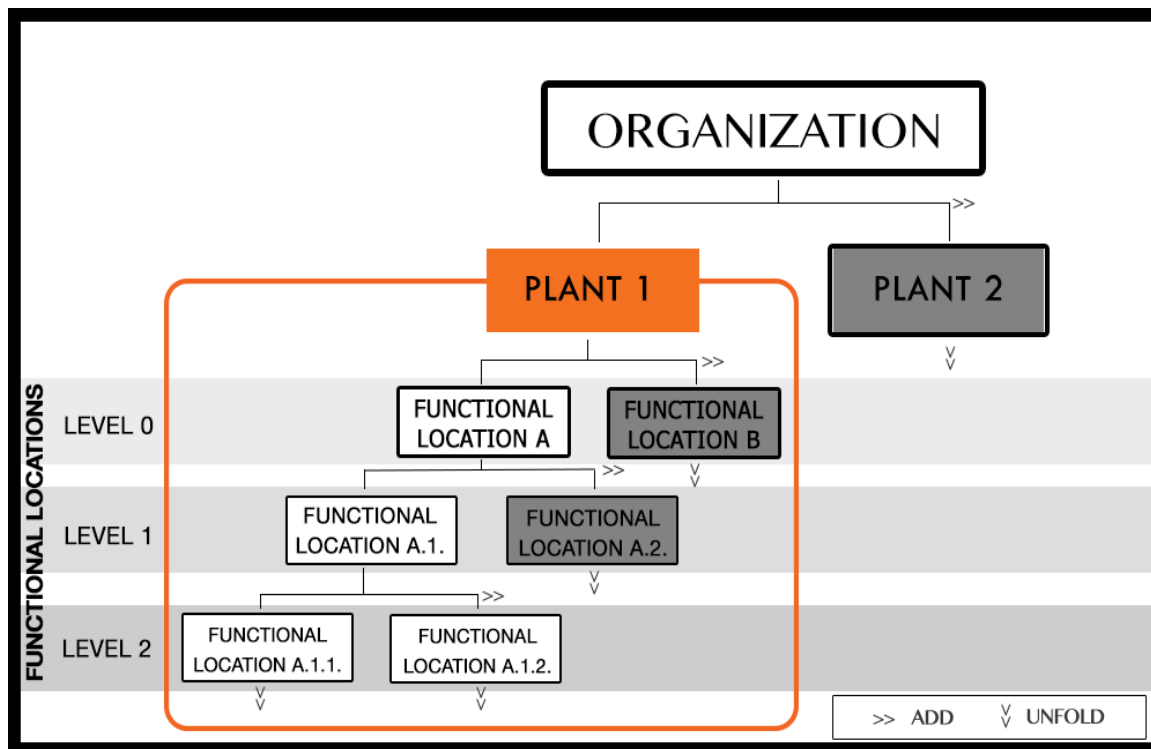


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Session 2 - Asset Management (time: 10 minutes) Notes

1. Your premises (=“Plant”) contain equipment (=“Assets”) that you need to maintain.
2. Each equipment is placed in a specific place of service (=“Functional Location”) or in storage.
3. Each “Plant” is divided into one or more main “Functional Locations”. These are “Level 0” functional locations.
4. Each level 0 functional location can then be split into “Level 1” functional locations and so forth, creating a **Functional Location Hierarchy**.
5. So, for each “Plant” under your organization, you setup a functional location hierarchy.



6. On this session, you will implement a functional location hierarchy similar to the one above (A, A.1 and A.1.1)

Proceed as Follows

Do not worry if the example below doesn't match your organization. The information entered can be deleted or edited later to match your actual setup.

- **Select Plant:** go to “Assets” → “Functional Locations”. Select your plant

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from the drop down list. All items will load automatically. "lv0" will show "No FIs defined". Lets change that.

- **Create Level 0:** Click "**Add**" on the "**lv0**" row. Enter "MACH" on the "FL Code" field and "Machinery" on the "FL Description Field". Do not consider any other field. Click "Save". The system will show a "FL successfully Generated" page. Do not click anything and move onto the next step.
- **Create Level 1:** Click "Create Another FL Under the New Path". Enter "PROD1" as the "FL code" and "Production Line 1" as the "FL Description". Click "Save".
- **Create Level 2:** Click "Create Another FL Under the New Path". Enter "MACH1" as the "FL code" and "Machine 1" as the "FL Description". Click "Save".
- **Check out your functional location structure:** Click the "Go to the FL Browser" link on the confirmation page. The "Org Total" count at the bottom of the page should have changed (plant number doesn't count).

Examples

	Manufacturing & Utilities	Hotels	F&B	Buildings Management
Plant	Plant 1	Branch 1	Branch 1	Buildings
Level 0	Machinery	Grounds	Kitchen	Common Areas
Level 1	Production Line 1	Main Sprinkler System	Oil/ Water Separator	Lobby
Level 2	Machine 1	Main Pump Filter	---	General
Level 3	Cooling System	---	---	---

As you can see from these examples above, different organizations can setup the functional location hierarchy as best suits them, with more or less levels.

Status after Session 2

You are ready! Your plant is now setup with a functional location hierarchy that you can use as basis for your maintenance work orders.

Coming Next

Create a manual work order for a maintenance job on a functional location.

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Unique solution ID: #1017

Author: commacmms

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