



How to Add Photos to a Asset



This function is located in: **Inventory->Asset-> Photos**

Description

This “HOW TO” manual describes how to add photos for an Asset.

It applies to Asset Elements, Critical Findings, and Maintenance/History (Work Orders and Work Requests). This is also where INDOT will upload photos of Load Rating Signs.



Steps

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

The screenshot shows the iTAMS UAT Site interface. At the top, there is a navigation bar with a 'Quick Search' field containing '001-15-02474 A' and a 'Filter' button. Below this is a sidebar with various menu items including 'Inventory', 'Assets', 'Map', 'Tasks', 'Routings', 'Inspections', 'Critical Findings', 'Audits', 'Maintenance/History', 'Photos', 'Documents', 'Scheduling', and 'Administration'. The main content area displays a table of assets with columns for 'Asset Name', 'Asset Number', and 'Asset Category'. A red box highlights the 'Quick Search' field, and another red box highlights the 'Filter' button. A red arrow points to the 'Search by Column Filter' dropdown menu. A red box highlights a specific row in the table for '001-15-02474 A'.



2. Go to **Photos** tab at the top of the Asset page.

The screenshot displays the iTAMS UAT Site interface. The top navigation bar includes the site logo, a search bar with the query '001-15-02474 A', and a filter icon. A sidebar on the left lists various navigation options under categories like 'Inventory', 'Map', 'Tasks', and 'Administration'. The main content area shows the 'Photos' tab selected for asset '001-15-02474 A'. The asset details include fields for Asset Name, Asset Number, Asset Category, Contacts, and Comments. A large photo of a bridge over a river is displayed. Below the photo, there is a 'Search attribute' section with several dropdown menus for filtering results.

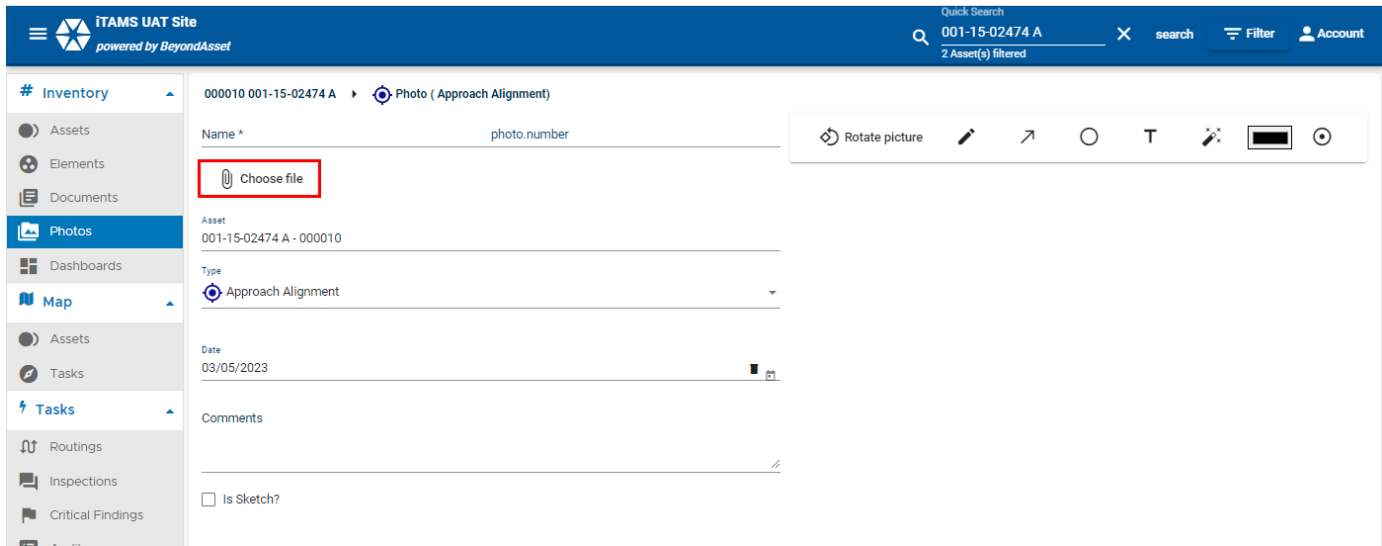









3. Click on the **Actions** tab from the upper right corner. Click on **+ Add** from the drop-down menu.

The screenshot displays the iTAMS UAT Site interface. The top navigation bar includes the site logo, a search bar with the text "001-15-02474 A", and a "Filter" button. A left sidebar contains a navigation menu with categories like "Inventory", "Assets", "Map", "Tasks", "Routings", "Inspections", "Critical Findings", "Audits", "Maintenance/Histor", and "Photos". The main content area shows a list of assets with columns for "Name" and "From". Two asset cards are visible: "Approach Alignment" with a photo labeled "01 Photo.jpeg" and "Bridge Profile" with a photo labeled "West Side". A red box highlights the "ACTIONS" dropdown menu in the top right of the asset list, which is open to show options: "Edit", "+ Add", "+ button.add.many", "Export", "Export to Excel", and "Download all".



- 4 To upload an Asset photo:
- i. Click on **Choose file** to select the photo from your computer
 - ii. Select the photo from the appropriate location on your computer
 - iii. Update the below information if necessary:
 - a. **Asset** – is the name and number of the Asset and it is read-only
 - b. **Date**- is the date the photo is uploaded to the system
 - c. **Comments** – is to add comments (if any)



- d. Click on **Rotate picture** to rotate the photo
- e. Click on the pencil  to mark up the photo
- f. Click on the  to draw an arrow on the photo
- g. Click on the  to draw a circle on the photo
- h. Click on the  to add text on the photo
- i. Click on the  to select the color of the markups on the photo
- j. Click on the  to adjust the thickness of the markups
- k. Click  to Save



ITAMS UAT Site powered by BeyondAsset

Quick Search 001-15-02474 A search Filter Account
2 Asset(s) filtered

Inventory

- Assets
- Elements
- Documents
- Photos
- Dashboards
- Map
- Assets
- Tasks
- Tasks
- Routing
- 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

000010 001-15-02474 A Photo (Approach Alignment)

Name * SH - Photo Training photo.number

SH - Photo Training.jpeg

Asset 001-15-02474 A - 000010

Type Approach Alignment

Date 03/05/2023

Comments

Is Sketch?

Rotate picture [edit icons]

add text

[Close] [Save]



5 Click on **+ Add many** to drag and drop multiple pictures.

The screenshot shows the iTAMS UAT Site interface. At the top, there is a navigation bar with the iTAMS logo and search filters. Below this, a sidebar on the left contains navigation options like 'Inventory', 'Assets', 'Elements', 'Documents', 'Photos', 'Dashboards', 'Map', 'Tasks', 'Routings', and 'Inspections'. The main content area displays a photo gallery for asset ID 000010 001-15-02474 A. Two photos are visible: 'Approach Alignment' and 'Bridge Profile'. An 'ACTIONS' dropdown menu is open over the photos, showing options: 'Edit', '+ Add', '+ button.add.many' (highlighted with a red box), 'Export to Excel', and 'Download all'. The 'button.add.many' option is the target for the instruction.



6 **Choose files** to select the files, or drag and drop onto the screen.

The screenshot displays the iTAMS UAT Site interface. On the left is a navigation sidebar with categories: Inventory, Map, Tasks, Scheduling, and Administration. The main content area is a large dashed blue box representing a file upload zone. Inside this zone, there is a green button labeled "Choose files" with a file icon, and the text "Or Drag and drop files" below it. In the top right corner of the dashed box, there is a small text input field containing "add text". A red "X" button is located in the bottom right corner of the dashed box, and a grey checkmark button is at the bottom right of the entire interface area. The top header includes a search bar with "001-15-02474 A" and "2 Asset(s) filtered", along with "Filter" and "Account" options.