Basics of SIIMS

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Agenda

- Work type Filter/Dashboard
- Workflow Filters
- View Edit Assets/Reports
- Maps

Work type Filter/Dashboard

Workflow filters and Dashboards can be found in two ways

Setup a Main Page

Menu buttons at the top of the page.

Setting Main Page

Default Main Page

Click “Main” Button

Select “My Preferences”

Click “Edit” on Default Home Page

Select Default Homepage Preference

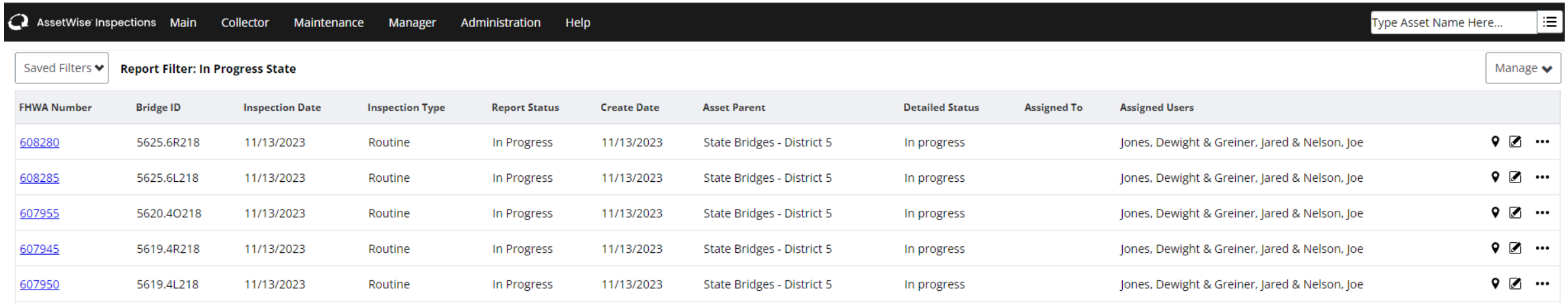
- Main Dashboard
- Collector Dashboard
- Report Filter
- Inspection Schedules
- Maintenance Dashboard
- Maintenance Filter
- Manager Dashboard
- Report Summary View

Click Save

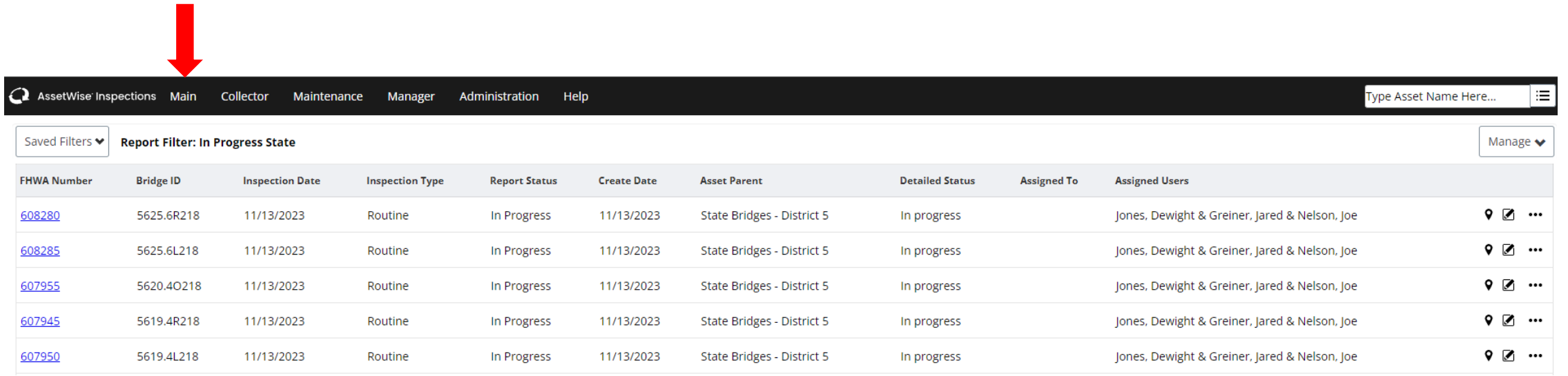
Close Window

Click “Main” Button

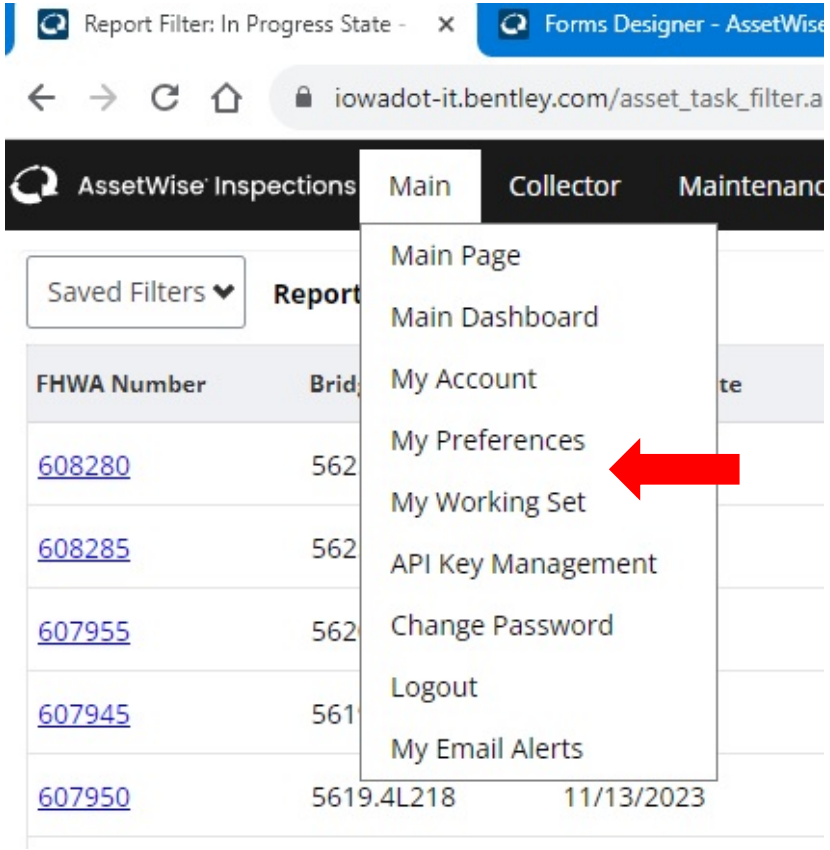
Default Main Page



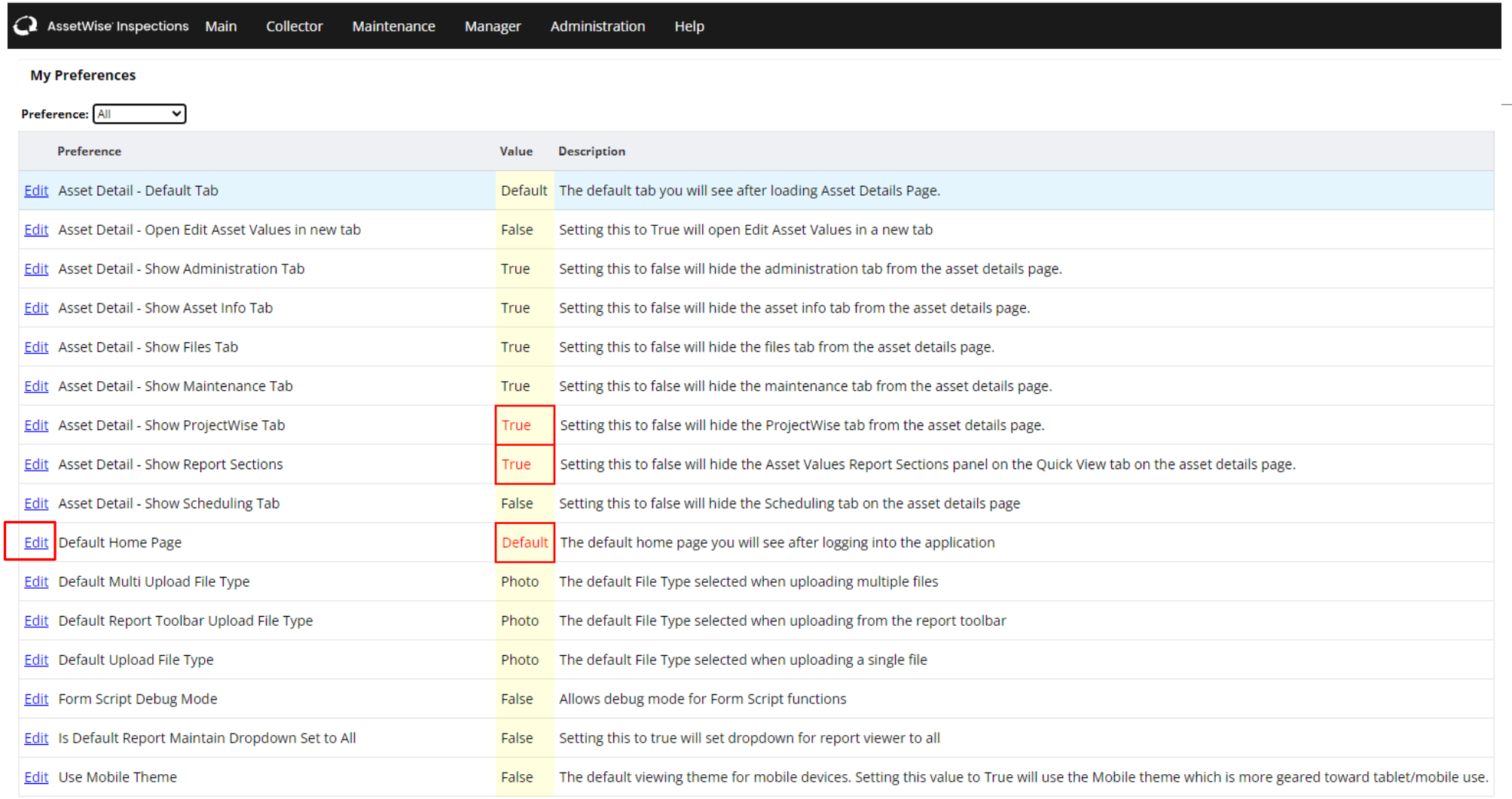
Click “Main” Button



Select “My Preferences”

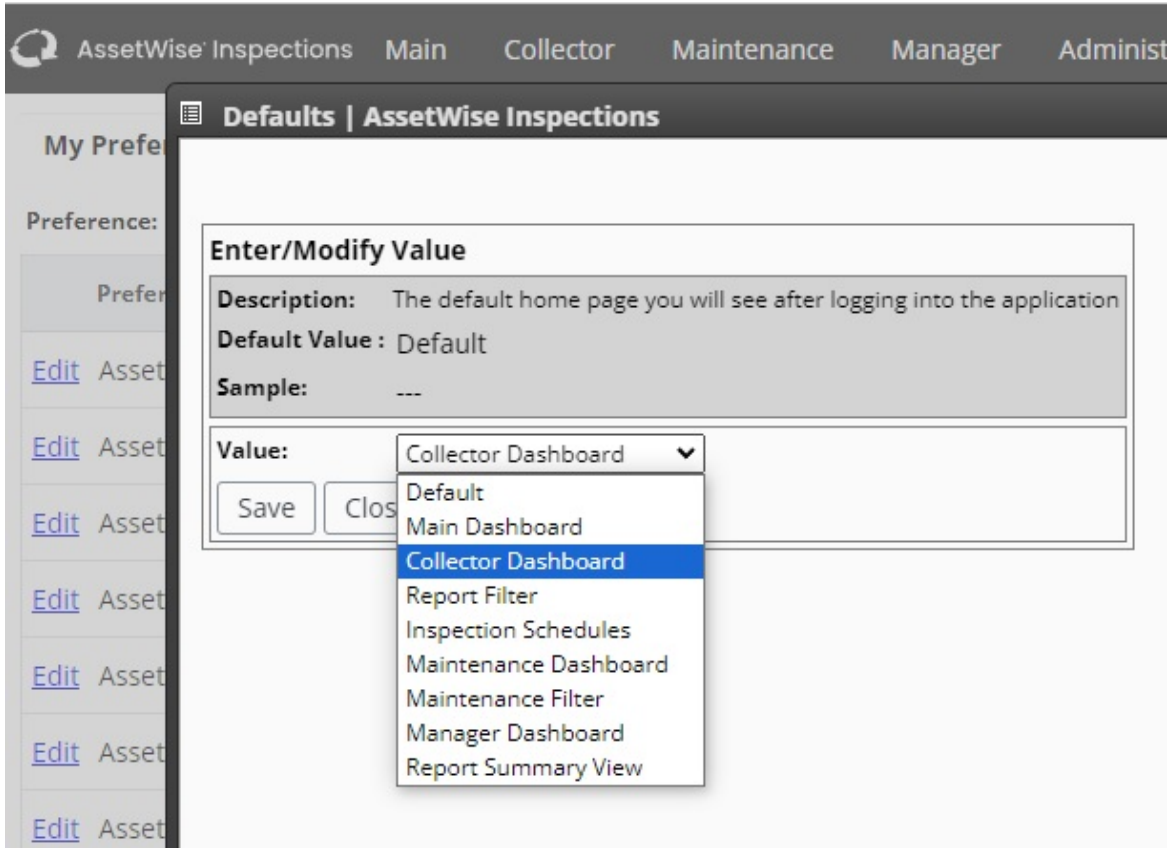


Click “Edit” on Default Home Page

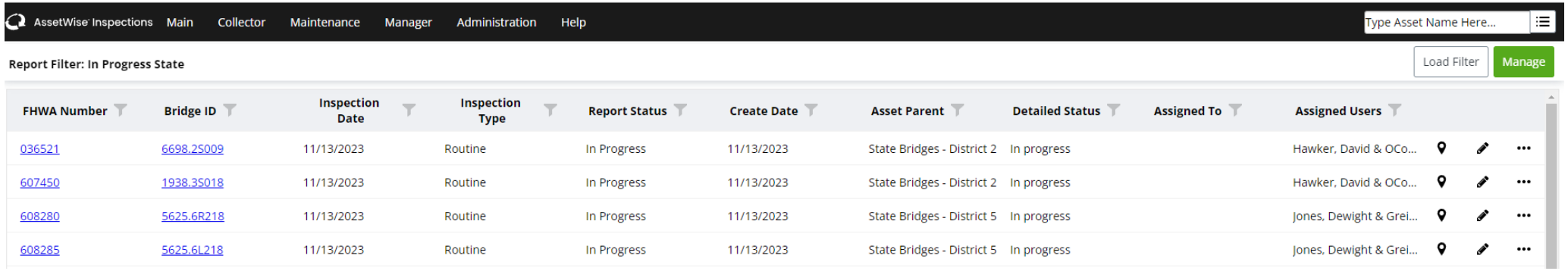


	Preference	Value	Description
Edit	Asset Detail - Default Tab	Default	The default tab you will see after loading Asset Details Page.
Edit	Asset Detail - Open Edit Asset Values in new tab	False	Setting this to True will open Edit Asset Values in a new tab
Edit	Asset Detail - Show Administration Tab	True	Setting this to false will hide the administration tab from the asset details page.
Edit	Asset Detail - Show Asset Info Tab	True	Setting this to false will hide the asset info tab from the asset details page.
Edit	Asset Detail - Show Files Tab	True	Setting this to false will hide the files tab from the asset details page.
Edit	Asset Detail - Show Maintenance Tab	True	Setting this to false will hide the maintenance tab from the asset details page.
Edit	Asset Detail - Show ProjectWise Tab	True	Setting this to false will hide the ProjectWise tab from the asset details page.
Edit	Asset Detail - Show Report Sections	True	Setting this to false will hide the Asset Values Report Sections panel on the Quick View tab on the asset details page.
Edit	Asset Detail - Show Scheduling Tab	False	Setting this to false will hide the Scheduling tab on the asset details page
Edit	Default Home Page	Default	The default home page you will see after logging into the application
Edit	Default Multi Upload File Type	Photo	The default File Type selected when uploading multiple files
Edit	Default Report Toolbar Upload File Type	Photo	The default File Type selected when uploading from the report toolbar
Edit	Default Upload File Type	Photo	The default File Type selected when uploading a single file
Edit	Form Script Debug Mode	False	Allows debug mode for Form Script functions
Edit	Is Default Report Maintain Dropdown Set to All	False	Setting this to true will set dropdown for report viewer to all
Edit	Use Mobile Theme	False	The default viewing theme for mobile devices. Setting this value to True will use the Mobile theme which is more geared toward tablet/mobile use.

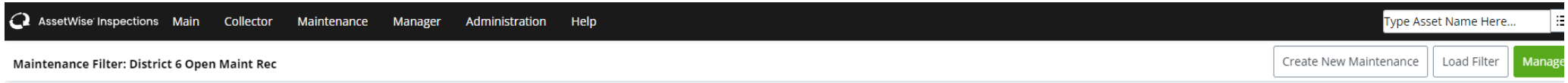
Select Default Homepage Preference



Home Page Examples - Filters

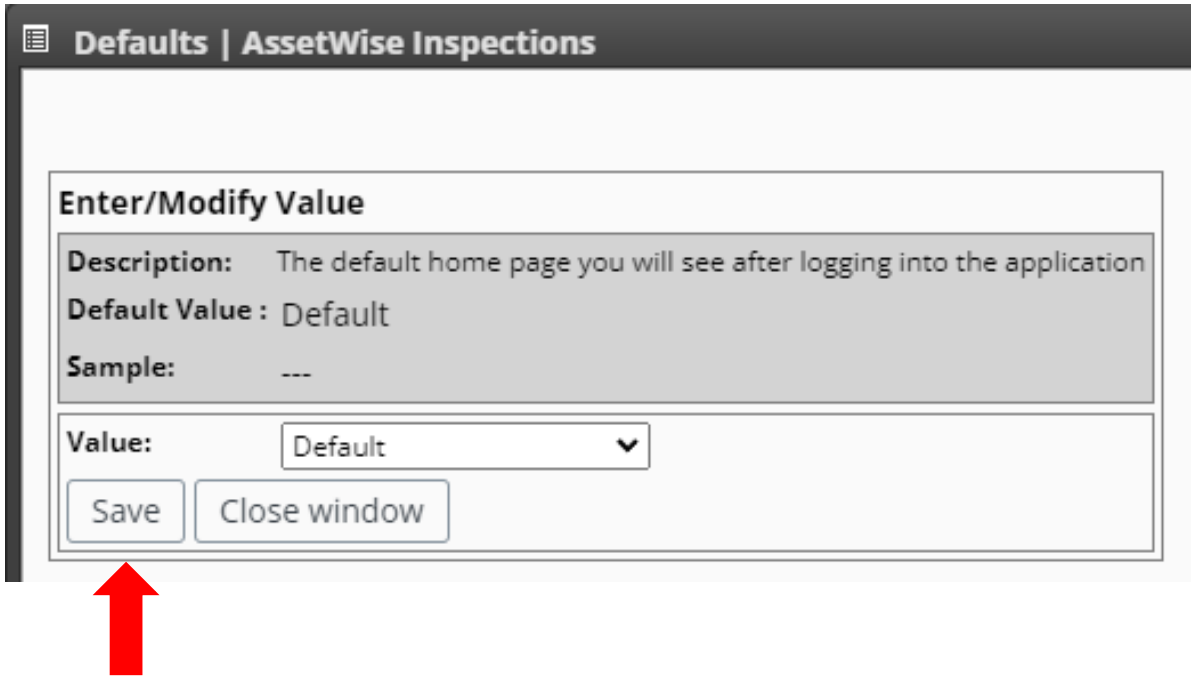


FHWA Number	Bridge ID	Inspection Date	Inspection Type	Report Status	Create Date	Asset Parent	Detailed Status	Assigned To	Assigned Users
036521	6698.2S009	11/13/2023	Routine	In Progress	11/13/2023	State Bridges - District 2	In progress		Hawker, David & OCo...
607450	1938.3S018	11/13/2023	Routine	In Progress	11/13/2023	State Bridges - District 2	In progress		Hawker, David & OCo...
608280	5625.6R218	11/13/2023	Routine	In Progress	11/13/2023	State Bridges - District 5	In progress		Jones, Dewight & Grei...
608285	5625.6L218	11/13/2023	Routine	In Progress	11/13/2023	State Bridges - District 5	In progress		Jones, Dewight & Grei...

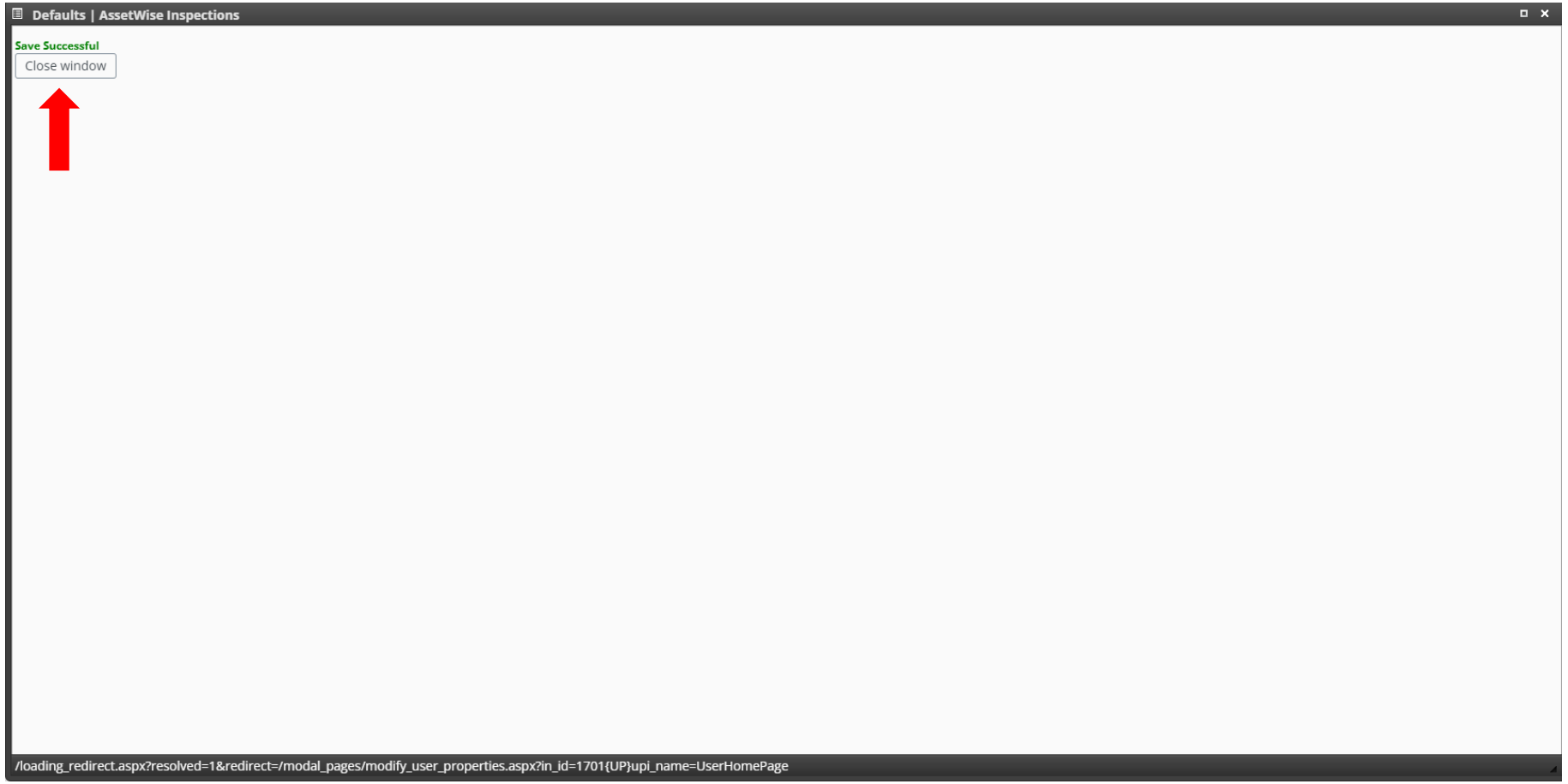


Asset Parent	Bridge ID	FHWA Number	Create Date	Assigned Cost Center(Report)	RecommendationCode(Report)	RecommendationText(Report)	Corrective(Report)	Preventive(Report)
State Bridges - Dist...	0645.6S218	014320	01/10/2018	Urbana	431	The erosion or degradation of the st...	False	True
State Bridges - Dist...	2840.5S013	023260	06/12/2018	Manchester	417	The erosion of the far berm should ...	True	False
State Bridges - Dist...	2285.2S052	020561	01/03/2019	Dyersville	417	The erosion of the far berm should ...	True	False
State Bridges - Dist...	5727.8S013	033711	04/24/2019	Manchester	431	The erosion or degradation of the st...	False	True
State Bridges - Dist...	5354.4L151	607850	09/03/2019	Anamosa	521	The shoulder panel at the far left en...	False	False
State Bridges - Dist...	2882.8S020	023090	10/30/2019	Manchester	499	The following waterway repairs are ...	False	True

Click Save

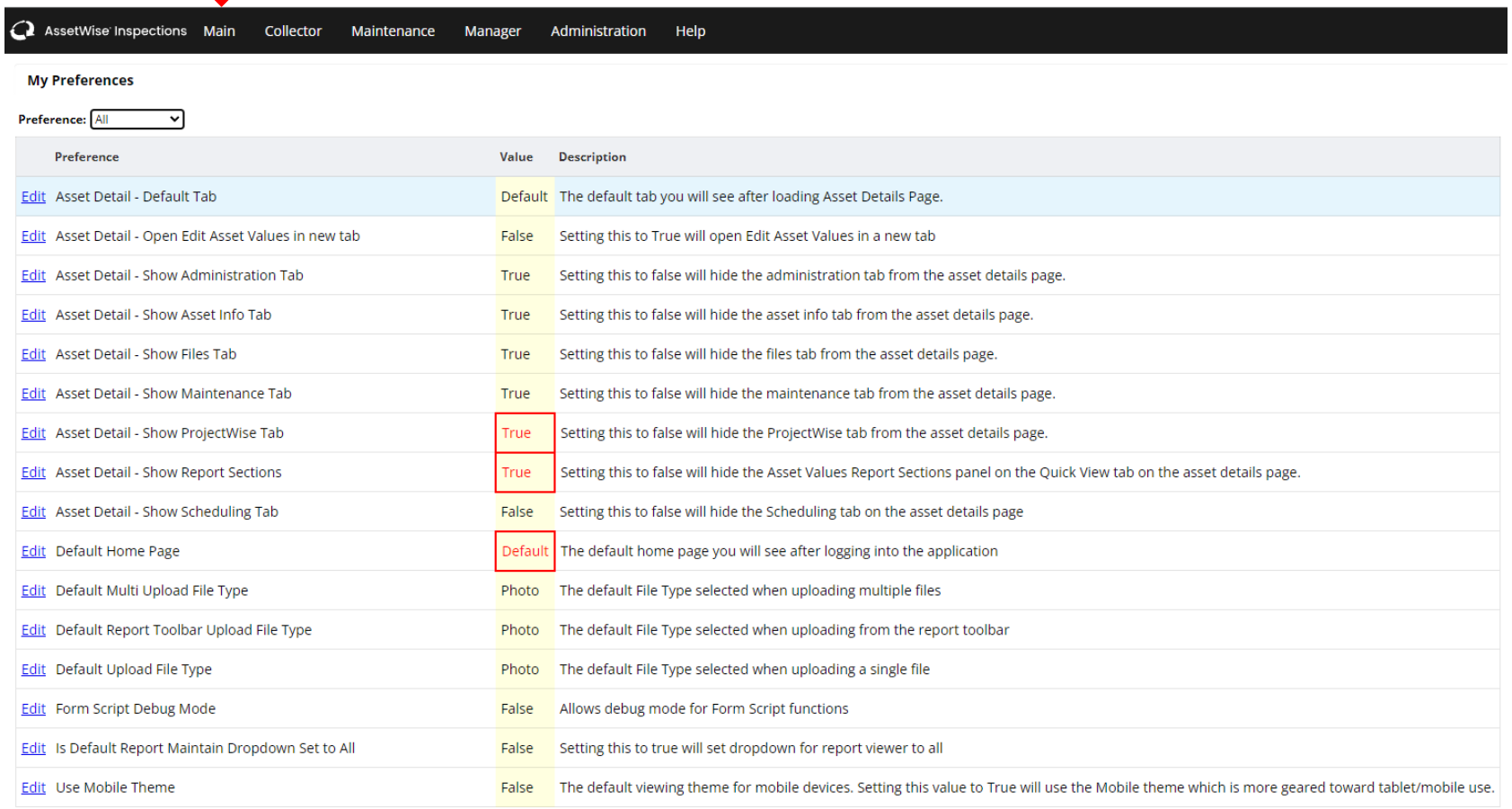

Defaults | AssetWise Inspections
Enter/Modify Value
Description: The default home page you will see after logging into the application
Default Value : Default
Sample: ---
Value: Default
Save
Close window

Close Window



Click “Main” Button

Select Main Page



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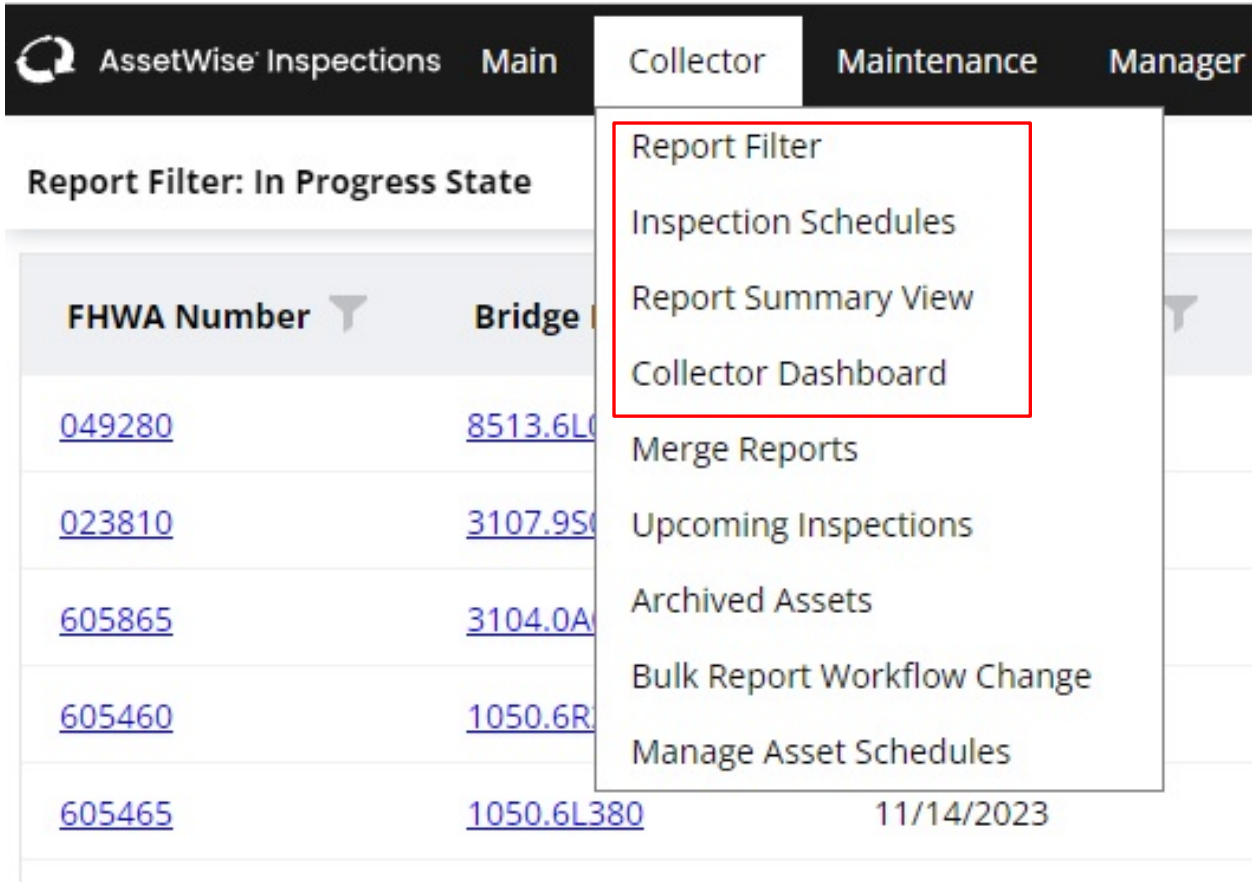
Menu Buttons - Collector



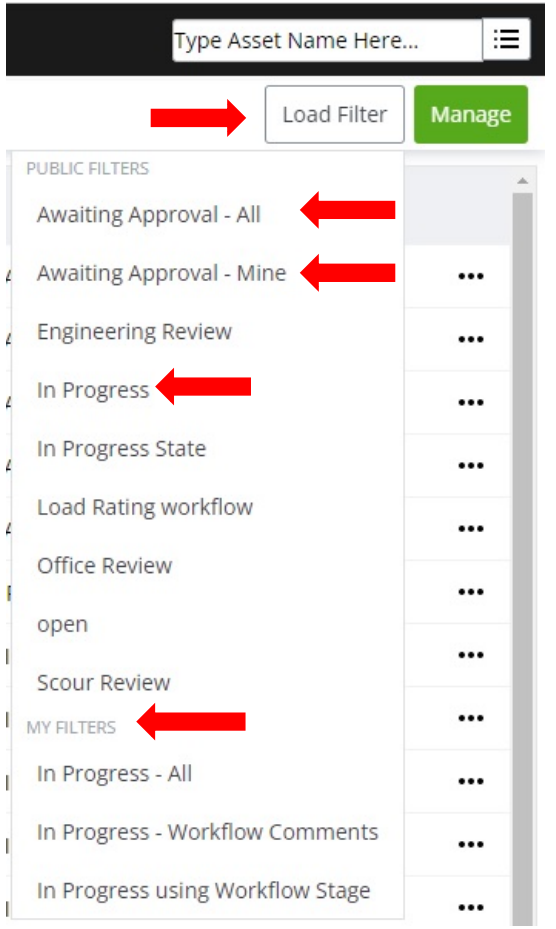
Workflow Filters

In Progress – Shows all inspections that are active (Public Filter)

- All – All Inspections open in your County or City
- Mine – All in progress reports assigned to an individual

Awaiting Approval – Shows all reports to be reviewed for approval (Public Filter)

My Filters – Users can create custom filters for personal use



Manage My Filter

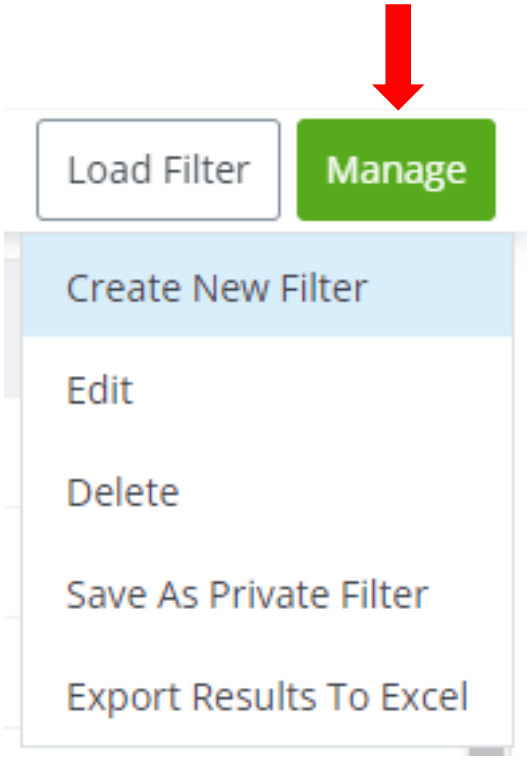
Create New Filter

Edit

Delete

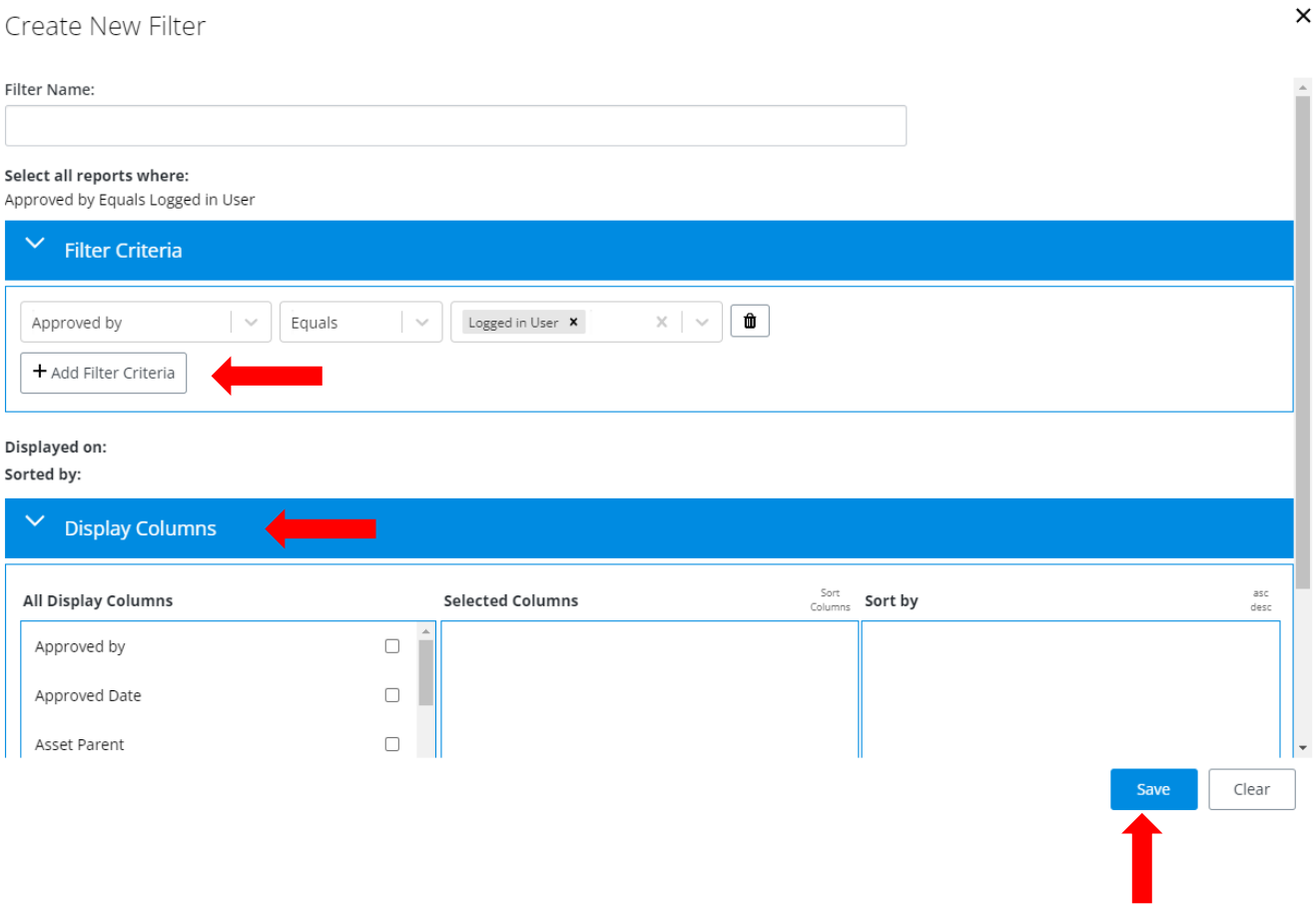
Save as Private Filter – Can save a Public Filter to start Private filters

Export Results to Excel



Create New Private Filter

- Filter Criteria – Determines search criteria open Report
- Display Columns – Information that will appear on the My Filter Report Filter
- Save



View Edit Assets/Reports

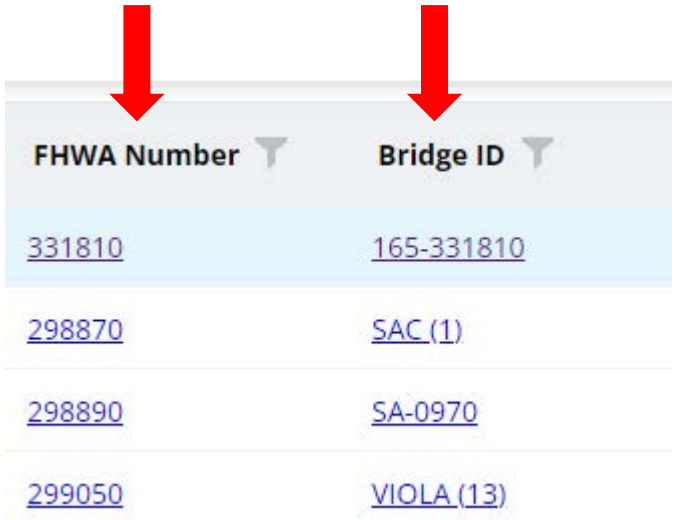
View Assets – Shows the most recent information from the most recent approved Report

Open Report – Shows the information recorded during inspection

How to View Assets

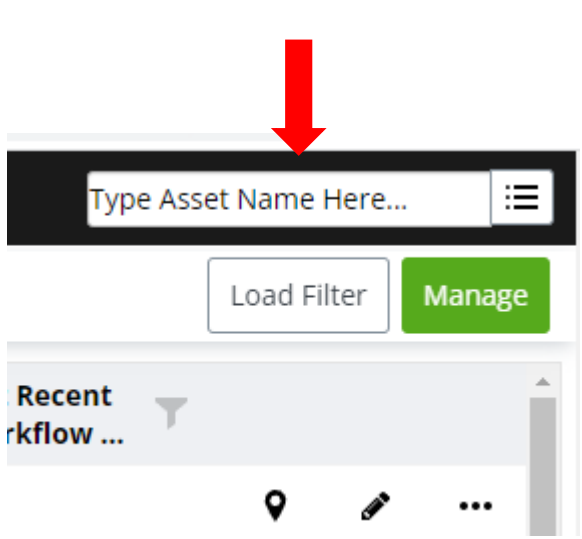
CLICK EITHER LINK FROM THE REPORT FILTER :

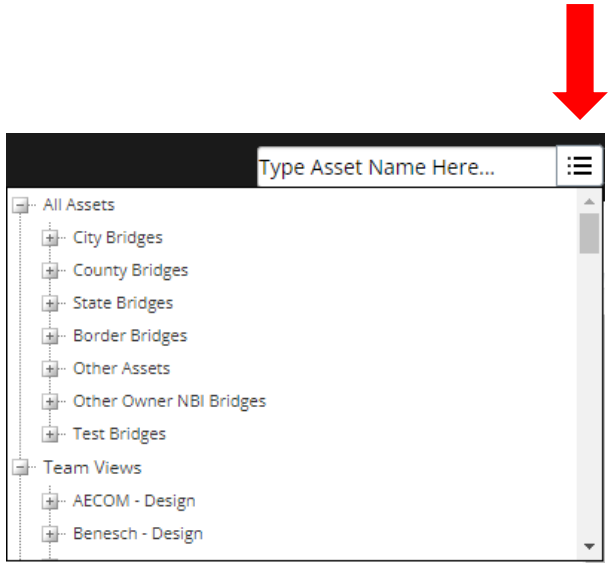
- BRIDGE ID
- FHWA NO.



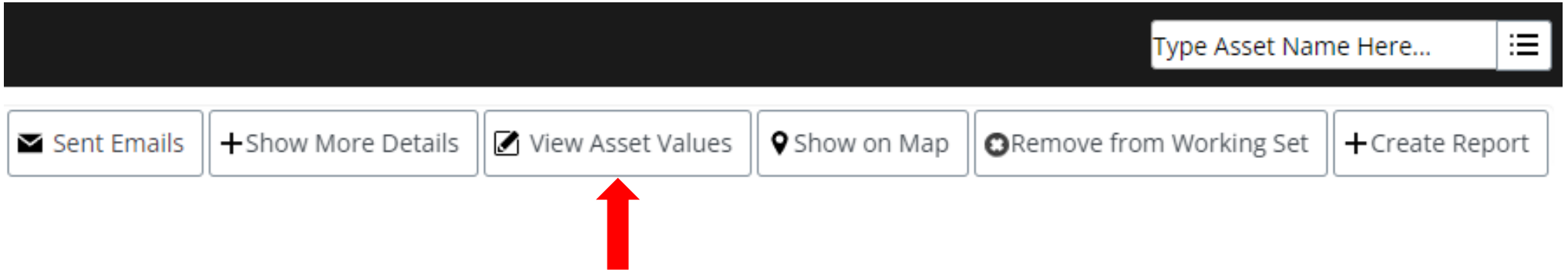
SEARCH FOR ASSET USING THE SEARCH TREE

- TYPE THE FHWA OR BRIDGE ID NO.
- USE THE LAYERED ICON TO SEARCH ASSET LOCATION AND NUMBER





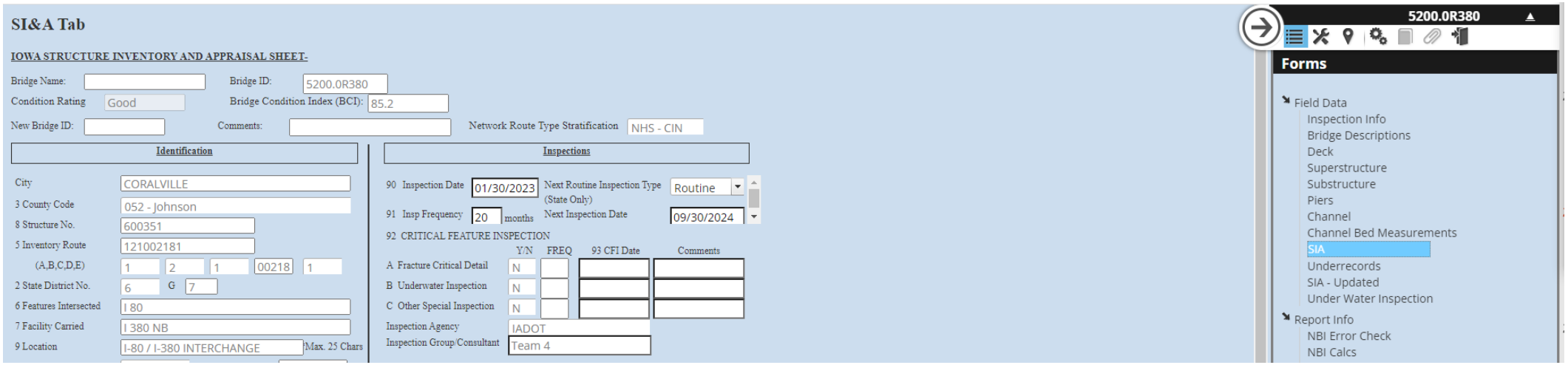
Open View Asset Values



View Asset View

- View Access to recent Inspection Information
- Access to most recent Report Sections
- Users are not allowed to manipulate Information (Use Data Update Report Types for data changes/corrections outside a typical inspection – See Below)

Note: Asset View will have a blue colored background

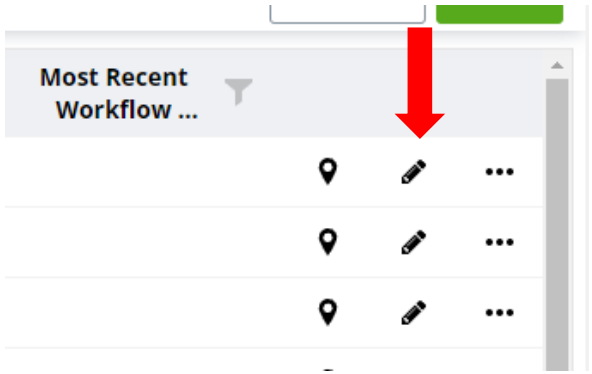


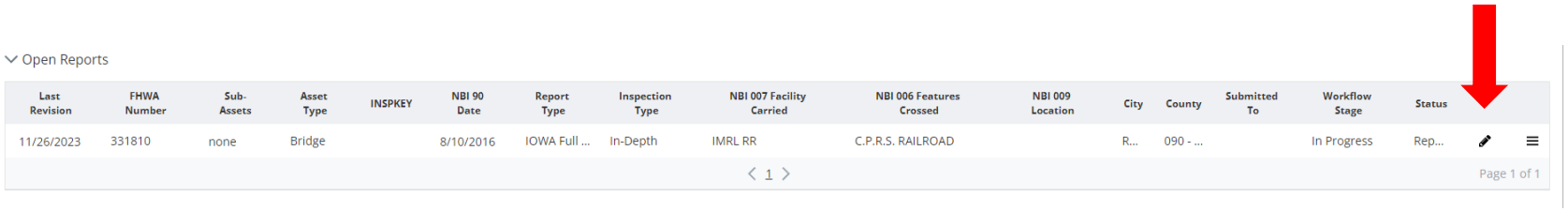
How to access Open Reports

REPORT FILTER ACCESS – CLICK THE PENCIL ICON

ASSET QUICK VIEW – CLICK THE PENCIL ICON

Note: Access to Reports may be determined by your Account Permissions



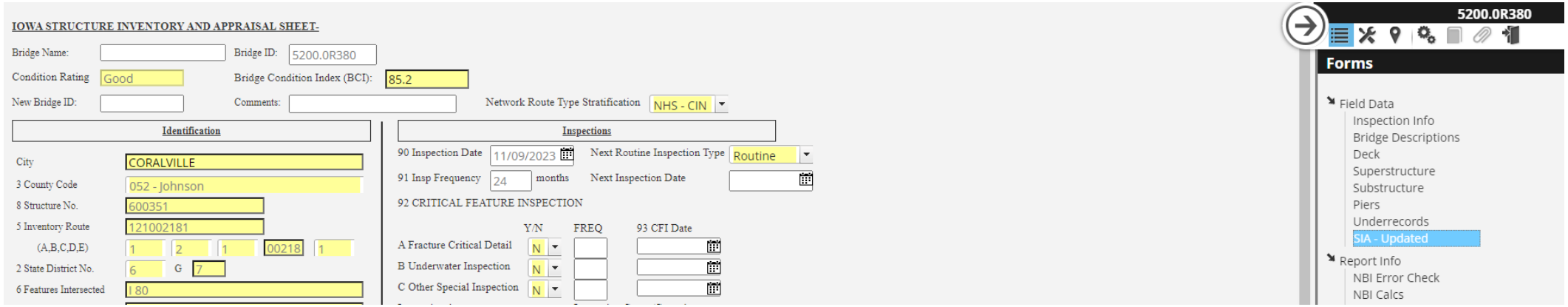


Open Reports View

- View Access to recent Inspection Information
- Access to most recent Report Sections
- Users are not allowed to manipulate Information (Use Data Update Report Types for data changes/corrections outside a typical inspection)

Note:

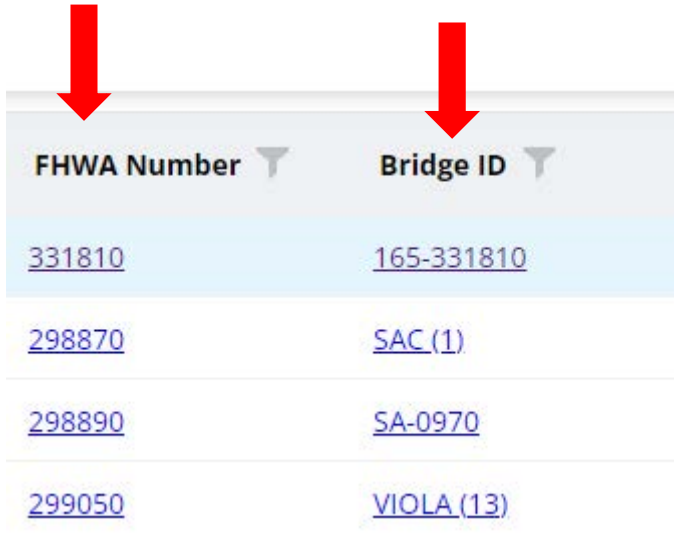
- Open Report View will have a gray colored background
- Yellow Cells are fields that have not changed since the previous inspection



How to View Old Reports

CLICK EITHER LINK FROM THE REPORT FILTER :

- BRIDGE ID
- FHWA NO.



SEARCH FOR ASSET USING THE SEARCH TREE

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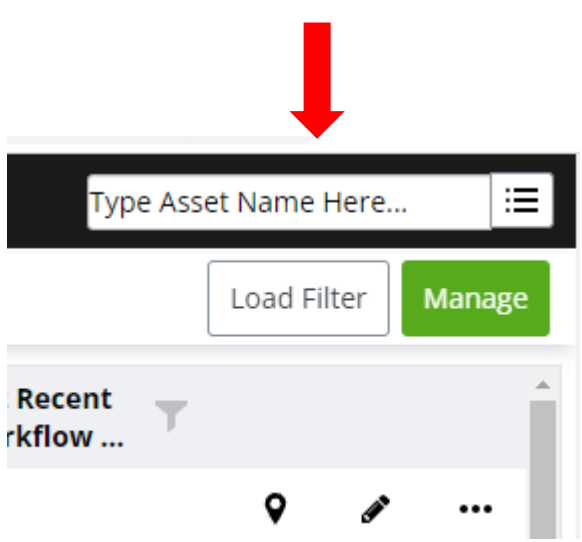
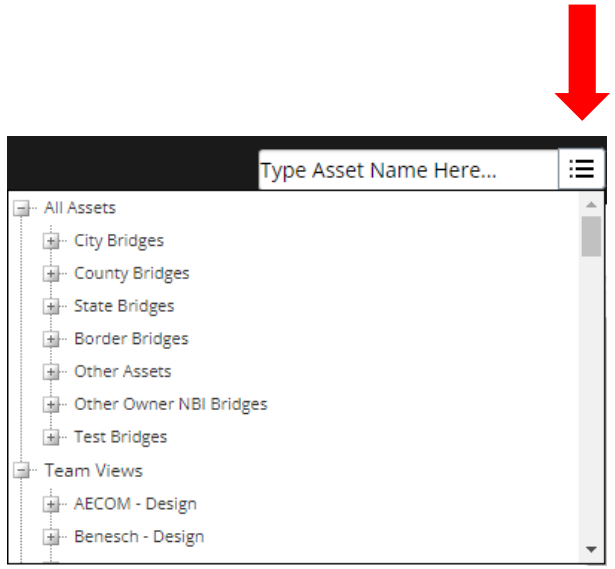
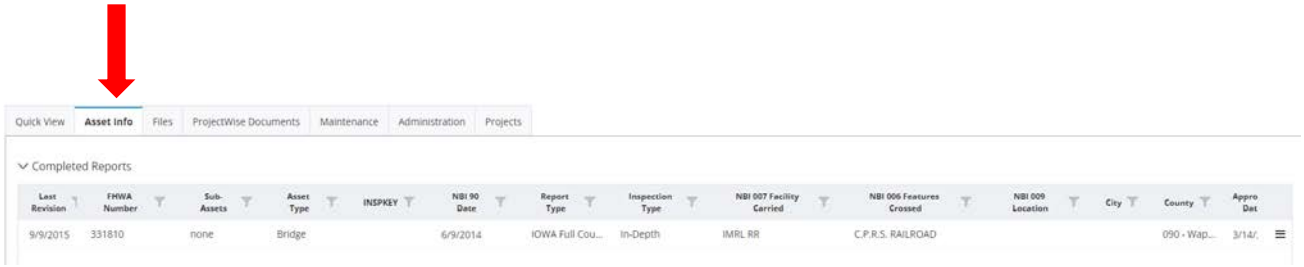


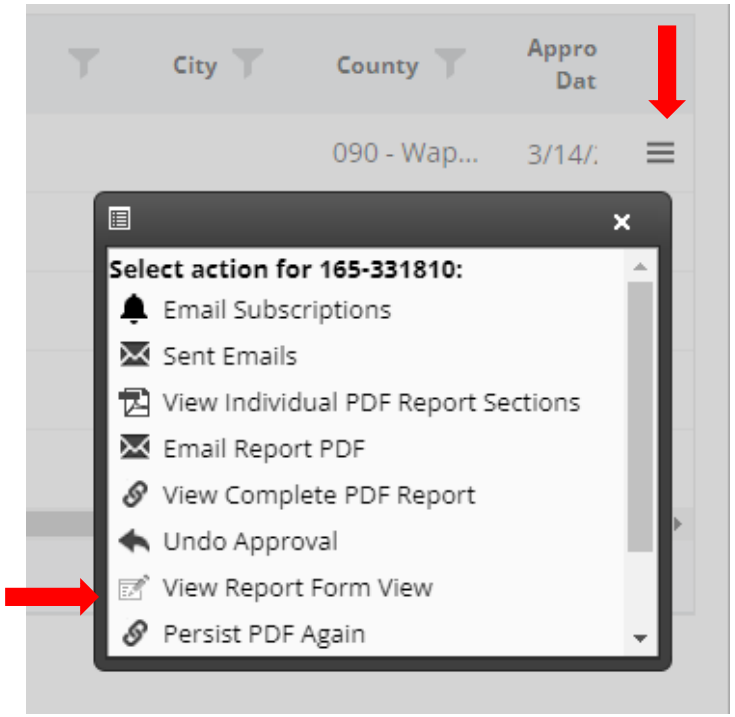


How to View Old Reports

SELECT ASSET INFO TAB



CLICK ON THE LAYER ICON AND SELECT “VIEW REPORT FROM VIEW”

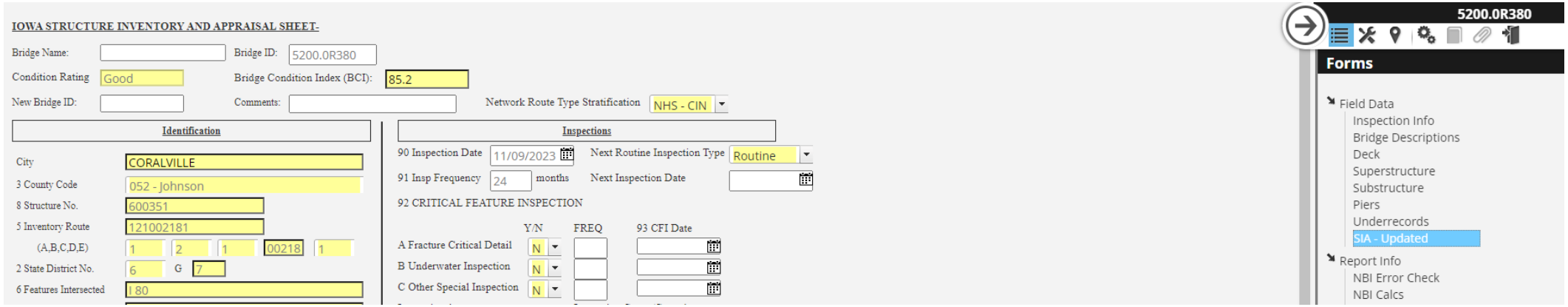


Old Reports View

- Old Reports cannot be updated
- Old Reports show any Input forms and Report Sections in use at the time the report was approved.
- Deleted input forms cannot be added back (Forms input is not available)

Note:

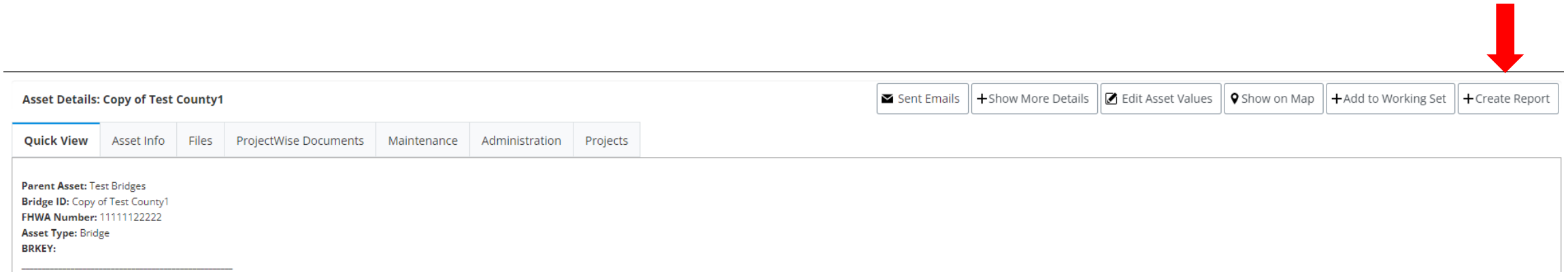
- Asset View will have a gray colored background
- Yellow Cells are fields that have not changed since the previous inspection



How to Create New Reports

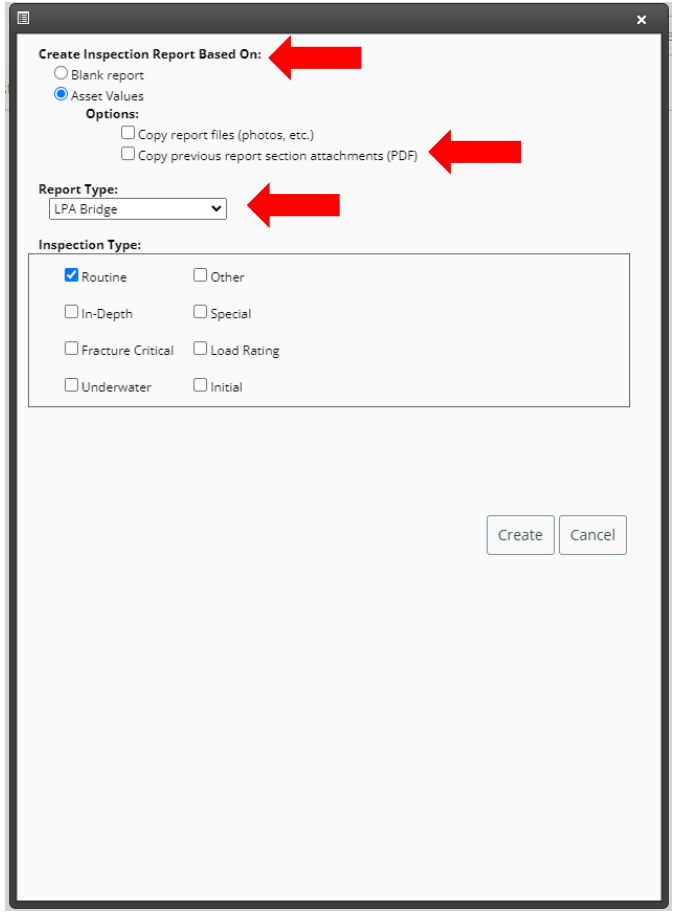
Navigate to the Asset

Click (+Create Report)



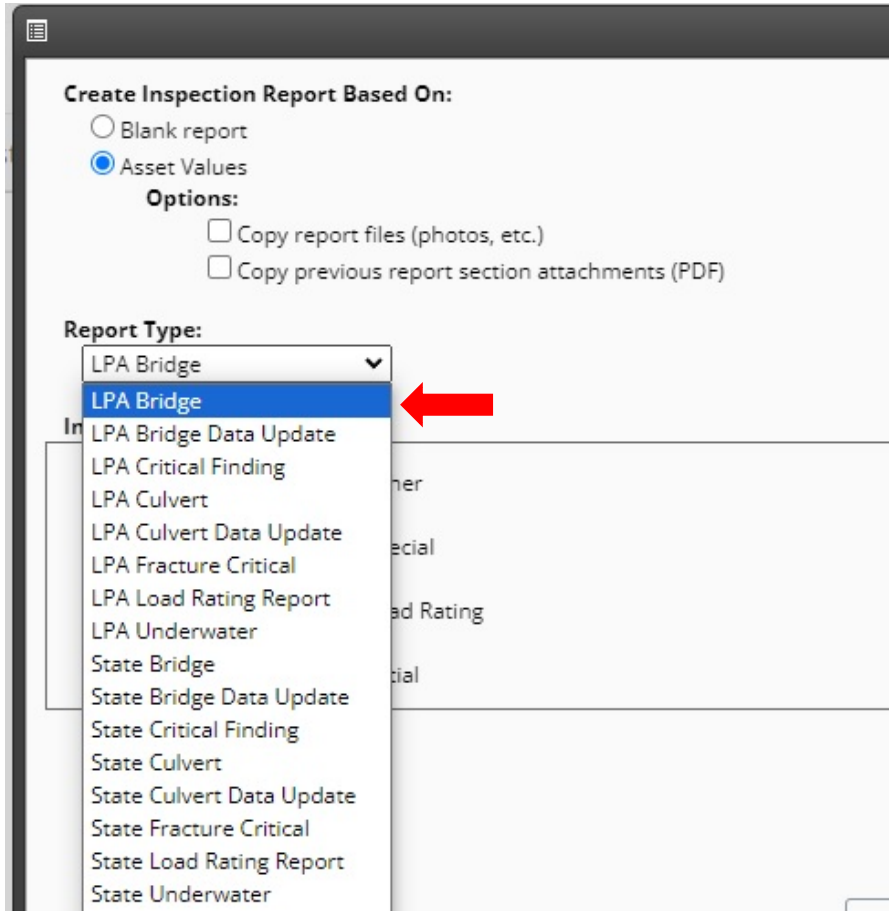
How to Create New Reports

- Create Inspection Based on:
  - Blank Report – Brings over no history
  - Asset Values – Brings over existing bride inspection data
- Options
  - Copy Report – Brings over previous files
  - Copy Previous Report Sections – Brings over user created PDF’s
- Report Type



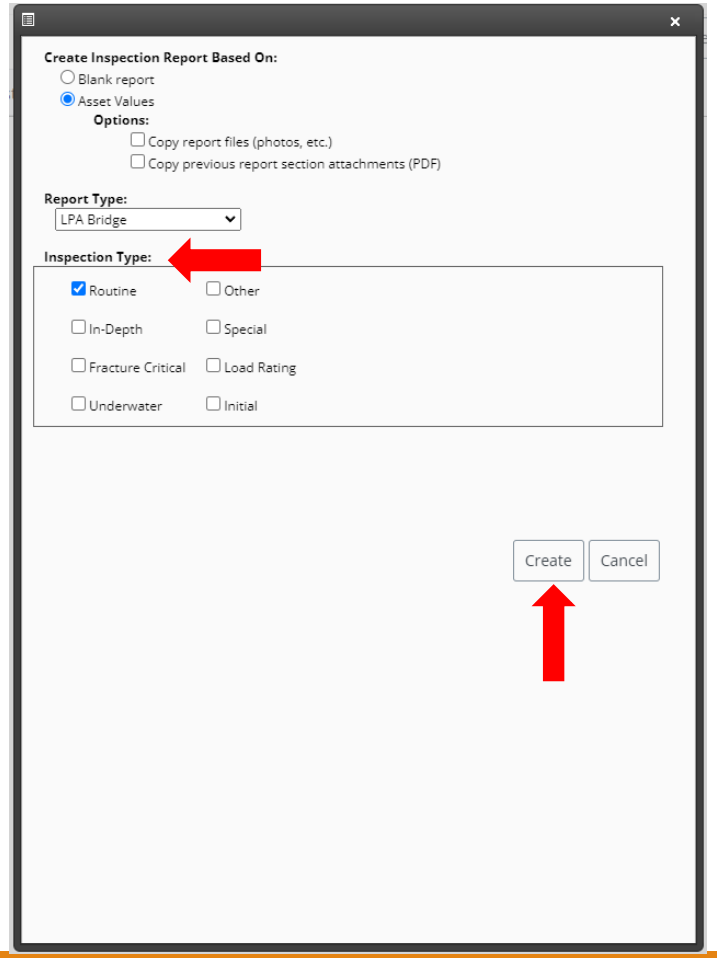
How to Create New Reports

- Report Type
  - LPA Bridge – All bridge forms for any type of Inspection Type
  - LPA Bridge Data Update – used when a small change is needed, created to replace the use of Edit Asset Values.
  - LPA Critical Finding – Forms needed for a Critical Finding Inspection only
  - LPA Culvert – All culvert forms for any type of Inspection Type
  - LPA Culvert Data Update – used when a small change is needed, created to replace the use of Edit Asset Values.
  - LPA Fracture Critical – Forms needed for a Fracture Critical Inspection only
  - LPA Load Rating – Forms needed for a Load Rating Inspection only
  - LPA Underwater – Forms needed for an Underwater Inspection only



How to Create New Reports

- Inspection type (Full List available) – This allows you to use queries to search by inspection type. It does not determine forms on the report.
  - Routine
  - In-Depth
  - Fracture Critical
  - Underwater
  - Other
  - Special
  - Load Rating
  - Initial
- Create

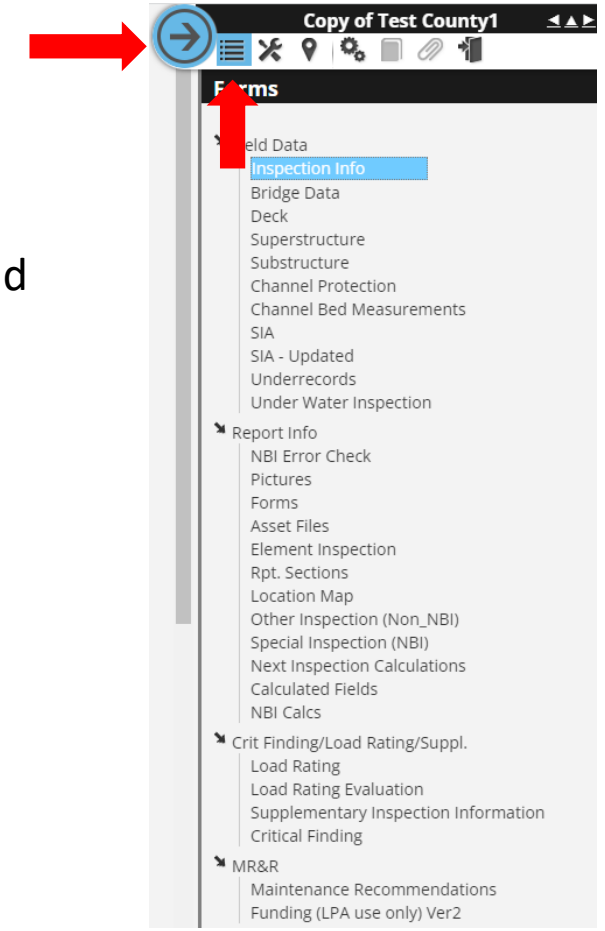


Active Report

- Forms
- Form Actions
- Map
- Field Information
- Manuals
- Attachment
- Exit

Active Report

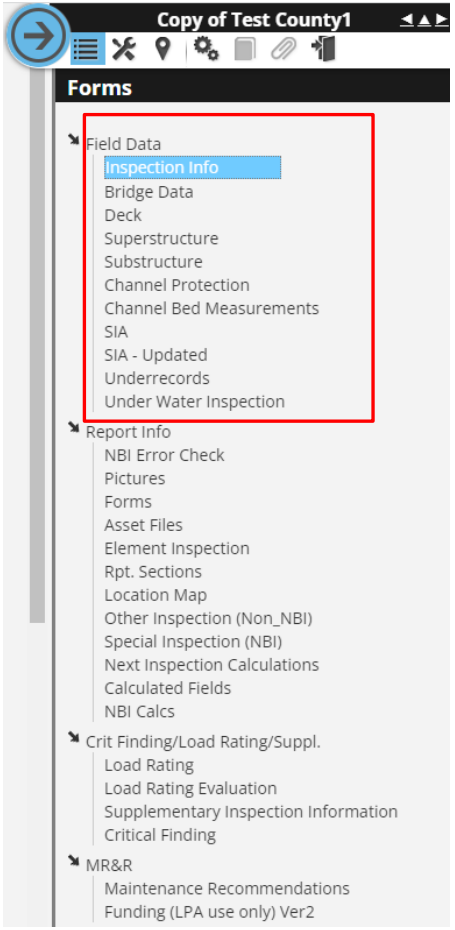
- Collapse Arrow – This will hide/unhide the menu
- Forms – Referred to as Input forms for active inspections
  - Field Data – Forms used to collect active inspection data
  - Report Info – Forms used to add extra information or calculate data
  - Critical Finding/Load Rating/Supplemental Inspections – Forms for Load rating, critical findings and supplemental information that can provide more unique detail and history
  - Maintenance – Forms used to create maintenance work orders and funding (Mostly used by IDOT)



Active Report

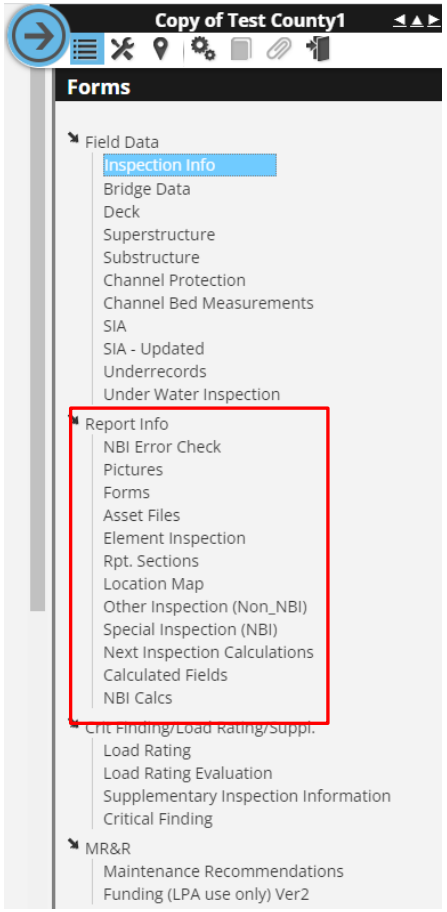
Field Data

- Inspection Info – Report creation and workflow information
- Bridge Data – Cut sheet on important information for reference
- Bridge (Culvert) Data Update – Used for data changes/corrections outside a typical inspection
- Deck – Condition Rating Form
- Superstructure – Condition Rating Form
- Substructure – Condition Rating Form
- Culvert – Condition Rating Form
- Channel Projection – Condition Rating Form
- Channel Bed Measurements – Document channel elevation and stream cross-section
- SIA (SIA – Updated) – All the NBI data needed to complete the Federal Submittal (Condition Ratings can be adjusted if a Condition Rating Form is not included in the Report Type selected)
- Underrecords – NBI Data on routes crossing the asset
- Under Water Inspection – Type of underwater inspection completed, materials used and inspection data



Active Report

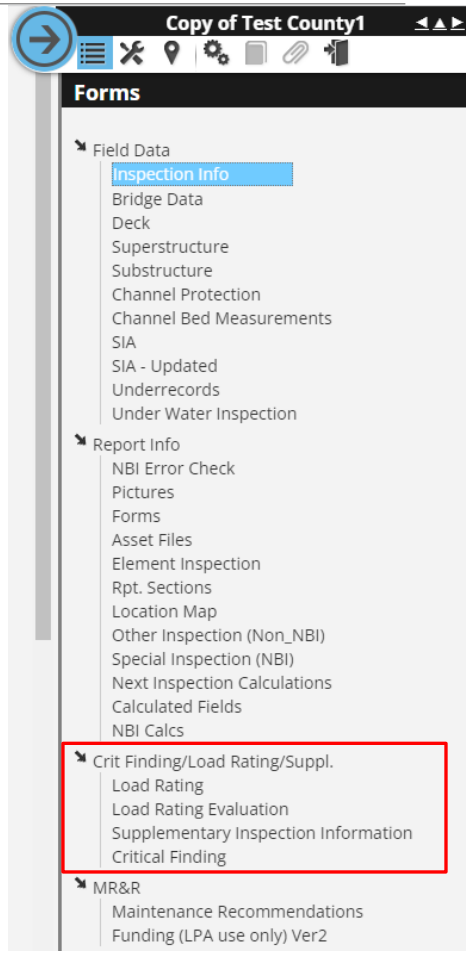
Report Info
NBI Error Checker – Checker used to confirm NBI Items meet federal requirements
Pictures – Used to add files such as pictures or PDF's
Forms – Can be used to turn forms on and off.
Assets Files – Location of all files stored on all current and existing inspection forms
Element Inspection – Required to be filled out on all NHS assets (Mostly for State use)
Report (Rpt) Sections – Link to the Report Sections and Report PDF's
Location Map – Used to create Location Map
Other Inspection (Non-NBI) – Non-scheduled inspection
Special Inspection (NBI) – NBIS scheduled inspection as required
Next Inspection Calculations – Admin Form
Calculated Fields – Admin Form
NBI Calcs – Used to Calculate NBI Items 67, 68 and 69



Active Report

Critical Finding/Load Rating/Supplemental Inspections

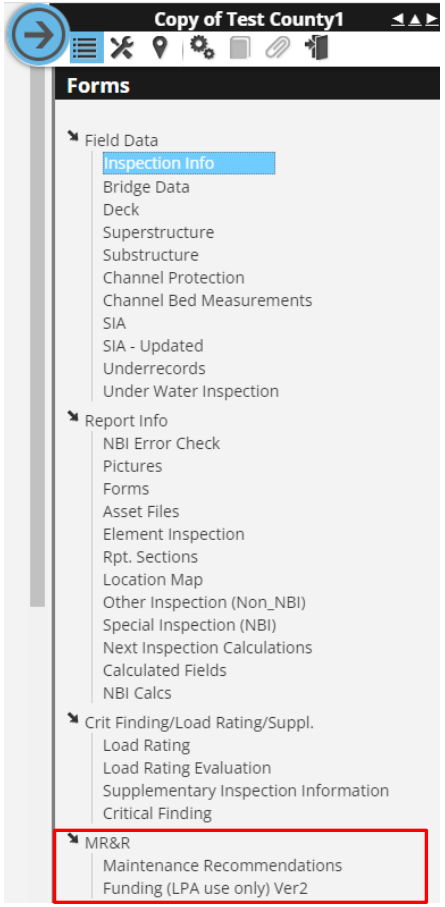
- Load Rating – The most recent Load Rating
- Load Rating Evaluation – Verification that the existing Load Rating is still valid
- Supplementary Inspection Information – Form for additional information collected during inspection
- Critical Finding – Form needed to document a Critical Finding during an active inspection



Active Report

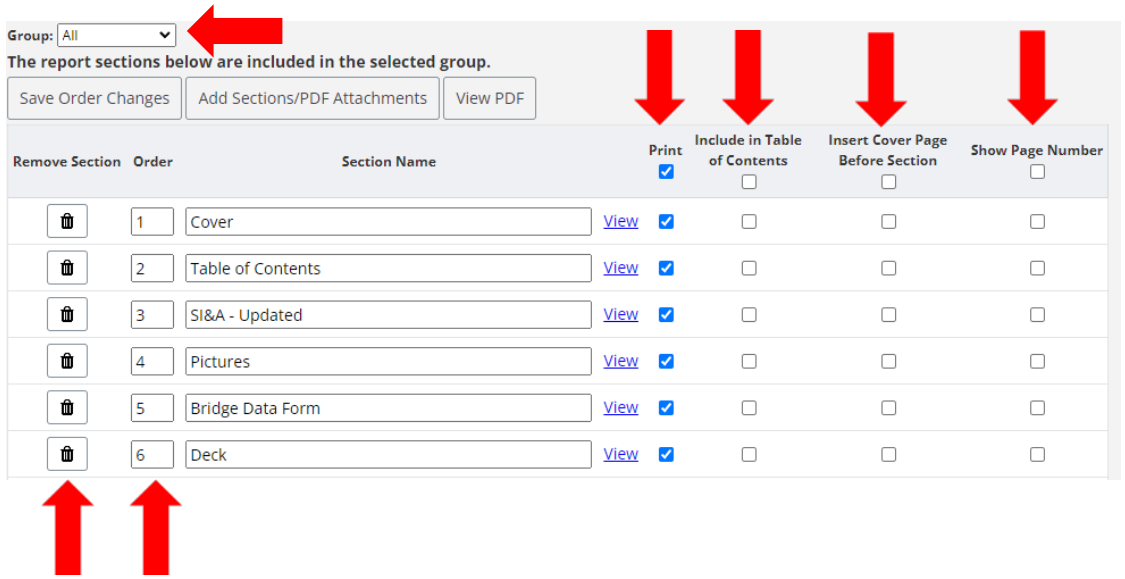
MR&R

- Maintenance Recommendation – Work order form (Mostly State use)
- Funding (LPA Use Only) Ver 2 – Information used to assist in determining to Local Systems Funding (Used to find Priority points and Bridge Condition Index values)



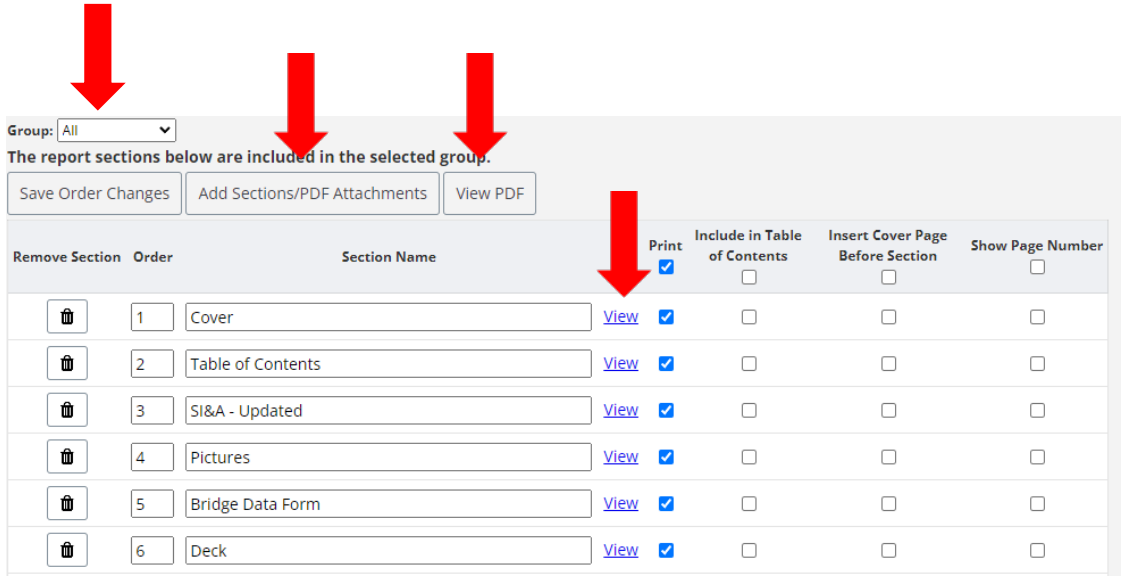
Active Report – Report Sections

- Groups – Can have multiple Report Section layouts
- Delete – Permanently deletes a Report Section, a deleted section can not be viewed in the future
- Order – The order is preset but can be changed
- Section Name - Some of these can be changed (some pdfs come in with uniquely named sections
- **Print – this will allow you to control which forms will be included in the overall report pdf**
- Table of Contents
- Insert Cover Page before section
- Show Page Number – Suggestion is to not use this option. Using this option can make it difficult to provide a pdf to outside request.



Active Report – Report Sections

- Save Order Change – Use to save any renumbering
- Add Section/PDF Attachment – add any new or old sections or user created pdf's
- View PDF – Creates a full PDF of sections with a check under Print
- View – the Icon will show you the individual Report Section



Maps

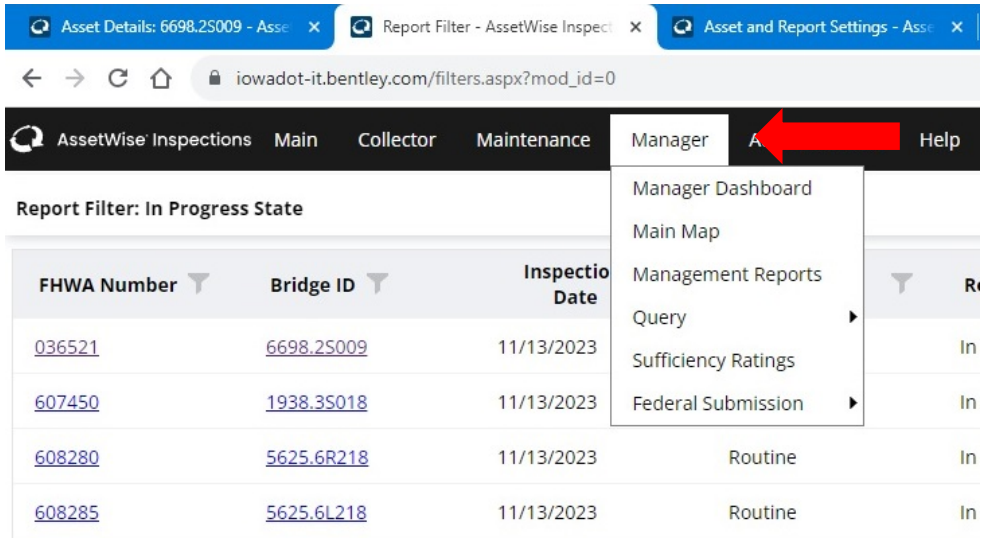
- Ways to find a Map
- Map Features

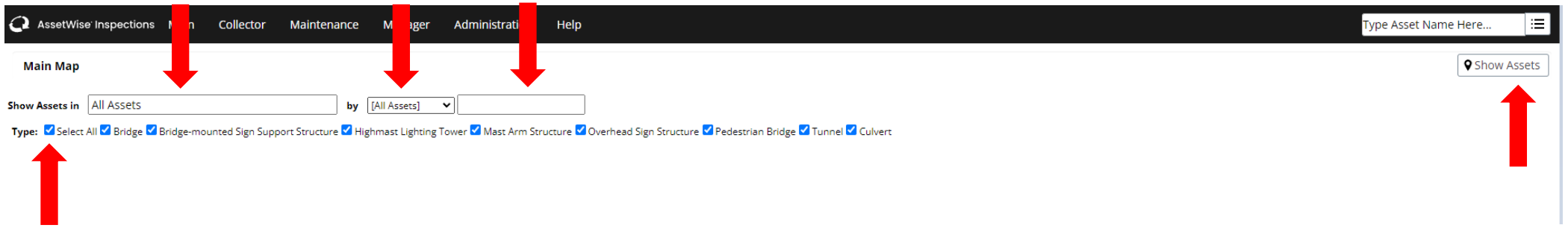
Ways to find a Map

- Manager Dropdown
- Report Filter Map
- Asset View – Show on Map
- Report View – Location Map

Manager Dropdown

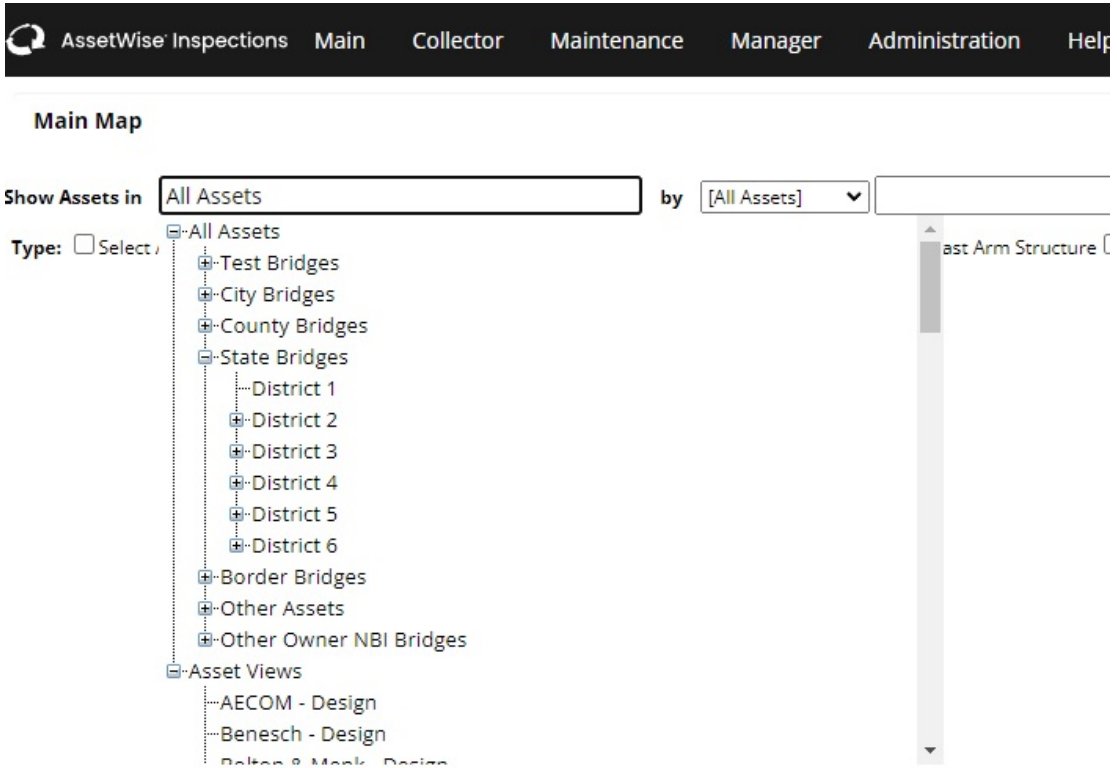
- Click Manager Button
- Choose Main Map
- Select Asset Type (Bridge/Culvert/Etc.)
- Search by Location, Asset Type, Bridge ID, County ID or FHWA Number)
- Click “Show Assets”





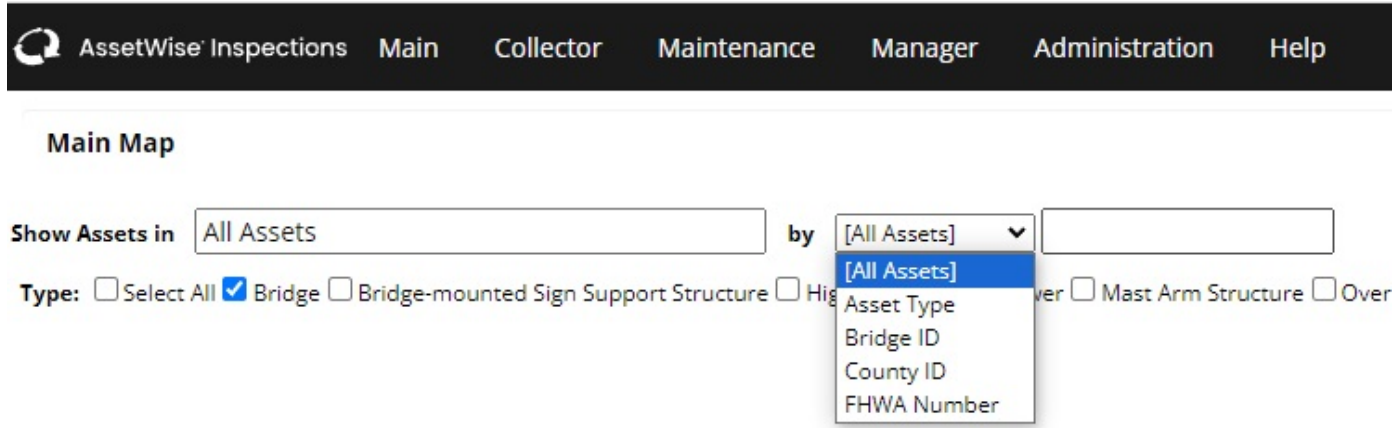
Search by Location

- Location search opens a location tree
- To see more information click on the small Plus until you find your District, County or City.
- Double Click the District, County or City



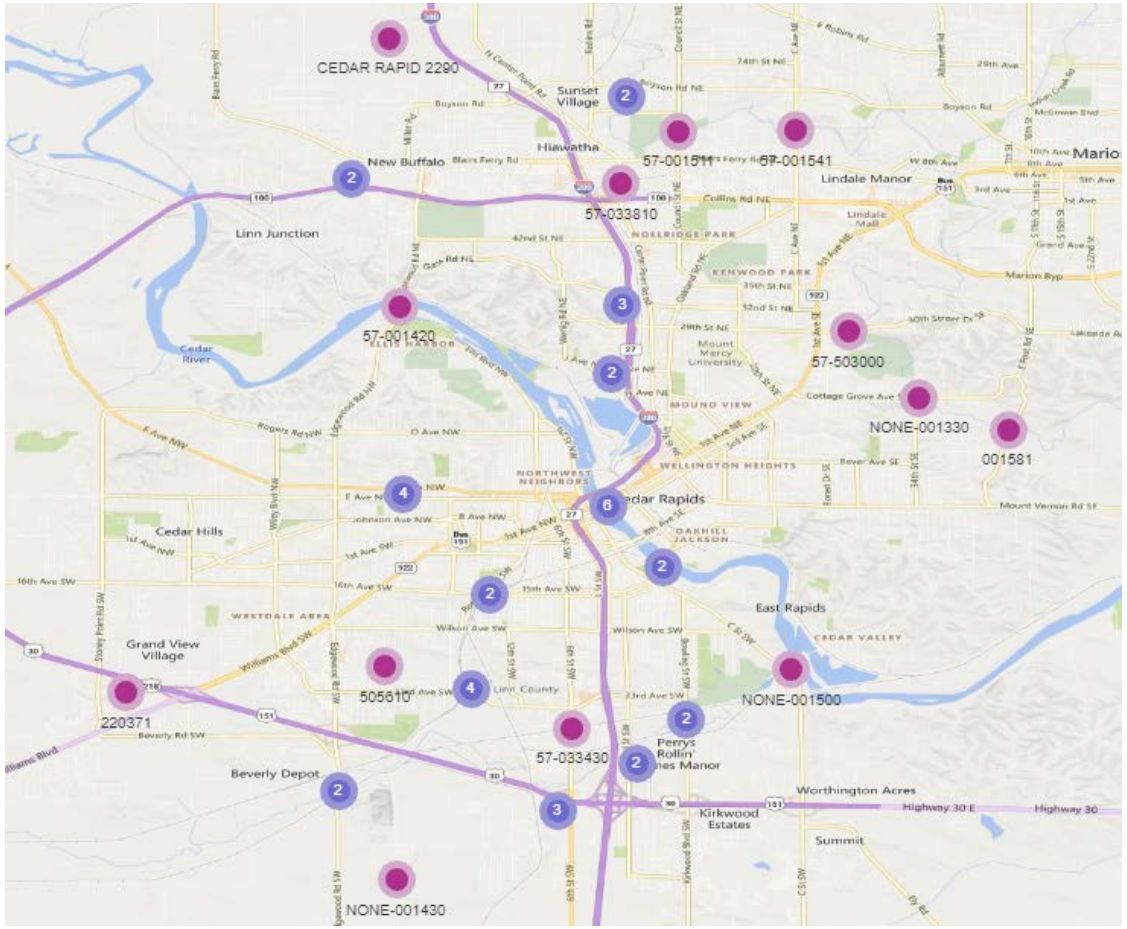
Search by Asset

- Select Asset Group Dropdown
- Type Asset Number/Name
  - Asset Type – Not used
  - Bridge ID – County specific ID
  - County ID – 3-digit county identifier (all have a leading “0’s”
  - FHWA – Federal Number
- Click Show Asset(s)

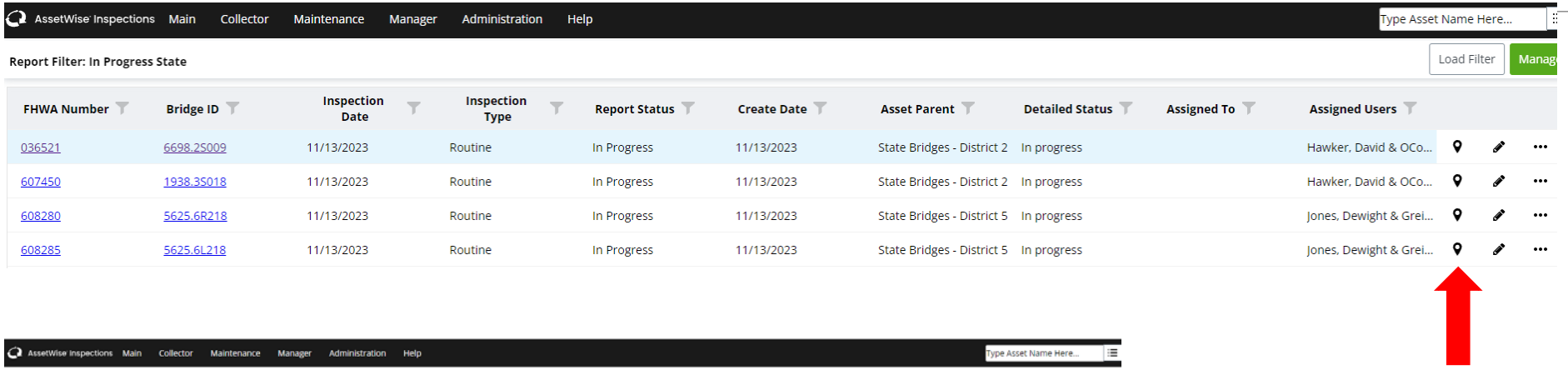


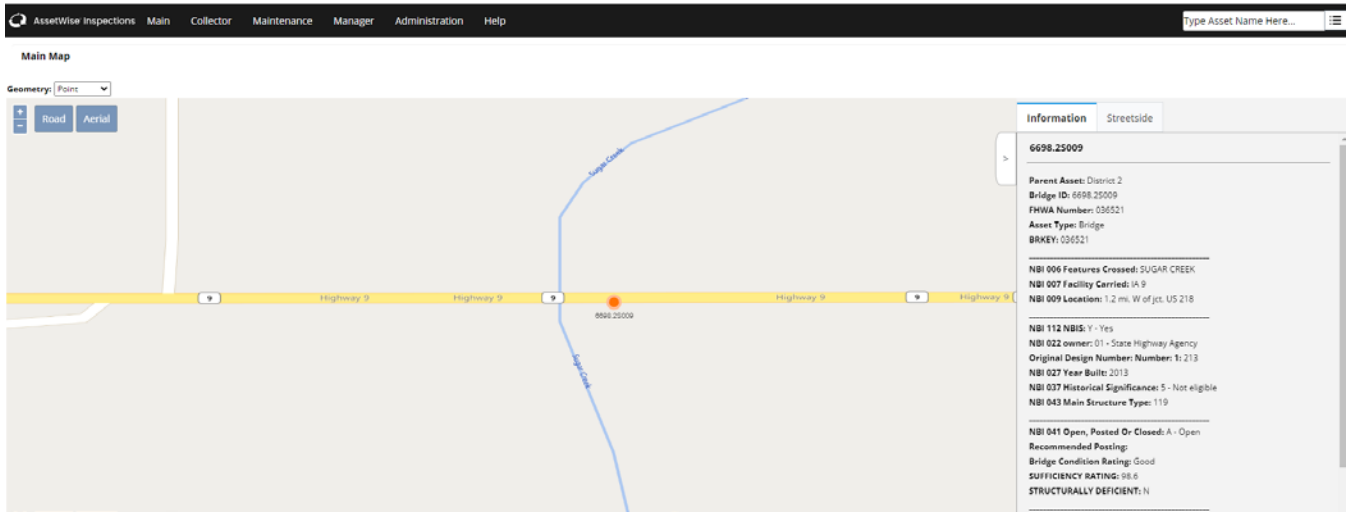
Manager Dropdown

- Red (Over 100 Bridges)
- Yellow (50-99 Bridges)
- Blue (2-49 Bridges)
- Purple (Individual Bridge)

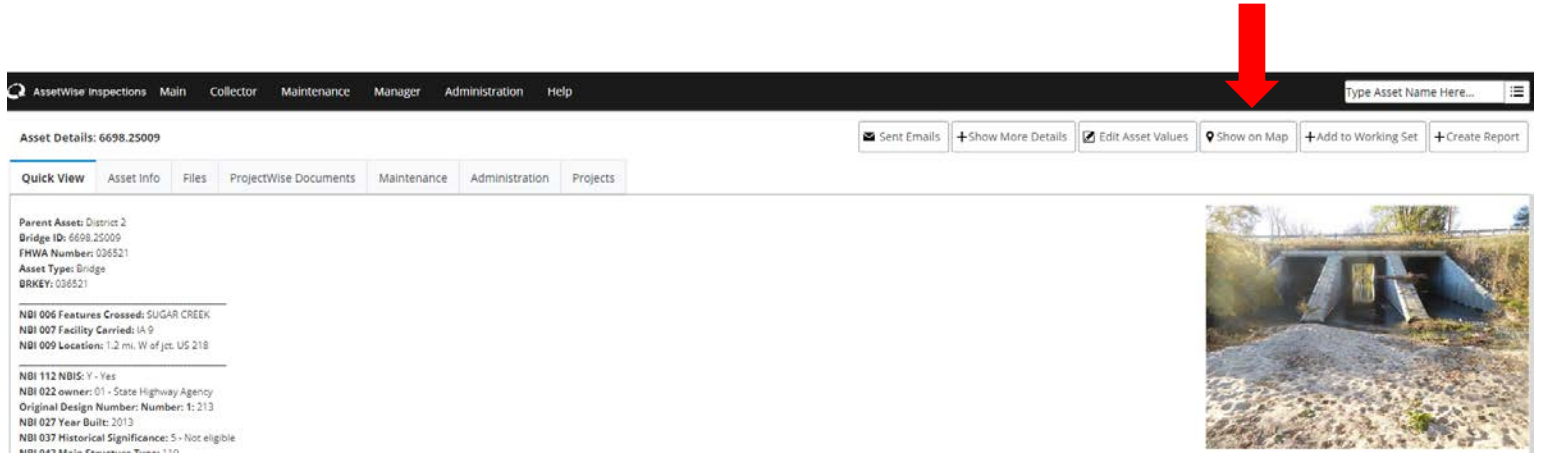


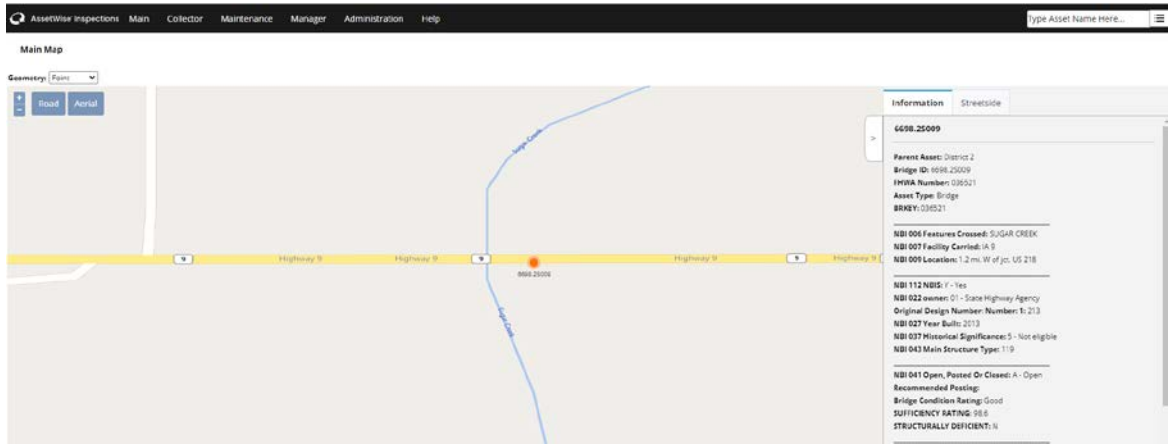
Report Filter Map



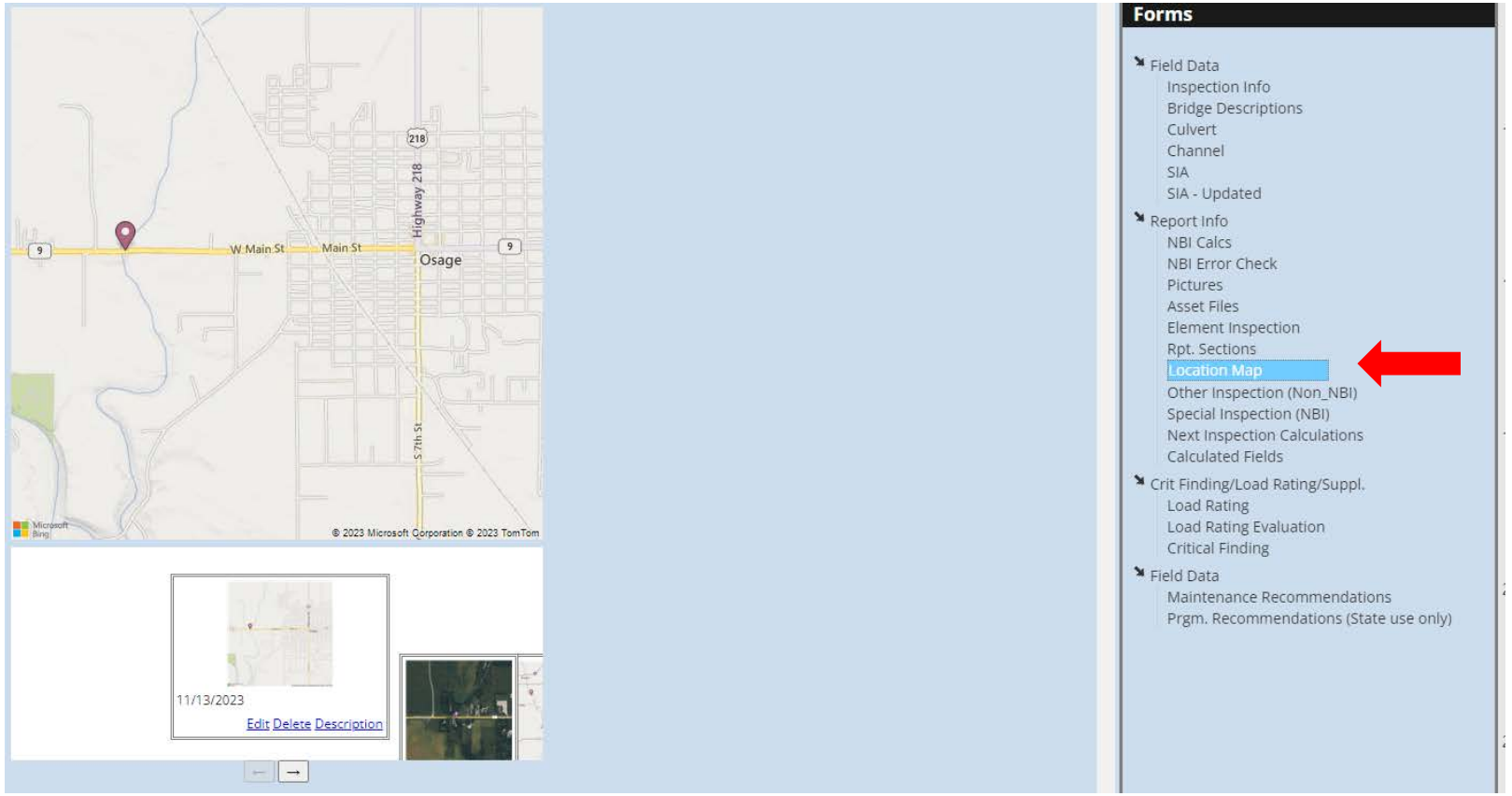


Asset View – Show on Map





Report View – Location Map

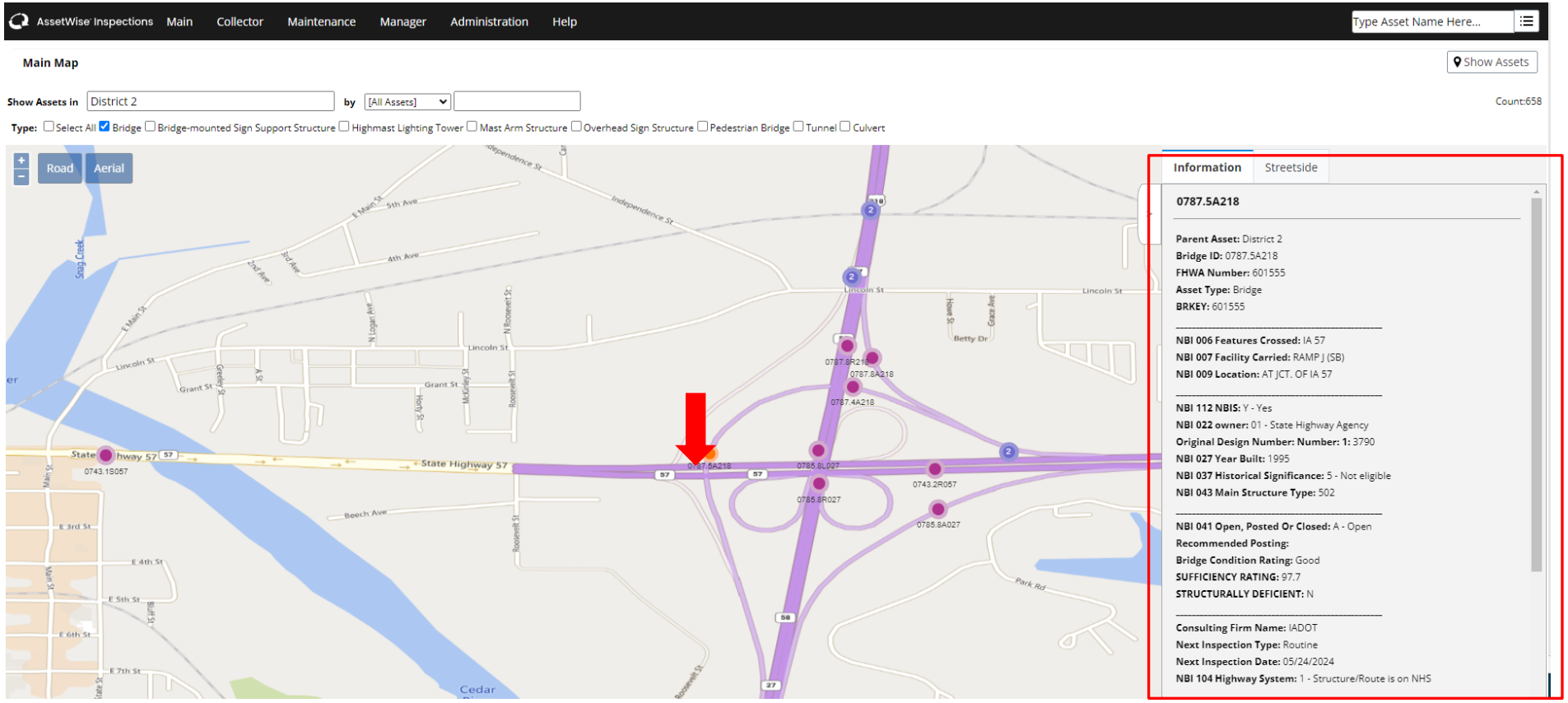


Map Features

Quick View – Information shown on the asset for quick reference

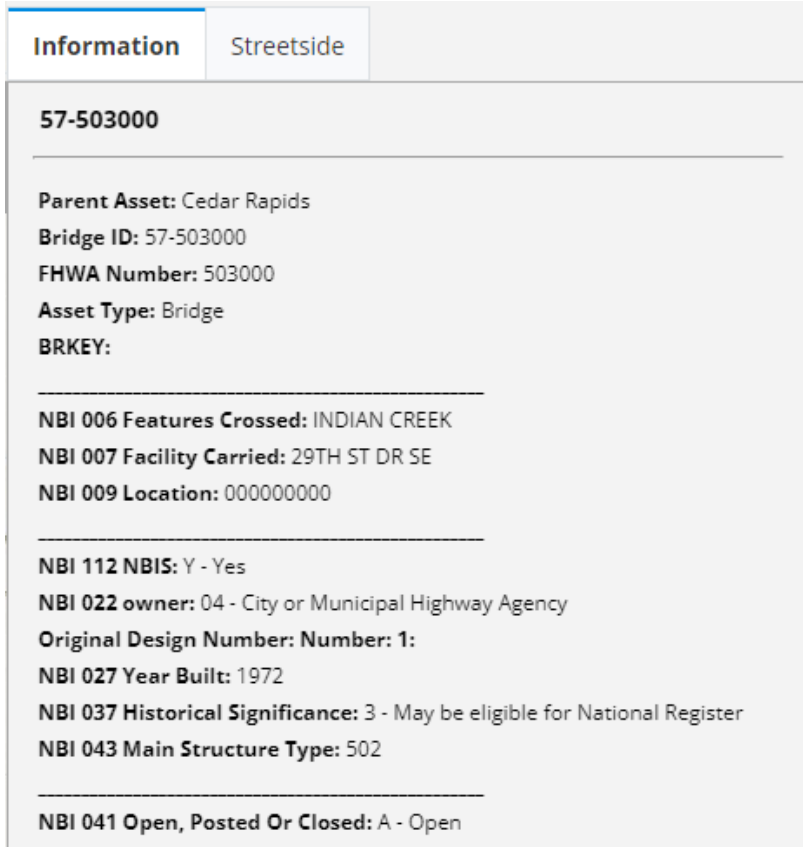
Street View – Street view may be available, allowing you a 360 view of the location.

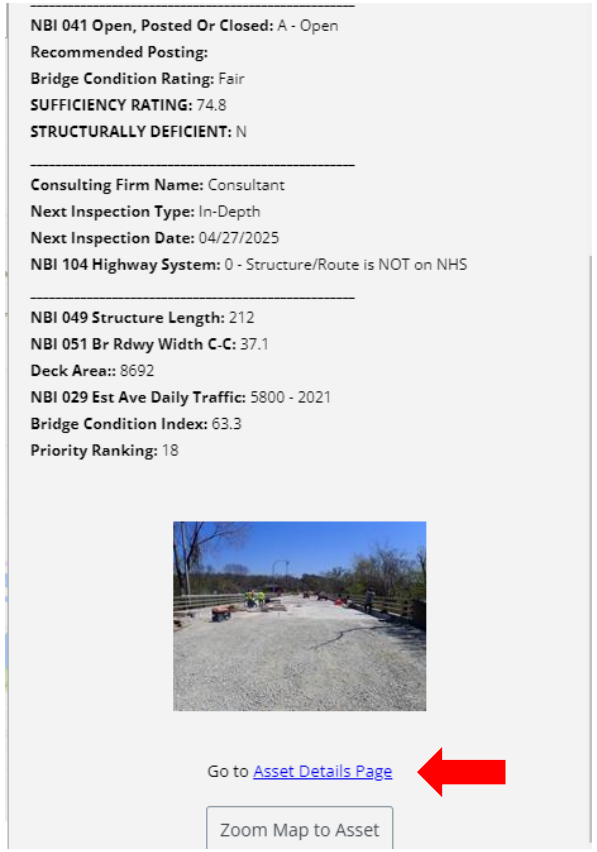
Quick View


AssetWise Inspections
Main
Collector
Maintenance
Manager
Administration
Help
Type Asset Name Here...
Main Map
Show Assets
Show Assets in
District 2
by
[All Assets]
Count:658
Type:
Select All
Bridge
Bridge-mounted Sign Support Structure
Highmast Lighting Tower
Mast Arm Structure
Overhead Sign Structure
Pedestrian Bridge
Tunnel
Culvert
Road
Aerial
State Highway 57
Information
Streetside
0787.5A218
Parent Asset: District 2
Bridge ID: 0787.5A218
FHWA Number: 601555
Asset Type: Bridge
BRKEY: 601555
NBI 006 Features Crossed: IA 57
NBI 007 Facility Carried: RAMP J (SB)
NBI 009 Location: AT JCT. OF IA 57
NBI 112 NBIS: Y - Yes
NBI 022 owner: 01 - State Highway Agency
Original Design Number: Number: 1: 3790
NBI 027 Year Built: 1995
NBI 037 Historical significance: 5 - Not eligible
NBI 043 Main Structure Type: 502
NBI 041 Open, Posted Or Closed: A - Open
Recommended Posting:
Bridge Condition Rating: Good
SUFFICIENCY RATING: 97.7
STRUCTURALLY DEFICIENT: N
Consulting Firm Name: IADOT
Next Inspection Type: Routine
Next Inspection Date: 05/24/2024
NBI 104 Highway System: 1 - Structure/Route is on NHS

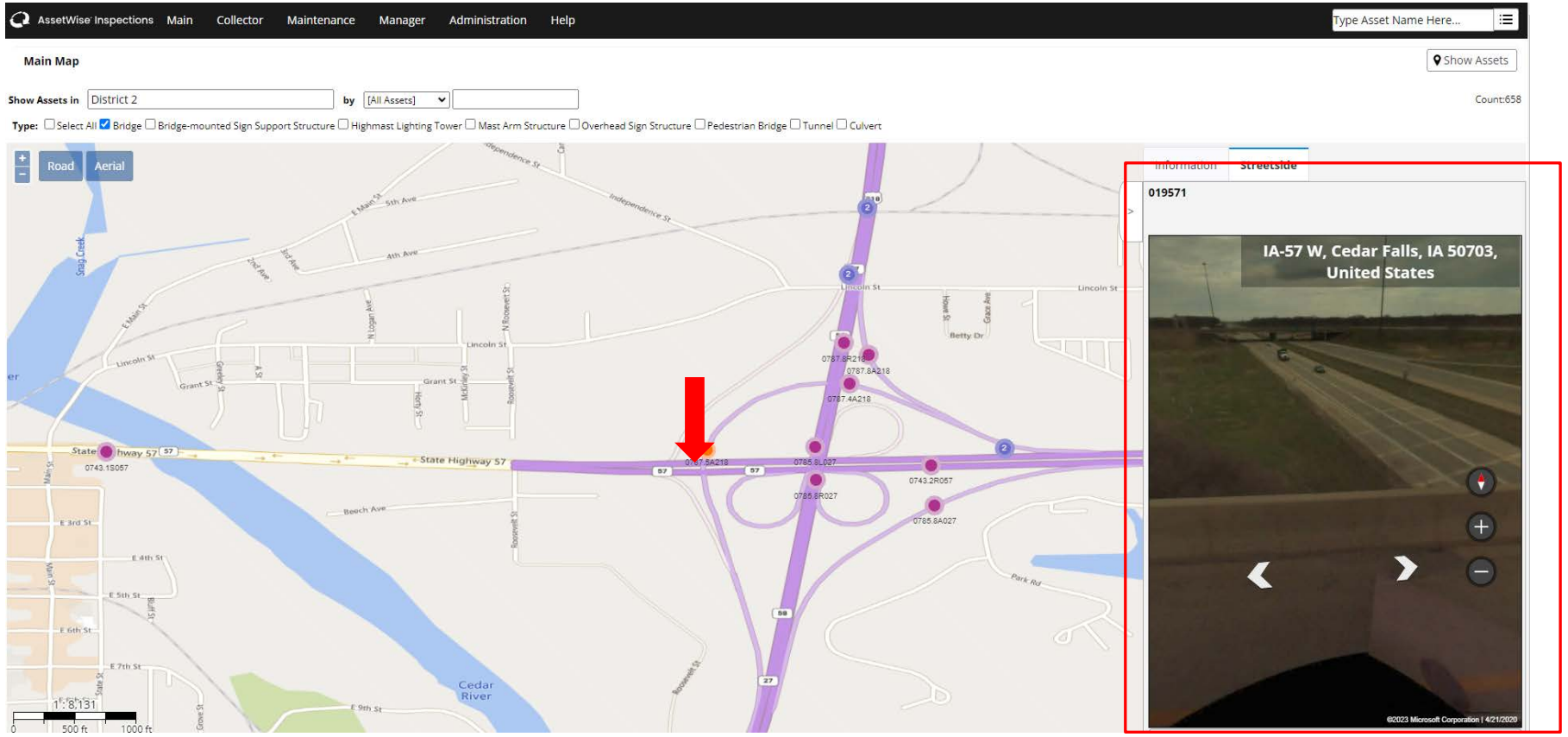
Quick View

You can access the Assets Details Page using the link at the bottom of the Information tab. The information tab contains the same information as the Quick View Tab for each asset





Street View


AssetWise Inspections
Main
Collector
Maintenance
Manager
Administration
Help
Type Asset Name Here...
Main Map
Show Assets
Show Assets in
District 2
by
[All Assets]
Count:658
Type:
Select All
Bridge
Bridge-mounted Sign Support Structure
Highmast Lighting Tower
Mast Arm Structure
Overhead Sign Structure
Pedestrian Bridge
Tunnel
Culvert
Road
Aerial
State Highway 57
Lincoln St
Beech Ave
Cedar River
Information
Streetside
019571
IA-57 W, Cedar Falls, IA 50703, United States
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Questions?

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