

# Pavement Condition Report (PCR) using PavEM Instructions

(Updated December 2016)

The PCR tool generates an Excel PCR with summary table by each year. A Summary Table for each year selected will be generated per the sample summary table provided.

**Input:** User selects DISTRICT, COUNTY, and ROUTE using dropdown lists as part of route selection; and enters FROM YEAR and TO YEAR and FROM PM and TO PM as part of project filter selections; and clicks “GENERATE.”

User generates a report for an entire route within a county using ROUTE SELECTION.

User generates a report for a specific segment such as project limits using PROJECT FILTER SELECTIONS. The tool assists user with PM input by automatically loading route suffixes or prefixes and alerting the user, with a message in the yellow box, to verify that the auto-loaded PM was the intended input.

The ODM fields in the PROJECT FILTER SELECTIONS are county odometer readings auto-loaded based on the input PMs. The PCR Tool uses the county odometers in its script to look for segments based on the selection. Note that the PCR generated will show State ODMs in the detailed reports.

Please see [PCR FAQs](#) for a list of frequently asked questions.

Route Selection		
District	County	Route
4	Contra Costa	4

Project Filter Selections		
	From	To
Year	2015	2026
PM		48.392
Odm	0.000	46.095

Generate

The message box, with yellow border, displays information. The tool alerts user if an entered PM is invalid. User verifies PM validity using Caltrans GIS Services' [Postmile Query Tool](#)

Entered 'To' PM is invalid: found a valid PM using just value portion; please review

**Output:** Excel file with multiple tabs: “Summary PCR”, “Summary Chart”, and a “Detailed PCR” for each year in the range specified in PROJECT FILTER SELECTIONS.

**Note:** Excel files generated and downloaded to the local computer are actual Excel files (\*.xlsx). Therefore, they can be edited. The tool was designed to generate print-ready Excel file. If user modifies the generated Excel file, then the next time user generates the same file, they have to make the same edits.