

TSAMS User Guide – Guest Users

This user guide provides Guest Users with step-by-step instructions on how to upload documents. This user guide is not intended to provide all-inclusive instruction for every feature within TSAMS – simply those needed to upload documents.

TSAMS User Login Access

Guest User access is available for those needing temporary/short-term access to TSAMS to create or modify TSAMS records as part of a construction project. Guest Users are only able to make proposed edits to TSAMS records for signals in construction or testing status. These proposed edits must be approved by PennDOT to become permanent. *Please note - signal owners should not use this type of login access.*

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 Instructions: Uploading Documents

Why do I need to upload documents in TSAMS?

As a guest user, you may need to take and upload current photos of the signal or current as-built drawings as part of a construction contract. Maintaining accurate traffic signal documents and photos in TSAMS ensures that all stakeholders can access the most current documents at any time.

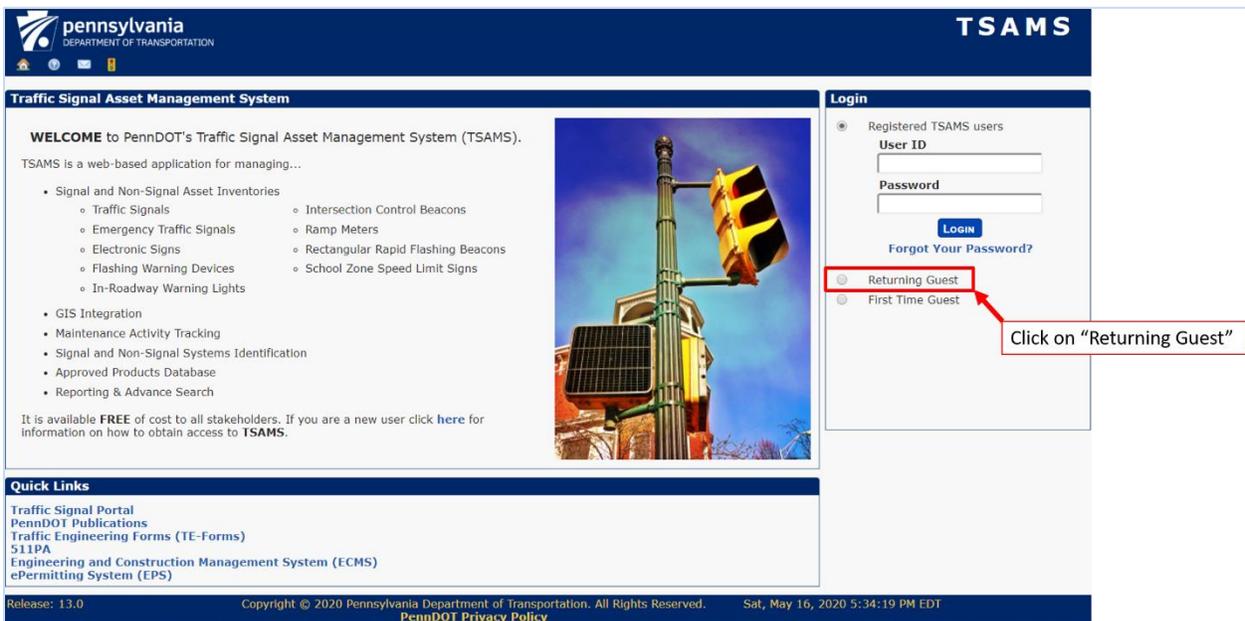
Please note that unlike other edits to the traffic signal data, these uploaded documents will not require PennDOT District approval to become part of the traffic signal record.

How to upload a document in TSAMS:

STEP 1 – Log-in to TSAMS

Open the [TSAMS website](#) and click on the grey dot next to “Returning Guest”. After clicking on the dot, the ‘Login Details’ fields will appear. Enter your User Email and the User Pin (the Pin Number emailed to you after submitting your Guest User registration form) into the fields. Once you’ve entered your ‘Login Details’, click on the blue “Login” button. Once you successfully login, the TSAMS Home page will open.

(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).



TSAMS

Traffic Signal Asset Management System

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
 - Emergency Traffic Signals
 - Electronic Signs
 - Flashing Warning Devices
 - In-Roadway Warning Lights
- Intersection Control Beacons
- Ramp Meters
- Rectangular Rapid Flashing Beacons
- School Zone Speed Limit Signs

- 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**.

Quick Links

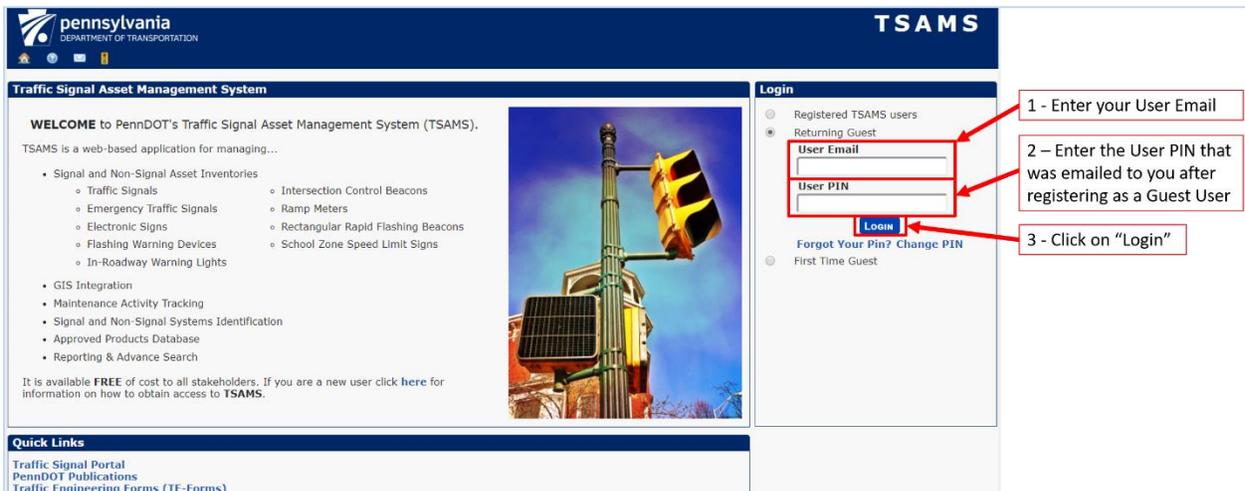
- Traffic Signal Portal
- PennDOT Publications
- Traffic Engineering Forms (TE-Forms)
- 511PA
- Engineering and Construction Management System (ECMS)
- ePermitting System (EPS)

Login

- Registered TSAMS users
 - User ID
 - Password
 - LOGIN**
 - Forgot Your Password?
- Returning Guest**
- First Time Guest

Click on “Returning Guest”

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Quick Links

- Traffic Signal Portal
- PennDOT Publications
- Traffic Engineering Forms (TE-Forms)

Login

- Registered TSAMS users
- Returning Guest
 - User Email
 - User PIN
 - LOGIN**
 - Forgot Your Pin? Change PIN
- First Time Guest

1 - Enter your User Email

2 - Enter the User PIN that was emailed to you after registering as a Guest User

3 - Click on “Login”

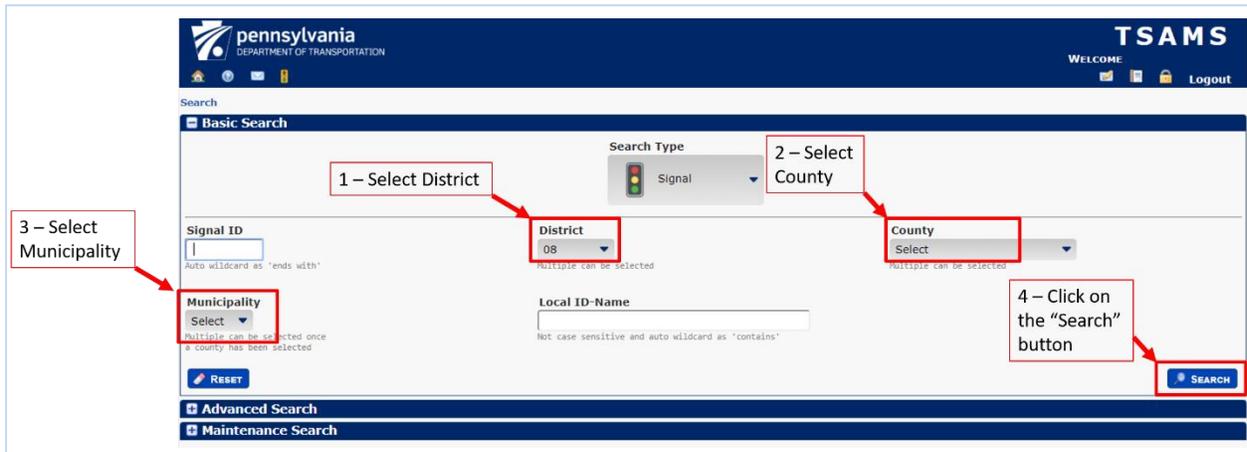
STEP 2 – Search for the Signal

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



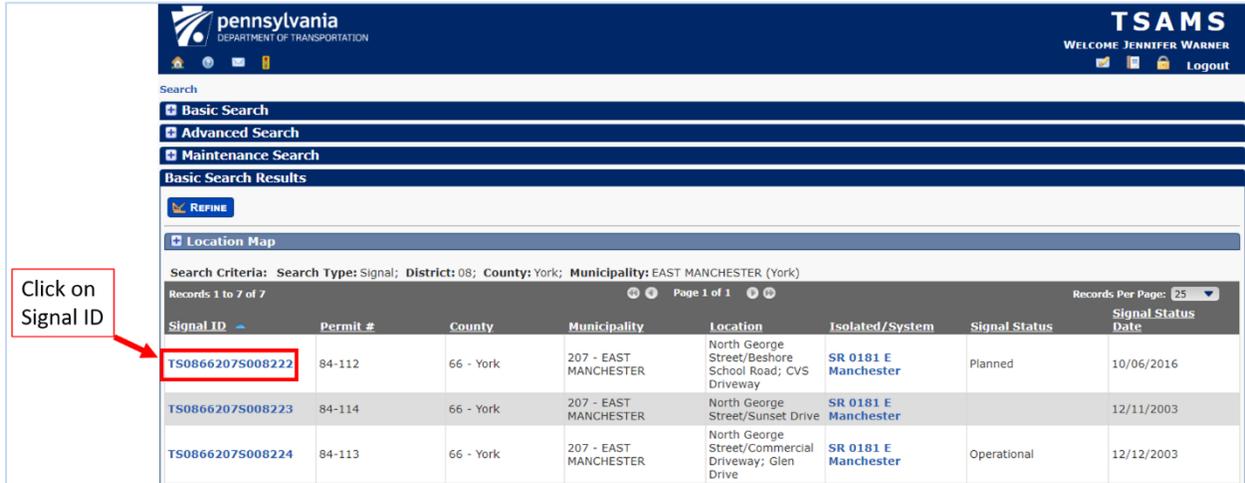
STEP 3 – Select Signal Location Fields

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



STEP 4 – Open the Signal Edit Page

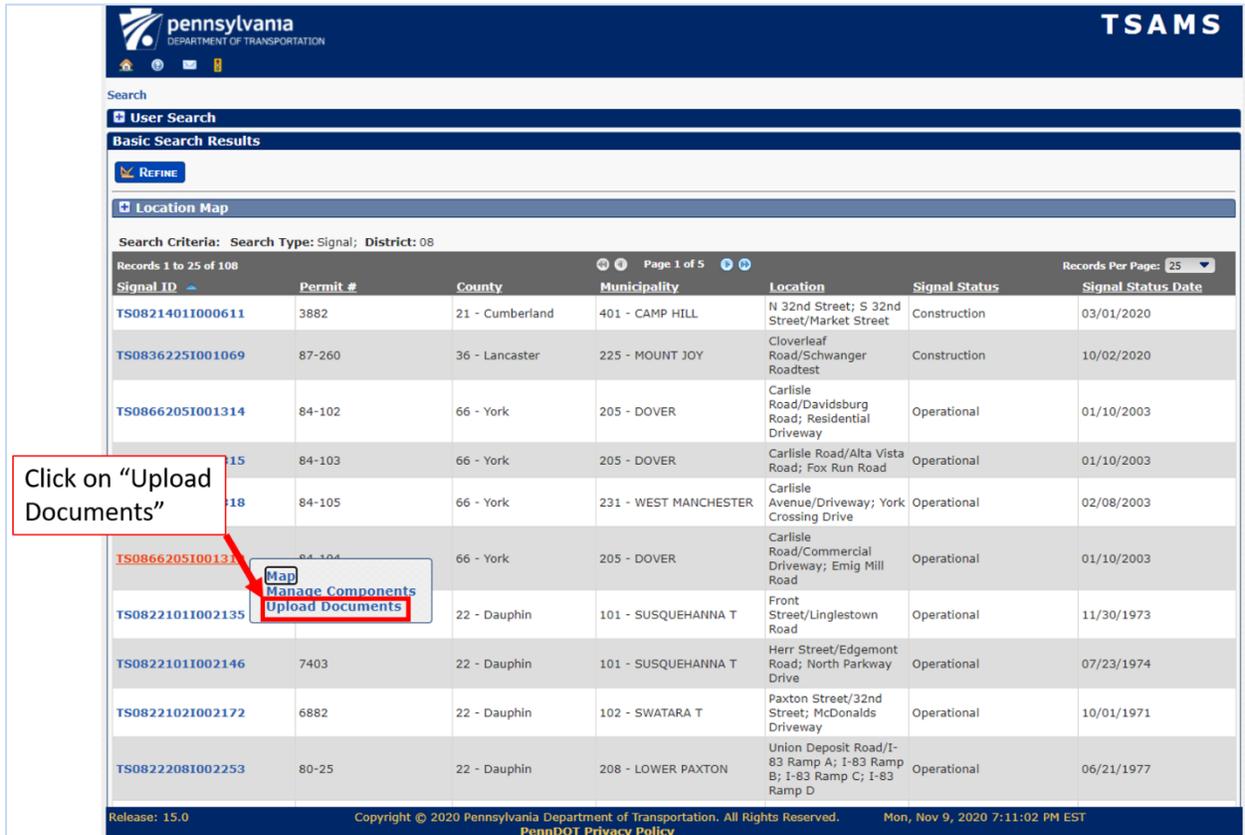
Once the “Search” results list appears below, find your signal of interest and click on the “Signal ID”. After clicking on the signal of interest, a box of options will appear. Click on the “Upload Documents” option.



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
TS08662075008222	84-112	66 - York	207 - EAST MANCHESTER	North George Street/Beshore School Road; CVS Driveway	SR 0181 E Manchester	Planned	10/06/2016
TS08662075008223	84-114	66 - York	207 - EAST MANCHESTER	North George Street/Sunset Drive	SR 0181 E Manchester		12/11/2003
TS08662075008224	84-113	66 - York	207 - EAST MANCHESTER	North George Street/Commercial Driveway; Glen Drive	SR 0181 E Manchester	Operational	12/12/2003

Click on Signal ID



Search Criteria: Search Type: Signal; District: 08

Signal ID	Permit #	County	Municipality	Location	Signal Status	Signal Status Date
TS08214011000611	3882	21 - Cumberland	401 - CAMP HILL	N 32nd Street; S 32nd Street/Market Street	Construction	03/01/2020
TS08362251001069	87-260	36 - Lancaster	225 - MOUNT JOY	Cloverleaf Road/Schwanger Roadtest	Construction	10/02/2020
TS08662051001314	84-102	66 - York	205 - DOVER	Carlisle Road/Davidsburg Road; Residential Driveway	Operational	01/10/2003
TS08662051001315	84-103	66 - York	205 - DOVER	Carlisle Road/Alta Vista Road; Fox Run Road	Operational	01/10/2003
TS08662051001318	84-105	66 - York	231 - WEST MANCHESTER	Carlisle Avenue/Driveway; York Crossing Drive	Operational	02/08/2003
TS08662051001319	84-104	66 - York	205 - DOVER	Carlisle Road/Commercial Driveway; Emig Mill Road	Operational	01/10/2003
TS08221011002135		22 - Dauphin	101 - SUSQUEHANNA T	Front Street/Linglestown Road	Operational	11/30/1973
TS08221011002146	7403	22 - Dauphin	101 - SUSQUEHANNA T	Herr Street/Edgemont Road; North Parkway Drive	Operational	07/23/1974
TS08221021002172	6882	22 - Dauphin	102 - SWATARA T	Paxton Street/32nd Street; McDonalds Driveway	Operational	10/01/1971
TS08222081002253	80-25	22 - Dauphin	208 - LOWER PAXTON	Union Deposit Road/I-83 Ramp A; I-83 Ramp B; I-83 Ramp C; I-83 Ramp D	Operational	06/21/1977

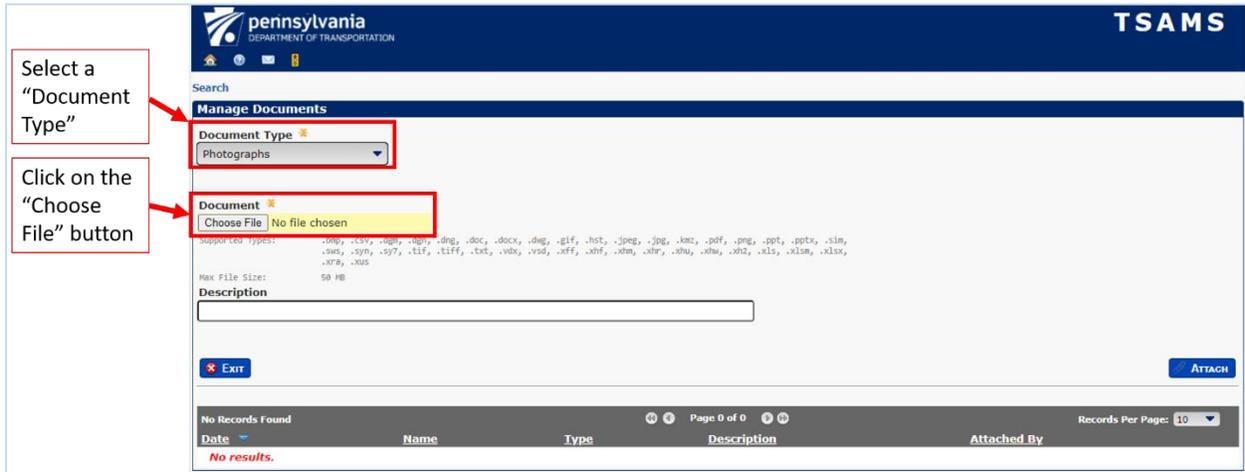
Click on “Upload Documents”

Map Manage Components Upload Documents

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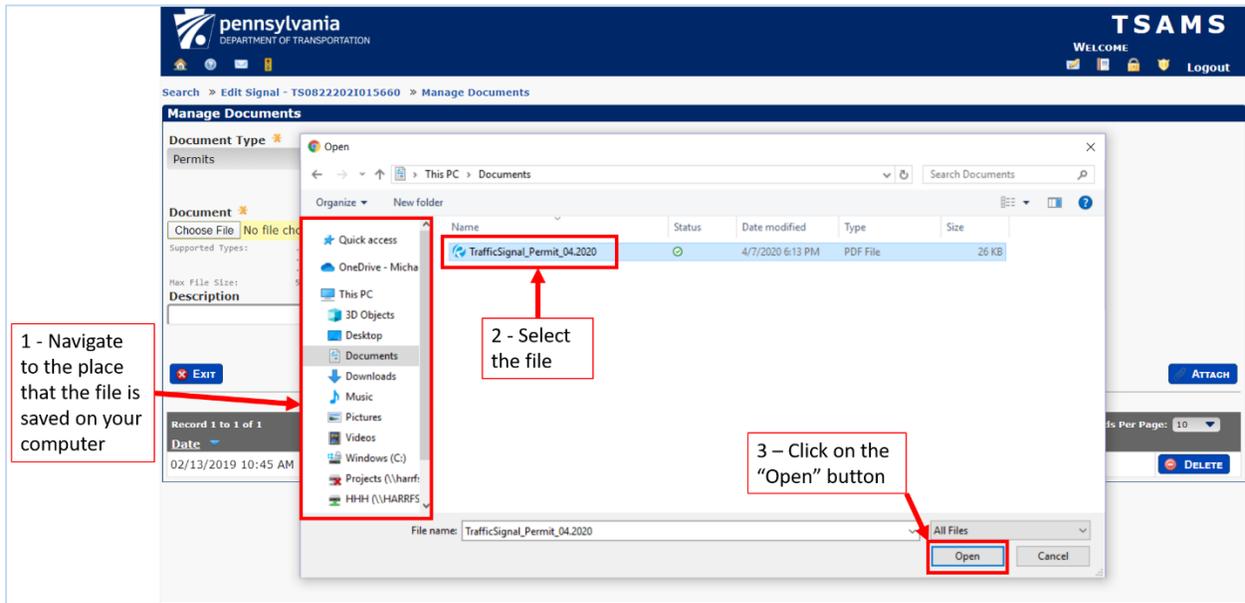
STEP 5 – Upload the Documents

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



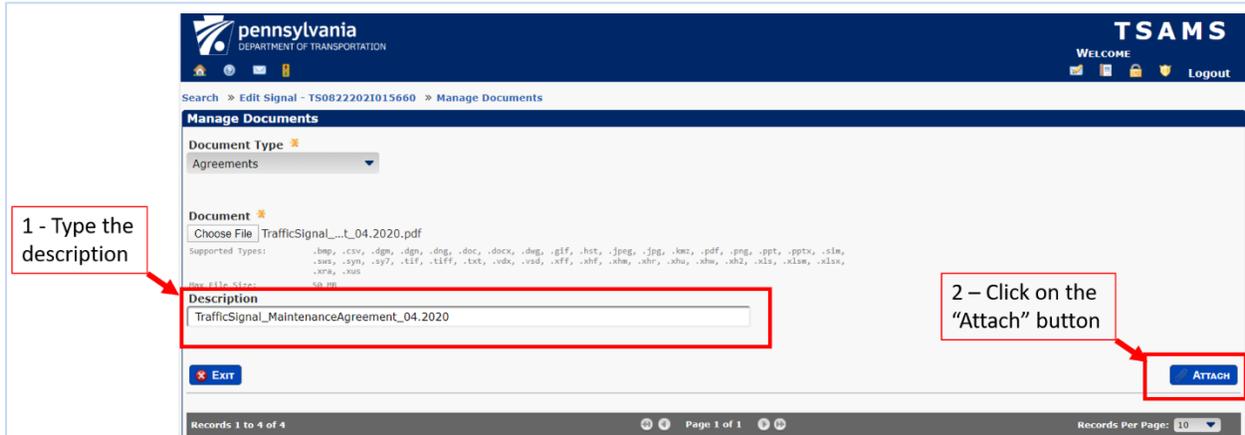
STEP 6 – Navigate to the Files

Navigate through your computer’s file folder system to the location that the files 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.



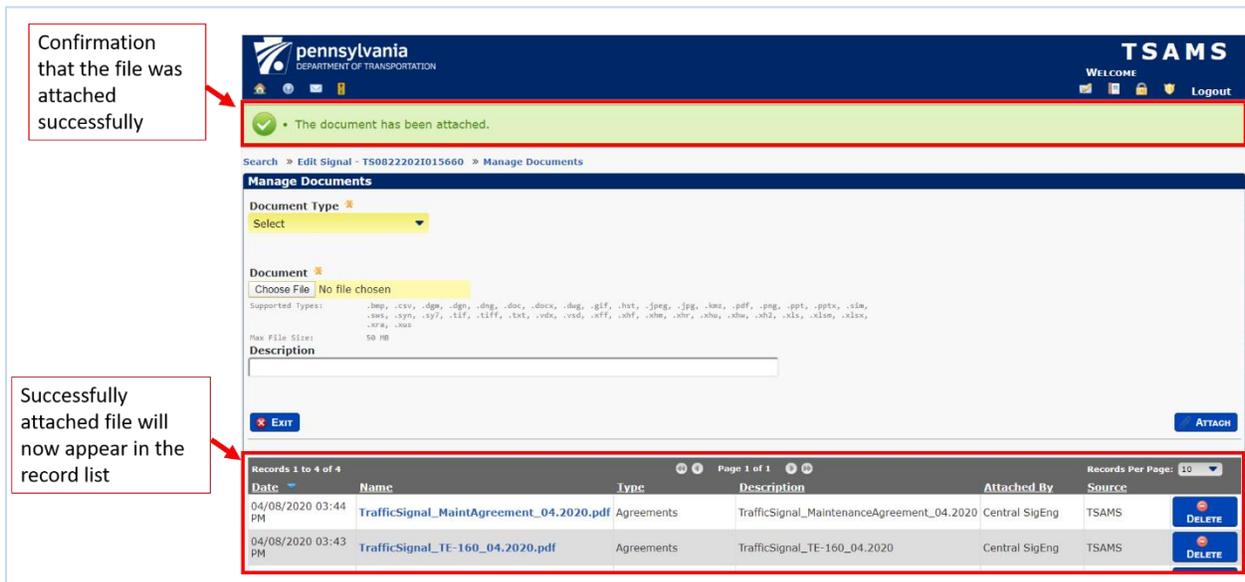
STEP 7 – Enter Description and Attach File to TSAMS Record

Type a description for the file in the box provided. Use a standard naming convention, such as “Traffic Signal – File Name - 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 8 – 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.

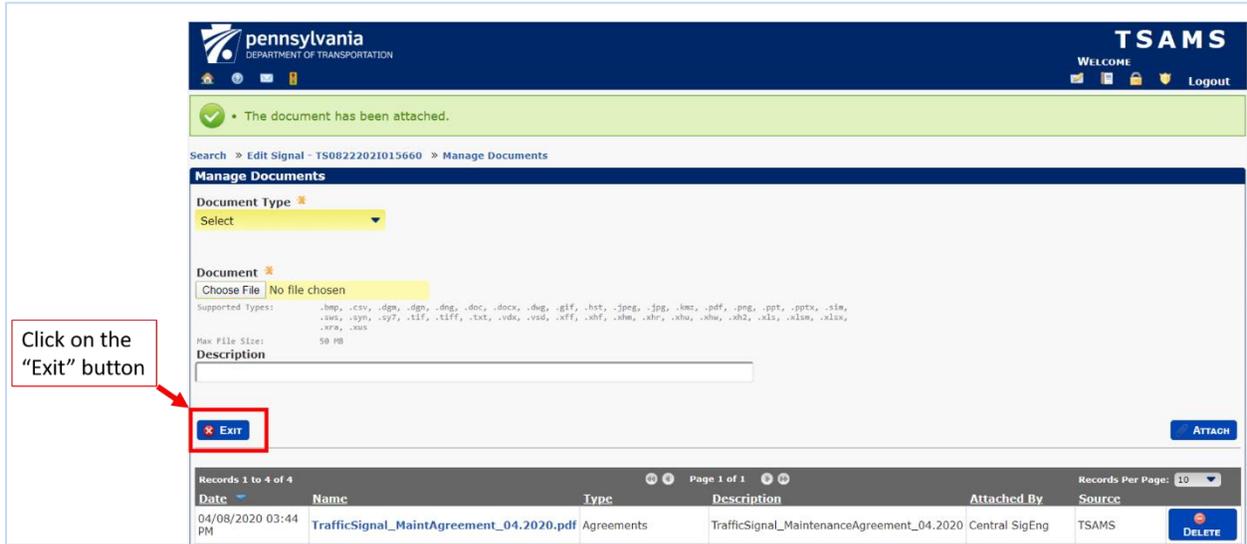


STEP 9 – Attach other Files

To attach the other files, repeat STEP 5 through STEP 8.

STEP 10 – Return to the “Search” Page

Once all files have been attached, click on the “Exit” button. This will return you to the “Edit Signal” page for this signal. This will take you back to the “Search” results list (i.e. the list of signals for the municipality specified).



Click on the “Exit” button

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	