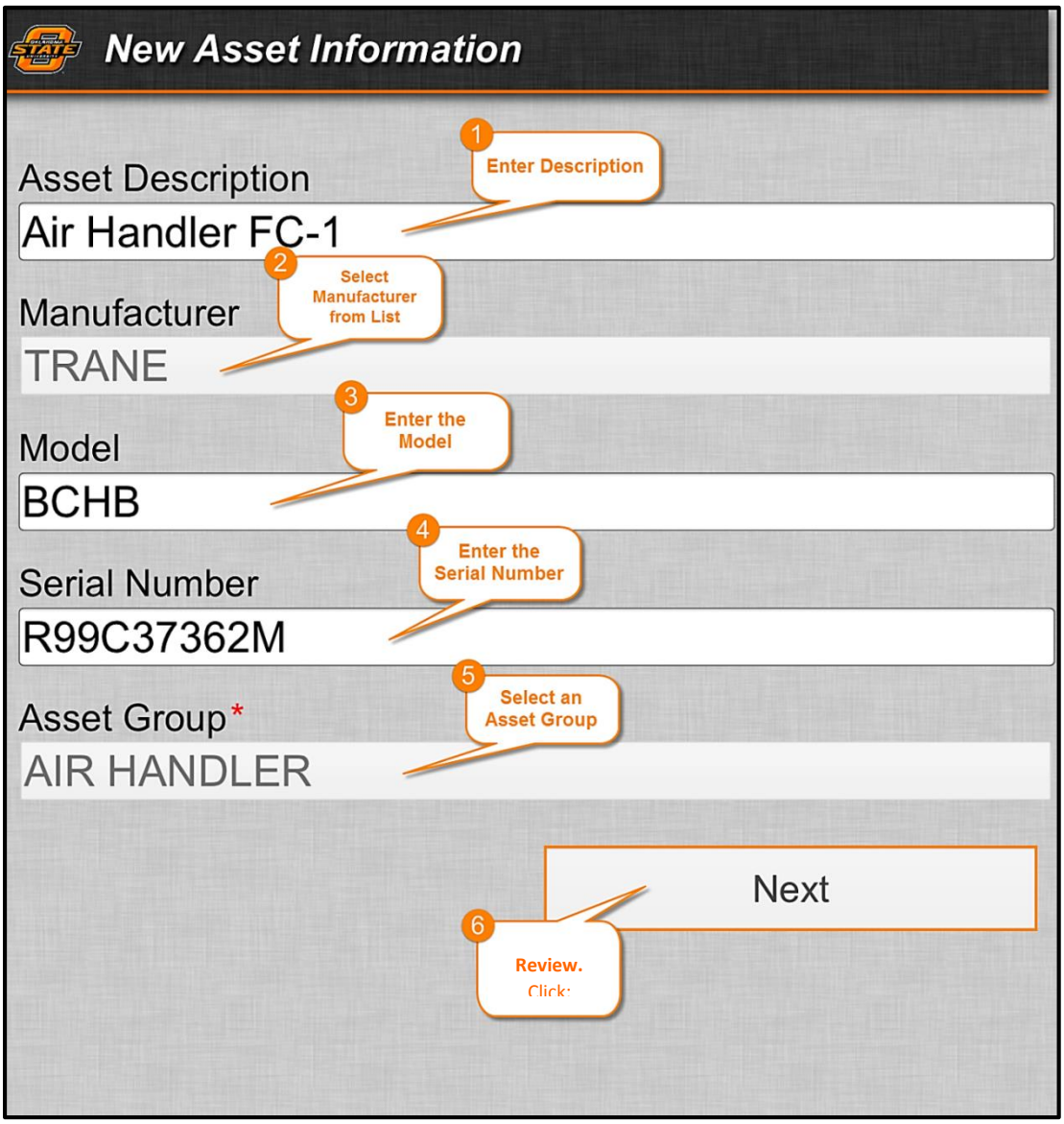
PM Crew: Asset Data Collection

Technicians in the field can use this form **https://workorder.okstate.edu/NewAsset/Asset** to quickly gather and enter asset information.

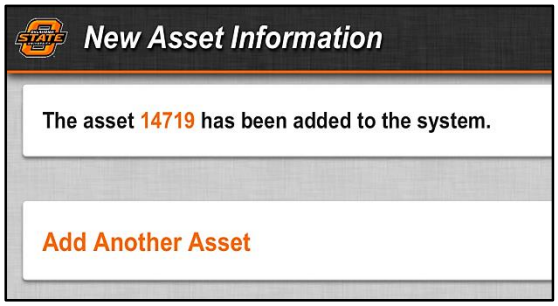
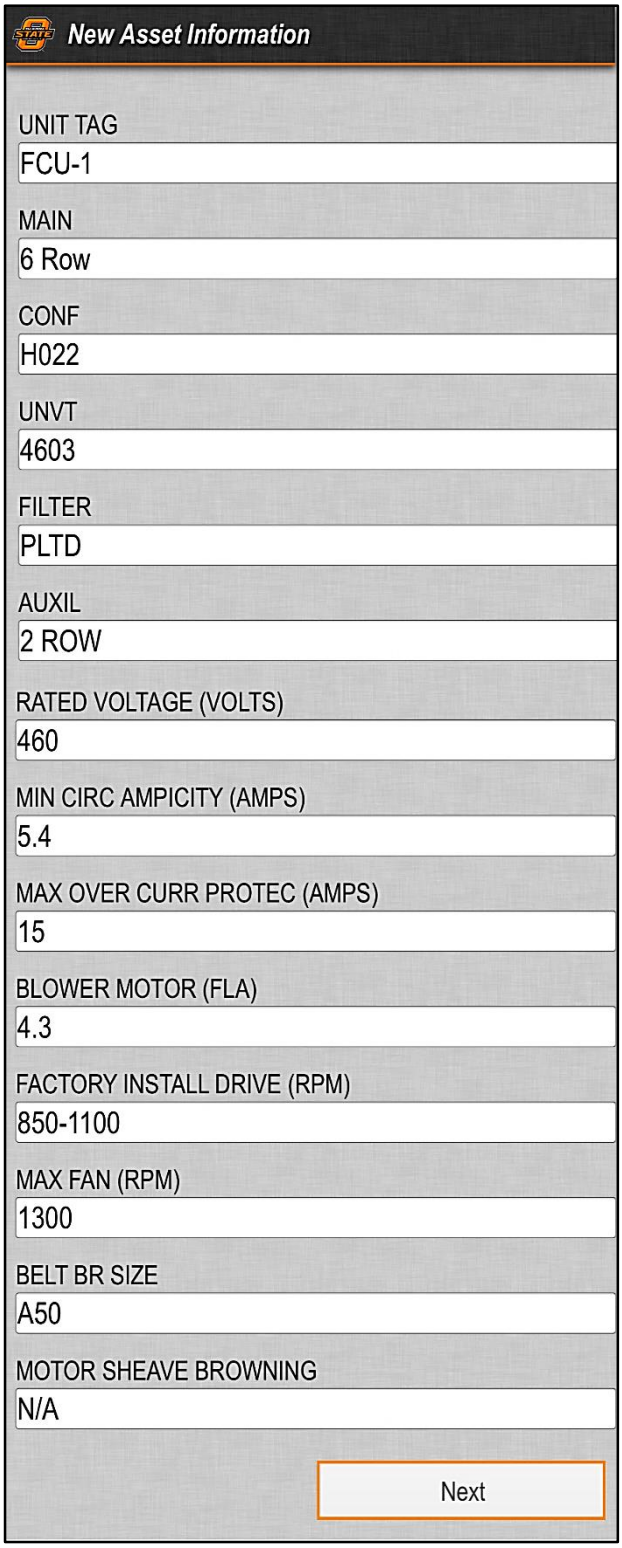
1. ***Enter Asset Information.***



2. ***Enter Asset Attributes.*** Attribute selections will vary based on the asset group.
    a. Enter as much information as available, and then click **NEXT.**

3. ***Enter Location information:***
    a. Region: **OSU-STILLWATER**
    b. Facility: **CENTRAL CAMPUS**
    c. Select a Building
    d. Select Floor (optional)
    e. Select Room Number (optional)
    f. Review, then click **SUBMIT.**

4. ***New Asset Notification*** will appear after submission.



5. Click: **Add Another Asset** and Repeat steps 1-3.