



SECURITY PRIVACY

The MDOT bridge database identifies each bridge with an owner. Although the owner is usually a public entity, there must be an individual assigned responsibility for bridge inspection. This person is assigned a user ID and password for the application. After login, each bridge owner will see only the bridges associated with their name. Each owner can assign one or all of their bridges to individual inspector(s) or consultant(s) who will then have complete access to the data.

LOGIN

At the Login page, enter the assigned user ID and password. If you have forgotten your password, contact Richard M. Smith, P.E., at 517-322-5715 or smithri@michigan.gov. Initially, at login, each bridge owner must change their password and they are encouraged to periodically change it thereafter. Passwords must be 8 characters long, can be alpha characters, and must have at least one number. They are also case sensitive.

CONSULTANT REGISTRATION

From the Login page, consultants have a registration screen that will allow individuals with a firm to identify themselves to the system and associate themselves with a given bridge owner. After registration, the owner will be able to assign bridges to a consultant from the dropdown pick list.



ASSIGN BRIDGES TO CONSULTANT/INSPECTOR

Owners may assign bridges to a consultant and delegate the inspection duties. After the assignment, the consultant will have access to all inspection data. Assign specific bridges to a consultant as follows:

1. After login, click on the "Assign Bridges" tab. Click on the bridge(s) to be assigned to the consultant from the list by clicking in the box to the left of the bridge number.
2. Click on the "Add to Assign List" button.
3. Click on step 2 "Assign Inspector/Consultant."
4. This will take you to a list of the bridges you have selected for assignment. Again, click on the left side of the bridge number and, from the pick list above, select the person you wish to assign.
5. Click on "Confirm Assignment" and notice the person's name shows in the column on the right of the bridge number. NOTE: An "A" will appear after adding the structure to the Assign List (even without a consultant being assigned).
6. Click on "Back to Bridge List" and note that an "A" will appear next to the bridge number meaning the bridge has been added to the Assign List.

Pocket Reference Card

WORKING ONLINE

Using this method, the owner/inspector is connected to the database via the Internet and using a browser. When data is entered and saved it is sent to the database directly. To complete a new report:

1. Log in and the bridge list appears. Click on the desired bridge number. The BSIR/CSIR (Form P2502) will open unless the structure has been "Assigned" or "Downloaded."
2. Enter the new data and SAVE.
3. Click on the "SI&A" button to confirm inspection data, check inventory items, and SAVE.
4. Click "Back to Inspection" and click "CoRe Element" button. Enter data and SAVE.
5. Click "Back to Inspection" and click on "Work Recommendations." Enter data and SAVE.
6. Click "Back to Inspection" and click on "Back to Bridge List" button.

PRINTING REPORTS

To obtain paper copies of the inspection reports for the Bridge File or for use in the field, follow the steps at the top of the screen:

1. From the bridge list screen, click on one or more bridges (max of 5) by clicking on the left of the bridge number.
2. Click on the "Print Reports" button.
3. A dialog box will ask you the type of report you wish to print for use in the field or the file copy. A blank report has the header information filled in but none of the ratings or comments.
4. Click on the "Submit" button.

WORKING OFFLINE

Using this application, the owner/inspector can retrieve the bridge inspection data to their computer (laptop or desktop) and enter new inspection data. This can be done with one or many bridges and the new data can be sent back to the MDOT bridge database as a group.

Once the data for a given bridge is downloaded, it is considered "Checked Out" and the MBIS Web application will not allow any changes until the data is sent back. The owner may unlock the record but this will prevent the checked out data from being accepted back from the computer that has downloaded it. After 90 days, the system will prevent data from being accepted back to the database. If the user wishes they may download the data again or use the online application to enter the new data.

SELECTING BRIDGE REPORT DATA FOR DOWNLOADING

The owner/inspector will pick the bridges from the list to be downloaded.

1. Log in and bridge list screen appears.
2. Click on the "Download Bridges to Laptop."
3. Click in box on left of the bridge number to mark for download.
4. Click on "Add to download list." At this point, the system will allow these bridges to be downloaded by the owner/inspector (the inspector can be a consultant).
5. Click on link "Download/start Field Application."
6. The "Download Field Application" page appears.
7. Follow instructions to download Field application to computer.

(Continued on back.)

(Continued from Selecting Bridge Report Data for Downloading.)

You now have the application on the computer that will run independent of the Web connection. CAUTION: The initial application download may take 60 - 90 minutes with a dial-up connection, but is necessary only one time.

To get the data you previously marked for downloading, follow the steps below:

1. From the "Inspection Menu" choose "Get inspection from MDOT."
2. Login screen appears. Use same user ID and password you used when working in MBIS Web application.
3. All data previously marked for download is now transferred to your computer's hard drive. This may take several minutes depending on the number of reports, type of connection, and modem speed.
4. The bridge list appears on the screen.
5. Click "File" menu and click "Exit" to close the application.
6. You may log off the Internet.

Launch the field application and open the needed Bridge Report.

The next time you launch the application it will ask if you want to install a desktop icon.

NOTES



REFERENCE PAMPHLET

The MDOT Michigan Bridge Inspection System (MBIS) is an Internet-based application for the collection and retrieval of National Bridge Inspection System (NBIS) and inventory data. This Web site will allow bridge owners or inspectors to complete the required forms online or download them to their computer and complete them remote from an Internet connection.

This pamphlet is intended for quick reference of the major features of the system. More extensive user help and a User Guide are available from the system online.



LOCATION

The Web site is located at <http://www.michigan.gov/mdot>. Click on "Doing Business with MDOT" and click on "Bridge Operations" or you may go to <http://mdotwas1.mdot.state.mi.us/bows/mbislogin.jsp>.

The application is optimized for Internet Explorer but will work in other browsers. If you have problems, contact the MBIS Support Desk at 517-322-5715.