

Cinnabar Southwest LLC

Project Database User Manual (For Standard User)

Cinnabar Southwest LLC Database Login

				
		<p>Cinnabar Southwest, LLC provides quality Land and Right of Way Acquisition Services, Utility Relocation and Permitting Services and Property Development Services to railroads, corporations, municipal and government agencies and property development clients, both domestic and foreign.</p>		

Notes From The Developer

- ☰ If you find an error or bug please send an email to Krista@Cinnabarsw.com with the subject "Bug Report".
- ☰ This site operates best when viewed with Internet Explorer browser.

[User Manual](#)

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1.0 Introduction

A copy of this user manual is available for download from Cinnabar Southwest's database home page located at <http://db.cinnabarsw.com/CinnabarMVC/>. This User Manual was written to explain how the database operates and to serve as a general reference guide for Standard Users such as Project Managers and others with access to view standardized reports. Future updates will be provided as they occur and/or are incorporated into the database.

1.1 General Database Information

A database is an organized collection of a variety of data. In most cases a database is setup with a front-end (data entry point) and a back-end (data storage and retrieval). Cinnabar Southwest's back-end is an SQL Server. Inside the SQL Server back-end the data is raw and unformatted to allow for the fastest data retrieval speed. The data is then formatted and made presentable for viewing, modifying or updating with the front-end. Cinnabar Southwest's front-end is what is displayed on the website <http://db.cinnabarsw.com/CinnabarMVC/> and is what Project Managers will use when they access the site and sign in to add, modify, or view their **projects** and/or update their **project** data.

1.2 Purpose And Objectives

The purpose of Cinnabar Southwest's project database is to allow BNSF's Corporate Real Estate group and its acquisition partners *real-time access* to enter, manage and view a **project's** data, and to be able to manipulate this data into standardized or customized report formats. The database was made accessible via the Internet to allow authorized Users the opportunity to access and manage their **project** data from any location easily, quickly and securely while maintaining the integrity of the data and the database structure.

2.0 Logging into the Database

Cinnabar Southwest's "front-end" database requires a User to Login to access the **project** data in order to enter and/or make changes to their **projects**.

To log in:

- 1 Click  in the top right corner
- 2 Enter your username (i.e. your email address)
- 3 Enter your password
- 4 Click the "Login" button or press the Enter key

2.1 Account Creation

Accounts can only be created and deleted by the Database Administrator in order to maintain and enhance security.

2.2 Account Properties

Every account created by the Database Administrator has a Username, a password associated with their respective company, and various levels of User roles as set by the Administrator during the account's creation.

2.3 Changing the Account (User) Password

Should they chose to do so, Users are given the option to change their default password for further security. The system is set up so not even the Database Administrator can view a User's modified or changed password. As such, if a User forgets their password, then the Database Administrator must delete and recreate the User's account to allow them continued access.

To change an account password:

- 1 Login to your User Account
- 2 Click on the Username text in the top right corner
- 3 Fill out the password change form
- 4 Click "Change password," or simply press the Enter key

2.4 Various Levels of User Roles

A User's role allows them access to certain pages as defined by their assigned authority level. Without authorized access, a User trying to access a restricted page will be redirected back to the Login screen. The three current User role levels are:

- BNSF User
 - (a) View/create/edit **projects**, **parcels**, **utilities**, and **closings**
 - (b) View Exhibits
 - (c) View shared and BNSF Reports

- 2) HDR User
 - (a) View/create/edit **projects**, **parcels**, **utilities**, and **closings**
 - (b) View shared HDR Reports

- Research User
 - (a) View/create/edit **projects**, **parcels**, **utilities**, and **closings**
 - (b) View/create/edit Research **Projects**
 - (c) View/create/edit Exhibits
 - (d) View shared and research Reports

- Administrative User

Unrestricted Access to the database, user accounts, and reports

3.0 Button Functions

Customized buttons have been created to simplify **project** data entry and to make modifications and navigating to other pages easy to perform.

3.1 Common Buttons Table (Used to create, edit, delete or save project related data.)

 Add	Add an Item (project, parcel, etc...)
 Parcel	Add a Parcel to the project
 Utility	Add a Utility to the project
 Delete	Delete an Item or project. (This button will redirect to a delete confirmation page.)
 Edit	Edit project data
 Save	Save

3.2 Navigation Bar Buttons (Used to access various data tables.)

Closings	Link to Closings table
Home	Link to Homepage
Login	Link to Login page
Log Off	Logs off the current User
Parcels	Link to Parcels table
Projects	Link to Projects table
Reports	Link to the Report Viewer
Utilities	Link to the Utilities page

4.0 Finding Project Data Tutorial

This section is a tutorial to find data attached to a **project**.

Navigate to the **projects** page by clicking the **Projects** button in the top navigation bar. This will return the view below. Notice the default filter mode in the top left is automatically set to **project**.

Cinnabar Southwest LLC Database

Home Projects Reports Admin Hello Jack! Log Off

Acquisition Projects [+ Add](#)

Filter Mode: **Project** Parcel Utility Closing Research

Project Status: All Active Pending Dead

Search By:

Sorting By: Ascending Descending

- 485 ND Sanger Siding
- 482 Test
- 478 AZ HDR Test Project 1
- 476 AZ HDR Test Project 2
- 475 TX HDR Test Project 3
- 473 CA HDR Test Project 4
- 465 NE Pleasant Dale to Milford, NE Double Track
- 461 Superior-Allouez Taconite Facility
- 455 MN Hallock, MN Siding
- 454 MN Angus, MN Siding
- 453 Staples Sub Crossovers
- 447 WA WSDOT ARRA - Task 4
- 445 CO Tonville, CO Access Easement
- 444 WI Aurora/St. Croix CTC Crossove
- 443 WA Pasco, WA Fill Line Phase II
- 442 TX El Paso, TX BNSF & TXDOT Property Exchange
- 441 IL Joliet, IL ID Tower
- 393 NE Beatrice, NE Palisade River Training System
- 392 IL Burke to Plum River 2nd Main Track
- 391 MN DT Lincoln - Philbrook
- 390 MN DT Darling - Randall
- 389 MN DT Little Falls - Darling
- 387 MO Springfield, MO Wye
- 386 MN 295 Phalen Blvd Access
- 385 MN Proposed Wye Connection, Hinckley, MN
- 384 KS West Tecumseh Power Line Easement
- 383 CA RCTC SR 51 Exchange
- 382 WA Thea Foss Waterway Property Acquisition

Continue on next page

Scroll down or use filter options to find a **project**. Select the **project** in the **project** list. Once a **project** is selected, the data will be shown on the right, the **projects** options will be shown at the top of the page, and the exhibit files will be shown if any are attached.

Cinnabar Southwest LLC Database Home Projects Reports Admin Hello Jack! Log Off

Acquisition Projects + Add

Project Options: + Parcel + Utility Edit X Delete Exhibit

Filter Mode: **Project** Parcel Utility Closing Research

Project Status: All Active Pending Dead

Search By:

Sorting By: Ascending Descending

Reset Filter

- 384 KS West Tecumseh Power Line Easement
- 383 CA RCTC SR 51 Exchange
- 382 WA Thea Foss Waterway Property Acquisition
- 380 IL Eola Yard Expansion
- 379 CO Broomfield, CO Siding
- 377 NE DT Bradshaw - Aurora**
- 360 CO Extend Denver Coal Tracks
- 358 CO Extend Bijou siding and increase speed
- 355 WA Coal Re-Spray Facility at Pasco, WA
- 346 TX New CTC siding at Lumberton
- 345 TX Put in SE quadrant connection between UPRR and BNSF routes at Te
- 337 IL DT Aurora - Sugar Grove
- 335 WA Convert Moody to CTC and extend
- 334 MN DT 5 miles of Big Lake - Becker segment

19 Attached Parcels

- 1008 Ronald Dwayne Peterson and J
- 1009 Central Valley Ag Cooperative
- 1010 Lowell Ediger
- 1011 Mark L. Jost
- 1012 Tracy and Cory Ohlson
- 1013 Evelyn Driewer

12 Attached Utilities

- 499 MCI/Venizon
- 500 Hamilton Telecommunications
- 501 Hamilton Telecommunications
- 522 Village of Hampton
- 523 Village of Hampton
- 524 City of Aurora

6 Attached Exhibit Files

- 65 NE-014 Bradshaw-Aurora DT Parcel Matrix.xlsx
- 66 NE-014 Bradshaw-Aurora DT Map Book.pdf
- 67 NE-014 Bradshaw-Aurora DT KMZ.kmz
- 68 NE-014 Bradshaw-Aurora DT Access Status Maps.pdf
- 69 NE-014 Bradshaw-Aurora DT Access Status KMZ.kmz
- 71 NE-014 Bradshaw-Aurora Planset REV0 07-01-14.pdf

Main

Project Name: DT Bradshaw - Aurora

Project HDR ID: 1640

Description: Line Expansion to increase capacity

File Status: Active

Priority: 3-Low

Dept Sponsor: Engineering

Classification: Line Expansion

Uses: Coal

Transaction Type: Acquisition

RYG FLAG: 3

CPAR:

Acct Code:

Company:

Activity Code:

Center Code:

Location Code:

All Permits Letter: false

Initial Contact: Schaefer, M.

Notification Method: Email

Note:

Location

State: NE City: Bradshaw Subdivision: Ravenna

Dates

Start Date: 10/29/2014 Notification Date: 9/11/2014 Need Date: 6/1/2015 Plan Year: 2015

Contacts

BNSF Manager: C. Keltner Engineering Contact: Schaefer, M. Real Estate Contact: T. White Permits Contact: Unassigned

Creation & Edited

Created By: Jack Created By Company: Cinnabar Last Update By: Jack Last Update On: 3/10/2015

Selecting an attached **parcel** or **utility** has the same effect

Cinnabar Southwest LLC Database Home Projects Reports Admin Hello Jack! Log Off

Acquisition Projects + Add

Parcel Options: Edit X Delete Exhibit

Filter Mode: **Project** Parcel **Utility** Closing Research

Project Status: All Active Pending Dead

Search By:

Sorting By: Ascending Descending

Reset Filter

- 386 MN 295 Phalen Blvd Access
- 385 MN Proposed Wye Connection, Hinckley, MN
- 384 KS West Tecumseh Power Line Easement
- 383 CA RCTC SR 51 Exchange
- 382 WA Thea Foss Waterway Property Acquisition
- 380 IL Eola Yard Expansion
- 379 CO Broomfield, CO Siding
- 377 NE DT Bradshaw - Aurora**
- 360 CO Extend Denver Coal Tracks
- 358 CO Extend Bijou siding and increase speed
- 355 WA Coal Re-Spray Facility at Pasco, WA
- 346 TX New CTC siding at Lumberton
- 345 TX Put in SE quadrant connection between UPRR and BNSF routes at Te
- 337 IL DT Aurora - Sugar Grove

19 Attached Parcels

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12 Attached Utilities

- 499 MCI/Venizon
- 500 Hamilton Telecommunications
- 501 Hamilton Telecommunications
- 522 Village of Hampton
- 523 Village of Hampton
- 524 City of Aurora

1 Attached Exhibit Files

73 Exhibit A.pdf

Exhibits Options: Download X Delete

Main

HDR Parcel ID: 10595

Owner ID: 5951

Owner Short Name: Lowell Ediger

Owner Name: Lowell Ediger

Project File Status: Active

AFE:

Risk: Medium

Owner County: Hamilton

Instrument Type: Special Warranty Deed

Gross Consideration: 167941

DT Feasibility:

Additional Extension: 1-180

Acres: 2.26

FMV: 22600

Asking Price: 0

Contract Price: 137941

Owner File: Active

Status: Right to Construct

Legal Description:

Notes: Under contract conducting closing due diligence

Dates

Option Expiration Date: Parcel Start Date: Parcel Need Date:

Projected Close Date: 8/1/2015 Contract Close Date: Actual Closing Date:

True Or False

ESA: true PSA: false AOR: false Survey: false HUD: false

Potential LKE: true Title Name: Appraisal: false Funding Sent: false

Creation & Edited

Created By: Created By Company: Last Update By: Last Update On:

5.0 Add / Edit / Delete / Other Functions

Once initiated and active, **projects** and **utility** data may be entered into the **project** database by the Project Manager, Utility Manager or a designated **project** assistant for further editing, tracking, managing or deletion. The steps to enter the **project** and the **project** related data are as follows:

5.1 Acquisition Projects

- **Adding a Project (Only certain users may add projects)**

- (1) Click the  button in the top navigation bar
- (2) Click the  button next to the acquisition **projects** title
- (3) Fill out the form
- (4) Click 

- **Editing a Project**

- (1) Click the  button in the top navigation bar
- (2) Locate the **project** that needs to be edited
- (3) Click the  button in the **project** options table
- (4) Fill out the form
- (5) Click 

- **Deleting a Project**

Only the Project's Creator or the Database Administrator can delete a project.

Deleting a project will also delete any attached parcel, utilities, and exhibit files!

- (1) Click the  button in the top navigation bar
- (2) Find the **Project** that needs to be deleted
- (3) Click the  button under the **Project's** name
- (4) Confirm you are deleting the correct **Project**
- (5) Click  button again at the bottom of the page

(CAUTION: This last step is final and irreversible!)

5.2 Parcels

• Creating a Parcel

- (1) Click the  button in the top navigation bar
- (2) Select the **project** the **parcel** should belong to
- (3) Click the  button
- (4) Fill out the form (*Note the **Project ID** and **Project Name** is automatically selected*)
- (5) Click 

• Editing a Parcel

- (1) Click the  button in the top navigation bar
- (2) Select the **parcel** that needs to be edited. Use the **project** filter mode, or the **parcel** filter mode
- (3) Click the  button in the **parcel** options table
- (4) Fill out the form
- (5) Click 

• Deleting a Parcel

Only the Parcel's Creator or the Database Administrator can delete a parcel

Deleting a parcel will also delete any attached exhibit files!!

- (1) Click the  button in the top navigation bar
- (2) Select the **parcel** that needs to be edited. Use the **project** filter mode, or the **parcel** filter mode
- (3) Click the  button in the **parcel** options table
- (4) Confirm you are deleting the correct **parcel**
- (5) Click  button again at the bottom of the page
(CAUTION: This last step is final and irreversible!)

5.2 Utilities

• Creating a Utility

- (6) Click the  button in the top navigation bar
- (7) Select the **project** the **utility** should belong to
- (8) Click the  button
- (9) Fill out the form (*Note the **Project ID** and **Project Name** is automatically selected*)
- (10) Click 

• Editing a Utility

- (6) Click the  button in the top navigation bar
- (7) Select the **utility** that needs to be edited. Use the **project** filter mode, or the **utility** filter mode
- (8) Click the  button in the **utility** options table
- (9) Fill out the form
- (10) Click 

• Deleting a Utility

Only the Utility's Creator or the Database Administrator can delete a utility

Deleting a utility will also delete any attached exhibit files!!

- (6) Click the  button in the top navigation bar
- (7) Select the **utility** that needs to be edited. Use the **project** filter mode, or the **utility** filter mode
- (8) Click the  button in the **utility** options table
- (9) Confirm you are deleting the correct **utility**
- (10) Click  button again at the bottom of the page
(CAUTION: This last step is final and irreversible!)

5.4 Closings (Standard User Role Required)

• Creating a Closing for a Parcel

Closings are automatically initiated during **parcel** creation. To view the **closing**, the **parcel's** owner file and status must be dead and close

• Editing a Closing (Updating closing data for a parcel)

- (1) Click the  button in the top navigation bar
- (2) Locate the **closing** that needs to be edited using the **closings** filter mode
- (3) Click the  button in the **closing** options table
- (4) Fill out the form
- (5) Click 

Note: Fields names that are blue are only editable from the **Parcel's** edit page

• Deleting a Closing

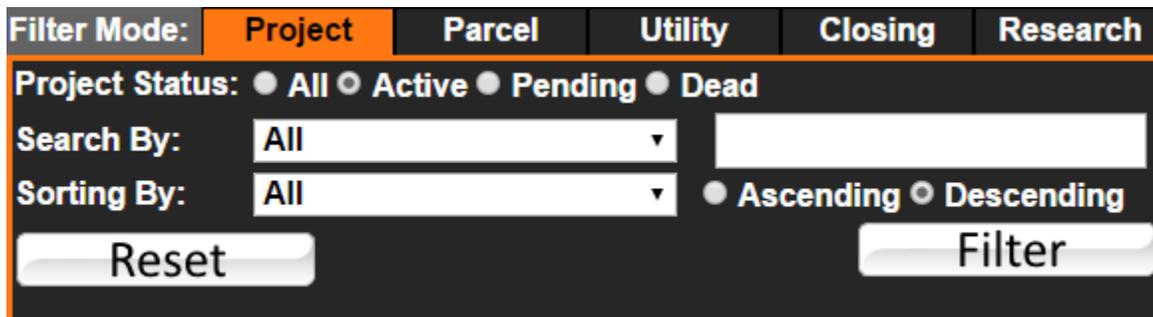
Closings are only deleted if the **Parcel** is deleted by the **Parcel's** creator

6.0 Filtering / Searching / Sorting Project Data

Cinnabar Southwest's database has exceptional filtering and sorting capabilities. Searching and navigating is made easier with color-coding and "clickable" ID numbers.

6.1 Filter modes

All items (**projects**, **parcels**, **utilities**, **closings**) have their own filter modes. Click on a tab to switch through filter modes.



Filter Mode: **Project** Parcel Utility Closing Research

Project Status: All Active Pending Dead

Search By: All

Sorting By: All Ascending Descending

6.2 Filtering by Project Status

All items (**projects**, **parcels**, **utilities**, **closings**) have a certain type of status that is related to a specific purpose. For example, "Project Status" is located within the **projects** filter mode and "Binder Sent Corp Supp" is located in the **closings** filter mode.

Filter by **project** status example:

To filter by **project** status

1. Select the **project** filter mode
2. Select a radio button in the first row with the desired status
3. Click 

6.3 Searching with the “Search By” Dropdown Box

All **Project** data can be searched using any of the fields associated with the particular **project’s** tasks. The search is not case sensitive and will return any results matching the text that was entered.

To Search **Project** Data:

1. Click the “Search By” dropdown box and select the field or data category you wish to search by. *(By default, the “Search By” option is set to “All” as this will return results where one or more of the **project’s** field(s) match the text that was entered.)*
2. Enter the specific text you wish to search for in the selected field
3. Click

For example, pictured below is an example of searching for **projects** that contain the letters “br” in their **Project** Name. Note that the “Search By” does not require you to spell out a full word or phrase. Also note that not capitalizing the “b” in “br” did not affect the search results.

Filter Mode:	Project	Parcel	Utility	Closing	Research
Project Status:	<input checked="" type="radio"/> All	<input type="radio"/> Active	<input type="radio"/> Pending	<input type="radio"/> Dead	
Search By:	Project Name				
Sorting By:	All			<input type="radio"/> Ascending	<input checked="" type="radio"/> Descending
<input type="button" value="Reset"/>					<input type="button" value="Filter"/>
62	CA	26th Street Bridge			
220	ND	Extend Hebron Siding			
267	CO	W. Roggen MP 496.6 Brush Sub			
377	NE	DT Bradshaw - Aurora			
379	CO	Broomfield, CO Siding			
391	MN	DT Lincoln - Philbrook			

Some Common Search Errors and Suggested Remedies:

- The “Search By” function includes filter options to exclude some selection criteria. For example, if you are searching for a **project** whose status is “Dead” or “Pending”, and the **Project** Status filter is set to “Active,” then the item you are searching for will not be found.
- Special characters like / ! ‘ “ , ; : can sometimes cause issues with searching. Try to avoid special characters.
- Note that the “Search By” function will not return results if the requested data does not exist.

6.4 Sort by Dropdown Box

As with the examples above, all **Project** related items can be sorted by any of the fields associated with the **project** or **project** item.

For example, to sort by **Project** ID:

1. Click the “Sort by” by Dropdown box and select the field you wish to sort by.
2. Select the radio button to choose ascending or descending
3. Click

7.0 Reports

Standardized BNSF reports have been created by the Database Administrator and can be viewed either in the web browser or they can be downloaded to the User's PC for easier viewing and printing.

7.1 Viewing a Report in a Browser

Viewing a report in an Internet Browser can sometimes look strange due to the browser's formatting code. This happens because browsers sometimes read HTML and JavaScript differently. To view the report as constructed, the user will have to download the report as a pdf. The recommended browser for the database reports is **Internet Explorer 8** or above.

To view a report in the web browser:

- (1) Click the **Reports button** in the top navigation bar
- (2) Depending on your network you may be asked to login. Username and passwords vary depending on the users company
- (3) Navigate through the various standard report folders to locate the report you wish to view and click on the folder name to open the specific folder
- (4) Once the folder is open, click on the text (name) of the report you wish to view to see it open up and appear in your browser

7.2 Downloading a Report

Similarly, the standardized reports can be downloaded in many different file types. Cinnabar Southwest's reports are setup to download as a PDF files, but they can also be downloaded into other formats as well.

To Download a Report:

- (1) View the Report you wish to in the browser (See the steps in section 7.1)
- (2) Click the file download icon  in the navigation bar at the top of the report
- (3) Select the **File Type** you wish to download, and hit enter.

All downloaded reports will be saved in the User's Download folder on the User's (Windows) PC for subsequent viewing and printing.

8.0 Error Reporting

If you come across an error in the operation of the database, please help us help you by reporting it so we may correct it.

To report an error, please send an email to Krista@CinnabarSW.com with "Bug Report" in the subject field of the email.

Briefly explain the error you are seeing (provide screenshots if at all possible) to help the Database Administrator correct the problem. For example, you may encounter issues like *web page loading errors, validation error messages, buttons that do not click*, etc. If you do encounter an error and then also uncover a work around, please share this information with the Database Administrator so that other Users may benefit from your discovery until the error is corrected and resolved.