

PRIME GLOSSARY

Terms and Definitions

Italicized references in parentheses indicates PRIME topics in the User Guide to explore for more information. A non-italicized reference in parentheses indicates other PRIME documents to explore for more information.

Access Levels: Permission levels established for User Accounts. (*User Access Levels*)

Action: Subcategory Recommendation Types. Aligned where possible with the NJTPA Regional Capital Investment Strategy (RCIS) categories.

Agency / Subregion Administrator (PRIME Access Level): Staff responsible for approving content entered by users and for managing their organization's user accounts. (*User Access Levels*)

Approved Record: Submitted records are initially visible and available only to publishing agency users. Once approved by the PRIME System Administrator, they become visible and available to all PRIME users. (*Administrator Review and Approval of Records*)

Attachments: Files containing products, maps, illustrations and other detail information that are incorporated into the PRIME record. These may include study documents, excerpted pages, maps, illustrations, drawings, administrative documents such as NJDOT Problem Statement forms, Grant Applications and others pertaining to the Source, Need or Recommendation record. (*Add a New Study Source*)

Bulk Import: Entry of multiple records and geographies at one time. (PRIME Bulk Import Guide)

Categories: The Need Type, Recommendation Type and Action fields within Need and Recommendation record entry screens contain standardized terms that support searches.

Connect: System function for linking together two or more PRIME Need and/or Recommendation records to facilitate cross-referencing in searches. Connecting records suggests a relationship where both should be considered together. For example, users may elect to connect two Recommendations that should be considered for implementation together. (*Connecting Needs and Recommendations*)

CSV: Comma Separated Value. A format used in the PRIME scoping report data export process. (*Saving, Printing and Exporting Scoping Reports*)

Features: Geographic (map) objects created in GIS or PRIME to represent the location of a Source, Need and Recommendation. (*Add Study Source Geometry*)

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Filters: Pre-defined search criteria for specific attributes or categories of information. (*Manual Search*)

Manual Search: Category and attribute-based search method utilizing selectable or user-defined filters through PRIME *Location, Facility, Keywords, PRIME ID or Advanced Search* menus. Useful when specific results are desired relating to mode, facility, community or jurisdiction, time range, topic, etc.) (*Manual Search*)

Need: A planning finding that defines a problem, issue, challenge or opportunity affecting people at a specific place or on a specific facility. (*Welcome to PRIME*)

Need Type (Details Screen Field): Category associated with challenges, deficiencies, problems or opportunities. Aligned where possible with NJTPA established Performance Measures and the NJTPA Congestion Management Process.

Outcome: A Need or Recommendation record. Needs and Recommendations are considered outcomes of Sources.

Owner: The agency or organization, and by extension its users, that controls the content, context and accuracy of a Source, Need or Recommendation record. Records entered into PRIME belong to (i.e., are "owned by") the Agency or Subregion whose user(s) entered the record.

Planning Topic (Details Screen Field): Planning category/categories most closely related to the record content; (i.e., *Transportation, Land Use and/or Environment*). You may select one or more categories; e.g., a Transit Hub concept may involve both Transportation and Land Use elements. (*Add a New Study Source*)

PRIME Report: A type of report documenting the number and categorization of PRIME Need and/or Recommendation records for a custom defined area or by county and NJTPA region. Includes only published records. (*PRIME Report*)

PRIME System Administrator: The most senior system manager in PRIME. Responsible for final approvals of all PRIME records, establishment of user accounts and overseeing system operations, maintenance, notifications and programming updates. (*User Access Level Overview*)

Publisher (PRIME Access Level): Users within an Agency / Subregion with advanced capabilities including searching, entering, editing and connecting records in PRIME. (*User Access Level Overview*)

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Published: Status of a record approved by Agency/Subregion and PRIME System Administrators that make a record visible to all PRIME users. A published record is visible to all PRIME users.

Recommendation: A planning finding that identifies a strategy, solution, method or approach that can potentially address identified Needs. *(Welcome to PRIME)*

Recommendation Type (Details Screen Field): Category of transportation modes and approaches to address needs. Aligned where possible with the NJTPA Regional Capital Investment Strategy (RCIS) categories.

Record: A completed data element in PRIME reflecting a specific Source, or a Need or Recommendation finding from a Source.

Registered User (PRIME Access Level): Users within an Agency / Subregion with basic search/read / report-only capabilities in PRIME. *(User Access Level Overview)*

Scoping Report: A type of report that allows users to select from records returned through a search to produce a custom list for further discussion or action. *(Scoping Report)*

Search on Map: Search using Pointer, Circle Select or Polygon Select tools to manually identify geographic areas of interest on PRIME's map window.

Source: A product produced for the planning or transportation planning profession containing specific findings (i.e., Needs and/or Recommendations). Sources may include completed planning studies / analyses, policy documents and/or input from public outreach initiatives. *(Welcome to PRIME)*

Source Type (Details Screen Field): Characterizes a source as a study or analysis, a policy document or public engagement.

Status (Details Screen Field): Status of the information contained in the record. Choices include the following:

- Pending: No known follow-up
- Active: Utilized for project development that is scheduled or underway
- Partially Addressed: Some elements advanced, addressed or otherwise resolved
- Addressed: Completed, addressed or otherwise resolved
- Mock-up: For testing purposes only.

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Tags (Details Screen Field): In Need or Recommendation records, category and subcategory fields containing more detail on specific context. Tags help to improve and narrow down the number of records returned during PRIME Keyword searches. There are separate Tag lists for needs and recommendations.

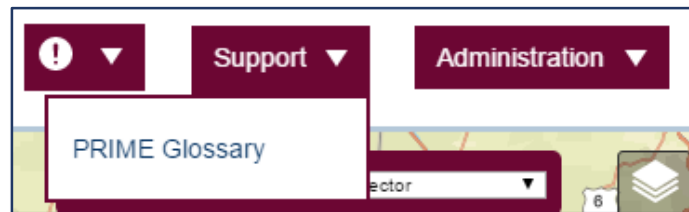
Tag Type (Details Screen Field): In Need records, detail terms to describe the need including Mode, Qualitative Performance and/or Impacted Markets. In Recommendation records, terms for the type of mode(s) referenced in the recommended improvement.

Tag (Details Screen Field): In Need records, terms for mode types, qualitative adjectives and specific impacted markets. In Recommendation records, specific types of improvement strategies and topics.

Visible: When Records have initially been entered to PRIME they are accessible only to the Owner. Once published, they become available to all PRIME users.

Accessing and Downloading / Printing the Glossary

The Glossary can be found under the PRIME Support Menu.



To download a copy of the Glossary online:

- 1.) Click **PRIME Glossary** under **Support** in the main navigation menu to open the document in your browsers PDF viewer.
- 2.) To save a copy of the glossary as a PDF, right-click anywhere on the screen and select **Print** then select **Save as PDF** as the Destination.