Using
AssetWise

Office of State Aid Road Construction
July 1, 2021

Contents

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.
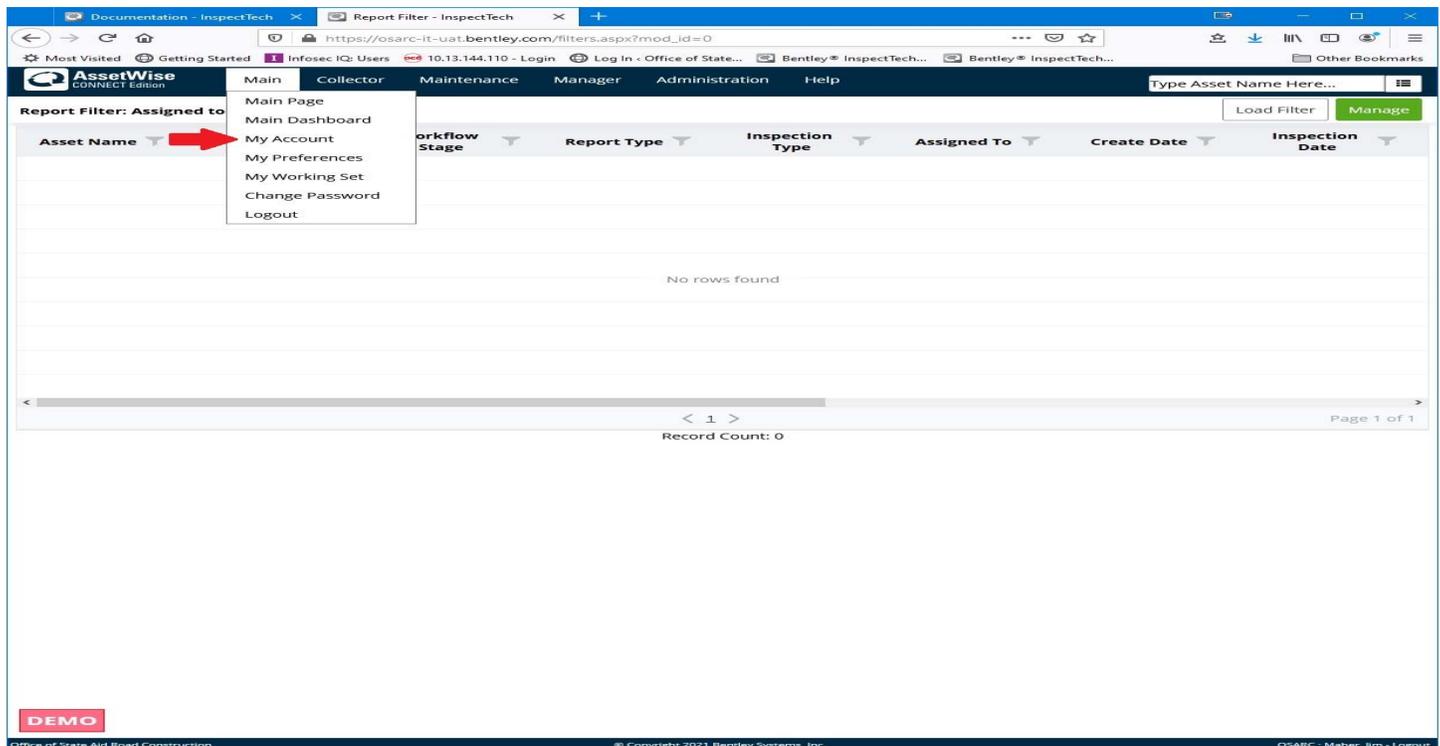
Logging in

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 perquisite 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 perquisite 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".

At the bottom, to the right of Certificates, click "Add New"
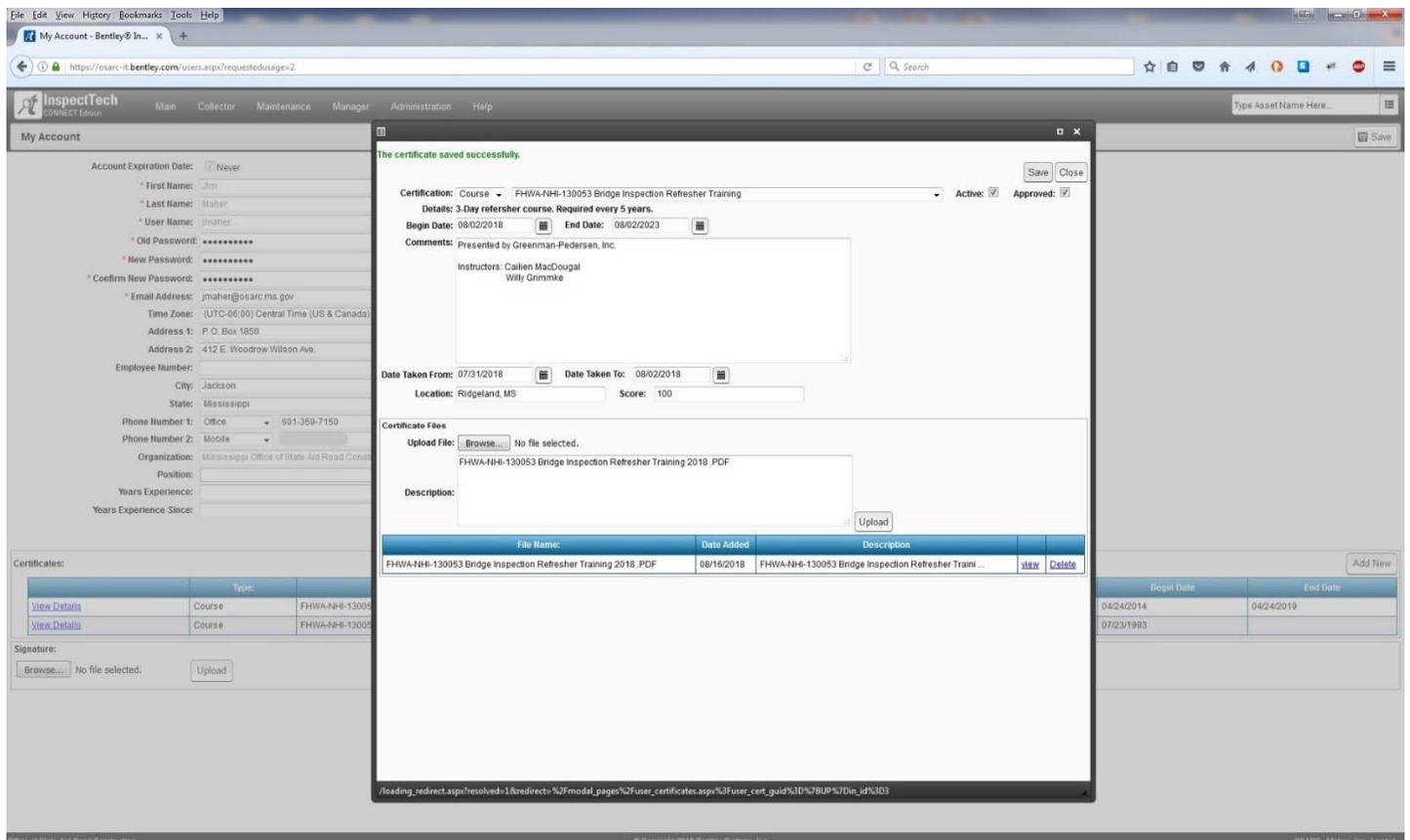
Certificates screen

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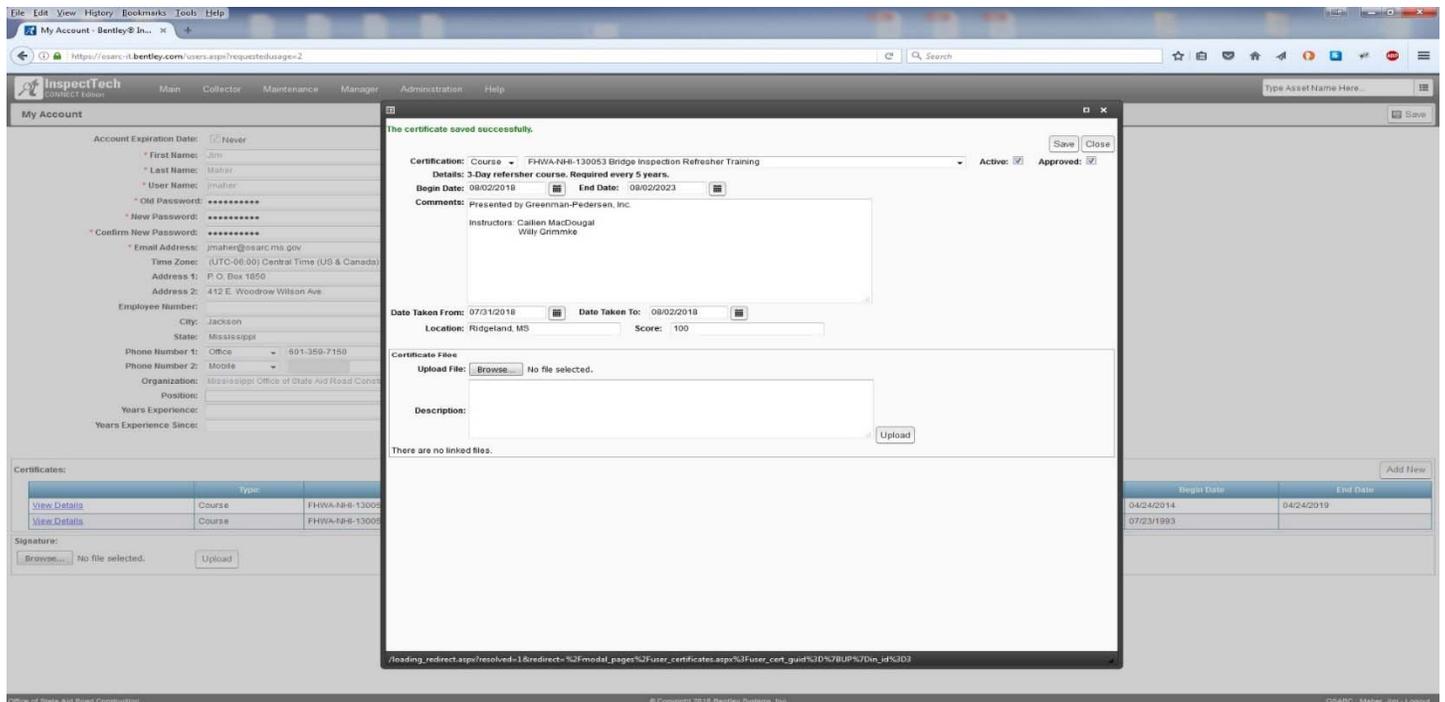
This shows the top half of the certificates screen completed. Note that four additional fields were added: Date Taken From, Date Taken To, Location and Score. AssetWise recommends that users click the "Save" button at this point.

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

"My Accounts" screen

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 that 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 then 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 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.

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.

Which will bring you to the report screen.

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…

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

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".

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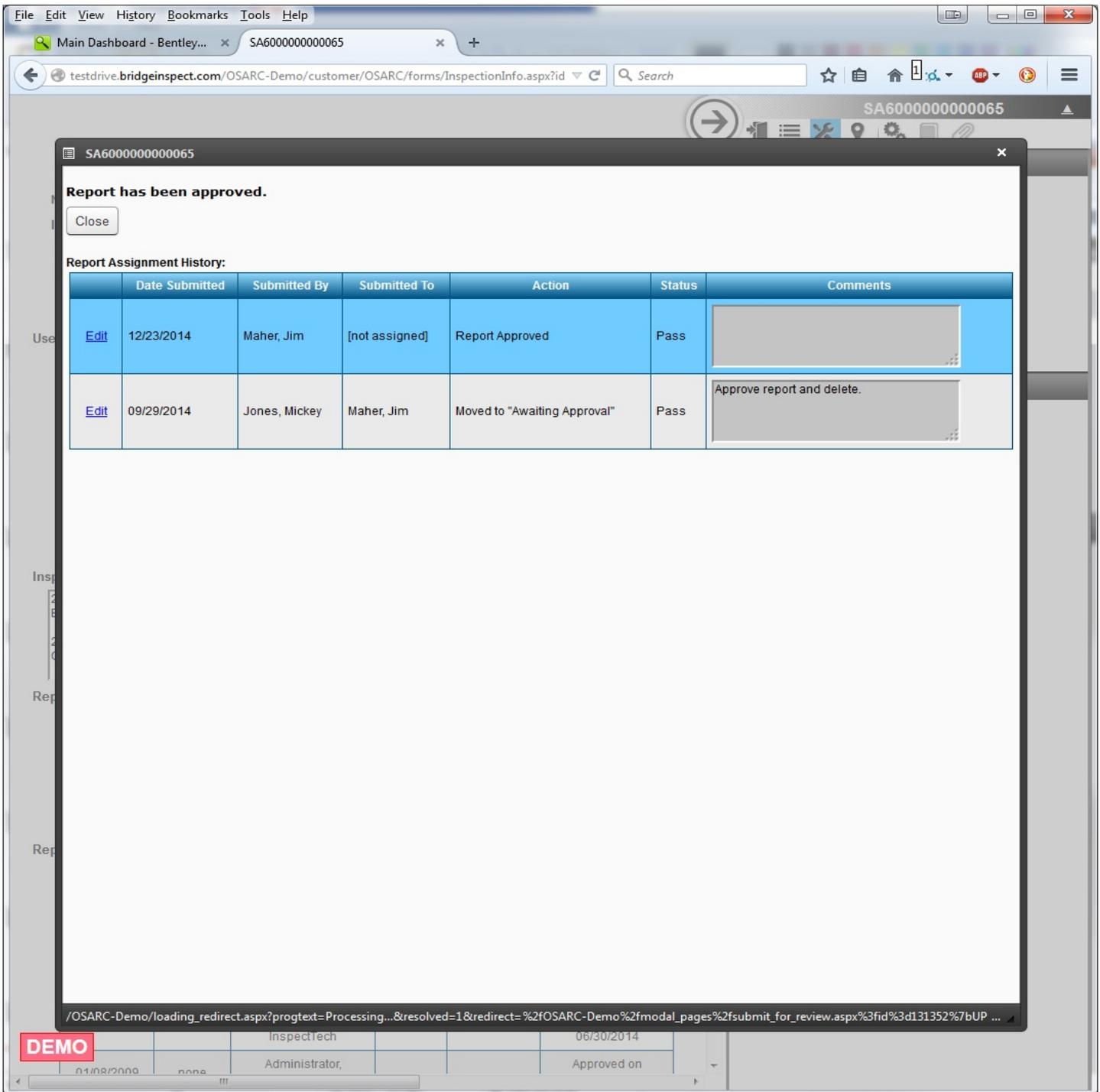
NOTE: If you need to re-open an approved report, contact the Administrator. The Administrator has the ability to reverse the approval and reassign the report to an inspector.
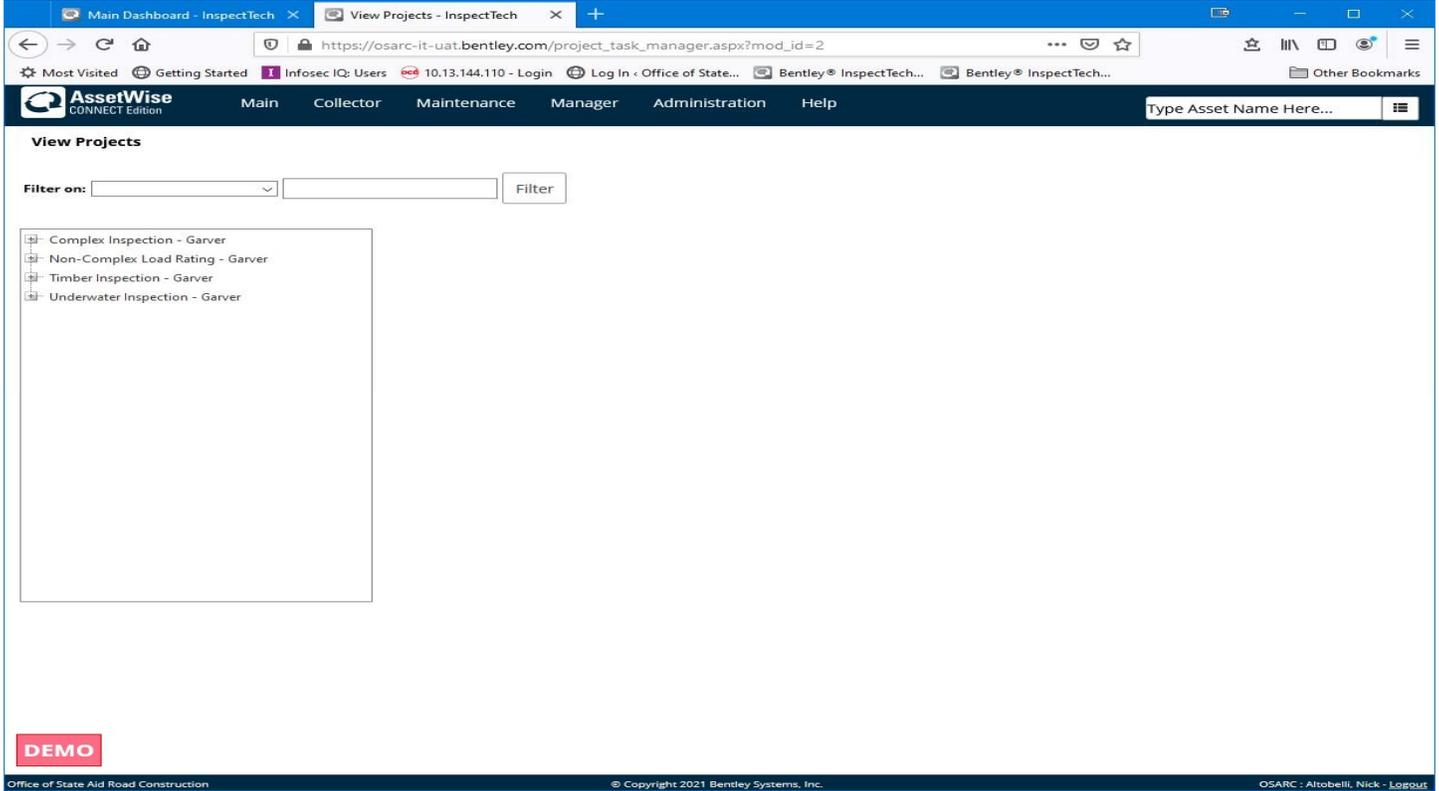
Managers – View Projects

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

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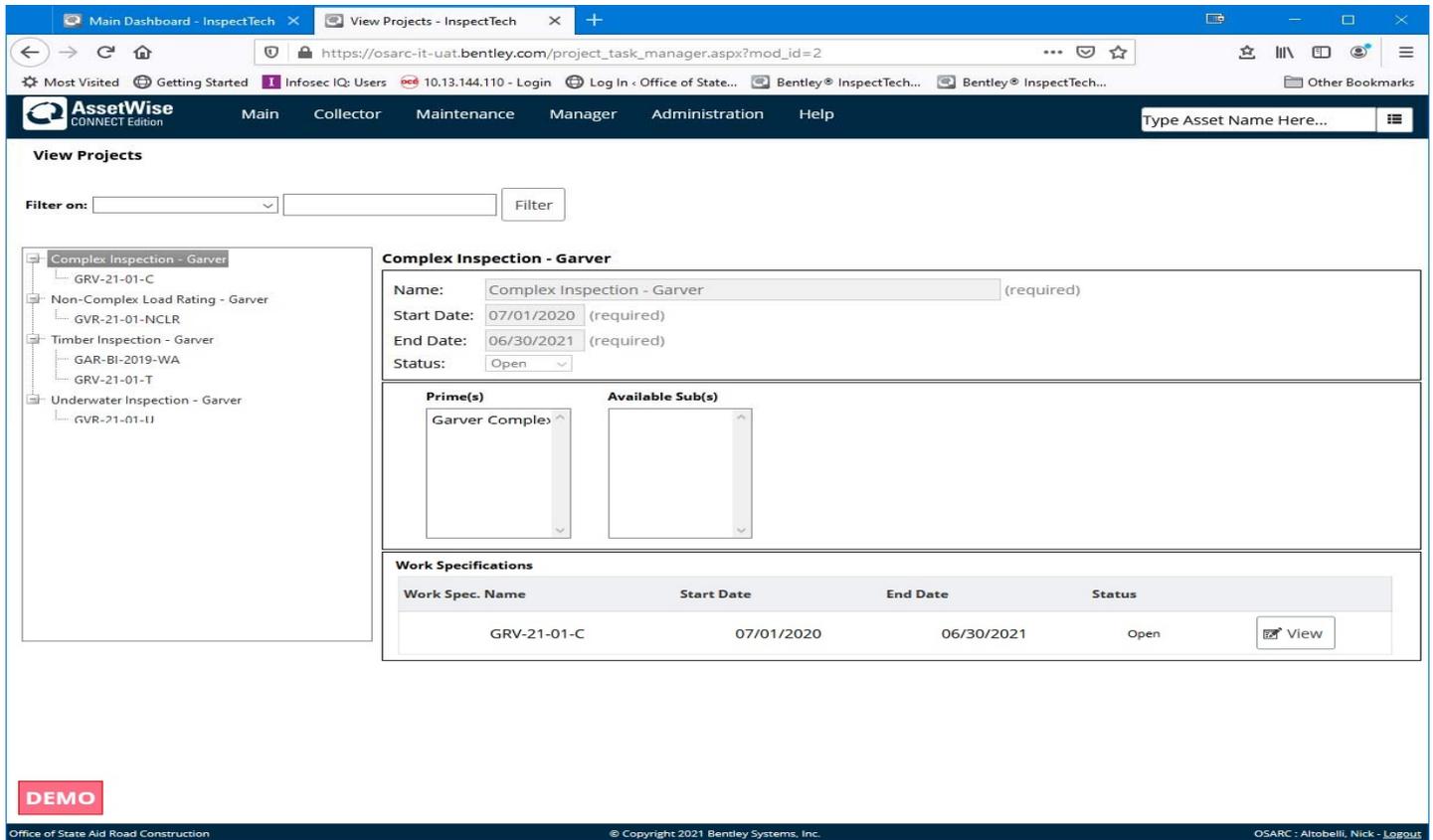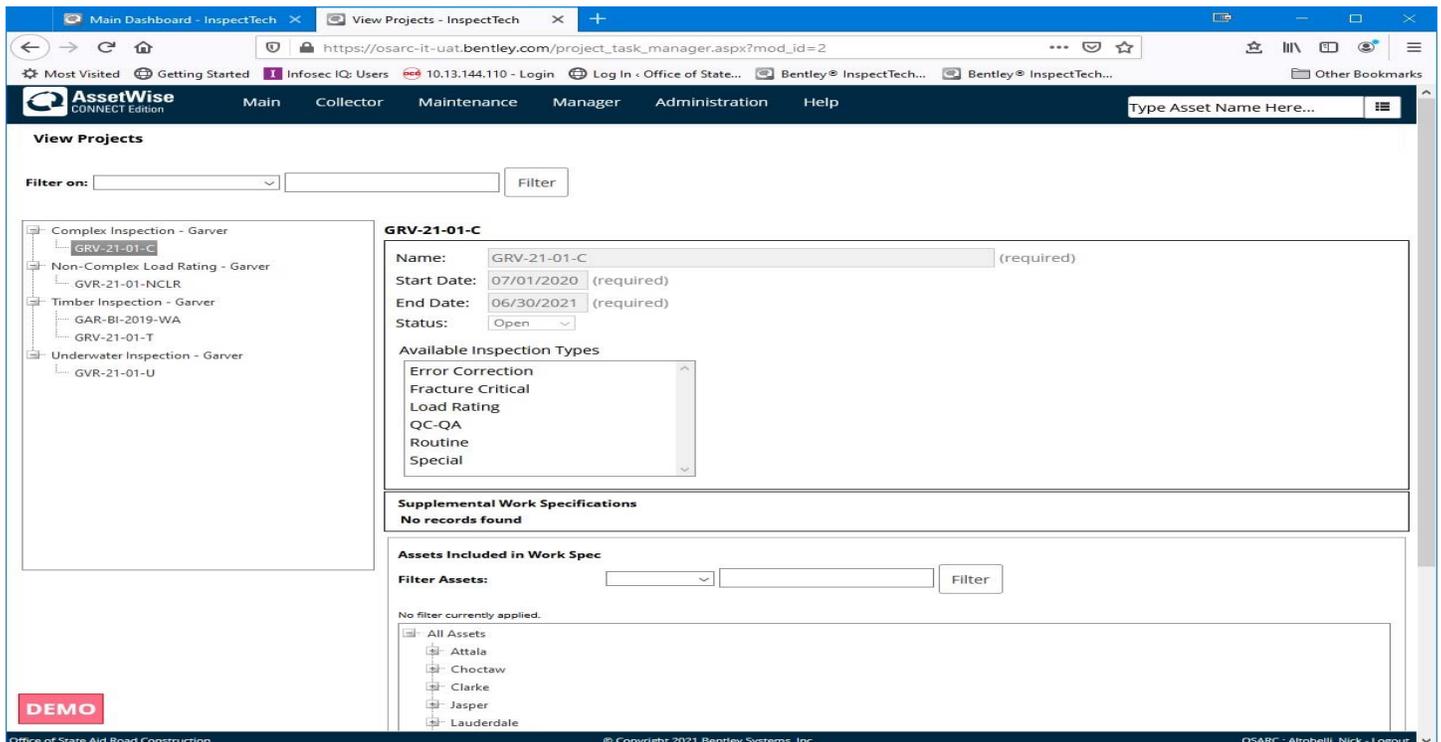

Clicking the [+] next to each project displays the Work Specification(s) created for that project.
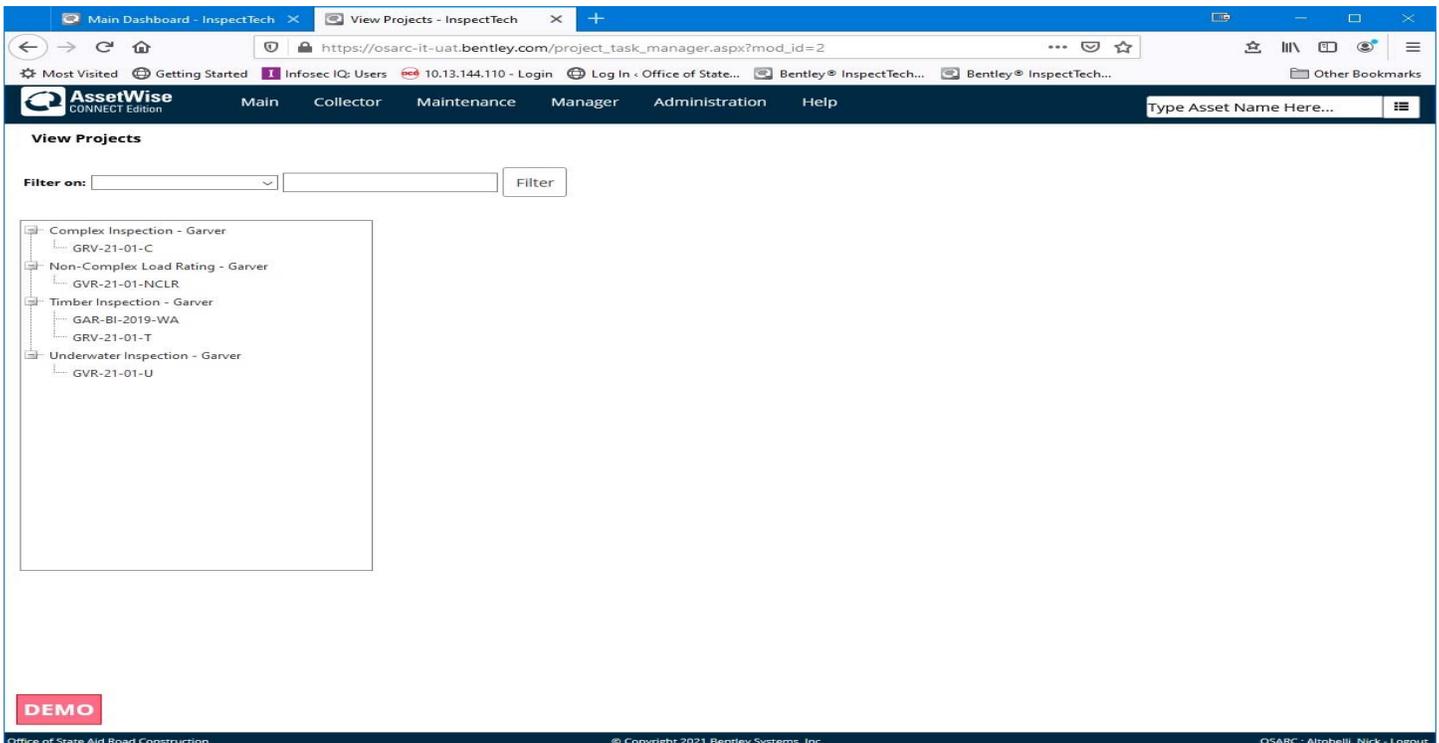
Clicking on a project displays the project information and the associated Work Specifications.

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?).

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.

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.

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.

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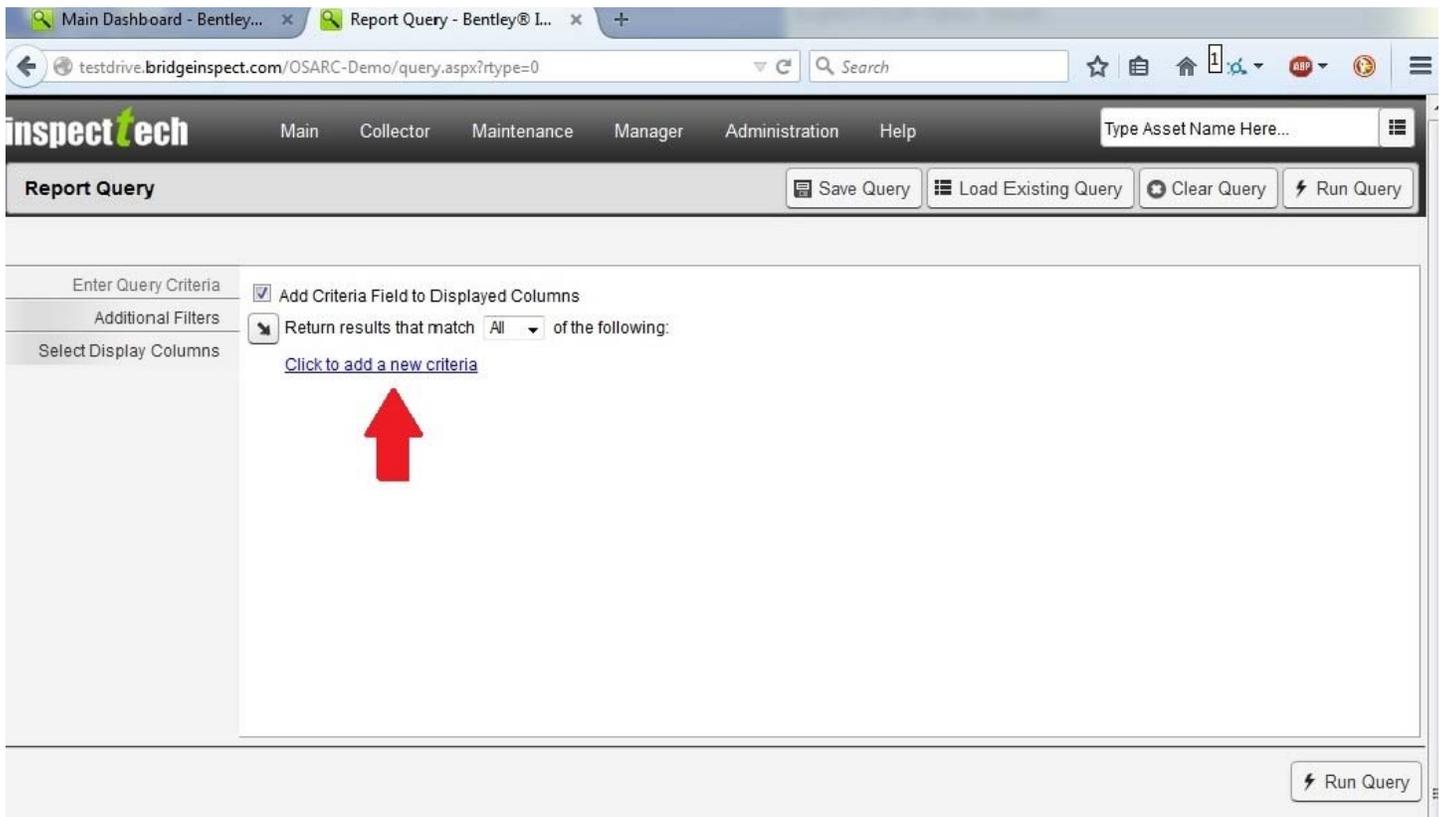
Click the "+" next to "Asset Fields" and select "Asset Name" (or "Asset Code", they are the same).

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".

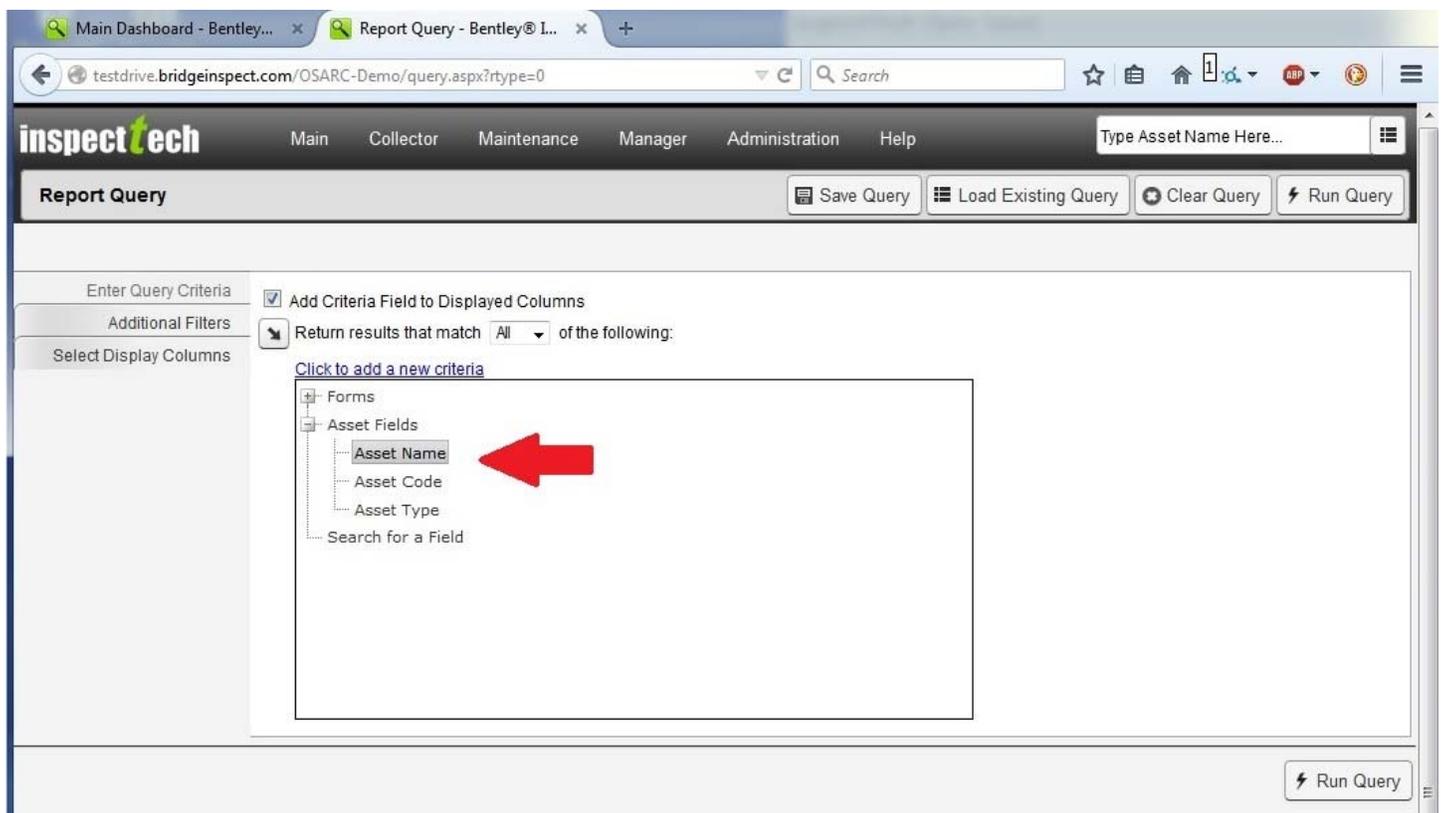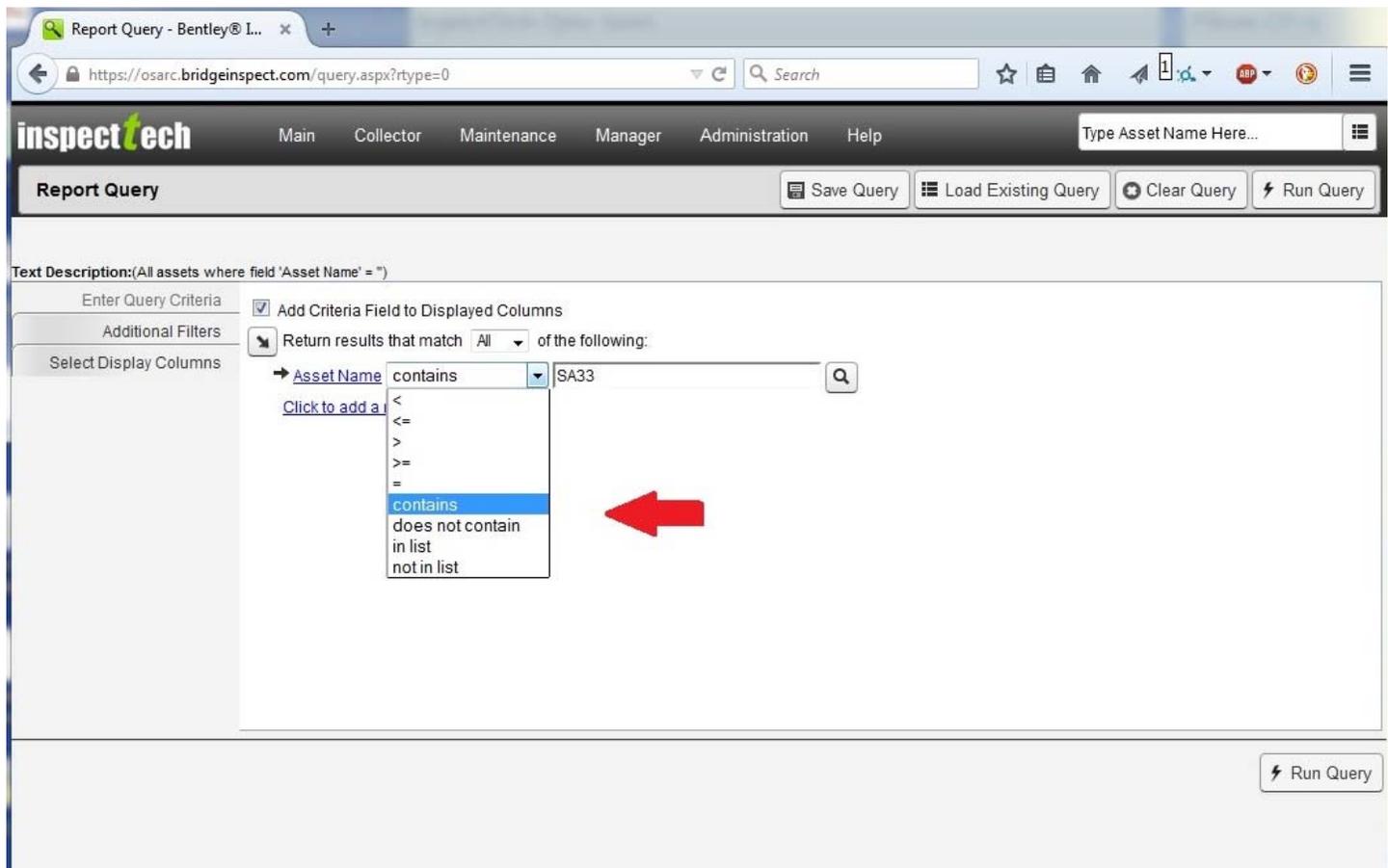In the new line that is displayed, click the drop down button and select "Contains" and the next box type "xx" (where xx is the month the inspections were done, i.e. "08").

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".

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 an 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.
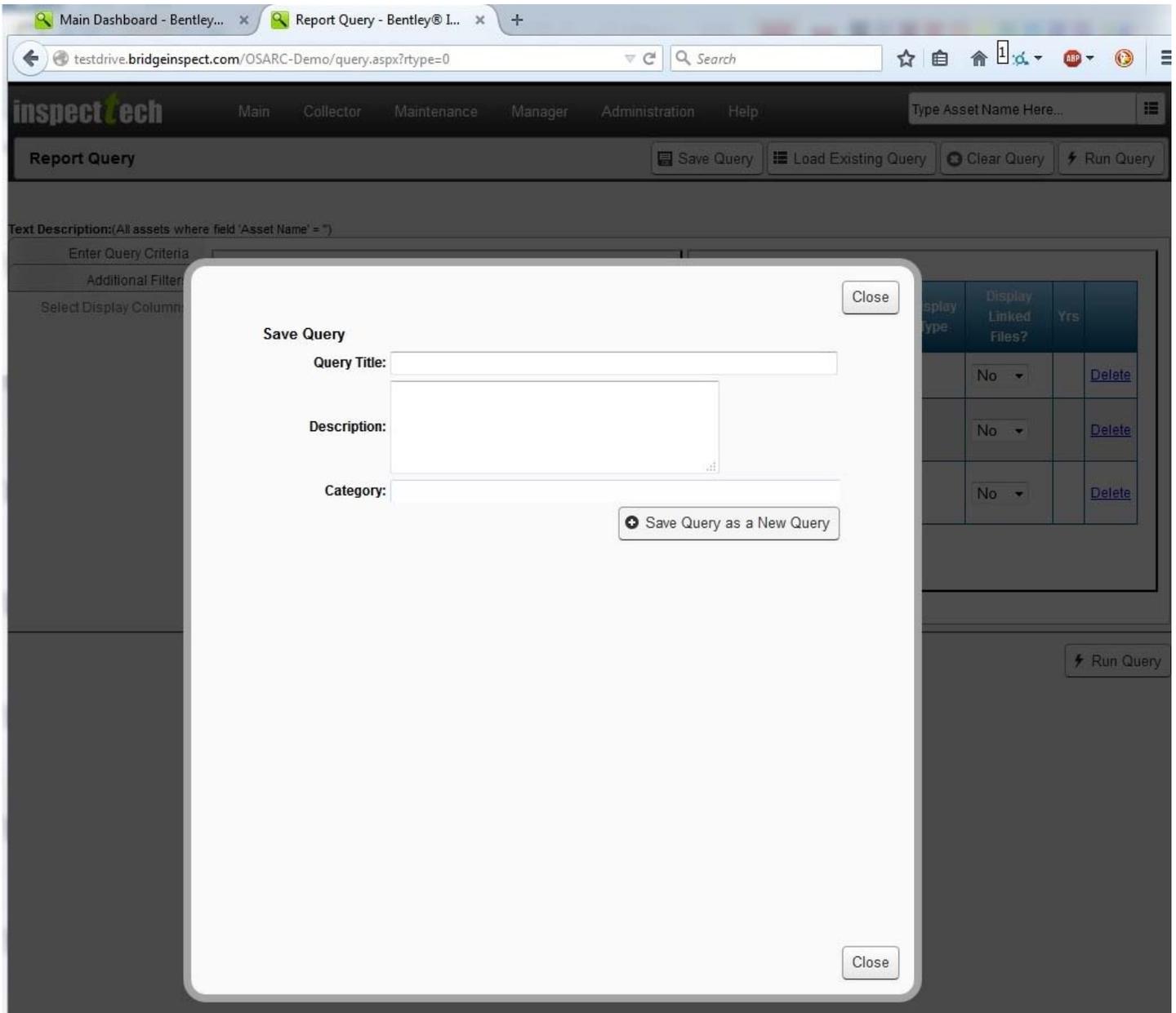

You can change the order of the selected fields by clicking the "Up" and "Down" links next to the items in the right-hand box.

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 of 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.

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 as 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]

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Bridge Report

Structure No. SA180000000A096

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

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Test
Logo

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.