



RTS — Request Tracking System

User Guide for GDOT External Users

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1 Request Tracking System – RTS

RTS (Request Tracking System) V1.00.00 will allow users to submit and track **Procurement Requisition Forms (PRF)** pertaining to Engineering Design related Contracts.

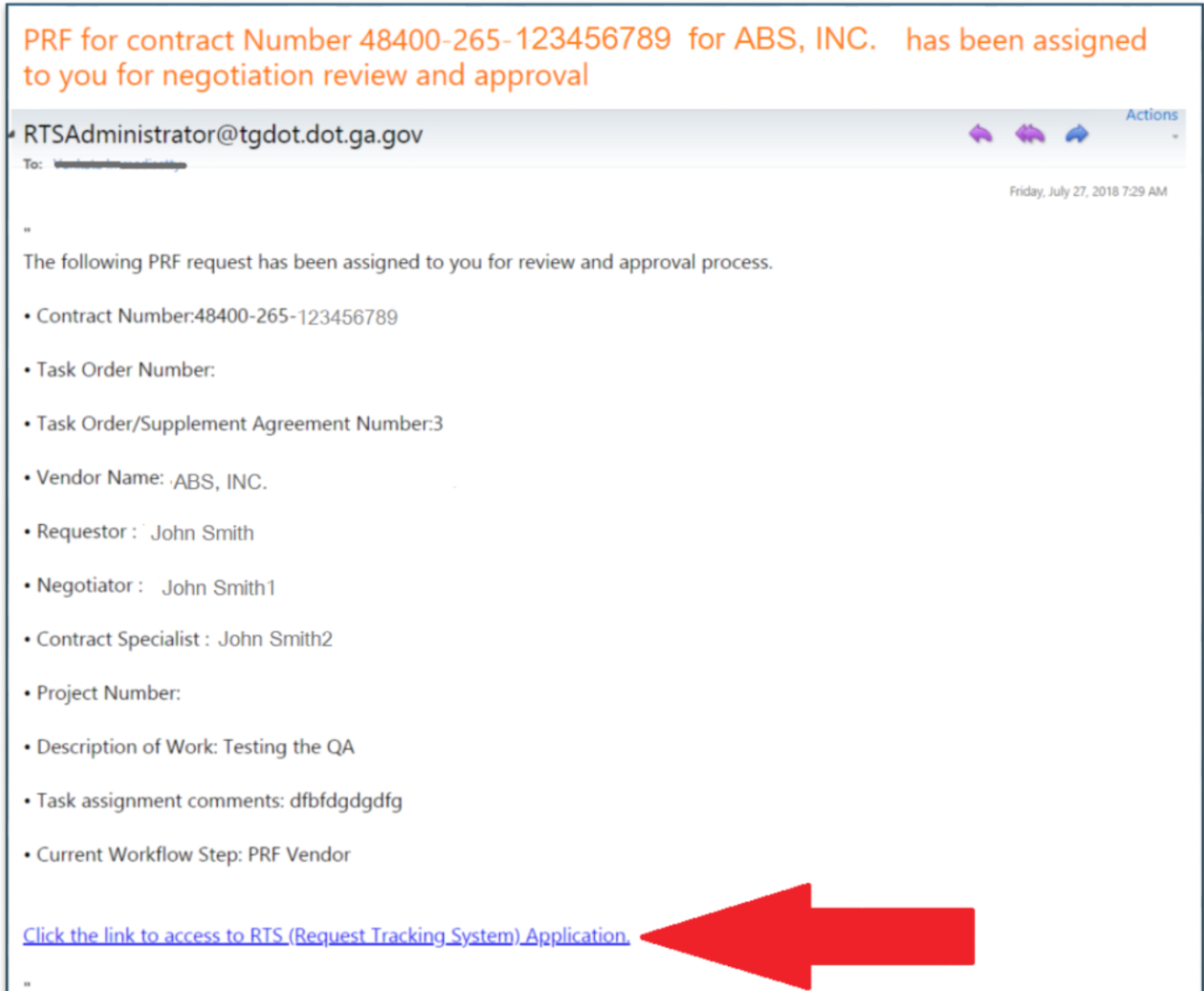
This site is best viewed using current browser version of Google Chrome.

1.1 Vendor’s Login Screen

Navigate to the RTS external site via link: <https://rts.dot.ga.gov>

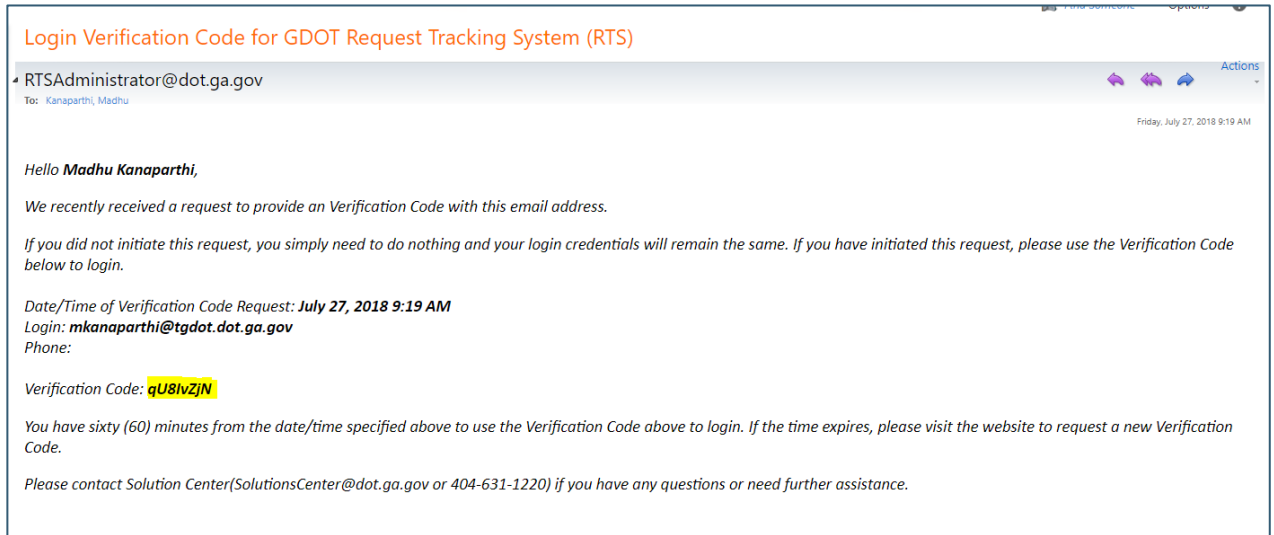
OR

RTS Email Notification received from RTSAdministrator@dot.ga.gov.



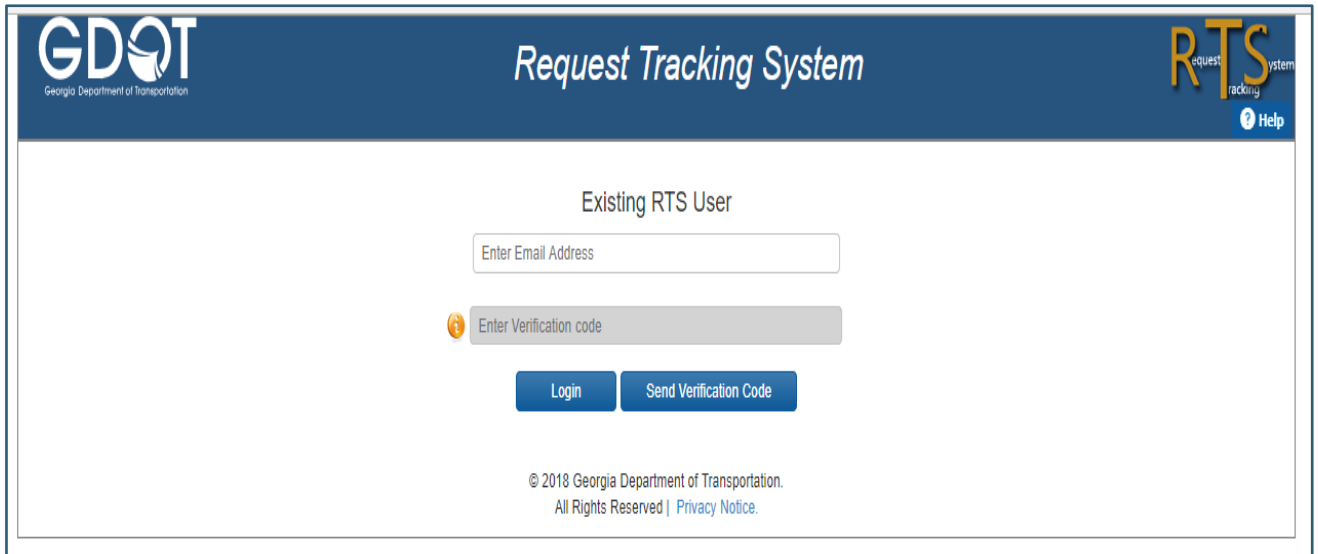
1. **Click** on the Application URL or on the Link provided in the RTS email notification to navigate to the RTS login screen.
2. **Enter** your **email address** (you need to use the same email address where you received task assignment notification from RTS Application (RTSAdministrator@dot.ga.gov)).
3. **Click** on **Send Verification Code** button.
4. **You** will receive email with the **verification code** from RTSAdministrator@dot.ga.gov.

Sample screen shot:



5. **Enter** the **verification code** received in the email.
6. **Click** on **Login**.

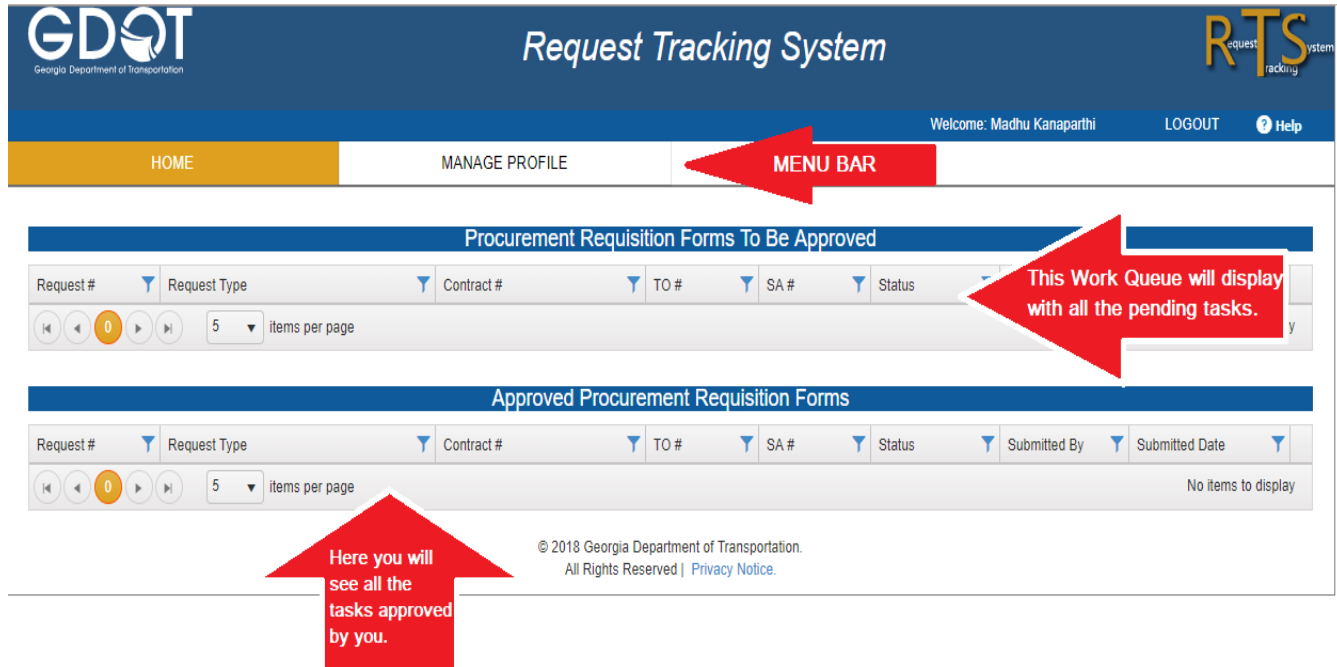
RTS Vendor Login Screen:



1.2 User Interface

From the **Menu Bar** located on the homepage, vendors can navigate the assigned tasks in RTS application.

NOTE: WorkQueue Tabs located on the homepage, help you navigate the assigned tasks and also help you revisit the already approved tasks.




The screenshot displays the RTS homepage with the following elements:


- Header:** GDOT Georgia Department of Transportation logo on the left, "Request Tracking System" title in the center, and "Welcome: Madhu Kanaparthi", "LOGOUT", and "Help" on the right.
- Menu Bar:** A horizontal navigation bar with "HOME" (highlighted in orange), "MANAGE PROFILE", and "MENU BAR" (indicated by a red arrow pointing left).
- Work Queue 1:** "Procurement Requisition Forms To Be Approved". It features a table with columns: Request #, Request Type, Contract #, TO #, SA #, and Status. Below the table is a pagination control showing "5 items per page". A red arrow points to this section with the text: "This Work Queue will display with all the pending tasks."
- Work Queue 2:** "Approved Procurement Requisition Forms". It features a table with columns: Request #, Request Type, Contract #, TO #, SA #, Status, Submitted By, and Submitted Date. Below the table is a pagination control showing "5 items per page" and the text "No items to display". A red arrow points to this section with the text: "Here you will see all the tasks approved by you."
- Footer:** Copyright notice: "© 2018 Georgia Department of Transportation. All Rights Reserved | Privacy Notice."

1.3 Manage Profile

Manage Profile will allow you to update your contact information that will help GDOT communicate better whether to send any notifications regarding PRF forms.



Request Tracking System



Welcome: Madhu Kanaparthi LOGOUT [Help](#)

HOME
MANAGE PROFILE

First Name:*

Last Name:*

Title:

Email:*

Phone:*

Phone Type:*

MANAGE ADDRESSES

+ Add New Address

Address Type	Address1	Address2	City	State	Zip Code	Active
No items to display						

items per page

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2 **GDOT Solution Center**

2.1 **Questions & Comments**

Should you have any questions or concerns, please contact the following:

GDOT Solution Center Email: SolutionsCenter@dot.ga.gov

GDOT Solution Center Phone: 404-631-1220

DO NOT forget to include the following, while submitting the ticket to Solutions Center.

PRF Number:

Issue Descriptions / Screen shots: