

Controlled equipment errors

Date field is in the incorrect format

The date must be in the format of DD/MM/YYYY and the cell must be in date format.

Building code field is in the incorrect format

This field must contain four numbers.

For example:

- Building 1 = **0001**
- Building 41 = **0042**
- Building 103 = **0103**

Some buildings contain a letter at the end. Ensure they have four numbers before the letter.

Floor code field is in the incorrect format

This field must only contain the level number.

For example:

- Level 1 = **1**
- Level 12 = **12**

Do not include any extra 0's or letters.

The asset number is blank

Asset number information for new assets must be entered into **Column A** prior to upload.

Room code field is in the incorrect format

This field must only contain the room number.

For example:

- Room 101 = **101**
- Room 2106 = **2106**

Do not include any extra 0's or letters or full stops.



It is highly recommended that you copy your updated data from the Archibus data download once the template spreadsheet has been formatted and cell types are correct. **Please watch the training video for step-by-step instructions.**