

WisDOT Structure Inspection Series - HSIS

1.1 Untitled Slide



“Welcome to the Wisconsin Department of Transportation’s Structure Inspection Refresher Series. This module details some tips for inspectors related to HSIS.”

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“This module is intended for users with some experience entering inspections in HSIS. If you are new to this, please visit the HSIS training videos and Quick Guide to get a more complete understanding of the system and its functionality.

In this session, you will learn:

To create an inspection in HSIS.

To add new documents to an inspection.

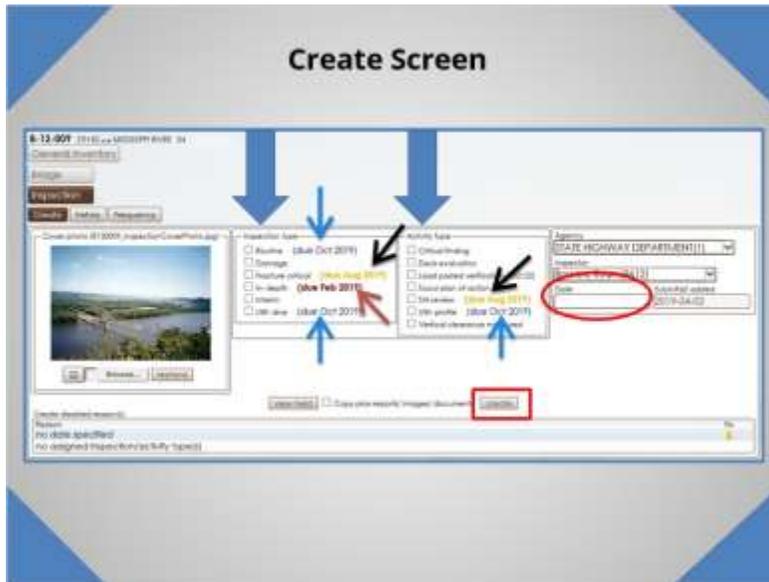
To copy documents from a prior inspection to a new inspection.

To understand built-in inspection complete disabled rules and how to address them.

To understand inspection on-complete actions.”

“The create tab is where you go to begin entering an inspection. Here you can see all the available types of inspections and activities that can be entered in HSIS.

1.3 Untitled Slide



All inspections and activities due within the next 12 months will have the due date shown next to the due item. Inspections that are past-due have the due date shown in red, inspections due in the next six months are shown in yellow, and inspections due in the next 12 months are shown in blue.

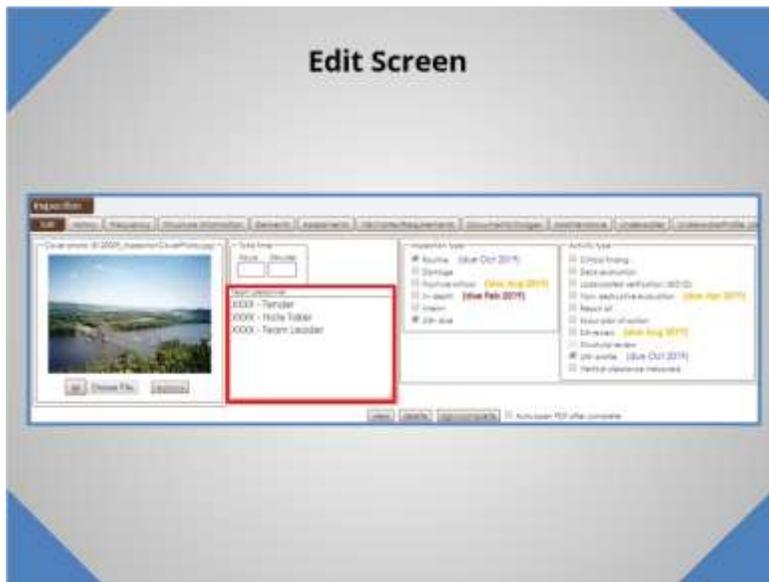
Some activities are only visible once an inspection is selected. For example, the non-destructive evaluation and reach all activities can be chosen once the fracture critical inspection type is selected.

All activities completed as part of the inspection should be selected. If an underwater profile was completed, make sure the activity checkbox is selected. Also, if a reach all was used for the inspection, make sure to select that activity.

The date to be entered is the date the inspection was conducted.

Once an inspection or activity type, agency, inspector, and date are entered, click ‘create’ to create a new inspection.”

1.4 Untitled Slide

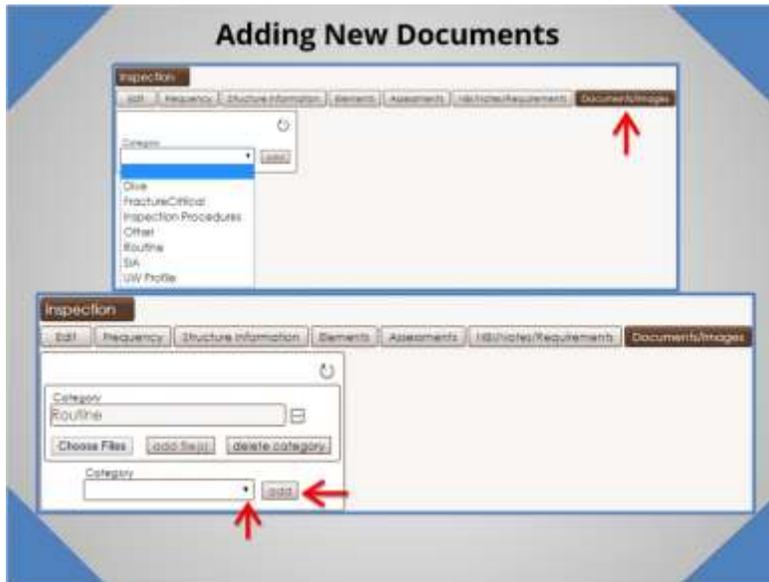


“After an inspection is created, the edit screen appears. On this screen, you can select additional inspection types or activities as needed. Also, you can uncheck anything you may have previously marked by mistake.

If you did not select an inspection type when you created the inspection, you’ll need to delete the inspection and create a new inspection for the elements to appear.

All team members and their role in the inspection should be listed. For example, if a dive inspection is done, please specify who was the tender, note taker, and team leader, along with any other roles filled.”

1.5 Untitled Slide

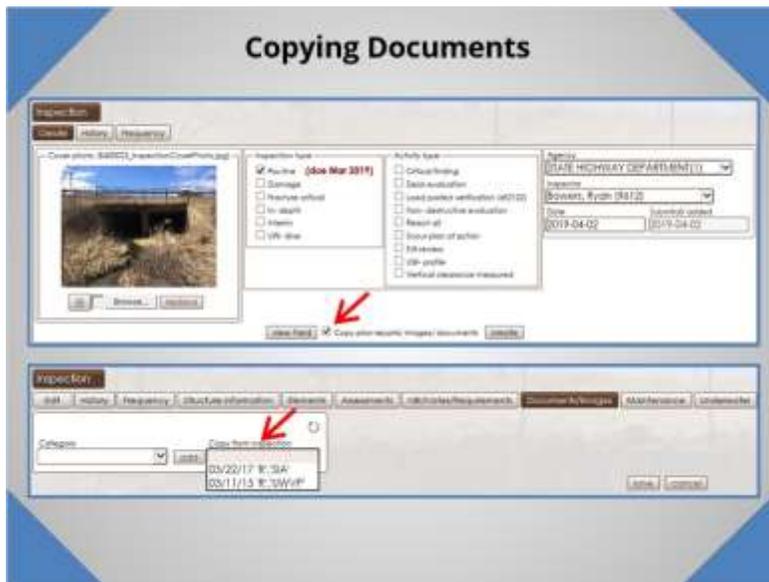


“The following describes the process for adding new documents to an inspection or activity. Some inspections and activities require documents to be included to supplement the data provided.

First, click on the ‘documents/images’ tab. Next, select the inspection or activity the documents are for from the category dropdown and click add. A category will be listed for each inspection and activity type selected on the edit tab. You can add multiple categories to an inspection.

The bottom image shows the screen once a category has been added. Now you can choose files to add to the inspection.”

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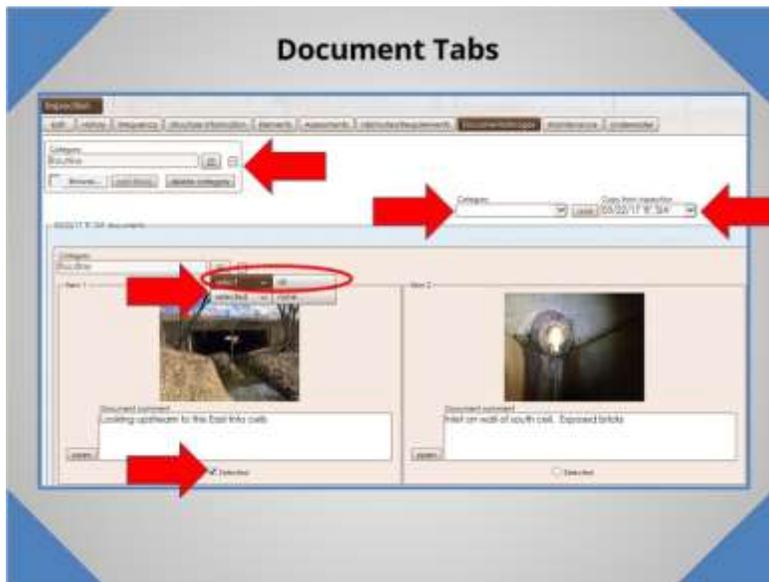
“If there are documents in a previous inspection that you would like to copy into the new inspection, you have the ability to do so. There are two options for copying documents from previous inspections into new inspections. One option is to select the ‘copy prior reports/images/documents’ checkbox on the create tab prior to creating the inspection. The second option is to select a specific inspection to copy documents from on the documents tab after the new inspection has been created. Exactly what is copied for both of these options will be explained in greater detail over the next slides.”

1.7 Untitled Slide



“When the copy prior documents checkbox is selected during inspection creation, all the documents and accompanying notes from the previous inspection of the same type are automatically added to the documents tab and become part of the current inspection. The inspector should review these documents, delete any that no longer apply, and add any new documents that reflect the current condition of the structure.”

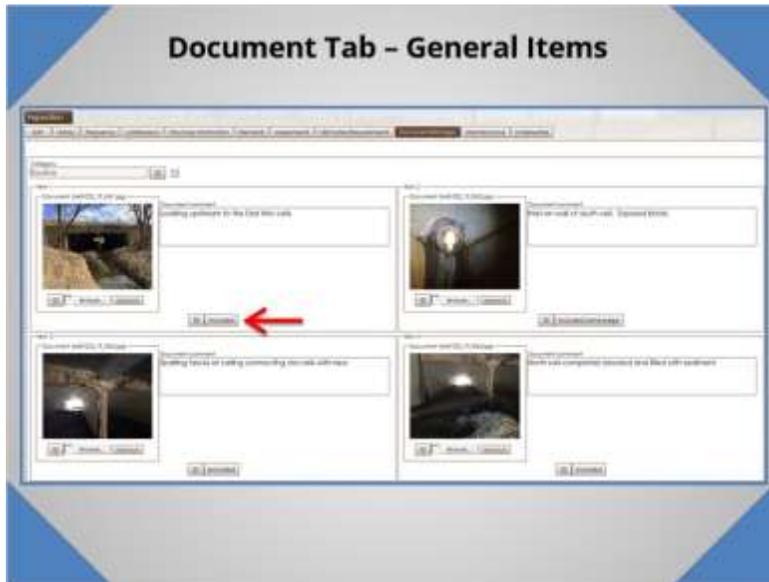
1.8 Untitled Slide



“You can copy documents from specific inspections into a new inspection. If you want to copy documents but avoid copying everything from the last inspection, take the following steps:

- Select the inspection to copy from (arrow to point to copy from inspection. Each of the arrows mentioned to appear when begin talking about the step and disappear when moving onto the next step).*
- Select the documents to be copied. You can select individual documents by clicking on the checkbox beneath the document, or you can select all by clicking on select and then all from the dropdown (arrow pointing at the checkbox under document, and arrow pointing at dropdown).*
- In the dropdown, go to “selected” and click on “copy”.*
- Select a category to copy the images to and click “add” (arrow pointing at category dropdown).*
- Select “paste” from the dropdown. The copied images will now be appear and are part of the new inspection. (arrow pointing at box as shown).”*

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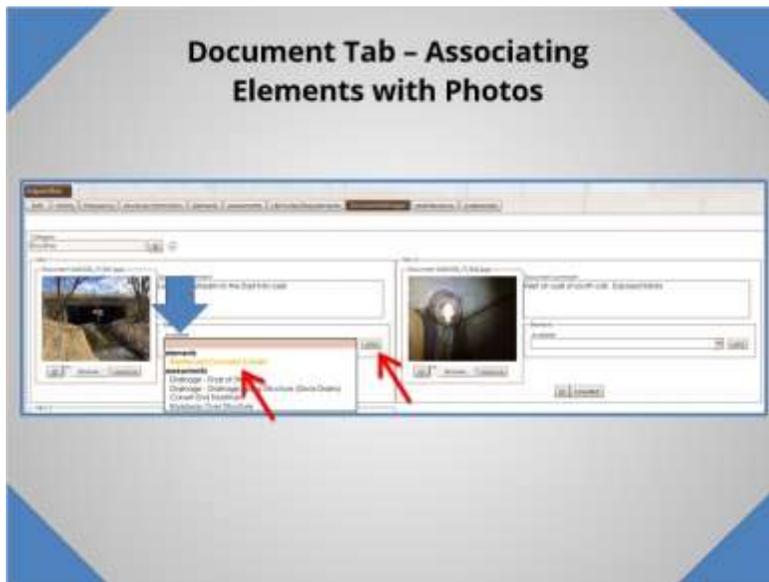


“The inspector can upload as many documents as he or she wants to HSIS. Not all documents uploaded need to be part of the final inspection pdf. You can choose which documents are included in the inspection pdf by clicking on the “included” button for each document. When clicked, this button will cycle among included, included same page, and excluded. ‘Included same page’ will put the image on the same page as the preceding image. This can be done to show up to two images on one page.

Documents can be reordered by hovering over the dropdown next to the ‘included’ button and selecting ‘move’.

If you need to rotate an image, this can be done by hovering over the button located beneath the photo and selecting rotate from the menu.”

1.10 Untitled Slide



“Soon, HSIS will require photos with elements and assessments that have a quantity in condition state 3 or 4. You will not be able to submit an inspection without doing this step.

To associate a photo with an element, select the appropriate element from the dropdown for the photo. Elements with a quantity in condition state 3 will be yellow in the dropdown, and elements with a quantity in condition state 4 will be red. Once an element is selected, click on “add”. If a photo shows multiple elements, each element can be selected from the dropdown and added to the single photo.”

1.11 Untitled Slide



“Sometimes the sign/complete button is greyed out and an inspector cannot complete an inspection. This usually is because a required piece of information is missing from the inspection.

All items that are keeping the inspection from being completed are listed in the “inspection complete disabled” section. Some examples of complete disabled reasons are shown on the screen. Each of these items must be addressed before the inspection can be submitted.

HSIS provides some help in locating the missing or incorrect data. Clicking the traffic cone at the right side of the screen will bring the user to the field that must be edited before the inspection can be submitted.

1.12 Untitled Slide



“There are some actions that HSIS performs automatically once an inspection is completed. These actions are called “on complete actions” and are listed at the bottom of the inspection edit screen.

Some on complete actions result in HSIS being directly edited behind the scenes with no further action necessary by the inspector or PM, and others result in a notification being sent to specific people. An example of an on complete action is to clear the underwater profile requirement. The reasons for clearing this requirement are listed, and once the inspection is submitted underwater profiles will not be required with future inspections unless the condition changes. Another example of an on complete action is the routine inspection frequency automatically changing from 24 months to 12 months when a substructure NBI value changes to 4 or less.

An example of an on complete action resulting in a notification email is when the routine inspection frequency is set to 12 months but 24 months is appropriate based on the HSIS rule checks. For this case, HSIS does not automatically change the inspection frequency because the inspector or program manager may have a reason to keep the structure on a 12 month inspection cycle. The email notification alerts those on the email list that the bridge does meet the requirements for a 24 month inspection frequency, and it is up to the program manager to update HSIS if they feel the suggested frequency is appropriate.”

1.13 Untitled Slide



“The next few slides will present some additional actions inspectors can do in HSIS and other items of note.

The first item is reopening inspections. Once you submit an inspection, you have the ability to reopen that inspection for up to 1 day. To reopen an inspection, go to the history tab, select your inspection, and click reopen.

If you need to reopen an inspection you submitted more than 1 day ago, you will need to contact the regional program manager.

Inspections submitted before the yearly NBI data submittal to FHWA cannot be reopened.”

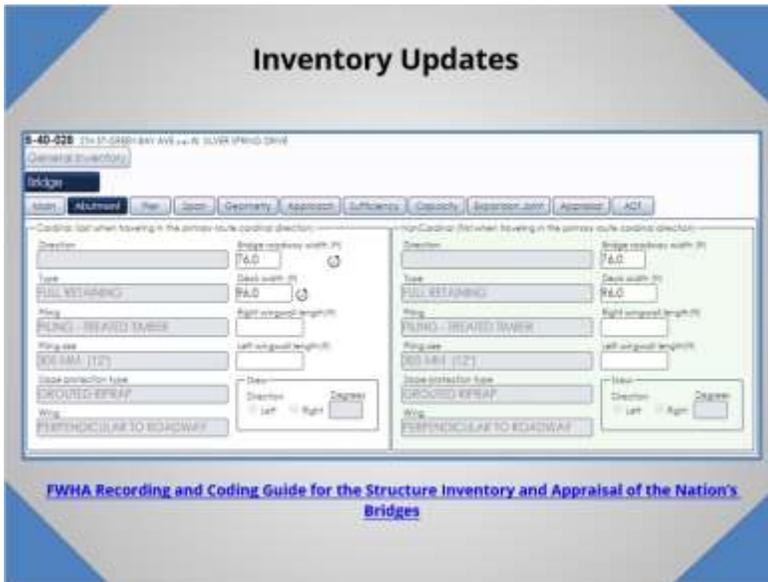
1.14 Untitled Slide



“The deck or slab rebar type can be selected by hovering over the element number, moving to ‘set rebar’, and selecting the appropriate type of reinforcement.

After a type of reinforcement has been selected, the type will be displayed in the description after the element name.”

1.15 Untitled Slide



“Inspectors do not have to create or reopen an inspection to edit some inventory items. Some items can be edited through the bridge tab in HSIS. In the example shown, you can edit the roadway width, deck width, and wingwall lengths for both abutments.”

1.16 Untitled Slide



“All users are able to access files associated with a structure by navigating to the “Files” screen under the “General Inventory” heading. In the example shown, there is a folder for plans for bridge work done in 1956 and in 1986, and a folder with inspection files. Examples of inspection files are report pdfs, photos, and underwater profile spreadsheets. Not all inspection-related files are part of the inspection pdf; those additional files can be accessed here. (arrow should appear) If you click on the checkbox next to an item, move the mouse to the box next to the arrow shown, and go to ‘selected’ and then ‘get’, all files in the folder will be downloaded. You can select multiple files or folders at once and download all the files. For example, selecting the 1956 and 1986 folders in the screen shown will download the plans for these projects.”

1.22 Untitled Slide

