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1 Introduction

Electrical and Mechanical Services Department (EMSD) is managing over 20 systems (level 1) and over 200 type E&M equipment (level 2). Currently EMSD is using an Enterprise Resource Planning (ERP) system based on SAP namely Corporate Computer System (CCS) to manage all asset attributes through pre-defined spreadsheet template sets. On the other hand, EMSD also manage asset BIM model information and its data exchange with other asset management applications.

Asset Information Input Tool (AIIT) is a web-based system for EMSD to manage asset information and relationship. It rides on spreadsheet / COBie / COBieLite to exchange information with other systems.

1.1 Purpose

This document provides information on how to use the Asset Information Input Tool (AIIT).

1.2 Terminology

<table>
<thead>
<tr>
<th>Terminology</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Asset</td>
<td>• System level (e.g. LVSB)</td>
</tr>
<tr>
<td></td>
<td>• Common and specific attributes of system</td>
</tr>
<tr>
<td>Level 2 Asset</td>
<td>• Equipment level of a system (e.g. Switchgear of LVSB)</td>
</tr>
<tr>
<td></td>
<td>• Have equipment level common and specific attributes</td>
</tr>
<tr>
<td>Asset Type</td>
<td>• Represent an abstract asset</td>
</tr>
<tr>
<td></td>
<td>• Different meaning with BIM asset type</td>
</tr>
<tr>
<td></td>
<td>• Both BIM asset type data and BIM asset component data are store in AIIT instance level</td>
</tr>
<tr>
<td>Asset Instance</td>
<td>• Represent a physical asset in a particular function location</td>
</tr>
<tr>
<td></td>
<td>• Different meaning with BIM asset component</td>
</tr>
<tr>
<td></td>
<td>• Both BIM asset type data and BIM asset component data store in AIIT instance level</td>
</tr>
<tr>
<td>Asset code</td>
<td>• Unique identifier (i.e. the asset code) of an asset instance in EMSD</td>
</tr>
<tr>
<td></td>
<td>• AIIT identifier</td>
</tr>
<tr>
<td>Equipment No.</td>
<td>• Unique identifier of an asset instance in CCS, it will be assigned by CCS for new asset</td>
</tr>
<tr>
<td>Functional Location</td>
<td>• Physical location identifier, each level 1/2 asset instance has one and only one functional location</td>
</tr>
</tbody>
</table>
- User can be assigned with more than 1 functional location to manage his responsible assets

<table>
<thead>
<tr>
<th>System Topology</th>
<th>- Graphical presentation of asset relationships (i.e. parent-child; associated; and grouped relationships)</th>
</tr>
</thead>
</table>
| BIM             | - Building Information Modelling, e.g. Revit.  
|                 | - Industrial modelling standard of building information                                                    |
| COBie           | - Construction-Operations Building information exchange  
|                 | - International standard for the exchange of information regarding facility assets in spreadsheet format |
| COBieLite       | - XML format of COBie files                                                                               |
| Asset Management System | - Support bi-directional data exchange with BIM models  
|                 | - It supports multiple format such as COBie/COBieLite  
|                 | - It has its Plug-in to import/ export COBieLite files                                                      |
| CCS             | - SAP based Asset Management System  
|                 | - Use asset template spreadsheets to communicate with third party applications                             |
1.3 Systems Interaction
1.4 Functions and Authorization

There are different functions provided in this system. In addition, different roles have their specific access right to the function.

1.4.1 Functions

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initialize</td>
<td>• Initialize an asset template.</td>
</tr>
<tr>
<td>2</td>
<td>Import</td>
<td>• Import CCS format spreadsheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Import COBie spreadsheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Import COBieLite XML</td>
</tr>
<tr>
<td>3</td>
<td>Export</td>
<td>• Export CCS format spreadsheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Export COBie spreadsheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Export COBieLite XML</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Export COBieLite BIM XML</td>
</tr>
<tr>
<td>4</td>
<td>Manage asset</td>
<td>• List asset instance by level 1 and level 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Add/Edit/Delete asset</td>
</tr>
<tr>
<td>5</td>
<td>Setup attribute</td>
<td>• Manage attribute validation</td>
</tr>
<tr>
<td>6</td>
<td>System Topology</td>
<td>• Add/Remove asset from System Topology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Manage asset relationship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Present relationship and grouping information in graphical format</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Service Availability (SA) calculation based on relationship and criticality</td>
</tr>
<tr>
<td>7</td>
<td>Manage user</td>
<td>• Add/Edit/Suspend user</td>
</tr>
<tr>
<td>8</td>
<td>User profile</td>
<td>• Login / Logout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Change password</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Switch function location</td>
</tr>
<tr>
<td>9</td>
<td>Settings</td>
<td>• Manage mapping between COBie fields and CCS fields</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• List mapping between CCS template and equipment/system code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Manage Functional Location</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Specify common attributes of System and Equipment level</td>
</tr>
</tbody>
</table>
1.4.2 Authorization

Below is the function role matrix of the system.

<table>
<thead>
<tr>
<th></th>
<th>Administrator</th>
<th>Normal user</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initialize</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Import</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Export</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Manage asset</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Setup attribute</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System topology</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Manage user</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User profile</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Settings</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
2 Asset Information Input Tool (AIIT) – Overview

This section describes about the login procedures in desktop web browser to the application.

2.1 Login

1) Open the web browser.
2) Enter http://bimam.access.ly/aiit/login into the address bar.
3) Enter your user name and password. Then click “Login”.

Figure 1 Login Page In Web Browser
2.2 Logout

Click the “Logout” to logout the system.

![Logout Page In Web Browser](image)

Figure 2 Logout Page In Web Browser

2.3 Homepage

Homepage display available LEVEL1 and corresponding LEVEL2 Assets in the specified Function Location.

User can display LEVEL2 by select corresponding LEVEL1 CCS Asset.

![Homepage Display](image)

User can manage asset records in “Asset List” by click on blue coloured text of LEVEL1 and LEVEL2.
2.1 Change Functional Location

Assets are stored by “Functional Location”. A number of functions in AIIT are action based on “Function Location” such as data export and Remove Data.

Click “User” menu to show available action under this user.

2.1.1 Administrator

1. Select “User(Functional Location) → Change Functional Location”.

2. “Change Functional Location” dialog display.
3. Input at least 2 characters and click “Search” button to shortlist Functional Location.

4. Find the desired Functional Location and click “Modify” button to change Functional Location.

Functional Location changed.
2.1.2 Normal User

1. Select “User(Functional Location) → Change Functional Location”.

2. “Change Functional Location” dialog display.

3. Select desired Functional Location from the dropdown list.
4. Click “Modify” button to change Functional Location.

![Change Functional Location](image)

5. Functional Location changed.

![User Management](image)

2.2 User Management

User interface for Administrator to Create / Edit / Suspend users.

1. Select “User → User Management”.

2. User Management display.
2.2.1 Create User

1. To create a user, click “Create User” button.

2. Create User dialog display.
3. Fill in user data. Functional Location values should be comma separated, then click “Save”.

4. User created.

2.2.2 Edit User

1. To edit a user, click “Edit” button of the user record.
2. Make change to record and click “Save” button to store values.

2.2.3 Suspend User

1. To suspend a user, simply click corresponding “Suspend” button.

2. The user will become Inactive and “Activate” button will be shown.

2.2.4 Activate User

1. To activate a user, simply click corresponding “Activate” button.
2. The user will become active and “Edit” & “Suspend” buttons will be shown.

2.3 Modify Password

User interface for Administrator to Create / Edit / Suspend users.

1. Select “User→Modify Password”.

2. “Modify Password” dialog display.
3. Fill in current password, New Password and confirm Password, then click “Save” button to modify password.

2.4 Initialize

This is to import CCS Asset Template to create CCS fields for COBie Mapping, CCS Template code for Equipment Code Mapping and CCS template common fields for Common Attribute Manager.

1. Select “Initialize” to begin initialize Asset Template definition.

2. A file upload field will display.
3. Click “Choose file” button to select CCS Template to be import.

4. Click “Upload” button to import selected CCS template.

5. Click “Close” button to dismiss Processing dialog.
2.5 Settings

There are 5 actions under Settings:

- Mapping between COBie and CCS
- Equipment Code Mapping to CCS
- Common Attribute Manager
- Functional Location Manager
- Remove Data

2.6 Mapping between COBie and CCS

This setting is for Administrator to map CCS Field with corresponding COBie Field. Such that COBie file can import and export data correctly.

CCS fields are imported through “Initialize” action.

6. Select “Settings→Mapping between COBie and CCS”.

7. Click “Edit” button to change COBie Field Name of corresponding CCS Field.
8. A “Edit” dialog display.

9. Edit “COBie Field Name” value and click “Save” button to store changed value or “Close” button to dismiss the edit dialog.
2.7 Equipment Code Mapping to CCS

Equipment Code are corresponded to LEVEL 2 CCS Asset Template. System Code are corresponded to LEVEL 1 CCS Asset Template. Code values can be lookup from Section 2.6 E&M Equipment Code of Building Information Modelling for Asset Management (BIM-AM) Standards and Guidelines.

1. Select “Setting → Equipment Code Mapping to CCS”.

2.7.1 Create Equipment Code Mapping to CCS

1. Click “Create” button to create a new Mapping.
2. A “Create” dialog displayed.

3. Fill in values.
4. Click “Save” button to store value, “Close” button to dismiss the “Create” dialog.

2.7.2 Edit Equipment Code Mapping to CCS

1. Click corresponding “Edit” button to edit the mapping.
2. Change value in “Edit” dialog.

3. Click “Save” button to store values or click “Close” button to dismiss “Edit” dialog.
2.7.3 Remove Equipment Code Mapping to CCS

1. Click corresponding “Remove” button to delete a mapping.

2. A confirm dialog will display.
3. Click “OK” button to remove the mapping or click “Cancel” to cancel the action.

2.8 Common Attribute Manager

Common Attribute Manager is used to manage Common Attributes of CCS Template. Common Attributes are imported through “Initialize” action.
1. Select “Setting → Common Attribute Manager”.

2. Common Attribute Manage display.

3. Click “Type” to show dropdown list and select value to change field type. There are 4 field types:
   - Pick List
   - Text
   - Number
   - Date
4. Click “Mandatory or not” to show dropdown list and select value to change field is required or not.

5. Fill in “Hints” to for input hints.
6. When select “Pick List” options in “Type”, input “Pick List” values as code and value pairs that separated by comma.

7. When select “Date” options in “Type”, select date value format.

2.9 Functional Location Manager

Functional Location Manager is used to manage Functional Location. Assets must associate with Functional Location.
1. Select “Setting → Functional Location Manager”.

2.9.1 Create Functional Location

1. Click “Create” button to new a functional location.

2. A “Create” dialog will display.

3. Fill in values. All fields except “Sup Funct Loc” are mandatory.
4. Click “Save” button to store values or click “Close” button to dismiss “Create” dialog.

2.9.2 Search Functional Location

1. Input at least 2 characters to start search of function location.
2. Click “Search” button to accept search criteria and start searching.

3. Search result display.

2.9.3 Edit Functional Location

1. Click “Edit” button of corresponding functional location to modify value.
2. Change desired field value and click “Save” button to store value or click “Close” button to dismiss “Edit” dialog.

2.9.4 Remove Functional Location

1. Click “Remove” button of corresponding functional location to delete the functional location.
2. A confirmation dialog will display and click “Save” button to store value or click “Cancel” button to cancel the action.

2.10 Remove Data

For user to remove data in bulk in a functional location. Administrator and Normal User a different Interface.
1. To remove data, select “Setting → Remove Data”.

2.10.1 Administrator

1. Search for Functional Location.

2. Input partial functional location code then click “Search” button to find functional location with data that match the search criteria.

3. Select desired functional location and corresponding Asset Template will display.
4. Available asset data under this functional location will be listed. By default, all asset templates are selected. Uncheck asset template to be keep then click “Remove” button to delete data from AIIT.

2.10.2 Normal User

1. Select desired functional location and corresponding Asset Template will display.

2. Available asset data under this functional location will be listed. By default, all asset templates are selected. Uncheck asset template to be keep then click “Remove” button to delete data from AIIT.
2.11 Import

AIIT can import Asset Template in 3 different file formats as below.

- Import from CCS
- Import from COBie
- Import from COBieLite

Records will be imported into corresponding asset records in the system.

2.11.1 Import from CCS

1. Select “Import → Import from CCS”.
2. A file upload field will display.

3. Click “Choose file” button to select a CCS Asset Template file to import.

4. Click “Upload” button to start import asset data from selected CCS Asset Template.

5. Click “Close” button to dismiss “Processing” dialog.
2.11.2 Import from COBie

6. Select “Import → Import from COBie”.

7. A file upload field will display.

8. Click “Choose file” button to select a COBie file to import.
9. Click “Upload” button to start import asset data from selected CCS Asset Template.

10. Click “Close” button to dismiss “Processing” dialog.

2.11.3 Import from COBieLite

11. Select “Import → Import from COBieLite”.
12. A file upload field will display.

13. Click “Choose file” button to select a COBieLite file to import.

14. Click “Upload” button to start import asset data from selected CCS Asset Template.

15. Click “Close” button to dismiss “Processing” dialog.
2.12 Asset List (Manage Asset)

This function allows users to Add / Edit / Delete Assets of the underlying system and equipment and their associated Topology and attachments.

2.12.1 Attribute Settings

1. Select “Attribute Settings” under “Template Actions”.

2. Attribute Settings with Common and Specific are displayed. Common attributes are read only, only Specific Attribute can be modified. Please refer to 2.8 Common Attribute Manager section for details. Click “Save” button to store changes.
3. Click “Back” button to return to “Asset List”.
2.12.2 Export to CCS Template

1. Select “Attribute Settings” under “Export to CCS Template”.

2. CCS Template file created.
2.12.3 Add LEVEL1 Asset

3. Add a LEVEL1 Asset, select “Asset List”.

4. Select a LEVEL1 system by Click on “Select Level 1 Asset Type”.

![Image of System Analysis and Design Report for Asset Information Input Tool (AIIT)]
5. Select “Add” in Asset Actions.

6. Select LEVEL1 value start with Z to add a new system instance.

7. Fill in mandatory field (red coloured label) to save Asset record.
8. New Asset was created.

2.12.4 Remove LEVEL1 Asset

1. Remove a LEVEL1 Asset, select Asset List.
2. Select a LEVEL1 system by Click on “Select Level 1 Asset Type”.

3. We use “(ZSY014) Smart Card System” in this case.

4. Select the record to be delete by single click on the record.
5. Select “Remove” from “Asset Actions” menu.

6. A confirm dialog box will display, click “OK” to confirm remove of Asset or “Cancel” to dismiss the dialog box.

2.12.5 Upload Document

This function allow user to attach document to corresponding asset.

1. Select desired asset record to upload document.
2. Select “Upload Document” from “Asset Actions” menu.

3. “Upload Documentation” dialog will display.

4. Click “Choose file” button to select file to upload.
5. Click “Upload” button to import attachment.

6. When upload finish, click “Close” button to dismiss “Upload Documentation” dialog.
2.12.6 System Topology

This function is to provide a graphical interface for user to define asset relationships and grouping.

1. To create topology for asset system. User need to select a LEVEL1 record.

2. Select “System Topology” under “Asset Actions”.

![System Topology Interface](image-url)
3. Topology editor will display and the LEVEL1 asset is already insert in the topology diagram.

2.12.6.1 Add Asset to Topology

1. Click “Add” under “Asset in Topology”.

2. “Asset List” will display. User can choose different LEVEL2 Asset Type to show assets under the same LEVEL1.
3. Corresponding LEVEL2 assets will display.

4. Select asset by check corresponding checkbox. Then click “Add to Topology” button to add asset to Topology Diagram.
5. Or click “Back To Topology” to return to Topology Editor without adding asset.

6. Added assets will display in “Topology Editor”. User may need to reposition assets and zoom out to view full diagram.
   - User can move asset by click on the asset sharp and drag to move the asset.
   - Scroll middle mouse wheel to zoom in/out the diagram.
   - Click and drag on diagram background to pan the diagram.
2.12.6.1 Remove Asset from Topology

1. Select an asset by click on the sharp or Ctrl+left click on the sharp.

2. Click “Remove” button under “Asset in Topology”.

3. Selected asset removed.

2.12.6.1 Add Asset Relationship

1. Click “Add (Disabled)” button under “Asset Relationship” to enable “Asset Relationship” functions.
2. Mouse-over an asset sharp then left mouse click and drag mouse pointer (will turn into a red circle) to the asset that wanted to add the relationship.

3. User can also select multiple asset to create relationship.
4. Mouse-over an asset sharp then left mouse click and drag mouse pointer (will turn into a red circle) to the asset that wanted to add the relationship.

5. Click “Add (Enabled)” button to disable Asset Relationship functions.
2.12.6.2 Remove Asset Relationship

1. Click on the “Asset Relationship” to be remove.

2. Click “Remove” button under “Asset Relationship” to delete the relationship.
3. The relationship is removed.

4. Same as Create relationship, the system allow user to remove multiple relationships by Ctrl+Left mouse click to multiple select relationships.
5. Click “Remove” button under “Asset Relationship” to delete the relationship.

6. Relationships are removed.
2.12.6.1 Change Relationship Type

1. When create relationship, by default it is Parent-Child type. User can change relationship type to “Associated”.

2. Click on the relationship to be change.
3. Click “Associated” under “Asset Relationship” change relationship to “Associated”.

2.12.6.2 Create Grouping

1. Select multiple Assets to be grouped by Ctrl+Left mouse click on Assets.
2. Fill in “Group Name” under “Grouping”.

3. Click “Add / Change” button to add selected Assets to “Workstation” group.
2.12.6.1 Add to Grouping

1. Add Asset to existing Group, by click on Asset to select it.

2. Add Asset to existing Group, by click on Asset to select it.
3. Select “Workstation” from the “Grouping” dropdown.

4. Click “Add” button under “Grouping” to add the selected Asset into “Workstation” group.
2.12.6.2 Remove from Grouping

1. To remove an Asset from Grouping, select an Asset that is grouped.

2. Click “Remove” button to remove Asset from “Grouping”.

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2.12.6.3 Collapse Grouping

1. User can collapse grouping to a group that make the diagram easier to read by select any grouped Asset.

2. Click “Collapse” button to group assets. Group can only collapse one by one.
2.12.6.4 Clear Grouping

1. To remove an Asset from Grouping by click on “clear” button. This will clear all grouping and expand all grouped Assets.

2. All grouping cleared.
2.12.6.5 Asset Details

1. User can view Asset Details by click on the Asset Details button at the right-hand side of page.

2. Asset Details Panel will display.
3. User can copy data in same group by select an Attribute in Asset Details.

4. Select a target Asset data will copy to in the Asset List below “Asset Details” panel. Then click “Add” button to copy the selected Attribute value to the target Asset.
2.13 Export

AIIT can export 4 types of files. 3 types of Asset data file and 1 Attribute Definition file.

- Export to COBie
- Export to COBieLite
- Export to COBieLite (Revit)
- Export to Attribute Definition

2.13.1 Export to COBie

1. Select “Export → Export to COBie” will export an Excel COBie file.

2. COBie file created.
2.13.2 Export to COBieLite

1. Select “Export → Export to COBieLite” will export a COBieLite XML formatted file.

2. Export COBieLite page display.

3. Click “Export CobieLite” button to export data file.
4. COBieLite file exported.

2.13.3 Export to COBieLite (Revit)

1. Select “Export → Export to COBieLite (Revit)” will export a COBieLite data into a pre-generated COBieLite XML file.

2. Export COBieLite(Revit) page display.
3. Select a COBieLite data file by click on “Choose file” button.

4. Click “Upload” button to upload the XML data as data container.
5. File upload complete, click “Close” button to dismiss “Processing” dialog.

6. Click “Export CobieLite(Revit)” button to export data. A COBieLite XML data file will be created.
2.13.4 Export to Attribute Definition

1. Select “Export → Export to Attribute Definition” will export an Attribute Definition XML file.

2. Attribute Definition file created.