



## How to Add Asset Documents



This function is in: **Inventory->Asset->Documents**

### Description

This “HOW TO” manual describes how to add Asset documents.

### Steps

- # Description
- 1
  - i. To add documents on an Asset, select the Asset.
  - ii. Either choose an Asset from the *list* or use the *Quick Search*, the *search by field Filter* or the *advanced Filter* functions to find a particular Asset.

The screenshot shows the iTAMS UAT Site interface. At the top, there is a navigation bar with the ITAMS UAT Site logo, a 'Quick Search' field containing '001-15-02474 A', and a 'Filter' button. Below the navigation bar is a sidebar menu with categories like Inventory, Assets, Map, Tasks, and Administration. The main content area displays a table of assets with columns for Asset Name, Asset Number, Asset Category, and Facility Carried by Structure. A red box highlights the 'Filter' button, and a red arrow points to the 'Quick Search' field. Another red arrow points to the 'Asset Category' column header, labeled 'Search by Column Filter'. A red box highlights the row for 'State > Seymour' with asset number '001-15-02474 A', labeled 'Select from List'. A red box highlights the 'Advanced Filter' button in the top right corner of the table area.

Contacts	Asset Name	Asset Number	Asset Category	(007) Facility Carried by Structure	(006) Feature Intersected
No Consultant/State Owned/Maintained	TEST-BRK	0000	BRIDGE		
State > Seymour	001-15-02474 A	000010	BRIDGE	SR 1	CENTRAL BR COMP OF IND
State > Vincennes	I64-04-10025	000021	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER
State > Vincennes	I64-04-10026	000022	BRIDGE	I-64 EB/WB	BR BLACK RIVER
State > Vincennes	069-65-10027	000023	BRIDGE	SR 69	BR BLACK RIVER
State > Seymour	(I)56-15-01300 B	000030	BRIDGE	SR 1	BRUSHY FORK
State > Seymour	(I)56-15-01299 A	000040	BRIDGE	SR 1	SLAB CAMP CREEK
State > Seymour	001-15-04683 B	000050	BRIDGE	SR 1	I-74 EB/WB
State > Seymour	001-24-06069 A	000070	BRIDGE	SR 1	WHITEWATER RIVER
State > Seymour	001-24-00987 A	000080	BRIDGE	SR 1	BUTLERS RUN
State > Seymour	001-24-01120	000090	BRIDGE	SR 1	BUTLERS RUN
No Consultant/State Owned/Maintained	TEST-BRK-Duplicate	0000-Duplicate	BRIDGE		
State > Seymour	001-24-00201 B	000100	BRIDGE	SR 1	LITTLE DUCK CREEK
State > Seymour	001-24-00041 A	000110	BRIDGE	SR 1	DUCK CREEK
State > Greenfield	001-21-00988 A	000120	BRIDGE	SR 1	WILSON CREEK
State > Greenfield	001-21-04578 B	000130	BRIDGE	SR 1	VILLAGE CREEK
State > Greenfield	(I)44-21-00086 B	000140	BRIDGE	SR 1/SR 44	WHITEWATER RIVER
State > Greenfield	001-21-03230 C	000160	BRIDGE	SR 1	LICK CREEK
State > Greenfield	001-21-08258	000165	BRIDGE	SR 1	MUD RUN
State > Greenfield	001-89-03900 A	000180	BRIDGE	SR 1	SHAKER RUN
State > Greenfield	001-89-05197 B	000190	BRIDGE	SR 1	WHITEWATER RIVER
State > Greenfield	001-89-04968 C	000210	BRIDGE	SR 1	I-70 EB/WB
State > Greenfield	001-89-04579 A	000225	BRIDGE	SR 1	WHITEWATER RIVER
State > Greenfield	001-89-02472	000230	BRIDGE	SR 1	CARDINAL GREENWAY
State > Greenfield	001-68-08102	000250	BRIDGE	SR 1	LAMB DITCH
State > Greenfield	001-68-07155	000260	BRIDGE	SR 1	CABIN CREEK
State > Greenfield	001-68-06091 A	000270	BRIDGE	SR 1	WHITE RIVER
State > Greenfield	001-68-06092	000280	BRIDGE	SR 1	BR ELKHORN CREEK
State > Greenfield	001-68-06093	000290	BRIDGE	SR 1	ELKHORN CREEK

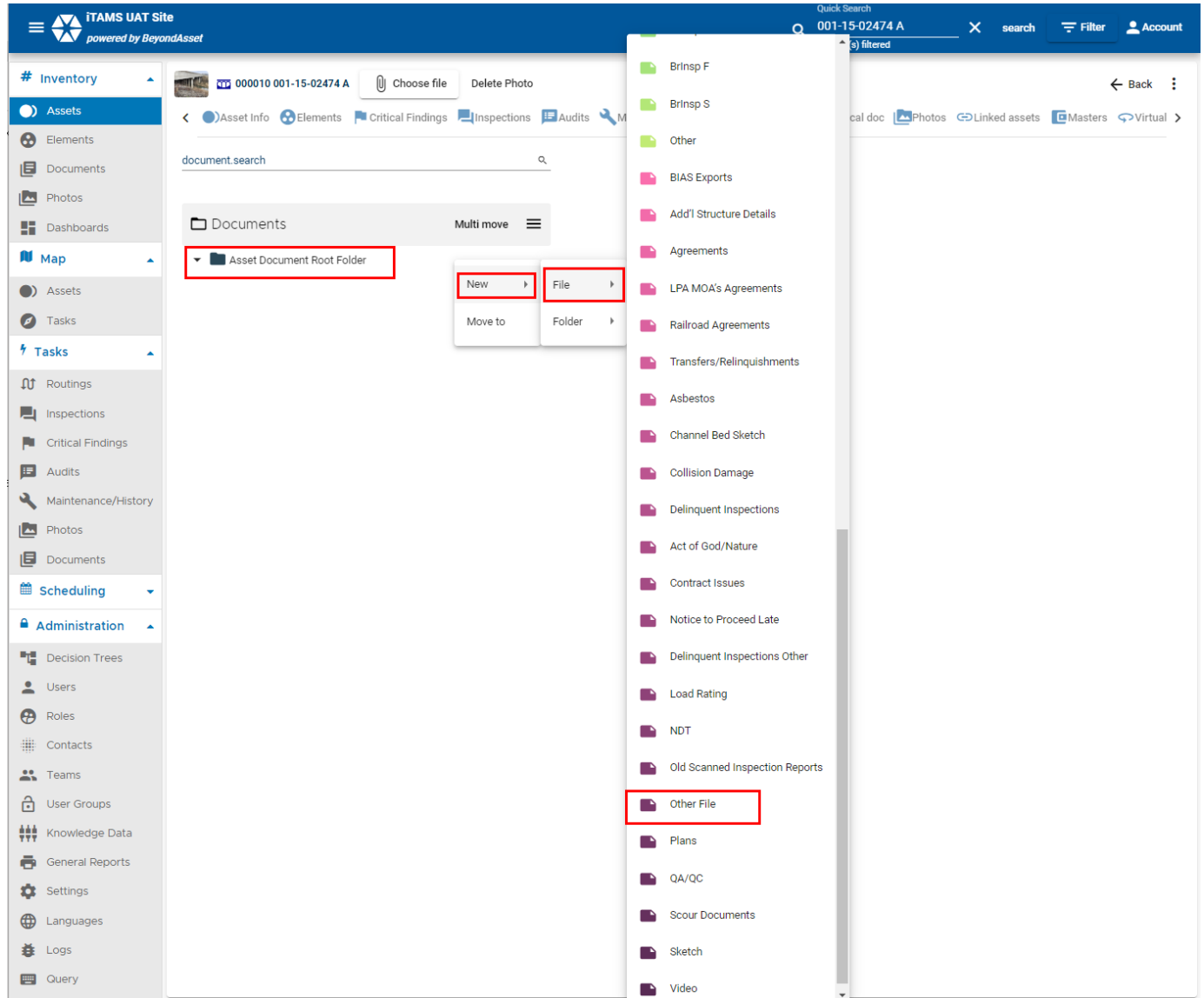


- # Description
- 2. Go to the **Documents** tab at the top of the page.

The screenshot displays the iTAMS UAT Site interface. At the top, there is a navigation bar with the site name and a search bar. Below this is a secondary navigation bar with various tabs: Asset Info, Elements, Critical Findings, Inspections, Audits, Maintenance/History, Documents, Logical doc, Photos, Linked assets, Masters, and Virtual. The 'Documents' tab is highlighted with a red box. The main content area shows details for an asset named '001-15-02474 A', including its number, category (BRIDGE), and a photo of a bridge over a river. A sidebar on the left contains a menu with categories like Inventory, Assets, Map, Tasks, Scheduling, and Administration.



- | #  | Description   |
|----|---|
| 3. | To add a document right click on the Asset Document Root Folder on the left side of the page, select New, select File, for select the appropriate folder (for this case I am going to select Other File). |





- 4 To upload the file:
- i. Click on the **Upload** button.
  - ii. Then browse to the file from the appropriate location on your computer.
  - iii. Select the document to add.
  - iv. Edit the general information for update
  - v. Then click **Save** button.

The screenshot shows the iTAMS UAT Site interface. The top navigation bar includes the site logo, search bar with ID '001-15-02474 A', and user account information. The left sidebar contains navigation options like Inventory, Assets, Elements, Documents, Photos, Dashboards, Map, Tasks, and Maintenance/History. The main content area displays a document search interface with a search bar and a list of documents. A 'New Other File' document is selected, and the 'General Informations' form is open. The 'Upload' and 'Save' buttons are highlighted with red boxes. The form fields include Name, Modified date, Document type, and a checkbox for 'Has to be printed in report'. The 'Comments' field is empty, and the status shows 'Linked to 0 Asset'.



- 5
  - i. To Download a file, click on the **Download** button
  - ii. **General Information** window provides the following details:
    - a. **Name** - is the name of the document
    - b. **Document Type**- is the type of the document.
    - c. **Modified** - is the date and time the document was modified
    - d. **Modified by** - is the user who modified the document
    - e. **Comments** - is to enter comments (if any).
    - f. **Has to be printed in report**-is to print in the report
    - g. **On Mobile** – To display in the mobile version. Once selected, the documents will be available for download in the tablet version of the app
    - h. **Linked Assets** - shows the assets if the document is linked to more than one asset

