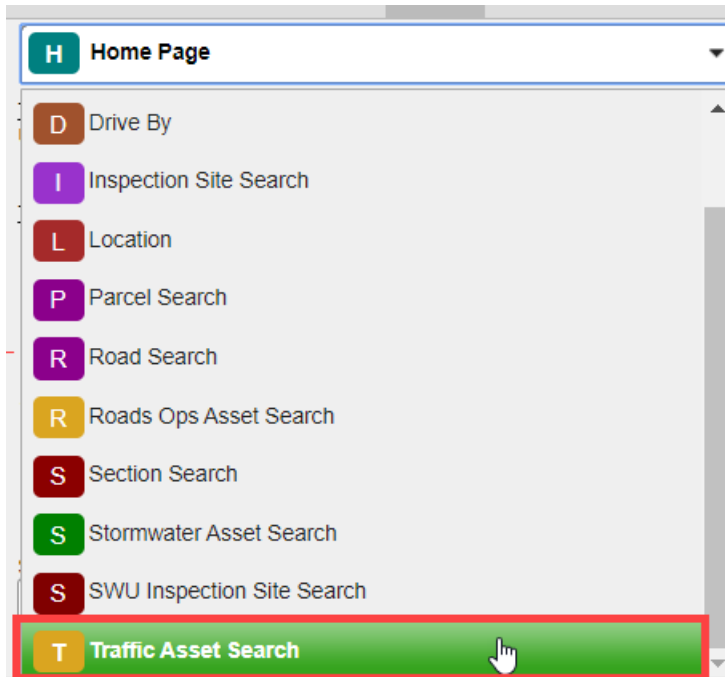
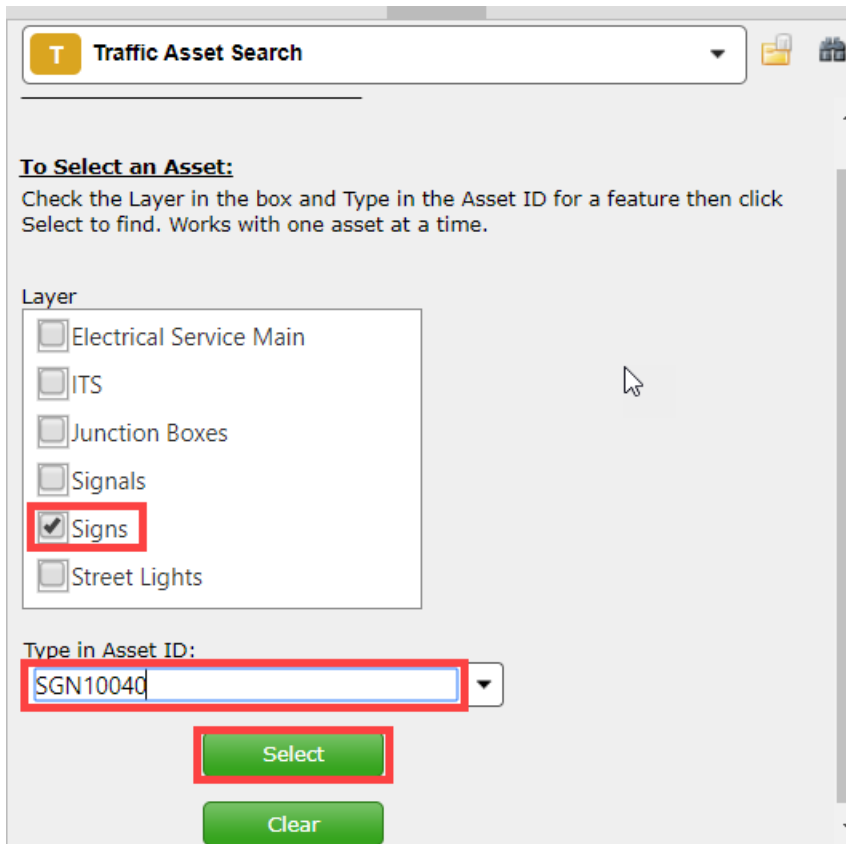


If you don't already have your sign selected, you can search for it using the Traffic Asset Search page:

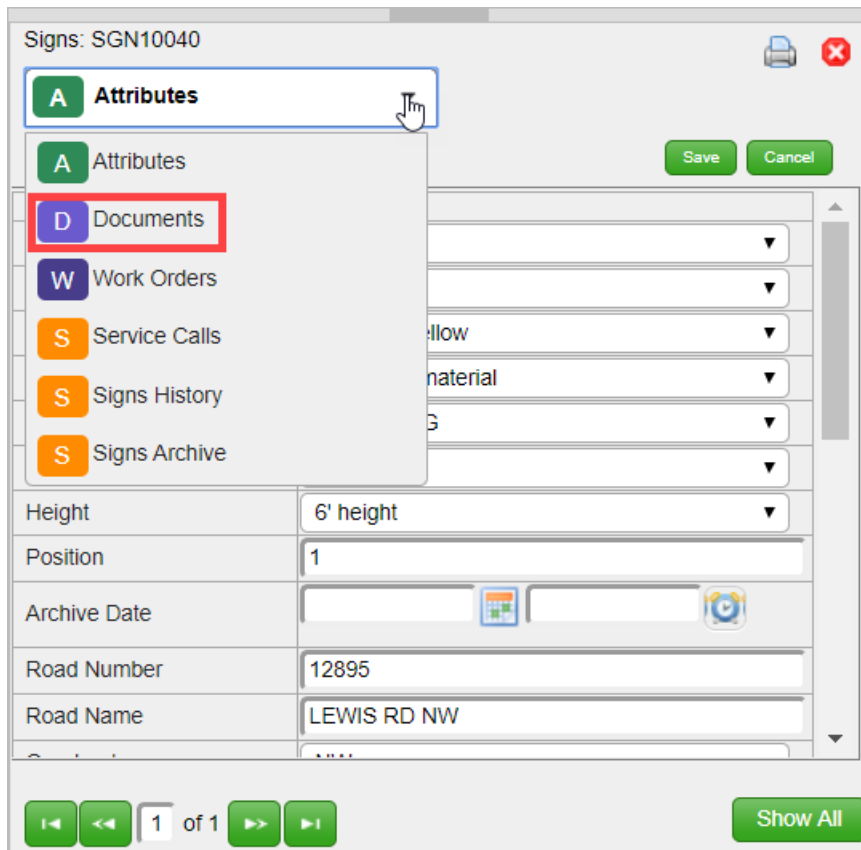


Check for Signs, type in Asset ID and select Search



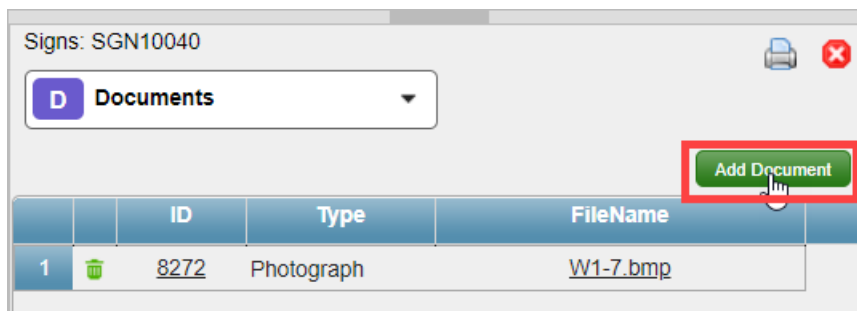
## ADDING A PHOTO TO A SIGNS ASSET

The Attributes for the Sign will show up, so then do the dropdown to get to Documents



The screenshot shows a web application interface for editing a sign asset. The title is 'Signs: SGN10040'. A dropdown menu is open, showing options: 'Attributes', 'Documents', 'Work Orders', 'Service Calls', 'Signs History', and 'Signs Archive'. The 'Documents' option is highlighted with a red box. Below the dropdown, there are several form fields: 'Height' (6' height), 'Position' (1), 'Archive Date' (with calendar and clock icons), 'Road Number' (12895), and 'Road Name' (LEWIS RD NW). At the bottom, there are navigation buttons and a 'Show All' button.

Now you can add a document like a photo (or something else), or you can click on FileName link to see already attached photo in this case



The screenshot shows the same web application interface, but now the 'Documents' dropdown menu is selected. Below the dropdown, there is a table with one row of data. The 'Add Document' button is highlighted with a red box. The table has columns for ID, Type, and FileName.

ID	Type	FileName
1	Photograph	<a href="#">W1-7.bmp</a>

To add a Document or photo, browse to the photo or drag into indicated area from Windows Explorer to the indicated area.

Note: You have to indicate what kind of document (Photograph) and location you want it to be stored at (Traffic Signs Photos)

## ADDING A PHOTO TO A SIGNS ASSET

Direct Link Upload Link Link From Library Assets

Upload a document from your local or networked drive to a Library on the VUEWorks server where it can be easily viewed by other users.

**File Upload**  
Files to upload: Choose Files No file chosen Clear Files

or drop files here

**Document Type\***  
Photograph ✕

**Upload To Library\***  
Traffic Signs Photos ✕

Key words

Comments

\* Required Fields

Create Link Close

Recommend using a naming convention for the photo like the asset ID and date, adding time as well if more than one photo to be added.

Example: Rather than existing W1-7.bmp call it SGN10040\_03\_10\_2020\_10\_23am.jpg or whatever you photo extension type it is. (Note : is not an acceptable format for a file name)