

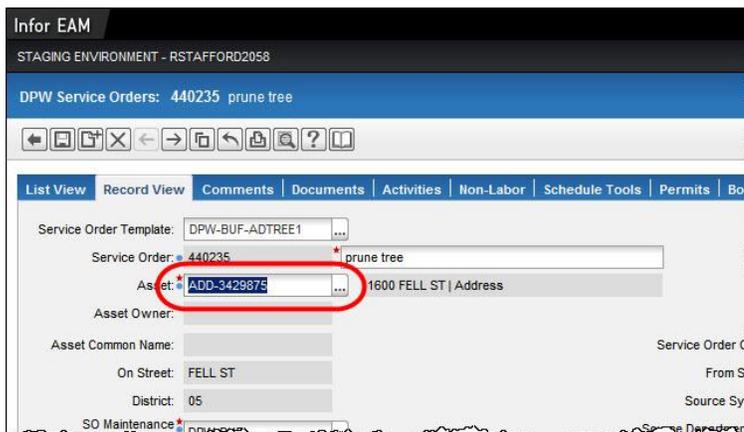
Change Address or Roadway Asset to Tree Asset

Requests from BSM will always list a tree in the Asset field. (The Asset code will look like this: TRE-1234. The tree records include the location and type of tree.) However, requests from the public (311) will only list location. In those cases, it's important to change the Asset type because information that is supposed to go from CMMS to the Treedb can only do that if the Asset is a Tree.

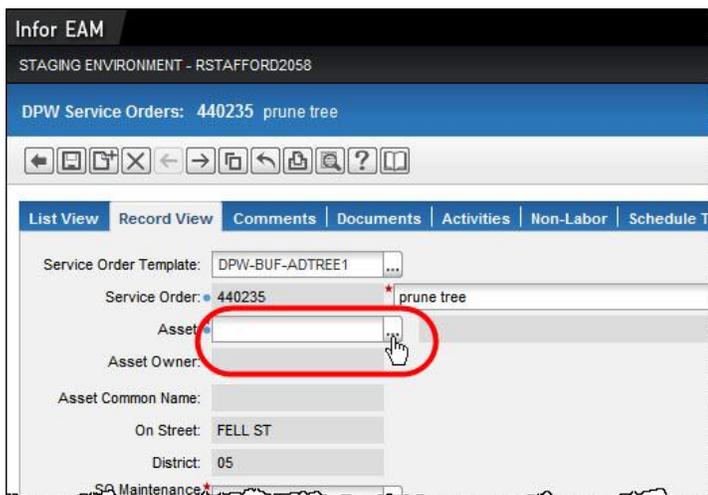
If you work a Service Order that uses an address, roadway, or intersection, we need you to change the Asset to a Tree before you close the SO. While you're on-site, make a note of the tree's species and tree number.

Follow these steps to change the Asset in the CMMS record:

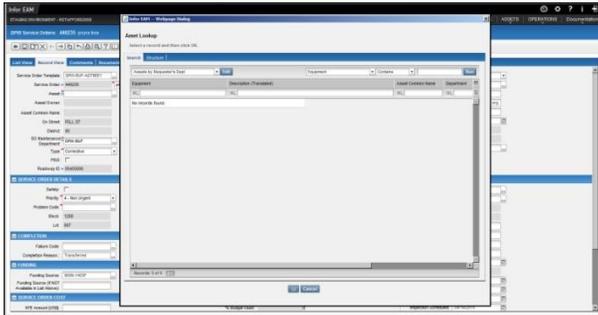
1. Delete the Asset that is listed.



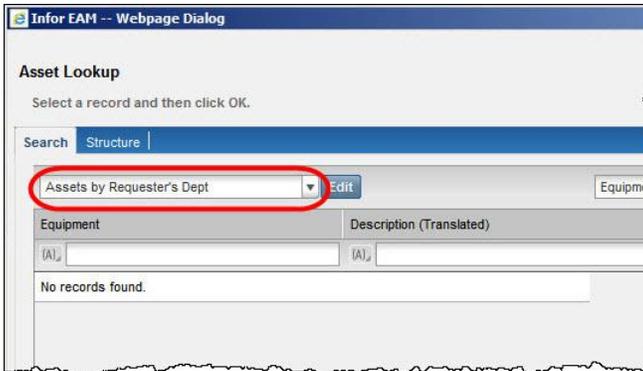
2. Click on the Search Button to open the Asset Lookup window.



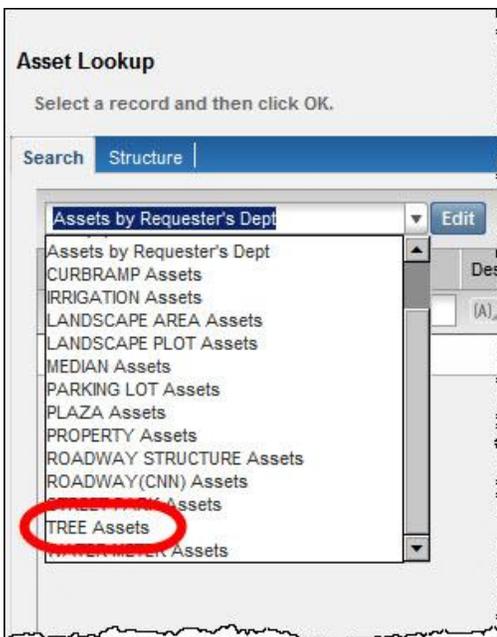
Result of click. The Asset Lookup window displays. The drop-down list of Asset Types is in the upper left-hand corner of this window.



3. Click the arrow of the drop-down list to show the different types of Assets.



4. The drop-down list of Asset Types displays. Select "TREE Assets" from the list. (You may need to scroll down to see it.)



5. The list of all Tree Assets will display.

Asset Lookup
Select a record and then click OK.

Search Structure

TREE Assets [Edit] --No Filter-- [Run]

Equipment	Description	On Street	From Street	Asset Common Name	Jurisdiction Dept	Class
TRE-1	10 10th Ave Tree 1	10TH AVE	END	Pinus radiata - Monterey Pine	DPW	TREE
TRE-10	97 12th St Tree 4	12TH ST	STEVENSON ST	Palm (unknown Genus) - Palm Spp	DPW	TREE
TRE-100	900 14th St Tree 19	14TH ST	NOE ST	Planting site (pave) - Planting Site (pave)	DPW	TREE
TRE-1000	1726 Alemany Blvd Tree 1	ALEMANY BLVD	SAN JUAN AVE	Metrosideros excelsa - New Zealand Sines Tree	DPW	TREE
TRE-10000	136 Guerrero St Tree 1	GUERRERO ST	CLINTON PARK	Geijera parviflora - Australian Willow	DPW	TREE
TRE-100000	600 Montgomery St Tree 2	Montgomery St	CLAY ST	Corymba ficifolia - Red Flowering Gum	Private	TREE
TRE-100001	501 01st St Tree 2	01st St		Ficus microcarpa - Green Gerd - Indian Laurel Fig Tree - Green Gerd	Private	TREE
TRE-100003	501 Mission St Tree 2	Mission St	01ST ST	Magnolia grandiflora - Saint Mary - Saint Mary Magnolia	Private	TREE
TRE-100004	600 Montgomery St Tree 3	Montgomery St	CLAY ST	Corymba ficifolia - Red Flowering Gum	Private	TREE
TRE-100005	600 Montgomery St Tree 7	Montgomery St	CLAY ST	Corymba ficifolia - Red Flowering Gum	Private	TREE

Records: 100 of 100+ [123]

[OK] [Cancel]

6. Here are two ways to search for the tree in question:

- Put the street number and street name into the Description search field (eg: 1600 Fell)
- Put the street name into the "On Street" field (eg: Fell).

Whichever method you choose, press the Enter button on the keyboard to run the search.

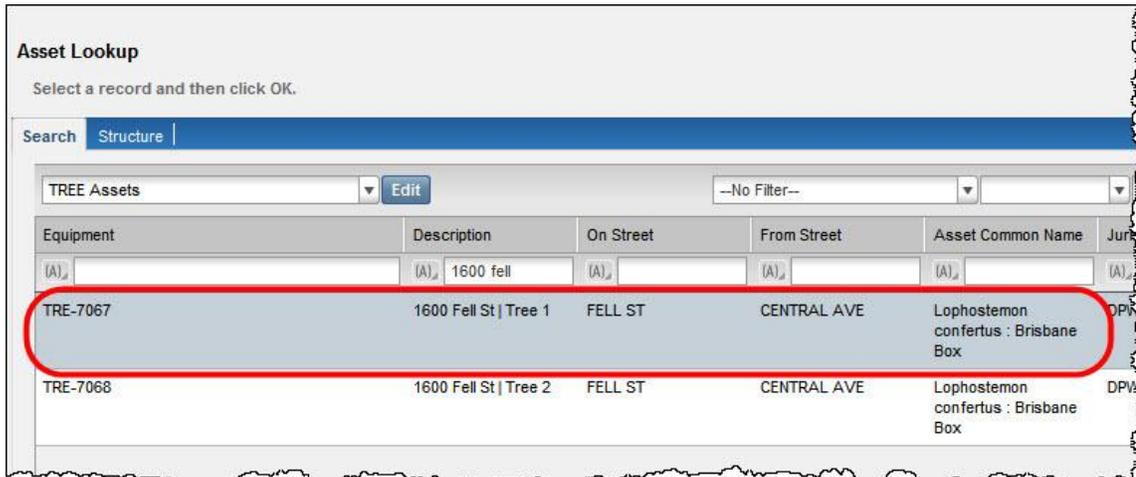
Asset Lookup
Select a record and then click OK.

Search Structure

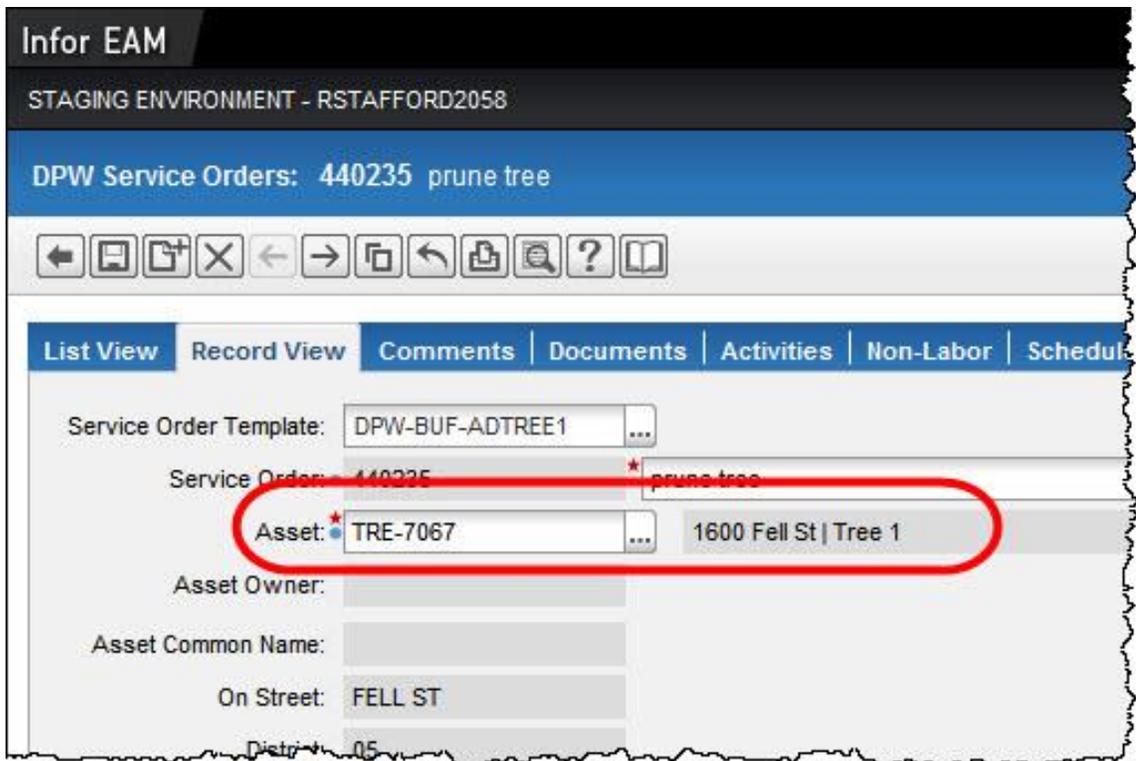
TREE Assets [Edit] --No Filter--

Equipment	Description	On Street	From Street
(A)	(A)	(A) fell	(A)
TRE-1	10 10th Ave Tree 1	10TH AVE	END
TRE-10	97 12th St Tree 4	12TH ST	STEVENSON ST
TRE-100	900 14th St Tree 19	14TH ST	NOE ST
TRE-1000	1726 Alemany Blvd Tree 1	ALEMANY BLVD	SAN JUAN AVE

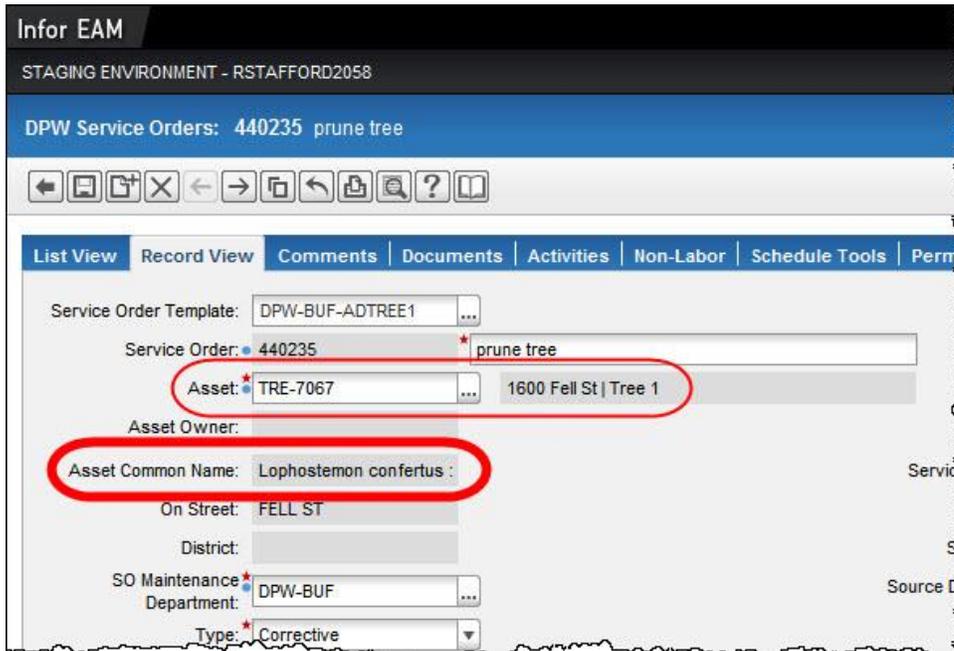
- The search result will be a much shorter list of trees. Select the correct tree and double-click, or highlight it and then click the "OK" button.



- The selected tree will be listed on the Record View tab, along with its address. Save the change.



9. Once the “save” is complete, the tree species and common name will display in the field called “Asset Common Name”. Notice that the field is too short to display everything.



10. If you need to see the entire species and common name, hover your mouse pointer over the field and a message box will pop up to show you.

