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## Procedure to Create a New Detail Unique Identifier

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### OBJECTIVES

Procedure for correctly assigning a new detailed unique identifier when adding a new capital asset to the City of Selkirk Asset Registry.

### SUPPORTING POLICY, PROCEDURES, AND TOOLS

#### Policy

CAM-001 City of Selkirk Asset Registry Policy

#### Procedures

#### Tools

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## 1 ACCESS THE CITY OF SELKIRK REGISTRY

**Who: GIS/Survey Technician**

Location: N:\Camp\Asset Registry

## 2 FILTER THE ASSET CLASS

**Who: GIS/Survey Technician**

**2.1** Navigate to the Asset Class Column.

**2.2** Click the small filter button on the bottom right of the column header.



**2.3** Click on "Select all" to de-select all asset classes that are currently selected.

**2.4** Select the Asset Class that the new asset belongs to (a checkmark will appear in the box to the left of the asset subclass).

**2.5** Click "Ok" to see filtered results.

## 3 FILTER THE SUBCLASS

**Who: GIS/Survey Technician**

If you are adding a new asset that belongs to any of the following asset classes, you must filter the asset subclass before creating a new Detail Unique Identifier. This is mandatory because the following Asset Classes contain more than one Asset-Subclass.

- Land improvements
- Road Network
- Storm Network
- Wastewater Network
- Water Network

**3.1** Navigate to the Asset Sub Class Column.

**3.2** Click on the small arrow on the bottom right corner of the column header to see the filter options.

- 3.3 Click on 'Select All' to de-select all of the asset sub-classes that are currently selected.
- 3.4 Select the asset subclass that the new asset belongs to (a checkmark will appear in the box to the left of the asset subclass).
- 3.5 Click OK to see the filtered results.

#### 4 ORGANIZE THE "DETAIL UNIQUE IDENTIFIER COLUMN"

**Who: GIS/Survey Technician**

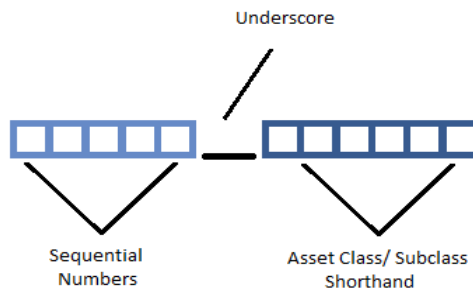
- 4.1 Navigate to the "detail\_unique\_identifier" column.
- 4.2 Click on the small arrow on the bottom right corner of the column header to see the filter options.

To display the Detail Unique Identifiers in numerical order, click on the "Sort A to Z" option from the drop down. Scroll to the bottom of the list to see the last used Asset Unique Identifier.

#### 5 POPULATE THE DETAIL UNIQUE IDENTIFIER COLUMN

**Who: GIS/Survey Technician**

- 5.1 Populate the new Detail Unique Identifier. You must determine the Asset Shorthand Abbreviation based on the asset class and subclass the new asset belongs to, as well as select the next incremental value in the numerical sequence. Ensure that the newly created Detail Unique Identifier follows the following format:



- **Note:** The length of the shorthand asset abbreviations will vary in length
- **Example:**  
**Type of Asset:** New Road Surface  
**Detail Unique Identifier:** 00310\_RS

The following table outlines the shorthand abbreviations used for each Asset Class and Subclass:

<b>Asset Class/Subclass</b>	<b>Asset Shorthand Abbreviation</b>
Facilities	F
Hydrant	HYD
Lip Curb & Gutter (Left)	CRBL
Lip Curb & Cutter (Right)	CRBR
Machinery & Equipment	ME
Parking Lot Base	PLB
Parking Lot Surface	PLS
Parking Lot Subbase	PLSB
Road Base	RB
Road Surface	RS
Road Subbase	RSB
Storm Main	SM
Storm Manhole	SMH
Storm Manhole Frame & Cover	SMHFC
Sidewalk Base	SWB
Sidewalk Surface	SWS
Water Main	WM
Wastewater Main	WWM
Wastewater Manhole	WWMH
Wastewater Manhole Frame & Cover	WWMHFC