



# How to record an Asset ID where it can be found in the system?

Step	Instruction	Screen																								
1.	Open Google Chrome and go to <a href="http://www.connect.broadspectrum.com">www.connect.broadspectrum.com</a> , enter your username and password, then click 'Login'.																									
2.	In this example, we are clicking on the 'On-Site' tile.  <b>Note:</b> The asset ID can be added when selecting status <b>Complete</b> .																									
3.	Click on the appropriate work order number	<table border="1"> <thead> <tr> <th>Asset ID</th> <th>Status</th> <th>Priority</th> <th>Category</th> <th>Requester</th> <th>Request ID</th> <th>Request Date</th> <th>Request Time</th> </tr> </thead> <tbody> <tr> <td>114941701</td> <td>On-Site</td> <td>0010</td> <td>Routine</td> <td>yubrAe ireC</td> <td>13041546</td> <td>31/10/2019</td> <td>10:40:48</td> </tr> <tr> <td>114941702</td> <td>On-Site</td> <td>0010</td> <td>Routine</td> <td>yubrAe ireC</td> <td>13041546</td> <td>31/10/2019</td> <td>10:41:21</td> </tr> </tbody> </table>	Asset ID	Status	Priority	Category	Requester	Request ID	Request Date	Request Time	114941701	On-Site	0010	Routine	yubrAe ireC	13041546	31/10/2019	10:40:48	114941702	On-Site	0010	Routine	yubrAe ireC	13041546	31/10/2019	10:41:21
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- Click on the appropriate operation. Equipment number is not added in the WO.

114941702 / Test order 2

Functional Location: AU-DEF-CW-MAR-0669-A0301-ESHVAD - AIR DISTRIBUTION IN 0669/A0301

Equipment: -

Site Name: Woodside Barracks

Address: 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		

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

EU05.001=ELECT-ANTENNA - 114941702 - 10

Service Order: 114941702

Current Status: On-Site

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

Scheduled Finish Date & Time:

SLA Start Date & Time: 11/7/19, 1:44 AM

SLA Finish Date & Time: 11/28/19, 1:44 AM

\*Status: Enter New Status ...

Exception: Complete

Date / Time: On-Hold

WorkOrder Operation Comments: In Progress

Rejected



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6. Click the 'Add Asset' dropdown.

A screenshot of a web application interface for a service order. The page title is "EU05.001=ELECT-ANTENNA - 114941702 - 10". The form contains the following fields:

- Service Order: 114941702
- Current Status: On-Site
- Scheduled Start Date & Time: [empty]
- Scheduled Finish Date & Time: [empty]
- Planned Price: \$668.00
- SLA Start Date & Time: 11/7/19, 1:44 AM
- SLA Finish Date & Time: 11/28/19, 1:44 AM
- \*Status: Complete (dropdown menu)
- \*Add Asset: [empty text box with a plus icon, highlighted with a red box]
- Exception: Exception Status (dropdown menu)
- Date / Time: 31/10/2019 11:43 (calendar icon)
- WorkOrder Operation Comments: [empty text box with a plus 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.

AU-DEF-CW-MAR-0669-A0301-ESHVAD  
**Air Distribution in 0669/A0301**

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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

For this location, this is the list of Assets

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

Scroll all the way down tot see the different FLOC levels

(Training & Recreation Gymnasium(509174Y)

Search INSIDE

AU-DEF-CW-MAR-0669-A0301-ESHVAD  
**Air Distribution in 0669/A0301**

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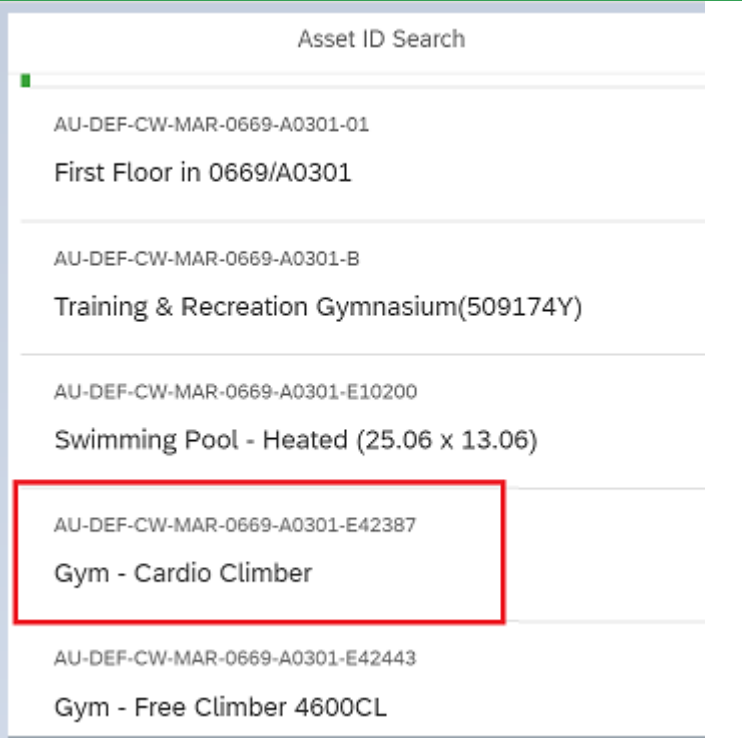
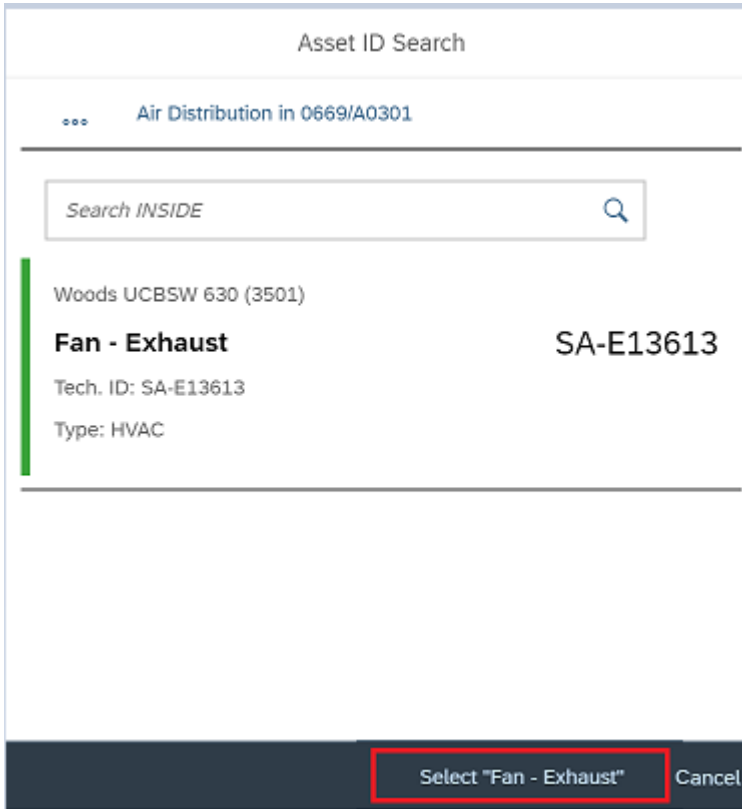
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Woods UCBSW 630 (3501)


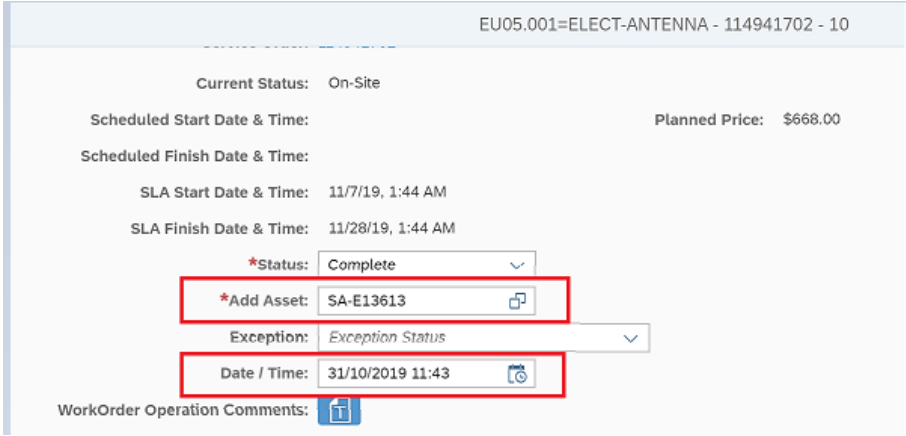
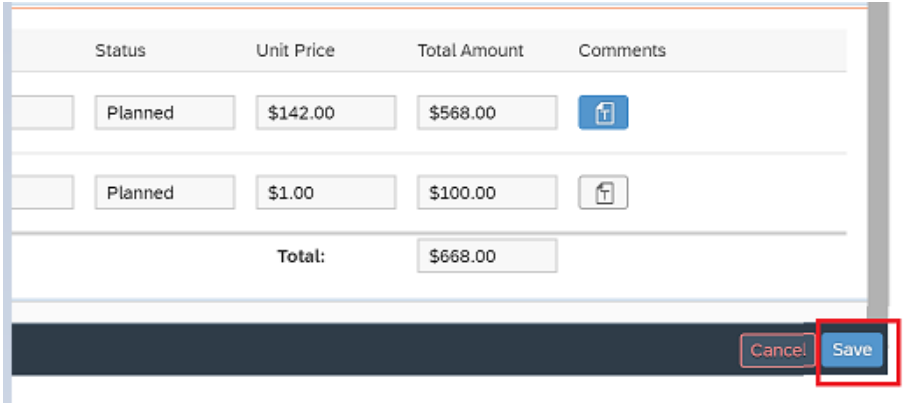








# How to record an Asset ID where it can be found in the system?

	 <p>Asset ID Search</p> <p>AU-DEF-CW-MAR-0669-A0301-01 First Floor in 0669/A0301</p> <p>AU-DEF-CW-MAR-0669-A0301-B Training &amp; Recreation Gymnasium(509174Y)</p> <p>AU-DEF-CW-MAR-0669-A0301-E10200 Swimming Pool - Heated (25.06 x 13.06)</p> <p><b>AU-DEF-CW-MAR-0669-A0301-E42387 Gym - Cardio Climber</b></p> <p>AU-DEF-CW-MAR-0669-A0301-E42443 Gym - Free Climber 4600CL</p>
<p>9. This is the confirmation page. Click 'Select "Room Air Conditioner – Room A9)''.</p>	 <p>Asset ID Search</p> <p>... Air Distribution in 0669/A0301</p> <p>Search <i>INSIDE</i> <input type="text"/></p> <p>Woods UCBSW 630 (3501)</p> <p><b>Fan - Exhaust</b> SA-E13613</p> <p>Tech. ID: SA-E13613</p> <p>Type: HVAC</p> <p>Select "Fan - Exhaust" Cancel</p>



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<p>10.</p> <p>The Asset ID code appears.</p> <p><b>Important Note:</b> Ensure you enter the ACTUAL date and time the work order was completed by clicking  in 'Date/Time'.</p>	 <p>EU05.001=ELECT-ANTENNA - 114941702 - 10</p> <p>Current Status: On-Site</p> <p>Scheduled Start Date &amp; Time: <span style="float: right;">Planned Price: \$668.00</span></p> <p>Scheduled Finish Date &amp; Time:</p> <p>SLA Start Date &amp; Time: 11/7/19, 1:44 AM</p> <p>SLA Finish Date &amp; Time: 11/28/19, 1:44 AM</p> <p>*Status: Complete</p> <p>*Add Asset: SA-E13613</p> <p>Exception: Exception Status</p> <p>Date / Time: 31/10/2019 11:43</p> <p>WorkOrder Operation Comments:</p>																
<p>11.</p> <p>Click <b>SAVE</b>.</p>	 <table border="1"> <thead> <tr> <th>Status</th> <th>Unit Price</th> <th>Total Amount</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Planned</td> <td>\$142.00</td> <td>\$568.00</td> <td></td> </tr> <tr> <td>Planned</td> <td>\$1.00</td> <td>\$100.00</td> <td></td> </tr> <tr> <td colspan="2"><b>Total:</b></td> <td>\$668.00</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Save</p>	Status	Unit Price	Total Amount	Comments	Planned	\$142.00	\$568.00		Planned	\$1.00	\$100.00		<b>Total:</b>		\$668.00	
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