



TSAMS User Guide – Signal Owners (or designated rep.)

This user guide provides signal owners (or their designated representatives) with step-by-step instructions for completing their minimum TSAMS Data Responsibilities, as described in 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.

Table of Contents

Summary of TSAMS Data Responsibilities – Signal Owners	2
TSAMS User Login Access	2
Resources with information on how to obtain User Login access:	2
TSAMS Data Responsibility: Traffic Signal Cabinet Photos	3
Why do I need to maintain current cabinet photos in TSAMS?	3
What do the cabinet photos need to show?	3
How to upload cabinet photos into TSAMS from your computer:	4
How to upload a cabinet photo into TSAMS directly from your mobile device:	.11





Summary of TSAMS Data Responsibilities – Signal Owners

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

✓ Signal Owners (or their designated representatives) are responsible for uploading current traffic signal cabinet photos (i.e. photos displaying the equipment inside the cabinet) for the signals under their ownership, within one week of any cabinet updates.

Specific funding programs may require the maintenance of additional TSAMS data. Stakeholders are strongly encouraged to enter and maintain more TSAMS data fields than what is currently required under these initial TSAMS data responsibilities.

TSAMS User Login Access

Signal owners (or their designated representatives) will need to obtain "User Login" access to complete their TSAMS data responsibilities. User Login access is for PennDOT Business Partners, such as signal owners, municipalities, engineering firms, signal contractors, etc.

Please note that Guest User access is available for those needing temporary access to TSAMS to make updates as part of a construction project. Guests are only able make proposed modifications to TSAMS records. These proposed changes must be approved by a registered TSAMS user to become permanent. We do not recommend signal owners use this type of login access.

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> pdf
- TSAMS Quick Reference Guide Municipalities
 - http://www.dot.state.pa.us/TSAMS/Municipality/TSAMS%20uses%20ECMS%20
 Security%20to%20assign%20user%20IDs.pdf
- ECMS Password Help Video
 - http://www.dot.state.pa.us/TSAMS/ECMSHelp/ECMS%20Password%20Help%2
 0Audio%20v1.4.mp4





TSAMS Data Responsibility: Traffic Signal Cabinet Photos

Why do I need to maintain current cabinet photos in TSAMS?

The traffic signal cabinet photos provide valuable asset information in TSAMS. While the traffic signal permit documents detail various features and physical elements of the traffic signal, they do not detail the specific equipment or equipment configurations within the traffic signal cabinet.

Maintaining current traffic signal cabinet photos in TSAMS allows any stakeholder to see the current contents of a cabinet, without a physical trip to the cabinet itself. Furthermore, these cabinet photos can also provide critical information if a cabinet becomes damaged by severe weather or an errant vehicle.

What do the cabinet photos need to show?

The traffic signal cabinet photos need to show all the equipment inside the cabinet. It is important that the images clearly show all contents of the cabinet and any relevant features of the cabinet's interior. Take as many photos as are needed to show the necessary features (see sample images below).









How to upload cabinet photos into TSAMS from your computer:

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).*

 Emergency Traffic Signals Ramp Meters Electronic Signs Rectangular Rapid Flashing Beacons Flashing Warning Devices School Zone Speed Limit Signs In-Roadway Warning Lights GIS Integration Maintenance Activity Tracking Signal and Non-Signal Systems Identification Approved Products Database Reporting & Advance Search It is available FREE of cost to all stakeholders. If you are a new user click here for information on how to obtain access to TSAMS. 		TSAMS	
Release: 13.0 Copyright © 2020 Pennsylvania Department of Transportation. All Rights Reserved. Mon, Mar 30, 2020 9:50:25 PM EDT	WELCOME to PennDOT's Traffic Signal Asset Management System (TSAMS). TSAMS is a web-based application for managing • Signal and Non-Signal Asset Inventories • Traffic Signals • Intersection Control Beacons • Emergency Traffic Signals • Ramp Meters • Electronic Signs • Rectangular Rapid Flashing Beacons • Flashing Warning Devices • School Zone Speed Limit Signs • GIS Integration • Maintenance Activity Tracking • Signal and Non-Signal Systems Identification • Approved Products Database • Resporting & Advance Search It is available FREE of cost to all stakeholders. If you are a new user click here for information on how to obtain access to TSAMS. Quick Links Traffic Signal Portal	Registered TSAMS users User ID Password Cogn Forgot Your Password? Returning Guest First Time Guest	Enter Password Click on "LOGIN"

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.

	Departs/vania Department of transportation		TSAMS Welcome I 🗈 🔒 Logout
3 – Select Municipality	Basic Search I - Select District Signal ID Luts wildcard as 'ends with' Municipality Select Contra Base selected Contra Base	Search Type Signal 2 - Select County District 08 Wittple can be rejected Local ID-Name Net case sensitive and auto wildcard as 'contains'	County Select Multiple can be selected 4 - Click on the "Search" button
	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.

	DEPARTMENT OF TR	ania ANSPORTATION					v	TSAM Velcome Jennifer W/
	Search							
	Basic Search							
	Advanced Search							
	Maintenance Sear	rch						
	Basic Search Results	s						
	Location Map							
	Location Map							
kon		rch Type: Signal; I	District: 08; County:	York; Municipality: EAS				
k on	Search Criteria: Sear Records 1 to 7 of 7	rch Type: Signal; I	District: 08; County:		T MANCHESTER (York) Page 1 of 1 🛛 🕼	_	_	Records Per Page: 25
		rch Type: Signal; I Permit #	District: 08; County: County			<u>Isolated/System</u>	<u>Signal Status</u>	Records Per Page: 25 Signal Status Date
	Records 1 to 7 of 7			00	Page 1 of 1 🛛 🕲	Isolated/System SR 0181 E Manchester		<u>Signal Status</u>
ck on nal ID	Records 1 to 7 of 7	<u>Permit #</u>	County	C C Municipality 207 - EAST	Page 1 of 1 © © Location North George Street/Beshore School Road; CVS	SR 0181 E Manchester SR 0181 E	<u>Signal Status</u>	<u>Signal Status</u> <u>Date</u>

	Search Criteria: Sear	ch Type: Signal; Dis	trict: 08; County:	York; Municipality: EAS	T MANCHESTER (York)			
	Records 1 to 7 of 7			00	Page 1 of 1 🛛 🛈		R	ecords Per Page: 💈 🔻
	<u>Signal ID</u>	<u>Permit #</u>	<u>County</u>	<u>Municipality</u>	Location	Isolated/System	<u>Signal Status</u>	<u>Signal Status</u> <u>Date</u>
Click on	<u>1508662075008222</u>	Map	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 Drive	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.

	pennsylvan DEPARTMENT OF TRANS					
	☆ 💿 🔤 🚦					🖬 📔 🔒 🤍 Logout
	Search » Edit Signal - TS086	562075008222				
	Edit Signal - TS086620					
	E Location Map					
	Location Details					
	District		County		Municipality	
	08 🔻		66 - York (08)	-	207 - EAST MANCHESTER (York) 🔻
	Latitude 🗮		Longitude 😤		PennDOT Owned	
	40.0414948		-76.7248096		No 🔻	
	Signal Status					
	Select 🔹					
	Signal Status	Status Date				
	Planned	10/06/2016 🥥 Del	ETE			
Scroll	Operational	05/13/2003				
down	Local ID-Name				System Name	
	T-146				SR 0181 E Manchester	
+	Comments					
•						
	Remaining Characters: 4,000	/ 4 000				
	Remaining characters. 4,000 /	4,000				
	DEPARTMENT OF TRA	Inia NSPORTATION				TSAMS Welcome Image: Image International Int
	Signal Status	Status Date	_			
	Planned	10/06/2016				
	Operational	05/13/2003				
	Local ID-Name				System Name	
	T-146				SR 0181 E Manchester	
	Comments					
	Remaining Characters: 4,00	0 / 4,000				
	Comments				Date	Updated By
	All PED buttons are san	ne make and model.			01/19/	2017 Rickey L Barnett Jr/PennDOT
						.,
	Street Details					
	Street Type	Street Name		State Route #	Segment	Offset
	Major Minor	North George Street Beshore School Road		0181	0120	0000
	Minor	CVS Driveway				
Click on the	Component Inform					
"+" button	Project Information					
for "Manage	Permit Informatio	n				
Documents"	 HOP Information Additional Information 	ation				
Documento	Additional Informatio Detour Informatio					
	Manage Document					
	8 Exit					





STEP 6 – Open the "Add Documents" Section

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

	pennsylvania DEPARTMENT OF TRANSPORTATION			T Welcome 11 11	SAMS
	Remaining Characters: 4,000 / 4,000		J		
	Comments			Date Updated By	
	All PED buttons are same make and n	nodel.		01/19/2017 Rickey L Barnett Jr/PennDOT	OELETE
	Additional Counties Select	Additional Municip Select 🔻	palities	ADD	
	Street Details				
	Street Type Street Name Major North George Street		State Route 0181		G DELETE
	Minor Beshore School Road		0101		
	Minor CVS Driveway				
	Minor 🔻		*		DD STREET
	Component Information				
	Project Information				
Click on the "Add	Permit Information				
	HOP Information				
Documents" button	Additional Information				
	Detour Information Manage Documents				
3					
	No Records Found	0) 🚺 Page 0 of 0 🌘 🕼	-Decorde Dec	Page: 10 🔻
	Date V Name			ched By Source	10 •
	No results.				
	8 CANCEL				SAVE & EXIT
					,

STEP 7 – Upload Photo

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

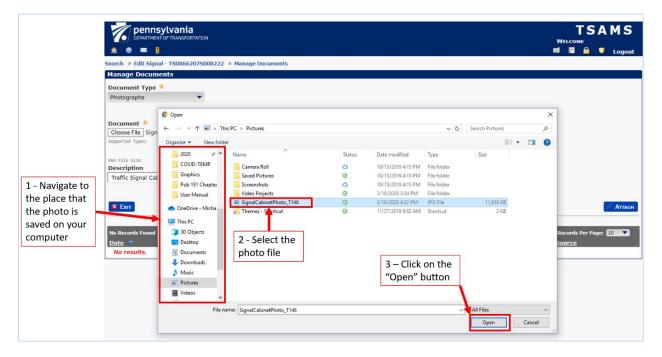
Select		TSAMS Welcome III 🖬 🗎 Logout
	Search » Edit Signal - TS08662075008222 » Manage Documents	
"Photographs" 📉	Manage Documents	
	Document Type * Photographs	
Click on the		
"Choose File"	Document *	
button	Choose File No file chosen Sapartes types: dags, right, dags, d	
	Nox File Size: 50 MB	
	Description	
	8 Exr	Л Аттасн
		TTACH
	No Records Found 🗘 🗘 Page 0 of 0 🗘 🗘	Records Per Page: 10 🔻
	No Records Found UP Page On U U U Date Attached By Date	Source
	No results.	





STEP 8 - Navigate to the Photo File

Navigate through your computer's file folder system to the location that the photo is saved (or paste the file path in the file bar). Select your photo file (it will become highlighted and the file name will appear in the "File Name" bar). Once you've selected your photo 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 Photo to TSAMS Record

Type a description for the photo in the box provided. Use a standard naming convention, such as "Traffic Signal Cabinet Photo – 03/20/20". *Note: It is important to include the date that the photo was taken in the description.* Once the description is entered, click on the "Attach" button.

	pennsylvania debantment of TRANSPORTATION a a a B a Search > Edit Signal - TS0866207S008222 > Manage Documents	TSAMS Welcome 🖬 📓 单 Logout
	Manage Documents Document Type * Photographs	
1 - Type the description	Document X Choose File SignalCabinetoto_T146.jpg Supported Types: .tmp, .csv, .dmg, .dmg, .dmg, .dmg, .dmg, .gif, .hst, .jpeg, .jpg, .kmz, .pdf, .pmg, .ppt, .svs, .svs, .svs, .svs, .vdx, .vdx, .vdx, .vdx, .svf, .shr, .shm, .xhr, .xhu, .xhw, .xhz, .xls, .svs	.pptx, .sim, .xlsm, .xlsx,
•	Rec File Size: 50 #0 Description Traffic Signal Cabinet Photo - 03/20/2020	2 – Click on the "Attach" button
	No Records Found O Page 0 of 0 O C Date Nome Type Description No results.	Аттасн Records Per Page: 10 <u>Attached By</u> Source





STEP 10 - Confirm Photo File was Attached to TSAMS Record

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

Confirmation that the photo file was attached		TSAMS WELCOME III III III V LOQOUT
successfully	✓ • The document has been attached.	
	Search » Edit Signal - TS0866207S008222 » Manage Documents	
	Manage Documents	
	Document Type 🕷 Select 🗨	
	Document *	
	Supported Types:	
	Max File Size: 50 H0 Description	
Successfully attached photo file will now appear in	* Exr	🖉 Аттасн
the record list	Record i to i of i 🗘 🗘 Page 1 of i 🕲 🗘	Records Per Page: 10 💌
	Date Name Type Description Attached By	Source
	03/31/2020 06:07 PM SignalCabinetPhoto_T146.jpg Photographs Traffic Signal Cabinet Photo - 03/20/2020 Central SigEng	TSAMS

STEP 11 – Attach Other Photos

If you need to attach other photos to this signal's TSAMS record at this time, simply repeat STEPS 8 through 11 for the other photo file(s).

STEP 12 - Return to the "Edit Signal" Page

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

DEPARTMENT OF T					TSAMS Welcome III 📾 🛡 Logout
• The documer	nt has been attached.				
Search » Edit Signal - T	S0866207S008222 » Manage Documer	its			
Manage Documents	5				
Document Type 送					
Select	•				
Document 😤					
Choose File No file cho	osen				
	.bmp, .csv, .dgm, .dgn, .dng, .doc, .docx, .di .sws, .syn, .sy7, .tif, .tiff, .txt, .vdx, .v .xra, .xus	wg, .gif, .hst, .jpeg, .jpg, . sd, .xff, .xhf, .xhm, .xhr, .x	kmz, .pdf, .png, .ppt, .pptx, .sim, hu, .xhw, .xh2, .xls, .xlsm, .xlsx,		
Max File Size: S	50 MB				
😵 Ехіт					<i>П</i> Аттасн
			Page 1 of 1 🚯 🕲		Records Per Page: 10 🔻
Record 1 to 1 of 1		~~			Records Per Page: 10
Record 1 to 1 of 1 Date <	Name	Iype	Description Traffic Signal Cabinet Photo -	Attached By	Source





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).

 ☆ ③ ⊠ 8		WELCOME 🖬 🗎 🏛 🛡 Logout	
earch » Edit Signal - TS0866207S008222			
Edit Signal - TS0866207S008222			
Location Map			
Location Details			
District	County	Municipality	
08 🔻	66 - York (08) 🔹	207 - EAST MANCHESTER (York)	
Latitude 著	Longitude 😤	PennDOT Owned	
40.0414948	-76.7248096	No 🔻	
Signal Status Select			
Signal Status Status Date			
Planned 10/06/2016			Scrol
Operational 05/13/2003			dowi
Local ID-Name		System Name	
T-146		SR 0181 E Manchester	
			•
Comments			
Remaining Characters: 4,000 / 4,000			

	Sylvania IT OF TRANSPORTATION					
Remaining Charact						
Comments				Date	Updated By	
All PED buttons	All PED buttons are same make and model.			01/19/201	7 Rickey L Barnett Jr/PennDOT	
					JI/PennDOT	
Additional Cou	ities	Additional Municipalities				
Select	•	Select -		ADD		
			-			
Street Deta	1.					
Street Type	Street Name		State Route #	Segment Offse	•	
Major	North George Street		0181	0120 0000		
Minor	Beshore School Road					
Minor	CVS Driveway					
Minor 💌		*				ADD STREET
Minor •		^				ADD STREET
Component	Information					
Project Info						
Permit Info						
HOP Inform	ation					
Additional I	nformation					
Detour Info	rmation					
Manage Do	cuments					
📝 Add Documei	пз					
Record 1 to 1 of 1		🕲 🕥 Page 1	of 1 🚯 🔀		Records Pe	r Page: 10 🔻
Date 🔻	<u>Name</u>		Description	Attached By	Source	
03/31/2020 06:	2 PM SignalCabinetPhoto_T146.	.jpg Photographs	Traffic Signal Cabinet Photo - 03/20/2020	Central SigEng	TSAMS	🖨 Delete
8 CANCEL						SAVE & EXIT
CANCEL						SAVE & EXIT





How to upload a cabinet photo into TSAMS directly from your mobile device:

STEP 1 through STEP 8

These steps are the same as uploading a photo from your computer. Please refer to the previous section for the details.

STEP 9 - Take a Photo or Select the Photo File

Please note that these instructions may vary slightly, depending on your specific mobile device.

When you click on the "Choose File" button, your device will prompt you with a message on your screen, asking whether you want to use your camera or choose a file.

- Take a Photo If you select that you want to use your camera, your device's camera application will open. Use your mobile device camera to take a picture of the cabinet (you will be able to review the image before approving it).
- Select a Photo File If you select that you want to choose a file, navigate to the location of the photo on your mobile device and select it.

Once you've taken or selected your photo file, the file name will now appear to the right of the "Choose File" button on the "Manage Documents" page.

STEP 10 through STEP 13

These steps are the same as uploading a photo from your computer. Please refer to the previous section for the details.