

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”:

- <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 – 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 to 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
 - http://www.dot.state.pa.us/public/Bureaus/BOMO/Portal/TSAMS_Access_Guide.pdf
- TSAMS Quick Reference Guide – Municipalities
 - <http://www.dot.state.pa.us/TSAMS/Municipality/TSAMS%20uses%20ECMS%20Security%20to%20assign%20user%20IDs.pdf>
- ECMS Password Help Video
 - <http://www.dot.state.pa.us/TSAMS/ECMSHelp/ECMS%20Password%20Help%20Audio%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?

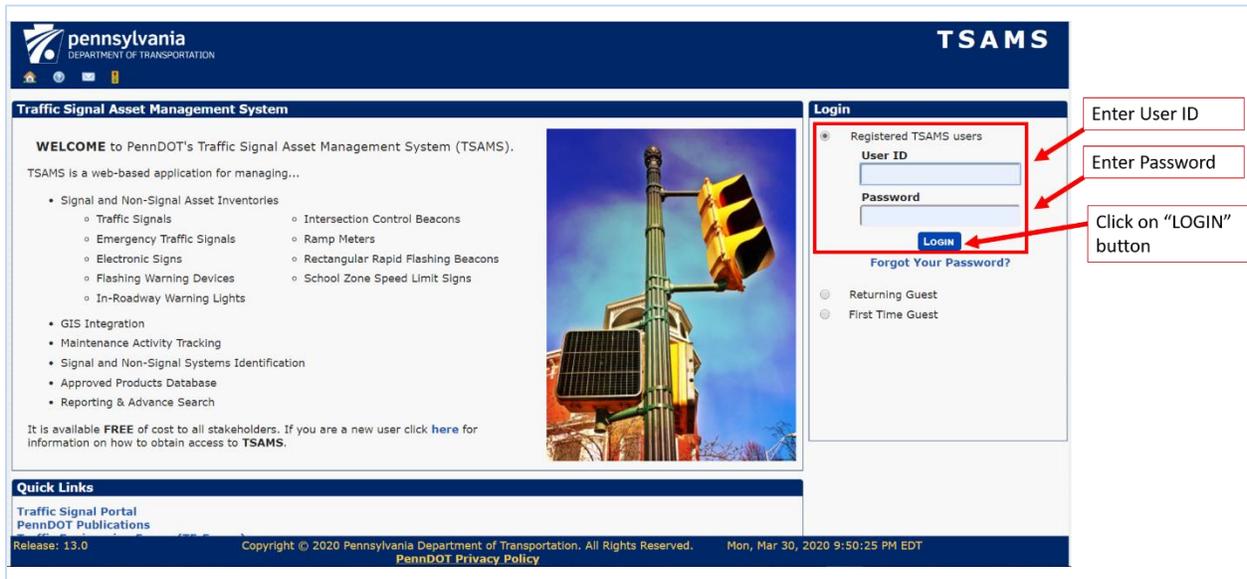
The traffic signal cabinet photos need to show all the equipment inside the cabinet. It is important that the images clearly show all contents of the cabinet and any relevant features of the cabinet's interior. Take as many photos as are needed to show the necessary features (see sample images below).



How to upload cabinet photos into TSAMS from your computer:

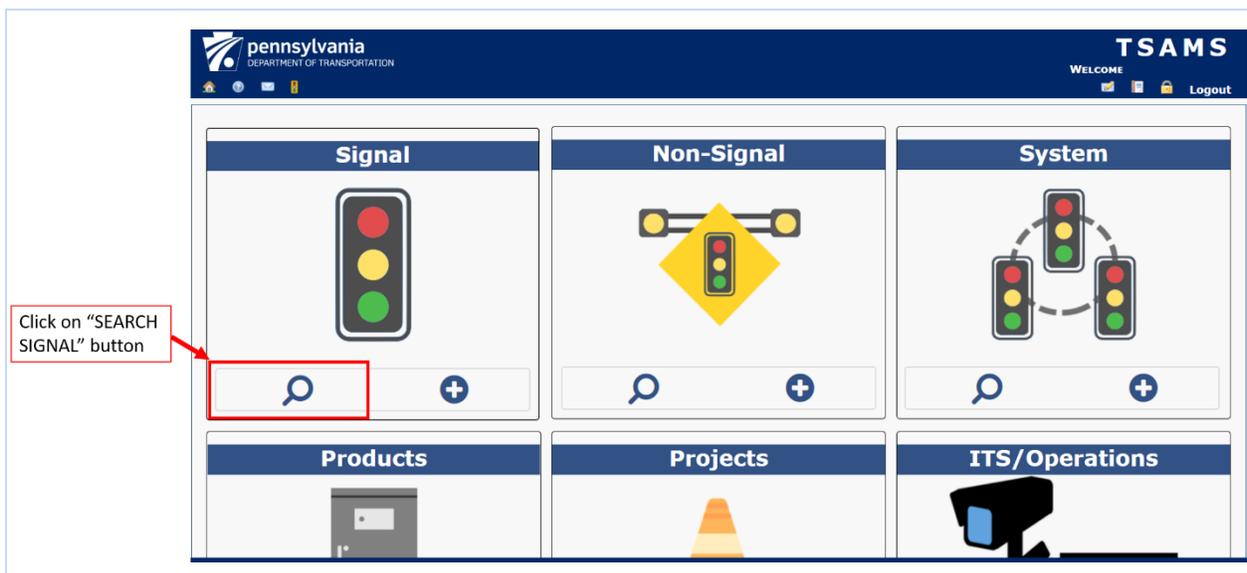
STEP 1 – Log-in to TSAMS

Open the [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*).



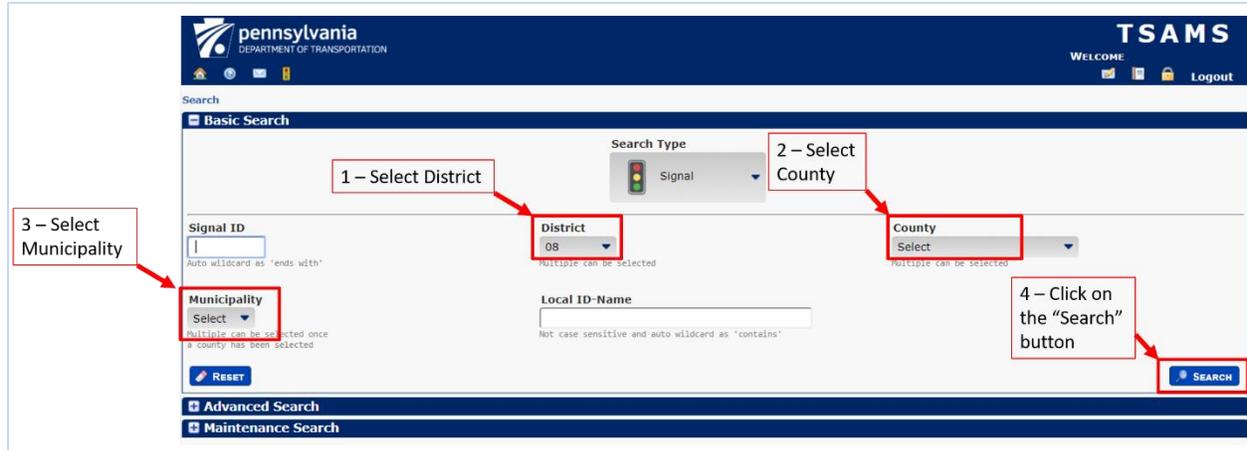
STEP 2 – Search for the Signal

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



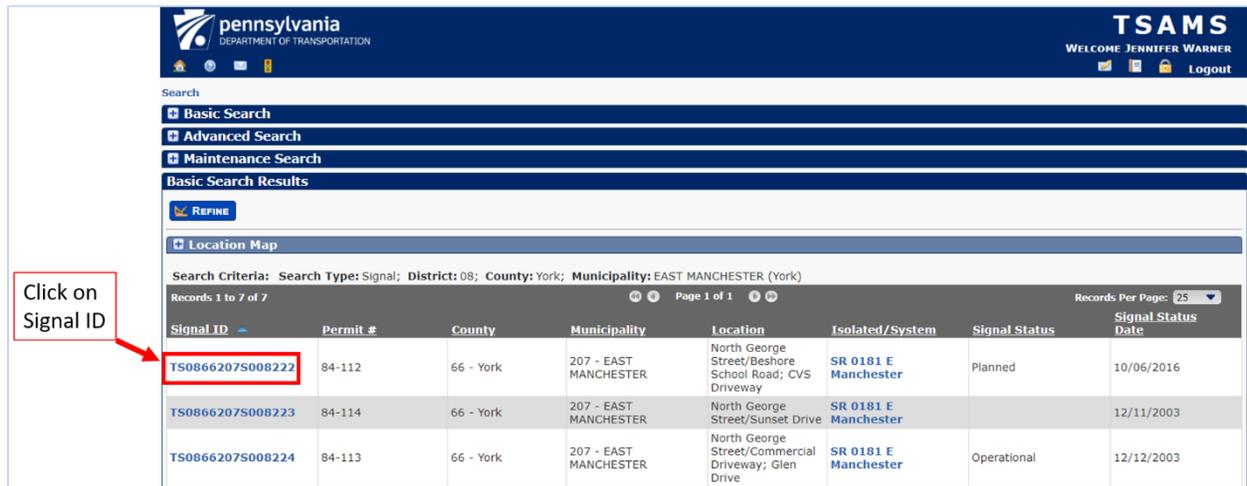
STEP 3 – Select Signal Location Fields

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



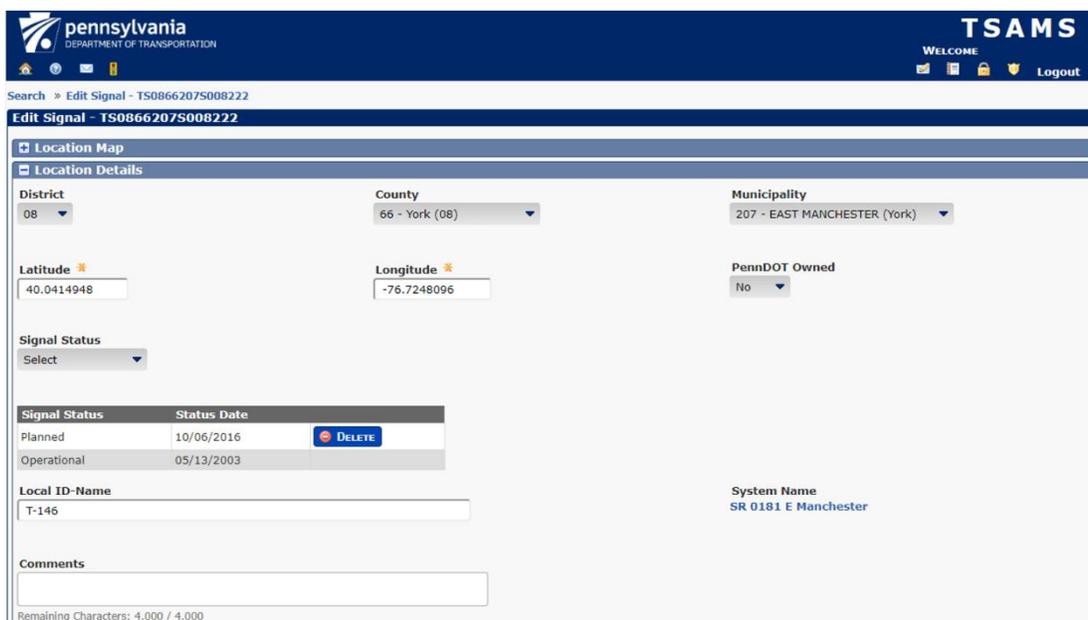
STEP 4 – Open the Signal Edit Page

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.



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

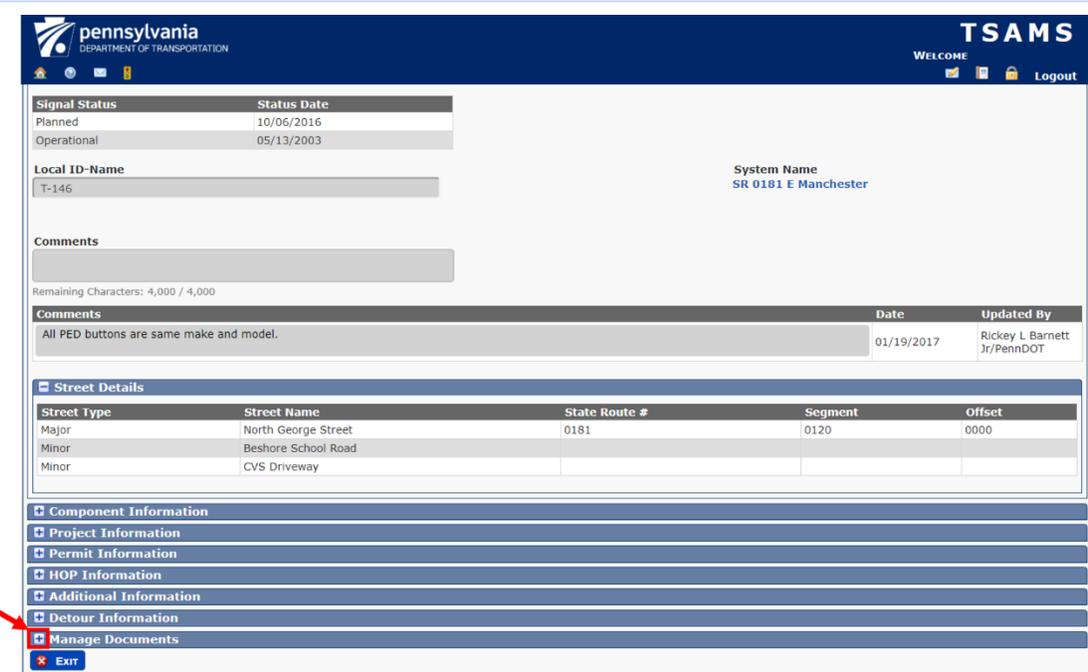
Signal Status	Status Date	
Planned	10/06/2016	DELETE
Operational	05/13/2003	

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			

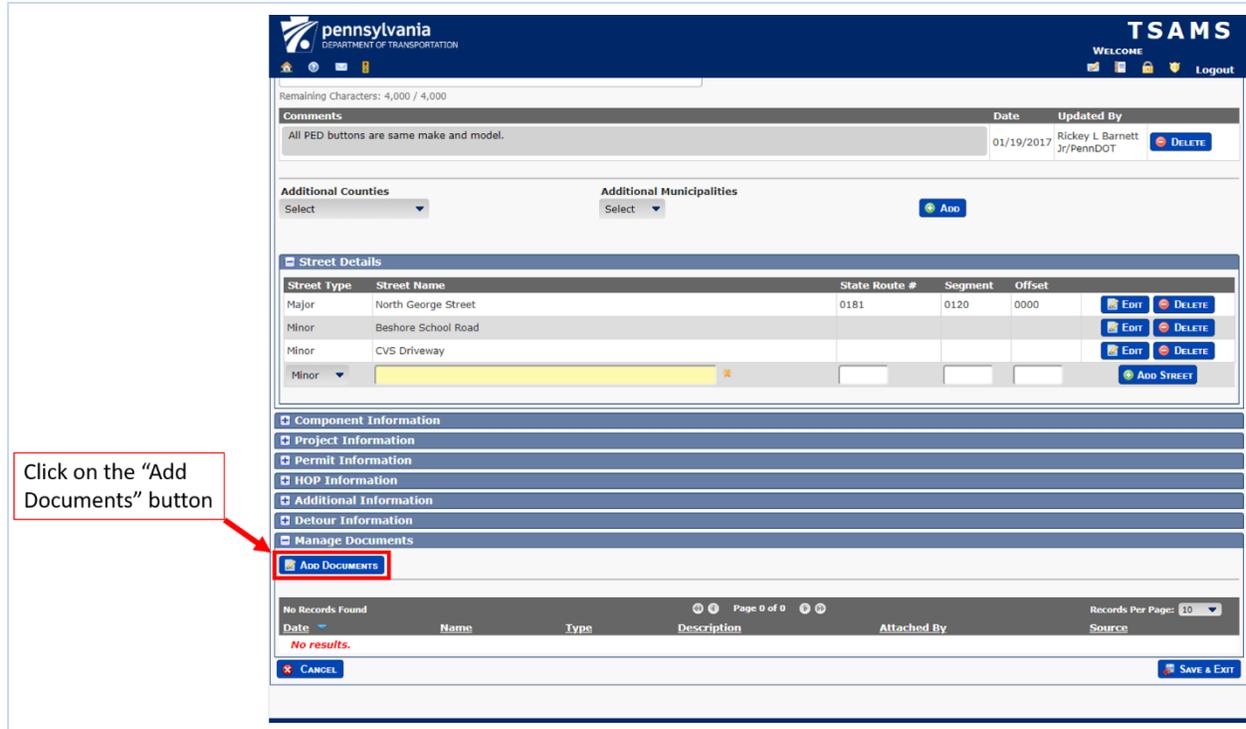
- + Component Information
- + Project Information
- + Permit Information
- + HOP Information
- + Additional Information
- + Detour Information
- + **Manage Documents**
- + Exit

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



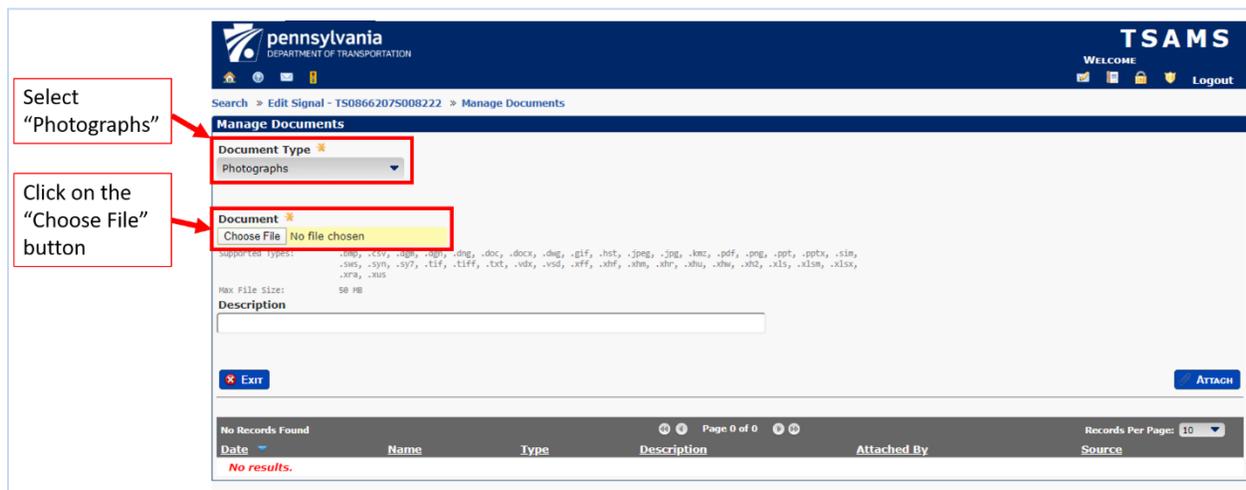
STEP 6 – Open the “Add Documents” Section

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



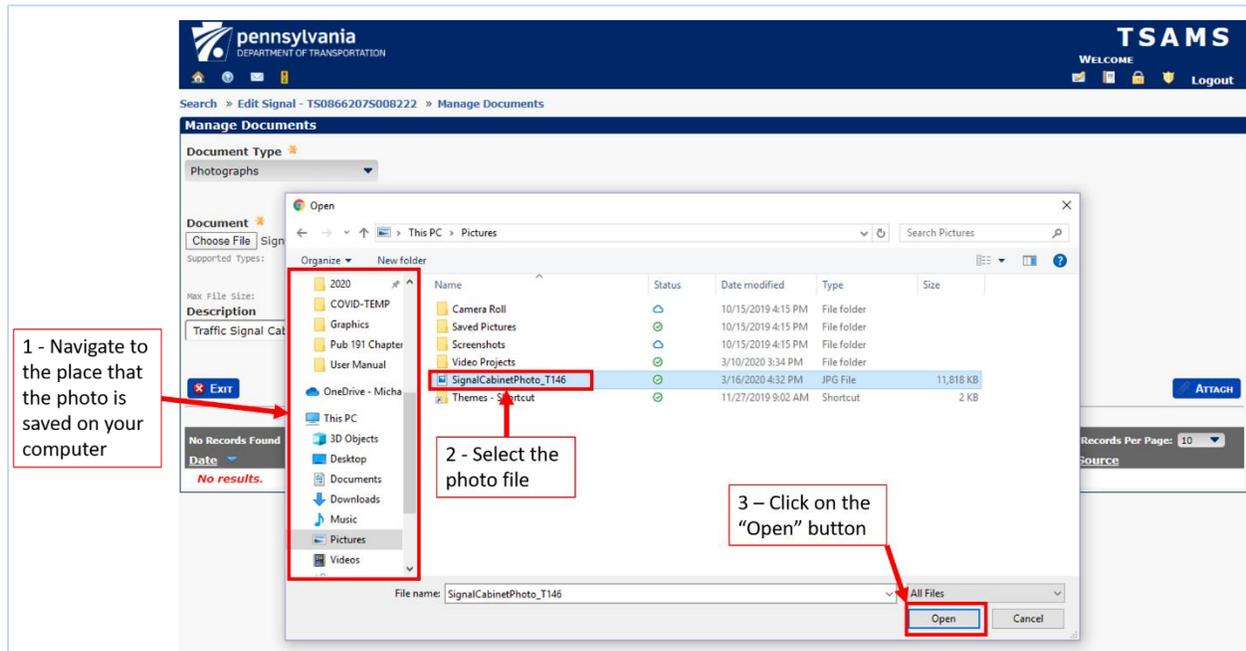
STEP 7 – Upload Photo

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



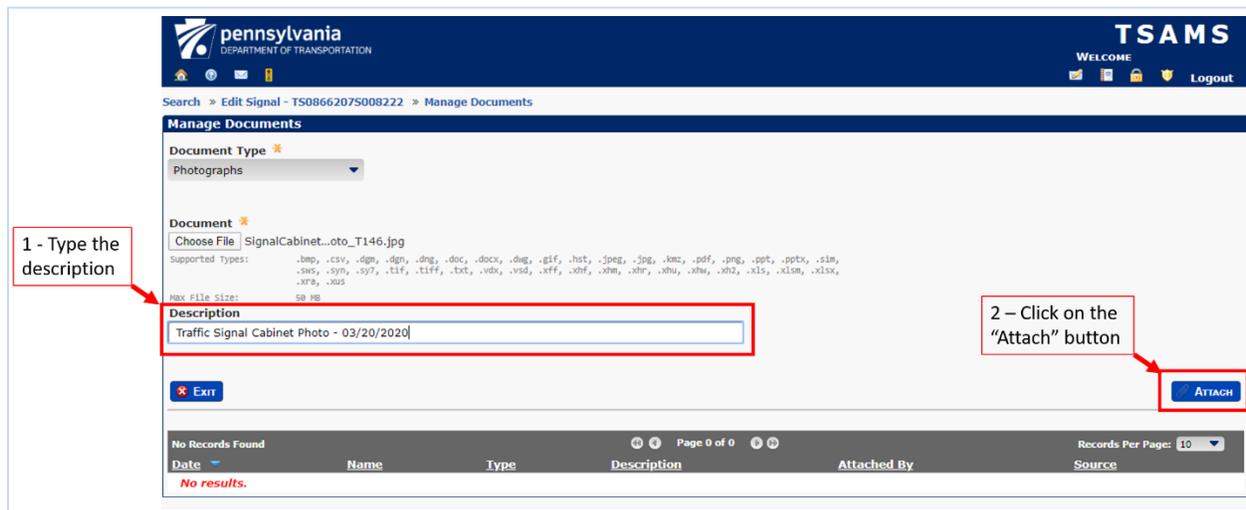
STEP 8 – Navigate to the Photo File

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.



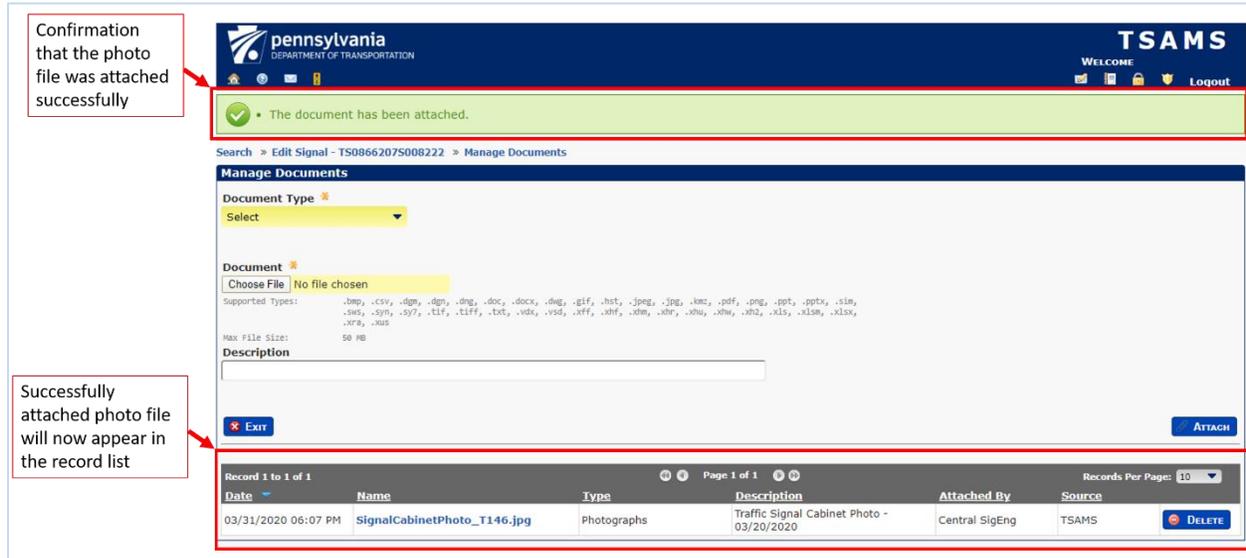
STEP 9 – Enter Description and Attach Photo to TSAMS Record

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.



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 successfully

Successfully attached photo file will now appear in the record list

The document has been attached.

Search » Edit Signal - TS08662075008222 » 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, .jpg, .jpeg, .kmz, .pdf, .png, .ppt, .pptx, .slm, .smg, .sym, .sy7, .tif, .tiff, .txt, .vdx, .vsd, .xfl, .xfl, .xmf, .xmf, .xnu, .xnu, .xnu, .xnu, .xls, .xlsx, .xlsx, .xslx, .xslx, .xslx

Max File Size: 50 MB

Description

Exit ATTACH

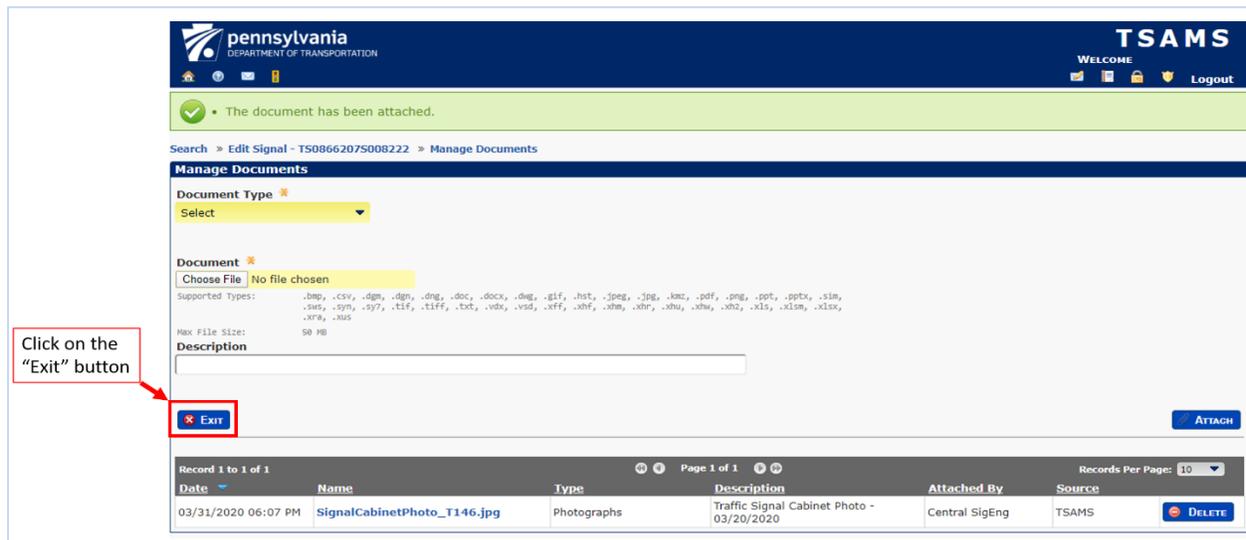
Date	Name	Type	Description	Attached By	Source	
03/31/2020 06:07 PM	SignalCabinetPhoto_T146.jpg	Photographs	Traffic Signal Cabinet Photo - 03/20/2020	Central SigEng	TSAMS	DELETE

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.



The document has been attached.

Search » Edit Signal - TS08662075008222 » 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, .jpg, .jpeg, .kmz, .pdf, .png, .ppt, .pptx, .slm, .smg, .sym, .sy7, .tif, .tiff, .txt, .vdx, .vsd, .xfl, .xfl, .xmf, .xmf, .xnu, .xnu, .xnu, .xnu, .xls, .xlsx, .xlsx, .xslx, .xslx, .xslx

Max File Size: 50 MB

Description

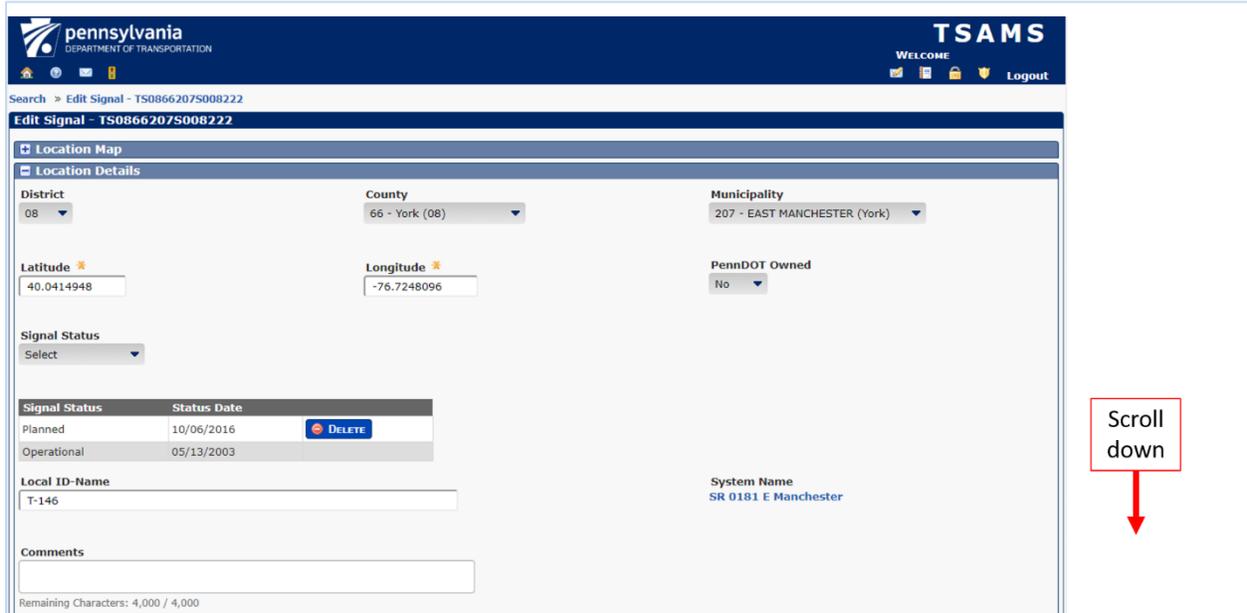
Exit ATTACH

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	DELETE

Click on the “Exit” button

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

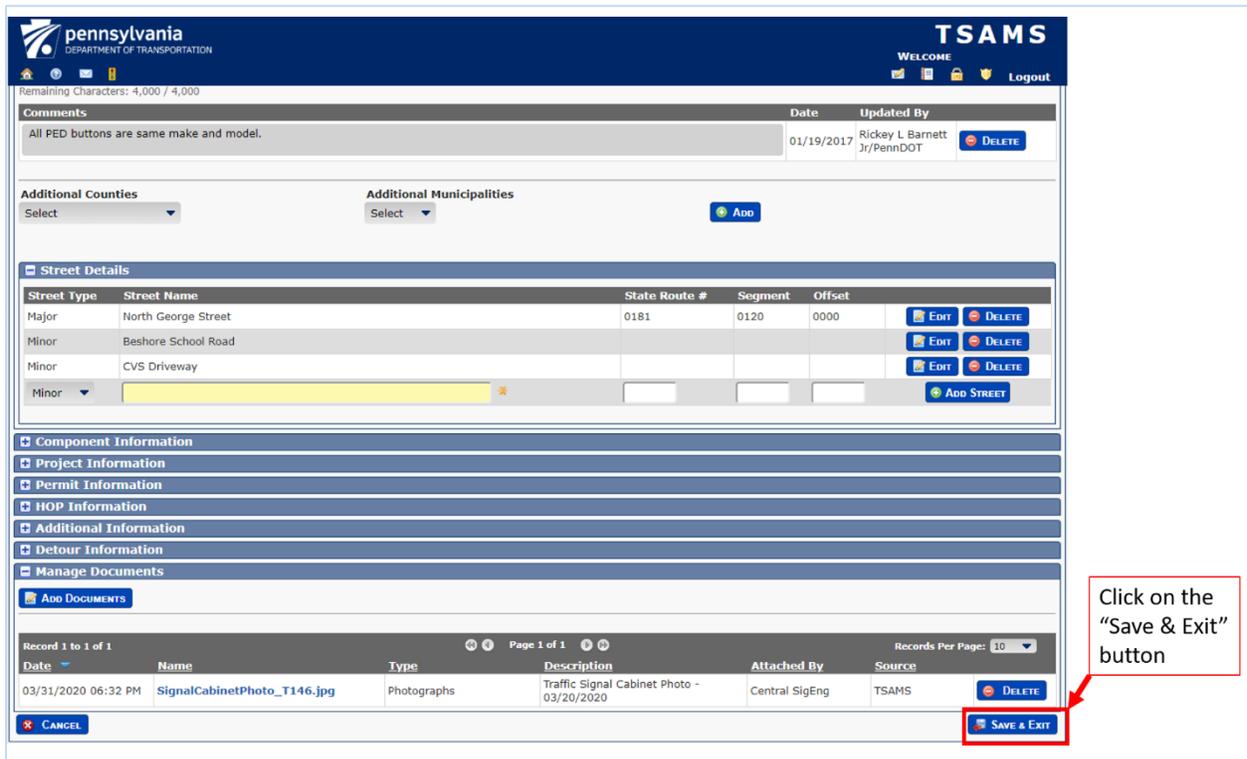
Signal Status: Select

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:

Remaining Characters: 4,000 / 4,000



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

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

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.