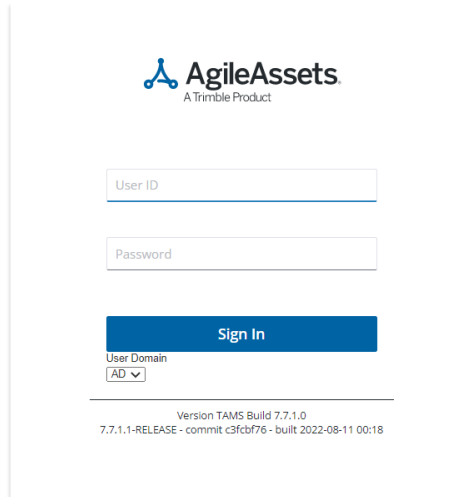


TAMS Basics

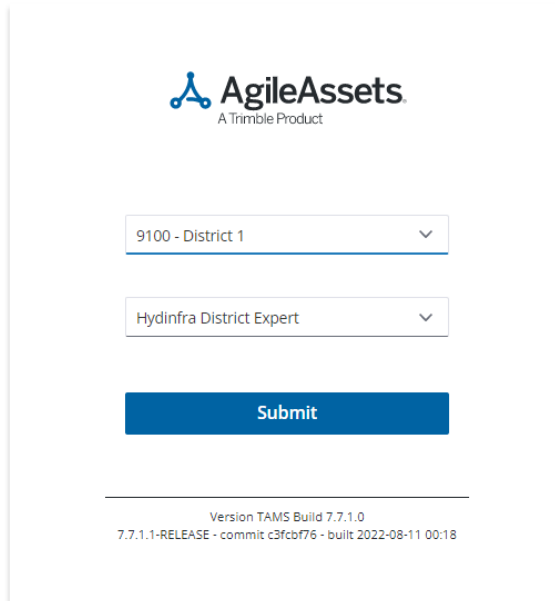
To Log into TAMS

Log into TAMS either [internally](#) or at <https://tamsp.dot.state.mn.us>

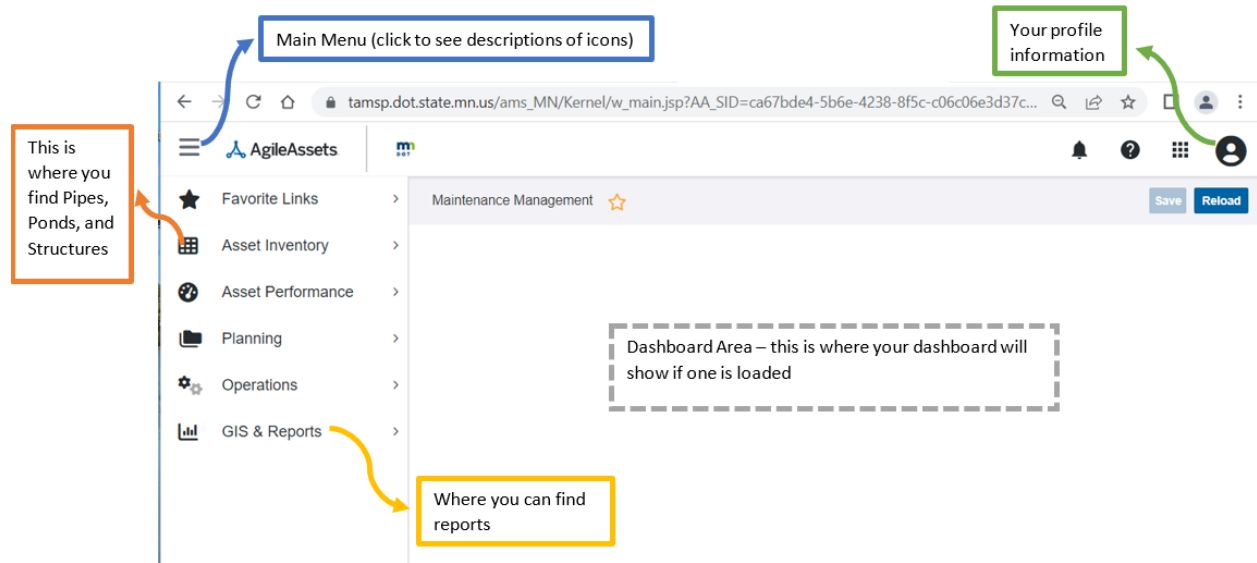
- Note: If logging in externally you will have to enter your MnDOT Username and Password before you will see the window where you will pick your District and Role



- Pick your District or subarea

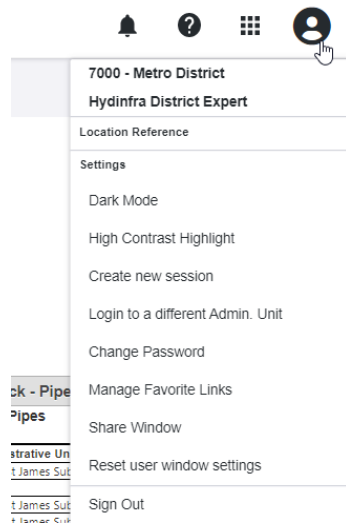


General Layout



Profile settings

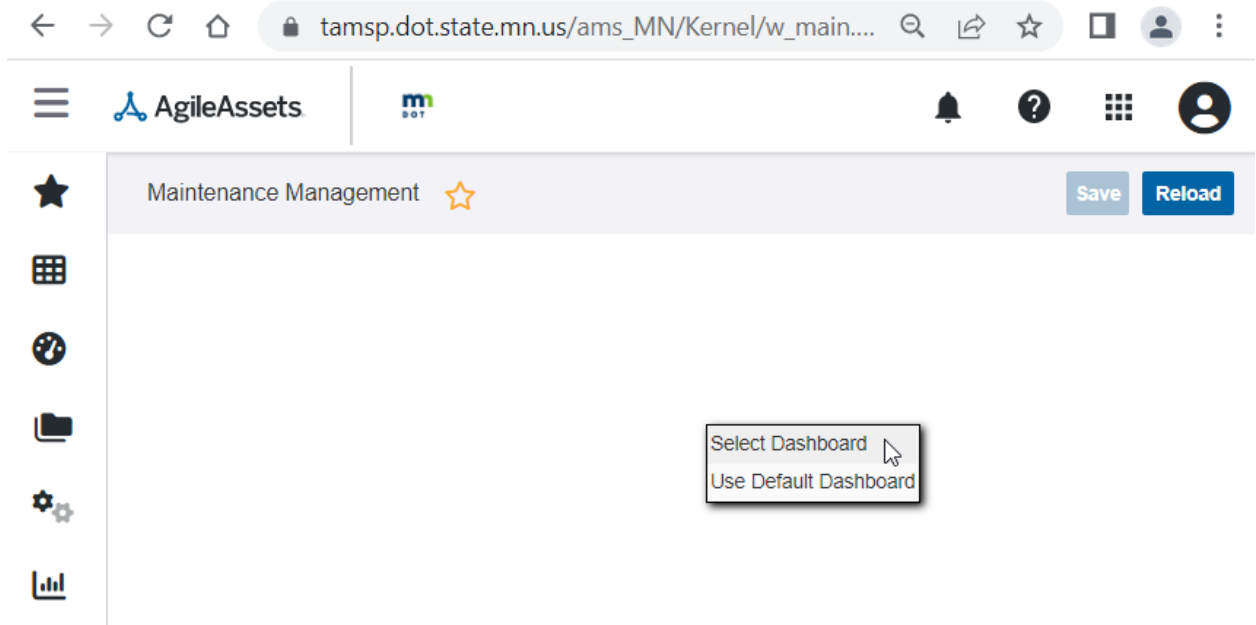
Your profile settings will allow you to see what admin area you are logged into, change the admin area you are logged into, change your display settings, or create a new session. To see your profile settings, click on the person icon on the upper right corner as shown in the picture below:



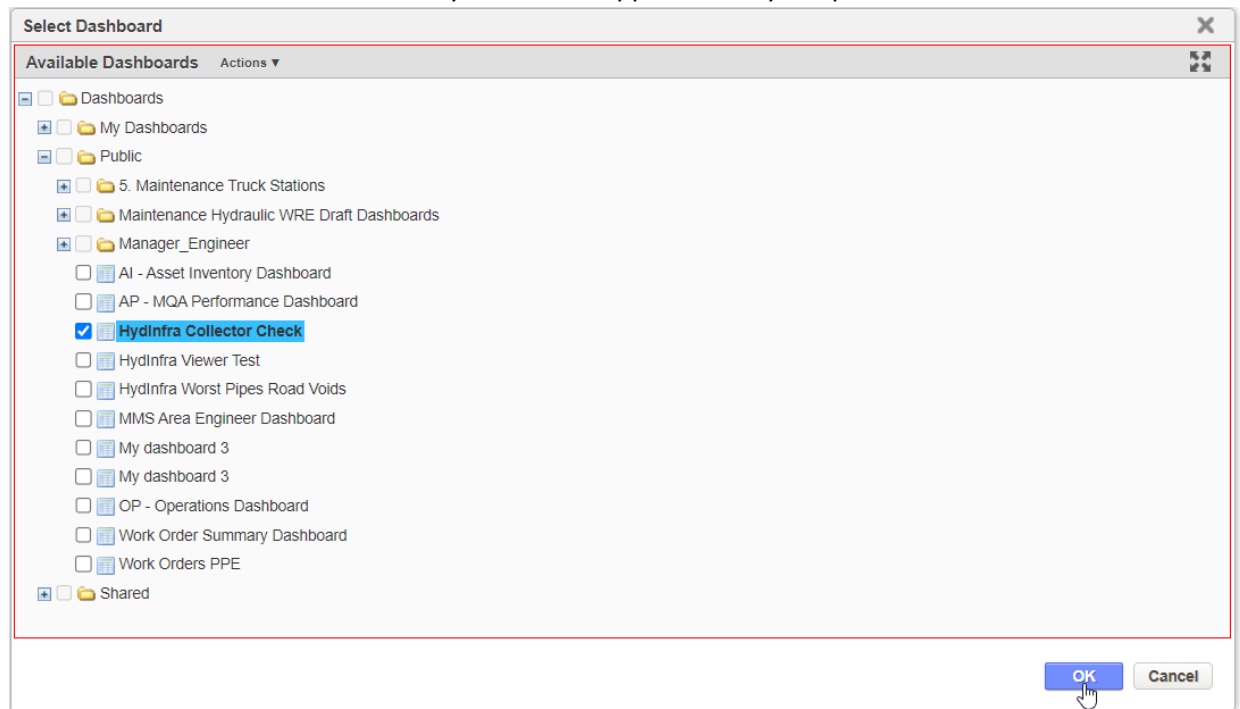
Dashboards

Dashboards are created from reports to show users a subset of information. There are pre-created (public) dashboards which can be added by:

1. Right click in the white space and click 'Select Dashboard' as shown in the picture below:



2. The 'Select Dashboard' pop-up will appear. Click the plus sign next to the 'Public' folder, click on the check box next to the dashboard you'd like to appear when you open TAMS and click OK:



3. The selected dashboard will appear on the TAMS homepage each time you login:

The screenshot shows the AgileAssets Maintenance Management dashboard. It features a sidebar with navigation icons and a main content area with two tables. The first table is titled 'Hydinfra TAMS Inspection check Pipes after Collector' and the second is 'Hydinfra Collector Inspections Check - Structures'. Both tables have columns for Pipe, Inspector Name, Inspection Date, Administrative Unit, Date Update, and Inspection Date. The dashboard also includes a 'Save' button and a 'Reload' button in the top right corner.

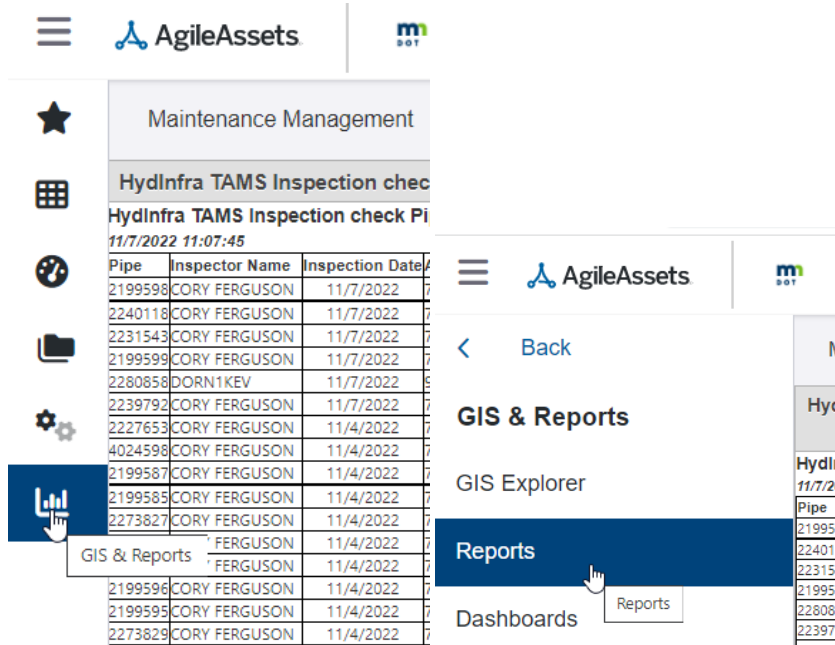
4. To remove or change your dashboard, right click, and select what option you'd like:

This screenshot shows the same AgileAssets Maintenance Management dashboard as above, but with a context menu open over the 'Hydinfra Collector Inspections Check - Pipes' dashboard card. The context menu options are: Select Dashboard, Edit Dashboard, Remove Dashboard, Use Default Dashboard, Refresh Report, Print..., and Setup Report. The dashboard card is highlighted with a red border, and the context menu is positioned over it.

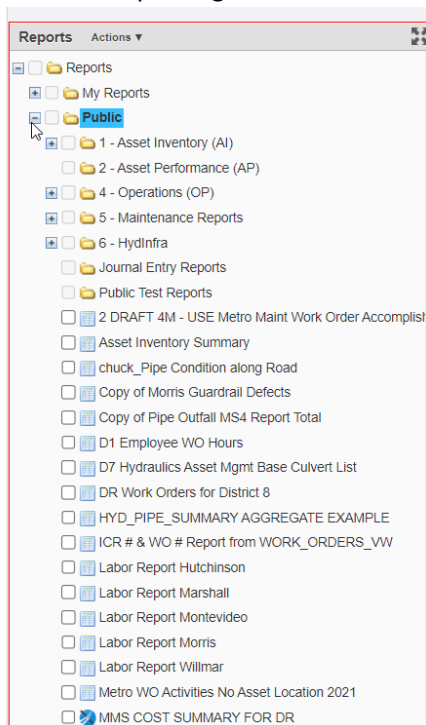
Reports

TAMS has several pre-created (public) reports which can be viewed by:

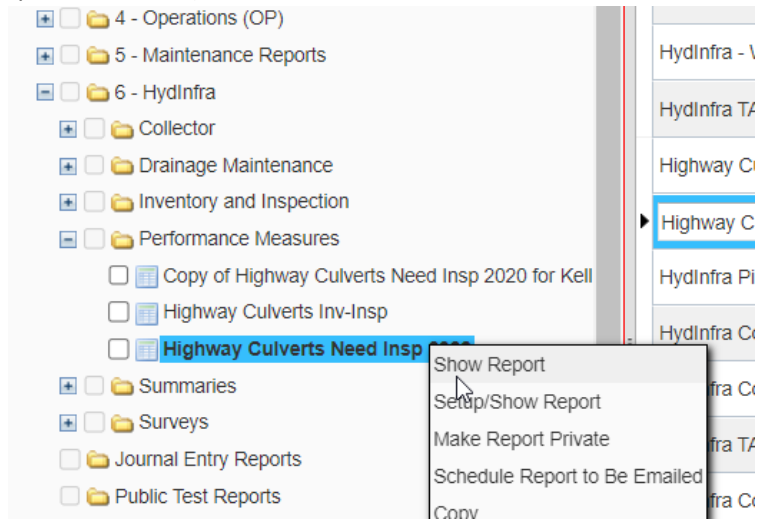
1. Clicking on the report icon and then Reports:



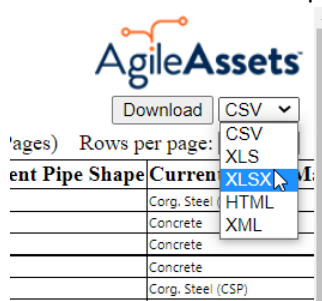
2. Click on the plus sign next to 'Public' and to see what reports are available for view:



- To select the report you want to view, right click and select show report (make sure your pop-up blocker is off):



- To download the data to an excel file, select XLSX from the drop down and then click the download button in the upper right:



Note: there are many options when working with reports. If more information is needed feel free to contact Kellie Thom

TAMS HydInfra Questions

Contact Kellie Thom at kellie.thom@state.mn.us