

TAMS Procedures - Asset Register Roads Module

These procedures are aimed at showing users how roads asset data can be entered into TAMS.

The data entry procedure is based upon a 'minimum effort' approach aimed at satisfying the Council's immediate requirements for asset register and valuation, while still providing a growth path for further extension of the register.

For convenience, you should ensure that the Audit Prompt has been turned off for the data entry (under Special on the menu bar). It should of course be turned back on following completion of data entry.

Some sample data has been included in the Appendix at the end of this document so that these procedures can also serve as a tutorial.

A. Initial Setup

Standard values for the lookup tables (except for rates) are included with the TAMS Roads module. These can however be modified or extended to suit your requirements. Included in the Appendix are sample values which can be used.

1. Setup standard facility codes using Setup Import/Export Codes (from the menu bar under Setup). Leave the 'Auto Create Facilities' column blank (unticked).
2. Setup designation lookup table. Ensure that dimension type, meter unit and valuation type have been entered.
3. Setup default designations for each facility code in the facility lookup table. This will allow for the designation field to be automatically entered when an asset is created.
4. Setup the description lookup table (Note: the values to be used will depend upon your selected criteria for the FILLCOST script in the next section "Entry of Asset data").
5. Setup the rates lookup table for each designation/description combination. Ensure that all assets are covered by a unit rate and standard life. If you wish, also enter 'Salvage Rates' where applicable. The salvage rate is the rate that is applicable at the end of the asset's life).

6. Setup the Configurable Asset Details screen for each designation to best facilitate the entry and viewing of asset data. If you have installed Version 1.3 as a new installation, you can use the defaults supplied with TAMS. If you have upgraded from an existing installation, then the defaults will not appear. You can however get these defaults from the TAMS Home Page, or alternatively you can setup your own screen settings. See 'Configurable Asset Details Screen' in chapter 14 of the manual for details. To change to the Configurable Details screen, select 'Special' from the menu bar, choose 'Select Asset Details Form', select 'Configurable', and then press the Close button.

B. Entry of Asset Data

1. Use the Reference Navigator for entry of roads and segments.
2. Enter road name and other details into the Road Details screen. Use Pge Down to move between records.

NOTE: The following data is used for exporting to CONDATA:

- Road Type
- Rating Type

3. Enter segment name, location details and carriageway details for each segment into the Segment Details screen. Use Pge Down to move between records.

NOTE: All of the fields on the Segment details screen are used for exporting to CONDATA, with the exception of Town/Suburb, Precinct, Map reference, 85% Speed and Speed Limit.

4. Go back to the main menu and under Setup on the menu bar, select Import/Export Codes. In the column Auto Create Facilities, click on those facilities that you wish to create for each of the segments that you have just entered.
5. Go back to the main menu and click on the Facility Table Entry System button. The Select Fields screen appears. Click on the Process button. The Facility Table Entry screen appears. Press the Create Facilities button and select the Global checkbox option. You can also optionally click on the Use Prefilter checkbox (see NOTE below). Press the Process button. Facilities will be created for each segment.

NOTE: You can optionally use the prefilter if you wish to only create facilities for say a certain road type or road classification. You must however first create a pavement facility for each segment using the global option. You can then change the required facilities using Setup Import/Export Codes and repeat the process.

6. Next step is to start entering asset data for each facility. Go back to the main menu and select the Reference Navigator. Select the first record for the first road and segment

and press the Asset Details screen. A message appears 'Initialising Asset details screen' and the Configurable Asset Details screen appears.

7. Enter your data and use the Page Down key to move to the next record to enter data for the next asset. See NOTE below for details of what data is required.
8. Execute the FILLCOST script to automatically populate the Description field, Construction date and Valuation date for each asset. To run scripts, go to the main menu and select 'Help-About TAMS', press Alt-P and enter the script name. The script uses Pavement Type and Surface Type (and optionally Road Classification and Traffic Hierarchy) in the case of pavement assets, and shoulder type, kerb & gutter type and footpath type for other assets (eg F-FS-2-1 would represent flexible pavement type, flush seal surface type, road classification of '2' and traffic hierarchy of '1'). To populate the Construction Date field, the script uses the construction date of the pavement asset for each segment.

NOTE: The following asset register data is required for exporting to CONDATA. All items except for those asterisked are also required in order to be able to carry out costing for AAS27.

Pavement Assets	Surface Type Pavement type *Surfaced Width Area (Trafficable area) *Width (Trafficable width) *Lane Group Code *No. of Lanes Construction date
Kerb & Gutter	K&G Type Length
Footpath	Footpath Type Area *Width
Shoulders	Shoulder Type Length *Width
Culverts	Quantity
Signs	Quantity
Linemarking	Length
Guideposts	Quantity
Crash Barriers	Length
Pavement Marking	Area
Table Drains	Length

Fencing	Length
Drainage pits	Quantity

You are now in a position where you can undertake condition rating and/or costing of assets. For details, refer to the procedure documents 'Condition Rating' and 'Costing and Depreciation'.

APPENDIX A

Tutorial Data

Road Codes

Code	Name
0990	Smith Road
0991	William Street
0992	Lovell Street
0993	Eastwood Avenue

Segment Codes

Road	Segment	Name
0990	0010	James Street to Missingham Avenue
	0020	Missingham Avenue to Kirkwood Street
	0030	Kirkwood Street to Parkview Street
0991	0010	
	0020	
	0030	
	0040	
0992	0010	
	0020	

Facility Codes

PAVEM (Pavement)
KERBL (Kerb & Gutter Left)
KERBR (Kerb & Gutter Right)
PATHL (Footpath Left)
PATHR (Footpath Right)
LPOLE (Lightpole)
BRIDG (Bridge)

Designations

Designation	Dimension Type	Meter unit	Valuation Type
PAVEM (pavement)	A	m2	E
K&G (kerb & gutter)	L	m	E
PATH (footpath)	A	m2	E
LPOLE (lightpole)	-	-	E
BRIDG (bridge)	A	-	E

Other

Designation	Description	Pavement Type	Surface Type	Shoulder Type	K&G Type	Footpath type
PAVEM (pavement)		F	FS			
K&G (kerb & gutter)					1	
PATH (footpath)						C
BRIDG (bridge)	TIMBER					