

# **TPAS Web Portal User's Guide**

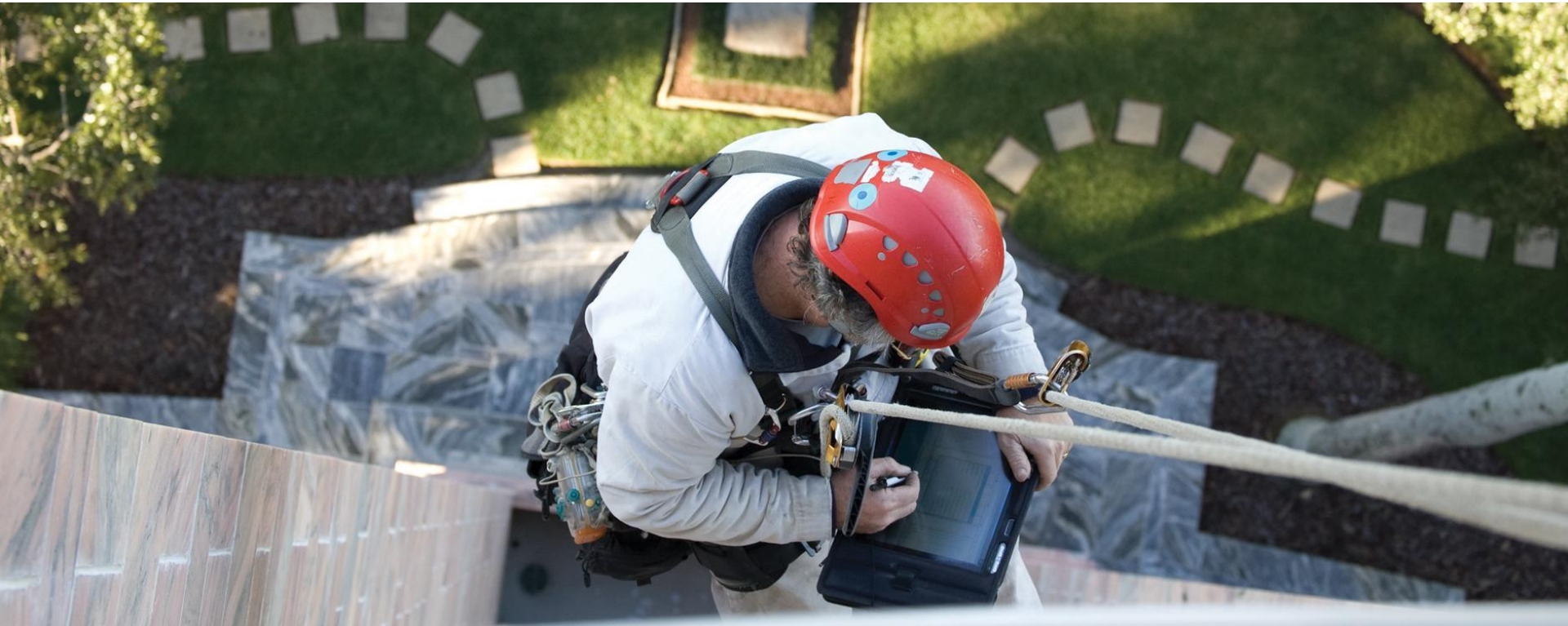
## **Tablet PC Annotation System (TPAS®)**

**Updated October 2024**



## About TPAS

The Tablet PC Annotation System (TPAS) allows digital collection of survey data in the field using AutoCAD, streamlining the preparation of reports, cost estimates, and design documents. The TPAS Web Portal allows interactive viewing and analysis of project data, drawings, and photographs, and collaboration among multiple project team members.



You don't need AutoCAD to be able to view and analyze visual or numerical survey data in the TPAS Web Portal. The Portal can be accessed anywhere with a web connection – from your desktop, laptop, tablet or smartphone.

The Portal's user-friendly interface makes it easy to collaborate with multiple project team members.

Survey data can be uploaded to the Portal in near real-time during a survey project, allowing same-day viewing of conditions data, photographs, and drawings by remote team members.

The TPAS Web Portal is optimized for use with Chrome, Firefox, and Safari. Internet Explorer is not recommended.

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# Overview Tab

Client	
Project	Terra Cotta Facade Inspection
Location	
Description	Heritage Façade Restoration and Cornice Replacement

### Summary of PRIORITY by Drawing View

[Filters](#)

PRIORITY ⇒		NA	Pr1	Pr2	Pr3	Total
North	0	0	4	3	1	8
South	0	2	3	38	4	47
East	0	27	10	1177	133	1347
Default	1	0	0	0	0	1
Total	1	29	17	1218	138	1403

### Summary of Condition Types

[Views](#)

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement
ArchMetal	Coating	Coating Failed	1	0.01 FT <sup>2</sup>
	Corrosion	Pitted	3	36880012 FT <sup>2</sup>

## Overview Tab

Clients can access multiple projects through a single portal using the drop-down project menu.

In the Overview window, two summary tables facilitate numerical analysis.

The first table summarizes survey conditions by priority and location on the drawing.

The second table gives the quantity of each condition sorted by material type.

# Summary Tables

Client	
Project	Terra Cotta Facade Inspection
Location	
Description	Heritage Façade Restoration and Cornice Replacement

### Summary of PRIORITY by Drawing View

[Filters](#)

PRIORITY ⇒		NA	Pr1	Pr2	Pr3	Total
North	0	0	4	3	1	8
South	0	2	3	38	4	47
East	0	27	10	1177	133	1347
Default	1	0	0	0	0	1
Total	1	29	17	1218	138	1403

### Summary of Condition Types

[Views](#)

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement
ArchMetal	Coating	Coating Failed	1	0.01 FT <sup>2</sup>
	Corrosion	Pitted	3	36880012 FT <sup>2</sup>

## Summary Tables

Use the Filters feature to create customizable table views.

Filters are cumulative. Add or remove filters to select only the data you want to focus on.

### Example:

Let's say we want to look at only the cracks in Terra Cotta that are greater than 1/16 inch, and we don't want to look at failed crack repairs.

First, we'll filter out all of the conditions that aren't cracks:

### Step 1: Select Add Filters



Summary of PRIORITY by Drawing View

Filters ▾

PRIORITY ⇒		✓ CLASS [17]	is		Total
North					8
South	0				47
East	0				1347
Default	1				1
Total	1				1403

TIME [10]

DATE [3]

AMOUNT [463]

TYPE [8]

CODE [70]

CONDITION [43]

SEVERITY [43]

REPAIR [1]

PRIORITY [4]

PHOTO [755]

MATERIAL [8]

NOTES [1]

Link [805]

Summary Tables

Step 2: Select “Class” and “Crack”

Summary of PRIORITY by Drawing View

Filters ▾

PRIORITY ⇒		✓ CLASS [17]	is		Total
North					8
South					
East					1347
Default					1
Total					1403

SurfLoss

Crack

Repair

SoilStain

Spall

Joints

Note

Ferrous

MATERIAL	CLAS		
ArchMetal	Coat	0.01	FT <sup>2</sup>

Summary of Condition Ty

## Summary Tables

The tables now show only Crack instances, but there are documented cracks in glass and stone as well as in terra cotta.

Now, we'll add a filter to select only terra cotta.

Client	
Project	Terra Cotta Facade Inspection
Location	
Description	Heritage Façade Restoration and Cornice Replacement

### Summary of PRIORITY by Drawing View

Filters (1)▼

PRIORITY ⇒	NA	Pr1	P		Total
North	0	1	0	0	1
South	0	0	18	0	18
East	1	1	256	1	259
Total	1	2	274	1	278

+ Add  
✗ CLASS is Crack

### Step 3: Select Add Filters

### Summary of Condition Types

View: custom▼

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement
Glass	Crack	Cracked pane	2	
Stone	Crack	Repair failed	1	0.638 FT
		Repair sound	3	2.266 FT
		Single unit	5	1.911 FT

Step 4: Select "Material" and "Terra Cotta"

Client	
Project	Terra Cotta Facade Inspection
Location	
Description	Heritage Façade Restoration and Cornice Replacement

## Summary of PRIORITY by Drawing View

Filters (1) ▾

PRIORITY ⇒	MATERIAL [8]	is		Total
North	<div> <div>✓</div> <div>MATERIAL [8]</div> <div>is</div> <div></div> </div> <div> <div>TerraCotta</div> <div>Picture Link</div> <div>Stone</div> <div>Concrete</div> <div>ArchMetal</div> <div>SheetMetal</div> <div>Glass</div> <div>TC</div> </div> <div> <div>✗ CLASS is Crack</div> <div>Repair sound</div> <div>Single unit</div> </div>			
South				18
East				259
Total				278

## Summary of Condition Ty

MATERIAL	CLASS	Measurement
Glass	Crack	
Stone	Crack	0.638 FT
	Repair sound	2.266 FT
	Single unit	1.911 FT

## Summary of PRIORITY by Drawing View

Filters (2) ▾

PRIORITY ⇒	SEVERITY [43]	is	Total
North			1
South			18
East	1		245
Total	1		263

✓ CLASS is Crack

✗ MATERIAL is TerraC

✓ is

is not

matches

does not match

>=

>

<=

<

is one of

near condition #

## Summary Tables

Next, we'll filter out all of the cracks with a width of less than 1/16 inch.

Step 5: Select Add Filter

Step 6: Select "Severity" ">=" "1"

## Summary of PRIORITY by Drawing View

Filters (2) ▾

PRIORITY ⇒	SEVERITY [43]	>=	1	Total
North			5	1
South			2	18
East			1	248
Total			10	267

✓ CLASS is Crack

✗ MATERIAL is TerraCotta

## Summary of Cond

MATERIAL	al Measurement
TerraCotta	0.249 FT
	54.98 FT
	17.76 FT
	12.66 FT
System units	6 3.71 FT

Filters (3) ▾

## Summary Tables

## Step 7: Select Add Filter

Step 8: Select “Condition” “is not” “Repair failed”

Filters (3) ▾

### Summary of Cond

Client	
Project	Terra Cotta Facade Inspection
Location	
Description	Heritage Façade Restoration and Cornice Replacement

#### Summary of PRIORITY by Drawing View

Filters (4) ▾

PRIORITY ⇒	Pr1	Pr2	Total
North	1	0	1
East	0	21	21
Total	1	21	22

#### Summary of Condition Types

View: custom ▾

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement
TerraCotta	Crack	Single unit	17	3.927 FT
		System units	4	2.668 FT
		System units and joints	2	5.097 FT

## Summary Tables

Both tables now show only the Cracks in Terra Cotta that are not failed repairs and that are greater than 1/16" in width.

Summary tables can be further customized by selecting only annotations from a portion of the drawing – for example, conditions at a particular building corner or other area of concern – to be uploaded to the TPAS Web Portal.

Contact the TPAS Program Manager to discuss this option.

# Condition Details and Photographs

## Condition Details and Photographs

Click on any table cell or group of cells to show all of the conditions and photographs of that particular material, class, condition, priority, or combination thereof.

Example: Click in the Priority 1 column of the Totals row to see all of the Priority 1 conditions.

### Summary of PRIORITY by Drawing View

Filters (4) ▾

PRIORITY ⇒	Pr1	Pr2	Total
North	1	0	1
East	0	21	21
Total	1	21	22

### Summary of Condition Types

View: custom ▾

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement
TerraCotta	Crack	Single unit	17	3.927 FT
		System units	4	2.668 FT
		System units and joints	2	5.097 FT

Conditions Survey

Attribute Filters

- PRIORITY is Pr1

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Page 1Page 2


Update CommentsPDFShare...

☒ TerraCotta\_Displacement

CONDITION	Horizontal
PRIORITY	Pr1
SEVERITY	4
AMOUNT	2 Units
CLASS	Displacement
CODE	Hor
DATE	09/12/2014
MATERIAL	TerraCotta
REPAIR	
REMARKS	

South [512.2, 202.5] 0

1 of 1Show Location



512-202 TerraCotta\_Displacement Horizontal 2014-1.jpg



## Condition Details and Photographs

### Summary of Condition Types

View: *custom* ▼

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement	
TerraCotta	Crack	Single unit	17	3.927	FT
		System units	4	2.668	FT
		System units and joints	2	5.097	FT

Example: Click in the Material column to see all of the conditions and photographs of a selected material.

### Summary of Condition Types

View: *custom* ▼

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement	
TerraCotta	Crack	Single unit	17	3.927	FT
		System units	4	2.668	FT
		System units and joints	2	5.097	FT

Example: To see only the conditions and photographs of cracks in units and joints, click in the “System units and joints” cell.

# Condition Details and Photographs

To view all conditions and photographs, remove all filters and select the Total amount from the first summary table.

Client	
Project	Terra Cotta Facade Inspection
Location	
Description	Heritage Façade Restoration and Cornice Replacement

Summary of PRIORITY by Drawing View

Filters ▾

PRIORITY ⇒		NA	Pr1	Pr2	Pr3	Total
North	0	0	4	3	1	8
South	0	2	3	38	4	47
East	0	27	10	1177	133	1347
Default	1	0	0	0	0	1
Total	1	29	17	1218	138	1403

Summary of Condition Types

Views ▾

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement
ArchMetal	Coating	Coating Failed	1	0.01 FT <sup>2</sup>

tpas Getting more insight from your site.

Projects Feedback

Conditions Survey

Attribute Filters

- PRIORITY matches %%

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Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 ... Page 98

Update Comments PDF Share...

Undelete 1 block

✖ Brick\_Note

North | 263.4, 278.4 |

1 of 1 Show Location

CONDITION	Misc photo
PRIORITY	NA
CLASS	Note
CODE	Photo pier
DATE	09/12/2014
MATERIAL	Brick

REMARKS

263-278 Brick\_Note Photo pier 2014-1.jpg

## Condition Details and Photographs

### Terra Cotta Facade Inspection

#### Attribute Filters

- MATERIAL is TerraCotta
- CLASS is Crack
- CONDITION is System units

Showing 1 - 5 of 5

Update Comments PDF Share...


✖
☐ TerraCotta\_Crack

East Elevation [ 96.3, 19.6 ]

CONDITION	System units
PRIORITY	Pr2
SEVERITY	1
AMOUNT	0.644
CLASS	Crack
CODE	CU
MATERIAL	TerraCotta
TYPE	SInt

REMARKS

1 of 1



96.3-19.6-1.jpg 📷 📷

In this example, we've selected to view conditions and photographs of Terra Cotta unit crack systems.

The selected filters are shown at the top of the photograph view page.

Click on the photo thumbnail to open a full-size version of the photo.

Right-click on the thumbnail or full-size photograph and select "save image as" to save it as a high-resolution .jpg image.

The web address for each full-size photograph can be copied from the address bar and shared via email as a link.

## Condition Details and Photographs

### Terra Cotta Facade Inspection

#### Attribute Filters

- MATERIAL is TerraCotta
- CLASS is Crack
- CONDITION is System units

Showing 1 - 5 of 5

Update Comments PDF [Share...](#)

✖ ☐ TerraCotta\_Crack

East Elevation [ 96.3, 19.6 ]

CONDITION System units

PRIORITY Pr2

SEVERITY 1

AMOUNT 0.644

CLASS Crack

CODE CU

MATERIAL TerraCotta

TYPE SInt

REMARKS

1 of 1



96.3-19.6-1.jpg 📷 📷

Use the PDF button to create a printable PDF document showing the selected conditions and photographs. The PDF can be customized with the client's letterhead.

To save the PDF as a digital file, right click on the PDF and select "save as."

The web address of any PDF can be copied from the address bar and shared via email as a link.

# Inspection

units

Share...

Crack

System units

Pr2

1

0.644

Crack

CU

TerraCotta

Slnt

East Elevation [ 96.3, 19.6 ]

Elevation View



You are HERE 📍📍

## Condition Details and Photographs

Click on the drawing coordinates above any photograph or the Show Location button to see that condition's location on the AutoCAD drawing.

The location of the condition is circled in red.

Click anywhere on the drawing thumbnail to open the full-size drawing.

## Condition Details and Photographs

### Terra Cotta Facade Inspection

#### Attribute Filters

- MATERIAL is TerraCotta
- CLASS is Crack
- CONDITION is System units

Showing 1 - 5 of 5

Update Comments

PDF

Share...

✖ ☐ TerraCotta\_Crack

East Elevation [ 96.3, 19.6 ]

CONDITION System units

PRIORITY Pr2

SEVERITY 1

AMOUNT 0.644

CLASS Crack

CODE CU

MATERIAL TerraCotta

TYPE SInt

#### REMARKS

Jane, this is the condition I called you about

#### Elevation View



You are HERE 📍📍

Use the Remarks feature to share notes and observations with other team members. Type comments into the box and click the Update Comments button.

Comments can be viewed by other users who have signed in

# Drawing View

## Drawing View

From the photographs page, open the full-size drawing view by clicking on the drawing thumbnail.

✖
☐ TerraCotta\_Crack

[East Elevation \[ 96.3, 19.6 \]](#)

CONDITION	System units
PRIORITY	Pr2
SEVERITY	1
AMOUNT	0.644
CLASS	Crack
CODE	CU
MATERIAL	TerraCotta
TYPE	Sint

Elevation View

### Summary of PRIORITY by Drawing View

Filters (4) ▾

PRIORITY ⇒		Pr1	Pr2	Total
North		1	0	1
East	null [11-1233 One King West10-14-2011.DWG]	0	21	21
Total		1	21	22

From the Overview page, click on any of the drawing views in the first summary table.



# Drawing View

East

East



PRIORITY	NA	Pr1	Pr2	Pr3	Total
CLASS					
Coating		12	2		14
Corrosion		8			8
Crack	1	1	256	1	259
Damaged		4			4
Displacement	2	1			3
Ferrous		16			16
Joints		98			98
Note	26	28			54
Repair	2	240	21		263
SealantFailed		4			4
Seam		3			3
SoilStain		17	109		126
Spall	3	110			113
SurfLoss		376			376
Unsecured	2	4			6
Total	27	10	1177	133	1347

Use the drop-down menu to toggle between drawing views (typically arranged by elevation.)

The sliding bar controls the density of the background drawing for ease of viewing.

# Drawing View

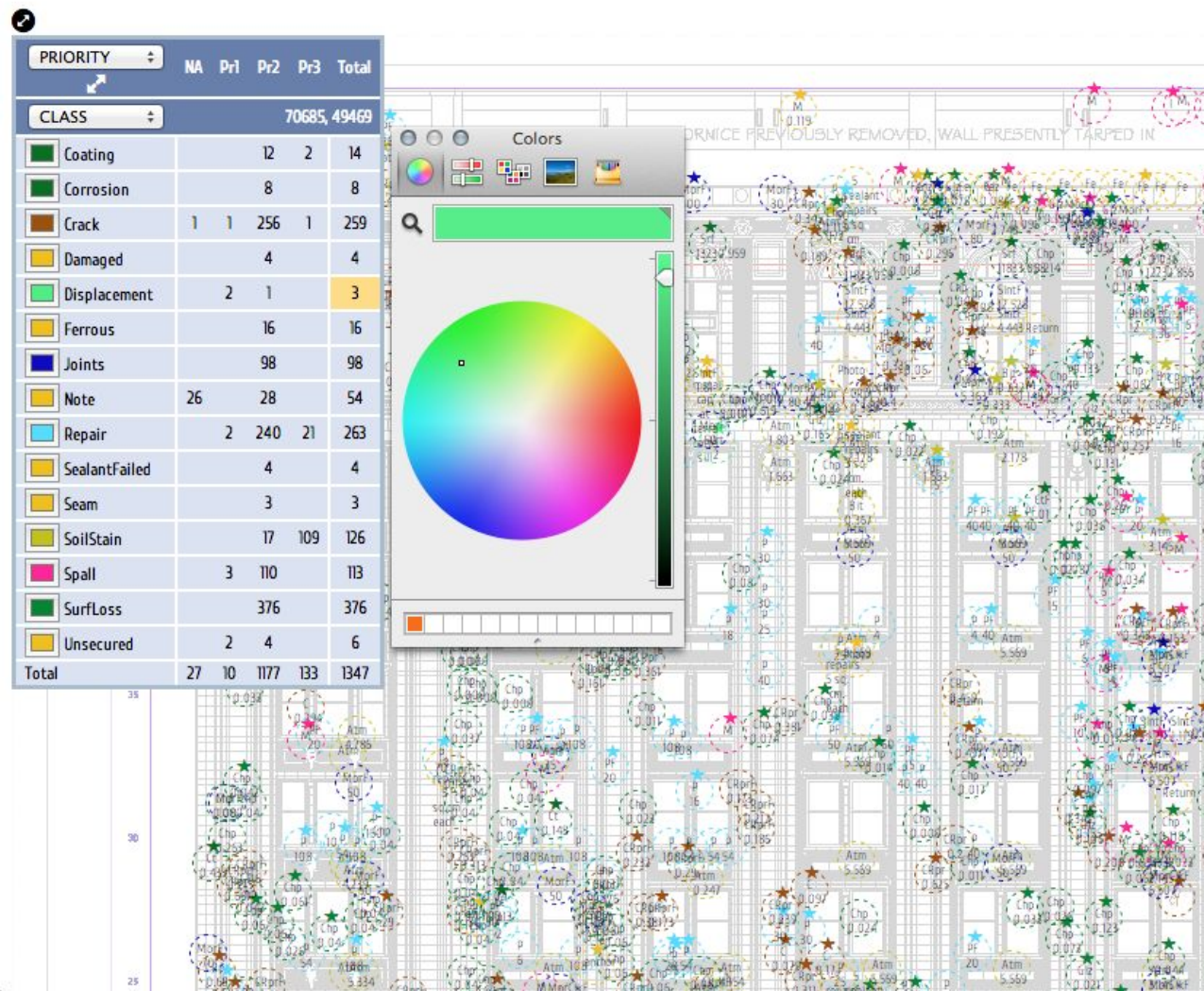
East

East



Click on the colored rectangles in the summary table to customize the notation color-coding.

Use the “s” key on the keyboard to hide or display the summary table.





# Drawing View

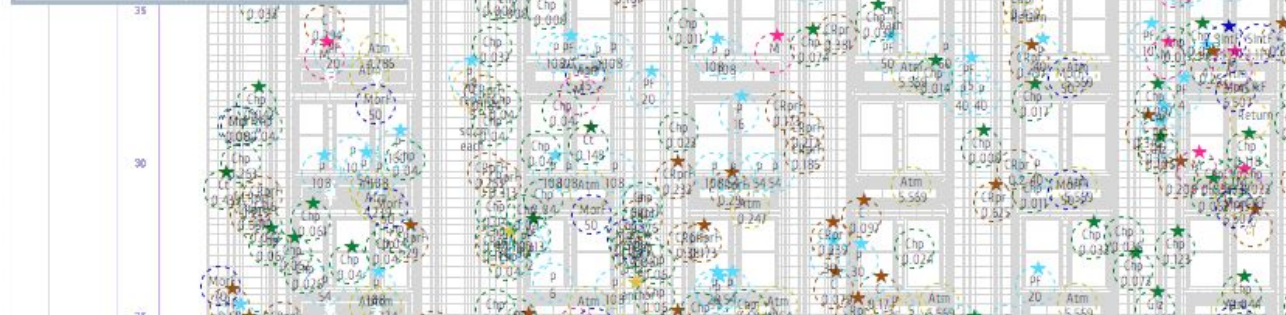
Use the drop-down menus to customize the numerical table view.

East

East



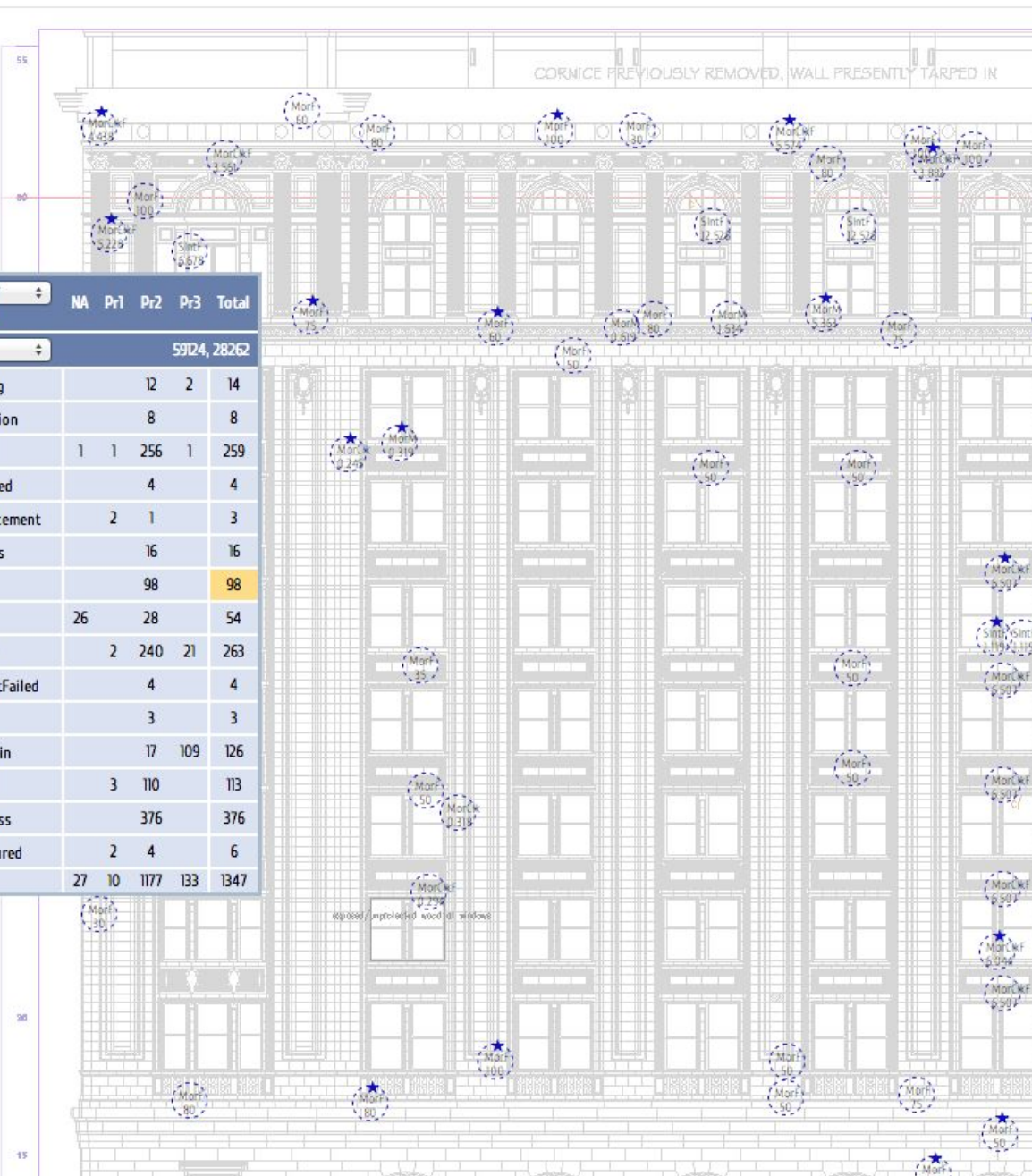
CONDITION	NA	Pr1	Pr2	Pr3	Total
✓ PRIORITY					
SEVERITY					
AMOUNT					
CLASS					59901, 54340
CODE					
DATE			12	2	14
MATERIAL			8		8
REPAIR	1	1	256	1	259
TIME					
TYPE			4		4
PHOTO					
			2	1	3
Ferrous			16		16
Joints			98		98
Note	26		28		54
Repair		2	240	21	263
SealantFailed			4		4
Seam			3		3
SoilStain			17	109	126
Spall		3	110		113
SurfLoss			376		376
Unsecured		2	4		6
Total	27	10	1177	133	1347



## Drawing View

In this example, all of the joint conditions are shown.

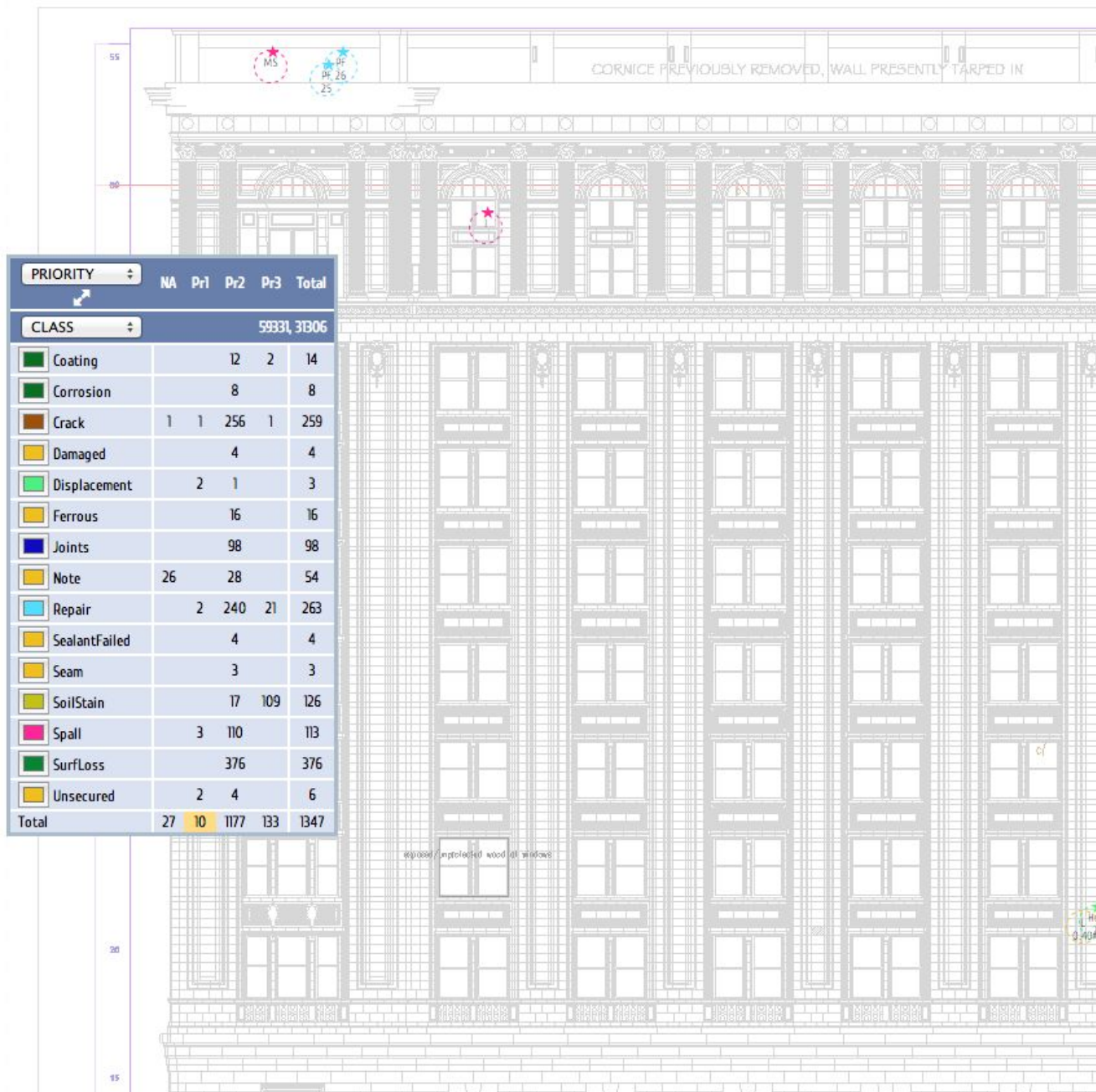
PRIORITY		NA	Pr1	Pr2	Pr3	Total
CLASS		59124, 28262				
Coating			12	2		14
Corrosion			8			8
Crack		1	1	256	1	259
Damaged			4			4
Displacement			2	1		3
Ferrous			16			16
Joints			98			98
Note		26		28		54
Repair			2	240	21	263
SealantFailed			4			4
Seam			3			3
SoilStain			17	109		126
Spall			3	110		113
SurfLoss			376			376
Unsecured			2	4		6
Total		27	10	1177	133	1347





# Drawing View

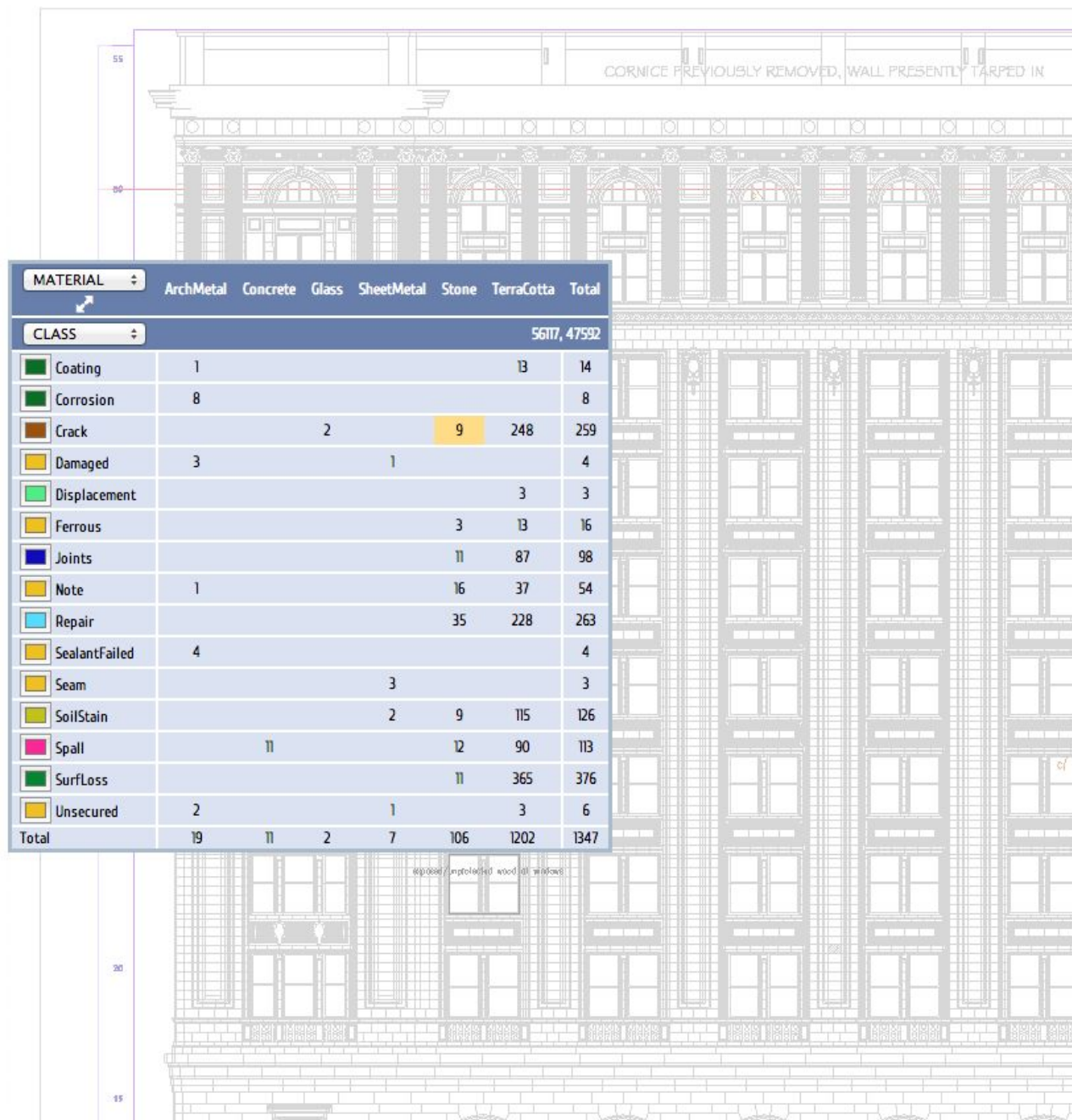
In this example, only the Priority 1 conditions are selected.



## Drawing View

Change the table layout with the drop-down menus in order to make different combinations of data values available for viewing.

In this example, by ordering the table to show the conditions arranged by class and material, we are able to select only the crack conditions in stone.



The image shows an architectural drawing of a building facade with a table overlay. The table has two main sections: 'MATERIAL' and 'CLASS'. The 'MATERIAL' section lists ArchMetal, Concrete, Glass, SheetMetal, Stone, TerraCotta, and Total. The 'CLASS' section lists various conditions with their counts for each material and a total. The 'Crack' row is highlighted in yellow, and the 'Stone' column is highlighted in blue. The table data is as follows:

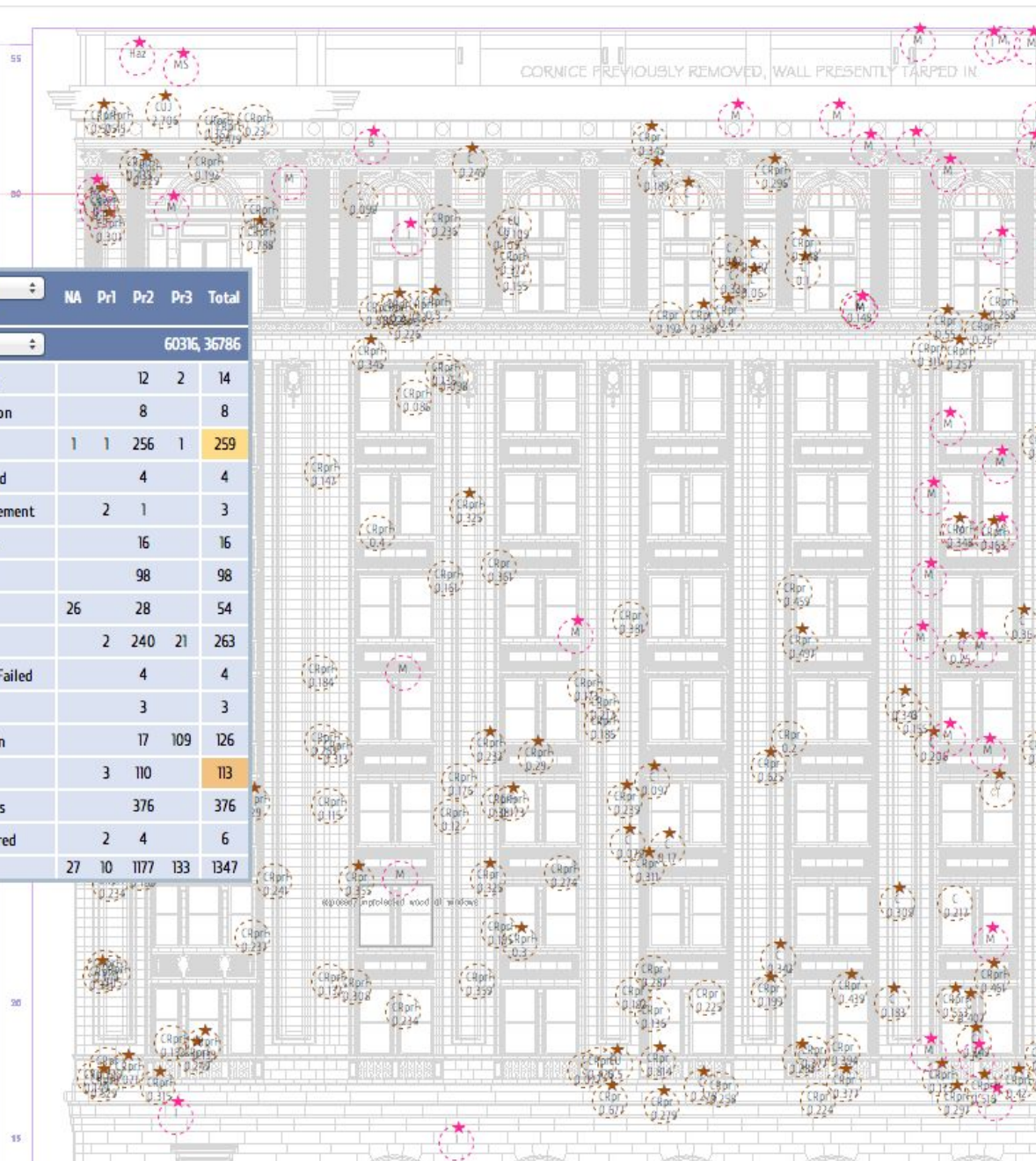
MATERIAL	ArchMetal	Concrete	Glass	SheetMetal	Stone	TerraCotta	Total
Coating	1				13		14
Corrosion	8						8
Crack		2			9	248	259
Damaged	3			1			4
Displacement					3		3
Ferrous					3	13	16
Joints					11	87	98
Note	1				16	37	54
Repair					35	228	263
SealantFailed	4						4
Seam				3			3
SoilStain				2	9	115	126
Spall		11			12	90	113
SurfLoss					11	365	376
Unsecured	2			1		3	6
Total	19	11	2	7	106	1202	1347



# Drawing View

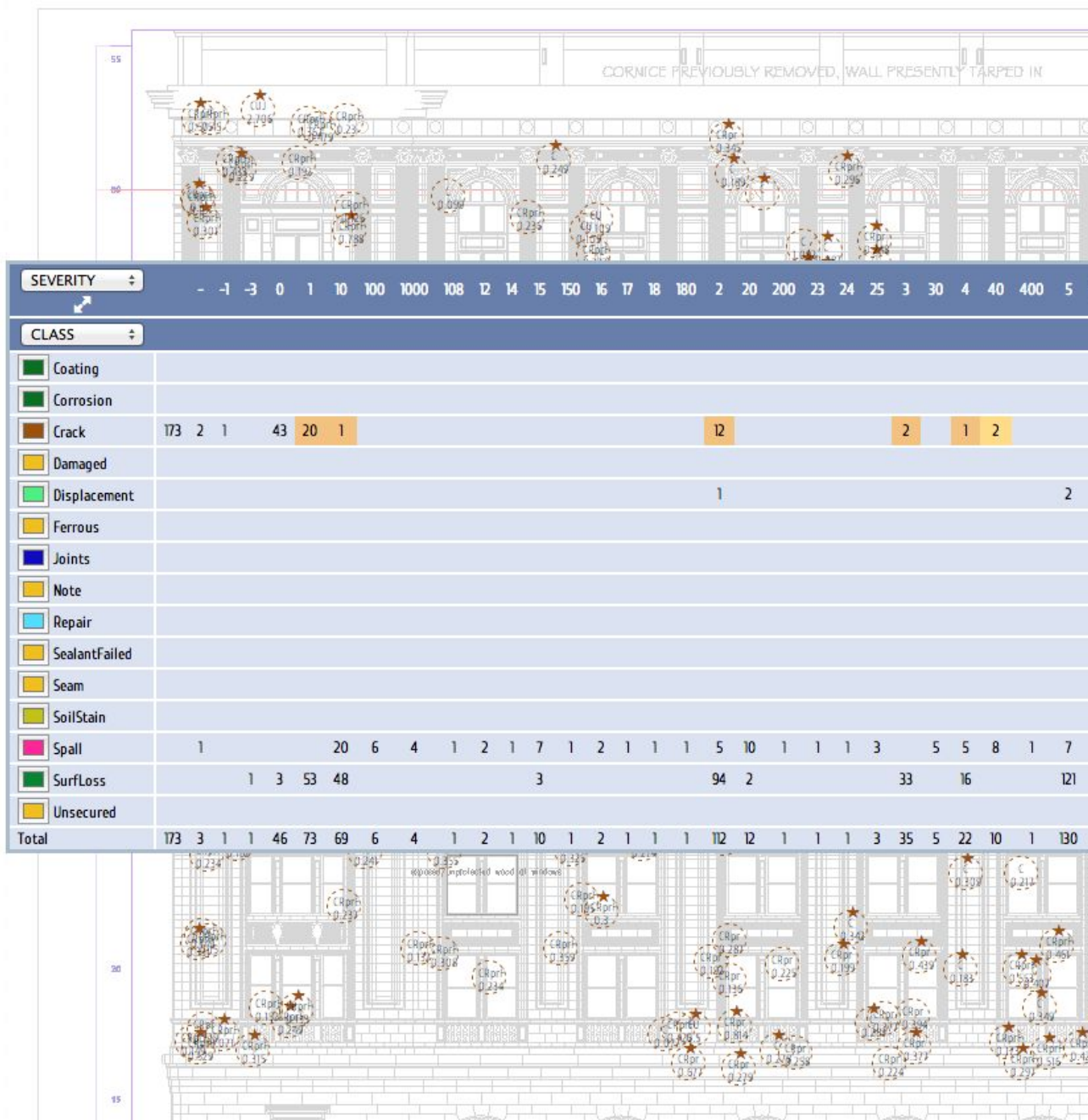
Hold down the control key (CTRL) on windows computers or Command on Mac to select multiple groups of conditions from the table. In this example, we're viewing all of the crack conditions and all of the spall conditions.

PRIORITY	NA	Pr1	Pr2	Pr3	Total
CLASS	60316, 36786				
Coating	12	2	14		
Corrosion	8		8		
Crack	1	1	256	1	259
Damaged	4		4		
Displacement	2	1	3		
Ferrous	16		16		
Joints	98		98		
Note	26	28	54		
Repair	2	240	21	263	
SealantFailed	4		4		
Seam	3		3		
SoilStain	17	109	126		
Spall	3	110	113		
SurfLoss	376		376		
Unsecured	2	4	6		
Total	27	10	1177	133	1347



# Drawing View

In this example, by ordering the table by class and severity, we are able to use to control (CTRL) key to select all of the crack conditions that are 1/16 inch or greater in width.

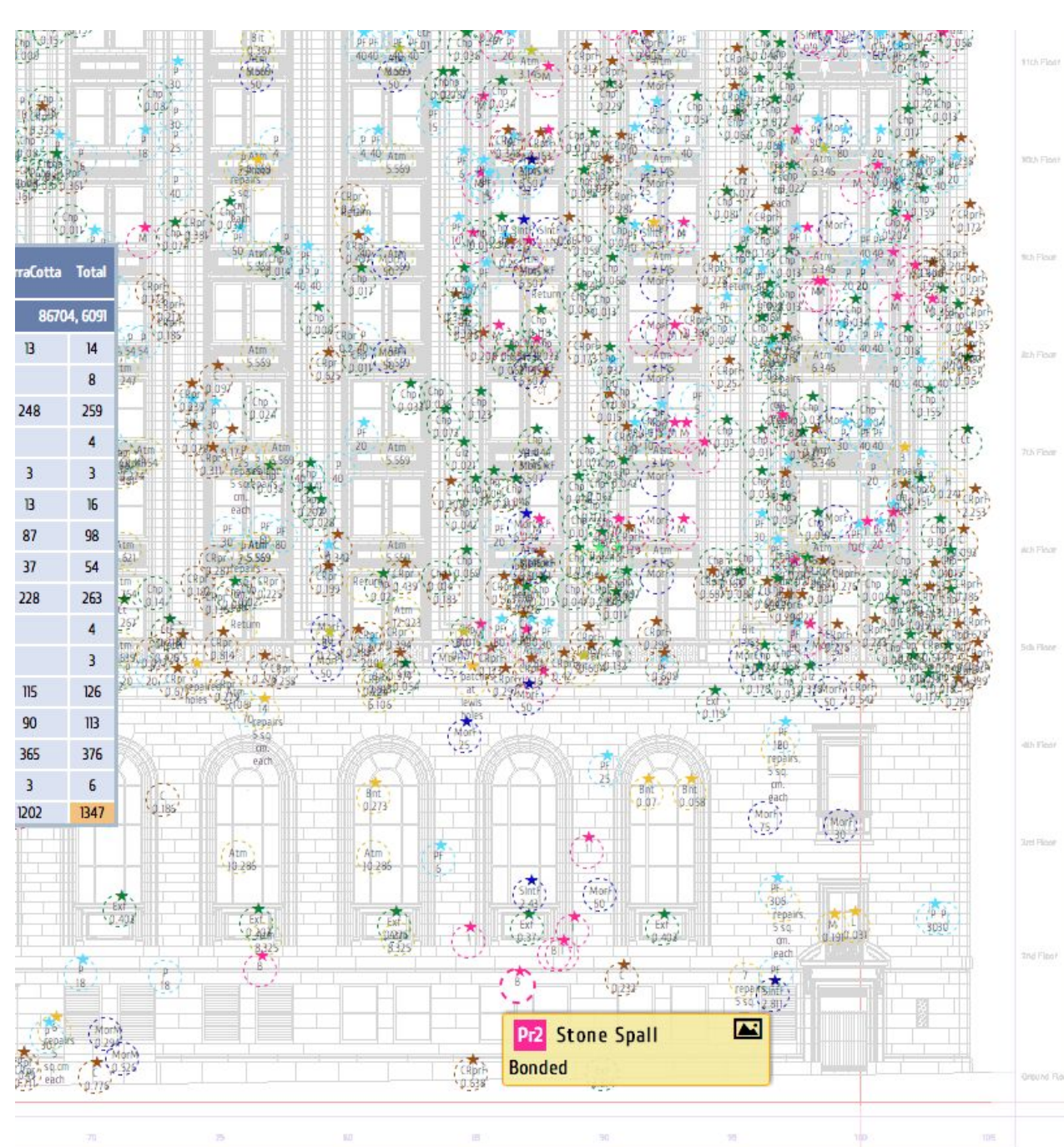




# Drawing View

Place the mouse cursor over any notation on the drawing to show a “quick view” box about that notation.

For standard notations, this information will include the material, class, condition, and priority. An icon will appear to indicate that there is a photograph associated with this notation.







# Drawing View

Click on the “quick view” box to open a detail view box showing a thumbnail photograph of the condition and additional attributes including severity and code.

# Exporting Data

## Exporting Data

Click on the RAW or XLS tabs to export data to a spreadsheet.

Client	
Project	Terra Cotta Facade Inspection
Location	
Description	Heritage Façade Restoration and Cornice Replacement

### Summary of PRIORITY by Drawing View

[Filters](#)

PRIORITY ⇒		NA	Pr1	Pr2	Pr3	Total
North	0	0	4	3	1	8
South	0	2	3	38	4	47
East	0	27	10	1177	133	1347
Default	1	0	0	0	0	1
Total	1	29	17	1218	138	1403

### Summary of Condition Types

[Views](#)

MATERIAL	CLASS	CONDITION	Quantity	Total Measurement
ArchMetal	Coating	Coating Failed	1	0.01 FT <sup>2</sup>
	Corrosion	Pitted	3	36880012 FT <sup>2</sup>

# Customization Options

TPAS annotations can be customized to match our clients' project nomenclature and data capture needs.

TPAS is primarily used for existing conditions documentation, but its applications are as limitless as your reporting needs. The TPAS Web Portal's collaborative features and go-anywhere accessibility make it ideal for construction administration and other multi-user project applications.

# Contacts and Feedback

We welcome your feedback as we continually work to improve TPAS and the Web Portal interface. Please share your comments and suggestions with Kelly Streeter, [kelly@tpasllc.com](mailto:kelly@tpasllc.com).

To schedule a TPAS demo webinar or for questions regarding licenses, call the TPAS Program Manager:

Kelly Streeter

917.749.0998

[kelly@tpasllc.com](mailto:kelly@tpasllc.com)

For technical questions, please contact the TPAS Technical Manager:

Matthew Kreidler

607.727.9577

[matthew@tpasllc.com](mailto:matthew@tpasllc.com)

For the latest TPAS news, visit the [TPAS website](#) and [TPAS blog](#).