



Documentation Guide for Ivanti Neurons for Facilities 2022.3

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About Ivanti Neurons for Facilities 2022.3

Ivanti Neurons for Facilities enables users to easily incorporate enhanced facilities functionality into their existing Neurons for ITSM system.



This application is only available as a paid enhancement package for Ivanti Neurons for ITSM.

Minimum platform version requirements: Ivanti Neurons for ITSM 2022.2.

Prerequisites: Contact Ivanti [Professional Services Organization \(PSO\)](#) to obtain and install the Ivanti Neurons for Facilities package.

Use Ivanti Neurons for Facilities to provide robust functionality for the input and management of facilities-related Work Orders and associated activities. Customers can initiate Work Orders through a self-service Portal and track the status of their requests. Facilities departments can save time by scheduling recurring maintenance activities that automatically generate Work Orders at the appropriate frequency. Persona-driven dashboards provide valuable insights into the overall facilities operation.

Enhancements in Ivanti Neurons for Facilities 2022.3

The following enhancements are available:

- Add facilities spaces to a location. Typically a space can be an office, lobby, cafeteria, laboratory, or other type of space.
- Schedule preventative maintenance and work orders at the location, building, floor, room, cubicle and space level.
- Enhanced asset lifecycle processes for end of life and disposal of assets.
- New dashboards for tracking end-of-life status and disposal of assets.
- Display of consumables associated to an asset while in a work order, or when a work order is created for scheduled maintenance.
- Indication of quantity of consumables used in fulfillment of a work order and preventative maintenance.

Neurons for Facilities Workspaces

The facilities-specific workspaces in Ivanti Neurons for ITSM are available for Neurons for Facilities roles and functions. The workspaces that are available and accessible to you is based on your user role, and it is configured for you by your organization's Administrator or Facilities Administrator.



Some of the links provided below navigate to topics under the Out Of The Box (OOTB) version of Facilities Management. The procedures in these topics are the same as used in the Neurons for Facilities workspaces.

For more information about each workspace, see the following topics:

- **"Neurons for Facilities Work Orders" on page 6** - A work order is either a one-time job or scheduled maintenance job that occurs at regular intervals to be done at a facility or site. It involves multiple tasks and checklists to be completed before closing the Work Order. Preventative maintenance schedules can be created within a Work Order.
- **Facilities Announcement** - Announcements related to facilities are created and published.
- **Facilities Assets** - An expandable list view of all facility assets. You can create a new asset, delete an asset, associate an asset to a facility, and assign a User, Location, and Financial Owner to an asset. See ["Neurons for Facilities Managing Facilities Assets" on page 19](#).
- **Facilities Requests** - Create and manage requests for facilities work. A Facilities Request is like any other Service Request raised by a Self Service user, but related to facilities and owned by the Facilities Management team. All necessary actions are undertaken by the Facilities Management team to fulfill the request.
- **Facilities Location, Building, Floor, Room, and Cubicles** - Create and manage locations, buildings, floors, rooms, and cubicles where Work Orders are executed. You can associate these facilities to a Work Order within the Work Orders workspace.
- **Facilities Space** - Create and manage spaces on a floor or within a room. This is a new workspace added to Neurons for Facilities. See ["Neurons for Facilities Add Facilities Spaces" on page 17](#)
- **Facilities Calendar** - A calendar view of the scheduled maintenance jobs.
- **Facilities Knowledge Base** - Knowledge articles and questionnaires specific to facilities are created and published in the Self Service portal.
- **Preventive Maintenance** - Scheduled maintenance plans are created and maintained.



Scheduled maintenance can be configured as part of a Work Order. It is not necessary to create a maintenance schedule within the **Preventive Maintenance** workspace.

- **Product Catalog** - Multiple Facilities Assets are added to a catalog that can be used on Facilities Requests.

- **Work Order Projects** - Large projects are tracked and managed through the different phases, risks, issues, and changes till its completion.

Neurons for Facilities Work Orders

Teams and individuals can receive Work Orders assigned to them through a browser, personal computer, tablet, or smart phone. They can update Work Orders and indicate when activities are completed from any of these devices.

The Work Order is its own Business Object, allowing facilities-based processes to follow their own workflow.

- Work Orders capture critical information, including building and facilities specific categorization.
- Assignment to facilities and property management teams automatically track time, labor, and material costs that are associated with the work effort.
- Attach invoices or other documentation directly to Work Orders.
- Links to the project, building, and equipment provide a complete view of the costs and impact of the work performed.
- Automate recurring Work Orders for pre-scheduled work based on selected frequency and start date.

Recurring Work Orders

Schedule recurring Work Orders during the Work Order process. When you select the **Scheduled Maintenance** work order type on the master Work Order, users can automatically schedule future maintenance as Sub Work Orders. After you create and submit a schedule, related Sub Work Orders to be processed in the future are automatically generated, with the assigned Team and other key fields brought over from the master Work Order. Future Sub Work Orders display on a dashboard grid based on their proposed start dates.

Neurons for Facilities Create a Work Order

Work Order is either a one-time job or scheduled maintenance job that occurs at regular intervals to be done at a facility or a site.

To create a Work Order:

1. Open the **Work Orders** workspace.
2. Click **New**, or click the **New** down-arrow and select a Work Order template from either the **SelfService Templates** or **Templates** list.
3. Enter the required information into the fields.



Mandatory fields are marked with an asterisk.


Field	Description
Requested By	The person requesting the Work Order.
Requested For *	The customer for whom the Work Order is requested.
Summary *	Brief summary of the Work Order.
Description *	Description of the Work Order.
Status *	Status is set to Active initially. As the Work Order progresses through the workflow, the owner can change to different statuses, such as Logged or Approval Rejected , to indicate the state the Work Order is in. Closed is the last status which marks the Work Order completion.
Team *	Assign a team to carry out the Work Order.
Owner	Enter the name of the person to assign ownership of the Work Order. This is the person who is responsible for updating the Status of the Work Order.
Priority *	Set a priority between 1 to 5 , 1 being the highest priority. The default is 2 .
Location *	Select a location the Work Order applies to.
Building *	Select a building the Work Order applies to.
Floor	Select a floor the Work Order applies to. Enables the Room Type field.
Room Type	Only enabled when a floor is selected. Select a type of room the Work Order applies to: <ul style="list-style-type: none"> • Conference Room - enables the Conference Room field when selected.. • Cubicle - enables the Cubicle field when selected. • Other Space - enables the Other Facilities Space field when selected.

Field	Description
Conference Room	Select a conference room the Work Order applies to.
Cubicle	Select a cubicle the Work Order applies to.
Other Facilities Space	Select a facilities space the Work Order applies to. See "Neurons for Facilities Add Facilities Spaces" on page 17 for more information.
VIP	Highlighted in red text if the person requesting, or the person the Work Order is requested for is marked as a VIP (Very Important Person) in their Employee record.
Confidential	Select this checkbox to limit access to the Work Order record. Only the participants you add a link for in the Confidential Participants tab are able to view the record. Selecting this checkbox displays the Confidential Participants tab. Add a link for each participant in this tab. See "Confidential Participants" on page 10 below for more information.
Service	Non-editable field, defaults to Facilities Management.
Category *	Select the Work Order category from the drop-down list. For Facilities Management these are: <ul style="list-style-type: none"> • Building Management • Energy Management • Landscaping • Operations and Maintenance • Other
Sub Category *	Select a sub-category for the Work Order. The contents of the drop-down list displayed depend on the selection you made in Category .
Work Order Type *	Select the type of Work Order.
Schedule Type *	Only shown if you select Scheduled Maintenance in the Work Order Type field. Select a schedule for the Work Order, these are: <ul style="list-style-type: none"> • Daily Schedule: Displays the Daily Scheduled Maintenance tab. • Hourly Schedule: Displays the Hourly Scheduled Maintenance tab. • Monthly Schedule: Displays the Monthly Scheduled Maintenance tab. • Yearly Schedule: Displays the Yearly Scheduled Maintenance tab.

Field	Description
	Add schedule dates/times, days, weeks, months, years, recurring frequency, etc, for the Work Order in the tab that is displayed depending on your selection. See " Scheduled Maintenance " on page 13 below for more information.

4. Click **Save**.

Work Order Tabs

If you do not see some of the tabs listed here, they may be hidden. Click the **Restore Hidden Tabs**  icon at the right corner of the tabs list and select the tab you wish to display. Also note, some tabs are only displayed depending on the fields selected and their configured values in the Work Order.

Details

You can add notes, send emails, attach files, and link assets here.

To send an email:

1. Click **Add** under **Journals** and select **Email**.
2. Enter information into fields and click **OK**.

The email is sent to the recipient and the copy is saved in the **Journal** area.

To add a note:

1. Click **Add** under **Journals** and select **Notes**.
2. Enter information into fields and click **OK**.

The note is saved in the **Journal** area.

To attach a file:

1. Click **Attach** under **Attachment** to attach a file or an image.
2. Browse to the file and click **OK**.

The selected file is attached to the Work Order and displayed in the **Attachment** area.

To link an asset to the Work Order:

1. Click **Link** under **Asset**.
2. Select an asset and click **OK**.

The linked asset is displayed in the **Asset** area.



You can only link and use Facility Asset in Facility Management.

Task

Add tasks and assign them to relevant teams and owners that can help complete this order. When a task is added, the assigned owner will be notified of the task. The task owner can accept, reject, reassign, or complete the task.

To add a task:

1. Click **New Task** and Enter information into the fields.
 - **Summary** and **Details**.
 - **Priority**: Select a value from 1 to 5 based on the priority to want to give to complete the task.
 - **Service**: Select the area which the task belongs.
 - **Team** and **Owner**: Assign the team and owner. The owner gets notified of the task and will take necessary action.
 - **Effort** and **Cost**: The effort and cost is calculated based on the **Cost per Minute** defined for the team and or owner and the time spent to complete the task.
2. Click **Save**.

The task is created and a record is displayed in the **Task** tab.

Confidential Participants

This tab is available only when you select the **Confidential** check box.

You can limit access to the Work Order to selected users by adding Confidential Participants.

To add Confidential Participants:

1. Click **Link** and select the user to whom you wish to give access to the Work Order.
2. Select a participant from the displayed list of users, or press the **CTRL** key and click to select multiple participants.
3. Click **Select**.

The selected users are added to the **Confidential Participants** list, and only they will have access to the Work Order.

To remove a Confidential Participant:

1. Select the user whom you wish to deny access to the Work Order.
2. Click **Unlink**.

The selected user is removed from the **Confidential Participants** list and will not have access to the Work Order.

Checklist

You can add one or more checklist items to the Work Order which can help as reminders that need to be fulfilled before closing a Work Order.

To add a checklist:

- Click **Add New Check List** to add a new checklist.
- Or
- Click **Link** to add an existing checklist to the Work Order.



The checklist need not be completed to close the Work Order.

Facilities Assets

Link facility assets used for the Work Order.

To link/unlink a facility asset:

1. Click **Link** and select the facility asset for the Work Order.
2. Click **OK**.

The selected facility asset is added to the Work Order.

3. To unlink, select the facility asset you want to remove from the Work Order, and click **Unlink**.

The selected facility asset is removed from the Work Order.

Maintenance Parts

Link consumable items used, or view consumable items currently linked to the Work Order.

You can link or unlink consumable items to a Work Order manually using the **Link** or **Unlink** functions in the **Maintenance Parts** tab.

One or more consumable items may already be linked to a facility asset. When you link a facility asset to the Work Order, any consumable items associated to the facility asset are automatically linked and displayed in the **Maintenance Parts** list when you submit a schedule in the **Scheduled Maintenance** tab.

To link a consumable item to a Work Order:

1. Select the **Maintenance Parts** tab.
2. Click **Link**.
A list of consumable items is displayed.
3. Select the required consumable item in the list, and then click **Select**.
The item is added to the list in the **Maintenance Parts** tab.

To unlink a consumable item from a Work Order:

1. Select the **Maintenance Parts** tab.
2. Select the consumable item in the list, and then click **Unlink**.
The item is removed from the list in the **Maintenance Parts** tab.

To view consumable items already linked to a facility asset:

You can only display these consumable items for facility assets linked to a Work Order, and for which scheduled maintenance has been submitted.

1. Ensure **Scheduled Maintenance** is selected in the **Work Order Type** drop-down.
2. Link the facility asset to the Work Order in the **Facilities Assets** tab.
3. Enter the scheduled maintenance details in the **Scheduled Maintenance** tab, and then click **Submit**.
4. Select the **Maintenance Parts** tab to view the consumable items associated with the facility asset.

Work Order Financials

The cost of the Work Order is managed in this tab. You can either add cost item from the existing list or create a new cost item.

To add cost from existing list:

1. Click **New from price list item**.
2. Select the cost item.

To create a new cost item:

1. Click **New Cost Item**.
2. Enter cost details into the fields and click **Save**.

Scheduled Maintenance

The tab displayed depends on the type of schedule you select in the **Schedule Type** field, and is only displayed if you select **Scheduled Maintenance** in the **Work Order Type** field.

When a maintenance schedule is submitted a Sub Work Order is created automatically for each recurrence of maintenance scheduled days, hours, weeks, months or years within the start/end dates. The Sub Work Orders are displayed in the **Sub Work Order** tab.



You do not need to submit a schedule immediately, you can save a Work Order without starting the schedule. When you want to start the schedule, open the Work Order and click **Submit** in the relevant **Scheduled Maintenance** tab. No Sub Work Orders are created until the schedule is submitted.

Daily Scheduled Maintenance:

To create a daily maintenance schedule for the work order:

1. Enter or select a date to start the schedule in the **Start Date** field.
This is the first day you want to start the maintenance schedule.
2. Enter or select a date to end the schedule in the **End Date** field.
This is the day you want the maintenance schedule to end.
3. Enter a value for the recurring days that the maintenance is carried out.
For example: Enter '2' to schedule the maintenance to recur every two days within the start/end dates.
4. Click **Submit** to start the schedule.

Hourly Scheduled Maintenance:

To create an hourly maintenance schedule for the work order:

1. Enter or select a time and applicable time zone to start the schedule in the **Start Time** fields.
This is the hour you want the maintenance schedule to begin.
2. Enter or select a date to start the schedule in the **Start Date** field.
This is the date you want the maintenance schedule to begin.
3. Enter or select a time and applicable time zone to end the schedule in the **End Time** fields.
This is the hour you want the maintenance schedule to end.
4. Enter or select a date to end the schedule in the **End Date** field.
This is the date you want the maintenance schedule to end.
5. Enter a value for the recurring hours that the maintenance is carried out.
For example: Enter '3' to schedule the maintenance to recur every three days within the start/end times.
6. Click **Submit** to start the schedule.

Weekly Scheduled Maintenance

To create an weekly maintenance schedule for the work order:

1. Enter or select a date to start the schedule in the **Start Date** field.
This is the date you want the maintenance schedule to begin.
2. Enter or select a date to end the schedule in the **End Date** field.
This is the date you want the maintenance schedule to end.
3. Enter a value for the recurring weeks, and then select a day of the week that the maintenance is carried out.
For example: Enter '2', and then select Monday. This schedules the maintenance to recur every two weeks on a Monday within the start/end dates.
4. Click **Submit** to start the schedule.

Monthly Scheduled Maintenance

To create an monthly maintenance schedule for the work order:

1. Enter or select a date to start the schedule in the **Start Date** field.
This is the date you want the maintenance schedule to begin.
2. Enter or select a date to end the schedule in the **End Date** field.
This is the date you want the maintenance schedule to end.
3. Select either **Method 1**, or **Method 2**:
 - **Method 1**: Enter the day number of the month, and then the monthly frequency that the maintenance is carried out.
For example: Entering '21', and then '2', schedules the maintenance to recur on day 21 of every second month.
 - **Method 2**: Select the day of the month, and then the monthly frequency that the maintenance is carried out.
For example: Selecting 'Second' and 'Monday', and then entering '2', schedules the maintenance to recur on the second Monday of every second month.
4. Click **Submit** to start the schedule.

Yearly Scheduled Maintenance

To create an yearly maintenance schedule for the work order:

1. Enter or select a date to start the schedule in the **Start Date** field.
This is the date you want the maintenance schedule to begin.
2. Enter or select a date to end the schedule in the **End Date** field.
This is the date you want the maintenance schedule to end.

3. Enter a value in the **Recur Every year(s)** field (default is '2').
This is the frequency in years you want the scheduled maintenance to recur. For example: Enter '3' to schedule maintenance to recur every three years.
4. Select either **Method 1**, or **Method 2**:
 - **Method 1**: Select the month, and then enter the day of the month that the maintenance is carried out. For example: Selecting 'June', and then entering '15', schedules the maintenance to recur on day 15 of June every three years.
 - **Method 2**: Select the day of the month, day, and then the month that the maintenance is carried out. For example: Selecting 'Second' and 'Monday', and then 'June', schedules the maintenance to recur on the second Monday of June every three years.
5. Click **Submit** to start the schedule.

Sub Work Order

This tab is displayed only when the **Work Order Type** is **Scheduled Maintenance**. Based on the Preventive Maintenance Schedule definition, the number of Child Work Orders are created.

For example, if the Preventive Maintenance Schedule occurs daily, then one maintenance schedule record for each day is created in the **Sub Work Order** tab.

Purchase Order, Vendor, Invoice, and Shipment

You can link Purchase Order, Vendor, Invoice, and Shipment records to the Work Order.

Work Order Project

This tab is displayed when the **Work Order Type** is **Project Related**. You can link the associated Work Order Project to the Work Order.

Workflow Instance

The workflow applied to the Work Order based on the Schedule Maintenance linked to the Work Order is displayed. Double-click the workflow record and then click **View Instance** to view the workflow.

Activity History

The history of all emails and notes is displayed here. Includes emails you've sent to users, as well as system-generated emails. You can also link to relevant emails associated with other work orders.

To link or unlink an email:

1. Click **Link** and select the email from the list.

The selected email is linked to the Work Order.

2. Select the email record and click **Unlink** to remove the link from the Work Order.

To send an email

1. Click **New > Email**.
2. Enter information into the fields:
 - **Category:** Select Outgoing.
 - **From:** Is auto-filled with the logged-in user's email ID.
 - **From Name:** Is auto-filled the logged-in user's name.
 - **To:** The recipient's email ID.
 - **Subject:** The email subject.
 - **Processed:** This checkbox is selected by default, leave it selected.
 - **Publish to Web:** Select this to publish the email in the Self Service portal.
 - **Message:** The email message.
3. Click **Save**.

To add a note:

1. Click **New > New Notes**.
2. Enter information into the fields:
 - **Category, Source, and Summary.**
 - **Duration in mins:** The amount of time spent on the activity.
 - **Publish to Web:** Select this to publish the note in the Self Service portal.
3. Click **Save**.

Audit History

You can view all the changes made to the Work Order here, such as the status changes, email records, links, and unlinks.

Neurons for Facilities Add Facilities Spaces

Facilities spaces can be added to a floor. You can add a space to an existing floor, or create a new floor to which you can add a space.

See [Facilities Location, Building, Floor, Room, and Cubicles](#) for further information on creating locations, buildings, floors and rooms.



To add a Facilities Space

The **Location**, **Building** and **Floor** fields for the new facilities space are mandatory fields. If a location, building and floor are not already created for the space, you can create them from these fields.

1. Ensure that you have an existing location, building and floor you can add the space too.
2. From the workspace menu, select **More > Facilities Space**, or select the **Spaces** tab in the **Location** workspace.
3. Click **New Facilities Space**.
4. Enter the required information into the fields.

Mandatory fields are marked with an asterisk.

Field	Description
Space Name *	Enter a name for the space.
Description	Enter a brief description of the space.
Type	Select the type of space from the drop-down list.
Capacity	Enter the number of persons the space can accommodate.
Status *	Select Available or Unavailable .
Location *	<p>Enter the location using one of the following methods:</p> <hr/> <p> The location is already displayed in this field if you opened the New Facilities Space configuration from the Spaces tab in an existing Location workspace.</p> <hr/> <ul style="list-style-type: none"> • Enter an existing location name, and select the location from the displayed list. • Click Search , and select the location from the displayed list, and then click Use Selected Location.

Field	Description
	<ul style="list-style-type: none"> Click the small arrow on the far-right of this field, and select Add New to add a new location.
Building *	<p>Enter the building using one of the following methods:</p> <ul style="list-style-type: none"> Enter an existing building ID if you know the ID, and select the building from the displayed list. Click Search , and select the building from the displayed list, and then click Use Selected Facilities Buildings. Click the small arrow on the far-right of this field, and select Add New to add a new building.
Floor *	<p>Enter the floor using one of the following methods:</p> <ul style="list-style-type: none"> Enter an existing floor ID if you know the ID, and select the floor from the displayed list. Click Search , and select the floor from the displayed list, and then click Use Selected Facilities Floor. Click the small arrow on the far-right of this field, and select Add New to add a new floor.
Room Number	Enter the room number in which the space is located if applicable.

5. Click **Save**.

Neurons for Facilities Managing Facilities Assets

This enhancement package includes enhancements to managing facility assets.

This topic contains information on the following:

["Associating Assets to a Facility" below.](#)

["Dashboards" on page 22](#)

Associating Assets to a Facility

Ivanti Neurons for Facilities provides the ability to associate assets to a facility.

To associate an asset to a facility:

1. Log in as either a Facilities Administrator, Facilities Analyst or Facilities Manager role.
2. From the workspace menu, select **More > Facilities Assets**.
This displays the **Active Facilities Management** workspace. Any existing facilities assets are displayed on this workspace.
3. To either create and associate a new asset to a facility, or associate an existing asset to a facility, do one of the following:

To create and associate a new asset to a facility:

- a. Click **New** to open a new asset record form.
- b. Enter the required data in the asset summary fields.
- c. Select the **Detail** tab, and as a minimum enter the **Location** and the **Status** for the asset.
The **Status** field is mandatory. The **Building, Floor, Room Type, Conference Room, Cubicle** and **Other Facilities Space** fields are optional, however, you must complete these fields if the asset is to be associated to any of these facilities. Further information on completing these fields is given in the ["Facilities Fields" on the next page](#) table below.
- d. Enter a value (months) in the **Asset Age/Useful Life** field, and date in the **In Service Date** field if you want to apply a life cycle for the asset.
This will display life cycle information for the asset on the dashboard. See ["Dashboards" on page 22](#) below.



An asset's life cycle begins from the date entered in the **In Service Date** field, not from the date entered in the **Purchase Date** field

- e. Click **Save**.

To associate an existing asset to a facility:



- a. Select the asset in the **Active Facilities Management** workspace, and then double-click to open the asset's record.
- b. Select the **Detail** tab, and as a minimum enter the **Location** for the asset.
The **Building, Floor, Room Type, Conference Room, Cubicle** and **Other Facilities Space** fields are optional, however, you must complete these fields if the asset is to be associated to any of these facilities. Further information on completing these fields is given in the "[Facilities Fields](#)" below table below.
- c. Enter a value (months) in the **Asset Age/Useful Life** field, and date in the **In Service Date** field if you want to apply a life cycle for the asset.
This will display life cycle information for the asset on the dashboard. See "[Dashboards](#)" on page 22 below.







An asset's life cycle begins from the date entered in the **In Service Date** field, not from the date entered in the **Purchase Date** field

- d. Click **Save**.

Facilities Fields

Field	Description
Location	<p>Enter the location using one of the following methods:</p> <ul style="list-style-type: none"> • Enter an existing location name, and then select the location from the displayed list. • Click Search , select the location from the displayed list, and then click Use Selected Location. • Click the small arrow on the far-right of this field, and then select Add New to add a new location.
Building	<p>Enter the building using one of the following methods:</p> <ul style="list-style-type: none"> • Enter an existing building name or ID, and then select the building from the displayed list. • Click Search , select the building from the displayed list, and then click Use Selected Facilities Buildings. • Click the small arrow on the far-right of this field, and then select Add New to add a new building.
Floor	<p>Enter the floor using one of the following methods:</p> <ul style="list-style-type: none"> • Enter an existing floor name or ID, and then select the floor from the displayed list.

Field	Description
	<ul style="list-style-type: none"> Click Search , select the floor from the displayed list, and then click Use Selected Facilities Floor. Click the small arrow on the far-right of this field, and then select Add New to add a new floor.
Room Type	<p>This field is disabled if the asset's Status is Assigned.</p> <p>Select either Conference Room, Cubicle or Other Space in the drop-down list.</p> <p>Depending on your selection, the associated field below is enabled.</p>
Conference Room	<p>Disabled if you have not selected Conference Room for Room Type.</p> <p>Enter the room using one of the following methods:</p> <ul style="list-style-type: none"> Enter an existing floor name or ID, and then select the room from the displayed list. Click Search , select the room from the displayed list, and then click Use Selected Facilities Room. Click the small arrow on the far-right of this field, and then select Add New to add a new room.
Cubicle	<p>Disabled if you have not selected Cubicle for Room Type.</p> <p>Enter the cubicle using one of the following methods:</p> <ul style="list-style-type: none"> Enter an existing cubicle name or ID, and then select the cubicle from the displayed list. Click Search , select the cubicle from the displayed list, and then click Use Selected Facilities Cubicles. Click the small arrow on the far-right of this field, and then select Add New to add a new cubicle.
Other Facilities Space	<p>Disabled if you have not selected Other Space for Room Type.</p> <p>Enter the space using one of the following methods:</p> <ul style="list-style-type: none"> Enter an existing space name or ID, and then select the cubicle from the displayed list. Click Search , select the space from the displayed list, and then click Use Selected Facilities Space.

Field	Description
	<ul style="list-style-type: none"> Click the small arrow on the far-right of this field, and then select Add New to add a new space.

Dashboards

You can track the an asset's life cycle from the enhanced **Facilities Assets** dashboard. To view this dashboard:

1. Login as either a Facilities Administrator, Facilities Analyst or Facilities Manager role.
2. Select the **Facilities Assets** dashboard from the **My Dashboard** drop-down list at the top left of the workspace.

Four Facilities Assets dashboard widgets are provided:

- **Facility Assets Awaiting Disposal:** Lists details of all facilities assets with their record **Status** field marked as **Awaiting Disposal**.
- **Facility Assets Expiring In The Next 30 Days:** Lists all facilities assets that are in use, but their useful life period is due to expire within the next 30 days.
- **Facility Assets End Of Life In Use:** Lists all facilities assets that have met or passed their useful life period, but their record **Status** field is marked as **End of Life In Use**.
- **Facility Assets Reached End Of Life:** Lists all facilities assets that have met or passed their useful life period in relation to their **In Service Date** field.