

Eden Suite – Changing Assets and Measurement Devices – statuses and dates

Summary

When moving out of assets or closing accounts/measurement devices there are a number of different statuses and dates that can be used, each with their own meanings and impacts within the system.

The table below provides a summary of the impacts of statuses and dates. Following this are some different scenarios and suggestions for which statuses/dates to use. Finally, there is guidance for changing statuses/dates.

Structure	Status/Date	Impact / Meaning
Asset	Status	<p>Active – data can be received against the asset / this status means the asset is open and ready to receive data</p> <p>Pending - data can be received against the asset / this status means the asset is not open or its status is unknown, but data should be received if it is available</p> <p>Retired – incoming data cannot be received against the asset, asset cannot be edited / this status means the asset has been vacated. Note: this status can stop data from the Network from coming through for other assets if an attached measurement device has data in the Network</p> <p>Note: the asset status displayed on the asset profile page is the last status recorded NOT the status at today's date. So if someone enters a future status change that will be shown.</p>
	Effective Date	<p>Default – the default date is the date the asset was setup</p> <p>Other dates – the date can be used to indicate when a status changed</p> <p>Note: new dates must be greater than the last asset status changed date i.e. you cannot have a two different statuses for the same date. You can also not go back and fill in date gaps.</p>
Measurement Device	Status	<p>Active – this status has no impact in the system / this status means the measurement device/account is open and ready to receive data</p> <p>Inactive - this status has no impact in the system / this status means the measurement device/account is closed but might still have data to be added</p>
	Exchange Data Month From Date	This is the earliest month you want data coming from the Network to be recorded against a measurement device/asset
	Exchange Data Month To Date	This is the last month you want data coming from the Network to be recorded against a measurement device/asset
Relationship	Month From	The date from which data is allocated from an asset to an organisation. Data before this date will be reported in an asset report, but not in an organisation report.
	Month To	The date up until which data is allocated from an asset to an organisation. Data after this date will be reported in an asset report, but not in an organisation report.

Scenarios

I've moved out of an asset and I don't want to see any future usage, but there might still be data coming through from the Network

In this scenario, use the pending status on the asset and enter the date you moved out. For the Measurement device, change the status to inactive and the Exchange Month To Date to the last month you want to receive data for. Finally the Relationship Month To date should be changed to the month you moved out.

I've moved out of an asset and there will **never** be data coming through from the Network

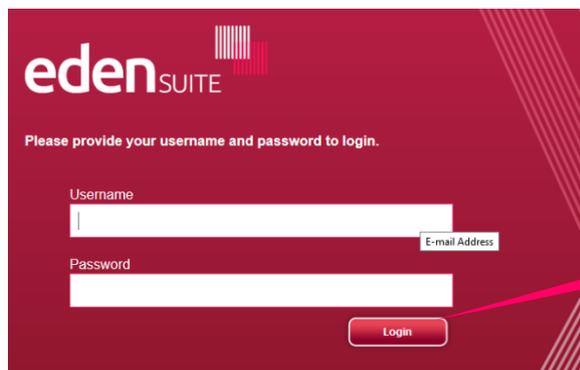
In this scenario, use the retired status on the asset and enter the date you moved out. For the Measurement device, change the status to inactive and the Exchange Month To Date to the last month you want to receive data for. Finally the Relationship Month To date should be changed to the month you moved out. **Note:** only use the asset retired status if you are sure no data will come through from the Network in future as this status can stop data from the Network from coming through for other assets if an attached measurement device has data in the Network

I've moved out of an asset and I still want to keep track of its usage but I don't want to report on it

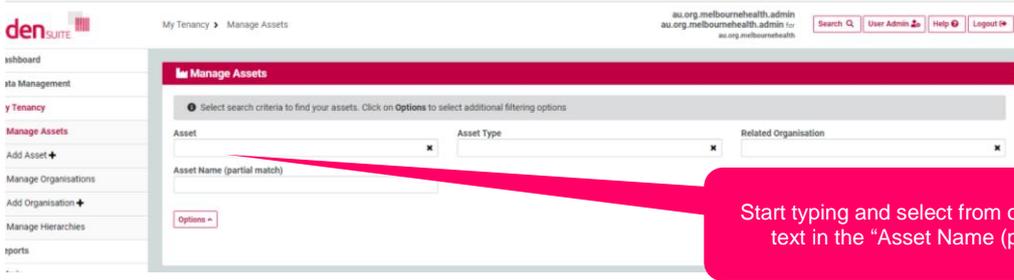
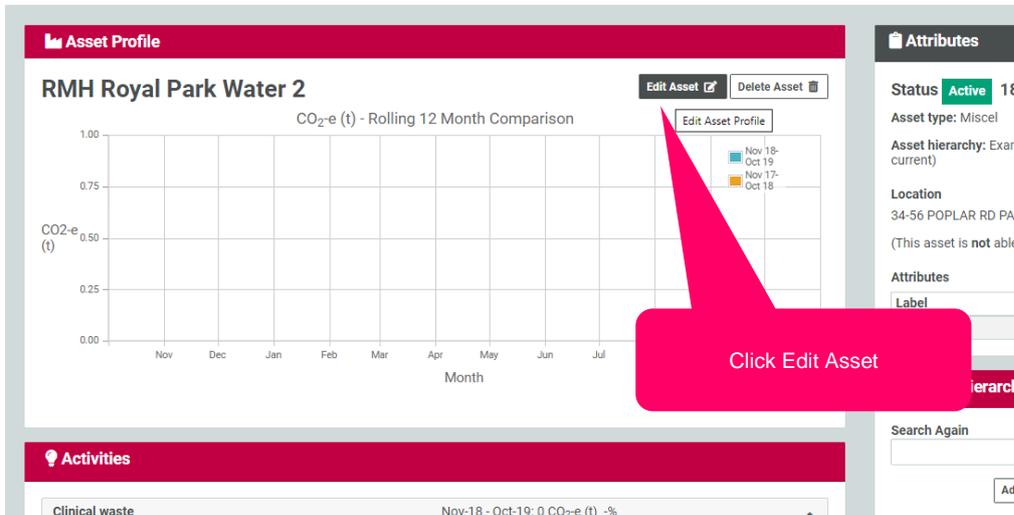
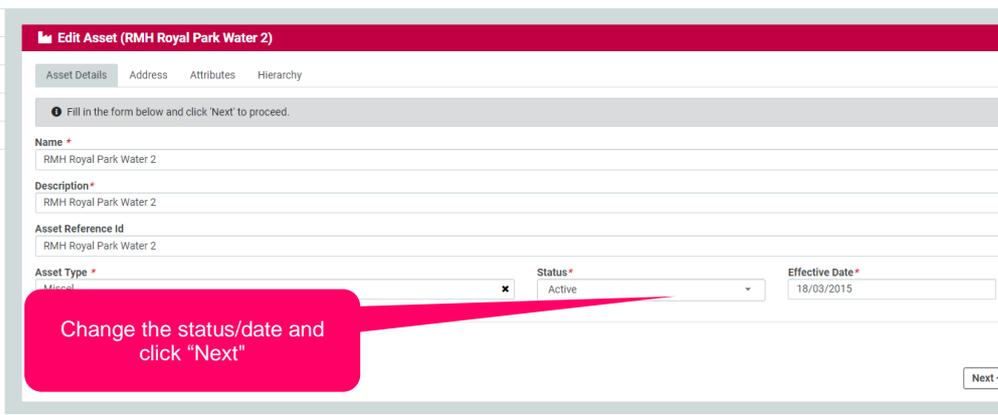
In this scenario, use the pending status on the asset and enter the date you moved out. For the Measurement device, leave the status active and leave the Exchange Month To Date empty. Finally the Relationship Month To date should be changed to the month you moved out. **Note:** asset reports will still have any usage shown but organisation reports will exclude usage after the Relationship Month To date

Guidance

To change any of the dates/statuses, you will need to be in Classic – so log into the system and launch the Classic Module and log in again.



Enter your username and password and click "Login"

<p>Structure</p> <p>Asset Status / Effective date</p>	<p>Impact / Meaning</p> <p>Select "Manage Asset" from the My Tenancy menu search for your asset and select it</p>  <p>Click "Edit Asset" at the top of the page</p>  <p>Change the status or effective date and click "Next" until you get to the "hierarchy" tab then click "Save" at the bottom of the page</p> 
<p>Measurement Device Status / Dates</p>	<p>Use the search button at the top of any page function to find your Measurement Device</p>

Start typing and select from options or enter search text in the "Asset Name (partial match)" box

Click Edit Asset

Change the status/date and click "Next"



Click on the Measurement Device you want to modify and click “Edit” at the bottom of the page

Change the status or month from/to and click “Next” until you get to the “Eden Exchanges” tab and click “Save” down the bottom of the page.

Relationship
Month
From/To dates

Select “Manage Asset” from the My Tenancy menu search for your asset and select it

Start typing and select from options or enter some text in the "Asset Name (partial match)" box

Click on "Edit relationship button" against the relationship you want to change

Click on the Edit Relationship button

Then click on the asset and on the right hand side change the date and hit "Update"

Click on the "Edit Relationship" button and change the Month From/To dates and click save