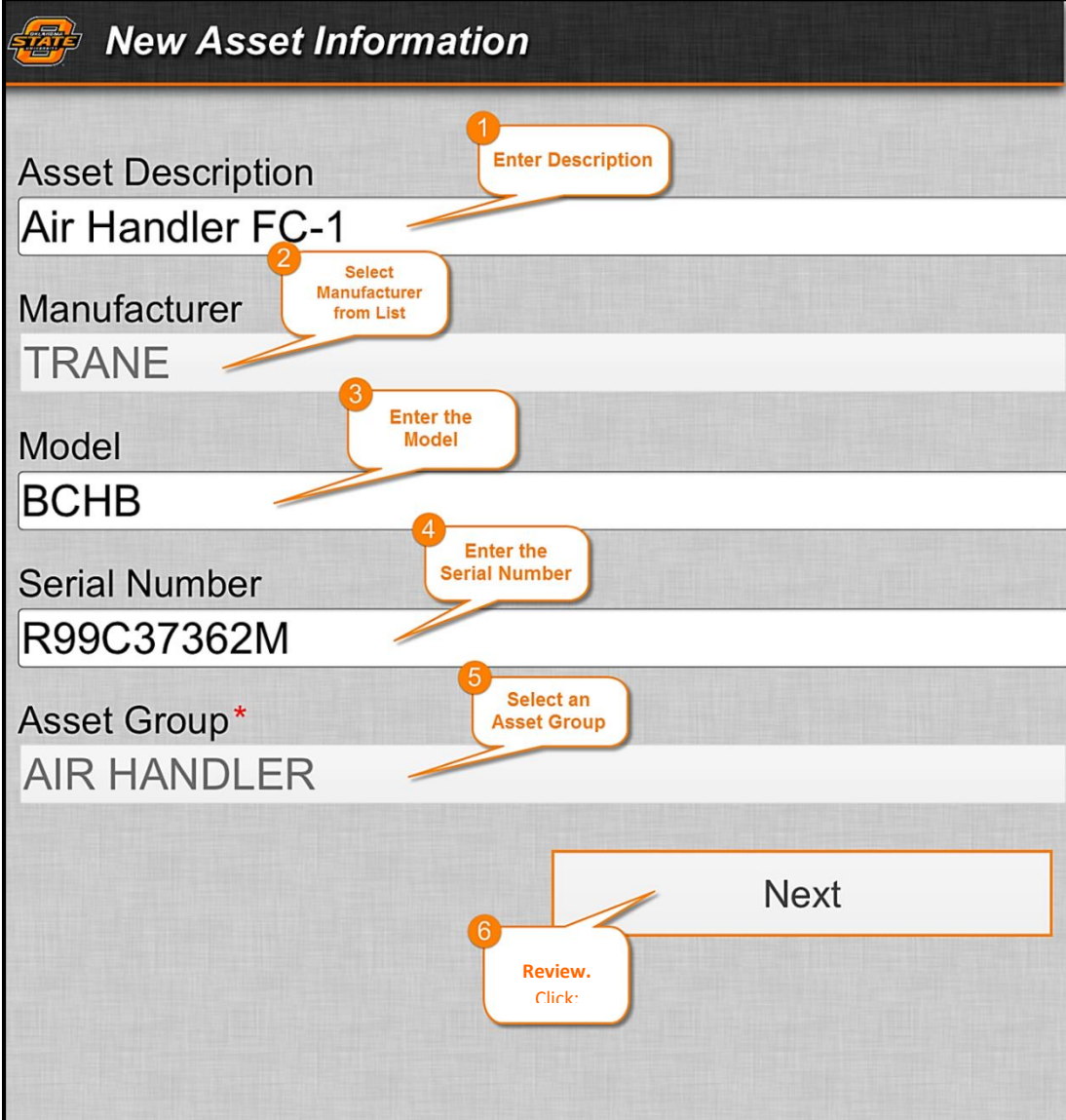


PM Crew: Asset Data Collection

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.*



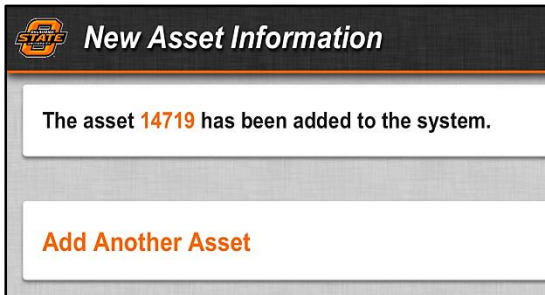
The screenshot shows a web form titled "New Asset Information" with the following fields and callouts:

- 1** Enter Description: Asset Description (Air Handler FC-1)
- 2** Select Manufacturer from List: Manufacturer (TRANE)
- 3** Enter the Model: Model (BCHB)
- 4** Enter the Serial Number: Serial Number (R99C37362M)
- 5** Select an Asset Group: Asset Group* (AIR HANDLER)
- 6** Review. Click: Next button

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.

| OSU STATE New Asset Information | |
|--|----------|
| UNIT TAG | FCU-1 |
| MAIN | 6 Row |
| CONF | H022 |
| UNVT | 4603 |
| FILTER | PLTD |
| AUXIL | 2 ROW |
| RATED VOLTAGE (VOLTS) | 460 |
| MIN CIRC AMPICITY (AMPS) | 5.4 |
| MAX OVER CURR PROTEC (AMPS) | 15 |
| BLOWER MOTOR (FLA) | 4.3 |
| FACTORY INSTALL DRIVE (RPM) | 850-1100 |
| MAX FAN (RPM) | 1300 |
| BELT BR SIZE | A50 |
| MOTOR SHEAVE BROWNING | N/A |
| <input type="button" value="Next"/> | |