Creating a Report in BIAS and Uploading a File into a BIAS Report

FILE NAMING CONVENTION

The Bridge File documentation as discussed Part 1 of the Bridge Inspection Manual must use the Bridge File Documents naming convention as shown below. Please refer to the Bridge File naming convention document for document types and their corresponding abbreviations.

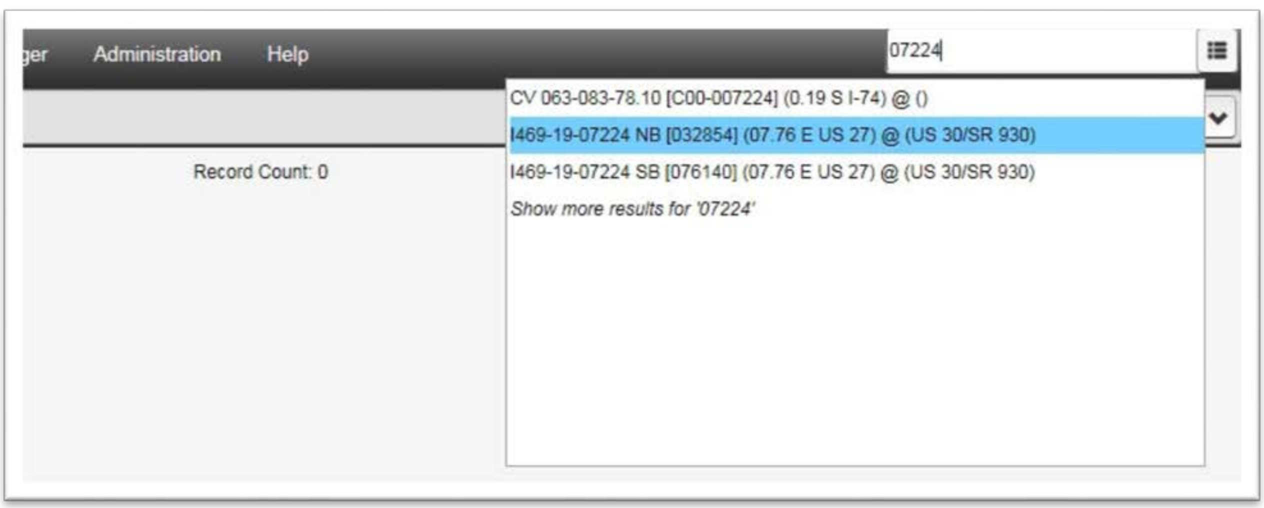
[Document Type Abbrev.] [Bridge Number] - [Document Date]

Notes: Plans and Inspection Reports will have a supplemental description
Include the dash between the Bridge Number and the Document Date
Document Date is the date on the document itself, not the date the document was uploaded. Document date must use dashes "-"not slashes "/".

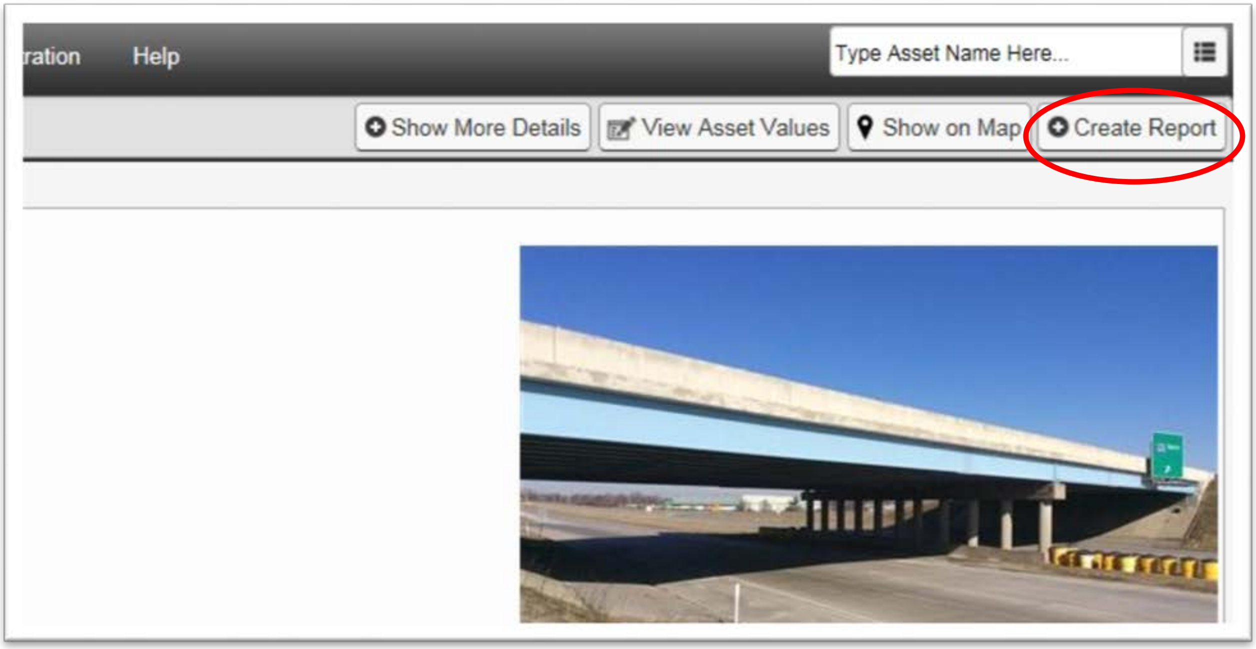
Examples: Original Plans = Plans O 056-88-01478 - 9-28-1933.pdf
Hydraulic Memo = HydroMemo 056-88-01478 - 01-01-2002
Load Rating Summary = LoadRtgSum I69-263-04764 CNB - 12-28-2016
Load Rating Summary (County Bridge) = LoadRtgSum 52-00035 - 12-28-2016

CREATING A REPORT IN BIAS

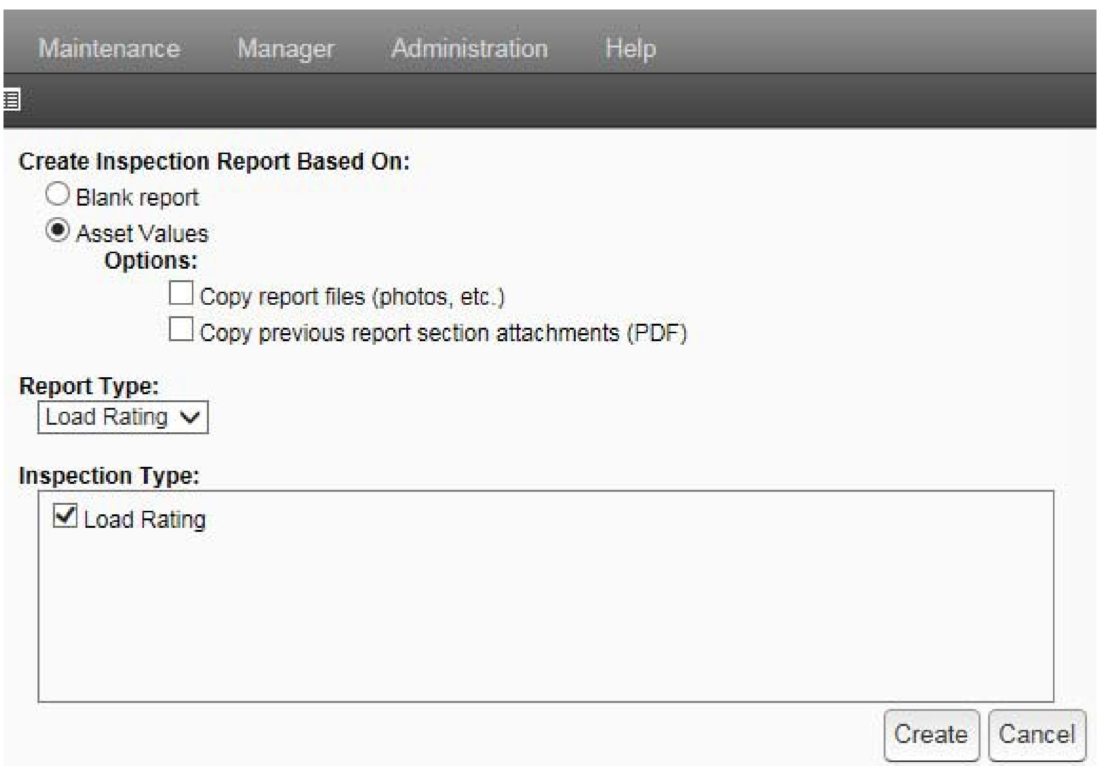
- Log into InspectTech and enter either the NBI number or last 4/5 digits of the structure number in the upper right corner where it says "Type Asset Name Here…"
- Click on the correct bridge



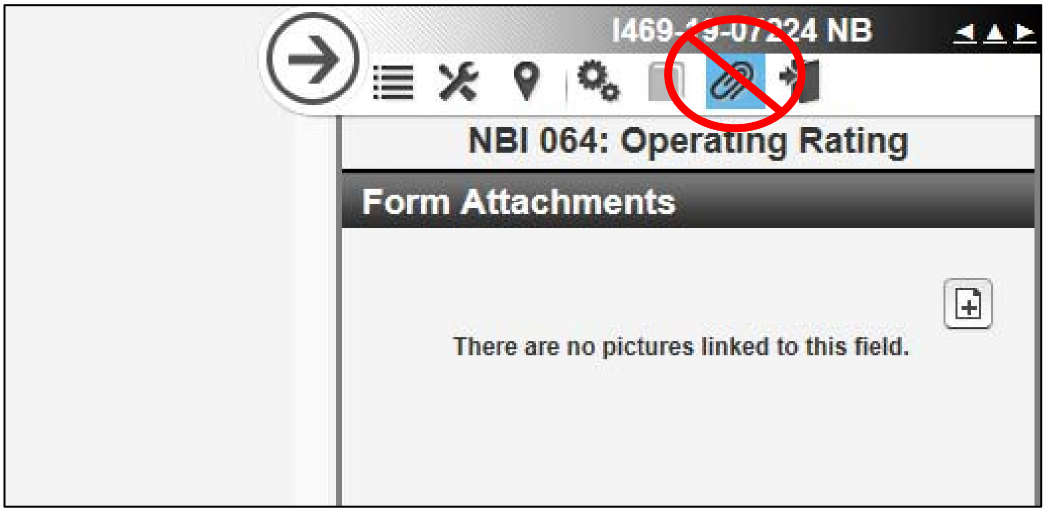
- After the page loads, click on “Create Report” in the upper right corner



- Select the report type. Verify that “Asset Values” is selected
- Click “Create”

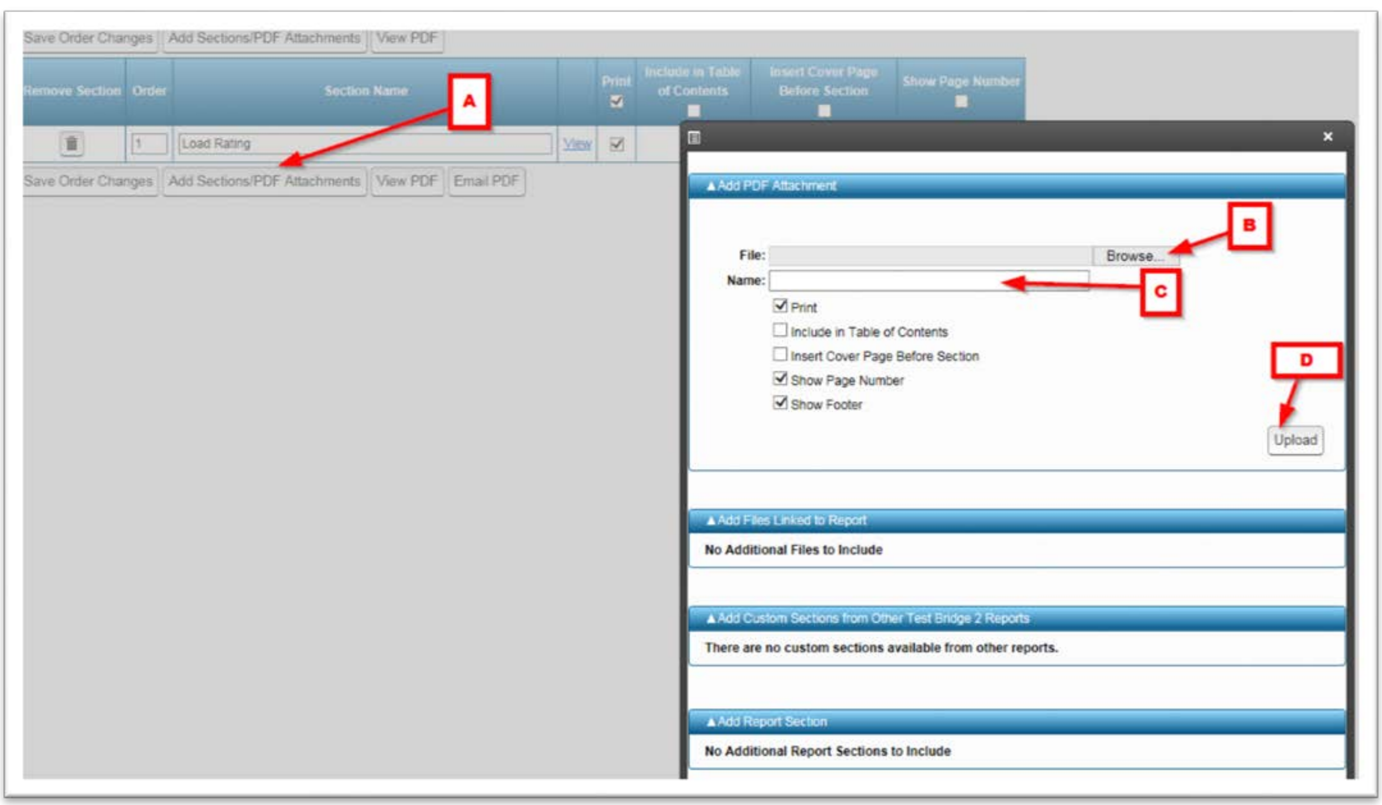


- **DO NOT USE the paperclip**, then the “Attach Picture/File” button

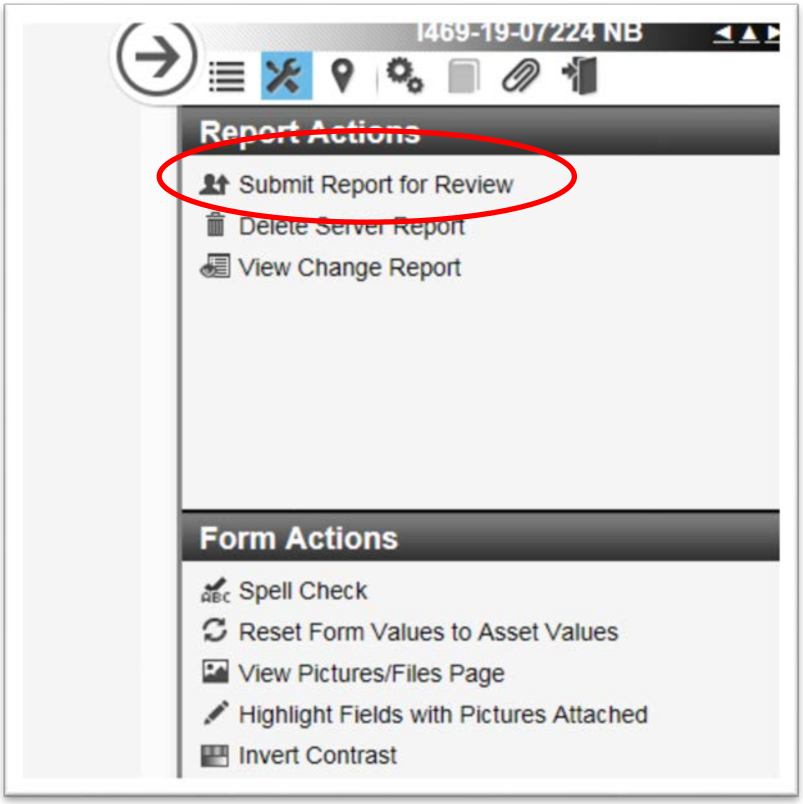


To attach supporting documentation to a report, click the  icon to access the Forms.

- Click Report Sections
- Click “Add Sections/PDF Attachments” - “A”
- Click “Browse” to locate document – “B”
- Enter the document name. The name must use the Bridge File Document naming convention – “C”
- Once completed, click “Upload” – “D”



- Once the documentation has been attached, click on the wrench icon in the upper right corner of the screen, then “Submit Report for Review”



- Select “Approve Final Report” as your workflow stage
- Click “Submit”