Northwestern | FACILITIES CONNECT

OPERATIONS & MAINTENANCE



Job Guide #1

Managing Assets: Building Equipment



MANAGING ASSETS: BUILDING EQUIPMENT

DOCUMENT SUMMARY

This job guide provides step-by-step instruction for accessing, viewing, and managing building equipment assets in Facilities Connect.

The purpose of this document is to serve as guided reference and/or new hire training on building equipment asset functionality.

VERSION INFORMATION (THIS DOCUMENT)

Version 1.0 Release Date 4/24/2019

Owner **NU Facilities**

Version This is the original version of the document; content within represents delivered system functionality at Building Equipment Assets go-live

(2/5/2019), and has been verified as up-to-date of this document's

release (4/24/19)

REVISION HISTORY

Most Recent →

Version	Release Date	Action	Owner
1.0	4/24/2019	Created	NU Facilities



TABLE OF CONTENTS

This document has been structured by the key topic(s) and process(es) involved in the management of building equipment assets. Please view the table below to locate a specific topic or process contained within the document.

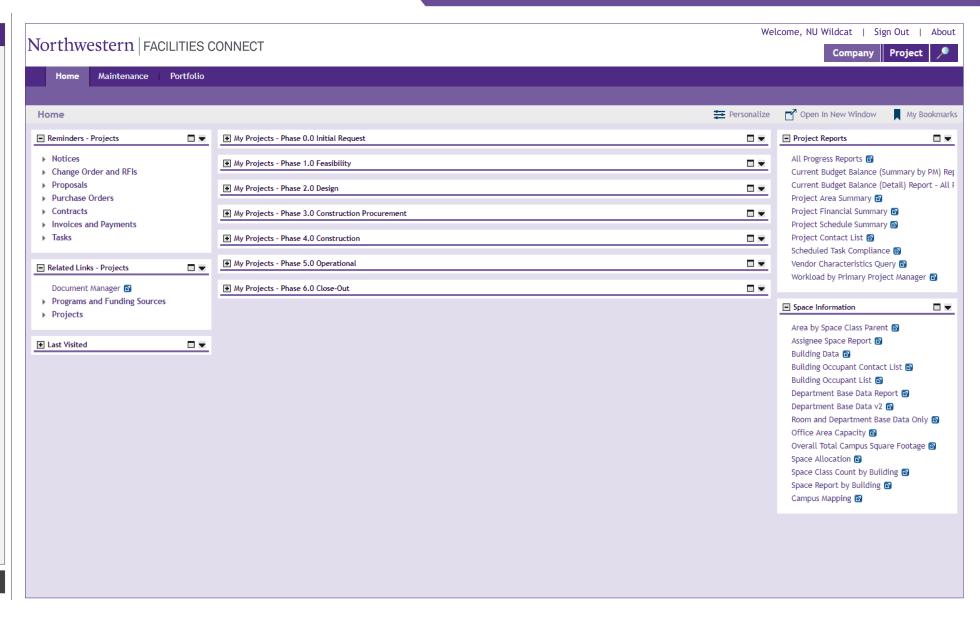
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HOME SCREEN

lacktriangledown GETTING STARTED

- To begin, access the Facilities Connect Home Screen
- In order to review, modify, and create Building Equipment Assets and Specifications as outlined in this job guide, the user must:
 - a) Possess the Asset Manager role and responsibilities



▶ PROCESS



UNDERSTANDING SPECIFICATIONS AND ASSETS

▼ IMPORTANT

- Before proceeding to the processes outlined within this document, it is important to understand the distinction between a Building Equipment Asset and Specification
- In Facilities Connect, Assets and Specifications enjoy a complementary relationship, and possess an equal footing in terms of importance for their completion, accuracy, and thoroughness of respective records
- The graphic on the right side of this page highlights the key differences between Assets and Specifications, and how the association of a Specification to an individual Asset completes the Asset record.

See Process 2.3 – Create a New Asset (p.33) to view the steps involved with the association of a **Specification** with an **Asset** record

UNDERSTANDING SPECIFICATIONS AND ASSETS

SPECIFICATION

What is it?

- A detailed description of asset information, but not the actual asset record
- Used to define and organize important common elements between assets of the same type adding simplicity and consistency to asset management
- Is applied to a single (or multiple) asset record(s) in Facilities Connect

What information does it contain?

- Manufacturer and Model Details
- Specification and Service Class Information
- Unit dimensions, capacities, and energy consumption / efficiency details
- Associated Safety Plans
- Cost information
- List of Associated Parts
- Recommended Maintenance Details

ASSET

What is it?

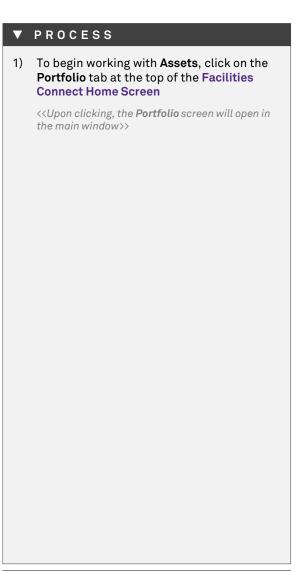
- An individual owned or leased item (e.g. equipment, technology, vehicles, tools, etc.) on campus
- Can also be associated with an organization, location, and/or person
- Includes an associated specification

What information does it contain?

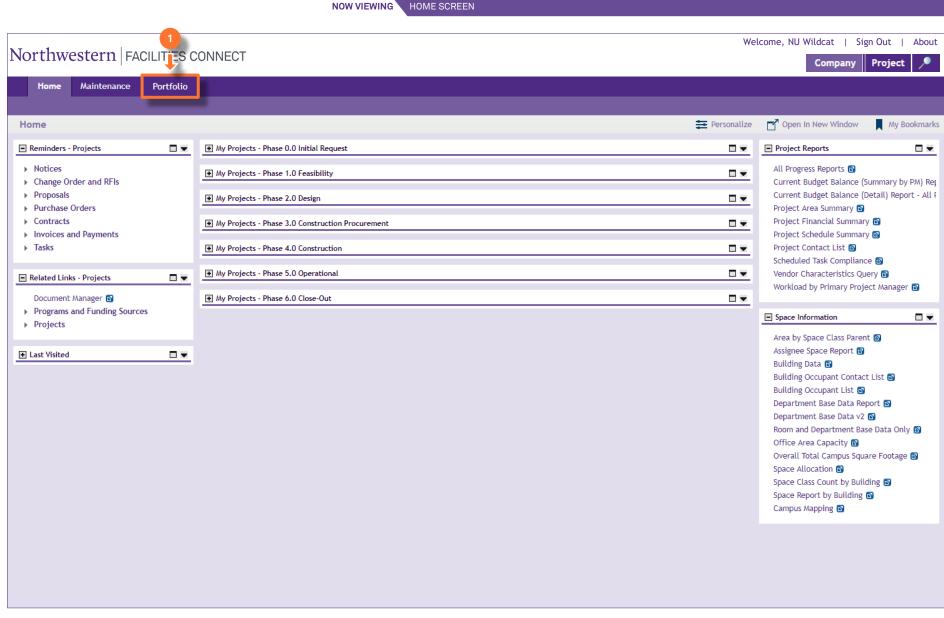
- Serial number, NU Asset Tag Barcode, and Campus Location Information
- Unit Condition and In/Out of Service Dates
- Associated Specification
- Preventive Maintenance Schedule
- Operating Schedule
- Operational History / Move, Downtime Information
- Item Cost Information
- Parts List

▶ PROCESS





► INFORMATION



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NOW VIEWING PORTFOLIO SCREEN

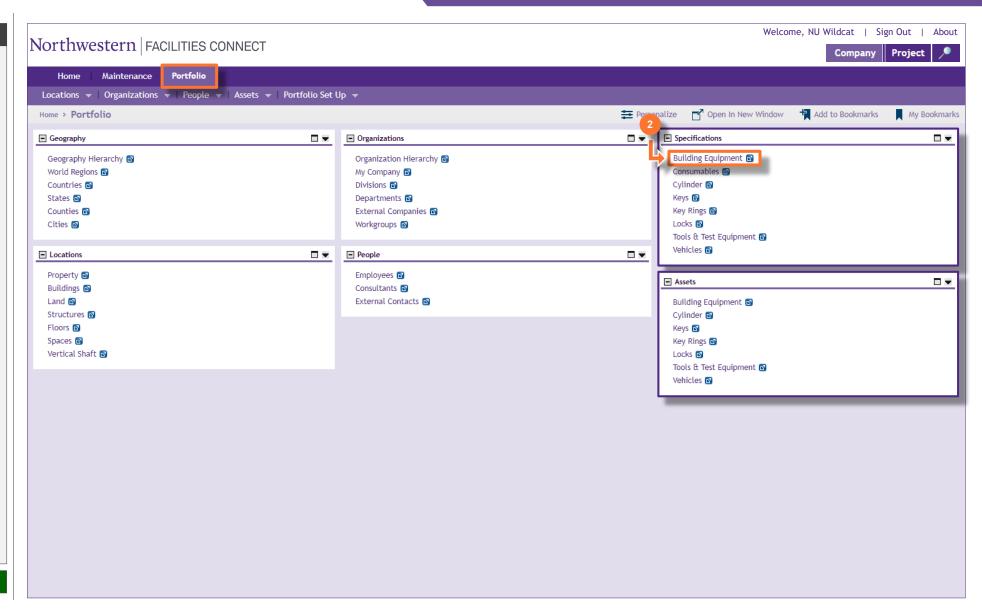
▼ PROCESS

On the **Portfolio** screen, you will use both the **Specifications** and **Assets** menus for managing assets. Both menus are located on the right side of the screen.

When working with **Building Equipment**, asset and specification information is accessible via the **Building Equipment** option, located on each menu.

 To begin, access Building Equipment Specifications, click on the option labeled Building Equipment, located within the Specifications menu

<<Upon clicking, the **Building Equipment Specification** screen will open in the main window>>





BUILDING EQUIPMENT SPECIFICATION SCREEN

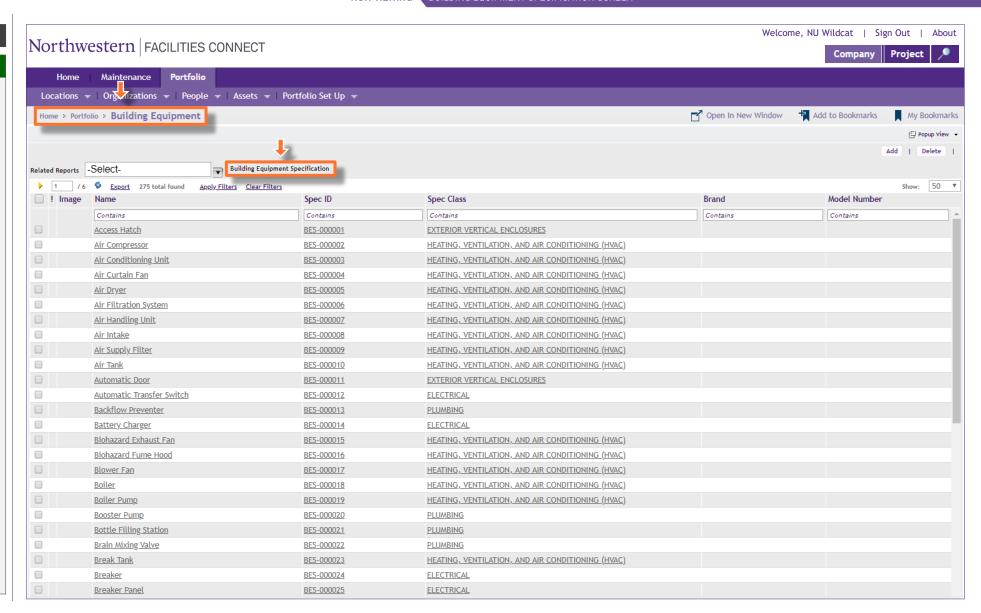
▶ PROCESS

▼ INFORMATION

Upon arriving on the **Building Equipment Specification** screen, you will notice the following indicators of your location in Facilities Connect (as shown on the right):

- Navigation Path
 Home > Portfolio > Building Equipment
- Related Report Selection
 Building Equipment Specification

The presence of these two (2) indicators confirm that you are on the correct screen for working with **Building Equipment Specifications**.





BUILDING EQUIPMENT SPECIFICATION SCREEN

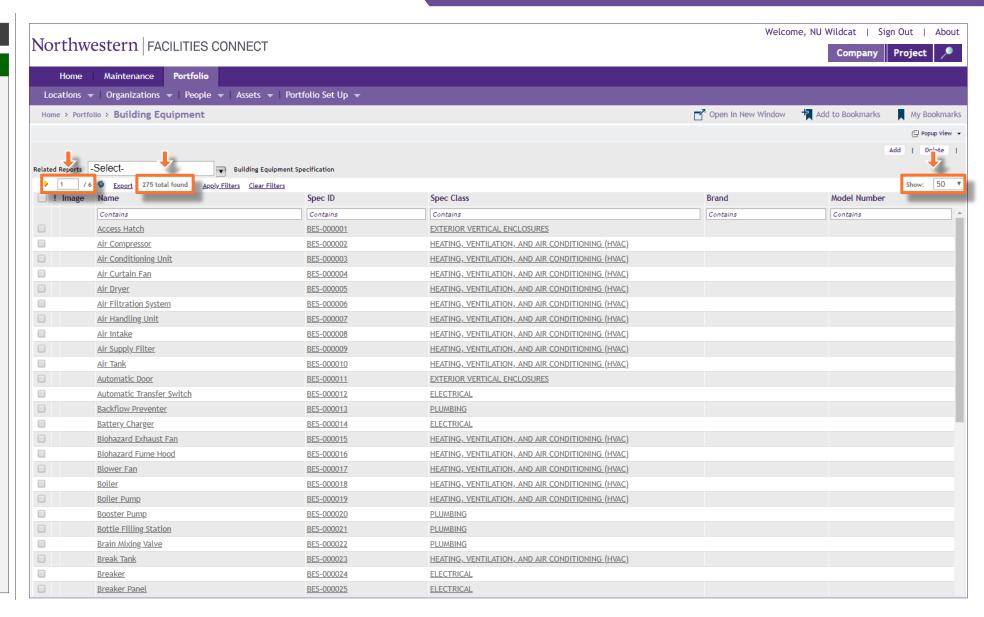
PROCESS

▼ INFORMATION

On the **Building Equipment Specification** screen, you are able to locate and access an existing building equipment specification, or create a new building equipment specification in Facilities Connect.

Note: On this tab, always be aware of the number of items present within each section (shown on the Information Bar)

As a default, Facilities Connect will display the first ten (10) items in each section. This can be adjusted by changing the number of visible records via the **Show** dropdown on the right side of each section





BUILDING EQUIPMENT SPECIFICATION SCREEN

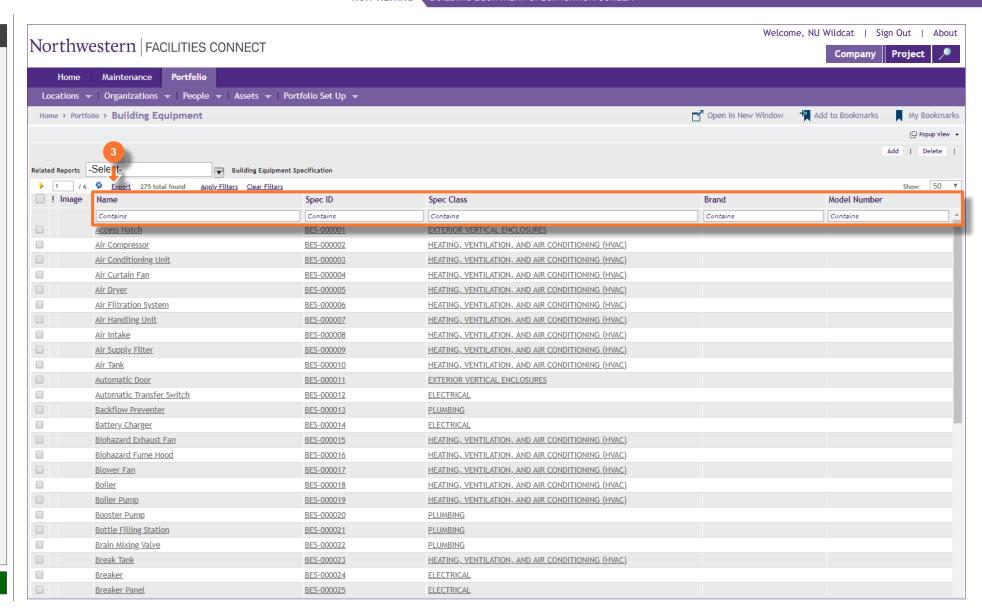
▼ PROCESS

Process 1.1

Locate an Existing Specification

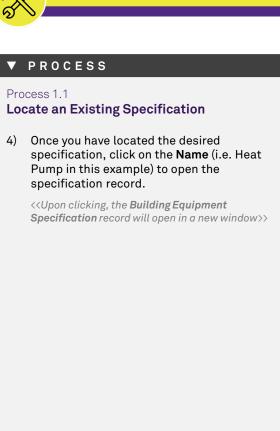
Following Step #2, on the Building Equipment Specification screen:

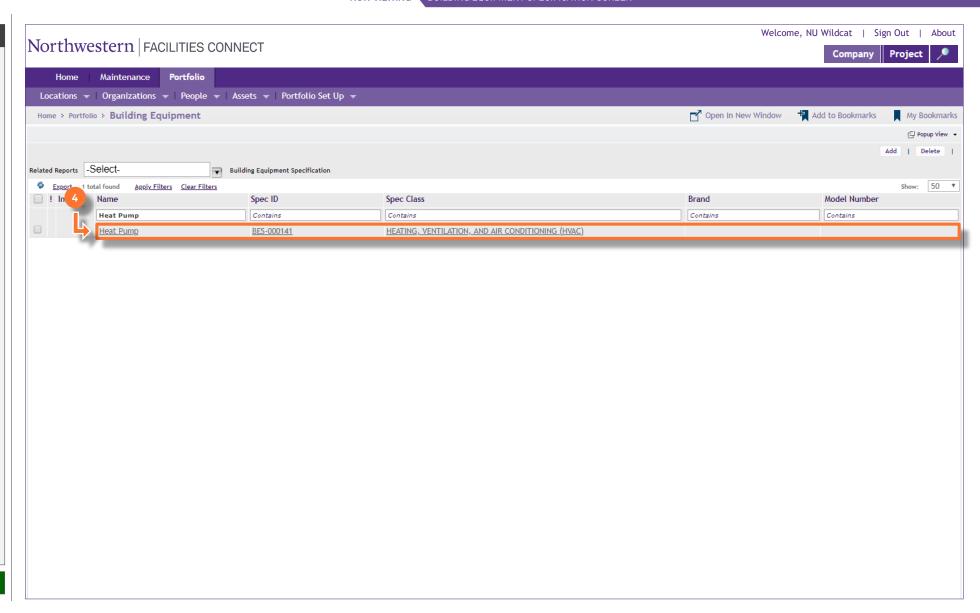
- 3) Use available **Sort / Filter** functionality to locate a desired specification
 - To Sort, click on any column header (e.g. Name, Spec ID, Spec Class, Brand, etc.) to toggle an ascending / descending sort order for the contents of the column.
 - To Filter, type your desired criteria (e.g. "heat pump") into one (or multiple) white filter box(es) beneath the column header row. Once all the criteria has been added, press the Enter key to filter results below.





BUILDING EQUIPMENT SPECIFICATION SCREEN







▼ PROCESS Process 1.1 **Locate an Existing Specification** The Building Equipment Specification record, for Heat Pump in this example, is now open and accessible for review and/or editing. End of Process Next Process > 1.2 Review an Existing Specification

BUILDING EQUIPMENT SPECIFICATION RECORD Building Equipment Spec: Heat Pump-BES-000141 Add To Bookmarks 📄 Print 🕡 Help Revise More x General Details Products Inventory Maintenance Self Service Notifications Notes & Documents (Required): General information for Building Equipment Spec. General ID b2S-000141 Status Active Image * Name Heat Pump Description BES-000141 Details Specification Order Type Spec Type Hard Spec * Spec Class HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Construction Class Spec Group **Building System Class** Created by * Service Class Mechanical Manage as Inventory Contains Haz Mat Self Service Request Move Item Environmental Details **Energy Rating Type Energy Rating Value** 0 **Overall Product Rating** ■ Spec Class Data Attributes Units Manufacturer Manufacturer Details Brand Model Name Model Number **Product Code** Product Code Type List Price \$.00 US Dollars Purchase Units each Item Cost ■ Item Use Cost Entitlements Revise More x

NOW VIEWING

NOW VIEWING BUILDING EQUIPMENT SPECIFICATION RECORD

▶ PROCESS

INFORMATION

Process 1.2

Review an Existing Specification

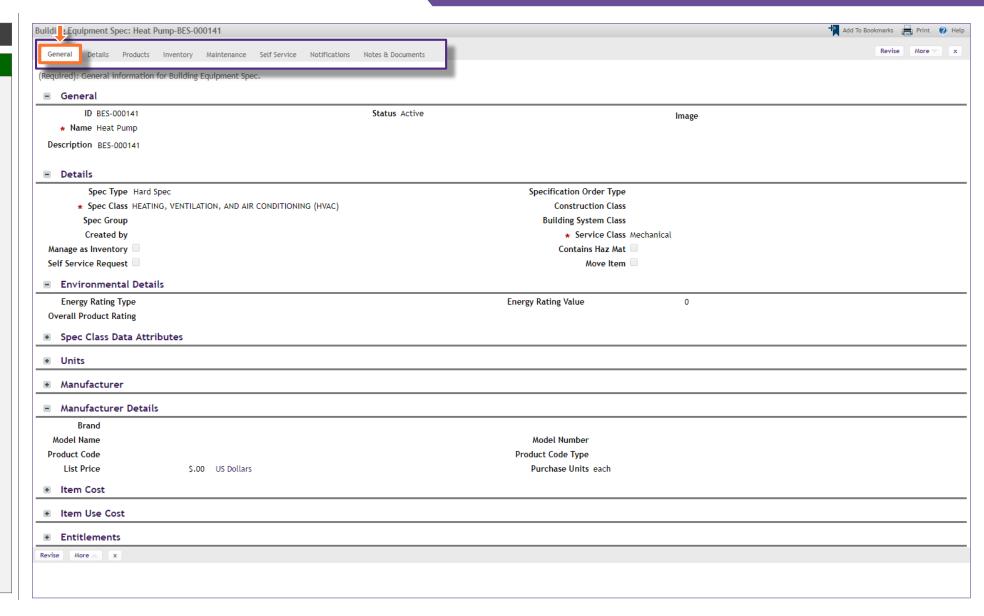
Once you have accessed a **Building Equipment Specification** record, you can now navigate within the record to view and/or modify information. Navigation is driven by the tab menu located at the top of the screen.

<u>Tip</u>: Upon opening a record, Facilities Connect will display the **General** tab (as shown on the right)

By clicking on the individual tabs, you are able to access a variety of information regarding the selected specification (see next page).

Note: Specification records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.



NOW VIEWING

BUILDING EQUIPMENT SPECIFICATION RECORD

PROCESS

▼ INFORMATION

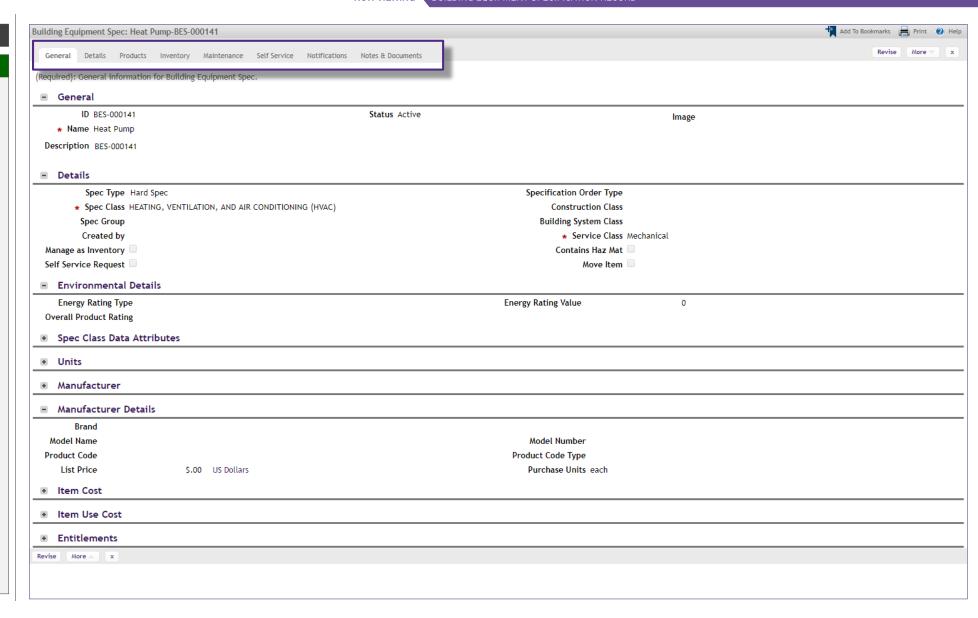
Process 1.2

Review an Existing Specification

The active tab will be highlighted (in white), indicating its contents are currently displayed.

The available tabs and their contents include:

- General contains specification name, type, class, service class, manufacturer, environmental details, and item cost information
- Details contains units of measurement, dimensions, unit ratings (e.g. capacity, voltage, amps, etc.), and underlying asset parts list
- Products is not used by NU Facilities
- Inventory provides inventory information on parts associated with the underlying asset
- Maintenance provides information on underlying asset life expectancy, readings, warranties, and safety plans
- Self Service contains available free form text fields to add / store additional descriptive and features information on the underlying asset
- Notifications is not used by NU Facilities
- Notes & Documents is a repository to add comments and attachments (e.g. photos, manuals, supporting documents, etc.)





BUILDING EQUIPMENT SPECIFICATION RECORD

▼ PROCESS

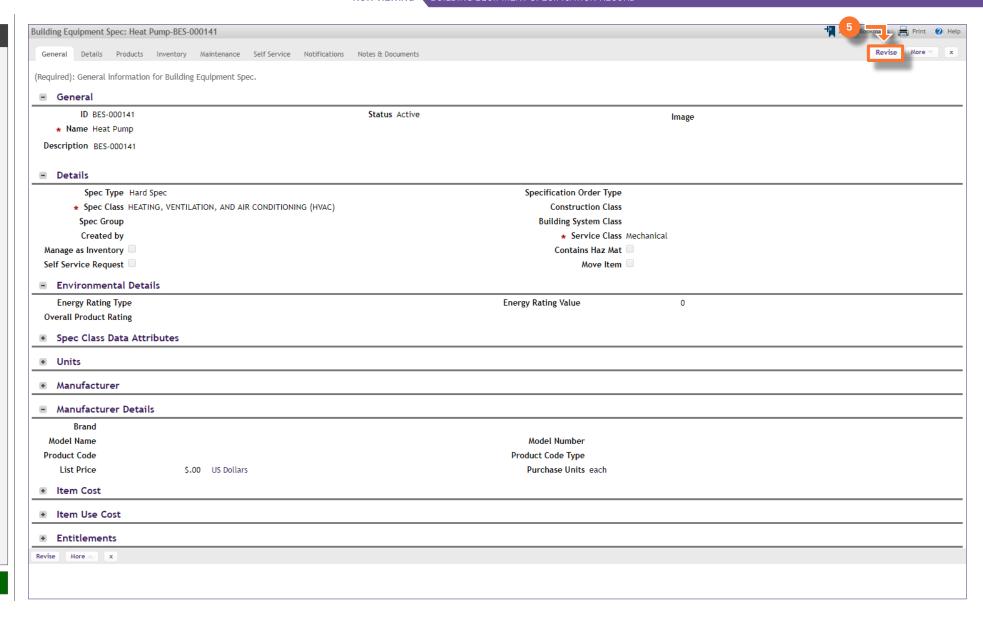
Process 1.2

Review an Existing Specification

To modify a Building Equipment Specification record, perform the following steps

 Begin by clicking the Revise button to prepare the specification record for editing.

<<Upon clicking, the Building Equipment
Specification record will become editable, and
new action buttons will appear at the upper right
of the form>>





▼ PROCESS

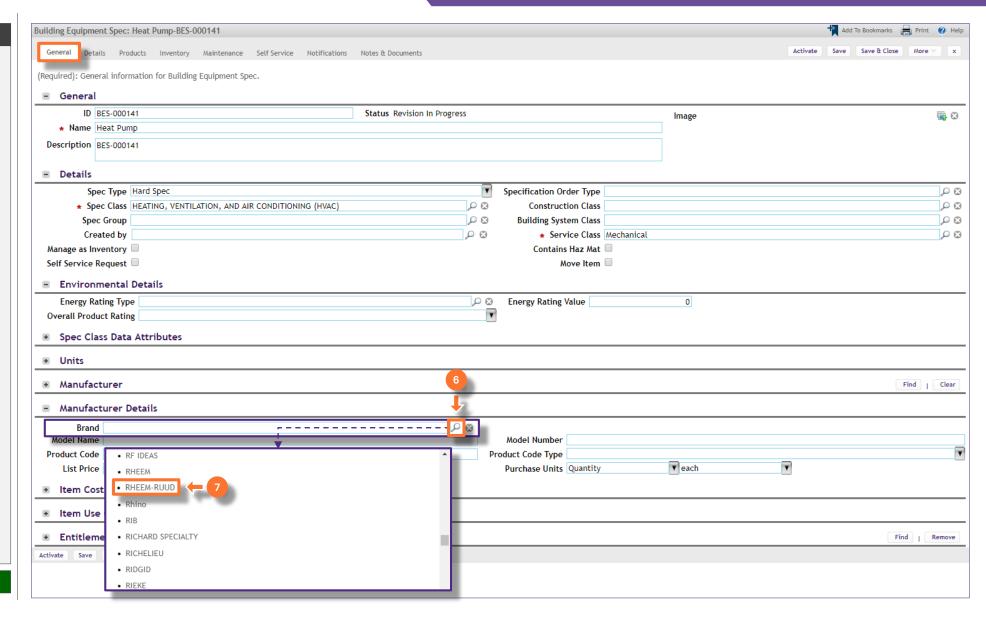
Process 1.2

Review an Existing Specification

Next, identify the field(s) across the various tabs to be modified.

For this example, we will update the Manufacturer Details section with a Brand and Model Name.

- To locate the desired Brand, click the Magnifying Glass icon (immediately to the right of the field)
- 7) Upon clicking, a listing of available brands will appear immediately below. Locate the desired **Brand**, and click to select.



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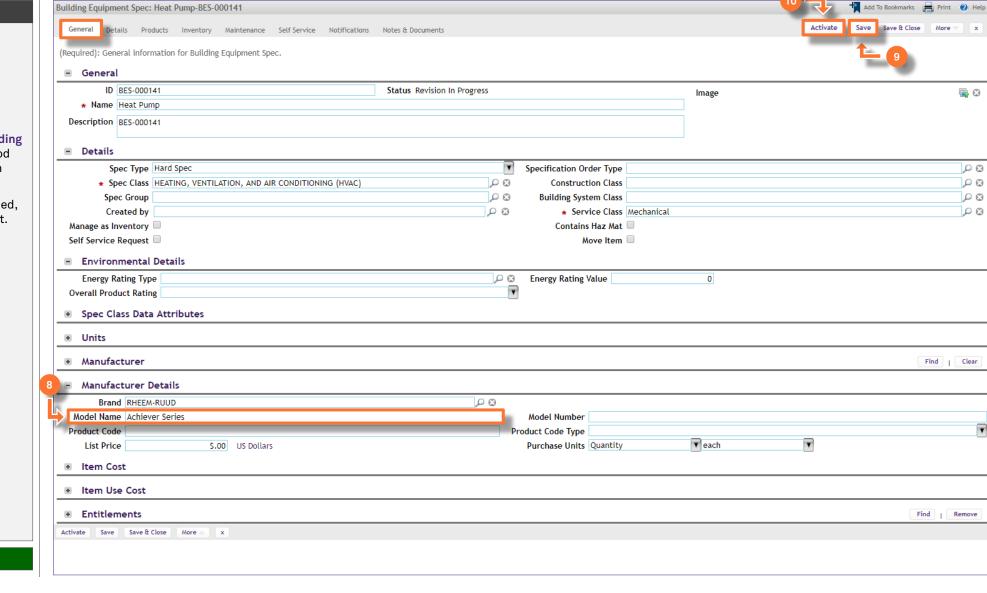


NOW VIEWING BUILDING EQUIPMENT SPECIFICATION RECORD

▼ PROCESS Process 1.2 **Review an Existing Specification** Next, add a Model Name. Type the Model Name into the field. As you complete modifications to a Building Equipment Specification record, it's good practice to save your work by clicking on the Save button. 10) Once all modifications have been recorded, click the Activate button to save and exit.

End of Process

Next Process > 1.3 Create an New Specification



Company Project

Add

Model Number

Contains

My Bookmarks

[Popup View

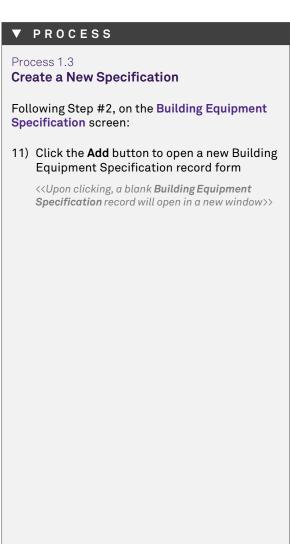
Delete

50



NOW VIEWING

BUILDING EQUIPMENT SPECIFICATION SCREEN



Welcome, NU Wildcat | Sign Out | About Northwestern | FACILITIES CONNECT Portfolio Maintenance Locations ▼ | Organizations ▼ | People ▼ | Assets ▼ | Portfolio Set Up ▼ Open In New Window 4 Add to Bookmarks Home > Portfolio > Building Equipment Related Reports -Select-Building Equipment Specification 1 / 6 Export 275 total found Apply Filters Clear Filters ! Image Spec ID Spec Class Brand Contains Contains Contains Contains BES-000001 Access Hatch EXTERIOR VERTICAL ENCLOSURES Air Compressor BES-000002 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Conditioning Unit BES-000003 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Curtain Fan BES-000004 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Dryer BES-000005 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Filtration System BES-000006 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Handling Unit BES-000007 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Intake BES-000008 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Supply Filter BES-000009 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Tank BES-000010 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) EXTERIOR VERTICAL ENCLOSURES Automatic Door BES-000011 Automatic Transfer Switch **ELECTRICAL** BES-000012 **Backflow Preventer** BES-000013 PLUMBING **Battery Charger** BES-000014 ELECTRICAL Biohazard Exhaust Fan BES-000015 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Biohazard Fume Hood BES-000016 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Blower Fan BES-000017 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) **Boiler** BES-000018 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Boiler Pump BES-000019 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Booster Pump BES-000020 **PLUMBING Bottle Filling Station** BES-000021 **PLUMBING**

PLUMBING

ELECTRICAL

ELECTRICAL

HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)

► INFORMATION

BES-000022

BES-000023

BES-000024

BES-000025

Brain Mixing Valve

Break Tank

Breaker Panel

<u>Breaker</u>



▼ PROCESS

Process 1.3

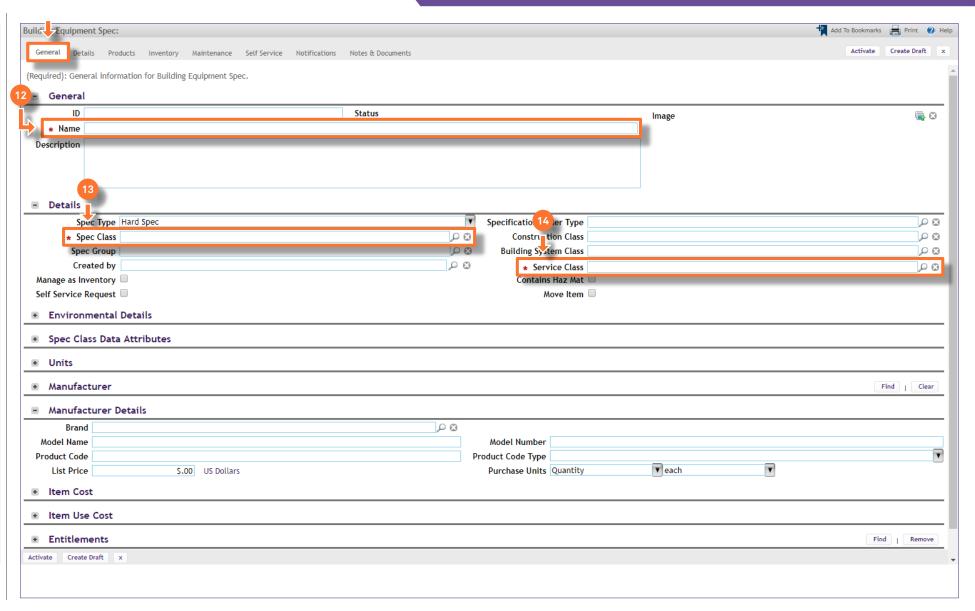
Create a New Specification

Beginning on the **General** tab, there are three (3) required fields which must be updated in order to save the new specification record. These fields are **Name**, **Specification** (**Spec**) **Class**, and **Service Class**.

- 12) First, add a name for the new specification by typing directly into the **Name** field.
- 13) Next, update the **Specification (Spec) Class**; click on the **Magnifying Glass**(immediately to the right of the field) and select the appropriate **Spec Class**.
- 14) Then, update the Service Class; click on the Magnifying Glass (immediately to the right of the field) and select the appropriate Service Class.

<u>Note</u>: Specification records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.





▼ PROCESS

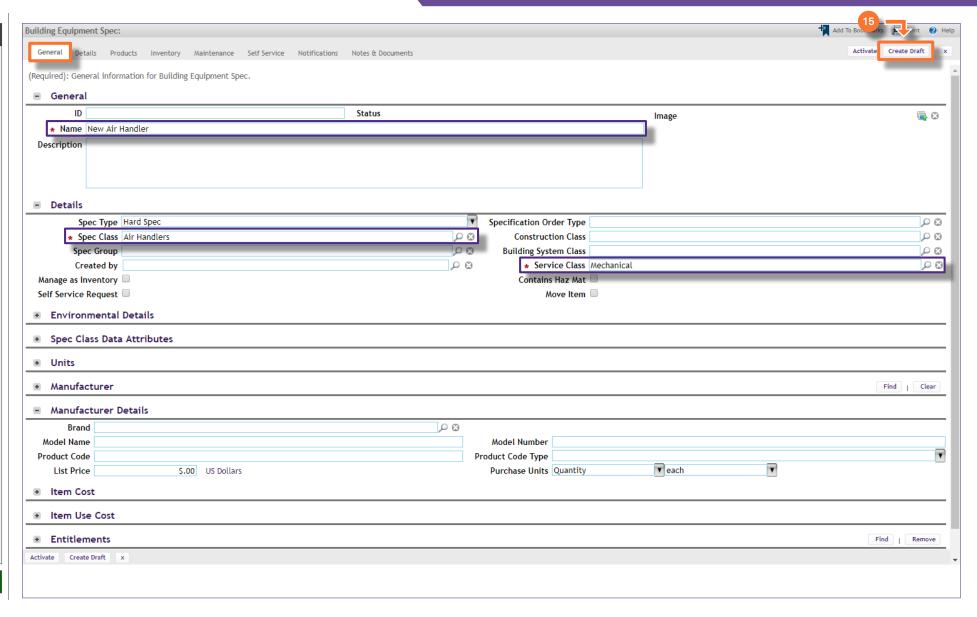
Process 1.3

Create a New Specification

Once each of the three (3) required fields have been updated:

15) Create a draft of your new Building Equipment Specification; click on the Create Draft button (upper right of the form)

<<Upon clicking, the Building Equipment
Specification record is saved, and new action
buttons will appear at the upper right of the
form>>





▼ PROCESS

Process 1.3

Create a New Specification

The new **Building Equipment Specification** has now been saved in Facilities Connect.

You may continue to navigate and update this specification using the record tabs located at the top of the screen.

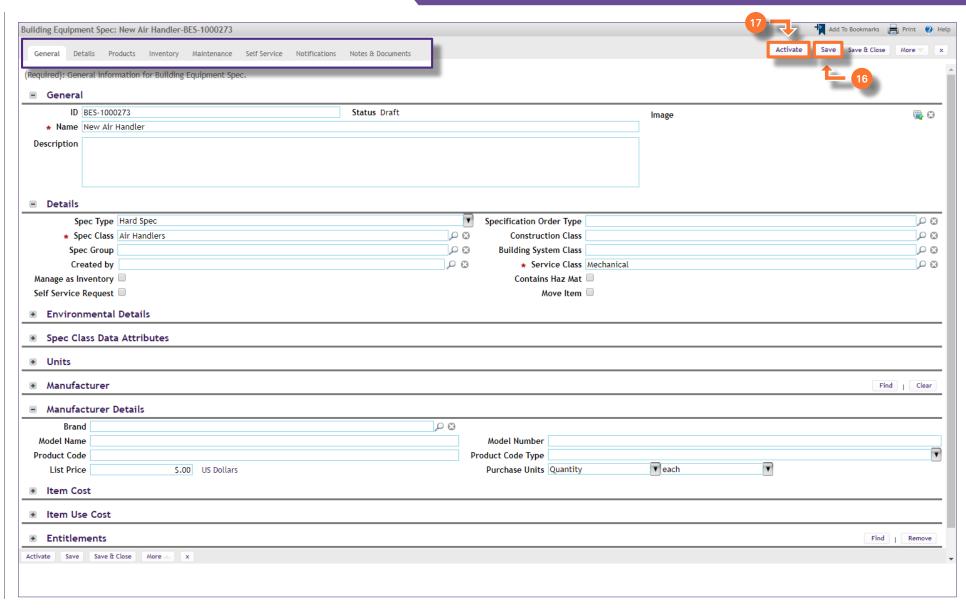
- 16) As you complete modifications to a Building Equipment Specification record, it's good practice to save your work by clicking on the Save button.
- Once all modifications have been recorded, click the Activate button to save and exit.

Note: Specification records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.

End of Process

Next Process > 2.1 Locate an Existing Asset





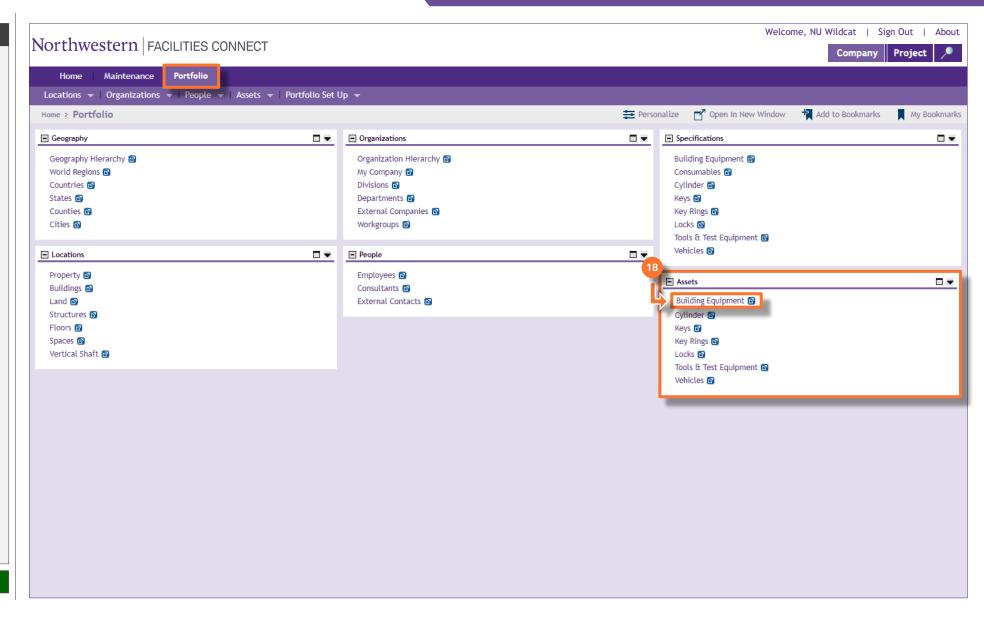
NOW VIEWING PORTFOLIO SCREEN

▼ PROCESS

When working with **Building Equipment**, asset and specification information is accessible via the **Building Equipment** option, located on each menu.

18) To access assets, click on **Building Equipment** under the **Assets** menu.

<<Upon clicking, the Building Equipment Asset
screen will open in the main window>>





BUILDING EQUIPMENT ASSET SCREEN

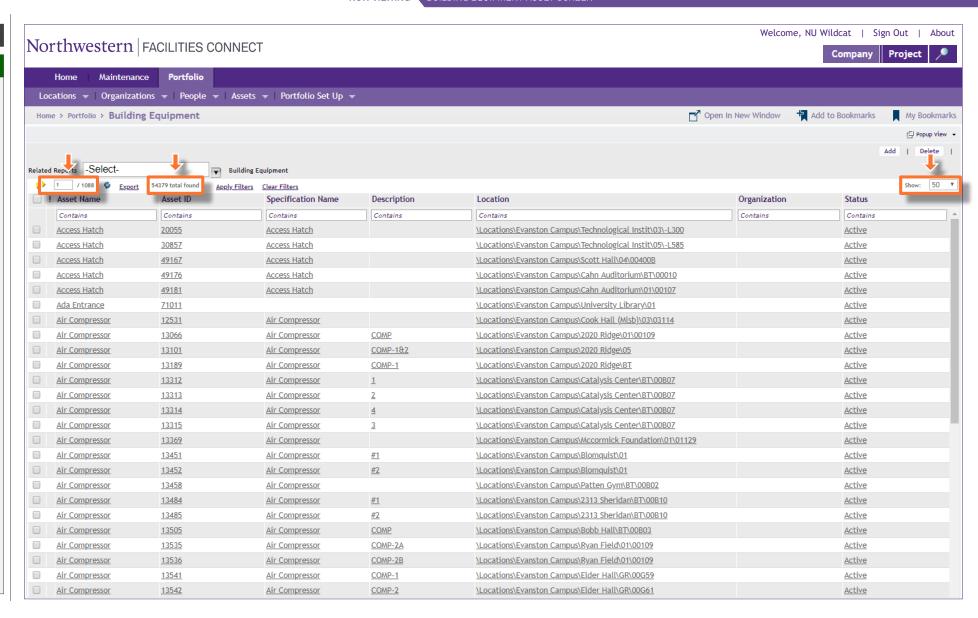
PROCESS

INFORMATION

On the **Building Equipment Asset** screen, you are able to locate and access an existing building equipment asset, or create a new building equipment asset in Facilities Connect.

<u>Note</u>: On this tab, always be aware of the number of items present within each section (shown on the **Information Bar**)

As a default, Facilities Connect will display the first ten (10) items in each section. This can be adjusted by changing the number of visible records via the **Show** dropdown on the right side of each section





BUILDING EQUIPMENT ASSET SCREEN

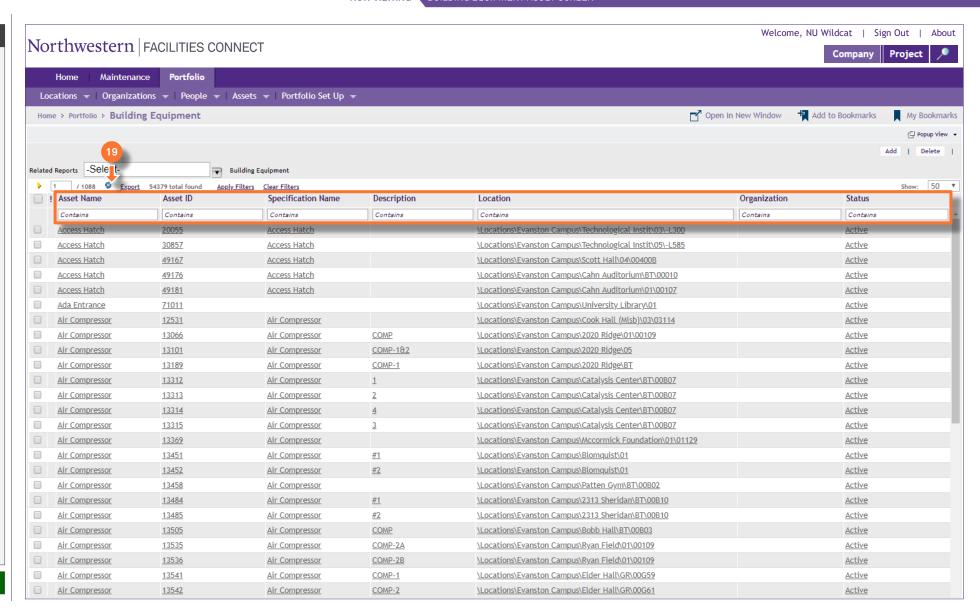
▼ PROCESS

Process 2.1

Locate an Existing Asset

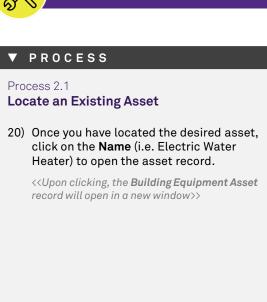
Following Step #18, on the Building Equipment Asset screen:

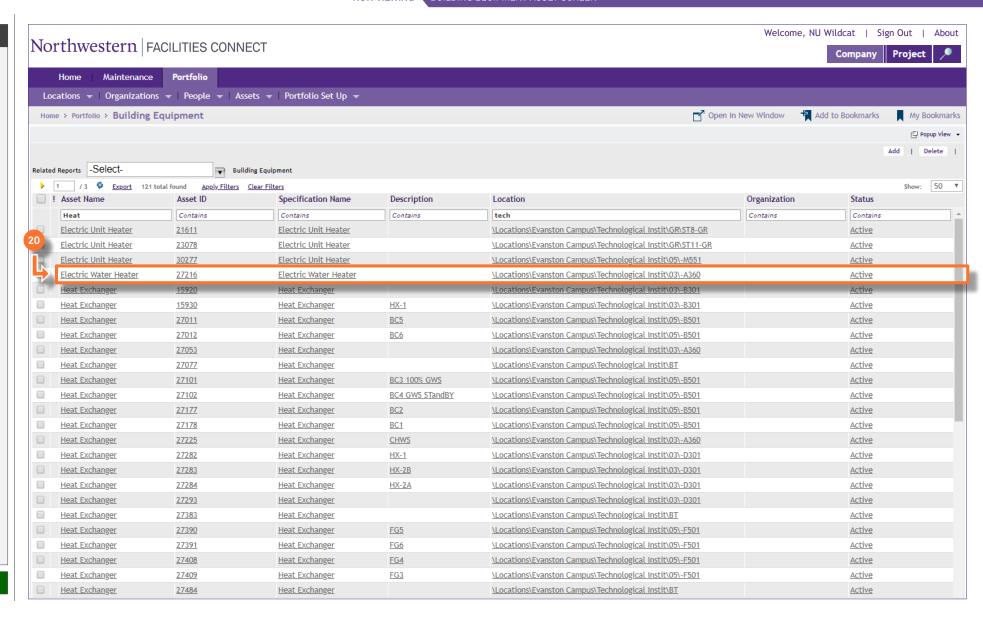
- 19) Use available **Sort / Filter** functionality to locate a desired asset.
 - To Sort, click on any column header (e.g. Asset Name, Asset ID, Specification Name, Location, etc.) to toggle an ascending / descending sort order for the contents of the column.
 - To Filter, type your desired criteria into one (or multiple) white filter box(es) beneath the column header row. Once all the criteria has been added, press the Enter key to filter results below.





BUILDING EQUIPMENT ASSET SCREEN







▼ PROCESS

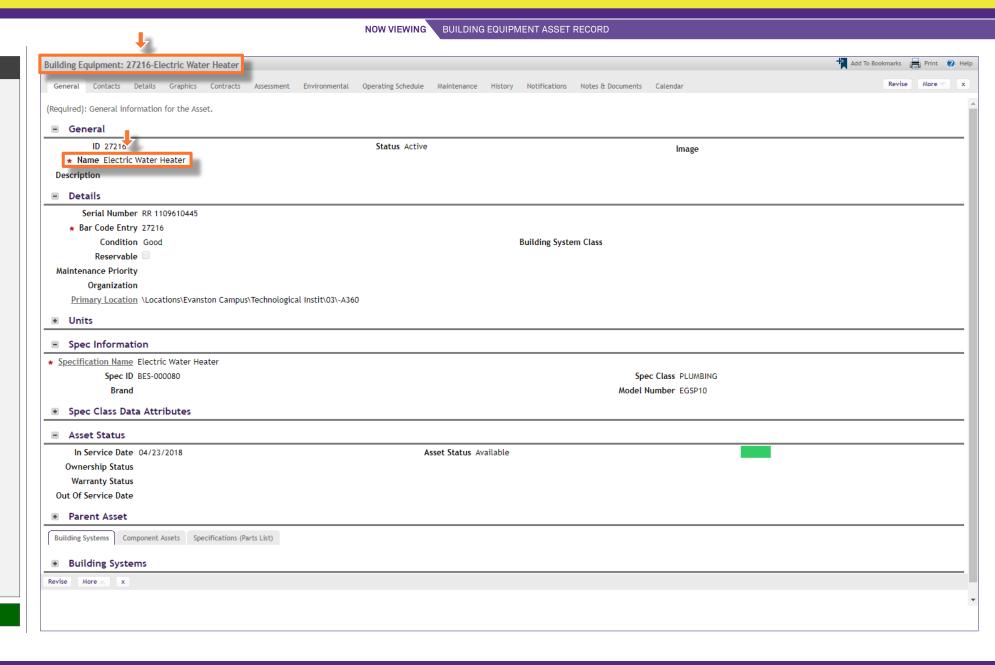
Process 2.1

Locate an Existing Asset

The Building Equipment Asset record, for Electric Water Heater in this example, is now open and accessible for review and/or editing.

End of Process

Next Process > 2.2 Review an Existing Asset



NOW VIEWING BUILDING EQUIPMENT ASSET RECORD

▶ PROCESS

▼ INFORMATION

Process 2.2

Review an Existing Asset

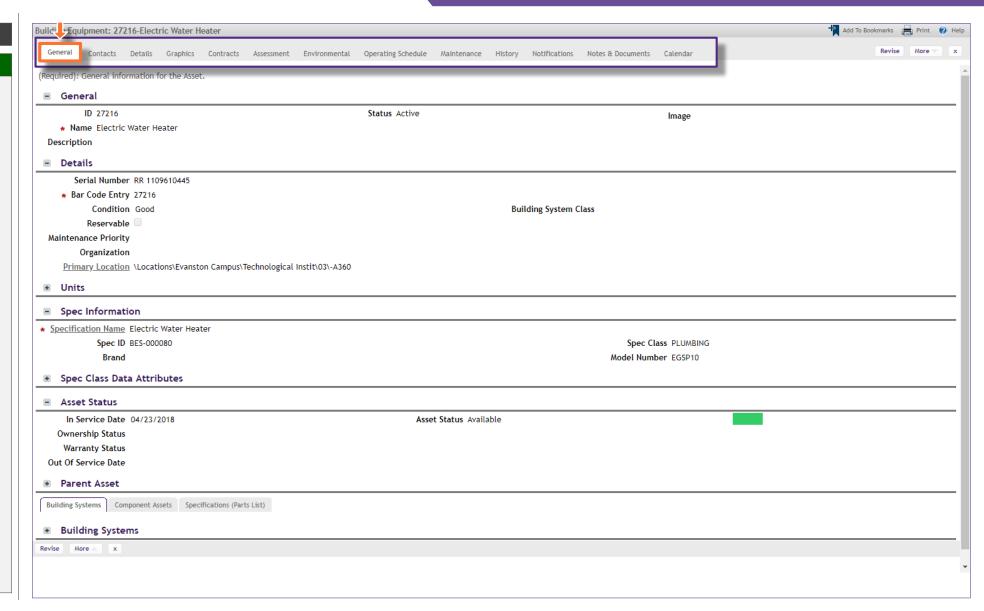
Once you have accessed an asset record (i.e. following step #18), you can navigate within the **Building Equipment Asset** record to view and/or modify asset information. Navigation is driven by the tab menu located at the top of the screen.

<u>Tip:</u> Upon opening a record, Facilities Connect will display the **General** tab (as shown on the right)

By clicking on the individual tabs, you are able to access a variety of information regarding the selected asset (see next page).

Note: Asset records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.





NOW VIEWING BUILDING

BUILDING EQUIPMENT ASSET RECORD

PROCESS

INFORMATION

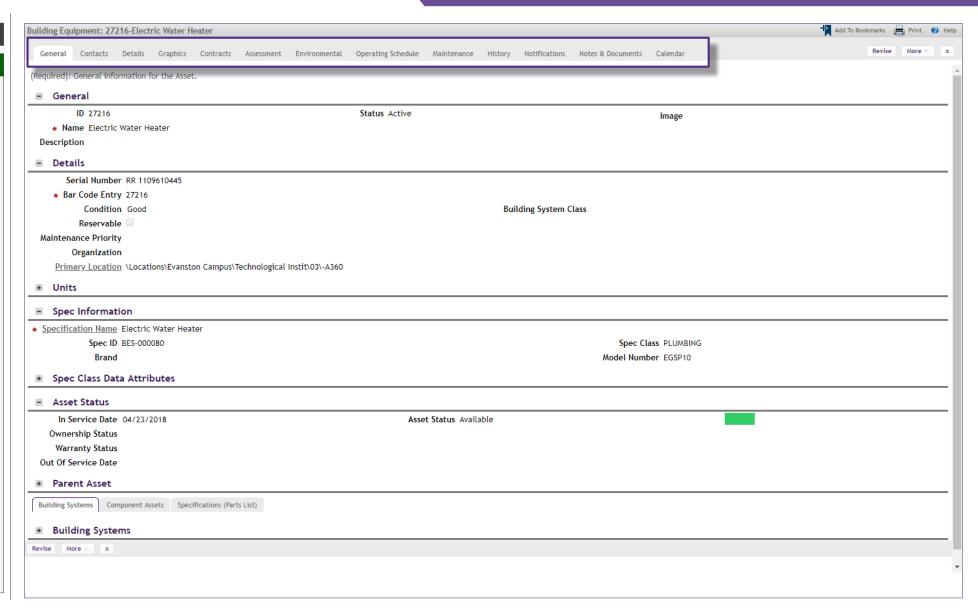
Process 2.2

Review an Existing Asset

The active tab will be highlighted (in white), indicating its contents are currently displayed.

The available tabs and their contents include:

- General contains asset name, ID, serial number, location, associated specification, and asset status information
- Contacts contains the names and contact information for individuals associated with selected the asset
- Details contains information such as asset units of measurement, dimensions, and ratings (e.g. capacity, voltage, amps, etc.)
- Graphics contains the floor plan and graphical reporting tools for the location of the asset on campus
- · Contracts is not used by NU Facilities
- Assessment provides asset service date, life expectancy, and condition index information
- Environmental provides detailed environmental and energy rating information
- Operating Schedule is not used by NU Facilities
- Maintenance provides asset PM schedules, warranties, readings, and safety plans
- History contains asset transaction, move, downtime, and MTBF logs
- Notifications is not used by NU Facilities





NOW VIEWING BUILDING EQUIPMENT ASSET RECORD

▶ PROCESS

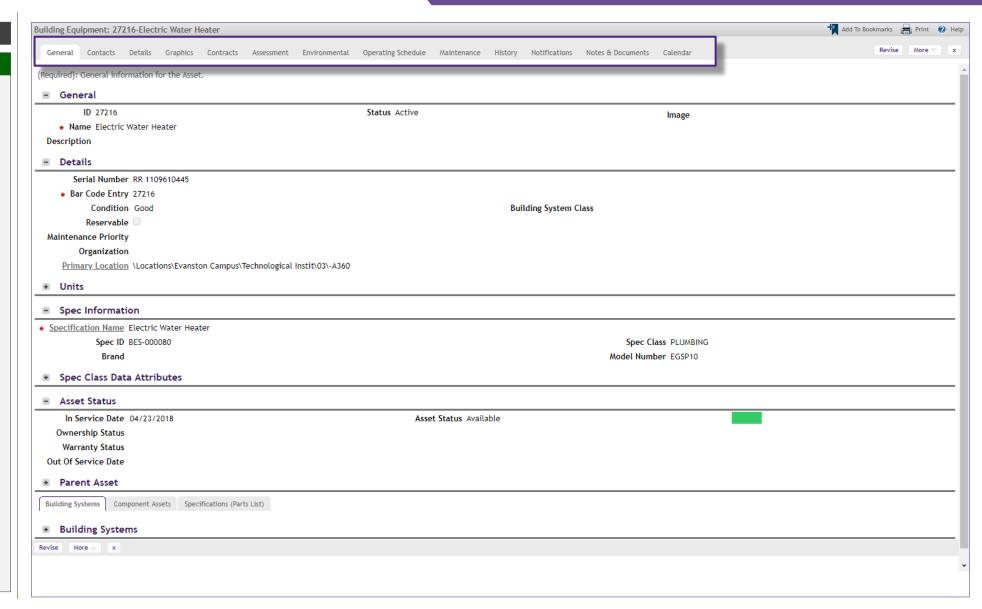
▼ INFORMATION

Process 2.2

Review an Existing Asset

The available tabs and their contents include (continued):

- Notes & Documents is a repository to add comments and attachments (e.g. photos, manuals, supporting documents, etc.)
- Calendar is not used by NU Facilities





BUILDING EQUIPMENT ASSET RECORD

▼ PROCESS

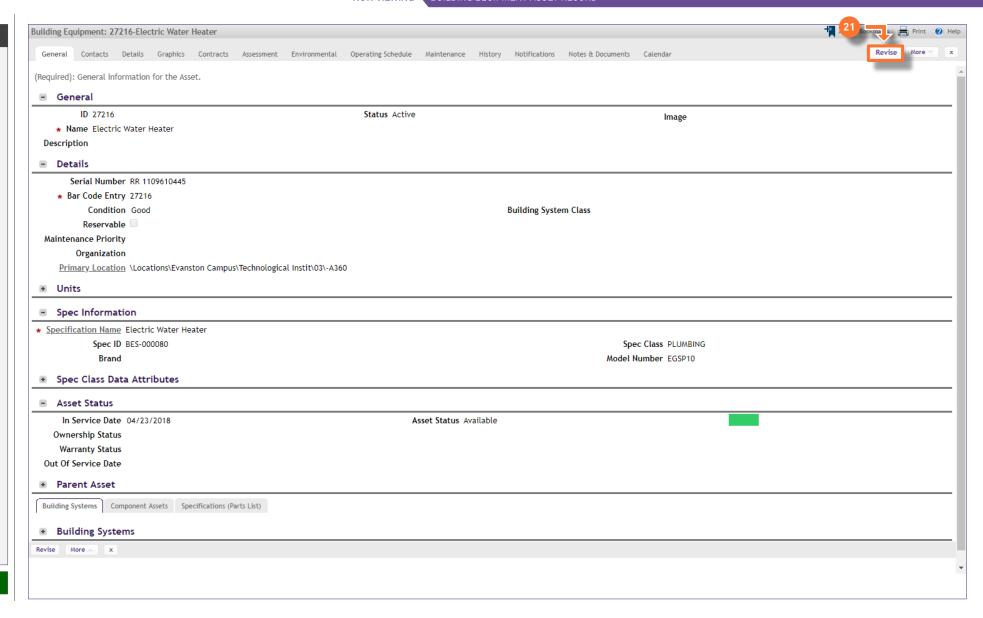
Process 2.2

Review an Existing Asset

To modify a **Building Equipment Asset** record, perform the following steps

21) Begin by clicking the **Revise** button to prepare the asset record for editing.

<<Upon clicking, the Building Equipment Asset
record will become editable, and new action
buttons will appear at the upper right of the
form>>





NOW VIEWING BUILDING EQUIPMENT ASSET RECORD

▼ PROCESS

Process 2.2

Review an Existing Asset

Next, identify the field(s) to be modified across the various tabs of the asset record.

As an example, we will change the asset's location on campus by updating the **Primary Location** field.

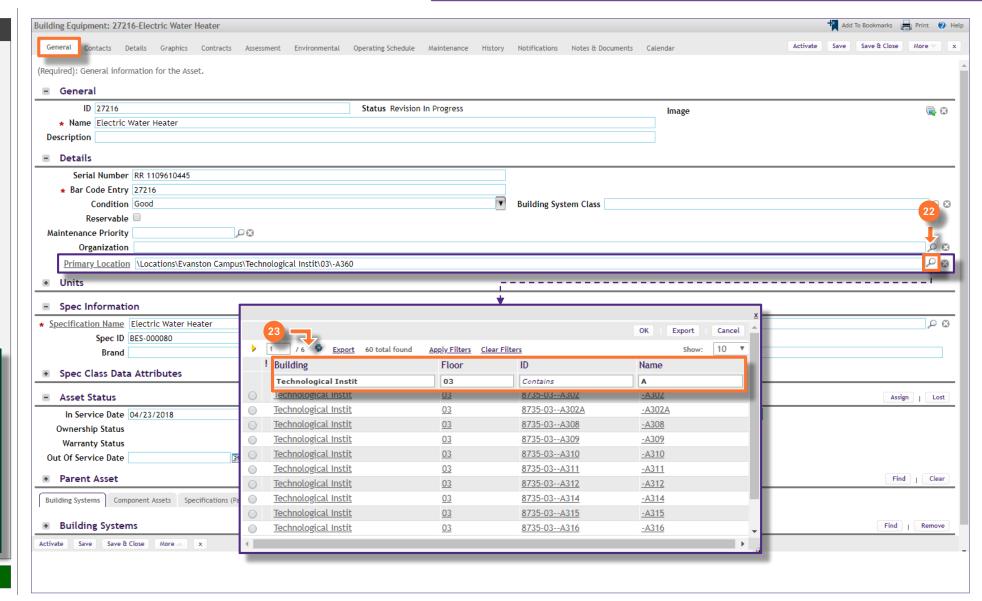
22) Locate the Primary Location field; click the Magnifying Glass icon to search and select a new desired location

<<Upon clicking, a new search window will open>>

23) In the search window, enter search criteria in the available Search Fields to filter the list of locations. Once entered, press the Enter key to filter the list.

Search Tips

- When entering criteria, "less is more"
 Facilities Connect can search partial names (e.g. "Tech" for Technological Institute)
- Pay attention to field information / formats
 Acknowledge naming, spelling, and presence of leading zeroes in each column (e.g. for Floor, "03" is used instead of "3")
- 3. Some fields contain multiple pieces of info
 The Name field contains Wing and Room #
 and ID contains Building #, Wing, and Room#;
 (e.g. searching "A" in the Name field will
 return all A Wing rooms)





NOW VIEWING BUILDING EQUIPMENT ASSET RECORD

▼ PROCESS

Process 2.2

Review an Existing Asset

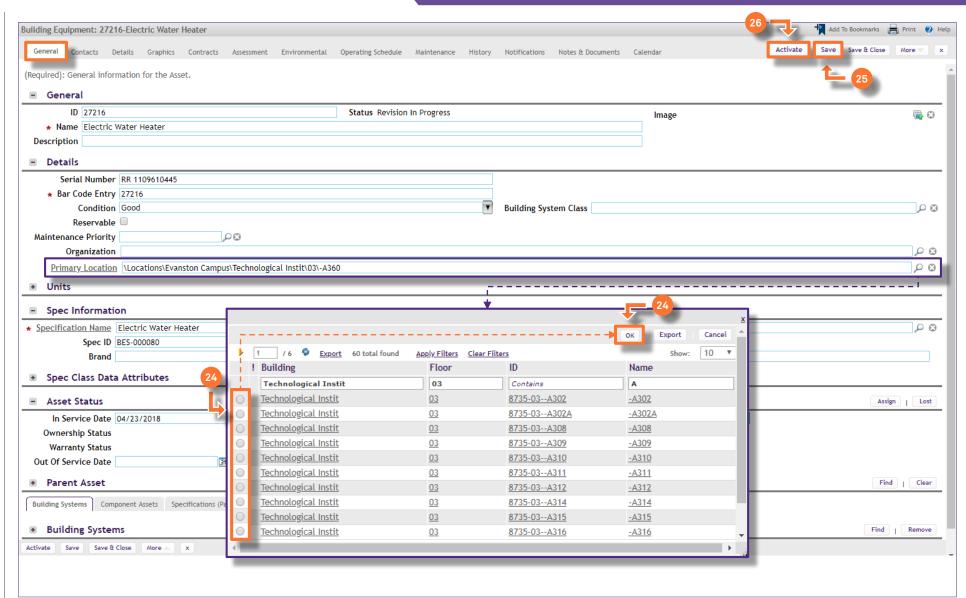
24) Once you have located the desired location, click on the corresponding **radio button**, and then click **OK** to select

<<Upon clicking, the search window will close and the **Primary Location** field will display the new location>>

- 25) As you complete modifications to a Building Equipment Asset record, it's good practice to save your work by clicking on the Save button.
- Once all modifications have been recorded, click the **Activate** button to save and exit.

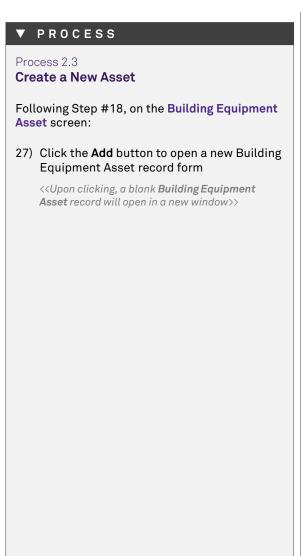
End of Process

Next Process > 2.3 Create a New Asset





BUILDING EQUIPMENT ASSET SCREEN



Welcome, NU Wildcat | Sign Out | About Northwestern | FACILITIES CONNECT Company Project Portfolio Maintenance Locations ▼ | Organizations ▼ | People ▼ | Assets ▼ | Portfolio Set Up ▼ Open In New Window 1 Add to Bookmarks My Bookmarks Home > Portfolio > Building Equipment [Popup View Add Delete Related Reports -Select-Building Equipment Specification 1 / 6 DEXPORT 275 total found Apply Filters Clear Filters Show: 50 ** ! Image Spec ID Spec Class Brand Model Number Name Contains Contains Contains Contains Contains BES-000001 Access Hatch EXTERIOR VERTICAL ENCLOSURES Air Compressor BES-000002 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Conditioning Unit BES-000003 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Curtain Fan BES-000004 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Dryer BES-000005 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Filtration System BES-000006 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Handling Unit BES-000007 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Intake BES-000008 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Supply Filter BES-000009 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Air Tank BES-000010 EXTERIOR VERTICAL ENCLOSURES Automatic Door BES-000011 Automatic Transfer Switch **ELECTRICAL** BES-000012 **Backflow Preventer** BES-000013 PLUMBING **Battery Charger** BES-000014 **ELECTRICAL** Biohazard Exhaust Fan BES-000015 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Biohazard Fume Hood BES-000016 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Blower Fan BES-000017 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) **Boiler** BES-000018 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Boiler Pump BES-000019 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) Booster Pump BES-000020 **PLUMBING Bottle Filling Station** BES-000021 **PLUMBING** Brain Mixing Valve BES-000022 PLUMBING **Break Tank** BES-000023 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) <u>Breaker</u> BES-000024 ELECTRICAL **ELECTRICAL** Breaker Panel BES-000025



NOW VIEWING BUILDING EQUIPMENT ASSET SCREEN

▼ PROCESS

Process 2.3

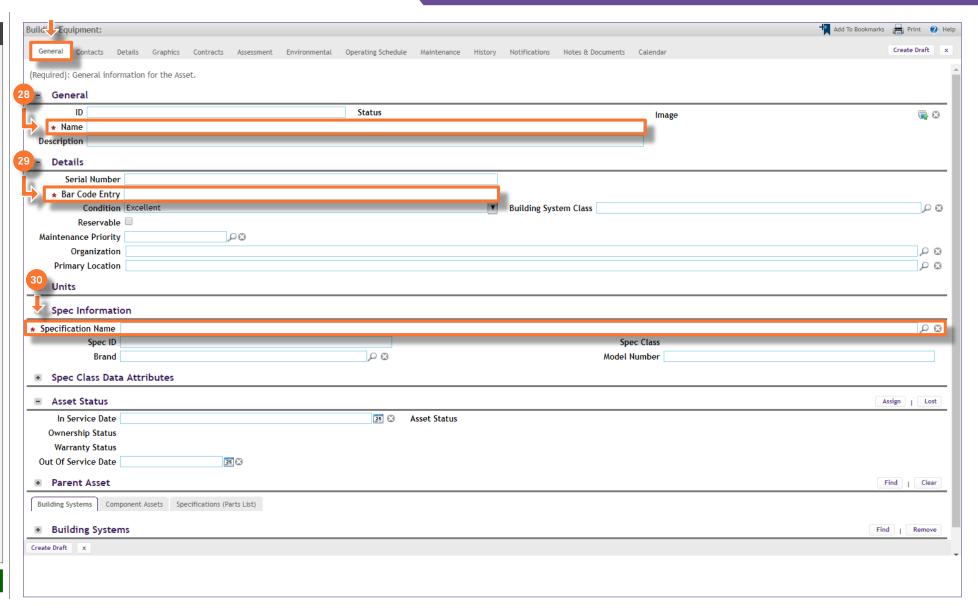
Create a New Asset

Beginning on the **General** tab, there are three (3) required fields which must be updated in order to save the new asset record. These fields are **Name**, **Bar Code Entry**, and **Specification Name**.

- 28) First, add a name for the new asset; type the name directly into the **Name** field.
- 29) Next, add the new asset's bar code number in the **Bar Code Entry** field; locate and type the number from the bar-coded asset tag in this field (e.g. 56185)
- 30) Next, associate a specification with the new asset in the **Specification Name** field; click on the **Magnifying Glass** (immediately to the right of the field) and select the appropriate **Specification**.

Note: Asset records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.





NOW VIEWING BUILDING EQUIPMENT ASSET SCREEN

▼ PROCESS

Process 2.3

Create a New Asset

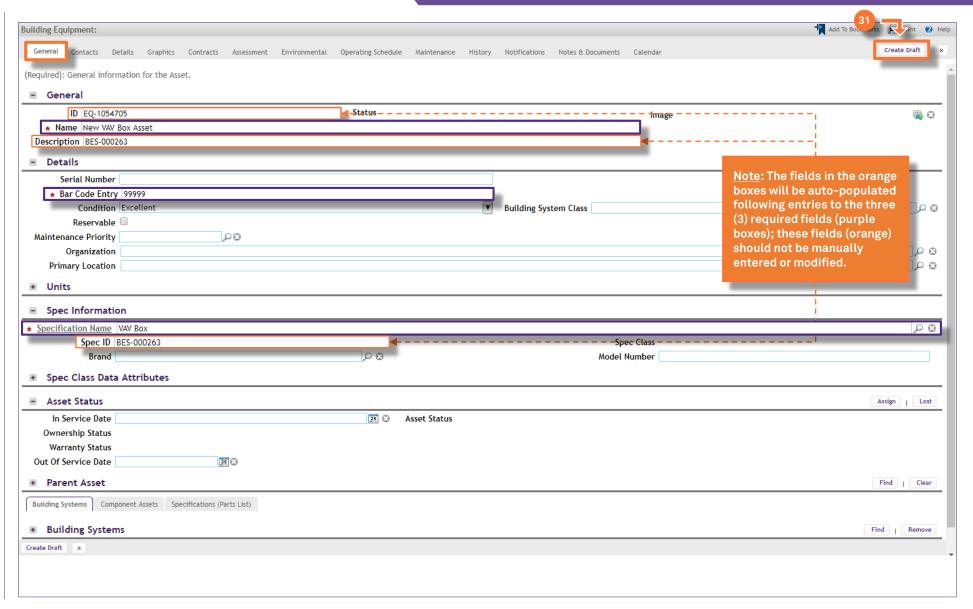
As you update each of the three (3) required fields, you will notice the following fields will auto-populate with additional information:

- ID
- Description
- Spec ID

Once each of the three (3) required fields have been updated:

31) Create a draft of your new **Building Equipment Asset**; click on the **Create Draft**button (upper right of the form)

<<Upon clicking, the Building Equipment Asset
record is saved, and new action buttons will
appear at the upper right of the form>>





NOW VIEWING BUILDING EQUIPMENT ASSET RECORD

▼ PROCESS

Process 2.3

Create a New Asset

The new **Building Equipment Asset** has now been saved in Facilities Connect.

You may continue to navigate and update this asset using the record tabs located at the top of the screen.

- 32) As you complete modifications to the asset record, it's good practice to save your work by clicking on the **Save** button.
- 33) Once all modifications have been recorded, click the **Activate** button to save and exit.

Note: Asset records contain a large number of data fields, several of which may not be used by NU Facilities.

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End of Process

