



March 26, 2026

Bulletin 26.06

SUBJECT Using BrM Multimedia

To: Nebraska Public Bridge Owners and Inspectors

This Bulletin is to clarify the use of BrM Multimedia to provide bridge inspection photos and bridge document management.

Going forward, Multimedia will be used to submit all the components of a bridge file. Eventually, legacy files submittals will be available to access via Multimedia, but currently legacy files are only accessible via the FTP site.

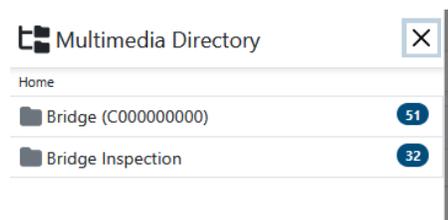
Locating the Multimedia Feature

The BrM Multimedia feature is available on all BrM screens that are not NDOT customized. To access Multimedia, click on the gear icon in the upper right of the screen and select Multimedia from the pop up menu.



The Multimedia Home Directory

When the Multimedia interface opens the home directory shows two folders: Bridge and Bridge Inspection.



Vicki Kramer, Director

Department of Transportation

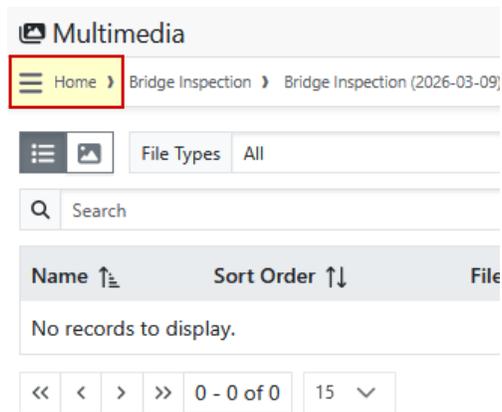
MAILING ADDRESS
PO Box 94759
Lincoln, NE 68509-4759

PHYSICAL ADDRESS
1500 Nebraska Parkway
Lincoln, NE 68502

PHONE 402-471-4567
EMAIL NDOT.ContactUs@nebraska.gov

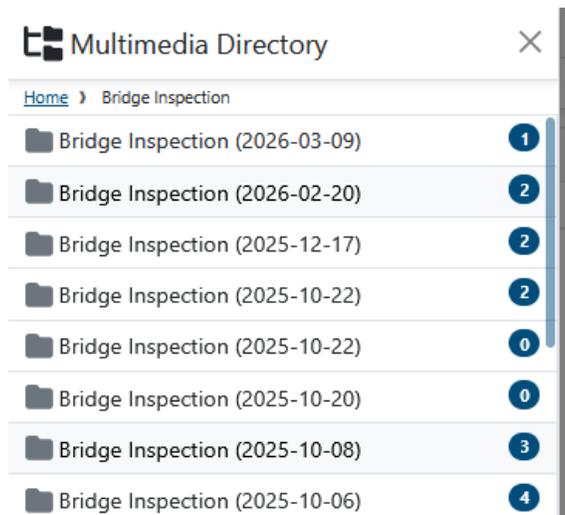
dot.nebraska.gov

Navigate between the Bridge and Bridge Inspection directories by use of the three bar “hamburger” or the “home” link.



Clicking on the the Bridge Inspection or Bridge folders expands them to reveal their subdirectories.

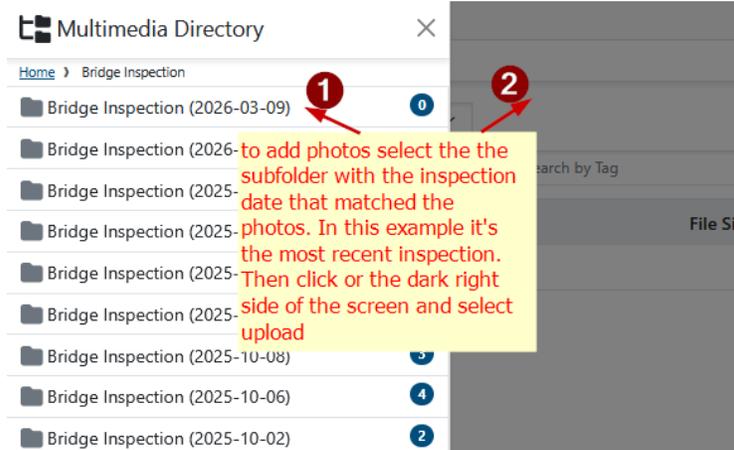
The Bridge Inspection folder has subfolders for each inspection labelled by date. The numbers in the icons on the right indicate the number of files in each subfolder.



Adding Inspection Photos to an Inspection Record

Guidelines for bridge inspection photos are available in the Nebraska BIP manual chapter 4.5.9.2.

To upload inspection photos in Multimedia click on the Bridge Inspection folder and the subdirectory for the active inspection date.



Upload

Create Multimedia

Home > Bridge Inspection > Bridge Inspection (2026-02-19)

Files

be sure you are in the right inspection folder

Context File Naming Enabled

Choose Files

Context file naming will rename the file by Bridge Number and date. Turn this off if you want to keep your file names

Sort Order

Include in Report

Category

Inspection Photos

Subcategory

Inspection Photos

Choose Category and Subcategory of Inspection Photos for all photos except location and posting sign photos.

Description

Tags

Save Cancel

Photo Descriptions

Inspection photos are required by the FHWA to have descriptions to indicate the location and orientation of the photo.

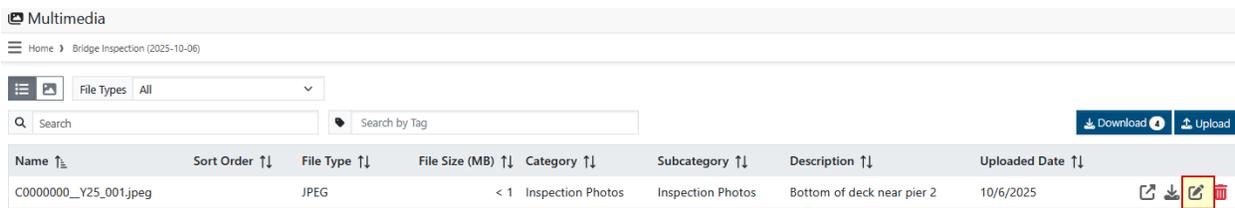
There are three ways that a photo may be adequately described in BrM.

1. A photo may be provided with a descriptive filename using a convention similar to the previous version of BrM. Structure number followed by year, sequence number, and some sort of descriptive element (the subject of the photo)
 - a. Examples: C000000000_Y26_01_A2 or S000_00000_Y26_04_Deck

When submitting photos using this method, a best practice is to name the files before they are uploaded and making sure the "Context file naming" function is disabled.

2. Photos may be described using the description field in BrM. General photo names should follow the same pattern that was utilized in previous versions of BrM or use the Context File Naming feature shown above when uploading.
 - a. Examples of standard legacy filenaming: C000000000_Y26_01 or S000_00000_Y26_04
 - b. Context filenaming follows a similar format and is acceptable.

Once the photos are uploaded, the descriptions can be edited individually.



Multimedia

Home > Bridge Inspection (2025-10-06)

File Types All

Search Search by Tag

Download Upload

Name ↑	Sort Order ↑↓	File Type ↑↓	File Size (MB) ↑↓	Category ↑↓	Subcategory ↑↓	Description ↑↓	Uploaded Date ↑↓	
C0000000_Y25_001.jpeg		JPEG	< 1	Inspection Photos	Inspection Photos	Bottom of deck near pier 2	10/6/2025	

A description of each photo can be added in the field shown below.

Edit Multimedia

Home > Bridge Inspection > Bridge Inspection (2026-02-20)

Files

 S006 27942_Y26_01 JPEG   

Allowed special characters: space, hyphen, parenthesis, and underscore
1.00 MB

Sort Order

Include in Report

Category
Inspection Photos

Subcategory
Inspection Photos

Description
East Joint

Tags

Linked Files

[Link Files](#)

[Save](#) [Cancel](#) [Delete](#)

3. Descriptions may also be added on the photos themselves. General photo names should follow the same pattern that was utilized in previous versions of BrM
 - a. Example: C000000000_Y26_01 or S000_00000_Y26_04

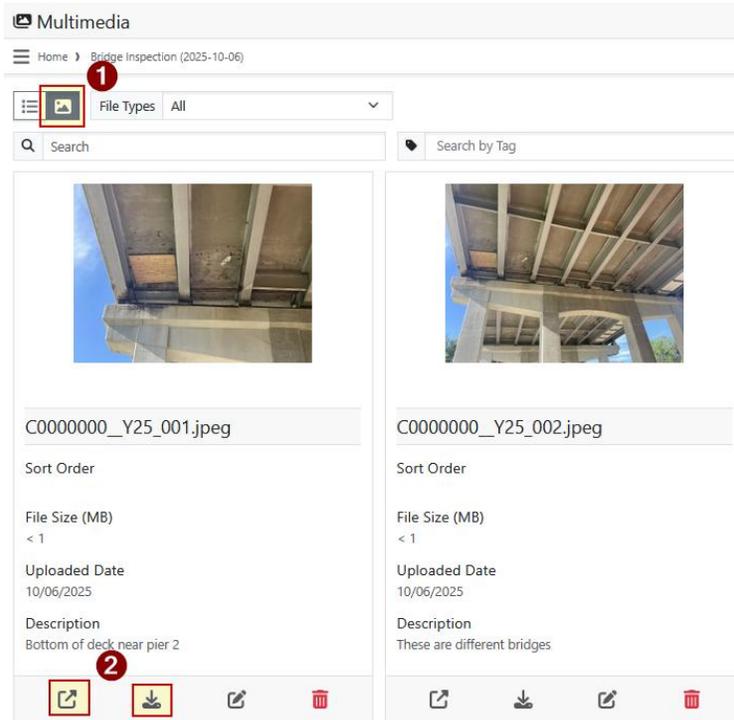


Viewing Inspection Photos

In the Multimedia Bridge Inspection directory select the inspection date of interest.

1. Select the show icons option to see thumbnail images

2. Expand or download the photos if a larger image is needed or the photo is required



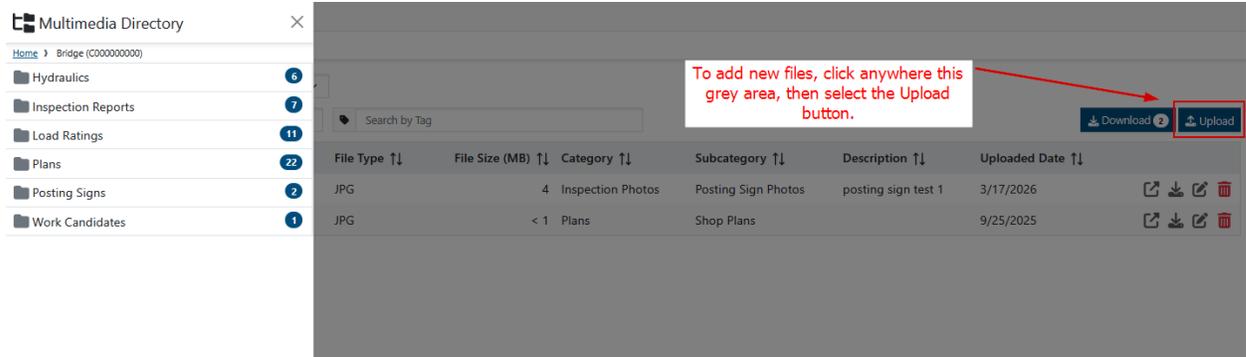
Using the Bridge Folder

The Bridge folder, is used for the components of the Bridge File described in section 2.5 of the Bridge Inspection Program Manual **except inspection photos***, which are kept in the dated inspection folders described above.

* The exceptions are for the ten location and posting sign photos.

Adding files to the Bridge Folder

To add new files to the Bridge folder click in the grey area then select Upload. Do not upload inspection photos to the Bridge folder except the ten standard photo locations described in section 4.5.9.2 of the Bridge Inspection Manual. Guidance for uploading all other inspection photos is below.



Clicking the Upload button will open the Create Multimedia window.

1. If context File Naming is enabled, file names will be assigned with the syntax of Structure Number_DD_MM_YYYY
 - a. Use of Context file naming is optional. If the user prefers to preserve filenames this feature can be disabled by sliding the white dot
2. Category and Subcategory **are required** fields for every upload
 - a. If these fields are not selected the uploads will not end up in the correct part of the directory
3. Entering a Description prior to upload optional but will be required in the record.
 - a. Descriptions can be edited after uploading
4. Use the choose files button to navigate to any files on your computer that you want to upload for the Category and Subcategory you have selected.
 - a. Multiple files can be selected by clicking them while holding the Ctrl key.

Other fields of “Sort order”, “Include in Report” and “Tags” are optional.

Create Multimedia

Home > Bridge (C000000000)

Files

1 Context File Naming Enabled

4 Choose Files

Sort Order

Include in Report

Category 2

Subcategory 3

Description

The description can be entered here and edited later once uploaded, or it can be entered after uploading.

Tags

Save Cancel

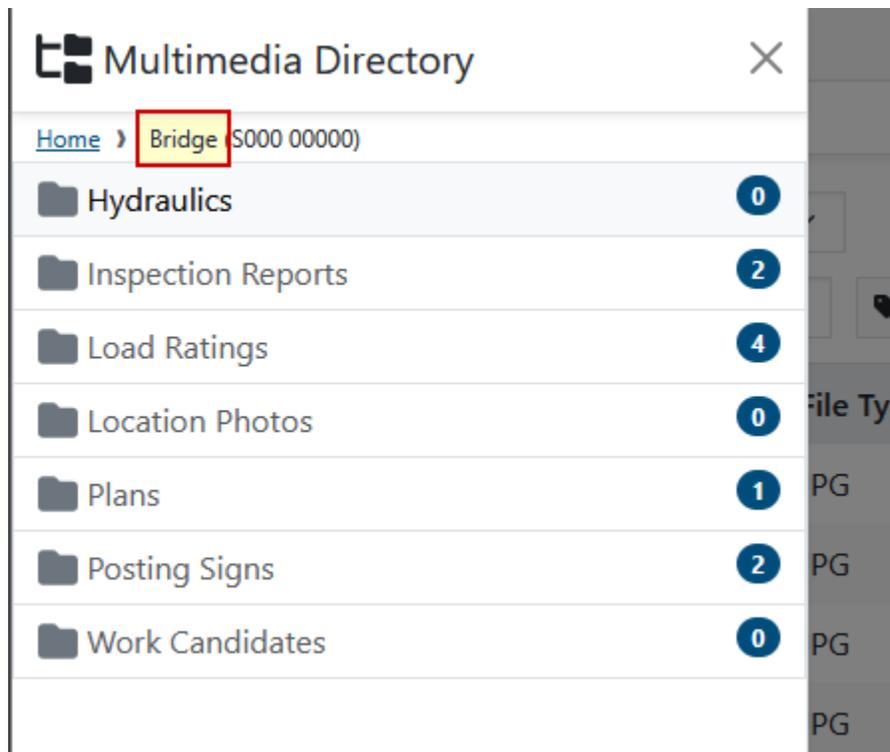
The Category that is selected determines the Subcategory that will be available. Below is a list of the available Categories and their Subcategories.

- Bridge
 - Scope assessment
 - MOU for border bridge
 - Deck test
 - Site Visit
- Design Document
 - No subcategories
- Plans
 - Bridge Plans
 - Shop Plans
 - Steel Fabrication Plans
 - Field Measurements
- Load Ratings
 - Load Rating Report (LRSS)
 - Load Rating BrR XML Model
 - Load Rating Calcs
- Inspection Reports
 - Routine Inspection Report
 - Special Inspection Report (DR7)
 - NSTM Inspection Report (BR293)

- Timber Bridge Inspection Report
- UW Inspection Report
- SI&A Report
- Structure Maintenance Checklist (DR27)
- Structure Repair Report (DR321)
- Inspection Photos
 - Inspection Photos – used for Standard Bridge Location Photos
 - See BIP Manul Section 4.5.9.2
 - Posting Sign Photos
- Hydraulilics
 - Hydraulics Data Sheet
 - Scour Report (BR385)
 - Scour POA(BR385C Part E)
 - Streambed Cross Section

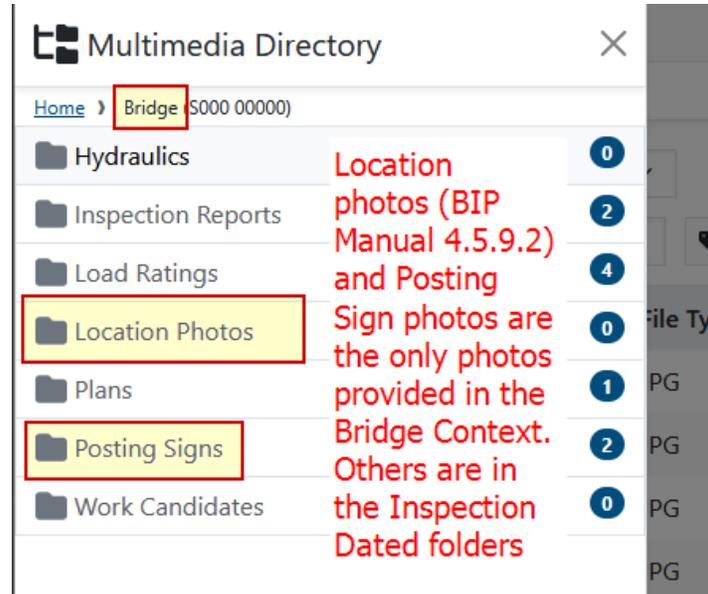
The Bridge folder, which is not used for inspection photos except for the standard location photos (see BIP Manual Section 4.5.9.2), is used for all other bridge file content.

- The subdirectory for the Bridge folder has folders by document type.



Adding Location or Posting Signs to the Bridge Folder

Photos of posting signs and the ten standard bridge location photos (see BIP Manual 4.5.9.2) are not kept in Bridge Inspection dated subfolders but are in a subfolder of the Bridge folder as shown in the screenshot below.



Below is an example of adding a location photo to a bridge. Adding Posting Sign Photos would be similar, but done in the Posting Signs folder show above.

Create Multimedia

Home > Bridge (S000 00000) > Location Photos

be sure you are in the right context or folder location

	S000 00000_03-26-2026	(#) JPG	🗑️
	S000 00000_03-26-2026	(#) JPG	🗑️
	S000 00000_03-26-2026	(#) JPG	🗑️

Sort Order

Include in Report

Choose Location Photos for both Category and Subcategory

Category: Location Photos

Subcategory: Location Photos

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