

# PRO490-c: Enter Commitments into the Commitment Tracking System

See also: [Environmental Manual – Chapter 490](#)

Effective July 2016

**Start procedure:** Environmental commitments are identified (PRO490-b) and ready to be entered into a Commitment Tracking System (CTS) project.

**End procedure:** The CTS contains all the commitments identified for an environmental document.

Actor:	Action:
<b>Environmental Coordinator (or designee)</b>	<ol style="list-style-type: none"> <li>1. <b>Opens</b> the Commitment Tracking System (CTS)               <ul style="list-style-type: none"> <li>• CTS is available to authorized WSDOT staff. To get access contact <a href="#">Gretchen Coker</a>.</li> </ul> </li> <li>2. <b>Searches</b> the existing list of projects in CTS.               <ul style="list-style-type: none"> <li>• Click on 'Manage and View Projects' in the menu.</li> <li>• Enter project information and click 'Search'.</li> <li>• If your project appears in the search results, verify project PIN, WIN, WOA etc. by clicking on 'details'. Skip to step 3.</li> <li>• If your project does not appear in the search results contact your Region CTS Administrator by clicking on the link so they can add a project into CTS.</li> </ul> </li> </ol>
	<ol style="list-style-type: none"> <li>3. <b>Opens</b> the project in CTS by clicking on the project name under the 'Search Results'.               <ul style="list-style-type: none"> <li>• Review the documents associated with the project by clicking the 'Manage and View Documents' button.</li> <li>• If the document is not listed, add the document by clicking on the 'Add Document' button and enter the required information.</li> <li>• Press the 'Save' button.</li> </ul> </li> <li>4. <b>Adds</b> commitments to the CTS document.               <ul style="list-style-type: none"> <li>• Click on the word 'edit' under the Commitments column to get to the 'Manage and View Commitments' screen.</li> <li>• Enter commitment data. Mandatory fields are marked with a red asterisk. Additional data may be entered for 'Design Discipline', 'WSDOT Responsibility', 'Construction Activity', and 'Status and Fulfillment' by clicking on these tabs. Click 'Save' to save data.</li> </ul> </li> </ol>

	<p>5. <b>Generates</b> a 'All Commitments by Project' report</p> <ul style="list-style-type: none"><li>• Click on 'Manage and View Reports' in the menu.</li><li>• Click on the appropriate report type to generate an Excel spreadsheet with the appropriate commitment data.</li></ul>
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