

LTP Online

Instructions for RTC's to extract submissions

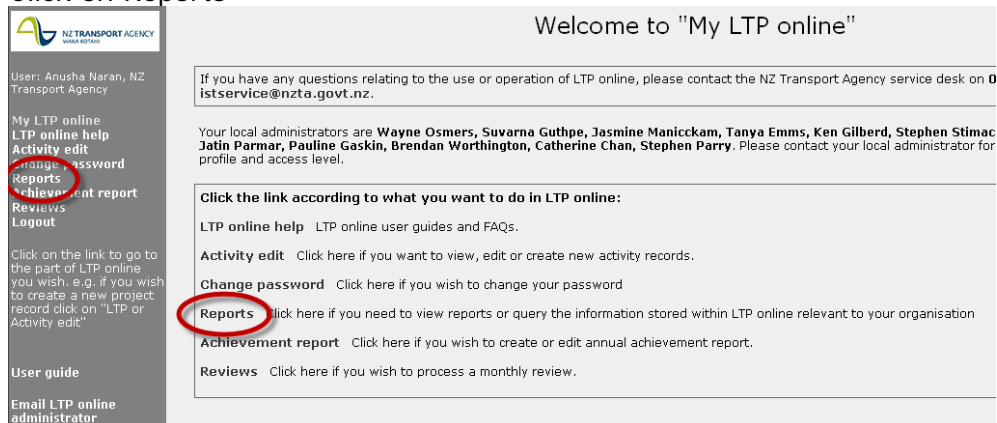
Extracting a submission

Accessing the Report

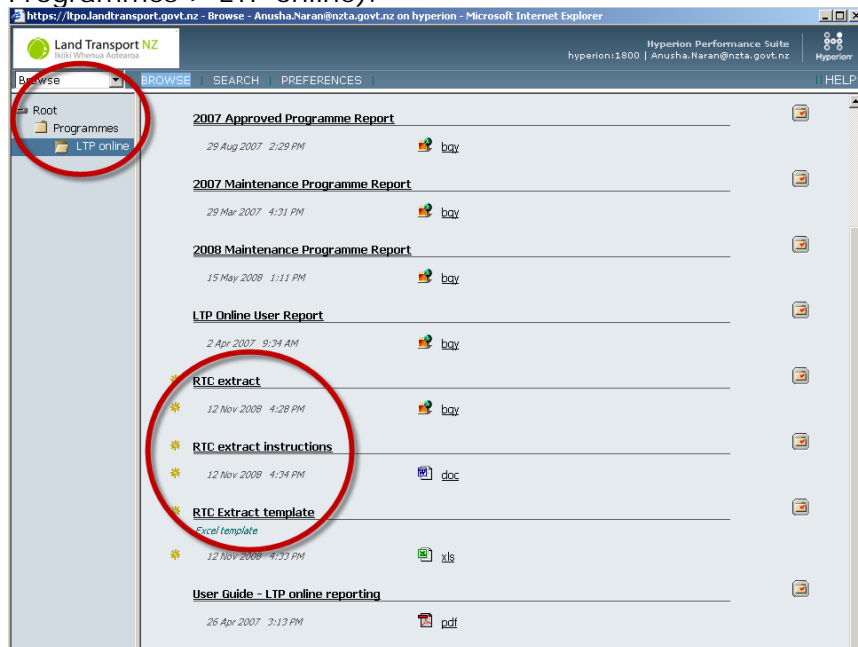
To provide regions with a table of activities proposed for inclusion in the RLTP which can be used to develop priorities and a funding plan.

Step Action

- 1 Login to LTP Online
- 2 Click on Reports



- 3 The Reporting Tool will open.
From the Reports menu, navigate to the LTP online folder (Root > Programmes > LTP online).



Displayed on the right hand side are 3 files relating to the extract:

- RTC extract – the extract itself that will query LTP online,
- RTC extract instructions – this document, &
- RTC extract template – excel template where data will be extracted to

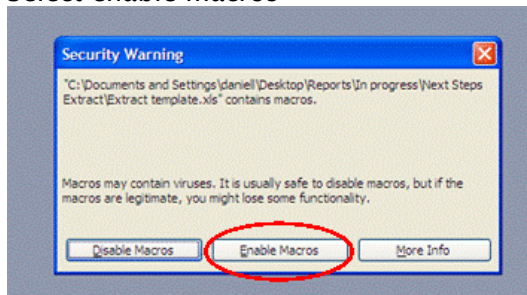
Opening the Extract Template

Note: This is the excel template data will be copied into.

Step Action

Note: When opening the RTC Extract template, you will need to enable macros. You should be prompted with a dialog box (shown below) when the file is opened.

- 1 Select enable macros



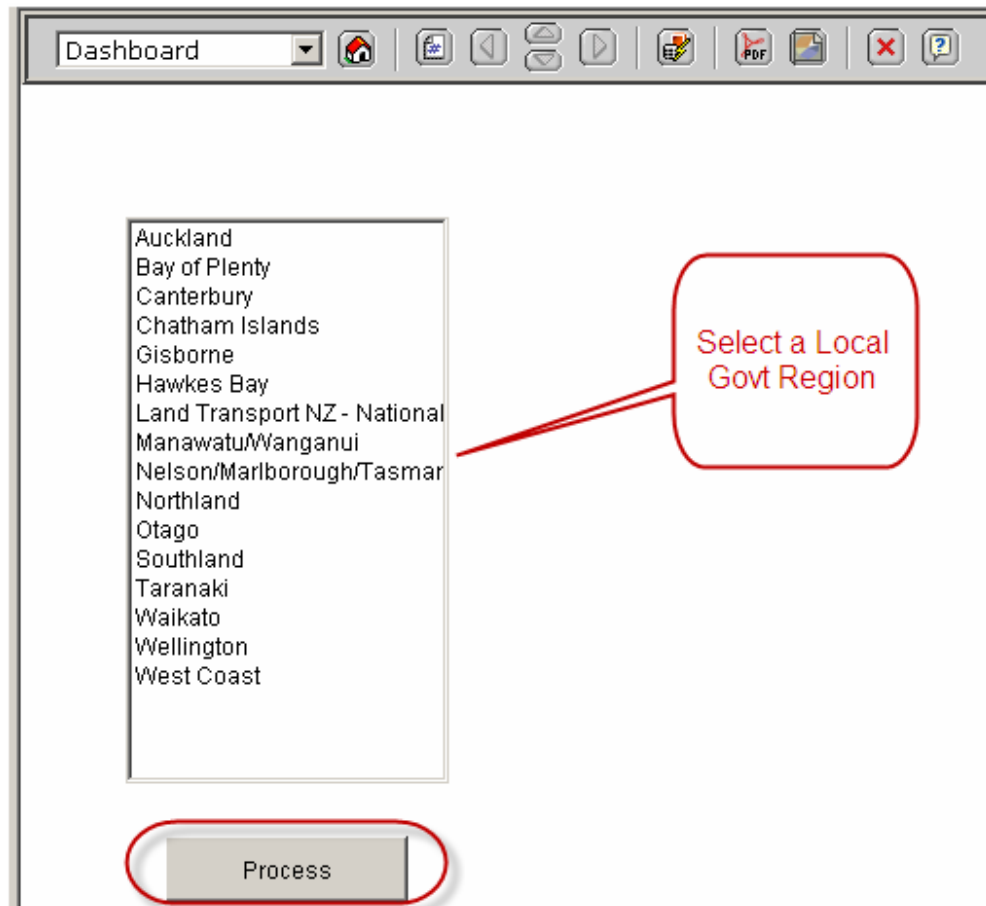
If this dialog does not appear and you are having issues running the macro, you may need to adjust your settings. You can access Macro Security from the security tab of the options dialog (Tools > Options) in excel.

Opening the Extract for a Region

Note: It is recommended you save a copy of the excel template before proceeding, this is the version you will be using. Keep this template open.

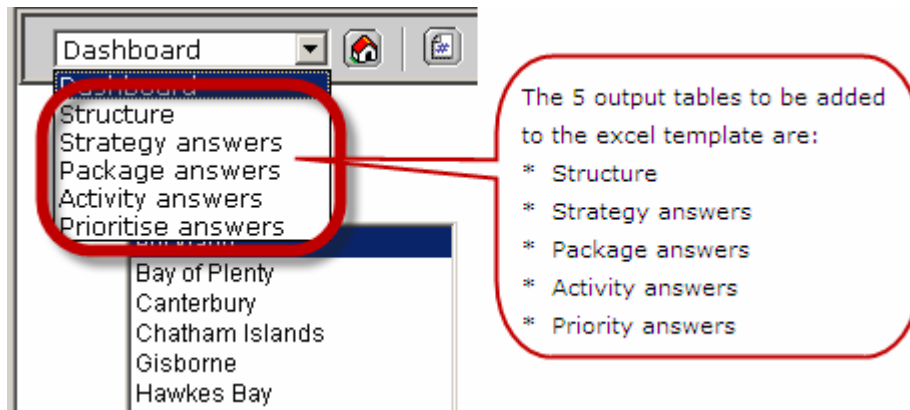
Step Action

- 1 Click on "RTC Extract" to open and run it.
The following screen will be displayed.

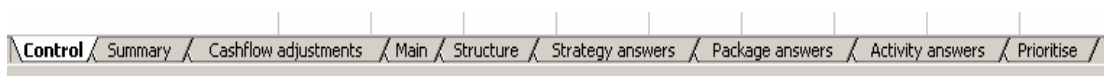


- 5 Select the local government region you wish to extract
- 6 Click process.
A dialog box stating processing has finished will appear, (this may take a couple of minutes)
- 7 There are four output tables to be copied into the supplied excel template, which can be selected from the dropdown list.

7



These will be pasted into the “RTC Extract template”, each onto a separate worksheet with the same name (these are already set up in the template).



Copying Data from the Extract to the Template

To copy the data from the output tables, follow the instructions below.

Step

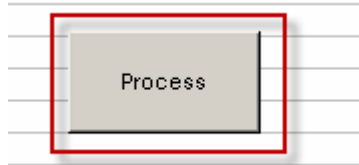
Action

- 1 Select the desired table from the dropdown list (as shown above).
E.g. Structure - the following screen will be displayed.

76,985	190,703			Export to XLS
77,365	191,565			
77,355	191,534			77,355
76,438	189,218			74,764
	190,530			74,764
	190,534			74,764
	190,685			74,764

- 2 Click on the excel icon to export the table to a new spreadsheet.
A new excel workbook will be opened containing the data from the relevant output table.
- 3 Select all data in this workbook (Ctrl-A).
Select copy from the menu or (Ctrl-C).
- 4 Open the corresponding worksheet in the “RTC Extract Template” and select the highlighted square (or press Ctrl-Home).
Select Paste from the menu or (Ctrl-V) to paste the data into this location
- 5 Repeat this for the remaining 4 output tables, ensuring the correct output table is pasted to the correct worksheet.

- Once you have pasted the 5 output tables into the excel template, Select the 'Control' worksheet and check that it defaults to the correct region. From here, simply click the 'process' button. This will copy all the data from the 5 worksheets into the 'Main' worksheet and into the Cashflow adjustments sheet.



It is recommended you take a copy of this worksheet and use that as your working copy.

Project ID	Phase ID	Project name	Phase name	Status	Region	Org Name	Type	Activity class
12	76574	194492 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
13	76574	194493 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
14	76574	194494 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
15	76574	194495 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
16	76574	194496 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
17	76574	194497 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
18	76574	194498 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
19	76574	194499 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
20	76574	194490 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
21	76574	194491 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
22	76574	194492 Maintenance, Operations and Renewals Programme 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MAINT_NS	
23	73944	19546 Valkaraka Cycleway and Onehunga Cycling Improvements	Construction	Funding Approved	Auckland/Norland	Auckland City Council	STANDARD	
24	77003	190623 Minor improvements 2009/12	Local Roads	Dralt	Auckland/Norland	Auckland City Council	MANOHMP_NS	
25	85656	194284 Civic bus station (West Bledisloe)	Design	Dralt	Auckland/Norland	Auckland City Council	STANDARD	
26	85658	177267 Civic bus station (West Bledisloe)	Design	Dralt	Auckland/Norland	Auckland City Council	STANDARD	
27	74029	18595 Sandingham Rd Corridor project	Design	Under Review	Auckland/Norland	Auckland City Council	STANDARD	
28	74524	185313 AMETI Notice of Requirement and AEE	Investigation	Funding Approved	Auckland/Norland	Auckland City Council	COMPLEX	
29	85634	194445 Central Transit Corridor (Construction)	Construction	Funding Approved	Auckland/Norland	Auckland City Council	COMPLEX	
30	83660	181023 Twicken Rd/Inverness St Route Upgrade	Construction	Funding Approved	Auckland/Norland	Auckland City Council	STANDARD	
31	74050	181932 AMETI - Long Term Forecast 2009-2016	Construction	Dralt	Auckland/Norland	Auckland City Council	GENERIC	
32	72430	176193 Chesham St / Captain Springs Rd Improvements	Design	Dralt	Auckland/Norland	Auckland City Council	COMPLEX	
33	76367	191043 Auckland Regional Route Optimisation Programme	Package	Dralt	Auckland/Norland	Auckland Regional Transport Authority	PACKAGE_NS	
34	76029	191042 ARTA Strategies and Plans	Package	Dralt	Auckland/Norland	Auckland Regional Transport Authority	PACKAGE_NS	
35	76045	191044 Auckland Regional School Travel Plan Package 2009	Package	Dralt	Auckland/Norland	Auckland Regional Transport Authority	PACKAGE_NS	
36	79000	191045 Auckland Regional School Travel Plans 07/08	Package	Dralt	Auckland/Norland	Auckland Regional Transport Authority	PACKAGE	
37	76047	191983 ARTA Activity Management Plan	Study	Dralt	Auckland/Norland	Auckland Regional Transport Authority	FEASIBILITY2	
38	70919	172206 Auckland Integrated Fare Solution (AIFS) Programme	Investigation	Funding Approved	Auckland/Norland	Auckland Regional Transport Authority	STANDARD	
39	70919	172260 Auckland Integrated Fare Solution (AIFS) Programme	Investigation	Under Review	Auckland/Norland	Auckland Regional Transport Authority	STANDARD	
40	76250	188727 Public Transport Programme 2009/12	Operations	Dralt	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
41	76250	188728 Public Transport Programme 2009/12	Operations	Dralt	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
42	76250	188729 Public Transport Programme 2009/12	Operations	Dralt	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
43	76250	188730 Public Transport Programme 2009/12	Operations	#N/A	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
44	76250	188731 Public Transport Programme 2009/12	Operations	#N/A	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
45	76250	188732 Public Transport Programme 2009/12	Operations	#N/A	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
46	76250	188733 Public Transport Programme 2009/12	Operations	#N/A	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
47	76250	188734 Public Transport Programme 2009/12	Operations	#N/A	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
48	76250	188735 Public Transport Programme 2009/12	Operations	#N/A	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
49	76250	188736 Public Transport Programme 2009/12	Operations	#N/A	Auckland/Norland	Auckland Regional Transport Authority	PT_NS	
50	73122	180032 TDM Neighbourhood Accessibility Plans Final	Implementation	Funding Approved	Auckland/Norland	Auckland Regional Transport Authority	CFA	
51	73122	180120 TDM Neighbourhood Accessibility Plans Final	Implementation	Funding Approved	Auckland/Norland	Auckland Regional Transport Authority	CFA	

**10 Yr
Forecast**

Also available in the same location as the RTC extract, is a 10 year forecast extract which allows you to export data entered into LTP online as part of the '10 yr forecast by Activity class 2009/12'.

The process is similar to running the RTC extract, simply open the 10year forecast link from the LTP online section (in Reports), select the region you wish to extract then process. Once complete you will automatically be taken to the output. From here you can export to excel using the excel icon as shown above. From the dropdown box you can also select the escalation data; these can also be exported to excel in the same manner.

Support

If you encounter problems, try starting over; otherwise please contact Daniel Lawrence in NZTA National Office on (04) 894 6167.
