

Using AssetWise



OSARC

— OFFICE OF —
STATE AID ROAD CONSTRUCTION

Office of State Aid Road Construction

July 1, 2021

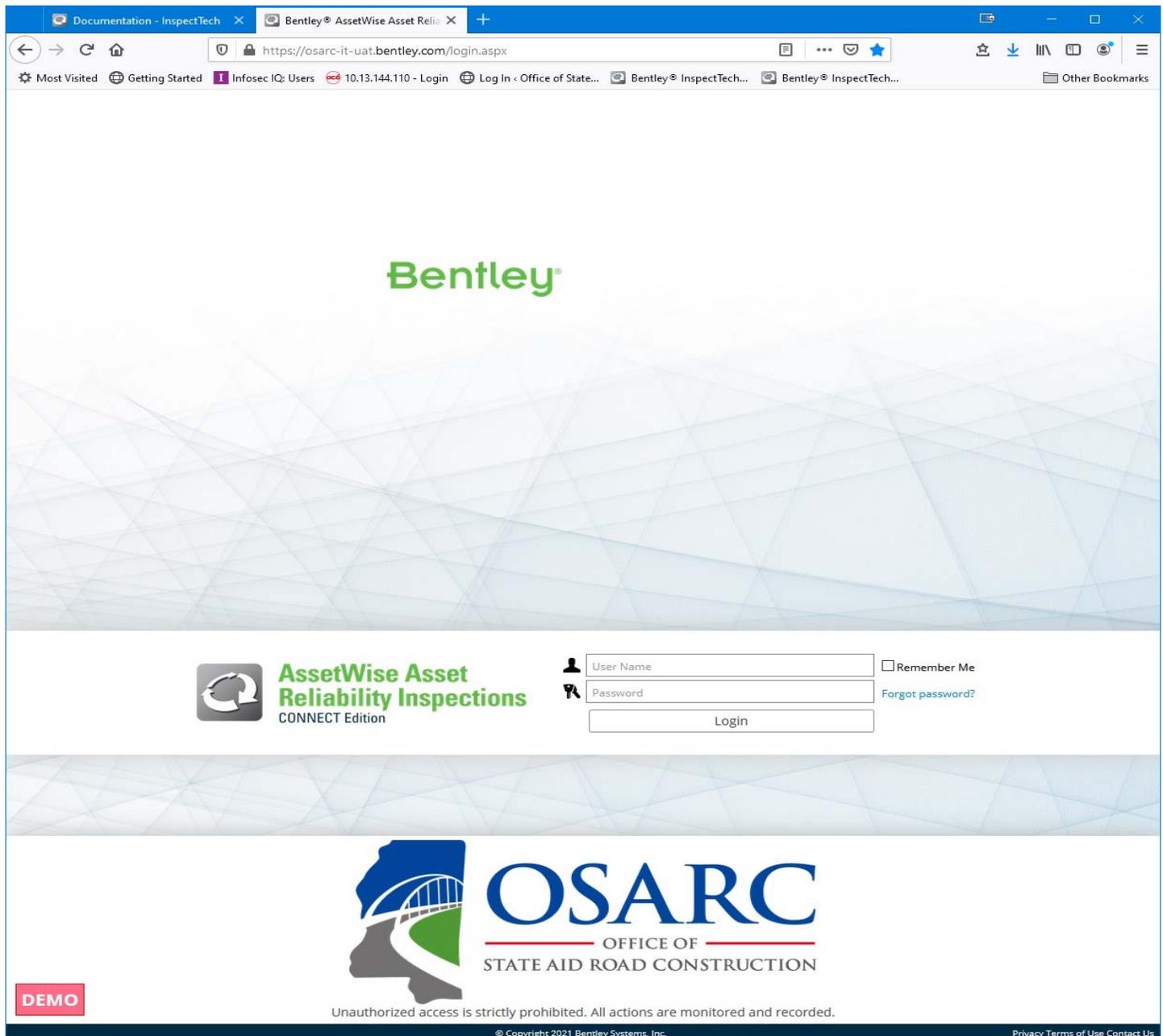
Contents

Correspondence	3
Logging In	3
My Account	4
Changing Passwords	4
Certificates	4
Help	9
Creating Dashboards	9
Changing the Home Page	4
Creating Working Sets	10
iPad/Android App	10
Managers - Approving Reports	11
Managers – Viewing Projects with Dashboard Widgets	19
Managers – Tracking Projects with Asset Selection	23
Managers - Creating and Saving Queries	24
Managers – Corporate Logos	31

Correspondence

All correspondence regarding AssetWise or Bridge Inspections should initially be sent to bridge@osarc.ms.gov. Mail sent to this address is distributed across the bridge inspection team and ensures your message gets to the correct member. [Make sure to include a descriptive subject line.] Further messages regarding a particular issue will be handled directly with appropriate team member(s). Additionally, using e-mail creates a record that can be easily searched or resent as a reminder.

Logging in



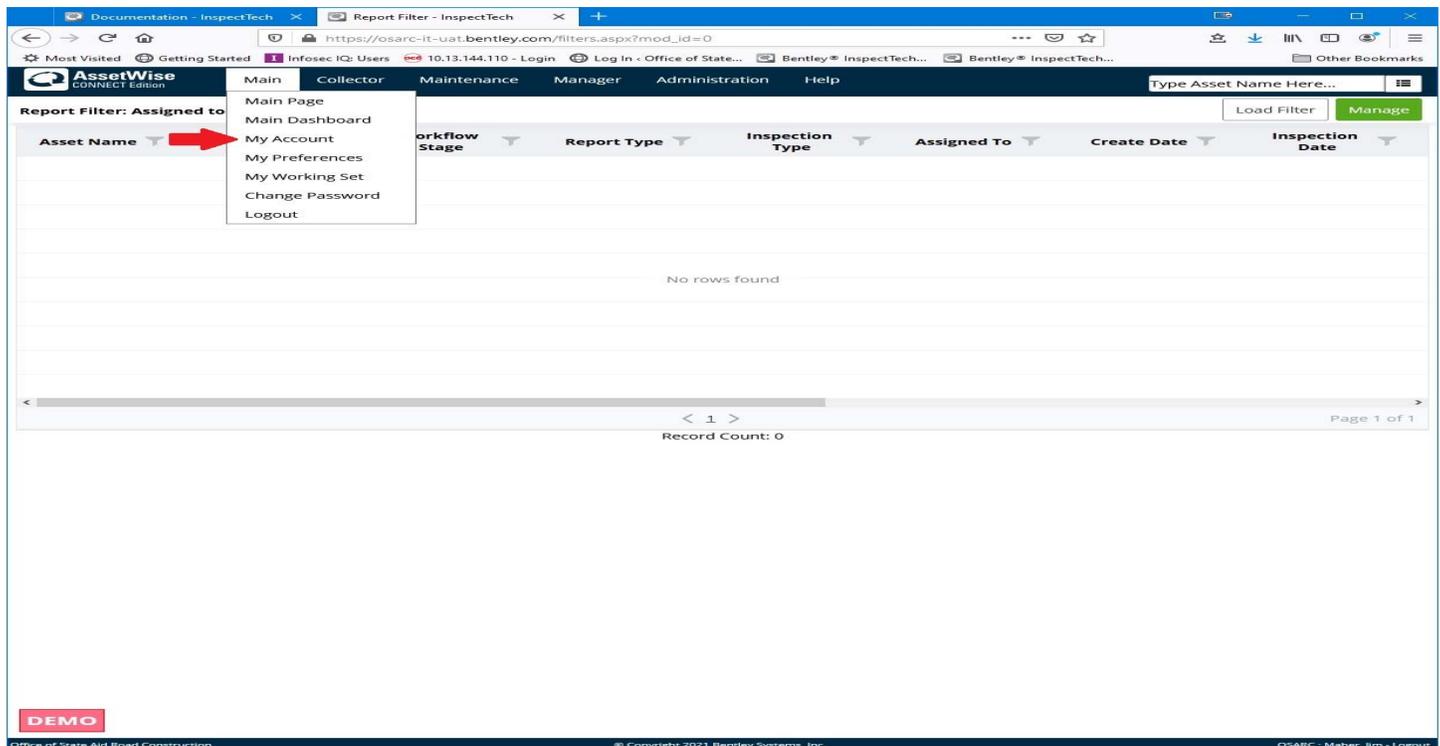
The screenshot shows a web browser window with the URL <https://osarc-it-uat.bentley.com/login.aspx>. The page features the Bentley logo at the top center. Below the logo is a login form with the following elements:

- AssetWise Asset Reliability Inspections** logo and text, including "CONNECT Edition".
- User Name** input field with a person icon.
- Password** input field with a key icon.
- Remember Me checkbox.
- [Forgot password?](#) link.
- Login** button.

At the bottom of the page, there is a large logo for **OSARC** (Office of State Aid Road Construction) and a red **DEMO** button. A disclaimer at the bottom reads: "Unauthorized access is strictly prohibited. All actions are monitored and recorded." The footer contains copyright information: "© Copyright 2021 Bentley Systems, Inc." and links for [Privacy](#), [Terms of Use](#), and [Contact Us](#).

To log into the Office of State Aid Road Construction AssetWise site, you will need to have your Bridge Inspection manager obtain a username and password from OSARC. You will be sent an e-mail with the AssetWise address, your username and initial password.

My Account



When you first log in, go to Main -> My Account and **change your password**. Passwords must be at least 8 characters in length and must contain at least 1 uppercase letter, 1 lower case letter, 1 number and 1 symbol. Also, check and if necessary, update your e-mail address.

If you forget your password, click the Forgot password? Link on the log in page. The system will send an e-mail from “sendgrid.net” to the address associated with your account. If this does not work, send a password reset request to bridge@osarc.ms.gov.

Certificates

Beginning with the FY-2019 inspection cycle, **all inspectors are required** to upload their required bridge inspection training certifications (including prerequisite courses, as required) into their AssetWise User Account. The certificates **must** include certificates for all courses needed to gain and maintain currency. These include the 10-day course (FHWA-NHI-130055) [or the new 5-day course for P.E.'s (FHWA-NHI-130056)], one of the required prerequisite courses (added in 2015) and any necessary 3-day refresher courses (FHWA-NHI-130053 or FHWA-NHI 130053A).

NOTE: P.E.'s certified under the 5-day course (FHWA-NHI-130056) **must** also upload their P.E. certificate.

Other certifications required for specialized inspection techniques and Underwater Inspections must also be uploaded.

From the main Menu drop-down, select “My Account”.

The screenshot shows the 'My Account' page in the InspectTech CONNECT Edition software. The page is divided into several sections:

- Account Information:** Includes fields for Account Expiration Date (set to 'Never'), First Name (Jim), Last Name (Maher), User Name (jmaher), Old Password, New Password, Confirm New Password, Email Address (jmaher@osarc.ms.gov), Time Zone (UTC-06:00 Central Time (US & Canada)), Address 1 (P. O. Box 1850), Address 2 (412 E. Woodrow Wilson Ave.), Employee Number, City (Jackson), State (Mississippi), Zip (39215-1850), Phone Number 1 (Office: 601-359-7150), Phone Number 2 (Mobile), Organization (Mississippi Office of State Aid Road Construction), Position, Years Experience, and Years Experience Since.
- Certificates:** A table with columns for Type, Certification, Approved, Begin Date, and End Date. It contains two entries:

Type	Certification	Approved	Begin Date	End Date
Course	FHWA-NHI-130053 Bridge Inspection Refresher Training	Yes	04/24/2014	04/24/2019
Course	FHWA-NHI-130055 Safety Inspection of In-Service Bridges	Yes	07/23/1993	
- Signature:** A section with a 'Browse...' button and an 'Upload' button. The text 'No file selected.' is displayed.

A red arrow points to the 'Add New' button in the top right corner of the Certificates section.

At the bottom, to the right of Certificates, click “Add New”

Certificates screen

The screenshot shows the 'Certificates' modal window in the InspectTech CONNECT Edition software. The window is titled 'Certificates' and has 'Save' and 'Close' buttons in the top right corner. It contains the following fields and controls:

- 1:** Certification dropdown menu.
- 2:** Details dropdown menu.
- 3:** Active checkbox (checked).
- 4:** Approved checkbox (unchecked).
- 5:** Details dropdown menu.
- 6:** Begin Date field with a calendar icon.
- 7:** End Date field with a calendar icon.
- 8:** Comments text area.
- 9:** Upload File button (Browse...).
- 10:** Upload button.
- 11:** Description text area.

Below the 'Certificate Files' section, there is a table with the following data:

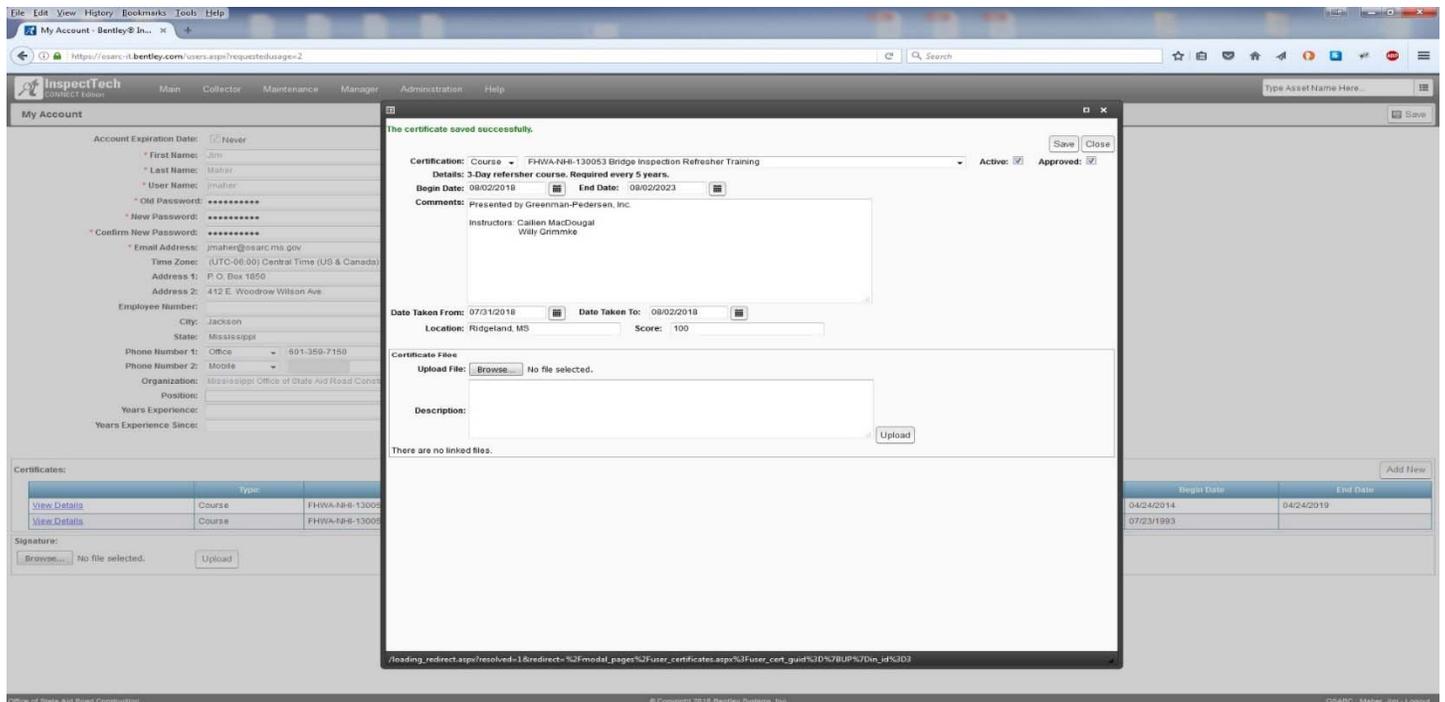
Begin Date	End Date
04/24/2014	04/24/2019
07/23/1993	

The background shows the 'My Account' page with user information and a list of certificates.

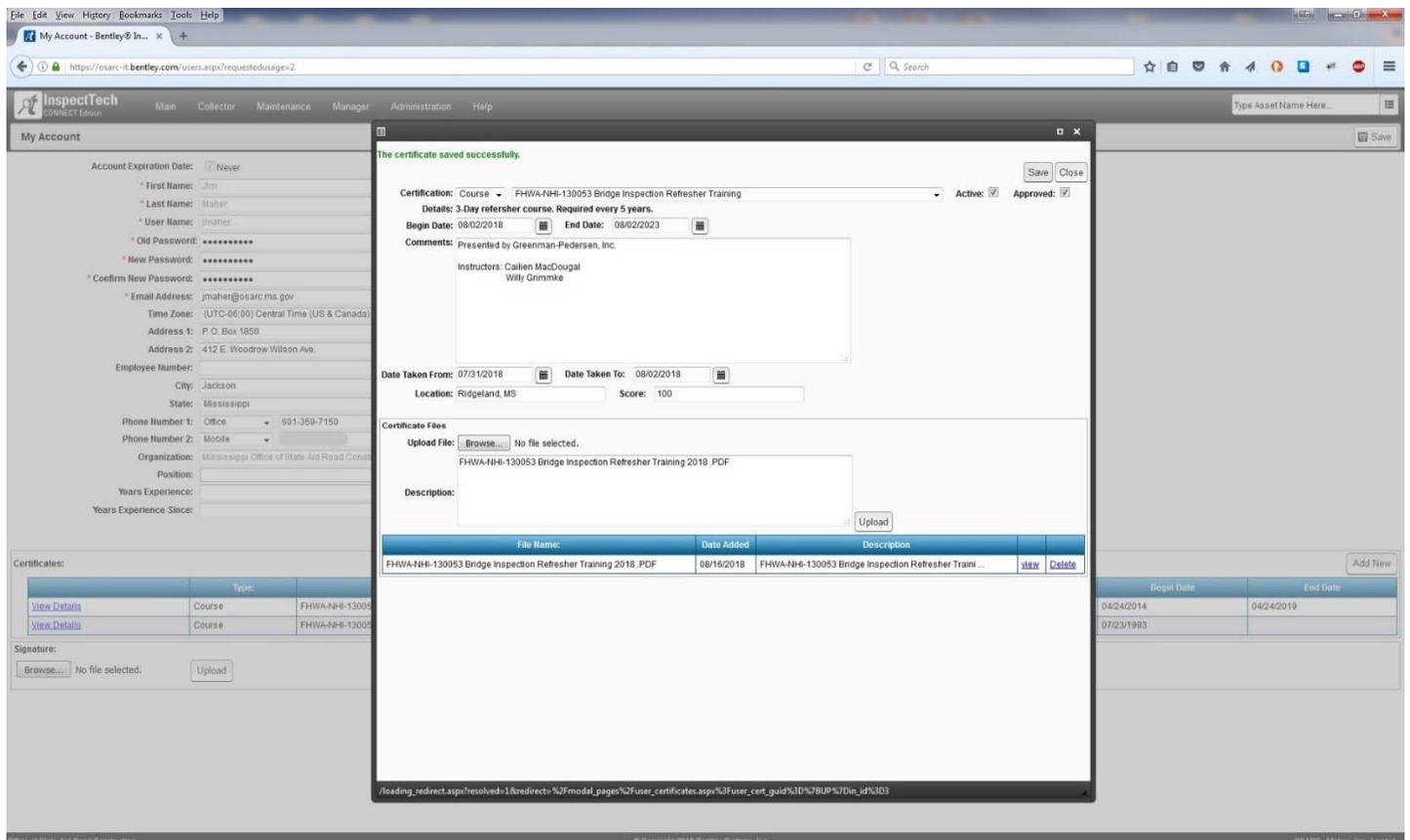
On the Certificates Screen:

1. Certification (PE, Course, Other)
2. Course (FHWA-NHI courses are pre-listed)
3. Check box indicating the certificate is “Active” and hasn’t expired.
4. Approved
5. Shows the course details.
6. Begin Date – Date Certificate became “Active”
7. End Date – Date the Certificate “times out”
8. Comments about the uploaded certificate.
9. Click this button to browse for your certificate.
10. Click this button to upload the selected certificate.
11. The description of the certificate file.

Certificates Screen



This shows the top half of the certificates screen completed. Note that four additional fields were added: Date Taken From, Date Taken To, Location and Score. AssetWise recommends that users click the “Save” button at this point.



This shows the uploaded certificate. Click “Save” again to save the completed Certificate upload.

“My Accounts” screen

Account Expiration Date: Never

* First Name: Jim

* Last Name: Maher

* User Name: jmaher

* Old Password: *****

* New Password: *****

* Confirm New Password: *****

* Email Address: jmaher@osarc.ms.gov

Time Zone: (UTC-06:00) Central Time (US & Canada)

Address 1: P. O. Box 1850

Address 2: 412 E. Woodrow Wilson Ave.

Employee Number:

City: Jackson

State: Mississippi Zip: 39215-1850

Phone Number 1: Office 601-359-7150

Phone Number 2: Mobile

Organization: Mississippi Office of State Aid Road Construction

Position:

Years Experience:

Years Experience Since:

Certificates: Add New

	Type	Certification	Approved	Begin Date	End Date
View Details	Course	FHWA-NHI-130053 Bridge Inspection Refresher Training	Yes	04/24/2014	04/24/2019
View Details	Course	FHWA-NHI-130053 Bridge Inspection Refresher Training	Yes	08/02/2018	08/02/2023
View Details	Course	FHWA-NHI-130055 Safety Inspection of In-Service Bridges	Yes	07/23/1993	

Signature: No file selected.

Office of State Aid Road Construction © Copyright 2018 Bentley Systems, Inc. OSARC - Maher, Jim - Logout

This shows the newly uploaded certificate on the “My Account” page. While you are on your “My Accounts” page, check your information, particularly your e-mail address to make sure it is correct.

Once you have successfully logged in, changed your password, checked your e-mail address and uploaded your certificates, take a few minutes to familiarize yourself with the menus. Next, we will examine some of the features.

Help

Most of the items in the AssetWise Help menu are of more assistance to Administrators than other users. "Documentation", on the other hand is loaded with documents and forms uploaded specifically to assist you coding inspection data correctly. Of primary interest are "Using AssetWise" and "Coding in AssetWise". If you need additional assistance, first try the AssetWise help section on the OSARC web site (<https://www.osarc.ms.gov/help-assetwise/>). If you still need help, **do not contact Bentley**. Contact us at bridge@osarc.ms.gov describing your issue and the bridge(s) on which the issues are occurring. Our appropriate team member will reply.

All Bridge Inspection-related Manuals, Documents and Forms can be found on the OSARC WebShare site (<https://webshare.osarc.ms.gov/pydio/>) under Bridge Inspections -> Files (login required, your Bridge Inspection Manager has access).

Creating Dashboards

AssetWise provides several "Dashboard" pages which can be customized via a variety of provided "widgets". All users have access to the Main dashboard, Collector and Manager users have access to the Collector dashboard and Manager users have access to the Manager dashboard. To access a dashboard, select the dashboard option under the respective menu tab. Add "widgets" by clicking the "Add Widget" button in the upper right-hand corner of the dashboard. The widget page displays the available widgets. Experiment to find which are the most helpful/informative for you. We suggest at least the following:

Manager Users (have the Manager Tab) - My Messages, My Reports for Review, All Upcoming Inspections, All Overdue Inspections and Last Accessed Reports.

Collector Users (do not have the Manager Tab) - My Messages, All Upcoming Inspections, All Overdue Inspections and Last Accessed Reports.

Widgets can be organized by dragging and stacking them in the 3 columns provided.

Changing the Default Home Page

The default Home page can be changed from the Collector Report Filter page any of your available dashboards and report filters.

1. Main -> My Preferences
2. Click "Edit Default Home Page"
3. Select the new Home page from the drop-down list
4. Click "Save" then "Close Window".

We recommend that you not change the other preferences.

Creating a Working Set

You must to create Working Set in order to use the iPad or Android app.

1. Main -> My Working Set -> Manage Working Set (top right)
2. Uncheck "All Assets" or click the "Clear Working Set" button.
3. Click the [+] next to "All Assets" to expand the asset list. (You will only see bridges assigned to your group.)
4. Click the [+] next to a county you want to select bridges.
5. Check the boxes next to the bridges you want to add to your Working Set. **Note:** The maximum working set is 30 bridges. You should only select those you will be inspecting before returning to the office to synchronize data (**don't load more than you are willing to lose**).
6. Click "Save" at the bottom right to save your list.

iPad/Android App

In order to access the iPad/Android app, you will need to install the latest application from the App Store. You can search for **Bentley AssetWise** in the App Store to get the latest app (if you have an older version, you should uninstall it and reinstall the application). Once you have installed the application, you will enter in the site name of "osarc" for the Production site or "osarcdemo" for the Demo/Training site on the log on screen. From there, you will use your standard username and password to gain access. If you have any questions or see any problems at all, please do not hesitate to let us know.

Managers - Approving Reports

NOTE: At no time shall any member of an inspection team approve a report they were a part of creating. As a County Engineer or Inspection Manager, there are 2 ways to get to a report that needs approving. The first is to have the inspector assign the report for review to you so that it shows in the “My Reports for Review” widget on your Main Dashboard.

The screenshot shows the InspectTech Main Dashboard with the following widgets:

- My Messages (0):** You do not have any messages.
- Recent Logins:**

Inspector	Date
Maher, Jim	12/23/2014 1:09:23 PM
Barrett, David	12/09/2014 9:34:35 AM
Carr, Mitch	12/08/2014 4:01:31 PM
Hoggard, Ben	12/02/2014 12:00:42 PM
Jones, Nina	11/07/2014 9:56:26 AM
- Posted Bridges - All Assets:** A bar chart showing asset counts for categories B, D, E, G, K, and P. Category P has the highest count, around 1900. A: 8194. Data was last updated: 12/23/2014.
- All Upcoming Inspections:**

Asset Name	Asset Code	Due Date	Inspection Type
SA6800000000046	SA6800000000046	08/31/2014	Routine
SA5400000000052	SA5400000000052	08/31/2014	Special
SA6100000000003	SA6100000000003	08/31/2014	Routine
SA1200000000145	SA1200000000145	09/30/2014	Routine
SA4500000000001	SA4500000000001	10/31/2014	Routine
- All Overdue Inspections:**

Asset Name	Asset Code	Due Date	Inspection Type
SA5400000000052	SA5400000000052	08/31/2014	Special
SA6100000000003	SA6100000000003	08/31/2014	Routine
SA6800000000046	SA6800000000046	08/31/2014	Routine
SA1200000000145	SA1200000000145	09/30/2014	Routine
SA4500000000001	SA4500000000001	10/31/2014	Routine
- Last Accessed Reports:**

Asset Name	Asset Code
SA6000000000065	SA6000000000065
SA5100000000002	SA5100000000002
SA5100000000001	SA5100000000001
SA0100000000001	SA0100000000001
SA1000000000010	SA1000000000010
- Last Accessed Assets:**

Asset Name	Asset Code
SA5100000000006	SA5100000000006
SA5100000000002	SA5100000000002
Newton	Newton
SA5100000000001	SA5100000000001
Copy of SA5100000000041	SA5100000000041
- My Reports for Review:**

Asset Name	Asset Code
SA6000000000065	SA6000000000065

A red arrow points to the "My Reports for Review" widget.

Office of State Aid Road Construction © Copyright 2013 Bentley Systems, Inc. InspectTech : Maher, Jim - Logout

The second way to access the bridge report directly by using the asset selector in the upper right-hand corner of the AssetWise screen and selecting the bridge to be approved.

The screenshot shows the InspectTech AssetWise dashboard. The browser address bar displays `testdrive.bridgesinspect.com/OSARC-Demo/dashboard.aspx?mod_id=-1`. The dashboard includes several sections:

- My Messages (0):** A message box stating "You do not have any messages."
- Recent Logins:** A table listing logins for Maher, Jim; Barrett, David; Carr, Mitch; Hoggard, Ben; and Jones, Nina.
- Posted Bridges - All Assets:** A bar chart showing asset counts for categories B, D, E, G, K, and P. Category P has the highest count, around 1900.
- All Upcoming Inspections:** A table with columns for Asset Name, Asset Code, Due Date, and Inspection Type. Assets include SA680000000046, SA540000000052, SA610000000003, SA1200000000145, and SA450000000001.
- Last Accessed Reports:** A table listing reports for assets SA600000000065, SA510000000002, SA510000000001, SA010000000001, and SA100000000010.
- Last Accessed Assets:** A table listing assets SA510000000006, SA510000000002, Newton, SA510000000001, and a copy of SA510000000041.
- My Reports for Review:** A table showing a report for asset SA600000000065.

In the top right corner, there is a search bar labeled "Type Asset Name Here...". A dropdown menu is open, showing a list of asset codes. A red arrow points to the asset `SA600000000065` in the dropdown list.

If you selected the bridge to be approved from the dashboard widget, you will skip to the next step, otherwise the Asset Details screen for the bridge will be opened. Click the “paper and pencil” icon to open the inspection report.

Asset Details: SA6000000000065

Quick View | Asset Info | Files | Maintenance | Administration

Parent Asset: Quitman
 Asset Name: SA6000000000065
 Asset Code: SA6000000000065
 Asset Type: Bridge
 NBI 7: Facility Carried by Structure: EASON ROAD
 NBI 6A: Feature Intersected: Narrative: BOBO BAYOU
 NBI 64: Operating Rating: Metric Tons: 000
 NBI 66: Inventory Rating: Metric Tons: 000
 NBI 41: Structure Open, Posted, or Closed to Traffic: K - Closed
 NBI 9: Location: SEC 15 T27N R 1E B
 NBI 90: Date of Inspection: 8/2/2013
 Structure LSBP Eligible:
 Unknown Foundation Risk Category:
 Sufficiency Rating: 31.8

Open Reports

Inspection Date	Last Revision	Asset Code	Sub-Assets	Owner	Asset Type	Inspection Type	NBI 7: Facility Carried by Structure	NBI 6A: Feature Intersected: Narrative	Submitted To	Status		
	09/29/2014	SA6000000000065	none	Jones, Mickey	Bridge	Routine	EASON ROAD	BOBO BAYOU	Maheer, Jim (comments)	Submitted for review on 09/29/2014. Awaiting Approval		

Scheduling
No scheduling found for this asset.

DEMO

Office of State Aid Road Construction | © Copyright 2013 Bentley Systems, Inc. | InspectTech : Maher, Jim - Logout

Which will bring you to the report screen.

The screenshot shows a web browser window with the URL `testdrive.bridgesinspect.com/OSARC-Demo/customer/OSARC/forms/InspectionInfo.aspx?id=SA6000000000065`. The page contains several sections:

- Form Fields:**
 - Create Date: 09/29/2014
 - Inspection Date: [Calendar icon]
 - NBI (Item 90) Date: 08/02/2013
 - Inspection Type:
 - Routine
 - Special
 - In Depth
 - Fracture Critical
 - Underwater
 - Scour Monitoring
 - Damage
 - Initial
- User Assignment:**
 - Team Leader: Jones, Mickey
 - Available Users: Adams, Jon; Administrator, Inspect; Anderson, Chris; Barrett, David; Blake, Robin; Carr, Mitch; Clemmer, Andy; Corder, Jason; Crowder, Marty
 - Users Assigned to Report: Jones, Mickey
 - Buttons: [Right Arrow], [Left Arrow], [Set as Team Leader]
- Inspection Summary:**
 - 2014 INSPECTION: BRIDGE REMAINS PHYSICALLY CLOSED AT THIS TIME.
 - 2015 Inspection: County has deleted bridge from inventory.
- Report Assignment History:**

	Date Submitted	Submitted By	Submitted To	Action	Status	Comments
Edit	09/29/2014	Jones, Mickey	Maher, Jim	Moved to "Awaiting Approval"	Pass	Approve report and delete.
- Report History:**

Inspection Date	Sub-Assets	Owner	Inspectors	Inspection Type	Status
01/08/2012	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2011	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2010	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2009	none	Administrator,			Approved on
- Forms Sidebar:**
 - Report Info
 - Inspection Info
 - Photo/File Upload
 - Location Map
 - Asset Files
 - Report Section
 - SIA
 - Identification
 - Classification
 - Age and Service
 - Proposed Improvements
 - Inspection and Status
 - Inspection Data
 - Bridge Ends
 - Deck
 - Superstructure
 - Substructure
 - Waterway Appraisal
 - Load Rating and Posting Summary
 - Cross Section
 - NBI Calcs
 - Elements

As the approving authority, you can review the inspection report to check it for obvious errors or omissions. Once you have completed your review, click on the Report Action (“tools”) icon...

The screenshot shows a web browser window with the URL `testdrive.bridgesinspect.com/OSARC-Demo/customer/OSARC/forms/InspectionInfo.aspx?id`. The page title is "SA6000000000065".

Form Fields:

- Create Date: 09/29/2014
- Inspection Date: [Calendar icon]
- NBI (Item 90) Date: 08/02/2013 [Calendar icon]
- Inspection Type:
 - Routine
 - Special
 - In Depth
 - Fracture Critical
 - Underwater
 - Scour Monitoring
 - Damage
 - Initial

User Assignment:

Team Leader: Jones, Mickey

Available Users: Adams, Jon; Administrator, Inspect; Anderson, Chris; Barrett, David; Blake, Robin; Carr, Mitch; Clemmer, Andy; Corder, Jason; Crowder, Marty

Users Assigned to Report: Jones, Mickey

Set as Team Leader

Inspection Summary:

2014 INSPECTION:
BRIDGE REMAINS PHYSICALLY CLOSED AT THIS TIME.

2015 Inspection
County has deleted bridge from inventory.

Report Assignment History:

Date Submitted	Submitted By	Submitted To	Action	Status	Comments	
Edit	09/29/2014	Jones, Mickey	Maher, Jim	Moved to "Awaiting Approval"	Pass	Approve report and delete.

Report History:

Inspection Date	Sub-Assets	Owner	Inspectors	Inspection Type	Status
01/08/2012	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2011	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2010	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2009	none	Administrator,			Approved on

Forms Sidebar:

- Report Info
 - Inspection Info
 - Photo/File Upload
 - Location Map
 - Asset Files
 - Report Section
- SIA
 - Identification
 - Classification
 - Age and Service
 - Proposed Improvements
 - Inspection and Status
- Inspection Data
 - Bridge Ends
 - Deck
 - Superstructure
 - Substructure
 - Waterway Appraisal
 - Load Rating and Posting Summary
 - Cross Section
 - NBI Calcs
 - Elements

A red arrow points to the "Report Info" section in the sidebar.

...To open the Report Actions menu. To move the report to the next workflow stage, select "Change Workflow Stage".

The screenshot displays a web application interface for managing inspection reports. The main content area includes several sections:

- Form Fields:** Create Date (09/29/2014), Inspection Date, NBI (Item 90) Date (08/02/2013), and Inspection Type (Routine, Special, In Depth, Fracture Critical, Underwater, Scour Monitoring, Damage, Initial).
- User Assignment:** Team Leader (Jones, Mickey), Available Users list (Adams, Jon; Administrator, Inspect; Anderson, Chris; Barrett, David; Blake, Robin; Carr, Mitch; Clemmer, Andy; Corder, Jason; Crowder, Marty), and Users Assigned to Report (Jones, Mickey).
- Inspection Summary:** 2014 INSPECTION: BRIDGE REMAINS PHYSICALLY CLOSED AT THIS TIME. 2015 Inspection: County has deleted bridge from inventory.
- Report Assignment History:** A table showing the history of report assignments.
- Report History:** A table showing the history of inspections.

The right-hand sidebar contains two main sections:

- Report Actions:** A menu with options: Change Workflow Stage (highlighted with a red arrow), Assign Report to Me, Assign Report to Other User, View Audit Report, and View Change Report.
- Form Actions:** A menu with options: View Pictures/Files Page, Highlight Fields with Pictures Attached, and Invert Contrast.

A red 'DEMO' watermark is visible in the bottom left corner of the application area.

Date Submitted	Submitted By	Submitted To	Action	Status	Comments	
Edit	09/29/2014	Jones, Mickey	Maher, Jim	Moved to "Awaiting Approval"	Pass	Approve report and delete.

Inspection Date	Sub-Assets	Owner	Inspectors	Inspection Type	Status
01/08/2012	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2011	none	Administrator, InspectTech			Approved on 06/30/2014
01/08/2010	none	Administrator, InspectTech			Approved on 06/30/2014
		Administrator,			Approved on

Which brings up the workflow window. If you are not satisfied with the report, select “Fail” from the Workflow State Status dropdown menu and reassign the report to the inspector. If you are satisfied, leave the Workflow State Status as “Pass” and click on the Workflow Stage drop down menu and select “Approve Final Report”.

The screenshot shows a web browser window with a modal form titled "SA6000000000065". The form contains the following fields:

- Workflow Stage Status:** A dropdown menu currently showing "Pass".
- Workflow Stage:** A dropdown menu with "Approve Final Report" selected.
- Submit To:** A text field.
- Comments:** A large text area.
- Buttons:** "Submit" and "Close".

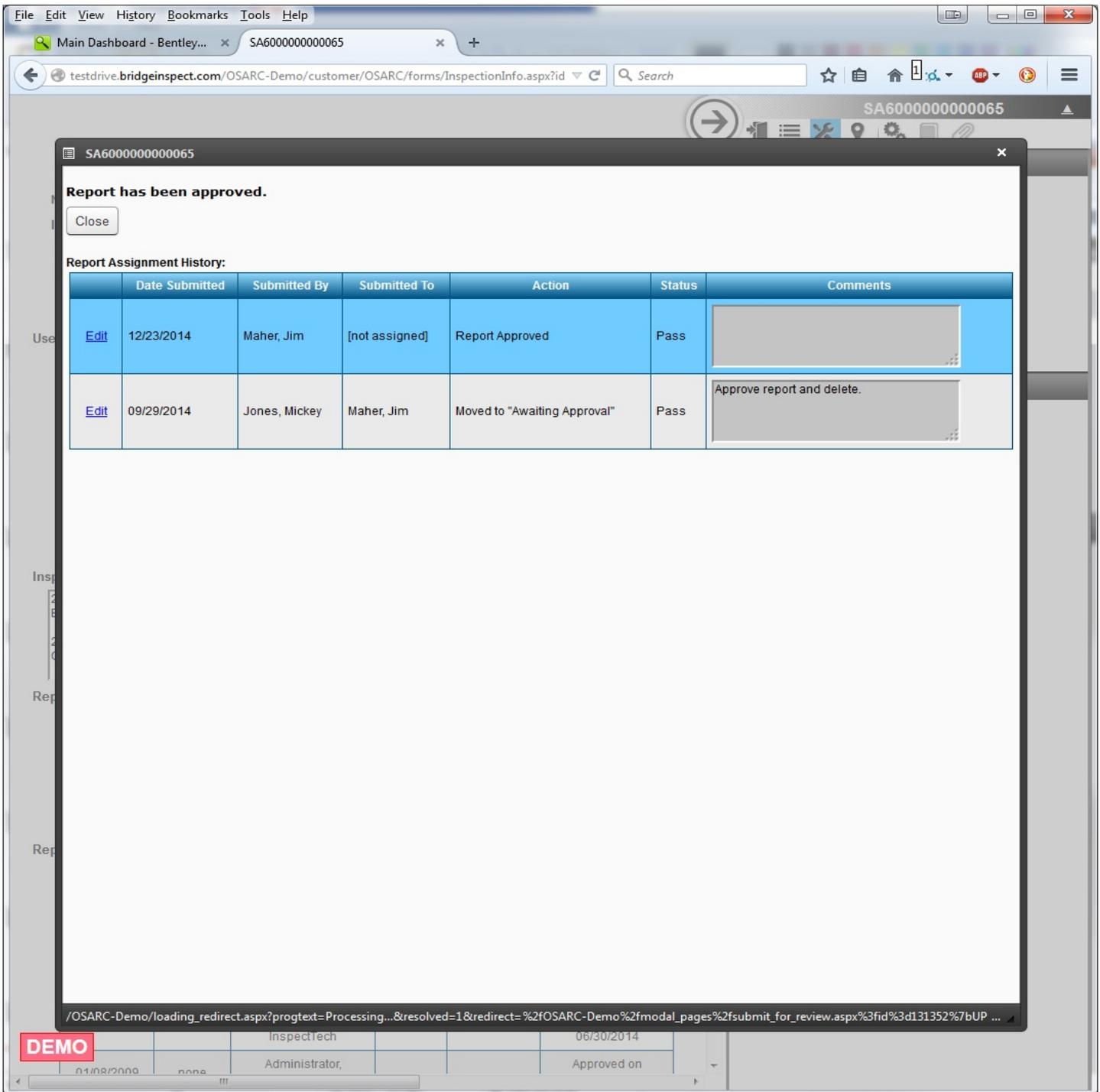
Below the form is a section titled "Report Assignment History:" containing a table:

	Date Submitted	Submitted By	Submitted To	Action	Status	Comments
Edit	09/29/2014	Jones, Mickey	Maher, Jim	Moved to "Awaiting Approval"	Pass	Approve report and delete.

At the bottom of the browser window, there is a red "DEMO" button and a table with the following content:

InspectTech	06/30/2014
Administrator,	Approved on

After the report is approved, the Approved Report window will appear. Click “Close” to complete the approval process. The data from the report will now be incorporated into the master data set and the next inspection scheduled.



NOTE: If you need to re-open an approved report, contact the Administrator. The Administrator has the ability to reverse the approval and reassign the report to an inspector.

Managers – View Projects

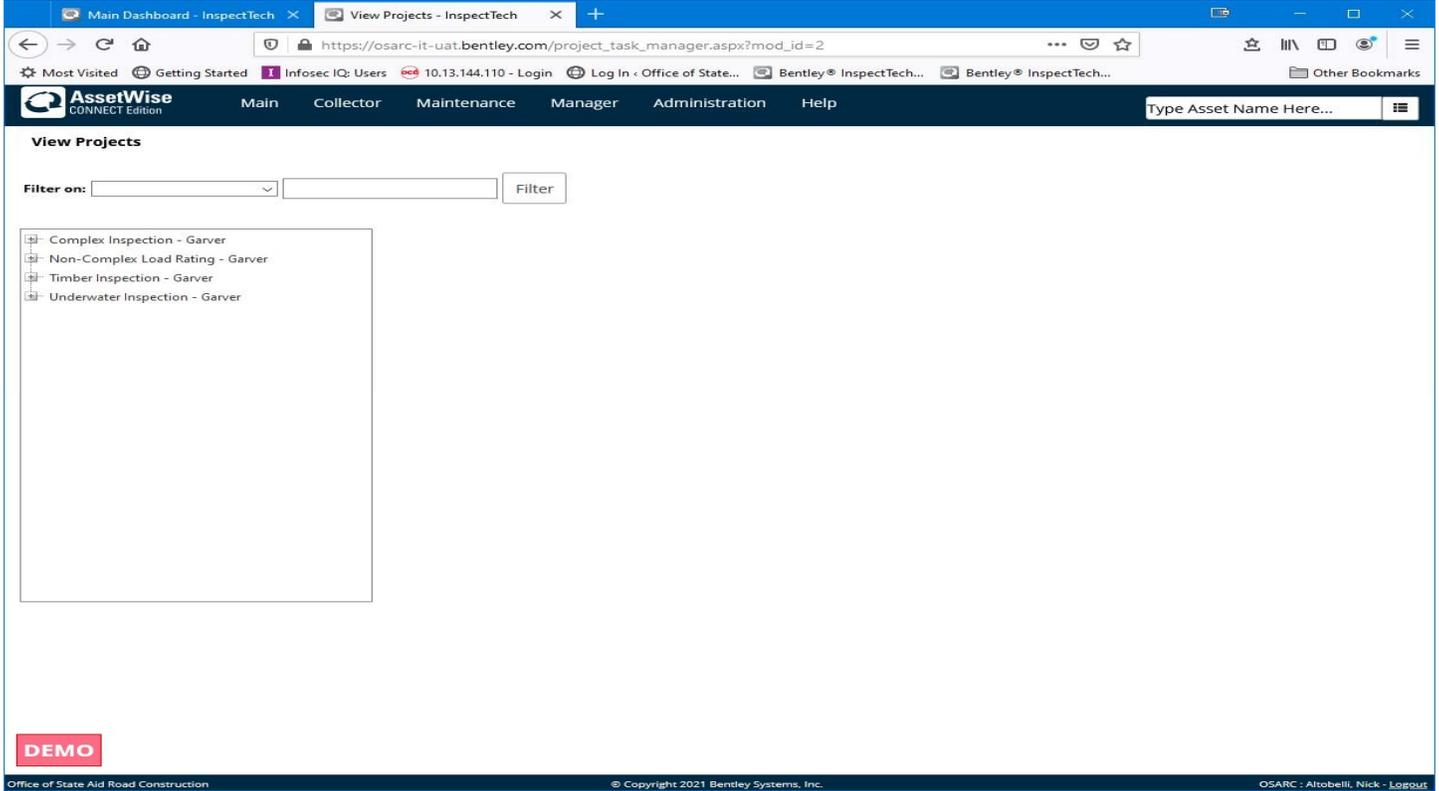
Managers can view their assigned projects using the “View Projects” menu option under the Manager tab.

The screenshot shows the AssetWise Manager Dashboard interface. The top navigation bar includes 'Main', 'Collector', 'Maintenance', 'Manager', 'Administration', and 'Help'. The 'Manager' tab is active, and a dropdown menu is open, highlighting the 'View Projects' option with a red arrow. The dashboard contains several widgets: 'My Messages (27)', 'Reports Awaiting My Review', 'All L...', and 'All Overdue Inspections'. A 'DEMO' badge is visible in the bottom left corner.

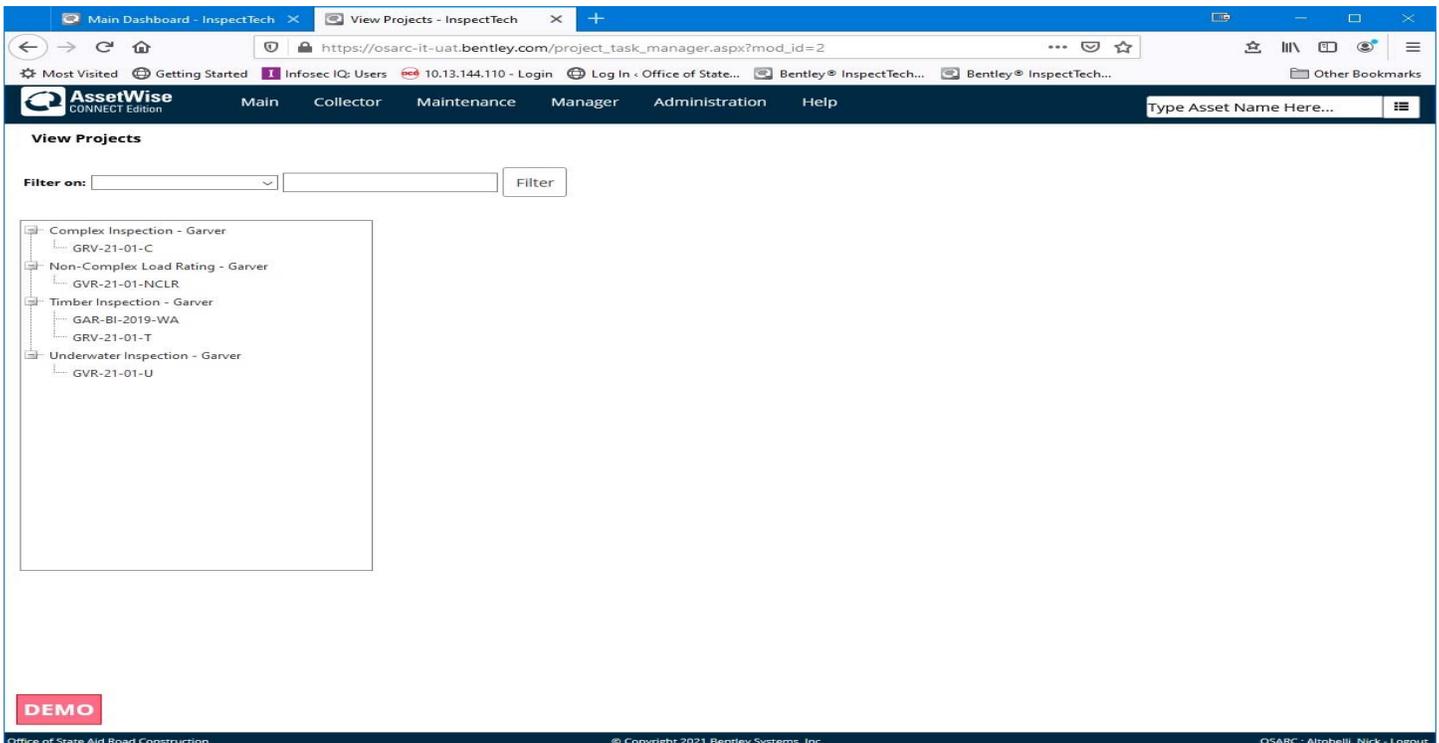
Date	Message From	Message Title
02/27/2020	Maher, Jim	UPDATE AssetWise / InspectTech Serious Data Issue 02-27-2020
10/29/2019	Maher, Jim	Mobile Collector Update

Asset Name	Asset Code	Due Date	Inspection Type
SA770000000095	SA770000000095	09/04/2019	Routine
SA770000000033	SA770000000033	09/05/2019	Routine
SA770000000049	SA770000000049	09/05/2019	Routine
SA770000000123	SA770000000123	09/05/2019	Routine
SA770000000123	SA770000000123	09/05/2019	Routine
SA770000000123	SA770000000123	09/06/2019	Routine

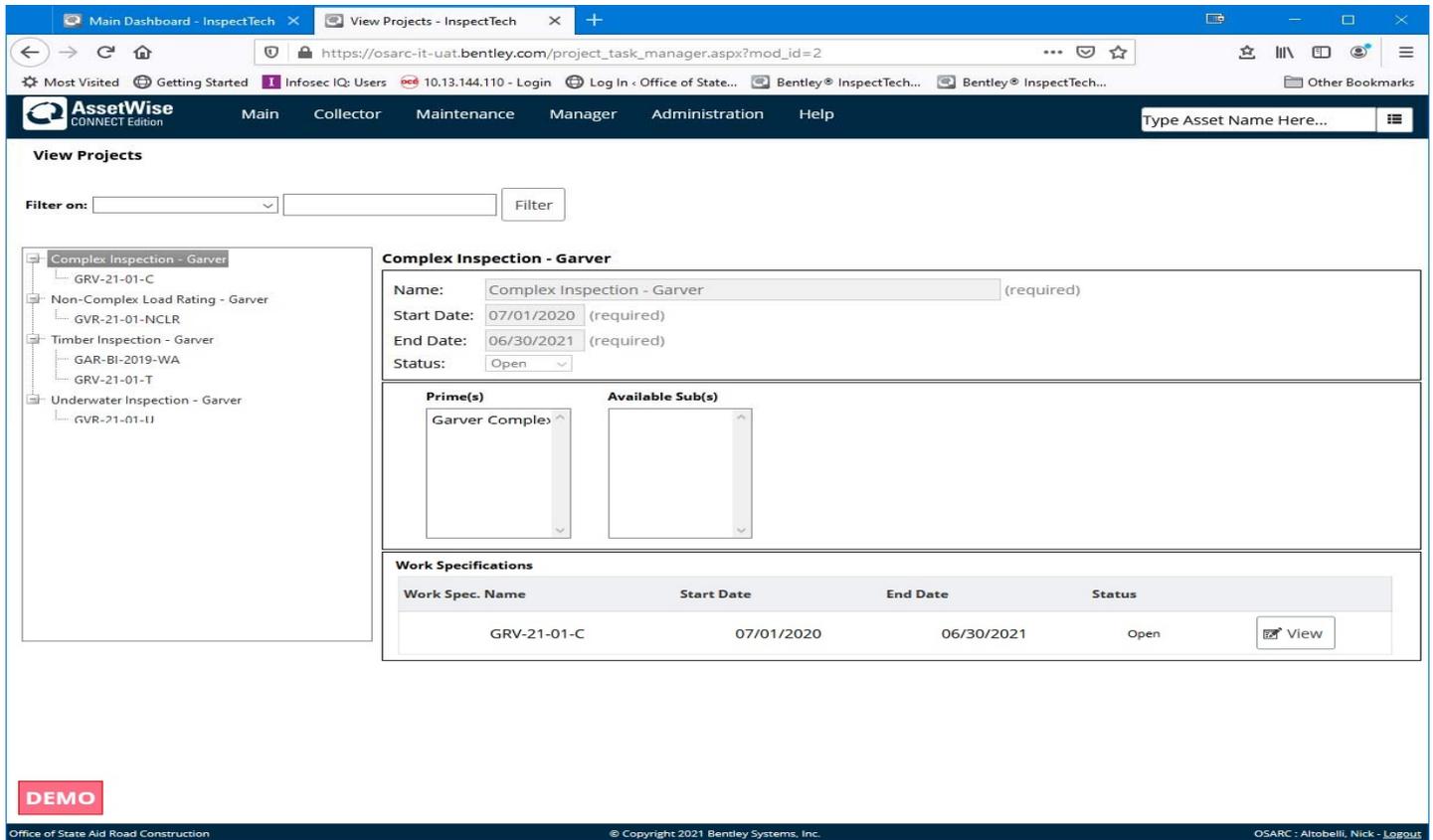
Selecting this option brings up the Project screen, listing the projects created for the respective groups.



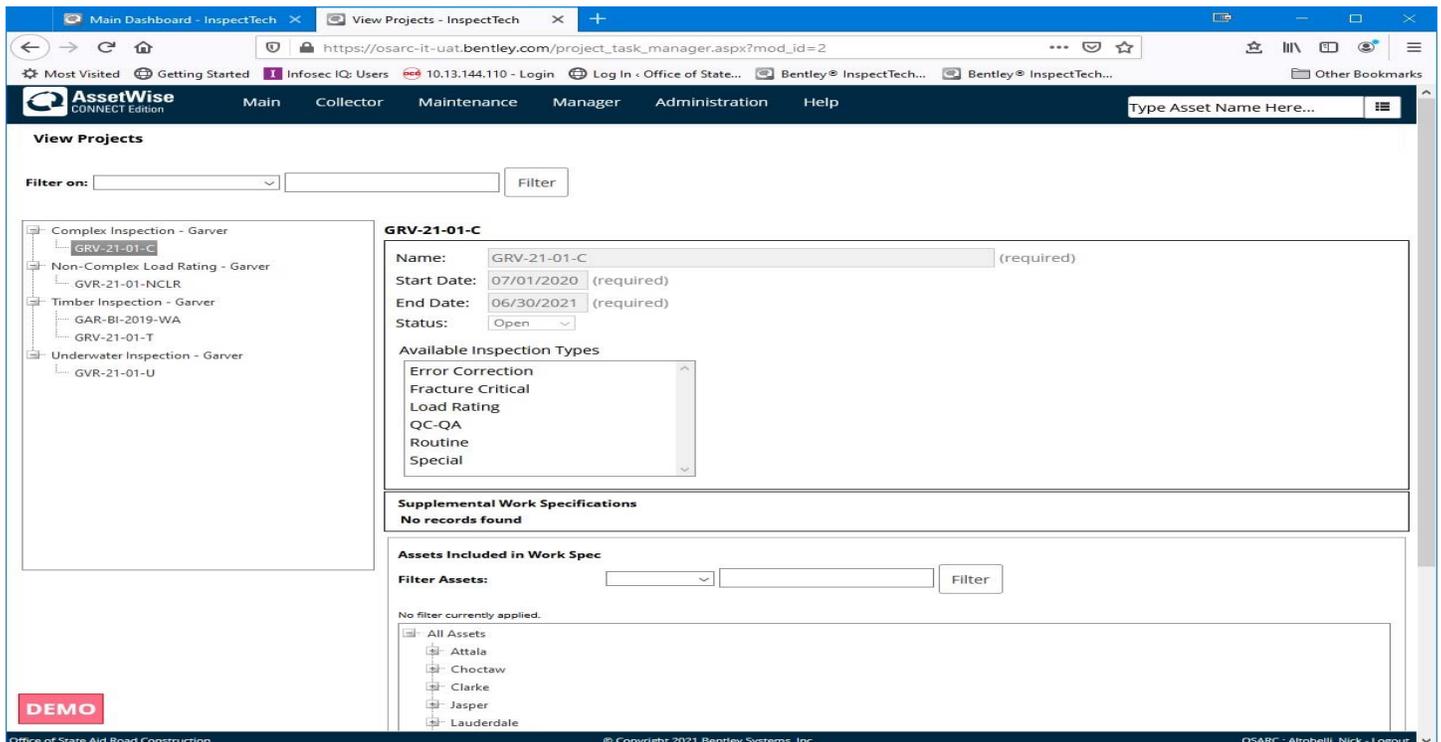
Clicking the [+] next to each project displays the Work Specification(s) created for that project.



Clicking on a project displays the project information and the associated Work Specifications.



Clicking the “View” button next to a Work Specification or the Work Specification in the menu on the left displays the Work Specification information.



Included on the Work specification page are the Start and End dates, status, available Inspection Types and the Assets included.

Managers – Tracking Projects with Dashboard Widgets

Project progress can be tracked via dashboard widgets selected for each Work Specification. Oddly, the project tracking widget is available for the Main and Collector dashboards, but not the Manager dashboard (which is where it should be, right?).

Name	Description
<input type="checkbox"/> All Overdue Inspections	Lists all overdue due inspections.
<input type="checkbox"/> All Reports Created Per Month	Displays the amount of reports created per month compared to prior year.
<input type="checkbox"/> All Upcoming Inspections	Lists all upcoming inspections.
<input type="checkbox"/> Last Accessed Assets	Lists the last 5 accessed assets.
<input type="checkbox"/> My Messages	Displays user received messages.
<input type="checkbox"/> My Overdue Inspections	Lists overdue due inspections.
<input type="checkbox"/> My Reports Created Per Month	Displays the amount of reports created per month compared to prior year.
<input type="checkbox"/> My Upcoming Inspections	Lists upcoming inspections that are assigned to me.
<input type="checkbox"/> Open Work Management Counts	Displays a count of open (non-complete) work management types.
<input checked="" type="checkbox"/> Project Status	Shows a chart of status of all of the ongoing reports for the selected work specification.
<input type="checkbox"/> Report Status Count - Past Year	Shows a chart of report status counts for the past year.
<input type="checkbox"/> Report Status Counts	Shows a chart of report status counts of all of the ongoing reports for selected assets
<input type="checkbox"/> Reports Awaiting My Review	List of inspection reports currently awaiting your review.

Selecting the widget brings up a menu of Projects and Work Specifications, with check boxes next to each Work specification. Each box checked will generate a separate widget (that's odd too, don't you think?). Saving the Work specification selections and returning to the dashboard reveals the tracking widgets.

The Collector Dashboard displays two Project Status widgets. The left widget, titled 'Project Status - Timber Inspection - Garver > GAR- BI-2019-WA', shows a pie chart that is almost entirely yellow, indicating that most reports are in the 'In Progress' state. The right widget, titled 'Project Status - Timber Inspection - Garver > GRV-21-01-T', shows a pie chart with a large blue section (In Progress) and a smaller yellow section (Approve Final R), indicating that some reports are still in progress while others are being reviewed.

Which brings us to another oddity with these widgets, the graphs depict the progress of any report created for an asset included in the Work Specification, not just the reports created as part of the Work Specification. We have brought these odd actions to the attention of our AssetWise support

engineers and they agree with our assessments and have brought them to the attention of the AssetWise product team.

Managers – Tracking Projects with Asset Selection

Projects can also be tracked using the Asset Selection menu in the upper right-hand corner of the AssetWise window. Select the 3 lines icon (Microsoft calls it the hamburger) and collapse the All Assets, Asset Views and Asset Types submenus as needed to show the Projects sub menu.

The screenshot displays the AssetWise Collector Dashboard in a browser window. The browser address bar shows the URL: https://osarc-it-uat.bentley.com/dashboard.aspx?mod_id=0#/. The dashboard header includes the AssetWise logo and navigation tabs: Main, Collector, Maintenance, Manager, Administration, and Help. A search bar labeled "Type Asset Name Here..." is located on the right side of the header.

The main content area is titled "Collector Dashboard" and contains two project status windows:

- Project Status - Timber Inspection - Garver > GAR- BI-2019-WA**: This window displays a pie chart that is almost entirely yellow, representing the "In Progress" status. A legend at the bottom right shows a yellow square for "In Pro" and a blue square for "Approve Final R".
- Project Status - Timber Inspection - Garver > GRV-21-01-T**: This window displays a pie chart with a large blue section representing "In Progress" and a smaller yellow section representing "Approve Final R". A legend at the bottom right shows a yellow square for "Approve Final R" and a blue square for "In Progress".

On the right side of the dashboard, there is a sidebar menu with a search bar and a list of project categories:

- All Assets
- Asset Views
- Asset Types
- Projects
 - Complex Inspection - Garver
 - Non-Complex Load Rating - Garver
 - Timber Inspection - Garver
 - Underwater Inspection - Garver

A red "DEMO" button is visible in the bottom left corner of the dashboard area. The footer of the browser window contains the text: "Office of State Aid Road Construction © Copyright 2021 Bentley Systems, Inc. OSARC - Altobelli, Nick - Logout".

Click the [+] next to the project to expand the Work Specifications list then select a Work Specification to see the Report Summary. You will need to scroll or expand the browser window to full screen to see all of the information displayed.

The screenshot displays the AssetWise software interface. At the top, there is a navigation menu with options: Main, Collector, Maintenance, Manager, Administration, and Help. A search bar is located on the right side of the menu. Below the menu, the main content area shows a report summary for 'GAR-BI-2019-WA'. The table below contains the following data:

Asset Name	Asset Code	Supplemental Work Specification	Status	Asset Type	Report Type	In:
SA3400000000186	SA3400000000186	GAR-BI-2019-WA	No Associated Rep...	Bridge		
SA3400000000223	SA3400000000223	GAR-BI-2019-WA	No Associated Rep...	Bridge		
SA7700000000008	SA7700000000008	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc
SA7700000000015	SA7700000000015	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc
SA7700000000033	SA7700000000033	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc
SA7700000000038	SA7700000000038	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc
SA7700000000043	SA7700000000043	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc
SA7700000000057	SA7700000000057	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc
SA7700000000086	SA7700000000086	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc
SA7700000000109	SA7700000000109	GAR-BI-2019-WA	One Associated O...	Bridge	Standard	Rc

At the bottom of the table, there is a pagination control showing '10' items per page and 'Page 3 of 4'.

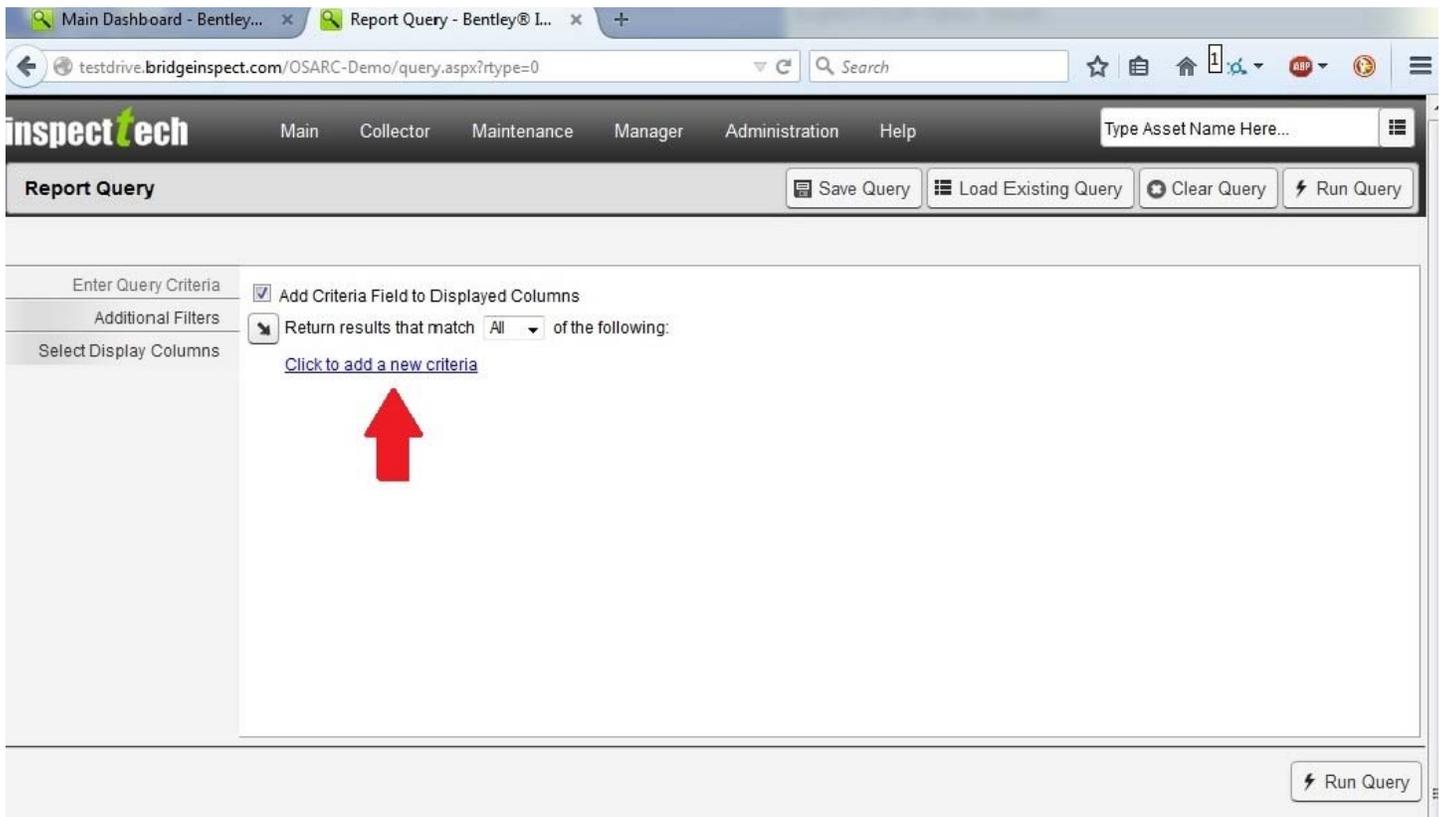
Managers – Creating Queries

If you have access to the Manager tab, you can run queries against AssetWise data. (An asterisk next to a query result indicates that the bridge has an open report in progress.)

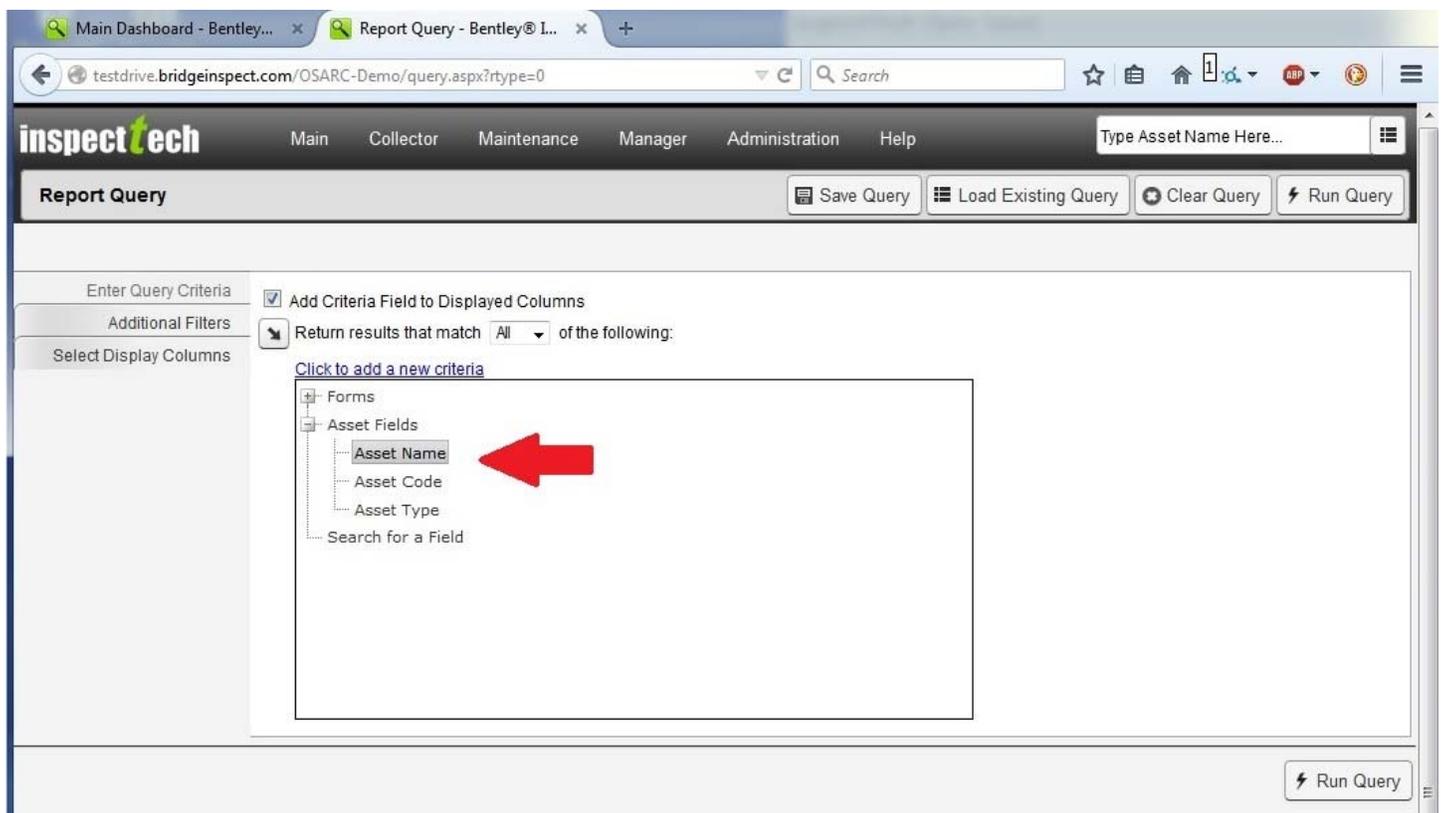
Here is a sample query to find all bridges this inspection with Item 41 = "B" and display the recommended posting values:

Manager -> Query -> Report Query

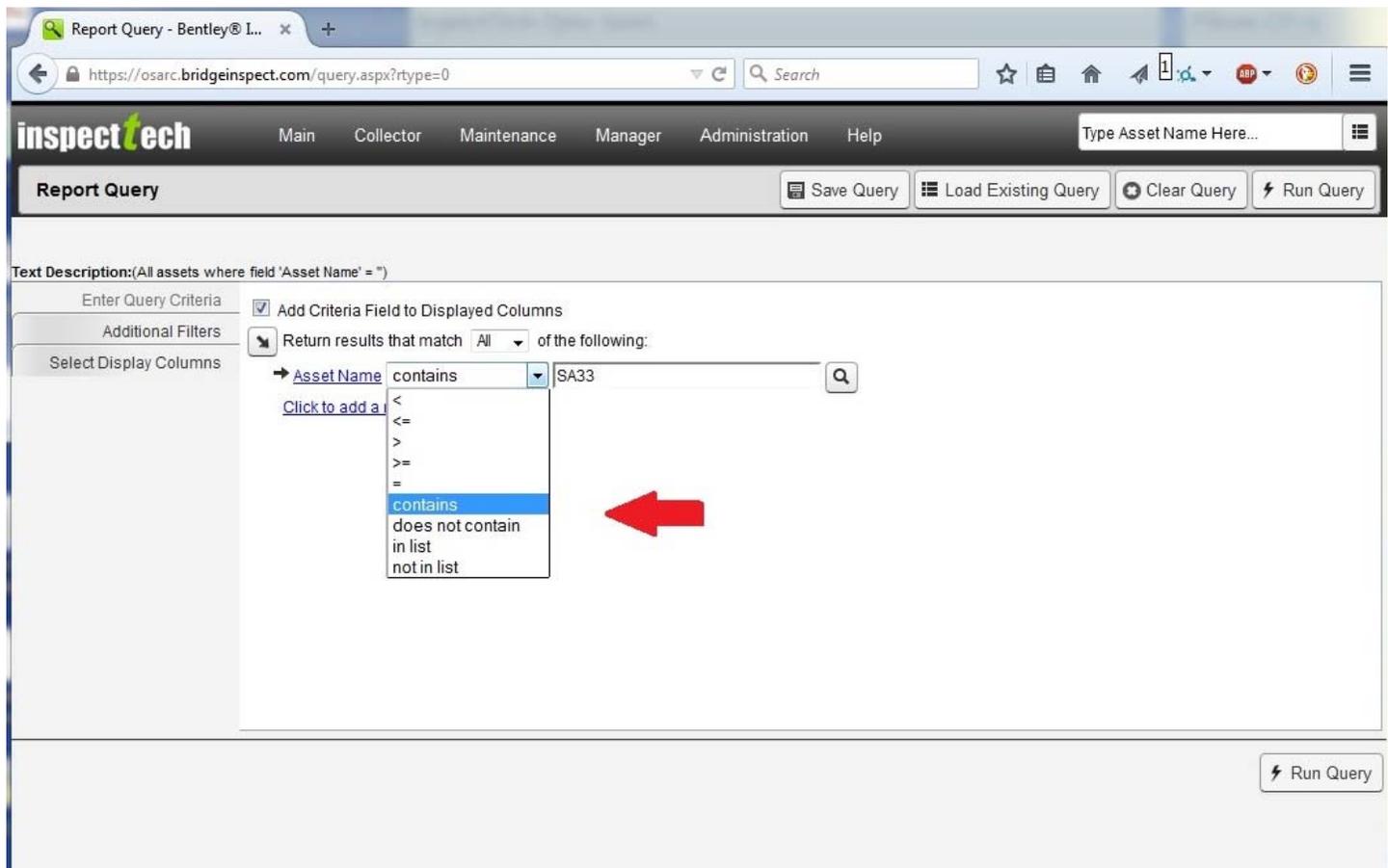
Click "Click to add a new criteria"



Click the "+" next to "Asset Fields" and select "Asset Name" (or "Asset Code", they are the same).



In the new line that is displayed, click the drop down button and select "Contains" and the next box type "SAxx" (where xx is the county number)



Click "Click to add a new criteria"

Click the "+" next to "Forms", "Standards", "SIA" and "Inspection and Status" then select "NBI 90: Date of Inspection".

In the new line that is displayed, click the drop down button and select "Contains" and the next box type "xx" (where xx is the month the inspections were done, i.e. "08").

Repeat the last steps and substitute the year of the inspection for "xx", i.e. "14".

Click the "+" next to "Forms", "Standards", "Inspection Data" and "Load Rating and Posting Summary" then select "NBI 41: Structure Open, Posted or Closed to Traffic".

In the new line that is displayed, click the drop down button and select "=" and the next box type "B"

This will select the bridges, inspected during the specified inspection, with Item 41 = "B". You can continue to tighten the selection criteria by adding additional criteria.

Select "Select Display Columns" to select the fields you want included in the query results. For this example, click the "+" next to "Forms" then click the "+" next to "Standard" and click the "+" next to "Inspection Data" and click the "+" next to "Load Rating and Posting Summary".

Text Description:(All assets where field 'Asset Name' contains 'SA33' AND All assets where field 'NBI 90: Date of Inspection' contains '08' AND All assets where field 'NBI 90: Date of Inspection' contains '14' AND All assets where field 'NBI 41: Structure Open, Posted, or Closed to Traffic' = ")

Enter Query Criteria
Additional Filters
Select Display Columns

Available Report Fields

- Bridge End - Single Axle
- Bridge End - Tandem Axle
- Bridge is Closed
- General Comments
- Gross (Tons)
- H Truck (Tons)
- HS Long (Tons)
- HS Short (Tons)
- In Tons or LBS
- In Tons or LBS
- In Tons or LBS

Displayed Columns

	Field	Display Type	Display Linked Files?	Yrs
Down	NBI 90: Date of Inspection		No	Delete
Up	NBI 41: Structure Open, Posted, or Closed to Traffic	Show Value	No	Delete

Run Query

As you can see above, this opens up a list of all of the fields on that form page. You should look around at the other selections in this menu tree to see where other data elements you may want to include in future queries are located. For this example, continue scrolling the list down and check "Gross (Tons)", "H Truck (Tons)", "HS Long (Tons)" and "HS Short (Tons)".

Items on the forms are listed in alphabetical order, you will probably have to look through the list more than once as the items aren't always where you would expect them to be.

Once you have checked the fields to be included, click the arrow between the 2 boxes to send the selected items to the right-hand side.

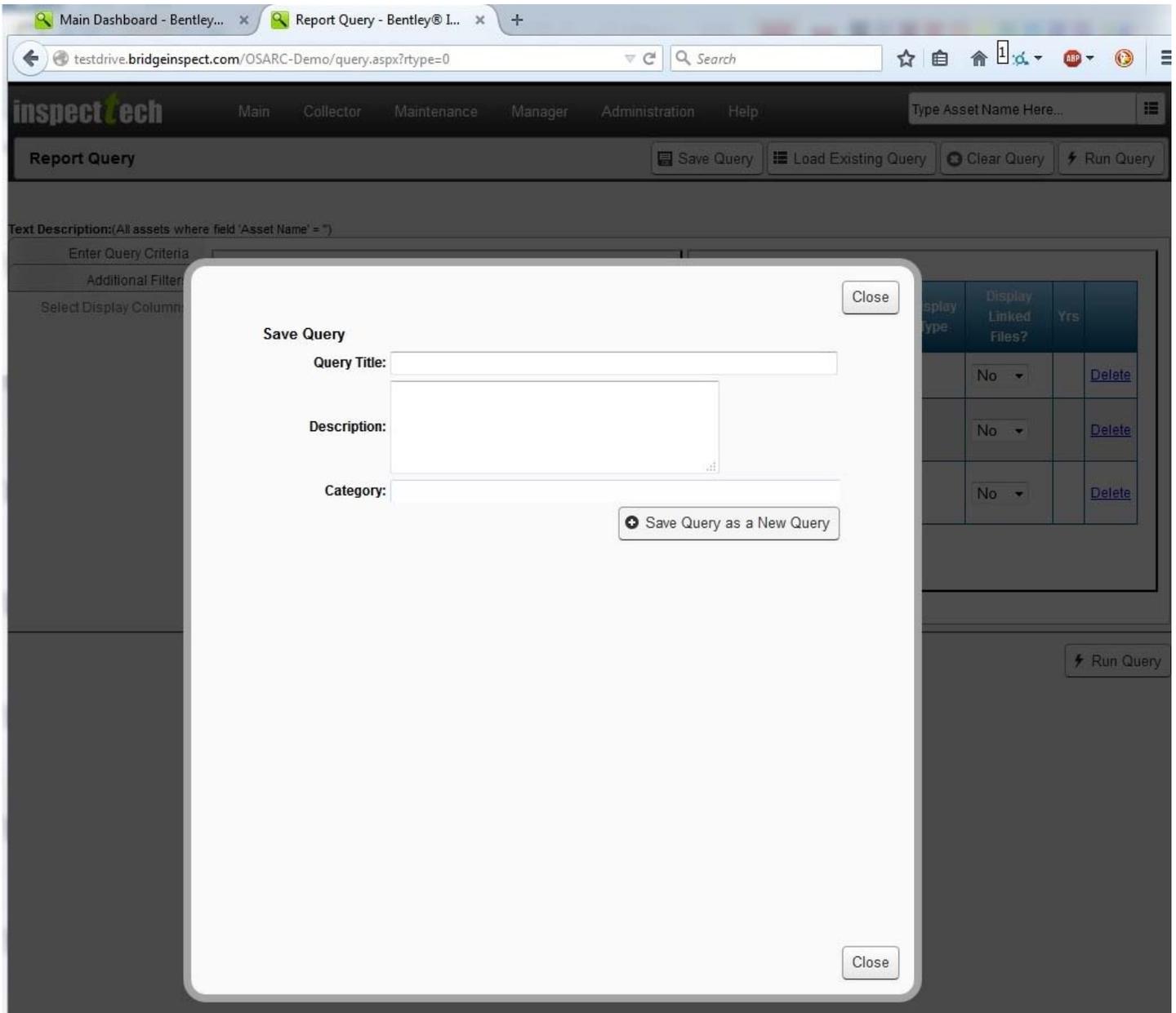
The screenshot shows the Bentley Report Query web application. The browser address bar displays `https://osarc.bridgeinspect.com/query.aspx?rtype=0`. The application header includes the 'inspect tech' logo and navigation links for Main, Collector, Maintenance, Manager, Administration, and Help. A search bar is present with the placeholder text 'Type Asset Name Here...'. Below the header, there are buttons for 'Save Query', 'Load Existing Query', 'Clear Query', and 'Run Query'. The main content area is titled 'Report Query' and contains a 'Text Description' of the query criteria. On the left, there are tabs for 'Enter Query Criteria', 'Additional Filters', and 'Select Display Columns'. The 'Select Display Columns' tab is active, showing two panels: 'Available Report Fields' and 'Displayed Columns'. The 'Available Report Fields' panel lists various fields with checkboxes, including 'Gross (Tons)', 'H Truck (Tons)', 'HS Long (Tons)', and 'HS Short (Tons)', which are all checked. A red arrow points to the right-pointing arrow button between the two panels. The 'Displayed Columns' panel shows a table with the following data:

	Field	Display Type	Display Linked Files?	Yrs
Down	NBI 90: Date of Inspection		No	Delete
Up	NBI 41: Structure Open, Posted, or Closed to Traffic	Show Value	No	Delete

At the bottom right of the interface, there is a 'Run Query' button.

You can change the order of the selected fields by clicking the "Up" and "Down" links next to the items in the right-hand box.

Now is the time to save the query. Click the "Save Query" button and enter at least a unique title for the query. Adding a description will help you to select the correct saved query when you want to run it again or modify it for another county.



Click the "Run Query" button below the query builder window. Depending on the number of records and fields, the query may take a minute or more to run.

Once the query has run, there are numerous options for working with the results. The most common might be to export the results to an Excel file.

The screenshot shows the 'inspect tech' web application interface for running a report query. The browser address bar shows the URL: <https://osarc.bridgesinspect.com/query.aspx?rtype=0>. The page title is 'Report Query - Bentley® I...'. The main navigation menu includes 'Main', 'Collector', 'Maintenance', 'Manager', 'Administration', and 'Help'. A search bar is present with the placeholder text 'Type Asset Name Here...'. Below the navigation is a 'Report Query' section with buttons for 'Save Query', 'Load Existing Query', 'Clear Query', and 'Run Query'. The 'Text Description' of the query is: '(All assets where field 'Asset Name' contains 'SA33' AND All assets where field 'NBI 90: Date of Inspection' contains '08' AND All assets where field 'NBI 90: Date of Inspection' contains '14' AND All assets where field 'NBI 41: Structure Open, Posted, or Closed to Traffic' = 'B')'. The interface is divided into two main sections: 'Enter Query Criteria' and 'Available Report Fields'. The 'Available Report Fields' section contains a list of fields with checkboxes, including 'Bridge End - Single Axle', 'Bridge End - Tandem Axle', 'Bridge is Closed', 'General Comments', 'Gross (Tons)', 'H Truck (Tons)', 'HS Long (Tons)', 'HS Short (Tons)', and three instances of 'In Tons or LBS'. The 'Displayed Columns' section shows a table with columns for 'Field', 'Display Type', 'Display Linked Files?', and 'Yrs'. The table contains three rows: 'NBI 90: Date of Inspection' with 'Display Type' as a dropdown and 'Display Linked Files?' as 'No'; 'NBI 41: Structure Open, Posted, or Closed to Traffic' with 'Display Type' as 'Show Value' and 'Display Linked Files?' as 'No'; and 'Gross (Tons)' with 'Display Type' as a dropdown and 'Display Linked Files?' as 'No'. Below the 'Available Report Fields' and 'Displayed Columns' sections is a 'Run Query' button. The 'Search Results' section shows '4 results found. (* indicates values are from in progress reports)'. It includes buttons for 'Edit Results', 'Print Reports', 'Show Assets on Map', 'Export Results To Excel', 'Export Results To KML', and 'Export Results To CSV'. There is also a 'Bulk Edit' button and a dropdown menu for 'Update Field' set to 'NBI 90: Date of Inspection'. The search results are displayed in a table with the following data:

Asset Name	NBI 90: Date of Inspection	NBI 41: Structure Open, Posted, or Closed to Traffic	Gross (Tons)	H Truck (Tons)	HS Long (Tons)	HS Short (Tons)
SA3300000000011	08/19/2014	B				
SA3300000000040*	08/22/2014	B				
SA3300000000067	08/21/2014	B		18	35	35
SA3300000000107	08/23/2014	B	5			

The footer of the page contains the text: 'Office of State Aid Road Construction', '© Copyright 2013 Bentley Systems, Inc.', and 'OSARC : Maher, Jim - Logout'.

Once you have the results in an Excel file, you can create a more user-friendly version of the output.

Managers – Corporate Logos

We are in the process of creating a new PDF report cover sheet which includes the ability to add your corporate logo. (Some sections have not been completed as of this writing.)

[DEMO]

v

Bridge Report

Structure No. SA18000000A096

SEC 23 T 4N R12W B

035-FORREST

91638 - Supervisor District 3

Report Date: 01/31/2019

Last Inspection: 12/21/2018

Inspection Type: Routine and Initial

Inspection Project: Non-Complex - SD-W

Work Order: SDW-21-01-NC



v



To be able to add your corporate logo, you first might have to format the logo to fit the available area. The logo must be saved as a PNG file. If the logo is not rectangular, it needs to be centered into a white rectangle that is 3 times wider than the logo is high. The PNG file will scale to fit the rectangular area established for the logo (approximately 150 x 450 pixels).

Uploading the logo into AssetWise is an Administrative function, so once your logo is ready, e-mail it to us as bridge@osarc.ms.gov. We will upload your logo, which you can then selection the Age and Service page.