

Add/edit relationship - Find Asset

The first step in adding or editing a Relationship is finding the asset whose relationship you want to add/edit

Select 'Manage Assets' from the My Tenancy menu.

Complete as many fields as possible then click "Search"

- Dashboard
- Data Management
- My Tenancy
 - Manage Assets
 - Add Asset +
 - Manage Organisations
 - Add Organisation +
 - Manage Hierarchies
- Reports
- Armin

Manage Assets

Select as many fields as possible to find your assets. Click on **Options** to select additional filtering options

Asset	Asset Type	Related Organisation
<input type="text"/>	<input type="text"/>	<input type="text"/>
Asset Name (partial match)		
<input type="text" value="example"/>		
<input type="button" value="Options ^"/>		
		<input type="button" value="Search Q"/> <input type="button" value="Clear X"/>

Add/edit relationship - Find Asset

Manage Assets

Select search criteria to find your assets. Click on **Options** to select additional filtering options

Asset Asset Type Related Organisation

Asset Name (partial match)

Options ^

Search Clear

2 assets found

Showing 1 to 2 of 2 results

Asset	Status	Asset Type	Asset Hierarchy	Action
Example Asset 34-56 POPLAR RD, PARKVILLE, VIC 3052	Active (18/03/2015)	Miscel	Example Asset Hierarchy (0 sub assets)	<input type="button" value="Add Data +"/>
Example Asset Parent 34-56 POPLAR RD, PARKVILLE, VIC 3052	Active (18/03/2015)	Public Hospital - Subacute	Example Asset Hierarchy (0 sub assets)	<input type="button" value="Add Data +"/>

Showing 1 to 2 of 2 results

< Previous Next >

< Previous Next >

Select your Asset from the list and click through for more details

Select 'Add Data' to enter data for this Asset

Asset Profile

All Asset related information is conveniently displayed on one screen, including hierarchies and relationships

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My Tenancy > Manage Assets > Example Asset

au.org.melbournehealth.admin
au.org.melbournehealth.admin for
as.org.melbournehealth

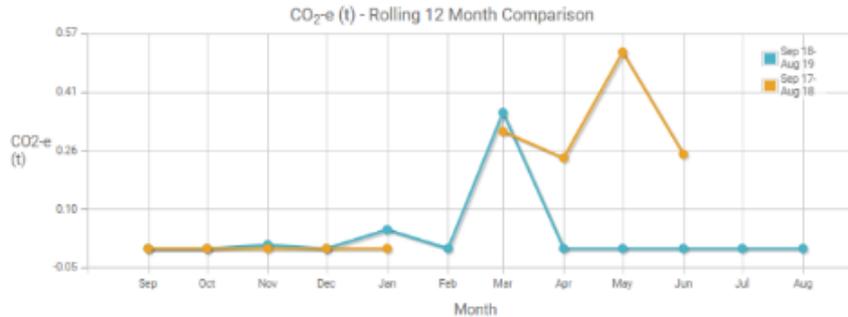
Search Q User Admin Help Logout

- Dashboard
- Data Management
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 - Manage Assets
 - Add Asset +
 - Manage Organisations
 - Add Organisation +
 - Manage Hierarchies
- Reports
- Admin

Asset Profile

Example Asset

Edit Asset Delete Asset



Activities

Clinical waste

Sep-18 - Aug-19: 0 CO₂-e (t) -%

Activity	Sep-18 - Aug-19: 0 CO ₂ -e (t) -%
Clinical waste - incinerated	Sep-18 - Aug-19: 0 kg Sep-17 - Aug-18: 0 kg
Clinical waste - incinerated	Sep-18 - Aug-19: 0 kg Sep-17 - Aug-18: 0 kg
Clinical waste - shared	Sep-18 - Aug-19: 0 kg Sep-17 - Aug-18: 0 kg
Clinical waste - treated	Sep-18 - Aug-19: 0 kg Sep-17 - Aug-18: 0 kg
Jo Testino Clinical waste Activity	Sep-18 - Aug-19: 0 kg

You can see Relationship information and add/edit relationships under the "Relationship" Section

Attributes

Status Active 18/03/2015

Asset type: Miscel

Asset hierarchy: Example Asset Hierarchy

Location

34-56 POPLAR RD PARKVILLE VIC 3052

(This asset is not able to be shared with other tenants.)

Attributes

Label	Value
Operator ID	11520

Asset Hierarchy

Search Again

Go

Add Child Asset +

View Asset Hierarchy

Measurement Devices

DH Electricity Device

6102894232

Add Measurement Device +

Relationships

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Add/edit relationship - Find Asset

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My Tenancy > Manage Assets > Example Asset

au.org.melbournehealth.admin
au.org.melbournehealth.admin for
as.org.melbournehealth

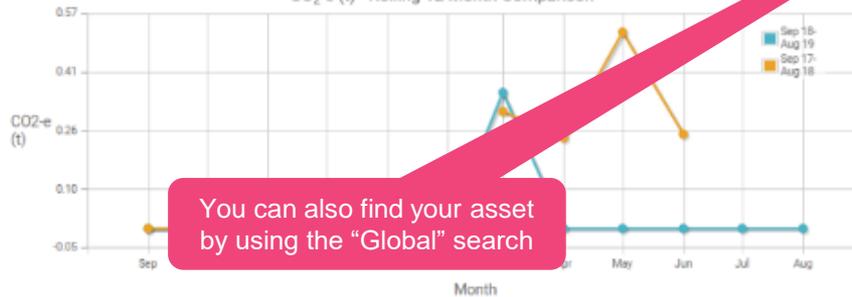
Search Q User Admin Help Logout

- Dashboard
- Data Management
- My Tenancy
 - Manage Assets
 - Add Asset +
 - Manage Organisations
 - Add Organisation +
 - Manage Hierarchies
- Reports
- Admin

Asset Profile

Example Asset

CO₂-e (t) - Rolling 12 Month Comparison



You can also find your asset by using the "Global" search

Attributes

Status **Active** 18/03/2015

Asset type: Miscel

Asset hierarchy: Example Asset Hierarchy

Location

34-56 POPLAR RD PARKVILLE VIC 3052

(This asset is **not** able to be shared with other tenants.)

Attributes

Label	Value
Operator ID	11520

Asset Hierarchy

Search Again

Go

Add Child Asset +

View Asset Hierarchy

Measurement Devices

DH Electricity Device

6102894232

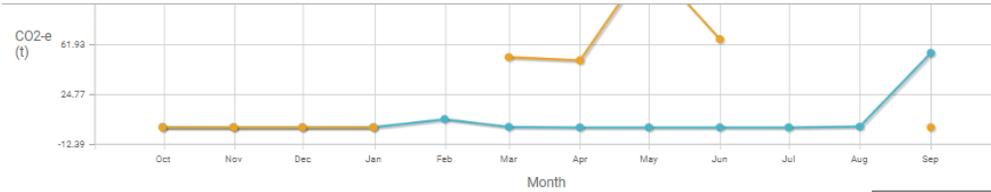
Q + E B

Add Measurement Device +

Relationships

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Add relationship



View GHG Inventory

Activities

Activity	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Clinical waste	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Clinical waste - incinerated	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Clinical waste - incinerated - Test by Jo	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Clinical waste - sharps	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Clinical waste - treated	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Jo Testing Clinical waste Activity	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Corporate Transport	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
General waste	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
MG Test Activity Group	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Medical Gases	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Non-emergency Transport	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Other Transport	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Paper	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Recycling	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Refrigerants	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%

From the asset profile page, click on "Add Relationship"

34-56 POPLAR RD PARKVILLE VIC 3052
(This asset is not able to be shared with other tenants.)

Attributes

Label	Value
Area M2	30425
Campus Code	1335
Climate Zone	6
Land Area	55447
NABERS Peer Group	Mixed subacute and non-acute hospitals
Operator ID	11520
Output Code	11000
Output Label	Acute health
Peer Group	Sub-acute
Service Criticality	2

Asset Hierarchy

Search Again

Measurement Devices

Waste Device

Waste Device

Relationships

- Melbourne Health 2
 - Example Organisation (Jul-14 to current)

Add relationship

ADD Relationship

Asset Example Asset Parent	Asset Hierarchy Example Asset Hierarchy (Jul-05 to current)
Organisation * No selection	Organisation Hierarchy No selection
Month From * month-year	Month To (Leave blank for an ongoing relationship) month-year

Add +

Choose the organisation you want to create a relationship with

Choose the month range for the relationship.

Click "Add+"

Add relationship – add person type values

UPDATE Relationship

Organisation Aggregate Non-Residential Sites	Organisation Hierarchy Melbourne Health 2 (Jul-05 to current)
Asset RMH Royal Park	Asset Hierarchy RMH Royal Park Asset Hierarchy (Jul-05 to current)
Month From * Nov-19	Month To (Leave blank for an ongoing relationship) Nov-19

[Edit Relationship](#)

Associated Details

Persons

[Add Person +](#) [Go to person type extract →](#)

Person Type *	Value *	Month From *	Month To	Source	Actions
No persons added.					

Attributes

% Allocation

You will now be able to add Person Type data

Add relationship – add person type values

UPDATE Relationship

Organisation
Aggregate Non-Residential Sites

Asset
RMH Royal Park

Month From *
Nov-19

Associated Details

Persons

Person Type * Value * Month From * Month To Source Actions

No persons added.

Add Person

The month range of the new person record must fall within the month range of this relationship.

Person Type *
TotalAreaM2

Usage Value *
5000

Month From *(From Nov-19)
Nov-19

Month To (Till Nov-19)
Nov 2019

Clear Date Done

Cancel ✕ Save

Choose the person type you want to add data for

Enter the value for the person type

Enter the month from and month to for the person type value
Click "Save"

Add relationship – add allocation

UPDATE Relationship

Organisation Aggregate Non-Residential Sites	Organisation Hierarchy Melbourne Health 2 (Jul-05 to current)
Asset RMH Royal Park	Asset Hierarchy RMH Royal Park Asset Hierarchy (Jul-05 to current)
Month From * Nov-19	Month To (Leave blank for an ongoing relationship) Nov-19

[Edit Relationship](#)

Associated Details

- Persons
- Attributes
- % Allocation**

Allocation Type *

- Fixed Percentage
- Fixed Percentage**
- Person Type
- Manual Percentage

[Restore Allocation](#)

Expand the “% Allocation” area

Choose if you want:

- > A fixed percentage allocation for the life of the relationship
- > An allocation based on the person type values of 2 different relationships
- > “Manual Percentage” where you can change the allocation from month to month

Add relationship – add fixed allocation

UPDATE Relationship

Organisation
Aggregate Non-Residential Sites

Organisation Hierarchy
Melbourne Health 2 (Jul-05 to current)

Asset
RMH Royal Park

Asset Hierarchy
RMH Royal Park Asset Hierarchy (Jul-05 to current)

Month From *
Nov-19

Month To (Leave blank for an ongoing relationship)
Nov-19

[Edit Relationship](#)

Associated Details

Persons

Attributes

% Allocation

Allocation Type *
Fixed Percentage

Fixed Percentage *
67

[Save Allocation](#) [Restore Allocation](#)

If you choose “fixed percentage” enter the % of the assets usage you want allocated to the organisation and click “Save Allocation”

Add relationship – allocation by person type

Organisation
Aggregate Non-Residential Sites

Organisation Hierarchy
Melbourne Health 2 (Jul-05 to current)

Asset
RMH Royal Park

Asset Hierarchy
RMH Royal Park Asset Hierarchy (Jul-05 to current)

Month From *
Jul-14

Month To (Leave blank for an ongoing relationship)

Success: The Relationship Person record was persisted successfully

[Edit Relationship](#)

Associated Details

Persons

Attributes

% Allocation

Allocation Type *
Person Type

Person Type *
TotalAreaM2
Aged Care Bed Nights
Emergency Department Departures
Full Time Equivalent
In-Patient Bed Days
Per Patient Treated
Separations
TotalAreaM2

Show 10 entries

Relationship Months	Aggregate Non-Residential Sites (Jul-14 to <->)	TotalAreaM2
Sep-19	24.74	
Oct-19	24.74	75.26
Nov-19	14.11	85.89
Dec-19	14.11	85.89
Jan-20	14.11	85.89
Feb-20	14.11	85.89
Mar-20	14.11	
Apr-20	14.11	
May-20	14.11	

If you choose "Person Type" select the Person Type you want the allocation to be based on and click "Save Allocation"

The system will calculate the allocation to each organisation based on the person type values on the relationship with each asset and display the monthly values for the allocation

Add relationship – manual allocation

UPDATE Relationship

Organisation
Aggregate Non-Residential Sites

Organisation Hierarchy
Melbourne Health 2 (Jul-05 to current)

Asset
RMH Royal Park

Asset Hierarchy
RMH Royal Park Asset Hierarchy (Jul-05 to current)

Month From *
Jul-14

Month To (Leave blank for an ongoing relationship)

[Edit Relationship](#)

Associated Details

- Persons
- Attributes
- % Allocation

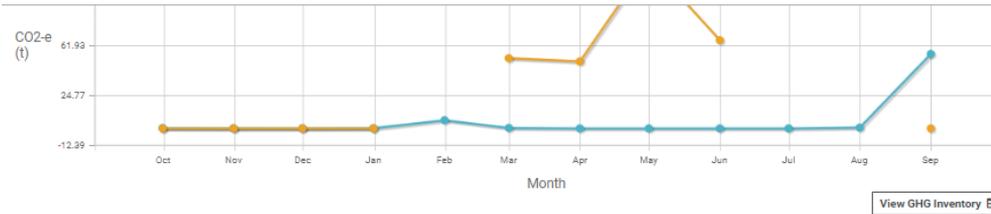
Allocation Type *
Manual Percentage

Aug-14	90
Sep-14	100
Oct-14	100
Nov-14	100
Dec-14	100

[Save Allocation](#) [Revert Allocation](#)

If you choose "Manual percentage" you will need to enter the % allocation for each month and click "Save Allocation"

Edit relationship



34-56 POPLAR RD PARKVILLE VIC 3052
(This asset is not able to be shared with other tenants.)

Attributes

Label	Value
Area M2	30425
Campus Code	1335
Climate Zone	6
Land Area	55447
NABERS Peer Group	Mixed subacute and non-acute hospitals
Operator ID	11520
Output Code	11000
Output Label	Acute health
Peer Group	Sub-acute
Service Criticality	2

Asset Hierarchy

Go

Add Child Asset + View Asset Hierarchy ☰

Measurement Devices

Example Measurement Device

Add Measurement Device +

Relationships

Melbourne Health 2

Example Organisation (Jul-14 to current) [edit] [delete]

Add Relationship +

From the asset profile page, click on the pencil icon to edit relationship

Activities

Activity	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Clinical waste	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Clinical waste - incinerated	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Clinical waste - incinerated - Test by Jo	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Clinical waste - sharps	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Clinical waste - treated	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Jo Testing Clinical waste Activity	Oct-18 - Sep-19: 0 kg Oct-17 - Sep-18: 0 kg
Corporate Transport	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
General waste	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
MG Test Activity Group	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Medical Gases	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Non-emergency Transport	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Other Transport	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Paper	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Recycling	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%
Refrigerants	Oct-18 - Sep-19: 0 CO ₂ -e (t) -%

Edit relationship – edit person type value

My Tenancy > Manage Assets > RMH Royal Park > Relationship

au.org.melbournehealth.admin
au.org.melbournehealth.admin for
au.org.melbournehealth

Search User Admin Help Logout

UPDATE Relationship

Organisation

Aggregate Non-Residential Sites

Asset

RMH Royal Park

Month From *

Jul-14

Organisation Hierarchy

Melbourne Health 2 (Jul-05 to current)

Asset Hierarchy

RMH Royal Park Asset Hierarchy (Jul-05 to current)

Month To (Leave blank for an ongoing relationship)

Click "Edit Relationship" to change month from/to or the organisation that the asset is related to

Edit Relationship

Associated Details

Persons

Show 5 entries

Add Person Go to person type extract

Person Type filter:

Person Type *	Value *	Month From *	Month To	Source	Actions
TotalAreaM2	5000	Nov-19	month-year		Save Restore Delete
TotalAreaM2	10000	Jul-14	Oct-19		Save Restore Delete

Edit the value or month from/to for a person type and click "Save"

Showing 1 to 2 of 2 entries

Previous 1 Next

Attributes

% Allocation

Edit relationship – add person type values

UPDATE Relationship

Organisation Aggregate Non-Residential Sites	Organisation Hierarchy Melbourne Health 2 (Jul-05 to current)
Asset RMH Royal Park	Asset Hierarchy RMH Royal Park Asset Hierarchy (Jul-05 to current)
Month From * Nov-19	Month To (Leave blank for an ongoing relationship) Nov-19

[Edit Relationship](#)

Associated Details

Persons

[Add Person +](#) [Go to person type extract →](#)

Person Type *	Value *	Month From *	Month To	Source	Actions
No persons added.					

Attributes

% Allocation

Click "Add Person +" to add Person Type data

Edit relationship – add person type values

UPDATE Relationship

Organisation
Aggregate Non-Residential Sites

Asset
RMH Royal Park

Month From *
Nov-19

Associated Details

Persons

Person Type * Value * Month From * Month To Source Actions

No persons added.

Add Person

The month range of the new person record must fall within the month range of this relationship.

Person Type *
TotalAreaM2

Usage Value *
5000

Month From * (From Nov-19)
Nov-19

Month To (Till Nov-19)

Nov 2019

Clear Date Done

Cancel Save

Choose the person type you want to add data for

Enter the value for the person type

Enter the month from and month to for the person type value
Click "Save"

Edit relationship – edit allocation

Warning!
Editing an allocation
rule will remove
previous entries

UPDATE Relationship

Organisation
Aggregate Non-Residential Sites

Organisation
Melbourne Health 2 (Jul-05 to current)

Asset
RMH Royal Park

Asset Hierarchy
RMH Royal Park Asset Hierarchy (Jul-05 to current)

Month From *
Nov-19

Month To (Leave blank for an ongoing relationship)
Nov-19

Edit Relationship

Associated Details

Persons

Attributes

% Allocation

Allocation Type *
Fixed Percentage

Fixed Percentage

Person Type

Manual Percentage

Restore Allocation

Expand the “% Allocation” area

Choose if you want:

- > A fixed percentage allocation for the life of the relationship
- > An allocation based on the person type values of 2 different relationships
- > “Manual Percentage” where you can change the allocation from month to month

Edit relationship – add fixed allocation

UPDATE Relationship

Organisation Aggregate Non-Residential Sites	Organisation Hierarchy Melbourne Health 2 (Jul-05 to current)
Asset RMH Royal Park	Asset Hierarchy RMH Royal Park Asset Hierarchy (Jul-05 to current)
Month From * Nov-19	Month To (Leave blank for an ongoing relationship) Nov-19

[Edit Relationship](#)

Associated Details

- Persons
- Attributes
- % Allocation

Allocation Type * Fixed Percentage	Fixed Percentage * 67
--	---------------------------------

[Save Allocation](#) [Restore Allocation](#)

If you choose "fixed percentage" enter the % of the assets usage you want allocated to the organisation and click "Save Allocation"

Edit relationship – allocation by person type

Organisation: Aggregate Non-Residential Sites

Organisation Hierarchy: Melbourne Health 2 (Jul-05 to current)

Asset: RMH Royal Park

Asset Hierarchy: RMH Royal Park Asset Hierarchy (Jul-05 to current)

Month From: Jul-14

Month To: (Leave blank for an ongoing relationship)

Success: The Relationship Person record was persisted successfully

[Edit Relationship](#)

Associated Details

- Persons
- Attributes
- % Allocation

Allocation Type: Person Type

Person Type: TotalAreaM2

Show 10 entries

Relationship Months	Aggregate Non-Residential Sites (Jul-14 to <->)	TotalAreaM2
Sep-19	24.74	
Oct-19	24.74	75.26
Nov-19	14.11	85.89
Dec-19	14.11	85.89
Jan-20	14.11	85.89
Feb-20	14.11	85.89
Mar-20	14.11	
Apr-20	14.11	
May-20	14.11	

If you choose "Person Type" select the Person Type you want the allocation to be based on and click "Save Allocation"

The system will calculate the allocation to each organisation based on the person type values on the relationship with each asset and display the monthly values for the allocation

Edit relationship – manual allocation

UPDATE Relationship

Organisation
Aggregate Non-Residential Sites

Organisation Hierarchy
Melbourne Health 2 (Jul-05 to current)

Asset
RMH Royal Park

Asset Hierarchy
RMH Royal Park Asset Hierarchy (Jul-05 to current)

Month From *
Jul-14

Month To (Leave blank for an ongoing relationship)

[Edit Relationship](#)

Associated Details

- Persons
- Attributes
- % Allocation

Allocation Type *
Manual Percentage

Aug-14	90
Sep-14	100
Oct-14	100
Nov-14	100
Dec-14	100

[Save Allocation](#) [Revert Allocation](#)

If you choose "Manual percentage" you will need to enter the % allocation for each month and click "Save Allocation"