



How to manage templates from Web Application



This function is located in: **Inventory->Assets**

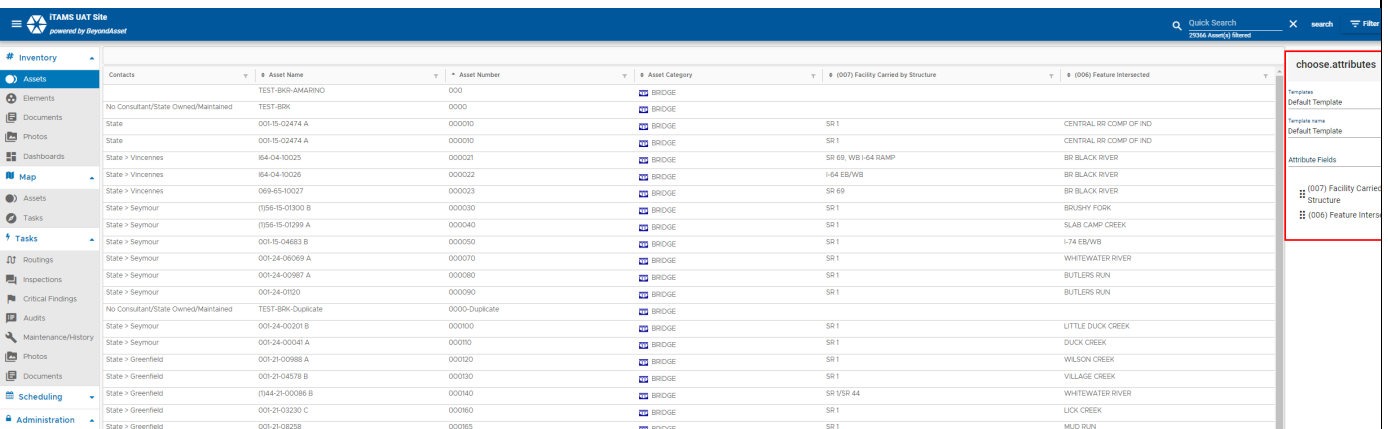
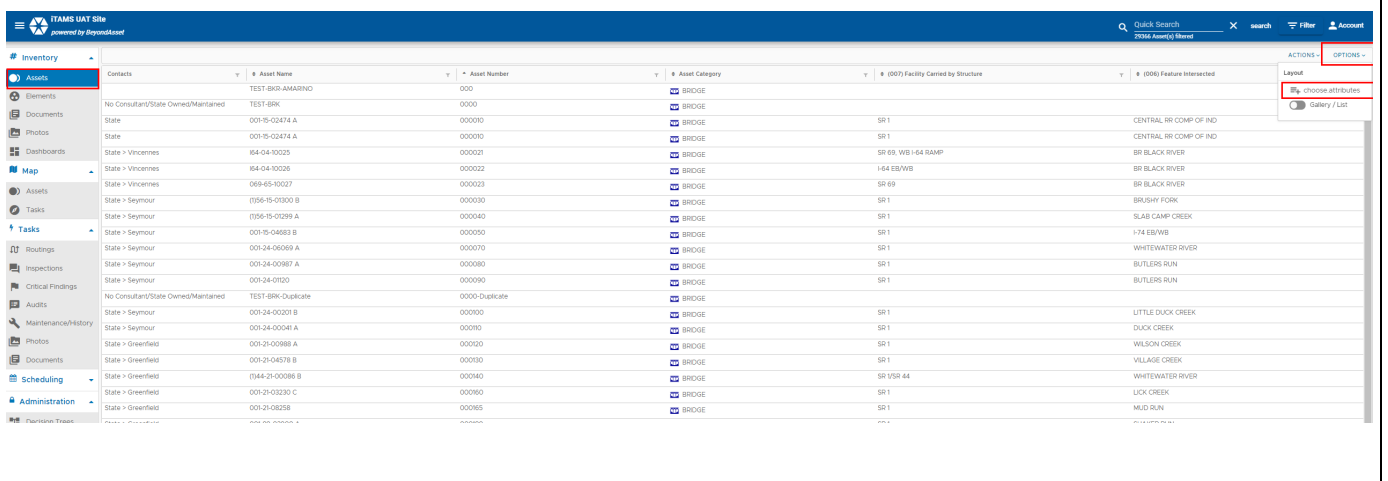
Description

This “HOW TO” manual describes how to manage templates

The manual also applies to the templates of the following: Elements, Inspections, and Flags

Steps

- # Description
- 1 To manage templates in the Assets:
 - i. Click on Assets
 - ii. Click on **Options**
 - iii. Click on **Choose attributes**





Description

- 2 To Create a new template:
 - i. Select the template from the **Templates** dropdown list
 - ii. Click on **Copy**

The screenshot shows the iTAMS UAT Site interface. On the left is a navigation menu with categories like Assets, Map, Tasks, and Administration. The main area displays a table of assets with columns for Asset Name, Asset Number, Asset Category, Facility Carried by Structure, and Feature Intersected. A sidebar on the right titled 'choose attributes' shows a list of attributes, with 'Default Template' selected. At the bottom right of the table, there are buttons for 'Delete', 'Copy', and 'Apply'. The 'Copy' button is highlighted with a red box.

Asset Name	Asset Number	Asset Category	(007) Facility Carried by Structure	(006) Feature Intersected
TEST BRK JMAADND	000	BRIDGE		
No Consultant/State Owned/Maintained	TEST BRK	BRIDGE		
State	001-15-02474 A	BRIDGE	SR 1	CENTRAL SR COMP OF IND
State	001-15-02474 A	BRIDGE	SR 1	CENTRAL SR COMP OF IND
State > Vincennes	04-14-10025	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER
State > Vincennes	04-14-10026	BRIDGE	SR 69	BR BLACK RIVER
State > Vincennes	069-65-10027	BRIDGE		BR BLACK RIVER
State > Seymour	096-15-01800 B	BRIDGE	SR 1	BUSHY FORK
State > Seymour	096-15-01299 A	BRIDGE	SR 1	SLAB CAMP CREEK
State > Seymour	001-15-04683 B	BRIDGE	SR 1	I-74 EB/WB
State > Seymour	001-24-06069 A	BRIDGE	SR 1	WHITEWATER RIVER
State > Seymour	001-24-00987 A	BRIDGE	SR 1	BUTLERS RUN
State > Seymour	001-24-01200	BRIDGE	SR 1	BUTLERS RUN
No Consultant/State Owned/Maintained	TEST-BRK-Duplicate	BRIDGE		
State > Seymour	001-24-00201 B	BRIDGE	SR 1	LITTLE DUCK CREEK
State > Seymour	001-24-00041 A	BRIDGE	SR 1	DUCK CREEK
State > Greenfield	001-21-00988 A	BRIDGE	SR 1	WILSON CREEK
State > Greenfield	001-21-04578 B	BRIDGE	SR 1	VILLAGE CREEK
State > Greenfield	001-21-00086 B	BRIDGE	SR VSR 44	WHITEWATER RIVER
State > Greenfield	001-21-03230 C	BRIDGE	SR 1	LOCK CREEK
State > Greenfield	001-21-08258	BRIDGE	SR 1	MUD RUN
State > Greenfield	001-89-03900 A	BRIDGE	SR 1	SHAKER RUN
State > Greenfield	001-89-03997 B	BRIDGE	SR 1	WHITEWATER RIVER
State > Greenfield	001-89-04968 C	BRIDGE	SR 1	I-70 EB/WB
State > Greenfield	001-89-04579 A	BRIDGE	SR 1	WHITEWATER RIVER
State > Greenfield	001-89-02472	BRIDGE	SR 1	CARDINAL GREENWAY
State > Greenfield	001-68-08302	BRIDGE	SR 1	LAMB DITCH
State > Greenfield	001-68-07705	BRIDGE	SR 1	CABIN CREEK
State > Greenfield	001-68-06091 A	BRIDGE	SR 1	WHITE RIVER
State > Greenfield	001-68-06092	BRIDGE	SR 1	BLK ELKHORN CREEK
State > Greenfield	001-68-06093	BRIDGE	SR 1	ELKHORN CREEK
State > Greenfield	001-68-03408 C	BRIDGE	SR 1	MISSISSINAWA RIVER
State > Greenfield	001-68-07334	BRIDGE	SR 1	DINNER CREEK
State > Greenfield	001-38-06094	BRIDGE	SR 1	HALFWAY CREEK
State > Greenfield	001-38-06088	BRIDGE	SR 1	REDKEY RUN
State > Greenfield	001-38-06076	BRIDGE	SR 1	HARTMAN DITCH
State > Greenfield	001-38-07923	BRIDGE	SR 1	HARRIS CREEK
State > Greenfield	001-38-06878	BRIDGE	SR 1	MUD CREEK

- iii. Change the name of the Template
- iv. Add or delete attribute fields
- v. Click on **Apply**



Description

The screenshot displays the ITAMS UIAT Site interface. The main content area shows a table with the following columns: Asset Name, Asset Number, Asset Category, (007) Facility Carried by Structure, and (006) Feature Intersected. The table lists various assets, including bridges and ramps, with their respective asset numbers and categories. On the right side, a 'choose.attributes' dropdown menu is open, showing a list of 'Attribute Fields' with checkboxes and 'X' icons for each item, such as '(027) Year Built' and '(106) Year Reconstructed'. The interface also includes a sidebar with navigation options like 'Inventory', 'Assets', 'Tasks', and 'Administration'.

Note:
There are predefined templates to every module.

- 3 To edit a template:
 - i. Select a template from the **Templates** dropdown list
 - ii. Click on **X** in front of the attribute you would like to delete
 - iii. Choose an attribute from the **Attribute Fields** dropdown list
 - a. NOTE: Not all Attributes Fields will appear in the dropdown as there are over hundreds of attributes. You will need you begin to type the attribute name. For example “year built” for that attribute to appear.



Description

The screenshot shows the ITAMS Dev Site interface. The main table displays an inventory of assets. The columns are: Contacts, Asset Name, Asset Number, Asset Category, (007) Facility Carried by Structure, and (006) Feature Intersected. The 'choose.attributes' sidebar is open on the right, showing a list of attribute fields. The 'Year' attribute is selected and highlighted with a red box.

Contacts	Asset Name	Asset Number	Asset Category	(007) Facility Carried by Structure	(006) Feature Intersected
No Consultant/State Owned/Maintained	TEST-BKR	0000	BRIDGE		
State > Seymour	001-15-02474 A	000010	BRIDGE	SR 1	CENTRAL RR COMP OF IND
State > Vincennes	I64-04-10025	000021	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER
State > Vincennes	I64-04-10025	000021	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER
State > Vincennes	I64-04-10025	000021	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER
State > Vincennes	I64-04-10026	000022	BRIDGE	I-64 EB/WB	BR BLACK RIVER
State > Vincennes	069-65-10027	000023	BRIDGE	SR 69	BR BLACK RIVER
State > Seymour	(156-15-01300 B	000030	BRIDGE	SR 1	BRUSHY FORK
State > Seymour	(156-15-01299 A	000040	BRIDGE	SR 1	SLAB CAMP CREEK
State > Seymour	001-15-04683 B	000050	BRIDGE	SR 1	I-74 EB/WB
State > Seymour	001-24-06069 A	000070	BRIDGE	SR 1	WHITEWATER RIVER
State > Seymour	001-24-09987 A	000080	BRIDGE	SR 1	BUTLERS RUN
State > Seymour	001-24-01120	000090	BRIDGE	SR 1	BUTLERS RUN
No Consultant/State Owned/Maintained	TEST-BKR-Duplicate	0000-Duplicate	BRIDGE		
No Consultant/State Owned/Maintained	TEST-BKR-Duplicate	0000-Duplicate	BRIDGE		
State > Seymour	001-24-00201 B	000100	BRIDGE	SR 1	LITTLE DUCK CREEK
State > Seymour	001-24-00041 A	000110	BRIDGE	SR 1	DUCK CREEK
State > Greenfield	001-21-00988 A	000120	BRIDGE	SR 1	WILSON CREEK
State > Greenfield	001-21-04578 B	000130	BRIDGE	SR 1	VILLAGE CREEK
State > Greenfield	(144-21-00086 B	000140	BRIDGE	SR I/SR 44	WHITEWATER RIVER
State > Greenfield	001-21-03230 C	000160	BRIDGE	SR 1	LICK CREEK
State > Greenfield	001-21-08258	000165	BRIDGE	SR 1	MUD RUN
State > Greenfield	001-89-03900 A	000180	BRIDGE	SR 1	SHAKER RUN
State > Greenfield	001-89-05197 B	000190	BRIDGE	SR 1	WHITEWATER RIVER
State > Greenfield	001-89-04968 C	000210	BRIDGE	SR 1	I-70 EB/WB
State > Greenfield	001-89-04579 A	000225	BRIDGE	SR 1	WHITEWATER RIVER
State > Greenfield	001-89-02472	000230	BRIDGE	SR 1	CARDINAL GREENWAY
State > Greenfield	001-68-08102	000250	BRIDGE	SR 1	LAMB DITCH
State > Greenfield	001-68-07155	000260	BRIDGE	SR 1	CABIN CREEK
State > Greenfield	001-68-06091 A	000270	BRIDGE	SR 1	WHITE RIVER

iv. Click on **Apply**

The screenshot shows the ITAMS Dev Site interface, identical to the previous one. The 'choose.attributes' sidebar is open, and the 'Apply' button at the bottom right is highlighted with a red box.



Description

#	Asset Name	Asset Number	Asset Category	(007) Facility Carried by Structure	(006) Feature Intersected	(027) Year Built
No Consultant/State Owned/Maintained	TEST-BKR	0000	BRIDGE			
State > Seymour	001-15-02474 A	000010	BRIDGE	SR 1	CENTRAL RR COMP OF IND	1984
State > Vincennes	164-04-10025	000021	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER	1967
State > Vincennes	164-04-10025	000021	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER	1967
State > Vincennes	164-04-10025	000021	BRIDGE	SR 69, WB I-64 RAMP	BR BLACK RIVER	1967
State > Vincennes	164-04-10026	000022	BRIDGE	I-64 EB/WB	SR BLACK RIVER	1967
State > Vincennes	069-65-10027	000023	BRIDGE	SR 69	BR BLACK RIVER	1967
State > Seymour	(156-15-01300 B	000030	BRIDGE	SR 1	BRUSHY FORK	1932
State > Seymour	(156-15-01299 A	000040	BRIDGE	SR 1	SLAB CAMP CREEK	1932
State > Seymour	001-15-04683 B	000050	BRIDGE	SR 1	I-74 EB/WB	1961
State > Seymour	001-24-06069 A	000070	BRIDGE	SR 1	WHITWATER RIVER	1978
State > Seymour	001-24-00987 A	000080	BRIDGE	SR 1	BUTLERS RUN	1931
State > Seymour	001-24-01120	000090	BRIDGE	SR 1	BUTLERS RUN	1931
No Consultant/State Owned/Maintained	TEST-BKR-Duplicate	0000-Duplicate	BRIDGE			
No Consultant/State Owned/Maintained	TEST-BKR-Duplicate	0000-Duplicate	BRIDGE			
State > Seymour	001-24-00201 B	000100	BRIDGE	SR 1	LITTLE DUCK CREEK	1925
State > Seymour	001-24-00041 A	000110	BRIDGE	SR 1	DUCK CREEK	1924
State > Greenfield	001-21-00988 A	000120	BRIDGE	SR 1	WILSON CREEK	1931
State > Greenfield	001-21-04578 B	000130	BRIDGE	SR 1	VILLAGE CREEK	1961
State > Greenfield	(1944-21-00086 B	000140	BRIDGE	SR YSR 44	WHITWATER RIVER	1936
State > Greenfield	001-21-03230 C	000160	BRIDGE	SR 1	LICK CREEK	1925
State > Greenfield	001-21-08258	000165	BRIDGE	SR 1	MUD RUN	1999
State > Greenfield	001-89-03900 A	000180	BRIDGE	SR 1	SHAKER RUN	1953
State > Greenfield	001-89-05197 B	000190	BRIDGE	SR 1	WHITWATER RIVER	1965
State > Greenfield	001-89-04968 C	000210	BRIDGE	SR 1	I-70 EB/WB	1962
State > Greenfield	001-89-04579 A	000225	BRIDGE	SR 1	WHITWATER RIVER	1976
State > Greenfield	001-89-02472	000230	BRIDGE	SR 1	CARDINAL GREENWAY	1976
State > Greenfield	001-68-08102	000250	BRIDGE	SR 1	LAMB DITCH	2003
State > Greenfield	001-68-07155	000260	BRIDGE	SR 1	CABIN CREEK	1989
State > Greenfield	001-68-06091 A	000270	BRIDGE	SR 1	WHITE RIVER	1981

- 4 To delete a template:
- i. Select the template from the **Templates** dropdown list
 - ii. Click on **Delete**

#	Asset Name	Asset Number	Asset Category	(027) Year Built	(006) Year Reconstructed
No Consultant/State Owned/Maintained	TEST-BKR-AMARINO	0000	BRIDGE		
State	001-15-02474 A	000010	BRIDGE	1984	2006
State	001-15-02474 A	000010	BRIDGE	1984	2006
State > Vincennes	164-04-10025	000021	BRIDGE	1967	0000
State > Vincennes	164-04-10026	000022	BRIDGE	1967	0000
State > Vincennes	069-65-10027	000023	BRIDGE	1967	0000
State > Seymour	(156-15-01300 B	000030	BRIDGE	1932	1984
State > Seymour	(156-15-01299 A	000040	BRIDGE	1932	1973
State > Seymour	001-15-04683 B	000050	BRIDGE	1961	2009
State > Seymour	001-24-06069 A	000070	BRIDGE	1978	0000
State > Seymour	001-24-00987 A	000080	BRIDGE	1931	1961
State > Seymour	001-24-01120	000090	BRIDGE	1931	0000
No Consultant/State Owned/Maintained	TEST-BKR-Duplicate	0000-Duplicate	BRIDGE		
State > Seymour	001-24-00201 B	000100	BRIDGE	1925	1960
State > Seymour	001-24-00041 A	000110	BRIDGE	1924	1960
State > Greenfield	001-21-00988 A	000120	BRIDGE	1931	1961
State > Greenfield	001-21-04578 B	000130	BRIDGE	1961	2001
State > Greenfield	(1944-21-00086 B	000140	BRIDGE	1936	1936
State > Greenfield	001-21-03230 C	000160	BRIDGE	1925	1987
State > Greenfield	001-21-08258	000165	BRIDGE	1999	0000
State > Greenfield	001-89-03900 A	000180	BRIDGE	1953	1984
State > Greenfield	001-89-05197 B	000190	BRIDGE	1965	2021
State > Greenfield	001-89-04968 C	000210	BRIDGE	1962	2017
State > Greenfield	001-89-04579 A	000225	BRIDGE	1976	1995
State > Greenfield	001-89-02472	000230	BRIDGE	1976	0000
State > Greenfield	001-68-08102	000250	BRIDGE	2003	0000
State > Greenfield	001-68-07155	000260	BRIDGE	1989	0000
State > Greenfield	001-68-06091 A	000270	BRIDGE	1981	2021
State > Greenfield	001-68-06092	000280	BRIDGE	1995	0000
State > Greenfield	001-68-06093	000290	BRIDGE	1992	0000
State > Greenfield	001-68-03408 C	000300	BRIDGE	1941	2008
State > Greenfield	001-68-07334	000305	BRIDGE	1978	0000
State > Greenfield	001-38-06094	000310	BRIDGE	1985	0000
State > Greenfield	001-38-06098	000320	BRIDGE	1978	0000
State > Greenfield	001-38-06076	000330	BRIDGE	1978	0000
State > Greenfield	001-38-07923	000335	BRIDGE	1998	0000
State > Greenfield	001-38-02907A	000340	BRIDGE	1985	0000