

Electrical & Mechanical Services Department

User Manual for Asset Information Input Tool (AIIT)

Date: August 2018

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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

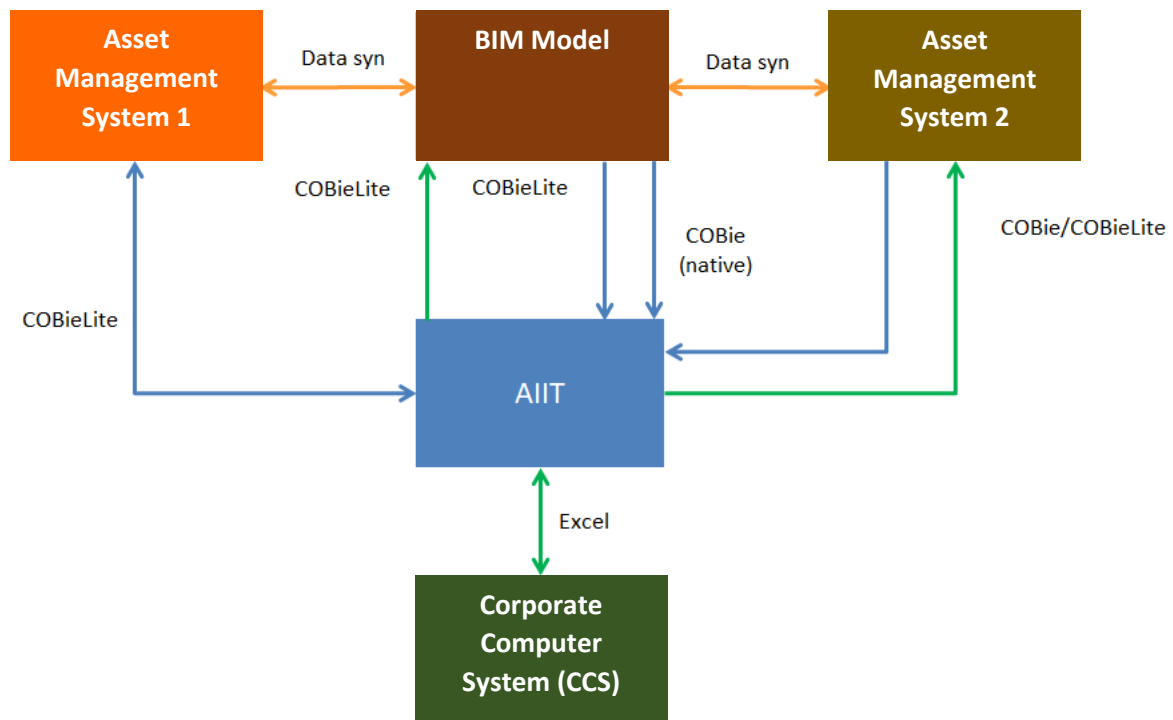
This document provides information on how to use the Asset Information Input Tool (AIIT).

1.2 Terminology

Terminology	Description
Level 1 Asset	<ul style="list-style-type: none"> System level (e.g. LVSB) Common and specific attributes of system
Level 2 Asset	<ul style="list-style-type: none"> Equipment level of a system (e.g. Switchgear of LVSB) Have equipment level common and specific attributes
Asset Type	<ul style="list-style-type: none"> Represent an abstract asset Different meaning with BIM asset type Both BIM asset type data and BIM asset component data are store in AIIT instance level
Asset Instance	<ul style="list-style-type: none"> Represent a physical asset in a particular function location Different meaning with BIM asset component Both BIM asset type data and BIM asset component data store in AIIT instance level
Asset code	<ul style="list-style-type: none"> Unique identifier (i.e. the asset code) of an asset instance in EMSD AIIT identifier
Equipment No.	<ul style="list-style-type: none"> Unique identifier of an asset instance in CCS, it will be assigned by CCS for new asset
Functional Location	<ul style="list-style-type: none"> Physical location identifier, each level 1/2 asset instance has one and only one functional location

	<ul style="list-style-type: none"> User can be assigned with more than 1 functional location to manage his responsible assets
System Topology	<ul style="list-style-type: none"> Graphical presentation of asset relationships (i.e. parent-child; associated; and grouped relationships)
BIM	<ul style="list-style-type: none"> Building Information Modelling, e.g. Revit. Industrial modelling standard of building information
COBie	<ul style="list-style-type: none"> Construction-Operations Building information exchange International standard for the exchange of information regarding facility assets in spreadsheet format
COBieLite	<ul style="list-style-type: none"> XML format of COBie files
Asset Management System	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

No.	Function	Description
1	Initialize	<ul style="list-style-type: none"> Initialize an asset template.
2	Import	<ul style="list-style-type: none"> Import CCS format spreadsheet Import COBie spreadsheet Import COBieLite XML
3	Export	<ul style="list-style-type: none"> Export CCS format spreadsheet Export COBie spreadsheet Export COBieLite XML Export COBieLite BIM XML
4	Manage asset	<ul style="list-style-type: none"> List asset instance by level 1 and level 2 Add/Edit/Delete asset
5	Setup attribute	<ul style="list-style-type: none"> Manage attribute validation
6	System Topology	<ul style="list-style-type: none"> Add/Remove asset from System Topology Manage asset relationship Present relationship and grouping information in graphical format Service Availability (SA) calculation based on relationship and criticality
7	Manage user	<ul style="list-style-type: none"> Add/Edit/Suspend user
8	User profile	<ul style="list-style-type: none"> Login / Logout Change password Switch function location.
9	Settings	<ul style="list-style-type: none"> Manage mapping between COBie fields and CCS fields List mapping between CCS template and equipment/system code Manage Functional Location Specify common attributes of System and Equipment level

1.4.2 Authorization

Below is the function role matrix of the system.

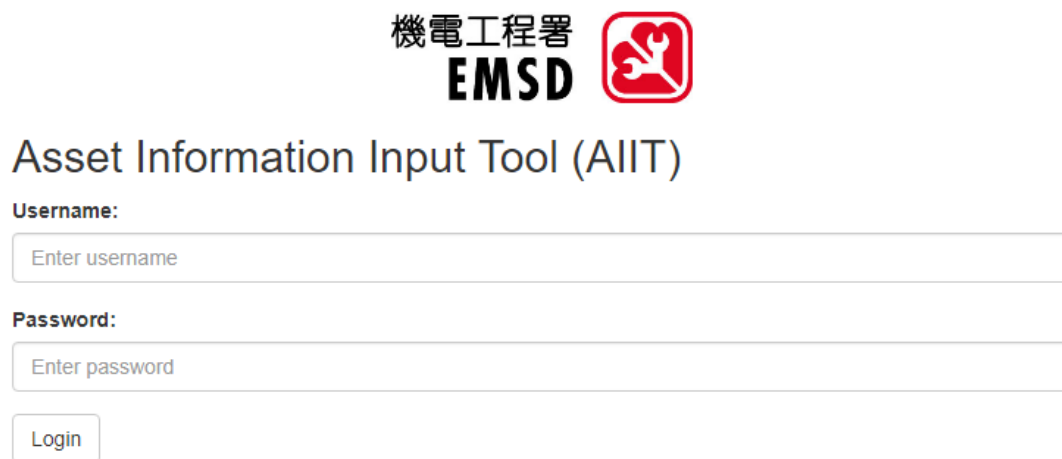
	Administrator	Normal user
Initialize	√	
Import	√	√
Export	√	√
Manage asset	√	√
Setup attribute	√	
System topology	√	√
Manage user	√	
User profile	√	√
Settings	√	

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”.



機電工程署
EMSD

Asset Information Input Tool (AIIT)

Username:

Password:

Login

Figure 1 Login Page In Web Browser

2.2 Logout

Click the “Logout” to logout the system.

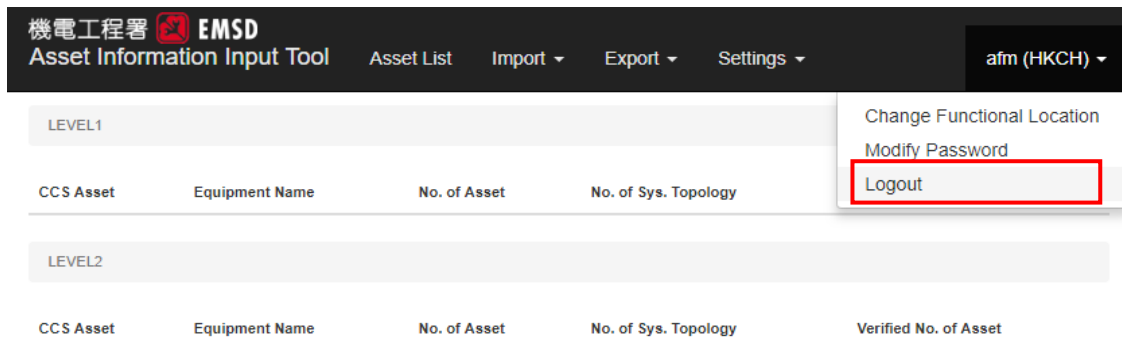


Figure 2 Logout Page In Web Browser

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.

LEVEL1					LEVEL2				
CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology	Verified No. of Asset	CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology	Verified No. of Asset
ZSY014	Smart Card System	1	1	0	SY1401	Security Computer	30	29	0
					SY1402	Printer	0	0	0
					SY1403	Access Controller	0	0	0
					SY1404	Card Reader	60	60	0
					SY1405	Keypad	0	0	0
					SY1406	Lock/Button/Switch	0	0	0
					SY1407	Control Unit	0	0	0
					SY1408	Power Mgt Unit	0	0	0
					SY1409	Accessories	0	0	0

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

LEVEL1					LEVEL2				
CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology	Verified No. of Asset	CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology	Verified No. of Asset
ZSV014	Smart Card System	1	1	0	SY1401	Security Computer	30	29	0
					SY1402	Printer	0	0	0
					SY1403	Access Controller	0	0	0
					SY1404	Card Reader	60	60	0
					SY1405	Keypad	0	0	0
					SY1406	Lock/Button/Switch	0	0	0
					SY1407	Control Unit	0	0	0
					SY1408	Power Mgt Unit	0	0	0
					SY1409	Accessories	0	0	0

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.

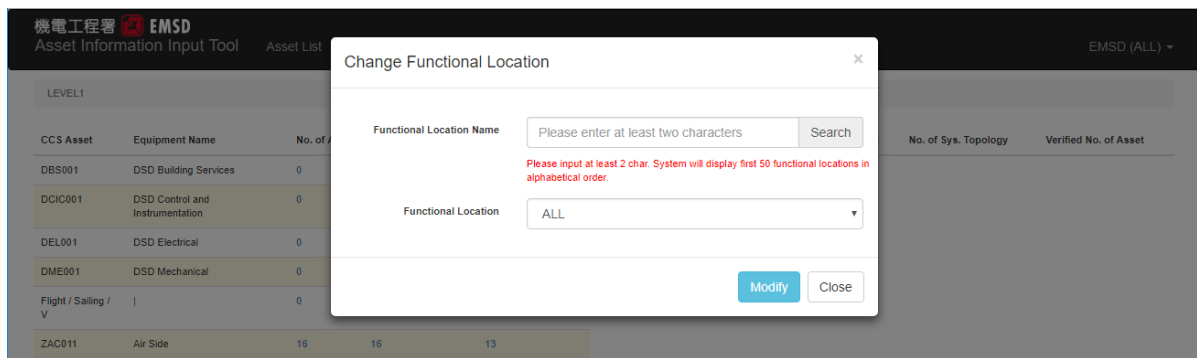
2.1.1 Administrator

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

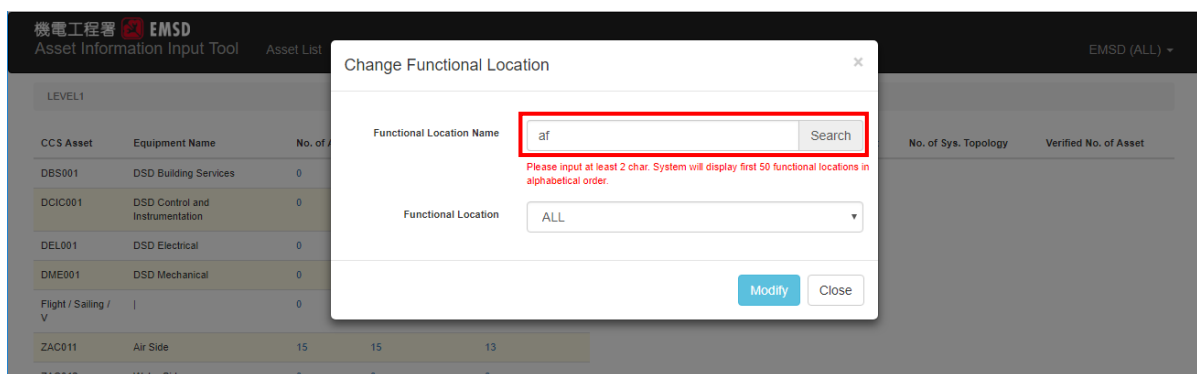
LEVEL1					LEVEL2			
CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology	Verified No. of Asset	CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology
DBS001	DSD Building Services	0	0	0				
DCIC001	DSD Control and Instrumentation	0	0	0				
DEL001	DSD Electrical	0	0	0				
DME001	DSD Mechanical	0	0	0				
Flight / Sailing /		0	0	0				

Change Functional Location
User Management
Modify Password
Logout

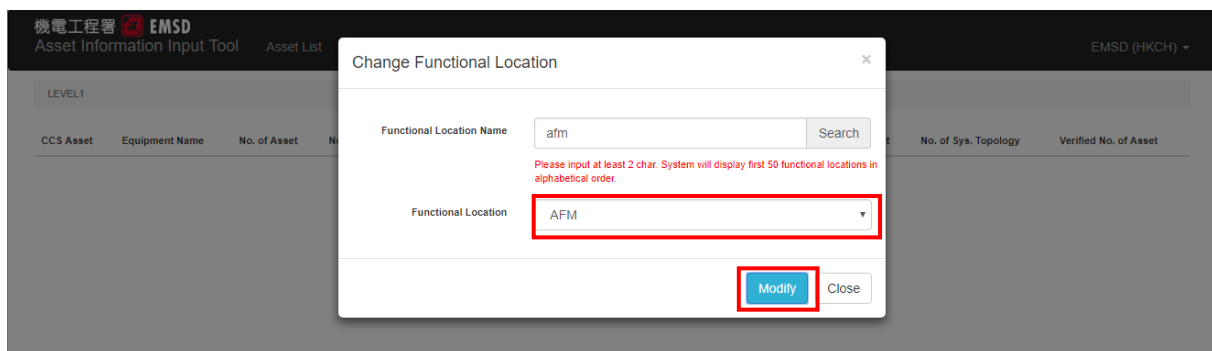
2. “Change Functional Location” dialog display.



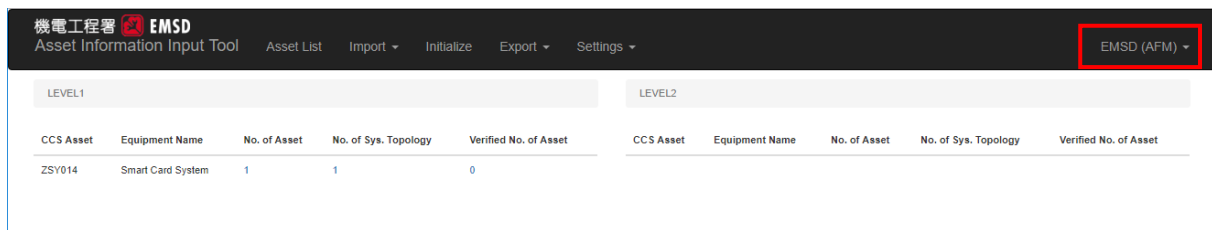
- Input at least 2 characters and click “Search” button to shortlist Functional Location.



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

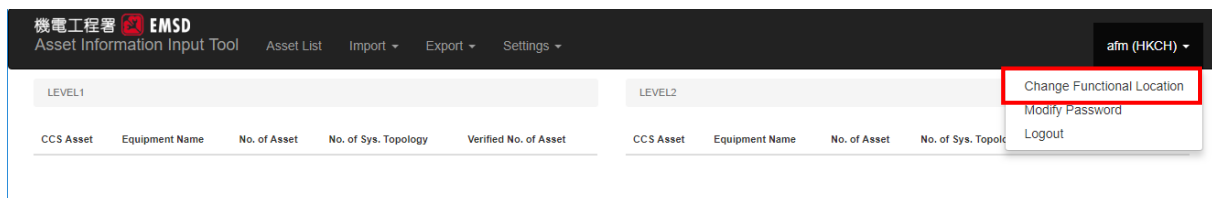


Functional Location changed.

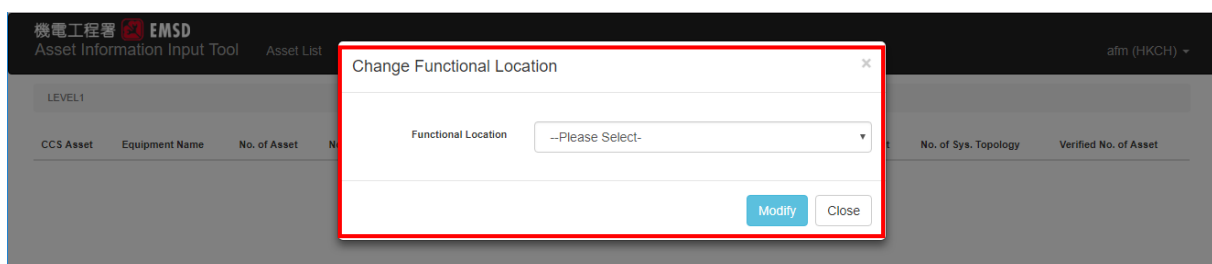


2.1.2 Normal User

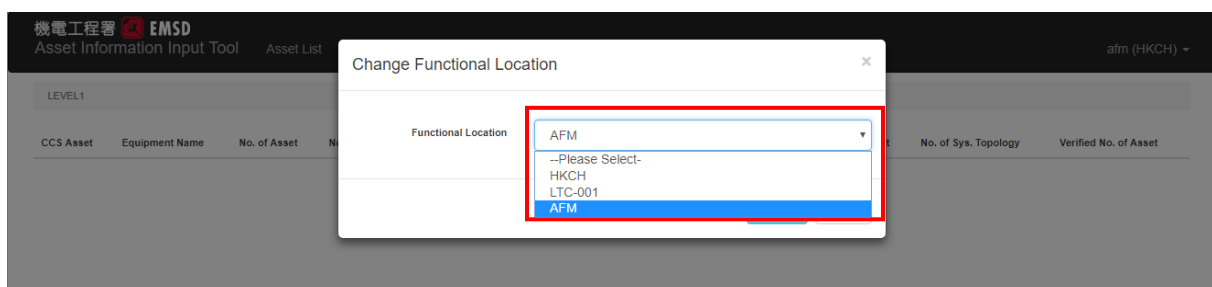
1. Select “User(Functional Location) →Change Functional Location”.



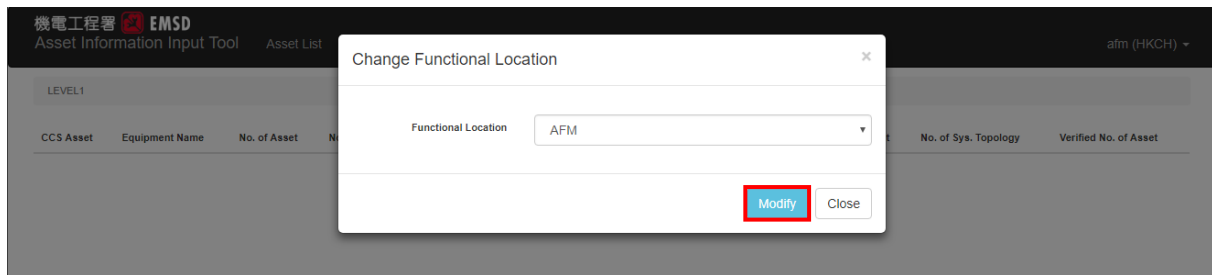
2. “Change Functional Location” dialog display.



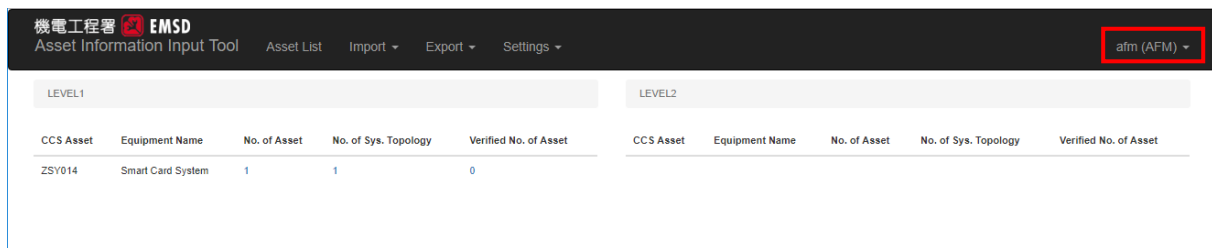
3. Select desired Functional Location from the dropdown list.



- Click “Modify” button to change Functional Location.



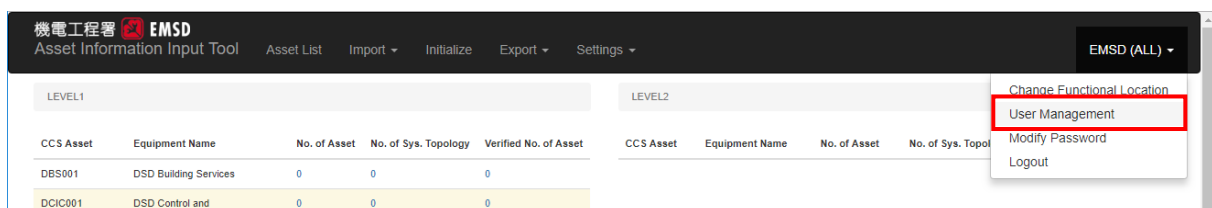
- Functional Location changed.



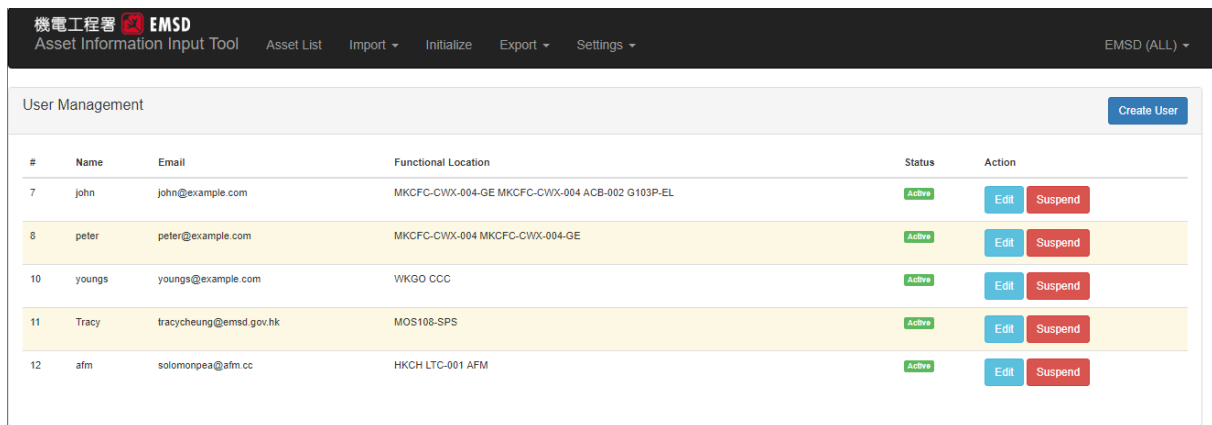
2.2 User Management

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

- Select “User→User Management”.

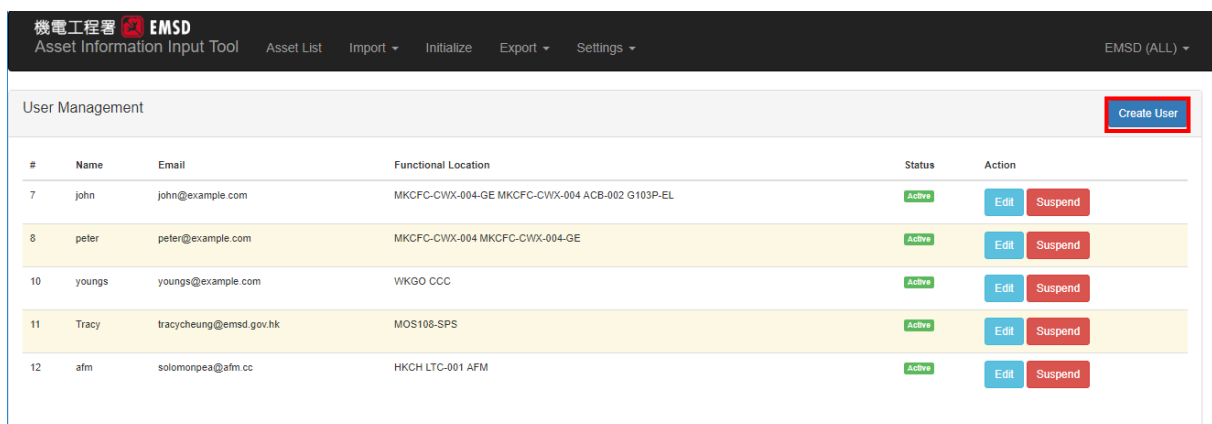


- User Management display.

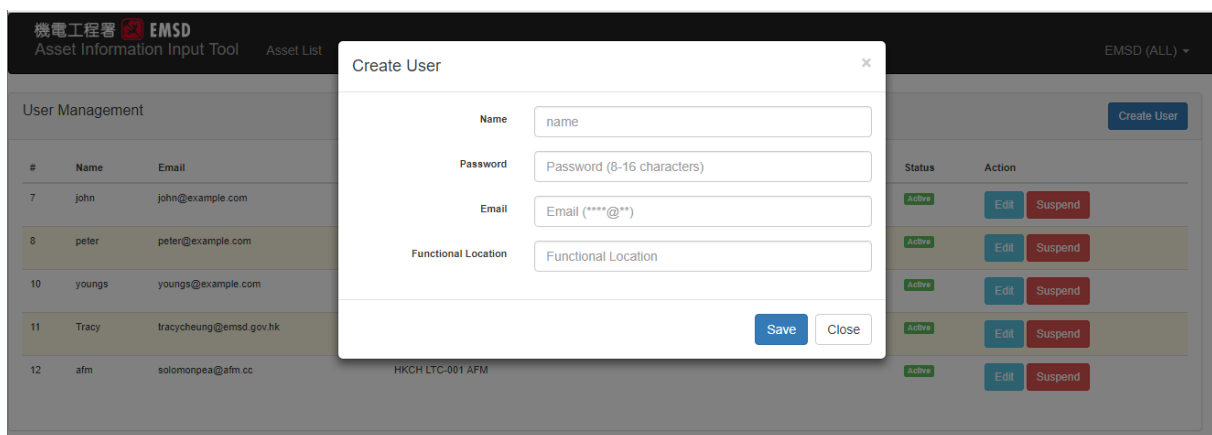


2.2.1 Create User

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”.

The screenshot shows the 'Create User' dialog box with the following data:

Field	Value
Name	sam
Password	*****
Email	sam.leung@afm.cc
Functional Location	HKCH, AFM

The 'Save' button is highlighted with a red box.

4. User created.

The screenshot shows the 'User Management' table with the following data:

#	Name	Email	Functional Location	Status	Action
7	john	john@example.com	MKCFC-CWX-004-GE MKCFC-CWX-004 ACB-002 G103P-EL	Active	Edit Suspend
8	peter	peter@example.com	MKCFC-CWX-004 MKCFC-CWX-004-GE	Active	Edit Suspend
10	youngs	youngs@example.com	WKGO CCC	Active	Edit Suspend
11	Tracy	tracycheung@emsd.gov.hk	MOS108-SPS	Active	Edit Suspend
12	afm	solomonpea@afm.cc	HKCH LTC-001 AFM	Active	Edit Suspend
13	sam	samleung@afm.cc	HKCH AFM	Active	Edit Suspend

The row for user 'sam' (ID 13) is highlighted with a red box.

2.2.2 Edit User

1. To edit a user, click “Edit” button of the user record.

機電工程署 EMSD Asset Information Input Tool						
Asset List		Import	Initialize	Export	Settings	EMSD (ALL)
User Management						
						Create User
#	Name	Email	Functional Location	Status	Action	
7	john	john@example.com	MKCFC-CWX-004-GE MKCFC-CWX-004 ACB-002 G103P-EL	Active	Edit	Suspend
8	peter	peter@example.com	MKCFC-CWX-004 MKCFC-CWX-004-GE	Active	Edit	Suspend
10	youngs	youngs@example.com	WKGO CCC	Active	Edit	Suspend
11	Tracy	tracycheung@emsd.gov.hk	MOS108-SPS	Active	Edit	Suspend
12	afm	solomonpea@afm.cc	HKCH LTC-001 AFM	Active	Edit	Suspend
13	sam	samleung@afm.cc	HKCH AFM	Active	Edit	Suspend

2. Make change to record and click “Save” button to store values.

機電工程署 EMSD
Asset Information Input Tool
 Asset List Import Initialize Export Settings EMSD (ALL)

User Management

#	Name	Email	Functional Location	Status	Action
7	john	john@example.com	MKCFC-CWX-004-GE MKCFC-CWX-004 ACB-002 G103P-EL	Active	Edit Suspend
8	peter	peter@example.com	MKCFC-CWX-004 MKCFC-CWX-004-GE	Active	Edit Suspend
10	youngs	youngs@example.com	WKGO CCC	Active	Edit Suspend
11	Tracy	tracycheung@emsd.gov.hk	MOS108-SPS	Active	Edit Suspend
12	afm	solomonpea@afm.cc	HKCH LTC-001 AFM	Active	Edit Suspend
13	sam	samleung@afm.cc	HKCH AFM	Active	Edit Suspend

Edit User

Name: sam
 Email: samleung@afm.cc
 Functional Location: HKCH AFM LTC-001

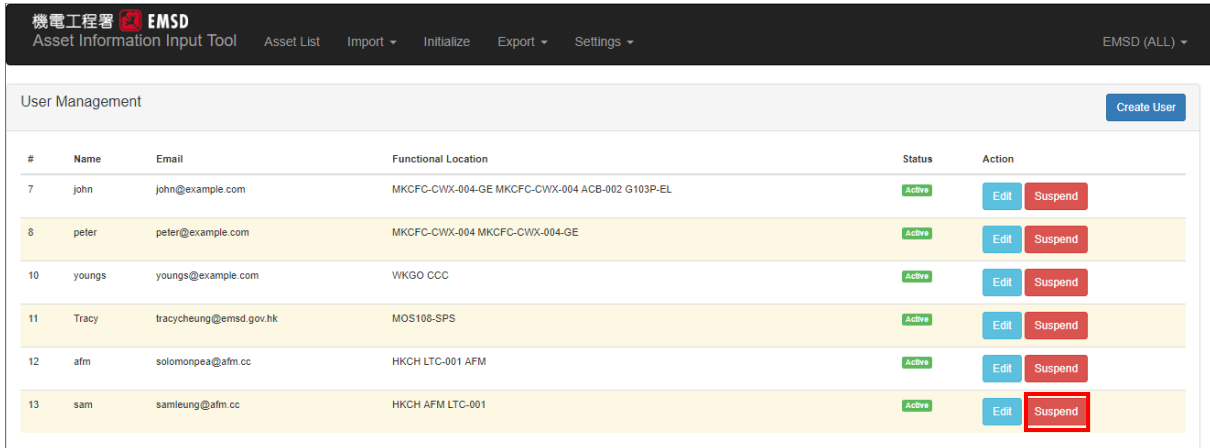
Save Close

3. User record updated.

機電工程署 EMSD Asset Information Input Tool						
Asset List		Import	Initialize	Export	Settings	EMSD (ALL)
User Management						
						Create User
#	Name	Email	Functional Location	Status	Action	
7	john	john@example.com	MKCFC-CWX-004-GE MKCFC-CWX-004 ACB-002 G103P-EL	Active	Edit	Suspend
8	peter	peter@example.com	MKCFC-CWX-004 MKCFC-CWX-004-GE	Active	Edit	Suspend
10	youngs	youngs@example.com	WKGO CCC	Active	Edit	Suspend
11	Tracy	tracycheung@emsd.gov.hk	MOS108-SPS	Active	Edit	Suspend
12	afm	solomonpea@afm.cc	HKCH LTC-001 AFM	Active	Edit	Suspend
13	sam	samleung@afm.cc	HKCH AFM LTC-001	Active	Edit	Suspend

2.2.3 Suspend User

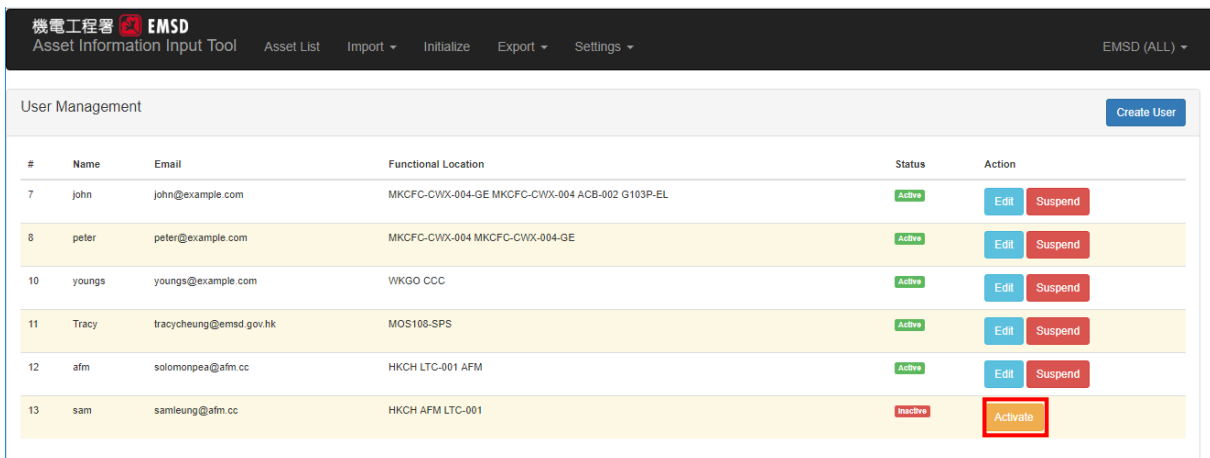
1. To suspend a user, simply click corresponding “Suspend” button.



The screenshot shows the EMSD Asset Information Input Tool interface. The top navigation bar includes the logo, menu items (Asset List, Import, Initialize, Export, Settings), and a user dropdown (EMSD (ALL)). The main section is titled 'User Management' and contains a table of users. The table has columns for #, Name, Email, Functional Location, Status, and Action. User 'sam' (ID 13) is highlighted, and the 'Suspend' button in the Action column is highlighted with a red box.

#	Name	Email	Functional Location	Status	Action
7	john	john@example.com	MKCFC-CWX-004-GE MKCFC-CWX-004 ACB-002 G103P-EL	Active	Edit Suspend
8	peter	peter@example.com	MKCFC-CWX-004 MKCFC-CWX-004-GE	Active	Edit Suspend
10	youngs	youngs@example.com	WKGO CCC	Active	Edit Suspend
11	Tracy	tracycheung@emsd.gov.hk	MOS108-SPS	Active	Edit Suspend
12	afm	solomonpea@afm.cc	HKCH LTC-001 AFM	Active	Edit Suspend
13	sam	samleung@afm.cc	HKCH AFM LTC-001	Active	Edit Suspend

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

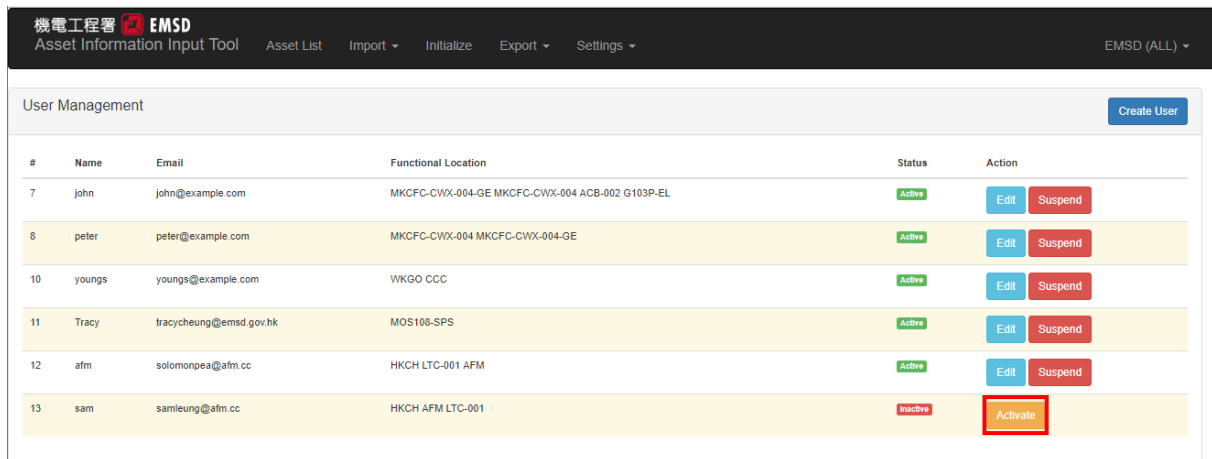


The screenshot shows the EMSD Asset Information Input Tool interface after user 'sam' has been suspended. The status for user 'sam' (ID 13) is now 'Inactive', and the 'Activate' button in the Action column is highlighted with a red box.

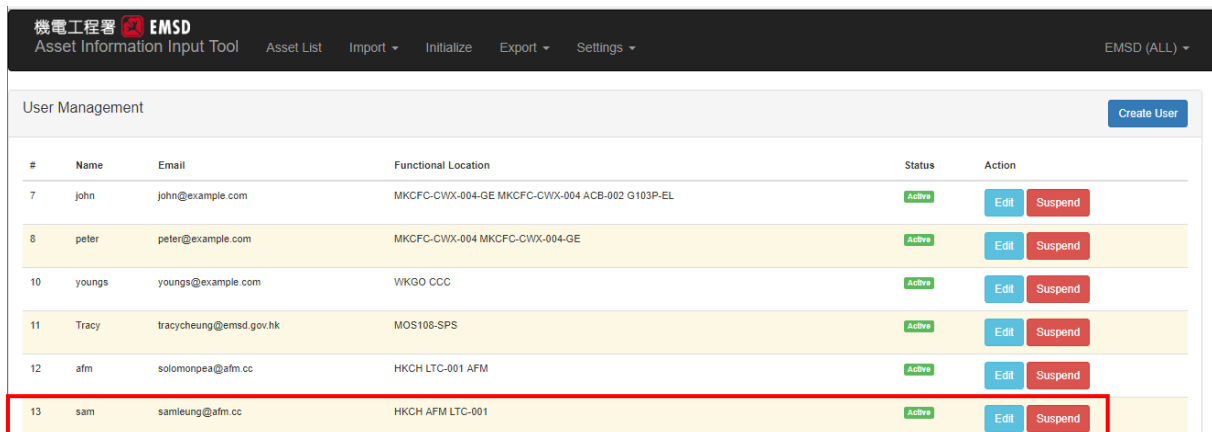
#	Name	Email	Functional Location	Status	Action
7	john	john@example.com	MKCFC-CWX-004-GE MKCFC-CWX-004 ACB-002 G103P-EL	Active	Edit Suspend
8	peter	peter@example.com	MKCFC-CWX-004 MKCFC-CWX-004-GE	Active	Edit Suspend
10	youngs	youngs@example.com	WKGO CCC	Active	Edit Suspend
11	Tracy	tracycheung@emsd.gov.hk	MOS108-SPS	Active	Edit Suspend
12	afm	solomonpea@afm.cc	HKCH LTC-001 AFM	Active	Edit Suspend
13	sam	samleung@afm.cc	HKCH AFM LTC-001	Inactive	Activate

2.2.4 Activate User

1. To activate a user, simply click corresponding “Activate” button.



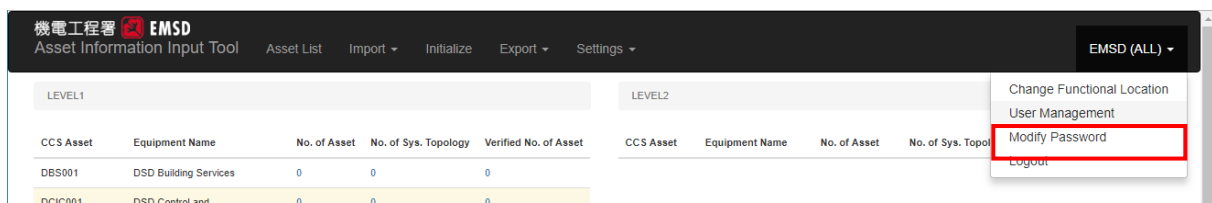
- The user will become active and “Edit” & “Suspend” buttons will be shown.



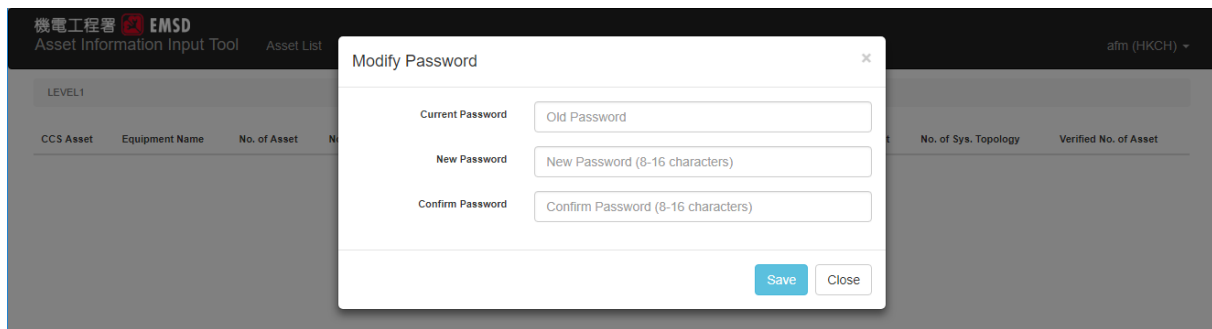
2.3 Modify Password

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

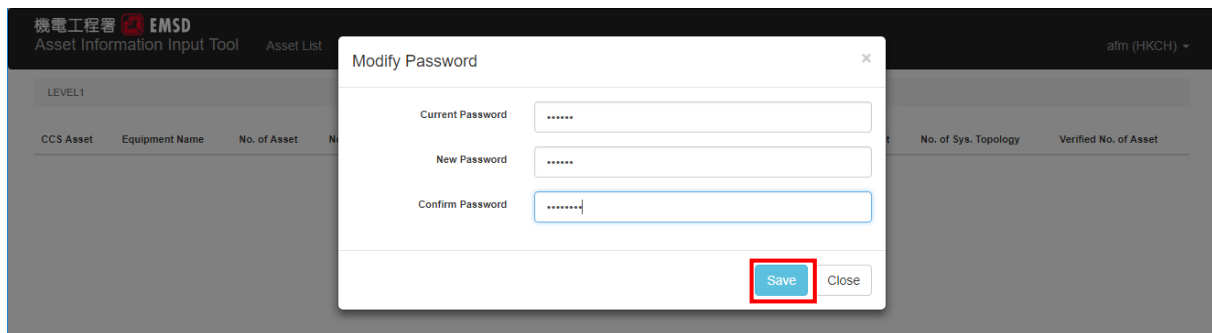
- Select “User→Modify Password”.



- “Modify Password” dialog display.



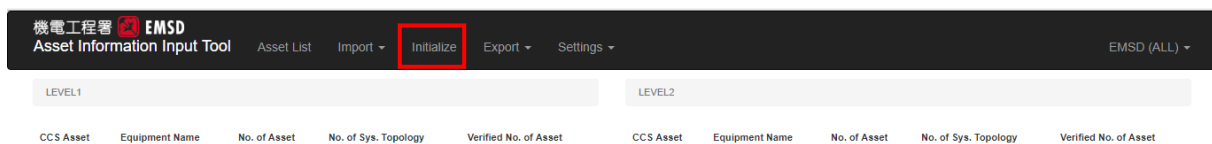
3. Fill in current password, New Password and confirm Password, then click “Save” button to modify password.



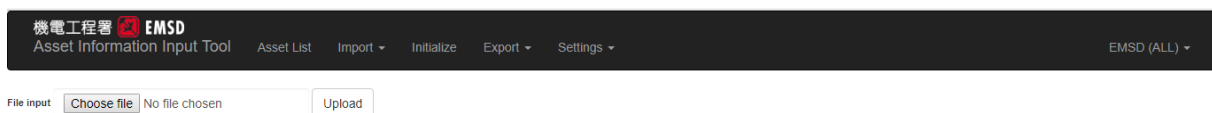
2.4 Initialize

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.

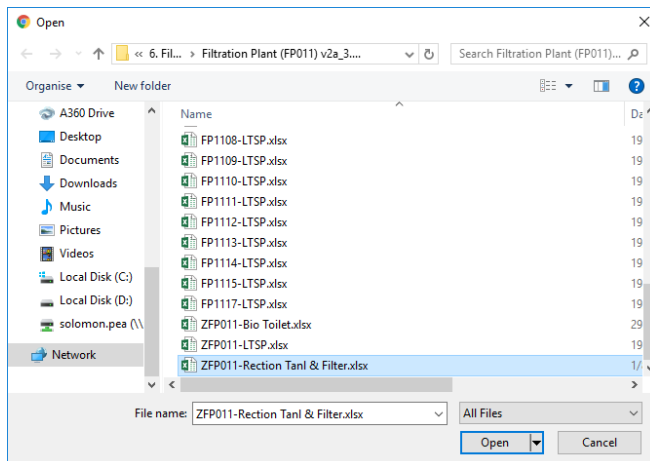
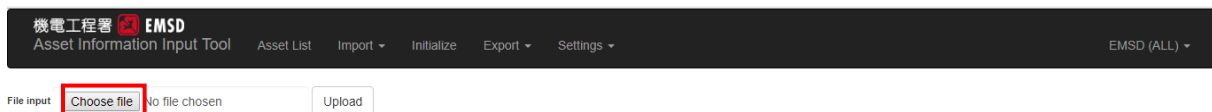
1. Select “Initialize” to begin initialize Asset Template definition.



2. A file upload field will display.



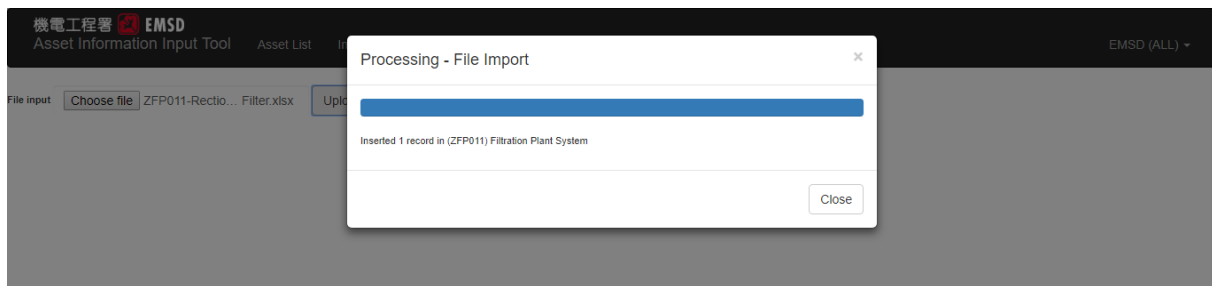
- Click “Choose file” button to select CCS Template to be import.



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



- Click “Close” button to dismiss Processing dialog.



2.5 Settings

There are 5 actions under Settings:

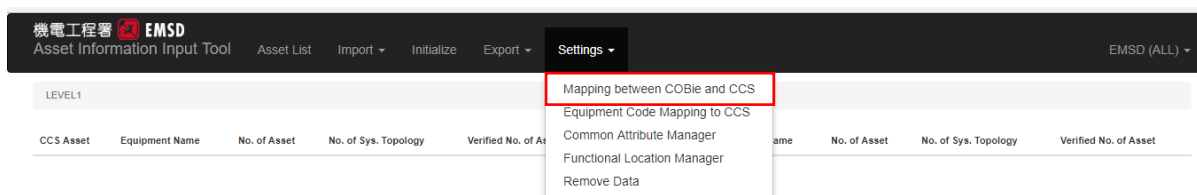
- Mapping between COBie and CCS
- Equipment Code Mapping to CCS
- Common Attribute Manager
- Functional Location Manager
- Remove Data

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.

機電工程署 EMSD Asset Information Input Tool						
Asset List		Import	Initialize	Export	Settings	EMSD (ALL)
Mapping between COBie and CCS						
CCS Asset	Level	CCS Field Name	COBie Field Name	COBie Sheet	Category	Action
ALL	1.2	Equipment No.	EMSD.Common.Equipment No.	Attribute	Component	Edit
ALL	1.2	Functional Location	EMSD.Common.Functional Location	Attribute	Component	Edit
ALL	2	CCS Superior Equipment No. (For existing Superior Equipment)	EMSD.Common.CCS Superior Equipment No.	Attribute	Component	Edit
ALL	2	CCS Superior Equipment Technical ID No. (For Not Yet Created Superior Equipment)	EMSD.Common.CCS Superior Equipment Technical ID No. (For Not Yet Created Superior Equipment)	Attribute	Component	Edit
ALL	2	Equipment Description/(repeated)	EMSD.Common.Equipment Description/(repeated)	Attribute	Component	Edit
ALL	1.2	Authorization Group	EMSD.Common.Authorization Group	Attribute	Component	Edit
ALL	1.2	Weight (integer, the quantity of equipment)	EMSD.Common.Weight (integer, the quantity of equipment)	Attribute	Component	Edit
ALL	1.2	Inventory No. (AMS/CMMS No.)	EMSD.Common.Inventory No. (AMS/CMMS No.)	Attribute	Component	Edit
ALL	1.2	Start-up Date - leave it blank if unknown	EMSD.Common.Start-up Date - leave it blank if unknown	Attribute	Component	Edit
ALL	1.2	Technical ID No.	EMSD.Common.Technical ID No.	Attribute	Component	Edit

8. A “Edit” dialog display.

機電工程署 EMSD Asset Information Input Tool						
Asset List		Import	Initialize	Export	Settings	EMSD (ALL)
Mapping between COBie and CCS						
CCS Asset	Level	CCS Field Name	COBie Field Name	COBie Sheet	Category	Action
ALL	1.2	Equipment No.	EMSD.Common.Equipment No.	Attribute	Component	Edit
ALL	1.2	Functional Location	EMSD.Common.Functional Location	Attribute	Component	Edit
ALL	2	CCS Superior Equipment No. (For existing Superior Equipment)	EMSD.Common.CCS Superior Equipment No.	Attribute	Component	Edit
ALL	2	CCS Superior Equipment Technical ID No. (For Not Yet Created Superior Equipment)	EMSD.Common.CCS Superior Equipment Technical ID No. (For Not Yet Created Superior Equipment)	Attribute	Component	Edit
ALL	2	Equipment Description/(repeated)	EMSD.Common.Equipment Description/(repeated)	Attribute	Component	Edit
ALL	1.2	Authorization Group	EMSD.Common.Authorization Group	Attribute	Component	Edit
ALL	1.2	Weight (integer, the quantity of equipment)	EMSD.Common.Weight (integer, the quantity of equipment)	Attribute	Component	Edit
ALL	1.2	Inventory No. (AMS/CMMS No.)	EMSD.Common.Inventory No. (AMS/CMMS No.)	Attribute	Component	Edit
ALL	1.2	Start-up Date - leave it blank if unknown	EMSD.Common.Start-up Date - leave it blank if unknown	Attribute	Component	Edit
ALL	1.2	Technical ID No.	EMSD.Common.Technical ID No.	Attribute	Component	Edit

Edit

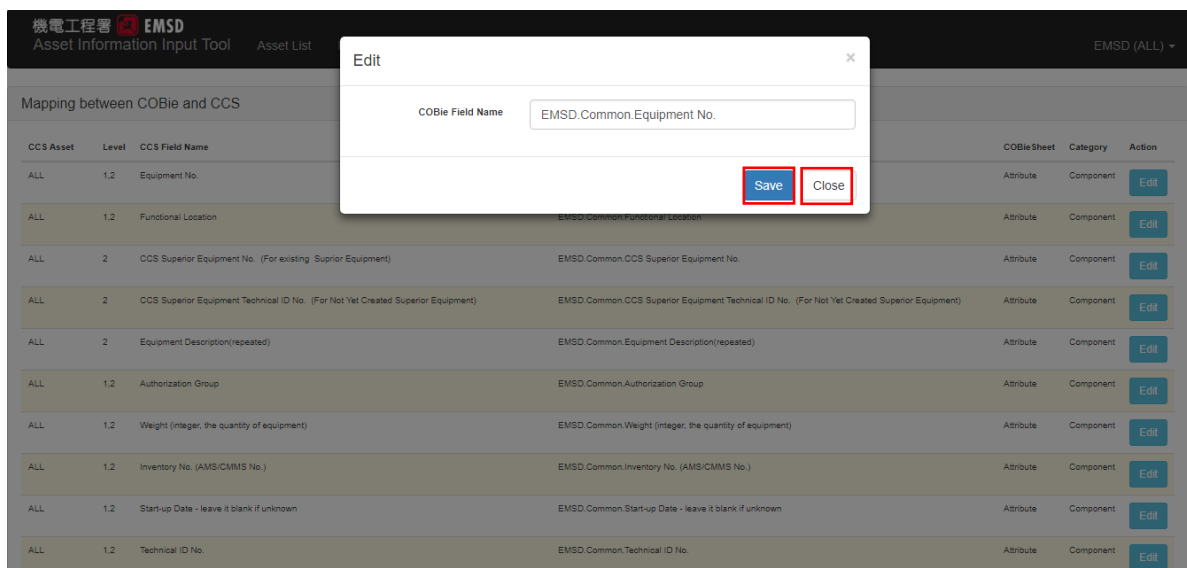
COBie Field Name

EMSD.Common.Equipment No.

Save

Close

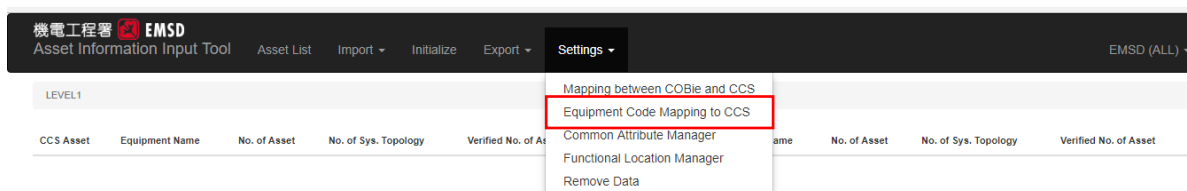
9. Edit “COBie Field Name” value and click “Save” button to store changed value or “Close” button to dismiss the edit dialog.



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.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Initialize Export Settings

EMSD (ALL)

Equipment Code Mapping to CCS

Create

CCS Asset	Level	Equipment Code	Equipment Name	System Code	System Name	Action
ZSY014	1	SCS	Smart Card System	BA	Burglar Alarm and Security Installation	Edit Remove
ZSS011	1	BLR	Boiler System	BLR	Boiler System	Edit Remove
ZGE123	1	AV	Audio Video System	AV	Audio Video System	Edit Remove
ZFP011	1	FP	Filtration Plant	FP	Filtration Plant	Edit Remove
ZEL011	1	GEN	Generator	EMG	Emergency Generator	Edit Remove
ZDS004	1	DBS	DSD Building Services	BS	DSD Building Services	Edit Remove
ZDS003	1	DCI	DSD Control and Instrumentation	CI	DSD Control and Instrumentation	Edit Remove
ZDS002	1	DEL	DSD Electrical	EL	DSD Electrical	Edit Remove
ZDS001	1	DME	DSD Mechanical	ME	DSD Mechanical	Edit Remove
ZAC012	1	WS	Water Side	HVAC	HVAC (Water Side)	Edit Remove

2. A “Create” dialog displayed.

機電工程署 EMSD
Asset Information Input Tool

Asset List

EMSD (ALL)

Equipment Code Mapping to CCS

Create

CCS Asset	Level	Equipment Code	Equipment Name	System Code	System Name	Action
ZSY014	1	SCS	Smart Card System	BA	Burglar Alarm and Security Installation	Edit Remove
ZSS011	1	BLR	Boiler System	BLR	Boiler System	Edit Remove
ZGE123	1	AV	Audio Video System	AV	Audio Video System	Edit Remove
ZFP011	1	FP	Filtration Plant	FP	Filtration Plant	Edit Remove
ZEL011	1	GEN	Generator	EMG	Emergency Generator	Edit Remove
ZDS004	1	DBS	DSD Building Services	BS	DSD Building Services	Edit Remove
ZDS003	1	DCI	DSD Control and Instrumentation	CI	DSD Control and Instrumentation	Edit Remove
ZDS002	1	DEL	DSD Electrical	EL	DSD Electrical	Edit Remove
ZDS001	1	DME	DSD Mechanical	ME	DSD Mechanical	Edit Remove
ZAC012	1	WS	Water Side	HVAC	HVAC (Water Side)	Edit Remove

Create

CCS Asset

Level

Equipment Code

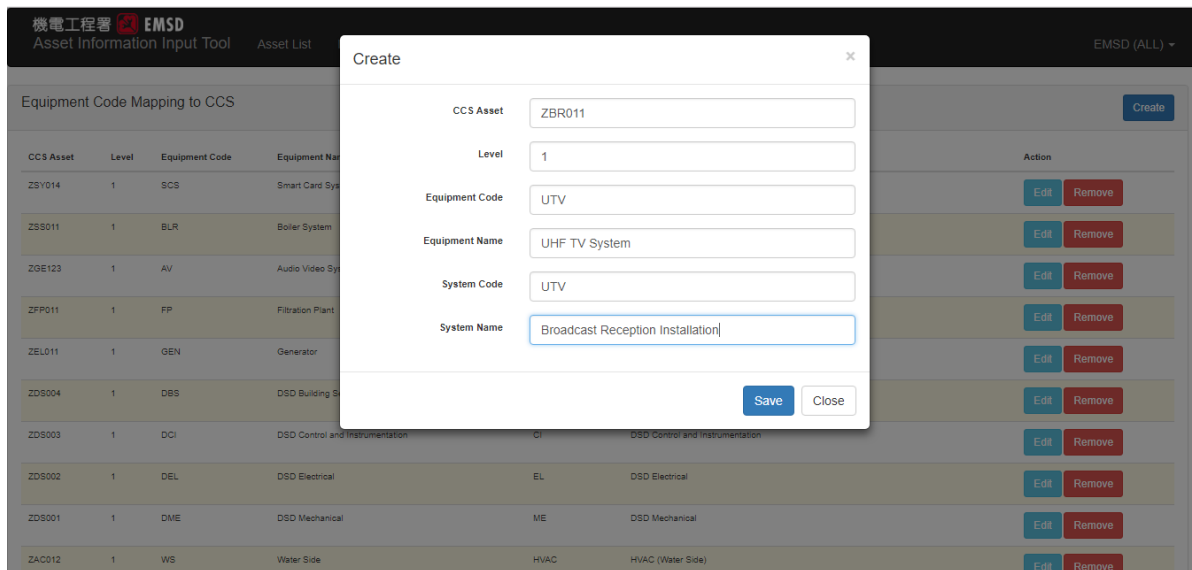
Equipment Name

System Code

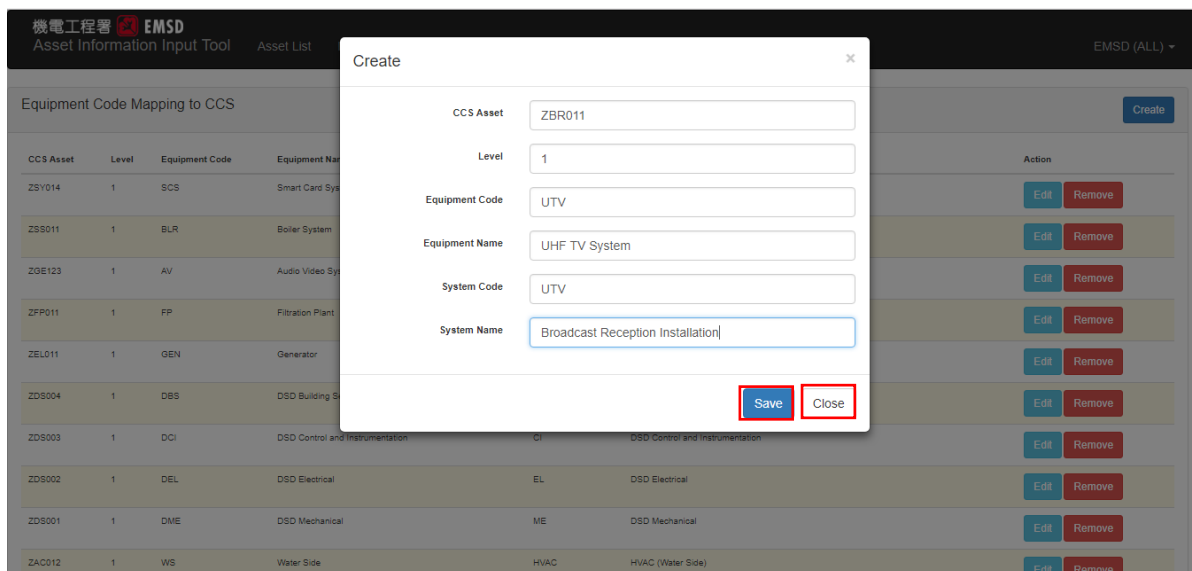
System Name

[Save](#) [Close](#)

3. Fill in values.



- Click "Save" button to store value, "Close" button to dismiss the "Create" dialog.



2.7.2 Edit Equipment Code Mapping to CCS

- Click corresponding "Edit" button to edit the mapping.

Equipment Code Mapping to CCS							Create
CCS Asset	Level	Equipment Code	Equipment Name	System Code	System Name	Action	
ZSV014	1	SCS	Smart Card System	BA	Burglar Alarm and Security Installation	Edit Remove	
ZSS011	1	BLR	Boiler System	BLR	Boiler System	Edit Remove	
ZGE123	1	AV	Audio Video System	AV	Audio Video System	Edit Remove	
ZFP011	1	FP	Filtration Plant	FP	Filtration Plant	Edit Remove	
ZEL011	1	GEN	Generator	EMG	Emergency Generator	Edit Remove	
ZDS004	1	DBS	DSD Building Services	BS	DSD Building Services	Edit Remove	
ZDS003	1	DCI	DSD Control and Instrumentation	CI	DSD Control and Instrumentation	Edit Remove	
ZDS002	1	DEL	DSD Electrical	EL	DSD Electrical	Edit Remove	
ZDS001	1	DME	DSD Mechanical	ME	DSD Mechanical	Edit Remove	
ZAC012	1	WS	Water Side	HVAC	HVAC (Water Side)	Edit Remove	

2. Change value in “Edit” dialog.

Equipment Code Mapping to CCS

CCS Asset	Level	Equipment Code	Equipment Name	System Code	System Name	Action
ZSV014	1	SCS	Smart Card System	BA	Burglar Alarm and Security Installation	Edit Remove
ZSS011	1	BLR	Boiler System	BLR	Boiler System	Edit Remove
ZGE123	1	AV	Audio Video System	AV	Audio Video System	Edit Remove
ZFP011	1	FP	Filtration Plant	FP	Filtration Plant	Edit Remove
ZEL011	1	GEN	Generator	EMG	Emergency Generator	Edit Remove
ZDS004	1	DBS	DSD Building Services	BS	DSD Building Services	Edit Remove
ZDS003	1	DCI	DSD Control and Instrumentation	CI	DSD Control and Instrumentation	Edit Remove
ZDS002	1	DEL	DSD Electrical	EL	DSD Electrical	Edit Remove
ZDS001	1	DME	DSD Mechanical	ME	DSD Mechanical	Edit Remove
ZAC012	1	WS	Water Side	HVAC	HVAC (Water Side)	Edit Remove

CCS Asset: ZSS011

Level: 1

Equipment Code: BLR

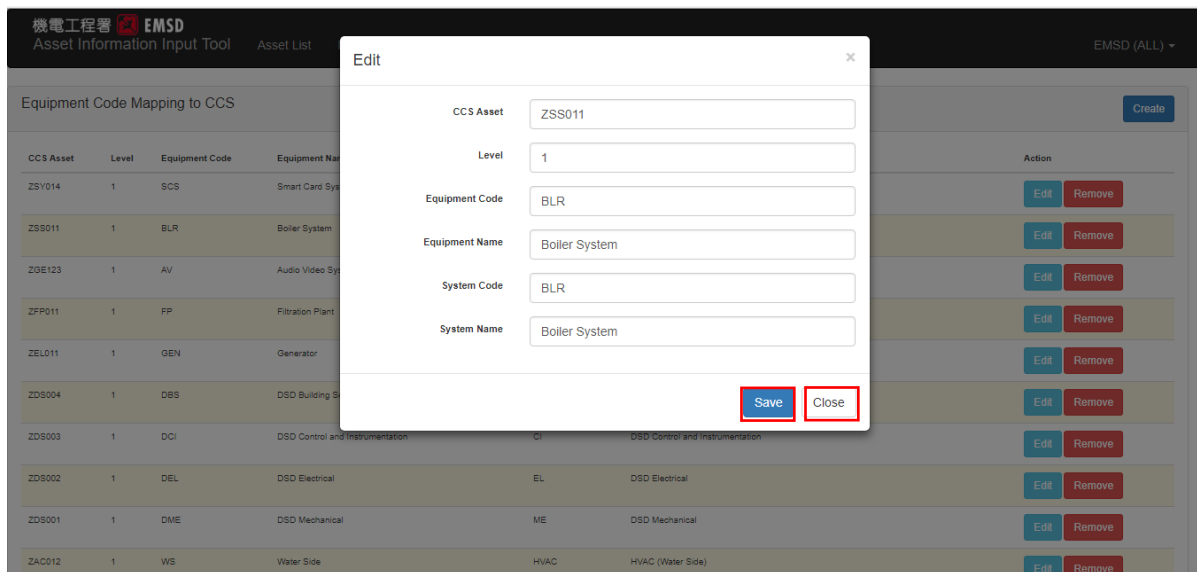
Equipment Name: Boiler System

System Code: BLR

System Name: Boiler System

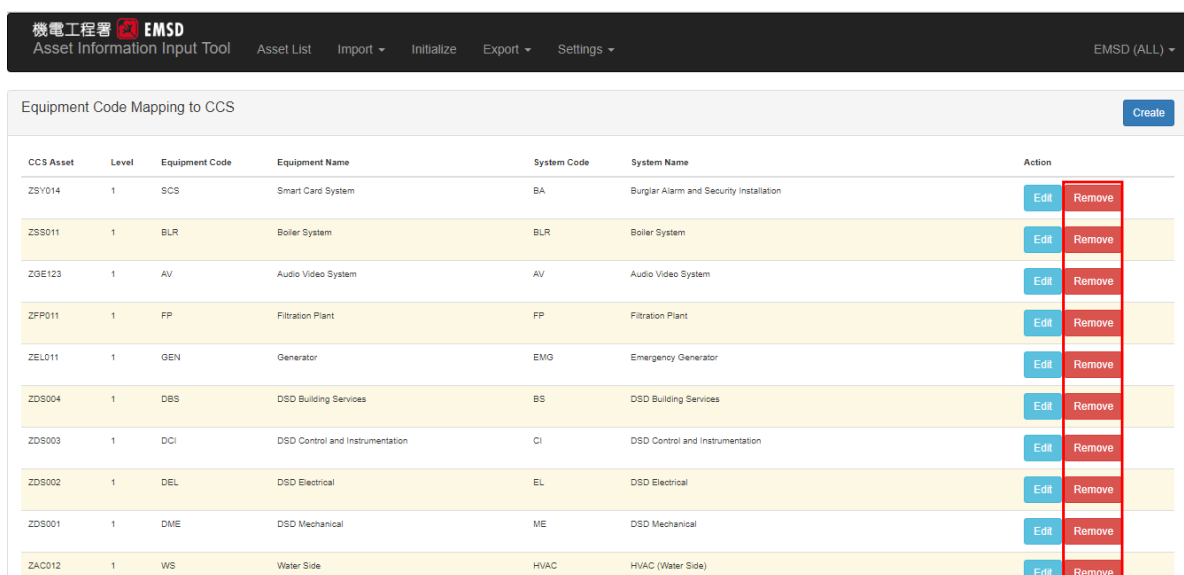
Save Close

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.

機電工程署 EMSD Asset Information Input Tool Asset List Import

202.153.13.167 says
Are you sure to remove this EquipmentCode?

EMSD (ALL)

Equipment Code Mapping to CCS

CCS Asset	Level	Equipment Code	Equipment Name	System Code	System Name	Action
ZSV014	1	SCS	Smart Card System	BA	Burglar Alarm and Security Installation	Edit Remove
ZSS011	1	BLR	Boiler System	BLR	Boiler System	Edit Remove
ZQE123	1	AV	Audio Video System	AV	Audio Video System	Edit Remove
ZFP011	1	FP	Filtration Plant	FP	Filtration Plant	Edit Remove
ZEL011	1	GEN	Generator	EMG	Emergency Generator	Edit Remove
ZDS004	1	DBS	DSD Building Services	BS	DSD Building Services	Edit Remove
ZDS003	1	DCI	DSD Control and Instrumentation	CI	DSD Control and Instrumentation	Edit Remove
ZDS002	1	DEL	DSD Electrical	EL	DSD Electrical	Edit Remove
ZDS001	1	DME	DSD Mechanical	ME	DSD Mechanical	Edit Remove
ZAC012	1	WS	Water Side	HVAC	HVAC (Water Side)	Edit Remove
ZAC011	1	AS	Air Side	HVAC	HVAC (Air Side)	Edit Remove
SY1404	2	CAR	Card Reader	BA	Burglar Alarm and Security Installation	Edit Remove
SY1403	2	ACR	Access Controller	BA	Burglar Alarm and Security Installation	Edit Remove

Create

3. Click “OK” button to remove the mapping or click “Cancel” to cancel the action.

機電工程署 EMSD Asset Information Input Tool Asset List Import

202.153.13.167 says
Are you sure to remove this EquipmentCode?

EMSD (ALL)

Equipment Code Mapping to CCS

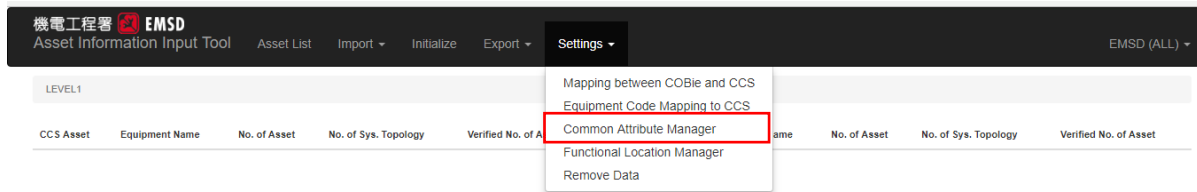
CCS Asset	Level	Equipment Code	Equipment Name	System Code	System Name	Action
ZSV014	1	SCS	Smart Card System	BA	Burglar Alarm and Security Installation	Edit Remove
ZSS011	1	BLR	Boiler System	BLR	Boiler System	Edit Remove
ZQE123	1	AV	Audio Video System	AV	Audio Video System	Edit Remove
ZFP011	1	FP	Filtration Plant	FP	Filtration Plant	Edit Remove
ZEL011	1	GEN	Generator	EMG	Emergency Generator	Edit Remove
ZDS004	1	DBS	DSD Building Services	BS	DSD Building Services	Edit Remove
ZDS003	1	DCI	DSD Control and Instrumentation	CI	DSD Control and Instrumentation	Edit Remove
ZDS002	1	DEL	DSD Electrical	EL	DSD Electrical	Edit Remove
ZDS001	1	DME	DSD Mechanical	ME	DSD Mechanical	Edit Remove
ZAC012	1	WS	Water Side	HVAC	HVAC (Water Side)	Edit Remove
ZAC011	1	AS	Air Side	HVAC	HVAC (Air Side)	Edit Remove
SY1404	2	CAR	Card Reader	BA	Burglar Alarm and Security Installation	Edit Remove
SY1403	2	ACR	Access Controller	BA	Burglar Alarm and Security Installation	Edit Remove

Create

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.

The screenshot shows the 'Common Attribute Manager' display. At the top, there is a dropdown menu set to '--NO Sort--'. Below this is a table with columns: Attribute, Type, Mandatory or not, Min Length, Max Length, Unit, Hints, and Pick List options. The table lists several attributes for management.

Attribute	Type	Mandatory or not	Min Length	Max Length	Unit	Hints	Pick List options
Common Attribute							
Equipment No.	Text	No	min	max		Please input Equipment No.	
Functional Location	Text	Yes	min	max		Please input Functional Location	
Equipment Description	Text	Yes	min	max		Please input Equipment Description	
Authorization Group	Text	No	min	max		Please input Authorization Group	
Weight (integer, the quantity of equipment)	Text	No	min	max		Please input Weight (integer, the quantity of equipment)	
Inventory No. (AMS/CMMS No.)	Text	No	min	max		Please input Inventory No. (AMS/CMMS No.)	
Start-up Date - leave it blank if unknown	Text	No	min	max		Please input Start-up Date- leave it blank if unknown	
Technical ID No.	Text	No	min	max		Please input Technical ID No.	

3. Click “Type” to show dropdown list and select value to change field type.

There are 4 field types:

- Pick List
- Text
- Number
- Date

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Initialize Export

--NO Sort--

Attribute	Type	Mandatory or not	Min Length	Max
Common Attribute				
Equipment No.	Text	No	min	m
Functional Location	Pick List Text Number Date	Yes	min	m
Equipment Description	Text	Yes	min	m
Authorization Group	Text	No	min	m
Weight (integer, the quantity of equipment)	Text	No	min	m
Inventory No. (AMS/CMMS No.)				

- Click "Mandatory or not" to show dropdown list and select value to change field is required or not.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Initialize Export

--NO Sort--

Attribute	Type	Mandatory or not	Min Length	Max
Common Attribute				
Equipment No.	Text	No	min	m
Functional Location	Text	Yes	min	m
Equipment Description	Text	Yes	min	m
Authorization Group	Text	No	min	m
Weight (integer, the quantity of equipment)	Text	No	min	m
Inventory No. (AMS/CMMS No.)				

- Fill in "Hints" to for input hints.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Initialize Export Settings

EMSD (ALL)

--NO Sort--

Attribute	Type	Mandatory or not	Min Length	Max Length	Unit	Hints	Pick List options
Common Attribute							
Equipment No.	Text	No	min	max		Please input Equipment No.	
Functional Location	Text	Yes	min	max		Please input Functional Location	
Equipment Description	Text	Yes	min	max		Please input Equipment Description	
Authorization Group	Text	No	min	max		Please input Authorization Group	
Weight (integer, the quantity of equipment)	Text	No	min	max		Please input Weight (integer, the quantity of equipment)	
Inventory No. (AMS/CMMS No.)	Text	No	min	max		Please input Inventory No. (AMS/CMMS No.)	
Start-up Date - leave it blank if unknown	Text	No	min	max		Please input Start-up Date- leave it blank if unknown	
Technical ID No.	Text	No	min	max		Please input Technical ID No.	

6. When select “Pick List” options in “Type”, input “Pick List” values as code and value pairs that separated by comma.

Main Work Centre	Text	No	min	max		Please input Main Work Centre	
Catalog Profile	Text	No	min	max		Please input Catalog Profile	
Division 01 AVED 02 GESD 03 HSD 04 MunSD 05 PD 06 TSCSD	Pick L	No	min	max		Please input Division	01 AVED,02 GESD,03 HSD,04 H
Partner ID just enter short form of dept (e.g FEHD)	Text	No	min	max		Please input Partner ID just enter short form of dept (e.g	
Customer Warranty Start	Text	No	min	max		Please input Customer Warranty Start	
Customer Warranty End	Text	No	min	max		Please input Customer Warranty End	

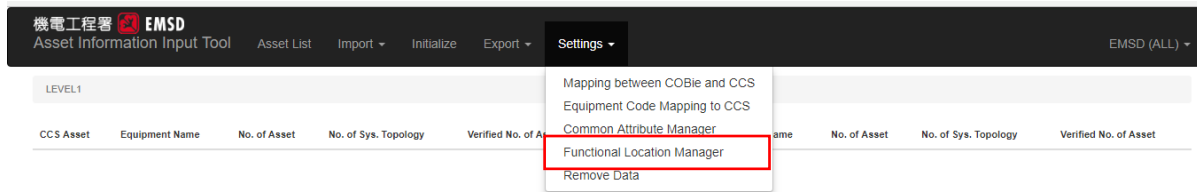
7. When select “Date” options in “Type”, select date value format.

Division 01 AVED 02 GESD 03 HSD 04 MunSD 05 PD 06 TSCSD	Pick L	No	min	max		Please input Division	01 AVED,02 GESD,03 HSD,04 H
Partner ID just enter short form of dept (e.g FEHD)	Text	No	min	max		Please input Partner ID just enter short form of dept (e.g	
Customer Warranty Start	Date	No				Please input Customer Warranty Start	DD.MM.YYYY MM/YYYY
Customer Warranty End	Text	No	min	max		Please input Customer Warranty End	
Vendor Warranty Start	Text	No	min	max		Please input Vendor Warranty Start	
Vendor Warranty End	Text	No	min	max		Please input Vendor Warranty End	

2.9 Functional Location Manager

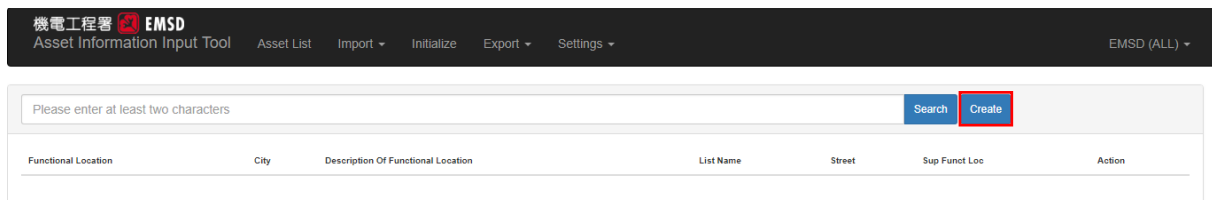
Functional Location Manager is used to manage Functional Location. Assets must associate with Functional Location.

1. Select “Setting →Functional Location Manager”.

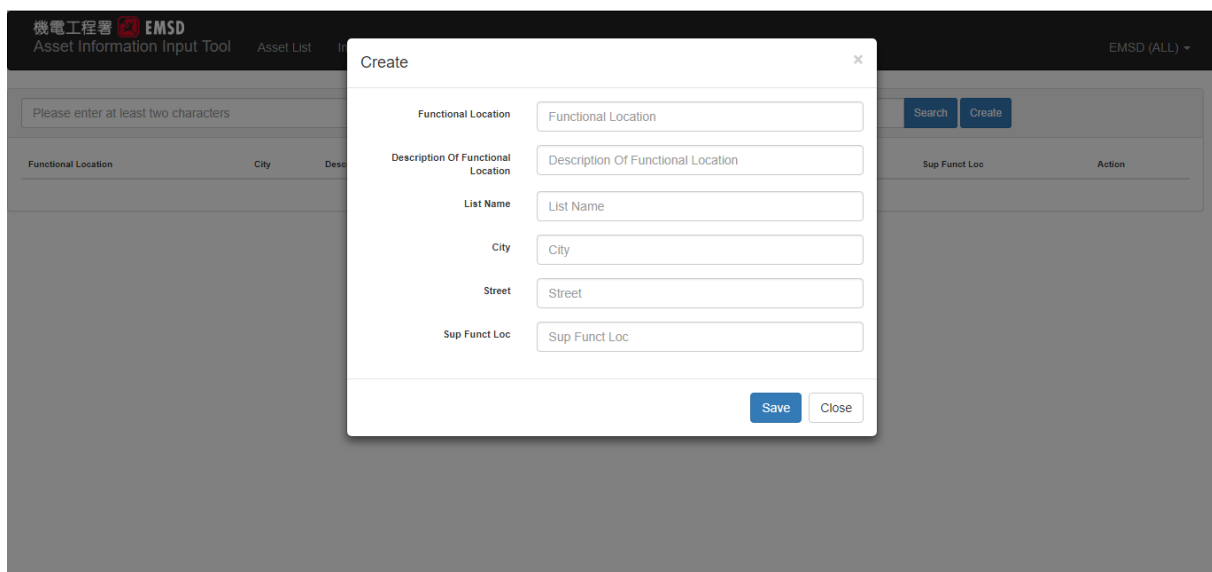


2.9.1 Create Functional Location

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.

The screenshot shows the 'Create' dialog box in the EMSD Asset Information Input Tool. The dialog has a title bar with 'Create' and a close button. It contains the following fields:

- Functional Location: HKCH
- Description Of Functional Location: Hong Kong Children Hospital
- List Name: HOSPITAL AUTHORITY
- City: Kai Tak
- Street: Kowloon Bay
- Sup Funct Loc: Sup Funct Loc

At the bottom right of the dialog are two buttons: 'Save' (highlighted in blue) and 'Close' (highlighted in light blue). The background shows a blurred view of the main application interface with a search bar and a table.

- Click "Save" button to store values or click "Close" button to dismiss "Create" dialog.

This screenshot is identical to the previous one, showing the 'Create' dialog box with the same data. The 'Close' button at the bottom right is now highlighted with a red border, indicating it is the button to be clicked to dismiss the dialog.

2.9.2 Search Functional Location

- Input at least 2 characters to start search of function location.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Initialize Export Settings

EMSD (ALL)

HK

Search Create

Functional Location	City	Description Of Functional Location	List Name	Street	Sup Funct Loc	Action
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- Click “Search” button to accept search criteria and start searching.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Initialize Export Settings

EMSD (ALL)

HKCH

Search Create

Functional Location	City	Description Of Functional Location	List Name	Street	Sup Funct Loc	Action
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- Search result display.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Initialize Export Settings

EMSD (ALL)

HKCH

Search Create

Functional Location	City	Description Of Functional Location	List Name	Street	Sup Funct Loc	Action
HKCH	Kai Tak	Hong Kong Children Hospital	HOSPITAL AUTHORITY	Kowloon Bay		Edit Remove
HKCHP	CENTRAL & WESTERN	HK ISLAND & CENTRAL HQS DIV POLICE STN	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL		Edit Remove
HKCHP-001	CENTRAL & WESTERN	IMM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	Edit Remove
HKCHP-001-EL	CENTRAL & WESTERN	ELECT SUPPLY & DISTRIBUTION SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	Edit Remove
HKCHP-001-EM	CENTRAL & WESTERN	GENERAL E&M SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	Edit Remove
HKCHP-001-LC	CENTRAL & WESTERN	LEISURE & CULTURAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	Edit Remove
HKCHP-001-LI	CENTRAL & WESTERN	GENERAL & STREET LIGHTING SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	Edit Remove
HKCHP-001-ME	CENTRAL & WESTERN	MECH VENTILATION & EXHAUST SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	Edit Remove
HKCHP-001-PE	CENTRAL & WESTERN	POSTAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	Edit Remove
HKCHP-AC	CENTRAL & WESTERN	HEATING, VENTILATION & AIR-COND INST	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	Edit Remove

2.9.3 Edit Functional Location

- Click “Edit” button of corresponding functional location to modify value.

<div> <div>機電工程署 EMSD</div> <div>Asset Information Input Tool</div> <div>Asset List</div> <div>Import</div> <div>Initialize</div> <div>Export</div> <div>Settings</div> </div> <div>EMSD (ALL)</div>						
<div> <div>HKCH</div> <div>Search</div> <div>Create</div> </div>						
Functional Location	City	Description Of Functional Location	List Name	Street	Sup Funct Loc	Action
HKCH	Kai Tak	Hong Kong Children Hospital	HOSPITAL AUTHORITY	Kowloon Bay		<div>Edit</div> <div>Remove</div>
HKCHP	CENTRAL & WESTERN	HK ISLAND & CENTRAL HQS DIV POLICE STN	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL		<div>Edit</div> <div>Remove</div>
HKCHP-001	CENTRAL & WESTERN	IMM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>
HKCHP-001-EL	CENTRAL & WESTERN	ELECT SUPPLY & DISTRIBUTION SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-EM	CENTRAL & WESTERN	GENERAL E&M SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LC	CENTRAL & WESTERN	LEISURE & CULTURAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LI	CENTRAL & WESTERN	GENERAL & STREET LIGHTING SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-ME	CENTRAL & WESTERN	MECH VENTILATION & EXHAUST SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-PE	CENTRAL & WESTERN	POSTAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-AC	CENTRAL & WESTERN	HEATING, VENTILATION & AIR-COND INST	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>

2. Change desired field value and click “Save” button to store value or click “Close” button to dismiss “Edit” dialog.

機電工程署 EMSD

Asset Information Input Tool

Asset List

EMSD (ALL)

HKCH

Search

Create

Functional Location	City	Description Of Functional Location	List Name	Street	Sup Funct Loc	Action
HKCH	Kai Tak	Hong Kong Children Hospital	HOSPITAL AUTHORITY	Kowloon Bay		<div>Edit</div> <div>Remove</div>
HKCHP	CENTRAL & WESTERN	HK ISLAND & CENTRAL HQS DIV POLICE STN	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL		<div>Edit</div> <div>Remove</div>
HKCHP-001	CENTRAL & WESTERN	IMM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>
HKCHP-001-EL	CENTRAL & WESTERN	ELECT SUPPLY & DISTRIBUTION SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-EM	CENTRAL & WESTERN	GENERAL E&M SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LC	CENTRAL & WESTERN	LEISURE & CULTURAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LI	CENTRAL & WESTERN	GENERAL & STREET LIGHTING SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-ME	CENTRAL & WESTERN	MECH VENTILATION & EXHAUST SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-PE	CENTRAL & WESTERN	POSTAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-AC	CENTRAL & WESTERN	HEATING, VENTILATION & AIR-COND INST	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>

Functional Location

HKCH

Description Of Functional Location

Hong Kong Children Hospital

List Name

HOSPITAL AUTHORITY

City

Kai Tak

Street

Kowloon Bay

Sup Funct Loc

Sup Funct Loc

Save

Close

2.9.4 Remove Functional Location

1. Click “Remove” button of corresponding functional location to delete the functional location.

<div> <div>機電工程署 EMSD</div> <div>Asset Information Input Tool</div> <div>Asset List</div> <div>Import</div> <div>Initialize</div> <div>Export</div> <div>Settings</div> <div>EMSD (ALL)</div> </div>						
<div> <div>HKCH</div> <div>Search</div> <div>Create</div> </div>						
Functional Location	City	Description Of Functional Location	List Name	Street	Sup Funct Loc	Action
HKCH	Kai Tak	Hong Kong Children Hospital	HOSPITAL AUTHORITY	Kowloon Bay		<div>Edit</div> <div>Remove</div>
HKCHP	CENTRAL & WESTERN	HK ISLAND & CENTRAL HQS DIV POLICE STN	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL		<div>Edit</div> <div>Remove</div>
HKCHP-001	CENTRAL & WESTERN	IMM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>
HKCHP-001-EL	CENTRAL & WESTERN	ELECT SUPPLY & DISTRIBUTION SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-EM	CENTRAL & WESTERN	GENERAL E&M SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LC	CENTRAL & WESTERN	LEISURE & CULTURAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LI	CENTRAL & WESTERN	GENERAL & STREET LIGHTING SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-ME	CENTRAL & WESTERN	MECH VENTILATION & EXHAUST SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-PE	CENTRAL & WESTERN	POSTAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-AC	CENTRAL & WESTERN	HEATING, VENTILATION & AIR-COND INST	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>

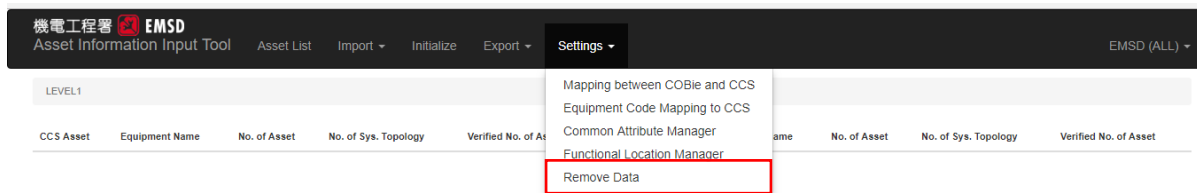
2. A confirmation dialog will display and click “Save” button to store value or click “Cancel” button to cancel the action.

<div> <div>機電工程署 EMSD</div> <div>Asset Information Input Tool</div> <div>Asset List</div> <div>Import</div> <div>202.153.13.167 says</div> <div>Are you sure to remove this Functional Location?</div> <div>OK</div> <div>Cancel</div> <div>EMSD (ALL)</div> </div>						
<div> <div>hkch</div> <div>Search</div> <div>Create</div> </div>						
Functional Location	City	Description Of Functional Location	List Name	Street	Sup Funct Loc	Action
HKCH	Kai Tak	Hong Kong Children Hospital	HOSPITAL AUTHORITY	Kowloon Bay		<div>Edit</div> <div>Remove</div>
HKCHP	CENTRAL & WESTERN	HK ISLAND & CENTRAL HQS DIV POLICE STN	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL		<div>Edit</div> <div>Remove</div>
HKCHP-001	CENTRAL & WESTERN	IMM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>
HKCHP-001-EL	CENTRAL & WESTERN	ELECT SUPPLY & DISTRIBUTION SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-EM	CENTRAL & WESTERN	GENERAL E&M SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LC	CENTRAL & WESTERN	LEISURE & CULTURAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-LI	CENTRAL & WESTERN	GENERAL & STREET LIGHTING SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-ME	CENTRAL & WESTERN	MECH VENTILATION & EXHAUST SYSTEM	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-001-PE	CENTRAL & WESTERN	POSTAL EQUIPMENT	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP-001	<div>Edit</div> <div>Remove</div>
HKCHP-AC	CENTRAL & WESTERN	HEATING, VENTILATION & AIR-COND INST	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>
HKCHP-BR	CENTRAL & WESTERN	BROADCAST RECEIPT SYS	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>
HKCHP-EB	CENTRAL & WESTERN	E&M BS INSTALLATION	HK ISLAND & CENTRAL HQS DIV POLICE	10 HOLLYWOOD ROAD, CENTRAL	HKCHP	<div>Edit</div> <div>Remove</div>

2.10 Remove Data

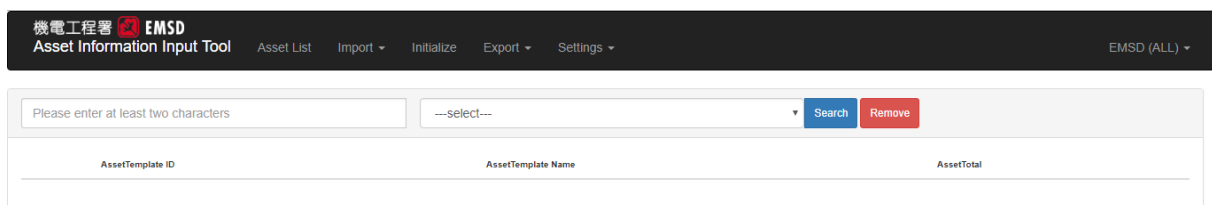
For user to remove data in bulk in a functional location. Administrator and Normal User a different Interface.

1. To remove data, select “Setting → Remove Data”.

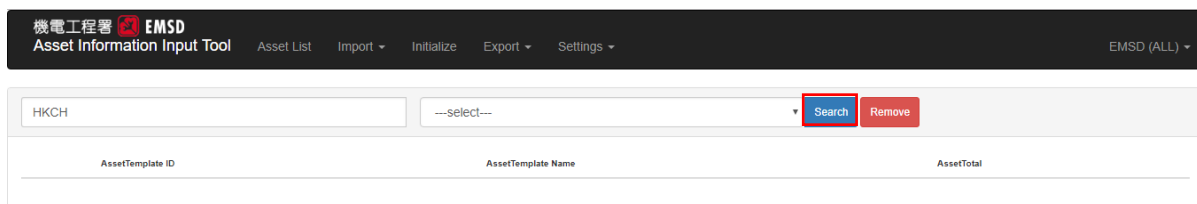


2.10.1 Administrator

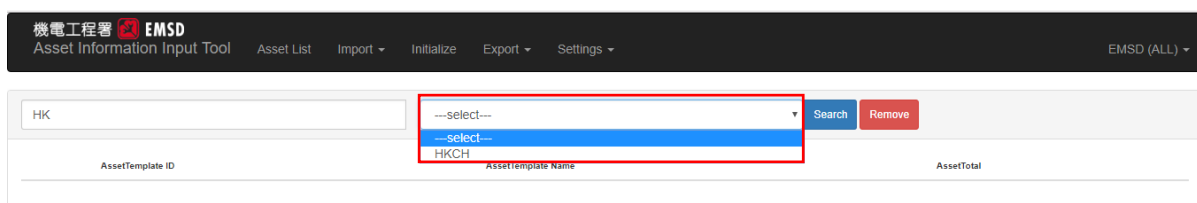
1. Search for Functional Location.



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.



- 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.

The screenshot shows the AIIT interface with the functional location 'hkch' selected. A table lists 12 asset templates, all of which are selected by default (checked).

AssetTemplate ID	AssetTemplate Name	AssetTotal
FP1103	Electro-Chlorinator System (SP)	4
FP1104	Filtration Tank (SP)	14
FP1105	Pump (SP)	32
FP1106	Motor (SP)	30
FP1107	MCC Panel (SP)	1
FP1108	Ozone Generator System	5
FP1109	Ultraviolet Sterilizer (Filtration)	5
FP1110	Building Management System (SP)	1
FP1111	Controller Analyser and Sensor (SP)	8
FP1112	Chemical Dosing Pump (SP)	20
FP1113	Air Blower (SP)	8
FP1114	Piping System (SP)	8

2.10.2 Normal User

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

The screenshot shows the AIIT interface with the functional location 'HKCH' selected. A dropdown menu is open, showing the selected asset template 'LTC-001'.

AssetTemplate Name	AssetTotal
LTC-001	

- 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.

機電工程署 EMSD Asset Information Input Tool			
Asset List		Import ▾	Export ▾
Settings ▾		afm (HKCH) ▾	

HKCH Remove			
AssetTemplate ID	AssetTemplate Name	AssetTotal	
<input checked="" type="checkbox"/> FP1103	Electro-Chlorinator System (SP)	4	
<input checked="" type="checkbox"/> FP1104	Filtration Tank (SP)	14	
<input checked="" type="checkbox"/> FP1105	Pump (SP)	32	
<input checked="" type="checkbox"/> FP1106	Motor (SP)	30	
<input checked="" type="checkbox"/> FP1107	MCC Panel (SP)	1	
<input checked="" type="checkbox"/> FP1108	Ozone Generator System	5	
<input checked="" type="checkbox"/> FP1109	Ultraviolet Sterilizer (Filtration)	5	
<input checked="" type="checkbox"/> FP1110	Building Management System (SP)	1	
<input checked="" type="checkbox"/> FP1111	Controller Analyser and Sensor (SP)	8	
<input checked="" type="checkbox"/> FP1112	Chemical Dosing Pump (SP)	20	
<input checked="" type="checkbox"/> FP1113	Air Blower (SP)	8	
<input checked="" type="checkbox"/> FP1114	Piping System (SP)	8	

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.

機電工程署 EMSD Asset Information Input Tool			
Asset List		Import ▾	Export ▾
Settings ▾		afm (HKCH) ▾	

LEVEL1			
CCS Asset	Equipment Name	No. of Asset	ified No. of Asset
ZSY014	Smart Card System	1	1

LEVEL2			
CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology
			Verified No. of Asset

2.11.1 Import from CCS

1. Select “Import → Import from CCS”.

機電工程署 EMSD Asset Information Input Tool			
Asset List		Import ▾	Export ▾
Settings ▾		afm (HKCH) ▾	

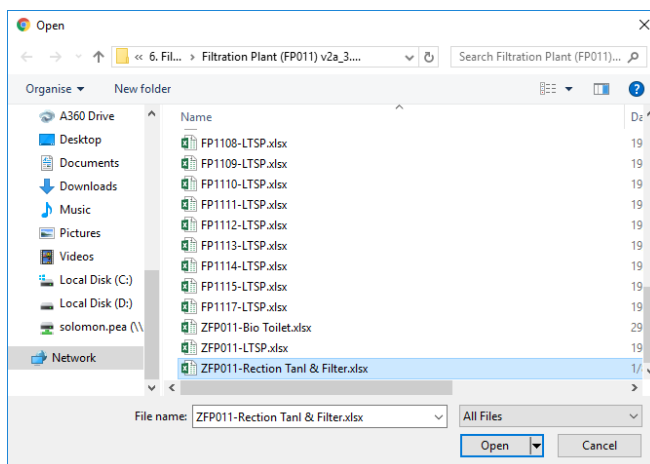
LEVEL1			
CCS Asset	Equipment Name	No. of Asset	ified No. of Asset
ZSY014	Smart Card System	1	1

LEVEL2			
CCS Asset	Equipment Name	No. of Asset	No. of Sys. Topology
			Verified No. of Asset

2. A file upload field will display.



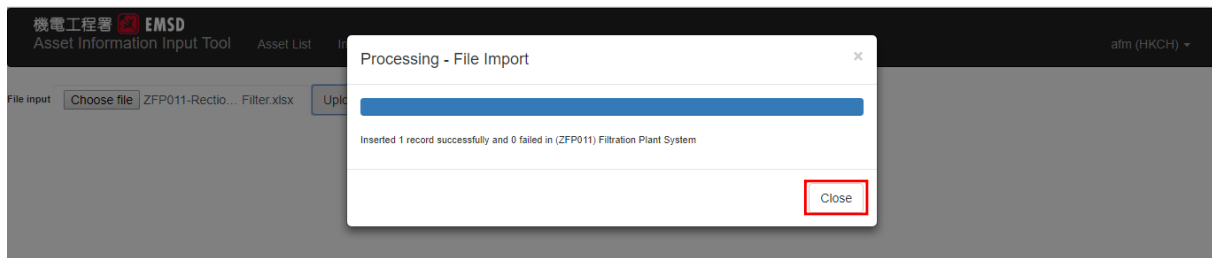
3. Click “Choose file” button to select a CCS Asset Template file to import.



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

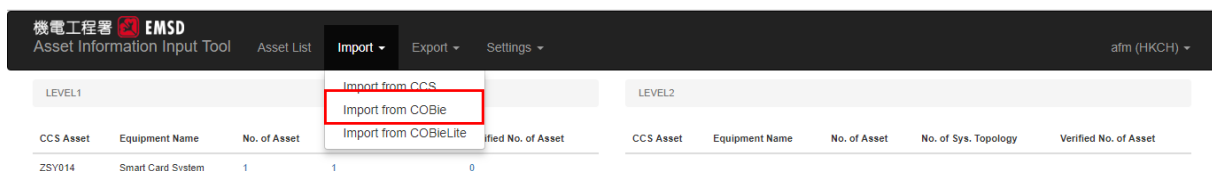


5. Click “Close” button to dismiss “Processing” dialog.



2.11.2 Import from COBie

6. Select "Import → Import from COBie".

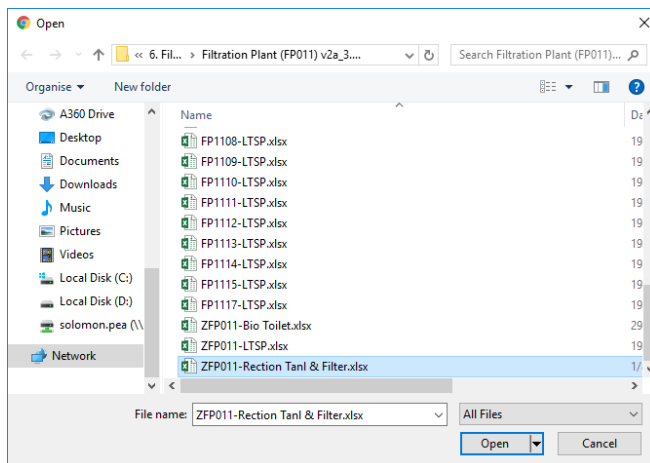


7. A file upload field will display.



8. Click "Choose file" button to select a COBie file to import.

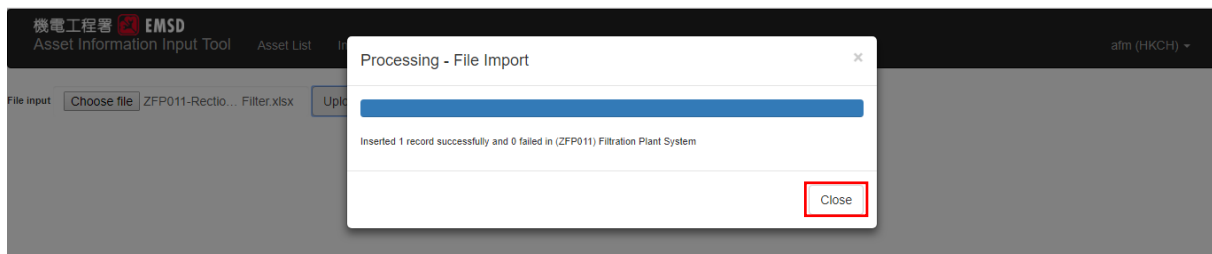




9. Click “Upload” button to start import asset data from selected CCS Asset Template.

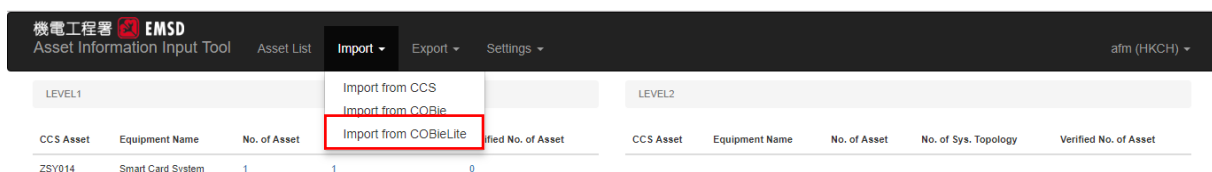


10. Click “Close” button to dismiss “Processing” dialog.



2.11.3 Import from COBieLite

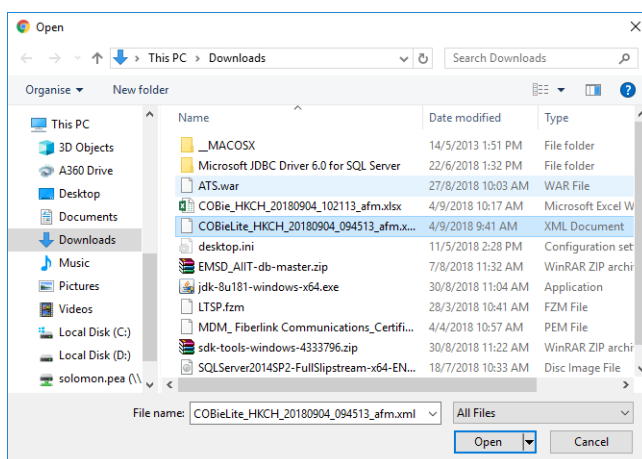
11. Select “Import → Import from COBieLite”.



12. A file upload field will display.



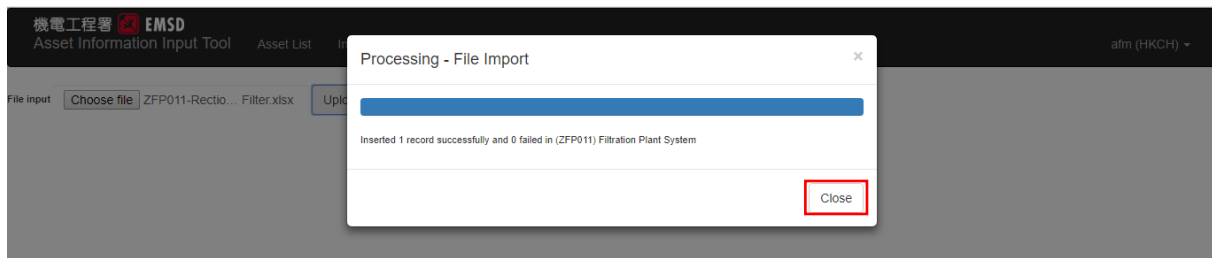
13. Click “Choose file” button to select a COBieLite file to import.



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

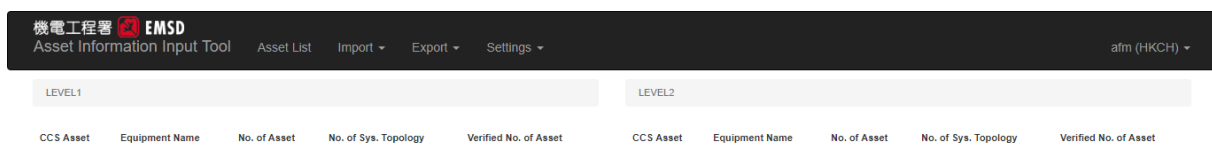


15. Click “Close” button to dismiss “Processing” dialog.



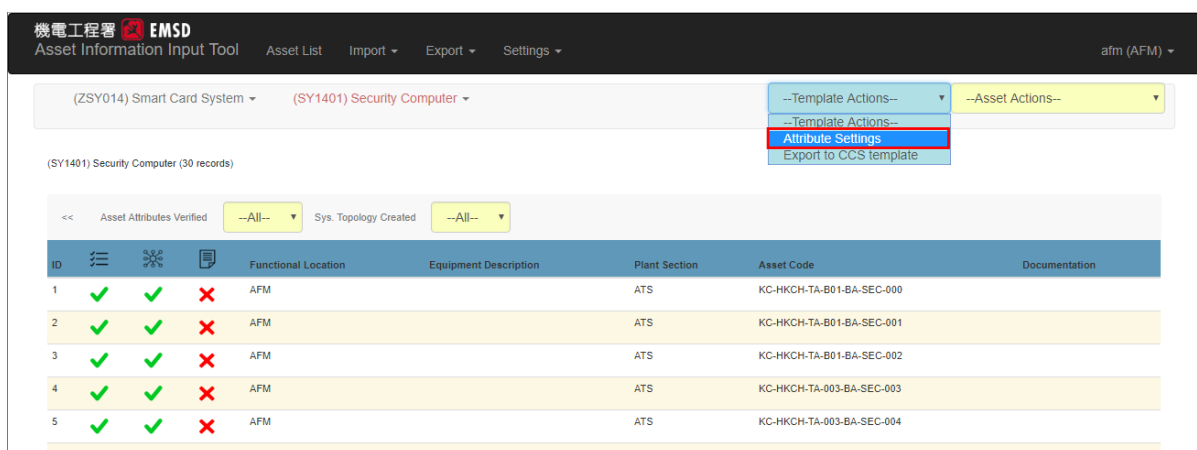
2.12 Asset List (Manage Asset)

This function allow user 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 display. 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.

機電工程署 EMSD

Asset Information Input Tool

Asset List

Import

Export

Settings

afm (AFM)

Back

SY1401 (Security Computer)

--NO Sort--

Attribute	Type	Mandatory or not	Min Length	Max Length	Unit	Hints	Pick List options
Common Attribute							
Equipment No.	Text	No	min	max		Please input Equipment No.	
Functional Location	Text	Yes	min	max		Please input Functional Location	
Equipment Description	Text	Yes	min	max		Please input Equipment Description	
Authorization Group	Text	No	min	max		Please input Authorization Group	
Weight (integer, the quantity of equipment)	Text	No	min	max		Please input Weight (integer, the quantity of equipme	
Inventory No. (AMS/CMMS No.)	Text	No	min	max		Please input Inventory No. (AMS/CMMS No.)	
Start-up Date - leave it blank if unknown	Text	No	min	max		Please input Start-up Date- leave it blank if unknown	
Technical ID No.	Text	No	min	max		Please input Technical ID No.	
Manufacturer	Text	No	min	max		Please input Manufacturer	
Manufacturer Country (must follow Country Code List)	Text	No	min	max		Please input Manufacturer Country(must follow Coun	
Model No.	Text	No	min	max		Please input Model No.	
Manufacturer Serial No.	Text	No	min	max		Please input Manufacturer Serial No.	
Acquisition Value	Text	No	min	max		Please input Acquisition Value	
Currency (must follow Currency Code List)	Text	No	min	max		Please input Currency(must follow Currency Code Li	
Asset Code	Text	Yes	min	max		Please input Asset Code	
CCS Equipment ID of the Superior Equipment	Text	No	min	max		Please input CCS Equipment ID of the Superior Equi	
Technical ID No. of the Superior Equipment	Text	No	min	max		Please input Technical ID No. of the Superior Equipr	
Specific Attribute							
Brand	Text	No	min	max		Please input Brand	
Model	Text	No	min	max		Please input Model	
Quantity	Text	No	min	max		Please input Quantity	

Save

3. Click “Back” button to return to “Asset List”.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Export Settings

afm (AFM)

Back SY1401 (Security Computer)

--NO Sort--

Attribute	Type	Mandatory or not	Min Length	Max Length	Unit	Hints	Pick List options
Common Attribute							
Equipment No.	Text	No	min	max		Please input Equipment No.	
Functional Location	Text	Yes	min	max		Please input Functional Location	
Equipment Description	Text	Yes	min	max		Please input Equipment Description	
Authorization Group	Text	No	min	max		Please input Authorization Group	
Weight (integer, the quantity of equipment)	Text	No	min	max		Please input Weight (integer, the quantity of equipme	
Inventory No. (AMS/CMMS No.)	Text	No	min	max		Please input Inventory No. (AMS/CMMS No.)	
Start-up Date - leave it blank if unknown	Text	No	min	max		Please input Start-up Date- leave it blank if unknown	
Technical ID No.	Text	No	min	max		Please input Technical ID No.	

2.12.2 Export to CCS Template

1. Select "Attribute Settings" under "Export to CCS Template".

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Export Settings

afm (AFM)

(ZSY014) Smart Card System (SY1401) Security Computer

--Template Actions-- --Asset Actions--

--Template Actions--
Attribute Settings
Export to CCS template

<< Asset Attributes Verified --All-- Sys. Topology Created --All--

ID				Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	✓	✓	✗	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-000	
2	✓	✓	✗	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-001	
3	✓	✓	✗	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-002	
4	✓	✓	✗	AFM		ATS	KC-HKCH-TA-003-BA-SEC-003	
5	✓	✓	✗	AFM		ATS	KC-HKCH-TA-003-BA-SEC-004	
6	✓	✓	✗	AFM		ATS	KC-HKCH-TA-003-BA-SEC-005	
7	✓	✓	✗	AFM		ATS	KC-HKCH-TB-B01-BA-SEC-006	
8	✓	✓	✗	AFM		ATS	KC-HKCH-TB-002-BA-SEC-007	
9	✓	✓	✗	AFM		ATS	KC-HKCH-TB-002-BA-SEC-008	
10	✓	✓	✗	AFM		ATS	KC-HKCH-TB-003-BA-SEC-009	

2. CCS Template file created.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Export Settings afm (AFM)

(ZSY014) Smart Card System (SY1401) Security Computer --Template Actions-- --Asset Actions--

<< Asset Attributes Verified --All-- Sys. Topology Created --All--

ID				Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	✓	✓	✗	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-000	
2	✓	✓	✗	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-001	
3	✓	✓	✗	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-002	
4	✓	✓	✗	AFM		ATS	KC-HKCH-TA-003-BA-SEC-003	
5	✓	✓	✗	AFM		ATS	KC-HKCH-TA-003-BA-SEC-004	
6	✓	✓	✗	AFM		ATS	KC-HKCH-TA-003-BA-SEC-005	
7	✓	✓	✗	AFM		ATS	KC-HKCH-TB-B01-BA-SEC-006	
8	✓	✓	✗	AFM		ATS	KC-HKCH-TB-002-BA-SEC-007	
9	✓	✓	✗	AFM		ATS	KC-HKCH-TB-002-BA-SEC-008	
10	✓	✓	✗	AFM		ATS	KC-HKCH-TB-003-BA-SEC-009	

CSS_AFM_SY1401_....xls Show all

2.12.3 Add LEVEL1 Asset

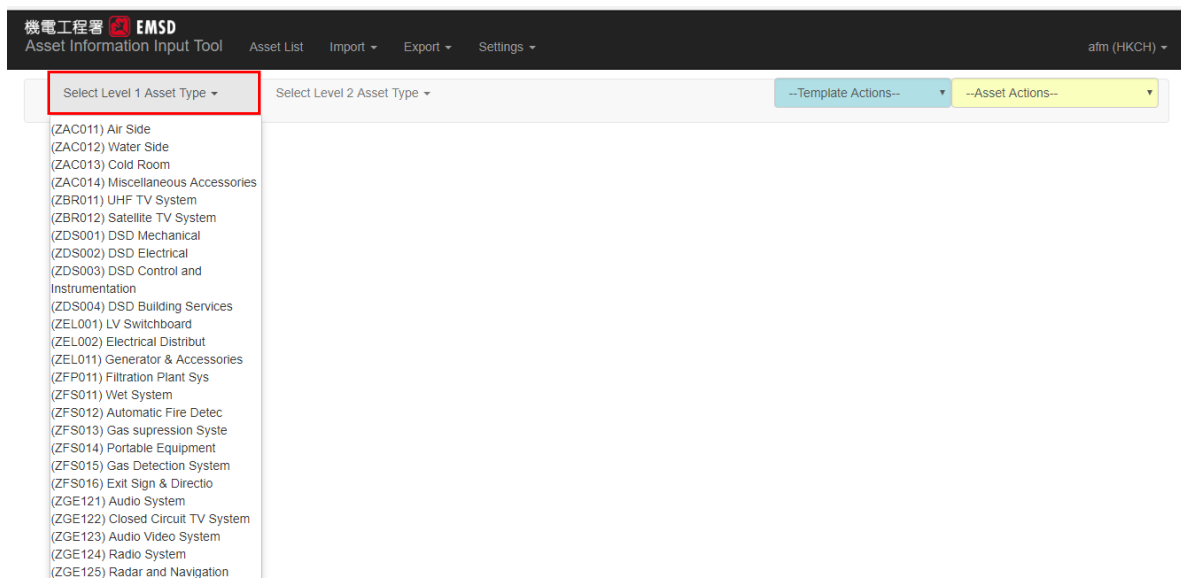
3. Add a LEVEL1 Asset, select “Asset List”.

機電工程署 EMSD
Asset Information Input Tool

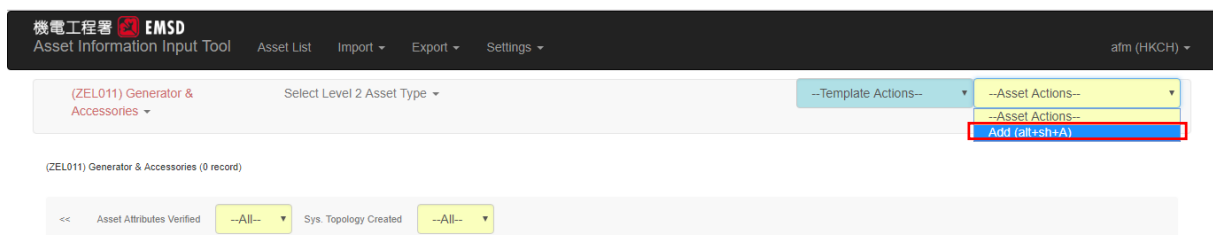
Asset List Import Export Settings afm (HKCH)

Select Level 1 Asset Type Select Level 2 Asset Type --Template Actions-- --Asset Actions--

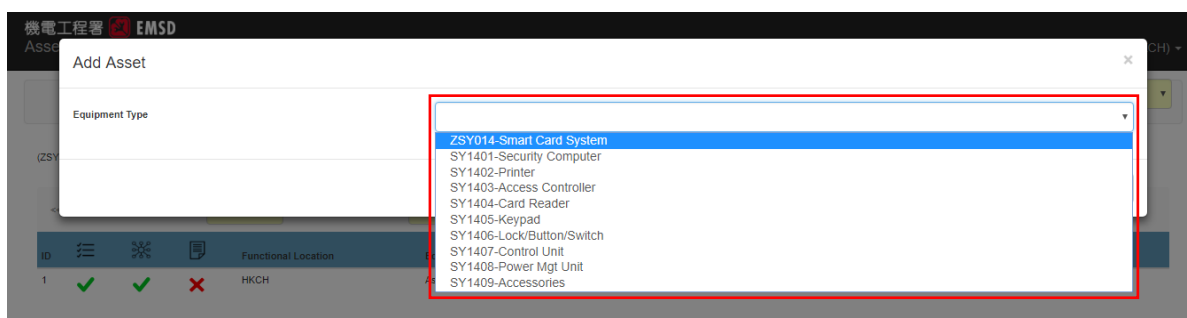
4. Select a LEVEL1 system by Click on “Select Level 1 Asset Type”.



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.

Add Asset

Equipment Type: ZSY014-Smart Card System

Asset Code: Please input Asset Code

Equipment No.: --select--

Functional Location: HKCH

Equipment Description: Please input Equipment Description

Authorization Group: Please input Authorization Group

Weight (integer, the quantity of equipment): Please input Weight (integer, the quantity of equipment)

Inventory No. (AMS/CMMS No.): Please input Inventory No. (AMS/CMMS No.)

Start-up Date: Please input Start-up Date

Technical ID No.: Please input Technical ID No.

Construction Type (Material BOM): Please input Construction Type (Material BOM)

8. New Asset was created.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Export Settings

(ZSY014) Smart Card System (1 record)

ID	Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	HKCH	Asset Tagging System	ATS	KC-HKCH-TA-B01-BA-SCS-000	

2.12.4 Remove LEVEL1 Asset

1. Remove a LEVEL1 Asset, select Asset List.

機電工程署 EMSD
Asset Information Input Tool

Asset List Import Export Settings

Select Level 1 Asset Type Select Level 2 Asset Type

ID	Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	HKCH	Asset Tagging System	ATS	KC-HKCH-TA-B01-BA-SCS-000	

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

The screenshot shows the EMSD Asset Information Input Tool interface. The 'Select Level 1 Asset Type' dropdown menu is open, displaying a list of asset types. The list includes:

- (ZAC011) Air Side
- (ZAC012) Water Side
- (ZAC013) Cold Room
- (ZAC014) Miscellaneous Accessories
- (ZBR011) UHF TV System
- (ZBR012) Satellite TV System
- (ZDS001) DSD Mechanical
- (ZDS002) DSD Electrical
- (ZDS003) DSD Control and Instrumentation
- (ZDS004) DSD Building Services
- (ZEL001) LV Switchboard
- (ZEL002) Electrical Distribut
- (ZEL011) Generator & Accessories
- (ZFP011) Filtration Plant Sys
- (ZFS011) Wet System
- (ZFS012) Automatic Fire Detec
- (ZFS013) Gas suppression Syste
- (ZFS014) Portable Equipment
- (ZFS015) Gas Detection System
- (ZFS016) Exit Sign & Directio
- (ZGE121) Audio System
- (ZGE122) Closed Circuit TV System
- (ZGE123) Audio Video System
- (ZGE124) Radio System
- (ZGE125) Radar and Navigation

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

The screenshot shows the EMSD Asset Information Input Tool interface. The 'ZSY014 Smart Card System' is selected in the 'Select Level 1 Asset Type' dropdown menu. Below the dropdown, the text '(ZSY014) Smart Card System (1 record)' is displayed. The table below shows the asset record:

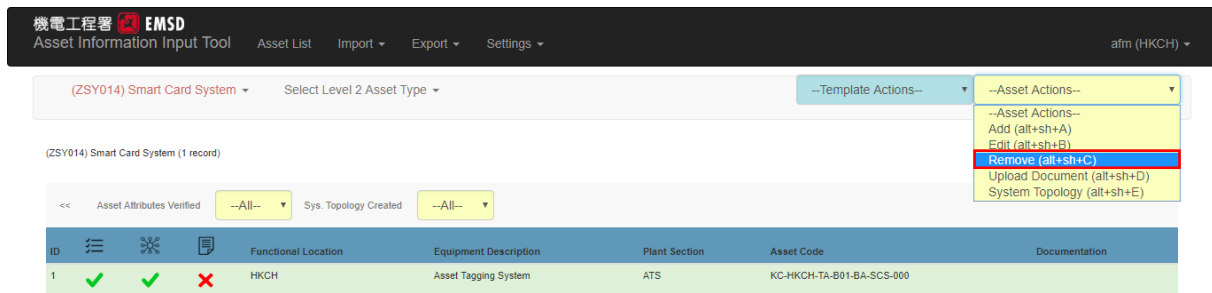
ID	Asset Attributes Verified	Sys. Topology Created	Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	✓	✓	✗	HKCH	Asset Tagging System	ATS	KC-HKCH-TA-B01-BA-SCS-000

4. Select the record to be delete by single click on the record.

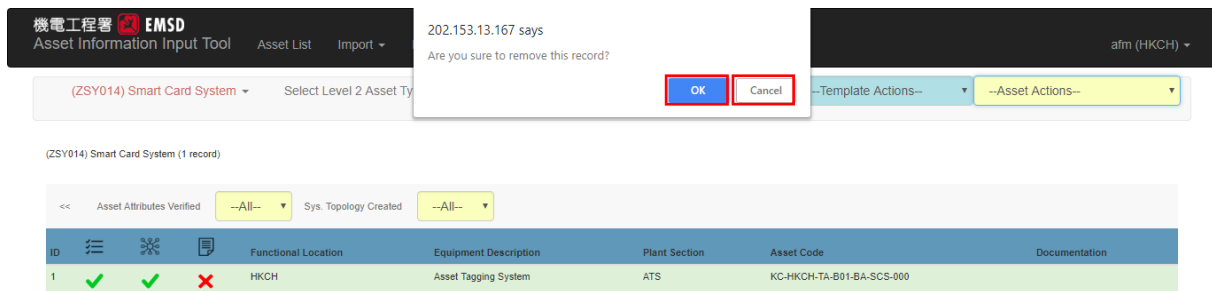
The screenshot shows the EMSD Asset Information Input Tool interface. The 'ZSY014 Smart Card System' is selected in the 'Select Level 1 Asset Type' dropdown menu. Below the dropdown, the text '(ZSY014) Smart Card System (1 record)' is displayed. The table below shows the asset record, which is highlighted with a red border, indicating it is selected for deletion:

ID	Asset Attributes Verified	Sys. Topology Created	Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	✓	✓	✗	HKCH	Asset Tagging System	ATS	KC-HKCH-TA-B01-BA-SCS-000

5. Select “Remove” from “Asset Actions” menu.



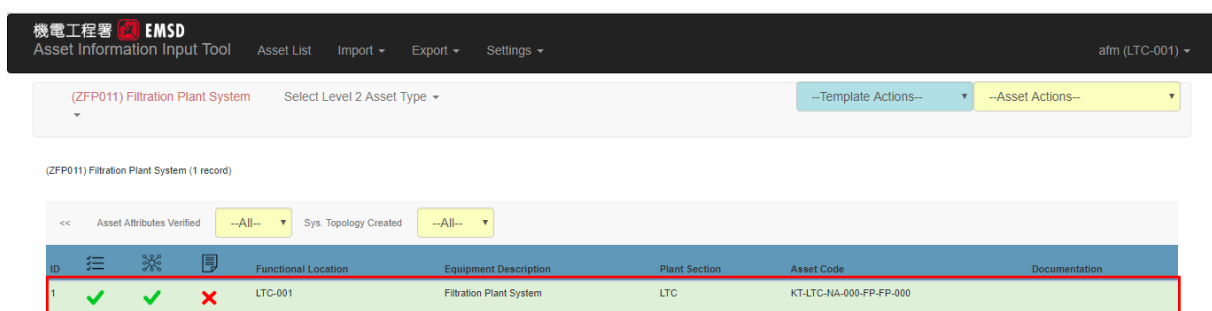
6. A confirm dialog box will display, click “OK” to confirm remove of Asset or “Cancel” to dismiss the dialog box.



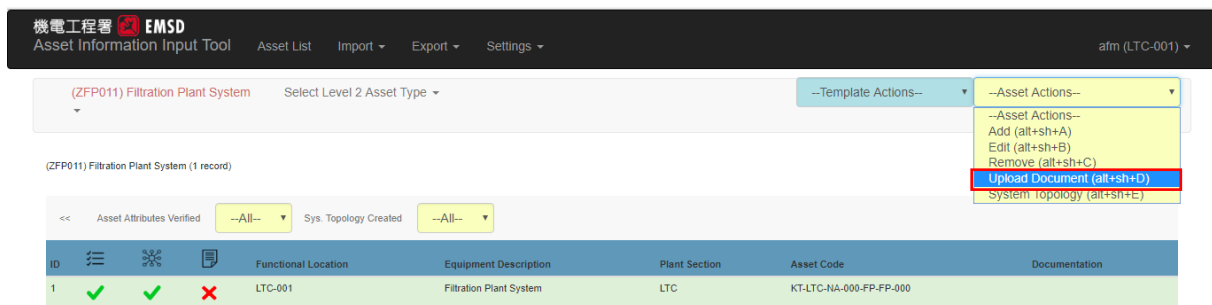
2.12.5 Upload Document

This function allow user to attach document to corresponding asset.

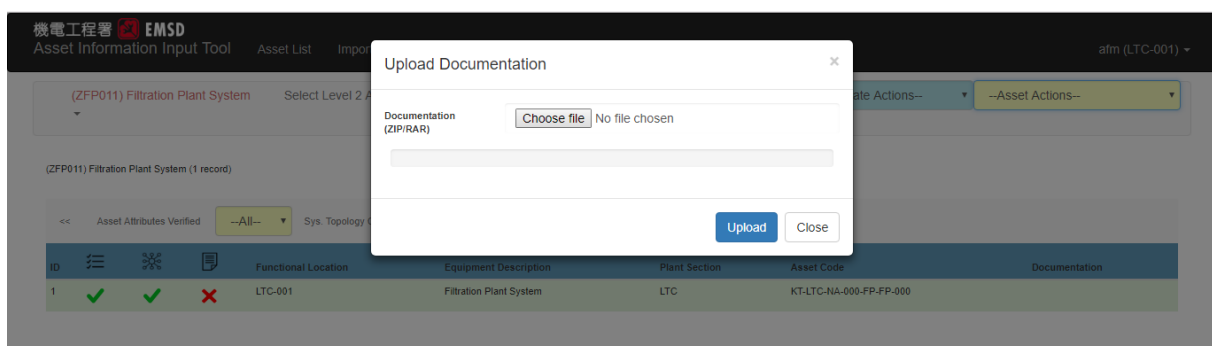
1. Select desired asset record to upload document.



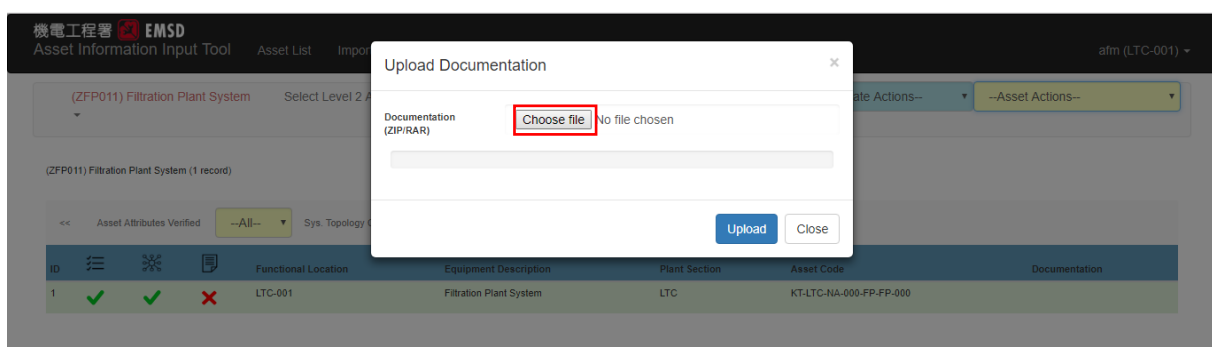
2. Select “Upload Document” from “Asset Actions” menu.

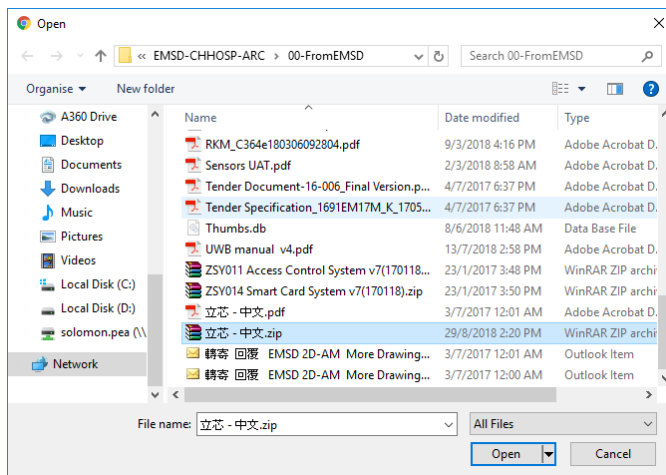


3. “Upload Documentation” dialog will display.

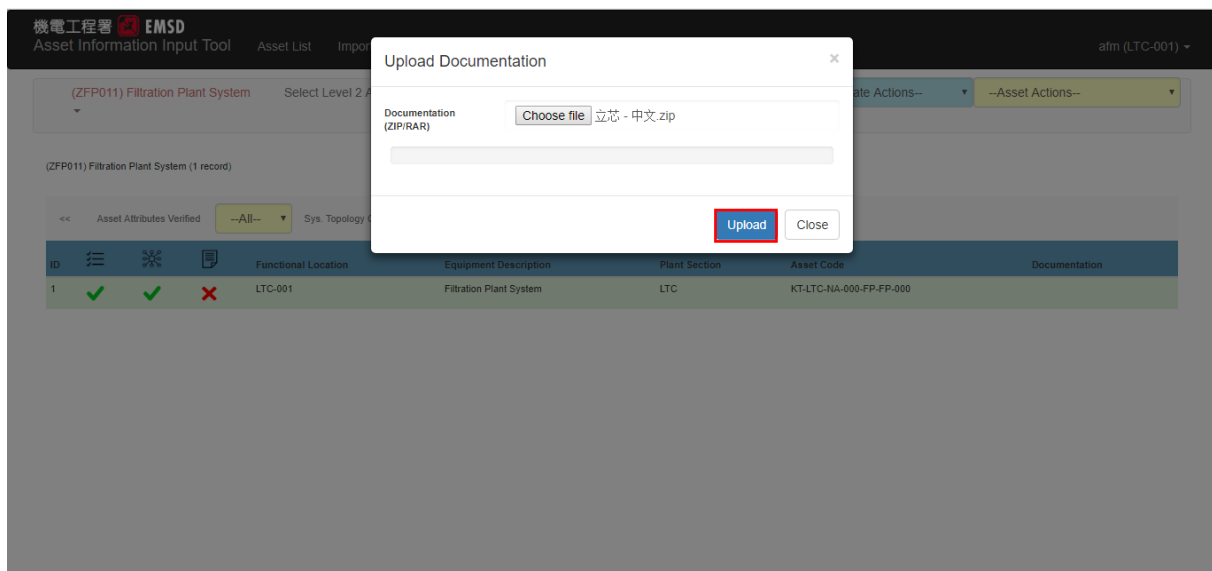


4. Click “Choose file” button to select file to upload.

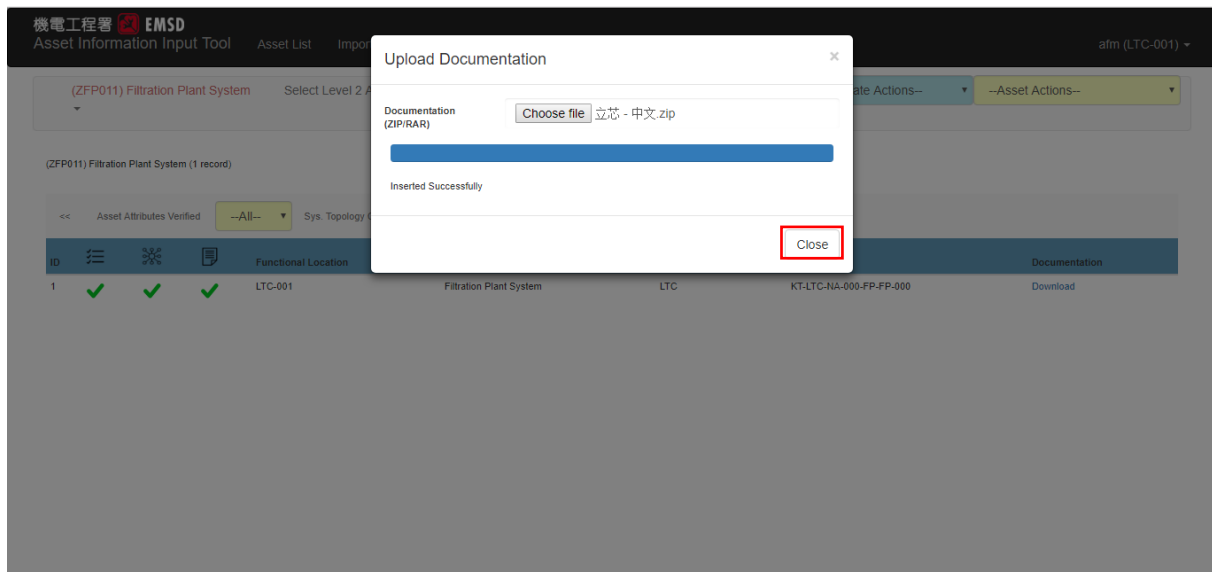




- Click “Upload” button to import attachment.



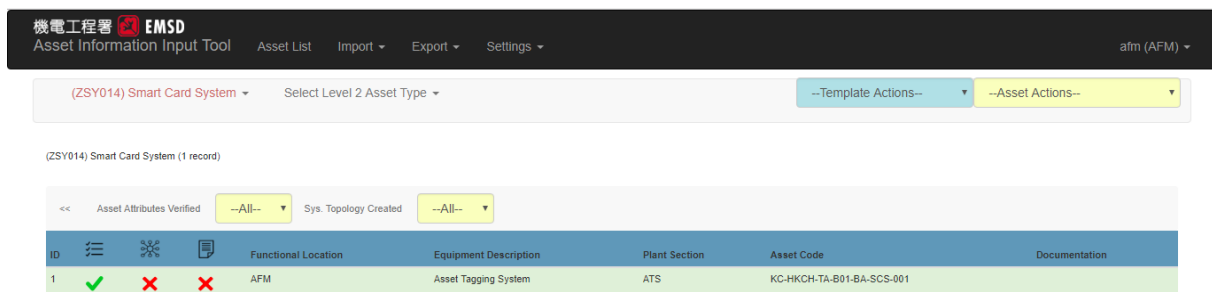
- When upload finish, click “Close” button to dismiss “Upload Documentation” dialog.



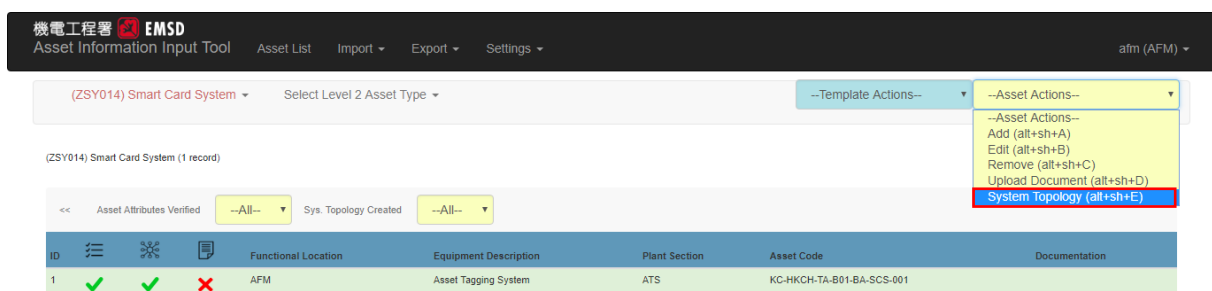
2.12.6 System Topology

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

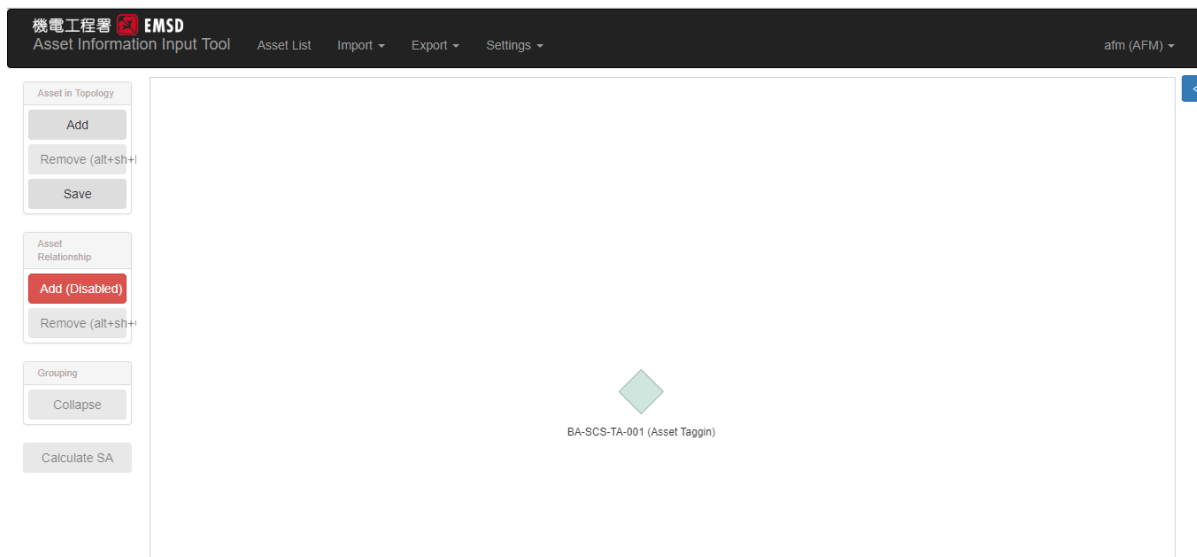
1. To create topology for asset system. User need to select a LEVEL1 record.



2. Select "System Topology" under "Asset Actions".

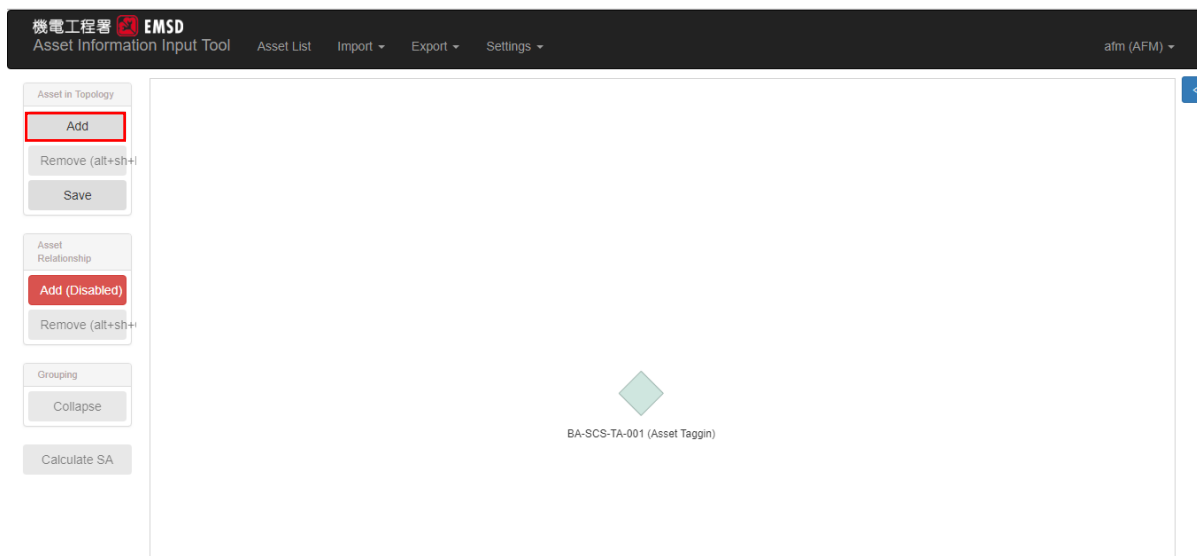


3. Topology editor will display and the LEVEL1 asset is already insert in the topology diagram.

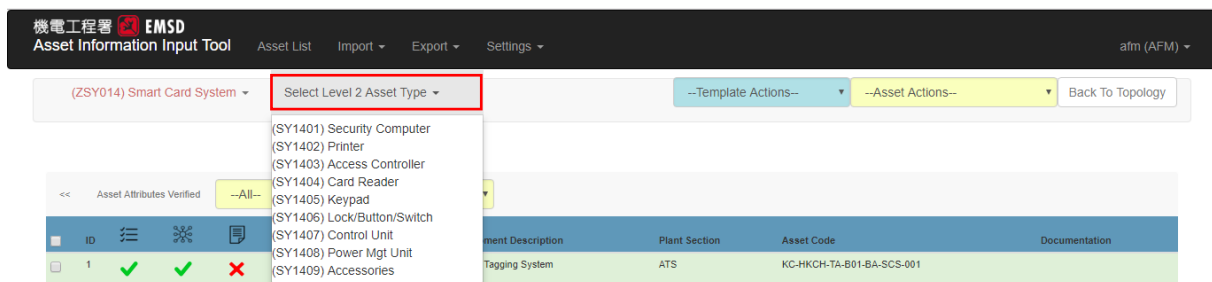


2.12.6.1 Add Asset to Topology

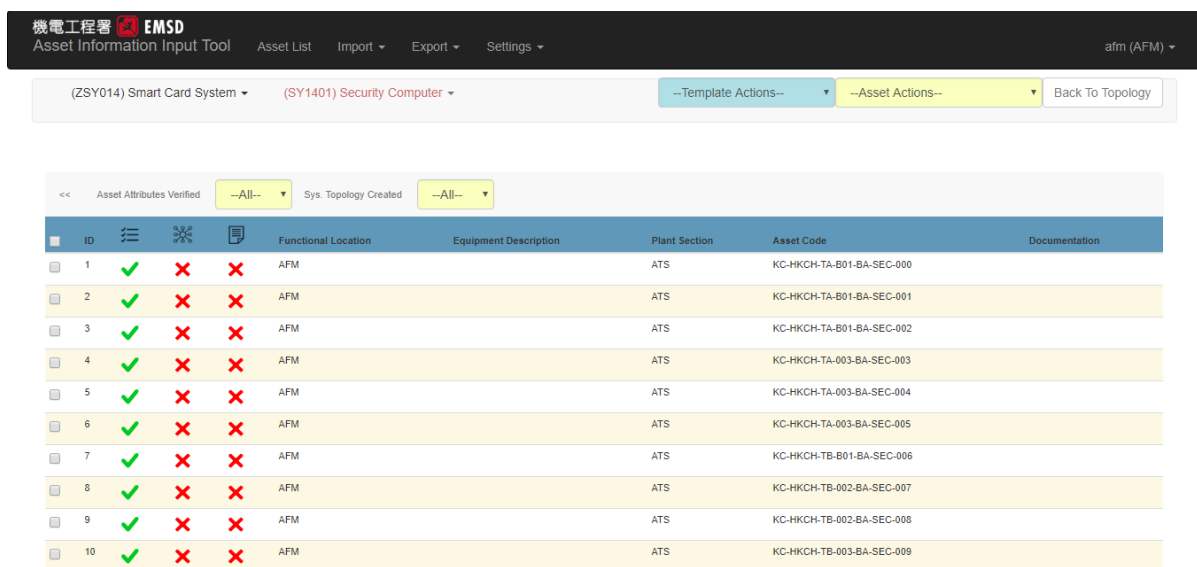
1. Click “Add” under “Asset in Topology”.



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.

機電工程署 EMSD
Asset Information Input Tool Asset List Import Export Settings afm (AFM)

(ZSY014) Smart Card System (SY1401) Security Computer --Template Actions-- --Asset Actions-- Back To Topology

--Asset Actions--
Add (alt+sh+A)
Add to Topology

<< Asset Attributes Verified --All-- Sys. Topology Created --All--

ID	Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-000	
2	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-001	
3	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-002	
4	AFM		ATS	KC-HKCH-TA-003-BA-SEC-003	
5	AFM		ATS	KC-HKCH-TA-003-BA-SEC-004	
6	AFM		ATS	KC-HKCH-TA-003-BA-SEC-005	
7	AFM		ATS	KC-HKCH-TB-B01-BA-SEC-006	
8	AFM		ATS	KC-HKCH-TB-002-BA-SEC-007	
9	AFM		ATS	KC-HKCH-TB-002-BA-SEC-008	
10	AFM		ATS	KC-HKCH-TB-003-BA-SEC-009	

5. Or click “Back To Topology” to return to Topology Editor without adding asset.

機電工程署 EMSD
Asset Information Input Tool Asset List Import Export Settings afm (AFM)

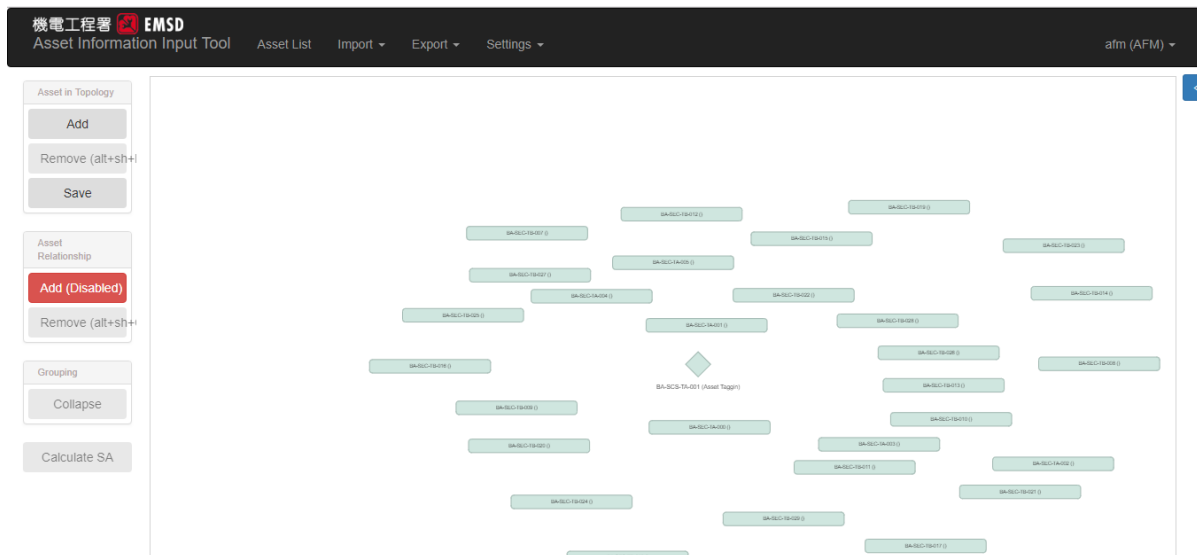
(ZSY014) Smart Card System (SY1401) Security Computer --Template Actions-- --Asset Actions-- **Back To Topology**

<< Asset Attributes Verified --All-- Sys. Topology Created --All--

ID	Functional Location	Equipment Description	Plant Section	Asset Code	Documentation
1	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-000	
2	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-001	
3	AFM		ATS	KC-HKCH-TA-B01-BA-SEC-002	
4	AFM		ATS	KC-HKCH-TA-003-BA-SEC-003	
5	AFM		ATS	KC-HKCH-TA-003-BA-SEC-004	
6	AFM		ATS	KC-HKCH-TA-003-BA-SEC-005	
7	AFM		ATS	KC-HKCH-TB-B01-BA-SEC-006	
8	AFM		ATS	KC-HKCH-TB-002-BA-SEC-007	
9	AFM		ATS	KC-HKCH-TB-002-BA-SEC-008	
10	AFM		ATS	KC-HKCH-TB-003-BA-SEC-009	

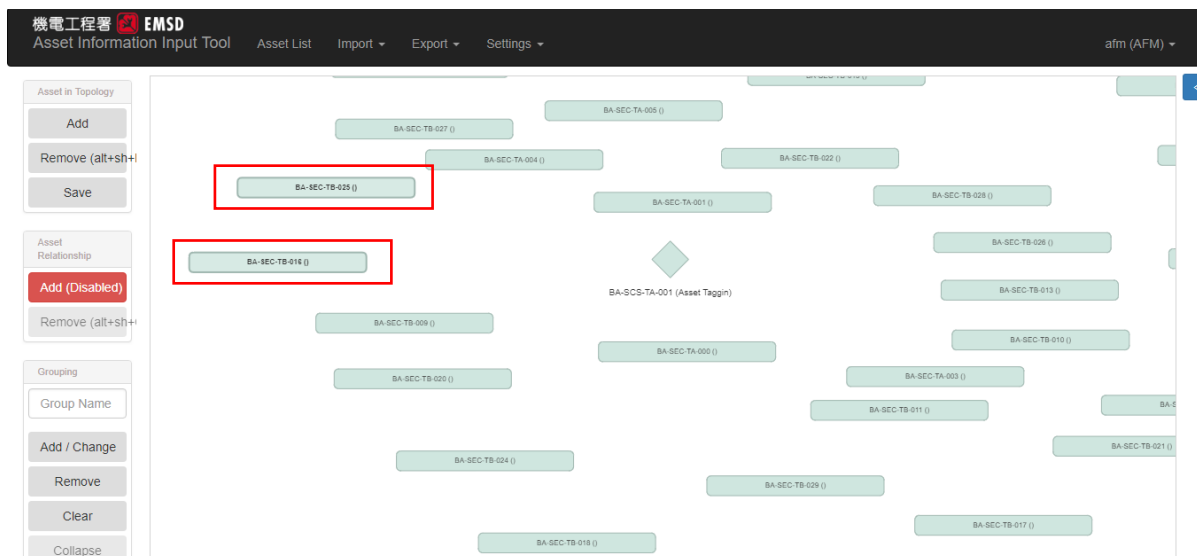
6. Added assets will display in “Topology Editor”. User may need to reposition assets and zoom out to view full diagram.

- 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.

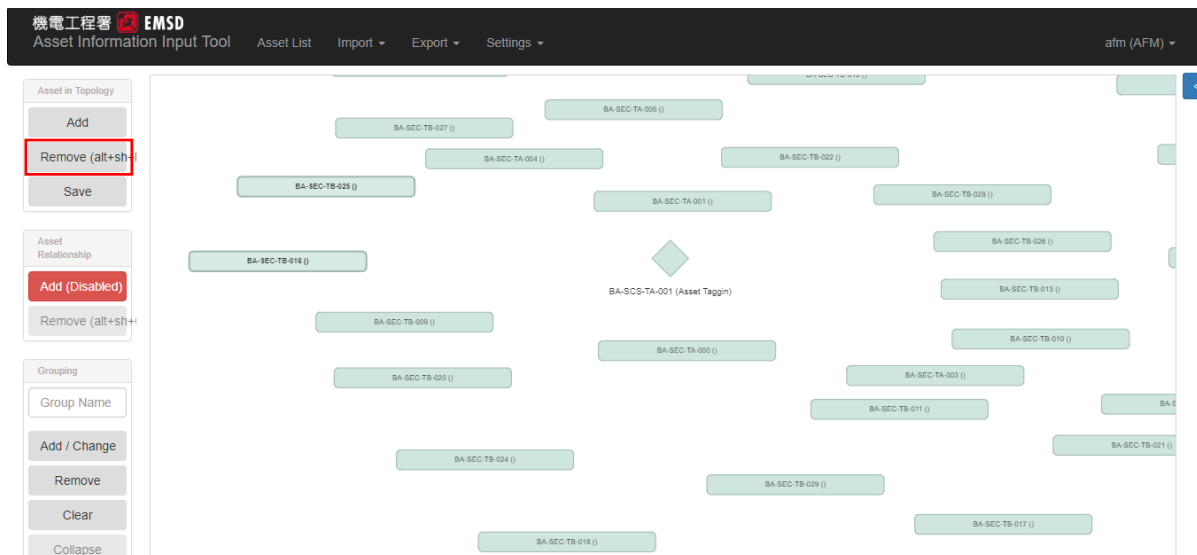


2.12.6.1 Remove Asset from Topology

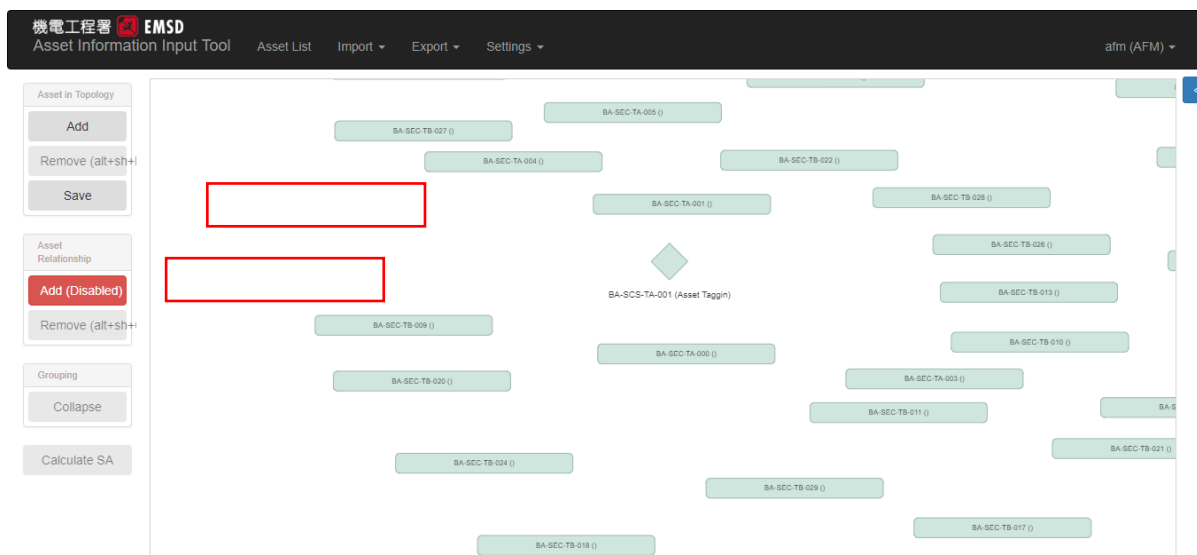
1. Select an asset by click on the sharp or Ctrl+left click on the sharp.



2. Click "Remove" button under "Asset in Topology".

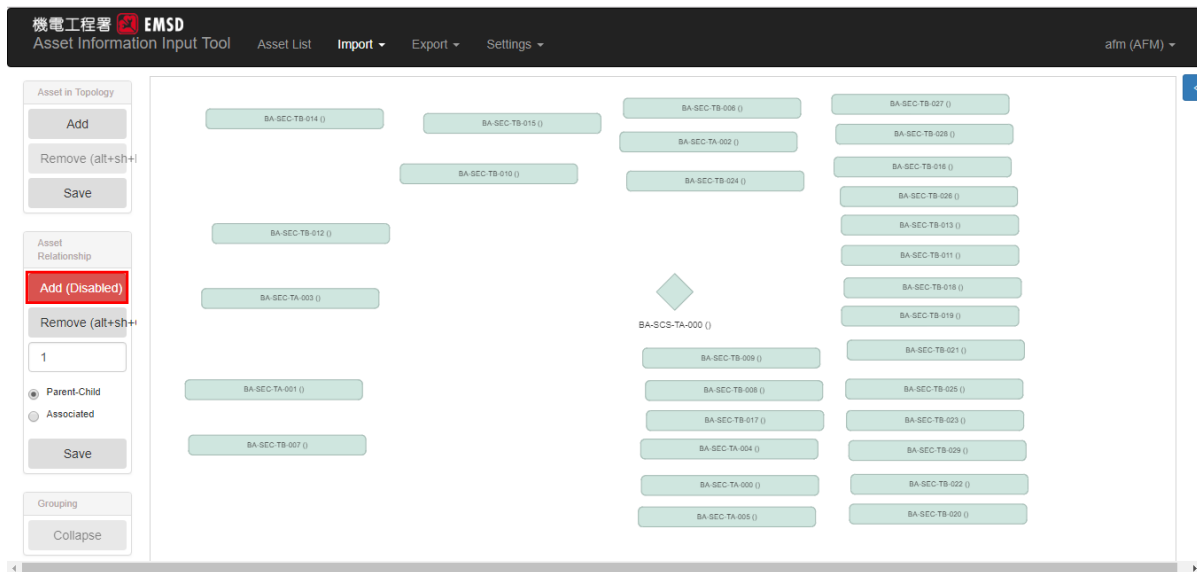


3. Selected asset removed.

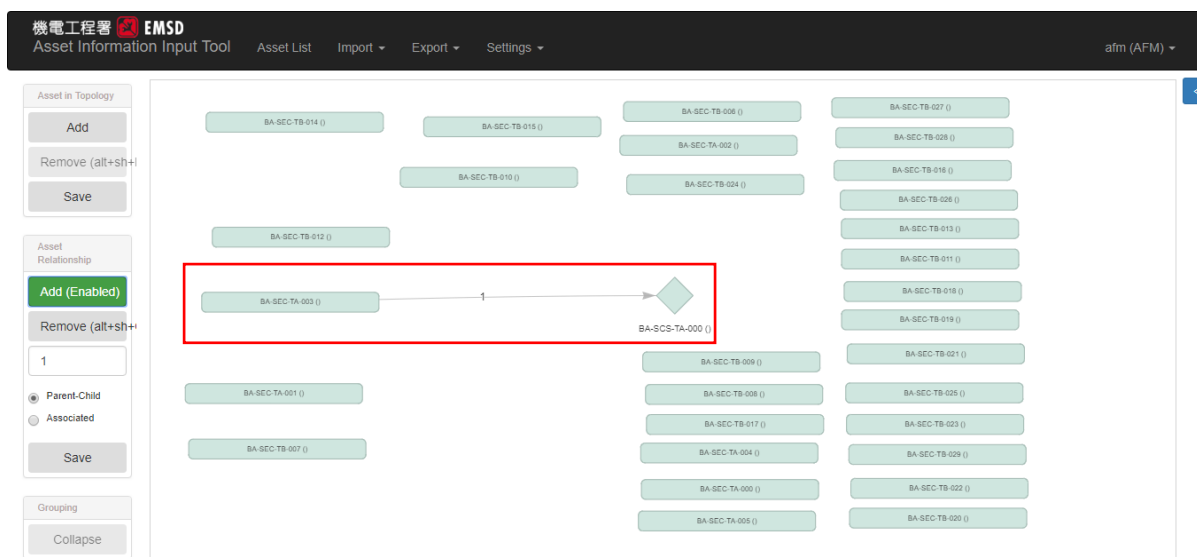


2.12.6.1 Add Asset Relationship

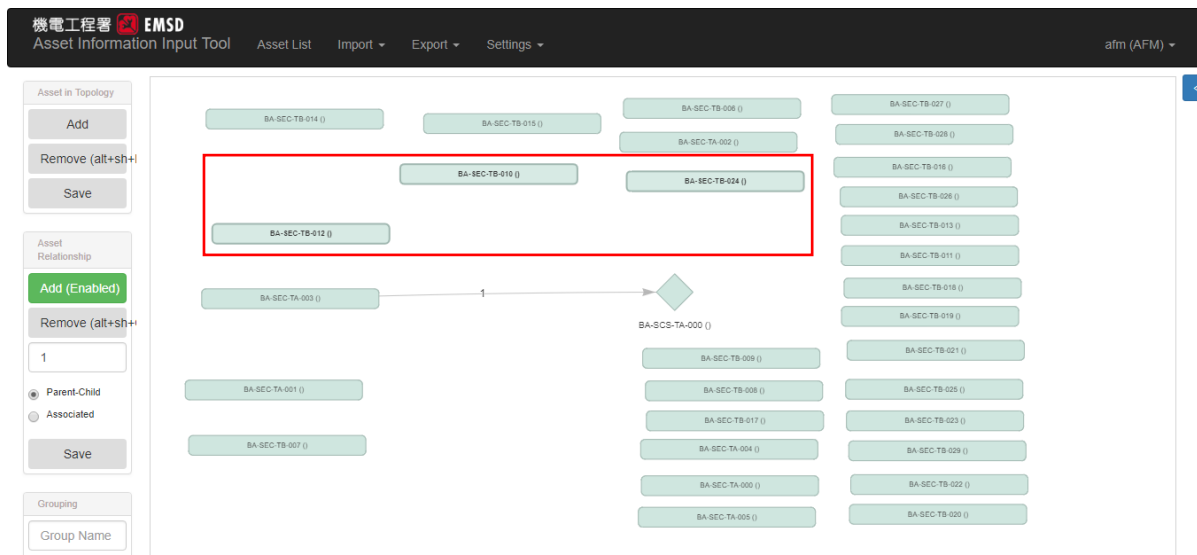
1. Click “Add (Disabled)” button under “Asset Relationship” to enable “Asset Relationship” functions.



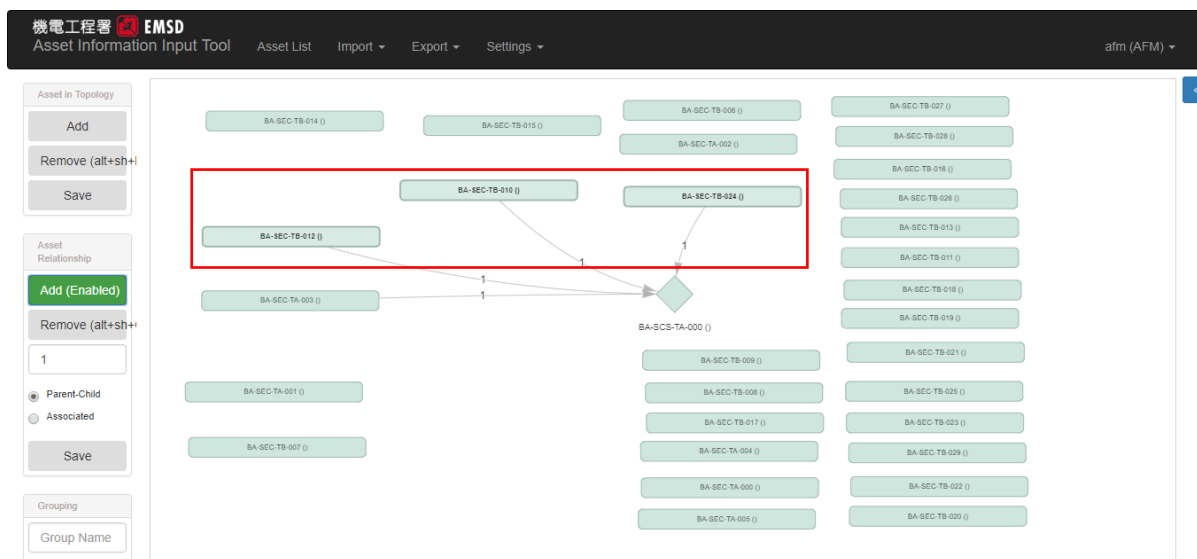
2. Mouse-over an asset sharp then left mouse click and drag mouse pointer (will turn into a red circle) to the asset that wanted to add the relationship.



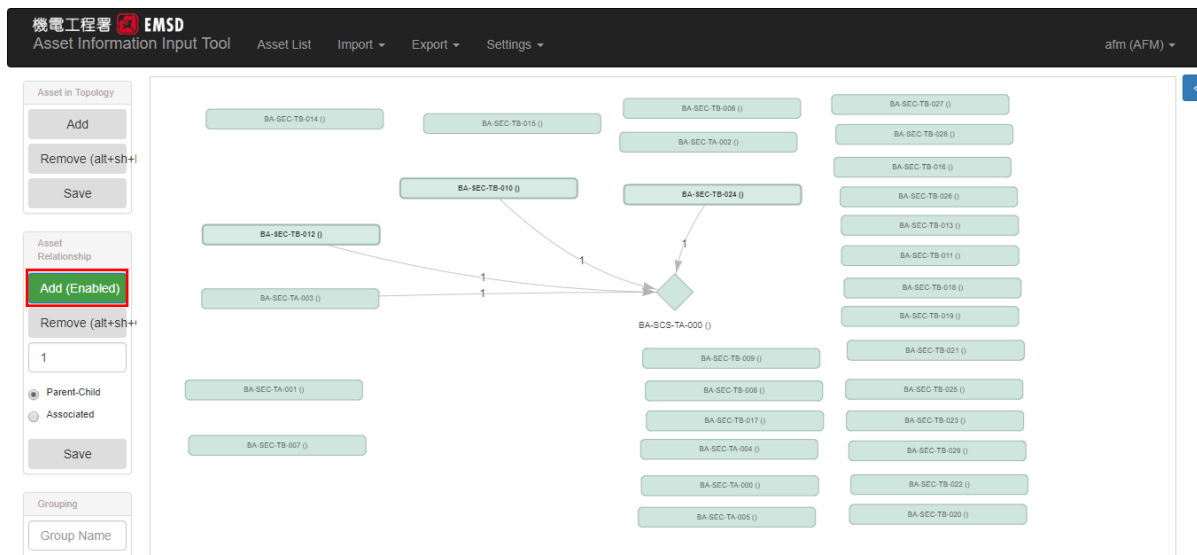
3. User can also select multiple asset to create relationship.



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.

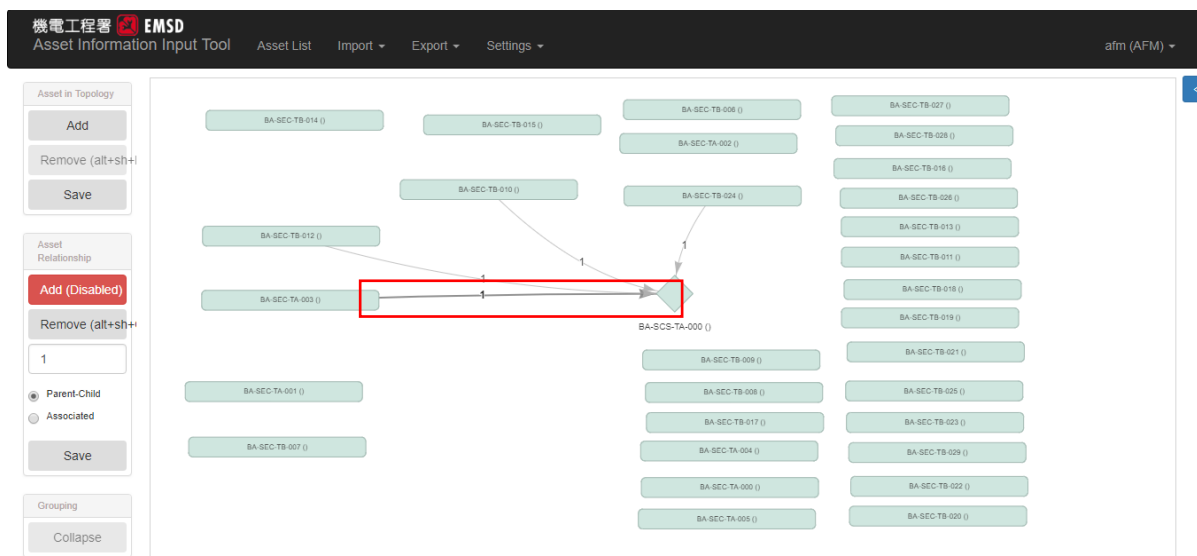


5. Click "Add (Enabled)" button to disable Asset Relationship functions.

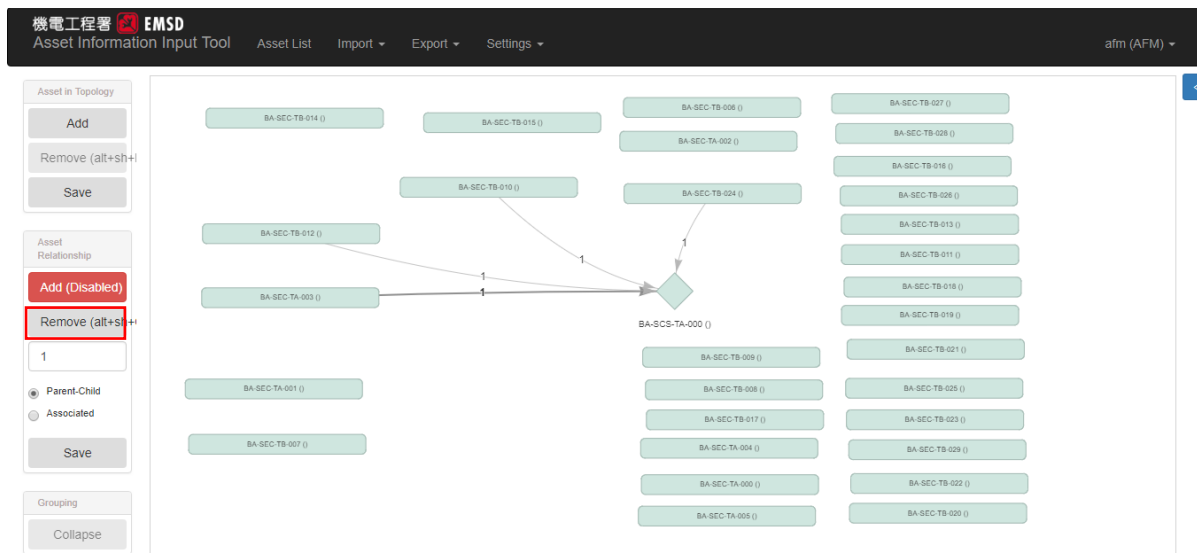


2.12.6.2 Remove Asset Relationship

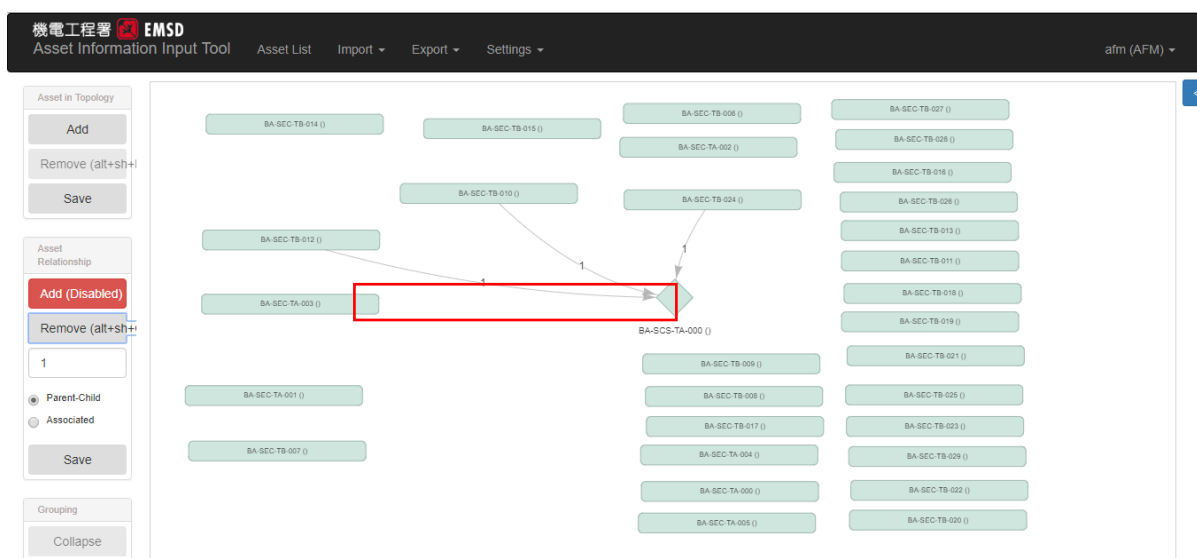
1. Click on the “Asset Relationship” to be remove.



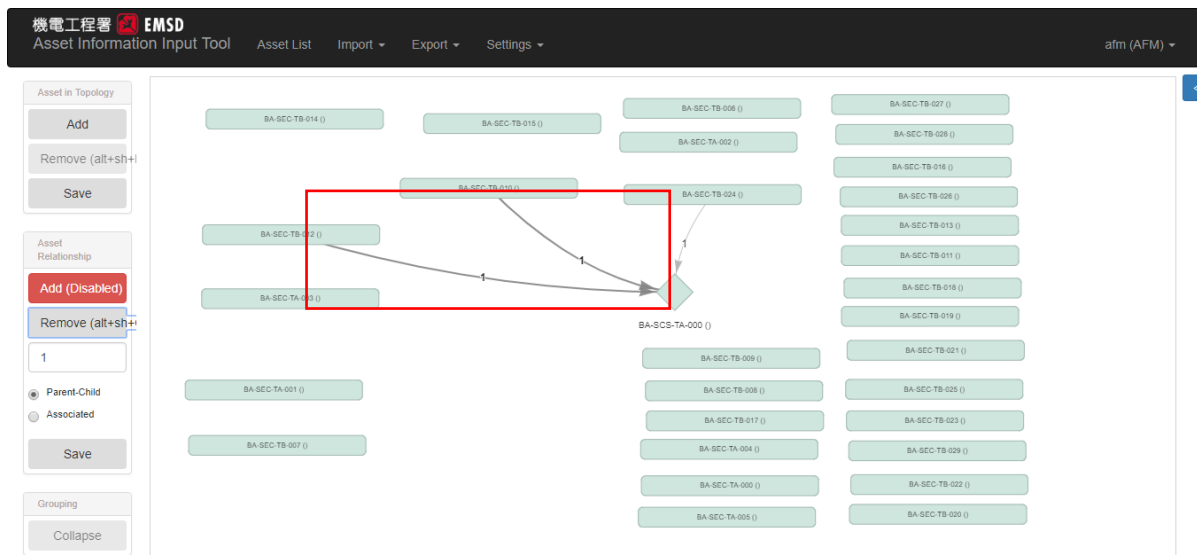
2. Click “Remove” button under “Asset Relationship” to delete the relationship.



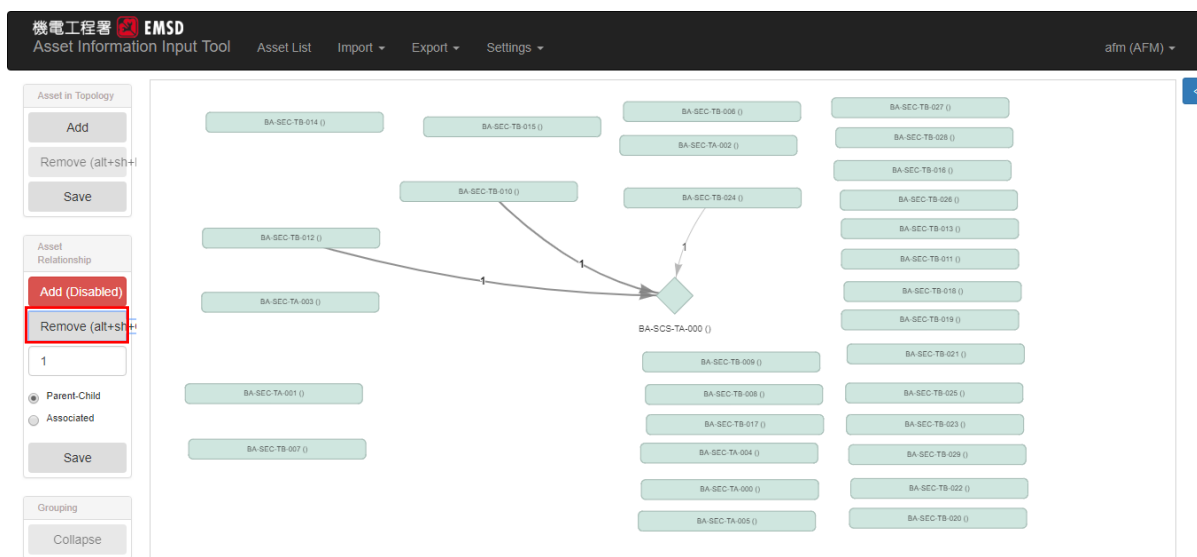
3. The relationship is removed.



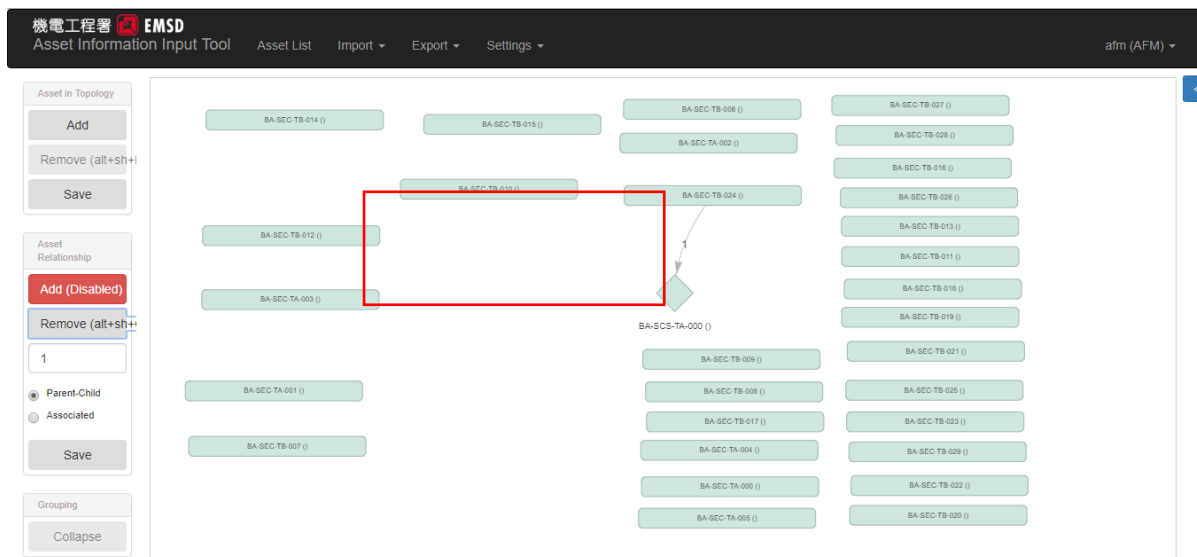
4. Same as Create relationship, the system allow user to remove multiple relationships by Ctrl+Left mouse click to multiple select relationships.



5. Click “Remove” button under “Asset Relationship” to delete the relationship.

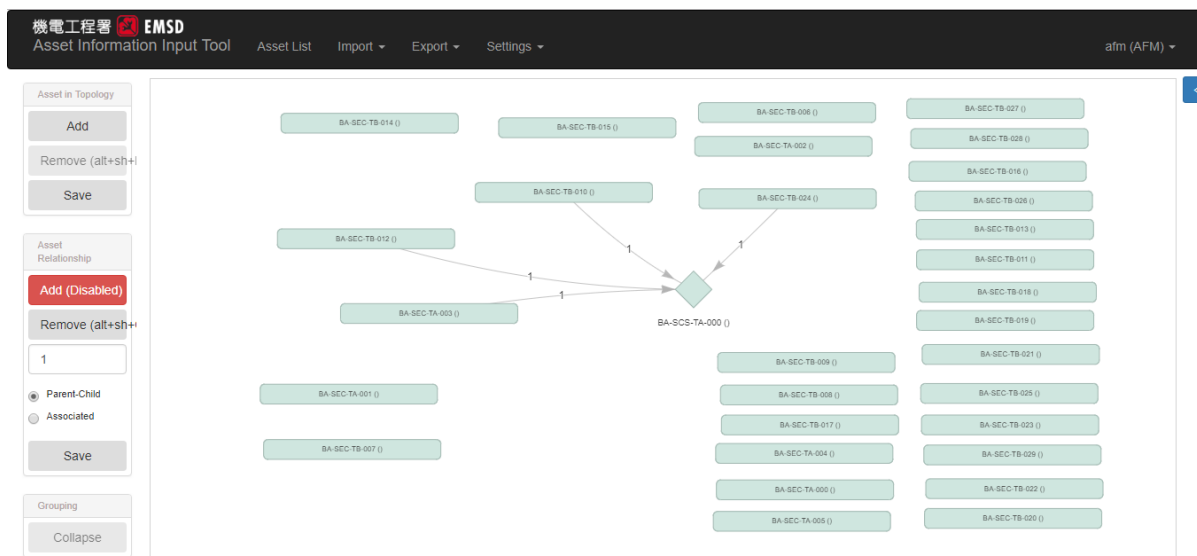


6. Relationships are removed.

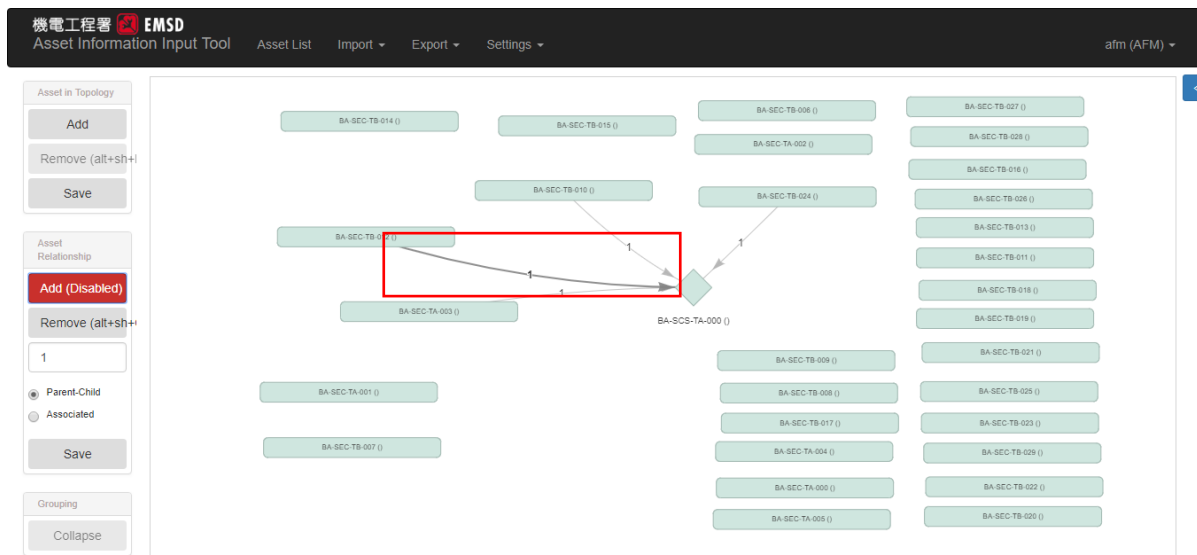


2.12.6.1 Change Relationship Type

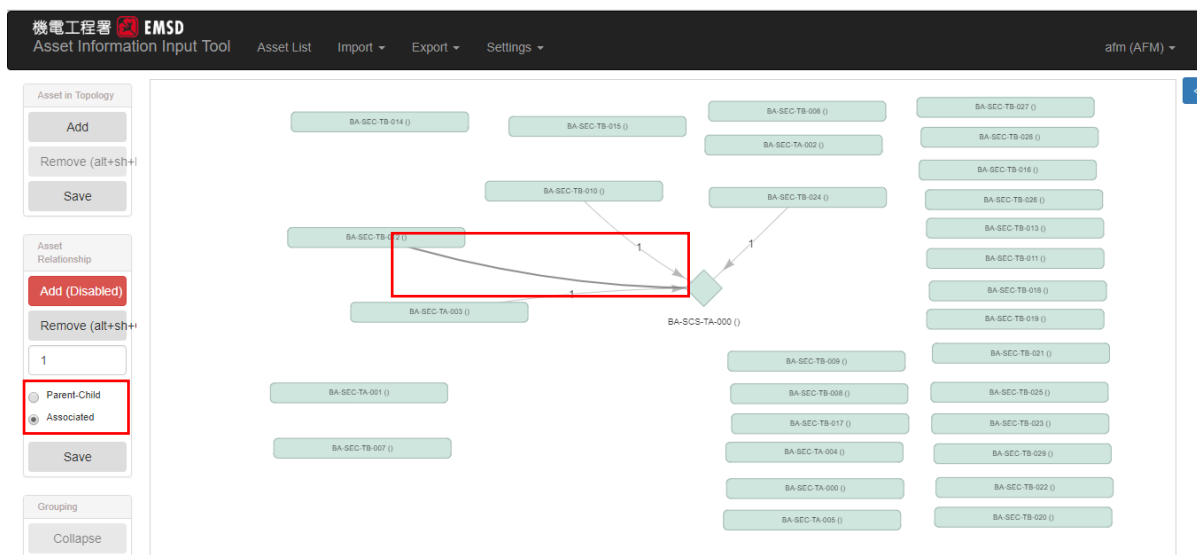
1. When create relationship, by default it is Parent-Child type. User can change relationship type to "Associated".



2. Click on the relationship to be change.

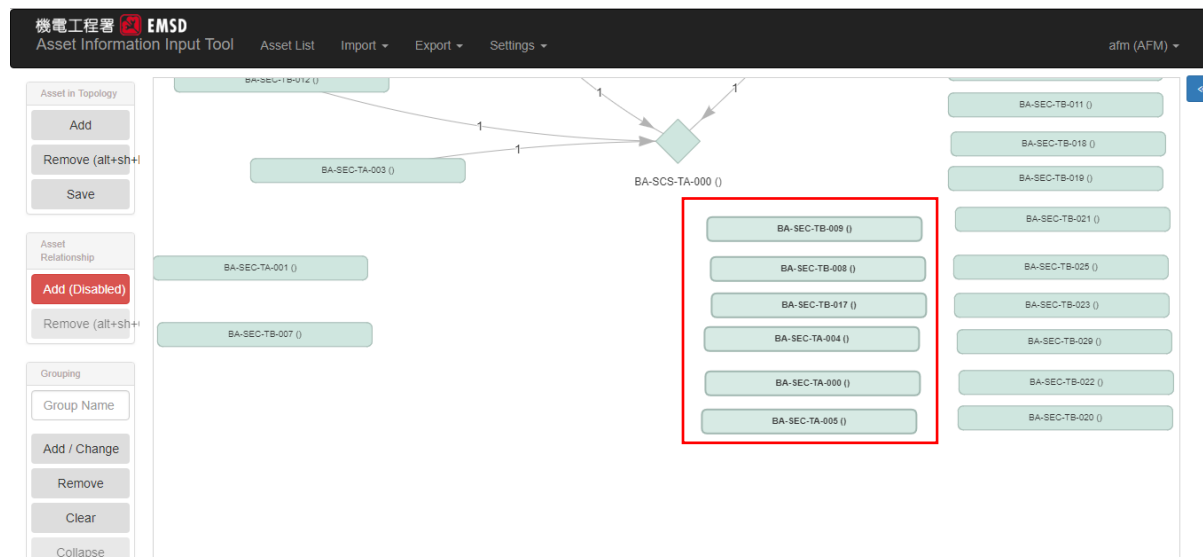


3. Click “Associated” under “Asset Relationship” change relationship to “Associated”.

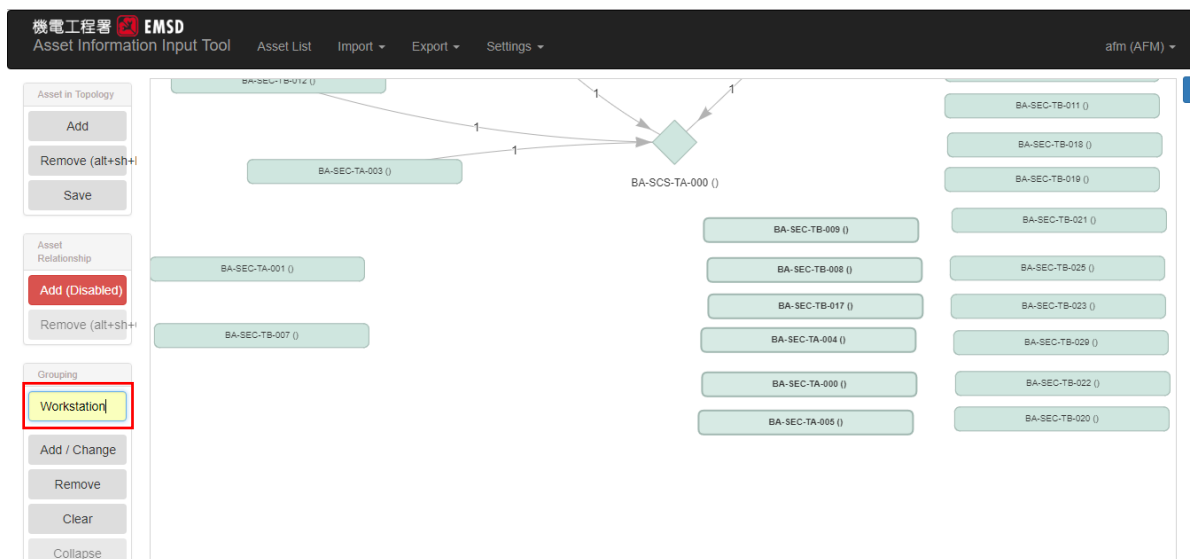


2.12.6.2 Create Grouping

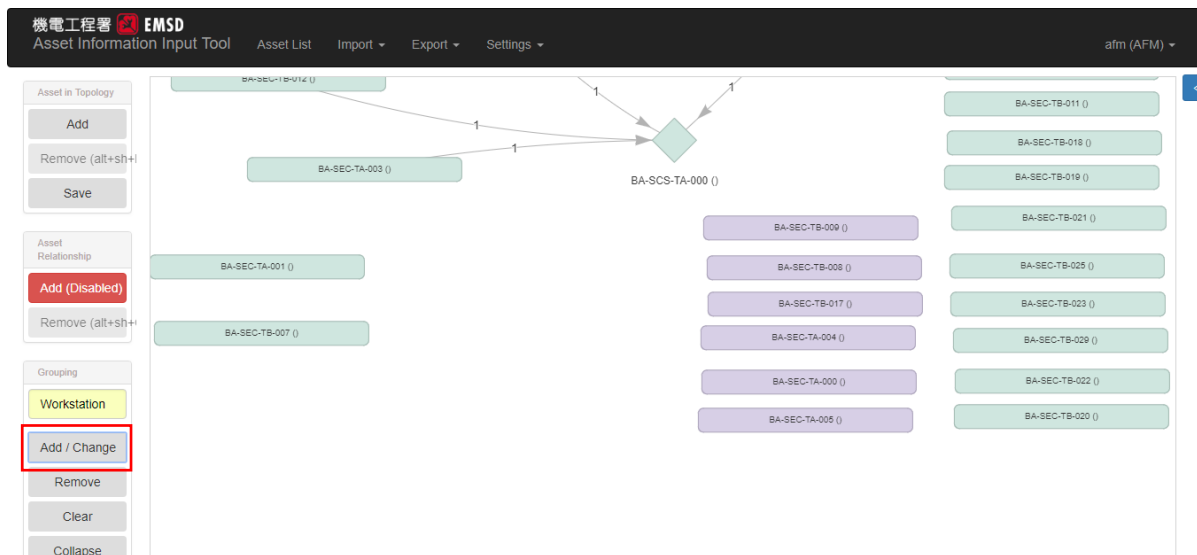
1. Select multiple Assets to be grouped by Ctrl+Left mouse click on Assets.



2. Fill in “Group Name” under “Grouping”.

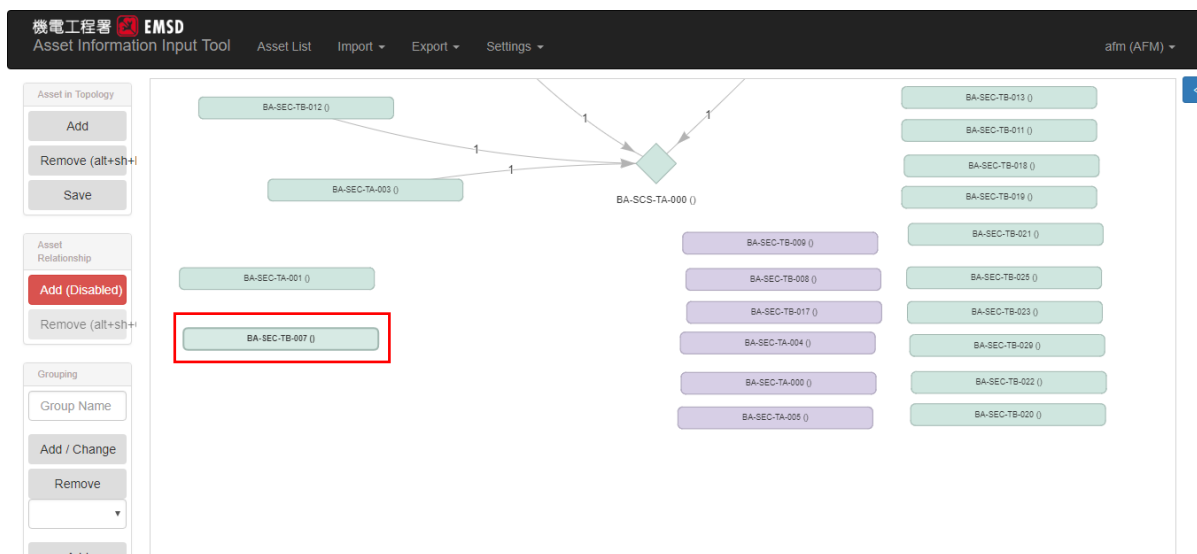


3. Click “Add / Change” button to add selected Assets to “Workstation” group.



2.12.6.1 Add to Grouping

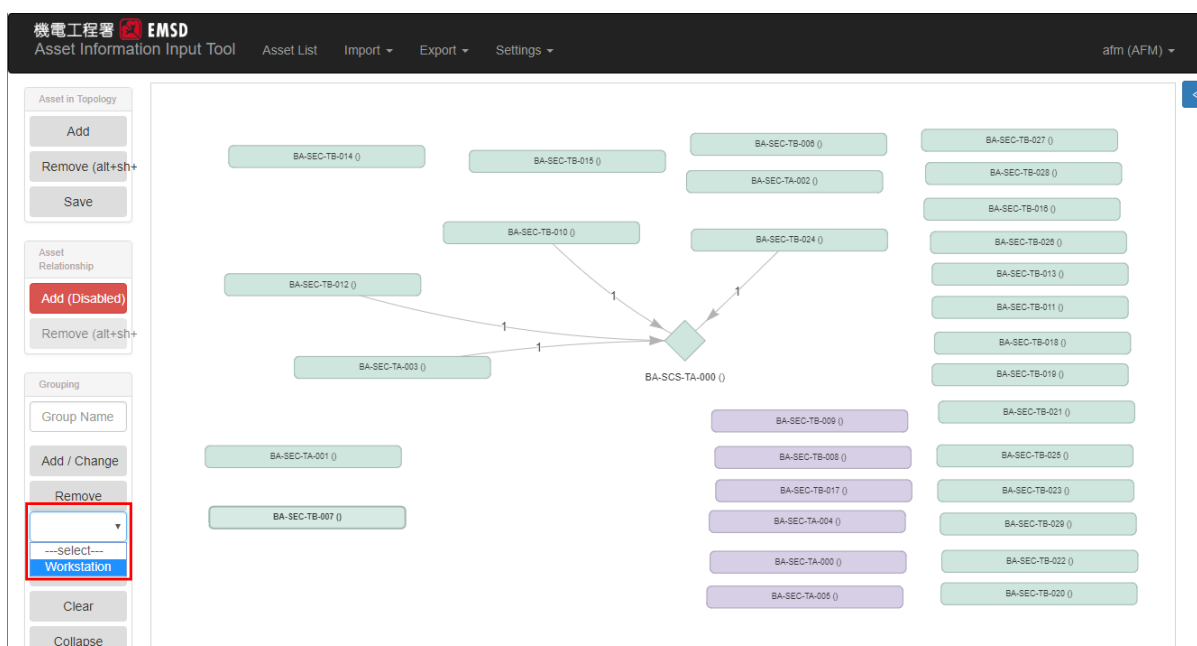
1. Add Asset to existing Group, by click on Asset to select it.



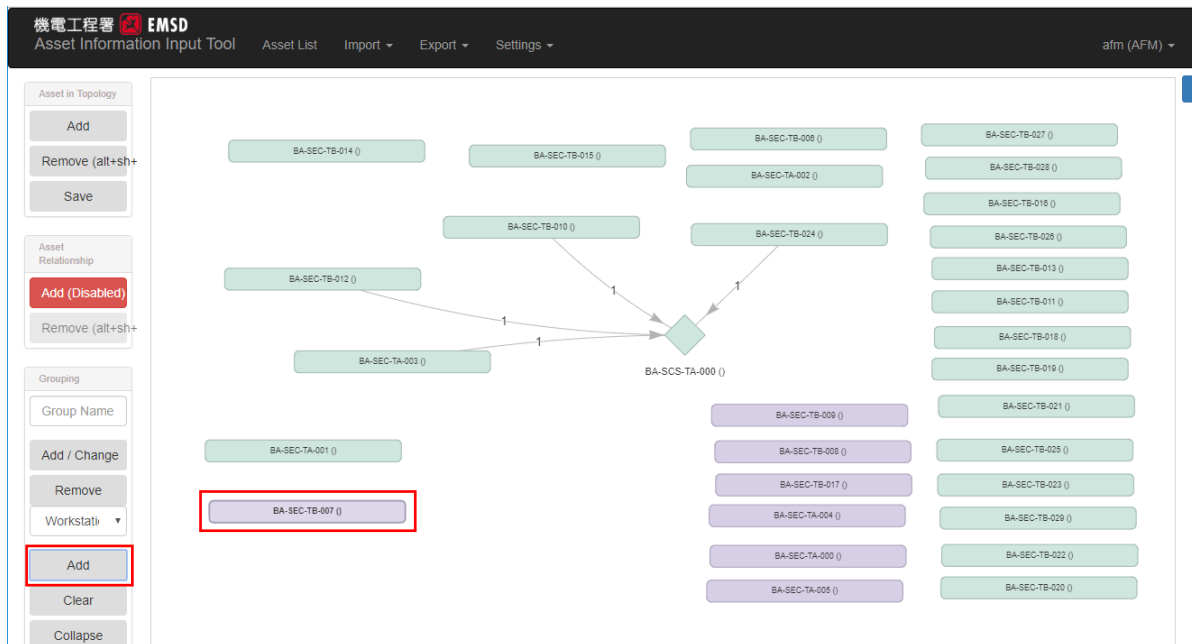
2. Add Asset to existing Group, by click on Asset to select it.



3. Select “Workstation” from the “Grouping” dropdown.

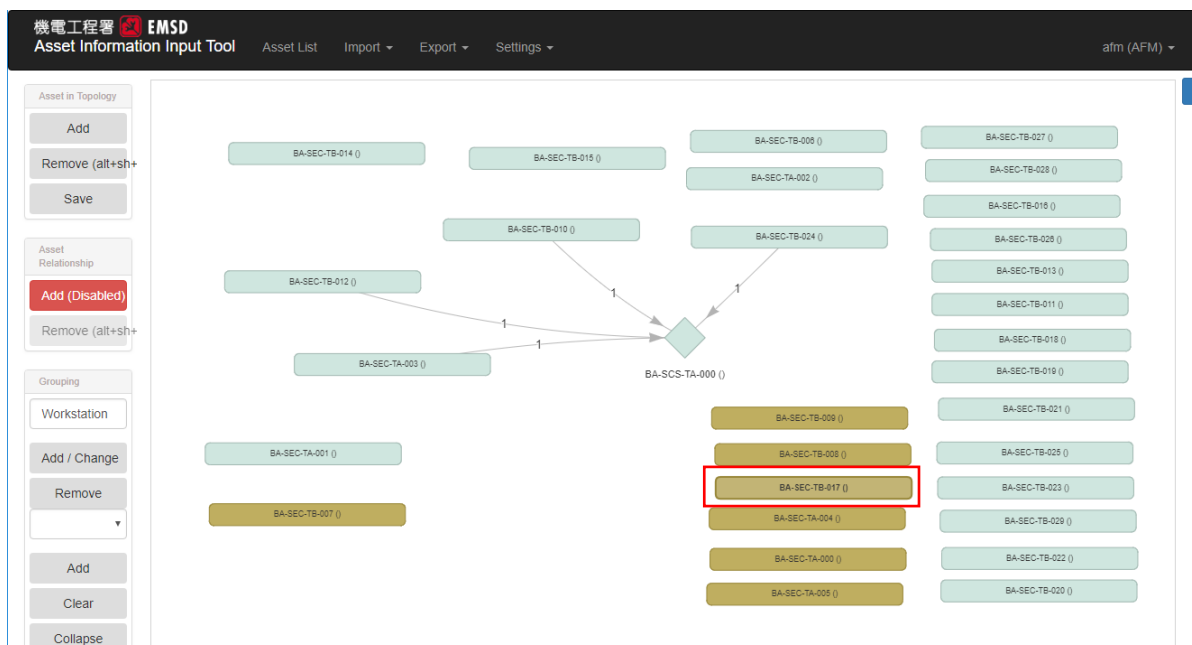


4. Click “Add” button under “Grouping” to add the selected Asset into “Workstation” group.



2.12.6.2 Remove from Grouping

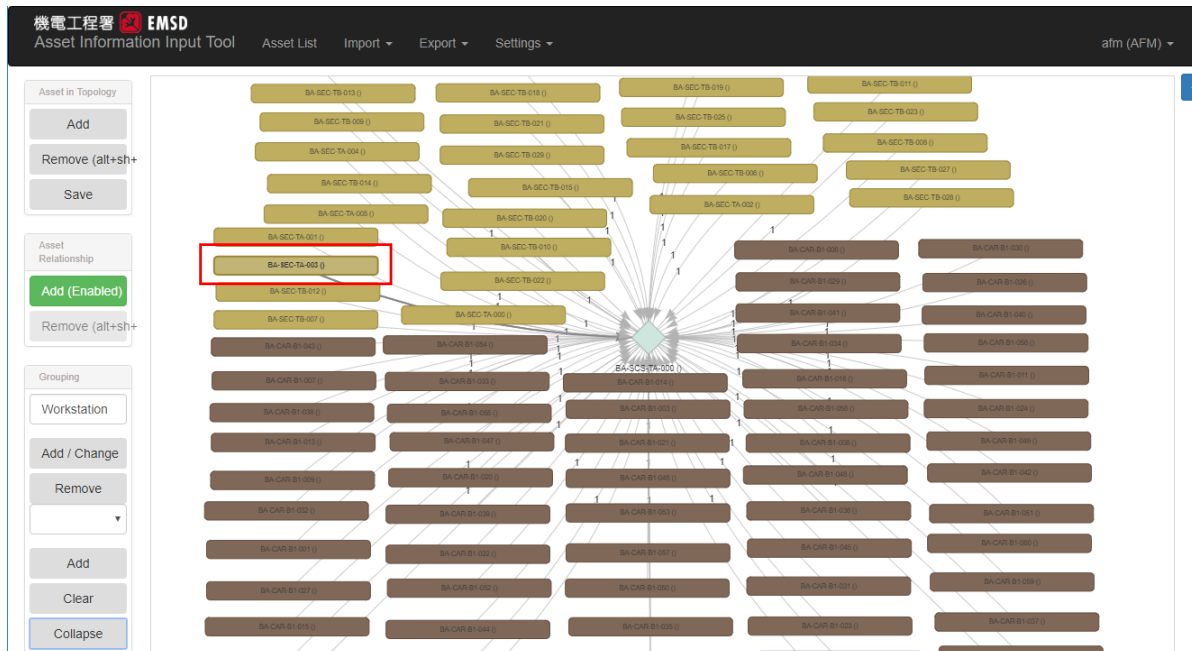
1. To remove an Asset from Grouping, select an Asset that is grouped.



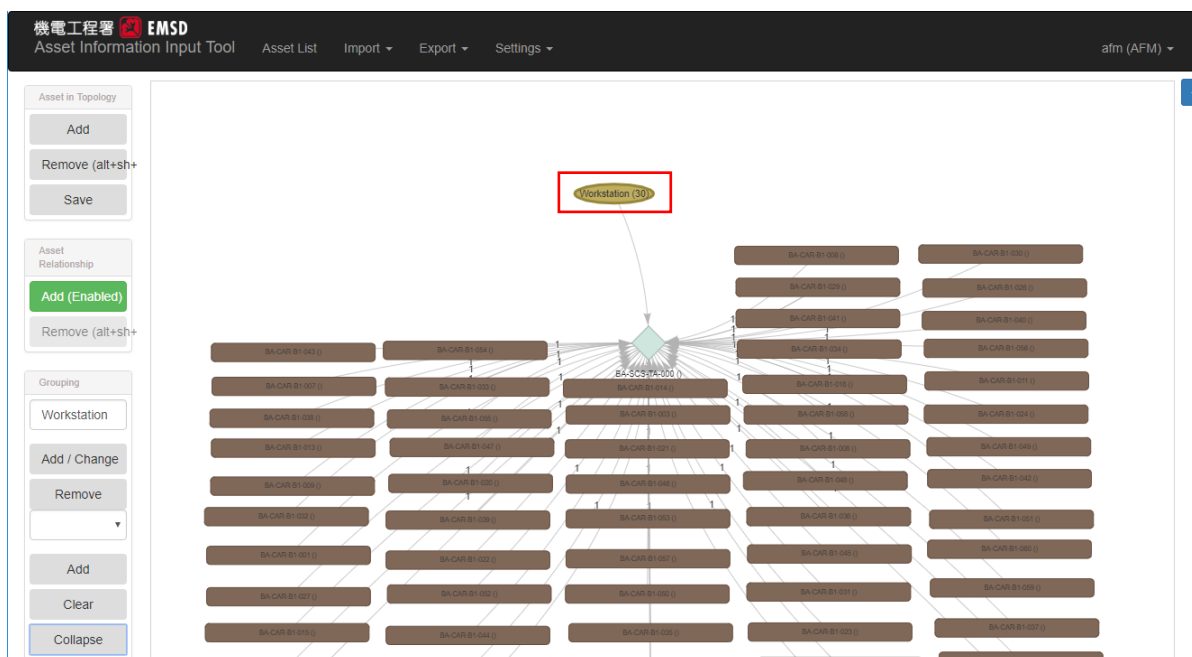
2. Click "Remove" button to remove Asset from "Grouping".

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.

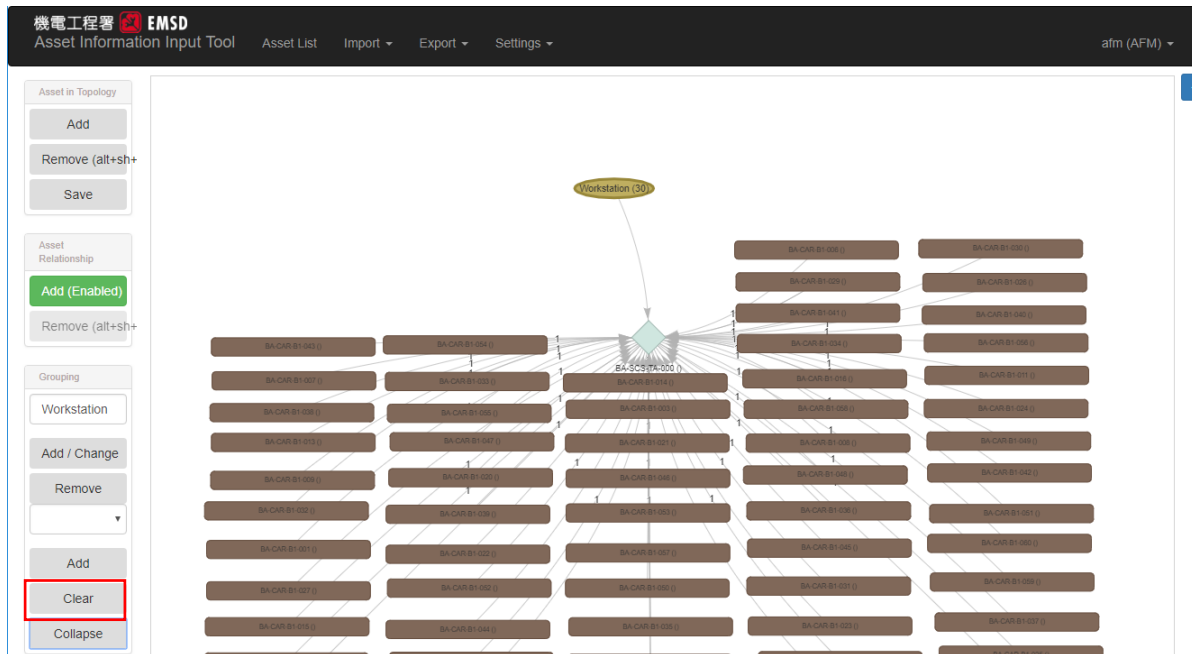


2. Click “Collapse” button to group assets. Group can only collapse one by one.

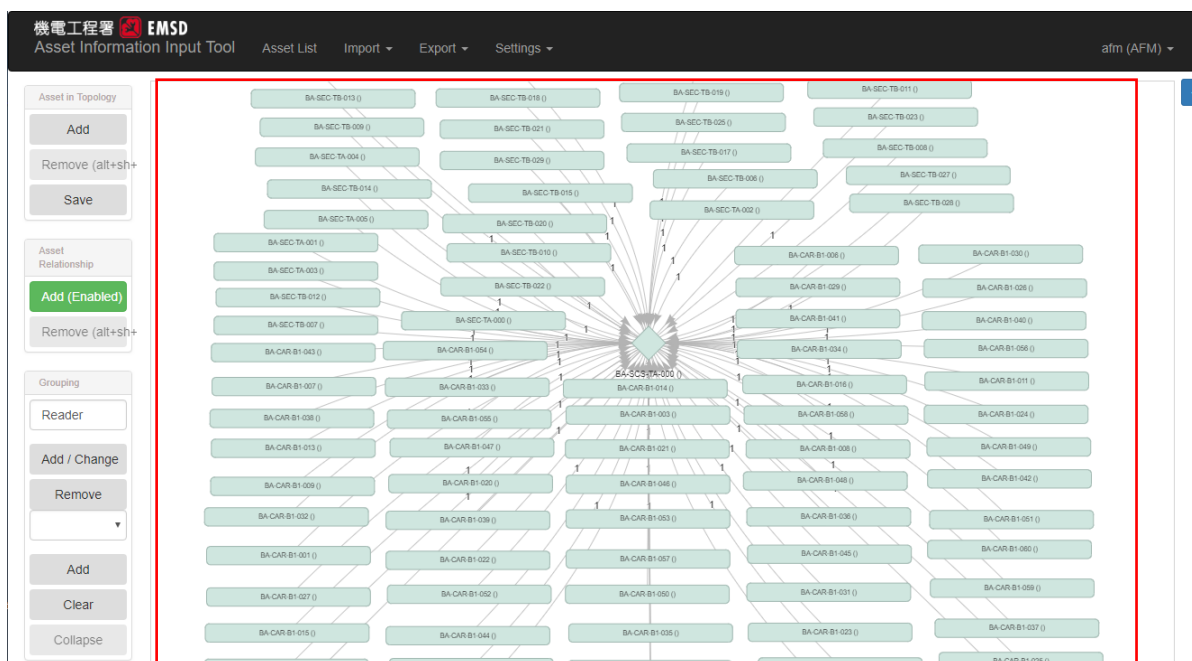


2.12.6.4 Clear Grouping

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

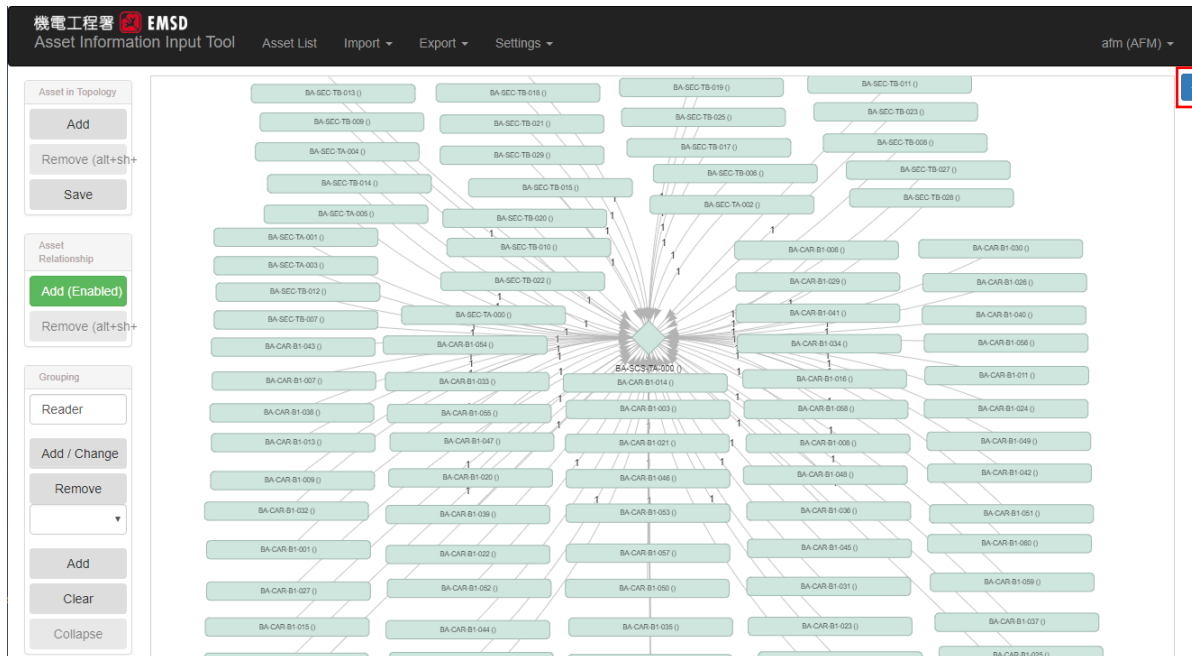


2. All grouping cleared.

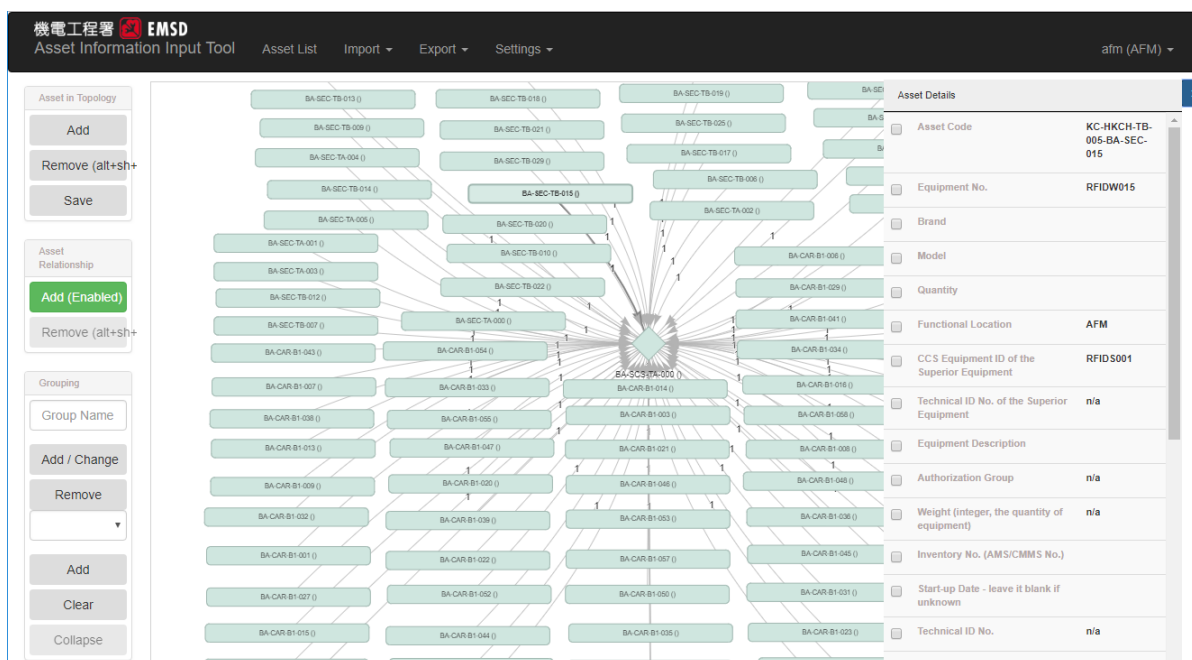


2.12.6.5 Asset Details

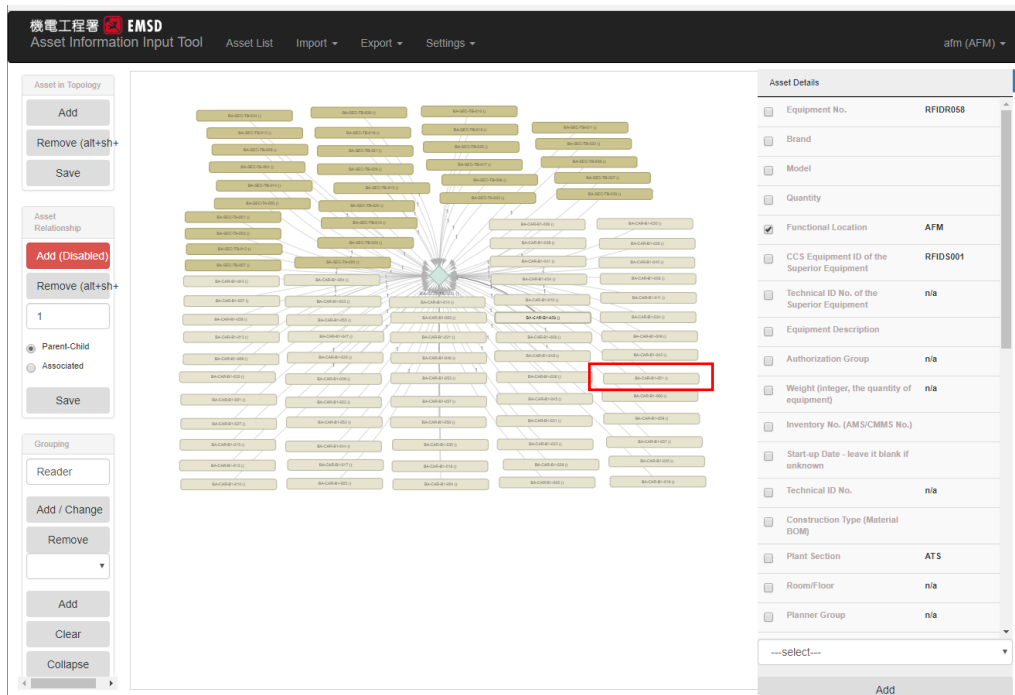
1. User can view Asset Details by click on the Asset Details button at the right-hand side of page.



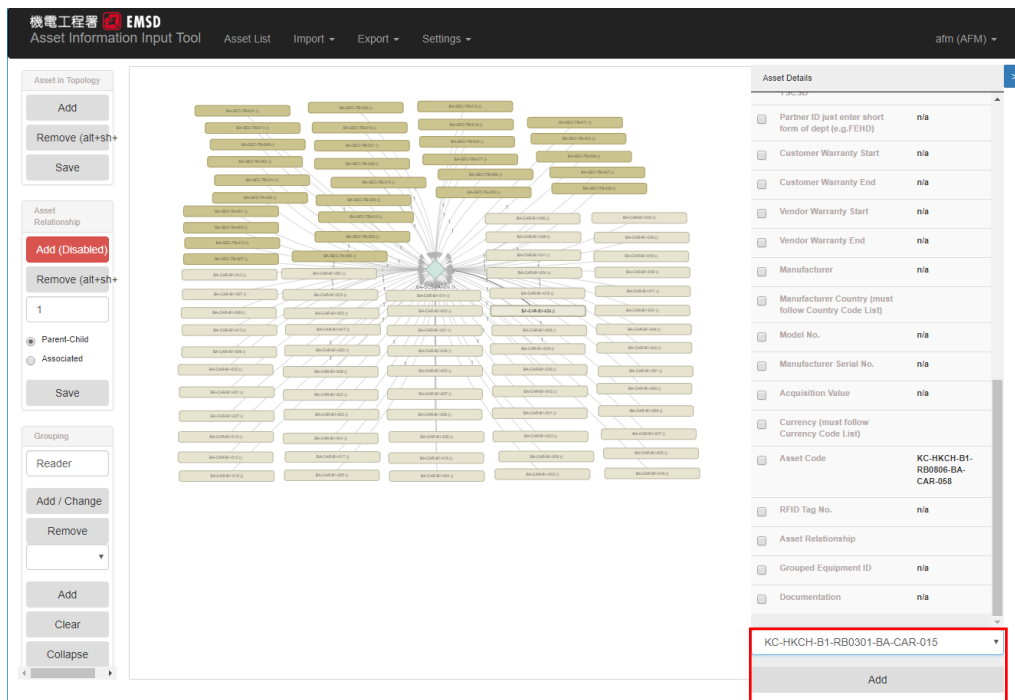
2. Asset Details Panel will display.



3. User can copy data in same group by select an Attribute in Asset Details.



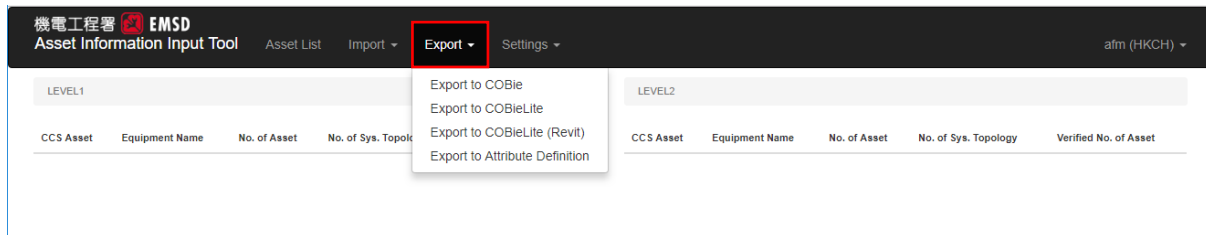
4. Select a target Asset data will copy to in the Asset List below “Asset Details” panel. Then click “Add” button to copy the selected Attribute value to the target Asset.



2.13 Export

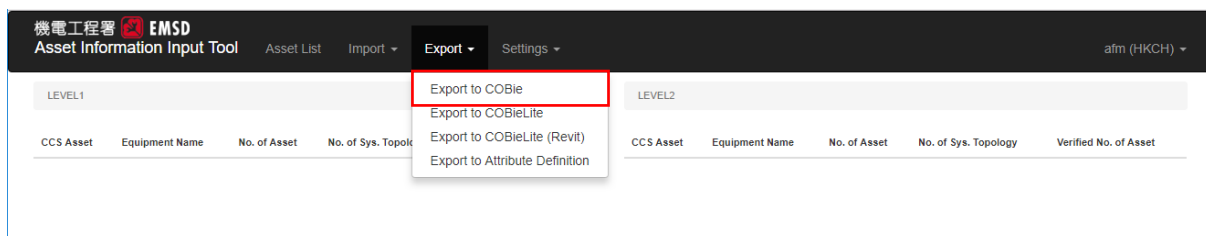
AIIT can export 4 types of files. 3 types of Asset data file and 1 Attribute Definition file.

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

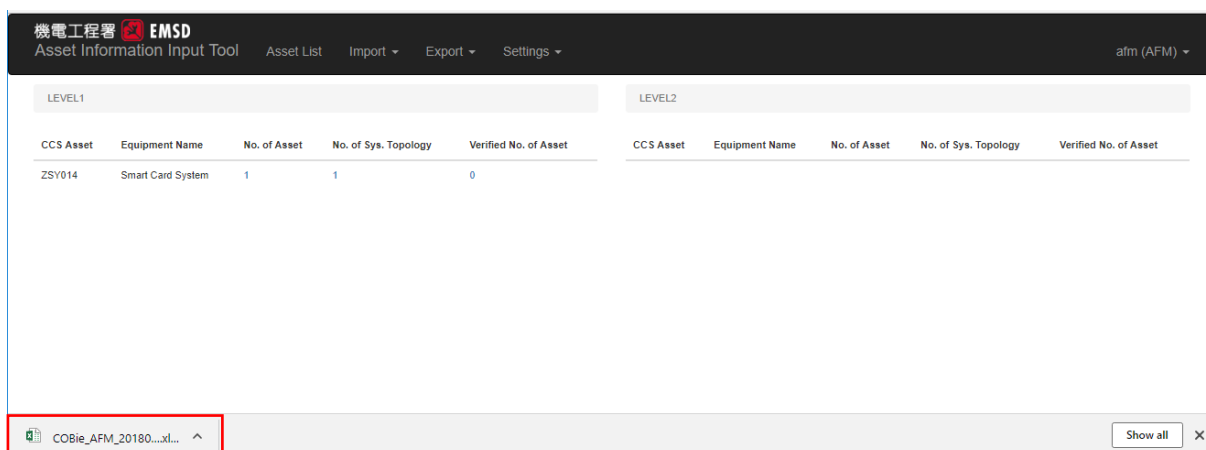


2.13.1 Export to COBie

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

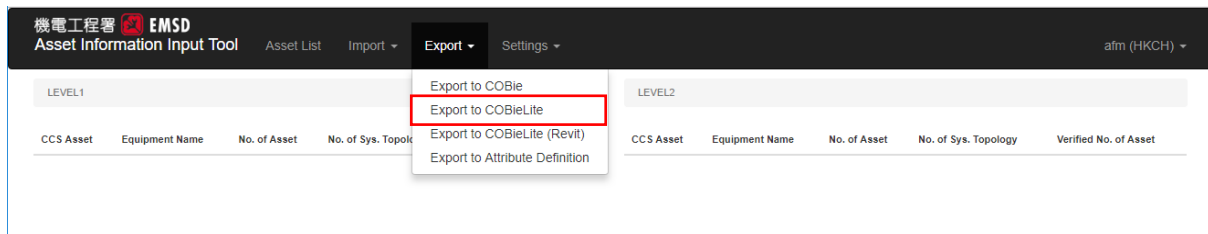


2. COBie file created.

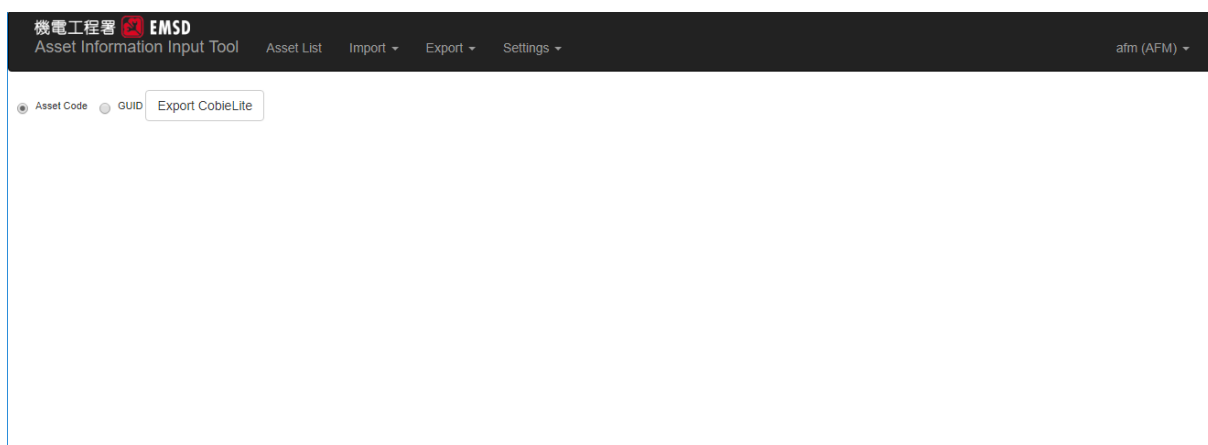


2.13.2 Export to COBieLite

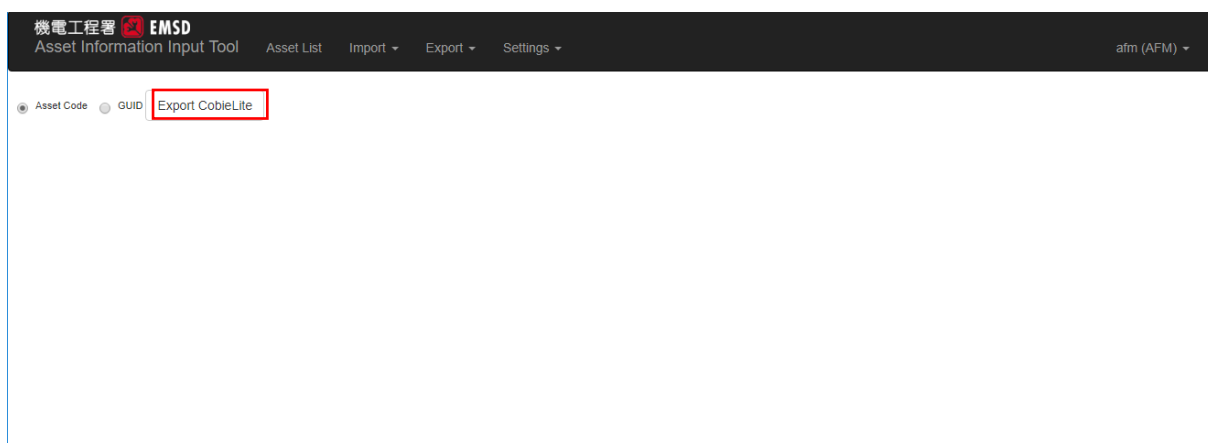
1. Select “Export → Export to COBieLite” will export a COBieLite XML formatted file.



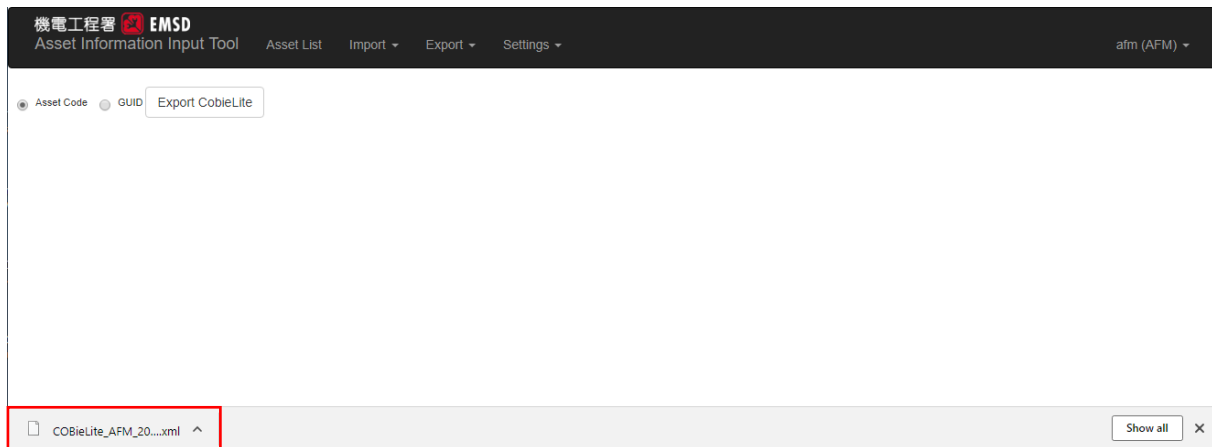
2. Export COBieLite page display.



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

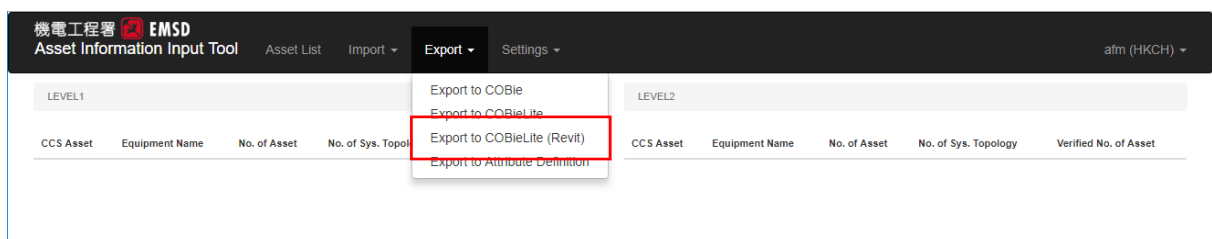


4. COBieLite file exported.

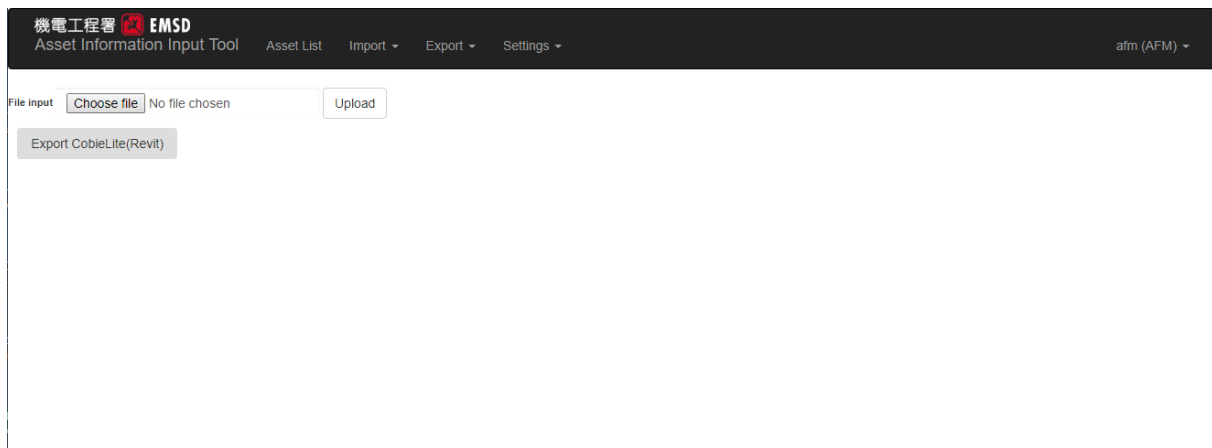


2.13.3 Export to COBieLite (Revit)

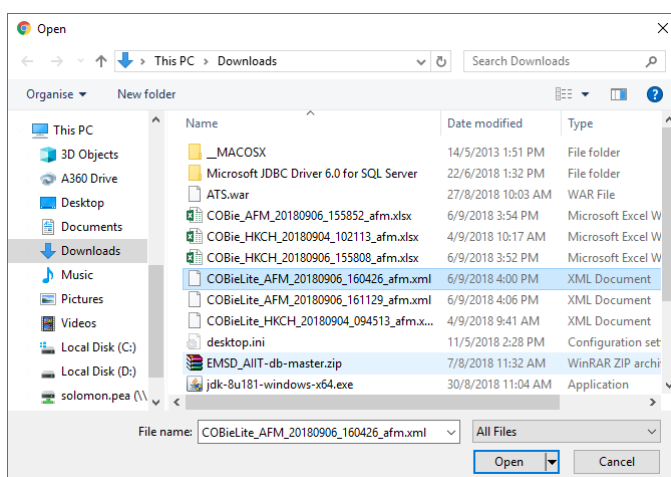
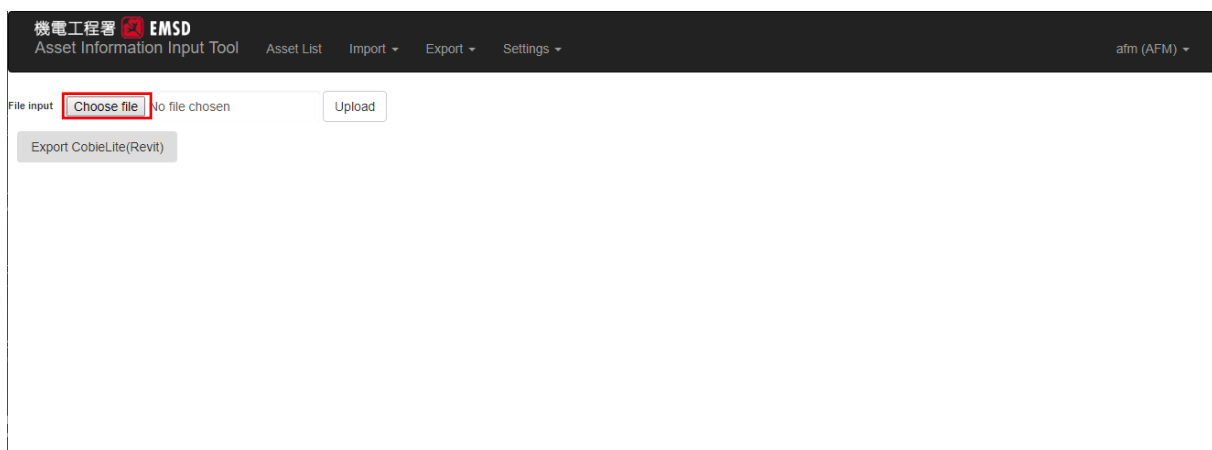
1. Select “Export → Export to COBieLite (Revit)” will export a COBieLite data into a pre-generated COBieLite XML file.



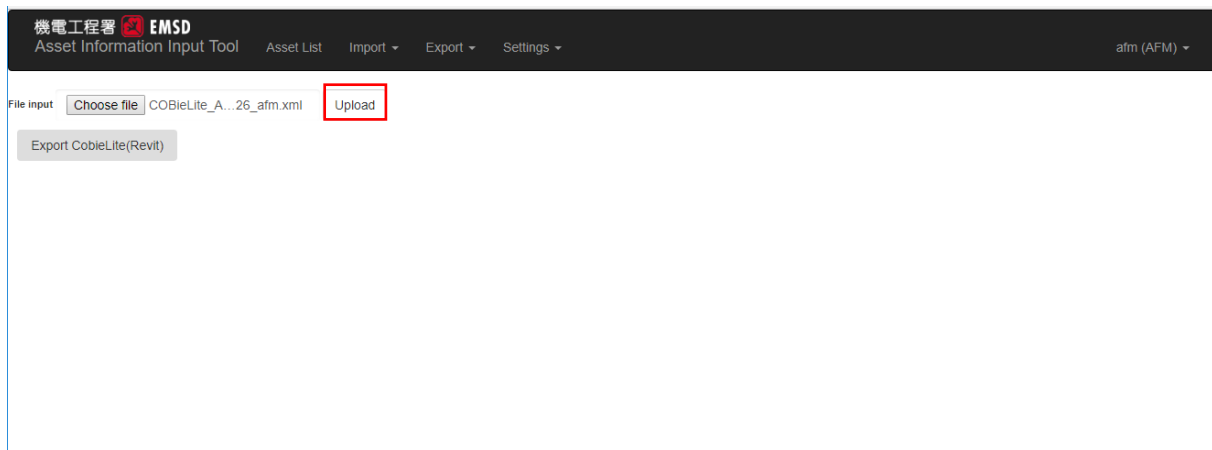
2. Export COBieLite(Revit) page display.



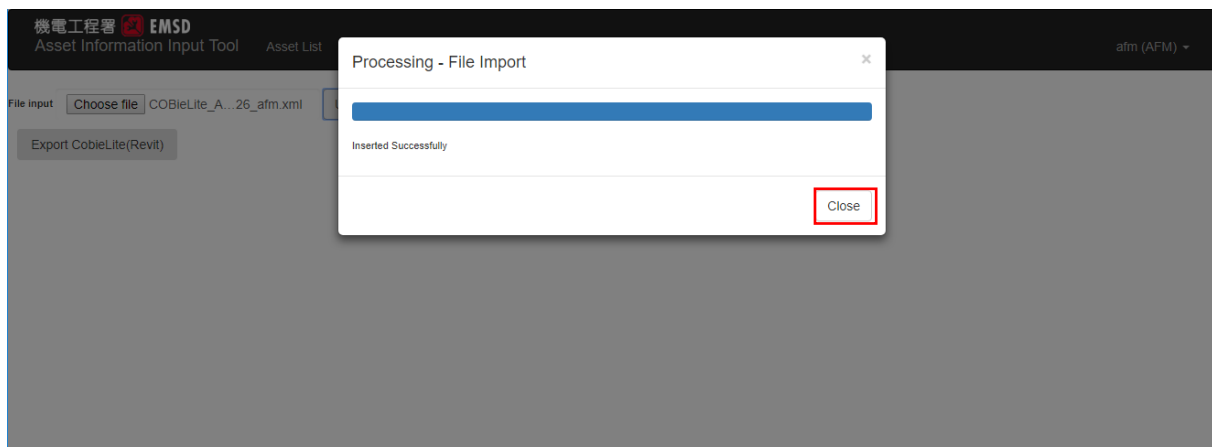
3. Select a COBieLite data file by click on “Choose file” button.



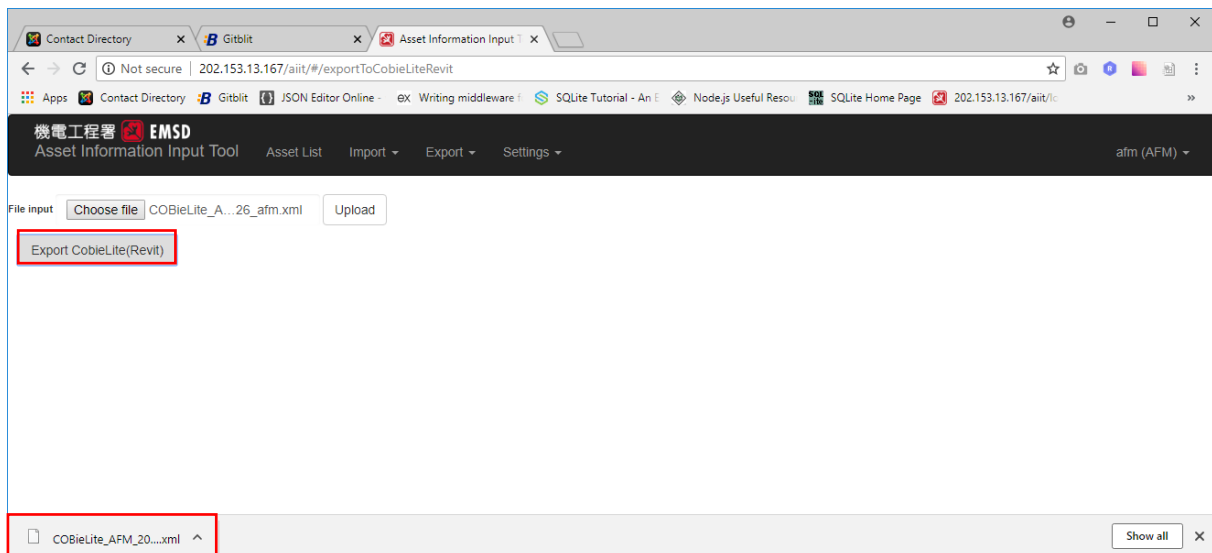
4. Click “Upload” button to upload the XML data as data container.



5. File upload complete, click “Close” button to dismiss “Processing” dialog.

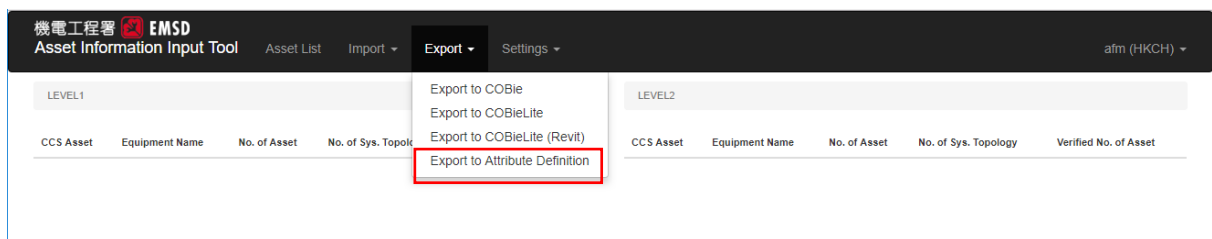


6. Click “Export CobieLite(Revit)” button to export data. A COBieLite XML data file will be created.



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.

