

Title:	Updating Asset Information Using WIMS Redlining		
Document #	<i>PW-WW-P-011-014</i>	Document Level	<i>III (Scoped)</i>
Issue #:	<i>1</i>	Issue Date:	<i>April 2023</i>

1 PURPOSE

The redline function in WIMS allows users to indicate changes to water, stormwater, and sewer assets by placing a point or line on the map and adding text comments. This procedure outlines the process by which these changes are requested and updated.

2 SCOPE

This procedure applies to staff in HW that submit Redlining updates within WIMS.

Redlines submitted by staff are reviewed by the Water Information Systems (WIS) team and update e-mails are sent to users when assets have been added, edited, or retired. Redlines can also lead to the WIS team making changes in IPS (Hansen). Water and sewer assets displayed in WIMS are synchronized to reflect potential changes every evening

This process does not include alterations in the water and wastewater systems that require approvals, as per the following Level III procedures: DWQMS Approvals Process for Alterations of Drinking Water Systems PW-WW-P-004-001 and Procedure for Wastewater Approvals PW-WW-P-004-006.

3 DEFINITIONS

Asset	Tangible item or entity connected to City of Hamilton water, wastewater or stormwater infrastructure. These items may be part of the infrastructure operations that has potential or actual value to the City of Hamilton.
COH	City of Hamilton
CS&CO	Customer Service and Community Outreach Section
Hamilton Water (HW)	Hamilton Water Division, which is the water, wastewater, and stormwater Operating Authority for the City of Hamilton.

Title:	Updating Asset Information Using WIMS Redlining		
Document #	<i>PW-WW-P-011-014</i>	Document Level	<i>III (Scoped)</i>
Issue #:	<i>1</i>	Issue Date:	<i>April 2023</i>

IPS	Infor Public Sector (formerly HANSEN). Departmental and cross-sectional modular software system, offering a variety of packages designed to handle different aspects of municipal operations such as infrastructure assets inventory, work management, stock inventory systems, service applications and call centers, licensing and enforcement.
WD&WWC	Water Distribution and Wastewater Collection System
WIMS	Water Information Management System
WIS	Water Information Systems unit of CS&CO

4 RESPONSIBILITY

4.1 Sectional Managers

- Ensure that staff follow this procedure and are trained on this procedure

4.1.1 Senior Spatial Systems Application Analyst, Asset Management Application Technologist, Asset Management Application Specialist, WIS

- Responsible to understand this procedure and ensure that this process is completed when required

4.2 All HW WIMS end users

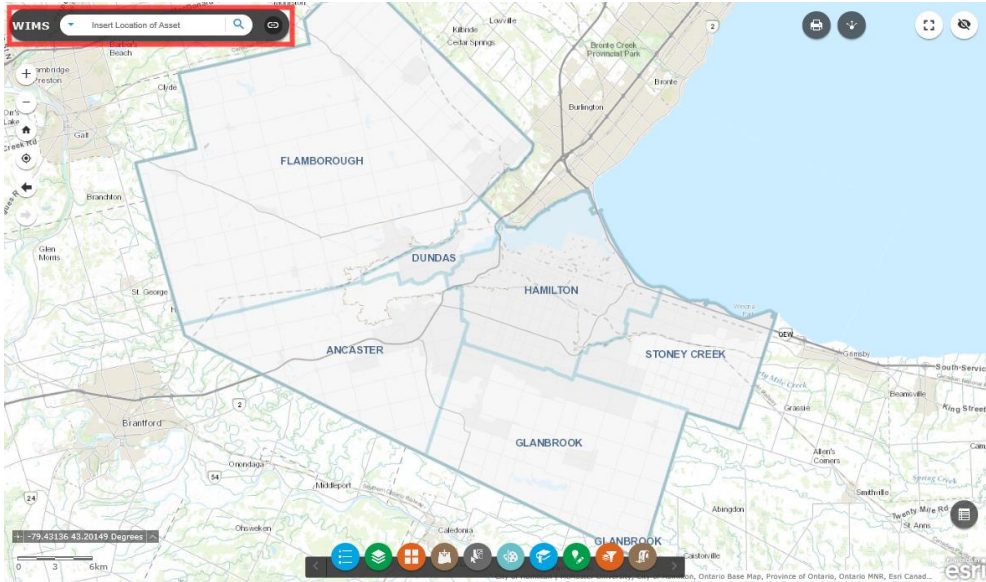
- Submit redlining points in WIMS to indicate changes to water and sewer assets

5 PROCEDURE

5.1 Directions

1. To begin the redline process, open [WIMS](#).
2. Navigate to the location that requires changes by searching for an address or asset using the indicated widget or by panning and zooming the map.

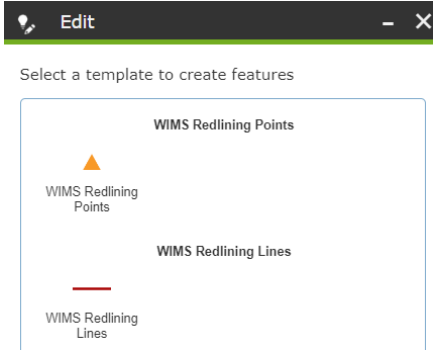
Title:	Updating Asset Information Using WIMS Redlining		
Document #	PW-WW-P-011-014	Document Level	III (Scoped)
Issue #:	1	Issue Date:	April 2023



3. Click the Edit widget on the bottom toolbar.



4. Select WIMS Redlining Points or WIMS Redlining Lines from the Edit pop-up.



5. Click on the map to add a point. (Line can also be used with multiple points)

6. Enter a USER_NAME, ASSET_INFO and COMMENTS into the first three boxes of the WIMS Redlining pop-up.

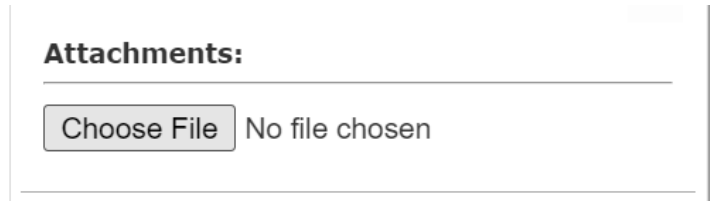
USER_NAME – User’s name indicating who is requesting the change. First initial and last name is acceptable. User name may be used to contact the requestor for more details.

Title:	Updating Asset Information Using WIMS Redlining		
Document #	<i>PW-WW-P-011-014</i>	Document Level	<i>III (Scoped)</i>
Issue #:	<i>1</i>	Issue Date:	<i>April 2023</i>

ASSET_INFO – Asset identifier (i.e. AN16V042) or type of asset that requires a change. If indicating multiple changes with one redline, multiple asset ID’s can be included here.

COMMENTS – Explanation of the required changes.

- Staff can also choose to upload an attachment near the bottom of the editing window.



- Click ‘Save’ to submit the redline.
- To add another redline, repeat steps 5-8. If redlining is complete, click the ‘x’ in the Edit pop-up to dismiss the tool.

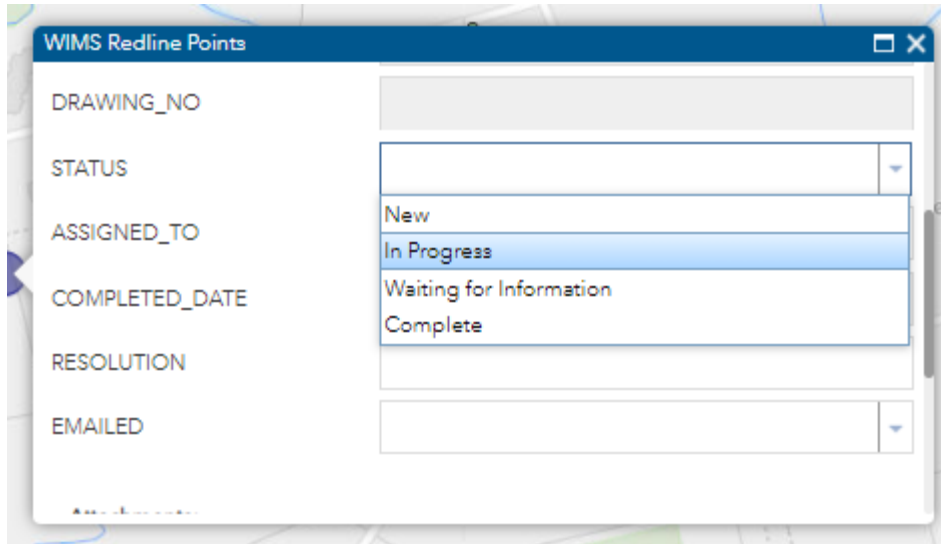
5.2 Directions to Edit an Existing Redline

- Navigate to an existing redline location.
- Click the redline point on the map to view a pop-up containing COMMENTS, ASSET_INFO and USER_NAME.
- Click the menu option in the pop-up and select Edit to make changes to COMMENTS, ASSET_INFO and/or USER_NAME.
- Click ‘Save’ to submit the updated redline.
- Staff will receive an email from a WIS member upon completing redline actions.

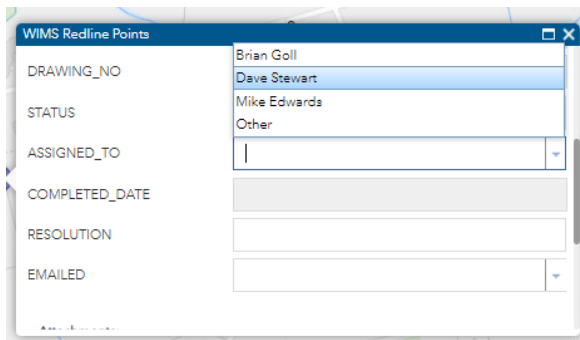
5.3 WIS

- Navigate to the following:
<https://hamiltonwater.maps.arcgis.com/apps/webappviewer/index.html?id=f6b472f2135246dc9f358d1140919567> using your HW AGOL account or tap into the redline layers via the corporate database in order to make edits (GEODBA.WIMS_REDLINE_POINTS and GEODBA.WIMS_REDLINE_LINES)
- Select a redline to review.
- Update the status field accordingly.

Title:	Updating Asset Information Using WIMS Redlining		
Document #	<i>PW-WW-P-011-014</i>	Document Level	<i>III (Scoped)</i>
Issue #:	<i>1</i>	Issue Date:	<i>April 2023</i>



4. Fill in the “Assigned to” field

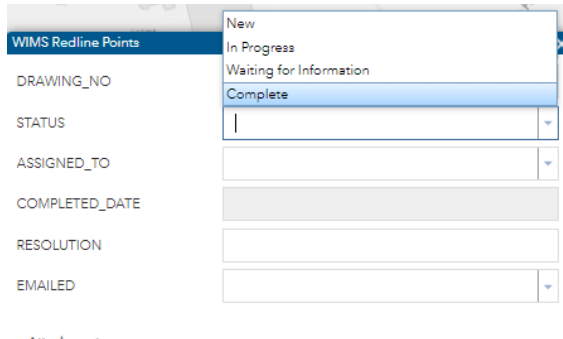


5. Review the request and make appropriate actions. Some back and forth communications may be necessary to ensure interpretation is correct.
6. Send email to redline requestor that the redline has been completed. Details/ snapshots may be included if needed.
7. Add resolution details if necessary.

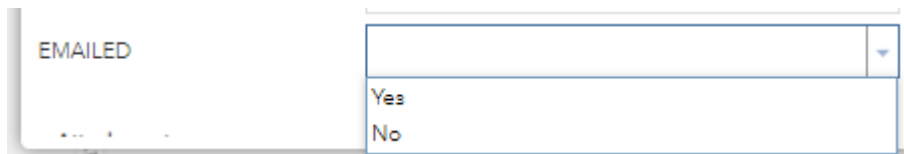


8. Change status to “Complete”. This will auto trigger the completed date to be filled in.
9. This task is actioned on a weekly basis.

Title:	Updating Asset Information Using WIMS Redlining		
Document #	<i>PW-WW-P-011-014</i>	Document Level	<i>III (Scoped)</i>
Issue #:	<i>1</i>	Issue Date:	<i>April 2023</i>



10. Change “Emailed” field to “Yes”



5.4 Notes

1. All redlines are stored and kept within the redline layers.
2. Completed redlines are filtered out of WIMS.
3. For efficiency purposes a batch editor was added to our internal redline app.

6 ASSOCIATED DOCUMENTS

- [Transfer of Assets PW-WW-P-004-003](#)
- [DWQMS Approvals Process for Alterations of Drinking Water Systems PW-WW-P-004-001](#)
- [Procedure for Wastewater Approvals PW-WW-P-004-006](#)
- [BCOS + DWQMS Water Main - Dead end Flushing Procedure PW-WW-DC-WD-P-011-022](#)
- [Operation – Water Valves and hydrants PW-WW-DC-WD-P-011-002](#)

BCOS software tracks the revision history of document.