# BridgeInspect Software

## Collector and Manager

### Version 6.1

User Guide

inspecttech

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# Preface

## Introduction to BridgeInspect 6.1

BridgeInspect software has a long-standing, proven track record, developed for the delivery of nearly 80 implementations for customers of all shapes, sizes, and requirements. **Version 6.1** is the latest release for this product and contains the latest technologies used in the industry (i.e. Internet Explorer 9 & Windows 7).

A customized section accompanies this 6.1 manual to provide our users with specific, detailed instructions.

The **Collector** software generates complete, standard reports which are concise and readily available on command. With countless tools and enhancements available throughout the software, the inspection reports will be customized, more accurate, thorough, reliable, and readily available.

BridgeInspect **Manager** is an easy to use software package, designed to assist managers with a wide variety of administrative and asset management tasks. The Manager component goes hand in hand with the Collector software to create a complete program where reporting and decision making are accurately aligned.

Ultimately, BridgeInspect 6.1 is a portal for all of your asset inspection and management needs, providing the necessary tools to streamline the inspection process and enhance the quality of your infrastructure.

## Requirements for BridgeInspect 6.1

- Screen resolution of at least 1024 x 768 (1280 x 960 is preferred).
- A computer system with at least a 1 GHz processor with 1 GB of RAM for optimal performance.
- Internet Explorer 7.0 or higher
- Adobe Acrobat Reader 6.1 or higher.
- For the Laptop version, you will need 10 Gigabytes of free disk space. Additional space may be necessary, depending on the number of inspections and amount of pictures.

## Glossary

This section is dedicated to defining specific terms within the BridgeInspect Software. The concept of the terms will be explained further in their individual sections, but we have provided their basic definitions here.

| Term | Definition |
|---|---|
| **Asset** | An asset is a bridge, culvert, tunnel, road, or other structure that requires regular inspection.<br>• **Asset Code:** a unique code that identifies an asset.<br>• **Asset Name:** combination of the structure number and the common name of the asset.<br>• **Asset Type**: classifies the asset as "bridge", "tunnel", "culvert", etc. |
| **Profile** | A group of users associated with an agency or division. |
| **Role/Group** | A position or group possessing specific permissions and performing certain tasks. |
| **Asset Tree** | Organizes all assets entered into the system to assist in "drill-down" searches. |
| **Asset View** | Presents inspectors with an asset tree reduced to the assets to which their administrator assigns them. |
| **Query** | Searches the entire system specifically for report data. Any information entered into a field is searchable with a query. |
| **Field** | A textbox or drop-down menu within the report form. |
| **Inspection Report** | A form used by asset inspectors to routinely record the status of an asset. |
| **Central Database Values** | The values determined by the latest inspection report values. |
| **Workflow** | The entire inspection review process, from creation of an inspection report to the final approval of a report. |

## BridgeInspect Navigation

## How to Log into the BridgeInspect Website

The Collector and Manager web sites are password protected.

***Step-by-Step:***

1. To log into the BridgeInspect website:
   - ➢ Open the internet browser and enter your customized software URL into the web address bar.

   *Login Screen*


2. Once the login page has loaded, create an icon on the computer desktop (a shortcut to the website) which will take you directly to the login page with one click.

   To create a shortcut icon, follow these steps:
   - ➢ Right-click anywhere on the login page.
   - ➢ Select **Create Shortcut** from the options listed and click **Yes**.

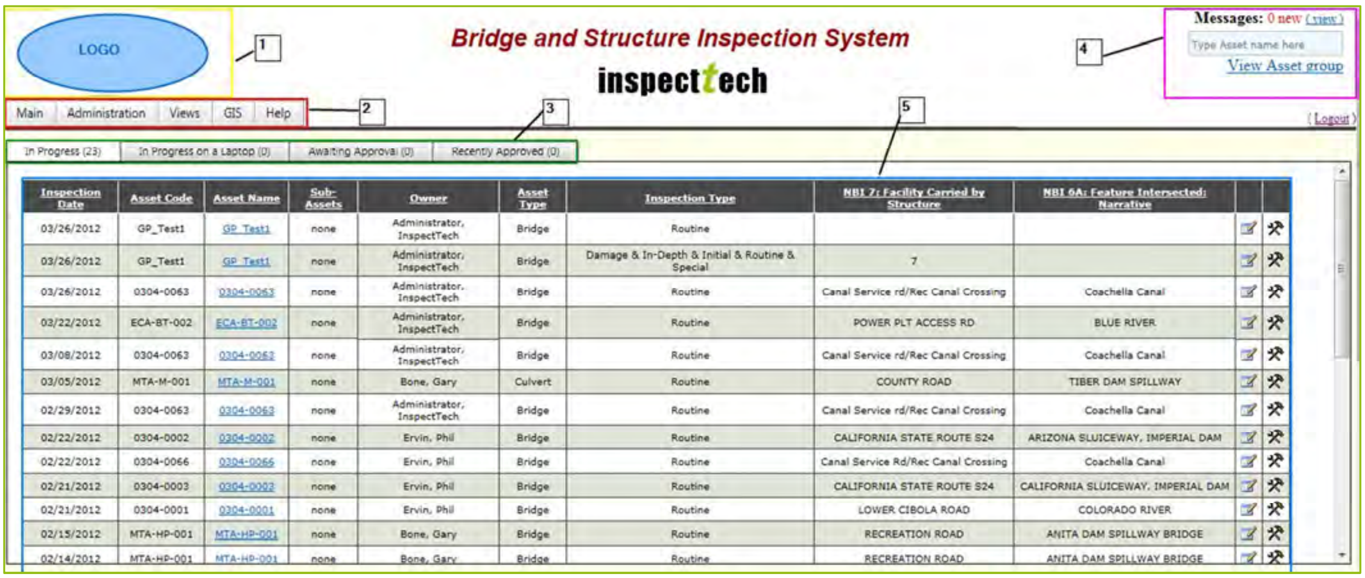
3. To enter the site, type your **Username** and **Password** into the appropriate box and click **Login**. If successful, this will take you to the main page.

   - ➢ If the username or password is incorrect, a message will appear in red at the top, left-hand corner. Make sure it contains no typos before contacting your administrator.

## BridgeInspect Collector Main Page

Once you have successfully logged into the website, you will be transferred to either the Collector or Manager Main page. The Main page is the central platform of the website. Via the Main page, you can locate, begin, edit, and submit any inspection report within the system.

*Collector Main Page*




| | |
|---|---|
| **1. Yellow Highlight** | Select your agency's logo to transfer back to the main page from any point within the software. |
| **2. Red Highlight** | The navigation menu. Composed of five tabs:<br>"Main"<br>"Administration"<br>"Views"<br>"GIS"<br>"Help" |
| **3. Green Highlight** | Progress or status tabs organize the inspection reports into their progress levels.<br>Default progress tabs:<br>"In Progress"<br>"In Progress on a Laptop"<br>"Awaiting Approval"<br>"Recently Approved" |
| **4. Pink Highlight** | Quick select retrieves any asset that exists in the software.<br>View Asset Group performs quick searching via tree search. |
| **5. Blue Highlight** | The inspection table displays all of the inspection reports and asset data. The information is ordered based on the column header selected. |

## How to Navigate Back to the Collector Main Page

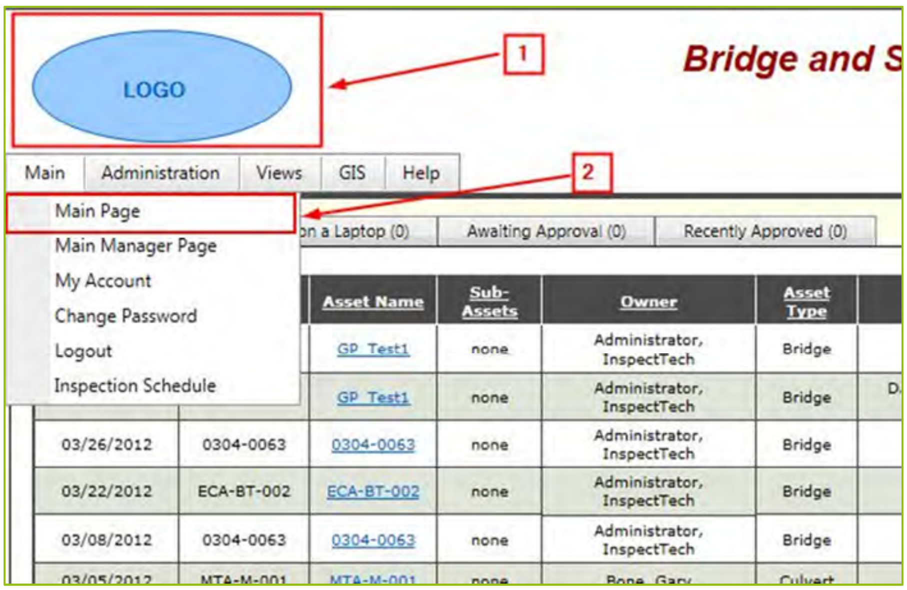
There are three ways to return to the Collector main page:

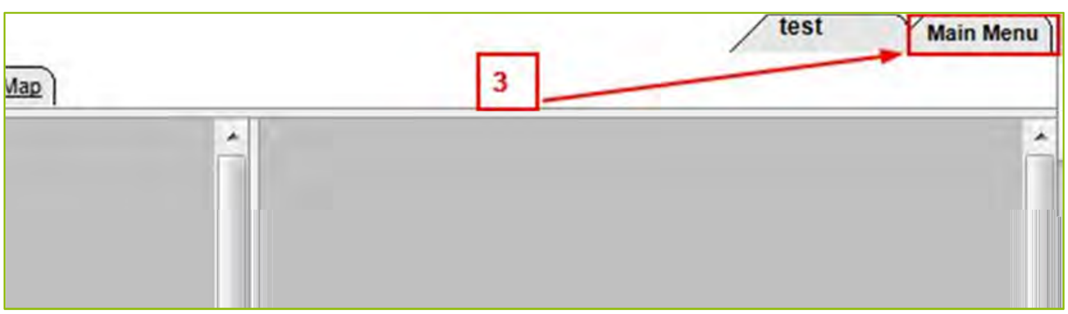
1. Click your agency's icon in the top left-hand corner.

2. Go to the **Main** tab and click **Main Page**.

3. From an open inspection report, click the **Main Menu** tab located on the right-hand side.

*Return to Main Page Options*

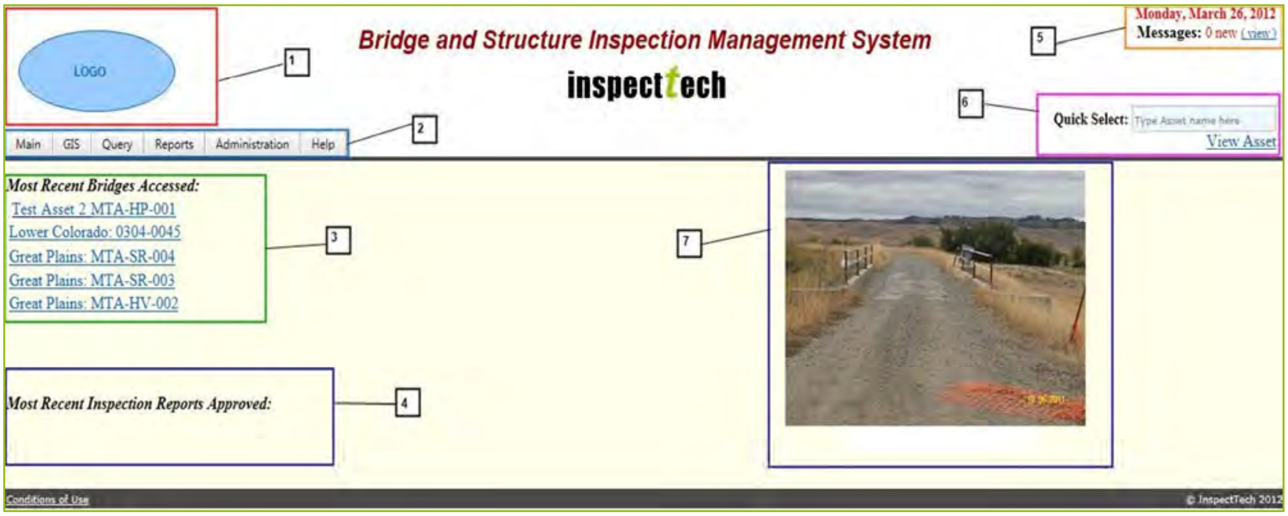


## BridgeInspect Manager Main Page

Once you have successfully logged into the website, you will be transferred to either the Collector or Manager Main page. The Main page is the central platform of the website. Via the Main page, you can locate, begin, edit, and submit any inspection report within the system.

*Manager Main Page*




| | |
|---|---|
| **1. Red Highlight** | The client's logo and navigation tool. With one click, you can reroute to the main Manager page. |
| **2. Light Blue Highlight** | The navigation menu's 6 tabs:<br>➢ Main<br>➢ GIS<br>➢ Query<br>➢ Reports<br>➢ Administration<br>➢ Help |
| **3. Green Highlight** | Lists the most recent assets accessed. |
| **4. Navy Highlight** | Lists the most recent inspection reports approved. |
| **5. Orange Highlight** | Date and Message Alert section. |
| **6. Pink Highlight** | The Quick Select and View Asset (Group) link, two quick and effortless search features. |
| **7. Yellow Highlight** | Picture selection linked to its asset details. |

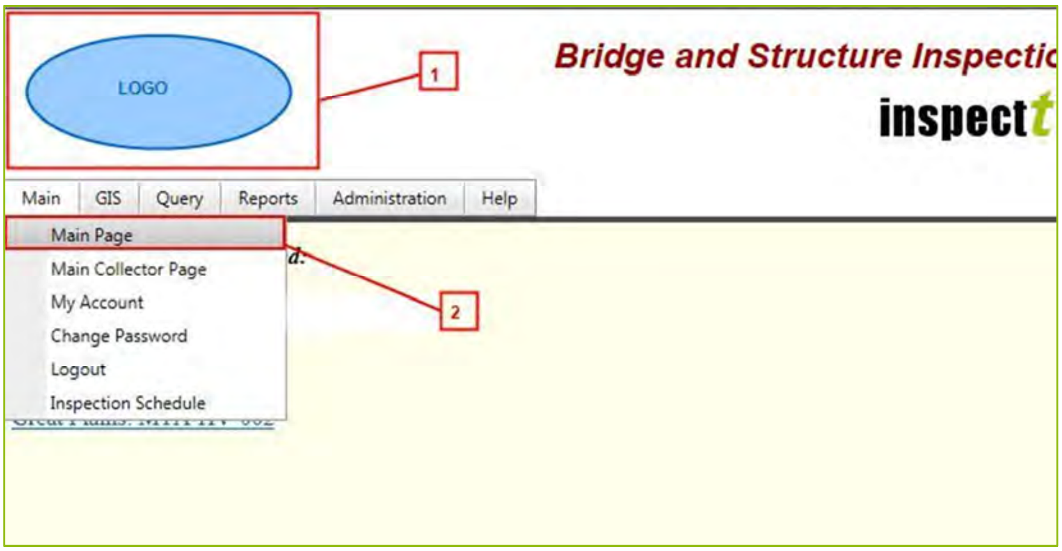
## How to Navigate Back to the Manager Main Page

There are two ways to return to the Manager main page:

1. Click your agency's icon in the top, left-hand corner.

2. Go to the **Main** tab and click on the option called **Main Page**.

*Return to Main Page Options*



## How to Change Your Password

You will be assigned a username and password to log into the software. Upon your initial login, you can change your password to something more memorable.

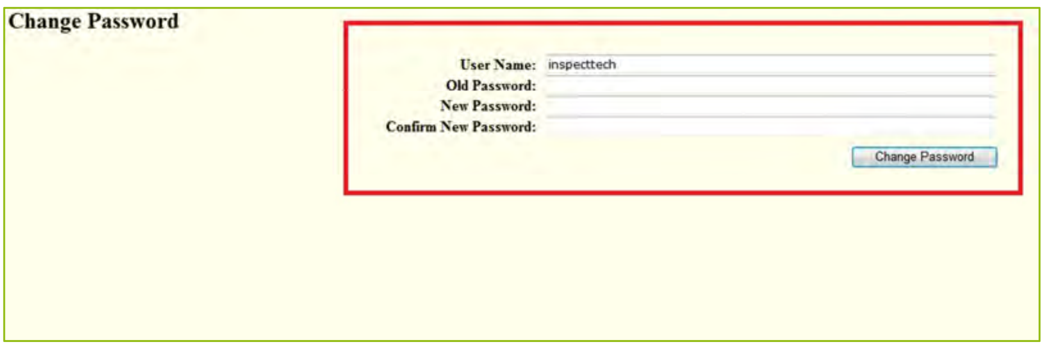
***Step-by-Step:***

1. Log into the software and click the **Main** tab at the top-left corner of the main page.

2. Choose the option **Change Password** from the drop-down list.

   The page will upload, displaying your username.

   *Change Password Screen*

3. Type the old password into the appropriate box and then type the new password and confirm it.

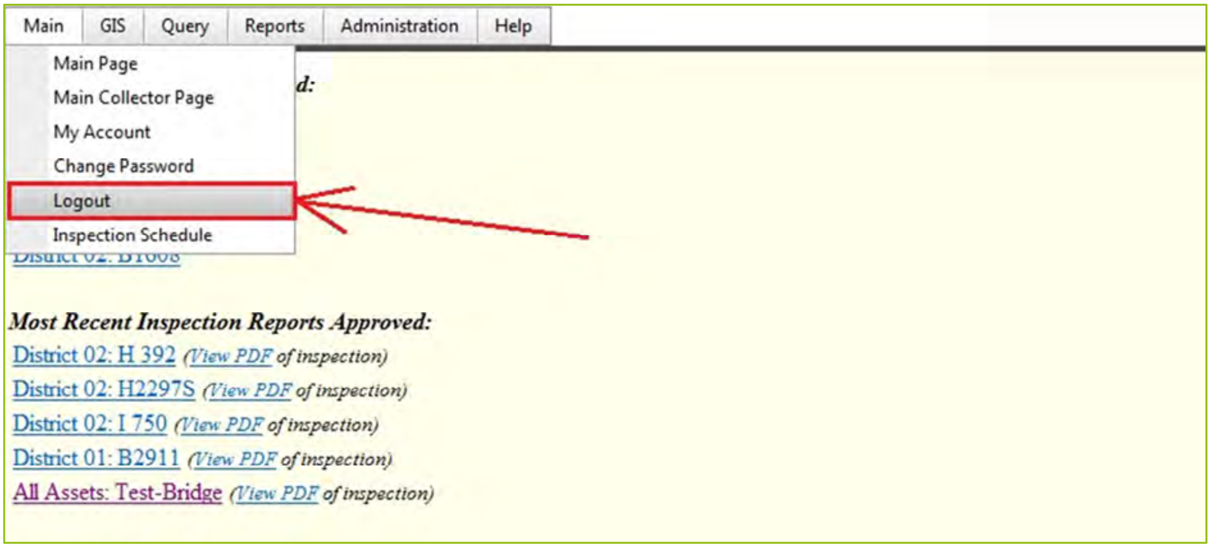
4. Select **Change Password**. The next time you log in, use the new password to enter the Collector website.

## How to Logout Securely

The software *does not* have an auto logout feature. You must manually logout of the system every time. This is a security precaution and should be performed when not actively using the software.

The logout link is located under the **Main** tab on the Main page.

*Logout*



## Managing "My Account"

You can change your account information at any time. The **My Account** option offers all of your public information, including:

- Name,
- Address,
- Email address,
- Phone numbers,
- Organization,
- Position,
- Years of experience, and
- Account expiration date.

***Step-by-Step:***

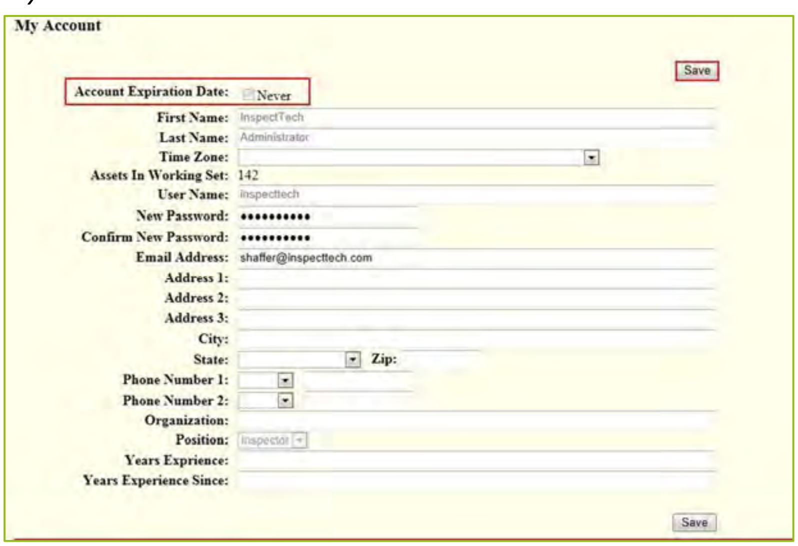
1. Click the **Main** tab on the navigation bar.

2. Select **My Account** from the list of options.

3. Enter the information.
    - Make sure the **Account Expiration Date: Never** check box is filled.

4. Click **Save**.

*My Account Screen*



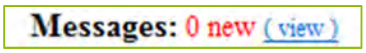

5. To add a certificate to your account:
    - Remain on this page and scroll down a little further.
    - Click the **Add New** button.

## How to Check Your Messages

The **Message** section is located on the top right-hand side of the main page. The red number indicates the number of new messages.

***Step-by-Step:***

1. Click on the **view** link to view the new messages.




2. This will direct you to a page displaying your **read** and **unread** messages.

## Inspection Schedule

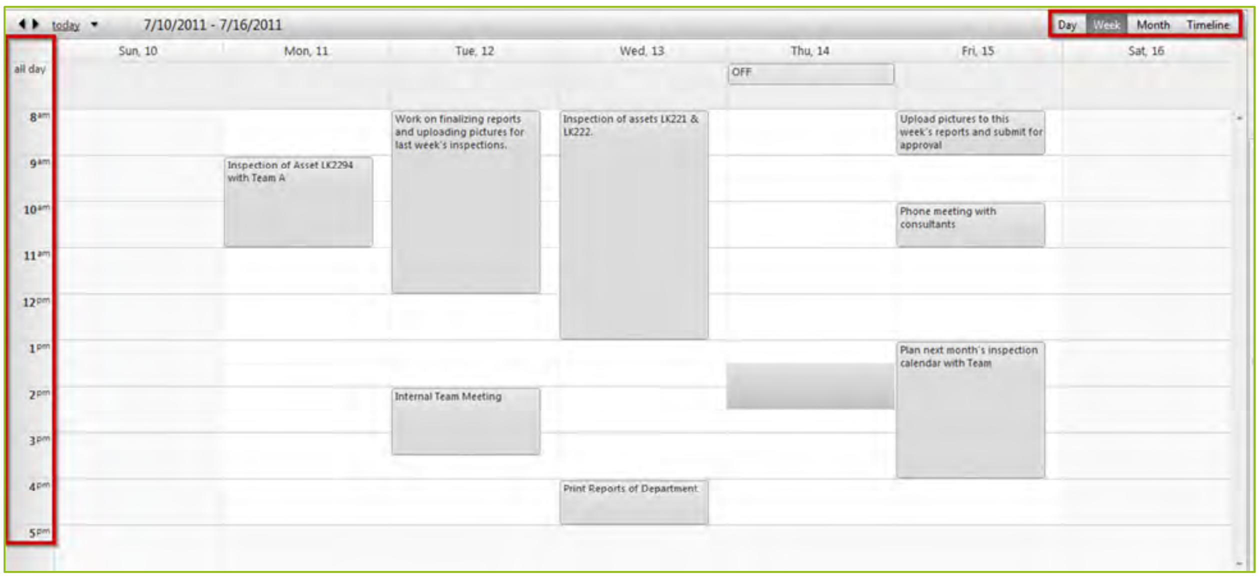
The **Inspection Schedule** organizes an inspector's often busy schedule.  You can develop a calendar around the inspection cycle and break down specific inspections, deadlines, and other tasks.

***Step-by-Step:***

1. Click the **Main** tab on the navigation bar.

2. Select **Inspection Schedule** from the list of options.

   *Inspection Schedule*




The calendar can be viewed by day, week, month, or timeline to give you maximum control and visibility of your schedule.  To toggle between day, week, month, or timeline, use the buttons at the top left of the calendar.

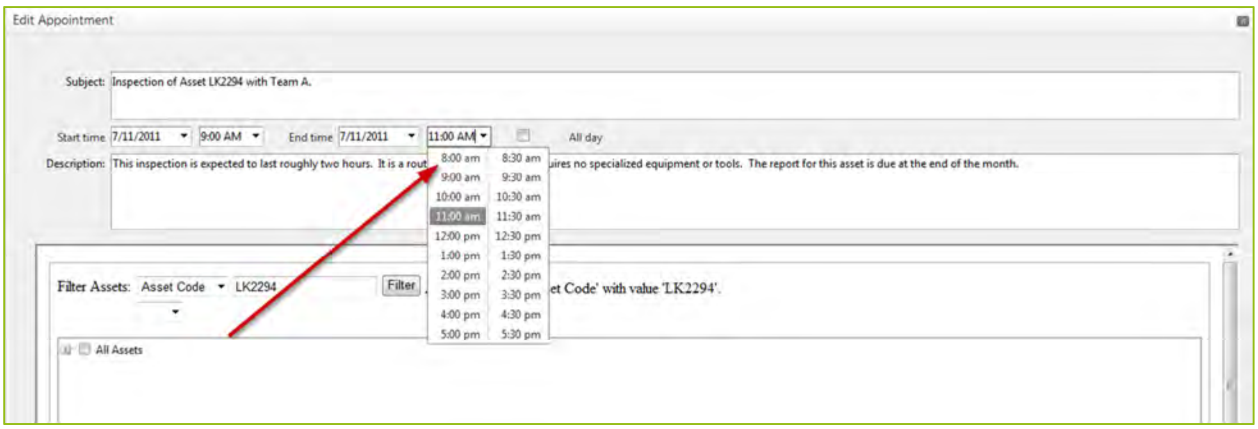
## Add a Calendar Event

***Step-by-Step:***

1. To add an event to the inspection schedule:
    - Double-click inside the calendar on the desired date.
    - On the **Edit Appointment** page, add a subject, description, and an asset from the filter at the bottom.

2. Edit/add all information about the appointment on the **Edit Appointment** screen.

*Edit Appointment Screen*




3. Select the **Save** button at the bottom of the page to add the task to the calendar.

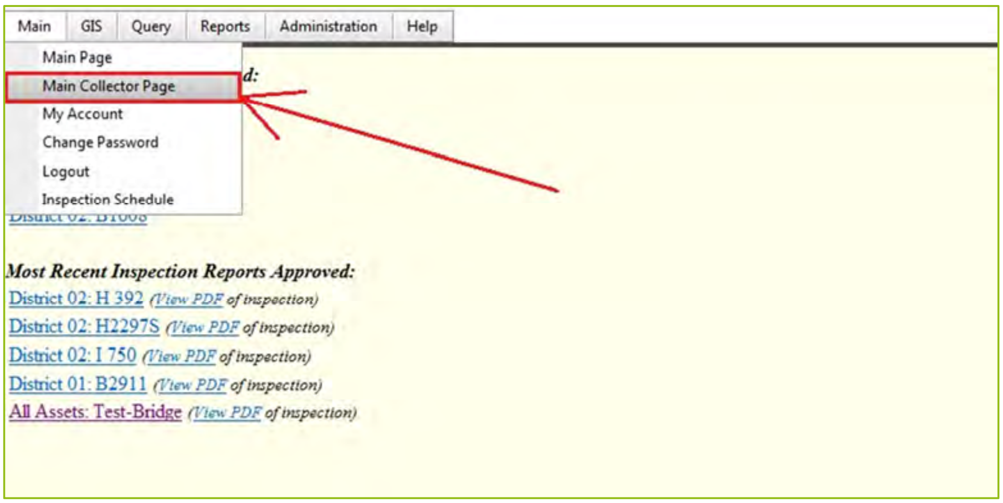
## How to Navigate to BridgeInspect Collector

***Step-by-Step:***

1. Go to the navigation bar on the main page and click on the **Main** tab.

2. Select **Main Collector Page**.

*Main Collector Page Link*




***Note:* You may be prompted to log into the Collector site.**

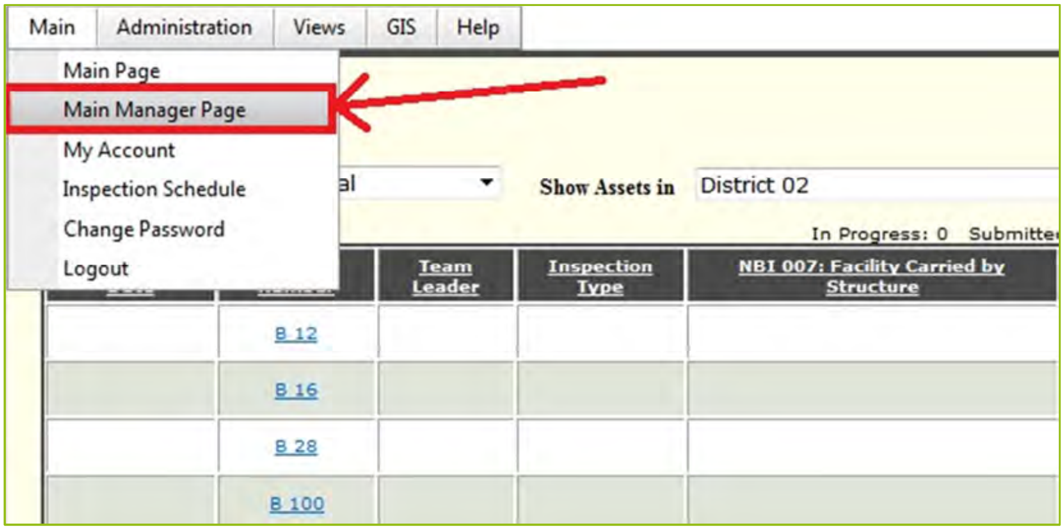
## How to Navigate to BridgeInspect Manager

***Step-by-Step:***

3. Go to the navigation bar on the main page and click on the **Main** tab.

4. Select **Main Manager Page**.

*Main Manager Page Link*




***Note:*** ***You may be prompted to log into the Manager site.***

## How to Use the Quick Select

The **Quick Select** box is designed to find any asset in the software without requiring you to filter or drill down. This is especially helpful when you know only partial information about the asset (i.e. name/code).

Quick Select uses alphanumeric text to return up to 20 assets.

***Step-by-Step:***

1. Type a portion of the asset's name.

   Suppose you are searching for an asset which has "32" somewhere in its name. Type "32" into the textbox and the first 20 assets with that combination will appear.

2. Use the returned results to find the correct asset.

   *Quick Select List*


3. To navigate the drop-down menu:
   - Place the mouse in the textbox and scroll, or
   - Use the arrows on the keyboard.

   You can add more information to the quick select at any time. The software will automatically recalculate the query and return the results.

4. When the asset is located:
   - Click on the asset in the drop-down, or
   - Press the enter key to open the asset detail page. The asset selected in the drop-down is highlighted in yellow.
   - From here, you can generate a new report or view the asset's information.

## View Asset Group

Directly below the **Quick Select** is the **View Asset Group** link.  The View Asset Group tool is used to view and locate any/all assets within a specific parent asset.

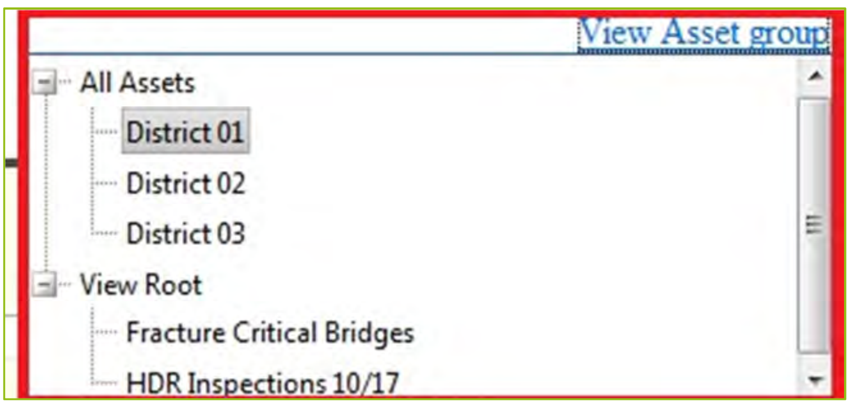
***Step-by-Step:***

1. Select the **View Asset Group** link to open a menu of all parent assets within the entire system.

2. Click the plus sign next to a particular parent asset. The menu will expand to show a sorted list of assets found under that grouping.

3. Navigate through the page to see each asset and the status of its most recent report.

*View Asset Group Listing*



## How to Use the Filter Function

The **Filter** is a very useful method for locating an asset in the software. Filtering is ideal when only certain pieces of information about an asset (i.e. part of the name) are known.

***Step-by-Step:***

1. On the Main screen, scroll to the **Filter Assets** field that appears above the **Asset Tree**.

2. Select the drop-down arrow next to the **Filter Assets** button. There are three filtering options:
    - Asset code,
    - Asset name, and
    - Asset type.

3. In the next text box, type the respective criteria (i.e. asset name = B).

   Suppose you only remember that part of the asset number includes the letter “B”. You type “B” into the textbox and the filter will only return assets containing “B”.

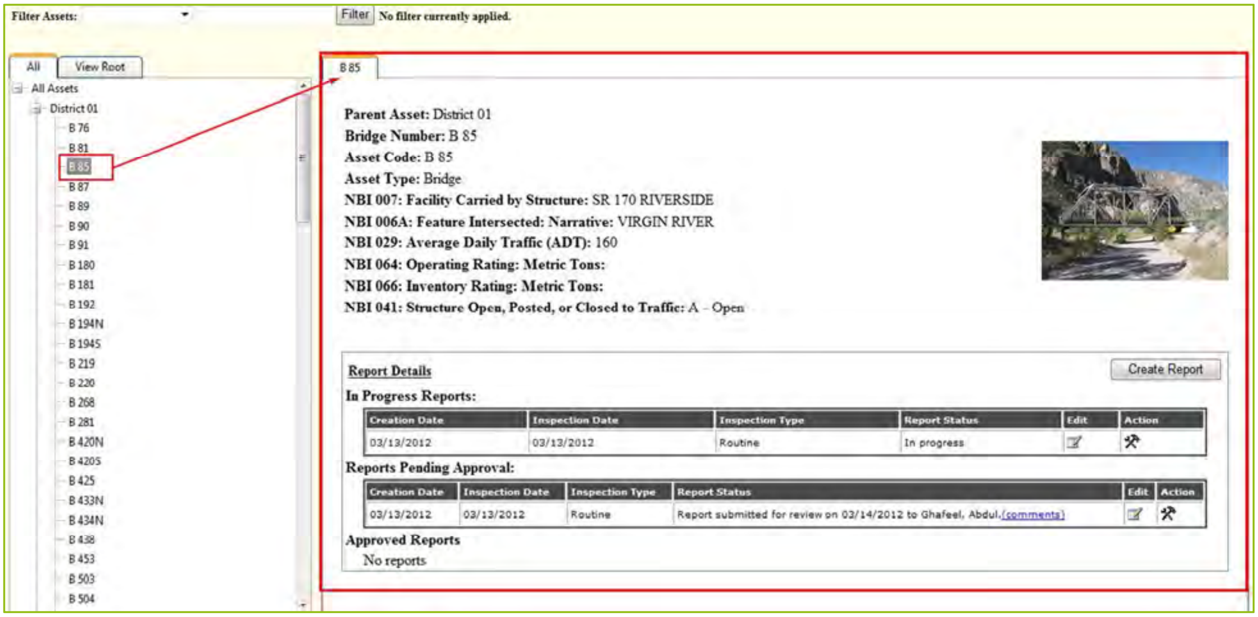
4. Click on the box labeled **Filter** to execute the command. The tree search on the left will condense to show **All Assets**.

5. Click on the plus sign next to **All Assets**. The tree search will expand to show the parent assets.

6. Click on the plus sign next to the desired parent asset. The tree search will expand again to show the assets within that parent asset.

7. Click on the asset name to open the **Detail Page**. The asset will highlight in the tree search results and its information will appear in the open area to the right of the searching area.

*Filter Assets Section*



## AND/OR and Multiple AND/OR Filters

**And/Or** filters are complex filters constructed in the software. The process is similar to the regular filter function with the added option of using "and" or "or" in the search criteria. This feature pinpoints your desired results by adding multiple criteria and turning up narrower results.

A small drop-down menu expands and provides two options:

- **And:** looks for the asset that contains *both* the first and second search criteria.
- **Or:** finds the assets that contain *either* the first or the second search criteria.

***Step-by-Step:***

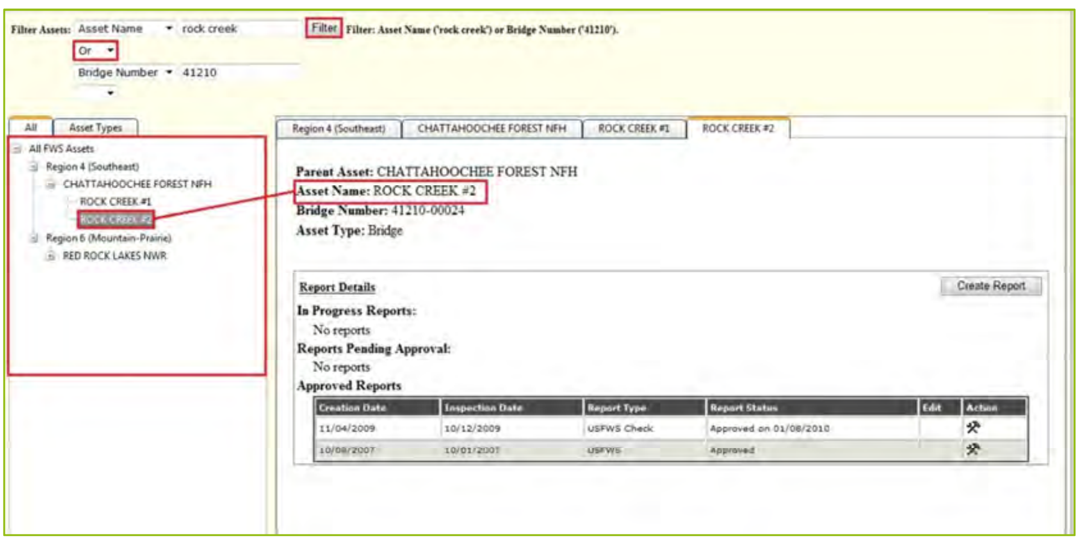
1. Fill the first text box with desired criteria.

2. Choose either **And** or **Or** from the drop-down menu.

3. Type more search criteria in the second textbox.

4. Click the **Filter** button to execute the filter and return the results.

*And/Or Filter Screen*




5. To conduct an even narrower search:
   - Enter and filter the criteria, just like in steps 1 and 2.
   - Notice how the filter criterion is displayed next to the **Filter** button to help with review.

## How to Use the GIS Map

The interactive GIS mapping feature locates any asset in the entire system with just the click of a button.

***Step-by-Step:***

1. Click the **Main Map** option under the **GIS** tab on the Main page navigation bar.
   - This will open a blank page with filter search options.

2. To view the assets in a particular grouping:
   - Click inside the **Show Assets In** box.
   - Use the tree search to drill down to the correct group.

3. Click the **Show Assets** button to generate the interactive map. This will return all assets in that group.

4. To narrow the results:
   - Select the textbox labeled **by**.
   - Choose another filter from the drop-down menu. This could be **Asset Type**, **County Number**, **Bridge Type**, **State Number**, etc.
   - Type the criteria into the third and last textbox. This will only return assets on the map which meets the criteria entered.

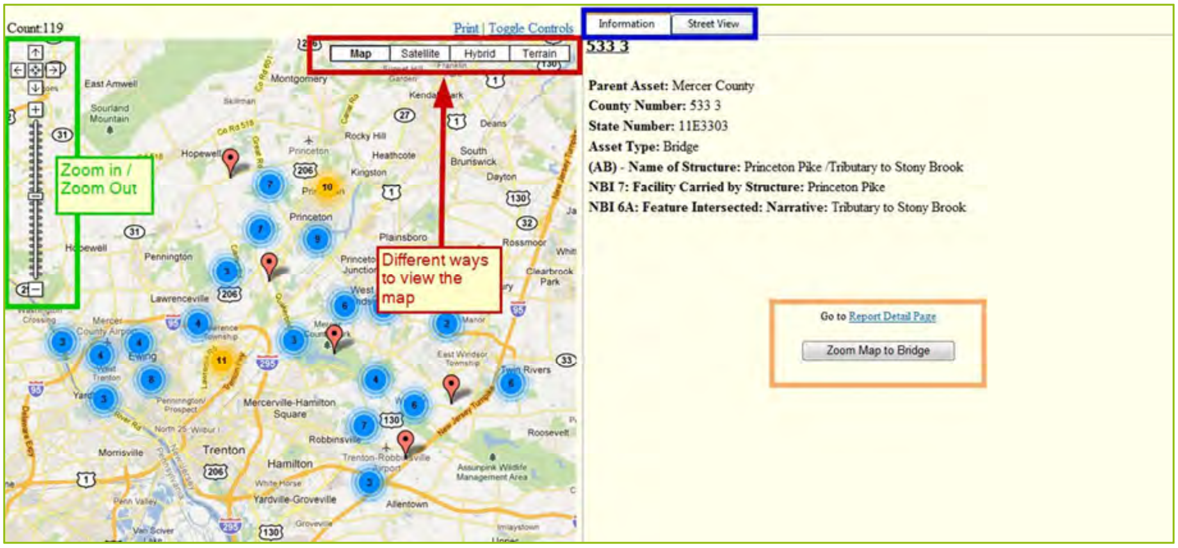
5. Click **Show Assets** to generate the map displaying limited assets.

***<u>Note:</u>* Entering criteria into the GIS is not a necessary step; however, it may be helpful for locating specific structures.**

*Basic GIS Search Screen*

Every asset in the map is marked with a red pin. When the map is zoomed out, the GIS map groups some assets together into relative areas/zones with blue and yellow circles. The number of assets in that area sits in the center of these circles.

6. Click on the blue or yellow circle zoom into the cluster of assets.



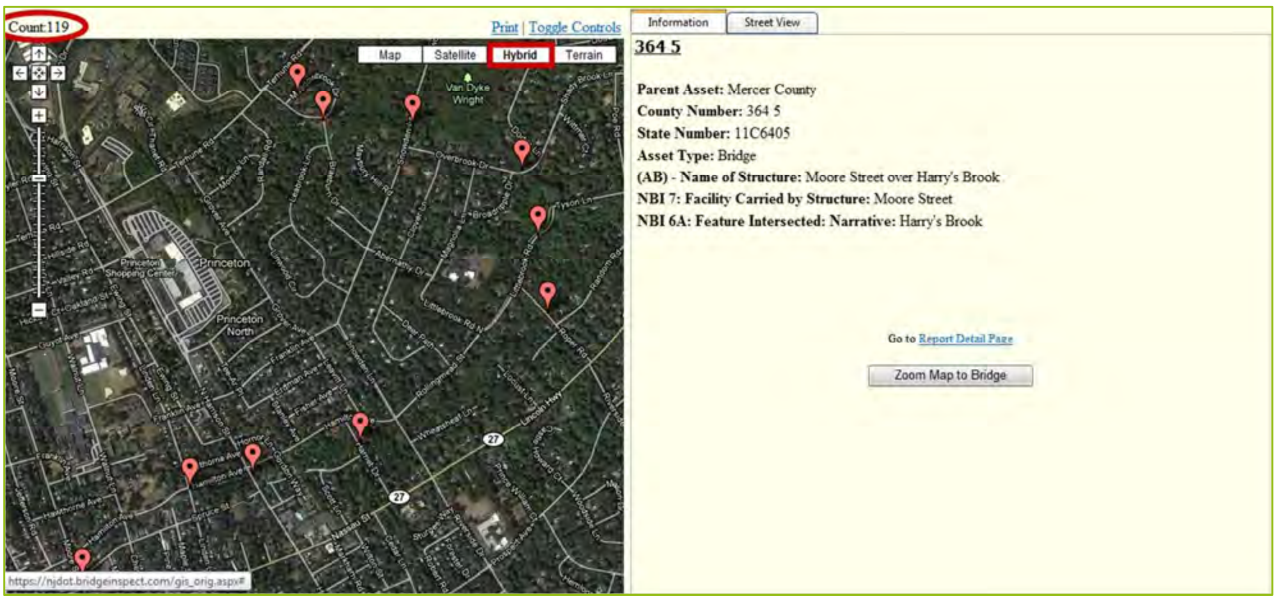

*GIS Map Zoomed In*


7. To zoom into and out of the map:
   - ➢ Use the scale on the left-hand side of the page, or
   - ➢ Double-click inside the map.

   Use the four distinct ways to view the map: map view, satellite view, hybrid view, or terrain view.

8. To generate the asset's information:
    - Place the mouse over a single pin (asset) and click.
    - The asset's information will generate on the right-hand side of the page and will be broken down into two tabs:
        - The first tab automatically opens when an asset is selected. This tab contains general information about the asset, a link to its detail page, and a button to focus the map on the asset.
        - The second tab is labeled **Street View** and simulates the perspective of standing on or near the asset, as well as the roads that intersect. Not all assets will have street view enabled.

*GIS Map Hybrid View*

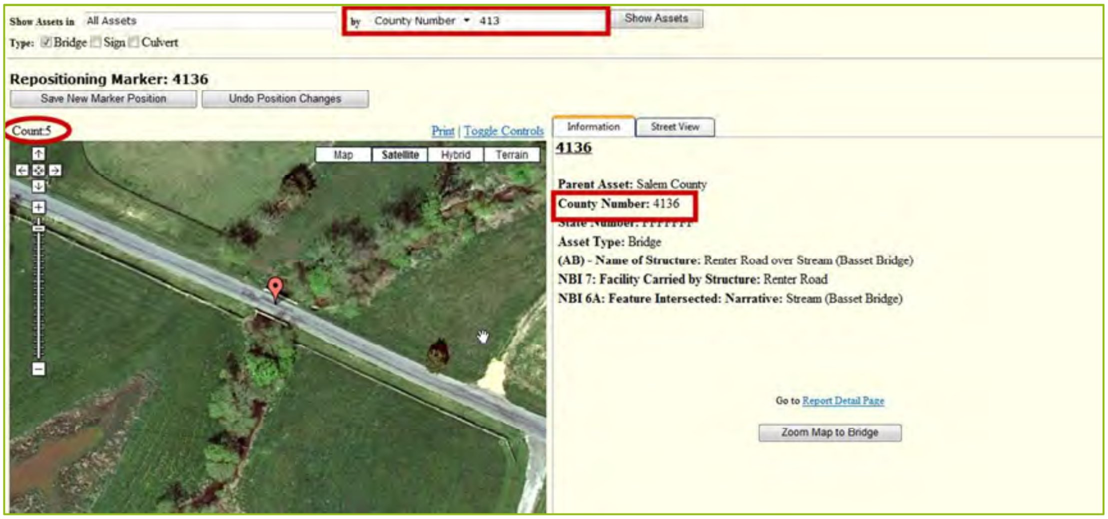



9. To print the map:
    - Click the **Print** link on the right-hand side above the map views. A new page will open and expand the picture.
    - Choose the correct printer and click print.

10. To narrow the results even more:
    - Select **All Assets** in the drop-down box labeled **Show Assets in**.
    - Choose one of the filters in the **by** textbox.
    - Type the number or name in the third and last textbox.
    - Click the **Show Assets** button.

Now the map will only show those assets in the area which meet the criteria entered.

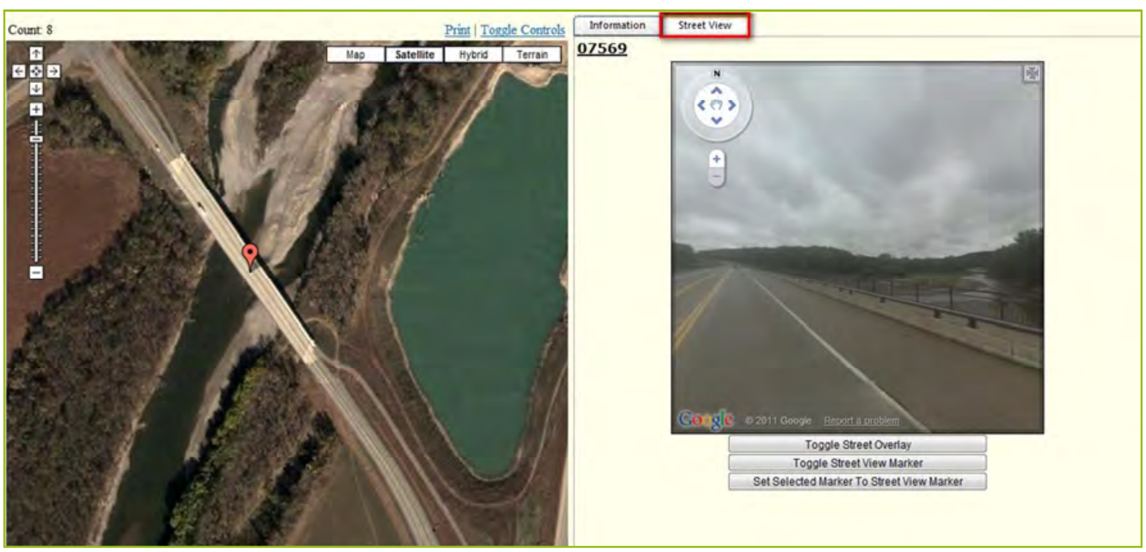
- Here is a screenshot only showing assets which contain an asset number with “413”.




***<u>Note:</u> If an asset coordinate is incorrect in the map, grab the pin, move it to the correct spot, and drop it into place.***

Overall, the GIS map is a very effective and useful tool to locate any asset with coordinates.

*Zoom to Map/Hybrid View*

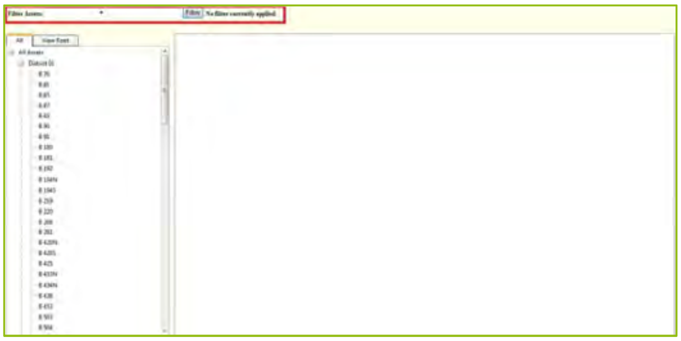


## BridgeInspect Collector

## How to Create an Inspection Report

The **Asset Tree** view, described in the **How to Use the Filter Function** section, is also a way to create a new Inspection Report.

*Asset Tree View*

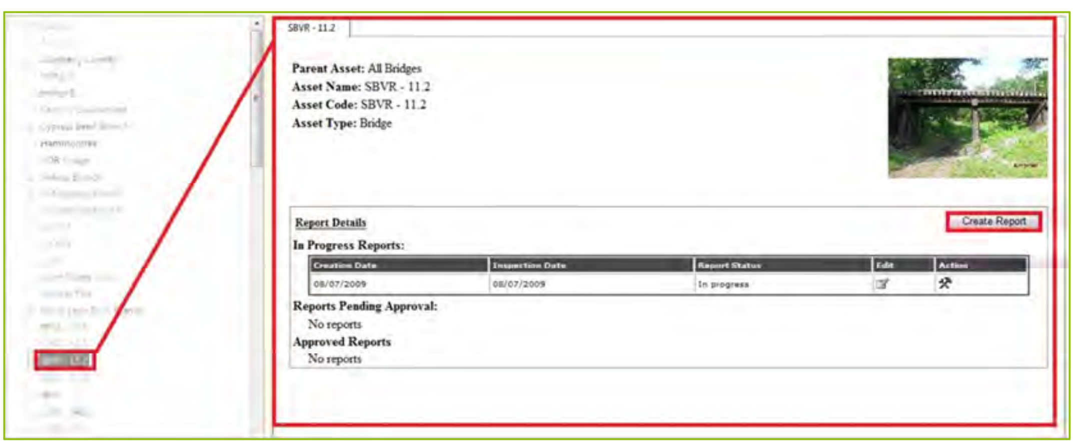


***Step-by-Step:***

1. Expand the Asset Tree by clicking on the plus symbol next to one of the parent assets. A list of all the assets associated with that area will be displayed.

2. Double-click on an asset.
   - ➢ Once selected, the asset will be highlighted in the tree search and its data (asset information and **Report Details**) will load on the right-hand side.

*Asset Details Screen*

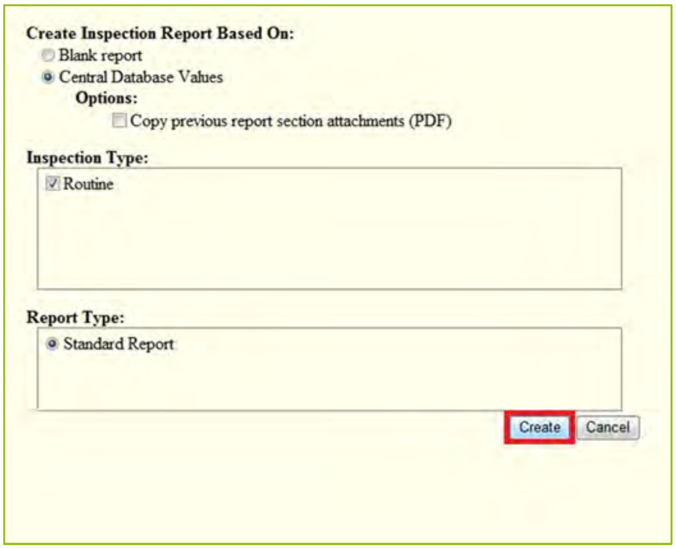



3. Click the **Create Report** button to create a new report.

4. Choose the different options for the reports, including:
   - The report type
   - Whether the report is associated with a summary report
   - Whether to populate the report with central database values.

5. Click **Create**.

*Basic Create Report Options*



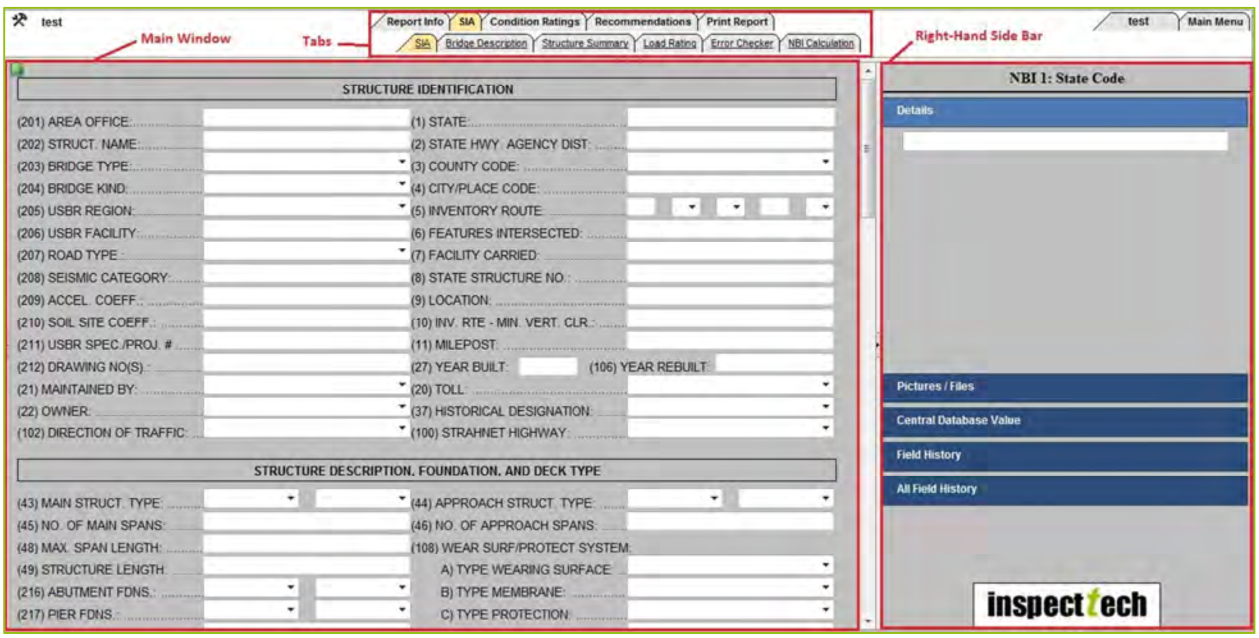
## Inspection Report Main Window

When you create a new report or open and edit an existing report, the software will present the **Inspection Report Window**. The inspection report window contains four main sections.

- Primary Tabs
- Sub-tabs
- The Right-Hand Side Bar
- The Main Entry Window

The right-hand side bar also has its own section titled **The Right-Hand Side Bar**. This area holds information specific to the field selected in the report.

*Inspection Report Screen*



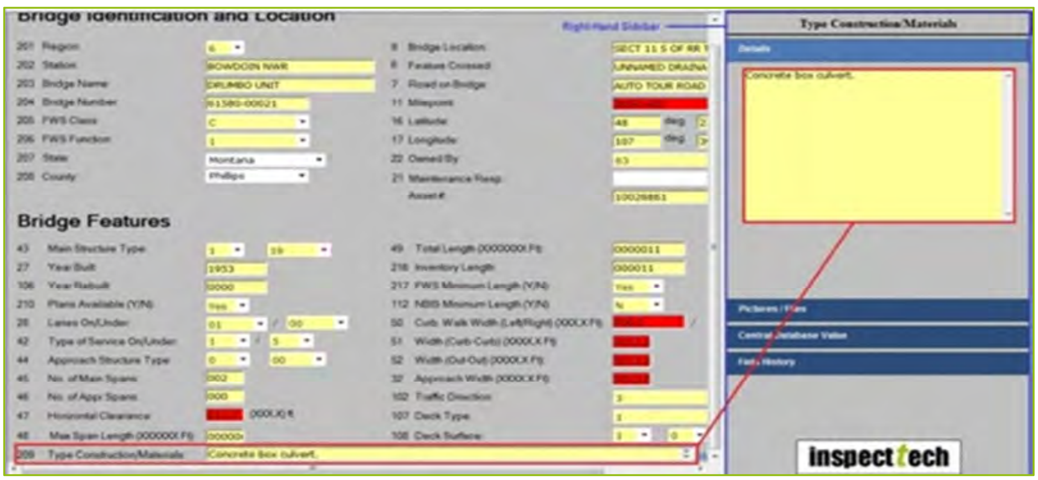
## The Right-Hand Side Bar

The **Right-Hand Side Bar** displays the details, history, and photos associated with a selected field. The side bar contains:

- Pictures,
- Manuals,
- Central database values,
- Field history.

To view one of these sections, click on one of the blue tabs in the side bar and the section will expand.

*Right-Hand Side bar*



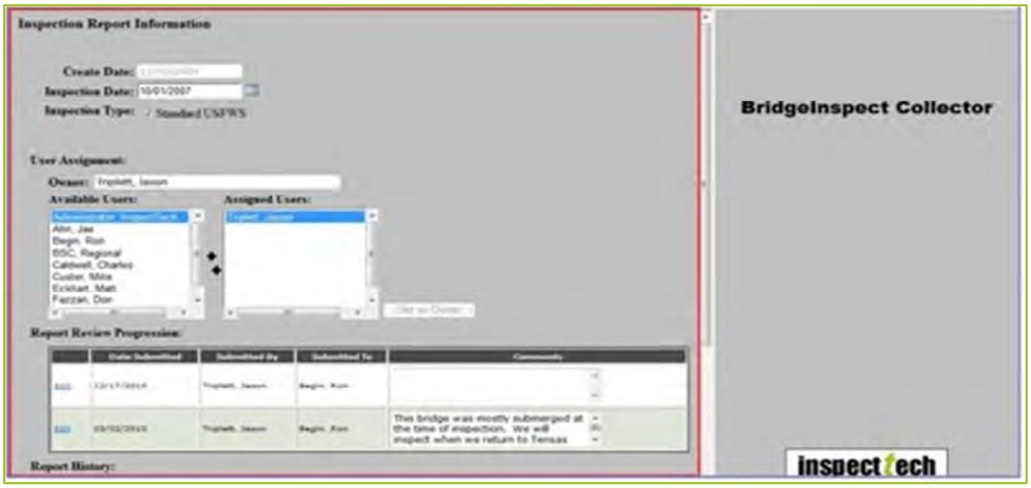

| | |
|---|---|
| **Field Name** | The field name is displayed at the top of the side bar, outlined by a black box. |
| **Details** | This tab shows any drop-down menu choices or text associated with the field (i.e. condition ratings). Click any of these choices or type into the textbox to automatically update the field. |
| **Pictures/Files** | Link an unlimited amount of pictures or files directly to a field via the **Pictures/Files** tab. This tool provides reviewers and managers a quick reference to identify relevant problems. *The picture/file must already be attached to the report before it can be linked to one of its fields.* |
| **Manuals** | The manuals tab displays manual pages related to the field (i.e. manual pages that explain how to rate certain conditions). Double-click on the manual page link to view it. |
| **Central Database Value** | The value entered for the field in the most recent inspection report is shown here. |
| **Field History** | This is a running log of all changes made per inspection. |

# Entering Data into a Report

When a new report is generated, central database values will automatically fill the report.

All the central database values are highlighted in yellow. The text box will change from yellow to white when any central database values in the report are changed.

*Inspection Report Screen*




***Step-by-Step:***

1. Activate or edit fields (or check a checkbox) by selecting the field with the computer mouse.
   - When a field is selected, the right-hand side bar will display information about that particular field.
   - If the field has any options available, such as a drop-down menu, those options will also be displayed.

2. Type data directly into the field on the entry screen, or select data from a drop-down menu.

3. Press the **Tab** button on the keyboard or use the mouse to move on to the next field.
   - The software automatically saves the changes when you move on to the next field.

4. Use the primary tabs and sub-tabs across the top of the page to move to the next form.
   - Refer to your custom “client manual” for further navigation through the inspection report.

## How to Attach a Single Picture/File to a Report

BridgeInspect Collector creates a more descriptive and accurate inspection report by uploading and organizing:

- Photos,
- Sketches,
- Drawings and other files.

***<u>Note:</u> To link a picture to a specific field, the picture must already be attached to the report.***

***Step-by-Step:***

1. To attach a picture or another file type to an inspection report:
   - Open the desired report.
   - Navigate to the pictures upload sub-tab in the inspection report.

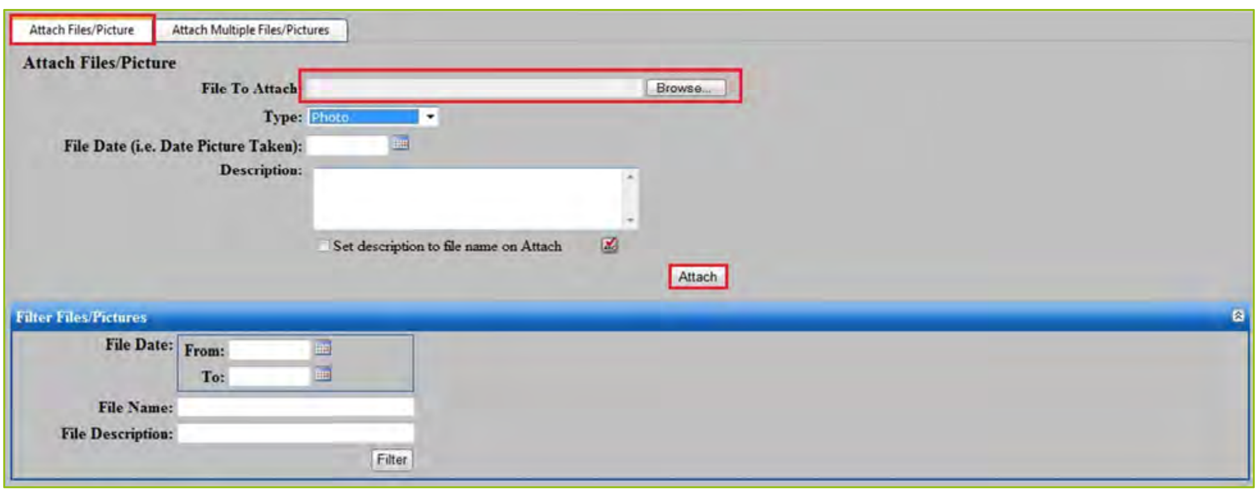
   Each client uses a customized sub-tab. Depending on your agency, the sub-tab might be **Pics/Files**, **Photos**, **Pictures**, or any combination of those three.

   There are two sections available for attaching pictures:

   - Attach Files/Picture (the default setting for attaching photos), and
   - Attach Multiple Files/Pictures (enables you to upload numerous pictures at one time).

   Attaching multiple pictures and files will be covered in the next section of this manual.

   *Attach File/Picture Screen*

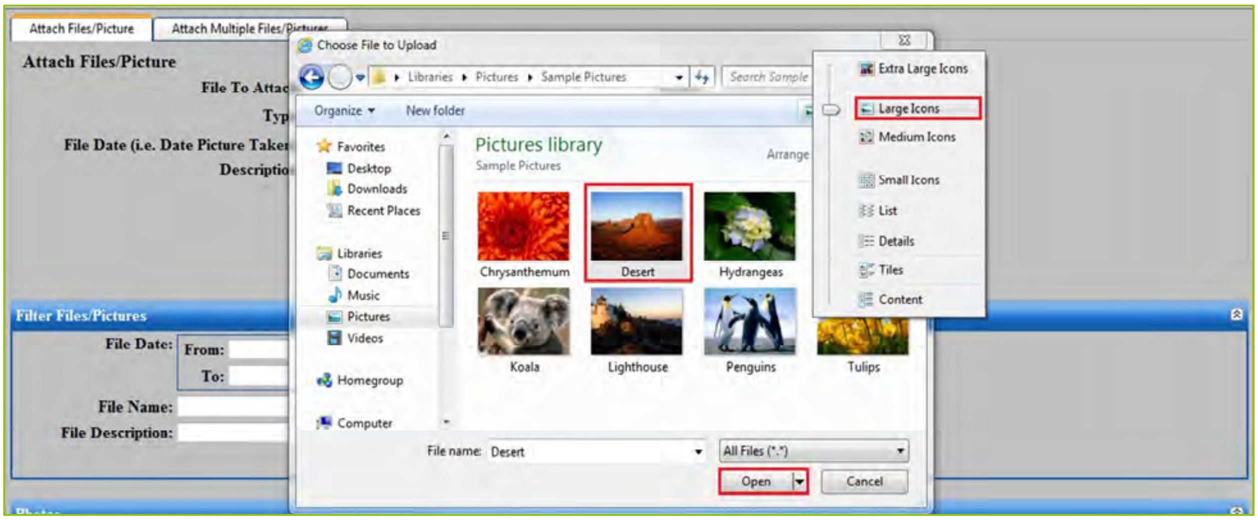



2. Select the **Browse** button to choose the photo or file. A window will appear, displaying the photos and files saved on your computer or memory card.

3. Locate the photo or file and click on it.

*Tip: To make it easier to find the picture to add, InspectTech recommends clicking on the **Views** button. Choose the large icon option. Double-click on the photo or file to select it.*

*Browse Photo Screen*




4. Move to the textbox labeled **File Type** and select the type of file being added.

| | |
|---|---|
| **Photo** | Photos of the asset. Photos must be in either .jpg or .gif format. |
| **Sketch** | Sketches of the asset. Must be uploaded as a PDF file. |
| **File** | General files related to the inspection. You can choose any file type. Uploaded files *will not* print in the inspection report. |
| **Load Rating** | Load Rating Report for the asset. The Load Rating report must be uploaded as a PDF file. |
| **Supplemental Drawings** | Supplemental drawings of the asset, including sketches. Supplementatal Drawings must be uploaded as a PDF file. |

5. Enter a date for the picture/file.

6. Use the **Description** field to type details about the photo/file.

7. Click **Attach** to attach the photo/file to the report.

8. Scroll down to the **Photo** or **File Attached to Report** section to verify that the photo or file uploaded successfully.

## Attaching Multiple Files/Pictures to a Report

BridgeInspect Collector provides users with the ability to attach several pictures or files to a report at once. This function is the fastest and most efficient way to upload more than one picture to a report.

***Step-by-Step:***

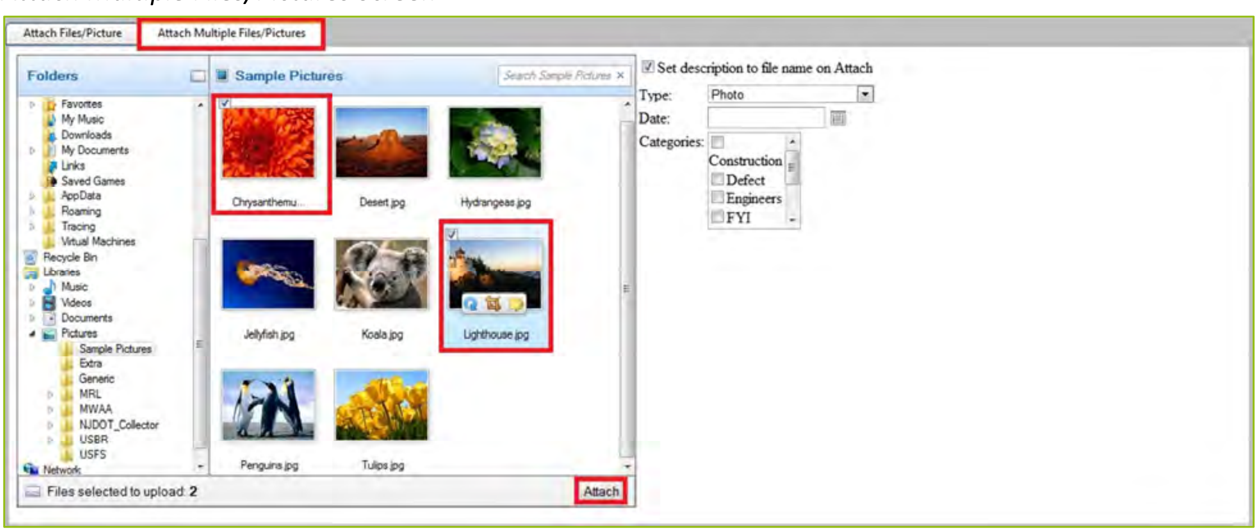
1. Navigate to the pictures sub-tab in the inspection report.
   - ➢ Each client uses a customized sub-tab. Depending on your agency, the sub-tab might be **Pics/Files**, **Add New Photos/Files**, **Photos**, **Pictures**, or similar combinations.

2. Select the **Attach Multiple Files/Pictures** tab at the top of the form.

***<u>Note:</u> The browser should automatically request permission to install Image Uploader ActiveX. If not, simply go to the main*** Help ***menu and select*** Help on Getting Multiple Photo Upload Working. ***This application is essential to uploading multiple photos in the BridgeInspect software. You only need to install this once.***

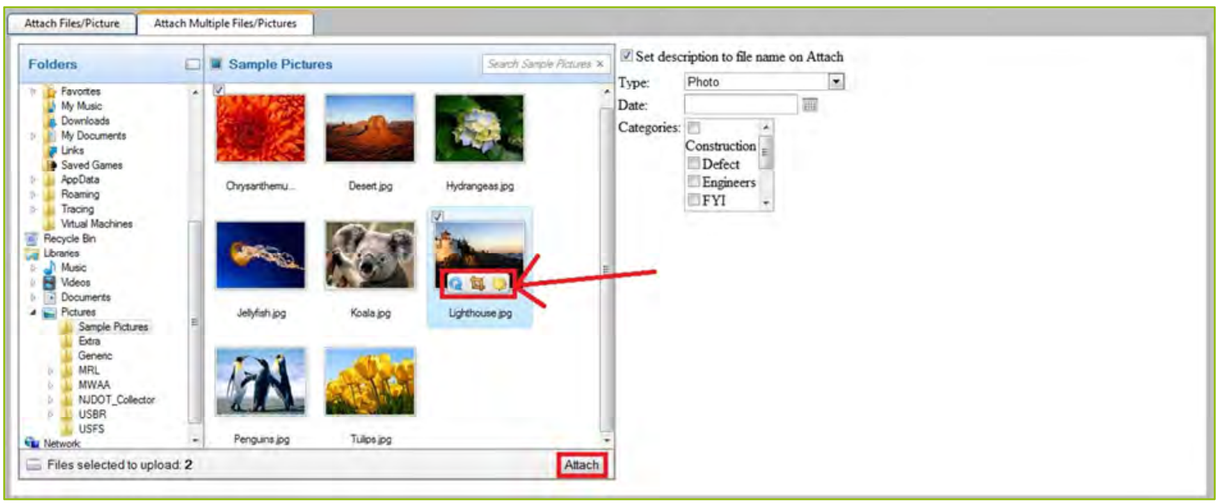
3. On the far left side of the screen is a list similar to a tree search. This list contains all of the locations (“Desktop”, “Computer”, or “Libraries”) and folders (“My Documents”, “My Pictures”, or “Downloads”) on your computer.
   - ➢ To locate the pictures necessary for the report, find the location or folder that house them.
   - ➢ Select all of the pictures by clicking the checkbox next to the folder/location name.
   - ➢ To select only a few, click the checkbox on each picture individually.

*Attach Multiple Files/Pictures Screen*



4. Hover over the selected photos to view the rotate, preview, and edit icons.
   - **Rotate** the image by clicking the spinning arrow icon. This will turn the image clockwise.
   - **Preview** the image by clicking the frame icon. The rotate function is available here as well.
   - **Edit** the description by clicking on the pencil/paper icon. A text box will drop down. Enter the new description and click **OK**. The description will then be attached to the report.
   - To **rename** the photo or file as the new description, select the checkbox for **Set description to file name on Attach**.

*Photo Edit Features*




5. Click the **Attach** button.

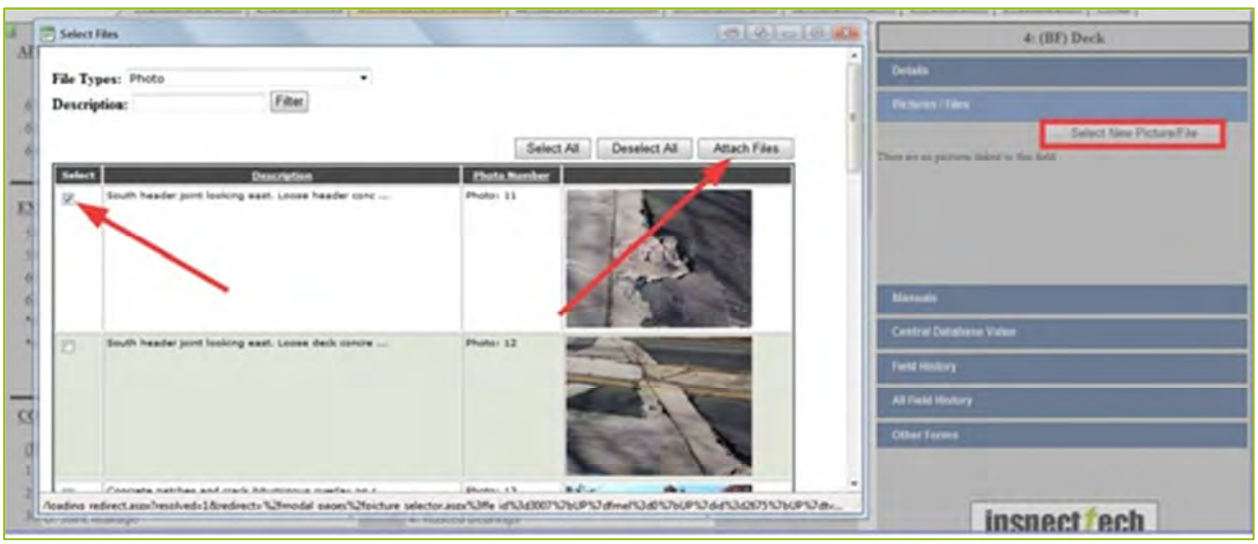
## How to Link a Photo to a Specific Field

You can link an unlimited amount of photos to one field. To link a picture to a specific field the photo must already be attached to the report. To link a photo, refer to the right-hand side bar located within each inspection form.

***Step-by-Step:***

1. Open the inspection report.
   - Select the desired field on the report. The right-hand side bar will display that field's information.
   - Click on the **Pictures/Files** tab to expand and view linked photos. If there are no pictures previously linked to the field, you will see the message, "There are no pictures linked to this field".
   - Click on the **Select New Picture/File** button.
   - Pictures already attached to the report will load.

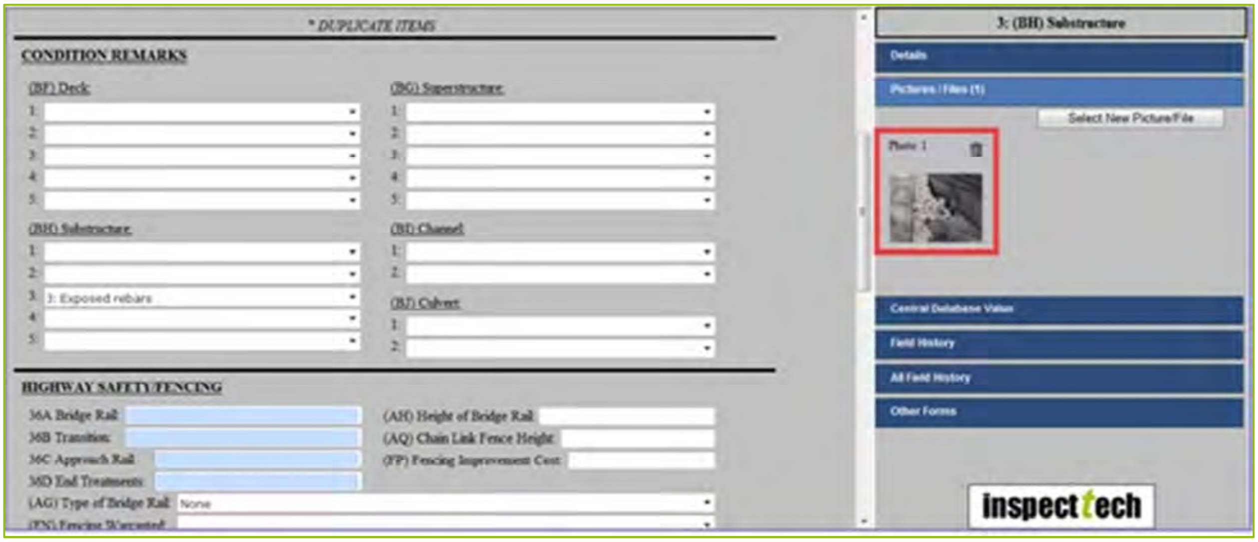
*Select File Screen*




2. Click the checkbox next to the picture to link.

3. Click on the **Attach Files** button to link them to the field. From this point forward, whenever that field is selected, the linked picture(s) will appear in the right-hand side bar under **Pictures/Files**.

*Right-Hand Side bar with Photo*




➢ To remove the photo, simply click on the trash can icon right above the photo.

## How to Change the Photo Ordering in a Report

The photo order online is the same order in which they will appear in the printed report. You can reorder photos attached to in progress reports at any time.

***Step-by-Step:***

1. Open the sub-tab containing the picture/file upload. Scroll down to the area displaying all the pictures associated with the report.

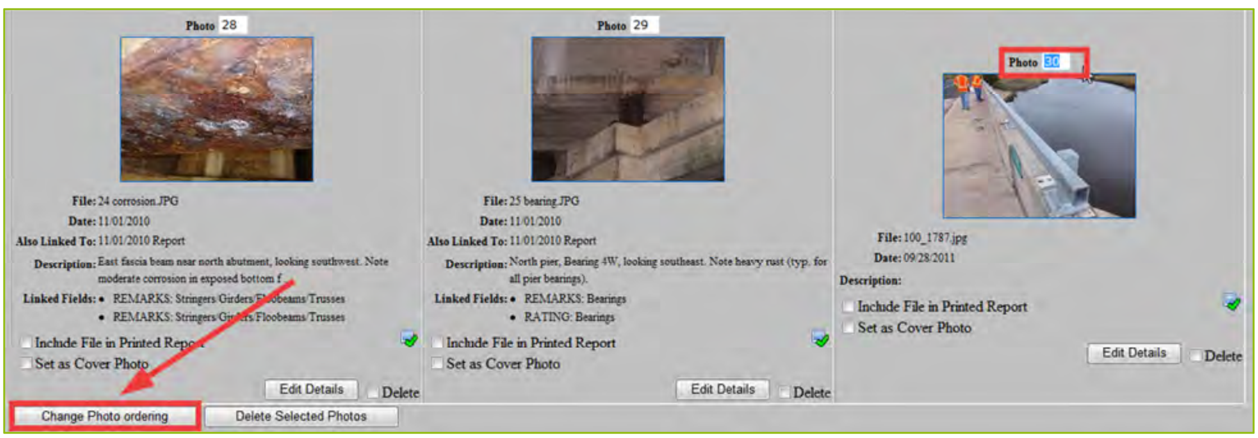
   Above each photo is a small textbox with a number entered. This number indicates the current photo order.

2. Change the order of the pictures by typing into the box the new order number for the photo.

3. Click the **Change Photo Ordering** button for the changes to take effect. The software will automatically adjust every picture and place them in the correct order.

   Suppose you wanted photo 30 to be the first photo printed in the report. You would change the number 30 to a number 1 and click the **Change Photo Ordering** button.

   *Picture Ordering Options*



## Photo Viewer

The **Photo Viewer** provides users with a simple tool to examine both inspection photos and photos attached to reports exclusively and thoroughly.  The Photo Viewer link is under the **Photos** section.

***Step-by-Step:***

1. Open the sub-tab containing the picture/file upload.

2. Scroll down to the **Photos** section of the report and click on the link labeled **Photo Viewer**.

   *Photo View Link*

3. This link will open a window displaying all pictures attached to the report or to the asset.

4. Scroll through the list of photos on the left to view photos in a random order or click the **Previous / Next** buttons at the bottom of the window.  Each picture contains a description, date, and file name.

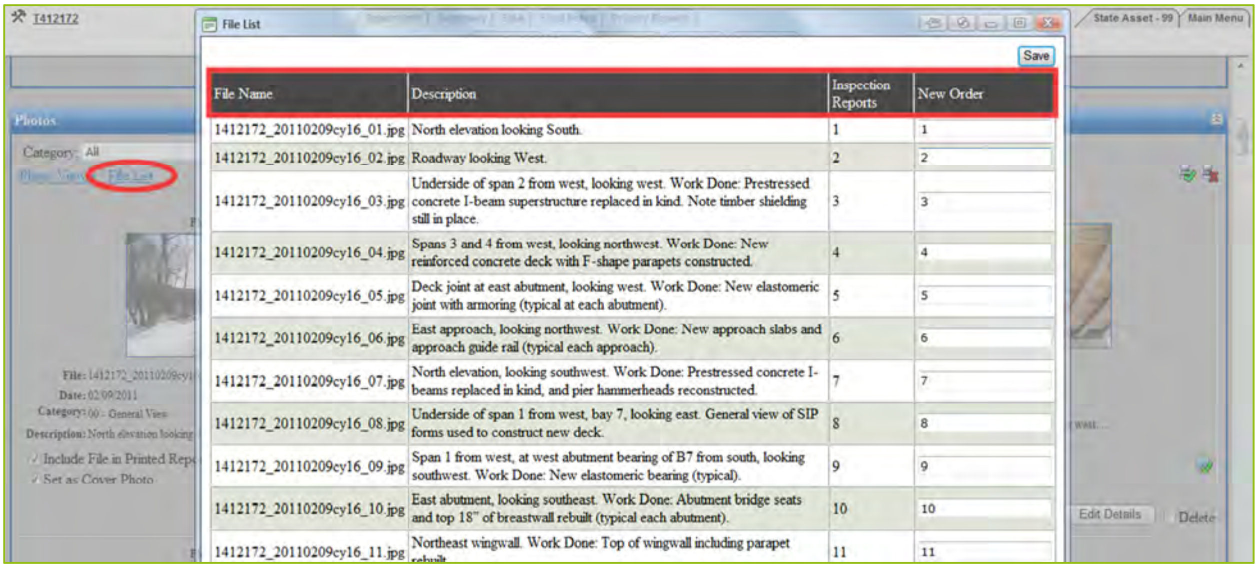
   *Photo Viewer*

## File List

The **File List** link is immediately next to the **Photo Viewer** link on the photo upload page. The file list is an alternative to the "Photo Viewer". You can easily see all the photos and files linked to a report in list form without having to leaf through images of each picture or file. The File List also allows users to reorder the files and save the new list.

*File List*



| File Name | Description | Inspection Reports | New Order |
|---|---|---|---|
| 1412172_20110209cy16_01.jpg | North elevation looking South. | 1 | 1 |
| 1412172_20110209cy16_02.jpg | Roadway looking West. | 2 | 2 |
| 1412172_20110209cy16_03.jpg | Underside of span 2 from west, looking west. Work Done: Prestressed concrete I-beam superstructure replaced in kind. Note timber shielding still in place. | 3 | 3 |
| 1412172_20110209cy16_04.jpg | Spans 3 and 4 from west, looking northwest. Work Done: New reinforced concrete deck with F-shape parapets constructed. | 4 | 4 |
| 1412172_20110209cy16_05.jpg | Deck joint at east abutment, looking west. Work Done: New elastomeric joint with armoring (typical at each abutment). | 5 | 5 |
| 1412172_20110209cy16_06.jpg | East approach, looking northwest. Work Done: New approach slabs and approach guide rail (typical each approach). | 6 | 6 |
| 1412172_20110209cy16_07.jpg | North elevation, looking southwest. Work Done: Prestressed concrete I-beams replaced in kind, and pier hammerheads reconstructed. | 7 | 7 |
| 1412172_20110209cy16_08.jpg | Underside of span 1 from west, bay 7, looking east. General view of SIP forms used to construct new deck. | 8 | 8 |
| 1412172_20110209cy16_09.jpg | Span 1 from west, at west abutment bearing of B7 from south, looking southwest. Work Done: New elastomeric bearing (typical). | 9 | 9 |
| 1412172_20110209cy16_10.jpg | East abutment, looking southeast. Work Done: Abutment bridge seats and top 18" of breastwall rebuilt (typical each abutment). | 10 | 10 |
| 1412172_20110209cy16_11.jpg | Northeast wingwall. Work Done: Top of wingwall including parapet | 11 | 11 |

## Viewing Photos by Category

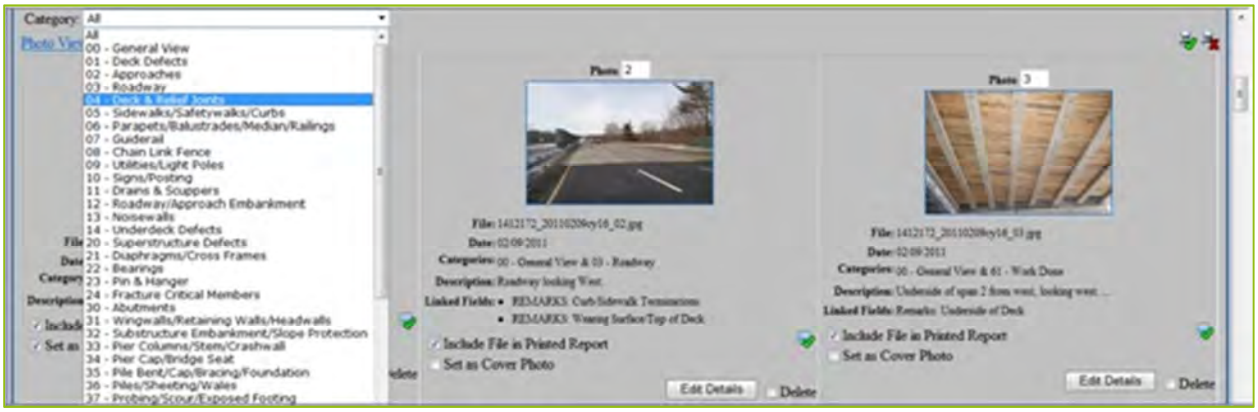
InspectTech allows you to sort through all the pictures associated with a report by categories. As explained in the manual section titled, **How to Attach a Single Picture/File to a Report**, you can categorize the photo upon upload.

***Step-by-Step:***

1. In the **Photos** section of the report, use a drop-down to choose a category and view only the matching photos. The default category shown is **All Photos**.

   Suppose you want to view pictures associated with deck and relief joints. You would simply select that category from the drop-down.

*Category Viewing Process*




*Filtered Results*

## How to Edit which Forms/Tabs Appear in a Report

Qualified users can hide or remove forms and tabs from within an inspection report.

***Step-by-Step:***

1. Select and open the inspection report.

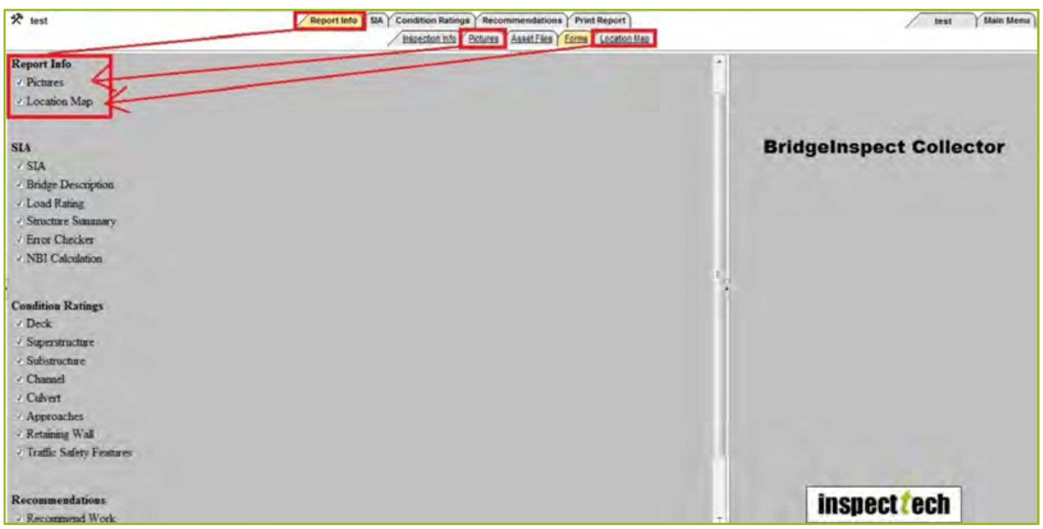
2. Select the **Forms** sub-tab under its main tab.

   Under the **Forms** tab is a list containing all available sub-tabs and tabs associated with the particular asset's inspection report.

   ***Note:*** ***The default setting is to include every form in the report.***

3. To exclude a particular form from a report, just uncheck the box next to the form's name.

*Forms Screen*



## How to View the NBI Calculations from an Inspection Report

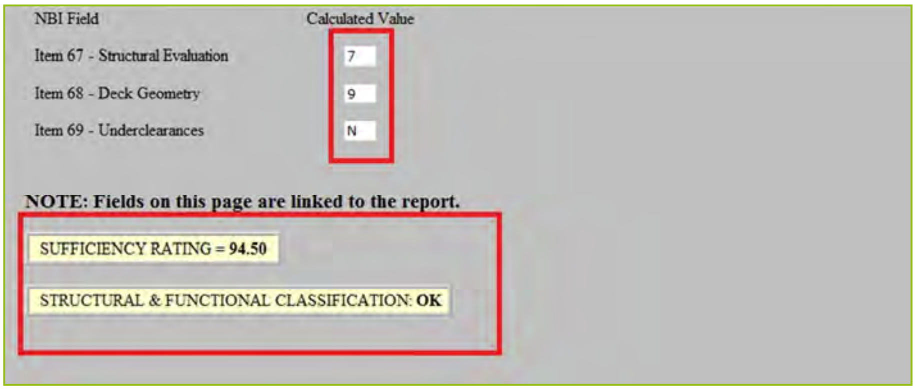
***Step-by-Step:***

1. To view and recalculate the NBI calculations:
   - Click on the edit report icon for the correct asset.
   - Click on the **SIA** tab and choose the **NBI Calculation** sub-tab within the report.

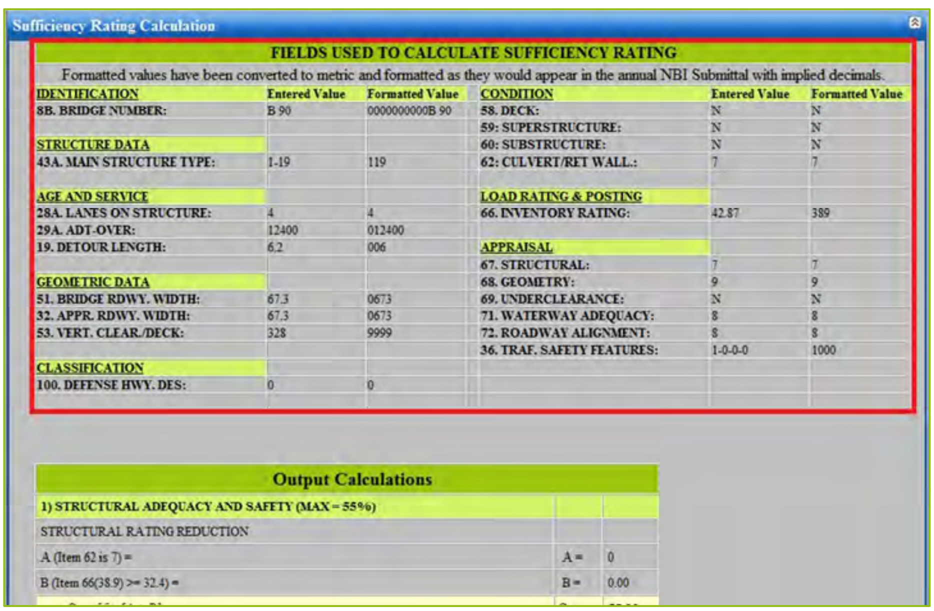
   The software will present the sufficiency rating and structural/functional classification. At the top of the page, the software lists three NBI fields and their calculated values. These values are directly linked to the forms.

2. Click and expand the blue tabs to view extra information concerning the calculations.

   *NBI Calculations Screen*




   *Sufficiency Rating Calculation Tab*



## How to Perform an Error Check

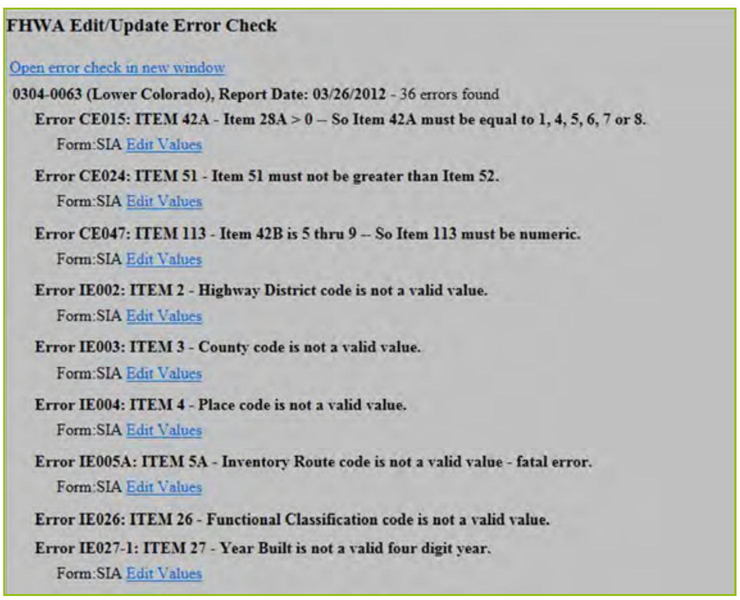
The **Error Check**, or Error Checker, is a new feature conveniently located within the inspection report. The error check automatically scouts the report for invalid values or codes. The error check then lists each of the found errors with hyperlinks to edit them.

***Step-by-Step:***

1. To access the **Error Check**:
   - Open an inspection report.
   - Select the **Error Check** sub-tab under the **FHWA SI&A** main tab.

2. Edit the values by clicking the **Edit Values** links next to each error.
   - Click the **Open error check in new window** link for a different viewing option.

*Error Check Screen*



## In Progress Report Options

During **in progress** status, the following report options are available for you:

- View Change Report,
- Submit Report for Review,
- Delete Server Report,
- Email Report PDF, and
- View Report PDF.

***Note:* You can only take these actions on an** In Progress ***report.***

***Step-by-Step:***

1. Locate the report using the **Main Page** or the **Asset Details** screen.

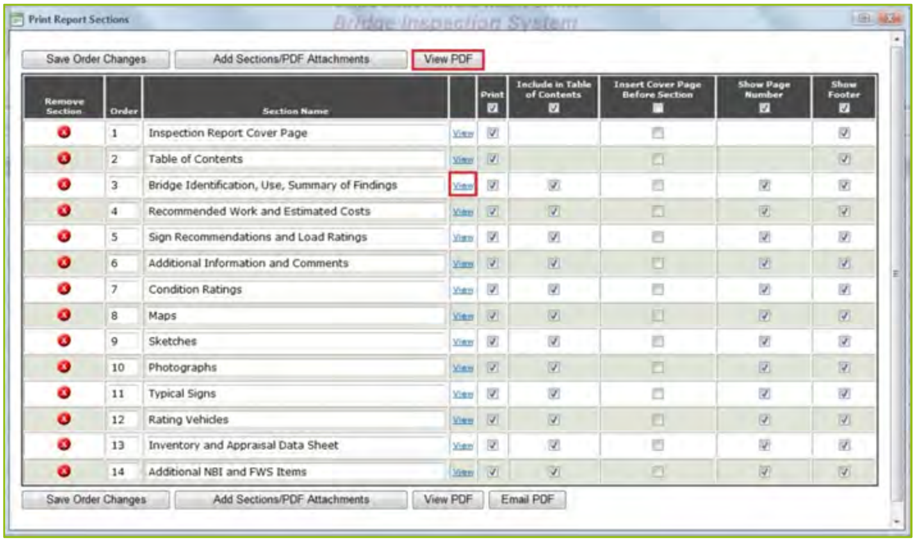
2. Click the **Report Action** (  ) icon. A small window will appear with the report action options.

*Report Action Options*


3. Click the button next to the desired action. The software will immediately execute the command or ask you for verification.

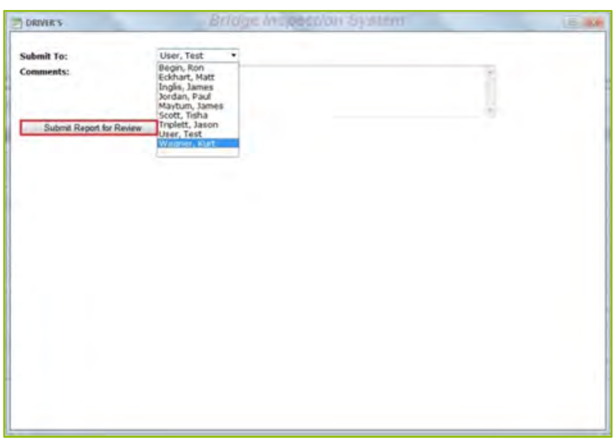
- **View Report PDF** displays the **Report Sections** screen. The Report Sections screen provides methods to view the entire inspection report, view individual sections of the report, or change the order of the sections in the report. See section **How to Manage Report Sections** for details.
  - Click the **View** link next to a section to view a PDF of that Section.
  - Click the **View PDF** button at the bottom of the screen to view a PDF of the entire report.
  - Change the numbers to the left of the Section name to reorder the report sections.

*Basic Report Sections Screen*




- **Submit Report for Review** moves the current report from **In Progress** to the **Awaiting Approval** tab. It will stay in this tab until it is approved or sent back for further inspection/review. Upon submitting the report, you can:
  - Choose the person who will receive the report from a drop-down menu.
  - Enter comments or any important details.
  - Select **Submit Report for Review** to submit or **Close** to cancel.

*Submit for Approval Screen*




- **Delete Server Report** removes the report from the server.
  - It *will* delete that specific report.
  - It *will not* entirely delete the asset or previous reports for that asset.

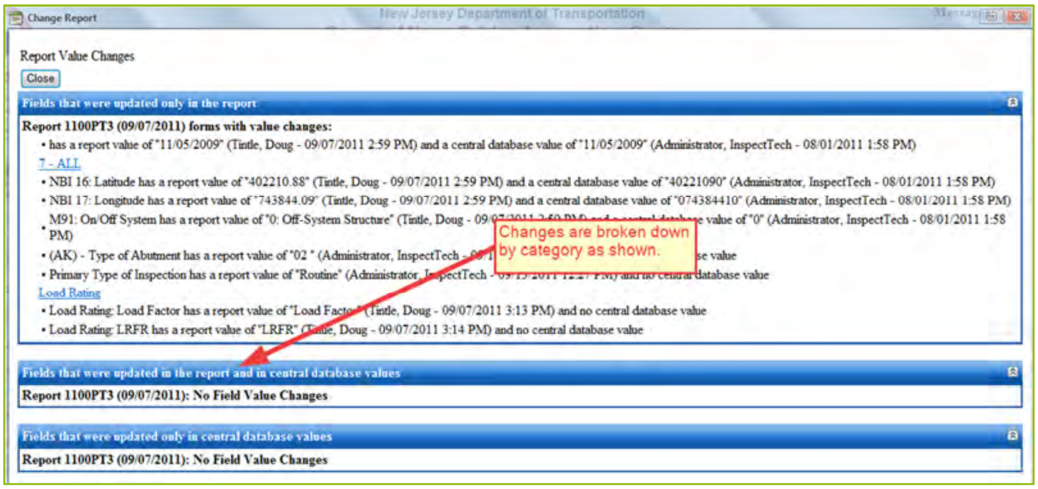
  When you select this option, click **OK** in the prompt window to verify.

***Note:** If a server report is deleted by mistake, contact InspectTech to restore that report.*

➢ **View Change Report** generates an output and displays all the changes made in the inspection report in three categories:

- Fields that were updated only in the report,
- Fields that were updated in the report and in central database values, and
- Fields that were updated only in central database values.

*View Report Value Changes Screen*



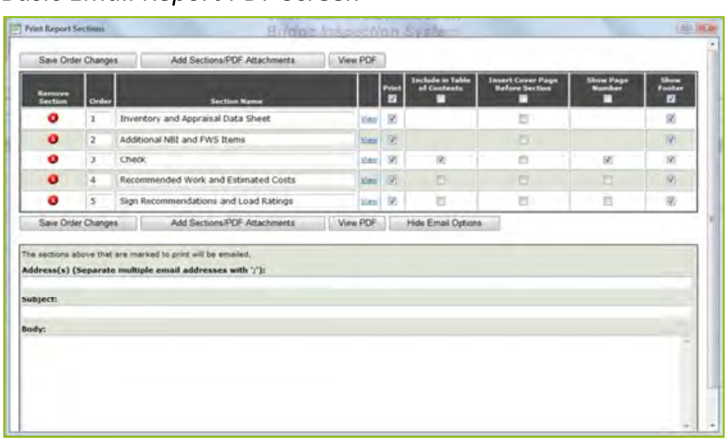

➢ **Email Report PDF** allows users to email any report from the software, *without*:

- Saving the PDF on a computer desktop or personal flash drive, or
- Sending the PDF as an attachment

Follow the steps on the pop-up to email the PDF to one or multiple email addresses. Separate multiple email addresses with a semi-colon.

***Note*: The sections included in the emailed PDF are marked to print in the** Print **column.**

*Basic Email Report PDF Screen*



## Awaiting Approval Report Options

The following five report action options are available under the **Awaiting Approval** report status tab:

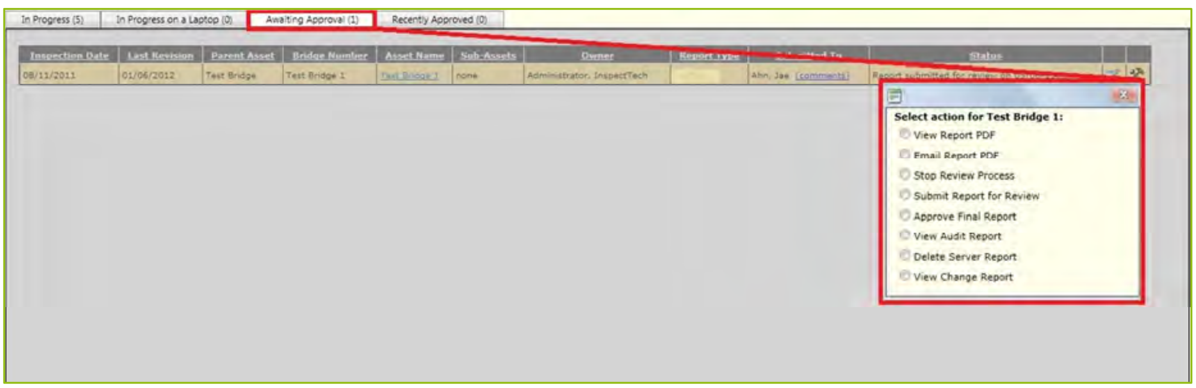
- Approve a Final Report,
- Submit Report for Review,
- Stop the Review Process,
- View the Audit Report, and
- View the Change Report.

***Step-by-Step:***

1. Select the **Awaiting Approval** status tab at the top of the main page.

2. Locate the desired report in the list and click the **Report Action** ( ) icon. A small window will appear with the report action options.

   *Awaiting Approval Report Actions List*




3. Click the button next to the desired action. The software will immediately execute the command or ask you for verification.

- **Stop Review Process** removes the report from the approval process and places it back into the **In Progress** status tab. For this action, the software will *not* ask for a confirmation.

- **Approve Final Report** finalizes the approval process of the report. Upon final approval, the report is transferred to the **Recently Approved** tab. The report cannot be edited unless a manager selects **Undo Approval** at a later time.

- **Submit Report for Review** forwards the report along to a manager or consultant for approval.

- **View Change Report** displays all of the changes that were made to the report.

## How to Edit a Report

Reports open for editing include:

- In progress reports and
- Reports awaiting approval.

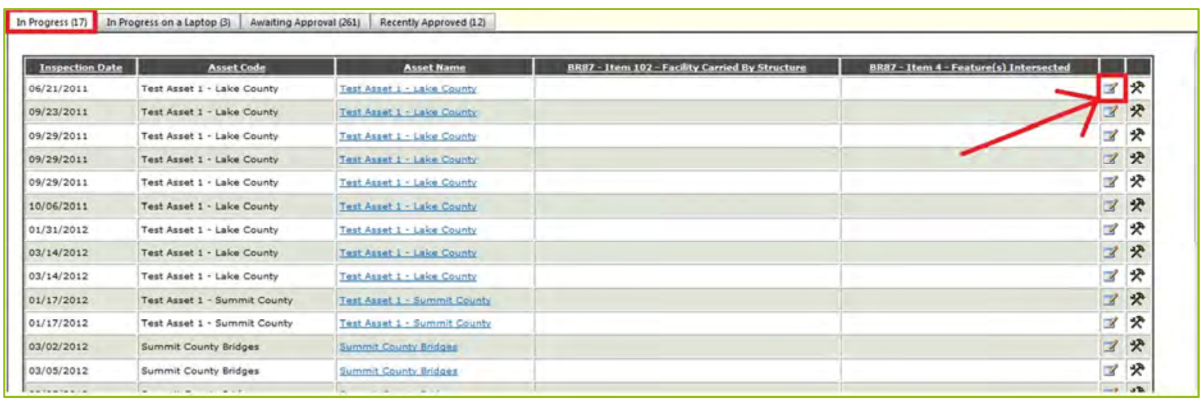
You can reopen any of the in progress or awaiting approval reports and edit the information at any point before report approval. Upon approval, a report is a final, legal document and cannot be edited.

***Step-by-Step:***

1. Select the status tab of the report.

2. Locate the report from the list and click on the **Edit Report** ( ) icon on the right-hand side of the screen. This will open the report and allow you to make the necessary changes.

*Edit Report Icon*



## How to Manage Report Sections

You can easily add, remove, or reorder the sections of a report. The software provides you with the tools to control what parts of the report are printed, visible, or prioritized in the final draft.

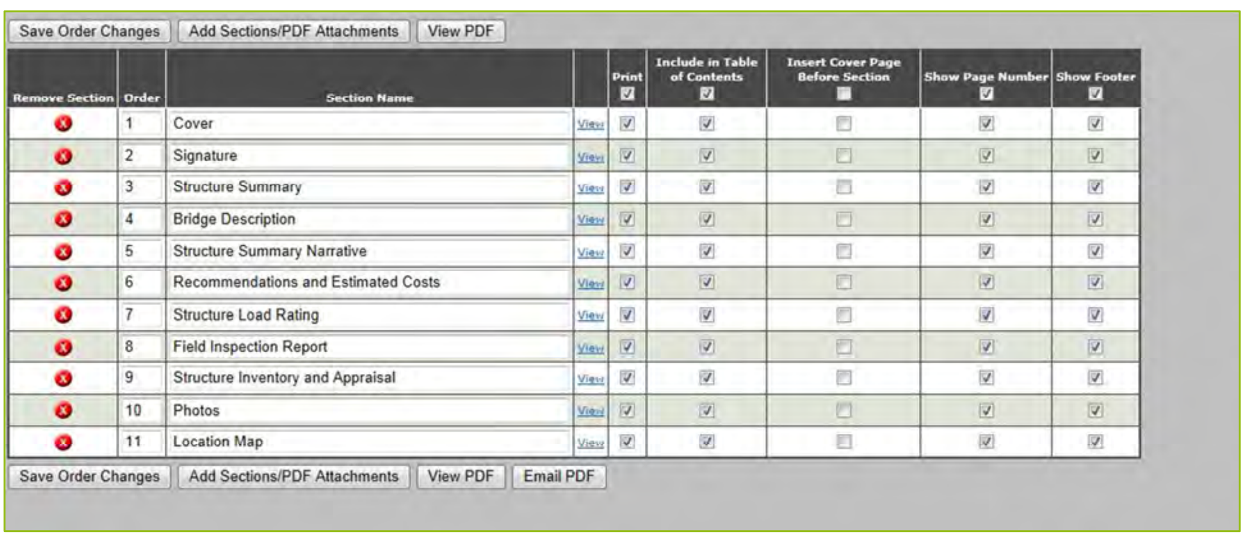
***Step-by-Step:***

1. Click the **Edit Report** icon associated with the desired inspection report.

2. Click on the **Rpt.** or **Report Sections** sub-tab under its main tab. A list of all the sections associated with that report will appear.

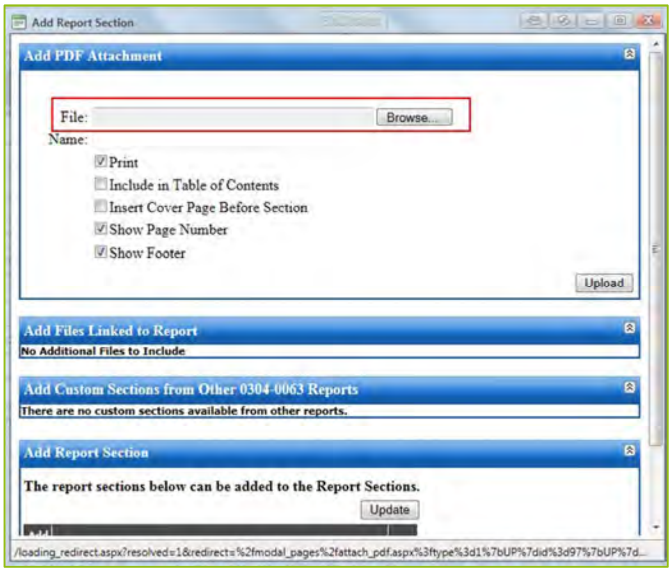
   The page will include several options such as:
   - View: view each report section individually.
   - View PDF: view the entire report in PDF format.
   - Remove Section: remove the section entirely from the report.
   - Order: rearrange the order of the sections in the report.
   - Section Name: change the name of the section.
   - Print: include or exclude section from the printed version of the report.
   - Include in Table of Contents: include or exclude from the table of contents.
   - Insert Cover Page Before Section: insert cover page specific to the section.
   - Show Page Number/Show Footer: show or hide page numbers or footers.
   - Save Order Changes: save the changes.

*Report Sections Form*



3. To add a PDF attachment to the report:
   - Click on the **Add Sections/PDF Attachment** button right above the section name.
   - Find the PDF file by using the **Browse** button.
   - Name the new attachment by using the **Name** textbox.
   - Click **Upload** and the attachment will be added to the report.

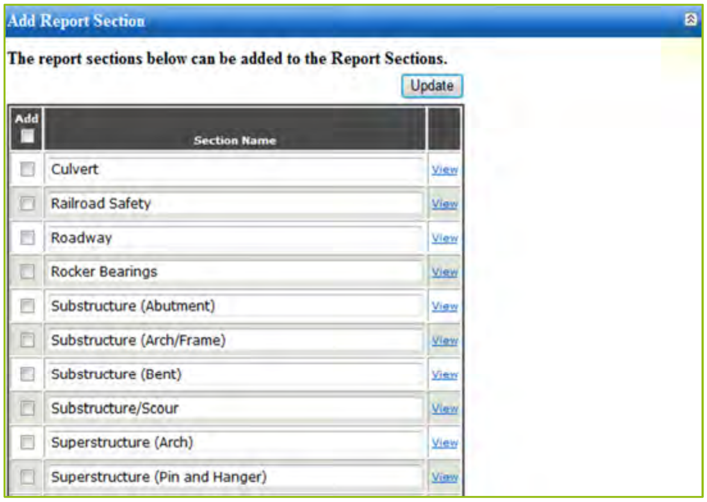
*Add Attachment/Report Section Screen*




***Note:* The default settings for the new attachment are Print, Show Page Number, and Included in Table of Contents. You can change these settings upon upload.**

4. If a standard report section has been previously excluded from the report, it can be added back quite easily.
   - Click on the **Add Sections/PDF Attachment** button.
   - Open the **Add Report Section** by clicking the expand button. This will display all standard sections which are not included in the report.
   - Select the sections to add again and click **Update**.

*Add Report Sections Screen*




***Note:*** ***When you add the section back into the report, it will default to the bottom of the report.***

## Conflict Resolution between Report Values and Central Database Values

When the software detects a conflict between the values in a report and asset central database values (i.e. different deck ratings), it will open a conflict resolution screen before the report can be approved.

The conflict resolution screen

- Highlights the conflicts, and
- Allows you to choose the correct value.

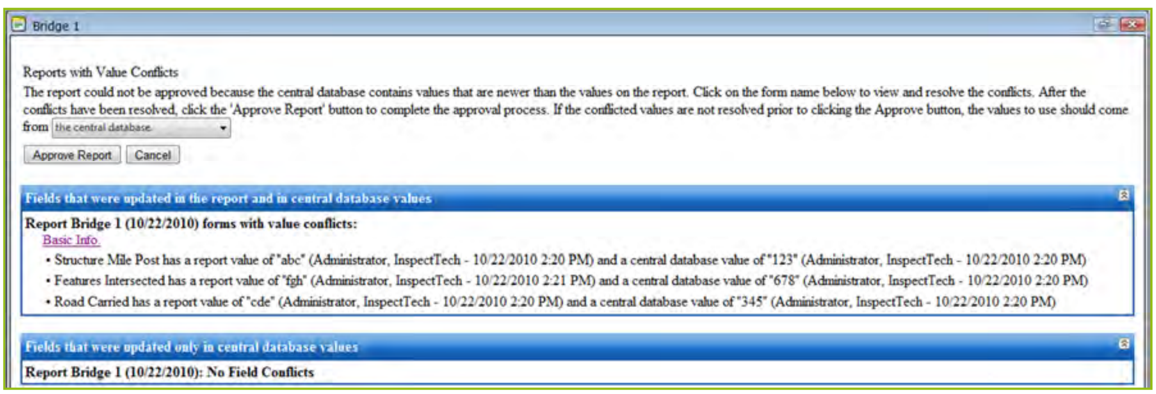
***Step-by-Step:***

1. Review the conflict described on the conflict resolution screen. The conflicts are separated into two categories:
    - Fields that were updated in the report and in the central database values, and
    - Fields that were updated only in the central database values.

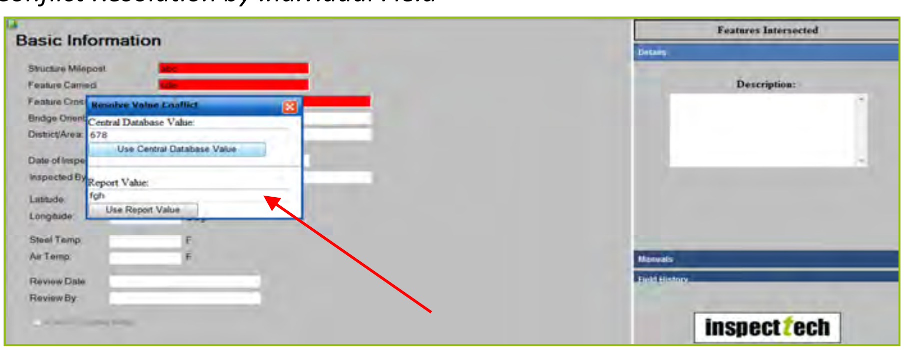
2. Adjust the values either simultaneously or individually.
    - Simultaneously: choose **the central database** or **the report** in the drop-down box
    - Individually: type in and affirm different values for each conflict.

3. Approve the report by clicking the **Approve Report** button at the top of the page.

*Basic Conflict Resolution Screen*




*Conflict Resolution by Individual Field*



## How to View Past Inspection Reports

You can store every report within the software's database, including scanned and uploaded paper reports. This not only prevents repetitive data entry for every inspection, but it flags any changes and trends.

***Step-by-Step:***

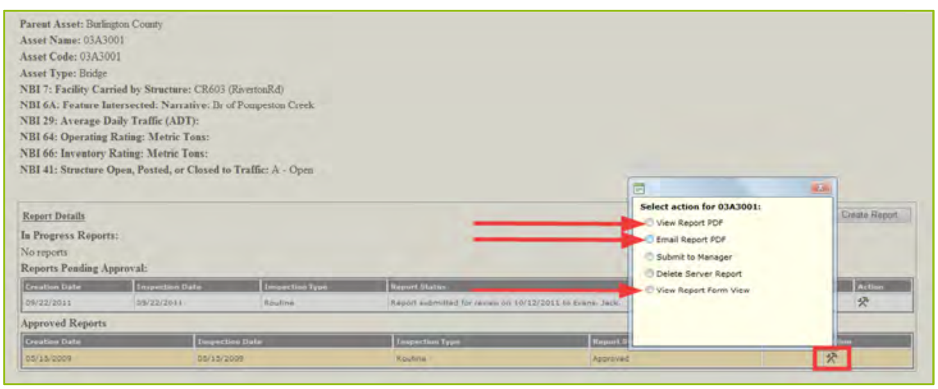
1. To view a past inspection report:
   - Navigate to the **Main** page of the software.
   - Use one of the search functions (quick select, tree search, or filter) to locate a particular asset.

2. Click on the asset's name to open the asset detail page.

3. Scroll down to the **Report Details** section and find the **Approved Reports** heading.

4. Click the Actions button ( ) that appears to the right of the approved report.

   *Action Menu*




5. The options available for viewing a past report:
   - **View Report PDF** opens the report as a PDF file in a new window.
   - **View Report Form View** opens the Report View screen where you can choose to view the report sections individually.
   - **Email Report PDF** emails the report in PDF form directly from the software.

***<u>Note:</u> You can scan and upload any past inspection reports created prior to the Collector software implementation. These past reports can only be uploaded and accessed via the Manager component.***

## BridgeInspect Manager

## The "Most Recent Assets Accessed" and the "Most Recent Reports Approved"

The Main Page displays two linked lists. The **Most Recent Assets Accessed** and **Most Recent Inspection Reports Approved** lists navigate directly to assets you have most recently accessed or reports most recently approved.

Each list contains the five most recent assets or reports, along with a link to transfer you to the report or asset detail page.

Click the **(View PDF)** link next to each report name to view the PDF version.

*Most Recent Assets Accessed/Most Recent Inspection Reports Approved*

## Asset Detail Page

The Asset Detail Page is a one-stop location for all information pertaining to a particular asset.

The information on this page includes:

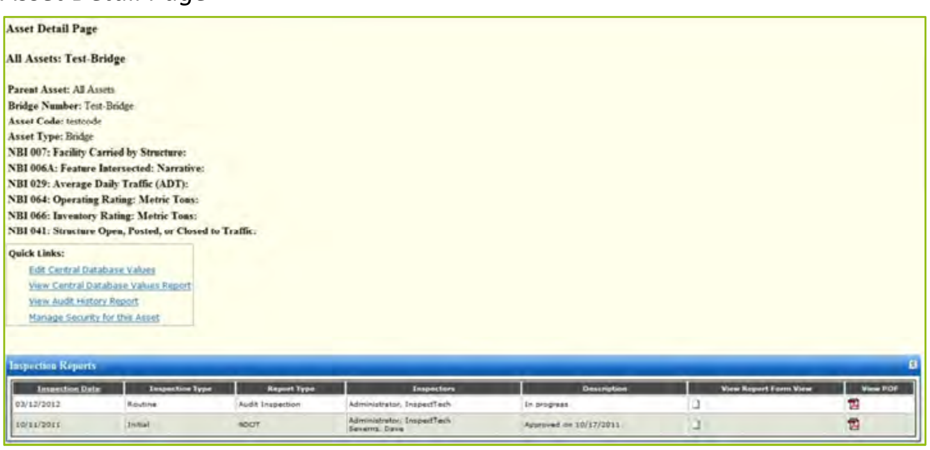
- Asset name
- Parent asset
- Asset code
- Asset type
- Facility carried
- Features intersected
- ADT
- Operating rating
- Inventory rating, and any other specific fields designated to a particular type of asset.

The Asset Detail Page also provides access to:

- Central database values
- Past and current inspection reports
- Certain files associated with the asset (i.e. asset history notes)
- All pictures associated with the asset.

1. To access the **Asset Detail** Page:
    - Click the hyperlinked text under **Most Recent Assets Accessed** and **Most Recent Inspection Reports Approved** on the Main page,
    - Click the picture on the Main Page, or
    - Select a specific asset through one of the various search functions.

*Asset Detail Page*



## How to Construct a Basic Report Query

The query function is one of the most popular and useful tools in the Manager software. In just seconds, you design complex queries and scan the entire system.

The report query:

- Designs specific queries for your needs.
- Creates a generic query that can be run for all users.
- Quickly searches for information using any inspection or inventory field.
- Provides a platform for you to perform summary reporting.

For example, you need to know all the assets in your area which have a deck rating less than 4. You would build a query and find all of those assets.

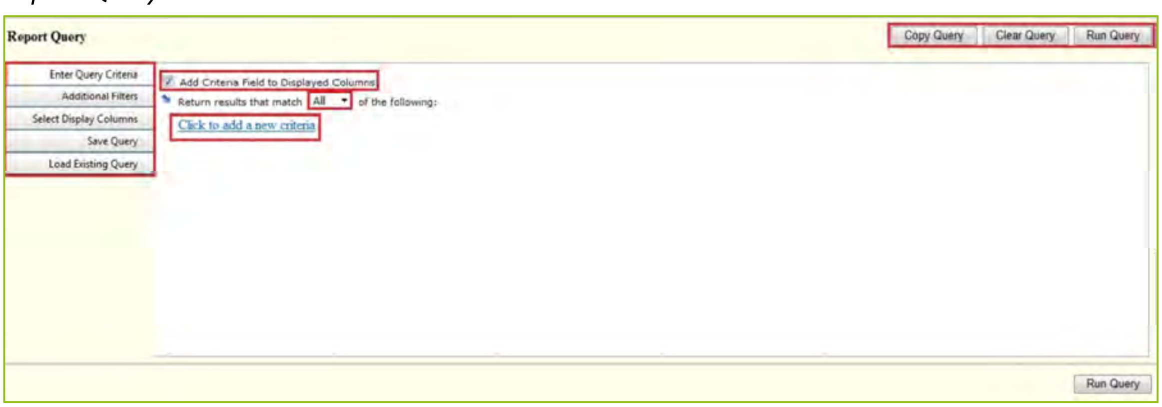
***Step-by-Step:***

1. To access the **Report Query** page:
    - Click the **Query** tab on the Main Page navigation menu.
    - Select **Construct Query Report.**

The **Report Query** page holds the following options:

- A checkbox at the very top labeled **Add Criteria Field to Displayed Columns**.
- Drop-down menu clarifying whether to return **Any** or **All** of the results.
- **Click to add new criteria** hyperlink.
- The sub-tabs along the left side of the screen representing steps in creating the query. The default tab is **Enter Query Criteria.**

*Report Query Screen*




2. To start building the query:
    - Select the **Click to add new criteria** link.
    - Use the tree search to locate the field for the query.
    - Click **Search for a Field** to type the name of the field into a search bar.

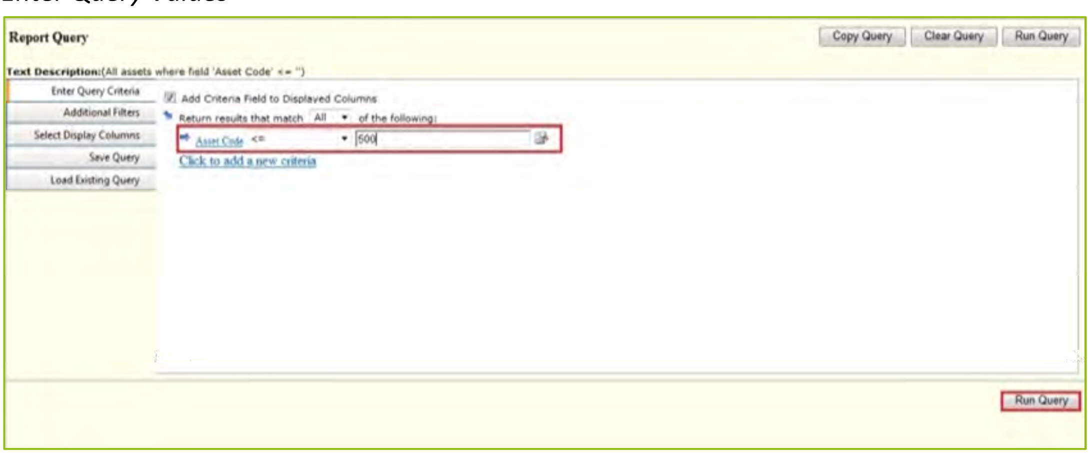
*Query Tree Search*


3. Enter the parameters for the filter.
   - ➢ In the drop-down menu, choose either:
     - <,
     - <=,
     - >,
     - >=,
     - =,
     - contains, or
     - does not contain.

     The first five parameters are used for numeric data. **Contain** and **does not contain** are primarily used on text fields.

4. Enter the value parameter.
   - ➢ Click the **List Values** icon ( ) to the right for help in choosing what values may be entered for the field selected.

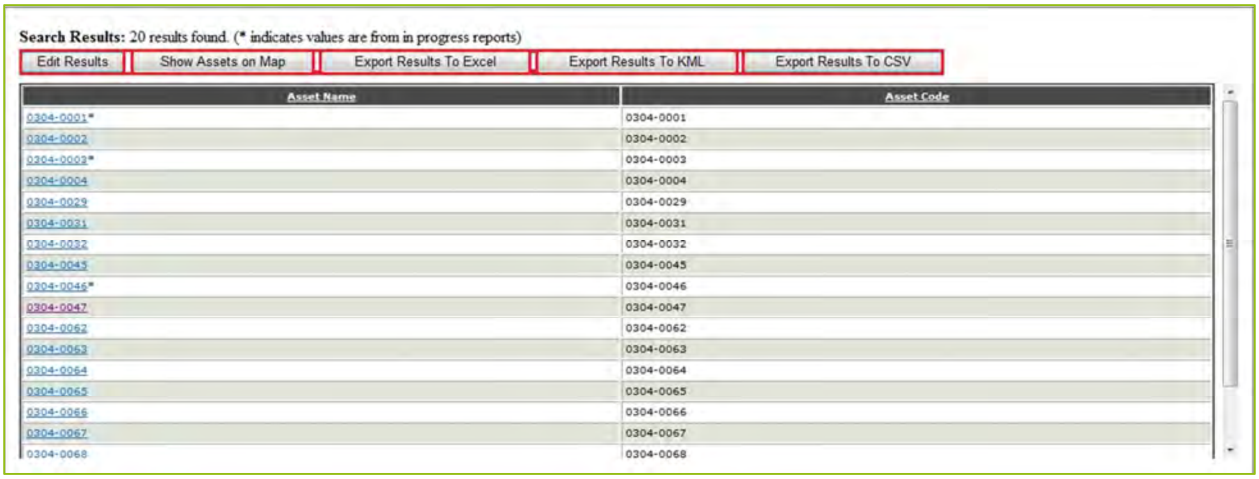
*Enter Query Values*



5. Click the **Run Query** button at the top right-hand corner of the page.

   The query will generate the results and place them at the bottom of the page. You have the following options:
   - Directly edit the results in the generated table.
   - View the returned assets on a map, just like the GIS Map demonstrated earlier.
   - Export the results directly to Excel, KML, or to CSV.

*Query Results Screen*




The query results are delivered in a table. You can:
- Scroll through the results
- Open any detail page by selecting the link
- Sort the data by selecting one of the column headers.

6. To **Save** the query results, see the corresponding section of the manual.

## How to Construct a Multiple Criteria Report Query

***Step-by-Step:***

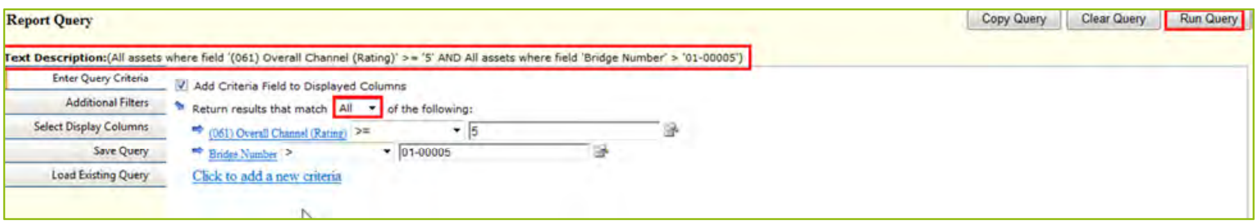
1. Navigate to the **Report Query** page.

2. To start building the query:
   - Select the **Click to add new criteria** link.
   - Use the tree search to locate the field for the query.
   - Click **Search for a Field** to type the name of the field into a search bar.

3. Enter the first parameter.

4. Click the **Click to add new criteria** link to add more criteria to the query.
   - Repeat as many times as necessary.

*Multiple Criteria Report Query*




The results will generate at the bottom of the page and provide you with the same options as a single criteria query report.

## How to Delete Criteria from a Query

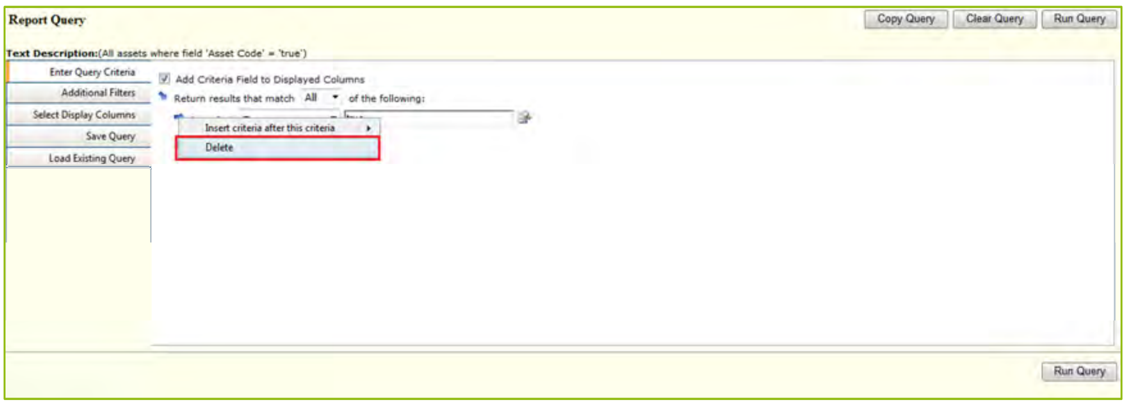
Via the query feature, you can delete added criteria without having to restart the query.

***Step-by-Step:***

1. Click on the blue arrow next to the criteria.

2. Choose the **Delete** option.

*Delete Criteria Screen*



## Adding Additional Filters to the Report Query

In order to further narrow the results, you can add filters to the query.

For example, instead of pulling all the information from the entire inventory, you can limit the results to specific parent assets such as a county, district, or region.

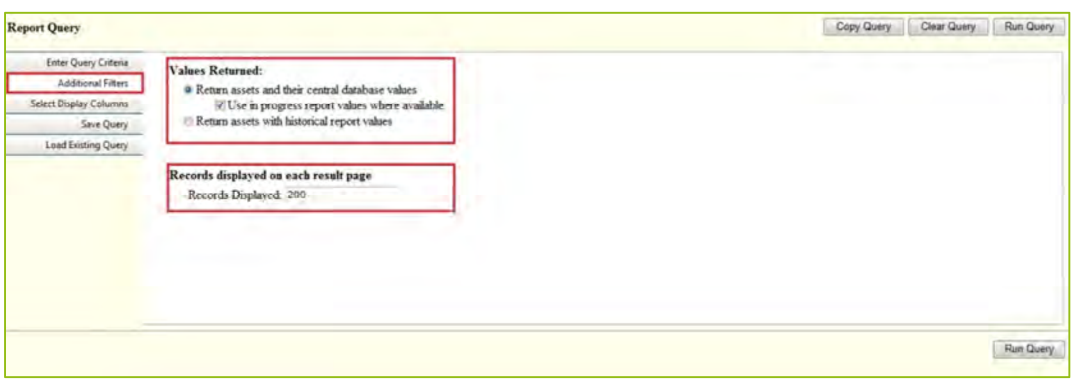
***Step-by-Step:***

1. Navigate to the **Report Query** page.

2. To add a filter to the report query:
   - Scroll down the left-hand side of the page.
   - Click the **Additional Filters** tab.

3. Three filters can be applied to a query:
   - **Values Returned:** Returns the assets with their central database values (the most recent values) or their historical report values. Check the checkbox labeled **Use in progress report values where available** to pull values from in progress reports. *The default setting is central database values with that additional checkbox selected*.
   - **Records displayed on each result page**: Determines the number of records displayed on each result page. *The default setting is 200 records per page*, but you can change this number accordingly.

*Additional Filters Screen*



## Select Display Columns for the Report Query

For more organized and custom query results, you can choose columns to add to the generated report. The default amount of columns depends on the criteria you enter into the report. You can add as many columns as necessary.

***Note:* The fields used as part of the query are automatically added as displayed columns.**

***Step-by-Step:***

1. Navigate to the **Report Query** page.

2. To edit or include additional fields in a query report:
   - Click the **Select Display Columns** tab on the left side of the main query page.

   This will generate a new page called **Available Report Fields**.

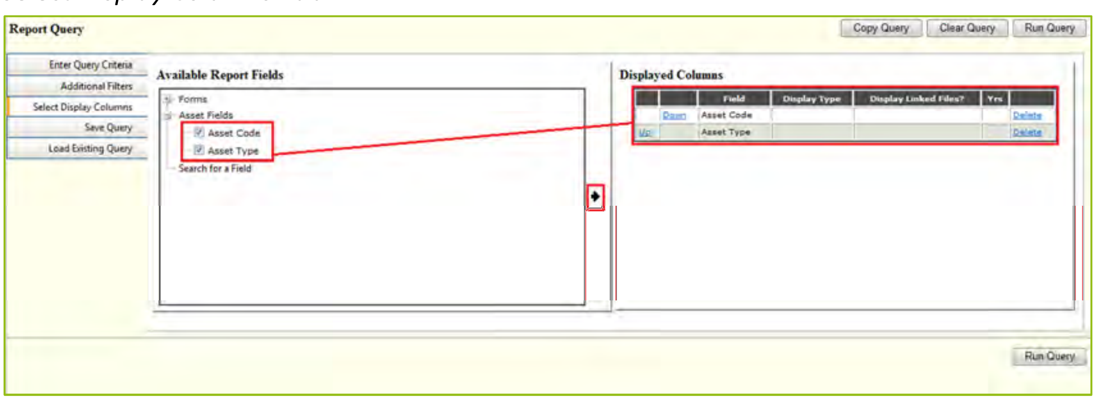
3. Locate the desired fields via the tree search.

4. Include the field by checking the checkbox next to it.

5. Click on the **small black arrow** in between the two sections to transfer the fields to the **displayed column** in the report generated.

   On the right side of the page is a section called **Displayed Columns**. These fields are predefined or have already been added as columns of the generated query report. You can:
   - Rearrange these fields by clicking the **Up/Down** buttons.
   - Change the display of the field to either **Show Value** or **Show Comment**.
   - Remove the field from the report by clicking the **Delete** button.

*Select Display Columns Tab*



## How to Save a Query

Most generated queries can be used more than once. Save your query to eliminate the repetition of setting up a new query. Other users can then access your saved query.

***Step-by-Step:***

1. Jumpstart to **Save Query:**
   - Enter the query criteria using the tree search and parameter textboxes provided.
   - Use any additional filters if necessary.
   - Select display columns to desired fields.

2. Click the **Save Query** tab along the left side of the page.

   *Save Query Screen*


3. Give the query a title.
   - Optional: Add a category from the drop-down menu or create a unique category name.
   - Optional: Enter a description of the query.

4. To save a query which has been uploaded and edited:
   - Click the **Save Query** tab.
   - Choose to save it either as a new query or to save the changes made to the existing query.

## How to Load an Existing/Saved Query

To skip the step of constructing a new query, you can load a saved query instead. The **Report Query** page provides the **Load Existing Query** function.

***Step-by-Step:***

1. Navigate to the **Report Query** page.

2. Click the **Load Existing Query** tab on the left-hand side of the page.

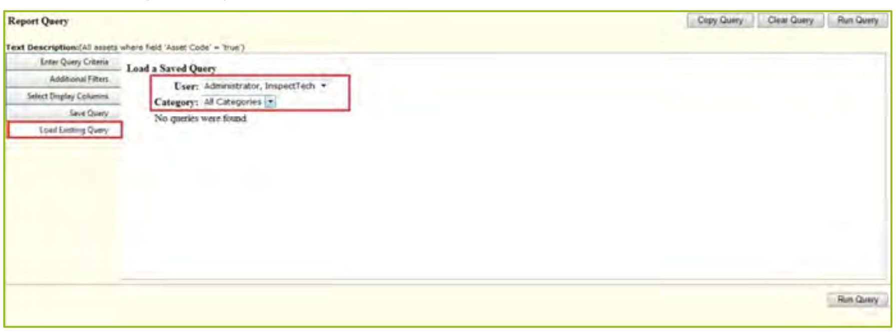
3. Filter the list of queries by selecting options from the drop-down menu.

   - **User:** Select the user to view their queries. The default selection is you. For example, if Ryan Miller loads a query, the default user setting would be "Miller, Ryan".

     To see all queries from all users, select **All Users**.

   - **Category:** Select which category of queries to view. The default setting is **All Categories.**

*Load Existing Query Screen*




4. To save a changed query:
   - Click the **Save Query** tab on the left-hand side.
   - Click **Save Query Changes** next to the query title.

## How to Edit Query Results

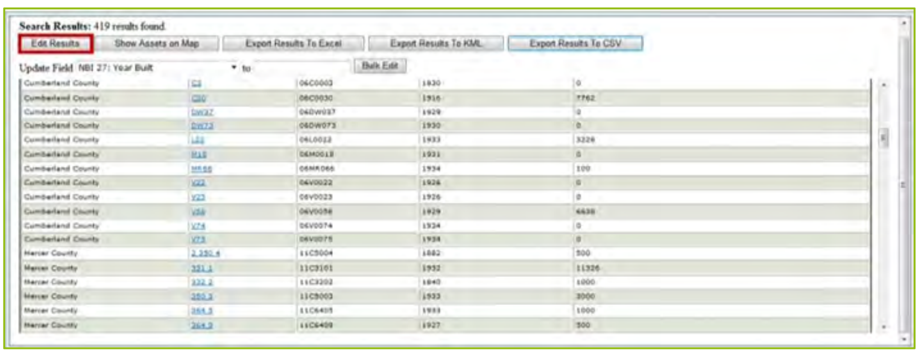
Qualified users can make changes to asset details via the query results. The software will automatically adjust the results in the necessary areas.

***Step-by-Step:***

1. Jumpstart to **Edit Results:**
   - ➢ Enter the query criteria using the tree search and parameter textboxes provided.
   - ➢ Use any additional filters if necessary.
   - ➢ Select display columns to desired fields.
   - ➢ Click **Run Query**.
   - ➢ Scroll down to the query results.

2. Click **Edit Results** in the top left-hand corner of the results section.

   *Edit Results Button*




3. Click inside one of the textboxes.

4. Select a value from the drop down or type in a new value. Suppose you need to change the ADT for an asset from 3,228 to 5,000.


5. Click **Done Editing**.

## How to "Bulk Edit" Query Results

Qualified users can run **bulk edit** changes to queried results. The bulk edit feature will automatically change all fields to the new value in the central database.

***Step-by-Step:***

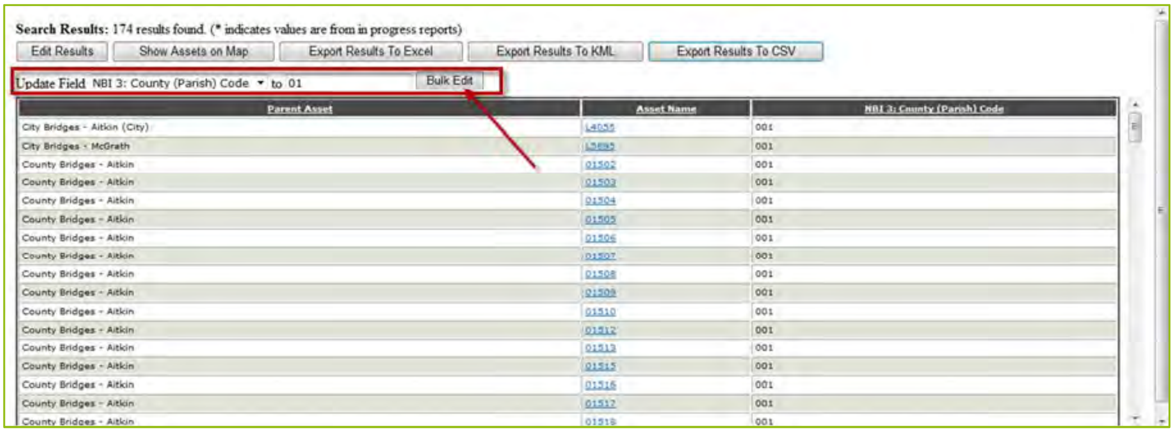
1. Run the query.

2. Scroll down to the query results.

3. Locate the **bulk edit** feature.
   - ➢ Choose a value from the dropdown.
   - ➢ Click inside the textbox next to it and type the change.

4. Click the **Bulk Edit** button and verify the action.

*Basic Bulk Edit*



## How to Show Results on a Map

Among other options, you can view your query results on a GIS map.

***Step-by-Step:***

1. Run the query.

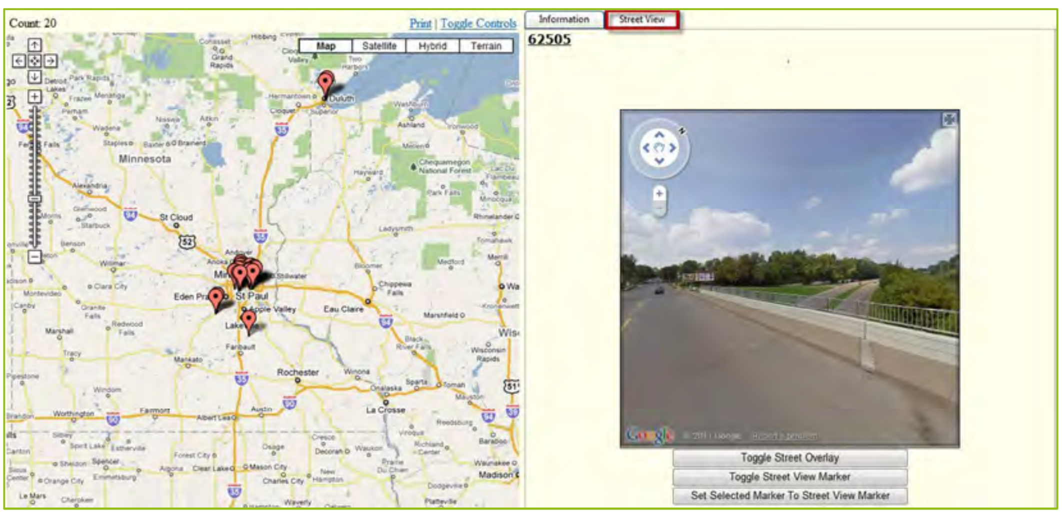
2. Scroll down to the query results

3. Click the **Show Assets on Map** button.

   In a new Internet tab, the GIS map will plot all of the assets returned from the query.

4. Zoom in and out of the map to view where all the returned assets are located.  The Street View option is also available.

*Show Query Results on Map*



## How to Export Results to Excel

A second viewing method exports the query results into an Excel file.  In Excel, you can:

- Manipulate the data any way you like.
- Make the report look according to personal preference.
- Save the file on your computer.
- Email the report to others.

***Step-by-Step:***

1. Run the query.

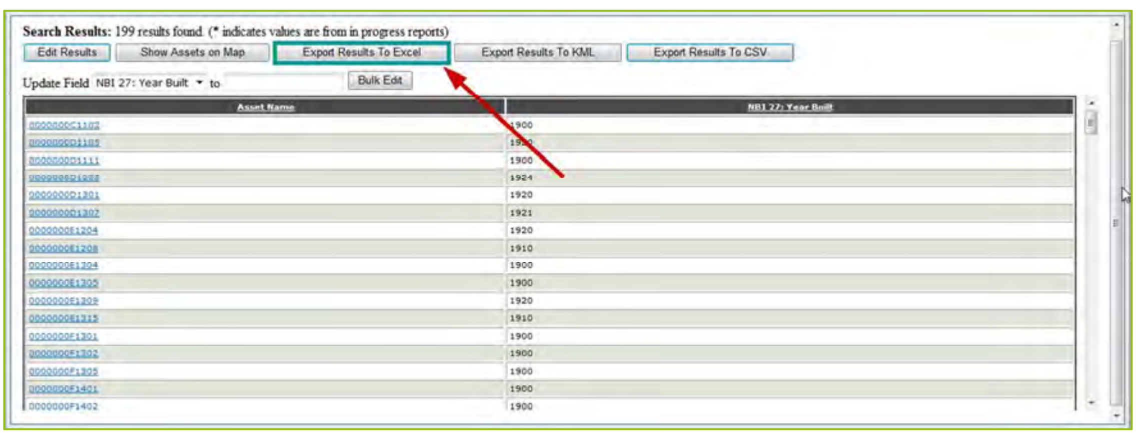
2. Scroll down to the query results.

3. Click the **Export Results to Excel** button.

   The Excel file will automatically generate with all the assets pulled from the query.

4. **Save** the Excel file and arrange/format the data in a variety of ways.

*Export Results to Excel*



# How to Export Results to KML

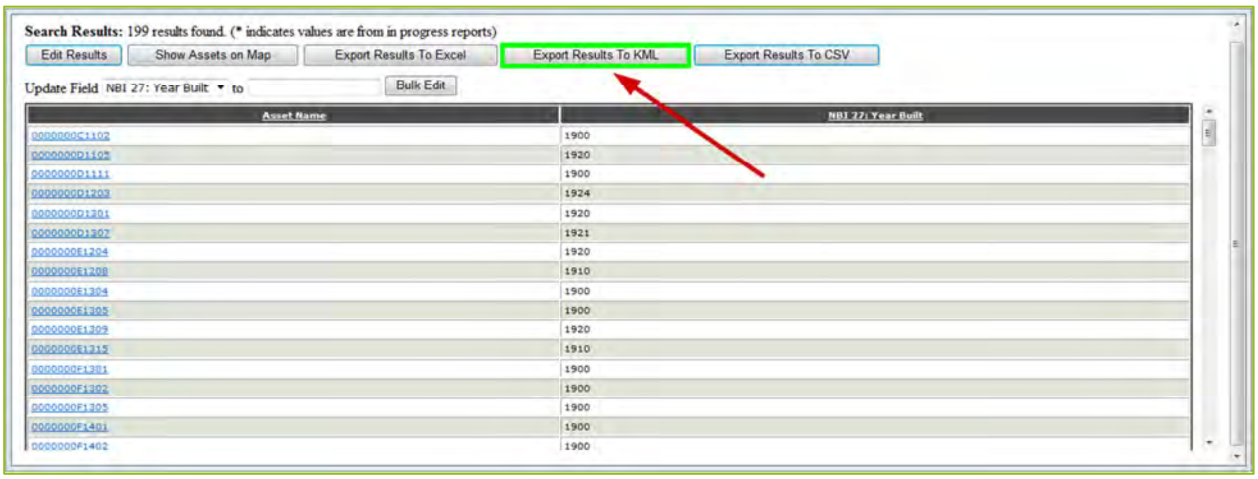
By exporting results to KML, you can view the results in **Google Earth**.  First, you must have Google Earth (or another similar mapping system) installed on your computer.

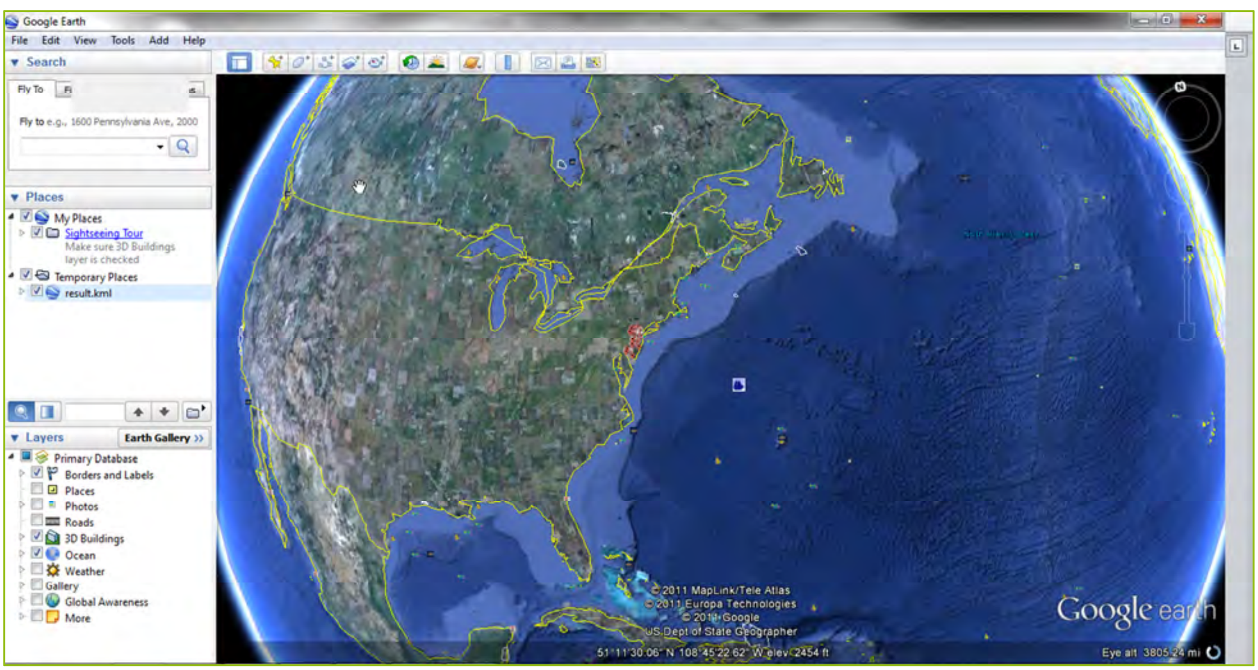
***Step-by-Step:***

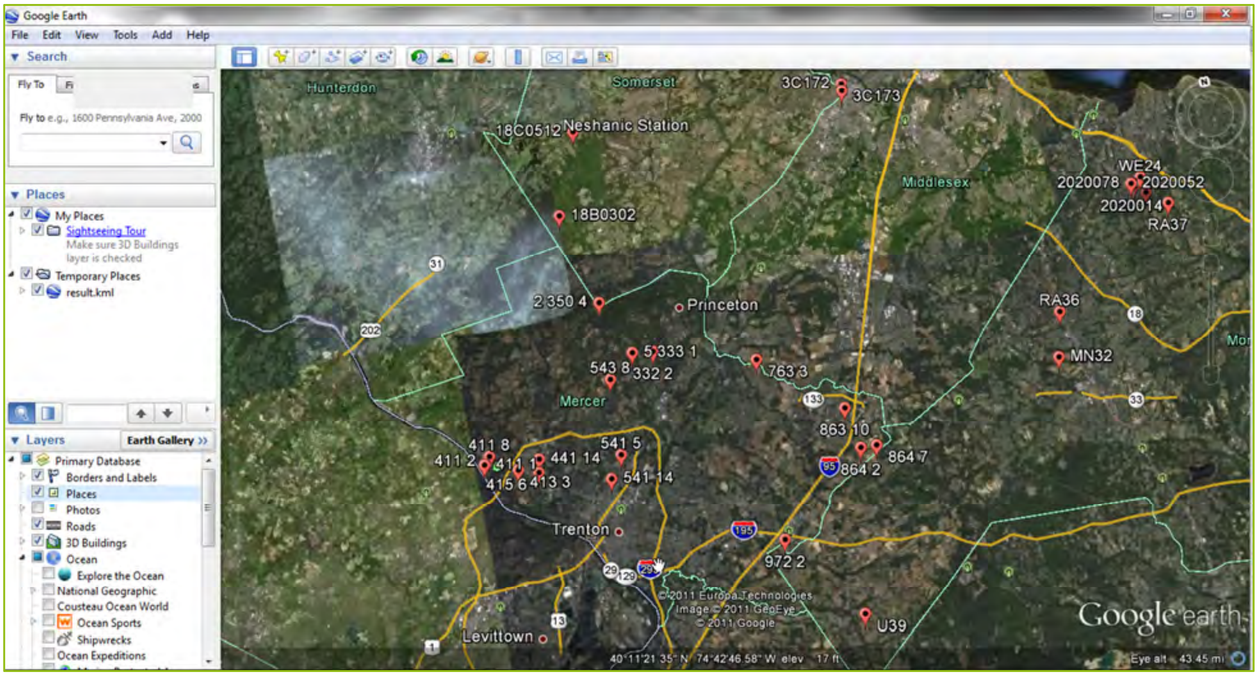
1. Run the query and scroll to the query results.

2. Click the **Export Results to KML**.  This will automatically launch **Google Earth**. You can zoom in and out to see a 3D projection of each asset.

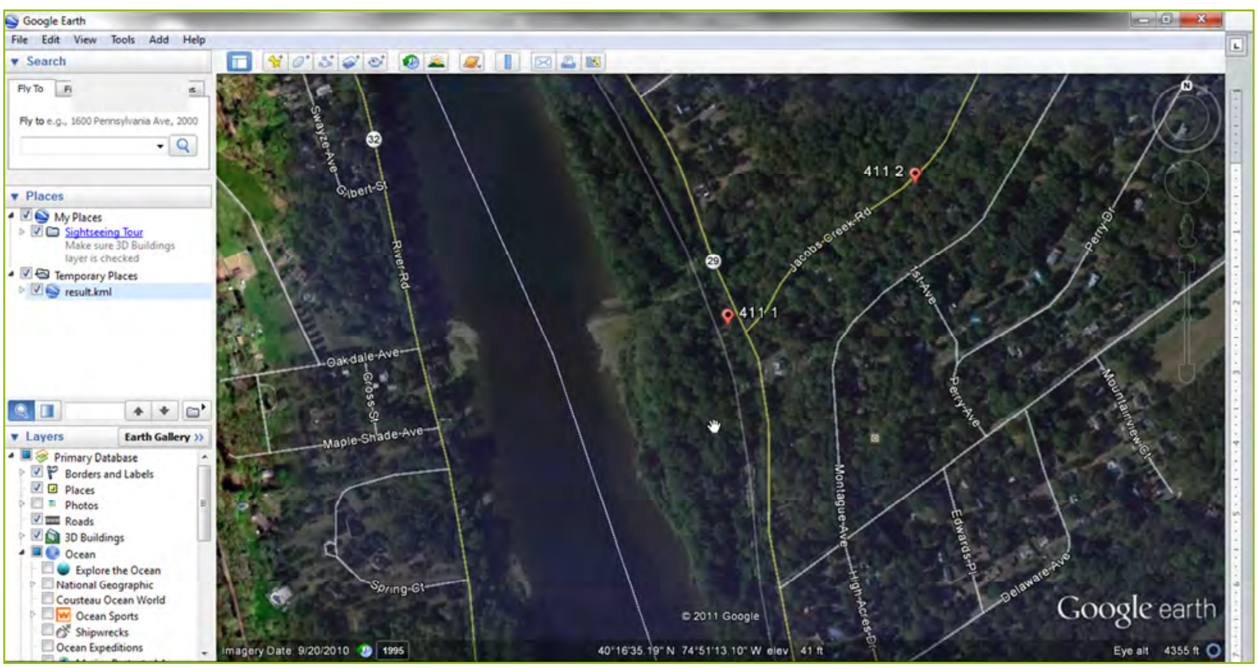
*Export Results to KML*






You can save each asset as a **place** in Google Earth to refer to it later.



## How to Export Results to CSV

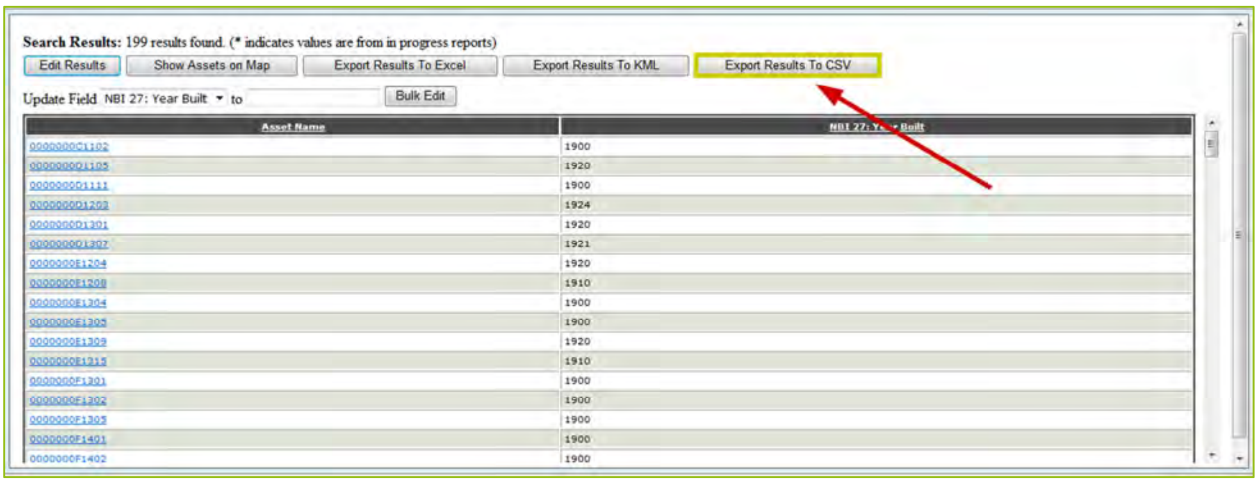
The last option is exporting the query results to Comma Separated Value. This is a common format supported by many applications.

***Step-by-Step:***

1. Run the query and scroll down to the query results.

2. Click the **Export Results to CSV** button.

*Export Results to CSV*



## How to Use the Picture Search

The picture search enables you to search through every photo stored in the software by date, category, and/or the file description. You can save the query and upload it again for future use.

***Step-by-Step:***

1. To access the **Picture Search** page:
   - ➢ Select the **Query** tab on the navigation menu on the Main page.
   - ➢ Click **Picture Search**.

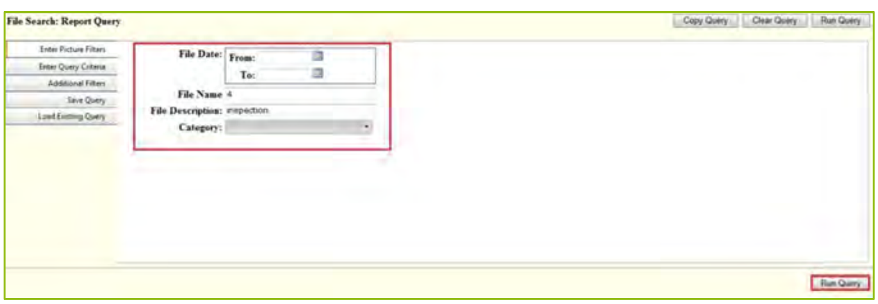
   The picture search will look similar to a basic query.

2. Create filters to narrow the query results.
   - ➢ Choose the dates to filter the pictures.
   - ➢ Enter a file description.
   - ➢ Select a photo category (i.e. General View).
   - ➢ Enter the file name.

3. Click **Run Query**.

   For example, suppose you wanted to find all pictures uploaded to the software between September1st and October 31st, 2011.

***<u>Note:</u> You may also access the asset details page by selecting the link from the results.***




## Executive Dashboard

Via the **Executive Dashboard**, you can view your asset inventory in visual graphs and charts. This feature more easily and efficiently analyzes summary data.

The Executive Dashboard provides:

- Percentages
- Averages, and other statistical analysis
- Visual presentations of the condition state of your assets.

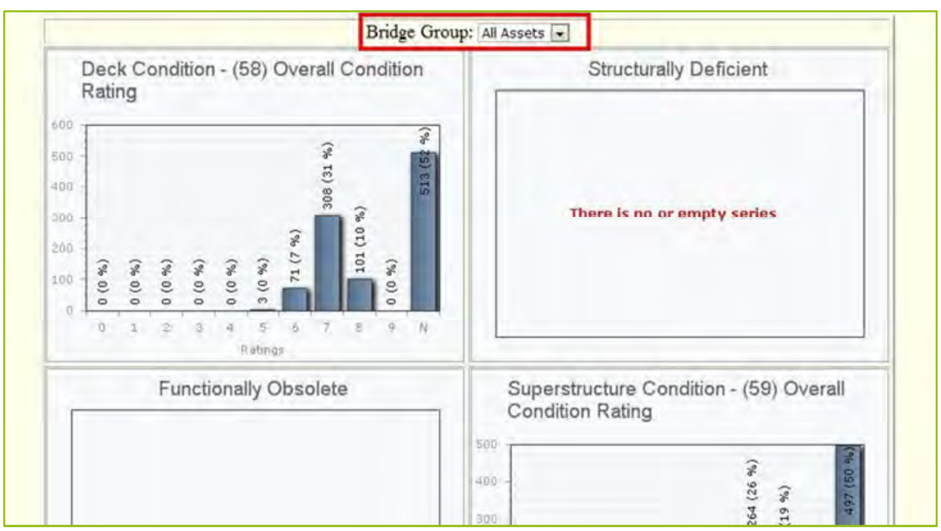
***Step-by-Step:***

1. To open the **Executive Dashboard**:
   - Click the **Reports** tab on the Main page.
   - Select **Dashboard**.

   The Executive Dashboard page will upload and initially show statistical information for the entire state.

2. To change the default settings:
   - Select the preferred settings from the drop-down list labeled **Asset Group.**
   - The dashboard will automatically update.

*Executive Dashboard*



## How to Run a System Report

System reports automatically pull queried information and place it in a predesigned report. You can choose the output for the report (PDF, HTML, or spreadsheet) and pass it along to the next level of management.

***Step-by-Step:***

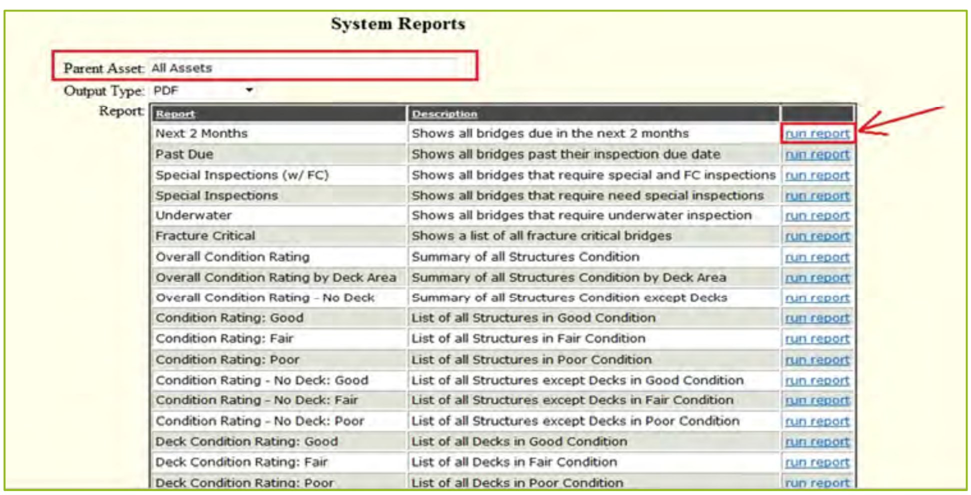
1. To access the **System Reports** page:
   - Click the **Reports** tab in the Main page navigation bar.
   - Click **System Reports.**
   - To run a summary report, begin by going to the **Reports** tab along the main navigation menu. Then choose **System Reports** from the drop down.

2. Filter the results by **Parent Asset.**
   - Click the textbox labeled **Parent Asset.**
   - Choose the desired parent asset.

3. Choose the **Output Type**.
   - Select HTML**, PDF,** or **Spreadsheet** from the drop-down menu.
   - The default output type is PDF.

4. Click **Run Report** next to the desired system report.

*System Reports Screen*


System Reports

Parent Asset: All Assets
Output Type: PDF
Report:

| Report | Description | |
|---|---|---|
| Next 2 Months | Shows all bridges due in the next 2 months | run report |
| Past Due | Shows all bridges past their inspection due date | run report |
| Special Inspections (w/ FC) | Shows all bridges that require special and FC inspections | run report |
| Special Inspections | Shows all bridges that require need special inspections | run report |
| Underwater | Shows all bridges that require underwater inspection | run report |
| Fracture Critical | Shows a list of all fracture critical bridges | run report |
| Overall Condition Rating | Summary of all Structures Condition | run report |
| Overall Condition Rating by Deck Area | Summary of all Structures Condition by Deck Area | run report |
| Overall Condition Rating - No Deck | Summary of all Structures Condition except Decks | run report |
| Condition Rating: Good | List of all Structures in Good Condition | run report |
| Condition Rating: Fair | List of all Structures in Fair Condition | run report |
| Condition Rating: Poor | List of all Structures in Poor Condition | run report |
| Condition Rating - No Deck: Good | List of all Structures except Decks in Good Condition | run report |
| Condition Rating - No Deck: Fair | List of all Structures except Decks in Fair Condition | run report |
| Condition Rating - No Deck: Poor | List of all Structures except Decks in Poor Condition | run report |
| Deck Condition Rating: Good | List of all Decks in Good Condition | run report |
| Deck Condition Rating: Fair | List of all Decks in Fair Condition | run report |
| Deck Condition Rating: Poor | List of all Decks in Poor Condition | run report |

## How to Use the Field Organizer

Field Groups are a useful way to organize similar or commonly used fields into a single area. Via the **Field** Organizer, you can create field groups containing similar fields of interest.

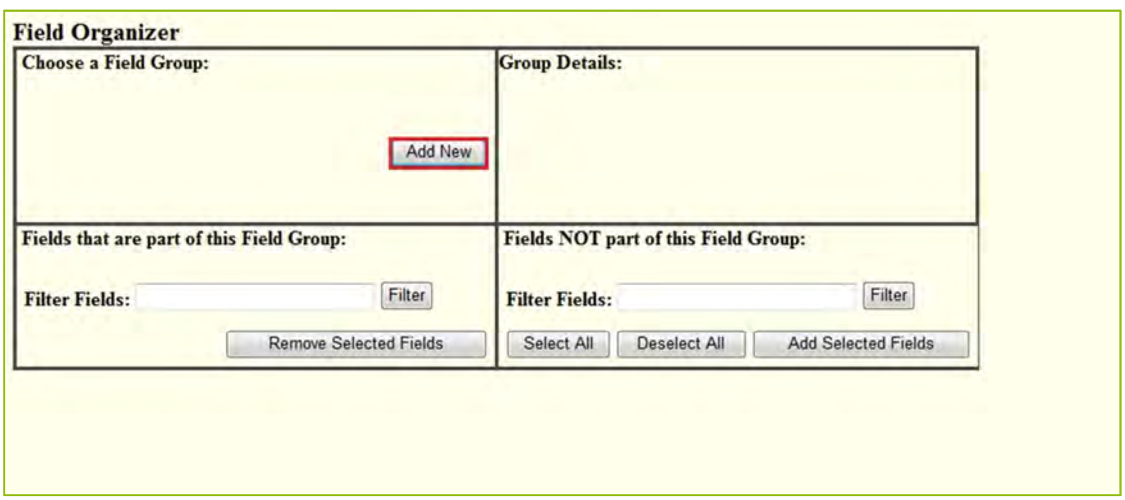
***Step-by-Step:***

1. To open to the **Field Organizer**:
   - Click the **Administration** tab on the Main page tab.
   - Select **Field Organizer**.

   The **Field Organizer** page contains four distinct sections:

   - **Choose a Field Group** lists all field groups which currently exist in the system.
   - **Group Details** displays the group name and provides options of assigning access levels.
   - **Fields that are part of this "Field Group"** displays the field name and description of each field included in the chosen group.
   - **Fields NOT part of this Field Group** displays all existing fields not part of the chosen group.

   *Field Organizer*




2. To choose or add a field group:
   - Click **Add New** in the **Choose a Field Group** section.
     Or:
   - Select a current field group.

   When an existing field group is selected, the group data populates the other three sections.

3. To assign access levels to groups:
   - Move to the section labeled **Group Details.**
   - Select an option of what access level the group will have.

4. To remove specific fields from the grouping:
   - Move to the **Fields that are part of this Field Group** section.
   - Check the checkbox to the left of the desired field name(s).
   - Click **Remove Selected Fields**.

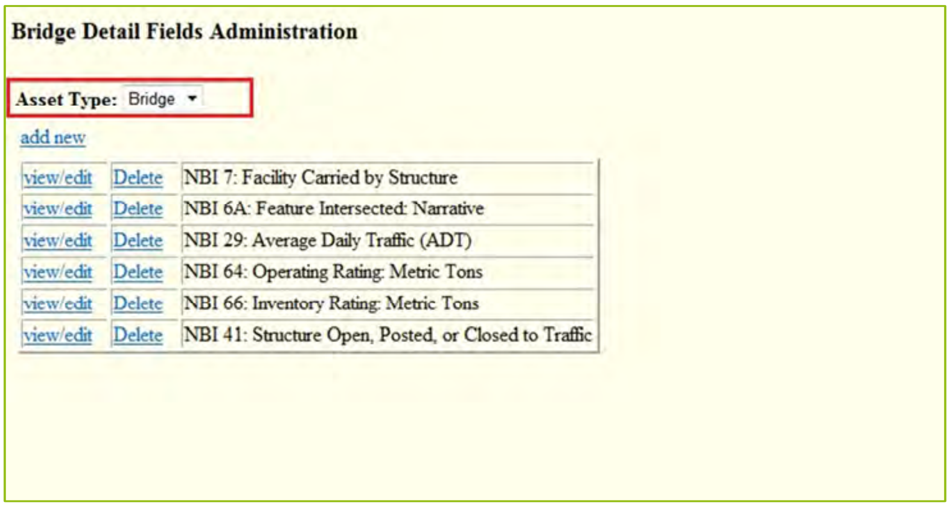
5. To add existing fields to the group:
   - Use the filter option to locate the desired fields.
   - Check the checkbox next to the desired field, or click **Select All** or **Deselect All.**
   - Click the **Add Selected Fields** button to update the field group.

## Asset Detail Fields Administration

You can peruse the **Asset Detail Fields** in several different locations throughout the Manager and Collector sites.

- **Most Recent Assets Accessed** on the Manager main page.
- **GIS Map** on the main page navigation.
- **Image** on the main page.

*Asset Detail Page*




***Step-by-Step:***

1. To access the **Asset Detail Fields Administration:**
   - Click the **Administration** tab on the main page navigation.
   - Click **Asset Detail Fields Administration.**

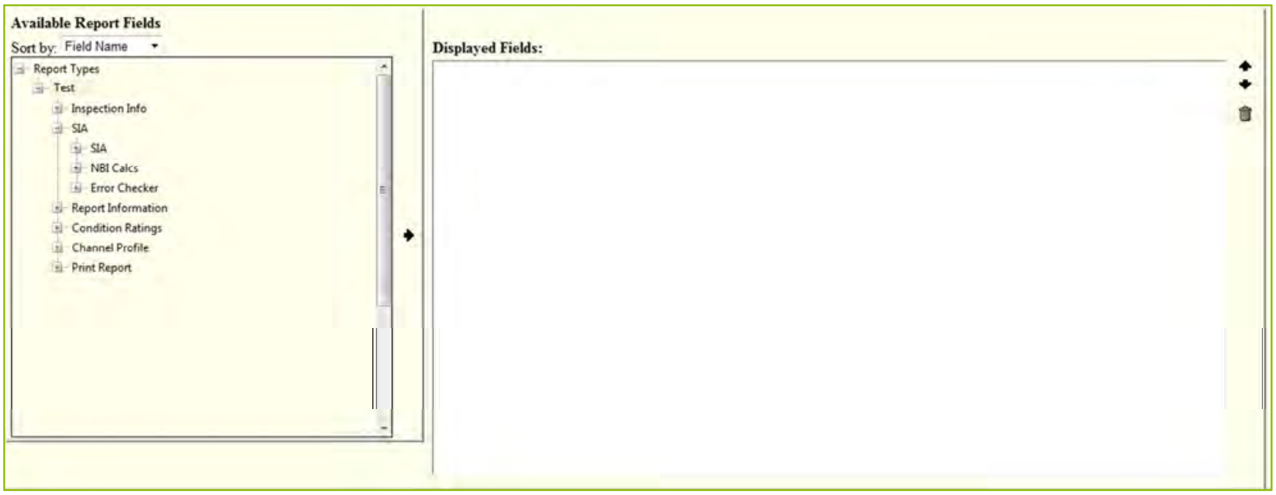
2. Select the **Asset Type** from the drop-down menu. The detail fields associated with that asset will upload.

3. Click **add new** to add a new detail field to the list.
   - Choose a field from the **Available Report Fields** tree search list.
   - Click the **small black arrow** to transfer the field to the **Displayed Fields** list.
   - Click **Save** once the transfer is complete.

4. Click **Delete** to remove a detail field from the list.

5. Click **view/edit** to edit the detail field.

*Add a New Detail Field*



## How to View Asset Permissions by User

To view the security settings for a particular asset, qualified users can perform any of the following tasks:

- **Asset Security for One User and One Asset:** Filter down to any specific asset and choose a person/group from the system to see their security settings.
- **All Asset Security for a Single User:** Select a person from the drop-down list to see all of their permissions.
- **All Security for a Single Asset:** View **all users'** access and permissions to an asset.

***Step-by-Step:***

1. To access the **View User Asset Security** page:
   - Select the **Administration** tab from the Main menu.
   - Select **Security.**
   - Select **View User Asset Security.**

*Basic View User Asset Security Screen*


**Asset Security for One User and One Asset:**

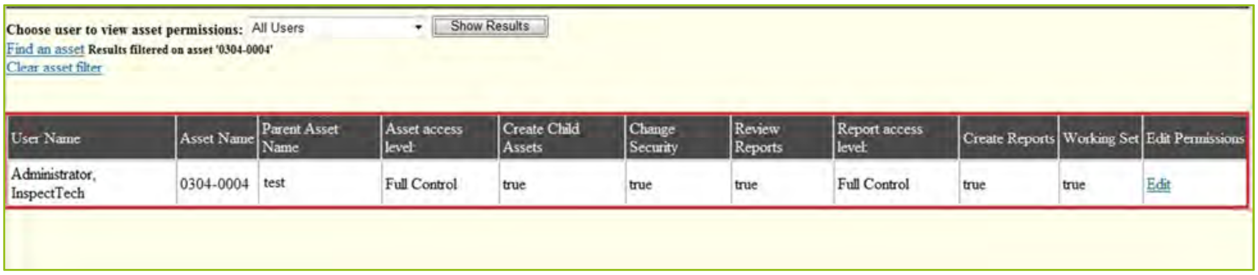
1. Choose a user from the drop-down box.

2. Use the tree search to locate the asset.

3. Click **Show Results** to generate a report containing the security information. View the results just below the search area.

4. Click the **Edit** hyperlink to edit the security settings.

*Basic Edit Asset Security Screen*




**All Asset Security for a Single User:**

1. Select a user from the drop-down box, but *do not* choose an asset from the tree search.

2. Click **Show Results.** The software will return all asset permissions for that single user.

**All Security for a Single Asset:**

1. Select **All Users** from the drop-down box.

2. Use the tree search to find a specific asset. The results will show all security for that asset by each user.

3. Edit the information if necessary.

## How to Set Asset Security

Managers can limit an inspector's access to only a handful of assets. Using the **Assign Asset Permissions** page, you can set several users' permissions simultaneously by selecting an entire group or certain individuals.

***Step-by-Step:***

1. To set asset security by users:
   - Click the **Administration** tab under the Main menu.
   - Select **Security.**
   - Select **Set Asset Security**.

   This will open a page entitled **Assign Asset Permissions**.

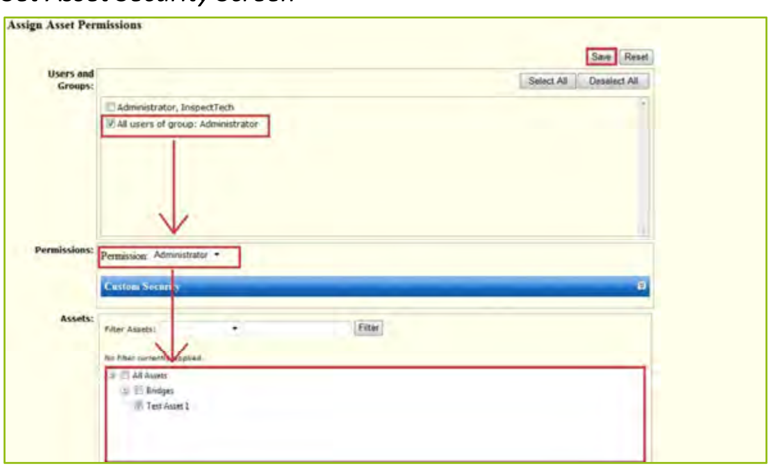
2. Select any/all the individuals or groups in the **Users and Groups** section of the page.
   - Scroll down in the list to select individual users.

3. Choose the permission level from the **Permissions** drop-down:
   - Administrator
   - Read Only/Review Only
   - Inspector
   - Hidden
   - Custom
     - If **Custom** is chosen from the drop-down menu, click the blue **Custom Security** tab to expand. Apply desired settings.

4. Scroll down and select the specific assets using the tree search.

5. Click **Save**.

*Set Asset Security Screen*



## How to Apply Permissions by Group

Qualified users can also limit an entire group's permissions to an asset.

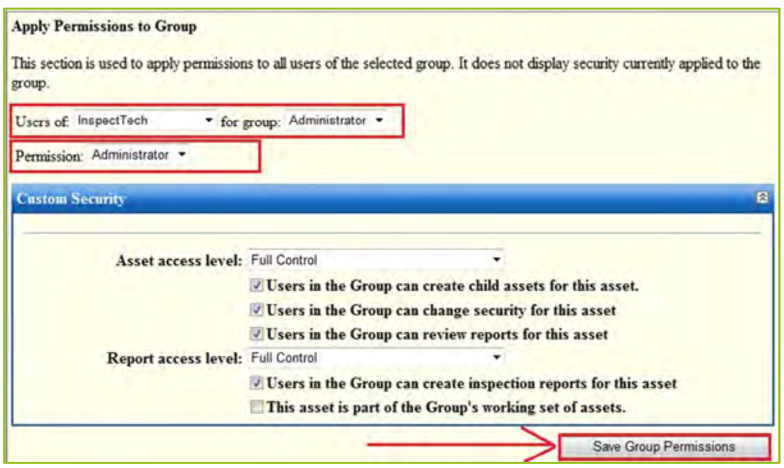
***Step-by-Step:***

1. To view permissions for asset:
   - Click the **Administration** tab from the menu on the Main page.
   - Select **Manage Assets**.

2. Select the asset to view from the **Asset Tree**. This will display the Asset Details in the right-hand side of the screen.

3. Scroll down the **Asset Details** screen to the **Apply Permissions to Group** section.

*Apply Permissions to Group*




4. Click the **Users of** drop-down box and select the grouping of individuals that will receive the permissions.
   - To grant permission to all individuals, regardless of location, select **Apply to all profiles**.

5. Select a group within from the drop-down box labeled **for group**. In the example above we selected the group "Administration".

6. Choose the type of access levels for the group by checking the respective checkboxes.

| | |
|---|---|
| **Asset Access Level Permissions** | The **asset access level permissions** control authority to edit the security or review reports and active assets in the software.<br><br>The access levels are:<br>➢ Full control,<br>➢ Read only, or<br>➢ Hidden. |
| **Users in the group can create child assets for this asset.** | Users can create and assign new assets in the software under their authorized districts, counties, cities, townships, etc. |
| **Users in the group can change security for this asset.** | Users can change asset and report access information. |
| **User in the group can review reports for this asset.** | Users can review inspection reports. |
| **Report Access Level Permissions** | The report access level deals with the specific tasks surrounding the inspection reports. |
| **Users in the group can create inspection reports for this asset.** | Groups can generate an inspection report for an authorized asset. |
| **This asset is part of the group's working set of assets.** | Groups can see an asset as part of their working set. |

7. Click **Save Group Permissions** to save and finish updating groups.

# BridgeInspect Administration

## How to Add a New User

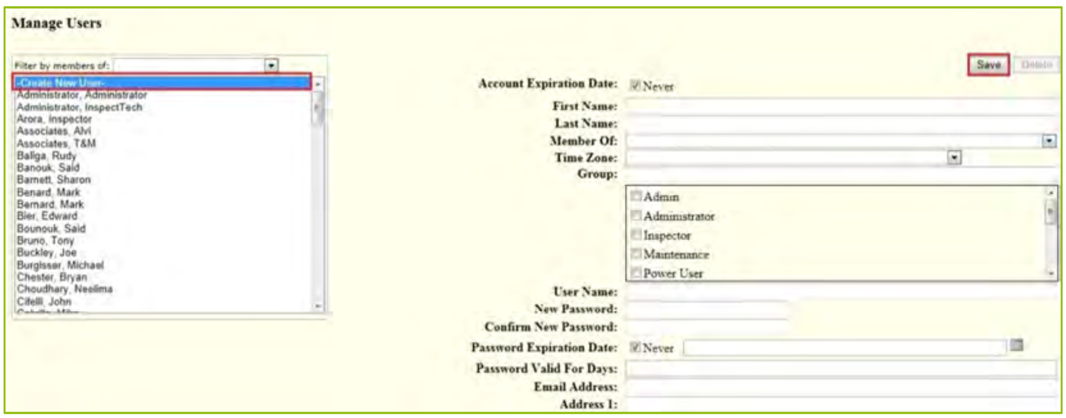
Administrators can add new users to the system.

***Step-by-Step:***

1. To add a new user:
   - Click the **Administration** tab from the menu on the Main page.
   - Select **Security.**
   - Select **Create and Edit Users**.

   This will open the **Manage User** screen.

*Manage User Screen*




2. Click the **Create New User** option from the drop-down list on the left.

3. Fill in the new user's information.

4. Assign the new user to a group and a new password.

   - Group:
     - Select the **Group** from the list of choices.
       Or:
     - Use the checkbox next to **Copy asset permissions from another user**.
     - For the second option, choose an existing user whose permissions will be the exact same as the new user.
   - Password:
     - This is a temporary password.
     - The new user must change their password immediately after their initial login.
     - It is possible to set an expiration date for the new user's assigned password and their desired password.

5. Click **Save** to finish.

If a username is not entered manually by an administrator, the software automatically generates a username. The default username is the user's first initial and last name.

For example, Ryan Miller would be rmiller. If another person uses this username, the software will place a number after their name (rmiller2).

6. Select and enter additional information, such as the account expiration date, email address, address, and phone numbers.

## How to Edit/Delete a User's Account

Administrators can edit and delete a user using the same **Manage Users** screen that is used to create new users.

***Step-by-Step:***

1. To access the user's profile:
   - Click the **Administration** tab from the Main menu.
   - Select **Security.**
   - Select **Create and Edit Users**.

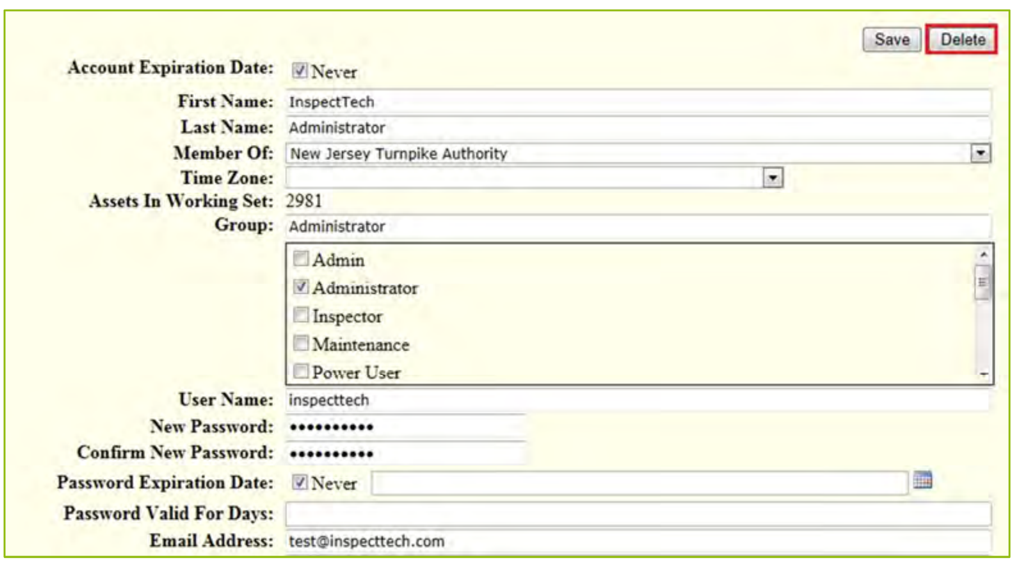
   This will open up the page called **Manage Users.**

2. Select the user from the list on the left side of the page.

3. To edit the user's profile:
   - Make any of the necessary changes.
   - Click **Save.**

4. To delete the user:
   - Select their name.
   - Click the **Delete** button towards the bottom of the page.
   - Click the **OK** button for verification.

*Edit/Delete User*



## Users List

The **Users List** is an easy and efficient way to find all users of a particular group. A qualified user can select criteria from the drop-down boxes and the software will immediately return narrowed results.

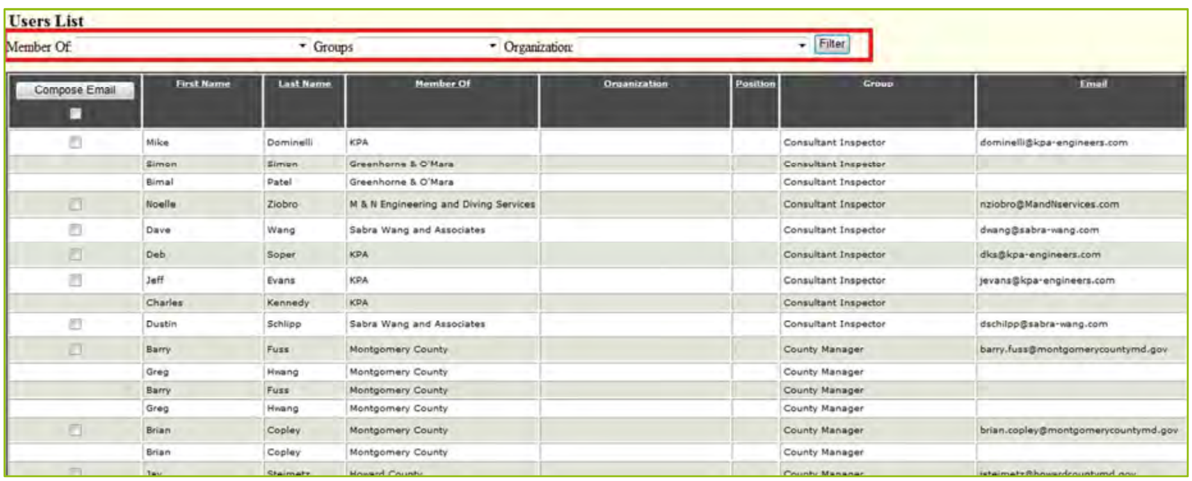
The Users List provides contact information such as email, phone number, addresses, and other important information.  The Users Lists also offers emailing options.  You can send mass emails out to either all users or only selected individuals.

***Step-by-Step:***

1. Select **Users List** under the **Administration** tab.

2. To filter the list:
   - **Member of:** Choose users by the county.
   - **Groups:** Choose users by their permission levels.
     Or:
   - Enter information in both drop-down menus.
   - Click **Filter**.

*Users List*



## How to Create a New Asset

Create a new asset for the inspection process. You must have the appropriate administrative rights to create an asset.

***Step-by-Step:***

1. To access the **Manage Assets** page:
   - Click the **Administration** tab from menu on the Main page.
   - Select **Manage Assets**.

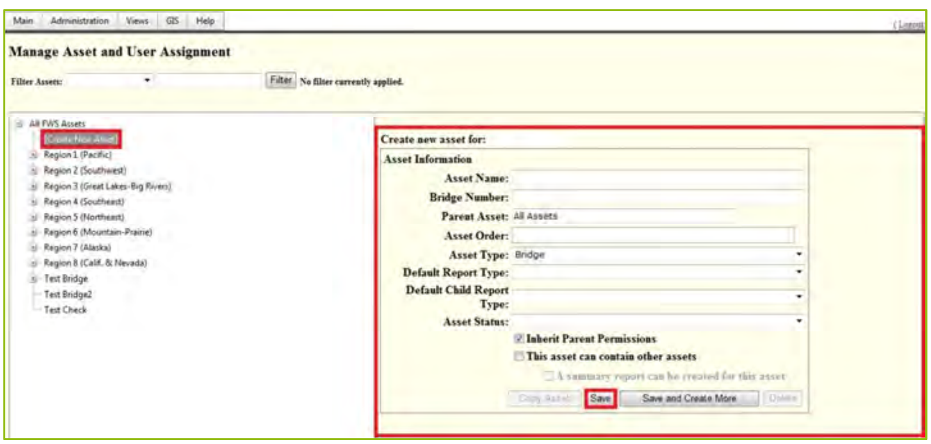
   This will open the **Manage Asset and User Assignment** screen.

2. Select the appropriate parent asset from the Asset Tree view for the new asset.

3. Click **Create New Asset**, the first available option under the selected parent asset in the Asset Tree.

   The page where you can create the new asset will generate on the right-hand side.

   *Manage Assets and User Assignments Screen*




4. Fill in the appropriate information for the newly created asset, starting with **Asset Name**.

5. Click the **Save** button to finish or click the **Save and Create More** button if more assets need to be created under this parent.

   ***<u>Note:</u>* When you create a new asset, it is not automatically added to any existing custom asset views. You must add the asset manually.**

## How to Edit an Existing Asset

In addition to creating a new asset, you can edit the information and details of an asset. You must have the appropriate administrative rights to edit an asset.

Edit Options:

- Asset name,
- Asset code,
- Type of structure,
- Type of report required, and
- Status of the structure

***Step-by-Step:***

1. To access the **Manage Assets** page:
   - Click the **Administration** tab from the menu on the Main page.
   - Select **Manage Assets**.

2. Select the asset you would like to edit from the **Asset Tree**. The Asset Details will display in the right-hand side of the screen.

   *Asset Details*


3. Enter the information necessary to edit the asset.

4. Click **Save** to finish or **Save and Create More** if another asset needs created or edited.

## How to Delete an Asset

Deleting an asset completely removes it from the software, including all historical records and reports.

> ***Note:*** ***There is no*** Undo ***when deleting an asset. If you accidentally delete an asset, please contact InspectTech to restore the asset.***

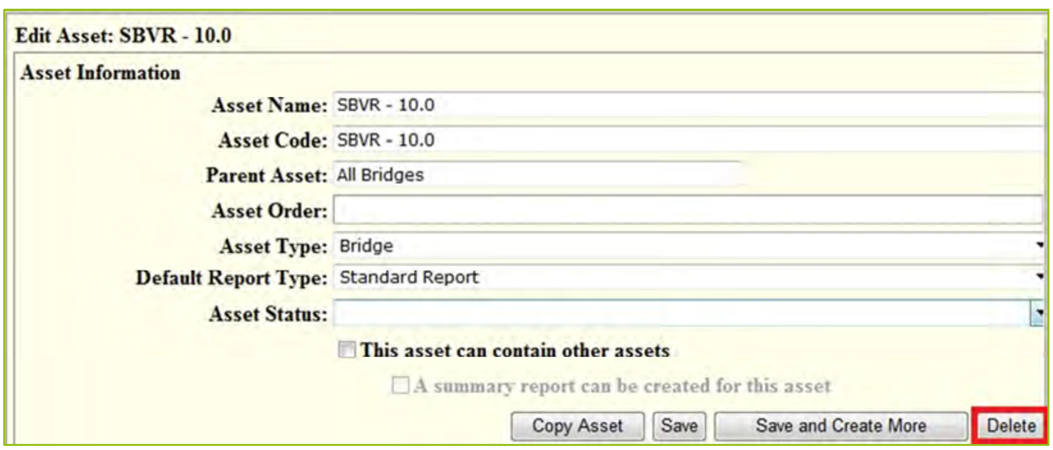
***Step-by-Step:***

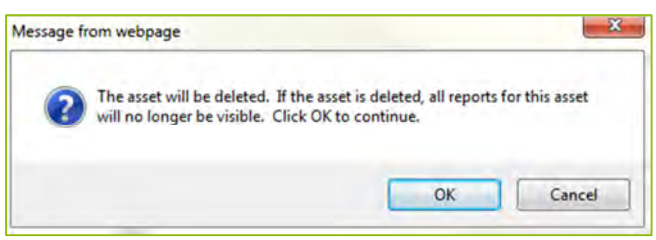
1. To access the **Manage Assets** page:
   - Click the **Administration** tab from the menu on the Main page.
   - Select **Manage Assets**.

2. Select the asset to delete from the **Asset Tree**. This will display the Asset Details in the right-hand side of the screen.

3. Click the **Delete** button at the bottom of the Asset Details screen. The software will prompt you for verification.

   *Delete Button*



## How to Archive an Asset

An alternative to deleting an asset is archiving an asset. Instead of completely eliminating the asset, you can archive all of the asset information, excluding it from reports and searches.

***Step-by-Step:***

1. To access the **Manage Assets** page:
   - Click the **Administration** tab under the Main page navigation.
   - Select **Manage Assets**.

2. Use the tree filter to search for the desired asset.

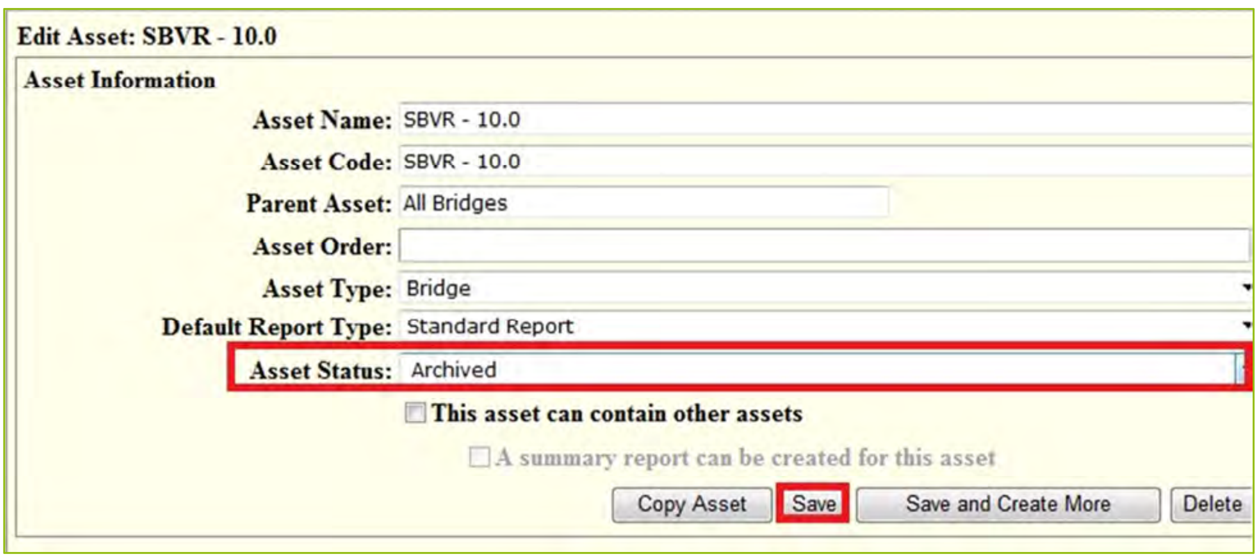
3. Select the asset. The asset's details will display on the right side of the screen.

4. Select **Archived** from the drop-down box labeled **Asset Status**.

5. Click **Save** to finish.

   The software will remove the asset from the quick select and the tree filter.

*Archive Asset*



## How to View and Apply User Permissions to an Asset

Administrators can view and apply user permissions to any asset or group of assets in the software.

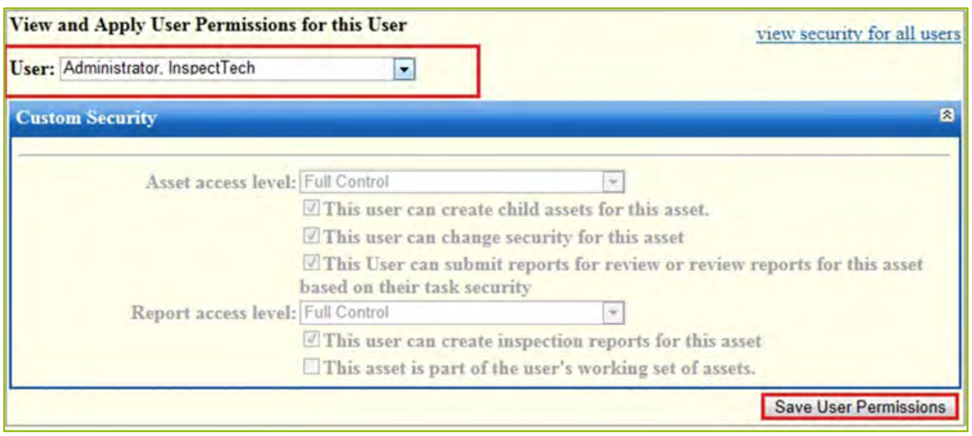
***Step-by-Step:***

1. To view permissions for asset:
   - Click the **Administration** tab from the menu on the Main page.
   - Select **Manage Assets**.

2. Select the asset to view from the **Asset Tree**. This will display the Asset Details in the right-hand side of the screen.

3. Scroll down the **Asset Details** screen to the **View and Apply User Permissions for this User** section.

   *View and Apply  User Permissions for this User*




4. In the **User** field, choose a person from the drop-down list.
   - The selected user's permission level for that asset or parent will be shown in the **Permissions** field.
   - The **Custom Security** section will expand to display the user's asset access level and report access level.

5. Select the desired Permission Level and Custom Security selections.

6. Click **Save User Permissions**.

## How to Create Asset Views

Qualified users can limit the amount of assets displayed in an asset tree (filter function). Instead of bringing up the entire asset tree, inspectors can bring up the assets that administrative users carefully picked out for them.

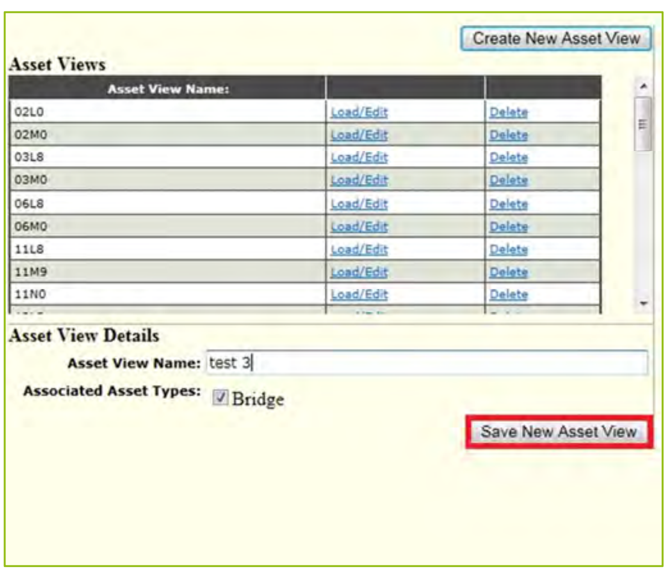
***Step-by-Step:***

1. To access the **Asset Views** page:
   - ➢ Click the **Administration** tab in the Main page navigation bar.
   - ➢ Select **Asset Views**.

   The **Asset View** page will allow you to create a new asset view, to edit an existing asset view, or to delete an asset view.

2. To begin creating a new asset view:
   - ➢ Click the **Create New Asset View** button.
   - ➢ Select the asset type (bridge) and name the asset view.
   - ➢ Click the **Save New Asset View** button.
   - ➢ Fill out the **Asset View Details** form.
   - ➢ Check the checkboxes next to desired assets in the asset tree.

*Create New Asset View*

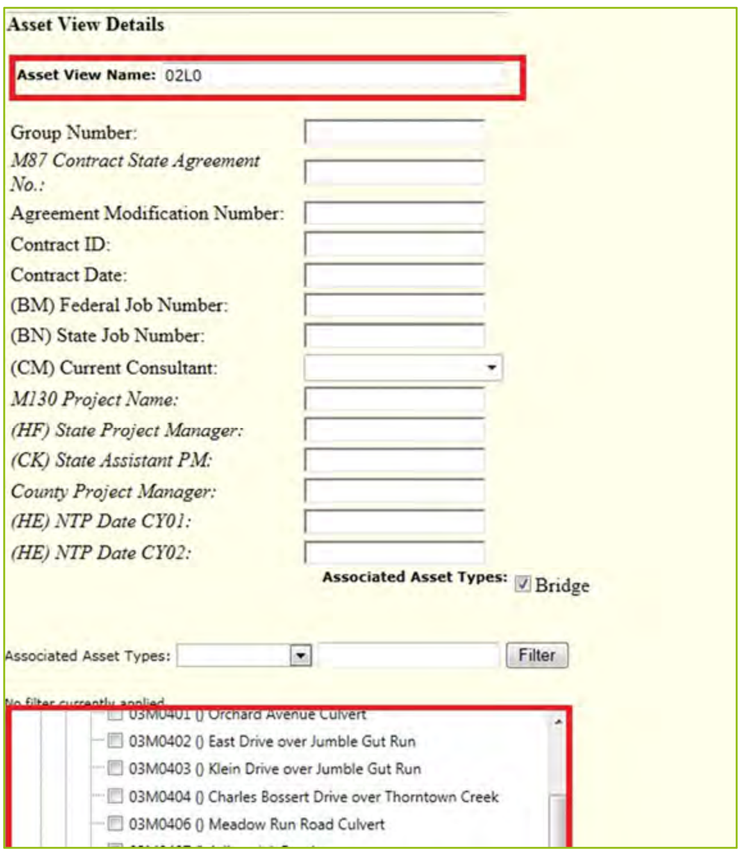


3. To edit an asset view:
    - Click the **Load/Edit** hyperlink next to the desired asset view.
    - Edit the information in the **Asset View Details** page or check/uncheck the checkboxes in the asset tree.

4. To delete an asset view:
    - Click the **Delete** hyperlink next to the desired asset view.
    - Click **OK** to verify the decision.

5. Set the user and group permissions in the sections below the asset tree.
    - Click **Save Group Permissions**.

*Asset Views*



## How to Assign Asset Permissions

Suppose you want a particular inspector to access only a handful of assets in an area. The user can easily limit that inspector's permission via the **Assign Asset Permissions** page.

Qualified users can also set several users' permissions simultaneously by selecting an entire group.

***Step-by-Step:***

1. To set asset security by users:
   - Click the **Administration** tab under the Main menu.
   - Select **Security.**
   - Select **Set Asset Security**.

   This will open a page entitled **Assign Asset Permissions**.

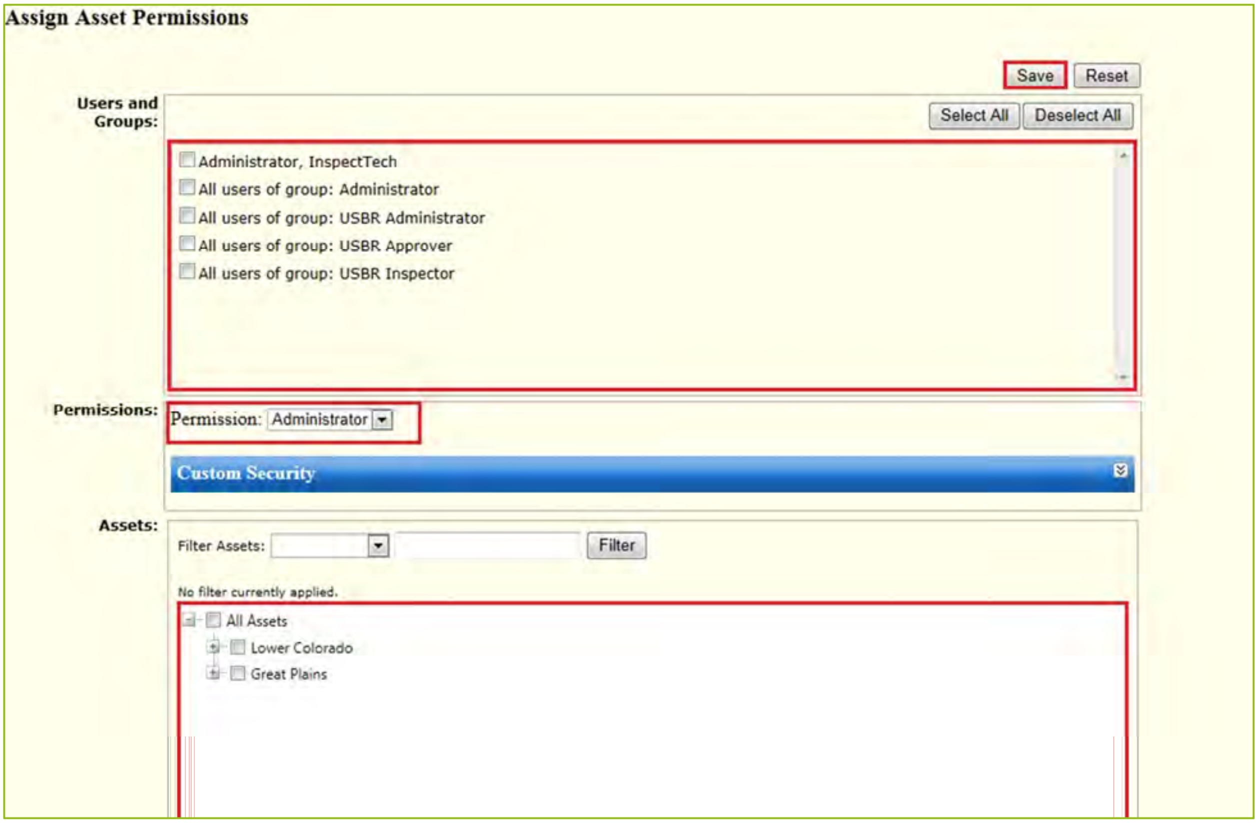
2. Select any/all the individuals or groups in **Users and Groups** section of the page.
   - Scroll down in the list to select individual users.

3. Choose the permission level from the **Permissions** drop-down:
   - Administrator
   - Read Only/Review Only
   - Inspector
   - Hidden
   - Custom
     - If **Custom** is chosen from the drop-down menu, click the blue **Custom Security** tab to expand. Apply desired settings.

4. Scroll down and select the specific assets using the tree search.

5. Click **Save**.

*Assign Asset Permission Screen*



## Create New Profile

BridgeInspect 6.1 offers a new **Create Profiles** feature. For the definition of a profile, see the **Glossary**. Qualified users can create, edit, or delete profiles using this feature.

***Step-by-Step:***

1. To access the **Create Profile** page:
   - ➢ Click the **Administration** tab from the Main page navigation.
   - ➢ Select **Create Profiles**.

   The following page operates like a dashboard, with a diagram/hierarchy of all the profiles in the system.

   *Create Profiles Dashboard*

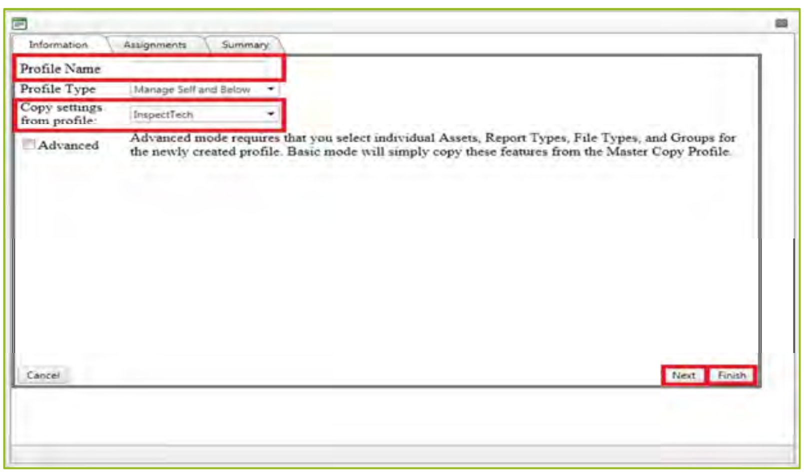

2. To expand the **Districts**, **Cities**, and **Counties** blocks (parent profiles):
   - ➢ Click the **downward arrows**.
   - ➢ A third level to the diagram will expand and show all of the districts, cities, or counties (profiles) associated.

   *Expanded Profiles*

3. To create a new profile:
    - Click the green **New** button inside a profile block.
    - Type in the name of the new profile.
    - Optional: Select another profile to copy from the drop-down menu labeled **Copy settings from profile**.
    - Choose the settings by clicking through the tabs or clicking **Next** and **Previous** to navigate.
    - Click **Finish** to save, or
    - Click **Cancel.**

***Note:* The new profile's position in the hierarchy depends entirely on where you choose the** New ***button. For example, if you click*** New ***in the parent asset level, the new profile will be inserted there.***

*New Profile Screen*

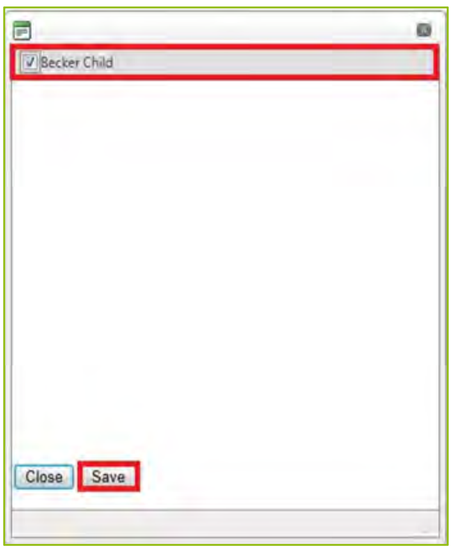



4. To add an already existing profile:
    - Click the green **Existing** button inside one of the profile blocks. A pop-up will list all of the available profiles.
    - Check the checkbox next to the desired profile.
    - Click **Save** to add the profile, or
    - Click **Close** to cancel.

5. To edit a profile:
   - Click the yellow **Edit** button inside the block of the profile you want to edit. A pop-up similar to the **New** profile will generate.
   - Change any of the details desired.
   - Navigate through the edit tabs by clicking **Next**.
   - Click **Finish** when the changes are complete, or
   - Click **Cancel**.

6. To delete a profile:
   - Click the red **Delete** button in the profile block you wish to delete.
   - Verify the deletion by clicking **OK** in the pop-up.

*Add Existing Profile Screen*



## How to Manage Groups

Qualified users can create new groups and edit groups already in the system.

***Step-by-Step:***

1. To access the groups:
   - Click the **Administration** tab under the Main menu.
   - Select **Security.**
   - Select **Manage Groups** from the list of options.

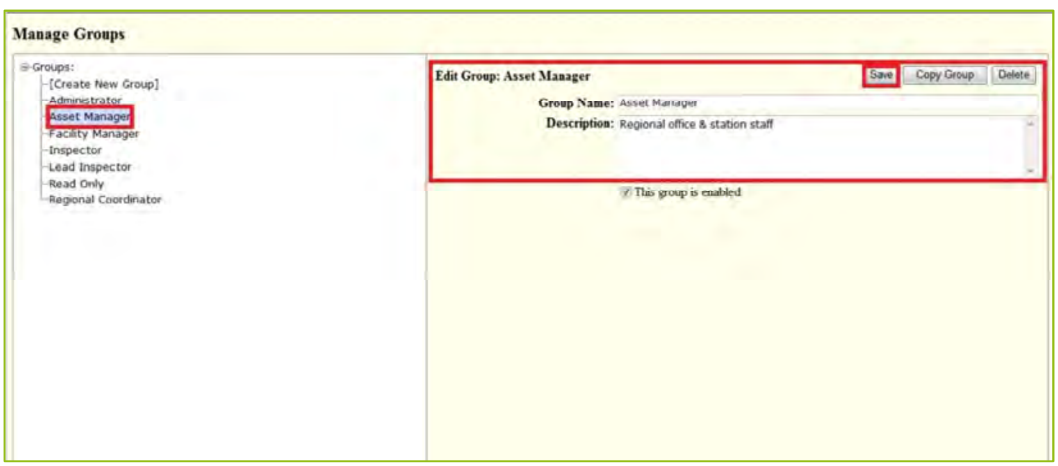
   The page titled **Manage Groups** will show all the current groups within the system.

2. Select the group from the list on the left. The related information will generate on the right-hand side of the page.

3. Change or add the appropriate information to the group settings.
   - For example, change the description of the group or change who is assigned to it.

4. Click **Save** to save changes, or **Delete** to remove the group from the system.

*Manage Groups Screen*



## How to Manage Tasks within Groups

Via the **Manage Tasks** function, qualified users can delegate tasks to particular groups in the software.

***Step-by-Step:***

1. To access the **Manage Tasks** page:
   - Select the **Administration** tab under the Main menu.
   - Select **Security.**
   - Select **Task Security**.

   From the following page, a qualified user can manage what tasks each group can perform or have access to view.

2. Use the drop-down box to select the group.

3. Check the boxes next to each task to allow it or uncheck to prohibit the task.

4. Click **Save**.

***Note:* Understand that tasks are managed on a group by group basis, not by user.**

*Manage Tasks Screen*

## Manage Group Assignment

The **Manage Group Assignment** tool assigns assets to a particular group. This tool organizes the assets found in the tree search and plugs them into the **inspection schedule**.

***Step-by-Step:***

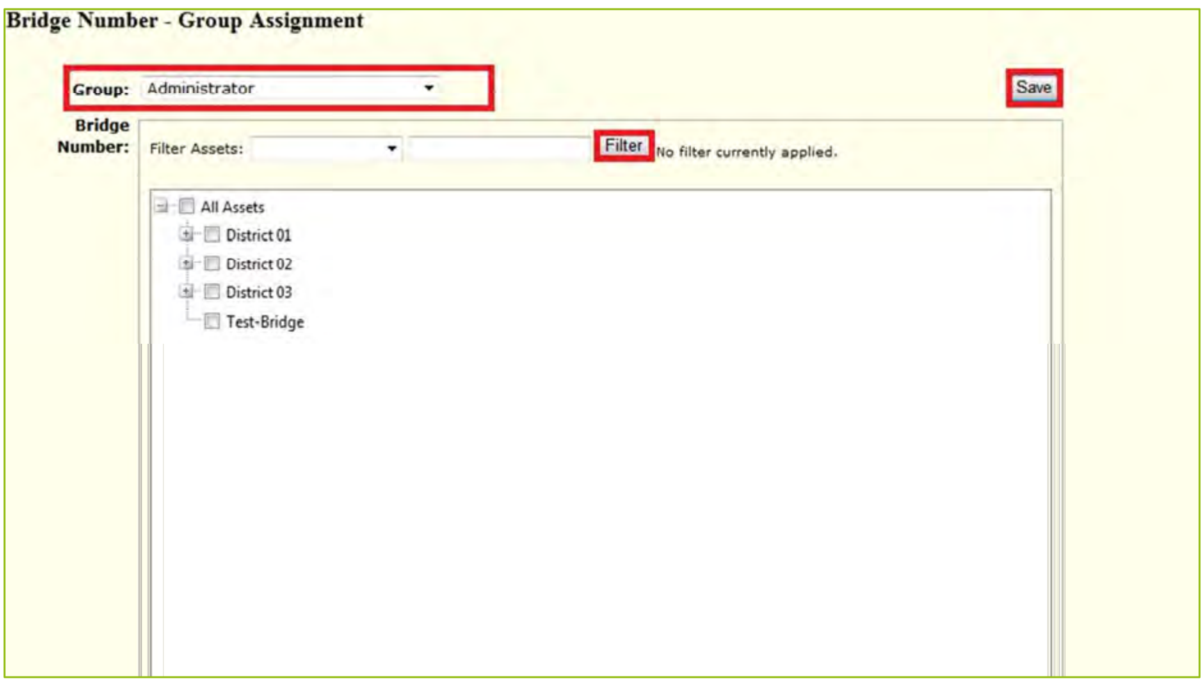
1. To access the **Group Assignment** page:
   - Click **Manage Group Assignment** under the **Administration** tab on the Main page.

2. Select the group to manage from the drop-down menu labeled **Group**.

3. Assign assets to the selected group:
   - **Parent assets**
   - **Specific Assets** by drilling down through the tree search and filters.

4. Click **Save.**

*Basic Group Assignment Screen*




***Note:** When you create an event in the inspection schedule, you can choose which asset(s) are associated with the event.*

## How to Run an Audit Report

Audit reports provide a way to see all actions and changes made via the software. Two types of audit reports account for any changes made in the software or by users' access (login/outs).

- The **asset and reports changes** track any changes made to the assets and inspection reports.
- **User access** tracks each user's access to the system.

***Step-by-Step:***

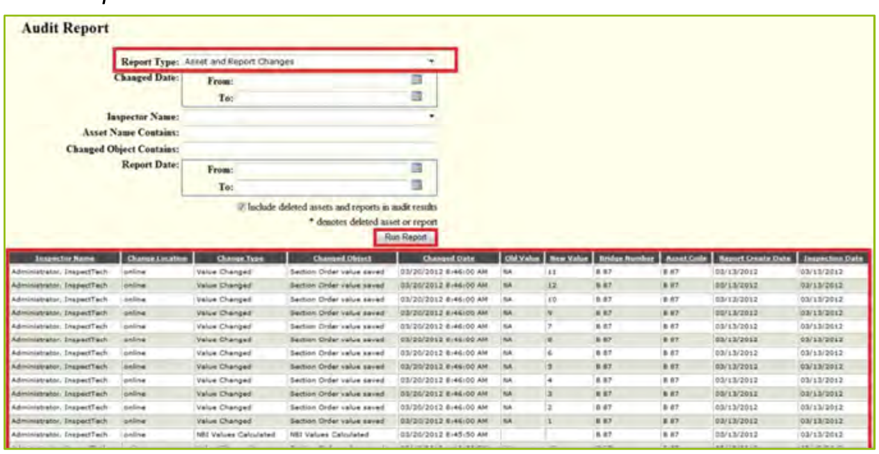
1. To locate the **Audit Report** page:
   - Click the **Administration** tab under the Main menu.
   - Select **Audit Report**.

2. Select the type of audit report to generate from the drop-down menu:
   - **Asset and Report Changes**
     - Enter information into the **Asset Name Contains**, **Changed Object Contains,** or **Inspector Name** text boxes to narrow the results.
     - Select the date ranges relevant to the report.
   - **User Access**
     - Enter information into the textbox labeled **Inspector Name.**
     - Select the date range relevant to the report.

***Note:* These categories are optional and do not need to be filled out to run the report.**

3. Click the **Run Report** button. The results will generate at the bottom of the page.

*Audit Report Screen*



## How to Merge Reports

Report merging enables multiple users to simultaneously collect data on the same asset via a laptop. Once the reports have been synchronized to the server, you can merge the reports to create a single inspection report.

This feature saves time and prevents inevitable errors and mistakes from manually merging reports.

***Step-by-Step:***

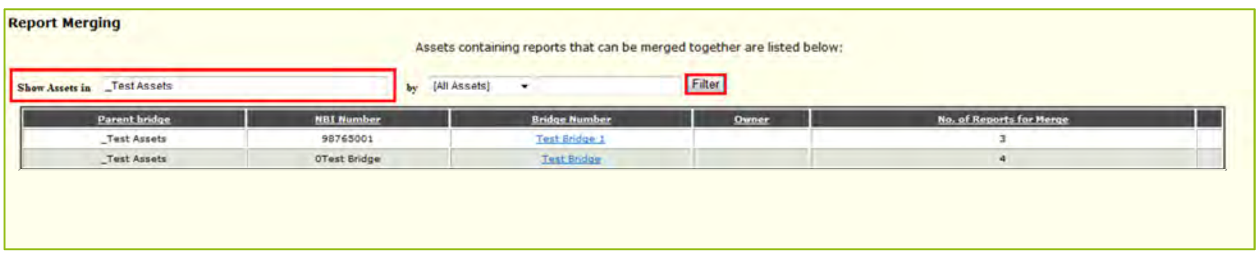
1. To access the **Report Merging** page:
   - Click the **Administration** tab from the Main page menu.
   - Select **Merge Reports** at the bottom of the drop-down menu.

   A list of assets containing reports for merging will appear on the **Report Merging** page.

2. Select the asset associated with the merge. The asset's report detail page will open.

3. Click the **Merge Reports** button.

*Report Merging Page*



## How to Edit Manual Pages

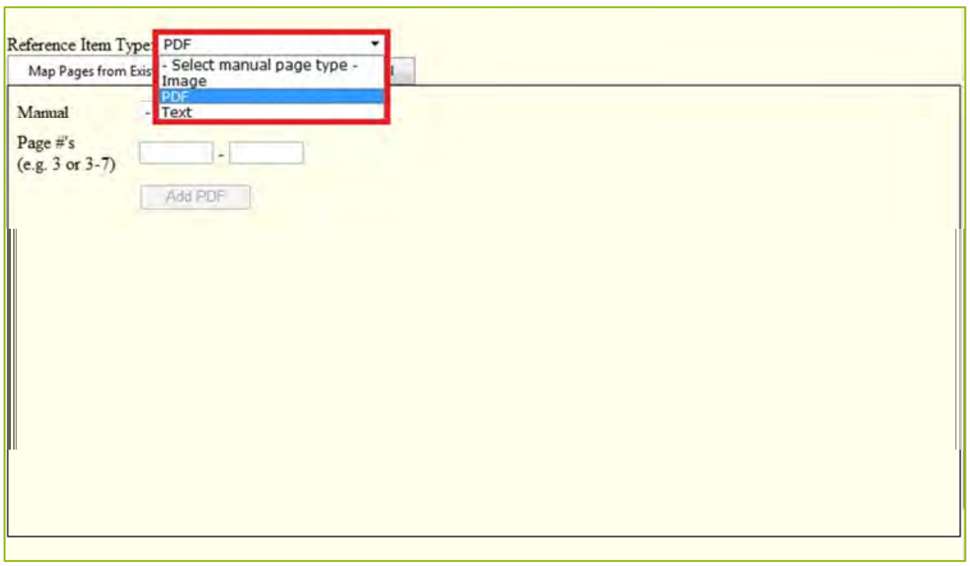
The right-hand side bar contains a tab for manual pages. Manual pages help inspectors with different aspects of performing the inspection (i.e. assigning condition ratings to specific parts of an asset). If a manual is linked to a field, you can load it from the right-hand side bar.

***Step-by-Step:***

1. To locate a manual for a field:
   - Click the **Administration** tab under the Main menu.
   - Select **Edit Manual Pages**.
   - Locate the field via the tree search on the left.

   This will open a new page called **Manage Linked Manuals.**

*Manage Linked Manuals Screen*




2. To add partial manuals to a field:
   - Click on the field from the tree search.
   - Choose the **Reference Item Type** from the drop-down menu (PDF, Image, or Text).
   - Type the manual pages to add.
   - Click **Add PDF.**

3. To upload a new manual altogether:
    - Click on the field from the tree search.
    - Choose the **Reference Item Type** from the drop-down menu (PDF, Image, or Text).
    - Click the **Upload New PDF Manual** tab**.**
    - Click **Add Manual**.
    - Type a name for the manual.
    - Click **Browse** to choose a manual from a computer file.
    - Click **Update.**

4. To edit existing manual pages:
    - Scroll to the bottom of the **Manage Linked Manuals** page to view a list of all the manuals linked to the selected field.
    - Click **Edit.**
    - Type new page numbers or titles, or add a description.
    - Click **Update.**

5. To edit whole existing manuals:
    - Click the **Upload New PDF Manual** tab.
    - Enter search criteria into the **Name** textbox to filter the results.
    - Click **Edit.**
    - Type a new manual name or delete the manual.
    - Click **Update.**

## How to Edit Fields

Qualified users can edit details/requirements on many fields located within the inspection reports.

For example, you can:

- Add an additional 500 words to a field  maximum characters length,
- Change the description to better correlate with the field name, or
- Add more choices to the drop-down menus on the form.

***Step-by-Step:***

1. To edit a field:
    - Click the **Administration** tab.
    - Select **Edit Fields**.

    This will open a new page called **Field Editor**.

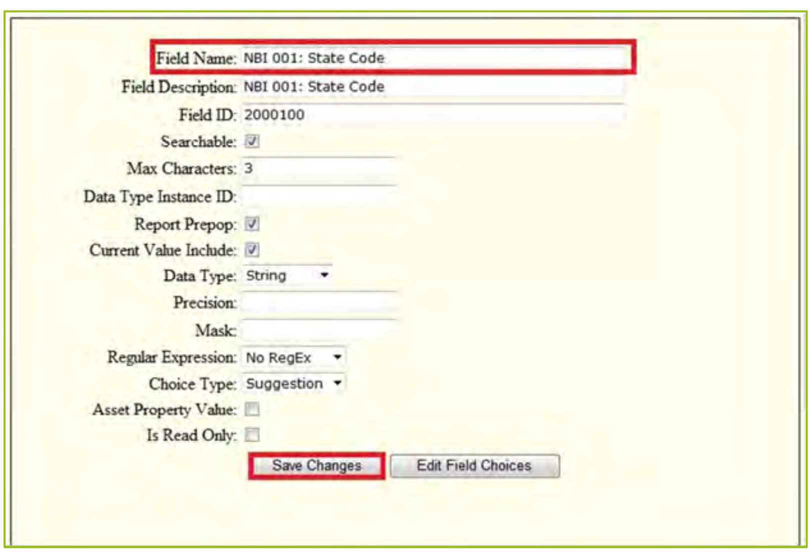
2. Locate the field using the tree search and filter.

3. Select the field. Its information will appear in the area to the right.

4. Make any changes necessary to the field.

5. Click **Save**.

*Field Editor Screen*



## Forms Security

Each group in the software has a specific access level for every form.  Some groups have **read only** access to particular forms, while others have **full control**. Qualified users can edit information pertaining to the security of these forms.

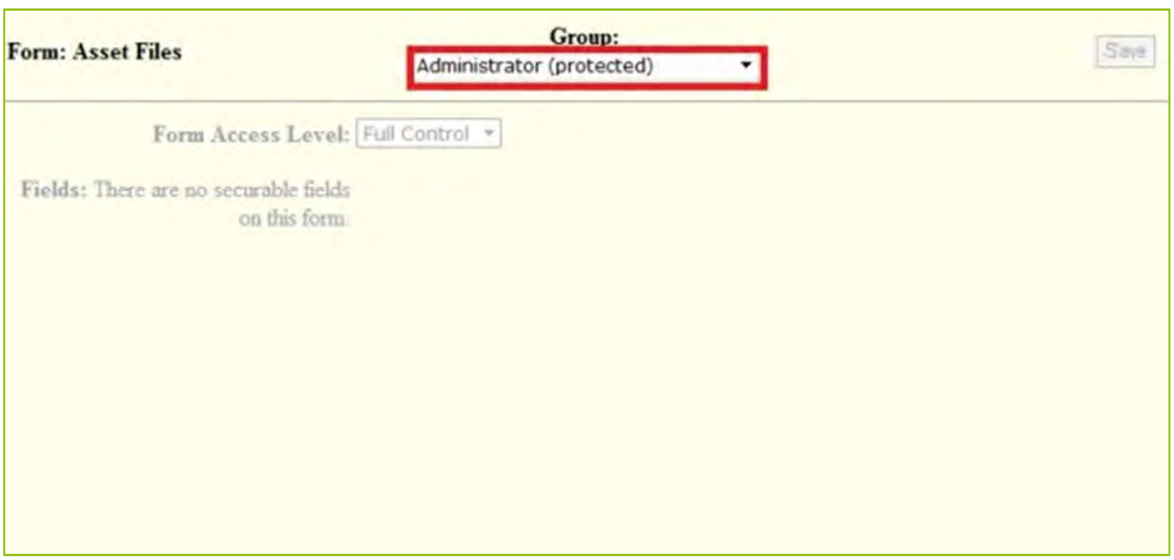
***Step-by-Step:***

1. To access the forms security page:
   - Select the **Administration** tab under the Main menu.
   - Select **Security.**
   - Select **Forms Security** from the list of options.

2. Use the tree search on the left to locate the desired form.

3. Double-click the desired form. The details page will load in the right-hand side of the screen.

   *Forms Security Page*

4. Choose the group and the access level for the particular form in the drop-down menu.

5. Click **Save**.

## How to View User Asset Security

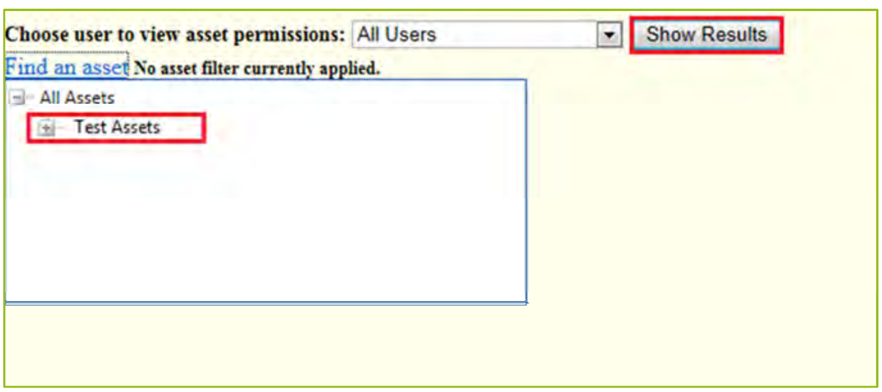
To view the security settings for a particular asset, qualified users can perform any of the following tasks:

- **Asset Security for One User and One Asset:** Filter down to any specific asset and choose a person/group from the system to see their security settings for that particular asset.
- **All Asset Security for a Single User:** Select a person from the drop-down list to see all permissions that user has in the system.
- **All Security for a Single Asset:** View **all users** to see every asset permission/security across the entire system and edit the security permissions.

***Step-by-Step:***

1. To access the **View User Asset Security** page:
    - Select the **Administration** tab from the Main menu.
    - Select **Security.**
    - Select **View User Asset Security.**

*View User Asset Security Screen*




**Asset Security for One User and One Asset:**

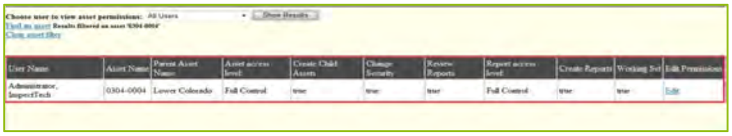
1. Choose a user from the drop-down box.

2. Use the tree search to locate the asset.

3. Click **Show Results** to generate a report containing the security information.  The results will appear just below the search area.

4. Click the **Edit** hyperlink to edit the security settings.

*Edit Asset Security*



Choose user to view asset permissions: All Users Show Results

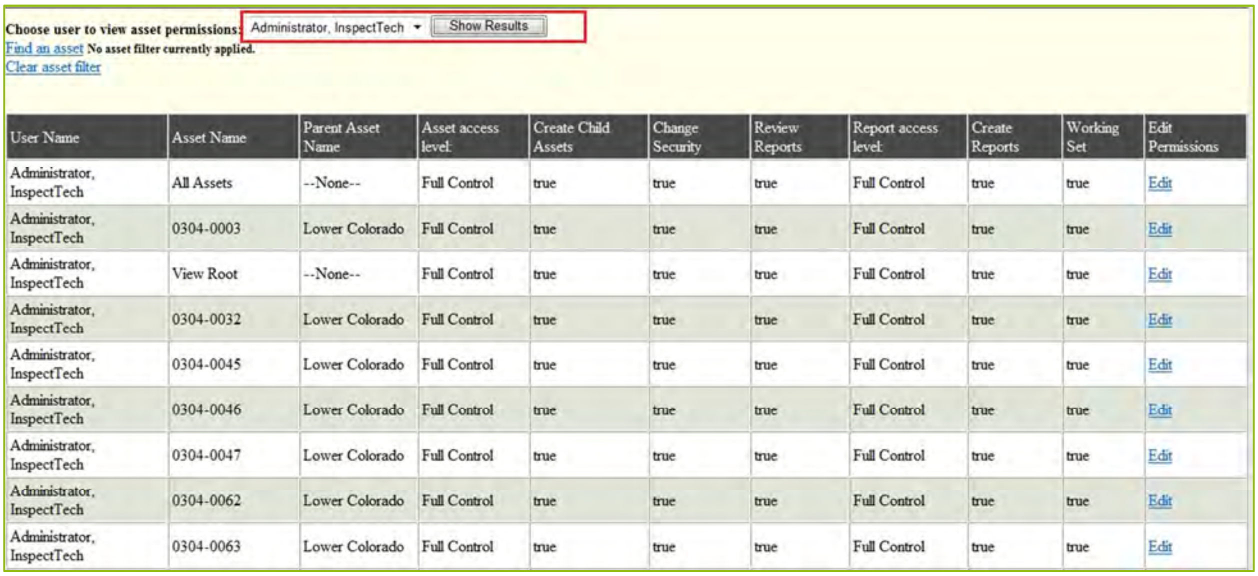
| User Name | Asset Name | Parent Asset Name | Asset access level: | Create Child Assets | Change Security | Review Reports | Report access level: | Create Reports | Working Set | Edit Permissions |
|---|---|---|---|---|---|---|---|---|---|---|
| Administrator, InspectTech | 0304-0004 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |

**All Asset Security for a Single User:**

1. Select a user from the drop-down box, but *do not* choose an asset from the tree search.

2. Click **Show Results.** The software will return all asset permissions for that single user.

*Basic Screen Showing "All Asset Security for Single User"*



Choose user to view asset permissions: Administrator, InspectTech Show Results
Find an asset No asset filter currently applied.
Clear asset filter

| User Name | Asset Name | Parent Asset Name | Asset access level: | Create Child Assets | Change Security | Review Reports | Report access level: | Create Reports | Working Set | Edit Permissions |
|---|---|---|---|---|---|---|---|---|---|---|
| Administrator, InspectTech | All Assets | --None-- | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | 0304-0003 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | View Root | --None-- | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | 0304-0032 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | 0304-0045 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | 0304-0046 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | 0304-0047 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | 0304-0062 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |
| Administrator, InspectTech | 0304-0063 | Lower Colorado | Full Control | true | true | true | Full Control | true | true | Edit |

**All Security for a Single Asset:**

1. Select **All Users** from the drop-down box.

2. Use the tree search to find a specific asset. The results will show all security for that asset by each user.

3. Edit the information if necessary.

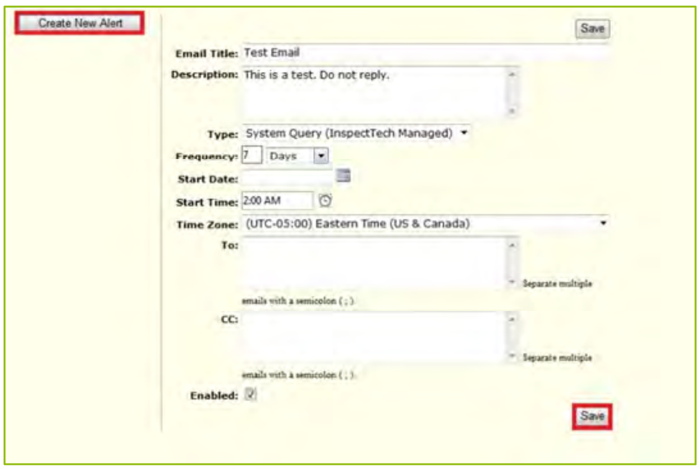
## Manage Email Alerts

The **Manage Email Alerts** page uploads and edits existing email notifications and creates new notifications via the software.  The purpose of this feature is to set up reoccurring notifications to particular users on a set schedule (i.e. once a week at 8:00 AM).

***Step-by-Step:***

1. To access the **Manage Email Alerts** page:
   - Click the **Administration** tab on the Main page.
   - Select **Manage Email Alerts.**

   *Manage Email Alerts Screen*




2. To open/edit an existing alert:
   - Click the link labeled **Load/Edit**.  The information will generate to the right.
   - Edit information by selecting options from a drop-down menu or typing into textboxes.
   - Check the checkbox called **Enable** to enable or disable the notification.
   - Click **Save**.

3. To create a new alert:
   - Click **Create New Alert**.
   - Fill in the information accordingly.
   - Review the **To:** and **From:** areas to ensure only certain users will receive the notification.
   - Click **Save**.

## Laptop Version

## How to Install the BridgeInspect Collector onto Your Laptop

***Step-by-Step:***

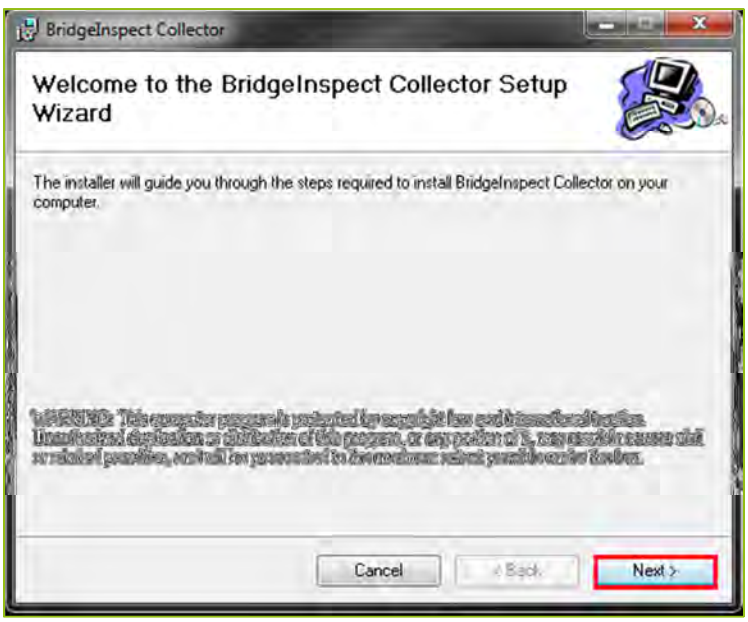
1. Unzip the zipped folder given to you by InspectTech.
   - Right-click the folder name.
   - Select **Extract All** from the menu.
   - Click **Browse** to choose where to place the unzipped files on the following screen.
   - Click **Extract**.

   The files will copy to the destination location you selected.

2. Click the file (application) titled **setup.exe**.

   The **BridgeInspect Collector Setup Wizard** will open on your desktop. This is an easy tool provided by Windows to assist in installing programs.

   *BridgeInspect Collector Setup Wizard*

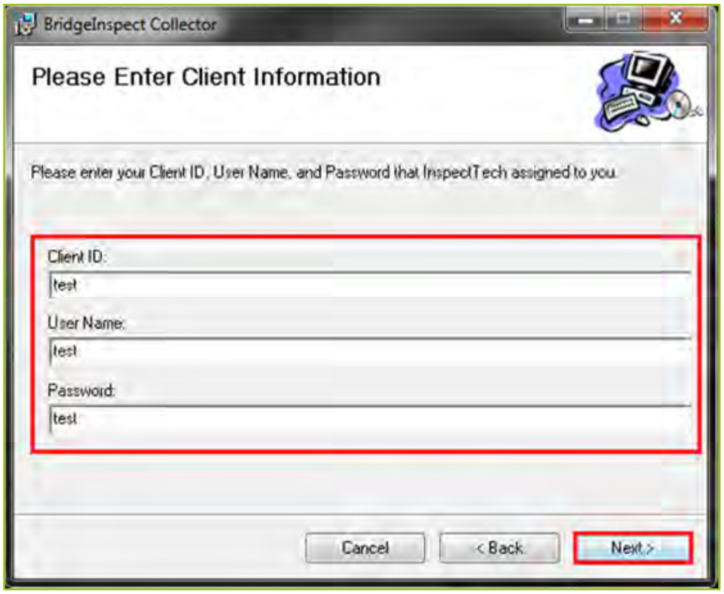



3. Click **Next**.

4. Enter the login credentials provided. The ID, username, and password you have may be different from the ones in the screenshot.

5. Click **Next** to continue or **Cancel** to exit.

*Enter Client Information*



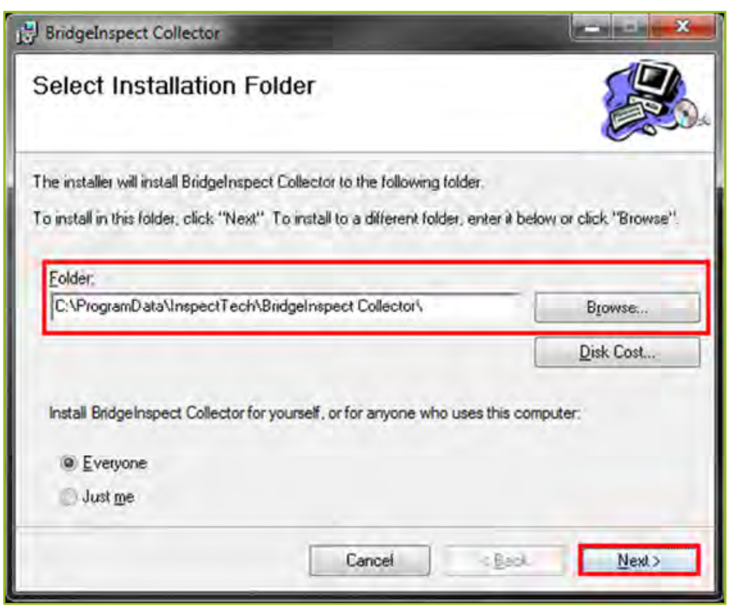

6. Click **Browse** to select a destination folder for the Infrastructure Suite Collector software.

7. Select either **Everyone** or **Just me.**

    - **Everyone** installs the software for anyone who uses the laptop.
    - **Just me** installs the software only to your account on the laptop.

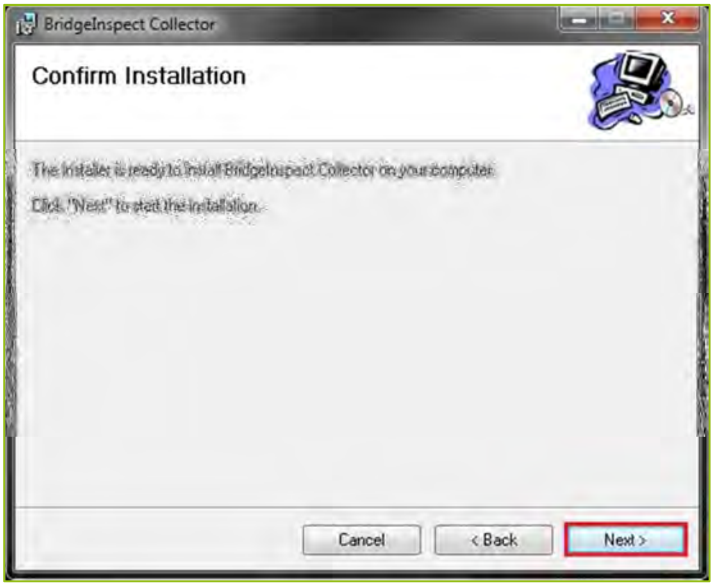
8. Click **Next** to continue, **Back** to go back to the log in credentials, or **Cancel** to exit the installation.

*Select Installation Folder*



9. Click **Next** to begin the installation of the software onto your laptop computer.
    - To edit any of the login credentials or destination folders, click **Back**.
    - To exit the installation, click **Cancel.**

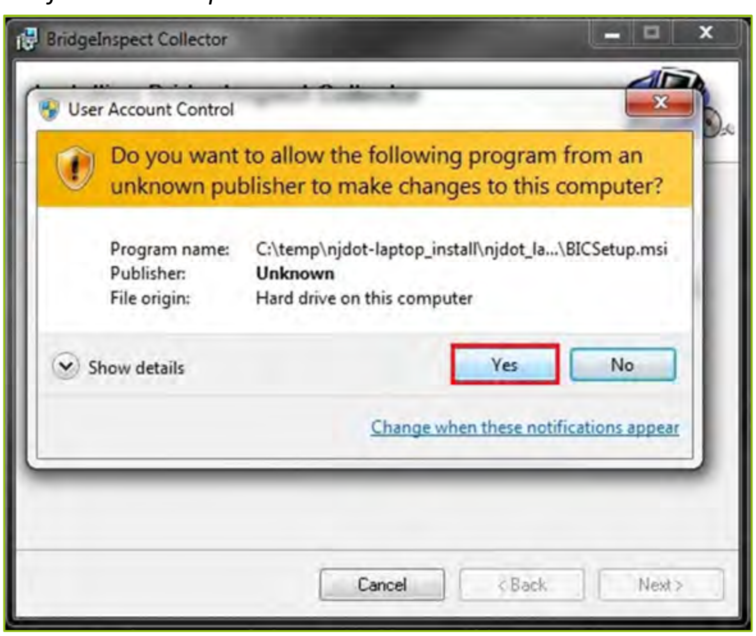
*Confirm Installation*




A Windows prompt will ask you for verification.

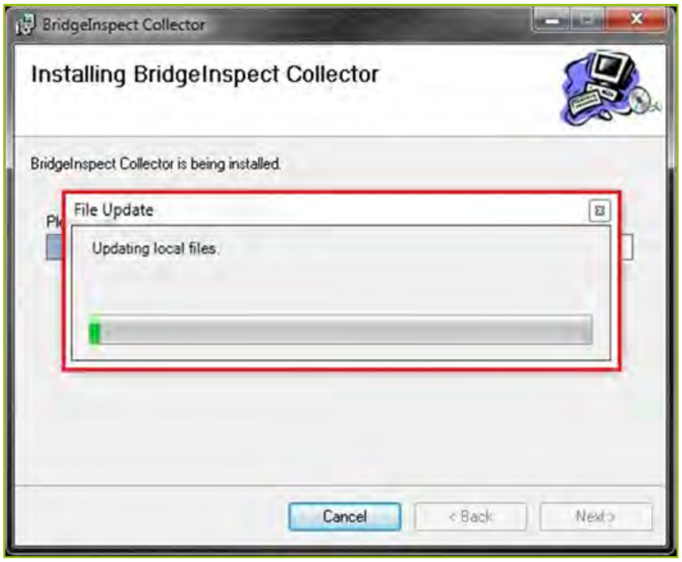
10. Click **Yes**.

*Verification Prompt*



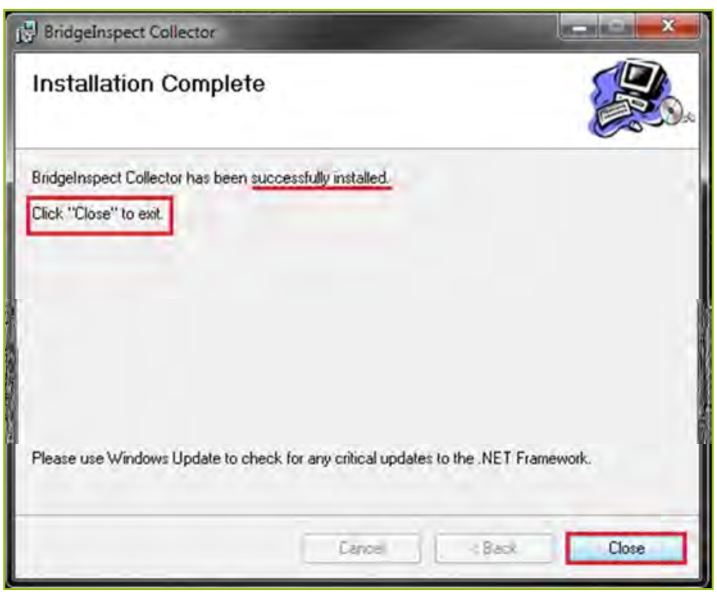
11. Allow the progress bar in the Infrastructure Suite Collector window and the **File Update** window to continue. These indicate the progress of the software installation.
    - Click **Cancel** to abort the installation.

*Installation Progress*




Once the software is completely installed, you will be presented with the following screen:

*Installation Complete*



12. Click **Close**.

    A shortcut icon to the software will be on your laptop's desktop screen.

    *BridgeInspect Collector Shortcut*

## How to Log into Collector Laptop Version

You can install the Collector software on your laptop/tablet computer. The laptop version *does not* require Internet connection to run. It is designed for use on site.

***Step-by-Step:***

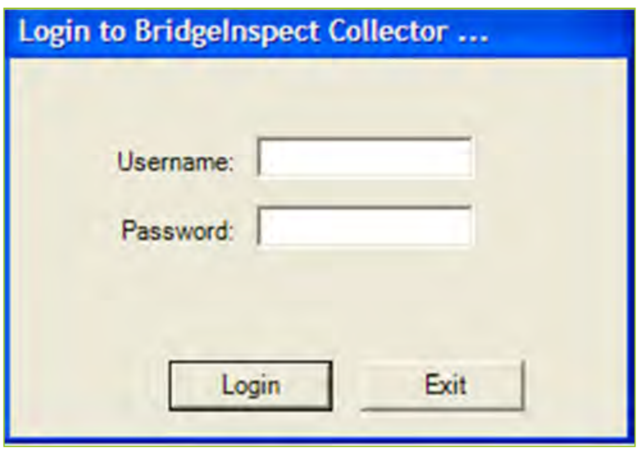
1. Double-click the **BridgeInspect Collector icon** on your desktop.

   *BridgeInspect Collector Icon*

2. Type in your login credentials and click the **Login** button.

   *Login Screen*

## Collector Main Page Laptop Version

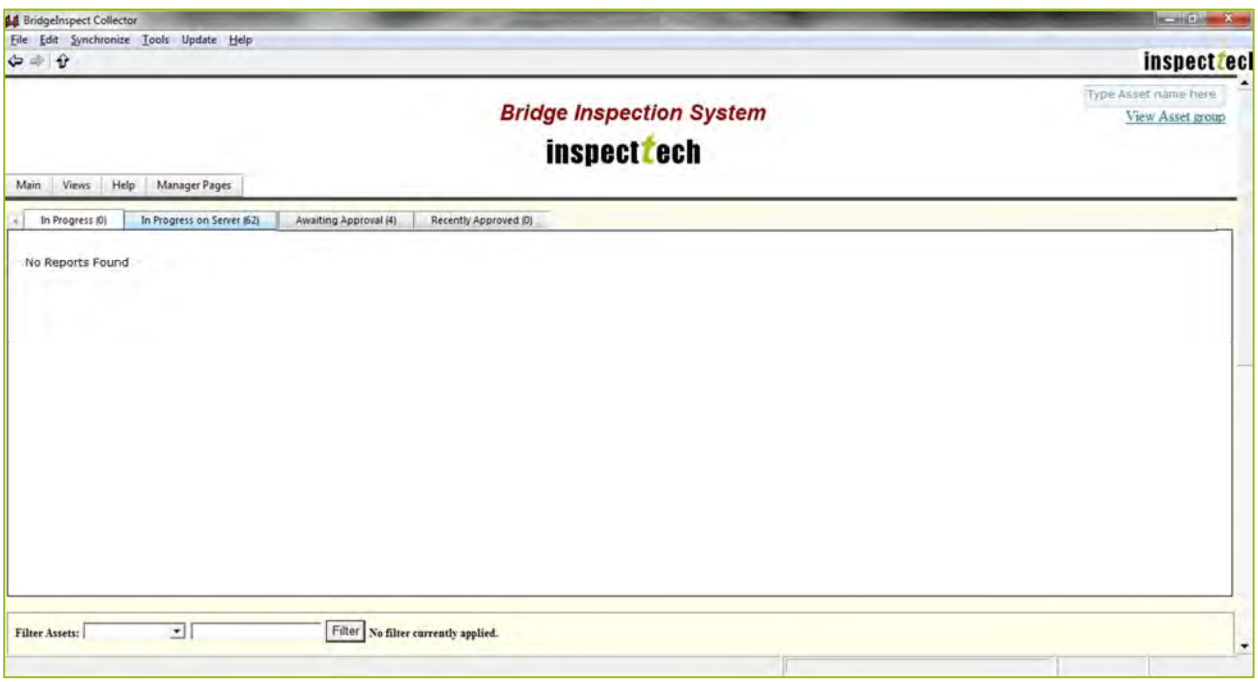
The Main page in the laptop version is nearly identical to the online version. Of course, there are a few exceptions. The laptop version has only four tabs in the main menu:

- **Main** holds fewer options than the online version. (i.e. missing change **password** and **navigate to Manager/Collector**).
- **GIS** and **Help** are the same as the online version.
- **Manager Pages** allows qualified users to run some functions from the Manager side of the software. This includes queries and system reports.

The progress tabs are also a little different.

- **In Progress** shows all of the inspection reports that are in progress on this laptop.
- **In Progress on Server** shows all inspection reports that are in progress on the online version.
- **In Progress on Another Laptop** shows inspection reports that are in progress on a different laptop.

*Laptop Main Screen*



## How to Synchronize a Laptop

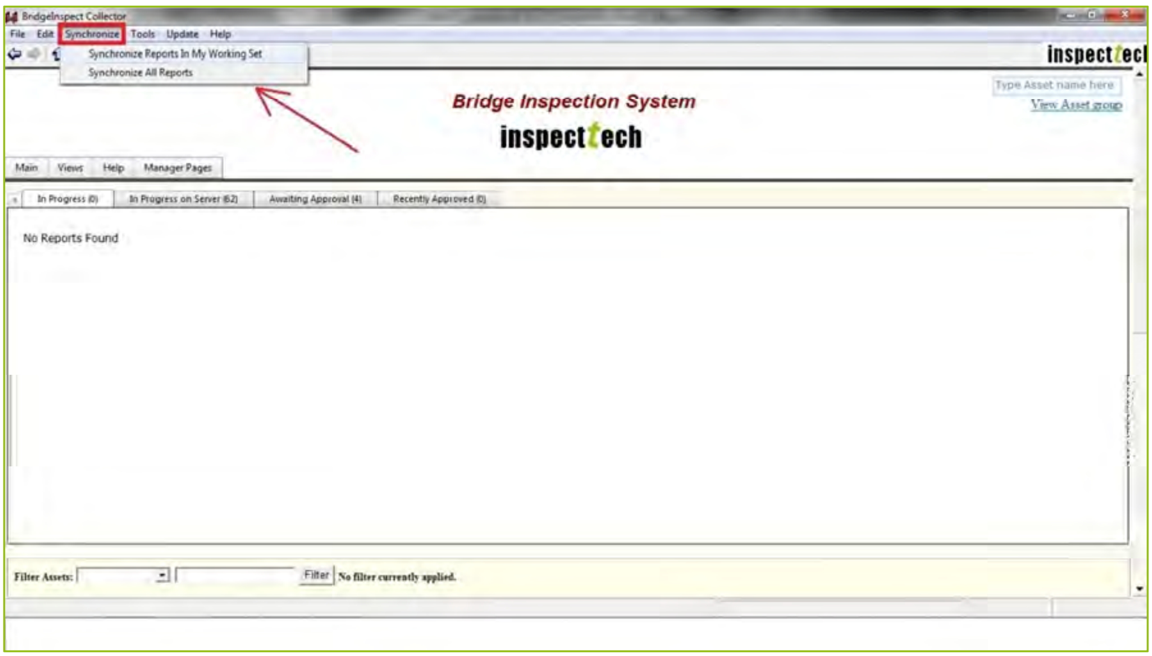
Synchronizing is the process of transferring data from the laptop to the server. This saves the information in the inspection report to the online version of the software and backs up your computer.

***Note:* InspectTech recommends synchronizing your laptop twice a day: once in the morning and once in the evening.**

***Step-by-Step:***

1. Click **Synchronize** from the menu bar at the top of the screen.

*Synchronize Menu*




2. From the **Synchronize** menu, select the action you would like to take:
   - **Synchronize Reports in My Working Set** limits the information that is retrieved by only synchronizing to assets that are part of your assigned working set.
   - **Synchronize all Reports** retrieves and updates data for all assets.

***Note:* The synchronization process can take a few minutes.**

3. Click **Done** when the synchronizing process is complete.

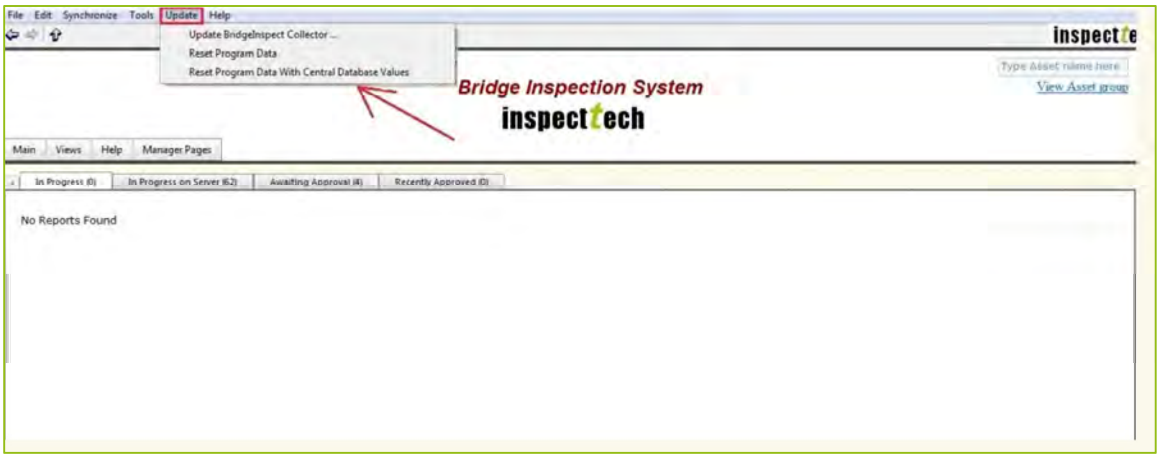
## How to Update a Laptop

The laptop software automatically detects updates upon Internet connection and software launch. If you like, you can also manually update the software.

***Step-by-Step:***

1. Click **Update** from the menu bar at the top of the screen.

   *Update Menu*




2. From the Update menu, select **Update BridgeInspect Collector**.

   When the update process begins, a progress window will appear.

   ***Note:* *The update process can take a few minutes.***

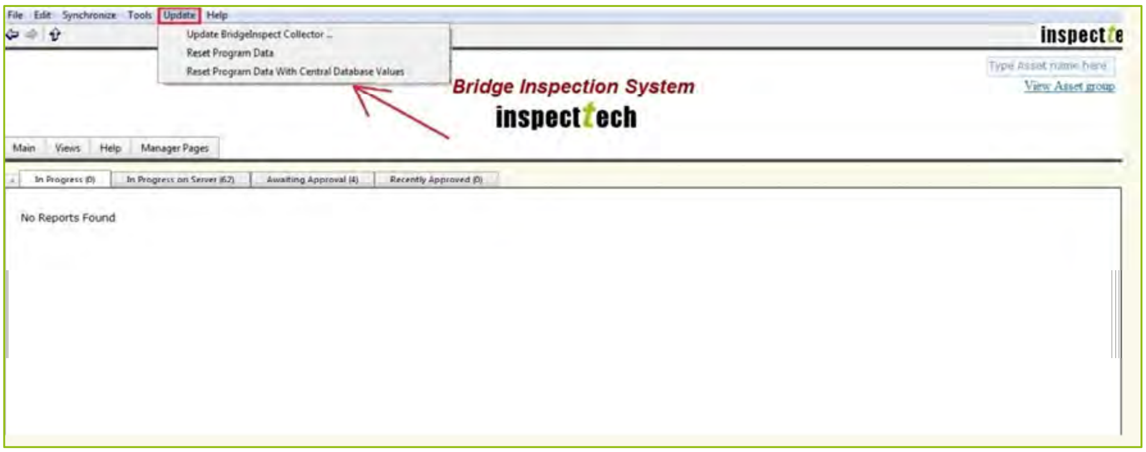
## How to Reset Program Data on a Laptop

**Reset Program Data** reboots the software when it is not working as expected. This process usually takes five to ten minutes and does not affect any saved inspection reports and data.

***Step-by-Step:***

1. Click **Update** from the menu bar at the top of the screen.

*Update Menu*




2. From the Update menu, select **Reset Program Data**.

***Note:*** ***The*** Reset Program Data with Central Database Values ***should only be used when working with InspectTech support personnel.***

## How to Upload a Report to the Server

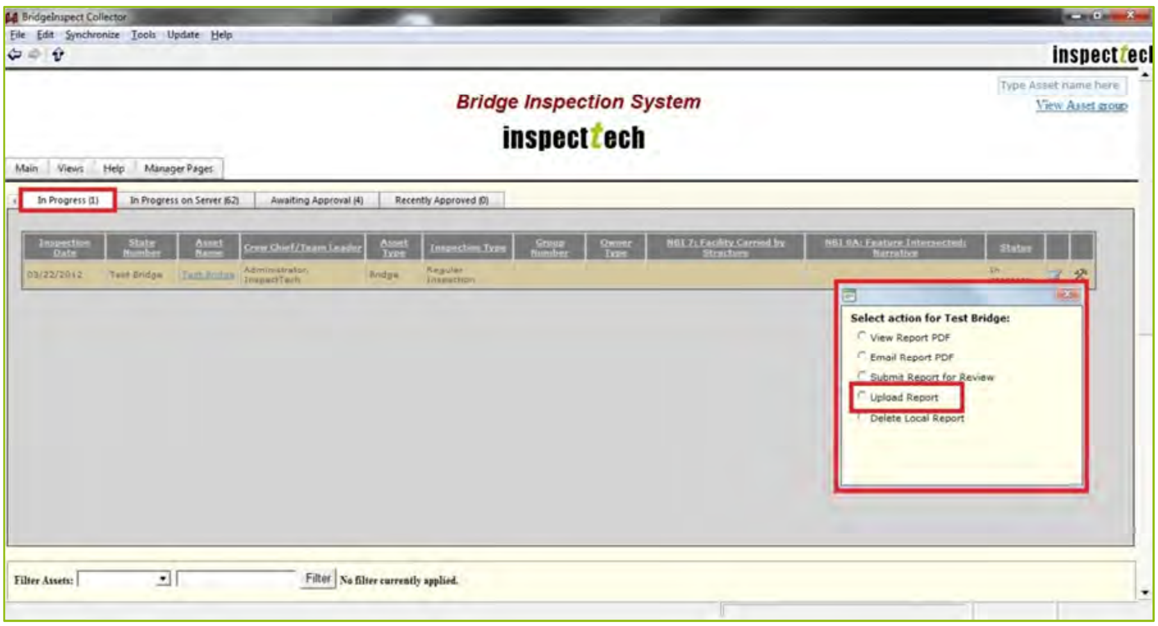
In order for users to access the report in the **Collector online** version, you need to upload it to the server.

***Step-by-Step:***

1. On the Main screen, click the **Action icon** ( ) next to the desired report.

2. The **Action** menu will appear.

   *Action Menu*




3. Select **Upload Report** to upload to the server

## Custom Features

## How to Create a “Plan of Action”

By creating a **Plan of Action** (P.o.A.), you can assign assets to maintenance for monitoring. P.o.A.s are initiated after an issue has already been discovered and you are already taking action to resolve the issue. This prioritizes the crucial issues that absolutely *must* be addressed.

This section will focus mainly on the **Routine P.o.A.**

***Step-by-Step:***

1. To access the **Plan of Action** page:
   - Click the **P.o.A.** primary tab.
   - Click **Routine P.o.A**.

   On the **Recommendations** page sits an empty form ready for your new recommendation.

2. Click **Create New Recommendation.** The following page will display the new recommendation with a green label **New Item Added.**

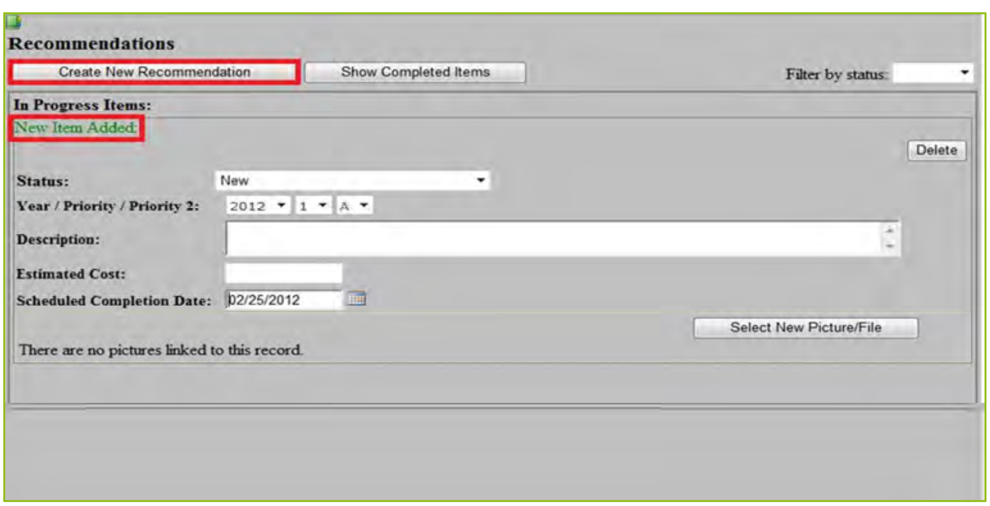
3. Click on the drop-down menu labeled **Status** to choose the status of the report (To Do, Started, On Hold, Completed).

4. Enter the date, description, frequency date, and completion date of the recommendation in the correlating textboxes and drop-downs.

5. Click **Select New Picture/File** to add an already attached photo to the recommendation.

6. The data entered will save automatically when you move to the next textbox or tab in the report.

   *Create New Recommendation*



# Help Menu, Technical Support, and Contact Information

## Help Menu and Technical Support - Contact Information

Located on the main page along the main task bar is a **Help** option. This has two dropdowns at the moment (About and Help with Multiple Picture Upload), but can be expanded to include other information such as PDF versions of this manual and release notes when the software is upgraded.

## Technical Support

InspectTech takes great pride in the customer support we offer; therefore we have provided multiple outlets to reach us with technical difficulties or issues concerning the software.

- To report software issues or to request technical support, please send all emails to help@inspecttech.com. Numerous InspectTech employees subscribe to this email address and therefore it is the fastest and most efficient way of getting your issue resolved or question answered. Please be as descriptive as possible when sending an email for support.

- InspectTech's phone number: 412-681-1521.