



## Instructions for Uploading & Reviewing CCTV Inspections Using t4 Vault

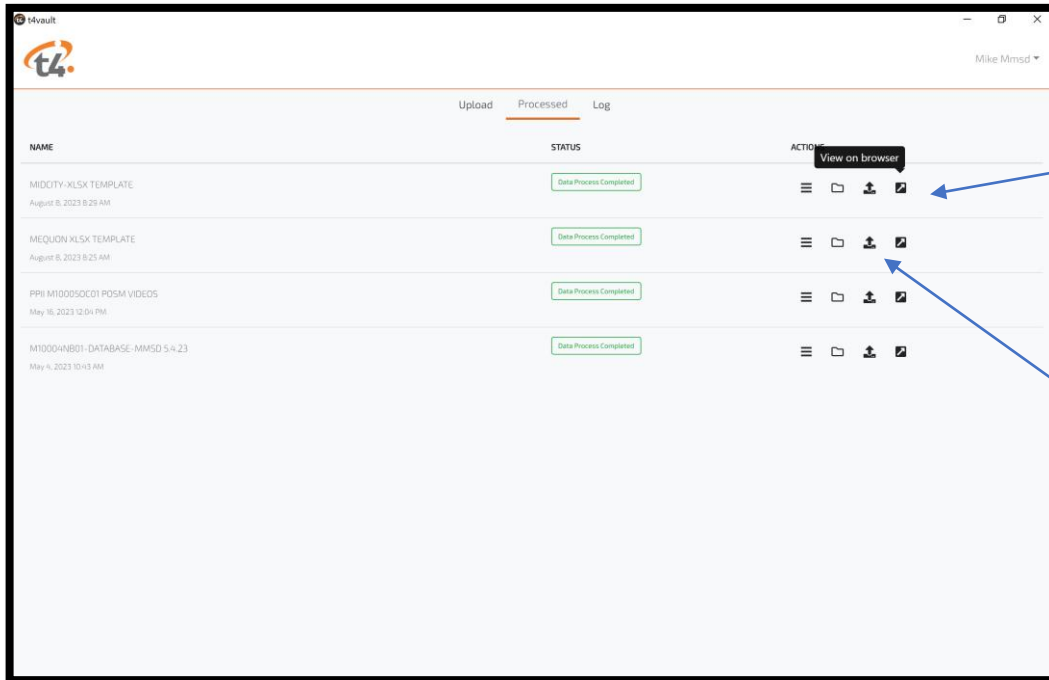
**BEFORE YOU UPLOAD** – please verify that the following fields required by MMSD are completed. Users cannot mass edit inspection data in t4, only individual inspections. If the upload does not meet the MMSD t4 CCTV upload specifications within your contract documents, you will be asked to individually update the inspection data or re-upload.

- Inspection Date
- Work Order = MMSD Funding Agreement # (M10005XXYY)
- LSR (LACP) or PSR (PACP) = Full Tax ID #
- Street = Full Address
- City = Full Municipality Name
- Purpose = Inspection Type, use single letter code below
  - D – Pre Rehab
  - C – Post Rehab
  - E – Pre acceptance (Post Project)
  - H – Resurvey (Warranty)




### 1. Drag and Drop folder with the following:

- Database (MDB), if available
- If there is no database file, complete and fill out the PACP or LACP MMSD Template (XLSX), templates are located by clicking on your name on the uploader
- Video files (mp4)- Can be located in one folder. Files do not have to be individually uploaded.
- Photos (if available)
- PDF reports (if available)

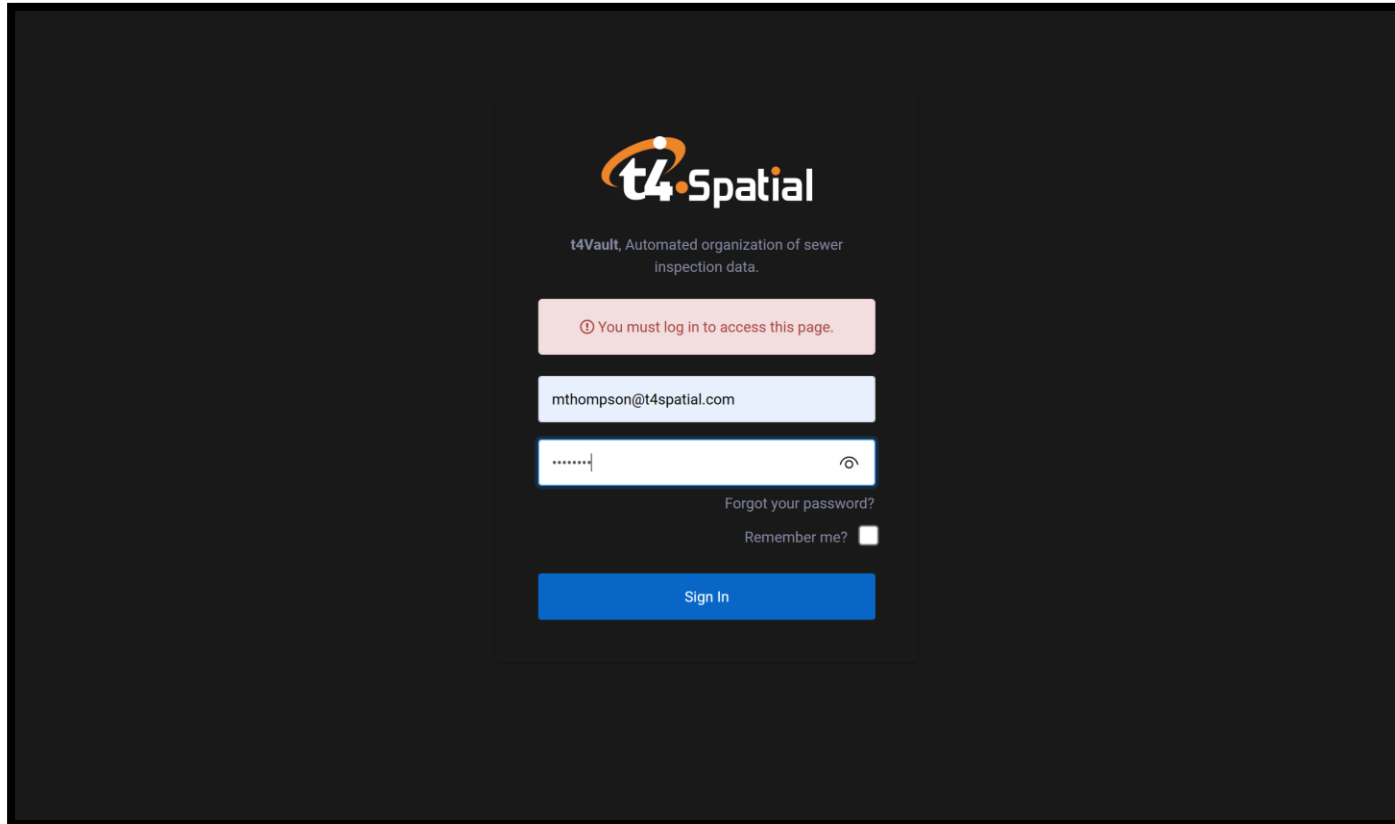


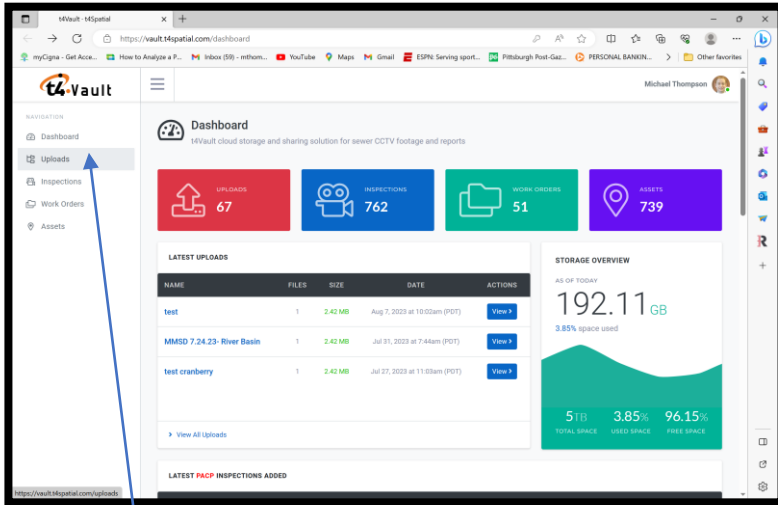
2. After the status indicates “Upload Completed”, click on the PROCESSED header.
3. Click on “View in Browser” ICON (farthest to the right)

TIP: IF...any videos or files need to be appended they can be done from this screen, via  “Upload Missing Media”

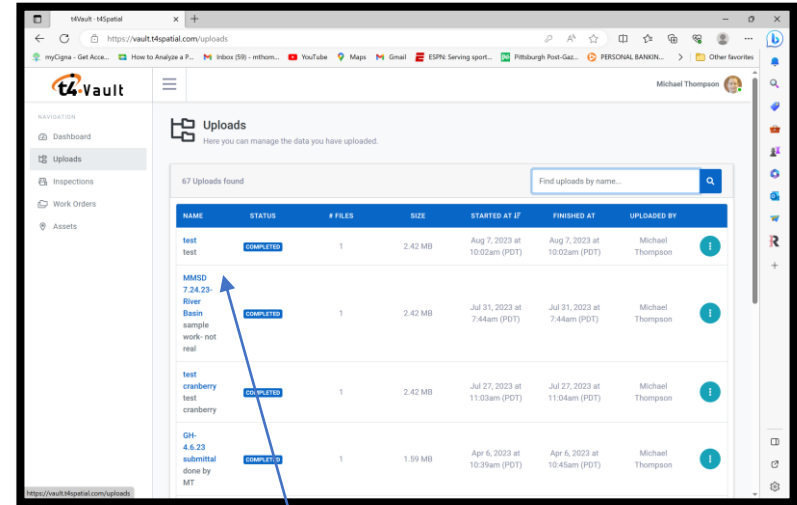


4. The t4 Spatial webpage will open up and you will use the same username and password you used for the Uploader to access page





5. Once you log into the system you will open on the Dashboard Screen, from here click on Uploads



6. From this Uploads screen, click on your latest upload to view. You will only be able to view files you uploaded under this account.



Upload: July 27 - August 1  
Here you can manage the data you have uploaded.

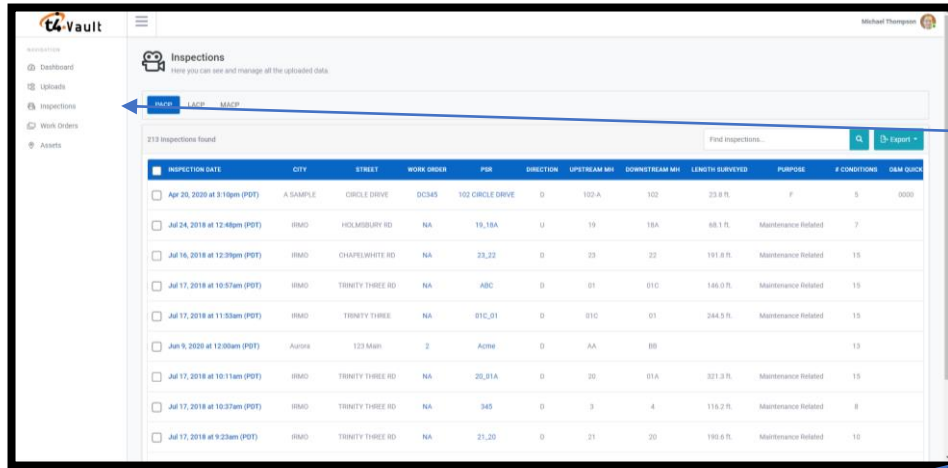
Inspections Files Missing Media History

PACP LACP MMSD

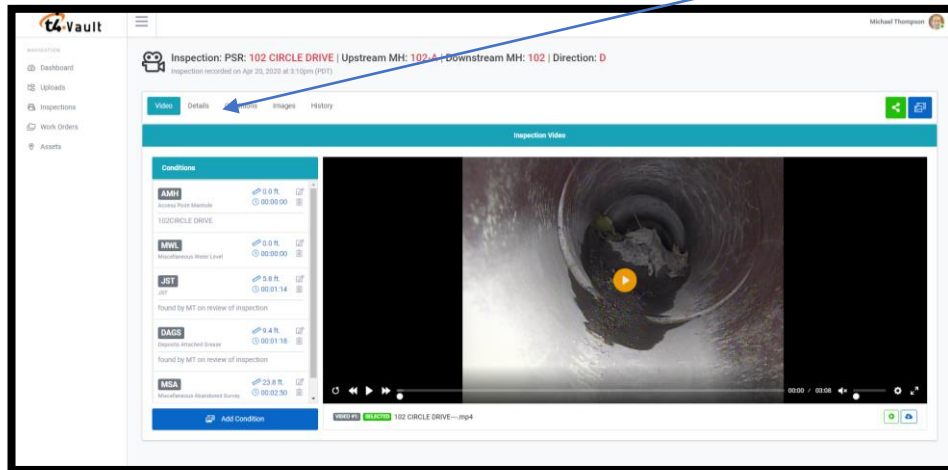
7 inspections found

INSPECTION DATE TL	CITY	STREET	WORK ORDER	PSM	LIR	UPSTREAM BAY	DOWNSTREAM BAY	LENGTH SURVEYED	PURPOSE	MATERIAL	SIZE	# CONDITIONS	GMQ QUOR	STRUCTURAL QUOR	OVERALL QUOR	VIDEO
Jul 27, 2023 at 4:32pm (PDT)	New Berlin	12455 W Hickory Rd	NA	NA	12455 W Hickory Rd	NA	NA	94.0 ft.	HDPE	4 in.	1					
Jul 27, 2023 at 4:32pm (PDT)	New Berlin	12455 W Hickory Rd	NA	NA	12455 W Hickory Rd	NA	NA	94.0 ft.	HDPE	4 in.	0					
Jul 28, 2023 at 1:11pm (PDT)	New Berlin	12435 W Hickory Rd	NA	NA	12435 W Hickory Rd	NA	NA	78.0 ft.	HDPE	4 in.	0					
Jul 31, 2023 at 3:55pm (PDT)	New Berlin	12415 W Hickory Rd	NA	NA	12415 W Hickory Rd	NA	NA	71.0 ft.	HDPE	4 in.	0					
Jul 31, 2023 at 3:14pm (PDT)	New Berlin	12430 W Hickory Rd	NA	NA	12430 W Hickory Rd	NA	NA	85.0 ft.	HDPE	4 in.	0					
Aug 1, 2023 at 10:46am (PDT)	New Berlin	12425 W Hickory Rd	NA	NA	12425 W Hickory Rd	NA	NA	86.0 ft.	HDPE	4 in.	0					
Aug 1, 2023 at 2:24pm (PDT)	New Berlin	3300 S Hickory Rd	NA	NA	3300 S Hickory Rd	NA	NA	78.0 ft.	HDPE	4 in.	0					

7. The inspections included in your upload will be shown under the PACP or LACP header, depending on which format you selected.



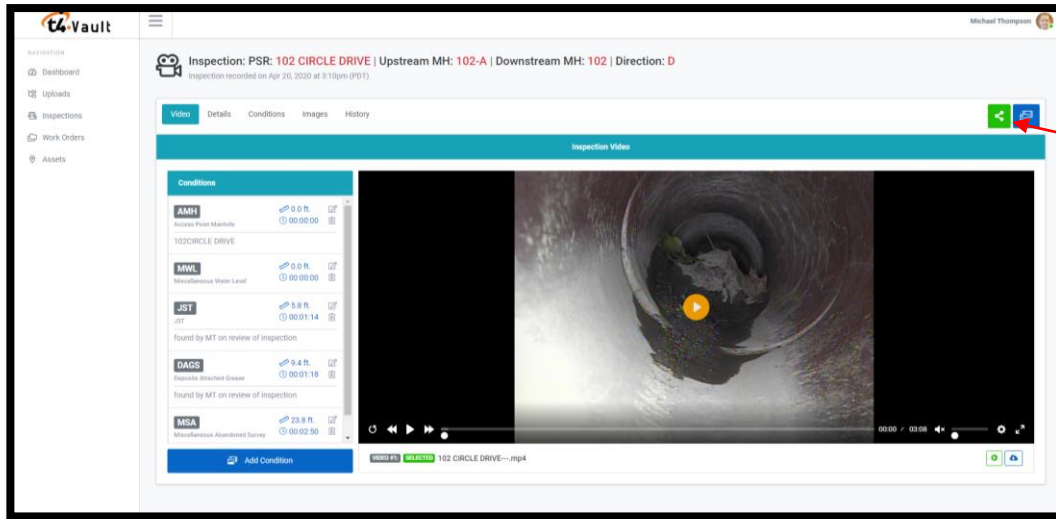
8. If there is any missing information (EXAMPLE: TAX ID) that needs to be added to an inspection, please select the inspection within your upload and then click on DETAILS tab.



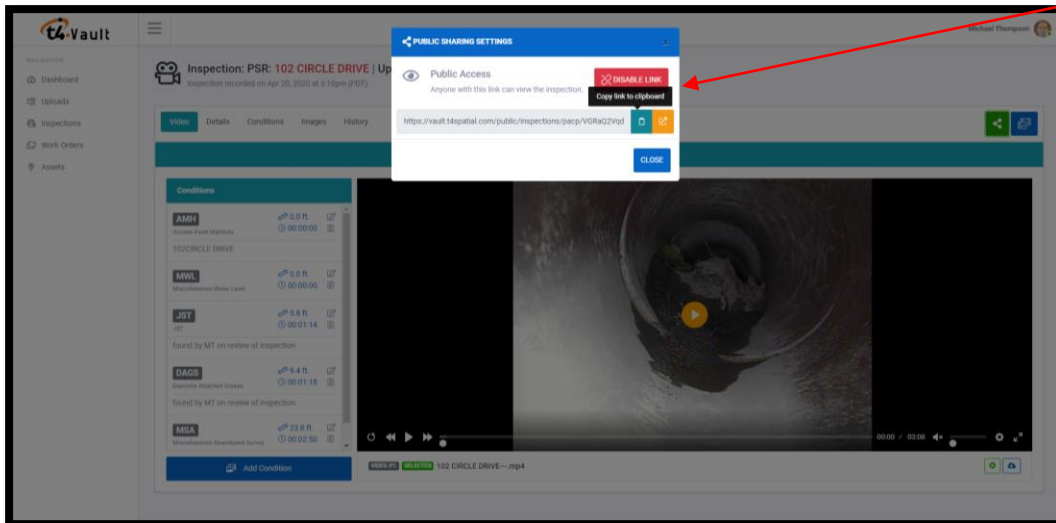
**9.** Once on the DETAILS page, scroll to the header where the information is kept and click EDIT SECTION

**10.** Input the correct information and click the RED UPDATE box to save the information ( EXAMPLE: Section #25 is where to enter the correct TAX ID)





**11.** If you need to provide a public sharing link to the inspection (ex. For the Pipe Check Program) click on the button 2<sup>nd</sup> from the right of the inspection page to create a link.



**12.** The PUBLIC SHARING SETTINGS box will open. If the box says “Public Access”, you can copy the link and paste it elsewhere.

**13.** If public access is not shown, select ENABLE LINK and follow the instructions in step 12.



**For Technical support, Please  
Contact t4 Spatial at  
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**[support@t4spatial.com](mailto:support@t4spatial.com)**