

Internal Process

- 1) Update Sign Support and Panel Inventory
(See End User Document or contact Joani Nilan for instructions)
 - a. Moving an existing or Installing a new OH or I Beam
 - i. Create a new record in the Asset Inventory to get a Support ID
 - ii. Set status to proposed and set install date to the date record was created or the proposed let date if known
 - iii. Add the SP number in the Panel Inventory pane if known
 - iv. Add documentation if available
 - v. When work is completed update inventory
 1. Location if needed
 2. Install date for support and panel
 3. Change status from proposed to Inplace
 4. Panel - SP number, Prime Contractor, Panel Fabricator, Panel Manufacturer
 5. If Legacy panel was used update the Panel to the actual design if available
 6. Add Plan Sheets for the structure if needed
 - b. Updating an existing OH or I Beam remaining in the same location
 - i. Use the existing OH ID or I Beam ID
 - ii. Add new Documentation if available
 - iii. Update Inventory when the work is completed
 1. Location if needed
 2. Install date for support and panel
 3. Change status from proposed to Inplace
 4. Panel - SP number, Prime Contractor, Panel Fabricator, Panel Manufacturer
 5. Update the Panel to the new design if available
 6. If new panel design is not available change to Legacy Sign and update the description to match the legend of the Inplace panel
 7. Add Plan Sheets for the structure if needed
- 2) Request new OH or I Beam ID
 - a. Send email to [Joani Nilan](#) and include the following information
 - i. Route
 - ii. TAMS Admin Unit for the support ID
 - iii. Support ID for new proposed inventory records
 - b. Joani will assign the appropriate ID and update the Support ID in the support inventory. Once this is completed, she will reply to requester with the new ID's

IMPORTANT:

- If you don't know the exact location of the new installation you can use the map in the Support Inventory to get close to where it is expected to go. The location can be updated after the project is completed.
- If you don't have the design in the TAMS Panel Library when you create the record you can use the "Legacy" panel in the library as a placeholder. After adding the Legacy panel to the inventory record update the Panel Description to match the legend on the proposed panel.
If there is more than one panel on the support, they all must be added to the inventory record. The Panel Library code is LEGACY SIGN.

External Process

- 1) Consultant completes OH and I Beam ID Request Form and sends to the appropriate District Traffic Staff
- 2) District staff follow step 1 and 2 of Internal process
- 3) Joani will assign the appropriate ID and update the Support ID in the Support Inventory. Once this is completed, she will reply to requester with the new ID's