

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”:

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

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
 - http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSAMS_Access_Guide.pdf
- ECMS Password Help Video
 - <http://www.dot.state.pa.us/TSAMS/ECMSHelp/ECMS%20Password%20Help%20Audio%20v1.4.mp4>
- TSAMS Contacts
 - <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
- construction
- testing
- operational
- non-operational
- removal pending
- removed

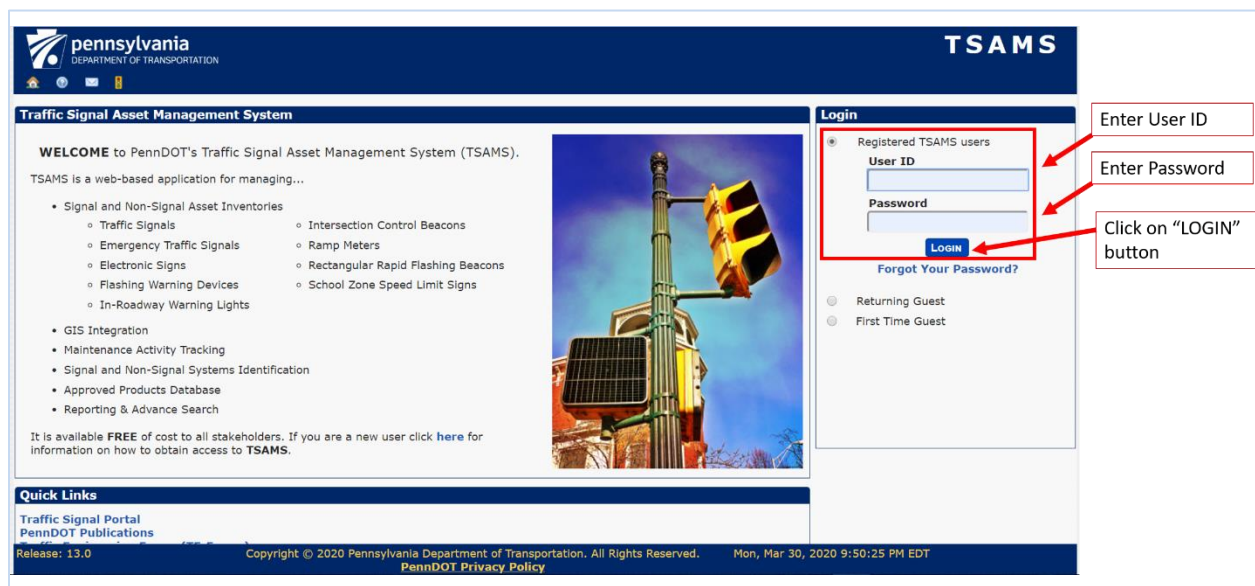
Why do I need to maintain a current traffic signal status in TSAMS?

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

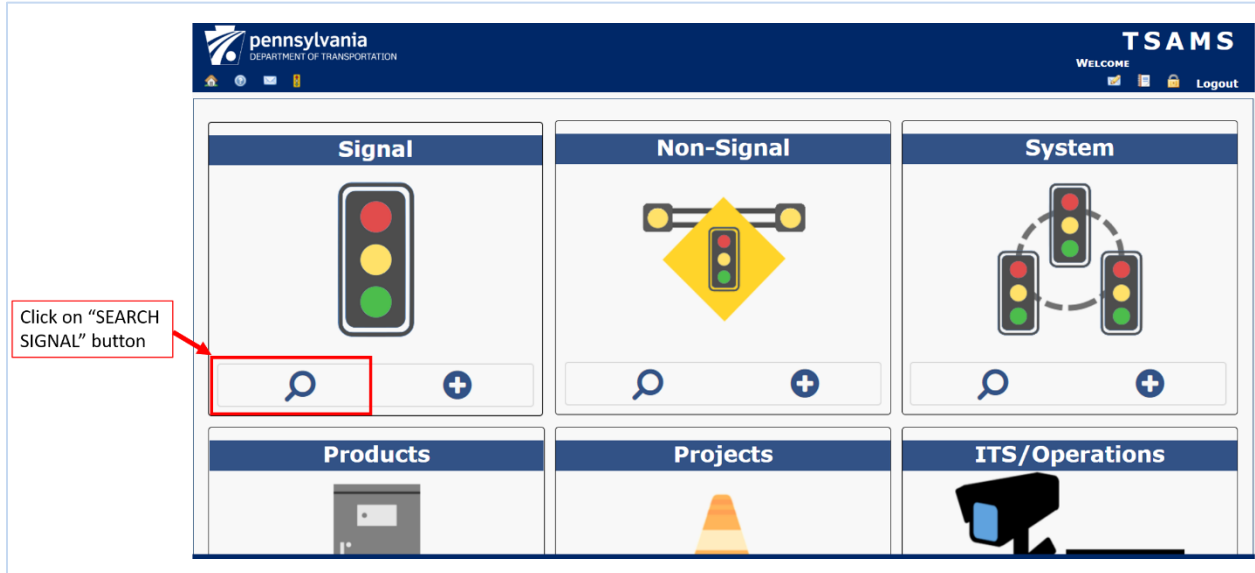
Open the [TSAMS website](#) and login using the appropriate User Login (*Don’t know how to login? Please refer to resources listed under the “[TSAMS User Login Access](#)” portion of this document for information on how to obtain User Login access*).



The screenshot shows the TSAMS login interface. On the left, there is a 'Traffic Signal Asset Management System' header and a 'WELCOME' message. The main content area features a 'Login' section with a red box highlighting the 'Registered TSAMS users' area. This area contains a 'User ID' input field, a 'Password' input field, and a 'LOGIN' button. Red arrows point from text boxes on the right to these elements: 'Enter User ID' points to the User ID field, 'Enter Password' points to the Password field, and 'Click on “LOGIN” button' points to the LOGIN button. Below the login fields are links for 'Forgot Your Password?' and radio buttons for 'Returning Guest' and 'First Time Guest'. The footer includes 'Quick Links', 'Traffic Signal Portal', 'PennDOT Publications', 'Release: 13.0', 'Copyright © 2020 Pennsylvania Department of Transportation. All Rights Reserved.', 'PennDOT Privacy Policy', and the date 'Mon, Mar 30, 2020 9:50:25 PM EDT'.

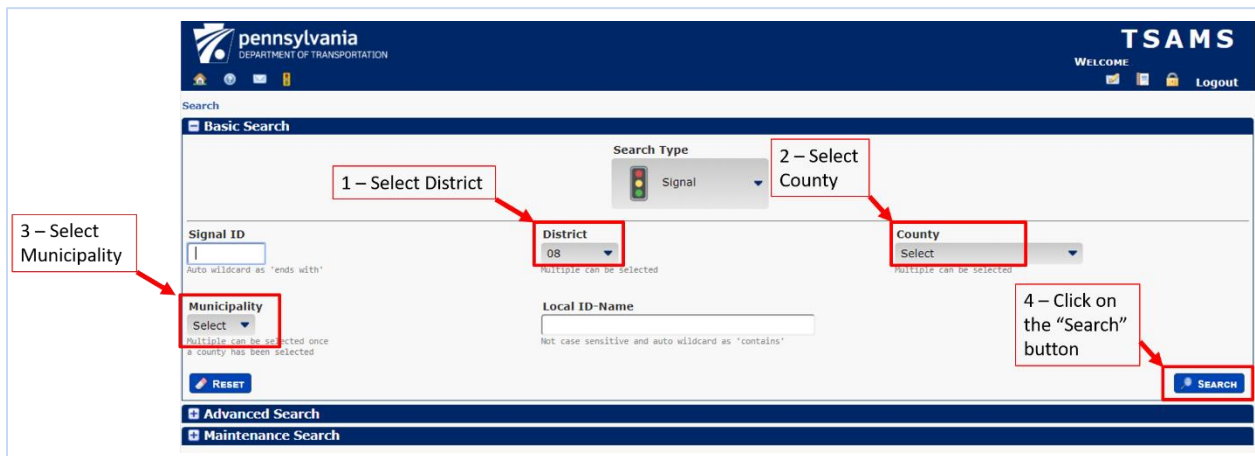
STEP 2 – Search for the Signal

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.



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 Criteria: Search Type: Signal; District: 08; County: York; Municipality: EAST MANCHESTER (York)

Signal ID	Permit #	County	Municipality	Location	Isolated/System	Signal Status	Signal Status Date
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

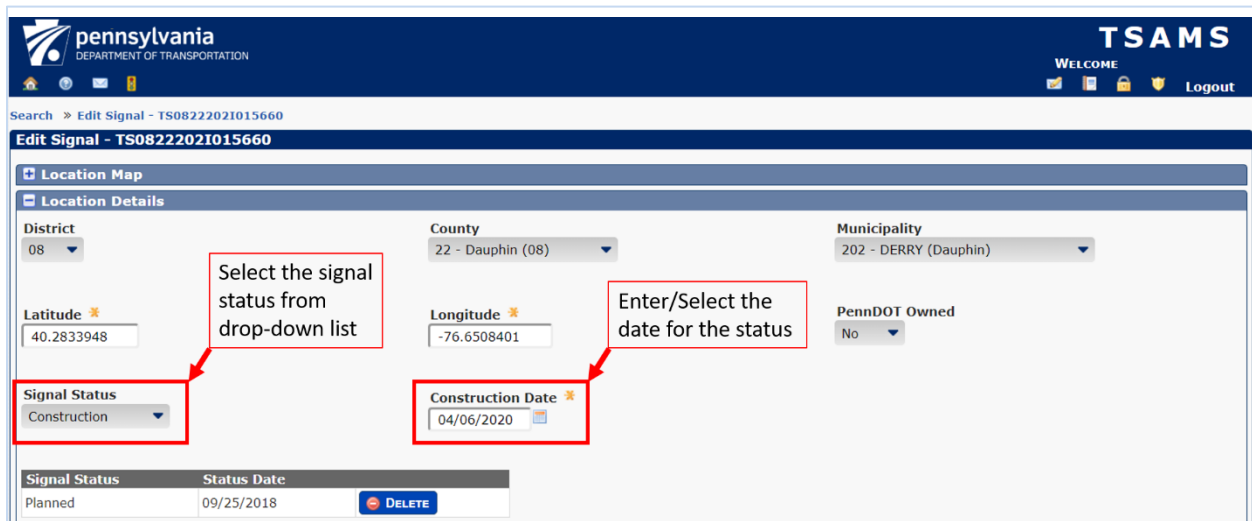


Search Criteria: Search Type: Signal; District: 08; County: York; Municipality: EAST MANCHESTER (York)

Signal ID	Permit #	County	Municipality	Location	Isolated/System	Signal Status	Signal Status Date
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
TS0866207S008224		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.



Search » Edit Signal - TS0822202I015660

Edit Signal - TS0822202I015660

Location Map

Location Details

District: 08

County: 22 - Dauphin (08)

Municipality: 202 - DERRY (Dauphin)

Latitude: 40.2833948

Longitude: -76.6508401

PennDOT Owned: No

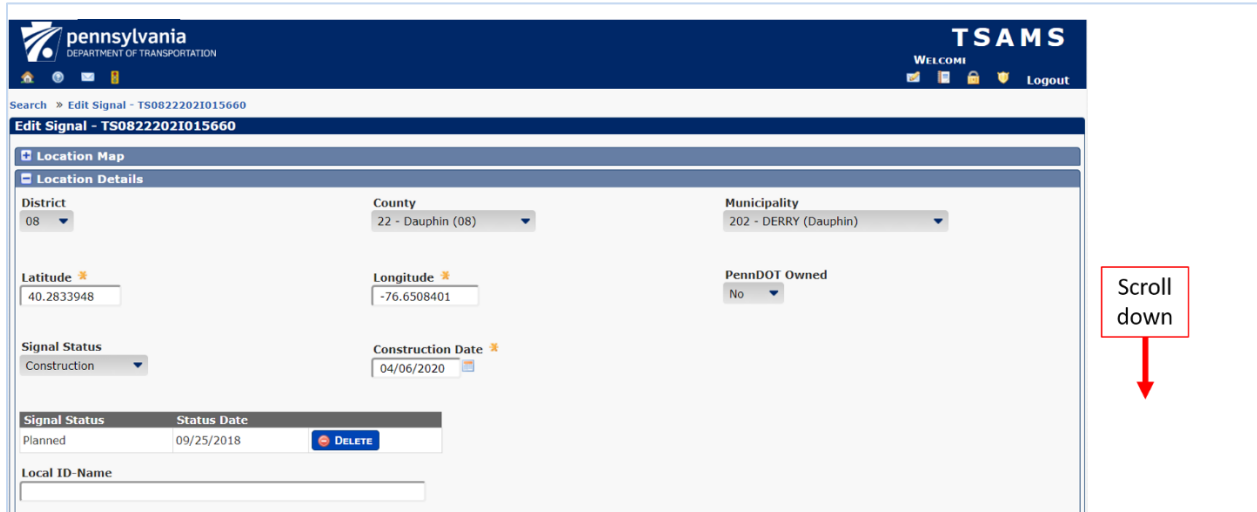
Signal Status: Construction

Construction Date: 04/06/2020

Signal Status	Status Date
Planned	09/25/2018

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).



Search > Edit Signal - TS08222021015660

Edit Signal - TS08222021015660

Location Map

Location Details

District: 08 County: 22 - Dauphin (08) Municipality: 202 - DERRY (Dauphin)

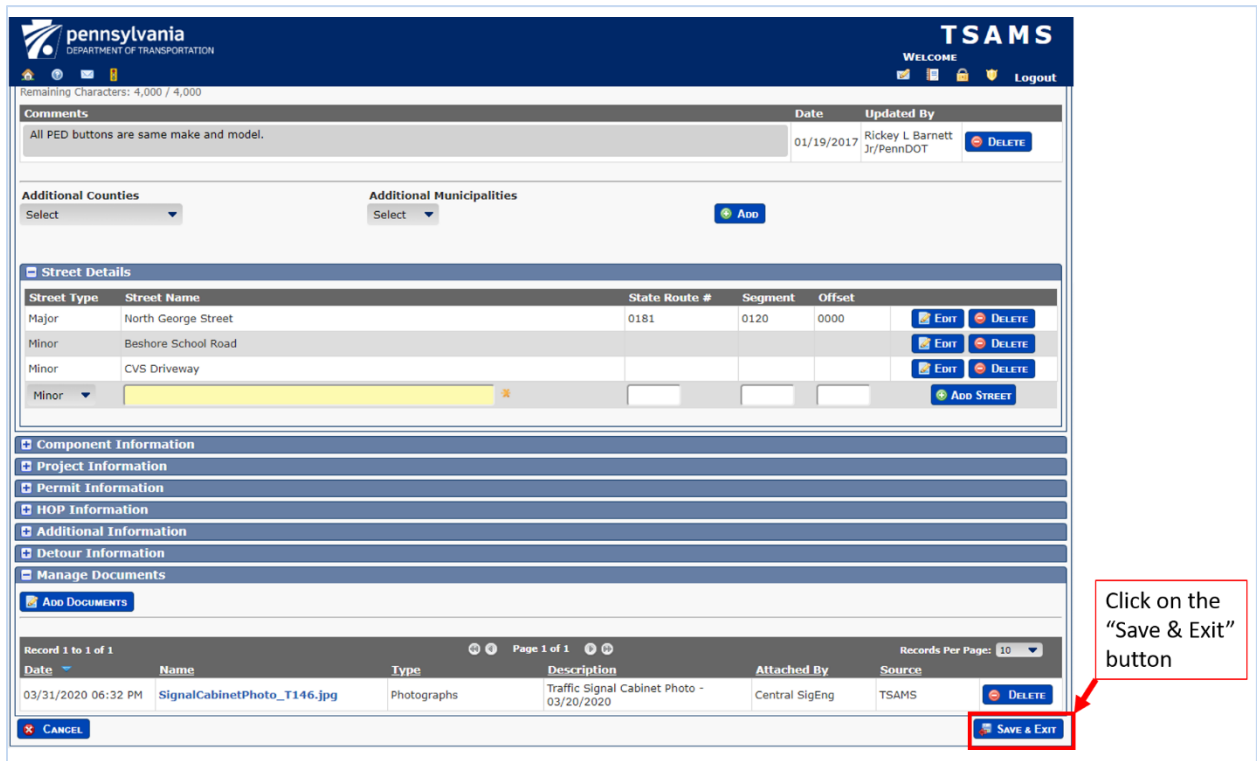
Latitude: 40.2833948 Longitude: -76.6508401 PennDOT Owned: No

Signal Status: Construction Construction Date: 04/06/2020

Signal Status	Status Date	
Planned	09/25/2018	DELETE

Local ID-Name

Scroll down



Remaining Characters: 4,000 / 4,000

Comments

Comments	Date	Updated By	
All PED buttons are same make and model.	01/19/2017	Rickey L Barnett Jr/PennDOT	DELETE

Additional Counties: Select Additional Municipalities: Select [Add](#)

Street Details

Street Type	Street Name	State Route #	Segment	Offset		
Major	North George Street	0181	0120	0000	EDIT	DELETE
Minor	Beshore School Road				EDIT	DELETE
Minor	CVS Driveway				EDIT	DELETE
Minor	<input type="text"/>				Add STREET	

Component Information

Project Information

Permit Information

HOP Information

Additional Information

Detour Information

Manage Documents

[Add DOCUMENTS](#)

Record 1 to 1 of 1 Page 1 of 1 Records Per Page: 10

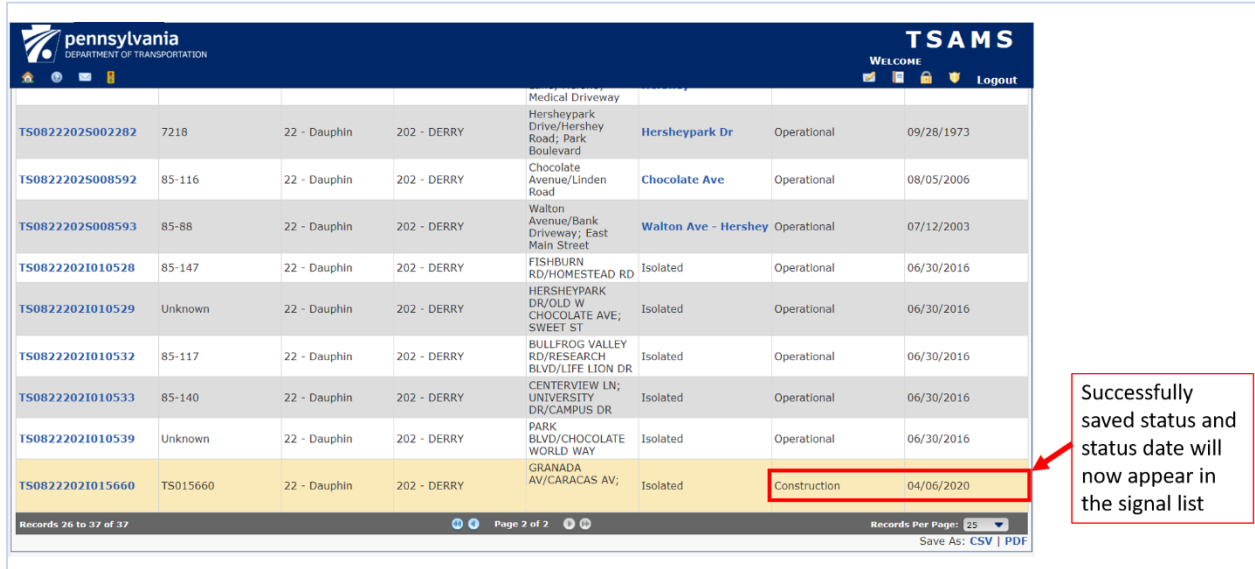
Date	Name	Type	Description	Attached By	Source	
03/31/2020 06:32 PM	SignalCabinetPhoto_T146.jpg	Photographs	Traffic Signal Cabinet Photo - 03/20/2020	Central SigEng	TSAMS	DELETE

[CANCEL](#) [SAVE & EXIT](#)

Click on the "Save & Exit" button

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.



Signal ID	Location	Status	Status Date
TS0822202S002282	Medical Driveway	Operational	09/28/1973
TS0822202S008592	Hersheypark Drive/Hershey Road; Park Boulevard	Operational	08/05/2006
TS0822202S008593	Chocolate Avenue/Linden Road	Operational	07/12/2003
TS0822202I010528	Walton Avenue/Bank Driveway; East Main Street	Operational	06/30/2016
TS0822202I010529	FISHBURN RD/HOMESTEAD RD	Operational	06/30/2016
TS0822202I010532	HERSHEYPARK DR/OLD W CHOCOLATE AVE; SWEET ST	Operational	06/30/2016
TS0822202I010533	BULLFROG VALLEY RD/RESEARCH BLVD/LIFE LION DR	Operational	06/30/2016
TS0822202I010539	CENTERVIEW LN; UNIVERSITY DR/CAMPUS DR	Operational	06/30/2016
TS0822202I015660	PARK BLVD/CHOCOLATE WORLD WAY	Construction	04/06/2020

Successfully saved status and status date will 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.



Search > Edit Signal - TS0822202I015660

Edit Signal - TS0822202I015660

Location Map

Location Details

District: 08 | County: 22 - Dauphin (08) | Municipality: 202 - DERRY (Dauphin)

Latitude: 40.2833948 | Longitude: -76.6508401 | PennDOT Owned: No

Signal Status: Select

Signal Status	Status Date	Action
Construction	04/06/2020	DELETE
Planned	09/25/2018	

Local ID-Name

Successfully saved status and status date will now appear in the signal status list

TSAMS Data Responsibility: Traffic Signal Permits

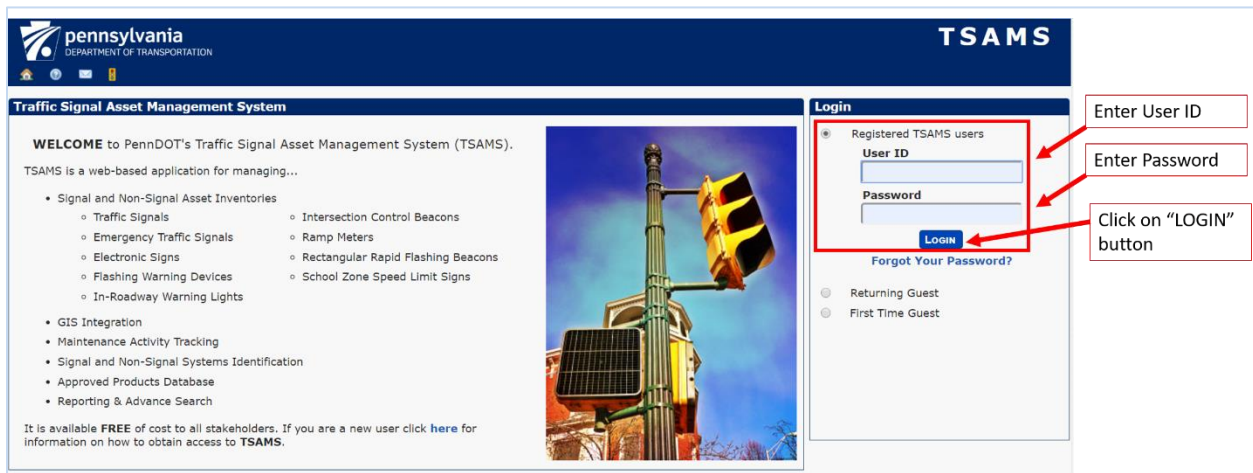
Why do I need to maintain a current traffic signal permit in TSAMS?

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:

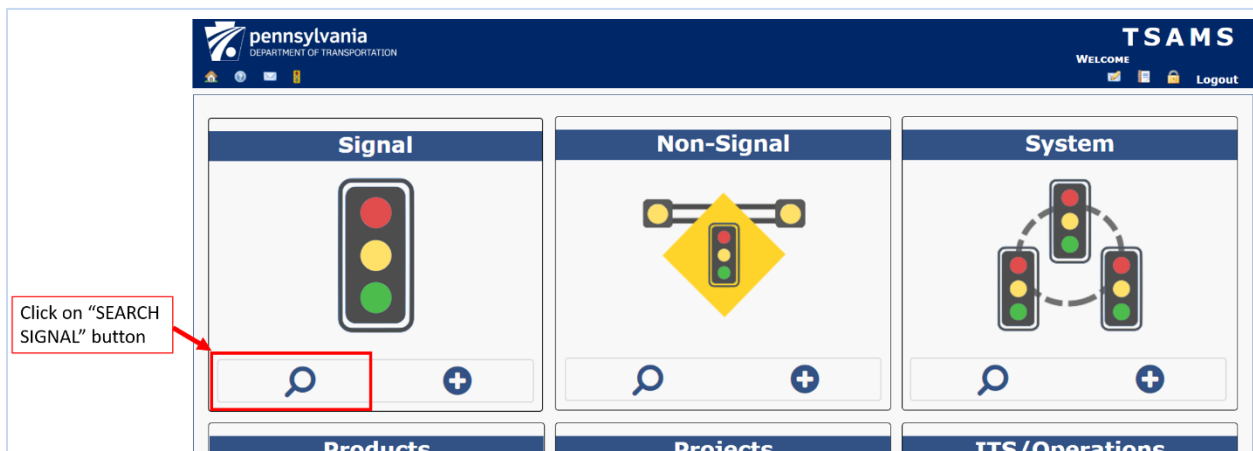
STEP 1 – Log-in to TSAMS

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



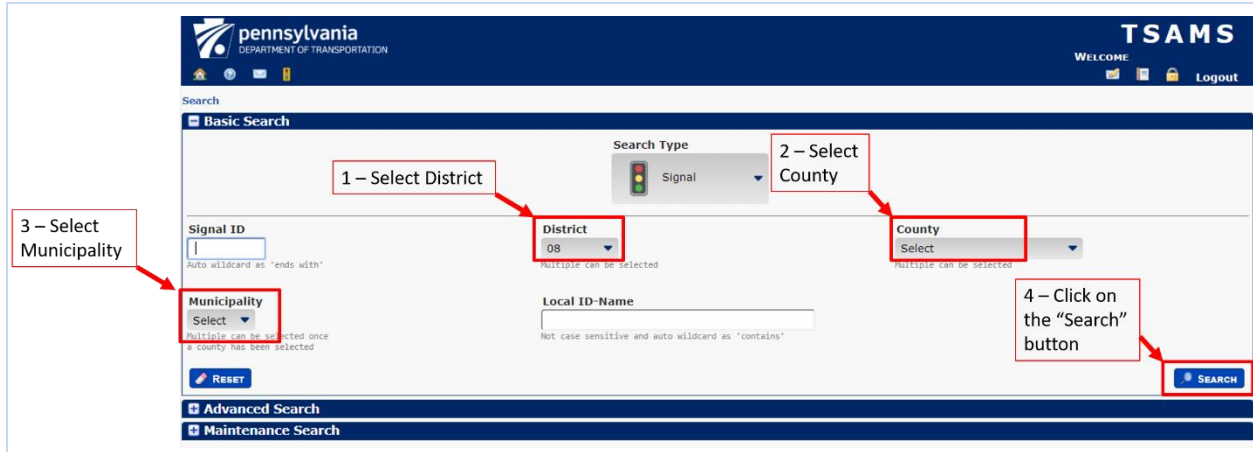
STEP 2 – Search for the Signal

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



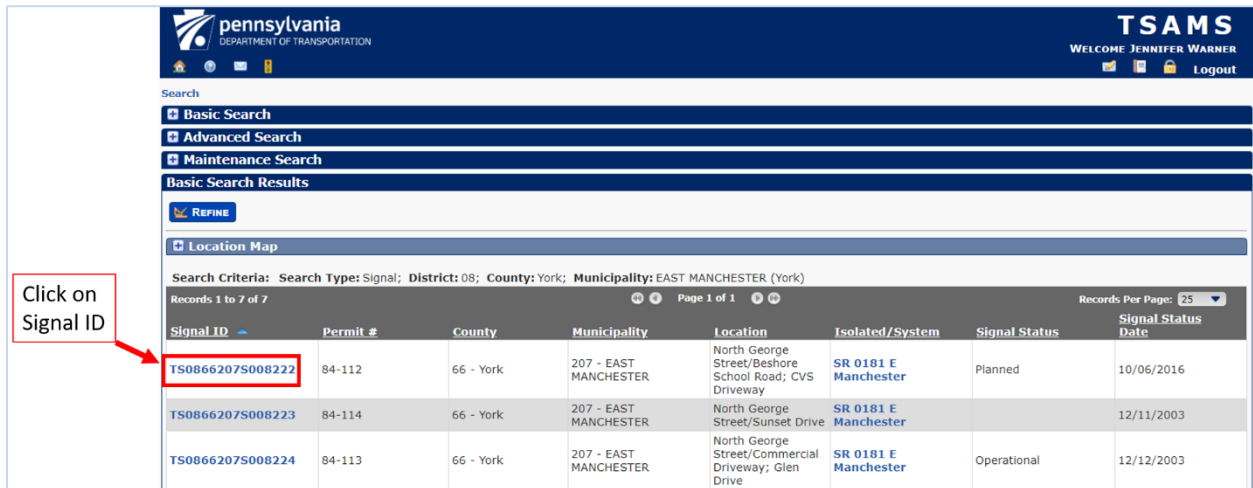
STEP 3 – Select Signal Location Fields

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



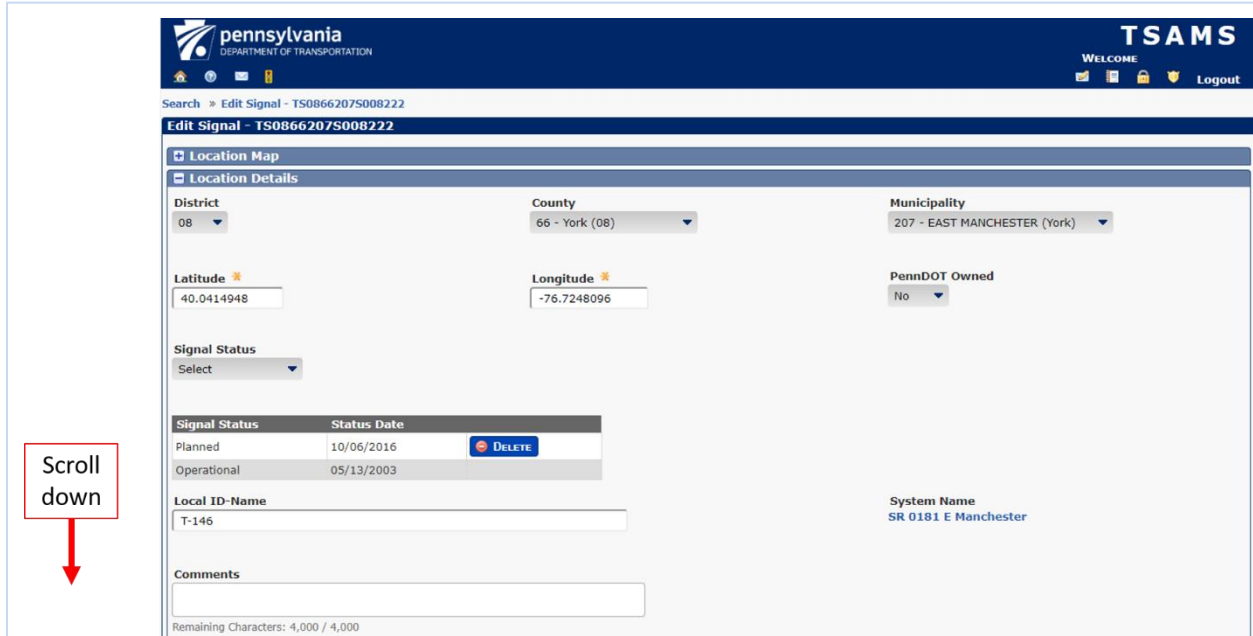
STEP 4 – Open the Signal Edit Page

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.



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.



Search > Edit Signal - TS086620/S008222

Edit Signal - TS086620/S008222

Location Map

Location Details

District: 08 County: 66 - York (08) Municipality: 207 - EAST MANCHESTER (York)

Latitude: 40.0414948 Longitude: -76.7248096 PennDOT Owned: No

Signal Status: Select

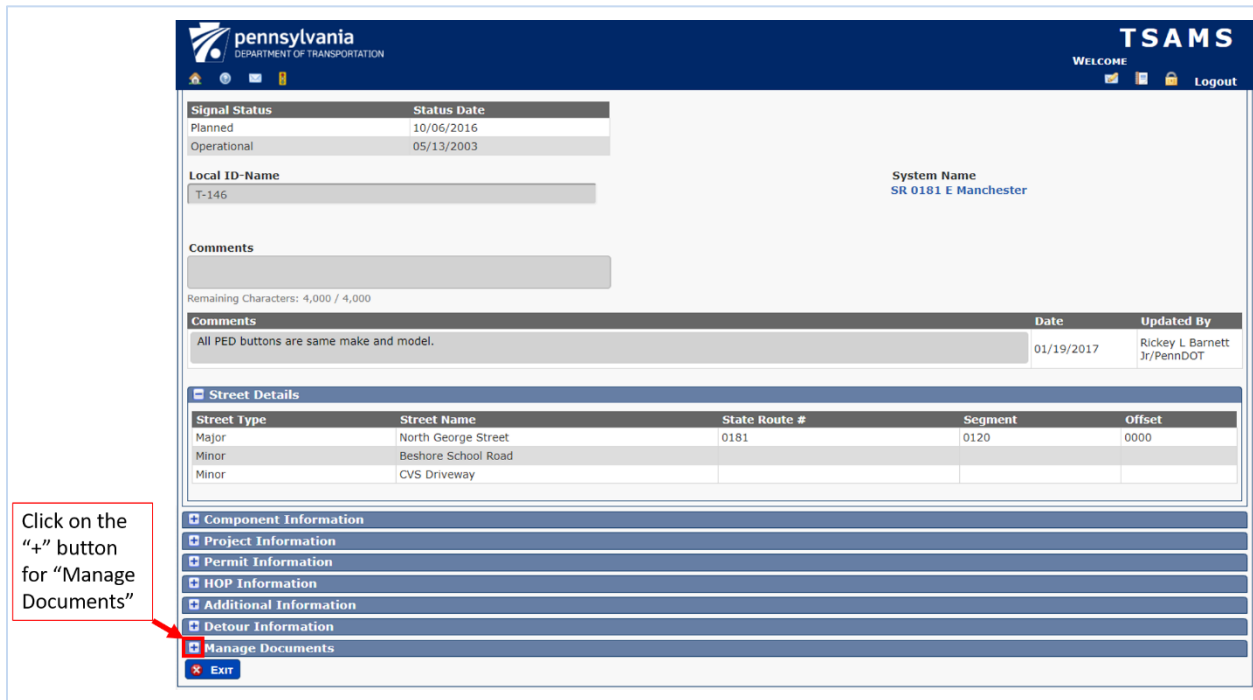
Signal Status	Status Date	
Planned	10/06/2016	DELETE
Operational	05/13/2003	

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Comments: [Text Area]

Remaining Characters: 4,000 / 4,000

Scroll down



Signal Status

Signal Status	Status Date
Planned	10/06/2016
Operational	05/13/2003

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Comments: [Text Area]

Remaining Characters: 4,000 / 4,000

Comments

Comments	Date	Updated By
All PED buttons are same make and model.	01/19/2017	Rickey L Barnett Jr/PennDOT

Street Details

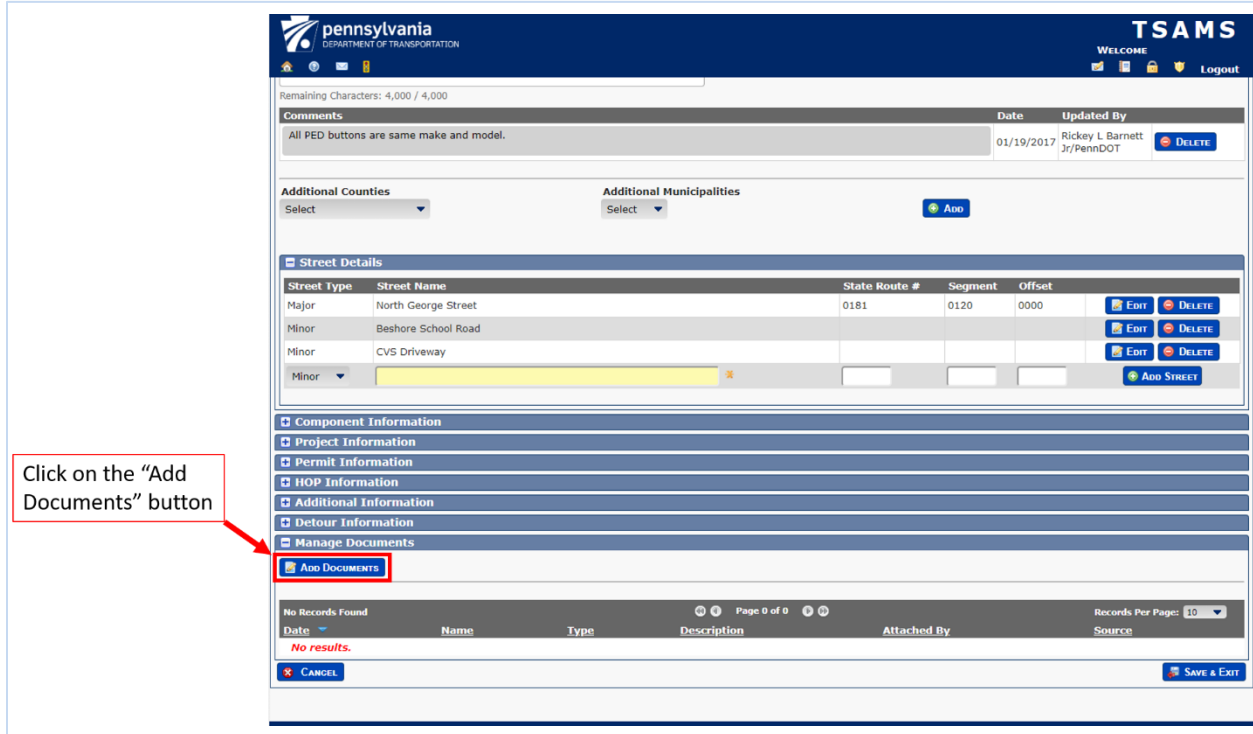
Street Type	Street Name	State Route #	Segment	Offset
Major	North George Street	0181	0120	0000
Minor	Beshore School Road			
Minor	CVS Driveway			

- Component Information
- Project Information
- Permit Information
- HOP Information
- Additional Information
- Detour Information
- Manage Documents**
- Exit

Click on the “+” button for “Manage Documents”

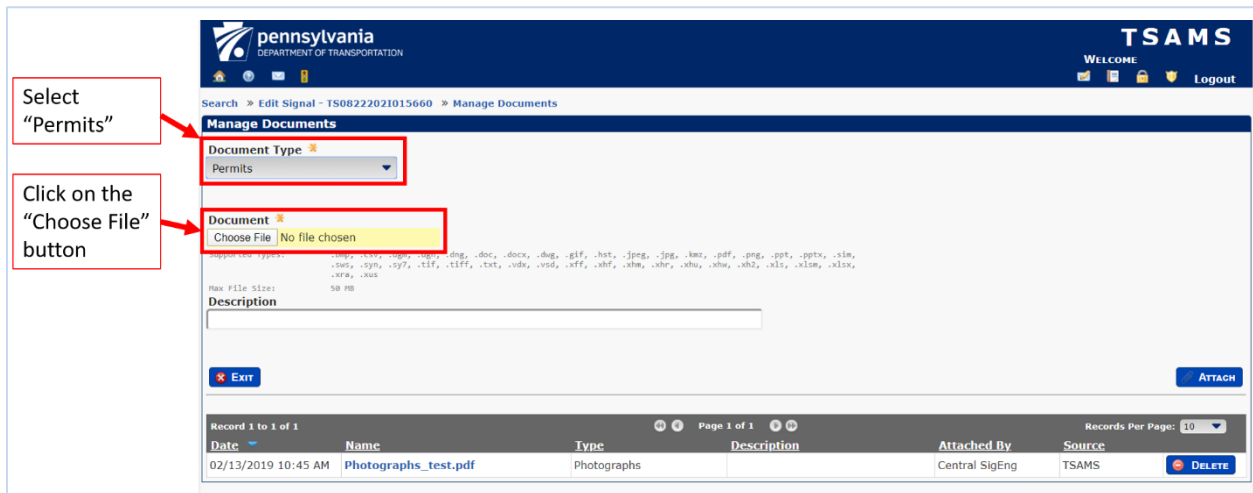
STEP 6 – Open the “Add Documents” Section

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



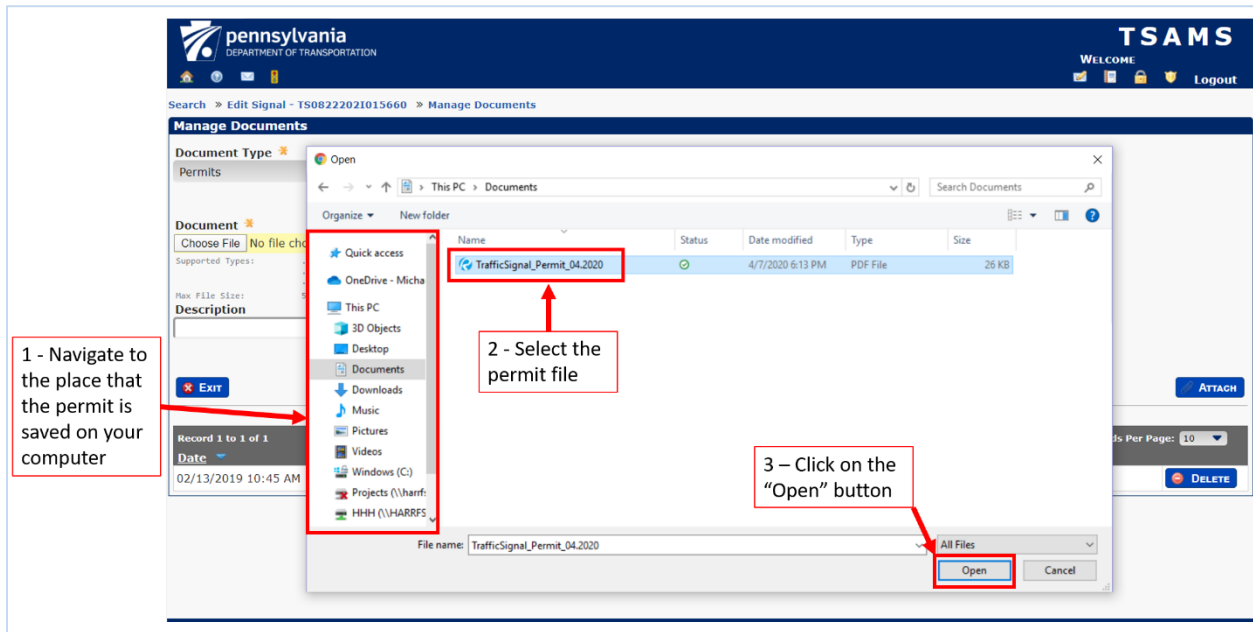
STEP 7 – Upload Permit Documents

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



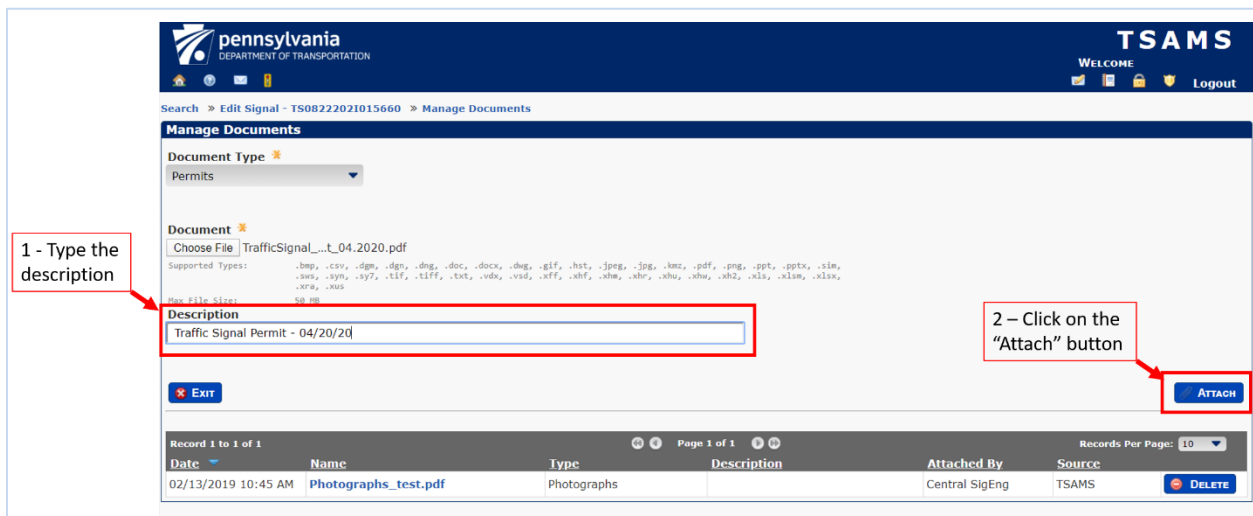
STEP 8 – Navigate to the Permit File

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.



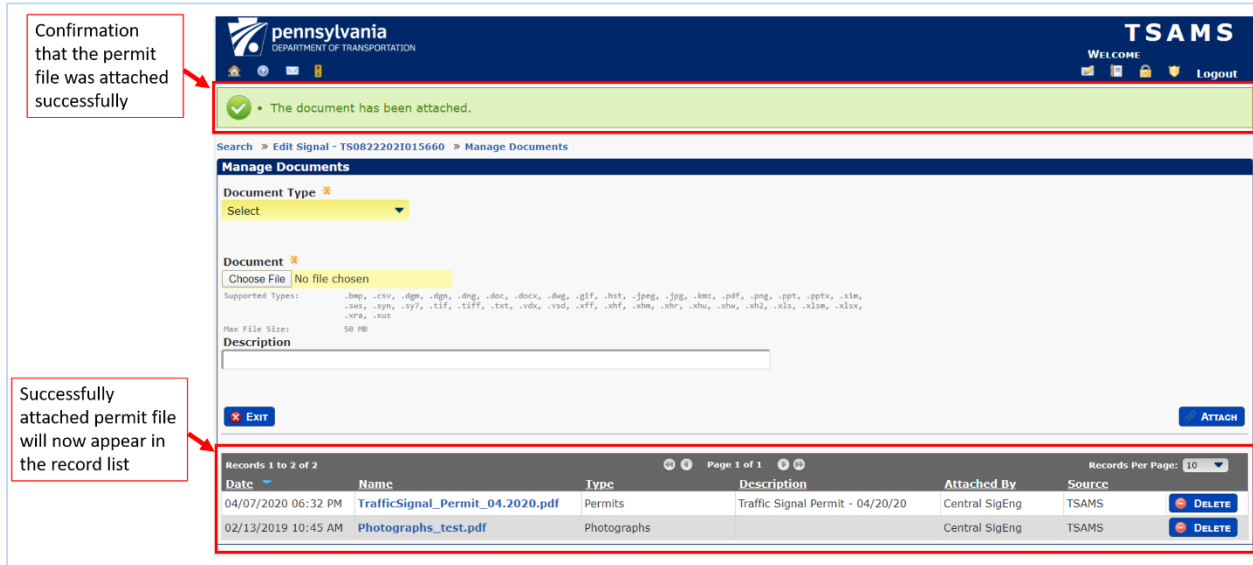
STEP 9 – Enter Description and Attach Permit to TSAMS Record

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.



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 successfully

Successfully attached permit file will now appear in the record list

The document has been attached.

Search > Edit Signal - TS08222021015660 > Manage Documents

Manage Documents

Document Type: Select

Document: Choose File | No file chosen

Supported Types: .bmp, .csv, .dgn, .dgn, .dng, .doc, .docx, .dmg, .gif, .htm, .jpeg, .jpg, .kmz, .pdf, .png, .ppt, .pptx, .slm, .sws, .syn, .sy7, .tif, .tiff, .txt, .vdx, .vsd, .xfl, .xhf, .xhm, .xhr, .xhu, .xhw, .xh2, .xls, .xlsx, .xlsm, .xlsx, .xps, .xus

Max File Size: 50 MB

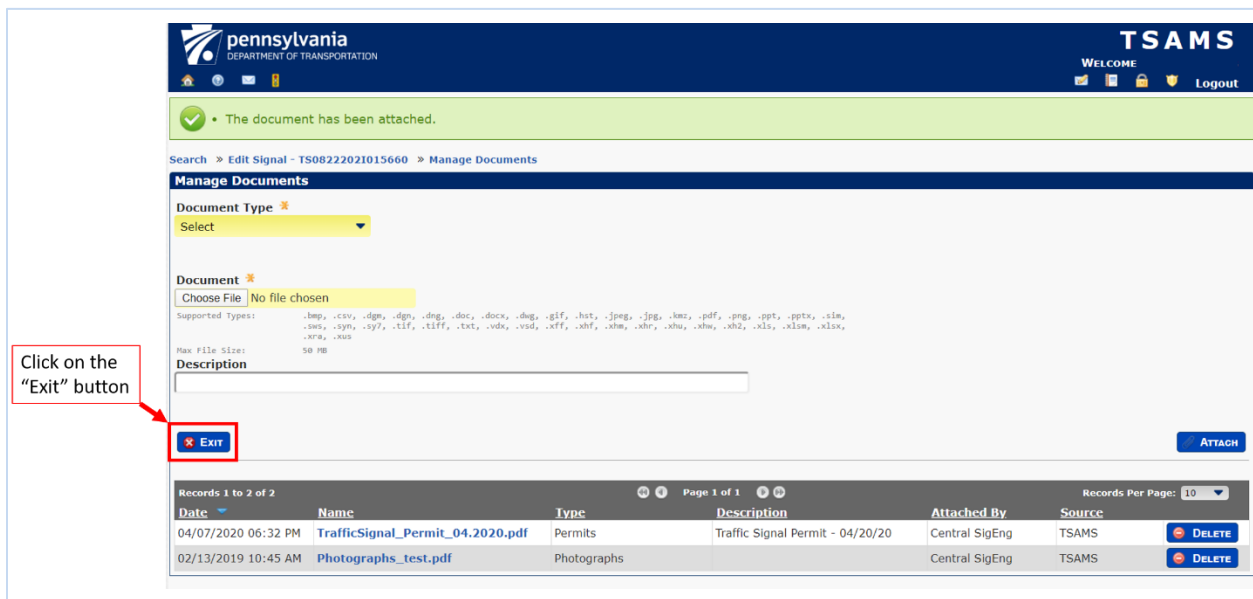
Description:

Exit ATTACH

Date	Name	Type	Description	Attached By	Source	
04/07/2020 06:32 PM	TrafficSignal_Permit_04.2020.pdf	Permits	Traffic Signal Permit - 04/20/20	Central SigEng	TSAMS	DELETE
02/13/2019 10:45 AM	Photographs_test.pdf	Photographs		Central SigEng	TSAMS	DELETE

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.



Click on the “Exit” button

The document has been attached.

Search > Edit Signal - TS08222021015660 > Manage Documents

Manage Documents

Document Type: Select

Document: Choose File | No file chosen

Supported Types: .bmp, .csv, .dgn, .dgn, .dng, .doc, .docx, .dmg, .gif, .htm, .jpeg, .jpg, .kmz, .pdf, .png, .ppt, .pptx, .slm, .sws, .syn, .sy7, .tif, .tiff, .txt, .vdx, .vsd, .xfl, .xhf, .xhm, .xhr, .xhu, .xhw, .xh2, .xls, .xlsx, .xlsm, .xlsx, .xps, .xus

Max File Size: 50 MB

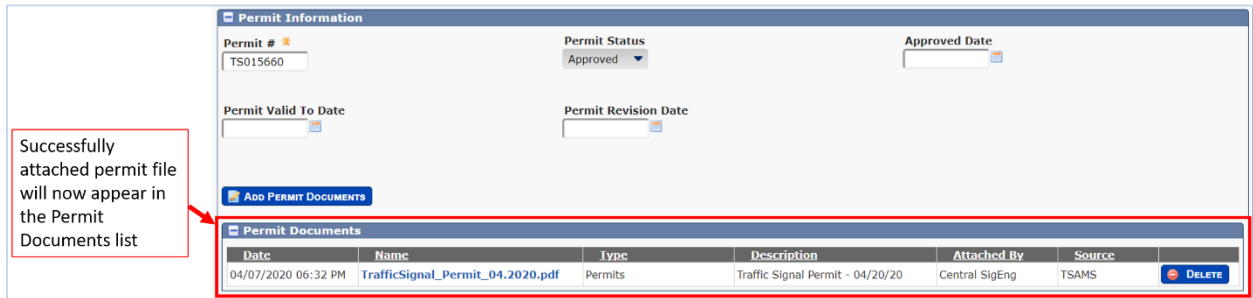
Description:

Exit ATTACH

Date	Name	Type	Description	Attached By	Source	
04/07/2020 06:32 PM	TrafficSignal_Permit_04.2020.pdf	Permits	Traffic Signal Permit - 04/20/20	Central SigEng	TSAMS	DELETE
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

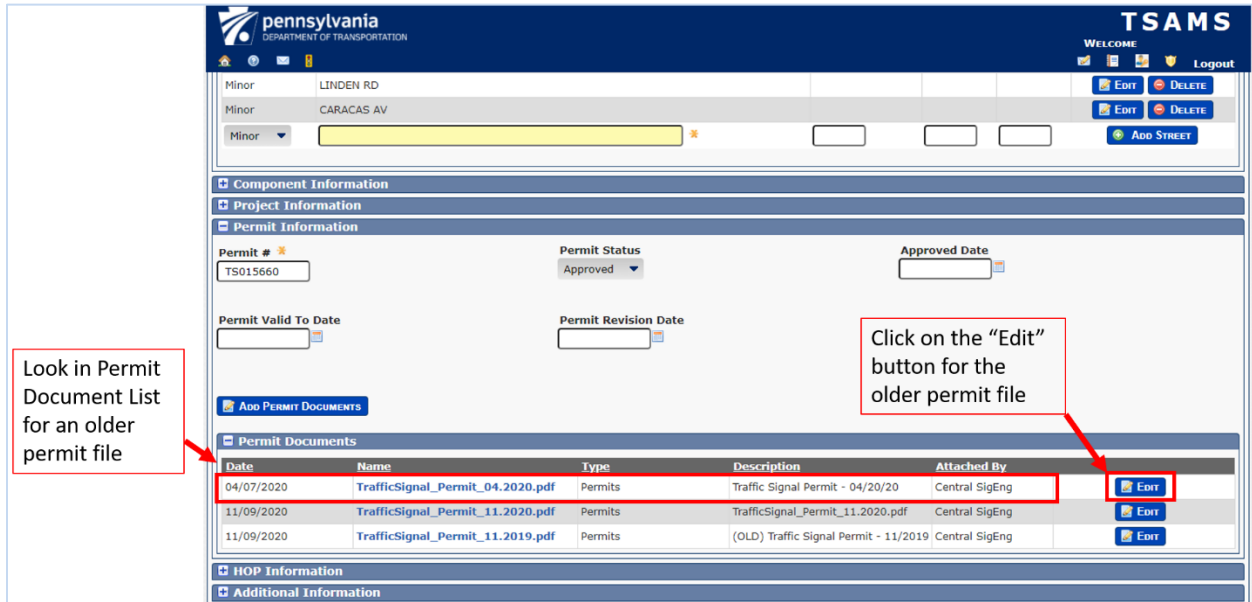
On the “Edit Signal” page, you’ll be able to confirm that the permit file was attached correctly by checking under the “Permit Information” section. Click on the “+” button for the “Permit Information” section. Once the section expands, click on the “+” button for the “Permit Documents” sub-section.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



Date	Name	Type	Description	Attached By	Source	
04/07/2020 06:32 PM	TrafficSignal_Permit_04.2020.pdf	Permits	Traffic Signal Permit - 04/20/20	Central SigEng	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.

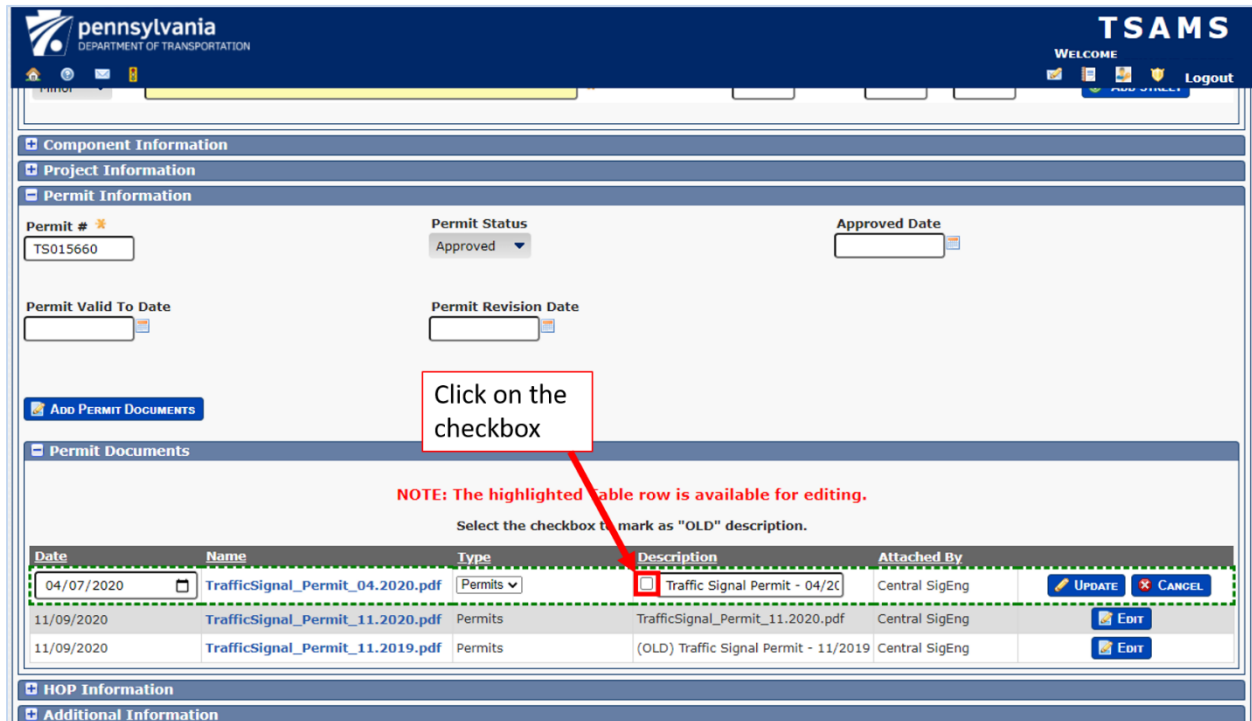


Look in Permit Document List for an older permit file

Click on the “Edit” button for the older permit file

Date	Name	Type	Description	Attached By	
04/07/2020	TrafficSignal_Permit_04.2020.pdf	Permits	Traffic Signal Permit - 04/20/20	Central SigEng	<input type="checkbox"/> Edit
11/09/2020	TrafficSignal_Permit_11.2020.pdf	Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	<input type="checkbox"/> Edit
11/09/2020	TrafficSignal_Permit_11.2019.pdf	Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	<input type="checkbox"/> Edit

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”.

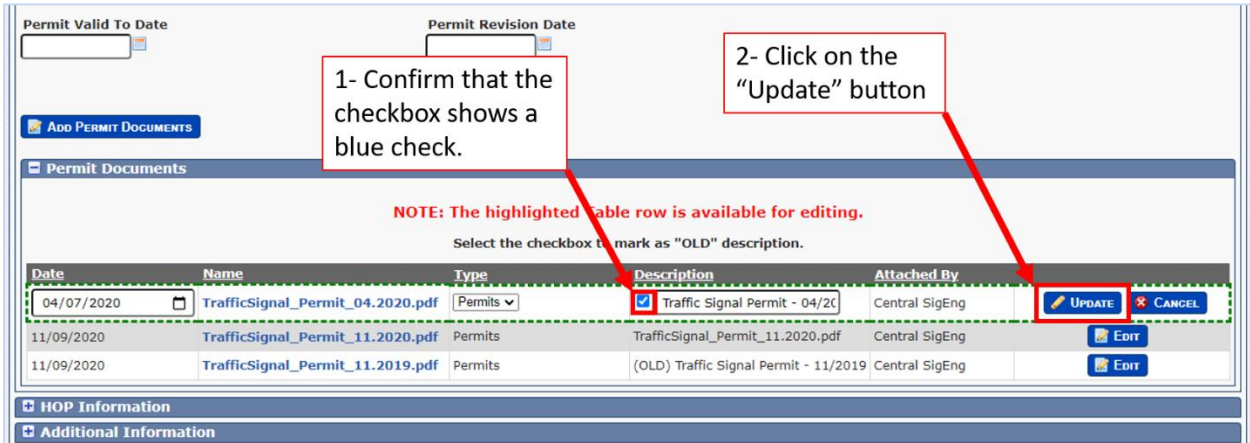


Click on the checkbox

NOTE: The highlighted table row is available for editing.
Select the checkbox to mark as “OLD” description.

Date	Name	Type	Description	Attached By	
04/07/2020	TrafficSignal_Permit_04.2020.pdf	Permits	Traffic Signal Permit - 04/20	Central SigEng	<input type="checkbox"/> UPDATE CANCEL
11/09/2020	TrafficSignal_Permit_11.2020.pdf	Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	<input type="checkbox"/> EDIT
11/09/2020	TrafficSignal_Permit_11.2019.pdf	Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	<input type="checkbox"/> EDIT

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



Permit Valid To Date:

Permit Revision Date:

Add PERMIT DOCUMENTS

Permit Documents

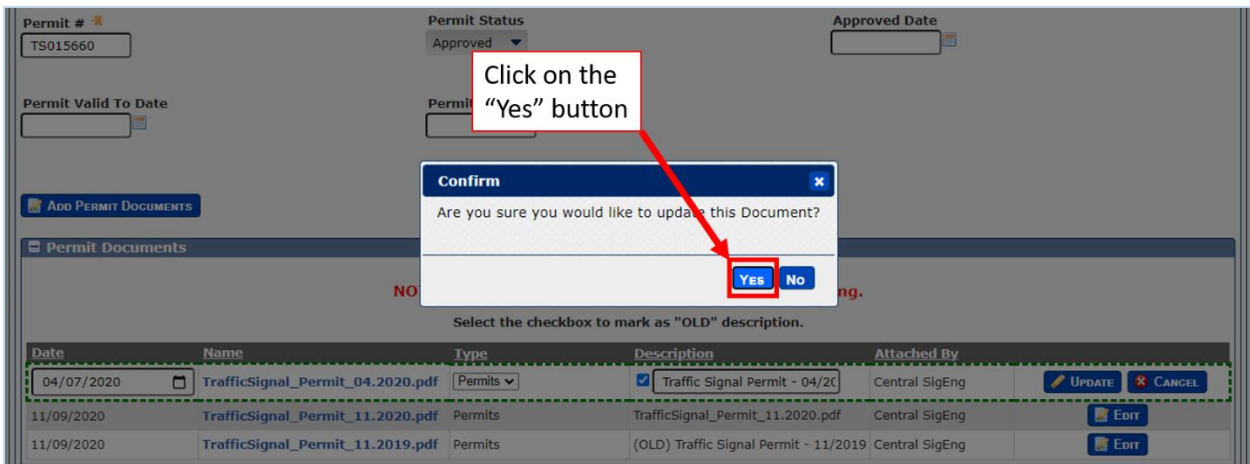
NOTE: The highlighted table row is available for editing.
Select the checkbox to mark as "OLD" description.

Date	Name	Type	Description	Attached By	
04/07/2020	TrafficSignal_Permit_04.2020.pdf	Permits	<input checked="" type="checkbox"/> Traffic Signal Permit - 04/20	Central SigEng	UPDATE CANCEL
11/09/2020	TrafficSignal_Permit_11.2020.pdf	Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	EDIT
11/09/2020	TrafficSignal_Permit_11.2019.pdf	Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	EDIT

HOP Information

Additional Information

Click on the “Yes” button in the blue action confirmation screen.



Permit #: TS015660

Permit Status: Approved

Approved Date:

Permit Valid To Date:

Add PERMIT DOCUMENTS

Permit Documents

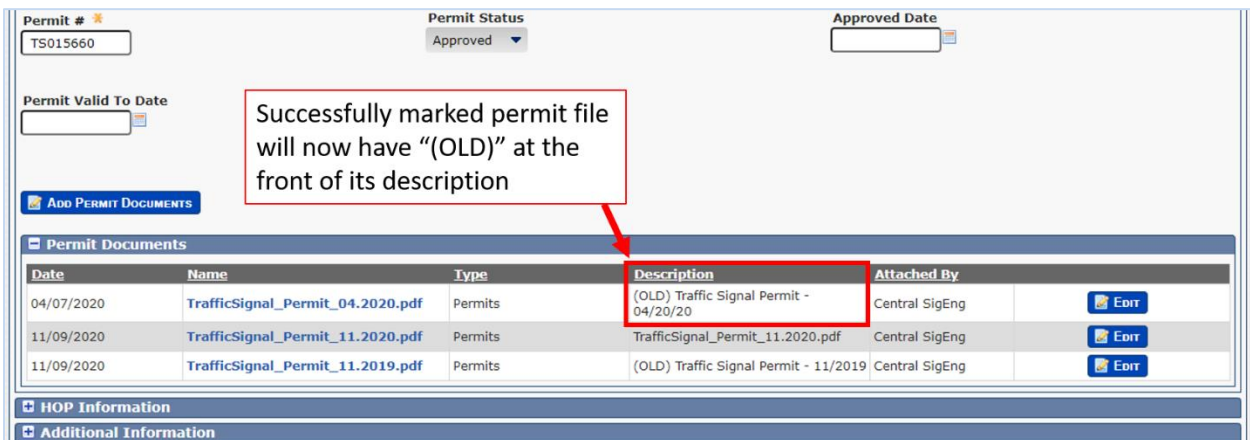
Confirm
Are you sure you would like to update this Document?

Yes **No**

Select the checkbox to mark as "OLD" description.

Date	Name	Type	Description	Attached By	
04/07/2020	TrafficSignal_Permit_04.2020.pdf	Permits	<input checked="" type="checkbox"/> Traffic Signal Permit - 04/20	Central SigEng	UPDATE CANCEL
11/09/2020	TrafficSignal_Permit_11.2020.pdf	Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	EDIT
11/09/2020	TrafficSignal_Permit_11.2019.pdf	Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	EDIT

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

Permit Status: Approved

Approved Date:

Permit Valid To Date:

Add PERMIT DOCUMENTS

Permit Documents

Successfully marked permit file will now have “(OLD)” at the front of its description

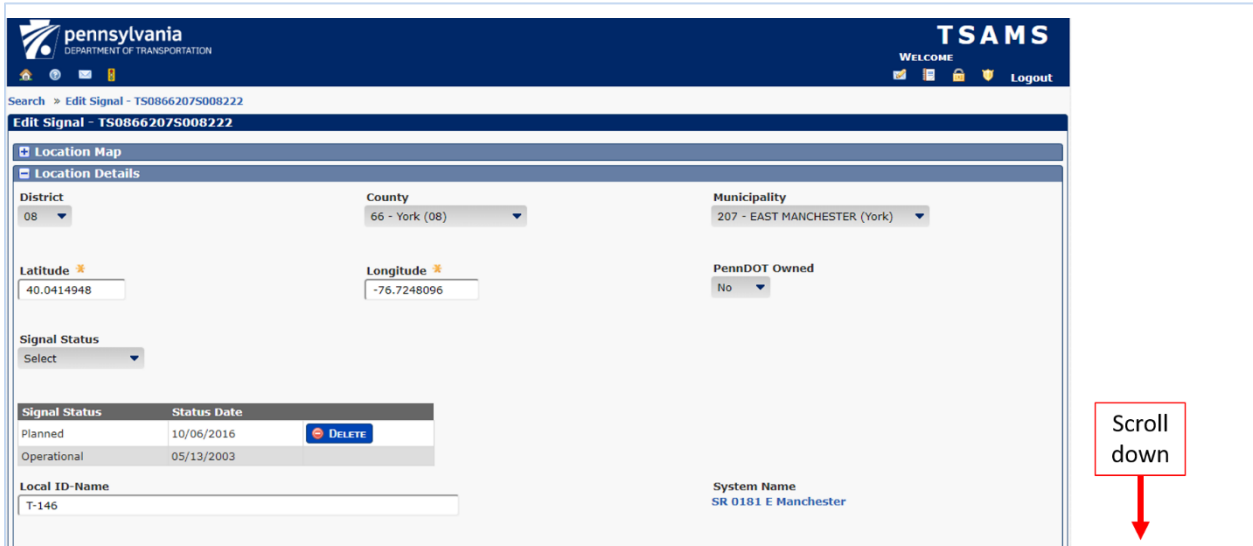
Date	Name	Type	Description	Attached By	
04/07/2020	TrafficSignal_Permit_04.2020.pdf	Permits	(OLD) Traffic Signal Permit - 04/20/20	Central SigEng	EDIT
11/09/2020	TrafficSignal_Permit_11.2020.pdf	Permits	TrafficSignal_Permit_11.2020.pdf	Central SigEng	EDIT
11/09/2020	TrafficSignal_Permit_11.2019.pdf	Permits	(OLD) Traffic Signal Permit - 11/2019	Central SigEng	EDIT

HOP Information

Additional Information

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).



Search > Edit Signal - TS0866207S008222

Edit Signal - TS0866207S008222

Location Map

Location Details

District: 08 County: 66 - York (08) Municipality: 207 - EAST MANCHESTER (York)

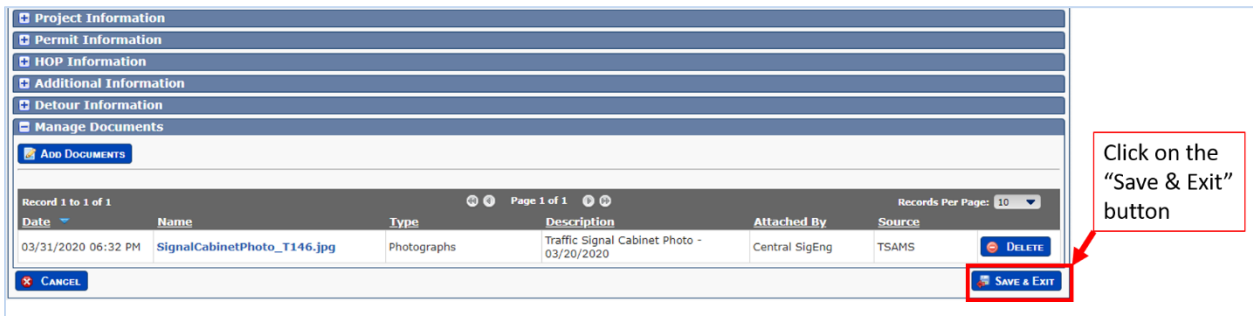
Latitude: 40.0414948 Longitude: -76.7248096 PennDOT Owned: No

Signal Status: Select

Signal Status	Status Date	
Planned	10/06/2016	DELETE
Operational	05/13/2003	

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Scroll down



Project Information

Permit Information

HOP Information

Additional Information

Detour Information

Manage Documents

ADD DOCUMENTS

Record 1 to 1 of 1 Page 1 of 1 Records Per Page: 10

Date	Name	Type	Description	Attached By	Source	
03/31/2020 06:32 PM	SignalCabinetPhoto_T146.jpg	Photographs	Traffic Signal Cabinet Photo - 03/20/2020	Central SigEng	TSAMS	DELETE

CANCEL SAVE & EXIT

Click on the "Save & Exit" button

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

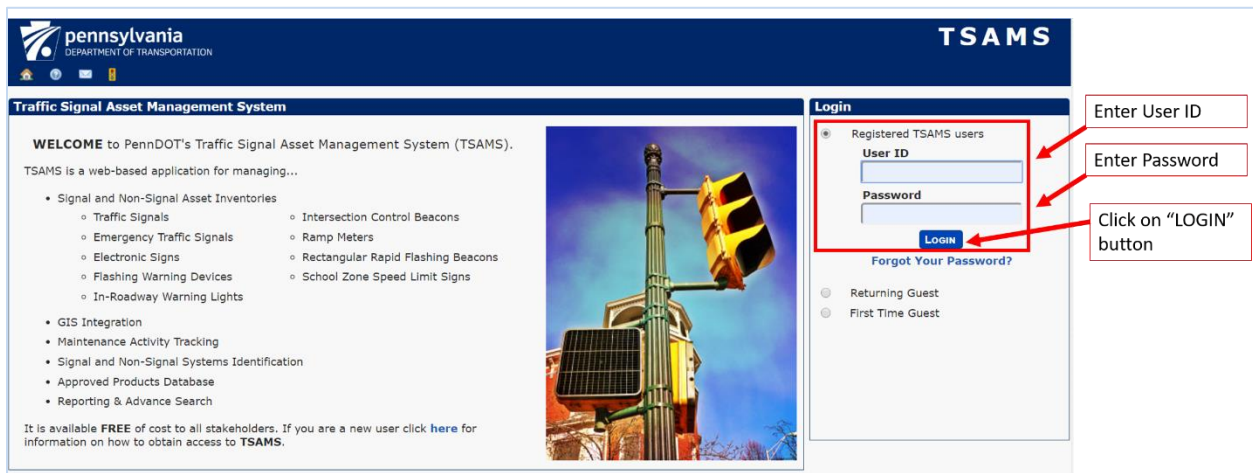
Why do I need to maintain current TE-160's & maintenance agreements in TSAMS?

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

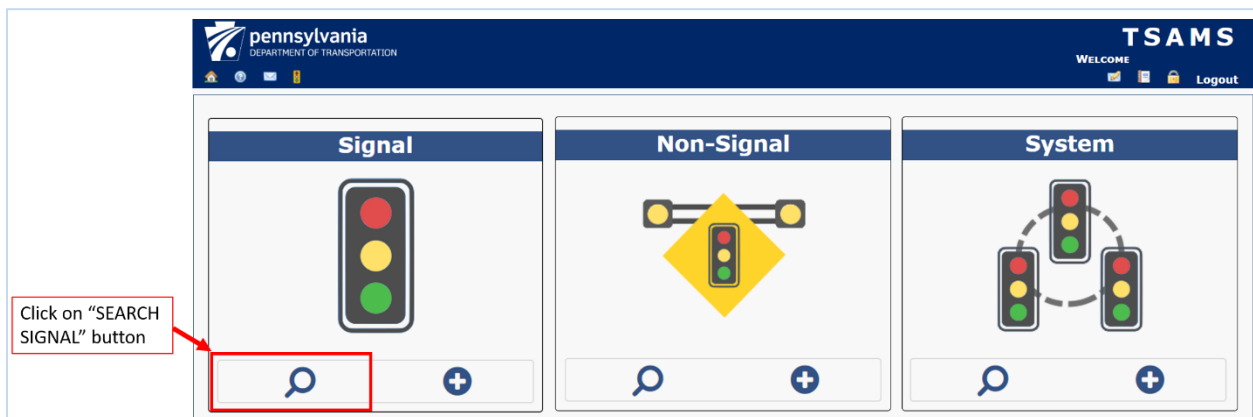
Open the [TSAMS website](#) and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "[TSAMS User Login Access](#)" portion of this document for information on how to obtain User Login access*).



The screenshot shows the TSAMS login interface. On the left, there is a 'WELCOME' message and a list of system features. In the center is a photograph of a traffic signal. On the right is the 'Login' form. A red box highlights the 'Registered TSAMS users' section, which contains 'User ID' and 'Password' input fields and a 'LOGIN' button. Red arrows point from callout boxes to these elements: 'Enter User ID' points to the User ID field, 'Enter Password' points to the Password field, and 'Click on "LOGIN" button' points to the LOGIN button. Below the login form are options for 'Returning Guest' and 'First Time Guest'.

STEP 2 – Search for the Signal

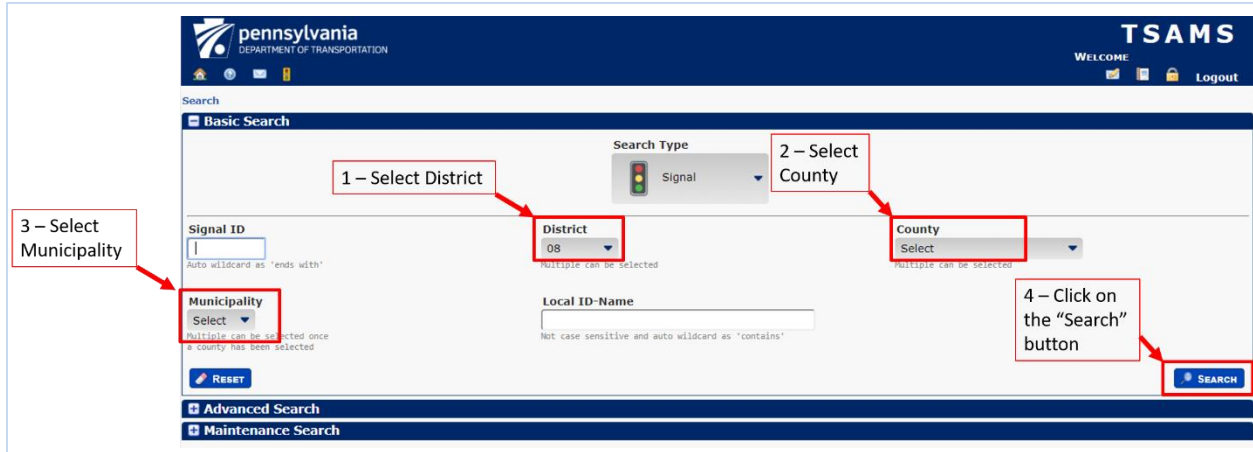
After logging-in, click on the "Search Signal" symbol (a magnifying glass) in the signal section of the TSAMS home page.



The screenshot shows the TSAMS home page after login. The page has a header with the Pennsylvania Department of Transportation logo and 'TSAMS WELCOME Logout'. Below the header are three main sections: 'Signal', 'Non-Signal', and 'System'. Each section contains an icon representing the category and a search bar with a magnifying glass icon and a plus sign. A red box highlights the magnifying glass icon in the 'Signal' section, with a callout box that says 'Click on "SEARCH SIGNAL" button'.

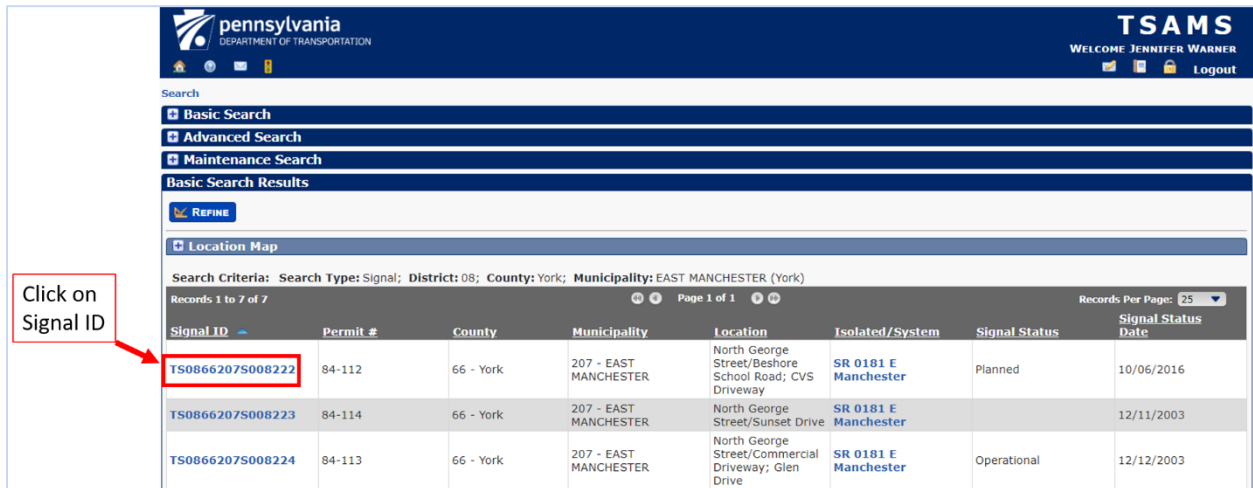
STEP 3 – Select Signal Location Fields

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



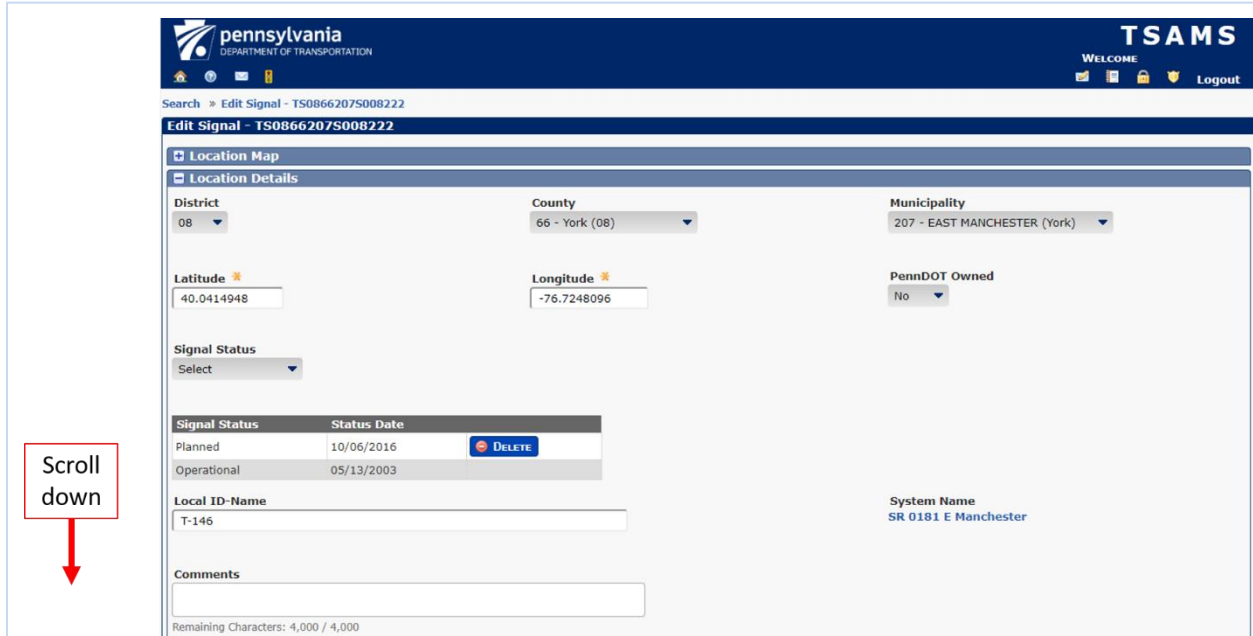
STEP 4 – Open the Signal Edit Page

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.



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.



Search > Edit Signal - TS086620/S008222

Edit Signal - TS086620/S008222

Location Map

Location Details

District: 08 County: 66 - York (08) Municipality: 207 - EAST MANCHESTER (York)

Latitude: 40.0414948 Longitude: -76.7248096 PennDOT Owned: No

Signal Status: Select

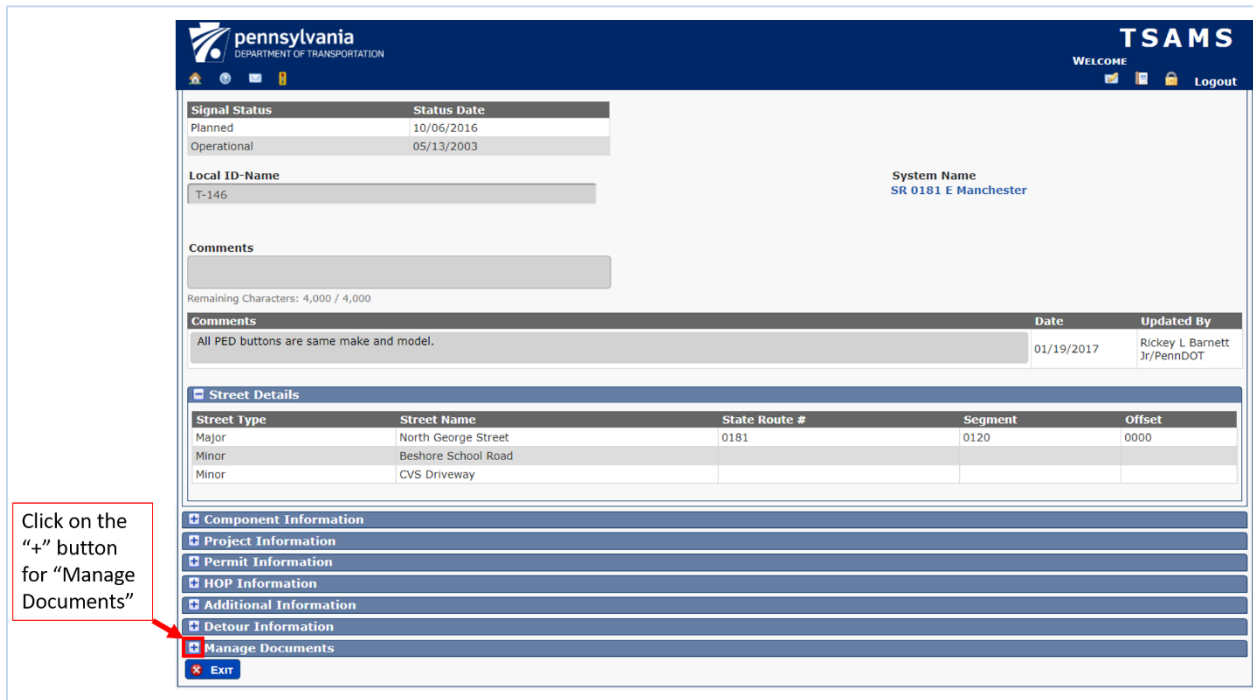
Signal Status	Status Date	
Planned	10/06/2016	DELETE
Operational	05/13/2003	

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Comments: [Text Area]

Remaining Characters: 4,000 / 4,000

Scroll down



Signal Status	Status Date
Planned	10/06/2016
Operational	05/13/2003

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Comments: [Text Area]

Remaining Characters: 4,000 / 4,000

Comments	Date	Updated By
All PED buttons are same make and model.	01/19/2017	Rickey L Barnett Jr/PennDOT

Street Details

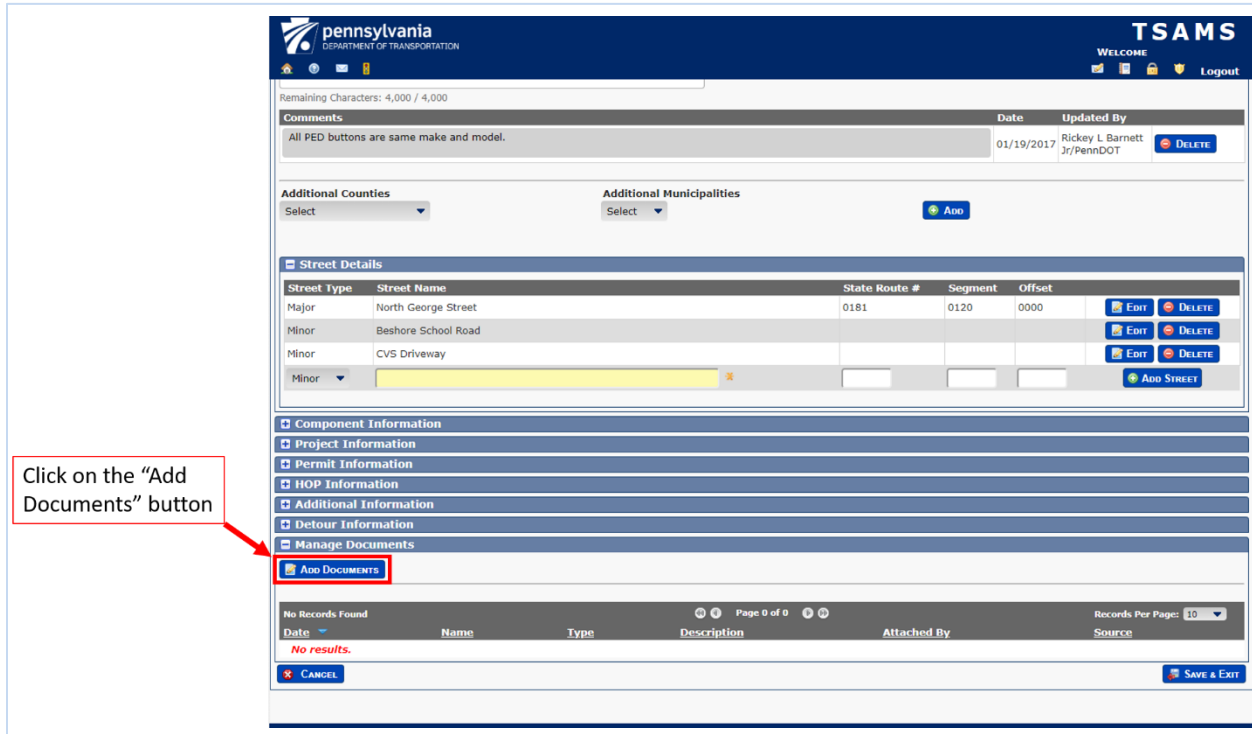
Street Type	Street Name	State Route #	Segment	Offset
Major	North George Street	0181	0120	0000
Minor	Beshore School Road			
Minor	CVS Driveway			

- Component Information
- Project Information
- Permit Information
- HOP Information
- Additional Information
- Detour Information
- Manage Documents**
- Exit

Click on the “+” button for “Manage Documents”

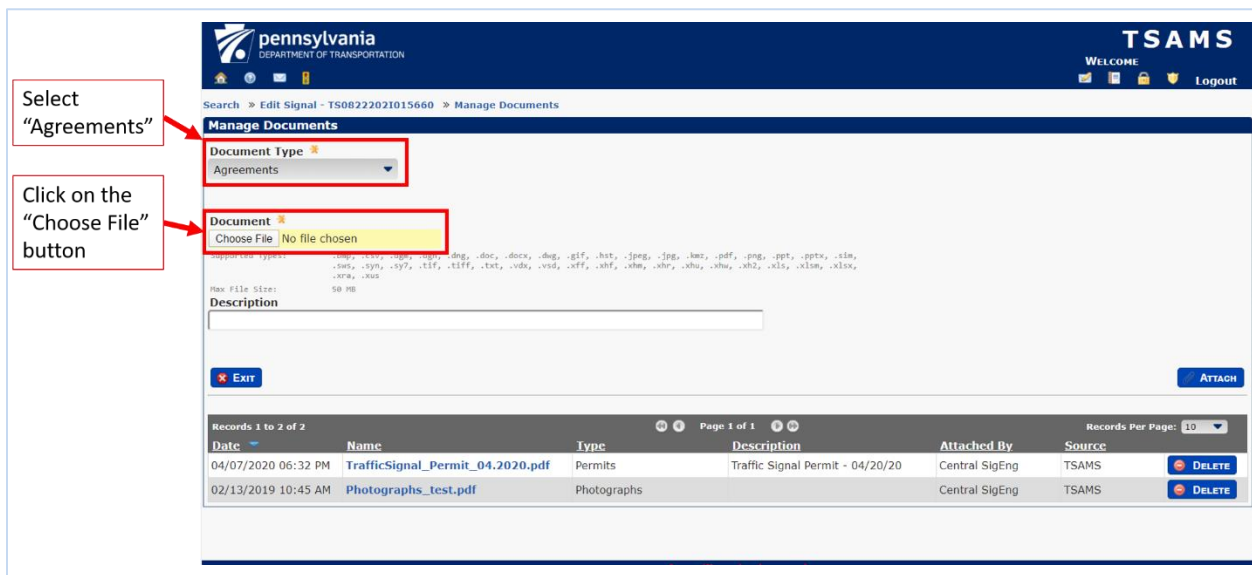
STEP 6 – Open the “Add Documents” Section

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



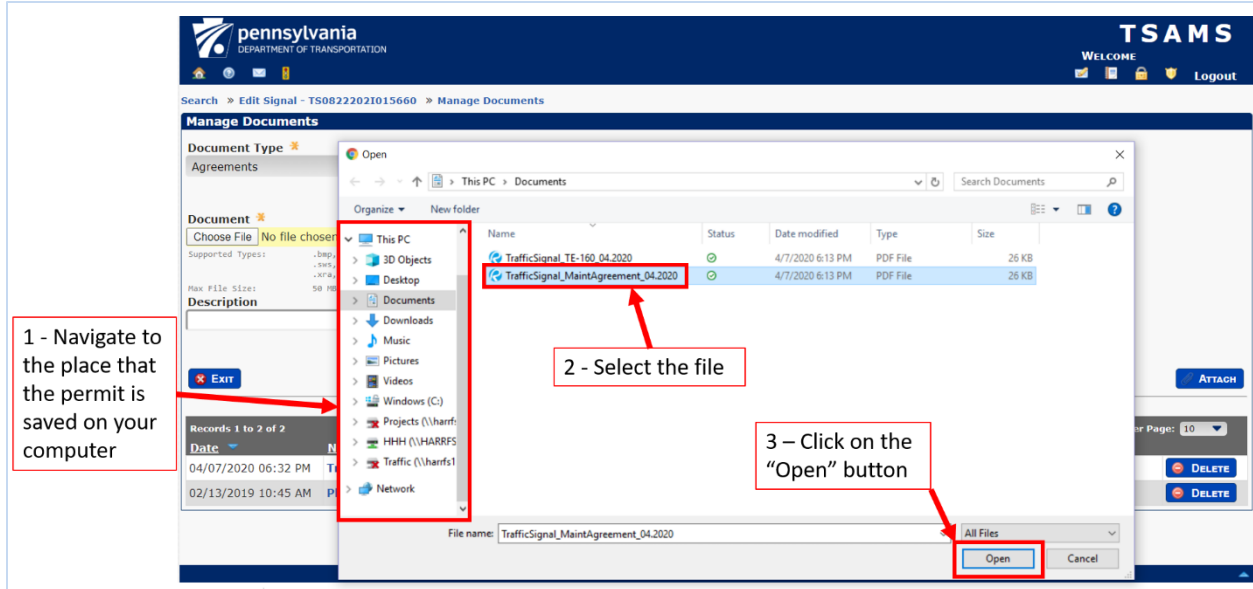
STEP 7 – Upload the Documents

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



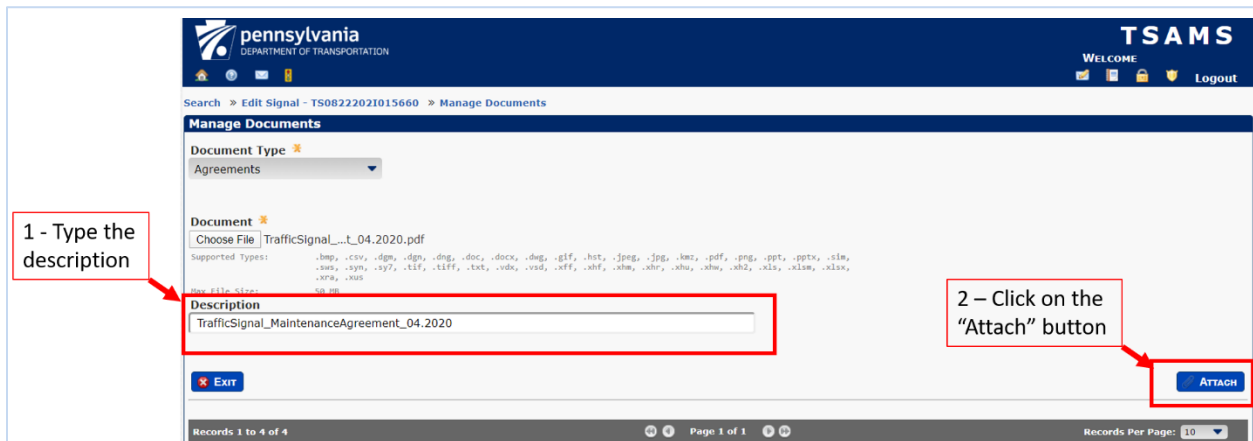
STEP 8 – Navigate to the Files

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.



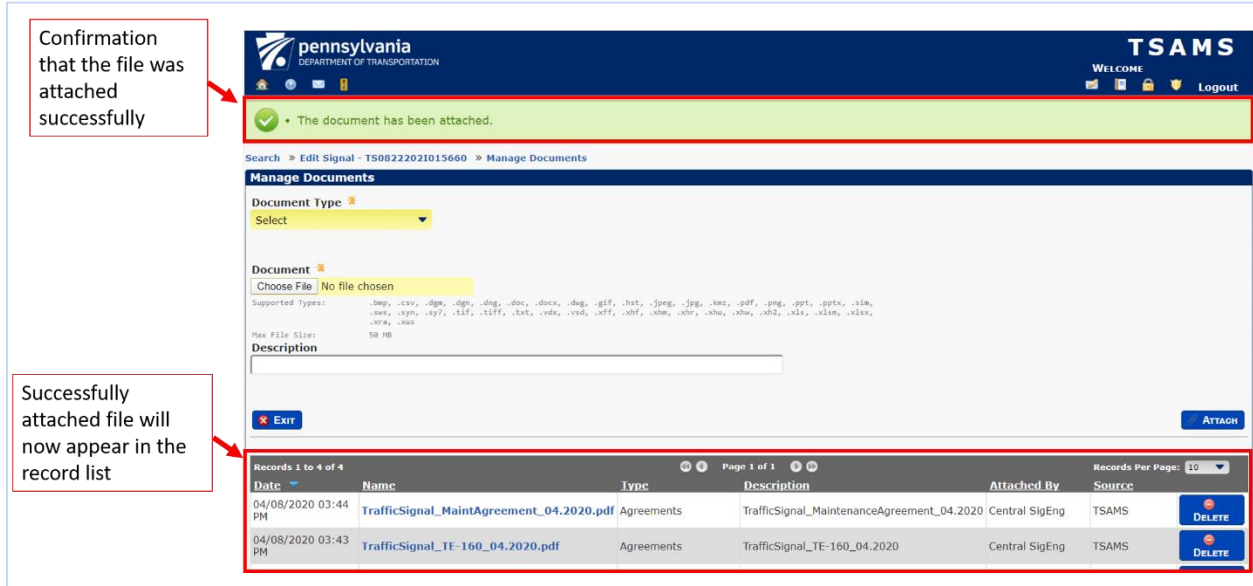
STEP 9 – Enter Description and Attach File to TSAMS Record

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.



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

Successfully attached file will now appear in the record list

The screenshot shows the 'Manage Documents' interface. At the top, a green banner displays a confirmation message: 'The document has been attached.' Below this, the 'Document' section shows a file upload area with a 'Choose File' button and a 'No file chosen' message. A list of supported file types and a maximum file size of 50 MB are also visible. At the bottom, a table lists the attached documents:

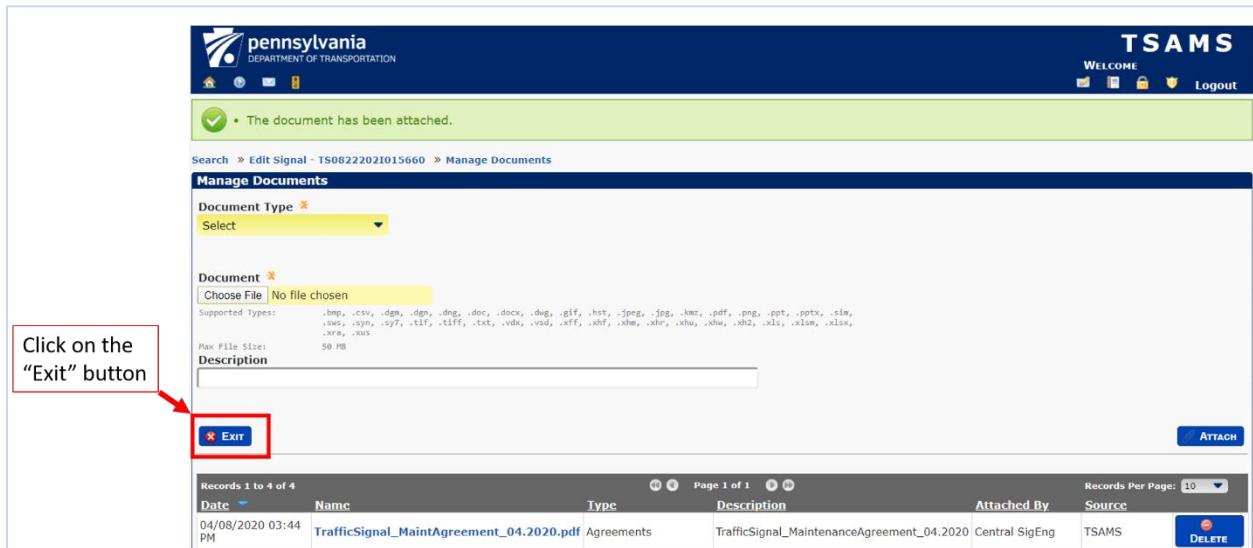
Date	Name	Type	Description	Attached By	Source	Actions
04/08/2020 03:44 PM	TrafficSignal_MaintAgreement_04.2020.pdf	Agreements	TrafficSignal_MaintenanceAgreement_04.2020	Central SigEng	TSAMS	DELETE
04/08/2020 03:43 PM	TrafficSignal_TE-160_04.2020.pdf	Agreements	TrafficSignal_TE-160_04.2020	Central SigEng	TSAMS	DELETE

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.

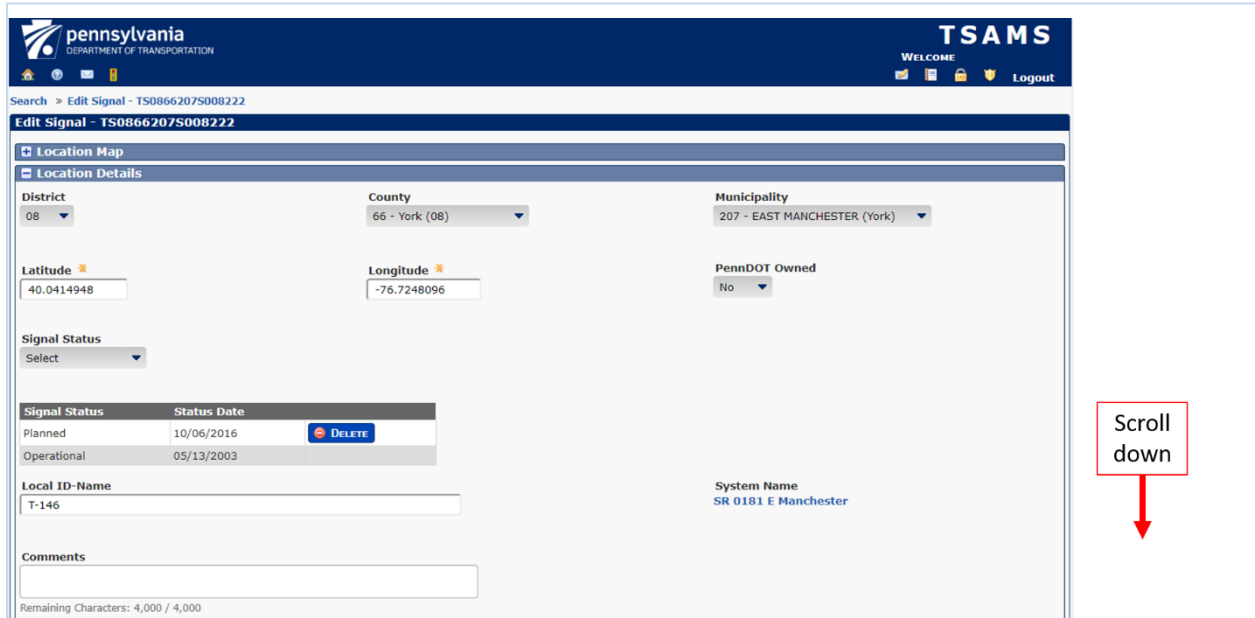


Click on the “Exit” button

The screenshot shows the same 'Manage Documents' interface as in Step 10. The 'Exit' button, located at the bottom left of the document upload section, is highlighted with a red box. The table below it shows the same list of attached files.

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).



Search > Edit Signal - TS0866207S008222

Edit Signal - TS0866207S008222

Location Map

Location Details

District: 08 County: 66 - York (08) Municipality: 207 - EAST MANCHESTER (York)

Latitude: 40.0414948 Longitude: -76.7248096 PennDOT Owned: No

Signal Status: Select

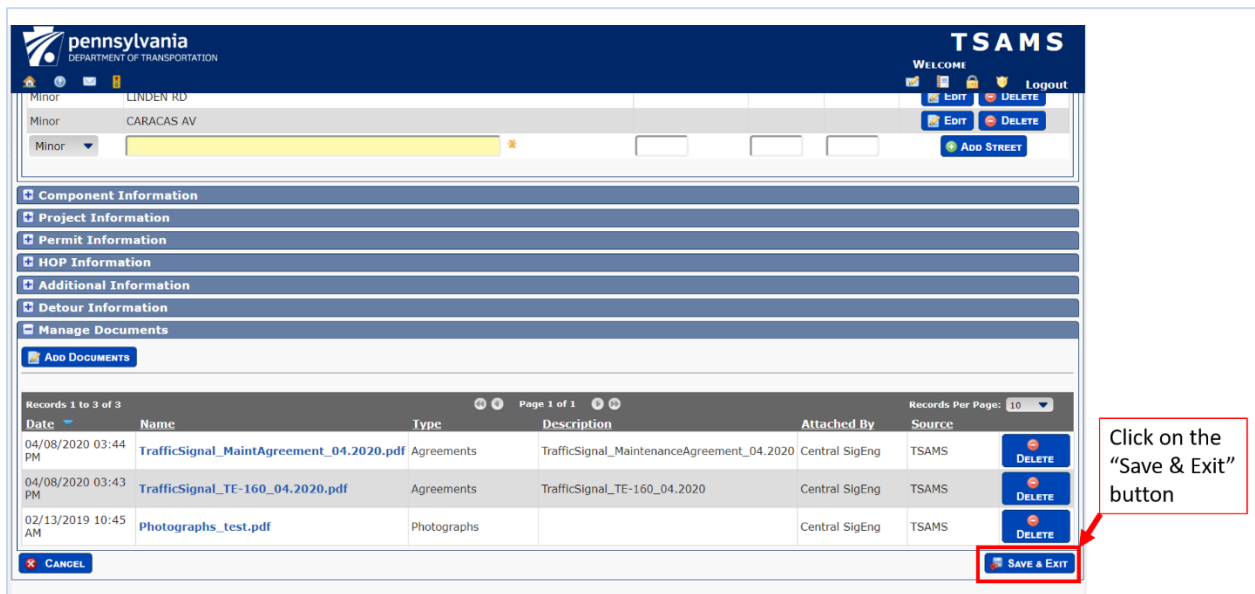
Signal Status	Status Date	
Planned	10/06/2016	DELETE
Operational	05/13/2003	

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Comments: [Text Area]

Remaining Characters: 4,000 / 4,000

Scroll down
↓



Minor: LINDEN RD

Minor: CARACAS AV

Minor: [Text Field] Add STREET

Component Information

Project Information

Permit Information

HOP Information

Additional Information

Detour Information

Manage Documents

Add DOCUMENTS

Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 10

Date	Name	Type	Description	Attached By	Source	
04/08/2020 03:44 PM	TrafficSignal_MaintAgreement_04.2020.pdf	Agreements	TrafficSignal_MaintenanceAgreement_04.2020	Central SigEng	TSAMS	DELETE
04/08/2020 03:43 PM	TrafficSignal_TE-160_04.2020.pdf	Agreements	TrafficSignal_TE-160_04.2020	Central SigEng	TSAMS	DELETE
02/13/2019 10:45 AM	Photographs_test.pdf	Photographs		Central SigEng	TSAMS	DELETE

CANCEL SAVE & EXIT

Click on the "Save & Exit" button
↓

TSAMS Miscellaneous Actions – Editing Document Details

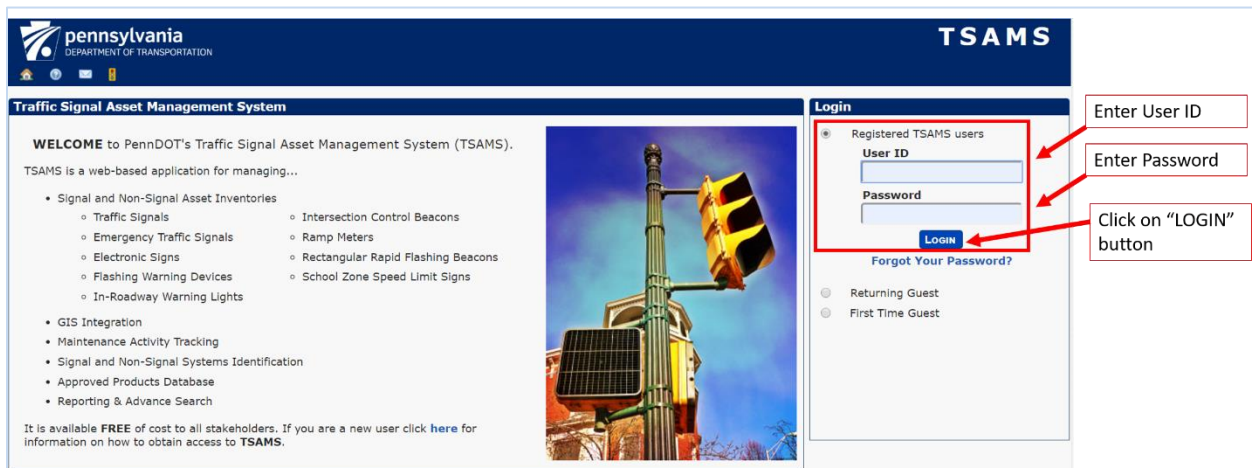
Why would I need to edit document details?

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:

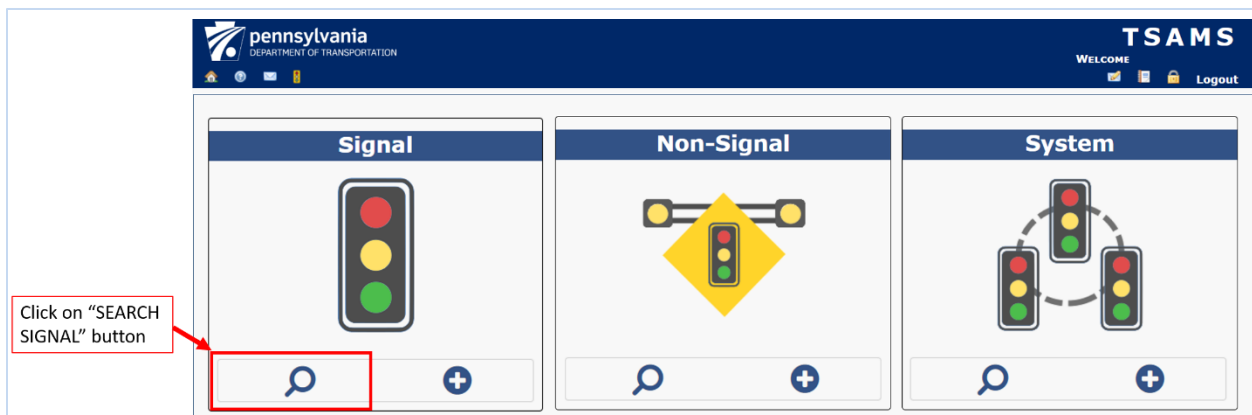
STEP 1 – Log-in to TSAMS

Open the [TSAMS website](#) and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the “[TSAMS User Login Access](#)” portion of this document for information on how to obtain User Login access*).



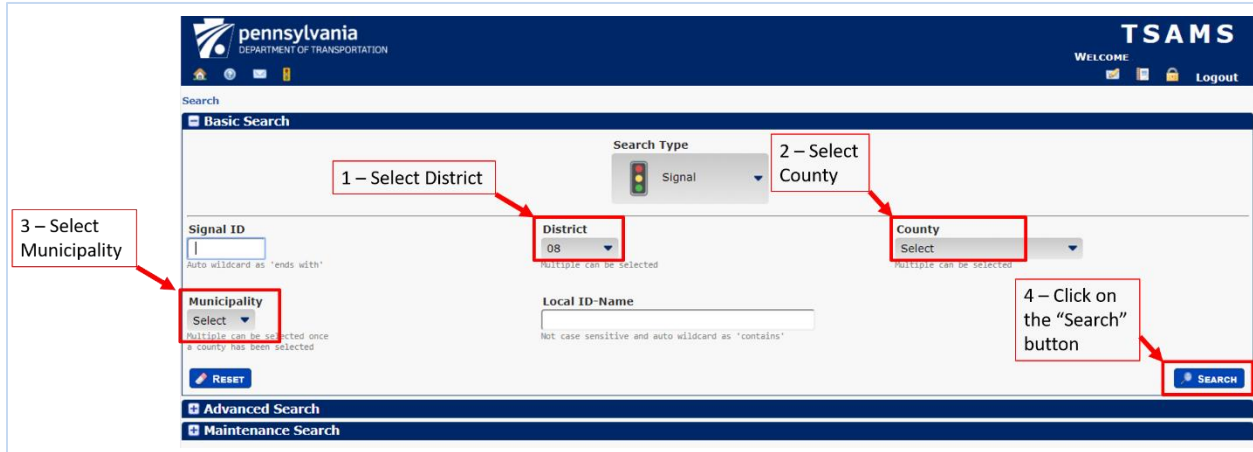
STEP 2 – Search for the Signal

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



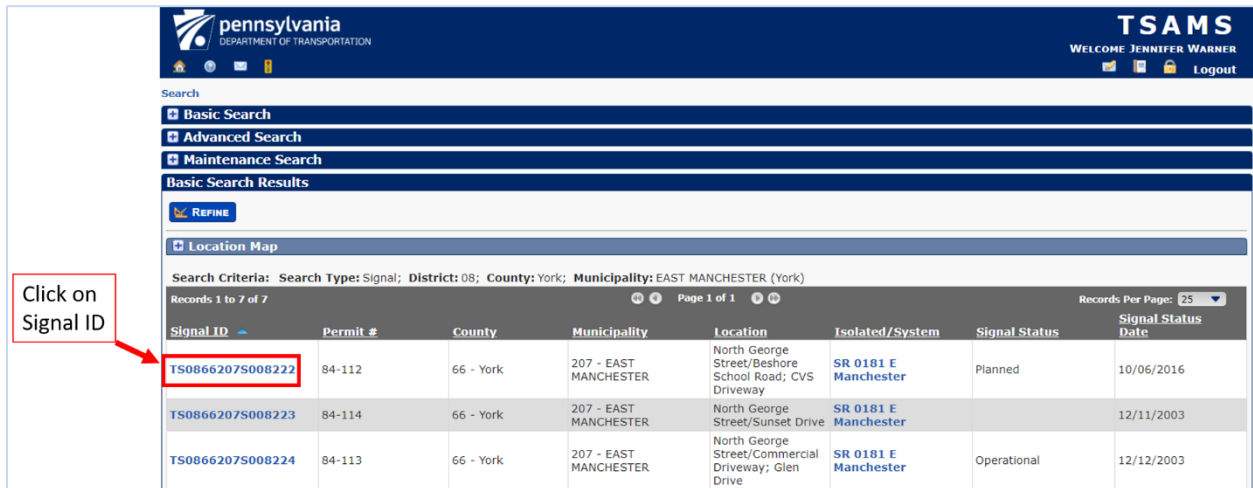
STEP 3 – Select Signal Location Fields

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



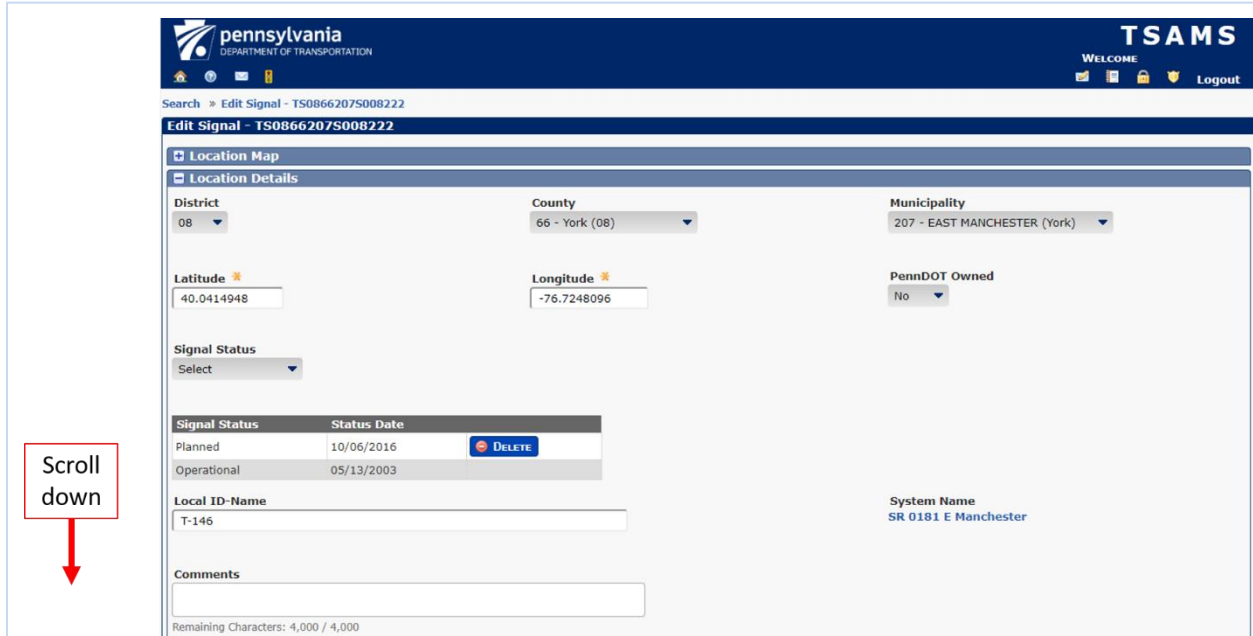
STEP 4 – Open the Signal Edit Page

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.



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.



Search > Edit Signal - TS086620/S008222

Edit Signal - TS086620/S008222

Location Map

Location Details

District: 08 County: 66 - York (08) Municipality: 207 - EAST MANCHESTER (York)

Latitude: 40.0414948 Longitude: -76.7248096 PennDOT Owned: No

Signal Status: Select

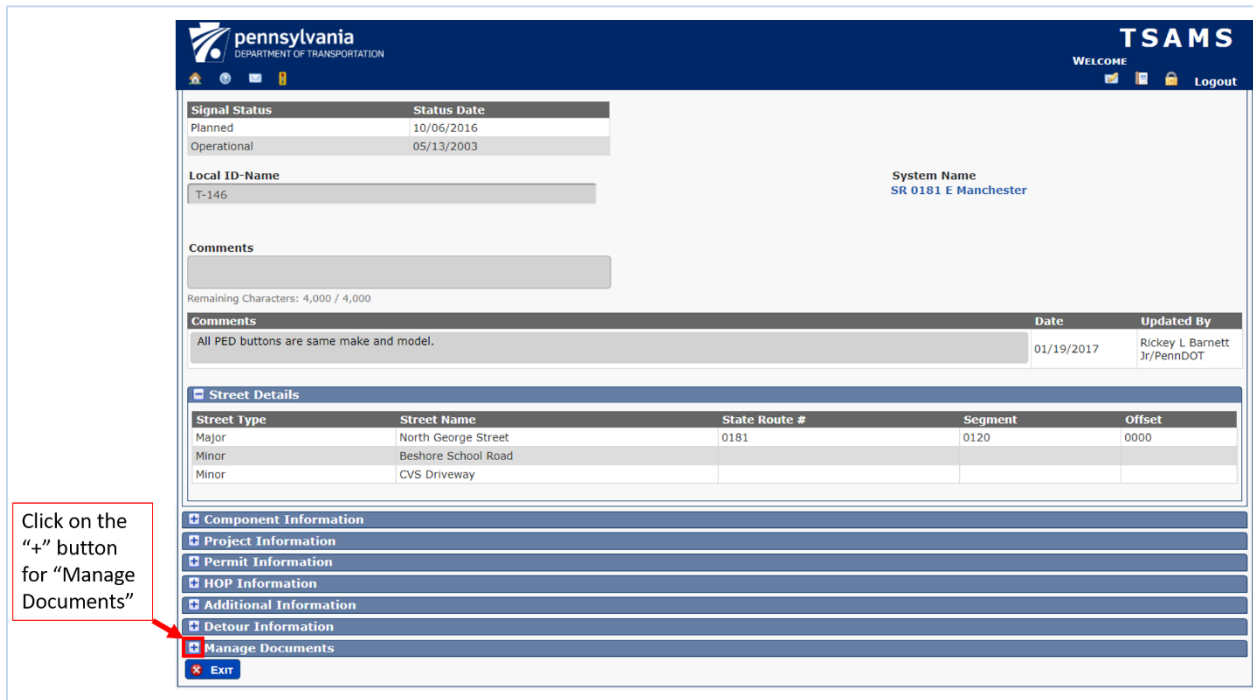
Signal Status	Status Date	
Planned	10/06/2016	DELETE
Operational	05/13/2003	

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Comments: [Text Area]

Remaining Characters: 4,000 / 4,000

Scroll down



Signal Status	Status Date
Planned	10/06/2016
Operational	05/13/2003

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Comments: [Text Area]

Remaining Characters: 4,000 / 4,000

Comments	Date	Updated By
All PED buttons are same make and model.	01/19/2017	Rickey L Barnett Jr/PennDOT

Street Details

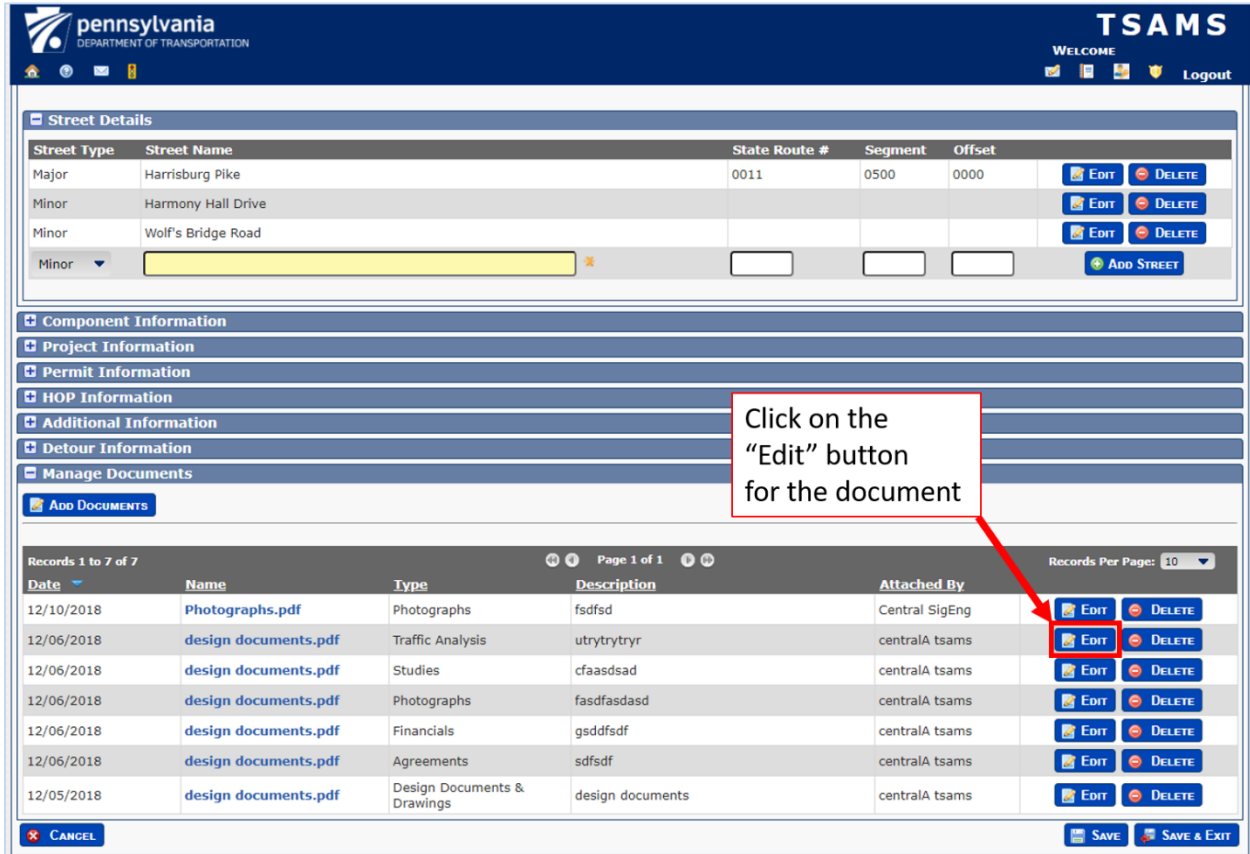
Street Type	Street Name	State Route #	Segment	Offset
Major	North George Street	0181	0120	0000
Minor	Beshore School Road			
Minor	CVS Driveway			

- Component Information
- Project Information
- Permit Information
- HOP Information
- Additional Information
- Detour Information
- Manage Documents**
- Exit

Click on the “+” button for “Manage Documents”

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.



Click on the “Edit” button for the document

Street Type	Street Name	State Route #	Segment	Offset	
Major	Harrisburg Pike	0011	0500	0000	EDIT DELETE
Minor	Harmony Hall Drive				EDIT DELETE
Minor	Wolf's Bridge Road				EDIT DELETE
Minor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ADD STREET

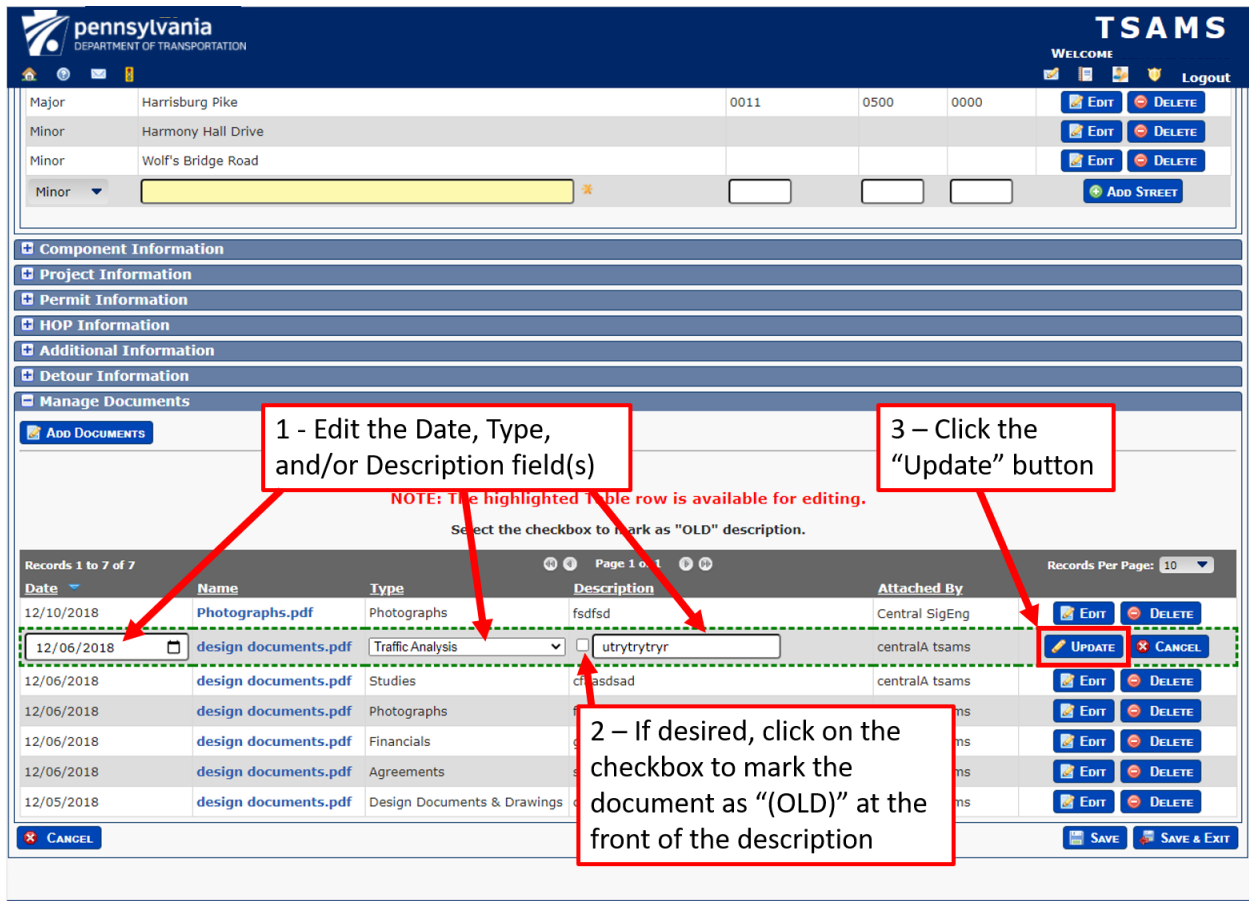
Date	Name	Type	Description	Attached By	
12/10/2018	Photographs.pdf	Photographs	fsdfs	Central SigEng	EDIT DELETE
12/06/2018	design documents.pdf	Traffic Analysis	utrytrytr	centralA tsams	EDIT DELETE
12/06/2018	design documents.pdf	Studies	cfaasdsad	centralA tsams	EDIT DELETE
12/06/2018	design documents.pdf	Photographs	fasdfasdasd	centralA tsams	EDIT DELETE
12/06/2018	design documents.pdf	Financials	gsdfdsdf	centralA tsams	EDIT DELETE
12/06/2018	design documents.pdf	Agreements	sdfsdf	centralA tsams	EDIT DELETE
12/05/2018	design documents.pdf	Design Documents & Drawings	design documents	centralA tsams	EDIT DELETE

NOTE: The highlighted Table row is available for editing.
Select the checkbox to mark as "OLD" description.

Date	Name	Type	Description	Attached By	
12/10/2018	Photographs.pdf	Photographs	fsdfs	Central SigEng	EDIT DELETE
12/06/2018	<input type="checkbox"/> design documents.pdf	Traffic Analysis	<input type="checkbox"/> utrytrytr	centralA tsams	UPDATE CANCEL
12/06/2018	design documents.pdf	Studies	cfaasdsad	centralA tsams	EDIT DELETE
12/06/2018	design documents.pdf	Photographs	fasdfasdasd	centralA tsams	EDIT DELETE
12/06/2018	design documents.pdf	Financials	gsdfdsdf	centralA tsams	EDIT DELETE
12/06/2018	design documents.pdf	Agreements	sdfsdf	centralA tsams	EDIT DELETE
12/05/2018	design documents.pdf	Design Documents & Drawings	design documents	centralA tsams	EDIT DELETE

STEP 6 – Edit the Document Details

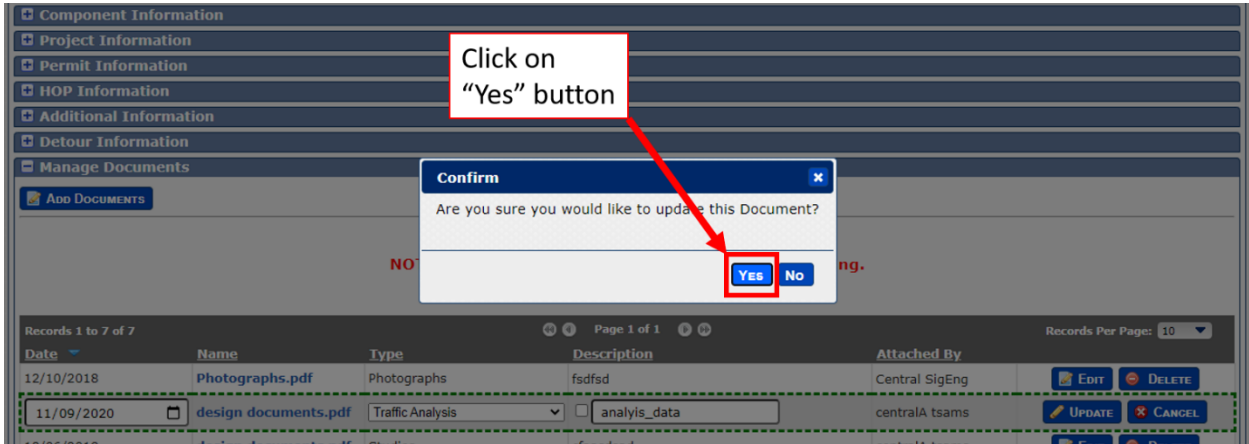
Edit the document information in the “Date”, “Type”, and/or “Description” fields. If you would like to mark a document as “(OLD)” (for example, with an outdated permit or an older photo that no longer reflects current conditions), click on the little white checkbox in the “Description” field. Once all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



The screenshot shows the TSAMS web application interface. At the top, there is a navigation bar with the Pennsylvania Department of Transportation logo and the TSAMS logo. Below the navigation bar, there is a table of document details with columns for Major, Minor, and various numeric fields. Below this table, there are several expandable sections: Component Information, Project Information, Permit Information, HOP Information, Additional Information, Detour Information, and Manage Documents. The Manage Documents section is currently expanded, showing a table of documents. The table has columns for Date, Name, Type, Description, and Attached By. The second row of the table is highlighted in green and contains the following data: Date: 12/06/2018, Name: design documents.pdf, Type: Traffic Analysis, Description: [checkbox] ttrytrytryr, Attached By: centralA tsams. There are three red callout boxes with arrows pointing to specific elements: 1 - Edit the Date, Type, and/or Description field(s) points to the Date, Type, and Description columns of the highlighted row. 2 - If desired, click on the checkbox to mark the document as “(OLD)” at the front of the description points to the checkbox in the Description column of the highlighted row. 3 - Click the “Update” button points to the UPDATE button in the Actions column of the highlighted row. A note above the table states: "NOTE: The highlighted table row is available for editing. Select the checkbox to mark as 'OLD' description." The table also shows other rows of documents with various dates and types, and a 'CANCEL' button at the bottom left of the table area.

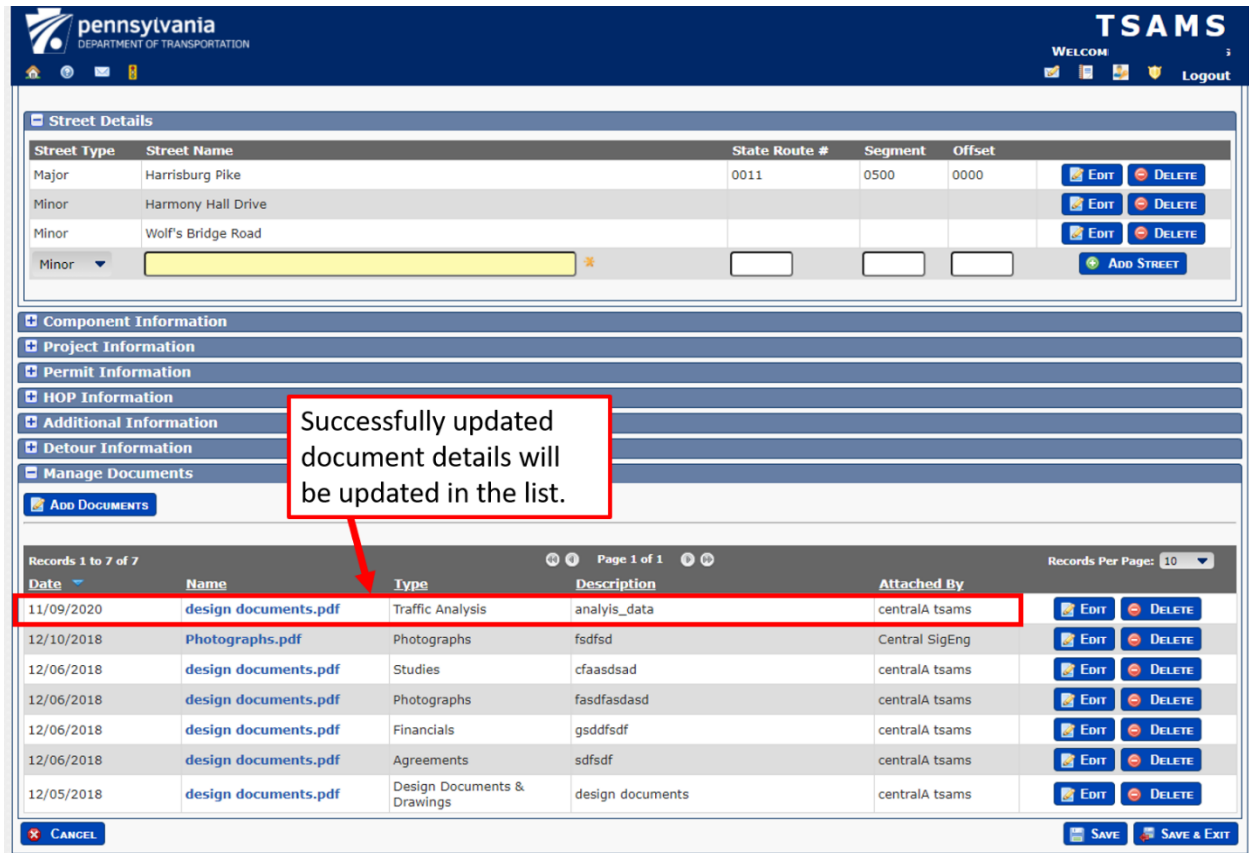
STEP 7 – Confirm the Update Action

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



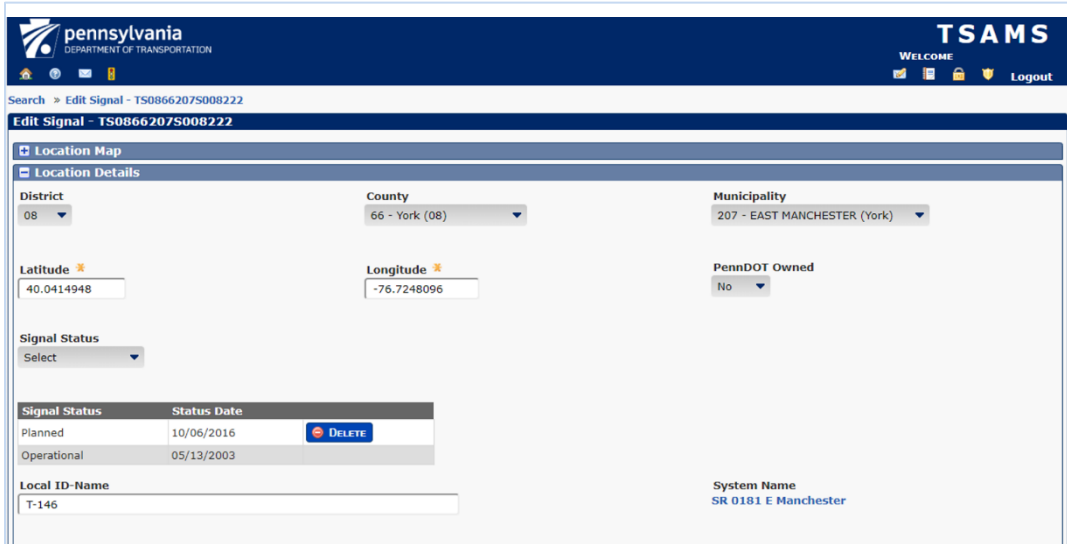
STEP 8 – Confirm the Edits to the Document Details

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



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.



Search > Edit Signal - TS0866207S008222

Edit Signal - TS0866207S008222

Location Map

Location Details

District: 08 County: 66 - York (08) Municipality: 207 - EAST MANCHESTER (York)

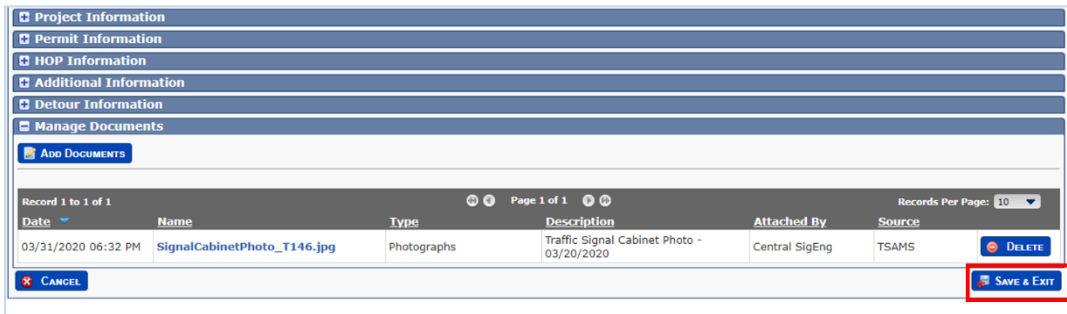
Latitude: 40.0414948 Longitude: -76.7248096 PennDOT Owned: No

Signal Status: Select

Signal Status	Status Date	
Planned	10/06/2016	DELETE
Operational	05/13/2003	

Local ID-Name: T-146 System Name: SR 0181 E Manchester

Scroll down



Project Information

Permit Information

HOP Information

Additional Information

Detour Information

Manage Documents

Add DOCUMENTS

Record 1 to 1 of 1 Page 1 of 1 Records Per Page: 10

Date	Name	Type	Description	Attached By	Source	
03/31/2020 06:32 PM	SignalCabinetPhoto_T146.jpg	Photographs	Traffic Signal Cabinet Photo - 03/20/2020	Central SigEng	TSAMS	DELETE

CANCEL SAVE & EXIT

Click on the “Save & Exit” button

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.

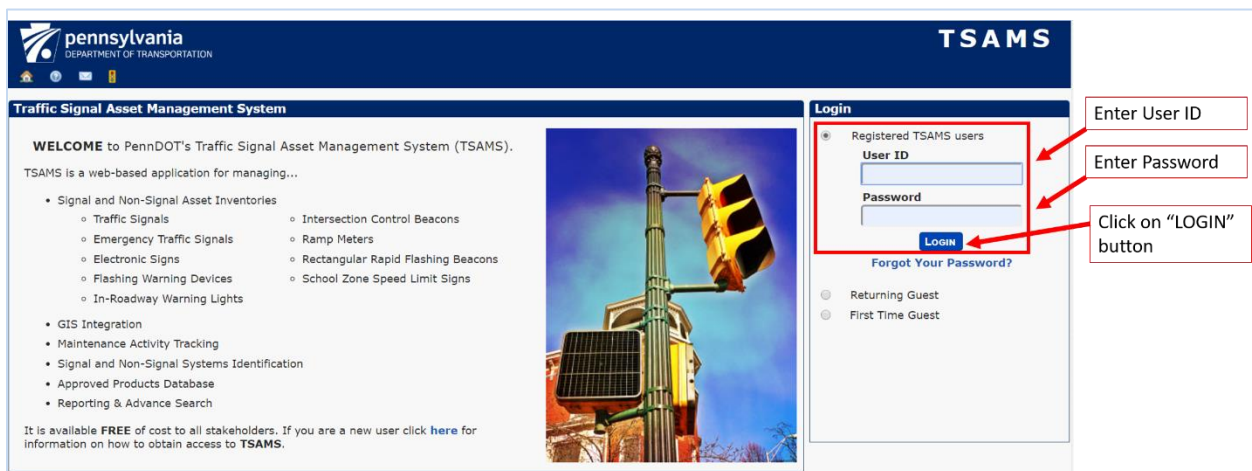
What actions are included in this section?

- **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

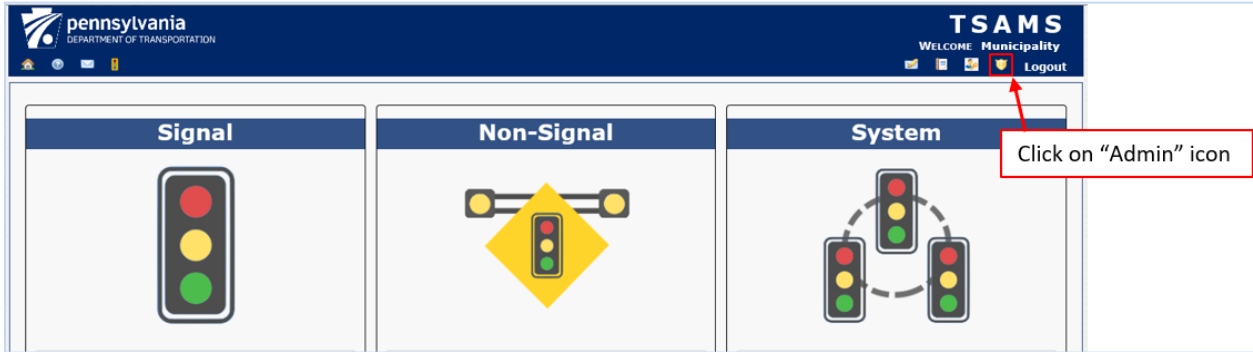
Open the [TSAMS website](#) and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the "[TSAMS User Login Access](#)" portion of this document for information on how to obtain User Login access*).



The screenshot shows the TSAMS login interface. On the left, there is a navigation menu with categories like 'Signal and Non-Signal Asset Inventories' and 'GIS Integration'. The main content area features a 'WELCOME' message and a list of system features. On the right, there is a 'Login' form with fields for 'User ID' and 'Password', and a 'LOGIN' button. A 'Forgot Your Password?' link is also present. Three red callout boxes with arrows point to the 'User ID' field (labeled 'Enter User ID'), the 'Password' field (labeled 'Enter Password'), and the 'LOGIN' button (labeled 'Click on "LOGIN" button').

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.



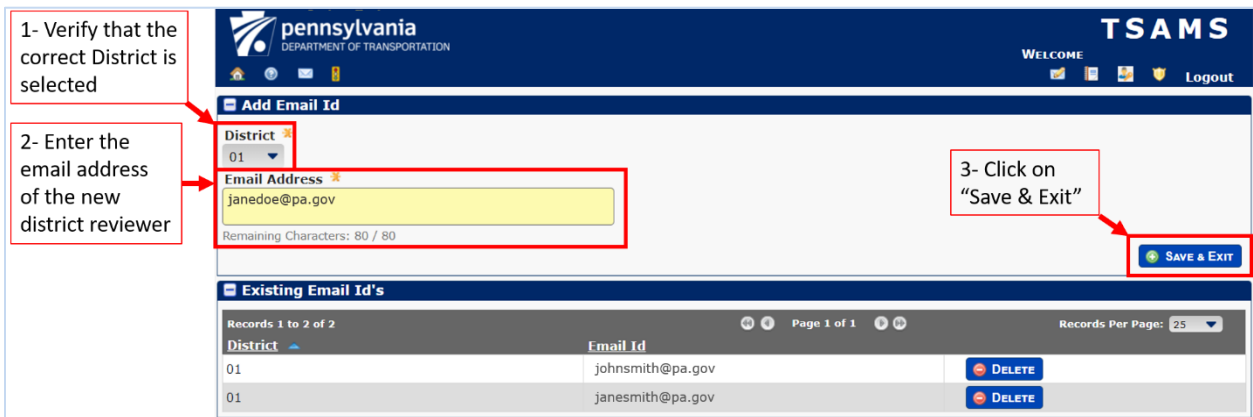
STEP 3 – Open the Email Notification Recipients Page

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



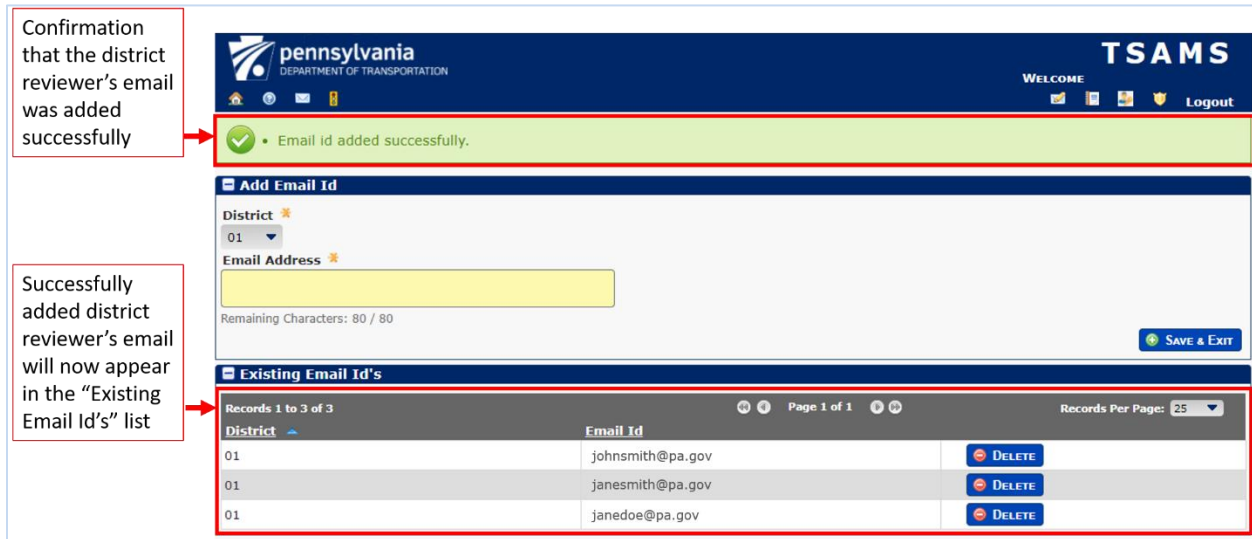
STEP 4 – Enter the New District Reviewer’s Email Information

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 successfully

Successfully added district reviewer’s email will now appear in the “Existing Email Id’s” list

TSAMS WELCOME Logout

• Email id added successfully.

Add Email Id

District *
01

Email Address *

Remaining Characters: 80 / 80

SAVE & EXIT

Existing Email Id's

Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 25

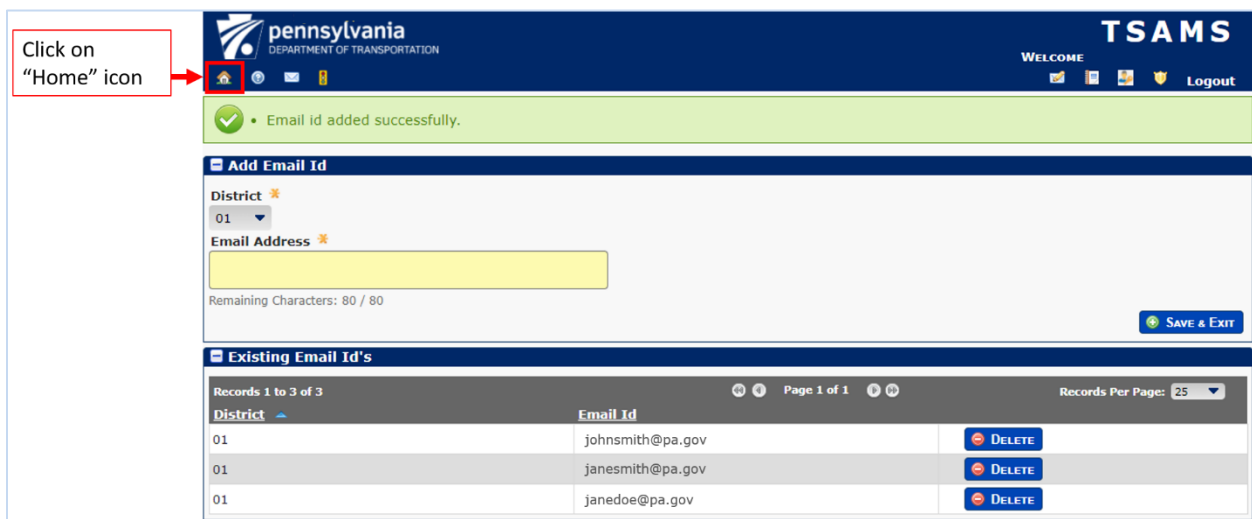
District	Email Id	
01	johnsmith@pa.gov	DELETE
01	janesmith@pa.gov	DELETE
01	janedoe@pa.gov	DELETE

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

TSAMS WELCOME Logout

• Email id added successfully.

Add Email Id

District *
01

Email Address *

Remaining Characters: 80 / 80

SAVE & EXIT

Existing Email Id's

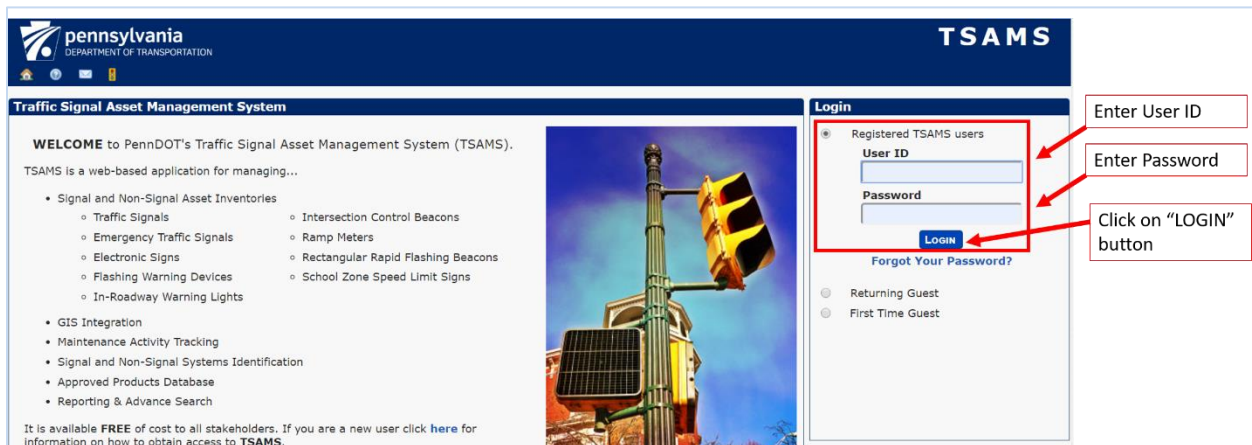
Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 25

District	Email Id	
01	johnsmith@pa.gov	DELETE
01	janesmith@pa.gov	DELETE
01	janedoe@pa.gov	DELETE

How to remove assigned district reviewers:

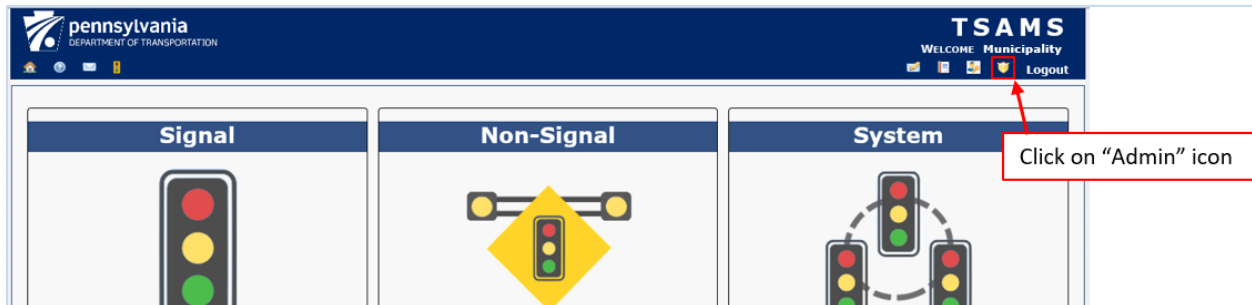
STEP 1 – Log-in to TSAMS

Open the [TSAMS website](#) and login using the appropriate User Login (*Don't know how to login? Please refer to resources listed under the [“TSAMS User Login Access”](#) 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.



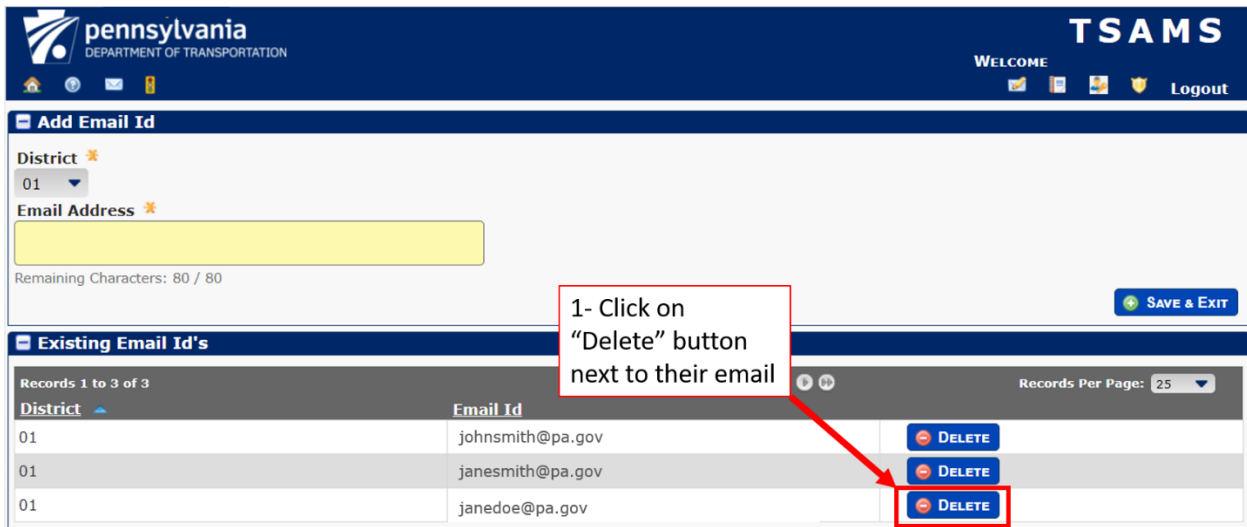
STEP 3 – Open the Email Notification Recipients Page

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



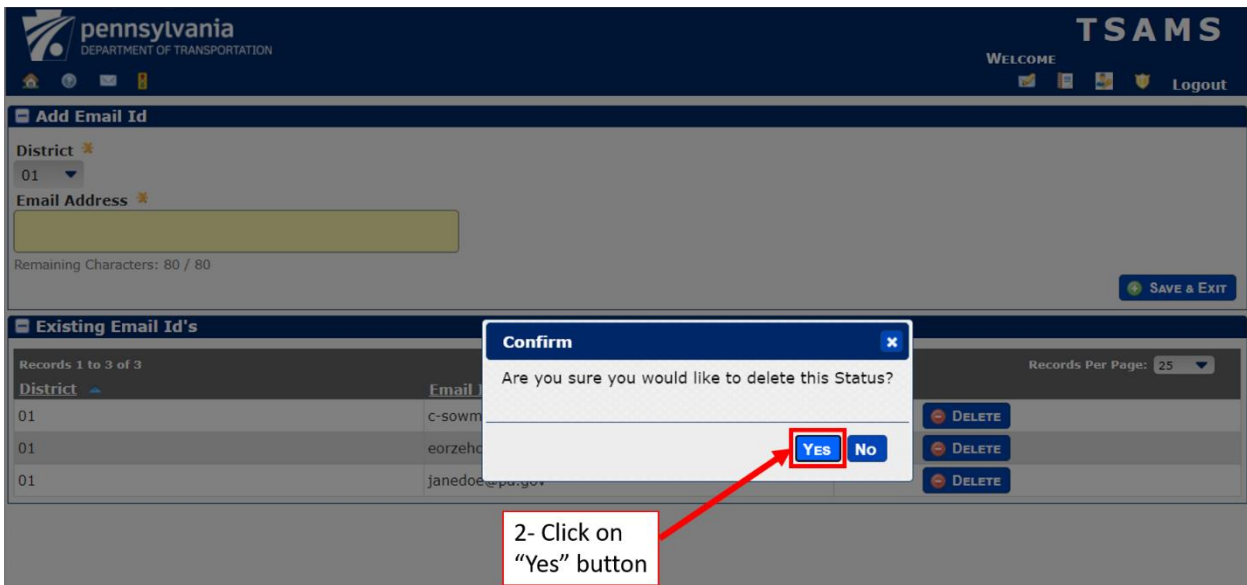
STEP 4 – Delete the District Reviewers’ Email from List

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.



1- Click on “Delete” button next to their email

District	Email Id	Action
01	johnsmith@pa.gov	DELETE
01	janesmith@pa.gov	DELETE
01	janedoe@pa.gov	DELETE



2- Click on “Yes” button

Confirm ×


Are you sure you would like to delete this Status?

Yes **No**

District	Email	Action
01	c-sowm	DELETE
01	eorzeho	DELETE
01	janedoe@pa.gov	DELETE

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

Successfully deleted district reviewer’s email will no longer appear in the “Existing Email Id’s” list

The screenshot shows the TSAMS interface with a green confirmation message at the top: "Email id deleted successfully." Below this is the "Add Email Id" form with "District" set to "01" and an empty "Email Address" field. At the bottom is the "Existing Email Id's" table, which is currently empty, indicating that the email has been successfully removed from the list.

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

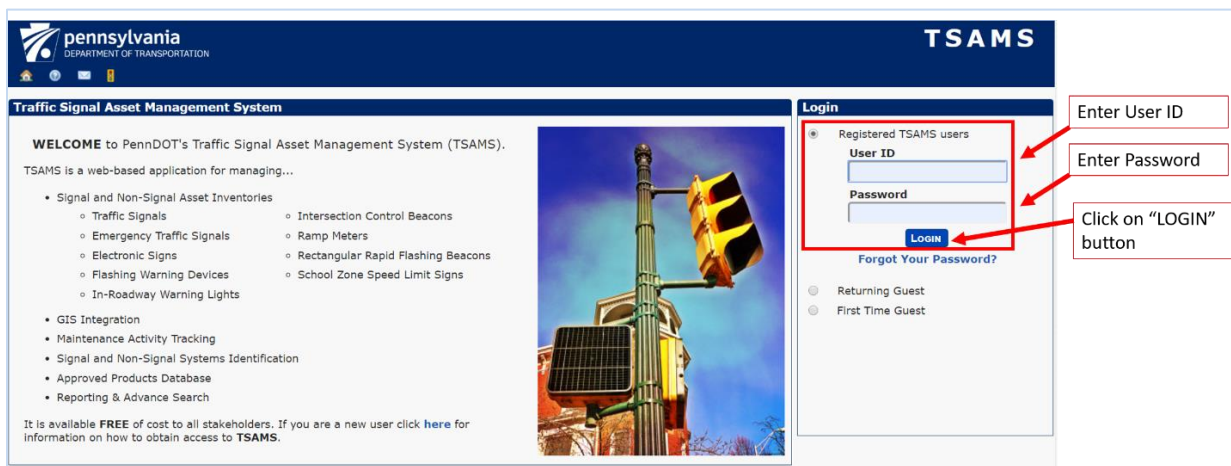
The screenshot shows the same TSAMS interface as in Step 5, but with a red box highlighting the "Home" icon in the top-left navigation bar. The confirmation message and the empty "Existing Email Id's" table are still visible.

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:”.*

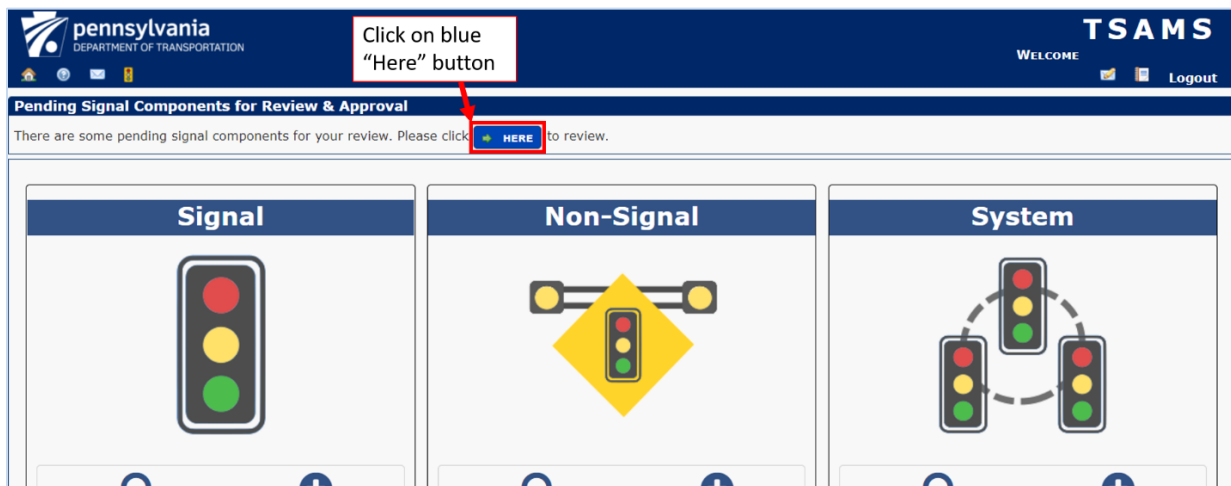
STEP 1 – Log-in to TSAMS

Open the [TSAMS website](#) and login using the appropriate User Login (*Don’t know how to login? Please refer to resources listed under the “TSAMS User Login Access” 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

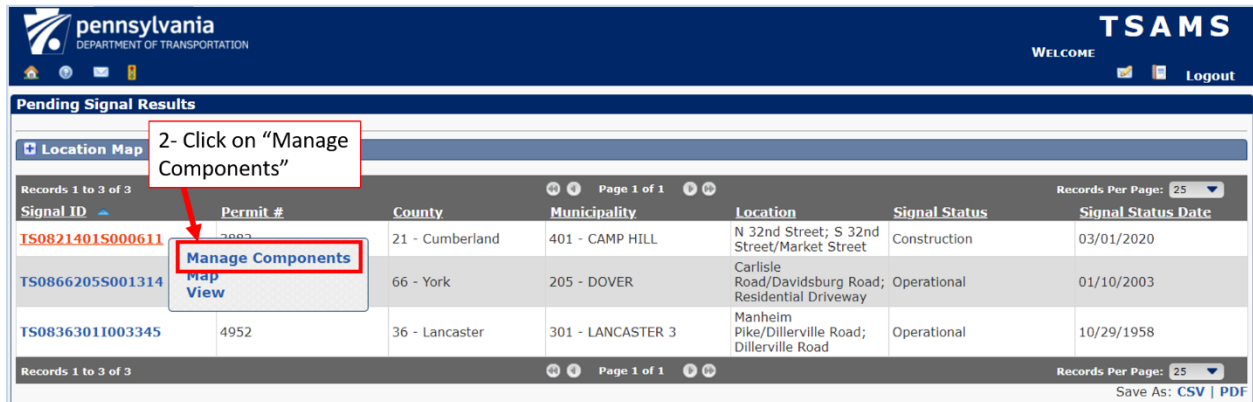
Once the “Pending Signal Results” page opens, click on the Signal ID for the signal of interest to open that signal’s “Manage Components” page. After clicking on the signal of interest, a box of options will appear. Click on the “Manage Components” option.

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.



1- Click on the Signal ID

Signal ID	Permit #	County	Municipality	Location	Signal Status	Signal Status Date
TS0821401S000611	3882	21 - Cumberland	401 - CAMP HILL	N 32nd Street; S 32nd Street/Market Street	Construction	03/01/2020
TS0866205S001314	84-102	66 - York	205 - DOVER	Carlisle Road/Davidsburg Road; Residential Driveway	Operational	01/10/2003
TS0836301I003345	4952	36 - Lancaster	301 - LANCASTER 3	Manheim Pike/Dillerville Road; Dillerville Road	Operational	10/29/1958

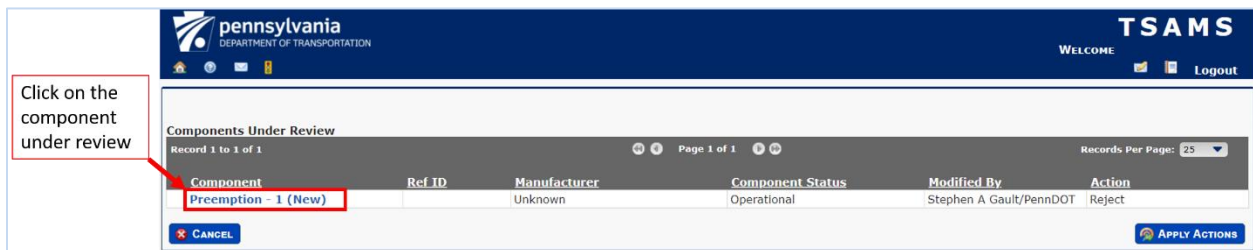


2- Click on “Manage Components”

Signal ID	Permit #	County	Municipality	Location	Signal Status	Signal Status Date
TS0821401S000611	3882	21 - Cumberland	401 - CAMP HILL	N 32nd Street; S 32nd Street/Market Street	Construction	03/01/2020
TS0866205S001314	84-102	66 - York	205 - DOVER	Carlisle Road/Davidsburg Road; Residential Driveway	Operational	01/10/2003
TS0836301I003345	4952	36 - Lancaster	301 - LANCASTER 3	Manheim Pike/Dillerville Road; Dillerville Road	Operational	10/29/1958

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.



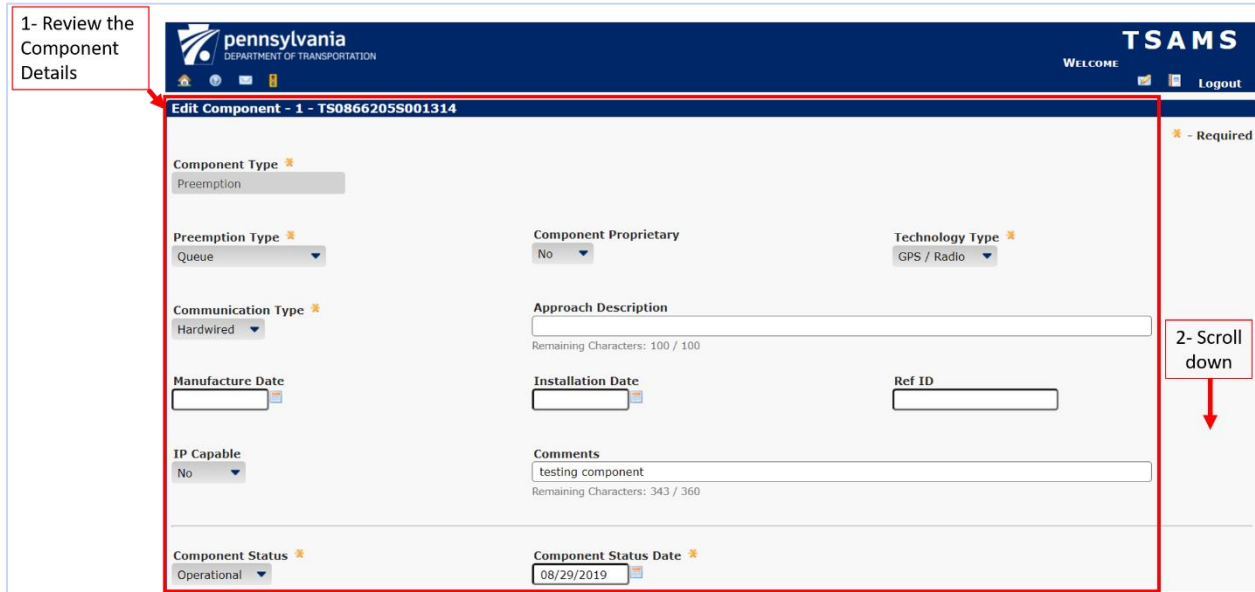
Click on the component under review

Component	Ref ID	Manufacturer	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 Component Details

2- Scroll down

TSAMS
WELCOME Logout

Edit Component - 1 - TS0866205S001314

Component Type *
Preemption

Preemption Type *
Queue

Component Proprietary
No

Technology Type *
GPS / Radio

Communication Type *
Hardwired

Approach Description
Remaining Characters: 100 / 100

Manufacture Date

Installation Date

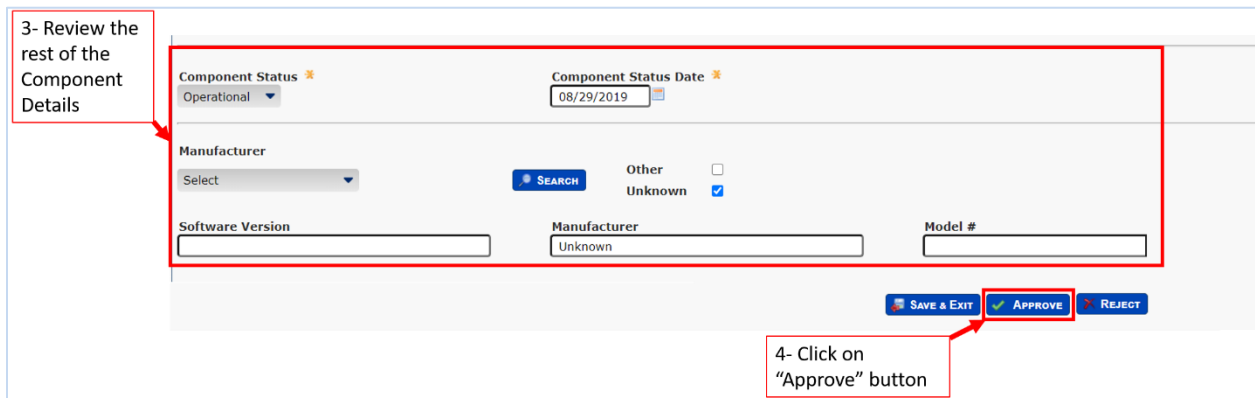
Ref ID

IP Capable
No

Comments
testing component
Remaining Characters: 343 / 360

Component Status *
Operational

Component Status Date *
08/29/2019



3- Review the rest of the Component Details

4- Click on “Approve” button

Component Status *
Operational

Component Status Date *
08/29/2019

Manufacturer
Select

SEARCH Other
Unknown

Software Version

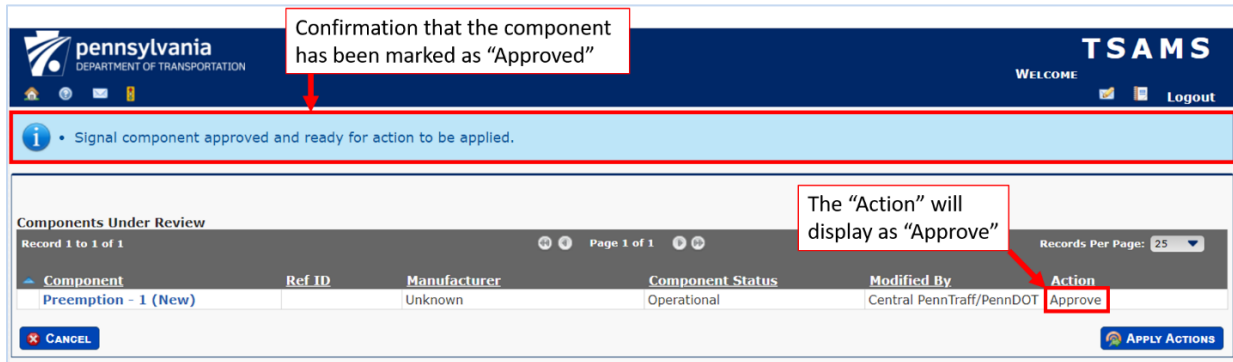
Manufacturer
Unknown

Model #

SAVE & EXIT **APPROVE** **REJECT**

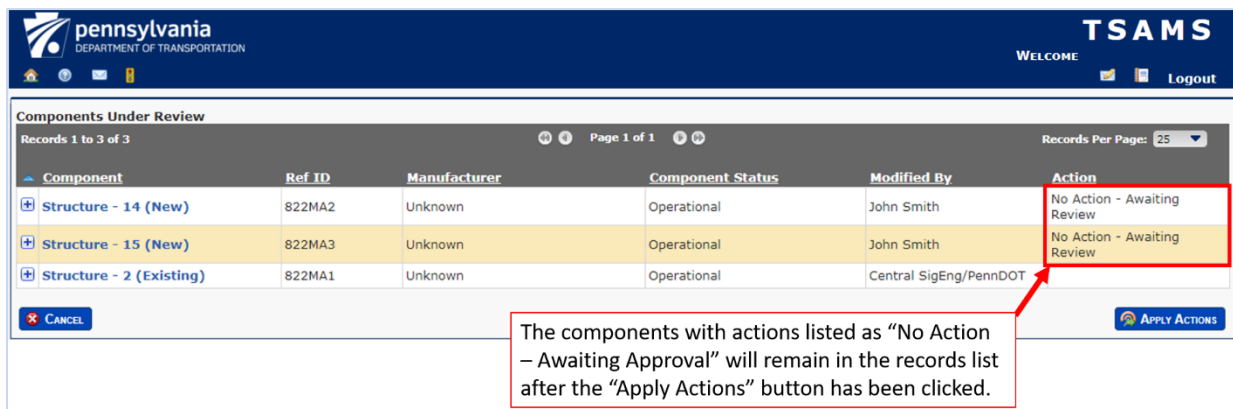
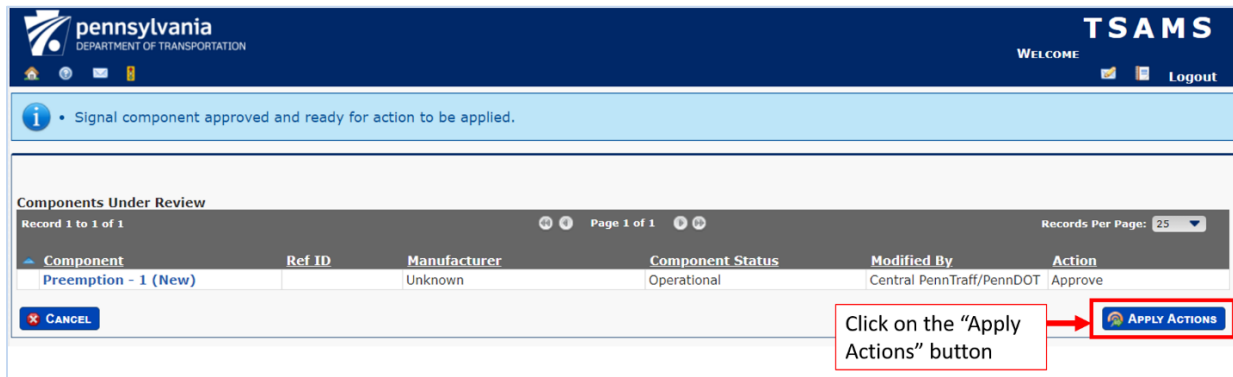
STEP 6 – Confirm that the Component has been marked as “Approved”

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.



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.).



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:

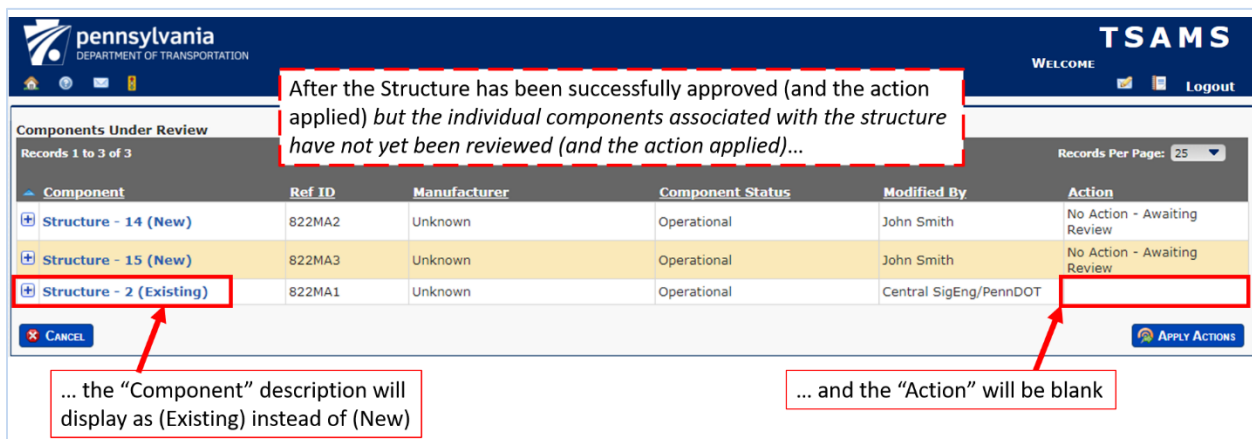
STEP 1 – STEP 8

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.



After the Structure has been successfully approved (and the action applied) but the individual components associated with the structure have not yet been reviewed (and the action applied)...

Component	Ref ID	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/PennDOT	

... the “Component” description will display as (Existing) instead of (New)

... and the “Action” will be blank

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.

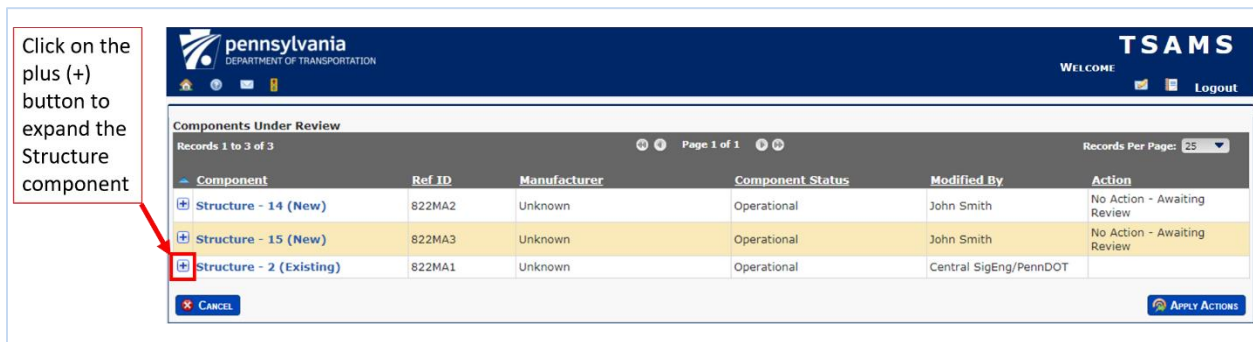
How to approve signal housing component:

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.

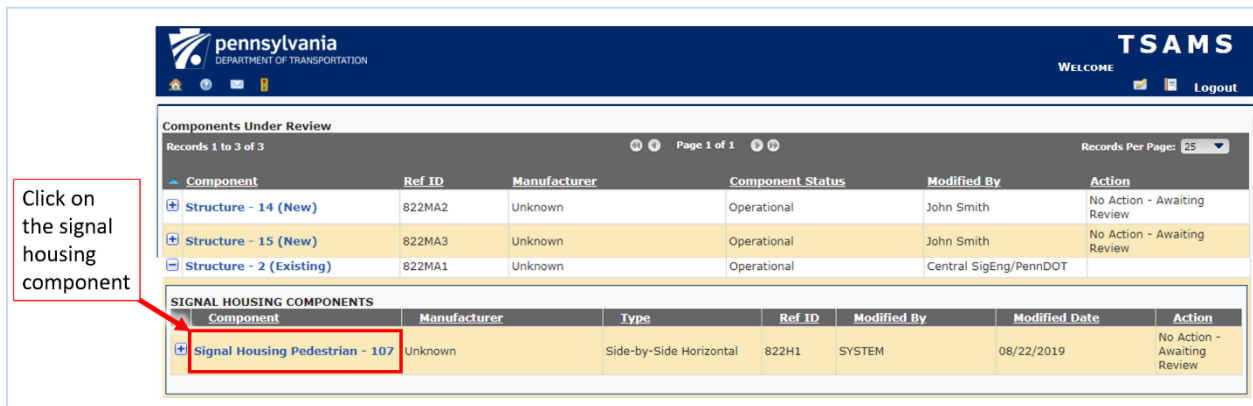


Click on the plus (+) button to expand the Structure component

Component	Ref ID	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/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.

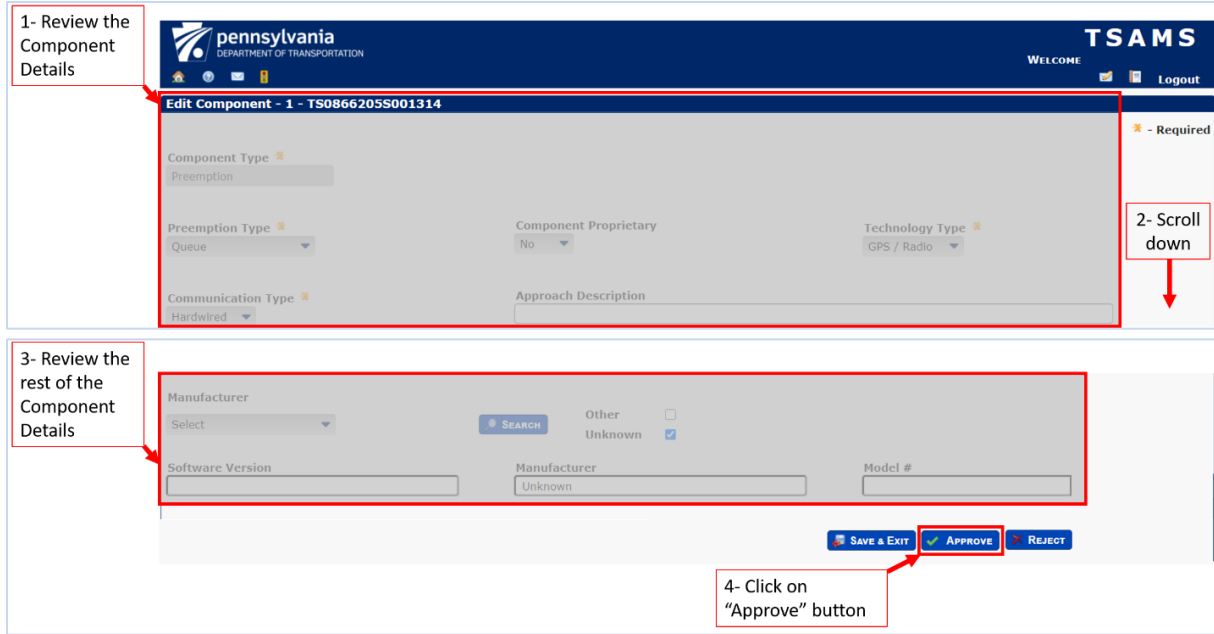


Click on the signal housing component

Component	Ref ID	Manufacturer	Type	Modified By	Modified Date	Action
Signal Housing Pedestrian - 107	822H1	Unknown	Side-by-Side Horizontal	SYSTEM	08/22/2019	No Action - Awaiting 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 Details

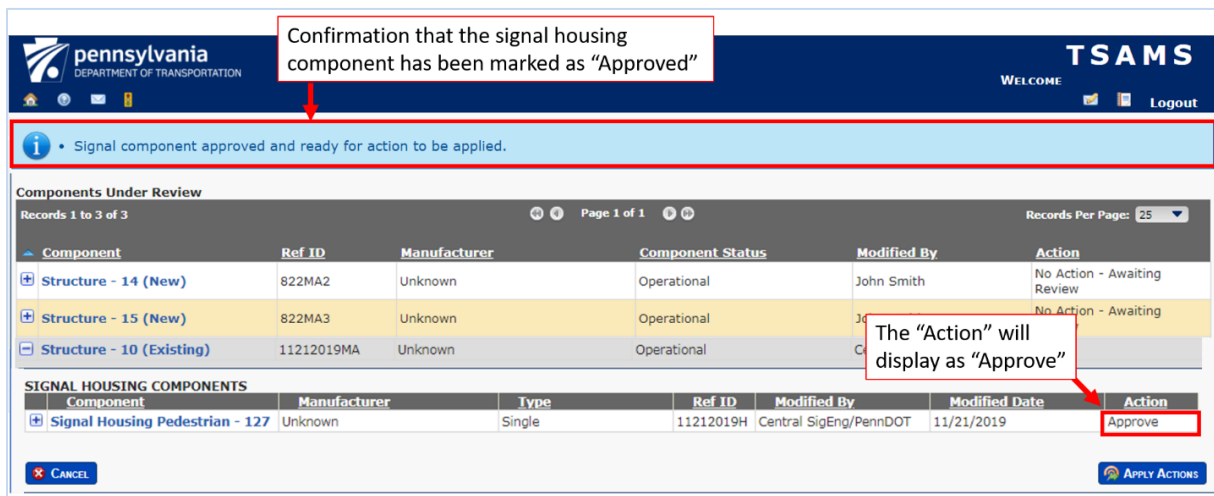
2- Scroll down

3- Review the rest of the Component Details

4- Click on “Approve” 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.



Confirmation that the signal housing component has been marked as “Approved”

Signal component approved and ready for action to be applied.

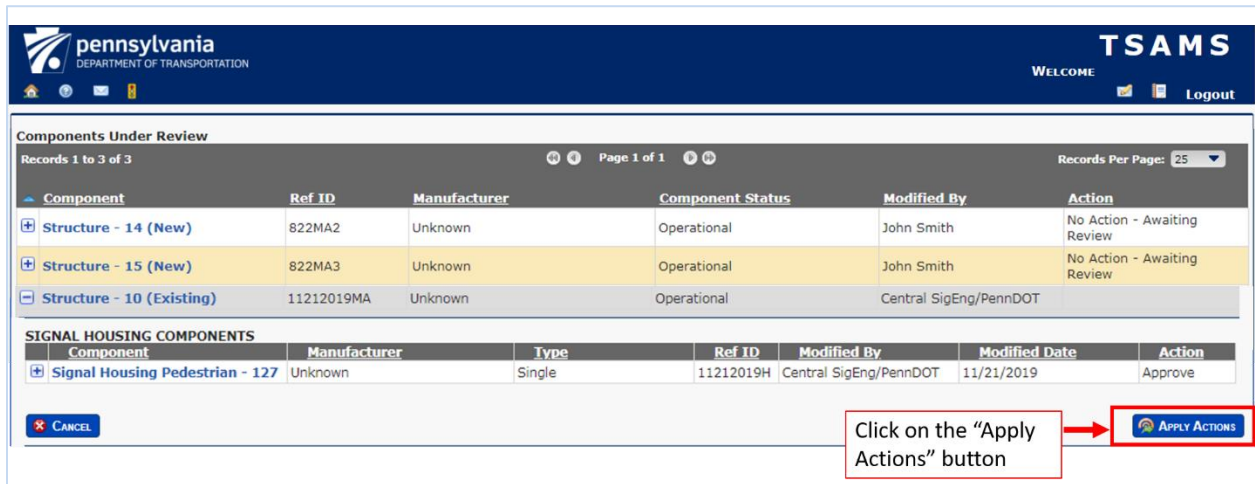
Component	Ref ID	Manufacturer	Component Status	Modified By	Action
Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 15 (New)	822MA3	Unknown	Operational	J...	No Action - Awaiting
Structure - 10 (Existing)	11212019MA	Unknown	Operational	C...	

Component	Manufacturer	Type	Ref ID	Modified By	Modified Date	Action
Signal Housing Pedestrian - 127	Unknown	Single	11212019H	Central SigEng/PennDOT	11/21/2019	Approve

The “Action” will display as “Approve”

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.).



Components Under Review

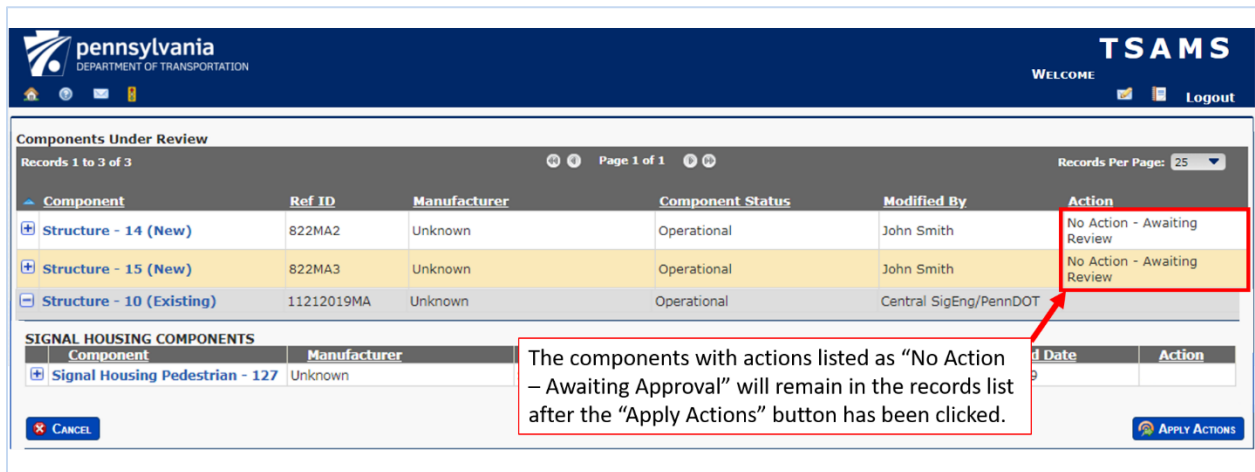
Component	Ref ID	Manufacturer	Component Status	Modified By	Action
Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 10 (Existing)	11212019MA	Unknown	Operational	Central SigEng/PennDOT	

SIGNAL HOUSING COMPONENTS

Component	Manufacturer	Type	Ref ID	Modified By	Modified Date	Action
Signal Housing Pedestrian - 127	Unknown	Single	11212019H	Central SigEng/PennDOT	11/21/2019	Approve

CANCEL APPLY ACTIONS

Click on the “Apply Actions” button



Components Under Review

Component	Ref ID	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 - 10 (Existing)	11212019MA	Unknown	Operational	Central SigEng/PennDOT	

SIGNAL HOUSING COMPONENTS

Component	Manufacturer	Type	Ref ID	Modified By	Modified Date	Action
Signal Housing Pedestrian - 127	Unknown	Single	11212019H	Central SigEng/PennDOT	11/21/2019	Approve

CANCEL APPLY ACTIONS

The components with actions listed as “No Action - Awaiting Approval” will remain in the records list after the “Apply Actions” button has been clicked.

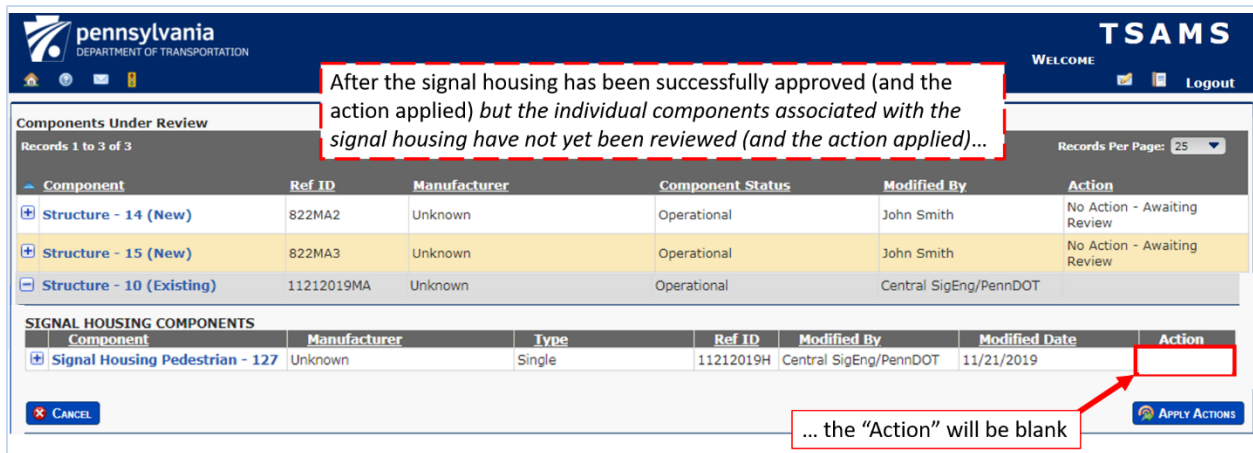
STEP 15 – Confirm that the Approval Action has been Applied

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.



After the signal housing has been successfully approved (and the action applied) but the individual components associated with the signal housing have not yet been reviewed (and the action applied)...

Component	Ref ID	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 - 10 (Existing)	11212019MA	Unknown	Operational	Central SigEng/PennDOT	

Component	Manufacturer	Type	Ref ID	Modified By	Modified Date	Action
Signal Housing Pedestrian - 127	Unknown	Single	11212019H	Central SigEng/PennDOT	11/21/2019	

... the “Action” will be blank

How to approve signal indication component:

STEP 1 – STEP 9

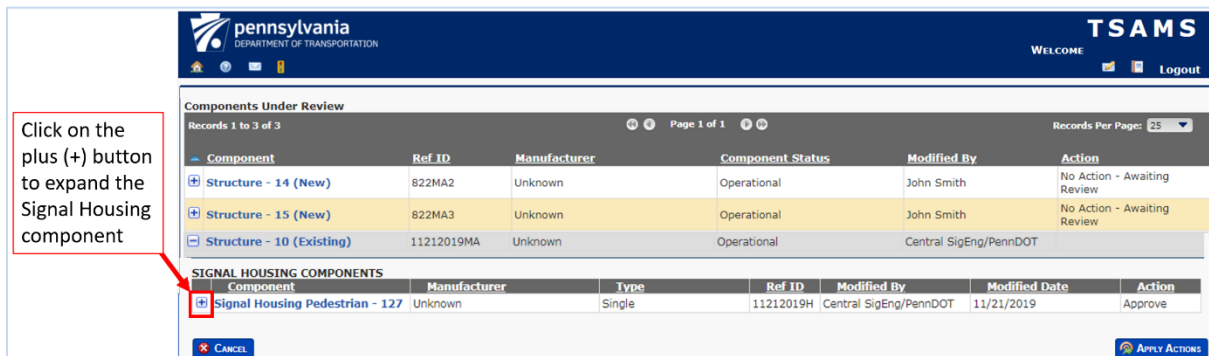
Follow STEP 1 through STEP 8 of the previous section, “**How to approve components:**” and STEP 9 from the previous section, “**How to approve structures:**”, for the structure component. The data relationship between the structure component and the signal housing component is parent and child, respectively.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

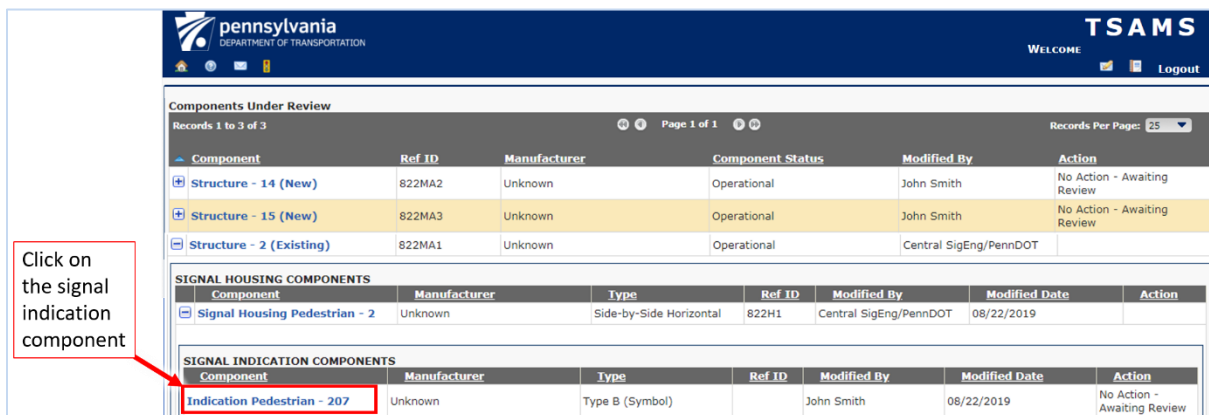
STEP 17 – Expand the Signal Housing Component

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.



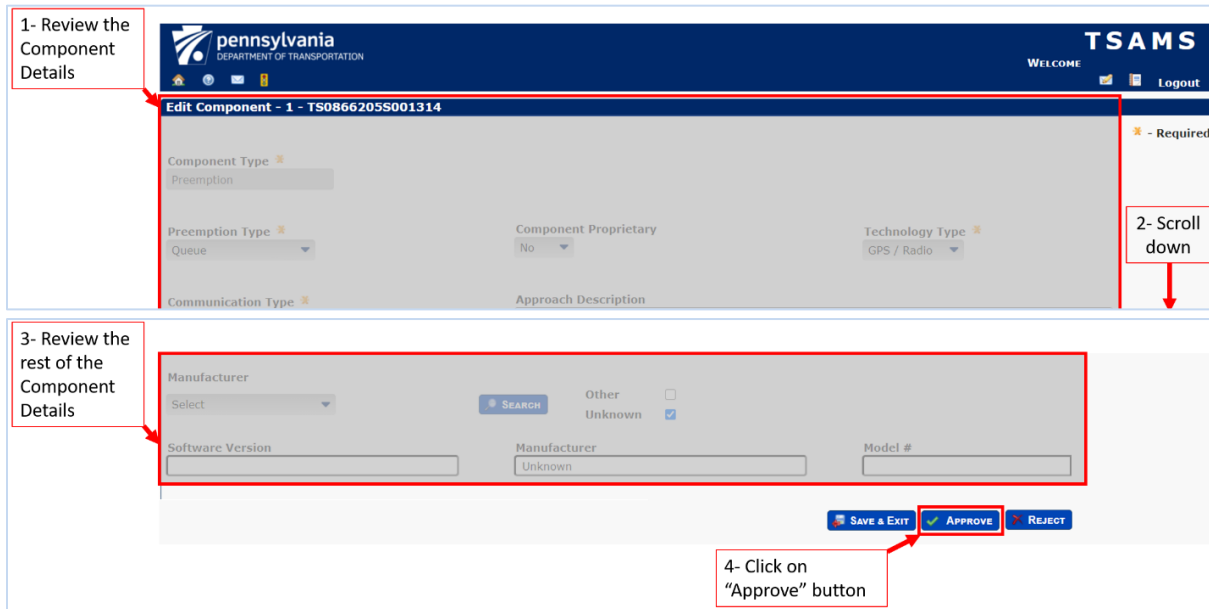
STEP 18 – Select the Signal Housing Component Under Review

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.



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 Details

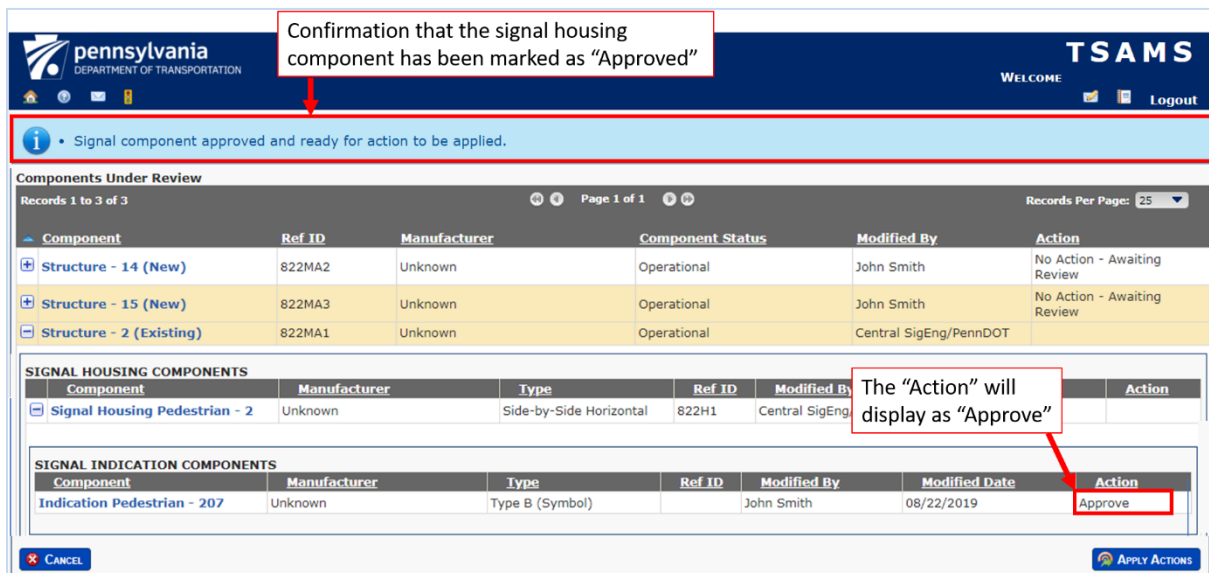
2- Scroll down

3- Review the rest of the Component Details

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.



Confirmation that the signal housing component has been marked as “Approved”

Signal component approved and ready for action to be applied.

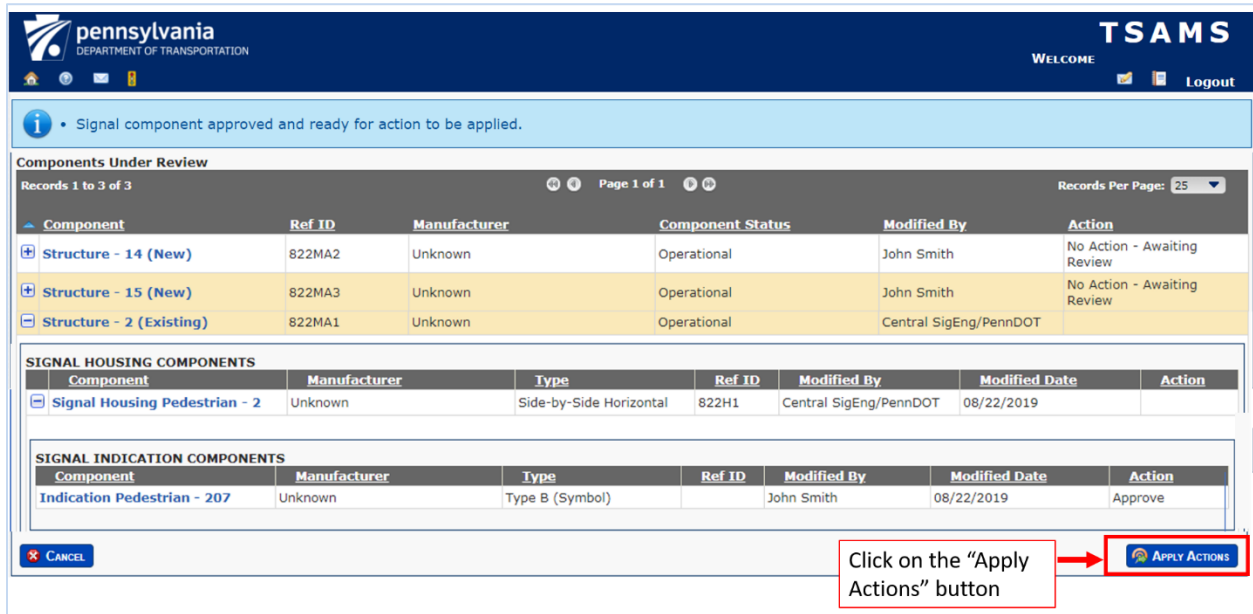
Component	Ref ID	Manufacturer	Component Status	Modified By	Action
Structure - 14 (New)	822MA2	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 15 (New)	822MA3	Unknown	Operational	John Smith	No Action - Awaiting Review
Structure - 2 (Existing)	822MA1	Unknown	Operational	Central SigEng/PennDOT	

Component	Manufacturer	Type	Ref ID	Modified By	Action
Signal Housing Pedestrian - 2	Unknown	Side-by-Side Horizontal	822H1	Central SigEng	Approve

The “Action” will display as “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.).



1 • Signal component approved and ready for action to be applied.

Components Under Review

Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 25

Component	Ref ID	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/PennDOT	

SIGNAL HOUSING COMPONENTS

Component	Manufacturer	Type	Ref ID	Modified By	Modified Date	Action
Signal Housing Pedestrian - 2	Unknown	Side-by-Side Horizontal	822H1	Central SigEng/PennDOT	08/22/2019	

SIGNAL INDICATION COMPONENTS

Component	Manufacturer	Type	Ref ID	Modified By	Modified Date	Action
Indication Pedestrian - 207	Unknown	Type B (Symbol)		John Smith	08/22/2019	Approve

Click on the “Apply Actions” button

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:

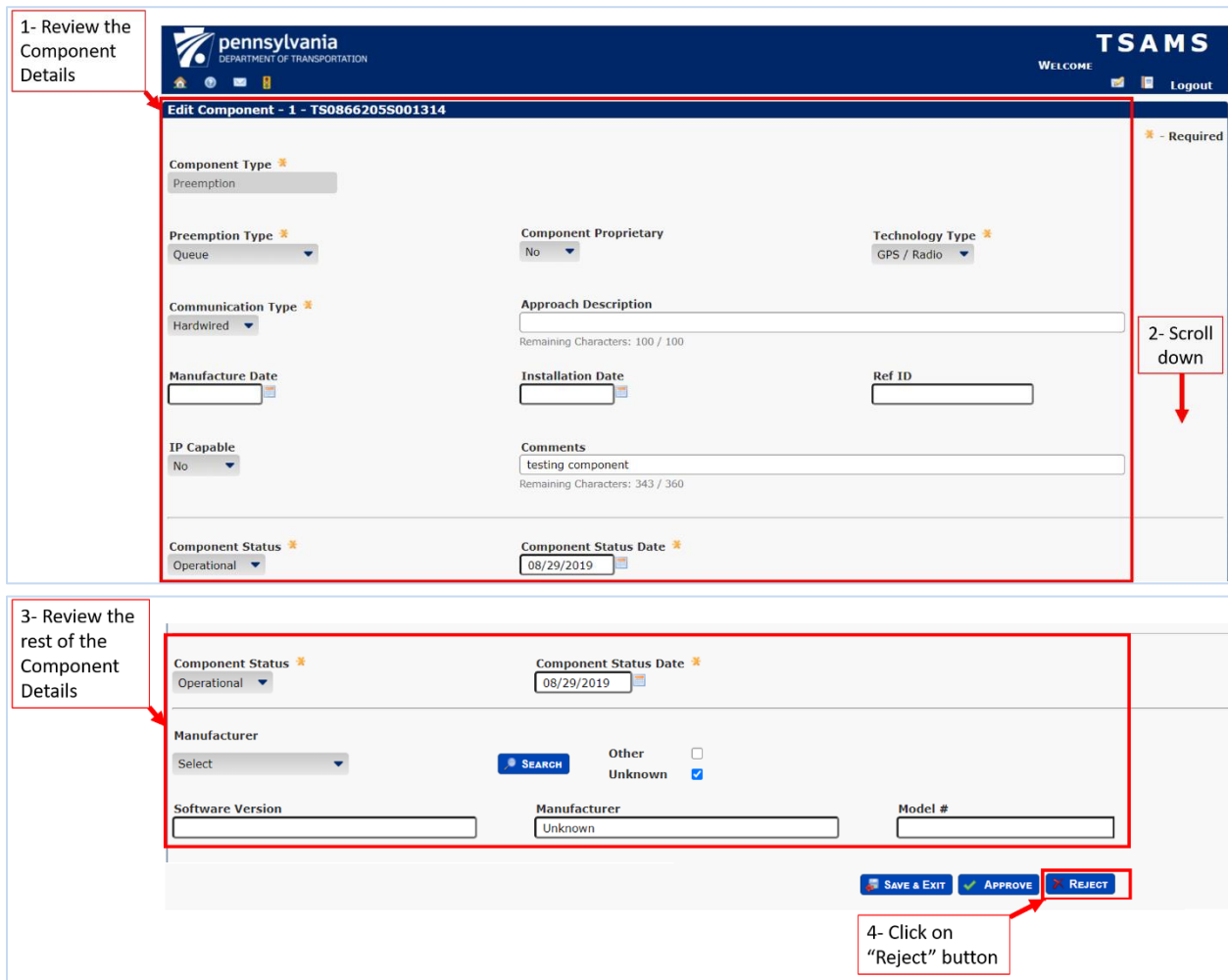
STEP 1 – STEP 5

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:**”.*



The screenshot shows the 'Edit Component' page for component ID TS0866205S001314. The page is divided into several sections with the following details:

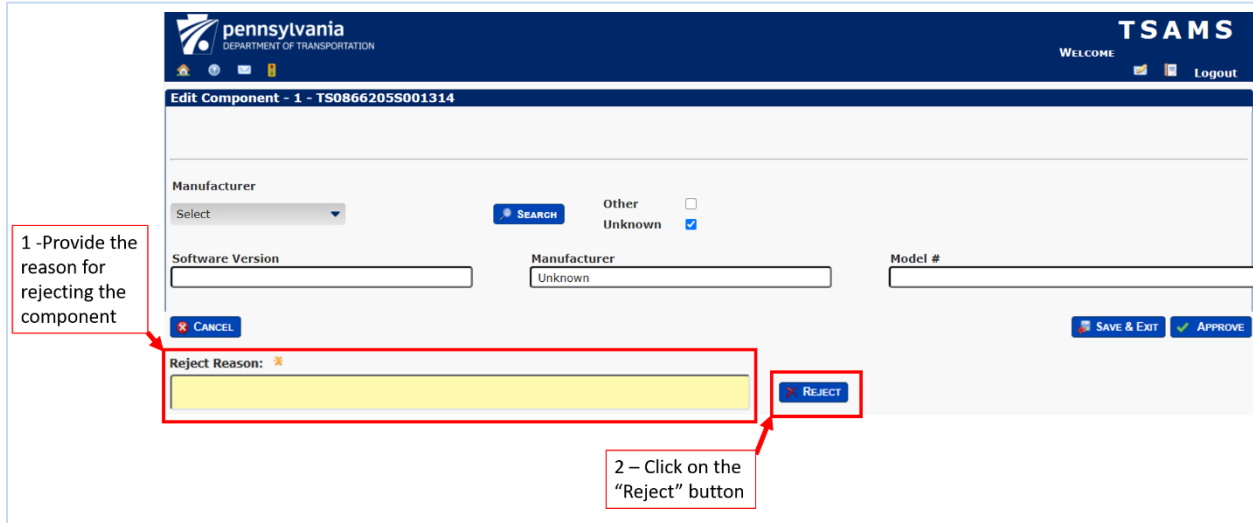
- Component Type:** Preemption
- Preemption Type:** Queue
- Component Proprietary:** No
- Technology Type:** GPS / Radio
- Communication Type:** Hardwired
- Approach Description:** (Empty text field)
- Manufacture Date:** (Empty date field)
- Installation Date:** (Empty date field)
- Ref ID:** (Empty text field)
- IP Capable:** No
- Comments:** testing component
- Component Status:** Operational
- Component Status Date:** 08/29/2019

Annotations on the screenshot include:

- 1- Review the Component Details:** A red box highlights the top section of the form.
- 2- Scroll down:** A red arrow points downwards on the right side of the form.
- 3- Review the rest of the Component Details:** A red box highlights the bottom section of the form, including the 'Manufacturer' and 'Model #' fields.
- 4- Click on "Reject" button:** A red box highlights the 'REJECT' button at the bottom right of the page.

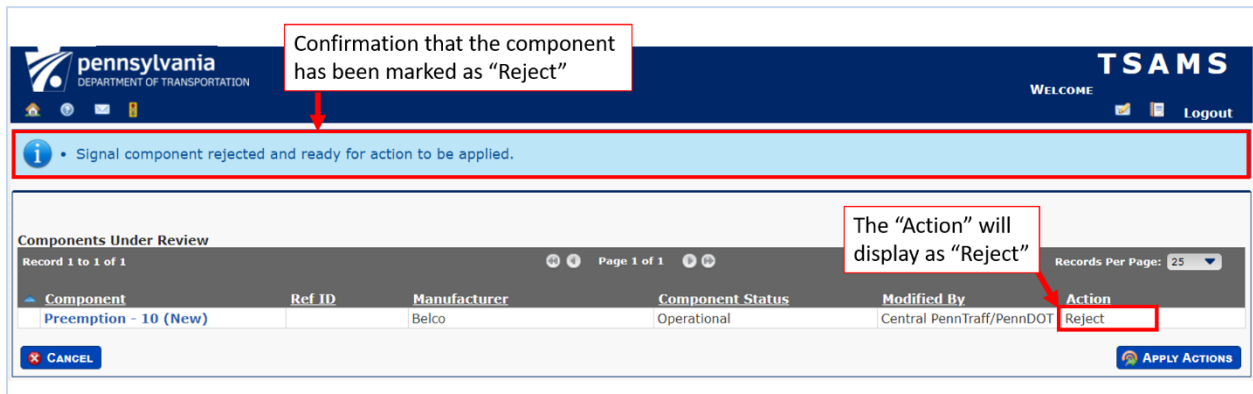
STEP 7 – Provide a Reason for the Rejection

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.



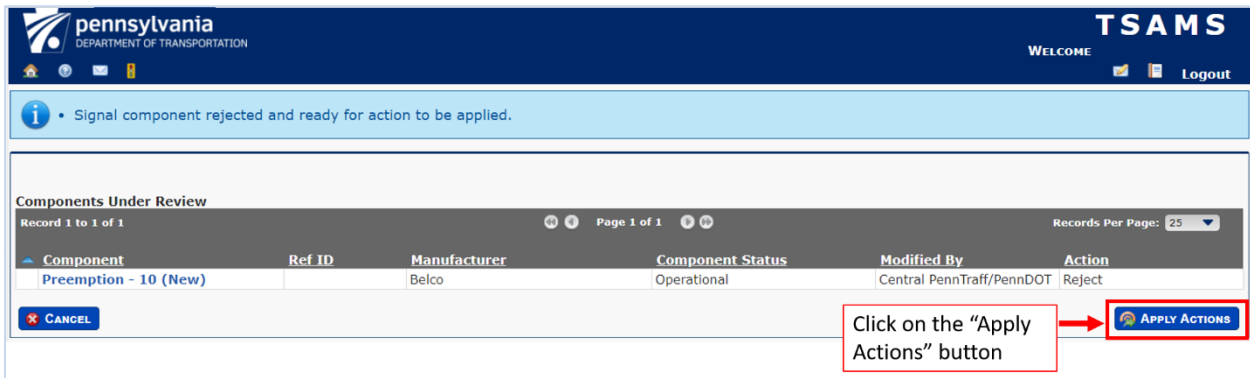
STEP 8 – Confirm that the Component has been marked as “Rejected”

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.



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.).



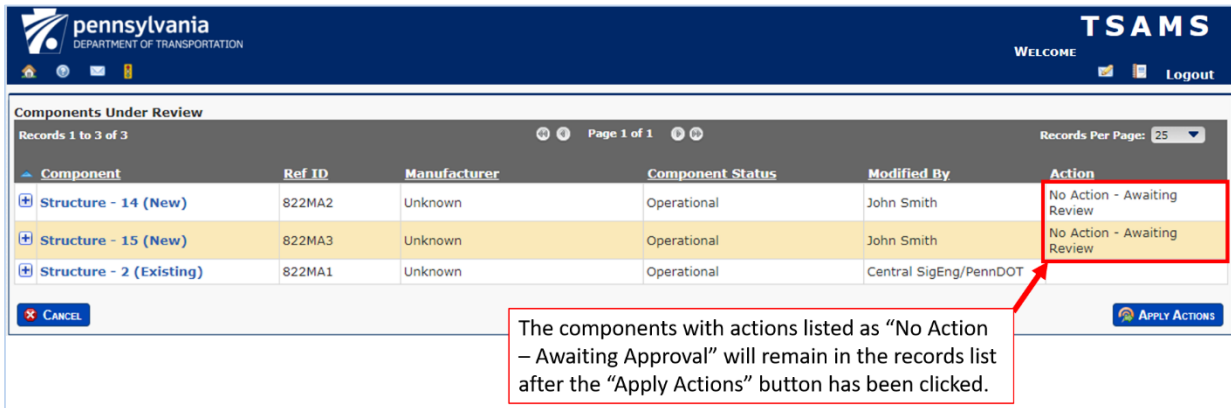
Signal component rejected and ready for action to be applied.

Components Under Review
Record 1 to 1 of 1 Page 1 of 1 Records Per Page: 25

Component	Ref ID	Manufacturer	Component Status	Modified By	Action
Preemption - 10 (New)		Belco	Operational	Central PennTraff/PennDOT	Reject

CANCEL APPLY ACTIONS

Click on the “Apply Actions” button



Components Under Review
Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 25

Component	Ref ID	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/PennDOT	

CANCEL APPLY ACTIONS

The components with actions listed as “No Action – Awaiting Approval” will remain in the records list after the “Apply Actions” button has been clicked.

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:

STEP 1 – STEP 10

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.
 - o 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:

STEP 1 – STEP 10

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.