

Edit Location Details Asset



This guide provides a comprehensive walkthrough for editing location details within an asset management system, making the process straightforward and user-friendly. It highlights key features, such as 360 images and floor plans, which enhance the visualization of locations. By following the steps outlined, users can efficiently update asset locations while keeping track of previous entries, ultimately improving organizational accuracy and efficiency. Viewing this guide is essential for anyone looking to streamline their location management tasks.

Navigating The Page

1

This section of the guide will demonstrate the capabilities of the Locations tab and all the features on the page. The page is split into three sections. To begin with, the top section shows the current location of the asset, as well as a map and address information, which will be pulled from the IPR.

The screenshot displays the 'Boiler' asset details page. At the top, the asset ID is '572', the status is 'Existing/In Use', and the asset health is 'Good'. Below this are tabs for 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. The 'LOCATION' tab is active, showing a list of locations on the left and a map on the right. The map shows a location in Boston, Massachusetts, with a yellow circle highlighting the specific area. Below the map, the address is listed as 'Fife, Auchtermuchty, Ross Hall Medical Practice, 12 Carswell Wynd, KY14 7AW'. At the bottom, there is a photo gallery section with a thumbnail image of the boiler and a 'Photo Gallery' label.

2

Next the location photos section also pulls through any images attached to the location. This includes 360 images.

Configuration

Address
Fife, Auchtermuchty, Ross Hall Medical Practice, 12 Carswell W

LOCATION PHOTOS

Ross Hall Hospital Main, RH0051

Photo Galler

Micad360

3

PAST LOCATIONS

MOVE DATE	USER	SITE	BUILDING	FLOOR
05/03/2025	Kris Ranger	Micad Demo Site	Micad Demo Building with really long name to test what happens	aMicad Den
05/03/2025	Kris Ranger	Micad Demo Site		

3

These can be moved around with the mouse the same as if being viewed from the 360 viewer in IPR.

Configuration

Address
Fife, Auchtermuchty, Ross Hall Medical Practice, 12 Carswell W

LOCATION PHOTOS

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Photo Galler

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PAST LOCATIONS

MOVE DATE	USER	SITE	BUILDING	FLOOR
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05/03/2025	Kris Ranger	Micad Demo Site		

4

Also if a floor plan is available this will be displayed and users can toggle between the 360 image and floor plan

Address
Greater Manchester, Altrincham, Trafford, 8 St. George's Court, Dairy Ho

LOCATION PHOTOS

As Built Drawing - 3005.pdf Micad CADi Viewer Download PDF

Photo Gallery
No Images

Micad360
No Micad360 Photos Published For This Location

PAST LOCATIONS

MOVE DATE	USER	SITE	BUILDING	FLOOR	ROOM
05/03/2025	Kris Ranger	Jason	builtsname		
12/02/2025	Ian Johnson	Micad Demo Site	New Building	Ground Floor	G01

Help

5

Micad360

Micad Floor Plan

360

Floor Plan

6

Finally at the bottom of the page, is a list of previous locations. Each time an assets location is updating following the steps below, the previous location will be saved in this table.

LOCATION PHOTOS

Photo Gallery

No Images Published For This Location

Micad360

No Micad360 Photograph Published For This Location

Micad Floor Plan

Floor Plan

PAST LOCATIONS

MOVE DATE	USER	SITE	BUILDING	FLOOR	ROOM	DEPT
05/03/2025	Kris Ranger	Jason	Buildsname			
12/02/2025	Ian Johnson	Micad Demo Site	New Building	Ground Floor	G0012	

Updating Assets Location

7

Click "Edit"

micad pro

Room - 00026

Status: Existing/In Use Asset Health: Average

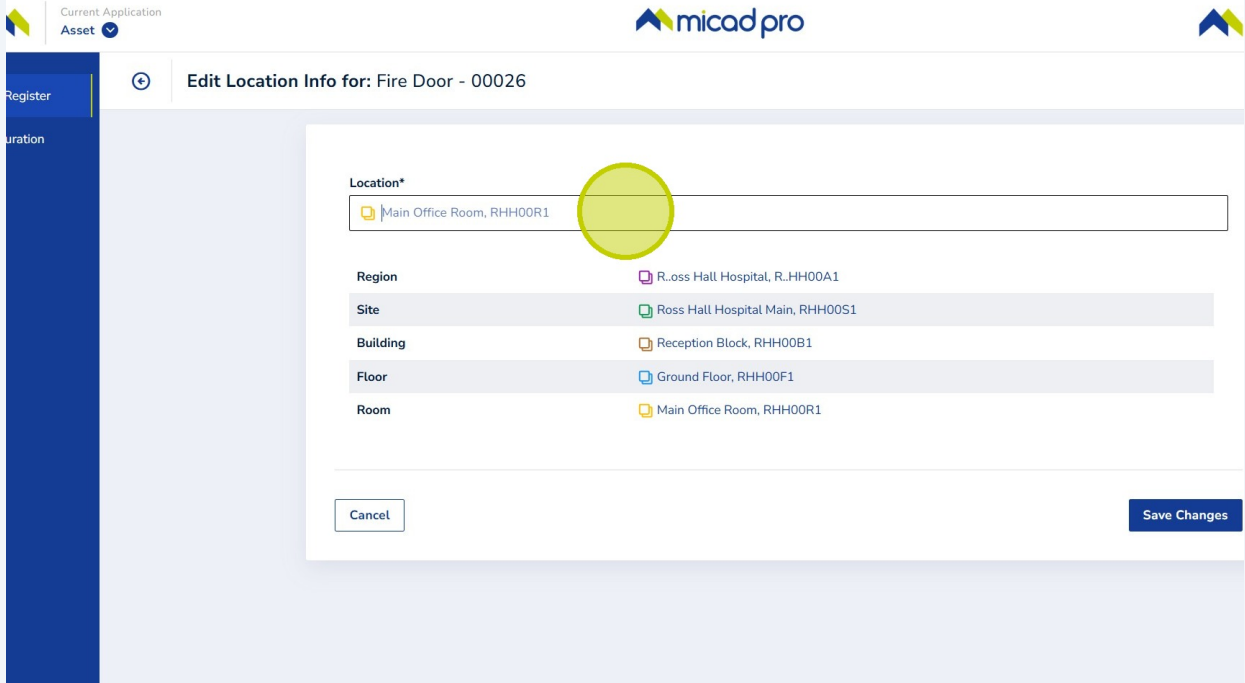
PHYSICAL INFO LOCATION CUSTOM INFO DOCUMENTS FINANCIALS

ROOMS

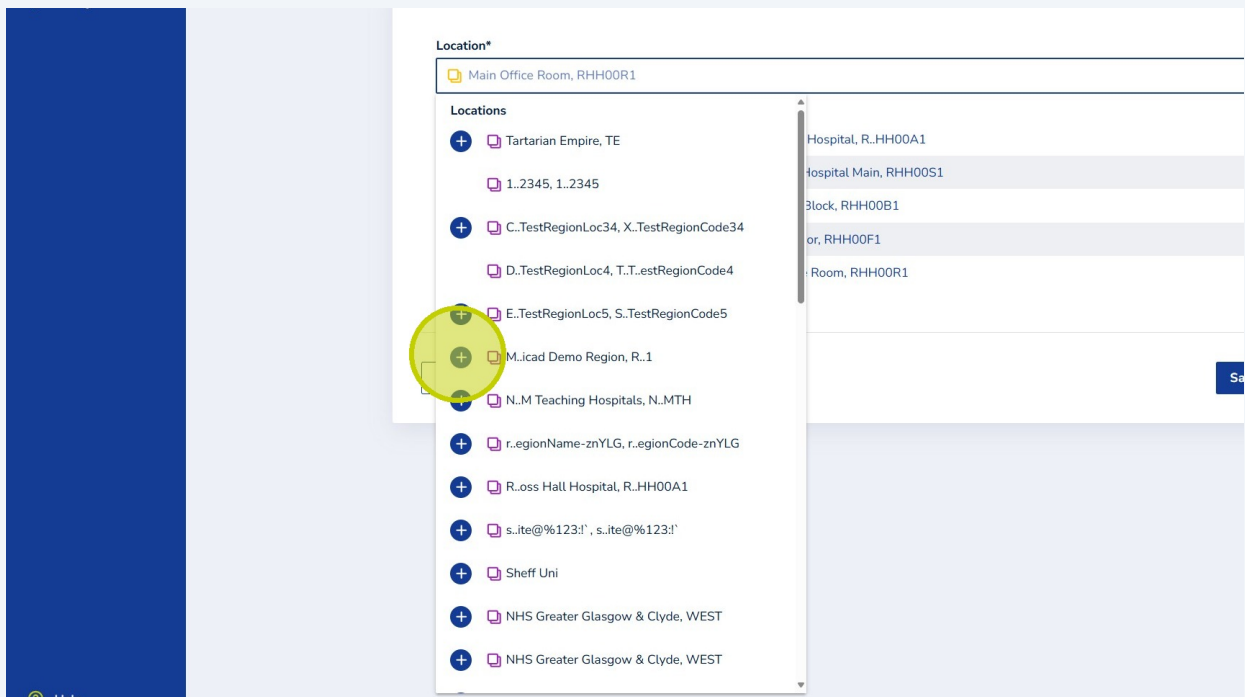
- Ross Hall Hospital, R.HH00A1
- Ross Hall Hospital Main, RHH00S1
- Reception Block, RHH00B1
- Ground Floor, RHH00F1
- Main Office Room, RHH00R1

Address

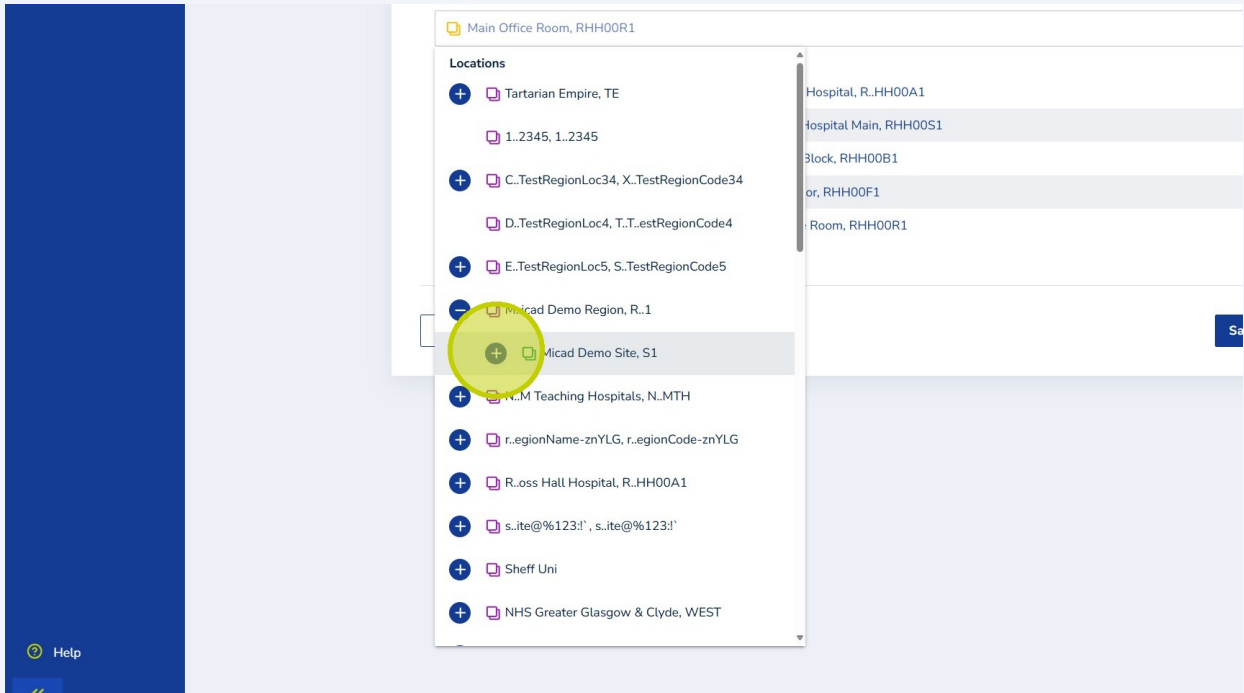
8 Click the existing locations field.



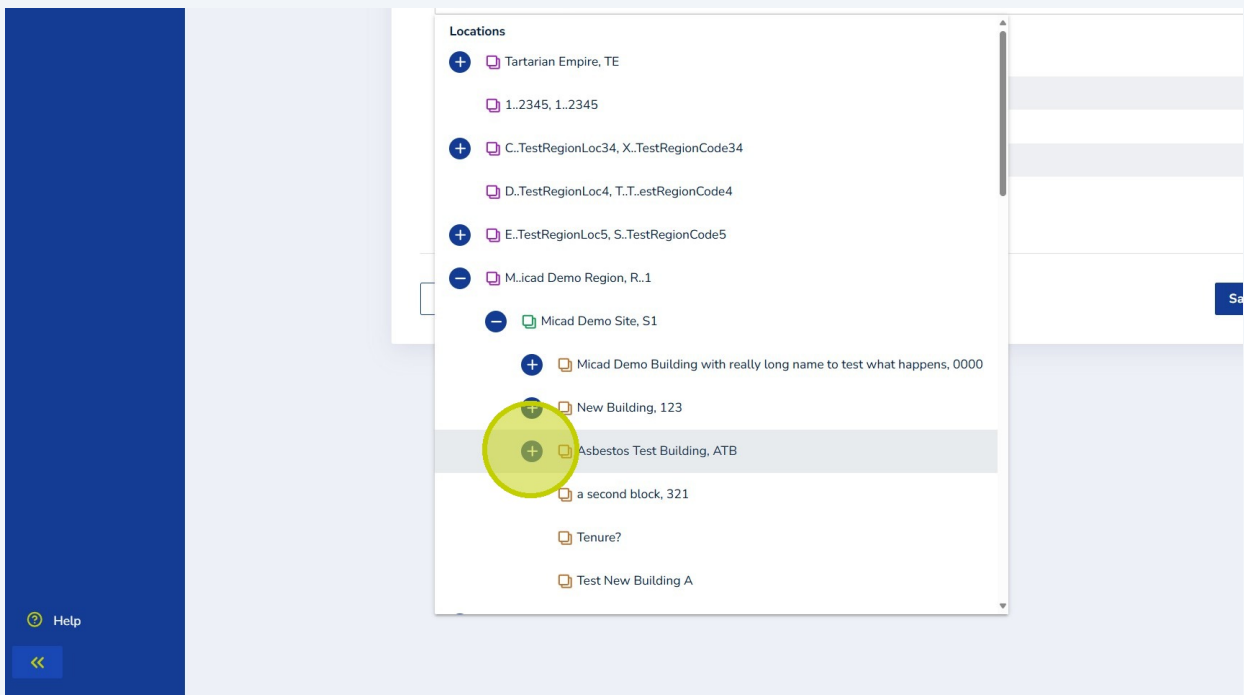
9 Locations are presented in the Region\Site\Building\Floor\Room hierarchy from the IPR.



10 You can click the plus icon to drill down to each level



11



12



Locations

- + Tartarian Empire, TE
 - 1..2345, 1..2345
- + C..TestRegionLoc34, X..TestRegionCode34
 - D..TestRegionLoc4, T..estRegionCode4
- + E..TestRegionLoc5, S..TestRegionCode5
- M..icad Demo Region, R..1
 - Micad Demo Site, S1
 - + Micad Demo Building with really long name to test what happens, 0000
 - + New Building, 123
 - Asbestos Test Building, ATB
 - + Asbestos Locations Level
 - Second block, 321
 - Tenure?

13 All the way to room level

Location*

Main Office Room, RHH00R1

Locations

- + Tartarian Empire, TE
 - 1..2345, 1..2345
- + C..TestRegionLoc34, X..TestRegionCode34
 - D..TestRegionLoc4, T..estRegionCode4
- + E..TestRegionLoc5, S..TestRegionCode5
- M..icad Demo Region, R..1
 - Micad Demo Site, S1
 - + Micad Demo Building with really long name to test what happens, 0000
 - + New Building, 123
 - Asbestos Test Building, ATB

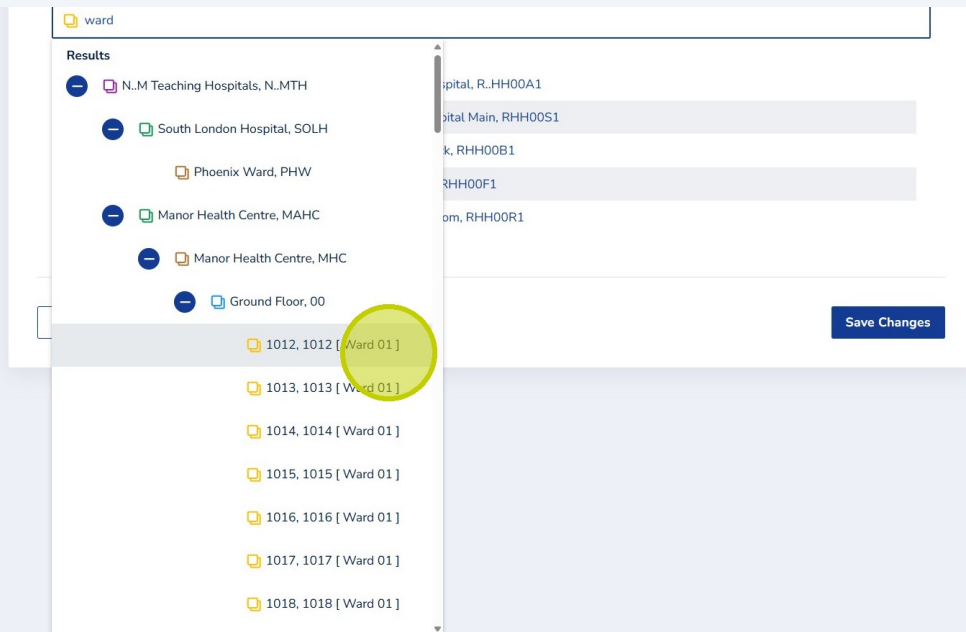
Save Changes

14

Alternatively you can type and search for a location including the Department/Ward name used in Micad FM. In the example below we have searched for "Ward" and it has returned a number of rooms belonging to "Ward 01". Click the room in question and the form will update.

15

Click here.



16 Click "Save Changes"

Location*

1012, 1012 [Ward 01]

Region N..M Teaching Hospitals, N..MTH

Site Manor Health Centre, MAHC

Building Manor Health Centre, MHC

Floor Ground Floor, 00

Room 1012, 1012 [Ward 01]

Cancel Save Changes

17 After returning to the locations tab, scrolling to the bottom of the page will show that the previous location has now been entered into this table.

No Resources Published For This Location

Photo Gallery

No Images Published For This Location

Micad360 Micad Floor Plan

No Micad360 Photograph Published For This Location

USER	SITE	BUILDING	FLOOR	ROOM	DEPT
Ian Johnson	Ross Hall Hospital Main	Reception Block	Ground Floor	Main Office Room	
Ian Johnson	Lost world	Children's OPD wards	Hatches and departments	002	
Ian Johnson	Micad Demo Site	Asbestos Test Building	Asbestos Locations Level	G.005	