AIMS Asset Tag to Owner Allocation Process

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1 Purpose

This document describes the process which is to be used to allocate Asset Tags (AT) to Owners within the Asset Information System (AIMS).

2 Scope

This process relates to the allocation of Asset Tags within the AIMS system and can be used to allocate or remove an Owner against an Asset Tag.

2.1 Asset Tags

Asset Tags are identified within AIMS in a number of ways:

- They are of the Tag object type;
- They are uniquely identifiable by the Asset Tag ID

Asset Tags will always have the following associated information held against them within AIMS:

- Construction Contract
- Construction Work Stream

The primary purpose of Asset Tags within AIMS is to identify specific design duties or functional requirements that need fulfilling on Crossrail.

3 Definitions

For a full list of common Asset related terms see the Crossrail Asset Information Glossary (eB document CRL1-XRL-Z3-GUI-CR001-50012).

Terms/acronyms specific to this document are listed below:

Acronym	Name	Description
ATOS	Asset Tag to Owner Schedule	The Xls document used for allocating Asset Tags to Owners.

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4 Process Timeframes

The AIMS Configuration Team (ACT) will always endeavour to process Asset Tag to Owner Allocation Schedule (ATOS) requests in as shortest time as possible; the following lists the target time of requests when submitted on a correctly validated ATOS.

ATOS Request Type	Timeframe (full working days)
Processing of populated ATOS into AIMS	5

5 Asset Tag to Owner Allocation Schedule Configuration

ATOS configuration (or contents) will be defined in terms of Assets included by the Construction Contract, allocated to Owners. Construction Work Streams which are marked to delete will be excluded from the ATOS. In addition, the Owners which are available to be allocated to the contract will be available within the ATOS.

The following details the purpose of and the information requirements when populating an ATOS:

Only Owners which are present in the Orgs tab of the ATOS can be used to allocate tags to.

The ATOS will have the summary sheet populated to summarise the allocation of assets in that ATOS and the iteration history for that construction contract.

5.1 ATOS Details

- Purpose
  - The ATOS can be used to allocate asset tags against an Owner.
  - Any existing allocations made on a previous iteration will be present in the ATOS.
  - The ATOS can be used to remove or change an allocation of an asset to an Owner.
- ATOS Information
  - <u>Owner Organisation Details</u>
    - <u>ID</u>
      - The Organisation ID of the Owner Organisation as held in AIMS.
    - <u>Name</u>
      - The name of the Owner Organisation as held in AIMS.
  - <u>Asset Tag Details</u>
    - <u>ID</u>
      - The Asset Tag ID of the asset as held in AIMS
    - <u>Name</u>
      - The name of the Asset Tag as held in AIMS
    - <u>Description</u>
      - The Description of the Asset Tag as held in AIMS
    - <u>Construction Contract</u>

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        - The Construction Contract the Asset Tag belongs to as held in AIMS
    - Construction Work Stream
        - The Construction Work Stream the Asset Tag belongs to as held in AIMS
    - LU LCS1
        - The LU LCSI code as held in AIMS
    - Class Code
        - The class code of the Asset Tag as held in AIMS.
    - Class Name
        - The class name of the Asset Tag as held in AIMS.

- Admin
    - Status
        - The status of that row in the ATOS
    - Current Allocation
        - The Owner which the asset tag is currently allocated to in the ATOS

6 ATOS Process

The following process should be followed for the creation, population and processing of an ATOS.

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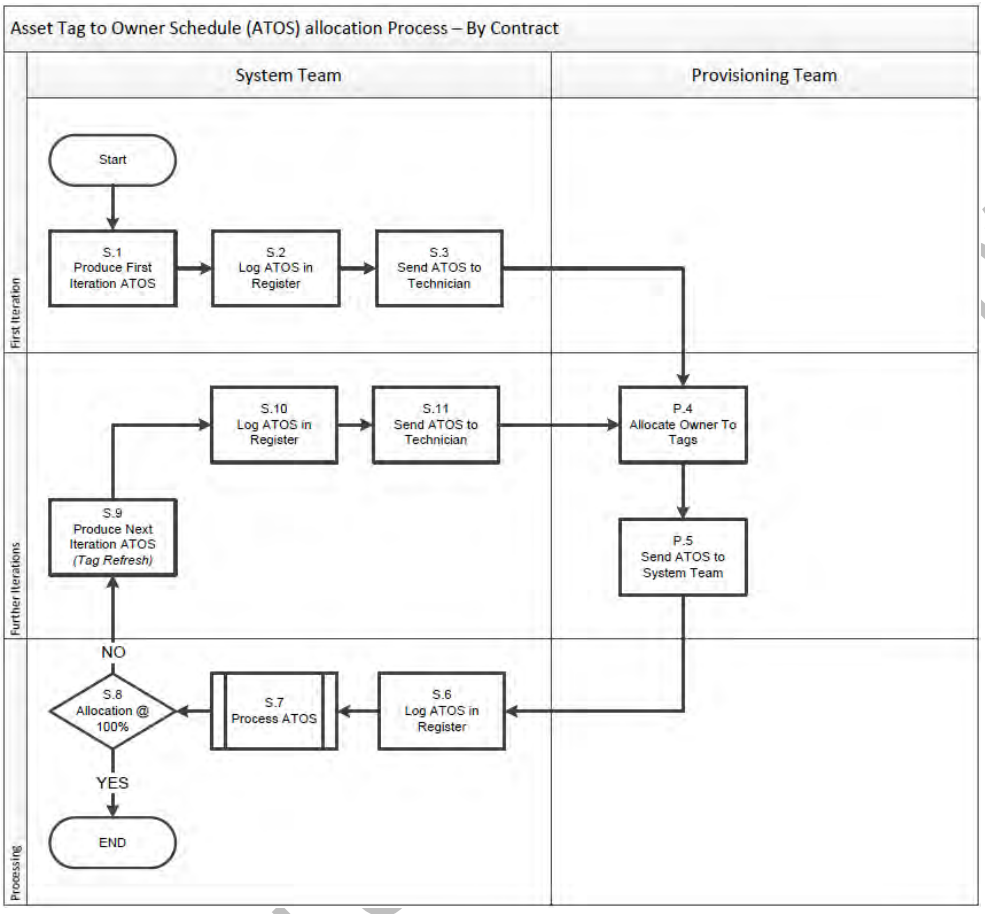
6.1 Process Diagram



6.2 Process Steps

Steps prefixed P are performed by the Provisioning Team.

Steps prefixed S are performed by the Systems Team.

S.1 Produce first iteration ATOS

The Systems Team creates the first iteration of the ATOS by construction contract. The contract may be selected depending on its maturity or by specific request.

S.2 Log ATOS in Register

The Systems Team logs the details of the ATOS being sent out to the Provisioning Team into the AT to Owner Allocation Register.

S.3 Send ATOS to Technician

The Systems Team emails the ATOS to the relevant Asset Technician from the Systems Mailbox using the ATOS email template. AIM-CMSystems@crossrail.co.uk

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P.4 Allocate Owners to Tags

The Technician will select the Owner ID from a drop down list of available Owners to allocate to an Asset Tag. The Owner Name will appear automatically. Within this step, as well as new allocations being made, existing allocations can be changed or deleted.

P.5 Send ATOS to System Team

The Technician will email the ATOS to the Systems Team inbox for processing into AIMS.

AIM-CMSystems@crossrail.co.uk

S.6 Log ATOS in Register

The Systems Team will log the ATOS details into the AT to Owner Allocation Register upon receipt of the ATOS.

S.7 Process ATOS

The Systems Team will review the summary sheet in the ATOS and manually remove any changed or deleted allocations in eB. New and changed allocations will then be run directly into AIMS.

S.8 Allocation at 100%

The Systems Team will review percentage complete for the contract. If allocation is at 100%, the process is complete. If allocation is less than 100%, the process continues.

S.9 Produce next iteration ATOS

The Systems Team will generate the next iteration of the ATOS from within the processed copy of the ATOS. This next iteration will therefore include any allocations made in the previous iteration.

S.10 Log ATOS in Register

The Systems Team will log the details of the ATOS being sent out to the Provisioning Team into the AT to Owner Allocation Register.

S.11 Send ATOS to Technician

The Systems Team will email the ATOS to the relevant Asset Technician from the Systems Mailbox using the ATOS email template. AIM-CMSystems@crossrail.co.uk

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