**SWMF:** Asset Creation & Modification

**Instructions for Asset Creation and Modification in Infor and GIS**

* **Edit Asset Attributes**
  + Change the attribute within Infor and the changes will be migrated to GIS.
* **Remove Asset**
  + Change the status of the Asset in Infor
* **New Asset** 
  + Addition must start in GIS.  Please use either **SWMF\_DATA\_Form** or **SWMF\_DATA\_Spreadsheet** in **R:\Working\_Files\Sarah** to document the new asset. Once the form or spreadsheet is filled out, it should be saved as in a folder under its sequence number here: “**R:\Working\_Files\Sarah\New Facility**” along with As Builts or an image of the location for the facilities.  The Stormwater File # is the only attribute listed that is not necessary for addition to GIS.
* **Move Point**
  + Please create a folder here: “**R:\Working\_Files\Sarah\Move Point**” and name it after the sequence number.  Inside there should be documentation to describe where the point should be moved to.  Images with arrows work well.