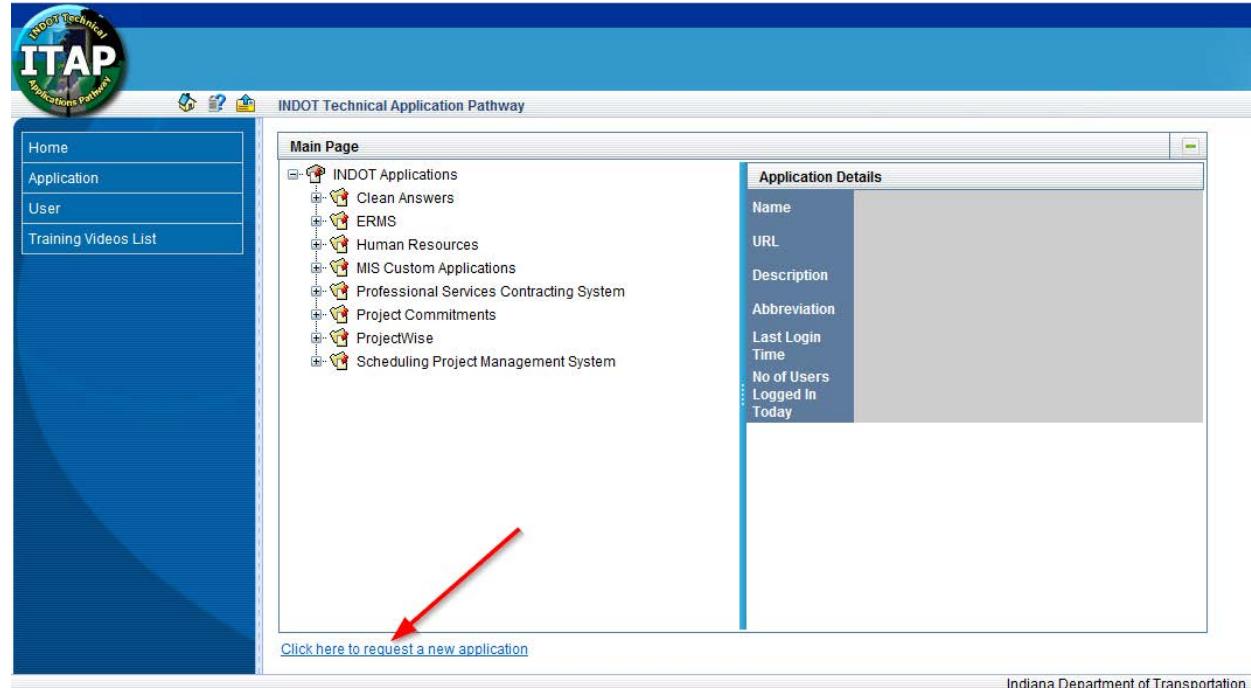


Uploading Bridge File Documents to ERMS

REQUESTING ACCESS

New users must request access prior to uploading files to the Bridge File Documents folder in ERMS.

From the ITAP main page, request a new application.



INDOT Technical Application Pathway

Main Page

- INDOT Applications
- Clean Answers
- ERMS
- Human Resources
- MIS Custom Applications
- Professional Services Contracting System
- Project Commitments
- ProjectWise
- Scheduling Project Management System

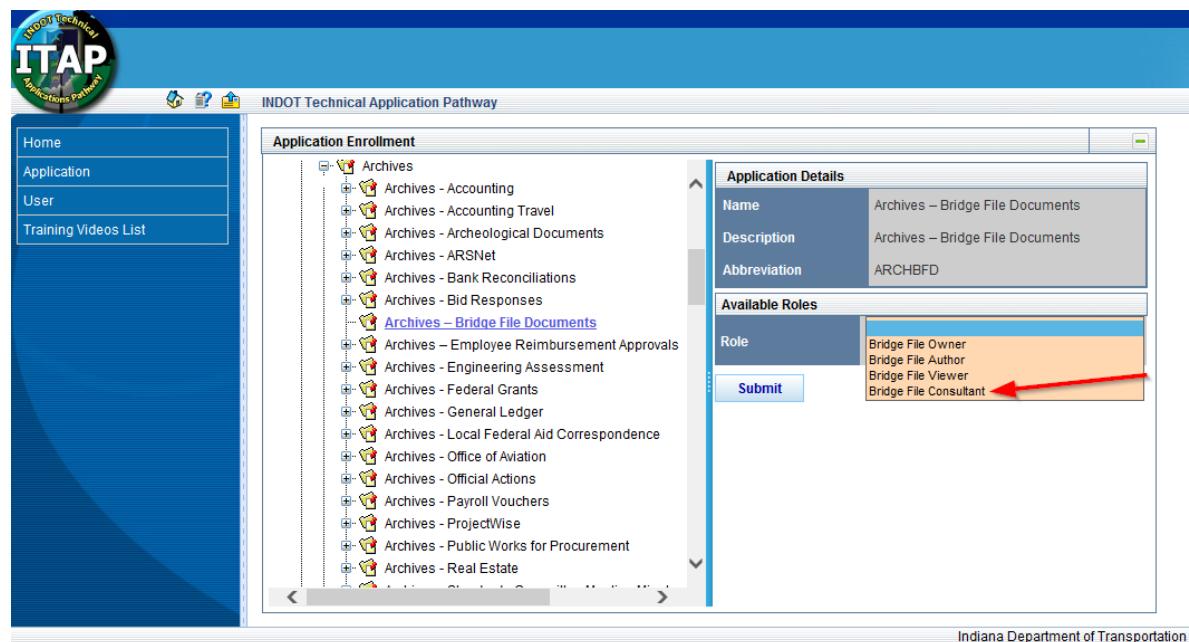
Application Details

| | |
|-----------------------------|--|
| Name | |
| URL | |
| Description | |
| Abbreviation | |
| Last Login Time | |
| No of Users Logged In Today | |

[Click here to request a new application](#)

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From the Application Enrollment screen, navigate to the Bridge File Documents application (ERMS – ARCHIVES – BRIDGE FILE DOCUMENTS). Select the appropriate role. Consultants should select “Bridge File Consultant”. INDOT personnel should select “Bridge File Author”. Click Submit. The user will be notified of approval via email.



INDOT Technical Application Pathway

Application Enrollment

- Archives
- Archives - Accounting
- Archives - Accounting Travel
- Archives - Archeological Documents
- Archives - ARSNet
- Archives - Bank Reconciliations
- Archives - Bid Responses
- Archives - Bridge File Documents**
- Archives - Employee Reimbursement Approvals
- Archives - Engineering Assessment
- Archives - Federal Grants
- Archives - General Ledger
- Archives - Local Federal Aid Correspondence
- Archives - Office of Aviation
- Archives - Official Actions
- Archives - Payroll Vouchers
- Archives - ProjectWise
- Archives - Public Works for Procurement
- Archives - Real Estate

Application Details

| | |
|--------------|----------------------------------|
| Name | Archives – Bridge File Documents |
| Description | Archives – Bridge File Documents |
| Abbreviation | ARCHBFD |

Available Roles

| | |
|------|--|
| Role | Bridge File Owner Bridge File Author Bridge File Viewer Bridge File Consultant |
|------|--|

Submit

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FILE NAMING CONVENTION

All files uploaded to the Bridge File Documents folder within ERMS Bridge File must use the following naming convention. The file naming convention for various document types and their corresponding abbreviations is available from the INDOT Bridge Inspection webpage.

[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.pdf

Load Rating Model = LoadRtgMdl I69-263-04764 CNB - 01-01-2015.xml

Load Rating Summary (County Bridge) = LoadRtgSum 52-00035 - 01-01-2016

USING THE MULTIPLE FILE UPLOAD TOOL

1. (From ITAP) ERMS – Archives – Archives – Bridge File Documents. Selection the File Upload URL link

The screenshot shows the 'Main Page' of the INDOT Technical Application Pathway. On the left, there is a tree view of applications under 'INDOT Applications'. Under 'ERMS', the 'Archives' folder is expanded, and 'Archives – Bridge File Documents' is selected. On the right, there is a 'Application Details' panel with the following information:

| Application Details | |
|---------------------|--|
| Name | Archives – Bridge File Documents |
| UCM URL | Click here to access application |
| File Upload URL | Click here to access application |
| Description | Archives – Bridge File Documents |
| Abbreviation | ARCH BFD |

2. Select “Bridge File Documents”
3. Select the document to be uploaded (drag and drop)
4. Click “Start Upload” then “OK” when done
5. Click “Enter File Information”

The screenshot shows the 'Select files' interface for a file upload. A red arrow labeled '2.' points to the dropdown menu where 'Bridge File Documents' is selected. A red box labeled '3.' highlights the file name 'Plans O 056-88-01478 - 9-28-1933.pdf' with the text 'file name must use required naming convention'. A red arrow labeled '4.' points to the 'Start Upload' button. A red box labeled '5.' highlights the 'Enter File Information' button with the text '"Start Upload" must be selected prior to this step'.

6. Information entered on following screen will be applied to all files uploaded. The following fields must be completed prior to adding files to ERMS. Values must be consistent with those shown in BIAS.

- Structure Number
- Document Type
- NBI number
- County

Enter DES number: [Fill from SPMS](#)

Required Properties

Structure Number : Document Type : [Load Rating Model](#)

Optional Properties

NBI Number : Year Built :

County : Facility Carried :

Feature Intersected : District :

Document Date :

[Next](#)

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7. Click "Next"

8. Click on each uploaded file and enter all information that was not input during Step 6. Select the document Type from the pull down menu. The Document Type should match the Document Type Description from the file naming convention, except that all plans should use "Plans" and all bridge inspection reports should use "Bridge Inspection". Verify that the document type matches the specific file being uploaded.

9. When done with all prior steps, click "Add Files to ERMS".

10. When the confirmation screen appears, close the browser.

Files Uploaded

<> LoadRtgMdl I69-263-0476
<> LoadRtgSum I69-263-0476

Required Properties

Structure Number : Document Type : [Load Rating Model](#)

Optional Properties

NBI Number : Year Built :

County : Facility Carried :

Feature Intersected : District :

[Previous](#) [Next](#)

[Add Files to ERMS](#)