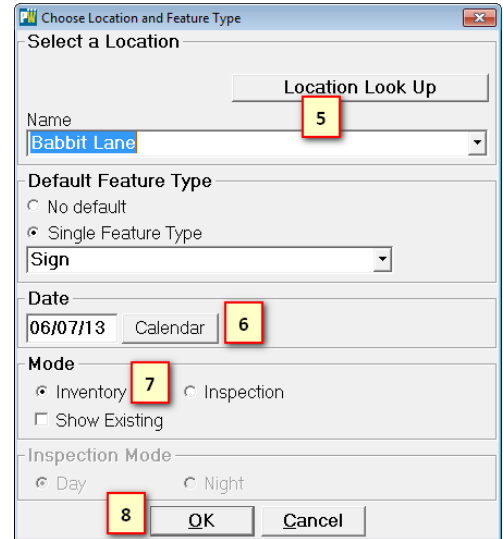## Background

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.

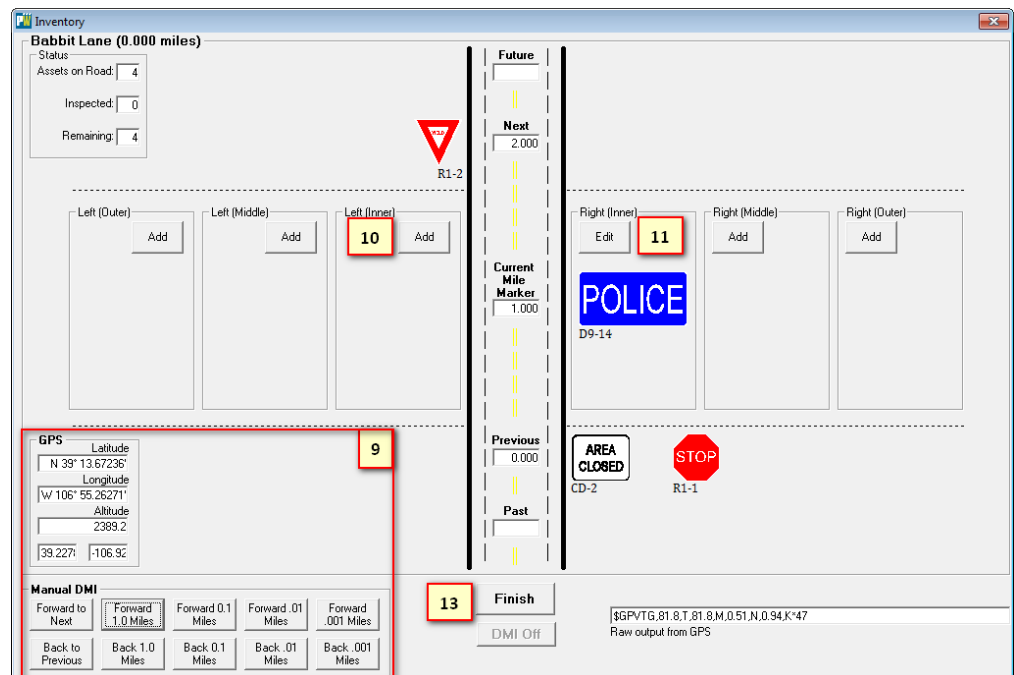## Using SignWorks to Complete an Inventory/Inspection

Setup

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**.
5. 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

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.

Non-Inventory/Inspection Sign Record Management.

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. 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.
6. 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.

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.

Questions? Comments?
Please contact us directly:
support@PubWorks.com
888-920-0380 x2