



How to Modify Asset Data

References:

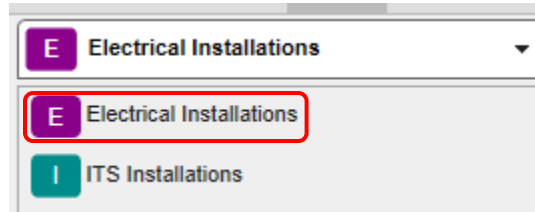
Electrical Asset Naming Guide

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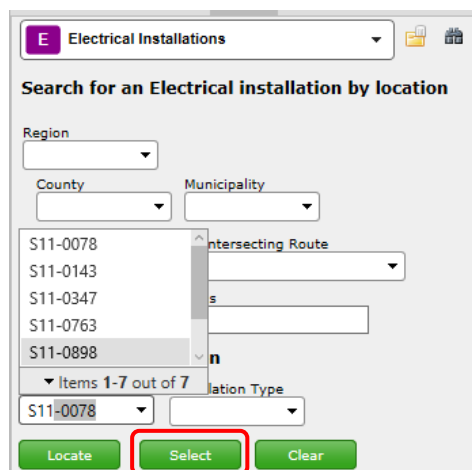
How to Modify Asset Data:

1. Navigate to an Installation

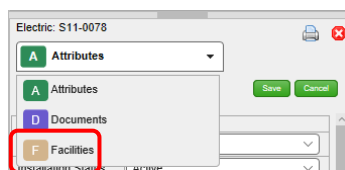
- 1.1 Navigate to associated installation using the data viewer (lower left) portion of the screen. First, select **Electrical Installations** from the drop-down.



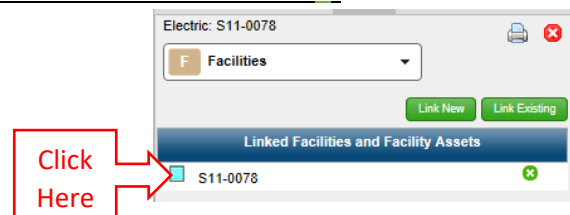
- 1.2 Type the Installation ID into the **Installation ID** field. As you begin typing in this field, the drop-down list will begin to filter down to IDs matching your text. You may type the number in its entirety, or you can start typing and then use the drop down to select the ID. Once the complete ID is typed or selected from the drop down, click **Select**.



- 1.3 A new window will appear in the Data Viewer panel. Using the drop-down at the top of the panel, select **Facilities**.



- 1.4 The Data Viewer panel will update again. To open the **Manage Facilities** window, click on the text for the Installation ID. **DO NOT CLICK ON THE GREEN X!**



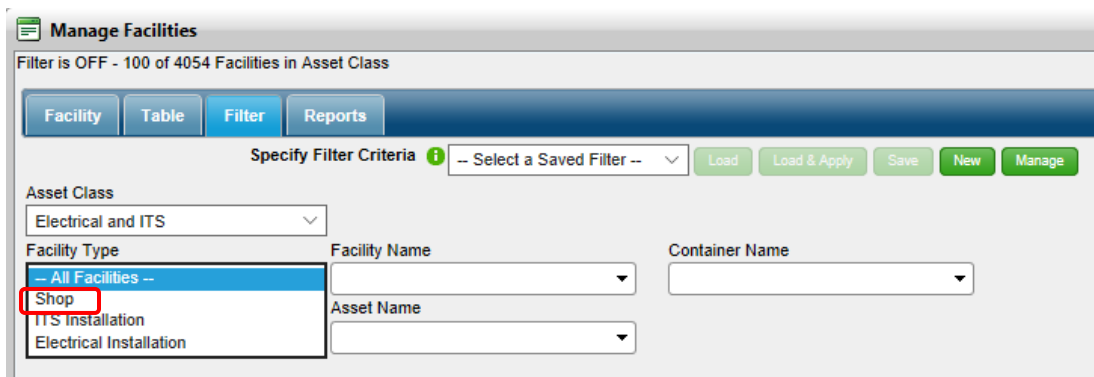


2. Navigate to a Shop

- 2.1 Click on the plus symbol next to **Electrical and ITS** in the menu on the left panel.
- 2.2 Click on **Manage Facilities**. This opens a **Manage Facilities** dialog box.



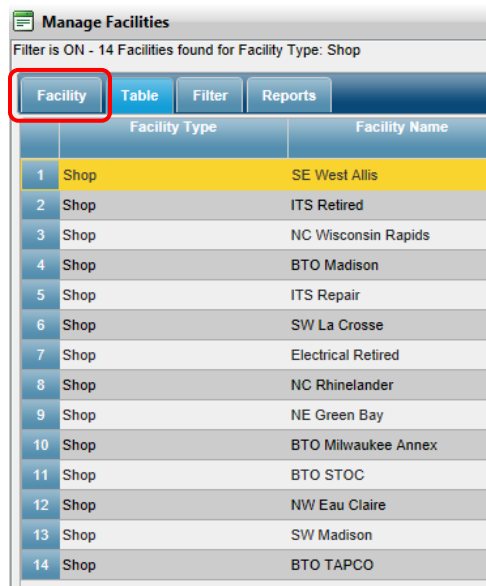
- 2.3 Click on the **Filter** tab.
- 2.4 Select **Shop** from the **Facility Type** drop-down.



- 2.5 Click the **Apply Filter** button located at the bottom of the dialog box.

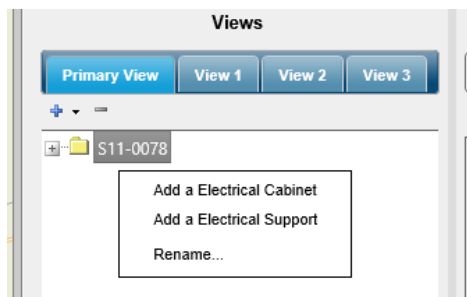



- 2.6 Click on the **Table** tab.
- 2.7 Select the desired Shop location from the table and click on the **Facility** tab.



3. Add an Electrical Cabinet or an Electrical Support to an Installation

- 3.1 Begin by navigating to the appropriate installation (refer to [1. Navigate to an Installation](#)).
- 3.2 Right click on the **Installation Number** in the **Primary View** tab in the **Manage Facilities** dialog box. This opens a new menu.

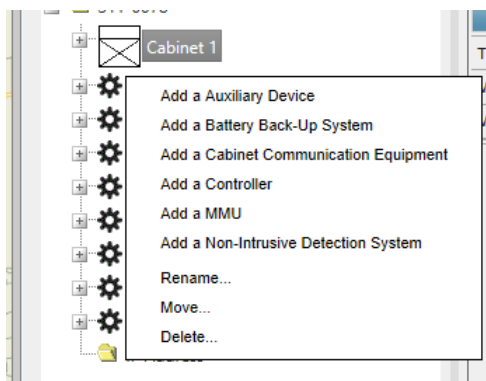



- 3.3 Click on **Add a Electrical Cabinet** or **Add a Electrical Support**. This opens an **Add Asset** dialog box. Enter a name for the new Electrical Cabinet or Electrical Support. Refer to the [Electrical Asset Naming Guide](#) for information on how to name the cabinet or support. Click **OK**.
- 3.4 The new cabinet or support should now be available in the **Primary View** tab. Click the plus sign  to the left of the cabinet or support icon to see assets associated with that cabinet or support.
- 3.5 Click on the icon or the name of the asset that has just been added. In **Details**, populate the various attribute fields with information. When you are done updating the attributes for that particular asset, click **Save**.

4. Add a Sub-Component to an Electrical Cabinet

The following components may be added to an electrical support:

- Auxiliary Device (APS Control Unit, EVP Discriminator, etc.)
 - Battery Back-Up System
 - Cabinet Communication Equipment (cell modem, ethernet switch, etc.)
 - Controller
 - MMU
 - Non-Intrusive Detection System
- 4.1. If adding a Controller or MMU, begin by ensuring your asset doesn't already exist. One way to do this is to create a filter based upon a unique identifier (such as the serial number). If the sub-component already exists, jump to [8. Move an Asset](#).
 - 4.2. Navigate to the appropriate installation (refer to [1. Navigate to an Installation](#)).
 - 4.3. Right click on the cabinet name or icon in the **Primary View** tab in the **Manage Facilities** dialog box. This opens a new menu.

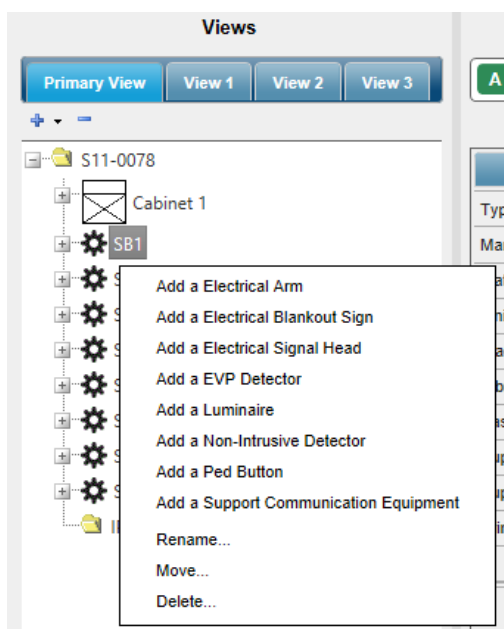



- 4.4. Click on **Add a Auxiliary Device, Add a Battery Back-Up System, Add a Cabinet Communication Equipment, Add a Controller, Add a MMU, or Add a Non-Intrusive Detection System**. This opens an **Add Asset** dialog box. Enter a name for the new asset. Refer to the [Electrical Asset Naming Guide](#) for information on how to name the asset. Click **OK**.
- 4.5. The new asset should now be available in the **Primary View** tab. Click the plus sign  to the left of the cabinet icon to see assets associated with the cabinet.
- 4.6. Click on the icon or the name of the asset that you have just added. In **Details**, populate the various attribute fields with information. When you are done updating the attributes for that particular asset, click **Save**.

5. Add a Sub-Component to an Electrical Support

The following components may be added to an electrical support:

- Electrical Arm (this includes luminaire arms)
 - Electrical Blankout Sign
 - Electrical Signal Head (this includes pedestrian heads)
 - EVP Detector
 - Luminaire (fixture only)
 - Non-Intrusive Detector
 - Ped Button
 - Support Communication Equipment
- 5.1 Begin by navigating to the appropriate installation (refer to [1. Navigate to an Installation](#)).
 - 5.2 Right click on the support name or icon in the **Primary View** tab in the **Manage Facilities** dialog box. This opens a new menu.

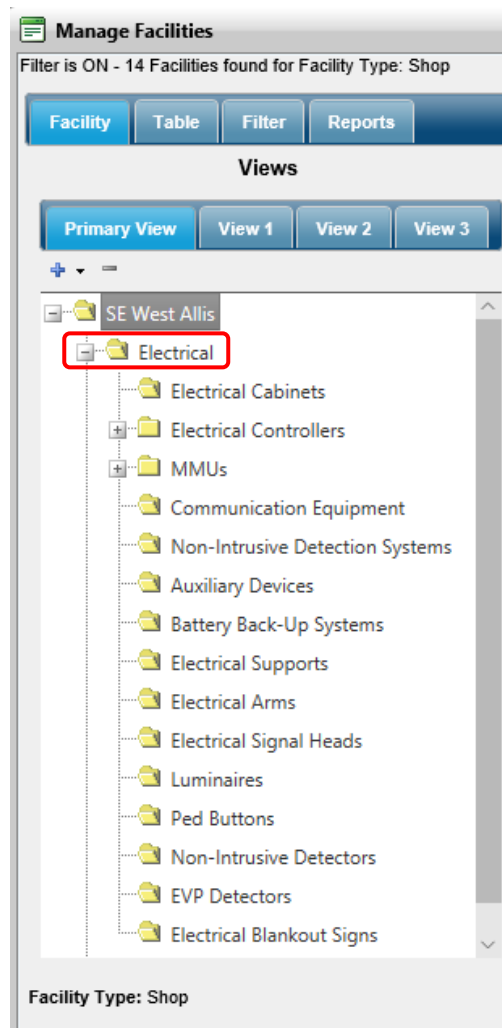


- 5.3 Click on **Add a Electrical Arm, Add a Electrical Blankout Sign, Add a Electrical Signal Head, Add a EVP Detector, Add a Luminaire, Add a Non-Intrusive Detector or Add a Support Communication Equipment**. This opens an **Add Asset** dialog box. Enter a name for the new asset. Refer to the [Electrical Asset Naming Guide](#) for information on how to name the asset. Click **OK**.
- 5.4 The new asset should now be available in the **Primary View** tab. Click the plus sign  to the left of the support icon to see assets associated with the support.

- 5.5 Click on the icon or the name of the asset that you have just added. In **Details**, populate the various attribute fields with information. When you are done updating the attributes for that particular asset, click **Save**.

6. Add a Sub-Component to a Shop

- 6.1 If adding a Controller or MMU, begin by ensuring your asset doesn't already exist. One way to do this is to create a filter based upon a unique identifier (such as the serial number). If the sub-component already exists, jump to [8. Move an Asset](#).
- 6.2 Begin by navigating to the appropriate shop (refer to [2. Navigate to a Shop](#)).
- 6.3 In the **Facility** tab of the **Manage Facilities** dialog box, click on **Electrical** to expand the view of the electrical components. Right click on the folder (e.g. Electrical Controllers, MMUs, etc.) for the specific sub-component to be added. This opens a new menu.



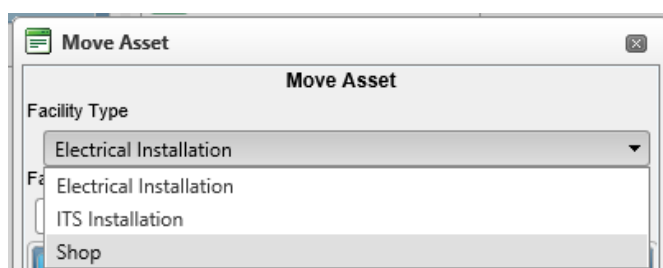
- 6.4 Select the **Add a ...** option that describes the sub-component to be added. This opens an **Add Asset** dialog box. Enter a name for the new asset. Refer to the [Electrical Asset Naming Guide](#) for information on how to name the asset. Click **OK**.
- 6.5 Click on the icon or the name of the asset that you have just added. In **Details**, populate the various attribute fields with information. When you are done updating the attributes for that particular asset, click **Save**.


7. Rename an Asset

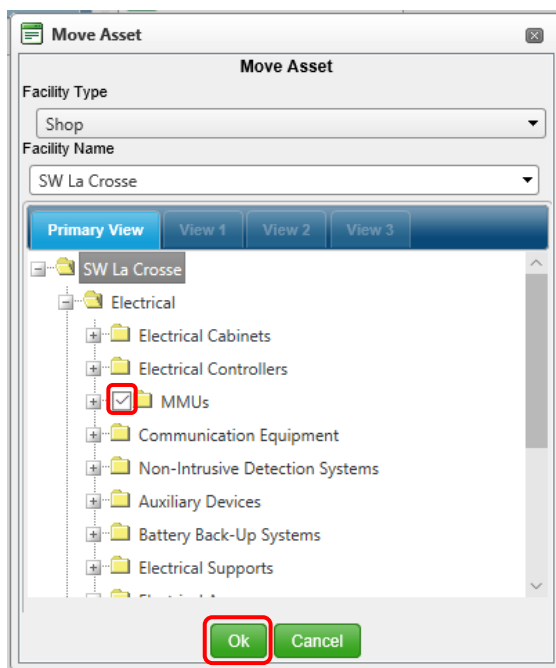
- 7.1 Begin by navigating to the appropriate installation (refer to [1. Navigate to an Installation](#)).
- 7.2 Right-click on the name or the icon for the asset to be renamed. This opens a new menu. Select **Rename**.
- 7.3 In the **Rename** dialog box that opens, type in the new name for the asset and click **OK**. Refer to the [Electrical Asset Naming Guide](#) for guidance on naming the asset.

8. Move an Asset to the Shop or to a specific Installation (commonly MMU or controller)

- 8.1 Begin by navigating to the Installation (refer to [1. Navigate to an Installation](#)) or Shop (refer to [2. Navigate to a Shop](#)) where the asset currently exists.
- 8.2 Right-click on the asset to be moved to a different installation or shop. This opens a new menu. Select **Move**.
- 8.3 In the **Move Asset** dialog box that is now open, start by selecting the **Facility Type** from the drop-down list. Select **Electrical Installation** or **ITS Installation** if you are moving the asset to a field location. Select **Shop** if you are moving the asset to a shop location.

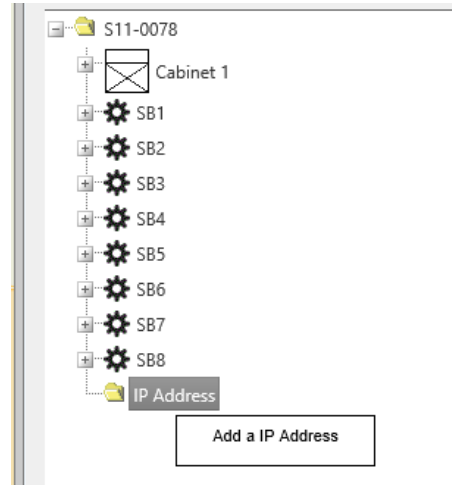



- 8.4 Next, select the **Facility Name**. As you begin typing in this field, the drop-down list will begin to filter down to IDs matching your text. You may type the number in its entirety, or you can start typing and then use the drop down to select the ID. Once the complete ID is typed or selected from the drop down, the lower half of the dialog box will update to show the associated components for the selected facility.
- 8.5 In the Primary View tab, check the box next to the electrical cabinet or electrical support that will house the asset to be moved. Only eligible locations will have a box for you to check. Click the plus sign  next to any facility or cabinet or support to see additional options. Once you have checked the proper box, click **OK**.



9. IP Addresses

- 9.1 Begin by navigating to the appropriate installation (refer to [1. Navigate to an Installation](#)).
- 9.2 To add an IP Address to an installation, right click on the **IP Address** folder in the **Primary View** tab in the **Manage Facilities** dialog box. This opens a new menu.



- 9.3 Click on **Add a IP Address**. This opens an **Add Asset** dialog box. Enter a name for the IP Address. Refer to the [Electrical Asset Naming Guide](#) for information on how to name the IP address. Click **OK**.
- 9.4 The new IP Address should now be available in the **Primary View** tab. Click the plus sign  to the left of the **IP Address** folder icon to see all IP addresses associated with the installation.
- 9.5 Click on the IP Address that you have just added. In **Details**, populate the attribute fields with information. When you are done updating the attributes for that IP Address, click **Save**.

10. Close / Log Out

- 10.1 When complete with adding/updating/modifying the facility information, Click **Close** (located at the bottom of the **Manage Facilities** form).
- 10.2 If you want to make changes to a different installation, click the red **X** in the top right corner of the Data Viewer panel.



- 10.3 If you are finished working in VUEWorks, it is time to log out. Do this by clicking on the plus symbol next to **Welcome** in the menu on the left panel. The menu will expand. Click **Log Out**. This will end your session and your web interface window can be closed.