



## How to Add an Element



This function is in: **Inventory->Asset->Elements Tab**

### Description

This “HOW TO” manual describes the way to add an Element of an Asset.

### Steps

#	Description
1	<ul style="list-style-type: none"> <li>i. To add an Element to an Asset, first you need to select the Structure.</li> <li>ii. Either choose an Asset from the <b>List</b> or use the <b>Quick Search</b>, the <b>search by field Filter</b> or the <b>advanced Filter</b> functions to find a particular Asset.</li> <li>iii. Ex. I64-123-04691 D</li> </ul>

2 Click on the **Elements** tab from the top of the page.

The screenshot displays the ITAMS UAT Site interface. The top navigation bar includes a search bar with the query 'I64-123-04691 D' and a 'Filter' button. The left sidebar shows the 'Inventory' section expanded, with the 'Elements' tab highlighted in red. The main content area shows the 'Elements' tab selected for the asset 'I64-123-04691 D'. The asset details include: Asset Name (I64-123-04691 D), Asset Number (034520), and Asset Category (BRIDGE). There are sections for 'Contacts' (State) and 'Comments'. A photo of a bridge is displayed on the right. Below the photo is a 'Search attribute' section with dropdown menus for 'INDOT Internal Fields', 'Current NBI Fields', 'Scour', 'New NBI Fields', and 'BRDIN'. A green plus icon is visible in the bottom right corner of the interface.



3 To add a new element to a Asset , click on **+ Add Elements** button in the upper right corner.

The screenshot displays the iTAMS UAT Site interface. At the top, there is a navigation bar with the site name 'iTAMS UAT Site powered by BeyondAsset', a search bar containing '164-123-04691 D', and a 'Filter' button. Below the navigation bar, the main content area shows a list of components under the 'Elements' tab. The components listed include: Reinforced Concrete Deck - 12 - Reinforced Concrete Deck, Steel Stringer - 113 - Steel Stringer, Steel Truss - 120 - Steel Truss, Steel Arch - 141 - Steel Arch, Steel Main Cables - 147 - Steel Cable-Primary, Steel Floor Beam - 152 - Steel Floor Beam, Steel Gusset Plate - 162 - Steel Gusset Plate, Reinforced Concrete Column - 205 - Reinforced Concrete Column, and Reinforced Concrete Pier Wall - 210 - Reinforced Concrete Pier Wall. A red box highlights the '+ ADD ELEMENTS / SPANS' button in the upper right corner of the component list.



- 4 i. The element list is expandable.
- ii. Click on the arrow in front of the element name to expand the list and see the sub elements.

The screenshot displays the iTAMS UAT Site interface. At the top, there is a search bar with the text "1 Asset(s) filtered". Below this, a navigation bar shows various tabs like "Asset Info", "Elements", "Critical Findings", etc. The left sidebar contains a menu with categories like "Inventory", "Assets", "Map", "Tasks", "Routing", "Inspections", "Administration", etc. The main content area shows a tree view of elements. A red box highlights the "FHWA National Bridge Inventory Bridge Elements -" section, which is expanded to show sub-elements like "Deck/Slab -", "Agency Defined Elements -", "Superstructure -", "Substructure -", "Culvert -", "Bridge Rail -", "Joint -", "Bearing -", and "Wearing Surfaces and Protective Coatings -". To the right of this list, another red box highlights a vertical column of checkboxes, indicating that these elements can be selected.



5 The element list for the selected asset is called the *Element Tree*.

The screenshot displays the iTAMS UAT Site interface. At the top, there is a navigation bar with the site name, a search bar containing the ID 'I64-123-04691 D', and a filter button. A sidebar on the left contains various navigation options like 'Inventory', 'Assets', 'Documents', 'Photos', 'Dashboards', 'Map', 'Tasks', 'Routings', 'Inspections', 'Critical Findings', 'Audits', 'Maintenance/History', 'Photos', 'Documents', 'Scheduling', and 'Administration'. The main content area shows the 'Element Tree' for the selected asset. It includes a search bar for 'Component name' and a list of elements to add. The 'Element Tree' is a hierarchical list of elements, and the 'Select elements/spans to add' section is a list of elements with checkboxes next to them. A red box highlights the 'Select elements/spans to add' section, and another red box highlights the checkboxes in the list.



6 Check the Element/Sub Element type to add to an Asset.

Note:

- i. The Sub Element will be added to the place you have selected in the list on the left.
- ii. If you want to add the Element at the beginning of your element list, click on **Add at the beginning**.
- iii. If you want to add an Element at the end of your element list, click on **Add at the end**.
- iv. If you click on the main Element the system will automatically select all its sub elements.
- v. You can deselect the Sub Elements by unchecking each Sub Element you do not want.

The screenshot shows the iTAMS UAT Site interface. The top navigation bar includes the ITAMS UAT Site logo, a search bar with the ID 'I64-123-04691 D', and a filter button. The left sidebar contains a navigation menu with categories like Inventory, Assets, Map, Tasks, Routing, Inspections, Critical Findings, Audits, Maintenance/History, Photos, Documents, Scheduling, and Administration. The main content area is titled '034520 I64-123-04691 D' and shows a tree view of elements. The 'Add at the beginning' button is highlighted in red in the tree view. The right panel shows a list of elements to add, with the 'Joint' category expanded and its sub-elements checked. The 'Add at the end' button is also highlighted in red at the bottom of the tree view.



7 Click on **Save**.

ITAMS UAT Site powered by BeyondAsset

Quick Search: I64-123-04691 D search Filter Account 1 Asset(s) filtered

034520 I64-123-04691 D Choose file Delete Photo Back

Asset Info Elements Critical Findings Inspections Audits Maintenance/History Documents Logical doc Photos Linked assets Master

Select the position in the tree  
Add at the beginning

- Reinforced Concrete Deck - 12 - Reinforced Concrete
- Steel Stringer - 113 - Steel Stringer
- Steel Truss - 120 - Steel Truss
- Steel Arch - 141 - Steel Arch
- Steel Main Cables - 147 - Steel Cable-Primary
- Steel Floor Beam - 152 - Steel Floor Beam
- Steel Gusset Plate - 162 - Steel Gusset Plate
- Reinforced Concrete Column - 205 - Reinforced Concrete
- Reinforced Concrete Pier Wall - 210 - Reinforced Concrete
- Reinforced Concrete Pier Cap - 234 - Reinforced Concrete
- Strip Seal Expansion Joint - 300 - Strip Seal Expansion
- Pourable Joint Seal - 301 - Pourable Joint Seal
- Assembly Joint with Seal - 303 - Assembly Joint with Seal
- Assembly Joint without Seal - 305 - Assembly Joint without Seal
- Movable Bearing - 311 - Movable Bearing (roller, sliding)
- Fixed Bearing - 313 - Fixed Bearing
- Reinforced Concrete Bridge Railing - 331 - Reinforced Concrete
- Wearing Surfaces - 510 - Wearing Surfaces
- Steel Protective Coating - 515 - Steel Protective Coating
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Add at the end

Steel Protective Coating - 515

Select elements/spans to add

- FHWA National Tunnel Elements - 10200
- FHWA National Bridge Inventory Bridge Elements -
  - Deck/Slab -
  - Agency Defined Elements -
  - Superstructure -
  - Substructure -
  - Culvert -
  - Bridge Rail -
  - Joint -
    - Strip Seal Expansion Joint - 300
    - Pourable Joint Seal - 301
    - Compression Joint Seal - 302
    - Assembly Joint with Seal (Modular) - 303
    - Open Expansion Joint - 304
    - Assembly Joint without Seal - 305
    - Other Joint(LF) - 306
  - Bearing -
  - Wearing Surfaces and Protective Coatings -
  - AASHTO subunit -

CANCEL SAVE



8 The created elements will be displayed.

The screenshot shows the iTAMS UAT Site interface. The top navigation bar includes the site name, user information (User: smitch, 164-123-04691 D), search, filter, and account options. The main content area is titled 'Inventory' and shows a list of components. A search bar is present at the top of the list. The list includes various structural elements like 'Reinforced Concrete Deck', 'Steel Stringer', 'Steel Truss', etc. A red box highlights a section of the list under the 'Joint - Joint' category, which includes items like 'Open Expansion Joint - 304 - Open Expansion Joint', 'Assembly Joint with Seal (Modular) - 303 - Assembly Joint with Seal (Modular)', 'Strip Seal Expansion Joint - 300 - Strip Seal Expansion Joint', 'Assembly Joint without Seal - 305 - Assembly Joint without Seal', 'Pourable Joint Seal - 301 - Pourable Joint Seal', 'Compression Joint Seal - 302 - Compression Joint Seal', and 'Other Joint(LF) - 306 - Other Joint(LF)'.



9 To add a file to an Element, Click Edit, Choose file and select a file from your computer.

The screenshot displays the iTAMS UAT Site interface. On the left is a navigation menu with categories like Inventory, Assets, Map, Tasks, and Administration. The main area shows a list of components for asset ID 034520 164-123-04691 D. The 'Reinforced Concrete Deck - 12 - Reinforced Concrete Deck' component is selected, and its details are shown on the right. The 'EDIT' button is highlighted with a red box. Other visible details include the component name, number (12), active status, type (Reinforced Concrete Deck), and comments describing delaminations and cracking on the deck underside.



