

HOW TO VIEW/PRINT A REPORT

Parent Asset: All Assets
 Asset Name: test
 Asset Code: test
 Asset Type: Bridge
 NBI 7: Facility Carried by Structure: TEST
 NBI 6A: Feature Intersected: Narrative:
 NBI 29: Average Daily Traffic (ADT):
 MN Operating Rating:
 MN Inventory Rating:
 NBI 41: Structure Open, Posted, or Closed to Traffic:
 NBI 112: NBIS Bridge Length:

| Creation Date | Inspection Date | Report Type | Report Status | Edit | Action |
|---------------|-----------------|-------------|---------------|------|--------|
| 08/18/2011 | 08/19/2011 | Routine | In progress | | |
| 07/28/2011 | 07/28/2011 | Routine | In progress | | |
| 07/13/2011 | 07/13/2011 | Routine | In progress | | |

Navigate to the bridge detail page by using the Quick Select field.

Under Action click on the hammer/wrench icon for the report (inspection) you want to view/print.
NOTE: a report must be in only one of the four progress levels!

For each bridge there should only be one Routine report (inspection) per inspection cycle.

The report will start as **In Progress**, move to **Pending Approval** (through the submittal process) and end as **Approved** (through the approval process).

A Report Type must only be in one progress level. There should NEVER be multiples as shown below (the Bridge Office 'test' bridge is shown).

| Creation Date | Inspection Date | Report Type | Report Status | Edit | Action |
|---------------|-----------------|-------------|---|------|--------|
| 08/18/2011 | 08/18/2011 | Routine | Report submitted for review on 8/18/2011 to Hartfiel, Lisa (comments) | | |

Select action for test:

- View Report PDF
- Stop Review Process
- Submit Report for Review
- Approve Final Report
- View Audit Report
- View Change Report

To view/print the Pending Approval report click on its hammer/wrench icon under Actions. In the list of actions – Select View Report PDF.

HOW TO VIEW/PRINT A REPORT

| Remove Section | Order | Section Name | Print | Include in Table of Contents | Insert Cover Page Before Section |
|--------------------------|-------|-------------------------|----------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | 1 | Cover | View | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | 2 | Table of Contents | View | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | 3 | SI&A | View | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 | Routine Inspection Data | View | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | 5 | Pictures | View | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | 6 | Thumbnail Pictures | View | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

The Report Sections pop up window will appear. The default settings are shown here.

Click on View PDF to view/print the entire report. To view/print only one section, click on 'view' in the column to the right of the section column.

2011 ROUTINE
BRIDGE INSPECTION REPORT

BRIDGE # test
TEST over

DISTRICT: COUNTY: CITY/TOWNSHIP:

Date(s) of Inspection: 08/18/2011
Equipment Used:

Owner:

Inspected By: Hartfield, Lisa; Martin, Thomas

Report Written By: Thomas Martin
Report Reviewed By:
Final Report Date:

Mn/DOT Bridge Office
3485 Hadley Avenue North
Oakdale, MN 55128

A new browser tab will open with the PDF report.

To print this report, click on the print icon in the upper left corner of the browser.

To exit this report, close the active browser tab.