

How to record Asset ID when default Asset Id is populated?



Step	Instruction	Screen																		
1.	Open Google Chrome and go to www.connect.broadspectrum.com , enter your username and password, then click 'Login'.																			
2.	In this example, we are we are clicking on the 'On-Site' tile. Note: The asset ID is displayed when selecting status Complete.																			
3.	Click on the appropriate work order number	<table border="1"> <thead> <tr> <th>Asset ID</th> <th>Status</th> <th>Priority</th> <th>Location</th> <th>Request Date</th> <th>Request Time</th> </tr> </thead> <tbody> <tr> <td>114941701</td> <td>On-Site</td> <td>Routine</td> <td>Yubrae ireC</td> <td>31/10/2019</td> <td>10:40:48</td> </tr> <tr> <td>114941702</td> <td>On-Site</td> <td>Routine</td> <td>Yubrae ireC</td> <td>31/10/2019</td> <td>10:41:21</td> </tr> </tbody> </table>	Asset ID	Status	Priority	Location	Request Date	Request Time	114941701	On-Site	Routine	Yubrae ireC	31/10/2019	10:40:48	114941702	On-Site	Routine	Yubrae ireC	31/10/2019	10:41:21
Asset ID	Status	Priority	Location	Request Date	Request Time															
114941701	On-Site	Routine	Yubrae ireC	31/10/2019	10:40:48															
114941702	On-Site	Routine	Yubrae ireC	31/10/2019	10:41:21															

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4. The equipment added to the WO is visible on the WO header detail. Click on the appropriate operation

114941701 / Test order 1

Functional Location: AU-DEF-CW-MAR-0669-A0301 - TRAINING & RECREATION GYMNASIUM(509174Y)

Equipment: 10165503 - Fan - Exhaust

Site Name: Woodside Barracks

Address: A0301 off Sananada Road, WOODSIDE ARMY BARRACKS WOODSIDE 5244 SA AU

Location:

Comments:

1 OPERATIONS 1 ATTACHMENT

Operations (1)

No.	Description	Status	Resource Name	Scheduled Start	Scheduled Finish
10	EU05.001=ELECT-ANTENNA	On-Site	ireC.yubrAe		

5. In the 'Status' dropdown, select the 'Complete' status.
Note: The 'Add Asset' field is now viewable.

EU05.001=ELECT-ANTENNA - 114941701 - 10

Service Order: 114941701

Current Status: On-Site

Scheduled Start Date & Time: Planned Price: \$668.00

Scheduled Finish Date & Time:

SLA Start Date & Time: 11/7/19, 1:43 AM

SLA Finish Date & Time: 11/28/19, 1:43 AM

*Status: Enter New Status ...

Exception: Complete

Date / Time: On-Hold

WorkOrder Operation Comments: In Progress

Rejected

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6. Default Asset ID is pre-populated in the Add Asset Field. You may proceed to SAVE if the asset Id is correct.

If default Asset ID is incorrect click on the Asset ID drop down.

A screenshot of a web-based service order form. At the top right, the text "EU05.001=ELECT-ANTENNA - 114941701 - 10" is displayed. The form contains several fields: "Service Order: 114941701", "Current Status: On-Site", "Planned Price: \$668.00", "Scheduled Start Date & Time:", "Scheduled Finish Date & Time:", "SLA Start Date & Time: 11/7/19, 1:43 AM", "SLA Finish Date & Time: 11/28/19, 1:43 AM", "*Status: Complete" (with a dropdown arrow), "*Add Asset: 10165503" (with a dropdown arrow and a red rectangular box around it), "Exception: Exception Status" (with a dropdown arrow), and "Date / Time: 31/10/2019 10:48" (with a calendar icon). At the bottom, there is a "WorkOrder Operation Comments:" field with a document icon.

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- 7. A list of assets appears for a specific location.

Scroll up or down to select the correct asset ID. Click on an asset to select it.

Asset ID Search

AU-DEF-CW-MAR-0669-A0301-ESHVAD

Air Distribution in 0669/A0301

Trane 41 LPV (A85 B2581)	
Fan - Supply Air Pool	SA-E13795
Tech. ID: SA-E13795	
Type: HVAC	
Woods UCBSW 630 (3501)	
Fan - Exhaust	SA-E13613
Tech. ID: SA-E13613	
Type: HVAC	
Fan - Ventilation	SA-E13681

Select "Air Distribution in 0669/A0301" Cancel

For this location, this is the list of Assets

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8. Click here go to a different level in the FLOC structure to select the equipment.

(Training & Recreation Gymnasium(509174Y)

Search INSIDE

AU-DEF-CW-MAR-0669-A0301-ESHVAD

Air Distribution in 0669/A0301

Trane 41 LPV (A85 B2581)

Fan - Supply Air Pool SA-E13795

Tech. ID: SA-E13795

Type: HVAC

Woods UCBSW 630 (3501)

Scroll all the way down to see the different FLOC levels.

Asset ID Search

AU-DEF-CW-MAR-0669-A0301-01
First Floor in 0669/A0301

AU-DEF-CW-MAR-0669-A0301-B
Training & Recreation Gymnasium(509174Y)

AU-DEF-CW-MAR-0669-A0301-E10200
Swimming Pool - Heated (25.06 x 13.06)

AU-DEF-CW-MAR-0669-A0301-E42387
Gym - Cardio Climber

AU-DEF-CW-MAR-0669-A0301-E42443
Gym - Free Climber 4600CL

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9. **Important Note:**

Ensure you enter the ACTUAL date and time the work order was completed by

clicking  in 'Date/Time'.

EU05.001=ELECT-ANTENNA - 114941701 - 10

Service Order: 114941701
Current Status: On-Site
Planned Price: \$668.00

Scheduled Start Date & Time:
Scheduled Finish Date & Time:
SLA Start Date & Time: 11/7/19, 1:43 AM
SLA Finish Date & Time: 11/28/19, 1:43 AM

*Status: Complete
*Add Asset: 10165503
Exception: Exception Status
Date / Time: 31/10/2019 11:28

WorkOrder Operation Comments:

Cancel Save

10. Click **SAVE**.

EU05.001=ELECT-ANTENNA - 114941701 - 10

Service Order: 114941701
Current Status: On-Site
Planned Price: \$668.00

Scheduled Start Date & Time:
Scheduled Finish Date & Time:
SLA Start Date & Time: 11/7/19, 1:43 AM
SLA Finish Date & Time: 11/28/19, 1:43 AM

*Status: Complete
*Add Asset: 10165503
Exception: Exception Status
Date / Time: 31/10/2019 11:28

WorkOrder Operation Comments:

Cancel Save