



ERMS Integration -Document Uploads from iTAMS

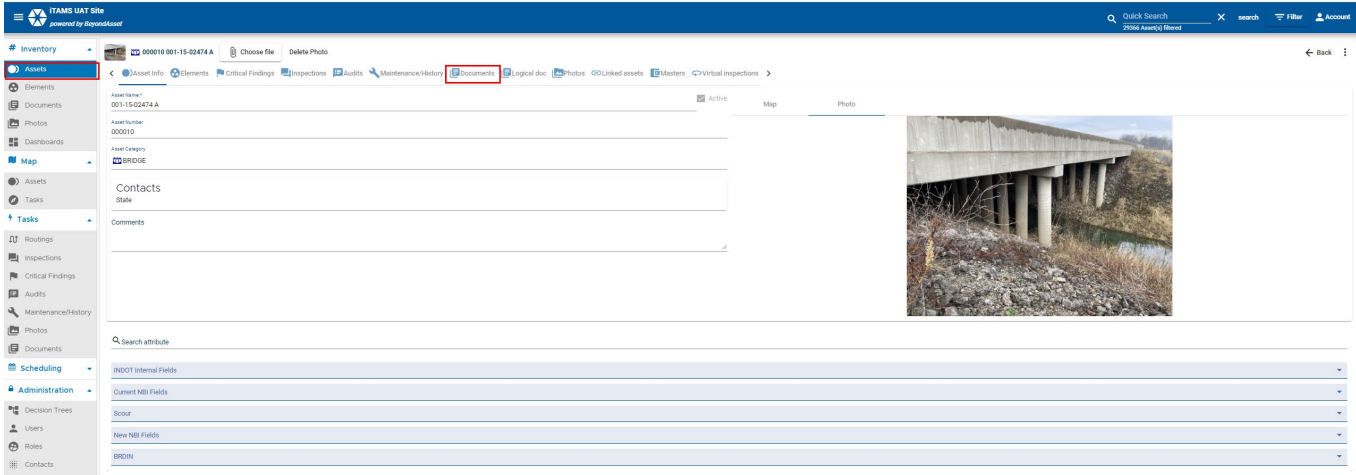


This function is located in: **Inventory->Asset->Documents**

Description

This “HOW TO” manual describes how to upload Asset Documents in the appropriate ERMS folder

Steps

#	Description
1	Go to Inventory and click on Assets from the left menu list. Select an Asset. Click the Documents Tab.
	
2	Right click on the Asset Document Root Folder. Select New->File->Choose appropriate folder. I selected Other.



Description

The screenshot shows the iTMAS web application interface. On the left is a navigation sidebar with categories like Inventory, Assets, Map, Tasks, and Administration. The main content area shows a 'Documents' folder containing an 'Asset Document Root Folder'. A context menu is open over the folder, with the 'New' option selected. This opens a sub-menu where 'File' is selected, displaying a list of document types such as AddRpt, CIB, Consep, CritFind, Hydro, HydroMemo, LoadPst, LoadRtg, LoadRtgMemo, LoadRtgAdj, LoadRtgJum, MOA, ScopeRpt, ScourASdt, ScourAnalysis, ScourMemo, ScourPOA, ScourPlans, ScourRpt, TR, Plans O, Plans R, Plans RP, Plans RM, Plans AB, Ians Shop, Btresp U, Btresp R, and Btresp F. The 'File' option in the sub-menu and the 'New' option in the main menu are highlighted with red boxes.

3 Click on the **Upload** button. Select a Document from you computer.

The screenshot shows the 'General Informations' form for a document. The document name is 'New Other' and it was modified on 2023-03-7 05:16:19. There is a checkbox for 'Has to be printed in report' and a 'On Mobile' label. At the bottom of the form, there is a 'Linked to 0 Asset' field. In the top right corner of the form, there are three buttons: 'Upload', 'Cancel', and 'Save'. The 'Upload' button is highlighted with a red box.