRATOR

An **Administrator** is an assistant to the **Central Office LHRM Manager** in the web application. The **Administrator** can perform all functions available to the **Central Office LHRM Manager** except receiving email when the submitter submits a landslide hazard site survey. Only the Central office LHRM Manager will get this email.

7. LOGOUT

The **LOGOUT** link appears in the upper right corner of every page of the web application. When a user clicks a **LOGOUT** link, the system deletes all session variables, and a fresh session begins. The user is then redirected to the original **HOME** page. To reenter the site, the user must click the **LOGIN** link in the upper right corner of the page and enter their **Email Address** and **Password**.

If you have questions or need assistance with the KYTC Landslide Hazard Rating System web application, please contact:

Brian Schroeder, Email: brian.schroeder@ky.gov; Phone: (502) 564-4556

Charlie Sun, Email: charlie.sun@uky.edu; Phone: 859-257-7330