Task: Look Up DIME Project ID

Description:

Follow these instructions to look up the DIME project ID. The DIME Project ID is a unique number Caltrans to identify projects. This project ID number is required in the xml schema.

Who can perform this task?

The DIME Project ID page is accessible for use by any one with either 'input' privileges or 'upload' privileges.

Steps:

1. Log into DIME by entering your Email and Password at the following login page:

   http://www.dot.ca.gov/hq/esc/Translab/DIME/login.php

2. Point to the 'Project Related' menu item, then click on 'Project IDs'.

3. Type the project identification number into the Project Number box then click the 'Look Up Project ID' button. This project identification number can refer to a DEA, EFIS, Co-op Number, Minor B Contract Number, permit number or the DIME Project ID number.

   No record found. You may want to contact your SMR. SMR contact information can be found here.
4. If there are not matching records, an error message informs the user there are no matches and they may want to contact their Structural Materials Representative (SMR), with a link to SMR contact information.

5. If there are multiple matches for the project number, a table of matching projects will appear. The far left column of the table shows the DIME Project ID (highlighted with red). The other fields of the table help the user identify the project. In the example below the DIME Project ID is 9999 for the first project, 7788 for the second project, 7750 for the third project, and 8244 for the fourth project.

6. If there is only 1 matching project based on the inputted project number, the returned table will only have 1 row. In the example below, the DIME Project ID is 124.