Vehicle Size and Weight Enforcement Website
User's Guide
Document Version 1.0

Available Online

The Vehicle Size and Weight Enforcement User Guide is also available online at **http://vsw.fhwa.dot.gov**. Users must first register and/or log in to the Vehicle Size and Weight Enforcement (VSW) website to view the Guide. (See Chapter 2 for instructions about how to register and log in to the website.)

After logging in, select the **VSW User Guide** link provided on the initial page inside the VSW website. (The Guide is also listed in the left menu bar on each webpage in the VSW website.)

Select the icon on the following page to view the PDF. (If Adobe Acrobat Reader is not currently installed on your computer, select the link listed to download it before attempting to open the Guide.) The Guide will open in a new browser window to enable you to reference the Guide while working within the VSW website.

Contact the VSW Help Desk by email at **vswadmin@macrosysrt.com** or phone at **1-800-977-VSWE** (8793) if you have any problems accessing or viewing the User Guide or the VSW website.

U.S. Department of Transportation
Federal Highway Administration

Vehicle Size and Weight Enforcement Website

User's Guide

Document Version 1.0
Updated 9/23/2005

This page is intentionally left blank.

Table of Contents

This page is intentionally left blank.

Chapter 1

Welcome to the Vehicle Size and Weight Enforcement Website

This chapter presents an introduction to the Vehicle Size and Weight Enforcement website and this Guide. It includes the following two sections:

- Introduction to the VSW Website, and
- About This Guide

Subsequent chapters provide more detailed information about how to use specific functions within the website.

Introduction to the VSW Website

The Vehicle Size and Weight Enforcement (VSW) web application serves as an automated reporting system and community website for offices within the Federal Highway Administration (FHWA) that oversee vehicle size & weight enforcement and for state agencies responsible for reporting to FHWA on enforcement activities. Through this website, the state, FHWA division, and FHWA headquarter offices share documentation and communicate within an electronic forum.

State offices use the VSW website to prepare and submit annual State Enforcement Plans (SEP) and Certifications to the division office. Division offices for each state then access and review these plans and certifications to approve or reject and include comments as appropriate for state offices to view online. The headquarter office then accesses and reviews all plans and certifications for final approval.

Users within each office (state, division, and headquarter) are registered with separate types of user roles, with different capabilities and access to website functions. With this in mind, the *Vehicle Size and Weight Enforcement Website User's Guide* (hereafter referred to as the Guide) has been organized according to user roles. The following section, "About This Guide," provides a descriptive outline of the sections included in this Guide.

About This Guide

The VSW website supports three user roles: state, FHWA division, and FHWA headquarter. Each user role allows access to different functions of the website. This Guide is organized according to functions available within each user role.

Organization of This Guide

Chapter 1: Welcome to the Vehicle Size and Weight Enforcement Website

Chapter 1 offers an introduction to the VSW website and this Guide. It provides a brief summary of the website's functionality, describes the sections in this Guide, and provides a list of terms and marks used in this Guide.

Chapter 2: General Functions for All Users

Some functions are common to all users (state, division, and headquarter). Chapter 2 explains how to perform these common functions that are available to all users.

Chapter 3: State Office Functions

State office users access the website to perform two main tasks in addition to general functions: preparing and submitting SEPs and certifications. Chapter 3 explains how to perform these functions.

Chapter 4: FHWA Division Office Functions

Division office users access the website to perform two main tasks in addition to general functions: reviewing SEPs and certifications. Chapter 4 explains how to perform these functions.

Chapter 5: FHWA Headquarter Office Functions

Headquarter office users access the website to perform six main tasks in addition to general functions: reviewing SEPs and certifications; managing frequently asked questions (FAQ), the reference library, and users; and posting announcements. Chapter 5 explains how to perform these functions.

Appendix A: User Support
Appendix A provides a troubleshooting guide and contact information for users who need additional information or assistance to access or use the VSW website.

Appendix B: Technical Specifications
Appendix B lists software and hardware requirements for accessing and performing functions within the VSW website.

Terms and Marks in This Guide

Some terms (words) and marks (graphics) have been used in this guide to explain website functions. Table 1 lists and defines these terms and marks.

Table 1: Terms and Marks in This Guide

Terms and Marks in This Guide	
Term or Mark	**Explanation**
Bolded word(s) in text	Type that designate(s) a selection option (link) within the web page other than a button.
Button	An illustration that represents a graphic selection option on the website.
Drop-down menu	Field that includes a list of options to select from.
Field	Cell (box) used to insert text in a form.
Highlight	An action that involves selecting one or more words to copy or erase.

Terms and Marks in This Guide	
Term or Mark	**Explanation**
Italicized word(s) in text	Type that emphasize(s) important text in the manual.
Left menu bar	Main list of links that is standard on all pages. State and division office users: Home State Forms Frequently Asked Questions Reference Library Change Password User Guide Logout Headquarter office users: Home State Forms FAQ Reference Library Change Password User Guide Manage Faq Manage Reference Manage User Announcement Logout
Link	Underlined text on the web page that connects to subsequent pages.
Note	Callout text that presents additional useful information. Note: Underlined text on web pages designates a link.

Terms and Marks in This Guide	
Term or Mark	**Explanation**
"Quotation" marks around text	Marks that designate an exact term used from the website.
Red arrow and ellipse in screen captures	A symbol that identifies an in-text link on the website users can select.
Screen capture	An illustration that presents an image (either a selection or entire screen) from the website.
Scroll (up/down)	To move up and down in a screen or menu by positioning the cursor on the up and down arrows located at the right side of a screen or menu.
Select	An action that involves clicking text (usually a link) by pressing the left mouse button.
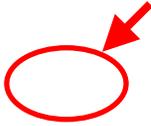
General Functions for All Users

The Vehicle Size and Weight Enforcement (VSW) website is accessible via three user roles, which are assigned to each user (in state, FHWA division, or FHWA headquarter office) according to the types of functions each user needs to perform (according to the office in which they work). Certain functions are restricted to the specific user role. These restricted functions are described in Chapters 3, 4, and 5. This chapter, however, describes general functions that are available to all users:

- Registering for a User Account,
- Logging In and Out,
- Changing Your User Password,
- Changing Your Expired User Password,
- Viewing State Enforcement Plans (SEP),
- Viewing Certifications,
- Accessing the Reference Library,
- Accessing Frequently Asked Questions (FAQ), and
- Accessing Related External Sites.

The following pages provide detailed descriptions of each of these functions.

Registering for a User Account

Users must register for a user account in order to access the Vehicle Size and Weight Enforcement website. The following instructions explain how to register for a user account by creating a username and password.

Note: Only employees in the Freight Management and Operations' state, division, and headquarter offices who submit or review SEPs and Certifications are eligible to register and obtain a valid user account. If you qualify according to these requirements, you may register for an account. If you feel you meet these requirements, but are unable to register for an account, contact the VSW Help Desk at **vswadmin@macrosysrt.com**.

---

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Type the following uniform resource locator (URL) in your browser: **http://vsw.fhwa.dot.gov**.

2. Register for a new account.
   a. Select the **register here** option.

   ## Login

   Notice: You are attempting to access a Federal computer system, which is the property of the United States Government. It is for authorized use only.
   Please provide your username and password in the boxes below.

   Username: [   ]
   Password: [   ]

   [Login] [Cancel]

   Only previously designated state, FHWA division, and FHWA headquarter employees who submit or review SEPs and Certifications are eligible to register and obtain valid user accounts. If you qualify according to these requirements, register here. Contact the VSW Help Desk at vswadmin@macrosysrt.com if you feel you meet these requirements but are unable to gain access.

Note: Underlined text on web pages designates a link.

b. Complete *all fields* in the registration form.

Note: Passwords must be at least eight characters, consisting of uppercase and lowercase letters and a special character. Also, your password will expire in 90 days; you will need to register a new password once the 90 days have elapsed. When this happens, refer to the "Changing Your Expired User Password" section in this guide.

c. Select Submit ⎡Submit⎤ to submit the form,

OR

Select Reset ⎡Reset⎤ to clear the form and re-enter information. (Make sure to select Submit after re-entering information.)

If your registration request has been *successfully submitted*, the following text will appear:

Registration

Your registration request has been successfully submitted. A confirmation email has been sent to you. Once we receive your reply, your account will be activated. You will be able to login after you receive the notification email.

If your registration request *failed* to submit successfully, the following text will appear:

Registration

Your registration request has failed due to the following missing information.

* First Name
* Last Name
* Email
* Username
* Password

Go back to register again.

If this screen appears, select the **Go back** option to complete the missing information and re-submit.

3. Confirm the user registration.
   a. Access your personal email inbox that corresponds to the email address you included in the registration form.

   b. Open the confirmation email from **vswadmin@macrosysrt.com**.

   c. Select "Reply."

   d. Select "Send."

Refer to the following section for instructions about using your new username and password to access the website.

Logging In

Once a user account has been created, the user can log in to the VSW website. The following instructions explain how to log in to the website using the unique username and password.

1. Go to the VSW website.
   a. Type the following URL in the address line of your Internet browser: **http://vsw.fhwa.dot.gov**.

2. Insert a username and password.

a. Type your username in the "Username" field and your password in the "Password" field.

3. Select Login.

Note: After six failed login attempts, you will be blocked from logging in for 30 minutes. You can retry logging in after 30 minutes have elapsed, or contact the VSW Help Desk for assistance (see Appendix A for contact information).

4. Select Accept on the "Terms and Conditions of Use/VSW Rules of Behavior" page to enter the VSW website.

Note: You must agree to the Terms and Conditions of Use and VSW Rules of Behavior in order to access the VSW website.

This page will appear each time you login to the VSW website. Therefore, you must agree to abide by these terms and rules each time you access the website.

Logging Out

Users can logout of the VSW website to end their user session. The following instructions explain how to logout.

1. Select **Logout** in the left menu bar.

Changing Your User Password

After a user account has been created, a user can change or modify the user password. (All users must change their user passwords every 90 days.) The following instructions explain how to change a user password.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Change your password.
   a. Select **Change Password** in the left menu bar.

b. Complete all information fields.

3. Select Submit ,

OR

Select Reset to clear all fields and re-enter information. (Make sure to select Submit after re-entering information.)

Note: All users must change their passwords after 90 days. The changed password cannot be the same as any of the previous three passwords.

Users cannot access the VSW website after 90 days if their user passwords have not been changed.

Refer to the following section "Changing Your Expired User Password" for information about how to change your password after 90 days have elapsed.

Changing Your Expired User Password

A user's password expires 90 days from the time it was registered. Users must register a new password at the end of the 90 days to continue accessing the VSW website. The following instructions explain how to change your expired user password.

1. Go to the VSW website.
   a. Login (using your existing password) at **http://vsw.fhwa.dot.gov**.

2. Select the **change your password now** option.

Expired Password

Your password has expired and must be changed in order to access the VSW website. You will not be permitted to access the VSW website until your password has been changed.

Please change your password now to continue accessing the VSW website.

3. Complete all fields on the "Change Password" page.

Change Password

Note: All fields are mandatory.

Old Password

New Password (Password must be at least 8 characters, consisting of uppercase and lowercase letters, and special charater)

Confirm Password

Submit   Reset

4. Select Submit. SUBMIT

5. Select a menu item from the left menu bar to begin using the VSW website.

Viewing State Enforcement Plans

Users can view a plan once it has been submitted. (See Chapter 3 for information about submitting a State Enforcement Plan—a function that is only available to state users.) The following instructions explain how to view a plan once it has been submitted.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Plan View** option from the list of links below "State Forms."

State Forms

Plan Submission

Certification Submission

Plan View

Certification View

Plan Report

Certification Report

(State users)

Or

State Forms

Plan View

Certification View

Plan Report

Certification Report

(Division and headquarter users)

4. Choose a plan to view.
   a. Select a *year* from the "Select Year" drop-down menu.

Select Year:
2004

Note: Headquarter users must also select a *state* from the "Select State" drop-down menu.

   b. Select Continue. Continue

5. View the plan.
   a. Select a section of the plan from the bulleted list to view it.
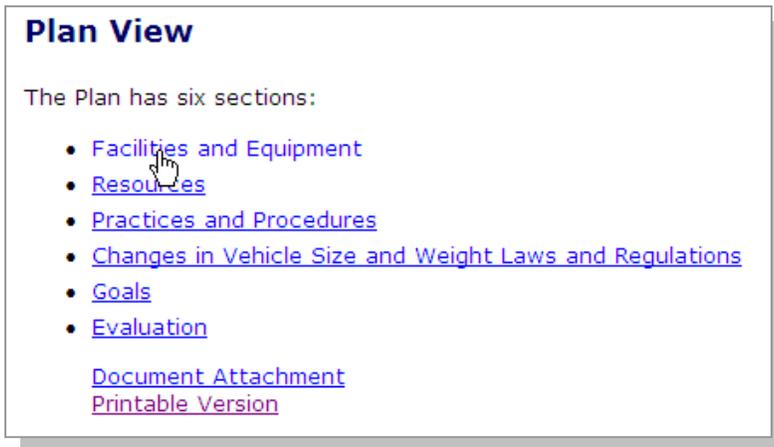
Plan View

The Plan has six sections:

- Facilities and Equipment
- Resources
- Practices and Procedures
- Changes in Vehicle Size and Weight Laws and Regulations
- Goals
- Evaluation

Document Attachment
Printable Version

Note: Division and headquarter office users may see "not saved" in parentheses next to the bulleted items. This means that the section has not been reviewed and saved. See Chapters 4 and 5 for more information about this and other functions available to division and headquarter office users.

b. Select the **Next Page** option on each subsequent page to view the various sections in the report,
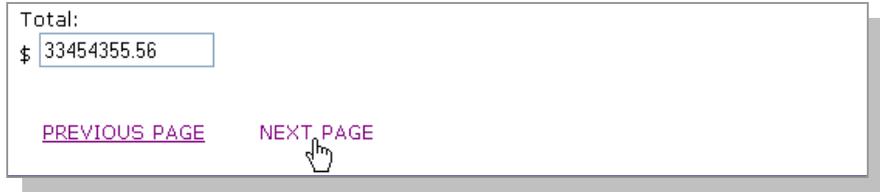
Note: The Previous Page link allows you to go back to the page you were viewing last.

OR

Select the **Plan View** link to return to the section menu and select each section separately.

Viewing Certifications

Users can view a certification once it has been submitted. (See Chapter 3 for information about submitting a certification—a function that is only available to state users.) The following instructions explain how to view a certification once it has been submitted.

1. Go to the Vehicle Size and Weight Enforcement website.

    a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Certification View** option from the list of links below "State Forms."
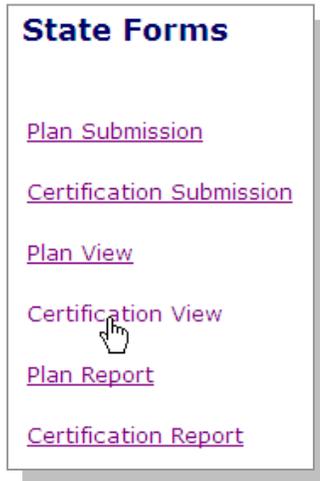
(State users)

Or

(Division and headquarter users)

4. Choose a certification to view.
    a. Select a year from the "Select Year" drop-down menu.

Note: Headquarter users must also select a *state* from the "Select State" drop-down menu.

---

    b. Select Continue.

5. View the certification.

a. Select a section of the report from the bulleted list to view it.

Certification View

The Certification has three sections:

- Statement
- New Law or Regulation
- Report of Enforcement Efforts

Document Attachment
Printable Version

Note: Division and headquarter office users may see "not saved" in parentheses next to the bulleted items. This means that the section has not been reviewed and saved. See Chapters 4 and 5 for more information about this and other functions available to division and headquarter office users.

b. Select the **Next Page** option on each subsequent page to view the various sections in the report,

Analysis of the changes made:

PREVIOUS PAGE   SAVE   NEXT PAGE

OR

Select the **Certification View** link to return to the section menu and select each section separately.

Viewing a Plan Report

The "Plan Report" option enables all users to view compiled data from the State Enforcement Plan. The plan report can be viewed in either an HTML or a spreadsheet format. The following instructions explain how to view a plan report.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Plan Report** option from the list under "State Forms."

Or

(Division and headquarter users)

(State users)

4. Choose a plan report to view.
   a. Select a *year* from the "Year" scrolling-menu.
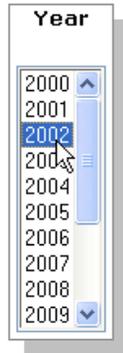
Note: Headquarter office users must also select a *state* from the "State" scrolling-menu.

   b. Select an *entry* from the "Entry" menu.

Note: Press Ctrl while selecting menu items to select multiple items.

State and division office users can select more than one option from the "Year" and "Entry" menus by pressing Ctrl while selecting options.

Headquarter users can select multiple options from the "State" menu *or* multiple options from the "Year" menu and the "Entry" menu. (Multiple options from the "State" menu *cannot be* selected *in conjunction with* multiple options in the "Year" and "Entry" menus.)

5. Choose a format for the plan report.

    a. Select Generate HTML [Generate HTML] to view the plan report in HTML format,

        OR

        Select Generate Spreadsheet [Generate Spreadsheet] to view the plan report in a spreadsheet format (using Microsoft Excel).

Note: Select the Back button in your Internet browser to return to the Plan Report page in the Vehicle Size and Weight Enforcement website after viewing the HTML or spreadsheet version of the report.
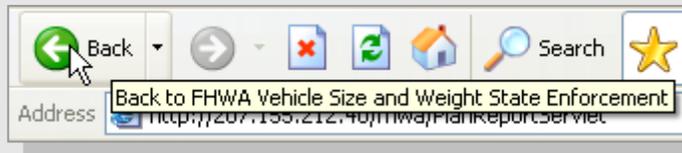
Viewing a Certification Report

The "Certification Report" option enables all users to view compiled data from a certification. The certification report can be viewed in either an HTML or a spreadsheet format. The following instructions explain how to view a certification report.

1. Go to the Vehicle Size and Weight Enforcement website.
    a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Certification Report** option from the list under "State Forms."

State Forms

Plan Submission

Certification Submission

Plan View

Certification View

Plan Report

Certification Report

(State users)

Or

State Forms

Plan View

Certification View

Plan Report

Certification Report

(Division and headquarter users)

4. Choose a certification report to view.
    a. Select a *year* from the "Year" scrolling-menu.
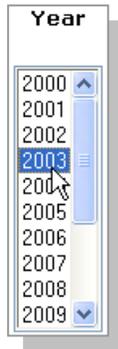
Year

2000
2001
2002
2003
2004
2005
2006
2007
2008
2009

Note: Headquarter office users must also select a *state* from the "State" scrolling-menu.

    b. Select an *entry* from the "Entry" menu.

Entry

Fixed platform scales
Portable scales
Semi-portable scales
WIM scales
Facilities Funding
Personnel Funding
Total Funding
Enforcement Lead Agency
Funding Lead Agency

23

> Note: Press Ctrl while selecting menu items to select multiple items.
>
> *State and division* office users can select more than one option from the "Year" and "Entry" menus by pressing Ctrl while selecting options.
>
> *Headquarter* users can select multiple options from the "State" menu *or* multiple options from the "Year" menu and the "Entry" menu. (Multiple options from the "State" menu *cannot be* selected *in conjunction with* multiple options in the "Year" and "Entry" menus.)
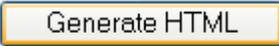
6. Choose a format for the certification report.

    a. Select Generate HTML [Generate HTML] to view the certification report in HTML format,

    OR

    Select Generate Spreadsheet [Generate Spreadsheet] to view the certification report in a spreadsheet format (using Microsoft Excel).

> Note: Select the Back button in your Internet browser to return to the Certification Report page in the Vehicle Size and Weight Enforcement website after viewing the HTML and spreadsheet versions of the report.
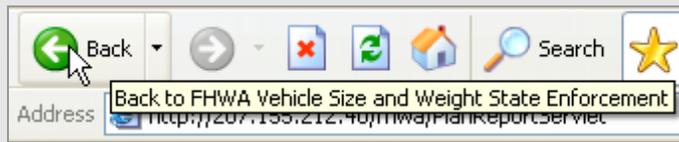
Accessing the Reference Library

The reference library provides resources for more information. The following instructions explain how to access these resources. (See Chapter 5 for more information about managing the reference library—

an option that is only available to Headquarter office users.)

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.
2. Select **Reference Library** from the left menu bar.

3. Choose a reference to view.
   a. Select a reference link from the list below "Reference Library."

Reference Library

Document List: (PDF's require Adobe Acrobat 4.0+, Click Here to download)

U.S. Transportation Secretary Mineta Announces $15 Million in Grants for 104 Scenic Byway Projects (Tue Jun 08 21:19:38 EDT 2004, posted by Tom George)

FHWA Home page (Tue Jun 08 21:50:20 EDT 2004, posted by Tom George)

FHWA Photo (Tue Jun 08 21:53:31 EDT 2004, posted by Tom George)

TRB Study on Commercial Vehicle Size and Weight (Thu Jun 10 13:43:51 EDT 2004, posted by Tom George)

macrosys (Tue Jun 15 14:26:33 EDT 2004, posted by Tom George)

TSW Report (Tue Jun 15 14:28:57 EDT 2004, posted by Tom George)

---

   b. Select the website address link on the subsequent page (or select **Continue**) to view the reference,

---

You Are Now Leaving the FHWA Vehicle Size and Weight Web Site

You are about to access

http://www.fhwa.dot.gov/pressroom/fhwa0407.htm

Thank you for visiting.

Our web sites have many links to other organizations, such as educational institutions and non-profit associations. While we offer these electronic linkages for your convenience in accessing transportation-related information, please be aware that when you exit our web sites, the privacy policy stated on our web sites may not be the same as that on other web sites. In addition, DOT cannot attest to the accuracy of information provided by linked sites. Linking to a web site does not constitute an endorsement by DOT or any of its employees of the sponsors of the site or the products presented on the site.

Continue

> Note: This subsequent page (announcing that "You Are Now Leaving the FHWA Vehicle Size and Weight Web Site") only appears after selecting a link that connects to a site outside of the Vehicle Size and Weight Enforcement website.

OR

Remain within the Vehicle Size and Weight Enforcement website by selecting a link from the left menu bar.

> Note: Some references are in PDF format and require Adobe Acrobat 4.0+ (or higher). If you do not have Adobe Acrobat 4.0+, select the Click here option.
>
> **Reference Library**
>
> Document List: (PDF's require Adobe Acrobat 4.0+ Click Here to download)
>
> U.S. Transportation Secretary Mineta Announces $15 Million in Grants for 104 Scenic

Accessing FAQ

The frequently asked questions (FAQ) page presents a list of commonly asked questions and answers that provide general information for users. The following instructions explain how to view information on this page.

1. Go to the Vehicle Size and Weight Enforcement website.
    a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **FAQ** from the left menu bar.

3. View an FAQ.
   a. Select a question from the list below "FAQ" to view the corresponding answer.

> Note: If you would like information about a topic that is not covered on the FAQ page, select the email address (vswadmin@macrosysrt.com) option and send an email to request more information.

Accessing Related External Sites

Links to additional related sites are provided at the bottom of all pages within the Vehicle Size and Weight Enforcement website. The following instructions explain how to access these additional sites.

1. Select a link from the bottom menu bar.
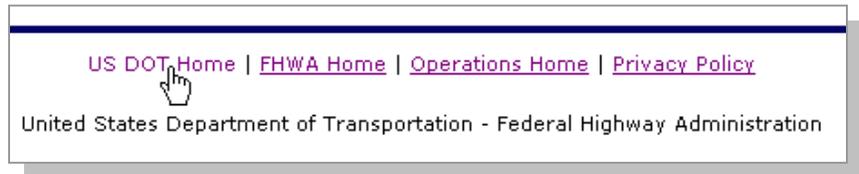
This page is intentionally left blank.

<div align="right">

Chapter 3

State Office Functions

</div>

State office users perform two functions within the VSW website in addition to the general functions listed in Chapter 2:

- Preparing and submitting a State Enforcement Plan, and
- Preparing and submitting a Certification.

The following pages provide instructions for performing each function.

Preparing and Submitting a State Enforcement Plan

The "Plan Submission" option allows state offices to prepare and submit State Enforcement Plans (SEPs) to division offices for review. The following instructions explain how to prepare and submit a plan.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Plan Submission** option from the list of links below "State Forms."

State Forms

Plan Submission

Certification Submission

Plan View

Certification View

Plan Report

Certification Report

4. Choose a plan to submit.
   a. Select a *year* from the "Select Year" drop-down menu.

Select Year:
2004

b. Select Continue Continue .

5. Complete and submit the plan.
  a. Select a section of the report from the bulleted list to complete it.

Plan Submission

The Plan Submission has six sections:

- Facilities and Equipment   (saved)
- Resources   (unfinished)
- Practices and Procedures   (unfinished)
- Changes in Vehicle Size and Weight Laws and Regulations   (unfinished)
- Goals   (unfinished)
- Evaluation   (unfinished)

  Document Attachment
  Submit Plan

You must complete all six sections to submit and obtain a valid plan.

Note: "Saved" is shown in parentheses when a section has been completed and saved.

  b. Complete all of the fields on the page.
    i.   Position the cursor in a field.
    ii. Type text in each field,

Facilities and Equipment

Fixed platform scales

Total number:
2147

Locations:

OR

Select **Load data from last year** to insert data from the previous year's plan.

Note: If the current plan is the first plan that has been submitted through the VSW website, the "Load data from last year" option *will not be available*. For example, if the SEP for 2005 was not submitted through the VSW website, the "Load data from last year" option will not be available for the SEP for 2006.

c. Select Save .

d. Select the **Next Page** option to continue with the next section of the report,

OR

Select the **Plan Submission** link at the top of the page to return to the Plan Submission page report sections list.
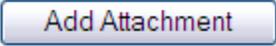
e. Select Add Attachment ![Add Attachment] on the Plan Document Attachment page (if an attachment is necessary).
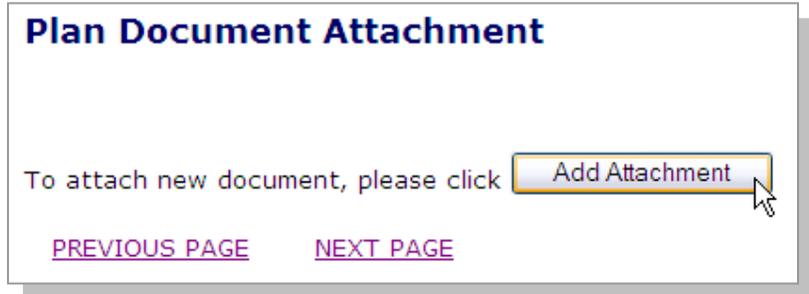
6. Submit the plan.

a. Select Submit ![SUBMIT] when all sections of the plan have been completed.
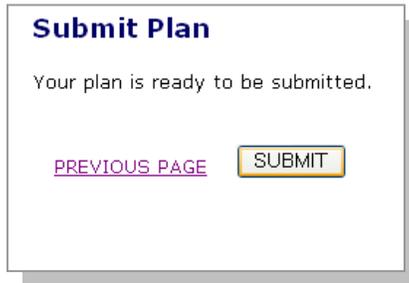
Preparing and Submitting a Certification

The "Certification Submission" option allows state offices to prepare and submit certifications to division offices for review. The following instructions explain how to submit a certification.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Certification Submission** option from the list of links below "State Forms."

State Forms

Plan Submission

Certification Submission

Plan View

Certification View

Plan Report

Certification Report

4. Choose a certification to submit.
   a. Select a *year* from the "Select Year" drop-down menu.

   Select Year:
   2004

   b. Select Continue. Continue

5. Complete and submit the certification.
   a. Select a section of the report from the bulleted list to insert content.

   Certification Submission

   The Certification Submission has three sections:

   - Statement (unfinished)
   - New Law or Regulation (unfinished)
   - Report of Enforcement Efforts (unfinished)

   Document Attachment
   Submit Certification

   You must complete all three sections to submit and obtain a valid certification.

   b. Complete all of the fields on the web page.

i. Position the cursor in a field.
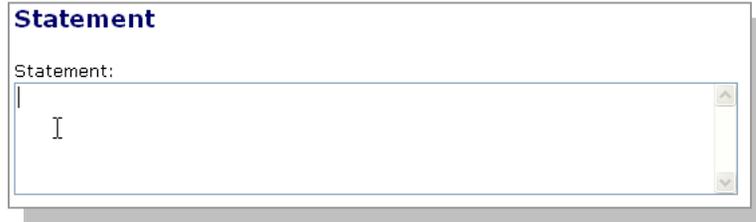
ii. Type text in each field,

Statement

Statement:

OR

Select **Load data from last year** to insert data from the previous year's certification.

Vehicle Size and Weight Enforcement > State Forms > Certification Submission

Statement

Load data from last year

Note: If the current certification is the first certification that has been submitted through the VSW website, the "Load data from last year" option *will not be available*. For example, if the certification for 2005 was not submitted through the VSW website, the "Load data from last year" option will not be available for the certification for 2006.

c. Select Save SAVE .

d. Select the **Next Page** option to continue with the next section of the report,

OR

Select the **Certification Submission** link at the top of the page to return to the report sections list.

e. Select Add Attachment [Add Attachment] to on the Certification Document Attachment page (if an attachment is necessary).
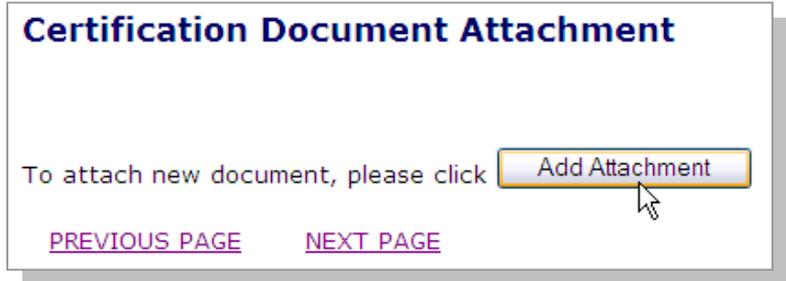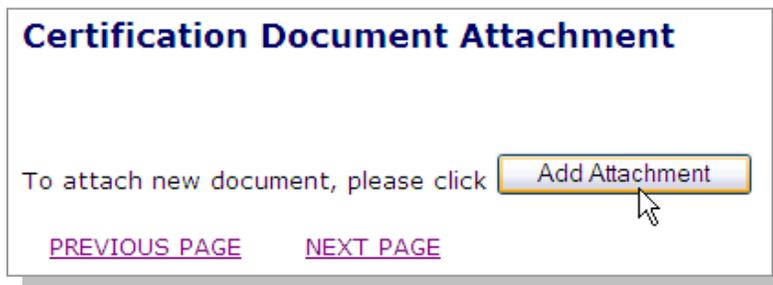
6. Submit the Certification
   a. Select Submit when all sections of the certification have been completed.

<div align="right">
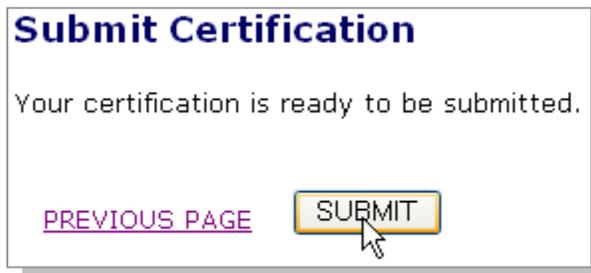
Chapter 4

Division Office Functions

</div>

Division office users perform two functions within the VSW website in addition to the general functions listed in Chapter 2:

- Reviewing a State Enforcement Plan, and
- Reviewing a Certification.

The following pages provide instructions for performing each function.

Reviewing a State Enforcement Plan

The "Plan View" option enables division office users to review plans submitted by their respective state offices. The reviewed plans are also saved through the "Plan View" option to enable headquarter office users to access and review the plans. The following instructions explain how to review and save a plan.

2. Go to the Vehicle Size and Weight Enforcement website.
    a. Login at **http://vsw.fhwa.dot.gov**.

3. Select **State Forms** from the left menu bar.

4. Select the **Plan View** option from the list under "State Forms."

5. Choose a plan to review.
    a. Select a *year* from the "Select Year" drop-down menu.

    b. Select Continue.

6. Review and save a plan.
    a. Select a section of the plan from the bulleted list to view it.

Plan View

The Plan has six sections:

- Facilities and Equipment
- Resources   (not saved)
- Practices and Procedures   (not saved)
- Changes in Vehicle Size and Weight Laws and Regulations   (not saved)
- Goals   (not saved)
- Evaluation   (not saved)

Document Attachment
Printable Version

Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

    b. Read the text in each field.

    c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.

Note: You may need to scroll down to view the approval and comments section of the web page.

        i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
        ii. Click once.

    d. Provide reasons in the comments field if a section is disapproved.
        i. Position the cursor in the "Comments:" field and click once.
        ii. Type comment text.

Comments: ○ Approved ◉ Disapproved

. . . I

Note: Only enter comment text if the section is *disapproved.*
The following message will appear if you try to insert text
when "Approval" has been selected:
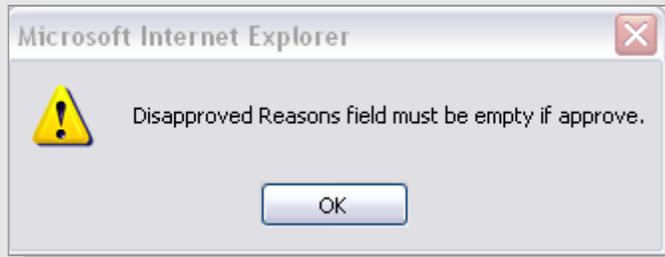
e. Select Save SAVE .

f. Select the **Next Page** option to continue
with the next section,

OR

Select the **Plan View** link at the top of the
page to return to the plan sections list.

g. Select Notify State NOTIFY STATE if sections of the plan were disapproved and the following screen appears:

Plan Review Summary

The plan is *not* ready for approval.
The following page(s) has(have) not been approved:

- Resources
- Practices and Procedures
- Changes in Vehicle Size and Weight Laws and Regulations
- Evaluation

PREVIOUS PAGE   NOTIFY STATE

OR

h. Select Notify Headquarter NOTIFY HEADQUARTER if the entire plan was approved and the following screen appears:

Plan Review Summary

The plan has been approved.

PREVIOUS PAGE   NOTIFY HEADQUARTER

A plan submitted by the state office may require changes before the division office can approve it. In this case, the division office must re-review the plan after the state has re-submitted the plan. Follow the same instructions for reviewing a plan to re-review a re-submitted plan.

Reviewing a Certification

For division office users, the "Certification View" option is enabled to review plans submitted by their respective state offices. The certifications are also saved to allow headquarter office users to access and review the plans. The following instructions explain how to review and save a certification.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Certification View** option from the list under "State Forms."

State Forms

Plan View

Certification View

Plan Report

Certification Report

4. Choose a certification to review.
   a. Select a *year* from the "Select Year" drop-down menu.

Select Year:
2004

   b. Select Continue. Continue

5. Review and save the certification.

a. Select a section of the certification to view it.

Certification View

The Certification has three sections:

- Statement (not saved)
- New Law or Regulation (not saved)
- Report of Enforcement Efforts (not saved)

Document Attachment
Printable Version

Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

---

b. Read the text in each field.
c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.
   i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
   ii. Click once.

d. Provide reasons in the comments field if a section is disapproved.
   i. Position the cursor in the "Comments:" field and click once.
   ii. Type comment text.

Comments: ○ Approved ⦿ Disapproved

... I

Note: You may need to scroll down to view the approval and comments section of the web page.

---

e. Select Save SAVE .

f. Select the **Next Page** option to continue with the next section,

OR

Select the **Certification View** link at the top of the page to return to the certification sections list.

g. Select Notify State [NOTIFY STATE] if sections of the certification were disapproved and a screen similar to the following appears:

OR

Select Notify Headquarter
NOTIFY HEADQUARTER if the entire
certification was approved and the following
screen appears:

Certification Review Summary

The certification has been approved.

PREVIOUS PAGE   NOTIFY HEADQUARTER

A certification submitted by the state office
may require changes before the division office
can approve it. In this case, the division office
must re-review the certification after the state
has re-submitted it. Follow the same
instructions for reviewing a certification to re-
review a re-submitted certification.

This page is intentionally left blank.

Chapter 5

Headquarter Office Functions

Headquarter office users perform six functions within the VSW website in addition to the general functions listed in Chapter 2:

- Reviewing a State Enforcement Plan (SEP),
- Reviewing a Certification,
- Managing frequently asked questions (FAQ),
- Managing the Reference Library,
- Managing Users, and
- Posting Announcements.

The following pages provide instructions for performing each function.

Reviewing a State Enforcement Plan

The "Plan View" option enables headquarter office users to review plans submitted by state offices and approved by division offices. The following instructions explain how to review and save a plan.

1. Go to the Vehicle Size and Weight Enforcement website.
    a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Plan View** option from the list under "State Forms."

4. Choose a plan to review.
    a. Select a *state* from the "Select State" drop-down menu.

b. Select a *year* from the "Select Year" drop-down menu.

c. Select Continue.

5. Review and save a plan.
   a. Select a section of the plan from the bulleted list to view it.

Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

b. Read the text in each field.

c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.
   i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
   ii. Click once.

d. Provide reasons in the comments field if a section is disapproved.
    i. Position the cursor in the "Comments:" field and click once.
    ii. Type comment text.

Comments: ○ Approved ◉ Disapproved

···

Note: You may need to scroll down to view the approval and comments section of the web page.

---

e. Select Save SAVE.

f. Select the **Next Page** option to continue with the next section,

OR

Select the **Plan View** link at the top of the page to return to the plan sections list.

D WEIGHT ENFORCEMENT

21ˢᵀ CENTURY OPERATIONS USING 21ˢᵀ CENTURY TECHNOL

Vehicle Size and Weight State Enforcement > State Forms > Plan View

g. Select Notify Division [NOTIFY DIVISION] if sections of the plan were disapproved and a screen like the following appears:

Plan Review Summary

The plan is *not* ready for approval.
The following page(s) has(have) not been approved:

- Facilities and Equipment

PREVIOUS PAGE   [NOTIFY DIVISION]

OR

Select Notify Division & State [NOTIFY DIVISION & STATE] if the entire plan was approved and the following screen appears:

Plan Review Summary

The plan has been approved.

PREVIOUS PAGE   [NOTIFY DIVISION & STATE]

Reviewing a Certification

For headquarter office users, the "Certification View" option is enabled to review certifications submitted by state offices and approved by division offices. The following instructions explain how to review and save a certification.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **State Forms** from the left menu bar.

3. Select the **Certification View** option from the list under "State Forms."

4. Choose a certification to review.
   a. Select a *state* from the "Select State" drop-down menu.
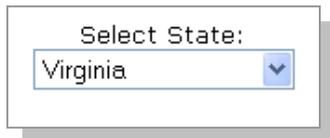
   b. Select a *year* from the "Select Year" drop-down menu.

   c. Select Continue.

5. Review and save a certification.
   a. Select a section of the certification to view it.

Certification View

The Certification has three sections:

- Statement (not saved)
- New Law or Regulation (not saved)
- Report of Enforcement Efforts (not saved)

  Document Attachment
  Printable Version

Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

   b. Read the text in each field.

   c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.
      i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
      ii. Click once.

   d. Provide reasons in the comments field if a section is disapproved.
      iii. Position the cursor in the "Comments:" field and click once.
      iv. Type comment text.

Comments: ○ Approved ● Disapproved

. . .

Note: You may need to scroll down to view the approval and comments section of the web page.

e. Select Save SAVE .

f. Select the **Next Page** option to continue with the next section,

OR

Select the **Certification View** link at the top of the page to return to the certification sections list.

g. Select Notify Division NOTIFY DIVISION if sections of the certification were disapproved and the following screen appears:

OR

Select Notify Division & State

 if the entire certification was approved and the following screen appears:

Managing FAQ

The "Manage FAQ" function enables headquarter office users to provide general information to all users. (The FAQ function—the list of frequently asked questions and corresponding answers—is available for all users through the website.) The following instructions explain how to edit and post a question and answer within the "Manage FAQ" function.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **Manage FAQ** from the left menu bar.

3. Edit an existing FAQ.

   a. Select View .

b. Position the cursor in the field next to "Question" and click once (or click three times to highlight all existing text) to edit question text.

Question	Who can use this site?
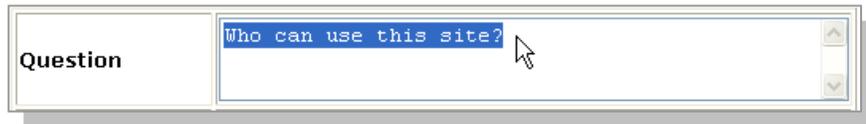
c. Type changes to the question text.

d. Position the cursor in the field next to "Answer" and click once (or click three times to highlight all existing text) to edit answer text.

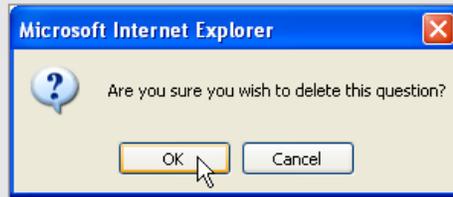| Answer	State, division, and headquarter office employees who have registered for a user account.

update   delete

e. Type changes to the answer text.

f. Select Update [update] to update the recently edited question and answer,

OR

Select Delete [delete] to erase the question and answer entirely.

> Note: If deleting a question and answer entirely, you must also select OK in the following window:
>
>
>
> If you do not want to delete the question and answer, select Cancel.

4. Post a new question and answer.
  a. Position the cursor in the field next to "Question," beneath "Add new item."

  b. Type question text.
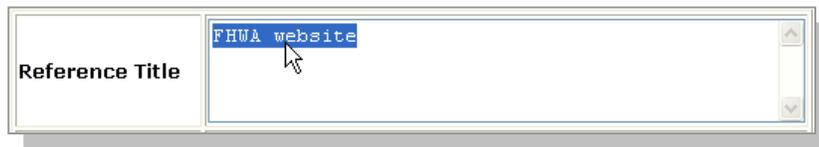 c. Position the cursor in the field next to "Answer," beneath "Add new item."

  d. Select Submit .

Managing the Reference Library

The "Manage Reference" function enables headquarter office users to provide additional resources to all users. (The Reference Library function—a list of references—is available for all users through the website.) The following

instructions explain how to edit and post a reference within the "Manage Reference" function.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **Manage Reference** in the left menu bar.

3. Edit an existing reference.

   a. Select View view .

   b. Position the cursor in the field next to "Reference Title" and click once.

   c. Type changes to the reference title text.

   d. Position the cursor in the field next to "Document URL" and click once to edit or change the document URL of (or path to) the reference document (click three times to highlight the entire existing URL).

   Note: Each reference can only include *one* document URL.

   e. Select Update update to update changes made to the reference,

   OR

Select Delete `delete` to erase the reference entirely.

Note: If deleting a reference entirely, you must also select OK in the following window:

If you do not want to delete the reference, select Cancel.

---

4. Add a new reference.

   a. Select Add `Add`.

   b. Position the cursor in the field next to "Title" and click once.

   c. Type a reference title.

   d. Position the cursor in the field next to "Document URL" and click once.

   e. Post a document (found online *or* from a file).

Note: Each reference can only include *one* document URL *or* one uploaded file, not both.

---

    i. Type a document URL to post a document found online as a reference,

OR

    ii. Select Browse [Browse...] to post a document from a file.

        1. Navigate in the "Choose file" window to the location of the document file to be posted.

        2. Select the file to be posted.
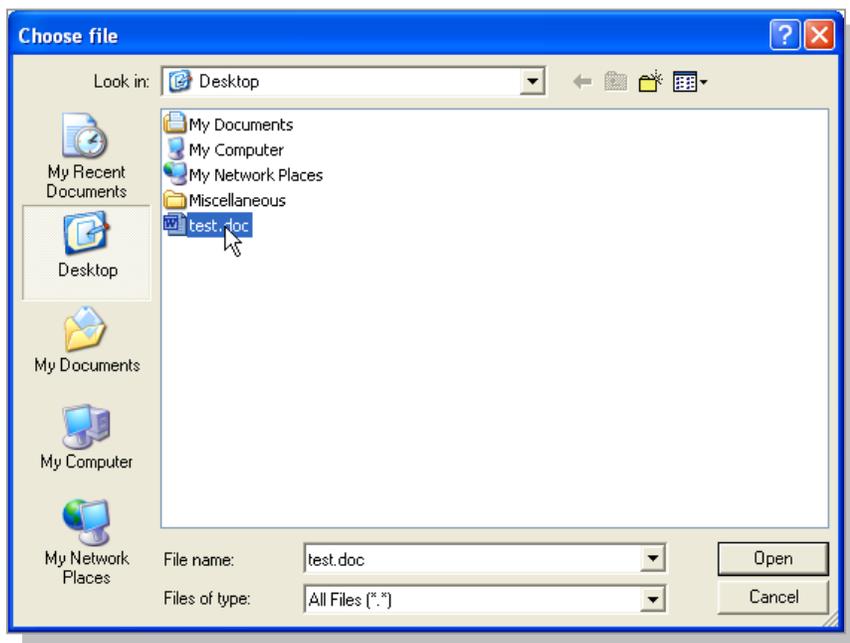
        3. Select Open [Open].

f. Select Add [add],

OR

Select **Go back to management page.** to exit the "Reference Modification" page without posting a reference.

Managing Users

The "Manage Users" function enables headquarter office users to modify user accounts for the Vehicle Size and Weight Enforcement website. A user account can be updated (with a newly registered email, state, or role) or deleted. The following instructions explain how to use the "Manage User" function.

1. Go to the Vehicle Size and Weight Enforcement website.
   a. Login at **http://vsw.fhwa.dot.gov**.

2. Select **Manage User** in the left menu bar.

3. Edit user information.
   a. Edit a user's email address.
      i. Position the cursor over the email address to be edited and click once (or click three times to highlight the entire address).
      ii. Type any changes to the email address.

Action		LastName	FirstName	Email	State	Role	Username
update	delete	Fang	Vincent	vswadmin@macrosysrt.com	DC	head	dcdc

   iii. Select Update ⟨update⟩ in the same row as the user information that has been edited.

   b. Edit a user's *State*.
      i. Position the cursor over the field to be edited and click once (or click twice to highlight the entire field).
      ii. Type any changes to the field.

Action		LastName	FirstName	Email	State	Role	Username
update	delete	Fang	Vincent	vswadmin@macrosysrt.com	DC	head	dcdc

   iii. Select Update [update] in the same row as the user information that has been edited.

  c. Edit a user's *Role.*

   i. Select an option from the drop-down menu (head, division, state, or statelead) according to the appropriate functions necessary for the user.

   ii. Select Update [update] in the same row as the user information that has been edited.

  d. Delete a user completely.

   i. Select Delete [delete] in the same row as the user you would like to remove entirely.

   ii. Select OK [OK] in the following window:

Note: If you do not want to delete the user, select Cancel.

Posting Announcements

The "Announcements" option allows headquarter office users to notify all users (state, division, and other headquarter office users) through web-based email. The following instructions explain how to use the announcements function.

1. Go to the Vehicle Size and Weight Enforcement website.

  a. Login at **http://vsw.fhwa.dot.gov**.

2. Insert a subject.
    a. Position the cursor in the field next to "Subject" and click once.

    b. Type a descriptive subject for the message.

3. Include an attachment.
    a. Select Browse [Browse...].

    b. Navigate in the "Choose file" window to the location of the document file to be posted.

    c. Select the file to be posted.
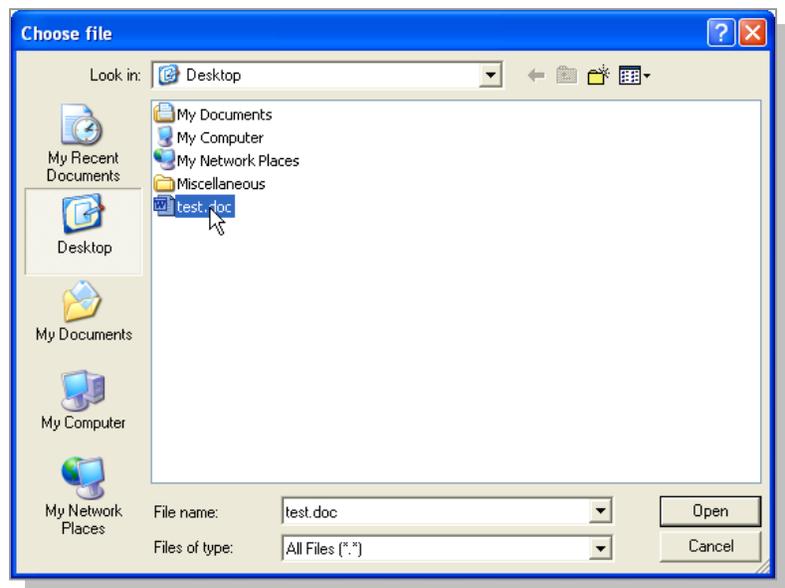
    d. Select Open [Open].

Note: Attachments are optional. Announcements are not required to include attachments.

---

4. Insert message text.
    a. Position the cursor in the field next to "Content" and click once.

    b. Type message text.

5. Send the message.
    a. Select Send [Send].

This page is intentionally left blank.

Appendix A

User Support

We hope that this Guide will provide useful instructions for accessing and performing functions within the Vehicle Size and Weight Enforcement website. However, if you have any additional questions or are unable to perform necessary functions, refer to the following Troubleshooting Guide for solutions to common problems.

Troubleshooting Guide

Refer to Table 2 for information to help troubleshoot potential problems accessing or performing functions on the VSW website. (Topics are listed alphabetically.)

Table 2: Troubleshooting Topics and Solutions

Topic	Suggested Solutions
Accessing the VSW website	❑ Have you been blocked from logging in due to five unsuccessful login attempts? *If so, wait 30 minutes and retry logging in. If you are still unsuccessful, contact the VSW Help Desk (see Table 3).*
	❑ Has it been over 90 days since you changed your password? *If so, refer to Chapter 2 for information about "Changing Your Expired User Password." If this still does not correct the problem, contact the VSW Help Desk for assistance.*
Changing passwords	❑ Does the password meet the minimum requirments: eight characters—upper- and lower-case with at least one special character?
	❑ Is the password different than the previous three passwords registered with the VSW system?
Submitting plans and certifications	❑ Have all sections of the plan/certification been completed and saved?
	❑ Are you designated as a state user? *(Only*

Topic	Suggested Solutions
	state users may submit the plan and/or certification.) If you are unsure, contact the VSW Help Desk for more information.
	❑ Has a division user for your state registered for a VSW user account? *If you are unsure, contact the division office for your state. (A division office user must register to enable the plan and/or certification to be submitted successfully. The content of the plan and/or certification will remain saved on the VSW website even if the plan and/or certification has not yet been submitted.)*

Contact Information

If the solutions presented in the above troubleshooting guide are not useful and you continue to experience problems accessing or performing functions within the VSW website, please contact the VSW Help Desk. Contact information is listed in Table 3. The Help Desk maintains regular office hours between 8am-4pm (Eastern time) Monday through Friday. During off hours, contact the Help Desk via email or leave a voice message and Help Desk personnel will respond within the following business day.

Table 3: VSW Help Desk Contact Information

Phone:	1-800-977-VSWE (8793)
Email:	**vswadmin@macrosysrt.com**

<div align="right">

`Appendix B`

Technical Specifications

</div>

The VSW website can be accessed by registered users from any computer with an Internet connection. Refer to Table 4 for additional information about technical requirements and specifications.

Table 4: Technical Requirements and Specifications

Technical Requirements	Specifications
Computer hardware	A computer with necessary peripheral devices (monitor and mouse) connected.
Computer software	With the exception of a functional operating system and browser (see Internet browser specification listed next), additional computer software is not required to view the site. However, Adobe Acrobat Reader (version 4.0 or above) is necessary to view some aspects within the site. Download Adobe Acrobat Reader for free from: http://www.adobe.com/products/acrobat/readstep2.html.
Internet connection	An operational connection to the Internet via a modem, cable, local-area network (LAN), or other type of connection.
Internet browser	A functional Internet browser that supports cascading style sheets (CSS) and JavaScript. Internet browser options include (but are not limited to): Internet Explorer, Mozilla, and Netscape Navigator.

VSW system supported by: