

TxPROS ‘Save Trip’ Instructions

TxPROS now allows you to save and name routes to reuse in the future. Just follow these simple instructions for saving and retrieving routes.

To Save a Trip...

- When ordering a permit, after routing is complete, click the blue link “Save this trip...” above the route map.
- A pop-up box will appear. Name your trip. (15 character limit: letters, numbers, symbols, etc.)
- Select "Save Trip."
- A confirmation that the trip has been saved will appear. Click "OK."

To Retrieve a Saved Trip...

- Start a new permit application or copy an existing permit.
- When you reach the routing screen, under “Enter Trip For This Permit,” click the arrow next to the drop down list for "Load Saved Trip."
- Select any previously saved route that you wish to use.
- Click "Load Trip." The origin, destination and via points (if applicable) will populate with the saved information.

Other Tips...

We recommend leaving the "Let me edit trip before running" box checked. This will allow you to add extra via points or change the route before it is validated by TxPROS. If unchecked, you can still edit your route after validation by using the expand/collapse button to open the “Enter Trip” fields.

If new, active restrictions affect the saved route or if the dimensions for the current trip differ from the original to the extent that the saved route cannot be used, TxPROS will generate a new, safe route that adheres to your origin and destination points, tracking as near as possible to your via points.

For more information or assistance with this TxPROS feature, call the Oversize/Overweight Permits Section at 1.800.299.1700, select options 2,5,4 for the help desk.

June 2012