

User Guide for Excel SCR form

What devices can the SCR form be used on	<p>The Excel spreadsheet version of the SCR form can be used on a computer or laptop. It can also be used on an iPad or tablet (with reduced functionality – the Control Panel buttons may not work on all devices).</p>	
Control Panel buttons	<p>On the right of the SCR form there is a Control Panel with the following buttons:</p> <ul style="list-style-type: none"> • Insert Date • Clear Form • Store Data • Undo Store Data • Clear Import • Create Import • Save & Close. <p>The first four buttons will work on any computer, laptop or macro enabled iPad or tablet.</p> <p>The last three buttons can only be used on a laptop or computer running Windows:</p> <ul style="list-style-type: none"> • Clear Import • Create Import • Save & Close. <p style="background-color: black; color: white; padding: 5px;">To enable the use of the last three Control Panel buttons, you will need to add a folder to the Desktop titled TTM SCR. Inside that folder you will also need to add a folder titled Import File.</p>	
What each button does	Button	What it does
	Insert Date	Inserts the current date and time into the Date / Time field.
	Clear Form	Clears all the fields in the SCR form except for the RCA field and the Audited / Reviewed by section of the form.
	Store Data	Adds details from the SCR form to the RAMM Data tab.
	Undo Store Data	Removes the last SCR details added to the RAMM Data tab.
	Clear Import	Clears all items in the RAMM Data tab.
	Create Import	Extracts the RAMM Data tab and adds it as a single worksheet into the Import File folder inside the TTM SCR folder on the desktop.
	Save & Close	Saves a PDF and Excel version of the completed SCR form into the TTM SCR folder on the desktop. The SCR form will be closed as part of this process.

Working with data

After completing each SCR form it is recommended that the auditor/reviewer completes the following actions:

- Click the **Store Data** button on the **Control Panel** to store the details from the SCR form into the **RAMM Data** tab
- Click the **Save & Close** button on the **Control Panel** to store a copy of the SCR form into the **TTM SCR** folder on the desktop.

At the end of each week it is recommended that the auditor/reviewer completes the following actions:

- Click the Create Import button on the Control Panel to extract the **RAMM Data** tab and add it as a single worksheet into the **Import File** folder inside the **TTM SCR** folder on the desktop
- Send copy of the TTM SCR - RAMM Import file to the person coordinating SCR data for the RCA.

The person coordinating SCR data for the RCA combines the TTM SCR - RAMM Import file from each auditor/reviewer into a single file containing all SCR information for the week.

This can be added to the RAMM Database or left as its own database for storage of the SCR information for the RCA.

Setting up user defined tables (UDT) in RAMM

UDTs can be set up in the RAMM Database for the storage of the SCR information.

For further details on the set up of these UDTs, contact:

Charmaine Okros

Asset Systems Manager

Auckland Transport

Charmaine.Okros@at.govt.nz

P 09 448 7096 | **M** 021 891 885

Customising the SCR form for your RCA

Logos	Place your logos by copying and pasting them into the space provided on each sheet: <ul style="list-style-type: none"> • SCR form • NNC form.
Road ID/Road Name/Suburb	When you enter the applicable road ID into the SCR Form the Road Name and Suburb fields will automatically fill in with the relevant data The Mobile Roads app can be used by the auditor/reviewer to get the road ID. To load street and road data into the Excel SCR form: <ul style="list-style-type: none"> • Go to the Road ID Lookup sheet • Populate the Road ID Lookup sheet with your network's road/street names and Road IDs.
Amend a drop down list	To amend a drop down list: <ul style="list-style-type: none"> • Access the list in it's appropriate sheet (Drop down lists, TTM Company list, Contractor list, Principal list) • Amend the list by adding or removing items from the appropriate vertical column • Then go back to the SCR Form and confirm the drop down list has been amended as required.

Drop down lists which may be amended	Which sheet	Which column
Auditor/Reviewer Name	Auditor & RCA List	Column A
Auditor/Reviewer RAMM ID	Auditor & RCA List	Column B
RCA	Auditor & RCA List	Column F
TTM Contractor	TTM Company list	Column A – Name Column B – Company code
Contractor – working space	Contractor list	Column A – Name Column B – Company code
Client / Principal	Principal list	Column A – Principal Column B – Principal code