Network Rail

ARMS - Asbestos Risk Management System

Training Guide for use of the Import Asset Template

The ARMS Import Asset Template

New assets can be added to the Asbestos Risk Management System (ARMS) using the **Import Asset Template** excel file. This method of adding assets is an efficient way of adding multiple assets to the system.

Each asset to be imported is added as a single row in the spreadsheet and the whole file can then be imported from the *Search Sites / Properties* screen in ARMS.

The aim of this document is to explain how records should be added to the Template and to describe key aspects of the import process.
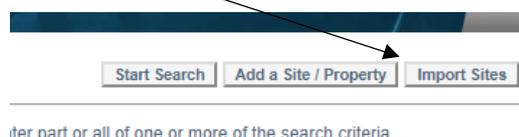
The Import Asset Process

The steps below describe the process for importing one or more assets using the Import Asset Template:-

- o Download and open the *Import Asset Template* using the link found on the ARMS login page

- o Populate the template, with each asset to be imported on a separate row. Guidance for adding an asset can be found later in this document, but the basic structure of the template is shown in the screenshot below

- o Save a copy of the template

- o Login in to ARMS at **https://arms.networkrail.co.uk**

- o Select *Sites & Properties Management* from the left menu

- o On the *Search Sites / Properties* screen, left-click on the **Import Sites** button found to the top-right of the screen

o If the **Import Sites** button is not visible, your ARMS account does not have the correct permissions to import assets and you may need to submit a request for your account to be updated

o On the *Import Sites / Assets* screen, left-click on the **Choose file** button and then select the template that you wish to upload from the *Open* file dialog box

o Use the **Descriptive Caption** field to add a caption for the import. The caption will be used to identify the import

o Left-click on the **Upload** button to confirm the import

o The *My Imports Queue* screen will be displayed, showing all of the imports that you have performed (for both assets and surveys)

o The **State** and **View Log** columns will update as your import is processed and are explained in more detail later in this document

Mandatory Fields

The table below lists the template fields that are mandatory for the successful import of an asset, along with the input type and any restrictions applied to the input data.

Field Name	Input Type	Restrictions
Asset ID	Free text	*Max 100 characters*
Site / Property Name	Free text	*Max 255 characters*
Description	Free text	*Max 1GB*
Has Linkages	Dropdown	*Dropdown values only*
Route	Dropdown	*Dropdown values only*
Maintenance Area	Dropdown	*Dropdown values only*
Asset Category	Dropdown	*Dropdown values only*
ELR	Free text	*3 or 4 characters only*
Business Area	Dropdown	*Dropdown values only*
Asset Type	Dropdown	*Dropdown values only*
Asset Sub Type	Dropdown	*Dropdown values only*
Asset Condition	Dropdown	*Dropdown values only*

Note: The *Route* field will not be mandatory if the **Asset Type** field has been set to *Plant Traction Rolling Stock.*

Non-mandatory fields

The table below lists the template fields that are not mandatory under any circumstances, along with the input type and any restrictions applied to the input data.

Field Name	Input Type	Restrictions
OPAS ID	Free text	*Integers only*
GPS Latitude	Free text	*-90.000000 to +90.000000*
GPS Longitude	Free Text	*-180.000000 to + 180.000000*
Block Address	Free Text	*Max 255 characters*
Address 2	Free Text	*Max 255 characters*
Address 3	Free Text	*Max 255 characters*
Address 4	Free Text	*Max 255 characters*
Address 5	Free Text	*Max 255 characters*
Postcode	Free Text	*Max 20 characters*
Category	Dropdown	*Dropdown only*
Duty Holder	Dropdown	*Dropdown only*
Tenant	Free Text	*Max 100 characters*

Conditional Mandatory Fields

The table below lists them template that can become mandatory as a result of values selected for other fields, along with the conditions under which the field becomes mandatory, the input type and any restrictions applied to the data input.

Field Name	Condition	Input Type	Restrictions
Parent Asset ID	**Has Linkages** field is set to *"Yes"*	Free text	*Max 20 characters* *Should reference the Asset ID of an existing Asset*
Mileage	**Asset Category** field is set to *"Non-linear Asset"*	Free text	*Numerical values in mmm.yyyy format only*
Mileage From	**Asset Category** field is set to *"Linear Asset"*	Free text	*Mileage must be -999 to +999*
Mileage To	**Asset Category** field is set to *"Linear Asset"*	Free text	*Yardage must be -1759 to +1759*

Imported Assets & Risk Colour

When assets are imported, they are automatically assigned a **Risk Colour** of *Orange*, indicating that they have not been surveyed and therefore the presence of asbestos must be presumed.

The Risk Colour can only be changed from orange when a survey has been carried out on the asset and documented in ARMS.

Importing Assets that are Already Present in ARMS

If an import template contains a row for an asset which already exists in ARMS (i.e. with the same Asset ID), the import process will validate the provided information as usual, but will update the existing asset rather than adding a new record.

An import template could contain a mixture of new and existing assets.

Linking Assets via the Import Asset Template

Within ARMS, links can be used to establish a *Parent-to-Child* relationship between two assets.

Assets that are being added or updated using the Import Asset Template, can be linked to a parent Asset via the following steps:-

- o Set the **Has Linkages** field to *Yes*
- o Populate the **Parent Asset ID** field with the **Asset ID** of the parent asset. This value must be for an asset that already exists in ARMS or that will be created as part of the current Import Asset Template.

D	E	F	G
		Free text (20 character limit)	
Free text (2^30 - 1 character limit)	Drop Down	character limit)	Drop Down
Mandatory	Mandatory	Non-Mandatory	Mandatory
Description	Has Linkages	Parent Asset ID	Route
Warehouse to rear of station	Yes	282209000	LNE EM

How Does ARMS Validate the Import Asset Template?

When an Asset Template is imported, each asset within the sheet will be checked to ensure that only valid data is added to ARMS. The assets are processed one-by-one from top to bottom and assets containing invalid data will not be imported.
Depending on the nature of the invalid data, the import process will either stop the process completely or move on to the next asset to be imported.
In both of the above scenarios, the reasons that the asset failed validation checks will be added to the **Output Log**.

When will the import process be stopped?

The import process will be stopped either when the first blank row is reached within the list of assets to be imported (even if there are assets after), or when an asset is reached that does not have a valid Asset ID. **Any remaining assets will not be imported.**

When will the import process move on to the next record?

When any other invalid data is found, the import process will abandon the current row and move onto the next asset of import. Examples of invalid data that could cause this would be missing mandatory fields, incorrect values added for dropdown fields or data added that falls outside of an acceptable range (e.g. a yardage greater than 1759).

Viewing and Understanding the Output Summary

The status of your recent Asset Imports can be viewed on the **My Imports Queue** screen in ARMS, which can be accessed by selecting *My Imports* from the left menu.

Each row in the **My Imports Queue** represents one recent import (up to your last 20 imports) and will be updated as the import is processed.

Imports that have been completed successfully will have their **State** set to "*COMPLETED*", while imports that have been unsuccessful for one or more of the contained assets will have their **State** set to "*COMPLETED - PROCESSING ERRORS*".

For any import that is in progress or has completed, the **Log** can be viewed to see the current state of the import. This can be particularly useful for imports that have been unsuccessful, as the Output Log can be viewed to identify the assets that have failed to import and the reason(s) for the failure.

To view the Output Log, left-click on the icon for the required import item to display the **Log Output** dialog box.

The images below show the Log Output for an asset import that failed due to an incorrect **Mileage** value being provided for a *Linear Asset*, along with the template entry with the erroneous value. The **Asset ID** can be used to easily identify the record(s) within the template.

How many Assets can be Included in an Import Template?

ARMS places no restrictions on the number of assets that can imported or updated using a single Import Template.

However, it is important to remember that larger imports will take longer to complete.