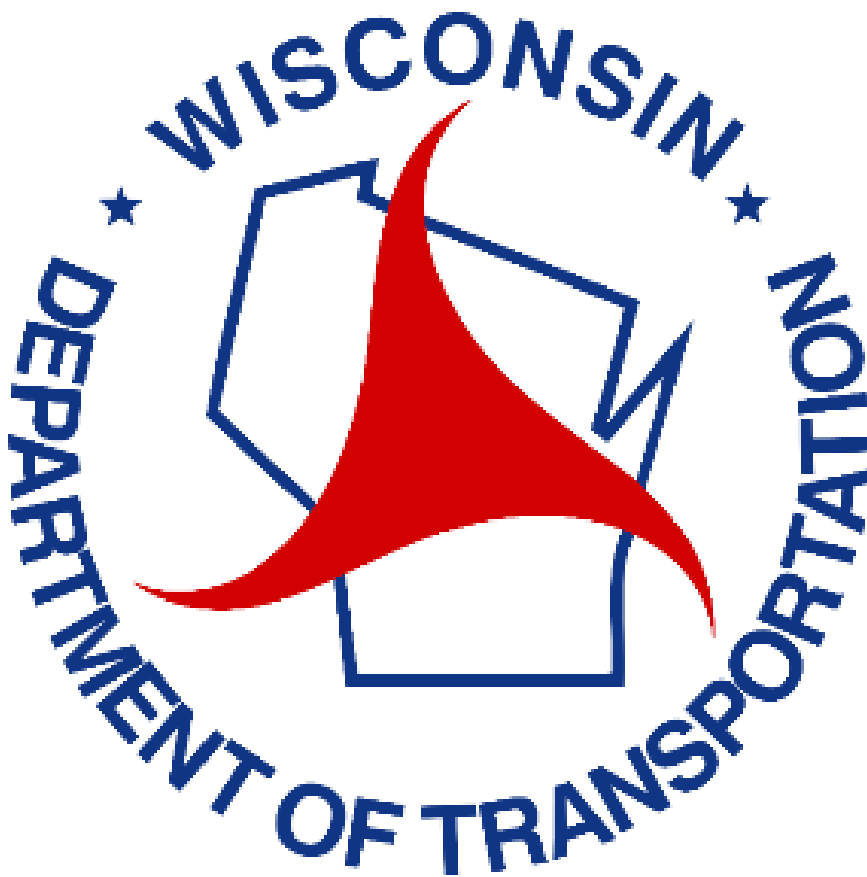


## TOAMS:

# Signing Training and User's Manual

Anything Highlighted in Blue would be BTO or Region specialist task.



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## TOAMS Signs: Logging In, Setting Preferences, Getting Help

### Logging in TOAMS

1. Open a Microsoft Edge and enter in the following URL

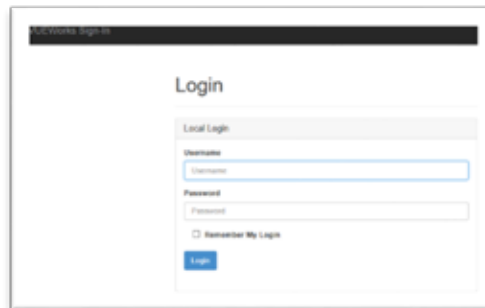
WAMS ID: <https://on.wisconsin.gov/WAMS/home>

Test/Training: <https://toams-t.wi.gov/VUEWorkstest>

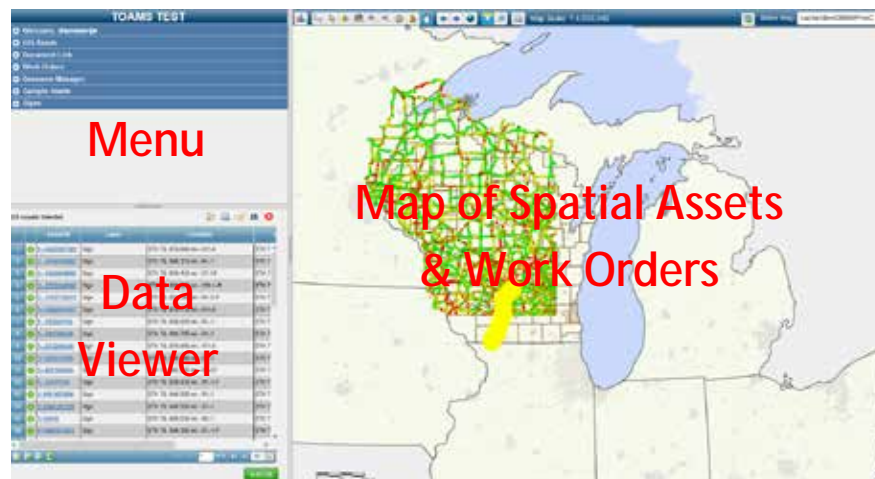
Production: <https://toams.wi.gov/VUEWorks>



2. Log into TOAMS Test system with your WAMS Test ID and password. Should you have difficulty logging in, please contact Mary Elizabeth Kunkel.



3. Navigate the system. The **Menu** accesses projects, work orders and contains signing assets. The **Map** accesses the spatial assets and displays signs and work orders spatially. The **Data Viewer** searches spatial assets as well as displays asset information.



## Getting Help

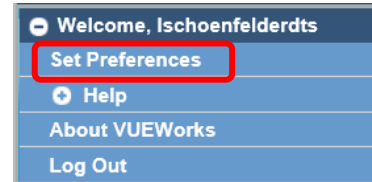
Contact Mary Elizabeth with log in issues.

Contact BTO (Jeannie Silver, Matt Rauch, or Jay Hille) with any other issues.

## Setting Preferences


Everyone can set individual preferences for the VUEWorks system. These preferences include default settings for work orders, search pages and many other considerations.

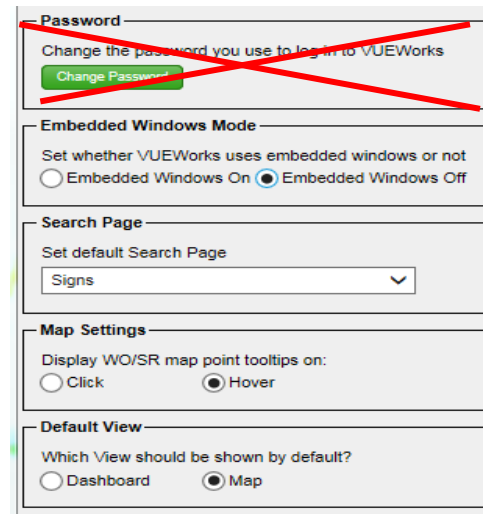
1. Navigate using the menu. Click on the **Welcome** option in the menu to expand. Then select the **Set Preferences** option.
2. The Set Preference window will open and the default VUEWorks Feature is **General**. On the General feature window, you will see many options.



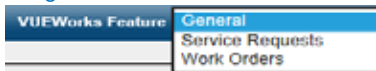
3. **Do not use the Password reset option** since you are using another system to manage the password.
4. The Embedded Window Mode is used to allow the sub-windows in VUEWorks to move outside of the application. This is best used when working with two monitors since you can place sub windows on a different monitor.

*Note: Currently Embedded Windows On works better.*

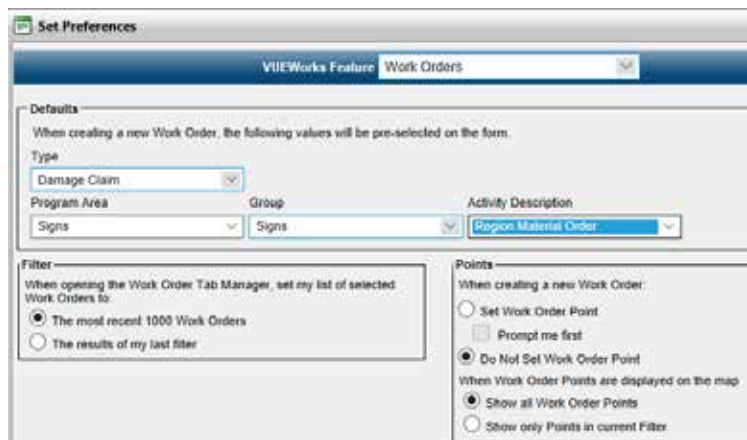
5. In the Search Page area, pull down on the list and select **Signs**.
6. Default View should be set to **Map**. Note: If you select Dashboard for Default View, the Dashboard will display when you log in. To go to the main program with the Map, click on the  VUEWorks toggle button in the upper left area. **Do not click on the browser back button.** It will log you out of VUEWorks.



7. Click on the **Save** button.
8. **Change the VUEWorks Feature to Work Orders.** The Signing Group is not using Service Requests.



9. The Defaults area allows you to set the work order required fields for Type, Program Area, Group and Activity Description. When generating the work order, you can always change them.
10. Select other options on the Set Preference for Work Orders Window to your preference.
11. Manage Watch Filters is discussed later in the document.



12. Click the **save** button at the bottom of the window.



## Searching, Filtering, and Viewing Assets

VUEWorks offers many ways to select assets. The most common ways are using:

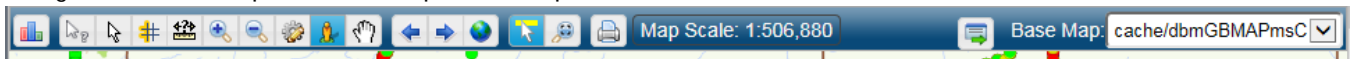
- The Map Feature
- Data Viewer Search Pages
- Data Viewer Search Filters

We will walk you through these methods. Once assets have been selected, many other actions can be performed. Those options will be described later in this document.


### Map Feature


#### Get to know the Toolbar


The toolbar along the top of the map lets you perform a variety of tasks associated with selection of assets and navigation of the map. Below is a quick description of each of these tools and their function.





**Show Dashboard:**  Dash board view


**Map tip:**  Display asset information by clicking the asset on the map.


**Select assets:**  Select one or more assets by clicking the location on the map or drawing a box on the map. The assets are then added, replaced, or removed in the Data Viewer selection set.

**Select assets using buffer:**  Select all assets within a specific distance of an asset you select on the map.


**Measure:**  Find linear and area measurements.


**Zoom in/out:**  Zoom in or out of the map area by clicking on the map.


**Edit map:**  Add or edit features on the map, along with their attributes.


**Street view:**  Select a point on the map to display it in google street view.


**Pan map:**  Move up, down, left, or right on the map.

**Zoom previous/Next:**  Move to the previous zoom level. This is useful when you have been zooming in and out a lot or have accidentally zoomed to a place you did not mean to go.

**Zoom to map extents:**  Zoom out of the map to its fullest extent.


**Highlight selected assets:**  Display yellow highlights on all selected assets in the Data Viewer selection set.

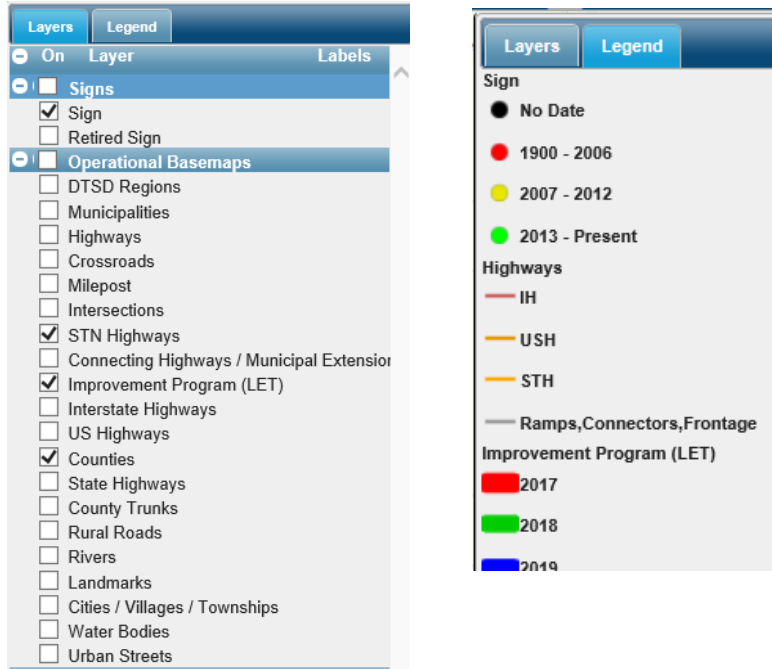
**Zoom to selected asset:**  Zoom to the location of the currently selected asset in the Data Viewer.

**Print map:**  Print the currently displayed map – just the area that is visible on the screen.

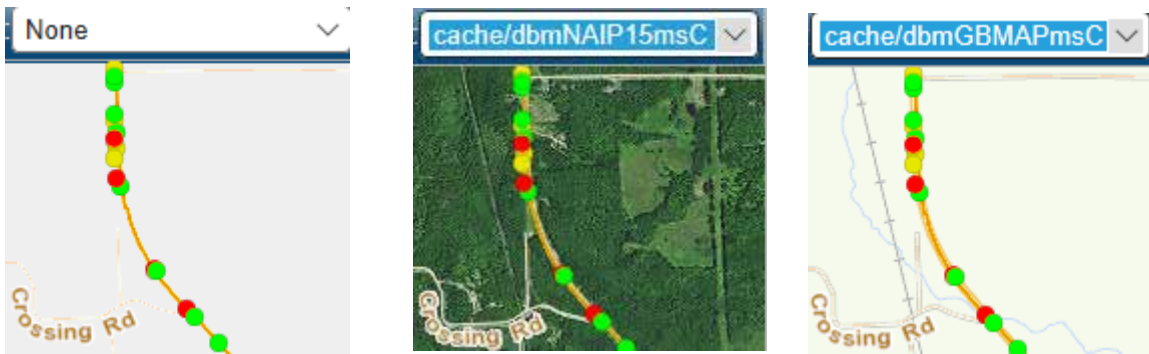
**Map scale:**  Displays the map.

*Note: Assets/Layers and work orders will only display on the map at a set scale.*

**Toggle Layer/Legend:**  Display or hide the list of map layers and the legend. Note the more operational basemaps you select, the slower the load time will be to select assets.




**Toggle Basemap selection:**  Display or hide the list of base maps to choose from. Select whatever background you would like.

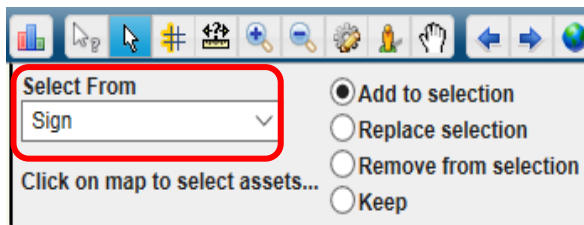



## Selecting Assets from the Map

One way to select assets is by using the map area and the tools above for selecting the assets. Use the navigation tools or scroller on your mouse to zoom close to the assets you wish to select and click on the **Select Assets** tool button.

*Note: If the map is not where you would like it, use the pan button  to move the map.*

The Selection box will display. The default is **All Layers**. Change the **Select From** option using the drop-down arrow. Select **Sign**. The default option is **Add to selection** and will continue to add assets, as selected to the list. The other options are available by clicking on the radio button next to them. **Replace Selection** will clear a current selection with the assets selected. **Remove Selection** will remove only those assets selected from the current selection.

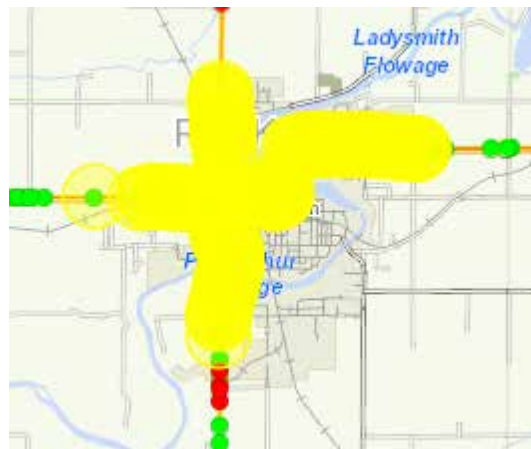


*Note: If you do not change the **Select From** to Signs it will be very slow. If you accidentally did this click the green  in corner of the popup dialog box.*

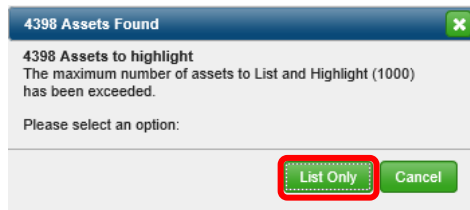
The Selection will be highlighted in yellow and the assets will be displayed in the Data Viewer.


195 Assets Selected

	Asset ID	Layer	Loc
1	<a href="#">1163527809</a>	Sign	USH 8, 020.410
2	<a href="#">1288802854</a>	Sign	STH 27, 066.22
3	<a href="#">140496154</a>	Sign	STH 27, 098.00
4	<a href="#">1560507027</a>	Sign	STH 27, 097.97
5	<a href="#">1582241537</a>	Sign	STH 27, 065.71
6	<a href="#">1713540787</a>	Sign	STH 27, 096.63
7	<a href="#">2058053652</a>	Sign	STH 27, 066.22
8	<a href="#">2090117377</a>	Sign	STH 27, 096.45



**Warning:** There will be times in which your search will produce such a large selection, the system will prompt you to list only.



*Note: To remove the asset selection from the Data Viewer to do another search, click on the **Red X**  in the upper right corner of the Data Viewer.*



## Data Viewer- Search Pages

The data viewer will display a default search page. In the set preferences, you can set which search page to default to. Below are the steps to using a search page in the Data Viewer.

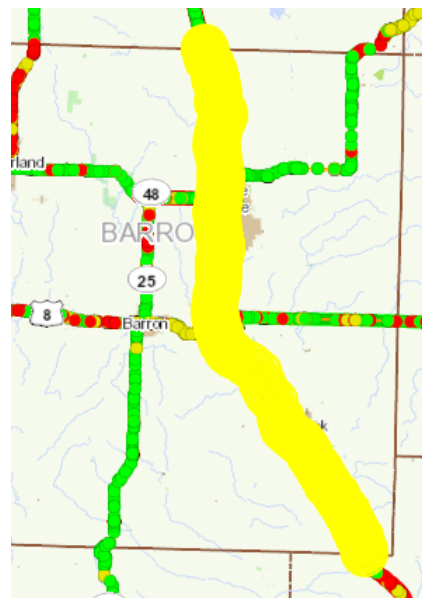
1. There are several fields that are searchable for this search page. Enter in a value for the fields. You can enter a value for only one or enter values for several. The asset **must have** all selected values to show up in the search.

2. Once the field or fields have been entered, use the **Locate** button to highlight the assets on the map. Click on the **Select** button to highlight them on the map *and* add them in the Data Viewer as a list of assets.

779 Assets Selected

	Asset ID	Layer	Loc
1	<a href="#">1000041902</a>	Sign	USH 53, 074.62
2	<a href="#">1000971159</a>	Sign	USH 53, 105.20
3	<a href="#">1001389072</a>	Sign	USH 53, 105.25
4	<a href="#">102881632</a>	Sign	USH 53, 105.28
5	<a href="#">1043639560</a>	Sign	USH 53, 128.96
6	<a href="#">1059717798</a>	Sign	USH 53, 121.19
7	<a href="#">1060132147</a>	Sign	USH 53, 074.61
8	<a href="#">1079285515</a>	Sign	USH 53, 129.00
9	<a href="#">1089904091</a>	Sign	USH 53, 074.56
10	<a href="#">1106885400</a>	Sign	USH 53, 074.22
11	<a href="#">1116308766</a>	Sign	USH 53, 128.93

1 of 16 | Multi-Edit



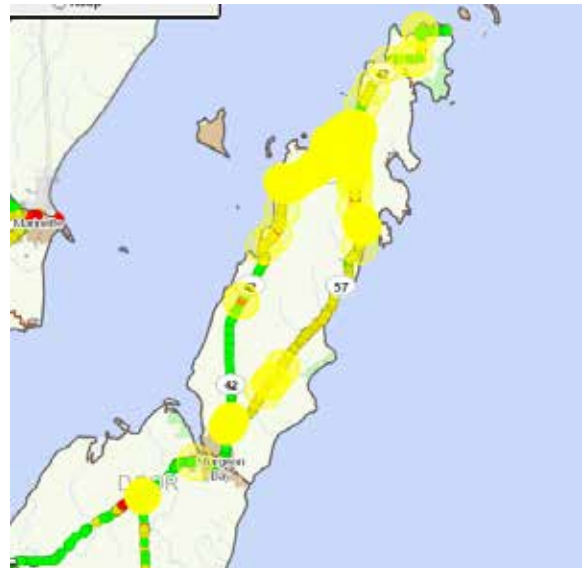


## Data Viewer- Search Filters

1. In addition to the search pages, the Data Viewer has the option to manually do a filtered search. To access the search filter, click on the **Binoculars** icon. The search feature will display in the Data viewer. Below is an example for searching for signs in a County and the year the sign was manufactured.
2. Set the Filter Options to **Add to current selection set**.
3. In the search criteria area, in the Table drop-down list select **Sign**.
4. In the Field drop-down list, select **County**.  
Note: It may take a few seconds for the Drop Downs to generate.
5. In the Operator drop-down list, select **Exactly Matches**.
6. In the Value field drop-down list, select **Door**.
7. The plus sign adds additional search criteria.
8. In the Table drop-down list select **Sign**.
9. In the Field drop-down list, select **Year Manufactured**.
10. In the Operator drop-down list, select **Less Than**.
11. In the Value field drop-down list, select **2005**.
12. When ready, click on the **Search** button. All assets meeting the criteria will be displayed in the data viewer. The assets will also be highlighted in the map area.

190 Assets Selected

	Asset ID	Layer	Loc
1	<a href="#">1027359428</a>	Sign	STH 42, 004.51
2	<a href="#">1076172873</a>	Sign	STH 42, 040.70
3	<a href="#">1093599487</a>	Sign	STH 42, 016.13
4	<a href="#">1098946284</a>	Sign	STH 42, 115.72
5	<a href="#">1105815073</a>	Sign	STH 42, 114.66
6	<a href="#">1152960825</a>	Sign	STH 42, 113.62
7	<a href="#">1154405854</a>	Sign	STH 57, 063.77
8	<a href="#">1283631933</a>	Sign	STH 57, 082.76
9	<a href="#">132252934</a>	Sign	STH 42, 129.48
10	<a href="#">1465602278</a>	Sign	STH 42, 111.60
11	<a href="#">1593756866</a>	Sign	STH 42, 114.43



## Filtering Further

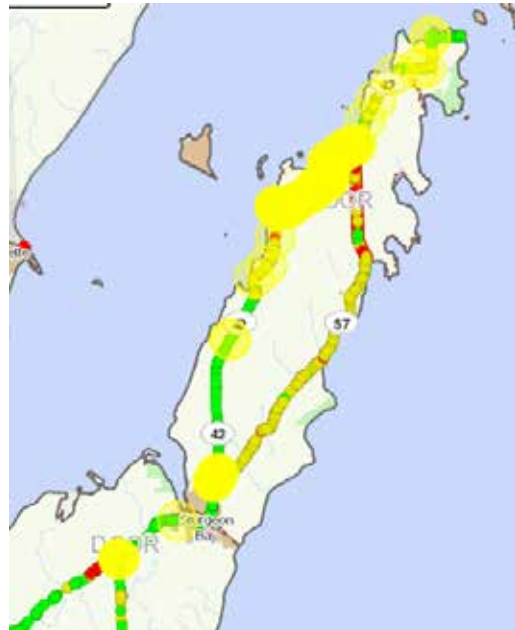
VUEWorks allows sub searches. This can be done by clicking on the **Binoculars** icon from the selection list. In the Filter Options select either **Filter current selection set** to narrow down the selection set or **Add to current selection set** to add more assets to your selection list. Below will show you how to filter the selection for only Old signs in Door County on STH 42.

1. Set the Filter Options **Filter current selection set**.
2. In the search criteria area, in the Table drop-down list select **Sign**.
3. In the Field drop-down list, select **Route**.
4. In the Operator drop-down list, select **Exactly Matches**.
5. In the Value field drop-down list, select **STH 42**.
6. Click on the **Search** button.

140 Assets Selected


	Asset ID	Layer	Loc
1	1027359428	Sign	STH 42, 004.51
2	1076172873	Sign	STH 42, 040.70
3	1093599487	Sign	STH 42, 016.13
4	1098946284	Sign	STH 42, 115.72
5	1105815073	Sign	STH 42, 114.66
6	1152960825	Sign	STH 42, 113.62
7	132252934	Sign	STH 42, 129.48
8	1465602278	Sign	STH 42, 111.60
9	1593756866	Sign	STH 42, 114.43
10	162629748	Sign	STH 42, 113.53
11	1633583327	Sign	STH 42, 090.62

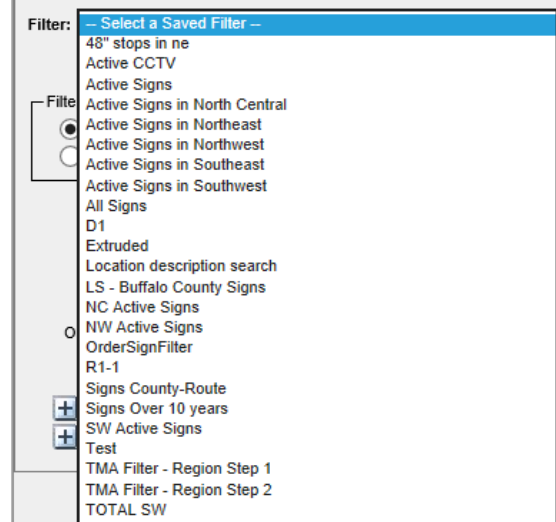
1 of 3 Multi-Edit



## Saving and Running a Search Filter

VUEWorks allows the saving of commonly used filter conditions.

1. To run an existing search filter, click on the Binoculars. 
2. Click on the **Filter** drop-down and select the search that you would like to run. The Search criteria fields will auto populate with the saved filter criteria.
3. Click on the **Search** button to run the filter.  
*Note: Any drop down in the existing filters can be changed to meet your needs.*
4. To save a search filter, click the red x.
5. Click the binoculars again.



6. Select the filter you wish to edit or enter in a new one.
7. Enter in your search criteria.
8. Then click on the **New** button under the Filter list.




9. The **Save New Search Filter** widow will open.

10. Enter a **Search Filter Name**.
11. The **Filter Description** and **Filter Key Words** can also be filled in before saving. Then click on the **Save** button.

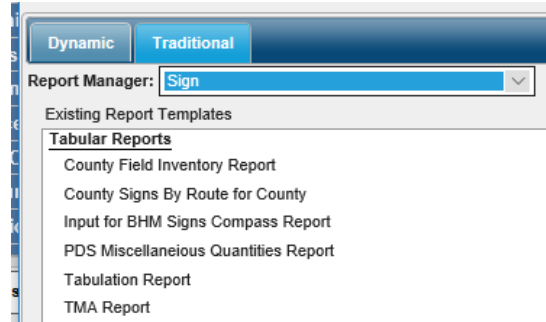
*Note: Saved Filters are not available to you until you close out of the data view and go back in.*

## Reporting-General

Once assets have been selected, several actions can be done with them. Reporting on these assets is an important part of managing assets. Below is an example of running the **Field Inventory Report**.

1. Make sure that you have a selection of assets in the Data Viewer before running reports.
2. From the Data Viewer, there is a series of icons across the top. The **Report**  icon will open the Report Manager window and allow you to select a report and print using the selected assets.

3. There are both **Dynamic** and **Traditional** reports to choose from. **Traditional** reports are canned reports created by DTS and **Dynamic** reports are reports someone in the Region/BTO created. For the Field Inventory Report, click on the **Traditional** tab, **Signs** and the list of reports are displayed.



4. Click on the **County Field Inventory Report**.
5. Then click on the **Preview** button. The report will open in a separate browser window. Note: It only displays the first page of the report.

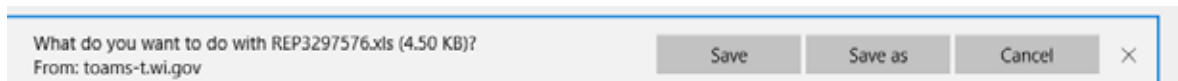
County Field Inventory Report

County	Route	Nearest Crossroad	Photolog Marker	Material ID	Sign Width (in)	Sign Height (in)	Year Mfg	Mfg Code	Substrate	Sheeting Type	Order Line 1	Order Line 2	Order Line 3
Brown	IH 43		014 360 mi	M1-04	34	21	2017	"F" (JM Sheeting)	Physwood	Prismatic High Intensity-Type HP	Shadow Ln		
Brown	STH 06		028 730 mi	R2-1 24W x 30H 15	24	30	2000	"F" (JM Sheeting)	Sheet Aluminum	Engineer Grade	15		
Brown	STH 29	CTH Y	001 010 mi	R3-20-L 24W x 36H	24	36	2010	"F" (JM Sheeting)	Sheet Aluminum	Prismatic High Intensity-Type HP	Down Right Arrow		
Brown	STH 172		008 010 mi	R5-1A 36W x 24H	36	24	2016	"A" (Avecy Dimension)	Sheet Aluminum	Prismatic High Intensity-Type HP			
Brown	STH 172	Ch: YY- Pilgrus Way	000 000 mi	R5-1A 36W x 24H	36	24	2010	"F" (JM Sheeting)	Sheet Aluminum	Prismatic High Intensity-Type HP			
Brown	STH 29	CTH F	006 020 mi	R1-2 36W x 31H	36	31	2014	"F" (JM Sheeting)	Sheet Aluminum	Prismatic High Intensity-Type HP			

Report type: Pdf

6. There are printing and saving options for all reports. The Report Type at the bottom of the screen lets you pick between PDF and Excel with Formatting.

\*Selecting **Excel with formatting** then select **Print**. A second dialog box will pop up. Select **Save as**. Select a location to save the file.



\*Selecting **PDF** then select **Print** will prompt you to a print screen. Select your desired printer.



## Viewing Attribute Data for an Asset

### Viewing Current Attribute Data

VUEWorks provides an area for managing all aspects of an asset. The Data Viewer will allow you to view the selected assets, but it will also provide a location to view attributes (data fields) about each of the assets, work orders, documents, and much more.

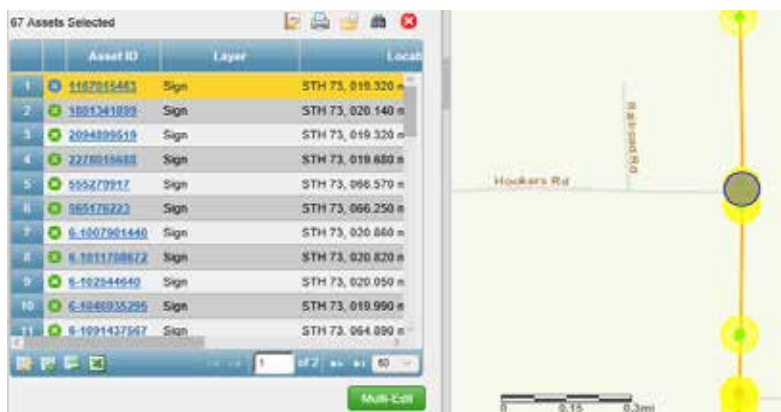
1. Use either the Data Viewer or Map to select assets. The Data Viewer will display the selected assets and they will appear highlighted on the map

Note: the following steps only work if it is less than 1000 assets.

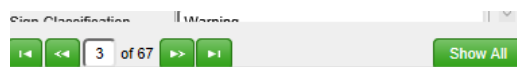
2. A brief overview of the signs is shown in the Data Viewer.

	Asset ID	Layer	Location	Label
1	<a href="#">1000041902</a>	Sign	USH 53, Southbound - 074.640 mi	W13-1 18W x 18H 30
2	<a href="#">1000971159</a>	Sign	USH 53, Northbound - 105.200 mi	R2-1 24W x 30H 55
3	<a href="#">1001389072</a>	Sign	USH 53, Northbound - 105.250 mi	R5-1 30W x 30H
4	<a href="#">102881632</a>	Sign	USH 53, Northbound - 105.260 mi	R11-54-F 48W x 30H
5	<a href="#">1043639560</a>	Sign	USH 53, Northbound - 128.960 mi	R6-1-R 36W x 12H

3. In the Data Viewer, there is a column with **Asset ID** and one for **Layer**. If you click on the **Layer** for an asset in the list, the asset will be highlighted in blue. Clicking on another one will highlight that one in blue.



4. Clicking on the **Asset ID** link (in blue and underlined) will select and display the Attributes for that asset.
5. Clicking on the **Show All** button in the lower right corner of the Data Viewer will take you back to the list. The **Green Arrows** will let you move between the assets.



*Note: The arrows will not go from sign to sign down the road.*

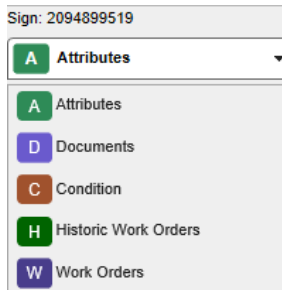
6. Assets can be sorted by clicking in the header, a white arrow will light up displaying how they were sorted.

	Asset ID	Location	Layer
28	<a href="#">2-57392</a>	STH 120, 009.120 mi - W3- Sign	^
29	<a href="#">1193041115</a>	STH 120, 009.120 mi - W3- Sign	
30	<a href="#">2099837144</a>	STH 120, 009.210 mi - R2- Sign	



### Viewing Work Orders from VueWorks

1. Select a sign you wish to view Work Orders on. A single sign has to be select for this to work.
2. Select **Work Orders** from the drop-down list.



3. The **Work Order** view will display and any work orders created for this asset in VUEWorks will be displayed here. If no work orders are shown there has not been a work order created for this asset yet in VueWorks.
4. Clicking on the blue link will open the work order.



### Viewing Work Orders from Cartegraph

Viewing Historical work order information from the legacy system, CarteGraph is available and associated with each of the sign assets.

1. Select a sign you wish to view Work Orders on.
2. Select **Historic Work Orders** from the drop-down list.
3. Work orders in the CarteGraph system are displayed in chronological order. Key information is available. Use the scroll bar to see additional work order records.



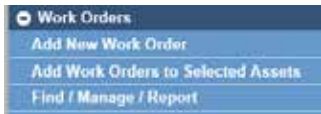


## Filtering for Work Orders and Project Created by BTO

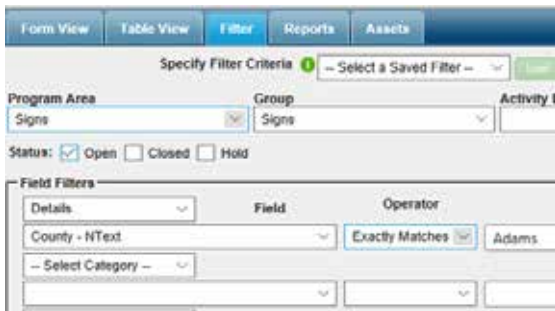
Regions will send any damage claim signs to BTO in an email using the excel spreadsheet. BTO will enter these into VueWorks. Regions will have viewing capability of these orders. To see all orders, follow the steps below.

### Filtering for Work Orders

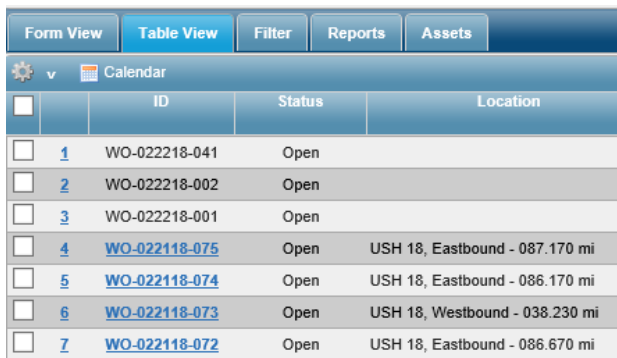
1. Click on Work Orders drop down.
2. Click on Find/Manage/Report



3. Enter in the following filter to see all open orders in Adams County.

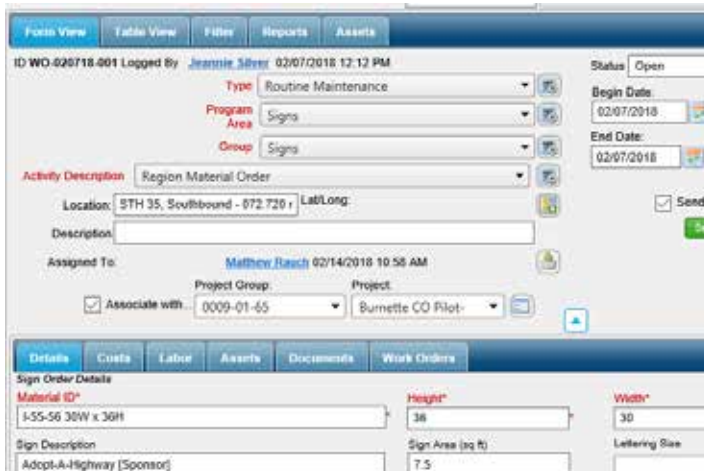


4. Select **Table View** and it will show all open Work Orders for that filter.



ID	Status	Location
1	Open	
2	Open	
3	Open	
4	Open	USH 18, Eastbound - 087.170 mi
5	Open	USH 18, Eastbound - 086.170 mi
6	Open	USH 18, Westbound - 038.230 mi
7	Open	USH 18, Eastbound - 086.670 mi

5. For a more detailed look. Click on the number you wish to view and select **Form View**.






### Filtering for Projects

1. Click on **Signs** drop down and select **Projects**.
2. Click on **Find/Manage/Report**



3. Enter in the following filter to see all the open batch order for Adams County.

A screenshot of a filter interface. It contains three dropdown menus: 'Project Group' with '0001-01-65' selected, 'Project Name' which is empty, and 'Status' with '-- All --' selected.

4. For a more detailed look. Click on the **Form View, Estimated Costs, and Job Details**. To view the signs within the project.

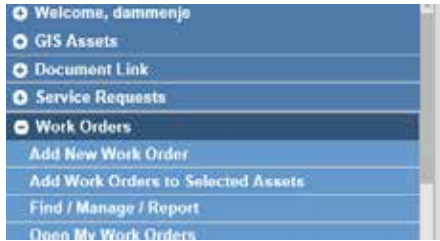
A screenshot of a project details form. The 'Form View' tab is active. It shows project information for 'Adams County STH 23'. Below this, there are tabs for 'Estimated Costs', 'Actual Costs', 'Details', and 'Documents'. The 'Job Details' sub-tab is active, showing a table of work orders. The table has columns for 'Actions', 'Work Order ID', 'Asset Class', 'Asset Type', 'Asset', and 'Location'. Three work orders are listed, all for 'Signs' at 'STH 23, Eastbound - 0f'.

5. Click the **Document** button to see the complete excel file of what was added, changed, not replaced, and removed.



### Attaching a Document

1. Navigate to the Work Orders drop down in the Menu and click Find/Manage/Report



2. Locate the work order you want to attach a document to.
3. Click on the **Documents** tab, then click on the **Link Document** button.

4. Click on the **Upload Link** tab at the top of the Create Document Link window.
5. Click on the **Choose File** link.
6. Navigate to the file location and select the **Signs Order PDF** file.
7. In the **Document Type** drop-down list, select Document.
8. In the **Upload To Library\*** drop-down list, select the correct BTO SIGNS.
9. Click on the **Create Link** button and then click on the **Close** button.
10. The document is listed in the Document area for the work order.
11. Click on the **Save** button to save the work order and generate a work order number.

