

Record Defence Asset ID



Most work orders where work is being carried out on a piece of Equipment will have a Defence Asset ID identified. In the case where no asset ID is specified in the work order, you must enter the Asset ID by selecting it from the pre-existing list of Asset ID's presented in the Work Orders dashboard for a Location, Building or Equipment System.

Where you are not able to find the correct Asset ID within the system, then you must select the submit the Asset Variation Form (old name 'Equipment Notification Form' or **Document Type T99 – Orders & Operation Docs**). This document is found in the **Attachment Tab** of the work order operation.

The instructions below detail:

1. How to record Asset ID when default Asset ID is populated?
2. How to record an Asset ID where it can be found by searching within the Work Orders dashboard.
3. How to submit the Asset Variation Form if the Asset ID is not found in the Work Orders dashboard