

Version 25



Trapeze

Enterprise Asset Management

Linear Asset Management

Administrator & User Guide

Trade Secret | February 2025

© 2025 Trapeze Software ULC, its subsidiaries and affiliates (collectively “TSU”). All rights reserved.

Trapeze Software ULC (“TSU”) Proprietary and Confidential: Information contained in this document is proprietary to TSU and its subsidiaries and may be used or disclosed only with written permission from TSU. This guide, or any part thereof, may not be reproduced without the prior written permission of TSU. The recipient acknowledges and agrees that disclosure of this document to recipient, and its use, are subject to the terms and conditions specified in their relevant software license agreement, software maintenance agreement, and/or non-disclosure agreement (“Governing Agreement”) under which this document was disclosed. This document is for internal use only in conjunction with TSU products. This document may not be modified in any way.

All other trademarks, registered trademarks, product names and company names or logos mentioned are the property of their respective owners.

Except as may be provided in the Governing Agreement, TSU and its affiliates, subsidiaries, officers, directors, employees, and agents provide the information contained in this manual on an “as-is” basis and do not make any express or implied warranties or representations with respect to such information including, without limitation, warranties as to non-infringement, reliability, fitness for a particular purpose, usefulness, completeness, accuracy or currentness. TSU shall not in any circumstances be liable to any person for any special, incidental, indirect or consequential damages, including without limitation, damages resulting from use of or reliance on information presented herein, or loss of profits or revenues or costs of replacement goods, even if informed in advance of the possibility of such damages.

TSU reserves the right, to be exercised at its sole discretion and without notice, to change, modify or adapt the contents of this edition in order to accurately reflect any future upgrades to the TSU proprietary software and/or hardware. In the event of such changes, TSU expects, but does not represent or guarantee, that this current edition will continue to remain reasonably accurate insofar as it describes the basic functions of the TSU proprietary software and/or hardware. Furthermore, based on your system settings, certain functionality, such as application screens, may not function exactly as shown or described in this guide.

Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone: 1-877-411-8727

E-mail: cc@trapezegroup.com

FTP Site: <https://ftps.trapezegroup.com/>

Web Site: <https://collaborate.trapezegroup.com>

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest [Product Compatibility](#) information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

Linear Asset Management – Administrator and User Guide

Version 25.x

February 2025

Contents

1. Overview.....	1
Assumptions	1
2. Setting-up Linear Referencing System	2
Defining Segments and Markers.....	2
Defining Shapes.....	4
3. Creating a Linear or Stationary Asset.....	5
Defining Linear Assets.....	5
Display of Linear Asset	6
Defining Stationary Assets.....	7
Display of Stationary Asset	8
4. Maintaining a Linear Asset.....	9
Creating a Linear Work Order.....	9
Creating a Linear Service Request	13
5. Creating Linear Asset Attributes (Test Results)	16
Creating a Test Element.....	16
Creating a Test Type.....	17
Creating a Test Group.....	18
Creating Test Results.....	19
Configuring Mapping from Test Elements	20

1. Overview

A linear asset is a fixed infrastructure asset where length is an important component of its definition.

Linear assets can be tracked and managed in the system using a variety of tools and features. Users can create and manage work orders against specific linear assets, plan preventative maintenance schedules, and track the lifecycle of linear assets and components.

The following functionality is available within the system to manage linear assets.

- Linear Referencing System – Segments and Markers, Shape definitions
- Enterprise Portal Asset Screens – Basic Info, Offsets, Asset Segments
- Test Results – Build linear attributes based on location along linear length

The Linear Referencing System is the framework for creating linear assets and involves setting up segments, markers and shapes. This information is then used throughout the system to manage the assets.

The data created in the Linear Referencing System can also be used to visually display the linear asset on maps if your organization uses the mapping features in the system. Assets will display on maps depending on whether they were created as a Linear or Stationary Asset.

Assumptions

- ❗ Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.
- ❗ Do not open or use the same instance of the Web Modules in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

2. Setting-up Linear Referencing System

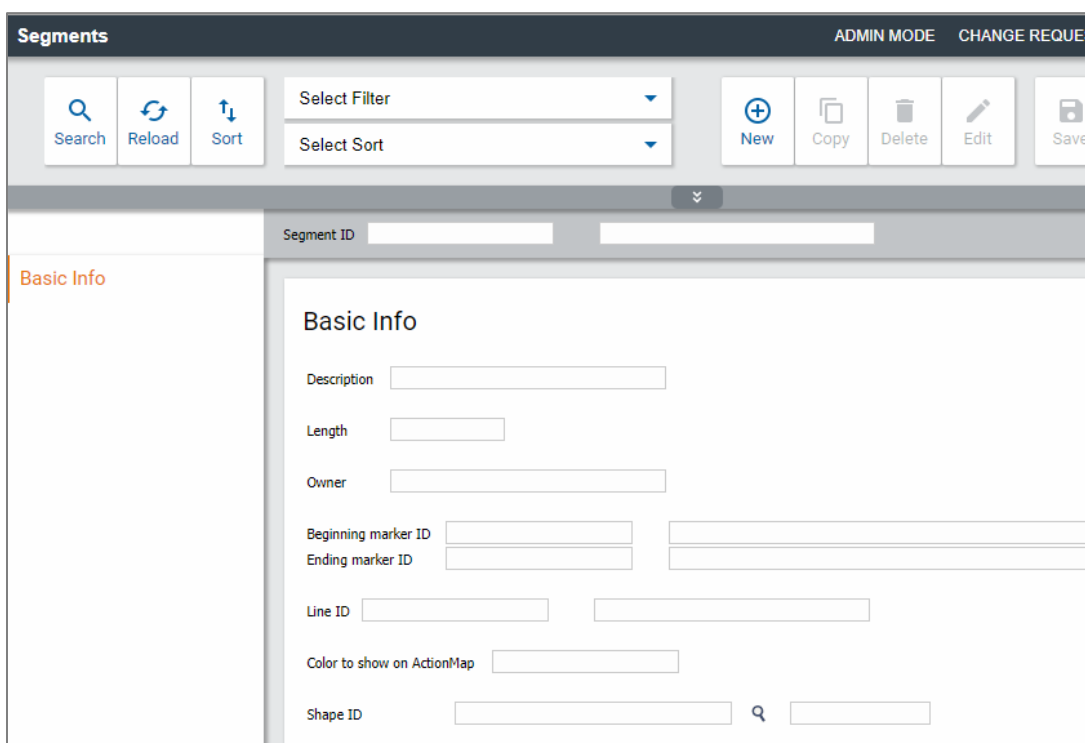
In order to manage linear assets, segments and markers must be defined and linked in the system. This is done through Enterprise Portal screens which are accessed by clicking the

 button at the top left of the system.

Go to Setup > Equipment Units > Linear Assets to see the screens available to manage linear assets which include the Options, Markers, Segments, Lines and Shapes screens.

Defining Segments and Markers

Segments are a specific linear length from point A to point B.



The screenshot shows the 'Segments' screen in the Enterprise Portal. The header includes 'Segments' and 'ADMIN MODE CHANGE REQUEST'. The toolbar contains 'Search', 'Reload', 'Sort', 'Select Filter', 'Select Sort', 'New', 'Copy', 'Delete', 'Edit', and 'Save'. The main content area is divided into a left sidebar with 'Basic Info' and a main panel. The 'Basic Info' panel contains fields for 'Description', 'Length', 'Owner', 'Beginning marker ID', 'Ending marker ID', 'Line ID', 'Color to show on ActionMap', and 'Shape ID'.

To define a segment:

1. Open the Segments screen.
2. Click **New**.
3. Select a Segment ID.
4. Complete information on the Basic Info tab.
 - Length is the full extent of the element and must be entered.
 - Beginning marker ID: This must be defined on the Markers screen

- Ending marker ID: This must be defined on the Markers screen

5. Click **Save**.

Markers are the points that define the beginning and end of a segment. They can be a major junction in the element such as an intersection or mile marker. The first marker is the “zero” point where the segment begins. Each marker must have a distance from the start of the segment which is the first marker.

To define a marker:

- Open the Markers screen.
- Click **New**.
- Select a Marker ID.
- From the **Basic Info** tab, select the **Segment ID** you are referencing.
- Define the **Offset from segment start** or the **Latitude**, **Longitude** and **Elevation** of the element.
 - Offset measures the displacement from a point to a reference point.
- Click **Save**.
- Update the segment on the Segments screen with the Marker IDs.

The relationship of the segments and markers defines the linear asset. Distance is measured as the length between two markers on a segment. A linear asset is then defined as the length between two designated markers on the segment. The markers do not have to be adjacent, but must be on the same segment.

Defining Shapes

Shapes define how the linear asset should be displayed geographically.

The screenshot shows the 'Shapes' management interface. At the top, there's a header with 'Shapes', 'ADMIN MODE', and 'CHANGE REQUEST'. Below the header is a toolbar containing buttons for 'Search', 'Reload', 'Sort', 'Select Filter', 'Select Sort', 'New', 'Copy', 'Delete', 'Edit', and 'Save'. A sidebar on the left has two tabs: 'Basic Info' (selected) and 'Geometry'. The main content area is titled 'Basic Info' and contains a 'Shape ID' dropdown, a 'Shape type' dropdown (with options: LINE, POLYGON, GEOMETRY), and a 'Points' table. The 'Points' table has columns: 'Row #', 'Delete', 'Index', 'X coordinate', 'Y coordinate', and 'Z coordinate'.

To define a shape:

1. Open the Shapes screen.
2. Select a Shape ID from the drop-down list.
3. Define Shape type: LINE, POLYGON or GEOMETRY.
 -  If the Shape type is GEOMETRY then the shape data is maintained by an interface with a GIS system.
4. Define lines based on a string of X and Y coordinates. This string of coordinates defines the path from the start to the end of an element.
 -  This data can be imported from a GIS database.
5. Click **Save**.
6. Update the segment on the **Segments** screen with the **Shape ID**.

Once defined, shapes are linked to segments and linear assets. The shapes define what the linear asset will look like on the maps within the system.

3. Creating a Linear or Stationary Asset

There are two types of linear assets to consider:

- **Linear Assets:** Length is a critical attribute defining the asset
 - Long assets, or assets that need to be managed using their length such as roadways, pipelines, or medians.
- **Stationary Assets:** Length is important, but not critical to the asset definition
 - Shorter assets such as bridges, culverts, storm conveyances, guardrails, walls, or fence lines.

Consider the following questions when determining the linear asset type:

- Do I need to manage the asset based on its length? Linear Asset
- Will it be necessary to track inspection/repair activities at defined points along the length? Linear Asset
- Do attributes associated with the asset change along the length, without fundamentally changing the asset? Stationary Asset

Defining Linear Assets

Linear Assets - Primary Information ADMIN MODE CHANGE REQUEST HELP PF

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel

GRID MAP

Equipment ID Asset type

Basic Info

Manufacture year Manufacturer ID Model ID PM program type INDIVIDUAL NONE

Equipment type Description Serial number Asset number Associated file

Path and file name Description

To define a linear asset:

1. Click **New**.
2. Select the **Equipment ID**.
3. Define standard information for the Asset including Basic Information, Equipment Types, Equipment Class, Life Cycle Priority, etc.
4. On the **Offsets** tab, define the linear referencing detail that was previously set up which includes the **Marker ID/segment ID** and **Shape ID**.
5. (Optional) Define cutouts or replacement of portions of assets (for example, when replacing a section of pipe for a water system) in the **Assets Segments** section of the **Offsets** tab.
6. (Optional) Define attributes, which are structures or features of an asset that need to be managed, but do not change the asset into something else, in the **Assets Segment** section of the **Offsets** tab. An example of an attribute for a road would be sidewalks, drainage features or pavements types.
7. Click **Save**.

Display of Linear Asset

If a Shape ID is specified, the asset shape will be displayed on the map. If not, the Segment Shape will be used for display if it was specified when defining segments and markers for the asset.

Defining Stationary Assets

The advantages of defining assets with length as stationary assets are as follows:

- Do not need to build a unique linear reference
- Do not need to manage markers at short distances
- Do not need to adjust for angular relationships to linear segments (for example, a guard rail that curves at an angle on a bridge approach)

The screenshot shows the 'Stationary Equipment' form. At the top, there are tabs for 'GRID' and 'MAP'. Below the tabs, there is a 'Basic Info' section with various input fields. The 'Equipment ID' field is highlighted. The 'PM program type' dropdown menu is open, showing the following options: CLASS, INDIVIDUAL, BOTH, and NONE. The form is designed for creating or editing stationary assets.

To define a stationary asset:

1. Open the Stationary Equipment screen.
2. Click **New**.
3. Select **Equipment ID**.
4. Define standard information for the Asset including Basic Information, Equipment Types, Equipment Class, Life Cycle Priority, etc.
5. On the **Position** tab, define the **Latitude** and **Longitude**. Select the **Shape ID** to display the asset as a line or shape on map views throughout the system.
6. Click **Save**.

Display of Stationary Asset

If a Shape ID is specified, the asset shape will display on the map. If not, Lat/Long will be used to display the asset on maps. If neither shape nor lat/long have been defined, the system will attempt to use any segments, marker or offsets that were specified when creating the asset.

4. Maintaining a Linear Asset

Linear assets are maintained similar to other assets using work orders and service requests.

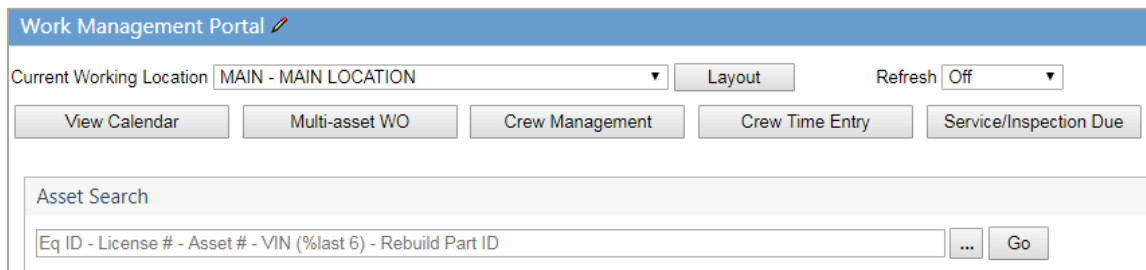
Creating a Linear Work Order

There are two types of work orders for linear assets:

- Linear work order that tracks where along the length of the asset maintenance was performed.
 - Requires input of From and To Marker references for each maintenance action.
 - Can be applied generally to a work order or refined to specific locations.
- Standard work order for stationary asset with length.
 - For assets like bridges and guardrails, the From and To Markers are not tracked.
 - All maintenance applies to the whole asset.

Follow these steps to create a work order:

1. From the Work Order Management Portal, enter the Asset / Part ID into the **Asset Search** field. Or, click the  button to select an asset using the Asset Chooser.
2. Press **Go** or select an option from the Asset Chooser list.



The screenshot shows the 'Work Management Portal' interface. At the top, there's a blue header with the portal name and a pencil icon. Below the header, there's a section for 'Current Working Location' with a dropdown menu showing 'MAIN - MAIN LOCATION', a 'Layout' button, and a 'Refresh' dropdown set to 'Off'. Below this are five buttons: 'View Calendar', 'Multi-asset WO', 'Crew Management', 'Crew Time Entry', and 'Service/Inspection Due'. The 'Asset Search' section is highlighted with a light gray background. It contains a text input field with the placeholder text 'Eq ID - License # - Asset # - VIN (%last 6) - Rebuild Part ID', an 'Asset Chooser' button (represented by three dots), and a 'Go' button.

*The **Current and Pending Work** screen will display which allows users to view existing Work Orders and Service Requests.*

The screenshot displays the 'Current and Pending Work' section for asset **AC-LIN-002: CN452; ARMOUR YARD BRIDGE#1 BY-PASS**. The station location is **ACLOC1** and the repair location is also **ACLOC1**.

Work Orders: 3

Open Work Orders

Work Order ID	Status	Job Type	Priority
ACLOC1-2015-4	OPEN	REPAIR	3 - ROUTINE
ACLOC1-2015-3	OPEN	REPAIR	3 - ROUTINE

Pending Service Requests: 0

Task	Symptom	Entered When	Entered By	Priority

Work Position

The map shows the location of the asset on a street grid. A red circle with the number '3' indicates the current work position. The map includes a search bar and navigation controls.

New Work Order Location: ACLOC1

Buttons at the bottom: Back, Repair History, New Service Request, New PM WO, New Repair WO.

- Review any existing **Work Orders** and their assignments to ensure a new Work Order will not duplicate labor on the asset.
- Review the **Pending Service Requests** to see if a symptom matches the work that needs to be done.
- Service Requests and Work Orders will appear on the map in the **Work Position** section. Click on the icons to see more detail.
- Review the asset's **Repair History** which can provide historical data about defect and repair trends.
- Select either **New PM WO** or **New Repair** to create the work order.
- Select the **Work Position** for the work order. Click  to select the From Marker and To Marker. Set the Offsets by either typing in the number or clicking and dragging the red and green circles.

Work Position

From Marker

AC-MARKER-2

...

TEST MARKER

Offset

100.0

To Marker

AC-MARKER-4

...

TEST MARKER

Offset

-200.0

Asset length

100.0 ft

Selected length

100.0 ft




TEST MARKER

- **From marker/segment** – Defines the marker and segment ID at which the asset point originates.
- **To marker/segment** – Defines the marker and segment ID at which the asset point terminates.
- The **green ball** indicates the start of the segment while the **red ball** indicates the end of the segment.
- **Offset** measures the displacement from a point to a reference point, which can be negative if it is in the opposite direction of the default direction.



Note: Markers will appear below the segment. Clicking on these will populate the From Marker and To Marker fields above.

- View the map to confirm the correct Equipment ID has been chosen. If the map does not appear, click **Show Map**.
- Click to expand **Messages** in the **Work Details** section which may include warranty coverage, potential comebacks, other open work orders, late/soon due PM/inspection services

Work Details

Messages

OTHER OPEN WORK ORDERS

WORK ORDER NUMBER	TYPE	STATUS	SCHEDULED	REASON	SERVICE
ACLOC1-2015-1	REPAIR	OPEN		J	
ACLOC1-2015-3	REPAIR	OPEN	07/10/2018 00:00	J	
ACLOC1-2015-4	REPAIR	OPEN		J	

UNIT IS 2584 DAYS LATE FOR PM SERVICE SM4-BRG-INSP - DUE DATE 08/15/2011

- After reviewing the information, complete all fields as necessary on this screen. Everything not automatically populated is optional. **Work Class** is the only mandatory field on this screen which is not automatically populated.



Note: If Warranty Work is unknown and the user knows if the work is warrantable or not, set the value to **Yes** or **No** accordingly.

- To create a repair work order in **Pending** status, insert a **Date and Time Assigned** that is in the future.

13. Add appropriate notes to clarify the repair work being performed.

14. Select any additional service requests to attach to the work order.

Repair reason ID		...
Work Class		...
PM Service	SM4-BRG-INSP	STRUCTURAL INSPECTION BRIDGES
Service Status		...
Date and Time Assigned	09/10/2018 09:56	
Date and Time Due	09/10/2018 17:56	
Vendor		...
Technician	EMP-AC	...
Contact Name		...
Phone		
Email Address		
Priority ID	1	EMERGENCY/IMMEDIATE
Account ID	KGACCT	...
Warranty Work	NO	
Notes		

Existing Service Requests for this Asset

☐ Retrieve service requests/defects that overlap with the work order position

Assign	Task	Symptom	Entered When	Entered By	Priority

Back
Cancel
Save

15. Click **Save**.

Once the Work Order is created, it functions like a standard work order with some key differences:

- The Markers and Offsets form the framework for the maintenance.
- You will be prompted to add markers and offsets for all work order postings. These will be the defaults from the work order or can be more specific.

Work Order Main																								
Asset ID	AC-LIN-002: CN452; ARMOUR YARD BRIDGE#1 BY-PASS																							
Station Location	ACLOC1 EQUIPMENT	Repair Location	ACLOC1 EQUIPMENT																					
Job Status	OPEN																							
Work Order ID	ACLOC1-2015-4	Projected Completion Date	09/11/2018 10:04																					
WO Linear Position	ACSEG02: from AC-MARKER-2 +100 to AC-MARKER-4 -200																							
Job Type	REPAIR																							
<table border="1"> <thead> <tr> <th>Tech ID</th> <th>Tech Name</th> <th>Task</th> </tr> </thead> <tbody> <tr> <td colspan="3">No employees currently working</td> </tr> </tbody> </table>				Tech ID	Tech Name	Task	No employees currently working																	
Tech ID	Tech Name	Task																						
No employees currently working																								
Tasks: 1		Actions																						
<table border="1"> <thead> <tr> <th>Task ID</th> <th>WAC</th> <th>Remaining Hours</th> </tr> </thead> <tbody> <tr> <td>Start KGPMSC1 - KG PM SERVICE1</td> <td></td> <td>0.00</td> </tr> </tbody> </table>		Task ID	WAC	Remaining Hours	Start KGPMSC1 - KG PM SERVICE1		0.00	<table border="1"> <tbody> <tr> <td>Main Page</td> <td>Start Delay</td> <td>View/Edit Detail</td> </tr> <tr> <td>Finish Work Order</td> <td>Part Actions</td> <td></td> </tr> <tr> <td>Equipment History</td> <td>Test Results</td> <td>Related Files</td> </tr> <tr> <td>Messages</td> <td>Print Work Order</td> <td>Component Warranty</td> </tr> <tr> <td>Commercial Work</td> <td>Postings</td> <td>Relationships</td> </tr> </tbody> </table>		Main Page	Start Delay	View/Edit Detail	Finish Work Order	Part Actions		Equipment History	Test Results	Related Files	Messages	Print Work Order	Component Warranty	Commercial Work	Postings	Relationships
Task ID	WAC	Remaining Hours																						
Start KGPMSC1 - KG PM SERVICE1		0.00																						
Main Page	Start Delay	View/Edit Detail																						
Finish Work Order	Part Actions																							
Equipment History	Test Results	Related Files																						
Messages	Print Work Order	Component Warranty																						
Commercial Work	Postings	Relationships																						
Notes																								
New Note																								

Creating a Linear Service Request

A Service Request is a request for service for a defect to an asset. Service requests can come from individual complaints, PM Inspections or deferred work not completed on previous work orders. They are usually reported as symptoms and will need to be associated with a task when added to a work order.

1. From the Work Order Management Portal, enter the Asset / Part ID into the **Asset Search** field. Or, click the  button to select an asset using the Asset Chooser.
2. Press **Go** or select an option from the Asset Chooser list.

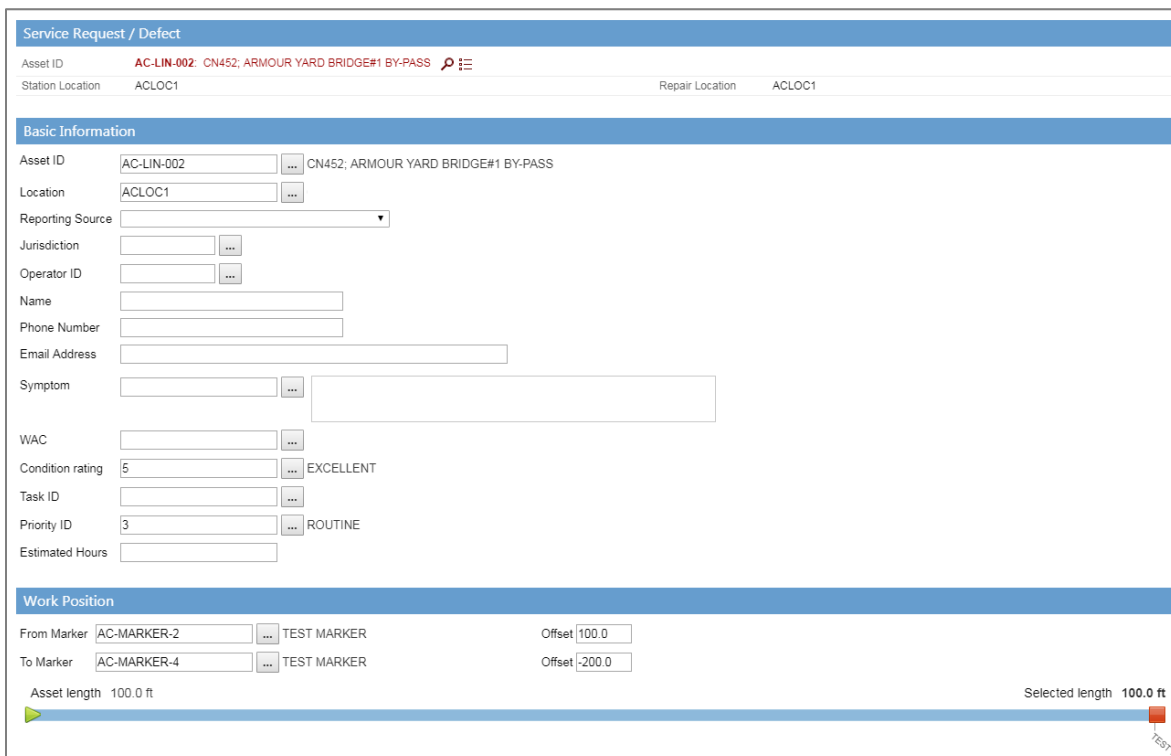
Work Management Portal	
Current Working Location	MAIN - MAIN LOCATION
Layout	Refresh Off
View Calendar	Multi-asset WO
Crew Management	Crew Time Entry
Service/Inspection Due	
Asset Search	
Eq ID - License # - Asset # - VIN (%last 6) - Rebuild Part ID	Go

The Current and Pending Work screen will display for the chosen Asset.

3. Review any existing **Work Orders** and their assignments.
4. Review the **Pending Service Requests**. Unassigned service requests are identified with the selected Asset ID. You can assign these to existing work orders.
5. Service requests and work orders will appear on the map in the **Work Position** section. Click on the icons to see more detail.

6. Review the asset's **Repair History** which can provide historical data about defect and repair trends.
7. Click the  icon in the **Pending Service Requests** section to view or edit an existing service request, or click **New Service Request** to create a new service request.

The Service Request screen will display allowing the user to view or edit existing service requests or create new ones.



Service Request / Defect

Asset ID: **AC-LIN-002: CN452; ARMOUR YARD BRIDGE#1 BY-PASS**

Station Location: **ACLOC1** Repair Location: **ACLOC1**

Basic Information

Asset ID: **AC-LIN-002** CN452; ARMOUR YARD BRIDGE#1 BY-PASS

Location: **ACLOC1**

Reporting Source:

Jurisdiction:

Operator ID:

Name:

Phone Number:

Email Address:

Symptom:

WAC:

Condition rating: **5** EXCELLENT

Task ID:

Priority ID: **3** ROUTINE

Estimated Hours:

Work Position

From Marker: **AC-MARKER-2** TEST MARKER Offset: **100.0**

To Marker: **AC-MARKER-4** TEST MARKER Offset: **-200.0**

Asset length: **100.0 ft** Selected length: **100.0 ft**

8. Review or add details to the **Basic Information** tab. Following are some of the options that must be specified:
 - **Fail/Cause code** - Select a cause for the defect
 - **WAC** – Work Accomplish Code to indicate the correction
 - **Correction Performed** - Free form field on what was done
 - **Condition Rating** - 0-5 with 0 meaning out of service and 5 as excellent and near new
 - **Task ID** will allow a work order to be created with this task pre-defined.
9. Review or add details to the **Work Position** tab.
 - Click **Show Map** to see a map showing where the service request is located.

- Adjust markers and offsets by manually entering values into the offset fields or clicking and dragging the red and green dots to where they are needed.
 - Using MobileFocus and an approved device, you can use GPS to create a service request from the exact location of the device.
10. Define attributes by clicking **Choose...** on the **Attributes** tab and specifying an **Effective Date**.
11. Review or add details to the **Notes and Comments** tab.
- Add a note – Time stamped with user ID and not erasable
 - Add a comment – Comments can be erased
12. Add any necessary files by clicking **Add** on the **Files** tab.
13. Click **Save**.

The new or updated Service Request will be added to the asset and associated Work Orders.

5. Creating Linear Asset Attributes (Test Results)

An attribute is a structure or feature of an asset that needs to be managed, but does not fundamentally change the asset. Examples of attributes for a road would be sidewalks, drainage features or pavements types. Creating attributes and linking them to assets is done through Enterprise Portal screens. Test Elements, Test Types, Test Groups and Test Results must be set up in order to create a linear asset attribute.

Go to Setup > Equipment Activity > Testing to view the pages required for attribute creation.

Creating a Test Element

The creation of Test Elements allows a user to define what attributes they would like to have mapped to the asset once the test is completed (for example, speed, track type, or condition rating).

The screenshot shows the 'Test Elements' interface. At the top, there's a dark bar with the title 'Test Elements' and links for 'ADMIN MODE' and 'CHANGE'. Below this is a toolbar with icons for Search, Reload, Sort, and dropdown menus for Select Filter and Select Sort. To the right of these are buttons for New, Copy, Delete, and Edit. A sidebar on the left contains 'Elements' (selected) and 'Symptoms'. The main content area, titled 'Elements', includes a 'Description' field, a 'Procedures' text area, and two validation options: 'Validate minimum value' and 'Validate maximum value', each with a corresponding input field.

To create a test element:

1. Open the Test Elements screen.
2. Click **New**.
3. Create a **Test element ID**.

4. Specify **Description** on the **Elements** tab.
5. In the **Procedures** box, add any information to specify how you would like the test element performed.
6. Select or add rows to the **Symptoms associated to this element** table on the **Symptoms** tab. This would indicate which symptoms would prompt the addition of this element on a test.
7. Click **Save**.

Creating a Test Type

The creation of Test Types requires a list of elements to be added to the Test Elements tab on the Equipment Activity Test Types screen.

1. From the Test Types screen, click **New**.
2. Create a **Test type ID**.
3. Identify what parameters you would like these test types to adhere to on the **Basic Info** tab.
 - ✓ Be sure to set the **Test classification** field to **Attribute**.
4. Add test element detail by row on the **Test Elements** tab.

- Using the **Equipment Types**, **Equipment Classes** and **Equipment IDs** tabs, apply the test type to specific asset types, asset classes, or to specific assets.
- Click **Save**.

Creating a Test Group

Test groups enable you to group different test types that may be performed together.

The screenshot displays the 'Test Groups' application interface. At the top, there is a header bar with 'Test Groups' on the left, 'ADMIN MODE' in the center, and 'CHANGE REQUEST' on the right. Below the header, there is a toolbar with icons for Search, Reload, Sort, and a dropdown menu for 'Select Filter'. To the right of the toolbar are buttons for 'New', 'Copy', 'Delete', 'Edit', and 'Save'. The main content area is divided into two sections: 'Basic Info' and 'Comments'. The 'Basic Info' section contains a 'Test group ID' field, a 'Description' field, and a table titled 'Test types associated to test group'. The table has columns for 'Row #', 'Delete', 'Sequence', 'Test type ID', and 'Description'. The 'Comments' section is currently empty.

To create a test group:

- Open the Test Groups screen.
- Click **New**.
- Create a **Test group ID**.
- Select or add rows to the **Test types associated to test group** table.
- Click **Save**.

Creating Test Results

Use the Equipment Activity Test Results screen to assign specific attributes to an asset.

To create a test result:

1. Open the Test Results screen.
2. Click **New**.
3. Assign the appropriate **Test ID**.
4. On the **Basic Info** tab:
 - i. Identify the **Test Type** you created for the asset.
 - ii. Designate the marker, segment and offset information for the test result.
 - iii. Identify the **Test Location ID** and **Employee ID** of the person conducting the test
5. On the Test Results tab, assign the **Numeric value found** or **Qualitative finding** for the test elements assigned.
6. Add any **Comments**, **Notes**, or **Files** that you would like to have attached to the test result.

- Click **Save**. If the screen will not save, check to see that all required fields are filled-in, then try again.

Configuring Mapping from Test Elements

The assets associated with test elements can be visually displayed on maps in the system. This is configured using the Test Result Asset Mapping screen.

Test Result Asset Mapping ADMIN MODE CHANGE REQUEST HE

Search Reload Sort Select Filter Select Sort New Copy Delete Edit Save Cancel

Test type ID Test ma

Basic Info

Row #	Delete	Test element ID	Element source	Maps to
-------	--------	-----------------	----------------	---------

To configure elements to display on a map:

- Open the Test Result Asset Mapping screen
- Click **New**.
- Assign the appropriate **Test type ID**.
- On the **Basic Info** tab, enter in the specific test elements you would like mapped by row.
- Click **Save**.