

TASK 4: ASSIGN BRIDGE INSPECTIONS

RESPONSIBLE PERSONNEL FOR THIS TASK - COUNTY ENGINEER(S)

SUMMARY

In this task the County Engineer(s) for each county receives a task assignment to get the inspections assigned to inspectors. The County Engineer(s) assigns the bridges to the qualified inspectors for inspection

1. Log Into the System as the County Engineer
See **Username** and **Password** sheet

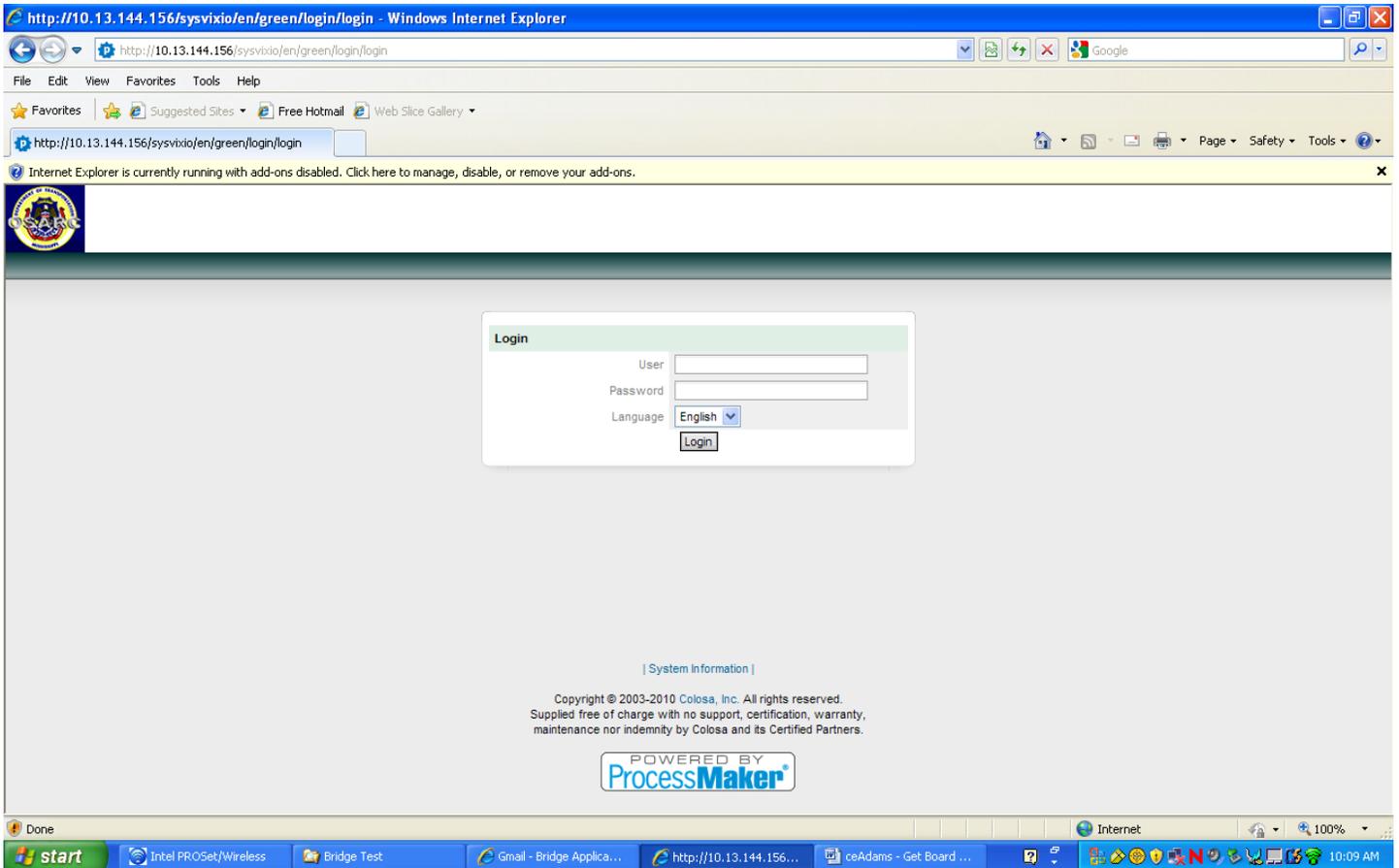


Fig. 1 – Login Screen

2. 'Click' on the 'Inbox' control
(Note: This may be your default page once you login)
3. 'Click' on Open for the corresponding case. See Fig. 2

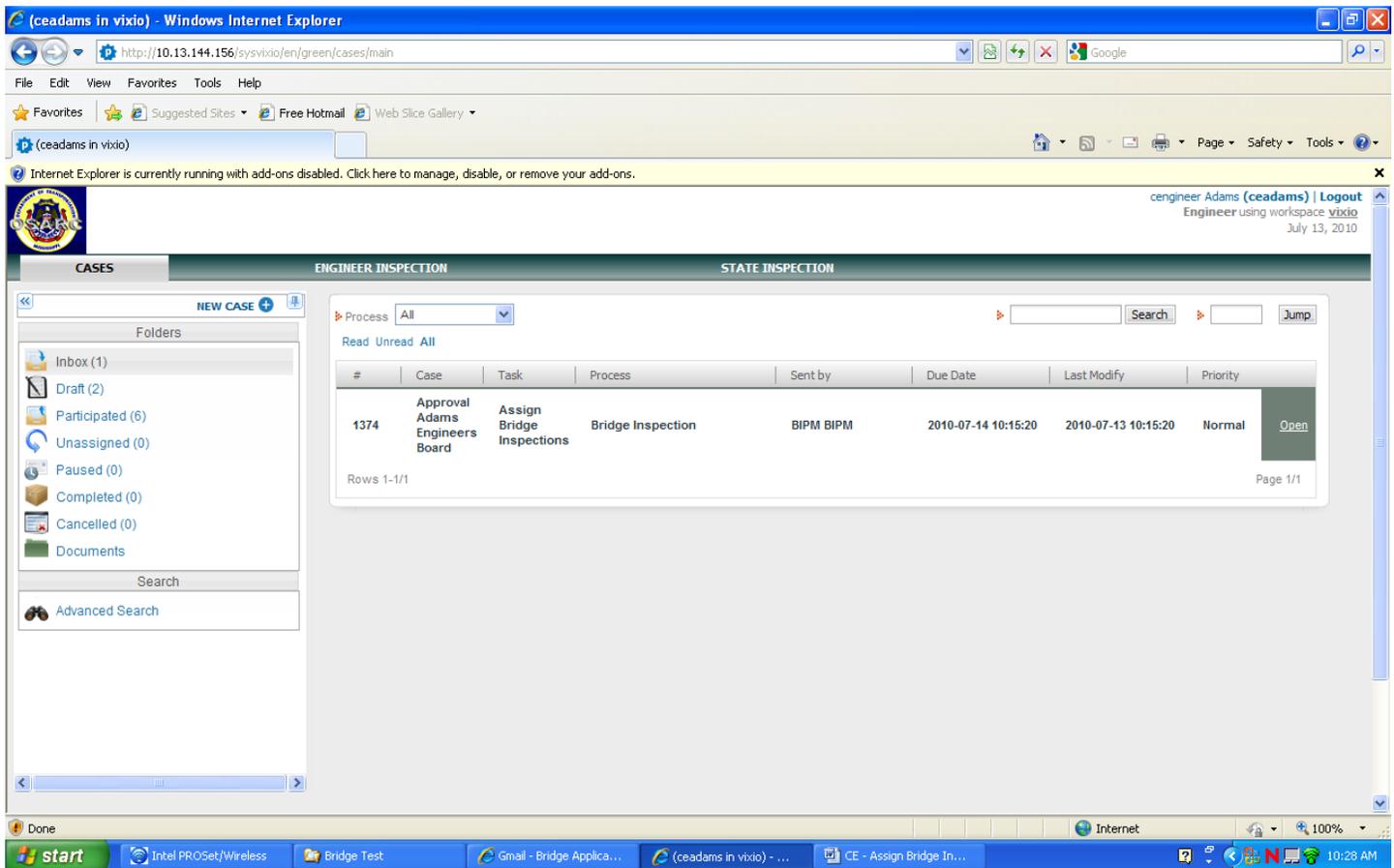


Fig 2

4. Select the Qualified Bridge Inspector from the drop down Inspectors list. See Fig. 3.
5. Select one or more bridges from the “Bridges Available” list by highlighting the bridges. See Fig. 3
6. Using the right arrow in the middle of the screen, move the selected Bridges to the “**Bridges Assigned**” Pane. See Fig 4. You can also reverse the assignment of bridges by selecting it from the “**Bridges Assigned**” pane and moving it back to the “**Bridges Available**” pane using the reverse arrow.
7. You can also export the list of assigned bridges to Excel by clicking on the “**Export to Excel**” button. You can save this file to you local machine and use it to see all your assignments etc.
8. Repeat steps 4-8 until all Bridges have been assigned to an Inspector.
9. Once all bridges have been assigned select “**Continue**”.
(Note: You **Do Not** have to assign all bridges for inspection at once. You can assign some bridges and reopen the case to assign the rest. To do so, repeat steps 2 – 8)
10. You will see a summary screen of all bridges assigned. See Fig. 5.

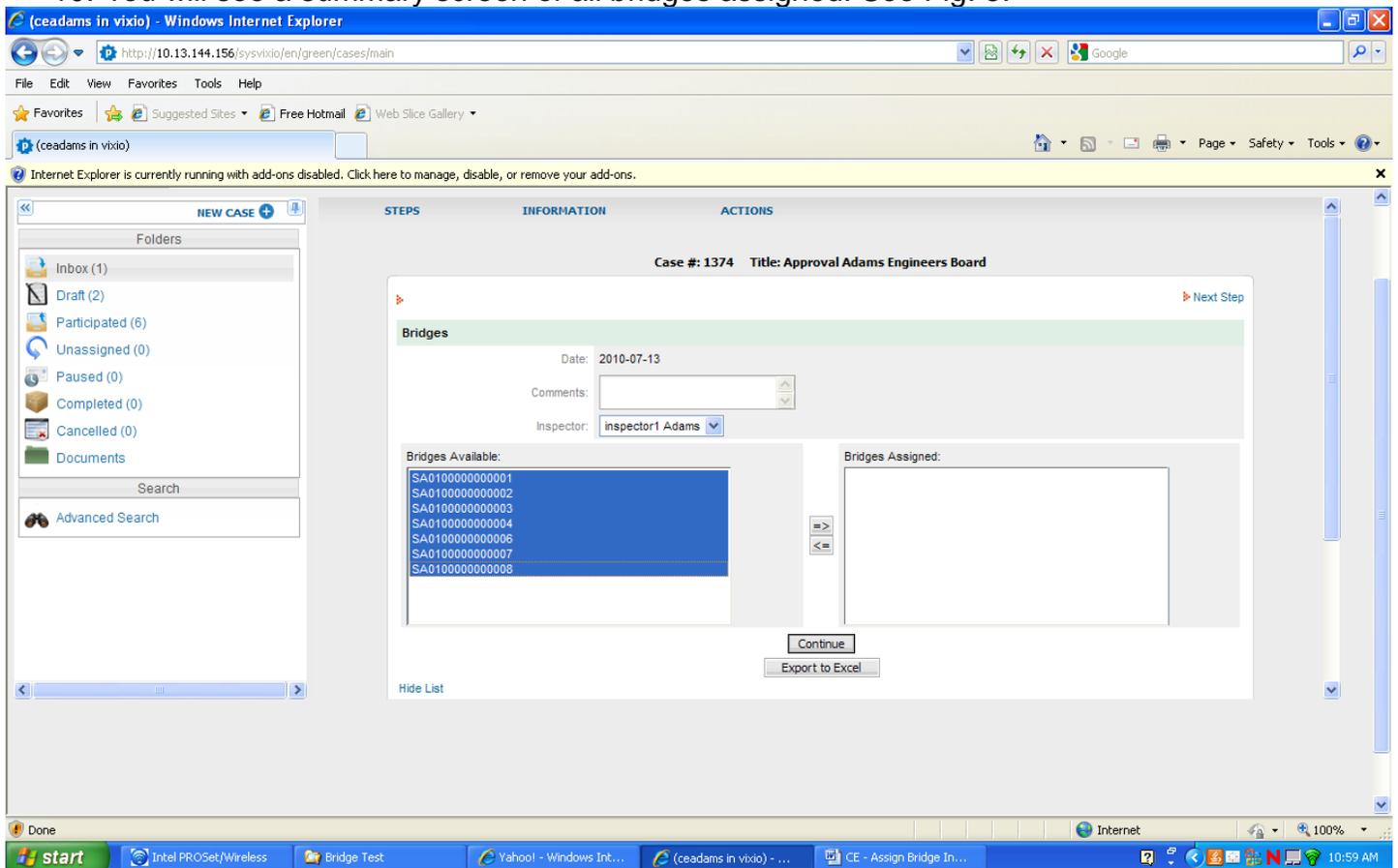


FIG 3 – Select one or more bridges to be assigned for inspection

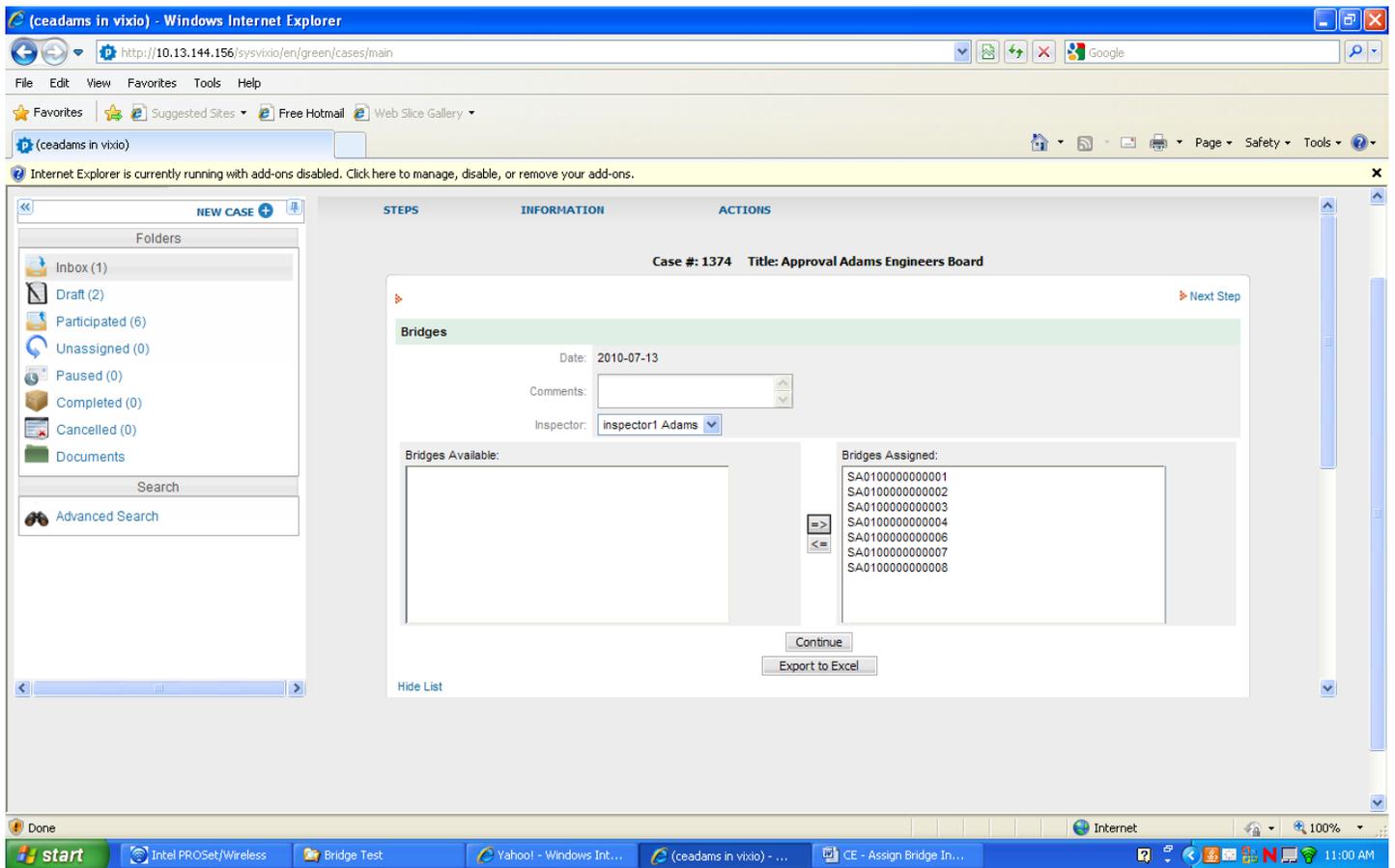


Fig 4

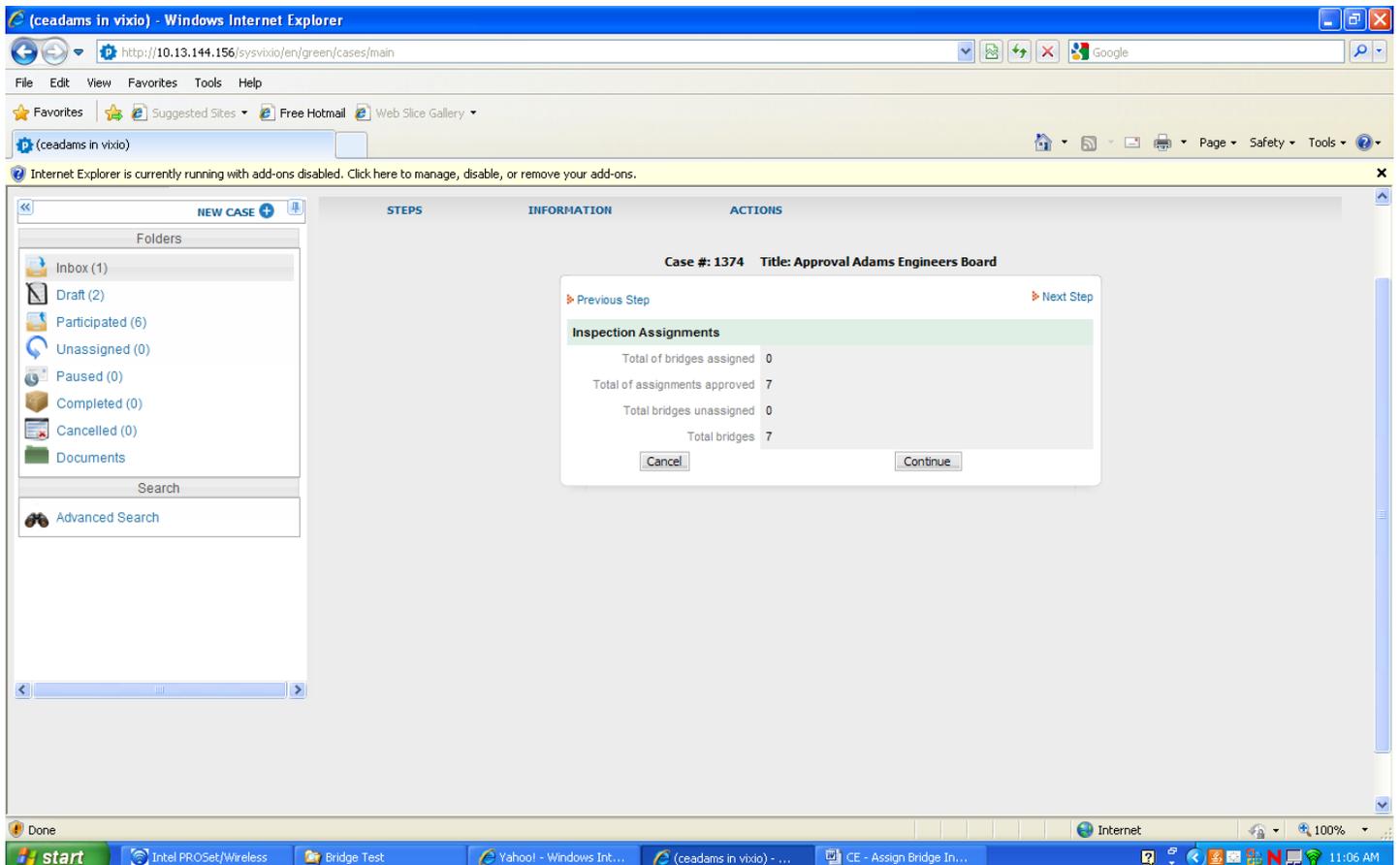


Fig 5

11. Select “**Continue**”. You will see a see a confirmation message that all bridges have been assigned. See Fig. 6.

12. Click the **OK** button

13. Stop! End of Task 4

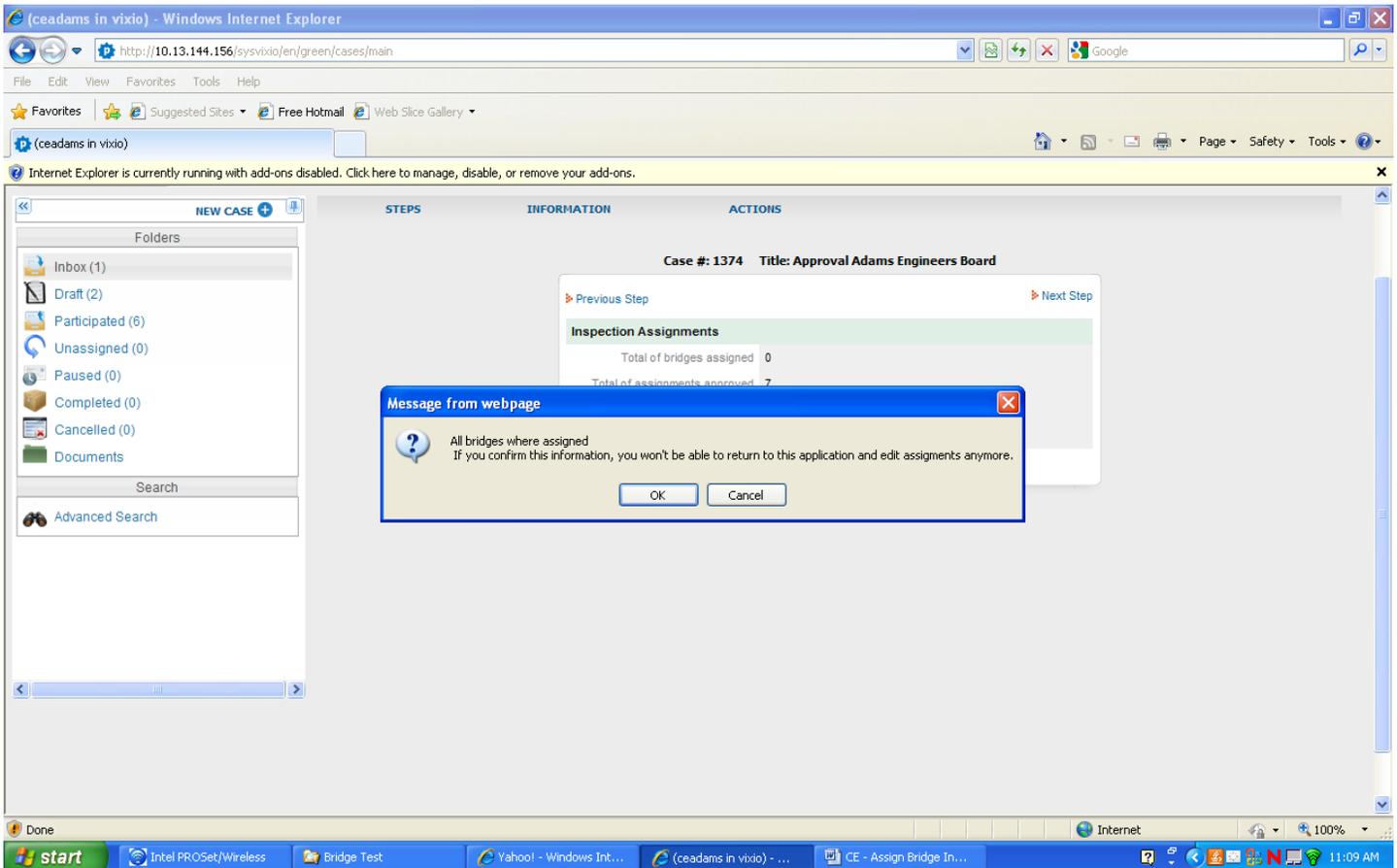


Fig 6

Summary Notes: The case is received by the County Engineer. On the left area of this screen, the system will display the list of bridges to be inspected as part of the selected job. (For full inspections all county bridges would be displayed).

The County Engineer selects an inspector (the dropdown is populated from a table of available inspectors) and assigns the selected bridges to the inspector. After assigning bridges, the CE can repeat steps 2 – 8 to assign the remaining bridges.

The CE has the option of assigning all bridges in one or multiple passes. The task will not be complete until all bridges are assigned, but the CE can complete the task in more than one session.