**Find Asset** 





### **Find Asset**

#### 🕍 Manage Assets

O Select search criteria to find your assets. Click on Options to select additional filtering options						
Asset	Asset Type		elated Organisation			
Asset Name (partial match) example		*		×		
Options A						
Se	lect your Asset from the st and click through for			Search Q, Clear X		
2 assets found	more details					
Showing 1 to 2 of 2 results		Select 'Add	< Previous Next >			
Agaa	Status	Ass Asse	Ass Asset			
Example Asset 34-56 POPLAR RD, PARKVILLE, VIC 3052	Active (18/03/2015)	Miscel	Example Asset Hierarchy (0 sub assets)	Add Data 🕈		
Example Asset Parent 34-56 POPLAR RD, PARKVILLE, VIC 3052	Active (18/03/2015)	Public Hospital - Subacute	Example Asset Hierarchy (8 sub assets)	Add Data +		
Showing 1 to 2 of 2 results				< Previous Next>		



### **Asset Profile**





## **Find Asset**





#### **Edit asset**





**Edit asset** 

🖬 Edit Asset (Example Asset)				
Asset Details Address Attributes Hierarchy		Fie	Foi Ids v	ur "tabs" appear vith * are mandatory
• Fill in the form below and click 'Next' to proceed.				
Name *				
Example Asset				
Description*				
RMH Royal Park Elec 1				
Asset Reference Id				
RMH Royal Park Elec 1				
Asset Type *	Status*			Effective Date*
Miscel X	Active		-	18/03/2015
Allow this asset to be shared with other tenants?				
				Next →
		Once y	ou've	e edited a tab you
		can mo	ove to	o the next one by
			clicki	ing "Next"





La Edit Asset (Example Asset)		
Asset Details Address Attributes Hierarchy		
Fill in the form below and click Next to proceed.		
Address line 1* 34-56 POPLAR RD		
Address line 2		
Suburb*	State*	Postcode*
	VIC	0.02
Hide this asset's address?		
		Next →
	Enter Address details (postcode used to determine emission factors used)	





Edit Asset (Example As	iset)			
Asset Details Address	Attributes Hierarchy			
• Fill in the form below and cl	lick 'Next' to proceed. All attributes with *are mandatory. Click	Restore to restore the previously saved value.		
Label	Туре		Value	
Area M2	Round Number		Restore 🖒	]
Campus Code	Text		Restore 🖒	]
Operator ID *	Text	11520	Restore 🖄	]
RAC ID	Text		Restore 🖒	]
				Next →
			Enter values – if there's a choice, you can use the down arrow to show options If you make a mistake hit "Restore"	



## **Edit asset - hierarchy**

Le Edit Asset (Example Asset)	
Asset Details Address Attributes Hierarchy	
Change the asset hierarchy and/or the parent node, if required. Click Save to update the Asset.	
Example Asset Hierarchy Change	
▲ ✔ RMH Royal Park	Parent Asset Selection: RMH Royal Park
- Example Asset	
<ul> <li>Main gas meter Royal Park</li> </ul>	
<ul> <li>RMH Royal Park - Building 16</li> </ul>	
- RMH Royal Park - Building 18	Click the Change button to
- RMH Royal Park - Building 21	change the hierarchy the asset
- RMH Royal Park - Building 8 NARI	is in or the parent of the asset
- RMH Royal Park - Building 9 NARI	
- RMH Royal Park - Chapel	
- RMH Royal Park - Gardenview House	
- RMH Royal Park - Graeme Larkins	
- RMH Royal Park - Park House	
- RMH Royal Park - Parkville Hostel	
- RMH Royal Park - Quadrangle	
- RMH Royal Park - Rehabilitation Unit	
- RMH Royal Park - Robert Campbell	
- RMH Royal Park - Royal Park Boiler House	
- RMH Royal Park - Substation	
- RMH Royal Park - Building 24	
- RMH Royal Park - Building 29 NARI	
- RMH Royal Park - Corp No 0110	
- RMH Royal Park Elec 2	

# **Edit asset - hierarchy**

Edit Asset (Example Asset)			
Asset Details Address Attributes Hierarchy			
O Change the asset hierarchy and/or the parent node, if required. Click Save to update the Asset.			
isset Hierarchy	Restore D		_
Example Asset Hierarchy			
		s	ave B
e Edit Asset (Example Asset)			
Asset Details Address Attributes Hierarchy		Click the X to clea	ar and dow
Channe the asset hierarchy and/or the narent node, if required. Click Save to undate the Asset		arrow to see option	ons for oth
Ondrige the daset including analysis the parent node, in required, circle same to update the Paset.		hierarch	ies
Example Asset Hierarchy	Restore D		
DNU Dougl Dark	Parent Asset Selection:		
= Kunis Kujai Fuik	No selection		
Example Asset			
Main gas meter koyai Park			
- KMH Koyai Park - Building 18			
- RMH Royal Park - Building 21			
RMH Royal Park - Building 8 NARI			
- RMH Royal Park - Building 9 NARI			
- RMH Royal Park - Chapel			
- RMH Royal Park - Gardenview House		Then click on the Parent Asset	
- RMH Royal Park - Graeme Larkins		you want to be "above" the	
- RMH Royal Park - Park House		asset and hit Save to finish	
- RMH Royal Park - Parkville Hostel			
- RMH Royal Park - Quadrangle			
- RMH Royal Park - Rehabilitation Unit			
- RMH Royal Park - Robert Campbell			
- RMH Royal Park - Royal Park Boiler House			
- RMH Royal Park - Substation			
- RMH Royal Park - Building 24			SUITE
- RMH Royal Park - Building 29 NARI			