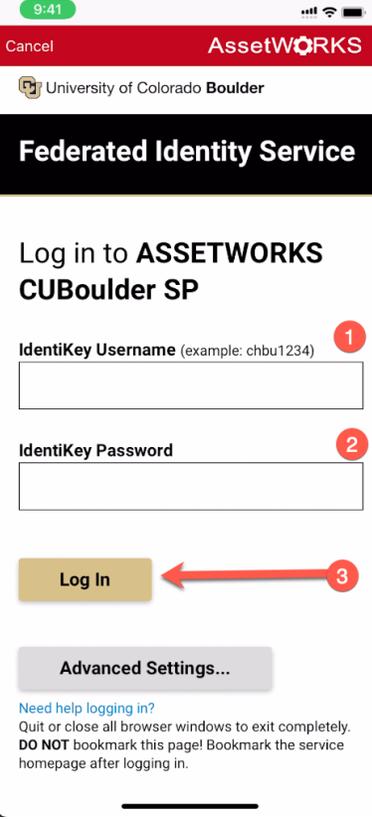
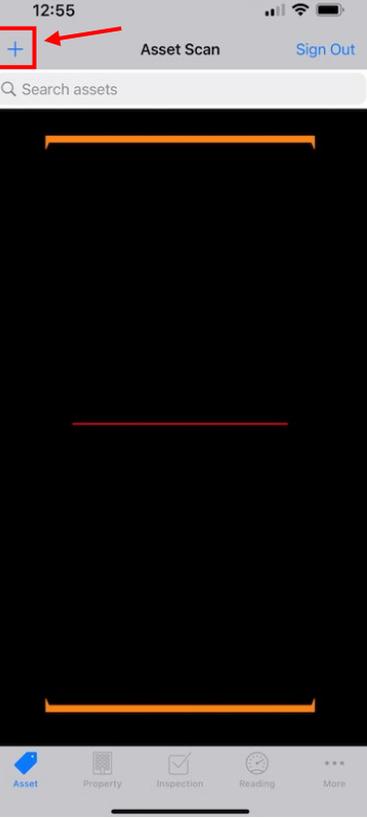


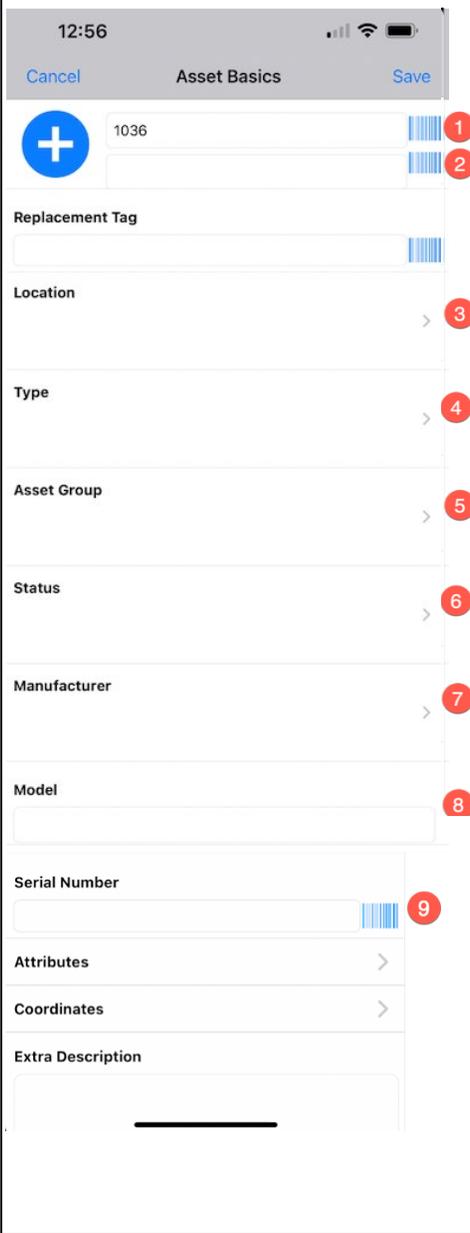
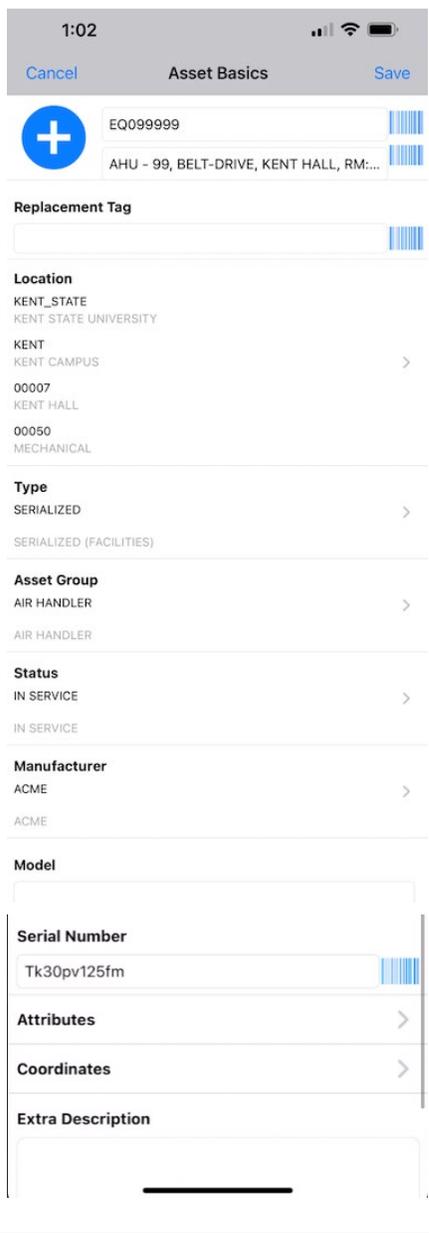
# Managing Assets Using Go™ Asset Management App

## Adding a New Asset in Go™ Asset Management

Log into Go™ Asset Management and add an Asset.

 <p>A screenshot of the AssetWORKS mobile app login screen. At the top, the time is 9:41. The header is red with 'AssetWORKS' in white. Below the header is a text input field containing 'https://cubouldertest.assetworks.hosti...'. A 'Login' button is below the field. A checkbox labeled 'Use SSO' is checked. At the bottom, there is a large black square with a green circle containing the letters 'Am' and the text 'Asset Management 13.0' below it.</p>	 <p>A screenshot of the Federated Identity Service login page. At the top, the time is 9:41. The header is red with 'AssetWORKS' in white. Below the header is the text 'University of Colorado Boulder'. A black box contains the text 'Federated Identity Service'. Below this is the text 'Log in to ASSETWORKS CUBoulder SP'. There are two input fields: 'IdentiKey Username (example: chbu1234)' and 'IdentiKey Password'. A 'Log In' button is below the fields. A red arrow points to the 'Log In' button with the number '3'. Below the button is an 'Advanced Settings...' button. At the bottom, there is a link 'Need help logging in?' and a warning: 'Quit or close all browser windows to exit completely. DO NOT bookmark this page! Bookmark the service homepage after logging in.'</p>	 <p>A screenshot of the 'Asset Scan' page in the app. At the top, the time is 12:55. The header is red with 'AssetWORKS' in white. Below the header is the text 'Asset Scan' and a 'Sign Out' link. A red box highlights a '+' icon in the top left corner, with a red arrow pointing to it. Below the header is a search bar with the text 'Search assets'. The main content area is black with two orange horizontal bars. At the bottom, there is a navigation bar with icons for 'Asset', 'Property', 'Inspection', 'Reading', and 'More'.</p>
<p>Use SSO to log into the Test or Production instance.</p>	<p>Enter your Federated IdentiKey username and Password.</p>	<p>Click the + sign to add an asset.</p>

## Add an Asset

 <p>12:56</p> <p>Cancel Asset Basics Save</p> <p>1036</p> <p>Replacement Tag</p> <p>Location</p> <p>Type</p> <p>Asset Group</p> <p>Status</p> <p>Manufacturer</p> <p>Model</p> <p>Serial Number</p> <p>Attributes</p> <p>Coordinates</p> <p>Extra Description</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>New Asset record has been opened.</p>	 <p>1:02</p> <p>Cancel Asset Basics Save</p> <p>EQ099999</p> <p>AHU - 99, BELT-DRIVE, KENT HALL, RM:...</p> <p>Replacement Tag</p> <p>Location</p> <p>KENT_STATE KENT STATE UNIVERSITY KENT KENT CAMPUS</p> <p>Type</p> <p>00007 KENT HALL 00050 MECHANICAL</p> <p>Asset Group</p> <p>AIR HANDLER</p> <p>Status</p> <p>IN SERVICE</p> <p>Manufacturer</p> <p>ACME</p> <p>Model</p> <p>Serial Number</p> <p>Tk30pv125fm</p> <p>Attributes</p> <p>Coordinates</p> <p>Extra Description</p> <p>Asset Record ready to complete and save.</p>
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- 1) Use the automatically assigned number or enter a **number unique to this asset** (EQ0##### format).

**Note:** you cannot change this number after the asset is saved. The Replacement Tag is the number of the tag that is on the Asset. This number can be changed whenever the asset is replaced by another equipment item. For example, a replacement motor can use

*the same Asset ID as it the motor it replaces, but have a different Replacement Tag ID.  
This ID may not be known at the time the Asset is added.*

- 2) Add a concise **Description** of the asset.
  - a. Use this format for the first line.  
  
[Facility]-[Building#]-[AssetGroup]-[nnn]
- 3) Add the **Location** information:
  - a. Add the Region (“UCB”)
  - b. Add the Facility (major site or campus), for example, “MAIN CAMP”.
  - c. Add the Property number. Must be within the Facility.
  - d. Add the Location number (room or space). Must be within the building.
- 4) Enter the **Type** (see Asset Type table below).
- 5) Select the **Asset Group** (see Asset Group table below).
- 6) Select the **Status** (PENDING or ACTIVE).
- 7) Select the **Manufacturer**.
- 8) Enter the **Model** name or number.
- 9) Enter the **Serial Number**, if available.
- 10) Enter the Attributes (which are specific to the Asset Group), Coordinates and Extra Description (used for location), if needed.

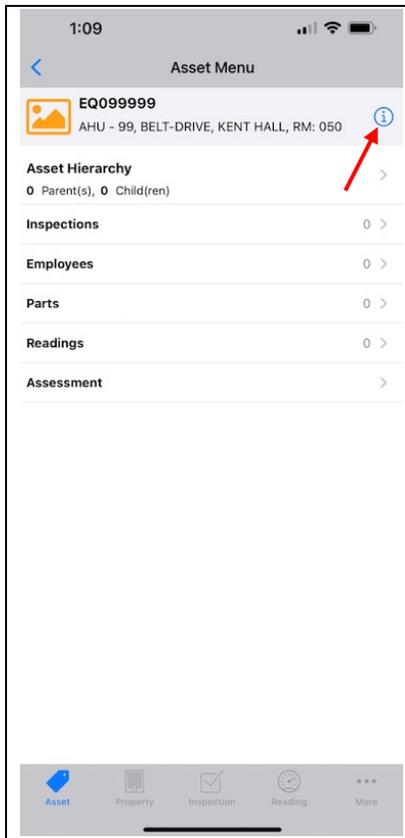
Tap **Save** to continue.

Tap **Done** to exit back to the Asset Scan screen.

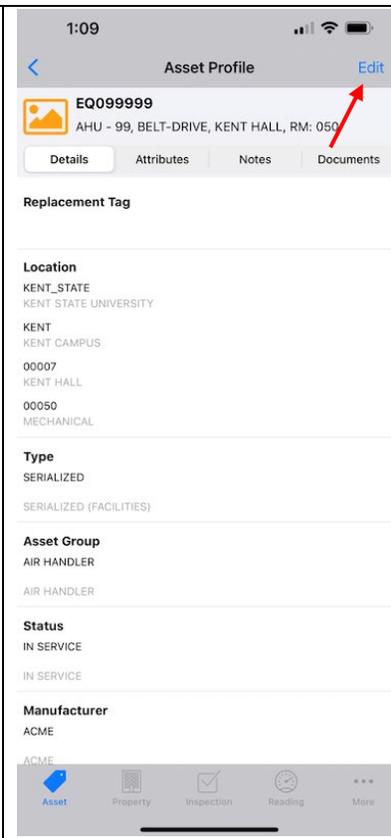
## Update the Asset using Go™ Asset Management

Search for and select the Asset to update.

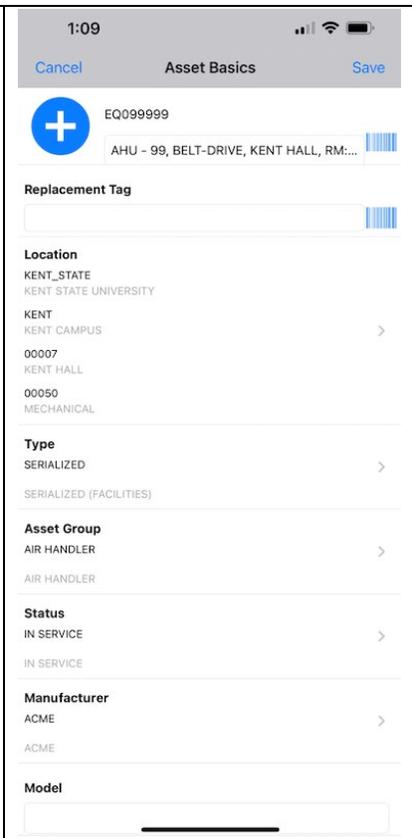
	
<p>Search for the Asset by Scan or Keyword search</p>	<p>If the Asset is in inventory, it will appear in Asset results. Select the asset to update.</p>



Tap on the Info icon to continue.



Tap Edit to edit the data fields.



Proceed to edit the data fields.

<p>Attributes are listed on the Attributes tab and the values can be edited there.</p>	<p>Notes are available under the Notes tab. Notes can be added, but older notes cannot be edited.</p>	<p>Photos can be added, but not edited or removed.</p>

In Go™ Am, you can update

- Description
- Extra Description
- Property and Location data
- Manufacturer
- Model
- Serial Number
- Status
  - “IN SERVICE”
  - “OUT OF SERVICE”
- Asset Type and Group
- Attribute Values
- Add Photos

- Notes

You cannot update the Asset ID.

**Note:** *When adding asset photos, try to include three different shots:*

- *EQUIPMENT (MAIN PHOTO)*
- *ASSET TAG (RELATED DOCUMENTS)*
- *ASSET DATA PLATE (RELATED DOCUMENTS)*

*Asset Types in use at UC Boulder*

<b>Asset Type↓</b>	<b>Description</b>
<b>DURABLE</b>	The durable goods asset type utilizes component assets to define the exact items and item count that represent the durable good. Examples include tables, chairs, and desks.
<b>PROPERTY</b>	The property asset type can only be defined once per property code. This combination of property and property asset type represents the asset. Assets located at this property will automatically attach to this record and add child records to the component.
<b>PROPERTY COMPONENT</b>	Property components are a subset of a property asset. A few examples of property components are roofs, floors, and elevators. Users can associate other assets in the component detail portion of the screen. These assets automatically attach to the property.
<b>SERIALIZED</b>	Serialized assets are unique instances of the asset. Serialized assets set up as components do not have a component detail portion of the screen.
<b>SUB SYSTEM</b>	A sub-system asset type contains component assets, which may be either another system, subsystem or a serialized asset. Example subsystems may include lighting which would be a subsystem to the electrical system of a property.
<b>SYSTEM</b>	A system asset type contains component assets, which may be either another system, or a serialized asset. Example systems may include a computer network, a security system, fire control system, and even plumbing or electrical systems. Master system assets.
<b>VEHICLE</b>	The vehicle asset type refers to assets available in the motor pool module. Assets with a vehicle asset type are available vehicle asset profile screen. Vehicles act as a serialized asset and are further available on the master asset profile screen.

## Asset Groups

PROPERTY	PROPERTY COMPONENT	SERIALIZED	SERIALIZED	SUB SYSTEM	SYSTEM
DIRECTIONAL MAP	CEILINGS	AC UNIT	FUME HOOD	AIR CONDITIONING SYSTEM	CAMPUS UTILITIES
EXTERIOR STRUCTURAL ASSET	CHALK AND WHITE BOARDS	ACCESS CONTROLLER	FURNACE	AUTOMATIC FAUCETS	COMPRESSED AIR SYSTEM
FLAT ROOF	DOORS & HARDWARE	ADA CONTROLLER	GENERATOR	BOTTLE FILLER	CONTROL SYSTEM
INTERIOR STRUCTURAL ASSET	EXTERIOR BUILDING SIGNS	AHU AIRWASH	GOLF CART	CAMPUS SANITARY SEWER	CONVEYANCE SYSTEMS
PITCHED ROOF	EXTERIOR HANDRAILS	AHU RECLAIM	HEAT EXCHANGER	CBS EQUIP CUSTODIAL	ELECTRICAL SYSTEM
	EXTERIOR STAIRS	AHU RETURN	HOSEBIB	CBS EQUIP IPM-SW-RECYCLE	FIRE SAFETY
	EXTERIOR WALLS	AHU SUPPLY	HUMIDIFIER	CHILLED WATER CLOSED LOOP	HARDSCAPE
	FIXED SEATING	AIR COMPRESSOR	HYDRANT	COOLING SYSTEM	HVAC SYSTEM
	FLOORS	AIR DRYER	HYDRONIC PUMP	DE-IONIZED WATER SYSTEM	PLUMBING SYSTEM
	FOUNDATION DRAINAGE	AIR QUALITY DETECTOR	ICE-RINK COMP	DRINKING FOUNTAINS	SECURITY SYSTEMS
	GUTTERS AND DOWNSPOUTS	ATTACHMENT	INDUCTION UNIT	ELECTRONIC ACCESS	
	INT STAIRS AND HANDRAILS	AUTO TRANSFER SWITCH	INDUSTRIAL WATER PUMP	EMERGENCY LIGHTING	
	INTERIOR BUILDING SIGNS	AUTOCLAVE	INTERCEPTOR	EXIT LIGHTING	
	INTERIOR DOWNSPOUTS	AUTOSCRUB	INVERTER	EXTERIOR LIGHTING	
	INTERIOR WALLS	BACKFLOW	LIGHT POLE	FIRE ALARM SYSTEM	
	RESTROOM DISPENSERS	BACKHOE	LIGHTING CONTACTOR	FIRE EXTINGUISHERS	
	WINDOW WELLS	BED BUG TRAILER	METER	FIRE HYDRANTS	
	WINDOWS AND HARDWARE	BLOWER	OXYGEN CONTROLLER	FIRE SPRINKLER SYSTEM	
		BOILER	PHOENIX VALVE	FLOOR DRAINS	
		BOOSTER FAN	PIV VALVE	FREEZERS	
		CAMERA	POLY CART HOPPER	GAS DISTRIBUTION SYSTEM	
		CARD READER	POOL STRAINER	HEAT RECOVERY SYSTEM	
		CARD READER CONTROLLER	PRESSURE VESSEL	HEATING SYSTEM	
		CART WASHER	RIDE ON MOWER	HEATING SYSTEM RADIATORS	
		CHILLER	RIDE ON VACUUM	HEATING WATER CLOSED LOOP	
		CIRCULATION FAN	ROC SCALE	HIGH PRESSURE STEAM TRAPS	
		CLAY TRAP	SAFETY CAMERA	INDIRECT COOLING SYSTEM	
		COLD ROOM - WALK IN	SAFETY EQUIPMENT	INTERIOR LIGHTING	
		CONDENSATE PUMP	SKID STEER	LOW-MED PRESS STEAM TRAPS	
		CONVEYOR BELT	SNOW EQUIPMENT	NITROGEN FIRE SUPPRESSION	
		COOLING TOWER	SNOW REMOVAL EQUIPMENT	OUTDOOR SERVICES EQUIP	
		COOLING TOWER PUMP	SOLAR PANEL	PARKING LIGHTING SYSTEM	
		CRAC UNIT	SPLIT SYSTEM	PROCESS CHILL WATER LOOP	
		DESTRATIFICATION FAN	STAND ALONE EVAP	SANITARY SEWER	
		DOMESTIC PUMP	STORAGE TANK	SINKS, BASINS & SHOWERS	
		DOMESTIC WATER HEATER	SUMP PUMP	SNOW MELT SYSTEM	
		DOOR	SW CART TIPPER	STEAM CONTROL VALVES	
		DUST COLLECTION SYSTEM	SWEEPER	STEAM SYSTEM	
		ELEVATOR	SWITCHGEAR	STEAM SYSTEM RADIATORS	
		EV CHARGER	THERMOSTAT	STORM SEWER CATCH BASINS	
		EXHAUST FAN	TRANSFER FAN	TOILETS AND URINALS	
		EXPANSION TANK	TRANSIENT SURGE SUPPRESSOR	WATER MAINS-BRANCH LINES	

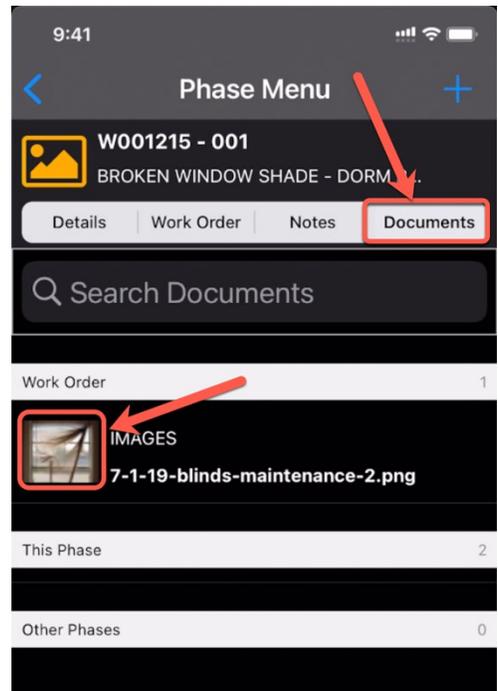
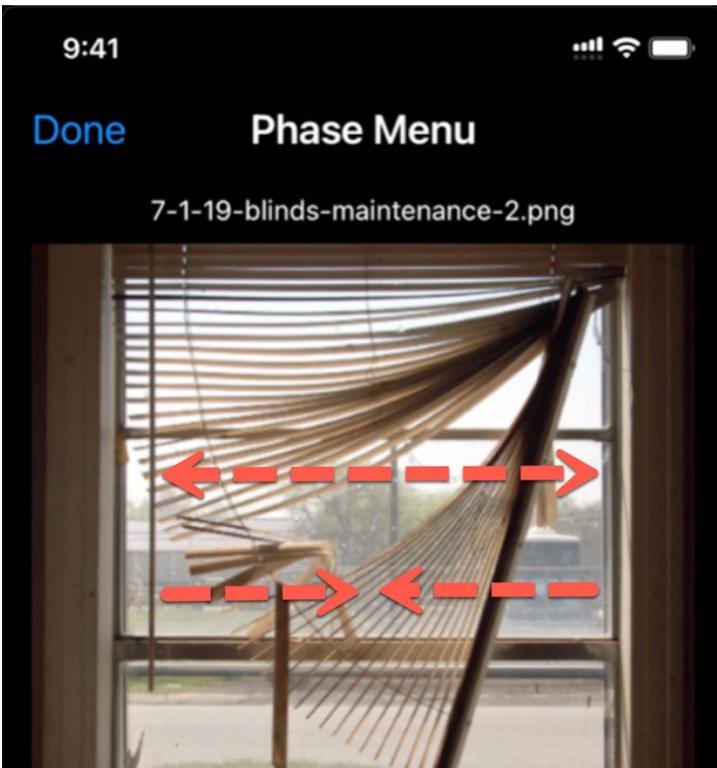
			EXTRACTOR		TURF TRACTOR		WATERLESS URINALS		
			FAN COIL UNIT		UNIT HEATER				
			FAN POWERED BOX		UNIVENT				
			FILTER		UPS				
			FIRE CONTROL PANEL		UTILITY VEHICLE				
			FIRE PUMP		VACUUM PUMP				
			FIRE PUMP CONTROLLER		VAV				
			FIRE SPRINKLER VALVE		VFD				
			FORKLIFT		WALK BEHIND MOWER				
			FOUNTAIN		WATER SENSOR				
			FREEZER		WATER SOFTENER				
			FREEZER MONITOR		WATER TREATMENT CONTROL				

### Asset Photos

To review any documents or photos that are already attached to the work order or phases, tap to the Documents tab.

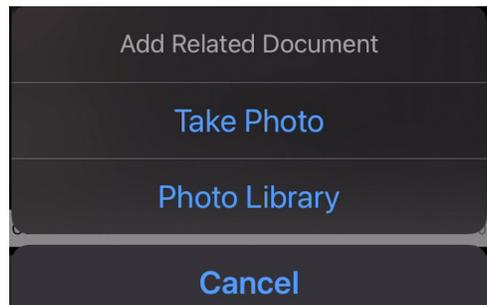
Tap the photo or document to open a viewer.

You can also use two fingers to zoom in or out.



To add a new photo, tap the blue + icon in the upper right.

The dialog box will ask if you want to add a photo from your Take a Photo or add a photo from your Photo Library.

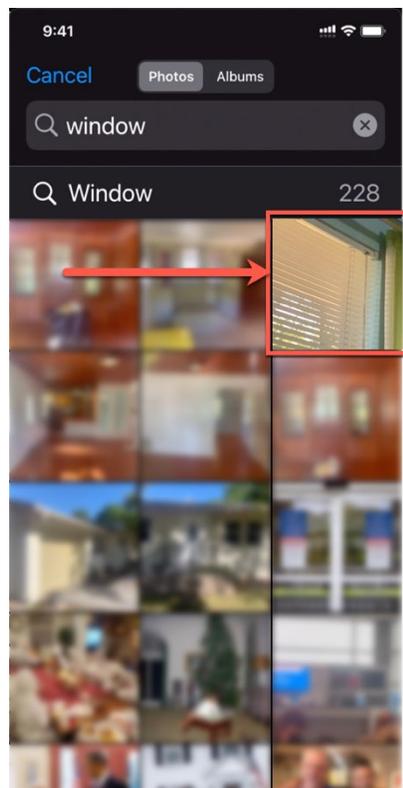


When you “Take a Photo,” the phone will switch to camera mode and allow to snap a photo as you would normally.



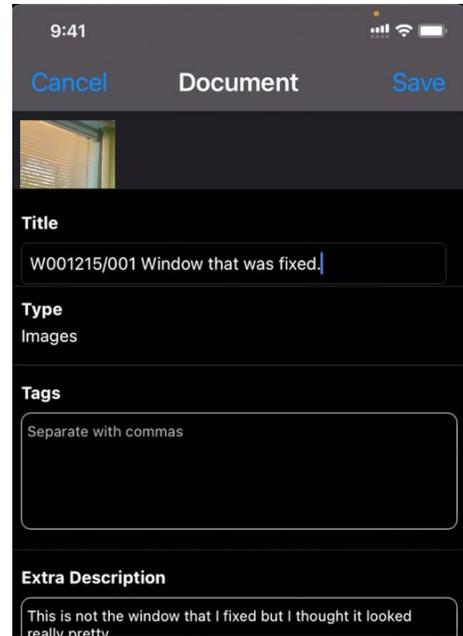
When you “Add a Photo,” you select a photo from pictures on your phone. There is also a search feature that will allow you to search for photos by content.

In this example I am searching by the keyword “window”.



When adding a new document or photo, you will be prompted to add-in additional information including a Title, a Type (determined automatically), tags separated with commas, and an extra description.

Click **Save** and continue.



9:41

Cancel Document Save



**Title**

W001215/001 Window that was fixed.

**Type**

Images

**Tags**

Separate with commas

**Extra Description**

This is not the window that I fixed but I thought it looked really pretty.