MONTANA
Department of Transportation

Malcolm "Mack" Long, Director

2701 Prospect ▪ PO Box 201001
Helena MT 59620-1001

Memorandum

From:	Tim Welter, E.I.T., Bridge Maintenance Engineer
Approved By:	Andy Cullison, P.E., Bridge Management Engineer
Date:	July 6th, 2022
Subject:	My Assignments and creating new inspections

This document is intended provide guidance on using the "My Assignments" module and creating inspections within MDT's Structure Management System.

My Inspection Assignments

The "My Assignments" tab is in Inspection>My Assignments. This tab includes any inspections that are assigned to an inspection group that you are currently part of. Any regular scheduled inspection can only be created through "My Assignments". One-off non-scheduled inspections can be created outside of an assignment.

Tracking Inspection Assignments

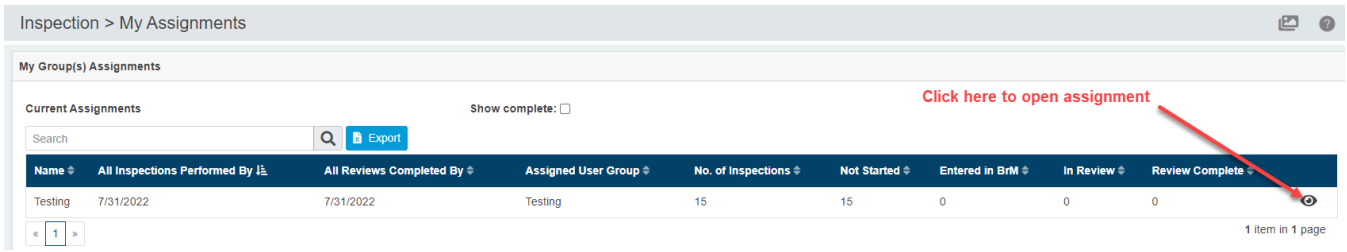
After an inspection has been assigned to an inspection group it needs to be created. To view all assignments currently assigned to your inspection group go to Inspection>My Assignments. From this page you can see each assignment and the status of the inspections. The status of these inspections is broken out into four categories:

- Not Started
  - Inspections not started yet within BrM
- Entered in BrM
  - Inspections started within BrM
- In Review
  - Inspections sent for Inspection Review
- Review Complete
  - Inspections that are entered and have been reviewed.

Since assignments are created for each month, you can track the status of inspections for each month. Once an inspection assignment has had all inspections reviewed it will be marked as complete and will not show in the My Assignments module unless the show completed check box is marked.

My Groups Assignments:

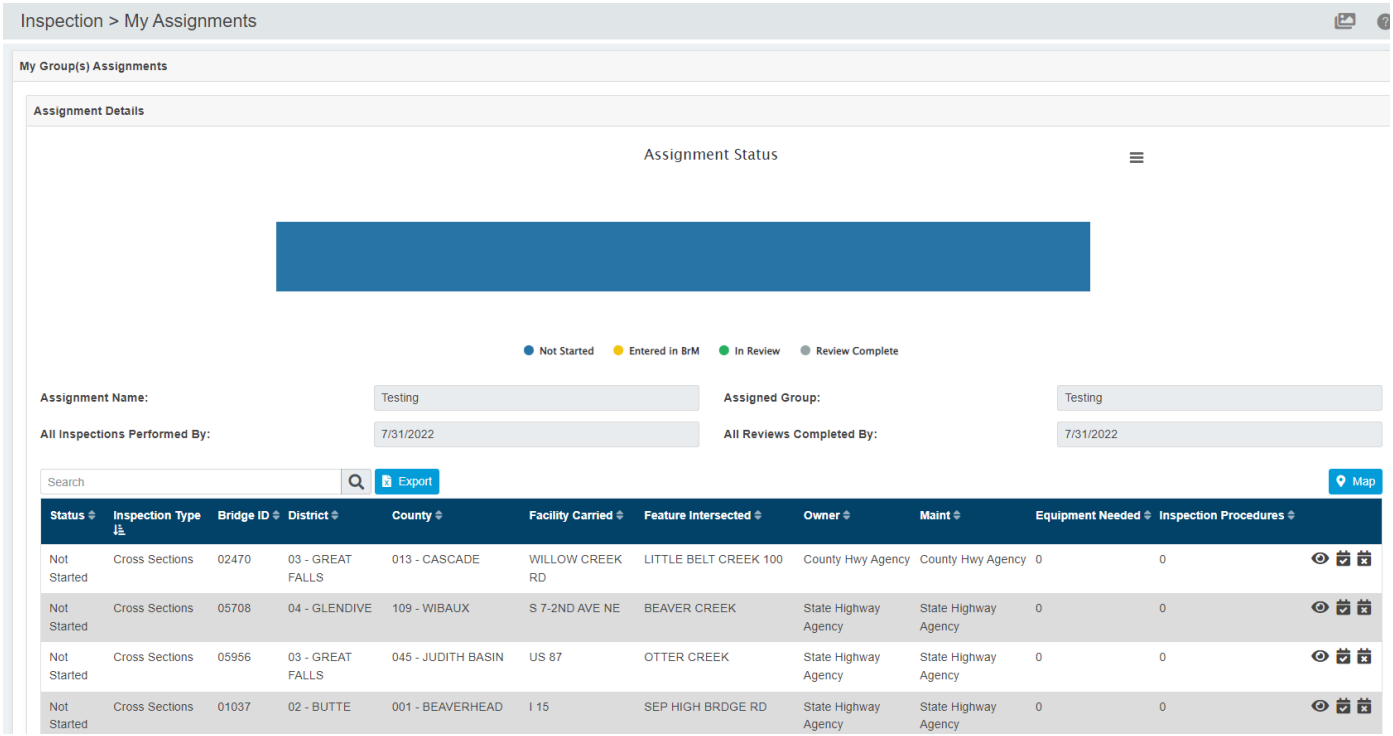
When you open the My assignments page you will see all inspection assignments currently assigned to your inspection group. This will also include a summary of the status of the inspections included with each assignment.



Assignment Details

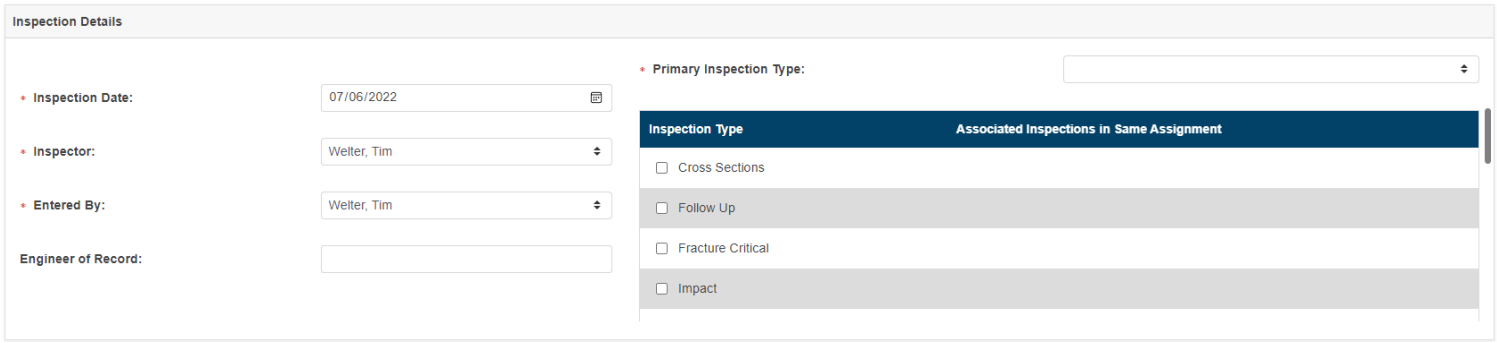
In Assignment Details you can see equipment required, inspection procedures, inspection information, and other bridge information. On the right side of the list there are 3 different options to choose from:

- View Inspection Equipment and Procedures
- Start Inspection
- Request Reassignment
    - This should be used if a bridge was mistakenly added to an inspection assignment and needs to be removed from it.



Creating a New Inspection:

1. Open the Assignment Details Window.
2. Click on Start Inspection
3. Fill in Inspection Details Window



   a. Inspection Date Is date inspection was performed
   b. Inspector is the Team Leader for the inspection
   c. Entered By is who is doing the entry work.
   d. Engineer of record is an option field that can be left blank if desired.
   e. Primary Inspection Type Dropdown:
      i. This dropdown is used as a label for the inspection selection window and the multimedia folder naming. Select the most appropriate inspection type from this drop down.
   f. Inspection Types
      i. Use this window to select all the inspection types performed during this inspection. It is important to note that if multiple inspections are performed, they all need to be selected when creating the inspection.
4. Click on Create at the bottom of the screen to create the inspection.