

Background

PubWorks SignWorks is a laptop based program designed for in-the-field use for the purposes of collecting and inspecting Signs, their attributes, and conditions.

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

Using SignWorks to Complete an Inventory/Inspection

<u>Setup</u>

- 1. Plug in your GPS and/or DMI.
- 2. Log into SignWorks using its desktop icon.
- 3. 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.
- 4. Click the **Field Inspection** menu and then click **New Collection Session**.
- From the Choose Location and Feature Type screen, select the road/street on which you plan to collect asset data. Or, use the Location Look Up button to help find the proper street/road.
- 6. Adjust the **Date** as needed.
- 7. Choose between **Inventory** or **Inspection** modes. Select **Show Existing**, if necessary.
- 8. Click **OK** to start the Inventory/Inspection session.

Inventory/Inspection

- From the drive-the-road Inventory screen, your physical location will be automatically tracked if you have a connected DMI. <u>If you</u> 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**.

Inventory		×
Babbit Lane (0.000 miles) Status Assets on Road Inspected: 0 Remaining:	Image: Provide the second se	
Left (Outer)	Add Right (Inner) Right (Inner) Add Right (Outer) Add Add Add Add Add Add Add Add Add Ad	
GPS Latitude 9 N 39*13.67236* Longitude 105:55.6221* W106*55.56271* Alklude 2389.2 39.2277 -106.92	Previous AREA STOP CLOSED R1-1 Past	
Manual DMI Forward 0.1 Forward 0.1 Forward 0.1 Forward 0.1 Forward 0.1 Miles OUI Miles OUI Miles OUI Miles OUI Miles OUI Miles Dack 10 Back 10 Back 0.1 Miles Back 0.1 Miles Mil	13 Finish \$GPVTG.81.8,T.81.8,M.0.51,N.0.94,K*47 DMI Off Raw output from GPS	

- 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.

Choose Location and Feature Type	×
Select a Location	
Name 5	-
C No default ○ Single Feature Type Sign ▼	
Date 06/07/13 Calendar 6	
Mode	
C Night	





Non-Inventory/Inspection Sign Record Management.

1. Log into SignWorks using its desktop icon.

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- Click Data menu and then mouse over Location Features and select Sign.
- 3. You will be presented with the Location Features Sign Menu.
- Using the PubWorks Task Bar, select the desired Sign. (Or, skip this step and proceed to step 5.)
- 5. (Optional)Click the **List View** tab and then double click on the desired Sign Record from the list.
- Edit the Selected Sign attributes as needed in the General Information tab.
- 7. Click Save.
- 8. Repeat Steps 4-7 until all desired signs have been edited.

Location Featu	ures (Sign) : S-0	.000-R- / Sign-0).000-R-		-					×
4 rts Fir		► Next	► Add N		Cancel	× Delete	Locate	≵ ↓ Sort	More	,
	Gene	ral Information		ľ			List	View		_
Feature Code Feature Name	\$-0.000-R- Sign-0.000-R-		Re	cord Active 🔽	District				•	6
Feature Type	Sign		•							
Location Code Location Name	1 Babbit Lane		_	•	Latitude Longitude	0				
Segment/Address				•						
Notes				- Custom A	ttributes			Muted CD-2 Variable T		
Length (in)	0.0000	Acres		Castom P	Attributes	(12)		Mc	ore Attributes (2)	
Width (in) Height (ft)	0.0000	Count ADT		Nearest H	ouseNumbeall				Post Type U-channel	•
ROW Left Shoulder		Lanes Right Shoulder		0.0000 R02	o Intersectionc	ted Replace	ment		Post Condition Good Post Mounted In Concrete	•
Begin Mile Post C Side) Right 🔽	End Mile Post Offset (ft)	6.0000	0.0000 R05 0.0000					Face Material Diamond Grade	•
Length (Miles) Square Feet	0	Square Yards Square Meters	0	Install Yea	ır				Face Condition Good	-
Record: 1 of 4	S-0.0	000-R-	Sign-0.000	J-R-		Babbit L	ane		Active: Yes	;

Generating a Location Feature Listing Report within PubWorks

- 1. Log into SignWorks using its desktop icon.
- 2. Click **Data** menu and then mouse over **Location Features** and select **Sign**.
- 3. You will be presented with the Location Features Sign Menu.
- 4. Click on the **Reports** Button and select **Location Feature Listing Reports**.
- 5. You will be presented with the Listing Reports Menu.
- 6. Within the Listing Reports Menu select the desired report.
- 7. Choose one of the four detail options.
- 8. (Optional) Choose the desired filtering options from any of the six dropdown menus.
- 9. Press **OK** to print the desired report.

Location Loca	tion Feature	
Location Feature listing by Code 6	C Feature Summary listing	
C Location Feature listing by Name	C Feature listing grouped by Feature Type	
C Location Feature listing by Mile Post	C Feature listing grouped by Fund	
C Feature listing grouped by Location	C Sign listing	
C Feature listing grouped by Asset Class	Summary Listing C Full Detail Listing	7
C Feature listing grouped by District	C Detail Listing C Attribute Field Listing	′
M Exclude	M 🗔 Exclude	
Location	Feature	
Exclude	Exclude	8
Asset Class	Feature Type	
Exclude	Exclude	
District	Fund	
<u>9</u> К		

Questions? Comments?

Please contact us directly: support@PubWorks.com 888-920-0380 x2 🔐 Listing Reports