

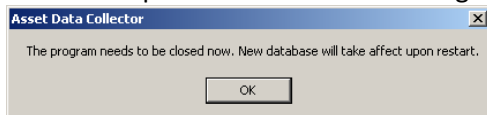
## Background

The **PubWorks** Asset Data Collector (ADC) is a laptop based program designed for in-the-field use for the purposes of collecting and inspecting a wide range of assets (aka location features), their attributes and conditions.

The use of the ADC can be characterized in the steps below.

## Pre-Inspection / In-Office Preparation

1. Connect the laptop to the network – this is critical – do not start the ADC until you are certain that you have a reliable network connection.
2. Log into the ADC using its desktop icon and keying in your **PubWorks** login and password.
3. Click the **Asset Data Collector** menu and then click **Synch with Main Database**.
4. Click the **DOWNLOAD: From Main To Local Database** button to **pull** data from the server-based main **PubWorks** database down to the laptop.
5. You will be presented with this message box instructing you to close the ADC program.



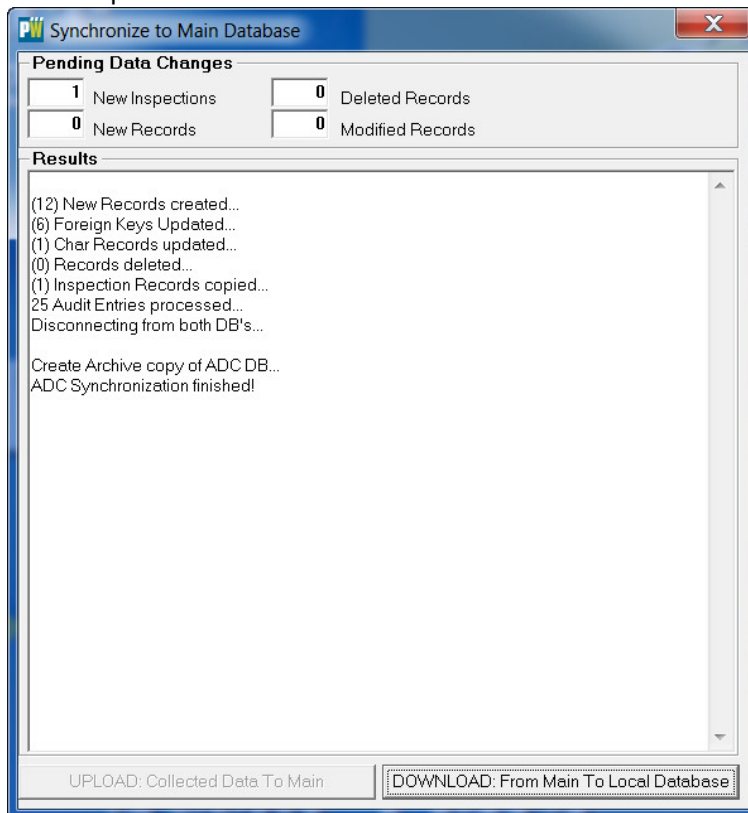
6. Click **OK** on the message box and close the **Synchronize to Main Database** window (which also closes the ADC).

## Field Operation

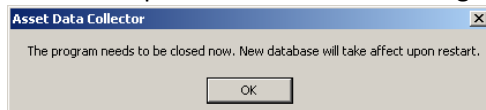
1. Once in the field, log back into the ADC using its desktop icon.
2. Drive to the location where you plan to collect/inspect assets. Stop your vehicle at the beginning of the road/street and *calibrate* your odometer or DMI.
3. Click the **Asset Data Collector** menu and then click **New Inspection**.
4. From the **Choose Location and Feature Type** screen, select the road/street on which you plan to collect asset data.
5. Use the **Location Look Up** button to help find the proper street/road.
6. Set a **Default Feature Type** if the assets for which you are collecting data are of only one particular type.
7. Adjust the date and/or mode to **Show Existing** as necessary
8. Click **OK** to start the data collection/inspection session.
9. From the drive-the-road **Inventory** screen, your physical location will be automatically tracked if you have a connected DMI. If you don't have a DMI, advance your position on the screen manually. In either case, your GPS coordinates will be displayed.
10. As you come across an asset of interest, stop the vehicle; click the **Add** button (on the left or right depending on the asset's real-world placement) record the asset feature information in the custom fields located in the **Features Details** form and click **OK**.
11. The collected asset will appear on the **Inventory** screen.
12. Repeat steps 10 and 11 until all assets of interest are collected.
13. Click the **Finish** button on the **Inventory** screen to complete the collection session.
14. If you plan to collect assets on another road/street, go back to step 4 and repeat.
15. When all road/street inspections sessions are complete, close the ADC program and return to the office for synchronization.

## Post-Inspection Database Synchronization

1. Connect the laptop to the network – this is critical – do not restart the ADC until you are certain that you have a reliable network connection.
2. Log into the ADC using its desktop icon.
3. Click the **Asset Data Collector** menu and then click **Synch with Main Database**.
4. Click the **UPLOAD: Collected Data To Main** button to *push* the data you collected in the field to the main **PubWorks** database on your server.
5. You will be presented with messages describing what was *pushed* up to the main database.
6. The last message should read “ADC Synchronization finished!” indicating that the Upload process is successful and complete.



7. To ensure that that the data on the ADC is consistent with that in the main database, click the **DOWNLOAD: From Main To Local Database** button to *pull* data from the server-based main **PubWorks** database down to the laptop.
8. You will be presented with this message box instructing you to close the ADC program.



9. Click **OK** on the message box and close the **Synchronize to Main Database** window (which also closes the ADC).

## Questions? Comments?

Please contact us directly:

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