Compliance Related Record and Document Management System Model

Information Management Systems
File storage, Document sharing, Data collection and retrieval

Information Management Systems
Workflow Management Processes
Reporting Functions

Manual

Automated

iHistorian

* SCADA information storage

* used by Treatment staff

CPD Net

* SharePoint Collaboration site for Project and Document Management

* Used by Capital Projects Divison primarily

* Accessed by Erosion Control (WQEP), and Engineering

ADDAMS

* Attribute assignment system for documents uploaded to Oracle

* serves as alternate search page for Oracle

Oracle

* document management database, primary repository for City Records

* established protocols for upload

* attribute assignment at upload determines retrieval

* Barely used by Water staff. Only irrigation plans are uploaded by Water.

* Accessed by Water Staff primarily via Amanda

* IGAs, Contracts, Easements, Council records, Plans, are all stored in Oracle by Public Works, Building, City Clerks, City Attorneys, Real Property, Finance

eO&M

* electronic Operations & Maintenance System

* Standard Operating Procedures, Policies, Master Plans, Studies

* Used heavily by Treatment Operators at Binney, Wemlinger, Griswold

* Used heavily by reuse water treatment operators at Sand Creek

* Available to all groups in Operations

POSM

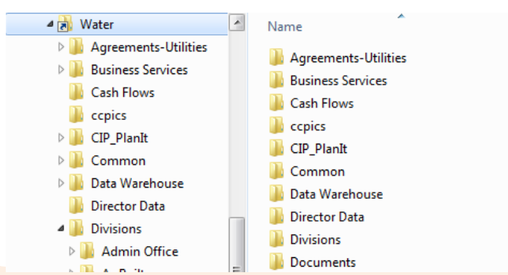
* CCTV recording storage

* used by Wastewater CCTV staff

"K" or "F" drive

\\aurora\files\Dept\Water\

* City of Aurora network file storage commonly referred to as "K drive"



INTELEX

PERMIT MANAGER
DOCUMENT CONTROLS

SHAREPOINT

"Team Space"

Regulatory Participation
Reference Library
Team Discussion

SDE

* Geographic Information System

LIMS (Tribal)/ OPT 10

* Laboratory Information Management System

* tracks activities and retains results relevant to Treatment operations and lab staff

* pulls information from iHistorian

* generates reports for SDWA compliance

* used by Treatment staff at laboratory and plants

Amanda

* Development Plans Review, Tap permit tracking, Construction Stormwater Permit compliance tracking, Commercial Tap inspections,

* Used by Engineering for workflow management, plans review

*Used by Erosion Control (WQEP) for tracking compliance with Stormwater Quality permitting and inspections

* Accessed by Capital Projects Division for Plans lookup

* Accessed by Operations Compliance for civil plans lookup, code enforcement lookup

* Accessed by Water Services to lookup Water Mains, Sewer Mains, Storm Sewer Mains, Commercial Taps

Hansen

* Asset Management System

* 250,000 assets

* 15 years data

* Workorder management

* Used by Stormwater/ Wastewater/Operations Compliance, Transmission & Distribution, Treatment, Water Services, Pumping, Engineering

HTE

* Billing and customer service tracking system

* Used by Customer Service, Flow control, Billing, staff in Water Services

* Workorder management

Capital Projects

Treatment

Wastewater/ Stormwater/ T&D

Water Services

Engineering

Water Resources