

Instructions for Using the Asset Inventory Database

Getting Started

- In order to successfully use the Asset Inventory Database, information about the assets must be gathered before beginning data entry into the database.
- Open the Microsoft Access program
- Click on File
- Click on Open
- Find the path where the database has been saved on your computer
- Double click on the “Asset Inventory Database” file

Data Entry – Street Names

- This database assumes all assets will be located based on street names. If assets are not located on streets, and there is another way of identifying the asset locations (building name, coordinates, etc.) this information should be stored in the “Street Names” section.
- The best place to start with data entry is to enter your asset locations. An easy starting point for collecting this data is to gather metering/billing records. The street names can be extracted from the billing records. (If this data is electronic, the data can be imported into the database vs. typing each street name individually. EFC will assist if needed.)
- Click on the “Add New Street Names” button.
- Type in the street name
- Press Tab or Enter to move to the “Street Abbreviation” field
- Enter a street name abbreviation. This will be useful later in creating Asset ID Numbers. The street abbreviation should be consistent throughout the process. For example, you may choose to always use the first 4 letters of the street name followed by, R, D, S, L for road, drive, street, lane, etc. Therefore, “Apple Road” would be ApplR. If there are several streets with names beginning with Paseo del or Camino del, this abbreviation method would not work. In this case you may prefer to use the first letter of each word, or some other abbreviation method that is consistent.
- Press Tab or Enter to move to the next data entry box.
- Repeat the data entry process for each street.
- Once all the data has been entered, or you have reached a stopping point, click the “SAVE AND CLOSE” button.
- Anytime a new street name(s) needs to be added to the database, follow the steps listed above.

Data Entry – Add New Inventory

- Click the “Add New Inventory” Button
- Begin by adding the “Basic Asset Information” – Category, Type, Size, ID Number (required), Location, Installation Date, and Condition. For specific

descriptions of each field and the desired information please see the Field Definitions Listing at the end of this document.

- To move from field to field you can press Tab or Enter or you can point and click in the box with the mouse.
- Continue entering data for the “Asset Condition Information” and “Asset Supplier Information”.
- After the last field has been completed (or left blank if unknown) press Tab or Enter to start a new form for a new asset.
- Once all assets have been entered, or you have reached a stopping point, click “SAVE AND CLOSE”

Data Entry – Add New Supplier Information

- Click “Add Supplier Info.”
- Enter the Supplier Name and Phone Number
- Press Tab to continue to a new form for to enter another supplier
- Once all information has been enter, click “Save and Close”

Editing Existing Data

- If you need to edit any of the data that has been entered, you can do so by selecting any of the choices under “Existing Data”
- Select the button for the type of data you wish to edit. For example, if you need to update or change the inventory information, select “Edit Existing Inventory”.
- Once you have located the data you would like to edit, you should click in the field and make any changes necessary. Press enter or tab to make sure the changes are saved.
- Click SAVE AND CLOSE when all changes have been made.

Reports

- You can view reports by clicking on the respective report button. Once you have viewed the report you can then print it.
- The “View Critical Assets” button will open a report that shows all critical assets based on the data you entered for “likelihood of failure” and “consequence of failure”. The highest risk (most critical) assets will be listed first. Only those assets that were assessed higher than 2 for “likelihood of failure” and “consequence of failure” will be shown.
- The “Show Assets by Category” button will open a report that shows the assets within the category you have selected.
- Once you have viewed a report, it can be printed by clicking “File”, “Print” and then selecting what you would like to print.
- To close the reports, select the “close” button at the top of the menu bar.

Field Definitions

Field Name	Explanation
Asset Category	Broadest description for any asset, a list is available to make selections from, or you may enter your own description if none in the list fits the asset.
Asset ID Number	This is a required field (the box cannot be left blank). Each asset should have a unique identifier. This field allows you to create that unique identifier. The ID numbering system should be consistent throughout the database. The more information you can learn about the asset from the ID number the better. For example, number all of the assets is acceptable. But when you mention Asset No. 368, you can't learn much from the ID. However, if you include information in the ID number such as street abbreviation, direction (north, south, left, right, etc.), asset category or type, it is much more informative. For example, if you decide the ID number should always include an abbreviation of Asset Type, followed by a period, then the Street Abbreviation, followed by a direction, and finally a consecutive number, you would know a lot more about the asset based on ID number alone. Fire.ApplR.W.23 would tell you this asset is a Fire Hydrant located on the West side of Apple Rd. and is numbered 23.
Asset Location	This should be selected from the drop down list based on the Street Names previously entered.
Asset Size	Most every asset should have a size associated with it. For example a diameter, a volume, a flow rate, horsepower, etc. Note that size here.
Asset Type	Asset type is a subcategory of Asset Category. It tells more specific information about the asset. A list is provided for you to select from, or you can type your own if nothing in the list matches the asset.
Comments	This field should be used to note anything important about the asset that doesn't fit in any of the other categories.
Condition	What condition is the asset in? This can be based on any number of items, such as age, visual inspection, repair history, current maintenance practices, etc. The condition for each each asset should be evaluated consistently. The asset management team should agree upon the definition of "good" vs. "fair". The condition field has a list to choose from that is a numerical and word description.
Consequence of Failure	This field is used to help calculate how critical the asset is to the utility based on how it affects the level of service the utility provides the customer. When determining the consequence of failure, ask the question, what would happen if this asset would fail? Take into consideration all things affected, environmental costs, social costs, replacement costs, repair costs, impact on other assets/utilities, legal costs, etc. This field has a numerical list to select from. The asset management team should decide what those values are associated with. Note that the higher the number the more severe the consequence. For example a consequence of failure rated as a 1 means minor consequences, whereas a rating of 5 means extreme consequences.
Estimated Replacement Cost	Estimate what it would cost to replace the existing asset with a new asset. If the new asset would not be of the same make/material as the existing, that should be taken into account. The replacement cost should be the estimated cost to replace it in today's dollars.
Installation Date	The date the asset was put into service should be entered into this field in the form of m/d/yy. If only the year is known, use 1/1/yy.

Likelihood of Failure	This field is used to help calculate how critical the asset is to the utility based on how it affects the level of service the utility provides the customer. When determining the likelihood of failure, ask the question, how likely or probable is it that this asset will fail in the immediate future? Take into consideration all things that might affect failure, such as condition, age, useful life, current maintenance practices, construction methods, etc. This field has a numerical list to select from. The asset management team should decide what those values are associated with. Note that the higher the number the more likely the failure. For example a likelihood of failure rated as a 1 means very low probability, whereas a rating of 5 means very likely to fail in the immediate/near future.
Manufacturer	This field should be used to note who manufactured the asset if known.
Manufacturer's Recommended O&M	This field should be used to note any operation and maintenance the manufacturer recommends be performed for the asset.
Model Number	If the asset has a model number associated with, as assigned by the manufacturer, enter it here.
Purchase Price	The purchase price should be entered in purchase year dollars. Do not inflate it to today's dollars.
Redundancy	This is a yes or no field. If the asset is redundant, it essentially has a spare asset available to do the same job in the case of the assets failure. This should be taken into consideration when looking at consequence of failure.
Serial Number	If the asset has a serial number assigned by the manufacturer, enter it here.
Street Abbreviation	The street abbreviation should be consistent throughout the process. For example, you may chose to always use the first 4 letters of the street name followed by, R, D, S, L for road, drive, street, lane, etc. Therefore, "Apple Road" would be ApplR. If there are several streets with names beginning with Paseo del or Camino del, this abbreviation method would not work. In this case you may prefer to use the first letter of each word, or some other abbreviation method that is consistent.
Street Name	The name of the street or other permanent marker that identifies where an asset is located.
Supplier	The name of the company that supplied the asset to the utility.
Supplier Phone	The phone number where the supplier can be contacted.
Under Warranty	This is a yes or no field. If the asset is under warranty, check the box.
Warranty Expiration Date	This is the date the warranty will expire, if known.