



Title:	Subscriber Asset Management	SOP No:	ITS-RADIO-002
Revision:	1.1	Effective Date:	September 15, 2014
Owner:	Manager - Radio Services	Department:	IT Solutions

## **P25 System Subscriber Asset Management**

### **1 Purpose**

The objective of this procedure is to ensure all subscriber radio equipment allowed access to communicate on the City of Fort Worth (CFW) P25 radio system is correctly documented and tracked in the MCM Asset Management database.

### **2 Scope**

The execution of the defined Subscriber Asset Management procedure specifically applies to the CFW IT Solutions (ITS) Radio Services staff, Fire Fleet Shop Staff, and Police Fleet Shop Staff who are responsible for documenting and entering information into MCM.

All CFW P25 subscriber radio equipment assets must be managed and tracked via MCM and comply with this procedure. At this time external agency's radio equipment assets are not tracked.

### **3 References**

None

### **4 Conditions for Exemption**

This procedure is not applicable to external agency's subscriber equipment even if they do communicate on the CFW P25 radio system as primary users.

Exceptions to the policy must be approved by the Senior Manager over Radio Services.

### **5 Justification**

A subscriber asset management policy is essential for managing access to the CFW P25 Radio System and ensuring authorized use. An asset management program must include the



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management and inventory tracking of subscriber radio equipment including installation of new units, updates and removals.

## 6 Subscriber Asset Management Procedure

This section outlines the Subscriber Asset Management procedure and is comprised of a two-step process that must occur in sequence. These are New Subscriber Asset Inventory and Subscriber Asset Predeployment.

### Definitions

Active portable/mobile radios or consolettes: Subscribers which are actively operating on the City of Fort Worth P25 radio system.

Backup portable/mobile radios: Subscribers, which are configured and ready to operate on the CFW P25 radio system whenever needed.

Spare portable/mobile radios or consolettes: Subscribers, which are in stock but not configured or operating on the CFW radio system. Spares are used on an as needed basis when needed to replace out-of-order devices.

### 6.1 New Subscriber Asset Inventory

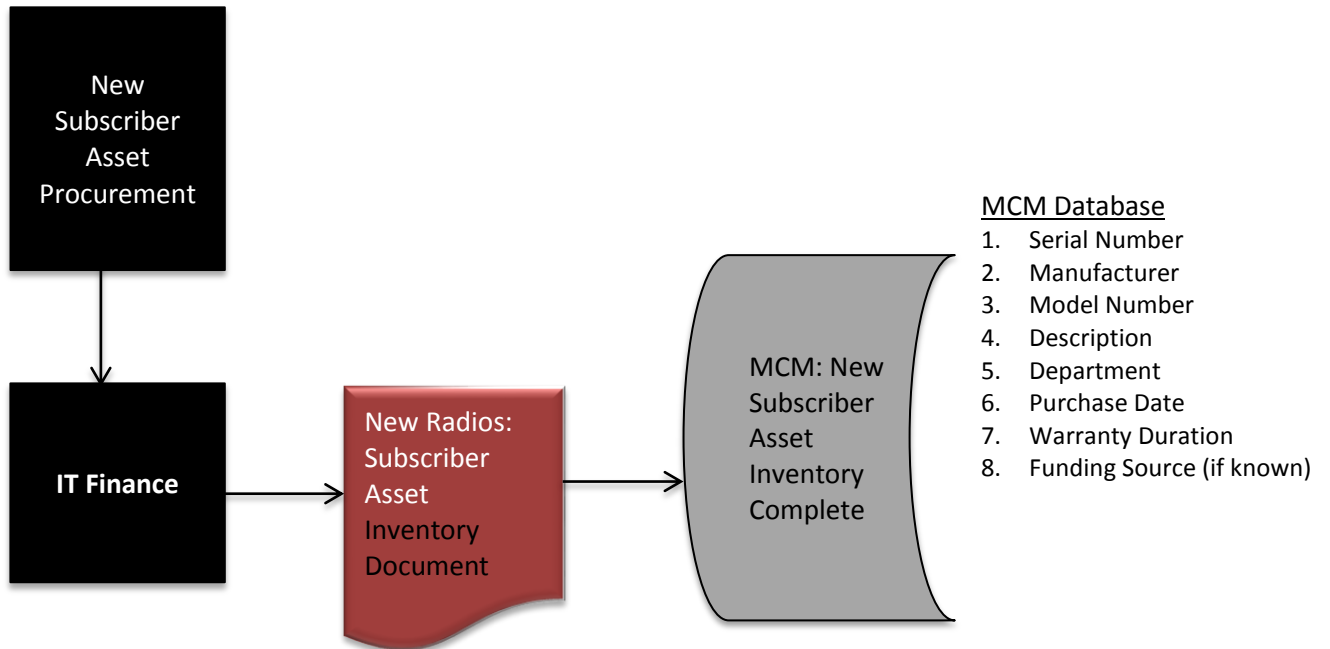
The new subscriber inventory process begins after procurement of the radio, but prior to configuration and programming. It is applicable to all new radios. It ensures that all radios procured are captured in the MCM database and preserves the accuracy and integrity of subscriber asset management.

For new subscribers, IT Finance will populate required information such as the serial number, manufacturer, model, description, intended department, purchase date and warranty duration and funding source if known directly into the MCM database.

The flow chart in Figure 1 illustrates the Subscriber Asset Inventory procedure that must be followed for new subscribers.

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**Figure 1: New Subscriber Asset Inventory Flowchart**





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The following is the snapshot of a new subscriber record inputted into MCM:

The screenshot shows the 'Asset Entry' window in the MCM system. The record details are as follows:

- Asset:** 481CMZ1945
- Serial Number:** 481CMZ1945
- Model:** 6500
- Manufacturer:** Motorola
- Description:** AP:6000 700/800 MODEL 2 PORTABLE
- Status:** P25 - Cold Installation
- Class:** Voice Radio Unit
- Category:** Handheld
- Parent Asset:** (Empty)
- Unit Id:** 0BB23
- Prog Template:** (Empty)
- In Service:** (Checked)
- Out of Service:** (Checked)
- Agency:** ITS-Radio Services
- Location:** (Empty)
- Assigned To:** (Empty)
- Vehicle:** (Empty)
- Building:** (Empty)
- Room:** (Empty)
- Floor:** (Empty)

Additional fields include:

- Purchasing:** P.O. #, Date Received, Cost, Vendor.
- Warranty:** Type: 2 YR, Begins: 05/13/2012, Period: 24, Ends: 05/13/2014.
- Maintenance Contract:** Begins, Ends, Rate, Additional Rate.
- Preventive Maintenance:** Last PM, PM Frequency, Next PM.

At the bottom, there are tabs for 'Category Details', 'Open WO', 'WO History', 'Transfer History', 'Notes', 'Child Assets', 'Attachments', 'Financial Information', and 'ID Management'. The 'Financial Information' tab is active, showing fields for Date Purchased, Fiscal Year, Purchased With (P25 Project Func), Appropriation, Ownership, Last Adjustment, Total Cost, Book Value, Salvage Value, Market Value, Last Invented, Depreciation Method, Last Depreciation, and Next Depreciation.

Note: All new subscribers and control stations will temporarily be assigned to the CFW ITS Radio Services agency. This information will not be changed until an ITS Radio technician physically verifies the existence of the radio devices and then installs or deploys them.

## 6.2 Subscriber Asset Predeployment

The subscriber asset predeployment process is the final step of the subscriber asset management process and is applicable to both new and existing subscribers that require an update.

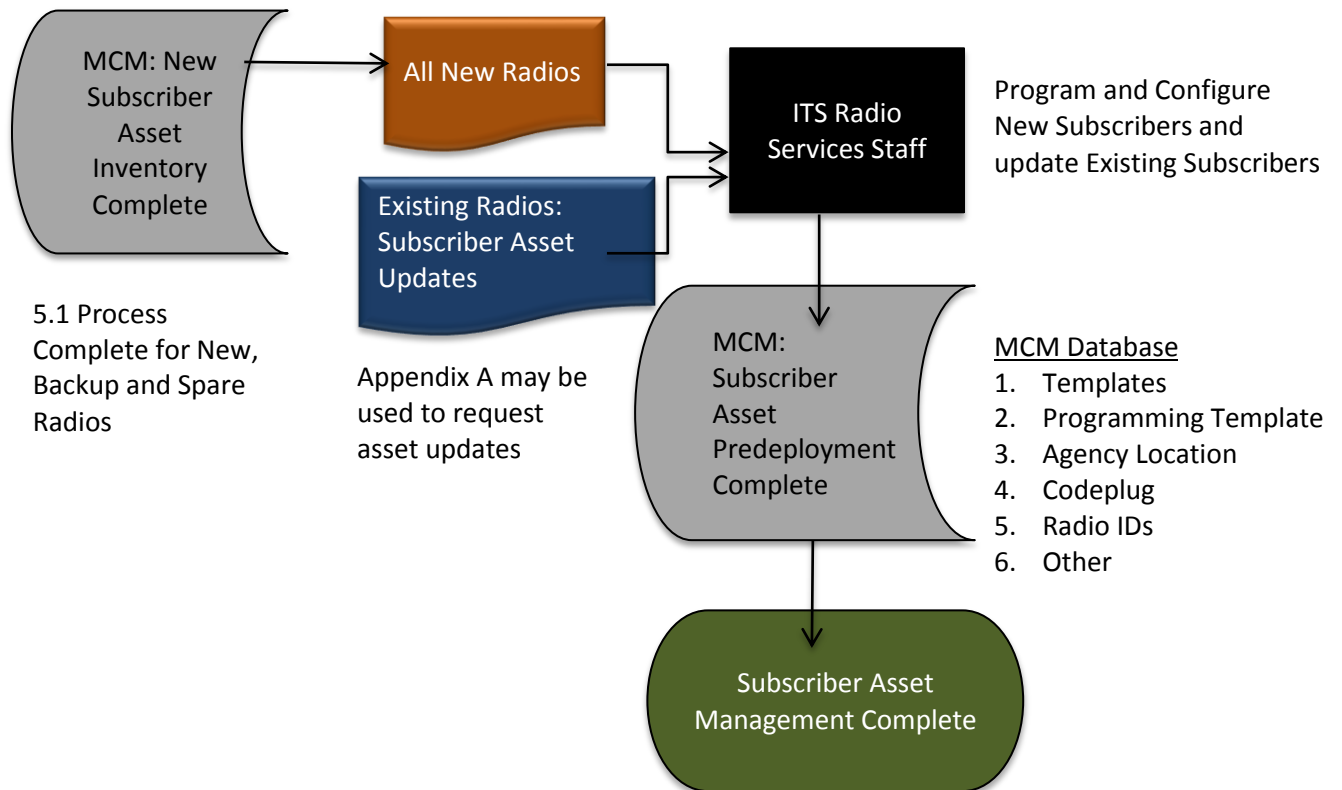
- For all new subscribers, asset predeployment begins after subscriber asset inventory is complete and concludes when the subscriber has been configured, programmed and is ready for deployment. Therefore, new subscribers must complete the process outlined in 6.1 subscriber asset inventory prior to commencing 6.2. This process ensures that CFW

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Radio Services staff has verified existence of these radios, captured their vital operating parameters and authorized them for active use.

- Existing subscribers are classified as active, backup or spare subscribers. Subscriber asset predeployment section 6.2 is the only step necessary for radios that require an update.

The flow chart below in Figure 2 illustrates the procedure for 6.2 Subscriber Asset Predeployment that must be followed.



**Figure 2: Subscriber Asset Predeployment Flowchart**



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## 7 MCM Subscriber Asset Procedures

This section outlines the specific steps required to enter subscriber asset management information for Mobiles, Portables and Control stations into the MCM Database.

- **Mobiles**
  - The ITS radio technician must clear the template programmed in the existing subscriber which will be decommissioned before discarding them in the disposal container.
  - The ITS radio technician must update the MCM database with information of the discarded mobile radios. Please refer to section V.1 for the procedure to update records of disposed mobile radios in MCM.
  - ITS Radio Services Staff is responsible for programming and installing appropriate P25 templates to all new mobile radios.
  - ITS radio technicians must update the MCM database with information of the installed mobile radios. For active and backup mobile radios, please refer to section V.2 for the procedure to update records of installed mobile radios in MCM. For spare mobile radios, please refer to section V.8 for the procedure to update spare mobile radios in MCM.
  
- **Portables**
  - There are two types of portable radios the Radio Shop will collect during the distribution of new portable radios: portable radios to be discarded and portable radios to be redeployed.
  - IT Solutions radio technicians will be responsible for collecting and redeploying these portable radios. Also, they are responsible for updating records of these radios in MCM.
  - The templates programmed in the discarded units must be cleared by the ITS radio technician before placing them in the disposal container.
  - Please refer to section V.3 for the procedure to update records of disposed portable radios in MCM.
  - Please refer to section V.4 for the procedure to update records of portable radios that will be redeployed at a later date.
  - Before distributing new portable radios to customers, IT Solutions radio technicians will program appropriate P25 template in each radio and only activate them on the P25 system if they are active or backup radios (and not spares).
  - IT Solutions radio technicians are also responsible for updating records of these radios in MCM. For active and backup portable radios, please refer to section V.5 for the procedure to update records of new portable radios in MCM. For spare



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portable radios, please refer to section V.8 for the procedure to update spare portable radios in MCM.

- **Control Stations and Consolettes**
  - For existing Spectra Consolettes that will be decommissioned, the templates programmed must be cleared by ITS radio technicians before placing them in the disposal container.
  - ITS radio technicians are responsible for updating records of these Spectra consolettes in MCM. Please refer to section V.6 for the procedure to update records of disposed control stations and consolettes in MCM.
  - All new consolettes will be programmed with new P25 templates. Only active consolettes are activated on the P25 system by IT Solutions radio technicians.
  - IT Solutions radio technicians will be responsible for updating new consolettes records in MCM. For active consolettes, please refer to section V.7 for the procedure to update records of new consolettes in MCM. For spare consolettes, please refer to section V.8 for the procedure to update record of spare consolettes in MCM.
  
- **Reprogramming Existing Subscribers**
  - All existing mobile and portable radios and consolettes that are not eligible for a replacement may be upgraded for P25 compliance. Motorola's sub-contractors are responsible for upgrading, installing new P25 templates, and programming them.
  - Only active and backup units will have P25 IDs activated on the P25 system. For IT Solutions radio technicians, please make sure you don't activate any spare radios.
  - IT Solutions radio technicians are responsible for updating MCM database records with new information changes.
  - For active and backup mobile radios, please refer to section V.2 for the procedure to update records of installed mobile radios in MCM. For spare mobile radios, please refer to section V.8 for the procedure to update spare mobile radios in MCM.
  - For active and backup portable radios, please refer to section V.5 for the procedure to update records of portable radios in MCM. For spare portable radios, please refer to section V.8 for the procedure to update spare portable radios in MCM.
  - For active consolettes, please refer to section V.7 for the procedure to update records of installed consolettes in MCM. For spare consolettes, please refer to section V.8 for the procedure to update record of spare consolettes in MCM.



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## **7.1 Procedures to Update MCM Records**

Subscriber Assets MCM records to be updated require the requestor submit a written authorization. Verbal instructions will not be accepted. Appendix A may be used. IT Solutions Radio Services must complete an MCM work order on the subscriber units.

MCM Records may be updated for the following reasons:

- Commission new radio and dispose of existing radio
- Remove radios no longer in service and purge old information
- Transfer assets between departments or personnel
- Activate spare radio assets as in service
- Update backup radios as active radios
- Change radio programming template or radio ID

Section 6.1 and 6.2 Subscriber Asset Management govern MCM record updates as well, and the process must be followed for both new and updated MCM records.

## **7.2 Procedure to Update Disposed Mobile Radios**

1. Select Asset Module →Asset Entry. Use serial number to obtain the existing record of the mobile radio by either Find or Browse method.
2. Status: change to "P25 - Disposed"
3. Remove all system ID such as Unit ID, Netco ID, Arlington ID, etc...
4. Update appropriate list for other systems ID that is being reclaimed or to list being reused.
5. Out of Service: Select the current date.
6. Save the updated record by clicking on the Save button.





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Following is the snapshot of a disposed mobile radio record:

The screenshot shows the 'Asset Entry' window with the following data:

- Asset: 466AVQ0638
- Serial Number: 466AVQ0638
- Model: D04UJH9FW7AN
- Manufacturer: Motorola
- Inventory #: Other
- Description: Astro/Spectra RB
- Status: P25 - Disposed
- Class: Trunking
- Category: Mobile
- Parent Asset: (empty)
- Unit Id: 0C428
- Prog Template: CODE BLUE RB
- In Service: (empty)
- Out of Service: 09/02/2013
- Agency: Police-Administration
- Location: (empty)
- Assigned To: CODE BLUE
- Vehicle: (empty)
- Building: CENTRAL
- Room: (empty)
- Floor: (empty)

Additional sections include Purchasing, Warranty, Maintenance Contract, and Preventive Maintenance, all with empty or partially filled fields. The bottom of the window shows a table with columns: System Name, System Description, Range Name, Range Description, ID, and Hex. The status bar indicates 'Edit Mode' and '1 Active Record(s)'.

### 7.3 Procedure to Update Installed Mobile Radios

1. Select Asset Module → Asset Entry. Use serial number to obtain the existing record of the mobile radio by either Find or Browse method.
2. Status: Change to "P25 - Active". If it is a loaner, select "P25 – Loaner".
3. Unit ID: Enter CFW ID as programmed in the mobile radio.
4. Pro Template: Select the P25 template that is programmed in the mobile radio.
5. In Service: Select the date this radio is being activated on P25 system.
6. Agency: It is very important to verify which agencies own this asset. The ITS radio technician must select the appropriate agency for the new installed mobile radio. If it is a loaner, the Agency field must be "ITS - Radio Services" and indicate which department temporarily borrowed this radio in the Location field.
7. Vehicle: Enter vehicle number.



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8. Record all appropriate system IDs programmed in the new mobile radio (NETCO, Den Co, etc...)
9. CFW P25 ID: Enter the new CFW P25 ID assigned to the mobile radio.
10. CFW P25 Programmed Date: It is critical to update this field. It is used to indicate that this device is already programmed for the P25 system. Select the current date.
11. Save the updated record.
12. Asset management track leader will update the record with Fund, Account, and Center information later.

Following is the snapshot of an installed mobile record:

The screenshot shows the 'Asset Entry' application window. The main form contains the following data:

- Asset: 527CMZ1720
- Status: P25 - Active
- Agency: Police
- Serial Number: 527CMZ1720
- Class: Voice Radio Unit
- Location: West Division Administrator
- Model: M25URS9PW1AN
- Category: Mobile
- Assigned To: [Empty]
- Manufacturer: Motorola
- Parent Asset: [Empty]
- Vehicle: 147-1694
- Inventory #: [Empty]
- Unit Id: 762038
- OF256: [Empty]
- Building: [Empty]
- Description: APX6500 AT0 7/800 MHZ
- Prog Template: WEST PATROL TRAFFIC RB
- Room: [Empty]
- In Service: 08/16/2012
- Out of Service: [Empty]
- Floor: [Empty]

Below the main form are sections for Purchasing, Warranty, Maintenance Contract, and Preventive Maintenance. The Warranty section shows a 2-year warranty starting on 05/14/2012 and ending on 05/14/2014. The Maintenance Contract section shows a rate of 24. The Preventive Maintenance section shows a last PM and next PM date.

At the bottom, there is a table with the following data:

System Name	System Description	Range Name	Range Description	ID	Hex
CFW P25	CFW P25 System	CFW Mixed	CFW Mixed	7200867	006DE063

The status bar at the bottom indicates '1 Active Record(s)'.



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### 7.4 Procedure to Update Disposed Portable Radios

1. Select Asset Module → Asset Entry. Use serial number to obtain the existing record of the portable radio by either Find or Browse method.
2. Status: change to “P25 - Disposed”
3. Out of Service: Select the current date.
4. Remove all system ID such as Unit ID, NETCO ID, Arlington ID, etc...
5. Update appropriate list for other systems ID that is being reclaimed or to list being reused.
6. Save the updated record.

Following is the snapshot of a disposed portable radio record:

The screenshot shows the 'Asset Entry' window with the following details:

- Asset:** 205CFG0966
- Serial Number:** 205CFG0966
- Model:** H01UCF6PW1BN
- Manufacturer:** Motorola
- Inventry #:** [Empty]
- Description:** MTS 2000 RB
- Status:** P25 - Disposed
- Class:** Trunking
- Category:** Handheld
- Parent Asset:** [Empty]
- Unit Id:** 0C4FD
- Prog Template:** CODE BLUE RB
- In Service:** [Checked]
- Out of Service:** 09/02/2013 [Checked]
- Agency:** Police-Administration
- Location:** [Empty]
- Assigned To:** CODE BLUE
- Vehicle:** [Empty]
- Building:** WEST
- Room:** [Empty]
- Floor:** [Empty]

Additional sections include:

- Purchasing:** P.O. #, Date Received, Cost, Vendor.
- Warranty:** Type, Begins, Period, Ends.
- Maintenance Contract:** Begins, Ends, Rate, Additional Rate.
- Preventive Maintenance:** Last PM, PM Frequency, Next PM.

At the bottom, there is a 'Transfer ID's' section with a table:

System Name	System Description	Range Name	Range Description	ID	Hex

The status bar at the bottom indicates 'Edit Mode' and '1 Active Record(s)'.



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### 7.5 Procedure to Update Portable Radios That Will Be Redeployed

1. Select Asset Module → Asset Entry. Use serial number to obtain the existing record of the portable radio by either Find or Browse method.
2. Status: Change to “P25 – Holding for Redeploying”
3. Agency: Change to “ITS – Radio Services”
4. Clear out all information related to previous agency or owner such as Unit ID, Pro template, Location, Assigned To, Fund, Account, Center, etc...
5. Clear all other system IDs such as NETCO, Arlington, etc...
6. Update appropriate list for other systems ID that is being reclaimed or to list being reused.
7. Save the updated record.

Following is the snapshot of a redeployed portable radio:

The screenshot shows the 'Asset Entry' window with the following details:

- Asset:** 721CJZD062
- Serial Number:** 721CJZD062
- Model:** H18UCF9PW6AN
- Manufacturer:** Motorola
- Description:** XTS 5000 RB
- Status:** P25 - Holding For Redeploying
- Class:** Trunking
- Category:** Mobile
- Parent Asset:** (Empty)
- Unit Id:** (Empty)
- Prog Template:** (Empty)
- In Service:** 04/14/2011
- Out of Service:** (Empty)
- Agency:** ITS-Radio Services
- Location:** (Empty)
- Assigned To:** (Empty)
- Vehicle:** (Empty)
- Building:** (Empty)
- Room:** (Empty)
- Floor:** (Empty)

Additional sections include:

- Purchasing:** P.O. #, Date Received, Cost, Vendor.
- Warranty:** Type, Begins, Period, Ends.
- Maintenance Contract:** Begins, Ends, Rate, Additional Rate.
- Preventive Maintenance:** Last PM, PM Frequency, Next PM.

Navigation tabs at the bottom include: Category Details, Open WO, WO History, Transfer History, Notes, Child Assets, Attachments, Financial Information, ID Management.

A table at the bottom is titled 'Transfer ID's' and has columns: System Name, System Description, Range Name, Range Description, ID, Hex.

Footer: Edit Mode | Record 1769 of 2543



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## **7.6 Procedure to Update New or Redeployed Portable Radios**

1. Select Asset Module →Asset Entry. Use serial number to obtain the existing record of the portable radio by either Find or Browse method.
2. Status: Change to “P25 - Active”. If it is a loaner, select “P25 – Loaner”.
3. Unit ID: Enter the CFW ID programmed in the portable radio.
4. Pro Template: Select the P25 template that is programmed in the new or redeployed portable radio.
5. In Service: For active and backup radios, select the date this radio being activated on P25 system.
6. Agency: It is very important to verify which agencies own this asset. The ITS radio technician must select the appropriate agency for the new or redeployed portable radio. If it is a loaner, select “ITS - Radio Services” and indicate which department temporarily borrowed this radio in the Location field.
7. Assigned To: Indicates the user’s name.
8. Record all appropriate system IDs programmed in the portable radio (NETCO, Den City, Arl, etc...)
9. CFW P25 ID: Enter the new CFW P25 ID assigned to the portable radio.
10. CFW P25 Programmed Date: It is critical to update this field. It is used to indicate that this device is already programmed for P25 system. Select the current date.
11. Save the updated record.
12. Asset management track leader will update the record with Fund, Account, and Center information later.



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Following is the snapshot of a new or redeployed portable radio record:

The screenshot shows the 'Asset Entry' window with the following details:

- Asset:** 721CHH0354
- Serial Number:** 721CHH0354
- Model:** H18UCF9PW6AN
- Manufacturer:** Motorola
- Description:** XTS 5000 RB
- Status:** P25 - Active
- Class:** Trunking
- Category:** Handheld
- Unit Id:** 747979 0BB6B
- Prog Template:** EAST P25
- In Service:** 03/08/2013
- Out of Service:** (empty)
- Agency:** Police
- Location:** East Division Administrator
- Assigned To:** 129285 Katherine Hopson
- Vehicle:** (empty)
- Building:** (empty)
- Room:** (empty)
- Floor:** (empty)

Additional sections include Purchasing, Warranty, Maintenance Contract, and Preventive Maintenance, all with empty or default values.

At the bottom, the 'ID Management' tab is active, showing a table of system IDs:

System Name	System Description	Range Name	Range Description	ID	Hex
CPW P25	CPW P25 System	CPW Mixed	CPW Mixed	7204455	006DEE67

## 7.7 Procedure to Update Disposed Control Stations And Consolettes

1. Select Asset Module → Asset Entry. Use serial number to obtain the existing record of the consolettes by either Find or Browse method.
2. Status: change to "P25 - Disposed"
3. Out of Service: Select the current date.
4. Remove all system ID such as Unit ID, NETCO ID, Arlington ID, etc...
5. Update appropriate list for other systems ID that is being reclaimed or to list being reused.
6. Save the updated record.



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Following is the snapshot of a disposed consolette record:

The screenshot shows the 'Asset Entry' window with the following details:

- Asset:** 276ASE0072
- Status:** P25 - Disposed
- Agency:** ITS-Radio Services
- Serial Number:** 276ASE0072
- Class:** Trunking
- Location:** (empty)
- Model:** L35K\M7174AM
- Category:** Desktop
- Assigned To:** Radio Services
- Manufacturer:** Motorola
- Parent Asset:** (empty)
- Vehicle:** (empty)
- In Service:** 11/08/2010
- Out of Service:** 09/02/2013
- Description:** Spectra Desktop (Optimization)
- Proq Template:** (empty)
- Room:** (empty)
- Floor:** (empty)

Additional fields include Purchasing (P.O. #, Date Received, Cost, Vendor), Warranty (Type, Begins, Period, Ends), Maintenance Contract (Begins, Ends, Rate, Additional Rate), and Preventive Maintenance (Last PM, PM Frequency, Next PM).

At the bottom, there is a 'Transfer ID's' table with columns: System Name, System Description, Range Name, Range Description, ID, and Hex. The table is currently empty.

## 7.8 Procedure to Update Installed Consolettes

1. Select Asset Module → Asset Entry. Use the serial number to obtain the existing record of the consolette by either Find or Browse method.
2. Status: Change to "P25 - Active". If it is a loaner, select "P25 – Loaner".
3. Unit ID: Enter the CFW ID.
4. Pro Template: Select the P25 template that is programmed in the consolette.
5. Date in Service: Select the date the consolette is activated on P25 system.
6. Agency: It is very important to verify which agencies own this asset. The ITS radio technician must select the appropriate agency for the new installed consolette. If it is a loaner, the Agency field must be "ITS - Radio Services" and indicate which department temporarily borrowed this consolette in the Location field.



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7. Record all appropriate system IDs programmed in the new consolette (NETCO, Den Co, etc...)
8. CFW P25 ID: Enter the new CFW P25 ID assigned to the portable radio.
9. CFW P25 Programmed Date: It is critical to update this field. It is used to indicate that this device is already programmed for P25 system. Select the current date.
10. Save the updated record.
11. Asset management track leader will update the record with Fund, Account, and Center information later.

Following is the snapshot of the installed consolette record:

The screenshot shows the 'Asset Entry' application window. The main form contains the following data:

- Asset:** 761CMZ0068
- Serial Number:** 761CMZ0068
- Model:** L30TSS9PW1AN
- Manufacturer:** Motorola
- Description:** APX7500 CONSOLETTTE DUAL BAND MODEL
- Status:** P25 - Active
- Class:** Voice Radio Unit
- Category:** Desktop
- Parent Asset:** (empty)
- Unit Id:** 123456 05BA0
- Prog Template:** FIRE ARSON P25 2ND V1
- In Service:** 09/02/2013
- Out of Service:** (empty)
- Agency:** Fire-Administration
- Location:** ADM
- Assigned To:** (empty)
- Vehicle:** (empty)
- Building:** (empty)
- Room:** (empty)
- Floor:** (empty)

Below the main form are sections for:

- Purchasing:** P.O. #, Date Received, Cost, Vendor.
- Warranty:** Type (2 YR), Begins (05/28/2012), Period (24), Ends (05/28/2014).
- Maintenance Contract:** Begins, Ends, Rate, Additional Rate.
- Preventive Maintenance:** Last PM, PM Frequency, Next PM.

At the bottom, there is a 'Transfer ID's' section with a table:

System Name	System Description	Range Name	Range Description	ID	Hex
CFW P25	CFW P25 System	CFW Mixed	CFW Mixed	7200005	0060DD05

The status bar at the bottom indicates 'Browse Mode' and 'Record 1 of 1'.





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### 7.9 Procedure to Update Spare Portable/Mobile Radios and Consolettes

1. Select Asset Module → Asset Entry. Use serial number to obtain the existing record of the asset by either Find or Browse method.
2. Status: Select “P25 – Spare”.
3. Agency: It is very important for the IT Solutions radio technician to indicate which agencies own this asset.
4. Assigned To: Indicate where this spare is located. Ex: “Carol’s stock”, or “ITS Radio Shop”, or “Aviation’s stock”, etc...
5. Save the updated record.

Following is the snapshot of a spare record:

The screenshot displays the 'Asset Entry' window with the following data:

- Asset:** 761CMZ0068
- Serial Number:** 761CMZ0068
- Model:** L30T5S9PW1AN
- Manufacturer:** Motorola
- Description:** APX7500 CONSOLETTA DUAL BAND MODEL
- Status:** P25 - Spare
- Class:** Voice Radio Unit
- Category:** Desktop
- Agency:** Police
- Location:** (empty)
- Assigned To:** Bob's Stock
- Vehicle:** (empty)
- Building:** (empty)
- Room:** (empty)
- Floor:** (empty)
- In Service:** (checked)
- Out of Service:** (checked)
- Warranty:** Type: 2 YR, Begins: 05/28/2012, Ends: 05/28/2014
- Maintenance Contract:** Begins: (empty), Ends: (empty), Rate: (empty)
- Preventive Maintenance:** Last PM: (empty), Next PM: (empty)

At the bottom, there is a 'Transfer ID's' table with columns: System Name, System Description, Range Name, Range Description, ID, and Hex. The table is currently empty.

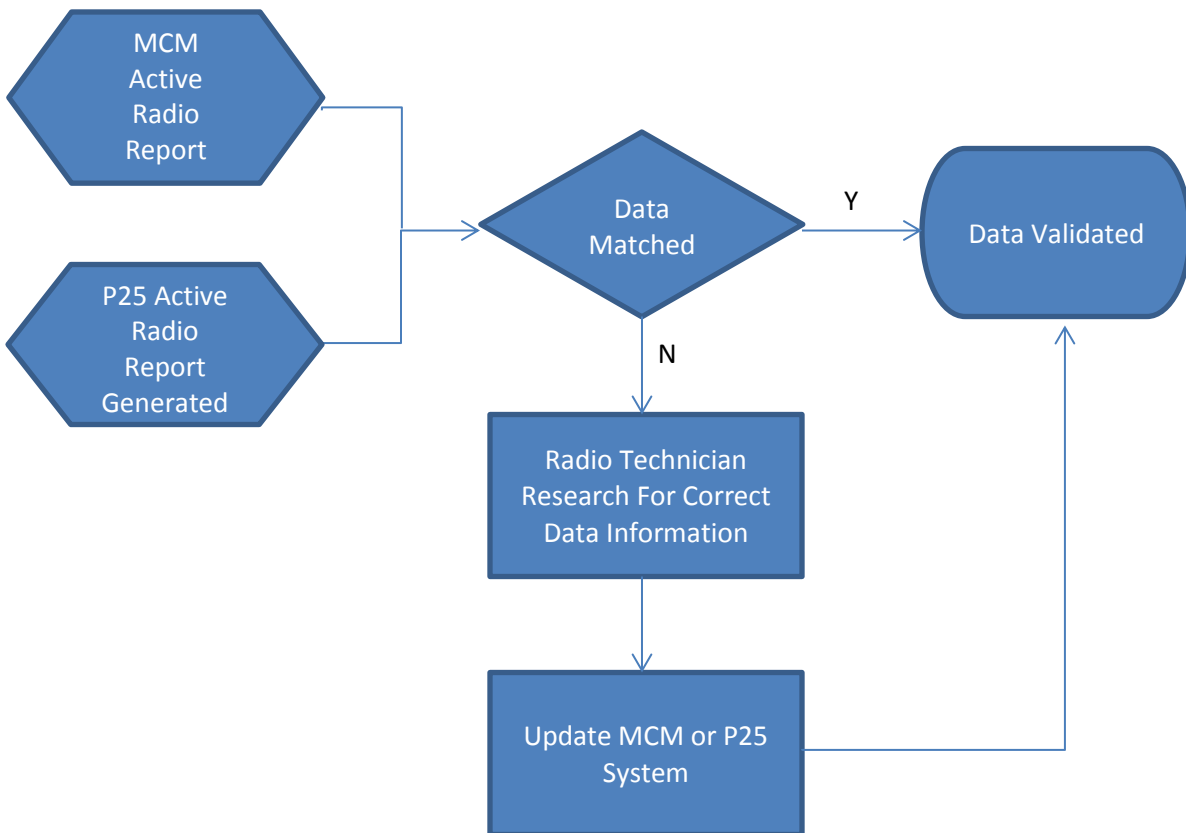


Title:	Subscriber Asset Management	SOP No:	ITS-RADIO-002
Revision:	1.1	Effective Date:	September 15, 2014
Owner:	Manager - Radio Services	Department:	IT Solutions

### 7.10 Procedure to Audit Data in MCM

The process will be performed at least once a year. It is applicable to all radios that are documented in MCM and are active on the CFW P25 radio system. It ensures that all radios procured are captured in the MCM database and preserves the accuracy and integrity of subscriber asset management.

The flow chart below illustrates the MCM Data Audit procedure that must be followed:



Notes: For each radio record, the information to be compared are: serial numbers, P25 IDs, and Agencies.

## 8 Forms

Please click the following link to open Form P25 PP 2:

[P25 PP 2 Appendix A](#)



Title:	Subscriber Asset Management	SOP No:	ITS-RADIO-002
Revision:	1.1	Effective Date:	September 15, 2014
Owner:	Manager - Radio Services	Department:	IT Solutions

### ***Version Control***

<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Author</u></b>
1.0	8/1/2014	Original version	Abinta Khan
1.1	9/15/2014	Added Section 7.10 – “Procedure to Audit Data in MCM”	Dominic Hoang