

# Request Item addition to TOAMS Picklist

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**Purpose:** Procedure for adding items to the TOAMS picklists (pulldown) for Facility attribute data. For example, adding a new firmware version for traffic signal controller or a new non-intrusive detector model.

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Send an email to TOAMS Support ([DOTDLTSDBTOTOAMSSupport@dot.wi.gov](mailto:DOTDLTSDBTOTOAMSSupport@dot.wi.gov)) distribution list. Email should include:

- Specific item to be added to the picklist
- Reason the item needs to be added (new model, new firmware version, existing size missing, etc.)
- Asset Type (Electrical or ITS)
- Installation Type (Signal, Lighting, CCTV, etc.)
- Facility Asset (Electrical Cabinet, Controller, Luminaire, ITS Support, CCTV Camera, etc.)
- Facility Asset Attribute (Manufacturer, Model, Firmware Version, etc.)

This email will prompt the TOAMS Support team. The TOAMS Support team may take the following action(s) prior to approving the item for addition to the picklist.

- Contact the requestor with additional questions.
- Prompt discussions within Statewide Standing Committees to achieve statewide consensus.
- Contact BTO technical staff for testing and approval of new firmware versions.

After the item has been approved, a TOAMS Software Administrator will modify the appropriate TOAMS picklist. The requestor will be notified when the item has been added to the picklist.