



# How to record Asset ID where it cannot be found in the system and submit the Asset Variation

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>Sub-category</th> <th>Requester</th> <th>Asset ID</th> <th>Status</th> <th>Location</th> <th>Created</th> <th>Updated</th> </tr> </thead> <tbody> <tr> <td>114941701</td> <td>On-Site</td> <td>0010</td> <td>ELECT-ANTENNA</td> <td>Routine</td> <td>yubrAe ireC</td> <td>13041546</td> <td>Requested</td> <td>off Sananada Road, WOODSIDE ARMY BARRACKS WOODSIDE 5244 SA AU</td> <td>31/10/2019</td> <td>10:40:48</td> </tr> <tr> <td>114941702</td> <td>On-Site</td> <td>0010</td> <td>ELECT-ANTENNA</td> <td>Routine</td> <td>yubrAe ireC</td> <td>13041546</td> <td>Requested</td> <td>off Sananada Road, WOODSIDE ARMY BARRACKS WOODSIDE 5244 SA AU</td> <td>31/10/2019</td> <td>10:41:21</td> </tr> </tbody> </table>	Asset ID	Status	Priority	Category	Sub-category	Requester	Asset ID	Status	Location	Created	Updated	114941701	On-Site	0010	ELECT-ANTENNA	Routine	yubrAe ireC	13041546	Requested	off Sananada Road, WOODSIDE ARMY BARRACKS WOODSIDE 5244 SA AU	31/10/2019	10:40:48	114941702	On-Site	0010	ELECT-ANTENNA	Routine	yubrAe ireC	13041546	Requested	off Sananada Road, WOODSIDE ARMY BARRACKS WOODSIDE 5244 SA AU	31/10/2019	10:41:21
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<p>4. Click on the appropriate operation</p>	
<p>5. In the 'Status' dropdown, select the 'Complete' status. <u>Note:</u> The 'Add Asset' field is now viewable.</p>	
<p>6. Click the 'Add Asset' dropdown.</p>	



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

In this case, you cannot find the correct asset in the list. So, you will exit this window by clicking **Cancel**.

The screenshot shows a software interface titled "Asset ID Search". At the top, there is a search bar containing the text "AU-DEF-CW-MAR-0669-A0301-ESHVAD". Below the search bar, the text "Air Distribution in 0669/A0301" is displayed. A green callout box with a white border and a diagonal line pointing to the search bar contains the text "For this location, this is the list of Assets". Below this, there is a list of assets. The first asset is "Trane 41 LPV (A85 B2581)" with a sub-label "Fan - Supply Air Pool" and a technical ID "SA-E13795". The second asset is "Woods UCBSW 630 (3501)" with a sub-label "Fan - Exhaust" and a technical ID "SA-E13613". At the bottom of the interface, there is a dark grey bar with the text "Select 'Air Distribution in 0669/A0301'" and a red-bordered "Cancel" button.

Asset Name	Technical ID
Trane 41 LPV (A85 B2581) Fan - Supply Air Pool	SA-E13795
Woods UCBSW 630 (3501) Fan - Exhaust	SA-E13613



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8. In the 'Exception' dropdown, select the appropriate reason why you cannot enter an asset ID.

Depending on the exception status you select, will require mandatory exception comments to save the status changes.

Asset Number Not in List requires mandatory Exception Comments

Asset Sticker Not Found requires mandatory Exception Comments

Equipment Disposed do not require mandatory Exception Comments

Equipment Installed do not require mandatory Exception Comments

Equipment Replaced do not require mandatory Exception Comments



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<p>Incorrect classification requires selection from a drop-down list. This is mandatory.</p>	
<p>9. Click on the 'Attachments' tab to download the Asset Variation Form.</p>	
<p>10. Click the file name <b>Template – Equipment Notification Form.pdf</b>. This will download to your device. You will then need to fill it out and reattach it.</p>	
<p>11. To re-attach the form, click the 'Documents' tab. Then click the <b>T62 Asset Reports</b> upload button to re-upload the filled out form.</p>	



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12. The following window displays.  
 Enter:  
 - the upload date,  
 - '**Asset Variation Form**' in 'Description'  
 - then browse to the folder where the form is saved.  
 Then click **Upload File**.

When the upload is successful, a message displays, then click **Return**.

13. When the upload is successful, you can see the number of attached documents against **T62 Equipment Form**.  
 Click **SAVE**.

This will flow through to claims.

Document Type	Number of required Documents	Number of attached Documents	Upload	Status
T01 Asset Reports	0	0		✓
T02 Maintenance Document	0	0		✓
T24 Ops and MaintManual	0	0		✓
T28 Supporting AP Docs	0	0		✓
<b>T62 Equipment Form</b>	0	<b>1</b>		✓

  

Document Type	Number of Required Documents	Number of Attached Documents	Upload	Status
<input type="checkbox"/> T62-Equipment Form	1	1		✓