INDIANA DEPARTMENT OF TRANSPORTATION

ITAP - Real Estate Quick Help Guide

Version 1.0

1: Key Information in ITAP

ITAP can be found at https://itap.indot.in.gov. For the general use of ITAP, there are multiple links to information. To get to this information, please click on the "**Quick Start Guide**" link in the "**Action Links**" box that is in the upper right of the ITAP home screen.
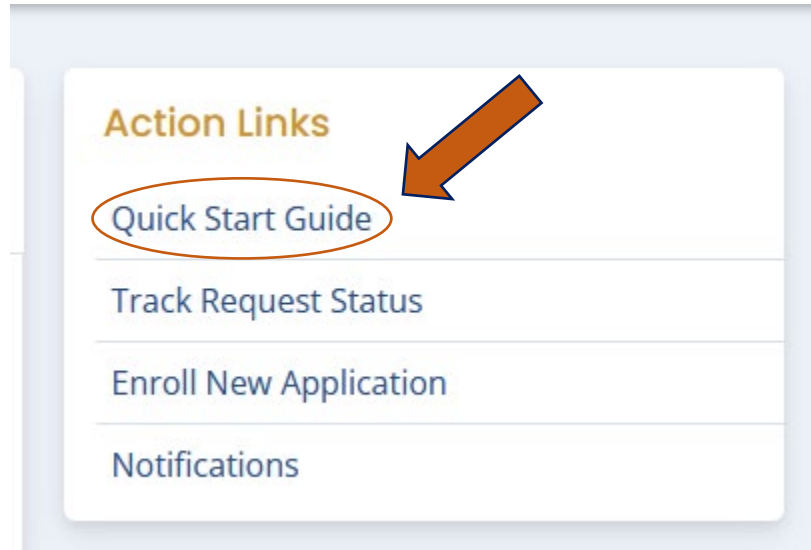
This will take the user to a PDF that goes through the ins and outs of using ITAP. The first section is a FAQ section with links to the appropriate places in the PDF document to get answers to common questions.

The most relevant FAQ to review are the following:

- I don't have an Access Indiana account; how do I create one?
  - This will cover getting an Access Indiana account.
- I need to register a new business; how do I do that?
  - This will cover registering a new business into the system.
- I need access to an application, where do I go to enroll?
  - This will cover enrolling into an application in ITAP that the user does not currently have access.
- I already have access to an application, but need a new role assigned, how do I do that?
  - This will cover requesting a new role for an application that is already activated for the user.

2: Key Application in ITAP

The main application of interest for Real Estate Consultants is going to be in the following application chain in ITAP.

- INDOT Applications
  - ERMS
    - Real Estate Document Management
      - Real Estate Consultants

The main roles for consultants are the following:

- Consultants Authoring Abstracting Packets
  - This role gives consultants the ability to upload abstracting packets.
- Consultants Authoring Appraisal Packets
  - This role gives the consultants the ability to upload appraisal packets.
- Consultants Authoring Buying Packets
  - This role gives consultants the ability to upload buying packets.
- Consultants Authoring Engineering Packets
  - This role gives consultants the ability to upload engineering packets.

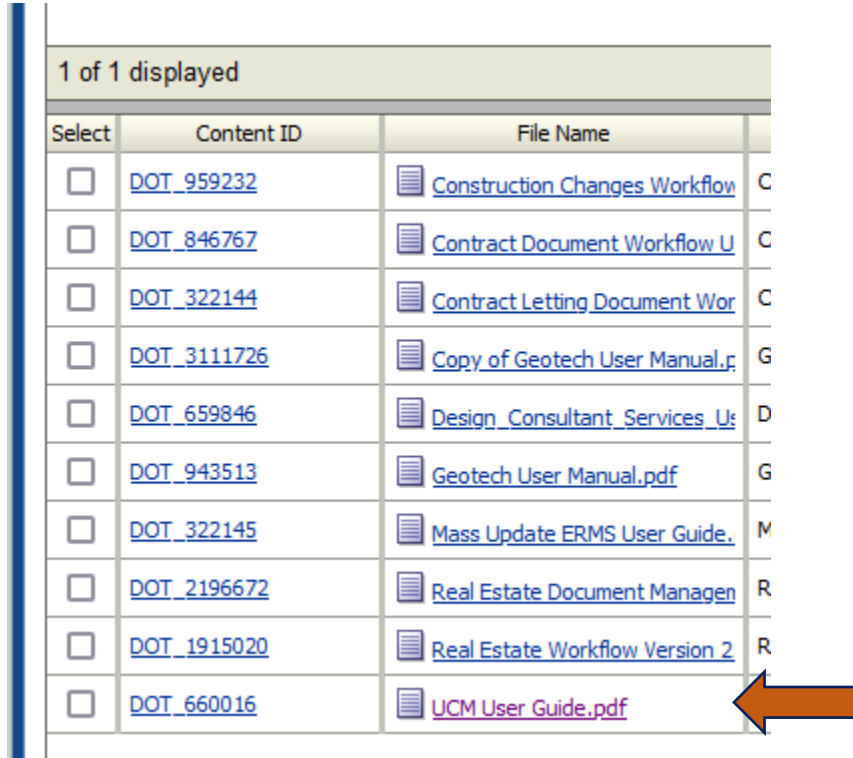## 3: Key Manuals in ERMS Applications

Once a user has access to the "Real Estate Consultants" application they will have two application options to launch.

- **UCM**
  - This is the main document repository. This is where a user goes to search for documents that are in the system.
- **File Upload**
  - This will take the users to the Multiple File Upload Tool. This is where users can upload multiple documents at once.

For **UCM** the guide that covers how to do things can be found in the following place. Once UCM is open, please click on the "ERMS User Manuals" link that is in the blue bar in the upper left underneath the Oracle branding.
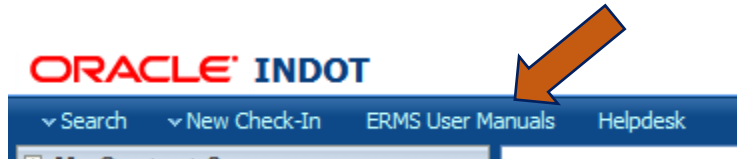
This will bring up a page with links to multiple help documents.   The main one of interest is at the bottom. It is the "**UCM User Guide.pdf**".

This guide will cover all of the common things that can be done in the UCM interface.

For the **Multiple File Upload Tool**, the manual is available through the link in the upper left that looks like a book with a question mark on it.

This manual will cover the process of using the Multiple File Upload Tool.