



## How to Edit an Element



This function is in: **Inventory->Asset->Elements Tab**

### Description

This “HOW TO” manual describes the way to edit, remove and copy an Element(s) of an Asset.

### Steps

#	Description
1	<p>i. To edit an element on a Structure, first you need to select the Structure.</p> <p>ii. Either choose a Structure from the list or use the <b>Quick Search</b>, the <b>search by field Filter</b> or the <b>advanced Filter</b> functions to find a particular Structure.</p>

The screenshot shows the iTAMS UAT Site interface. The top navigation bar includes the ITAMS UAT Site logo, a search bar with the query '164-123-04691 D' and a 'Filter' button, and an 'Account' button. The left sidebar contains a navigation menu with categories like Inventory, Assets, Elements, Documents, Photos, Dashboards, Map, Tasks, Routings, Inspections, Critical Findings, Audits, Maintenance/History, Photos, Documents, Scheduling, Administration, Decision Trees, Users, Roles, Contacts, Teams, User Groups, Knowledge Data, General Reports, Settings, Languages, Logs, Query, Mobile Sync, and Health Check. The main content area displays a table of Asset Elements. The table has columns for Asset Name, Asset Number, Asset Category, Facility Carried by Structure, and Feature Intersected. A search filter is applied to the Asset Number column, and a search modal is open, showing 'Order by' options (A-Z, Z-A, CANCEL) and a search input field with 'SEARCH' and 'RESET' buttons.



# Description

2 Click on the **Elements** tab at the top of the page.

The screenshot shows the iTAMS UAT Site interface. At the top, there is a search bar with the text '1 Asset(s) filtered'. Below the search bar, the 'Elements' tab is highlighted in red in the navigation menu. The main content area displays the details for an asset with the ID '034520 I64-123-04691 D'. The asset details include:
 

- Asset Name: I64-123-04691 D
- Asset Number: 034520
- Asset Category: BRIDGE
- Contacts: State
- Comments: (empty field)

 To the right of the text is a photo of a large steel arch bridge over a river. Below the photo is a 'Search attribute' section with a list of dropdown menus:
 

- INDOT Internal Fields
- Current NBI Fields
- Scour
- New NBI Fields
- BRDIN

 A green circular button with a pencil icon is visible in the bottom right corner of the page.



# Description

3 Select the Element to edit.

The screenshot displays the iTAMS UAT Site interface. At the top, there is a navigation bar with the site name and a search bar. Below this is a sidebar menu with categories like 'Inventory', 'Assets', 'Documents', 'Photos', 'Dashboards', 'Map', 'Tasks', 'Routings', 'Inspections', 'Critical Findings', 'Audits', 'Maintenance/History', 'Photos', 'Documents', 'Scheduling', and 'Administration'. The main content area shows a list of components under the heading 'Component name'. The component 'Steel Stringer - 113 - Steel Stringer' is highlighted with a red box. To the right of the list, there is a detailed view of the selected element, including fields for Name, Number, Active status, Type, Comments, and Unit.



4 To edit a Element of this Structure, click on the **Edit** button in the upper right corner.

The screenshot displays the iTAMS UAT Site interface. On the left is a navigation menu with categories like Inventory, Assets, Documents, Photos, Dashboards, Map, Tasks, and Administration. The main area shows a list of components under 'Reinforced Concrete Deck - 12 - Reinforced Concrete Deck'. The component 'Steel Stringer - 113 - Steel Stringer' is highlighted with a red box. To the right of this list is a detailed view for the selected element. In the upper right corner of this detailed view, an 'EDIT' button is highlighted with a red box. Other buttons include 'Choose file', 'Delete Photo', and '+ ADD ELEMENTS / SPANS'. The detailed view also shows fields for Name, Number, Active status, Type, Comments, deactivate date, Search attribute, Total Element Quantity, and Unit.



- 5
  - i. Update the fields
    - a. Customize the element name and number to find them easily on site.
    - b. Uncheck “active” box if the Element is irrelevant or does not exist. “Inactive” elements will not be visible during the inspection however they can always be reactivated from the Elements by checking the “Active” box.
    - c. Add Comments if there is a need to provide more extensive information about the Element.
    - d. The element attributes fields vary from sub element to sub element.
    - e. In this example the attribute fields listed are:
      - a) Deactive date
      - b) Element Total Quantity (is auto calculated)
      - c)Unit
  - ii. Add a photo of the Element if needed to be able to locate the Element by clicking **Choose file**.
  - iii. Click on the **Save** button



6 To copy or duplicate an Element (or full Element hierarchy) to the same Structure or to another one:

- i. Click on
- ii. Click on **Copy Element**

The screenshot shows the iTAMS UAT Site interface. On the left is a navigation menu with categories like Assets, Elements, Documents, Photos, Dashboards, Map, Tasks, Routines, Inspections, Critical Findings, Audits, Maintenance/History, Photos, Documents, Scheduling, and Administration. The main area displays a list of components under the heading 'Component name'. One component, 'Steel Stringer - 113 - Steel Stringer', is highlighted with a red box. To the right of this list is a detailed view for the selected component, showing fields for Name, Number, Active status, Type, Comments, and deactivate date. A 'Choose file' button is visible above the detailed view. On the far right, a context menu is open, with the 'Copy Asset' option highlighted by a red box. Other options in the menu include 'Delete', 'Check Asset', and 'Generate report'.

- iii. Enter the number of copies
- iv. Click on **Copy**
- v. Click on **Save**



The screenshot shows the iTAMS UAT Site interface. On the left is a navigation menu with categories like Assets, Documents, Map, Tasks, and Administration. The main area displays a list of components under 'Reinforced Concrete Deck - 12 - Reinforced Concrete Deck'. A 'Copy component' dialog box is overlaid on the screen, containing a 'Number of copies' input field with the value '1', and 'Cancel' and 'Copy' buttons. The background shows details for a 'Steel Stringer' component, including its name, number (113), and active status.

The screenshot shows the Winnipeg Bridge Management System interface. The left navigation menu includes Structures, Element info, Documents, Photos, Dashboards, Map, Tasks, and Scheduling. The main area displays a list of structures under 'B-154 BROOKSIDE CEMETERY EAST RD. BRIDGE (OMAND'S CREEK)'. A 'SAVE' button in the top right corner is highlighted with a red box and a red arrow. The background shows details for 'Wingwalls (2)' components, including their name, number, active status, and type.



8. To delete an Element
  - i. Select the Element
  - ii. Click on
  - iii. Click on **Delete**

**Note:**  
Elements cannot be deleted if an inspection has already been completed.