

### INDOT - iTAMS HOW TO Manual – Web Application



#### How to Edit an Element

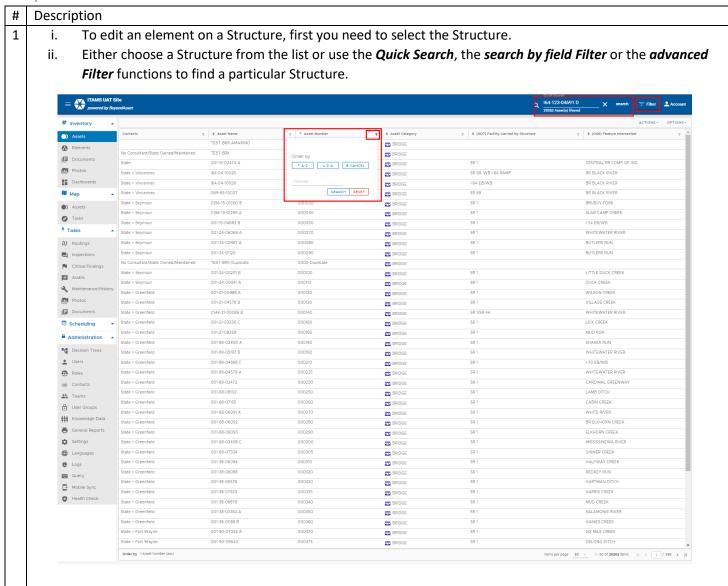


This function is in: Inventory-> Asset->Elements Tab

#### Description

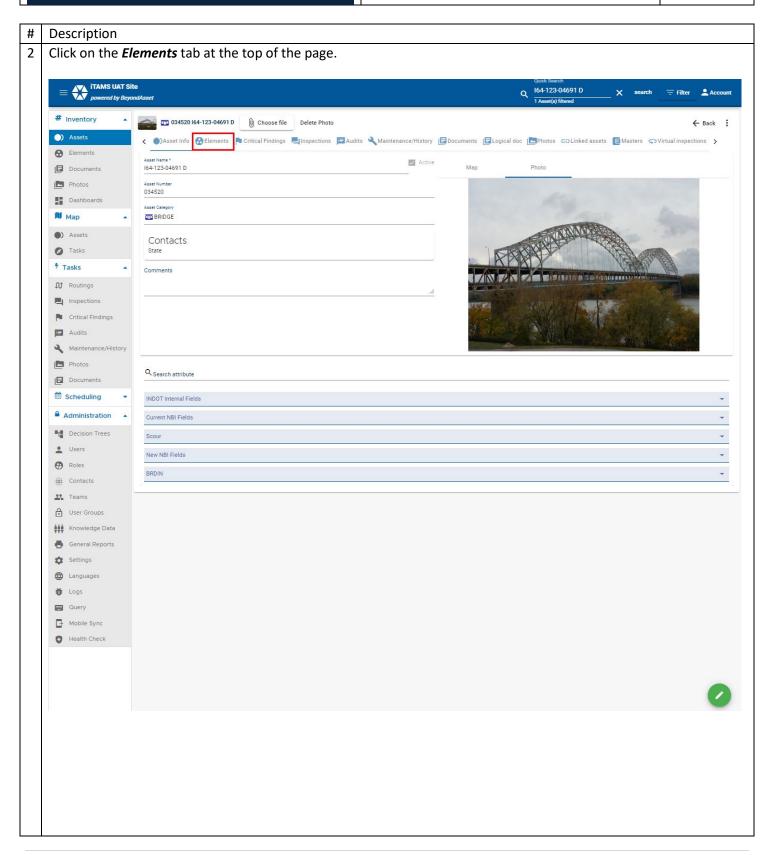
This "HOW TO" manual describes the way to edit, remove and copy an Element(s) of an Asset.

#### Steps



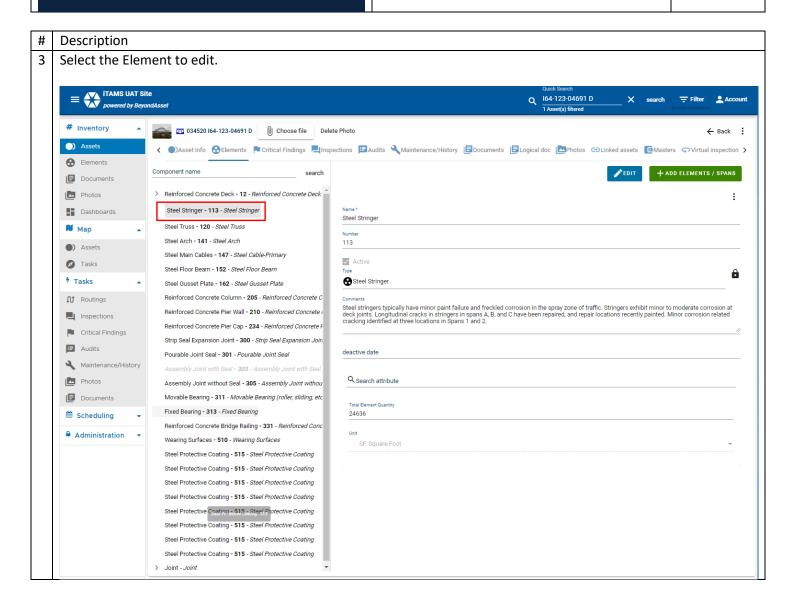














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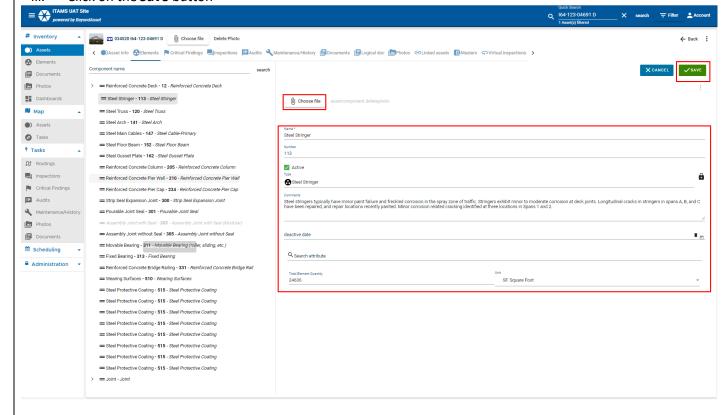
To edit a Element of this Structure, click on the Edit button in the upper right corner. iTAMS UAT Site

powered by BeyondAsset Q 164-123-04691 D Account # Inventory Component name **I**■ Documents > Reinforced Concrete Deck - 12 - Reinforced Concrete Deck Photos : Steel Stringer - 113 - Steel Stringer Steel Stringe Steel Truss - 120 - Steel Truss Steel Arch - 141 - Steel Arch 113 Steel Main Cables - 147 - Steel Cable-Primary Active Tasks Steel Floor Beam - 152 - Steel Floor Beam **a** 7 Tasks Steel Stringer Steel Gusset Plate - 162 - Steel Gusset Plate Reinforced Concrete Column - 205 - Reinforced Concrete C **⋒** Routings Steel stringers typically have minor paint failure and freckled corrosion in the spray zone of traffic. Stringers exhibit minor to moderate corrosion at deck joints. Longitudinal cracks in stringers in spans A, B, and C have been repaired, and repair locations recently painted. Minor corrosion related cracking identified at three locations in Spans 1 and 2. Reinforced Concrete Pier Wall - 210 - Reinforced Concrete Inspections Reinforced Concrete Pier Cap - 234 - Reinforced Concrete F Critical Findings Strip Seal Expansion Joint - 300 - Strip Seal Expansion Join **⊞** Audits deactive date Pourable Joint Seal - 301 - Pourable Joint Seal Maintenance/History Assembly Joint with Seal - 303 - Assembly Joint with Seal Assembly Joint without Seal - 305 - Assembly Joint withou Documents Movable Bearing - 311 - Movable Bearing (roller, sliding, etc Total Element Quantity Fixed Bearing - 313 - Fixed Bearing 24636 Scheduling Reinforced Concrete Bridge Railing - 331 - Reinforced Conc Administration 
 ▼ Wearing Surfaces - 510 - Wearing Surfaces SF. Square Foot Steel Protective Coating - 515 - Steel Protective Coating Steel Protective Coating - 515 - Steel Protective Coating Steel Protective Coating - 515 - Steel Protective Coating Steel Protective Coating - 515 - Steel Protective Coating Steel Protective Coating - 515 - Steel Protective Coating Steel Protective Coating - 515 - Steel Protective Coating Steel Protective Coating - 515 - Steel Protective Coating Steel Protective Coating - 515 - Steel Protective Coating





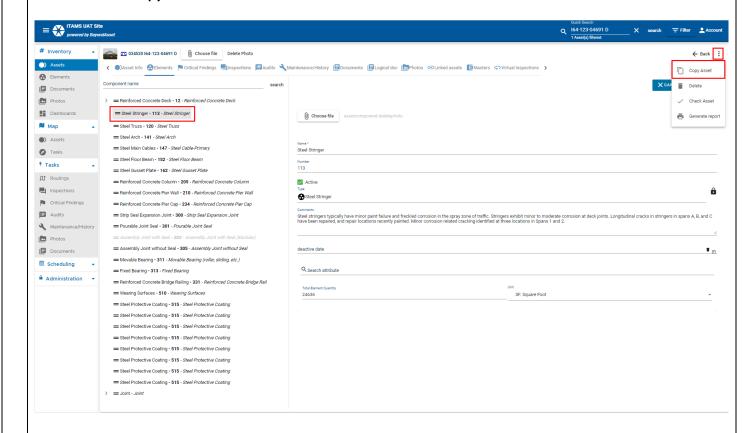
- 5 i. Update the fields
  - a. Customize the element name and number to find them easily on site.
  - b. Uncheck "active" box if the Element is irrelevant or does not exist. "Inactive" elements will not be visible during the inspection however they can always be reactivated from the Elements by checking the "Active" box.
  - c. Add Comments if there is a need to provide more extensive information about the Element.
  - d. The element attributes fields vary from sub element to sub element.
  - e. In this example the attribute fields listed are:
    - a) Deactive date
    - b) Element Total Quantity (is auto calculated)
    - c) Unit
  - ii. Add a photo of the Element if needed to be able to locate the Element by clicking *Choose file*.
  - iii. Click on the Save button







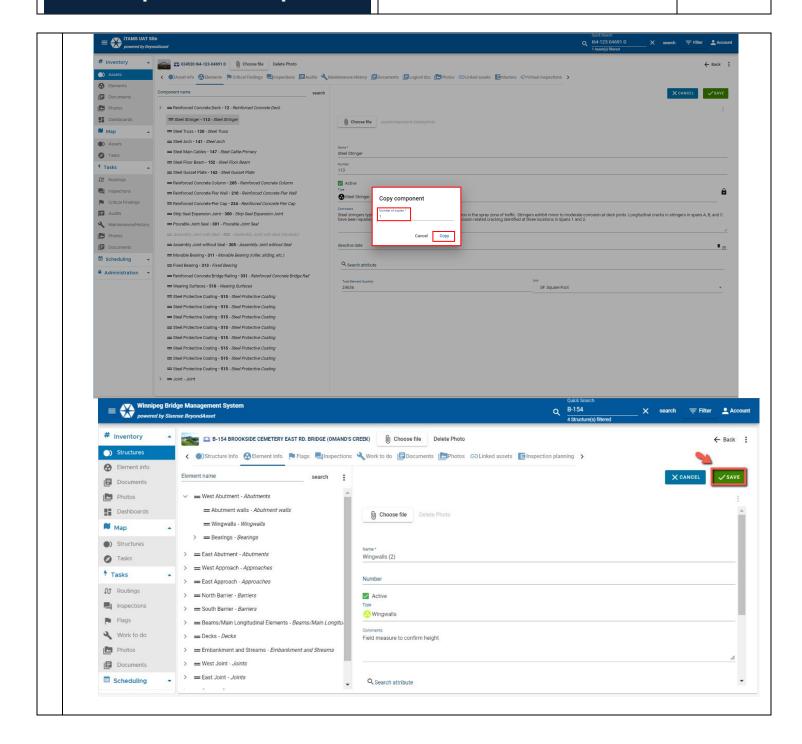
- 6 To copy or duplicate an Element (or full Element hierarchy) to the same Structure or to another one:
  - . Click on <sup>i</sup>
  - ii. Click on Copy Element



- iii. Enter the number of copies
- iv. Click on Copy
- v. Click on Save



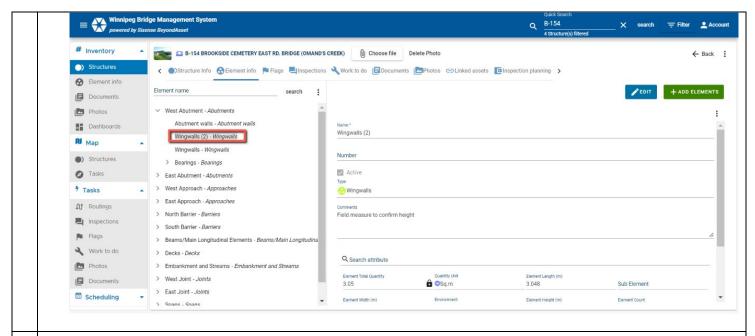




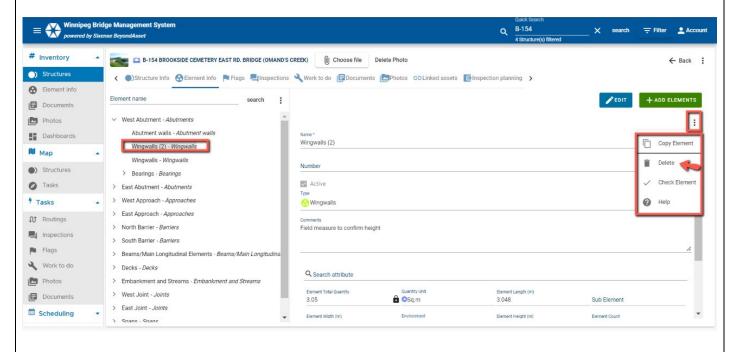


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- 8. To delete an Element
  - i. Select the Element
  - ii. Click on
  - iii. Click on Delete



#### Note:

Elements cannot be deleted if an inspection has already been completed.