Traffic Control Mobile Inspection Quick Reference Guide

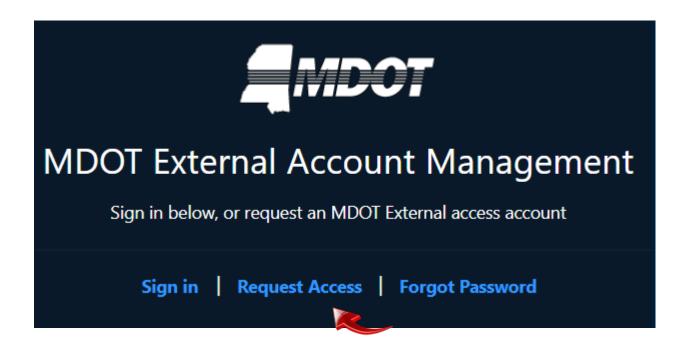
PARKER HARRISON, CHERYL BARBER

MISSISSIPPI DEPT. OF TRANSPORTATION

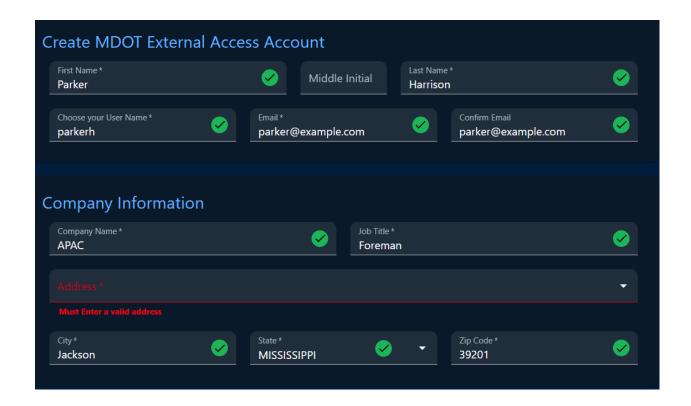
Contents

Registering for Application Access	2
Requesting Application Access	3
Accessing the Form	4
Dashboard	5
Admin	6
Accounts	6
Inspection Questions	8
Reference Data	9
Weather Conditions	9
Operation Types	1C
Management	11
Personnel	11
Add Personnel	11
Update Personnel	12
Delete Personnel	13
Contract Assignment	14
Assigning Personnel to Contract	14
Removing Personnel from Contract	15
Inspections	16
Inspection List	16
Inspection Calendar	16
Start New Inspection	17
Printing Inspection	20
Offline Mode	20

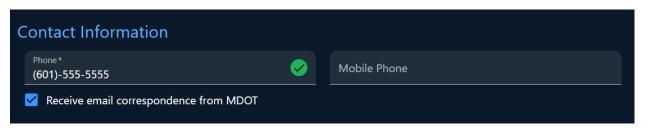
- 1. To sign up for an external MDOT account please visit: https://account.mdot.ms.gov/
- 2. Click 'Request Access' on the home page.
 - **If you already have an account, please sign in when you reach the site, and you can skip to step 5. If you have an account but don't know your password, then click 'Forgot Password' to create a new one.



3. Please fill out your personal information and company information. In the address box you can start typing and it will pull from google maps, and you can select your address to automatically pull in the information below the address box.



4. Next, please fill out the contact information section. A phone number is required, but mobile phone is optional. You will want to check the box to receive email correspondence. This will let you know when your application requests are approved.



- 5. Scroll down the page and check the box for 'Traffic Control Inspection', select either MDOT or LPA from the "Organization" drop down, if LPA select your assigned District, then type your company name in the justification box.
- 6. Click 'Submit' at the very bottom of the page.



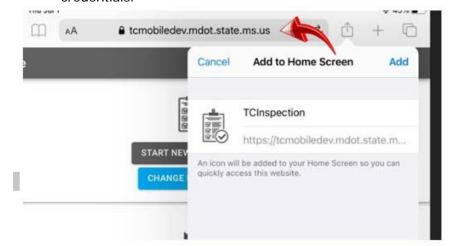
7. After 'Submit' is clicked, Construction Division/LPA Coordinator will receive an email that you've requested access to the application. You will receive an email notification once the request is approved, and your account will be active when you create a password from the approval email you receive. There will be a link to create your password.

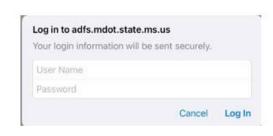
IMPORTANT – please email your Project Engineer/LPA Coordinator to let them know which contract(s) you will need to be assigned to on the site and what your role is with your company. Inspections cannot be done until you are assigned the correct contract(s).

Accessing the Form

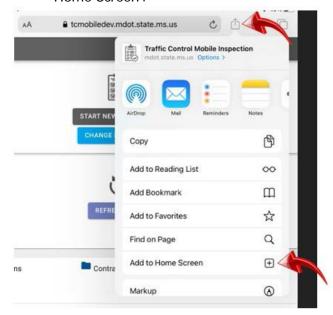
The Traffic Control Mobile Inspection App may be used on an iPad, mobile device, or a PC.

1. To access the application, navigate to https://tcmobile.mdot.state.ms.us/tcinspection If using an iPad or iPhone, open Safari and type in the provided URL. When prompted, log in with your MDOT credentials.





2. When the app opens, select the Share button (the box with the upwards arrow) and select 'Add to Home Screen'.

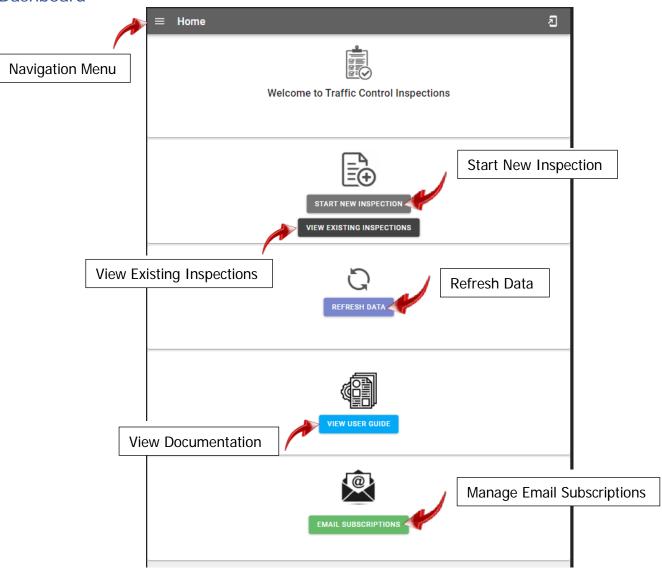


This icon will appear on the home screen of your iPad. Tap the icon to access the application.



**This application offers offline access, but you must be online the first time accessing the application.

Dashboard



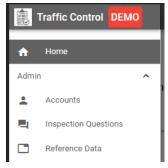
Items on Dashboard:

- Navigation Menu: Menu that allows users to navigate to different sections of the system. Only specific users will see the Admin and Management sections.
- Start New Inspection: Click this button to begin a new traffic inspection.
- View Existing Inspections: Click this button to view existing traffic inspections.
- Refresh Data: Click to pull in fresh data from the server. Refreshing data will cause you to lose any unsaved information.
- View User Guide: Click to view a walkthrough guide of the mobile application.
- Email Subscriptions: Click to manage which emails are received from the application.
 - To unsubscribe from a specific email message, uncheck the box of the email you would no longer like to receive and then hit save.



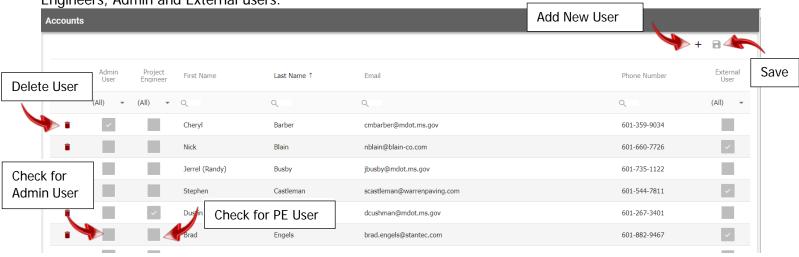
Admin

Tap the navigation menu in the top-left corner of the home screen, then tap on Admin in the navigation menu to view the associated admin sections.

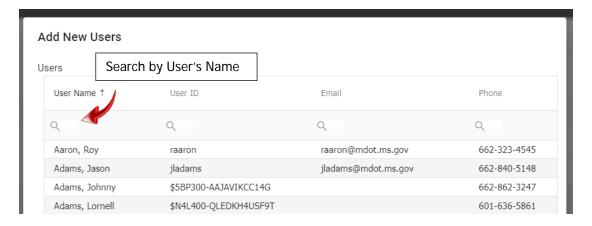


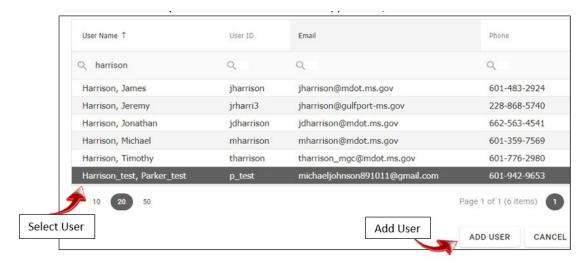
Accounts

A grid view list will display with each user's information. There are also checkbox indicators for Project Engineers, Admin and External users.

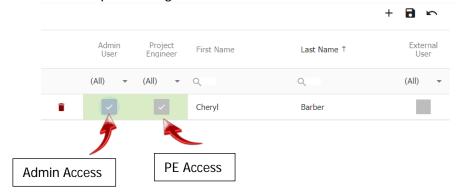


To add a new user, click the plus sign in the top right corner of the page. A box will appear where the user's name can be typed in.





Check the Admin User column checkbox if they are going to be an admin user. Admin users will have an extra admin section. Check the PE checkbox if they will be a project engineer. PE's will have access to all items in the management section. If an external user is added, then the external user checkbox will automatically be checked upon adding the new user.

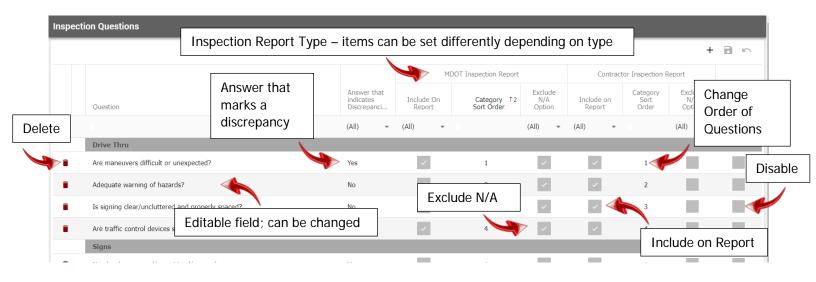


If any adjustments are made to a user's account, make sure to click the save button in the top right corner of the page.



Inspection Questions

A list of all the predetermined inspection questions shows up in a list view. Separated by 'MDOT Inspection Report' and 'Contractor Inspection Report'. From here new questions can be added, deleted, or disabled. A question can be deleted by clicking the trash can to the left of the question. However, if it has already been used on a report, you will rather only be able to disable the question.



It can also be determined which answer indicates a discrepancy. Click in the field to change the selection. There are also checkboxes to exclude the N/A option and to include the question on the report.

To add a new question, click the plus button in the top right corner of the screen. A box will appear where question information can be entered.

Category	
Question	
Indicates discrepancy	
Select	-
MDOT Inspection Report	Contractor Inspection Report
Include On Report	Include On Report
Order (Within Category)	Order (Within Category)
1	1
Exclude N/A Option	Exclude N/A Option

Category: Allows you to enter the category you would like the question to fall under.

Question: Wording of the actual question

Indicates Discrepancy: the answer that when checked will mark the inspection as having a discrepancy and will allow a picture attachment.

MDOT/Contractor Inspection Report (Settings can be set so that they appear differently depending on the user adding the inspection)

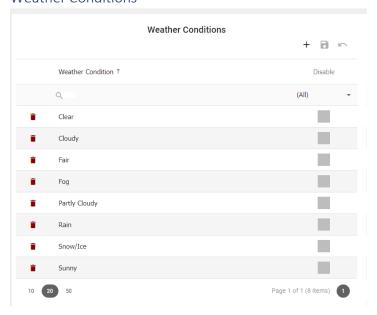
Include on Report: show question on inspection

Order: order in which you want the questions to appear on the inspection

Exclude N/A Option: Don't allow N/A to be an option as an answer for the question

Reference Data

Weather Conditions



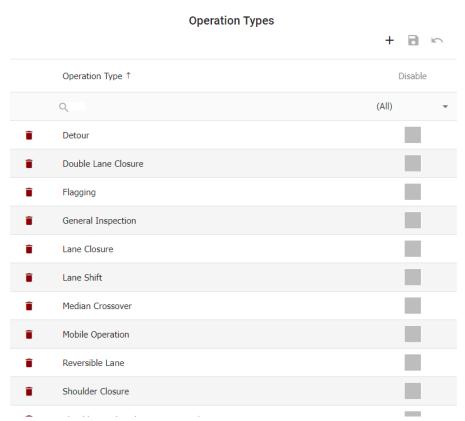
Add weather condition – click the plus button at the top of the weather conditions grid. Enter the new
value into the center column and then click the save button



• Remove weather condition – click the trash can button on the left side of the row of the condition needing to be removed. If that condition is being used on inspections the only option available will be to disable the item. Follow prompts to complete deletion.



Operation Types



 Add operation type – click the plus button at the top of the weather conditions grid. Enter the new value into the center column and then click the save button

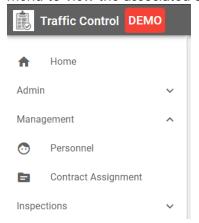


• Remove operation type – click the trash can button on the left side of the row of the operation type needing to be removed. If that operation type is being used on inspections the only option available will be to disable the item. Follow prompts to complete deletion.



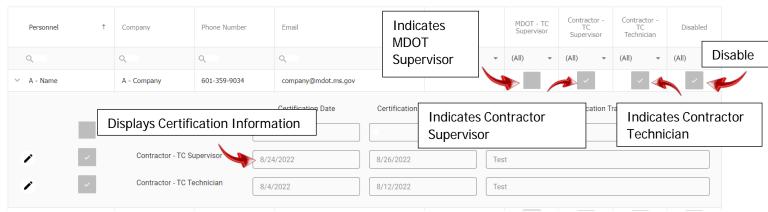
Management

Tap the navigation menu in the top-left corner of the home screen, then tap on Admin in the navigation menu to view the associated admin sections.



Personnel

A grid view list will display with each personnel's information. There are checkbox indicators for MDOT – TC Supervisor, Contractor – TC Supervisor, Contract – TC Technician and Disabled. Expanding a row displays certification information for each checkbox indicator.



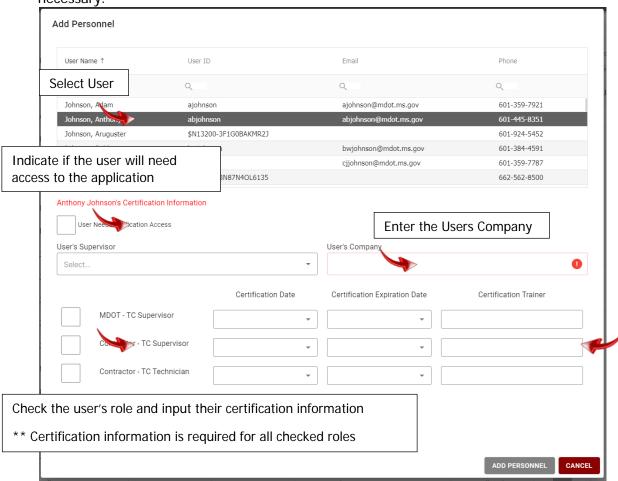
Add Personnel

To add new personnel, click the plus button in the top right corner.



A box will appear where personnel information can be set.

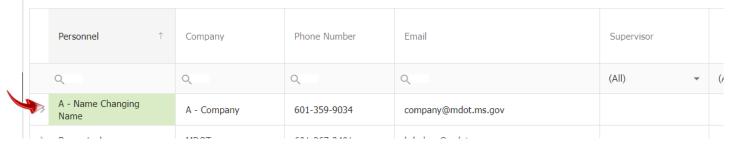
Start by selecting a person from the grid view list at the top of the page. Then enter any additional information necessary.



Once finished click Add Personnel at the bottom.

Update Personnel

To update any existing personnel information. Personnel, company, phone number, email and supervisor can all be edited by clicking into the field and changing the information. Hitting save after all changes are made.



^{**}Make sure to assign personnel to their needed contracts in the Contract Assignment section.

To mark/unmark a user as an MDOT Supervisor, Contractor Supervisor or Contractor Technician, click in the checkbox of the appropriate column. If removing permissions, the certification information will be cleared out after saving. If adding permissions, a box will display where certification information can be entered. Certification information is required for all marked roles.

Update Certification Information

Certification Date

Certification Expiration Date

Certification Trainer

Enter name of trainer

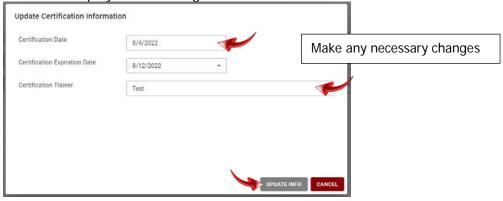
Update Info

CANCEL

To edit certification information, expand the row and click on the edit icon to the left of the certification information needing alterations.



A box will display where changes can be made and saved.



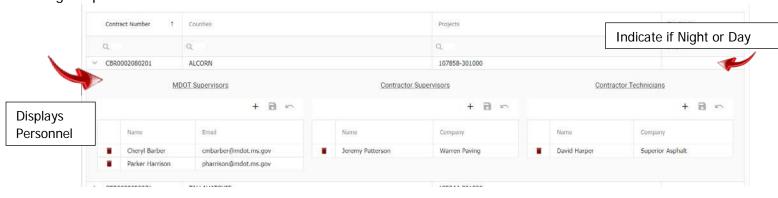
Delete Personnel

Personnel cannot be removed from the system; however, they can be disabled.



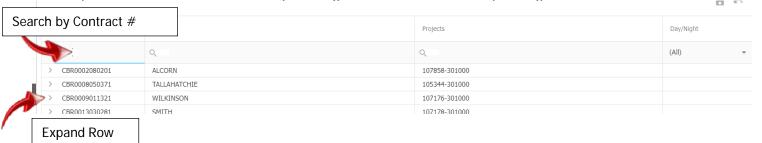
Contract Assignment

A grid view list will display with each contract's information. There is an indicator at the end of each row to allow indication of whether the contract is a Night/Day contract. Expanding a row will allow you to see assigned personnel.

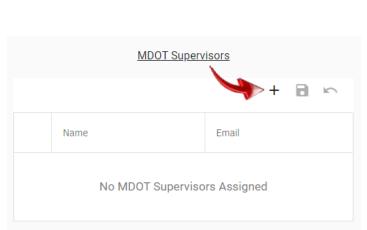


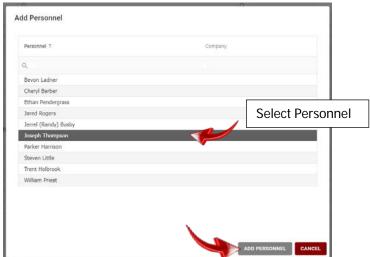
Assigning Personnel to Contract

To add personnel to a contract, start by filtering for the contract and expanding the row of the contract.

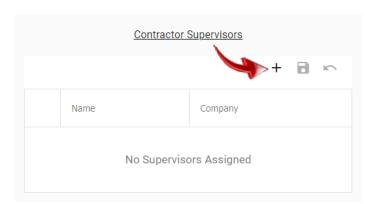


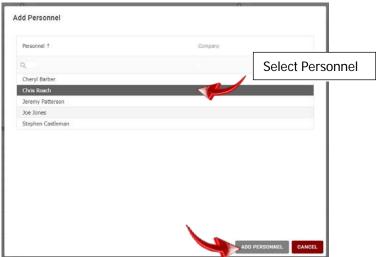
To add MDOT Supervisors, click the plus button in the top right corner. This will display a box where the personnel can be chosen. Only personnel who have been added in the personnel section and marked as MDOT – TC Supervisor will appear in this selection list.





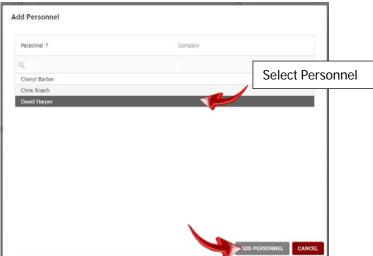
To add Contractor Supervisors, click the plus button in the top right corner. This will display a box where the personnel can be chosen. Only personnel who have been added in the personnel section and marked as Contractor – TC Supervisor will appear in this selection list.





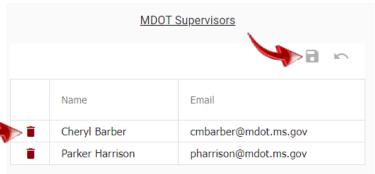
To add Contractor – Technician, click the plus button in the top right corner. This will display a box where the personnel can be chosen. Only personnel who have been added in the personnel section and marked as Contractor – TC Technician will appear in this selection list.





Removing Personnel from Contract

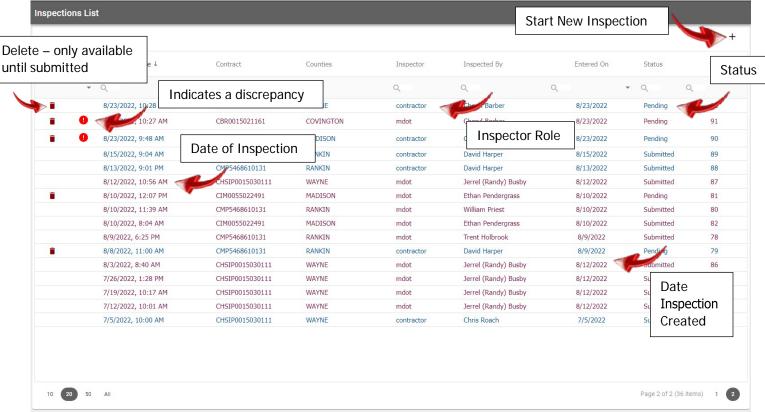
To remove personnel from access to a contract, click the trash icon next to the personnel needing to be removed and then click save.



Inspections

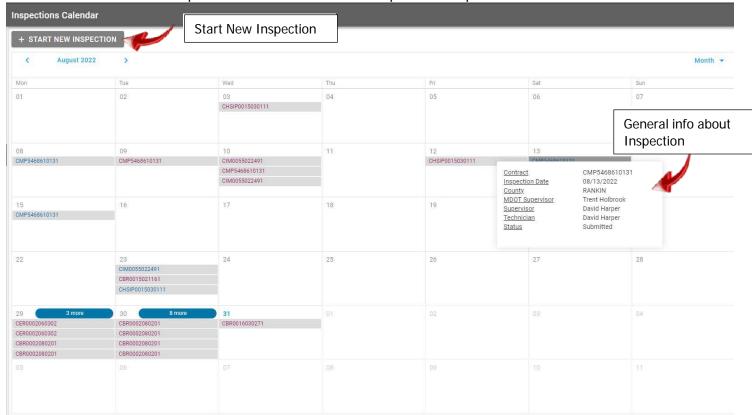
Inspection List

A grid view list will display of all previously generated inspections. Click on an inspection to open it.



Inspection Calendar

A calendar list view of all inspections. Double click on an inspection to open it.

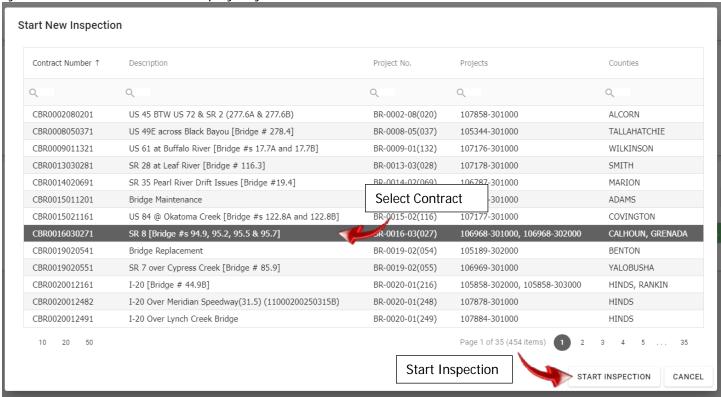


Start New Inspection

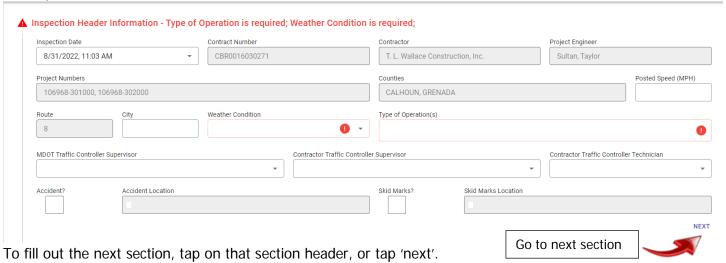
From the home page, click 'Start New Inspection'



Select a contract for the inspection and click 'Start Inspection'. You must be assigned to the contract in the system to have that contract display in your active list.



Begin by filling out the inspection header information. The Weather Condition and Type of Operation(s) fields are required.

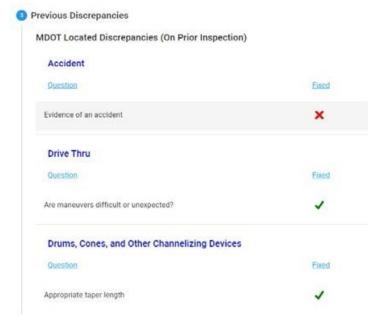


Go through the list of questions, answering each one. For some answers, there will be a photo required to submit the inspection. Click 'Attach Picture' to upload a photo. You can also take a photo straight from the iPad or mobile device to upload, by choosing 'take picture' when this button is tapped.



Adequate warning of hazards? (Answer is Required)
○ Yes ○ No
Is signing clear/uncluttered and properly spaced? (Answer is Required)
○ Yes ○ No

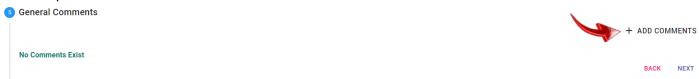
Click next to go to Previous Discrepancies. This will list all outstanding discrepancies from previous inspections. It will list for both Contractors and MDOT.



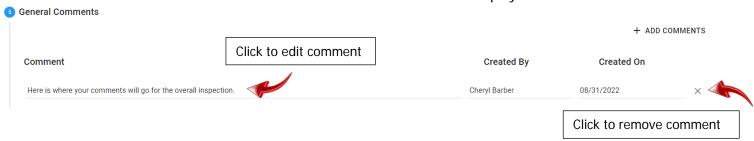
Click next to go to Photos. This will allow for photos to be added that are associated to the entire inspection. Click 'Attach Picture' to upload a photo. You can also take a photo straight from the iPad or mobile device to upload, by choosing 'take picture' when this button is tapped.



Click next to go to General Comments. This will allow for comments to be added that are associated to the entire inspection.



Click `Add Comments` to add a new comment. A box will display where the comment can be entered. Once saved the comment is added to the section and the user and date is also displayed.



Click next to go to Submit Inspection. Once all required fields are added and the inspection is completed you can submit by drawing your signature in the box, and clicking 'Submit Inspection'. Clicking submit will file the inspection in ProjectWise and will trigger an email. It can be accessed in the existing inspections section for sixty days before it falls off. Submitted inspections cannot be altered. If you don't want to submit yet, then click save. You can come back later to submit.



Printing Inspection

All inspections can be printing by accessing the inspection from the existing inspections list and clicking `Print` in the top right corner.





Offline Mode

If work has been entered and saved while in offline mode, then you will see the 'Sync Inspections' button when you return to internet connection. All previously entered information will need to be synced prior to adding additional information. Tap this button to sync your work to the server.

