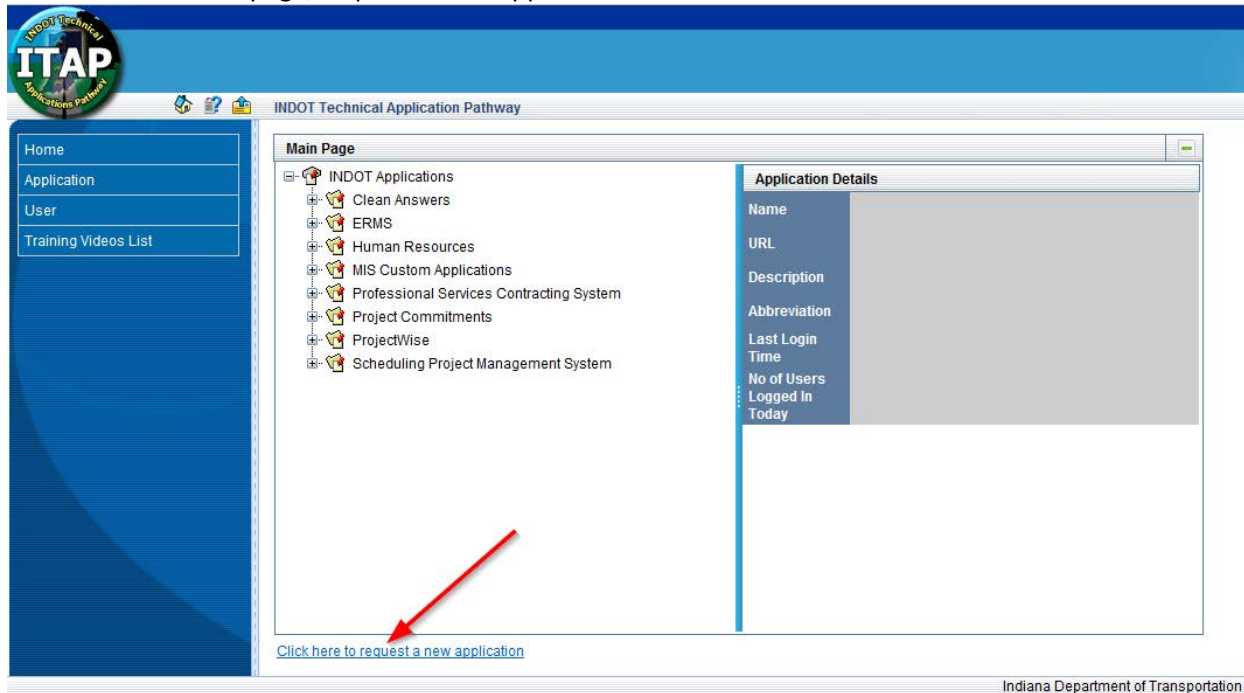


Uploading Bridge File Documents to ERMS

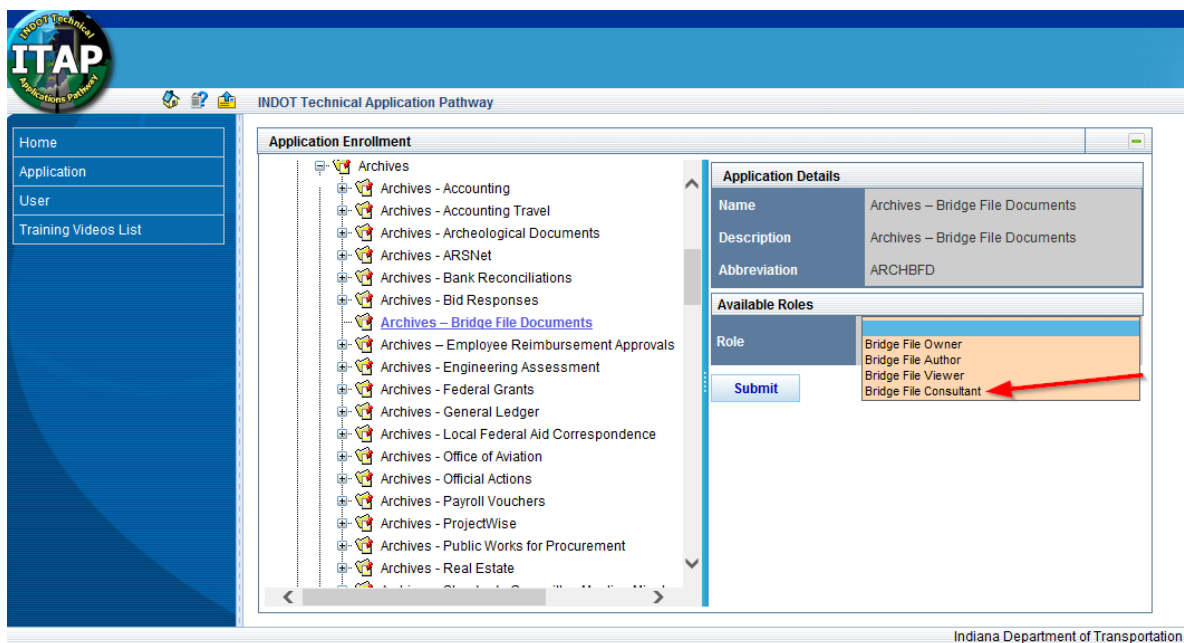
REQUESTING ACCESS

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.



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.



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

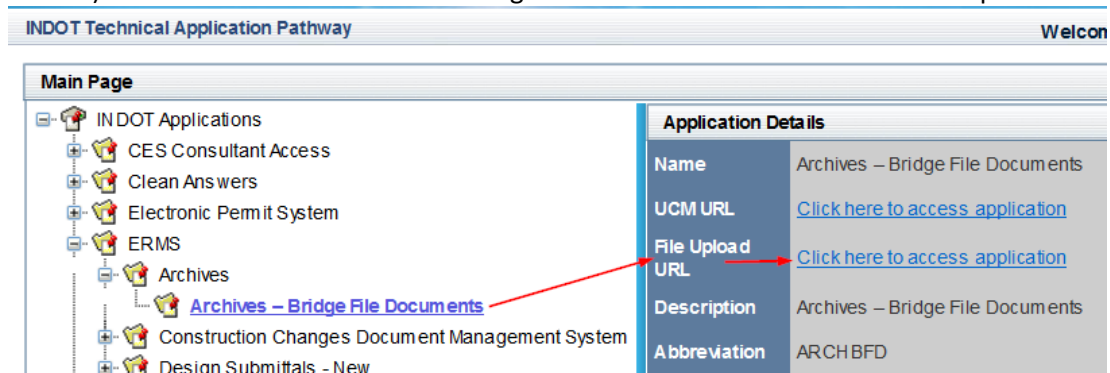
Document Date is the date on the document itself, not the date the document was uploaded.

Document date must use dashes "-" not slashes "/".

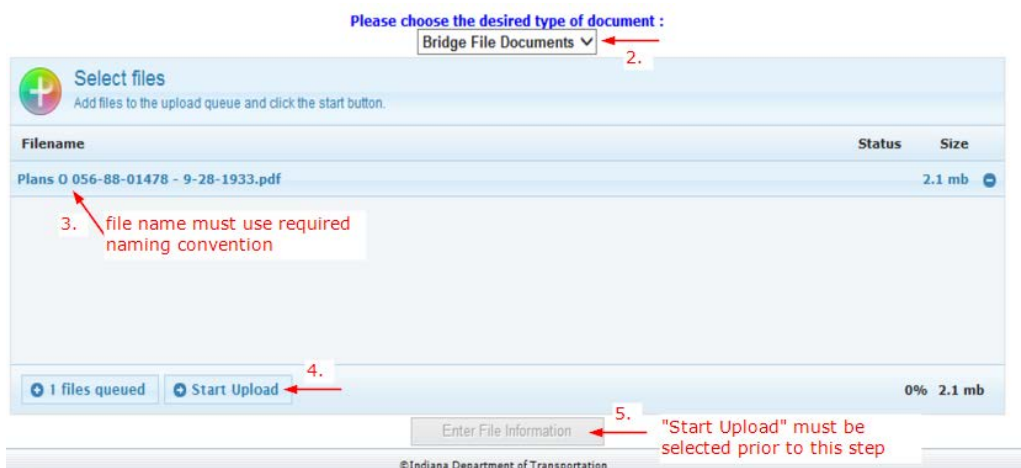
Examples: Original Plans = Plans O 056-88-01478 - 9-28-1933.pdf
Hydraulic Memo = HydroMemo 056-88-01478 - 01-01-2002.pdf
Load Rating Model = LoadRtgMdl I69-263-04764 CNB - 01-01-2015.xml
Load Rating Summary (County Bridge) = LoadRtgSum 52-00035 - 01-01-2016

USING THE MULTIPLE FILE UPLOAD TOOL

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



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"



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

The screenshot shows a web form titled "Enter DES number:". At the top, there is a text input field and a button labeled "Fill from SPMS". Below this, the form is divided into two main sections: "Required Properties" (outlined in red) and "Optional Properties" (outlined in blue). In the "Required Properties" section, the "Document Type" is set to "Load Rating Model" in a dropdown menu. The "Structure Number" field is highlighted with a red box, and a pop-up "Enter Values" dialog is open over it, showing the value "I69-263-04764 CNB" and "Add" and "Cancel" buttons. The "Optional Properties" section contains fields for "NBI Number", "County", "Year Built", "Facility Carried", "Feature Intersected", "Document Date", and "District". A "Next" button is located at the bottom right of the form. The footer of the page reads "©Indiana Department of Transportation".

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.

This screenshot shows the "Files Uploaded" screen. On the left, there is a list of files with columns for file names and document types. Two files are listed: "LoadRtgMdl I69-263-04764" and "LoadRtgSum I69-263-04764". The main area of the screen is the same form as in the previous screenshot, but with additional annotations. A red arrow points to the "+" sign next to the "Structure Number" field with the text "click '+' sign to add values". At the bottom of the form, there is a "Previous" button, a "Next" button, and a large "Add Files to ERMS" button with a floppy disk icon. The footer of the page is the same as the previous screenshot.