



TSAMS User Guide – PennDOT Districts

This user guide provides PennDOT Districts with step-by-step instructions for completing their minimum TSAMS Data Responsibilities, as described in PennDOT Publication 191 "Guidelines for the Maintenance and Operations of Traffic Signals":

<u>http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20191.pdf</u>

This user guide is not intended to provide all-inclusive instruction for every feature within TSAMS – simply those needed to execute the minimum responsibilities.





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Summary of TSAMS Data Responsibilities – PennDOT Districts

The TSAMS data responsibilities for PennDOT Districts (as detailed in Publication 191 "Guidelines for the Maintenance and Operations of Traffic Signals") are as follows:

- PennDOT District Personnel are responsible for ensuring that all signals within their respective District Boundaries have a record in TSAMS and that the associated status, traffic signal permits, maintenance agreements, and TE-160's are current.
 - **Traffic Signal Status** PennDOT District Personnel are responsible for updating the traffic signal status of the record in TSAMS (planned, testing, operational, etc.).
 - **Traffic Signal Permits** PennDOT District Personnel are responsible for uploading current, approved traffic signal permit document into TSAMS at the time the permit is issued.
 - Signal Owners are still responsible for creating, updating, and securing PennDOT approval of the traffic signal permit documents (outside of the TSAMS context).
 - TE-160's & Maintenance Agreements PennDOT District Personnel are responsible for uploading current, approved TE-160's and maintenance agreements into TSAMS at the time the TE-160's and agreements are executed.
 - Signal Owners are still responsible for creating, updating, and securing PennDOT execution of the TE-160's and maintenance agreements (outside of the TSAMS context) as described in Chapter 2.
- ✓ PennDOT District Personnel are responsible for reviewing and approving the proposed edits to TSAMS records (made by guest users) for the signals within their respective District Boundaries.

TSAMS User Login Access

District staff will need to use their ECMS access login information as their User Login for TSAMS to complete their TSAMS data responsibilities.

Resources with information on how to obtain User Login access:

- TSAMS Access Guide
 - <u>http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSAMS_Access_Guide.</u>
 <u>pdf</u>
- ECMS Password Help Video
 - http://www.dot.state.pa.us/TSAMS/ECMSHelp/ECMS%20Password%20Help%2
 0Audio%20v1.4.mp4
- TSAMS Contacts
 - o https://www.tsams.penndot.gov/tsams/contactUs.do





TSAMS Data Responsibility: Traffic Signal Status

What is a "traffic signal status"?

The traffic signal status in TSAMS designates the current stage of the signal. Different signal statuses "unlock" various role-based access features for that signal.

The drop-down signal status options are as follows:

planned

testing

• removal pending

construction

desting
operational

- removed
- non-operational

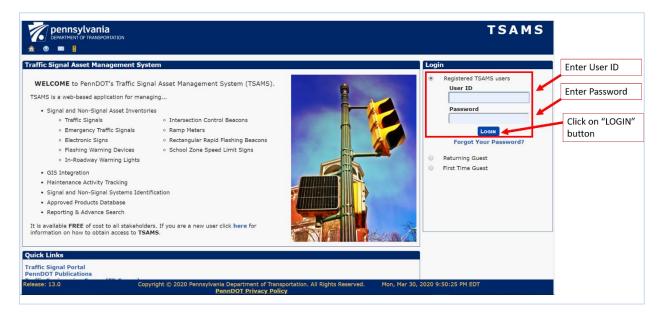
Why do I need to maintain a current traffic signal status in TSAMS?

Maintaining an accurate traffic signal status ensures that all stakeholders can access the appropriate TSAMS features for that stage and that they can determine the current signal stage through TSAMS. The signal status also provides important information for regional 'roll-up' summaries (i.e. to answer questions like: How many planned signals are in District X-0? How many operational signals are in municipality Y? How many signals across the state are designated as 'removal pending'?).

How to change a traffic signal's status in TSAMS:

STEP 1 – Log-in to TSAMS

Open the <u>TSAMS website</u> and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "<u>TSAMS User Login Access</u>" portion of this document for information on how to obtain User Login access).*







STEP 2 - Search for the Signal

After logging-in, click on the "Search Signal" symbol (a magnifying glass) in the signal section of the TSAMS home page.

	DEPARTMENT OF TRANSPOR	TATION				TSAMS Welcome I Logout
	Si	gnal	Non-S	ignal	Sys	tem
Click on "SEARCH SIGNAL" button						
	Q	0	Q	0	Q	0
	Pro	ducts	Proje	ects	ITS/Op	erations
	, 1					

STEP 3 - Select Signal Location Fields

Once the "Search" page opens, select the District, County, and Municipality in the drop-down fields and then click on the "Search" button.

			TSAMS Welcome I 🖬 🔒 Logout
	Search		
	Basic Search		
	1 – Select District	Search Type 2 – Select Signal V County	
3 – Select	Signal ID	District County	
Municipality	Auto wildcard as 'ends with'	08 Select Nultiple can be selected	• selected
	Municipality	Local ID-Name	4 – Click on
	Select 💌		the "Search"
	Multiple can be selected once a county has been selected	Not case sensitive and auto wildcard as 'contains'	button
	RESET		SEARCH
	Advanced Search		
	Maintenance Search		





STEP 4 – Open the Signal Edit Page

Once the "Search" results list appears below, find your signal of interest and click on the "Signal ID". After clicking on the signal of interest, a box of options will appear. Click on the "Edit" option.



	Records 1 to 7 of 7	Records 1 to 7 of 7			🔇 🔇 Page 1 of 1 🔘 🔘			Records Per Page: 25		
	<u>Signal ID</u>	<u>Permit #</u>	<u>County</u>	<u>Municipality</u>	Location	Isolated/System	<u>Signal Status</u>	Signal Status Date		
ick on	<u>TS0866207S008222</u>	Мар	66 - York	207 - EAST MANCHESTER	North George Street/Beshore School Road; CVS Driveway	SR 0181 E Manchester	Planned	10/06/2016		
dit"	TS0866207S00822	View Edit Isolate	66 - York	207 - EAST MANCHESTER	North George Street/Sunset Drive	SR 0181 E Manchester		12/11/2003		
	TS0866207S008224	Delete Maintenance	66 - York	207 - EAST MANCHESTER	North George Street/Commercial Driveway; Glen Drive	SR 0181 E Manchester	Operational	12/12/2003		

STEP 5 - Set the Signal Status

Once the "Edit Signal" page opens, select the correct signal status in the drop-down field and then enter/select the date for that status.

Department of trans	1ia PORTATION				TSAMS Welcome I 🖬 📓 🛡 Logout
Search » Edit Signal - TS08					
Edit Signal - TS082220)2I015660				
Location Map					
Location Details					
District 08		County 22 - Dauphin (08)	*	Municipality 202 - DERRY (Dauphin)	•
Latitude * 40.2833948	Select the signal status from drop-down list	Longitude * -76.6508401	Enter/Select the date for the status	PennDOT Owned	
Signal Status Construction		Construction Date *	5		
Signal Status Planned	Status Date 09/25/2018 Image: Control of the second	ЕТЕ			





STEP 6 – Save Status Change

Once you've selected the status and date for the signal, scroll down to bottom of the page and click on the "Save and Exit" button. This will take you back to the "Search" results list from STEP 4 (i.e. the list of signals for the municipality specified).

				TSAMS WELCOMI	
Search » Edit Signal - TS08222021015660 Edit Signal - TS08222021015660					
Location Map					
Location Details					
District 08	County 22 - Dauphin (08)	1	Municipality 202 - DERRY (Dauphin)	*	
	22 - Dauphin (00)		202 - DEKKI (Dauphin)		
Latitude *	Longitude *		PennDOT Owned		Scroll
40.2833948	-76.6508401		NO		down
					uowii
Signal Status Construction	Construction Date *				
Construction	04/06/2020				
Signal Status Status Date					
Planned 09/25/2018 OPL	ETE				
Local ID-Name					
0					
besatruest or transportation besatruest or transportation Comments All PED buttons are same make and model.				L Barnett	
Additional Counties Select	Additional Municipalities		ΑDD		
Street Details					
Street Type Street Name		State Route #	Segment Offset		
Major North George Street		0181	0120 0000	EDIT 😑 DELETE	
Minor Beshore School Road					
Minor CVS Driveway					
Minor V	*			ADD STREET	
				ADD STREET	
Component Information					
Project Information					
Permit Information					
HOP Information					
Additional Information					
Detour Information					
Manage Documents					
					Click on the
		e 1 of 1 🚺 🗊			"Save & Exit"
Record 1 to 1 of 1 Date Name	Type	Description	Attached By Sou	Records Per Page: 10 🔻	button
03/31/2020 06:32 PM SignalCabinetPhoto_T146.jpg	Photographs	Traffic Signal Cabinet Photo -	Central SigEng TSA		
	riotographs	03/20/2020	Central Sigerig TSA		•
8 CANCEL				💭 SAVE & EXIT	





STEP 7 - Confirm Signal Status was Modified

Once you return to the "Search" results list from STEP 4 (i.e. the list of signals for the municipality specified), confirm that the correct status and status date is displayed for the signal.

🚖 🕑 🖬 🚦							WELCOME 4 🔲 📾 🛡 Logout	
				Medical Driveway Hershevpark				
508222025002282	7218	22 - Dauphin	202 - DERRY	Drive/Hershey Road; Park Boulevard	Hersheypark Dr	Operational	09/28/1973	
508222025008592	85-116	22 - Dauphin	202 - DERRY	Chocolate Avenue/Linden Road	Chocolate Ave	Operational	08/05/2006	
FS0822202S008 593	85-88	22 - Dauphin	202 - DERRY	Walton Avenue/Bank Driveway; East Main Street	Walton Ave - Hershey	Operational	07/12/2003	
508222021010528	85-147	22 - Dauphin	202 - DERRY	FISHBURN RD/HOMESTEAD RD	Isolated	Operational	06/30/2016	
F508222021010529	Unknown	22 - Dauphin	202 - DERRY	HERSHEYPARK DR/OLD W CHOCOLATE AVE; SWEET ST	Isolated	Operational	06/30/2016	
FS0822202I010532	85-117	22 - Dauphin	202 - DERRY	BULLFROG VALLEY RD/RESEARCH BLVD/LIFE LION DR	Isolated	Operational	06/30/2016	
rs08222021010533	85-140	22 - Dauphin	202 - DERRY	CENTERVIEW LN; UNIVERSITY DR/CAMPUS DR	Isolated	Operational	06/30/2016	Successfully
FS08222021010539	Unknown	22 - Dauphin	202 - DERRY	PARK BLVD/CHOCOLATE WORLD WAY	Isolated	Operational	06/30/2016	saved status and status date will
508222021015660	TS015660	22 - Dauphin	202 - DERRY	GRANADA AV/CARACAS AV;	Isolated	Construction	04/06/2020	now appear in the signal list

Note: the next time that you open the "Edit Signal" page for that signal, the status and date that you entered will be displayed in the signal status list.

pennsylvania DEPARTMENT OF TRANSPORT	TATION				TSA Welcome	
🟦 🖲 🔤 🚦					🖬 📔 👼 🛡	Logout
Search » Edit Signal - TS082220						
Edit Signal - TS082220210	015660					
Location Map						
Location Details						
District		County		Municipality		
08 🔻		22 - Dauphin (08)	•	202 - DERRY (Dauphin)	•	
Latitude ↓ 40.2833948		Longitude -76.6508401		PennDOT Owned		
Signal Status			Successfully saved status an	d		
Select 🔹			status date will now appear			
			in the signal status list			
Signal Status St	atus Date					
Construction 04	/06/2020					
Planned 09	/25/2018					
Local ID-Name						





TSAMS Data Responsibility: Traffic Signal Permits

Why do I need to maintain a current traffic signal permit in TSAMS?

Maintaining accurate traffic signal permit documents in TSAMS ensures that all stakeholders can access the most current permit documents at any time.

How to upload a traffic signal permit into TSAMS:

STEP 1 – Log-in to TSAMS

Open the <u>TSAMS website</u> and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "<u>TSAMS User Login Access</u>" portion of this document for information on how to obtain User Login access).*



STEP 2 – Search for the Signal

After logging-in, click on the "Search Signal" symbol (a magnifying glass) in the signal section of the TSAMS home page.







STEP 3 – Select Signal Location Fields

Once the "Search" page opens, select the District, County, and Municipality in the drop-down fields and then click on the "Search" button.

			TSAMS Welcome I R R Logout
	Search Basic Search		
3 – Select Municipality	Basic Search I - Select District Signal ID Auto wildcard as 'ends with' Municipality Select Contry has been selected C Reser Advanced Search Advanced Search C Maintenance Search	Search Type Signal 2 - Select County District B Nultiple can be selected Local ID-Name Nut case sensitive and auto wildcard as 'contains'	A – Click on the "Search" button

STEP 4 - Open the Signal Edit Page

Once the "Search" results list appears below, find your signal of interest and click on the "Signal ID". After clicking on the signal of interest, a box of options will appear. Click on the "Edit" option.

	DEPARTMENT OF TRA	ania INSPORTATION						TSAM Welcome Jennifer Wa
	🟦 🕲 🔤 🚦							🗾 🖬 📔 🔒 Lo
	Search							
	🗄 Basic Search							
	Advanced Search							
	Maintenance Seare							
	Basic Search Results	l.						
	Location Map							
	Search Criteria: Sear	ch Type: Signal; I	District: 08; County:	York; Municipality: EAS	T MANCHESTER (York)			
ck on	Records 1 to 7 of 7	Records 1 to 7 of 7 🗘 🕲 Page 1 of 1 🕲 🕲						Records Per Page: 25
nal ID	Signal ID 🔺	<u>Permit #</u>	County	Municipality	Location	Isolated/System	<u>Signal Status</u>	<u>Signal Status</u> Date
	TS08662075008222	84-112	66 - York	207 - EAST MANCHESTER	North George Street/Beshore School Road; CVS Driveway	SR 0181 E Manchester	Planned	10/06/2016
	TS0866207S008223	84-114	66 - York	207 - EAST MANCHESTER	North George Street/Sunset Drive	SR 0181 E Manchester		12/11/2003
	TS0866207S008224	84-113	66 - York	207 - EAST MANCHESTER	North George Street/Commercial Driveway; Glen Drive	SR 0181 E Manchester	Operational	12/12/2003

	<u>Signal ID</u>	<u>Permit #</u>	<u>County</u>	<u>Municipality</u>	Location	<u>Isolated/System</u>	<u>Signal Status</u>	<u>Signal Status</u> <u>Date</u>
Click on	<u>TS0866207S008222</u>	Мар	66 - York	207 - EAST MANCHESTER	North George Street/Beshore School Road; CVS Driveway	SR 0181 E Manchester	Planned	10/06/2016
"Edit"	TS0866207500822	View Edit Isolate	66 - York	207 - EAST MANCHESTER	North George Street/Sunset Drive	SR 0181 E Manchester		12/11/2003
	TS0866207S008224	Delete Maintenance	66 - York	207 - EAST MANCHESTER	North George Street/Commercial Driveway; Glen	SR 0181 E Manchester	Operational	12/12/2003





STEP 5 - Open the "Manage Documents" Section

Once the "Edit Signal" page opens, scroll down until you see the "Manage Documents" section. Click on the "+" button for the "Manage Documents" section.

	pennsylvania	TATION				TSAMS
						WELCOME 🖬 📓 🏺 Logout
	Search » Edit Signal - TS08662	075008222				
	Edit Signal - TS0866207S					
	E Location Map					
	Location Details					
	District 08 🔻		ounty 56 - York (08)	•	Municipality 207 - EAST MANCHESTER (York)	•
	Latitude ¥ 40.0414948		ongitude 🎽 -76.7248096		PennDOT Owned	
	Signal Status Select 💌					
	En and an and an	atus Date	_			
Scroll down	Operational 05	/13/2003			System Name SR 0181 E Manchester	
Ļ	Comments					
	Remaining Characters: 4,000 / 4,0	000				
		-				TOAMO
	DEPARTMENT OF TRANSPO	a Drtation				TSAMS Welcome Se la cogout
	Signal Status Planned Operational	Status Date 10/06/2016 05/13/2003	_			
	Local ID-Name T-146				System Name SR 0181 E Manchester	
	Comments					
	Remaining Characters: 4,000 / Comments	4,000	_		Date	Updated By
	All PED buttons are same r	nake and model.			01/19/2	2017 Rickey L Barnett Jr/PennDOT
	Street Details					
	Street Type Major Minor	Street Name North George Street Beshore School Road	_	State Route # 0181	Segment 0120	Offset 0000
	Minor	CVS Driveway				
Click on the	Component Informat	ion				
"+" button	Project Information					
for "Manage	Permit Information					
Documents"	HOP Information					
Documents	Additional Information	on				
	 Detour Information Manage Documents 					
	Manage Documents S Exit					





STEP 6 - Open the "Add Documents" Section

Once the "Manage Documents" section expands, click on the "Add Document" button.

	pennsylvania department of transportation 1 <			TSAMS Welcome S S S S S S S S S S S S S S S S S S S
	Remaining Characters: 4,000 / 4,000			
	Comments			Date Updated By
	All PED buttons are same make and mo	del.		01/19/2017 Rickey L Barnett Jr/PennDOT
	Additional Counties Select	Additional Municipalities Select V	A	ю
	Street Details			
	Street Type Street Name Major North George Street			egment Offset 120 0000 Storr SDELETE
	Major North George Street Minor Beshore School Road		0181 0	
	Minor CVS Driveway			
	Minor	×		COLUCIE COLUCIE COLUCIE COLUCIE COLUCIE COLUCIE
	Component Information			
	Project Information			
Click on the "Add	Permit Information			
	HOP Information			
Documents" button	Additional Information			
	Detour Information			
	Manage Documents Add Documents			
	No Records Found Date Name	C C P <u>Type Description</u>	age 0 of 0 🜘 🖗 <u>Attached By</u>	Records Per Page: 10 V Source
	No results.			👼 Save & Exit

STEP 7 – Upload Permit Documents

Once the new "Manage Documents" page opens, select the Document Type as "Permit" from the drop-down field. Click on the "Choose File" button.

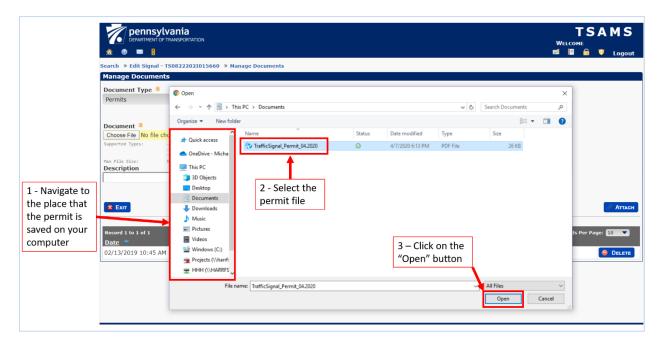
	DEPARTMENT OF TR	ania JANSPORTATION				TSAMS Welcome I 🖬 📾 🛡 Logoi	
Select	Search » Edit Signal - TS	08222021015660 » Manage Document	s				
"Permits"	Manage Documents						
Click on the "Choose File"	Document Type * Permits Document * Choose File No file cho	sen					
button	supported types:	mp, .csv, .ugm, .ugm, .dng, .doc, .docx, .dw sws, .syn, .sy7, .tif, .tiff, .txt, .vdx, .vs	g, .gif, .hst, .jpeg, .jpg, .kmz, dxffxhfxhmxhrxhu:	pdf, .png, .ppt, .pptx, .sim, hwxh2xlsxlsmxlsx.			
	Nax File Size: 56 Description	cra, .xus 9 HS					
	8 Exit						сн
	Record 1 to 1 of 1			e 1 of 1 🚺 🕼		Records Per Page: 10 🔻	
	Date 02/13/2019 10:45 AM	<u>Name</u> Photographs test.pdf	Type Photographs	Description	Attached By Central SigEng	Source TSAMS G DELET	
	02/13/2019 10:45 AM	r notographis_test.pui	Filotographs		Central Sigerig	I SAMS	





STEP 8 - Navigate to the Permit File

Navigate through your computer's file folder system to the location that the permit document is saved (or paste the file path in the file bar). Select your permit file (it will become highlighted and the file name will appear in the "File Name" bar). Once you've selected your permit file, click on the "Open" button. The file name will now appear to the right of the "Choose File" button.



STEP 9 – Enter Description and Attach Permit to TSAMS Record

Type a description for the permit in the box provided. Use a standard naming convention, such as "Traffic Signal Permit Page X of X - 04/20/20". *Note: It is important to include the date for the permit in the description.* Once the description is entered, click on the "Attach" button.

	Pennsylvania DEPARTMENT OF TRANSPORTATION © ©		T S A M S Welcome 🖬 📓 🊔 🛡 Logout
	Search » Edit Signal - TS0822202I015660 » Manage Documents		
	Manage Documents		
	Document Type Permits 🔹		
1 - Type the	Document * Choose File TrafficSignalt_04.2020.pdf Supported Types: .htm, .csv, .dgm, .dgm, .dm, .doc, .docx, .dwg, .gif, .hst, .;	peg, jpg, kmz, .pdf, .png, .ppt, .potx, .sim,	
description	.sws, .syn, .sy7, .tif, .tiff, .txt, .vdx, .vsd, .xff, .xhf, .; .xra, .xus	um, .xhr, .xhu, .xhw, .xh2, .xls, .xlsm, .xlsx,	
	Max File Size: 50 MB Description		2 - Click on the
	Traffic Signal Permit - 04/20/20		2 – Click on the "Attach" button
	8 Ext		Аттасн
	Record 1 to 1 of 1	🔇 🔕 Page 1 of 1 🔹 🕼	Records Per Page: 10 🔻
	Date Vame Type	Description	Attached By Source
	02/13/2019 10:45 AM Photographs_test.pdf Photograp	.5	Central SigEng TSAMS O DELETE





STEP 10 - Confirm Permit File was Attached to TSAMS Record

A green confirmation message will appear at the top of the page if the permit file was successfully attached. Additionally, the permit file will appear on the records list at the bottom of the page.

Confirmation that the permit file was attached		TSAMS Welcome I 📓 🔒 🛡 Logout									
successfully	✓ • The document has been attached.										
	Search » Edit Signal - TS0822202I015660 » Manage Documents										
	Manage Documents										
	Document Type * Select										
	Document * Choose File No file chosen										
	Supported Types:hmp, .cey, .dmg, .dmg, .dmg, .deg, .dec, .decx, .deg, .gtf, .htt, .jeg, .jgg, .kmt, .gtf, .ngg, .gtf, .ngg, .gtf, .stm, .stm, .svm, .svm										
Successfully											
attached permit file	* Exit	<i>Л</i> Аттасн									
will now appear in 🍾											
the record list	Records 1 to 2 of 2 (0) Page 1 of 1 (0) (0) Date Vame Type Description Attached By	Records Per Page: 10 💌 Source									
	04/07/2020 06:32 PM TrafficSignal_Permit_04.2020.pdf Permits Traffic Signal Permit - 04/20/20 Central SigEng	TSAMS G DELETE									
	02/13/2019 10:45 AM Photographs_test.pdf Photographs Central SigEng	TSAMS									

STEP 11 - Return to the "Edit Signal" Page

Once the permit file has been attached, click on the "Exit" button. This will return you to the "Edit Signal" page for this signal.

	Department of tr	ania ANSPORTATION				WELCOME	SAMS
	• The document	t has been attached.					
	Search » Edit Signal - TS	08222021015660 » Manage Documents					
	Manage Documents						
	Document Type 著						
	Select	•					
	Document 😤						
	Choose File No file cho						
	. 5	<pre>mp, .csv, .dgm, .dgn, .dng, .doc, .docx, .dwg, ws, .syn, .sy7, .tif, .tiff, .txt, .vdx, .vsd, <pre>cra, .xus</pre></pre>	.gif, .hst, .jpeg, .jpg, .xff, .xhf, .xhm, .xhr, .	.kmz, .pd†, .png, .ppt, .pptx, .sim, chu, .xhw, .xh2, .xls, .xlsm, .xlsx,			
Click on the	Max File Size: 50) MB					
	Description						
"Exit" button	1						
	😵 Ехіт						<i>П</i> Аттасн
	Records 1 to 2 of 2		00	Page 1 of 1 🕚 🕼		Records Pe	er Page: 10 🔻
	Date 🔻	Name	Туре	Description	Attached By	Source	
		TrafficSignal_Permit_04.2020.pdf	Permits	Traffic Signal Permit - 04/20/20	Central SigEng	TSAMS	
	02/13/2019 10:45 AM	Photographs test pdf	Photographs		Central SigEng	TSAMS	DELETE





STEP 12 - Confirm Permit File was Attached Under the Permit Section

On the "Edit Signal" page, you'll be able to confirm that the permit file was attached correctly by checking under the "Permit Information" section. Click on the "+" button for the "Permit Information" section. Once the section expands, click on the "+" button for the "Permit Documents" sub-section. Once the sub-section expands, the permit file will appear on the permit documents list if it has been attached correctly.

		INSYLVANIA IMENT OF TRANSPORTATION			TSAMS Welcome
	Additional C Select	ounties •	Additional Municipalities Select V	The second secon	
	Street D	etails			
	Street Type Minor	e Street Name SOUTH SECOND ST		State Route # Segment O	ffset
	Major	GRANADA AV			
Click on the	Minor	LINDEN RD CARACAS AV			
"+" button for "Permit	Minor 🔻		*		S ADD STREET
Information"	E Compone	ent Information			·,
	🗄 Project I				
	Permit InHOP Info				
		al Information			
	Detour II				
	🗄 Manage I	Documents			
	8 CANCEL				👼 Save & Exit

	E Permit Information								
	Permit # * TS015660	Approved	Approved Date						
Click on the "+" button for "Permit Documents"	Permit Valid To Date	Permit Revision Date							
Decamento	ADD PERMIT DOCUMENTS								

	Permit Information					
	Permit # * TS015660	Permit Status Approved 💌	A [pproved Date		
Successfully attached permit file will now appear in	Permit Valid To Date	Permit Revision Date				
the Permit Documents list	Permit Documents Date Name 04/07/2020 06:32 PM TrafficSignal_Permit_04.2020.pdf	Туре Permits	Description Traffic Signal Permit - 04/20/20	Attached By Central SigEng	Source TSAMS	DELETE





STEP 13 - Mark the Previous Permit Document as "(OLD)""

Once you've confirmed that the permit file has been successfully attached, look in the "Permit Document" list for an older permit file. Click on the "Edit" button for the older permit file.

		Ivania FTRANSPORTATION					TSAMS WELCOME
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	 Component Inf Project Inform Permit Inform 	ation					
	Permit # * TS015660		Permit Status Approved V		Арр	roved Date	
Look in Permit	Permit Valid To Da	te	Permit Revision Date			on the "Edit" n for the	
Document List for an older	ADD PERMIT DOCU				older	permit file	
permit file	Date	Name	Туре	Description		Attached By	
	04/07/2020	TrafficSignal_Permit_04.2020.pdf	f Permits	Traffic Signal Permit - (04/20/20	Central SigEng	🖉 Еріт
	11/09/2020 11/09/2020	TrafficSignal_Permit_11.2020.pdf TrafficSignal_Permit_11.2019.pdf		TrafficSignal_Permit_1		Central SigEng 9 Central SigEng	📓 Ергт 🛃 Ергт
	HOP Informati						
	Additional Info	ormation					

A green dashed box will appear around the older permit file – the details for this permit file are now editable. Click on the small white box next to its "Description".

				TSAMS
				WELCOME 🖬 📳 💛 Logout
Component Information				
Project Information				
Permit Information				
Permit # * TS015660	Permit Status Approved	Appro	oved Date	
Permit Valid To Date	Permit Revision Date			
ADD PERMIT DOCUMENTS	Click on the checkbox			
Permit Documents				
NO	FE: The highlighted	able row is available for editing.		
	Select the checkbox	t mark as "OLD" description.		
<u>Date Name</u>	Туре	Description	<u>Attached By</u>	
04/07/2020 TrafficSignal_Permit_04.2020.p	Permits V	Traffic Signal Permit - 04/20	Central SigEng	🖋 Update 🙁 Cancel
11/09/2020 TrafficSignal_Permit_11.2020.p	df Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	📝 Ергт
11/09/2020 TrafficSignal_Permit_11.2019.p	odf Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	🛃 Еют
HOP Information				
Additional Information				





Confirm that the checkbox shows a blue checkmark in the box. Click on the "Update" button.

Permit Valid To Date		1- Confirm checkbox blue check	shows a	≥ 2- Click on th "Update" bu						
	NOTE: The highlighted Table row is available for editing. Select the checkbox ti mark as "OLD" description.									
<u>Date</u>	Name		Туре	Description	Attached By					
04/07/2020	TrafficSignal_Per	mit_04.2020.pdf	Permits ~	Traffic Signal Permit - 04/20	Central SigEng	/ Update 8 Cancel				
11/09/2020	TrafficSignal_Per	mit_11.2020.pdf	Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	🔀 Еріт				
11/09/2020	TrafficSignal_Per	mit_11.2019.pdf	Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	📓 Ергт				
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Click on the "Yes" button in the blue action confirmation screen.

Permit # *	A	Click on the "Yes" button		oved Date	
ADD PERMIT DOCUMENTS	· · · · · · · · · · · · · · · · · · ·	Confirm Are you sure you would like	YES No ng.	_	
Date	Name	Select the checkbox to ma	•	Attached Bu	
	TrafficSignal_Permit_04.2020.pdf	Type Permits V	Traffic Signal Permit - 04/20	Attached By Central SigEng	UPDATE & CANGEL
			TrafficSignal_Permit_11.2020.pdf	Central SigEng	EDIT
11/09/2020 11/09/2020	TrafficSignal_Permit_11.2020.pdf TrafficSignal_Permit_11.2019.pdf		(OLD) Traffic Signal Permit - 11/2019		Еот

If the older permit file has been successfully marked as "(OLD)", the file will now have "(OLD)" at the front of its description.

Permit # * TS015660			ermit Status Approved 🔻	Appr	oved Date	
Permit Valid To Da	Succe will n front		rked permit file OLD)" at the ription			
ADD PERMIT DOC				-		
Date	<u>Name</u>		<u>Type</u>	Description	Attached By	
04/07/2020	TrafficSignal_Perm	it_04.2020.pdf	Permits	(OLD) Traffic Signal Permit - 04/20/20	Central SigEng	📓 Еріт
11/09/2020	TrafficSignal_Perm	it_11.2020.pdf	Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	🛃 Еріт
11/09/2020	TrafficSignal_Perm	it_11.2019.pdf	Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	🛃 Еріт
 HOP Informat Additional Info 						





STEP 14 - Return to the "Search" Page

Once you've completed all edits to this signal, scroll down to bottom of the page and click on the "Save and Exit" button. This will take you back to the "Search" results list from STEP 4 (i.e. the list of signals for the municipality specified).

DEPARTMENT OF TR COMMITMENT O	08662075008222				TSAMS WELCOME I II II II V Logout	
Location Details						
District 08 🔻		County 66 - York (08)		Municipality 207 - EAST MANCHESTER (York) 🔻	
Latitude ¥ 40.0414948		Longitude * -76.7248096		No T		
Signal Status Select 🔹						
Signal Status Planned	Status Date 10/06/2016 © DELET	E				Scroll
Operational	05/13/2003					down
Local ID-Name T-146				System Name SR 0181 E Manchester		
Project Information	ion					
🗄 Permit Information						
HOP Information						
Additional Inform						
 Detour Informati Manage Documer 						
ADD DOCUMENTS	11.5					Click on the "Save & Exit"
Record 1 to 1 of 1		🕲 🔘 Pag	ge 1 of 1 🔘 💭		Records Per Page: 10 💌	button
Date 🔻	<u>Name</u>	Туре	Description	Attached By	Source	JULION
03/31/2020 06:32 PM	SignalCabinetPhoto_T146.jpg	Photographs	Traffic Signal Cabinet Photo - 03/20/2020	Central SigEng	TSAMS 🤤 DELETE	
8 CANCEL					👼 Save & Exit	





TSAMS Data Responsibility: Traffic Signal TE-160's & Maintenance Agreements

Why do I need to maintain current TE-160's & maintenance agreements in TSAMS?

Maintaining accurate traffic signal TE-160's and maintenance agreement documents in TSAMS ensures that all stakeholders can access the most current agreement documents at any time.

How to upload TE-160's & maintenance agreements into TSAMS:

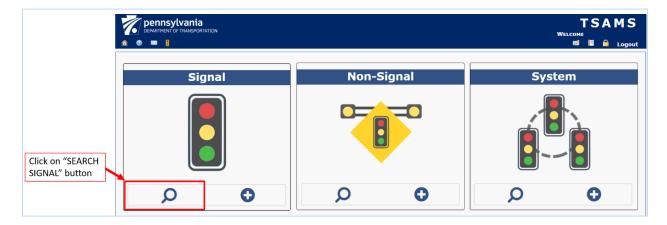
STEP 1 - Log-in to TSAMS

Open the <u>TSAMS website</u> and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "<u>TSAMS User Login Access</u>" portion of this document for information on how to obtain User Login access).*



STEP 2 – Search for the Signal

After logging-in, click on the "Search Signal" symbol (a magnifying glass) in the signal section of the TSAMS home page.







STEP 3 – Select Signal Location Fields

Once the "Search" page opens, select the District, County, and Municipality in the drop-down fields and then click on the "Search" button.

			TSAMS Welcome I R R Logout
	Search Basic Search		
3 – Select Municipality	Basic Search I - Select District Signal ID Auto wildcard as 'ends with' Municipality Select Contry has been selected C Reser Advanced Search Advanced Search C Maintenance Search	Search Type Signal 2 - Select County District B Nultiple can be selected Local ID-Name Nut case sensitive and auto wildcard as 'contains'	A – Click on the "Search" button

STEP 4 - Open the Signal Edit Page

Once the "Search" results list appears below, find your signal of interest and click on the "Signal ID". After clicking on the signal of interest, a box of options will appear. Click on the "Edit" option.

	pennsylva DEPARTMENT OF TRA	Ania INSPORTATION						TSAI WELCOME JENNIFER V
								a 🖪 🧧
	Search							
	 Basic Search Advanced Search 							
	Advanced Search Maintenance Search	ch						
	Basic Search Results							
	Location Map							
	Search Criteriau Searc	ch Type: Signal:	District: 08: Country	York; Municipality: EAS	T MANCHESTER (Vork)			
k on	Records 1 to 7 of 7	ch Type. Signal, T	Jistrict. 08, County.		Page 1 of 1 O			Records Per Page: 25
al ID								Signal Statu
une	<u>Signal ID</u>	<u>Permit #</u>	<u>County</u>	<u>Municipality</u>	Location	<u>Isolated/System</u>	<u>Signal Status</u>	<u>Date</u>
	TS0866207S008222	84-112	66 - York	207 - EAST MANCHESTER	North George Street/Beshore School Road; CVS Driveway	SR 0181 E Manchester	Planned	10/06/2016
	TS0866207S008223	84-114	66 - York	207 - EAST MANCHESTER	North George Street/Sunset Drive	SR 0181 E Manchester		12/11/2003
				PIANONEOTEK	or coy our set prive			
	TS0866207S008224	84-113	66 - York	207 - EAST MANCHESTER	North George Street/Commercial Driveway; Glen Drive	SR 0181 E Manchester	Operational	12/12/2003
	TS0866207S008224	84-113	66 - York	207 - EAST	North George Street/Commercial Driveway; Glen		Operational	12/12/2003
				207 - EAST	North George Street/Commercial Driveway; Glen Drive		Operational	12/12/2003
				207 - EAST MANCHESTER York; Municipality: EAS	North George Street/Commercial Driveway; Glen Drive		Operational	
	Search Criteria: Searc			207 - EAST MANCHESTER York; Municipality: EAS	North George Street/Commercial Driveway; Glen Drive		Operational Signal Status	12/12/2003 Records Per Page: 25 Signal Statu Date

	<u>Signal ID</u>	<u>Permit #</u>	<u>County</u>	Municipality	Location	Isolated/System	<u>Signal Status</u>	<u>Signal Status</u> <u>Date</u>
Click on	<u>TS0866207S008222</u>	Мар	66 - York	207 - EAST MANCHESTER	North George Street/Beshore School Road; CVS Driveway	SR 0181 E Manchester	Planned	10/06/2016
Edit"	TS0866207500822	View Edit Isolate	66 - York	207 - EAST MANCHESTER	North George Street/Sunset Drive	SR 0181 E Manchester		12/11/2003
	TS0866207S008224	Delete Maintenance	66 - York	207 - EAST MANCHESTER	North George Street/Commercial Driveway; Glen	SR 0181 E Manchester	Operational	12/12/2003





STEP 5 - Open the "Manage Documents" Section

Once the "Edit Signal" page opens, scroll down until you see the "Manage Documents" section. Click on the "+" button for the "Manage Documents" section.

	pennsylvania					TSAMS
	DEPARTMENT OF TRANSPOR	ITATION				WELCOME 🖬 📓 🍰 🛡 Logout
	Search » Edit Signal - TS08662	075000000				🖬 🖩 🛱 Ϋ Logout
	Edit Signal - TS0866207S					
		000222				
	E Location Map					
	Location Details					
	08 -		County 66 - York (08)	•	Municipality 207 - EAST MANCHESTER (York)	•
	Latitude * 40.0414948		Longitude * -76.7248096		PennDOT Owned	
	Signal Status Select					
	Part and the second	tatus Date 0/06/2016 SELETE				
Scroll		5/13/2003				
down	Local ID-Name				System Name	
	T-146				SR 0181 E Manchester	
+	Comments					
	Remaining Characters: 4,000 / 4,	000				
	pennsylvan DEPARTMENT OF TRANSP	ia VORTATION				
	👷 🖲 🔤 🚦					🜌 📔 🔒 Logout
	Signal Status Planned	Status Date 10/06/2016				
	Operational	05/13/2003				
	Local ID-Name T-146				System Name SR 0181 E Manchester	
	Comments					
	Remaining Characters: 4,000 /	4.000				
	Comments				Date	Updated By
	All PED buttons are same	make and model.			01/19/2	
	Street Details					
	Street Type	Street Name		State Route #	Segment	Offset
	Major	North George Street		0181	0120	0000
	Minor Minor	Beshore School Road CVS Driveway				
Click on the	Component Information	tion				
"+" button	Project Information					
for "Manage	Permit Information					
0	• HOP Information					
Documents"	Additional Informati	on				
	Detour Information					
	Manage Documents					





STEP 6 - Open the "Add Documents" Section

Once the "Manage Documents" section expands, click on the "Add Document" button.

	pennsylvania department of transportation 1 <			TSAMS Welcome S S S S S S S S S S S S S S S S S S S
	Remaining Characters: 4,000 / 4,000			
	Comments			Date Updated By
	All PED buttons are same make and mo	del.		01/19/2017 Rickey L Barnett Jr/PennDOT
	Additional Counties Select	Additional Municipalities Select V	A	ю
	Street Details			
	Street Type Street Name Major North George Street			egment Offset 120 0000 Storr SDELETE
	Major North George Street Minor Beshore School Road		0181 0	
	Minor CVS Driveway			
	Minor	×		COLUCIE COLUCIE COLUCIE COLUCIE COLUCIE COLUCIE
	Component Information			
	Project Information			
Click on the "Add	Permit Information			
	HOP Information			
Documents" button	Additional Information			
	Detour Information			
	Manage Documents Add Documents			
	No Records Found Date Name	C C P <u>Type Description</u>	age 0 of 0 🜘 🖗 <u>Attached By</u>	Records Per Page: 10 V Source
	No results.			👼 Save & Exit

STEP 7 – Upload the Documents

Once the new "Manage Documents" page opens, select the Document Type as "Agreement" from the drop-down field. Click on the "Choose File" button.

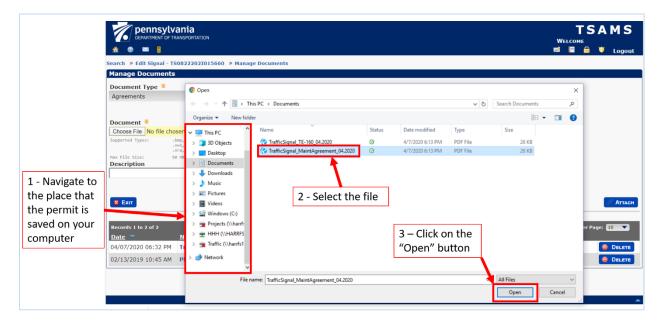
					TSAMS Welcome
Select	Search » Edit Signal - TS0822202I015660 » Ma	nage Documents			
"Agreements" 📐	Manage Documents				
	Document Type * Agreements •				
Click on the					
"Choose File" 🛶	Document 🎽				
button	Choose File No file chosen	doc, .docx, .dwg, .gif, .hst, .jpeg, .jpg, .kmz	, .pdf, .png, .ppt, .pptx, .sim,		
	.sws, syn, .sy2, .sy2, .tif, .tif .arga,.aws Max File Size: S0 MB Description	; .txt, .vdx, .vsd, .iff, .nhf, .idm, .nhr, .nhu,	.shu, .sh2, .sls, .slsn, .slsn,		
	Exit				Латтасн
	Records 1 to 2 of 2 Date Name	🕲 🜑 Р <u>Турс</u>	age 1 of 1 00 00 Description	Attached By	Records Per Page: 10 💌
	04/07/2020 06:32 PM TrafficSignal_Permit	O4.2020.pdf Permits	Traffic Signal Permit - 04/20/20	Central SigEng	TSAMS
	02/13/2019 10:45 AM Photographs_test.pd	If Photographs		Central SigEng	TSAMS





STEP 8 – Navigate to the Files

Navigate through your computer's file folder system to the location that the TE-160 and Maintenance Agreement documents are saved (or paste the file path in the file bar). Select your file (it will become highlighted and the file name will appear in the "File Name" bar). Once you've selected your file, click on the "Open" button. The file name will now appear to the right of the "Choose File" button.



STEP 9 – Enter Description and Attach File to TSAMS Record

Type a description for the file in the box provided. Use a standard naming convention, such as "Traffic Signal_MaintenanceAgreement - 04/20/20". *Note: It is important to include the date for the file in the description.* Once the description is entered, click on the "Attach" button.

			TSAMS Welcome I 🖬 🖷 🖤 Logout
	Search » Edit Signal - TS0822202I015660 » Manage Documents		
	Manage Documents		
	Document Type 著		
1 - Type the	Agreements Document *		
	Choose File TrafficSignalt_04.2020.pdf Supported Types:bmp, .csv, .dgm, .dgn, .doc, .docx, .dwg, .gif, .hst, .j	neg. ingketndf .nng .nntnntv. cie.	
description	Parport of ypers in the start of the start o	eg, jpg, est, jer, jpg, pp, sta, sta, w, str, stw, stw, stw, str, sta,	2 – Click on the "Attach" button
			Attach Dutton
	Records 1 to 4 of 4	🕲 🔇 Page 1 of 1 🜘 🕼	Records Per Page: 10 🔻





STEP 10 - Confirm File was Attached to TSAMS Record

A green confirmation message will appear at the top of the page if the file was successfully attached. Additionally, the file will appear on the records list at the bottom of the page.

Confirmation that the file was attached successfully	pennsylvania ceparinexit or transportation • • • • • • • • • • <	TSAMS Welcome B B A V Logout
	Search » Edit Signal - TS08222021015660 » Manage Documents Manage Documents	
	Document Type # Select	
	Document * Choose File No file chosen	
	Supported Types:bm, crw, dgm, dgm, dgm, dag, dag, dag, dag, dag, dag, ggf, lat, jgeg, lgm, an, pdf, png, ppt, ppt, sin,,,,,,,, .	
Successfully attached file will	* Eur	Аттасн
now appear in the record list	Records 1 to 4 of 4 C C Page 1 of 1 C C Date * Name Ivpc Description Attached By	Records Per Page: 10 💌 Source
<u></u>	Date Date Date Description Attorney by a control by a con	
	04/08/2020 03:43 TrafficSignal_TE-160_04.2020.pdf Agreements TrafficSignal_TE-160_04.2020 Central SigEng	TSAMS

STEP 11 – Attach other Files

To attach the other files, repeat STEP 8 through STEP 11.

STEP 12 - Return to the "Edit Signal" Page

Once all files have been attached, click on the "Exit" button. This will return you to the "Edit Signal" page for this signal.

		TSAMS Welcome III 📓 着 🛡 Logout
	• The document has been attached. Search » Edit Signal - TS08222021015660 » Manage Documents	
	Manage Documents Document Type * Select	
	Document 🕷 Choose File No file chosen Supported Types: .hep, .cvv, .dge, .dge, .dec, .decx, .deg, .glf, .htt, .jpeg, .jpg, .kez, .pdf, .png, .ppt, .pptx, .sim,	
Click on the "Exit" button	Here the types and the types of the type of type of the type of ty	
`	X Exit	<i>П</i> Аттасн
	Records 1 to 4 of 4 O Page 1 of 1 O O Date Name Type Description Attached By	Records Per Page: 10 V Source
	04/08/2020 03:44 TrafficSignal_MaintAgreement_04.2020.pdf Agreements TrafficSignal_MaintenanceAgreement_04.2020 Central SigEng	TSAMS





STEP 13 - Return to the "Search" Page

Once you've completed all edits to this signal, scroll down to bottom of the page and click on the "Save and Exit" button. This will take you back to the "Search" results list from STEP 4 (i.e. the list of signals for the municipality specified).

pennsylvania DEPARTMENT OF TRANSPORTATION		TSAM
		WELCOME 🖬 📓 🍯 Log
		n n n tog
arch » Edit Signal - TS0866207S008222 dit Signal - TS0866207S008222		
Location Map		
Location Details		
District 08	County 66 - York (08)	Municipality 207 - EAST MANCHESTER (York)
08 •	00 - TOPK (08)	207 - EAST MANCHESTER (TOPK)
		Berry DOT Course d
Latitude 40.0414948	Longitude * -76.7248096	PennDOT Owned
40.0414948	-76.7248090	
Signal Status		
Select		
Signal Status Status Date		
Planned 10/06/2016		
Operational 05/13/2003		
ocal ID-Name		System Name
T-146		SR 0181 E Manchester
Comments		
comments		
emaining Characters: 4,000 / 4,000		

pennsylvania pepartment of transportation minor LINDEN RD Minor CARACAS AV	×			T S A M S WELCONE E DO ULERE E EON DELERE & ADD STREET	
± Component Information					
Project Information					
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- Manage Documents					
ADD DOCUMENTS					
Records 1 to 3 of 3		age 1 of 1 🕒 🕲		Records Per Page: 10 🔻	
Date Name 04/08/2020 03:44	Туре	Description	Attached By	Source	
PM TrafficSignal_MaintAgreement_04.2020.pd	If Agreements	TrafficSignal_MaintenanceAgreement_04.202	0 Central SigEng	TSAMS	
04/08/2020 03:43 PM TrafficSignal_TE-160_04.2020.pdf	Agreements	TrafficSignal_TE-160_04.2020	Central SigEng	TSAMS	
02/13/2019 10:45 Photographs_test.pdf	Photographs		Central SigEng	TSAMS	
8 CANCEL				SAVE & EXIT	





TSAMS Miscellaneous Actions – Editing Document Details

Why would I need to edit document details?

Some documents may have been uploaded with an incorrect date, type, or description. This function allows you to edit the Date, Type, or Description fields for the document (or mark it as "(OLD)") without having to re-attach the document.

How to edit document details in TSAMS:

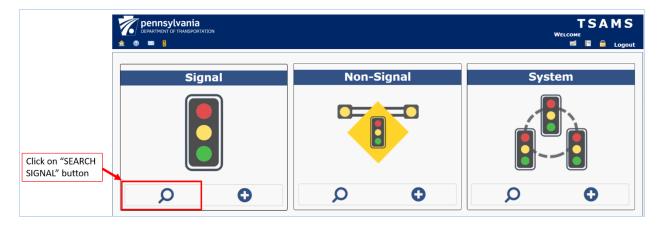
STEP 1 - Log-in to TSAMS

Open the <u>TSAMS website</u> and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "<u>TSAMS User Login Access</u>" portion of this document for information on how to obtain User Login access).*



STEP 2 – Search for the Signal

After logging-in, click on the "Search Signal" symbol (a magnifying glass) in the signal section of the TSAMS home page.







STEP 3 – Select Signal Location Fields

Once the "Search" page opens, select the District, County, and Municipality in the drop-down fields and then click on the "Search" button.

			TSAMS Welcome I R R Logout
	Search Basic Search		
3 – Select Municipality	Basic Search I - Select District Signal ID Auto wildcard as 'ends with' Municipality Select Contry has been selected C Reser Advanced Search Advanced Search C Maintenance Search	Search Type Signal 2 - Select County District B Nultiple can be selected Local ID-Name Nut case sensitive and auto wildcard as 'contains'	A – Click on the "Search" button

STEP 4 - Open the Signal Edit Page

Once the "Search" results list appears below, find your signal of interest and click on the "Signal ID". After clicking on the signal of interest, a box of options will appear. Click on the "Edit" option.

Search		DEPARTMENT OF TRA	ANSPORTATION						TSAM Welcome Jennifer W
Image: Search Image: Search Image: Search Results Image: Search Results Image: Search Results Image: Search Results Image: Search Criteria: Search Type: Signal; District: 08; County; York; Municipality: EAST MANCHESTER (York) Image: Search Criteria: Search Type: Signal; District: 08; County; York; Municipality: EAST MANCHESTER (York) Search Criteria: Search Type: Signal; District: 08; County; York; Municipality: EAST MANCHESTER (York) Image: Search Criteria: Search Type: Signal; District: 08; County; York; Municipality: EAST MANCHESTER (York) Search Criteria: Search Type: Signal; District: 08; County; York; Municipality: EAST MANCHESTER (York) Image: Search Criteria: Search Type: Signal; District: 08; County; York; Municipality: EAST MANCHESTER (York) Signal ID Permit # County Municipality Location Isolated/System Signal Status Date Signal Status Date Signal ID Permit # County Municipality Municipality Morth George School Rad; CVS Manchester Planned 10/06/2016 TS0866207S008223 84-112 66 - York 207 - EAST MANCHESTER North George Street/Sunset Origon Manchester Planned 12/11/2003 TS0866207S008224 84-113 66 - York 207 - EAST MANCHESTER North George Street/Sunset Origon Manchester Street/Commercial Street/Sunset Origon Manchester 12/12/203		🗙 🕲 🔤 🚦							🗾 🖬 💼 L
Image: Search Search Search Basic Search Results Image: Search Criteria: Search Type: Signal; District: 08; County; York; Municipality: EAST MANCHESTER (York) Records 1to 7 of 7 Image: Signal ID ● Permit # County Municipality Location ISoB66207S008222 84-112 66 - York 207 - EAST MANCHESTER Street/Subsci Trye SR 0181 E Manchester ISoB66207S008223 84-114 66 - York 207 - EAST MANCHESTER Street/Subsci Trye SR 0181 E Manchester ISoB66207S008224 84-113 66 - York 207 - EAST MANCHESTER Street/Commercial MANCHESTER Street/Commercial Street/Commercial Driveway: Glen ISoB66207S008224 84-113 66 - York 207 - EAST MANCHESTER Street/Commercial MANCHESTER Street/Commercial Driveway: Glen		Search							
Image: Search Results Image: Search Results Image: Search Criteria: Search Type: Signal; District: 08; County: York; Municipality: EAST MANCHESTER (York) Search Criteria: Search Type: Signal; District: 08; County: York; Municipality: EAST MANCHESTER (York) Records 1 to 7 of 7 Image: Signal ID Permit # Signal ID Permit # Signal ID Permit # Signal ID 66 - York 207 - EAST MANCHESTER North George School Road; CVS Street/Susset SR 0181 E Manchester TS08662075008223 84-114 66 - York 207 - EAST MANCHESTER Street/Susset Street/Susset SR 0181 E Manchester 12/11/2003		🖶 Basic Search							
Basic Scarch Results Basic Scarch Results Example County Bignal; District: 08; County: York; Municipality: EAST MANCHESTER (York) Records 1 to 7 of 7 Records Per Page: 25 Signal Status Signal Status Signal Status Signal Status Signal Status Signal Status Signal Status Date TS08662075008222 84-112 66 - York 207 - EAST MANCHESTER Street/Behore School Road; CVS SR 0181 E Manchester Planned 10/06/2016 TS08662075008223 84-112 66 - York 207 - EAST MANCHESTER Street/Susset Drive Manchester Planned 10/06/2016 TS08662075008223 84-114 66 - York 207 - EAST MANCHESTER Street/Commercial Street/Commercial MANCHESTER Street/Commercial Manchester Operational 12/11/2003		Advanced Search							
k on hal ID ▲ Permit # County York; Municipality: EAST MANCHESTER (York) Records 1 to 7 of 7 © Page 1 of © Records Per Page: 25 Signal ID ▲ Permit # County Municipality Location Isolated/System Signal Status TS0866207S008222 84-112 66 - York 207 - EAST MANCHESTER (York) TS0866207S008223 84-114 66 - York 207 - EAST MANCHESTER Street/Senset Drive Wardhester 12/11/2003 TS0866207S008224 84-113 66 - York 207 - EAST MANCHESTER Street/Commercial SR 0181 E MANCHESTER Street/Commercial SR 0181 E Manchester 0 - 12/11/2003		Maintenance Searce	ch						
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STEP 5 - Open the "Manage Documents" Section

Once the "Edit Signal" page opens, scroll down until you see the "Manage Documents" section. Click on the "+" button for the "Manage Documents" section.

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STEP 5 - Access the "Edit Documents" Function

Once the "Manage Documents" section expands, click on the "Edit" button for the document you'd like to edit. A green dashed box will appear around the older permit file – the details for this permit file are now editable.

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		Select the check	box to mark as "OLD" description.		
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STEP 6 - Edit the Document Details

Edit the document information in the "Date", "Type", and/or "Description" fields. If you would like to mark a document as "(OLD)" *(for example, with an outdated permit or an older photo that no longer reflects current conditions*), click on the little white checkbox in the "Description" field. Once all edits have been made to the document details, click on the "Update" button.

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8 CANCEL			front of the	e descripti	on		SAVE	👼 Save & Exit





STEP 7 – Confirm the Update Action

After clicking on the "Update" button, a blue action confirmation screen will open. Click on the "Yes" button.

Component Information		
Project Information		
Permit Information	Click on	
HOP Information	"Yes" button	
Additional Information		
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Manage Documents	Confirm	
Add Documents	Are you sure you would like to update this Document	
Records 1 to 7 of 7	🔇 🚺 Page 1 of 1 🔘 🗘	Records Per Page: 10 💌
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STEP 8 – Confirm the Edits to the Document Details

If the document details were successfully updated, they will be updated for the document in the records list on the "Edit Signals" page.

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STEP 9 - Return to the "Search" Page

Once you've completed all edits to the documents for this signal, scroll down to bottom of the page and click on the "Save and Exit" button. This will take you back to the "Search" results list.

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Operational	05/13/2003					down
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Date 03/31/2020 06:32 PM	Name SignalCabinetPhoto_T146.jpg	Type Photographs	Description Traffic Signal Cabinet Photo - 03/20/2020		SAMS	
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TSAMS Miscellaneous Actions - District Approval of Guest User Modifications

Why would I need to approve Guest User modifications?

Some contractors or vendors may choose to use Guest User access to TSAMS, instead of registered User access, to update the TSAMS records as part of a construction project. Guest Users are only able to propose modifications to TSAMS records. These proposed modifications must be approved by registered TSAMS users to become permanent changes.

What actions are included in this section?

- How to assign additional district reviewers: (page 33)
- How to remove assigned district reviewers: (page 36)
- How to approve components: (page 39)
- How to approve structures: (page 43)
 - How to approve signal housing component: (page 44)
 - How to approve signal indication component: (page 48)
- How to approve strain pole connections: (page 51)
- How to reject components: (page 52)
- How to reject structures: (page 55)
- How to reject strain pole connections: (page 55)

How to assign additional district reviewers:

STEP 1 – Log-in to TSAMS

Open the <u>TSAMS website</u> and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "<u>TSAMS User Login Access</u>" portion of this document for information on how to obtain User Login access).*







STEP 2 - Open the "TSAMS Admin Functions" page

After logging-in, click on the "Admin" shield icon, located in the upper-right corner of the TSAMS home page, next to the "Logout" text.



STEP 3 – Open the Email Notification Recipients Page

Once the "TSAMS Admin Functions" page opens, click on "Manage Email Notification Recipients" to open the email notification recipients page.

	pennsylvania DEPARTMENT OF TRANSPORTATION	
Click on the	📩 💿 🔤 🚦	📨 📔 🍒 🛡 Logout
"Manage Email	TSAMS Admin Functions	
Notification	Admin Functions	
Recipients"	Manage Email Notification Recipients 115 DownTime Email Notifications	

STEP 4 – Enter the New District Reviewer's Email Information

Once the email notification recipients page opens, first verify that the correct District is selected (if not, then select the correct District from the drop-down list). Once the District has been verified, enter the email address of the new district reviewer in the "Email Address" field. Finally, click on the "Save and Exit" button to add the new district reviewer.







STEP 5 - Confirm New District Reviewer's Email was Added

A green confirmation message will appear at the top of the page if the district reviewer's email was successfully added. Additionally, the district reviewer's email will appear on the "Existing Email Id's" records list at the bottom of the page.

Confirmation that the district reviewer's email was added		pennsylvania department of transportation a a					T S A M S Welcome S I S Velcome			
successfully	•	• Email id added successfully.								
		■ Add Email Id District ¥								
Successfully added district reviewer's email will now appear in the "Existing		01 Email Address Remaining Characters: 80 / 80								
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Email Id's" list	→	Records 1 to 3 of 3 District	<u>Email Id</u>	00	Page 1 of 1	•	Records Per Page: 25 💌			
		01	johnsmith@pa.gov				O DELETE			
		01	janesmith@pa.gov				O DELETE			
		01	janedoe@pa.gov				O DELETE			

STEP 6 – Add other District Reviewers

To add other district reviewers, repeat STEPS 4 and 5.

STEP 7 – Return to the TSAMS "Home" Page

Once you've completed all edits to district reviewer email list, click on the "Home" page icon in the top-left corner of the screen. This will take you back to the TSAMS "Home" page.

Click on "Home" icon	pennsylvania DEPARTMENT OF TRANSPORTATION					Welco	ME	5 A M	IS ogout
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	01	johnsmith@pa.gov				G DELETE			
	01	janesmith@pa.gov				G DELETE			
	01	janedoe@pa.gov				Gelete			





How to remove assigned district reviewers:

STEP 1 – Log-in to TSAMS

Open the <u>TSAMS website</u> and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "<u>TSAMS User Login Access</u>" portion of this document for information on how to obtain User Login access).*



STEP 2 - Open the "TSAMS Admin Functions" page

After logging-in, click on the "Admin" shield icon, located in the upper-right corner of the TSAMS home page, next to the "Logout" text.

Dennsylvania Defaritment of transportation		TSAMS Welcome Municipality I I I Logout				
Signal	Non-Signal	System Click on "Admin" icon				

STEP 3 – Open the Email Notification Recipients Page

Once the "TSAMS Admin Functions" page opens, click on "Manage Email Notification Recipients" to open the email notification recipient page.







STEP 4 - Delete the District Reviewers' Email from List

Once the email notification recipients page opens, click on the "Delete" button next to the email address of the district reviewer you'd like to remove. After clicking "Delete, a delete request confirmation message will open. Click on the "Yes" button to delete the selected district reviewer email from the list.

pennsylvania department of transportation 		TSAMS Welcome S 🛯 🖉 🗸 Logout
🛢 Add Email Id		
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Email Address *		
Remaining Characters: 80 / 80		
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Existing Email Id's	"Delete" button	
Records 1 to 3 of 3	next to their email	🕑 🗊 Records Per Page: 25 🔻
District 🔺	Email Id	
01	johnsmith@pa.gov	
01	janesmith@pa.gov	
01	janedoe@pa.gov	

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District *						
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Remaining Characters: 80 / 80					•	SAVE & EXIT
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01	janedoe	elha-Rox	G DELI	ETE		
		2- Click on "Yes" button				





STEP 5 - Confirm that District Reviewer's Email was Deleted

A green confirmation message will appear at the top of the page if the district reviewer's email was successfully deleted. Additionally, the district reviewer's email will no longer appear on the "Existing Email Id's" records list at the bottom of the page.

Confirmation that the district reviewer's email was deleted successfully	→[Department of transportat						Wet		AMS Logout
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"Existing Email	7	District	Ema	il Id					-	
ld's" list		01	joh	nsmith@pa.gov						
		01	jan	esmith@pa.gov				G DELETE		

STEP 6 – Delete other District Reviewers

To delete other district reviewers, repeat STEPS 4 and 5.

STEP 7 - Return to the TSAMS "Home" Page

Once you've completed all edits to district reviewer email list, click on the "Home" page icon in the top-left corner of the screen. This will take you back to the TSAMS "Home" page.

Click on "Home" icon 🔶	pennsylvania department of transportation © ©					Weld	ОМЕ	SA	M S
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	01	janesmith@pa.gov				OELETE			





How to approve components:

This section details how to approve components. *When approving structure components (and associated components), refer to section "***How to approve structures:***". When approving strain pole connections, refer to section "***How to approve strain pole connections:***".*

STEP 1 – Log-in to TSAMS

Open the <u>TSAMS website</u> and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "<u>TSAMS User Login Access</u>" portion of this document for information on how to obtain User Login access).*



STEP 2 - Open the "Pending Signal Results" page

After logging-in, the TSAMS "Home" page will open. If there are guest user signal modifications that are pending district approval, a "Pending Signal Components for Review and Approval" banner will appear on the top of the TSAMS "Home" page. Click on the "Here" button in that banner to open the "Pending Signal Results" page.







STEP 3 - Open the Signal "Components Under Review" page

Once the "Pending Signal Results" page opens, click on the Signal ID for the signal of interest to open that signal's "Manage Components" page. After clicking on the signal of interest, a box of options will appear. Click on the "Manage Components" option.

Please note: for a strain pole connection, a "View Components" page will open. Click on "Manage Components" to see the list of individual connection components under review.

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Pending Sig	nal Results					
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nal ID Signal ID	of 3 Permit #	County	🕲 🜒 Page 1 of 1 🚺 Municipality	Contion	<u>Signal Status</u>	Records Per Page: 25 Signal Status Date
TS08214015		21 - Cumberland	401 - CAMP HILL	N 32nd Street; S 3 Street/Market Stre	2nd Construction	03/01/2020
TS08662055	001314 84-102	66 - York	205 - DOVER	Carlisle Road/Davidsburg R Residential Drivewa		01/10/2003
TS08363011	003345 4952	36 - Lancaster	301 - LANCASTER 3	Manheim Pike/Dillerville Roa Dillerville Road	d; Operational	10/29/1958
			🕄 🚺 Page 1 of 1 🌘	3.0		Records Per Page: 25
	of 3		W Page 1 of 1			Save As: CSV
ennsylvania	1 3		V Page 1 of 1		v	Save As: CSV TSAM VELCOME
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EPARTMENT OF TRANSPORTATION Signal Results On Map 2- Click on	"Manage				۷	Save As: CSV TSAM Velcome
ennsylvania ARTMENT OF TRANSPORTATION ignal Results Dr Map 2- Click on Componen	"Manage	\$			v	Save As: CSV TSAM Velcome 2 Io
ennsylvania PARTMENT OF TRANSPORTATION Signal Results Pan Map 2 - Click on 1 Component	"Manage ts") Page 1 of 1 🕐 🗭 nicipality. L	ocation S	v ignal <u>Status</u>	Save As: CSV TSAM Velcome 20 Records Per Page: 25
EVARITMENT OF TRANSPORTATION Signal Results ion Map 0 3 of 3 DISCOUGE 11 DISCOUGE 11 DISCOURSE DISCOURSE	"Manage ts" 21 - Cu	<u>y Mur</u>	Page 1 of 1 O C nicipality L	ocation S		Save As: CSV TSAM VELCOME 20 E Loy Records Per Page: 25
Signal Results Component o 3 of 3 DI S000611	"Manage ts" L <u># Count</u>	y Mur Imberland 401	Page 1 of 1 O O iscipality L - CAMP HILL SI - DOVER R	ocation S 32nd Street; S 32nd	ignal Status	Save As: CSV TSAM VELCOME IN LOG Records Per Page: 25 Signal Status Date

STEP 4 – Select the Component Under Review

Once the signal's "Components Under Review" page opens, the components awaiting District review will be shown in the records list. Click on the component you'd like to review.

	pennsylvania department of transportation				Wei	TSAMS
Click on the component under review	Components Under Review Record 1 to 1 of 1	-	0 (🕽 Page 1 of 1 🌘 🖗	_	Records Per Page: 25 💌
	Component	<u>Ref ID</u>	<u>Manufacturer</u>	Component Status	Modified By	Action
	Preemption - 1 (New)		Unknown	Operational	Stephen A Gault/PennDOT	Reject





STEP 5 - Review the Component Details and Approve

Once the "Edit Component" page opens, review the component's details (scroll down to review the rest of the component details). If the component details are correct, then click on the blue "Approve" button at the bottom of the page. Clicking on the "Approve" button will return you to the "Components Under Review" page.

If the component details are incorrect, proceed to the section "How to reject components:".

1- Review the				and the second reads
Component	pennsylvania DEPARTMENT OF TRANSPORTATION			TSAMS
Details			Welcome	💅 📔 Logout
<u> </u>	Edit Component - 1 - TS0866205S00131	14		- Cogout
	Luit component - 1 - 130800203300131			💥 - Required
				Kequireu
	Component Type * Preemption			
	reempton			
	Preemption Type 🎽	Component Proprietary	Technology Type 🎽	
	Queue	No 💌	GPS / Radio	
	Communication Type 🔻	Approach Description		
	Hardwired 💌			2- Scroll
		Remaining Characters: 100 / 100		down
	Manufacture Date	Installation Date	Ref ID	uonn
	IP Capable	Comments		_
	No 🔻	testing component Remaining Characters: 343 / 360		
		Kentining Gibliotecia, 5457 566		
	Component Status *	Component Status Date *		
	Operational 🔻	08/29/2019		
3- Review the				
rest of the	1			
Component	Component Status 🎽	Component Status Date 🎽		
Details	Operational 🔻	08/29/2019		
Details				
	Manufacturer			
	Select	Other		
	Select	Unknown Z		
	Software Version	Manufacturer	Model #	
		Unknown		
			👼 Save & Exit 🗸 Approve 🔀 Reje	ст
		4- C	Click on	
		"Ap	prove" button	
			·	





STEP 6 - Confirm that the Component has been marked as "Approved"

A blue confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully marked as "Approved". THE APPROVAL DOES NOT GO INTO EFFECT UNTIL THE ACTION HAS BEEN APPLIED – refer to STEP 7.

pennsylvania DEPARTMENT OF TRANSPORTATION		ion that the compon narked as "Approvec		TSA Welcome ed 👔	M S
i Signal component approved a	and ready for act	tion to be applied.			
Components Under Review Record 1 to 1 of 1	_	6 0	Page 1 of 1 🌘 🕼	The "Action" will display as "Approve"	25 🔻
Component Preemption - 1 (New) CANCEL	<u>Ref ID</u>	<u>Manufacturer</u> Unknown	<u>Component Sta</u> Operational	tus Modified By Action Central PennTraff/PennDOT Approve	Actions

STEP 7 – Apply the Action to Finish Approval Process

To complete the approval of the component, click on the blue "Apply Actions" button at the bottom of the page. This will apply all of the actions listed in the "Components Under Review" records list (except for those components with actions listed as "No Action – Awaiting Review"

... those components will remain in the records list after the other actions have been applied.).

	N				w	
i • Signal component appro	oved and ready for	action to be applied.				Logo
mponents Under Review						
cord 1 to 1 of 1			🕲 🚺 Page	1 of 1 💽 💭		Records Per Page: 25 🔻
Component	Ref ID	Manufacturer		Component Status	Modified By	Action
Preemption - 1 (New)		Unknown		Operational	Central PennTraff/PennDC	OT Approve
CANCEL					Click on the "Apply Actions" button	APPLY ACTIO
DEPARTMENT OF TRANSPORTATION	i.				w	
	ı				w	ELCOME
DEPARTMENT OF TRANSPORTATION			(1) (2) Page	1 of 1 🚯 🕼	w	ELCOME 🖬 📔 Logo
DEPARTMENT OF TRANSPORTATION O D PARTMENT OF TRANSPORTATION The second s	i Ref 1D	Manufacturer	() () Page	: 1 of 1 🕐 🗭 Component Status	W Modified By	ELCOME
DEPARTMENT OF TRANSPORTATION DEPARTMENT	-	<u>Manufacturer</u> Unknown	🕲 🚺 Page			ELCOME 🛛 🖬 Logo Records Per Page: 25 💌
DEPARTMENT OF TRANSPORTATION DEPARTMENT	<u>Ref ID</u>		Page	<u>Component Status</u>	Modified By	Records Per Page: 25 Action No Action - Awaiting
DEPARTMENT OF TRANSPORTATION DEPARTMENT DEPARTMENT OF TRANSPORTATION DEPARTMENT DEPARTMENT DEPARTMENT DEPARTMENT DEPARTMENT DEPARTMENT	Ref ID 822MA2	Unknown	🕲 🔕 Page	Component Status Operational	<u>Modified By</u> John Smith	Calculation - Awaiting Review No Action - Awaiting Review No Action - Awaiting





STEP 8 – Confirm that the Approval Action has been Applied

A green "The notification has been sent" confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully "Approved". The component will no longer be listed in the "Components Under Review" records list. The updated component will now become part of the regular signal component records.

How to approve structures:

STEP 1 – STEP 8

Follow STEP 1 through STEP 8 of the previous section, "How to approve components:".

STEP 9 - Structure Component will Remain if Associated Components are Unreviewed

Please note: a structure component that has been approved (and the action applied) will remain in the "Components Under Review" records list until all of the individual components associated with the structure (such as signal housings, signal indications, etc.) are also reviewed (and the action applied).

When a structure component has been approved (and the action applied), but the individual components associated with the structure have not yet been reviewed (and the action applied), the "Component" description for the approved/applied structure component will display as "...(Existing)" instead of "...(New)," indicating that the structure component approval action has been successfully applied and the structure component has become part of the regular signal component records. Furthermore, in this scenario the "Action" for the approved/applied structure component will be blank.

Omponents Under Review tecords 1 to 3 of 3	applied)	but the individual com	uccessfully approved (and to apponents associated with the ad the action applied)		Records Per Page: 25
<u>Component</u>	<u>Ref ID</u>	Manufacturer	Component Status	Modified By	Action
Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 2 (Existing)	822MA1	Unknown	Operational	Central SigEng/PennDC	т

The data relationship between the structure component and the components associated with it is as parent and children, respectively. The parent component MUST be approved before the children components.





How to approve signal housing component:

STEP 1 – STEP 9

Follow STEP 1 through STEP 8 of the previous section, "**How to approve components:**" and STEP 9 from the previous section, "**How to approve structures:**", for the structure component. The data relationship between the structure component and the signal housing component is parent and child, respectively. The parent component MUST be approved before the child component.

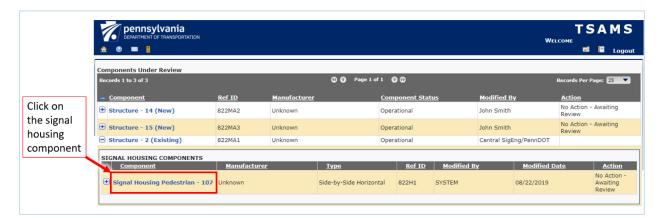
STEP 10 - Expand the Structure Component

Once the structure component has been approved (and the action applied), click on the plus (+) button next to the structure component to expand the structure.

pennsylvania department of transportation				W	ELCOME
mponents Under Review ecords 1 to 3 of 3	-	© ©	Page 1 of 1 🌘 🖗	_	Records Per Page:
<u>Component</u>	Ref ID	Manufacturer	Component Status	Modified By	Action
🛨 Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awai Review
🛨 Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Await Review
Structure - 2 (Existing)	822MA1	Unknown	Operational	Central SigEng/PennDOT	

STEP 11 – Select the Signal Housing Component Under Review

Once the structure component expands, the Signal Housing Components records list will be visible. The signal housing components awaiting District review will be shown in the records list. Click on the signal housing component you'd like to review.







STEP 12 - Review the Component Details and Approve

Once the "Edit Component" page opens, review the component's details (scroll down to review the rest of the component details). If the component details are correct, then click on the blue "Approve" button at the bottom of the page. Clicking on the "Approve" button will return you to the "Components Under Review" page. *If the component details are incorrect, proceed to the section "How to reject components*.".

1- Review the Component	pennsylvania DEPARTMENT OF TRANSPORTATION		Welcow	TSAMS
Details	🚖 🕲 🔤 🚦			🗾 📔 Logout
	Edit Component - 1 - TS0866205S001314			
	Component Type 著			* - Required
	Preemption			
				2- Scroll
	Preemption Type * Queue	No	GPS / Radio ▼	down
	Communication Type *	Approach Description		━ ♦
	Hardwired •			
3- Review the				_
rest of the Component	Manufacturer			
Details	Select 👻	SEARCH Other Unknown		
	Software Version	Manufacturer	Model #	
		Unknown		
			SAVE & EXIT V APPROVE REJECT	Į
		4- Click		
		"Approv	/e" button	

STEP 13 - Confirm that the Component has been marked as "Approved"

A blue confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully marked as "Approved". THE APPROVAL DOES NOT GO INTO EFFECT UNTIL THE ACTION HAS BEEN APPLIED – refer to STEP 7.

pennsylvania DEPARTMENT OF TRANSPORTATION		on that the signal hou t has been marked as	0		TSAMS Welcome
i Signal component approved a	and ready for act	ion to be applied.			
Components Under Review Records 1 to 3 of 3		© O 1	Page 1 of 1 👔 🕼		Records Per Page: 25 💌
<u>Component</u>	<u>Ref ID</u>	<u>Manufacturer</u>	<u>Component Status</u>	<u>Modified By</u>	Action
🕀 Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
 Structure - 15 (New) Structure - 10 (Existing) 	822MA3 11212019MA	Unknown Unknown	Operational Operational	The "Action" v	
SIGNAL HOUSING COMPONENTS Component Signal Housing Pedestrian - 127	Manufacturer	Single	Ref ID Mod	ified By Modified	d Date Action
8 CANCEL	GIRIOWI	Single		Signing remoting 11/21/201	





STEP 14 – Apply the Action to Finish Approval Process

To complete the approval of the component, click on the blue "Apply Actions" button at the bottom of the page. This will apply all of the actions listed in the "Components Under Review" records list (except for those components with actions listed as "No Action – Awaiting Review" ... those components will remain in the records list after the other actions have been applied.).

ecords 1 to 3 of 3		© ©	Page 1 of 1 🔘 🕼		Records Per Page: 25
<u>Component</u>	<u>Ref ID</u>	<u>Manufacturer</u>	Component Status	Modified By	Action
Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 10 (Existing)	11212019MA	Unknown	Operational	Central SigEng/PennDOT	
SIGNAL HOUSING COMPONENTS	Manufa da m			ied By Modified	Date Action
<u>Component</u> Signal Housing Pedestrian - 12	Manufacture 7 Unknown	er <u>Type</u> Single	Ref ID Modif 11212019H Central S		Approve

ecords 1 to 3 of 3 C Page 1 of 1 C Component Status Modified By Component - 14 (New) 822MA2 Unknown Operational John Smith	Records Per Page: 25
	No Action - Awaiting Review
Structure - 15 (New) 822MA3 Unknown Operational John Smith	No Action - Awaiting Review
Structure - 10 (Existing) 11212019MA Unknown Operational Central SigEng/PennDOT	





STEP 15 – Confirm that the Approval Action has been Applied

A green "The notification has been sent" confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully "Approved". The component will no longer be listed in the "Components Under Review" records list. The updated component will now become part of the regular signal component records.

STEP 16 – Signal Housing Component will Remain if Associated Components are Unreviewed

Please note: a signal housing component that has been approved (and the action applied) will remain in the "Components Under Review" records list until all of the individual components associated with the signal housing (such as signal indications) are also reviewed (and the action applied).

When a signal housing component has been approved (and the action applied), but the individual components associated with the signal housing have not yet been reviewed (and the action applied), the "Action" for the approved/applied signal housing component will be blank.

 ★ ⑦ ■ Components Under Review Records 1 to 3 of 3 	action	he signal ho applied) <i>but</i> <i>housing hav</i>	t the individ	lual con	ponents	associated	with the		Records Per Page: (Logo 25 ▼
<u>Component</u>	<u>Ref ID</u>	Manufacturer		Con	ponent Stat	us	Modified B	y.	Action	
• Structure - 14 (New)	822MA2	Unknown		Oper	ational		John Smith		No Action - Await Review	ting
Structure - 15 (New)	822MA3	Unknown		Oper	ational		John Smith		No Action - Await Review	ting
Structure - 10 (Existing)	11212019MA	Unknown		Oper	ational		Central SigE	ng/PennDOT		
SIGNAL HOUSING COMPONENTS										
<u>Component</u> Signal Housing Pedestrian - 1	Manufacture 27 Unknown	<u>37</u>	<u>Type</u> Single		<u>Ref ID</u> 11212019H	Modified By Central SigEng	**	<u>Modified D</u> 11/21/2019		tion
8 CANCEL						the "A	Action" w	/ill be blar	nk 🔗 🗛	PLY A



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How to approve signal indication component:

STEP 1 – STEP 9

Follow STEP 1 through STEP 8 of the previous section, "**How to approve components:**" and STEP 9 from the previous section, "**How to approve structures:**", for the structure component. The data relationship between the structure component and the signal housing component is parent and child, respectively. The parent component MUST be approved before the child.

STEP 10 - STEP 16

Follow STEP 10 through STEP 16 of the previous section, "**How to approve signal housing component:**" for the signal housing component. The data relationship between the signal housing component and the signal indication component is parent and child, respectively. The parent component MUST be approved before the child component.

STEP 17 - Expand the Signal Housing Component

Once the structure component and signal housing component has been approved (and the action applied), click on the plus (+) button next to the signal housing component to it.

	DEPARTMENT OF TRANSPORTATION					TSAMS Welcome I Logou
	Components Under Review					
Click on the	Records 1 to 3 of 3		© 0	Page 1 of 1 🕕 🕼		Records Per Page: 25 💌
plus (+) button	 <u>Component</u> 	<u>Ref ID</u>	Manufacturer	Component Status	Modified By	Action
to expand the	🛨 Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
Signal Housing	🛨 Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Awaiting Review
component	Structure - 10 (Existing)	11212019MA	Unknown	Operational	Central SigEng/PennDC	т
	SIGNAL HOUSING COMPONENTS			0-670 M-42	fied By Modifie	d Date Action
	Component Signal Housing Pedestrian - 1	Manufactur L27 Unknown	er <u>Type</u> Single	Ref ID Modif 11212019H Central		

STEP 18 – Select the Signal Housing Component Under Review

Once the signal housing component expands, the Signal Indication Components records list will be visible. The signal indication components awaiting District review will be shown in the records list. Click on the signal indication component you'd like to review.

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Components Under Review							
Records 1 to 3 of 3			🕄 🜒 Page 1 of 1	• •			Records Per Page:
<u>Component</u>	<u>Ref ID</u>	Manufacturer	2	Component Sta	tus <u>Modifie</u>	<u>d By</u>	Action
\star Structure - 14 (New)	822MA2	Unknown	c	Operational	John Sm	ith	No Action - Awaiti Review
🕀 Structure - 15 (New)	822MA3	Unknown	c	Operational	John Sm	ith	No Action - Awaiti Review
Structure - 2 (Existing)	822MA1	Unknown	c	Operational	Central	SigEng/PennDOT	
n SIGNAL HOUSING COMPONENTS							
nal <u>Component</u>	Manufactur	<u>er</u>	Туре	<u>Ref ID</u>	<u>Modified By</u>	Modified D	ate Ac
ion Signal Housing Pedestrian - 2	Unknown		Side-by-Side Horizonta	l 822H1	Central SigEng/PennDO	T 08/22/2019	
Component	Manufacturer		Туре	Ref ID	Modified By	Modified Date	Action
Indication Pedestrian - 207			_//			08/22/2019	No Action





STEP 19 - Review the Component Details and Approve

Once the "Edit Component" page opens, review the component's details (scroll down to review the rest of the component details). If the component details are correct, then click on the blue "Approve" button at the bottom of the page. Clicking on the "Approve" button will return you to the "Components Under Review" page. *If the component details are incorrect, proceed to the section "How to reject components*.".

1- Review the Component	DEPARTMENT OF TRANSPORTATION		Welcome	TSAMS
Details	☆ ⊕ ■ 8		WELLONE	💅 📔 Logout
	Edit Component - 1 - TS0866205S001314 Component Type 🕷			* - Required
	Preemption Preemption Type * Queue *	Component Proprietary No 🗢	Technology Type 🕷 GPS / Radio 💌	2- Scroll down
	Communication Type 🕷	Approach Description		_ ↓
3- Review the rest of the Component Details	Manufacturer Select •	SEARCH Other Unknown Manufacturer	Model #	
		Unknown	4- Click on "Approve" button	

STEP 20 - Confirm that the Component has been marked as "Approved"

A blue confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully marked as "Approved". THE APPROVAL DOES NOT GO INTO EFFECT UNTIL THE ACTION HAS BEEN APPLIED – refer to STEP 7.

pennsylvania department of transportation @ @ B		tion that the signal ent has been marke	0	d″	wi	TSAMS
• Signal component approv	ed and ready for a	action to be applied.				
mponents Under Review						
cords 1 to 3 of 3		٢	Page 1 of 1	ø		Records Per Page: 25 🔻
<u>Component</u>	<u>Ref ID</u>	Manufacturer	Comp	onent Status	<u>Modified By</u>	Action
Structure - 14 (New)	822MA2	Unknown	Operat	ional	John Smith	No Action - Awaiting Review
Structure - 15 (New)	822MA3	Unknown	Operat	ional	John Smith	No Action - Awaiting Review
Structure - 2 (Existing)	822MA1	Unknown	Operat	ional	Central SigEng/PennDOT	
IGNAL HOUSING COMPONENTS						
Component	Manufactu			Ref ID Modifie		Action
Signal Housing Pedestrian - 2	2 Unknown	Side-by	-Side Horizontal	322H1 Central Sig	^{eng,} display as "Appro	ove"
SIGNAL INDICATION COMPONE	NTS					
<u>Component</u>	<u>Manufacture</u>	r <u>Type</u>		Ref ID Modified	By Modified Date	Action
Indication Pedestrian - 207	Unknown	Type B (S	Symbol)	John Smith	08/22/2019	Approve





STEP 21 – Apply the Action to Finish Approval Process

To complete the approval of the component, click on the blue "Apply Actions" button at the bottom of the page. This will apply all of the actions listed in the "Components Under Review" records list (except for those components with actions listed as "No Action – Awaiting Review" ... those components will remain in the records list after the other actions have been applied.).

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mponents Under Review cords 1 to 3 of 3	_	G	🛈 Pagelofl 🔘 💭		Records Per Page: 25
<u>Component</u>	<u>Ref ID</u>	<u>Manufacturer</u>	Component Sta	atus <u>Modified By</u>	Action
Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 2 (Existing)	822MA1	Unknown	Operational	Central SigEng/	PennDOT
IGNAL HOUSING COMPONENTS Component Signal Housing Pedestrian -	Manufacture		-Side Horizontal 822H1		Modified Date Action
SIGNAL INDICATION COMPON Component	ENTS Manufacturer	Туре	Ref ID	Modified By Modi	ified Date Action
Indication Pedestrian - 207	Unknown	Type B (S		John Smith 08/22/2	

STEP 22 – Confirm that the Approval Action has been Applied

A green "The notification has been sent" confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully "Approved". The component will no longer be listed in the "Components Under Review" records list. The updated component will now become part of the regular signal component records.





How to approve strain pole connections:

STEP 1 – STEP 8

Follow STEP 1 through STEP 8 of the previous section, "How to approve components:".

Additional Considerations for Strain Pole Connections

If the strain pole connection is between the two new strain poles, the connection will be automatically established after the new strain poles are approved. If the connection is between a new strain pole and an existing (approved) strain pole, the connection will be established after the new strain pole is approved. The "Action" for a strain pole connection that has been approved (with the action applied) will be blank.





How to reject components:

STEP 1 – STEP 5

Follow STEP 1 through STEP 5 of the previous section, "**How to approve components**:". When rejecting structures (and their associate components), refer to section "**How to reject structures:**". When rejecting strain pole connections, refer to section "**How to reject strain pole connections:**".

STEP 6 - Reject Component

In the "Edit Component" page, review the component's details (scroll down to review the rest of the component details). If the component details are incorrect, then click on the blue "Reject" button at the bottom of the page. Clicking on the "Reject" button will return you to the "Components Under Review" page.

If the component details are correct, proceed to the STEP 5 of the previous section, "**How to approve components:**".

1- Review the Component	pennsylvania DEPARTMENT OF TRANSPORTATION			SAMS
Details			Welcome a	🗉 Logout
1	Edit Component - 1 - TS0866205S001314			
	Component Type 🛸 Preemption			著 - Required
	Preemption Type × Queue •	Component Proprietary No	Technology Type × GPS / Radio ▼	
	Communication Type 🎽 Hardwired 💌	Approach Description Remaining Characters: 100 / 100		2- Scroll
	Manufacture Date	Installation Date	Ref ID	down
	IP Capable No ▼	Comments testing component Remaining Characters: 343 / 360)	
	Component Status * Operational ▼	Component Status Date *		
3- Review the				
rest of the Component Details	Component Status * Operational ▼	Component Status Date *		
	Manufacturer Select 🗸	SEARCH Other Unknown		
	Software Version	Manufacturer Unknown	Model #	
			SAVE & EXIT V APPROVE REJECT	
			4- Click on "Reject" button	





STEP 7 - Provide a Reason for the Rejection

After clicking on the "Reject" button, a "Reject Reason" text field displays. Type out the rationale for why you are rejecting the component with its current details.

	Departylvania Department of transportation a	TSAMS Welcome Internet
1 -Provide the reason for rejecting the component	Edit Component - 1 - TS0866205S001314 Manufacturer Select Select Software Version Manufacturer Unknown	SAVE & EXIT 🗸 APPROVE
	2 – Click on the "Reject" button	

STEP 8 - Confirm that the Component has been marked as "Rejected"

A blue confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully marked as "Rejected". THE APPROVAL DOES NOT GO INTO EFFECT UNTIL THE ACTION HAS BEEN APPLIED – refer to STEP 9.

pennsylvania department of transportation		ion that the component marked as "Reject"		v	
					🗹 📔 Logou
 Signal component rejected a 	and ready for ac	tion to be applied.			
Components Under Review				The "Action" will]
Record 1 to 1 of 1		🕲 🜒 Page :	Lof 1 🔘 🕼	display as "Reject"	Records Per Page: 25 🔻
<u>Component</u>	<u>Ref ID</u>	Manufacturer	Component Status	Modified By	Action
Preemption - 10 (New)		Belco	Operational	Central PennTraff/PennD	OT Reject
8 CANCEL					APPLY ACTION





STEP 9 – Apply the Action to Finish Rejection Process

To complete the rejection of the component, click on the blue "Apply Actions" button at the bottom of the page. This will apply all of the actions listed in the "Components Under Review" records list (except for those components with actions listed as "No Action – Awaiting Review" ... those components will remain in the records list after the other actions have been applied.).

pennsylvania DEPARTMENT OF TRANSPORTATION	I				
				· · ·	velcome 📝 📔 Logout
i • Signal component reject	ed and ready for	action to be applied.			
Components Under Review Record 1 to 1 of 1	_		🕄 🜒 Page 1 of 1 🔘 🕼		Records Per Page: 25 🔻
					Records Per Page. 20
<u>Component</u>	<u>Ref ID</u>	Manufacturer	Component Status	Modified By	Action
Preemption - 10 (New)		Belco	Operational	Central PennTraff/PennD	OI Reject
8 CANCEL				Click on the "Apply	
				Actions" button	
Components Under Review				We	TSAMS
Records 1 to 3 of 3			🗘 🚺 Page 1 of 1 🚯 🗘		Records Per Page: 25
<u>Component</u>	<u>Ref ID</u>	Manufacturer	Component Status	<u>Modified By</u>	Action
🛨 Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
🗄 Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Awaiting Review
		the law sources	Occurtional		
Structure - 2 (Existing)	822MA1	Unknown	Operational	Central SigEng/PennDOT	

STEP 10 - Confirm that the Rejection Action has been Applied

A green "The notification has been sent" confirmation message will appear at the top of the "Components Under Review" page if the component has been successfully "Rejected". The component will remain on the "Components Under Review" records list.





How to reject structures:

<u>STEP 1 – STEP 10</u>

Follow STEP 1 through STEP 10 of the previous section, "How to reject components:".

Additional Considerations for Structure Components & Structure-Associated Components

The following are two additional considerations for rejecting structure components and components associated with a structure:

- Rejecting the structure (parent) component will also reject its associated (children) components, if the structure component has associated signal housing and/or signal indication components.
 - Rejecting the associated (child) component doesn't affect the structure (parent) component.
- District reviewers can approve the parent (structure) component and reject child components (signal housing and/or signal indication) of the same signal system at the same time.

How to reject strain pole connections:

<u>STEP 1 – STEP 10</u>

Follow STEP 1 through STEP 10 of the previous section, "How to reject components:".

Additional Considerations for Strain Pole Connections:

Please note - if guest user would like to cancel the rejected connection between two approved strain poles, the guest user must call the district reviewer to remove the rejected connection. Please note this in your rejection rationale message, if it will be necessary to complete the necessary revisions.