PM Crew: Asset Data Collection

Technicians in the field can use this form [https://workorder.okstate.edu/NewAsset/Asset](https://workorder.okstate.edu/NewAsset/Asset) to quickly gather and enter asset information.

1. Enter Asset Information.
2. **Enter Asset Attributes.** Attribute selections will vary based on the asset group.
   
a. Enter as much information as available, and then click NEXT.

3. **Enter Location information:**
   
a. Region: **OSU-STILLWATER**  
b. Facility: **CENTRAL CAMPUS**  
c. Select a Building  
d. Select Floor (optional)  
e. Select Room Number (optional)  
f. Review, then click SUBMIT.

4. **New Asset Notification** will appear after submission.

5. Click: **Add Another Asset** and Repeat steps 1-3.

```plaintext
New Asset Information

UNIT TAG
FCU-1
MAIN
6 Row
CONF
H022
UNVT
4603
FILTER
PLTD
AUXIL
2 ROW
RATED VOLTAGE (VOLTS)
460
MIN CIRC AMPICITY (AMPS)
5.4
MAX OVER CURR PROTEC (AMPS)
15
BLOWER MOTOR (FLA)
4.3
FACTORY INSTALL DRIVE (RPM)
850-1100
MAX FAN (RPM)
1300
BELT BR SIZE
A50
MOTOR SHEAVE BROWNING
N/A
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