Land Records System (LRS)
Frequently Asked Questions (FAQs)

Q1. How do I get access to State LRS or LPA LRS?
A1.

- Apply for ITAP (INDOT Technical Application Pathway) account.
  - ➢ https://itap.indot.in.gov/login.aspx
  - ➢ Instructions are on page 5.
- Through ITAP account, apply for State LRS and/or LPA LRS.
  - ➢ Instructions are on page 6.
- Apply for State LRS as an employee of another firm (This is only needed for RW Engineering in State LRS).
  - ➢ Instructions are on page 7.

Q2. What information is needed to gain access to a project in State LRS or LPA LRS?
A2. This only applies to RW Engineering contracts and LPA contracts. All other contracts, On-Call orRW Services are assigned access by Central Office Real Estate once a purchase order is issued.

- Contract/agreement number or EDS number
- Code (State LRS only)
- Des (LPA & State LRS)
- Number of parcels (RW Engineering only)
- Type of work being performed

Q3. I created new parcels in RW Engineering but I can't see the new parcels.
A3.

- The LRS Administrator needs to give access for additional parcels created in RW Engineering before you can see new parcels.
- This is for contracts that are RW Engineering only.
- If a firm has RW Management, they will assign the additional parcels.

Q4. The APA panel in Appraising is not open.
A4.

- Has the RW engineering been reviewed by the District?
- Has the District completed the reviewer name, reviewer assigned date, reviewer due date, reviewer received date, and reviewer complete date?
- Is the Land Area Acquired field populated on the RW Engineering screen?
- Is the Property Location populated on the RW Engineering screen?
- Once these fields are populated the APA panel opens.

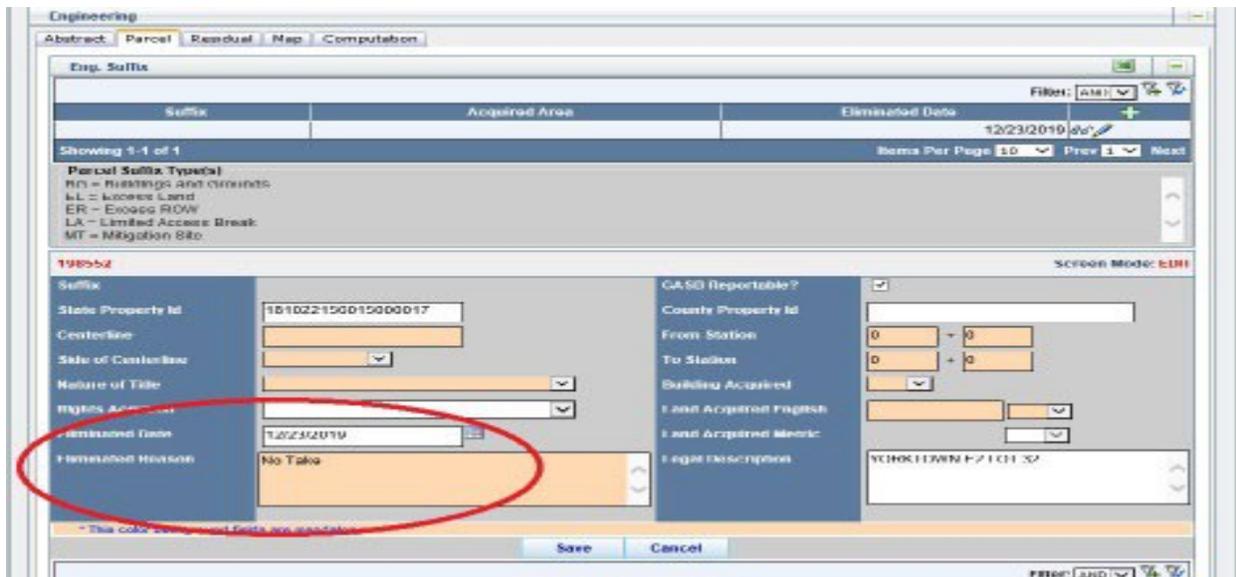**Q5. How do I update a landowner's name?**
A5.

- Parcel must be routed to and received into RW Engineering.
- Update name and save.
- Route parcel back to whatever discipline it was in before the name change.
- User needs to have RW Engineering role in LRS to be able to update.

Q6. How do I eliminate a parcel?
A6.

- Parcel must be routed to and received into RW Engineering.
- Parcel tab – Eliminated Date and Eliminated Reason are in the middle of the screen.
- Populate the date and reason and then save the information.
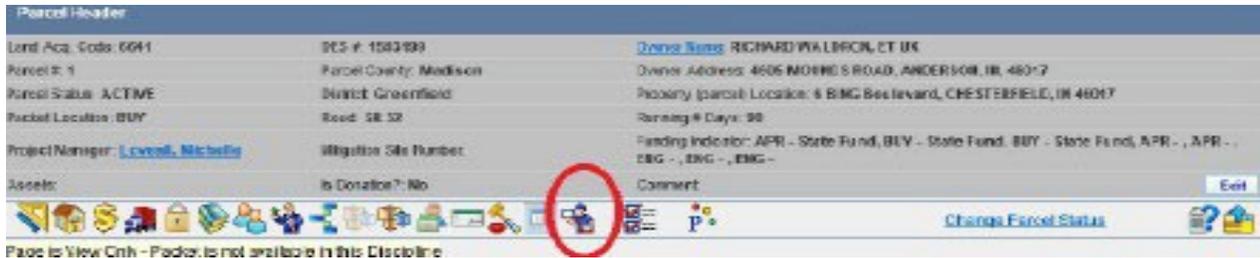- User needs to have RW Engineering role in LRS to be able to update.
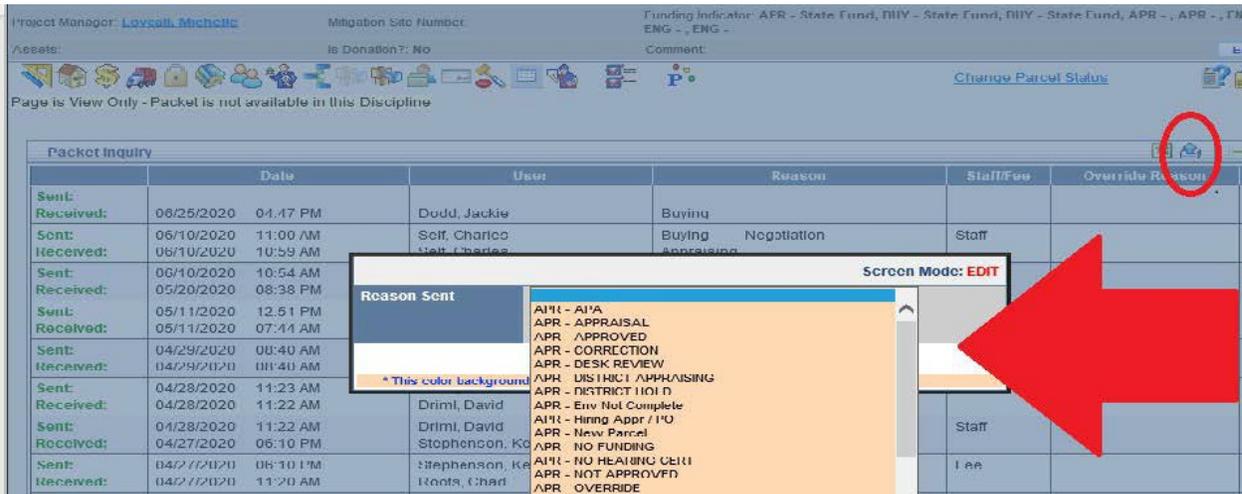

Q7. How do I send or receive parcels?
A7.

- To route a parcel, you must use the Packet Inquiry icon.
    - ➢ This icon can be accessed on the Parcel Search tab.

> ➤ This icon can also be accessed within the parcel.

> ➤ Once you are in packet inquiry, you need to find the Send or Receive icon. It is circled below in red.
> ➤ The "Reason Sent or Reason Received" box will appear. Use the drop down to choose which discipline the parcel is going to or being received from.
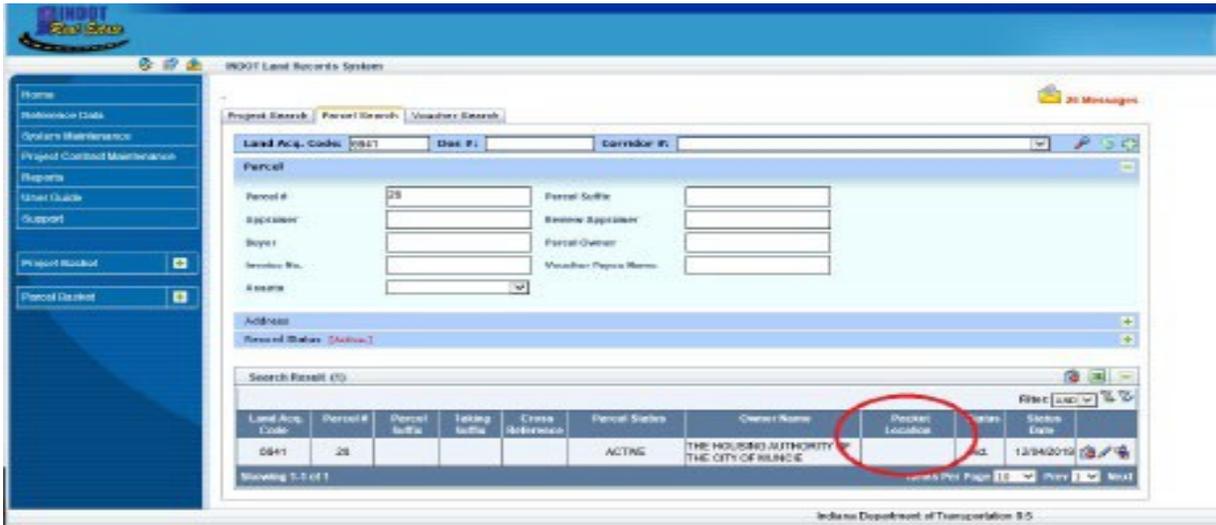

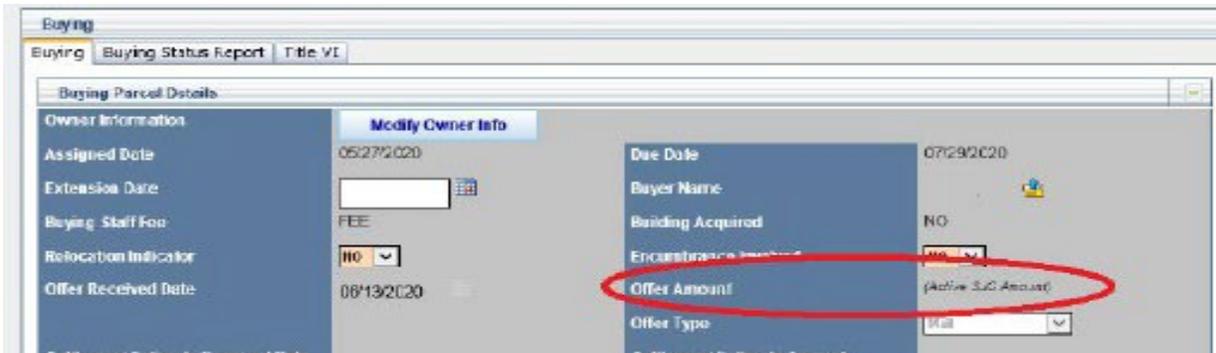**Q8. The packet location is missing (routing record). What do I do?**
A8.

- This happens from time to time. We do not know exactly what causes this, but our MIS team believes that when a disturbance is happening in the system and a parcel is being routed at that exact moment, it causes the parcel to not register its location. This causes the assigned firms to lose access to the parcel. See two screen shots below.

- Contact LRS administrator and the parcel will be sent or received again, so that the parcel will register its location.

Q9. The offer amount is not showing up on the Buying screen.
A9.

- There are two SJC's (Basis for Just Compensation) created.
  - The Review Appraiser will create two SJC's if the parcel is a total take **and** there is excess land. One option is for a total acquisition and the other option is for the landowner to retain the excess land. Both options can be presented to the landowner. Once the decision has been made, then the unused SJC needs to be made historical. The Offer Amount will then populate the buying screen.

- ➢ To make the unused SJC historical, the parcel needs to be routed back to Appraising and the Review Appraiser needs to make the correct SJC historical.
- ➢ If a firm has been hired to do the RW Services, which includes RW Management, then the firm's RW Manager has access to make the SJC historical.

Q10. I do not have access to a parcel or cannot pull up a parcel.
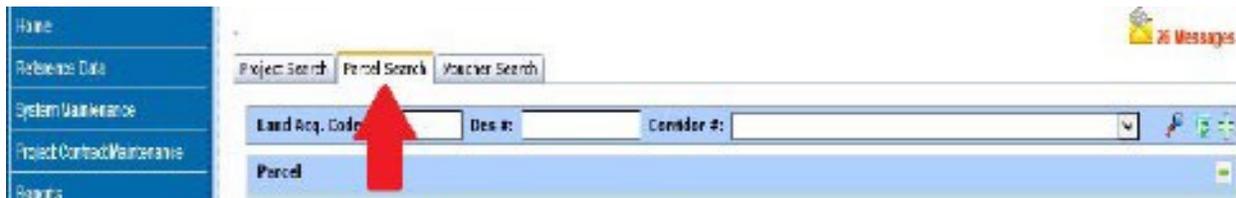A10. There are several reasons why this might be the case.

- Is parcel received into the discipline that is being worked?
  - ➢ Parcels must be received into the discipline. For example, if the packet location has "To: BUY-Negotiation," access would be denied until the parcel is received.

						Review			
6641	35				ACTIVE	ORLEN D POWELL JR.	BUY	Act.	12/06/2019
6641	36				ACTIVE	TRUSTEES OF IVY TECH COMMUNITY COLLEGE OF INDIANA	To: BUY - Negotiation	Act.	12/06/2019
6641	37				ELIMINATED	B.E. PIATT, LLC	ENG	Act.	12/06/2019
						TRUSTEES OF THE HIGH	To: BUY - Legal		

  - ➢ Once parcel is received the packet location would have "BUY" as its location.

						Review			
						MEMORIAL CHURCH			
6641	35				ACTIVE	ORLEN D POWELL JR.	BUY	Act.	12/06/2019
6641	36				ACTIVE	TRUSTEES OF IVY TECH COMMUNITY COLLEGE OF INDIANA	To: BUY - Negotiation	Act.	12/06/2019
6641	37				ELIMINATED	B.E. PIATT, LLC	ENG	Act.	12/06/2019

- Are you using "Parcel Search" tab and not the "Project Search" tab?

- Is project set up in State LRS or LPA LRS?
  - ➢ See page 1, number 2 - What information is needed to gain access to a project in State LRS or LPA LRS?
- For RW Engineering State projects only – Are you using the correct ID and password for your LRS access?
  - ➢ This is for any sub-firm that was hired by the prime firm for RW Engineering only.
  - ➢ If you do not have the separate ID and password, you need to apply for LRS access as an employee of the prime firm. See page 7 – Apply for State LRS as an Employee of Another Firm.

Q11. How do I get access to ITAP (INDOT Technical Application Pathway)?
A11.

1.) Go to: https://itap.indot.in.gov/login.aspx

2.) If your company/local agency is NOT in ITAP, then you need to select "Complete a Business Enrollment Form." If you do not know, you can browse by clicking on "Complete a User Enrollment Form" and see if they are listed. If your company/local agency is enrolled, then you would need to select "Apply for a User Account."

3.) There are several different videos on the ITAP screen for training.

4.) If you have any questions, please contact ITAP Support.

Q12. How do I apply for State LRS or LPA LRS?
A12.

1.) Log into ITAP.

2.) Click the link at the bottom "Click here to request a new application."

3.) Select "State Land Records System" or "LPA Land Records System" from the list.

4.) On the right hand side, you will see a "Submit" button, select that.

5.) The application will be submitted for the chosen system. It may take up to 48 hours to get access.

Q13. How do I apply for State LRS as an Employee of Another Firm (RW Engineering only)?
A13.

1.) User needs to apply for an ITAP account under the other firm.
   - User must have a different e-mail address when applying for another account.
   - User will get a new ID and password. Keep track of the different firm's ID's and passwords. The LRS administrator does not have access to passwords. If you should loss this information, an ITAP helpdesk ticket would be necessary.

2.) Once new ITAP account is complete, user will apply for State LRS access the same way as normal. ITAP credentials determine the user/ firm association.