

Vector (Flush) Services Intranet Application Manual

Information Resources

Logon Screen	2
New Request Screen	3
The Job Filter Screen	Error! Bookmark not defined.
The Results Screen	Error! Bookmark not defined.
Flush Detail/Update Screen	Error! Bookmark not defined.
Reports Screen	Error! Bookmark not defined.
Reports Detail Configuration Screen	Error! Bookmark not defined.
User List Page	Error! Bookmark not defined.
Crew List Page	Error! Bookmark not defined.
Truck List Page	Error! Bookmark not defined.
Bureau List Page	Error! Bookmark not defined.
District List Page	Error! Bookmark not defined.
Printing a Flush Request	Error! Bookmark not defined.

Access to the Vactor Services (Flush) System

Before gaining access to the Vactor Services (Flush) System a user will need an id and appropriate authorization.

If you need authorization to this system, contact your Flush system administrator for your borough, which is usually the Control Center supervisor for environmental operations or the flush dispatcher. He/she can add a user to the system; change the authorization level; or change the default screen selection.

Authorization Levels

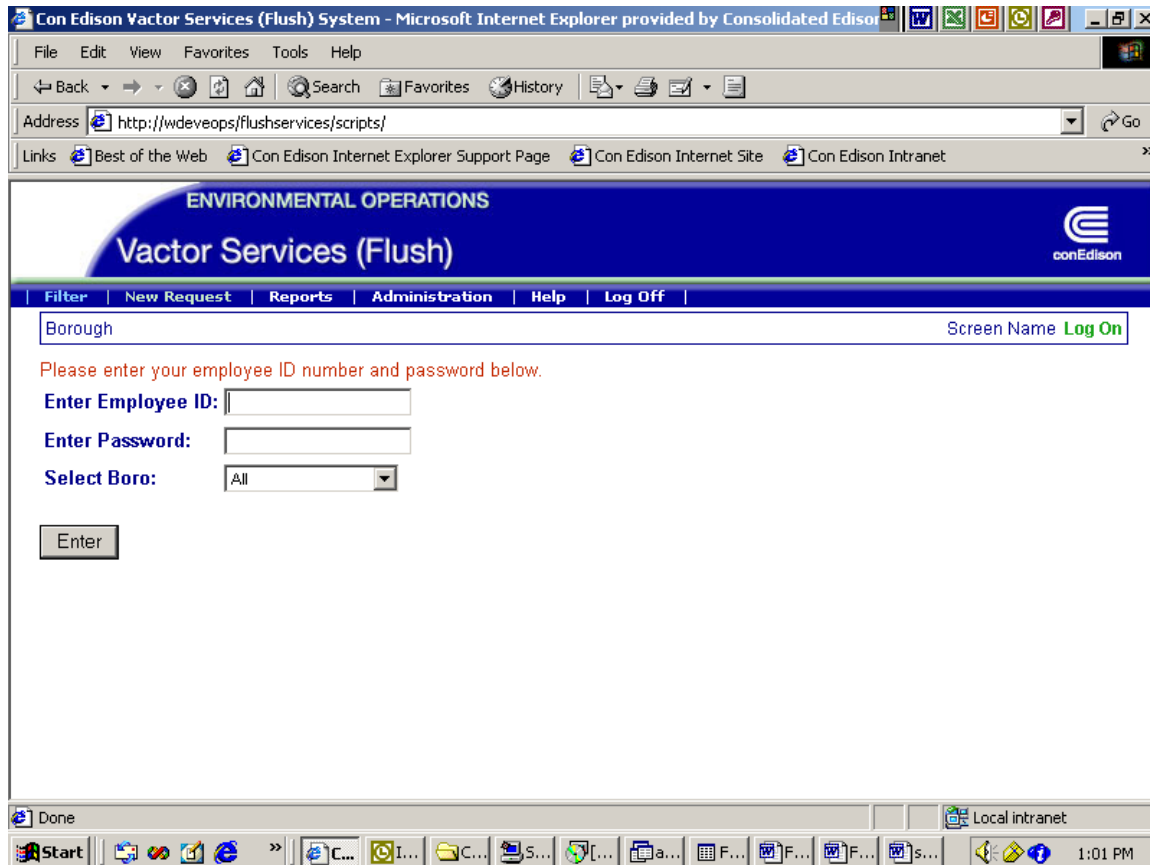
There are four (4) authorization levels for the Vactor Services (Flush) system: Admin, Requester, Dispatcher. Each level is described below:

- **Admin** - allows all access to the system. Includes the ability to add/update logon id's crew lists, truck list, bureau lists and district lists. The administrators are:

Brooklyn / Queens	Manhattan	Bronx / Westchester	Staten Island
Ed Vesce	Robert Pellegrino	Charles D'Alicera	
Gus Kalogrias	Dennis Romano	Larry Fischer	
Cliff Miller		Jeanne Canner	
Henry Bertorelli		Lawrence Manee	
		Gerald Flanagan	
		John David	

- **Requester** –This level allows users to request a flush with limited update capability. Most users will have this level of access.
- **Dispatcher** –This level allows users to request a flush and allows update capability to all flush-related requests. This level does not have administrative authority to add logon id's crew lists, truck lists, bureau lists and district lists. Flush dispatchers will have this level of authority.
- **Read only** - Allows read-only access to the system. This enables users to view the status of flush requests and generate reports.

Logon Screen



This is the main logon screen for the new Vector Services (Flush) system. This screen is retrieved by typing the URL: ‘//intranet/flushservices’ on the address line of Internet Explorer.

Logging on

A user will input the following information to log on:

- Enter a 5 digit User ID (Employee id)
- Enter a 5 character password
- Select a borough. (Only authorized boroughs will be displayed).

Click the ‘Enter’ button to retrieve the next screen.

Default Screen Displayed at Logon

The next screen displayed is determined by the borough option selected when the user is defined to the system in the administrative function.

New Flush Service Request Screen

The purpose of the *New Flush Service Request Screen* is to enter new requests for flushes. The minimum fields required to enter a flush request are:

- Bureau
- Account number
- Structure number
- Structure Type
- Owner of structure
- Parking info
- Request priority
- Request date and time

All other fields are optional.

After the fields necessary for the specific request are entered, click on the “Submit” button and the flush request will be created. Each flush request will be assigned a unique flush number (Flush No) that will be displayed. All flush numbers are unique to each division.

Only system users with Dispatch authority can actually assign a flush. Users with Request authority can only request a flush and must wait for a dispatcher to actually assign a flush and/or update status once it has been requested. After an entry has been submitted, requestors can cancel it if its status has not changed.

All fields available for input are described in the table below.

New Flush Service Requests Screen: Fields for All Authorization Levels

Field Name	Required, Optional or System Generated	Description
Borough	System Generated	Borough selected at logon
Bureau	Required	<p>A drop down list of all the valid bureaus for a particular Customer Service Area (CSA). Each CSA will provide a list of valid bureaus or sections who request Flush services. The list is maintained by the administrators of each operating area</p> <p>Notes:</p> <ul style="list-style-type: none"> • If you change the borough, this drop down list will be automatically refreshed. • A default bureau can be set up for each user so that it will be automatically selected.
Status	Required	<p>A drop down list of all valid statuses is displayed. Valid statuses are the following:</p> <ul style="list-style-type: none"> • Requested – New Flush Request • Assigned – Flush crew has been dispatched • Completed – Flush task has been completed • Duplicate – Marks flush requests for the same structure • Cancelled – Flush request cancelled • Pending Requester Action – Requires requester to take action <p>The default status on the <i>New Request Screen</i> will be ‘Requested’.</p> <p>Requesters will be able to request work and can only cancel if original request status has not changed.</p> <p>Dispatchers can assign flush crews and change entries to any status desired.</p> <p>Administrators will have the same abilities as dispatchers in addition to adding users to the system.</p> <p>Dispatchers & Administrators will have more fields presented to them than the construction coordinators due to their higher level of authorization. If a job is a MiniFlush job, the requester will have all authorization as a dispatcher.</p>
Flush Number	System generated	A unique number assigned to each flush request. Each CSA will have its own set of unique numbers. The flush number will be displayed when the request is successfully added to the system.
Field Name	Required, Optional or System Generated	Description

Structure No	Required	The ID of the structure to be flushed. When clicked, a check mark next to this field will automatically populate the M&S Plate and location information.
Structure Type	Required	Identifies the type of structure being flushed. The field is a drop down box with all valid structure types. They are: manhole, service box, vault, pull box, customer manhole, customer service box, disconnected manhole, vault submersible, transformer manhole, and rectifier vault submersible
B Ticket	Optional	The ECS emergency ticket number. The format is 'me02123456'. The first letter must match one of the six divisions and the second letter must equal 'e', 'g' or 'l' (e=electric g and l are for gas).
M&S Plate	Optional	<u>M&S Plate</u> number will be automatically populated if the structure number is found in the Electric Warehouse. Otherwise it must be manually entered.
E2MIS	Optional	The 6 digit identification number from the Environmental Reporting System (E2MIS)
AWU	Optional	Nine digit number of the corresponding AWU from the DOCS System. The first two digits are the division code i.e. 01 – Manhattan, 02 – Bronx, etc. The next seven digit sequence numbers must be fully entered.
Layout number	Optional	A 13 character maximum field containing the layout number with a 3 digit optional part number i.e. S02-12345-001
Feeder Number	Optional	The feeder that services a structure. The format of the feeder number varies both within and across divisions.
Mini Flush	Optional	Check box to indicate that a small Vactor truck will be used to flush the structure indicated. This box will only be used by Manhattan, Brooklyn, and Queens. These flush requests will be maintained and routed by the Electric Coordinators in their respective areas and will not be handled by the Flush Dispatchers. All Mini Flush records can be updated by the requesting organizations. Normal flush update authorization does not apply. If the Mini Flush check box is unchecked, then the request becomes a regular flush request with normal authorization rules.
Location	Required	Automatically populated when a structure number is added if found in the Electric Warehouse. Otherwise it must be manually added.
Request Priority	Required	The priority associated with the flush request as determined by the severity of the task. The lower the number the higher the priority.
District	Optional	Allows entry of the district for the division that is responsible for the work. This is a drop down box maintained in the administrative function.
Required Date/Time	Required	The last date that the flush should be performed to meet the work schedule requirements of Electric Construction. If the 'Field Meeting' switch is checked, then a time must be entered in the time field.
Field Meeting	Optional	This field should be checked on to indicate that a field meeting is requested with a specific date and time.
Remarks	Optional	A freeform text field to store unique aspects about the Flush Request.
Municipality	Optional	The Municipality where the structure exists. Westchester only.
Parking Info	Required	A freeform field to capture restrictive parking information.

New Flush Service Requests Screen: Fields for Dispatchers and Mini Flushes

Dispatcher Priority	Overrules the requester's priority. This is the key priority field used to retrieve flush request records.
Status	The Dispatcher is authorized to update the Status field for any status code. All new Flush requests are inserted in 'Request' mode. The requesting organization can change the status to 'Cancelled' by clicking on the 'cancel' button on the bottom of the edit page. (This value cannot be edited directly by the requester). All other status values are set by the dispatcher.
Close Date/Time	The date that the Flush was completed, cancelled, or duplicated. A click on the yellow symbol to the right of the fields will automatically enter the current date and time.
Sump	<p>A pull down box, which lists the various statuses of the sump pit in a Vault. The options are the following:</p> <ul style="list-style-type: none"> • Any • No sump • Earth sump no action • Earth sump cemented • Found cemented <p>This field is updated by the flush dispatcher based on information from the flush crew.</p>
Foreign Crew	A pull down to allow the Flush Dispatcher to indicate that a contractor of a crew from another borough has been assigned to do the flush
Employee	The Flush employee assigned to perform the flush. This drop down box is initialized to spaces if the foreign crew field is changed.
Truck	The truck assigned to perform the flush. Updated by the Flush Dispatcher. This drop down box is initialized to spaces if the foreign crew field is changed.