

PERMIT QUEUE GRID LAYOUT AND OPERATION

The directions below offer detailed instructions about the various ways a user can edit, filter, sort and search permit applications and processed permits, and how to customize the queue layout.

1. Log into your STARS2 account from the CalRoute webpage at <http://calroute.dot.ca.gov/>
2. You will now see the Permit Applications Grid

Permit Applications

Show: [New](#) | [Rules](#) | [Report](#) | [Agents](#) | [Clients](#) | [View Routes](#) | [Clear](#)

Action	Status	App ID	Permit Number	Submit Date	Issue / Deny Date	Trucking Company	Load Description	From	To	State Agent	Permit Servi
	Approved	3608	e15-10101	03/23/2015 11:18:44	03/23/2015 11:53:08	Trucking Company 2	Tub Grinder in TOW	03/25/2015	03/31/2015	Bob Senior PW	Instructo
	Submitted	3609		03/23/2015 11:24:25		Trucking Company 3	CRANE	03/24/2015	03/30/2015		Instructo
	On Hold	3607				Trucking Company 1	D8 Dozer	03/23/2015	03/29/2015		Instructo

Search Page 1 of 1 15 Total rows: 3

3. Permit Queue Grid Columns

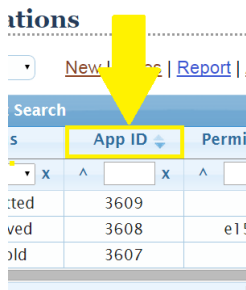
a. **Action:** From this column, you will be able to Copy, View, Edit, Delete, Retract, and Print the corresponding record.

- Copy:** Click on this icon to copy the information from a permit onto a new permit application.
- View:** Click on this icon if you would like to view a read-only copy of the permit application or processed permit.
- Edit:** Click on this icon if you would like to make any changes to a permit on hold. No changes can be made to processed permit applications.
- Delete:** Click on this icon if you would like to permanently delete an application from your Queue that is ON HOLD. You cannot delete a submitted application, instead, use the retract icon to place the permit back on hold.
- Retract:** Click on this icon if you would like to retract a submitted permit application and put it back on hold. Once the permit application is in review by a permit writer at Caltrans, you cannot retract the application to make changes or delete the application. All applications that are in review will be processed and charged accordingly.
- Print:** Click on this icon if you would like to print a copy of your approved permit.

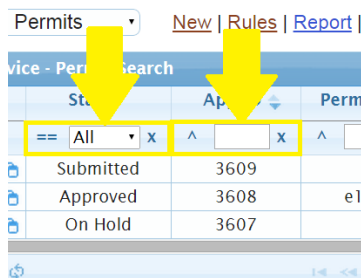
b. **Status:** This column shows you the status of your permit application.

- On Hold:** Your permit application has not been submitted to the Permits Issuance Branch for review. You can continue to make changes to the application before submitting or delete the application entirely.
- Submitted:** Your permit application has been submitted and is awaiting review by the Permits Issuance Branch.
- In Review:** A CalTrans permit agent is reviewing the application; you may not retract your permit application at this time.
- Approved:** Your permit application has been approved by the Permits Issuance Branch.

- v. **Denied:** Your permit application has been denied by the Permits Issuance Branch. You will also receive an email notification listing the reasons for the denial.
 - c. **App ID:** Application identification number of permit application or completed permit.
 - d. **Permit Number:** The Caltrans issued permit number for approved permit applications. The Application is not an approved permit without this number.
 - e. **Submit Date:** Date and time your permit application was submitted.
 - f. **Issue/Deny Date:** Date and time your permit application was approved/denied by the Permits Issuance Branch.
 - g. **Trucking Company:** Name of the company the permit application is for.
 - h. **Customer number:** A number your company can use to create a unique identifier for this trucking company.
 - i. **Load Description:** Description of the permit load being transported on this permit application.
 - j. **From/To:** Requested Start and End travel dates for the permit load. Travel can start a maximum of up to three dates after the date the application is submitted. Once the Start travel date is selected, the end date will auto populate for the seven days of travel. Approved permit is valid for a single trip within the selected range of travel dates.
 - k. **State Agent:** The Caltrans permit writer who processed your application.
 - l. **Created On:** Date the application was first created.
 - m. **Last Changed:** Date the application was last modified.
4. Every column can be sorted in ascending or descending order by clicking on the column heading.

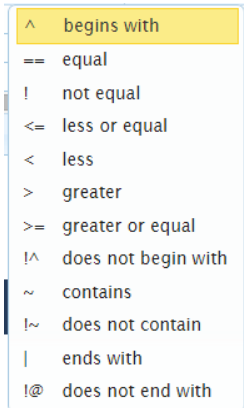


5. Every column can be filtered by using the search field directly underneath the column heading.

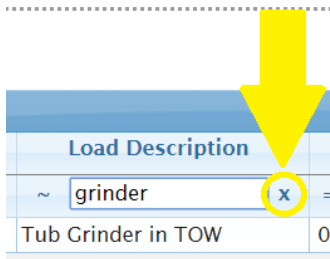


- a. These boxes will either be a dropdown or a searchable field.

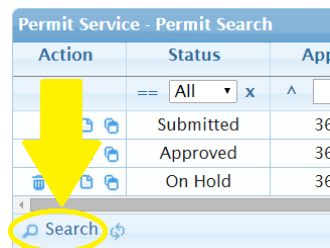
- b. To the left of each of these boxes is a symbol that displays the current "filter by" function. Clicking on the symbol will show the available filtering options and allow you to change the filter. You may then select the filter of your choice and, in conjunction with your selection from the dropdown or text field, you can further refine your search.



6. To remove a filter you no longer need on a column, click on the "x" to the right of the filter field.



7. You can also add filters to the grid by clicking on the "Search" button at the bottom of the grid.



8. Clicking on the refresh icon next to the "search" button will refresh the queue for the latest updates.
9. Lastly, at the bottom of the grid, you can change the number of records that are displayed per grid page to 15, 30, or 60. If you have more than one grid page worth of permits, you will be able to navigate to the additional grid pages by using the arrows in this section.

